

Virginia State Requirements

Release 5.1 Training/User Guide



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Printed in the United States of America





Overview

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

- 1 "Setup" p. 2
- 2 "Set up Employee for Retirement System Reporting" p. 15
- **3** "Create Virginia Retirement Data" p. 16
- 4 "Virginia Retirement Systems List" p. 18
- 5 "Virginia Retirement System Report" p. 23
- 6 "Virginia Unemployment Report" p. 26



Virginia State Requirements

A new benefit and deduction calculation method, Percent of Annual, has been added to the Virginia State Requirements. This method will allow the calculation for deductions and benefits to be based on an amount of the annual base, as opposed to the actual earning for a pay period.

The "Virginia Retirement System Report" has been modified to report actual deductions and benefits from payroll. The new calculation routine uses the employee annual salary as the base (% of annual base salary). The frequency of the benefit also impacts the calculation: if it is the first pay period of the month (12 times / year), it is [annual base/12] * %.

The report also has been modified to allow the option to print all employees or only those whose status has changed since the last report was run.

Setup

The "Virginia Retirement System Report" requires the setup of user-defined deduction and benefit fields and category codes in *Maintenance* and user-defined employee fields in *Employee Maintenance*. These fields accommodate employee contributions made through payroll deductions.

Section Header and Employee User-Defined Fields Setup

One section header, three user-defined employee check boxes and two user-defined numeric fields need to be set up for the "Virginia Retirement System Report." The user-defined fields will be grouped under the section header on the "Employee User-Defined" page in *Employee Maintenance*:

Section Header

Virginia Retirement System Report

Check Boxes

- VA_VRSIneligibleEmployee
- VALeoFireIndicator
- VAORPIndicator

Numeric Fields

- VANoMonthsReportedIRS
- VAMonthsUnderEducationContract



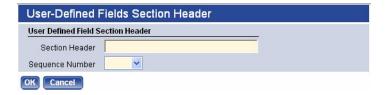
Section Header Setup

To set up the section header that will group the user-defined employee check boxes and numeric fields, follow these steps:

- 1 Go to Maintenance > Logos Suite > Security > User-Defined Fields. The "User-Defined Field List" page will be opened.
- **2** Select *Employee* from the *Record Type* dropdown.
- **3** Select *Section Headers* from the *Maintenance Type* dropdown. The page will be refreshed to show a grid of existing user-defined employee section headers:



4 Click New. The "User-Defined Fields Section Header" popup will be opened:

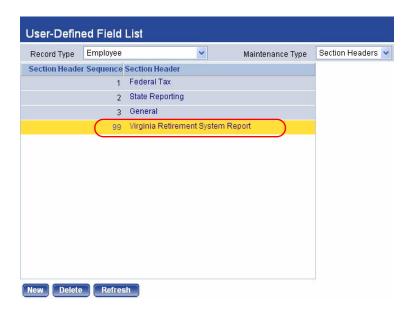


- 5 For Section Header, type Virginia Retirement System Report. (The user-defined fields that you will create for the "Virginia Retirement System Report" will be grouped under this header on the "Employee User-Defined" page in Employee Maintenance.)
- 6 Use the Sequence Number field to tell where you want the Virginia Retirement System Report section of user-defined fields to appear in relation to other sections on the "Employee User-Defined" page in Employee Maintenance; for example, if the "Employee User-



Defined" page already contains three sections (sequence numbers 1 through 3), and you want the **Virginia Retirement System Report** section to appear below those sections, select 4 from the dropdown. If you want the section to appear somewhere in between, you will need to change the sequence numbers of the other sections accordingly. If you want the section always to appear at the top of the page, select 1; if you want it always to at the bottom of the page, select 99.

7 Click on The popup will be closed, and the grid on "User-Defined Field List" page will be refreshed to show the newly added Virginia Retirement System Report section header:

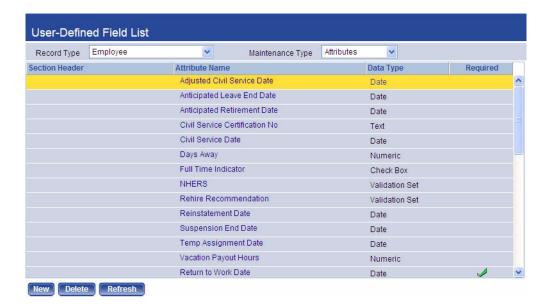


Check Boxes Setup

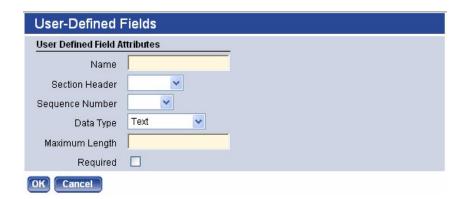
To set up the user-defined check boxes that will be part of the **Virginia Retirement System Report** section on the "Employee User-Defined" page in *Employee Maintenance*, follow these steps:

- 1 Go to Maintenance > Logos Suite > Security > User-Defined Fields. The "User-Defined Field List" page will be opened.
- **2** Select *Employee* from the *Record Type* dropdown.
- **3** Select *Attributes* from the *Maintenance Type* dropdown. The page will be refreshed to show a grid of existing user-defined employee fields:





4 Click № . The "User-Defined Fields" popup will be opened:



5 Complete the fields *exactly* as follows:

Field	Value
Name	VA_VRSIneligibleEmployee
Section Header	Virginia Retirement System Report
Sequence Number	(Leave this field blank.)
Data Type	Check Box
Maximum Length	(Selecting <i>Check Box</i> as the <i>Data Type</i> will hide this field.)
Required	(Selecting <i>Check Box</i> as the <i>Data Type</i> will hide this field.)



