

# **Montana State Requirements**

Training/User Guide



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# **Overview**

This manual provides instructions for the setup and use of the Montana State Requirements reports:

- 1 "Montana PERA Report" on page p. 2
- 2 "Employee Maintenance Setup" on page p. 2
- 3 "Service Purchase Type Codes" on page p. 5
- 4 "Montana PERA Maintenance" on page p. 6
- 5 "Create Montana PERA Data" on page p. 9
- 6 "Add or Edit Montana Retirement Data" on page p. 11
- 7 "Generate Montana PERA Report" on page p. 13

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# Montana PERA Report

The Montana PERA Report has been added to the Montana State Requirements menu. This report is submitted to the state of Montana each pay period.

### **Employee Maintenance Setup**

The Montana PERA Report requires the setup of two user-defined validation-set fields and one check box in *Employee Maintenance*. These fields accommodate employee retirement contributions made through payroll deductions.

The following steps show you how to set up these fields and a section header for making the fields easy to locate on the Employee User-Defined page in *Employee Maintenance*:

#### **Section Header**

- 1 Navigate to Maintenance > Logos Suite > Security > User-Defined Fields. The User-Defined Field List page will open.
- **2** Select **Employee** from the *Record Type* dropdown.
- 3 Select **Section Headers** from the *Maintenance Type* dropdown. The page will refresh to show a grid of existing user-defined section headers in Employee Maintenance.
- 4 Click **New**. The User-Defined Fields Section Header popup will open.
- **5** For Section Header, type **MT PERA**.
- 6 Use the Sequence Number field to tell where you want the section to appear in relation to other sections on the Employee User-Defined page; for example, if the page already contains three sections (sequence numbers 1 through 3), and you want the MT PERA section to appear below those sections, select 4 from the dropdown.
  - To have the section appear somewhere in between, you will need to change the sequence numbers of the other sections accordingly. Select **1** to have the section always appear at the top of the page, **99** to have it appear at the bottom.
- 7 Click **OK**. The popup will close, and the grid on User-Defined Field List page will refresh to show the newly added **MT PERA** section header.

#### **User-Defined Fields**

To set up the user-defined fields that will be part of the **MT PERA** section on the Employee User-Defined page in *Employee Maintenance*, follow these steps:

- 1 Navigate to Maintenance > Logos Suite > Security > User-Defined Fields. The User-Defined Field List page will open.
- **2** Select **Employee** from the *Record Type* dropdown.



- 3 Select **Attributes** from the *Maintenance Type* dropdown. The page will refresh to show a grid of existing user-defined fields in Employee Maintenance.
- 4 Click **New**. The User-Defined Fields popup will open.
- **5** Complete the fields **exactly** as follows:

Field	Value
Name	MT Retirement System
Section Header	MT PERA
Sequence Num- ber	(your choice or blank)
Data Type	Validation Set
Validation Set	MT PERA Retirement System
Required	(leave unchecked)

The MT Retirement System code will identify each employee's plan. (See next section, "Employee Setup for Montana State Reporting.")

This code is numeric and may contain up to two digits. To add or maintain valid *MT Retirement System* codes, navigate to Maintenance > Logos Suite > System > Validation Sets > Validation Set List, select (highlight) the *MT PERA Retirement System* validation set (380), and click the Values button.

## 🥭 NOTE:

The numeric codes need to be whatever retirement systems numbers are specified in the Montana PERA guide produced by PERA.

The first two characters of the *Description* of each code must be the employer type code--for example *CI* for *City* and *CO* for *County*.

## NOTE:

Descriptions need to be whatever employer types are specified in the Montana PERA guide produced by PERA.

6 Click OK. The MT Retirement System field will be added to the Employee Attributes grid on the User-Defined Field List page.

Repeat steps four through six for the remaining validation-set field and the check box that need to be set up. The following two tables contain the entries you will need to make:



Field	Value
Name	MT Seasonal Indicator
Section Header	MT PERA
Sequence Num- ber	(your choice or blank)
Data Type	Validation Set
Validation Set	MT PERA Seasonal Indicator
Required	(leave unchecked)

This code is alphanumeric and may contain up to four characters. To add or maintain valid *MT Seasonal Indicator* codes, navigate to Maintenance > Logos Suite > System > Validation Sets > Validation Set List, select (highlight) the *MT PERA Seasonal Indicator* validation set (379), and click the Values button.

