Logos®.NET

Public Administration Software

New Hampshire State Requirements
Training/User Guide

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New World Systems®
The Public Sector Software Company

Overview

This manual provides instructions for the set up and use of the New Hampshire State Requirements reports:

New Hampshire State Requirements

The "New Hampshire Retirement Systems Report" requires that employee and deduction fields are set up in "User-Defined Fields." These fields accommodate employee contributions made through payroll deductions. After the user-defined fields are set up, the category codes must be added to the deduction fields.

Set up Section Header and User-Defined Fields

One section header, three user-defined validation-set fields and two user-defined date/time fields need to be set up for the "New Hampshire Retirement Systems Report." The user-defined fields will be grouped under the section header on the "Employee User-Defined" page in *Employee Maintenance*:

Section Header

- **NH ERS**

Validation-Set Fields

- *NH ERS Employment Type*
- *NH ERS Job Class*
- *NH ERS Pay Status*

Date/Time Fields
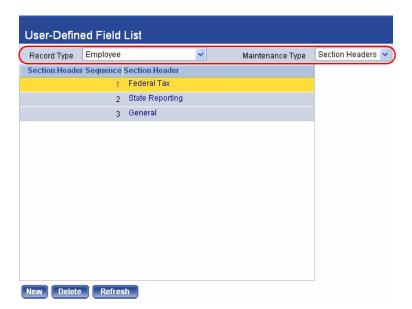
- *NH ERS Employment Effective Date*
- *NH ERS Job Class Effective Date*

Section Header Setup
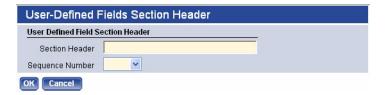
To set up the section header that will group the validation-set and date/time user-defined fields, follow these steps:

1 Go 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 be refreshed to show a grid of existing user-defined employee section headers:

4 Click [New]. The "User-Defined Fields Section Header" popup will open:
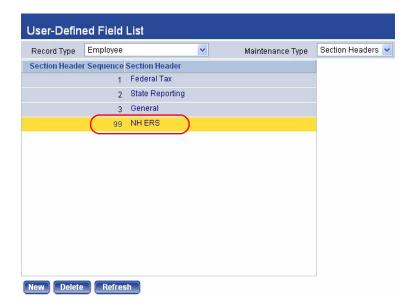
5 For *Section Header*, type **NH ERS**. (The user-defined fields that you will create for the "New Hampshire Retirement Systems Report" will be grouped under this header on the "Employee User-Defined" page in *Employee Maintenance*.)

6 Use the *Sequence Number* field to tell where you want the **NH ERS** section of user-defined fields to appear in relation to other sections on the "Employee User-Defined" page in *Employee Maintenance*; for example, if the "Employee User-Defined" page already contains three sections (sequence numbers 1 through 3), and you want the **NH ERS** section to appear below those sections, select 4 from the dropdown. If you want the section to appear somewhere in between, you will need to change the sequence numbers of the other sections accordingly. If you want the section always to appear at the top of the page, select 1; if you want it always to at the bottom of the page, select 99.

7 Click [OK]. The popup will close, and the grid on "User-Defined Field List" page will be refreshed to show the newly added **NH ERS** section header:

Validation-Set Fields Setup
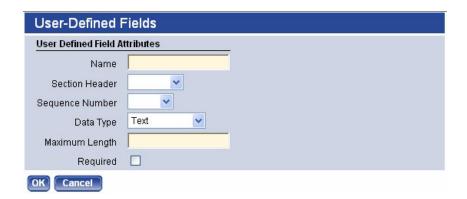
To set up the user-defined validation-set fields that will be part of the NH ERS section on the "Employee User-Defined" page in *Employee Maintenance*, follow these steps:

1 Go 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 be refreshed to show a grid of existing user-defined employee fields:

**4** Click [New]. The "User-Defined Fields" popup will open:

5 Complete the fields <u>exactly</u> as follows:

Field	Value
Name	**NH ERS Employment Type**
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)
Data Type	**Validation Set**
Maximum Length	(Selecting **Validation Set** as the *Data Type* will replace this field with a *Validation Set* field.)
Validation Set	**NH ERS Employment Type**
Required	(Leave this check box unchecked.)

6   Click OK

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

Field	Value
Name	**NH ERS Job Class**
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)
Data Type	**Validation Set**
Validation Set	**NH ERS Job Class**
Required	(Leave this check box unchecked.)

Field	Value
Name	**NH ERS Pay Status**
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)
Data Type	**Validation Set**
Validation Set	**NH ERS Pay Status**
Required	(Leave this check box unchecked.)

Date/Time Fields Setup

To set up the user-defined date/time fields that will be part of the NH ERS section on the "Employee User-Defined" page in *Employee Maintenance*, repeat steps four through six, completing the fields <u>exactly</u> as shown in the following tables:

Field	Value
Name	**NH ERS Employment Effective Date**
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)

Field	Value
Data Type	**Date/Time**
Validation Set	(Selecting **Date/Time** as the *Data Type* will hide this control.)
Required	(Leave this check box unchecked.)

Field	Value
Name	**NH ERS Job Class Effective Date**
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)
Data Type	**Date/Time**
Validation Set	(Selecting **Date/Time** as the *Data Type* will hide this control.)
Required	(Leave this check box unchecked.)

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 NH ERS section:

Set up Validation-Set Values

To comply with the formatting requirements of the state transmittal file, values in the *NH ERS Employment Type*, *NH ERS Job Class* and *NH ERS Pay Status* fields must be expressed precisely; therefore, the validation sets for these fields must have values set up for use by the "New Hampshire Retirement Systems Report."
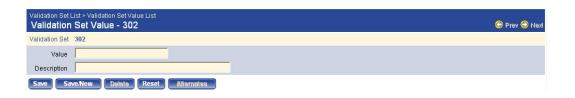
Employment Type Values Setup

To set up validation-set values for *NH ERS Employment Type*, follow these steps:

