SECTION

4

Creating a Report and Adding Records

Process 1—Creating your report

Overview

Before creating your Regular Report, you need to collect wages, hours worked, and member contribution data for each employee payment made during the current reporting period. You then create your report, including a wage and service (DTL2) record for each payment.

Collecting report data might involve receiving reports and/or electronic files from your payroll system. For small organizations, payroll might be a manual process, in which case this effort can involve collecting paper forms manually filled out during the pay period.

If you choose to submit demographic (DTL1) records in your Regular Report, you will also need to collect information about employees who are newly hired; terminated; deceased; beginning or ending a leave of absence; or who require changes to their names, addresses, or SSNs. Enter this information as DTL1 records. Alternatively, you can include these records in a separate Demographics and Adjustment Report.

Unlike Regular Reports, which you must create for assigned report dates, you can assign Demographics and Adjustment Reports any date other than the assigned report dates reserved for your Regular Reports.

Important: You should not submit DTL1 records for all employees every reporting period; you should only create them to communicate a change in an employee's employment status or personal information (name, address, SSN) that occurred during the reporting period.

Selecting a reporting method

Before beginning the reporting process, you need to decide which method you will use to create and populate your report. EDX provides three methods:

Empty Report method: Create a new, empty report, and manually enter all records.

This method requires the employer to manually create and enter all individual records into EDX.

File Upload method: Create and upload a data file containing wage and service, and/or demographic data.

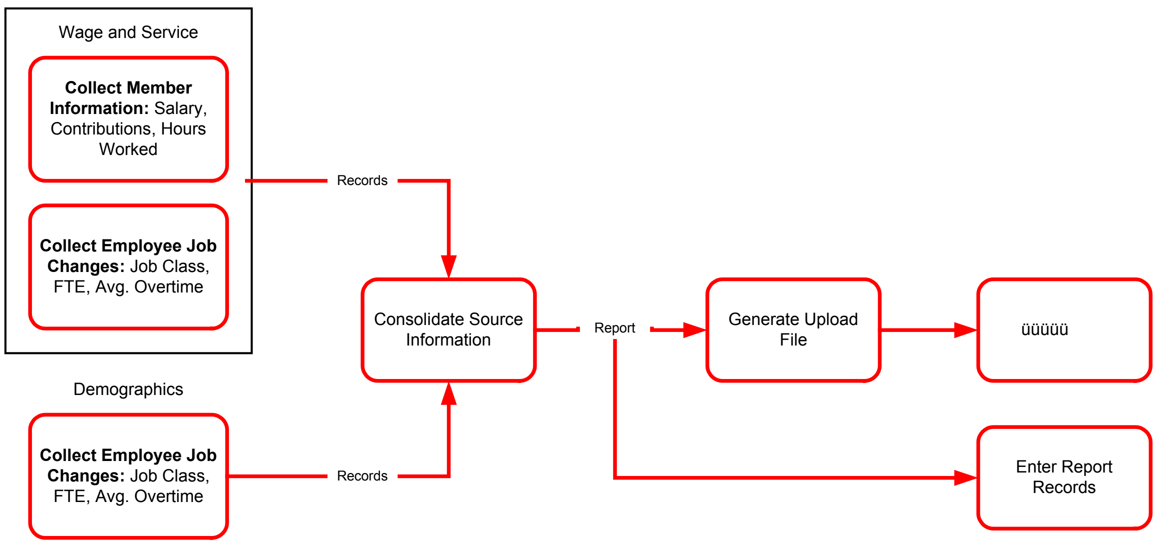
Use this method if you or your third-party administrator can produce an electronic file containing your data. The report must be a single file and in the standard reporting format specified in the *EDX File Format and Development Guide for the Version 2 File Structure*. Usually this file is generated by or extracted from your payroll and/or human resources systems. PERS requires employers with more than 250 employees to use this method. Employers with fewer than 250 employees may also use this method.

Copy Forward method: Copy wage and service information from a recent posted report and make changes manually.

Employers with fewer than 250 employees opting not to create a data file may avoid redundant data entry by copying information from the most recent posted report into a new report. This happens in a single-step process in EDX. EDX copies DTL2 records from the most recently posted report into a new report and updates that report with new date information. You can then edit the records for any current period differences and manually add other records as needed.

Process flow for Regular Reports

Below is a process flow diagram for creating a Regular Report.



Brief description of the process components

Below is a brief description of each component of the Create Your Report process. These components are basically the same for creating either a Regular Report or Demographics and Adjustment Report. The only differences are the types of information that may be included in each type of report and the report dates used.

- Collect Member Information—Collect employee hours worked, salary, and member contributions, which you will use to create wage and service (DTL2) records.
- Collect Employee Job Changes—Collect information for job class changes that occur during the report period for your active employees, including associated full-time equivalency (FTE) and Average Overtime Hours codes for the employees' new job classes. Add this information to the DTL2 record for those employees changing job classes.
- Collect Member Information (changes only)—Collect demographic information about employees hired; terminated; starting or ending leave; or who require changes to their names, addresses, or SSNs. Only collect demographic information for any changes that occur during the reporting period.

- Consolidate Source Information—Gather all the information in one place to upload data or manually enter it into EDX.
- Generate Upload File—The payroll and/or HR system generates a single electronic file in the format required by PERS (standard reporting format).
- Upload File—Upload the electronic file to PERS using EDX.
- Enter Report Records—Manually enter additional report records not included in the electronic file into your report using EDX.

Working with the Wage and Contribution Reports page

The *Work on Wage and Contribution Reports* screen is where you create, edit, and correct reports submitted through EDX.

Balloon numbers 

appearing in the sample *Work on Wage and Contribution Reports* on the next page refer to descriptions on this page and the next.

(1) At the top of the work space area of the page, you will find the link that allows you to create a new report.

