

# **Nevada State Requirements**

User Guide



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Printed in the United States of America



# **Contents**

Report Setup	1-1
Overview	1-1
User Defined Fields Setup	1-2
Setting Up Deductions	
Setting Up Benefits	
Setting Up Hours Codes	
Setting Up PERS Employee Groups	
Reports	2-1
Overview	2-1
Nevada Quarterly Tax and Wage Report	
Benefit Groups Tab	
Hours Codes Tab	
Tip Hours Codes Tab	
Command Buttons	
Report Output	
Creating Nevada PERS Data	
Entry Control Descriptions	
Command Buttons	
Nevada PERS List	
Search Control Descriptions	
Search Command Buttons	
List Results for PERS Search	
Command Buttons	
Nevada PERS Entry	
Entry Control Descriptions	
Command Buttons	
Nevada PERS Report	2-14
Entry Control Descriptions	
Command Buttons	
Report Output	
Transmittal File Calculations	
Procedures	3-1
Overview	3-1
Saving Report Settings	
Loading a Saved Report	
Logos.NET Dashboard	
Printing a Report	3-4

CHAPTER

# REPORT SETUP

## **Overview**

This chapter provides information on setting up the user-defined fields necessary to processing Nevada State Requirement Reports.

1 "User Defined Fields Setup" on page 1-2 details how to set up benefits and deductions as user-defined fields that can be assigned a PERS category code.



# **User Defined Fields Setup**

The Nevada PERS Report requires that deductions and benefits fields are set up in User-Defined Fields. These fields accommodate contributions to PERS that are made from employees, in the form of payroll deductions, or employers, in the form of benefits. Then category codes must be added to the deduction and benefit fields. Contributions to PERS depend on the plan to which the employee belongs.

## **Setting Up Deductions**

To set up deduction user-defined fields for the Nevada PERS Report:

- 1 From the Maintenance menu, select Logos Suite > Security > User-Defined Fields. The "User-Defined Field" page displays.
- **2** Select Deduction from the **Record Type** control.
- **3** Click the **New** button. The "User-Defined Fields" popup displays.



**4** Complete the fields *exactly* as follows:

Table 1.1

Control	Value
Name	NVPERS
Data Type	Checkbox

**5** The *Maximum Length* and *Required* controls will be hidden when Checkbox is selected as the *Data Type* value. Click **OK**.

To set up category codes for **deductions**:

- 1 From the Maintenance menu, select Human Resources > Deductions and Benefits > Deductions. The "Deduction List" page displays.
- **2** Highlight the row of the deduction in the list for which you want to add a PERS category code.



**3** Click the **User Defined Fields** button. The "Deduction Code User Defined Fields" page displays.



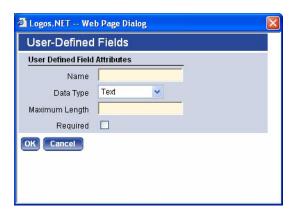
- **4** Click the NVPERS row in the table to highlight it. Click it again to put the row in EDIT mode.
- **5** Select the checkbox if this deduction should apply for NVPERS.
- 6 Click Save.
- **7** Repeat Steps 2-6 for the remainder of the deductions for which you want to add a PERS category code.



# **Setting Up Benefits**

To set up benefit user-defined fields for the Nevada PERS Report:

- 1 From the Maintenance menu, select Logos Suite > Security > User-Defined Fields. The "User-Defined Field List" page displays.
- **2** Select Benefit from the **Record Type** control.
- **3** Click the **New** button. The "User-Defined Fields" popup displays.



**4** Complete the fields *exactly* as follows:

Table 1.2

Control	Value
Name	NVPERS
Data Type	Checkbox

**5** The *Maximum Length* and *Required* controls will be hidden when Checkbox is selected as the *Data Type* value. Click **OK**.

To set up category codes for **benefits**:

- 1 From the Maintenance menu, select Human Resources > Deductions and Benefits > Benefits. The "Benefit List" page displays.
- **2** Highlight the row of the benefit in the list for which you want to add a PERS category code.



3 Click the **User Defined Fields** button. The "Benefit Code User Defined Fields" page displays.



- **4** Click the NVPERS row in the table to highlight it. Click it again to put the row in EDIT mode.
- **5** Select the checkbox if this benefit should apply for NVPERS.
- 6 Click Save.
- **7** Repeat Steps 2-6 for the remainder of the benefits for which you want to add an NVPERS category code.

## **Setting Up Hours Codes**

To set up hours codes user-defined fields for the Nevada PERS Report:

- 1 From the Maintenance menu, select Logos Suite > Security > User-Defined Fields. The "User-Defined Field" page displays.
- **2** Select Hours Code from the **Record Type** control.
- **3** Click the **New** button. The "User-Defined Fields" popup displays.