1   Go to **Maintenance > Logos Suite > System > Validation Sets > Validation Set List**.

2   Highlight the validation set, *NH ERS Employment Type*:

Validation Set List		
289	Roster Employee Fire Fighter Code	Roster Employee Fire Fighter C
290	Roster Certification Exception	Roster Certification Exception
291	Roster Civil Service Status	Roster Civil Service Status
292	Roster Civil Service Action	Roster Civil Service Action
293	MB Customer Category	MB Customer Category
294	Permit Payment Adjustment Reason	Permit Payment Adjustment Rea
295	Revenue Collection Receipt Transaction Detail Type	Revenue Collection Receipt Tra
296	Benefit Plan Declined Reason	Benefit Plan Declined Reaso
297	Permit Type Category	CD Permit Type Category
298	CD Permit Format	CD Permit Format
299	Consumption Statement Form Type	Consumption Statement Form T
300	Investment Distribution Journal Group	Investment Distribution Journal
301	Non-Employee Agency	Non-Employee Agency
302	NH ERS Employment Type	NH ERS Employment Type
303	NH ERS Job Class	NH ERS Job Class
304	NH ERS Pay Status	NH ERS Pay Status
305	MB Billing Frequency	MB Billing Frequency
306	Vendor Receipt of Goods Category	Vendor Receipt of Goods Categ
307	Notification Priority	Notification Priority

New   Delete   Refresh   Context   Values

3   Click Values . The "Validation Set Values List" page for *NH ERS Employment Type* will open.

4   Click New . The "Validation Set Value" page will open:

Validation Set List » Validation Set Value List
Validation Set Value - 302   Prev   Next
Validation Set   302

Value   [   ]
Description   [   ]

Save   Save/New   Delete   Reset   Alternates

5 In the *Value* field, type the following, <u>exactly</u> as shown below:

FT10

6 Type a *Description* for the *Value*. This entry may be anything that makes it easy for you to identify the *Value*.

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.

Repeat steps five through seven for the remaining four validation-set values that need to be set up, clicking [Save] after making entries for the final value. Type each *Value* <u>exactly</u> as shown below:

FT12

JS10

JS12

PT

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

Job Class Values Setup

To set up validation-set values for *NH ERS Job Class*, follow these steps:

1 On the "Validation Set List" page, highlight the validation set, *NH ERS Job Class*.

---

2   Click ⬛Values⬛. The "Validation Set Values List" page for *NH ERS Job Class* will open.

3   Click ⬛New⬛. The "Validation Set Value" page will open.

4   In the *Value* field, type the following, <u>exactly</u> as shown below:

EPS

5   Type a *Description* for the *Value*. This entry may be anything that makes it easy for you to identify the *Value*.

6   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.

Repeat steps four through six for the remaining seven validation-set values that need to be set up, clicking ⬛Save⬛ after making entries for the final value. Type each *Value* <u>exactly</u> as shown below:

ES

FPS

FS

PPS

PS

TPS

TS

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

Value	Description
EPS	EPS
ES	ES
FPS	FPS
FS	FS
PPS	PPS
PS	PS
TPS	TPS
TS	TS

Validation Set List
Validation Set Values List - 303 NH ERS Job Class

[New] [Delete] [Refresh] [Alternates]

Pay Status Values Setup

To set up validation set values for *NH ERS Pay Status*, follow these steps:

1 On the "Validation Set List" page, highlight the validation set, *NH ERS Pay Status*.

2 Click **Values**. The "Validation Set Values List" page for *NH ERS Pay Status* will open.

3 Click **New**. The "Validation Set Value" page will open.

4 In the *Value* field, type the following, <u>exactly</u> as shown below:

ACTIV

5 Type a *Description* for the *Value*. This entry may be anything that makes it easy for you to identify the *Value*.

6 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.

Repeat steps four through six for the remaining two validation-set values that need to be set up, clicking **Save** after making entries for the final value. Type each *Value* <u>exactly</u> as shown below:
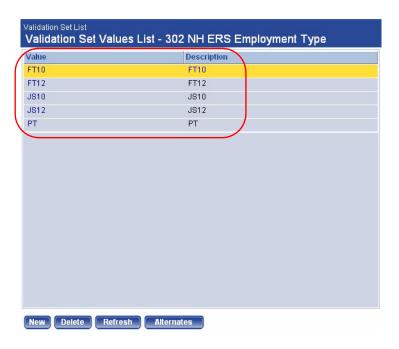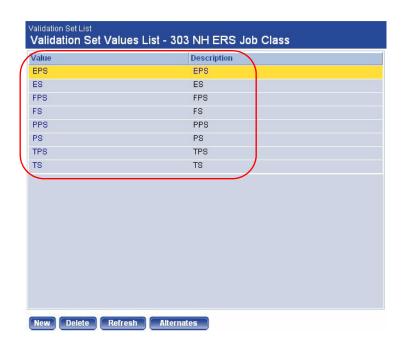
INACT

L

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

Set up *NHRS Marital Status* Validation Set

To comply with the formatting requirements of the state transmittal file, the existing marital statuses must be expressed precisely; therefore, an alternate-usage validation set and associated values for marital statuses must be set up for use by the "New Hampshire Retirement Systems Report." To do so, follow, follow these steps:

1   Go to **Maintenance > Logos Suite > System > Validation Sets > Validation Set List**:

Validation Set List

Set Number	Name	Description
1	Validation Set Alternate Usage Type	Validation Set Alternate Usage T
2	Document Type	Aegis/MSP Document Extension
3	State	State
4	Gender	Gender
5	Race	Race
6	Employee Type	Employee Type
7	Employee Class	Employee Class
8	EEOC Function	EEOC Function
9	EEOC Category	EEOC Category
10	Pay Group	Pay Group
11	Withholding Status	Employee Tax Withholding Statu
12	Marital Status	Marital Status
13	Project Category	Project Category
14	Inactive Reason	Project Inactive Reason
15	Project Manager	Project Manager
16	Budget Type	Budget Type
17	Telephone Type	Telephone Type
18	Certification - Unit of Measure	Certification - Unit of Measure

New   Delete   Refresh   Context   Values

2   Highlight the validation set, *Validation Set Alternate Usage Type*.

3   Click Values. The "Validation Set Values List" page for *Validation Set Alternate Usage Type* will open:
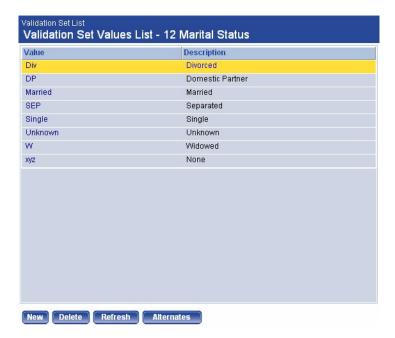
4 Click [New]. The "Validation Set Value" page will open:

5 In the *Value* field, type the following, <u>exactly</u> as shown below:

NHRS Marital Status

6 Type a *Description* for the *Value*. This entry may be anything that makes it easy for you to identify the *Value*.

7 To save this alternate-usage validation set, click [Save]. The grid on the "Validation Set Values List" page should be updated to contain a row for *NHRS Marital Status*.