A NOTE:

Checking an employee's **VA_VRSIneligibleEmployee** check box in "Employee Maintenance" will exclude the employee from the "Virginia Retirement System Report."

6 Click OK

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

Field	Value
Name	VALeoFireIndicator
Section Header	Virginia Retirement System Report
Sequence Number	(Leave this field blank.)
Data Type	Check Box

Field	Value
Name	VAORPIndicator
Section Header	Virginia Retirement System Report
Sequence Number	(Leave this field blank.)
Data Type	Check Box

A NOTE:

If applicable, the **VALeoFireIndicator** and **VAORPIndicator** fields will show up in the transmittal file.

Numeric Fields Setup

To set up the user-defined numeric fields that will be part of the **Virginia Retirement System Report** section on the "Employee User-Defined" page in *Employee Maintenance*, repeat steps four through six, completing the fields **exactly** as shown in the following tables:



Field	Value
Name	VANoMonthReportedIRS
Section Header	Virginia Retirement System Report
Sequence Number	(Leave this field blank.)
Data Type	Numeric
Maximum Length	(Selecting <i>Numeric</i> as the <i>Data Type</i> will hide this field.)
Selecting a <i>Data Type</i> of <i>Numeric</i> will display fields for <i>Minimum Value</i> and <i>Maximum Value</i> .	
Minimum Value	0
Maximum Value	1000
Required	(Leave this check box unchecked.)

Field	Value
Name	VAMonthsUnderEducationContract
Section Header	Virginia Retirement System Report
Sequence Number	(Leave this field blank.)
Data Type	Numeric
Minimum Value	0
Maximum Value	1000
Required	(Leave this check box unchecked.)

A NOTE:

If applicable, the VANoMonthsReportedIRS and

VAMonthsUnderEducationContract fields will show up in the transmittal file.

When you are finished, the *Employee Attributes* grid on the "User-Defined Field List" page should contain a row for each user-defined field you have saved as part of the **Virginia Retirement System Report** section:





Set up Section Headers, Deduction Field and Benefit Field

Two identical section headers and identical deduction and benefit fields need to be set up for the "Virginia Retirement System Report." The deduction field will appear under one section header on the "Deduction Code User-Defined Fields" page in *Deductions Maintenance*, and the benefit field will appear under the other section header on the "Benefit Code User-Defined Fields" page in *Benefits Maintenance*.

Section Headers

Virginia Retirement System Report

Deduction and Benefit Fields

VA_Retirement

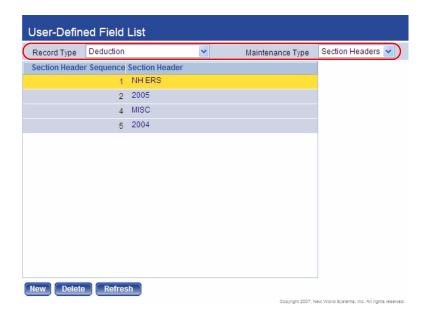
Section Header Setup

To set up the header for the section that will contain the *VA_Retirement* deduction field, follow these steps:

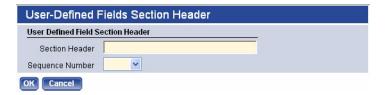
- 1 Go to Maintenance > Logos Suite > Security > User-Defined Fields. The "User-Defined Field List" page will be opened.
- **2** Select *Deduction* from the *Record Type* dropdown.



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



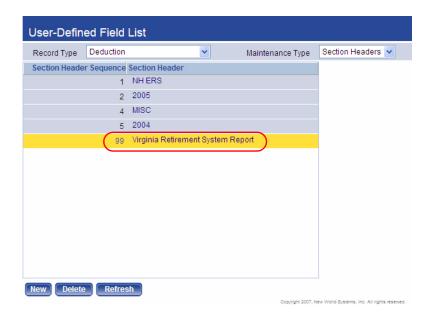
4 Click New. The "User-Defined Fields Section Header" popup will be opened:



- 5 For Section Header, type Virginia Retirement System Report. (The user-defined deduction field that you will create for the "Virginia Retirement System Report" will appear under this header on the "Deduction Code User-Defined Fields" page in Deductions Maintenance.)
- Retirement System Report section to appear in relation to other sections on the "Deduction Code User-Defined Fields" page in Deduction Maintenance; for example, if the "Deduction Code User-Defined Fields" page already contains three sections (sequence numbers 1 through 3), and you want the Virginia Retirement System Report section to appear below those sections, select 4 from the dropdown. If you want the section to appear somewhere in between, you will need to change the sequence numbers of the other sections accordingly. If you want the section always to appear at the top of the page, select 1; if you want it always to at the bottom of the page, select 99.



