
Chapter

2

Payroll Module Administration

The Payroll Module Administration module is the core of the Human Resources System's payroll function. This module contains basic information about your school district that is used throughout the program. Use the Administration module to set up payroll and account reconciliation schedules. You can also use it to track quarterly payroll account activity.

In general, you only need to use most of the module's screens once, when you establish the fixed values that the system uses to calculate and run employee payrolls. There are a few screens, however, that require updating before each payroll run.

This module consists of the following thirteen screens:

- Payroll Module Control Screen
- Financial Organizations Screen
- Earnings Codes Definition Screen
- Gross Pay Items Definition Screen
- Benefit Definition Screen
- Benefit Distribution Control Table
- Deduction Definitions Screen
- Pay Dates Definition Screen
- MPERS TDP Payment Detail Records
- Direct to Net Payment Code Definition Screen
- Benefit & Deduction Master Rate Records Screen
- Worker's Compensation Rates Screen
- Employee Pay and Benefit Accrual Records Screen

The following applies to all segments of this chapter.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

Payroll Module Control Screen

Use this screen to set up basic information about your school district and to establish standard payroll controls. The basic information you enter on this screen is used throughout the payroll system. You generally must only set this information at the time you install the program on your system, or if your school's basic information changes. It is a good practice to verify the payroll control settings each time you run a payroll. The information relating to the Register File and Reporting Period Controls is maintained by the system.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules & Payroll Module Administration & Payroll Module Control Screen**, you will see the following:

Payroll Module Control Screen

Organization Name, Address, etc. section

Information below is entered according to the method of entering the data when you use the **Tab** key after each entry. Once the information is entered, click **F4** or **Save**.

Payroll Module Control Screen Data Field Descriptions

Organization

Mandatory Field - Enter the name of your district.

Department

Mandatory Field - Enter the Department from which the payroll will be processed.

Street Address

Mandatory Field - Enter the complete street number and street address.

City, State & Zip

Mandatory Field - Enter your school's city, state and five – or nine-digit Zip Code.

Contact Name

Mandatory Field - Enter the name of the person responsible for payroll processing.

Phone Number

Mandatory Field - Enter the phone number of the contact person.

Fax Number

Mandatory Field - Enter the FAX number of the contact person.

Email Address

Mandatory Field - Enter the email address of the contact person.

ISD/K-12

Mandatory Field - Indicate whether your organization is an Intermediate School District or a Kindergarten through 12th Grade school system.

CA-RT

Mandatory Field - This stands for "carrier route," part of some rural mailing addresses. Enter your school's carrier route designation, if applicable.

ORS Unit Number

Mandatory Field - Enter your district's ORS Unit Number.

Additional Mandatory Codes

S.S.A. PIN

Mandatory Field - Enter your school's Social Security Administration (SSA) Pin number.

SSA Contact Method

Mandatory Field - Click the arrow at the right of the dropdown box and select the correct Social Security Administration contact from the following options:

E Mail/Internet
Postal Service

Federal Tax ID

Mandatory Field - Enter the Federal Tax Identification number that was issued by the Internal Revenue Service.

MI Tax ID

Mandatory Field - Enter the Michigan State Tax Identification number that was issued by the Michigan Department of Treasury.

IN Tax ID

Mandatory Field - Enter the Indiana State Tax Identification number that was issued by the Indiana Department of Treasury if you have employees who must pay Indiana Tax.

WI Tax ID

Mandatory Field - Enter the Wisconsin State Tax identification number that was issued by the Wisconsin Department of Treasury if you have employees who must pay Wisconsin Tax.

MESC Account #

Mandatory Field - Enter the Michigan Employment Security Commission account number that was issued by the Michigan Department of Labor.

ACH Origin Org

Mandatory Field - Enter the code of the financial institution your school uses to transfer electronic funds transfers.

Acct. No.

If you wish to have an "offsetting entry" included in your payroll ACH file, enter the account number to include in the offsetting entry – i.e. your payroll checking account number. The

offsetting entry will be an additional entry to debit your payroll checking account with the total amount of credits deposited in employee checking and savings accounts. The resulting “offsetting entry” will be a single record, with the following fields:

- Transaction Code = 27, i.e. *Demand Debit Records (for checking, NOW, and share draft accounts)* – Automated Payment.
- Receiving DFI Identification (i.e. the routing/transit number) = the *ACH Rout./Tran.* field found on the *Payroll Financial Organizations Screen* for the Code that matches the *ACH Origin Org.* code found on the *Payroll Module Control Screen*. In plain words: your payroll checking account number.
- DFI Account Number = the *Acct. No* field being discussed here, i.e. your payroll checking account number.
- Amount = total amount of credits deposited in employee checking and savings accounts from the payroll run.
- Individual Name = *Organization Name* found on the *Payroll Module Control Screen*.

Payroll Controls section

Balance Schedule

Mandatory Field - Your entry in this box determines the frequency that the program balances your payroll account. Click the arrow at the right of the box to choose the payroll run schedule your school uses. Your options are as follows:

BIWK - Biweekly
MONTH - Monthly
NOSCH - Non-Scheduled
SEMI - Semi-monthly
WKLY – Weekly

You can also make a selection by simply typing the first letter of the menu item you want to select; your chosen schedule will appear in the box.

Balance Order

Mandatory Field - Click the arrow at the right of the box to choose the order in which you want your payroll run organized, either **Alphabetically** or by **Building**. You can also simply type **A** or **B** to make your selection.

Payroll Run Schedule

Mandatory Field - Your entry here determines the standard payroll run frequency. Click the arrow at the right of the box to choose the payroll run schedule your school uses. Your options are as follows:

BIWK - Biweekly
MONTH - Monthly
NOSCH - Non-Scheduled
SEMI - Semi-monthly
WKLY – Weekly

You can also make a selection by simply typing the first letter of the menu item you want to select; your chosen schedule will appear in the box.

Payroll Report Date

If you enter a date in this field, the system will use the date as a default date when running any reports from the Payroll Module Control screen. Click save when you enter a new payroll date.

Next Check Number

System-maintained Field - The system automatically enters the next check number in sequence since the last payroll run. Remember that the system cannot account for missing checks or checks made out manually. You need to manually adjust the system-generated number to account for any checks written or destroyed since the last payroll run. ***You must remember to check and correct this number before doing a payroll run.*** If you don't, your check sequence will be wrong and you will have problems reconciling.

Next Deposit Number

Mandatory Field - The system automatically enters the next deposit number in sequence since the last payroll run. If you make deposits between payrolls, you must correct the system-generated entry. Remember to check the deposit number making a new payroll run.

Register File section

P/R Sched/Date

System-maintained Field - The schedule on which the last payroll was run appears in the first box; and the date on which the last payroll was run appears in the second.

File Date/Time

System-maintained Field – The date on which the last payroll file was created appears in the first box; and the time of day on which the last payroll file was created appears in the second.

Notes

You may use the small scrollable box to make brief comments related to payroll administration.

Reporting Period Controls

Active Periods

Quarter

System-maintained Field – Displays the current fiscal year quarter.

Cal. Yr.

System-maintained Field - Displays the current calendar year.

Fis. Yr.

System-maintained Field - Displays the fiscal year against which your payroll run is charged.

Date Periodic Totals set to Zero

Cal. Yr.

System-maintained Field - If the calendar year was zeroed-out, this box displays the date the process was completed.

Fis. Yr.

System-maintained Field - If the fiscal year was zeroed-out, this box displays the date the process was completed.

Qtr. 1

System-maintained Field – If the first fiscal quarter was zeroed-out, this box displays the date that was done.

Qtr. 2

System-maintained Field – If the second fiscal quarter was zeroed-out, this box displays the date that was done.

Qtr. 3

System-maintained Field – If the third fiscal quarter was zeroed-out, this box displays the date that was done.

Qtr. 4

System-maintained Field – If the fourth fiscal quarter was zeroed-out, this box displays the date that was done.

Operations

Run a Payroll

Click this operation to begin the process of running your payroll. Click the arrow on the dropdown box to select the *Payroll Schedule* that applies to this payroll run. Click Yes. At this point you will be asked to verify the payroll date that defaults from the *Pay Dates Definitions Screen*. Click Yes to continue. The next two questions will ask you to verify the next check number and payroll direct deposit that defaults from the *Payroll Module Control Screen*. You will then be asked to backup your databases. We suggest you backup to your network drive which houses the Human Resources program. Click Yes to proceed. Verify that your backup was successful and click Yes to verify and Yes again to proceed. Once the payroll has been process, you will be asked to do an After-payroll backup.

Copy ACH transaction file to selected file.

Click this operation to create and save the ACH transaction file that is transmitted to your financial organization. Enter the name of the file and click Yes to process.

Create Check Reconciliation File

Using this operation allows you to create a spreadsheet text file to be used with your spreadsheet program (i.e. *Excel*). Select the payroll schedule and enter the date of the payroll run for which you want to create the file. Enter the Output File Path and Name remembering to enter the drive letter and the txt extension with the name of the file. When you click Yes a text file will be created with the district number, check number, amount of check, date, employee and the name of the file as individual line items that can be edited in your spreadsheet program.

Create EPARS Payroll Export File – Version 1.2

This operation is used to create a file to upload to TSA Consulting, containing records for all employees who had 403b, 457b and/or other related deductions taken from the selected payroll run. This file must be created and submitted after every payroll run. (FAQ – TSA Reporting Procedures)

Month-End Procedures - Create TSA Consulting Demographic Data export file

This operation is used to create a file to upload to TSA Consulting, containing records for all employees who have had payroll activity in the current calendar year. This file must be created and submitted every month. (FAQ – TSA Reporting Procedures)

Quarter-End Procedures – Set employee periodic totals to zero.

Use this operation to clear quarter-end totals for the next quarter. You will be asked to perform an administrative backup, select the quarter period to zero and then confirm the action. Once complete, the date the operation was performed will be present on the *Payroll Module Control Screen* in the *Reporting Period Controls* section.

Quarter-End Procedures – Create UIA 1017 Quarterly Wage Detail Report file

This operation is used to create the Unemployment Insurance Agency Quarterly Wage Detail Report (UIA 1017, also known as MESC Report). (FAQ – UIA Quarterly Wage Detail Report)

Fiscal Year-End Procedures – Update Contract Balance Accrual Records

This operation updates the contract balance accruals. Once complete you can run the *Contract Balance Accrual Records* report.

Fiscal Year-End Procedures – Update Periodic Totals and A/P with Accrual Records

Once you have run the previous operation (*Update Contract Balance Accrual Records*) and checked your reports for accuracy, run this operation to generate two current year batches each, for gross pay, FICA and MPSRS, in the Financial Accounting system for posting to the general ledger. Refer to the “Payroll End of Fiscal Year Procedures” for detailed information regarding the functions of this operation. The operation will prompt you for information as seen below.

Update Periodic Totals and A/P with Accrual Records

Warning: You should perform a backup of the Human Resources database files, BEFORE you begin mass change Operations today. After you have done a backup, you can continue doing other mass changes without doing any more backups today.

Do you wish to back up the Human Resources databases now?

Please enter the following data

Fiscal year to update with accrual records	<input type="button" value="CURRENT"/>
Accrual wage ASN	<input type="text" value="63000"/>
Accrual FICA benefit ASN	<input type="text" value="!!!!"/>
Accrual MPSRS benefit ASN	<input type="text" value="!!!!"/>
Include MULTIPLE or ONE line item(s) per ASN?	<input type="button" value="MULTIPLE"/>

And then confirm the request.

Proceed with operation?

Fiscal Year-End Procedures – Increment Active Fiscal Year

Running this operation will result in all fiscal year-to-date totals being set equal to current 3rd quarter totals and the Active Fiscal Year will be incremented by one and the Fiscal Year-To-Date totals will reflect the totals for the New Fiscal Year.

