

North Dakota State Requirements

Training/User Guide

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North Dakota Deferred Compensation Report

Human Resources > State Requirements > ND > Deferred Compensation Report



Use this page to generate a report and transmittal file of deferred compensation data to be sent to the state of North Dakota each payroll.



A security component, **North Dakota Deferred Comp Report**, exists for this option. Navigate to **Maintenance > Logos Suite > Security > Users**, give permission to the users who should have access to this option, and click **Save** to retain the settings. The new authorization will take effect once the user has logged off and back on to the system.

Setup

The North Dakota Deferred Compensation Report requires the setup of the following user-defined fields:

UDF	Field Type	Location
ND Deferred Comp Plan	Employment text field	Human Resources > Work- force Administration > Search > Employee > Employment Tab
ND Provider	Deduction text field	Maintenance > Human Resources > Deductions and Benefits > Deductions > User-Defined Fields

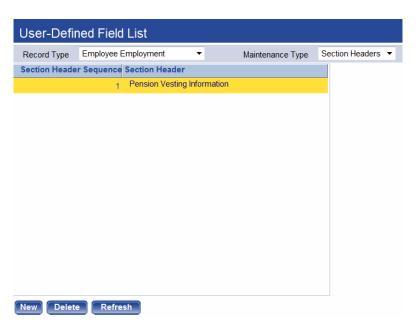
The following steps show you how to set up these fields and a section header for making them easy to locate on their respective pages:

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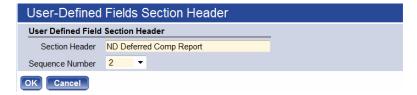


Section Header

- 1 Navigate to Maintenance > Logos Suite > Security > User-Defined Fields. The User-Defined Field List page will open.
- **2** Select *Employee Employment* 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 on the **Employment** tab of Workforce Administration:



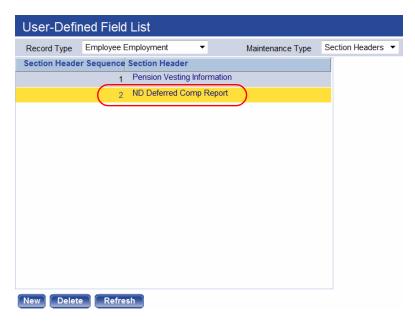
4 Click **New**. The User-Defined Fields Section Header popup will open:



- 5 For Section Header, type ND Deferred Comp Report.
- 6 Use the *Sequence Number* field to tell where you want the section to appear in relation to other sections on the Workforce Administration **Employment** tab: top of the page (1), bottom of the page (99) or somewhere in between (2-98).



7 Click **OK**. The popup will close, and the grid on User-Defined Field List page will refresh to show the newly added **ND Deferred Comp Report** section header:



To set up an identical section header for the user-defined deduction field, repeat steps 1-7 above, selecting *Deduction* for the *Record Type* in step 2.

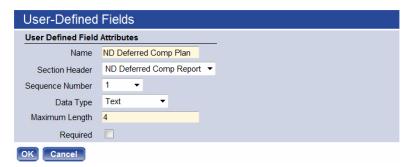
User-Defined Fields

Employment

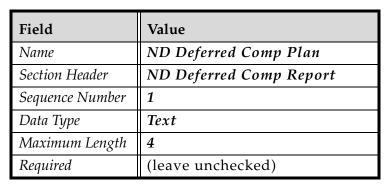
To set up the user-defined field that will appear under the **ND Deferred Comp Report** section header on the Workforce Administration **Employment** tab, follow these steps:

- 1 Navigate to Maintenance > Logos Suite > Security > User-Defined Fields. The User-Defined Field List page will open.
- **2** Select *Employee Employment* 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 the Employment section.
- 4 Click **New**. The User-Defined Fields popup will open:





5 As shown in the image above, complete the fields *exactly* as follows:



6 Click **OK**. The *ND Deferred Comp Plan* field will be added to the *Employee Employment Attributes* grid on the User-Defined Field List page, as shown below:





Deduction

To set up the user-defined field that will appear under the **ND Deferred Comp Report** section header on the Deduction Code User-Defined Fields page in Maintenance, follow these steps:

