



New Mexico State Requirements

Release 5.3.3



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Printed in the United States of America



Overview

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

- 1 "New Mexico PERA Report" on page p. 2
- 2 "Employee Maintenance Setup" on page p. 2
- 3 "Employee Setup for New Mexico PERA Reporting" on page p. 5
- 4 "New Mexico PERA Setup" on page p. 6
- 5 "Create New Mexico PERA Data" on page p. 10
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- 7 "Generate New Mexico PERA Report" on page p. 15
- 8 "New Mexico Quarterly Wage Report" on page p. 17

New Mexico PERA Report

A New Mexico PERA reporting menu has been added to the State Requirements menu.

Employee Maintenance Setup

The New Mexico PERA Report requires the setup of one user-defined section header and four user-defined fields in *Employee Maintenance*. These fields accommodate employee retirement contributions made through payroll deductions.

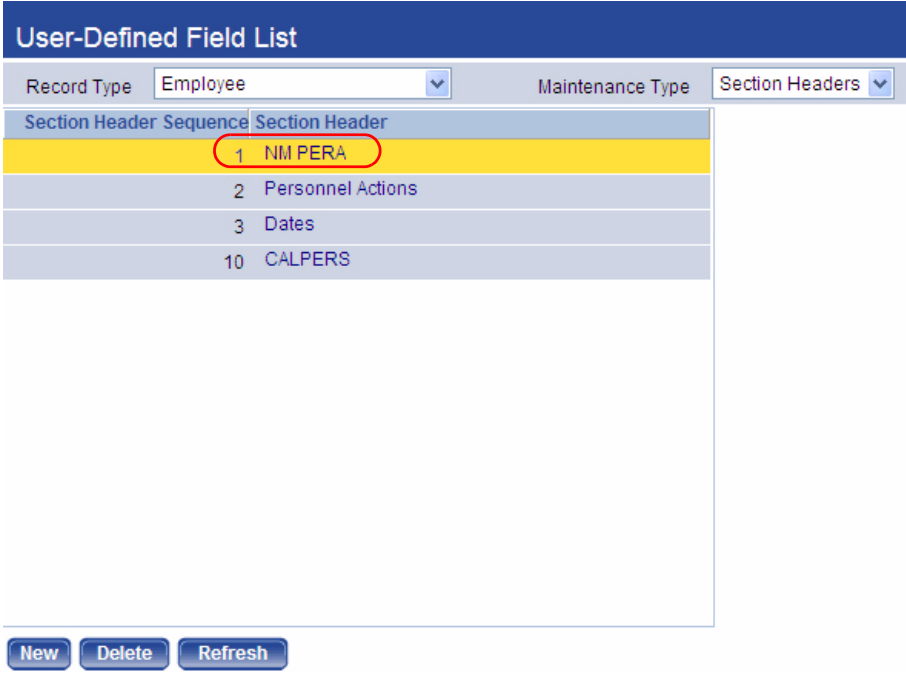
User-Defined Section Header

To set up the section header that will group the user-defined fields 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 *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 **NM PERA**.
- 6 Use the *Sequence Number* field to tell where you want the **NM PERA** section 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 **NM 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 **NM PERA** section header, as shown below:



Section Header	Sequence	Section Header
NM PERA	1	NM PERA
Personnel Actions	2	Personnel Actions
Dates	3	Dates
CALPERS	10	CALPERS

User-Defined Fields

To set up the user-defined fields that will be part of the **NM 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	<i>NMPERAPlanCode</i>
Section Header	<i>NM PERA</i>
Sequence Number	(Your choice. Determines where this field appears in relation to the other two.)
Data Type	<i>Text</i>
Maximum Length	<i>4</i>
Required	(Leave unchecked.)

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

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

Field	Value
Name	<i>NMPERAStatusCode</i>
Section Header	<i>NM PERA</i>
Sequence Number	(Your choice.)
Data Type	<i>Text</i>
Maximum Length	<i>2</i>
Required	(Leave unchecked.)

Field	Value
Name	<i>NMPERASeparationReason</i>
Section Header	<i>NM PERA</i>
Sequence Number	(Your choice.)
Data Type	<i>Text</i>
Maximum Length	<i>2</i>
Required	(Leave unchecked.)

Field	Value
Name	NMPERAExcludedReason
Section Header	NM PERA
Sequence Number	(Your choice.)
Data Type	Text
Maximum Length	2
Required	(Leave unchecked.)

