

SERS Per Pay Reporting

Beginning the 1st pay in February,
2017

SERSREG-OVERVIEW

- SERSREG produces the following files:
It will always produce SERSREG.TXT and SERSDDET.TXT.
If there are warnings or errors, it will produce SERSERR.TXT
- When running for SERS tape file (final run), it will produce SERSccyymmdd##.SEQ and if there are any adjustments it will produce SERSccyymmdd##A.SEQ
- **SERSERR.TXT** is any warnings, informational and fatal errors. This report should always be reviewed carefully before processing the output file to SERS. This is sorted by EMPID.
- **SERSREG.TXT** is at the employee level with totals.
- **SERSDDET.TXT** is at the earning code level for each pay period. This is detail information that will be submitted on the file to SERS. The SERSREG.TXT totals should always match SERSDDET.TXT.
- **Note**-SERSREG will not match the SERSDDET for voids or unvoids. Voids and unvoids are only on SERSDDET.TXT

SERSDET-Earning Codes

Earn Code Values

- 01 = Regular (must have days/hours)
- 02 = Supplemental (must have days/hours)
- 03 = Stretch (cannot have days/hours)
- 04 = Retro (cannot have days/hours)
- 51 = Regular Adjustment (must have days/hours)
- 52 = Supplemental Adjustment (must have days/hours)
- 53 = Stretch Adjustment (cannot have days/hours)
- 54 = Retro Adjustment (cannot have days/hours)

RETIRE/SERSREG-SETUP

RETIRE - Retirement Reports & Submission Tapes

1. **SERSREG** - SERS Per Pay Submission Tape & Reports
2. STRSREG - STRS Per Pay Submission Tape & Report
3. SERSMONTH - SERS Monthly Report
4. STRSMONTH - STRS Monthly Report
5. SERSHIRE - SERS New Employee Submission Tape & Report
6. STRSHIRE - STRS New Employee Submission Tape & Report
7. STRSHSEND - Send STRS New Employee Submission file
8. EXIT - Exit program

Menu: RETIRE Option> _____

KP- Accept

F7 Help

F8 Exit

F10 Next

SERSREG-SETUP

(cont)

SERS Payroll Submission Register and Tape Creation			
Report File Specifications:			
Output file:		<u>SERSREG.TXT</u>	
Print options page? (Y,N)		<u>Y</u>	
Optional heading:	_____		
Reporting Options:			
Single or Double spaced detail? (S,D):		<u>D</u>	
Create SERS tape file? (Y,N):		<u>N</u>	
Sort and Subtotal Options:			
Sort option:		<u>N</u>	
Subtotal option		_____	
Pagebreak option		_____	
Selection Options:			
Pay date:		<u>11/18/2016</u>	
Pay Cycle: <u>BWK 0001</u>	Period Begin Date: <u>10/30/2016</u>	Period End Date: <u>11/12/2016</u>	
Pay Cycle: _____	Period Begin Date: ___/___/___	Period End Date: ___/___/___	
Pay Cycle: _____	Period Begin Date: ___/___/___	Period End Date: ___/___/___	
Pay Cycle: _____	Period Begin Date: ___/___/___	Period End Date: ___/___/___	

SERSREG-SETUP DEFINITION

- **Output file:** Enter the file name of the output file
Print Options page: Y to print the options page and N to not print the options page. The options page shows what selections were made to generate the report.
- **Optional Heading:** This field is optional. Enter a descriptive report heading.
- **Single or Double spaced detail report:** S = Single spaced, D = Double spaced

SERSREG-SETUP DEFINITION

(cont.)

- **Create SERS tape file:**

Y = Create a final SERS submission file. The submission reporting flag will be set indicating that these employees have been reported to SERS. This file will need to be uploaded to the eSERS website manually. (There is no automatic submission file for SERS per pay reporting). Also, if there are any adjustments to be processed from the pay, then a separate file (same name as SERS file with an "A" at the end of the name will need to be uploaded to SERS as well (after the main file has been uploaded). Please contact SERS if you are having any problems uploading/submitting/correcting the files.

SERSREG-SETUP DEFINITION

(cont.)

- N = Do not create the SERS submission file. A report will be created, but no flags will be set on the file.
- **Sort:** Sort the SERSREG.TXT file by any of the options listed
- **Sub-total:** Sub-total the SERSREG.TXT file by any of the options listed
- **Page break:** Page break the SERSREG.TXT file by any of the options listed
- **Pay date:** Enter the pay date for the current pay

SERSREG-SETUP DEFINITION

(cont.)

- **Pay cycle:** Enter the pay cycle for the current pay. These options were set up by SERS and must be adhered to the SERS rules. Valid options include: WKY = Weekly, BWK = Biweekly, MON = Monthly, SMO = Semi-monthly and OTH = Other.
- The last 4 characters of the pay cycle identify the sequence number and must be numeric. Valid values include 0001, 0002 ... 9999.
- The pay cycle is set up with SERS and the same pay cycle will be used each time when running a pay. The OTH (Other) pay cycle are to be setup for special pays.

SERSREG-SETUP DEFINITION

(cont.)

- **Period Begin Date:** The beginning date of the period for this pay cycle. It must be in a valid MM/DD/YYYY format and previously set up with SERS.
- **Period End Date:** The ending date of the period for this pay cycle. It must be in a valid MM/DD/YYYY format and previously set up with SERS.
- **NOTE:** There should be a pay cycle, period begin and end date for every type of payroll that is currently being run for this pay.

SERSREG NOTES

- Any employee that is being paid on a supplemental job must have the Position Type of S on the JOBSCN.
- The FYTD totals will no longer appear on the SERSREG report. They will be located on the SERSMONTH.TXT report.
- The SERS Date in USPCON will no longer be used.
- When an adjustment file is being uploaded manual updates will need to be made for correct period dates, days and hours.

SERSREG-Example 1

REGULAR PAYROLL WITH ADJUSTMENTS

SERSREG

Employee Situations

(Example 1)

- Sandra Bullock- An error adjustment of 50.00 was done on the 590 record for supplemental job-Employee also being paid
- Erin Brockovich- An error adjustment of 50.00 was done on the 590 record for regular job-Employee also being paid
- Bugs Bunny- On a default calendar no hours or days recorded in UPDCAL or ATDSCN.
- Brad Pitt- An error adjustment of -50.00 was done on the 590 record for a regular job-Employee also being paid

Processing SERSREG (Example 1)

SERS Payroll Submission Register and Tape Creation			
Report File Specifications:			
Output file:		<u>SERSREG.TXT</u>	
Print options page? (Y,N)		<u>Y</u>	
Optional heading:		_____	
Reporting Options:			
Single or Double spaced detail? (S,D):		<u>D</u>	
Create SERS tape file? (Y,N):		<u>N</u>	
Sort and Subtotal Options:			
Sort option:		<u>N</u>	
Subtotal option		_____	
Pagebreak option		_____	
Selection Options:			
Pay date:		<u>11/18/2016</u>	
Pay Cycle: <u>BWK 0001</u>	Period Begin Date: <u>10/30/2016</u>	Period End Date: <u>11/12/2016</u>	
Pay Cycle: ___ ___	Period Begin Date: ___/___/___	Period End Date: ___/___/___	
Pay Cycle: ___ ___	Period Begin Date: ___/___/___	Period End Date: ___/___/___	
Pay Cycle: ___ ___	Period Begin Date: ___/___/___	Period End Date: ___/___/___	

