

Retirement Systems

Employer eReporting User Guide

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Employer eReporting

Introduction

Welcome to Employer eReporting (application). This web-based application provides employers who participate in the Alaska Public Employees' Retirement System (PERS) and Alaska Teachers' Retirement System (TRS) plans an electronic method for reporting required information. This application allows employers to report required information for both Defined Benefit (DB) members and Defined Contribution Retirement (DCR) members as defined by Alaska Statutes and Regulations.

Once you have received your LogonID (user name) and Password from the Division of Retirement and Benefits (Division), Employer eReporting is available from the Employer Services website (www.state.ak.us/dr/employer/employer.shtml).

If you have not yet received your LogonID (user name) or Password you must complete the Employer Services LogonID Request form available from the Employer Services website listed above. (See page 5 and 10 for details.)

The reporting requirements are detailed in various Alaska Statutes (AS), however the transmittal of both PERS and TRS contributions are governed by the following:

For PERS DB Members;

AS. 39.35.610. TRANSMITTAL OF CONTRIBUTIONS TO ADMINISTRATOR.

The contributions of an employer and the contributions of its employees shall be transmitted to the administrator as soon as practicable after the close of the payroll period for which the contributions are made. If an employer is delinquent in transferring the contributions for more than 15 days, interest shall be assessed on the outstanding contributions at one and one-half times the most recent actuarially determined rate of earnings for the retirement plan from the date that the contributions were originally due.

For PERS DCR members;

AS. 39.35.770. TRANSMITTAL OF CONTRIBUTIONS. [EFFECTIVE JULY 1, 2006]

All contributions deducted in accordance with AS 39.35.700 - 39.35.990 shall be transmitted to the plan for deposit in the trust fund as soon as administratively feasible, but in no event later than 15 days following the close of the payroll period.

For TRS DB Members;

AS. 14.25.065. TRANSMITTAL OF CONTRIBUTIONS.

(a) All contributions deducted in accordance with AS 14.25.050 and 14.25.055 shall be transmitted to the plan for deposit in the retirement fund no later than 15 days following the close of the payroll period, with the final contributions due for any school year transmitted no later than July 15.

(b) The contributions of employers under AS 14.25.070 must be transmitted to the plan for deposit in the retirement fund at the close of each pay period. If the contributions are not submitted within 15 days of the close of each payroll period, interest must be assessed on the outstanding contributions at one and one-half times the most recent actuarially determined rate of earnings for the plan from the date that contributions were originally due. In addition, the amount of the contributions and interest may be deducted by the department of Education and Early Development from the state funds due the school district and the amount so deducted transmitted to the plan for deposit in the retirement fund. Amounts due from the University of Alaska and interest as prescribed in this section may be deducted by the commissioner of administration from any state funds due the University of Alaska and the amount deducted transmitted to the administrator for deposit in the retirement fund.

For TRS DCR Members;

AS. 14.25.370. TRANSMITTAL OF CONTRIBUTIONS. [EFFECTIVE JULY 1, 2006]

All contributions deducted in accordance with AS 14.25.310 - 14.25.590 shall be transmitted to the plan for deposit in the trust fund as soon as administratively feasible, but in no event later than 15 days following the close of the payroll period.

Availability

Employer eReporting is available during regular business hours (8 a.m. to 5 p.m. Alaska Time Monday through Friday). While you may be able to access the system outside of those hours, access is not guaranteed. The system will be maintained and updated during non-regular business hours (5 p.m. to 8 a.m. Alaska Time Monday through Friday, Saturday and Sunday).

How secure is this?

The Employer eReporting uses multiple layers of security to ensure that all private information remains private. Layered security is a best practice that combines several different components which enforce security such as firewalls, secured servers, web traffic encryption, and security credentials. For web applications this means that the security starts at your browser by encrypting your conversation. You will see the small "lock" icon at the bottom of your browser window that indicates a secured conversation.

The server itself is behind the State firewall and located in a secured area in the State Data Center. Access to the system requires credentials in the form of an authorized user name and password. Users of the system are granted specific Roles to ensure that they only have access to specified information. All information at all layers required a valid credential for access or update.

Further, the banking account number is encrypted in the database using a "banking" password supplied by you. The "banking" password is NOT stored in the system. The "banking" password is required for any banking transaction. The only one who knows your "banking" password is you. If you forget the password associated with a Bank Account, then you will have to recreate the account. By using these levels of security, not even the Employer eReporting administrator has access to your bank account number.

Contact Information for Additional Questions

Depending on the question, your contact is:

For Employer eReporting User Access Questions (such as Logon ID requests and forgotten passwords), contact the Payroll Processing Section at: doa.drb.accountingsection@alaska.gov, (907) 465-1444 or 1-800-821-2251 ext 1444.

For Employer eReporting Record Layout Questions, contact the Payroll Processing Section Supervisor at: doa.drb.accountingsection@alaska.gov, (907) 465-5715 or 1-800-821-2251 ext 5715.

For Reporting Requirement Questions (I have rehired an employee who previously retired, do I need to withhold, pay and report contributions? I have hired a non-Alaska resident, are they eligible for participation?), contact your Regional Counselor at 1-800-821-2251 or doa.drb.retirementsection@alaska.gov.

For Employer eReporting Processing Questions (How do I fix an error on this payroll? How do I start this payroll? What do I put in this field?), contact your Retirement and Benefits (R&B) Payroll representative at

1-800-821-2251 ext. 1444. You can also email or call the Payroll Processing Section Supervisor at: doa.drb.accountingsection@alaska.gov, (907) 465-5715 or 1-800-821-2251 ext 5715.

For Employer eReporting Bank Account Questions (How do I set up my bank account information to pay electronically), contact the Division's Accounting Section at doa.drb.accountingsection@alaska.gov, or 1-800-821-2251.

For Employer eReporting Technical Questions regarding the application itself, or to report a technical problem, please email the ERS Administrator at doa.drb.ersadmin@alaska.gov.




Employer eReporting

Getting Started

This section provides instructions for Employer eReporting. As stated previously, Employer eReporting is a new system designed to replace DataEntr. The system is web-based and can be used with a variety of browsers.

Minimum Requirements (for effective usage)

In order to preview or print reports, you will need to install Adobe Reader (version 7.0.8 or higher). This software is free and downloadable from www.adobe.com/products/acrobat/readstep2.html.

-  Microsoft Internet Explorer version 5.5 through 6.0
-  Netscape Navigator version 7.0 through 7.2
-  Firefox 1.5 or higher (recommended)

JavaScript must be enabled on the browser for this application to work properly. Use the following instructions to enable JavaScript in the selected browser:

Firefox 1.5 or higher

Select 'Tools' from the top menu

Choose 'Options'

Choose 'Web Features' from the left navigation

Select the checkbox next to 'Enable JavaScript' and push OK

Internet Explorer 5.X

Open Internet Explorer.

Select Internet Options from the Tools menu.

In Internet Options dialog box select the Security tab.

Push Custom level button at bottom.

Under the Scripting category, enable Active Scripting.

Push OK twice to close out.

Hit Refresh.

Internet Explorer 5.X for MACOSX

Open Internet Explorer.
Select Preferences from the Explorer menu.
Push the arrow next to Web Browser.
Push Web Content.
Under Active Content check Enable Scripting.
Push OK.
Push Refresh.

Internet Explorer 5 for MACOS9

Open Internet Explorer.
Select Preferences from the Edit menu.
Push the arrow next to Web Browser.
Push Web Content.
Under Active Content check Enable Scripting.
Push OK.
Push Refresh.

Internet Explorer 6.X

Select 'Tools' from the top menu
Choose 'Internet Options'
Click on the 'Security' tab
Push on 'Custom Level'
Scroll down until you see section labeled 'Scripting'
Under 'Active Scripting', select 'Enable' and push OK

Netscape 7.X

Open Netscape.
Select Preferences from the Edit menu.
Push the arrow next to Advanced.
Push Scripts & Plugins.
Check Navigator beneath "Enable JavaScript for".
Push OK.
Push Reload.

Accessing Employer eReporting

Employer eReporting requires employers using the system to establish a user account for each employee needing access to the system. The Employer Representative/Administrator will be responsible for authorizing users of the system. Each user will be required to have a user name and password. When

the user name is granted, each user is given access rights based on the access level requested on the LogonID Request form. Access rights allow users to view and perform certain functions. The Payroll and Employee Information user has access to personnel and payroll information but cannot see or change bank account information. The full access user has access rights to personnel, payroll, and bank account information.

Any job changes, such as promotions, transfers or terminations, that change the function of a User's job such that they no longer use Employer eReporting should be dealt with in a timely manner to ensure the security of your payroll records and records transmitted to the Division. The LogonID Request form must be completed to delete or change access rights.

User names and user passwords should never be shared or accessible to others.

User Name and Password Creation/Changes/Deletions

Your user name and password are assigned after the Division accepts the Employer Services LogonID Request form signed by your Employer Representative/Administrator. Employer Representative/Administrator's are assigned after the Division accepts the Employer Representative/Administrator Signature Card signed by whoever has authority to make executive decisions for the employer. The person signing the Employer Representative/Administrator Signature Card must be someone other than the person being appointed. Both forms are available from the Employer Service website (www.state.ak.us/drb/employer/employer.shtml) or by calling your R&B Payroll representative. A Division representative will contact you to provide you with your user name and password.

