

North Dakota Public Employees Retirement System Setup

Set up Custom Field for PERS Plan

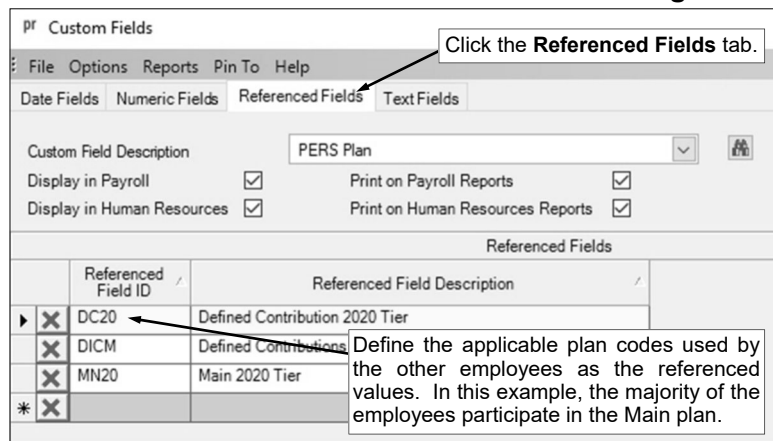
Complete the steps below to define a custom field in Payroll to track the plan code for employees who participate in a plan different from the majority of the employees. For example, if the majority of the employees participate in the MAIN plan code, the custom field will be used to enter the plan code for employees that participate in the MN20, DICM, or DC20 plan codes.

Note: The plan code for the majority of the employees (for example, MAIN plan code) will be entered as the default when generating the retirement report.

1. In Payroll, select the **Maintenance** menu and then **Custom Fields**.

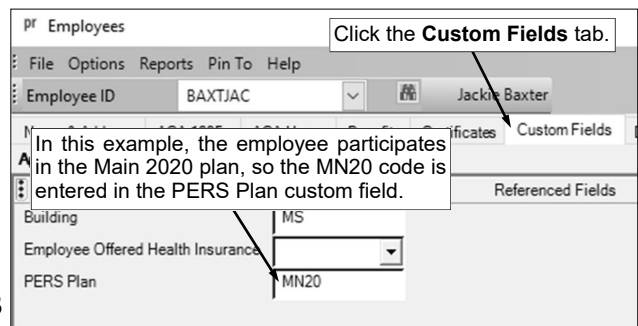
Diagram A

2. Click the **Referenced Fields** tab.
3. Add a new custom field for *PERS Plan* being sure to add the appropriate referenced values for each of the plan codes applicable for the employees participating in a plan different from the majority of the employees. The valid, commonly used plan codes include: **MAIN** (Main), **MN20** (Main 2020 Tier), **DICM** (Defined Contributions), and **DC20** (Defined Contribution 2020 Tier). See **Diagram A** for an example of the *PERS Plan* custom field defined with the referenced values for the plan codes if the majority of the employees participate in the MAIN plan code.



4. Then complete the *PERS Plan* custom field in the Employee File (on the Custom Fields screen) for each employee participating in a plan code that is different from the majority of the employees. See **Diagram B**.

Diagram B



5. When generating the North Dakota Public Employees Retirement Report, complete the Plan field with the referenced custom field defined for *PERS Plan*, and in the Default field for Plan, enter the appropriate **4-digit** alphanumeric plan code (for example, MAIN) to use as the default for the employees who had the *PERS Plan* custom field left blank in the Employee File. See **Diagram C**.

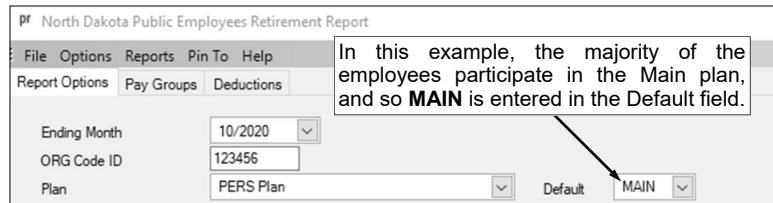


Diagram C

Set up Deduction(s) and Add to Employees

Complete the steps as outlined on the following pages for the appropriate scenario that applies to your organization to setup the applicable deduction(s) and then add the deduction(s) to the necessary employees in the Employee File.

Scenario 1: Employee Paying the Employee Share

- If enrolled in Main plan, Employee pays 7% and Employer pays 8.12% + 1.14% RHIC
- If enrolled in Main 2020 plan, Employee pays 7% and Employer pays 9.26%

1. Set up *one* retirement deduction for the regular retirement contributions for the employee and employer as shown in **Diagrams D and E**, by selecting the **Maintenance** menu and then **Deductions**.

