

MONTHLY / ANNUAL RETIREMENT REPORTING
STATE OF GEORGIA
QUANTUM

OVERVIEW

Community Service Boards are required to submit retirement membership information each month to the state ERS agency. This information is transmitted to the state electronically (or submitted on a diskette).

This program, provided by Geneva Software Company, prints 3 separate reports, creates the ascii file and optionally generates the employer's share of the contributions (in the form of credit and debits to general ledger). The three reports printed each time this program is run are:

1. ERS employee retirement report (auditor's report)
2. Monthly reporting form (worksheet for filling out the actual form)
3. Employee monthly detail report (internal use)

This program will always print a hard copy report whenever it is run so that the contents of the ASCII file can be reviewed and validated. The report shows up in the payroll print queue and is called "GA STATE RETIREMENT REPORT". The name of the ASCII file (if it was created) prints on this report.

SETUP

Before you can begin using this report there are certain items that must be setup in your Quantum system. Make certain the following two pathnames have been defined through the system layer:

PRGAERS	data\gaers.rpt	This is the path and name of the ASCII file that gets created when the program is run
PRGAR999	data\prgar999.dat	This is a special work file designed to accumulate payroll information by employee ERS number by month

Also, there are specific fields on the payroll custom control file that need to be filled out. Without this information the ASCII file will be invalid. Please read further in this document about custom payroll control file fields.

FILES

This report uses the following files:

CCEMPFIL	Employee Master File
CCCTLFIL	Payroll Control File
GLACTFIL	Chart of Accounts File
PRGAFILE	State of Georgia Reporting File
PREADFIL	Employee Auto G/L Distribution File
PRDISFIL	PR Distribution to GL File
PRGAR999	ERS/Monthly Work File
PRGAERS	ASCII Reporting File

PROGRAMS

There are two programs that are used: PRHIRSCN and PRHIRPRT.

RUNNING THE PROGRAM

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

Accounting...
 Payroll...
 Reporting...
 Georgia State Reports...
 Georgia State Retirement Report

When you run it you should see the following screen:

GA Retirement Report - [GENEVA COMMUNITY SERVICE BOARD]

File View Options Help Okay Cancel

STATE OF GEORGIA RETIREMENT REPORT

Ledger:

Fiscal Year:

Create Electronic File?

Date:

All Range

Employee:

All Range

Print G/L Details? Print Auditor's Report?

Create G/L Distributions? Print Monthly Totals Report?

Sort By Employee Name

LEDGER: Enter the ledger number you wish to run the report for. Only a few CSB's actually separate reports by ledger number. A ledger is basically the first 2 characters of the G/L account number (from the employee master file). If you leave this field blank, then all employees will be processed.

- FISCAL YEAR:** This actually gets incorporated into the ASCII file that is submitted to the state of Georgia. Enter the full fiscal year in this field (i.e., 2000).
- CREATE E-FILE?:** If you click this box then the program will delete any existing occurrence of PRGAERS and create a brand new one (new ASCII file). Everything on the first report will be written to that ASCII file.
- DATE:** Default to ALL but you should enter a specific date range. If you are printing a monthly report then enter that specific month here. If it is for the full year then enter that range of dates. Whatever dates are entered here dictates which State of Georgia Reporting records (PRGAFILE) are read and processed on this report.
- EMPLOYEE:** Defaults to ALL. You shouldn't change this unless you wish to just quickly print a report for a single (or small group) of employee(s).
- PRINT G/L DETAILS?:** If you click this box, then the report will print each employee's general ledger distributions for their retirement information (i.e., MERERRET employer share, MEESTRET state share, etc).
- CREATE G/L DISTRIBUTIONS?:** If you click this box, then the program will generate debits and credits into the P/R Distribution to G/L File. There are more details about what actually gets generated later in this document. It will only generate these distributions once – each record is marked and will not generate again unless you “unmark” it through the Georgia State reporting file maintenance program.
- PRINT AUDITORS REPORT?:** Click this box to print the auditor's report (first section of the report with each employee's retirement information as reported to the state).
- PRINT MONTHLY TOTALS RPT?:** Click this box to print the last section of the report – summary listing of employee retirement information (old retirement plan group and then the new retirement plan group).

SEQUENCE

Fill out this screen and press Okay and the report will begin printing. The following is a summarized sequence the program executes to process the retirement data.

