



A Division of Harris Computer Systems

PAYROLL: ELECTRONIC ICMA

- 1. File Setup (1 Per Pay Period)
- 2. C. Clean Up Routines
- 3. D. FTD - FICA/Med/Fed Rpt
- 4. E. FTD - FUTA Rpt
- 5. F. Retirement Reports
- 6. G. Quarterly (941) Rpt
- 7. H. State 941 Rpt
- X. F. I. Unemployment Reports
- X. Return to Process Menu

Setting up for Electronic ICMA Reporting

1. From the Payroll main menu, go to **M. File Setup > 1. Customize** and select the **Edit Retirement Deductions** option from the *File* menu.
2. Press the *Insert* button to add a line into the *ICMA Deductions* section of the screen.
3. Select the first ICMA deduction from the drop down box in the *Deduction* column.
4. Enter the six digit plan number in the *Plan #* field.
5. If applicable enter this plan's *Fund ID*.
6. Enter the town's *IRS Number*.
7. For IRA plans, from the drop down box under the *Year* column, select if this is for the current year or a past year.
8. The options in the *Source* field will vary depending on what was entered for the *Plan #*. The options are Blank, EE (Mandatory Pre-Tax, Voluntary Pre-Tax, Mandatory After Tax), ER (Employer), EV (Voluntary After-Tax), and LN (Loan Repayment).
9. Enter the *Plan Name*.
10. Press *Insert* again to add another line or press *F12* to save and exit.
11. From the Payroll

Main Menu select **1. Employee File Updates > 3. Deductions.**

12. If any of the ICMA deductions are for loan repayment, enter the three digit loan number in the *ICMA Loan* field as necessary. Once this is done, press *F12* to save and exit.

Deduction	Plan #	Fund ID	IRS Number	Tax Year	Source	Plan Name
ICMA-EMPLY	777777		123456789	C	EE	Retirement - Emp
ICMA- TOWN	111111		123456789		ER	Retirement - Match
ICMA LOAN 001	100100		123456789		LN	Loan 001
ICMA LOAN 002	100200		123456789		LN	Loan 002
ICMA LOAN 003	100300		123456789		LN	Loan 003
ICMA LOAN 004	100400		123456789		LN	Loan 004
ICMA LOAN 005	100500		123456789		LN	Loan 005
ICMA LOAN 006	100600		123456789		LN	Loan 006
ICMA LOAN 007	100700		123456789		LN	Loan 007

Creating the electronic ICMA file

1. From the Payroll main menu, select **2. Payroll Processing > Reports & Cleanup Routines.**
2. If a screen pops up asking for a period to be selected, choose either **Weekly** or **Individual** and press *F12* to continue.
3. Select **F. Retirement Reports > 2. Electronic ICMA.** If **Weekly** was selected on the period selection screen, the file(s) will be created for the last payroll that was run. If **Individual** was selected, a new screen will pop up asking for the pay date to use for the file creation. Choose a pay date and press *F12*.
4. The file(s) will then be created in the ICMA folder in the town's data directory. Each plan will get its own file in this folder that can then be sent to ICMA for processing. At this point a report will also be created for each plan number, displaying what is contained within each file.