- 1 Navigate 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 refresh to show a grid of existing user-defined fields on the Deduction Code User-Defined Fields page.
- 4 Click **New**. The User-Defined Fields popup will open.
- **5** Complete the fields *exactly* as shown in the table below:

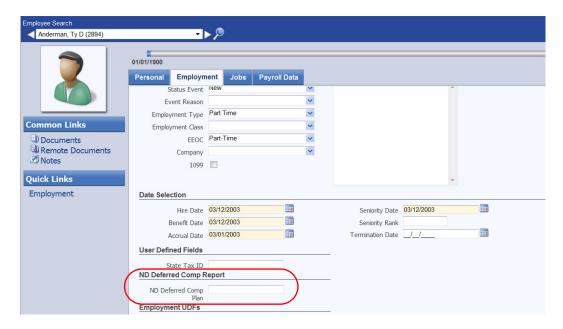
Field	Value
Name	ND Provider
Section Header	ND Deferred Comp Report
Sequence Number	1
Data Type	Text
Maximum Length	6
Required	(leave unchecked)

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North Dakota Employee UDF

The image below shows the user-defined *ND Deferred Comp Plan* field on the Workforce Administration **Employment** tab:



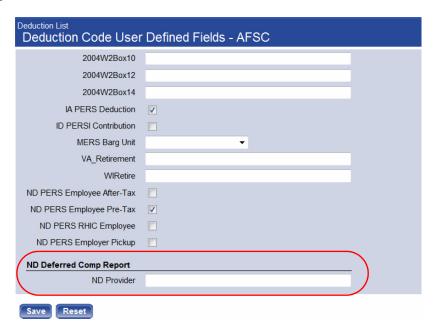
For each employee, type the code of the deferred compensation plan in which he or she is enrolled:

- *DECM* (State if North Dakota Deferred Compensation Plan)
- *ODCM* (Other 457/403(b) Plan approved by NDPERS)



North Dakota Deduction UDF

The image below shows the user-defined *ND Provider* field on the Deduction page in Deductions and Benefits Maintenance:



The following table contains the valid 6-character codes for the *ND Provider* field:

Code	Description
700002	Bank of North Dakota
700003	Hartford Life
700004	Jackson National Life
700005	Commonwealth Annuity & Life
700006	Lincoln National
700007	Nationwide Life
700008	NDPERS Companion Plan
700009	Symetra Life Insurance Company
700010	Aig Valic
700011	Waddell & Rid
700012	Other 457 Plan
700013	Other 403 (b) Plan
700014	Axa Equitable Life Insurance Co
700015	Ing Investment Services
700016	American Trust Center
700037	Kansas City Life Insurance Company of America



North Dakota Deferred Compensation Report



The following table contains descriptions of the fields on the North Dakota Deferred Compensation Report page:

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 <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. You may save as many tem-
	plates as you would like.
Override Report Title	Overrides the default report title (North Dakota Deferred Compensation Report).
Distribution Group	A group of people selected to receive the report in <i>myReports</i> . Click in the field to select from a list of existing groups, 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.



Field	Description
Email Group	A group of people selected to receive the report by e-mail. Click in the field to select from a list of existing groups. To create a new e-mail group, click .
From Check Date To Check Date	Required. Generated report contains all check data within this date range.
Pay Period Start Date Pay Period End Date	Required. Reporting payroll period used for the transmittal file, not for gathering data.
Org Code	Required. Employer's NDPERS-assigned organization code.
Create Transmittal	If checked, transmittal file of the report data also is assembled and submitted to <i>myReports</i> .

After making your selections on this page, click **Submit** to generate and display a report showing the data that falls within the *Check Date* range selected. A PDF of the report will be submitted to *myReports*. If you checked *Create Transmittal*, a transmittal file of the same data also will be submitted.

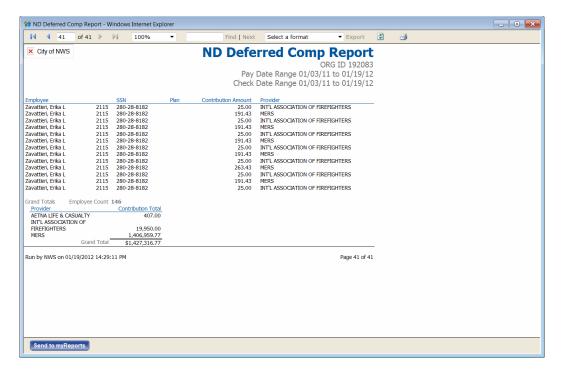
The report and transmittal file will contain data for each eligible employee who has a valid deduction selected on the Deduction Code User-Defined Fields page in Maintenance (see setup instructions preceding this section) and a dollar amount contributed to the plan.