1. Opens all the files. If there is a problem it will not proceed.
2. Starts reading through the Georgia State Reporting File (PRGAFILE) for valid records. A valid record is one that has a valid retirement code, an ERS number, is within the date range specified and employee number is within the range specified, and the ledger number is valid.
3. Loads valid PRGAFILE records to the PRGAR999 work file (sorted by employee ERS number and month).
4. Once loaded, it starts the PRGAR999 work file from the beginning, sequentially reads the first record.
5. For each PRGAFILE record, it retrieves the employee master record, formats and prints a line of information (code, ERS-number, dept, unit, social security number, name, period, salary, retirement amount, FTE and transaction code).
6. If the user elected to create an ascii file a record is written at this point to the PRGAERS ascii file
7. As it reads the next PRGAR999 record, if it is a different employee it then prints the summary / total line for the previous employee and, if the ascii file is being created, it writes a "99" record to the state ascii file.
8. When finished creating the ascii file and printing the report (Auditor's Report), the program then prints the Retirement Summary page:
 1. **Membership Salaries:**
Old Plan
New Plan
 2. **Employer Contributions:**
Old Plan (10.64%)
New Plan (15.64%)
 3. **Employees' Contributions:**
Old Plan (1.50%)
(5.0% less \$7.00)
New Plan (1.50%)
 4. **Report Total:**

9. Monthly Totals Report: Prints a list of employees under the “old” retirement plan (name, provider no, code, FTE percent, monthly salary, employee retirement contribution, state retirement contribution, employer retirement contribution, gross pay and increment number).
10. Monthly Totals Report: Prints a list of employees under the “new” retirement plan with the same information in step #9.
11. Closes all open files and returns the user to the menu.

RETIREMENT AMOUNTS

The figures used by the program and presented to the State of Georgia are found in the Georgia State Reporting file (PRGAFILE). This is a file custom designed by Geneva that is updated when you post payroll checks. It is at that point the specific amounts are calculated and recorded to this file.

CUSTOM PAYROLL CONTROL FIELDS

There are certain fields that need to be filled in for the ASCII file to be valid. Pull up the PR Control File (Custom Fields) program:

Accounting...
Payroll...
Maintenance...
PR Control File (Custom Fields)

You will see the following screen:

Custom PR Control Fields - [GENEVA COMMUNITY SERVICE BOARD]

File View Options Help Okay Cancel

Change

GEMS/PACS Department ID	<input type="text" value="GEMS123"/>	<input type="checkbox"/> Post Benefits to GL?
Dept of Labor Account	<input type="text" value="DOL123"/>	<input checked="" type="checkbox"/> Use Increment Table?
ERS Department Number	<input type="text" value="927"/>	<input type="checkbox"/> Protect Salary Field?
Old Retirement Code	<input type="text" value="ERS1"/>	<input type="checkbox"/> Gross on Code Report?
New Retirement Code	<input type="text" value="ERS2"/>	<input type="checkbox"/> Generate Hourly Types?
Accruals (Before) Day	<input type="text"/>	<input checked="" type="checkbox"/> Generate Hours to Zero?
Default State Tax Code	<input type="text"/>	<input type="checkbox"/> Use First Retirement Rate?
Health Ins Premium Debit	<input type="text" value="**-***-**-5205-00"/>	<input type="checkbox"/> Round Accruals - Monthly?
Health Ins Premium Credit	<input type="text" value="21-000-00-3010-00"/>	Percent <input type="text" value="12.50"/>
401k Premium Debit	<input type="text" value="**-***-**-5204-00"/>	
401k Premium Credit	<input type="text" value="21-000-00-3017-00"/>	Percent <input type="text" value="7.50"/>
MERERRET Employer Share Debit	<input type="text" value="**-***-**-5204-01"/>	<input type="checkbox"/> Leave <input type="checkbox"/> CJWR
Credit	<input type="text" value="21-000-00-3009-00"/>	Warning Normal
		On? Rounding?
MEESTRET State Share Debit	<input type="text" value="**-***-**-5204-02"/>	<input type="checkbox"/> PostAccruals
Credit	<input type="text" value="21-000-00-3009-00"/>	<input type="checkbox"/> FTE Accruals Only?
		<input type="checkbox"/> 401K Gross Pay?

ERS Department Number:

This is your CSB's specific ERS number. This number gets written to the ASCII file and is used by the state to identify your CSB.

