

# Idaho Retirement Report

<u>Column/Field on View/Edit Data Tab</u>	<u>Where Data Generates From in School Accounting System</u>
Employee ID.....	Employee ID field on Name & Address screen in Employee File
First Name.....	First Name field on Name & Address screen in Employee File
Last Name.....	Last Name field on Name & Address screen in Employee File
Cycle Start Date and Cycle End Date .....	Cycle Start Date and Cycle End Date specified for the employee's schedule name or frequency code from the Report Options tab
Contribution Class.....	Completed Contribution Class (Reported Class) custom field in Employee File, or if custom field is <u>blank</u> , then Default for Contribution Class (Reported Class) as specified on Report Options tab
Contract Percent .....	Completed Contract Percent custom field in Employee File, or if custom field is <u>blank</u> , then Default for Contract Percent as specified on Report Options tab ( <b>Note:</b> If a number greater than 100 is entered for an employee in the custom field in the Employee File, <b>100</b> will be reflected in this field.)
Hire Date .....	Most recent Hire/Rehire Date as entered in Employee Dates List on Employment screen in Employee File; <b>only generated if most recent Hire/Rehire Date is within specified Cycle Start and End Dates for employee's schedule name or frequency code</b>
Status Reason Code .....	Completed Status Reason Code custom field in Employee File, or if custom field is <u>blank</u> , then assigned automatically based on Employee Status field on Name & Address screen in Employee File or most recent Hire/Rehire Date and latest Termination Date as entered in Employee Dates List on Employment screen in Employee File ( <b>RTRD</b> will automatically be assigned if employee has Retired specified in Employee Status field, <b>DECD</b> if Deceased is specified in Employee Status field, <b>LWOP</b> if Leave of Absence is specified in Employee Status field, <b>EMPL</b> if most recent Hire/Rehire Date is within Cycle Start and End Dates for employee's schedule name or frequency code, or <b>RSGN</b> if latest Termination Date is prior to Cycle End Date for employee's schedule name or frequency code (and there is <u>not</u> a Hire/Rehire Date after the Termination Date); otherwise, <u>blank</u>
Status Reason Date .....	Completed Status Reason Date custom field in Employee File, or if custom field is <u>blank</u> , then most recent Hire/Rehire Date as entered in Employee Dates List on Employment screen in Employee File if within Cycle Start and End Dates for employee's schedule name or frequency code, or latest Termination Date if prior to Cycle End Date for employee's schedule name or frequency code (and there is <u>not</u> a Hire/Rehire Date after the Termination Date); otherwise, <u>blank</u>
Employment Type .....	Completed Employment Type custom field in Employee File, or if custom field is <u>blank</u> , then Default for Employment Type as specified on Report Options tab
Sick Leave Eligible .....	Completed Sick Leave Eligible custom field in Employee File, or if custom field is <u>blank</u> , then Default for Sick Leave Eligible as specified on Report Options tab, unless employee has Contribution Code of <b>A</b> for All (non-PERSI eligible employees), then generates as <b>No</b> (ignores what was entered in Sick Leave Eligible custom field in Employee File and specified in Default for Sick Leave Eligible on Report Options tab)
Unused Sick Leave Units.....	Posted balance for employee for leave(s) selected on Leaves tab; <b>only generated if employee participates in a PERSI sick leave plan (Yes is entered in Sick Leave Eligible custom field in Employee File or generated as Yes from default) and employee has a Record Type of TM or OM</b>
Sick Leave Rate.....	Completed Sick Leave Rate custom field in Employee File, or if custom field is <u>blank</u> , then maximum (greatest) of rates from pay codes for employee on Wages screen in Employee File for pay codes defined with an Earning Type of <b>S</b> for Sick Leave on Pay Codes tab; <b>only generated if employee participates in a PERSI sick leave plan (Yes is entered in Sick Leave Eligible custom field in Employee File or generated as Yes from default) and employee has a Record Type of TM, OM, or FM</b>
Eligibility Status .....	Reflects <b>ELIG</b> for PERSI-Eligible if employee's Contribution Code custom field equals <b>T</b> for Transmittal or <b>P</b> for PERSI Retired ( <b>T</b> or <b>P</b> is entered in Contribution Code custom field in Employee File or generated as <b>T</b> or <b>P</b> from default), or employee has a Record Type starting with a T or P; reflects <b>RETC</b> for Retired Contributing if employee's Contribution Code custom field equals <b>F</b> for Retired Contributing Member; otherwise, reflects <b>NPFL</b> for Not PERSI-Eligible
Four Day Week .....	Completed Four Day Week custom field in Employee File, or if custom field is <u>blank</u> , then Default for Four Day Week as specified on Report Options tab
Official Code.....	Reflects <b>Yes</b> if employee's Employment Type custom field equals <b>E</b> for Elected/Appointed Officials ( <b>E</b> is entered in Employment Type custom field in Employee File or generated as <b>E</b> from default); otherwise, reflects <b>No</b>
Schedule Name/Frequency Code .....	Completed Schedule Name/Frequency Code custom field in Employee File
Middle Name .....	Middle Name field on Name & Address screen in Employee File
SSN .....	Social Security Number (Federal ID) field on Employment screen in Employee File
Birth Date .....	Birth Date field on Employment screen in Employee File
Gender .....	Gender field on Employment screen in Employee File
Address 1 .....	Address 1 field on Name & Address screen in Employee File
Address 2 .....	Address 2 field on Name & Address screen in Employee File
City .....	City field on Name & Address screen in Employee File
State .....	State/Province field on Name & Address screen in Employee File
Zip Code.....	Zip Code field on Name & Address screen in Employee File
Record Type.....	If employee has amount from deduction(s) selected under Member Base Plan (DB) Contributions and Retired Contributing Members column on Deductions tab, reflects <b>TM</b> (unless employee's Contribution Code custom field equals <b>F</b> for Retired Contributing Member, then reflects <b>FM</b> ); under Member Choice Plan (DC) Contributions column, reflects <b>TV</b> ; under Employer Choice Plan (DC) Matching Contributions column, reflects <b>EV</b> ; under Member Choice Plan (DC) Loan Payments column, reflects <b>RL</b> ; or under Member Invoice Payments column, reflects <b>RM</b> ; otherwise, if employee does <u>not</u> have amount from applicable deduction(s), then uses employee's Contribution Code custom field value (as entered in