- 7 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 **NM PERA** section, as shown below:

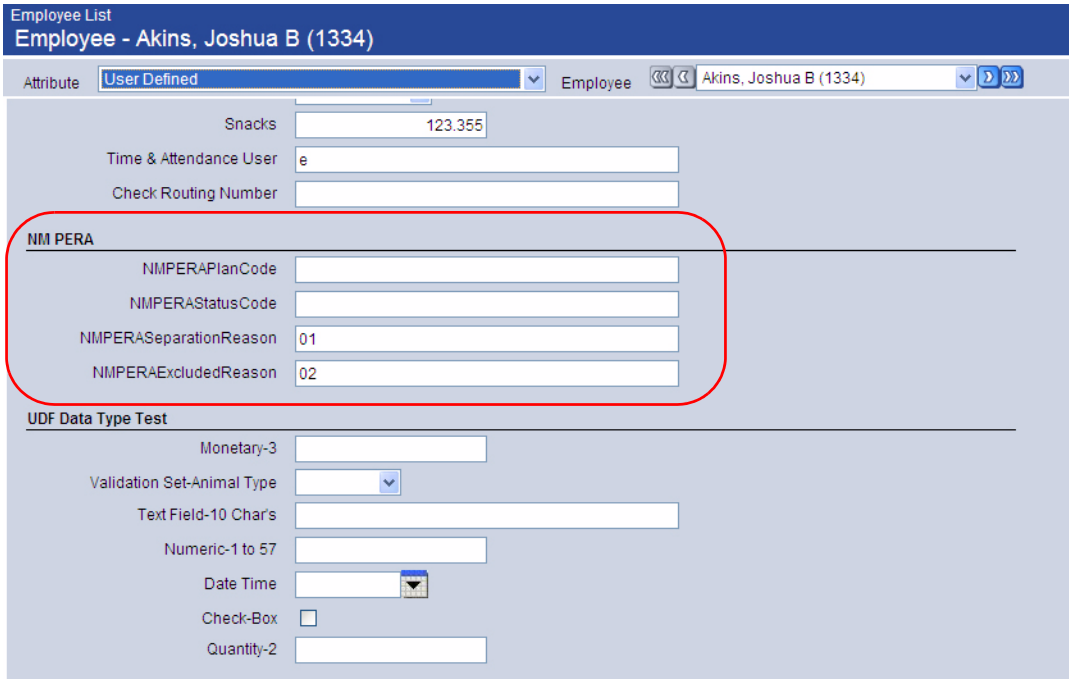
User-Defined Field List			
Record Type	Employee	Maintenance Type	Attributes
Section Header	Attribute Name	Data Type	Required
UDF Test	Monetary	Monetary	
UDF Data Type Test	Monetary-3	Monetary	
NH ERS	NH ERS Employment Effective Date	Date	
NH ERS	NH ERS Employment Type	Validation Set	
NH ERS	NH ERS Job Class	Validation Set	
NH ERS	NH ERS Job Class Effective Date	Date	
NH ERS	NH ERS Pay Status	Validation Set	
NM PERA	NMPERAExcludedReason	Text	
NM PERA	NMPERAPlanCode	Text	
NM PERA	NMPERASeparationReason	Text	
NM PERA	NMPERAStatusCode	Text	
UDF Test	Numeric	Numeric	
UDF Data Type Test	Numeric-1 to 57	Numeric	
Items: 1 - 50 of 75			
Page 1 of 2 Next Page			
New Delete Refresh			

Employee Setup for New Mexico PERA Reporting

To set up an employee for New Mexico 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 PERA reporting. The Employee page will open.

- From the *Attribute* dropdown, select **User Defined**. The page will refresh to show existing user-defined fields, including an **NM PERA** section containing the four text fields you set up earlier, as shown below:



Employee List
Employee - Akins, Joshua B (1334)

Attribute: User Defined Employee: Akins, Joshua B (1334)

Snacks: 123.355

Time & Attendance User: e

Check Routing Number:

NM PERA

NMPERAPlanCode:

NMPERASTatusCode:

NMPERASeparationReason: 01

NMPERAExcludedReason: 02

UDF Data Type Test

Monetary-3:

Validation Set-Animal Type:

Text Field-10 Char's:

Numeric-1 to 57:

Date Time:

Check-Box:

Quantity-2:

- Under the **NM PERA** section header, make the appropriate entries in the *NMPERAPlanCode*, *NMPERASTatusCode*, *NMPERASeparationReason* and *NMPERAExcludedReason* fields.
- After making your entries, click **Save**.
- Repeat these steps for each employee who is to be included in the report.

