

Washington State Requirements

Release 7.0 SP3/FP5 Training/User Guide

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Overview

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

- 1 "Employee Maintenance/Workforce Administration Setup" on page p. 2
- **2** "Washington Retirement Maintenance" on page p. 8
- **3** "Create Washington Retirement Data" on page p. 11
- 4 "Add or Edit Washington Retirement Data" on page p. 12
- **5** "Generate Washington Retirement Report" on page p. 18
- **6** "Sample Washington Quarterly Unemployment Report" on page p. 24

Last Revised: June 23, 2011 1 Logos.NET Release 7.0 SP3



Washington Retirement Report

The Washington Retirement Report has been added to the Washington State Requirements menu.

Employee Maintenance/Workforce Administration Setup

The Washington Retirement Report requires the setup of eleven user-defined fields (UDFs) in *Employee Maintenance/Workforce Administration*. These fields accommodate employee retirement contributions made through payroll deductions.

The following steps show you how to set up these fields and a section header for making them easy to locate on the Employee User-Defined page in *Employee Maintenance* or, if you use *Workforce Administration*, on the **Employment** tab:

Section Header

- 1 Navigate to Maintenance > Logos Suite > Security > User-Defined Fields. The User-Defined Field List page will open.
- **2** Select *Employee* from the *Record Type* dropdown. (*Workforce Administration* users select *Employee Employment*.)
- **3** Select *Section Headers* from the *Maintenance Type* dropdown. The page will refresh to show a grid of existing user-defined section headers in *Employee Maintenance/Workforce Administration*.
- **4** Click **New**. The User-Defined Fields Section Header popup will open.
- **5** For Section Header, type WA Retirement.
- Go Use the Sequence Number field to tell where you want the section to appear in relation to other sections on the Employee User-Defined page (the Employment tab if you use Workforce Administration); for example, if the page already contains three sections (sequence numbers 1 through 3), and you want the WA Retirement section to appear below those sections, select 4 from the dropdown.

To have the section appear somewhere in between, you will need to change the sequence numbers of the other sections accordingly. Select 1 to have the section always appear at the top of the page, 99 to have it appear at the bottom.



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

User-Defined Fields

To set up the user-defined fields that will be part of the **WA Retirement** section on the Employee User-Defined page in *Employee Maintenance* or the **Employment** tab in *Workforce Administration*, follow these steps:

- 1 Navigate to **Maintenance > Logos Suite > Security > User-Defined Fields**. The User-Defined Field List page will open.
- **2** Select *Employee* from the *Record Type* dropdown. (*Workforce Administration* users select *Employee Employment*.)
- **3** Select *Attributes* from the *Maintenance Type* dropdown. The page will refresh to show a grid of existing user-defined fields in *Employee Maintenance/Workforce Administration*.
- 4 Click **New**. The User-Defined Fields popup will open.
- **5** Complete the fields *exactly* as follows:

Field	Value
Name	WA Ret Reporting Group
Section Header	WA Retirement
Sequence Number	(your choice or blank)
Data Type	Text
Maximum Length	6
Required	(leave unchecked)

Use this UDF if you have multiple reporting groups for the same system or entity and need to override an employee's default reporting group code, set up on the **Company Settings** tab of the Washington Retirement Maintenance page.

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

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



Field	Value
Name	WA Ret Plan Code
Section Header	WA Retirement
Sequence Number	(your choice or blank)
Data Type	Text
Maximum Length	1
Required	(leave unchecked)

The *WA Ret Plan Code* identifies the retirement plan being reported. It should be filled in for all reporting employees. The following plan codes are available:

- **0** (Retirees and school district and educational service district substitutes)
- 1 (Valid for systems D, J, L, P, S and T)
- 2 (Valid for systems E, L, N, P, S and T)
- 3 (Valid for systems E, P and T)

Field	Value
Name	WA Ret Type Code
Section Header	WA Retirement
Sequence Number	(your choice or blank)
Data Type	Text
Maximum Length	2
Required	(leave unchecked)

The *Type Code* defaults from Washington Retirement Maintenance. It identifies the type of employer and, in some cases, the type of work performed by the member. This employee UDF may be used to override the *Default Type Code* on the Company Settings tab of the Washington Retirement Maintenance page.

