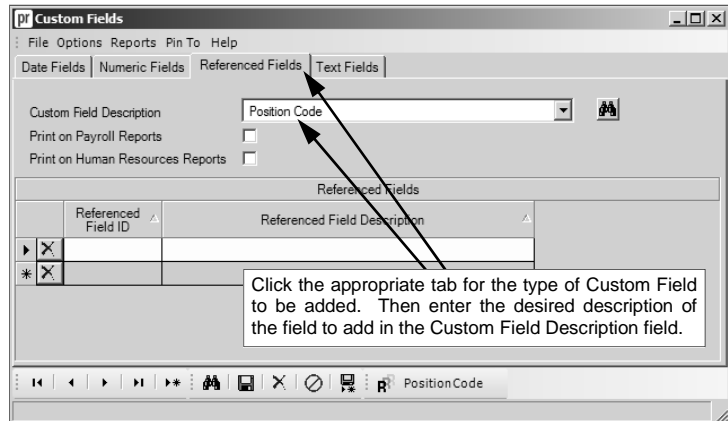# Missouri Retirement
Setup Procedures and Reporting

Missouri Retirement Report - New Format Setup Procedures:
Note: Complete the Missouri Retirement Report - New Format Setup Procedures for each employee who earned retirement *before* completing the steps to generate the report.

1. From the Payroll screen, select the **Maintenance** menu and **Custom Fields**, and then add the following eight custom fields to the Employee File (see **Diagram A**):

    - *Position Code* (referenced custom field, with the **3-digit** position codes assigned by the Retirement Office as the referenced values; examples include: **001** for Superintendent and **030** for Teacher)

    - *Term of Position* (numeric custom field)

    - *Part Time* (referenced custom field, with **Y** for Yes as the referenced value)

    - *Wage Type* (referenced custom field, with the **1-digit** codes assigned by the Retirement Office as the referenced values; examples include: **C** for PSRS Critical Shortage, **R** for Retired Working Member, **S** for PSRS Social Security Required, and **W** for PEERS Critical Shortage)

Click the appropriate tab for the type of Custom Field to be added. Then enter the desired description of the field to add in the Custom Field Description field.

Diagram A

    - *Payroll Cycle* (referenced custom field, with the **1-digit** codes assigned by the Retirement Office as the referenced values; examples include: **W** for Weekly, **B** for Bi-Weekly, **S** for Semi-Monthly, **M** for Monthly, and **O** for Other)

    - *Employment Status* (referenced custom field, with the **1-digit** codes assigned by the Retirement Office as the referenced values; examples include: **M** for Military Leave and **S** for Sick Leave)

    - *Employment Status Date* (date custom field)

    - *Annual Base Salary* (numeric custom field)

      Note: If desired, do <u>not</u> add a custom field for *Annual Base Salary* to instead have the system calculate the annual base salary automatically by adding the amounts in the Total Contract field for the specified pay codes for the applicable fiscal year end.

    Note: If this step has already been completed, skip to Step 2.

2. Complete the applicable custom fields added in Step 1 for each employee who earns retirement.

    - In the Employee File, bring up an employee and then click the **Custom Fields** tab.

      Tip: To bring up the first employee for which to edit the custom fields, click the **First Record** button and then utilize the **Next Record** button to scroll through all the employees.

    - Enter the ID for the appropriate **3-digit** position code for the employee in the Position Code custom field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

    - If applicable, enter the ID of **Y** for Yes in the Part Time custom field if the employee is part time; otherwise, leave the field <u>blank</u> if the employee is <u>not</u> part time.

    - If applicable, enter the ID for the appropriate **1-digit** code for the retirement system and wage type being reported for the employee in the Wage Type custom field if different from the default automatically assigned by the system for the employee. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. The default code automatically assigned by the system is based upon the retirement deduction defined for the employee; for example, **P** will automatically be assigned if the employee has the PSRS

deduction, **N** if the employee has the PEERS deduction, or **X** for Non-Member if the employee does not have a retirement deduction set up. Therefore, only complete the Wage Type custom field to assign the employee a code of **C** for PSRS Critical Shortage, **R** for Retired Working Member, **S** for PSRS Social Security Required, or **W** for PEERS Critical Shortage.

- Enter the ID for the appropriate **1-digit** code for the employee's payroll (reporting) type in the Payroll Cycle custom field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

- If applicable, enter the ID for the appropriate **1-digit** code for the status of the employee in the Employment Status custom field if different from the default automatically assigned by the system for the employee. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. The default code automatically assigned by the system is based on the Employee Status field on the Name & Address screen in the Employee File; for example, **T** will automatically be assigned 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.

