MiCase HR/Payroll System
Application Release Notes

Application Release Date: 03-Oct-2016

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 03-Oct-2016.

The following items refer to system "bugs" that have been corrected in this version:

1. The system has been revised to calculate the MPSERS UAAL Stabilization Rate – the (MiCase benefit code "MURSP") - as 11.70% of reportable wages, for all wages with payroll dates October 1, 2016 – September 30, 2017, as specified in the document: http://www.michigan.gov/documents/psru/R1078C_FY15-16_EmployerContRatesK12_ISD_PSA-CHART_LIB_CC_513177_7.pdf

   Please note: as explained in the *10-Apr-2015 Application Release Notes*, the system can calculate the benefit at a rate of your choosing – if your district would prefer to use a rate other than 11.70%. Please refer to those notes for further details.

2. Module: *Personnel*
   Screen: *Registry of Educational Personnel Screen*
   The *Operations* > *Create Registry of Educational Personnel file* has been revised to comply the CEPI specifications for the Fall 2016 submission:
   - From the *Assignment Data* tab, the *MAJOR?* (*Academic Major*) and *Minor?* (*Academic Minor*) fields are no longer included in the file submitted to CEPI
   - From the *Credential Data* tab, the *Issue Date* (*Date Credential Issued*) and *Expiration Date* (*Date of Expiration of Credential*) fields are no longer included in the file submitted to CEPI

   Thank you to Martha Baker of the West Shore Educational Service District for notifying us of this bug.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

There are no other changes to the system in this release.

As always, please contact our Helpdesk with any questions or concerns.

MiCase HelpDesk
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 29-Jun-2016

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 29-Jun-2016.

The following items refer to system "bugs" that have been corrected in this version:

This release does not include any "bug" corrections.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

1. Module: *Personnel*
   Screen: *Registry of Educational Personnel Screen*
   On the *Assignment Data* tab,
   - the system has been revised to include code 09 in the *Educator Effective* field.
   - the system has been revised to include current *School* building codes

2. Module: *Payroll Employee Records*
   Screen: *Employee Master Setup Screen*
   Screen: *Primary Contract/Salary Screen*
   Screen: *Additional Contracts/Salaries Screen*
   Screen: *Employee One-time Postings Screen* and
   Screen: *Register Record Preparation Screen*
   The system has been revised to no longer enforce validation rules regarding the combination of *Earnings Code* and *ORS Class Code*. Any combination of those fields may now be entered.

3. The system has been revised so that this release will be sufficient for payrolls dated on or after 01-Oct-2016 – no additional release will need to be installed before the first payroll of the 4th quarter.

   The system has been revised to calculate the MPSERS Employer Contribution (MiCase benefit code "MPSRS") using the rates included in the document **MPSERS FY2016-17 Employer Contribution Rates** (Rev. 03/2016) as found on the ORS web site. These rates are for wages with payroll dates October 1, 2016 – September 30, 2017. The document may be found at:
   http://www.michigan.gov/documents/psru/R1078C_FY15-16_EmployerContRatesK12_ISD_PSA-CHART_LIB_CC_513177_7.pdf?20160627091825

As always, please contact our Helpdesk with any questions or concerns.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 29-Jun-2016

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 11-Jan-2016

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 11-Jan-2016.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Create SET SEG ACA Payroll Details export file* has been revised to export data per SET SEG specifications. In particular, Column N: *w2box1deductions* = total amount in this payroll period excluded from the wage base of Federal Income Tax withholding. If an employee has more than one record for the payroll period, the total amount will only appear on the first record for that period and the remaining records will include a zero in the field.

   Please note: we find this operation may encounter errors when attempting to save the export file to your desktop. We recommend saving the export file to a network drive or a folder on your C: drive.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

2. The system has been revised to calculate the employee withholding taxes for Medicare (MiCase deduction code "MCT"), Social Security (MiCase deduction code "SST" and the matching employer-paid benefits (MiCase benefit code "FICA") according the rules for 2016, based on the contents of: http://www.irs.gov/pub/irs-pdf/n1036.pdf. Please note both the wage base limits and rates are unchanged from 2015.

3. The system has been revised to calculate Federal income tax withholding according the rules for 2016, based on the document above.

4. The calculation of Michigan income tax withholding has not been revised and remains unchanged from 2015.

5. The calculation of Indiana and Wisconsin income tax withholding has not been revised and remains unchanged from 2015.

6. The *Payroll End of Calendar Year Procedures* document, Step 5.f includes instructions for printing W-2 forms. Before submitting your forms to be printed at REMC, please verify that the correct printer driver is present on your computer. For current versions of Windows, select *Start > Devices and Printers* and then find the *KRESA Central* printer. Right click and select *Printer properties* – or

Properties. The *Model*: should display HP Universal Printing PS. If another model is displayed, contact MiCase Support before submitting W-2 forms to be printed.

7. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   Two new *Operations* have been added to the system:
   - *Create American Fidelity Employee Template export file* and
   - *Create American Fidelity Timesheet Template export file*

   Both operations create the appropriate export file, per current specifications from American Fidelity.

As always, please contact our Helpdesk with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 14-Oct-2015

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 14-Oct-2015.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Create SET SEG ACA Payroll Details export file* has been revised to export data per SET SEG specifications. In particular, Column N: *w2box1deductions* = total amount in this payroll period excluded from the wage base of Federal Income Tax withholding. If an employee has more than one record for the payroll period, the total amount will only appear on the first record for that period and the remaining records will include a zero in the field.

   Please note: we find this operation may encounter errors when attempting to save the export file to your desktop. We recommend saving the export file to a network drive or a folder on your C: drive.

As always, please contact our Helpdesk with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 25-Sep-2014

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 25-Sep-2014.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Run a Payroll* has been revised to ensure that gross pay from the *Primary Contract / Salary Screen* is the same when the payroll is run as it appears before the payroll is run in the *Pre-Payroll Balance Report: Primary Contract.* Thanks to Diane Goertler of Kalamazoo RESA for notifying us of this bug.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

2. The system has been revised to calculate the MPSERS Employer Contribution (MiCase benefit code "MPSRS") using the rates included in the document **MPSERS FY2015-16 Employer Contribution Rates** (Rev. 03/2015) as found on the ORS web site. These rates are for wages with payroll dates October 1, 2015 – September 30, 2016.

   The document may be found at: http://michigan.gov/documents/psru/R1078C_1-15_FY15-16_MPSERS_Employer_Contribution_Rates_K12_ISD_PSA_CHART_LIB_CC_479434_7.pdf

   Thanks to Dianne Moker and Joanne Scheid of Watervliet Schools, for preventing the rest of us from "going into the *red*" with ORS!

3. The system has been revised to calculate the MPSERS UAAL Stabilization Rate – the "MURSP" benefit - as 10.53% of reportable wages, for all wages with payroll dates October 1, 2015 – September 30, 2016, as specified in the above document.

   Please note: as explained in the *10-Apr-2015 Application Release Notes*, the system has been revised to calculate the "MURSP" benefit flexibly (i.e., it can calculate the benefit at a rate of your choosing):

   In the *Payroll Module Administration* module, on the *ORS MPSERS Pay Period Report Records screen,* a new field, *MURSP rate,* has been added to the *Member Demographics* tab.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 25-Sep-2014

- If this field contains a *0.00*, the system will calculate the MURSP benefit as 10.53% of reportable wages.

- If this field contains a number *greater than 0.00*, the system will calculate the MURSP benefit using that number as the percentage of reportable wages. For example, if the field contains 0.089, the system will calculate the MURSP benefit as 8.9% of reportable wages.

- If this field contains a number *less than 0.00* (ex: -9.99), the system will calculate the MURSP benefit as 0.00, regardless of reportable wages.

As always, please contact our Helpdesk with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, t`ank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 14-Sep-2015

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 14-Sep-2015.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*

   - The *Operation* > *Create SET SEG ACA Employee export file* has been revised. The file will "*Include employees who have been active at some point since*" a date entered when creating the file. An employee is considered active if they have been paid since the date entered.

   - The *Operation* > *Create SET SEG ACA Payroll Details export file* has been revised. The operation may be used to create an export file of payroll detail records for either a single payroll date – or a range of payroll dates.

     The file will contain detail records from all records found on the *Employee Register Records Screen* with *Register Dates* between the *Starting Register Date for this reporting period* and the *Ending Register Date for this reporting period*, as entered when the operation is run. For reference, the dates are specified the same way they are entered on the ORS MPSERS Pay Period Report Records Screen, in the *Operation* > *Update ORS Pay Period Report records*.

     SET SEG requests that the following rule be followed:

     - When creating an export file for **more than one payroll period**, leave the *Pay Period Start Date* and *Pay Period End Date* fields **blank**.

     - When creating an export file for a **single** payroll period, enter appropriate dates in the *Pay Period Start Date* and *Pay Period End Date* fields.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@micase.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 14-Aug-2015

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 14-Aug-2015.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Run a Payroll* has been revised to correctly calculate the MIP deduction in the case when a payroll is being calculated for quarter 3 (July-September) and the *Operation > Increment Active Fiscal Year* has not been completed.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

2. Module: *Personnel*
   Screen: *Optional Employee Data Screen*
   A new *Operation >Assign 'employee number' to employees without one* has been added to the system. For employees with *Employee No*. = 0, the system will assign employee numbers, so that each employee will have a unique employee number. This operation will have no effect on employees who already have an *Employee No.* that is not zero. This operation should be run before creating ACA files described below for SET SEG.

3. Module: *Personnel*
   Screen: *Primary Employee Data Screen*
   A new *Operation > Set Termination Date, REP and ORS Status codes for inactive employees* has been added to the system. For employees with no termination date in the system and who have not been paid since a given date, the system will do the following:
   - Their *Termination Date* will be set equal to their *Last Payroll* date. If the employee has never been paid, their *Termination Date* will be set equal to their *Hire Date.*
   - Their *REP Employ. Status* code will be set to "18" – Other
   - Their *ORS Status Code* will be set to "02" – Terminated / separated.

   This operation may be run before creating ACA files described below for SET SEG.

4. Module: *Personnel*
   Screen: *Optional Employee Data*
   A new area - *ACA Tracking and Reporting* – has been added to the system with three new fields:

Application Release Date: 14-Aug-2015

- *Employee Designation Code*
  PT = Part Time; FT = Full Time. To be used, per SET SEG specifications
- *Employee Category Code*
  A code that enables employees to be associated with groups, such as bargaining units, etc. To be used, per SET SEG specifications
- *Pay Type Classification Code*
  S = Salaried; H = Hourly. To be used, per SET SEG specifications

5. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*

   Three new *Operations* have been added to the system, in the *Miscellaneous Procedures* area: *Initialize ACA Employee fields, Create SET SEG ACA Employee export file,* and *Create SET SEG ACA Payroll Details export file.*

   - *Initialize ACA Employee fields*
     This operation may be used to enter initial values for the three new fields described above and found on the *Personnel > Optional Employee Data* screen.

     The system will examine records for all employees who have been paid since the date entered. For each of the three fields, if the field is empty, it will replace it using the rules below. The operation will not update the value of any field that already has an entry in it.

     - *Employee Designation Code* will be entered based on the total F.T.E. found for the employee on the *Assignment* tab of the *Registry of Educational Personnel* screen found in the *Personnel* module. If the total is equal or greater to the amount entered in the *Minimum REP F.T.E. for Full Time* field, the system will enter FT (full time); otherwise, it will enter a PT (part time). For employees who do not have a record on the *Registry of Educational Personnel* screen, the system will enter "??"

     - *Employee Category Code* will be entered on all employee records which currently have no entry in the field.

     - *Pay Type Classification Code* If the system finds an amount in either the *Contract* or *Payroll Figures* areas of the *Primary Contract/Salary Screen* it will enter a S for Salaried in this field; otherwise, if the system finds an amount on the *Employee Master Setup Screen* in the *Rate of Pay* field, it will enter an S if the rate is greater than $100.00; if the rate is less than $100.00, the system will enter an H for Hourly. If none of the above applies, the system will enter an H for Hourly.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 14-Aug-2015

- *Create SET SEG ACA Employee export file*
  This operation creates an export file of employee data, per SET SEG specifications. The operation may be run at any time; it includes ACA information for all employees who have been paid since the date specified. Most of the data should be self-explanatory based on ACA and SET SEG documentation; however,

  - Column C: *Employee ID = Optional Employee Data screen > Employee No*. If this field is blank, please review item 2 above.

  - Column V: *Employee Class Code* = the total F.T.E. found on all assignments for the employee, from the *Registry of Educational Personnel* screen > *Assignment Data* tab > *F.T.E.* field.

  - Column X: *ACA Employee Designation Code = Optional Employee Data* screen > *Employee Designation Code* field.

- *Create SET SEG ACA Payroll Details export file*
  This operation creates an export file of payroll details, for the payroll date specified. The dates are specified the same way they are entered on the ORS MPSERS Pay Period Report Records Screen, in the *Operation > Update ORS Pay Period Report records*.

  Most of the data should be self-explanatory based on ACA and SET SEG documentation; however,

  - Column N: *w2box1deductions* = total amount in this payroll excluded from the wage base of Federal Income Tax withholding. If an employee has more than one record for the payroll period, the total amount will be included in each record. This is acceptable to SET SEG.

  - Column P: *glaccountcode* = ASN associated with gross pay.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@micase.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 10-Apr-2015

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 10-Apr-2015.

The following items refer to system "bugs" that have been corrected in this version:

This release does not include any "bug" corrections; it only includes the new items below.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

1. Module: *Payroll Employee Records*
   Screen: *Employee Master Setup Screen*
   The system has been revised to comply with the rules in the notice from ORS:

   From: **Office of Retirement Services** <ORS@public.govdelivery.com>
   Date: Wed, Oct 22, 2014 at 4:34 PM
   Subject: Extend the 457 Plan to Your DB Members - New Resource Available!

   This notice allows employees in the defined benefit plans to contribute to a deferred compensation plan via payroll deduction with the ORS.

   The *DC Member Cont. %* field will now accept entries of whole numbers (no decimals) for Basic and Member Investment Plan (MIP) members with the Premium Subsidy benefit (MiCase deduction code "RHC").

   When an amount is entered for this case, the system will not calculate an *Employer Cont. %;* it is to remain zero as there is no employer match for Deferred Compensation contributions.

   Important note: Before using this feature, please do the following: Select *Modules* > *Payroll Module Administration* > *Deduction Definitions Screen.* Then, select the DC-MC deduction code. Finally, select *Operations >Add Deduction Record to all Employees.* This will ensure that the DC-MC deduction record appears on the *Employee Mandatory Deductions Screen* for all employees in the system.

Application Release Date: 10-Apr-2015

2. ORS also announced another change that may effect employee and employer contributions to Defined Contribution and Personal Healthcare Fund accounts.

    From: **Office of Retirement Services** <ORS@public.govdelivery.com>
    Date: Mon, Dec 1, 2014 at 1:13 PM
    Subject: Say Hello to Your Match Campaign Helps Employees Save for Retirement

    The system will allow you to update the member and employer contributions as it has in the past, to comply with changes that you receive via the file from VOYA.

3. The system has been revised to calculate the "MURSP" benefit flexibly, based on recent input from our districts.

    After this release is installed, the system will use a **default** rate of 7.63% to calculate the MURSP benefit (the 1.13% One-Time MPSERS Liability Prepayment has been cancelled, per ORS). This is based on the document **MPSERS FY2014-15 Employer Contribution Rates**, on the ORS web site.

    In the *Payroll Module Administration* module, on the *ORS MPSERS Pay Period Report Records screen*, a new field, *MURSP rate,* has been added to the *Member Demographics* tab.

    If this field contains a 0.00, the system will calculate the MURSP benefit as 7.63% of reportable wages.

    If this field contains a number *greater than 0.00*, the system will calculate the MURSP benefit using that number as the percentage of reportable wages. For example, if the field contains 0.089, the system will calculate the MURSP benefit as 8.9% of reportable wages.

    If this field contains a number *less than 0.00* (ex: -9.99), the system will calculate the MURSP benefit as 0.00, regardless of reportable wages.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@micase.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 08-Jan-2014

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 08-Jan-2014.

The following items refer to system "bugs" that have been corrected in this version:

1. The system has been revised to calculate MPSERS benefits and deductions according to the rules in the document *FAQ MPSERS Benefits and Deductions in the MiCase HR/Payroll System* – as revised 24-Nov-2013.

   The calculations are done in two places:
   - Module: *Payroll Module Administration*
     Screen: *Payroll Module Control Screen*
     The *Operation* > *Run a Payroll*.
   - Module: *Payroll Employee Records*
     Screen: *Register Record Preparation Screen*
     The calculations included in the use of the screen to create ADJST register records.

   We plan to maintain the FAQ document as a resource as we continue to revise these rules per ORS specifications. In particular, our next release will address system changes necessary to comply with the ORS notices:

   - From: Office of Retirement Services <ORS@public.govdelivery.com>
     Date: Wed, Oct 22, 2014 at 4:34 PM
     Subject: Extend the 457 Plan to Your DB Members - New Resource Available!

   - From: Office of Retirement Services <ORS@public.govdelivery.com>
     Date: Mon, Dec 1, 2014 at 1:13 PM
     Subject: Say Hello to Your Match Campaign Helps Employees Save for Retirement

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

2. The system has been revised to calculate the employee withholding taxes for Medicare (MiCase deduction code "MCT"), Social Security (MiCase deduction code "SST" and the matching employer-paid benefits (MiCase benefit code "FICA") according the rules for 2015, based on the contents of: http://www.irs.gov/pub/irs-pdf/n1036.pdf

3. The system has been revised to calculate Federal income tax withholding according the rules for 2015, based on the document above.

Application Release Date: 08-Jan-2014

4. The system has been revised to calculate Michigan income tax withholding according the rules for 2015, based on the contents of: http://www.michigan.gov/documents/taxes/MI-1040_477206_7.pdf.

5. The system has been revised to calculate Wisconsin income tax withholding according the rules for 2015, based on the contents of: http://www.dor.state.wi.us/faqs/pcs/taxrates.html#tx1a , as dated 13-Nov-2014

6. The calculation of Indiana income tax withholding has not been revised and remains as during 2014.

7. The *Payroll End of Calendar Year Procedures* document, Step 5.b, instructs to use the AccuWage 2014 program to verify the W2REPORT file is valid.

    - On the *Payroll Module Control Screen*, both the *Organization* and the *Department* field must be filled in, or the test will result in an error.
    - The test results will display a message regarding the Employer/Agent Identification Number (EIN) in the RE record:

      This alert is informational only. Submitter EIN [Position 3-11] and Employer/Agent EIN [Position 8-16] are an exact match. Please verify that you intended to have the Submitter EIN and Employer EIN match before proceeding. No further action is needed if this was intentional.

      This is acceptable and the file may be used if no other errors are present.

8. Step 5.f includes instructions for printing W-2 forms. To insure successful printing, please verify that the correct print driver is present on your computer. For current versions of Windows, select *Start* > *Devices and Printers* and then find the *KRESA Central* printer. Right click and select *Printer properties* – or *Properties*. The *Model*: should display HP Universal Printing PS. If another model is displayed, contact MiCase Support before submitting W-2 forms to be printed.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 15-Sep-2014

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 15-Sep-2014.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Run a Payroll* has been revised to follow the rule that a deduction *1-Time Amount* will only be taken from employee pay if the *Ded. Frequency* of the deduction matches the payroll being run. Previously, the system would deduct a *1-Time Amount* regardless of the frequency of the payroll being calculated. This makes the payroll operation results consistent with results displayed by *Pre-Payroll Balance Reports*. Thanks to Pam Stermer of Lawton schools for reminding us to correct this bug – which has affected many over time...

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

2. The system has been revised to calculate the MPSERS Employer Contribution (MiCase benefit code "MPSRS") using the rates included in the document **MPSERS FY2014-15 Employer Contribution Rates** (Rev. 08/2014) as found on the ORS web site. These rates are for wages with payroll dates October 1, 2014 – September 30, 2015.

   The document may be found at: http://michigan.gov/documents/psru/FY_14-15_Employer_Cont_Rates_with_Stabilization_revised_9_11_13_K12_CC_435239_7.pdf

3. The system has been revised to calculate the "MURSP" benefit as 8.76% of reportable wages, for all wages with payroll dates October 1, 2014 – September 30, 2015.

   This is based on:
   7.63% = MPSERS UAAL Stabilization Rate
   + 1.13% = One-Time MPSERS Liability Prepayment
   --.--
   = 8.76% = total "MURSP" benefit,
   as contained in the above document **MPSERS FY2014-15 Employer Contribution Rates**.

Application Release Date: 15-Sep-2014

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 20-Jun-2014

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 20-Jun-2014.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Employee Pay and Benefits Accrual Screen*
   The *Operations* > *Update Employee Gross Pay and Benefit Accrual Records* has been revised to include the "MURSP" benefit, which was added in July 2013.

2. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation* > *Run a Payroll* has been revised. Previously, the system would "auto-correct" the MURSP benefit as explained in the 06-Aug-2013 *Application Release Notes*, item 3.

   The "auto-correction" feature has been removed, to prevent confusion and incorrect results.

   Please note: The MURSP benefit may corrected, if necessary, by entering a *1-Time Amount*, on the *Employee Benefits Screen*, as explained in the 06-Aug-2013 *Application Release Notes*, item 3.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

This release only includes the two "bug" fixes noted above.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 06-Jun-2014

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 06-Jun-2014.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Run a Payroll* has been revised. Previously, the system was not calculating the "MURSP" benefit when the employee was receiving their last payment with service pays from the *Primary Contract/Salary Screen*. That is, when the *Service Units* field was greater than zero and the *Pays* field = 1, in the *MPSERS Information* area of the screen. This has been corrected and the benefit will be calculated on the last pay with service units associated with it.

   Also, please note the following:
   - The MURSP benefit may corrected, if necessary, by entering a *1-Time Amount*, or
   - The system may "auto-correct" the MURSP during a subsequent payroll run.

   Both of the above steps are explained in the 06-Aug-2013 Application Release Notes, item 3.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 30-May-2014

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 30-May-2014.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Employee Records*
   Screen: *Employee Master Setup* Screen
   In the 07-Mar-2014 HR/Payroll System release, we revised the validation rules for the *DC Member Cont. %* and *PHF Member Cont. %* fields. We have revised them again, to allow an entry in the *DC Member Cont. %* when the *Pension Election* field is Opt 4: no future contributions; switch to Defined Contribution (DC) plan. The system will allow an amount in this field, even when the *PHF Member Cont. %* is zero. Thanks to Tandy Larson of Bloomingdale Schools for notifying us of the need for this revision.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

2. Module: *Personnel*
   Screen: *Registry of Educational Personnel Screen*
   The *Operation > Create Register of Educational Personnel file* has been revised to comply with CEPI reporting rules. The REP report no longer requires *Field 29 Michigan Sponsoring Institution* and *Field 30 Non-Michigan Sponsoring Institution*. We have maintained the fields on the *Credential Data* tab, but the file created for submission to CEPI will include blank spaces in those fields, not the data shown on the screen.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 31-Mar-2014

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 31-Mar-2014.

The following items refer to system "bugs" that have been corrected in this version:

This release does not include any "bug" corrections; it only includes the one new item below.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

1. Module: *Payroll Employee Records*
Screen: *Employee Register Records Screen*
A new *Operation > Create export file of Employee Register Records for 941-X, re: FICA refund* has been added to the system.

The *Operation* will create two files, named REG_RECS_yyyymmdd-yyyymmdd and REG_TOTS_yyyymmdd-yyyymmdd. Each file is created in both .xls and .csv format.

The REG_RECS file contains employee register records for each payroll in the selected period, for the FICA, MCT, RHC and SST item codes.

The REG_TOTS file contains a record for each employee paid during the period, including calculated refunds of employer matching payments (MiCase benefit code "FICA") and employee payments of Medicare (MiCase deduction code "MCT") and Social Security ("SST"). The calculated refund amounts for FICA paid on the RHC deduction are in columns V ("FICA"-total of employer paid Medicare and Social Security matching contributions), W (Medicare-employee paid) and X (social security-employee paid).

The REG_TOTS file contains the data needed to prepare 941-X forms, as well as the employee's name and address, which may be used to merge into a document to be sent to employees regarding the subject.

To create the export files, enter the beginning and ending dates of the payroll register records to include in the export file.

If the beginning and ending dates are both within the same calendar year, the system will calculate the FICA and social security refunds, using the correct rate for the employee SST deduction for the year. If the beginning and ending dates are not within the same calendar year, the system will create the file as specified, but will not calculate the FICA and social security refunds.

2. Module: *Payroll Employee Records*
   Screen: *Historical Register Records Screen*
   The operation described above has been added to this screen also, to handle the case where some employee register records for the period 2010-2013 have been moved to this screen.

Thanks to Martha Baker of the West Shore ESD, Ellen Hasse of Berrien Springs Schools and Diane Myers of Comstock Schools, for their assistance creating and testing this revision.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 17-Mar-2014

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 17-Mar-2014.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operation > Update ORS Pay Period Report records Run a Payroll* has been revised. Previously, in some situations, it caused employee benefit records to be deleted by mistake. Thanks to Joan Rozeveld of Kalamazoo RESA for telling us about this bug.

2. In item 2 of the 07-Mar-2014 release, the system was revised to refund the fiscal year to date MPSERS employer contribution (MiCase benefit code "MPSRS"), when the employee's *Retirement Plan* is not A, B, H, M, or P. We have found that some people enter X = not under MPSERS in the *Retirement Plan* for employees who are MPSERS retirees. This has caused unintended refunds of the benefit. Therefore, we have removed this revision and the system will now work as it did before the 07-Mar-2014 release. Thanks to everyone who notified us of this issue and our apologies for any inconvenience.

3. Similarly, in item 3 of the 07-Mar-2014 release, the system was revised to refund the fiscal year to date MIP deduction when the employee's *Retirement Plan* is not A, B, H, M, or P. As above, we have removed this revision and the system will not refund the MIP deduction in this situation.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

This release only includes "bug" corrections noted above; there are no other changes.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 07-Mar-2014

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 07-Mar-2014.

The following items refer to system "bugs" that have been corrected in this version:

1. The system has been revised to calculate the employer FICA benefit correctly, without including the .009% on the Medicare portion of employee wages in excess of $200,000.00. This has been revised in the following areas:
   - Module: *Payroll Module Administration*
     Screen: *Payroll Module Control Screen*
     The *Operation > Run a Payroll* has been revised.
   - Module: *Payroll Employee Records*
     Screen: *Register Record Preparation*
     The calculation of the FICA benefit has been revised.

2. The system has been revised to calculate the MPSERS employer contribution (MiCase benefit code "MPSRS") more accurately. If the employee's *Retirement Plan* is not A, B, H, M, or P (i.e. was never a member of MPSERS), then the system assumes that any employer contribution has been paid in error and it will refund the entire fiscal year to date benefit during the next payroll run for the employee involved. This has been revised in the following areas:
   - Module: *Payroll Module Administration*
     Screen: *Payroll Module Control Screen*
     The *Operation > Run a Payroll* has been revised.
     The system will a include message in the *Operations/Error Log* report, indicating that the benefit has been "auto-refunded".
   - Module: *Payroll Employee Records*
     Screen: *Register Record Preparation*
     The calculation of the MPSRS benefit has been revised.

3. The system has been revised to calculate the employee MIP deduction more accurately. The revisions have been made in two areas: the calculation of the deduction wage base, and the calculation of the deduction amount.

   - Module: *Payroll Employee Records*
     Screen: *Employee Mandatory Deductions Screen*
     A new *Operation* has been added to the screen. The *Operations > Correct the MIP fiscal YTD wage base for the employee* may be used to calculate the correct fiscal year to date wage base for the employee's MIP deduction. This may be helpful when some MPSERS election choices have been changed during the fiscal year and the employee MIP deduction has not been calculated correctly for the entire fiscal year. After the wage base has been

calculated, the MIP deduction will be "auto-corrected" on the next payroll run or on the next register record created on the *Register Record Preparation Screen.* The system will include messages in the *Operations/Error Log* report, indicating that the wage base has been corrected.

- For employees who first worked as MPSERS members before 01-Jul-2010 and elected Pension Option 1or 2 (i.e. the MIP should be 4% or 7%), the system will now "auto-correct" the fiscal year to date deduction amount to 4% or 7%, based on the fiscal year to date wage base. Note that, for Option 2, this occurs during the period before the employee reaches 30 years of service. Also note that, if the fiscal year to date MIP deduction amount is not correct, the operation in the bullet point above may have to be done, before the "auto-correction" will occur.

  This has been revised in the following areas:

  Module: *Payroll Module Administration*
  Screen: *Payroll Module Control Screen*
  The *Operation > Run a Payroll* has been revised.
  The system will a include message in the *Operations/Error Log* report, indicating that the deduction has been "auto-corrected".

  Module: *Payroll Employee Records*
  Screen: *Register Record Preparation*
  The calculation of the MIP deduction has been revised.

4. Module: *Payroll Employee Records*
   Screen: *Register Record Preparation*
   The system has been revised to correctly calculate benefit wage bases and amounts when some gross pay line items include negative amounts and some line items also include deduction codes which should be excluded from the wage base of the benefit. For example: some gross pay line items include a negative amount with *Earnings Code* MM and a positive amount with *Earnings Code* XMPS and the employee also has a RHC deduction which should be excluded from the wage base of the FICA benefit. Thanks to Martha Baker of the West Shore Educational Service District for notifying us of this bug.

5. Module: *Payroll Employee Records*
   Screen: *Employee Master Setup* Screen
   In general, for employees who have **both** a *DC Member Cont. %* **and** a *PHF Member Cont. %*¸ORS advises that the entries should be made according to the following instructions:

Application Release Date: 07-Mar-2014

*Rate can be changed by the employee via ING; the reporting unit will be notified of any changes through the ING Feedback File link on the Employer Reporting web site. Any member DC Contributions of 2% or less must be reported on the DTL4 as a Personal Health Care contribution and must be matched 100% by the employer. Any member contributions over 2% must be reported in the Member DC Contribution: $ and Member DC Percent (%) fields.

The system has been revised to enable valid entries in the *MPSERS Information* area, with the following new rules:

- The *DC Member Cont. %* field now allows entries to be made at all times; however, the system will only accept amounts that are valid according to these rules.
- The *PHF Member Cont. %* field will not allow entries to exceed 2.00%.
- Regarding the relationship between the *DC Member Cont. %* and *PHF Member Cont. %* fields: **If** an employee has an amount in the *PHF Member Cont. %* field, **then** the system will **not allow** an entry in the *DC Member Cont. %* field **unless** the *PHF Member Cont. %* is <u>2.00</u>
- If the *Emp first worked on/after 04-Sep*-12 is <u>checked</u>, then the *Retirement Plan* must be <u>H</u>.

Thanks to Shawn Fitzgerald of the Van Buren ISD for notifying us of the need for these revisions.

6. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Reports >Employer's Quarterly 941 Report* (*HR01055*) has been revised. The *HeatlhCost* field has been removed. The system is not able to accurately report a quarterly amount for the cost of employer sponsored health coverage, because amounts entered on the *Employee Tax Control Screen* override the quarterly amounts of employee benefits and deductions that are otherwise used to calculate the amount.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

This release only includes "bug" corrections noted above; there are no other changes.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 16-Jan-2014

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 16-Jan-2014.

Please read these release notes carefully. If you have any questions after reading these notes, please contact the MiCase Information Systems support help line for assistance.

This release includes the ability to produce printed 2013 W-2 forms and the W-2 file to be uploaded to the Social Security Administration. Those revisions are explained in further detail below. For complete instructions regarding these steps, please refer to the *Payroll End of Calendar Year Procedures* (as Revised 03-Dec-2013) found on the Mi-Case.org web site (http://www.mi-case.org/page/139).

Important Note: This release enables your district to adjust W-2 records, to effectively represent the RHC deduction as having been "exempt FICA" for calendar year 2013.

Each district falls in one of the three cases below:

1. **If the RHC deduction was "exempt FICA" in your district for all of calendar year 2013 (01-Jan-2013 through 31-Dec-2013), then you must not do the operation described in item 8 below.**

2. **If the RHC deduction was not "exempt FICA" in your district for all of calendar year 2013), then you may do the operation described in item 8 below – or you may choose not to do it. The decision is yours to make.**

3. **If your district changed the RHC deduction to be "exempt FICA" some time during 2013, and therefore the RHC deduction was "exempt FICA" in your district for some of calendar year 2013 and not "exempt FICA" for some other part of the year, then you must not do the operation described in item 8 below.**

The following items refer to system "bugs" that have been corrected in this version:

1. The system has been revised to calculate Federal withholding taxes according to the current rules for 2014: The rates are based on the *Publication 15 (Circular E), Employer's Tax Guide for use in 2014*. (http://www.irs.gov/pub/irs-pdf/p15.pdf). Please note: these rates will take effect for all payroll records created after you install this release – there is no "auto-correcting" done for Federal Income Tax withholding deductions.

Application Release Date: 16-Jan-2014

2. The system will no longer "auto-correct" the following items during a payroll run:
    - The DC-EM benefit
    - The DC-MC deduction
    - The PHFMC deduction

   The "auto-correct" rules were removed, as they were not accurate in all cases. We have revised the *MPSERS Benefits and Deductions in the MiCase HR/Payroll System* FAQ document to reflect this change.

3. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control*
   The *Operation > Increment Active Calendar Year* has been revised. The system will now put a zero in the following fields on the *Employee Tax Control Screen*:
   - *FIT w/h by 3rd prty payer,*
   - *Wrk. Cmp. pd by 3rd prty,*
   - *MIP due on Wrk. Cmp.*

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

4. Module: *Payroll Module Administration*
   Screen: *Benefit Definition Screen*
   The following *Operations* have been removed from the screen:
   - *Add Excluded gross pay Earnings Code*
   - *Delete Excluded gross pay Earnings Code*
   - *Add Excluded Deduction Code*
   - *Delete Excluded Deduction Code*

5. Module: *Payroll Module Administration*
   Screen: *Deduction Definition Screen*
   The following *Operations* have been removed from the screen:
   - *Add Excluded Earning Code*
   - *Delete Excluded Earning Code*
   - *Add Excluded Deduction Code*
   - *Delete Excluded Deduction Code*

6. Module: *Payroll Module Administration*
   Screen: *Deduction Definition Screen*
   The system has added the rule that, for district-defined deductions, the Deduction Priority must be greater than 600.

7. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*

Application Release Date: 16-Jan-2014

- The *Reports* > *Employer's W-2 Proof Report* has been revised to indicate employees who have an amount in the *HealthCost* field, but do not have any *Medicare Base* or *Federal Tax Base* present. In this case, the system will not print a W-2 form or include their record in the *W-2 records file for submission in the EFW2 format*. In this case, the system displays a # to the left of the *HealthCost* field.
- The *Reports* > *Employee W-2 Forms: 8.5 x 11 Laser* and *Employee W-2 Forms: Archive Copy* have been revised to comply with 2013 reporting requirements.
- The *Operations* > *Create W-2 records file for submission in EFW2 format* has been revised to comply with 2013 reporting requirements.
- The *Operations* > *Import Cost of Employer Sponsored Health Care from spreadsheet file* has been revised.
  - Previously, the system updated the *DD – Health Care Costs* field for all records in the spreadsheet, but left other employee records as they were, including any amounts present from previous imports or data entry.
  - Now, the system sets all *DD – Health Care Costs* to -9.99 (indicating the field is empty) and then imports the amounts found in the spreadsheet.
  - This prevents the system from inadvertently including stale amounts on employees W-2 forms.
  - Please note: after you import costs, there may be amounts appearing on the W-2 proof as a result of the *Benefit* or *Deduction Definition Screens*. This is the case where the *Include in W-2* box is checked for a benefit or deduction code.
  - If you do not want the amounts reported, enter a zero on the *Employee Tax Control Screen*, to override the calculated amount.

8. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   A new Operation > *Adjust 2013 register records to exclude RHC from FICA wage base* has been added to the system.

   This operation essentially provides the same remedy some districts used to correct 2010 and 2011W-2 records when they chose to exempt the RHC deduction from the wage base of FICA, using the method explained in the 20-Dec-2010 *HR/Payroll System Application Release Notes*. Please refer to those notes for further details.

   The system will create a register record for every employee that received gross pay and the RHC deduction during calendar year 2013.

The record will be an ADJST record, with payroll date of 12/28/2013 and will include the following:

For the FICA benefit (B:FICA), the record will have a line item for each ASN to which the employee had the benefit charged during 2013. The line item(s) will refund the excess FICA benefit to each expense account involved, with negative figures in the *Wage Base* and *Amounts* of the line items. Please note: the FICA benefit refund will be prorated proportionally to the amount of FICA that has been charged to each account for the employee. This may not perfectly represent the refund in every case, however; it is the best practical solution we can provide and for the most part any discrepancies should not be material.

For the Medicare deduction (D:MCT), the system will add a line item with the *Wage Base* equal to negative the amount of the calendar year to date RHC deduction, and the *Amount* equal to negative the amount of MCT deduction which was "over-deducted " because the RHC deduction was not considered "exempt FICA."

For the Social Security deduction (D:SST), the system will add a line item with the *Wage Base* equal to negative the amount of the calendar year to date RHC deduction, and the *Amount* equal to negative the amount of SST deduction which was "over-deducted" because the RHC deduction was not considered "exempt FICA." Please note that some employees may not receive an adjustment to their Social Security withholding, if they are already over the maximum amount of wages subject to social security taxes.

For the Federal Income Tax deduction (D:FIT), the system will add a line item with the wage base of zero, and a positive amount equal to the total amount of the MCT and SST adjustments above.

With the above approach, the excess "FICA" withheld from employee's pay will be added to the amount of Federal Income Tax reported as withheld on the employee's W-2 form. Therefore, when the employee files their 2013 federal income tax return, they will obtain the RHC adjustment, either by owing less or getting a larger refund.

Finally, the system will create a batch of transactions in the Accounts Payable module, reflecting the adjustments to the FICA benefit. As with a normal payroll run, if your district has the *A/P Batches* field checked on the *Payroll Deduction Definition Screen*, then batches will also include items for the adjustments to the FIT, MCT and SST deductions.

The batches may then be posted to the general ledger, to make expense accounts reflect adjusted payroll activity.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 16-Jan-2014

<u>The remainder of these notes address W-2 reporting.</u>

Please follow the notes below, as you complete step 5 of the *Payroll End of Calendar Year Procedures*.

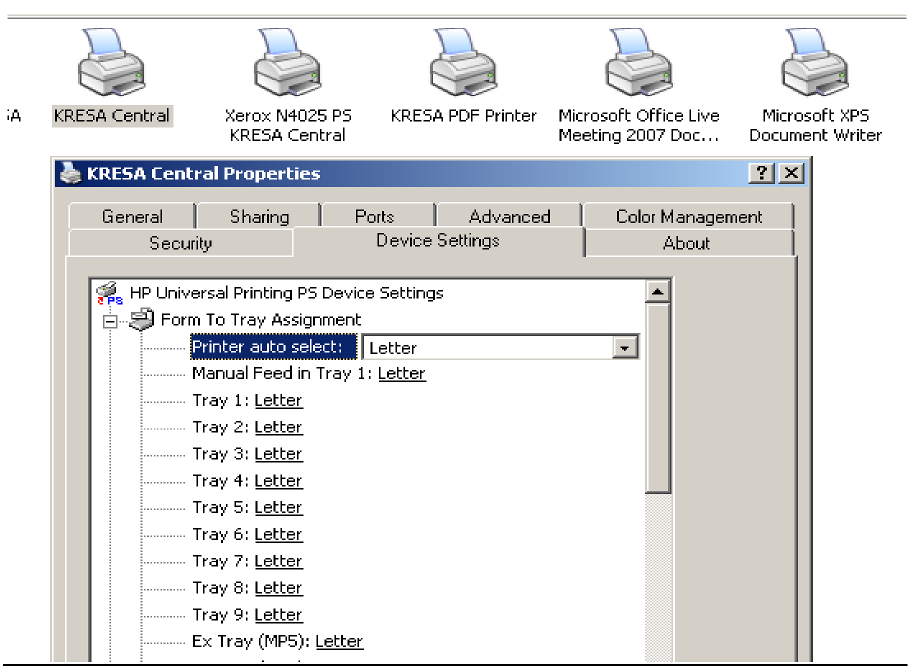
Before completing step 5.a, do the following:

- Select *Reports* > *Employer's W-2 Proof Report*, create a PDF file of the report and print the last page, with totals.
- Select *Reports* > *Employee W-2 Forms: 8.5 x 11 Laser*, create a PDF file of the report and print the last page, with totals.
- Verify that both reports include the same totals for all items. If there is any difference, refer to the first bullet point of item 7 above and contact MiCase support if necessary, to resolve the differences.

Important Note: Before you submit your W-2 forms to be printed at Kalamazoo RESA, you must verify that your computer has a printer called "KRESA Central" and the *Device Settings* for the printer indicate *HP Universal Printing PS*. The instructions below tell you how to check on both Windows XP and Windows 7 systems.

If your computer is a *Windows XP* system,

- Click *Start* > *Printers and Faxes*
- If you have a printer called "KRESA Central", select it and right-click then select *Properties* > *Device Settings* to see the setting.

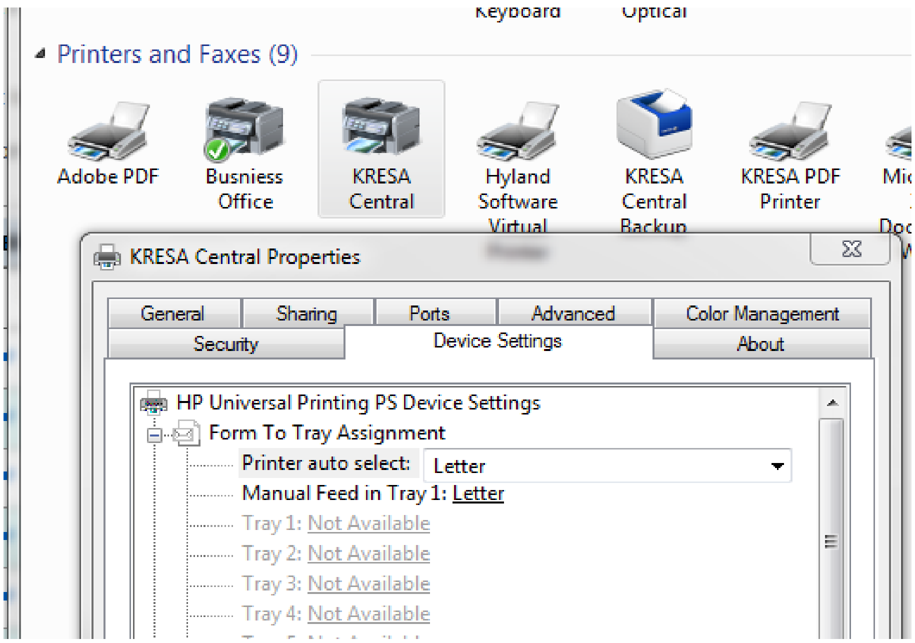


Application Release Date: 16-Jan-2014

If you do not have a printer called “KRESA Central” or the *Device Settings* for the printer do not indicate *HP Universal Printing PS*, please contact MiCase Support for assistance installing the correct printer. Instructions may be found on the MiCase web site (http://www.mi-case.org/domain/28) , via *Support > General MiCase Documentation > HP Universal Printer Drivers – Installation* document.

If your computer is a *Windows 7 or 8* system,

- Click *Start > Devices and Printers*
- If you have a printer called “KRESA Central”, select it and right-click then select *Printer Properties > Device Settings* to see the setting.



If you do not have a printer called “KRESA Central” or the *Device Settings* for the printer do not indicate *HP Universal Printing PS,* please contact MiCase Support for assistance installing the correct printer.

- As you complete the steps in the *Payroll End of Calendar Year Procedures*, in *Step 5 Process W-2 Forms*, please **wait until after you receive your printed W-2 forms from REMC** before continuing with *Step 6 Increment Active Calendar Year*.

- For Pension Plus employees, both the DC Member Contributions (deduction code “DC-MC”) and the Personal Healthcare Fund (deduction code “PHFMC”) amounts are considered a deferral to a 457(b) deferred compensation plan and therefore will appear on the W-2 form in Box 12, with a code G.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 16-Jan-2014

Regarding the reporting of the cost of employer sponsored healthcare coverage on the W-2 form, please refer to the 21-Dec-2012 *HR/Payroll System Release Notes* (as well as the 15-Mar-2012 notes) for details on how to report the cost in Box 12 with a code of DD.

Briefly, there are three ways the system may contain the cost of employer sponsored health care coverage for employees:

- The amount may be entered manually on the *Employee Tax Control Screen*.
- The amounts may be imported into the system from a spreadsheet (see item 7, bullet point 4 above).
- The amounts may be calculated by the system, based on Benefit and Deduction Definition records (see item 7, again).

- In general, the figures on your *Employer's W-2 Proof Report* should equal the sum of the four *Employer's Quarterly 941 Reports,* including the possible effects of any register screens added, voided or un-voided after verifying the last quarter's 941 report. The figures on the *Employer's W-2 Proof Report – Supplemental Data* should equal the sum of the four *Employer's Quarterly 941 Reports – Supplemental Data*, in the case of amounts included in register records in the quarter. For amounts that are entered on the *Employee Tax Control Screen*, the supplemental proofs include the amounts as found on the *Employee Tax Control Screen*, at the time the report is created. Note that some amounts were not automatically set to zero last year and may need to be zeroed manually this year.

- To reconcile the figures on your *Employer's W-2 Proof Report*, consider following the instructions included in the 21-Jan-2013 HR/Payroll System Release Notes.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 19-Dec-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 19-Dec-2013.

The following items refer to system "bugs" that have been corrected in this version:

1. The system has been revised to correctly calculate the employee Social Security Tax withholding (MiCase deduction code "SST") and the employer matching contribution (included in the MiCase benefit code "FICA") for calendar year 2014.

Thanks to Diane Denooy-Aguirre of the Catholic Schools of Greater Kalamazoo for notifying us of this bug.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 25-Nov-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 25-Nov-2013.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operations* > *Update ORS Pay Period Report records* has been revised. Previously, the system included status codes and status dates on Detail 4 records for active employees. The MPSERS only requires status codes and dates to be reported when an employee is terminated. The system has been revised to not include status codes and status dates on Detail 4 records for active employees.

2. In previous releases, we have explained how *1-Time Amounts* may be entered to adjust employee MPSERS benefits (codes DC-EM, MPSRS, MURSP and PHFEM), as well as deductions (codes DC-MC and PHFMC).

   Previously, if the fields on the *Employee Master Setup Screen*, in the *MPSERS Information* area, indicated the benefit or deduction should not be calculated for the employee, the system would ignore the *1-Time Amount* when running a payroll.

   This could be inconvenient, as the *1-Time Amounts* may have been entered to refund a benefit or deduction that was calculated before the fields in the *MPSERS Information* area were changed to correct values.

   The system has been revised so that *1-Time Amounts* entered for the above benefit and deduction codes will be included in the calculation during the next payroll run, regardless of the contents of the fields on the *Employee Master Setup Screen*, in the *MPSERS Information* area.

   Please note that if you enter a *1-Time Amount*, **the system will add the amount entered** to what the system calculates for the next payroll, **instead of overriding the normal system calculation** for the benefit or deduction item.

3. Also, the system has been revised to "auto-correct" the MPSERS employee benefits (codes DC-EM, MPSRS, MURSP and PHFEM), as well as deductions (codes DC-MC, MIP, PHFMC and RHC) when it is able to. If the system includes an "auto-correction" or a *1-Time Amount* for one of these benefits or deductions during a payroll run, a message will be included in the *Operations / Error Log* report, indicating the employee and amount involved.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 25-Nov-2013

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

4. Module: *Personnel*
   Screen: *Registry of Educational Personnel Screen*
   The system has been revised to include *Assignment Codes*, *Credential Types* and *School Code*s as revised in the CEPI *document REP Data Field Descriptions Fall 2013 Submission.*

5. Module: *Payroll Employee Records*
   Screen: *Employee Mandatory Deductions Screen*
   A new *Operation* has been added to the screen. The *Operations > Correct the RHC fiscal YTD wage base for the employee* may be used to calculate the correct fiscal year to date wage base for the employee's RHC deduction. This may be helpful when an employee is changed from PHF to RHC on the *Employee Master Setup Screen* and should have additional RHC deducted to make up for deductions missing on previous payroll runs. After the wage base has been calculated, the RHC deduction will be "auto-corrected" to the correct amount on the next payroll run or on the next register record created on the *Register Record Preparation Screen.*

In the 16-Apr-2013 system release, we created three new *Earnings Codes* for use with reporting PA 464 retirees to the MPSERS. The code TPULY was defined to enable reporting the earnings of employees working for the district but paid by a third party. This code enables the system to maintain records of the employees and report their wages, benefits and possible deductions to MPSERS, while not appearing on 941 or W-2 reports.

Also in the 16-Apr-2013 release notes, item 5. includes a section the begins "*Note that if a payroll includes gross pay from a third party or paid to the employee as an independent contractor (i.e., with Earnings Code of TPULY)*"… that discusses this issue in further detail.

Because these wages were paid by a third party, we have made the following changes.

6. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Run a Payroll* has been revised. Previously, the resulting gross pay Accounts Payable transaction batch created when the payroll was run included all gross pay, including gross pay with the *Earnings Code* TPULY. The system has been revised so that gross pay with *Earnings Code* TPULY will not be included in the transaction batch.

7. Module: *Payroll Employee Records*

Application Release Date: 25-Nov-2013

Screen: *Employee Register Records Screen*
Similarly, the *Operations > VOID a Register record* and *Un-Void a Register record* have been revised so that the resulting Accounts Payable transaction batch created from these operations will not include gross pay items with the *Earnings Code* TPULY.

8. Module: *Payroll Employee Records*
   Screen: *Register Record Preparation Screen*
   Finally, the *Operations > Add register record to system has* been revised so that the resulting Accounts Payable transaction batch created from the operation will not include gross pay items with the *Earnings Code* TPULY.

9. Given the above, some general ledger accounts may include gross pay which was paid by a third party and should not have been included in the transactions created by the payroll system. To determine the gross pay included in payroll records, examine the report below and consider if journal entries or other adjustments may be required to correct account histories.
   Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Reports > Employer Distribution Reports > Employer Gross Pay Distribution by Earning Code* may be used to locate all payroll records with the *Earnings Code* of TPULY.

Thanks to Kerri Harrie of the West Shore ESD for pointing out the need for this revision.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 03-Oct-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 03-Oct-2013.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Deduction Definition Screen*
   - Deductions are taken from employee gross pay in priority order. The priority is shown in the *Deduction Priority* field. Some deductions must be taken before others, because the amount of the first deduction is excluded from the wage base of the second deduction (ex: MIP must be deducted before Federal or Michigan withholding can be taken, because the MIP is a "pre-tax" deduction). Some deductions are legally mandated to have a high priority (ex: a court ordered garnishment). Some deductions need to be taken before other deductions because they are more important (ex: an employee's health insurance premium must be deducted before their payment for a health club membership).
   - The system has revised the deduction code, "DC-MC", the MPSERS Defined Contribution - Member Contribution amount. The priority has been lowered from 108 to 402.
   - The system has revised the deduction code, "PHFMC ", the MPSERS Personal Healthcare Fund - Member Contribution amount. The priority has been lowered from 109 to 403.
   - With the above changes, the system should take employee deductions in the following order:

Code	**Priority**
MIP	105,
RHC	107,
PSFSA	110,
DCFSA	120,
MCFSA	130,
HSA	150,
MCT	210,
SST	215,
TDP	320
DC-MC	402,
PHFMC	403,
403B	405,
457	410,
FIT	501,
MIT	505,
IIT	510,
WIT	515

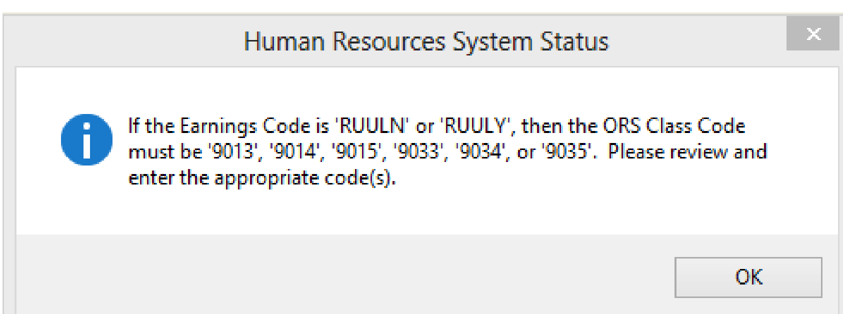
Other system deductions that should be taken in a specific priority include the following:

- GARN
- RTH1K
- RTH3B
- 401K

If your district uses the above deduction codes, please review their priority, to make sure it is appropriate.

- Note that if an employee elects to have their DC-MC and/or PHFMC deduction percentage too high, the system may not deduct some or all of the deductions with lower priorities. As an extreme example, the employee could use the ING web site to elect 90% of their gross pay to be deducted into DC-MC and/or PHFMC. If their MIP is 3%, then in this case no deductions with lower priorities than PHFMC would be taken (this would include MCT, SST, FIT, etc.) Also, consider that PSFSA, DCFSA and MCFSA deductions are taken before DC-MC and PHFMC. Therefore, we recommend reviewing any changes to DC-MC and/or PHFMC that are "excessive" (perhaps over 50%) before updating the *Employee Master Setup Screen*.

2. Module: *Payroll Employee Records*
   Screen: *Employee Master Setup Screen*
   Screen: *Primary Contract/Salary Screen*
   Screen: *Additional Contracts/Salaries Screen*
   Screen: *Employee One-time Postings Screen* and
   Screen: *Register Record Preparation Screen*
   The system was displaying messages, similar to the one shown below, indicating that the *Earnings Code* and/or the *ORS Class Code* were incorrect, when using the new codes related to PA 464. The system has been revised and should now accept all valid combinations of these codes.



3. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operations* > *Update ORS Pay Period Report records* has been revised.

Application Release Date: 03-Oct-2013

Previously, the operation failed to include wages paid with the *Earnings Code* RUULN. This has been fixed and those wages are now included in Detail 2 records.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

4. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   - On the *Member Demographics* page, the *Current Report Period End Date being processed* field has been available for some time. The date entered in this field will appear as the default date for the *Reports* found on the screen. Also, the date will appear as the default for the *Operations > Create ORS Pay Period Report File to Upload to MPSERS*.
   - The system has been revised so that if a date is entered in the field, the system will only display records for that date on the screen. This should make it easier to select records on the screen, by filtering out all records that are not for the report period end date selected. Note that you may have to click on the browse list of records at the bottom of the screen, to have the filter take effect.
   - To use this field to filter records, enter an appropriate pay period end date and select *Save*.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 18-Sep-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 18-Sep-2013.

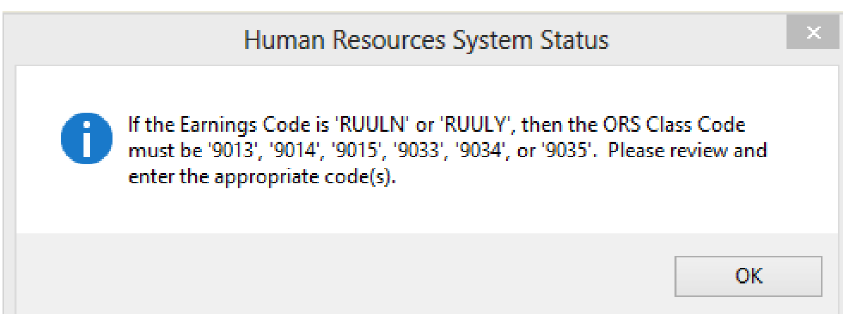
Please note: This release **must be installed before running your first payroll of October, 2013.**

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   In the 16-Apr-2013 release, we corrected the following *Reports* >
   - *Employer's Quarterly 941 Report*,
   - *Employer's Quarterly 941 Report – Supplemental Data*,
   - *Employer's W-2 Proof Report* and
   - *Employer's W-2 Proof Report – Supplemental Data*

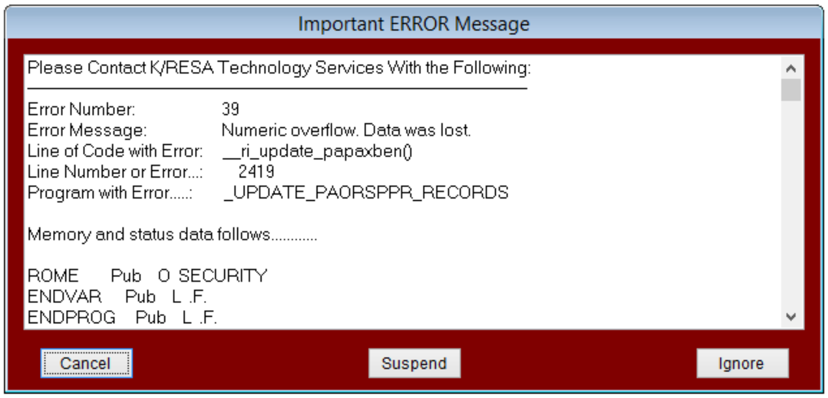
   regarding reporting the cost of employer sponsored health coverage (*HealthCost*) and the Employer HSA contribution. These reports still reported incorrect amounts in some circumstances. We have revised them again and the reports should include correct amounts now.

2. Module: *Payroll Employee Records*
   Screen: *Employee One-time Postings Screen* and
   Screen: *Register Record Preparation Screen*
   The system was displaying messages, similar to the one shown below, indicating that the *Earnings Code* and/or the *ORS Class Code* were incorrect, when using the new codes related to PA 464. The system has been revised and should now accept all valid combinations of these codes.