Calendar Year-End Procedures – Create SSA Employee Verification Service (EVS) file

This procedure creates a file containing employee names and social security numbers, to be sent to the Social Security Administration for verification via the Employee Verification Service (EVS).

Calendar Year-End Procedures – Create W-2 records file for submission in EFW2 format

This procedure creates a file containing W-2 records, to be submitted to the Social Security Administration and/or the Michigan Department of Treasury.

Calendar Year-End Procedures – Increment Active Calendar Year

This operation will change all calendar year-to-date totals to be equal to the current 1st quarter totals and the Active Calendar Year will be incremented by one and the Calendar Year-To-Date totals will reflect the totals for the New Calendar Year.

Miscellaneous Procedures – Change employee Social Security Number

This operation allows you to change an employee's Social Security Number.

Miscellaneous Procedures – Replace (resequence) payroll check Numbers

This procedure allows you to change a sequence of check numbers in the Employee Register Records file that may occur due to entry errors or problems during check printing.

Miscellaneous Procedures - Create TSA Consulting Historical Data export file

This operation is used to create a file to upload to TSA Consulting, containing records for all employees who had 403b, 457b, 401k or 401a deductions taken in the last twenty years. This file must be created and submitted once, to enable TSA to prepare to accept payroll deductions for 403b and other deferred compensation deductions. (FAQ – TSA Reporting Procedures)

Miscellaneous Procedures - Import One-Time Postings from Advanced Time system file

This operation is a custom procedure to import from the Advanced Time and Attendance system.

Miscellaneous Procedures – Move Employee Register Records to Historical Register Records Screen

This operation is used to move Register records to history that are more than one and one-half years old. By using this timeline, current register records will be for one complete calendar year and one complete fiscal year.

Miscellaneous Procedures – Create Program Wage and Benefit export files

This operation is a custom procedure.

VALIC Export Procedures – Create VALIC Common Remitter (CR) File

This operation is for use only by districts that work with VALIC regarding monitoring the compliance of deferred compensation deductions and other selected items. If your district works with TSA or another organization, disregard these operations. (Application Release Notes, 06-Oct-2010)

VALIC Export Procedures – Create VALIC Demographic (DEMO) File

This operation is for use only by districts that work with VALIC regarding monitoring the compliance of deferred compensation deductions and other selected items. If your district works with TSA or another organization, disregard these operations. (Application Release Notes, 06-Oct-2010)

VALIC Export Procedures – Create VALIC Past Common Remitter (PCR) File

This operation is for use only by districts that work with VALIC regarding monitoring the compliance of deferred compensation deductions and other selected items. If your district works with TSA or another organization, disregard these operations. (Application Release Notes, 06-Oct-2010)

VALIC Export Procedures – Create VALIC Provider Payroll Data File

This operation is for use only by districts that work with VALIC regarding monitoring the compliance of deferred compensation deductions and other selected items. If your district works with TSA or another organization, disregard these operations. (Application Release Notes, 06-Oct-2010)

Database Backup and Restore Procedures – Create payroll check/register file

The operation creates a check register file for the Payroll Schedule and Payroll Date entered and is generally processed by the system during a payroll run.

Database Backup and Restore Procedures – Backup database files After payroll run

This operation will perform a backup for the Payroll Schedule and Payroll Date entered.

Database Backup and Restore Procedures – Restore database files from Before/After-payroll backup

This operation allows you to restore the Human Resource system to the status either before (initial) or after (final) your last payroll run.

Database Backup and Restore Procedures - Obsolete (ARJ) Restore of database files from Before/After-payroll backup

Do not use.

ORS-MPSERS Procedures - Update Retiree Health Care deduction wage base from ORS spreadsheet

The operation will use the spreadsheet(s) that you submit to MPSERS as input and will take the amount submitted on the spreadsheet as earned prior to 01-Jul-2010 and subtract that amount from the fiscal year wage base of the RHC deduction found in the MiCase HR/Payroll System. (Application Release Notes, 19-Jul-2010)

ORS-MPSERS Procedures – Find employees due a possible RHC deduction refund

When you select this item, the system will examine all employees with an RHC deduction and calculate the amount of RHC that should have been deducted. If the actual amount is not within 99.9% of the calculated amount, the system displays a message in the *Operations / Error Log* report. Then, you may review the employees noted and determine if further attention is required. (Application Release Notes, 22-Nov-2010 and 12-Aug-2011)

ORS-MPSERS Procedures – Adjust Retiree Health Care deduction re: 01-Jul-2011, from ORS spreadsheet

This operation is similar to the *Operation > Update Retiree Health Care deduction wage base from ORS spreadsheet* which was used in July 2010 to exempt wages earned prior to 01-Jul-2010 from the RHC deduction. This operation will use the export created in the ORS screen (*Operations & Create spreadsheet to report wages earned prior to 01-Jul-2011 to MPSERS & For adjusting MiCase RHC deduction: (INCLUDING ORS Wage Codes 08, 85, 86 and "88")*) to correctly adjust the RHC wage base to enable "auto-correcting" in the future. When you select this operation, you will see the following screen:

Correct Retiree Health Care (RHC) deduction amount at 01-Jul-2011 - from ORS spreadsheet

Warning: DO NOT use this Operation without assistance from the MiCase Support Staff.

The Operation changes key employee deduction data and incorrect results may occur if used improperly.

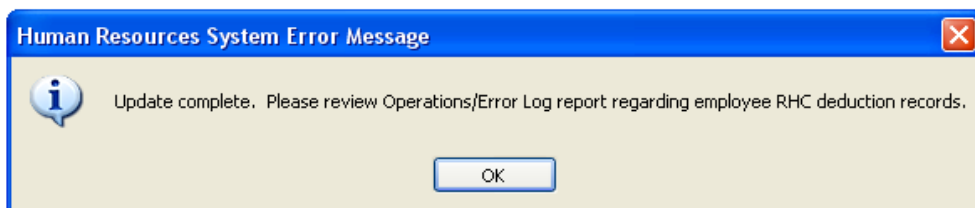
Please enter payroll period report date to process:

Warning: You should perform a backup of the Human Resources database files, BEFORE you proceeding with this step.

Do you wish to back up the Human Resources databases now?

Enter the payroll period report date to process. Reminder, you will need to repeat this process for every payroll run before installing a Jun-2011 HR/Payroll System release. Create a backup of the HR database by selecting "Yes". Proceed with the process by

selecting “Yes”. Select the file to import and then click on the “IMPORT” button. You will see the following screen:



Click OK and the process is complete. **Important:** import this spreadsheet into the MiCase System **exactly once for each payroll**. This will adjust the RHC deduction record for the employees in the spreadsheet and the next time they are paid, the RHC deduction will “auto-correct” until their 2011-2012 fiscal year to date RHC deduction is correct.

Please note: the “auto-correcting” may take more than one payroll to completely correct the employee’s RHC deduction, if the amount earned in the first payrolls of July is relatively large compared with the gross pay earned in the next few payrolls.

Reports

Operations/Error Log – HR02003

The *Operations Error Log* is one of the most important reports in the Human Resource system. You should preview this report after any changes to the system to assure the changes have taken place correctly. The report gives you a detailed description of operations/changes to the system as well as the date and time of the process.

Pre-Payroll Balance Totals: Gross Pay – HR01015

This report shows the gross pay totals for all gross pay items as well as pay units.

Pre-Payroll Balance Totals: Deductions – HR01014

This report shows the deduction totals for all elective and mandatory deductions.

Pre-Payroll Balance Reports – Pre-calculated Tax Amounts – H01016

This report gives a listing of employees and amounts for those who have additional withholdings calculated for Federal, State and Local tax.

Pre-Payroll Balance Reports – Primary Contact Balance List – HR01001/HR01101

This report gives a listing of all employees who have a contract setup on the *Primary Contract/Salary Screen* that has an amount to be paid on the specified payroll run.

Pre-Payroll Balance Reports – Primary Salary Balance List – HR01001

This report gives a listing of all employees who have salaries setup on the *Primary Contract/Salary Screen* that has an amount to be paid on the specified payroll run.

Pre-Payroll Balance Reports – Additional Contracts Balance List HR01002

A listing of all employees who have an additional contract setup on the *Additional Contract/Salaries Screen* that has an amount to be paid on the specified payroll run. You must enter a code to generate the report.

Pre-Payroll Balance Reports – Additional Salaries Balance List – HR01002

A Listing of all employees who have additional salaries setup on the *Additional Contract/Salaries Screen* that has an amount to be paid on the specified payroll run. You must enter a code to generate the report.

Pre-Payroll Balance Reports – One Time Postings – Single Item – HR01005/HR01105

A Listing of all employees for which entries have been made on the *Employee One-Time Posting Screen* defined by a specific code for the specified payroll run.

Pre-Payroll Balance Reports – All One Time Postings for Employee – HR01046/HR01146

A listing of all employees for which entries have been made on the *Employee One-Time Posting Screen* for the specified payroll run.

Pre-Payroll Balance Reports – Direct to Net Pay Items – HR01084

Generates a listing of all employees who have a Direct-to-Net payment on the specified payroll run.

Pre-Payroll Balance Reports – Employee Benefits Balance List – HR01006

Report listing all employees who have benefits applied to this payroll run defined by a specified code.

Pre-Payroll Balance Reports – Employee Deductions Balance List HR01007/HR01107

Report listing all employees with deduction amounts who have elective deductions set up on the *Employee Elective Deduction Screen*, and defined by a specified code.

After-Payroll Results Reports – Payroll Register (Current P/R Details) HR01003/HR01003T

A report listing detailed information for each employee regarding the current payroll run. At the end of the report is a summary listing the totals of all line items included in the payroll register.

After-Payroll Results Reports – Request All Standard P/R Reports – Includes Report HR01012, HR01013, HR01017, HR01010, HR01011 and HR02012

When all Standard P/R Reports are requested you will receive a combination of the *PR Check Reconciliation Report-HR01012, PR Net Pay Direct Deposit Report HR01013, Payroll Deductions HR01017, Gross Pay Distribution Report HR01010, PR Contract Balance Report HR01011 and PR Vendor Check Register HR02012.*

After-Payroll Results Reports – P/R Direct to Net Pay Items HR01085

A Listing of all employee's Direct to Net Pay information.

After-Payroll Results Reports – Payroll Checks - (Employee) HR01077

Prints the actual payroll checks to issue to employees.

After-Payroll Results Reports – Payroll Checks – (Vendor) HR02014

Prints the actual payroll checks to be issued to vendors.

After-Payroll Results Reports – Payroll Direct Deposit Mailer Forms HR01077

Prints the Direct Deposit vouchers that are issued to employees.

After-Payroll Results Reports – P/R Employee Check Reconciliation Report HR01012

Prints the employees check register for the current payroll.

After-Payroll Results Reports – P/R Net Pay Direct Deposit Report HR01013

Listing of employee's direct deposits broken down by organization.

After-Payroll Results Reports – P/R Deductions Report: All Deductions HR01017

Listing of employee's deductions broken down by deduction/organization code.

After-Payroll Results Reports – P/R Gross Pay Distribution Report HR01010

Listing of employee's gross pay distribution by Account Sequence Number (ASN).

After-Payroll Results Reports – P/R Gross Pay Distribution by Access code Report HR01187

Listing of employee's gross pay distribution by access code.

After-Payroll Results Reports – P/R Gross Pay Distribution by Item Code > ASN HR01153

Listing of employee's gross pay distribution, sorted by item code within ASN.

After-Payroll Results Reports – Current Contract Balance Report HR01011

This report will print a listing of all employees who are under contract to your district. For each primary and/or additional contract item (type), the report includes the amount of the contract, the earnings that have taken place against the contract, deductions that have applied and the balance left to be paid against the contract.

