# 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.

**<u>Note</u>**: 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**.
- 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 <u>blank</u> in the Employee File. See 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**.

pr Deductions			<b></b>				-	
File Options Reports Pin To	Help		Depending	on	whether	the empl	oyee contributions	are
Deduction ID	RET2	Al F	FIT and S		In this e	xample the	employee contribute	itions
General Rate Table Deductions	Pavable		are pre-tax	, and	so FIT and	SITND are	<u>not</u> selected.	
General Information					//	Cros	s References	
Deduction ID	RET2	Acti	ive 🗹		Selected		Description 4 V	
Deduction Description	Ret2-ND Public Employ Retir	e		Tar				
Deduction Type	Deduction					]		
Deduction Check Description	ND PERS					FIT	Federal Income Tax	Federal In
School ID Number					2	FUTA	Federal Unemployment Tax	Federal U
Pavables Mask	XX 473				4	MEDICARE	Medicare	Medicare
Expense Mask	XX XXX XXX XXX XXX 230		-			SITND	North Dakota SIT	State Inco
Deduction Sequence	901		_		V	SOCSEC	Social Security	Social Sec
Rate Type	Percent Table	Declining			7	SUTAND	North Dakota Unemployment	State Uner
	Retirement on	Board's Share			V	WCND	North Dakota Workers Comp	Workers C
State Retirement System Deducti	on 🗹 (IL and MO onl	y)		-Pay	/ Codes	1		
Start Date	<ul> <li>End Date</li> </ul>						Additional Rate	Add
Exclude from Expense Payroll	Exclude After	ate	This dadu	ation	io oot ur	ADD ANK	Admin Sick Leave Sick Bank	Δdd
Pavee Check Information			deduction v	clion vith th	is set up		Bus Driver Sub	Δdd
Pavee ID	RET2	Hold Check	System De	ductio	on field sele	cted	Contract 1	Contract
Pay Cause ID			e yetem Be			1 C02	Contract 2	Contract
Pay Group ID						C03	Contract 3	Contract
W2 Information					<b>V</b>	C04	Contract 4	Contract
Retirement Plan (Box 13)					<b>V</b>	соок	Cook Sub	Add
Federal Form Box ID	Share to Print	Box 14 Desc	ription		~	CUST	Custodian	Add
▶ × 14	Employee Re	etirement			~	DED	Miscellaneous Deduction	Deduction
* X					~	ELSUB	Elementary Sub	Add
					<b>v</b>	EXTRA	Extra Curricular	Add
Report Options					<b>v</b>	FAM	Family Leave	Add
Print Gross Wages	Print Employee Social	Security Numb	er 🗌		<b>V</b>	HOLIDAY	Holiday	Add
Print Employee ID	Print Member Number	,			<b>V</b>	JRSUB	Junior High Sub	Add
Hide on Check	Print Rate Table Descr	iption on Chec	* 🖂			MILEAGE	Mileage	Add
					-	MICC	Mingallanana Asta	L L L

### Diagram D

						Deduction Rate	es				
			Ci	urrent Rates		New Rates					
		Rate Description Δ	Employee Rate	Employer Rate	Rate Total	Rate Chang Date the	New nter the correct two different	New t percentages rates as show	New for <sup>R</sup> ate n. otal		
	×	Rate 1 - Main Plan	7.00	8.12	15.12				.00		
•	×	Rate 2 - Main 2020 Plan	7.00	9.26	16.26				.00		
*	X										

#### Diagram E

2. 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.