New Mexico PERA Setup

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

- Navigate to **Human Resources > State Requirements > NM > PERA Maintenance**. The New Mexico PERA Maintenance page will open, with the **Company Settings** tab brought forward, as shown below:

New Mexico PERA Maintenance

Company Settings
Wage Settings
Employee Settings
Employer Settings

Employer Code

Deferred Employer
☒

Save
Reset

- 2 In the *Employer Code* field, type the state-assigned code identifying the employer.
- 3 If taxes are deferred, make sure the *Deferred Employer* box is checked; if taxes are not deferred, uncheck this box.
- 4 Click **Save**.
- 5 Click the **Wage Settings** tab to bring it forward:

New Mexico PERA Maintenance

Company Settings
Wage Settings
Employee Settings
Employer Settings

Hours Code	Wage Code
11 - Shift Differential	10
SHIFT 2ND - Shift Premium 2nd	10
SHIFT 2ND/3RD - Shift Premium 2nd	10
SHIFT 3RD - Shift Premium 3rd	10
MRR Long - MRR Long	07
CERT PAY - Certification Firefighter I	04
CERT SP 1-3 - Special Certifications	04
CERT SP 4-6 - Special Certifications	04
CERT SP 7+ - Special Certifications	04
CERT SP ASSOC - Special Certification	04
ANN LEAVE - Annual Leave Exchange	01
BEREAV H - Bereavement Hourly	01
BEREAV S - Bereavement Salary	01
CARALLOW - Car Allowance	01
CLOTHALLOW - Clothing Allowance	01
Dave's - Dave's Hours code	01
DT - Double Time	01
ELEC - FRANCH - Electric - Franchise	01
F OT - Fire Overtime	01
FLEX - FLEX PAYOUT	01
FMLA - FMLA	01

Save
Reset

The grid on this tab contains all hours codes and associated wage codes.

- 6 To associate a wage code with an hours code, click once in the *Wage Code* cell adjacent to the *Hours Code*, then type the code directly in the cell. One wage code may be used for multiple hours codes.

The following table contains the valid wage codes, as defined by the state:

Wage Code	Description
01	Regular Wages
02	Positive Adjustment-Regular Wages
03	Negative Adjustment- Regular Wages
04	Workers' Compensation (wages without contributions)
05	Positive Adjustment-Wages Without Contributions (positive adjustment to a previous pay period reporting for <i>Wage Code 04</i>)
06	Negative Adjustment-Wages Without Contributions (negative adjustment to a previous pay period reporting for <i>Wage Code 04</i>)
07	Non-Regular Wages (longevity, super longevity)
08	Positive Adjustment-Non-Regular Wages (positive adjustment to a previous pay period reporting for <i>Wage Code 07</i>)
09	Negative Adjustment-Non-Regular Wages (negative adjustment to a previous pay period reporting for <i>Wage Code 07</i>)
10	Shift Differential Wages
11	Positive Adjustment-Shift Differential Wages (positive adjustment to a previous pay period reporting for <i>Wage Code 10</i>)
12	Negative Adjustment-Shift Differential Wages (negative adjustment to a previous pay period reporting for <i>Wage Code 10</i>)

Each hours code that needs to be included in the wages must have a wage code to go with it.

- 7 Click **Save**.
- 8 Click the **Employee Settings** tab to bring it forward:

New Mexico PERA Maintenance

Company Settings Wage Settings **Employee Settings** Employer Settings

Benefit Codes Deduction Codes

% Projected Slry - Percent of Projected Salary

AAA - AUTO COVERAGE

AETNA - Deferred Comp 457 Plan

AFLAC-POST - AFLAC After Tax

AFLAC-PRE - AFLAC Pre Tax

AUL - AUL After

AUL 457 - American United Life 457 Plan

binbinbin - test

CafeDeduction - Cafeteria Deduction

CAFEMED1B - CAFE MEDICAL

CD Employee - Cigna Dental Employee Share

CHILD - Child Support

CLAIR - Clean Air Deduction

COL-POST - Colonial After Tax

Available: 102

NWS Pension - NWS Pension Deduction

Pension - Pension

Pension for Loan - Pension for Loans

PensionCafe - Pension Cafe

PensionDed - test Ded

PERF-F - PERF Fire


PERF-P - PERF Police

PL - Pension Loan

Selected: 8

Save Reset

The **Employee Settings** tab contains multi-select list boxes for the selection of benefits and deductions that will be used when employee contributions are calculated.

- 9 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 right-arrow button  to move the codes to the *Selected* (right) box. Only active codes are available for selection.