After-Payroll Results Reports – Current Vendor Check Register HR02012

Prints a listing of all vendor check register for the current payroll.

After-Payroll Results Reports – P/R Benefits Report: Single Benefit HR01122

Listing of all employees' benefits paid for the current payroll broken down by Benefit Code.

After-Payroll Results Reports – P/R Deductions Report: Single Deduction HR01009

Listing of all employees' deductions paid for the current payroll broken down by Deduction and Organization Codes.

After-Payroll Results Reports – P/R Benefit Distribution Report HR01186

Listing of all employees' benefits and the distribution by Account Sequence Number (ASN).

Employer Distribution Reports – Employer Gross Pay Distribution by Employee HR01029

Listing of all employees' gross pay distribution by Account Sequence Number (ASN) with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employer Distribution Reports – Employer Deduction Distribution by ASN HR01035

List of all employees' deductions distributed sorted by ASN with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employer Distribution Reports – Employer Gross Pay Distribution by ASN and Fund Source HR01097

This report details gross by pay, sorted first by the fund source (the *Payroll Access* field from the *Chart File Information Screen* in the Financial Accounting System) and then by ASN within fund source. This report may be used to find total pay from federally funded and non-federally funded accounts, as required by the MPSERS.

Employer Distribution Reports – Employer Gross Pay Distribution by Earnings Code HR01031

Listing of all employees' gross pay distribution by Earnings Codes with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employer Distribution Reports – Employer Gross Pay Distribution by Item Code HR01032

Listing of all employees' gross pay distribution by Item Codes for with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employer Distribution Reports – Employer Gross Pay Distribution by Workers Compensation Code HR01098

This report may be helpful when working with providers of workers compensation benefits. Note that if you are only interested in totals by code, you may select the *Summary* option from the *Report Print Options* screen. Also, you may select the filter Item Code = "OH" (Overtime Hours) if you wish to see only overtime gross pay as part of your communications with the benefit provider. To create this filter, select the following information:

Field: PAEMGRIT.ITEM_CODE
Compare How: Equals
Compare To: OH
Next: Done
Filter Description: Create a filter name

Employer Distribution Reports – Employer ASN/Benefit/Employee Distribution HR01033

List of all employees' Benefits distributed sorted by ASN/Benefit Code/Employee with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employer Distribution Reports – Employer Benefit/Employee/ASN Distribution HR01034

List of all employees' Benefits distributed sorted by Benefit Code/Employee/ASN with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employer Distribution Reports – Employer Deduction Distribution by ASN HR01035

List of all employees' deductions distributed sorted by ASN with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employer Distribution Reports – Employer Deduction Distribution by Deduction Code HR01036

List of all employees' deductions distributed sorted by Deduction Code with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employee Distribution Reports - Employee Gross Pay Distribution by ASN HR01037

A listing of a specified employee's gross pay distribution sorted by ASN with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employee Distribution Reports - Employee Gross Pay Distribution by Earnings Code HR01038

A listing of a specified employee's gross pay distribution sorted by Earning Code with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employee Distribution Reports - Employee Gross Pay Distribution by Item Code HR01039

A listing of a specified employee's gross pay distribution sorted by Item Code with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employee Distribution Reports - Employee Benefit Distribution by ASN HR01040

A listing of a specified employee's benefit distribution sorted by ASN with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employee Distribution Reports - Employee Benefit Distribution by Benefit Code HR01040

A listing of a specified employee's benefit distribution sorted by Benefit Code with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employee Distribution Reports - Employee Deduction Distribution by ASN HR01042

A listing of a specified employee's deduction distribution sorted by ASN with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Employee Distribution Reports - Employee Deduction Distribution by Deduction Code HR01043

A listing of a specified employee's deduction distribution sorted by Deduction Code with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Michigan New Hire Report HR01068

Generates a listing of employees hired according to the criteria you set as the begin date and end date.

Quarter-End Reports - Employer's Quarterly 941 Report HR01055

Generates data specific to the 941 report for all employees according to the criteria you entered as the quarter ending date.

Quarter-End Reports – Employer's Quarterly 941 Report – Supplemental Data HR01095

Generates additional benefit, deduction and tax data specific to the 941 report for all employees according to the criteria you entered as the quarter ending date.

Quarter-End Reports - MESC Employer's Multiple Worksite Report HR01061

Generates the report of the data in building/worksite order that is to be submitted to the Michigan Employment Security Commission for the defined quarter.

Fiscal Year-End Reports - Contract Balance Accrual Records HR01060

A detail of the Contract Balances that are considered accrued wages.

Fiscal Year-End Reports - Employer Gross Pay by MPSERS Class HR01066

Listing of all employees' gross pay distribution sorted by MPSERS Classification Codes.

Calendar Year-End Reports - Employer's W-2 Proof Report HR01059

Generates a listing of all employees' W-2 Form information for the current calendar year.

Calendar Year-End Reports -Employer's W-2 Proof Report – Supplemental Data HR01087

Generates a listing of additional benefit, deduction and tax data specific to the W-2 Form for the current calendar year.

Calendar Year-End Reports - Employer's W-2 Forms: 8.5 x 11" Laser HR01081

Prints the W-2 information for all employees on the pre-printed W-2 forms.

Calendar Year-End Reports -Employee W-2 Forms: in Archive Copy (PDF)

Generates a copy of the W-2 Forms as a PDF file.

Calendar Year-End Reports – Employee W-2 Form: 2010 – Blank Copy HR01094

Do not use.

Operations/Error Log – Programmer's Version HR01044

Generates a report with specific information the programmer analyst may be able to use in the case of a problem within the HR system.

Employer Gross Pay Periodic Totals Report HR01076

Listing of all employees' gross pay periodic totals by Master, ASN, Earn and Item codes with cumulative totals for all Quarters, Fiscal Year YTD and Calendar YTD.

Financial Organizations Screen

Use the *Financial Organizations* screen to record information about banks and other institutions with which your school district conducts financial transactions. The program uses the information you enter into this screen throughout the payroll system to correctly distribute disbursements from your district to financial institutions. Codes are setup to identify individual financial institutions.

The lower portion of the screen displays a scrollable grid listing all financial organizations in your database. Click inside the grid and use either your mouse wheel or the scroll arrows on the right to browse through the list of financial institutions. Clicking on any organization on the list brings that organization's detailed information to the upper portion of the screen. As an alternative method, you can press **ALT+1** to activate the grid, and then use the keyboard arrows, **↑** and/or **↓**, to browse through the financial institutions. The details of each organization appear in the upper portion of the screen as you scroll through the list.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules & Payroll Administration Module & Financial Organizations Screen**, you will see the following screen:

Payroll Financial Organizations Screen Payroll System Administrati...

Financial Organization Definition

Code Name

Street Address Abbreviation

City, State & Zip Print check?

Carrier/Route ACH Rout./Tran.

Contact Name Fax: - Fax copy

Phone Number Notes

Browse List of Financial Organization Records (ALT+1/ALT+0 to enter/exit)

* Code	Organization Name	Abbreviation	ACH Rout./Tran
13	Batbelfry Universal Savings Club	busc	0992233
▶ CARP	Carpetbaggers Federal Credit Union	Crptbggrs	01009001
DFICA	Deduction for D: MCT and D:SST	MCTSST	
DFIT	Deduction for FED INCOME TAX	FIT	
DMIT	Deduction for MICHIGAN INCOME TAX	MIT	
DMIP	Deduction for MIP	MIP	

Payroll Financial Organization Screen

Financial Organizations Definition Data Field Descriptions

Code

Mandatory Field - Click **F9** or **New** to allow for a new addition to the Financial Organization Definition database. Enter an organizational code of up to five characters, either alphabetic, numeric, or a combination of both. Each organization entered into the program must be a unique code. Entering a code that is already in use opens the detail record of the organization assigned to that code. If this happens, you must click **New** again to clear the screen and start over entering the new financial institution record.

Name

Mandatory Field - Enter the Financial Institution's name.

Street Address

Enter the complete street number and street address.

City, State & Zip

Enter the city, state and five – or nine-digit Zip Code.

Carrier/ Route

Enter the carrier route designation, if applicable. Note, this field is also used for TSA reporting procedures. If the deduction is for an employER paid 403b, the Financial Organization associated with the deduction must have "ER" in this field.

Contact Name

Enter the name of the contact person for the organization.

Phone Number

Enter the phone number of the contact person for the organization.

Abbreviation

Enter an abbreviation that you will use to identify the organization throughout the system. This abbreviation appears on check stubs, reports, and other financial transaction records.

Print check?

Enter **Y** for Yes or an **N** for No in the "Print check?" box to indicate whether you want the program to print a check to this financial organization.

ACH Rout/Tran

Enter the organization's ACH routing and transmittal number. This number is used to carry out electronic fund transfers, so you must be careful to enter it correctly. Double-check your entry.

Notes

Add brief comments to the organization's record. This is a scrollable box, so typing more text than it can hold activates the scroll bar at the right side.

Click **F4** or **Save** to save the new *Organization Code*. The message "*Organization record updated successfully*" will appear in the upper right corner of the screen. If you did not see the message, press Ctrl and M at the same time on your keyboard to activate the message.

Maintenance of Records

To Edit

To edit an organizational record, scroll through the list in grid on the lower portion of the screen and click the organization record you want to edit. Details of the selected organization appear in the upper part of the screen. Either Tab to move the cursor to the box or click in the box containing the information you want to change and make the necessary change. Click **F4** or **Save**.

To Delete

To delete an organizational record, scroll through the list in the lower portion of the screen and click the organization record you want to delete. Details of the selected organization appear in the upper part of the screen. Click **Mark**; this marks the record for deletion from your database. Marked records remain in the system until the next time the databases are packed, at which time they are permanently removed from the system.

View and Unmark Marked Records

You can **Unmark** records up until the time the databases are packed. To bring the marked record to the screen you will use the **Show Deleted Records** feature of the program to allow you to view and unmark a deleted record. You can only view marked records for the program module currently open. The system only views records that have been marked since the last database packing; you cannot view records that have been permanently deleted by database packing.

Click **Setup & Show Deleted Records**. The program will display all records in the financial organizations database. Scroll through the grid at the bottom of the screen and find the financial organization that has been marked for deletion that you wish to view or unmark. Click on the record to bring the record to the screen. The record will bear the red notation *This record is marked for deletion*. If you wish to unmark a record marked for deletion, please contact the MiCase Helpdesk.

Once you have finished viewing marked records, remember to click **Setup & Exclude Deleted Records** to turn off the deleted records view.

Operations

There are no operations available on this screen.

Reports

Financial Organization Report

Generates a listing of detailed information about all Organization Codes for the current payroll run that includes the amount, check number, and ACH Routing Number for each.

Earnings Codes Definition Screen

This screen is used to set up a code for the type of pay an employee earns. However, since these codes will be entered for you, you will probably never need to access this screen.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules & Payroll Administration Module & Earnings Code Definition Screen**, you will see the following screen:

#	Code	Description
1	MM	MPERS Mem: subject to all benefits & deductions

Abbreviation: MPERS Mem ☒ System Defined? ☒ MPERS Reportable Compensation?

Browse List of Payroll Earning Codes (ALT+1/ALT+0 to enter/exit)

* #	Code	Abbreviation	Sys. Description Name
1	MM	MPERS Mem	T MPERS Mem: subject to all benefits & deductions
2	RET	Retiree	T Exempt from MPERS benefit and MIP deduction
3	STDNT	Student	T Exempt from MPERS and FICA
4	XMPS	Exempt Ret	T Exempt from MPERS benefit and MIP deduction
5	XFICA	Xmpt. FICA	F Exempt from FICA benefit and MCT and SST deduction
6	BPANN	BPANN	F Board Paid Annuity Gross
7	DWPAY	DWPAY	F Deceased Worker's Pay
8	WCPAY	WCPAY	T WORKERS COMPENSATION PAY ADJUST
999			T BLANK CODE FOR MIGRATION

Payroll Earnings Code Definition Screen

The top half of the screen is used to add or modify earnings codes. The bottom half of the screen displays a browse list of the already added codes. Click in the lower half of the screen or press ALT+1 to activate the listing. Scroll through the listing using the arrow keys or scroll bars. Highlighting one of the codes will bring the detail into the upper portion of the screen.