PF Deductions

File Options Reports Pin To Help

Deduction ID RET2

General Rate Table Deductions Payable

General Information

Deduction ID: RET2 Active

Deduction Description: Ret2-ND Public Employ Retire

Deduction Type: Deduction

Deduction Check Description: ND PERS

School ID Number: []

Payables Mask: XX 473

Expense Mask: XX XXX XXX XXX XXXX 230

Deduction Sequence: 901

Rate Type: Percent Table Declining

State Retirement System Deduction Retirement on Board's Share (IL and MO only)

Start Date: [] End Date: []

Exclude from Expense Payroll Exclude After Date: []

Payee Check Information

Payee ID: RET2 Hold Check

Pay Group ID: []

W2 Information

Retirement Plan (Box 13)

	Federal Form Box ID	Share to Print	Box 14 Description
▶ X	14	Employee	Retirement
* X			

Report Options

Print Gross Wages Print Employee Social Security Number

Print Employee ID Print Member Number

Hide on Check Print Rate Table Description on Check

Cross References

Selected	ID	Description
<input type="checkbox"/>	FIT	Federal Income Tax
<input checked="" type="checkbox"/>	FUTA	Federal Unemployment Tax
<input checked="" type="checkbox"/>	MEDICARE	Medicare
<input type="checkbox"/>	SITND	North Dakota SIT
<input checked="" type="checkbox"/>	SOCSEC	Social Security
<input checked="" type="checkbox"/>	SUTAND	North Dakota Unemployment
<input checked="" type="checkbox"/>	WCND	North Dakota Workers Comp

Pay Codes

	ADD	Additional Rate	Add
<input checked="" type="checkbox"/>	ADD		
<input checked="" type="checkbox"/>	ADD	Admin Sick Leave Sick Bank	Add
<input checked="" type="checkbox"/>	ADD	Bus Driver Sub	Add
<input checked="" type="checkbox"/>	ADD	Contract 1	Contract
<input checked="" type="checkbox"/>	ADD	Contract 2	Contract
<input checked="" type="checkbox"/>	ADD	Contract 3	Contract
<input checked="" type="checkbox"/>	ADD	Contract 4	Contract
<input checked="" type="checkbox"/>	ADD	Cook Sub	Add
<input checked="" type="checkbox"/>	ADD	Custodian	Add
<input checked="" type="checkbox"/>	ADD	Miscellaneous Deduction	Deduction
<input checked="" type="checkbox"/>	ADD	Elementary Sub	Add
<input checked="" type="checkbox"/>	ADD	Extra Curricular	Add
<input checked="" type="checkbox"/>	ADD	Family Leave	Add
<input checked="" type="checkbox"/>	ADD	Holiday	Add
<input checked="" type="checkbox"/>	ADD	Junior High Sub	Add
<input type="checkbox"/>	ADD	Mileage	Add

Depending on whether the employee contributions are processed *before* or *after* taxes, *select* or *unselect* the taxes for FIT and SITND. In this example, the employee contributions are pre-tax, and so FIT and SITND are not selected.

This deduction is set up as a deduction with the State Retirement System Deduction field selected.

Diagram D

Deduction Rates								
		Current Rates			New Rates			
Rate Description		Employee Rate	Employer Rate	Rate Total	Rate Change	New	New	New
					Date			Rate total
▶ X	Rate 1 - Main Plan	7.00	8.12	15.12				.00
▶ X	Rate 2 - Main 2020 Plan	7.00	9.26	16.26				.00
* X								

Enter the correct percentages for the two different rates as shown.

Diagram E

- For use with employees enrolled in the Main plan, set up *one* retirement deduction as shown in **Diagrams F** and **G** for the Retiree Health Insurance Credit (RHIC) contributions paid by the employer.

Diagram F

Deduction Rates								
		Current Rates			New Rates			
	Rate Description	Employee Rate	Employer Rate	Rate Total	Rate Change Date	New Employee Rate	New Employer Rate	New Rate Total
▶	✕ Rate 1 - Main Plan	.00	1.14	1.14				.00
*	✕							

Enter the correct percentage for the employer's share of the RHIC retirement deduction.