- 10 Click **Save**.

- 11 Click the **Employer Settings** tab to bring it forward:

New Mexico PERA Maintenance

Company Settings Wage Settings **Employee Settings** Employer Settings

Benefit Codes Deduction Codes

% ANNUAL - % ANNUAL GROSS

2b - I2b

B STEVEN 0715 A - Test A

B STEVEN 0715 B - Test B

B STEVEN 0715 C - Test C

Bas-Life - Bas-Life

BBB - TEST Benefit

Ben Sup Life - Ben Sup Life

BENEDENT - BENEDENT TEST

binbinbin - tewt

CafeBenefit - Cafeteria Benefit

CAFEMED1 - CAFE MEDICAL INSURANCE

Cafeteria Credit - Cafeteria Credit

CD Employer - Cigna Dental Employer Share

Available: 97

NWS Pension - NWS Pension

PENS % - PENS %

Pension for Loan - Pension for Loans

PensionBen - Test for Ben

PensionCafe - Pension Cafe

PERF CIV - PERF Civilian Employer

PERF EE - PERF Civilian Employee


PERF FD - PERF Fire

PERF PD - PERF Police

Selected: 9

Save Reset

The **Employer Contributions** tab contains multi-select list boxes for the selection of benefits and deductions that will be used when employer contributions are calculated.

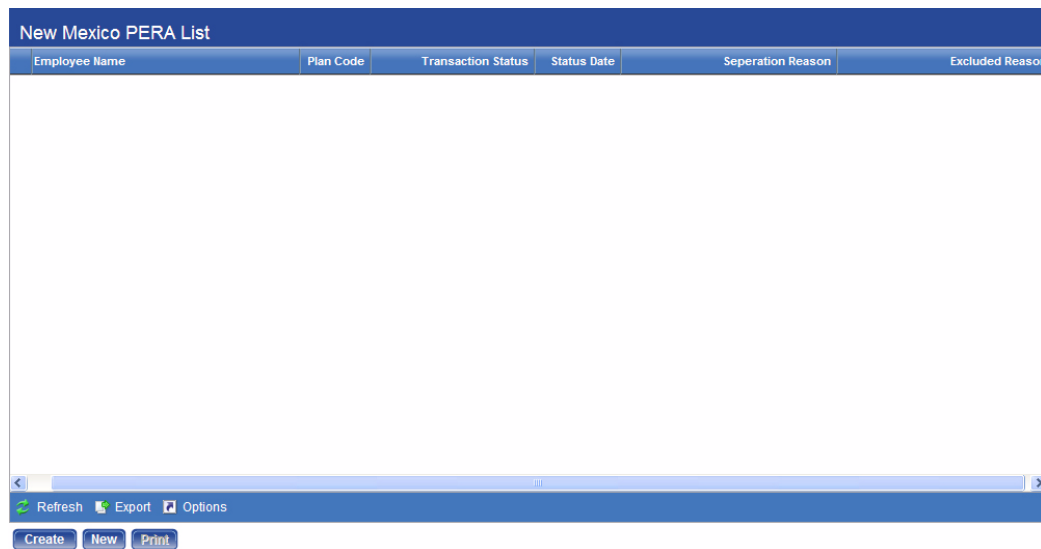
- 12 Click the **Benefit Codes** or **Deduction Codes** tab to bring it forward. From the list of codes in the *Available* (left) box, select those that will be used, and click the right-arrow button  to move the codes to the *Selected* (right) box. Only active codes are available for selection.
- 13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

Create New Mexico 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 New Mexico PERA Report. This data may be reviewed and modified before it is transmitted to the state.

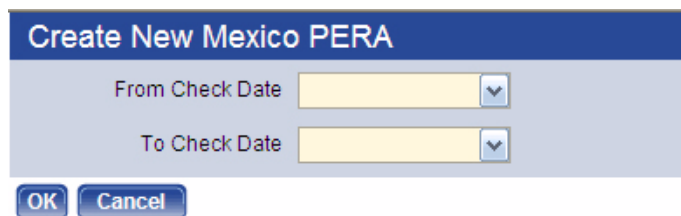
To create the work file, follow these steps:

- 1 Navigate to **Human Resources > State Requirements > NM > PERA List**. The New Mexico PERA List page will open:



The grid on this page contains the New Mexico PERA data that was created the last time the Create New Mexico PERA process was run, 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, as the image above shows.

