Logos.NET

Public Administration Software

Pennsylvania State Requirements

User Guide

Revised: 04/24/20

New World Systems

The Public Sector Software Company

Contents

Procedures 3-1

1

REPORT SETUP

Overview

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

1   "User Defined Fields Setup" on page 1-2 details how to set up benefit, deduction, and hours code as user-defined fields necessary to run the Pennsylvania PMRS report.
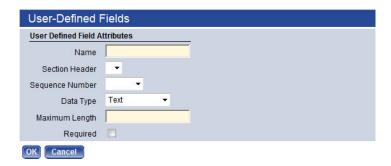
User Defined Fields Setup

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

Setting Up Deductions

To set up **deduction** user-defined fields for the Pennsylvania PMRS Report:

1   From the **Maintenance** menu, select **Logos Suite** > **Security** > **User-Defined Fields**. The User-Defined Field page displays.

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

3   Click the **New** button. The User-Defined Fields popup displays.

4   Complete the fields *exactly* as follows:

Table 1.1

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

5   Click **OK**.
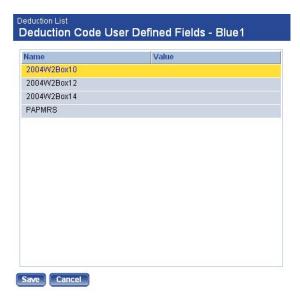
To set up category codes for **deductions**:

1   From the **Maintenance** menu, select **Human Resources** > **Deductions and Benefits** > **Deductions**. The Deduction List page displays.

2   Highlight the row of the deduction in the list for which you want to add a category code.

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

Deduction List
Deduction Code User Defined Fields - Blue1

Name	Value
2004W2Box10	
2004W2Box12	
2004W2Box14	
PAPMRS	

Save   Cancel

4   Click the PAPMRS row in the table to highlight it. Click it again to put the row in EDIT mode.

5   Enter the appropriate value as needed for the codes:

Table 1.2

Value	Meaning
R	Regular contribution.
S	Service purchase.

6   Click **Save**.
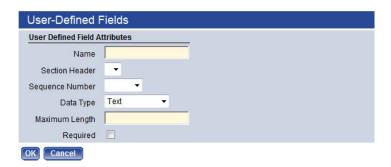
7   Repeat Steps 2-6 for the remainder of the deductions for which you want to add a category code.

Setting Up Benefits

To set up **benefit** user-defined fields for the Pennsylvania PMRS Report:

1   From the **Maintenance** menu, select **Logos Suite** > **Security** > **User-Defined Fields**. The User-Defined Field List page displays.

2   Select *Benefit* from the **Record Type** control.

3   Click the **New** button. The User-Defined Fields popup displays.

User-Defined Fields
User Defined Field Attributes
Name	
Section Header	▾
Sequence Number	▾
Data Type	Text ▾
Maximum Length	
Required	☐

OK   Cancel

4   Complete the fields *exactly* as follows:

Table 1.3

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

5   Click **OK**.
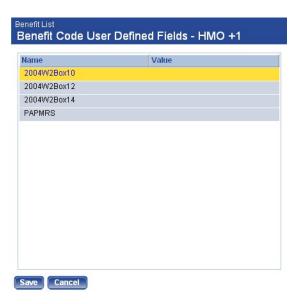
To set up category codes for **benefits**:

1   From the **Maintenance** menu, select **Human Resources** > **Deductions and Benefits** > **Benefits**. The Benefit List page displays.

2   Highlight the row of the benefit in the list for which you want to add a category code.

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

4 Click the PAPMRS row in the table to highlight it. Click it again to put the row in EDIT mode.

5 Enter the appropriate value as needed for the codes:

Table 1.4

Value	Meaning
Y	Benefit applies to PMRS.

6 Click **Save**.

7 Repeat Steps 2-6 for the remainder of the benefits for which you want to add a category code.
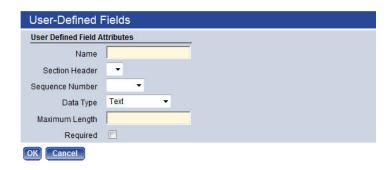
Setting Up Employees

To set up a PMRS employee user-defined field for the Pennsylvania PMRS Report,

1 From the **Maintenance** menu, select **Logos Suite** > **Security** > **User-Defined Fields**. The User-Defined Field page displays.

2 Select *Employee* from the **Record Type** control. (Users of *Workforce Administration*, select ***Employee Name***.)

3 Click the **New** button. The User-Defined Fields popup displays.

4 Complete the fields *exactly* as follows:

Table 1.5

Control	Value
Name	PAPMRSDate
Data Type	Date
Required	Unselected
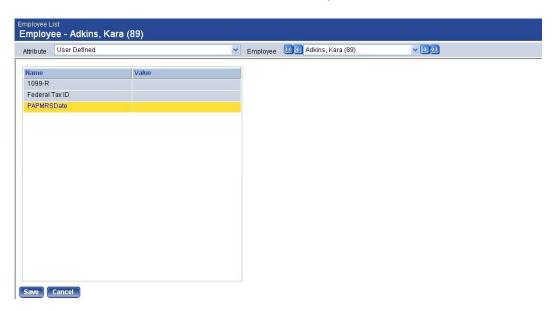
5 The *Maximum Length* control on the screen above will be hidden when a *Data Type* of Date is selected. Click **OK**.

To add PMRS to employee:

1 From the **Human Resources** menu, select **Human Resources** > **Employee Maintenance**. (Users of *Workforce Administration*, select **Human Resources > Workforce Administration > Search**.) The Employee List page displays.

2 Use the Search controls to find the employee for whom you want to add PMRS.

3 Click the *Employee Number* hyperlink for the employee on which you performed the search.

4   Select *User Defined* in the *Attribute* control. (Users of *Workforce Administration*, select the Name section of the **Personal** tab.)

Employee List
Employee - Adkins, Kara (89)

| Attribute | User Defined | Employee | Adkins, Kara (89) |

Name	Value
1099-R	
Federal Tax ID	
PAPMRSDate	

Save   Cancel

5   Click the *PAPMRSDate* row in the table to highlight it. Click it again to put the row in EDIT mode.

6   Enter the appropriate value for the following codes:

Table 1.6

Value	Meaning
<date>	The date the employee begins contributing to PMRS.

7   Click **Save**.

8   Repeat Steps 2-7 for any other employees who needs PMRS added.

To set up an employee user-defined field for the Pennsylvania Berks County Quarterly Wage Report,

9   From the **Maintenance** menu, select **Logos Suite** > **Security** > **User-Defined Fields**. The User-Defined Field page displays.

10   Select **Employee** from the **Record Type** control. (Users of *Workforce Administration*, select **Employee Name**.)