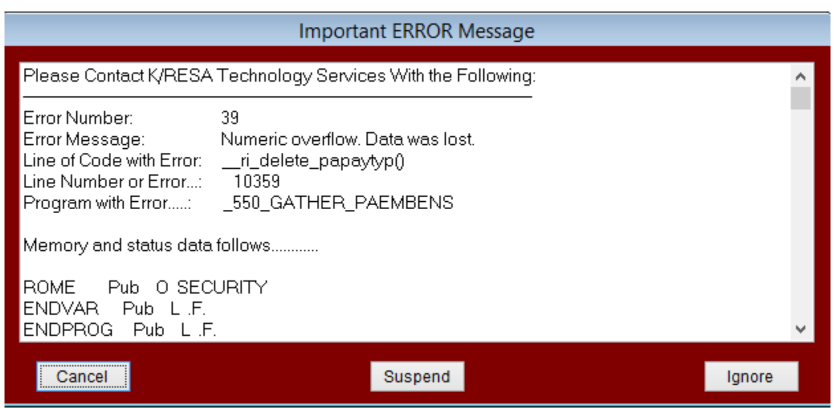


3. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operations* > *Update ORS Pay Period Report records* has been revised. Previously, the operation failed and displayed the error message below, in some

circumstances. This has been corrected and the operation now works correctly for all known current rules.



4. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Run a Payroll* has been revised. Previously, the operation failed and displayed the error message below, in some circumstances. This has been corrected and the operation now works correctly for all known current rules.



5. In previous releases, we have explained how *1-Time Amounts* may be entered to adjust employee MPSERS benefits (codes DC-EM, MPSRS, MURSP and PHFEM) as well as deductions (codes DC-MC and PHFMC). If a *1-Time Amount* is present when the payroll is run, the system includes the amount in the *Service Units* field of the employee's payroll register record, for reference. Therefore, when reviewing reports of employee register records, the service units in benefit and deduction items may be ignored, except as a reference to adjustments that were entered for these items.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 18-Sep-2013

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

6. The system has been revised so that the MPSERS Employer Contribution (MiCase benefit code "MPSRS") will be calculated using the rates included in the MPSERS memo *Updated Employer Contribution Rates*, dated 07-May-2013, for wages with payroll dates in the 2013-2014 MPSERS fiscal year (October 1, 2013 – September 30, 2014)

7. Previous release notes defined three *Earnings Codes* to be used for PA 464 wages (RUULN, RUULY and TPULY). The system has been revised so that they are now defined as:
   - All three codes are excluded from the wage base of the "MIP" and "RHC" deductions
   - RUULN and TPULY are ***excluded*** from the wage bases of the DC-EM and PHFEM benefits as well as the DC-MC and PHFMC deductions. In other words, employees being paid with these earnings codes will not receive any DC or PHF benefits, nor will they have any DC or PHF deductions taken on the earnings coded RUULN or TPULY. If they receive pay with other earnings codes, the system will calculate any potential DC or PHF benefits or deductions as it normally would for the earnings code in question.
   - RUULY is ***included*** in the wage bases of the DC-EM and PHFEM benefits as well as the DC-MC and PHFMC deductions. In other words, employees being paid with this earnings code will receive any DC or PHF benefits, and will have any DC or PHF deductions taken on the earnings coded RUULY.
   - TPULY is excluded from the wage bases of the "MCT", "SST", "FIT", "MIT", "IIT" and "WIT" deductions. In other words, wages paid with TPULY code are only used to report to MPSERS, they do not appear on any 941 or W-2 reports.

   This represents our understanding of the rules contained in the 25-Jun-2013 *How to Report Retirees Returning to Work* instructions as well as the *PA 464 – Employer Action Guide (Rev. 7/2013)* from MPSERS.

8. Module: *Personnel*
   Screen: *Teacher Contract Setup Screen*
   In the *Tools > Import\Export System* menu selection, the export (*Report Name > TEACHCON*) can be used to create an export file of data included on teacher contract forms. We have revised the file to include all fields included in the printed contract form (menu choice *Reports > Teacher Employment Contracts – Laser Form*). Several districts want to print teacher contracts, but use forms of their own, instead of the generic contract form included in the system. If you create the export file, you can then use it as the input for a mail merge and print the contracts in Word.

Application Release Date: 18-Sep-2013

To create the file:

- Select *Tools > Import\Export System* then select *Browse* and choose > *Report Name > TEACHCON*.
- Click on the *Export* button. The *Choose Export Options* screen will appear. *Click to Select File* and enter the name and location of the file to create.
- The *Current User Defined Filters – TEACHCON* screen will appear. There may be a filter record present – or there may not. In any case, the result must be a filter with the filter expression PEEMMAST.ORGAN = "01" AND em_is_term() = .F. Note that in the filter, these last characters must be .F. (period capital F period). We suggest naming the filter Organization Code 01 and Active employees – but you may use any name you wish.
- Export the file and then open it using Excel. Using Excel, you may sort and/or filter the records as needed to merge them into the Word document(s) to create teacher contracts.

9. Module: *Payroll Employee Records*
   Screen: *Employee Register Records Screen*
   The *Reports > Employee Register Detail Summary Report –All employees* has been revised, per the request of some auditors. The spreadsheet file option has been revised to include several fields related to MPSERS elections and the resulting benefits and deductions. The spreadsheet file columns V – Z contain the data found on the *Employee Master Setup Screen*, in the fields shown below:
   - ret_plan = *Retirement Plan*
   - ors_penopt = *Pension Election*
   - ors_rhcphf = *RHC or PHF?*
   - hire090412 = *Emp first worked on/after 04-Sep-12*
   - ors_rp0904 = *Plan Choice*

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 06-Aug-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 06-Aug-2013.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Employee Pay and Benefits Accrual Screen*
   - The *Operations > Update Employee Gross Pay and Benefit Accrual Records* did not work correctly when the *Employee Benefits Screen* contained an *ASN* for fixed-amount benefits such as health insurance. The system would create the accrual records, but the employee name would be blank. This has been fixed and the operation now works correctly. Thanks to Robin Houchen of Bangor Schools for notifying us of this bug.
   - The *Operations> Import Pay and Benefit Accrual Records from spreadsheet file* did not correctly import records for gross pay items that were not found on either the *Primary Contract/Salary Screen* or the *Additional Contracts/Salaries Screen*. The operation will now import all gross pay items, with the item code found in the spreadsheet file. Note that item code must be a valid code, as defined in the *Gross Pay Items Definition Screen*. Thanks to Martha Baker of the West Shore ESD for notifying us of this bug.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

The remainder of these notes refer to the new benefit code, "MURSP" (MPSERS UAAL Rate Stabilization Payment), which was introduced in the 28-Jun-2013 HR/Payroll System Release notes.

As explained in the 28-Jun-2013 HR/Payroll System release, this benefit is **not mandatory**; your district may include it in employee payroll records or not. The following notes discuss the calculation of the benefit, **if** you choose to include it in employee register records.

For a number of reasons, this benefit is a complicated subject. We have revised the system with the options below, to help calculate it as accurately as possible. However, the benefit amounts will probably never be 100% accurate and will almost certainly require some manual adjustments. Please review the notes below and contact MiCase for assistance , if necessary.

2. The system has been revised to calculate the "MURSP" benefit amount according to this rule:

Application Release Date: 06-Aug-2013

Previously, the system calculated the benefit amount as 4.56 of the wages subject to the normal MPSRS benefit. This resulted in the "MURSP" benefit being calculated on wages earned prior to 01-Jul-2013 (i.e. "accrued wages"), which is not correct.

The system cannot determine whether some wages or accrued or not, based on the register record.

With this release, at the time the system is calculating the benefit amount (either during a payroll run or on the *Employee Register Records Preparation Screen*), it will look at the *Primary Contract/Salary Screen*.

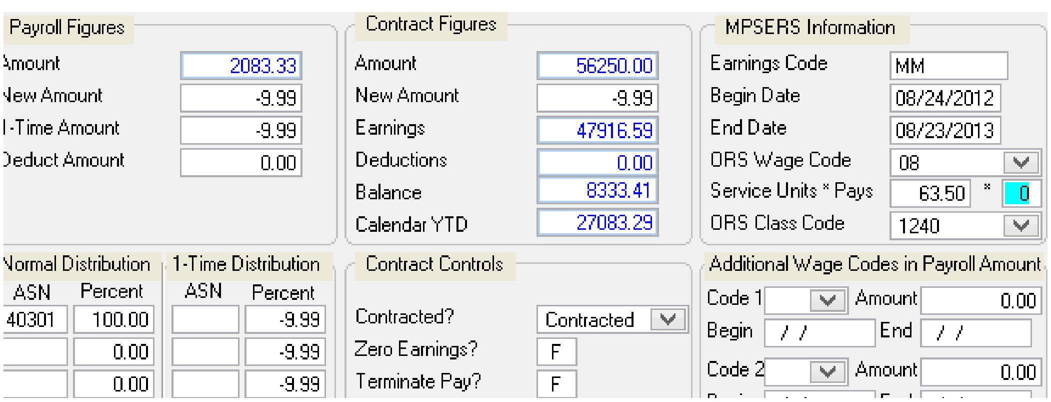
If the employee currently has:

- *Contracted?* = Contracted and
- *Balance* greater than zero and
- *Service Pays* = 0

then the system will assume the employee is currently receiving "accrued wages" and therefore will calculate the MURSP benefit as **zero – on all gross pay, whether some of it is earned on or after 01-Jul-2013 - or not**.

Otherwise, the system will calculate the MURSP benefit as 4.56% of the gross pay subject to the MPSRS benefit.

The screen image below shows an example of an employee who is currently receiving "accrued wages" and therefore will have their MURSP benefit calculated as **zero**.



3. Module: *Payroll Employee Records*
   Screen*: Employee Benefits Screen*

Application Release Date: 06-Aug-2013

- The system has been revised to enable it to "auto-correct" the benefit for a selected employee. If you select the "MURSP" benefit and enter a "A" in the *Acct. #* field, the system will do the following:
  - First, calculate the fiscal year to date wage base for the MURSP benefit, by summing their gross pay that meets the following criteria:
    - *Payroll Date* on or after 01-Jul-2013 **and**
    - *Earnings Codes* **other than** *Earnings Codes Excluded from Benefit Base* in the "MURSP" record of the *Benefit Definition Screen* **and**
    - *ORS Wage Codes* **other than** "08", "85", "86" or "88" (i.e, the system will omit "summer pays of accrued wages" and adjustments to those items)
  - Then, the system will calculate the fiscal year to date benefit amount, based on the wage base calculated above
  - Finally, the system will calculate the benefit amount for the payroll register record being created by subtracting the previous fiscal year to date benefit amount from the amount calculated in the step above. Note this will occur only on the next payroll run.

- The system has been revised to allow you to enter a number in the *1-Time Amount* field, for the benefit code "MURSP". If you enter a *1-Time Amount*, **the system will add the amount entered** to what the system calculates for the next payroll, **instead of overriding the normal system calculation** for the benefit item. When the system calculates the amount for the next payroll, it will be basing it on the gross pay for that payroll – it will be not be "auto-correcting". Enter the amount to be adjusted **before** the payroll is run; you do not have to calculate what the benefit should be for the next payroll by including necessary adjustments. Also, the system will include these *1-Time Amounts* in the register record in the *Serv. Units* field for the corresponding benefit or deduction line item. Finally, the system will include messages in the *Operations/Error Log* report indicating the amount of the adjustments entered in the *1-Time Amounts*. Then, for future payroll runs, the system will revert to calculating the benefit based on the normal rules.

- Please note: if you enter a *1-Time Amount*, that will override the effect of "auto-correcting" described in the first bullet point above. In other words, you should use one of the points, but not both.

- Also note: both of the above items **only** apply to the *Operation > Run a Payroll*. They do not have any effect on the calculation of the "MURSP" benefit on the *Register Record Preparation Screen*.

4. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*

Application Release Date: 06-Aug-2013

A new *Operation > Set "MURSP" benefit to "auto-correct" for all employees* has been added to the system. This will set the "*MURSP"* benefit to *"auto-correct"* for all employees on the next payroll run. If you do not want all employees to have their benefit "auto-corrected" you may still use the operation and then remove the "A" ("auto-correct") from the *Employee Benefits Screen* for selected employees.

In summary: employees fall in to one of three groups:

- Employees with **all** fiscal year wages "accrued" (e.g. teachers receiving "summer pays" and not earning pay in the new fiscal year)

- Employees with **no** fiscal year wages "accrued" " (e.g. "12 month" employees whose first payroll of July is **earned** in the current 2013-2014 fiscal year)

- Employees with **some** fiscal year wages "accrued" and **some NOT** "accrued"

Therefore, we recommend that the most effective way to correct benefit for all employees is to do the following:

- For the first payroll run after this release is installed, follow step 4 above to cause the system to "auto-correct" the benefit amount for all employees.

- Then, after all wages earned prior to 01-Jul-2013 have been paid, on the next payroll, for employees with **some** fiscal year wages "accrued" and **some NOT** "accrued", enter a *1-Time Amount*, to correct the fiscal year to date total for MURSP. Then, from that point on, the system will assume all gross pay is earned in the current fiscal year and will calculate the MURSP as 4.56

However… because we don't know how your district has handled the "MURSP" benefit (which payrolls it has been included in, which employees, etc…) and how you plan to handle it in the future, we are including the ability for your district to continue calculating the benefit as it is currently.

5. Module: *Payroll Module Administration*
   Screen: *Benefit Definition Screen*
   This screen has been revised, regarding the "MURSP" benefit code. If you select the "MURSP" benefit and check the *Include in W-2?* field, the system will continue to calculate the "MURSP" benefit as it did using the 28-Jun-2013 HR/Payroll System release – i.e., it will calculate it on all gross pay with *Earnings Codes* of **other than** *Earnings Codes Excluded from Benefit Base* in the "MURSP" record of the *Benefit Definition Screen.* It will not consider whether the employee is currently receiving "accrued wages" or not. Please note: the

benefit will only be calculated for employees who have the "MURSP" benefit on their *Employee Benefits Screen*.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

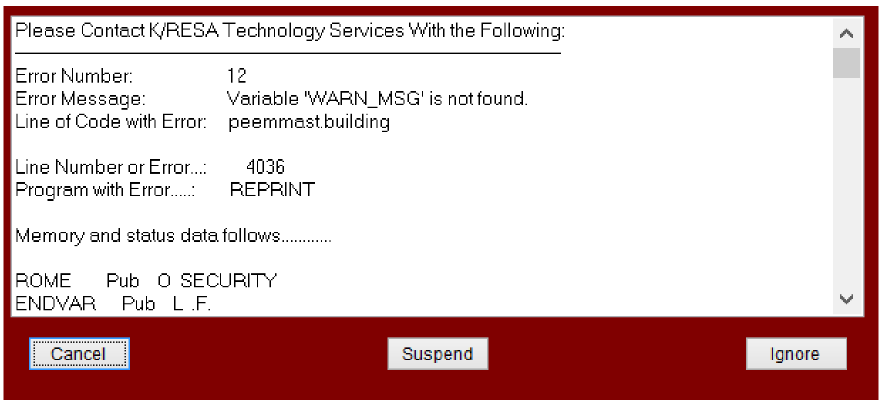
MiCase HR/Payroll System
Application Release Notes

Application Release Date: 28-Jun-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 28-Jun-2013.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. Module: Payroll Module Administration
   Screen: Payroll Module Control Screen
   The *Reports > Request All Standard P/R Reports* resulted in the error message



   while trying to create the *Payroll Contract Balance Report*. This has been fixed and the reports now work correctly. Thanks to Claudia Wall of Burr Oak Schools, Denise Tuszynski of New Buffalo Schools and everyone else who had to work around this bug.

2. Module: *Payroll Module Administration*
   Screen: *Employee Pay and Benefits Accrual Screen*
   The *Operations> Update P/R Periodic Totals and A/P with Accrued Wages and "calculated benefits" Accrual Records* did not work correctly in the case where the resulting Accounts Payable batches were to include *ONE line item per ASN*. The resulting batch for gross wages to the accrual account did not contain the correct amount for the one line item. This has been fixed and the operation now works correctly. Thanks to Brad Storms of the Kalamazoo RESA for notifying us of this bug.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

Application Release Date: 28-Jun-2013

The remainder of these notes refer to changes made based on the memo show below:

June 6, 2013

MEMORANDUM

TO: School District Business Officials

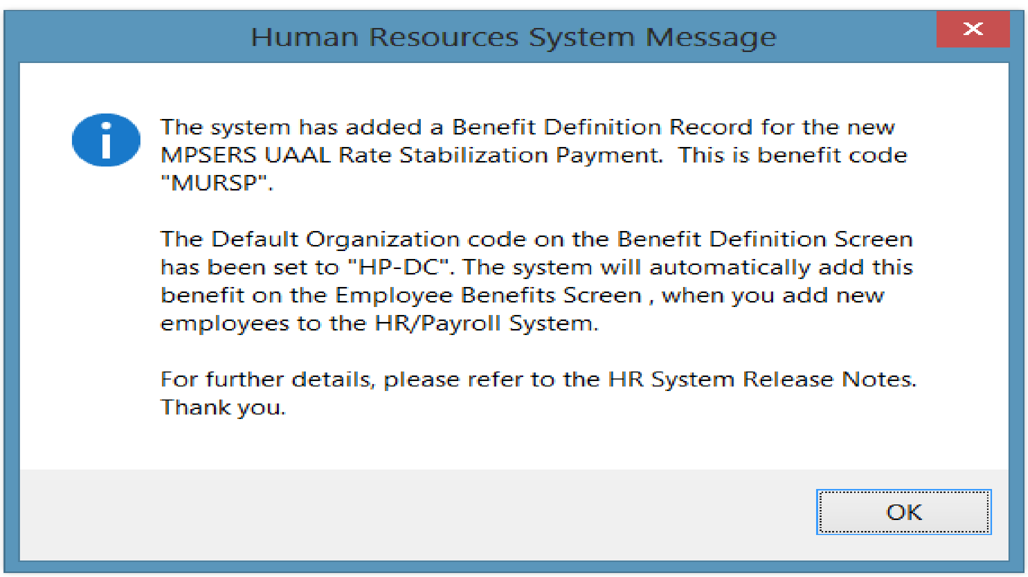
FROM: Glenda Rader, Assistant Director, State Aid and School Finance Glenda Rader

SUBJECT: Guidance on Accounting for the MPSERS UAAL Rate Stabilization Payment (MCL 388.1747c)

As the communications about this issue came from the Department of Education and because the ORS MPSERS has not issued any instructions regarding districts reporting this item in their pay period reports (e.g. on the Detail 2 record) we have defined this benefit so you may use it in the payroll system or not.

3. After you install this release, when the HR/Payroll System is started, it will attempt to define a new benefit code, "MURSP" (MPSERS UAAL Rate Stabilization Payment). You must complete the definition by entering a *Default Organization* code for the benefit; we have initialized the organization code to "HP-DC", as we did when we defined the new benefit codes "DC-EM" and "PHFEM".

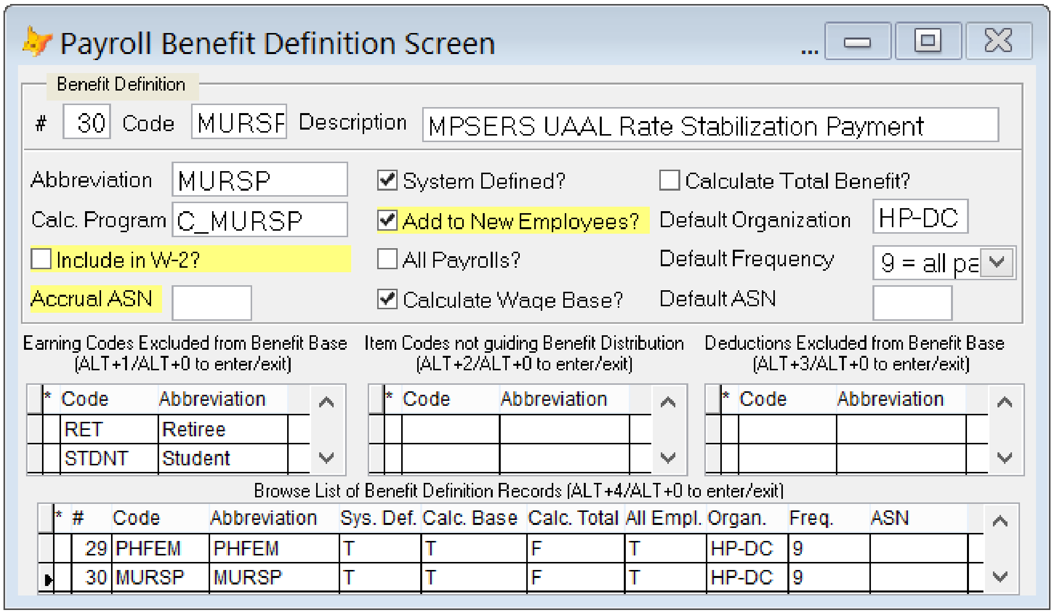
   The system message notifying you of this definition is shown below:



4. Module: *Payroll Module Administration*
   Screen: *Benefit Definition Screen*

Application Release Date: 28-Jun-2013

The benefit will be defined as shown below:



The benefit will be calculated as 4.56% of reportable wages – i.e. wages included in the wage base of the “MPSRS” benefit.

The benefit amount will not be included in the ORS Pay Period Report – either on the Detail 2 or the Detail 4 records.

Note that the *Default Organization* will be set to “HP-DC”. If you want to pay the benefit to another Financial Organization, include the correct code and select *Save*.

The benefit will be defined with the *Add to New Employees?* box checked. If you want to include the benefit in payroll register records, then select *Operations > Add Benefit Record to all Employees*, which will include the record on all employee benefit screens. In this case, follow the instructions in item 5 below.

If you do not care to include this new benefit in payroll records, then uncheck the *Add to New Employees?* box and update the benefit definition.

5. Module: *Payroll Module Administration*
Screen: *Benefit Distribution Control Table Screen*
A new *Operation > Add Benefit Distribution Control records for* ‘MURSP’, *based on “MPSRS’ records* has been added to the system. Because this release creates a new benefit code (“MURSP”), the benefit items on employees’ payroll records will not have ASNs associated with them. This operation will create a

new set of records in the *Benefit Distribution Control Table*, by duplicating the records for the "MPSRS" benefit and including the code "PHFEM'" in the *Benefit* field, instead of "MPSRS". If you wish to distribute the new benefit costs differently than the MPSRS benefit costs are distributed, you may revise these records as you wish, but, at least this operation will provide you with an initial set of distribution control records.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 24-Jun-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 24-Jun-2013.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: Payroll Module Administration
   Screen: Payroll Module Control Screen
   The *Reports > Pre-payroll Balance Reports… > Primary Contract Balance List* reported incorrect amounts under some circumstances. This has been corrected. Thanks to Joan Rozeveld of Kalamazoo RESA for notifying us of this bug.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

2. Module: Payroll Module Administration
   Screen: Payroll Module Control Screen

   The following items have been removed from the screen as they are obsolete and have been replaced by items on *Employee Pay and Benefit Accrual Records Screen*.
   - The *Operations > Fiscal Year End Procedures > Update Contract Balance Accrual Records* and *Update Periodic Totals and A/P with Accrual Records*.
   - The *Reports > Fiscal Year End Reports… > Contract Balance Accrual Records.*

   - The *Reports > After-Payroll Results Reports > Current Contract Balance Report* has been revised. A new column labeled *?Item* indicates if an employee has a contract balance that should be reviewed before accruals are processed. If the contract is currently set to *Terminate Pay?,* the report will display "TERM." in the *?Item* field; if the *Payment Frequency* is "0 = Item is currently inactive", the report will display "FREQ".

3. Module: *Payroll Module Administration*
   Screen: *Employee Pay and Benefits Accrual Screen*
   The *Operations* on this screen have been revised to handle the accrual of wages and benefits as accurately as possible. For complete instructions, please refer to the *Payroll End of Fiscal Year Procedures* document, with the revision date of <u>21-Jun-2013</u>. Please note that page 5 of the revised instructions includes the following notes which are new for this year and should be considered before doing the accrual procedures.

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Before proceeding to the accrual procedures, select *Reports > After-Payroll Results Reports > Current Contract Balance Report* and review the report. The column labeled *?Item* indicates if an employee has a contract balance that should be reviewed before accruals are processed.

If the contract is currently set to *Terminate Pay?,* the report will display "TERM." in the *?Item* field; if the *Payment Frequency* is "0 = Item is currently inactive", the report will display "FREQ". In these cases, the system will accrue the current contract balance and associated benefits. If you do not want accruals to occur, update the *Employee Primary Contract/Salary Screen* and/or the *Employee Additional Contracts/Salaries Screen* to remove the contract balance.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 13-May-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 13-May-2013.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Run a Payroll* has been revised. Previously, the system did not correctly calculate the MPSERS employer contribution, for negative reportable wage amounts. The system should now calculate correct employer contribution amounts. Thanks to Diane Myers of Comstock Public Schools for notifying us of this bug.

2. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operations > Update ORS Pay Period Report records* has been revised to include Detail 4 records for employees with *Status Change Dates* within the *Starting Register Date* and *Ending Register Date* entered for the reporting period being updated. Thanks to Shawn Fitzgerald of the Van Buren ISD for notifying us of this bug.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

The following items refer to MPSERS PA 464 Retirees Returning to Work.

For now, we are waiting for further instructions from the ORS, telling us how retiree wages and contributions are to be reported to them. However, we are including the following notes to present our current response to ORS reporting requirements.

In the *16-Apr-2013 Release Notes*, three new *Earnings Codes* were introduced, with the instruction to consult the *PA 464 Employer Action Guide* to determine the code to use for the payroll situation.

The same applies to the new *ORS Class Codes* defined below: consult the *PA 464 Employer Action Guide* to determine the code to use for the payroll situation.

Please note: **DO NOT use the new *Earnings Codes*** and ***ORS Class Codes*** until we notify you, after we receive further instructions from the ORS on how to report these items.

3. Module: *Payroll Module Administration*

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The system has been revised to include 9 new *ORS Class Code.* These codes are for use when paying retirees per the rules in the *PA 464 Employer Action Guide* issued by MPSERS.

- 9013 = Critical Shortage Retiree (Teacher)
- 9014 = Critical Shortage Retiree (Admin.)
- 9015 = Critical Shortage Retiree (Other)
- 9023 = 3rd Party Retiree (Teacher)
- 9024 = 3rd Party Retiree (Admin.)
- 9025 = 3rd Party Retiree (Other)
- 9033 = Non Critical Shortage Direct Hire Retiree (Teacher)
- 9034 = Non Critical Shortage Direct Hire Retiree (Admin)
- 9035 = Non Critical Shortage Direct Hire Retiree (Other)

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On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 16-Apr-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 16-Apr-2013.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. Module: *Payroll Employee Records*
   Screen: *Employee Master Setup Screen*
   - The *Ret. Health Care Rate* field has been removed as it was obsolete.
   - A new field, *Opt. 2 – At. 30 years* has been added to the system. This is for employees who chose pension election Option 2 – to increase contributions until 30 years of service and then revert to the member contribution plan they were in before their transition payroll. When the employee has attained 30 years of service, place a check in this field. From that point on, the employee's MIP deduction will be calculated based on the contents of their *Retirement Plan* field, as it had been prior to their transition payroll. Note that the *Retirement Plan* field should contain the code that reflects the retirement plan the employee was originally enrolled in. The system tells you not to change the contents of the *Retirement Plan* field as a result of any elections the employee made related to Pension Reform 2012.

     If an employee had the incorrect amount of MIP deducted in previous payrolls, the correction may be made in two steps:
     - First, on the *Register Record Preparation Screen*, create an ADJST register record, with the amount of MIP adjustment required for the employee – either positive or negative. Verify that the amount of all other line items is zero, resulting in both gross and net amounts of zero also.
       - If the MIP adjustment is positive (employee will have more MIP deducted), then also include a deduction line item with code "MISC" (or any other code you wish to use for the purpose) and the amount of the MIP adjustment – as a negative number.
       - If the MIP adjustment is negative (employee will have excess MIP "refunded"), then also include a direct to net line item with code "MISC" (or any other code you wish to use for the purpose) and the amount of the MIP adjustment – as a negative number.
     - In the next payroll run, include either a MISC deduction of the additional amount of MIP the employee owes (as a positive number) or a direct to net item with the amount of MIP the district is to refund the employee (as a positive number).

2. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*

- The *Reports > Employer's Quarterly 941 Report* was not displaying the correct cost of employer sponsored health coverage (*HealthCost*). This has been fixed and the report should include correct amounts now.
- The *Reports > Employer's Quarterly 941 Report – Supplemental Data* and *Employer's W-2 Proof Report – Supplemental Data* were not correctly calculating the Employer HSA contribution. This has been fixed and the reports should include correct amounts now.

3. Module: *Payroll Module Administration*
Screen: *Payroll Module Control Screen*

- The *Reports > UIA Multiple Worksite Report - BLS 3020* has been revised to include all gross pay except gross pay with Earnings Codes of:
  - BPANN = "Board Paid Annuity" payments
  - STDNT = payments to "students"
  - TPULY = gross pay from a third party or to an employee as an independent contractor
  - WCPAY = Workers Compensation pay
  - XFICA = gross pay excluded from the wage base of FICA

  Previously, the system did not exclude WCPAY pay; TPULY is a new code which is to be excluded also.
- The *Operations > Create UIA 1028 Employer's Quarterly Wage/Tax Report file* has been revised to include all gross pay except gross pay with Earnings Codes as listed above.
  Previously, the system excluded WCPAY pay; TPULY is a new code which is to be excluded also.

Now both the report and the file will include the same amount of pay for each employee. Thanks to Carol Taylor of Vicksburg Schools for notifying us of this issue.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

4. Module: *Personnel*
Screen: *Primary Employee Data Screen*
The *Third Party Employee* field has been revised. The name has been abbreviated to *Third Party Empl*. Previously the field accepted any letter or number; now you must select from the choices of:
- IC = Independent Contractor
- TP = Third Party employee.

If you previously entered another character, the system will display a red box in the field, until you change it to one of the above choices. This has been revised to enable more effective reporting of employees who are not hired by the district (reporting unit). For the present, you should enter the appropriate code for employees who are working for your district either as an *Independent Contractor* or employed by a *Third Party*. In the future, this field will be used regarding reporting employee data to the MPSERS and/or with the WorkForce Time and Attendance System.

5. Module: *Payroll Employee Records*
Screen: *Employee Benefits Screen*
The system has been revised to allow you to enter a number in the *1-Time Amount* field, for the benefit code "MPSRS". If you enter a *1-Time Amount*, **the system will add the amount entered** to what the system calculates for the next payroll, **instead of overriding the normal system calculation** for the benefit item. Enter the amount to be adjusted **before** the payroll is run; you do not have to calculate what the benefit should be for the next payroll by including necessary adjustments. Also, the system will include these *1-Time Amounts* in the register record in the *Serv. Units* field for the corresponding benefit or deduction line item. Finally, the system will include messages in the *Operations/Error Log* report indicating the amount of the adjustments entered in the *1-Time Amounts.* Then, for future payroll runs, the system will revert to calculating the benefit based on the normal rules. Please be careful using this feature, as it may create inappropriate results when reporting employee data to the MPSERS.

The following section addresses changes to the system for use with retirees working under the circumstances addressed by PA464.

ORS sent an email on 28-Feb-2013, with the subject *PA 464 Retirees Returning to Work*. We consider this is our main source of information about this subject. The email includes a link to another document, *PA 464 Retirees Returning to Work – Employer Action Guide*.
(http://www.michigan.gov/documents/psru/PA_464__Employer_Action_Guide_2-2013_412809_7.pdf)

The *Employer Action Guide* includes three situations of retirees working for a district: *Critical Shortage List Positions, Substitute Teachers* and *School Improvement Facilitator or Instructional Coach.* For each category, the instructions indicate the reporting unit actions required depending on the details of the retiree's employment with the district.

Essentially, the instructions tell whether the reporting unit must pay the pension and healthcare Unfunded Actuarial Accrual Liability (UAAL) on the employee's earnings. Also, if the employee is a BASIC/MIP Conversion to DC retiree, then the reporting unit must also pay the 4% employer contribution to the 401(k).

Further, PA 464 requires districts to report the earnings paid by a third party or to the employee as an independent contractor to ORS. You must also report associated employer and employee contributions on these wages.

Finally, PA 464 requires the employer payments to be made retroactively, to the first pay period with an end date after December 27, 2012.

For now, we are waiting for further instructions from the ORS, telling us how these wages and contributions are to be reported to them. However, we are including the following notes to present our current response to ORS reporting requirements.

Therefore, please note: **DO NOT use the new *Earnings Codes*** discussed in these notes until we notify you, after we receive further instructions from the ORS on how to report these items.

On the MiCase.org web site, we have updated the FAQ section to include a revised version of the *MiCase 2013 MPSERS Plan Rates* document. The revision date is 08-Apr-2013. http://www.mi-case.org/cms/lib4/MI07000830/Centricity/domain/31/pdffiles/FAQ_ORS_Calculations_Cheat_Sheet_020113.pdf

With this release, we have created three new *Earnings Codes,* as described below.

To report these earnings, refer to *PA 464 Retirees Returning to Work – Employer Action Guide* to determine which *Earnings Code* applies to the employee and work they are doing for your district. Then include it on the screen(s) the gross pay is entered on - the *Primary Contract/Salary Screen*, *Additional Contracts/Salaries Screen, Employee One-time Postings Screen* or *Register Record Preparation Screen*.

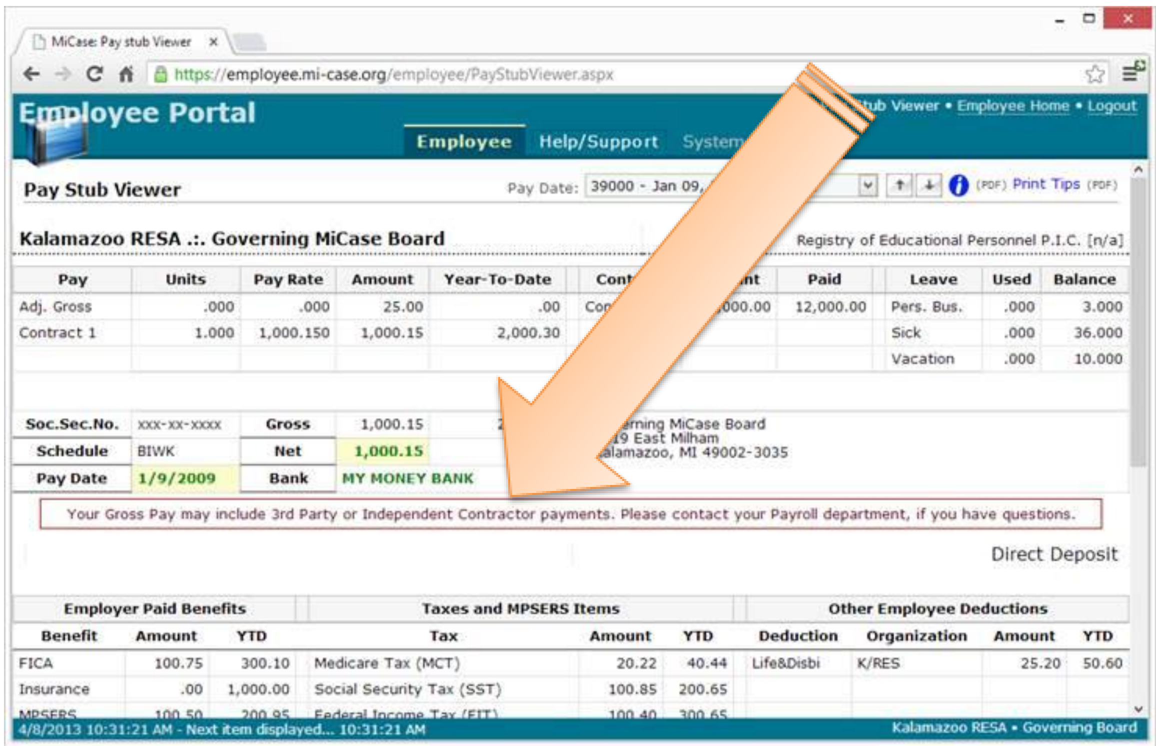
Note that if a payroll includes gross pay from a third party or paid to the employee as an independent contractor (i.e., with *Earnings Code* of TPULY), then the total *Gross Pay* on the *Payroll Register Report - Grand Totals* report will include the wages paid by third parties or to the employee as an independent contractor. To calculate the total gross paid by the district in the payroll run, you must subtract the total wages paid with *Earnings Code* TPULY from the total gross pay. The new report *P/R Gross Pay by Earning Code* mentioned below will help you do this.

The following items describe these points in further detail.

6. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   - A new *Reports > After-Payroll Results Reports… > P/R Gross Pay by Earning Code* has been added to the system. This report displays which employees

were paid with each Earnings Code (e.g. "MM", "RET", etc.) This report will be helpful when complying with new MPSERS reporting requirements related to PA464, addressed below.

- The *Reports > After-Payroll Results Reports… > Payroll Checks – (Employee)* and *Employee Direct Deposit Mailer Forms* have been revised. The *Pay* section will include all pay items for the payroll, except those with *Earnings Code* of <u>TPULY</u>; the *Gross* field will include all items, including items with *Earnings Code* of <u>TPULY.</u> If an employee only receives third party or independent contractor pay for the period, they will not receive a check or direct deposit form.
- If the employee does receive some third party pay and some pay from the reporting unit, the Employee Portal will include a note indicating this, as shown below:



- The *Operation > Run a Payroll* has been revised to include messages in the *Operations / Error Log* report to indicate if an employee received third party pay and also if their entire pay for the period was from a third party.
- Note that if the employee only receives third party pay, the system will not take any deductions from the employee's gross pay. If the employee receives some third party and some pay from the reporting unit, the district will have to update the *Employee Elective Deductions Screen* to indicate which deductions are to be taken.

7. Module: *Payroll Module Administration*

Screen: *Earnings Codes Definition Screen*

- The system has been revised to include three new *Earnings Codes*, for use with retirees working under the circumstances addressed by PA464. The codes are defined by who hired the employee and whether or not the reporting must pay the UAAL on wages paid to the employee under the PA464 rules.
  - "RUULN" = hired by: **R**eporting **U**nit; **U**AA**L** paid by RU? **N**o
  - "RUULY" = hired by: **R**eporting **U**nit; **U**AA**L** paid by RU? **Y**es
  - "TPULY" = hired by: **T**hird **P**arty or Independent Contractor; **U**AA**L** paid by RU? **Y**es
- All three of the new Earnings Codes are excluded from the wage base of deduction codes "MIP", "RHC" and "PHFMC". In addition, they are defined as:
  - RUULN: Excluded from the wage bases of benefit codes "MPSRS", "PHFEM
  - RUULY: Excluded from the wage bases of benefit code "PHFEM"
  - TPULY: Excluded from the wage bases of benefit codes "FICA", "PHFEM" and "WCOMP". Also, excluded from the wage base of deduction codes "MCT", "SST", "FIT", "MIT", "IIT" and "WIT". In other words, this Earnings Code is only included in the wage bases of the "MPSRS" and "DC-EM" benefit codes, and the "DC-MC" deduction.
- For complete details, please see the attached *PA 464 Earnings Code Definitions* spreadsheet. This document may also be found on the Mi-Case.org web site, in the HR Support FAQ section.

8. Module: *Payroll Employee Records*
Screens: *Primary Contract/Salary Screen, Additional Contracts/Salaries Screen, Employee One-time Postings Screen* and *Register Record Preparation Screen*
The screens have all been revised. If the employee is to be paid for work done in one of the PA464 assignments, you must enter the appropriate code on the screen from the new choices above.

9. Module: *Payroll Module Administration*
Screen: *ORS MPSERS Pay Period Report Records Screen*

- The *Operations* > *Update ORS Pay Period Report records* has been revised to include pay period report records for gross pay that includes the three new *Earnings Codes* defined above.
- The *Reports* > *ORS MPSERS DTL2 Wage and Service Pay Period Report* has been revised to include the Employer Contribution *(Employer Contrib.)* associated with an employee's wage and service credit record.

10. The reporting unit must pay the pension and healthcare Unfunded Actuarial Accrual Liability (UAAL) for retirees in the PA464 categories, on earnings

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included in pay period reports with end dates after December 27, 2012. Note that, on the *Payroll Module Control Screen*, the *Reports > Employer Distribution Reports… > Employer Gross Pay Distribution by Earning Code* may help you locate employees who will require retroactive adjustments. For now, **do not make any retroactive adjustments** until we notify you, after we receive further instructions from the ORS on how to report these items.

As always, please contact our Information Systems Support Help Line with any questions or concerns. Thank you.

MiCase Software Support:
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MiCase HR/Payroll System
Application Release Notes

Application Release Date: 22-Feb-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 22-Feb-2013.

The following items refer to system "bugs" that have been corrected in this version:

1. This system has been revised to calculate the MPSERS employer contribution (MiCase benefit code "MPSRS") using the rules and rates as found in the ORS chart:

FY 2012-2013 - Employer Contribution Rate - Effective February 1, 2013

DB CONTRIBUTIONS		Basic/ MIP with Premium Subsidy	Pension Plus with Premium Subsidy	Pension Plus PHF	Pension Plus to DC with PHF	Basic/ MIP to DC with Premium Subsidy	Basic/ MIP to DC with PHF	Basic/ MIP with PHF
PENSION CONTRIBUTIONS								
Pension Normal Cost		2.43%	2.24%	2.24%	0.00%	0.00%	0.00%	2.43%
Pension UAL		11.42%	11.42%	11.42%	11.42%	11.42%	11.42%	11.42%
Pension Early Retirement Incentive		1.36%	1.36%	1.36%	1.36%	1.36%	1.36%	1.36%
Pension Total Rate		**15.21%**	**15.02%**	**15.02%**	**12.78%**	**12.78%**	**12.78%**	**15.21%**
HEALTH CONTRIBUTIONS								
Health Normal Cost		0.93%	0.93%	0.00%	0.00%	0.93%	0.00%	0.00%
Health UAL		8.18%	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%
Health Total Rate		**9.11%**	**9.11%**	**8.18%**	**8.18%**	**9.11%**	**8.18%**	**8.18%**
DTL2 Records	DB Contribution Total	**24.32%**	**24.13%**	**23.20%**	**20.96%**	**21.89%**	**20.96%**	**23.39%**

Note: the change in this release is for the columns labeled **Pension Plus with Premium Subsidy** – the **24.13%** rate and **Pension Plus PHF** – the **23.20%** rate.

Previously, the system calculated the 23.20% rate for employees whose pension plan was the Pension Plus plan and whose retirement healthcare plan was the Personal Healthcare Fund – *and who first worked as MPSERS members* ***on or after*** *04-Sep-2012*. If the employee's pension plan was the Pension Plus plan and their retirement healthcare plan was the Personal Healthcare Fund – *and they first worked as MPSERS members **before** 04-Sep-2012*, the system calculated their employer contribution at the 24.13% rate. This was based on the version of the above chart sent via email from ORS on 20-Dec-2012. In that version, the columns were labeled **Pension Plus** and **Pension Plus PHF *First Worked 9/4/12 or later*.**

On 17-Jan-2013, ORS mailed a revised chart with the headings above, via the post office.

Therefore, as of this release, all employees whose pension plan is the Pension Plus plan and whose retirement healthcare plan is Personal Healthcare Fund will have their employer contribution calculated at 23.20% - *regardless of whether they first worked on or after 04-Sep-2012 or not*.

For further details, please refer to the MiCase web site (www.mi-case.org) > *Support > Human Resources/Payroll > FAQ > MiCase 2013 MPSERS Plan Rates* document. We have updated this document to reflect the current ORS chart, with a revision date 21-Feb-2013.

At this point, you may have overpaid MPSERS for employees in the above situation. We will help you correct employee benefit records and provide instructions as soon as we are able.

Thanks to Tandy Larson of Bloomingdale Schools for notifying us of this issue.

2. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Run a Payroll* has been revised. The 04-Feb-2013 release introduced a bug that could cause incorrect ACH transactions to be created when the payroll was run and an employee had an *ACH Trans. Type* and an *Acct. #*, in records on their *Employee Benefits Screen*. This has been corrected and the ACH file should contain correct ACH transaction records when your payroll is run.

3. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operation > Update ORS Pay Period Report records* has been revised.

   Previously, if Detail 2 records included negative amounts in the employee contribution field, the system would display a message `"MIP deduction of: <amount> to 0.00 for: <employee>"` and the system would change the negative amount to zero.

Now, if Detail 2 records include negative amounts in the employee contribution field, the system will display a message "`Detail 2 records contain negative Member Contribution amounts.  Please review Operations/Error Log report and update on ORS web site, if necessary.`" The *Operations / Error Log* report will include the message "`Member contribution (MIP + RHC) of: <amount> less than 0.00 for: <employee>`" for each employee with a negative contribution amount. The system will include the negative amount in the member's Detail 2 record.

Now, you can verify the total member contribution on the detail 2 records by comparing the amount with the total of MIP + RHC as found on the *Payroll Register Report – Grand Totals* report.

Also, the field *M.I.P.* has been renamed *(MIP + RHC) / Member Con.* to comply with ORS reporting specifications. This field contains the total of the member's MIP + RHC deductions, for that detail 2 record.

Thanks to Mary Steele of Plainwell Schools for her help with this issue.

4. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operations > Import MPSERS Reform Election Choices File* has been revised. Previously, the system included incorrect messages in the *View* option of the *Employee Master Setup Screen*. If an employee's *PHF Member Cont. %* or *PHF Employer Cont. %* were updated from the election choice file, the messages incorrectly referred to the *DC Member Cont. %* or *DC Employer Cont. %*. This has been fixed.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

5. The system has been revised to calculate Medicare withholding taxes according to the rules for 2013:
   - The Medicare tax rate is unchanged and remains 1.45%; there is no wage base limit for Medicare tax.
   - The system has been revised to calculate the new <u>Additional Medicare Withholding, which is .9% on wages paid in excess of $200,000.00 in a calendar year</u>. For more details, refer to the IRS *Publication 15 (Circular E) for use in 2013*.

6. Module: *Personnel*
   Screen: *Registry of Educational Personnel Screen*

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The system has been revised to include all current assignment position codes and educator effectiveness codes, per the CEPI REP Data Field Descriptions for the EOY 2013 submission.

7. Module: *Personnel*
   Screen: *Primary Employee Data Screen*
   The *Tenure Code* field has been revised to include a new option *06 = Probation 5th year*. Thanks to Donna Wilcox of Comstock Schools for notifying us of this issue.

8. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Run a Payroll* has been revised. The first time an employee is paid, the *Operations / Error Log* report will include a message "`Employee paid for first time : <employee> <last four digits of social security number>`"

9. We have received several requests to help determine how many hours employees work per week over time. This is related to national healthcare requirements.

   The 21-Jul-2011 Release Notes, item 5, includes instructions for how to use the *Reports > Employee Register Detail Summary Report –All employees*.

   The system cannot report hours worked on a weekly basis – it can only report hours worked per pay period. However, this report may be useful as a starting point. We suggest using the report:
   - Enter the beginning and ending payroll dates to include in your report
   - Select *Include Gross Pay Items?*
   - Select *Create Spreadsheet file?*
   - Do not select *Include Voided register records in spreadsheet file?*
   - The resulting spreadsheet can be used to review the hours employees work per pay period. Column L (type_code) may be filtered to include RH (Regular Hours), etc; Column G (organ) may be filtered to include selected Organization Codes, etc; Column Q (organ_code) can be filtered to include selected ORS Class Codes, etc.

As always, please contact our Information Systems Support Help Line with any questions or concerns. Thank you.

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MiCase HR/Payroll System
Application Release Notes

Application Release Date: 08-Feb-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 08-Feb-2013.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Run a Payroll* has been revised to correctly calculate the MIP and RHC deductions in the case where an employee's record does not include a Pension Election (MiCase field *Pension Election*) and/or a Retirement Healthcare Election (MiCase field *RHC or PHF?*). In this case, the *Employee Master Setup Screen* will display < *no election entered* > in one or both of those fields.
    - If an employee is paid and they have no *Pension Election* entered in the system, their MIP will continue to be deducted as it has been in the past. If the employee is in the Basic plan, no MIP will be deducted.
    - If an employee is paid, they first worked as a MPSERS member before 04-Sep-2012 and they have not made their Retirement Healthcare Election, the system will continue to deduct the RHC deduction from their pay. In this case, their *Emp. first worked on/after 04-Sep-12* field is <u>not checked</u>, and their *RHC or PHF?* displays < *no election entered* >.
    - When the payroll is run, if the employee is paid, the system will include messages in the *Operations / Error Log* report, indicating one or both of the election fields contains < *no election entered* >. The messages are Pension Election field is '?' for : <employee> and RHC or PHF? field is '?' for : : <employee>.

2. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operation > Update ORS Pay Period Report records* has been revised. Previously, the system would display an error message in some circumstances – indicating "*Alias 'PAEMBENS' is not found*". This has been fixed and the operation should work correctly.

3. Module: *Payroll Employee Records*
   Screen: *Employee Master Setup* Screen
   The *Pension Election* field has been revised to correctly describe *Opt. 2: Increase contributions until 30 years of service @ 1.50%; future years @ 1.25%*.

4. The system has been revised to correctly define the Wisconsin Income Tax deduction. This may cause some messages to appear regarding the "WIT"

deduction the first time you start the HR/Payroll System after installing this release.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

This release does not include any additional changes, other than the "bug" corrections noted above.

As always, please contact our Information Systems Support Help Line with any questions or concerns. Thank you.

MiCase Software Support:
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MiCase HR/Payroll System
Application Release Notes

Application Release Date: 04-Feb-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 04-Feb-2013.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Reports > Employer's Quarterly 941 Report has* been revised to correctly report all items for each employee. The last release included a "bug" and reported incorrect amounts for some items. Thanks to Martha Baker of the West Shore Educational Service District for notifying us of this bug.

2. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operation > Update ORS Pay Period Report records* has been revised.
   - Previously, the system would display an error message when used for a *Header record Reporting Period End Date* on or after 01-Feb-2013. Thanks (again) to Martha Baker of the West Shore Educational Service District for notifying us of this bug, too. She has been a busy little bugger (or, should we say, "de-bugger").
   - The system has been revised to prevent unnecessary Detail 4 records. When the employee had no DC or PHF items to report but was included due to a *Status Code* and/or *Status Date* that was in the system from a previous update of the employee's *Primary Employee Data Screen*, the system will no longer create a Detail 4 record. Please refer to item 1 of the 21-Jan-2013 release notes for further details.

3. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operations > Import MPSERS Reform Election Choices File* has been revised. The operation updates the *Employee Master Setup Screen* fields below, based on the choices in the file:
   - DC Member Cont. %
   - DC Employer Cont. %
   - Pension Election
   - RHC or PHF?
   - PHF Member Cont. %
   - PHF Employer Cont. %

   Previously, if the system did not recognize the contents of the choice file, the system did not correctly update the above fields.

The system has been revised to include the message "*ERROR: Unknown code for New Benefit Plan…*" in the *Operations/Error Log* in this case.

In particular, the system did not correctly handle the case when an employee hired before 01-Jul-2010 elected the Basic DC Converted Pension Plan (Option 4). In this case, please change the employee's *Pension Election* field to reflect the correct choice.

Please do this operation again – even if you have already done it.

To use this operation, first download the file from MPSERS then open the file with Excel and *Save* it as type <u>CSV</u>. The operation requires the file to be in .CSV format to work correctly.

After doing the *Operation*, review the *Operations/Error Log* report. The log should include a message "*MPSERS Reform Election Choices updated for : <employee name > <employee last 4 SSN>*" for each employee in the file.

<u>If other messages are present</u>, they indicate either an error in processing or an inconsistency in the data. The inconsistency may be in the file or between the file data and your payroll records. <u>Please review and resolve appropriately.</u>

4. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operations > Run a Payroll* has been revised. The system will now create ACH transactions for employee benefit payments, in the same way it creates ACH transactions for employee deduction items and net pay.

   In the *Payroll Employee Records Module > Employee Benefits Screen*, if you enter an *ACH Trans. Type* and an *Acct. #*, the system will create an ACH transaction for that benefit, when it is paid by the district on behalf of the employee.

   Note that the *Organization* code for the benefit item must be defined on the *Financial Organizations Screen* with the correct *ACH Rout./Tran*. number for the organization.

   Thanks to Laura Jacobs of Shelby Public Schools for notifying us of this bug.

5. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*

Application Release Date: 04-Feb-2013

The *Operations > Create UIA 1028 Employer's Quarterly Wage/Tax Report* has been revised to enable you to enter the calendar year of the report end date. The system will use the *Active Calendar Year* as a default, but now you may enter the correct year when filing the 4^{th} quarter report of the previous calendar year. Thanks to Diane Goertler of Paw Paw Schools for notifying us of this issue.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

6. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operations > Copy ACH transaction file to selected file.* has been revised. Previously, the system required you to type the drive, folder and name of the file to save.

   The system has been revised to enable you to select the drive, folder and name of the file from a standard *Save As* screen.

   As a default, the system will select the MiCase network drive and the \HR\PAYROLL folder (e.g. K:\HR\PAYROLL) as the location for the file. The system will include "ACH-<schedule>-yearmmdd" as the default file name – for example *ACH-BIWK-20130215.TXT*, for the biweekly payroll February 15, 2013.

As always, please contact our Information Systems Support Help Line with any questions or concerns. Thank you.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 28-Jan-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 28-Jan-2013.

Future releases of the HR/Payroll System

We have no announcements of items to be included in future releases, at this time.

The following items refer to system "bugs" that have been corrected in this version:

1. The system has been revised to calculate Federal withholding taxes according to the current rules for 2013: The rates are based on the *Notice 1036 (Rev. January 2013) Early Release Copies of the 2013 Percentage Method Tables for Income Tax Withholding*. (http://www.irs.gov/pub/irs-pdf/n1036.pdf). The last release included a "bug" which affected employees with *Filing Status* = Married and whose taxable wages subject to Federal Income Tax were greater than $319.00 and less than $1,006.00. Those employees had **no tax withheld**. This bug has been fixed and Federal Income Tax will be withheld correctly in future payroll records.

   The system is not able to "auto-correct" the missing Federal Income Tax withholding. If an employee is concerned, you may enter additional withholding to be deducted from the next payroll run. Go to the *Employee Tax Control Screen* and in the *Federal Income Tax* area, enter the total amount to be deducted in the next payroll run, in the *Pre-calculated amount* field. Note you must enter the "normal" amount for the employee, *plus* the additional amount you wish to deduct on the next payroll, to compensate for the missing withholding.

2. The system has revised the method used to calculate the *employer* matching contributions to Medicare and Social Security taxes withheld from employee earnings (MiCase benefit code "FICA"). Future payroll records will include FICA benefit amounts equal to the *sum* of the *employee* Medicare (MiCase deduction code "MCT") and Social Security (MiCase deduction code "SST") deductions.

3. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Reports > Employer's W-2 Proof Report – Supplemental Data* and *Employer's Quarterly 941 Report – Supplemental Data* have been revised to include all employees who should appear on the reports. The last release included a "bug" which caused some employees with "supplemental data" to be omitted from the reports.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 28-Jan-2013

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

This release does not include any additional changes, other than the "bug" corrections noted above.

As always, please contact our Information Systems Support Help Line with any questions or concerns. Thank you.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 21-Jan-2013

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 21-Jan-2013.

Very Important Note

After you install this release, you must follow the instructions in item 6 at the end of these notes to **enter the ORS Election Transition Date** for your district. You must enter this date **before running your first payroll of February 2013 or your MPSERS employer benefits and employee deductions will not be calculated correctly.**

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operation > Update ORS Pay Period Report records* has been revised. Previously, in some cases, the system would create Detail 4 records for employees that should not have been included in the Detail 4 records. We have revised the system to eliminate those cases where all the amounts were zero but a *Status Code* and/or *Status Date* for active employees was causing the unnecessary records. There may still be other unusual situations that may cause unnecessary Detail 4 records. If they occur, please notify MiCase so that we can revise the system further. You may upload the report as normal and then delete them on the ORS web site.

2. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operations > Run a Payroll* has been revised. Previously, the system would include messages in the *Operations/Error Log* report indicating "`MPSERS benefit : <amount>: adjusted for <employee name>`" when no adjustment had been made. This has been fixed and the system should only include that message when an adjustment was actually made.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

3. The system has been revised to calculate Federal withholding taxes according to the current rules for 2013: The rates are based on the *Notice 1036 (Rev. January 2013) Early Release Copies of the 2013 Percentage Method Tables for Income Tax Withholding*. (http://www.irs.gov/pub/irs-pdf/n1036.pdf). Please note: these rates will take effect for all payroll records created after

you install this release – there is no "auto-correcting" done for Federal Income Tax withholding deductions.

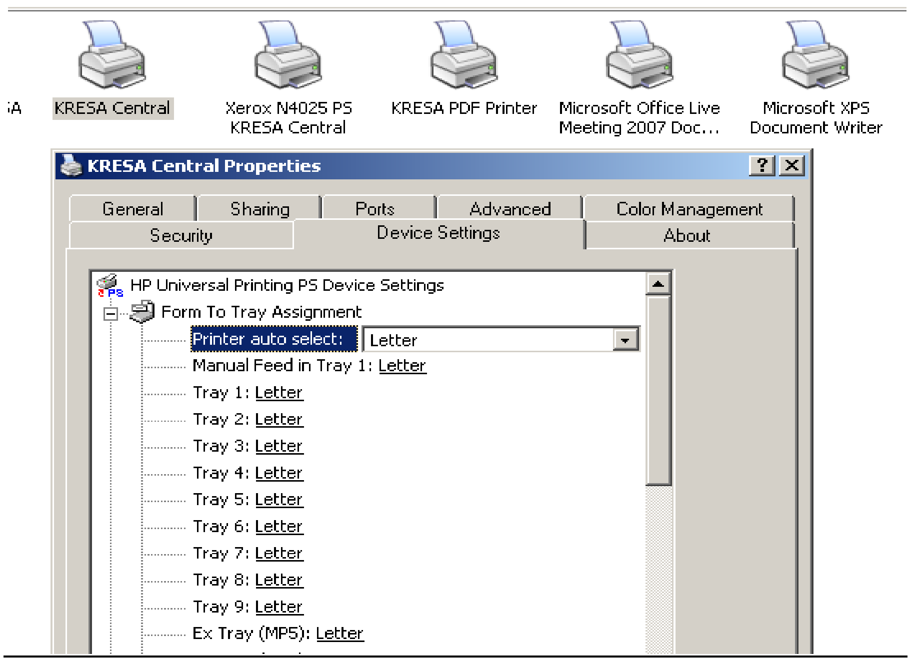
4. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   - The *Reports > Employer's W-2 Proof Report* has been revised. The *PHFMC* field has been added, to include the PHFMC (MPSERS Personal Healthcare Fund) deduction. Note: this is a 457(b) type deduction regarding W-2 reporting and as such will be included in Box 12 with a code of G.
   - *Reports > Employer's W-2 Proof Report – Supplemental Data* has been revised. The *TDP* field has been added, as it was removed from the above report.
   - Both the *Reports > Employer's Quarterly 941 Report* and *Employer's Quarterly 941 Report – Supplemental Data* have been revised similarly to the W-2 reports above.
   - The Reports > *Employee W-2 Forms: 8.5 x 11 Laser* and *Employee W-2 Forms: Archive Copy* have been revised to comply with 2012 reporting requirements.