8 Next, you will need to define alternate values for the marital statuses you use. Return to the "Validation Set List" page, and highlight the validation set, *Marital Status*.

9 Click [Values]. The "Validation Set Values List" page for *Marital Status* will open. This page will contain a grid of the marital statuses you have set up:

10 Highlight a row containing a marital status.

11 Click ⟨Alternates⟩. The "Alternate Value List" page for the selected marital status will open:

12 Click ⟨New⟩. The "Alternate Value" popup will open.

13 From the *Usage Type* dropdown, select ***NHRS Marital Status*** (the alternate-usage validation set you just created):

Alternate Value

Usage Type	NHRS Marital Status - NH Retire ⌄
Value		
Description		

OK Cancel

14 For the selected marital status, type the *Value* <u>exactly</u> as shown in the following table:

Marital Status	Value
Divorced	**D**
Domestic Partner	**DOMST**
Married	**M**
Separated	**SEP**
Single	**S**
Unknown	**U**
Widowed	**W**

15 A *Description* is optional.

16 Click OK to save the alternate value.

17 Return to the "Validation Set Values List" page, and repeat steps ten through sixteen **for each marital status that you use**.

Set up Section Header and User-Defined Deduction Check Boxes

One section header and five user-defined deduction check boxes need to be set up for the "New Hampshire Retirement Systems Report." The check boxes will be grouped under the section header on the "Deduction Code User-Defined Fields" page in *Deductions Maintenance*:

Section Header

- **NH ERS**

Deduction Check Boxes

- *NH ERS Additional PostTax*
- *NH ERS Additional PreTax*

- *NH ERS Current PostTax*
- *NH ERS Current PreTax*
- *NH ERS SPC Payment*

Section Header Setup

To set up the section header that will group the deduction check boxes, follow these steps:

1   Go to **Maintenance > Logos Suite > Security > User-Defined Fields**. The "User-Defined Field List" page will open.

2   Select *Deduction* from the *Record Type* dropdown.

3   Select *Section Headers* from the *Maintenance Type* dropdown. The page will be refreshed to show a grid of existing user-defined deduction section headers.

4   Click New . The "User-Defined Fields Section Header" popup will open.

5   For *Section Header*, select **NH ERS**.

6   Use the *Sequence Number* field to tell where you want the **NH ERS** section of user-defined check boxes to appear in relation to other sections on the "Deduction Code User-Defined Fields" page in *Deduction Maintenance*.

7   Click OK . The popup will close, and the grid on "User-Defined Field List" page will be refreshed to show the newly added **NH ERS** section header.

Deduction Check Boxes Setup
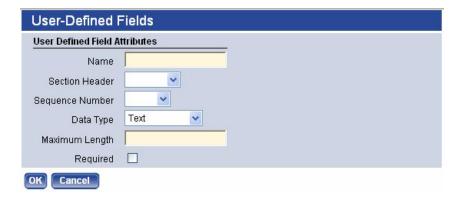
To set up the user-defined deduction check boxes that will be part of the NH ERS section on the "Deduction Codes User-Defined Fields" page in *Deduction Maintenance*, follow these steps:

1   Go to **Maintenance > Logos Suite** > **Security** > **User-Defined Fields**. The "User-Defined Field List" page will open.

2   Select *Deduction* from the *Record Type* dropdown.

3   Select *Attributes* from the *Maintenance Type* dropdown. The page will be refreshed to show a grid of existing user-defined deductions:

4 Click [New]. The "User-Defined Fields" popup will open:

5 Complete the fields <u>exactly</u> as follows:

Field	Value
Name	**NH ERS Additional PostTax**
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)
Data Type	**Check Box**
Validation Set	(Selecting a *Data Type* of **Check Box** will hide this field.)
Required	(Selecting a *Data Type* of **Check Box** will hide this check box.)

6 Click OK

Repeat steps four through six for the four remaining deduction check boxes that need to be set up. The following tables contain the entries you will need to make:

Field	Value
Name	**NH ERS Additional PreTax**
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)
Data Type	**Check Box**
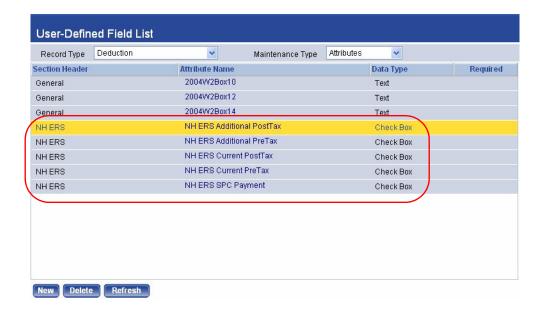
Field	Value
Name	**NH ERS Current PostTax**
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)
Data Type	**Check Box**

Field	Value
Name	**NH ERS Current PreTax**
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)
Data Type	**Check Box**

Field	Value
Name	**NH ERS SPC Payment**
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)
Data Type	**Check Box**

When you are finished, the *Deduction Attributes* grid on the "User-Defined Field List" page should contain a row for each user-defined deduction check box you have saved as part of the **NH ERS** section:

Assign User-Defined Check Boxes to Deductions
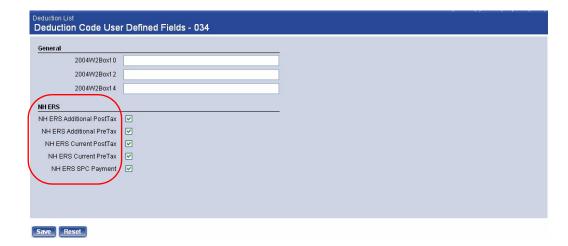
To assign the user-defined check boxes to deductions, follow these steps:

1 Go to **Maintenance > Human Resources** > **Deductions and Benefits** > **Deductions**. The "Deduction List" page will open:

2 Highlight a deduction.

3 Click [User Defined Fields]. The "Deduction Code User Defined Fields" page for the selected deduction will open:

4   Under the **NH ERS** section header, check each box that will apply to
the selected deduction.

5   Click .

6   Repeat these steps for all appropriate deductions.

Set up Section Header and User-Defined Hours Code Check Boxes

One section header and three user-defined hours code check boxes need to
be set up for the "New Hampshire Retirement Systems Report." The check
boxes will be grouped under the section header on the "Hours Code User-
Defined Fields" page in *Hours Codes Maintenance*:

Section Header

- **NH ERS**

Deduction Check Boxes

- *NH Base Salary*
- *NH Comp Over Base Salary*
- *NH Extra Special Duty Pay*

Section Header Setup

To set up the section header that will group the hours code check boxes, fol-
low these steps:

1   Go to **Maintenance > Logos Suite > Security > User-Defined
Fields**. The "User-Defined Field List" page will open.

2 Select *Hours Codes* from the *Record Type* dropdown.

3 Select *Section Headers* from the *Maintenance Type* dropdown. The page will be refreshed to show a grid of existing user-defined hours codes section headers.

4 Click [New]. The "User-Defined Fields Section Header" popup will open.

5 For *Section Header*, select **NH ERS**.

6 Use the *Sequence Number* field to tell where you want the **NH ERS** section of user-defined check boxes to appear in relation to other sections on the "Hours Code User-Defined Fields" page in *Hours Codes Maintenance*.

7 Click [OK]. The popup will close, and the grid on "User-Defined Field List" page will be refreshed to show the newly added **NH ERS** section header.

Hours Code Check Boxes Setup

To set up the user-defined hours code check boxes that will be part of the **NH ERS** section on the "Hours Code User-Defined Fields" page in *Hours Codes Maintenance*, follow these steps:

1 Go to **Maintenance > Logos Suite > Security > User-Defined Fields**. The "User-Defined Field List" page will open.

2 Select *Hours Codes* from the *Record Type* dropdown.

3 Select *Attributes* from the *Maintenance Type* dropdown. The page will be refreshed to show a grid of existing user-defined hours codes.

4 Click [New]. The "User-Defined Fields" popup will open:

5 Complete the fields <u>exactly</u> as follows:

Field	Value
Name	***NH Base Salary***
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)
Data Type	***Check Box***

6   Click OK

Repeat steps four through six for the four remaining hours code check boxes that need to be set up. The following tables contain the entries you will need to make:

Field	Value
Name	**NH Comp Over Base Salary**
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)
Data Type	**Check Box**

Field	Value
Name	**NH Extra Special Duty Pay**
Section Header	**NH ERS**
Sequence Number	(Leave this field blank.)
Data Type	**Check Box**
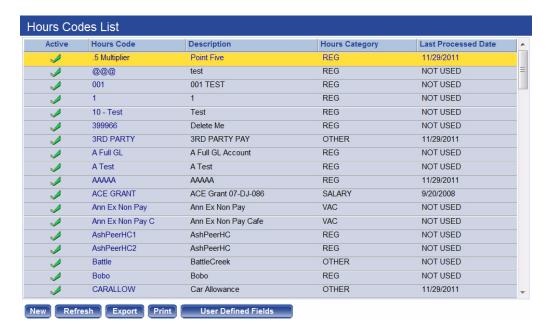
When you are finished, the *Hours Codes Attributes* grid on the "User-Defined Field List" page should contain a row for each user-defined hours code check box you have saved as part of the **NH ERS** section.

Assign User-Defined Check Boxes to Hours Codes
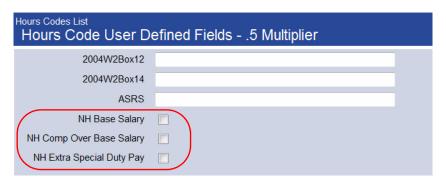
To assign the user-defined check boxes to hours codes, follow these steps:

1   Go to **Maintenance > Human Resources** > **Earnings Maintenance** > **Hours Codes**. The "Hours Codes List" page will open:

2 Highlight an hours code.

3 Click [User Defined Fields]. The "Hours Code User Defined Fields" page for the selected hours code will open:

4 Under the **NH ERS** section header, check each box that will apply to the selected hours code.

5 Click [Save].

6 Repeat these steps for all appropriate hours codes.
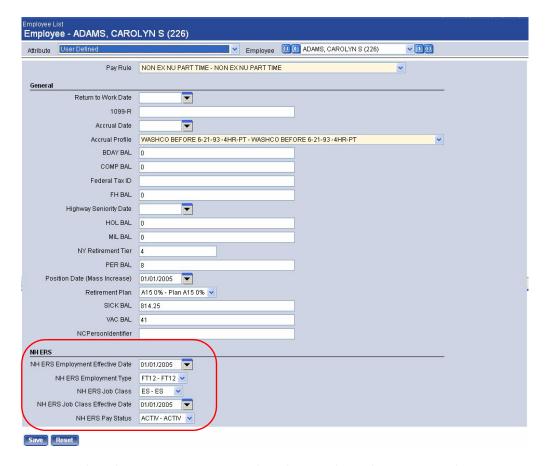
Set up Employee for Retirement System Reporting

To set up an employee for retirement system reporting, follow these steps:

1 Go 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 system reporting. The "Employee" page will open.

4 From the *Attribute* dropdown, select User Defined. The page will be refreshed to show existing user-defined fields, including an **NH ERS** section containing the three validation-set fields and the two date fields you set up earlier:

5 Under the **NH ERS** section header, make selections in the appropriate fields. Any employee who has a selection in at least one of these controls is eligible to appear on the "New Hampshire Retirement Systems Report."

6 After making your selections, click [Save] to save them.

7 Repeat these steps for each employee who will be included in the retirement systems report.

Create Retirement System Data

Once you have set up the necessary user-defined fields, you will be ready to create a work file of retirement system data that will be available for the "New Hampshire Retirement Systems Report." This data may be reviewed and modified before it is transmitted to the state.

