

401K PREMIUM REPORTING

STATE OF GEORGIA

QUANTUM

OVERVIEW

This report is used primarily to report the Employer side of the 401k plan contributions. It can be run for any range of dates and will use the percentage in the custom payroll control file to determine the appropriate premium amount.

SETUP

There are no special work files used by this report. It does, however, use three Geneva custom-designed files: PREADFIL, PRCDETRX and the PRGAFIL. This report is ready to run as soon as there are transactions in the State of Georgia Reporting File.

FILES

This report uses the following files:

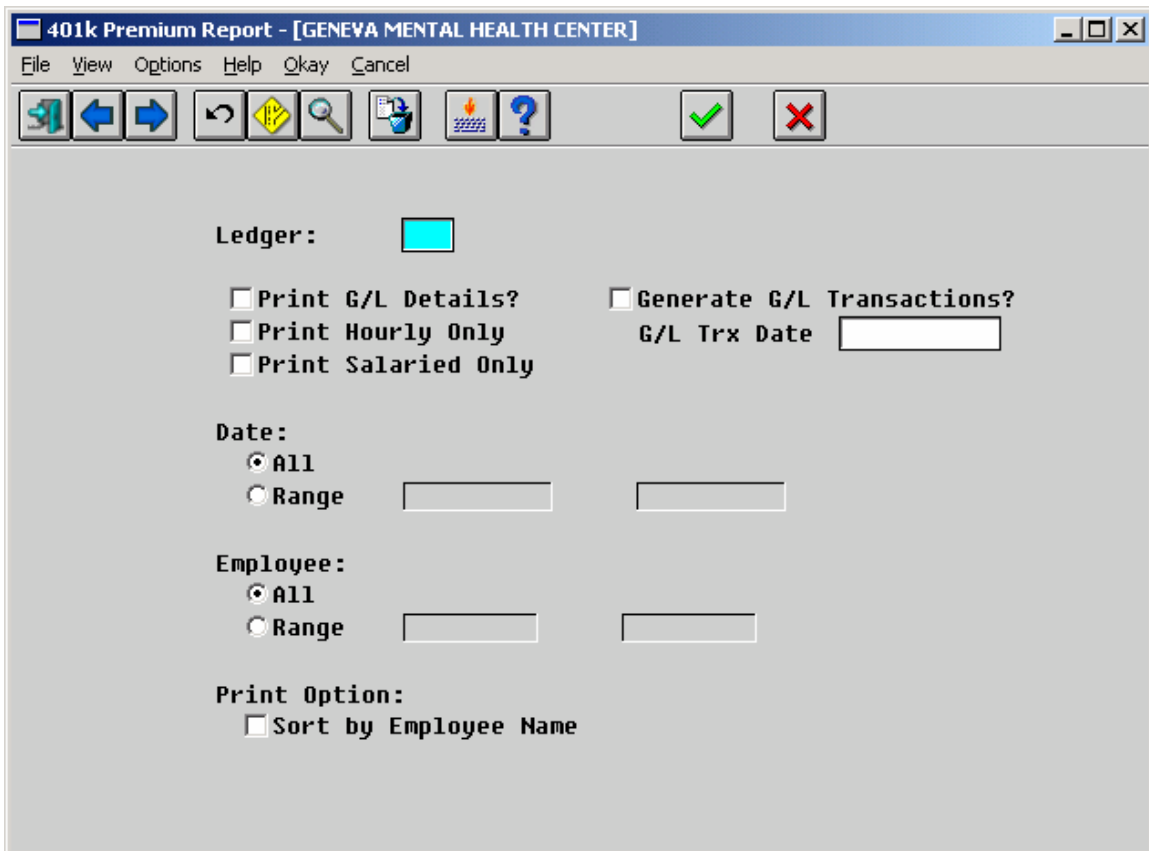
CCEMPFIL	Employee Master File
PREADFIL	Employee Auto G/L Distribution File
PRGAFIL	State of Georgia Reporting File
PRDISFIL	Payroll Distribution to GL File
GLACTFIL	Chart of Accounts File
CCCTLFIL	Payroll Control File
PRCDETRX	Payroll Code Trx History File

RUNNING THE PROGRAM

The report is accessed through the Quantum menu system as follows:

Accounting...
Payroll...
Reporting...
Georgia State Reports...
401k Premium Report

When you run it you should see the following screen:



The screenshot shows a window titled "401k Premium Report - [GENEVA MENTAL HEALTH CENTER]". The window has a menu bar with "File", "View", "Options", "Help", "Okay", and "Cancel". Below the menu bar is a toolbar with various icons including a home icon, left and right arrows, a refresh icon, a yellow diamond with a diagonal line, a magnifying glass, a printer, a flame, a question mark, a green checkmark, and a red X. The main area of the window contains the following fields and options:

- Ledger:** A text input field containing a blue square.
- Print G/L Details?**
- Print Hourly Only**
- Print Salaried Only**
- Generate G/L Transactions?**
- G/L Trx Date** [Text input field]
- Date:**
 - All**
 - Range** [Text input field] [Text input field]
- Employee:**
 - All**
 - Range** [Text input field] [Text input field]
- Print Option:**
 - Sort by Employee Name**

LEDGER: Enter the ledger number you wish to run the report for. Only those employees with the first 2 characters of their wage account number matching this ledger will print. If you leave it blank then the report will print for all employees.