Field	Value
Name	WA Ret Eligibility Start Date
Section Header	WA Retirement



Field	Value
Sequence Number	(your choice or blank)
Data Type	Date/Time
Required	(leave unchecked)

A NOTE:

If the **WA Ret Eligibility Start Date** falls within the date range of the report, a Member Profile record will be created.

Field	Value
Name	WA Ret Eligibility End Date
Section Header	WA Retirement
Sequence Number	(your choice or blank)
Data Type	Date/Time
Required	(leave unchecked)

Field	Value
Name	WA Ret Leave Start Date
Section Header	WA Retirement
Sequence Number	(your choice or blank)
Data Type	Date/Time
Required	(leave unchecked)

Field	Value
Name	WA Ret Leave End Date
Section Header	WA Retirement
Sequence Number	(your choice or blank)
Data Type	Date/Time
Required	(leave unchecked)

Last Revised: June 23, 2011 5 Logos.NET Release 7.0 SP3



Field	Value
Name	WA Ret Investment Program
Section Header	WA Retirement
Sequence Number	(your choice or blank)
Data Type	Text
Maximum Length	4
Required	(leave unchecked)

For Plan 3, this field is used to direct member contributions to the Washington State Investment Board (*WSIB*) or the Self-Directed Investment Program (*SELF*).

Field	Value
Name	WA Ret Rate Option
Section Header	WA Retirement
Sequence Number	(your choice or blank)
Data Type	Text
Maximum Length	1
Required	(leave unchecked)

This field is used to track the rate options Plan 3 members select. The following six rate options are available: *A*, *B*, *C*, *D*, *E* and *F*. (See the "Add or Edit Washington Retirement Data" section for more details.)

Field	Value
Name	WA Ret Plan Choice Date
Section Header	WA Retirement
Sequence Number	(your choice or blank)
Data Type	Date/Time
Required	(leave unchecked)



Field	Value
Name	WA Ret Plan Choice
Section Header	WA Retirement
Sequence Number	(your choice or blank)
Data Type	Text
Maximum Length	2
Required	(leave unchecked)

This field contains the two-character code that identifies a member's choice of plan. The following four plan choice options are available: 2*C*, 3*C*, 3*D* and 3*X*. (See the "Add or Edit Washington Retirement Data" section for more details.)

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 **WA Retirement** section.

Employee Setup for Washington Retirement Reporting

To set up an employee for Washington Retirement reporting, follow these steps:

- Navigate to Human Resources > Employee Maintenance. (If you use Workforce Administration, Humans Resources > Workforce Administration > Search). The Employee List/Employee Search page will open.
- **2** Use the search controls to produce a list of employees.
- **3** Click the *Employee Number* link for the employee you want to set up for retirement reporting. The Employee page will open.
- 4 From the Attribute dropdown, select **User Defined**. (In Workforce Administration, click the **Employment** tab to bring it forward.) The page will refresh to show existing user-defined fields, including a **WA Retirement** section containing the text and date fields you set up.
- **5** Make valid selections in the appropriate user-defined fields.
- **6** After making your selections, click **Save**.

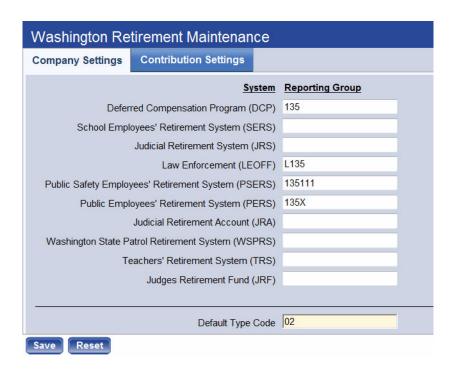


7 Repeat these steps for each employee who is to be included in the report.

Washington Retirement Maintenance

The following steps show you how to perform the setup needed to create your retirement data. Setup includes employer information and the benefits and deductions used to calculate employee and employer contributions.