Old Retirement Code:

This is how the posting program knows what is considered the "Old" retirement plan deduction code. When encountered during the posting of payroll checks, it updates the appropriate fields in the Georgia reporting file.

New Retirement Code: This is how the posting program knows what is considered the “New” retirement plan deduction code.

MERERRET Employer Share: A set of G/L account numbers used when you select to have the report generate GL Distributions. The debit account supports wildcards and, if used, will “map” account numbers from the employee’s home dept account number or the employee auto distribution file (if setup through custom employee file maintenance.) The wildcards will help spread the employer’s retirement expense across programs and cost centers.

MEESTRET State Share: A set of G/L account numbers, much like what is described above. These numbers represent the “state’s” share of supporting the retirement plan. Only employees with the “old” plan will generate transactions for these account numbers.

RETIREMENT AMOUNTS – CALCULATED

As previously mentioned, the amounts used on this report are calculated at the time you post your payroll checks and direct deposits. These values are written to the Georgia State Reporting file where they can be manually adjusted if needed. The following is a brief discussion of each field that is calculated during check posting:

1. Moves basic information to the PRGAFIELD fields (ERS number, employee number, check number, check date, increment #, pay frequency code, gross pay, net pay, FICA, Medicare hours GA position number, job class, 401k info, health insurance info, etc.)
2. If old retirement plan, then it reads the Georgia Increment File (provided by Geneva Software Company) and retrieves the EE Ret Employee deduction amount based on the employee's increment at the time the check is posted (factored by FTE percent if other than 100%).
3. (Old plan) If the employee's pay frequency is monthly, it then calculates the EE Ret State share (MEESTRET) by multiplying the base pay (plus any applicable supplemental) by .05 and then subtracts \$7.00. If the employee's pay frequency is semi-monthly it does the same thing except it subtracts \$3.50.
4. (Old plan) It then calculates the Employer Ret amount (MERERRET) by multiplying the employee's base pay (plus any applicable supplemental pay) by the percentage in the Georgia Retirement Custom PR Control file (for Grade Step Users). See next section: Updating Retirement Percentages. The program name is PRCGMNT and will either be on your Maintenance or your Utilities menu under Payroll. If the frequency is semi-monthly it divides the resultant by 2.
5. (New plan) The Employer Ret amount (MERERRET) is calculated by multiplying the employee's base pay (plus any applicable supplemental pay) by the percentage in the Georgia Retirement Custom PR Control file (for Grade Step Users). See next section: Updating Retirement Percentages. The program name is PRCGMNT and will either be on your Maintenance or your Utilities menu under Payroll. If the pay frequency is semi-monthly the resultant is divided by 2.
6. If supplemental pay is zero (most often it is), then the program retrieves the values directly from the increment file. Only when there is supplemental pay does it calculate values.