(2) The Unposted Regular Reports section displays the current condition of Regular Reports added to EDX but that have not fully posted yet. The status of a given report is shown under the Status column. The two possible conditions for reports not posted are:

- Added—The report is newly created and has not been released for validation.
- Suspended—The report had at least one error. This status occurs when EDX encounters *bad format* or *suspended* errors during the nightly validation process. This will also be the status when EDX rejects a report because it contains too many errors (more than 15 percent of records submitted).

The Unposted Regular Reports section also displays these columns:

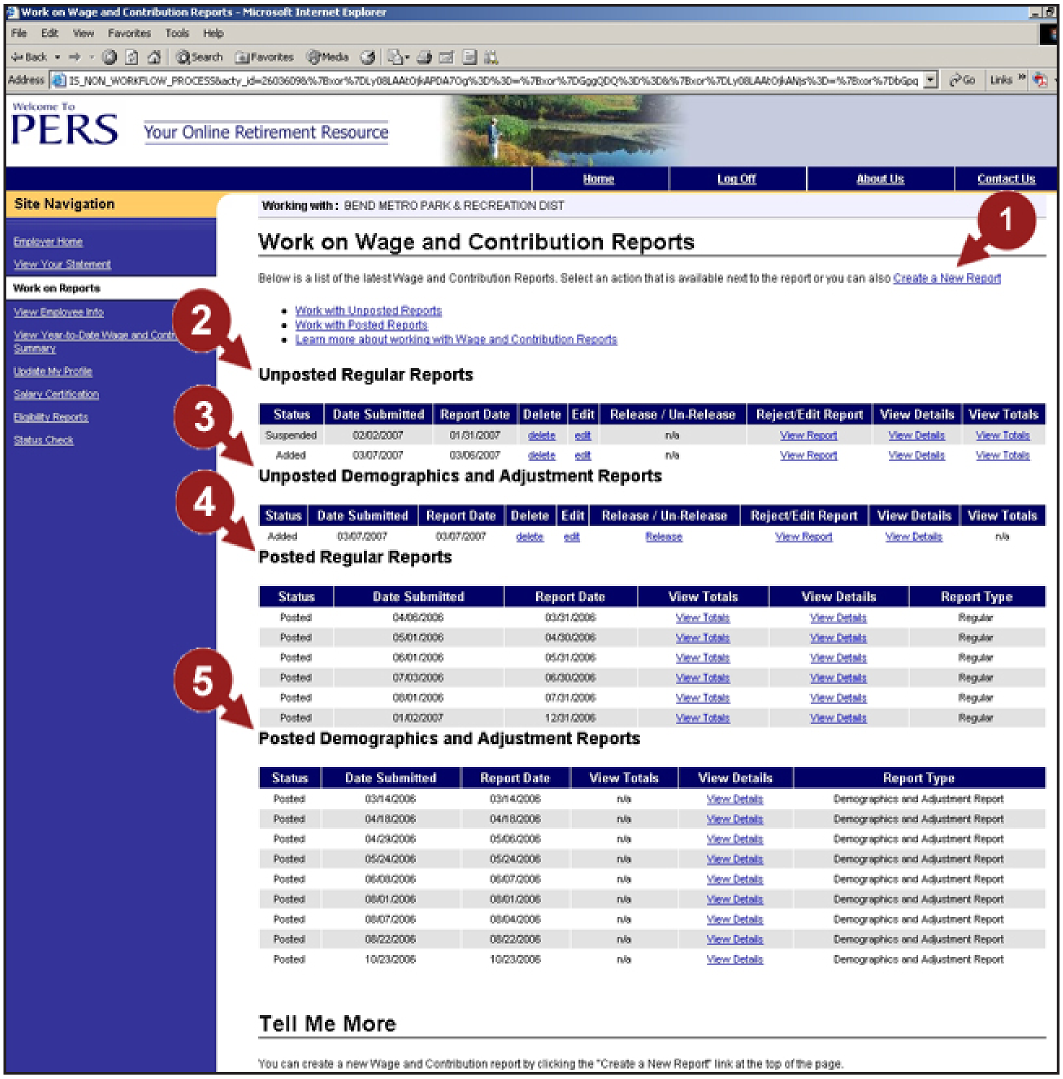
- Delete—Allows you to delete a report that has no posted records.
- Edit—Allows you to view, edit, and correct report records.
- Release/Un-Release—Allows you to release the report, which flags it for inclusion in the next batch process, or to *un-release* the report, which effectively removes the flag and keeps it from being processed in the next batch. Once you release a report and it goes through batch processing, you do not need to release again. EDX will automatically reevaluate any further changes made to report records in the next batch process.
- Reject/Edit Report—Lists record detail information and the associated error messages for all records failing validation during the batch process. Use this report to help manage records you must correct.

- View Details—Allows you to view a breakdown of each employee's contributions, verify addresses are correct, and see if an individual record in a report posted.
- View Totals—Allows you to view a summary of the totals for a given report. Reports submitted within the past year are available for viewing.

(3) The Unposted Demographics and Adjustment Reports section is identical to the Unposted Regular Reports section except that this area of the page displays Demographics and Adjustment Reports that have not posted.

(4) The Posted Regular Reports section shows which Regular Reports posted, meaning all the records within the reports posted. Here you can view report details and totals.

(5) The Posted Demographics and Adjustment Reports section is identical to the Posted Regular Reports section except that this area of the page shows Demographics and Adjustment Reports that posted to EDX.



Accessing Work on Wage and Contribution Reports

Work on Wage and Contribution Reports is the main starting point for creating, viewing, and editing reports; subsequently, the steps outlined here are used throughout this section of the manual.

1 Log on to the *Employer Home Page* screen as outlined on pages 6–8.

2 Select the employer from the Employer Selection list whose reports you want to work with if not already selected (as indicated by the icon).