Earnings Code Definition Data Field Descriptions

#

System-maintained Field – Click **F9** or **New** to prepare to enter the new earnings code. The system will automatically generate a sequential record number linked to the earnings code.

Code

Enter the code you wish to create which can consist of three to five alpha characters. These codes will appear on the Primary Employee Data Screen when setting up payroll options for employees.

Description

Enter a more descriptive detail that describes how the code will function throughout the system.

Abbreviation

Enter an abbreviation of the earnings code which can be a maximum of 10 characters.

System Defined?

System-maintained Field – A check in this box can only be accomplished by the HR Programmer Analyst and is considered a system maintained field. If you add a new code definition, this box does not need to be checked.

MPSERS Reportable Compensation?

System-maintained Field – A check in this box can only be accomplished by the HR Programmer Analyst and is considered a system maintained field. If you add a new code definition that requires this box to be checked, please contact the MiCase Helpdesk.

Click **F4** or **Save** to save the new code definition. The message “*Pay type record updated successfully*” will appear in the upper right corner of the screen. If you did not see the message, press Ctrl and M at the same time on your keyboard to activate the message.

Operations

There are no operations available on this screen.

Reports

Payroll Earnings Code Report

Generates a listing of Earnings Codes.

Gross Pay Items Definition Screen

This screen is used to browse, create, or modify a code and description of how each pay item is distributed when the operation to run a payroll is used.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules & Payroll Administration Module & Gross Pay Items Definition Screen**, you will see the following screen:

#	Code	Description
1	CON1	Primary Contract / Salary

Abbreviation: Contract 1 ☒ Balance Report? System Total: 559,937.99

☐ System Defined? Balance Date: 03/08/2011 User Total: 0.00

Service Units: 0.00 Balance Time: 13:46:32 Difference: 559,937.99

☐ Rate Table?

Browse List of Gross Pay Item Codes (ALT+1/ALT+0 to enter/exit)

#	Code	Abbreviation	Sys. S. Units	Item Description
1	CON1	Contract 1	F	0.00 Primary Contract / Salary
2	RH	Reg. Hours	F	1.00 Regular Hours pay
3	OH	O.T. Hours	F	1.00 Overtime Hours pay
4	RD	Reg. Days	F	6.00 Regular Daily pay
5	SD	Sub. Days	F	6.00 Substitute Daily pay

Payroll Gross Pay Items Definition Screen

The top half of the screen is used to add or modify gross pay item codes. The bottom half of the screen displays a browse list of the already added codes. Click in the lower half of the screen or press ALT+1 to activate the listing. Scroll through the listing using the arrow keys or scroll bars. Highlighting one of the codes will bring the detail into the upper portion of the screen. To add a new gross pay item, click **F9** or **New**.

Gross Pay Item Definition Data Field Descriptions

#

System-maintained Field – Click **F9** or **New** to prepare to enter the new gross pay item code. The system will automatically generate a sequential record number linked to the item code.

Code

Enter the code you wish to create which can consist of three to five alpha characters. These codes will appear on the Primary Employee Data Screen when setting up payroll options for employees.

Description

Enter a description of the gross pay item code.

Abbreviation

Enter an abbreviation to be used for the gross pay item code.

System Defined

System-maintained Field – A check in this box can only be accomplished by the HR Programmer Analyst and is considered a system maintained field. If you add a new code definition, this box does not need to be checked.

Service Units

The usual number of service units received when the employee is working under this item code.

Rate Table?

System-maintained Field – A check in this box can only be accomplished by the HR Programmer Analyst and is considered a system maintained field. This field has a check mark in it if a rate table exists for this item.

Balance Report

A check in this box will cause the Gross Pay Item to appear on the *Pre-Payroll Balance Totals: Gross Pay* report.

Balance Date

System-maintained Field – This field is updated by the system when a balance report is run.

Balance Time

System-maintained Field – This field is updated by the system when a balance report is run.

System Total

System-maintained Field – This field is updated by the system.

User Total

Prior to running a payroll, the user may enter a total calculated by the user for a gross pay item and then click **F4** or **Save**. After the payroll is run, the system will deduct the User Total from the System Total and display the difference in the Difference field.

Difference

System-maintained Field – This field is updated by the system.

Operations

There are no operations available on this screen.

Reports

Payroll Gross Pay Items Definitions Report

Generates a listing of Gross Pay Items Definition Codes.

Benefit Definition Screen

This screen is used to define benefit types such as MPSERS or Insurance. When you choose **Modules & Payroll Administration Module & Benefit Definition Screen**, you will see the following:

* #	Code	Abbreviation	Sys. Def.	Calc. Base	Calc. Total	All Empl.	Organ.	Freq.	ASN
1	FICA	FICA	T	T	T	T	BFICA	9	
2	MPSRS	MPSERS	T	T	F	T	MPSRS	9	

Payroll Benefit Definition Screen

This screen is divided into five sections. The upper portion is the detail section. The lower portion is the Browse List of Benefit Definition Records. In between these two are the Earning Codes Excluded from Benefit Base browse list, Item Codes Not Guiding Benefit Distribution browse list and the Deductions Excluded from Benefit Base browse list.

Click in the Browse List of Benefit Records to activate or press ALT+3. Use the arrow keys or scroll bars to move through the listing. Notice that when you highlight a benefit, the information in the Earnings Codes Excluded and Deductions Excluded portions of the screen change. Activate these by either clicking the area with the mouse or pressing ALT+1 or ALT+2. These two areas show the exceptions to the benefit highlighted. If you highlight (or bring into the detail section of the screen) the benefit FICA, as shown in the screen example above, you will see that BPANN (board paid annuities) and STDNT (student) employees' wages are excluded from this benefit. Additionally, DCFSA (dependent care flexible savings account) and MCFSA (medical care flexible savings account) deductions are excluded from FICA, and so on.

Payroll Benefit Definition Data Field Descriptions

#

System-maintained Field – This field is a sequential record number which links to the benefit code.

Code

The code field is made up of three to five alpha characters which will appear in other parts of the payroll package as selections when setting up employee records.

Description

A descriptive entry of the Benefit Definition.

Abbreviation

This field is an abbreviated entry of the description. Up to 10 characters are allowed here.

Calc. Program

System-maintained Field – This field refers to the calculation program used to calculate the amount for the code. A program code in this box can only be accomplished by the HR Programmer Analyst and is considered a system maintained field. If you add a new code definition, this box does not need to be populated.

Include in W-2?

If this box is checked, the total calendar year to date amount of this benefit will be included in employee W-2 forms in Box 12 with a code DD, which reports the total cost of employer sponsored health care.

System Defined

System-maintained Field – A check in this box can only be accomplished by the HR Programmer Analyst and is considered a system maintained field. If you add a new code definition, this box does not need to be checked.

Add to New Employees?

A check in this box indicates the benefit is to default to all new employee records. Uncheck the field if the benefit is to be used for selected employees only.

All Payrolls?

System-maintained Field – A check in this box can only be accomplished by the HR Programmer Analyst and is considered a system maintained field. If you add a new code definition, this box does not need to be checked.

Calculate Wage Base?

System-maintained Field – A check in this box can only be accomplished by the HR Programmer Analyst and is considered a system maintained field.

Calculate Total Benefits?

A check in this box will resolve rounding issues within the benefit and ensure that the sum of the individual amounts from split ASNs, should they occur, will add up to the total benefit amount exactly.

Default Organization

This field is used for the organization code with which your school district conducts financial transactions for the benefit.

Default Frequency

This field holds a default code for the frequency of which the benefit is deducted from the employee's payroll. Click the drop-down box to select one of the following:

- 0 = Item is currently inactive
- 1 = 1st payroll of the month
- 2 = 2nd payroll of the month
- 3 = 1st and 2nd payrolls of the month
- 6 = all pays EXCEPT NOn SChEduled payroll runs
- 9 = all pays INCLUDING NOn SChEduled payroll runs

Default ASN

This field holds the ASN to which the benefit amount is charged.

Note: To assure the accuracy of your payroll we recommend that you contact the MiCase Helpdesk for assistance in setting up any benefit.

Add Excluded gross pay Earning Code

This operation is used to stop a benefit from distributing to the wages of a particular earning code. Once this operation is performed, the earning code will appear in the Earnings Codes Excluded from Benefit Base list. Do not use this operation without first consulting with MiCase staff.

Delete Excluded gross pay Earning Code

This operation is used to reverse the previous operation and remove a particular earning code from the Earnings Codes Excluded from Benefit Base list. Do not use this operation without first consulting with MiCase staff.

Add Excluded gross pay Item Code

This operation is used to stop a benefit from distributing to a particular item code. Once this operation is performed, the item code will appear in the Item Codes not guiding Benefit Distribution list. For further detailed instruction, please see the FAQ – “How to Set Up Item Codes NOT Guiding Benefit Distribution”. Do not use this operation without first consulting with MiCase staff.

Delete Excluded gross pay Item Code

This operation is used to reverse the previous operation and remove a particular item code from the Item Codes not guiding Benefit Distribution list. Do not use this operation without first consulting with MiCase staff.

Add Excluded Deduction Code

This operation is used to stop a benefit from distributing to a particular deduction code. Once this operation is performed, the deduction code will appear in the Deductions Excluded from Benefit Base list. Do not use this operation without first consulting with MiCase staff.

Delete Excluded Deduction Code

This operation is used to reverse the previous operation and remove a particular deduction code from the Deductions Excluded from Benefit Base list. Do not use this operation without first consulting with MiCase staff.

Add Benefit Record to all Employees

For the benefit record currently selected, the system will examine all employee records and if the benefit is not on the employee's *Employee Benefits Screen*, the system will add the record, as defined. If the record is on the employee's screen, it will set the *Organization* code, *Ben. Frequency* and *ASN* as the *Default Frequency*, *Default Organization* and *Default ASN* found on the *Benefit Definition Screen*.

Reports

Benefits Definitions Report

Generates a detailed report of the benefit definition information.

Benefit Distribution Control Table

This screen is used to distribute the benefits to the appropriate ASN. When you choose **Modules & Payroll Administration Module & Benefit Distribution Control Table Screen**, you will see the following:

Benefit Distribution Definition				
Gross Pay		Benefit		
ASN	Gross Pay Account Title	Benefit	ASN	Benefit Account Title
11009	INTER SERV-WAGES-TEMP CLERIC	HLTHA	12014	INTER SERV-EM'EE INSURANCE

Browse List of Benefit Distribution Records (ALT+1/ALT+0 to enter/exit)				
* ASN	Gross Pay Account Title	Benefit	ASN	Benefit Account Title
11031	GF INST IMPR-SALARY-SUPR	DC-EM	12062	GF INST IMPR-RETIREMENT
11031	GF INST IMPR-SALARY-SUPR	DENTB	12061	GF INST IMPR-EM'EE INSURANCE
11031	GF INST IMPR-SALARY-SUPR	FICA	12063	GF INST IMPR-EM'ER SS
11031	GF INST IMPR-SALARY-SUPR	HLTHW	12061	GF INST IMPR-EM'EE INSURANCE
11031	GF INST IMPR-SALARY-SUPR	INS	12061	GF INST IMPR-EM'EE INSURANCE
11031	GF INST IMPR-SALARY-SUPR	MPSRS	12062	GF INST IMPR-RETIREMENT
11031	GF INST IMPR-SALARY-SUPR	VISNB	12061	GF INST IMPR-EM'EE INSURANCE
11031	GF INST IMPR-SALARY-SUPR	WCOMP	12064	GF INST IMPR-WORKERS' COMP
11032	INT'L - OTHER PROF WAGES	DC-EM	12066	INT'L - RETIREMENT
11032	INT'L - OTHER PROF WAGES	FICA	12067	INT'L - EM'ER FICA

Payroll Benefit Distribution Control Table

In the above example, the user will see which ASN the Gross Item Pay for FICA is distributed to and which ASN the Benefit for FICA is distributed to.