11   Click the **New** button. The User-Defined Fields popup displays.

12   Complete the fields *exactly* as follows:

Table 1.7

Control	Value
Name	PA PSD Code
Data Type	Text
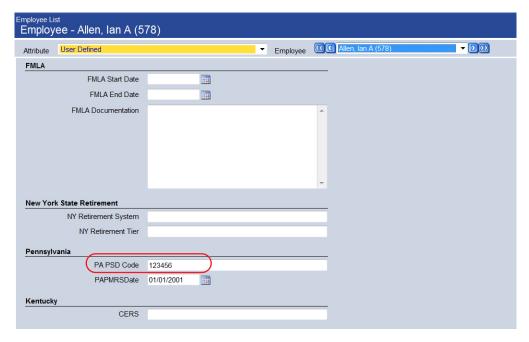
Table 1.7

Control	Value
Maximum Length	6
Required	Unselected

13 Click **OK**.

To add a PSD (Political Subdivision) code to employee:

1 From the **Human Resources** menu, select **Human Resources** > **Employee Maintenance**. (Users of *Workforce Administration*, select **Human Resources > Workforce Administration > Search**.) The Employee List page displays.

2 Use the Search controls to find the employee for whom you want to add a PSD code.

3 Click the *Employee Number* hyperlink for the employee on which you performed the search.

4 Select *User Defined* in the *Attribute* control. (Users of *Workforce Administration*, select the Name section of the **Personal** tab.)

5 Enter the appropriate *PA PSD Code*. (This code is a state-assigned, six-digit code.)

6 Click **Save**.

7 Repeat Steps 2-7 for any other employees who need a PA PSD Code added for the Berks County Quarterly Wage Report.

REPORTS

Overview

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

w   http://www.state.pa.us

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

1   "Pennsylvania PMRS Report" on page 2-3 allows authorized users to select the information that appears on the Pennsylvania PMRS Report and submit it to **myReports**.

2   "Pennsylvania Local Quarterly Tax Report" on page 2-8 allows authorized users to select the information that appears on the Pennsylvania Local Quarterly Tax Report and submit it to **myReports**.

3   "Pennsylvania Quarterly Contribution Report" on page 2-11 allows authorized users to select the information that appears on the Pennsylvania Quarterly Contribution Report and submit it to **myReports**.

4   "Pennsylvania Create Unemployment Tax Data" on page 2-16 allows authorized users to create a work file of unemployment tax data that may be reviewed and modified.

5   "Pennsylvania Unemployment Tax List" on page 2-20 allows authorized users to review and modify unemployment tax data for each employee within an organization.

6   "Pennsylvania Unemployment Tax Entry" on page 2-22 allows authorized users to add an employee record to the "Pennsylvania Unemployment Tax List" or to maintain an employee record already on the list.

7   "Pennsylvania Unemployment Tax Report" on page 2-23 allows authorized users to produce the "Pennsylvania Unemployment Tax Report."
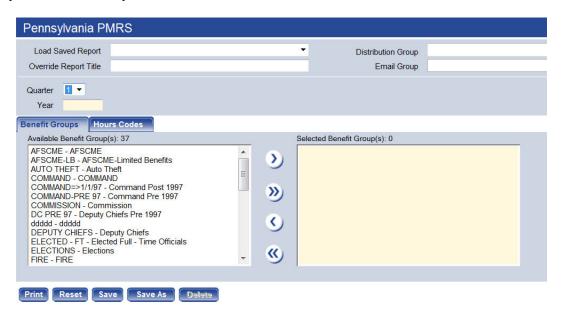
8 "Create Berks County Quarterly Wage Data" on page 2-26 provides information for the setup of the Berks County Quarterly Wage Report.

9 "Berks County Quarterly Wage List" on page 2-30 allows authorized users to review and modify quarterly wage data for each employee within an organization.

10 "Berks County Quarterly Wage Entry" on page 2-32 allows authorized users to add an employee record to the "Berks County Quarterly Wage List" or to maintain an employee record already on the list.

11 "Berks County Quarterly Wage Report" on page 2-33 allows authorized users to create a report and transmittal file of the Berks County quarterly wage data.

Pennsylvania PMRS Report

The "Pennsylvania PMRS Report" page, accessed from the Human Resources menu (**Human Resources > State Requirements > PA > PMRS Report**), allows authorized users to select the information that appears on the Pennsylvania PMRS Report and submit it to **myReports**. For a description of the procedures that can be performed on this page, please refer to Chapter 3, "Procedures."

Entry Control Descriptions

Table 2.1   "Pennsylvania PMRS Report" Controls

Control	Description
Load Saved Report	This control enables you to retrieve selection criteria that has been previously defined. It displays a list of all saved report settings in alphanumeric order (with numerics displaying first). An unlimited number of selection criteria combinations for a report option can be stored. The default selection is <blank>.
Override Report Title	This control contains the title that will replace the default title. It may contain 64 characters.
Distribution Group	This control identifies the group to which the report will be distributed. The report will be sent to myReports for each user in the group.
Quarter	Select the quarter for which results should be returned. The first quarter (1) is selected by default.
Year	This control is required. Enter the four-digit year for which results should be returned.

Benefit Groups Tab

As the default visible tab of the "Pennsylvania PMRS Report" page, the Benefit Groups tab enables users to specify the benefit groups to include on the report.

Benefit Groups Tab Entry Control Descriptions

Table 2.2   "Pennsylvania PMRS Report" Benefit Groups Tab Controls

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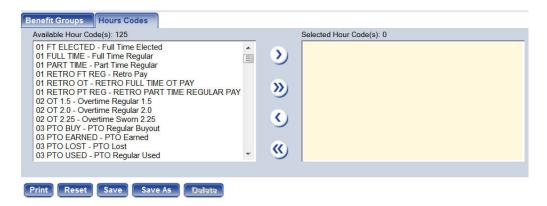
Benefits Tab Command Buttons

Table 2.3   "Pennsylvania PMRS Report" Benefit Groups Tab Command Buttons

Button	Description
Add	This button moves all selected benefit groups in the *Available Benefit Groups* multi-select textbox to the *Selected Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Available Benefit Groups* multi-select textbox, the **Add** command button is disabled.
Add All	This button moves all benefit groups from the *Available Benefit Groups* multi-select textbox to the *Selected Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Available Benefit Groups* multi-select textbox, the **Add All** command button is disabled.
Remove	This button moves all selected benefit groups from the *Selected Benefit Groups* multi-select textbox to the *Available Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Selected Benefit Groups* multi-select textbox, the **Remove** command button is disabled.
Remove All	This button moves all benefit groups from the *Selected Benefit Groups* multi-select textbox to the *Available Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Selected Benefit Groups* multi-select textbox, the **Remove All** command button is disabled.

Hours Codes Tab

The Hours Codes tab on the "Pennsylvania PMRS Report" page enables users to specify the hours codes to include on the report.