Application Release Date: 21-Jan-2013

Important Note: Before you submit your W-2 forms to be printed at Kalamazoo RESA, you must verify that your computer has a printer called "KRESA Central" and the *Device Settings* for the printer indicate *HP Universal Printing PS*. The instructions below tell you how to check on both Windows XP and Windows 7 systems.

If your computer is a *Windows XP* system,

- Click *Start* > *Printers and Faxes*
- If you have a printer called "KRESA Central", select it and right-click then select *Properties* > *Device Settings* to see the setting.

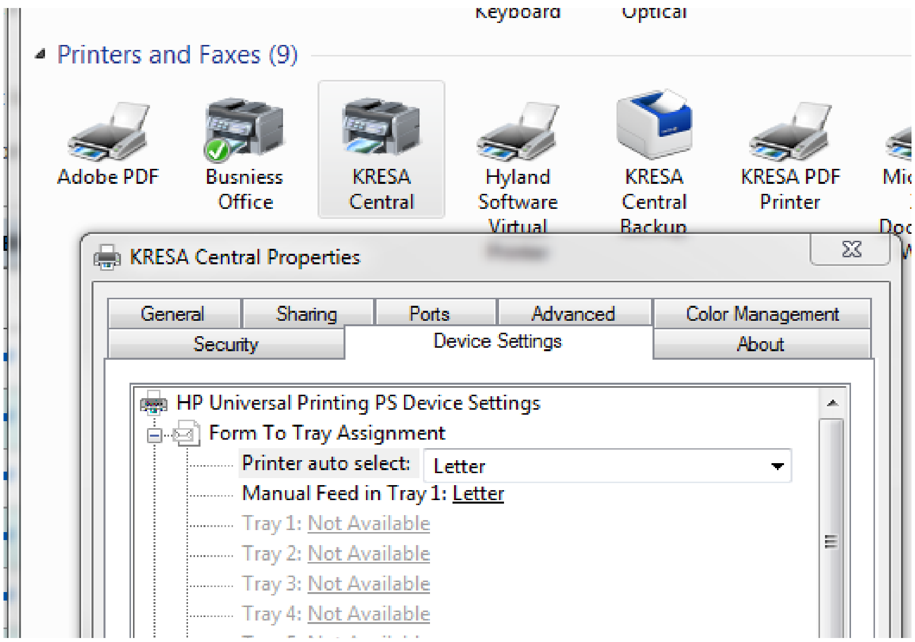


If you do not have a printer called "KRESA Central" or the *Device Settings* for the printer do not indicate *HP Universal Printing PS*, please contact MiCase Support for assistance installing the correct printer.

Application Release Date: 21-Jan-2013

If your computer is a *Windows 7* system,

- Click *Start* > *Devices and Printers*
- If you have a printer called "KRESA Central", select it and right-click then select *Printer Properties* > *Device Settings* to see the setting.



If you do not have a printer called "KRESA Central" or the *Device Settings* for the printer do not indicate *HP Universal Printing PS*, please contact MiCase Support for assistance installing the correct printer.

Application Release Date: 21-Jan-2013

Please note the following regarding W-2 reporting:

- As you complete the steps in the *Payroll End of Calendar Year Procedures*, in *Step 5 Process W-2 Forms*, please **wait until after you receive your printed W-2 forms from REMC** before continuing with *Step 6 Increment Active Calendar Year*.

- For Pension Plus employees, both the DC Member Contributions (deduction code "DC-MC") and the Personal Healthcare Fund (deduction code "PHFMC") amounts are considered a deferral to a 457(b) deferred compensation plan and therefore will appear on the W-2 form in Box 12, with a code G.

- Regarding the reporting of the cost of employer sponsored healthcare coverage on the W-2 form, please refer to the 21-Dec-2012 *HR/Payroll System Release Notes* (as well as the 15-Mar-2012 notes) for details on how to report the cost in Box 12 with a code of DD.

- In general, the figures on your *Employer's W-2 Proof Report* should equal the sum of the four *Employer's Quarterly 941 Reports*, including the possible effects of any register screens added, voided or un-voided after verifying the last quarter's 941 report. The figures on the *Employer's W-2 Proof Report – Supplemental Data* should equal the sum of the four *Employer's Quarterly 941 Reports – Supplemental Data*, in the case of amounts included in register records in the quarter. For amounts that are entered on the *Employee Tax Control Screen*, the supplemental proofs include the amounts as found on the *Employee Tax Control Screen*, at the time the report is created.

- To reconcile the figures on your *Employer's W-2 Proof Report*, consider the following steps.

  The calculation of the Medicare wage base is relatively simple in the case where no employees received gross pay with *Earnings Codes* of STDNT (student wages), WCPAY (Workers Compensation Pay), XFICA ("exempt FICA") or any other earnings codes that are defined on your system as being excluded from the wage base of the Medicare and Social Security taxes. In this case,

	Total Gross	
-	BP403	(W-2 proof: "Bd. Pd. 403" = "Board Paid Annuity")
-	DCFSA	(Dependent Care FSA)
-	HSA	(Health Savings Account – employee contribution)
-	MC + PSFSA	(Medical Care + Premium Sharing FSAs)

-	RHC	(**if** your district made RHC "pre-FICA")
-	---------------------------------	
=	**Medicare Base**	

In the case where employees received gross pay with *Earnings Codes* of STDNT, WCPAY, XFICA, or other earnings codes that are defined on your system as being excluded from the wage base of the Medicare and Social Security taxes, it is much more difficult to calculate the Medicare wage base. In this case, both the *Earnings Codes* and the deduction codes above effect the Medicare wage base, but you cannot simply subtract both *Earnings Codes* and deduction codes because, if an employee received gross pay that was "pre-FICA" and deductions that were "pre-FICA", subtracting both items from the gross pay results in "double-dipping".

To find gross pay totals for each earnings code used, from the *Module Control Screen* > *Reports* > *Employer Distribution Reports…* > *Employer Gross Pay Distribution by Earnings Code*.

In either case, once the Medicare wage base is calculated, to obtain the Federal Income Tax wage base,

	Medicare Base	
-	401K + 457	
-	403(B)	
-	DC-MC	(Defined Contribution – Member Contribution)
-	M.I.P.	
-	PHFMC	(Personal Healthcare Fund – Member Contribution)
-	T.D.P.	
-	RHC	(**if** **<u>not</u>** defined as "pre-FICA" on your system)

=	**Federal Tax Base**	

Then, the Michigan Tax Base may be calculated by

	Federal Tax Base	
-	Indiana Base	
-	Michigan wages with *State Income Tax Exemptions* = "99"	
-	Wisconsin Base	

=	**Michigan Tax Base**	

5. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   A new *Operations > Import MPSERS Reform Election Choices File* has been added to the system. This operation uses the election choice file available from MPSERS as input and updates the *Employee Master Setup Screen* fields below, based on the choices in the file:
   - DC Member Cont. %
   - DC Employer Cont. %
   - *Pension Election*
   - *RHC or PHF?*
   - PHF Member Cont. %
   - PHF Employer Cont. %

   To use this operation, first download the file from MPSERS then open the file with Excel and *Save* it as type <u>CSV</u>. The operation requires the file to be in .CSV format to work correctly.

   After doing the Operation, review the *Operations/Error Log* report. The log should include a message "*MPSERS Reform Election Choices updated for : <employee name > <employee last 4 SSN>*" for each employee in the file. If other messages are present, they indicate either an error in processing or an inconsistency in the data. The inconsistency may be in the file or between the file data and your payroll records. Please review and resolve appropriately.

6. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *ORS Election Transition Date* field which was added in the 06-Dec-2012 HR/Payroll System release has been activated for your use. Please refer to the ORS email **Reform Alert # 44 – Effective Dates for Reporting Member Benefit Election Choices**, which was sent Fri 1/11/2013 9:07 AM. Using the instructions in that alert, you must enter the payroll date of your first payroll to withhold the new contribution rates from employees.

As always, please contact our Information Systems Support Help Line with any questions or concerns. Thank you.

MiCase Software Support:
Phone: (269) 250-9270
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MiCase HR/Payroll System
Application Release Notes

Application Release Date: 21-Dec-2012

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 21-Dec-2012.

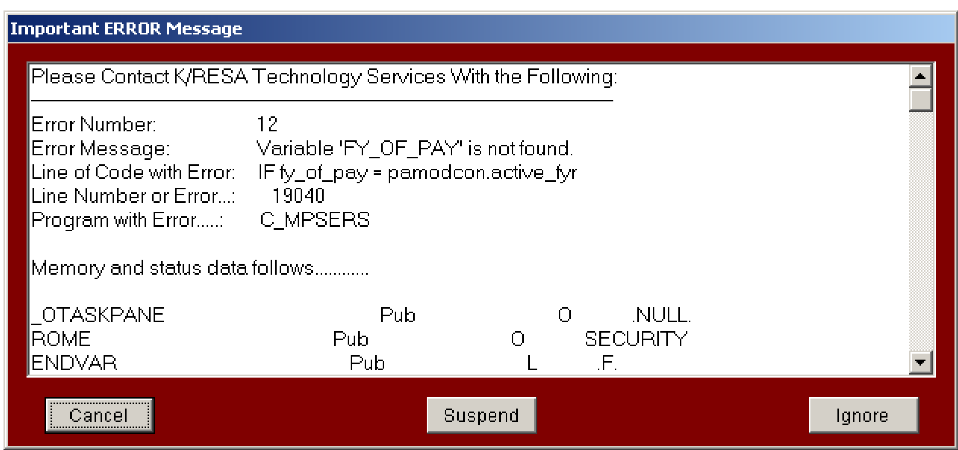
Future releases of the HR/Payroll System

This release does not address the following items, which will be addressed in future releases:

- As of this date, there are no new Federal income tax withholding rates tables available for 2013 (i.e., no publication Circular E available on the IRS web site). When new federal income tax tables are available, we will update the payroll system accordingly and provide a new release as soon as possible.
- As of this date, there are no new Michigan income tax rules available for 2013; the rate is 4.25%, and the annual personal exemption allowance is $3,950.00.
- 2012 W-2 form records, both the printed and electronic file formats. Please **DO NOT create W-2 forms until notified that the forms are satisfactory for use.** We plan to have the revisions available in a release by January 11, 2013.

The following items refer to system "bugs" that have been corrected in this version:

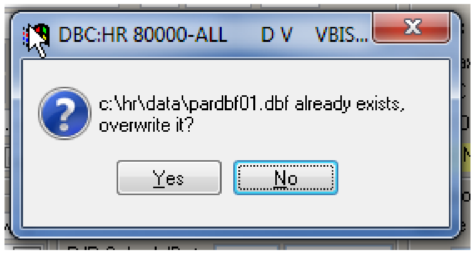
1. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operation > Update ORS Pay Period Report records* displayed an error message in some circumstances:

   This bug has been fixed and the operation should run without errors.

2. Module: *Payroll Module Administration*

Screen: *Payroll Module Control Screen*
The *Reports > Employer's W-2 Proof Report* (and others) displayed an error message in some circumstances:



This bug has been fixed and the operation should run without errors.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

3. The system has been revised to calculate Medicare and Social Security withholding taxes according to the rules for 2013:
    - The Medicare tax rate is unchanged and remains 1.45%; there is no wage base limit for Medicare tax.
    - The Social Security employee tax rate **returns to 6.2%**, per current rules. The employer tax rate for Social Security remains unchanged at 6.2%. The 2013 Social Security maximum taxable earnings have been changed to $113,700.00, with the maximum Social Security tax to be withheld at $7,049.40.

Beginning with 2012, employers are required to report the cost of employer-sponsored health coverage on employee W-2 forms.

There are basically three ways to enter the costs on the W-2 forms:

- Enter the costs directly on the *Employee Tax Control Screen*
- Enter the costs in a spreadsheet and import the amounts on to the *Employee Tax Control Screen*
- Have the system calculate the costs by designating benefit and deduction codes to be included in the costs.

If an amount is found on the *Employee Tax Control Screen*, that amount will be included in the W-2 records. The amounts can be manually entered on the screen, or included in a spreadsheet file and imported into the system to appear on the screen. If there is an amount for an employee in the spreadsheet, it will be updated on the *Employee Tax Control Screen*, replacing any amount that may have been present before the import. The 06-Dec-2012 release notes explain how the costs can be imported in to the system from a spreadsheet. For further details, review those notes. Please note that on the *Employer's W-2 Proof Report*, on the left side, the *DD** column contains a * if the amount is found on the *Employee Tax Control Screen*.

If there is no entry, the costs will be calculated based on the settings found in the *Payroll Module Administration* module on the *Benefit Definition Screen* and the *Deduction Definition Screen*. If the benefit or deduction definitions have a check in the *Include in W-2?* field, then the calendar year to date amounts for those benefit and/or deduction codes will be included in the employee W-2 records. This method is explained in further detail below.

The *15-Mar-2012 HR/Payroll System Release Notes* document explained how to select system benefit and deduction codes to include in the costs to report

Some districts requested an enhancement to those procedures: to enable a benefit – or deduction - code with one organization code to be included in the costs, while the same benefit – or deduction - code with a different organization code is to be excluded from the costs to report.

For example, your district might use benefit code = "INS" with organization codes "MESSA" and "MEBS", depending on the coverage employees receive. Or, your district might use deduction code = "PSFSA" with organization codes "HLTH" and "VISN", to separate the employee's pre-tax deductions for Health and Vision insurance.

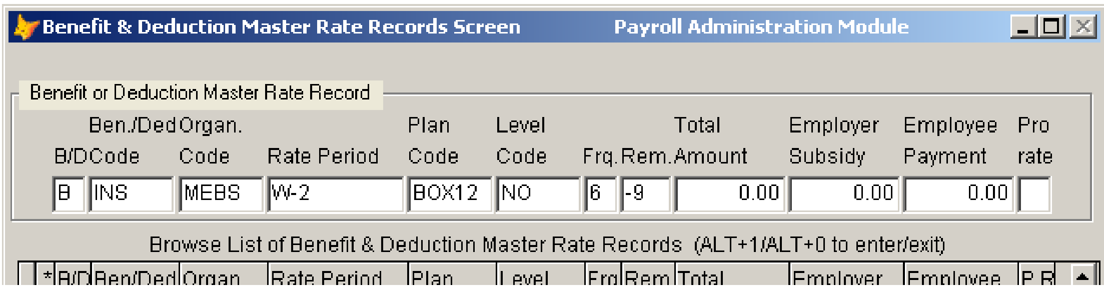
In this case, to include "PSFSA" deductions with organization code "HLTH" in W-2 records but exclude "PSFSA" deductions with organization code "VISN", you will enter record(s) on the *Benefit & Deduction Master Rate Records Screen*.

On the screen, enter a record with the following fields <u>exactly</u> as shown:

- B/D = B – for benefit items; D – for deduction items
- Ben./Ded. Code = the code of the benefit or deduction definition to be omitted from W-2 Box 12
- Organ Code = the organization code of the benefit or deduction definition to be omitted from W-2 Box 12
- Rate Period = "W-2"
- Plan Code = "BOX12"
- Level Code = "NO"

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 21-Dec-2012



A record must be added for each combination of benefit code and organization code to be excluded from employee W-2 records. Similarly, A record must be added for each combination of deduction code and organization code to be excluded from W-2 records.

Note that for benefit codes, you must enter a record with a B/D code of “B”, while for deduction codes you must enter a record with a B/D code of “D”

As always, please contact our Information Systems Support Help Line with any questions or concerns. Thank you.

MiCase Software Support:
Phone: (269) 250-9270
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MiCase HR/Payroll System
Application Release Notes

Application Release Date: 18-Dec-2012

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 18-Dec-2012.

Future releases of the HR/Payroll System

This release does not address the following items, which will be addressed in future releases:

- 2013 rates and wage bases for Social Security tax
- 2013 rates and rules for withholding of federal income tax
- 2012 W-2 form records, both the printed and electronic file formats
- Regarding the reporting of the cost of employer sponsored health coverage on W-2 forms: we plan to enable districts to indicate benefit and deduction items to be included or excluded based on the combination of benefit code and organization code (or, deduction code and organization code). For example: you will be able to designate that deduction code "PSFSA" with organization code "VEN1" will be included on the W-2 form, while code "PSFSA" with organization code "OTHER" will be excluded from the W-2 form

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operation > Update ORS Pay Period Report records* caused a system ERROR message, under some circumstances. This was fixed in the 10-Dec-2012 HR/Payroll System release, which was provided without Release Notes.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

If an employee first worked as a member of MPSERS on or after 04-Sep-2012, their default pension plan is Pension Plus. If they were paid under the Pension Plus plan, and then subsequently elected the Defined Contribution (DC) plan, MPSERS requires their participation in the DC plan to be retroactive to their date of hire. This requires the following items to be adjusted:

- their employer contribution (the "MPSRS" benefit)
- their "MIP" deduction
- their DC member contribution (the "DC-MC" deduction)
- their DC employer contribution (the "DC-EM" benefit

The items below will help with these required adjustments.

2. Module: *Payroll Module Administration*

Application Release Date: 18-Dec-2012

Screen: *Payroll Module Control Screen*
The *Operation > Run a Payroll* has been revised to "auto-adjust" MPSERS items:

- The system will "auto-refund" the employee's "MIP" deduction in the above scenario. Specifically, if the *Emp first worked on/after 04-Sep-2012* field is checked **and** the *Plan Choice* field is set to Defined Contribution (DC) Plan | 2, then the system will "auto-refund" any MIP deductions the employee has had in the fiscal year, by calculating a negative MIP deduction, and including a message in the *Operations/Error Log* report indicating the amount of the adjustment.
- The system will "auto-correct" the employee's "MPSRS" benefit also, with a similar message, by bringing the fiscal year to date amount to 20.96% of reportable wages, per the ORS email of 21-Sep-2012 and .

3. The 27-Sep-2012 HR/Payroll System release explained how *1-Time Amounts* could be entered on the *Employee Benefits Screen* and on the *Employee Mandatory Deductions Screen.*

This was done to enable you to adjust the "DC-MC" deduction and "DC-EM" benefits amounts, in the case where an employee first worked as a member of MPSERS on or after 04-Sep-2012, was paid under the default pension plan of Pension Plus, and then subsequently elected the Defined Contribution (DC) plan. In this case, MPSERS requires the "DC-EM" and "DC-MC" amounts to be calculated retroactive to the date of hire.

We have changed how the *1-Time Amounts* work. If you enter a *1-Time Amount*, **the system will add the amount entered** to what the system calculates for the next payroll, **instead of overriding the normal system calculation** for the benefit or deduction item. With this change, you enter the amount to be adjusted **before** the payroll is run; you do not have to calculate what the benefit or deduction should be for the next payroll by including necessary adjustments.

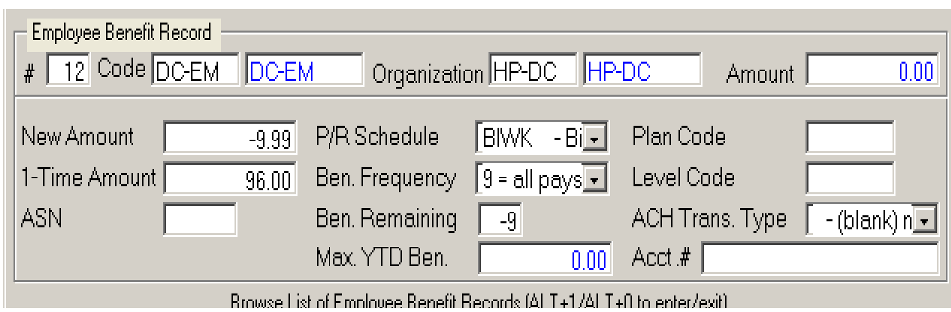
Also, the system will include these *1-Time Amounts* in the register record in the *Serv. Units* field for the corresponding benefit or deduction line item.

Finally, the system will include messages in the *Operations/Error Log* report indicating the amount of the adjustments entered in the *1-Time Amounts.*

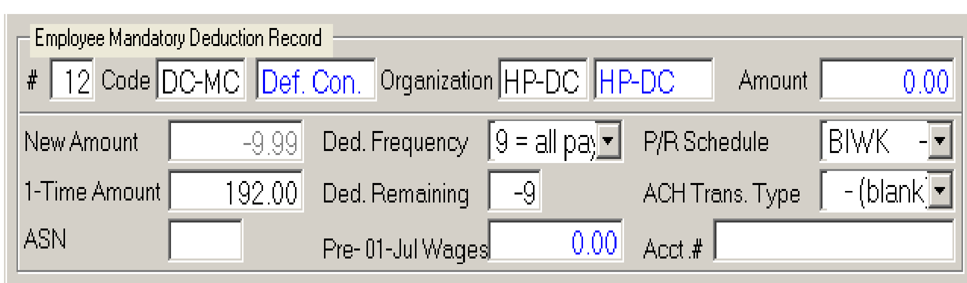
For example:

Application Release Date: 18-Dec-2012

- An employee was hired in September as a new member of MPSERS and received three biweekly payrolls of $1600.00 each for a total of $4800.00, under the Pension Plus plan.
- Then, they elect the Defined Contribution (DC) plan, prior to their fourth payroll.
- In this case, their “DC-MC” deduction after 3 payrolls would be $96.00 ($4800.00 * 2.00%) and their “DC-EM benefit” would be 48.00 (1.00%).
- After selecting the Defined Contribution (DC) plan, the deduction percentage would change to 6.00%, with a 3.00% benefit match from the employer.
- Before running the next payroll, on the *Employee Benefits Screen*, enter a *1-Time Amount* of 96.00 in the “DC-EM” line (the difference between the 1% which had been paid under the Pension Plus plan and the 3% which has to be paid retroactively under the Defined Contribution (DC) plan.



- Before running the next payroll, on the *Employee Mandatory Deductions Screen*, enter a *1-Time Amount* of 192.00 (the difference between the 2.00% which had been deducted under the Pension Plus plan and the 6% which has to be deducted retroactively under the Defined Contribution (DC) plan.



- When the payroll is run, the employee should receive a “DC-EM” benefit of $144.00 (1600 * .03 + 96.00) and a “DC-MC” deduction of $288.00 (1600.00 * .06 + 192.00).

Application Release Date: 18-Dec-2012

T	Item	Earn	Wage Code	Pay Units	Serv. Units	Wage Base/ Cont. Ded.	Class/ Organ	Amount	ASN	Calc. Rate
-	-----	-----	----	--,---.---	----,---.--	---,---.--	-----	---,---.--	-----	---,---.---
P	CON1	MM	01	1.000	64.56	0.00	1480	1,600.00	21016	1600.000
B	DC-EM			0.000	96.00	1,600.00	HP-DC	144.00	22042	
B	FICA			0.000	0.00	1,518.88	BFICA	116.19	22068	
B	HLTHA			0.000	0.00	0.00	MESSA	1,460.17	22012	
B	MPSRS			0.000	0.00	1,600.00	MPSRS	371.68	22042	
B	PHFEM			0.000	2.00	1,600.00	HP-DC	32.00	00000	
B	WCOMP			0.000	0.00	1,600.00	SETSE	5.09	22092	
D	DC-MC			0.000	192.00	1,600.00	HP-DC	288.00		
D	FIT			0.000	0.00	1,342.88	DFIT	40.75		
D	MCT			0.000	0.00	1,518.88	DFICA	22.02		
D	MIP			0.000	0.00	-4,800.00	DMIP	-144.00		
D	MIT			0.000	0.00	1,342.88	DMIT	31.25		
D	PHFMC			0.000	2.00	1,600.00	HP-DC	32.00		
D	PSFSA			0.000	0.00	0.00	MESA	81.12		
D	SST			0.000	0.00	1,518.88	DFICA	0.00		
D	STD			0.000	0.00	0.00	MESSA	17.50		

- The adjustment amounts (“DC-MC” of $192.00 and “DC-EM” of $96.00) will appear on the register record line items, in the *Serv. Units* field.
- Also note that, per item 2. above, the “MIP” deduction has been “refunded” and the “FIT” and “MIT” wage bases have been adjusted by the amount of the MIP refund.
- The *Operations/Error Log* report will include entries noting the adjustments made.

```
MIP deduction   :   -144.00: adjusted for
DC-MC deduction :    192.00: adjusted for
DC-EM benefit   :     96.00: adjusted for
```

As always, please contact our Information Systems Support Help Line with any questions or concerns. Thank you.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 06-Dec-2012

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 06-Dec-2012.

Future releases of the HR/Payroll System

This release does not address the following items, which will be addressed in future releases:

- 2013 rates and wage bases for Social Security tax
- 2013 rates and rules for withholding of federal income tax
- 2012 W-2 form records, both the printed and electronic file formats
- Regarding the reporting of the cost of employer sponsored health coverage on W-2 forms: we plan to enable districts to indicate benefit and deduction items to be included or excluded based on the combination of benefit code and organization code (or, deduction code and organization code). For example: you will be able to designate that deduction code "PSFSA" with organization code "VEN1" will be included on the W-2 form, while code "PSFSA" with organization code "OTHER" will be excluded from the W-2 form

The MPSERS Pension Reform of 2012 has been a complex and changing issue. The election window for employees who first worked as members of MPSERS before 04-Sep-2012 was originally scheduled to close on October 26. The implementation of their pension and healthcare choices was to take effect on the first payroll that was to be reported to MPSERS with a pay period begin date on or after 01-Dec-2012.

As of now, it appears that the election window will close 09-Jan-2013. This is not official yet, until announced by ORS MPSERS. The implementation of employees' pension and healthcare choices cannot take effect until a new transition date is announced by MPSERS. It appears the legislation intends the new transition date to be 01-Feb-2013. However, it is not official, until announced by ORS MPSERS.

Items 4 and 5 of these release notes address important points regarding the election window and employee pension and health care plan choices. Please review them carefully.

After you install this release, please go to the *ORS MPSERS Pay Period Report Records Screen* and **verify that the *ORS Election Transition Date* is set to 12/31/2013. If it is not, please contact MiCase Software Support before proceeding.**

The following items refer to system "bugs" that have been corrected in this version:

No known "bugs" were addressed in this release.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 06-Dec-2012

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   and also on
   Module: *Personnel*
   Screen: *Registry of Educational Personnel*

   A new export file has been added to the system, to help with preparation of the *EEOC Elementary-Secondary Staff Information EEO-5* survey report. To create an export file to help prepare this report, do the following:

   Select *Tools > Import\Export System*. Then, select *Browse* and select the *Format* code EEOC. Next, select *Export*; use the *Click to Select File* button to tell the system to where to write the export file.

   The export format has been defined, but you will need to create a filter, to use the export. The system will display the screen *Current User Defined Filters – EEOC*. Select *Create* and enter the following:
   - in the *Field* box enter peemrep.fte1,
   - in the *Compare How* box, select NOT EMPTY,
   - in the *Next?* box, select DONE,
   - in the *Filter Description*, enter FTE1 Not Empty
   - And then select *Ok*.

   The system should then return to *the Current User Defined Filters – EEOC* screen, from which you can click on the *FTE1 Not Empty* line and then click on the *Select* button to select that filter.

   The system will create a spreadsheet file (.xls format) that contains EEO-5 data, based on your Registry of Educational Personnel records. The file should be helpful when preparing your EEO-5 report.

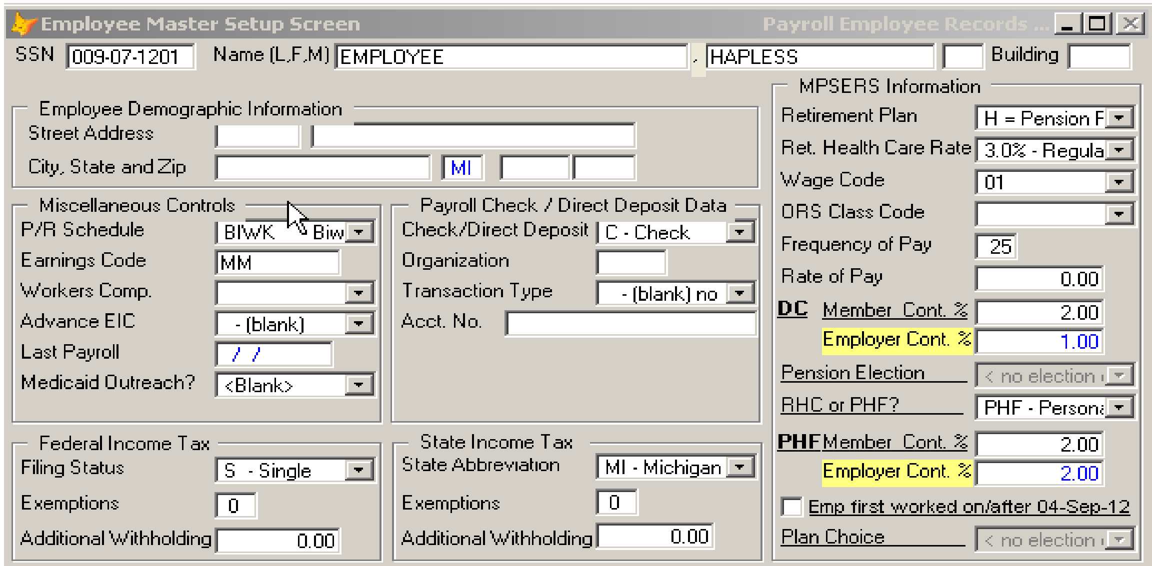
2. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   Two new *Operations* have been added to the screen. They may be used to help with reporting the cost of employer sponsored health coverage on employees' 2012 W-2 forms.
   - *Operations > Create a spreadsheet file for Cost of Employer Sponsored Health Care entries*. This may be used to create a spreadsheet file (.xls) that contains a row for each employee who has received gross pay in the calendar

year. The system will ask you to designate a folder for the file, which will be named "*w-2_healthcost.xls*". You may then enter the cost of employer sponsored health care in column F (health_care) of the file, for those employees whose health care costs you wish to report on W-2 form records. After editing the file, please be sure to save it in the *Microsoft Excel 5.0/95 Workbook (*.xls)* format, as that is necessary to be used with the following operation.

- *Operations > Import Cost of Employer Sponsored Health Care from spreadsheet file.* This operation uses the spreadsheet created by the above operation as input. If you entered an amount in column F (health_care) then that will be entered on the *Employee Tax Control Screen*, in the *DD – Health Care Costs* field. This in turn causes the amount to be included in Box 12 with a code DD, on the employee's W-2 form. This operation will also put entries in the *Operations / Error Log* report, which you should review after using the operation.

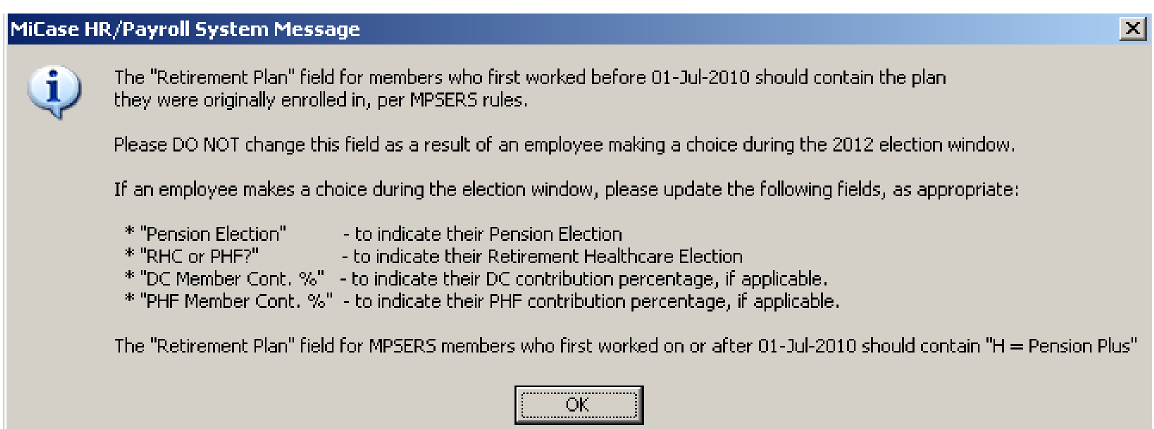
3. Module: *Payroll Employee Records*
Screen: *Employee Master Setup Screen*
Two new fields have been added to the screen:

- *DC Employer Cont. %* - This field displays the *employer* contribution percentage the system will use to calculate the "DC-EM" benefit when a payroll is run for this employee. Note that for employees who first worked as MPSERS members on/after 01-Jul-2010, their employer percentage is based on their member contribution; for other employees, if they have a *DC Employer Cont. %*, it will be a fixed 4.00%.
- *PHF Employer Cont. %*- This field displays the *employer* contribution percentage the system will use to calculate the "PHFEM" benefit when a payroll is run for this employee.



Also, a new system message has been added related to the *Retirement Plan* field. The *Retirement Plan* field should be used as described below. If an employee chooses Defined Contribution as their pension election, please enter it as follows:

- For employees who first worked as members of MPSERS before 01-Jul-2010, <u>do not</u> change their *Retirement Plan*; use the *Pension Election* field to select their choice of *Opt 4: No future contributions; switch to Defined Contribution (DC) plan.*
- For employees who first worked as members of MPSERS on or after 04-Sep-2012, their *Retirement Plan* should be H = Pension Plus (enroll after 06/30/2010); use the *Plan Choice* field to select their choice of *Defined Contribution (DC) plan.*



4. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*

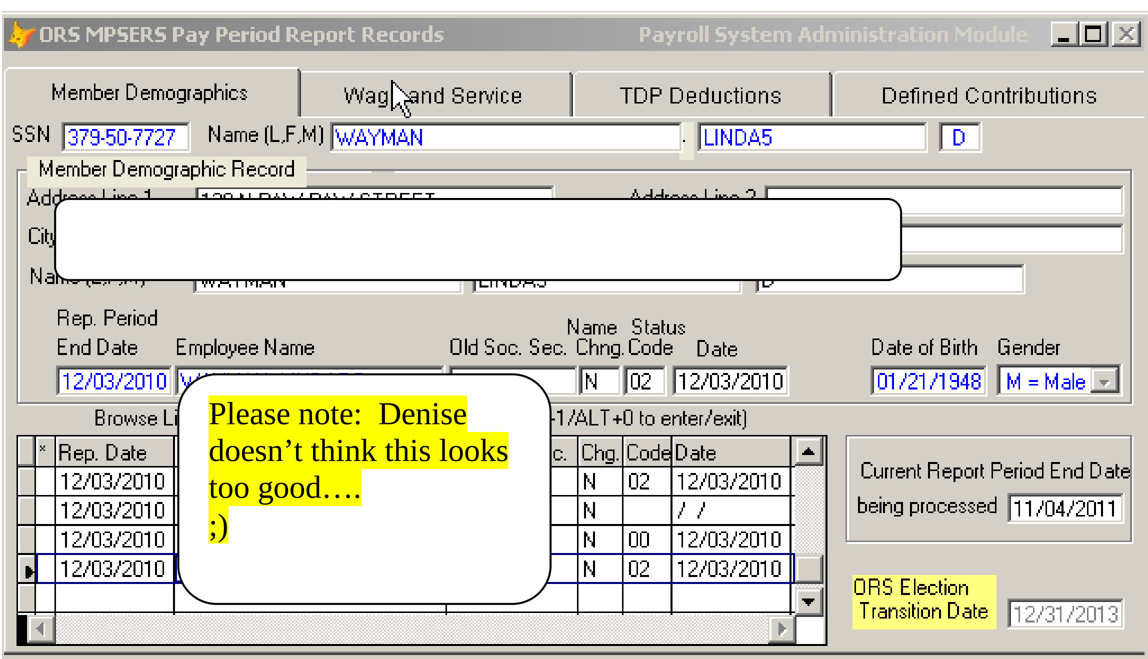
Application Release Date: 06-Dec-2012

A new field has been added to the screen: *ORS Election Transition Date*. Per the *Summary of Public Act 300 of 2012*, "Any changes to a member's healthcare benefit and, if applicable, pension, would be effective as of the member's *transition date*, which is defined as the first day of the pay period that begins on or after December 1, 2012." As a result of court actions, the transition date as defined will eventually be some date *after* December 1, 2012.

When ORS provides a new transition date definition, you will have to enter the date of your districts transition payroll - which is the first payroll to be run for your district where the Pay Period Report Begin Date is on or after the transition date as defined by ORS. This will be the first payroll in which employees' MPSERS benefits and deductions will be calculated based on the choices made during the election window.

For now, this field is inactivated. When ORS provides a new transition date definition, we will release a new version of the HR/Payroll System, which will enable you to enter your districts' transition date in the field. We are including this item in these notes, as advance notice of how we intend to implement the transition date changes.

Please verify that the *ORS Election Transition Date* is set to <u>12/31/2013</u>. If it is not, please contact MiCase Software Support before proceeding.



Application Release Date: 06-Dec-2012

Also, the *Operation > Create ORS Pay Period Report File to Upload to MPSERS* has been revised. The system now selects the *01-Dec-2012 (current) File format, re: Detail 4 records* as a default, per ORS instructions. We are maintaining the *01-Jul-2012 (obsolete)* version, in case we have a reason to use it; eventually it will be removed in a future release.

5. The payroll system has been revised to correctly calculate the following MPSERS items, in consideration of the new rules that apply after the employee's "transition date". The transition date will function as described above. The items include the following:
   - The Employer Contribution (MiCase benefit code "MPSRS")
   - The Member Defined Benefit Contribution (MiCase deduction code "MIP")*
   - The Member Retiree Health Care Contribution (MiCase deduction code "RHC")
   - The Defined Contribution – Member Contribution (MiCase deduction code "DC-MC")
   - The Defined Contribution – Employer Matching Contribution (MiCase benefit code "DC-EM")
   - The Personal Healthcare Fund – Member Contribution (MiCase deduction code "PHFMC")
   - The Personal Healthcare Fund – Employer Matching Contribution (MiCase benefit code "PHFEM")

   Beginning with this release, when a payroll register record is added to the system, for *Item* codes "DC-MC", "DC-EM", "PHFMC" and "PHFEM", the system will now include the contribution percentage in the *Serv. Units* field for those items, so that you will be able to see the percentage in effect at the time the payroll register record was calculated.

As always, please contact our Information Systems Support Help Line with any questions or concerns. Thank you.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 17-Oct-2012

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 17-Oct-2012.

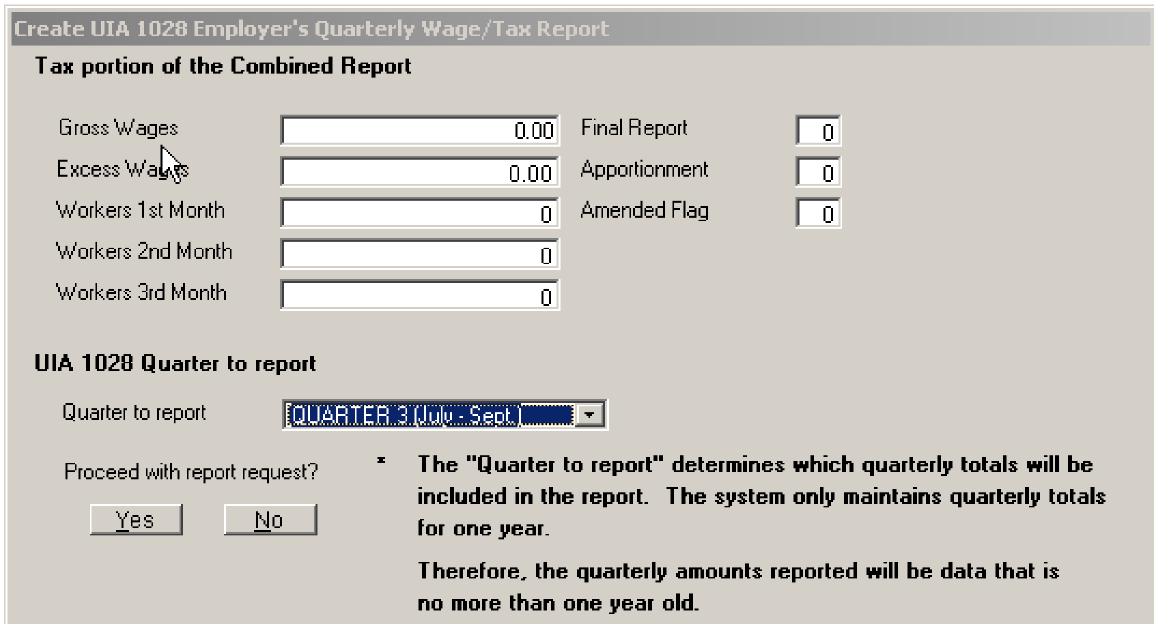
<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. The 27-Sep-2012 and 28-Sep-2012 releases included programming changes that sometimes resulted in employee's MPSERS items being calculated incorrectly. The items include the following:
   - The Employer Contribution (MiCase benefit code "MPSRS")
   - The Defined Contribution – Member Contribution (MiCase deduction code "DC-MC")
   - The Defined Contribution – Employer Matching contribution (MiCase benefit code "DC-EM")
   - The Personal Healthcare Fund – Member Contribution (MiCase deduction code "PHFMC")
   - The Personal Healthcare Fund – Employer Matching contribution (MiCase deduction code "PHFEM")

   The known bugs were corrected in the 01-Oct-2012 HR/Payroll System Release.

2. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operations > Create UIA 1017 quarterly Wage Detail Report file* has been replaced with a new operation: *Create UIA 1028 Employer's Quarterly Wage/Tax Report.* This operation creates the new UIA 1028 report in the format as specified by the UIA.

   The operation is done using the screen shown below.



In the *Gross Wages* field, enter the total gross wages for the quarter, excluding wages with *Earnings Codes* of "BPANN", "STDNT", "WCPAY" and "XFICA". This can be calculated by referring to the report *Employer Distribution Reports… > Employer Gross Pay Distribution by Earning Code*, found on the *Payroll Module Control Screen.*

In the *Workers 1st Month* field, enter the number of all full time and part time workers who worked during or received pay for the pay period, which includes the 12th of the month. Enter the appropriate numbers in the *2nd Month* and *3rd Month* fields as well.

The *Final Report*, *Apportionment* and *Amended Flag* fields will normally be left 0.

For complete instructions, refer to the *UIA MiWAM Toolkit* document, available at: http://michigan.gov/documents/uia/MiWAM_Toolkit_-_web_393498_7.pdf

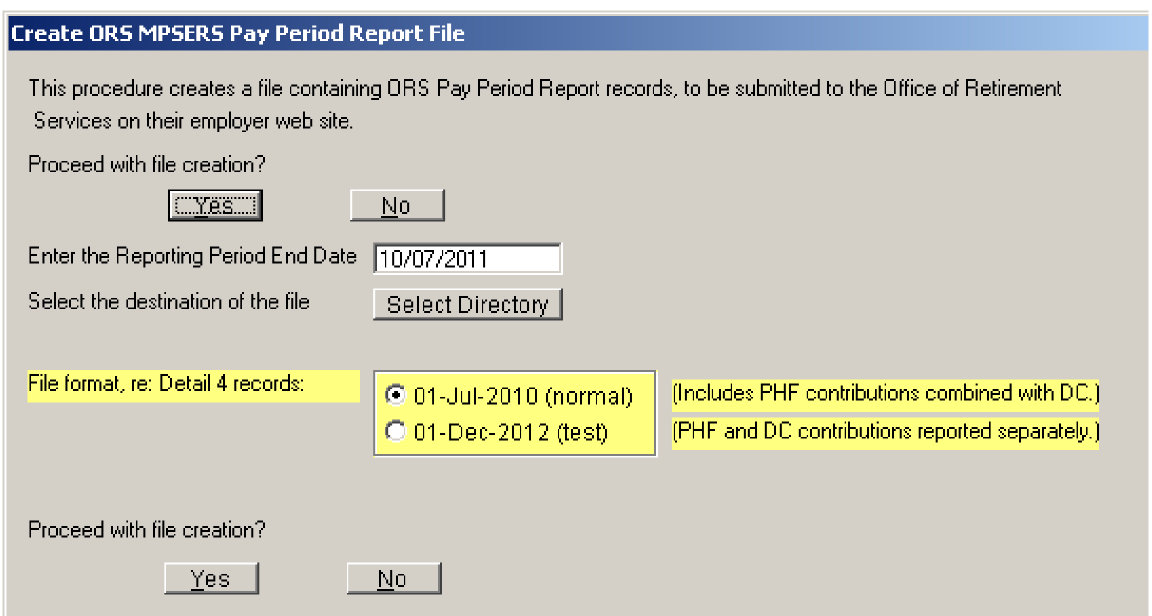
Also, the MiCase web site includes a revised FAQ document, *Unemployment Insurance Agency Form UIA 1028 – Employer's Quarterly Wage/Tax Report*, available at: http://www.mi-case.org/page/140.

The UIA website is https://miwam.unemployment.state.mi.us.

To submit the file to the UIA, sign on to their web site and then select the tab *MULTI-ACCOUNT SERVICES.* Then, click on *Bulk Report Filing.* On the left side of the screen, on the *Attachments* line, click on *Add.* The system should display a screen titled *Select a file to attach.* In the *Description* field, enter an appropriate description, for example: 3rd QUARTER 2012, then select *Browse…* and locate the file created above. Next, click *Save* and finally click on *Submit* to send the file to the UIA for processing.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

3. Module: *Payroll Module Administration*
Screen: *ORS MPSERS Pay Period Report Records Screen*
- The *Defined Contributions* page of the screen has been revised to include the PHF contributions: The *Member Contribution* amount and *%* as well as the *Employer Contribution* amount and *%*.
- The *Operations > Create ORS Pay Period Report File to Upload to MPSERS* has been revised. The system now asks which file format the file should contain, regarding Detail 4 records. To create a file in the new format, to submit to the ORS test site using the instructions in *Reform Alert # 16 – Testing System Changes*, select 01-Dec-2012 (test); otherwise, select 01-Jul-2010 (normal) to create a file to submit in the normal format to be used until December 2012. The 01-Dec-2012 (test) format *separates* DC contributions from PHF contributions, while the normal format *combines* PHF contributions with DC contributions.



Application Release Date: 17-Oct-2012

- The *Reports > ORS MPSERS DTL4 Defined Contributions Pay Period Report* has been revised. It now reports DC Contributions separately from PHF Contributions. For each type, the report lists the Member Contribution amount and %, as well as the Employer Contribution amount and %.

  To review:
  - The DC Member Contribution = MiCase deduction code "DC-MC"
  - The DC Employer Contribution = MiCase benefit code "DC-EM"
  - The PHF Member Contribution = MiCase deduction code "PHFMC"
  - The PHF Employer Contribution = MiCase benefit code "PHFEM"

As always, please contact our Information Systems Support Help Line with any questions or concerns. Thank you.

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MiCase HR/Payroll System
Application Release Notes

Application Release Date: 27-Sep-2012

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 27-Sep-2012.

<u>The following items refer to system “bugs” that have been corrected in this version:</u>

1. In the 14-Sep-2012 release, on the *Employee Master Setup Screen*, we introduced the *View* menu option: *Log of changes to MPSERS Information fields.* This log sometimes included entries of changes that you may have entered but were later overridden by the system. With this release, the log should only contain entries of times when you actually changed a field from its previous value.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

2. The payroll system has been revised to calculate the MPSERS Employer Contribution (MiCase Benefit code “MPSRS”) for wages paid on or after 01-Oct-2012 using the rates announced by the Office of Retirement Services in their email of 21-Sep-2012. These rates are shown in the chart below:

<table>
<tr><th></th><th>First Worked before July 1, 2010*</th><th>First Worked on or after July 1, 2010, through September 3, 2012**</th><th>First Worked on or after September 4, 2012 and remain Pension Plus</th><th>First worked on or after September 4, 2012 and elect DC</th><th rowspan="9">The employer contribution rates for the members’ health and/or pension elections will be provided after the TRO is lifted.</th></tr>
<tr><td>Pension Normal Cost</td><td>3.47</td><td>2.24</td><td>2.24</td><td>0.00</td></tr>
<tr><td>Pension UAL</td><td>11.42</td><td>11.42</td><td>11.42</td><td>11.42</td></tr>
<tr><td>Pension Early Retirement Incentive</td><td>1.36</td><td>1.36</td><td>1.36</td><td>1.36</td></tr>
<tr><td>Pension Total Rate</td><td>16.25</td><td>15.02</td><td>15.02</td><td>12.78</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Health Normal Cost</td><td>0.93</td><td>0.93</td><td>0.00</td><td>0.00</td></tr>
<tr><td>Health UAL</td><td>8.18</td><td>8.18</td><td>8.18</td><td>8.18</td></tr>
<tr><td>Health Total Rate</td><td>9.11</td><td>9.11</td><td>8.18</td><td>8.18</td></tr>
<tr><td>Total</td><td>25.36</td><td>24.13</td><td>23.20</td><td>20.96</td><td></td></tr>
</table>

Please note that these rates are determined by the date of the payroll. When using the employee *Register Record Preparation Screen*, this is the *Payroll Date* field.

Application Release Date: 27-Sep-2012

The following items are included to help you comply with reporting requirements resulting from recent Pension Reform legislation.

If your district had employees who first worked as members of MPSERS on or after 04-Sep-2012 and were paid before the 14-Sep-2012 HR/Payroll System release was installed, some of their benefits and deductions will not be correct per current ORS and MPSERS rules.

- The system would have deducted the RHC deduction of 3.0% - which it should not have.
- The system would not have deducted the Personal Healthcare Fund deduction (MiCase code "PHFMC") – which it should have.
- The system would not have paid the employer matching benefit (MiCase code "PHFEM") – which it should have.

3. The payroll system has been revised to calculate the Retirement Health Care deduction (MiCase deduction code "RHC") to include refunds (negative deductions) in the case where an employee had too much RHC deducted from previous payrolls. This is to help correct payroll records for employees who first worked as members of MPSERS on or after 04-Sep-2012 and were paid by your district before the 14-Sep-2012 HR/Payroll System release was installed.

   When the system calculates an RHC deduction other than the normal 3.00%, the system will include an entry in the Operations / Error Log report, saying " *RHC deduction : <amount> : adjusted for <employee name>*"

   If an employee has the *Emp first worked on/after 04-Sep-2012* field checked on their *Employee Master Setup Screen*, then the system will not deduct the RHC deduction from their pay. When they are paid in a payroll run, if they have had any RHC deducted in the current fiscal year, the system will refund the entire amount during the payroll run.

The Defined Contribution benefit (MiCase code "DC-EM") and deduction (MiCase code "DC-MC"), as well as the Personal Healthcare Fund benefit (MiCase code "PHFEM") and deduction (MiCase code "PHFMC") are calculated based on rules defined by the Michigan Public Schools Retirement System.

At the present time, the system does not allow you to change these rates for employees who first worked as members of MPSERS on or after 04-Sep-2012. As noted in the 14-Sep-2012 release notes, we are doing this with the goal of minimizing confusion during a period of many changes. However, these percentages may soon need to be changed for employees who first worked as members of MPSERS on or after 04-Sep-2012, based on the employee's elections through ING. And, for other employees, the percentages will be subject to change after their election period ends and the transition date occurs. Therefore, the next release will allow you to change them. As always, be careful to enter accurate amounts based on employee elections and feedback from the MPSERS.

Because the rates may change over time, the system is unable to "auto-correct" them based on fiscal year to day wage bases. Also, some amounts may be retroactive to a previous date, after the rate has been changed.

Therefore, we have decided to allow you to directly enter *1-Time Amounts* for these items before running a payroll.

The idea is that, if you know how much the employer paid benefit – and/or the employee paid deduction – should be for the next payroll in order to "catch up" this employee's records with what MPSERS says it should be, then you can enter an amount to override the amount the system would normally calculate. This requires you to know the amounts to enter, based on your own calculations and feedback from the ORS and MPSERS.

Our goal is to minimize the need to create adjustment register records screens, which is a difficult and time consuming process.

Please be careful when entering amounts for these items, as your entries will override amounts the system would normally calculate.

4. Module: *Payroll Employee Records*
   Screen: *Employee Benefits Screen*
   The system has been revised to allow you to enter a number in the *1-Time Amount* field, for the benefit codes "DC-EM" and "PHFEM". If you enter an amount in the field, the system will pay that amount for the benefit, the next time the payroll is run. Then, for future payroll runs, the system will revert to calculating the benefit based on the percentage indicated on the *Employee Master Setup Screen*. Please be careful using this feature, as it may create inappropriate results when reporting employee data to the MPSERS.

5. Module: *Payroll Employee Records*
   Screen: *Employee Mandatory Deductions Screen*
   The system has been revised to allow you to enter a number in the *1-Time Amount* field, for the deduction codes "DC-MC" and "PHFMC". If you enter an amount in the field, the system will deduct that amount for the deduction, the next time the payroll is run. Then, for future payroll runs, the system will revert to calculating the deduction based on the percentage indicated on the *Employee Master Setup Screen*. Please be careful using this feature, as it may create inappropriate results when reporting employee data to the MPSERS.

Application Release Date: 27-Sep-2012

As always, please contact our Information Systems Support Help Line with any questions or concerns. Thank you.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 14-Sep-2012

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 14-Sep-2012.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

1. The Payroll System has been revised to calculate Michigan Income Tax Withholding using the new rate and exemption amounts. Effective 01-Oct-2012 the rate is 4.25% and personal exemption allowance is $3,950.00

The main purpose of this release is to enable districts to comply with new MPSERS reporting requirements resulting from Pension Reform legislation. In particular, to correctly calculate MPSERS related benefits and deductions for employees who *first worked* as MPSERS members on or after 04-Sep-2012.

These are the largest changes to MPSERS rules and procedures since the Pension Reform of 2010.

Because of this, it is absolutely critical that you make sure the HR/Payroll System is configured and works correctly for your first payroll after installing the release.

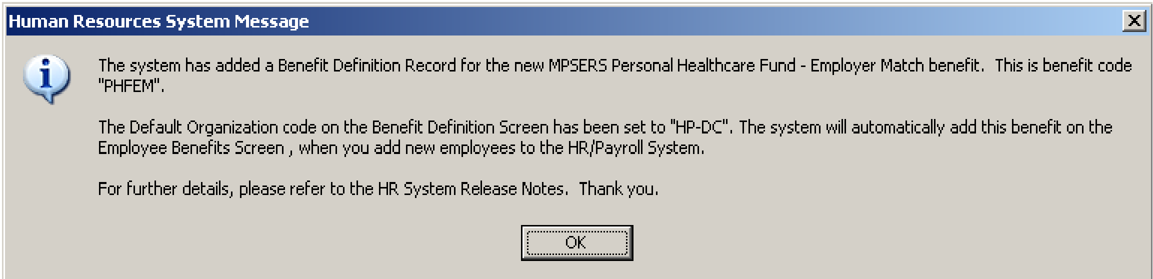
Please read these release notes carefully. If in doubt, please make sure your payroll records are correct before proceeding with other steps. If you have any questions after reading these notes, please contact the MiCase Information Systems support help line for assistance.

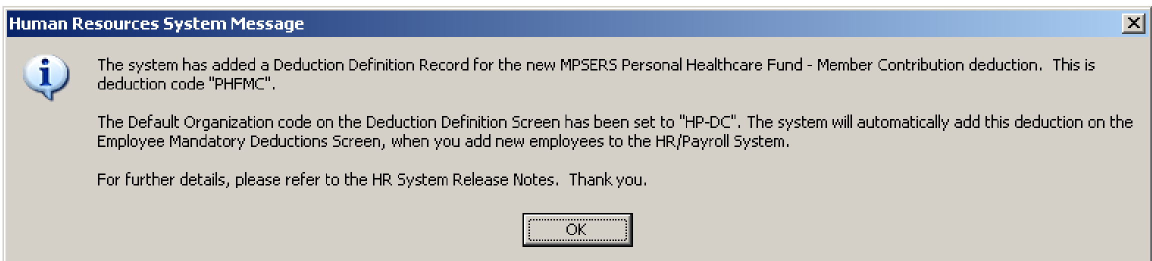
Here is the overview:

After you install this release, when the HR/Payroll System is started, it will attempt to define a new benefit code, “PHFEM” (Personal Healthcare Fund Employer Matching contribution) and a new deduction code, “PHFMC” (Personal Healthcare Fund Member Contribution), for the new Personal Healthcare Fund. You must complete the definition by entering a *Default Organization* code for both the benefit and the deduction. We have initialized the organization code to “HP-DC”, as we did when we defined the new benefit and deduction codes “DC-EM” and “DC-MC”.