  Note: The Employment Status will only be included on the report (file) if the employee has an Employment Status Date (see below) that is on or after the starting date of the employee's payroll cycle being reported.

- If applicable, enter the date the employment status for the employee was effective in the Employment Status Date custom field. The system will automatically generate the Termination Date (as entered in the Employee Dates List on the Employment screen in the Employee File) as the Employment Status Date for the employee. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

  Note: The Employment Status Date (and Employee Status) will only be included on the report (file) if it is on or after the starting date of the employee's payroll cycle being reported.

- Enter the number of months the employee is hired to serve in the Term of Position custom field if the number is different than default entered when generating the retirement report. If the number is the same as the default, leave the Term of Position field blank.

  Note: This is the number of months the employee will actually work and not the number of payments the employee will receive.

- To use the amount automatically generated by the system for the annual salary base for the employee (which is the sum of the amounts in the Total Contract field for the specified pay codes for the applicable fiscal year end), leave the Annual Base Salary custom field blank. Otherwise, enter the amount to report as the annual base salary for the employee in the Annual Base Salary custom field if different than the amount automatically generated by the system.

- Click the **Save** button.

3. Click the **Employment** tab and verify the following are completed for each employee who earns retirement:
   - Social Security Number (Federal ID) field
   - Birth Date field
   - Hire Date field (within the Employee Dates List)
   - Termination Date field, if applicable (within the Employee Dates List)

4. Click the **Name & Address** tab and verify the following are completed for each employee who earns retirement:
   - Employee Status field
   - Suffix field (only if II, III, IV, V, Jr., or Sr.)
   - Phone Number 1 field

5. Click the **Wages** tab and complete the following, if needed, for all the applicable pay codes for each employee who earns retirement:

   - To have the system automatically calculate the annual base salary for unit employees (if the Annual Base Salary custom field was not added in Step 1, or was not completed for the employee in Step 2), complete the Total Contract field for the appropriate unit pay codes. If the unit pay code has an amount designated in the Pay Rate field on the Wages screen, enter the number of units the
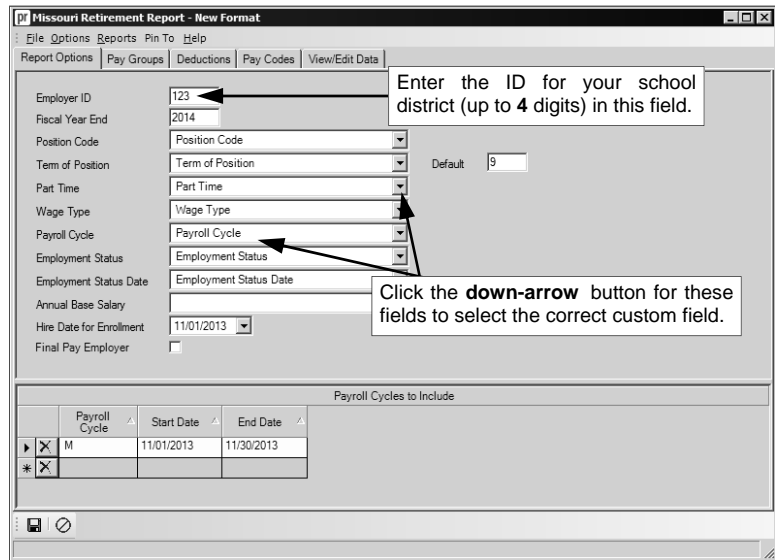
B

employee will be paid with that particular pay code in the Total Hours field and then the system will automatically calculate the total dollar amount and display it automatically in the Total Contract field.

- Only if the employee's payroll (reporting) type for a particular pay code is different than the default one entered in the Payroll Cycle custom field (on the Custom Fields screen), enter the ID for the appropriate **1-digit** code for the applicable pay code in the Retirement Payroll Cycle Override field, or click the **down-arrow** button to select the correct one. Otherwise, leave the Retirement Payroll Cycle Override field <u>blank</u>

- Click the **Save** button.

6. Repeat Steps 2-5 for each employee that earns retirement.

Generating the Missouri Retirement Report - New Format:

1. From the Payroll screen, select the **Government Reporting** menu and then **Missouri Retirement Report - New Format**.

2. At the Missouri Retirement Report - New Format screen, click the **Report Options** tab and complete the information. See **Diagram B**.

   - Enter the number (up to **4** digits) assigned to your school district by the Retirement Office Employer ID Number field.

   - Enter the **4-digit** year of the ending fiscal year date for the desired year's wages to include in the total for the Annual Base Salary on the report in the Fiscal Year End field. The year last saved will appear as the default, but can be changed; if desired, leave the field <u>blank</u> to default to the Current Fiscal Year End as specified in the Payroll System File.

