

# North Dakota Employee Compensation Report

The North Dakota Employee Compensation Report option in Payroll is used by North Dakota school districts to create a file to import to the state's website for the Employee Compensation Report, which is a mandated report generated each year to produce totals for applicable employees based on the types of compensation they received throughout the year. Within the North Dakota Employee Compensation Report option, each employee's information can be edited and printed for verification once the report is generated, and then the data can be exported to a file for uploading to the state.

## Completing the North Dakota Employee Compensation Report:

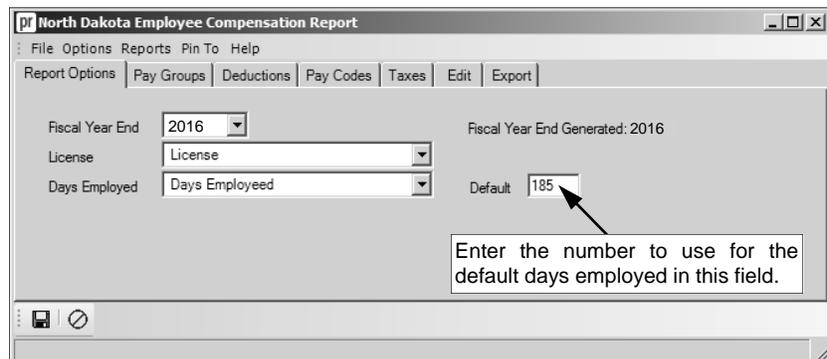
**Note:** Before completing the North Dakota Employee Compensation Report option, define two custom fields: *License* (text custom field) and *Days Employed* (numeric custom field); then complete the custom field in the Employee File for the applicable employees. The License field must be completed for each employee included in the report as the license number is the only piece of information used for identification in the exported file (as required by the state). Only complete the Days Employed field for an employee if the number is different than the default number (entered when generating the report); otherwise, if the number is the same as the default, leave the field blank.

**Tip:** If you have used the North Dakota Employee Compensation Report option in the past and had previously entered the license number for each employee within this option rather than entering the data into the custom field, utilize the Transfer License to Custom Field option to copy the data for the license number to the appropriate custom field in the Employee File for future use (otherwise, if the report is regenerated, the data entered for the license number will be deleted and need to be re-entered).

1. From the Payroll screen, select the **Government Reporting** menu and then **North Dakota Employee Compensation Report**.

## Generating the North Dakota Employee Compensation Report:

2. At the North Dakota Employee Compensation Report screen, click the **Report Options** tab to complete the information.
  - Enter the ending year of the desired fiscal year for the wages to include when generating in the Fiscal Year End field, or click the **down-arrow** button to select the particular year. For example, to include the wages for the 2015-2016 fiscal year, enter **2016** in this field. See **Diagram A**.
  - Click the **down-arrow** button for the License field to select the correct text custom field defined in the Employee File to track the license number for the employees.
  - Click the **down-arrow** button for the Days Employed field to select the correct numeric custom field defined in the Employee File to track the number of days the employee is employed if different than the default.
  - Enter the number to use as the default for the total number of days the employees are employed in the Default field. The number entered here will be used for those employees where the Days Employed custom field was left blank.
  - Click the **Save** button.



The screenshot shows a software window titled "North Dakota Employee Compensation Report". It has a menu bar with "File", "Options", "Reports", "Pin To", and "Help". Below the menu bar are several tabs: "Report Options" (which is selected), "Pay Groups", "Deductions", "Pay Codes", "Taxes", "Edit", and "Export". The main area contains several input fields: "Fiscal Year End" with a dropdown menu showing "2016", "License" with a dropdown menu showing "License", "Days Employed" with a dropdown menu showing "Days Employed", and "Default" with a text input field containing "185". To the right of these fields, it says "Fiscal Year End Generated: 2016". A callout box with an arrow pointing to the "Default" field contains the text: "Enter the number to use for the default days employed in this field."

**Diagram A**

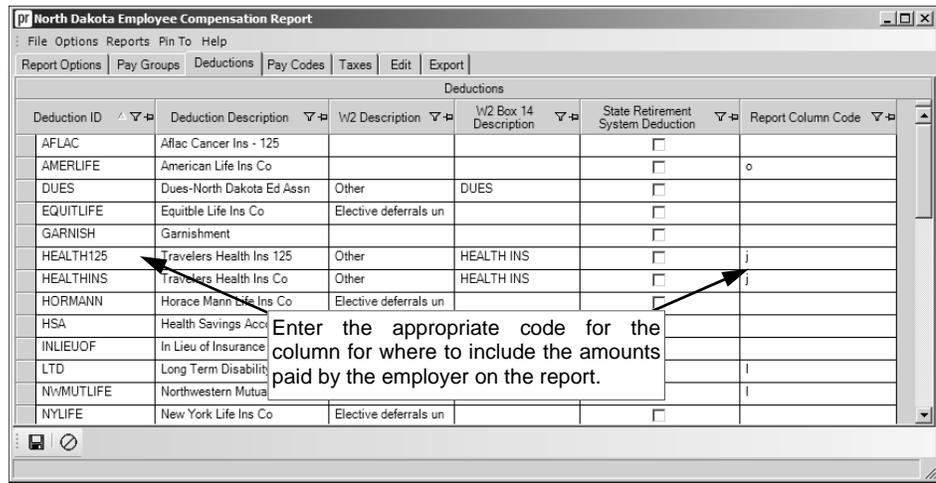
3. Click the **Pay Groups** tab to select the pay groups to include on the report.