<sup>r</sup> Deductions						-	
File Options Reports Pin	To Help						
Deduction ID	RET3	Ret3-ND PERS	S RHIC				
eneral Rate Table Deduct	ions Payable						
General Information					Cros	s References	
Deduction ID	RET3	✓ 🏦 Active 🗹		Selected V	ID 🗠 🔽	Description 45	7
Deduction Description	Ret3-ND PERS RHIC		Ta	xes			
Deduction Type	Deduction			▼			
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School ID Number		·		•	FUTA	Federal Unemployment Tax	Fede
Payables Mask	XX 473			V	MEDICARE	Medicare	Medi
Expense Mask	XX XXX XXX XXX XXX	230		7	SITND	North Dakota SIT	State
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Rate Type	Percent Table 🗸	eclining 🗌		<b>V</b>	SUTAND	North Dakota Unemployment	State
Cielo Defense Cielos Ded	Retiremen	t on Board's Share			WCND	North Dakota Workers Comp	Work
State Retirement System Ded	Uction (IL and MC	) only)	- Pa	y Codes			
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Payee Check Information		deduction v	with the	State Retire	ement	Bus Driver Sub	Add
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Pay Group ID					C02	Contract 2	Cont
ray croup ib				<b>v</b>	C03	Contract 3	Cont
W2 Information	_			<b>v</b>	C04	Contract 4	Cont
Retirement Plan (Box 13)				<b>V</b>	COOK	Cook Sub	Add
Federal Form Box	ID Share to Print	Box 14 Description		<b>V</b>	CUST	Custodian	Add
<b>X</b> 14	Employee	Retirement-RHIC		<b>V</b>	DED	Miscellaneous Deduction	Ded
* X				<b>V</b>	ELSUB	Elementary Sub	Add
			_	<b>V</b>	EXTRA	Extra Curricular	Add
Report Options				<b>V</b>	FAM	Family Leave	Add
Print Gross Wages	Print Employee So	cial Security Number		<b>V</b>	HOLIDAY	Holiday	Add
	Drint Mambar Num			<b>V</b>	JRSUB	Junior High Sub	Add
Print Employee ID	Print Member Num	Der					-
Print Employee ID Hide on Check	Print Member Num     Print Rate Table D	escription on Check			MILEAGE	Mileage	Add

							Deduction Ra	ates	
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	Enter the corr	ect percentage	for	.00
*	×					the employer RHIC retireme	r's share of ent deduction.	the	

- 3. In the Employee File (Payroll screen, **Maintenance** menu, **Employees**), add the **Diagram G** 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.
- 4. 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.

File Options Reports Pin To Help
Employee ID ANDEJUL
Employment Employment History FMLA for Scenario 1, add the regular retirement was Wages Work Co Name & Address ACA 1095s ACA Hours Benefits Certification deduction with both an Employue posit Education Emergency Co
Applies To: pr
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X         Every Pay Period         Rate 1 - Main Plan         7.00
Employee Deductions Cross References
Deduction ID $\triangle \nabla$ Deduction Description $\triangle \nabla$ Active $\triangle \mathbf{V}$ Employee Rate $\nabla$ Employee Rate $\nabla$ Employee Rate $\nabla$ ID $\triangle \nabla$ Description $\triangle \nabla$ Type
HEALTHINS Travelers Health Ins Co 🔽 Once the retirement deduction has been
PRUDENTIAL Prudential Life Ins Co
RET2 Ret2-ND Public Employ Retire Percent Table
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UNITECTIVAL UNITED VIAY IN PIXED MEDICARE Medicare Medicare

# Diagram H

pr Employees									- 0
File Options Repo	orts Pin To Help								
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PRUDENTIAL	Prudential Life Ins Co	<b>V</b>	Once	the	RHIC retiren	nent deduc	tion has bee	en	
RET2	Ret2-ND Public Employ Retire	$\overline{\mathbf{v}}$	Percent T saved	l for	the employee	e, it will be l	isted here.		Federal In
RET3	Ret3-ND PERS RHIC	<b>V</b>		-	<b>V</b>	FUTA	Federal Unemploy	yment Tax	Federal U
UNITEDWAY	United Way		Fixed		57	MEDICARE	Medicare		Madicara

# Diagram I

μ <sup>P</sup> Employees								
File Options Reports Pin To Help         Employment       Employment Employment History       FMLA       Leaves       Military Service       Positions       Taxes       Trainings       Wages       Work Cc         Name & Address       ACA 1095       ACA Hours       Benefits       Ce       For an employee participating in the Main 2020 plan       rect Deposit       Education       Emergency Co         Applies To: pf       Or Scenario 1, add the regular retirement deduction       Employee       and the regular retirement deduction       Employee share for the       Employee         Comments       Ores       Deposit Transaction Code       Employee       Employee       Employee         Active       Declining       Declining       Rate Type       Percent Table       Balance       Annual Total       Employee         Active       Regular Pay Photo Only       Process if MPay       Employee Amounts       Emplo	pr Employees							- 0
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# 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**.