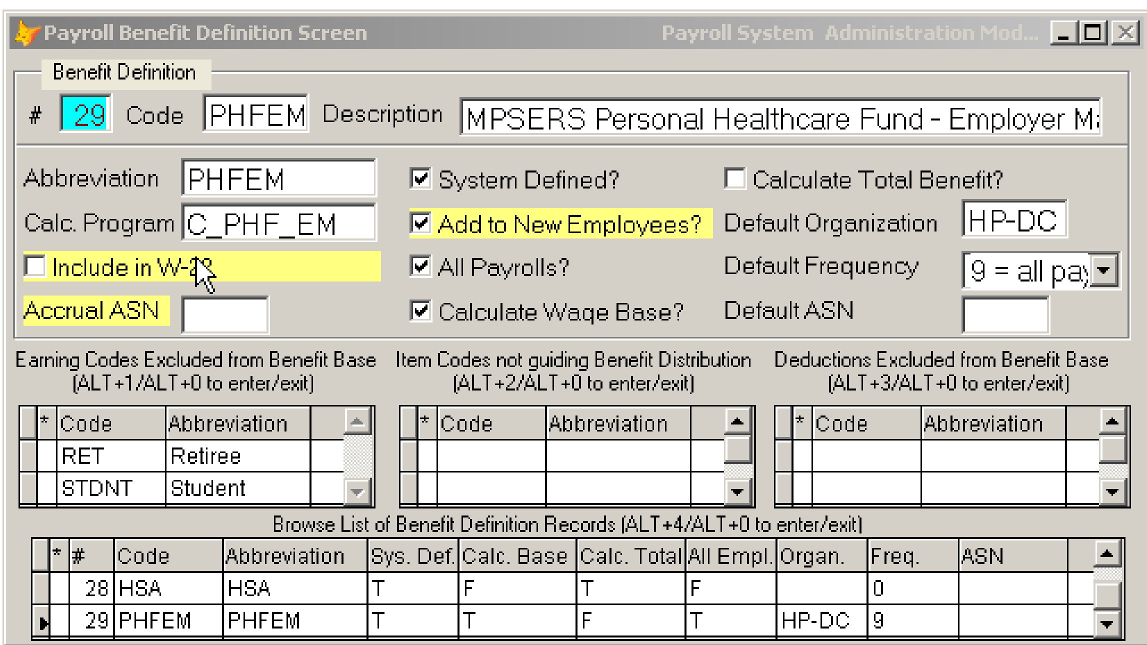
The system messages are shown below:

Application Release Date: 14-Sep-2012



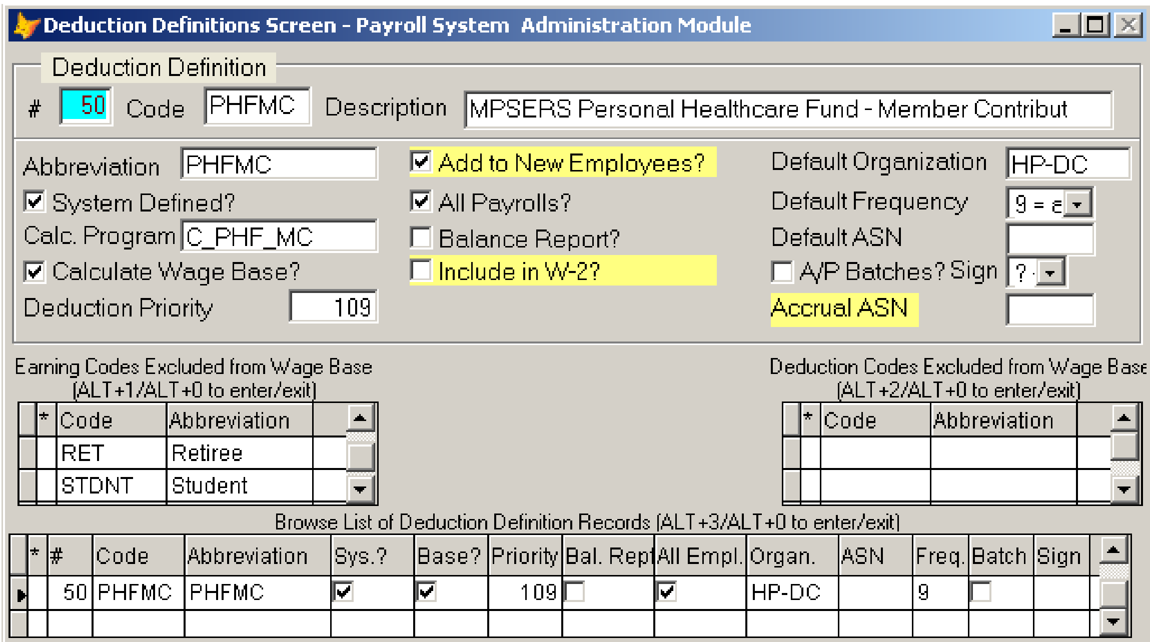


The *Benefit Definition* for PHFEM is shown below. Note that *Earnings Codes* RET and STDNT are excluded from the wage base of the benefit, but all other earnings codes – including XMPS – are included in the wage base.



Application Release Date: 14-Sep-2012

The *Deduction Definition* for PHFMC is shown below. Note that *Earnings Codes* RET and STDNT are excluded from the wage base of the benefit, but all other earnings codes – including XMPS – are included in the wage base.



Before running a payroll, please see item 3 below. You will probably want to do the new *Operation > Add Benefit Distribution Control records for 'PHFEM', based on "MPSRS' records* and resolve any remaining distribution control rules before running the payroll.

Basically, after you install this release, the main task is to identify those employees who first worked as MPSERS members on or after 04-Sep-2012. If an employee first worked as a MPSERS member on or after 04-Sep-2012, on the *Employee Master Setup Screen*, place a check in the *Emp. first worked on/after 04-Sep-2012* field and select *Save*. The system should respond with the message:

This will cause the following changes:

- The *Retirement Plan* field will be set to H = Pension Plus (enroll after 06/30/2010).

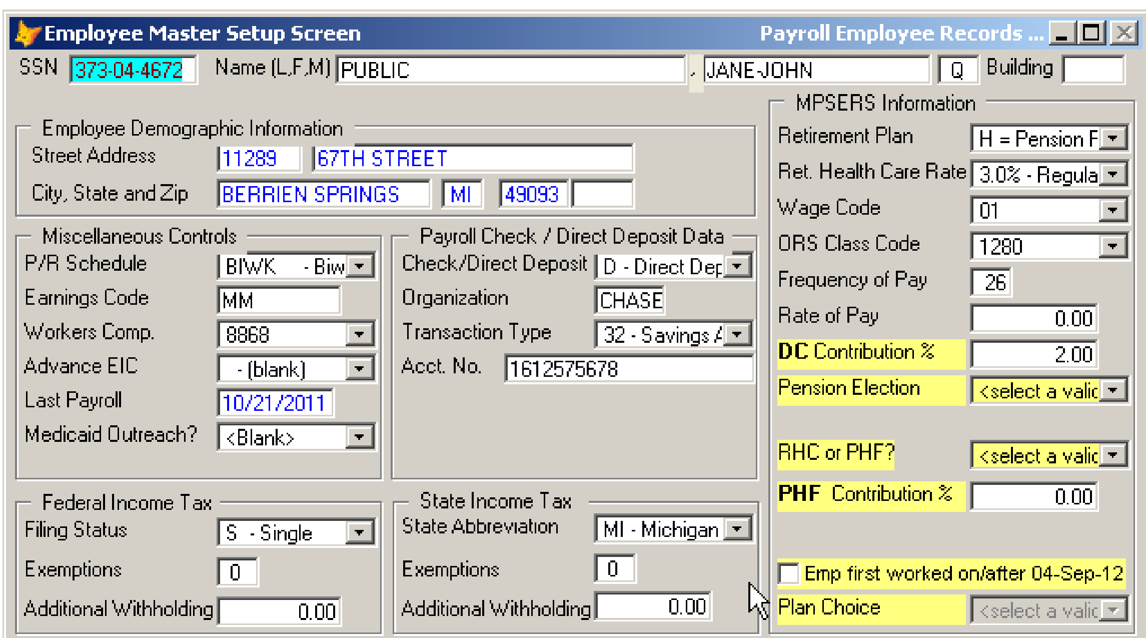
Application Release Date: 14-Sep-2012

- The *DC Contribution %* will be set to 2.00% of the employee's **gross** wages
- The *PHF Contribution %* will be set to 2.00% of the employee's **gross** wages
- The employee will have a new benefit record, "PHFEM" included in their register records
- The employee will have a new deduction record, "PHFMC" included in their register records
- The employee will **not** have RHC deducted from their earnings
- The employee will continue to have MIP deducted from their earnings, based on the percentages for the Pension Plus plan.
- The employer contribution will continue to be made at the Pension Plus rate – currently 23.23% of **reportable** wages.

For those employees who first work as a MPSERS member on or after 04-Sep-2012, they have an election to choose between two retirement plans. Currently, MPSERS rules give the employee 75 days from the date of their first pay period to make the election. Please see the section below describing the *Plan Choice* field for further details.

2. Module: *Payroll Employee Records*
   Screen: *Employee Master Setup Screen*

   Several new fields have been added to the screen, as shown below:



Some of these fields may be disabled or have restricted contents, based on the setting of the new field *Emp. first worked on/after 04-Sep-2012*. This is because the pension reform legislation effectively divides all employees into two groups, depending on when they first worked as MPSERS members. Also, some of the restricted contents may change in subsequent releases. For now, we are trying to make it as simple as possible to effectively enter all necessary data to comply with MPSERS rules for employees who first work on or after 04-Sep-2012.

- ***DC Contribution %***
  This field is not new; however, it has been renamed from *Contribution %*, to distinguish it from the new *PHF Contribution %* and help clarify its relationship with other fields required to comply with MPSERS reporting requirements. The field applies to employees whose *Retirement Plan* is set to <u>H = Pension Plus</u> and contains the percent to be deducted from the employee's **gross pay** as their contribution to the defined contribution portion of their retirement plan.

  If the *Retirement Plan* is not set to <u>H = Pension Plus</u>, the system will set this field to 0.00.

  If the new field *Emp. first worked on/after 04-Sep-2012* is <u>checked</u>, the system will set the percentage in this field based on the value of the *Plan Choice* field. If the *Plan Choice* is <u>Pension Plus</u>, the system will set this field to <u>2%</u>. If the *Plan Choice* is <u>Defined Contribution</u>, the system will set this field to <u>6%</u>. We anticipate allowing this field to be changed to other percentages in later releases, but for now, we will keep things simple and restrict it to the two percentages as described here.

  For employees who first worked as MPSERS members before 04-Sep-2012 and are included in the Pension Plus plan, this field is initially set to 2.00% but may later be changed to other numbers, based on the actions of the employee.

- ***Pension Election***
  This field applies to employees who first worked as MPSERS members prior to 01-Jul-2010. These employees must indicate the pension plan they wish to be a part of, moving forward from the transition date which is currently scheduled to occur in December 2012. If they do not complete an election by the deadline, the field will be set to Option 3 and maintain their current level of contribution to the pension fund.

- ***RHC or PHF?***
  This field will be used for employees who worked as MPSERS members prior to 04-Sep-2012.

These employees are required to make a Retirement Healthcare Election and choose to continue contributing 3% of their compensation to the Retiree Healthcare Fund and keep their premium subsidy benefit - or not pay the 3 percent contribution and instead choose the Personal Healthcare Fund.

This field contains the choice made by these employees.

The choice must be made prior to the deadline and will take effect after the transition date, which is currently scheduled to occur in December 2012. If they do not complete an election by the deadline, they will continue contributing 3% of their compensation to the Retiree Healthcare Fund (the "RHC" deduction).

- ***PHF Contribution %***
  This field contains the percent to be deducted from the employee's gross pay, as their contribution to their Personal Healthcare Fund described above.

  If the new field *Emp. first worked on/after 04-Sep-2012* is <u>checked</u>, this field will be set to 2%. We anticipate allowing this field to be changed to other percentages in later releases, but for now, we will keep things simple and restrict it to 2.00% for this group.

  If the new field *Emp. first worked on/after 04-Sep-2012* is <u>not</u> <u>checked</u>, this field will be set to 0%. We anticipate allowing this field to be changed to other percentages in later releases, but for now, we will keep things simple and restrict it to 2.00% for this group.

- ***Emp first worked on/after 04-Sep-2012***
  This important field indicates whether an employee first worked as a member of MPSERS on or after 04-Sep-2012, or whether they were an active member of MPSERS at some point before 04-Sep-2012.

  If the employee first worked as a member of MPSERS on or after 04-Sep-2012, place a check in the box; otherwise, leave the box empty.

  When this field is checked, it will cause the following changes:

  - The *Retirement Plan* field will be set to <u>H = Pension Plus (enroll after 06/30/2010)</u>.
  - The *DC Contribution %* will be set to 2.00% of the employee's **gross** wages
  - The *PHF Contribution %* will be set to 2.00% of the employee's **gross** wages

- The employee will have a new benefit record, "PHFEM" included in their register records
- The employee will have a new deduction record, "PHFMC" included in their register records
- The employee will **not** have RHC deducted from their earnings
- The employee will continue to have MIP deducted from their earnings, based on the percentages for the Pension Plus plan.
- The employer contribution will continue to be made at the Pension Plus rate – currently 23.23% of reportable wages.

Please note: if the *Employee Master Setup Screen* has already been setup for an employee and their *Retirement Plan* field is **not** H = Pension Plus (enroll after 06/30/2010), then this field will be disabled. Therefore, to indicate the employee first worked as a member of MPSERS on or after 04-Sep-2012, you must first change their *Retirement Plan* field to H = Pension Plus (enroll after 06/30/2010) and do a *Save*.

- ***Plan Choice***
  For those employees who first work as a member of MSPERS on or after 04-Sep-2012, they must select whether they wish to join the Pension Plus retirement plan or a new, Defined Contribution (DC) plan. New employees will have 75 days from the date of their first pay period to make their election; if no election is made they will be placed in the Pension Plus plan.

  If this field is set to Defined Contribution (DC) plan – 2, then in addition to the other changes listed above, the system will make the following changes:
  . The employee will no longer have the MIP deduction taken from their earnings
  . The *DC Contribution %* will be set to 6.00% of the employee's gross wages.

  If the employee remains in the Pension Plus plan – either by election or default, they will have MIP deducted from their earnings, based on the percentages for the Pension Plus plan.

- The *View* menu option now includes the *Log of changes to MPSERS Information fields* option.

  With all the changes included in this release and earlier versions, there are now several fields on the screen that determine how critical benefits and deductions are calculated in employee payroll register records. Some of these fields have election deadlines, defaults if no election is made, are irrevocable;

apply to only some groups of employees, depend on the settings of other fields in the group, etc., etc.!
To help you see what fields have been changed and when, you may click on the *View* and select the *Log of changes to MPSERS Information fields* option. The system will display a log of changes to selected fields, for the employee displayed. The log entries are in date order, from earliest to latest.

3. Module: *Payroll Module Administration*
   Screen: *Benefit Distribution Control Table Screen*

   A new *Operation > Add Benefit Distribution Control records for 'PHFEM', based on "MPSRS' records* has been added to the system. Because this release creates a new benefit code ("PHFEM'"), the benefit items on employees' payroll records will not have ASNs associated with them. This operation will create a new set of records in the *Benefit Distribution Control Table*, by duplicating the records for the "MPSRS" benefit and including the code "PHFEM'" in the *Benefit* field, instead of "MPSRS". If you wish to distribute the new benefit costs differently than the MPSRS benefit costs are distributed, you may revise these records as you wish, but, at least this operation will provide you with an initial set of distribution control records.

4. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   - The *Operations > Update ORS Pay Period Report records* has been revised. For the present, on the *Defined Contributions* tab, the *Member* and *Employer DC Contribution* amount items now include any Personal Healthcare Fund amounts as well. The *Member* amount now includes "PHFMC" (Personal Healthcare Fund Member Contribution) deduction amounts and the *Employer* amount now includes "PHFEM" (Personal Healthcare Fund Employer Matching contribution) benefit amounts.
   - The *Reports > ORS MPSERS DTL4 Defined Contributions Pay Period Report* has been revised to reflect the above change. The *Member* and *Employer DC* amount items now include any Personal Healthcare Fund amounts as well. The *Member* amount now includes "PHFMC" (Personal Healthcare Fund Member Contribution) deduction amounts and the *Employer* amount now includes "PHFEM" (Personal Healthcare Fund Employer Matching contribution) benefit amounts.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:

Application Release Date: 14-Sep-2012

Phone: (269) 250-9270
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On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 15-Aug-2012

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 15-Aug-2012.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

1. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   A new selection has been added to the *Operations* menu. *Operations > Create ORS Employee Contacts spreadsheet* may be used to create a spreadsheet file containing employee contact information, as requested by the ORS – MPSERS. The file will contain the following columns: employee social security number, first name, last name, and phone number as found on the *Primary Employee Data Screen*, the *Email Address* and *Mobile Phone No* as found on the *Optional Employee Data* screen and the *ORS Unit Number* found on the *Payroll Module Control Screen.*

   The file will contain records for all employees who have been paid since 01-Jul-2011.

   When you select the operation, the system will display a screen explaining the operation. Click on the *Select Directory* button to select the folder in which you wish to create the file. After you select the drive and folder, click on *Select* and then click on *Yes* to proceed with file creation.

   The file will be named "ors_employeecontacts_nnnnn.xls", where nnnnn is your district's ORS reporting unit number.

   You may open the file with Excel, and update the rows as necessary, filling in contact information that may not be in your HR/Payroll employee records.

   The file may be uploaded to ORS using the instructions emailed Friday, 10-Aug-2012 to each district, from ORS.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 15-Aug-2012

Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 09-Aug-2012

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 09-Aug-2012.

The following items refer to system "bugs" that have been corrected in this version:

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

1. The system has been revised to calculate the withholding of Federal income taxes according to the rules for 2012. The government revised the rates in January, shortly after our new calendar year release; however, we were not aware of them until recently. Employees may notice small changes in their withholding amounts after you install this release.

2. Module: *Payroll Module Administration*
   Screen: *Employee Pay and Benefits Accrual Screen*

   - The *Operation > Update Fixed-amount Benefit Accrual Records* has been revised to calculate the FICA and MPSRS benefit amounts more accurately.
   - A new *Operations >Update Periodic Totals and A/P with Contract Balance, FICA and MPSERS Accrual Records* has been added to the system. This operation essentially does the same thing as the *Operation > Update Periodic Totals and A/P with Accrual Records* found on the *Payroll Module Control Screen*. The difference is that this operation uses accrual amounts that are more accurate than the old operation. The obsolete operation on the *Payroll Module Control Screen* will eventually be removed.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 02-Jul-2012

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 02-Jul-2012.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operations > Run a Payroll* has been revised. The system was miscalculating the RHC deduction for some employees that were originally setup to have the deduction calculated as 1.5% of the reportable wages. This has been fixed and the RHC deduction will be calculated as 3.0% of all wages subject to the deduction. Thanks to Joni Bell of Mattawan Schools, for being the first - of several - to notify us of this bug.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

2. Module: *Payroll Module Administration*
   Screen: *Employee Pay and Benefits Accrual Screen*
   Several changes have been made on this screen, with the goal of making it easier and more valuable to use. Further instructions on how to use this screen may be found in the documents *Human Resources System User's Guide – Payroll End of Fiscal Year Procedures* and *FAQ Employee Gross Pay and Benefit Accrual*, found on *Mi-Case.org*. Also see the *22-Jun-2011 and 27-Jun-2011 HR/Payroll System Release Notes*.
   - The *Operation > Update Fixed-amount Benefit Accrual Records* has been revised to calculate the FICA and MPSRS benefit amounts more accurately.
     - When calculating the FICA benefit amount to accrue, the system considers deductions that are excluded from the wage base of the FICA benefit (e.g. PSFSA, etc.). Also, if your district elected to make the RHC deduction exempt from the FICA wage base, the system will reduce the wage base by 3.0% of accrued wages before calculating the FICA benefit to accrue.
     - When calculating the MPSRS benefit to accrue, the system considers the *Earnings Code* associated with wages being accrued. If the *Earnings Code* is not MM, WCPAY or XFICA, the system will not consider the accrued wages subject to the MPSRS benefit.
   - Two new functions have been added to the screen, as described below. The first function enables you to create an export file of all pay and benefit accrual records in .xls file format. This allows you to open the file in Excel and update it easily according to your needs – for example: mass-changing benefit amounts, ASNs, etc. Then, after making changes, the second function allows you to import the entire file back into the system. Note that the import

operation replaces any existing pay and benefit accrual records with those found in the .xls file to be imported.

- An export of employee pay and benefit accrual records has been added to the system. Select *Tools > Import\Export System > Report Name ACCRUALS.*
- A new *Operations >Import Pay and Benefit Accrual Records from spreadsheet file* has been added to the system.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 26-Jun-2012

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated dd-Mon-2012.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operations > Run a Payroll* has been revised. Previously, the system would sometimes assign direct deposit numbers to employee payroll register records that included "gaps" where some numbers were never used. For example, a payroll run might include direct deposit numbers 187553, 187554, 187555, *187557*, 187558, etc. (with 187556 not being used). This has been fixed and direct deposit numbers should be a sequence from the first to the last with no gaps. Thanks to Shawn Fitzgerald of the Van Buren ISD for notifying us of this bug.

2. Module: *Payroll Employee Records*
   Screen: *Employee Register Records Screen*
   The report, *Reports > Employee Register Detail Summary Report –All employees* has been revised to include the *Organization Code* in the spreadsheet file created by the report. Thanks to Sheri Castanon of Portage schools for pointing out this omission.

3. Module: *Payroll Employee Records Module*
   Screens: *Primary Contract/Salary Screen* and *Additional Contracts/Salaries Screen*
   Previously, if a *Code* appeared in the *Additional Wage Codes in Payroll Amount* area of the screen, that code matched the *Wage Code* on One-Time Postings for the employee and there were no entries in the corresponding *Begin* and *End* dates, the system would create ORS MPSERS Employee Detail 2 records with empty Begin and End dates. This has been fixed and Detail 2 records should be created correctly. Thanks to Shawn Fitzgerald of the Van Buren ISD for notifying us of this bug.

4. Module: *Payroll Employee Records*
   Screen: *Employee Elective Deductions Screen*
   Previously, the system did not display the correct *Organization* abbreviation (the text in blue, to the right of the organization code) when you selected different records from the *Browse List of Employee Elective Deduction Records* at the bottom of the screen. This has been fixed and the abbreviation should now match the code. Thanks to Joanne Scheid of Watervliet, Sherry Barnes of South Haven, Carol Taylor of Vicksburg and anyone else who reported this bug.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 26-Jun-2012

5. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operation > Update ORS Pay Period Report records* caused an error message to display, indicating a numeric data overflow condition, under some circumstances. This has been fixed and the operation should work correctly. Thanks to Diane Myers of Comstock schools for notifying us of this bug.

6. Module: *Payroll Employee Records Module*
   Screen: *Employee Tax-Deferred Payment Agreement Screen*
   The *Operations > Create Tax-Deferred Purchase Agreements file* has been revised to include the correct ORS Unit Number in the TDA file created by the operation. The number is found in the *Payroll Module Administration* on the *Payroll Module Control Screen*. Thanks to Jill Kohel of Menominee Area Public Schools for notifying us of this bug.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

7. Module: *Employee Absence Records*
   Screen: *Employee Leave Control Screen*
   An export of employee leave codes, amounts used and available balances has been added to the system. Select *Tools > Import\Export System > Report Name EM LEAVE*. Thanks to Mary Goodman of Niles schools for suggesting this enhancement.

8. Module: *Personnel*
   Screen: *Registry of Educational Personnel Screen*
   The system has been revised to include all current assignment position codes, educational grade setting descriptions and educator effectiveness codes, per the CEPI REP Data Field Descriptions for the EOY 2012 submission.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 04-Apr-2012

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 04-Apr-2012.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   In the 15-Mar-2012 release, we revised the *Operations > Update ORS Pay Period Report Records* to correctly handle multiple Record Types (i.e. ORS Wage Codes) in Detail 4 records (i.e. Pension Plus). In the process we created new bugs. The following have been fixed in this release:
   - If your district did not pay any Pension Plus employees in the pay period being processed, the system would display an error message "Variable 'TOTAL_MEM_DC_CON' is not found." This has been fixed and the operation should complete successfully without error. Thanks to Martha Baker of Pentwater Schools for notifying us of this bug.
   - If your district paid Pension Plus employees with ORS Wage Codes other than 01, 05 and 06, the system would incorrectly add multiple Detail 4 records with the same Record Type (i.e. ORS Wage Code). This has been fixed and the operation should correctly create Detail 4 records as described in the 15-Mar-2012 HR/Payroll Release Notes. Thanks to Karen Bojanich of the St. Joseph County ISD for notifying us of this bug

2. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Reports > Employer's Quarterly 941 Report – Supplement Data* has been revised to correctly report all employees with payroll items included in the report. Also, the report has been revised to list records sorted by building and then alphabetically by employee within building. Thanks to Lou Ann Prescott of the Kalamazoo RESA for notifying us of this bug.

3. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Reports > MESC Employer's Multiple Worksite Report* has been revised to correct some bugs, enhance usability and reflect current standards:
   - The report has been renamed to the *UIA Multiple Worksite Report – BLS 3020.*
   - Previously, the system displayed the *Period End Date* of "01/01/2001", regardless of what was entered in the *Quarter to report* field. The system now asks you to enter the *Quarter Ending Date*, to correctly identify the report when created. Thanks to Jill Kohel of the Menominee Area Schools for notifying us of this bug.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 04-Apr-2012

- The system now excludes gross pay with *Earnings Codes* of "BPANN", "STDNT" and "XFICA" to make it consistent with the data reported when you select *Operations > Create UIA 1017 quarterly Wage Detail Report file*. Thanks to Bonnie Brewer of the Van Buren ISD for notifying us of this bug.
- The report now includes total Employees for each worksite (i.e. the contents of the *Building* field found on the *Primary Employee Data Screen*).

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

4. Module: *Payroll Employee Records*
   Screen: *Employee Register Records Screen*
   The *Reports > Employee Register Detail Summary – All employees* has been revised to allow the report to include all employees or only employees in a selected Organization Code. For further details, please refer to the 21-Jul-2011 HR/Payroll System Release Notes. Thanks to Christine Veld of the Vicksburg Schools for suggesting this enhancement.

The following items discuss how the MPSERS retirement health care deduction (MiCase code "RHC") will be calculated after this release is installed.

Since the deduction was introduced in July 2010, some wage payments were subject to a 1.5% deduction, based on either the employee involved (i.e., the *Ret. Health Care Rate* found on the *Employee Master Setup Screen)* and/or the date the wages were earned.

As of this release, we will assume that all wages earned prior to 01-Jul-2011 have been paid.

Therefore, when a payroll is run, the system will consider all of the MPSERS reportable wages in the payroll subject to a 3.0% RHC deduction.

In the MiCase HR/Payroll System, the RHC deduction is an "auto-correcting" deduction. This means that the system attempts to make the <u>total fiscal year to date deduction</u> amount correct, based on the <u>total fiscal year to date wage base</u> subject to the deduction. If an employee previously had too little RHC deducted, the system will over-deduct on subsequent payrolls. Conversely, if an employee previously had too much RHC deducted, the system will under-deduct on subsequent payrolls. For further details, please see the 19-Jul-2010 Release Notes – item 3.

In order for these calculations to occur properly, the *Ret. Health Care Rate* found on the *Employee Master Setup Screen* must be correct. Also, the total amount of reportable wages earned prior to 01-Jul-2011 and paid on or after that date must be correct. This may be found in the *Payroll Employee Records* module, on the *Employee Mandatory Deductions Screen*, in the *Pre- 01-Jul Wages*. field for the "RHC" deduction. For further details, please refer to the 21-Jul-2011 HR/Payroll System Release Notes.

Important: If an employee initially qualified for a 1.5% rate when the deduction was introduced in July 2010, you should **leave the rate at 1.5%** on the employee's *Employee Master Setup Screen* – **do not change it to 3.0%.** There are two codes for the 1.5% rate, depending on which rule qualified the employee for the lower rate. Please make sure the correct code is selected. For further details, please refer to the 23-Jun-2010 HR/Payroll System Release Notes.

The exception to these rules may occur when using the *Register Record Preparation Screen.* If a *Payroll Date* prior to 01-Jul-2011 is entered, the screen will calculate the RHC deduction based on the rate in the *Ret. Health Care Rate* found on the *Employee Master Setup Screen.* In this case, if necessary, you may enter an "X" in the *Fix. Amt*. field and enter the amount to deduct, to override the amount calculated by the system

5. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operations > Run a Payroll* has been revised to calculate the MPSERS retirement health care deduction (MiCase code "RHC") as 3.0% of the wages subject to the deduction. The system will no longer consider the ORS Wage Code associated with the payments. As noted above, the RHC deduction is "auto-correcting"; for further details, please see the 19-Jul-2010 Release Notes – item 3

6. Module: *Payroll Employee Records*
   Screen: *Register Record Preparation Screen*
   The system has been revised so that if a *Payroll Date* prior to 01-Jul-2011 is entered, the screen will calculate the RHC deduction based on the rate in the *Ret. Health Care Rate* found on the *Employee Master Setup Screen.* Otherwise, the RHC deduction will be calculated as 3.0% of the wages subject to the deduction. As noted above, the RHC deduction is "auto-correcting"; for further details, please see the 19-Jul-2010 Release Notes – item 3

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 15-Mar-2012

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 15-Mar-2012.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   On the *Defined Contributions* page, previously, the system created one Detail 4 record for each Pension Plus employee who received pay during the reporting period. The system has been revised to create a Detail 4 record for each Record Type to be reported for the employee. The Record Type is considered to be the ORS Wage Code from the register record, unless the wage code is not 01, 05 or 06. In this case, the system changes the record type to be 01 (Original DC Record).

   If the gross pay is entered on the *Primary Contract/Salary Screen* or on the *Additional Contracts/Salaries Screen*, the system uses the *Begin* and *End* dates from the *Additional Wage Codes in Payroll Amount* area of the screen, to include in the Detail 4 record. If the gross pay is entered on the *Employee One-time Postings Screen*, the system attempts to find a matching ORS Wage Code on the *Primary Contract/Salary Screen* and then on the *Additional Contracts/Salaries Screen*, and uses the *Begin* and *End* dates found on the appropriate screen.

   Thanks to Diane Myers of Comstock for pointing out this bug - after she was threatened with a fine from ORS…

2. MiCase Information Systems have been revised in an attempt to make printing reports more effective, when using a Windows 7 computer. When you select reports and then click on the *Select Printer* button on the *Report Print Options* screen, you will see a revised *Print* screen. From here, you may select the printer you wish to send the report to, and then click on the *Preferences* button. This should then display a *Printing Preferences* screen. This screen should enable you to control your printer more successfully than in the past. For example, you should be able to select the paper types and/or drawers, double-sided (duplex), orientation (portrait .vs. landscape), etc.

3. *Payroll Employee Records*
   Screen: *Employee One-time Postings Screen*
   Previously, if you selected *Reports*, the system would display or print the report correctly, but sometimes displayed an error message after closing the report. This has been fixed and the reports now work correctly.

4. Module: *Payroll Employee Records*

Application Release Date: 15-Mar-2012

Screen: *Employee Register Records Screen*
Previously, when a register record was added to the system, the resulting A/P batch records contained the *Register Date* (e.g., the date the record was created) in the *Trans. Date* field, instead of the *Payroll Date* of the register record. This has been fixed, so now the batch line items will contain the *Payroll Date* of the register record in the *Trans. Date* field of the line items.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

5. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Administrative > Process Central Reports* procedure has been revised. Previously, when the system displayed the *FTP Options* screen, the *FTP Server Address:* field contained *kresanet.org*. Beginning with this version, the *FTP Server Address* has been changed to ftp.mi-case.org.

6. Module: *Payroll Employee Records*
   Screen: *Employee Register Records Screen*
   The *Reports > Employee Register Record* has been revised to include two new fields: for gross pay line items (where the *T* field contains a P – for Pay), the *Wage Code* displays the ORS Wage Code associated with the item. Also for gross pay line items, the system displays the calculated pay rate, where possible, in the *Calc. Rate* field; if the system cannot calculate a rate (i.e. the *Pay Units* are 0.00), the report displays N/A.

7. Module: *Personnel*
   Screen: *Payroll Contracts/Salaries Preparation* screen
   A new *Operation* has been added: *Mid-Contract Transfer New Total Salary to Payroll Primary Contract/Salary Screen - Calculate new Payroll Amount* has been added to the system. This operation updates the *Primary Contract / Salary Screen* with a *New Amount* in the *Contract Figures* section and a *New Amount* in the *Payroll Figures* section. The system does the following: The *Total Salary* from the screen is transferred to the *New Amount* in the *Contract Figures* section of the *Primary Contract / Salary Screen*. Then, the system calculates a new *Balance* by subtracting the *Earnings* from the new contract amount. Finally, the system calculates a new payroll amount by dividing the new balance by the *Number of remaining payrolls to process* entered when the Operation is run. Note that, unlike similar operations, this new operation does not calculate a one-time retroactive payment and does not set the *Earnings* back to zero.

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Application Release Date: 15-Mar-2012

Beginning with the W-2 forms for calendar year 2012, employers will be required to report the cost of employer-sponsored health coverage. Specifically, the total cost will appear in Box 12, with a code of DD. This total cost includes both the employer paid amounts (benefit items) and employee paid amounts (deduction items). The notes below describe how the MiCase HR/Payroll System will enable you to do this. In general, the system provides two ways of entering health coverage costs on employee W-2 forms: The system can calculate the amount based on benefit and deduction records associated with the employee's payroll register records, or, you may manually enter the amount to include, on the *Employee Tax Control Screen*. Note that, per current IRS communications, employers who filed less than 250 W-2 forms for 2011 will be exempt from this requirement for 2012 W-2 reporting.

8. Module: *Payroll Module Administration*
   Screen: *Benefit Definition Screen*
   - A new field, *Include in W-2?*, has been added to the screen. If this box is checked, the total calendar year to date amount of this benefit will be included in employee W-2 forms in Box 12 with a code DD, which reports the total cost of employer sponsored health care.
   - Also, the *Reports > Benefit Definitions Report* has been revised to include the new field.

9. Module: *Payroll Module Administration*
   Screen: *Deduction Definition Screen*
   - A new field, *Include in W-2?*, has been added to the screen. If this box is checked, the total calendar year to date amount of this deduction will be included in employee W-2 forms, in Box 12 with a code DD, which reports the total cost of employer sponsored health care.
   - Also, the *Reports > Deduction Definitions Report* has been revised to include the new field.

10. Module: *Payroll Employee Records*
    Screen: *Employee Tax Control Screen*
    The layout of the screen has been revised and a new field, *DD-Health Care Costs*, has been added. If you enter an amount in this field, that amount will be included in the reports below, instead of the total of the employee's benefit and deduction items as indicated above. In other words, this field may be used to override the amounts calculated by the system, for selected employee(s).

    Also, if you do not have the system calculate the amounts using the above benefit and deduction definitions, you may manually enter amounts to be reported in employee W-2 data, using your own calculations.

11. Module: *Payroll Module Administration*

Screen: *Payroll Module Control Screen*

- The *Reports > Employer's W-2 Proof Report* has been revised. The *Bd. Pd. 403* field has been removed, and a new field, *HealthCost*, has been added in its place. It reports the total cost of employer sponsored health care for each employee, by reporting the total of all benefits as checked in item 8 above and the total of all deductions as checked in item 9 above. If an amount was entered on the *Employee Tax Control Screen* in the *DD-Health Care Costs* field, the system indicates this by an asterisk (*) in the *DD** column on the left side of the report.
- The *Reports > Employer's W-2 Proof Report – Supplemental Data* has been revised. The *Bd. Pd. 403* field has been added, from the above report.
- Both the *Reports > Employer's Quarterly 941 Report* and *Employer's Quarterly 941 Report – Supplemental Data* have been revised similarly to the W-2 reports above.
- In the electronic file of W-2 records submitted to the Social Security Administration, the *HealthCost* amount is included in the *Cost of Employer-Sponsored Health Coverage* field, in the RW record for the employee. Note that the AccuWage program displays the field as "*Cost of Employer-Sponsored Health C*". Also note that the AccuWage system displays the total amount of this item in the RT record, which can be found by scrolling down to the next to last record when viewing tested records.

12. Module: *Payroll Module Administration*
    Screen: *Payroll Module Control Screen*
    With the above changes – as well as others such as the MPSERS member contributions to the Pension Plus plan, it will be more likely that employees will have more than four items to report in Box 12 of the printed W-2 form. Therefore, the system has been revised so that *Reports > Employee W-2 Forms: 8.5 x 11 Laser* and *Employee W-2 Forms: Archive Copy* will both create multiple W-2 forms for employees with more than four items to report in Box 12. Per the IRS publication *2011 Instructions for Forms W-2 and W-3*, the additional forms will not contain the employee's federal tax data, but will include all remaining items in Box 12 that were not included in the first form. If there are employees who will receive more than one printed W-2 form, the system will display the message "*Some employee(s) require multiple W-2 forms. Please review Operations/Error Log report for details.*" The *Operations/Error Log* report will indicate the employees involved.

Along with the above changes, we have revised how the system reports contributions to health savings accounts – both employer and employee. These items are reported in Box 12, with a code of W. The notes below describe how the MiCase HR/Payroll System handles this.

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13. Module: *Payroll Module Administration*
    Screen: *Payroll Module Control Screen*

- The *Reports > Employer's Quarterly 941 Report – Supplemental Data* and *Employer's W-2 Proof Report – Supplemental Data* have been revised. The *HSA Cont.* column displays the *Employer* contribution on line 1 and the *Employee* contribution on line 2.
- The system calculates the *Employer* amount as the total of all "HSA" *benefit* items for the employee. Similarly, the system calculates the *Employee* amount as the total of all "HSA" *deduction* items for the employee.
- If you enter an amount on the *Employee Tax Control Screen* in the *W-2 Form Box 12 items* section, in the *W – Employer Share HSA* field, it will override the amount calculated as the *Employer* amount (e.g., the total of all *benefit* items that are coded "HSA" for that employee.) In this case, the system indicates this by an asterisk (*) in the *W* column to the right of the *Employer* amount on the *Supplemental* reports mentioned above.
- On the printed W-2 form, the *Employer* and the *Employee* contributions are added together and put in Box 12, with a code of W. Note that, per W-2 form instructions, this assumes that the employee elected to contribute using a section 125 (cafeteria) plan. If an employee contributes to their health savings account but does not do so via a section 125 (cafeteria) plan, the deductions must be taken using a code other than "HSA".
- In the electronic file of W-2 records submitted to the Social Security Administration, the *Employer* and the *Employee* contributions are added together and included in the *Employer Contributions to a Health Savings Account* field, in the RW record for the employee. Note that the AccuWage program displays the field as "*Employer Contributions to a Health Sa*". Also note that the AccuWage system displays the total amount of this item in the RT record, which can be found by scrolling down to the next to last record when viewing tested records.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 10-Jan-2012

Important note regarding network security and sensitive data files – Please review carefully

As with any database information system, the *HR/Payroll System* can create files containing sensitive employee and payroll data. For example, when you use *Operations* to create files to be sent to third parties, such as ACH files for your bank, Pay Period Report Files for ORS, EPARS files for TSA, etc. These files contain sensitive employee and payroll data.

Also, when you create export files, using the *Tools > Import\Export System* feature, the *HR/Payroll System* creates files containing sensitive data.

These files often contain social security numbers. This data should only be accessible to designated district employees.

When you create these files, the system will ask you for a file name and location with which to save the file. Often, the file name is created by the system and should be retained, because it complies with the reporting requirements of the third party.

The default location will be a folder on the network drive that hosts the *MiCase HR/Payroll System*, for example, the "K:" drive. This folder will usually be accessible to <u>all</u> district employees who are able to use <u>either</u> the *Financial Accounting System* <u>or</u> the *HR/Payroll System*. Most of these individuals should <u>not</u> have access to the sensitive data.

Therefore, please make sure to **save files containing sensitive data in a <u>secure location</u> on your network**. If in doubt, please contact your supervisor for instructions on where to store these files. Most districts have network folders created for access only by select business office employees.

The *MiCase HR/Payroll System User's Guide* and related documents have suggested storing files in a folder named "HR System Related Files", as created on the network drive that hosts the *MiCase HR/Payroll System* (i.e., the "K:\" drive). In order to increase security of sensitive files, we recommend moving the "HR System Related Files" folder to the secure location for business office personnel mentioned above.

Finally, any other files containing sensitive data should be moved to the secure folder also. Examples include:

- Backup files created before and after running a payroll. These files have an extension of either ".arj" or ".zip". The backups created are named as: s*mmddyyt.zip,* where:
  - *s* indicates the schedule (i.e. Biweekly, Semimonthly, etc.)
  - *mm* indicates the month of the payroll date

dd indicates the day of the payroll date
yy indicates the year of the payroll date
t indicates the type of the backup, with *I* = initial (pre-payroll) and *F* = final (after-payroll)

For example: B010612I.zip contains the Biweekly 01/06/12 Initial (pre-payroll) backup of *HR/Payroll System* data

- ACH files prepared for bank transfer to your bank
- CEPI REP report files
- Export files created by the *Tools* > *Import/Export* feature
- ORS Pay Period Report Files
- PDF files of HR/Payroll System reports
- TSA EPARS and other files created for transfer to TSA
- Other backup files created from within the *HR/Payroll System*, include examples such as: HRBACK.zip, HR_PRE_ZERO_QTR_TOTALS.zip, etc.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 10-Jan-2012.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. Module: *Payroll Employee Records*
   Screen: *Register Record Preparation Screen*
   Two system bugs have been corrected:
   - Previously, when adjustment records were prepared for employees whose calendar year to date social security wage base exceeded the maximum taxable wages (e.g. $106,800.00 for 2011), the system did not correctly calculate the FICA benefit wage base and/or amount. This has been corrected and the system should now calculate the FICA benefit wage base and amount correctly.
   - Previously, when adjustment records were prepared for employees with a benefit with code "HSA " (e.g. employer paid), the system did not correctly calculate the wage bases for deductions that should have the "HSA " deduction (e.g. employee paid) excluded from their wage bases (e.g. MCT, SST, FIT, MIT, etc.). This has been corrected.

   Please note: when using the *Register Record Preparation Screen*, the system considers the entry in the *Payroll Date* field to determine the rate used to calculate the MPSRS benefit and the SST deduction.

2. Module: *Payroll Employee Records*
   Screen: *Employee One-time Postings Screen*

As a result of changes in recent releases, when selecting *Reports* on the screen, the system would display error messages. This has been fixed and the reports work correctly again.

3. Module: *Payroll Employee Records*
   Screen: *Employee Elective Deductions Screen* and
   Screen: *Employee Mandatory Deductions Screen*
   Both screens have had a bug which caused the following result: the first time you clicked on the *Browse List of Employee Deduction Records*, the list displayed all deduction items for the employee – both *Mandatory* and *Elective*. After you clicked again, the records were filtered properly and only the correct records were displayed. This has been fixed, so that the Browse List always displays only the appropriate records – either *Mandatory* or *Elective* – on the screen.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

4. The system has been revised to calculate Medicare, Social Security, Federal, and Michigan withholding taxes according to the rules for 2012:
   - The Medicare tax rate is unchanged and remains 1.45%; there is no wage base limit for Medicare tax.
   - The Social Security <u>employee</u> tax rate remains at 4.2%, per current rules. The <u>employer</u> tax rate for Social Security remains unchanged at 6.2%. The 2012 Social Security maximum taxable earnings have been changed to $110,100, with the maximum Social Security tax to be withheld at $4,624.20.
   - As of this date, there are no new Federal income tax withholding rates tables available for 2012 (i.e., no publication Circular E available on the IRS web site). When new federal income tax tables are available, we will update the payroll system accordingly and provide a new release as soon as possible.
   - Michigan withholding tax rules are unchanged for 2012 – with the rate at 4.35%, and the annual personal exemption allowance of $3,700.00. Please note: the MiCase HR/Payroll System was using a personal exemption allowance of $3,600.00 to calculate withholding tax during 2011, when it should have been $3,700.00; employees will have to pay less, or receive a slightly larger refund when they file their Michigan Income Tax returns.

5. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   - All reports in the section *Reports > Calendar Year End Reports…* have been revised for use in preparing and printing 2011 W-2 forms.
   - The *Employee W-2 Form: 2010 – Blank Copy* has been retained, should you need it in the future.

Application Release Date: 10-Jan-2012

- A new field has been added: *Kind of Employer*. This is required by the Social Security Administration, to be included in the electronic file of W-2 records submitted to them on their web site. The Accuwage program will examine this field and produce an error message if the field is empty. The system will initialize this to "*S = State and Local Governmental Employer*", which should be correct for most public schools. If your district is a non-public school, select the appropriate code and enter it for your district. Note that this field appears on the last page of your *Employer's W-2 Proof Report*, where you should verify it along with your district's Federal, Michigan and other state tax ID numbers.

Please note the following regarding W-2 reporting:

- As you complete the steps in the *Payroll End of Calendar Year Procedures*, in *Step 5 Process W-2 Forms*, please <u>wait until after you receive your printed W-2 forms from REMC</u> before continuing with *Step 6 Increment Active Calendar Year*.

- For Pension Plus employees, if they had Member Contributions deducted (deduction code "DC-MC"), the amount is considered a deferral to a 457(b) deferred compensation plan and therefore will appear on the W-2 form in Box 12, with a code G.

- In general, the figures on your *Employer's W-2 Proof Report* should equal the sum of the four *Employer's Quarterly 941 Reports*, including the possible effects of any register screens added, voided or un-voided after verifying the last quarter's 941 report. The figures on the *Employer's W-2 Proof Report – Supplemental Data* should equal the sum of the four *Employer's Quarterly 941 Reports – Supplemental Data*, in the case of amounts included in register records in the quarter. For amounts that are entered on the *Employee Tax Control Screen*, the supplemental proofs include the amounts as found on the *Employee Tax Control Screen*, at the time the report is created.

- To reconcile the figures on your *Employer's W-2 Proof Report*, consider the following steps.

  The calculation of the Medicare wage base is relatively simple in the case where no employees received gross pay with *Earnings Codes* of STDNT (student wages), WCPAY (Workers Compensation Pay), XFICA ("exempt FICA") or any other earnings codes that are defined on your system as being excluded from the wage base of the Medicare and Social Security taxes. In this case,

Total Gross

-	BP403	(W-2 proof: “Bd. Pd. 403” = “Board Paid Annuity”)
-	DCFSA	(Dependent Care FSA)
-	HSA	(Health Savings Account – employee contribution)
-	MC + PSFSA	(Medical Care + Premium Sharing FSAs)
-	RHC	(**if** your district made RHC “pre-FICA”)
-	----------------------------------	
=	**Medicare Base**	

In the case where employees received gross pay with *Earnings Codes* of STDNT, WCPAY, XFICA, or other earnings codes that are defined on your system as being excluded from the wage base of the Medicare and Social Security taxes, it is much more difficult to calculate the Medicare wage base. In this case, both the *Earnings Codes* and the deduction codes above effect the Medicare wage base, but you cannot simply subtract both *Earnings Codes* and deduction codes because, if an employee received gross pay that was “pre-FICA” and deductions that were “pre-FICA”, subtracting both items from the gross pay results in “double-dipping”.

To find gross pay totals for each earnings code used, from the *Module Control Screen* > *Reports* > *Employer Distribution Reports…* > *Employer Gross Pay Distribution by Earnings Code*.

In either case, once the Medicare wage base is calculated, to obtain the Federal Income Tax wage base,

Medicare Base

-	401K + 457	
-	403(B)	
-	DC-MC	(Defined Contribution – Member Contribution)
-	M.I.P.	
-	T.D.P.	
-	RHC	(**if** **<u>not</u>** defined as “pre-FICA” on your system)

= **Federal Tax Base**

Then, the Michigan Tax Base may be calculated by

Federal Tax Base

- \- Indiana Base
- \- Michigan wages with *State Income Tax Exemptions* = “99”
- \- Wisconsin Base

Application Release Date: 10-Jan-2012

= **Michigan Tax Base**

6. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   - The *Reports > Michigan New Hire Report* (HR01068) has been revised to include the Date of Hire (or rehire), per current reporting specifications.
   - A new *Operation > Create Michigan New Hire Report file* has been added to the system. This operation creates a file containing employee records, similar to the report above, which can be uploaded to the State of Michigan, Department of Human Services – Office of Child Support. This may be used instead of the above report. The file is named as "namemmdd.txt", where "name" is the first four characters of your district name – as found on the *Payroll Module Control Screen,* and "mmdd" are the month and day you created the file.

     As with other third parties that receive data via uploads onto web sites, a registration process is required. For further details, please go to: http://mi-newhire.com/MI-Newhire/default.aspx.

     When you use *Operations* such as this, the HR/Payroll system creates files which contain sensitive employee and payroll data, often including social security numbers. Therefore, please make sure to save files containing sensitive data in a secure location on your network. If in doubt, please contact your supervisor for instructions on where to store these files.

7. Module: *Payroll Module Administration*
   Screen: *Benefit Definition Screen*
   The system will automatically add a new benefit definition record with code "HSA ". This is to be used for benefit records that are for Health Savings Account – Employer Contribution.

8. Module: *Payroll Module Administration*
   Screen: *Deduction Definitions Screen*
   The system will automatically add a new deduction definition record with code "HSA ". This is to be used for deduction records that are for Health Savings Account – Employee Contribution. The deduction will be defined as excluded from the wage bases of the Medicare, Social Security, Federal and state tax deductions.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

Application Release Date: 10-Jan-2012

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 01-Nov-2011

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 01-Nov-2011.

The following items refer to system "bugs" that have been corrected in this version:

1. In recent system releases, some changes to the MiCase *Reports* feature caused error messages and other incorrect results to occur during and/or after running reports from the HR/Payroll System screens. These were discussed in the last few release notes as well as in the Basecamp system message of 25-Oct and the comment of 27-Oct. We have tested the new system versions and to the best of our knowledge, these bugs have been fixed and reports should work properly.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

2. Module: *Personnel*
   Screen: *Registry of Educational Personnel*
   On the *Assignment Data* page, the system has been revised to include the *School* codes as currently defined by CEPI.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 25-Oct-2011

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 25-Oct-2011.

<u>The following items refer to system “bugs” that have been corrected in this version:</u>

1. In recent system releases, if you ran reports from a screen with a Browse List (grid) on it, after you completed the report selection, the browse list (grid) would appear as an empty white box. This was noted in the 11-Aug-2011 HR/Payroll System Release Notes, item 8. This bug has been fixed and reports should work properly from screens that include a browse list, and the browse list should appear properly after the report has completed.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

2. Module: *Personnel*
   Screen: *Registry of Educational Personnel*

   After you install this release, the system will add two new records on the *Employee Absence Records* module > *Absence Reason Codes Screen:*
      CM = REP PD: Classroom Management, and
      ID = REP PD: Instructional Delivery
   The system will display the messages below as it adds the records.

   These codes are for use in the *Employee Absence Records* module, to enable entering of absence records for professional development in the two categories to be reported in June. You must leave the descriptions as above. If you change them, the system will revise them to match the text above when you restart the HR/Payroll System.

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Application Release Date: 25-Oct-2011

On the *Assignment Data* page, the system has been revised to include the *Position* codes as currently defined by CEPI, as well as an additional choice for the *Educator Effective*(ness) field: "08 = Minimally Effective."

On the *Professional Development* page, the system has been revised to include the two categories of professional development time that will be required to be reported in the End of Year 2012 (June 30, 2012) report submission.

Professional development is not reported in the Fall submissions – it has only been required in the End of Year submissions.

Beginning with the End of Year 2012 submission, professional development will be reported:

- only for new teachers
- in only two categories – Classroom Management and Instructional Delivery
- reported in days

Previously, professional development was reported for all employees, in 9 categories and in hours.

To use the system to track and report professional development for new teachers, do the following:

Go to the *Employee Absence Records* module > *Absence Reason Codes Screen* and make sure your system includes two new reason codes:
CM = REP PD: Classroom Management, and
ID = REP PD: Instructional Delivery
The system should have added these codes. If they are not present, select *New*, enter the code and description for CM = REP PD: Classroom Management, then select *Save* to add the code definition to the system. Repeat for the code ID = REP PD: Instructional Delivery. If you already had one or both of those codes defined for other purposes, you will have to change the *Description* to match those found above.

Then, to enter professional development time to be tracked and reported to CEPI in the Registry of Educational Personnel report, on the *Current Absence & Substitute Use Screen*, enter professional development time for new teachers with *Leave Code* = "PD" (Professional Development) and *Reason Codes* of CM (REP PD: Classroom Management) or ID (REP PD: Instructional Delivery).

Note that you must enter the *Leave Used* in days – not in hours – so that it can be accurately reported to CEPI in the REP report.

The *Operations > Update REP Professional Development Hours from Absence Records* has been renamed to *Update REP Professional Development Days from*

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 25-Oct-2011

Absence Records. The operation has been revised to update the two new fields by totaling the *Leave Used* for absence records with *Leave Code* = “PD” (Professional Development) and *Reason Codes* of CM (REP PD: Classroom Management) and ID (REP PD: Instructional Delivery).

The *Reports > REP Professional Development Hours* has been renamed to *REP Professional Development Days* and now reports the days calculated by the operation above. Also, report totals have been added to the last page, to enable verifying report contents with external systems or documents.

Note: When you do the *Operations > Create Registry of Educational Personnel file*, after you enter the drive letter and count date for your file, the system will create the file and display a message in the upper right *Please note total records: nnnn*. This tells you the number of employees included in your file. Press the Enter key twice to return to the *Registry of Educational Personnel* screen.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 27-Sep-2011

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 27-Sep-2011.

IMPORTANT NOTE: You **must install** the 27-Sep-2011 release **after** you run **your last payroll of September** and **before** you run **your first payroll of October**. **If you run the first payroll of October without first installing the new release, the MPSERS benefit will be calculated at the wrong rate.**

Also, note that you must prepare and submit your Pay Period Report to the Office of Retirement Services (MPSERS) for your last payroll of September (the *Operation > Update ORS Pay Period Report records* found in the *Payroll Module Administration* Module, on the *ORS MPSERS Pay Period Report Records Screen*), **before** you install the 27-Sep-2011 release.

After you install the 27-Sep-2011 release, the MPSRS Benefit will be computed at
24.46% for employees who first worked as MPSERS members before 01-Jul-2010
23.23% for employees who first worked as MPSERS members on or after 01-Jul-2010 (i.e., Pension Plus plan members).

The system considers the payroll date whenever it calculates the MPSRS benefit (the employer's contribution to the retirement system).

Therefore, any register screens prepared after you install the release will calculate the MPSRS benefit based on the *Payroll Date* entered on the *Payroll Employee Register Record Preparation Screen*. This means that if you add register screens for activity prior to October 1, 2011, the system will attempt to calculate the correct MPSRS benefit amount for that ORS Fiscal Year. You should verify the correct rate, particularly for periods prior to October 1, 2006.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

1. In the *Payroll Module*, the system has been revised so that the MPSRS Benefit will be computed at:

   24.46% - for employees who first worked as MPSERS members before 01-Jul-2010 and
   23.23% - for employees who first worked as MPSERS members on or after 01-Jul-2010 (i.e., Pension Plus plan members)

   of reportable wages paid between 01-Oct-2011 and 30-Sep-2012.

MiCase Human Resources System
Application Release Notes

Application Release Date: 27-Sep-2011

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

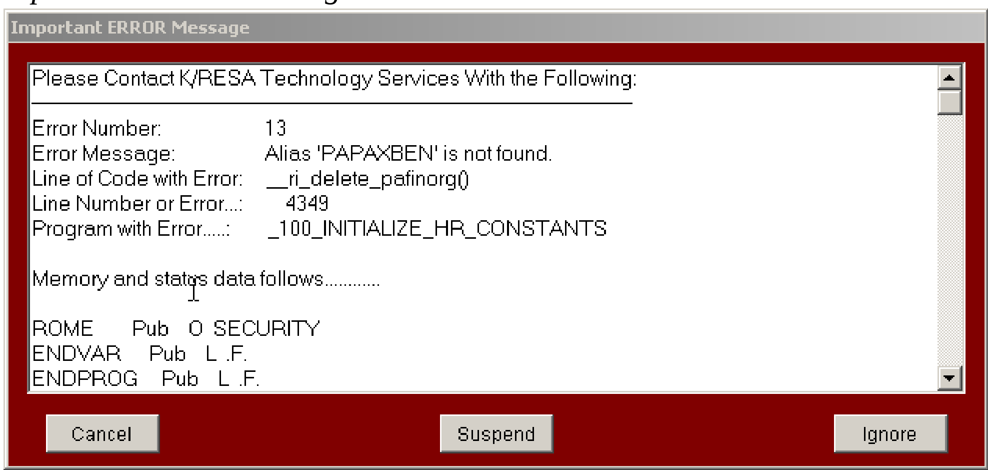
On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

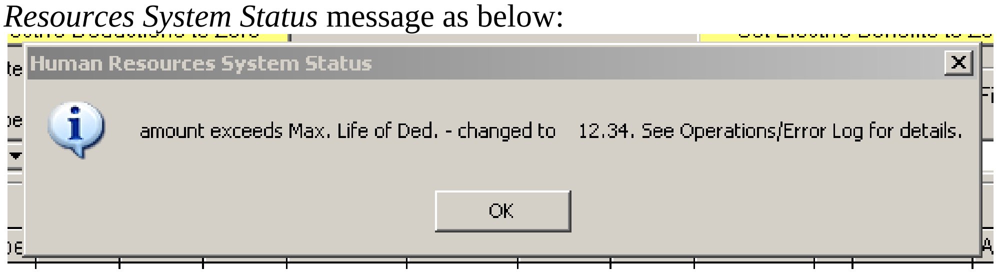
Application Release Date: 11-Aug-2011

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated 11-Aug-2011.

The following items refer to system “bugs” that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Sometimes when you started the HR/Payroll System, the system would display an *Important ERROR Message* screen as below:
   

   The system has been revised and should no longer encounter this error.

2. Module: *Payroll Employee Records*
   Screen: *Register Record Preparation Screen*
   Previously, under some circumstances, the system would display the *Human Resources System Status* message as below:
   

   The system has been revised and should no longer encounter this error.

3. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Reports > After-Payroll Results Reports > Payroll Checks and Direct Deposit Mailers…* have been revised. Occasionally, the *Pay Rate* displayed on the forms was not accurate to 3 decimal places. This also effected the information displayed on the online pay stub viewer accessed via the employee portal. The system has been revised to more accurately calculate the correct rate. Please see item 7 below for a further explanation.