Payments

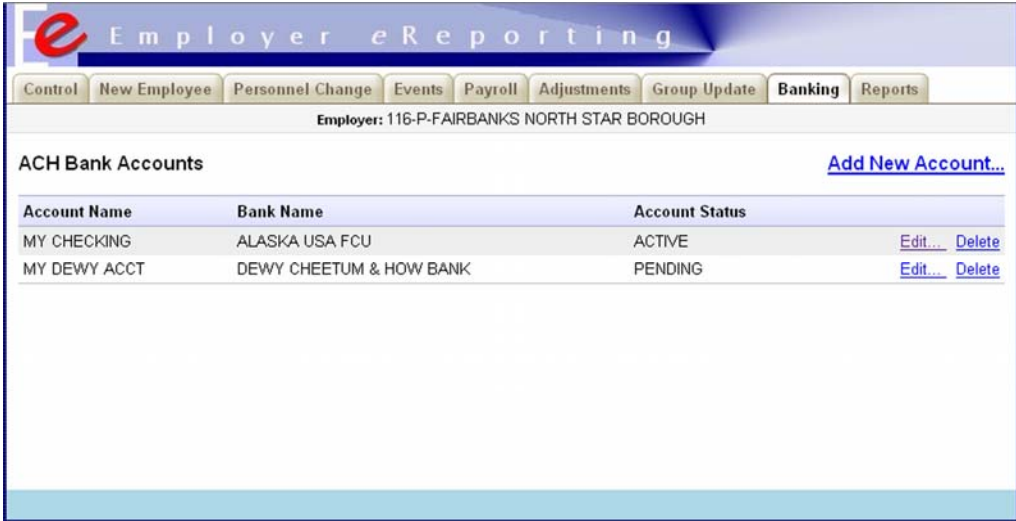
Another of the start up tasks for using Employer eReporting is to decide how you are going to make payments. If you would like to make your payments by mailing a check, using your existing ACH or wire transfer process, you may skip this section.

If you decide to use Employer eReporting electronic payments, a full access user, who has rights to your bank account information, will need to establish the account from which electronic payments will be made. This user can add, edit and delete information through the Banking tab (see page 45 for additional information). The Automated Clearing House (ACH) network will be used to process electronic payments.

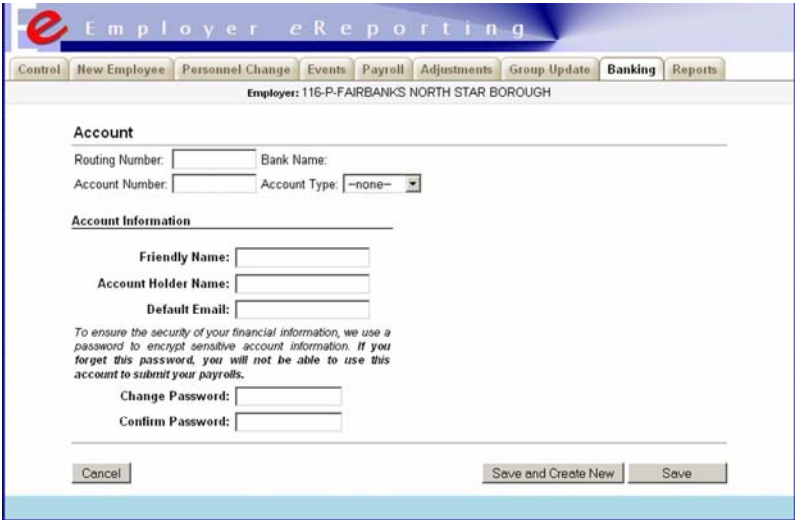
The following steps are required to initially add a bank account in Employer eReporting:

1. Log into the Employer eReporting system using a user name that has full access rights.
2. Select the Banking Tab.

The Banking Tab only appears if you are authorized for this function (full access rights).



3. Select the Add New Account link.



4. Enter the bank's routing number in the **Routing Number** field.

The application will use the entered routing number to obtain the bank name.



5. Enter the account number for the account you want the payroll deductions to be taken from in the **Account Number** field.
6. Select the account type: Savings or Checking.
7. Enter a name for the account (For example, TRS Payroll checking) that is easily recognizable to the users (i.e., friendly name) in the **Friendly Name** field.
8. Enter the name of the account holder in the **Account Holder** field. This is the name your bank will recognize as having authority to withdraw funds from the account.
9. Enter an email address to receive email confirmations from payment transactions in the **Default Email** field.
10. Enter a Password for the account to ensure that no inadvertent transactions can occur. See page 49 for additional information.
11. Select either the **Save** button if no other accounts need to be added or the **Save and Create New** button if you have another account to add. There is no limitation on the number of accounts you can add. However, only one account can be used when submitting a payment with your payroll.
12. Call your bank to ensure your account does not have debit blockers enabled that would prevent an electronic debit transaction from processing against the account. Share with your bank the ID associated with a transaction from Employer eReporting.

When creating a new account, a “test” or “preauthorization” payment, called a “Prenote”, will be automatically processed by the application. The test is a zero dollar transaction created and sent through the ACH network to test the validity of the bank routing number and the bank account number. The Prenote will not detect a debit blocker on the account; you must contact your bank to have debit blockers removed as indicated above in step 12. Our company id number that you will need for your bank is 0000957001.

*The Prenote process can take up to seven business days to complete. No electronic payments can be processed until the Prenote status is “processed”. (See the section titled **Banking Tab** for additional on how and where to check a status). This lag between creation of the account and ability to use the account provides your bank with the opportunity to respond to the Prenote.*

Navigation

Employer eReporting uses tabs to allow users to access payroll information. Tabs, shown below, allow the user to see all available options from which to display information. The information displayed on each of the separate tabs is based on the selection criteria available within the tab.

At the start of each session, after logging in, you will have access to the **Control** Tab and the **Reports** Tab. From either tab, you will be prompted to select the Employer and the Payroll before proceeding. (The **Bank** tab will be available for authorized users.)

Once you have selected the Employer and Payroll from the **Control** tab, you will have access to the remaining tabs.



The **Control** Tab allows you to select an employer, add a new payroll, clone an existing payroll, import a payroll, see payroll totals, validate payroll information, select a payment type and submit a payroll.

The **New Employee** Tab allows you to enter new employee information.

The **Personnel Change** Tab allows you to report change records for existing personnel information, such as names or address's.

The **Events** Tab allows you to add, edit, or delete event records (such as a hire record, termination record, change in employment status, or individual leave without pay record).

The **Payroll** Tab displays normal payroll records from existing, cloned or imported files. It also allows you to add a new normal payroll record, edit an existing normal payroll record or delete a normal payroll record.

The **Adjustments** Tab allows you to enter payroll adjustment records. It also allows you to report the employer conversion match amount for DB members who have opted to convert to the DCR plan.

The **Additional Amounts** Tab allows you to pay additional amounts due such as late fees or for you to use credits you may have on the payroll you are processing.

The **Group Update** Tab allows you to start or end a TSE (Teachers Service End – TRS only) or LWP (Leave without pay – PERS only) event date, for a group of employees.

The **Banking** Tab allows you to add, edit or delete bank account information.

The **Reports** tab allows you to access the reports listed on 49.

LOGIN SCREEN

Summary



The Login Screen, shown on the right, is the first screen of the Employer eReporting system. It is accessed by selecting the Employer eReporting link from the Employer Services website at www.state.ak.us/drb/employer/employer.shtml.

Employer eReporting security ensures that users can only access certain parts of the system. Each user is assigned a user name and password by the Division

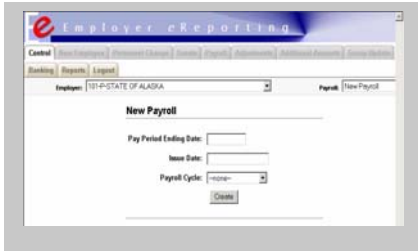
(see page 10 for additional information).

Log into Employer eReporting

From the web site, select the Employer eReporting link. The Login screen will appear. Enter your user name and password. Select the **Login** button. The **Control Tab** and **Reports Tab** will appear (the **Banking Tab** will appear if you are authorized for that function).

CONTROL TAB

Summary



The Control Tab, shown on the right, is the first main area of the system.

This tab allows you to select an employer, add a new payroll, clone an existing payroll, import a payroll, see payroll totals, validate payroll information, select a payment type and submit a payroll.

This tab changes its display based on your selection. When the tab initially appears it will look like the image shown here.

Fields

The Control Tab displays the following fields:

Field Name	Definition
Employer	An employer may participate in both the PERS and TRS system. In this case, there would be two separate employer selections to choose from one for PERS and one for TRS using drop down list.
Payroll	A dropdown list that shows existing payrolls or allows the user to select the “New Payroll” option. If an existing payroll is selected then the Payroll Total fields appear.
Pay Period Ending Date	A user editable field in the New Payroll section. This field is the pay period ending date of the last day in the payroll cycle being processed.
Issue Date	A user editable field in the New Payroll section. This field is the date the pay checks are issued to employees. This date must be on or after the pay period end date.

Field Name	Definition
Payroll Cycle	A dropdown list containing the available cycles: Bi-weekly, Monthly, Quarterly, Semi-Monthly, Yearly.
Clone From Previous Payroll	A dropdown list in the Populate Payroll section containing the available past payrolls that can be copied and used as the basis of a new payroll. This list will appear if the Create button in the New Payroll section is selected and if past payrolls are available to be cloned.
Import Payroll File	A user editable field in the Populate Payroll section. This field will appear if the Create button in the New Payroll section has been selected or if an existing payroll has been selected.

Things to Know

- Amount fields must be numeric and must not contain letters. (For example: 1000.00 is acceptable but \$Thousand is not.) Dollar signs and commas may be used in the number (\$10,000).
- Dates must be entered in MM/DD/YYYY format.
- The file selected for import must have a layout that matches the one shown in Appendix A.

