

ERS Retirement System Reporting

Manage\Payroll\ERS Retirement System Reporting

If this is the first report to be created for the year, a blank form will display.

ERS Retirement System Reporting [07/01/2008 - 07/31/2008]

2010 Employees' Retirement System 07/01/2008 - 07/31/2008
 Disk Generated Only list for Days not = Calc'd
 Name _____ Search By Name

EmpNo	Name	SS Number	Number	Calc'd	Days	Contributions	Gross S

Employees: 421 Days: 3,910.21 Gross Salary: 780,361.67 Contributions: 8,129.72 Loans: 15,069.00 Arrears: 60.85

If earlier reports have been created, the last month will display. To navigate from one month to another, click the arrow icons at the top of the screen.



ERS Retirement System Reporting [12/01/2008 - 12/31/2008]

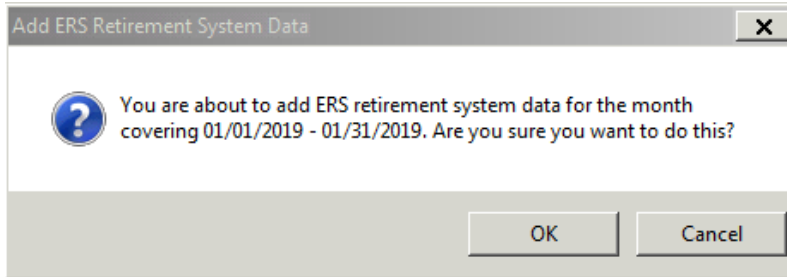
2009 Employees' Retirement System 12/01/2008 - 12/31/2008
 Disk Generated Only list for Days not = Calc'd
 Name _____ Search By Name

EmpNo	Name	SS Number	Number	Calc'd	Days	Contributions	Gross S
03989	Accorsini\Rebecca	000039890	41732702	20.00	20.00	104.36	3478.52
00692	Adams\Jennifer	000006920	37057551	20.00	20.00	0.00	6912.37
00254	Agafonov\Lisa C	000002540	39480371	18.89	18.00	48.82	1627.34
00447	Alber\Susan	000004470	35374008	20.00	20.00	0.00	5996.58
04944	Aldrich\Nicholas	000049440	42988139	20.00	20.00	137.94	4597.70
00654	Amarosa\Josie	000006540	20375051	7.43	7.43	0.00	877.76
00832	Amato\Diane R	000008320	32508186	20.00	20.00	0.00	5196.43
01416	Amendola\Peter	000014160	37296209	20.00	20.00	0.00	4787.58
01566	Anderer\Alexis	000015660	36324341	20.00	20.00	0.00	4787.58
04854	Anderson\Jayne M	000048540	42840249	19.91	19.91	75.93	2530.91
02196	Andreozzi-o'donnell\Janice P	000021960	40392078	18.00	18.00	46.58	1552.84
01441	Argo\Joan T	000014410	14532550	20.28	20.00	0.00	6911.55
01384	Arsenicos, Jr.\Edward M	000013840	34580035	20.00	20.00	0.00	9164.68
02744	Arsenal\Daniel	000027440	40778666	16.26	16.26	65.87	2194.26

Employees: 517 Days: 9,397.88 Gross Salary: 1,755,330.59 Contributions: 20,863.53 Loans: 23,513.00 Arrears: 356.90

To add a new report form for a new month, click Add icon. A message box will appear to confirm.

Click OK.



The system will create the next month's data.

A screenshot of the "ERS Retirement System Reporting" window for the period 01/01/2009 - 01/31/2009. The window title is "ERS Retirement System Reporting [01/01/2009 - 01/31/2009]". It features a search bar for "Name" and a "Search By" dropdown set to "Name". A checkbox labeled "Only list for Days not = Calc'd" is checked. Below the search area is a table with columns: EmpNo, Name, SS Number, Number, Calc'd, Days, Contributions, and Gross S. The table lists various employees with their respective data. At the bottom, there is a summary table with columns: Employees, Days, Gross Salary, Contributions, Loans, and Arrears.