Application Release Date: 11-Aug-2011

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

4. Module: *Payroll Employee Records*
   Screen: *Employee Gross Pay Rates Screen*
   - The system has been revised to include the *Account* name associated with the *ASN* entered on this screen, similarly to how the name displays on the *Employee One-Time Postings Screen.*
   - The *Reports > Employee Gross Pay Rate Records* now includes the account name also.

   Module: *Payroll Employee Records*
   Screen: *Employee One-Time Postings Screen*
   - The *Reports > Employee One-Time Postings by Employee* now includes the account name also.

5. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operations > ORS - MPSERS Procedures > Find employees due a possible RHC deduction refund* – has been revised to use current rules for calculating the RHC deduction for the 2011-2012 fiscal year. Because of the way the RHC deduction calculations were done during July of 2011, some employees may not have the correct total RHC deduction for the 2011-2012 fiscal year. The system should "auto-correct" this item, as the employee continues to receive pay. However, some employees may not be paid again for the remainder of 2011 and may remain incorrect. You should run this operation after you install this release to check the current RHC deductions and locate possible exceptions. And, you may run this operation again at any time, to continue to monitor the situation.

   This operation examines all employees with an RHC deduction and calculates the amount of RHC that should have been deducted, based on their fiscal year to date RHC wage base and the *Ret. Health Care Rate* field found on their *Employee Master Setup Screen.* Then, the system compares that amount with the actual amount deducted in the fiscal year. If the actual amount is not within 99.9% of the calculated amount, the system displays a message in the *Operations / Error Log* report. Then, you may review the employees noted and determine if further attention is required.

   Note: please refer to the 21-Jul-2011 system release notes, the section **How to Adjust the MiCase RHC Deduction, re: Wages Earned prior to 01-Jul-2011.** If you need to do this step and have not done so yet, the system cannot "auto-correct" the RHC deduction.

Application Release Date: 11-Aug-2011

6. Module: *Payroll Module Administration*
   The *Screen > MPSERS TDP Payment Detail Records* has been removed as it was obsolete.

7. Module: *Payroll Employee Records*
   Screen: *Employer Register Records Screen*
   - A new field, *"Calculated rate*" has been added to the browse list of register record line items displayed at the bottom of the screen. If the register line item *Type* = P (gross Pay) and the *Pay Units* are not zero, the system will calculate the rate by dividing the *Amount* by the *Pay Units* and rounding the result to 3 decimal places.

     The system does not maintain the actual rate entered on the *Employee One-time Postings Screen* in the register records, so the calculated amount is the best that can be displayed. In most cases this will be completely accurate. In some cases, especially when the pay units and/or the pay rate were entered with 3 decimal places, the result may not be accurate to 3 decimal places, but will represent the calculation above – rounded to 3 decimal places.

   - The *Voided?* field has been revised to display either *Not Voided*, for a normal register record or *VOIDed rec* – highlighted with a yellow background - for a voided register record.

8. Module: *Payroll Module Administration*
   Screen: *Financial Organizations Screen*
   The *Reports > Financial Organizations Report* has been revised to allow you to report financial organizations sorted by the organization *Code*, *Name*, *Abbreviation* or *ACH Rout./Tran.* number.

   Because of some oddities with our reporting procedures, after creating the report, the *Financial Organizations Screen* may have the *Browse List of Financial Organization Records* blank. If this occurs, go to another screen in the system and then return to the *Financial Organizations Screen* to continue using it.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

Application Release Date: 11-Aug-2011

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 21-Jul-2011

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated: 21-Jul-2011.

Introduction

We released a new version of the MiCase HR/Payroll System on 22-Jun-2011, and then followed up with another version on 27-Jun-2011, which fixed some bugs found in the previous release. The main purpose of the new version was to handle the change in calculating the ORS MPSERS retiree healthcare contribution deduction (code RHC) for employees whose deduction was 1.5% for the 2010-2011 fiscal year.

At the time, a discussion ensued on Basecamp, where some districts decided to run their first payroll of July 2011 before installing the new releases, in order to simplify their ORS reporting for employees whose RHC deduction was 1.5% for the 2010-2011 fiscal year and scheduled to change to 3.0% for wages earned during the 2011-2012 fiscal year.

If you installed one of the June releases **before** running your first payroll of July, then you should not have to do the steps in the section **How to Adjust the MiCase RHC Deduction, re: Wages Earned prior to 01-Jul-2011**, found below in these notes.

If you ran your first payroll of July before installing a new release, and then ran your next payroll of July after installing a June 2011 release, then the RHC deduction for the employees whose RHC deduction was 1.5% for the 2010-2011 fiscal year mistakenly "auto-corrected" on the next payroll of July. The system increased their RHC deduction by 1.5% of the reportable wages included in the first payroll of July. In this case, you will have to do the steps in the section **How to Adjust the MiCase RHC Deduction, re: Wages Earned prior to 01-Jul-2011**, found below in these notes.

All districts must submit one Health Care Contribution Adjustment Spreadsheet to ORS for each payroll dated on or after 01-Jul-2011 that included wages earned within the 2010-2011 fiscal year (July 1, 2010 – June 30, 2011) for members at the 1.5 percent health care contribution but paid after July 1, 2011. In the 22-Jun-2011 HR/Payroll System Release Notes, we explained how to create the Health Care Contribution Adjustment Spreadsheets required by ORS to report wages earned within the 2010-2011 fiscal year (July 1, 2010 – June 30, 2011) for members at the 1.5 percent health care contribution but paid after July 1, 2011.

MiCase HR/Payroll System
Application Release Notes

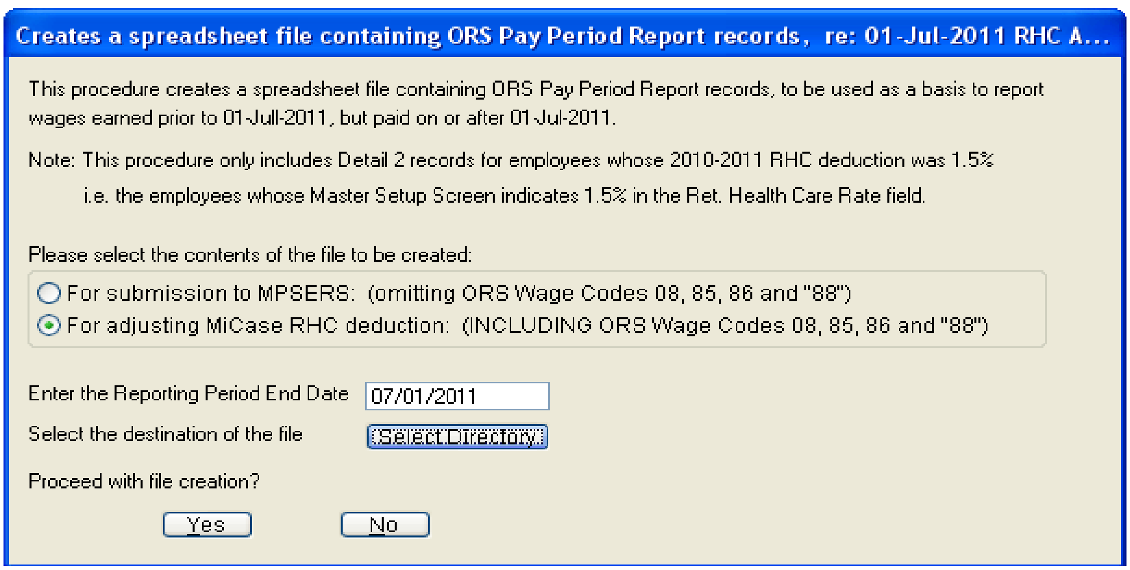
Application Release Date: 21-Jul-2011

How to Adjust the MiCase RHC Deduction, re: Wages Earned prior to 01-Jul-2011

Do the following only if you ran your first payroll in July before installing a June release.

For every payroll run before installing a Jun-2011 (or later) HR/Payroll System release, you will need to create an adjustment spreadsheet and import it into the HR/Payroll System. This will require 2 steps.

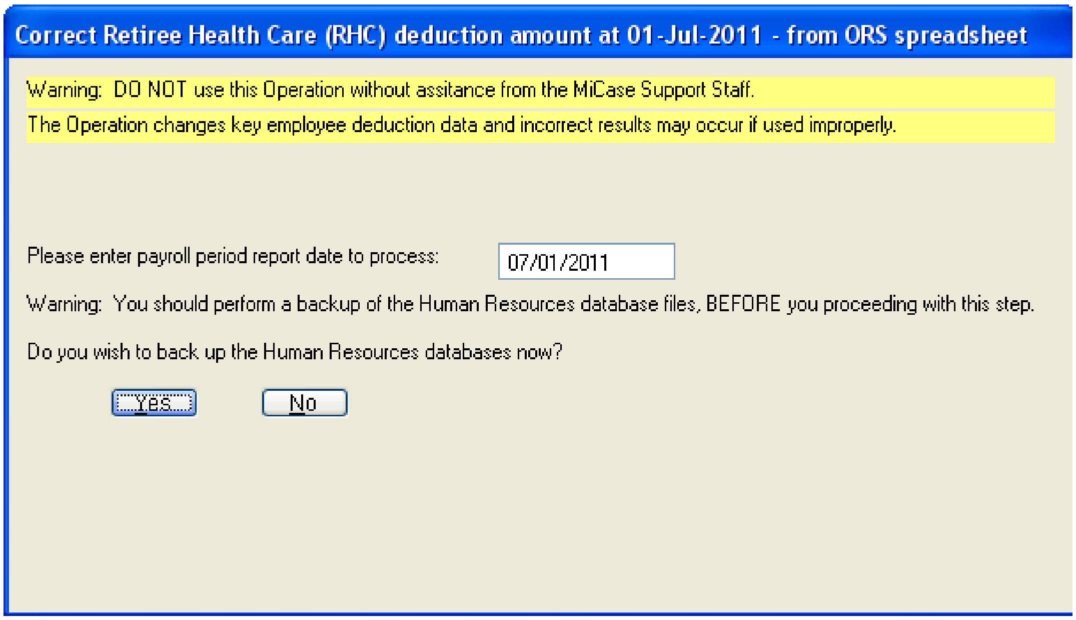
First, from the *ORS MPSERS Pay Period Report Records Screen*, select *Operations > Create spreadsheet to report wages earned prior to 01-Jul-2011 to MPSERS.* You will see the following screen:



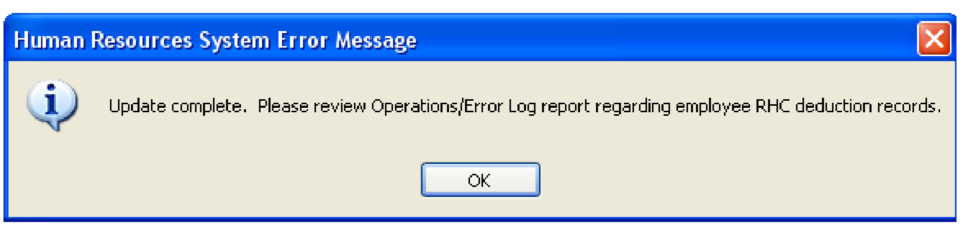
- Select the contents of the file to be created, choosing the option "For adjusting MiCase RHC deduction: (INCLUDING ORS Wage Codes 08, 85, 86 and "88").
- Enter the *Reporting Period End Date*, using the reporting date of the payroll you are adjusting. Reminder, you will need to repeat this process for every payroll run before installing a Jun-2011 HR/Payroll System release.
- Select the destination of the file; click the *Select Directory* button and choose the location where you would like to save the file.
- Proceed with the file creation by selecting "Yes".
- The file will be named rhc_adj_micase_yyyymmdd.xls where yyyymmdd is the reporting period end date.

The spreadsheet will then need to be edited. You must enter in column H, the amount of gross pay reported in column G that was earned prior to 01-Jul-2011. Please see the 22-Jun-2011 *HR/Payroll System Release Notes*, item 4, for further instructions.

Second, from the *Payroll Module Control Screen*, select *Operations > Adjust Retiree Health Care deduction re: 01-Jul-2011, from ORS spreadsheet.* You will see the following screen:



Enter the payroll period report date to process. Reminder, you will need to repeat this process for every payroll run before installing a Jun-2011 HR/Payroll System release. Create a backup of the HR database by selecting “Yes”. Proceed with the process by selecting “Yes”. Select the file to import and then click on the “IMPORT” button. You will see the following screen:



Click OK and the process is complete. **Important:** import this spreadsheet into the MiCase System **exactly once for each payroll**. This will adjust the RHC deduction record for the employees in the spreadsheet and the next time they are paid, the RHC deduction will “auto-correct” until their 2011-2012 fiscal year to date RHC deduction is correct.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 21-Jul-2011

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Employee Pay and Benefits Accrual Screen*
   The *Operation > Update Periodic Totals and A/P with Fixed-amount Benefit Accrual Records* did not work correctly. The known problems have been fixed and the operation should now successfully update the periodic totals for benefits within the HR/Payroll System and create A/P batches in the Financial Accounting System.

2. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operation > Create spreadsheet to report wages earned prior to 01-Jul-2011 to MPSERS* has been revised to comply with current ORS specifications, with social security numbers as xxx-xx-nnnn (e.g. only the last four digits of the employee's number included) . It has also been revised to allow you the choice of creating a spreadsheet to modify and then send to MPSERS, or to create a spreadsheet to use with the HR/Payroll System to adjust the RHC deduction for selected employees.

3. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Adjust Retiree Health Care deduction re: 01-Jul-2011, from ORS spreadsheet* has been revised. The system has been revised to accept spreadsheet files in the current ORS format, with social security numbers as xxx-xx-nnnn (e.g. only the last four digits of the employee's number included). This operation should only be used with assistance from MiCase Support Staff. In general, you only need to use this operation to update RHC deduction amounts for payrolls calculated **before** installing a June 2011 or later release.

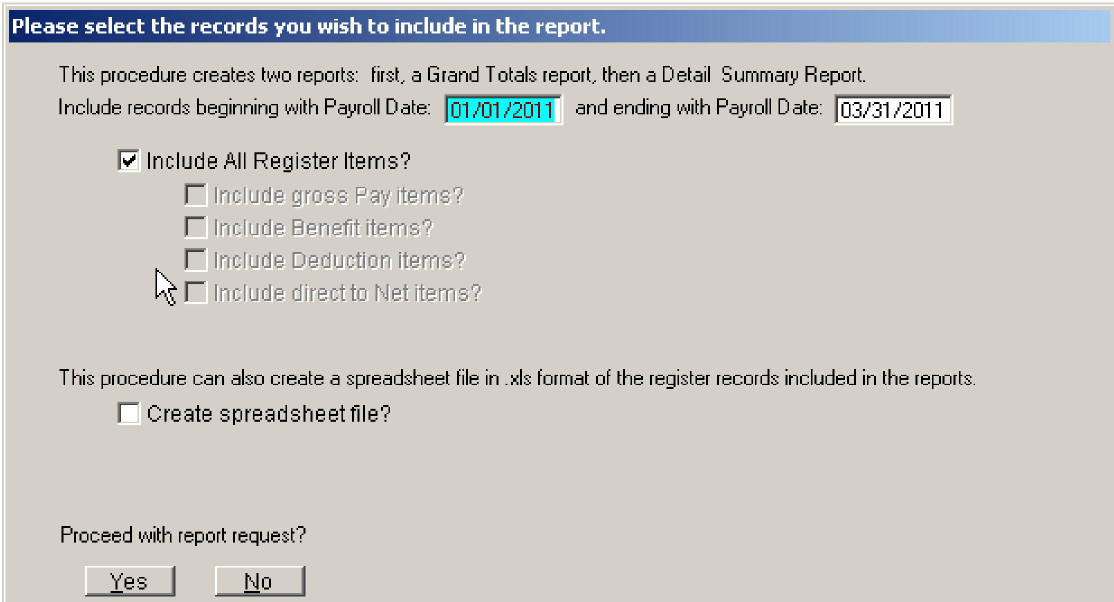
The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

4. Module: *Payroll Employee Records*
   Screen: *Employee Mandatory Deductions Screen*
   A new field has been added to the screen, to help with the RHC deduction during the 2011-2012 fiscal year. For the RHC deduction, The *Pre- 01-Jul Wages*. field contains the amount of wages the system considers were earned prior to 01-Jul-2011 but paid on or after 01-Jul-2011. As you use the other procedures in these Release Notes, this field will help you and MiCase Support Staff know what adjustments have been made in the system and what needs to be done.

5. Module: *Payroll Employee Records*
   Screen: *Employee Register Records Screen*

Application Release Date: 21-Jul-2011

A new report, *Reports > Employee Register Detail Summary Report –All employees* has been added to the system. The report is an attempt to satisfy many requests for reports and data exports with a single report option. When you select the report, the system will respond with the screen below:



The report will include all payroll register records with *Payroll Date* within the range of beginning and ending dates entered.

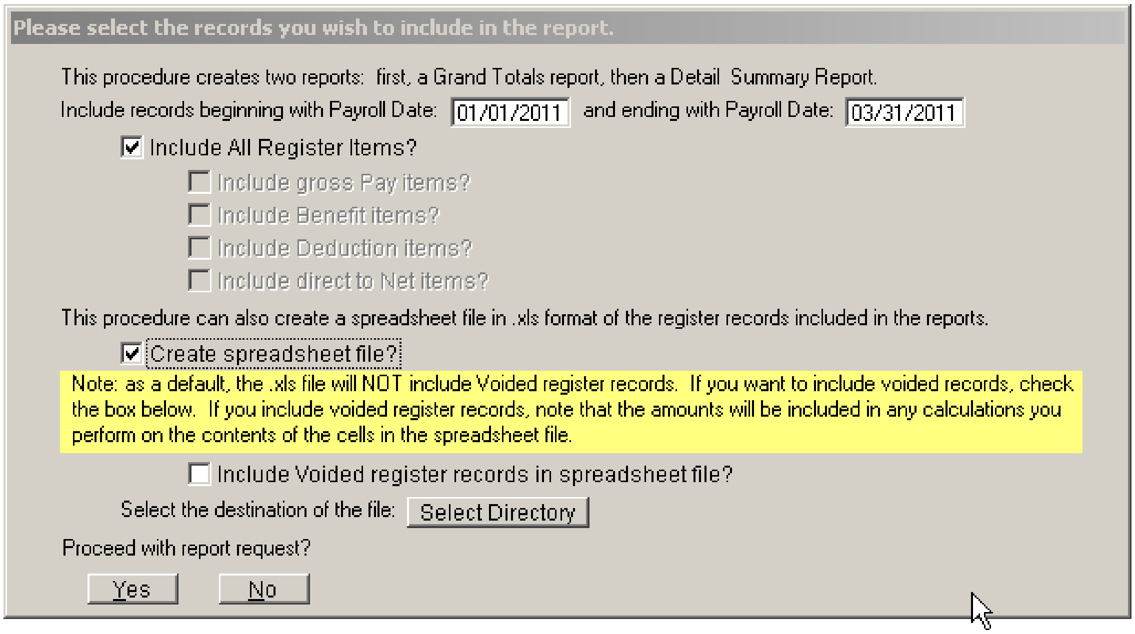
As a default, the report will include all line items: Pay, Benefits, Deductions and direct to Net items. You may select some of those items by un-checking the *Include All Register Items?* box and then selecting the items you want.

The reports will always include voided register records. Note that voided register records will appear with a "**V**" in the column labeled "V" and the amounts will not be included in the report subtotals and totals.

As with all reports in MiCase information systems, you may use the *Report Print Options* screen to select a destination, print only selected pages and choose to produce the report in *Summary* form, which only includes subtotals and totals, not individual detail line items. These options should enable you to select the results and format in the most helpful format for your needs.

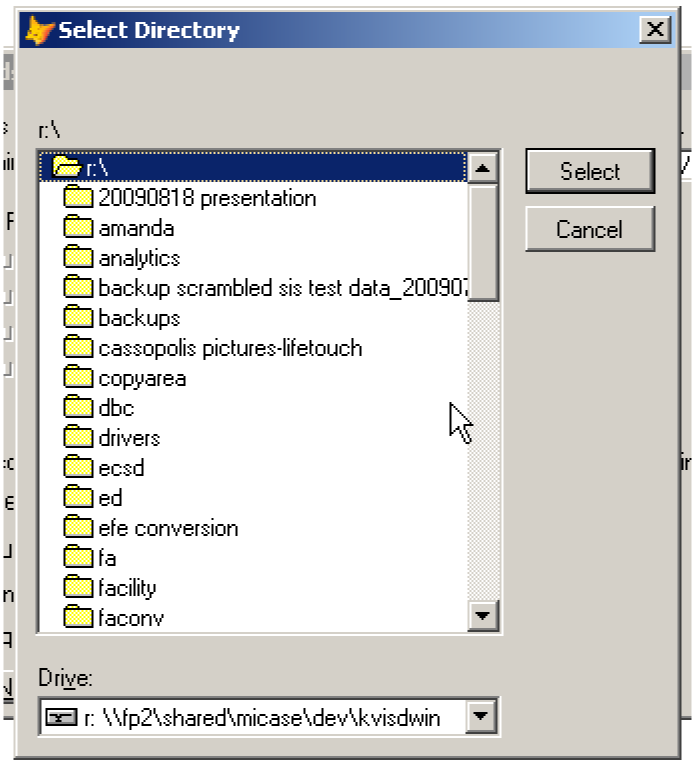
You may also create a spreadsheet file of the register records as selected above. To do so, click on the *Create spreadsheet file?* box. The system will display the screen below:

Application Release Date: 21-Jul-2011



As a default, the system will omit voided register records from the spreadsheet file. To include them, check the *Include Voided register records in spreadsheet file?* box. Please note: whether or not you select to include voided register records in the spreadsheet file, they will always be included in the reports above. Important Note: If you include voided register records, **the amounts will be included in any calculations you perform on the contents of the cells in the spreadsheet file**. If you create a spreadsheet file that includes voided register records, they will appear with “TRUE” in column T, which is labeled *reg_voided*.

Finally, click on *Select Directory* to choose the file folder to contain the resulting spreadsheet file. The system will display the screen below:



The resulting file will be named reg_recs_yyyymmdd- yyyymmdd.xls, where yyyymmdd indicates the starting and ending payroll dates of the register records included in the results. For example, the report on the first quarter of calendar year 2011 will be named: *reg_recs_20110101-20110331.xls*

6. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*

   The reports included in the *Reports > After-Payroll Results Reports* section – with the exception of those in the *Payroll Checks and Direct Deposit Mailers…* section – are generally able to report data from previous payroll runs, as long as the records still appear on the *Employee Register Records Screen*. If the records have been moved to the *Historical Register Records Screen*, then the reports cannot be used for those records.

   Two reports have been renamed, to clarify what they report:
   - *Reports > After-Payroll Results Reports > COntract Balance Report* has been renamed to *Current COntract Balance Report*. This report has always included the current contract amounts, earnings, deductions and balance – as of the moment. The system is not able to report contract earnings, deductions and balances as of a prior point in time.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 21-Jul-2011

- *Reports > After-Payroll Results Reports > P/R Vendor Check Register* has been renamed to *Current Vendor ChecK Register.* This report always included the current check number and amounts for the financial organizations with activity in the last payroll run. The system is not able to report amounts as of a prior point in time.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: (269) 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 27-Jun-2011

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated: 27-Jun-2011.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Employee Gross Pay and Benefit Accrual Screen*

   The Operation > *Update Fixed-amount Benefit Accrual Records* has been revised. Previously, the system would use the *Amount* field from the *Employee Benefits Screen*. Now, if a *New Amount* is present on the employee's screen, the system will use the new amount when calculating accrual entries. Otherwise, the system will use the normal *Amount*. Thanks to Shawn Fitzgerald of Van Buren ISD for her prompt notification of the need for this helpful change.

   If you want to use this screen, please refer to the *Employee Gross Pay and Benefit Accrual Screen* document available on the Mi-Case website (http://www.mi-case.org) and use the instructions found in the document, along with those found in the *Payroll End of Fiscal Year Procedures* document.

2. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   The *Operations > Create spreadsheet to report wages earned prior to 01-Jul-2011 to MPSERS* has been revised to correct the order of the columns in the resulting spreadsheet, to match ORS specifications

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 22-Jun-2011

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated: 22-Jun-2011.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operations > Run a Payroll* has been revised. Previously, if the system found that the payroll date to be calculated was not consistent with the *Active Periods (Active Qtr., Active Cal. Yr.* and *Active Fis. Yr.* as found in the lower right of the screen), it would notify you via colored warning screens, suggesting that incorrect results could occur. Now, the system will not allow you process a payroll in cases where incorrect results could occur.

   If you try to run a payroll that is not in the *Active Qtr.*, the system will issue the message "*The Payroll may NOT be run in this state.*" and prohibit the run. The system has been revised so that when you select the *Operations > Set employee periodic totals to Zero*, it will enter the next quarter as a default date. However, still be careful to set the *coming* quarter totals to zero, not the quarter just completed.

   If the *Active Qtr.* is correct for the payroll date and you are in the first quarter (Jul. – Sep.) of a new fiscal year while the *Active Fis. Yr* is still set to the old year (ending June 30th), the system will allow you to run the payroll, with a colored warning screen to notify you of the situation.

   Similarly, if the *Active Qtr.* is correct for the payroll date and you are in the first quarter (Jan. - Mar.) of a new calendar year while the *Active Cal. Yr* is still set to the old year (ending December 31st), the system will allow you to run the payroll, with a colored warning screen to notify you of the situation.

   In all other cases where the payroll date to be calculated is not consistent with the *Active Periods*, the system will prohibit the payroll run.

2. Module: *Payroll Employee Records*
   Screen: *Employee One-Time Postings Screen*
   Previously, if you entered a record with an ORS Wage Code of 08, 85 or 86, the system would display the message "*Employee wages include ORS Wage codes exempt from retiree Health Care Fund deduction.*" This message is obsolete and misleading and has been removed. The system was revised in the 22-Nov-2010 release to calculate the RHC deduction on all MPSERS reportable wages, including the above ORS Wage Codes.

Application Release Date: 22-Jun-2011

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

3. The *ORS Retirement Times – Employer Newsletter* of May 2011 (http://www.state.mi.us/dmb/ors/emp/psru/EmployerNewsletter/May2011/May2011.asp) - includes the following item:

3% Health Care Contribution (HCC) Reporting

Effective July 1, 2010, members of the Michigan Public School Employee Retirement System (MPSERS) are required to contribute 3 percent or 1.5 percent of their pay into a fund for retiree health care. As reporting units of MPSERS, you are required to withhold, report, and submit to the retirement system health care contributions from their wages. During the 2010-2011 fiscal year, members contributed either 1.5 percent or 3 percent based on prior years of service and wages.

Effective July 1, 2011, the Health Care Contribution rate for all MPSERS members will be 3 percent of wages earned on or after July 1, 2011.

Please note that ORS does not have the system capabilities to distinguish what day wages were earned, therefore, a new round of contribution adjustments will be processed for wages earned within the 2010-2011 fiscal year (July 1, 2010 – June 30, 2011) for members at the 1.5 percent health care contribution but are paid after July 1, 2011.

The adjustment process requires reporting units to submit a Health Care Contribution (HCC) Adjustment spreadsheet for every pay period where wages earned prior to July 1, 2011 are being reported. The Health Care Contribution Adjustments Spreadsheet can be downloaded from our website at www.michigan.gov/psru , under **Employer Reporting Forms**. Instructions for using this spreadsheet are on the first tab and will guide you through the process to ensure accurate submissions.

Tips for submitting a Health Care Contribution Adjustment Spreadsheet

Data entered into the HCC adjustment spreadsheet must exactly match the records originally reported to ORS.

Submit the HCC adjustment spreadsheet to ORS as soon as possible to avoid late fees and interest being applied to your account.

Read the HCC adjustment submission instructions carefully to ensure adjustments are processed accurately.

Making adjustments will directly alter the **Download Detail** for that pay period end date.

Application Release Date: 22-Jun-2011

Print a copy of the **Download Detail** before you submit the HCC adjustment spreadsheet to use for reconciling after adjustments have been applied.

The MiCase HR/Payroll System addresses this issue as outlined below:

Important Note: In the *Payroll Employee Records Module*, on the *Employee Master Setup Screen*, the field *Ret. Health Care Rate* contains the percentage used to calculate the employee's RHC deduction for the 2010-2011 fiscal year. **DO NOT change the 1.5% entries to 3.0%** - you must leave the entries of 1.5% in order to take advantage of the procedures in this release.

Also note that, on the *Payroll Module Control Screen*, you may export a spreadsheet containing various fields helpful with the work in these notes, including the field *rhc_lowrat*, which displays the *Ret. Health Care Rate* from the *Employee Master Setup Screen.* Select *Tools > Import\Export System* then select the *Report Name* MPSERS = MPSERS Data.

After you install this release, the system will automatically calculate 3.0% for all payroll dates on or after 01-Jul-2011, regardless of the *Ret. Health Care Rate* found on the employee's *Master Setup Screen* – except on pay reported to MPSERS with Wage Codes 08, 85, 86 or "88" for employees whose *Ret. Health Care Rate* indicates 1.5% for the 2010-2011 fiscal year. These Wage Codes will continue to have RHC deducted at 1.5% for these employees, until further notice.

A new ORS *Wage Code* has been added to the system. The code is not an official ORS code, but one for use with the MiCase HR/Payroll System. Code 88 = *MiCase code, to enter Regular Wages* **earned** *prior to 01-Jul-2011 but* **paid** *on or after 01-Jul-2011.*

The code may be used to enter wages for this situation:

- for employees whose RHC deduction rate was 1.5% for 2010-2011 **and**
- would normally be coded 01 (Regular Wages, with Service Units) **and**
- were **earned** prior to 01-Jul-2011 but **paid** on or after 01-Jul-2011.

The system will use the code 88 to calculate the RHC deduction at 1.5% if the *Ret. Health Care Rate* found on the employee's *Master Setup Screen* indicates 1.5%, but the system will change the code to the normal 01 in the Employee Payroll Register Records and ORS Detail 2 records. This way, the employee's RHC deduction will be calculated correctly when they are paid, and the ORS records will be adjusted via the spreadsheet you submit to them indicating the wages were earned prior to 01-Jul-2011.

For gross pay entered on the *Employee One-Time Postings Screen*, enter records for wages earned prior to 01-Jul-2011 as you normally would, with the exception of *Wage Code* 88 to indicate regular wages earned prior to 01-Jul-2011. For wages earned on or after 01-Jul-2011, enter records as normally. If you enter records using the code 88, make sure you save a copy of your pre-payroll balance reports for the one time postings, in order to be able to complete the adjustment spreadsheet required by ORS.

For gross pay entered on the *Primary Contract/Salary Screen* or the *Additional Contracts/Salaries Screen*, use the following rules:

- For teacher "summer pays", first make sure that no service units are to be reported. If you set up the *Service Units * Pays* fields correctly, then the *Pays* should be zero after the last payroll when the teachers work. If there is a contract balance remaining, then the MiCase HR/Payroll System automatically changes the ORS *Wage Code* from 01 to 08 when the payroll is run and there are no *Service Units* being reported. You do not have to change the Wage Code from 01. Then, if the employee's *Ret. Health Care Rate* indicates 1.5%, the system will calculate the RHC deduction at 1.5% of the wages from the contract screen. Note that you may review the Service Units to be reported when the payroll is run by examining the *Reports > Pre-Payroll Balance Reports… > Primary Contract Balance List* and *Additional Contracts Balance List* on the *Payroll Module Control Screen.*

- For contract or salary payments for regular wages with service units, when some of the wages from the screen were earned prior to 01-Jul-2011 and some after, use the *Additional Wage Codes in Payroll Amount* area of the screen. Enter the amount **earned prior** to 01-Jul in the *Amount* field. In the *Code 1* field, enter 88 and in the *Begin* and *End* dates, enter the beginning and ending dates of the payroll period being calculated. If the employee's *Ret. Health Care Rate* indicates 1.5%, the system will calculate the RHC deduction at 1.5% of the wages in the *Additional Wage Codes in Payroll Amount* and 3.0% for the remainder of the payroll amount from the screen

  If you enter *Additional Wage Codes in Payroll Amount* on the *Primary Contract/Salary Screen* for wages earned prior to 01-Jul-2011, before you run the payroll, select *Tools > Import\Export System* and select the *Report Name* ADDWAG3 = Additional Wage Codes. This export file will help you complete the adjustment spreadsheet to be submitted to MPSERS. Similarly, if you enter *Additional Wage Codes in Payroll Amount* on the *Additional Contracts/Salaries Screen* for wages earned prior to 01-Jul-2011, create the export file ADDWAG1 = Additional Wage Codes from that screen also.

4. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*

Application Release Date: 22-Jun-2011

A new selection has been added to the *Operations* menu, > *Create spreadsheet to report wages earned prior to 01-Jul-2011 to MPSERS.* This operation will create a spreadsheet (.xls file) that you may use as a basis to prepare the Health Care Contribution Adjustments Spreadsheet that you must submit as requested above. Detailed instructions may be found in the *ORS Retirement Times – Employer Newsletter* of May 2011, available at: http://www.state.mi.us/dmb/ors/emp/psru/EmployerNewsletter/May2011/May2011.asp

The operation will ask you to enter a payroll date and select a folder in which to create the resulting spreadsheet file. The system will use your pay period report records for the payroll ending date selected and extract all Detail 2 Wage and Service records for employees whose *Employee Master Setup Screen* contains either a L or N in the *Ret. Health Care Rate* field, (e.g. employees whose rate was 1.5% for the 2010-2011 fiscal year) - but **not** including records with *Wage Codes* 08, 85 or 86, per ORS instructions.

After you have created the file, you may copy all rows except the first and paste them in the spreadsheet template from ORS. You may need to format the date fields or other clean-up, to make sure that the data is in the format requested by ORS. Also note that you will copy columns A – H, and not include column I, which includes the *Ret. Health Care Rate* code for your reference.

The main task then is to enter in column H, the amount of gross pay reported in column G that was earned prior to 01-Jul-2011. You may use your pre-payroll balance report(s), export files explained in item 3. above and/or your own records to determine the amount to enter in column H. Please see item 6 below for further suggestions about this task.

For those districts using the Workforce Time and Attendance System to enter One-Time Postings, you may have to change the imported records and add additional records for those employees whose 2010-2011 RHC rate was 1.5%. Please see the instructions above for further details about how to enter one-time postings for regular wages earned prior to 01-Jul and paid on or after 01-Jul.

This process will have to be done for every payroll beginning 01-Jul-2011 that includes wages earned prior to 01-Jul-2011.

5. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   - The *Reports* menu has been revised, removing the obsolete *MESC Employer's Quarterly Wage Detail Report*.
   - The *Operations* menu has been revised, removing obsolete *Create MPSERS quarterly Wage Detail Disk*.

6. Module: *Payroll Module Administration*
   Screen: *Employee Gross Pay and Benefit Accrual Screen*

   This new screen has been added to the system, to assist with accrual of benefits that are "fixed-dollar" amounts, such as health insurance (as opposed to "calculated" benefits such as FICA and MPSRS).

   The *Payroll End of Fiscal Year Procedures* explain how to accrue gross pay resulting from unpaid contract balances, as well as the FICA and MPSERS benefits based on the accrued contract balances.

   This screen extends the procedures by calculating additional benefit costs for those employees with accrued wages and accruing them similarly to how the gross pay and FICA and MPSERS benefits are accrued.

   If you want to use this screen, please refer to the *Employee Gross Pay and Benefit Accrual Screen* document available on the Mi-Case website (http://www.mi-case.org) and use the instructions found in the document, along with those found in the *Payroll End of Fiscal Year Procedures* document.

7. Module: *Payroll Employee Records*
   Screen: *Employee One-Time Postings Screen*
   A new report - *Reports* > *One-time Postings by ASN* - has been added to the system. This report may be helpful with the accrual of gross pay entered on this screen.

   If you wish to accrue gross pay entered on the *Employee One-Time Postings Screen*, we offer this suggestion:
   - Enter **all** one-time postings for pay earned in the **old** fiscal year (ending June 30th) – but **do not** enter any one-time postings for pay earned in the **new** fiscal year (beginning July 1st).
   - Create a PDF copy of the new report (*Reports* > *One-time Postings by ASN).* You may use this report to enter journal entries to record accrual pay, similar to the batches used to accrue contract balances.
   - Enter all one-time postings for pay earned in the new fiscal year (beginning July 1st) and then continue as normally with your payroll procedures.

8. Throughout the payroll system, the ORS *Wage Code* field has been updated to current ORS definitions, so that code 09 now is described as "Wages without Hours: used to submit reportable wages without hours (such as longevity payments)", instead of the old description "Wages for longevity payments".

Application Release Date: 22-Jun-2011

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 20-Apr-2011

These notes provide a brief description of the changes and new features to be found in the HR/Payroll System release dated: 20-Apr-2011.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Employee Records*
   Screen: *Register Record Preparation Screen*
   In the 23-Feb-2011 HR/Payroll System Release, the system was revised, with the goal of calculating benefit and deduction wage bases and amounts as accurately as possible. Another change has been made in this release, to allow the calculation of negative wage bases for the RHC deduction. As with other mandatory deductions, the system will not calculate negative deduction amounts, instead leaving those as zero. If appropriate, you may use the *Fix Amt.* field and enter negative amounts for these items.

2. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Reports > Pre-Payroll Balance Reports > Employee Benefits Balance List* has been revised. Previously, when negative *New* or *1-Time* amounts were entered on the *Employee Benefits Screen*, the system would display them on the report, but the *Report Totals* for the *Current* amount would not reflect the negative amounts. This has been fixed and the *Current* amount now accurately reports the amount to be included in the next payroll.

3. Module: *Payroll Employee Records*
   Screen: *Employee Elective Deductions Screen*
   The *Browse List of Employee Elective Deduction Records* has been revised. In the past, if you entered a *1-Time Amount*, the system did not always revise the *Amount* column in the Browse List after the payroll ran, and the *1-Time Amount* would remain in the Browse List. This has been fixed and the *Amount* in the Browse List will now display the normal amount, after a payroll has been run.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

4. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operations > Create TSA Consulting Demographic Data export file* has been revised to supply data more consistent with TSA specifications.

   - Their *Employment Status* field is defined by TSA as containing the following values:

A = Active
T = Terminated
S = Subs
PT = Part Time.

In the *Personnel* module, on the *Primary Employee Data Screen*, a new field has been added: *TSA Status* may be used to enter the status code to be reported to TSA in the Demographic Data export file. Currently, the system reports *A = Active* for employees it considers active, i.e. either no termination date is present or a termination date is present, with a rehire date also. If that is satisfactory, you do not have to enter anything in the *TSA Status* field. However, to report employees as either part time or subs, you may enter the appropriate code in the new field and it will be reported to TSA.

- Their *Projected Annual Salary* field is requested by TSA, to help verify other items included in the demographic file. Previously, this field reported the total contract amounts found on the *Primary Contract/Salary Screen* and the *Additional Contracts / Salaries Screen*, for employees with their *Contracted?* field containing Contracted and their contract end date no more than 30 days in the past from the reporting date.

  TSA now wishes to have projected annual salaries reported for all full time employees included in the demographic file.

  The operation will continue to report contract amounts as above. However, if an employee does not have a contract amount on the *Primary Contract/Salary Screen*, the system will look in the *Personnel* module on the *Payroll Contracts/ Salaries Preparation Screen.* If an amount is found in the *Total Salary* field, that will be reported.

  If no amount is found, the next place the system will look is in the *Payroll Employee Records* module on the *Employer Master Setup Screen.* If the *Rate of Pay* in the *MPSERS Information* section contains an amount, that will be reported.

  Finally, the system will look in the *Personnel* module, on the *Registry of Educational Personnel Screen*, on the *Assignment Data* tab. If the *Annual Salary* field contains an amount, that will be reported to TSA. Note that this is used as a last resort, as REP reporting specifications request the annual salary at the base of the pay scale that the employee is on – not their actual salary based on any steps they have attained on the pay scale.

- For Pension Plus employees, the employer matching contribution (benefit code DC-EM) and the employee member contribution (deduction code DC-MC) have also been added to the demographic file, for use in monitoring total employee 457 contributions. **You do not have to select the items as 457 when creating your demographic file.**

- For more detailed notes on the TSA reporting process or to create salary schedules, the following FAQs can be found on the MiCase website at www.mi-case.org:
    - TSA Reporting Procedures
    - Salary Schedules – Creating New Schedules and Transferring to Employees

5. Module: *Personnel*
   Screen: *Registry of Educational Personnel Screen*
   - The *Find* menu option has been revised to locate REP records based on the Personal Identification Code (P.I.C.) entered. If the system cannot find a REP record with the P.I.C. entered, it will display a blank screen with the message "*Employee P.I.C. code not found – please retry*." Please note that, as elsewhere in the HR/Payroll System, you may locate employees by social security or name by entering a value in those fields and pressing the Enter key.
   - On the *Assignment Data* tab, a new field *Educator Effective* has been added. The Educator Effectiveness field should be updated per CEPI instructions, for all employees with assignment codes beginning with "73" (e.g. Principal). For further instructions, refer to the *REP Addendum EOY 2011* document found on the CEPI web site.
   - On the *Assignment Data* tab, in the *Accting. Code* field, four new codes were added:
     - 291 Pupil Activities
     - 292 Bookstore Activities/Consignment Activities
     - 294 Endowment Activities
     - 295 Agency Activities
   - On the *Credential Data* tab, in the *Credential Type* field, a new code was added:
     - 30 Interim Teaching Certificate (Alternative Route to Certification Credential)
   - On the *Credential Data* tab, in the *Michigan Spon. Inst.* field, two new codes were added:
     - 002322 Finlandia University
     - 040943 Robert B. Miller College

6. Module: *Payroll Employee Records*
   Screen: *Employer Register Record Preparation Screen*
   - Two new buttons have been added, to help you use the screen more efficiently. If you click on *Set Elective Deductions to Zero*, the system will replace the *Fix Amt.* field with an "X" and the amount with 0.00, for

deductions that are not calculated based on a wage base. If you click on *Set Elective Benefits to Zero,* the system will replace the *Fix Amt.* field with an "X" and the amount with 0.00, for benefits that are not calculated based on a wage base. If you click on either button and then wish to have the system calculate the amount as it normally would, simply remove the "X" from the *Fix Amt.* field and select *Save*.

7. Module: *Payroll Module Administration*
Screen: *Payroll Module Control Screen*
A new field, *Acct. No.*, has been added to the screen. If you wish to have an "offsetting entry" included in your payroll ACH file, enter the account number to include in the offsetting entry – i.e. your payroll checking account number. The offsetting entry will be an additional entry to debit your payroll checking account with the total amount of credits deposited in employee checking and savings accounts. The resulting "offsetting entry" will be a single record, with the following fields:
    - Transaction Code = 27, i.e. *Demand Debit Records (for checking, NOW, and share draft accounts)* – Automated Payment.
    - Receiving DFI Identification (i.e. the routing/transit number) = the *ACH Rout./Tran.* field found on the *Payroll Financial Organizations Screen* for the *Code* that matches the *ACH Origin Org*. code found on the *Payroll Module Control Screen*. In plain words: your payroll checking account number.
    - DFI Account Number = the *Acct. No* field being discussed here, i.e. your payroll checking account number.
    - Amount = total amount of credits deposited in employee checking and savings accounts from the payroll run.
    - Individual Name = *Organization Name* found on the *Payroll Module Control Screen.*

8. The system has been revised so that the *Employee Register Detail Summary Report – Medicaid Outreach Version* report found on the *Employee Register Records Screen* may now only include selected employees.

    Module: *Payroll Employee Records*
    Screen: *Employee Master Setup Screen*
    A new field, *Medicaid Outreach?* has been added to the screen. If this employee is to appear on the *Employee Register Detail Summary Report – Medicaid Outreach Version* report found on the *Employee Register Records Screen*, select the field and choose "<u>Include employee in Medicaid Outreach Report</u>". To remove the employee from the report, select <u>*<Blank>*</u> or "<u>Exclude employee from Medicaid Outreach Report</u>". Note: this field appears in place of the obsolete field *Adjustment Code*, which was related to ORS MPSERS quarterly

reporting procedures that were replaced with the current pay period reporting procedures.

Module: *Payroll Employee Records*
Screen: *Employee Register Records Screen*
The report *Employee Register Detail Summary Report – Medicaid Outreach Version* has been revised to include the *Only include employees with Medicaid Outreach code* field. To report only employees selected above, choose "Include employee in Medicaid Outreach Report - Y". To view totals only, you have the option of running the report in summary. This can be done by selecting the *Summary* checkbox on the *Report Print Options* screen.

9. Module: *Payroll Module Administration*
Screen: *Payroll Module Control Screen*
A new report, *Reports > Employer Distribution Reports > Employee Gross Pay Distribution by Workers Compensation Code,* has been added to the system. This report may be helpful when working with providers of workers compensation benefits. Note that if you are only interested in totals by code, you may select the *Summary* option from the *Report Print Options* screen. Also, you may select the filter Item Code = "OH" (Overtime Hours) if you wish to see only overtime gross pay as part of your communications with the benefit provider. To create this filter, select the following information:
    Field: PAEMGRIT.ITEM_CODE
    Compare How: Equals
    Compare To: OH
    Next: Done
    Filter Description: Create a filter name

As always, please contact our Customer Support Team with any questions or concerns.

MiCase Software Support:
Phone: 269 250-9270
Email: helpdesk@mi-case.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase HR/Payroll System
Application Release Notes

Application Release Date: 23-Feb-2011

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated: 23-Feb-2011.

The following items refer to system "bugs" that have been corrected in this version:

1. The procedure to make the RHC deduction "exempt FICA" was revised to correctly handle the case where the employee did not actually have any FICA benefit wage base or amounts for the period being processed. In this case, the system includes a message in the *Operations/Error Log* report, stating "** ERROR: 2010 FICA benefit can NOT be adjusted for : <employee name>*"

2. Previously, the *Employer Share HSA* from the *Payroll Employee Tax Control Screen* was included on the printed W-2 form in Box 12 with a code = W, and included in the EFW2 file created by the *Operation > Create W-2 records file for submission in EFW2 format* in the RW record in the field *Employer Contributions to a Health Savings Account*.

   The system has been revised to include elective deductions with the code "HSA" in those items also. The Box 12 and the EFW2 record both now contain the sum of both the employer and employee items, if present. This is per Internal Revenue Service document *2011 Instructions for Forms W-2 and W-2*. Please note that, per these instructions, the employee contribution (from deduction code "HSA") is included with the assumption that the employee contributions were made using a section 125 (cafeteria plan).

   If your employees make contributions to an HSA plan that do not comply with this rule, you must use a deduction code other than HSA. In this case, please contact the MiCase Information Systems Support team for assistance.

3. Module: *Payroll Employee Records*
   Screen: *Employer Master Setup Screen*
   Previously, when you added new employees and entered their *Retirement Plan* as H = Pension Plus (enroll after 6/30/2010), the system displayed the message "This record for this employee has been saved with the Defined Contribution "Contribution Percent" field set to a default value of 2.00%..." This message was wrong; the system actually set the *Contribution Percent* to 0.00.

   This has been fixed so that when you add a new employee record with *Retirement Plan* as H, the system will correctly set the *Contribution Percent* to 2.00%, per our understanding of current ORS rules.

   Further, if you change the *Retirement Plan* to H from anything else, the system will set the *Contribution Percent* to 2.00%.

Finally, if you change the *Retirement Plan* to anything other than H, the system will set the *Contribution Percent* to -9.99, indicating the field is empty.

This item determines the calculation of the employee's "DC-MC" deduction. To review the amounts of this deduction and locate employee records that need to be corrected, examine the *Reports > Employer Distribution Reports… > Employer Deduction Distribution by Deduction Code* report found on the *Payroll Module Control Screen*.

4. Module: *Payroll Employee Records*
Screen: *Employer Register Records Screen*
The *P/R Schedule* field has been revised so that the codes and descriptions appear correctly when the drop-down list is activated.

5. Module: *Payroll Employee Records*
Screen: *Register Record Preparation*
As a result of changes over the last several releases, the screen was not accurately calculating benefit wage bases and/or amounts, particularly when records were being prepared to reallocate gross pay from one ASN to another. The system has been revised, with the goal of calculating benefit and deduction wage bases and amounts as accurately as possible.

However… this screen is the most complex and powerful part of the HR/Payroll System. It can be used for many purposes, with many results. The good news is that it is often a helpful tool for making significant changes to employee payroll records. The bad news is, because it is complex and powerful, it can sometimes produce unintended results. Therefore, care should be taken when creating adjustment register records and be sure to carefully review them before adding them to system totals.

With this revision, the screen may work differently than in the past.

A few points:

In the simplest case, if the gross pay line items you enter are all positive amounts, the screen should calculate benefit and deduction amounts much the same as if the entries were made during a normal payroll run.

If the gross pay line items you enter are all negative amounts, the screen should calculate benefit amounts as negative numbers, with the premise that negative gross pay should result in negative benefits. The system will calculate negative wage bases for deductions that have wage bases (MCT, SST, FIT, etc.); the system will not calculate negative deduction amounts, instead leaving those as zero. Other deductions (i.e. elective deductions) will be calculated as positive amounts – as a default. In either case, if appropriate, you may use the *Fix Amt.* field and enter negative amounts for these items.

If some gross pay line items are positive amounts and some are negative amounts and the total gross pay is zero, the system will first calculate all benefits based only on the positive gross pay line items. Then, the system will calculate all benefits based only on the negative gross pay line items. In this case, benefit wage bases and amounts should cancel each other out, although perhaps they will be distributed to different ASNs.

Finally, if some gross pay line items are positive amounts and some are negative amounts and the total gross pay is <u>not</u> zero, the system will calculate benefits as described above, however, the results may not necessary be as you intend. In this case, the system will display the message "*This register record contains both positive and negative gross pay items that do not offset each other equally. Please review benefit and deduction items to verify they are accurate and as you intend.*" You may then use the *Fix Amt.* field and enter amounts for these items that override the calculations of the system.

As always, you may not directly change benefit or deduction wage bases using the screen, you may only override the system calculation of amounts.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

6. Module: *Payroll Module Administration*
Screen: *Payroll Module Control Screen*
The fields *MI Tax ID*, *IN Tax ID* and *WI Tax ID* have been enlarged from 10 characters to 20 characters, in compliance with EFW2 file specifications from the Social Security Administration
In the *IN Tax ID* field, please enter your number in the format: nnnnnnnnnn-lll, where nnnnnnnnnn is your 10-digit Employer Taxpayer ID and the lll is your 3-digit Employer TID location code.
In the *WI Tax ID*, you may now enter your 15-digit Wisconsin Tax Account Number, as supplied by the state.
In the 24-Jan-2011 HR/Payroll System Release, the W-2 form was revised to include the DC-MC deduction in Box 12, with a code G, indicating a 457(b) deferred compensation item. Also, the RHC deduction was included in Box 14, with the description "RHC".
The *Operation > Create W-2 records diskette* has been renamed to *Create W-2 records file for submission in EFW2 format*, to accurately describe its function.

Application Release Date: 23-Feb-2011

7. Module: *Payroll Module Administration*
   Screen: *Financial Organizations Screen*
   The *Report > Financial Organizations Report* (HR02009) has been revised, eliminating the column previously labeled #, which is obsolete.

8. Module: *Payroll Module Administration*
   Screen: *Deduction Definitions Screen*
   Per the Department of Treasury Internal Revenue Service, the option of receiving advance payroll payments of EIC expired on December 31, 2010. Therefore, the deduction code "EIC" has been inactivated in the system, so that even if an employee is setup to receive Advance EIC, the system will not calculate an amount to add to their net pay.
   The *Operation > Add Deduction Record to all Employees* has been revised to correctly initialize the *New Amount* and *1-Time Amounts* to -9.99 when updating employee deduction screen records.

9. Module: *Personnel*
   Screen: *Primary Employee Data Screen*
   The *Ethnic* field is no longer considered a mandatory field. You may enter new employee records and save changes to existing employee records with the *Ethnic* field empty. This field has been obsolete for many years and by making it optional, the existing HR/Payroll System will be compatible with the new web-based version currently being developed and tested by MiCase.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 250-9270
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 25-Jan-2011

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated: 25-Jan-2011.

The following items refer to system "bugs" that have been corrected in this version:

1. The procedure that configures that RHC deduction to "exempt FICA" has been revised so that the adjustment register records and transaction batches it creates are correct.

   Please note: if your district chose to make the RHC deduction "exempt FICA", please contact Roger Wylan @ RWylan@kresa.org for assistance with reviewing your results.

2. The *Operation > Create W-2 records diskette* has been revised to correctly report the total FIT Withheld by Payer of Third-Party Sick Pay, including cases where the amount is included in the Supplemental W-2 Proof report but the employee will not be receiving a W-2 otherwise (no MCT or FIT wage bases.)

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

3. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   All reports in the section *Reports > Calendar Year End Reports…* have been revised for use in preparing and printing 2010 W-2 forms.

   Box 12 of the W-2 form reports the following items from MiCase HR/Payroll System records:
   - Code E = Elective deferrals under a section 403(b) salary reduction agreement
   - Code G = Elective deferrals and employer contributions to a section 457(b) deferred compensation plan. Please note, this box will include the "DC-MC" deduction for "Pension Plus" employees who first worked as members of MPSERS on or after 01-Jul-2010.
   - Code C = taxable cost of group-term life insurance over $50,000.00
   - Code J = Nontaxable sick pay
   - Code W = Employer contributions to employee Health Savings Accounts
   - Code BB = Designated Roth contributions under a section 403(b) plan
   - Code AA = Designated Roth contributions under a section 401(k) plan
   - Code D = Elective deferrals to a section 401(k) cash or deferred arrangement.

The items are put in Box 12 in the above priority order. Therefore, an employee may have more items to report than can be included in the 4 areas in Box 12.

If the employee has more than four items that are to appear in their W-2 form in Box 12, the system will display a Human Resources System Error Message as well as a record in the *Operations/Error Log* report. The message is "W-2 Form for employee: nnn-nn-nnnn: requires special attention. Please review Operations/Error Log." In this case, you should inform the employee of items that were not included on their W-2 form, so they may include them in their tax filing materials. The *Operation* > *Create W-2 records diskette* also displays this message in the this case, however the W-2 file that created for submission to the Social Security Administration will be in the correct format.

The *Operation* > *Create W-2 records diskette* has been revised for use in preparing the electronic file of 2010 W-2 records, for submission to the Social Security Administration and the Michigan Department of Treasury (as well as other state treasuries, if appropriate for your district).

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 250-9270
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 24-Jan-2011

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated: 24-Jan-2011.

Please note that the 20-Dec-2010 HR System Release Notes contain detailed instructions for how to choose whether or not to make the RHC deduction "exempt FICA." Further notes about the subject are included in the 13-Jan-2011 HR System Release Notes.

Please read these release notes carefully. If you have any questions after reading these notes, please contact the MiCase Information Systems support help line for assistance.

This release includes the ability to produce printed 2010 W-2 forms and the W-2 file to be uploaded to the Social Security Administration. Those revisions are explained in further detail below. For complete instructions regarding these steps, please refer to the *Payroll End of Calendar Year Procedures* (as Revised 07-Dec-2010) found on the Mi-Case.org web site.

Additional Notes:

- The Social Security Tax withholding deduction (code "SST") changed to 4.2% for 2011. If your district ran payroll(s) before installing the 13-Jan-2011 HR/Payroll System release, the deduction was calculated at the old rate of 6.2%. The calendar year to date amount will "auto-correct" for employees who continue to receive pay throughout 2011.
- The Federal withholding rates were revised in the 13-Jan-2011 HR/Payroll System release per the *Notice 1036 (Rev. December 2010) Early Release Copies of the 2011 Percentage Method Tables for Income Tax Withholding*. This deduction will not "auto-correct"; employees will have Federal tax withheld at 2011 rates as they continue to receive pay throughout 2011.

The following items refer to system "bugs" that have been corrected in this version:

1. The procedure that configures that RHC deduction to "exempt FICA" has been revised so that the adjustment register records and transaction batches it creates are correct.

   Please note: if your district chose to make the RHC deduction "exempt FICA", please contact Roger Wylan @ RWylan@kresa.org for assistance with reviewing your results.

2. The *Operation > Create W-2 records diskette* has been revised to correctly report the total FIT Withheld by Payer of Third-Party Sick Pay, including cases where

the amount is included in the Supplemental W-2 Proof report but the employee will not be receiving a W-2 otherwise (no MCT or FIT wage bases.)

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

3. Module: *Payroll Module Administration*
Screen: *Payroll Module Control Screen*

- All reports in the section *Reports* > *Calendar Year End Reports…* have been revised for use in preparing and printing 2010 W-2 forms.

  Box 12 of the W-2 form reports the following items from MiCase HR/Payroll System records:
  - Code E = Elective deferrals under a section 403(b) salary reduction agreement
  - Code G = Elective deferrals and employer contributions to a section 457(b) deferred compensation plan. Please note, this box will include the "DC-MC" deduction for "Pension Plus" employees who first worked as members of MPSERS on or after 01-Jul-2010.
  - Code C = taxable cost of group-term life insurance over $50,000.00
  - Code J = Nontaxable sick pay
  - Code W = Employer contributions to employee Health Savings Accounts
  - Code BB = Designated Roth contributions under a section 403(b) plan
  - Code AA = Designated Roth contributions under a section 401(k) plan
  - Code D = Elective deferrals to a section 401(k) cash or deferred arrangement.

  The items are put in Box 12 in the above priority order. Therefore, an employee may have more items to report than can be included in the 4 areas in Box 12.

  If the employee has more than four items that are to appear in their W-2 form in Box 12, the system will display a Human Resources System Error Message as well as a record in the *Operations/Error Log* report. The message is "W-2 Form for employee: nnn-nn-nnnn: requires special attention. Please review Operations/Error Log." In this case, you should inform the employee of items that were not included on their W-2 form, so they may include them in their tax filing materials. The *Operation* > *Create W-2 records diskette* also displays this message in the this case, however the W-2 file that created for submission to the Social Security Administration will be in the correct format.