SERSERR.TXT

(Example 1)

- Because an error adjustment was done for Bullock, Brockovich and Pitt the district would need to go out to ESERS and make adjustments to the date, days and hours for which this error adjustment was for. This can not be done within the USPS system since refund was for a prior pay period. An adjustment tape file will be created along with the regular pay tape file. Changes for Bunny can be made in the USPS system in ATDSCN and SERSREG re-ran.

```
TIME: 2:41 pm                                SERS PER PAY SUBMISSION ERROR REPORT                                [SERSERR]
                                             SERS DISTRICT CODE: 35-999
                                             DEMAND PER PAY REPORT FOR 11/18/2016

Empid      Employee Name      Message
BUL000010  BULLOCK, SANDRA S.  INFORM: Service days will need to be adjusted on eSERS.
BUL000010  BULLOCK, SANDRA S.  INFORM: Retire hours will need to be adjusted on eSERS.
BUL000010  BULLOCK, SANDRA S.  INFORM: Earnings calculated for contributions of          $50.00. Probably error adj.
BUL000010  BULLOCK, SANDRA S.  WARN: Dedhis gross not = payhis gross. Diff = -    $500.00. Probably error adj.
BRO000010  BROCKOVICH, ERIN H.  INFORM: Service days will need to be adjusted on eSERS.
BRO000010  BROCKOVICH, ERIN H.  INFORM: Retire hours will need to be adjusted on eSERS.
BRO000010  BROCKOVICH, ERIN H.  INFORM: Earnings calculated for contributions of          $50.00. Probably error adj.
BRO000010  BROCKOVICH, ERIN H.  WARN: Dedhis gross not = payhis gross. Diff = -    $500.00. Probably error adj.
BUN000010  BUNNY, BUGS E.      INFORM: Service days will need to be adjusted on eSERS, ATDSCN or the calendar.
BUN000010  BUNNY, BUGS E.      INFORM: Retire hours will need to be adjusted on eSERS or ATDSCN.
PIT000010  PITT, BRADLEY A.    INFORM: Service days will need to be adjusted on eSERS.
PIT000010  PITT, BRADLEY A.    INFORM: Retire hours will need to be adjusted on eSERS.
PIT000010  PITT, BRADLEY A.    INFORM: Earnings calculated for contributions of -    $50.00. Probably error adj.
PIT000010  PITT, BRADLEY A.    WARN: Dedhis gross not = payhis gross. Diff =      $500.00. Probably error adj.
[End of file]
```

SERSDET.TXT

(Example 1)

DATE: 11/01/16
TIME: 2:41 pm

SAMPLE CITY SCHOOLS
DETAIL OUTPUT RECORDS BEING SUBMITTED TO SERS
DEMAND PER PAY REPORT FOR 11/18/2016
SERS DISTRICT CODE: 35-999

PAGE: 1
[SERSDET]

EMP ID	EMP NAME	EARN CODE	BEGIN DATE	END DATE	PAY DATE	MEMBER EARNINGS	MEMBER DEPOSITS	EMPLOYER PICK-UP	DAYS PAID	HRS PAID
ALL000010	ALLEN, TIMOTHY H.	02	10/30/2016	11/12/2016	11/18/2016	258.28	0.00	25.83	10	9.00
BRO000010	BROCKOVICH, ERIN H.	01	10/30/2016	11/12/2016	11/18/2016	721.80	0.00	72.18	10	72.00
BRO000010	BROCKOVICH, ERIN H.	51	10/30/2016	11/12/2016	11/18/2016	500.00	0.00	50.00	0	0.00
BUL000010	BULLOCK, SANDRA S.	02	10/30/2016	11/12/2016	11/18/2016	489.13	0.00	48.91	9	33.75
BUL000010	BULLOCK, SANDRA S.	04	10/30/2016	11/12/2016	11/18/2016	470.87	0.00	47.09	0	0.00
BUL000010	BULLOCK, SANDRA S.	52	10/30/2016	11/12/2016	11/18/2016	500.00	0.00	50.00	0	0.00
BUN000010	BUNNY, BUGS E.	02	10/30/2016	11/12/2016	11/18/2016	828.00	74.52	82.80	0	0.00
CHE000001	CHELIOS, CHRISTI	01	10/30/2016	11/12/2016	11/18/2016	1,038.47	0.00	103.85	9	54.00
CHE000001	CHELIOS, CHRISTI	04	10/30/2016	11/12/2016	11/18/2016	135.45	0.00	13.54	0	0.00
CHI000010	CHILDS, JULIA H.	01	10/30/2016	11/12/2016	11/18/2016	1,538.46	0.00	153.85	8	64.00
CHI000010	CHILDS, JULIA H.	04	10/30/2016	11/12/2016	11/18/2016	384.62	0.00	38.46	0	0.00
EDH000010	EDWARDS, ANTHONY D.	04	10/30/2016	11/12/2016	11/18/2016	1,711.54	0.00	171.15	0	0.00
GLO000010	GLOH, HOP N.	04	10/30/2016	11/12/2016	11/18/2016	1,764.71	0.00	176.47	0	0.00
GRE000010	GREENSPAN, ALAN E.	01	10/30/2016	11/12/2016	11/18/2016	2,079.83	0.00	187.18	8	133.00
GRE000010	GREENSPAN, ALAN E.	04	10/30/2016	11/12/2016	11/18/2016	47.09	0.00	4.24	0	0.00
GRE000010	GREENSPAN, ALAN E.	02	10/30/2016	11/12/2016	11/18/2016	103.84	0.00	9.35	1	6.50
HAM000010	HAMM, GOLDIE A.	02	10/30/2016	11/12/2016	11/18/2016	1,923.08	192.31	0.00	8	16.00
PIT000010	PITT, BRADLEY A.	02	10/30/2016	11/12/2016	11/18/2016	991.20	0.00	99.12	8	60.00
PIT000010	PITT, BRADLEY A.	52	10/30/2016	11/12/2016	11/18/2016	-500.00	0.00	-50.00	0	0.00
TAY000010	TAYLOR, ELIZABETH S.	02	10/30/2016	11/12/2016	11/18/2016	1,333.33	133.33	0.00	8	8.00
FOR	12 SERS MEMBERS GRAND TOTALS					16,319.70	400.16	1,284.02		

* - Re-Employed Retiree # - Void or Unvoid submission ! - Error adjustment only for employee

Earn code 01 = Regular 02 = Supplemental 03 = Retro 04 = Stretch 5x = Adjustment

[End of file]

SERSREG.TXT

(Example 1)