Diagram G

- In the Employee File (Payroll screen, **Maintenance** menu, **Employees**), add the regular retirement deduction to the applicable employees for the appropriate rate, and for those enrolled in the Main plan, also add the RHIC retirement deduction. The regular retirement deduction will need to be added with both an Employee and Employer share stipulated, while the RHIC retirement deduction, if applicable, will need to be added for only the Employer share. See **Diagrams H** and **I** for an example of an employee participating in the Main plan, and see **Diagram J** for an example of an employee participating in the Main 2020 plan.
- When generating the retirement report at the end of the month (accessed from the Payroll screen, **Government Reporting** menu, and **North Dakota Public Employees Retirement Report**), complete the report options screen with the appropriate information and then click the **Deductions** tab to complete the following:
 - For the regular ND PERS retirement deduction, select **Employee** under the Employee (After Tax) column if the retirement deduction set up in Step 1 is calculated as after tax, or select **Employee** under the Employee (Pre Tax) column if the retirement deduction in Step 1 is calculated as pre-tax.
 - Also, for the regular ND PERS retirement deduction, select **Employer** under the Employer column.
 - For the RHIC retirement deduction, select **Employer** under the Employer RHIC column.

PF Employees

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Employee ID ANDEJUL Julia Anderson

Employment Employment History FMLA ACA 1095s ACA Hours Benefits Certification

Name & Address ACA 1095s ACA Hours Benefits Certification

Applies To: pr

Deduction ID RET2 Member Number

Comments

Account Number
Direct Deposit Transaction Code
Direct Deposit Bank ID
Standard Entry Class Code
Addenda
Amount Due

Employee

Active Declining
Rate Type Percent Table Balance
Start Date Annual Total
End Date Regular Pay Period Only
Process if No Pay

Employer

Active Declining
Rate Type Percent Table Balance
Start Date Annual Total
End Date Regular Pay Period Only
Process if No Pay

Employee Amounts

Deduction Frequency	Rate Description	Table Rate	Rate Change Date	New R Descr
Every Pay Period	Rate 1 - Main Plan	7.00		

Employer Amounts

Deduction Frequency	Rate Description	Table Rate	Rate Change Date	New Desc
Every Pay Period	Rate 1 - Main Plan	8.12		

Employee Deductions

Deduction ID	Deduction Description	Active	Employee Rate Type	Em
HEALTHINS	Travelers Health Ins Co	<input checked="" type="checkbox"/>		
PRUDENTIAL	Prudential Life Ins Co	<input checked="" type="checkbox"/>		
RET2	Ret2-ND Public Employ Retire	<input checked="" type="checkbox"/>	Percent Table	
RET3	Ret3-ND PERS RHIC	<input checked="" type="checkbox"/>		
UNITEDWAY	United Way	<input checked="" type="checkbox"/>	Fixed	

Cross References

Selected	ID	Description	Type
<input checked="" type="checkbox"/>	FUTA	Federal Unemployment Tax	Federal Unemploye
<input checked="" type="checkbox"/>	MEDICARE	Medicare	Medicare

For an employee participating in the Main plan for Scenario 1, add the regular retirement deduction with both an Employee and Employer share for the applicable rate for the Main plan.

Once the retirement deduction has been saved for the employee, it will be listed here.

Diagram H

PF Employees

File Options Reports Pin To Help

Employee ID ANDEJUL Julia Anderson

Employment Employment History FMLA ACA 1095s ACA Hours Benefits Certification

Name & Address ACA 1095s ACA Hours Benefits Certification

Applies To: pr

Deduction ID RET3 Member Number

Comments

Account Number
Direct Deposit Transaction Code
Direct Deposit Bank ID
Standard Entry Class Code
Addenda
Amount Due

Employee

Active Declining
Rate Type Balance
Start Date Annual Total
End Date Regular Pay Period Only
Process if No Pay

Employer

Active Declining
Rate Type Percent Table Balance
Start Date Annual Total
End Date Regular Pay Period Only
Process if No Pay

Employee Amounts

Deduction Frequency	Rate Description	Table Rate	Rate Change Date	New Descr
Every Pay Period	Rate 1 - Main Plan	1.14		

Employer Amounts

Deduction Frequency	Rate Description	Table Rate	Rate Change Date	New Descr
Every Pay Period	Rate 1 - Main Plan	1.14		

Employee Deductions

Deduction ID	Deduction Description	Active	Employee Rate Type	Em
HEALTHINS	Travelers Health Ins Co	<input checked="" type="checkbox"/>		
PRUDENTIAL	Prudential Life Ins Co	<input checked="" type="checkbox"/>		
RET2	Ret2-ND Public Employ Retire	<input checked="" type="checkbox"/>	Percent	
RET3	Ret3-ND PERS RHIC	<input checked="" type="checkbox"/>		
UNITEDWAY	United Way	<input checked="" type="checkbox"/>	Fixed	

Cross References

Selected	ID	Description	Type
<input checked="" type="checkbox"/>	FUTA	Federal Unemployment Tax	Federal Unemploye
<input checked="" type="checkbox"/>	MEDICARE	Medicare	Medicare

For an employee participating in the Main plan for Scenario 1, also add the RHIC retirement deduction with only an Employer share.