Field	Value
Name	MT Part-Time
Section Header	MT PERA
Sequence Num- ber	(your choice or blank)
Data Type	Check Box

When you are finished, the Employee Attributes grid on the User-Defined Field List page should contain a row for each user-defined field you have saved as part of the **MT PERA** section.

### **Employee Setup for Montana PERA Reporting**

To set up an employee for Montana PERA reporting, follow these steps:

- 1 Navigate to **Human Resources** > **Employee Maintenance**. The Employee List page will open.
- 2 Use the search controls to produce a list of employees.
- 3 Click the *Employee Number* link for the employee you want to set up for retirement reporting. The Employee page will open.
- 4 From the Attribute dropdown, select **User Defined**. The page will refresh to show existing user-defined fields, including an **MT PERA** section containing the validation-set fields and check box you set up.
- **5** Make valid selections in the MT Retirement System and MT Seasonal Indicator fields.

Logos.NET Release 7.0 4 Last Revised: February 20, 2013



# NOTE:

To add a valid selection to either dropdown, hold down the **<Ctrl>** key, and click in the field. The Validation Set Values List popup will open.

- 6 If the employee is part-time (fewer than 160 hours per month), check the *MT Part-Time* box.
- 7 After making your selections, click **Save**.
- 8 Repeat these steps for each employee who is to be included in the report.

### **Service Purchase Type Codes**

The next section, "Montana PERA Maintenance," includes instructions for the setup of additional (service purchase) contributions using *Service Purchase Type* codes. To comply with the formatting requirements of the state transmittal file, each code must be three digits long; therefore, the *Service Purchase Type* validation set must have these codes set up for use by the Montana PERA Report.

Using sample codes and descriptions, the following steps show you how to set up Service Purchase Type codes:

- 1 Go to Maintenance > Logos Suite > System > Validation Sets > Validation Set List.
- 2 Highlight validation set 382, MT PERA Service Purchase Type.
- 3 Click the **Values** button. The Validation Set Values List page for *MT PERA Service Purchase Type* will open.
- 4 Click **New**. The Validation Set Value page will open.
- 5 In the *Value* field, type **025**.
- 6 In the *Description* field, type *Refund*, or any entry that makes it easy for you to identify the *Value*. This entry is not required to comply with a predetermined wording.

### NOTE:

The transmittal file will use the **Value** to identify the additional contribution data being sent to the state; therefore, take care to enter each **Value** as a three-digit number.

- 7 Click **Save/New**. Your entries will be saved and cleared, and the Validation Set Value page will remain open for the entry of a new value.
- 8 Repeat steps five through seven for the remaining validation-set values that need to be set up, clicking **Save** after making entries for the final value. The following table contains examples of values and descriptions:



Value	Description
026	Military or Reserve
040	1-for-5
041	Retroactive
042	Other Public Service
043	Elected Official
044	Legislator
045	Industrial Accident/Work Comp
046	Retro Coordination
047	Refund Coordination
048	Active Account Coordination
049	TRD on Account Coordination
050	TRD Refund Coordination

When you are finished, the grid on the Validation Set Values List page should contain a row for each value you have saved.

#### Montana PERA Maintenance

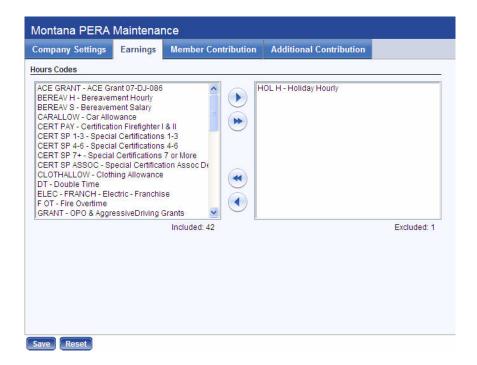
The following steps show you how to perform the setup needed to create your PERA data. Setup includes employer information, the hours codes that constitute pension wages and the benefits and deductions used to calculate employee and employer contributions.

1 Navigate to **Human Resources** > **State Requirements** > **MT** > **PERA Maintenance**. The Montana PERA Maintenance page will open, with the **Company Settings** tab brought forward, as shown below:





- 2 In the *Employer ID Number* field, type the state-assigned, numeric code identifying the employer.
- 3 Click Save.
- 4 Click the **Earnings** tab to bring it forward:





This tab contains multi-select list boxes for the selection of hours codes to be included in the wage reporting.