**Note:** The pay groups defined (within the Pay Group File) to be included on the North Dakota Employee Compensation Report 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 the appropriate categories for the deductions to include on the report. See **Diagram B**.

**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



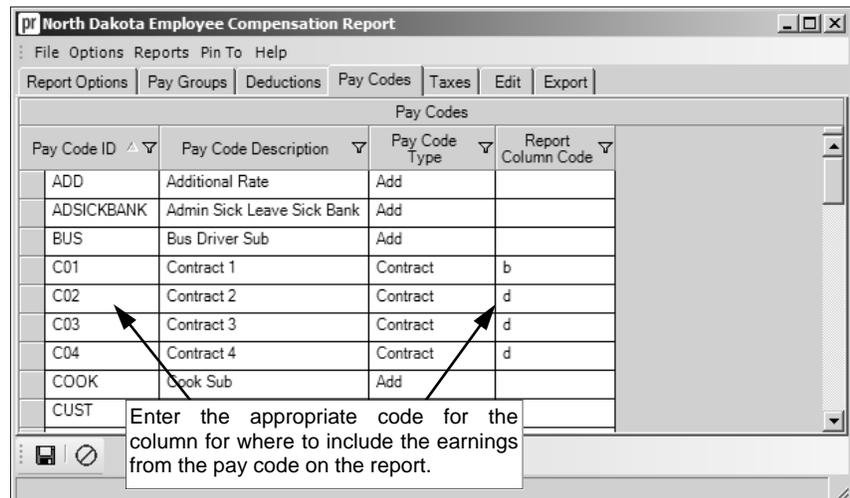
**Diagram B**

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 (if applicable), the settings for the pushpins will go back to the defaults.

- For each applicable deduction, enter the appropriate code for the column for where to include the amounts paid by the employer on the report in the Report Column Code field (column), or click the **down-arrow** button in that field to select the correct one.
- Click the **Save** button.

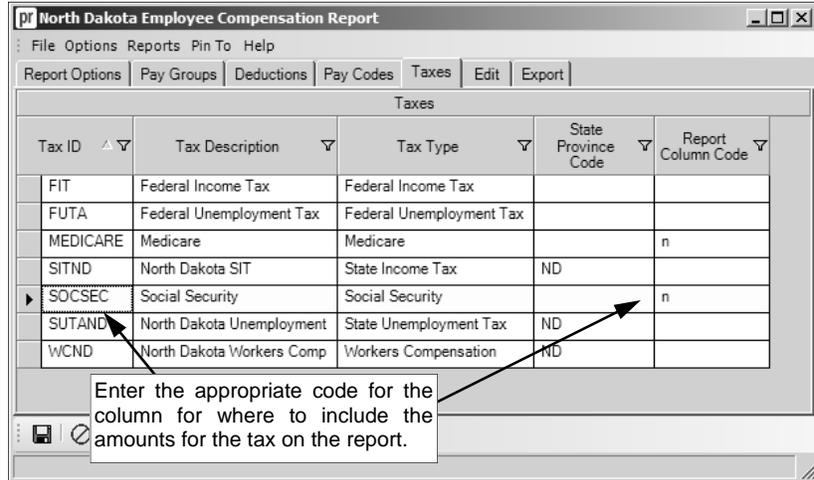
5. Click the **Pay Codes** tab to select the appropriate categories for the pay codes to include on the report. See **Diagram C**.

- For each applicable pay code, enter the appropriate code for the column for where to include the earnings from the pay code on the report in the Report Column Code field (column), or click the **down-arrow** button in that field to select the correct one.
- Click the **Save** button.



**Diagram C**

- Click the **Taxes** tab to select the appropriate categories for the taxes to include on the report. See **Diagram D**.
  - For each applicable tax, enter the appropriate code for the column for where to include the amounts for the tax on the report in the Report Column Code field (column), or click the **down-arrow** button in that field to select the correct one.
  - Click the **Save** button.



- Select the **Options** menu and then **Generate Employee Compensation Report** to generate the information for each employee; when prompted, click **Yes** to continue.
 