DATE: 11/01/16		SAMPLE CITY SCHOOLS			PAGE: 1	
TIME: 2:41 pm		SCHOOL EMPLOYEES RETIREMENT SYSTEM DEPOSITS AND DAYS PAID			[SERSREG]	
DEMAND PER PAY REPORT FOR 11/18/2016						
SERS DISTRICT CODE: 35-999						
EMPID	EMPLOYEE NAME	MEMBER EARNINGS	MEMBER DEPOSITS	EMPLOYER PICK-UP	DAYS PAID	HRS PAID
ALL000010	ALLEN, TIMOTHY H.	258.28	0.00	25.83	10	9.00
BRO000010	BROCKOVICH, ERIN H.	1,221.80	0.00	122.18	10	72.00
BUL000010	BULLOCK, SANDRA S.	1,460.00	0.00	146.00	9	33.75
BUN000010	BUNNY, BUGS E.	828.00	74.52	82.80	0	0.00
CHE000001	CHELIOS, CHRISTI	1,173.92	0.00	117.39	9	54.00
CHI000010	CHILDS, JULIA H.	1,923.08	0.00	192.31	8	64.00
EDH000010	EDWARDS, ANTHONY D.	1,711.54	0.00	171.15	0	0.00
GLO000010	GLOW, HOP N.	1,764.71	0.00	176.47	0	0.00
GRE000010	GREENSPAN, ALAN E.	2,230.76	0.00	200.77	9	139.50
HAWN000010	HAWN, GOLDIE A.	1,923.08	192.31	0.00	8	16.00
PIT000010	PITT, BRADLEY A.	491.20	0.00	49.12	8	60.00
TAY000010	TAYLOR, ELIZABETH S.	1,333.33	133.33	0.00	8	8.00
FOR	12 SERS MEMBERS GRAND TOTALS	16,319.70	400.16	1,284.02		

- Note-In this example we did not create tape file

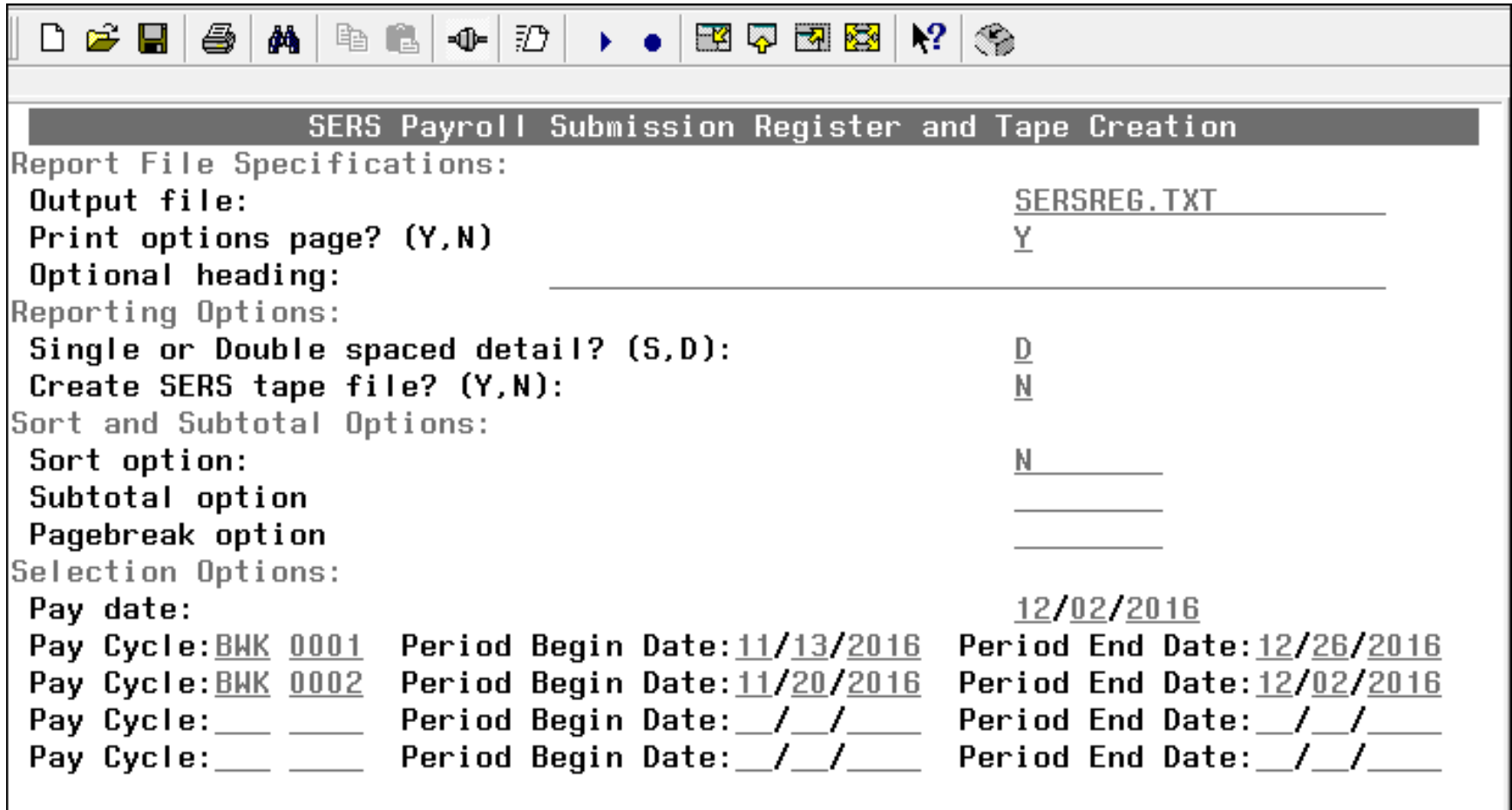
SERSREG-Example 2

- **PAYROLL WITH ADDITIONS OPTION
AND ADJUSTMENTS**

Processing SERSREG Employee Situations (Additions option) (Example 2)

- Sandra Bullock- An error adjustment of 50.00 was done on the 590 record for supplemental job-Employee also being paid
- Erin Brockovich- An error adjustment of 50.00 was done on the 590 record for regular job-Employee also being paid
- Bugs Bunny- On a default calendar no hours or days recorded in UPDCAL or ATDSCN.
- Brad Pitt- An error adjustment of -50.00 was done on the 590 record for a regular job-Employee also being paid

Processing SERSREG (Additions option) (Example 2)



SERS Payroll Submission Register and Tape Creation

Report File Specifications:

Output file: SERSREG.TXT

Print options page? (Y,N) Y

Optional heading: _____

Reporting Options:

Single or Double spaced detail? (S,D): D

Create SERS tape file? (Y,N): N

Sort and Subtotal Options:

Sort option: N

Subtotal option _____

Pagebreak option _____

Selection Options:

Pay date: 12/02/2016

Pay Cycle: BWK 0001 Period Begin Date: 11/13/2016 Period End Date: 12/26/2016

Pay Cycle: BWK 0002 Period Begin Date: 11/20/2016 Period End Date: 12/02/2016

Pay Cycle: _____ Period Begin Date: ___/___/___ Period End Date: ___/___/___

Pay Cycle: _____ Period Begin Date: ___/___/___ Period End Date: ___/___/___

SERSERR.TXT

(Additions option)

(Example 2)