Hours Codes Tab Control Descriptions

Table 2.4 "Pennsylvania PMRS Report" Hours Codes Tab Controls

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

Hours Codes Tab Command Buttons

Table 2.5 "Pennsylvania PMRS Report" Hours Codes Tab Command Buttons

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

Command Buttons

Table 2.6 "Pennsylvania PMRS Report" Command Buttons

Button	Description
Submit	This button displays the "Pennsylvania PMRS Report" and provides a button to have it sent to **myReports**.
Reset	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.
Save	If the report settings have not yet been saved, this button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When **OK** is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the *Quarter* control. When changes are made to a previously saved report, any changes are saved to the report settings and the cursor focus is placed in the *Quarter* control. This button is hidden if the user does not have the appropriate security permissions.

Table 2.6   "Pennsylvania PMRS Report" Command Buttons (continued)

Button	Description
Save As	This button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When **OK** is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the *Quarter* control. This button is hidden if the user does not have the appropriate security permissions.
Delete	Enabled only if the *Load Saved Report* option was used, this button prompts the user to delete the current report settings. When **OK** is clicked, the saved report settings are deleted, all controls are cleared, and the cursor focus is placed in the *Quarter* control. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Pennsylvania PMRS Report" page, the report provides users with information detailing wage and contribution information for posted pay batches that fall within the quarter selected. A sample report appears below.

Report Fields

Table 2.7   "Pennsylvania PMRS Report" Fields

Column	Description
Employee Name	This column displays the employee's full name.
SSN	This column displays the employee's social security number.
Wages	This column displays the sum of wages earned for the quarter selected.
Contribution Rate	This column displays the contribution percentage, based on total wages, made by the employee.

Table 2.7   "Pennsylvania PMRS Report" Fields (continued)

Column	Description
Employee Contribution	This column displays the amount of the employee's contribution.
Employer Contribution	This column displays the amount of the employer's contribution.
Service Purchase	This column displays the amount of the service purchase.
Total Contribution	This column displays the total contribution made by the employee and the employer.
Start Date	This column displays the date contributions began for this employee.
Termination Date	This column displays the employee's termination date, if applicable.

Pennsylvania Local Quarterly Tax Report

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

Entry Control Descriptions

Table 2.8 "Pennsylvania Local Quarterly Tax Report" Fields

Control	Description
Load Saved Report	This field enables you to retrieve selection criteria that has been previously defined. It displays a list of all saved report settings in alphanumeric order (with numerics displaying first). An unlimited number of selection criteria combinations for a report option can be stored. The default selection is <blank>.
Override Report Title	This field contains the title that will replace the default title. It may contain 64 characters.
Distribution Group	This field identifies the group to which the report will be distributed. The report will be sent to myReports for each user in the group.
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 the icon displayed to the right of the field.
From Date	This field is required. It contains the beginning date of the date range the report data will cover.
To Date	This field is required. It contains the ending date of the date range the report data will cover.
Create Transmittal	Checking this box creates a transmittal file of quarterly tax data in *myReports*. The layout of the file corresponds to the MMREF-1 layout.

Table 2.8 "Pennsylvania Local Quarterly Tax Report" Fields (continued)

Control	Description
Available Tax Codes	This multi-select list box displays all tax codes with a type of ***Other***. Select which taxes to include on the report output and in the transmittal file. The transmittal file format will match the MMREF-1 submitted for W-2s at year's end. Use Ctrl+Click to select multiple codes or Shift+Click to select a range of codes.
Selected Earned Income Taxes	This list box displays all earned income tax codes that have been selected to include on the report. At least one code must be selected. Use Ctrl+Click to select multiple codes or Shift+Click to select a range of codes.
Selected Local Service Taxes	This list box displays all local service tax codes that have been selected to include on the report. At least one code must be selected. Use Ctrl+Click to select multiple codes or Shift+Click to select a range of codes.

Command Buttons
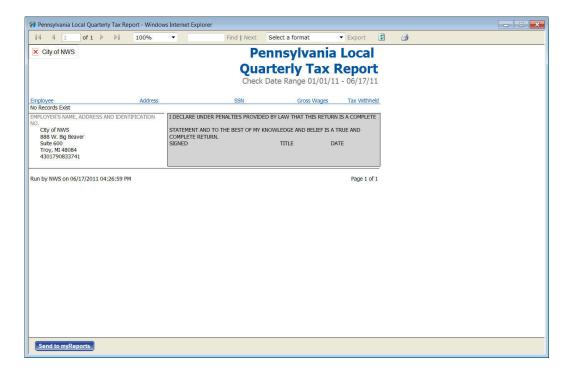
Table 2.9 "Pennsylvania Local Quarterly Tax Report" Command Buttons

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

Report Output

Generated via the "Pennsylvania Local Quarterly Tax Report" page, the report provides users with information detailing wage and contribution information for posted pay batches that fall within the quarter selected. A sample report appears below.

Report Fields
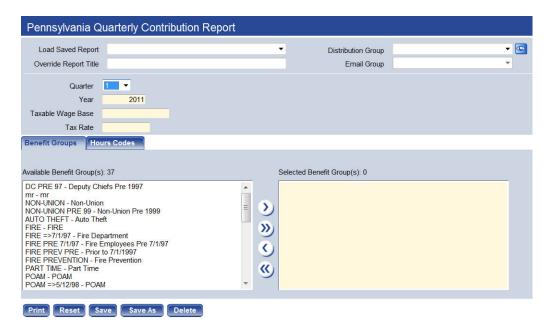
Table 2.10   "Pennsylvania Local Quarterly Tax Report" Fields

Column	Description
Employee	This column displays the employee's full name.
Address	This column displays the employee's complete address.
SSN	This column displays the employee's social security number.
Gross Wages	This column displays the sum of wages the employee earned for the quarter selected.
Taxes Withheld	This column displays the sum of taxes the employee paid for the quarter selected.

Pennsylvania Quarterly Contribution Report

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

Entry Control Descriptions

Table 2.11   "Pennsylvania Quarterly Contribution Report" Controls

Control	Description
Load Saved Report	This control enables you to retrieve selection criteria that has been previously defined. It displays a list of all saved report settings in alphanumeric order (with numerics displaying first). An unlimited number of selection criteria combinations for a report option can be stored. The default selection is <blank>.
Override Report Title	This control contains the title that will replace the default title. It may contain 64 characters.
Distribution Group	This control identifies the group to which the report will be distributed. The report will be sent to myReports for each user in the group.
Quarter	This control identifies the quarter for which results should be returned. The first quarter (1) is selected by default.
Year	This control is required. It contains the four-digit year for which results should be returned.
Taxable Wage Base	This control is required. It contains the amount of annual wages that are taxable. Earnings above this amount will be included in the *Excess Wages* column on the report. The acceptable range of entry is $.01 through $999,999.99.
Tax Rate	This control is required. It contains the tax rate to include on the report. The acceptable range of entry is 0.001% through 99.999%.