#### **Diagram K**

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#### **Diagram L**

**Diagram N** 

For use with employees enrolled in the Main plan, set up one retirement deduction as shown in 2. **Diagrams O** and **P** for the Retiree Health Insurance Credit (RHIC) contributions paid by the employer.



- **Diagram P** 3. 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.
- 4. 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.

Bit Option:       Report:       Ref       For an employee participating in the Main plan for Scenario 2, add the first regular resource       Description         Areas:       Addres:       Addres:       Description       Descrin       Descrin       Des	pr Employees									
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Start Date       Annual Total         End Date       Regular Pay Period Only         Process if No Pay       Process if No Pay         Employee Amounts       Employee Amounts         Deduction Frequency △       Rate Change         X       Employee Amounts         Deduction Frequency △       Rate Change         X       Employee Deductions         Employee Deductions       Rate 1 - Main Plan         8.12       X         Employee Rate       Employee Rate         Y       Employee Rate       Employee Rate         PRUDENTIAL       Prodential Life Ins Co       If         PRUDENTIAL       Prodential Life Ins Co       If         PR11       Ret1-ND Public Employ Retire       If         RET1       Ret2-ND Public Employ Retire       If         Percent Table       8.12       If         Percent Table       8.12       If         Percent Table       8.12       If	Rate Type	Ralance				Rate Tuno	Percent Table	Balance		
End Date       Regular Pay Period Only Process if No Pay       Regular Pay Period Only Process if No Pay         End Date       Regular Pay Period Only Process if No Pay       Regular Pay Period Only Process if No Pay         Deduction Frequency △       Employee Amounts       Rate Change Date       Imployee Amounts         Deduction Frequency △       Rate Change Rate       Table Rate       Rate Change Date       Imployee Amounts         Deduction ID △ Ÿ       Deduction Description △ Ÿ       Active △ ¥       Employee Rate Ÿ       Employee Rate Ŷ       Employer Rate Ŷ       Deduction Type Ŷ         HEALTHINS       Travelers Health Ins Co       Iv       Once the retirement deduction has been saved for the employee, it will be listed here. tion       Etion       Taxee         PRUDENTIAL       Prudential Life Ins Co       Iv       Once the retirement deduction has been saved for the employee, it will be listed here. tion       Etion       Etion         RET1       Ret1-ND Public Employ Retire       Iv       Percent Table       8.12       Iv         Parcent Table       114       Deduction       Retion       Retion       Retion       Retion	Start Date	Annual Tol	al			Start Date		Annual	Total	
Process if No Pay       Process if No Pay         Employee Amounts       Employee Amounts         Deduction Frequency Δ       Rate Description       Table Rate Change Date         N       Every Pay Period       Rate 1 - Main Plan       8.12         X       Every Pay Period       Rate 1 - Main Plan       8.12         X       Every Pay Period       Rate 1 - Main Plan       8.12         X       Every Pay Period       Rate 1 - Main Plan       8.12         X       Every Pay Period       Rate 1 - Main Plan       8.12         X       Every Pay Period       Rate 1 - Main Plan       8.12         X       Every Pay Period       Rate 1 - Main Plan       8.12         X       Every Pay Period       Rate 1 - Main Plan       8.12         X       Every Pay Period       Rate 1 - Main Plan       8.12         X       Every Pay Period       Rate 1 - Main Plan       8.12         X       Every Pay Period       Rate 1 - Main Plan       8.12         Y       Deduction Description       A \forable       Y       Employee Rate \forable       Employee Rate \forable       Employee Rate \forable       Pay Period         HEALTHINS       Travelers Health Ins Co       IV       Envert Table       259.00	End Date	Regular P	ay Period Only			End Date		Regular	Pay Period Only	
Employee Amounts       Employee Amounts         Deduction Frequency △       Rate Description       Table Rate Change Dute         Image: Construction Prequency △       Rate Description       Table Rate Change Dute       Image: Construction Prequency △         Image: Construction Prequency △       Rate Description       Table Rate Change Dute       Image: Construction Prequency △       Rate Description       Rate Precedence       Image: Construction Prequency △       Rate 1 - Main Plan       8.12       Image: Construction Prequency △         Image: Construction Prequency △       Employee Deductions       Image: Construction Prequency △       Rate 1 - Main Plan       8.12       Image: Construction Prequency △       Image: Cons		Process if	No Pay			Li la Date		Process	if No Pay	