7 Click on. The popup will be closed, and the grid on "User-Defined Field List" page will be refreshed to show the newly added Virginia Retirement System Report section header:



8 To set up the section header for the "Benefit User-Defined Fields" page in *Benefits Maintenance*, follow the previous steps 1-7, substituting *Benefit* for *Deduction* as the *Record Type* (step 2).

Deduction Field Setup

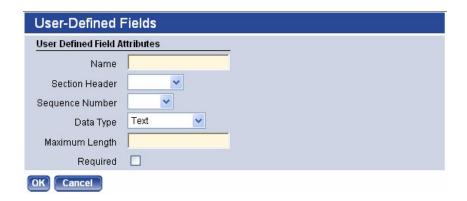
To set up the user-defined deduction field that will appear under the **Virginia Retirement System Report** section header on the "Deduction Codes User-Defined Fields" page in *Deduction Maintenance*, follow these steps:

- 1 Go to Maintenance > Logos Suite > Security > User-Defined Fields. The "User-Defined Field List" page will be opened.
- **2** Select *Deduction* from the *Record Type* dropdown.
- **3** Select *Attributes* from the *Maintenance Type* dropdown. The page will be refreshed to show a grid of existing user-defined deductions:





4 Click № . The "User-Defined Fields" popup will be opened:



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

Field	Value
Name	VA_Retirement
Section Header	Virginia Retirement System Report
Sequence Number	(Leave this field blank.)
Data Type	Text
Maximum Length	2
Required	(Leave this check box unchecked.)

6 Click OK



When you are finished, the *Deduction Attributes* grid on the "User-Defined Field List" page should contain a row for the user-defined deduction field you have saved as part of the **Virginia Retirement System Report** section:



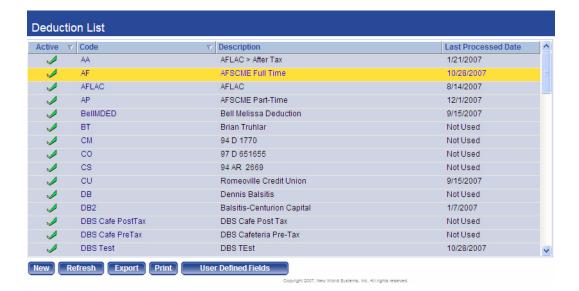
7 To set up the user-defined benefit field that will appear under the **Virginia Retirement System Report** section header on the "Benefit Codes user-Defined Fields" page in *Benefit Maintenance*, follow the previous steps 1-6, substituting *Benefit* for *Deduction* as the *Record Type* (step 2).

Deduction Field Setup

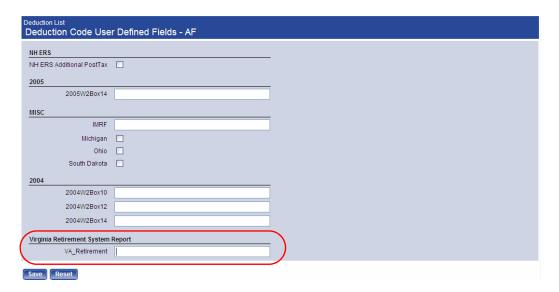
To set up user-defined deduction fields for buyback, health credit, retirement and group life amounts, follow these steps:

Go to Maintenance > Human Resources > Deductions and Benefits > Deductions. The "Deduction List" page will be opened:





- **2** Highlight a deduction.
- 3 Click User Defined Fields. The "Deduction Code User Defined Fields" page for the selected deduction will be opened:



4 Referring to the <u>right column</u> of the table below, type the one- or two-character *VA_Retirement* entry that applies to the deduction selected:

Deduction	VA_Retirement Entry
Retirement Buy Back	В
Health Credit Contribution	НС



Deduction	VA_Retirement Entry
Retirement Contribution	R
Group Life Contribution	GL

A NOTE:

The transmittal file will use the **VA_Retirement Entry** to identify the deduction information being sent to the state; therefore, take care to enter each **VA_Retirement Entry** exactly as shown in these instructions.

- Click Save
- **6** Repeat these steps for all appropriate deductions.

Benefit Field Setup

To set up user-defined benefit fields for retirement benefit, group life benefit and group life gross amounts, follow these steps:

- 1 Go to Maintenance > Human Resources > Deductions and Benefits > Benefits. The "Benefit List" page will be opened.
- 2 Highlight a benefit.
- 3 Click User Defined Fields. The "Benefit Code User Defined Fields" page for the selected benefit will be opened.
- **4** Referring to the <u>right column</u> of the table below, type the one- or two-character *VA_Retirement* entry that applies to the benefit selected:

Benefit	VA_Retirement Entry
Retirement Benefit Amount	R
Group Life Benefit Amount	GL
Group Life Gross	GL

A NOTE:

The transmittal file will use the **VA_Retirement Entry** to identify the benefit information being sent to the state; therefore, take care to enter each **VA_Retirement Entry** exactly as shown in these instructions.