If an employee had more than one check during the *Check Date* range selected, the data for each check will appear in a separate row.

Amounts from adjustments and manual batches will be included; voided checks will not.



Sample North Dakota Deferred Compensation Report



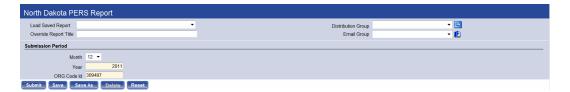
Sample North Dakota Deferred Compensation Transmittal File





North Dakota PERS

Human Resources > State Requirements > ND > PERS Report



Use this page to generate a report of retirement contributions data for a selected month and year.



A security component, **North Dakota PERS Report**, exists for this option. Navigate to Maintenance > Logos Suite > Security > Users, give permission to the users who should have access to this option, and click **Save** to retain the settings. The new authorization will take effect once the user has logged off and back on to the system.

Setup

The North Dakota PERS Report requires the setup of the following user-defined fields:

UDF	Field Type	Location
ND PERS Plan	Employment validation set	Human Resources > Work- force Administration > Search > Employee > Employment Tab
ND PERS Employee After-Tax	Deduction Check Box	Maintenance > Human Resources > Deductions and Benefits > Deductions > User-Defined Fields
ND PERS Employee Pre-Tax	Deduction Check Box	Maintenance > Human Resources > Deductions and Benefits > Deductions > User-Defined Fields
ND PERS RHIC Employee	Deduction Check Box	Maintenance > Human Resources > Deductions and Benefits > Deductions > User-Defined Fields

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UDF	Field Type	Location
ND PERS Employer Pickup	Deduction Check Box	Maintenance > Human Resources > Deductions and Benefits > Deductions > User-Defined Fields
ND PERS Employer Pickup	Benefit Check Box	Maintenance > Human Resources > Deductions and Benefits > Benefits > User- Defined Fields
ND PERS Employer Benefit	Benefit Check Box	Maintenance > Human Resources > Deductions and Benefits > Benefits > User- Defined Fields
ND PERS RHIC Employer	Benefit Check Box	Maintenance > Human Resources > Deductions and Benefits > Benefits > User- Defined Fields

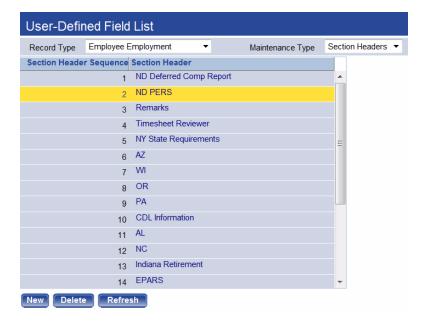
The following steps show you how to set up these fields and a section header for making them easy to locate on their respective pages:

Section Header

- 1 Navigate to Maintenance > Logos Suite > Security > User-Defined Fields. The User-Defined Field List page will open.
- **2** Select *Employee Employment* 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 on the **Employment** tab of Workforce Administration.
- 4 Click **New**. The User-Defined Fields Section Header popup will open.
- **5** For Section Header, type ND PERS.
- 6 Use the *Sequence Number* field to tell where you want the section to appear in relation to other sections on the Workforce Administration **Employment** tab: top of the page (1), bottom of the page (99) or somewhere in between (2-98).



7 Click OK. The popup will close, and the grid on the User-Defined Field List page will refresh to show the newly added ND PERS section header:



8 To add the same section header for the UDFs that need to be added to the Deduction and Benefit pages, repeat steps 2-7, substituting *Deduction* or *Benefit* for *Employee Employment* in step 2.