Employer Selection

The **Employer** dropdown list allows selection of employer by number, if applicable.

Payroll Selection

The **Payroll** dropdown list allows you to either Start a New Payroll or Continue Working on an Existing Payroll by selecting a payroll from the list.

Start a New Payroll

The screenshot shows a web browser window titled 'Employer Reporting'. The main content area is titled 'New Payroll'. It contains three input fields: 'Ending Date', 'Issue Date', and 'Payroll Cycle'. The 'Payroll Cycle' field is a dropdown menu with 'None' selected. Below these fields is a 'Create' button.




Select the “New Payroll” option from the **Payroll** dropdown list.

Pay Period Ending Date - the pay period ending date of the last day in the payroll cycle being processed,

Issue Date - the date the checks are issued to the employees (this date must be on or after the pay period end date), and





Payroll Cycle - Bi-weekly, Monthly, Quarterly, Semi-Monthly, or Yearly.

Select the **Create** button to reveal the Populate Payroll section. At this point, you can:

-  Manually enter payroll information
-  Clone a previous payroll to create this new payroll
-  Import a payroll file to create this new payroll

Manual Payroll Processing

After you have started a “New Payroll” (see Populate Payroll below) you can:

-  Work on this payroll;
-  Delete this payroll;
-  Validate this payroll and
-  Submit this payroll.





Continue Working on an Existing Payroll

Select an existing payroll from the **Payroll** dropdown list. The Payroll Totals section appears.



The screenshot shows the 'Employer Reporting' software interface. The top navigation bar includes 'Control', 'New Employee', 'Personal Change', 'Screen', 'Payroll', 'Adjustment', 'Group Update', 'Banking', and 'Reports'. The main window is titled 'Employee: TIS-PAYROLLS NORTH STAR BOROUGH' and 'Payroll: 11/15/2008'. The interface is divided into two main sections: 'Payroll Totals' and 'Populate Payroll'. The 'Payroll Totals' section has a table with columns for 'Defined Contribution' and 'Defined Benefit'. The 'Populate Payroll' section includes a 'Class From Payroll' dropdown, a 'From' field, and an 'Import Payroll File' button. At the bottom, there are 'Delete Payroll' and 'Validate Payroll' buttons.

You can:

-  Continue working on this payroll;
-  Clone a previous payroll to append to this existing payroll;
-  Import a payroll file to append to this existing payroll;
-  Delete this payroll;

- ✚ Validate this payroll and
- ✚ Submit this payroll.

Populate Payroll

This area of the Control tab allows you to populate a new payroll or append an existing payroll. This area becomes available after selecting either a new payroll or an existing payroll.

Clone a Payroll

“Clone a Payroll” function allows you to *copy* normal payroll records that have been posted successfully to the individuals accounts with the Division. The payroll records are from a payroll you previously submitted using Employer eReporting. *Only* normal payroll records will be cloned; this means that Adjustments, Events, or Personnel changes will not be cloned. Cloning a payroll is useful when submitting a new payroll that is similar to a previous one.

NOTE: You will not see this option until a payroll has been submitted using Employer eReporting and the data has been posted successfully to the individual accounts with the Division.

Select the payroll to be cloned from the **Clone From Payroll** dropdown list and select the **Clone** button. You can:

- ✚ Continue working on this payroll;
- ✚ Import a payroll file to append to this payroll;
- ✚ Delete this payroll;
- ✚ Validate these payroll and
- ✚ Submit this payroll.

Import a Payroll

Select the **Browse** button. Select the file you want to import from your computer. Select the **Open** button. The selected file is then listed in the **Import Payroll File** field. Select the **Import** button. The file is imported and results are displayed in the light blue status bar at the bottom of the screen (you may have to scroll down to see the light blue status bar).

Working on a Payroll

After you have started a new payroll, cloned a payroll or imported a payroll you are now ready to “Work on your payroll”.

Add a New Employee

1. Select the New Employee tab if you have employees to report for the first time.
 - a. Enter the information for the employee.
 - b. Select the Save button.

Add Personnel Changes

2. Select the Personnel Change tab if any personnel information needs to be changed.
 - a. Review the information that appears on the tab. Information will appear only if it was imported or previously entered.
 - b. Select the **Create New Personnel Changes** link if any new changes need to be added.
 - c. Select the **Edit** link beside a record that needs to be changed. Enter the changes.
 - d. Select the **Delete** link beside a record that needs to be removed. Confirm or cancel the delete.
 - e. Select the **Save** button

Add a New Event

3. Select the Events tab if events need to be reported.
 - a. Review the information that appears on the tab. Information will appear if it was imported or previously entered.
 - b. Select the **Add New Event** link if a new event needs to be added. Enter the requested information for the event.
 - c. Select the **Edit** link beside an event record that needs to be changed. Enter the changes
 - d. Select the **Delete** link beside an event record that needs to be removed. Confirm or cancel the delete.
 - e. Select the **Save** button.

Add Normal Payroll Records

4. Select the Payroll Tab and review the information that appears. Information will appear if it was imported or cloned from a previous payroll file.

5. Enter the number of records that you want to add in the **Add Rows** field.
6. Select the **Add Rows** button.
7. Enter the Social Security Number for the first employee in the **SSN** field.
8. Select the occupational code for the employee from the **OCC Code** dropdown list.
9. Select the employee's status from the **Status** dropdown list.
10. Select the employee's benefit plan from the **Plan** dropdown list.
11. Enter the employee's gross salary amount in the **Gross Earnings** field.
12. Enter the number of hours the employee worked during this pay period in the **PT/WC Hours** field.
13. Select the calculate link box if you wish to calculate fields.
14. Enter Employee's contribution amount if not calculated in the **Employee** field.
15. Enter Employer's contribution amount if not calculated in the **Employer** field.
16. Enter the employee's pre-tax indebtedness payment in the **Pre-tax** field.
17. Enter the employee's post-tax indebtedness payment in the **Post-tax** field.
18. Enter the employee's voluntary saving amount or supplemental contribution amount in the **Vol/Sup** field.
19. Enter Employer's HRA contribution amount if not calculated in the **HRA** field.
20. Enter Employer's Occupational Death and Occupational Disability contribution amount if not calculated in the **ODD** field. (only for DCR members).
21. Enter the employer's Retiree Medical Plan contribution if not calculated in the **RMP** field. (only for DCR members).

22. The Employer's defined benefit unfunded liability contribution amount is calculated in the **DBUL** field (only for DCR members).
23. Repeat steps until all employee's normal payrolls are represented. Select the **SAVE** button.

Add Adjustment Records

24. Select the Adjustment Tab and review the information that appears. Information will appear if it was imported or previously entered.
25. Enter the number of records that you want to add in the **Add Rows** field at the bottom of the screen.
26. Select the **Add Rows** button.
27. Enter the Social Security Number for the first employee in the **SSN** field.
28. Select the occupational code for the employee from the **OCC Code** dropdown list.
29. Select the employee's benefit plan from the **Plan** dropdown list.
30. Select the employee's status from the **Status** dropdown list.
31. Enter pay period ending date being adjusted in the **PPE** field.
32. Enter the employee's gross salary amount in the **Gross Earnings** field.
33. Click on the calculate link (#) if you wish to calculate fields.
34. Enter the Employee's contribution amount if not calculated in the **Employee** field.
35. Enter the employee's voluntary saving amount or supplemental contribution amount in the **Vol/Sup** field.
36. Enter the number of hours the employee worked during this pay period in the **PT/WC Hours** field.
37. Enter the Employer's contribution amount if not calculated in the **Employer** field.
38. Enter the employee's post-tax indebtedness payment in the **Post-tax** field.
39. Enter the employee's pre-tax indebtedness payment in the **Pre-tax** field.

40. Enter the employer's Retiree Medical Plan contribution in the **RMP** field if not calculated.
41. Enter the Employer's HRA contribution amount if not calculated in the **HRA** field.
42. Enter the Employer's Occupational Death and Occupational Disability contribution amount if not calculated in the **ODD** field.
43. The Employer's defined benefit unfunded liability contribution amount is calculated in the **DBUL** field (only for DCR members).
44. Repeat steps until all employee's adjustment payrolls are represented. Select the **SAVE** button.

Payroll Totals

This area of the Control tab allows you to view the current payroll's subtotals and totals. It also allows you to delete, validate, and submit a payroll. Once the payroll is validated, it allows you to: pay late fees, utilize suspense amounts and make additional payments to reduce your defined benefit unfunded liability.

Delete an Existing Payroll

Select the **Delete Payroll** button. Confirm or cancel the deletion. The selected payroll is deleted and the Control tab appears as it did when you initially logged in.

Validate an Existing Payroll

Select the **Validate Payroll** button. The selected payroll is checked for

common errors. If critical errors exist, you will be informed on the bottom of the page in the light blue status bar. Print Error reports to obtain error details. Correct errors on the appropriate tabs. See the section titled "Quick Reference – Validation Errors" for more information. Re-validate until no errors are found.