- 5 Initially, all active hours codes are displayed in the *Included* (left) box. Select those that are to be excluded, and click the right-arrow button ▶ to move the codes to the *Excluded* (right) box.
- 6 Click Save.
- 7 Click the **Member Contribution** tab to bring it forward:



The **Member Contribution** tab contains multi-select list boxes for the selection of benefits and deductions that will be used when member (employee) contributions are calculated.

### C NOTE:

Only select the benefit or deduction codes that should count for the **employee contributions**. Do not select the benefit codes that qualify as the employer contributions.

- Click the **Benefit Codes** or **Deduction Codes** tab to bring it forward. From the list of codes in the *Available* (left) box, select those that will be used, and click the rightarrow button to move the codes to the *Selected* (right) box. Only active codes are available for selection.
- 9 Click Save.
- 10 Click the **Additional Contribution** tab to bring it forward:





The grid on this tab contains all deduction codes and associated service purchase type codes.

11 To associate a deduction code with service purchase type, double-click in the Service Purchase Type cell adjacent to the Deduction, then select the appropriate code from the dropdown. One service purchase type code may be used for multiple deduction codes.

Each deduction code that needs to be included in the wages must have a service purchase type code to go with it.

### C NOTE:

The previous section contains instructions for setting up **Service Purchase Type** codes. You also may add these codes on the fly by holding down the **<Ctrl>** key and clicking in a **Service Purchase Type** cell.

12 Click Save.

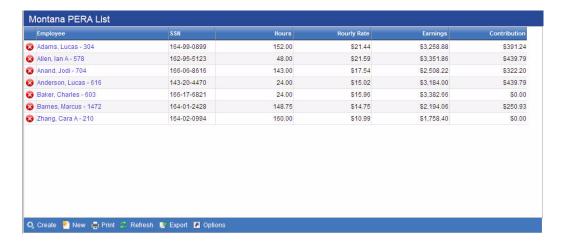
#### Create Montana PERA Data

Once you have completed the setup, you will be ready to create an on-screen work file of the retirement data that will be available for the Montana PERA Report. This data may be reviewed and modified before it is transmitted to the state.

To create the work file, follow these steps:

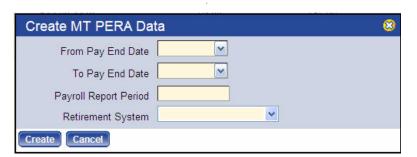


Navigate to Human Resources > State Requirements > MT > PERA List. The Montana PERA List page will open:



The grid on this page contains retirement data from the last time the work file was created, with each row in the grid corresponding to an employee record. If you are running this process for the first time, the grid will be empty.

2 Click the **Create** button. The Create MT PERA Data popup will open:



3 Make selections in all required fields. The following table contains descriptions of the fields on this popup:

Wage Code	Description
From Pay End Date	Required. First and last payroll dates that will be included in the report data.
To Pay End Date	
Payroll Report Period	Required. Automatically populates with the <i>To Pay End Date</i> selection but may be overridden.
Retirement Sys- tem	Required. Retirement system for which data is being created. Run this process for each retirement system.



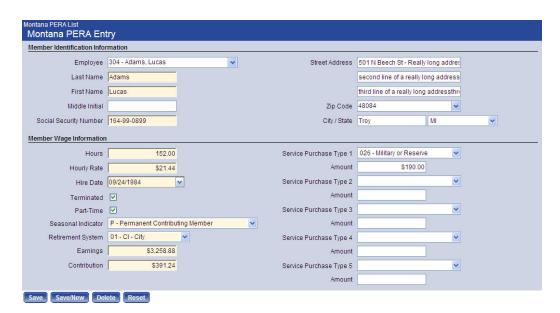
4 After making your selections, click **OK**. If a work file has been created previously, a message will display, telling you the previously created work file will be cleared and asking whether you want to continue. If you do, click <u>Accept</u>.

The current retirement data--including annual compensation, employer and employee contributions, the hours worked for the pay batches run within the selected period and payroll wages--will populate the work file, and the grid on the Montana PERA List page will refresh to show all employees who have been paid using the hours codes you set up in Maintenance.

#### Add or Edit Montana Retirement Data

To add or edit Montana retirement data, follow these steps:

1 If you need to add an employee to the grid on the Montana PERA List page, click the **New** button located in the bottom border of the grid; if you need to edit data for a particular employee, click the hyperlinked *Employee Name*. In either case, the Montana PERA Entry page will open:



2 Make entries in the appropriate fields. The following table contains descriptions of the fields on this page:

Field	Description
Member Identification Information	
Employee	ID of the retirement system member whose wages are being reported. When the page is in add mode, selecting the ID automatically populates the fields located in the <b>Member Demographic Information</b> section.