Benefit Groups Tab

As the default visible tab of the "Pennsylvania Quarterly Contribution Report" page, the Benefit Groups tab enables users to specify the benefit groups to include on the report.

Benefit Groups Tab Entry Control Descriptions

Table 2.12   "Pennsylvania Quarterly Contribution Report" Benefit Groups Tab Controls

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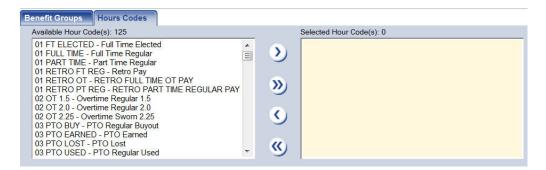
Benefits Tab Command Buttons

Table 2.13   "Pennsylvania Quarterly Contribution Report" Benefit Groups Tab Command Buttons

Button	Description
Add	This button moves all selected benefit groups in the *Available Benefit Groups* multi-select textbox to the *Selected Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Available Benefit Groups* multi-select textbox, the **Add** command button is disabled.
Add All	This button moves all benefit groups from the *Available Benefit Groups* multi-select textbox to the *Selected Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Available Benefit Groups* multi-select textbox, the **Add All** command button is disabled.
Remove	This button moves all selected benefit groups from the *Selected Benefit Groups* multi-select textbox to the *Available Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Selected Benefit Groups* multi-select textbox, the **Remove** command button is disabled.
Remove All	This button moves all benefit groups from the *Selected Benefit Groups* multi-select textbox to the *Available Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Selected Benefit Groups* multi-select textbox, the **Remove All** command button is disabled.

Hours Codes Tab

The Hours Codes tab on the "Pennsylvania Quarterly Contribution Report" page enables users to specify the hours codes to include on the report.

Hours Codes Tab Control Descriptions

Table 2.14   "Pennsylvania Quarterly Contribution Report" Hours Codes Tab Controls

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

Hours Codes Tab Command Buttons

Table 2.15   "Pennsylvania Quarterly Contribution Report" Hours Codes Tab Command Buttons

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

Command Buttons

Table 2.16   "Pennsylvania Quarterly Contribution Report" Command Buttons

Button	Description
Submit	This button displays the "Pennsylvania Quarterly Contribution Report" and provides a button to have it sent to **myReports**.
Reset	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.
Save	If the report settings have not yet been saved, this button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When **OK** is clicked, the settings are saved, and the popup page is closed. When changes are made to a previously saved report, any changes are saved to the report settings. This button is hidden if the user does not have the appropriate security permissions.
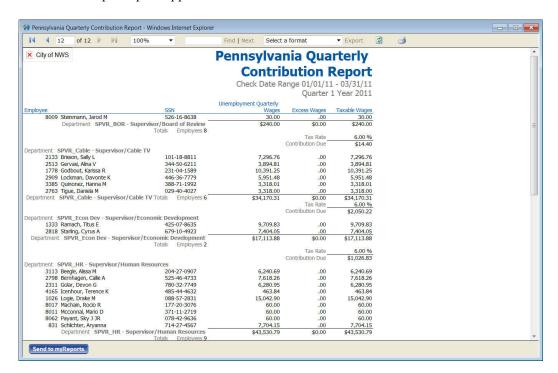
Table 2.16 "Pennsylvania Quarterly Contribution Report" Command Buttons (continued)

Button	Description
Save As	This button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When **OK** is clicked, the settings are saved, and the popup page is closed. This button is hidden if the user does not have the appropriate security permissions.
Delete	Enabled only if the *Load Saved Report* option was used, this button prompts the user to delete the current report settings. When **OK** is clicked, the saved report settings are deleted, all controls are cleared, and the cursor focus is placed in the *Quarter* control. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Pennsylvania Quarterly Contribution Report" page and sorted alphabetically by department and employee, the report provides users with information detailing unemployment quarterly wage, excess wage, and taxable wage information for the quarter selected. A sample report appears below.

Report Fields

Table 2.17 "Pennsylvania Quarterly Contribution Report" Fields

Column	Description
SSN	This column displays the employee's social security number.
Employee Name	This column displays the employee's full name.
Unemployment Quarterly Wages	This column displays the sum of unemployment wages earned for the quarter selected.
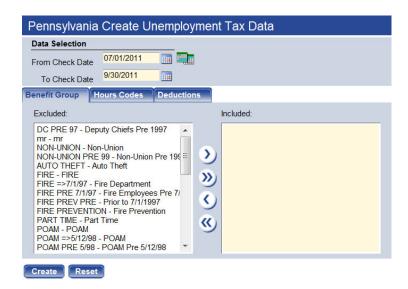
Table 2.17 "Pennsylvania Quarterly Contribution Report" Fields (continued)

Column	Description
Excess Wages	This column displays the gross wages that exceed the taxable wage base for the quarter selected.
Taxable Wages	This column displays the state taxable wages paid to the employee for the quarter selected.

Pennsylvania Create Unemployment Tax Data

The "Pennsylvania Create Unemployment Tax Data" page, accessed from the Human Resources menu (**Human Resources > State Requirements > PA > Create Unemployment Tax Data**), creates a work file of unemployment tax data that may be reviewed and modified.

Entry Control Descriptions

Table 2.18 "Pennsylvania Create Unemployment Tax Data" Controls

Control	Description
Data Selection	This section groups the controls containing the check date range.
From Check Date	This control is required. It contains the first check date that will be included in the report data.
To Check Date	This control is required. It contains the last check date that will be included in the report data.

Benefit Group Tab

As the default visible tab of the "Pennsylvania Create Unemployment Tax Data" page, the Benefit Group tab enables users to specify the benefit groups to include in the data.

Benefit Group Tab Entry Control Descriptions

Table 2.19   "Pennsylvania Create Unemployment Tax Data" Benefit Group Tab Controls

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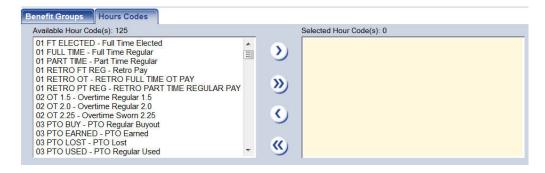
Benefit Group Tab Command Buttons

Table 2.20   "Pennsylvania Create Unemployment Tax Data" Benefit Group Tab Command Buttons

Button	Description
Add	This button moves all selected benefit groups in the *Available Benefit Groups* multi-select textbox to the *Selected Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Available Benefit Groups* multi-select textbox, the **Add** command button is disabled.
Add All	This button moves all benefit groups from the *Available Benefit Groups* multi-select textbox to the *Selected Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Available Benefit Groups* multi-select textbox, the **Add All** command button is disabled.
Remove	This button moves all selected benefit groups from the *Selected Benefit Groups* multi-select textbox to the *Available Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Selected Benefit Groups* multi-select textbox, the **Remove** command button is disabled.
Remove All	This button moves all benefit groups from the *Selected Benefit Groups* multi-select textbox to the *Available Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Selected Benefit Groups* multi-select textbox, the **Remove All** command button is disabled.