The screenshot shows a software interface for payroll management. At the top, there are navigation tabs: 'New Employee', 'Personnel Change', 'Events', 'Payroll', 'Adjustments', 'Personal Accounts', and 'Group Update'. Below these, there are 'Print', 'Reports', and 'Logout' buttons. The main area displays payroll information for '737-T-ALASKA DEPARTMENT OF EDUCATION' with payroll number '49776' dated 'M 09/15/2007' and status 'VALIDATED NO ERR'. The 'Payroll Totals' section is divided into 'Fixed Contribution' and 'Defined Benefit' columns, with rows for Employer, Employee, Amount, and Additional Amounts, all showing 0.00. A 'Grand Total' of 0.00 is shown. To the right, the 'Populate Payroll' section includes a 'Clone From Payroll' dropdown menu (set to '-none-') and a 'Clone' button. Below that is the 'Import Payroll File' section with a text input field, a 'Browse...' button, and an 'Import' button. At the bottom, there is a 'Payroll' dropdown menu (set to '-none-') and three buttons: 'Submit Payroll', 'Delete Payroll', and 'Validate Payroll'.

Submit an Existing Payroll

I *If critical errors exist, the Submit button will not be available.*

After validating a Payroll, it can be submitted. Enter applicable late fees, suspense amounts and additional DBUL contributions.

Select the **Payment** option:

-  No Payment: the grand total of the payroll must equal zero to select this option.
-  Check: Mailing a check directly to the Division.
-  Other ACH: Use an existing ACH payment or wire transfer.
-  Select Your Account Friendly Name: Employer eReporting electronic payment – select the name of the account you want to use from the list to make an eReporting electronic payment. (this option requires an additional password).

I *NOTE: The option to ‘select your account’ (your entered account’s ‘friendly’ name) is not available for an account that has a pending Prenote, or if that account has been deleted (inactivated). See the Banking Tab Section for additional information related to Prenotes.*

When you select eReporting as your payment option, you will need the banking password to authorize this transaction to occur. This password is set up and maintained by the full access user and the Division does not maintain it in any form.

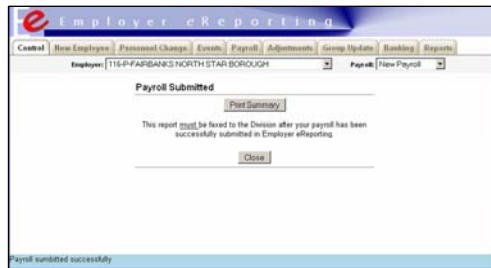
Settlement Date: *Enter a settlement date (date the bank will process the transaction). If the settlement date is greater than 15 days after the pay period end date, the application will warn the user that late fees may be incurred due to a late payment. NOTE: The application will calculate the next valid settlement date!*

Additional Email: If you are paying online (you have selected a bank account from Payment options), enter a secondary email address if you wish a confirmation to be sent to an email account other than the ‘default’ email specified when the selected account was created.

Payment:	WELLS FARGO CHECKING
Payment Date:	11/09/2007
Additional Email:	
Account Password:	
<input type="button" value="Submit Payroll"/>	

Select the **Submit Payroll** button. Confirm the Submit by pressing the “Ok” button, or press “Cancel” if you are not ready to submit your payroll and payment.

Note: The ‘Grand Total’ displayed is the amount that will be deducted from the selected bank account.



Print Summary Report: The **Print Summary** button appears on the screen after your payroll is submitted. This report **must** be signed and faxed to the Division.

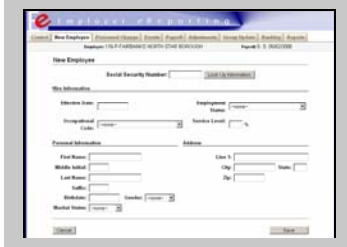
If you use the Employer eReporting Bank account option, a payment will be deducted from the selected account on the date you indicated.

The Control tab then reappears as it did when you initially logged in.

Note: all submitted payrolls must be processed by the Division before the payroll will be considered received and posted to the individual accounts.

NEW EMPLOYEE TAB

Summary



The New Employee Tab, shown on the right, provides fields to add new eligible employees that have not been reported to the PERS or TRS or one that was previously terminated and now has been rehired.

The New Employee Tab contains fields that are always empty and user editable. When a New Employee record is added, an Event record and a Personnel record are automatically created.

If the employee has been on leave, the employee does not have to be added using this tab.

Fields

The New Employee Tab displays the following fields:

Field Name	Definition
Social Security Number	A user editable field for the employee's social security number. The information entered in this field is used to track the employee through the application.
First Name	A user editable field for the first name of the employee. It is linked to the Social Security Number.
MI	A user editable field for the middle initial of the employee. It is linked to the Social Security Number.
Last Name	A user editable field for the last name of the employee. It is linked to the Social Security Number.

Field Name	Definition
Suffix	A user editable field for the employee's suffix (such as Jr. or III). It is linked to the Social Security Number.
Birth Date	Enter new employee's date of birth (MM/DD/CCYY)
Gender	A dropdown list to select the gender of the employee.
Marital Status	A dropdown list to select the marital status of the employee.
Address	A user editable field for the employee's payroll address.
City	A user editable field for the employee's payroll city.
State	A user editable field for the employee's payroll state.
Zip	A user editable field for entering the employee's mailing address zip code.
Employment Status	A dropdown list to select the employment status of the employee.
Effective Date	A user editable field for the date the employee was eligible to become a member of PERS/TRS.
Occ. Code	A dropdown list to select the occupational code for each employee record. Only occupational codes applicable for the current employer's fund are displayed.
Service Level %	This field displays the contractual percent of service for part-time TRS employees. The percentage ranges from 50% to 99%. This field will default to zero or be hidden if not applicable.

Things to Know

- ✚ Dates must be entered in MM/DD/YYYY format.
- ✚ The Name of the Person is linked to the Social Security Number. If the Social Security Number is not found in the system, the name of the person will appear as UNKNOWN.

New Employee Records

The New Employee tab allows you to create new employee records.

Adding a New Employee

Select the New Employee tab. Enter the social security number of the employee. If you think this person may be a rehire, select the **Look Up Information** button. If the employee is found in an unsubmitted payroll or in the Divisions database, the fields are populated and can be updated.

If the employee is not found, the fields remain empty. If empty, enter all required information. (See field definitions for details). Select the **Save** button to record the employee into the payroll.

PERSONNEL CHANGE TAB

Summary



After a payroll and employer are selected, the Personnel Change Tab, shown on the right, will become selectable. The Personnel Change tab allows you to report a change record for an existing employee and displays a list of existing changes (such as address, marital status, or name) already listed on this payroll. If changes have been imported or entered, they can be edited or deleted by selecting the Edit or Delete link provided for each change record. The list shows, for each record, the Social Security Number, Name, birth date, gender, marital status, action code, and address. If there are no imported or existing changes, the tab appears with the Create New Change link only.

The Name of the employee is linked to the Social Security Number. If the Social Security Number is not found in the application or has not been posted to the Divisions data base, the name of the employee will appear as UNKNOWN.

Fields

The **Personnel Change** tab displays the following fields. The fields are editable.

Field Name	Definition
#	A sequential record number displayed for each row.
Social Security Number	This field displays for each record the employee's Social Security Number.
Name (first, middle initial, last, suffix)	This field displays for each record the name of the employee as entered into the Employer eReporting system.
Birth date	This field displays for each record the date of birth.
Gender	A dropdown list to select Male or Female.

Field Name	Definition
Marital Status	A dropdown list to select Married or Single (that is, single, divorced, widowed).
Action Code	A dropdown list to select the type of change: Change, Name or New
Line 1 City, State, Zip	This field displays for each record the address of the employee.

Things to Know

- ✚ Dates must be entered in MM/DD/YYYY format.
- ✚ The Name of the employee is linked to the Social Security Number. If the Social Security Number is not found in the application or has not been posted to the Division's data base, the name will appear as UNKNOWN.
- ✚ If there is more than one page of records, page number links will appear at the bottom of the page to access the pages directly. A **Previous** link to go to the prior page and a **Next** link to go to the following page is also provided.
- ✚ The list can be sorted by either Name or Social Security Number. Select the Name label or the SSN label to sort the display on the page by the selected value.

Personnel Records

The Personnel Change tab allows you to add, edit, or delete existing changes to personnel information.

Adding a New Change Record

Select the **Create New Personnel Change** link. Then enter the employee's social security number. Only editable fields will be displayed. Make or add changes. You can either:

- ✚ Select the **Save** button to save the change. The Personnel Change tab will display the list with the new record. The record will be highlighted.
- ✚ Select the **Save and Create New** button to save this change and add another change. The Personnel Change tab will display a new empty record with editable fields.

Editing a Personnel Record

Select the **Edit** link next to the record you want to edit. The Personnel Change tab display is altered to show editable fields. Make your changes. You can either:

- ✚ Select the **Save** button to save the change. The Personnel Change tab will display the list again with the changes to the record. The record will be highlighted.
- ✚ Select the **Delete This Change** button to delete the record. The Change tab will display the list again without the record.
- ✚ Select the **Save and Create New** button to save the change and display a new empty record with editable fields.

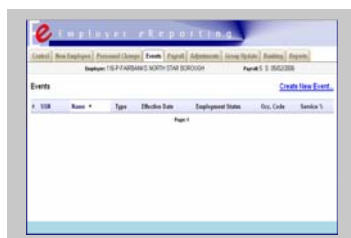
Deleting a Personnel Record

Select the **Delete** link next to the record you want to remove. The Personnel Change tab displays a confirmation screen. You can either:

- ✚ Select the **Confirm** button to proceed with the removal. The Personnel Change tab will redisplay the list without the record.
- ✚ Select the **Cancel** button to return to the Personnel Change tab without removing the record. The Personnel Change tab will redisplay the list with the record.

EVENTS TAB

Summary



The Events Tab, shown on the right, contains information on events (such as hire, leave without pay, and terminate) for employees. The information is organized by Social Security Number. From this tab, events can be added, edited, or deleted.