Field	Description
Last Name	Last name, first name and middle initial of the retirement
First Name	system member. Last and first name are required and should be the same as they are on the employee's membership card. The last name may contain 20 characters, the first name 19 and the middle initial one.
Middle Initial	
Social Security Number	Required. Social security number of the retirement system member whose wages are being reported.
Street Address	Complete address of the retirement system member. The first
Zip Code	line of the Street Address and the Zip Code, City and State are
City	required. Each <i>Street Address</i> line may contain 30 characters,
State	the city 20.
Member Wage Int	formation
Hours	All regular, overtime, sick leave and annual leave hours for which the employee received pay, salary or compensation.
Hourly Rate	The employee's primary pay rate as of the pay ending date.
Hire Date	First day the employee reports to work for the organization. Click the field prompt to select the date from a popup calendar.
Terminated	Identifies whether the employee's employment with the organization has been terminated.
Part-Time	Identifies whether the employee works part time for the organization.
Seasonal Indi- cator	Identifies whether the employee is <b>Permanent</b> , <b>Seasonal</b> or <b>Temporary</b> .
Retirement Sys- tem	Retirement system to which the employee belongsfor example, <i>CI - City</i> .
Earnings	Gross salary, wages or compensation paid to the employee for the pay period. Pay includes that for regular, overtime, sick leave and annual leave used.
Contribution	Dollar amount of the contribution for the pay period being reported. Deducted pre-tax from the employee's salary, contributions are not withheld on payouts of sick, annual or compensatory leave unless the employee is terminating.
Additional Con- tribution	Additional contribution dollar amount for the pay period being reported.

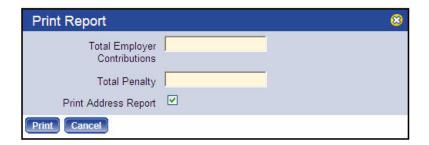


Field	Description
Service Pur- chase Type	Similar to a catch-up contribution, typically to make up for a period of time when the employee was employed elsewhere.
	Click in the field to select from a dropdown of valid entries. (Entries are maintained in <b>Validation Set 382</b> .) The selection of a <i>Service Purchase Type</i> requires an entry in the <i>Amount</i> field.
Amount	Dollar amount of the service purchase.

3 After making your entries, click **Save** to update the grid on the Montana PERA List page.

### **Generate Montana PERA Report**

To generate and display a Montana PERA Report containing the latest retirement data, click the **Print** button located below the grid on the MT PERA Report page. The Print Report popup will open:

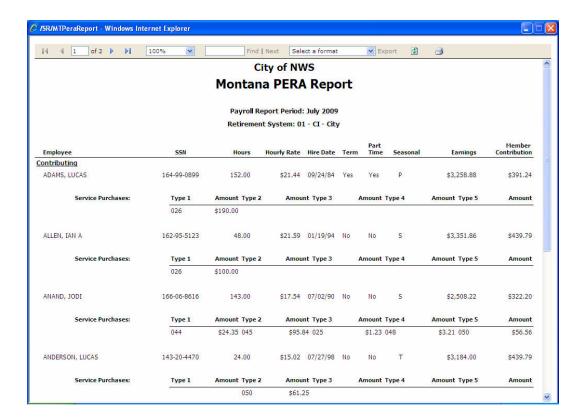


Type the dollar amounts for *Total Employer Contributions* and *Total Penalty*. The dollar signs will be entered automatically when you click or **Tab** off the field. In addition to the Montana PERA Report, the *Print Address Report* check box gives you the option to generate a report and transmittal file containing the names, social security numbers and addresses of the PERA members. This box is checked by default.

After making your entries, click **Print** to generate and display the Montana PERA Report. A PDF of the report and its transmittal file will be submitted to *myReports*. If you checked the *Print Address Report* box, the Montana PERA Address Report and its transmittal file also will be submitted to *myReports*.



### Sample Montana PERA Report



To view the transmittal file, click the *Montana PERA Transmittal File* in *myReports*. As shown below, a File Download popup will open:



Click **Open** to view the file. To save the file to a location on your PC, click **Save**.



#### Sample Montana PERA Transmittal File