Hours Codes Tab

The Hours Codes tab on the "Pennsylvania Create Unemployment Tax Data" page enables users to specify the hours codes to include in the data.

Hours Codes Tab Control Descriptions

Table 2.21   "Pennsylvania Create Unemployment Tax Data" Hours Codes Tab Controls

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

Hours Codes Tab Command Buttons

Table 2.22   "Pennsylvania Create Unemployment Tax Data" Hours Codes Tab Command Buttons

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

Deductions Tab

The Deductions tab on the "Pennsylvania Create Unemployment Tax Data" page enables users to specify the deductions to include in the data.

Deductions Tab Entry Control Descriptions

Table 2.23   "Pennsylvania Create Unemployment Tax Data" Deductions Tab Controls

Control	Description
Available Deductions	This control displays all deductions to which the user has authority. Users may use Ctrl+Click to select multiple deductions or Shift+Click to select a range of deductions.
Selected Deductions	This control displays all deductions that have been selected to include on the listing. At least one deduction must be selected. Users may use Ctrl+Click to select multiple deductions or Shift+Click to select a range of deductions.

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Deductions Tab Command Buttons

Table 2.24   "Pennsylvania Create Unemployment Tax Data" Deductions Tab Command Buttons

Button	Description
Add	This button moves all selected benefit groups in the *Available Benefit Groups* multi-select textbox to the *Selected Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Available Benefit Groups* multi-select textbox, the **Add** command button is disabled.
Add All	This button moves all benefit groups from the *Available Benefit Groups* multi-select textbox to the *Selected Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Available Benefit Groups* multi-select textbox, the **Add All** command button is disabled.
Remove	This button moves all selected benefit groups from the *Selected Benefit Groups* multi-select textbox to the *Available Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Selected Benefit Groups* multi-select textbox, the **Remove** command button is disabled.
Remove All	This button moves all benefit groups from the *Selected Benefit Groups* multi-select textbox to the *Available Benefit Groups* multi-select textbox. If no benefit groups are listed in the *Selected Benefit Groups* multi-select textbox, the **Remove All** command button is disabled.

Command Buttons

Table 2.25   "Pennsylvania Create Unemployment Tax Data" Command Buttons

Button	Description
Create	This button notifies the user that the previous work file will be cleared. If the user approves this, it clears the previous unemployment tax data and inserts the current unemployment tax data into the "Pennsylvania Unemployment Tax List" table.
Reset	This button clears the entry controls without saving any data, and returns the cursor focus to the *From Check Date* control.

Pennsylvania Unemployment Tax List

The "Pennsylvania Unemployment Tax List" page, accessed from the Human Resources menu (**Human Resources > State Requirements > PA > Unemployment Tax List**) or by clicking the **Create** button on the Pennsylvania Create Unemployment Tax Data page, allows authorized users to review and modify unemployment tax data for each employee within an organization.

Search Control Descriptions

Table 2.26   "Pennsylvania Unemployment Tax List" Search Controls

Control	Description
Employee	Select the name of an employee if you want to search for results for one employee only.

Search Command Buttons

Table 2.27   "Pennsylvania Unemployment Tax List" Search Command Buttons

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

List Results for Unemployment Tax Search

The *Employee* in the list is hyperlinked. Clicking on the link opens the "Pennsylvania Unemployment Tax Entry" popup page in EDIT mode with the cursor focus on the **OK** button. The default sort order of the Pennsylvania Unemployment Tax List is by *Employee* in alphabetical order.

Table 2.28 "Pennsylvania Unemployment Tax List" Grid

Column	Description
Employee	This column displays as a hyperlink the employee's full name.
Total Wages	This column displays the employee's total wages paid for the selected period.
Number of Weeks Worked	This column displays the employee's number of weeks worked in the selected period.

Command Buttons

Table 2.29 "Pennsylvania Unemployment Tax List" Command Buttons

Button	Description
New	This button opens the "Pennsylvania Unemployment Tax Entry" popup page in ADD mode with the cursor focus in the *Employee* control.
Delete	This button is hidden if user does not have appropriate security permissions. If the user is authorized, it prompts the user to confirm the deletion. If **OK** is clicked, the selected employee row is deleted. The system refreshes the list and automatically highlights the first row in the list. Deleting the only row in the list places the cursor focus on the **New** command button.
Refresh	This button performs a postback and keeps the selected row highlighted. If the selected row was deleted, **Refresh** automatically highlights the first row in the list. If there are no rows in the list, it places the cursor focus on the **New** command button.
Print	This button opens the "Pennsylvania Unemployment Tax Report" page.

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Pennsylvania Unemployment Tax Entry

The "Pennsylvania Unemployment Tax Entry" popup page, accessed by clicking the **New** command button or an *Employee* hyperlink on the "Pennsylvania Unemployment Tax List" page, allows authorized users to add an employee record to the Pennsylvania Unemployment Tax List or to maintain an employee record already on the list.

Entry Control Descriptions

Table 2.30   "Pennsylvania Unemployment Tax Entry" Controls

Control	Description
Employee	This control is required. Select the employee for whom you will create the unemployment tax entry. This control is disabled in EDIT mode.
Actual Wages	This control is required. Enter the actual wages the employee earned for this pay period. The acceptable entries are 0.00 through 99,999,999.00.
No. Of Weeks Worked	This control is required. It contains the number of weeks the employee worked. This control may contain two characters.

Command Buttons
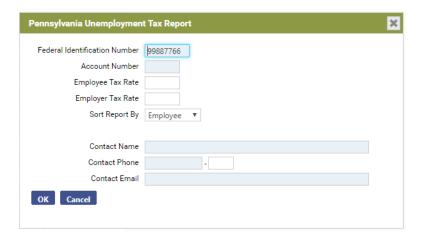
Table 2.31   "Pennsylvania Unemployment Tax Entry" Command Buttons

Button	Description
OK	This button adds or updates the information in the "Pennsylvania Unemployment Tax List," closes the popup, and returns the user to the "Pennsylvania Unemployment Tax List" page.
Cancel	This button clears the entry controls without saving changes, closes the popup, and returns the user to the "Pennsylvania Unemployment Tax List" page.

Pennsylvania Unemployment Tax Report

The "Pennsylvania Unemployment Tax Report" page, accessed by clicking the **Print** button on the "Pennsylvania Unemployment Tax List" page, allows authorized users to produce the "Pennsylvania Unemployment Tax Report." For a description of the procedures that can be performed on this page, please refer to Chapter 3, "Procedures."