To create the work file, follow these steps:

1 Go to **Human Resources > State Requirements > NH > Create Retirement System Data**:
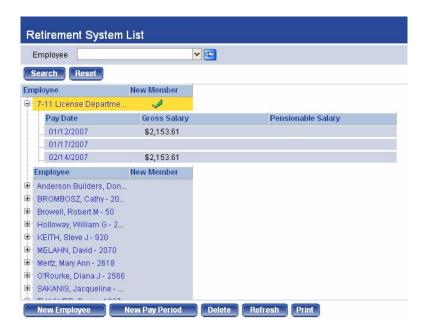
2 The *From Check Date* and *To Check Date* controls require entries. Select the first and last check dates that will be included in the report data.

3 When you click [Submit], a message will be displayed, telling you the previously created work file will be cleared and asking whether you want to continue. If you do, click Accept. The current retirement system data will populate the work file, and the "Retirement System List" page will open (see next section).

Retirement System List

The "Retirement System List" page lets you review and modify retirement system data for each employee within the organization. After you create the data (see previous section, "Create Retirement System Data"), this page is opened automatically. You also may open this page by going to **Human Resources > State Requirements > NH > Retirement System List**:

Data is listed in a two-level grid. The first level of the grid displays NH ERS member information. The second level displays individual pay period information for the member.

If an employee became a new NHRS member within the check date range selected on the "Create NH Retirement System Data" page, a green check mark will be displayed in the *New Member* column.
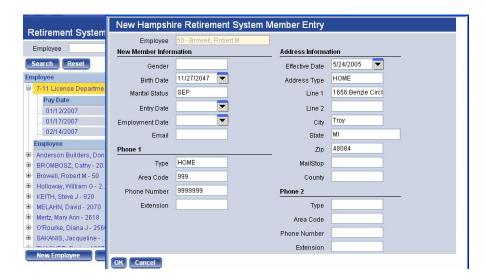
The list is sorted alphabetically by *Employee*.

If you want to search the list for a particular employee, select the employee's name in the *Employee* control, and click Search. The grid will be refreshed to include that employee only. To change the grid to include all employees, clear the *Employee* control, and click Search.

Add and Edit Member Information

1   If you want to add an employee to the "Retirement System List," click New Employee ; if you want to edit data for a particular employee, click the hyperlinked *Employee Name*. In both cases, the "New Hampshire Retirement Systems Member Entry" popup will open:

2 Make entries in the appropriate fields. The following table describes each field:

Field	Description
New Member Information	
Gender	Table code designation for male or female. This entry is required for a new member only.
Birth Date	Date the member was born. This entry is required for a new member only.
Marital Status	Table code designation for marital status: married, divorced, domestic partner, single, separated, unknown, widowed.
Entry Date	Date member began fund membership (with first NHRS-affiliated employer). This entry is required for a new member only; it may not be used to update an existing member record.
Employment Date	Date member began employment.
Email	Member's e-mail address.
Address Information	
Effective Date	Date this address became effective. The Pay Period Begin date (first time reported) is a typical value.
Address Type	Table code for address type: home, mailing, etc.
Line 1	First address line.
Line 2	Second address line.
City	City name.
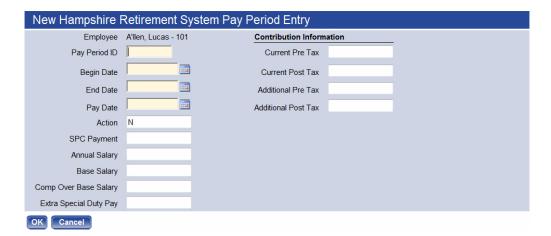
Field	Description
State	State mailing abbreviation.
Zip	Postal zip code.
Mail Stop	Additional mailing information.
County	Table code for country. If other values besides USA are needed, contact the fund.
Phone 1 and Phone 2	
Type	Table code for phone type (cellular, fax, home, etc.).
Area Code	Member's area code.
Phone Number	Member's phone number. If the employer's database does not segregate area code from phone number, this field may include the area code.
Extension	Member's phone extension number.

3 After making your entries, click ⬛OK to save them. The popup will close, and the grid on the "Retirement System List" page will be updated with the new information.

Add and Edit Pay Period Information

1 If you want to add or edit pay period information for an employee, select the employee in the list, and click ⬛**New Pay Period**; if you want to edit information for a particular pay period, click the hyperlinked *Pay Date*. In both cases, the "New Hampshire Retirement System Pay Period Entry" popup will open:

New Hampshire Retirement System Pay Period Entry

Employee A'llen, Lucas - 101

Pay Period ID		**Contribution Information**	
Begin Date		Current Pre Tax	
End Date		Current Post Tax	
Pay Date		Additional Pre Tax	
Action N		Additional Post Tax	
SPC Payment			
Annual Salary			
Base Salary			
Comp Over Base Salary			
Extra Special Duty Pay			

⬛OK ⬛Cancel

2 Make entries in the appropriate fields. The following table describes each field:

Field	Description
Pay Period ID	Required. Employer-assigned pay period ID number--for example, 8th pay period of fiscal year. This data is not specific to the NHRS; it is for employer reference only and may be duplicated.
Begin Date	Required. Date pay period began; for example, an employer may report multiple pay periods, such as January 1-15 and January 16-31, in the member's record. In this case, the file would contain two pay period records. The first record would require this field to be populated with January 1 and the second with January 16.
End Date	Required. Date pay period ended; for example, an employer may report multiple pay periods, such as January 1-15 and January 16-31, in the member's record. In this case, the file would contain two pay period records. The first record would require this field to be populated with January 15 and the second with January 31.
Pay Date	Required. Check date for this pay period; for example, if the pay period ends January 15, but the payment is not issued to the employee until January 17, you would select 01/17/2007.
Action	Action taking place this pay period. Options include Normal, Replacement or Adjustment. Replacement may be defined as a pay period record that will replace a previously submitted pay period record that was incorrect. An adjustment may be a retro payment given to the member for this pay period. An adjustment will add to or subtract from the original submission.
SPC Payment	Member payment for Service Purchase Contract (SPC). If multiple contracts exist for this member, the value will represent the total of all payments for the pay period being reported.
Annual Salary	Annual salary amount on which contributions are due. This amount may change between pay periods if the member's wage rate changes.
Base Salary	Base salary amount for the pay period. This amount may include salary, such as a car allowance, on which contributions are not allowed.
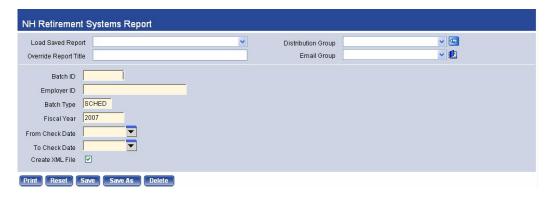
Field	Description
Comp Over Base Salary	Compensation in excess of base salary.
Extra Special Duty Pay	Additional special duty pay.
Contribution Information	
Current Pre Tax	Amount of contributions currently paid from pre-tax dollars.
Current Post Tax	Amount of contributions currently paid from post-tax dollars.
Additional Pre Tax	Amount of additional pre-tax payments.
Additional Post Tax	Amount of additional post-tax payments.