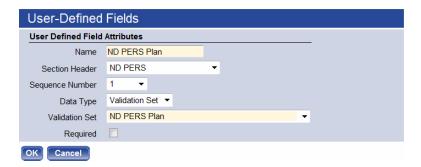
User-Defined Fields

Employment

To set up the user-defined field that will appear under the **ND PERS** section header on the Workforce Administration **Employment** tab, follow these steps:

- 1 Navigate to Maintenance > Logos Suite > Security > User-Defined Fields. The User-Defined Field List page will open.
- **2** Select *Employee Employment* 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 the Employment section.
- 4 Click **New**. The User-Defined Fields popup will open:





5 As shown in the image above, complete the fields *exactly* as follows:

Field	Value
Name	ND PERS Plan
Section Header	ND PERS
Sequence Number	1
Data Type	Validation Set
Validation Set	ND PERS Plan
Required	(leave unchecked)

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

To comply with the formatting requirements of the state transmittal file, values in the *ND PERS Plan* field must be expressed precisely; therefore, the validation set for this field must have values set up for use by the North Dakota PERS Report.

The following steps show you how to set up these values:

- 7 Navigate to Maintenance > Logos Suite > System > Validation Sets > Validation Set List. The Validation Set List page will open.
- **8** Select (highlight) validation set 406 ND PERS Plan.
- **9** Click the **Values** button. The Validation Set Values List page for the ND PERS Plan will open.
- **10** Click the **New** button. The Validation Set Value page will open:

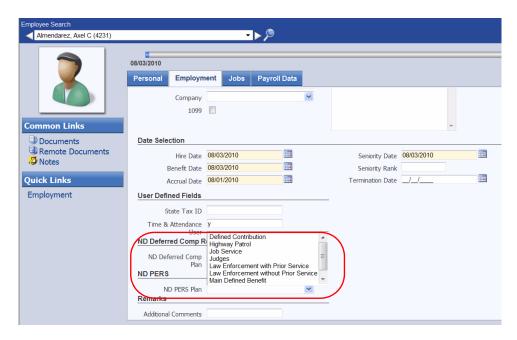




- **11** As shown above, type *DICM* in the *Value* field.
- **12** In the *Description* field, type *Defined Contribution* or whatever description makes the *DICM* value easy to identify.
- 13 Click Save/New. The entries will be saved, and the fields will be cleared and made available for the entry of the next *Value* and *Description*. The following table contains the remaining entries that need to be added to the ND PERS Plan validation set:

Value	Description
HWPL	Highway Patrol
JBSR	Job Service
JDGS	Judges
LENE	Law Enforcement without Prior Service
LEOE	Law Enforcement with Prior Service
MAIN	Main Defined Benefit
NAGD	National Guard

14 After filling in the final *Value* and *Description*, click **Save**. All of these entries now will be available for selection on the *ND PERS Plan* drop-down on the Workforce Administration **Employment** tab, as shown below:





Deduction

To set up the Deduction UDFs, follow these steps:

- 1 Navigate to Maintenance > Logos Suite > Security > User-Defined Fields.
- **2** Select *Deduction* from the *Record Type* drop-down.
- 3 Select *Attributes* from the *Maintenance Type* drop-down. The page will refresh to show a grid of existing user-defined deduction fields.
- 4 Click **New**. The User-Defined Fields popup will open.
- **5** Complete the fields exactly as follows:

Field	Value
Name	ND PERS Employee After-Tax
Section Header	ND PERS
Sequence Number	1
Data Type	Check Box

- 6 Click **OK**.
- Repeat steps 4-6 for the remaining 3 deduction check boxes that need to be set up. The following tables contain the entries you need to make:

Field	Value
Name	ND PERS Employee Pre-Tax
Section Header	ND PERS
Sequence Number	2
Data Type	Check Box

Field	Value
Name	ND PERS RHIC Employee
Section Header	ND PERS
Sequence Number	3
Data Type	Check Box



Field	Value
Name	ND PERS Employer Pickup
Section Header	ND PERS
Sequence Number	4
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 **ND PERS** section on the Deduction Code User-Defined Fields page in Deductions and Benefits Maintenance.