After an employer and payroll are selected, the Events tab will become selectable. The Events tab allows you to report an event record for an employee and displays a list of existing events. If events have been imported or entered they can be edited or deleted by selecting the Edit or Delete link provided for each event record. The list shows for each record the Social Security Number, Name, Type of Event, Effective Date, Employment Status, Occupational Code, and Service Percentage. If there are no imported or existing events, the tab appears with the Create New Event link only.

The Name of the employee is linked to the Social Security Number. If the Social Security Number is not found in the application for the current employer, or has not been posted to the Division's data base, the name will appear as UNKNOWN.

Fields

The Events Tab displays the following fields. The fields appear non-editable unless the **Create New Event** link or the **Edit** link to edit a specific record is selected.

Field Name	Definition
#	A sequential record number displayed for each row.
Social Security Number	This field displays for each record the employee's Social Security Number.
Name	This field displays for each record the name of the employee as entered into the Employer eReporting application.

Field Name	Definition
Event Type	This field indicates or allows you to select the type of event for each record.
Effective Date	This field displays or allows you to select the effective date of each event record.
Employment Status	This field displays or allows you to select the status of the employee for each event record. The Status can be: "D" for DCR Occupational Death or DCR Occupational Disability only "F" for Full Time "P" for Part Time "W" for Workers' Compensation
Occupational Code	This field displays or allows you to select the occupational code of the employee for each event record. Only occupational codes applicable for the current employer's fund are displayed.
Service Level %	This field displays the contractual percent of service for part-time TRS employees. The percentage ranges from 50% to 99%. This field will be hidden if not applicable.

Things to Know

- ✚ Amount fields must be numeric and must not contain letters. (For example: 1000.00 is acceptable but \$Thousand is not.) Dollar signs and commas may be used in the number (\$10,000).
- ✚ Dates must be entered in MM/DD/YYYY format.
- ✚ The Name of the employee is linked to the Social Security Number. If the Social Security Number is not found in the application or has not been posted to the Division's data base, the name of the employee will appear as UNKNOWN.
- ✚ If there is more than one page of records, links are available at the bottom of the page to access the pages directly, a **Previous** link to go to the prior page and a **Next** link to go to the following page are also provided.
- ✚ The list can be sorted by Name or Social Security Number. Select the Name label or the SSN label to sort the display on the page by the selected value.

Events Records

The Events tab allows you to add, edit, or delete personnel events.

Adding a New Event Record



Select the **Create New Event** link. The Event tab display is altered to show editable fields. Enter the event data into the fields.

You can either:

- Select the **Save** button to save the event. The Event tab will display the list with the new record. The record will be highlighted.
- Select the **Save and Create New** button to save this event and add another event.

Editing an Event Record

Select the **Edit** link next to the record you want to edit. The Event tab display is altered to show editable fields containing the data from the record that was selected. Make required changes. You can either:

- Select the **Save** button to save the event. The Event tab will display the list again with the changes to the record. The record will be highlighted.
- Select the **Delete This Event** button to delete the record shown in the editable fields. The Event tab will display the list again without the record.
- Select the **Save and Create New** button to save the event and edit another event.

Deleting an Event Record

Select the **Delete** link next to the record you want to remove. The Event tab displays a confirmation screen. You can either:

- Select the **Confirm** button to proceed with the removal. The Event tab will display the list without the record.
- Select the **Cancel** button to return to the Event tab without removing the record. The Event tab will display the list with the record.

PAYROLL TAB

Summary



The Payroll Tab, shown on the right, allows you to add, edit or delete a normal payroll record.

After a payroll is selected, the Payroll tab will become selectable. If you are creating a new payroll, this tab will appear empty unless you choose to import a payroll file or clone an existing payroll. On initial use of the application, you will need to manually add the normal payroll records if

you have elected not to import a file.

The Payroll tab displays a list of existing payroll records. They can be deleted by selecting the Delete link provided for each. Editable fields can be edited by moving your cursor to the field to be changed and entering the new value. If there are no imported, cloned, or existing payroll records, the tab appears with the Add Rows field and button only.



Fields

The Payroll Tab displays the following fields:

Field Name	Definition
#	A sequential record number displayed for each row.
SSN	A user editable field for the employee's social security number. The information entered in this field is used to track the employee through the application.
Display Name	A display field that shows the name of the employee associated with the SSN.
OCC Code	A dropdown list that allows you to select the occupational code for the employee.
Status	A dropdown list that allows you to select the employee's status.
Hours Worked	A user editable field for entering the employee's hours worked (part time or workers compensation hours only).

Field Name	Definition
Plan	A dropdown list allows you to select the employee's plan.
Gross Earnings	A user editable field for entering the employee's gross salary.
Vol/Sup	A user editable field for any voluntary savings (PERS) or supplemental contributions (TRS).
EE Contribution	A calculated/editable field for the employee's mandatory contribution
ER Contribution	A calculated/editable field for the employer's contribution.
Post-Tax	A user editable field for entering the employee's post-tax indebtedness payment.
Pre-Tax	A user editable field for entering the employee's pre-tax indebtedness payment.
Employer HRA	A pre-filled field for the employer's Health Reimbursement Arrangement contribution. (DCR members only)
Retiree Medical Plan (RMP)	A calculated/editable field for the employer's contribution to the Retiree Medical Plan. (DCR members only)
Employer ODD	A calculated/editable field for the employer's Occupational Death & Disability contribution. (DCR members only)
Additional DBUL Contribution:	A user editable field in the Payment Totals section. This field will contain an additional amount the employer wishes to add to their DB employer assets to reduce their unfunded liability.

Things to Know

-  Amount fields must be numeric and must not contain letters. (For example: 1000.00 is acceptable but \$Thousand is not.) Dollar signs and commas may be used in the number (\$10,000).
-  The list can be sorted by either Name or Social Security Number. Select the Name label or the SSN label to sort the display on the page by the selected value.


Payroll Record (Normal)

The Payroll tab allows you to add, edit, or delete normal payroll records.

Adding a New Payroll Record (Normal)

Select the Payroll tab. Enter the number of new records to be added in the **Add** field near the bottom of the screen and select the **Add Rows** button.



In the newly created row, enter the Social Security Number, employee's gross salary and all other applicable editable fields (non calculated fields). Select the calculate link () to calculate fields, or enter them manually.

Editing a Normal Payroll Record

Select the normal payroll record to be edited and enter your changes (simply move your cursor to the field to be changed and enter the change). The Payroll tab displays the updated information.

Deleting a Payroll Record

Select the Delete link next to the record that you want to remove. Confirm or cancel the deletion. The record is removed.

ADJUSTMENTS TAB

Summary

After an employer and payroll is selected, the Adjustments tab will become selectable. Unless you imported or cloned a payroll, this tab will be empty.



The Adjustments tab displays a list of existing adjustment records if they have been imported or entered. They can be deleted by selecting the Delete link provided for each. Editable fields can

be edited by moving your cursor to the field to be changed and entering your change. If there are no imported or existing payroll records, the tab appears with the Add Rows field and button only.

Fields

The Adjustments Tab displays the following fields.

Field Name	Definition
#	A sequential record number displayed for each row.
SSN	A user editable field for the employee's social security number. The information entered in this field is used to track the employee through the application.
Name	A display field that shows the name of the employee associated with the SSN.
OCC Code	A dropdown list that allows you to select the occupational code for the employee.
Status	A dropdown list that allows you to select the employee's status.
Hours Worked	A user editable field for entering the employee's hours worked (part time or workers compensation hours only).

Field Name	Definition
Plan	A dropdown list allows you to select the employee's plan.
Record Type	A dropdown list that allows you to select the type of record being submitted. A = adjustment payroll record to add or change a payroll record with a previous date. C = a conversion record to report the Employers conversion match for the employee.
PPE date or Conversion date	A user editable field for entering the pay period ending date that is being adjusted or the effective date of the employee's conversion as provided by the Division.
Gross Earnings	A user editable field for entering the employee's gross salary.
Vol/Sup	A user editable field for any voluntary savings (PERS) or supplemental contributions (TRS).
EE Contribution	A calculated/editable field for the employee's mandatory contribution.
ER Contribution	A calculated/editable field for the employer's contribution being adjusted or the amount of the employer conversion match for the DB member converting to the DCR plan.
Post-Tax	A user editable field for entering the employee's post-tax indebtedness payment
Pre-Tax	A user editable field for entering the employee's pre-tax indebtedness payment.
Employer HRA	A calculated/editable field for the employer's Health Reimbursement Arrangement contribution. (DCR members only)
Retiree Medical Plan (RMP)	A calculated/editable field for the employer's contribution to the Retiree Medical Plan. (DCR members only)
Employer ODD	A calculated/editable field for the employer's Occupational Death and Occupational Disability contribution. (DCR members only)

Field Name	Definition
Additional DBUL Contribution:	A user editable field in the Payment Totals section. This field will contain an additional amount the employer wishes to add to their DB employer assets to reduce their unfunded liability.

Things to Know

- Amount fields must be numeric and must not contain letters. (For example: 1000.00 is acceptable but \$Thousand is not.) Dollar signs and commas may be used in the number (\$10,000).
- The list can be sorted by either Name or Social Security Number. Select the Name label or the SSN label to sort the display on the page by the selected value.

Adjustment Record

The Adjustment tab allows you to add, edit, or delete adjustment records for a previous payroll.

Adding a New Adjustment Record

Select the Adjustment tab. Enter the number of new adjustment records to be added in the **Add** field near the bottom of the screen and select the **Add Rows** button.

The image shows a user interface element consisting of a text input field followed by the word 'rows' and a button labeled 'Add Rows'. The input field contains the number '1'.