1 Navigate to **Human Resources** > **State Requirements** > **WA** > **Retirement Maintenance**. The Washington Retirement Maintenance page will open, with the **Company Settings** tab brought forward, as shown below:



2 Identify the default *Reporting Group* associated with each *System Code* to be reported. The *Reporting Group* is a DRS-assigned number that is system specific.

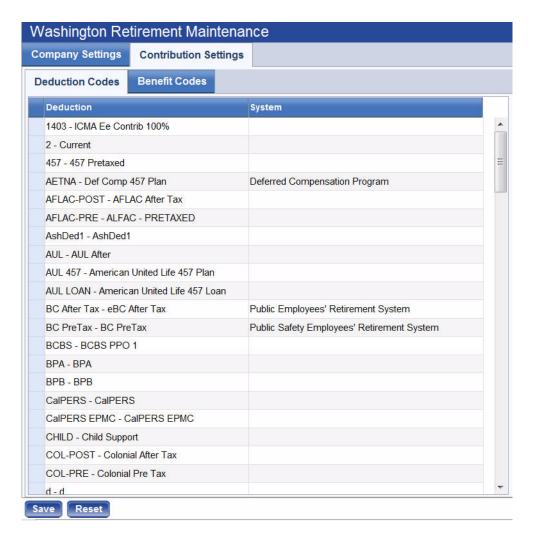
An employer who participates in multiple systems has a specific department number for each system.

This entry may be up to six digits.

If an employee is part of a different reporting group for the same system, you may override this code in the WA Ret Reporting Group field, located on the employee's User-Defined Fields page in Employee Maintenance or, if you are using Workforce Administration, the Employment tab. (The instructions for setting up this field appear on page 3 of this guide.)



- **3** Fill in the *Default Type Code*, a two-character, alphanumeric entry identifying the type of employer and, in some cases, the type of work performed by the retirement system member.
- 4 Click Save.
- **5** Click the **Contribution Settings** tab to bring it forward:



This tab contains two tabs, **Deduction Codes** and **Benefit Codes**. The grid on the **Deduction Codes** tab contains all deduction codes and associated system codes. The grid on the **Benefit Codes** tab contains all benefit codes and associated system codes.

The hours calculations on the Washington Retirement Report are based on the hours codes that are included with the deductions or benefits selected, allowing for different hours codes to be used for different reporting groups.



C NOTE:

Use the Deduction Details Entry or Benefit Details Entry popup in Maintenance to select the hours codes to be included with a particular deduction or benefit. To open either popup, click the **Calculations** button from the Deduction or Benefit page.

When retirement data is created, an employee's deductions determine which hours codes are pensionable and which are not. If the employee has more than one deduction, the first is used. If the employee does not have a deduction, the first benefit code is used.

System codes are set up at Maintenance > Logos Suite > System > Validation Sets > Validation Set List > Validation Set 529 (Washington Retirement System). The image below shows what values need to be set up for Validation Set 529:



6 To associate a deduction or benefit code with a contribution code, double-click in the *System* cell adjacent to the *Deduction* or *Benefit* to display a dropdown list of the available system codes, and click the code you want. It will populate the *System* cell.

Each deduction or benefit code that needs to be included in the contributions must have a system code to go with it.





Each system code may be associated with more than one deduction or benefit code.

7 Click Save.

Create Washington Retirement Data

Once you have completed the setup, you will be ready to create an onscreen work file of the retirement data that will be available for the Washington Retirement Report. This data may be reviewed and modified before it is transmitted to the state.