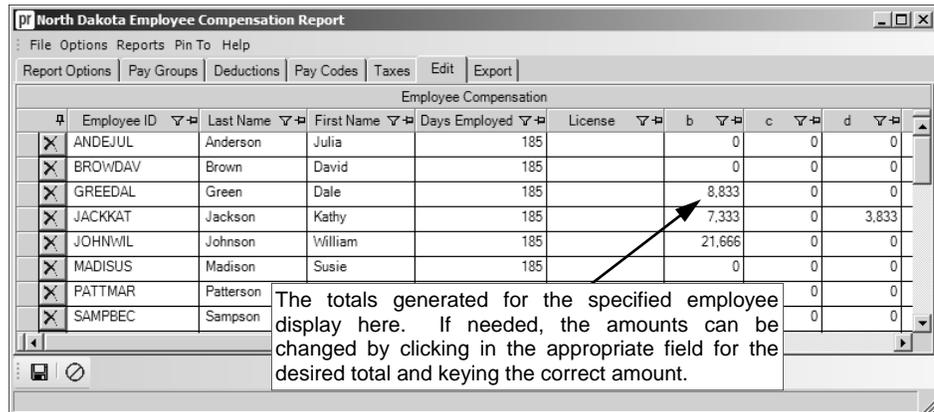
**Note:** If the report was previously generated, any manual changes made to the report will be lost when the report is regenerated.

**Editing the North Dakota Employee Compensation Report:**

**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.

- To view the information for an employee and manually make changes if necessary, click the **Edit** tab. After all the changes are made, click the **Save** button. See **Diagram E**.

**Note:** The following fields of information can be changed for an employee by clicking in the field and keying the correct information: Days Employed, License, and all the amount fields. To delete an employee from the North Dakota Employee Compensation Report, click the



**Diagram E**

**Delete** button to the left of the Employee ID.

**Tip:** The employee must have the License field completed in order to save changes made to the employee's record.

- To add a new employee to the North Dakota Employee Compensation Report, enter the ID of the employee in the Employee ID field in the blank line (indicated with an asterisk) at the bottom of the Employee Compensation List. If the ID is not known, click the **down-arrow** button to select the correct one. Then complete the necessary fields of information and click the **Save** button.

**Printing the North Dakota Employee Compensation Report:**

- To print the reports, select the **Reports** menu and then **Employee Compensation Report** or **Employee Compensation Report Totals**.

### **Exporting the North Dakota Employee Compensation Report:**

**Note:** Because the state only allows information to be imported for the employees that are currently entered in their program, you must export a report from the state's program of the employees that are on file for your school district (by clicking the Export link from under Tools & Links when in the Employee Compensation Report in STARS). Then this file will be used for comparison when creating the file within the School Accounting System to ensure only the employees that are currently entered in the state's program are included. Once that file has been created within the state's program, continue with Step 11.

11. To export the report to a file to be uploaded to the state's program, click the **Export** tab.
12. In the State File to Compare field, enter the correct path (drive and folders) and file name of the file that was generated from within the state's program to use to compare to the file that will be created within this option. If the exact path is not known, click the **Search** button to select the correct path and file and then click the **Open** button.
13. In the Export File Name field, enter the correct path (drive and folders) and file name of the file to be exported. If desired, click the **Search** button to specify the correct path and file name; the Export File Name screen will appear prompting for the destination location and name of the file that will be created during the export. Select the correct path (drive and folders) for the destination location; then enter the name of the file in the File Name field. Once the path and name are specified, click the **Save** button.
14. Click the **Execute** button to export the file.
15. If there were any errors exporting the file, the employee records that caused the errors and not included in the exported file appear on the screen in Export Errors List. Review all errors and make the necessary corrections, if applicable (as noted below); otherwise, you may not be able to successfully upload the file to the state's program.
  - The employee records displayed with an error description of "Not in State File" were not in the file generated from within the state's program and so were not included in the exported North Dakota Employee Compensation Report file created from within the School Accounting System. If an employee with this particular error should be part of the exported file, verify the License field is completed for the employee. If the License field was not completed, enter the employee's license number into the appropriate custom field at this time and then complete Steps 7-15 again. If the License field was completed, contact the state to add the employee to the data that is on file for your school district within the state's program, and then do one of the following: 1) upload the exported file which does not contain any data for the specified employee and manually edit (enter) that employee's information within the state's program; or 2) create a new file within the state's program (once the employee has been added) and complete Steps 11-15 again. Otherwise, if an employee with this particular error should not be part of the exported file, no further action is needed as the employee was already excluded from the exported file.
  - The employee records displayed with an error description of "Missing in Employee Compensation Report" were in the file generated from within the state's program, but are not included in the North Dakota Employee Compensation Report in the School Accounting System. If an employee with this particular error should be part of the North Dakota Employee Compensation Report in the School Accounting System (and the exported file), do one of the following: 1) edit the North Dakota Employee Compensation Report in the School Accounting System by adding that employee's information (see Step 9 above) and then complete Steps 14-15 again; or 2) upload the exported file which does not contain any data for the specified employee and manually edit (enter) that employee's information within the state's program. If an employee with this particular error should not be part of the exported file even though it is in the state's file, do one of the following: 1) upload the exported file which does not contain any data for the specified employee and then contact the state to remove the employee from the data that is on file for your school district within the state's program; or 2) contact the state to remove the employee from the data that is on file for your school district within the state's program; then create a new file within the state's program (once the employee has been removed) and complete Steps 11-15 again.
16. Click the **X** in the upper right-hand corner to close the North Dakota Employee Compensation Report screen.
17. Follow the instructions provided by the state to download the file into the state's program.