

TSA Reporting Procedures

These notes provide a brief description of the procedures for reporting employee and payroll data from the MiCase HR/Payroll System to the TSA Consulting Group, as required by the consortium. The following topics are addressed in the notes below:

Create EPARS Payroll Export File
TSA Consulting Demographic Data Export File
TSA Consulting Historical Data Export File

Each process is used to extract selected data from your HR/Payroll System and create a file to be uploaded to the TSA Consulting Group, related to deducting 403b and other deferred compensation items from employee's pay and forwarding the money to the vendors providing the deferred compensation plans. Each process is described in detail below.

Create EPARS Payroll Export File

Module – Payroll Module Administration
Screen – Payroll Module Control Screen
Operation – Create EPARS Payroll Export File – Version 1.2

The 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.

When you select the operation, the system will respond with a screen called *Choose Schedule*, asking you to “*Enter Payroll Schedule to export.*” Enter the system code for the payroll schedule you wish to export - normally you would enter “BIWK”, for biweekly and select OK.

Then, the system will respond with a screen called *Choose Pay Date*, asking you to “*Enter Payroll Date to export.*” Enter the appropriate payroll date to report to TSA. The date must be entered in the form *mm/dd/year*.

Next, the system will display a *K/RESA System Message* asking “*Do you wish to create the EPARS file for Payroll Date: mm/dd/year?*” Respond Yes to continue.

Then, the system will respond with a screen called *Classify 403b and 457b Codes*. On the right side of this screen, the system will list every deduction code found in your employee register records. For each deduction code to be reported to TSA, you must click on the left side of the screen and select the proper type of deduction. If the deduction code is for a 403b type deduction, enter 403B on the left side; if the deduction code is for a 457b type deduction, enter 457B on the left side. Eventually, other types of deductions may be included in the payroll export file to TSA; however, for now only 403b and 457b deductions will be reported. Please note the following vendor related information:

- If the deduction is a Roth 403b, use the 403B option and make sure to designate or title the vendor as Roth, for example, Valic Annuity – Roth.

- If the deduction is for an employER paid 403b, the Financial Organization associated with the deduction must have “ER” in the *Carrier/Route* field on the *Financial Organizations Screen*.

After indicating all deduction codes that correspond to deduction types to be included in the export file, select OK.

The system will display a

K/RESA System Message
Are these code choices correct?
403B: 403B |
457B :
MISC:

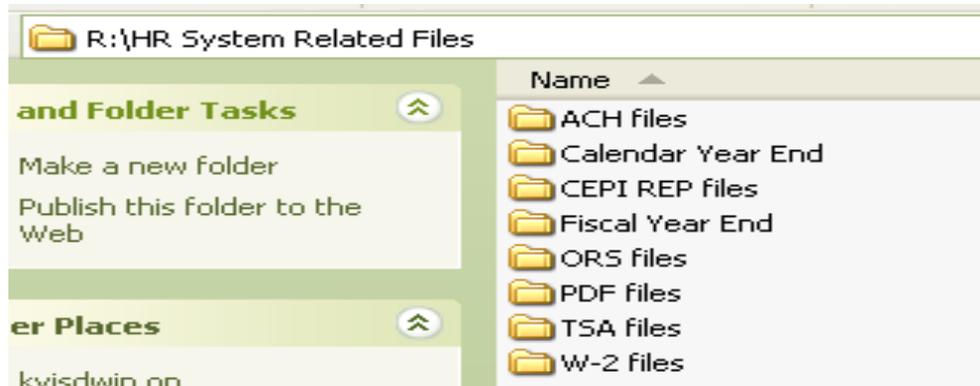
This screen displays all deduction codes selected as 403b deductions, all codes selected as 457b deductions, and all codes to be reported as “miscellaneous” deductions. Note: for now, only report 403b and 457b deductions. If you agree, select Yes and the system will proceed with creation of the export file, displaying progress messages as shown below:

Creating ePARS Payroll File

Conversion district :nnnnn: (where nnnnn is your district number)

- 1) *Opening tables and indexing*
 - *pafinorg*
 - *peemmast*
 - *paemregh*
 - *paemregl*
- 2) *Processing Records*
- 3) *Creating Export Files*

Finally, the system will display a screen called *Save As*, asking you where you want to store the file created. We recommend keeping all files in a “TSA Files” folder, on your MiCase network drive in the HR System Related Files folder. For example, if your HR System is on the “K:” drive at your district, put the reports in the “K:\HR System Related Files \TSA Files” folder.



The *Save Export* name will be created as district name, state, pay date (month/day), epars.txt. For example, “vanburenisdmi0311epars.txt”.

The *Save as type*: will default to .txt, as specified by TSA.

When you select Save, they system will display a screen called (example) "vanburenisdmi0311epars.txt" with the file contents. Press the Esc key or click on the X in the upper right to close the screen.

The file may then be uploaded to TSA, per instructions from them.

Create TSA Consulting Demographic Data export file

Module – Payroll Module Administration

Screen – Payroll Module Control Screen

Operation – Create TSA Consulting Demographic Data Export File

The 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.

Please note that the *Operations > Create TSA Consulting Demographic Data export file* has been revised to supply data more consistent with TSA specifications.

- The *Employment Status* field is defined by TSA as containing the following values:
 - A = Active
 - T = Terminated
 - S = Subs
 - PT = Part Time.

In the *Personnel* module, on the *Primary Employee Data Screen*, a new field has been added: *TSA Status* may be used to enter the status code to be reported to TSA in the Demographic Data export file. Currently, the system reports *A = Active* for employees it considers active, i.e. either no termination date is present or a termination date is present, with a rehire date also. If that is satisfactory, you do not have to enter anything in the *TSA Status* field. However, to report employees as either part time or subs, you may enter the appropriate code in the new field and it will be reported to TSA.