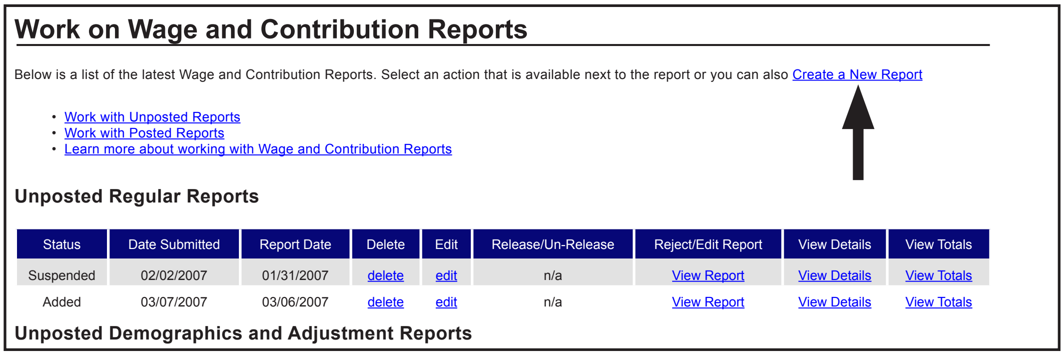
Note: If you only report for a single employer, you will not see the Employer Selection list; your employer will already be selected.

3 Click on the **Work on Reports** link (indicated by the arrow).

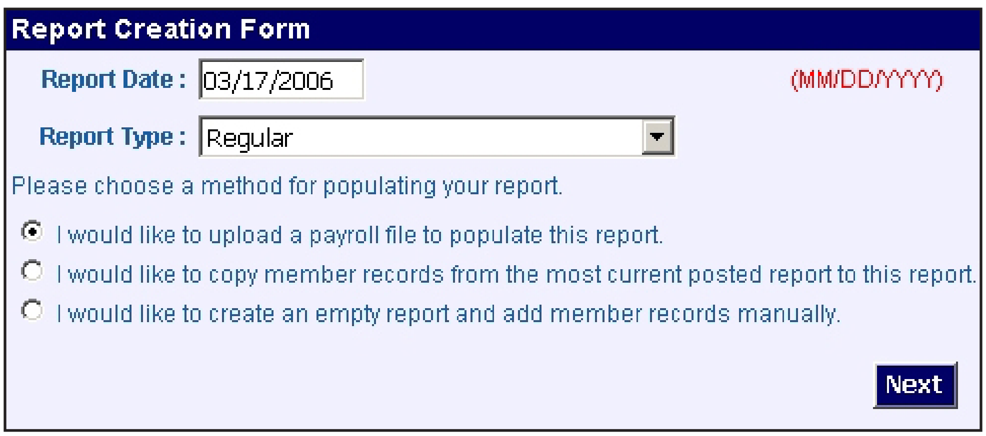
Creating a Regular Report

1 Follow the steps in the previous topic to view the *Work on Wage and Contribution Reports* screen.

2 Click on the **Create a New Report** link (indicated by the arrow) to view the *Create a New Report* screen.



3 In the **Report Creation Form** dialog box, type the assigned report date for your report in the **Report Date** text box. You must type the date in the format *MM/DD/YYYY*, as shown below.



4 Click the radio button next to the description of the report creation method you want to use. (Reporting methods are outlined in "Selecting a Reporting Method" earlier in this section.) Your options include:

- uploading an electronic report file from your local machine or network,
- copying forward the last successfully posted report, and
- creating an empty report and manually entering the detail records.

Note: By default, **Report Type** is set to **Regular**. Leave this field set as is. The alternate option is discussed in the next topic.

5 Click the **Next** button.

6 If you selected:

- the first radio button to upload your report, proceed to “Uploading a report” on pages 51–53.
- the second radio button to copy forward a previously posted report, proceed to “Copying forward a report” on page 54.
- the third radio button to create an empty report and populate it manually, proceed to “Creating a manual report” on pages 50–51.

Creating a Demographics and Adjustment Report

1 Follow the steps in “Accessing Work on Wage and Contribution Reports” on page 46 to view *Work on Wage and Contribution Reports*.

2 Click on the **Create a New Report** link (indicated by the arrow) to view the *Create a New Report* screen.

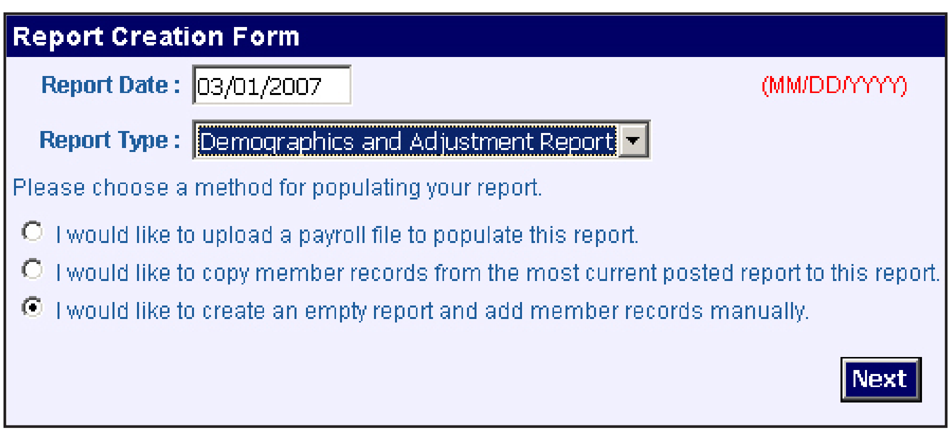
3 Type the date you want to assign the report in the **Report Date** field. The date must have the format *MM/DD/YYYY*. Remember, you cannot use a report date assigned for your Regular Reports. Demographics and Adjustment Reports can be given any other date.

4 Click on the down arrow (indicated by the arrow) next to the **Report Type** field and select **Demographics and Adjustment Report** from the drop-down list.

5 Click the radio button next to the description of the report creation method you want to use. For Demographics and Adjustment Reports, you can choose either the:

- File Upload method (first radio button) or
- Empty Report method (third radio button).

Note: The Copy Forward method is not available for Demographics and Adjustment Reports because demographic records communicate changes that are not consistent between reporting periods.



6 Click the **Next** button.

Note: If you try to submit more than one Demographics and Adjustment Report with the same report date, an error message appears, as shown below. Either change the report date or delete the previous report before creating a new one for that same date.