Deduction Frequency △       Rate Change Date       Image Deduction Frequency △       Rate Description       Table Rate Change Date       Image Date		Employee Amount	S					Employer Amo	ounts	
Image: Second secon	Deduction Fr	equency $\Delta$					Deduction ,	Rate Description	Table R	ate Change
Employee Deductions       Employee Deductions       Cross F         Deduction ID A V       Deduction Description A V       Active A V       Employee Rate V       Deduction Type V       Set         HEALTHINS       Travelers Health Ins Co       IV       Once the retirement deduction has been tion       Etion	×						Frequency A	nate Description	Rate	Date D
Employee Deductions       Employee Deductions       Cross F         Deduction ID A V       Deduction Description A V       Active A V       Employee Rate V       Employee Rate V       Employee Rate V       Deduction Type V         HEALTHINS       Travelers Health Ins Co       IV       Once the retirement deduction has been tion       Eticed Table       259.00 Deduction         RET1       Ret1-ND Public Employ Retire       IV       Once the retirement deduction has been tion       Eticed Table       251.20 Deduction         N RET2       Ret2-ND Public Employ Retire       IV       Percent Table       8.12 Deduction         RET3       Ret3-ND PERS RHIC       IV       Percent Table       114 Deduction						• X Eve	ry Pay Period Rat	e 1 - Main Plan	8.12	
Employee Deductions       Employee Deductions       Cross F         Deduction ID ∆ ♡       Deduction Description ∆ ♡       Active ∆ ▼       Employee Rate ♡       Employee Rate ♡       Employer Rate ♡       Deduction Type ♡       Set         HEALTHINS       Travelers Health Ins Co       IV       Once the retirement deduction has been tion       Deduction       Eixed Table       259.00 Deduction       Eixed Table       259.00 Deduction         RET1       Ret1-ND Public Employ Retire       IV       Once the retirement deduction has been tion       Eixed Table       259.00 Deduction       Eixed Table       259.00 Deduction       Image: Complexity of the tion       Image: Complexity of the tion <t< td=""><td></td><td></td><td></td><td></td><td></td><td>* ×</td><td></td><td></td><td></td><td></td></t<>						* ×				
Employee Deductions       Cross F         Deduction ID A V       Deduction Description A V       Active A V       Employee Rate V       Deduction Type V       Set         HEALTHINS       Travelers Health Ins Co       IV       Once the retirement deduction has been bion       Deduction       Taxee         PRUDENTIAL       Prudential Life Ins Co       IV       Once the retirement deduction has been bion       bion       bion       bion         RET1       Ret1-ND Public Employ Retire       IV       Percent Table       8.12       Deduction         RET3       Ret3-ND PERS RHIC       IV       Percent Table       114       Deduction	1					•				
Deduction ID ∆ ♡       Deduction Description ∆ ♡       Active ∆ ▼       Employee Rate ♡       Employee Rate ♡       Employer Rate ♡       Employer Rate ♡       Deduction Type ♡       Deduction Type ♡       Same         HEALTHINS       Travelers Health Ins Co       IV       IV       Evicet Table       259.00       Deduction       Taxee         PRUDENTIAL       Prudential Life Ins Co       IV       Once the retirement deduction has been bion				Employ	e Deduction	15				Cross F
HEALTHINS     Travelers Health Ins Co     V     Travelers Health Ins Co     V       PRUDENTIAL     Prudential Life Ins Co     V     Once the retirement deduction has been bion       RET1     Ret1-ND Public Employ Retire     V     Saved for the employee, it will be listed here. bion       RET2     Ret2-ND Public Employ Retire     V       RET3     Ret3-ND PERS RHIC     V	Deduction ID △ ♡	Deduction Description $\ \Delta \nabla$	Active $\Delta$ <b>T</b>	Employee Ra	te V Empl	oyee Rate 🏼	Employer Rate Type	ployer Rate 🛛 D	eduction Type V	Se
PRUDENTIAL     Prudential Life Ins Co     IV     Once the retirement deduction has been tion       RET1     Ret1-ND Public Employ Retire     IV     Saved for the employee, it will be listed here.       RET2     Ret2-ND Public Employ Retire     IV       RET3     Ret3-ND PERS RHIC     IV	HEALTHINS	Travelers Health Ins Co	<b>V</b>	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			Fixed Table	259.00	eduction	, Taxes
RET1     Ret1-ND Public Employ Retire     Image: Saved for the employee, it will be listed here. Etion       RET2     Ret2-ND Public Employ Retire     Image: Saved for the employee, it will be listed here. Etion       RET3     Ret3-ND PERS RHIC     Image: Saved for the employee, it will be listed here. Etion	PRUDENTIAL	Prudential Life Ins Co	<b>V</b>		Once_th	ne retire	ment deductio	n has bee	en <sub>ction</sub>	
KE12     Ret2-ND Public Employ Retire     M     Percent Table     8.12     Deduction       RET3     Ret3-ND PERS RHIC     M     Percent Table     114     Deduction	RET1	Ret1-ND Public Employ Retire	V		saved fo	or the em	pioyee, it will b	e listed her	e. ction	
	RE12 RET3	Ret2-ND Public Employ Retire Ret3-ND PERS RHIC					Percent Table	8.12 C	eduction	