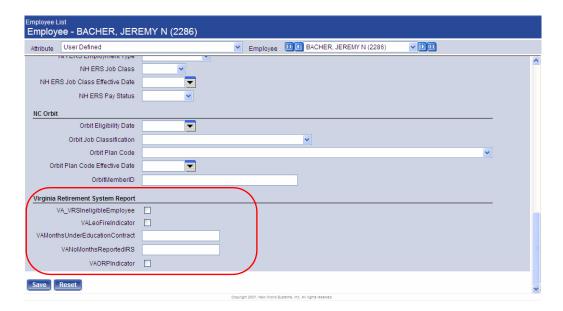


- 5 Click Save.
- **6** Repeat these steps for all appropriate benefits.

Set up Employee for Retirement System Reporting

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

- 1 Go to **Human Resources > Employee Maintenance**. The "Employee List" page will be opened.
- **2** Use the search controls to produce a grid containing the employee you want to set up for retirement system reporting.
- **3** Click the *Employee Number* link. The "Employee" page will be opened.
- From the Attribute dropdown, select **User Defined**. The page will be refreshed to show existing user-defined fields, including a **Virginia Retirement System Report** section containing the three check boxes and the two numeric fields you set up earlier:



- **5** Check any boxes or make any entries that apply for the employee selected.
- 6 When you are finished, click Save.
- Where applicable, repeat these steps for each employee who will be included in the retirement system reporting.

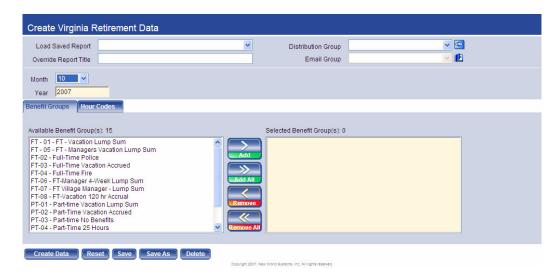


Create Virginia Retirement Data

Once you have set up the necessary user-defined fields, you will be ready to create an on-screen work file of retirement system data that will be available for the "Virginia Retirement System Report." This data will cover as many benefit groups and hours codes as you select and may be reviewed and modified before it is transmitted to the state.

To create the work file, follow these steps:

1 Go to Human Resources > State Requirements > VA > Create Retirement Data:



Field	Description
Load Saved Report	Saves this version of the report as a template for later use. When you click we, a popup will ask you to name the report. Type the name, and click when the name is time you want to run this report, select its name from the Load Saved Report dropdown, and the fields and list boxes will be populated automatically. If necessary, you may edit entries before running the report. You may save as many templates as you would like.
Override Report Title	Overrides the default title ("Virginia Retirement System Report") of the report.



Field	Description
Distribution Group	A group of people selected to receive the report in <i>myReports</i> . Click the dropdown prompt ▼ to select the group, or click the blue-eye prompt to create a new distribution group. The report will be sent to <i>myReports</i> for each person in the group. (For more information about this control, refer to the "Common Controls" appendix of your <i>Human Resources User Guide</i> .)
Email Group	A group of people selected to receive the report by e-mail. Click the dropdown prompt v to select the group. To create a new e-mail group, click .
Month	Required. Reporting month. The available selections are 1 (January) through 12 (December). The default is the current month. Contribution information for the <i>Month</i> and <i>Year</i> selected will be included in the work file.
Year	Required. Reporting year. Contribution information for the <i>Month</i> and <i>Year</i> selected will be included in the work file.

3 Select one or more benefit groups from the *Available Benefit Group(s)* list box. Employees associated with these benefit groups will be included in the report.

A NOTE:

Employees whose **VA_VRSIneligibleEmployee** check boxes are checked in "Employee maintenance" will be excluded from the report.

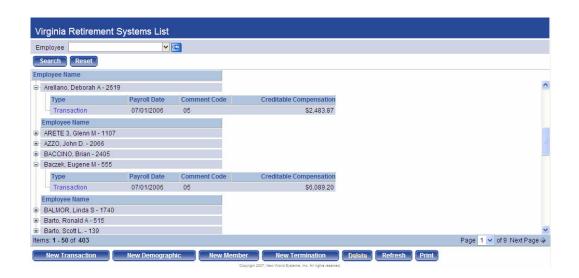
- To select multiple benefit groups dispersed throughout the list, hold down the **<Ctrl>** key while selecting.
- To select multiple, consecutive benefit groups, hold down the **<Shift>** key, and select the first benefit group, then the last.
- Select at least one benefit group.