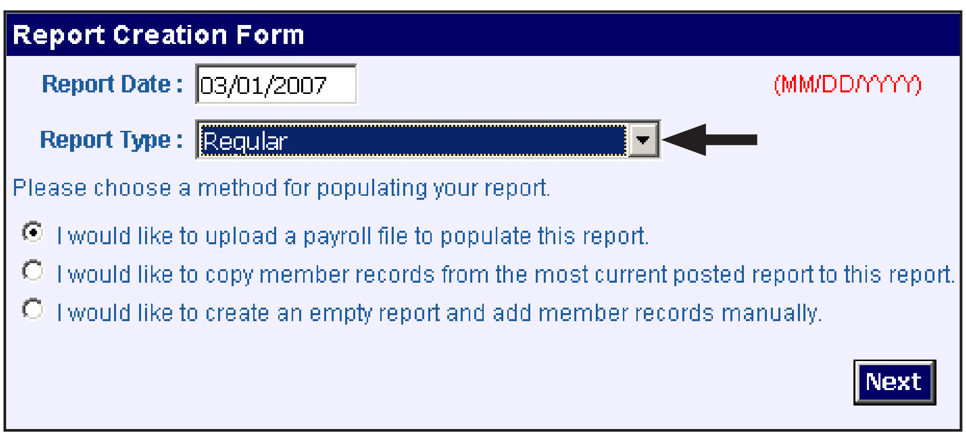
7 If you selected the:

- first radio button to upload your report data file, proceed to “Uploading a report” on pages 51–53.
- third radio button to create an empty report and populate it manually, proceed to the next topic.

Creating a manual report

1 Follow steps 1–3 in either “Creating a Regular Report” on pages 46–47 or “Creating a Demographics and Adjustment Report” on pages 48–49 depending on which report you want to create.

2 If you want to create a Demographics and Adjustment Report, click the down arrow (illustrated by the arrow) next to the **Report Type** field and select **Demographics and Adjustment Report** from the drop-down list. The default **Report Type** is **Regular**.

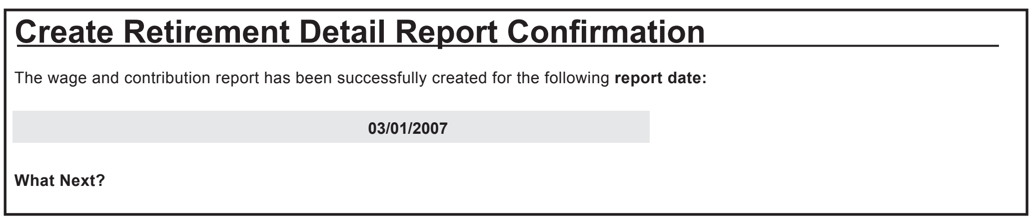


3 Click the radio button ◉ next to **I would like to create an empty report and add member records manually.**


Report Creation Form
Report Date : 03/01/2007 (MM/DD/YYYY)
Report Type : Regular
Please choose a method for populating your report.
I would like to upload a payroll file to populate this report.
I would like to copy member records from the most current posted report to this report.
I would like to create an empty report and add member records manually.
Next

4 Click the **Next** button.

5 Verify the *Create Retirement Detail Report Confirmation* screen shows you successfully created the report.

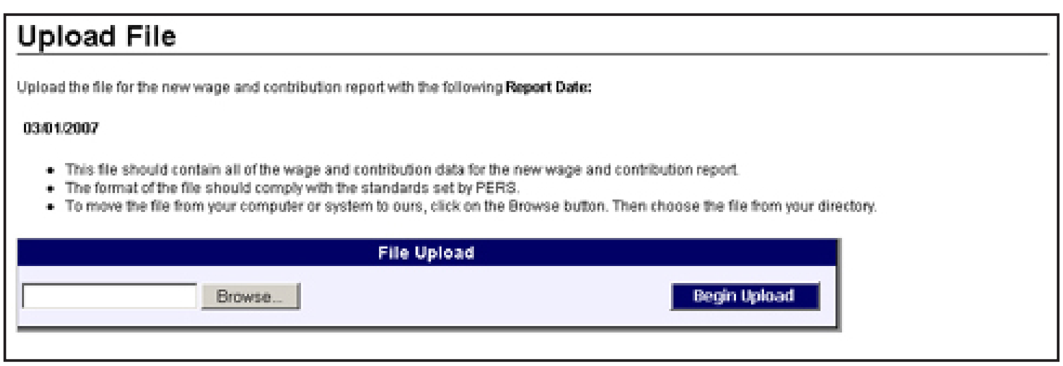

Create Retirement Detail Report Confirmation
The wage and contribution report has been successfully created for the following **report date:**
03/01/2007
What Next?

6 At this point, you can add records to the report by following the instructions listed in “Manually adding report records” on pages 54–60.

Uploading a report

1 First complete the steps listed in either “Creating a Regular Report” on pages 46–48 or “Creating a Demographics and Adjustment Report” on pages 48–50.

2 Click the **Browse** button to open the **Choose file** window.


Upload File
Upload the file for the new wage and contribution report with the following **Report Date:**
03/01/2007
- This file should contain all of the wage and contribution data for the new wage and contribution report.
- The format of the file should comply with the standards set by PERS.
- To move the file from your computer or system to ours, click on the Browse button. Then choose the file from your directory.