EmpNo	Name	SS Number	Number	Calc'd	Days	Contributions	Gross S
00447	Alber\Susan	000004470	35374008	20.00	20.00	0.00	5996.58
04944	Aldrich\Nicholas	000049440	42988139	20.00	20.00	137.94	4597.70
03894	Alper\Linda	000038940	41658337	0.00	0.00	0.00	0.00
00654	Amarosa\Josie	000006540	20375051	6.64	6.64	0.00	784.92
00832	Amato\Diane R	000008320	32508186	20.00	20.00	0.00	5621.78
01416	Amendolia\Peter	000014160	37296209	20.00	20.00	0.00	4787.58
04220	Ammann\Barbara L	000042200	42017475	0.00	0.00	0.00	0.00
01566	Anderer\Alexis	000015660	36324341	20.00	20.00	0.00	4787.58
04854	Anderson\Jayne M	000048540	42840249	19.84	19.84	69.73	2324.06
02196	Andreozzi-o'donnell\Janice P	000021960	40392078	12.00	12.00	46.58	1552.84
04528	Angelo\Leverne	000045280	41566167	0.00	0.00	0.00	0.00
01441	Argo\Joan T	000014410	14532550	15.88	15.88	0.00	7449.47
01384	Arsenicos, Jr.\Edward M	000013840	34580035	20.13	20.00	0.00	6737.20
07744	Astana\Daniel	000077440	40779656	13.56	13.56	75.67	2670.62

Employees	Days	Gross Salary	Contributions	Loans	Arrears
622	8,722.20	1,778,139.26	21,023.36	23,605.26	401.65

Only list for Days not = Calc'd - Select this to view only those employees where the Calc'd column does not equal the Days column. This will narrow the list to employees that have a day's reported value that is different from the days calculated value. Providing a specific list of these employees may assist with reviewing potential problems.

Employee names may appear highlighted in yellow if they are Hourly employees and the Paid Days field on the Position tab has been overridden. This is not an error, but the employee should be reviewed.

Name	EmpNo	SS Number	Number	Calc'd	Days	Contributions	Gross Salary
Arsenicus, Jr.\Edward M	01384	000013840	34580035	20.13	20.00	0.00	6737.20
Babe\Eileen A	00520	000005200	30819435	20.50	20.00	0.00	5723.42
Beattie\Carolyn T	03804	000038040	41616756	17.31	16.00	82.42	2747.32
Beckhom\Dorothy A	01546	000015460	39475272	20.13	20.00	137.35	4578.50
Bellard\Kurt W	01780	000017800	36738383	20.25	20.00	0.00	5382.34
Bennfield-jones\Cheryl L	00680	000006800	39783006	20.25	20.00	98.67	3289.07
Biotti\Arnold L	01093	000010930	38685251	20.81	20.00	0.00	5209.23
Bloom\Donna E	01338	000013380	37020559	16.04	16.00	0.00	3624.36
Bogdan\Barbara	01640	000016400	39279377	18.38	16.00	115.78	3859.22
Bolton\Peter A	04668	000046680	42573220	20.06	20.00	82.13	2737.64
Braun-schweizer\Jonathan	00570	000005700	37242559	20.97	20.00	0.00	7263.90
Buckvar\Corindo A	03755	000037550	39797337	20.25	20.00	87.24	2907.86
Burgess\Ruth M	01404	000014040	37561099	20.25	20.00	0.00	4232.59
Carroll\Diana	01752	000017520	42684954	20.72	20.00	70.98	2368.06

Employees	Days	Gross Salary	Contributions	Loans	Affects
622	8,722.20	1,778,139.26	21,023.36	23,605.26	401.65

If after reviewing the number of Paid Days from the Employee Information screen and are found to be inaccurate, right-click the field and choose 'Reset to Default'. The report must be modified and the specific employee recalculated in order to remove the yellow shading.

Name (above grid)

This field provides a place to enter a specific employee's name and acts as a search field. The employee entered will be scrolled to and the black arrow to the left of the name will align next to the name.

Search by

The report may be sorted using any of the options found in this drop down box. 'Name' is the default setting.

Name (grid column heading)

This column lists all qualifying employees, last name then first, separated by a backslash.