MiCase Human Resources System
Application Release Notes

Application Release Date: 24-Jan-2011

- The *Operation > Create W-2 records diskette* has been revised for use in preparing the electronic file of 2010 W-2 records, for submission to the Social Security Administration and the Michigan Department of Treasury (as well as other state treasuries, if appropriate for your district).

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 250-9270
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 20-Dec-2010

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated: 20-Dec-2010.

<u>**The bottom line is: if your district has decided that you wish to change the payroll system to make the RHC deduction "exempt FICA", then you should install this release and follow the instructions below.**</u>

<u>**If you district has decided that you do not want to change the RHC deduction to be "exempt FICA", or if you prefer to wait before making the decision, then you do not have to install this release at this time.**</u>

Please read these release notes carefully. If you have any questions after reading these notes, please contact the MiCase Information Systems support help line for assistance.

Important Note

In the MiCase HR/Payroll System, the retirement health care contribution ("RHC" deduction) was originally defined as being "pre-tax" regarding federal and state withholding taxes, but **not** having any effect on the employee's Medicare ("MCT") and Social Security ("SST") deductions.

This has been the subject of several recent communications from the ORS and MPSERS. ORS has stated:

"We believe that the health care contribution passed into law as part of Public Act 75 of 2010 is exempt from all taxes, including FICA. We have based this on the fact that the contribution is mandatory, it is going into a Section 115 health care trust, and by looking at the rulings the IRS has given to similarly situated plans. We will not know this definitively until the IRS has ruled on our particular plan, but we recommend moving forward with the assumption that the contributions are tax exempt. ORS will notify you when the IRS makes their ruling."

In consideration of all aspects of this situation**, this HR/Payroll System Release will require your district to specify whether you want to <u>change</u> the payroll system to *exclude the RHC deduction from the wage base of the employee's Medicare and Social Security taxes and from the employer's FICA matching benefit* <u>or not</u>.**

The system will ask you to select your choice - and will continue to ask you each time you sign in - until you have made your choice.

The choice should be made after <u>careful consideration</u>, because <u>it is not reversible</u>. If you decide to *exclude the RHC deduction from the wage base of*

***the employee's Medicare and Social Security taxes and from the employer's FICA matching benefit* we will not be able to reverse that decision or the effect on your districts payroll procedures and results – at least until a definite ruling is obtained from the IRS that requires us to adjust our payroll system.**

As always, we will try to keep everyone informed of changes regarding this issue, as information becomes available from the IRS, ORS or other parties.

Overview of the Process to redefine the RHC deduction as "exempt FICA"

If your district decides to configure your payroll system so that the RHC deduction is "exempt FICA", the system will do the following tasks:

1. The Benefit code FICA and the Deduction codes MCT and SST will be redefined so that, from that point on, the amount of the RHC deduction will not be included in their wage bases.

2. Then, the system will create a register record for every employee that received gross pay and the RHC deduction during calendar year 2010.

   The register record will include the following:

   For the FICA benefit (B:FICA), the record will have a line item for each ASN to which the employee had the benefit charged during the 3rd and 4th quarters of 2010. The line item(s) will refund the excess FICA benefit to each expense account involved, with negative figures in the *Wage Base* and *Amounts* of the line items. Please note: the FICA benefit refund will be prorated proportionally to the amount of FICA that has been charged to each account for an employee since July 1. This may not perfectly represent the refund in every case, however; it is the best practical solution we can provide and for the most part any discrepancies should not be material.

   For the Medicare deduction (D:MCT), the system will add a line item with the *Wage Base* equal to negative the amount of the calendar year to date RHC deduction, and the *Amount* equal to negative the amount of MCT deduction which was "over-deducted " because the RHC deduction was not considered "exempt FICA."

   For the Social Security deduction (D:SST), the system will add a line item with the *Wage Base* equal to negative the amount of the calendar year to date RHC deduction, and the *Amount* equal to negative the amount of SST deduction which was "over-deducted " because the RHC deduction was not considered "exempt

FICA." Please note that some employees may not receive an adjustment to their Social Security withholding, if they are already over the maximum amount of wages subject to social security taxes.

For the Federal Income Tax deduction (D:FIT), the system will add a line item with the wage base of zero, and the amount equal to the total amount of the MCT and SST adjustments above.

With the above approach, the excess "FICA" withheld from employee's pay will be added to the amount of Federal Income Tax reported as withheld on the employee's W-2 form. Therefore, when the employee files their 2010 federal income tax return, they will obtain the RHC adjustment, either by owing less or getting a larger refund.

3. Finally, the system will create a batch of transactions in the Accounts Payable module, reflecting the adjustments to the FICA benefit.

   As with a normal payroll run, if your district has the *A/P Batches* field checked on the *Payroll Deduction Definition Screen*, then batches will also include items for the adjustments to the FIT, MCT and SST deductions.

   The batches may then be posted to the general ledger, to make expense accounts reflect adjusted payroll activity.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

There are no "bug fixes" in the current release. It is only for the redefinition of the RHC deduction.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

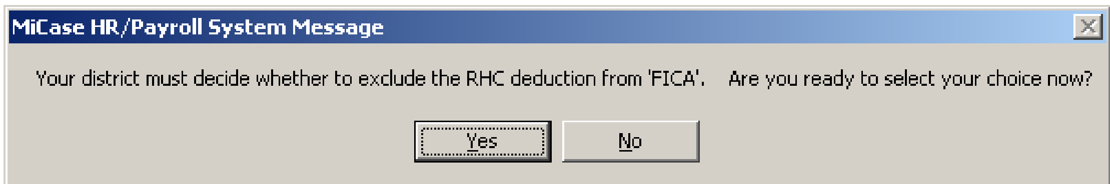
1. After you install this release version, every time someone starts the HR/Payroll System, they will receive a message asking if they are ready to select how you wish to define the RHC deduction.

   If your district has decided, the payroll supervisor can complete the decision process and review the results before allowing other users access to the system.

   If your district does not want to make the choice yet, it should be communicated to all users of the HR/Payroll System that they should respond appropriately –

selecting not to make the choice - based on instructions from the business manager.

In any case, the message will appear as shown below:



Before you make the choice to exclude the RHC deduction from FICA, select *Modules > Payroll Module Administration > Screens > Payroll Module Control Screen> Reports > Employer's W-2 Proof Report* and *Employer's W-2 Proof Report – Supplemental Data*. Create PDF versions of the reports, for future reference.

If you decide to exclude the RHC deduction from FICA, before proceeding, create a backup file, for future reference. To do this, on the *Payroll Module Control Screen*, select > *Operations > Backup database files After payroll run.*

- In the *Payroll Schedule*, enter <u>NOSCH – Non-Scheduled</u>.
- In the *Payroll Date*, enter the current date.
- In the *Back Up To Drive*: field, enter your normal network drive.

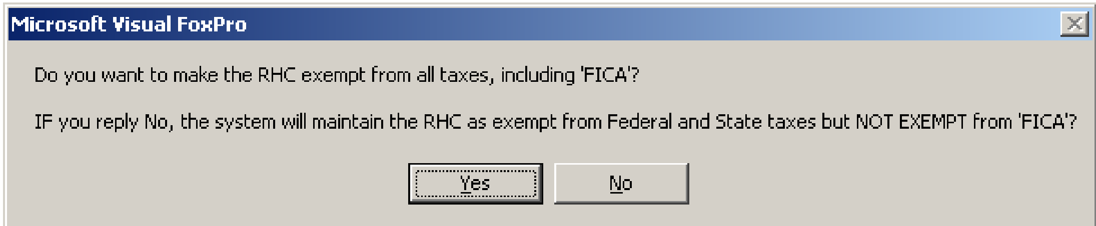
Then complete the backup process and verify that the file *NddmmyyF.zip* is present on your network drive.

At this point, if your district is not ready to make your choice, you may respond "No" and then use the system as you normally would. The system will put a message in *the Operations/Error Log* report, noting that you have not made your choice. The message in the report will appear as:

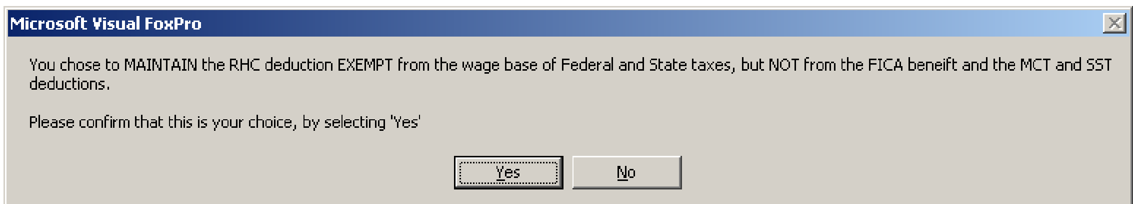
```
12/17/2010 10:51 R          0   The District was Notified that they need to specify the status of the RHC deduction
                                regarding FICA, but is not ready to make their choice.
```

2. When you are ready to select the choice for your district, respond "Yes" and the system will display the message:

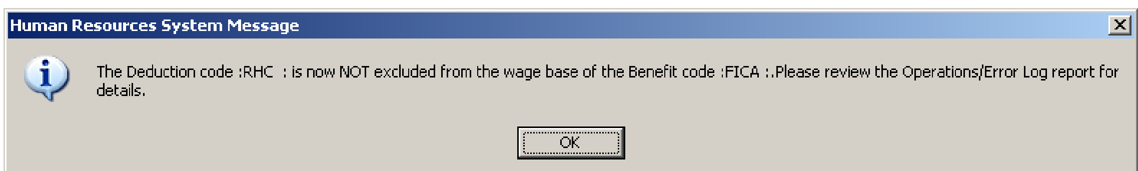
Application Release Date: 20-Dec-2010

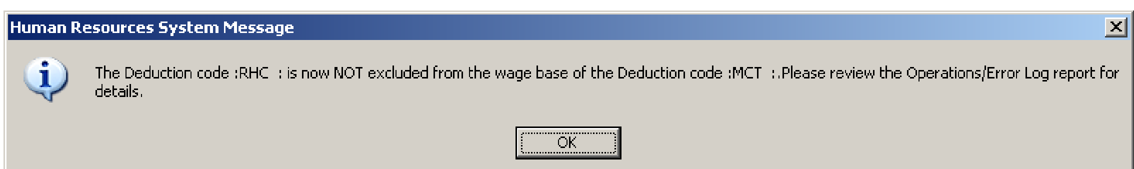


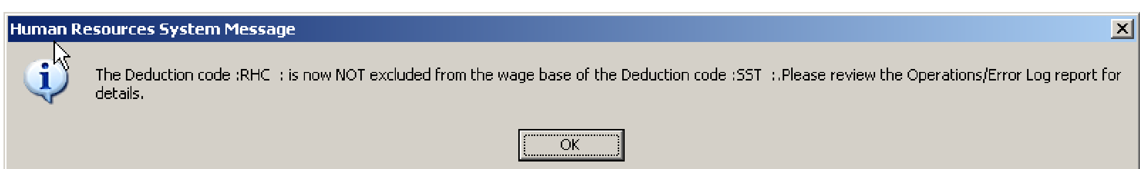
If you reply "No", the system will display the message:



If you respond "No", the system will return to Step 1. above. If you reply "Yes", the system will display the following three messages:

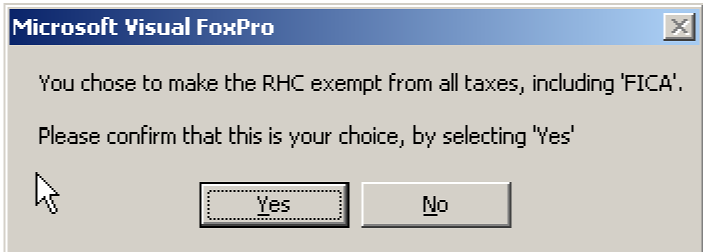






The system will put a message in the *Operations/Error Log* report, noting your choice. You may then use the system as you normally would, and the system will not prompt you again to make the choice.

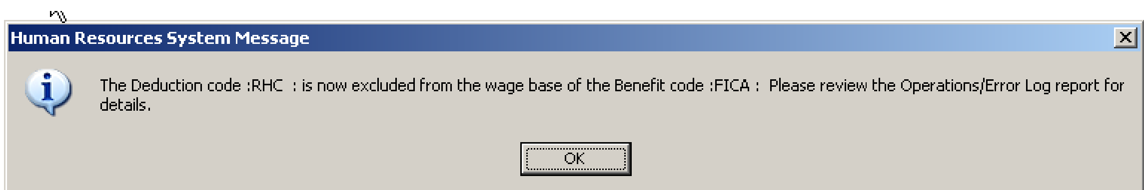
3. If you reply "Yes" to the message displayed in Step 2., the system will display the message:

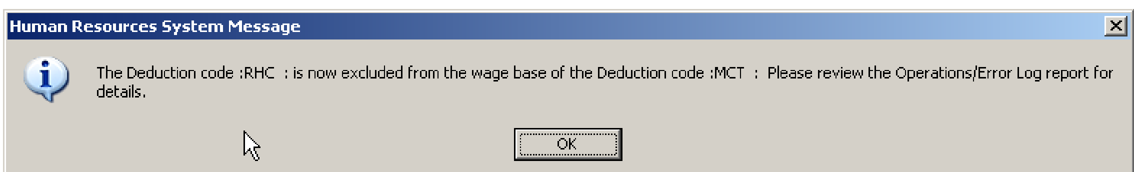


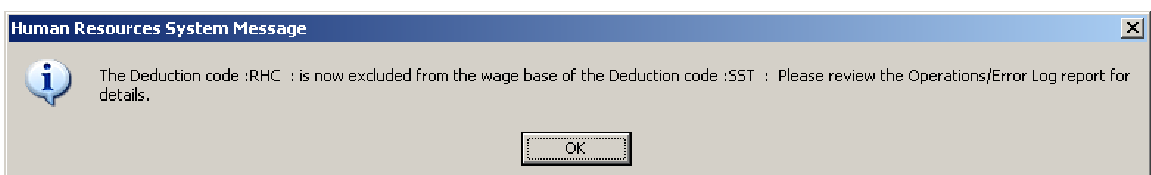
If you respond "No", the system will return to Step 1. above.

If you respond "Yes", the system will do the processes explained in the *Overview of the Process to redefine the RHC deduction as "exempt FICA"* section above.

First, the system will display the following three messages:







Then, the system will process the adjustments required to make the RHC deduction "exempt FICA" throughout the payroll system. As the process is working, the system will display messages in the upper right of the screen, like:

"Processing <employee name>"

Finally, the system will create batches to update the general ledger expense accounts involved.

When the process completes, examine the *Operations / Error Log* report to see the results of this process. The report will display the following message:

```
12/17/2010 11:49 R          0  One time revision to exclude the RHC deduction from the wage base of MCT and SST deductions
                               - begin.
```

Then, the system will display a message for each employee in your system.

If the employee did not have an RHC deduction taken from their pay, the message will be:

```
12/17/2010 11:50 R          0    BAKER          , DAVID       E:  No RHC adjustment needed.
```

If the employee did have the RHC deduction taken from their pay, the system will display the message below, indicating the amount the FICA wage base will be adjusted (the amount of the RHC deduction) and the amount the FICA deduction (the total of their MCT and SST deductions) will be adjusted. This amount is the total of the MCT and SST calculated on the RHC deduction taken.

```
12/17/2010 11:50 R          0    BAKER          , JAMES      A:  FICA Wage Base >   -136.24 FICA >   -10.43
```

If the employee has already exceeded the maximum social security wage base (106,800 for 2010), you will see a message like:

```
12/17/2010 11:49 R          0    ABEL           , SHELLY     L:  No adjust. - SST wage base > 123456.78
```

Finally, if the system includes a personnel record for the employee, but no payroll records (probably as a result of data conversion issues, etc.), then you may receive a message like:

```
12/17/2010 11:50 R          0    BURNS          , BABY        :  No paemmast.dbf record found.
```

At the end of the process, the message below should appear:

```
12/17/2010 14:57 R          0  One time revision to exclude the RHC deduction from the wage base of MCT and SST deductions
                               - finish.
```

To review the results of the process, do the following:

On the *Payroll Module Control Screen,* select > *Reports >After-Payroll Results Reports … > Payroll Register (Current P/R Details).* For the *Payroll Schedule*, select ADJST –Adjustments, in the *Payroll Date* field, enter the current date; for the *Report Type* field, select Report Totals Only.

On the report, the B FICA wage base (and the D MCT wage base) should be equal to the total amount of the RHC deduction reported on the *Employer's W-2 Proof Report* created above.

The D MCT amount should be equal to approximately 1.45% of the wage base. The D SST amount should be approximately 6.20% of the wage base. Note that the SST wage base may be slightly less than the MCT wage base, as a result of employees who have exceeded the maximum social security earnings for 2010 and therefore will not receive an adjustment –as noted in the *Operations/Error Log* report.

The B FICA amount should be equal to the sum of the D MCT and D SST amounts.

Finally, the D FIT amount should be equal to the B FICA amount, only positive, reflecting an additional amount of withholding to be reported on employee W-2 forms. There should be no adjustment made to the FIT wage base.

Then, to see the employee level detail of the amounts, select *Reports >After-Payroll Results Reports … >P/R Benefit Distribution Report*, entering the schedule and date as above and selecting to *Only include records for code* FICA.

Also, *Reports >After-Payroll Results Reports … >P/R Deductions Report: Single Deduction* and produce the report for the deduction codes FIT and if desired, MCT and SST.

These reports will provide employee detail to support the line items found in the A/P batches created by the process.

Finally, in order to easily report the results of this process do not do any other register screen ADJST records until the next day.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 250-9270
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 13-Jan-2011

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated: 13-Jan-2011.

Before reading these notes, please refer to the 20-Dec-2010 HR System Release Notes, as those notes are necessary to understanding the current system – whether or not you installed that version.

Please read these release notes carefully. If you have any questions after reading these notes, please contact the MiCase Information Systems support help line for assistance.

Regarding the decision of whether or not to make the RHC deduction "exempt FICA":

- If you are not certain which way to go, you can wait a while before making the decision. <u>However, in order to issue 2010 W-2 forms with the RHC presented as "exempt FICA", you must complete the steps in the payroll system before creating your employee W-2 forms and the file to send to the Social Security Administration.</u>
- If you want to maintain the status quo, with the RHC not "exempt FICA", then you may make the choice as described in the 20-Dec-2010 HR System Release Notes.
- In either case, if the IRS issues an official decision in the future, and districts have to comply – including perhaps reporting revised 2010 W-2 forms, MiCase will do our very best to assist with revisions and reporting. However, until the decision is issued by the IRS and the rules are stated, we do not know exactly what form the remedy will take.

Important: This release does not include the ability to produce printed 2010 W-2 forms or the W-2 file to be uploaded to the Social Security Administration. Those revisions will be included in the next release. Therefore, **DO NOT do the *Operation > Increment Active Calendar Year*** until you receive instructions from MiCase to do so.

The following items refer to system "bugs" that have been corrected in this version:

1. The report *Employer's W-2 Proof Report - Supplemental Data Report* (HR01087) has been fixed so that the report totals for EIC are calculated correctly.

2. Throughout MiCase Information Systems, when requesting reports, on the *Report Print Options* screen, the choice *Print to Ascii File* has been fixed to work correctly.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

Application Release Date: 13-Jan-2011

3. The system has been revised to calculate Medicare, Social Security, and Federal, withholding taxes according to the rules for 2011:
   - The Medicare tax rate is unchanged and remains 1.45%; there is no wage base limit for Medicare tax.
   - The social security employee tax rate has been lowered from 6.2% to 4.2%. The employer tax rate for social security remains unchanged at 6.2%. The 2011 social security wage remains unchanged at $106,800.
   - Federal withholding rates have been revised per the *Notice 1036 (Rev. December 2010) Early Release Copies of the 2011 Percentage Method Tables for Income Tax Withholding*.
   - Michigan withholding tax rules are unchanged for 2010 – with the rate at 4.35%, and the annual personal exemption allowance of $3,600.00.

4. The Reports > *Employer's Quarterly 941 Report* (HR01055) and - *Employer's W-2 Proof Report* (HR01059) have been revised so that so that employees appear on the report if and only if they have items included in the report.

5. If your district decides to configure your payroll system so that the RHC deduction is "exempt FICA", the system will do the tasks as described in the 20-Dec-2010 HR System Release Notes, with the additional notes:
   - On page 4 of the 20-Dec-2010 HR System Release Notes where it says to create *Reports > Employer's W-2 Proof Report* , also create the *Employer's Quarterly 941 Report* – for Quarter 1 (Jan. – Mar.)
   - The system will create an ADJST Register Record for 2010 adjustments with a Payroll Date = 12/25/2010 so that you may easily report the results of this process separately from any other payroll work. The record will effect Quarter 4 (Oct. – Dec.), Fiscal and Calendar Year 2010 totals in the payroll system.
   - The system will create an ADJST Register Record for 2011 adjustments with a Payroll Date = 03/27/2011, again so that you may easily report the results of this process separately from any other payroll work. The record will effect Quarter 1 (Jan. – Mar.), Fiscal and Calendar Year 2011 totals in the payroll system.
   - In consideration of the above, please do not add any register records with those two payroll dates.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

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Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 20-Dec-2010

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated: 20-Dec-2010.

The bottom line is: if your district has decided that you wish to change the payroll system to make the RHC deduction "exempt FICA", then you should install this release and follow the instructions below.

If you district has decided that you do not want to change the RHC deduction to be "exempt FICA", or if you prefer to wait before making the decision, then you do not have to install this release at this time.

Please read these release notes carefully. If you have any questions after reading these notes, please contact the MiCase Information Systems support help line for assistance.

Important Note

In the MiCase HR/Payroll System, the retirement health care contribution ("RHC" deduction) was originally defined as being "pre-tax" regarding federal and state withholding taxes, but **not** having any effect on the employee's Medicare ("MCT") and Social Security ("SST") deductions.

This has been the subject of several recent communications from the ORS and MPSERS. ORS has stated:

"We believe that the health care contribution passed into law as part of Public Act 75 of 2010 is exempt from all taxes, including FICA. We have based this on the fact that the contribution is mandatory, it is going into a Section 115 health care trust, and by looking at the rulings the IRS has given to similarly situated plans. We will not know this definitively until the IRS has ruled on our particular plan, but we recommend moving forward with the assumption that the contributions are tax exempt. ORS will notify you when the IRS makes their ruling."

In consideration of all aspects of this situation**, this HR/Payroll System Release will require your district to specify whether you want to change the payroll system to *exclude the RHC deduction from the wage base of the employee's Medicare and Social Security taxes and from the employer's FICA matching benefit* or not.**

The system will ask you to select your choice - and will continue to ask you each time you sign in - until you have made your choice.

The choice should be made after careful consideration, because it is not reversible. If you decide to *exclude the RHC deduction from the wage base of*

the employee's Medicare and Social Security taxes and from the employer's FICA matching benefit **we will not be able to reverse that decision or the effect on your districts payroll procedures and results – at least until a definite ruling is obtained from the IRS that requires us to adjust our payroll system.**

As always, we will try to keep everyone informed of changes regarding this issue, as information becomes available from the IRS, ORS or other parties.

Overview of the Process to redefine the RHC deduction as "exempt FICA"

If your district decides to configure your payroll system so that the RHC deduction is "exempt FICA", the system will do the following tasks:

1. The Benefit code FICA and the Deduction codes MCT and SST will be redefined so that, from that point on, the amount of the RHC deduction will not be included in their wage bases.

2. Then, the system will create a register record for every employee that received gross pay and the RHC deduction during calendar year 2010.

   The register record will include the following:

   For the FICA benefit (B:FICA), the record will have a line item for each ASN to which the employee had the benefit charged during the 3rd and 4th quarters of 2010. The line item(s) will refund the excess FICA benefit to each expense account involved, with negative figures in the *Wage Base* and *Amounts* of the line items. Please note: the FICA benefit refund will be prorated proportionally to the amount of FICA that has been charged to each account for an employee since July 1. This may not perfectly represent the refund in every case, however; it is the best practical solution we can provide and for the most part any discrepancies should not be material.

   For the Medicare deduction (D:MCT), the system will add a line item with the *Wage Base* equal to negative the amount of the calendar year to date RHC deduction, and the *Amount* equal to negative the amount of MCT deduction which was "over-deducted " because the RHC deduction was not considered "exempt FICA."

   For the Social Security deduction (D:SST), the system will add a line item with the *Wage Base* equal to negative the amount of the calendar year to date RHC deduction, and the *Amount* equal to negative the amount of SST deduction which was "over-deducted " because the RHC deduction was not considered "exempt

FICA." Please note that some employees may not receive an adjustment to their Social Security withholding, if they are already over the maximum amount of wages subject to social security taxes.

For the Federal Income Tax deduction (D:FIT), the system will add a line item with the wage base of zero, and the amount equal to the total amount of the MCT and SST adjustments above.

With the above approach, the excess "FICA" withheld from employee's pay will be added to the amount of Federal Income Tax reported as withheld on the employee's W-2 form. Therefore, when the employee files their 2010 federal income tax return, they will obtain the RHC adjustment, either by owing less or getting a larger refund.

3. Finally, the system will create a batch of transactions in the Accounts Payable module, reflecting the adjustments to the FICA benefit.

   As with a normal payroll run, if your district has the *A/P Batches* field checked on the *Payroll Deduction Definition Screen*, then batches will also include items for the adjustments to the FIT, MCT and SST deductions.

   The batches may then be posted to the general ledger, to make expense accounts reflect adjusted payroll activity.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

There are no "bug fixes" in the current release. It is only for the redefinition of the RHC deduction.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

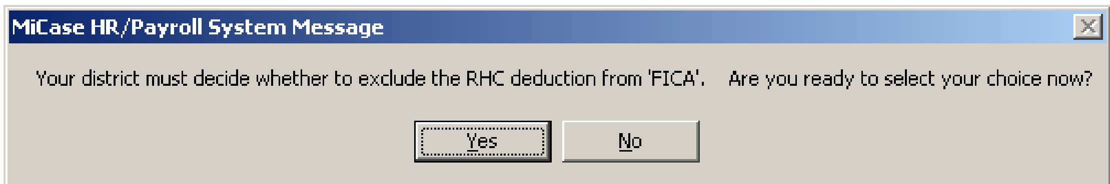
1. After you install this release version, every time someone starts the HR/Payroll System, they will receive a message asking if they are ready to select how you wish to define the RHC deduction.

   If your district has decided, the payroll supervisor can complete the decision process and review the results before allowing other users access to the system.

   If your district does not want to make the choice yet, it should be communicated to all users of the HR/Payroll System that they should respond appropriately –

selecting not to make the choice - based on instructions from the business manager.

In any case, the message will appear as shown below:



Before you make the choice to exclude the RHC deduction from FICA, select *Modules > Payroll Module Administration > Screens > Payroll Module Control Screen> Reports > Employer's W-2 Proof Report* and *Employer's W-2 Proof Report – Supplemental Data*. Create PDF versions of the reports, for future reference.

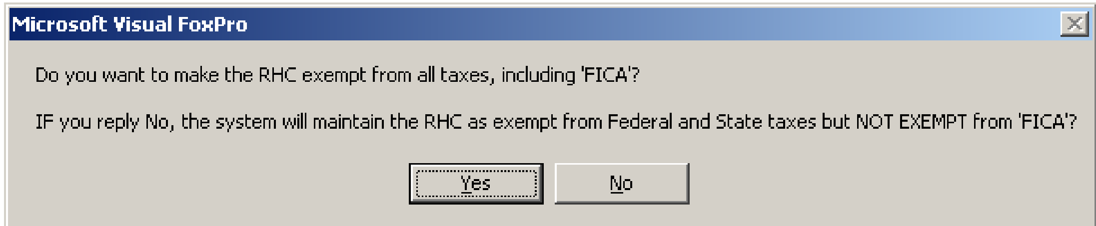
If you decide to exclude the RHC deduction from FICA, before proceeding, create a backup file, for future reference. To do this, on the *Payroll Module Control Screen*, select > *Operations > Backup database files After payroll run.*
- In the *Payroll Schedule*, enter <u>NOSCH – Non-Scheduled</u>.
- In the *Payroll Date*, enter the current date.
- In the *Back Up To Drive*: field, enter your normal network drive.

Then complete the backup process and verify that the file *NddmmyyF.zip* is present on your network drive.

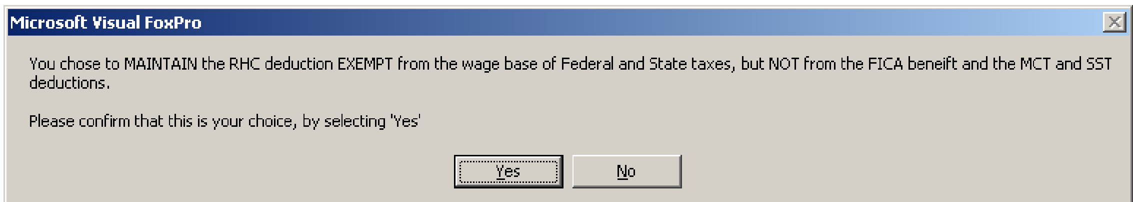
At this point, if your district is not ready to make your choice, you may respond "No" and then use the system as you normally would. The system will put a message in *the Operations/Error Log* report, noting that you have not made your choice. The message in the report will appear as:

```
12/17/2010 10:51 R          0   The District was Notified that they need to specify the status of the RHC deduction
                                regarding FICA, but is not ready to make their choice.
```

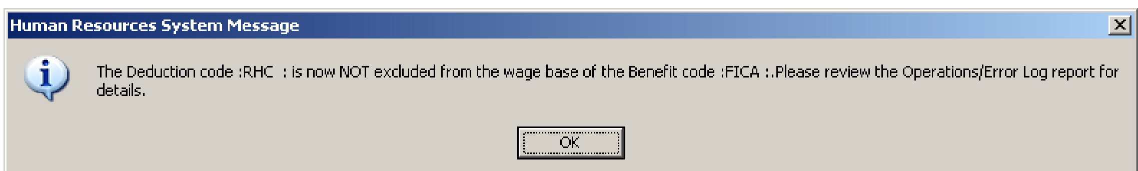
2. When you are ready to select the choice for your district, respond "Yes" and the system will display the message:

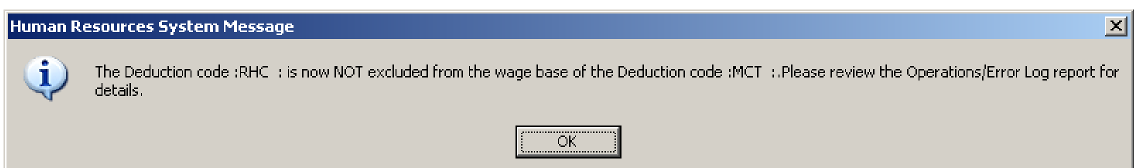


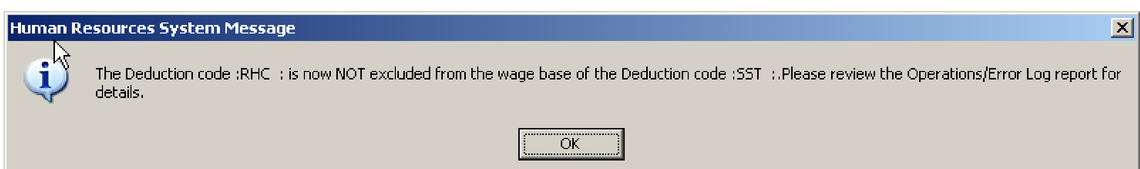
If you reply "No", the system will display the message:



If you respond "No", the system will return to Step 1. above. If you reply "Yes", the system will display the following three messages:







The system will put a message in the *Operations/Error Log* report, noting your choice. You may then use the system as you normally would, and the system will not prompt you again to make the choice.

3. If you reply "Yes" to the message displayed in Step 2., the system will display the message:

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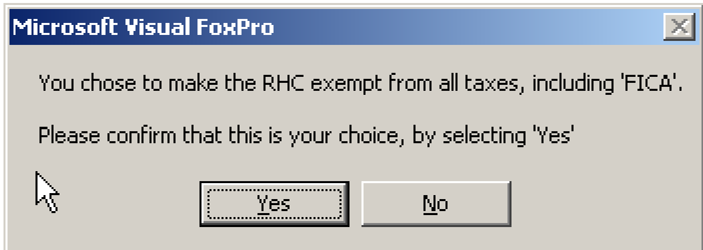
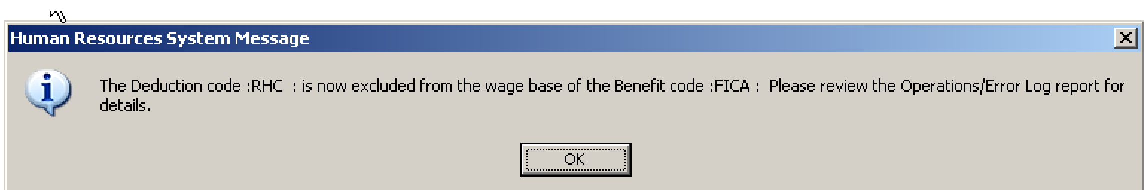
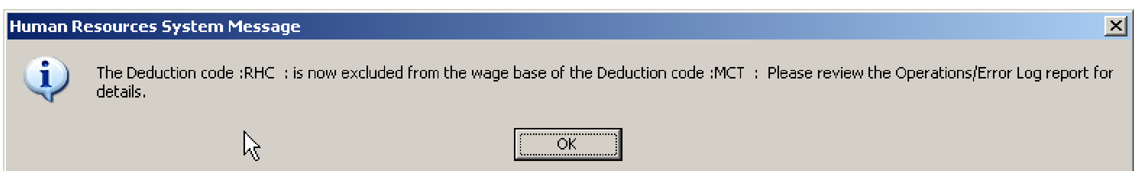


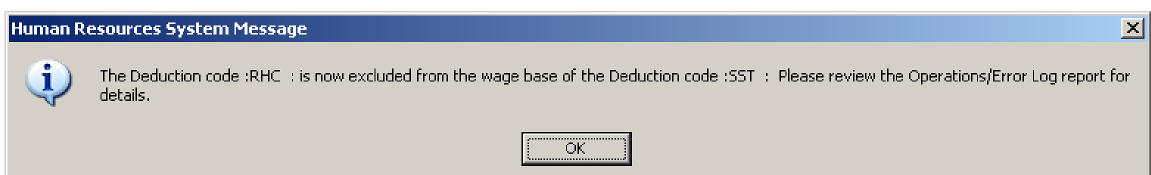
If you respond "No", the system will return to Step 1. above.

If you respond "Yes", the system will do the processes explained in the *Overview of the Process to redefine the RHC deduction as "exempt FICA"* section above.

First, the system will display the following three messages:







Then, the system will process the adjustments required to make the RHC deduction "exempt FICA" throughout the payroll system. As the process is working, the system will display messages in the upper right of the screen, like:

"Processing <employee name>"

Finally, the system will create batches to update the general ledger expense accounts involved.

When the process completes, examine the *Operations / Error Log* report to see the results of this process. The report will display the following message:

```
12/17/2010 11:49 R          0   One time revision to exclude the RHC deduction from the wage base of MCT and SST deductions
                                - begin.
```

Then, the system will display a message for each employee in your system.

If the employee did not have an RHC deduction taken from their pay, the message will be:

```
12/17/2010 11:50 R          0     BAKER           , DAVID       E:  No RHC adjustment needed.
```

If the employee did have the RHC deduction taken from their pay, the system will display the message below, indicating the amount the FICA wage base will be adjusted (the amount of the RHC deduction) and the amount the FICA deduction (the total of their MCT and SST deductions) will be adjusted. This amount is the total of the MCT and SST calculated on the RHC deduction taken.

```
12/17/2010 11:50 R          0     BAKER           , JAMES       A:  FICA Wage Base >   -136.24 FICA >   -10.43
```

If the employee has already exceeded the maximum social security wage base (106,800 for 2010), you will see a message like:

```
12/17/2010 11:49 R          0     ABEL            , SHELLY      L:  No adjust. - SST wage base > 123456.78
```

Finally, if the system includes a personnel record for the employee, but no payroll records (probably as a result of data conversion issues, etc.), then you may receive a message like:

```
12/17/2010 11:50 R          0     BURNS           , BABY         :  No paemmast.dbf record found.
```

At the end of the process, the message below should appear:

```
12/17/2010 14:57 R          0   One time revision to exclude the RHC deduction from the wage base of MCT and SST deductions
                                - finish.
```

To review the results of the process, do the following:

On the *Payroll Module Control Screen,* select > *Reports >After-Payroll Results Reports … > Payroll Register (Current P/R Details).* For the *Payroll Schedule*, select ADJST –Adjustments, in the *Payroll Date* field, enter the current date; for the *Report Type* field, select Report Totals Only.

On the report, the B FICA wage base (and the D MCT wage base) should be equal to the total amount of the RHC deduction reported on the *Employer's W-2 Proof Report* created above.

The D MCT amount should be equal to approximately 1.45% of the wage base. The D SST amount should be approximately 6.20% of the wage base. Note that the SST wage base may be slightly less than the MCT wage base, as a result of employees who have exceeded the maximum social security earnings for 2010 and therefore will not receive an adjustment –as noted in the *Operations/Error Log* report.

The B FICA amount should be equal to the sum of the D MCT and D SST amounts.

Finally, the D FIT amount should be equal to the B FICA amount, only positive, reflecting an additional amount of withholding to be reported on employee W-2 forms. There should be no adjustment made to the FIT wage base.

Then, to see the employee level detail of the amounts, select *Reports >After-Payroll Results Reports … >P/R Benefit Distribution Report*, entering the schedule and date as above and selecting to *Only include records for code* FICA.

Also, *Reports >After-Payroll Results Reports … >P/R Deductions Report: Single Deduction* and produce the report for the deduction codes FIT and if desired, MCT and SST.

These reports will provide employee detail to support the line items found in the A/P batches created by the process.

Finally, in order to easily report the results of this process do not do any other register screen ADJST records until the next day.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 250-9270
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 22-Nov-2010

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated: 22-Nov-2010.

Please read these release notes carefully. If you have any questions after reading these notes, please contact the MiCase Information Systems support help line for assistance.

Important Note

> In the MiCase HR/Payroll System, the retirement health care contribution ("RHC" deduction) was originally defined as being "pre-tax" regarding federal and state withholding taxes, but **not** having any effect on the employee's Medicare ("MCT") and Social Security ("SST") deductions.
>
> This has been the subject of several recent communications from the ORS and MPSERS. ORS has stated:
>
> *"We believe that the health care contribution passed into law as part of Public Act 75 of 2010 is exempt from all taxes, including FICA. We have based this on the fact that the contribution is mandatory, it is going into a Section 115 health care trust, and by looking at the rulings the IRS has given to similarly situated plans. We will not know this definitively until the IRS has ruled on our particular plan, but we recommend moving forward with the assumption that the contributions are tax exempt. ORS will notify you when the IRS makes their ruling."*
>
> As of the present, we are continuing to maintain the RHC deduction as defined. The RHC deduction is **not being revised to be excluded from the wage base of the benefit code "FICA " and the deduction codes "MCT " and "SST ".**
>
> **However, in consideration of all aspects of this situation, the next HR/Payroll System Release will enable your district to configure your payroll system so that the *RHC deduction is excluded from the wage base of the employee's Medicare and Social Security taxes and from the employer's FICA matching benefit*. Further details will be made available in the release notes for that version.**
>
> As always, we will try to keep everyone informed of changes regarding this issue, as information becomes available from the IRS, ORS or other parties.

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*

The *Operation > Fiscal Year-End Procedures > Update Contract Balance Accrual Records* was causing the system to display an error message but has been revised to operate correctly.
The *Operations >Month-End Procedures > Create TSA Consulting Demographic Data export file* has been revised to correctly report calendar year-to-date figures in the new calendar year (e.g. during January, 2011) while the *Active Calendar Year* remains the previous calendar year (e.g. 2010). And, thanks to Darcel Hildebrand of Hartford Schools – and whoever else notified us of this earlier this year.

2. Module: *Payroll Employee Records*
   Screen: *Employee Register Records Screen*
   The *Reports > Employee Register Detail Summary – Medicaid Outreach Version* has been fixed – it was calculating incorrect subtotals and totals. And, thanks to Martha Baker of Pentwater Schools who noticed this and mentioned it during our HR/Payroll System Users Group Meeting on the 17th.

3. Module: *Personnel*
   Screen: *Registry of Educational Personnel* Screen
   The *Operation > Create New Bilingual Teacher or Paraprofessional/Aide Assignments* did not include the codes necessary to create Paraprofessional/Aide Assignments. The system has been revised to include the necessary codes and the dropdown box has been relabeled *General Education and Parapro./Aide Codes* And, thanks to Donna Wilcox of Comstock Schools who noticed this and mentioned it during our HR/Payroll System Users Group Meeting on the 17th.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

4. The payroll system has been revised so that the RHC deduction will be calculated on all MPSERS reportable wages, including wages with ORS Wage Code = “08”. Gross pay with ORS Wage Code “08” was previously excluded from the wage base of the RHC deduction, so that employees paid on or after 01-Jul-2010 for wages earned prior to 01-Jul-2010 would not have the RHC deduction taken on pay earned prior to 01-Jul-2010.

5. Module: *Payroll Employee Records*
   Screen: *Employee Master Setup Screen*
   The *Retirement Plan* field has had the choice H renamed from “Hybrid Plan” to “Pension Plus”.
   The *Contribution Percent* field has been revised to allow entries other than 2.00%. If an employee in the Pension Plus plan “opts out” of the defined contribution portion of their plan, then a zero would be entered in this field.

Our understanding of current ORS rules is that an employee may elect to have any percentage amount, in whole numbers, of their **gross wages** deducted, e.g., 1.00%, 2.00%, 3.00%, etc. Further, our understanding is that the district matching benefit is 50% of the employee's deduction, up to a maximum of 1.00% of their **gross wages.** Therefore, if an employee elects to have more than 2.00% of their gross wages deducted, the district's employer matching contribution benefit will still be 1.00%.

6. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   A new report - *Reports > Employer Distribution Reports … > Employer Gross Pay Distribution by ASN and Fund Source* - has been added to the system. This report details gross by pay, sorted first by the fund source (the *Payroll Access* field from the *Chart File Information Screen* in the Financial Accounting System) and then by ASN within fund source. This report may be used to find total pay from federally funded and non-federally funded accounts, as required by the MPSERS.
   A new operation – *Operations > Miscellaneous Procedures > Find employees due a possible RHC deduction refund* – has been added to the system. When you select this item, the system will examine all employees with an RHC deduction and calculate the amount of RHC that should have been deducted, based on their calendar year to date RHC wage base and the *Ret. Health Care Rate* field found on their *Employee Master Setup Screen.* Then, the system compares that amount with the actual amount deducted in the calendar year. If the actual amount is not within 99.9% of the calculated amount, the system displays a message in the *Operations / Error Log* report. Then, you may review the employees noted and determine if further attention is required.

7. Module: *Payroll Employee Records*
   Screen: *Employee Tax Control Screen*
   The fields *Wrk. Cmp. pd by 3rd prty.* and *MIP due on Wrk. Cmp.* have been inactivated as they are obsolete and not to be used. Workers compensation pay received by employees should be entered and reported to the ORS according to the instructions in the FAQ *Workers' Compensation Pay - How to Report to ORS*, which may be found on the MiCase web site.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 250-9270
Email: helpdesk@kresanet.org

MiCase Human Resources System
Application Release Notes

Application Release Date: 22-Nov-2010

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 06-Oct-2010

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 06-Oct-2010.

Please read these release notes carefully. If you have any questions after reading these notes, please contact the MiCase Information Systems support help line for assistance.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. In the 01-Sep-2010 HR System Release, in the *Personnel* module, on the *Primary Employee Screen*, the system added a new field called *Old ORS Status* and put the ORS Status Code found at that time in the new field, with an appropriate description. Then, the system converted the ORS Status Code to the new values, specified by ORS as part of the Pension Plus plan. However, the most common ORS Code of "03" could not be converted to the new codes, as it included five situations, each of which is specified by one of the new codes.

   The system has been revised to convert the ORS Status Code "03" to one of five new codes, based on also using the *REP Employment Status* codes.

   For employees **with an ORS Status Code of "03"**, the code will be converted according to the rules:

If the REP Employment Status is	new ORS Status Code
16 Retired (position will not be filled)	01 = Retired
19 Retired (position will be filled)	01 = Retired
01 Left education and not pursuing … employment	02 = Terminated/separated
02 Left education for other career in different field	02 = Terminated/separated
03 Left district and moved out of state	02 = Terminated/separated
04 Left education because of transfer of spouse	02 = Terminated/separated
05 Left for other employment in field in education	02 = Terminated/separated
06 Left for family medical leave and will not return	02 = Terminated/separated
08 Left to further education at college or university	02 = Terminated/separated
10 Left special ed. and went to gen. ed. - other district	02 = Terminated/separated
11 Left district and went to special ed. in other district	02 = Terminated/separated
13 Discharged	02 = Terminated/separated
17 Contract expired	02 = Terminated/separated
18 Other	02 = Terminated/separated
09 Left on disability leave and will not return	03 = Disability retirement
15 Illness/disability and not expected to return	03 = Disability retirement
14 Deceased	04 = Death

12 Laid off by district	05 = Laid off

Note that if no record is found for the employee on the *Registry of Educational Personnel Screen* (probably an employee who has not worked for a long time), the system will not convert the ORS Status Code and it will remain as "03". Further, if no record is found for the employee on the *Registry of Educational Personnel Screen*, the system will consider the employee "terminated", regardless of the ORS Status Code found on the screen.

Also, note that the old ORS status code of "14 = on workers compensation" will be left as is because there is no corresponding new code. In this case, the system will display a red box in the ORS Status Code field for employees who have a "14" in the field. You may change it to an appropriate ORS Status Code as necessary. To help identify the employees to change, you may go to the *Payroll Module Administration* > *Payroll Module Control Screen* > *Tools* > *Import\Export System* > then *Browse* and select > *MPSERS (MPSERS Data)*. If you run this export and save it as an Excel file, you can then sort it by ORS status to identify employees to change.

2. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   - In some cases, the system miscalculated the *Gross Wages* reported on Detail 4 (Defined Contributions) records. The system has been revised to correctly calculate this amount.
   - With the introduction of the Retirement Health Care deduction (the MiCase RHC deduction), the system was revised to include the amount in the MIP field of the employee's Detail 2 Wage and Service records, in the Pay Period Report File uploaded to ORS. If an employee has more than one Detail 2 record in a pay period report, the system does not always allocate the MIP (including RHC) amounts in the same way that ORS does, causing messages in the download detail report. We have revised the system to try and allocate total MIP more in line with ORS rules, however, there may still be cases when ORS does a better job of allocation on multiple detail lines. The system should have the total amount correct, so that the notices from ORS may be ignored, if the total for an employee is correct. Also, current plans call for the RHC deduction to be based on all reportable wages, at a single percentage for all employees, effective 01-Jul-2011. Therefore, we expect these discrepancies to decrease over time.
   - ORS has communicated that the *Status Codes* and *Dates* that appear on Detail 4 – Defined Contributions records should be blank – not a status code of "00" – unless the employee is being indicated as on leave or terminated. The system has been revised to comply with these specifications. Please note that you may now change the *Stat. Code* and *Date* on the *Defined Contributions* page of this screen, if necessary before submitting to ORS.

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3. Module: *Payroll Module Administration*
   Screen: *Deduction Definitions Screen*
   In recent releases, the system required that the *Default Organization* code contained a valid code before it would allow you to *Save* the record. This has been revised so that it only demands an entry on deduction definitions that are *System Defined* (the box is checked) and *Add to New Employees?* is also checked.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

4. **<u>Important: Please read carefully</u>**: The payroll system has been revised to calculate the MPSERS Employer Contribution (MiCase benefit code "MPSRS") as a percentage of <u>reportable wages</u>, based on the rules below:
   - For payroll dates in October 2010,
     17.91% for Pension Plus members (*Retirement Plan* = H – Hybrid Plan)
     19.41% for all other members
   - For payroll dates on or after 01-Nov-2010,
     19.16% for Pension Plus members (*Retirement Plan* = H – Hybrid Plan)
     20.66% for all other members

   For records created on the *Employee Register Record Preparation Screen*, the amount of the MPSRS benefit item(s) will be calculated based on the *Payroll Date* entered on the screen when the record is created.

   For payroll dates in July through September of 2010, the system calculated 16.94% for all members of MPSERS, whether they were in the Pension Plus plan or not. As these payrolls have been calculated and the results probably posted to your general ledger expense accounts, we are not making any attempt to revise existing register records nor are we going to attempt to "auto-correct" subsequent benefit amounts.

   For payroll dates in October of 2010, - <u>that were run before installing this release version</u> - the system calculated 19.41% for all members of MPSERS, whether they were in the Pension Plus plan or not. Again, we are not making any attempt to revise existing register records nor are we going to attempt to "auto-correct" subsequent benefit amounts.

   However, on the *Register Record Preparation Screen*, the system calculates the MPSRS benefit amount based on the *Payroll Date* entered on the screen. Therefore the system has been revised so that,
   - For payroll dates in between 01-Jul-2010 and 30-Sep-2010, the screen will calculate:

15.44% for Pension Plus members (*Retirement Plan* = H – Hybrid Plan)
16.94% for all other members.

Given the above, your payroll register records and general ledger expense accounts will contain MPSRS benefit amounts that do not correspond to what ORS and MPSERS now consider "correct". ORS will eventually reconcile the employer contributions with reported wages. To correct your MiCase system data, you may do the following:

- Determine which employees had incorrect MPSRS benefit amounts included in their payroll records. This should only be Pension Plus plan members. These may be located by going to the *Payroll Module Control Screen* and doing *Reports > Employer Distribution Reports > Employer Benefit / Employee / ASN Distribution* and locating employees with the "DC-EM" benefit. You will have to calculate the difference between the two rates and make one adjustment for each employee for each quarter involved (Qtr. 3 and/or Qtr. 4, depending on if you ran payrolls with incorrect amounts).

- In the *Payroll Employee Records* module on the *Register Record Preparation Screen*, create an ADJST register record for each employee, for each quarter with incorrect MPSRS benefit amounts. Add an item for benefit code MPSRS, select Fix Amt. and enter the amount to refund with a negative sign.

  For example, if an employee was paid a total of $3,000.00 reportable wages for the 3rd quarter, and they are a member of the Pension Plus plan, then the employer contribution was calculated as 3000.00 * .1694 = 508.20. As a result of the ORS revision to the rate of .1544, the amount "should have been" 463.20. Therefore, on the register screen, enter -45.00 to correct the 3rd quarter. If you do this for each Pension Plus employee, one record for each quarter, you will then have their payroll MPSRS benefit figures correct. Then, after you add the record to the system totals, you can post the resulting transaction batch in the Accounts Payable module to make benefit expense accounts reflect what ORS considers correct.

  We plan to publish more detailed instructions regarding this issue in the near future on the MiCase.org website in the HR Support FAQ section. We will notify you with an email when these instructions are available.

5. Module: *Payroll Module Administration*
   Screen: *Benefit Definition Screen*
   - A new *Operation > Add Benefit Record to all Employees* has been added to the system. For the benefit record currently selected, the system will examine all employee records and if the benefit is not on the employee's *Employee Benefits Screen*, the system will add the record, as defined. If the record is on

the employee's screen, it will set the *Organization* code, *Ben. Frequency* and *ASN* as the *Default Frequency, Default Organization* and *Default ASN* found on the *Benefit Definition Screen.*

- For the benefit code "DC-EM" (Defined Contribution – Employer Match) the system has been revised to set *Add to New Employees?* as checked, so that it will automatically be included on the *Employee Benefits Screen* when you add a new employee to the system.
- **Important Note:** If your district uses the "WCOMP" (Workers Compensation) benefit in the HR/Payroll System, then you must go to the *Benefit Definition Screen*, and verify that the *Add to New Employees?* is checked, so that it will automatically add WCOMP when new employees are added to the system. If you district does not use the WCOMP benefit, then make sure that the *Add to New Employees?* is **not** checked.

6. Module: *Payroll Module Administration*
   Screen: *Deduction Definitions Screen*
   A new *Operation > Add Deduction Record to all Employees* has been added to the system. For the deduction record currently selected, the system will examine all employee records and if the deduction is not on the employee's *Employee Deductions Screen* (either *Mandatory* or *Elective)*, the system will add the record, as defined. If the record is on the employee's screen, it will set the *Organization* code, *Ded. Frequency* and *ASN* as the *Default Frequency, Default Organization* and *Default ASN* found on the *Deduction Definitions Screen.*

So, to summarize, the *Benefit Definition Screen* and the *Deduction Definitions Screen* work this way:

- If a definition is *System Defined*, that means that it is included in the system for all districts, based on rules that are maintained by MiCase to make sure that the item is calculated and reported correctly. You cannot change the *Calc. Program, All Payrolls?, Calculate Wage Base?* or *Default Frequency* fields.
- For deduction items, if both *System Defined* and *Add to New Employees?* are checked, the item will appear on the *Employee Mandatory Deductions Screen.* Otherwise, the item will appear on the *Employee Elective Deductions Screen.*
- If you want the item to automatically be included on the *Employee Benefits Screen* or the *Employee Deductions Screen* (either *Mandatory* or *Elective)* when you add a new employee to the system, then check the field *Add to New Employees?.* If you want to add these items on selected employees only as needed, leave the field unchecked.
- If a benefit or deduction definition has *Add to New Employees?* checked, you may do the *Operation > Add Benefit (or Deduction) Record to all Employees* and that will add the record or update selected fields, for all employees currently on the system, as described in items 4. and 5. above.
- After you do one of the *Operation > Add Benefit (or Deduction) Record to all Employees,* then you can go to individual employee benefit or deduction screens

and change the *Organization* code, (*Ben.* or *Ded.) Frequency* or *ASN* to values other than the default values found on the definition screen. However, if you do the operation again, it will reset the values on all employee screens back to the default values from the definition screen.

- Therefore, if a benefit or deduction item is to appear on all employee records, first check the *Add to New Employees?* field, then do the operation to Add the Benefit (or Deduction) Record to all Employees.

7. Module: *Personnel*
   Screen: *Registry of Educational Personnel Screen*
   - On the *Assignment Data* page, the *Position* field has been revised to include correct codes, per current CEPI specifications. Note that for *Assignments to Administration* and *Bilingual Teacher or Paraprofessional/Aide Assignments*, the CEPI specifications include hundreds of possible choices. To avoid an unmanageable amount of choices in the *Position* field, we require you to create the codes in those two categories, as required for your district. To create the appropriate codes, use the *Operations* found on the screen.
   - On the *Credential Data* page, the *Credential Type* field has been revised to include correct codes, per current CEPI specifications.

8. Module: *Payroll Module Administration*
Screen: *Payroll Module Control Screen*
The *Reports* >

- *Employer's Quarterly 941 Report*,
- *Employer's W-2 Proof Report*, and
- *Employer's W-2 Proof Report – Supplemental Data*

have all been revised to include the deduction codes "BP403" (Board Paid 403b deductions), "RHC" (the MPSERS Retirement Health Care deduction) and "DC-MC" (the MPSERS Defined Contribution – Member Contribution).

- Also, a new report has been added, the *Employer's Quarterly 941 Report- – Supplemental Data*.

These report revisions now result in both 941and W-2 reports in exactly the same format – each with a supplemental report that only includes employees with the items included in the supplemental data, as described below:

Application Release Date: 06-Oct-2010

Field name	Description
Auto Allw:	*Automobile Allowance*, from the *Payroll Employee Tax Control Screen.*
Grp. Term	*Group Term Insurance*, from the *Payroll Employee Tax Control Screen*
Adv. EIC	periodic total (either Qtr. 1, 2, etc. or Cal. YTD) for the deduction code "EIC" (Earned Income Credit), from the *Employee Mandatory Deductions Screen*
<u>Non-q. DC</u>	
– Sec. 457	*Sec. 457 Dis./Con.*, from the *Payroll Employee Tax Control Screen*
– Not Sc 457	*NOT Sec. 457 Dis./Con.*, from the *Payroll Employee Tax Control Screen*
<u>HSA Cont.</u>	
– Employer	*Employer Share HSA*, from the *Payroll Employee Tax Control Screen*
– Employee	periodic total (either Qtr. 1, 2, etc. or Cal. YTD) for the deduction code "HSA" (Health Savings Account), from the *Employee Elective Deductions Screen*
<u>Roth Cont.</u>	
– 401k	periodic total (either Qtr. 1, 2, etc. or Cal. YTD) for the deduction code "RTH1K" (Roth 401k Deduction), from the *Employee Elective Deductions Screen*
– 403b	periodic total (either Qtr. 1, 2, etc. or Cal. YTD) for the deduction code "RTH3B" (Roth 403b Deduction), from the *Employee Elective Deductions Screen*
No Tax Sck	*Nontaxable Sick Pay*, from the *Payroll Employee Tax Control Screen*
3 Prty FIT	*FIT w/h by 3rd prty payer*, from the *Payroll Employee Tax Control Screen*
<u>Wrk. Comp.</u>	
– WC Pay	*Wrk Cmp. Pd by 3rd prty.*, from the *Payroll Employee Tax Control Screen*
– MIP on WC	*MIP due on Wrk Cmp.*, from the *Payroll Employee Tax Control Screen*
<u>Local Tax</u>	

Application Release Date: 06-Oct-2010

– Wage Base	periodic total (either Qtr. 1, 2, etc. or Cal. YTD) *Wage Base* for the deduction code from the *Employee Mandatory Deductions Screen*, for the city taxes, as found on the *Employee Master Setup Screen.*
– w/h Amount	periodic total (either Qtr. 1, 2, etc. or Cal. YTD) *Deduction* for the deduction code from the *Employee Mandatory Deductions Screen*, for the city taxes, as found on the *Employee Master Setup Screen.*

Note that the items above described as "from the *Payroll Employee Tax Control Screen"* are intended to be for the calendar year and will be included in the employee's W-2 records. They are not quarterly figures, but are included on the 941 report to maintain consistency between the 941 and the W-2 report, and to make you aware of amounts present, as the year progresses.