For an *Adjustment* record, enter the Social Security Number, select record type **A** from the dropdown list, enter the pay period end date (PPE) being adjusted, and enter the salary being adjusted (can be a negative value to back out a previously reported value or a positive value to report a new value). Then enter all other applicable editable fields. Select the calculate symbol (#) if you wish to calculate the values or enter them manually.

For a *Conversion* record, enter the Social Security Number, select record type **C** from the dropdown list, enter the effective date of the as reported to you by the Division. The only other field you should update is the employer contribution field. This is the amount the employer is matching for their employees who have converted from the DB plan to the DCR plan. These employees should have a current “Normal Payroll” DCR record on this payroll as well.

Editing an Adjustment Record

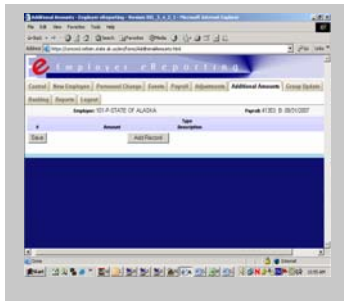
Select the adjustment or conversion record to be changed by simply moving your cursor to the field and entering the change. The Adjustment tab displays the updated information.

Deleting an Adjustment Record

Select the Delete link next to the record that you want to remove. Confirm or cancel the deletion. If the deletion is confirmed, the record is removed.

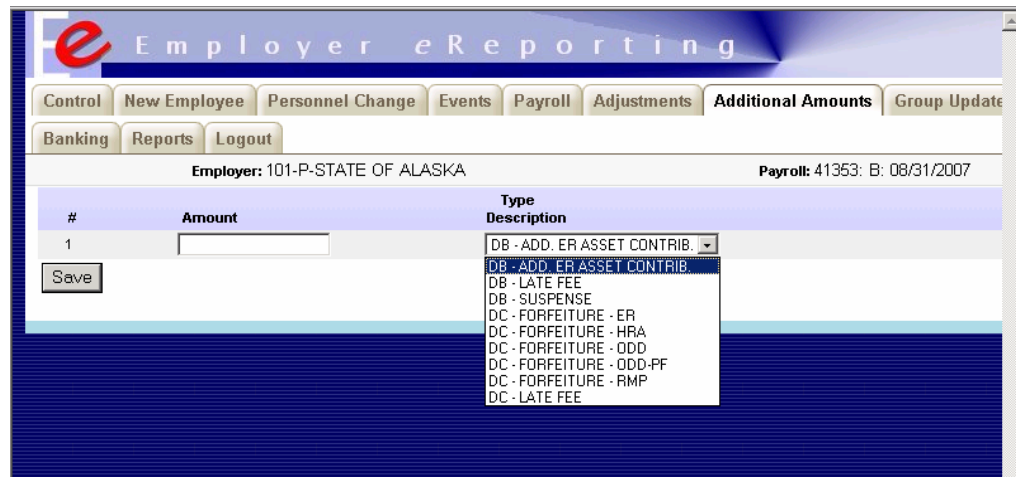
ADDITIONAL AMOUNTS TAB

Summary



The **Additional Amounts** tab, shown on the right, allow you to pay additional amounts due such as late fees or for you to use credits you may have on the payroll you are processing.

The Additional Amounts Tab contains fields if you elect to add a record (s) here.




Fields

The Control Tab displays the following fields:

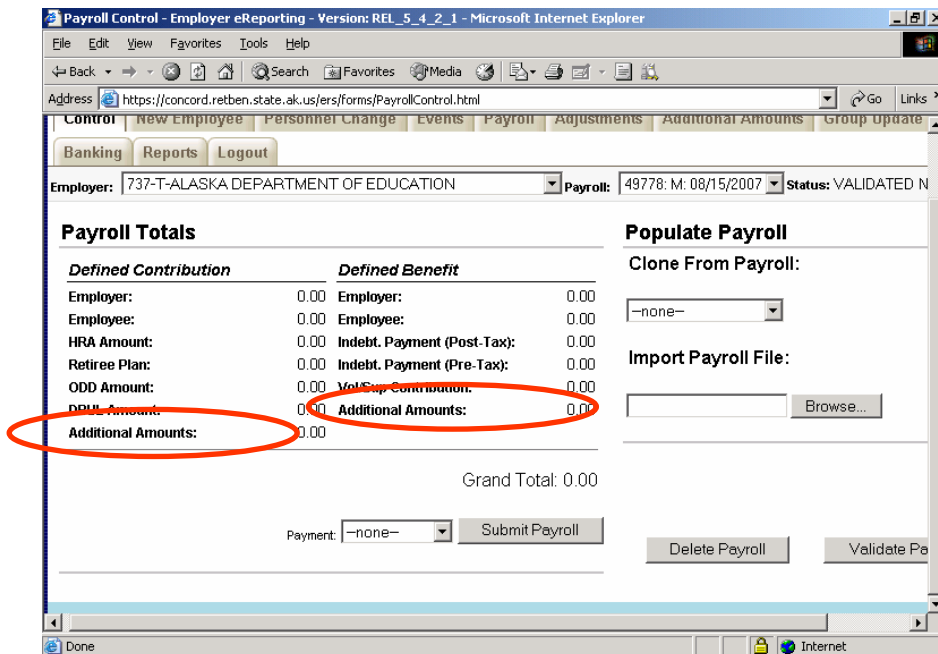
Field Name	Definition
Amount	A user editable field, enter the amount of money, negative when using a credit and positive when paying a debit.
Type Description	A dropdown list to select the type of account the payment / credit is being applied to.

Things to Know

-  Suspend Amount is the only amount that can be a negative or a positive value. If paying a short/debit use a positive number. If taking an over/credit use a negative number. The negative amount can not be more than the amount due on the payroll being submitted.

The Control Tab and the summary report will have one filed listed for this additional amount so you will need to manually write in on the summary page what this amount is for.

Example. “For debit on PPE 8/15/07”



Payroll Control - Employer eReporting - Version: REL_5_4_2_1 - Microsoft Internet Explorer

Address: https://concord.retben.state.ak.us/ers/forms/PayrollControl.html

Control | New Employee | Personnel Change | Events | Payroll | Adjustments | Additional Amounts | Group Update

Banking | Reports | Logout

Employer: 737-T-ALASKA DEPARTMENT OF EDUCATION Payroll: 49778: M: 08/15/2007 Status: VALIDATED N

Payroll Totals		Populate Payroll	
Defined Contribution	Defined Benefit	Clone From Payroll:	
Employer:	0.00	Employer:	0.00
Employee:	0.00	Employee:	0.00
HRA Amount:	0.00	Indebt. Payment (Post-Tax):	0.00
Retiree Plan:	0.00	Indebt. Payment (Pre-Tax):	0.00
ODD Amount:	0.00	Vol. Cap. Contribution:	0.00
OPM Amount:	0.00	Additional Amounts:	0.00
Additional Amounts:	0.00		

Grand Total: 0.00

Payment: -none- Submit Payroll Delete Payroll Validate Pa

GROUP UPDATE TAB

Summary



The **Group Update** tab, shown on the right, provides fields for updating group leave information. This tab is normally used by school districts.

The tab shows all the employees in the selected payroll. If the employee is not in the current payroll, they must be added through the **Events** tab. You may need to select the Refresh button first if you or another user has entered new

payroll records.

Fields

The Group Update Tab displays the following fields:

Field Name	Definition
Social Security Number	This field displays for each record the employee's Social Security Number.
Name	This field displays for each record the name of the employee as entered into the Employer eReporting system.
Select Event Type	This dropdown list allows you to select the starting or ending a leave without pay (LWP) for PERS or Teachers Service End (TSE) for TRS date.
On (Date)	This user editable field allows you to enter the date at which the LWP or TSE is beginning or ending.

Things to Know

- ✚ Dates must be entered in MM/DD/YYYY format.
- ✚ The Name of the employee is linked to the Social Security Number. If the Social Security Number is not found in the application or has not been posted to the Divisions data base, the name will appear as UNKNONWN.

- ✚ The list can be sorted by either Name or Social Security Number. Select the Name label or the SSN label to sort the display on the page by the selected value.

Group Leave Records

The Group Leave tab allows you to indicate employee's starting or ending LWP period for PERS or TSE period for TRS.

Starting or Ending Leave

Select the Group Leave Tab. Select the Refresh button to make sure any newly added payroll records appear in the list. Check the box next to the employees you want to start or end leave. Alternatively, you can select all the employees in the list by selecting the **Select All** link.

From the dropdown list at the bottom of the screen, select start or end. Then enter the date the leave started or ended. Select the **Save** button.

BANKING TAB

Summary



The Banking Tab, shown on the right, provides fields for bank information to be used for electronic payment to the Division. This tab is available for users with full access rights.

See page 10 for information related to access rights.

The Banking Tab allows the user to set up and edit bank account information. This function utilizes the Automated Clearing House (ACH) network to process electronic payments. Commonly known as ACH or EFT payments, these electronic payments deduct the amount that you request directly from the bank account you select.

Fields

The Banking Tab displays the following fields:

Field Name	Definition
Account Name	A field that displays the Friendly Name for the bank account.
Bank Name	A field that displays the name of the bank.
Account Status	A field that displays the status of the account (active or pending).

The following fields are displayed when the Add New Account link is selected or when the Edit link is selected for an existing account and the password is entered.

Field Name	Definition
Routing Number	A user editable field for entering the bank's 9-digit routing or transit number.
Account Number	A user editable field for entering the bank account number.