**4** Complete the fields *exactly* as follows:

Table 1.3

Control	Value
Name	NVPERS
Data Type	Text
Maximum Length	1
Required	Unselected

- 5 Click **OK**.
- **6** Click **New** again, and complete the fields *exactly* as follows:

Table 1.4

Control	Value
Name	NVPERSStatusCode
Data Type	Text
Maximum Length	2
Required	Unselected

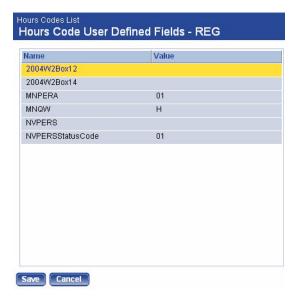
#### 7 Click **OK**.

To set up status codes for hours codes:

- 1 From the Maintenance menu, select Human Resources > Earnings Maintenance > Hours Codes. The "Hours Codes List" page displays.
- **2** Highlight the row of the hour code in the list for which you want to add a PERS status code.



**3** Click the **User Defined Fields** button. The "Hours Code User Defined Fields" page displays.



- **4** Click the NVPERS row in the table to highlight it. Click it again to put the row in EDIT mode.
- **5** Enter the appropriate value as needed for the codes:

Table 1.5

Value	Meaning
Н	Both hours and wages are included in the actual hours and wages in the <i>Wages Subject to Contribution</i> control.
W	Only wages are included.

- **6** Repeat Steps 2 through 5 as needed for any other hours codes that require an NVPERS code.
- 7 Click the NVPERSStatusCode row in the table to highlight it. Click it again to put the row in EDIT mode.
- **8** Enter the appropriate value as needed for the codes:

Table 1.6

Value	Meaning
01	
02	
03	
04	
05	
06	

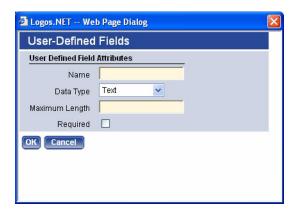


- 9 Click Save.
- **10** Repeat Steps 7 through 9 for the remainder of the hours codes for which you want to add a PERS status code.

## **Setting Up PERS Employee Groups**

To set up PERS employee group user-defined fields for the Nevada PERS Report,

- 1 From the Maintenance menu, select Logos Suite > Security > User-Defined Fields. The "User-Defined Field" page displays.
- **2** Select Employee from the **Record Type** control.
- **3** Click the **New** button. The "User-Defined Fields" popup displays.



**4** Complete the fields *exactly* as follows:

Table 1.7

Control	Value
Name	NVPERSEmployeeGroup
Data Type	Text
Maximum Length	1
Required	Unselected

- **5** Click **OK**.
- **6** Click the **New** button again and complete the fields *exactly* as follows:

Table 1.8

Control	Value
Name	NVPERSPartTimeIndicator
Data Type	Checkbox

7 The *Maximum Length* and *Required* controls will be hidden when Checkbox is selected as the *Data Type* value. Click **OK**.

To add a PERS group to an employee:



- 1 From the Human Resources menu, select Human Resources > Employee Maintenance. The "Employee List" page displays.
- **2** Use the Search controls to find the employee for whom you want to add a PERS group.
- **3** Click the *Employee Number* hyperlink for the employee on which you performed the search.
- **4** Select User Defined in the *Attribute* control.
- **5** Click the NVPERSEmployeeGroup row in the table to highlight it. Click it again to put the row in EDIT mode.
- **6** Enter the appropriate value for the code.
- **7** Repeat Steps 2-6 for the remainder of the employees for whom you want to add a PERS group.
- 8 To indicate that an employee is part-time with respect to NVPERS, click on the NVPERSPartTimeIndicator row to highlight it. Click it again to put the row in EDIT mode.
- **9** Select the checkbox to flag the employee as part-time for NVPERS. Click **Save**.
- **10** Repeat Steps 9 and 10 for the remainder of the employees who need to be flagged as part-time.

### **Report Setup** User Defined Fields Setup



# CHAPTER

# **REPORTS**

#### **Overview**

This chapter provides detailed window and field information for Nevada state requirement reports. Use these reports as guides for state remittances. For more information about these remittances, please refer to the following Web site:

http://www.state.nv.us

# A NOTE:

The reports described in this chapter require that benefit groups and hour codes are set up in Human Resources Maintenance.

- 1 "Nevada Quarterly Tax and Wage Report" on page 2-2 provides specific window and field information for the "Nevada Quarterly Tax and Wage Report" page. For a description of the procedures that can be performed from this page, please refer to Chapter 3, "Procedures."
- **2** "Creating Nevada PERS Data" on page 2-8 provides step-by-step information for the set up of the Nevada PERS (Public Employees Retirement Association) Report.
- **3** "Nevada PERS List" on page 2-9 allows the user to view current PERS data.
- 4 "Nevada PERS Entry" on page 2-12 allows the user to add and edit PERS data.
- **5** "Nevada PERS Report" on page 2-14 creates a report and transmittal file of the PERS data.