- The *Projected Annual Salary* field is requested by TSA, to help verify other items included in the demographic file. Previously, this field reported the total contract amounts found on the *Primary Contract/Salary Screen* and the *Additional Contracts / Salaries Screen*, for employees with their *Contracted?* field containing Contracted and their contract end date no more than 30 days in the past from the reporting date.

TSA now wishes to have projected annual salaries reported for all full time employees included in the demographic file.

The operation will continue to report contract amounts as above. However, if an employee does not have a contract amount on the *Primary Contract/Salary Screen*, the system will look in the *Personnel* module on the *Payroll Contracts/ Salaries Preparation Screen*. If an amount is found in the *Total Salary* field, that will be reported. For notes on how to setup and use the Salary Schedules screen and Payroll Contracts/Salaries

Preparation screen, please refer to the FAQ – “Salary Schedules – Creating New Schedules and Transferring to Employees”, which can be found on the MiCase website at www.mi-case.org.

If no amount is found, the next place the system will look is in the *Payroll Employee Records* module on the *Employer Master Setup Screen*. If the *Rate of Pay* in the *MPERS Information* section contains an amount, that will be reported.

Finally, the system will look in the *Personnel* module, on the *Registry of Educational Personnel Screen*, on the *Assignment Data* tab. If the *Annual Salary* field contains an amount, that will be reported to TSA. Note that this is used as a last resort, as REP reporting specifications request the annual salary at the base of the pay scale that the employee is on – not their actual salary based on any steps they have attained on the pay scale.

- For Pension Plus employees, the employer matching contribution (benefit code DC-EM) and the employee member contribution (deduction code DC-MC) have also been added to the demographic file, for use in monitoring total employee 457 contributions. You do not have to select the items as 457 when creating your demographic file.

When you select the operation, the system will respond with a screen called “Classify 403B and other Codes to Report”. Please enter the last payroll date of the month to report, ex: 03/25/2011. On the right side of this screen, the system will list every deduction code found in your employee register records. For each deduction code to be reported to TSA, you must click on the left side of the screen and select the proper type of deduction. If the deduction code is for a 403b type deduction, enter 403B on the left side; if the deduction code is for a 457b type deduction, enter 457B on the left side. Eventually, other types of deductions may be included in the demographic data export file to TSA; however, for now only 403b and 457b deductions will be reported. Please note the following vendor related information:

- If the deduction is a Roth 403b, use the 403B option and make sure to designate or title the vendor as Roth, for example, Valic Annuity – Roth.
- If the deduction is for an employER paid 403b, the Financial Organization associated with the deduction must have “ER” in the *Carrier/Route* field on the *Financial Organizations Screen*.

After indicating all deduction codes that correspond to deduction types to be included in the export file, select OK.

The system will proceed with creation of the export file, displaying progress messages as shown below:

Creating Demographic Data export file

- 1) *Opening Files*
- 2) *Processing Records*
- 3) *Creating Export Files*

Finally, the system will display a screen called *Save As*, asking you where you want to store the file created. We recommend keeping all files in a “TSA Files” folder, on your MiCase network drive in the HR System Related Files folder.

The *Save Export* name will be created as district name, state, file creation date (month/day), _demo.txt. For example, "vanburenisdmi0330_demo.txt".

The *Save as type*: will default to .txt, as specified by TSA.

When you select Save, the system will display a screen called (example) "vanburenisdmi0330_demo.txt", with the file contents. Press the Esc key or click on the X in the upper right to close the screen. The system will create two files. One file will be in .txt format (which views as a .csv) and the other file will be in .xls which can be used for easy viewing.

The .txt file may then be uploaded to TSA, per instructions from them.

Create TSA Consulting Historical Data Export File

Module – Payroll Module Administration Screen – Payroll Module Control Screen Operation – Create TSA Consulting Historical Data Export File

The 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.

When you select the operation, the system will respond with the message "*Please wait while we populate the code table. This may take several minutes*"

Then, the system will display a screen and ask you to *Classify: 403b and other Codes to report*. On the right side of this screen, the system will list every deduction code found in your employee register records. For each deduction code to be reported to TSA, you must click on the left side of the screen and select the proper type of deduction (403b, 457, 401k, or 401a) corresponding to the MiCase deduction code on the right side.

After indicating all deduction codes that correspond to deduction types to be included in the export file, select OK. The system will display a

*K/RESA System Message
Are these code choices correct?
403B: 403B |
457 :
401K:
401A:*

This screen displays all deduction codes selected as 403b deductions, all codes selected as 457b deductions, etc. If you agree, select Yes. The system will proceed with creation of the export file, displaying progress messages as shown below:

*Processing historical 403B for district :nnnnn:
1) Identifying codes
2) Opening tables and indexing
Etc.*

- 3) *Merging header records*
- 4) *Merging line item records*
- 5) *Creating 403B File – One Year Per Record*
- 6) *Creating 403B File – Creating single record*

Finally, the system will display a screen called *Save As*, asking you where you want to store the file created. We recommend keeping all files in a “TSA Files” folder, on your MiCase network drive in the HR System Related Files folder.

The *Save Export* name will be created as “hist403b_nnnnn.csv” where nnnnn is your district number.

The *Save as type*: will default to .csv, as specified by TSA.

When you select Save, the system will display a screen called *hist403b_nnnnn.csv*, with the file contents. Press the Esc key or click on the X in the upper right to close the screen.

The file may then be uploaded to TSA, per instructions from them.