Once the RHIC retirement deduction has been saved for the employee, it will be listed here.

Diagram I

PF Employees

File Options Reports Pin To Help

Employee ID ANDEJUL Julia Anderson

Employment Employment History FMLA Leaves Military Service Positions Taxes Trainings Wages Work Com

Name & Address ACA 1095s ACA Hours Benefits Ce

Direct Deposit Education Emergency Cont

Expensed Payroll

Applies To: pr

Deduction ID RET2 Member

Comments

Direct Deposit Transaction Code

Direct Deposit Bank ID

Standard Entry Class Code

Addenda

Amount Due

Employee

Active Declining

Rate Type Percent Table Balance

Start Date Annual Total

End Date Regular Pay Period Only

Process if No Pay

Employee Amounts

	Deduction Frequency	Δ	Rate Description	Table Rate	Rate Change Date
▶ X	Every Pay Period		Rate 2 - Main 2020 Plan	7.00	
* X					

Employer

Active Declining

Rate Type Percent Table Balance

Start Date Annual Total

End Date Regular Pay Period Only

Process if No Pay

Employer Amounts

	Deduction Frequency	Δ	Rate Description	Table Rate	Rate Change Date
▶ X	Every Pay Period		Rate 2 - Main 2020 Plan	9.26	
* X					

Employee Deductions

Deduction ID	Δ	∇	Deduction Description	Δ	∇	Active	Δ	∇	Employee Rate Type
HEALTHINS			Travelers Health Ins Co			<input checked="" type="checkbox"/>			
PRUDENTIAL			Prudential Life Ins Co			<input checked="" type="checkbox"/>			
▶ RET2			Ret2-ND Public Employ Retire			<input checked="" type="checkbox"/>			Percent Table

Cross References

Selected	∇	ID	Δ	∇	Description	Δ	∇	Type
<input type="checkbox"/>		FIT			Federal Income Tax			Federal Income Tax

For an employee participating in the Main 2020 plan for Scenario 1, add the regular retirement deduction with both an Employee and Employer share for the applicable rate for the Main 2020 plan.

Once the retirement deduction has been saved for the employee, it will be listed here.

Diagram J

Scenario 2: Employer Paying the Employee Share

- If enrolled in Main plan, Employer pays Employee 7% Share plus Employer pays 8.12% + 1.14% RHIC
- If enrolled in Main 2020 plan, Employer pays Employee 7% Share plus Employer pays 9.26%

1. Set up two retirement deductions for the regular retirement contributions as shown in **Diagrams K, L, M, and N**, by selecting the **Maintenance** menu and then **Deductions**.

One deduction is set up for the 7% employee share paid by the employer.

The State Retirement System Deduction field is selected for the deduction.

Current Rates			New Rates				
Rate Description	Employee Rate	Employer Rate	Rate Total	Rate Change Date	New Employee Rate	New Employer Rate	New Rate Total
Rate 1	.00	7.00	7.00				.00

Diagram K

Diagram L

One deduction is set up for the regular employer share.

The State Retirement System Deduction field is selected for the deduction.

Current Rates			New Rates				
Rate Description	Employee Rate	Employer Rate	Rate Total	Rate Change Date	New Employee Rate	New Employer Rate	Total
Rate 1 - Main Plan		8.12	8.12				.00
Rate 2 - Main 2020 Plan		9.26	9.26				.00

Enter the correct percentages for the two different rates as shown.

Diagram M

Diagram N

- For use with employees enrolled in the Main plan, set up *one* retirement deduction as shown in **Diagrams O** and **P** for the Retiree Health Insurance Credit (RHIC) contributions paid by the employer.

The screenshot shows the 'PF Deductions' window with the 'General' tab selected. The 'Deduction ID' is set to 'RET3'. The 'Deduction Description' is 'Ret3-ND PERS RHIC'. The 'Deduction Type' is 'Deduction'. The 'Deduction Check Description' is 'ND PERS RHIC'. The 'Rate Type' is 'Percent Table'. The 'State Retirement System Deduction' checkbox is checked, and a callout box points to it with the text: 'This deduction is set up as a deduction with the State Retirement System Deduction field selected.'