- Error reflects that the SERS Tape file for previous pay had not been created yet.

```
DATE: 11/01/16                                SAMPLE CITY SCHOOLS                                PAGE: 1
TIME: 3:02 pm                                SERS PER PAY SUBMISSION ERROR REPORT              (SERSERR)
                                                SERS DISTRICT CODE: 35-999
                                                DEMAND PER PAY REPORT FOR 12/02/2016

Empid      Employee Name      Message
BUL000010  BULLOCK, SANDRA S.  INFORM: Pay date not selected for reporting. Checks on file have not been reported.
BUL000010  BULLOCK, SANDRA S.  FATAL: Begin/end dates not found on screen for 20161113 and 20161126.
BUL000010  BULLOCK, SANDRA S.  INFORM: Service days will need to be adjusted on eSERS.
BUL000010  BULLOCK, SANDRA S.  INFORM: Retire hours will need to be adjusted on eSERS.
BUL000010  BULLOCK, SANDRA S.  INFORM: Earnings calculated for contributions of          $50.00. Probably error adj.
BUL000010  BULLOCK, SANDRA S.  WARN: Dedhis gross not = payhis gross. Diff = -          $500.00. Probably error adj.
CHE000001  CHELIOS, CHRISTI   FATAL: Begin/end dates not found on screen for 20161113 and 20161126.
ALL000010  ALLEN, TIMOTHY H.   FATAL: Begin/end dates not found on screen for 20161113 and 20161126.
BRO000010  BROCKOVICH, ERIN H.  INFORM: Service days will need to be adjusted on eSERS.
BRO000010  BROCKOVICH, ERIN H.  INFORM: Retire hours will need to be adjusted on eSERS.
BRO000010  BROCKOVICH, ERIN H.  INFORM: Earnings calculated for contributions of          $50.00. Probably error adj.
BRO000010  BROCKOVICH, ERIN H.  WARN: Dedhis gross not = payhis gross. Diff = -          $500.00. Probably error adj.
BRO000010  BROCKOVICH, ERIN H.  FATAL: Begin/end dates not found on screen for 20161113 and 20161126.
BUN000010  BUNNY, BUGS E.     INFORM: Service days will need to be adjusted on eSERS, ATDSCN or the calendar.
```

SERS TAPE FILE

11/18 Pay

- Created the SERS Tape file for the 11/18/2016 pay.
- Since there were adjustments 2 files are created. Both tape files must be uploaded to eSers. File 1 –Regular pay file and then File 2- Adjustment file.
- File 1 is for the regular payroll submission:
SERS2016120201.SEQ
- File 2 is for the for the adjustments for contributions. Updates will need to be made on the ESERS website to reflect correct period dates, days and hours.
SERSSERS2016120201A.SEQ

SERSERR.TXT

(Additions option)

(Example 2)

- Ran SERSREG again for additions pay dates
- Because an error adjustment was done for Bullock, Brockovich and Pitt the district would need to go out to ESERS and make adjustments to the date which this error adjustment was for. This can not be done within the USPS system since refund was for a prior pay period. An adjustment tape file will be created.
- Bunny needs AT days and hours in ATDSCN.

SERSERR.TXT

(Additions option)

(Example 2)

```
TIME: 3:16 pm                                SERS PER PAY SUBMISSION ERROR REPORT                                (SERSERR)
                                             SERS DISTRICT CODE: 35-999
                                             DEMAND PER PAY REPORT FOR 12/02/2016

Empid      Employee Name                               Message
BUL000010  BULLOCK, SANDRA S.                          INFORM: Service days will need to be adjusted on eSERS.
BUL000010  BULLOCK, SANDRA S.                          INFORM: Retire hours will need to be adjusted on eSERS.
BUL000010  BULLOCK, SANDRA S.                          INFORM: Earnings calculated for contributions of          $50.00. Probably error adj.
BUL000010  BULLOCK, SANDRA S.                          WARN: Dedhis gross not = payhis gross. Diff = -    $500.00. Probably error adj.
BRO000010  BROCKOVICH, ERIN H.                         INFORM: Service days will need to be adjusted on eSERS.
BRO000010  BROCKOVICH, ERIN H.                         INFORM: Retire hours will need to be adjusted on eSERS.
BRO000010  BROCKOVICH, ERIN H.                         INFORM: Earnings calculated for contributions of          $50.00. Probably error adj.
BRO000010  BROCKOVICH, ERIN H.                         WARN: Dedhis gross not = payhis gross. Diff = -    $500.00. Probably error adj.
BUN000010  BUNNY, BUGS E.                              INFORM: Service days will need to be adjusted on eSERS, ATDSCN or the calendar.
BUN000010  BUNNY, BUGS E.                              INFORM: Retire hours will need to be adjusted on eSERS or ATDSCN.
PIT000010  PITT, BRADLEY A.                            INFORM: Service days will need to be adjusted on eSERS.
PIT000010  PITT, BRADLEY A.                            INFORM: Retire hours will need to be adjusted on eSERS.
PIT000010  PITT, BRADLEY A.                            INFORM: Earnings calculated for contributions of -    $50.00. Probably error adj.
PIT000010  PITT, BRADLEY A.                            WARN: Dedhis gross not = payhis gross. Diff =      $500.00. Probably error adj.
[End of file]
```


SERSDET.TXT

(Additions option)

(Example 2)

DATE: 11/01/16		SAMPLE CITY SCHOOLS						PAGE: 1		
TIME: 3:16 pm		DETAIL OUTPUT RECORDS BEING SUBMITTED TO SERS						(SERSDET)		
		DEMAND PER PAY REPORT FOR 12/02/2016								
		SERS DISTRICT CODE: 35-999								
EMP ID	EMP NAME	EARN CODE	BEGIN DATE	END DATE	PAY DATE	MEMBER EARNINGS	MEMBER DEPOSITS	EMPLOYER PICK-UP	DAYS PAID	HRS PAID
ALL000010	ALLEN, TIMOTHY H.	02	11/13/2016	11/26/2016	12/02/2016	258.28	0.00	25.83	8	8.00
BRO000010	BROCKOVICH, ERIN H.	01	11/13/2016	11/26/2016	12/02/2016	721.80	0.00	72.18	8	64.00
BRO000010	BROCKOVICH, ERIN H.	51	11/13/2016	11/26/2016	12/02/2016	500.00	0.00	50.00	0	0.00
BUL000010	BULLOCK, SANDRA S.	02	11/13/2016	11/26/2016	12/02/2016	543.48	0.00	54.35	10	37.50
BUL000010	BULLOCK, SANDRA S.	04	11/13/2016	11/26/2016	12/02/2016	416.52	0.00	41.65	0	0.00
BUL000010	BULLOCK, SANDRA S.	52	11/13/2016	11/26/2016	12/02/2016	500.00	0.00	50.00	0	0.00
BUN000010	BUNNY, BUGS E.	02	11/13/2016	11/26/2016	12/02/2016	828.00	74.52	82.80	0	0.00
CHE000001	CHELIOS, CHRISTI	01	11/20/2016	12/02/2016	12/02/2016	923.08	0.00	92.31	8	48.00
CHE000001	CHELIOS, CHRISTI	04	11/20/2016	12/02/2016	12/02/2016	250.84	0.00	25.08	0	0.00
CHI000010	CHILDS, JULIA H.	01	11/13/2016	11/26/2016	12/02/2016	1,538.46	0.00	153.85	8	64.00
CHI000010	CHILDS, JULIA H.	04	11/13/2016	11/26/2016	12/02/2016	384.62	0.00	38.46	0	0.00
EDW000010	EDWARDS, ANTHONY D.	04	11/20/2016	12/02/2016	12/02/2016	1,711.54	0.00	171.15	0	0.00
GLO000010	GLOW, HOP N.	04	11/20/2016	12/02/2016	12/02/2016	1,764.71	0.00	176.47	0	0.00
GRE000010	GREENSPAN, ALAN E.	01	11/20/2016	12/02/2016	12/02/2016	1,848.74	0.00	166.39	7	118.00