# **Nevada Quarterly Tax and Wage Report**

The "Nevada Quarterly Tax and Wage Report" page, accessed from the Human Resources menu (Human Resources > State Requirements > NV > Quarterly Tax and Wage Report), enables authorized users to select the information that appears on the Nevada Quarterly Tax and Wage Report and submit it to myReports. For a description of the procedures that can be performed on this page, please refer to Chapter 3, "Procedures."



## **Entry Control Descriptions**

Table 1 "Nevada Quarterly Wage Report" Controls

Control	Description
Quarter	Select the quarter for which you want to run the report. The available options are 1-4. The default selection is 1.
Year	Specify the year for which you want to run the report. This control is required. The acceptable range is 2000 - 2999. The current year is the default.
Employer U/I Account Number	Specify the transmitter's state unemployment insurance account number for the report. This control is required. This number is assigned by the State of Nevada to the employer. It may contain nine characters.
Contact Name	Specify the employer's contact name for the report. This control is required. It may contain 30 characters.
Contact Phone	Specify the employer's contact phone number for the report. This control is required. It may contain 10 characters.
Contact Extension	If applicable, specify the employer's contact phone extension number for the report. This control may contain four characters.



Table 1 "Nevada Quarterly Wage Report" Controls (continued)

Control	Description
Include Tip Wages	Select this control to have tip wages included on the report.
Create Transmittal File	Select this control to have the system create and attempt to download a text file that can be sent to the state unemployment commission. The text file is formatted according to state specifications. This control is selected by default.

# **Benefit Groups Tab**

As the default visible tab of the "Nevada Quarterly Wage Report" page, the "Benefit Groups" tab enables users to specify the benefit groups to include on the report. This tab is the default.

## Benefit Groups Tab Entry Control Descriptions

Table 2 "Nevada Quarterly Wage Report" Benefit Groups Tab Controls

Control	Description
Available Benefit Group(s)	This control displays all benefit groups to which the user has authority. Users may use Ctrl+Click to select multiple benefit groups or Shift+Click to select a range of benefit groups.
Selected Benefit Group(s)	This control displays all benefit groups that have been selected to include on the listing. At least one benefit group must be selected. Users may use Ctrl+Click to select multiple benefit groups or Shift+Click to select a range of benefit groups.

## **Benefit Groups Tab Command Buttons**

 Table 3
 "Nevada Quarterly Wage Report" Benefit Groups Tab Command Buttons

Button	Description
Add	This button moves all selected benefit groups in the <i>Available Benefit Group(s)</i> multi-select textbox to the <i>Selected Benefit Group(s)</i> multi-select textbox. If no benefit groups are listed in the <i>Available Benefit Group(s)</i> multi-select textbox, the <b>Add</b> command button is disabled.
Add All	This button moves all benefit groups from the <i>Available Benefit Group(s)</i> multi-select textbox to the <i>Selected Benefit Group(s)</i> multi-select textbox. If no benefit groups are listed in the <i>Available Benefit Group(s)</i> multi-select textbox, the <b>Add All</b> command button is disabled.
Remove	This button moves all selected benefit groups from the Selected Benefit Group(s) multi-select textbox to the Available Benefit Group(s) multi-select textbox. If no benefit groups are listed in the Selected Benefit Group(s) multi-select textbox, the <b>Remove</b> command button is disabled.
Remove All	This button moves all benefit groups from the Selected Benefit Group(s) multi-select textbox to the Available Benefit Group(s) multi-select textbox. If no benefit groups are listed in the Selected Benefit Group(s) multi-select textbox, the <b>Remove All</b> command button is disabled.



#### **Hours Codes Tab**

The "Hours Codes" tab on the "Nevada Quarterly Wage Report" page enables users to specify the hour codes to include on the report.



# Hours Codes Tab Control Descriptions

Table 4 "Nevada Quarterly Wage Report" Hours Codes Tab Controls

Control	Description
Available Hour Code(s)	This control displays all hour codes to which the user has authority. Users may use Ctrl+Click to select multiple hour codes or Shift+Click to select a range of hour codes.
Selected Hour Code(s)	This control displays all hour codes that have been selected to include on the listing. At least one hour code must be selected. Users may use Ctrl+Click to select multiple hour codes or Shift+Click to select a range of hour codes.

#### **Hours Codes Tab Command Buttons**

 Table 5
 "Nevada Quarterly Wage Report" Hours Codes Tab Command Buttons

Button	Description
Add	This button moves all selected hour codes in the <i>Available Hour Code(s)</i> multi-select textbox to the <i>Selected Hour Code(s)</i> multi-select textbox. If no hour codes are listed in the <i>Available Hour Code(s)</i> multi-select textbox, the <b>Add</b> command button is disabled.
Add All	This button moves all hour codes from the <i>Available Hour Code(s)</i> multi-select textbox to the <i>Selected Hour Code(s)</i> multi-select textbox. If no hour codes are listed in the <i>Available Hour Code(s)</i> multi-select textbox, the <b>Add All</b> command button is disabled.
Remove	This button moves all selected hour codes from the Selected Hour Code(s) multi-select textbox to the Available Hour Code(s) multi-select textbox. If no hour codes are listed in the Selected Hour Code(s) multi-select textbox, the <b>Remove</b> command button is disabled.
Remove All	This button moves all hour codes from the Selected Hour Code(s) multi-select textbox to the Available Hour Code(s) multi-select textbox. If no hour codes are listed in the Selected Hour Code(s) multi-select textbox, the <b>Remove All</b> command button is disabled.