The 'Cross References' table is visible, showing various taxes and pay codes. The 'Deduction Rates' table is also shown, with a callout box pointing to the 'Employer Rate' column for 'Rate 1 - Main Plan' with the text: 'Enter the correct percentage for the employer's share of the RHIC retirement deduction.'

		Current Rates			New Rates			
	Rate Description	Employee Rate	Employer Rate	Rate Total	Rate Change Date	New Employee Rate	New Employer Rate	New Rate Total
▶	X Rate 1 - Main Plan	.00	1.14	1.14				.00
*	X							

Diagram O

Diagram P

- In the Employee File (Payroll screen, **Maintenance** menu, **Employees**), add the two regular retirement deductions to the applicable employees for the appropriate rate, and for those enrolled in the Main plan, also add the one RHIC retirement deduction. The deductions will need to be added for only the Employer share. See **Diagrams Q, R, and S** for an example of an employee participating in the Main plan, and see **Diagrams T and U** for an example of an employee participating in the Main 2020 plan.
- When generating the retirement report at the end of the month (accessed from the Payroll screen, **Government Reporting** menu, and **North Dakota Public Employees Retirement Report**), complete the report options screen with the appropriate information and then click the **Deductions** tab to complete the following:
 - For the regular ND PERS retirement deduction set up for the 7% employee share paid by the employer (RET1 deduction in this example), select **Employer** under the Employee (Employer Pickup) column.
 - For the regular ND PERS retirement deduction set up for the normal employer share (in RET2 deduction in this example) of 8.12% if enrolled in the Main plan, or 9.26% if enrolled in the Main 2020 plan, select **Employer** under the Employer column.
 - For the RHIC retirement deduction (RET3 deduction in this example), select **Employer** under the Employer RHIC column.

pr Employees

File Options Reports Pin To Help

Employee ID ANDEJUL

Name & Address ACA 1095s ACA Hours Benefits Certific

Applies To: pr

Deduction ID RET1 Member Number

Comments

Individual Bank Account Deduction Expensed Payroll

Account Number

Direct Deposit Transaction Code

Direct Deposit Bank ID

Standard Entry Class Code

Addenda

Amount Due

Employee

Active Declining

Rate Type Balance

Start Date Annual Total

End Date Regular Pay Period Only

Process if No Pay

Employee Amounts

Deduction Frequency /

Employer

Active Declining

Rate Type Percent Table Balance

Start Date Annual Total

End Date Regular Pay Period Only

Process if No Pay

Employer Amounts

Deduction Frequency	Rate Description	Table Rate	Rate Change Date
Every Pay Period	Rate 1	7.00	

Employee Deductions

Deduction ID	Deduction Description	Active	Employee Rate Type	Employee Rate	Employer Rate Type	Employer Rate	Deduction Type
HEALTHINS	Travelers Health Ins Co	<input checked="" type="checkbox"/>					
PRUDENTIAL	Prudential Life Ins Co	<input checked="" type="checkbox"/>					
▶ RET1	Ret1-ND Public Employ Retire	<input checked="" type="checkbox"/>			Percent Table	7.00	Deduction
RET2	Ret2-ND Public Employ Retire	<input checked="" type="checkbox"/>			Percent Table	7.12	Deduction
RET3	Ret3-ND PERS RHIC	<input checked="" type="checkbox"/>			Percent Table	1.14	Deduction
UNITEDWAY	United Way	<input checked="" type="checkbox"/>	Fixed	5.00			Deduction

Once the retirement deduction has been saved for the employee, it will be listed here.

Diagram Q

pr Employees

File Options Reports Pin To Help

Employee ID ANDEJUL

Name & Address ACA 1095s ACA Hours Benefits Certific

Applies To: pr

Deduction ID RET2 Member Number

Comments

Individual Bank Account Deduction Expensed Payroll

Account Number

Direct Deposit Transaction Code

Direct Deposit Bank ID

Standard Entry Class Code

Addenda

Amount Due

Employee

Active Declining

Rate Type Balance

Start Date Annual Total

End Date Regular Pay Period Only

Process if No Pay

Employee Amounts

Deduction Frequency Δ

Employer

Active Declining

Rate Type Percent Table Balance

Start Date Annual Total

End Date Regular Pay Period Only

Process if No Pay

Employer Amounts

Deduction Frequency	Rate Description	Table Rate	Rate Change Date
Every Pay Period	Rate 1 - Main Plan	8.12	
*			

