



A Division of Harris Computer Systems

PAYROLL: MSRS SETUP AND REPORTING

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| 1. | Employee File Updates |
| 2. | Payroll Distribution |
| 3. | Deductions |
| 4. | Employer's Match |
| 5. | Vacation / Sick |
| 6. | MSRS / Unemployment Info |
| 7. | Pay Totals |
| 8. | Direct Deposit Breakdown |
| 9. | Select Employee |

Setting up for MSRS Reporting

- From the *General Entry* menu, select **B. Payroll > 6. Table and File Setups > 1. Deduction Setup** and create a deduction for MSRS Contributions. Do the same for MSRS Life Insurance, Employer Contributions and Pay Back if needed.
- Once a deduction has been created go to **1. Employee File Updates > 3. Deductions** and set up the employee with the MSRS contribution deduction. Do the same under **4. Employer's Match** using the match deduction setup in the previous step if needed.
- Once the employee has been set up go to **M. File Maintenance > 1. Customize**. Select **Edit Retirement Deductions** from the *File* menu at the top of this screen. Select the deduction or deductions for each of the three boxes related to MSRS and press **F12** to save.
- On the *Customize* screen, make sure that the box labeled *Town does not use MSRS* is not checked off.
- Go to **1. Employee File Updates > 6. MSRS / Unemployment Info** and select the employee whose MSRS information should be edited.
 - If this employee should be included on the MSRS report, place a checkmark in the *Include* box.
 - Fill in the information below the *Include* check box. Clicking on each field will display information on the right about what can go in that field.
- At least one *Position* line for this employee must also be set up and set as the default line. To do this, go to the *File* menu and select *Add Position Line*. A new line should appear on the bottom half of the screen. Fill in all of the information that applies to this employee and hit **F12** to save.
- Select **2. Payroll Distribution**. Once on this screen locate the *M* column. This column is what includes or excludes wages on the MSRS report for each distribution line. There are three options for this field: (Y)es, (N)o, or a Position Code. A *Y* will use the default position line from the *MSRS / Unemployment Info* screen. An *N* will make it so that wages paid through this distribution line are not included on the MSRS report. If the employee has more than one *Position* line on the *MSRS / Unemployment Info* screen, then they will be displayed on the drop down box as another option for this field.
 - Note that an *N* in this field only prevents the pay coming from that line from being reported as Earnable Compensation on the MSRS Report. It will not prevent the wage from being included when the program calculates the amount for the deduction. If this needs to be done, go to **6. Table and File Setups > 3. Pay Category Setup** from the Payroll main menu and make the pay category that was coded with an *N* on the Distribution screen exempt from the MSRS deductions.

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|--------------------------------|-------------------------------------|--------|---------------------------------|-------------|------------|------------|-----|-----------|------|----------|
| Full Name | Homer Simpson | | SSN # | 006-56-0775 | Date Hired | 09/14/1992 | | | | |
| MSRS | | | | | | | | | | |
| Include | <input checked="" type="checkbox"/> | | Checked = Yes Unchecked = No | | | | | | | |
| Life Ins Code | R | | | | | | | | | |
| Plan Code | -- | | | | | | | | | |
| Excess / Purchase | - | | | | | | | | | |
| Life Ins Schedule Code | Y | | | | | | | | | |
| Life Ins Level | 0 | | | | | | | | | |
| Position Category | General Government | | | | | | | | | |
| Monthly H/D: M or D | M = Multiply By | | | | | | | | | |
| :Factor | 1.00 | | | | | | | | | |
| Rate Of Pay: M or D | M = Multiply By | | | | | | | | | |
| :Factor | 1.00 | | | | | | | | | |
| State Unemployment Info | | | | | | | | | | |
| Include Y/N/S | Y | | | | | | | | | |
| Nature Code | 1 | | | | | | | | | |
| Detail | Position | Status | Report | Fed Comp Am | Del / % | Wks/Yr | HWK | F Time Eq | Part | Schedule |
| 09901 | 11 PLD | | | 0 Dollar | | 52 Hourly | 0 A | | | 000001 |
| 09911 | 11 PLD | | | 0 Dollar | | 52 Hourly | 0 A | | | 000001 |

Payroll: MSRS Setup and Reporting *CONTINUED*

7. If there are people that are not regularly paid, but need to show up on the MSRS report because they still use MSRS for either retirement or life insurance, select **A. Non-Paid MSRS Info**.
 - a. From this screen go to the *File* menu and select *New*. This will display a blank screen where a person's information can be entered to show on the MSRS report. Fill in all of the pertinent information and press **F12**.

Running the Report

1. From the General Entry menu, select **B. Payroll > 2. Payroll Processing > 6. Reports and Cleanup Routines**.
2. If the option to select *Weekly, Monthly, Quarterly Yearly* or *Individual* displays, select either *Monthly* or *Individual*
3. Select **F. Retirement Reports > 1. MSRS**. A screen will pop up asking for the *Year* and *Month* of the report to be run. Make the appropriate selections and press **F12** to continue.
4. On the next screen, select the *Report Type* in the upper right hand corner and then fill in all of the pertinent information. If the MSRS report is filed electronically, select the *Create Electronic MSRS File* option at the top of the screen. Press **F12** once all of this has been done. If the *Create Electronic MSRS File* option was selected, a second set up screen will display. Fill in this information and press **F12** again. This will bring up a print preview showing two copies of the MSRS detail report, one for the town's records and one that can be mailed to MSRS.
5. Close this report to bring up the *Monthly Payroll Summary Report*. If the *Create Electronic MSRS File* option was selected, there will now be a new file in the *MSRS* folder in the data directory that can be e-mailed or sent on a floppy disk to MSRS. **NOTE** – The summary record of the Electronic MSRS file does not get created until after the MSRS detail report is closed.

Correcting the Report

If there are errors with the Earnable Compensation on the report, this can be fixed by running the *Edit / Review MSRS Records* option from the *File* menu on the MSRS Report Setup screen. This will show all of the pay records created during the month that the report is being run for, broken down by employee and pay category. Individual records can then be edited to either show or not show on a given report. To make corrections, use the following steps.

1. From the MSRS Report setup screen press the **F6** button or select *Edit / Review MSRS Records* from the *File* menu. This will display a listing of all the employees that have the *Include* box checked on their **MSRS / Unemployment Info** screen.
2. Click on the plus sign next to the employee that has the error. This will show all of the saved pay records for the month that the report is being run for.
3. Locate the pay record that is causing the Earnable Compensation to be wrong.
4. Make the appropriate changes and press **F12** to save. For example, if an employee has a record that is not being included on the PLD report like it should, change the *Report* option for that line from *None* to *PLD*. It is only possible to edit the last five fields – *Report, Position, Status, Fed Comp* and *Dol / %*.
5. To ensure that the next month's report is correct, make sure that any information that is changed on this screen is also changed on the employee's **MSRS / Unemployment Info** screen.