3 After making your entries, click [OK] to save them. The popup will close, and the grid on the "Retirement System List" page will be updated with the new information.

New Hampshire Retirement Systems Report

The following steps show you how to generate the "New Hampshire Retirement Systems Report":

1 From the "Retirement Systems List" page, click [Print], or go to **Human Resources > State Requirements > NH > Retirement Systems Report**:

2 Make entries in the appropriate fields. The following table describes each field:

Field	Description
Load Saved Report	Saves this version of the report as a template for later use. When you click [Save], a popup will ask you to name the report. Type the name, and click [OK]. The next time you want to run this report, select its name from the *Load Saved Report* dropdown, and the fields and list boxes will be populated automatically. If necessary, you may edit entries before running the report. You may save as many templates as you would like.
Override Report Title	Overrides the default title ("New Hampshire Retirement Systems Report") of the report.
Distribution Group	A group of people selected to receive the report in *myReports*. Click the dropdown prompt [v] to select the group, or click the blue-eye prompt [👁] to create a new distribution group. The report will be sent to *myReports* for each person in the group. (For more information about this control, refer to the "Common Controls" appendix of your *Human Resources User Guide*.)
Email Group	A group of people selected to receive the report by e-mail. Click the dropdown prompt [v] to select the group.
Batch ID	Required. Batch ID provided to employer for scheduled batches. The Batch IDs for all scheduled batches are provided under your employer log-in on the web-based portion of the ERS via the "Reporting and Voucher Number Report." (For instructions on how to obtain this number, refer to the *ERS Employer User Manual*.)
Employer ID	Required. PensionGold Employer ID. The NHRS will assign this ID and pass it on to each employer.
Batch Type	Required. Indicates whether batch is a normally scheduled batch, an unscheduled batch (ex: intermittent payroll) or a demographics-update batch. Typically, this entry will be a scheduled batch.
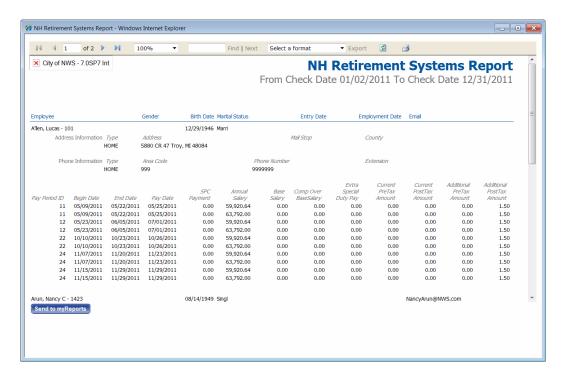
Field	Description
Fiscal Year	Required. Four-digit year representing the **NHRS** fiscal year. This field is used for Employer Receivable Account Management and for any fiscal year annual contribution limits that may be in place.
From Check Date	Required. Reporting period start date. If multiple pay periods are reported in one batch, this date should match the earliest one; for example, if pay periods January 1, 2007-January 15, 2007 and January 16, 2007-January 31, 2007 are reported in this batch, select 01/01/2007.
To Check Date	Required. Reporting period end date. If multiple pay periods are reported in one batch, this date should match the latest one; for example, if pay periods January 1, 2007-January 15, 2007 and January 16, 2007-January 31, 2007 are reported in this batch, select 01/31/2007.
Create XML File	Determines whether an XML transmittal file will be generated with the report. Check this box to generate the file.
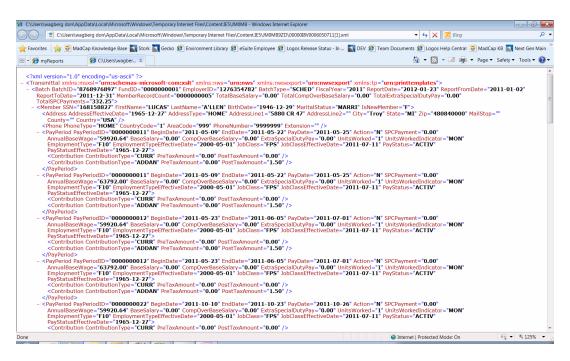
3 After making your entries, click **Print** to generate and display the report with options to save it in other formats or to send it to *myReports* as a PDF. If you checked the *Create XML File* box, a transmittal file of the report data also will be sent to *myReports*.

Sample "Retirement Systems Report"

NH Retirement Systems Report - Windows Internet Explorer

1 of 2 | 100% | Find | Next | Select a format | Export

X City of NWS - 7.0SP7 Int

NH Retirement Systems Report
From Check Date 01/02/2011 To Check Date 12/31/2011

Employee			Gender	Birth Date	Marital Status		Entry Date		Employment Date	Email
A'len, Lucas - 101				12/29/1946	Marri					

Address Information	Type	Address		Mail Stop	County
	HOME	5880 CR 47 Troy, MI 48084			

Phone Information	Type	Area Code		Phone Number	Extension
	HOME	999		9999999	

Pay Period ID	Begin Date	End Date	Pay Date	SPC Payment	Annual Salary	Base Salary	Comp Over BaseSalary	Extra Special Duty Pay	Current PreTax Amount	Current PostTax Amount	Additional PreTax Amount	Additional PostTax Amount
11	05/09/2011	05/22/2011	05/25/2011	0.00	59,920.64	0.00	0.00	0.00	0.00	0.00	0.00	1.50
11	05/09/2011	05/22/2011	05/25/2011	0.00	63,792.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50
12	05/23/2011	06/05/2011	07/01/2011	0.00	59,920.64	0.00	0.00	0.00	0.00	0.00	0.00	1.50
12	05/23/2011	06/05/2011	07/01/2011	0.00	63,792.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50
22	10/10/2011	10/23/2011	10/26/2011	0.00	59,920.64	0.00	0.00	0.00	0.00	0.00	0.00	1.50
22	10/10/2011	10/23/2011	10/26/2011	0.00	63,792.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50
24	11/07/2011	11/20/2011	11/23/2011	0.00	59,920.64	0.00	0.00	0.00	0.00	0.00	0.00	1.50
24	11/07/2011	11/20/2011	11/23/2011	0.00	63,792.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50
24	11/15/2011	11/29/2011	11/29/2011	0.00	59,920.64	0.00	0.00	0.00	0.00	0.00	0.00	1.50
24	11/15/2011	11/29/2011	11/29/2011	0.00	63,792.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50