File Upload
Browse... Begin Upload

3 Browse your local machine or network to locate the desired report file.

Note: The uploaded file must adhere to the following naming convention:

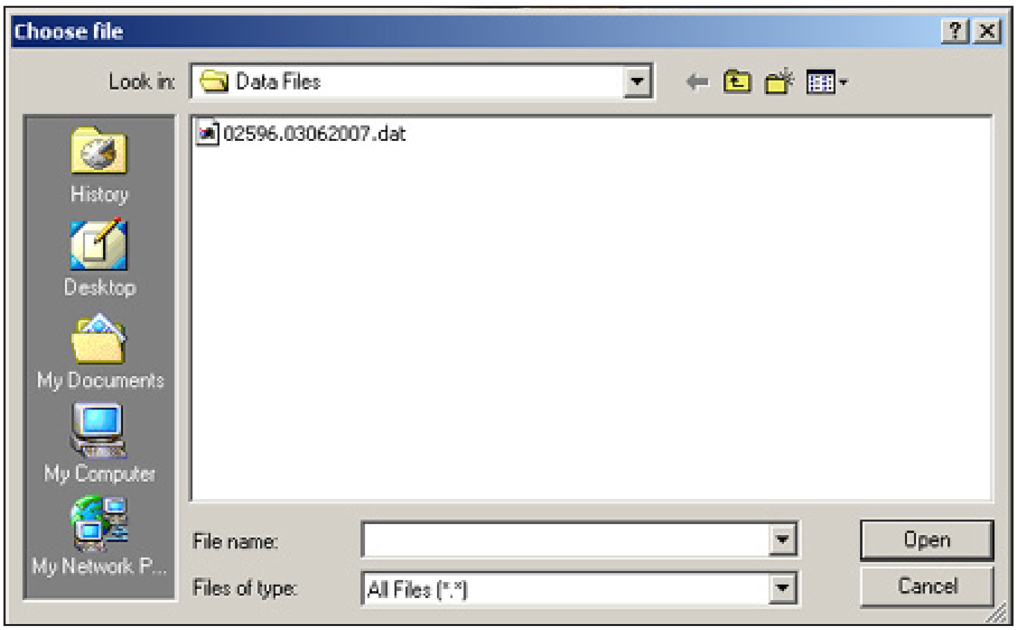
Employer #.Reporting Date.dat

Example: A file with a reporting date of April 22, 2004, for employer #02596 is named:

02596.04222004.dat

Note: PERS can neither provide .dat file creation tools nor assist with modification or enhancement of your existing third-party tools.

4 Select the file.



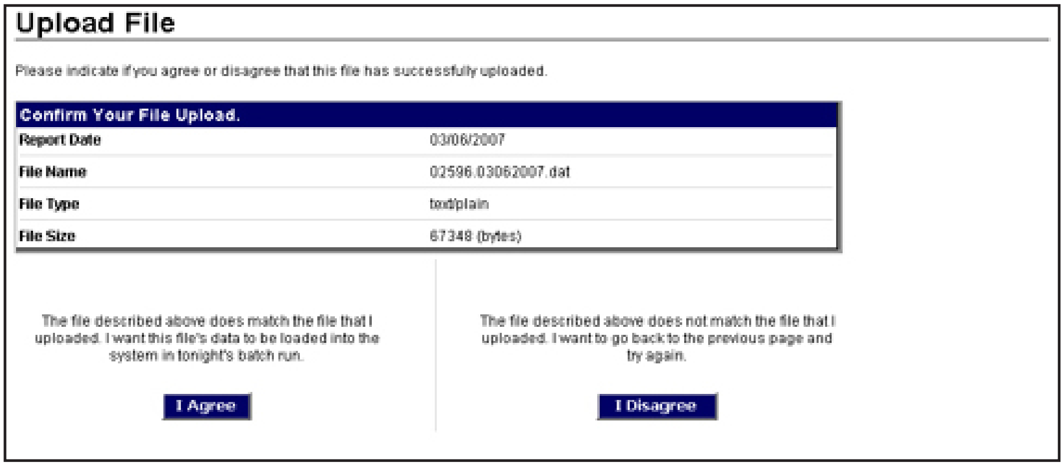
5 Click the **Open** button.

When you return to the *Upload File* screen, the full path name of the file populates the **File Upload** text box.

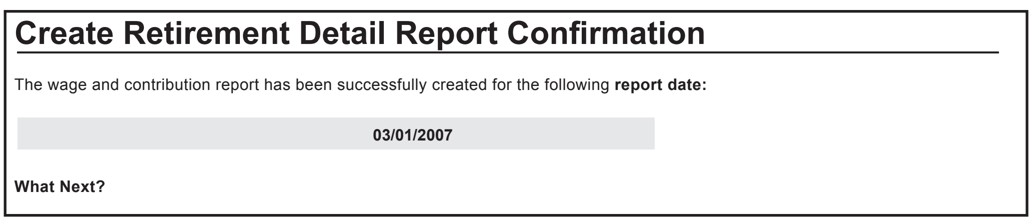
6 Click the **Begin Upload** button.

7 Review the file information appearing in the **Confirm Your File Upload** dialog box to verify it is correct.

8 If the information is correct, click the **I Agree** button; otherwise, click the **I Disagree** button to select a new file to upload.



Upon clicking the **I Agree** button, the *Create Retirement Detail Report Confirmation* screen appears and confirms you successfully created the report.



Note: You must wait overnight for the PERS batch process to run before you can view and edit records in uploaded reports. However, you can immediately add new records to any report, including uploaded reports, from the time it is created until it posts.

During the first batch process after uploading the file, EDX will extract the individual records from your file and load them into the database. However, EDX will not validate the records until you explicitly release the report. See "Releasing a report" on page 63 for more information on releasing reports.

Copying forward a report

If you selected the Copy Forward method at step 4 of "Creating a Regular Report," a confirmation screen appears with additional information regarding the number of records copied into your newly created report, as shown below.

A new wage and contribution report has been successfully created for the following **report date:**

03/07/2006

The number of member records copied to the new report date are: **176**

You can add employee records by editing the new wage and contribution report.

What Next?

An e-mail will be sent to your Payroll Specialist confirming the creation of this wage and contribution report.

By using the Copy Forward method, EDX automatically carries forward DTL2 records from the most recently posted report to the new report and gives that report new date information. You can immediately view, add, and edit records in the newly created report.

Note: EDX limits the Copy Forward method to reports that are no more than two reporting periods old, are fully posted, and have 250 or fewer employees.

Manually adding report records

You can manually add records to reports you created that have not yet posted. Once the report fully posts, it is closed to new records.