- 2 Click the **Create** button. The Create New Mexico PERA popup will open:



Create New Mexico PERA

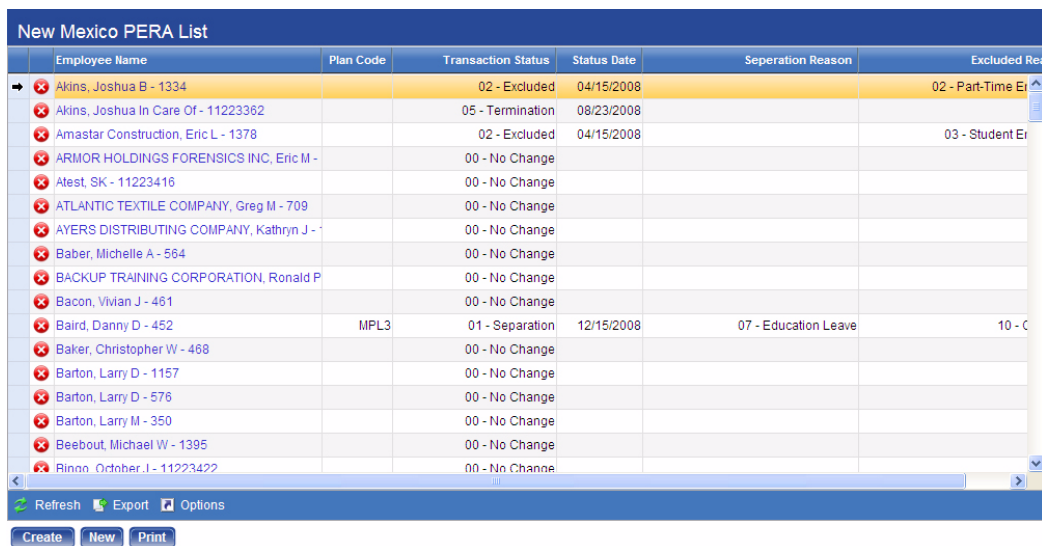
From Check Date

To Check Date

- 3 In the *From Check Date* and *To Check Date* fields, respectively, select the first and last check dates that will be included in the report data.
- 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 Acccept.

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

The following image shows a sample New Mexico PERA List page with grid populated:



Employee Name	Plan Code	Transaction Status	Status Date	Seperation Reason	Excluded Reason
Akins, Joshua B - 1334		02 - Excluded	04/15/2008		02 - Part-Time Er
Akins, Joshua In Care Of - 11223362		05 - Termination	08/23/2008		
Amastar Construction, Eric L - 1378		02 - Excluded	04/15/2008		03 - Student Er
ARMOR HOLDINGS FORENSICS INC, Eric M -		00 - No Change			
Atest, SK - 11223416		00 - No Change			
ATLANTIC TEXTILE COMPANY, Greg M - 709		00 - No Change			
AYERS DISTRIBUTING COMPANY, Kathryn J -		00 - No Change			
Baber, Michelle A - 564		00 - No Change			
BACKUP TRAINING CORPORATION, Ronald P		00 - No Change			
Bacon, Vivian J - 461		00 - No Change			
Baird, Danny D - 452	MPL3	01 - Separation	12/15/2008	07 - Education Leave	10 - C
Baker, Christopher W - 468		00 - No Change			
Barton, Larry D - 1157		00 - No Change			
Barton, Larry D - 576		00 - No Change			
Barton, Larry M - 350		00 - No Change			
Beebout, Michael W - 1395		00 - No Change			
Binnon, October, I - 11223422		00 - No Change			

Refresh Export Options

Create New Print

Add or Edit New Mexico PERA Data

To add or edit New Mexico PERA data, follow these steps:

- 1 If you need to add an employee to the New Mexico PERA List, click the **New** button located below the grid; if you need to edit data for a

particular employee, click the hyperlinked *Employee Name*. In either case, the New Mexico PERA Member Entry page will open:

New Mexico PERA List
New Mexico PERA Member Entry - Akins, Joshua B

Employee
Employee

Member Demographic Information

Last Name	<input type="text" value="Akins"/>	Address Line 1	<input type="text" value="4608 CR 35"/>
First Name	<input type="text" value="Joshua"/>	Address Line 2	<input type="text"/>
Middle Name	<input type="text" value="B"/>	Address Line 3	<input type="text"/>
Social Security Number	<input type="text" value="333-00-0000"/>	Zip Code	<input type="text" value="48082"/> <input type="text"/>
Date of Birth	<input type="text" value="12/17/1982"/> <input type="button" value="D"/>	City	<input type="text" value="mi"/>
Gender	<input type="text" value="M"/>	State	<input type="text" value="MA"/>

