

Missouri Retirement Report

<u>Column/Field on View/Edit Data Tab</u>	<u>Where Data Generates From in School Accounting System</u>
Federal ID	Social Security Number (Federal ID) field on Employment screen in Employee File
Last Name	Last Name field on Name & Address screen in Employee File
First Name	First Name field on Name & Address screen in Employee File
Middle Name	Middle Name field on Name & Address screen in Employee File
Suffix	Suffix field on Name & Address screen in Employee File
Primary Phone Number	Primary Phone Number field on Name & Address screen in Employee File
Email Address	Email Address field on Name & Address screen in Employee File for the applicable type (Business, Personal, or Other)
Employment Status	Assigned automatically based on the Employee Status field on the Name & Address screen (T if the employee has Terminated, Deceased, or Retired specified in the Employee Status field, L if Leave of Absence is specified, or A for Active if any other statuses are specified), unless user defined an Employment Status custom field and completed custom field in Employee File (i.e. M for Military Leave and S for Sick Leave); only generated if employee has an Employment Status Date that is on or after the starting date of the employee's payroll cycle being reported
Employment Status Date	Assigned automatically using the Termination Date (as entered in the Employee Dates List on the Employment screen in the Employee File), unless user defined an Employment Status Date custom field and completed custom field in Employee File; only generated if the Employment Status Date is on or after the starting date of the employee's payroll cycle being reported
Final Pay Employee	Selected if Deceased, Retired, or Terminated is specified in the Employee Status field on the Name & Address screen in the Employee File
Part Time	Selected if Y entered in Part Time custom field in Employee File; only applicable if employee has a Wage Type of P or S
Report New Enrollment	Selected if the employee has a Hire Date as entered in the Employee Dates List on the Employment screen in the Employee File (the most recent Hire Date if multiple hire dates are entered for an employee) that is on or after the date entered in the Hire Date for Enrollment field on the Report Options tab
Report Demographic Change	Selected if there has been a change to the employee's Last Name, First Name, Middle Name, Suffix, Address 1, Address 2, City, State, Zip Code, Social Security Number (Federal ID), or Birth Date fields in the Employee File that is on or after the date entered in the Start Date field for the employee's payroll (reporting) type
Wage Type	Generated based upon the <i>active</i> retirement deduction defined for the employee (P for PSRS Regular if the employee has the PSRS deduction, N for PEERS Regular if the employee has the PEERS deduction, or X for Non-Member if the employee does <u>not</u> have an <i>active</i> retirement deduction set up), unless user defined a Wage Type custom field and completed custom field in Employee File, or completed the Wage Type Override field on the Missouri Retirement tab of the Wages screen in the Employee File for the pay code (i.e. C for PSRS Critical Shortage, O for Non-Member PSRS as Non-Certificated, R for Non-Member Retiree, S for PSRS Social Security, T for Non-Member Sub Teaching WAR Waiver, and W for PEERS Critical Shortage)
Position Code	Completed custom field for Position Code in Employee File or completed Position Code Override field on the Missouri Retirement tab of the Wages screen in the Employee File for the pay code, unless the employee's Wage Type is X (and the Position Code custom field and Position Code Override field are blank), then 000 automatically generates as the Position Code
Gross Salary	Gross earnings of the applicable pay codes included for the wage type and position code record; calculated from the payroll calculation batches with a Last Worked Date within the date range of the Start and End Dates for the employee's payroll (reporting) type
Retirement Salary	Retirement gross of the applicable pay codes included for the wage type and position code record; calculated based on the retirement deductions designated on the Deductions tab and from the payroll calculation batches with a Last Worked Date within the date range of the Start and End Dates for the employee's payroll (reporting) type
Insurance Amount	Amount of insurance added to the retirement gross of the applicable pay codes included for the wage type and position code record; calculated for the employer share (and PIK amounts, if applicable) for the deductions selected in the Board Paid Health column on the Deductions tab and for the Payroll Cycle dates specified on the Report Options tab
Employer Contribution	Calculated for applicable pay codes (included for the wage type and position code record) for the employer share of the retirement deductions designated on the Deductions tab and from the payroll calculation batches with a Last Worked Date within the date range of the Start and End Dates for the employee's payroll (reporting) type
Employee Contribution	Calculated for applicable pay codes (included for the wage type and position code record) for the employee share of the retirement deductions designated on the Deductions tab and from the payroll calculation batches with a Last Worked Date within the date range of the Start and End Dates for the employee's payroll (reporting) type
Reporting Start Date and Reporting End Date	Pay Start Date and Pay End Date, but can be changed as needed
Reporting Type	Completed custom field for Payroll Cycle in Employee File, unless the Payroll Cycle Override field completed on the Missouri Retirement tab of the Wages screen in the Employee File for the pay code
Term of Position	Blank if employee's Wage Type is O, R, T, or X; otherwise, assigned automatically using the Default Term of Position on Report Options tab, unless user defined a Term of Position custom field and completed custom field in Employee File
Hours	Only generated if employee has a Wage Type of R, T, or X
Annual Base Salary	Calculated by adding the amounts in the Total Contract field for the specified pay codes for the applicable fiscal year end, unless user defined an Annual Base Salary custom field and completed

custom field in Employee File; if the employee's Wage Type is **O** or **X**, then **0** automatically generates as the Annual Base Salary

Career Ladder Selected if retirement for pay code was for career ladder payment (as specified in the Career Ladder column on the Deductions tab)

Pay Start Date and Pay End Date For contract pay codes, Start Date and End Date for the employee's payroll (reporting) type from the Report Options tab for the applicable batch (and date sequence, if applicable); for unit pay codes, Start Date and End Date from the individual entries in Pay Period Entries or Employee Absences