Employee Deductions

Deduction ID	Deduction Description	Active	Employee Rate Type	Employee Rate	Employer Rate Type	Employer Rate	Deduction Type
HEALTHINS	Travelers Health Ins Co	<input checked="" type="checkbox"/>			Fixed Table	259.00	Deduction
PRUDENTIAL	Prudential Life Ins Co	<input checked="" type="checkbox"/>					Deduction
▶ RET1	Ret1-ND Public Employ Retire	<input checked="" type="checkbox"/>					Deduction
RET2	Ret2-ND Public Employ Retire	<input checked="" type="checkbox"/>			Percent Table	8.12	Deduction
RET3	Ret3-ND PERS RHIC	<input checked="" type="checkbox"/>			Percent Table	1.14	Deduction

Once the retirement deduction has been saved for the employee, it will be listed here.

Diagram R

PF Employees

File Options Reports Pin To Help

Employee ID ANDEJUL

Name & Address ACA 1095s ACA Hours Benefits Certi

Applies To: pr

Deduction ID RET3

Member Number

Account Number

Direct Deposit Transaction Code

Direct Deposit Bank ID

Standard Entry Class Code

Addenda

Amount Due

Employee

Active Declining

Rate Type Balance

Start Date Annual Total

End Date Regular Pay Period Only

Process if No Pay

Employee Amounts

Deduction Frequency /

Employer

Active Declining

Rate Type Percent Table Balance

Start Date Annual Total

End Date Regular Pay Period Only

Process if No Pay

Deduction Frequency	Rate Description	Table Rate	Rate Change Date
Every Pay Period	Rate 1 - Main Plan	1.14	

Deduction ID	Deduction Description	Active	Employee Rate Type	Employee Rate	Employer Rate Type	Employer Rate	Deducti
HEALTHINS	Travelers Health Ins Co	<input checked="" type="checkbox"/>			Fixed Table	259.00	Deducti
PRUDENTIAL	Prudential Life Ins Co	<input checked="" type="checkbox"/>			Fixed Table	4.26	Deducti
RET1	Ret1-ND Public Employ Retire	<input checked="" type="checkbox"/>					Deducti
RET2	Ret2-ND Public Employ Retire	<input checked="" type="checkbox"/>					Deducti
RET3	Ret3-ND PERS RHIC	<input checked="" type="checkbox"/>			Percent Table	1.14	Deducti
UNITEDWAY	United Way	<input checked="" type="checkbox"/>	Fixed	5.00			Deducti

Selected Taxes

For an employee participating in the Main plan for Scenario 2, also add the RHIC retirement deduction with only an Employer share.

Once the RHIC retirement deduction has been saved for the employee, it will be listed here.

Diagram S

PF Employees

File Options Reports Pin To Help

Employee ID ANDEJUL

Name & Address ACA 1095s ACA Hours Benefits Certi

Applies To: pr

Deduction ID RET1

Member Number

Account Number

Direct Deposit Transaction Code

Direct Deposit Bank ID

Standard Entry Class Code

Addenda

Amount Due

Employee

Active Declining

Rate Type Balance

Start Date Annual Total

End Date Regular Pay Period Only

Process if No Pay

Employee Amounts

Deduction Frequency /

Employer

Active Declining

Rate Type Percent Table Balance

Start Date Annual Total

End Date Regular Pay Period Only

Process if No Pay

Deduction Frequency	Rate Description	Table Rate	Rate Change Date
Every Pay Period	Rate 1	7.00	

Deduction ID	Deduction Description	Active	Employee Rate Type	Employee Rate	Employer Rate Type	Employer Rate	Deducti
HEALTHINS	Travelers Health Ins Co	<input checked="" type="checkbox"/>					Deducti
PRUDENTIAL	Prudential Life Ins Co	<input checked="" type="checkbox"/>					Deducti
RET1	Ret1-ND Public Employ Retire	<input checked="" type="checkbox"/>			Percent Table	7.00	Deducti
RET2	Ret2-ND Public Employ Retire	<input checked="" type="checkbox"/>			Percent Table	8.26	Deducti
UNITEDWAY	United Way	<input checked="" type="checkbox"/>	Fixed	5.00			Deducti

Selecte Taxes

For an employee participating in the Main 2020 plan for Scenario 2, add the first regular retirement deduction with only an Employer share.

Once the retirement deduction has been saved for the employee, it will be listed here.