To Add Benefit Distribution Records:

1. Type the next number sequentially from the browse list on the lower portion of the screen, or select New from the Menu Bar.
2. Use the Tab or Enter key to move from field to field within the form, adding all necessary information.
3. The information is automatically saved after tabbing through all fields, or select Save from the Menu Bar.

Note: Be sure you receive the message *Benefit Distribution record updated successfully* when saving the record. To redisplay the last message, press CTRL+M.

Operations

Add Benefit Distribution Control Records for 'DC-EM', based on 'MPSRS' records

Do not use this operation without first consulting with MiCase staff as this operation may be obsolete. The August 25, 2010 release created a new benefit code ("DC-EM"). Because the new benefit code was created, the benefit items on employees' payroll records did not have ASNs associated with them. This operation will create a new set of records in the *Benefit Distribution Control Table*, by duplicating the records for the "MPSRS" benefit and including the code "DC-EM" in the Benefit ASN field, instead of "MPSRS". These records may be revised to distribute the benefit costs differently as you wish, but this operation will provide you with an initial set of distribution control records.

Add Benefit Distribution Control records for 'PHFEM',based on "MPSRS" records

The September 14, 2012 release created a new benefit code ("PHFEM") Because the new benefit code was created, the benefits items on employees' payroll records will not have ASNs associated with them. This operation will create a new set of records in the *Benefit Distribution Control Table*, by duplicating the records for the "MPSRS" benefit and including the code "PHFEM" in the Benefit ASN field, instead of "MPSRS". These records may be revised to distribute the benefit costs differently as you wish, but this operation will provide you with an initial set of distribution control records.

Reports

Benefit Distribution Control Table Report

Generates a detailed report of the gross ASN and the corresponding benefit ASN.

Deduction Definitions Screen

This screen is used to define deductions withheld from employees pay. When you choose **Modules & Payroll Administration Module & Deduction Definitions Screen**, you will see the following:

Deduction Definition

1 Code MCT Description Medicare Tax: employee withholding

Abbreviation Medicare ☒ Add to New Employees? Default Organization DFICA

☒ System Defined? ☒ All Payrolls? Default Frequency 9 = e

Calc. Program C_MEDICARE ☐ Balance Report? Default ASN

☒ Calculate Wage Base? ☒ Include in W-2? ☐ A/P Batches? Sign ?

Deduction Priority 210 **Accrual ASN**

Earning Codes Excluded from Wage Base
(ALT+1/ALT+0 to enter/exit)

* Code	Abbreviation
STDNT	Student
XFICA	Xmpt. FICA

Deduction Codes Excluded from Wage Base
(ALT+2/ALT+0 to enter/exit)

* Code	Abbreviation
DCFSA	Dep Care
HSA	HSA

Browse List of Deduction Definition Records (ALT+3/ALT+0 to enter/exit)

* #	Code	Abbreviation	Sys.?	Base?	Priority	Bal.	ReptAll	Empl.	Organ.	ASN	Freq.	Batch	Sign
1	MCT	Medicare	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	210	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DFICA		9	<input type="checkbox"/>	
2	SST	Soc Sec	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	215	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DFICA		9	<input type="checkbox"/>	

Deduction Definitions Screen

This screen is similar to the Benefit Definition Screen. It is divided into four sections. The upper portion is the detail section. The lower portion is the Browse List of Deduction Definition Records. In between these two are the Earnings Codes Excluded from Wage Base and Deductions Excluded from Wage Base browse lists.

Click in the Browse List of Deduction Definition Records to activate or press ALT+3. Use the arrow keys or scroll bars to move through the listing. Notice that when you highlight a deduction, the information in the Earnings Codes Excluded from Wage Base and Deductions Excluded from Wage Base portions of the screen change. Activate these by either clicking the area with the mouse or pressing ALT+1 or ALT+2. These two areas show the exceptions to the highlighted deduction. If you highlight (or bring into the detail section of the screen) the deduction, as shown in the screen example above, you will see that STDNT (student) employee wages are excluded and PSFSA (premium sharing) deductions are excluded from Medicare, and so on.

Deduction Definitions Data Field Descriptions

#

System-maintained Field – This field is a sequential record number for the benefit.

Code

The code field is made up of three to five alpha characters which will appear in other parts of the payroll package as selections when setting up employee records.

Description

Displays the descriptive entry of the Benefit Definition.

Abbreviation

This field displays an abbreviated entry of the description. Up to 10 characters are allowed here.

System Defined?

System-maintained Field – A check in this box can only be accomplished by the HR Programmer Analyst and is considered a system maintained field. If you add a new code definition, this box does not need to be checked.

Calc. Program

System-maintained Field – This field refers to the calculation program used to calculate the amount for the code. A program code in this box can only be accomplished by the HR Programmer Analyst and is considered a system maintained field. If you add a new code definition, this box does not need to be populated.

Calc. Wage Base?

System-maintained Field – A check in this box can only be accomplished by the HR Programmer Analyst and is considered a system maintained field.

Deduction Priority

The payroll system deducts money from employee's gross pay in order of the *Deduction Priority* defined for the deduction code. The lowest number deduction is taken first, then the next lowest number until the highest number deduction is taken.

Depending on when your payroll system was installed, some of the deduction codes listed below may appear as "*System Defined*" and some may not. Some priority codes may match those shown below and some may be different.

Deduction priorities in the 100-range are reserved for deductions that are taken before Medicare and Social Security withholding taxes – such as Flexible Spending Account deductions. The system defines the following codes:

101 - PSFSA	Premium Sharing Flexible Spending Account
102 – DCFSA	Dependent Care Flexible Spending Account
103 – MCFSA	Medical Care Flexible Spending Account
105 - MIP	MPERS Member Investment Plan
107 - RHC	MPERS Retiree Health Care Trust

108 - DC-MC

MPERS Defined Contribution–Member Contrib.

Deduction priorities in the 200-range are reserved for deductions such as Medicare and Social Security withholding taxes – that are taken before other “pre-tax” deductions and before income tax withholding deductions. The system defines the following codes:

200 - SST	Social Security withholding tax
201 - MCT	Medicare withholding tax

Deduction priorities in the 300-range are reserved for deductions such as MIP, TDP, etc. – that are mandated by MPERS (or other third-parties) and are taken before other “pre-tax” deductions. The system defines the following codes:

320 - TDP	MPERS Tax-Deferred Purchase agreement
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Deduction priorities in the 400-range are reserved for deductions such as 403b, etc. – that are elected by the employee and are taken “pre-tax” before income tax withholding deductions. The system defines the following codes:

402 - 403B	403b tax deferred annuity
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Deduction priorities in the 500-range are reserved for deductions such as FIT, MIT, etc. – that are income tax withholding deductions. The system defines the following codes:

501 - FIT	Federal Income Tax withholding
502 - MIT	Michigan Income Tax withholding
503 - IIT	Indiana Income Tax withholding
505 - EIC	Advanced Earned Income Credit

Deduction priorities in the 600-and-above range are reserved for deductions that are taken “after-tax” and are typically elected by the employee to be withheld from their pay. Depending on when your payroll system was installed, some of the deduction codes may appear as “system-defined” and some may not. The general idea is that the district, according to their needs, may define the deduction priorities.

It is suggested that deduction priorities in the 600-range are used for relatively “high” priority deductions such as garnishments (which should be the highest priority deduction above the 500-range), dues, insurance, etc. that are paid to third parties without having been really “elected” by the employee.

Deduction priorities in the 700-range may be used for “medium” priority deductions such as donations to charities, fundraising accounts, etc.

Deduction priorities in the 800-range could be used for relatively “low” priority deductions such as deposits to savings accounts, etc.

Though the priority of Roth 403b and Roth 401k deductions is up to the district, the priority must be at least 600 and should probably be a lower priority (higher number in the 600 range) than garnishments, insurance premiums, union dues and other

mandated third party payments. However, it should probably be a higher priority (lower number in the over-600 range) than other employee elected deductions such as charitable donations, savings and checking deposits, etc. Note: make sure the *Deduction Priority* you choose is not being used by another deduction code. Also, always try to maintain a "gap" (e.g. 610, 620, etc.) between deduction priorities so that, if necessary, new deductions may be added in the priority order desired.

Add to New Employees?

A check in this box indicates the benefit is to default to all new employee records. Uncheck the field if the benefit is to be used for selected employees only.

All Payrolls?

System-maintained Field – A check in this box can only be accomplished by the HR Programmer Analyst and is considered a system maintained field. If you add a new code definition, this box does not need to be checked.

Balance Report?

A check in this box will cause the deduction total to print on the *Pre-payroll Balance Totals: Deductions* report, as well as other pre-payroll reports.

Include in W-2?

If this box is checked, the total calendar year to date amount of this deduction will be included in employee W-2 forms, in Box 12 with a code DD, which reports the total cost of employer sponsored health care.

Default Organization

This field is used for the organization code with which your school district conducts financial transactions for the deduction.

Default Frequency

This field holds a default code for the frequency of which the benefit is deducted from the employee's payroll. Click the drop-down box to select one of the following:

- 0 = Item is currently inactive
- 1 = 1st payroll of the month
- 2 = 2nd payroll of the month
- 3 = 1st and 2nd payrolls of the month
- 6 = all pays EXCEPT NOn SCheduled payroll runs
- 9 = all pays INCLUDING NOn SCheduled payroll runs

Default ASN

This field holds the ASN to which the benefit amount is charged.

A/P Batches?

Check the box if you wish the program to automatically generate a batch in the *Accounts Payable Module* in the *Financial Accounting* program. Do not check if you do not wish the program to automatically generate a batch in the Accounts Payable Module in the Financial Accounting Program.

Sign

Click the dropdown box and select how the A/P Batch is to be generated. Choices are:

- + (plus)
- (minus)
- ? Unknown code

Note: To assure the accuracy of your payroll we recommend that you contact the MiCase Helpdesk for assistance in setting up any deduction.

Operations

Add Excluded Earning Code

This operation is used to stop a deduction from reducing wages to a particular earning code. Once this operation is performed, the earning code will appear in the Earnings Codes Excluded from Wage Base list. Do not use this operation without first consulting with MiCase staff.

Delete Excluded Earning Code

This operation is used to reverse the previous operation and remove a particular earning code from the Earnings Codes Excluded from Wage Base list. Do not use this operation without first consulting with MiCase staff.

Add Excluded Deduction Code

This operation is used to stop a deduction from distributing to a particular deduction code. Once this operation is performed, the deduction code will appear in the Deduction Codes Excluded from Wage Base list. Do not use this operation without first consulting with MiCase staff.

Delete Excluded Deduction Code

This operation is used to reverse the previous operation and remove a particular deduction code from the Deduction Codes Excluded from Wage Base list. Do not use this operation without first consulting with MiCase staff.

Add Deduction Record to all Employees

For the deduction record currently selected, the system will examine all employee records and if the deduction is not on the employee's *Employee Deductions Screen*

(either *Mandatory* or *Elective*), the system will add the record, as defined. If the record is on the employee's screen, it will set the *Organization* code, *Ded. Frequency* and *ASN* as the *Default Frequency*, *Default Organization* and *Default ASN* found on the *Deduction Definitions Screen*.

Reports

Deduction Definitions Report

Generates a detailed report of the deduction definitions.