Member Status Information

Plan Code	<input type="text"/>	Transaction Status	<input type="text" value="02 - Excluded"/>
Begin Date	<input type="text" value="12/16/2007"/> <input type="button" value="D"/>	Status Date	<input type="text" value="04/15/2008"/> <input type="button" value="D"/>
End Date	<input type="text" value="12/22/2008"/> <input type="button" value="D"/>	Separation Reason	<input type="text"/>
		Excluded Reason	<input type="text" value="02 - Part-Time Employee"/>

	Wage Code	Payroll Wages	Deferred Contributions	Non-Deferred Contributions	Employer Contributions	Hours	Pay Rate
✖	01	\$39,274.50	\$250.00	\$.00	\$.00	336.00	116.8883
✖	10	\$749.00	\$.00	\$.00	\$.00	.00	.0000
*							

Export Options

Save Save/New Reset

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

Field	Description
Employee	
<i>Employee</i>	ID of the PERA member whose wages are being reported. When the page is in add mode, selecting the ID automatically populates the fields located in the Member Demographic Information section.
Member Demographic Information	
<i>Last Name</i>	Last name, first name and middle initial of the PERA member. Last and first name are required. The last name may contain 20 characters, the first name 19 and the middle initial one.
<i>First Name</i>	
<i>Middle Name</i>	
<i>Date of Birth</i>	Required. PERA member's date of birth, taken from Employee Maintenance or entered manually for a non-employee record.
<i>Social Security Number</i>	Required. Social security number of the PERA member whose wages are being reported.


Field	Description
<i>Gender</i>	Required. PERA member’s gender, taken from Employee Maintenance or entered manually for a non-employee record. The field holds one characer: <i>M</i> for Male or <i>F</i> for Female.
<i>Date of Hire</i>	Required. PERA member’s hire date, taken from Employee Maintenance or entered manually for a non-employee record.
<i>Address</i>	Complete address of the PERA member. The first line of the <i>Address</i> and the <i>Zip Code</i> , <i>City</i> and <i>State</i> are required. Each <i>Address</i> line may contain 30 characters, the city 20.
<i>Zip Code</i>	
<i>City</i>	
<i>State</i>	
Member Status Information	
<i>Transaction Status</i>	Flags employment status changes. Select from the following status codes: <i>00</i> =No Change <i>01</i> =Separation (separation of PERA member) <i>02</i> =Excluded (new hire of PERA non-member) <i>03</i> =New Hire <i>04</i> =Resume from Leave <i>05</i> =Termination (PERA member/non-member)
<i>Status Date</i>	Defaults the start date of the month being reported.

Field	Description
<i>Separation Reason</i>	Reason employee has been removed from the report. Select from the following codes: 01 =Deceased 02 =Maternity Leave 03 =Paternity Leave 04 =On Worker's Compensation 05 =Off Worker's Compensation 06 =FMLA Family Medical Leave Act 07 =Education Leave 08 =Sabbatical Leave 09 =Layoff 10 =Military Leave 11 =Leave of Absence 12 =Other
<i>Excluded Reason</i>	Reason for excluding employee from the report. Select from the following codes: 01 =Seasonal or Temporary Employee 02 =Part-Time Employee 03 =Student Employee 04 =Retired Member from ERA, JRA or MRA 05 =Independent Contractor 06 =Private Retirement 07 =Elected Official 08 =Municipality 09 =Undersheriff/Chief of Police 10 =Overtime 11 =Other

- 3 The grid located on the bottom-half of the page contains the employee's wage information. If you need to edit this information, click directly in a cell to enable it for entry.
- 4 The following table contains the valid wage codes and their descriptions:

Wage Code	Description
01	Regular Wages
02	Positive Adjustment-Regular Wages
03	Negative Adjustment-Regular Wages
04	Wages Without Contributions
05	Positive Adjustment-Wages Without Contributions
06	Negative Adjustment-Wages Without Contributions
07	Non-Regular Wages
08	Positive Adjustment-Non-Regular Wages
09	Negative Adjustment-Non-Regular Wages
10	Differential Wages
11	Positive Adjustment-Differential Wages
12	Negative Adjustment-Differential Wages

NOTE:

To delete a row from the grid, click the red-and-white X button  that corresponds with the row to be deleted.

- After making your entries, click **Save** to update the grid on the New Mexico PERA List page.