Entry Control Descriptions

Table 2.32   "Pennsylvania Unemployment Tax Report" Controls

| Control	Description
Federal Identification Number	This control is required. It contains the employer's federal identification number.
Account Number	This control is required. It contains the employer's account number. This control may contain nine characters.
Employee Tax Rate	This field contains the tax rate for the employee. The **E** record on the PA Unemployment Tax Transmittal File shows separate amounts for employee and employer:
Employer Tax Rate	This field contains the tax rate for the employer. The **E** record on the PA Unemployment Tax Transmittal File shows separate amounts for employee and employer:
Sort Report By	This control tells whether to sort the report by Employee or Department. The default selection is Employee.
Contact Name	This control is required. It contains the name of the person to contact with questions or concerns about the report. This control may contain 30 characters.
Contact Phone	This control is required. It contains the contact person's phone number. This control may contain 10 characters.
Phone Extension	If applicable, this control contains the contact person's phone extension. It may contain four characters.
Contact Email	This control contains the contact person's email address.
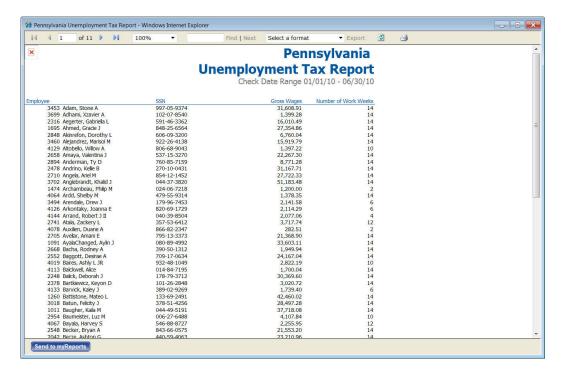
Command Buttons

Table 2.33 "Pennsylvania Unemployment Tax Report" Command Buttons

Button	Description
Print	This button displays the "Pennsylvania Unemployment Tax Report" and provides a button to have it sent to **myReports**.
Reset	This button clears the entry controls and places the cursor focus in the *Federal Identification Number* control.
Save	If the report settings have not yet been saved, this button opens a popup page that allows user to save the current report settings and assign a name to the settings so they can be used at a later date. Clicking **OK** saves the settings, closes the popup page, and places the cursor focus in the *Federal Identification Number* control. When changes are made to a previously saved report, any changes are saved to the report settings and the cursor focus is placed in the *Federal Identification Number* control. This button is hidden if the user does not have the appropriate security permissions.
Save As	This button opens a popup page that allows the user to save the current report settings and assign a name to the settings so they can be used at a later date. Clicking **OK** saves the settings, closes the popup page, and places the cursor focus in the *Federal Identification Number* control. This button is hidden if the user does not have the appropriate security permissions.
Delete	Enabled only if the *Load Saved Report* option was used, this button prompts the user to delete the current report settings. Clicking **OK** deletes the saved report settings, clears all controls, and places the cursor focus in the *Federal Identification Number* control. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Pennsylvania Unemployment Tax Report" page and sorted alphabetically by employee, the report provides users with information detailing gross wages and number of work weeks for the quarter selected. A sample report appears below.

Report Fields
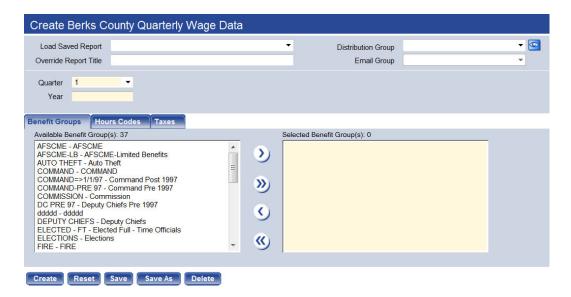
Table 2.34 "Pennsylvania Unemployment Tax Report" Fields

Column	Description
SSN	This column displays the employee's social security number.
Employee	This column displays the employee's full name.
Gross Wages	This column displays the employee's gross wages for the selected quarter.
Number Of Work Weeks	This column displays the employee's number of work weeks for the selected quarter.

Create Berks County Quarterly Wage Data

The "Create Berks County Quarterly Wage Data" page, accessed from the Human Resources menu (**Human Resources > State Requirements > PA > Create Berks County Quarterly Wage Data**), creates a work file of quarterly wage data that may be reviewed and modified.

Entry Control Descriptions

Table 2.35   "Create Berks County Quarterly Wage Data" Controls

Control	Description
Quarter	This control is required. It identifies the quarter for which results should be returned. The available options are 1, 2, 3, 4, and All Quarters. The first quarter (1) is selected by default.
Year	This control is required. It contains the four-digit year for which results should be returned.

Benefit Groups Tab

As the default visible tab of the "Create Berks County Quarterly Wage Data" page, the Benefit Groups tab enables users to specify the benefit groups to include in the data.

Benefit Groups Tab Entry Control Descriptions

Table 2.36 "Create Berks County Quarterly Wage Data" Benefit Group Tab Controls

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

Benefit Groups Tab Command Buttons

Table 2.37 "Create Berks County Quarterly Wage Data" Benefit Group Tab Command Buttons

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

Hours Codes Tab

The Hours Codes tab on the "Create Berks County Quarterly Wage Data" page enables users to specify the hours codes to include in the data.

Hours Codes Tab Control Descriptions

Table 2.38   "Create Berks County Quarterly Wage Data" Hours Codes Tab Controls

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

Hours Codes Tab Command Buttons

Table 2.39   "Create Berks County Quarterly Wage Data" Hours Codes Tab Command Buttons

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

Taxes Tab

The Taxes tab on the "Create Berks County Quarterly Wage Data" page enables users to specify the tax codes to include in the data.

Taxes Tab Control Descriptions

Table 2.40 "Create Berks County Quarterly Wage Data" Taxes Tab Controls

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

Taxes Tab Command Buttons

Table 2.41 "Create Berks County Quarterly Wage Data" Taxes Tab Command Buttons

Button	Description
Add	This button moves all selected tax codes in the *Available Tax Code(s)* multi-select textbox to the *Selected Tax Code(s)* multi-select textbox. If no tax codes are listed in the *Available Tax Code(s)* multi-select textbox, the **Add** command button is disabled.
Add All	This button moves all tax codes from the *Available Tax Code(s)* multi-select textbox to the *Selected Tax Code(s)* multi-select textbox. If no tax codes are listed in the *Available Tax Code(s)* multi-select textbox, the **Add All** command button is disabled.
Remove	This button moves all selected tax codes from the *Selected Tax Code(s)* multi-select textbox to the *Available Tax Code(s)* multi-select textbox. If no tax codes are listed in the *Selected Tax Code(s)* multi-select textbox, the **Remove** command button is disabled.
Remove All	This button moves all tax codes from the *Selected Tax Code(s)* multi-select textbox to the *Available Tax Code(s)* multi-select textbox. If no tax codes are listed in the *Selected Tax Code(s)* multi-select textbox, the **Remove All** command button is disabled.