1 Return to the *Work on Wage and Contribution Reports* screen by clicking on the **Work on Reports** link in the left navigation bar or by clicking on the **Return to Report Summary Page** link (indicated by the arrow) on the *Create Retirement Detail Report Confirmation* screen. Reports not posted will appear under the Unposted Regular Reports or Unposted Demographic and Adjustment Reports headings.

Create Retirement Detail Report Confirmation

The wage and contribution report has been successfully created for the following **report date:**

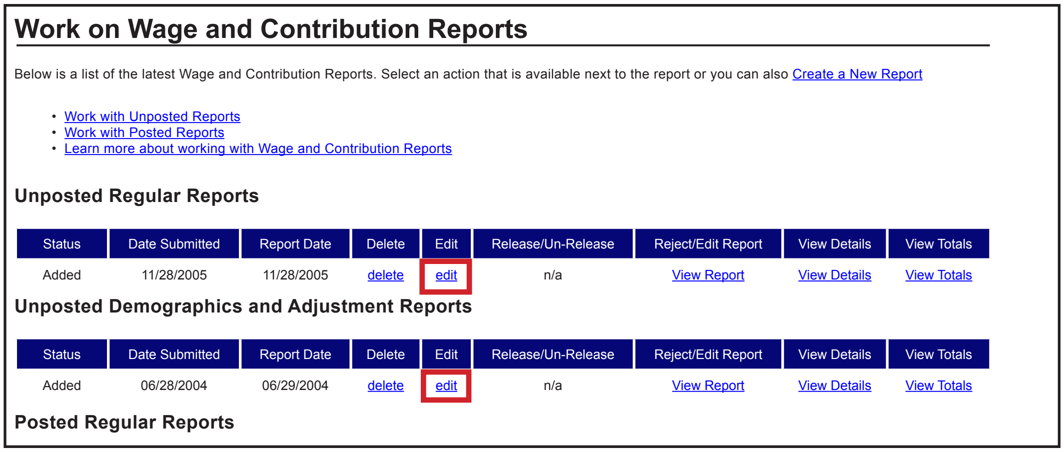
03/01/2007

What Next?

You may continue to work with the web site if you desire. Click on any link below to visit other areas of the web site.

- View information about your Agency
- View your Agency Statement
- View the Current Employee List for your Agency
- Return to Report Summary Page

2 Click on the **edit** link (highlighted by the boxes) next to the report to which you want to add records; the *Edit Retirement Detail Reports* screen appears.

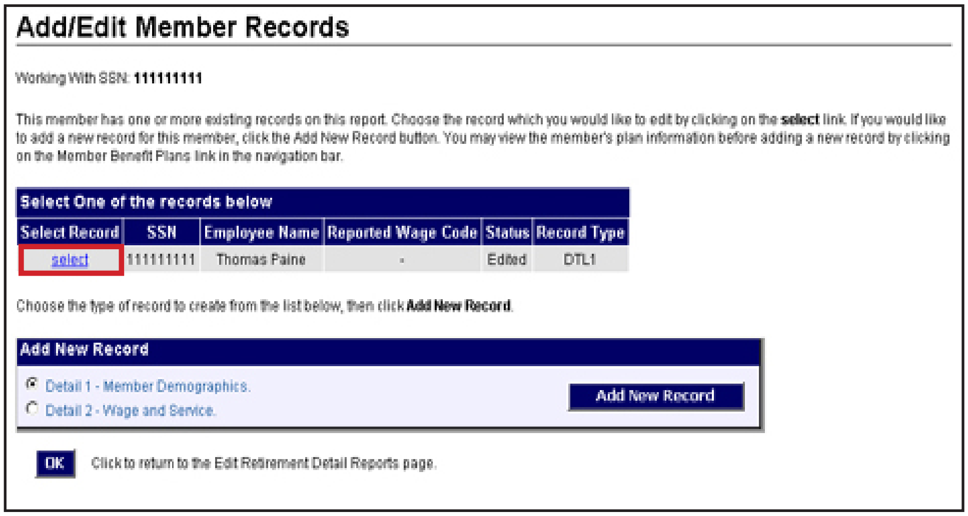


3 Type the SSN (without hyphens) of the employee for whom you want to add a record in the **Enter SSN** text box located in the Option # - Add or Edit a Record section (the # sign will either be a 2 or 3).

4 Click the **Add or Edit Record** button; the *Add/Edit Member Records* screen appears.

Note: Before adding records, EDX searches the report you are working on and displays all records in the report for the SSN you typed.

Clicking on the **select** link (highlighted by the box) under the Select Record column for this record takes you to the screen where you can edit or delete the record. More information about how to edit and delete records can be found in “Editing Reports and Correcting Errors” starting on page 67.



5 In the **Add New Record** dialog box, select **Detail 1 – Member Demographics** if you want to create a demographic record or **Detail 2 – Wage and Service** if you want to create:

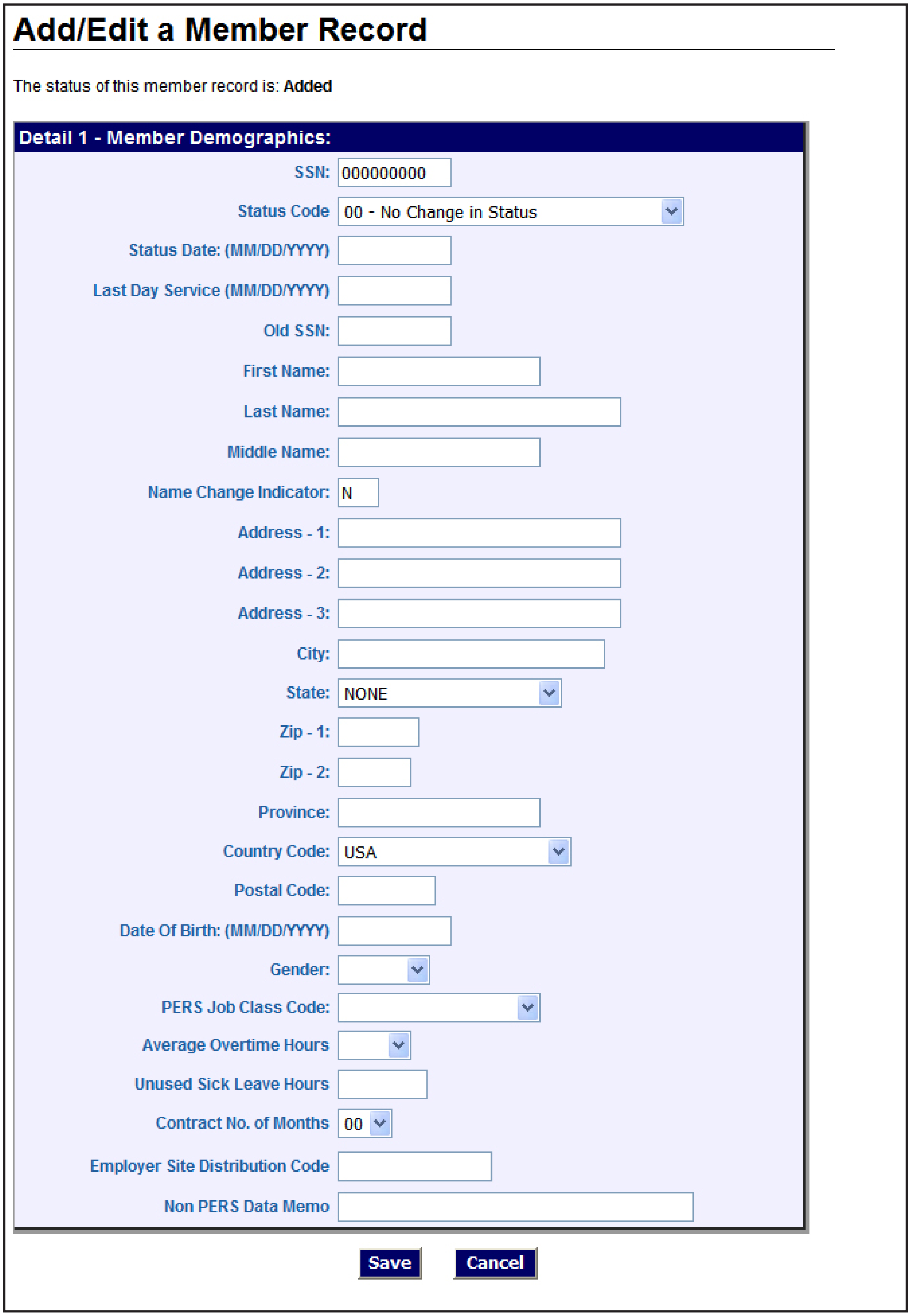
- wage and service records,
- adjustment records, or
- retroactive payment records.

6 Click the **Add New Record** button.

Depending on which record type you selected previously in step 5, you will see one of two detail forms on the *Add/Edit a Member Record* screen:

- Detail 1 – Member Demographics
- Detail 2 – Wage and Service.

The illustration below shows a default Detail 1 – Member Demographics screen.



Add/Edit a Member Record

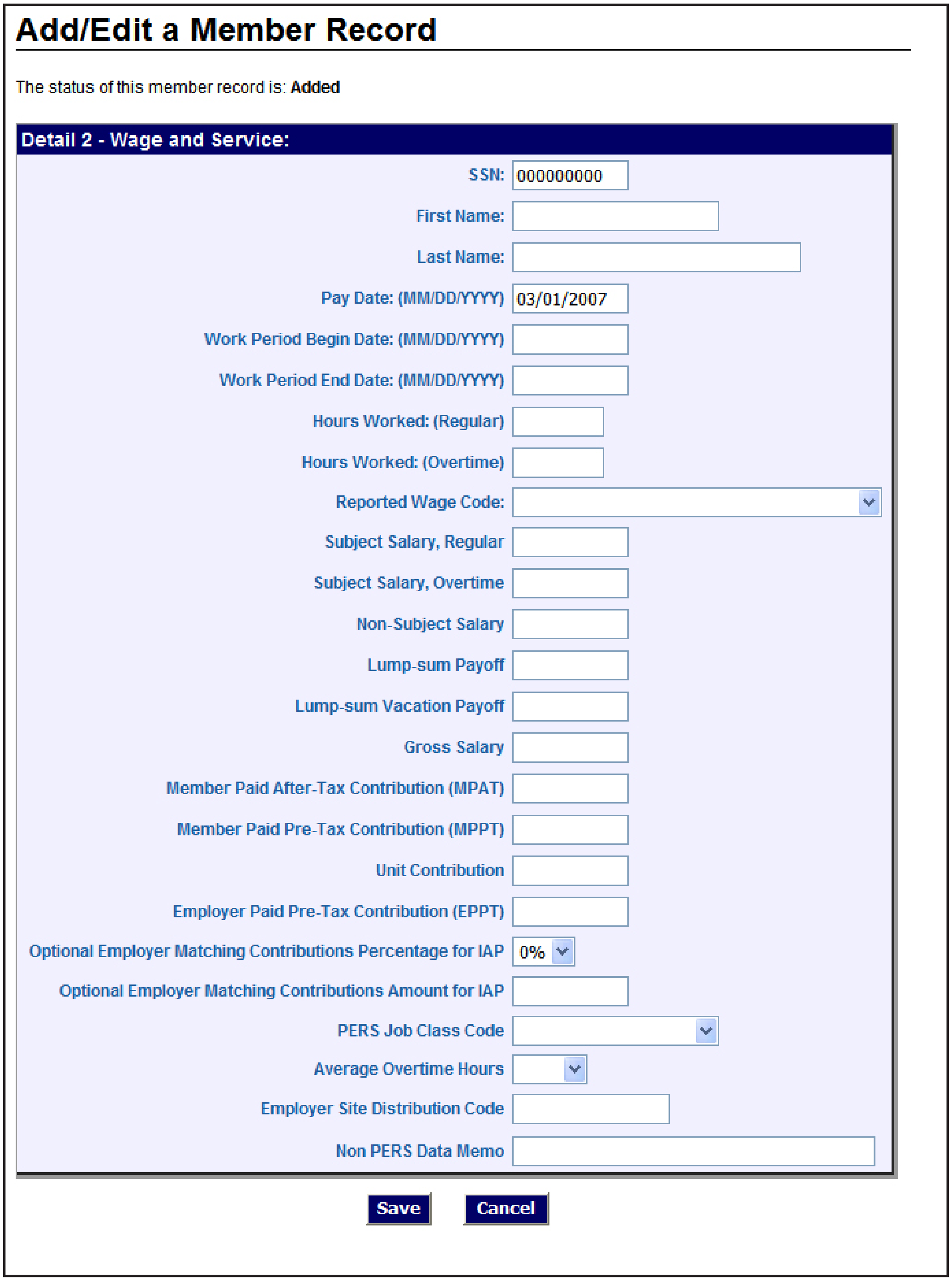
The status of this member record is: **Added**