GRE000010	GREENSPAN, ALAN E.	04	11/20/2016	12/02/2016	12/02/2016	289.72	0.00	26.07	0	0.00
GRE000010	GREENSPAN, ALAN E.	02	11/20/2016	12/02/2016	12/02/2016	92.30	0.00	8.31	1	6.00
HAHN000010	HAHN, GOLDIE A.	02	11/20/2016	12/02/2016	12/02/2016	1,923.08	192.31	0.00	8	16.00
PIT000010	PITT, BRADLEY A.	02	11/20/2016	12/02/2016	12/02/2016	991.20	0.00	99.12	8	52.50
PIT000010	PITT, BRADLEY A.	52	11/20/2016	12/02/2016	12/02/2016	-500.00	0.00	-50.00	0	0.00
TAY000010	TAYLOR, ELIZABETH S.	02	11/20/2016	12/02/2016	12/02/2016	1,333.33	133.33	0.00	8	8.00
FOR	12 SERS MEMBERS GRAND TOTALS					16,319.70	400.16	1,284.02		

SERSREG.TXT

(Additions option)

(Example 2)

TIME: 3:16 pm	SCHOOL EMPLOYEES RETIREMENT SYSTEM DEPOSITS AND DAYS PAID					[SERSREG]
DEMAND PER PAY REPORT FOR 12/02/2016						
SERS DISTRICT CODE: 35-999						
EMPID	EMPLOYEE NAME	MEMBER EARNINGS	MEMBER DEPOSITS	EMPLOYER PICK-UP	DAYS PAID	HRS PAID
ALL000010	ALLEN, TIMOTHY M.	258.28	0.00	25.83	8	8.00
BRO000010	BROCKOVICH, ERIN H.	1,221.80	0.00	122.18	8	64.00
BUL000010	BULLOCK, SANDRA S.	1,460.00	0.00	146.00	10	37.50
BUN000010	BUNNY, BUGS E.	828.00	74.52	82.80	0	0.00
CHE000001	CHELIOS, CHRISTI	1,173.92	0.00	117.39	8	48.00
CHI000010	CHILDS, JULIA M.	1,923.08	0.00	192.31	8	64.00
EDH000010	EDWARDS, ANTHONY D.	1,711.54	0.00	171.15	0	0.00
GLO000010	GLOW, HOP M.	1,764.71	0.00	176.47	0	0.00
GRE000010	GREENSPAN, ALAN E.	2,230.76	0.00	200.77	8	124.00
HAWN000010	HAWN, GOLDIE A.	1,923.08	192.31	0.00	8	16.00
PIT000010	PITT, BRADLEY A.	491.20	0.00	49.12	8	52.50
TAY000010	TAYLOR, ELIZABETH S.	1,333.33	133.33	0.00	8	8.00
FOR	12 SERS MEMBERS GRAND TOTALS	16,319.70	400.16	1,284.02		

* - Re-Employed Retiree # - Void or Unvoid submission ! - Error adjustment only for employee

SERS TAPE FILE

(Additions option)

(Example 2)

- Created the SERS Tape file for the 12/02/2016 pay.
- Since there were adjustments 2 files are created. Both tape files must be uploaded to eSers. File 1 –Regular pay file and then File 2- Adjustment file.
- File 1 is for the regular payroll submission:
SERS2016120202.SEQ
- File 2 is for the for the adjustments for contributions. Updates will need to be made on the ESERS website to reflect correct period dates, days and hours.
SERS2016120202A.SEQ

SERSREG-Example 3

SPECIAL PAY

Processing SERSREG (Special Pay) (Example 3)

- The Period beginning and ending date cannot be the same.
(Ex- Per. Begin 11/17/16, Per. End 11/17/16, Pay Date 11/17/16)

```

SERS Payroll Submission Register and Tape Creation
Report File Specifications:
Output file: SERSREG.TXT
Print options page? (Y,N) Y
Optional heading:
Reporting Options:
Single or Double spaced detail? (S,D): D
Create SERS tape file? (Y,N): N
Sort and Subtotal Options:
Sort option: N
Subtotal option:
Pagebreak option:
Selection Options:
Pay date: 11/17/2016
Pay Cycle: OTH 0001 Period Begin Date: 11/16/2016 Period End Date: 11/17/2016
Pay Cycle: Period Begin Date: / / Period End Date: / /
Pay Cycle: Period Begin Date: / / Period End Date: / /
Pay Cycle: Period Begin Date: / / Period End Date: / /
    
```

- Regular pay period beginning and ending dates can be used
(Ex. Per Begin 10/30/16, Per End 11/12/16, Pay Date 11/18/16)

```

SERS Payroll Submission Register and Tape Creation
Report File Specifications:
Output file: SERSREG.TXT
Print options page? (Y,N) Y
Optional heading:
Reporting Options:
Single or Double spaced detail? (S,D): D
Create SERS tape file? (Y,N): N
Sort and Subtotal Options:
Sort option: N
Subtotal option:
Pagebreak option:
Selection Options:
Pay date: 11/18/2016
Pay Cycle: OTH 0001 Period Begin Date: 10/30/2016 Period End Date: 11/12/2016
Pay Cycle: Period Begin Date: / / Period End Date: / /
Pay Cycle: Period Begin Date: / / Period End Date: / /
Pay Cycle: Period Begin Date: / / Period End Date: / /
    
```

SERSDET.TXT

(Special Pay)

(Example 3)

```

DATE: 11/02/16                                SAMPLE CITY SCHOOLS                                PAGE: 1
TIME: 8:48 am                                DETAIL OUTPUT RECORDS BEING SUBMITTED TO SERS    (SERSDET)
                                                DEMAND PER PAY REPORT FOR 11/17/2016
                                                SERS DISTRICT CODE: 35-999

      EARN      MEMBER      MEMBER      EMPLOYER      DAYS      HRS
      CODE BEGIN DATE  END DATE  PAY DATE  EARNINGS  DEPOSITS  PICK-UP  PAID  PAID
H00000010 MOORE, DEHI H.      01 11/16/2016 11/17/2016 11/17/2016   390.00     0.00     39.00   10  45.00
FOR      1 SERS MEMBERS GRAND TOTALS                                390.00     0.00     39.00

* - Re-Employed Retiree # - Void or Unvoid submission ! - Error adjustment only for employee
  Earn code 01 = Regular 02 = Supplemental 03 = Retro 04 = Stretch 5x = Adjustment
[End of file]