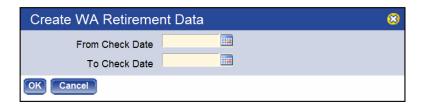
To create the work file, follow these steps:

1 Navigate to **Human Resources** > **State Requirements** > **WA** > **Retirement List**. The Washington Retirement List page will open:



The grid on this page contains retirement data from the last time the work file was created, with each row in the grid corresponding to an employee record. If you are running this process for the first time, the grid will be empty.

- **2** Click the **Create** button. If data already exists, a popup will let you know.
- **3** If data already exists and you want to continue, click **OK**. The Create WA Retirement Data popup will open:





- **4** Select the check date range for which report data will be created.
- After selecting the dates, click **OK**. The current retirement data will populate the work file, and the grid on the Washington Retirement List page will refresh to show all employees who have had a benefit or deduction taken from the **Contribution Settings** tab on the "Washington Retirement Maintenance" page.

Each row of the grid will correspond to an employee record within a system. If an employee had contributions to more than one system in a period, two rows will be created, and some modification will be required to split the compensation.

Use this grid to review and modify retirement system data for each employee within the organization.

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

Add or Edit Washington Retirement Data

To add or edit Washington retirement data, follow these steps:

1 If you need to add an employee to the grid on the Washington Retirement List page, click the **New** button located in the bottom border of the grid; if you need to edit data for a particular employee, click the hyperlinked *Employee* name. In either case, the Washington Retirement Entry page will open, containing all of the fields from the Member Profile, Employment Information, Defined Benefit, Defined Contribution and Plan Choice records:





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

Field	Description	
Member Ident	Member Identification Information	
Employee	ID of the retirement system member whose wages are being reported. When the page is in add mode, selecting the ID automatically populates the fields located in the Member Identification Information section.	
SSN	Required. Social security number of the retirement system member whose wages are being reported.	
Name Change	Check box indicating whether the employee's name has changed. This box is checked for new members.	



Field	Description
Last Name First Name Middle Name	Last name, first name and middle initial of the retirement system member. Last and first name should be the same as they are on the employee's membership card. The last name may contain 20 characters, the first name 19 and the middle initial one.
	The employee record is easier to select for editing if a name is entered before the record is saved.
Extension	Legal extension of the member's or participant's name, such as <i>III</i> , <i>SR</i> or <i>JR</i> . Use capital letters with punctuation omitted.
Title	Accepts <i>DR</i> or <i>REV</i> . Entries such as <i>Mr</i> , <i>Mrs</i> , <i>Miss</i> , or <i>Ms</i> will be ignored.
Suffix	Abbreviation indicating education level, such as <i>PHD</i> . Use capital letters with punctuation omitted.
System Code	Identifies the system being reported. Valid codes: D: Deferred Compensation Program (DCP) E: School Employees' Retirement System (SERS) J: Judicial Retirement System (JRS) L: Law Enforcement (LEOFF) N: Public Safety Employees' Retirement System (PSERS) P: Public Employees' Retirement System (PERS) R: Judicial Retirement Account (JRA) S: Washington State Patrol Retirement System (WSPRS) T: Teachers' Retirement System (TRS) U: Judges Retirement Fund (JRF)