Arun, Nancy C - 1423   08/14/1949 Singl   NancyArun@NWS.com

Send to myReports

Sample XML Transmittal File

C:\Users\wagberg don\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JM0MB - Windows Internet Explorer

C:\Users\wagberg don\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JM0MB9ZD\00000I8V0006050711[1].xml | Bing

Favorites | MadCap Knowledge Base | Stork | Gecko | Environment Library | eSuite Employee | Logos Release Status - In ... | DEV | Team Documents | Logos Help Central | MadCap KB | Next Gen Main

myReports | C:\Users\wagber...

Page ▾ Safety ▾ Tools ▾

```xml
<?xml version="1.0" encoding="us-ascii" ?>
<Transmittal xmlns:msxsl="urn:schemas-microsoft-com:xslt" xmlns:nws="urn:nws" xmlns:nwsexport="urn:nwsexport" xmlns:tp="urn:printtemplates">
  <Batch BatchID="8768976897" FundID="0000000001" EmployerID="1276354782" BatchType="SCHED" FiscalYear="2011" ReportDate="2012-01-23" ReportFromDate="2011-01-02"
    ReportToDate="2011-12-31" MemberRecordCount="0000000005" TotalBaseSalary="0.00" TotalCompOverBaseSalary="0.00" TotalExtraSpecialDutyPay="0.00"
    TotalSPCPayments="332.25">
    <Member SSN="168158827" FirstName="LUCAS" LastName="A'LLEN" BirthDate="1946-12-29" MaritalStatus="MARRI" IsNewMember="F">
      <Address AddressEffectiveDate="1965-12-27" AddressType="HOME" AddressLine1="5880 CR 47" AddressLine2="" City="Troy" State="MI" Zip="480840000" MailStop=""
        County="" Country="USA" />
      <Phone PhoneType="HOME" CountryCode="1" AreaCode="999" PhoneNumber="9999999" Extension="" />
      <PayPeriod PayPeriodID="0000000011" BeginDate="2011-05-09" EndDate="2011-05-22" PayDate="2011-05-25" Action="N" SPCPayment="0.00"
        AnnualBaseWage="59920.64" BaseSalary="0.00" CompOverBaseSalary="0.00" ExtraSpecialDutyPay="0.00" UnitsWorked="1" UnitsWorkedIndicator="MON"
        EmploymentType="F10" EmploymentTypeEffectiveDate="2000-05-01" JobClass="FPS" JobClassEffectiveDate="2011-07-11" PayStatus="ACTIV"
        PayStatusEffectiveDate="1965-12-27">
        <Contribution ContributionType="CURR" PreTaxAmount="0.00" PostTaxAmount="0.00" />
        <Contribution ContributionType="ADDAN" PreTaxAmount="0.00" PostTaxAmount="1.50" />
      </PayPeriod>
      <PayPeriod PayPeriodID="0000000011" BeginDate="2011-05-09" EndDate="2011-05-22" PayDate="2011-05-25" Action="N" SPCPayment="0.00"
        AnnualBaseWage="63792.00" BaseSalary="0.00" CompOverBaseSalary="0.00" ExtraSpecialDutyPay="0.00" UnitsWorked="1" UnitsWorkedIndicator="MON"
        EmploymentType="F10" EmploymentTypeEffectiveDate="2000-05-01" JobClass="FPS" JobClassEffectiveDate="2011-07-11" PayStatus="ACTIV"
        PayStatusEffectiveDate="1965-12-27">
        <Contribution ContributionType="CURR" PreTaxAmount="0.00" PostTaxAmount="0.00" />
        <Contribution ContributionType="ADDAN" PreTaxAmount="0.00" PostTaxAmount="1.50" />
      </PayPeriod>
      <PayPeriod PayPeriodID="0000000012" BeginDate="2011-05-23" EndDate="2011-06-05" PayDate="2011-07-01" Action="N" SPCPayment="0.00"
        AnnualBaseWage="59920.64" BaseSalary="0.00" CompOverBaseSalary="0.00" ExtraSpecialDutyPay="0.00" UnitsWorked="1" UnitsWorkedIndicator="MON"
        EmploymentType="F10" EmploymentTypeEffectiveDate="2000-05-01" JobClass="FPS" JobClassEffectiveDate="2011-07-11" PayStatus="ACTIV"
        PayStatusEffectiveDate="1965-12-27">
        <Contribution ContributionType="CURR" PreTaxAmount="0.00" PostTaxAmount="0.00" />
        <Contribution ContributionType="ADDAN" PreTaxAmount="0.00" PostTaxAmount="1.50" />
      </PayPeriod>
      <PayPeriod PayPeriodID="0000000012" BeginDate="2011-05-23" EndDate="2011-06-05" PayDate="2011-07-01" Action="N" SPCPayment="0.00"
        AnnualBaseWage="63792.00" BaseSalary="0.00" CompOverBaseSalary="0.00" ExtraSpecialDutyPay="0.00" UnitsWorked="1" UnitsWorkedIndicator="MON"
        EmploymentType="F10" EmploymentTypeEffectiveDate="2000-05-01" JobClass="FPS" JobClassEffectiveDate="2011-07-11" PayStatus="ACTIV"
        PayStatusEffectiveDate="1965-12-27">
        <Contribution ContributionType="CURR" PreTaxAmount="0.00" PostTaxAmount="0.00" />
        <Contribution ContributionType="ADDAN" PreTaxAmount="0.00" PostTaxAmount="1.50" />
      </PayPeriod>
      <PayPeriod PayPeriodID="0000000022" BeginDate="2011-10-10" EndDate="2011-10-23" PayDate="2011-10-26" Action="N" SPCPayment="0.00"
        AnnualBaseWage="59920.64" BaseSalary="0.00" CompOverBaseSalary="0.00" ExtraSpecialDutyPay="0.00" UnitsWorked="1" UnitsWorkedIndicator="MON"
        EmploymentType="F10" EmploymentTypeEffectiveDate="2000-05-01" JobClass="FPS" JobClassEffectiveDate="2011-07-11" PayStatus="ACTIV"
        PayStatusEffectiveDate="1965-12-27">
        <Contribution ContributionType="CURR" PreTaxAmount="0.00" PostTaxAmount="0.00" />
```

