

Quick Steps - Regular Reports - RETIREMENT

Note: Instructions in this section will help guide you in creating reports for your REGULAR payroll. Quick Steps begin the 2nd step of the process after selections are made from the *Payroll Reporting* screen.

1. Enter **Total Wages Reported**.
 - a. This is the total of all wages you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies.
2. Enter **Total Contributions Reported**.
 - a. This is the total of all contributions you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies
3. Enter **Eligible Wages**
 - a. Eligible Wages entered as \$0.00 on Regular Reports will be created as records in the report
 - b. If an employee does not have wages for the month, you must leave as \$0.00. Then you will need to ignore the employee's payroll detail after the report has been created.
 - c. To proceed to the next page to enter more wages, click the next page number beneath the Export to Excel button.



4. When you are ready to submit the report, click the **Create Report** button at the top.

Note: If you need to make comments on an employee's detail **OR** ignore the detail, you must first complete the process of creating the report. Once created, you will need to open up the report and select the employee.

*If you only need to add comments, then add your comments in the 'Comments' box and Save.

*If you are ignoring the detail, then add a comment to the detail, save the record, then 'Ignore' it.