# **Tip Hours Codes Tab**

The "Tip Hours Codes" tab on the "Nevada Quarterly Wage Report" page enables users to specify the tip hours codes to include on the report. This tab is enabled if the *Include Tip Wages* control is selected.



## Tip Hours Codes Tab Control Descriptions

Table 6 "Nevada Quarterly Wage Report" Tip Hours Codes Tab Controls

Control	Description
Available Tip Hours Code(s)	This control displays all tip hours codes to which the user has authority. Users may use Ctrl+Click to select multiple tip hours codes or Shift+Click to select a range of tip hours codes.
Selected Tip Hours Code(s)	This control displays all tip hours codes that have been selected to include on the listing. At least one tip hour code must be selected. Users may use Ctrl+Click to select multiple tip hours codes or Shift+Click to select a range of tip hours codes.

## **Tip Hours Codes Tab Command Buttons**

Table 7 "Nevada Quarterly Wage Report" Hour Codes Tab Command Buttons

Button	Description
Add	This button moves all selected tip hour codes in the <i>Available Tip Hours Code(s)</i> multi-select textbox to the <i>Selected Tip Hours Code(s)</i> multi-select textbox. If no tip hours codes are listed in the <i>Available Tip Hour Code(s)</i> multi-select textbox, the <b>Add</b> command button is disabled.
Add All	This button moves all hour codes from the <i>Available Tip Hours Code(s)</i> multi-select textbox to the <i>Selected Tip Hours Code(s)</i> multi-select textbox. If no tip hours codes are listed in the <i>Available Tip Hours Code(s)</i> multi-select textbox, the <b>Add All</b> command button is disabled.
Remove	This button moves all selected tip hours codes from the Selected Tip Hours Code(s) multi-select text-box to the Available Tip Hours Code(s) multi-select textbox. If no tip hours codes are listed in the Selected Tip Hours Code(s) multi-select textbox, the <b>Remove</b> command button is disabled.
Remove All	This button moves all tip hours codes from the Selected Tip Hours Code(s) multi-select textbox to the Available Tip Hours Code(s) multi-select textbox. If no tip hours codes are listed in the Selected Tip Hours Code(s) multi-select textbox, the <b>Remove All</b> command button is disabled.



### **Command Buttons**

Table 8	Command	Ruttons

Button	Description
Submit	This button automatically sends the "Nevada Quarterly Wage Report" to myReports.
Reset	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.
Save	If the report settings have not yet been saved, this button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When <b>OK</b> is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>Quarter</i> control. When changes are made to a previously saved report, any changes are saved to the report settings and the cursor focus is placed in the <i>Quarter</i> control. This button is hidden if the user does not have the appropriate security permissions.
Save As	This button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When <b>OK</b> is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>Quarter</i> control. This button is hidden if the user does not have the appropriate security permissions.
Delete	Enabled only if the <i>Load Saved Report</i> option was used, this button prompts the user to delete the current report settings. When <b>OK</b> is clicked, the saved report settings are deleted, all controls are cleared, and the cursor focus is placed in the <i>Quarter</i> control. This button is hidden if the user does not have the appropriate security permissions.

# **Report Output**

Generated via the "Nevada Quarterly Wage Report" page, the report provides users with information detailing the quarterly wages paid to each employee, and the employer's wages and withholdings. The report also displays total wages with tips and tip wages. Data on the report is sorted by *Employee* name. A sample report appears below.

		of Logos	
Nevada Quarterly Wage Report			
Employee	Social Security Number	Total Wages Including Tips	Tip Wages
Derek Addison - 215	939-70-7466	0.00	0.00
Kara Adkins - 89	939-53-7699	2,577.26	1,288.63
Kristin Akins - 315	939-39-8299	2,382.92	1,191.46
Dean Alford - 140	939-69-7866	42,172.70	21,086.35
Mary Allen - 36	949-52-5622	2,642.72	1,321.36
Christophi M. Alt - 37	999-68-4100	0.00	0.00
Aaron Anderson - 330	555-55-5555	12,061.44	6,030.72
Allison Anderson - 254	939-09-7499	0.00	0.00
Rachel Anderson - 61	939-21-7655	2,756.00	1,378.00
Jennifer Andrews - 38	939-97-6633	2,068.56	1,034.28
Brian Applegate - 29	939-59-5288	15,365.80	7,682.90
Benjamin Amstrong - 314	939-01-7455	11,962.08	5,981.04
Bryan Amold - 84	939-26-6666	19,504.74	9,752.37
Auti Arthur - 252	939-31-7033	0.00	0.00
Matthew Atwood - 62	939-59-7633	3,866.64	1,933.32
Jamie Aussem - 301	939-00-5266	0.00	0.00
Kevin Bailey - 92	939-50-6200	19,530.40	9,765.20
Kevin Bajaj - 253	949-62-3711	0.00	0.00
Douglas Baker - 2	039-19-6455	14,330.80	7,165.40
Georgia Baker - 85	939-77-3677	15,241.20	7,620.60
Carl Arme Ball - 102	949-73-1199	17,703.68	8,851.84
Paul Ballard - 159	939-14-3811	19,496.18	9,748.09
George Barber - 141	939-21-6200	19,945.40	9,972.70
Mark Barr - 164	939-47-5833	17,830.02	8,915.01
Tracy Beasley - 200	939-59-7688	0.00	0.00
Mathew Beason - 165	939-62-5644	14,862.18	7,431.09
John Beltz - 86	939-19-5866	19,504.76	9,752.38