Field Name	Definition
Account Type	A dropdown field for selecting the type of bank account (Checking or Savings).
Friendly Name	A user editable field for entering a nickname for the bank account so it is easily distinguishable for any other bank account.
Account Holder Name	A user editable field for entering the Account Holder Name the bank will recognize.
Default Email	A user editable field for entering an email address for receiving communications from the application.
Change Password	A user editable field for entering a security password to control access to the bank account information.
Confirm Password	A user editable field for confirming the security password entered in the Change Password field.
Status	This section appears when the user selects the edit link on an existing account. This is the status of the Prenote (unprocessed, failed, or processed).

Adding a Bank Account

For details related to adding a bank account see page 12.

A password is required when creating a bank account in the Employer eReporting application. This password is also required to later edit the bank account information. The password is not stored and the bank account number is encrypted in the Employer eReporting application. Therefore, it is

important to remember the password. Because the password is not stored in the application, the Division will not be able to remind you of your password or reset it for you.

When you are creating the bank account password, please note the following guidelines:

- ✚ Minimum of 7 characters, Maximum of 10
- ✚ One character must be a number.
- ✚ Do not use any part of your name or SSN.
- ✚ The only special characters allowed are:) ! # (and \$.
- ✚ No spaces are allowed.

If the password is forgotten, you will have to delete and re-created. A password is not needed to delete a bank account. This password is used to submit your payrolls.

There is no limit to the number of accounts an employer can create in the Banking Tab. Each account will need a password. You are allowed to use the same password for multiple accounts.

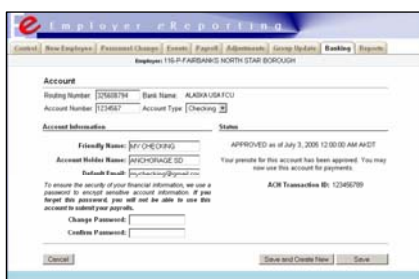
When creating a new account, a “test” or “preauthorization” payment, called a “Prenote”, will automatically process by the application. The test is a zero dollar transaction created and sent through the ACH network to test the validity of the bank routing r and account number. This process can take up to six business days to complete. No electronic payments can be submitted until the Prenote status is “processed”. This lag between creation of the account and ability to use the account provides your bank with the opportunity to respond to the Prenote.

Each time a new bank account is created, the Prenote transaction process must be complete before the account can be used to make an electronic payment.

The email address you enter on the Banking Tab will be used to send communications from the application.

The status of an Account is reflected on the Banking Tab. To see the status of a prenote, you must select “edit” for the specific account the prenote relates to. Once in the account, you will see the prenote status on the right side of the screen.

Editing a Bank Account



To edit a bank account, select the **Edit** link next to the account you want to edit. Enter the password specific to the account. The Banking tab displays editable fields containing the banking

account information previously entered.

Update the fields as needed and:

- ✚ Select the **Save** button. The Banking Tab displays with the account listed.
- ✚ Select the **Save and Create New** button to save this account and add another. The Banking tab will display the editable fields containing the banking account information needed to create another account.
- ✚ Select the **Cancel** button to exit without saving.

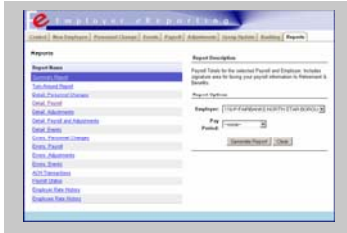
If the account type, account number, routing number or the account holder name is edited, a new prenote transaction will be required. See Adding a Bank Account section for information related to the processing of the prenote transaction.

Deleting a Bank Account

To delete a bank account select the **Delete** link next to the account that you want to delete. You will be prompted to confirm or cancel the Delete command.

REPORTS

Summary



The Reports Tab, shown on the right, provides available reports. For each report, the fields on the tab change to provide criteria appropriate to the report.

The following list provides a list and definition of each report.

Report Name	Definition
Summary Report	Provides Payroll Totals for the selected payroll and employer, including a signature area. This report must be signed and faxed to the Division after your payroll has been submitted in Employer eReporting.
Turn-Around Report	Provides detail related to a selected payroll for a selected employer submitted via Employer eReporting after the posting by the Division.
Detail: Personnel Changes	Provides detail for Personnel Changes contained in the selected payroll for the selected employer. Also, provides an error report.
Detail: Payroll	Provides detail of Normal Payroll records contained in the selected payroll for the selected employer. Also, provides an error report.
Detail: Adjustments	Provides detail of Adjustment records contained in the selected payroll for the selected employer. Also, provides an error report.
Detail: Events	Provides detail of Event records contained in the selected payroll for the selected employer. Also, provides an error report.
Errors: Personnel Changes	Provides a list of all validation errors related to Personnel Changes for the selected payroll and employer.
Errors: Payroll	Provides a list of all validation errors related to Normal Payroll records for the selected payroll and employer.

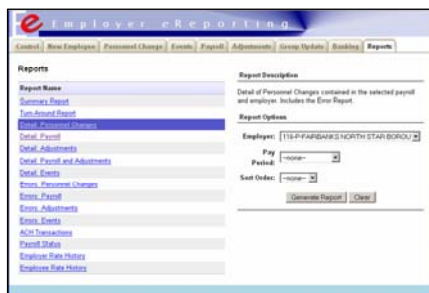
Errors: Adjustments	Provides a list of all validation errors related to Adjustment records for the selected payroll and employer.
Errors: Events	Provides a list of all validation errors related to Event records for the selected payroll and employer.
Detail: Payroll and Adjustments	Provides detail of Normal Payroll and Adjustment records contained in the selected payroll for the selected employer. Also, provides an error report.
ACH Transactions	Provides a list of all ACH payments and their status (as of 9 a.m. on the day the report is created) for ACH payments submitted in Employer eReporting for the provided date range.
Payroll Status	Provides a list of Payrolls received via Employer eReporting and their status for the selected employer and date range.
Employer Rate History	Provides a list of employer contribution rates for the selected employer and date range.
Employee Rate History	Provides a list of employee contribution rates for the selected employer and provided date range.

Fields

The Report Tab displays the following fields. The displayed fields vary by report.

Field Name	Definition
Employer	This dropdown list allows you to select which employer to create the report for. If only one employer is available, it is selected by default. If multiple employers are available, you must select one.
Payroll	This dropdown list allows you to select the payroll to use for the report data.
Date Range	This user editable field allows you to enter the start and end dates for the report.
Sort Order	This dropdown list allows you to sort by SSN or Name.

Report Generation



The Reports tab allows you to create reports using the payroll data within Employer eReporting. This tab is available after you have logged into the Employer eReporting System.

Creating a Report

Select the Reports tab. On the left side of the tab, select the report you want to create. The

fields on the right side of the tab may change. Enter the criteria in the fields. Select the **Generate Report** button. The report is displayed in a separate window in the PDF format to preview or print. Note: You must have Adobe Reader installed to preview and print reports!

Fund Code	SSN	Action	Name/Address	Birthdate	Sex	Marital
P	517521530	CHG	ANLEAR,LELE J 410 TOVEY STREET FAIRBANKS, AK 99709	12/10/1949	F	M
P	574541143	CHG	EJLEAR,LELE W P.O. BOX 74448 FAIRBANKS, AK 99707	06/09/1979	F	S
P	518562979	CHG	RRLEAR,LELE R P.O. BOX 10769 FAIRBANKS, AK 99710	12/26/1950	F	M
P	58535675	CHG	RRLEAR,LELE W P.O. BOX 71758 FAIRBANKS, AK 99707	06/27/1968	F	M

Printing a Report

After making a report and pushing the **Generate Report** button, you can print the report by selecting the Print icon from the toolbar.



Saving a Report

After creating a report and selecting the **Generate Report** button, you can choose to save the report by selecting the **Save** button from the toolbar.



QUICK REFERENCE – VALIDATION ERRORS

Validation Errors

(Critical errors will not allow you to submit the payroll)

ADJUSTMENT ERRORS *(Correction and/or submission of past payroll records)*

Critical Error

Additional Contribution is Greater than Gross Earnings	N
Employee Contribution differs from calculated amount	N
Employee's Name differs from the Division	N
Employee's Name is UNKNOWN	N
Employer Contribution differs from calculated amount	N
Employer Contribution is zero	N
Employee Contribution is zero	N
Employment Status Code is Missing: Required Value	Y
Gross Earnings are Missing	N
Hours Missing: Required for Part Time TRS Employee	N
HRA differs from calculated amount	N
HRA is zero: Required for DC Employee	N
Occupation Code is Missing: Required Value	Y
ODD differs from calculated amount	N
ODD is zero: Required for DC Employee	N
Pay Period Ending Date is Invalid: Cannot be a Future Date	Y
Pay Period Ending Date is Missing: Required Value	Y
Payroll Type is Missing: Required Value	Y
Plan Is Missing: Required Value	Y
Retiree Medical differs from calculated amount	N
Retiree Medical is zero: Required for DC Employee	N
SSN is Missing: Required Value	Y
Voluntary Contribution is Invalid: Cannot be greater than 5% of Gross	N

EVENT ERRORS (Employee's employment information)

Effective Date is Missing: Required Value	Y
Employee's Name differs from the Division	N
Employee's Name is UNKNOWN	N
Employment Status Code is Missing: Required Value	Y
Event Type is Missing: Required Value	Y
Hire Event received without a 'New' Personnel record.	Y
Occupation Code is Missing: Required Value	Y
Service Level is Missing: Required for Part-time TRS Employees	Y
SSN is Missing: Required Value	Y

