

## **Report Types & Reporting Month - RETIREMENT**

Note: Information in this section will help you in selecting options for the first step of creating payroll on the *Payroll Reporting* screen:

### **Record Type:**

**Regular:** Select this option to report current Reporting Month wages

**Adjustment:** Select this option when reporting one of the following:

- Any adjustments to wages for months you have already reported wages **OR**
- For regular wages that were not reported on the original report

**Bonus / Retro Pay:** Select this option to report any bonuses or retroactive pay adjustments.

- Performance and Longevity Bonuses are considered wages or salary if spread over the appropriate period of time. Retention and Recruitment Bonuses are NOT considered wages or salary and are not reportable. (NDCC 54-52-01)

### **For All Employees?:**

Choose:

- **NO** – To add one employee at a time. Helpful when you only want to enter one or a few
- **YES** – To add ALL employees OR a large number of employees, but not all.

### **Reporting Month:**

This is the month for which Retirement contributions are being reported.

- Please note: At the Detail level for Adjustments or Bonus / Retro Pays, the Reporting Month has different meanings. **See appropriate Retirement Quick Steps for definition at the detail level.**