Detail 1 - Member Demographics:

SSN:	000000000
Status Code	00 - No Change in Status
Status Date: (MM/DD/YYYY)	
Last Day Service (MM/DD/YYYY)	
Old SSN:	
First Name:	
Last Name:	
Middle Name:	
Name Change Indicator:	N
Address - 1:	
Address - 2:	
Address - 3:	
City:	
State:	NONE
Zip - 1:	
Zip - 2:	
Province:	
Country Code:	USA
Postal Code:	
Date Of Birth: (MM/DD/YYYY)	
Gender:	
PERS Job Class Code:	
Average Overtime Hours	
Unused Sick Leave Hours	
Contract No. of Months	00
Employer Site Distribution Code	
Non PERS Data Memo	

Save Cancel

The illustration below shows a default Detail 2 – Wage and Service screen.



Add/Edit a Member Record

The status of this member record is: **Added**

Detail 2 - Wage and Service:

SSN:	000000000
First Name:	
Last Name:	
Pay Date: (MM/DD/YYYY)	03/01/2007
Work Period Begin Date: (MM/DD/YYYY)	
Work Period End Date: (MM/DD/YYYY)	
Hours Worked: (Regular)	
Hours Worked: (Overtime)	
Reported Wage Code:	
Subject Salary, Regular	
Subject Salary, Overtime	
Non-Subject Salary	
Lump-sum Payoff	
Lump-sum Vacation Payoff	
Gross Salary	
Member Paid After-Tax Contribution (MPAT)	
Member Paid Pre-Tax Contribution (MPPT)	
Unit Contribution	
Employer Paid Pre-Tax Contribution (EPPT)	
Optional Employer Matching Contributions Percentage for IAP	0%
Optional Employer Matching Contributions Amount for IAP	
PERS Job Class Code	
Average Overtime Hours	
Employer Site Distribution Code	
Non PERS Data Memo	

Save Cancel

7 Enter the information as it applies to the type of member record you are creating. (See the Employer Quick Info help file for instruction on how to report different types of employee demographic and wage and service data.)

8 Click the **Save** button to return to the *Add/Edit Member Records* screen.

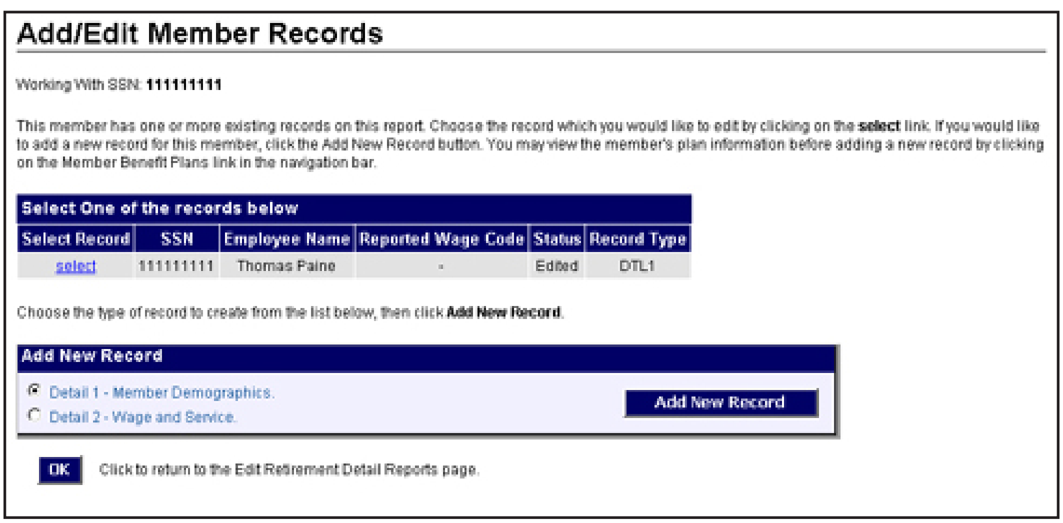
Note: Failure to fill in all required fields for a particular type of member record will result in an error appearing after you click the **Save** button, as shown below.

After saving the new record, the *Add/Edit Member Records* screen displays your new record in a table with any other records already created in the report for that SSN. From this page you can:

- edit the record you just added by clicking on the **select** link next to the record description (see the topic “Editing records” on pages 71–76),
- continue working with the same member and add a further detail record by selecting **Detail 1** or **Detail 2** and then clicking the **Add New Record** button, or
- return to the *Edit Retirement Detail Reports* screen by clicking the **OK** button.

From the *Edit Retirement Detail Reports* screen, you can enter the same or new SSN to add or edit additional records.

9 Click the **OK** button to return to the *Edit Retirement Detail Reports* screen if you have finished adding or editing report records for the current SSN.



10 Click the **Done** button or on the **Work on Reports** link in the left navigation bar to return to *Work on Wage and Contribution Reports*, or repeat steps 1–7 to add or edit further records in the report.