```

OR

```

DATE: 11/02/16                                SAMPLE CITY SCHOOLS                                PAGE: 1
TIME: 9:03 am                                DETAIL OUTPUT RECORDS BEING SUBMITTED TO SERS    (SERSDET)
                                                DEMAND PER PAY REPORT FOR 11/18/2016
                                                SERS DISTRICT CODE: 35-999

      EARN      MEMBER      MEMBER      EMPLOYER      DAYS      HRS
      CODE BEGIN DATE  END DATE  PAY DATE  EARNINGS  DEPOSITS  PICK-UP  PAID  PAID
H00000010 MOORE, DEHI H.      01 10/30/2016 11/12/2016 11/18/2016   390.00     0.00     39.00   10  45.00
FOR      1 SERS MEMBERS GRAND TOTALS                                390.00     0.00     39.00

* - Re-Employed Retiree # - Void or Unvoid submission ! - Error adjustment only for employee
  Earn code 01 = Regular 02 = Supplemental 03 = Retro 04 = Stretch 5x = Adjustment
[End of file]

```

SERSREG.TXT

(Special Pay)

(Example 3)

DATE: 11/02/16		SAMPLE CITY SCHOOLS					PAGE: 1			
TIME: 8:48 am		DETAIL OUTPUT RECORDS BEING SUBMITTED TO SERS					[SERSDET]			
		DEMAND PER PAY REPORT FOR 11/17/2016								
		SERS DISTRICT CODE: 35-999								
EMP ID	EMP NAME	EARN CODE	BEGIN DATE	END DATE	PAY DATE	MEMBER EARNINGS	MEMBER DEPOSITS	EMPLOYER PICK-UP	DAYS PAID	HRS PAID
H00000010	HOORE, DEHI H.	01	11/16/2016	11/17/2016	11/17/2016	390.00	0.00	39.00	10	45.00
FOR	1 SERS MEMBERS	GRAND TOTALS				390.00	0.00	39.00		

* - Re-Employed Retiree # - Void or Unvoid submission ! - Error adjustment only for employee
 Earn code 01 = Regular 02 = Supplemental 03 = Retro 04 = Stretch 5x = Adjustment
 [End of file]

OR

DATE: 11/02/16		SAMPLE CITY SCHOOLS					PAGE: 1	
TIME: 9:03 am		SCHOOL EMPLOYEES RETIREMENT SYSTEM DEPOSITS AND DAYS PAID					[SERSREG]	
		DEMAND PER PAY REPORT FOR 11/18/2016						
		SERS DISTRICT CODE: 35-999						
EMPID	EMPLOYEE NAME	MEMBER EARNINGS	MEMBER DEPOSITS	EMPLOYER PICK-UP	DAYS PAID	HRS PAID		
H00000010	HOORE, DEHI H.	390.00	0.00	39.00	10	45.00		
FOR	1 SERS MEMBERS	GRAND TOTALS	390.00	0.00	39.00			

* - Re-Employed Retiree # - Void or Unvoid submission ! - Error adjustment only for employee
 [End of file]

SERSREG Tape File (Special Pay) (Example 3)

- Tape file for special pay was created
SERS2016110201.SEQ
- The tape file must be uploaded to eSers.

SERSREG-Example 4

SPECIAL PAY FOR REFUND OF DEDUCTION

Processing SERSREG Special Pay (Refund of deduction only) (Example 4)

Employee only getting a refund of 100.00 for 590 deduction through a special pay:

- The Period beginning and ending date cannot be the same.
(Ex- Per. Begin 11/16/16, Per. End 11/17/16, Pay Date 11/17/16)

SERS Payroll Submission Register and Tape Creation			
Report File Specifications:			
Output file:			<u>SERSREG.TXT</u>
Print options page? (Y,N)			<u>Y</u>
Optional heading:			_____
Reporting Options:			
Single or Double spaced detail? (S,D):			<u>D</u>
Create SERS tape file? (Y,N):			<u>N</u>
Sort and Subtotal Options:			
Sort option:			<u>N</u> _____
Subtotal option			_____
Pagebreak option			_____
Selection Options:			
Pay date:			<u>11/17/2016</u>
Pay Cycle: <u>OTH</u> <u>0001</u>	Period Begin Date: <u>11/16/2016</u>	Period End Date: <u>11/17/2016</u>	
Pay Cycle: ___ ___	Period Begin Date: __/__/__	Period End Date: __/__/__	
Pay Cycle: ___ ___	Period Begin Date: __/__/__	Period End Date: __/__/__	
Pay Cycle: ___ ___	Period Begin Date: __/__/__	Period End Date: __/__/__	

SERSERR.TXT for Special Pay (Refund of deduction only) Example 4)

- Because an error adjustment and refund of deduction only was done for Allen the district would need to go out to ESERS and make adjustments to the date which this error adjustment was for. This can not be done within the USPS system since refund was for a prior pay period. An adjustment tape file will be created.

```
DATE: 11/02/16                SAMPLE CITY SCHOOLS                PAGE: 1
TIME: 10:46 am                SERS PER PAY SUBMISSION ERROR REPORT  (SERSERR)
                                SERS DISTRICT CODE: 35-999
                                DEMAND PER PAY REPORT FOR 11/17/2016

Enpid   Employee Name           Message
ALL000010 ALLEN, TIMOTHY H.    INFORM: Service days will need to be adjusted on eSERS, ATDSCN or the calendar.
ALL000010 ALLEN, TIMOTHY H.    INFORM: Retire hours will need to be adjusted on eSERS or ATDSCN.
ALL000010 ALLEN, TIMOTHY H.    INFORM: Earnings calculated for contributions of - $100.00. Probably error adj.
ALL000010 ALLEN, TIMOTHY H.    WARN: Dedhis gross not = payhis gross. Diff = $1,000.00. Probably error adj.
[End of file]
```

SERSDET.TXT for Special Pay (Refund of deduction only) (Example 4)

DATE: 11/03/16		SAMPLE CITY SCHOOLS						PAGE: 1		
TIME: 1:06 pm		DETAIL OUTPUT RECORDS BEING SUBMITTED TO SERS						(SERSDET)		
		PER PAY REPORT FOR 12/02/2016								
		SERS DISTRICT CODE: 35-999								
EMP ID	EMP NAME	EARN CODE	BEGIN DATE	END DATE	PAY DATE	MEMBER EARNINGS	MEMBER DEPOSITS	EMPLOYER PICK-UP	DAYS PAID	HRS PAID
! ALL000010	ALLEN, TIMOTHY H.	51	12/01/2016	12/02/2016	12/02/2016	-1,000.00	0.00	-100.00	0	0.00
FOR	1 SERS MEMBERS	GRAND TOTALS				-1,000.00	0.00	-100.00		

* - Re-Employed Retiree # - Void or Unvoid submission ! - Error adjustment only for employee
 Earn code 01 = Regular 02 = Supplemental 03 = Retro 04 = Stretch 5x = Adjustment
 [End of file]

SERSREG.TXT for Special Pay (Refund of deduction only) (Example 4)

EMPID	EMPLOYEE NAME	MEMBER EARNINGS	MEMBER DEPOSITS	EMPLOYER PICK-UP	DAYS PAID	HRS PAID
		0.00	0.00	0.00	0	0.00
! ALL000010	ALLEN, TIMOTHY H.	-1,000.00	0.00	-100.00	0	0.00
FOR 1	SERS MEMBERS GRAND TOTALS	-1,000.00	0.00	-100.00		

* - Re-Employed Retiree # - Void or Unvoid submission ! - Error adjustment only for employee
 [End of file]

SERS Tape File for Special Pay
(Refund of deduction only)
(Example 4)

An adjustment tape file will be created and will need to be uploaded to ESERS. Manual corrections to processing date, days and hours will need to be made on the eSers site.