Calc'd

This represents the value that *WinCap* calculated as the number of days to report.

Days

This represents the value that will be reported to the ERS. This value may differ from the Calc'd value if one or more calculation elements has been overridden, or if this field has been overridden directly.

Contributions

This column shows the total of all contributions for the report period. This amount is reported to the ERS and also represents the employee portion of district payments to the ERS.

Gross Salary

This column shows the total of all ERS eligible payments made to the employee. This amount is reported to the ERS and could potentially be used towards their retirement benefits calculation.

Loans

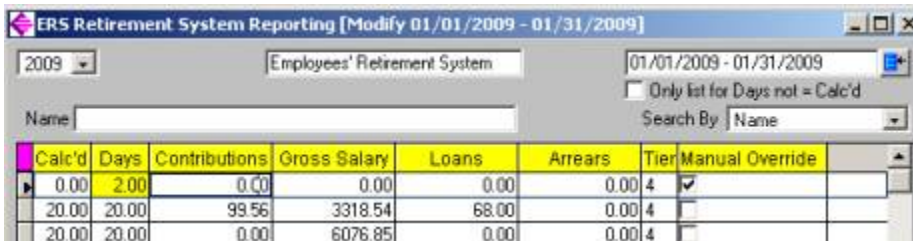
Loans are created at the ERS level. Repayment of those Loans may be made through payroll deductions. The total amount of repayment for this period will be shown here. It should tie out with the amount that was deducted from the employee's paychecks for the same period.

Arrears

Employees that did not start contributing from the onset of employment, or that for some reason are not current with their contribution, may be instructed to make payments in addition to their normal contribution as a way to catch up the amount that is in Arrears.

Manual Override

This field automatically is checked whenever a user modifies this report directly.



Calc'd	Days	Contributions	Gross Salary	Loans	Arrears	Tier	Manual Override
0.00	2.00	0.00	0.00	0.00	0.00	4	<input checked="" type="checkbox"/>
20.00	20.00	99.56	3318.54	68.00	0.00	4	<input type="checkbox"/>
20.00	20.00	0.00	6076.85	0.00	0.00	4	<input type="checkbox"/>

Options Button in View Mode



Display All Errors

This option will Display All Errors that exist for the report.

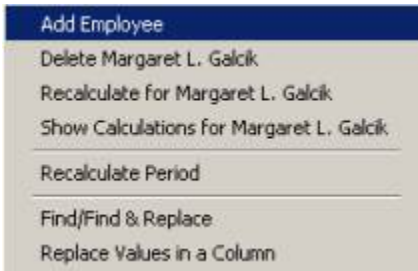
Display Errors for (employee name)

This option will display only errors that exist for the specific employee selected.

Show Calculations for (employee name)

This option will produce a report that shows how all of the numbers listed for the employee were calculated.

Options Button in Modify Mode



Add Employee

If for some reason an employee was not included on the report that should have been, this option may be used to add the employee. There are methods available in *WinCap* that may resolve these issues, so only use this option as a last resort.

Delete (employee)

If an employee is included that should not have been, such as an employee that was paid for a position coded as ERS when it should have been TRS, use this option to remove them from this report. There are methods available in *WinCap* that may resolve these issues, so only use this option as a last resort.

Recalculate for (employee)

If changes to an individual employee have been made after the last report calculation, use this option to update the data for the specific employee.

Show Calculations for (employee)

This option will produce a report that shows how *WinCap* arrived at all of the numbers listed for the employee.

Recalculate Period

If the report was created and calculated prior to the last pay period of the month, it may be necessary to Recalculate the report so that all data from the latest pay period is included.

ERS REPORT

Reports\Payroll\Retirement System Reporting\Employees' Retirement System Reporting.

Criteria Name

Fiscal Year Reporting Period Period Status

If the period you want to report is not listed here, it is because the data needed for the report has not been generated. To generate the data, choose "Manage", "Payroll", "Retirement System Reporting" from the main menu and then click "Add".

Print Draft Print Final Copy and Generate File

ERS Report File Generation

File Name

Drive

Directory Path

Statement Sort

Report Sort

Where

Crystal: <default report>