

## **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 2<sup>nd</sup> 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