Diagram B

- Click the **down-arrow** button for the Position Code field to select the correct referenced custom field defined in the Employee File to track the position code for each employee.

- If applicable, click the **down-arrow** button for the Term of Position field to select the correct numeric custom field defined in the Employee File to track the number of months each employee is hired to serve if different than the default.

- Enter the number of months the majority of the employees are hired to serve in the Default field located to the right of the Term of Position field. This is the number of months the employees will actually work and <u>not</u> the number of payments the employees will receive.

- If applicable, click the **down-arrow** button for the Part Time field to select the correct referenced custom field defined in the Employee File to track if the employee only works part time.

   Note: If the custom field is <u>blank</u> for an employee, then **N** for No will default for Part Time.

- If applicable, click the **down-arrow** button for the Wage Type field to select the correct referenced custom field defined in the Employee File to track the retirement system and wage type being reported for each employee if different than the default automatically assigned by the system.

- Click the **down-arrow** button for the Payroll Cycle field to select the correct referenced custom field defined in the Employee File to track the payroll (reporting) type for each employee.

- If applicable, click the **down-arrow** button for the Employment Status field to select the correct referenced custom field defined in the Employee File to track the status for each employee if different than the default automatically assigned by the system.

   Note: The Employment Status will only be included on the report if the employee has an Employment Status Date that is on or after the starting date of the employee's payroll cycle being reported (as stipulated in the Payroll Cycle to Include List below).

C

- If applicable, click the **down-arrow** button for the Employment Status Date field to select the correct date custom field defined in the Employee File to track the date the employment status was effective for each employee.

  Note: The Employment Status Date (and Employee Status) will only be included on the report if it is on or after the starting date of the employee's payroll cycle being reported (as stipulated in the Payroll Cycle to Include List below).

- If applicable, click the **down-arrow** button for the Annual Base Salary field to select the correct numeric custom field defined in the Employee File to track the amount to report as the annual base salary for the employees if different than the amount automatically generated by the system.

- Enter the date to use as the basis to determine for which employees to generate enrollment records on the report in the Hire Date for Enrollment field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the correct one. Only the employees with a hire date (the most recent hire date if multiple Hire Dates are entered for an employee) on or after the date entered in this field will have enrollment records generated on the report.

- Select the Final Pay Employer field if this the last report for the school year. A checkmark will appear in the box if the field selected.

- Complete the Payroll Cycles to Include List by making an entry for each payroll cycle being reported for the employees. To add an entry, complete the following in the blank line (indicated with an asterisk) at the bottom of the Payroll Cycles to Include List:

  ° Enter the **1-digit** code for the payroll (reporting) type in the Payroll Cycle field, or click the **down-arrow** button to select the correct one.

  ° Enter the starting date of the pay period in the Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

  ° Enter the ending date of the pay period in the End Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

  Note: Only the payroll calculation batches with a Last Worked Date within the date range of the Start and End Dates for an employee's payroll (reporting) type will be included in the applicable amounts in the payroll detail records on the report for each employee. Also, only the employees with one or more of the following fields changed on or after the date entered in the Start Date field for their payroll (reporting) type will have demographic records generated on the report: Last Name, First Name, Middle Name, Suffix, Address 1, Address 2, City, State, Zip Code, Social Security Number (Federal ID), and Birth Date.

  Tip: If applicable, the entries previously saved in the Payroll Cycles to Include List will appear; verify the entries and make the changes to the Start and End Date fields as needed. To remove an entry from the Payroll Cycles to Include List, click the **Delete** button to the left of the desired entry.

- Click the **Save** button.

3. Click the **Pay Groups** tab to select the pay groups to include on the retirement report.

  Note: The pay groups defined (within the Pay Group File) to be included on the Missouri Retirement Report - New Format are selected by default, but can be changed if needed; if changes are made here, the changes will also be reflected in the Pay Group File.

- To select a pay group, click the box under the Selected column to the left of the pay group ID. A checkmark will appear in the box if the pay group is selected.

- To select all of the pay groups, click the **Select All** button located above the Pay Groups List.

- Click the **Save** button.

4. Click the **Deductions** tab to select which deductions are set up for the various retirement options. See **Diagram C**.

  Tip: To lock a column in place so that it does <u>not</u> move while scrolling the information in the grid, click the pushpin located to the right of the desired column heading. Once the pushpin has been selected for a column, the pushpin will appear vertical to indicate the column is locked, and the locked column will move to the left and appear in front of all unlocked columns. To unlock a column, click the pushpin again; the pushpin will appear horizontal to indicate a column is unlocked. If the screen is closed and re-opened, or the **Save** button is clicked, the settings for the pushpins will go back to the defaults.