Benefit

To set up the Benefit UDFs, repeat steps 2-6 in the preceding Deduction section, selecting *Benefit* as the *Record Type* in step 2, and making entries exactly as shown in the following tables:

Field	Value
Name	ND PERS Employer Pickup
Section Header	ND PERS
Sequence Number	1
Data Type	Check Box

Field	Value
Name	ND PERS Employer Benefit
Section Header	ND PERS
Sequence Number	2
Data Type	Check Box

Field	Value
Name	ND PERS RHIC Employer
Section Header	ND PERS
Sequence Number	3
Data Type	Check Box



When you are finished, the *Benefit Attributes* grid on the User-Defined Field List page should contain a row for each user-defined benefit check box you have saved as part of the **ND PERS** section on the Benefit Code User-Defined Fields page in Deductions and Benefits Maintenance.

Employee Setup for North Dakota PERS Reporting

To set up an employee for North Dakota PERS reporting, follow these steps:

- 1 Navigate to Human Resources > Workforce Administration > Search.
- **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 certified reporting. The employee's Workforce Administration page will open.
- 4 Click the **Employment** tab.
- **5** Click the **Edit** button on the left side of the Employment header.
- **6** Scroll down to the **ND PERS** section.
- **7** Make a valid selection in the *ND PERS Plan* field.
- 8 Click Save.
- **9** Repeat these steps for each employee who is to be included in the report.

Deduction and Benefit Setup for North Dakota PERS Reporting

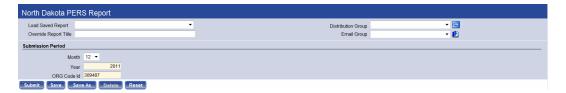
To assign deductions for use in North Dakota PERS reporting, follow these steps:

- 1 Navigate to Maintenance > Human Resources > Deductions and Benefits > Deductions. The Deduction List page will open.
- **2** Highlight a deduction.
- **3** Click the **User-Defined Fields** button. The Deduction Code User Defined Fields page for the selected deduction will open.
- **4** Under the **ND PERS** section header, check each box that will apply to the selected deduction.
- 5 Click Save.
- **6** Repeat these steps for all appropriate deductions.
- 7 To assign benefits for use in PERS reporting, repeat steps 1-6, substituting **Benefits** for **Deductions** in step 1 to open the Benefit List page.



North Dakota PERS Report

To run the North Dakota PERS Report, navigate to **Human Resources** > **State Requirements** > **ND** > **PERS Report**:



The following table contains descriptions of the fields on the North Dakota PERS Report page:

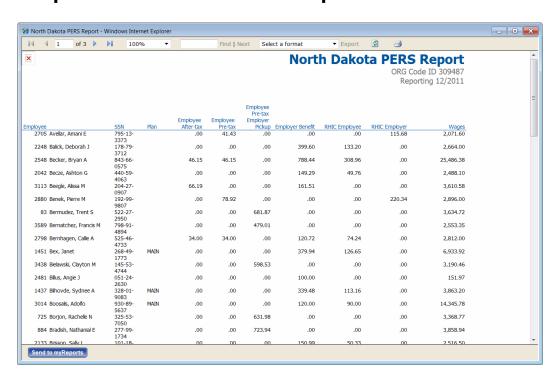
Field	Description
Load Saved Report	Saves this version of the report as a template for later use. When you click Save , a popup will ask you to name the report. Type the name, and click OK .
	The next time you want to run this report, select its name from the <i>Load Saved Report</i> drop-down, and the fields and list boxes will be populated automatically. If necessary, you may edit entries before running the report. You may save as many tem-
	plates as you would like.
Override Report Title	Overrides the default report title (North Dakota PERS Report).
Distribution Group	A group of people selected to receive the report in <i>myReports</i> . Click in the field to select from a list of existing groups, 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.



Field	Description
Email Group	A group of people selected to receive the report by e-mail. Click in the field to select from a list of existing groups. To create a new e-mail group, click .
Month Year	Required. Generated report will contain data for all checks and adjustments with check dates that fall within the <i>Month</i> and <i>Year</i> selected. Fill in all four digits of the year.
Org Code ID	Required. Employer's six-character, NDPERS-assigned organization code.

After making your selections on this page, click **Submit** to generate and display a report showing the data the transmittal file will contain for the *Month* and *Year* selected. You may save the report in other formats or click the **Send to myReports** button to have it sent to *myReports* as a PDF. The transmittal file will be submitted automatically to *myReports*.

Sample North Dakota PERS Report





Sample North Dakota PERS Report Transmittal File

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