NORMAL PAYROLL ERRORS (Current payroll records)

Additional Contribution is Greater than Gross Earnings	Y
Employee Contribution differs from calculated amount	N
Employee's Name differs from the Division	N
Employee's Name is UNKNOWN	N
Employer Contribution differs from calculated amount	N
Employer Contribution is zero: Required Amount	Y
Employee Contribution is zero: Required Amount	Y
Employment Status Code is Missing: Required Value	Y
Gross Earnings are Missing	Y
Hours Missing: Required for Part Time TRS Employee	Y
HRA differs from calculated amount	N
HRA is zero: Required for DC Employee	Y
Occupation Code is Missing: Required Value	Y
ODD differs from calculated amount	N
ODD is zero: Required for DC Employee	Y
Plan Is Missing: Required Value	Y
Retiree Medical differs from calculated amount	N
Retiree Medical is zero: Required for DC Employee	Y
SSN is Missing: Required Value	Y
Voluntary Contribution is greater than 5% of Gross	N

PERSONNEL ERRORS (Employee personal information)

Address is Missing: Required for new Employees	Y
Birth date Invalid: Employee is less than 12 or > 90 years old	Y
City is invalid for the given Zip Code	N
City is Missing: Required for new Employees	Y
Employee's Name differs from the Division	N
Employee's Name is UNKNOWN	N

Gender is Missing: Required for new Employees	Y
Marital Status is Missing: Required for new Employees	Y
New Personnel entered without a 'Hire' Event record.	Y
SSN is Missing: Required Value	Y
State is Missing: Required for new Employees	Y
Zip is missing: Required for new Employees	Y

APPENDIX A

Personnel Record Layout

#	Field Name	Start	End	Size	Type	Status	Comments
1.	Record Type	001	001	1	A	Required	Always "D"
2.	Fund Code	002	002	1	A	Required	"P" for PERS "T" for TRS "E" for EPORS "J" for JRS
3.	Employer Number	003	005	3	N	Required	Your 3 digit employer number
4.	Filler	006	006	1			Not Used - leave blank, imported data will be ignored
5.	SSN	007	015	9	N	Required	Employee Social Security Number
6.	Action Code	016	019	4	A	Required	"NEW" for New Hire "CHG" for Change "NAME" for Name change
7.	Filler	020	027	8			Not Used - leave blank, imported data will be ignored
8.	Name	028	057	30	A	Optional	Format: LAST,FIRST MI Comma must be between last and first names, no spaces. Jr, Sr, etc. go before the ",".
9.	Filler	058	058	1			Not Used - leave blank, imported data will be ignored
10.	Birth Date	059	066	8	N	Optional	Format: MMDDCCYY.
11.	Gender Code	067	067	1	A	Optional	"F" for Female "M" for Male
12.	Marital Status	068	068	1	A	Optional	"M" for Married "S" for Single, divorced or widowed
13.	Address	069	098	30	A	Optional	Mailing street address or post office box of employee
14.	City	099	114	16	A	Optional	Mailing city of employee
15.	State Code	115	116	2	A	Optional	Mailing state of employee
16.	Zip Code	117	126	10	A	Optional	Format: NNNNN or NNNNN-NNNN - the dash must be entered if the second format is used.
17.	Filler	127	172	46			Not Used - leave blank, imported data will be ignored

Total record length is 172 characters.

Event Record Layout

#	Field Name	Start	End	Size	Type	Status	Comments
1.	Record Type	001	001	1	A	Required	Always "E"
2.	Fund Code	002	002	1	A	Required	"P" for PERS "T" for TRS "E" for EPORS "J" for JRS
3.	Employer Number	003	005	3	N	Required	Your 3 digit employer number
4.	Filler	006	006	1			Not used, leave blank, imported data will be ignored
5.	SSN	007	015	9	N	Required	Employee Social Security Number
6.	Event Type	016	019	4	A	Required	"HIRE" = Employee hire "STAT" = Status or Occ code change "LWP" = PERS LWOP "ALWP" = TRS active LWOP "ILWP" = TRS inactive LWOP "SAB" = TRS sabbatical leave "TSE" = TRS service end "TERM" = Employee termination
7.	Event Effective Date	020	027	8	N	Required	Format: MMDDCCYY. Effective date of this change.
8.	Name	028	057	30	A	Required	Format: LAST,FIRST MI Comma must be between last and first names, no spaces. Jr, Sr, etc. go before the ",".
9.	Filler	058	063	6			Not used, leave blank, imported data will be ignored
10.	Personnel Status Code	064	064	1	A	Required	"F" for Full Time "P" for Part Time "W" for Workers' Compensation
11.	Filler	065	065	1			Not used, leave blank, imported data will be ignored
12.	Occupation Code	066	066	1	A	Required	"A" for All Others PERS in PERS "C" for Marine, Mates, Pilots in PERS "D" = Special School District - PERS "E" for Elected Official in PERS and EPORS "F" for Firemen in PERS "J" for Non-Contributing Judges in JRS "L" for TRS Legislator in TRS "M" for Inland Boatman Union in PERS "P" for Peace Officer in PERS "R" for Contributing Judges in JRS "T" for Teachers' in TRS "W" for Rehire Retiree under a HB161/SB242 "Y" for Rehire Retiree(P/F) under a HB161/SB242
13.	Contract Service Percent	067	068	2	N	Required for	Contract service percentage for part-time teacher Required for TRS P/T HIRE or STAT otherwise leave blank
						TRS P/T on HIRE/STAT	
14.	Filler	069	172	104			Not Used - leave blank, imported data will be ignored

Total record length is 172 characters.

Payroll Record Layout

#	Field Name	Start	End	Size	Type	Status	Comments
1.	Record Type	001	001	1	A	Required	Always "P"
2.	Fund Code	002	002	1	A	Required	"P" for PERS "T" for TRS "E" for EPORS "J" for JRS
3.	Employer Number	003	005	3	N	Required	Your 3 digit employer number
4.	Payroll Cycle	006	006	1	A	Required	"B" for bi-weekly "M" for monthly "S" for semi-monthly "Q" for Quarterly "Y" for Yearly
5.	SSN	007	015	9	N	Required	Employee Social Security Number
6.	Payroll Type	016	016	1	A	Required	"N" for normal current payroll "A" for prior payroll adjustment "C" for DC conversion employer match
7.	Plan	017	018	2	A	Required	Plan Code = DB or DC
8.	Filler	019	019	1			Not used, leave blank, imported data will be ignored
9.	Payroll Ending Date	020	027	8	N	Required	Format: MMDDCCYY
10.	Name	028	057	30	A	Required	Format: LAST,FIRST MI Comma must be between last and first names, no spaces. Jr, Sr, etc. go before the ",".
11.	Department	058	059	2	N	Required	Used by State of Alaska PERS; blank for all other employers.
12.	Division	060	061	2	N	Required	Used by State of Alaska PERS; blank for all other employers.
13.	Region	062	063	2	N	Required	Used by State of Alaska PERS; blank for all other employers.
14.	Personnel Status Code	064	064	1	A	Required	"F" for Full Time "P" for Part Time "W" for Workers' Compensation Time "D" for ODD recipients
15.	Filler	065	065	1			Not used, leave blank, imported data will be ignored
16.	Occupation Code	066	066	1	A	Required	"A" for All Others PERS in PERS "C" for Marine, Mates, Pilots in PERS "D" = Special School District - PERS "E" for Elected Official in PERS and EPORS "F" for Firemen in PERS "J" for Non-Contributing Judges in JRS "L" for TRS Legislator in TRS "M" for Inland Boatman Union in PERS

							"P" for Peace Officer in PERS
							"R" for Contributing Judges in JRS
							"T" for Teachers' in TRS
							"W" for Rehire Retiree under a HB161/SB242
							"Y" for Rehire Retiree(P/F) under a HB161/SB242
17.	Bargaining Unit	067	070	4	A	Required	Used by State of Alaska PERS; blank for all other employers.
18.	Filler	071	074	4			Not used, leave blank, imported data will be ignored
19.	Indebt Payment Post-tax	075	081	7	N	Required	Zero fill if amount is zero
20.	Employee Gross Earnings	082	089	8	N	Required	Zero fill if amount is zero
21.	Employee Geographical Differential Percent	090	094	5	N	Required	Used by State of Alaska PERS; blank for all other employers.
22.	Employee Contribution	095	101	7	N	Required	Zero fill if amount is zero
23.	Employee Voluntary/Supplemental	102	108	7	N	Required	Voluntary is PERS only; Supplemental is TRS only, zero fill if amount is zero.
24.	Life Volume	109	111	3	N	Required	Used by State of Alaska PERS; blank for all other employers.
25.	Employee Hours Worked	112	116	5	N	Optional	Mandatory for PERS part-time or workers' compensation time for record type = N. Optional for record type = A. Not allowed for record type = C. (nnn.nn)
26.	Employer Contribution	117	123	7	N	Required	Zero fill if amount is zero
27.	Employer HRA	124	130	7	N	Required	Zero fill if amount is zero
28.	Employer Retiree Medical	131	137	7	N	Required	Zero fill if amount is zero
29.	Employer ODD	138	144	7	N	Required	Zero fill if amount is zero
30.	Indebt Payment Pre-tax	145	151	7	N	Required	Zero fill if amount is zero
31.	Additional Employee Contribution Pre-tax	152	158	7	N	Required	Zero fill if amount is zero
32.	Additional Employee Contribution Post-tax	159	165	7	N	Required	Not currently used - zero fill
33.	Employer DBUL	166	172	7	N	Auto calculated	No edits allowed

Total record length is 172 characters.