Command Buttons
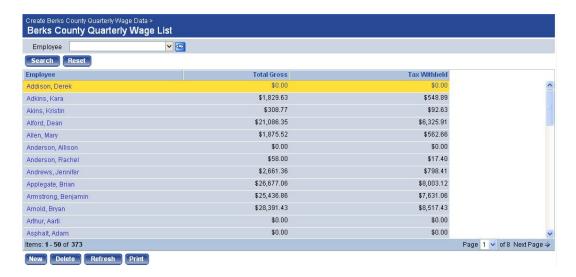
Table 2.42 "Create Berks County Quarterly Wage Data" Command Buttons

Button	Description
Create	This button notifies the user that the previous work file will be cleared. If the user approves this, it clears the previous quarterly wage data and inserts the current quarterly wage data into the "Berks County Quarterly Wage List" table.
Reset	This button clears the entry controls without saving any data, and returns the cursor focus to the *Quarter* control.

Berks County Quarterly Wage List

The "Berks County Quarterly Wage List" page, accessed from the Human Resources menu (**Human Resources > State Requirements > PA > Berks County Quarterly Wage List**) or by clicking the **Create** button from the Create Berks County Quarterly Wage Data page, allows authorized users to review and modify quarterly wage data for each employee within an organization.

Search Control Descriptions

Table 2.43 "Berks County Quarterly Wage List" Search Controls

Control	Description
Employee	Select the name of an employee if you want to search for results for one employee only.

Search Command Buttons

Table 2.44 "Berks County Quarterly Wage List" Search Command Buttons

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

List Results for Quarterly Wage Search

The *Employee* in the list is hyperlinked. Clicking on the link opens the "Berks County Quarterly Wage Entry" popup page in EDIT mode with the cursor focus on the **OK** button. The default sort order of the Berks County Quarterly Wage List is by *Employee* in alphabetical order.

Table 2.45   "Berks County Quarterly Wage List" Grid

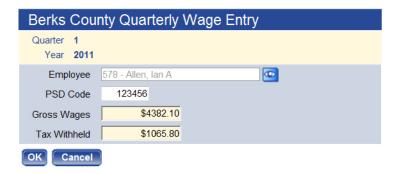| Column	Description
Employee	This column displays as a hyperlink the employee's full name.
Total Gross	This column displays the employee's total gross wages paid for the selected period.
Tax Withheld	This column displays the amount of the employee's taxes withheld for the selected period.

Command Buttons

Table 2.46   "Berks County Quarterly Wage List" Command Buttons

Button	Description
New	This button opens the "Berks County Quarterly Wage Entry" popup page in ADD mode with the cursor focus in the *Employee* control.
Delete	This button is hidden if the user does not have the appropriate security permissions. If the user is authorized, it prompts the user to confirm the deletion. If **OK** is clicked, the selected employee row is deleted. The system refreshes the list, and automatically highlights the first row in the list. Deleting the only row in the list places the cursor focus on the **New** command button.
Refresh	This button performs a postback and keeps the selected row highlighted. If the selected row was deleted, **Refresh** automatically highlights the first row in the list. If there are no rows in the list, it places the cursor focus on the **New** command button.
Print	This button opens the "Berks County Quarterly Wage Report" page.

Berks County Quarterly Wage Entry

The "Berks County Quarterly Wage Entry" popup page, accessed by clicking the **New** command button or an *Employee* hyperlink on the "Berks County Quarterly Wage List" page, allows authorized users to add an employee record to the Berks County Quarterly Wage List or to maintain an employee record already on the list.

Entry Control Descriptions

Table 2.47   "Berks County Quarterly Wage Entry" Controls

Control	Description
Employee	This field is required. Select the employee for whom you will create the quarterly wage entry. This field is disabled in EDIT mode.
PSD Code	This field contains the employee's state-assigned, six-digit Political Subdivision code, if applicable. If an *Employee* who is selected already has a PSD code filled in on the Employee User-Defined page in Employee Maintenance (**Personal** tab for *Workforce Administration* users), the code will default in this field.
Gross Wages	This field is required. Enter the gross wages the employee earned for this pay period. The acceptable entries are 0.00 through 9,999,999.99.
Tax Withheld	This field is required. It contains the amount of taxes withheld for this pay period. The acceptable entries are 0.00 through 9,999,999.99.

Command Buttons

Table 2.48   "Berks County Quarterly Wage Entry" Command Buttons

Button	Description
OK	This button adds or updates the information in the "Berks County Quarterly Wage List", closes the popup, and returns the user to the "Berks County Quarterly Wage List" page.
Cancel	This button clears the entry controls without saving changes, closes the popup, and returns the user to the "Berks County Quarterly Wage List" page.

Berks County Quarterly Wage Report

The "Berks County Quarterly Wage Report" page, accessed from the Human Resources menu (**Human Resources > State Requirements > PA > Berks County Quarterly Wage Report**) or by clicking the **Print** button on the "Berks County Quarterly Wage List" page, allows authorized users to produce the Berks County Quarterly Wage Report. For a description of the procedures that can be performed on this page, please refer to Chapter 3, "Procedures."

Berks County Quarterly Wage Report

Employer Information

Employer Number	
Employer PSD Code	
Create Disk File	☐

Print **Reset**

Entry Control Descriptions

Table 2.49   "Berks County Quarterly Wage Report" Controls

Control	Description
Employer Information	This section groups employer information for the report.
Employer Number	This field is required. It contains the employer's state-assigned number.
Employer PSD Code	This field contains the employer's state-assigned, six-digit Political Subdivision code, if applicable.
Create Disk File	This field indicates whether to save this file to a disk. If this field is selected, the system will open a standard Microsoft File Download dialog when the report is submitted. This dialog allows the user to specify the file location and file type.

Command Buttons

Table 2.50   "Berks County Quarterly Wage Report" Command Buttons

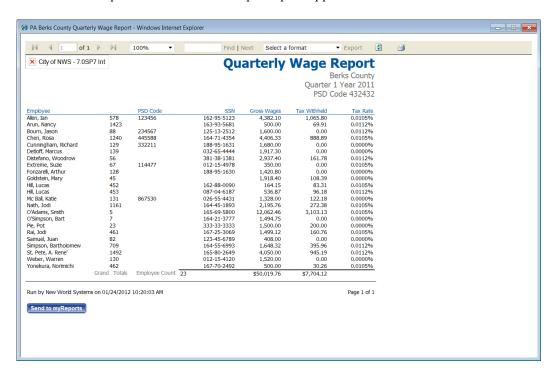| Button	Description
Print	This button displays the "Berks County Quarterly Wage Report" and provides a button to have it sent to **myReports**.
Reset	This button clears the entry controls and places the cursor focus in the *Employer Number* control.
Save	If the report settings have not yet been saved, this button opens a popup page that allows the user to save the current report settings and assign a name to the settings so they can be used at a later date. Clicking **OK** saves the settings, closes the popup page, and places the cursor focus in the *Employer Number* control. When changes are made to a previously saved report, any changes are saved to the report settings and the cursor focus is placed in the *Employer Number* control. This button is hidden if the user does not have the appropriate security permissions.