- 4 Click to move the selected benefit group(s) from the *Available Benefit Group(s)* box to the *Selected Benefit Group(s)* box.
 - moves all benefit groups, selected or not, to the *Selected Benefit Group(s)* box.
 - returns the selected benefit groups to the Available Benefit Group(s) box.
 - returns all benefit groups to the Available Benefit Group(s) box.
- 5 Click the **Hour Codes** tab.
- **6** From the *Available Hour Code(s)* box, select one or more hour codes that are subject to retirement contributions. (For instructions on how to make selections, see steps 4 and 5.)
- 7 After making your selections, click Create Data
- A message will be displayed, telling you the previously created work file will be cleared and asking whether you want to continue. If you do, click **Accept**. The current retirement system data will populate the work file, and the "Retirement List" page will be opened (see next section).

Virginia Retirement Systems List

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





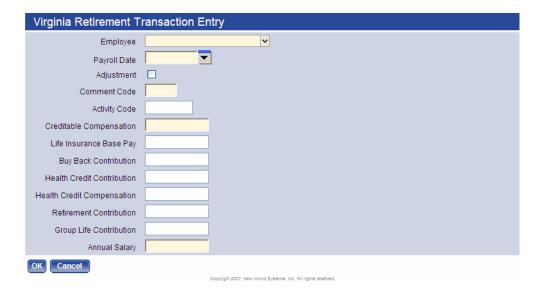
Data results are listed in a multi-level grid, sorted alphabetically by *Employee Name*. The first level of the grid displays the *Employee Name*. If applicable, subsequent levels display the employee's transaction information, demographic changes and termination payroll date. To view subsequent levels, click the plus sign \blacksquare next to an employee name.

The *Comment Code* on the *Transaction* level tells whether transaction information has changed for the employee during the reporting month. If a change has not occurred, the *Comment Code* will show as **05**. If a change has occurred, the code will show as **01**.

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

Add and Edit Transaction Information

If you need to add transaction information for an employee, select the employee in the list, and click New Transaction; if you need to edit information for a particular transaction, click the hyperlinked *Transaction*. In both cases, the "Virginia Retirement Transaction Entry" popup will be opened:





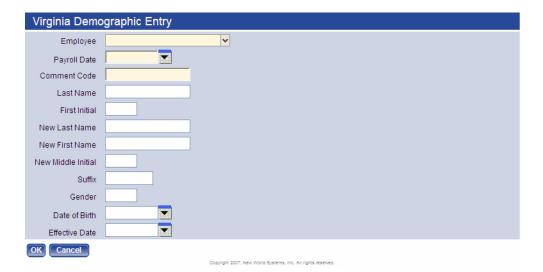
Field	Description
Employee	Required. Employee for whom transaction information will be added or edited.
Payroll Date	Required. Payroll date being reported.
Adjustment	Indicates whether the transaction is an adjustment.
Comment Code	Required. Two-character code telling whether the information on this page has changed or has remained unchanged from the last reporting period. If information has changed, type <i>01</i> ; if it has not, type <i>05</i> .
Activity Code	One- to five-character code identifying the activity to which this transaction is tied.
Creditable Compensation	Required. Annualized salary divided by 12 (months).
Life Insurance Base Pay	Dollar amount of life insurance base pay.
Buy Back Contribution	Dollar amount of buy back contribution.
Health Credit Contribution	Dollar amount of health credit contribution.
Health Credit Compensation	Dollar amount of health credit compensation.
Retirement Contribution	Dollar amount of retirement contribution.
Group Life Contribution	Dollar amount of life insurance contribution.
Annual Salary	Required. Annualized salary amount on which contributions are due. This amount may change between pay periods if the member's wage rate changes.

3 After completing your entries, click **on** to save them.

Add and Edit Member Demographic Information

To add employee demographic information for the period being reported, click New Demographic; to edit demographic information for an employee, click the hyperlinked *Demographic Change* in the grid. In both cases, the "Virginia Demographic Entry" popup will be opened:





Field	Description
Employee	Required. Employee for whom demographic information will be added or edited.
Payroll Date	Required. Payroll date being reported.
Comment Code	Required. Two-character code telling whether the information on this page has changed or has remained unchanged from the last reporting period. If information has changed, type <i>01</i> ; if it has not, type <i>05</i> .
Last Name	Employee's current or former last name. This field may hold 15 characters.
First Initial	Initial of the employee's current or former first name.
New Last Name	Employee's new last name. This field may hold 15 characters.
New First Name	Employee's new first name. This field may hold 15 characters.
New Middle Initial	Initial of the employee's new middle name.
Suffix	If applicable, employee's name suffix, such as Sr., Jr., III. This field may hold three characters.
Gender	One-character code identifying the employee's gender.



Field	Description
	Employee's date of birth. To select the date
	from a calendar prompt, click 📆.
Effective Date	Date these changes become effective. To select
	the date from a calendar prompt, click 📆.

3 After completing your entries, click **or** to save them.



Make changes here before making them in "Employee Maintenance." Changes here will not be made automatically in "Employee Maintenance."

Add and Edit Member Information

To add an employee to the "Virginia Retirement Systems List," click New Member ; to edit information for a new employee, click the hyperlinked *New Member* in the grid. In both cases, the "Virginia Retirement New Member Entry" popup will be opened:



Field	Description
, ,	Required. Name of the new retirement-plan participant.
Payroll Date	Required. Payroll date being reported.
Hire Date	Required. Date member began employment.