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New Hampshire Unemployment Compensation Report

The following steps show you how to generate the "New Hampshire Unemployment Compensation Report":

1 From the "Retirement Systems List" page, click ⬤Print, or go to **Human Resources > State Requirements > NH > Retirement Systems Report**:

2 Make entries in the appropriate fields. The following table describes each field:

Field	Description
Load Saved Report	Saves this version of the report as a template for later use. When you click [Save], a popup will ask you to name the report. Type the name, and click [OK]. The next time you want to run this report, select its name from the *Load Saved Report* dropdown, and the fields and list boxes will be populated automatically. If necessary, you may edit entries before running the report. You may save as many templates as you would like.
Override Report Title	Overrides the default title ("New Hampshire Unemployment Compensation Report") of the report.

Field	Description
Distribution Group	A group of people selected to receive the report in *myReports*. Click the dropdown prompt ⌄ to select the group, or click the blue-eye prompt 👁 to create a new distribution group. The report will be sent to *myReports* for each person in the group. (For more information about this control, refer to the "Common Controls" appendix of your *Human Resources User Guide*.)
Email Group	A group of people selected to receive the report by e-mail. Click the dropdown prompt ⌄ to select the group.
From Check Date	Required. Reporting period start date. If multiple pay periods are reported in one batch, this date should match the earliest one; for example, if pay periods January 1, 2007-January 15, 2007 and January 16, 2007-January 31, 2007 are reported in this batch, select 01/01/2007.
To Check Date	Required. Reporting period end date. If multiple pay periods are reported in one batch, this date should match the latest one; for example, if pay periods January 1, 2007-January 15, 2007 and January 16, 2007-January 31, 2007 are reported in this batch, select 01/31/2007.
Employer Number	Required. State-assigned employer identification number.
Create Disk File	Determines whether an Excel file of the same information will be generated with the report. Check this box to generate the file.

3 Select one or more benefit groups from the *Available Benefit Groups* list box.

- To select multiple benefit groups dispersed throughout the list, hold down the **<Ctrl>** key while selecting.

- To select multiple, consecutive benefit groups, hold down the **<Shift>** key, and select the first benefit group, then the last.

- Select at least one benefit group.

4 Click [Add] to move the selected benefit group(s) from the *Available Benefit Groups* box to the *Selected Benefit Groups* box.

- [Add All] moves all benefit groups, selected or not, to the *Selected Benefit Groups* box.

- [Remove] returns the selected benefit groups to the *Available Benefit Groups* box.

- [Remove All] returns all benefit groups to the *Available Benefit Groups* box.

5 Click the **Hour Codes** tab.

6 Select one or more hour codes from the *Available Hour Codes* tab. (For instructions on how to make selections, see steps 3 and 4.)

7 After making your entries, click [Print] to generate the report and submit it to *myReports*. If you checked the *Create Disk File* box, an Excel version of the report also will be sent to *myReports*.

Sample "Unemployment Compensation Report"

<div align="center">

Washington County
New Hampshire Unemployment Compensation Report
From Check Date: 01/01/2007 - To Check Date: 06/01/2007

</div>

SSN	Employee Name	Gross Wages
079-66-7156	ABARE, KATHLEEN E - 1124	$7,554.28
088-48-9527	ADAMS, CAROLYN S - 226	$1,835.91
018-56-0829	ADAMSON, DOLORES G - 671	$5,510.43
298-54-4345	ADAMSON, WILLIAM J - 746	$8,693.31
442-94-2279	AGUERO, GRICELDA E - 1522	$11,247.63
132-50-8018	AIKEN, JOHN - 1035	$747.32
127-40-7712	ALDRICH, JUDY A - 92	$5,907.17
050-48-2075	ALEXANDER, STEVEN D - 2117	$3,952.68
099-62-5614	ALGER, ELIZABETH M - 2080	$4,540.37
062-34-9843	ALLEN, LINDA M - 1799	$2,716.72
112-46-0767	ALLEN, SHERYL E - 180	$12,190.50
096-66-7779	ALTIZIO, ALICIA A - 2127	$9,310.56
133-62-0820	AMELL, DEBORAH J - 2275	$5,128.05
184-50-3911	ANGIOULLO, MICHAEL G - 643	$1,274.70
061-60-3865	APPLER, MICHAEL R - 296	$9,596.25
073-48-0393	ARMANDO, DAVID J - 619	$11,819.80
089-62-2052	ARMANDO, JOAN M - 2022	$7,934.21
068-36-7367	ARMSTRONG, DALE R - 693	$7,265.84
126-60-1788	ASHTON, JOSHUA S - 2115	$5,804.80
081-66-6004	ASHTON, MATTHEW R - 1271	$7,996.09
117-44-5109	ASHTON, SHERMAN - 515	$9,078.40
116-66-0983	ATWOOD, EDWIN C - 2144	$7,546.14
008-64-4397	AUSTIN, JUDY L - 1351	$7,706.44
067-72-8590	AUSTIN, MATTHEW R - 1651	$8,830.81
105-60-5747	AUSTIN, RONALD R - 516	$8,467.12
113-64-4674	BACKUS, MAZELLA L - 1275	$11,206.33
113-38-3388	BAIN, ARLENE M - 513	$4,511.49
084-68-9781	BAKER, BARBARA - 2207	$5,162.24
058-56-8329	BAKER, KAREN M - 208	$12,082.71
132-50-7830	BALL, STEPHANIE I - 1319	$6,711.25
117-64-7780	BALLARD, CHERIE L - 1244	$6,253.21
050-48-1910	BALLARD, LONA J - 1987	$5,615.27
069-42-5923	BALLARD, REGINA C - 872	$10,230.42

Sample Excel File of the "Unemployment Compensation Report"