# Report Fields

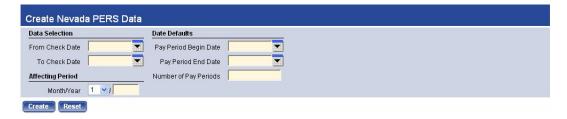
Table 1 "Nevada Quarterly Wage Report" Fields

Column	Description
Employee	This column displays the name and number of the employee.
Social Security Number	This column displays the Social Security Number of the employee.
Total Wages Including Tips	This column displays the total wages plus tips received for the employee during the selected quarter.
Tip Wages	This column displays the tip wages received for the employee during the selected quarter.



# **Creating Nevada PERS Data**

The "Creating Nevada PERS Data" page provides the date used for the Nevada PERS (Public Employees Retirement System) Report. Setup must be completed before running this report. See Chapter 1 if you have not yet completed the setup.



# **Entry Control Descriptions**

Table 1.1 "Creating Nevada PERS Data" Controls

Control	Description
Data Selection	This section organizes the date controls that determine what data will be selected to create PERS data.
From Check Date	This control is required. Enter the first check date that should be included in the data.
To Check Date	This control is required. Enter the last check date that should be included in the data.
Affecting Period	This section organizes the effective month and year controls.
Month/Year	The month and year values that indicate what month and year the results are effective for. This works with the Date Defaults controls. For example, if the pay period range is from January 3, 2005, to February 3, 2005, and this constitutes the date range for January reporting, then 01/2005 would be entered in the <i>Month/Year</i> controls. The month can be a value 1 through 12, and the year can be a value 2000-2999.
Date Defaults	This section organizes the controls that determine the default dates for the data.
Pay Period Begin Date	This control is required. Enter the begin date that will appear on each created record.
Pay Period End Date	This control is required. Enter the end date that will appear on each created record.
Number of Pay Periods	This control is required. Enter the number of pay periods that should be used to create the PERS data. Acceptable values are 1-99.

#### **Command Buttons**

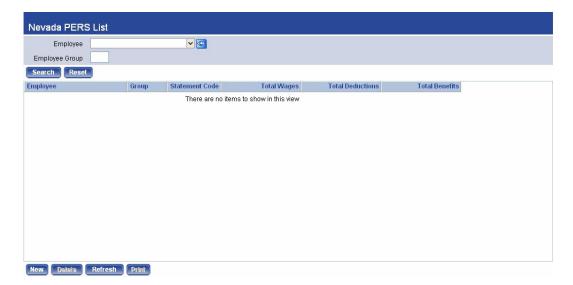
Table 1.2 "Creating Nevada PERS Data" Command Buttons

But	ton	Description
Crea	ate	This button notifies the user that the previous work file will be cleared. If the user approves this, it clears the previous PERS data and inserts the current PERS data into the table.
Res	et	This button clears the entry controls without saving any data, and returns the cursor focus to the From Check Date control.

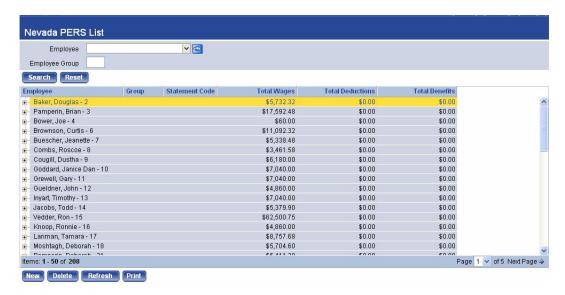


### **Nevada PERS List**

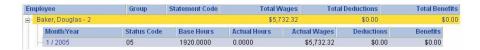
The "Nevada PERS List" page, accessed from the Human Resources menu (**Human Resources** > **State Requirements** > **NV** > **PERS List**), allows authorized users to review and maintain PERS information for each employee within an organization. When you first enter the page, you will see a screen like the following:



Once you click **Search** the list will populate with the results:



When a row is expanded, additional information displays for the employee:





## **Search Control Descriptions**

Table 1.3 "Nevada PERS List" Search Controls

Control	Description
Employee	Select the name of an employee if you want to search for results for one employee only.
Employee Group	Enter the one-character code for a plan if you want to search for results for all employees in a particular group.