Field	Description
First Report Date	Required. First date of member's retirement contributions.
Comment Code	Required. Two-character code telling whether the information on this page has changed or has remained unchanged from the last reporting period. If information has changed, type <i>01</i> ; if it has not, type <i>05</i> .

3 After making your entries, click on to save them. The popup will be closed, and the grid on the "Virginia Retirement Systems List" page will be updated with the new information.

Add and Edit Employment Termination Information

To add or edit a termination record for an employee, select the employee in the list, and click New Termination; to edit a termination record, click the hyperlinked New Termination in the grid. In both cases, the "Virginia Retirement Member Termination Entry" popup will be opened:



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

Field	Description
, ,	Required. Name of the retirement-plan participant being terminated.
Payroll Date	Required. Payroll date of termination.

3 After making your entries, click on to save them. The popup will be closed, and the grid on the "Virginia Retirement Systems List" page will be updated with the new information.

Virginia Retirement System Report

The following steps show you how to generate the "Virginia Retirement System Report":



From the "Virginia Retirement Systems List" page, click Print, or go to Human Resources > State Requirements > VA > Retirement System Report:



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 save. The next time you want to run this report, select its name from the <i>Load Saved Report</i> dropdown, and the fields and list boxes will be populated automatically. If necessary, you may edit entries before running the report. You may save as many templates as you would like.
Override Report Title	Overrides the default title ("Virginia Retirement System Report") of the report.
Distribution Group	A group of people selected to receive the report in <i>myReports</i> . Click the dropdown prompt voselect the group, or click the blue-eye prompt to create a new distribution group. The report will be sent to <i>myReports</i> for each person in the group. (For more information about this control, refer to the "Common Controls" appendix of your <i>Human Resources User Guide</i> .)
Email Group	A group of people selected to receive the report by e-mail. Click the dropdown prompt ▼ to select the group. To create a new e-mail group, click



Field	Description
Employer ID	Required. State-assigned number identifying the employer.
Create Trans- mittal File	Determines whether a transmittal file will be generated with the report. Check this box to generate the file.
Retirement Rate	Retirement percentage rate; if the percentage is five, for example, type 5. As soon as you press the <tab></tab> key or click outside the control, the entry will be formatted as a standard percentage with five decimal places (5.00000%). If the percentage is 5.12, the entry will be formatted as 5.12000%.
Group Life Insurance Rate	Group life insurance percentage rate. (See <i>Retirement Rate</i> description for entry and formatting standards.)
Health Insur- ance Credit Rate	Health insurance credit percentage rate. (See <i>Retirement Rate</i> description for entry and formatting standards.)
Print Only Changed Status	Determines whether the report will include all retirement plan participants or only those whose statuses have changed since the last report was run. To include only the latter group, check the box.

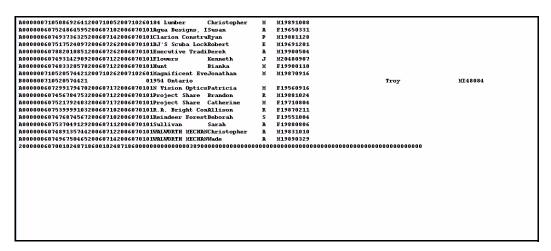
3 After making your entries, click **Print** to generate the report and submit it to *myReports*. If you checked the *Create Transmittal File* box, a transmittal file of the report data also will be sent to *myReports*.



Sample "Virginia Retirement System Report"

