

# South Dakota Retirement System ACH Filing Information

In order to process monthly contributions more effectively, the South Dakota Retirement System (SDRS) has suggested all employers submit their contribution payments via electronic direct deposit and transmit the monthly contribution report and recap reports electronically via the Internet.

Electronic payment to SDRS can be completed through Automated Clearing House (ACH)—via your bank, the money is sent to the State of SD Treasurer. Refer to the details below to set up this process. Since SDRS wants only one transfer per month, you may need to contact Customer Support to discuss your options if you process multiple payrolls each month.

## Steps for Setting Up Automated Clearing House (ACH) for the Monthly Payment:

This method allows employers to send their retirement payment to SDRS via direct deposit through the bank. If you already have employees in Payroll utilizing direct deposit, you will only need to change the Payee information (see steps below). For those districts that do not currently utilize direct deposit on the system, you will need to complete several steps (including completing the prenotification file) before using this method. See the Payroll Direct Deposit Setup Checklist topic in the Help File for more detailed information.

1. From the Payroll screen, select the **Maintenance** menu then **Payees**.
2. At the Payees screen, enter the ID of the payee for South Dakota Retirement System in the Payee ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Click the Miscellaneous tab and modify the Direct Deposit Information section. See **Diagram A**.
  - Select the Direct Deposit field. A checkmark will appear in the box if the field is selected.
  - Enter in the account number of the payee's checking account (i.e. 1701269763) in the Account Number field.
  - Enter the correct standard transaction number in the Direct Deposit Transaction Code field, or click the **down-arrow** button to select the correct one. The most commonly used codes are **22** for a checking account deposit and **32** for a savings account deposit.
  - Enter the ID for the payee's bank in the Direct Deposit Bank ID field, or click the **down-arrow** button to select the correct one. The correct Routing Number for the State of SD Treasurer is **091408598**, which is at First Premier bank, so if you do not already have a bank established with this routing number you would need to add one.
  - Enter **CCD** in the Standard Entry Class Code field.

Diagram A

- Enter **CONREPORT** in the Addenda field information.
4. Click the **Save** button.
  5. During the check cycle, a direct deposit stub will print for the South Dakota Retirement System (instead of a regular check) and the deposit amount will be added to your direct deposit file that is forwarded to the bank.

**Steps for Setting Up Electronic Reporting of Monthly Contribution Report:**

Complete the End of Month steps as normal. During the South Dakota Monthly Retirement Report process, select the Create Report File option from the **Options** menu. Complete the steps to build the file. If you wish to send the file electronically to SDRS, please contact them for further information on this process.

**Steps for Setting Up Electronic Reporting of the Monthly Recap Report:**

Complete the End of Month steps as normal. During the South Dakota Monthly Retirement Report process, you will complete the following steps to prepare the Recap report for electronic transmission:

1. From the South Dakota Monthly Retirement Report screen, select the **Reports** menu, and then **SD Retirement Contribution Recap Report**.
2. Click the **Export** button.
3. At the Export Options screen, complete the following:
  - In the File Name field, enter the correct path (drive and folders) and file name for which to export the report, or click the **Search** button to select the correct path. The location specified the last time a report was exported will appear as the default path, but can be changed. The report name will appear as the default file name, but can be changed.
  - In the File Type field, click the **down-arrow** button to select the type of file of **Portable Document Format**.
  - Select the Open After Saved field to have the report file open after it is exported to the specified file type. A checkmark will appear in the box if the field is selected. By default, this field will be selected.
  - Click the **Execute** button to export the report.

**Note:** Once the file has been created, you will need to contact SDRS for additional information on transmitting the file.