Diagram R

Pr Employees	
File Options Reports Pin To Help	
Employee ID ANDEIU	
For an employee participating in the Main plan	_
Name & Address ACA 1095s ACA Hours Benefits Certi for Scenario 2, also add the RHIC retirement Direct Deposit Education	Emerge
Applies To: pr deduction with only an Employer share. on Expensed Payroll	
Deduction ID RET3 Member Number Account Number	
Comments Direct Deposit Transaction Code	
A Dent Descrit Right ID	
Standard Entry Class Code	
Addenda	-
Amount Due	==
Employee Employer	
Active Declining Active Declining Declining	
Rate Type Balance Rate Type Percent Tuble V Balance	
Start Date Annual Total Start Date Annual Total	
End Date Regular Pay Period Only End Date Regular Pay Period Only	
Process if No Pay	
Employee Amounts	
Deduction Frequency /	- Change
	Date
V Every Pay Period Rate 1 - Main Plan 1.14	
Employee Deductions	
Deduction ID / Z Deduction Description / Z Active / Employee Rate Z	alacted
Type Linpoyee hat Type Linpoyee hat Type Dispoyee hat Type Dispoye	Ciccicu
HEALTHINS Travelers Health Ins Co IV Prized Table 22500 Deduction	s.
PETI Part.ND Police Employ Patrice Gr Once the RHIC retirement deduction has been before	
RET2 Ret2.ND Public Employ Retre IZ saved for the employee, it will be listed here.	• •
RET3 Rel3-ND PERS RHC V Percent Table 114 Deducti	V
International Internation International Inte	<b>V</b>

# Diagram S

pr Employees							
File Options Repo	orts Pin To Help						
Employee ID	ANDEJUL	For Ma	r an employ in 2020 plan	ee participating in for Scenario 2, add	the the	t Danasit – Educati	- E
Applies To: pr	CA 1050S ACA Hours Beller	firs	t regular ret y an Employe	irement deduction er share.	with Deduction E	expensed Payroll	JI LINE
Deduction ID Comments	RETI M	lember Number		Account Number Direct Deposit Tr Direct Deposit Ba Utandard Entry C Actienda Imount Due	ansaction Code		
Employee Active Rate Type Start Date End Date	Declining Balance Annual To Regular P Process if	tal ay Period Only		Employer Active Rate Type Start Date End Date	Decl able V Balar Annu V Regu Proc	ining nce Jal Total Jlar Pay Period Only ess if No Pay	
Deduction Fr	Employee Amounts		×	Deduction Frequency	Rate Description Rate 1	Table Rate D	Change Date
		Em	ployee Deductions				
Deduction ID 4	Deduction Description 4	Active 🗠 🕇	Employee Rate Type	Employee Rate V Employer Type	Rate V Employer Ra	te 🔻 Deductio	Selecte
HEALTHINS	Travelers Health Ins Co	<b>v</b>	Once	the retirement de	duction has b	Deen educti	axes
PRUDENTIAL	Prudential Life Ins Co	<b>V</b>	saved	for the employee, it	will be listed h	iere. educti	Г
RET1	Ret1-ND Public Employ Retire -	V		Percent T	able	7.00 Deducti	
RET2	Ret2-ND Public Employ Retire	<b>V</b>		Percent T	able	8.26 Deducti	
	United May	<b></b>	Fixed	5.00		Deducti	