PRINT HOURLY ONLY? Check this box if you want hourly employees reported separately.

PRINT SALARIED ONLY? If you only want the salaried employees on this report, click here. If you want both hourly and salaried employees then do not click either of these boxes.

PRINT G/L DETAILS? Click this box if you wish to print the debits and credits for each employee. Do this when running the report.

GENERATE G/L: TRANSACTIONS? Select this box if you wish to generate debits and credits to the payroll distribution file. The program will only generate these transactions once for each employee 401k record. Do this after report is run and is okay.

G/L TRANSACTION DATE: Enter the date for which you want the G/L transactions created.

DATE: Enter the range of dates you wish to run the report for. If you are generating G/L transactions it will use the ending date here as the G/L date/period the debits and credits are recorded to.

EMPLOYEE: Enter an employee range if you wish to be selective about the employees that print on this report.

PRINT OPTION: The report prints by employee number as a default. If you wish to print the employees in alphabetical order then click this box.

SEQUENCE

Fill out the print criteria screen, press Okay and the report will begin printing. The following is a summarized sequence of events the program performs:

1. Opens all the files. If there is a problem the report will not proceed.
2. Starts the employee master file (CCEMPFIL) either based on the primary key (employee number) or alternate key (employee name) and begins reading valid records. Valid records are employees who have the pension flag checked in their master record, conform to the request for salary/hourly print only flag, conform to the entries for employee number range, are not terminated (within the date range), conform to the ledger number logic, and have an ERS number (even if it is just their employee number).
3. For each valid employee record the report starts the Georgia Reporting File (PRGAFILE) and prints each reporting record for the date range entered.
4. For each valid Georgia Reporting file record the report prints the employee's gross pay, base pay, 401k exempt pay, employee number, name, pay period and the 401k premium. These values are printed from the GA Reporting File so if you need to make any adjustments, change them in that file and the report will print those changes.
5. If G/L Distributions are to be printed or generated, the report then checks for Employee automatic distributions and, if there are account numbers in the custom payroll control file fields, it prints the G/L information. This report will spread the debits, based on standard wildcarding logic, to the various appropriate programs and cost centers.
6. Closes all opened files and returns the user to the menu.

CALCULATED PREMIUM AMOUNTS

401k premiums are based on base pay PLUS any 401k related supplemental pay. It could also be stated that the premium amounts are based on gross pay minus any 401k exempt pay amounts. Either way you are going to arrive at the same premium. What's important here is that you tell the system "what" is 401k exempt. This is done through the Payroll Deduction/Earning Code File Maintenance. Here is the sequence of the calculation when payroll checks are posted:

1. Fills out the GA Reporting file record standard fields: check number, ERS number, check date, gross pay, base pay, increment number, etc. Only employees with their "Pension" flag checked in their employee master record have the next steps processed:
2. Retrieves the "401k Exempt amount" by reading the Code Trx History file for any earnings codes on this check that are marked as 401k exempt.
3. Retrieves the "401k Supplemental Pay amount" by reading the Code Trx History file for any earnings codes that ARE NOT marked as 401k exempt.
4. If the supplemental 401k amount is = zeroes, it calculates the premium by multiplying the base pay by the 401k premium percent (found in the custom payroll control file). It is also factored by the employee's FTE percent.
5. If the supplemental 401k amount is not = zeroes, it calculates the premium by adding the supplemental 401k amount to the base pay and multiplies that amount by the 401k premium percent. It is also factored by the employee's FTE percent.

Be certain you are using earning codes for any supplemental pay that should be factored into the 401k premium calculation. Double check all of your earning codes to make certain they are marked appropriately for 401k exempt status.

If there is a problem with the calculation (usually for employees with incorrect time records or unusual circumstances), you can modify the premium through the Georgia State reporting file.

G/L DISTRIBUTIONS

The report optionally generates G/L distributions to the Payroll Distribution file. It uses the amounts that are in the Georgia State Reporting file and the account numbers that are in the Payroll Control Custom fields file. The expense accounts (debits) can spread to the employee's various programs/cost centers via standard wildcard logic. If the employee does not have automatic distribution accounts it uses their default wage account in the employee master file.