#### **Search Command Buttons**

Table 1.4 "Nevada PERS List" Search Command Buttons

Button	Description
Search	This button sends a search message to the PERS data table and populates the grid with the results.
Reset	This button updates the page and sets the data in the controls to the state they were in when the page was opened.

#### **List Results for PERS Search**

The information is displayed in an expandable list that offers additional information for each employee. Clicking the icon in PERS Search list expands the Employee list to display the Month/Year, Status Code, Base Hours, Actual Hours, Actual Wages, Deductions, and Benefits information. Clicking the icon in PERS Search list collapses the Employee list and hides the secondary level of information.

The *Month/Year* value in the list is hyperlinked. Clicking on the link opens the "Nevada PERS Entry" in EDIT mode with the cursor focus in the *Employee* control. The default sorting order of the PERS Search list is by *Employee* (alpha, descending order).

Table 1.5 "Nevada PERS List" Grid

ColuNV	Description
Employee	This column displays the employee's full name and number.
Group	This column displays the PERS group to which the employee belongs.
Statement Code	This column displays the code assigned to the statement.
Total Wages	This column displays the employee's total wages paid for the current pay period.
Total Deductions	This column displays the employee's total deductions taken for this pay period.
Total Benefits	This column displays the employee's total benefits paid for this pay period.
Total Additional Benefits	This column displays the total amount of any additional benefits paid to the employee for this pay period.
Month/Year	This column displays the month and year for which the report is effective. The <i>Month/Year</i> value in the list is hyperlinked. Clicking on the link opens the "Nevada PERS Entry" page.
Status Code	This column displays the code assigned to the status.



Table 1.5 "Nevada PERS List" Grid (continued)

ColuNV	Description
Base Hours	This column displays the minimum number of hours the employee is expected to work in a pay period.
Actual Hours	This column displays the number of hours the employee worked for this pay period range.
Actual Wages	This column displays the employee's wages paid for this pay period range.
Deduction	This column displays the employee's deductions taken for this pay period range.
Benefit	This column displays the employee's benefits paid for this pay period range.

# **Command Buttons**

Table 1.6 "Nevada PERS List" Command Buttons

Button	Description
New	This button opens the "Nevada PERS Entry" page in ADD mode with cursor focus in the <i>Employee</i> control.
Delete	This button is hidden if user does not have appropriate security permissions. If the user is authorized, it prompts the user to confirm deletion. If <b>OK</b> is clicked and a Pay Type row is highlighted, just that row is deleted. If an employee row is highlighted, all Pay Type rows for that employee are deleted. The system refreshes the list, and automatically highlights the first row in the list. If deleting the only row in the list, place cursor focus on the <b>New</b> command button.
Refresh	Performs a postback and keeps the selected row highlighted. If the selected row was deleted, automatically highlights the first row in the list. If there are no rows in the list, places cursor focus on the <b>New</b> command button.
Print	Opens the "Nevada PERS Report" popup page.



# **Nevada PERS Entry**

The "Nevada PERS Entry" page, accessed by clicking the **New** command button or the *Month/Year* hyperlink in the Employee grid on the "Nevada PERS List" page, enables authorized users to add an employee to the PERS list or to maintain an employee already on the list.



# **Entry Control Descriptions**

Table 1.7 "Nevada PERS Entry" Controls

140.0 111 110.0	,
Control	Description
Employee	This control is required. Select the employee for whom you will create the PERS entry. This control is disabled in EDIT mode.
Employee Group	This control is required. Enter the two-digit group number.
Statement Code	This control is requried. It is a one-character code that identifies the statement.
Part-Time	This control indicates if the selected employee is a part-time employee. This control is selected by default.
Effective Month/Year	The month and year for which the report data is effective. The default value is supplied from when the PERS data was created.
Status Code	This control is required. Enter the two-character code that represents the employee's status.
Base Hours	Enter the number of base hours the employee is expected to work in a pay period. Acceptable values are 0.00 through 99,999.99.
Wages Subject to Contribution	This control is required. Enter the employee's wages that are subject to PERS for the pay period. Acceptable values are 0.00 through 999,999.99.
Actual Wages	This control is required. Enter the actual wages the employee earned for this pay period. Acceptable values are 0.00 through 999,999.99.
Employer-Paid Contribution	This control is required if the <i>Employee Contribution</i> and <i>Employer Contribution</i> are not specified. Enter the contribution the employer paid for this pay period. Acceptable values are 0.01 through 999,999.99.



Table 1.7 "Nevada PERS Entry" Controls (continued)

Control	Description
Employee Contribution	This control and the <i>Employer Contribution</i> control are required if the <i>Employer-Paid Contribution</i> control is not populated. Enter the amount that the employee is paying. Acceptable values are 0.01 through 999,999.99.
Employer Contribution	This control and the <i>Employee Contribution</i> control are required if the <i>Employer-Paid Contribution</i> control is not populated. Enter the amount that the employer is paying. Acceptable values are 0.01 through 999,999.99.