Diagram T

pr Employees	
File Options Reports Pin To Help	
Employee ID       ANDEJUL <ul> <li>Military Service</li> <li>Positions</li> <li>Name &amp; Address</li> <li>ACA 1095s</li> <li>ACA Hours</li> <li>Benefits</li> <li>Certificates</li> </ul> For an employee participating in the Main 2020 plan for Scenario 2, add the second regular retirement deduction with only an Employer share for the applicable rate for the Main 2020 plan.	Wages rgency Contacts Emp
Deduction ID RET2 Member Number Account Number Direct Deport Bank ID Stander Entry Class Code Addensia Amoun Due	
Employee     Active     Declining       Active     Declining       Rate Type     Balance       Start Date     Annual Total       End Date     Regular Pay Period Only       Process if No Pay     Process if No Pay	
Employee Amounts Employee A	ounts
Deduction Frequency A	ange New Rate Description
Image: Second	
Employee Deductions	Cros
Deduction ID $\Delta \nabla$ Deduction Description $\Delta \nabla$ Active $\Delta \mathbf{Y}$ Employee Rate $\nabla$ Employee Rate $\nabla$ Employee Rate $\nabla$ Employer Rate $\nabla$ Emp	
HEALTHINS Travelers Health Ins Co	
PRUDENTIAL Prudential Life Ins Co	
RET1 Ret1-ND Public Employ Retire 🔽 saved for the employee, it will be listed here.	FIT F

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.

pr Deductions								
File Options Reports Pin To	Help							
General Rate Table Deductions	s Payable							
General Information					Sele	ct the tax	es for FIT and erences	;
Deduction ID	RET4	✓ 👫 Active			Selected SITN	ID for this o	deduction.	Туре
Deduction Description	Ret4-ND PERS for Part	-Time/Temp		, Tax	ies /	//		
Deduction Type	Deduction		$\sim$			1		
Deduction Check Description	ND PERS					FIT	Federal Income Tax	Federal Income Tax
School ID Number						FUTA	Federal Unemployment Tax	Federal Unemployment Tax
Pavables Mask	XX 473					MEDICARE	Medicare	Medicare
Evoense Mask						SITND	North Dakota SIT	State Income Tax
Deduction Sequence	901				<b>v</b>	SOCSEC	Social Security	Social Security
Detailed Sequence	Percent Table	Declining			<b>V</b>	SUTAND	North Dakota Unemployment	State Unemployment Tax
Hate Type	Percent Table	t as beening			<b>v</b>	WCND	North Dakota Workers Comp	Workers Compensation
State Retirement System Deducti	on V (IL and M	D only)	N I	Pay	Codes		_	
Start Date	<ul> <li>End Date</li> </ul>		$\sim$	FL,				
Exclude from Expense Payroll	Exclude A	fter Date				ADD	Additional Rate	Add
			$\sim$	This	deduction	is set up	as a deduction with	the
Payee Check Information				State	the Experience	it System	Deduction field select	ted.
Payee ID	RET2	✓ Hold Check		dedu	, the Expen	se iviask il paid entir	elu is ielt <u>plank</u> since	tract
Pay Group ID		$\sim$		ucut			ciy by the employee.	tract
					<b>&gt;</b>	C03	Contract 3	Contract
VV2 Information Retirement Plan (Rev 12)					<b>V</b>	C04	Contract 4	Contract
Federal Ferra D 10	Character D	D 14 D 1-1			•	СООК	Cook Sub	Add
Federal Form Box ID	Share to Print	Box 14 Description	n		<b>V</b>	CUST	Custodian	Add
	Linpioyee	neurement.			<b>V</b>	DED	Miscellaneous Deduction	Deduction

**Diagram V** 

Deduction Rates									
			Current Rates			New Rates			
		Rate Description △	Employee Employer Enter the of Rate			correct percentages for the two different employee's share as shown.			New Rate
				//			Rate	Rate	lotal
۲	X	Rate 1 - Main Plan	15.12		15.12				.00
	×	Rate 2 - Main 2020 Plan	16.26	2	16.26				.00
*	X								