Table 2.50 "Berks County Quarterly Wage Report" Command Buttons (continued)

Button	Description
Save As	This button opens a popup page that allows the user to save the current report settings and assign a name to the settings so they can be used at a later date. Clicking **OK** saves the settings, closes the popup page, and places the cursor focus in the *Employer Number* control. This button is hidden if the user does not have the appropriate security permissions.
Delete	Enabled only if the *Load Saved Report* option was used, this button prompts the user to delete the current report settings. Clicking **OK** deletes the saved report settings, clears all controls, and places the cursor focus in the *Employer Number* control. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Berks County Quarterly Wage Report" page and sorted alphabetically by employee, the report provides users with information detailing gross wages and taxes withheld for the quarter selected. A sample report appears below.

Report Fields

Table 2.51 "Berks County Quarterly Wage Report" Fields

Column	Description
Employee	This column displays the employee's full name.
SSN	This column displays the employee's social security number.
Gross Wages	This column displays the employee's gross wages for the selected quarter.
Tax Withheld	This column displays the employee's taxes withheld for the selected quarter.

Pennsylvania New Hire Report

The "Pennsylvania New Hire Report" page, accessed from the Human Resources menu
(**Human Resources > State Requirements > PA > New Hire Report**), allows authorized
users to generate a Minnesota New Hire Report and an associated transmittal file that pro-
vide information on employees who have been hired or rehired within a date range of your
choice.

Entry Control Descriptions

Table 2.52 "Pennsylvania New Hire Report" Controls

| Control	Description
Load Saved Report	This field enables you to retrieve selection criteria that has been previously defined. It displays a list of all saved report settings in alphanumeric order (with numerics display-ing first). An unlimited number of selection criteria combinations for a report option can be stored. The default selection is <blank>.
Override Report Title	This field contains the title that will replace the default title. It may contain 64 charac-ters.
Distribution Group	This field identifies the group to which the report will be distributed. The report will be sent to myReports for each user in the group.
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 the icon displayed to the right of the field.
From Date *To Date*	New hire information will be captured for this date range. These entries are required. You may use the calendar prompts to select the dates.
Create File	This control indicates whether to save this file to a disk. If this control is selected, the system will open a standard Microsoft File Download dialog when the report is submit-ted. This dialog allows the user to specify the file location and file type.
First Name *Last Name* *Phone*	These fields contain the name, phone number and, if applicable, phone extension of the person to contact with questions regarding this report. *First Name*, *Last Name* and *Phone* are required entries.
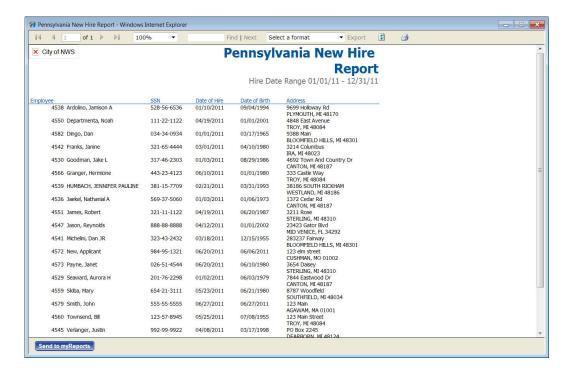
Command Buttons

Table 2.53 "Berks County Quarterly Wage Report" Command Buttons

Button	Description
Print	This button displays the "Pennsylvania New Hire Report" and provides a button to have it sent to **myReports**.
Reset	This button clears the entry controls and places the cursor focus in the *Employer Number* control.
Save	If the report settings have not yet been saved, this button opens a popup page that allows the user to save the current report settings and assign a name to the settings so they can be used at a later date. Clicking **OK** saves the settings, closes the popup page, and places the cursor focus in the *Employer Number* control. When changes are made to a previously saved report, any changes are saved to the report settings and the cursor focus is placed in the *Employer Number* control. This button is hidden if the user does not have the appropriate security permissions.
Save As	This button opens a popup page that allows the user to save the current report settings and assign a name to the settings so they can be used at a later date. Clicking **OK** saves the settings, closes the popup page, and places the cursor focus in the *Employer Number* control. This button is hidden if the user does not have the appropriate security permissions.
Delete	Enabled only if the *Load Saved Report* option was used, this button prompts the user to delete the current report settings. Clicking **OK** deletes the saved report settings, clears all controls, and places the cursor focus in the *Employer Number* control. This button is hidden if the user does not have the appropriate security permissions.

Report Output

Generated via the "Pennsylvania New Hire Report" page and sorted alphabetically by employee, the report provides users with information detailing gross wages and taxes withheld for the quarter selected. A sample report appears below.

Report Fields

Table 2.54   "Pennsylvania New Hire Report" Fields

Column	Description
Employee	This column displays the employee's full name.
SSN	This column displays the employee's social security number.
Date of Hire	This column displays the date the employee was hired.
Date of Birth	This column displays the date the employee was born.
Address	This column displays the employee's address.

3

PROCEDURES

Overview

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

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

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

Saving Report Settings

Use this procedure to save report settings for future use.

1   From the **Human Resources** > **State Requirements > PA >** [Report Name] menu, select the report for which you want to save report settings. The report page displays.

2   Complete the controls for the report you selected as detailed in Chapter 2, "Reports."

3   Click the **Save** button to automatically save changes to an existing report template.

   -OR-

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

Please enter a new report criteria name	

   OK   Cancel

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

5   Click **OK**.

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

Loading a Saved Report

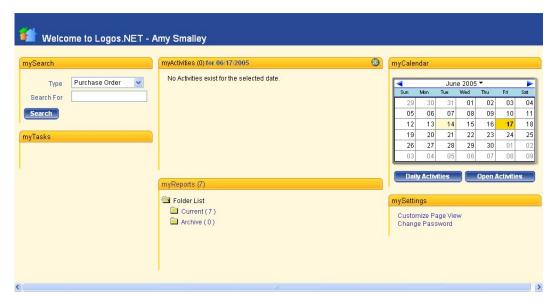Use this procedure to load saved settings for the selected report.

1 From the **Human Resources** > **State Requirements** > **PA** > [Report Name] menu, select the report for which you want to load a saved report**.** The report page displays.

2 From the *Load Saved Report* control, select the name of the previously saved report template.

The controls update to display the saved report settings.

3 Make the necessary changes to the template or submit the report to **myReports**.

Printing a Report

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

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

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

To print the report, click the **Print** button.