# **Command Buttons**

Table 1.8 "Nevada PERS Entry" Command Buttons

Button	Description
ОК	Adds or updates the information in the PERS data table, closes the popup, and returns the user to the "Nevada PERS List" page.
Cancel	Clears the entry controls without saving and data or changes, closes the popup, and returns the user to the "Nevada PERS List" page.



# **Nevada PERS Report**

The "Nevada PERS Report" page, accessed from the Human Resources menu (Human Resources> State Requirements> NV > PERS Report) or by clicking the Print button on the "Nevada PERS List" page, enables authorized users to produce the Nevada PERS report.



# **Entry Control Descriptions**

Table 1.9 "Nevada PERS Report" Controls

Control	Description
Load Saved Report	This control allows users to retrieve selection criteria that has been previously defined. An unlimited number of selection criteria combinations for a listing can be stored.
Override Report Title	This control displays the title that will replace the default title on the printed report.
Distribution Group	The group to which the report will be distributed. The report will be sent to myReports for each user in the group.
Affecting Month/Year	This control is required. The <i>Affecting Period</i> value used when the PERS data was created is defaulted here.
Reporting Agency Number	This control is required. Enter the three-digit code that identifies the rep orting agency.
Employer Pay Factor	This control is required. Enter the two-character code that identifies the employer pay factor.
Create Transmittal File	This control indicates whether you want to save this file to a disk. If this control is selected, the system will open a standard Microsoft File Download dialog when the report is submitted. This dialog enables you to specify the file location and file type.

#### **Command Buttons**

Table 1.10 "Nevada PERS Report" Command Buttons

Button	Description
Submit	This button automatically sends the Nevada PERS Report to myReports.
Reset	Clears the entry controls and places the cursor focus in the Affecting Month/Year control.



Table 1.10 "Nevada PERS Report" Command Buttons (continued)

Button	Description
Save	If the report settings have not yet been saved, opens a popup page that allows user to save the current report settings and assign a name to the settings so they can be used at a later date. When <b>OK</b> is clicked, saves the settings and closes the popup page. Places cursor focus in the <i>Report Through Date</i> control. When changes are made to a previously saved report, any changes are saved to the report settings and cursor focus is placed in the <i>Affecting Month/Year</i> control. Hidden if user does not have appropriate security permissions.
Save As	Opens a popup page that allows user to save the current report settings and assign a name to the settings so they can be used at a later date. When <b>OK</b> is clicked, saves the settings and closes the popup page. Places cursor focus in the <i>Affecting Month/Year</i> control. Hidden if user does not have appropriate security permissions.
Delete	Prompts user to delete the current report settings. When <b>OK</b> is clicked, deletes the saved report settings. Clears all controls and places cursor focus in the <i>Affecting Month/Year</i> control. Enabled only if the <i>Load Saved Report</i> option was used. Hidden if user does not have appropriate security permissions.

## **Report Output**

Generated via the "Nevada PERS Report" page, the report provides users with information about employee PERS contributions. Use this report as a guide for preparing the Nevada PERS (Public Employees Retirement Association) Report. Data on the report is sorted by *Plan*, then by *Last Name*, then by *First Name*. It provides totals by plan, as well as grand totals. A sample report appears below.

City of Logos Nevada PERS Report										
Last Hame	First Name	MI SSN	Report MTH/YR		e To Date	Base Hours	Actual Hours	Actual Wages	Employer Paid Amount	Employee Paid Amoun
Employee Group:										
Adkins	Kara	939-53-7699	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	1,352.00	0.00	0.0
Adkins	Kara	939-53-7699	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	554.13	0.00	0.0
Adkins	Kara	939-53-7699	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	676.00	0.00	0.0
Adkins	Kara	939-53-7699	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	676.00	0.00	0.0
Akins	Kristin	939-39-8299	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	1,040.00	0.00	0.0
Akins	Kristin	939-39-8299	1 / 2005	01/01/2004	12/31/2005	1,920.0000	0.0000	671.46	0.00	0.0
Akins	Kristin	939-39-8299	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	520.00	0.00	0.0
Akins	Kristin	939-39-8299	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	520.00	0.00	0.0
Alford	Dean	939-69-7866	1 / 2005	01/01/2004	12/31/2005	1,920.0000	0.0000	2,788.70	0.00	0.0
Allen	Mary	949-52-5622	1 / 2005	01/01/2004	12/31/2005	1,920.0000	0.0000	2,149.20	0.00	0.0
Allen	Mary	949-52-5622	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	1,074.60	0.00	0.0
Allen	Mary	949-52-5622	1 / 2005	01/01/2004	12/31/2005	1,920.0000	0.0000	1,074.60	0.00	0.0
Anderson	Aaron	555-55-5555	1 / 2005	01/01/2004	12/31/2005	1,920.0000	0.0000	4,000.00	0.00	0.0
Anderson	Aaron	555-55-5555	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	2,000.00	0.00	0.0
Anderson	Aaron	555-55-5555	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	2,000.00	0.00	0.0
Anderson	Rachel	939-21-7655	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	1,040.00	0.00	0.0
Anderson	Rachel	939-21-7655	1 / 2005	01/01/2004	12/31/2005	1,920.0000	0.0000	858.00	0.00	0.0
Anderson	Rachel	939-21-7655	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	520.00	0.00	0.0
Anderson	Rachel	939-21-7655	1/2005	01/01/2004	12/31/2005	1,920.0000	0.0000	520.00	0.00	0.0

# Report Fields

Table 1.11 "Nevada PERS Report" Fields

Column	Description
Last Name	This column displays the employee's last name.
First Name	This column displays the employee's first name.