SERS2016111801A.SEQ

SERSREG-Example 5

Processing SERS Regular payroll
plus a refund of deduction (no pay)
for an employee

Processing SERS Regular payroll plus a refund of deduction (no pay) for an employee (Example 5)

SERS Payroll Submission Register and Tape Creation			
Report File Specifications:			
Output file:		<u>SERSREG.TXT</u>	
Print options page? (Y,N)		<u>Y</u>	
Optional heading:		_____	
Reporting Options:			
Single or Double spaced detail? (S,D):		<u>D</u>	
Create SERS tape file? (Y,N):		<u>N</u>	
Sort and Subtotal Options:			
Sort option:		<u>N</u>	
Subtotal option		_____	
Pagebreak option		_____	
Selection Options:			
Pay date:		<u>11/18/2016</u>	
Pay Cycle: <u>BWK 0001</u>	Period Begin Date: <u>10/30/2016</u>	Period End Date: <u>11/12/2016</u>	
Pay Cycle: ___ ___	Period Begin Date: ___/___/___	Period End Date: ___/___/___	
Pay Cycle: ___ ___	Period Begin Date: ___/___/___	Period End Date: ___/___/___	
Pay Cycle: ___ ___	Period Begin Date: ___/___/___	Period End Date: ___/___/___	

SERSERR.TXT-

SERS Regular payroll plus a refund of deduction (no pay) for an employee (Example 5)

- Because Allen had an error adjustment for a previous pay period district will need to go out to ESERS and make manual changes to show pay period adjustment was made for.

```
DATE: 11/02/16                                SAMPLE CITY SCHOOLS                                PAGE: 1
TIME: 12:37 pm                                SERS PER PAY SUBMISSION ERROR REPORT            (SERSERR)
                                                SERS DISTRICT CODE: 35-999
                                                DEMAND PER PAY REPORT FOR 11/18/2016

Empid      Employee Name                                Message
ALL000010 ALLEN, TIMOTHY H.                    INFORM: Service days will need to be adjusted on eSERS, ATDSCN or the calendar.
ALL000010 ALLEN, TIMOTHY H.                    INFORM: Retire hours will need to be adjusted on eSERS or ATDSCN.
ALL000010 ALLEN, TIMOTHY H.                    INFORM: Earnings calculated for contributions of - $100.00. Probably error adj.
ALL000010 ALLEN, TIMOTHY H.                    WARN: Dedhis gross not = payhis gross. Diff = $1,000.00. Probably error adj.
[End of file]
```

SERSDET.TXT

SERS Regular payroll plus a refund of deduction
(no pay) for an employee
(Example 5)

DATE: 11/03/16
TIME: 8:41 am

SAMPLE CITY SCHOOLS
DETAIL OUTPUT RECORDS BEING SUBMITTED TO SERS
DEMAND PER PAY REPORT FOR 11/18/2016
SERS DISTRICT CODE: 35-999

PAGE: 1
[SERSDET]

EMP ID	EMP NAME	EARN CODE	BEGIN DATE	END DATE	PAY DATE	MEMBER EARNINGS	MEMBER DEPOSITS	EMPLOYER PICK-UP	DAYS PAID	HRS PAID
! ALL000010	ALLEN, TIMOTHY H.	51	10/30/2016	11/12/2016	11/18/2016	-1,000.00	0.00	-100.00	0	0.00
BUL000010	BULLOCK, SANDRA S.	01	10/30/2016	11/12/2016	11/18/2016	489.13	0.00	48.91	9	33.75
BUL000010	BULLOCK, SANDRA S.	04	10/30/2016	11/12/2016	11/18/2016	470.87	0.00	47.09	0	0.00
TAY000010	TAYLOR, ELIZABETH S.	02	10/30/2016	11/12/2016	11/18/2016	568.07	51.13	0.00	10	10.00
FOR	3 SERS MEMBERS GRAND TOTALS					528.07	51.13	-4.00		

* - Re-Employed Retiree # - Void or Unvoid submission ! - Error adjustment only for employee
Earn code 01 = Regular 02 = Supplemental 03 = Retro 04 = Stretch 5x = Adjustment
[End of file]

SERSREG.TXT

SERS Regular payroll plus a refund of deduction (no pay) for an employee (Example 5)

DATE: 11/03/16	SAMPLE CITY SCHOOLS					PAGE: 1
TIME: 8:41 am	SCHOOL EMPLOYEES RETIREMENT SYSTEM DEPOSITS AND DAYS PAID					[SERSREG]
DEMAND PER PAY REPORT FOR 11/18/2016						
SERS DISTRICT CODE: 35-999						
EMPID	EMPLOYEE NAME	MEMBER EARNINGS	MEMBER DEPOSITS	EMPLOYER PICK-UP	DAYS PAID	HRS PAID
! ALL000010	ALLEN, TIMOTHY H.	-1,000.00	0.00	-100.00	0	0.00
BUL000010	BULLOCK, SANDRA S.	960.00	0.00	96.00	9	33.75
TAY000010	TAYLOR, ELIZABETH S.	568.07	51.13	0.00	10	10.00
FOR	3 SERS MEMBERS GRAND TOTALS	528.07	51.13	-4.00		
* - Re-Employed Retiree # - Void or Unvoid submission ! - Error adjustment only for employee						
[End of file]						

SERS TAPE (Example 5)

- Created the tape file for the pay
- Since there were adjustments 2 files are created. Both tape files must be uploaded to eSers. File 1 –Regular pay file and then File 2- Adjustment file.
- File 1 is for the regular payroll submission:
SERS2016111801.SEQ
- File 2 is for the for the adjustment for a refund of contributions. Updates will need to be made on the ESERS website to reflect correct period dates, days and hours.
SERS2016111801A.SEQ

SERSMONTH.TXT

- This option is available from the RETIRE menu and is REQUIRED. It works much the same way that STRSMONTH works. It will provide the month-to-date and fiscal-to-date totals for both old and new employees.
- When SERSMONTH is ran as “FINAL” (Clear accumulators = “Y”) it will clear out the month-to-date accumulators and also blank out any employees who had the employee flag set to New (Y) during that month. Also, the end of month payrollcd reports are created.