Diagram W

2. 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				
Rate Description		Employee Rate	Employer Rate	Rate Total	the employee share of RHIC. Date Employee Employer F Rate Rate T		New Rate Total		
	► X	Rate 1 - Main Plan Part-Time/Temp	1.14		1.14				.00
	* ×								

#### **Diagram Y**

- 3. 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.
- 4. 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	- 🗆 X						
File Options Reports Pin To Help							
Employee ID MADISUS ~ 🕅 Susie Madison							
Emergency Contacts Employment Employment History FMLA Leaves Mili	tary 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       Individual Bank Account Deduction       Expensed Payroll         Deduction ID       RET4       Member Number       Account Number         Comments       Direct Deposit Transaction Code         For an employee participating in the Main plan for Scenario 3, add the retirement deduction from Step 1 with only an Employee share for the Main plan.							
	Amount Due						
Employee Active Declining Rate Type Percent Table Balance Start Date Annual Total End Date Process if No ray	Employer Active Declining Rate Type Balance Start Date Annual Total End Date Process if No Pay						
Employee Amounts	Employer Amounts						
Deduction Frequency     △     Rate Description     Table Rate     Rate Change Date     New Description       ★     ★     ★     ★     ★     ★	Deduction Frequency Δ						
	< >>						
Employee Deductions	Cross References						
Deduction ID △ ♥ Deduction Description △ ♥ Active △ ▼ Employ.	Once the retirement deduction has been saved						
▶ RET4 Ret4-ND PERS for Part-Time/Temp	laxes						
RET6 Ret6-ND PERS RHIC for Part-Time/Temp Percent							

### Diagram Z

pr Employees					
File Options Reports Pin To Help					
Employee ID MADISUS	ingting in the Main plan				
Name & Address ACA 1095s ACA Hours Benefits Cet for Scenario 3, also ac	Id the RHIC retirement to Direct Deposit Education Emergence				
Applies To: pr deduction with only an I	Employee share. Expensed Payroll				
Deduction ID RET6 V Member Number	Account Number				
Comments	Direct Deposit Transaction Code				
	Direct Deposit Bank ID				
	Standard Entry Class Code				
	Addenda				
	Amount Due				
Employee	Employer				
Active V Declining D	Active Declining				
Rate Type Percent Table > Datance	Start Date				
End Date Regular Pay Period Only	End Date Regular Pay Period Only				
Process if No Pay	Process if No Pay				
Employee Amounts					
Deduction Frequency ∆ Rate Description Table Rate Change Date	Deduction Frequency A				
Every Pay Period Rate 1 - Main Plan Part-Time/Temp 1.14					
* ×					
	JJ.				
Employee Deductions					
Deduction ID △ ☑ Deduction Description △ ☑ Active △ ▼ Employee Rate	Once the RHIC retirement deduction has been				
RET4 Ret4-ND PERS for Part-Time/Temp V Percent Table	saved for the employee, it will be listed here.				
▶ RET6 Ret6-ND PERS RHIC for Part-Time/Temp V Percent Table					
	EIT Federal Income Tax				

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 Deduction	ns Demographics Dependents Dire	ect Deposit Education Emergency C
Applies To: pr		Individual Bank Account Deduction Exp	pensed Payroll
Deduction ID RET4 Member	r Number	Account Number	
	For an employee partic for Scenario 3, add the Step 1 with only an applicable rate for the M	pating in the Main 2020 plan e retirement deduction from Employee share for the lain 2020 plan.	
	~		
Employee Active Declining Rate Type Percent Table Balance Start Date Annual Total End Date Process if No Participation Parti	Dod Only	Employer Active Rate Type Start Date End Date	Declining Balance Annual Total Regular Pay Period Only Process if No Pay
Employee Amounts			
Deduction ∆ Rate Description	Table Rate Change New Rate Date Descri	Deduction Frequency A	
Every Pay Period Rate 2 - Main 2020 Plan	16.26		
* ×			
•	<b>&gt;</b>		
Employee Deductions	5		
Deduction ID $\ \ \Delta \ \ \nabla$ Deduction Description $\ \ \Delta \ \ \nabla$	Active $\Delta$ <b>T</b> Employee Rate Once the for the	ne retirement deduction has b employee, it will be listed here	n AV
RET4 Ret4-ND PERS for Part-Time/Temp	Percent Table	-I Taxes	

Diagram BB