

DEFERRED COMP – Creating Payroll

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Report Types – DEFERRED COMP

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

Record Type:

Regular: Select this option to report current contributions for the pay period indicated

Adjustment: Select this option when reporting any contributions not previously reported on a regular report

Quick Steps – Regular Reports – DEFERRED COMP

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.

NOTE: PERSLink retrieves the Contribution Amounts and Providers from employee's current enrollment.

1. Enter **Total Contributions Reported**.
 - a. Only enter amount payable to NDPERS
2. Verify if any corrections need to be made to Contributions or Providers and update within the template.
3. When you are ready to submit the report, click the **Create Report** button at the top

Quick Steps - Adjustment Reports (one employee at a time) – DEFERRED COMP

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 Contributions Reported**.
 - a. Only enter amount payable to NDPERS
2. Click **Add New Detail** button.
3. Enter **SSN**
4. Enter Contributions & Provider information
5. Repeat as necessary beginning with Step 2
6. When you are ready to submit the report, click the **Create Report** button at the top

Quick Steps – Adjustment Reports (ALL employees) – DEFERRED COMP

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

NOTE: PERSLink retrieves the Contribution Reported Amounts and Providers from employee's current enrollment

1. Enter **Total Contributions Reported**.
 - a. Only enter amount payable to NDPERS
2. Verify if any corrections need to be made to Contributions or Providers and update within the template
3. When you are ready to submit the report, click the **Create Report** button at the top