Pay Dates Definition Screen

When you choose **Modules & Payroll Administration Module & Pay Dates Definition Screen**, you will see the following:

#	P/R Schedule	Pay Date	Run Date	Pay of Month
86	BIWK -B	05/20/2011	/ /	2

* #	P/R Schedule	Pay Date	Run Date	Pay of Month
78	BIWK	01/28/2011	01/26/2011	2
79	BIWK	02/11/2011	02/09/2011	1
80	BIWK	02/25/2011	02/23/2011	2
81	BIWK	03/11/2011	03/09/2011	1
82	BIWK	03/25/2011	03/23/2011	2
83	BIWK	04/08/2011	04/06/2011	1
84	BIWK	04/22/2011	04/20/2011	2
85	BIWK	05/06/2011	05/04/2011	1
86	BIWK	05/20/2011	/ /	2
87	BIWK	06/03/2011	/ /	1
88	BIWK	06/17/2011	/ /	2

Payroll Pay Dates Definition Screen

This screen displays all the payroll dates for the current fiscal year and the date those payrolls were actually calculated. When the payroll is run, the run date field is automatically filled in. Use the arrow keys or scroll bars to move through the listing. Click on the payroll date to bring the record to the upper section of the screen.

Pay Dates Definition Data Field Descriptions

#

This field displays the sequential record number for the payroll dates.

P/R Schedule

This field displays the schedule for which your payroll is run.

Pay Date

This field displays the actual payroll/check date.

Run Date

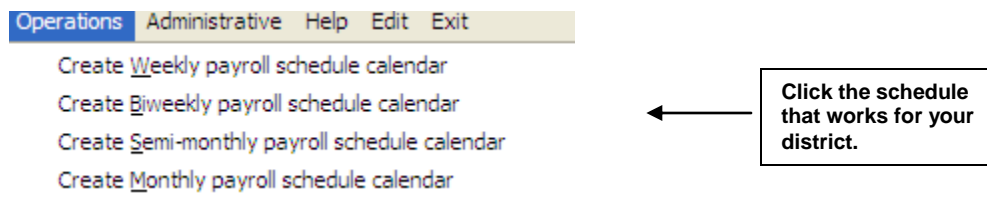
System-maintained Field – This field is updated by the system and displays the date the payroll was run.

Pay of Month

This field displays the number of the pay date for the month.

How to generate Pay Dates:

Click on *Operations* and select one of the options - see screenshot below.



A screen will appear and ask for entry of the first weekly payroll date and the number of payroll dates to generate. Enter the info and click the Yes button under the Generate the payroll schedule? When asked to verify the info, click yes and the system will generate the complete fiscal pay date definitions automatically.

How to add Pay Dates to the Definition Screen:

1. In the # field, type the next sequential number or select New from the Menu Bar. Press the Tab key to move to the next field.
2. In the P/R Schedule field, type the first character of the payroll schedule (B=Biweekly, W=Weekly...), or use the drop down menu to select the payroll schedule.
3. In the pay date field, enter the next payroll date using the MM/DD/YY format.
4. In the Pay of Month field, enter number of the pay date of the month.
5. Select Save from the Menu Bar or press F4. Do not enter anything in the Run Date field, as this will be updated by the system.

Operations

Create Weekly payroll schedule calendar

This operation is used to generate weekly pay dates for a specified amount of time. See above notes, "How to generate Pay Dates".

Create Biweekly payroll schedule calendar

This operation is used to generate biweekly pay dates for a specified amount of time. See above notes, "How to generate Pay Dates".

Create Semi-monthly payroll schedule calendar

This operation is used to generate semi-monthly pay dates for a specified amount of time. See above notes, "How to generate Pay Dates".

Create Monthly payroll schedule calendar

This operation is used to generate monthly pay dates for a specified amount of time. See above notes, "How to generate Pay Dates".

Reports

Payroll Pay Dates Report

Generates a report of the payroll pay dates defined, based on the payroll schedule and selected begin and end dates.

Direct to Net Payment Code Definition Screen

The MiCase Human Resource system allows payment to be made to employees after all taxes and other deductions are processed, i.e. the Net. Codes must be pre-defined on this screen in order to use the *Direct to Net* function. Generally, this operation would be used to reimburse employees for payments such as conferences, mileage, etc. These payments have normally been processed through the MiCase Financial Accounting system. The system will add the amounts entered here to the employee's Net pay; and the cumulative total of all items entered on this screen will be reflected as a one-line item on the employee's paycheck or direct deposit voucher with the statement "Your net pay includes a direct payment of the following amount for mileage, conference or meal reimbursement... \$350.00."

When you choose **Modules & Payroll Module Administration & Payroll Direct to Net Payment Code Definition Screen**, you will see the following:

* Code	Abbreviation	Description Name
CONF	CONFERENCE	CONFERENCE REIMBURSEMENT
MISC	MISC	MISC REIMBURSEMENT
MISCP	MISC P/R	MISC PAYROLL REFUND
SUPP	SUPPLIES	SUPPLY REIMBURSEMENT
TRAVE	TRAVEL	TRAVEL REIMBURSEMENT

Payroll Direct to Net Payment Code Definition Screen

Direct to Net Payment Code Definition Data Field Descriptions

Code

Click *New* and enter the new code title. Example codes are shown in the screen shot above.

Abbreviation

Enter an abbreviated entry of the description. Up to 10 characters/numbers are allowed here.

Description

Enter a description of the *Direct to Net* Code.

Operations

There are no operations available on this screen.

Reports

Payroll Direct to Net Codes Report

Generates a listing of all *Direct to Net* codes.

ORS MPSERS Pay Period Report Records

This screen is used to generate data and reports of employee's service credits, TDP deduction data and Defined Contribution information that is submitted to the Office of Retirement Services (ORS) for each pay period. *ORS Pay Period Reporting* procedures contain four types of records in a single pay report file generated by the system. The four types are Detail-1 (Member Demographic) records, Detail-2 (Wage and Service) records, Detail-3 (TDP Deductions) records, and Detail-4 (Defined Contributions) records. Each tab on this screen represents one of the detail types.

Detail-1 (Member Demographics) records are only included in the report for any employee who has had a change in data fields reported. If an employee has a change in name, social security number, address, Status Code, Status Date, date of birth or gender, the file will be submitted with the changes.

Detail-2 (Wage and Service) records contain the employee's name, social security number, Classification Code (i.e. 1240=Teacher), reportable compensation, MIP contribution (deducted from employee wages), service units, Begin Date (first day the member worked in the pay period being reported), End Date (last day the member worked in the pay period being reported), Contract Begin Date (Contracted employees will have the start date of the contract listed), Contract End Date (Contracted employees will have the end date of the contract listed), and Frequency of Pay (Number of pay periods the member is paid – i.e. 21 or 26).

Detail 3 (TDP Deductions) records contain the TDP payment details for employees with a TDP Agreement.

Detail 4 (Defined Contributions) records display the contents of the new defined contribution plan to be included in your pay period report records submitted to ORS for payroll dates beginning 01-Sep-2010. The fields include the following: Employee Name, Begin Date, End Date, Record Type, Gross Wages, Member DC Contributions, Member DC Percent (%), Employer DC Contributions, Employer DC Match Percent (%), Member PHF Contributions, Member PHF Percent (%), Employer PHF Contributions, Employer PHF Match Percent (%), Status Change Date and Status Change Reason Code.

When you choose **Modules & Payroll Module Administration & ORS MPSERS Pay Period Report Records**, you will see the following (all four tabs are shown in screenshots):

ORS MPSERS Pay Period Report Records Payroll System Administration Mo...

Member Demographics Wage and Service TDP Deductions Defined Contributions

SSN 987-65-4321 Name (L,F,M) ZOO SAMPLE

Member Demographic Record

Address Line 1 Address Line 2

City, State and Zip MI Address Line 3

Name (L,F,M) ZOO SAMPLE

Rep. Period

End Date Employee Name Old Soc. Sec. Chng. Code Date Date of Birth Gender

11/01/2012 ZOO, SAMPLE - - N 00 11/01/2012 06/30/1988 M = Male

Browse List of Employee Demographic Records (ALT +1/ALT +0 to enter/exit)

* Rep. Date	Employee Name	Old Soc. Sec.	Chg. Code	Date
11/01/2012	ZOO, SAMPLE		N 00	11/01/2012

Current Report Period End Date being processed 10/05/2012

ORS MPSERS Pay Period Report Records – Member Demographics

ORS MPSERS Pay Period Report Records Payroll System Administration Mo...

Member Demographics Wage and Service TDP Deductions Defined Contributions

SSN 377-74-8291 Name (L,F,M) ZANTELLLO JULIA N

Rep. Period

End Date

11/01/2012

Pay Contract

Freq. Begin Date End Date

26 07/01/2012 06/30/2013

Except Wage

0.00

Employer Contribution

440.33

Begin Date End Date Ret. Hrs. CodeWages M.I.P. Pay Rate Class

ZANTELLLO, JULIA N 11/01/2012 11/01/2012 61.92 01 1,736.32 52.09 45,144.40 1620

* Employee Name	Begin Date	End Date	Ret. Hrs.	CodeWages	M.I.P.	Pay Rate	Class
ZOO, SAMPLE	11/01/2012	11/01/2012	0.00	01	1000.00	30.00	0.00 1310

ORS MPSERS Pay Period Records Screen – Wage and Service Tab

ORS MPSERS Pay Period Report Records Payroll System Administration Mo...

Member Demographics Wage and Service TDP Deductions Defined Contributions

SSN Name (L,F,M)

Rep. Per. End Date
11/01/2012

Payroll Date Agreement No. Invoice No. Soc. Sec. No. Employee Name Reason Deduction
10/05/2012 125830 125830 9 150.00

Browse List of TDP Payment Detail Records (ALT+1/ALT+0 to enter/exit) 01

* Payroll Date	Agreement	Invoice	Soc. Sec. No.	Employee Name	RC	Deduction
10/05/2012	179163	179163	<input type="text"/>	<input type="text"/>	1	200.00

ORS MPSERS Pay Period Records Screen – TDP Deductions Tab

ORS MPSERS Pay Period Report Records Payroll System Administration Mo...

Member Demographics Wage and Service TDP Deductions Defined Contributions

SSN 987-65-4321 Name (L,F,M) ZOO SAMPLE

< ----- Status Change ----- >

Date Code Begin Date Rec. Type Member Employer Member Employer
/ / 11/01/2012 R/ 01 % 2.00 % 1.00 % 2.00 1.00

Employee Name End Date T Gross Wages Contribution Contribution Contribution Contribution
ZOO, SAMPLE 11/01/2012 01 1,000.00 20.00 10.00 20.00 20.00

* Employee Name	End Date	R/T	Gross Wages	Member \$	Employer \$	Member \$	Employer \$
ZOO, SAMPLE	11/01/2012	01	1000.00	20.00	10.00	20.00	20.00

ORS MPSERS Pay Period Records Screen – Defined Contributions Tab

Update ORS Pay Period Report records

This operation updates the file containing the ORS Pay Period Report records. These records include Demographic, Wage and Service, TDP Deduction data and Defined Contributions information. Note that all employees with a TDP Agreement record where the

“In TDP file?” field is Yes will have records included in the file. The following shows an example of data that needs to be entered during the operation process to create the file:

Starting register date for this reporting period	<input type="text" value="05/19/2011"/>	Ending register date for this reporting period	<input type="text" value="05/27/2011"/>
Default first work day for this reporting period	<input type="text" value="05/15/2011"/>	Default last work day for this reporting period	<input type="text" value="05/28/2011"/>
Reporting Period End Date	<input type="text" value="06/03/2011"/>		

Create ORS Pay Period Report File to Upload to MPSERS

This procedure creates a file containing *ORS Pay Period Report* records to be submitted to the Office of Retirement Services via the internet. The *Reporting Period End Date* needs to be entered and as well as the destination where the file needs to be saved. A message will appear stating the file has been created, as well as the location and file name (example: T:\80000.06032011.dat, which includes the file location, district number and pay date).