			Nev	w World Syst	em s - 5.1 Te	st				
Virginia Retirement System Report										
			Comment	Creditable	Retirement	Health Credit	Group Life	Retirement	Annual	Life Insurance
SSN	Employee	Payroll Date	Code C	ompensation	Buy Back	Contribution	Contribution	Contribution	Salary	Base Pay
508-89-2841	84 Lumber, Christopher M - 121	07/01/2008	05	14.08	0.00	0.00	0.00	0.00	169.00	14.08
505-53-5484	ABC EXTERIORS, William - 21	07/01/2008	05	31.63	0.00	0.00	0.00	0.00	379.80	31.63
478-84-9782	ACCURATE FIRE EQUIPMENT CO., Ashley N - 194	07/01/2006	05	14.08	0.00	0.00	0.00	0.00	169.00	14.08
487-79-3081	ACCURATE FIRE EQUIPMENT CO., Moniea N - 193	07/01/2008	05	14.08	0.00	0.00	0.00	0.00	189.00	14.08
501-07-5783	ADAMOVICH, Staoy A - 2105	07/01/2008	0.5	1,581.73	0.00	0.00	0.00	0.00	18,740.80	1,581.73
498-07-4898	Advanced Rehab, Catherine A - 57	07/01/2008	05	1,308.07	0.00	0.00	0.00	0.00	15,672.80	1,308.07
482-81-4599	AKROUSH, Viola - 2551	07/01/2006	05	2,286.27	0.00	0.00	0.00	0.00	27,435.20	2,288.27
530-68-6102	Aldridgexxx, Daniel xxx sssxxx - 1676	07/01/2008	05	0.00	0.00	0.00	0.00	0.00	0.03	0.00
534-04-0830	American Building Contractors, Inc., Daniel R - 41	07/01/2008	05	14.08	0.00	0.00	0.00	0.00	169.00	14.08
556-72-5276	Anderson & Associatess, Nathans - 55	07/01/2008	05	3,185.87	0.00	0.00	0.00	0.00	38,230.40	3,185.87
551-19-9698	Anderson Builders, Donald K - 92	07/01/2006	05	43.33	0.00	0.00	0.00	0.00	520.00	43.33
486-16-4262	Arellano, Daniel J - 1987	07/01/2008	05	0.00	0.00	0.00	0.00	0.00	0.04	0.00
515-85-9535	Arellano, Deborah A - 2619	07/01/2008	05	2,483.87	0.00	0.00	0.00	0.00	29,806.40	2,483.87
508-30-8364	ARETE 3, Glenn M - 1107	07/01/2006	05	6,179.33	0.00	0.00	0.00	0.00	74,152.00	6,179.33
499-31-7824	AZZO, John D 2088	07/01/2008	05	0.00	0.00	0.00	0.00	0.00	0.05	0.00
520-48-0570	BACCINO, Brian - 2405	07/01/2006	05	4,709.47	0.00	0.00	0.00	0.00	56,513.60	4,709.47
494-78-2620	Baczek, Eugene M - 555	07/01/2008	05	6,089.20	0.00	0.00	0.00	0.00	73,070.40	6,089.20
496-12-0532	BALMOR, Linda S - 1740	07/01/2008	05	0.07	0.00	0.00	0.00	0.00	0.80	0.07
478-19-0739	Barto, Ronald A - 515	07/01/2008	05	5,582.17	0.00	0.00	0.00	0.00	66,985.98	5,582.17
508-80-2574	Barto, Scott L 139	07/01/2008	05	4,949.30	0.00	0.00	0.00	0.00	59,391.60	4,949.30
538-15-5708	Barto, Scott L 20007	07/01/2008	05	2,784.11	0.00	0.00	0.00	0.00	33,169.32	2,784.11
519-14-0346	Barton Electric, Eric A - 190	07/01/2008	05	14.08	0.00	0.00	0.00	0.00	169.00	14.08
529-16-7898	Bass, Brandon D - 128	07/01/2006	05	3,799.47	0.00	0.00	0.00	0.00	45,593.60	3,799.47
481-35-8175	Beebe, James L - 137	07/01/2008	05	2,523.73	0.00	0.00	0.00	0.00	30,284.80	2,523.73
492-21-8929	Beida, Mimi - 143	07/01/2008	05	4,082.00	0.00	0.00	0.00	0.00	48,984.00	4,082.00
527-70-4735	Bekielewski, Tracy L - 992	07/01/2008	05	4,425.38	0.00	0.00	0.00	0.00	53,104.27	4,425.38
485-59-3014	BENNETT, Dennis M - 316	07/01/2006	05	6,479.20	0.00	0.00	0.00	0.00	77,750.40	6,479.20
483-20-3288	BERNACKI, James T - 2294	07/01/2008	05	4.595.07	0.00	0.00	0.00	0.00	55,140,80	4.595.07
494-59-7995	BEVAN, William J - 1357	07/01/2008	05	7,498.18	0.00	0.00	0.00	0.00	89.978.20	7.498.18
	Bill's Tax Service, Samantha -									

Sample Transmittal File



Virginia Unemployment Report

The following steps show you how to generate the "Virginia Unemployment Report":

1 From the "Virginia Retirement Systems List" page, click Print, or go to Human Resources > State Requirements > VA > Retirement List:





Field	Description
Load Saved	Saves this version of the report as a template for
Report	later use. When you click swe, a popup will ask you to name the report. Type the name, and
	click . The next time you want to run this report, select its name from the <i>Load Saved Report</i> dropdown, and the fields and list boxes will be populated automatically. If necessary, you may edit entries before running the report. You may save as many templates as you would like.
Override Report Title	Overrides the default title ("Virginia Unemployment Report") of the report.
Distribution Group	A group of people selected to receive the report in <i>myReports</i> . Click the dropdown prompt voselect the group, or click the blue-eye prompt to create a new distribution group. The report will be sent to <i>myReports</i> for each person in the group. (For more information about this control, refer to the "Common Controls" appendix of your <i>Human Resources User Guide</i> .)



Field	Description
Email Group	A group of people selected to receive the report
	by e-mail. Click the dropdown prompt 🛂 to
	select the group.
Submission Per	iod
Quarter	Required. Identifies the fiscal quarter being
	reported. The available selections are 1, 2, 3 and
	4.
Year	Required. Identifies the year of the fiscal quar-
	ter being reported. Type all four digits of the
	year.
State Unemploy	ment Insurance
Taxable Wage	Required. Minimum amount of annual wages
Base	that are taxable for unemployment insurance.
	Earnings above this amount will be included in
	the Gross Wages column on the report.
Tax Rate	Required. Unemployment insurance tax per-
	centage rate; if the percentage is five, for exam-
	ple, type 5. As soon as you press the <tab></tab> key
	or click outside the control, the entry will be
	formatted as a standard percentage with five
	decimal places (5.00000%). If the percentage is
	5.12, the entry will be formatted as 5.12000%.