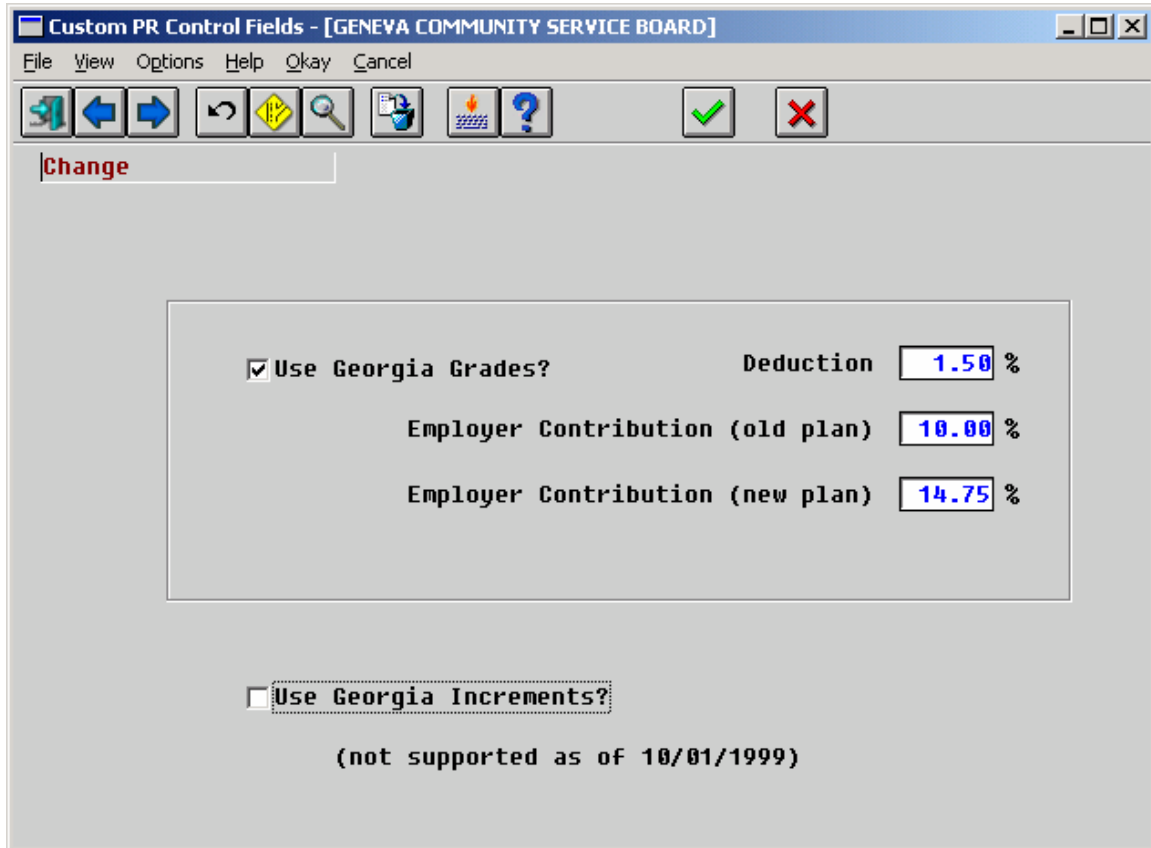
UPDATING RETIREMENT PERCENTAGES

Accounting...

Payroll...

Maintenance... (or Utilities...)

PR Control (Georgia Retirement)



Custom PR Control Fields - [GENEVA COMMUNITY SERVICE BOARD]

File View Options Help Okay Cancel

Change

<input checked="" type="checkbox"/> Use Georgia Grades?	Deduction	1.50 %
	Employer Contribution (old plan)	10.00 %
	Employer Contribution (new plan)	14.75 %

Use Georgia Increments?
(not supported as of 10/01/1999)

The "Use Georgia Grades" box must be checked in order for the program to use percentages entered here. If the increment tables are still in use, contact us for support.

SUPPLEMENTAL PAY

Some CSB's add supplemental pay to the employee's base salary in calculating the retirement figures. Some do not. Either way, Geneva's modifications to Quantum allow you to custom tailor the behavior of the posting program so you get the results you require. "Supplemental pay" can be added to an employee's pay check through the use of an earning code. When you define earning codes there is a field:

Include in Retirement?

If you mark this with a check, then when posting checks the program it will detect any earning code that is supposed to be added to the employee's base pay amount (as dictated by their increment code). If you do not wish to add any supplemental pay then don't mark any earning codes as such.

CHANGING RETIREMENT AMOUNTS

If something on the retirement report is not correct, then you can make adjustments to it through the Georgia State Reporting file maintenance program. This is found through:

Accounting...
Payroll...
Reporting...
Georgia State Reports...
Maintain Georgia Reporting File

Custom Employee Fields - [GENEVA COMMUNITY SERVICE BOARD]

File View Options Help Okay Cancel

Employee []
 ERS Number []
 Check Date []
 Check Number []
 Sequence []

Gross Pay []
 Base Salary []
 Supplemental []
 401k Exempt []
 Fica []
 Medicare []
 Increment []
 FTE Percent []
 Position []
 Ledqer []
 Hours []
 Job Class []

----- P R E M I U M S -----
 Health [] 401k []

===== POSTED=====
 401K Health Retirement

===== R E T I R E M E N T =====
 EE Ret Employee []
 EE Ret State []
 ER Ret Employer []
 Retirement Code []
 Deduction []
 Pensionable Amt []

Enter the employee number, the ERS number (will appear automatically), the check date and check number of the transaction you wish to modify. Also, enter a “1” for the sequence, press Okay and the fields on the screen should populate with the values from that record. The retirement fields are towards the bottom right side – make any necessary changes and press Pfkkey-11 to save. Other fields you may wish to manipulate are gross pay, base salary, supplemental, posted retirement flag, etc.