Field	Description
Plan Code	Identifies the retirement plan being reported. Valid entries:
	• <i>Plan 0</i> : Retirees and school district and educational service district substitutes
	 Plan 1: Valid for systems D, J, L, P, S and T
	 Plan 2: Valid for systems E, L, N, P, S and T
	• <i>Plan 3</i> : Valid for systems E, P and T
Type Code	Identifies the type of employer and, in some cases, the type of work performed by the member.
Plan Choice Date	Plan Choice Date using the information taken from Section 2 of the Member Information Form (MIF). Fill in this field with the date the employee makes a plan choice.
Plan Choice	Two-character code that describes the member's choice of plan. PERS, SERS with no prior PERS Plan 2 service, and TRS members only: • 2C: new Plan 2 member chooses Plan 2
	 3C: new Plan 2 member chooses Plan 3 3D: new Plan 2 member is defaulted into Plan 3 Plan 2 Members of PERS, SERS or TRS transferring to Plan 3 per the January Transfer Option: 3X: Plan 2 member transfers into Plan 3
Taxed Status	Indicates whether member contributions are taxed. Type a <i>T</i> is contributions are taxed; leave the field blank if contributions are deferred from federal income tax.
Investment Program	Entries for Plan 3: WSIB directs member contributions to the Washington State Investment Board. SELF directs member contributions to the Self-Directed Investment Program.



Field	Description
Rate Option	Plan 3 member's rate option. The following six rate options are available: <i>A</i> , <i>B</i> , <i>C</i> , <i>D</i> , <i>E</i> and <i>F</i> . For members choosing options <i>B</i> and <i>C</i> , rates must increase following the 35th and 45th birthdays. If a rate change is necessary following a member birthday, you will begin using the new rate on the first of the following month.
Gender	Member's gender. Valid entries are F (Female) and M (Male).
Birth Date	Member's or participant's birth date.
Address Change	Check box indicating whether the employee's address has changed. This box is checked for new members.
Home Address	Complete address of the retirement system
Zip Code	member. Each <i>Home Address</i> line may contain 30
City	characters, the city 20.
State	
Eligibility Start	Date a retiree begins employment or changes position status. Use this field to report the date a member begins employment that is eligible for retirement system coverage. This date may be equal to the employment start date or a later date if the employee is originally hired into an ineligible position and later is hired into an eligible position. This date must be on the transmittal report for each retiree and member you are reporting for the first time. If you report a retiree and member without an eligibility start date, all of the information on the transmittal report will be rejected.
Eligibility End	Date a member ends employment that is eligible for retirement system coverage. This date only should be submitted on the last transmittal report.
Leave Start Leave End	Disability/Leave start and end dates. Disability leave and other types of leave for LEOFF members must be reported if the period of leave exceeds three days.



Field	Description
Control Num- ber	Indicates how you want DRS to sequence members' annual statements (these statements are mailed to employers for distribution to members). The Reporting Group, Control Number and the last name of a member are the three qualifiers used by DRS for sequencing the statements.
Member Wage	e Information
Earning Period	Year and month in which the compensation was earned. Only one earning period may be reported per transaction. Create transactions for each earning period that needs to be reported.
Status Code	Identifies the status of the compensation, contributions and hours or days being reported for a member. Only one status code may be reported per transaction. If more than one status code needs to be reported for a member, use additional transactions for each status code.
Hours	All regular, overtime, sick leave and annual leave hours for which the employee received pay, salary or compensation during the earning period being reported. For all retirement systems and plans except TRS Plan 1, service is reported in hours. Hours must be reported to the nearest tenth.
Days	Number of days for which a member receives compensation. Days must be reported to the nearest tenth. All systems except TRS Plan 1 report hours. Days should be reported for TRS Plan 1 members.
Compensation	In general, the salaries or wages earned by a member for personal services during a calendar month, payroll period or fiscal year. Each retirement system and plan has different requirements for reporting compensation.
Employer Contributions	Due on all compensation reported for each earning period. Refer to Chapter 6 of the <i>Employer Handbook</i> (http://www.drs.wa.gov/employer/Employer-Handbook) for rate tables showing which rates apply to each earning period.



Field	Description
Member Con- tributions	Reported contributions for members of all systems and plans other than PERS, SERS, and TRS Plan 3. (Plan 3 member contributions are reported on the defined contribution record.)
	Refer to Chapter 6 of the <i>Employer Handbook</i> (http://www.drs.wa.gov/employer/Employer-Handbook) for rate tables showing which rates apply to each earning period.
Contribution Deferrals	Member contributions for Plan 3 members and deferrals for DCP participants. Once a member chooses Plan 3, all member contributions should be reported in Plan 3, including any contributions on previously unreported earnings as a Plan 2 member.
	Refer to Chapter 6 of the <i>Employer Handbook</i> (http://www.drs.wa.gov/employer/Employer-Handbook) for rate tables showing which rates apply to each earning period.