- **3** Select one or more benefit groups from the *Available Benefit Groups* list box.
 - To select multiple benefit groups dispersed throughout the list, hold down the **<Ctrl>** key while selecting.
 - To select multiple, consecutive benefit groups, hold down the **<Shift>** key, and select the first benefit group, then the last.
 - Select at least one benefit group.
- 4 Click to move the selected benefit group(s) from the *Available Benefit Groups* box to the *Selected Benefit Groups* box.
 - moves all benefit groups, selected or not, to the *Selected Benefit Groups* box.
 - returns the selected benefit groups to the Available Benefit Groups box.
 - returns all benefit groups to the Available Benefit Groups box.
- 5 Click the **Hour Codes** tab.



- 6 Select one or more hour codes from the *Available Hour Codes* tab. (For instructions on how to make selections, see steps 3 and 4.)
- 7 After making your entries, click **Print** to generate the report and submit it to *myReports*.

Sample "Virginia Unemployment Report"

New World Systems - 5.1 Test Virginia Unemployment Report Year: 2007 Quarter: 1 Tax Rate: 25.00%								
SSN	Employee	Quarter Gross	YTD Gross	Taxable Gross	Excess Gross	Tax		
508-69-2641	84 Lumber, Christopher M	30.24	30 24	30.24	0.00	7.58		
505-53-5484	ABC EXTERIORS, William	2,094.60	2,094.60	2,094.60	0.00	523.65		
501-07-5783	ADAMOVICH, Stacy A	1,441.60	1,441.60	1,441.60	0.00	380.40		
496-07-4898	Advanced Rehab, Catherine A	625.41	625,41	625.41	0.00	156.35		
482-81-4599	AKROUSH, Viola	1,055.20	1,055.20	1,055.20	0.00	263.80		
534-04-0830	American Building Contractors, Inc., Daniel R	422.50	422.50	422.50	0.00	105.63		
556-72-5276	Anderson & Associatess, Nathans	1,683.20	1,663.20	1,663.20	0.00	415.80		
551-19-9898	Anderson Builders, Donald K	180.00	180.00	180.00	0.00	45.00		
524-88-4595	Aqua Designs, Inc., Susan A	285.95	285.95	285.95	0.00	71.49		
515-85-9535	Arellano, Deborah A	1,148.40	1,146.40	1,146.40	0.00	286.60		
508-30-8364	ARETE 3, Glenn M	2,852.00	2,852.00	2,852.00	0.00	713.00		
499-31-7824	AZZO, John D.	280.00	280.00	260.00	0.00	65.00		
520-48-0570	BACCINO, Brian	2,717.00	2,717.00	2,717.00	0.00	679.25		
494-78-2620	Baczek, Eugene M	3,442.74	3,442.74	3,442.74	0.00	880.69		
496-12-0532	BALMOR, Linda S	307.89	307.89	307.89	0.00	76.97		
528-00-2561	BARTNIK, Jennifer J	1,352.00	1,352.00	1,352.00	0.00	338.00		
478-19-0739	Barto, Ronald A	2,576.39	2,576.39	2,576.39	0.00	644.10		
519-14-0348	Barton Electric, Eric A	52.00	52.00	52.00	0.00	13.00		
529-16-7898	Bass, Brandon D	2,982.34	2,982.34	2,982.34	0.00	745.59		
481-35-8175	Beebe, James L	1,476.80	1,476.80	1,476.80	0.00	389.20		
492-21-8929	Bejda, Mimi	2,484.53	2,484.53	2,484.53	0.00	621.13		
527-70-4735	Bekielewski, Tracy L	2,042.47	2,042.47	2,042.47	0.00	510.62		
485-59-3014	BENNETT, Dennis M	3,887.52	3,887.52	3,887.52	0.00	971.88		
483-20-3288	BERNACKI, James T	2,982.49	2,982.49	2,982.49	0.00	740.62		
494-59-7995	BEVAN, William J	3,480.70	3,480.70	3,480.70	0.00	865.18		
512-78-7797	Bizzieri, John A	1,995.82	1,995.82	1,995.82	0.00	498.96		
534-09-4224	Black, Jacqueline C	448.95	448.95	448.95	0.00	112.24		
523-26-2366	Blair, Daniel J	1,548.40	1,548.40	1,548.40	0.00	386.60		
503-76-8657	Blankenship, Judy	1,528.40	1,528.40	1,528.40	0.00	381.60		
481-35-7787	Blattner, Carl	2,771.98	2,771.96	2,771.98	0.00	692.99		
503-80-5059	BLED SOE, Peggy	1.877.04	1.877.04	1.877.04	0.00	489.28		