Diagram T

pf Employees

File Options Reports Pin To Help

Employee ID ANDEJUL Julia Ander

Military Service ACA 1095s ACA Hours Benefits Certificates

Wages Emergency Contacts Empl

Applies To: pr

Deduction ID RET2 Member Number

Comments

Account Number

Direct Deposit Transaction Code

Direct Deposit Bank ID

Standard Entry Class Code

Addres

Amount Due

Employee

Active Declining

Rate Type Balance

Start Date Annual Total

End Date Regular Pay Period Only

Process if No Pay

Employer

Active Declining

Rate Type Percent Table Balance

Start Date Annual Total

End Date Regular Pay Period Only

Process if No Pay

Employee Amounts

Deduction Frequency	Rate Description	Table Rate	Rate Change Date	New Rate Description
Every Pay Period	Rate 2 - Main 2020 Plan	9.26		

Employer Amounts

Deduction Frequency	Rate Description	Table Rate	Rate Change Date	New Rate Description
Every Pay Period	Rate 2 - Main 2020 Plan	9.26		

Employee Deductions

Deduction ID	Deduction Description	Active	Employee Rate Type	Employee Rate	Employer Rate Type	Employer Rate	Deducti	Selected	ID
HEALTHINS	Travelers Health Ins Co	<input checked="" type="checkbox"/>						<input type="checkbox"/>	
PRUDENTIAL	Prudential Life Ins Co	<input checked="" type="checkbox"/>						<input type="checkbox"/>	FIT
RET1	Ret1-ND Public Employ Retire	<input checked="" type="checkbox"/>						<input type="checkbox"/>	FUTA
RET2	Ret2-ND Public Employ Retire	<input checked="" type="checkbox"/>			Percent Table	9.26	Deducti	<input checked="" type="checkbox"/>	FUTA

Once the retirement deduction has been saved for the employee, it will be listed here.

Diagram U

Scenario 3: For Part-Time/Temporary Employees Only

- If enrolled in Main plan, Employee Pays 15.12% + 1.14% RHIC
- If enrolled in Main 2020 plan, Employee Pays 16.26%

1. Set up *one* retirement deduction for the employee contributions as shown in **Diagrams V** and **W**.

Note: If Scenario 1 is used for the other employees and the retirement deduction set up for the normal retirement contributions is after tax (all taxes are selected), additional rates for the part-time/temporary employees could be added to the rate table for that deduction instead of adding a new deduction in this step, if desired.

Diagram V

Deduction Rates							
Rate Description	Current Rates		New Rates		New Rate Total		
	Employee Rate	Employer Rate	Rate	Rate			
Rate 1 - Main Plan	15.12	15.12			.00		
Rate 2 - Main 2020 Plan	16.26	16.26			.00		
* [Blank]							

Diagram W

- For use with employees enrolled in the Main plan, set up *one* retirement deduction as shown in **Diagrams X** and **Y** for the Retiree Health Insurance Credit (RHIC) contributions paid by the employee.

Note: If the RHIC retirement deduction used for the other employees (from Scenario 1 or 2) is set up, a second rate for the part-time/temporary employees could be added to the rate table for the RHIC retirement deduction instead of adding a new deduction in this step, if desired.

Diagram X

Deduction Rates								
		Current Rates			Enter the correct percentage for the employee share of RHIC.			
	Rate Description	Employee Rate	Employer Rate	Rate Total	Rate Change Date	Employee Rate	New Employer Rate	New Rate Total
▶ X	Rate 1 - Main Plan Part-Time/Temp	1.14		1.14				.00
* X								

Diagram Y

- In the Employee File (Payroll screen, **Maintenance** menu, **Employees**), add the retirement deduction from Step 1 to the applicable employees for the appropriate rate, and for those enrolled in the Main plan, also add the RHIC retirement deduction from Step 2. The deductions will need to be added with only an Employee share. See **Diagrams Z** and **AA** for an example of an employee participating in the Main plan, and see **Diagram BB** for an example of an employee participating in the Main 2020 plan.
- When generating the retirement report at the end of the month (accessed from the Payroll screen, **Government Reporting** menu, and **North Dakota Public Employees Retirement Report**), complete the report options screen with the appropriate information and then click the **Deductions** tab to complete the following items in *addition* to the selections made in Scenario 1 or 2:
 - For the ND PERS retirement deduction set up for the employee share for part-time/temporary employees (RET4 deduction in this example), select **Employee** under the Employee (After Tax) column.
 - For the RHIC retirement deduction set up to be paid by the employee (RET6 deduction in this example), select **Employee** under the Employee RHIC column.