Further explanations of these items may be found in the HR/Payroll System Users Guide. It is on the MiCase.org website, > Support > Human Resources/Payroll > User's Guide > Payroll Employee Records Module, the *Payroll Employee Tax Control Screen* section.

9. Module: *Payroll Module Administration*
Screen: *Payroll Module Control Screen*
Four new *Operations* have been added, under the section heading **VALIC Export Procedures**, for use only by districts that work with VALIC regarding monitoring the compliance of deferred compensation deductions and other selected items. If your district works with TSA or another organization, disregard these operations.

- Create VALIC Common Remitter (CR) File
- Create VALIC Demographic (DEMO) File
- Create VALIC Past Common Remitter (PCR) File
- Create VALIC Provider Payroll Data Files

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 488-6201
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 01-Sep-2010

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. Module: *Personnel*
   Screen: *Primary Employee Screen*

   A new field has been added: *Old ORS Status* will display the contents of the ORS Status Code, as previously entered with the ORS Status Codes that were officially required prior to 12-Dec-2007, when ORS revised their pay period reporting specifications and no longer required submission of the ORS Status Code and corresponding dates.

   The *ORS Status Code* field should now contain the code from the current ORS specifications:
   - 00 = no status change (i.e. an active employee)
   - 01 = Retired
   - 02 = Terminated/separated
   - 03 = Disability retirement
   - 04 = Death
   - 05 = Laid off
   - 06 = Leave of absence

   The system will convert the *Old ORS Status* to the *ORS Status Code* - **in those cases where it is possible –** using the following rules:

Old ORS Status will be converted to	*ORS Status Code*
<space>	00
03 = term., ret., dead, layoff	cannot be converted
05 = military leave	06
06 = medical leave	06
07 = maternity leave	06
09 = sabbatical leave	06
10 = other leave of absence	06
11 = new hire	00
12 = rehire	00
13 = return from leave	00
14 = on workers compensation	cannot be converted
15 = off workers compensation	00

   The old status codes that cannot be converted to new codes will remain as previously entered and will display with a red box. If you have to update that employee's record, you will have to select an appropriate code before saving the change.

Application Release Date: 01-Sep-2010

2. Module: *Personnel*
   Screen: *Payroll Contracts/Salaries Preparation Screen*, and other places throughout the system.

   We have revised the way the system handles the *ORS Status Code*, in relation to the *REP Employ. Status* code and to various *Operations* and *Reports* throughout the system, so that the system will correctly consider an employee active, on leave or terminated.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 488-6201
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On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 27-Aug-2010

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Personnel*
   Screen: *Primary Employee Screen*

   Effective 12-Dec-2007, ORS revised their pay period reporting specifications and no longer required submission of the ORS Status Code and corresponding dates. We were not aware of that change and did not revise the HR/Payroll System to stop reporting the codes.

   With the implementation of the Hybrid Plan, ORS revised their specifications and now require "Status Change Date" and "Status Change Reason Codes" to be part of the new "Detail 4 – DC Contributions" records included in your pay period report file. They also revised the list to only include codes for when an employee is on leave or terminated – not newly hired or other situations.

   In the 25-Aug-2010 HR/Payroll System Release, we replaced the *ORS Status Codes* with the current codes as specified by the ORS. However, we did not completely integrate the new codes with existing rules and procedures in the HR/Payroll System. Therefore, on the *Primary Employee Screen*, most employees display a red box in the *ORS Status Code* field, and the system would not allow you to change the code to the new value.

   We have revised the system to accept the new codes and consider them correctly in relation to the *REP Employ. Status* code found directly above the *ORS Status Code*.

   Please note that, even though most employees will display a red box (indicating an invalid old code - probably blank = No Change in Status or "11" = New Hire), they will still continue to be processed correctly throughout the remainder of the HR/Payroll System, including being paid and reported correctly to ORS. If you need to Save an employee record, please select the appropriate *ORS Status Code* from the current list.

   Finally, we have removed the *MPSERS Term Code* field, as it was obsolete and unnecessary.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 488-6201
Email: helpdesk@kresanet.org

Application Release Date: 27-Aug-2010

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 25-Aug-2010

Please read these release notes carefully. If in doubt, please make sure your payroll records are correct before proceeding with other steps. If you have any questions after reading these notes, please contact the MiCase Information Systems support help line for assistance.

The main purpose of this release is to enable districts to comply with the rules for the new MPSERS Hybrid Plan, specifically the defined contribution portion. This plan applies to <u>all employees who first work as MPSERS members on or after 01-Jul-2010</u>. The defined contribution portion consists of a new deduction, based on a percentage of the employee's gross wages, as well as a matching contribution from the district.

For a thorough explanation of MPSERS retirement plans, please refer to the ORS Reporting Instruction Manual, Section 4.6, Pages 4-15 through 4-21.

After you install this release, the first time you start the HR/Payroll System, the system will do the following:

- Create a new *Financial Organization,* with code = "HP-DC", for use by the next two new items. This is explained in item 2. below.
- Create a new *Benefit Definition,* with code = "DC-EM". This is the <u>employer's</u> contribution to the employee's <u>defined contribution portion</u> of their hybrid retirement plan – it is explained in item 3. below.
- Create a new *Deduction Definition,* with code = "DC-MC". This is the <u>employee's</u> contribution to the <u>defined contribution portion</u> of their hybrid retirement plan – it is explained in item 4. below.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. Module: *Payroll Employee Records*
   Screen: *Employee One-time Postings Screen*
   This is not actually a "bug", however, in the last release the system was revised and the change was not included in the release notes. If the *Earnings Code* on a line item is not reportable to ORS, the system will display the message "If Earnings Code is not reportable to MPSERS, Wage Code should be blank - please re-enter." and force you to enter a blank in the ORS Wage Code. If the gross pay it not reportable to MPSERS, then an ORS Wage Code is not meaningful and should be empty.

   The change is required because, for the first time, the amount of a deduction is dependent on the ORS Wage Code – as well as the Earnings Code and other rules. That is, the "RHC" deduction is not taken on ORS Wage Code 08 –Wages but no Service (i.e. summer spread pays.

Application Release Date: 25-Aug-2010

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

2. Module: *Payroll Module Administration*
   Screen: *Financial Organizations Screen*
   The system will add a new Organization code, “HP-DC“, for use with the MPSERS Hybrid Plan - Defined Contribution benefit and deduction items described below.

   The *Name* field is initialized to "Hybrid Plan - Defined Contribution." Note that the *Print check?* field is initialized to <u>N</u>o, so that no payroll vendor check will be printed for this organization code. If you want a check printed, you will have to change it to <u>Y</u>es **before** running a payroll and you also have to change the organization *Name* field to the appropriate name to print on the check.

   Also note: if, in the remote chance that you already had a financial organization defined using the code “HP-DC”, the system will replace the fields as described above. In this case, the *Operations Error Log* report will include the message “The Financial Organization record for code "HP-DC" has been revised for use with the Hybrid Plan Defined Contribution items. Please review.”

3. Module: *Payroll Module Administration*
   Screen: *Benefit Definition Screen*
   - The system will add a new benefit code, “DC-EM“, the MPSERS Defined Contribution-Employer Match amount. The system will include a Default Organization code of “HP-DC”.
   - The field previously named *All Employees?* has been renamed to *Add to New Employees?* and high-lighted with a yellow background. If a benefit item has this field checked (for example: DC-EM), then when a new employee record is added to the system, the system will automatically add that benefit item to the employee’s *Employee Benefits Screen*.
   - Every time you start the HR/Payroll System, the system will make sure that all employees that are members of the Hybrid Plan described in these notes will have a “DC-EM“ item on their *Employee Benefits Screen.*

4. Module: *Payroll Module Administration*
   Screen: *Deduction Definitions Screen*
   The system will add a new deduction code, “DC-MC“, the MPSERS Defined Contribution-Member Contribution amount. The system will include a default organization code of “HP-DC”.
   - The field previously named *All Employees?* has been renamed to *Add to New Employees?* and high-lighted with a yellow background. If a deduction item has this field checked (for example: DC-MC), then when a new employee

record is added to the system, the system will automatically add that deduction item to the employee's *Employee Mandatory Deductions Screen*. The *Deduction Priority* has been set to 108, which means it will be deducted immediately after the RHC is deducted from employee's gross pay.
Every time you start the HR/Payroll System, the system will make sure that all employees who are members of the Hybrid Plan described in these notes will have a "DC-MC" item on their *Employee Mandatory Deductions Screen.*

5. Module: *Payroll Employee Records*
   Screen: *Employee Master Setup Screen*

   The *Retirement Plan* field includes a new choice: *H = Hybrid Plan (enroll after 6/30/2010)*.

   ORS previously said that employees hired after 30-Jun-2010 were to be entered as P" = MIP-Plus. Now, if the employee first became a MPSERS member on or after 01-Jul-2010, the employee's code should be changed to "H" = Hybrid Plan, so that they may be reported correctly to ORS.

   To help identify the employees to change, we have created an export file which includes key data fields related to MPSERS retirement plans:
   Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   Tools > *Import\Export System* > then *Browse* and select > *MPSERS (MPSERS Data)*. If you run this export and save it as an Excel file, you can then sort it on the hire date (Datehire) column and identify which employees to change to the Hybrid Plan.

   If you change the code to "H", the system will reset the *Contribution Percent* to 2.00, to comply with current ORS rules (as of 25-Aug-2010). If the *Retirement Plan* field is any code other than "H", the system will set the *Contribution Percent* to -9.99 (i.e. the field is empty and therefore no contribution will be deducted), to comply with current ORS rules (as of 25-Aug-2010).

   Whenever you change a code to "H", the system will display the message "The Retirement Plan is now set to Hybrid. You must exit and restart the HR/Payroll System before running a payroll." If you do not exit and restart the HR/Payroll System before running a payroll, the effected employee(s) will not have their defined contribution deduction and benefit calculated correctly.

   A new field has been added: *Contribution Percent.* For employees in the Hybrid Plan, this field should contain the percentage of the employee's gross wages to be deducted for the DC-MC deduction described above. As of now, employees who become MPSERS members for the first time on or after 01-Jul-2010 should have 2.00% entered in this field. The MiCase HR/Payroll system will include 2.00%, as a default value, whenever an employee has their Retirement Plan set to "H" = Hybrid Plan. At some point, ORS and MPSERS will provide instructions for how employees can "opt out" of the plan and/or change their contribution percentages to other amounts. Until that time, the MiCase HR/Payroll System will only allow 2.00% for the employee contribution.

6. Module: *Payroll Module Administration*
   Screen: *Benefit Distribution Control Table Screen*
   A new *Operation > Add Benefit Distribution Control records for 'DC-EM', based on "MPSRS' records* has been added to the system. Because this release creates a new benefit code ("DC-EM"), the benefit items on employees' payroll records will not have ASNs associated with them. This operation will create a new set of records in the *Benefit Distribution Control Table*, by duplicating the records for the "MPSRS" benefit and including the code "DC-EM" in the Benefit ASN field, instead of "MPSRS". If you wish to distribute the new benefit costs differently than the MPSRS benefit costs are distributed, you may revise these records as you wish, but, at least this operation will provide you with an initial set of distribution control records.

7. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   A new page has been added: the *Defined Contributions* tab displays the contents of the new "Detail 4 – DC Contributions" records to be included in your pay period report records submitted to ORS for payroll dates beginning 01-Sep-2010. The fields include the following:
   - Employee Name
   - Begin Date
   - End Date
   - DC Record Type
   - Gross Wages
   - Member DC Contributions
   - Member DC Percent (%)
   - Employer DC Contributions
   - Employer DC Match Percent (%)
   - Status Change Date
   - Status Change Reason Code

   The *Reports >*menu contains a new report, *ORS MPSERS DTL4 Defined Contributions Pay Period Report*, which lists the contents of the Detail 4 items included in your ORS pay period report.
   The *Operation > Create ORS Pay Period Report File to Upload to MPSERS* has been revised to include the Detail 4 records described above and to

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include the total *Member DC Contributions* and the total *Employer DC Contributions* in the totals included in the footer record of the file.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 488-6201
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On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 19-Jul-2010

Please read these release notes carefully. If in doubt, please make sure your payroll records are correct before proceeding with other steps. If you have any questions after reading these notes, please contact the MiCase Information Systems support help line for assistance.

The main purpose of this release is to enable districts to comply with the revised rules MPSERS uses to determine the retiree Health Care Fund deduction due from employee's reportable wages.

The story thus far:

Originally, ORS said that regular wages reported with report dates on or after 01-Jul-2010 were to be subject to the new retiree Health Care Fund deduction, even if the wages were earned prior to 01-Jul-2010.

Then, on 02-Jul-2010, ORS sent an email:

> **From:** ORS-Outreach@michigan.gov [mailto:ORS-Outreach@michigan.gov]
> **Sent:** Friday, July 02, 2010 12:45 PM
> **To:** ORS-Messages@michigan.gov
> **Subject:** Update on member retirement healthcare contribution

saying that the regular wages earned prior to 01-Jul-2010 were <u>not</u> subject to the retiree Health Care Fund deduction.

Next, ORS sent an email outlining how they want districts to comply with the change in course:

> **From:** ORS_Web_Reporting@michigan.gov [mailto:ORS_Web_Reporting@michigan.gov]
> **Sent:** Friday, July 09, 2010 3:27 PM
> **To:** ORS-Messages@michigan.gov
> **Subject:** Fix for Member Retirement Healthcare Contribution ? Earned vs. Paid

ORS is requiring all districts to submit a spreadsheet, for each pay period reported with report dates on or after 01-Jul-2010 that included wages earned prior to 01-Jul-2010. The spreadsheet is to include a column, added by you, detailing wages included in the report that were earned prior to 01-Jul-2010.

They suggest you begin with their *Download Detail* file, and then modify per their specifications.

This spreadsheet will hopefully not be too difficult to prepare. For teachers, their wages should already have been reported with a wage code of "08", making them exempt from the retiree health care deduction. That leaves other employees paid either from the contract and/or one-time postings screens. Hopefully, most districts will not have to divide too many employees for a given reporting period – their wages will either be all earned prior to 01-Jul-2010, or a small number will have to be divided between before and on-or-after 01-Jul-2010.

ORS will use the spreadsheet to adjust their records of employee wages subject to the retiree health care deduction, and therefore the amount of the retiree healthcare deduction they consider owed on employees records. Please note that, currently, on the ORS pay period report – Detail 2 records – the retiree health care deduction is included with the MIP deduction for employees.

This brings us to this new HR/Payroll System release.

We have added a new *Operation*, which will read the spreadsheet(s) you submit to ORS and adjust the wage base of the retiree health care deduction (MiCase deduction code "RHC ").

Also, we have changed the calculation rules for the RHC deduction, so that it will "auto-correct" (as our MIP deduction does), attempting with every payroll to make the employee's total fiscal year to date RHC deduction amount be correct, based on their total fiscal year to date RHC wage base. Therefore, if an employee had the RHC deduction taken on a payroll dated 01-Jul-2010 or after, and the employee then gets paid after this release is installed, the system will under-withhold the RHC deduction from subsequent payrolls – until the total fiscal year to date RHC deduction amount is correct based on their total fiscal year to date RHC wage base.

Finally, we have revised the *Operation > Update Retiree Healthcare deduction Rate* so that it uses fiscal year to date MPSERS reportable wages – rather than total gross pay – to determine whether the employee should have 1.5% or 3.0% deducted for the retiree health care deduction. You may run this operation again and it should correct the people mistakenly set to the higher rate. **Important Note: DO NOT do this if you converted to the MiCase HR/Payroll System during the 2009-2010 fiscal year.**

The goal is that the above items will enable you to get most employee records correct within the next payroll or so. Employees who were paid wages earned prior to 01-Jul-2010, and had the RHC deduction taken, and do not subsequently get paid again in the near term, would potentially have to be handled another way.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Update Retiree Healthcare deduction Rate* has been revised so that it uses fiscal year to date MPSERS reportable wages – rather than total gross

pay – to determine whether the employee should have 1.5% or 3.0% deducted for the retiree health care deduction. In the previous version, the operation would set some employees to receive 3% deduction when they should have received a 1.5% deduction. This happened in the cases where the employee happened to have a total 2009-2010 fiscal year gross pay of more than $18,000.00 but their MPSERS reportable wages (i.e. not including exempt wages such as pay in lieu of benefits) was actually less than $18,000.00. You may run this operation again and it should correct the people mistakenly set to the higher rate. Please note: the operation will take longer to complete than previously, as it is doing more work to determine the correct rate. **Important Note: DO NOT do this if you converted to the MiCase HR/Payroll System during the 2009-2010 fiscal year.**

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

2. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   A new *Operations > Update Retiree Health Care deduction wage base from ORS spreadsheet* has been added. The operation will use the spreadsheet(s) that you submit to MPSERS as input and will take the amount submitted on the spreadsheet as earned prior to 01-Jul-2010 and subtract that amount from the fiscal year wage base of the RHC deduction found in the MiCase HR/Payroll System. You must do this operation **exactly once** – you cannot repeat it without causing incorrect results **– for every spreadsheet you submit to the ORS.** You should do this operation as soon as possible, after you have successfully submitted each spreadsheet to ORS. To perform the operation:

   - First, make a copy of the spreadsheet you sent to ORS, to save as a backup.
   - Then, delete all rows above the first employee data row.
   - Then, save the file with type: *Microsoft Excel 5.0/95 Workbook (*.xls)*.
   - Finally, select *Operations > Update Retiree Health Care deduction wage base from ORS spreadsheet.*
   - The operation will prompt you to create a backup file of the HR System data files before proceeding. When you do, it will create a file with the name including the payroll period report date you enter. For example: if the MiCase HR/Payroll System is on your k: drive and you are about to process the spreadsheet for your 02-Jul-2010 payroll, the file will be: *k:\HR_PRE_FIX_RHC_WAGEBASE_20100702.zip*. If you start the operation and begin the backup process and the system finds a file already present with the date entered, the system will ask you to make sure you are sure you want to proceed. This is an attempt to prevent you from doing the operation more than once for the same spreadsheet (i.e. payroll period report date).

- Then, the system will display a screen titled “Select file to import:” Locate the file prepared in the steps above and click on the *IMPORT* button.
- When the operation has finished, the system will display the message "Update complete. Please review Operations/Error Log report regarding employee RHC deduction records.

In the Operations/Error Log report, there should be one message for each row in the spreadsheet you sent to ORS. The message will be one of the following:

- RHC Wage Base lowered by nnn.nn : for <employee name>.
  In this case, the employee’s RHC wage base has been lowered successfully.
- * RHC Wage Base LESS THAN nnn.nn : for <employee name>
  In this case, the system **did not update** the employee’s RHC wage base because it was already less than the amount in the spreadsheet. You should investigate this case and resolve appropriately.
- * SSN :224-46-6889: not found in Employee Mandatory Deductions Records.
  In this case, the system **did not find** an employee RHC deduction record with the social security number contained in the spreadsheet. You should investigate this case and resolve appropriately.

3. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   The *Operation > Run a Payroll* has been revised, regarding the calculation rules for the RHC deduction. It will now “auto-correct” (as our MIP deduction does), attempting with every payroll to make the employee’s total fiscal year to date RHC deduction amount be correct, based on their total fiscal year to date RHC wage base. Please note: as with taxes and the MIP deduction, the system will not calculate negative deductions; it will only decrease a deduction to zero if it has previously been over withheld. If the system is unable to adjust the RHC deduction completely, it will display the message "*RHC deduction : " <a negative number> : to zero for <employee name>*." In this case, the negative number is the total amount of the RHC deduction still over-withheld from the employee, to be “corrected” subsequently.

<u>This release contains no significant changes in th*e Position Control Module*, which is currently not available for general use but is being “beta-tested”.</u>

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 488-6201

Application Release Date: 19-Jul-2010

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On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 23-Jun-2010

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Employee Records*
   Screen: *Employee Benefits Screen*
   The *Ben. Remaining* field enables you to enter a number and then the system will pay that benefit item that number of times, decrementing the number remaining each time the benefit is paid, until the field contains a zero, at which time the system will stop paying the benefit. Previously, the system did not correctly calculate the benefits remaining under some circumstances. This has been fixed and the system should now properly calculate the remaining times the benefit is to be paid. Note: if the *Payroll Check Reconciliation Report* or the *Payroll Net Pay Direct Deposit Report* includes the phrase "0 Earnings" in the *Check No.* or *Deposit No.* columns, this means that the system paid a benefit on behalf of the employee, even though they received no gross pay.

2. Module: *Personnel*
   Screen: *Registry of Educational Personnel Screen*
   The *Operation > Create Register of Educational Personnel file* has been revised to comply with CEPI reporting rules. Previously, the system did not always correctly report limited data fields for Substitutes, Paraprofessionals and Non-instructional staff with total assignment FTE less than .5. The system now correctly reports limited data field elements for employees in that category.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

The main purpose of this release is to enable districts to deduct the new MPSERS retiree Health Care Fund deduction from employee's reportable wages. This is part of the changes resulting from the P.A. 75 Pension Reform legislation.

This is one of the largest changes to MPSERS rules and procedures since the MIP deduction was created about twenty years ago.

Because of this, it is absolutely critical that you make sure the HR/Payroll System is configured and works correctly for your first payroll of July, 2010.

Please read these release notes carefully. If in doubt, please make sure your payroll records are correct before proceeding with other steps. If you have any questions after reading these notes, please contact the MiCase Information Systems support help line for assistance.

Application Release Date: 23-Jun-2010

Here is the overview:

After you install this release, when the HR/Payroll System is started, it will attempt to define a new deduction code, RHC, for the retiree health care fund deduction. You must complete the definition by entering a Default Organization code for the deduction. We recommend that you use the same Organization Code as the code found on the deduction definition screen for the MIP deduction. Further details are in item 3. below.

Basically, the new deduction may be thought of as an addition to the employee's MIP deduction, except that it will also apply to reportable wages for employees in the Basic Plan as well.

The deduction is 3% of the employee's reportable wages with the following exceptions:

- Employees who earned less than $18,000.00 in your district during fiscal year 2009-10 will have 1.5% deducted from their reportable wages for the 2010-11 fiscal year.
- Employees who first work as MPSERS members on or after 01-Jul-2010 and are expected to earn less than $18,000.00 in the 2010-11 fiscal year will have 1.5% deducted from their reportable wages for the 2010-11 fiscal year.
- Wages reported with wage codes 08, 85 and 86 ("summer spread pays"), with record end dates between 01-Jul-2010 and 30-Sep-2010 will not be subject to the deduction.

Then, you must run a new Operation that will determine the rate of the new deduction for all employees currently in your system. Further details are in item 4. below.

When you enter new employee records in the system, you will have to indicate the correct rate for the health care fund deduction for the employee, based on their employment history and expected wages for the 2010-11 fiscal year. Further details are in item 5. below.

When you run your first payroll of July, before proceeding, examine the *Reports > After-Payroll Results > Payroll Register (Current P/R Details – Grand Totals* and verify that the total *Wage Base* and *Amount* for the RHC deduction are correct. The Wage Base should be the same as the MPSRS Benefit.

3. Module: *Payroll Module Administration*
   Screen: *Deduction Definitions Screen*
   The system will add a new deduction code, "RHC ", the MPSERS Retiree Health Care Trust deduction. The Earnings Codes RET, STDNT and XMPS will be excluded from the wage base of the deduction, just as they are for the MIP deduction. If you have an Earnings Code = DWPAY (Deceased Worker Pay) configured on your system, you will have to exclude that from the wage base of

the RHC deduction as well. It will make the deduction excluded from the wage base of the FIT, MIT, IIT, and WIT deductions, just as the MIP deduction is.

Also, for the RHC deduction, the wage base will not include gross pay that is paid with ORS Wage Codes of “08”, “85” and “86”, even if the *Earnings Code* is “MM”.

You must go to the screen and enter a Default Organization code, and then select Save, so that the deduction item will be added to the mandatory deduction records of all existing employees and will be included in the deduction records of all employees subsequently added to the system. We recommend that you use the same Organization Code as the code found on the deduction definition screen for the MIP deduction.

Note: If your district is a non-public school and/or has no MPSERS employees, please contact the MiCase Information Systems support help line for assistance to make sure that this deduction is not taken from your employee’s pay.

4. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   - A new *Operation* > *Update Retiree Health Care deduction Rate* has been added, in the *Fiscal Year-End Procedures* section. This operation will examine your payroll records and determine which employees earned less than $18,000.00 in fiscal year 2009-10. Then, the system will update the records of those employees so that they can be reported as such to ORS in the pay period report file. The system will set the *Ret. Health Care Rate* field on the *Employee Master Setup Screen* to L = the employee earned less than $18,000 during fiscal year 2009-10. You may run this operation as often as you like. After you run it, review the Operations/Error Log report to see how employee records were updated.

     Note: If your district began using the MiCase HR/Payroll System after the first payroll of July 2009, this operation may not yield correct results. For those districts who have not used the MiCase HR/Payroll System for the entire 2009-2010 fiscal year, please contact the MiCase Information Systems Support Line for assistance.

   - The *Reports* > *After-Payroll Results Reports* > *Payroll Checks – (Employee)* and *Payroll Direct Deposit Mailer Forms* have been revised to include the new retiree health care deduction. The payroll and calendar year to date amounts appear in the section previously labeled “Taxes and M.I.P.”, which has been renamed “Taxes and MPSERS items” to reflect the current contents. If the *Prohibit Updates* field is selected for these report(s), the new RHC deduction will not appear. In this case, please contact the MiCase Information

Systems support help line for assistance, to add the RHC deduction to your district's payroll checks and direct deposit forms.

- The *Tools > Import/Export System* includes a new export file. The export named *MPSERS – MPSERS Data* extracts employee data that may be helpful to review so that all employees are correctly setup for MPSERS benefits and deductions.

5. Module: *Payroll Employee Records*
   Screen: *Employee Master Setup Screen*
   A new field, *Ret. Health Care Rate* has been added. This field indicates the rate of the deduction for the retiree Health Care Fund contribution to the MPSERS pension system.
   - R = the employee earned $18,000 or more in fiscal year 2009-10, <u>OR</u> the employee is a new hire and is expected to earn over $18,000.00 during the 2010-11 fiscal year.
   - L = the employee earned some gross wages (greater than zero) at your district but less than $18,000 during fiscal year 2009-10.
   - N = the employee's first work day will be on or after 01-Jul-2010 and is expected to earn less than $18,000.00 during the 2010-11 fiscal year.

   This field will initially be filled in by the *Operation > Update Retiree Health Care deduction Rate*, explained in item 4. above. From now on, when you enter new employee records in the system, you will have to indicate the correct rate for the health care fund deduction for the employee, based on their employment history and expected wages for the 2010-11 fiscal year.

6. As part of the changes, wages paid with payroll dates in July through September 2010, and reported with ORS Wage Codes 08 (Summer Spread Wages), 85 and 86 (adjustments to Summer Spread Wages) will not be subject to the 3% or 1.5% deduction. Therefore, it is absolutely critical that you review your payroll records to make sure that employees who are paid in July through September 2010, for wages earned prior to July 1, 2010, are paid with ORS Wage Codes 08 (or, perhaps, 85 or 86).

   You should review your employee *Primary Contract/Salary Screen* and *Additional Contracts/Salaries Screen* to make sure that the *Service Pays* are 0 when you are paying Summer Spread Wages via those screens. For wages paid from either of those two screens, the system will automatically include the *ORS Wage Code* of "08" in the payroll register record, if the service units are zero when the pay is received. The *Primary Contract/Salary Screen* and *Additional Contracts/Salaries Screens* will continue to display Wage Code = "01" - you do not need to change the ORS Wage Code on the screens. To verify that this will occur correctly, before you run your first payroll of July, go the *Payroll Module Control Screen* and run the *Reports > Pre-Payroll Balance Reports > Primary Contract Balance List*, *Additional Contracts Balance List*, etc and verify that the

Ser. Units appear as zero. For further details, please refer to the *Human Resources System Users Guide*.

7. Module: *Payroll Employee Records*
   Screen: *Employee One-time Postings Screen*
   The system has been revised so that if an employee's one-time postings include any items with ORS Wage Codes of 08, 85 or 86, the system will issue a message box with the message: "Employee wages include ORS Wage codes exempt from retiree Health Care Fund deduction." This message will help you make sure that employee pay is correctly subject to the new deduction.

8. Module: *Payroll Module Administration*
   Screen: *ORS MPSERS Pay Period Report Records Screen*
   - The *Operation > Update ORS Pay Period Report records* has been revised to include the RHC deduction amount with the MIP deduction amount.
   - The *Reports > ORS MPSRS DTL2 Wage and Service Pay Period* report has been revised to include the RHC deduction amount with the MIP deduction amount. Also the report includes a new field "RHC" which displays a "1" if the employee's first work day is on or after 01-Jul-2010 and is expected to earn less than $18,000.00 during the 2010-11 fiscal year (e.g. *Ret. Health Care Rate* = "N").
   - The *Operation > Create ORS Pay Period Report file to Upload to MPSERS* has been revised to include the RHC amount with the MIP amount and to include an indicator in the employee's Detail 2 record if the employee's first work day is on or after 01-Jul-2010 and is expected to earn less than $18,000.00 during the 2010-11 fiscal year (e.g. *Ret. Health Care Rate* = "N").

This release contains no significant changes in the *Position Control Module*, which is currently not available for general use but is being "beta-tested".

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 488-6201
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 17-May-2010

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Employee Records*
   Screen: *Employee Benefits Screen*
   The *Ben. Remaining* field enables you to enter a number and then the system will pay that benefit item that number of times, decrementing the number remaining each time the benefit is paid, until the field contains a zero, at which time the system will stop paying the benefit. Previously, the system did not correctly calculate the benefits remaining under some circumstances. This has been fixed and the system should now properly calculate the remaining times the benefit is to be paid. Note: if the *Payroll Check Reconciliation Report* or the *Payroll Net Pay Direct Deposit Report* includes the phrase "0 Earnings" in the *Check No.* or *Deposit No.* columns, this means that the system paid a benefit on behalf of the employee, even though they received no gross pay.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

1. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   On the employee payroll checks and direct deposit forms, the social security number (last four digits) has been removed, and the bank name has also been removed from employee checks.

2. Modules: *Payroll Employee Records Module* and *Payroll Module Administration*
   The *ORS Class Code* field has been revised to include current codes, per ORS specifications.

3. The system has been revised to calculate the Michigan Public Schools Employee Retirement System employer's contribution for fiscal year 2011 (wages paid between October 1, 2010 and September 30, 2011) at 19.41% of reportable wages.

4. Module: *Personnel*
   Screen: *Registry of Educational Personnel Screen*
   - On the *Assignment Data* page, the *Position* field has been revised to include correct codes, per current CEPI specifications. Note that for *Assignments to Administration* and *Bilingual Teacher or Paraprofessional/Aide Assignments*, the CEPI specifications include hundreds of possible choices. To avoid an unmanageable amount of choices in the *Position* field, we require you to create the codes in those two categories, as required for your district. To create the appropriate codes, use the *Operations* found on the screen.

MiCase Human Resources System
Application Release Notes

Application Release Date: 17-May-2010

- In the *Operations* menu, a new option has been added: *Import PIC data from CEPI XML file*. This operation is useful for districts that have their REP records in the MiCase system, but some or all of the P.I.C. codes are missing. This operation uses the XML file of REP records obtained from the CEPI web site as input, and updates the P.I.C. field in the MiCase *Registry of Educational Personnel Screen*, for employees whose records are found in the XML file. To use the operation, first download your district's most recent REP file, in XML format, from the CEPI web site. Then do the operation. The system will display a screen, titled "Please select REP XML file to import:" Locate the downloaded file and select OK. The system will then process the XML file and update your REP records as appropriate. When the operation has completed, review the Operations/Error Log report, noting the last page, which includes four messages:

  - `TOTAL MiCase REP records *ADDED* from CEPI REP XML file:`
    This indicates the number of employees included in the CEPI XML file who are also included in your HR/Payroll System records, but for some reason did not have a record on the Registry of Educational Personnel Screen. The system added a REP record with the data included in the XML file.

  - `TOTAL MiCase REP records updated from CEPI REP XML file:`
    This indicates the number of employees whose *P.I.C.* field was changed to be the P.I.C. code found in the XML file.

  - `TOTAL MiCase REP records NOT UPDATED from CEPI REP XML file:`
    This indicates the number of employees whose *P.I.C.* field was already the same as the P.I.C. code found in the XML file.

  - `TOTAL CEPI REP XML records for employees not in MiCase :`
    This indicates the number of employees found in the XML file, but not found in the MiCase HR System. For example, employees reported in your districts records but are actually employed by third party staffing agencies.

<u>The following items refer to changes in th*e Position Control Module*, which is currently not available for general use but is being "beta-tested".</u>

1. Module: *Position Control*
   Screen: *Position: Employee Assignments Screen*
   The *Assign Employee* and *Remove Employee* buttons have been fixed so that they correctly assign an employee to, or remove an employee from, a position.

MiCase Human Resources System
Application Release Notes

Application Release Date: 17-May-2010

2. Module: *Position Control*
   Screen: *Position Definition Screen*
   - A new report, the *Position Definition Records Report* has been added to the system. This allows you to have a printed version of the key data associated with defined positions.
   - Two new fields have been added to the screen: *Assigned F.T.E.* displays the current total F.T.E. of employee assignments to the position. The *Un-Assigned F.T.E.* field displays the current "open" F.T.E for this position (i.e. the *Total Position F.T.E.* minus the *Assigned F.T.E.*)

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 488-6201
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 12-Jan-2010

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Employee Records*
   Screen: *Register Record Preparation Screen*
   A new field has been added: *Fix ASN* is the box located above the *ASN* field in the *Register Record Line Item* area of the screen. This field is for use with benefit line items (*Type* code = B). Normally, the system will determine the ASN for a benefit line item using the *Benefit Distribution Control Table* and/or the *ASN* found on the *Employee Benefits Screen.* If you enter an X in the *Fix ASN* box, the system will use the ASN you enter in the field, instead of the ASN determined by normal rules. This allows you to "fix" the ASN, similarly to how you can fix the dollar amount of deduction line items and override normal system calculation rules.

2. Module: *Payroll Employee Records*
   Screen: *Additional Contract/Salaries Screen*
   The system has been revised so that *Service Units* entered on this screen appear correctly in the Wage and Service (Detail 2) records included in the ORS Pay Period Report file submitted to the Michigan Public Schools Employee Retirement System.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

3. The system has been revised to calculate Medicare, Social Security, Federal, and Michigan withholding taxes according to the rules for 2010.
   - For 2010, the Social Security deduction is withheld on social security wages up to $106,800.00 – the same as 2009.
   - Federal withholding rates have been revised per the Circular E published by the IRS.
   - Michigan withholding tax rules are unchanged for 2010 – with the rate at 4.35%, and the annual personal exemption allowance of $3,600.00.

4. The system has been revised to produce W-2 forms in the format required for 2009 tax year reporting. Also, the file of W-2 records to be submitted electronically to the Social Security Administration and via diskette to the Michigan Department of Treasury has been revised to 2009 reporting requirements. When you are ready to produce W-2 forms, please follow the instructions found in the *Payroll End of Calendar Year Procedures.* Please be sure to use the version of these instructions with the revision dated 06-Nov-2009. Before submitting the forms to be printed at KRESA, verify that the correct

Federal Tax ID and *Michigan Tax ID* fields appear on the *Payroll Module Control Screen.*

Also, please note the following filing reminders included in the *Specifications for Filing Forms W2 Electronically*: the PIN assigned to the employee who is attesting to the accuracy of the W-2 data, the submitter's telephone number and E-mail address must be included in the file. These fields are the *S.S.A. PIN*, *Phone Number* and *Email Address* and should be verified as correct in the *Payroll Module Administration* module, on the *Payroll Module Control Screen* before submitting W-2 records electronically.

And finally, in the *Payroll Module Administration* module, on the *Payroll Module Control Screen,* all of the reports in the *Calendar Year-End Reports* section include a Human Resources System Error Message as well as a record in the *Operations/Error Log* report if the employee has more than four items that are to appear in their W-2 form in Box 12. The message is "W-2 Form for employee :nnn-nn-nnnn: requires special attention. Please review Operations/Error Log report". The *Operation* > *Create W-2 records diskette* has also been revised to include this message for this case.

5. Please note that on the printed W-2 form, the following three figures were first included in 2007 to the contents of *Box 12*:
    a. If the employee received Nontaxable sick pay, the amount will appear in Box 12 with the code "J". The amount appearing in this box is the amount entered on the employee's *Employee Tax Control Screen* in the *Payroll Employee Records* module.
    b. If the employee had any Roth 401(k) deductions taken from their pay, the amount will appear in Box 12 with the code "AA". The amount appearing in this box is the total amount of the employee's Roth 401k deductions, as appearing on the *Employee Elective Deductions* screen in the *Payroll Employee Records* module. These are deductions with the deduction *Code* = "RTH1K".
    c. If the employee had any Roth 403(b) deductions taken from their pay, the amount will appear in Box 12 with the code "BB". The amount appearing in this box is the total amount of the employee's Roth 403(b) deductions, as appearing on the *Employee Elective Deductions* screen in the *Payroll Employee Records* module. These are deductions with the deduction *Code* = "RTH3B".

    Also note that *Box 12* is actually four boxes: *Box 12a, 12b, 12c* and *12d.* Each box may contain any of the above items – as well as items previously included in our W-2 forms:

    Code C = cost of group term insurance over $50,000.00;

Code D = elective deferrals to a section 401(k) arrangement;
Code E = elective deferrals under a section 403(b) agreement;
Code G = elective deferrals to a section 457(b) plan;
Code W = Employer contributions to an employee HSA account

6. The payroll system has been revised to ensure that selected “system-defined” benefit and deduction codes are defined according to current specifications, even if they have been defined otherwise in the past.

   As a result of this change, you may receive certain messages and entries in the Operations/Error Log report after you install this release.

   The messages will be similar to “Benefit Definition Record for 'FICA ' contains invalid data - attempting to correct now.” or “Deduction Definition Record for 'MCT ' - invalid data has been corrected now.” If you receive either of these types of messages, do not be alarmed; the system will correct the definitions by itself.

   If you receive a message like “Deduction Definition Record for 'MCT ' missing. Contact system support immediately.” then do as the system instructs and contact MiCase Support Staff before proceeding.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 488-6201
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 04-Nov-2009

The following items refer to system "bugs" that have been corrected in this version:

1. Module: *Payroll Employee Records*
   Screen: Employee *One-Time Postings Screen* and *Direct to Net Postings Screen*
   A bug was introduced in the last HR/Payroll System release, making it difficult or impossible to edit existing records or mark them for deletion. This has been fixed and both screens now behave as they did prior to the last release.

2. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   Operation: *Update Contract Balance Accrual Records* has been revised to prevent data from contracts that have been Marked for deletion from inadvertently being included in the contract balance accrual figures.

3. Module: *Personnel*
   Screen: *Primary Employee Data Screen*
   Operation: *Yearly increment of District Yrs. field.* has been revised in an attempt to make the operation work more reliably. There have been cases when the operation did not work properly for some users at some times. Our hope is that it will now work reliably.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

4. Module: *Payroll Module Administration*
   Screen: *Payroll Module Control Screen*
   Operation: *Move register records to historical records file* has been renamed to *Move Employee Register Records to Historical Register Records Screen;* and the operation now creates a backup file called "HR_PRE_REGS_TO_HISTORY.zip", instead of the obsolete "HRBACK.ARJ" file.

5. Module: *Payroll Employee Records*
   Screen: *Employee Tax Control Screen*
   - A new field has been added: *FIT w/h by 3rd Party Payer*. This field is used to include the amount of Federal Income Tax withheld by a payer of 3rd party sick pay. This figure does not appear on the employee's W-2 form; however, it is included in file of W-2 records submitted electronically to the Social Security Administration in the (EFW2) format.
   - Two new fields have been added: *Wrk. Cmp. pd by 3rd prty.* and *MIP due on Wrk. Cmp.*

- *Wrk. Cmp. pd by 3rd prty* contains the total amount of worker's compensation pay the employee received in the calendar year, from third parties.
- *MIP due on Wrk. Cmp.* contains the total amount of MIP due, as a result of receiving the worker's compensation pay entered in the field above. This amount must be entered, regardless of whether the employee has actually paid the MIP to ORS or not.

These fields are for use in reporting W-2 data for employees who received worker's compensation pay during some of the calendar year. The use of these fields will be explained further in the FAQ *Worker's Compensation and ORS – How to Adjust the MiCase HR/Payroll System to Balance with ORS Records*, which will be available soon on the MiCase Support site.

Therefore, the following items have also been revised to include the new fields above:
Module: *Payroll Module Administration*
Screen: *Payroll Module Control Screen*
- Reports: *Employer's W-2 Proof Report – Supplemental Data*
- Operations: *Create W-2 records diskette*

6. Module: *Personnel*
Screen: *Optional Employee Data*
Four new fields have been added:
- *Mobile Phone No.*
- *Pager Address*
- *Text Message Addr*.
- *Language.*

Each of the above fields will hold any characters entered. They are intended to allow you to enter employee data for use by the Honeywell and Workforce systems used with the HR/Payroll System.

7. Module: *Personnel*
Screen: *Registry of Educational Personnel Screen*
- Operation > *Import REP data from CEPI XML file* has been revised to comply with current CEPI specifications.
- Operation > *Create New Bilingual Teacher Assignments* has been renamed to *Create New Bilingual Teacher or Paraprofessional/Aide Assignments* and now enables you to add the new Bilingual Program Paraprofessional/Aide Assignments defined in the current CEPI specifications.
- On the *Assignment Data* page, the *School* field has been revised to include all buildings in your ISD (county), instead of only the buildings in your district.

MiCase Human Resources System
Application Release Notes

Application Release Date: 04-Nov-2009

This revision is in response to CEPI specifications that require some districts to report personnel who are employees of other districts.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 488-6201
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 15-Sep-2009

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 15-Sep-2009.

IMPORTANT NOTE: You **must install** the 15-Sep-2009 release **after** you run **your last payroll of September** and **before** you run **your first payroll of October**. **If you run the first payroll of October without first installing the new release, the MPSERS benefit will be calculated at the wrong rate.**

Also, note that you must prepare and submit your Pay Period Report to the Office of Retirement Services (MPSERS) for your last payroll of September (the *Operation, Update ORS Pay Period Report records* found in the *Payroll Module Administration* Module, on the *ORS MPSERS Pay Period Report Records Screen*), **before** you install the 15-Sep-2009 release.

> After you install the 15-Sep-2009 release, the MPSRS Benefit will be computed at **16.94%** of covered wages, for wages paid on or after 01-Oct-2009.
>
> The system considers the payroll date whenever it calculates the MPSRS benefit (the employer's contribution to the retirement system).
>
> Therefore, any register screens prepared after you install the release will calculate the MPSRS benefit based on the *Payroll Date* entered on the *Payroll Employee Register Record Preparation Screen*. This means that if you add register screens for activity prior to October 1, 2009, the system will attempt to calculate the correct MPSRS benefit amount for that ORS Fiscal Year. You should verify the correct rate, particularly for periods prior to October 1, 2006.

The following items refer to system "bugs" that have been corrected in this version:

1. System "bug" corrected: In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation > Create EPARS Payroll Export File – Version 1.2* has been revised. Previously, the system included a colon in the vendor name for employer paid non-403b items (e.g. for 457b and "miscellaneous" items). This has been fixed so that the colon does not appear in the vendor name.

2. System "bug" corrected: In *the Payroll Employee Records* module, on the *Employee Benefits Screen,* under some circumstances, when you tried to enter a new benefit record for an employee, the system would respond with the message "You may not change the Frequency for this system-defined benefit." and would not allow you to add a new record. This has been fixed so that new benefit items may be added successfully.

3. System “bug” corrected: In the *Employee Absence Records* module, on the *Current Absence & Substitute Use Screen*, the following revisions have been made:
   a) The *Operation > Transfer Substitute Payroll Details to One-Time Postings Screen* has been revised. The system now includes the *Wage Code* and *ORS Class Code* as found on the employee’s *Employee Master Setup Screen* in the records transferred to the *Employee One-time Postings Screen*. If the resulting one-time postings should have different *Wage* or *ORS Class Codes*, they can be updated as desired before the payroll is run.
   b) The *Operation > Move absence records to History file, based on cutoff date* has been revised. Previously, the system did not include the description of the absence *Reason Code* in the resulting records on the *Historical Absence & Substitute Use Screen*. The system has been revised to include the description correctly.

<u>The following items refer to miscellaneous changes that have been made in this version – or in previous versions:</u>

4. In the *Payroll Module Administration* module, the *Benefit Definition Screen* has been revised. Previously, if the *All Employees?* field was checked, the system would automatically add that benefit record to all <u>new</u> employees added to the system. However, checking the field and *Saving* had no effect on benefit records for employees already in the system. Now, if you check the *All Employees?* field and *Save*, the system will look at all employees currently in the system and, if the benefit is not on their *Employee Benefits Screen*, it will add the record, resulting in all employees having that benefit item.

5. In a previous release, in the *Employee Absence Records* module, on the *Employee Leave Control Screen*, the leave figures were expanded from 2 to 3 decimal places. However, the leave used and available balances still displayed on employee payroll checks and direct deposit forms with 2 decimal places. Those report forms have been revised to display 3 decimal places. Also, please note that the online paystub viewer system currently being implemented has also been revised to display 3 decimal places for employee leave figures.

6. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation > Create UIA 1017 quarterly Wage Detail Report file* has been revised. Previously, the system reported all gross wages that the employee received in the quarter. Now, the system reports all gross wages except those with Earnings Codes of “BPANN”, “STDNT” and “XFICA”. This change was

made to comply with specifications from the Unemployment Insurance Agency and as found in the IRS publication Circular E.

7. In the *Payroll Module Administration* module, on the *ORS MPSRS Pay Period Report Records Screen*, the *Operation >Update ORS Pay Period Report records* has been revised. Previously, the system included all gross pay items with *Earnings Codes* other than STDNT and XMPS. The system now includes all gross pay items *except* the *Earnings Codes* included in the list of *Earnings Codes Excluded from Benefit Base* on the *Benefit Definition Screen* for the MPSRS benefit code. Additionally, the system includes gross pay with the RET Earning Code.

8. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation >Run a Payroll* has been revised. Previously, the system would add the message "Workers' Compensation Code not valid for <employee name>" in the *Operations / Error Log* report for all employees who did not have a valid *Workers Comp*. code entered on their *Employee Master Setup Screen*. Now, the system will only include that message if it is attempting to calculate the Worker's Compensation benefit for the employee.

9. In the *Personnel* module, on the *Payroll Contracts/Salaries/Rates Preparation Screen*, a new Report has been added. The *Payroll Contracts/Salaries/Rates Preparation Report* lists all data fields from the screen, for employees whose *Organization Code* on their *Primary Employee Data* screen matches the code selected when the report is run. This report may be used to review pay rates for groups other than employees with *Organization Code* 01 (Teachers).

10. In *the Payroll Employee Records* module, on the *Employee One-Time Postings Screen*, two new keyboard shortcuts have been added. In the *Item Code* field, if you type an * (asterisk), they system will convert it to AG. If you enter a + (plus sign), the system will convert it to RH. This will allow you to do more data entry from the numeric keypad, without moving your hand to the normal keyboard.

11. In the *Personnel* module, on the *Teacher Contract Setup Screen*, the *Report > Teacher Employment Contracts > Laser Form* has been revised to only display the last four digits of the employee's social security number on all three copies of the contract form.

The following items refer to changes in th*e Position Control Module*, which is currently not available for general use but is being "beta-tested".

MiCase Human Resources System
Application Release Notes

Application Release Date: 15-Sep-2009

12. The *Position F.T.E./Account/Employee Assignment Screen* has been renamed to *Position: Employee Assignments Screen*.
    - All the data fields related to the position itself have been included in the section labeled *Position Definition.* These fields include:
        - *Position ID*
        - *Position Title*
        - *Total Position F.T.E.*
        - *Currently Assigned F.T.E.*
        - The *ASN*, *Account Number* and *Account Title* of the general ledger account associated with the position.
    - The data fields related to the employee(s) assigned to the position have been included in another section. These fields include:
        - *F.T.E.* (of the assignment)
        - *Last Name, First Name, Middle Initial* and the *Social Security Number* of the employee assigned
        - *Asgn./Rem*. – which is the date the employee was assigned or removed from the position.

      These fields have also been included in the *Browse List of Currently Assigned Employees* at the bottom of the screen. Note that the sequence number (#) field has been removed from the screen as it was unnecessary.

13. On the *Employee: Position Assignments Screen*, the data fields on the screen and in the *Browse List of Employee Position Assignments* have been slightly reorganized and relabeled, with the goal of improving the organization and clarity of the screen.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 488-6201
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 15-Jul-2009

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 15-Jul-2009.

The following items refer to system "bugs" that have been corrected in this version:

1. System "bug" corrected: In the *Employee Absence Records* module, on the *Employee Leave Control Screen*, the *Operations > Add leave to employee balances, Set leave balances to a Maximum* and *Zero leave used year-to-date* have been fixed. Previously, the operations would cause the *Notes*: field for all employees affected by the operation to be replaced with the contents of the *Notes*: field displayed when the operation was run.

2. System "bug" corrected: In the MiCase *Administration System,* on the *User Information Screen*, the *Workers' Compensation Rates Records Screen* has been added to the list of screens in the *Security Levels for Human Resources* found by clicking the *Human Res.* button.

3. System "bug" corrected: The *Administrative > Backup Files* and *Restore Files* menu options have been revised to create and restore backup files using Dynazip, instead of the obsolete ARJ system. When you select either option, the system will default to the filename HRBACKUP.ZIP, located within the \HR\ folder on the network drive on which the MiCase HR/Payroll system is installed. You may change the filename and the folder location by clicking on the button to the right of *Filename:*

4. System "bug" corrected: In the *Personnel* module, on the *Registry of Educational Personnel Screen,* the *Reports > REP Professional Development Hours* has been revised to include the hours of professional development in the new Instructional Technology category, in the *Instr. Tech.* column.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

5. In the *Personnel* module, on the *Salary Schedule Definition Screen,* the system has been revised to allow salary schedule records with *Table Step* = 0.00.

6. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen,* the *Operation > Create TSA Consulting Demographic Data export file* has been revised to include salary amounts from the *Primary Contract/Salary Screen* and *Additional Contracts/Salaries Screen* only if the *Contracted?* field is set to Contracted and the *End Date* contains a date and the end date of the contract is after the date the export file is produced, or no more than 30 days prior to the

date the export file is produced. This change was made to prohibit “stale” contract amounts from being included in the export file, even though users maintain them on the contract screens. Also, the system will now create the export file with the name: [district name][state][MMDD]_Demo.txt, as per TSA specifications.

7. In the *Employee Absence Records* module, on the *Employee Leave Control Screen*, the *Operation > Zero leave used year-to-date* have been revised. In addition to replacing the *Used YTD* field with zero for the selected records, the system will now replace the *Previous* field with the contents of the *Balance* field for the selected records. This enables the system to display the balance for that leave type, as of the end of the previous fiscal year or recording period.

8. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation > Run a Payroll* has been revised.

   A) The system now only “locks” itself and prohibits further updates when the payroll calculations begin – not when the backup file is created. This should minimize cases where the system displays the message “*No updates are currently allowed to Human Resources data. Please try again later.*”, which requires assistance from MiCase Support Staff members before proceeding.

   B) The system will now ensure that no other users are in the payroll employee register records screens before calculating the payroll. If the *Operation > Run a Payroll* is begun while other users are in the register records screens, the system will display the message ”*Unable to use Payroll Register Header file EXCLUSIVELY. Please have other users sign out of the HR System and try again.*” and then will terminate the payroll run. MiCase has always recommended that all users except the payroll supervisor remain out of the HR/Payroll System from the time the *Operation > Run a Payroll* is begun until all after-payroll reports have been reviewed and determined to be correct. So, to be safe, please have all users exit the HR/Payroll system before beginning the *Operation > Run a Payroll* and ask them to remain logged out until the payroll supervisor completes the payroll run, verifying that all after-payroll reports are correct and notifies them that they may log in.

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:

MiCase Human Resources System
Application Release Notes

Application Release Date: 15-Jul-2009

Phone: 269 488-6201
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 27-May-2009

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 27-May-2009.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. System "bug" corrected: In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation > Run a Payroll* has been revised to correctly calculate and distribute benefit amounts. Previously, if an employee received gross pay to multiple accounts and also had a deduction that was not included in the wage base for a benefit (e.g. gross pay to multiple accounts, and a FSA-type deduction excluded from the wage base for the FICA benefit), the system would not "pro-rate" the FSA deduction amount across the multiple FICA benefit accounts; rather, it would take the entire FSA deduction amount away from the wage base of the first FICA benefit item that it found. This has been fixed. Now, the system will "pro-rate" the effect of the FSA deduction(s) across multiple benefit items.

2. System "bug" corrected: In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation > Run a Payroll* has been revised to correctly include a blank section code in the line items of the A/P batches created when the payroll is run.

3. System "bug" corrected: In *the Payroll Employee Records* module, on the *Register Record Preparation Screen*, the system has been revised to correctly maintain amounts for multiple deduction items with the same deduction code and different organization codes.

4. System "bug" corrected: In *the Payroll Employee Records* module, on the *Additional Contracts / Salaries Screen*, the *Calendar YTD* field has been removed, as it was incorrect. To find the calendar year to date pay for a given contract item, see the *Gross Pay by Item Codes* screen. This figure still remains on the *Primary Contract / Salary Screen.*

5. System "bug" corrected: In *the Payroll Employee Records* module, on the *Primary Contract / Salary Screen*, the system has been revised to only update the Rate of Pay field (in the *MPSERS Information* area) on the *Employee Master Setup Screen* in the case where the *Contracted?* field contains <u>Contracted</u> and the *Amount* or *New Amount* (in the *Contract Figures* area) is greater than zero.

<u>The following items refer to changes in this version related to the creation of payroll files in EPARS format to be uploaded to the TSA Consulting Group, per their instructions.</u>

MiCase Human Resources System
Application Release Notes

Application Release Date: 27-May-2009

In the *Payroll Module Administration* module, on the *Payroll Module Control Screen,* the *Operation > Create EPARS Payroll Export File – Version 1.2* has been revised, to comply with current specifications from the TSA Consulting Group.

6. Related to the above, TSA Consulting Group's specifications for the EPARS file specify that the Vendor Name must only contain letters, not numbers or punctuation marks. Therefore, to prepare your system's data to successfully submit payroll data to the EPARS system, please do the following:

    In the *Payroll Module Administration* module, on the *Financial Organizations Screen*, please examine all organization records used for items reported to TSA in the EPARS file. Remove all non-alphabetic characters from the Organization Name. The EPARS system cannot accept punctuation marks or numerals in the Vendor Name field. Only letters are acceptable.

    For example: if you have an organization name:
    "THE LEGEND GROUP / ADSERV c/o Bank of America ",
    please revise it to:
    "THE LEGEND GROUP ADSERV co Bank of America ".

    Similarly, "MEA FINANCIAL SERVICES, INC." must be changed to
    "MEA FINANCIAL SERVICES INC"

7. Also related to the above, TSA requires the deferred compensation deductions included in the EPARS file to indicate whether the 403b deduction is <u>employee paid</u> or <u>**employer paid**</u>.

    For now, we will do this using the Organization Code in the MiCase HR/Payroll System. If the employee's deduction is for an <u>**employer paid**</u> 403b, the Financial Organization associated with the deduction must have "<u>ER</u>" in the *Carrier/Route* field on the *Financial Organizations Screen*. Therefore, if you have both employee paid and employer paid deductions to the same vendor, you will have to add a new Financial Organization code for the <u>**employer paid**</u> 403b deductions and make sure that code is entered on the *Employee Elective Deductions Screen* for all <u>**employer paid**</u> 403b deductions. For example, if some 403b deductions with the vendor VALIC are <u>**employer paid,**</u> you will have to create another Financial Organization code for VALIC and put "ER" in the *Carrier/Route* field on the *Financial Organizations Screen*. Then, the system will create EPARS export files with "ER: VALIC" as the vendor name.

8. When you have completed the above steps, please submit a test EPARS file to TSA, using their procedures:

Application Release Date: 27-May-2009

```
Should the district not have FTP access yet to send data to
TSACG, please use the following process to get the files to
us:

Use the following Naming Convention, User Name, and Password
for your file:
[district name][state][MMDD]epars.txt
Example:  HopkinsPublicSchoolMI0325epars.txt

The data upload area can be reached via the following link:
https://www.tsacg.com/client

Login Name: EPARStest
Password: eparstest

Simply navigate to the link, login and use the web form that
we have provided.

Should they have questions about their files , please have
them call our EPARS Team at 888/796-3786, option 4.
```

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

9. In the *Payroll Module Administration* module, on the *Benefit Definition Screen*, the system has been revised regarding the *All Employees?* field. In the past, when *All Employees?* was checked, the system would automatically add that benefit item to the *Employee Benefits Screen* – when a new employee was added to the system. But, checking the field had no effect on employee benefit records for employees currently on the system. Now, if *All Employees?* is checked and you select *Save* from the menu, the system will add that benefit item to all existing employee records where the item is not already present.

10. In the Payroll Module Administration module, on the Payroll Module Control *Screen*, two new *Reports* have been added:
    - *Reports* > *After-Payroll Results Reports…* > *Gross Pay Distribution by Access code Report* enables you to determine how much of the gross pay for a selected payroll was Federally Funded versus how much was not Federally Funded. This is based on the *Payroll Access* field on the *Chart File Information Screen* in the Financial Accounting System.

Application Release Date: 27-May-2009

- *Reports > After-Payroll Results Reports… > P/R Benefit Distribution Report* provides a report similar to the Gross Pay Distribution Reports, for a particular payroll period, listing the amount of benefits charged to each ASN, for a selected benefit or all benefits. It provides detail lines for each employee who received benefits to a given ASN.

