RETIREMENT – Creating Payroll

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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.**

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 <u>after</u> 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.

Retirement Payroll Report Detail

Export To Excel

1 2 3 4 5 6 7 8 9 10 ...

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.

Quick Steps - Adjustment Reports (one employee at a time) - RETIREMENT

Note: Instructions in this section will help guide you in creating payroll adjustments for one employee at a time. 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. Click **Add New Detail** button.

4. Enter **SSN**

5. Enter **Last Name**

6. Enter **First Name**

7. Select **Plan**

8. Enter **Reporting Month**
   a. For Adjustments, this is either the month you want to adjust wages, or, to report regular payroll for a month that was missed on the original report.
   b. Enter format MM/YYYY

9. Enter **Eligible Wages**
   a. **Enter a Negative (-) sign when deducting wages**

   b. For Adjustments, eligible wages that remain as $0.00 will <u>not</u> be created as records on the report.

10. Repeat as necessary beginning with Step 3.

11. 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.

Quick Steps – Bonus/Retro Pay Reports (one employee at a time) - RETIREMENT

Note: Instructions in this section will help guide you in creating payroll bonuses or retro pay for one employee at a time. Quick Steps begin the 2nd step 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. Click **Add New Detail** button.

4. Enter **SSN**

5. Enter **Last Name**

6. Enter **First Name**

7. Select **Plan**

8. Enter **Begin Month for Bonus/Retro Pay**
    a. For Bonuses or Retro Pays, this is BEGINNING Month for the period of time you want to report the wages for
    b. Enter format MM/YYYY

9. Enter **End Month for Bonus/Retro Pay**
    a. For Bonuses or Retro Pays, this is the ENDING Month for the period of time you want to report the wages for
    b. Enter format MM/YYYY

10. Enter **Eligible Wages**
    a. For Bonuses or Retro Pays, eligible wages that remain as $0.00 will <u>not</u> be created as records on the report.

11. Repeat as necessary beginning with Step 3.

12. 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.

Quick Steps – Adjustment Reports (ALL employees) - RETIREMENT

Note: Instructions in this section will help guide you in creating payroll adjustments for <u>ALL</u> employees, or, for a larger number of employees. Quick Steps begin the 2nd step after selections are made from the *Payroll Reporting* screen*.*

1. Enter **Total Wages Reported**.
    a. This is the total of all the 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 **Reporting Month**
    a. For Adjustments, this is the month, for the employee, you want to adjust wages **or** report regular payroll for a month that was missed on the original report.
    b. Enter format MM/YYYY

4. Enter **Eligible Wages**
    a. For Adjustments, eligible wages that remain as $0.00 will be <u>not</u> be created as records on the report.
    b. Select the employees you want to report and enter their wages. Leave wages blank for employees you do not want to report wages for.

5. Once you have entered wages all the employees you want to report, and 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.

Quick Steps – Bonus/Retro Pay Reports (ALL employees) - RETIREMENT

Note: Instructions in this section will help guide you in creating payroll for bonuses or retro pays for <u>ALL</u> employees, or, for a larger number of employees. Quick Steps begin the 2nd step after selections are made from the *Payroll Reporting* screen.

1. Enter **Total Wages Reported**.
   a. This is the total of all the wages you are reporting. This figure comes from your payroll. Enter this to help catch discrepancies.

2. Enter **Total Contributions Reported**.
   a. This is the total of all contributions you are reporting. This figure comes from your payroll. Enter this to help catch discrepancies.

3. Enter **Begin Month for Bonus/Retro Pay**
   a. For Bonuses or Retro Pays, this is the BEGINNING Month for the period of time you want to report the wages for
   b. Enter format MM/YYYY

4. Enter **End Month for Bonus/Retro Pay**
   a. For Bonuses or Retro Pays, this is the ENDING Month for the period of time you want to report the wages for
   b. Enter format MM/YYYY

5. Enter **Eligible Wages**
   a. For Bonuses or Retro Pays, eligible wages that remain as $0.00 will <u>not</u> be created as records on the report.
   b. Select the employees you want to report and enter their wages. Leave wages blank for employees you do not want to report wages for.

6. Once you have entered wages for all the employees you want to report, and 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.