3 After making your entries, click **Save** to update the grid on the Washington Retirement List page.

Generate Washington Retirement Report

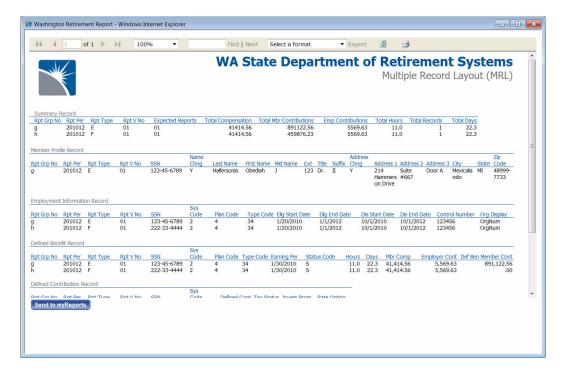
To generate the Washington Retirement Report and transmittal file containing the latest retirement data, click the **Print** button located in the bottom border of the grid on the Washington Retirement List page.

After it generates, the Washington Retirement Report will display the data in an easy-to-read format, giving you the options to export the data to other formats or submit the report to *myReports*.

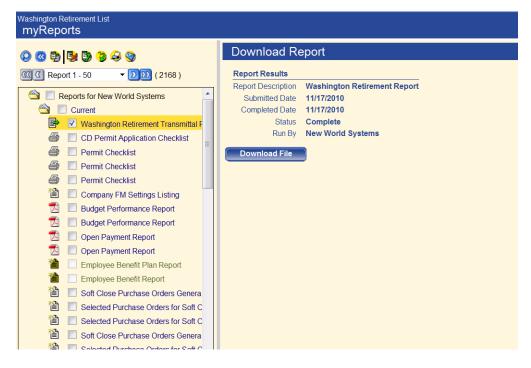
A transmittal file of the data also will be submitted automatically to *myReports*.



Sample Washington Retirement Report



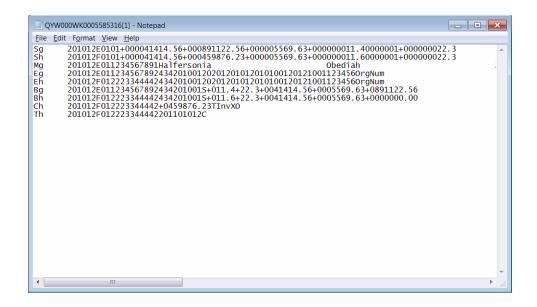
To view the transmittal file, click the *Washington Retirement Transmittal File* in *myReports*. As shown below, a Download Report and **Download File** button will display on the right side of the page:



Click **Download File** to view or save the file.



Sample Washington Retirement Transmittal File





Washington Quarterly Unemployment Report

The Washington Quarterly Unemployment Report option generates a report and a transmittal file of wage data for all employees who have received unemployment insurance wages during the quarter being reported. The transmittal file is sent to the state of Washington.

Print permissions for the security component, Washington Quarterly Unemployment Report, are required to view the page and print the report.



A tax must be set up for unemployment insurance. Unemployment insurance wages and excess wages will be stored on the tax so that this report only needs to return the sum of the entries within the check date range requested.

The following steps show you how to run this report.