Create spreadsheet to report wages earned prior to 01-Jul-2011 to MPSERS

This operation will create a spreadsheet (.xls file) that you may use as a basis to prepare the Health Care Contribution Adjustments Spreadsheet that you must submit as requested above. Detailed instructions may be found in the *ORS Retirement Times – Employer Newsletter* of May 2011, available at:
<http://www.state.mi.us/dmb/ors/emp/psru/EmployerNewsletter/May2011/May2011.asp>

When you select this operation, you will see the following screen:

Creates a spreadsheet file containing ORS Pay Period Report records, re: 01-Jul-2011 RHC A...

This procedure creates a spreadsheet file containing ORS Pay Period Report records, to be used as a basis to report wages earned prior to 01-Jul-2011, but paid on or after 01-Jul-2011.

Note: This procedure only includes Detail 2 records for employees whose 2010-2011 RHC deduction was 1.5% i.e. the employees whose Master Setup Screen indicates 1.5% in the Ret. Health Care Rate field.

Please select the contents of the file to be created:

☒ For submission to MPSERS: (omitting ORS Wage Codes 08, 85, 86 and "88")
☐ For adjusting MiCase RHC deduction: (INCLUDING ORS Wage Codes 08, 85, 86 and "88")

Enter the Reporting Period End Date

Select the destination of the file

Proceed with file creation?

There are two options available to export data:

- For submission to MPSERS: (omitting ORS Wage Codes 08, 85, 86 and "88")
- For adjusting MiCase RHC deduction: (INCLUDING ORS Wage Codes 08, 85, 86 and "88")

Option 1: For submission to MPSERS: (omitting ORS Wage Codes 08, 85, 86 and "88")

- Select the contents of the file to be created, choosing the option "For adjusting MiCase RHC deduction: (INCLUDING ORS Wage Codes 08, 85, 86 and "88").
- Enter the *Reporting Period End Date*, using the reporting date of the payroll you are adjusting. Reminder, you will need to repeat this process for every payroll run before installing a Jun-2011 HR/Payroll System release.
- Select the destination of the file; click the *Select Directory* button and choose the location where you would like to save the file.
- Proceed with the file creation by selecting "Yes".
- The file will be named `rhc_adj_nnnnn_yyyymmdd.xls` where `nnnnn` is the ORS Unit Number and `yyymmdd` is the reporting period end date.

The system will use your pay period report records for the payroll ending date selected and extract all Detail 2 Wage and Service records for employees whose *Employee Master Setup Screen* contains either a L or N in the *Ret. Health Care Rate* field, (e.g. employees whose rate was 1.5% for the 2010-2011 fiscal year) - but **not** including records with *Wage Codes* 08, 85 or 86, per ORS instructions.

After you have created the file, you may copy all rows except the first and paste them in the spreadsheet template from ORS. You may need to format the date fields or other clean-up, to make sure that the data is in the format requested by ORS. Also note that you will copy columns A – H, and not include column I, which includes the *Ret. Health Care Rate* code for your reference.

The main task then is to enter in column H, the amount of gross pay reported in column G that was earned prior to 01-Jul-2011. You may use your pre-payroll balance report(s), export files and/or your own records to determine the amount to enter in column H.

For those districts using the Workforce Time and Attendance System to enter One-Time Postings, you may have to change the imported records and add additional records for those employees whose 2010-2011 RHC rate was 1.5%.

This process will have to be done for every payroll beginning 01-Jul-2011 that includes wages earned prior to 01-Jul-2011.

Please see the 22-Jun-2011 and 21-Jul-2011 MiCase HR/Payroll System Application Release Notes for further details.

Option 2: For adjusting MiCase RHC deduction: (INCLUDING ORS Wage Codes 08, 85, 86 and “88”)

- Select the contents of the file to be created, choosing the option “For adjusting MiCase RHC deduction: (INCLUDING ORS Wage Codes 08, 85, 86 and “88”).
- Enter the *Reporting Period End Date*, using the reporting date of the payroll you are adjusting. Reminder, you will need to repeat this process for every payroll run before installing a Jun-2011 HR/Payroll System release.
- Select the destination of the file; click the *Select Directory* button and choose the location where you would like to save the file.
- Proceed with the file creation by selecting “Yes”.
- The file will be named *rhc_adj_micase_yyyymmdd.xls* where *yyymmdd* is the reporting period end date.

The spreadsheet will then need to be edited. You must enter in column H, the amount of gross pay reported in column G that was earned prior to 01-Jul-2011.

This process will have to be done for every payroll beginning 01-Jul-2011 that includes wages earned prior to 01-Jul-2011.

Please see the 22-Jun-2011 and 21-Jul-2011 MiCase HR/Payroll System Application Release Notes for further details.

Reports

ORS MPSERS DTL1 Member Demographics Pay Period Report

Prints a detailed member demographics report for the criteria selected.

ORS MPSERS DTL2 Wage and Service Pay Period Report

Prints a detailed wage and service report for the criteria selected.

ORS MPSERS DTL3 TDP Deductions Pay Period Report

Prints a detailed *Tax Deferred Payment* deductions report for the criteria selected.

ORS MPSERS DTL4 Defined Contributions Pay Period Report

Prints a detailed Defined Contributions report for the criteria selected.

Benefit & Deduction Master Rate Records Screen

This screen is used to enter and maintain amounts for benefit and deduction items that are based on a schedule of rates from a provider (a Financial Organization); for example, insurance, dues, etc. Other benefits or deductions are simply based on a choice made by the employee; for example, 403b deductions, charitable donations, etc. In this case, no schedule or table of rates applies.

The benefit and/or deduction amount is usually based on the type of coverage the employee receives and whether the employee receives benefits for family members as well. In this example, the MiCase HR/Payroll System uses the term *Plan Code* to designate the type or coverage of the benefit or deduction and the term *Level Code* to indicate the scope of the coverage (e.g. single, family, etc.)

The *Benefit & Deduction Master Rate Records Screen* allows you to set up schedules for any combination of Benefit or Deduction Code, Organization Code, Plan and Level Codes.

Then you may enter the appropriate *Plan* and *Level* Codes on the *Employee Benefits Screen* and/or the *Employee Elective Deduction Screens*. You only need to enter *Plan* and *Level* codes on the employee benefit and deduction items that you wish to be able to update in mass.

After the above two steps, you may update employee benefit or deduction amounts (as well as *Frequency* and *Remaining* fields) for all employees in a selected group with a single step. The *Operation, Mass Change of Employee Benefit or Deduction Records* does this.

Also, as in the *Personnel Module* on the *Salary Schedule Definition Screen*, you may keep rate schedules for as long as you wish, allowing you to review previous years from a single screen.

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules » Payroll Module Administration » Benefit & Deduction Master Rate Screen** you will see the following:

Benefit & Deduction Master Rate Records										Payroll Administration Module	
Benefit or Deduction Master Rate Record											
Ben./Ded		Organ.	Plan	Level	Total	Employer	Employee	Pro			
B/DCode	Code	Rate Period	Code	Code	Frq.Rem.Amount	Subsidy	Payment	rate			
B	INS		2004-2005	MESSA	FAMILY	1	0	339.00	225.00	114.00	
Browse List of Benefit & Deduction Master Rate Records (ALT+1/ALT+0 to enter/exit)											
*B/D	Ben/Ded	Organ.	Rate Period	Plan	Level	Frq	Rem	Total	Employer	Employee	P.R
B	INS		2004-2005	MESSA	FAMILY	1		339.00	225.00	114.00	
B	HMED		2004-2005	IBA	SINGL	2	0	209.00	150.00	59.00	P
B	DENT		2003-2004	MESSA	FAMILY	1	26	73.50	73.50	0.00	
B	HDEN		2004-2005	IBA	FAMILY	2		68.75	65.00	3.75	
D	DUES		2004-2005A	PEA	FTTCH	2		27.45	0.00	27.45	
D	DUES		2004-2005A	PEA	SUPT	2		22.10	0.00	22.10	
B	INS	BD	2004-2005	MESSA	FAMILY	1	26	339.00	226.00	113.00	
B	INS	41	2004-2005	MESSA	FAMILY	1	26	339.00	225.00	114.00	

Benefit & Deduction Master Rate Records Screen

Benefit & Deduction Master Rate Records Data Field Descriptions

B/D

Mandatory Field. Enter the appropriate code for the rate record being added. "B" = Benefit item and "D" = Deduction item.

Ben./Ded Code

Mandatory Field. Enter the appropriate benefit or deduction code – as defined in the Payroll Module Administration module – for the benefit or deduction to be updated using this screen. The code entered here must match the code as found on the employee's benefit and/or deduction screen.

Organ. Code

Mandatory Field. Enter the *Organization* Code for the benefit or deduction to be updated using this screen. The code entered here must match the code as found on the employee's benefit and/or deduction screen.

Rate Period

Mandatory Field. You may enter any meaningful code of your own definition, to indicate the period (year, contract, etc.). For benefit or deduction tables that may be revised during the span of a school, fiscal or calendar year, codes such as: 2004-2005A, 04-05Rev1, etc. may be useful. The field has a maximum of 10 characters.

Plan Code

Mandatory Field. You may enter any meaningful code of your own definition, to indicate the plan or type of benefit or deduction that is to be updated using this screen. The typical use of this field would probably be for the plan name that the provider uses for this type of coverage. For example, insurance benefit plans provided could be named Choices or Supercare. Therefore, *Plan Codes* could be entered as “CHCES” or “SUPER”.

Level Code

Mandatory Field. You may enter any meaningful code of your own definition, to indicate the level or scope of the benefit or deduction – within the Plan Code as defined above. The typical use of this field would probably be for the level, grade or other distinction that the provider uses for this type of coverage specified in the *Plan Code*. For example, insurance benefits provided could be specified as single, dual or family. Therefore, *Level Codes* could be entered as “SINGL” or “DUAL ” or “FAMLY”.

Frq.

Mandatory Field. Enter the code that you wish to have entered in the *Frequency* field on the *Employee Benefits Screen* or *Employee Elective Deductions Screen* when the *Operation, Mass Change of Employee Benefit or Deduction Records* is done. The frequency codes are as follows:

0 = Item is currently inactive
1 = 1st payroll of the month
2 = 2nd payroll of the month
3 = 1st and 2nd payrolls of the month
6 = all pays EXCEPT NOOn SCHeduled payroll runs
9 = all pays INCLUDING NOOn SCHeduled payroll runs

Rem.

Mandatory Field. Enter the code that you wish to have entered in the *Remaining* field on the *Employee Benefits Screen* or *Employee Elective Deductions Screen* when the *Operation, Mass Change of Employee Benefit or Deduction Records* is done. On the *Employee Benefits* and *Employee Elective Deductions* screens, the “Remaining” field may be used to limit the number of times a benefit/deduction is paid, before it is automatically stopped. When a new benefit/deduction item is added, the default value of the *Ben. Remaining/Ded. Remaining* field is set to –9, which means that the benefit/deduction will continue to be paid until otherwise revised. If you enter a number other than –9 in the field, the benefit/deduction will be paid that many times and then the system will stop paying the benefit/deduction.

Total Amount

Mandatory Field. Enter the total amount of the benefit or deduction being defined. That is, the actual payment that will be made to the vendor receiving the payment for the benefit or deduction. Some benefits have no matching employee contribution,

while some deductions have no matching employer subsidy. In those cases, enter 0.00 in the *Employee Payment*

or *Employer Subsidy* amounts, as needed. The system requires the *Total Amount* to be equal to the *Employer Subsidy* + *Employee Payment*, for all records entered on the screen.