	Contribution Code custom field in Employee File or generated value from default if applicable) plus <b>M</b> for Mandatory— <b>AM, OM, PM, or TM</b>
Compensation .....	Gross amount for applicable deduction(s) from selected payroll batch(es) being reported, or if employee does <u>not</u> have any gross deduction amounts, then gross payroll earnings for applicable pay codes as defined on Pay Codes tab; <b>only generated if Record Type of AM, FM, OM, PM, or TM</b>
Contribution .....	Total amount for designated share of applicable deduction(s) as defined on Deductions tab; <b>only generated if employee has amount from applicable deduction(s)</b>
Hours.....	Hours from applicable pay period entries as shown on Edit Pay Period Entries tab (or else from payroll earnings if <u>not</u> from a batch of pay period entries) for pay codes with a Pay Type of <b>H</b> for Hourly (as defined on Pay Codes tab); <b>only generated if employee has Contribution Class/Reported Class of 1 for General or 2 for Public Safety, and Employment Type is <u>not</u> E for Elected/appointed officials, and Record Type of TM, AM, FM, OM, or PM with a Pay Type of H for Hourly</b>
Pay Type .....	Defined Pay Type from Pay Codes tab for employee's pay code, or if employee is included on report but did <u>not</u> get paid, generates based on Salary Type field on Employment screen in Employee File ( <b>S</b> for Salaried if <b>Contract</b> is entered in Salary Type field, or <b>H</b> for <b>Hourly</b> if <b>Unit</b> is entered in Salary Type field) ( <b>Note:</b> Will be <u>blank</u> if employee has a Record Type of <b>FM</b> .)
Pay Rate .....	Pay Rate from applicable pay period entries for employee (will be blank if employee is included on report but did <u>not</u> get paid); <b>only generated if Pay Type of H for Hourly</b> ( <b>Note:</b> Will be <u>blank</u> if employee has a Record Type of <b>FM</b> .)
Earning Type.....	Defined Earning Type from Pay Codes tab for employee's pay code, or if employee is included on report but did <u>not</u> get paid, reflects <b>N</b> for Normal ( <b>Note:</b> Will be <u>blank</u> if employee has a Record Type of <b>FM</b> .)
Earning Explanation .....	<u>Blank</u> , but can enter description if needed (for example, must enter earning explanation for pay codes defined with an Earning Type of <b>O</b> for Other)
Invoice Number .....	Member Number field on Deductions screen in Employee File for applicable deduction; <b>only generated if deduction defined with a share under the Member Invoice Payments column on the Deduction tab</b>
Adjustment .....	Unselected, but can be selected if needed to indicate record is an adjustment
Adjustment Cycle Start and End Dates .....	<u>Blank</u> and disabled, but can be used if needed to enter Cycle Start and End Dates for an adjustment (must select Adjustment field first to enable fields)
Adjustment Employer Contribution Rate .....	<u>Blank</u> and disabled, but can be used if needed to enter Employer Contribution Rate for an adjustment (must select Adjustment field first to enable field)