1 Navigate to Human Resources > State Requirements > WA > Quarterly Unemployment Report:



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



Field	Description
Load Saved Report	Saves this version of the report as a template for later use. When you click Save , a popup will ask you to name the report. Type the name, and click OK .
	The next time you want to run this report, select its name from the <i>Load Saved Report</i> drop-down, and the fields and list boxes will be populated automatically. If necessary, you may edit entries before running the report.
	You may save as many templates as you would like.
Override Report Title	Overrides the default report title (Washington Quarterly Unemployment Report).
Distribution Group	A group of people selected to receive the report in <i>myReports</i> . Click the drop-down prompt
	(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 drop-down prompt ▼ to select the group. To create a new e-mail group, click ▶.
Submission Po	eriod
Quarter	Required. Identifies the fiscal quarter being reported. The available selections are 1 (JanMar.), 2 (AprJune), 3 (July-Sept.) and 4 (OctDec.).
Year	Required. Identifies the year of the fiscal quarter being reported. Type all four digits of the year. The current year is the default.
Wage Type	Required. Code set up for quarterly wages. Click in the field to select from a drop-down of available wage types. The drop-down includes gross pay and all taxes.



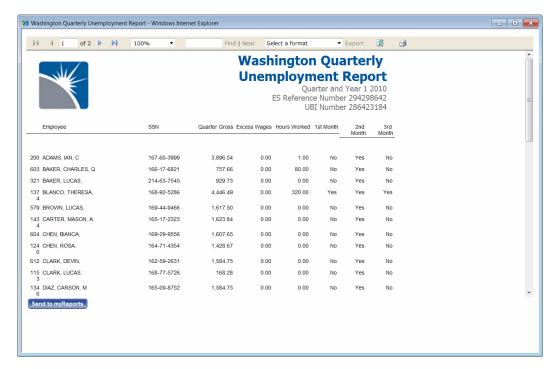
Field	Description
Create Trans- mittal	Determines whether a transmittal file of the same unemployment insurance data will be generated with the report and sent to <i>myReports</i> . Check this box to generate the file.
Tax Reporting	Information
UI Tax Rate	Required. Unemployment insurance tax percentage rate employer is required to pay to the state. For all employees with this tax defined, the taxable gross multiplied by this rate equals the amount the employer owes the state.
	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 (5.0000%). If the percentage is 5.12, the entry will be formatted as 5.12000%.
EAF Tax Rate	Employment Administration Fund Tax Rate for the selected reporting period.
Transmitter In	formation
Contact Name	Name of the person from the transmitter organization who is responsible for the accuracy and completeness of the report and transmittal file.
Telephone Number Telephone Extension	Telephone number and extension of the contact person.
UBI Number	Required. United Business Identifier, a nine-digit alphanumeric entry.
ES Reference Number	Required. Employment Security Reference Number, a nine-digit alphanumeric entry iden- tifying the account number used to file quar- terly unemployment taxes.
FEI Number	Required. Federal Employer Identification Number, defaulted from Company Suite Set- tings. This entry must contain 9 digits with punctuation omitted.

After making your entries, click **Submit** to generate and display the report in SSRS format. If you checked the *Create Transmittal* box, a transmittal file of the report data also will be sent to *myReports*. If you want to submit a PDF of the report data to *myReports*, click the **Send to myReports** button, located at the bottom of the report display.



To update the Washington Quarterly Unemployment Report page and set the field selections to what they were when the report last was run, click the **Reset** button.

Sample Washington Quarterly Unemployment Report



On the report output, the quarter, ES Reference Number and UBI Number are displayed immediately below the report title. The body of the report is sorted alphabetically by *Employee* name and contains the following columns of data:

- SSN: Social Security Number
- Quarter Gross
- Excess Wages: Excess wages associated with the Wage Type selected, based on check dates that fall within the quarter
- Hours Worked
- *Q1*: Tells whether employee received a check in a batch that includes the 12th of the first month in the quarter
- Q2: Tells whether employee received a check in a batch that includes the 12th of the second month in the quarter
- Q3: Tells whether employee received a check in a batch that includes the 12th of the third month in the quarter

The output concludes with a grand total and employee count.