Employer Subsidy

Mandatory Field. Enter the portion of the *Total Amount* that is paid by the employer and therefore appears on the *Employee Benefits Screen*. See the *Total Amount* field for the relationship between *Total Amount*, *Employer Subsidy*, and *Employee Payment*.

Employee Payment

Mandatory Field. Enter the portion of the *Total Amount* that is paid by the employee and therefore appears on the *Employee Elective Deductions Screen*. See the *Total Amount* field for the relationship between *Total Amount*, *Employer Subsidy*, and *Employee Payment*.

Pro-rate

This field enables the system to “pro-rate” the *Employer Subsidy* and *Employee Payment* amounts that are transferred to individual employee’s *Employee Benefits Screen* or *Employee Elective Deductions Screen* when the *Operation, Mass Change of Employee Benefit or Deduction Records* is done.

If a “P” is entered in this field, the following results occur:

When a benefit item (*B/D* = “B”) is transferred to employee benefit screens, the system calculates the pro-rated benefit amount by multiplying the *Employer Subsidy* field above by the *Contract %* field found on the *Payroll Contracts/Salaries Preparation Screen* in the *Personnel* module. Thus, employees who are less than 100% on the *Payroll Contracts/Salaries Preparation Screen* receive a proportionately smaller benefit.

When a deduction item (*B/D* = “D”) is transferred to employee deduction screens, the system calculates the pro-rated deduction amount by multiplying the *Employer Subsidy* field above by the *Contract %* field found on the *Payroll Contracts/Salaries Preparation Screen* in the *Personnel* module, as described above. Then, the system subtracts the pro-rated deduction amount from the *Total Amount* field and transfers that to the *Employee Elective Deductions Screen* when the *Operation, Mass Change of Employee Benefit or Deduction Records* is done. Thus, employees who are less than 100% on the *Payroll Contracts/Salaries Preparation Screen* receive a proportionately larger deduction, if any.

If the *Pro-rate* field is blank, no pro-rating occurs during the operation; *Employer Subsidy* or *Employee Payment* amounts are transferred as entered.

Using the Benefit & Deduction Master Rate Records Screen

First, analyze the benefits your district purchases on behalf of employees and the deductions that your district withholds from employees, as implemented in the MiCase HR/Payroll System.

Determine which benefits and deductions could be efficiently maintained by using this screen. Some good candidates are insurance benefits and deductions, union dues deductions, or any other items that are based on rate tables determined by the provider. Some benefits, such, as FICA and MPSERS are calculated based on gross pay and therefore cannot be maintained this way. Deductions such as 403b and charitable contributions are also not good candidates, as they are determined solely by choices made by the individual employees.

Next, create the *Plan* and *Level* codes necessary for mass changes. Then, enter the records required, similarly to those shown in the example screen above.

As elsewhere in the HR/Payroll System, to add a new record, select *New* from the menu bar or press the F9 key. Then, enter the desired data in the fields and select *Save* from the menu bar or press the F4 key. To edit an existing record, type the new data in the fields you wish to change and select *Save* from the menu bar or press the F4 key. On this screen, the system considers a record to be defined by a unique combination of *B/D*, *Ben./Ded. Code*, *Organ. Code*, *Rate Period*, *Plan Code* and *Level Code*. Therefore, if you change any of those fields to a combination that does not currently exist and select *Save*, the system will add a new record. In other words, the only fields you may change on an existing record are *Frq.*, *Rem.*, *Total Amount*, *Employer Subsidy*, *Employee Payment* or *Pro-rate*.

Then, enter the appropriate *Plan* and *Level* codes on the individual *Employee Benefits Screen* or *Employee Elective Deductions Screen*, as required. Note that you only have to enter *Plan* and *Level* codes for the particular benefits and deductions that you wish to mass change via this screen.

At any time, you may request the *Reports, Benefit and Deduction Master Rate Records Report*, to review the records already entered.

Finally, when you wish to mass change benefit or deduction amounts for a particular group of employees, select the appropriate record on the screen and make sure it appears on the top portion of the screen in the *Benefit or Deduction Master Rate Record* area. Select *Operations, Mass Change of Employee Benefit or Deduction Records* and proceed as directed by the system.

Mass Change of Employee Benefit or Deduction Records

All employees whose benefit or deduction code, *Organization*, *Plan Code* and *Level Code* match the codes shown in the *Benefit or Deduction Master Rate Record* area will have their new amount, *Frequency* and *Remaining* fields updated as described on the operation screen seen below.

Prepare to mass change employee benefit or deduction records.

This Operation does the following:

All active employees will have their benefit or deduction records updated with New Amounts, based on the data below:

Ben./Ded	Organ.	Plan	Level	Total	Employer	Employee	Pro			
B/DCode	Code	Rate Period	Code	Code	Frq. Amount	Subsidy	Payment	rate		
B	DENTB	DELTA	09-10	DN02	NA	1	77.76	77.76	0.00	0

For benefit items (B/D = B), all employees who have a record on their Employee Benefit Screen with Benefit Code, Organization Code, Plan Code and Level Code matching the fields shown above will have the New Amount updated with the Employer Subsidy amount shown above and the Ben. Frequency will be replaced with the Frq. value above.

For elective deduction items (B/D = D), all employees who have a record on their Employee Elective Deduction Screen with Deduction Code, Organization Code, Plan Code and Level Code matching the fields shown above will have the New Amount updated with the Employee Payment amount shown above and the Ded. Frequency will be replaced with the Frq. value shown above.

Proceed with the Operation?

Reports

Benefit and Deduction Master Rate Records Report

Prints a listing of the records currently entered on the screen.

Benefit & Deduction Master Rate Record Overview

B/D	Code	Organ	Period	Plan	Level	Frq	Rem	Total	Empler	Employee	PR
B	DENTB	DELTA	08-09	DN02	SINGL	1	-9	72.45	72.45	0	
B	HLTHA	MESSA	08-09	HL01	FAMILY	1		1218.00	1000.00	218.00	
B	HLTHA	MESSA	08-09	HL02	DUO	1	-9	1400.00	1400.00	0	P
D	PSFSA	MESSA	08-09	HL01	FAMILY	3	-9	52.95	0	52.95	
D	PSFSA	MESSA	08-09	HL02	SINGL	3		45.00	7.00	38.00	
D	PSFSA	MESSA	08-09	HL03	DUO	3	-9	1465.00	1400.00	65.00	P

|-----GROUP IDENTIFICATION SECTION-----|-----CHANGE VALUE SECTION-----|

Group Identification Section – These six fields allow you to determine which employees' dollar amounts, frequency, and remaining counts to change. These values are set in the Employee Benefits or Elective Deductions screens. You can use the Payroll Module Control Screen – Pre-payroll Balance Reports – Employee Benefits/Deductions Balance Lists to preview the Organization code, Plan code, and Level code based on the deduction or benefit.

Change Value Section – This section lets you set the values you want for the frequency and Remaining fields on the employee's benefit or deduction screen, plus it allows you to set the benefit or deduction new amounts based on the total benefit/deduction, the employer/employee share and whether or not it is pro-rated for part time employees.

P.R. (Pro-rate): If set to P to pro-rate and the item is a benefit, it multiplies the Employer side by the Contract % found in the Payroll Contract/Salaries Preparation screen in the Personnel module. Thus, employees who are less than 100% would get a smaller benefit.

On the benefit above, for someone rated at 50%, the Employer benefit would only be 50% of 1400.00 or 700.00 on their benefit screen.

If the pro-rate is set to P and the item is a deduction, it multiplies the Employer side by the Contract % as above, then subtracts the pro-rated benefit from the Total amount and transfers that to the Employee Deduction amount. Thus, employees who are less than 100% receive a larger deduction, if any.

On the deduction above, for someone rated at 50%, then Employee deduction would be 50% of 1400.00 (700.00) subtracted from the total of 1465.00 or 765.00 on their deduction screen.

PLAN/LEVEL Codes: If you wish to create new plan or level codes, you should place entries containing them in the Benefit & Deduction Master Rate screen first.

Worker's Compensation Rates Screen

When you select **Modules & Payroll Module Administration & Worker's Compensation Rates Screen** you will see the following:

*Code	Abbreviation	Rate	Description
7380	DRIVER	0.039730	DRIVERS/DRIVER HELPERS/GARAGE EMPLOYEES
8810	CLERICAL	0.003510	CLERICAL
8868	PROFESSION	0.002560	PROFESSIONAL EMPLOYEES/TEACHERS
9101	OTHER	0.043840	SCHOOLS: ALL OTHER EMPLOYEES

To add records:

Select "New" or F9.

To modify records:

Select the code you wish to modify from the lower half of the screen. This will bring the detail into the upper portion of the screen. Move the cursor to the "Rate" field and make the necessary change. Once completed, select "Save" or F4.

Note: The rate is the number to multiply gross pay by to calculate total *Worker's Compensation benefit*. (Ex: total Gross Pay = \$1000.00 and rate = .004401, then Worker's Compensation benefit = \$4.40 – rounded to 2 decimal places)

Reports

Workers' Compensation Rate Records Report

Prints a listing of the records currently entered on the screen

Employee Gross Pay and Benefit Accrual Screen

Mandatory Field at the beginning of a description indicates the system requires an entry in the field. You may not successfully save the data on this screen if the field is blank.

System-maintained Field at the beginning of a description informs you that the field is maintained by the system and cannot be updated by the user on the screen. The data in these fields is normally displayed in color (usually blue) to help you notice the difference between them and fields that you may change.

When you select **Modules » Payroll Module Administration » Employee Gross Pay and Benefit Accrual Screen** you will see the following:

* Employee	Type	Item	Amount	ASN	Percent
ABRAMS, MICHELLE L	B	FICA	1,047.39	22068	100.00
ABRAMS, MICHELLE L	B	MPSRS	2,828.64	22042	100.00
ABRAMS, MICHELLE L	P	CON1	13,691.40	21016	100.00
ALBURTUS, ENEDINA A	B	FICA	984.45	22073	100.00
ALBURTUS, ENEDINA A	B	MPSRS	2,658.65	22046	100.00
ALBURTUS, ENEDINA A	P	CON1	12,868.60	21051	100.00
ALBURTUS, KYLE M	B	FICA	1,058.59	22068	100.00

Operations

Update Fixed-amount Benefit Accrual Records

This operation calculates the fixed benefits accrual amounts for all payrolls scheduled within the starting and ending dates entered, as found on the Pay Dates Definition screen. The operation will only update those employees with an unpaid contract balance.

Update Periodic Totals and A/P with Fixed-amount Benefit Accrual Records

Once you have run the operations (*Update Contract Balance Accrual Records* from the Payroll Module Control Screen and *Update Fixed-amount Benefit Accrual Records* from the Payroll Employee Pay and Benefit Accrual Records Screen) and checked your reports for accuracy, run this operation to generate two current year

batches each, for the fixed amount benefits, in the Financial Accounting system for posting to the general ledger. Refer to the

“Payroll End of Fiscal Year Procedures” for detailed information regarding the functions of this operation. The operation will prompt you for information as seen above.

Reports

Accrual Records: ASN > Type > Code > Employee

Generates a report of the pay accruals, benefit accruals or both, sorted first by ASN, then type, code and employee.

Accrual Records: ASN > Type > Employee > Code

Generates a report of the pay accruals, benefit accruals or both, sorted first by ASN, then type, employee and code.

Accrual Records: Type > Code > ASN > Employee

Generates a report of the pay accruals, benefit accruals or both, sorted first by type, then code, ASN and employee.

Note: If you want to use this screen, please refer to the *Employee Gross Pay and Benefit Accrual Screen* document available on the Mi-Case website (<http://www.mi-case.org>) and use the instructions found in the document, along with those found in the *Payroll End of Fiscal Year Procedures* document.