DATE: 11/03/16		SAMPLE CITY SCHOOLS								PAGE: 1	
TIME: 2:58 pm		SCHOOL EMPLOYEES RETIREMENT SYSTEM DEPOSITS AND DAYS PAID								[SERSMONTH]	
		DEMAND REPORT FOR NOVEMBER, 2016 OLD EMPLOYEES									
		SERS DISTRICT CODE: 35-999									
		----- MONTH TO DATE -----				----- FISCAL TO DATE -----					
MEMBER NAME	EMPID	MEMBER EARNINGS	MEMBER DEPOSITS	EMPLOYER PICK-UP	DAYS PAID	MEMBER EARNINGS	MEMBER DEPOSITS	EMPLOYER PICK-UP	DAYS PAID		
BULLOCK, SANDRA S.	BUL000010	3,840.00	0.00	355.20	9	14,840.00	0.00	1,345.22	9		
CHELIOS, CHRISTI	CHE000001	3,521.76	0.00	352.17	0	8,367.92	0.00	836.80	0		
CHILDS, JULIA H.	CHI000010	3,038.46	0.00	0.00	0	20,984.54	0.00	0.00	0		
EDWARDS, ANTHONY D.	EDH000010	5,134.62	0.00	462.12	0	30,807.72	0.00	2,772.72	0		
GREENSPAN, ALAN E.	GRE000010	4,576.90	0.00	411.92	0	19,749.88	0.00	1,777.51	0		
HAWN, GOLDIE A.	HAWN000010	52,801.56	4,752.14	0.00	0	53,760.56	4,838.45	0.00	0		
PITT, BRADLEY A.	PIT000010	1,982.40	0.00	178.42	0	9,632.12	0.00	866.91	0		
TAYLOR, ELIZABETH S.	TAY000010	2,621.65	235.95	0.00	10	5,938.80	534.49	0.00	10		
				MEMBER EARNINGS		MEMBER DEPOSITS		EMPLOYER PICK-UP			
FOR	8 SERS MEMBERS OLD EMPLOYEE MONTH TO DATE TOTALS			77,517.35		4,988.09		1,759.83			
FOR	8 SERS MEMBERS OLD EMPLOYEE FISCAL TO DATE TOTALS			164,081.54		5,372.94		7,599.16			

SERSMONTH AFFECTS

- SERSMONTH setup Clear MTD Accumulators field is set to N.

```

SERS Monthly Retirement Report

Report File Specifications:
Output file: SERSMONTH.TXT
Print options page? (Y,N) Y
Optional heading: _____

Reporting Options:
Single or Double spaced detail? (S,D): D
Clear SERS MTD accumulators? (Y,N): N
Reporting month and year? (MMYYYY): 11/2016
Include employees with FYTD amounts only? (Y,N): N

Sort and Subtotal Options:
Sort option: ID
Subtotal option: _____
Pagebreak option: _____
    
```

```

Find: _____ Y Add: 000 Mask: 400
      SSN/ID Code Last name First name Conceal
ID: BR0000010 Code: 400 Name: ERIN BROCKOVICH
Job: _____ Type: Retirement Name: SCHOOL EMPLOYEES RETRIEMENT S
Percentage : _____ Start : 00/00/0000 New employee : Y
Board's share : 14.000 Stop : 00/00/0000 Retiree flag : N
Error adjustment: _____ Rehired: 00/00/0000 Surcharge exempt : N
Board error adj.: _____ Fringe ben/Xtra comp: N
    
```

	Accum	MTD Totals	QTD Totals	FYTD Totals	YTD Totals
Deduct total :	_____	_____	_____	_____	_____
Gross pay :	_____	2165.40	_____	13085.00	_____
Board share :	_____	_____	1418.51	1831.87	1831.87
Retiree deduct:	_____	_____	_____	_____	_____
Retiree gross :	_____	_____	_____	_____	_____
Retiree board :	_____	_____	_____	_____	_____

DEDSCN - Deduction record data maintenance program

```

F6 Top          F11 Find        S7 Lockmode
F7 Help        F12 Add         S8 Set defaults
F8 Exit        S3 Delete       S10 Switch
    
```

SERSMONTH AFFECTS

- SERSMONTH setup Clear MTD Accumulators field is set to Y.

SERS Monthly Retirement Report	
Report File Specifications:	
Output file:	SERSMONTH.TXT
Print options page? (Y,N)	Y
Optional heading:	_____
Reporting Options:	
Single or Double spaced detail? (S,D):	D
Clear SERS MTD accumulators? (Y,N):	Y
Reporting month and year? (MMYYYY):	11/2016
Include employees with FYTD amounts only? (Y,N):	N
Sort and Subtotal Options:	
Sort option:	ID
Subtotal option	_____
Pagebreak option	_____

DEDSCN - Deduction record data maintenance program																																																			
Find:	BROCK			Y	Add:	000	Mask:	_____																																											
SSN/ID	Code	Last name	First name	Conceal																																															
ID: BR0000010	Code: 400	Name: ERIN	BROCKOVICH																																																
Job: _____	Type: Retirement	Name: SCHOOL EMPLOYEES RETRIEMENT S																																																	
Percentage :	_____	Start :	00/00/0000	New employee :	N																																														
Board's share :	14.000	Stop :	00/00/0000	Retiree flag :	N																																														
Error adjustment:	_____	Rehired:	00/00/0000	Surcharge exempt :	N																																														
Board error adj.:	_____				Fringe ben/Xtra comp:	N																																													
<table border="1"> <thead> <tr> <th></th> <th>Accum</th> <th>MTD Totals</th> <th>QTD Totals</th> <th>FYTD Totals</th> <th>YTD Totals</th> </tr> </thead> <tbody> <tr> <td>Deduct total :</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Gross pay :</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>13085.00</td> <td>_____</td> </tr> <tr> <td>Board share :</td> <td>_____</td> <td>_____</td> <td>1418.51</td> <td>1831.87</td> <td>1831.87</td> </tr> <tr> <td>Retiree deduct:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Retiree gross :</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Retiree board :</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>											Accum	MTD Totals	QTD Totals	FYTD Totals	YTD Totals	Deduct total :	_____	_____	_____	_____	_____	Gross pay :	_____	_____	_____	13085.00	_____	Board share :	_____	_____	1418.51	1831.87	1831.87	Retiree deduct:	_____	_____	_____	_____	_____	Retiree gross :	_____	_____	_____	_____	_____	Retiree board :	_____	_____	_____	_____	_____
	Accum	MTD Totals	QTD Totals	FYTD Totals	YTD Totals																																														
Deduct total :	_____	_____	_____	_____	_____																																														
Gross pay :	_____	_____	_____	13085.00	_____																																														
Board share :	_____	_____	1418.51	1831.87	1831.87																																														
Retiree deduct:	_____	_____	_____	_____	_____																																														
Retiree gross :	_____	_____	_____	_____	_____																																														
Retiree board :	_____	_____	_____	_____	_____																																														

QRTRPT-Option F

- The fiscal-to-date totals on the 400, 590 and 690 DEDSCN will be cleared when QRTRPT option F is ran.