pr Employees

File Options Reports Pin To Help

Employee ID: MADISUS Susie Madison

Emergency Contacts Employment Employment History FMLA Leaves Military Service Positions Taxes Trainings Wages Work Comp

Name & Address ACA 1095s ACA Hours Benefits Certificates Custom Fields Deductions Demographics Dependents Direct Deposit Education

Applies To: pr

Deduction ID: RET4 Member Number: []

Individual Bank Account Deduction Expensed Payroll

Account Number: []

Direct Deposit Transaction Code: []

Amount Due: []

Employee

Active: Declining:

Rate Type: Percent Table Balance: []

Start Date: [] Annual Total: []

End Date: [] Regular Pay Period Only:

Process if No Pay:

Employee Amounts

	Deduction Frequency	Rate Description	Table Rate	Rate Change Date	New Desc
▶	Every Pay Period	Rate 1 - Main Plan	15.12		
*					

Employer

Active: Declining:

Rate Type: [] Balance: []

Start Date: [] Annual Total: []

End Date: [] Regular Pay Period Only:

Process if No Pay:

Employer Amounts

	Deduction Frequency
✕	[]

Employee Deductions

Deduction ID	Deduction Description	Active	Employee Type
▶ RET4	Ret4-ND PERS for Part-Time/Temp	<input checked="" type="checkbox"/>	Percent
▶ RET6	Ret6-ND PERS RHIC for Part-Time/Temp	<input checked="" type="checkbox"/>	Percent

Cross References

Taxes:

Once the retirement deduction has been saved for the employee, it will be listed here.

Diagram Z

pr Employees

File Options Reports Pin To Help

Employee ID: MADISUS Susie Madison

Name & Address ACA 1095s ACA Hours Benefits Certificates Custom Fields Deductions Demographics Dependents Direct Deposit Education Emergenc

Applies To: pr

Deduction ID: RET6 Member Number: []

Account Number: []

Direct Deposit Transaction Code: []

Direct Deposit Bank ID: []

Standard Entry Class Code: []

Addenda: []

Amount Due: []

Employee

Active: Declining:

Rate Type: Percent Table Balance: []

Start Date: [] Annual Total: []

End Date: [] Regular Pay Period Only:

Process if No Pay:

Employee Amounts

	Deduction Frequency	Rate Description	Table Rate	Rate Change Date
▶	Every Pay Period	Rate 1 - Main Plan Part-Time/Temp	1.14	
*				

Employer

Active: Declining:

Rate Type: [] Balance: []

Start Date: [] Annual Total: []

End Date: [] Regular Pay Period Only:

Process if No Pay:

Employer Amounts

	Deduction Frequency
✕	[]

Employee Deductions

Deduction ID	Deduction Description	Active	Employee Rate Type
▶ RET4	Ret4-ND PERS for Part-Time/Temp	<input checked="" type="checkbox"/>	Percent Table
▶ RET6	Ret6-ND PERS RHIC for Part-Time/Temp	<input checked="" type="checkbox"/>	Percent Table

Once the RHIC retirement deduction has been saved for the employee, it will be listed here.

Diagram AA

pr Employees

File Options Reports Pin To Help

Employee ID MADISUS Susie Madison

Name & Address ACA 1095s ACA Hours Benefits Certificates Custom Fields Deductions Demographics Dependents Direct Deposit Education Emergency C

Applies To: pr

Deduction ID RET4 Member Number Account Number Individual Bank Account Deduction Expensed Payroll

Comments

For an employee participating in the Main 2020 plan for Scenario 3, add the retirement deduction from Step 1 with only an Employee share for the applicable rate for the Main 2020 plan.

Amount Due

Employee

Active Declining Rate Type Percent Table Balance Annual Total Start Date End Date Regular Pay Period Only Process if No Pay

Employee Amounts

	Deduction Frequency	Rate Description	Table Rate	Rate Change Date	New Descr
▶	Every Pay Period	Rate 2 - Main 2020 Plan	16.26		
*					

Employer

Active Declining Rate Type Balance Annual Total Start Date End Date Regular Pay Period Only Process if No Pay

Deduction Frequency

Employee Deductions

Deduction ID	Deduction Description	Active	Employee Rate Type
▶ RET4	Ret4-ND PERS for Part-Time/Temp	<input checked="" type="checkbox"/>	Percent Table

Once the retirement deduction has been saved for the employee, it will be listed here.

Diagram BB