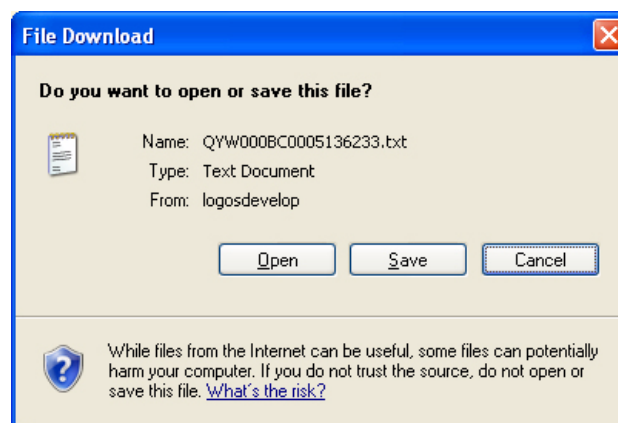
Generate New Mexico PERA Report

To generate and display a New Mexico PERA Report containing the latest PERA data, click the **Print** button located below the grid on the New Mexico PERA List page. A PDF and transmittal file of the report also will be submitted to *myReports*.

Sample New Mexico PERA Report

<div> <div>1 of 10</div> <div>100%</div> <div>Find Next</div> <div>Select a format</div> <div>Export</div> </div>						
<div> <div>City of NWS</div> <div>New Mexico PERA Report</div> <div>From Check Date: 01/01/2008 To Check Date: 12/31/2008</div> <div>Employer Code: 72165 Period End Date: 12/22/2008 Date Created: 02/24/2009</div> </div>						
Employee Name	Wage Code	Payroll Wages	Employee Contributions	Employer Contributions	Hours	Pay Rate
Akins, Joshua B - 1334	10	749.00	0.00	0.00		
	01	39,274.50	250.00	0.00	336.00	\$116.89
		\$40,023.50	\$250.00	\$0.00	336.00	
Akins, Joshua In Care Of - 11223362	01	1,787.30	0.00	0.00	80.00	\$22.34
		\$1,787.30	\$0.00	\$0.00	80.00	
Amastar Construction, Eric L - 1378	01	150.00	0.00	0.00		
		\$150.00	\$0.00	\$0.00		
ARMOR HOLDINGS FORENSICS INC, Eric M - 1337	01	150.00	0.00	0.00		
		\$150.00	\$0.00	\$0.00		
Atest, SK - 11223416	01	3,787.30	0.00	0.00	80.00	\$47.34
		\$3,787.30	\$0.00	\$0.00	80.00	
ATLANTIC TEXTILE COMPANY, Greg M - 709	01	18,615.59	0.00	1,984.10	1,108.75	\$16.79
		\$18,615.59	\$0.00	\$1,984.10	1,108.75	
AYERS DISTRIBUTING COMPANY, Kathryn J - 1329						

To view the transmittal file, click the *New Mexico 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**.

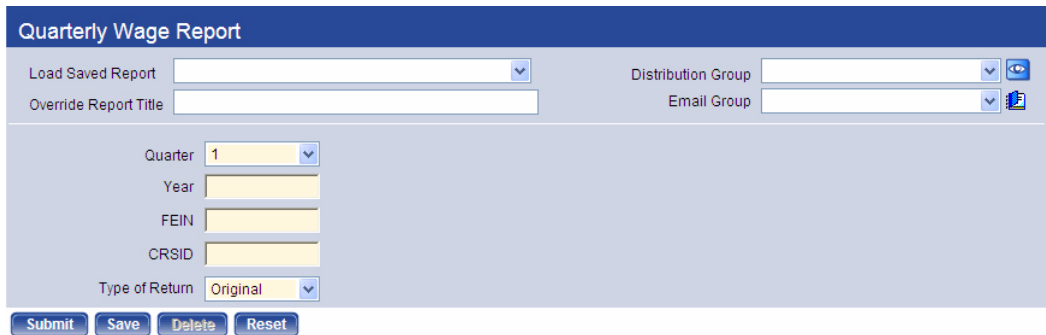
New Mexico Quarterly Wage Report

The New Mexico *Quarterly Wage Report* option generates a report and a transmittal file of wage information for all employees who have received state wages during the quarter being reported. The transmittal file is sent to the state of New Mexico.

Print permissions for the security component, *New Mexico Quarterly Wage Report*, are required to view the page and print the report.





The following steps show you how to run this report.

- 1 Navigate to **Human Resources > State Requirements > NM > Quarterly Wage Report**:



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

Field	Description
<i>Load Saved Report</i>	<p>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.</p> <p>The next time you want to run this report, select its name from the <i>Load Saved Report</i> drop-down, and the fields and list boxes will be populated automatically. If necessary, you may edit entries before running the report.</p> <p>You may save as many templates as you would like.</p>
<i>Override Report Title</i>	Overrides the default title (Quarterly Wage Report) of the report.