 Table 1.11 "Nevada PERS Report" Fields (continued)

Column	Description
МІ	This column displays the employee's middle initial.
SSN	This column displays the employee's Social Security Number.
Report MTH/YR	This column displays the affecting month and year value for which PERS data was created.
From Date	The column displays the first date for which PERS data was created.
To Date	The column displays the last date for which PERS data was created.
Base Hours	The column displays the base hours the employee is expected to work for the affecting month/year.
Actual Hours	The column displays the number of hours the employee actually worked for the affecting month/year.
Actual Wages	This column displays the wages the employee earned for the affecting month/year.
Employer-Paid Amount	This column displays the benefit amount paid by the employer.
Employee-Paid Amount	This column displays the benefit amount paid by the employee.

#### **Transmittal File Calculations**

Column 7 - Status Code: Comes from the 2 characters of NVPERS UDF on hours code.

Column 12 - Base Hours = "Number of Pay Periods" \* Employee's Cycle Hours

Column 13 - Actual Hours - Total Hours where character in NVPERSStatusCode UDF = "H"  $\,$ 

Column 14 and 15 - Base and Actual Wages = 0

Column 17 - Wages Subject To Contribution = Sum of Wages where the character in NVPERSStatusCode UDF = "H"or "W"

Column 18, 19, 20 - See UDF for Benefits and Deductions above

Column 24, 25 - Leave blank even though layout says it's required

# **PROCEDURES**

## **Overview**

This chapter provides a step-by-step guide to reporting features. It details the following procedures:

- "Saving Report Settings"
- "Loading a Saved Report"
- ▶ "Printing a Report"

For information on specific reports and submitting reports, please see Chapter 2, "Reports."



# **Saving Report Settings**

Use this procedure to save report settings for future use.

- 1 From the Human Resources > State Requirements > NV > [Report Name] menu, select the report for which you want to save report settings. The report page displays.
- **2** Complete the controls for the report you selected as detailed in Chapter 2, "Reports."
- **3** Click the **Save** button to automatically save changes to an existing report template.

#### -OR-

Click the **Save As** button to save a new report template. A dialog similar to the following displays:



- **4** Enter a unique name for the report template in the *Please enter a new report criteria name* control.
- 5 Click OK.

The report settings are now saved for future use. For more information on loading a save report, please refer to the "Loading a Saved Report" topic.



# **Loading a Saved Report**

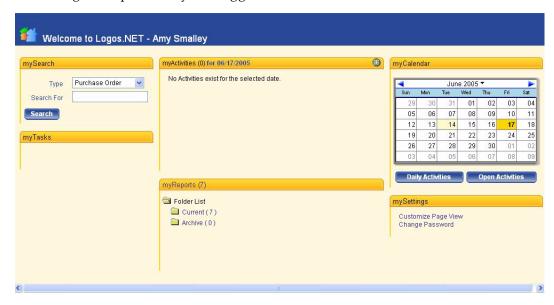
Use this procedure to load saved settings for the selected report.

- 1 From the **Human Resources** > **State Requirements** > **NV** > [Report Name] menu, select the report for which you want to load a saved report. The report page displays.
- **2** Select the name of the previously saved report template, from the *Load Saved Report* control.
  - The controls update to display the saved report settings.
- 3 Make the necessary changes to the template or submit the report to myReports.



# **Printing a Report**

The **myReports** feature on the dashboard displays folders that hold all reports that are waiting to be printed by the logged-in user.

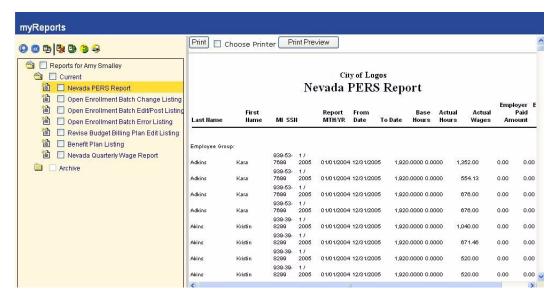


When you click on the Current hyperlink next to the folder icon, the myReports page will launch. The reports you have run will be listed on the left side of the page:





The report name is hyperlinked. Click on the name of the report you want to see, and the results will display on the right-hand side of the page:



To print the report, click the Print button.

#### **Procedures**

Printing a Report