Diagram C

- For each retirement deduction, enter which share (**Employee**, **Employer**, or **Both**) of the deduction to include on the report in the field under the column for the appropriate category (PSRS, PEERS, Career Ladder, and Board Paid Health), or click the **down-arrow** button in the field under the appropriate category to select the correct one.

  Note: Complete the Board Paid Health field (column) for the health insurance deduction (if any) that is set up to calculate retirement on the amount paid by the board (specify **Employer** share).

- Click the **Save** button.

5. Click the **Pay Codes** tab to select the pay codes to include for the annual base salary and gross earnings amounts on the report.

   - To select a pay code, click the box under the Selected column to the left of the pay code ID. A checkmark will appear in the box if the pay code is selected.

   - To select all of the pay codes, click the **Select All** button located above the Pay Codes List.

   - Click the **Save** button.

6. Select the **Options** menu and then **Generate Report**.

   Note: All active employees must have the Payroll Cycle custom field completed or else the report cannot be generated. If there are employees without the Payroll Cycle custom field completed, a message will appear when generating and a list of those employees can be viewed.

7. To view the information for an employee and manually make changes if necessary, click the **View/Edit Data** tab.

   Tip: To lock a column in place so that it does not move while scrolling the information in the grid, click the pushpin located to the right of the desired column heading. Once the pushpin has been selected for a column, the pushpin will appear vertical to indicate the column is locked, and the locked column will move to the left and appear in front of all unlocked columns. To unlock a column, click the pushpin again; the pushpin will appear horizontal to indicate a column is unlocked. If the screen is closed and re-opened, the settings for the pushpins will go back to the defaults.

   Note: The Position Code field cannot be changed on this screen; if the code in the Position Code field is incorrect, make the change on the Custom Fields screen in the Employee File and then it will automatically update the information on this screen. The Final Pay Employee field will be selected for an employee if **Deceased**, **Retired**, or **Terminated** is specified in the Employee Status field on the Name & Address screen in the Employee File. The Part Time field can only be changed if the employee has a Wage Type of **P** or **S**. To delete an employee, click the **Delete** button to the left of the Employee ID.

   - To view the payroll earnings information for an employee, click the plus sign (**+**) in the box in front of the employee to expand the record. The payroll earnings information from the appropriate payroll calculation batches appear on the screen with each pay code (and Pay Start/End Dates) listed as a separate entry.

     Note: Only the pay codes selected on the Pay Codes tab will appear for the applicable employees. To delete a pay code record for an employee, click the **Delete** button to the left of the Pay Code ID. Also, below is a link for additional information noting where the fields (columns) on the View/Edit Data tab are generated from in the School Accounting System:

     http://www.su-inc.com/training/images/MORetReport-NewFormat.pdf

- To adjust the number of hours worked for an employee with a retirement system and wage type of **R** for Retired Working Member or **X** for Non-Member, click the plus sign (**+**) in the box in front of the employee; then click in the Hours field (column) for the desired entry and key the new number of hours worked.

  Note: The hours worked entered here will be rounded to 2 decimal places.

- Click the **Save** button to save the changes.

  Tip: To export the report into a file in order to open and print the report (such as in Microsoft® Excel), if desired, complete the Export Grid option (accessed from the **Options** menu).

  Note: The file created with the Export Grid option is not the file to submit to the Retirement Office; refer to Step 8 below for the instructions for generating the file to submit to the Retirement Office.

8. The retirement report can then be generated to paper or a file (or both).

  Printing to Paper:
  - From the Missouri Retirement Report - New Format screen, select the **Reports** menu and then select the desired report: **Missouri Retirement Report - Demographic Updates**, **Missouri Retirement Report - Enrollment Detail**, **Missouri Retirement Report - All Payroll Detail**, and **Missouri Retirement Report - Payroll Contributions**. See **Diagram D** for a sample of the Missouri Retirement Report - All Payroll Detail report.

    Tip: The Missouri Retirement Report - Demographic Updates report prints the demographic records for the applicable employees. The Missouri Retirement Report - Enrollment Detail report prints the enrollment records for the applicable employees. The Missouri Retirement Report - All Payroll Detail report prints the payroll detail records for the employees. The Missouri Retirement Report - Payroll Contributions report prints the payroll detail contribution subtotals for the employees.

  Creating a File:
  - Select the **Options** menu and then **Create Report File**.
  - At the Create Report File screen, select the desired path (drive and folders) for the destination location and click the **Save** button. The system will default to the location that was last specified.

    Note: Do not change the name of the file that will be created.
  - A message will appear in the status bar after the file was created.

9. After the retirement report is printed and the file created, click the **X** in the upper right-hand corner to close the screen.

Missouri Retirement Report - All Payroll Detail:

Diagram D