Field	Description
<i>Distribution Group</i>	<p>A group of people selected to receive the report in <i>myReports</i>. Click the drop-down prompt  to select the group, or click the blue-eye prompt  to create a new distribution group. The report will be sent to <i>myReports</i> for each person in the group.</p> <p>(For more information about this control, refer to the “Common Controls” appendix of your <i>Human Resources User Guide</i>.)</p>
<i>Email Group</i>	<p>A group of people selected to receive the report by e-mail. Click the drop-down prompt  to select the group. To create a new e-mail group, click .</p>
<i>Quarter</i>	<p>Required. Identifies the fiscal quarter being reported. The available selections are 1 (Jan.-Mar.), 2 (Apr.-June), 3 (July-Sept.) and 4 (Oct.-Dec.).</p>
<i>Year</i>	<p>Required. Identifies the year of the fiscal quarter being reported. Type all four digits of the year. The current year is the default.</p>
<i>FEIN</i>	<p>Required. Federal Employer Identification Number. This entry must contain 9 digits with punctuation omitted.</p>
<i>CRSID</i>	<p>Required. TRD Combined Reporting System number. This entry must contain 10 or 11 digits.</p>
<i>Type of Return</i>	<p>Required. Available selections are <i>Original</i>, <i>Amended</i> and <i>Supplemental</i>.</p>

After making your entries, click **Submit** to generate and display the report. A PDF and a transmittal file of the report data will be submitted to *myReports*.

Click the **Reset** button to update the page and set the field selections to what they were when the report last was run.

Sample New Mexico Quarterly Wage Report

City of NWS					
Quarterly Wage Report					
Quarter: 1 Year: 2009					
Employee SSN	Employee Name	Employee Number	Quarter State Gross Wage	State Tax Withholding	Workers Comp Contribution
000-00-0333	Akins, Joshua B	1334	\$85,241.92	\$0.00	\$0.00
055-81-2954	Baber, Michelle A	564	\$17,501.72	\$0.00	\$0.00
063-06-8106	Bacon, Vivian J	461	\$17,814.64	\$0.00	\$5.80
450-96-0782	Baird, Danny D	452	\$9,667.00	\$0.00	\$0.00
466-01-9674	Baker, Christopher W	468	\$22,983.26	\$0.00	\$0.00
468-87-9041	Barton, Larry D	576	\$27,652.05	\$0.00	\$0.00
449-31-8427	Barton, Larry D	1157	\$2,310.00	\$0.00	\$0.00
463-21-3085	Beebout, Michael W	1395	\$41,949.39	\$0.00	\$0.00
451-56-0761	Blaugh, W. Erik	432	\$29,589.84	\$0.00	\$0.00
460-31-7527	Boger, Chad M	596	\$22,120.20	\$0.00	\$0.00
456-61-0145	Braun, Joseph C	613	\$17,681.90	\$0.00	\$0.00
449-43-0863	Braun, Joseph C	620	\$34,898.22	\$0.00	\$0.00
463-26-7477	Braun, Joseph C	610	\$34,482.00	\$0.00	\$0.00
457-25-8179	Bruns, Tyson S	1242	\$11,352.74	\$0.00	\$0.00
538-50-4864	Bunn, Daniel E	306	\$12,253.28	\$0.00	\$0.00
469-22-9357	Castle, Scott R	614	\$34,879.02	\$0.00	\$0.00
038-47-5214	Check Only, Jessie	11223435	\$17,920.00	\$0.00	\$10.72
466-16-6236	CREECY, Courtney S	1376	\$22,827.30	\$0.00	\$0.00
036-98-5210	Crunch, Chris	11223391	\$10,165.56	\$0.00	\$0.00
446-28-7025	CUSTOM GRAPHICS INC, Sheila J	1230	\$2,310.00	\$0.00	\$0.00
451-55-3010	Daley, Brad R	1397	\$37,760.55	\$0.00	\$0.00
403-50-8754	DeKalb County Central United School District, Keith	1428	\$3,352.44	\$0.00	\$0.00

The quarter and year reported display directly below the report title. The report body is sorted alphabetically by *Last Name* and contains the following columns of information:

- *SSN (Social Security Number)*
- *Employee Name*
- *Employee Number*
- *Quarter*
- *State Gross Wage*
- *State Tax Withholding*
- *Workers Comp Contribution*