11. The payroll system has been revised to enable the calculation of Worker's Compensation benefits. These are explained in detail in the document "*How to Set Up Workers' Compensation Benefit for Employees*." After this release is installed, the system will update your Worker's Compensation benefit record (code "WCOMP") to make sure the settings are correct. If the system changes any data regarding the WCOMP record on the *Benefit Definition Screen*, it will include a record in the *Operations / Error Log* report notifying you of the change.

12. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, two new *Operations* have been added:
    - *Operations > Create UIA 1017 quarterly Wage Detail Report file* has been added to the system. This is explained in detail in the document "*Unemployment Insurance Agency Quarterly Wage Detail Report (UIA 1017, also known as MESC Report*)." The system currently includes all gross wages – regardless of *Earnings Code* – in the figures reported in the file.
    - *Operations > Import One-Time Postings from Advanced Time system file*. This operation will import one-time posting records from an export file created by the Advanced Time time and attendance system.

13. The payroll system has been revised to omit messages in the *Operations/Error Log* report such as "*Verify State Income Tax Records present for employees who require them*", unless the system detects the need to update employee tax records.

14. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation > Set employee periodic totals to Zero* has been revised to create a backup file of the HR System data files using DynaZip instead of the obsolete ARJ program. The backup file will be created with the name "HR_PRE_ZERO_QTR_TOTALS.zip", and written to the network drive that your MiCase HR/Payroll System is installed on.

15. In the *Personnel* module, on the *Registry of Educational Personnel Screen*, the following revisions have been made:
    - On the *Assignment* page, the *Grade Setting* button/field has been revised to reflect current reporting specifications
    - The system will now allow you to enter selected subset of fields if the *Position Code* is "00SUB" or "00PAR", per current reporting specifications

MiCase Human Resources System
Application Release Notes

Application Release Date: 27-May-2009

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Phone: 269 488-6201
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 12-May-2009

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 12-May-2009.

1. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen,* the *Operation > Create EPARS Payroll Export File – Version 1.2* has been revised, to comply with current specifications from the TSA Consulting Group.

2. Related to the above, TSA Consulting Group's specifications for the EPARS file specify that the Vendor Name must only contain letters, not numbers or punctuation marks. Therefore, to prepare your system's data to successfully submit payroll data to the EPARS system, please do the following:

   In the *Payroll Module Administration* module, on the *Financial Organizations Screen*, please examine all organization records used for items reported to TSA in the EPARS file. Remove all non-alphabetic characters from the Organization Name. The EPARS system cannot accept punctuation marks or numerals in the Vendor Name field. Only letters are acceptable.

   For example: if you have an organization name:
   "THE LEGEND GROUP / ADSERV c/o Bank of America ",
   please revise it to:
   "THE LEGEND GROUP ADSERV co Bank of America ".

   Similarly, "MEA FINANCIAL SERVICES, INC." must be changed to
   "MEA FINANCIAL SERVICES INC"

3. Also related to the above, TSA requires the deferred compensation deductions included in the EPARS file to indicate whether the 403b deduction is employee paid or **employer paid**.

   For now, we will do this using the Organization Code in the MiCase HR/Payroll System. If the employee's deduction is for an **employer paid** 403b, the Financial Organization associated with the deduction must have "ER" in the *Carrier/Route* field on the *Financial Organizations Screen*. Therefore, if you have both employee paid and employer paid deductions to the same vendor, you will have to add a new Financial Organization code for the **employer paid** 403b deductions and make sure that code is entered on the *Employee Elective Deductions Screen* for all **employer paid** 403b deductions. For example, if some 403b deductions with the vendor VALIC are **employer paid,** you will have to create another Financial Organization code for VALIC and put "ER" in the *Carrier/Route* field on the *Financial Organizations Screen*. Then, the system will create EPARS export files with "ER: VALIC" as the vendor name.

MiCase Human Resources System
Application Release Notes

Application Release Date: 12-May-2009

4. When you have completed the above steps, please submit a test EPARS file to TSA, using their procedures:

```
Should the district not have FTP access yet to send data to
TSACG, please use the following process to get the files to
us:

Use the following Naming Convention, User Name, and Password
for your file:
[district name][state][MMDD]epars.txt
Example:  HopkinsPublicSchoolMI0325epars.txt

The data upload area can be reached via the following link:
https://www.tsacg.com/client

Login Name: EPARStest
Password: eparstest

Simply navigate to the link, login and use the web form that
we have provided.

Should they have questions about their files , please have
them call our EPARS Team at 888/796-3786, option 4.
```

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support
Tel: Kalamazoo: 269 488-6201
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 06-Mar-2009

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 06-Mar-2009.

The following items refer to system "bugs" that have been corrected in this version:

1. System "bug" corrected: In the *Payroll Module Administration* module, on the *Benefit Distribution Control Table* screen the field *ASN* in the Gross Pay area has been revised so that new records may be entered without receiving the message "*There are no records for this gross pay ASN in the Benefit Distribution Control Table. Record(s) may need to be added.*"

2. System "bug" corrected: In the *Payroll Employee Records* module, the following screens have been revised:
   - *Primary Contract/Salary Screen*
   - *Additional Contracts/Salaries Screen*
   - *Employee Gross Pay Rates Screen*
   - *Employee One-Time Postings Screen*
   - *Direct to Net Postings Screen*
   - *Employee Benefits Screen*
   - *Employee Elective Deductions Screen*
   - *Employee Mandatory Deductions Screen*
   - *Register Record Preparation Screen*

   In the past, if an invalid entry was made in the *ASN* fields on these screens, the system would display a list of valid accounts from which to choose. When a valid account was selected, the system did not correctly enter it back in to the *ASN* field. This has been fixed.

3. System "bug" corrected: In the *Employee Absence Records* module, on the *Current Absence & Substitute Use Screen* the *Report > Payroll Input Report* has been fixed and now works correctly without creating an error message.

The following items refer to miscellaneous changes that have been made in this version – or in previous versions:

4. On a recent HR System Release, In the *Employee Absence Records* module, on the *Current Employee Absence and Substitute Use Records Screen* the field *In REP Absence data?* Was removed. It was obsolete and had no effect on current processes. This change was omitted from the Release Notes, by mistake. Please note that in the *Personnel* module on the *Registry of Educational Personnel* screen, the *Operation > Update REP Professional Development Hours from Absence Records* is used to update REP *Hours of Professional Development* from

absences entered as Professional Development leave on the *Current Employee Absence and Substitute Use Records Screen.*

5. Also, as above in a previous release, in the *Employee Absence Records* module, on the *Current Employee Absence and Substitute Use Records Screen* and the *Employee Leave Control Screen*, the fields *Leave Used, Balance, Used YTD* and *Previous* have been expanded from two decimal places to three. This change was also omitted from the Release Notes, by mistake.

6. The system has been revised to calculate Federal withholding taxes according to the revised rules for 2009. These tables are to take effect as soon as possible, but no later than April 1, 2009.

7. The system has been revised to calculate and report state wages and income taxes in a more effective manner. Please review the attached document *How to set up the payroll system for Indiana and Wisconsin State Taxes* dated 27-Feb-2009.

8. In the *Personnel* module, on the *Registry of Educational Personnel* screen a new *Operation* has been added. *Import REP data from CEPI XML file* may be used to update the REP data in your system from a file downloaded from the CEPI web site. To use this operation, first download the xml file of current REP data for your district from the CEPI web site, following the instructions in the *Registry of Educational Personnel Application User's Guide.* The instructions are in the section DOWNLOAD REP DATA FILE. Then, do the operation, selecting the file downloaded from CEPI. The operation will examine every record in the downloaded file and do one of three things:

   - If the record is for an employee with **REP data already present in the MiCase HR/Payroll System**, it will update the MiCase data to match the data downloaded from CEPI. The system will insert a record in the Operations/Error Log report with the message "*MiCase REP record updated for:* employee social security number: *from CEPI XML record data.*"

   - If the record is for an employee **already in the MiCase HR/Payroll System with data in the *Personnel* module on the *Primary Employee Screen* but without data on the *Registry of Educational Personnel* screen**, it will add a record on the *Registry of Educational Personnel* screen with data as downloaded from CEPI. The system will insert a record in the Operations/Error Log report with the message "*MiCase REP record added for:* employee social security number*: from CEPI XML record data.*"

   - If the record is for an **employee not present in the MiCase HR/Payroll System** (e.g. an employee who previously was reported to CEPI in the REP file but no longer works for the district) the system will note the record but not add it to the MiCase HR/Payroll System. The system will insert a record in the Operations/Error Log report with the message "*CEPI REP XML record for: employee social security number: not found in the HR System – not added.*"

As always, please contact our Information Systems Support Help Line with any questions or concerns.

MiCase Software Support:
Tel: Kalamazoo: 269 488-6201
Tel: Van Buren ISD: 269 539-5177
Email: helpdesk@kresanet.org

On behalf of the MiCase Information Systems staff, thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 23-Feb-2009

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 23-Feb-2009.

Please Note: For further information regarding the following items, please refer to the *Application Release Notes* for *23-Dec-2008* and the *Payroll End of Calendar Year Procedures*, both of which may be found on the MiCase web site (www.mi-case.org), in the Support area, under the Human Resources/Payroll section.

The following items refer to system "bugs" that have been corrected in this version:

1. System "bug" corrected: In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation > Create EPARS Payroll Export File – Version 1.2* has been revised to include all required data in the correct format, per current TSA specifications. Previously the operation omitted the data for the employee with the highest social security number who should have been reported. You may re-run this operation for prior payrolls and re-submit it to TSA Consulting,

2. System "bug" corrected: In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Reports > Employee W-2 Forms: 8.5 x 11 Laser* and *Employee W-2 Forms: Archive Copy* have been revised. Previously, the system only created one W-2 form per employee, even if they had state wage or tax information for multiple states. The system has been revised to create a W-2 form for each state that the employee had reportable wages and/or taxes withheld for. Please note, currently the MiCase Payroll System handles state taxes for: Indiana, Michigan and Wisconsin.

3. System "bug" corrected: In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation > Create W-2 records diskette* has been revised to correct these problems:

   a) Previously, employees with Roth 401k or Roth 403b deductions did not have the items included correctly in file totals. This has been corrected and files created should now successfully pass testing using the Accuwage system.

   b) Previously, the system only created one record per employee with state tax information. The system has been revised to create a state tax record for each state that the employee had reportable wages and/or taxes withheld for. Please note, currently the MiCase Payroll System handles state taxes for: Indiana, Michigan and Wisconsin.

MiCase Human Resources System
Application Release Notes

Application Release Date: 23-Feb-2009

As always, please feel free to contact our Information Systems Support Help Line with your questions or concerns.

There are currently two numbers to call for support:
- The Kalamazoo RESA location: 269 488-6201
- The Van Buren ISD location: 269 539-5177

Also, you may email your questions or concerns to: helpdesk@kresanet.org

Thank you.

MiCase Human Resources System
Application Release Notes

Application Release Date: 20-Jan-2009

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 20-Jan-2009.

Please Note: For further information regarding the following items, please refer to the *Application Release Notes* for *21-Jan-2008* and the *Payroll End of Calendar Year Procedures,* both of which may be found on the MiCase web site (www.mi-case.org), in the Support area, under the Human Resources/Payroll section.

Important Note: If your district is participating in the consortium reporting program regarding 403b and other deferred compensation plans with the TSA Consulting Group, you **must** do the operations below – even if you have already done them prior to this release - to create correct export files **before** doing the operation *Increment Active Calendar Year,* as part of the *Payroll End of Calendar Year Procedures*.

1. System "bug" corrected: In the *Payroll Module Administration* module, on the *Payroll Module Control Screen,* the following three *Operations* have been revised to produce the export files in the correct format, per current TSA specifications.

    - *Create EPARS Payroll Export File – Version 1.2*
    - *Create TSA Consulting Demographic Data export file* (in the new *Month-End Procedures* section)
    - *Create TSA Consulting Historical Data export file* (in the *Miscellaneous Procedures* section)

    To submit the above files to TSA contact Beth Bish at bbish@tsacg.com**.** Your district will be given a Username and Password with which to access their FTP site. From there, you will upload the files as required. Each Member District will receive full training when their initial data file is received for testing.

    TSA requires the deferred compensation deductions included in the EPARS file to indicate whether the 403b deduction is employee paid or **employer paid**.

    For now, we will do this using the Organization Code in the MiCase HR/Payroll System. If the employee's deduction is for an **employer paid** 403b, the Financial Organization associated with the deduction must have "ER" in the *Carrier/Route* field on the *Financial Organizations Screen*. Therefore, if you have both employee paid and employer paid deductions to the same vendor, you will have to add a new Financial Organization code for the **employer paid** 403b deductions and make sure that code is entered on the *Employee Elective Deductions Screen* for all **employer paid** 403b deductions. For example, if some 403b deductions with the vendor VALIC are **employer paid,** you will have to create another Financial Organization code for VALIC and put "ER" in the *Carrier/Route* field on the *Financial Organizations Screen*. Then, the system will create EPARS export files with "ER: VALIC" as the vendor name.

Also, if you have already processed 2009 payrolls that include **employer paid** deductions, please contact the Information Systems Support Help Line for assistance to make sure the items are reported correctly in the EPARS export file.

In the future, we expect to revise MiCase HR/Payroll System Earnings, Benefits and Deduction codes to enable more effective tracking of deferred compensation and other special items for reporting to the Office of Retirement Services, the Michigan Department of Treasury, the Michigan Employment Security Commission, the Internal Revenue Service, the Social Security Administration and other government agencies. TSA Consulting may also revise their reporting requirements as the consortium project moves forward.

2. The system has been revised to calculate Medicare, Social Security, Federal, and Michigan withholding taxes according to the rules for 2009. For 2009, the Social Security deduction is withheld on social security wages up to $106,800.00. Michigan withholding tax rates are unchanged for 2009 – at 4.35%, while the annual personal exemption allowance increased to $3,600.00.

3. The system has been revised to produce W-2 forms in the format required for 2008 tax year reporting. Also, the file of W-2 records to be submitted electronically to the Social Security Administration and via diskette to the Michigan Department of Treasury has been revised to 2008 reporting requirements. When you are ready to produce W-2 forms, please follow the instructions found in the *Payroll End of Calendar Year Procedures.* Please be sure to use the version of these instructions with the revision date 27-Dec-2006. Before submitting the forms to be printed at KRESA, verify that the correct *Federal Tax ID* and *Michigan Tax ID* fields appear on the *Payroll Module Control Screen.*

   Also, please note the following filing reminders included in the *Specifications for Filing Forms W2 Electronically*: the PIN assigned to the employee who is attesting to the accuracy of the W-2 data, the submitter's telephone number and E-mail address must be included in the file. These fields are the *S.S.A. PIN*, *Phone Number* and *Email Address* and should be verified as correct in the *Payroll Module Administration* module, on the *Payroll Module Control Screen* before submitting W-2 records electronically.

   And finally, in the *Payroll Module Administration* module, on the *Payroll Module Control Screen,* all of the reports in the *Calendar Year-End Reports* section include a Human Resources System Error Message as well as a record in the

Operations/Error Log report if the employee has more than four items that are to appear in their W-2 form in Box 12. The message is “W-2 Form for employee :nnn-nn-nnnn: requires special attention. Please review Operations/Error Log report”. The *Operation* > *Create W-2 records diskette* has also been revised to include this message for this case.

4. Please note that on the printed W-2 form, the following three figures were first included in 2007 to the contents of *Box 12*:
   a) If the employee received Nontaxable sick pay, the amount will appear in Box 12 with the code “J”. The amount appearing in this box is the amount entered on the employee’s *Employee Tax Control Screen* in the *Payroll Employee Records* module.
   b) If the employee had any Roth 401(k) deductions taken from their pay, the amount will appear in Box 12 with the code “AA”. The amount appearing in this box is the total amount of the employee’s Roth 401k deductions, as appearing on the *Employee Elective Deductions* screen in the *Payroll Employee Records* module. These are deductions with the deduction *Code* = “RTH1K”.
   c) If the employee had any Roth 403(b) deductions taken from their pay, the amount will appear in Box 12 with the code “BB”. The amount appearing in this box is the total amount of the employee’s Roth 403(b) deductions, as appearing on the *Employee Elective Deductions* screen in the *Payroll Employee Records* module. These are deductions with the deduction *Code* = “RTH3B”.

   Also note that *Box 12* is actually four boxes: *Box 12a*, *12b*, *12c* and *12d.* Each box may contain any of the above items – as well as items previously included in our W-2 forms:
   Code C = cost of group term insurance over $50,000.00;
   Code D = elective deferrals to a section 401(k) arrangement;
   Code E = elective deferrals under a section 403(b) agreement;
   Code G = elective deferrals to a section 457(b) plan;
   Code W = Employer contributions to an employee HSA account

5. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation* > *Run a Payroll* has been revised slightly. In the past, after the pre-payroll backup step completed, the system asked you to verify that the backup operation was successful and displayed obsolete messages regarding the old backup system, that were to be noticed as proof of success. Now, the system explains the name of the backup file and asks you to verify that it has been created successfully, before running the payroll. This is done in order to ensure that valuable data is never lost and that if necessary, a payroll can be re-run with only reasonable effort.

MiCase Human Resources System
Application Release Notes

Application Release Date: 20-Jan-2009

6. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation > Increment Active Calendar Year* has been revised. The obsolete backup procedure has been replaced with the current DynaZip backup system. Also, the backup file created will now be named HR_PRE_INCR_CAL_YEAR.zip, instead of the old generic name HRBACK.ARJ.

As always, please feel free to contact our Information Systems Support Help Line with your questions or concerns.

There are currently two numbers to call for support:
- The Kalamazoo RESA location: 269 488-6201
- The Van Buren ISD location: 269 539-5177

Also, you may email your questions or concerns to: helpdesk@kresanet.org

Thank you.

MiCase (Michigan Consortium of Administrative Software for Education)
Human Resources System
Application Release Notes

Application Release Date: 23-Dec-2008.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 23-Dec-2008.

1. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen,* three new *Operations* have been added:

   - *Create EPARS Payroll Export File – Version 1.2*
   - *Create TSA Consulting Demographic Data export file* (in the new *Month-End Procedures* section)
   - *Create TSA Consulting Historical Data export file* (in the *Miscellaneous Procedures* section)

   Each operation is used to extract selected data from your HR/Payroll System and create a file to be uploaded to the TSA Consulting Group, related to deducting 403b and other deferred compensation items from employee's pay and forwarding the money to the vendors providing the deferred compensation plans. Each operation is described in detail below.

   - ***Create EPARS Payroll Export File – Version 1.2***

   The operation is used to create a file to upload to TSA Consulting, containing records for all employees who had 403b and/or 457b deductions taken from the selected payroll run. This file must be created and submitted after every payroll run.

   When you select the operation, the system will respond with a screen called *Choose Schedule*, asking you to "*Enter Payroll Schedule to export.*" Enter the system code for the payroll schedule you wish to export - normally you would enter "<u>BIWK </u>", for biweekly and select <u>OK</u>.

   Then, the system will respond with a screen called *Choose Pay Date*, asking you to "*Enter Payroll Date to export.*" Enter the appropriate payroll date to report to TSA. The date must be entered in the form *mm/dd/year*.

   Next, the system will display a *K/RESA System Message* asking "*Do you wish to create the EPARS file for Payroll Date: nn/mm/year?*" Respond <u>Yes</u> to continue.

   Then, the system will respond with a screen called *Classify 403b and 457b Codes.* On the right side of this screen, the system will list every deduction code found in your employee register records. For each deduction code to be reported to TSA, you must click on the left side of the screen and select the proper type of deduction. If the deduction code is for a 403b type deduction, enter <u>403B</u> on the left side; if the deduction code is for a 457b type deduction, enter 457B on the left side. Eventually, other types of deductions may be included in the payroll export file to TSA; however, for now only 403b and 457b deductions will be reported.

After indicating all deduction codes that correspond to deduction types to be included in the export file, select OK. The system will display a

K/RESA System Message
Are these code choices correct?
403B: 403B |
457B :
MISC:

This screen displays all deduction codes selected as 403b deductions, all codes selected as 457b deductions, and all codes to be reported as "miscellaneous" deductions. Note: for now, only report 403b and 457b deductions. If you agree, select Yes and the system will proceed with creation of the export file, displaying progress messages as shown below:

Creating ePARS Payroll File

Conversion district :nnnnn:
1) *Opening tables and indexing*
- *pafinorg*
- *peemmast*
- *paemregh*
- *paemregl*
2) *Processing Records*
3) *Creating Export Files*

Finally, the system will display a screen called *Save As,* asking you where you want to store the file created. We recommend keeping all files in a folder called "TSA files" on your MiCase network drive.

The *Save Export* name will be created as "eparspr1_nnnnn.txt" where nnnnn is your district number.

The *Save as type:* will default to .txt, as specified by TSA.

When you select Save, they system will display a screen called *epraspr1_nnnnn.txt* (where nnnnn is your district number) with the file contents. Press the Esc key or click on the X in the upper right to close the screen.

The file may then be uploaded to TSA, per instructions from them.

- ***Create TSA Consulting Demographic Data export file***

The operation is used to create a file to upload to TSA Consulting, containing records for all employees who have had payroll activity in the current calendar year. This file must be created and submitted every month.

When you select the operation, the system will respond with a screen called *K/RESA System Message*, asking you to "*Do you wish to create the Demographic Data export file?*" Respond Yes to continue.

The system will proceed with creation of the export file, displaying progress messages as shown below:

Creating Demographic Data export file
1) *Opening Files*
2) *Processing Records*
3) *Creating Export Files*

Finally, the system will display a screen called *Save As*, asking you where you want to store the file created. We recommend keeping all files in a folder called "TSA files" on your MiCase network drive.

The *Save Export* name will be created as "demo403b_nnnnn.csv" where nnnnn is your district number.

The *Save as type:* will default to .csv, as specified by TSA.

When you select Save, they system will display a screen called *demo403b_nnnnn.csv*, with the file contents. Press the Esc key or click on the X in the upper right to close the screen.

The file may then be uploaded to TSA, per instructions from them.

Create TSA Consulting Historical Data export file

The operation is used to create a file to upload to TSA Consulting, containing records for all employees who had 403b, 457b, 401k or 401a deductions taken in the last twenty years. This file must be created and submitted once, to enable TSA to prepare to accept payroll deductions for 403b and other deferred compensation deductions.

When you select the operation, the system will respond with the message "*Please wait while we populate the code table. This may take several minutes*"

Then, the system will display a screen and ask you to *Classify: 403b and other Codes to report.* On the right side of this screen, the system will list every deduction code found in your employee register records. For each deduction code to be reported to TSA, you must click on the left side of the screen and select the proper type of deduction (403b, 457, 401k, or 401a) corresponding to the MiCase deduction code on the right side.

After indicating all deduction codes that correspond to deduction types to be included in the export file, select <u>OK.</u> The system will display a

K/RESA System Message
Are these code choices correct?
403B: 403B |
457 :
401K:
401A:

This screen displays all deduction codes selected as 403b deductions, all codes selected as 457b deductions, etc. If you agree, select <u>Yes</u>. The system will proceed with creation of the export file, displaying progress messages as shown below:

Processing historical 403B for district :nnnnn:
1) *Identifying codes*
2) *Opening tables and indexing*
   Etc.
3) *Merging header records*
4) *Merging line item records*
5) *Creating 403B File – One Year Per Record*
6) *Creating 403B File – Creating single record*

Finally, the system will display a screen called *Save As*, asking you where you want to store the file created. We recommend keeping all files in a folder called “TSA files” on your MiCase network drive.

The *Save Export* name will be created as “hist403b_nnnnn.csv” where nnnnn is your district number.

Application Release Date: 23-Dec-2008.

The *Save as type:* will default to .csv, as specified by TSA.

When you select Save, they system will display a screen called *hist403b_nnnnn.csv*, with the file contents. Press the Esc key or click on the X in the upper right to close the screen.

The file may then be uploaded to TSA, per instructions from them.

As always, please feel free to contact our Information Systems Support Help Line with your questions or concerns.

There are currently two numbers to call for support:
- The Kalamazoo RESA location: 269 488-6201
- The Van Buren ISD location: 269 539-5177

Also, you may email your questions or concerns to: helpdesk@kresanet.org

Thank you.

MiCase (Michigan Consortium of Administrative Software for Education)
Human Resources System
Application Release Notes

Application Release Date: 24-Nov-2008.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 24-Nov-2008.

The following items refer to system "bugs" that have been corrected in this version:

1. System "bug" corrected: In the *Personnel* module, on the *Payroll Contracts/Salaries Preparation Screen*, the *Operation ->Update REP Annual and/or Hourly Rates from Rates on this screen* has been returned to the system. It was included in previous "non-DBC" versions but omitted by mistake from the "DBC" versions until now.

   This operation will update the employee's annual and/or hourly salaries on the *Assignment Data* page of the *Registry of Educational Personnel Screen* found in the *Personnel Module*. It will use the rate for the lowest step found on the *Salary Schedule Definition Screen*, for the *Pay Scale* shown on the employee's screen. This complies with instructions for Field 28: Full-Time Base Annual Salary, found in the *Registry of Educational Personnel Data Field Descriptions* document for Fall 2008.

2. System "bug" corrected: In the *Payroll Module Administration* module, the *Benefit and Deduction Master Rate Records Screen* has been fixed so that it no longer displays error messages and is able to successfully add new rate records and update existing rate records.

As always, please feel free to contact our Information Systems Support Help Line with your questions or concerns.

There are currently two numbers to call for support:
- The Kalamazoo RESA location: 269 488-6201
- The Van Buren ISD location: 269 539-5177

Also, you may email your questions or concerns to: helpdesk@kresanet.org

Thank you.

MiCase (Michigan Consortium of Administrative Software for Education)
Human Resources System
Application Release Notes

Application Release Date: 31-Oct-2008.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 31-Oct-2008.

<u>The following items refer to system "bugs" that have been corrected in this version:</u>

1. System "bug" corrected: In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation ->Run a Payroll* has been revised. When a payroll is run, the system creates batches in the *Accounts Payable* module of the Financial Accounting System. A batch is created for the distribution of gross pay and one for each benefit. If desired, batches can be created for deductions taken from employees' gross pay as well. Previously, when a payroll was run, the system would attempt to find the highest existing batch number over 799 and then begin creating batches for the payroll with the next highest number. The goal was to have all A/P batches for a given payroll be together – with consecutive batch numbers. This has caused many problems over time, when the systems run out of available batch numbers and batches result with the batch number "***".

   The system has been revised to use the following logic: If the payroll system finds available batch numbers beginning with 800, it will use them as they are found. If the system cannot find enough batch numbers between 800 and 999, it will attempt to find batches in the range 1 – 799. Finally, if the system cannot find enough available batches for the payroll being run, it will notify the user with an error message that there are not sufficient unused batch numbers available and that the payroll will have to be re-run, after making sufficient batch numbers available.

   This means that not all A/P batches for a given payroll run may be together – with successive batch numbers. However, it is the best approach we can use to minimize problems with the payroll system creating invalid A/P batches.

2. System "Bugs" Corrected: In the *Payroll Module Administration* module, on the *Payroll Module Control Screen,*
   a) The *Operation -> Change employee Social Security Number* has been revised. It used to result in system error messages, even though the social security number was changed correctly. The error messages have been removed.
   b) The *Operation > Restore database files from Before/After-payroll backup* has been revised. Previously, after using this operation to restore HR system data from a backup file, the system would display the Human Resources System Message "No updates are currently allowed to Human Resources data. Please try again later." Then, you would have to contact

MiCase Support to have the system reset to allow updates. Now, after a restore, the system should allow you to update data without problems.

3. System "Bug" Corrected: In the *Payroll Employee Records* module, on the *Employee Master Setup Screen*, when entering a new employee for the first time, the system would appear to lose all information added before the message "Payroll master records added for the employee." was displayed. If you went to a different screen and returned, the data entered for the new employee would be on the screen, but it was confusing to work with. The bug has been removed and the data entered for new employees remains on the screen after selecting *Save* and receiving the above message.

4. System "Bugs" Corrected: In the *Employee Absence Records* module, on the *Current Absence and Substitute Use Screen,*
   a) The *Reports > Payroll Input Report* has been fixed so that it no longer causes error messages and correctly reports absence and substitute data.
   b) The *Operation > Transfer Substitute Payroll Details to One-Time Postings Screen* has been fixed so that it no longer causes error messages and correctly transfers substitute payroll data.

5. Related to the above, in the *Payroll Employee Records* module, on the *Employee One-Time Postings Screen*, the system has been revised to allow you to update records transferred from the *Current Absence and Substitute Use Screen* (records with a "99" in the # field).

<u>The following items refer to miscellaneous changes that have been made in this version:</u>

6. In the *Personnel* module, on the *Primary Employee Screen*, the field *Third Party Employee?* was added in a previous release. For the present, this field will accept any character that you enter in the field. The purpose is to allow you to indicate that the employee personnel records will be present in the HR/Payroll System, however the employee is actually paid by a third party (e.g. a staffing agency). If you enter anything in this field, the employee will not appear:
   - In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, on the *Reports > Michigan New Hire Report*.
   - In the *Payroll Module Administration* module, on the *ORS MPSERS Pay Period Report Records Screen* in the *Reports > ORS MPSERS DTL1 Member Demographics Pay Period* report.

MiCase (Michigan Consortium of Administrative Software for Education)
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Application Release Date: 31-Oct-2008.

<u>The following items refer to the *Registry of Educational Personnel Screen* found in the *Personnel Module*.</u>

7. On the *Demographic* page, the P.I.C. field has been revised to allow you to enter Personnel Identification Codes. For further instructions, refer to the REP Data Field Descriptions document available on the CEPI site.

8. On the *Assignment Data* page, the valid choices for the *Position* field have been revised per the current choices defined by CEPI. Beginning with the Fall 2008 submission, the *Position* codes include many choices for Bilingual Program Teacher Assignments. Instead of including all possible codes in the field drop down list, we have added a new operation. The *Operation > Create New Bilingual Teacher Assignments* allows you to add the codes needed for your district, the same way the *Operation > Create New Assignments to Administration* allows you add the needed codes for administrators. Select *Operations > Create New Bilingual Teacher Assignments*. Then, choose a *Bilingual Program Area Code* and a *General Education Code* for the assignments in your district. Select *Enter New* to add the combination to the codes appearing in *Position*.

9. On the *Assignment Data* page, the valid choices for the *Grade Setting* field have been revised per the current choices defined by CEPI. They include three new choices for *Educational Setting*.

10. On the *Professional Development* page, the new category Instructional Technology has been added, per the current choices defined by CEPI. The system will automatically calculate total professional development hours for each employee, if you use the *Current Absence and Substitute Use Screen* to enter professional development hours as absence records. Note that to use this new category properly, in the *Employee Absence Records* module, on the *Absence Reasons Codes Screen*, you must enter a new code: “IT” (for Instructional Technology). Then, if you use the *Current Absence and Substitute Use Screen* to enter professional development hours as absence records, you must use the code “IT” for the *Reason Code* for records with *Leave Code* of “PD” (Professional Development) Also, note that professional development *Leave Used* must be entered in hours – not in days.

As always, please feel free to contact our Information Systems Support Help Line with your questions or concerns.

There are currently two numbers to call for support:

Application Release Date: 31-Oct-2008.

- The Kalamazoo RESA location: 269 488-6201
- The Van Buren ISD location: 269 539-5177

Also, you may email your questions or concerns to: helpdesk@kresanet.org

Thank you.

MiCase (Michigan Consortium of Administrative Software for Education)
Human Resources System
Application Release Notes

Application Release Date: 18-Sep-2008.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 18-Sep-2008.

IMPORTANT NOTE: You **must install** the 18-Sep-2008 release **after** you run **your last payroll of September** and **before** you run **your first payroll of October**. If you run the first payroll of October without first installing the new release, the MPSERS benefit will be calculated at the wrong rate.

Also, note that you must prepare and submit your Pay Period Report to the Office of Retirement Services (MPSERS) for your last payroll of September (the *Operation, Update ORS Pay Period Report records* found in the *Payroll Module Administration* Module, on the *ORS MPSERS Pay Period Report Records Screen*), **before** you install the 18-Sep-2008 release.

1. After you install the 18-Sep-2008 release, the MPSRS Benefit will be computed at 16.54% of covered wages, for wages paid on or after 01-Oct-2008.

   The system has been revised to consider the payroll date whenever it calculates the MPSRS benefit (the employer's contribution to the retirement system). This is a change (and hopefully, an improvement) over the previous approach when the system always used the contribution rate of the current ORS Fiscal Year.

   Therefore, any register screens prepared after you install the release will calculate the MPSRS benefit based on the *Payroll Date* entered on the *Payroll Employee Register Record Preparation Screen*. This means that if you add register screens for activity prior to October 1, 2008, the system will attempt to calculate the correct MPSRS benefit amount for that ORS Fiscal Year. You should verify the correct rate, particularly for periods prior to October 1, 2006.

2. In the *Payroll Employee Records* module, on the *Employee Master Setup Screen*, the *Retirement Plan* field has revised to include a new choice:

   P = MIP-Plus (enroll after 6/30/2008)

   This choice should be used for employees who are members of MPSERS and first work July 1, 2008 or later. For employees with this code, their MIP deduction on reportable wages above $15,000 for the fiscal year will be calculated at 6.4% instead of the 4.3% for other employees.

   If you have entered employees in this category since July 1, they should have been entered with the code of A = Graded M.I.P. (auto enroll). To find out which employees need to have their code changed to P = MIP-Plus (enroll after 6/30/2008), in the *Personnel* module, on the *Registry of Educational Personnel*

Screen, review the report *REP records by Hire Date with Employment Status*. This report will display the most recently hired employees at the top of the page.

3. The *Administrative -> Process Central Reports* menu selection has been revised. Previously, the system would display a screen titled “K/RESA System Message” and ask you “Shall I mail it?” Now, the system will ask “Shall I FTP it?” If you reply Yes, the system will display a screen titled “FTP Options”. In the field *E-mail address to send reply to:,* enter your email address. In the field *FTP Server Address:,* enter kresanet.org.

4. In the *Personnel* module, on the *Payroll Contracts/Salaries Preparation Screen*, in the *Operations* menu choice, there were three operations at the top of the drop-down list that have been replaced by three newer operations.

   The operation *Custom Yearly Update of Teacher Step & Longevity Amount* has been replaced with *Increment Scale Step and Longevity Year.*

   The operation *Compute Personnel Module Teacher Salaries* has been replaced with *Update Pay Rates from Personnel Salary Schedule Definition Screen.*

   The operation *Transfer Personnel Module Teacher Salaries to Payroll Module* has been replaced with *Transfer Total Salary to Payroll Primary Contract / Salaries Screen.*

5. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Report -> Payroll Register Report in Employee Check Format* has been removed. Due to technical reasons, this report is no longer available.

6. System “Bug” Corrected: In the *Payroll Module Administration* module, on the *ORS MPSERS Pay Period Report Records Screen*, the *Operation -> Create ORS Pay Period Report* has been revised to correctly report Detail 1 Demographic records to the ORS. Previously, some Detail 1 records would be incorrectly formatted causing users to have to manually correct them on the ORS web site.

7. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation -> Run a Payroll* has been revised:
   a. System “Bug” Corrected: in several areas to eliminate error messages regarding “DBC Trigger Errors.”
   b. The backup file created before running the payroll now displays a screen titled *MI-CASE Backup System*. The procedure will create a file named *BmmddyyI.**zip*** (mm = month of payroll, dd = day of payroll and yy = year of payroll) instead of the file *BmmddyyI.**arj*** previously created.

c. The system no longer displays the message *Datasession set in run 2* in the upper right of the screen and waits for you to press a key before proceeding with payroll calculations.
d. The backup file created after running the payroll now displays a screen titled *MI-CASE Backup System*. The procedure will create a file named *BmmddyyF.**zip*** (mm = month of payroll, dd = day of payroll and yy = year of payroll) instead of the file *BmmddyyF.**arj*** previously created.
e. The *Operations/Error Log* report will no longer include messages such as "*Before DO _900_create_fa_distribution_batches"* when you run a payroll. Messages such as those were originally added to help monitor performance and have been removed from the general release.

8. System "Bug" Corrected: In the *Payroll Employee Records* module, on the *Employee Gross Pay Rates Screen*, the *ASN* field has been revised to accept character entries as well as numeric, to be consistent with current ASN rules.

9. System "Bug" Corrected: In the *Payroll Employee Records* module, on the *Employee Benefits Screen*, the system has been revised to allow you to enter new benefit records without having to position the cursor in the *Code* field before proceeding.

10. System "Bug" Corrected: In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation -> Move register records to historical records file* has been revised to eliminate the error message regarding "DBC Trigger Errors."

11. System "Bug" Corrected: In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *After-Payroll Results Reports* for the *Payroll Checks – (Employee)* and the *Payroll Direct Deposit Mailer Forms* have been revised to correctly display employees who have multiple benefit records with the same benefit code and different organization codes.

12. System "Bug" Corrected: In the *Personnel* module, on the *Registry of Educational Personnel Screen*, on the *Assignment Data* tab, in the *Operations* menu choice, the *Create New Assignments to Administration* operation has been fixed. In the past, the system indicated that new assignments had been created, but the codes did not appear in the dropdown for the *Position* field. This now works correctly, <u>however;</u> new assignment codes may not appear until after you go to another screen and then return to the *Registry of Educational Personnel Screen*.

As always, please feel free to contact our Information Systems Support Help Line with

MiCase (Michigan Consortium of Administrative Software for Education)
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Application Release Notes

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your questions or concerns.

There are currently two numbers to call for support:
- The Kalamazoo RESA location: 269 488-6201
- The Van Buren ISD location: 269 539-5177

Also, you may email your questions or concerns to: helpdesk@kresanet.org

Thank you.

MiCase (Michigan Consortium of Administrative Software for Education)
Human Resources System
Application Release Notes

Application Release Date: 21-Jan-2008.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 21-Jan-2008.

1. The system has been revised to calculate Medicare, Social Security, Federal, and Michigan withholding taxes according to the rules for 2008. For 2008, the Social Security deduction is withheld on social security wages up to $102,000.00. Michigan withholding tax rates are unchanged for 2008 – at 4.35%, while the annual personal exemption allowance increased to $3,500.00.

2. In the *Payroll Employee Records* module, on the *Employee Tax Control Screen*, a new field has been added: *Nontaxable sick pay* allows you to enter an amount that will be included on the employee's W-2 form in Box 12 with the code "J". This amount is not included in the file of W-2 records reported electronically to the Social Security Administration.

3. Please note that if your district allows employees to contribute to their HSA accounts - *through a cafeteria plan* - via *pre-tax* deductions from their pay, the deductions must be entered with the deduction Code = "HSA ". <u>If you have any questions about this item, please contact our Information Systems Support Help Line before processing your W-2 forms.</u> This amount is not included in either the printed or electronic W-2 form records; however it is included in the *Employer's W-2 Proof Report – Supplemental Data* report, for your reference. If your district allows employees to contribute to their HSA accounts via normal *after-tax* deductions from their pay, the deductions must be entered with the deduction Code = "HSAAT " (HSA *A*fter *T*ax deduction).

4. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Employer's W-2 Proof Report – Supplemental Data* report has been revised to include the following new items:
   a) *HSA Contrib. Employee* = the employee's contribution to their HSA account via *pre-tax* deductions coded "HSA " on their *Employee Elective Deductions Screen*.
   b) *Roth Contrib. – 401k* and *403b* = the employee's contributions to their Roth 401k and 403b accounts, via deductions coded "RTH1K" and "RTH3B" respectively on their *Employee Elective Deductions Screen*.
   c) *Nontaxable sick pay* = amount of nontaxable sick pay the employee received, as entered on their *Employee Tax Control Screen*.
   d) *Local Tax Base/Amount* = the wage base and deduction amounts of any local taxes deducted from the employee's pay via specially defined deductions on the *Employee Elective Deductions Screen*.

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This report should always be run during the W-2 preparation procedures. If you do not receive any results, this indicates that no employees in your district include any of the items contained on the report.

5. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, all of the reports in the *Calendar Year-End Reports* section have been revised to include a Human Resources System Error Message as well as a record in the *Operations/Error Log* report if the employee has more than four items that are to appear in their W-2 form in Box 12. The message is "W-2 Form for employee :nnn-nn-nnnn: requires special attention. Please review Operations/Error Log report". The *Operation* > *Create W-2 records diskette* has also been revised to include this message for this case.

   If this case occurs for any of your employees, you may have to issue an additional W-2 form to include the items not included in the W-2 printed by the standard system reports. A new report has been added to the system, the *Employee W-2 Form: 2007 - Blank Copy* will produce a single W-2 form on which you can type the Box 12 data not included on the W-2 Form printed for the employee by the normal *Employee W-2 Forms: 8.5 x 11 Laser* report. This supplemental W-2 form is for the employee's reference. The file produced by the *Operation* > *Create W-2 records diskette* to be submitted electronically to the Social Security Administration and the Michigan Department of Treasury contains all necessary Box 12 data, without any special attention required by you.

6. The system has been revised to produce W-2 forms in the format required for 2007 tax year reporting. Also, the file of W-2 records to be submitted electronically to the Social Security Administration and via diskette to the Michigan Department of Treasury has been revised to 2007 reporting requirements. When you are ready to produce W-2 forms, please follow the instructions found in *Payroll End of Calendar Year Procedures.* This document is on the KTS Online Support web page (www.support.kresanet.org). Select APPLICATION SUPPORT and then under the *Human Resources* area, select User's Guide. Please be sure to use the version of these instructions with the revision date 27-Dec-2006. Before submitting the forms to be printed at KRESA, verify that the correct *Federal Tax ID* and *Michigan Tax ID* fields appear on the *Payroll Module Control Screen.*

   Also, please note the following filing reminders included in the *Specifications for Filing Forms W2 Electronically*: the PIN assigned to the employee who is attesting to the accuracy of the W-2 data, the submitter's telephone number and E-mail address must be included in the file. These fields are the *S.S.A. PIN*, *Phone Number* and *Email Address* and should be verified as correct in the *Payroll Module Administration* module, on the *Payroll Module Control Screen* before submitting W-2 records electronically.

7. Please note that on the printed W-2 form, we added three additional figures to the contents of *Box 12*:
   a) If the employee received Nontaxable sick pay, the amount will appear in Box 12 with the code "J". The amount appearing in this box is the amount entered on the employee's *Employee Tax Control Screen* in the *Payroll Employee Records* module.
   b) If the employee had any Roth 401(k) deductions taken from their pay, the amount will appear in Box 12 with the code "AA". The amount appearing in this box is the total amount of the employee's Roth 401k deductions, as appearing on the *Employee Elective Deductions* screen in the *Payroll Employee Records* module. These are deductions with the deduction *Code* = "RTH1K".
   c) If the employee had any Roth 403(b) deductions taken from their pay, the amount will appear in Box 12 with the code "BB". The amount appearing in this box is the total amount of the employee's Roth 403(b) deductions, as appearing on the *Employee Elective Deductions* screen in the *Payroll Employee Records* module. These are deductions with the deduction *Code* = "RTH3B".

   Also note that *Box 12* is actually four boxes: *Box 12a, 12b, 12c* and *12d.* Each box may contain any of the above items – as well as items previously included in our W-2 forms:

   Code C = cost of group term insurance over $50,000.00;
   Code D = elective deferrals to a section 401(k) arrangement;
   Code E = elective deferrals under a section 403(b) agreement;
   Code G = elective deferrals to a section 457(b) plan;
   Code W = Employer contributions to an employee HSA account

As always, please feel free to email our Information Systems Support Help Line at helpdesk@kresanet.org or call 488-6201 with any questions or concerns.

Thank you.

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KTS (Kalamazoo RESA Technology Services) Human Resources System
Application Release Notes

Application Release Date: 30-Oct-2007.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 30-Oct-2007.

The following items refer to the *Registry of Educational Personnel Screen* found in the *Personnel Module*.

1. On the *Assignment Data* page, the valid choices for the *Funded Position Status* field have been revised per the current choices defined by CEPI.

2. On the *Assignment Data* page, the valid choices for the *Position* field have been revised per the current choices defined by CEPI.

3. On the *Assignment Data* page, the valid choices for the *Grade Setting* field have been revised per the current choices defined by CEPI.

4. On the *Credential Data* page, the valid choices for the *Credential Type* field have been revised per the current choices defined by CEPI.

5. On the *Credential Data* page, the valid choices for the *Michigan Sponsoring Institution* field have been revised per the current choices defined by CEPI.

As always, please feel free to email our Information Systems Support Help Line at helpdesk@kresanet.org or call (269) 488-6201 with any questions or concerns.

Thank you.

KTS (Kalamazoo RESA Technology Services) Human Resources System
Application Release Notes

Application Release Date: 05-Oct-2007.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 05-Oct-2007.

1. After you install the 05-Oct-2007 release, the Michigan Income Tax withholding deduction will be computed at 4.35% of covered wages, as the Michigan Department of Treasury Withholding Guide specifies for wages paid on or after 01-Oct-2007.

As always, please feel free to contact our support line by calling 269 488-6201, or email helpdesk@kresanet.org, with any further questions or concerns.

Thank you.

KTS (Kalamazoo RESA Technology Services) Human Resources System
Application Release Notes

Application Release Date: 25-Sep-2007.

IMPORTANT NOTE: You **must install** the 25-Sep-2007 release **after** you run **your last payroll of September** and **before** you run **your first payroll of October**. If you run the first payroll of October without first installing the new release, the MPSERS benefit will be calculated at the wrong rate.

Also, note that you must prepare and submit your Pay Period Report to the Office of Retirement Services (MPSERS) for your last payroll of September (the *Operation, Update ORS Pay Period Report records* found in the *Payroll Module Administration* Module, on the *ORS MPSERS Pay Period Report Records Screen*), **before** you install the 25-Sep-2007 release.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 25-Sep-2007.

1. After you install the 25-Sep-2007 release, the MPSRS Benefit will be computed at 16.72% of covered wages, for wages paid on or after 01-Oct-2007.

   The system has been revised to consider the payroll date whenever it calculates the MPSRS benefit (the employer's contribution to the retirement system). This is a change (and hopefully, an improvement) over the previous approach when the system always used the contribution rate of the current ORS Fiscal Year.

   Therefore, any register screens prepared after you install the release will calculate the MPSRS benefit based on the *Payroll Date* entered on the *Payroll Employee Register Record Preparation Screen*. This means that if you add register screens for activity prior to October 1, 2007, the system will attempt to calculate the correct MPSRS benefit amount for that ORS Fiscal Year. You should verify the correct rate, particularly for periods prior to October 1, 2006.

As always, please feel free to contact our support line by calling 269 488-6201, or email helpdesk@kresanet.org, with any further questions or concerns.

Thank you.

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KTS (Kalamazoo RESA Technology Services) Human Resources System
Application Release Notes

Application Release Date: 25-May-2007.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 25-May-2007.

1. Program "Bug" corrected: In the *Personnel* module, on the *Registry of Educational Personnel Screen*, the *Operation, Create Registry of Educational Personnel File*, has been revised. For records with assignment *Position* codes "00PAR" and "00SUB", the file will only contain the data fields required per current CEPI specifications.

2. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation, Copy ACH transaction file to selected file* will now create a file that does not contain the employee's social security number in the record sent to the financial institution receiving the money from the employee's payroll activity. Some financial institutions were including the social security number in the information displayed by their online banking systems.

As always, please feel free to email our Information Systems Support Help Line at helpdesk@kresanet.org or call (269) 488-6201 with any questions or concerns.

Thank you.

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KTS (Kalamazoo RESA Technology Services) Human Resources System
Application Release Notes

Application Release Date: 03-May-2007.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 03-May-2007.

1. Program "Bug" corrected: In the *Employee Absence Records* module, on the *Current Absence and Substitute Use Screen*, the *Find* menu choice was not working correctly. After the *Find* had been done, the system returned the absence records to date/employee order. Now, the system will keep the records sorted in the order selected from the *Find* screen, until another menu choice changes the order.

2. Also on the same screen, the *Operation, Transfer Substitute Payroll Details to One-time Postings Screen*, has been revised. In the past, the operation did not include the ORS *Wage Code* and *Class Code* fields when adding records to the *One-time Postings Screen*. The system now will include the two codes for the substitute employee, as found on their *Employee Master Setup Screen*, in the *Payroll Employee Records* module.

3. Also, in the same module, on the *Employee Leave Control Screen*, the system has been revised to enable you to update the screen for employees, before they have been added to the *Employee Master Setup Screen*, in the *Payroll Employee Records* module.

4. Throughout the screens of the *Payroll Employee Records* module, the *ASN* field has been revised to allow the entry of letters, as well as numbers, to be consistent with the current specifications of our Financial Accounting System.

The following items refer to the *Registry of Educational Personnel Screen* found in the *Personnel Module*.

5. On the *Assignment Data* page, the valid choices for the *Position* field have been revised per the current choices defined by CEPI. Please note that many of the codes you may have used successfully in the past will no longer be accepted as valid by CEPI for the End-of-Year 2007 report submission.

6. In the same module, the *Primary Employee Screen* has been revised to allow you to *Save* employee records with blank *Birthday* fields, in the case where the *Funded Position Status* is "1" on the REP screen above.

As always, please feel free to email our Information Systems Support Help Line at helpdesk@kresanet.org or call (269) 488-6201 with any questions or concerns.

Thank you.

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KTS (Kalamazoo RESA Technology Services) Human Resources System
Application Release Notes

Application Release Date: 02-Jan-2007.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 02-Jan-2007.

1. The system has been revised to calculate Medicare, Social Security, Federal, and Michigan withholding taxes according to the rules for 2007. For 2007, the Social Security deduction is withheld on social security wages up to $97,500.00. Michigan withholding tax rates are unchanged for 2007, while the annual personal exemption allowance increased to $ 3,400.00.

2. The system has been revised to produce W-2 forms in the format required for 2006 tax year reporting. Also, the file of W-2 records to be submitted electronically to the Social Security Administration and via diskette to the Michigan Department of Treasury has been revised to 2006 reporting requirements. When you are ready to produce W-2 forms, please follow the instructions found in *Payroll End of Calendar Year Procedures.* This document is on the KTS Online Support web page (www.support.kresanet.org). Select APPLICATION SUPPORT and then under the *Human Resources* area, select User's Guide. Please be sure to use the version of these instructions with the revision date 27-Dec-2006. Before submitting the forms to be printed at KRESA, verify that the correct *Federal Tax ID* and *Michigan Tax ID* fields appear on the *Payroll Module Control Screen.*

3. Please note that last year on the printed W-2 form, we added two additional figures to the contents of *Box 14 Other*: If the employee had DUES or UNWAY deductions during the year, the total calendar year deduction amount for those deduction codes will be included in Box 14 for the employee's reference. These amounts were added as a result of the suggestion that the person preparing the employee's tax returns may find them helpful

4. Bug corrected: In the *Payroll Employee Records Module*, on the *Employee Benefits Screen*, the system did not allow you to add new benefit records without having to move through the fields in a very particular – and annoying - order. The system now works correctly and enables you to add new records successfully (after selecting the *New* menu choice or using the F9 key).

As always, please feel free to email our Information Systems Support Help Line at helpdesk@kresanet.org or call 488-6201 with any questions or concerns.

Thank you.

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KTS (Kalamazoo RESA Technology Services) Human Resources System
Application Release Notes

Application Release Date: 31-Oct-2006.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 31-Oct-2006.

1. Program "Bug" corrected: In the *Personnel Module*, on the *Salary Schedule Definition Screen*, the *Report, Salary Schedule Table Report* did not use the *Organ.code* and/or *Table ID* entered to correctly filter the report to only those records. This has been fixed. Also, the *Operation, Create new salary table from current Salary table* did not correctly use the *Organization Code* and *Schedule Table ID* code(s) entered when creating a new salary schedule. This has also been fixed.

2. In the *Personnel* module, on the *Salary Schedule Definition Screen*, a new section, *Record Filters,* has been added. The two fields *Organ.* and *Sched .* allow you to enter an *Organization* code and/or a *Schedule ID* code. If you do, the screen will then only display salary schedule records matching the code(s) entered.

The following notes refer to the Register of Educational Personnel report, which is due to CEPI on 01-Dec-2006.

3. In the *Personnel* module, on the *Register of Educational Personnel Screen*, the *Operation, Create Registry of Educational Personnel file* has been revised to comply with the validation rules used by CEPI to ensure that data submitted complies with their *Fall 2006 Data Field Description* as found on the CEPI web site. On the *Assignment Data* page, if the *Position* code for the first assignment is "00PAR" or "00SUB", then the file created will contain spaces in the following fields: *Highest Educational Level, Type of Credential, Hours of Professional Development* and *Full-Time Base Annual Salary*. Note that, with the exception of *Highest Educational Level,* the system does not allow you to enter spaces in those fields; it simply includes them in the file created to upload to CEPI. Please review the document for further instructions.

4. Also on the *Register of Educational Personnel Screen,* two new reports have been added:

   a) *REP records with Employment Status other than 99.* This report will help you find records with employment status codes that indicate some action should be taken regarding REP reporting. If the employee has terminated, you only need to report them once to CEPI. After a submission as terminated, you may remove the check from the *Include in REP submission?* field and omit the record from future submissions. Also, if a record has been submitted with a code indicating a new teacher, you

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should eventually change the code to something else, depending on the circumstances of the employment.

b) *REP records by Hire Date with Employment Status.* This report will help you find records for recently hired employees, who may need to have their employment status code changed to reflect being a new teacher or other circumstances.

As always, please feel free to contact our support line by calling 269 488-6201, or email helpdesk@kresanet.org, with any further questions or concerns.

Thank you.

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KTS (Kalamazoo RESA Technology Service) Human Resources System
Application Release Notes

Application Release Date: 28-Sep-2006.

IMPORTANT NOTE: You **must install** the 28-Sep-2006 release **after** you run **your last payroll of September** and **before** you run **your first payroll of October**. If you run the first payroll of October without first installing the new release, the MPSERS benefit will be calculated at the wrong rate.

Also, note that you must prepare and submit your Pay Period Report to the Office of Retirement Services (MPSERS) for your last payroll of September (the *Operation, Update ORS Pay Period Report records* found in the *Payroll Module Administration* Module, on the *ORS MPSERS Pay Period Report Records Screen*), **before** you install the 21-Sep-2006 release.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 28-Sep-2006.

1. After you install the 28-Sep-2006 release, the MPSRS Benefit will be computed at 17.74% of covered wages.

   Note that any register screens prepared after you install the release will calculate the MPSRS benefit at 17.74% of covered wages. Therefore, if you add register screens for activity prior to October 1, 2006, you will have to manually calculate the correct MPSRS benefit amount.

The rest of these notes refer to the Register of Educational Personnel report, which is due to CEPI on 01-Dec-2006.

2. In the *Personnel* module, on the *Register of Educational Personnel Screen*, the valid choices for the following fields have been revised, per the *Fall 2006 Data Field Description* as found on the CEPI web site. Please review the document for further instructions:
   a) On the *Assignment Data* page, the *Position, Grade Setting* and *Accting. Code* fields. In particular, note that the *Grade Setting* field works differently than previous versions. The choice *Special education* has been expanded to include 4 choices – for different primary age ranges. These four choices are mutually exclusive: at most one of the four choices may be selected. Also, the choices result in codes 1,2,3 or 4 being included in the 16th column of the field. All other choices still result in either 0 or 1 being included in the REP data file.
   b) On the *Credential Data* page the *Michigan Spon. Inst.* field.

3. Field 28 *Full-Time Base Annual Salary* (formerly Annual Salary) has been redefined by CEPI to be the full-time base annual salary *for a first year full-time*

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employee at this educational level. In other words (if our current interpretation is correct) all teachers on the bachelor's pay scale will be reported to CEPI with the annual salary for a bachelor's step 1 teacher. Similarly for all other pay scales.

In the *Personnel* module, on the *Payroll Contracts/Salaries Preparation* screen, a new *Operation*, *Update REP Annual and/or Hourly Rates from Rates on this screen* has been added. For a selected *Organization* code, this operation will update the pay rates on the *Register of Educational Personnel Screen* by making the rate the amount found on the *Salary Schedule Definition Screen*, for the lowest step of the Pay Scale found on the employee's *Payroll Contracts/Salaries Preparation* screen.

This operation will also work for salary schedule definition records that have been entered for hourly rates (e.g. for groups other than teachers), if you have used them. This is another good reason to begin using the *Salary Schedule Definition Screen* for other groups.

If the operation finds a yearly rate, all *Hourly Wages* on the employee's REP screen will be set to zero. Similarly, if the operation updates hourly rates on the REP screen, the *Annual Salary* will be set to zero.

As always, please feel free to contact our support line by calling 269 488-6201, or email helpdesk@kresanet.org, with any further questions or concerns.

Thank you.

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KTS (Kalamazoo RESA Technology Services) Human Resources System
Application Release Notes

Application Release Date: 21-Apr-2006.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 21-Apr-2006.

1. Program "Bug" corrected: In the *Employee Absence Records* module, on the *Current Absence and Substitute Use Screen*, the system previously displayed an error message when the *Find* menu choice was used. This has been resolved and now works correctly.

2. Program "Bug" corrected: In the *Payroll Employee Records* module, on both the *Employee Register Records Screen* and the *Register Record Preparation Screen*, the system has been revised. If you enter an employee name that is not unique and the system displays a screen with the message "Please select desired employee and then press OK", the system now inactivates the main menu (Modules, Screens, Records…) to prevent inadvertent actions (e.g. Voiding a record…) until the correct employee is selected.

3. Program "Bug" corrected: In the *Payroll Module Administration* module, on the *Module Control Screen*, the *Reports*, *P/R Deductions Report: All Deductions* and *P/R Deductions Report: Single Deduction* have been revised to include more space for the employee name – handling the cases where employees have long last and/or first names.

4. In the *Payroll Employee Records* module, on all the other screens except the register record screens, the system has been revised so that when you enter an employee name that is not unique and the system displays a screen with the message "Please select desired employee and then press OK", the system now will allow you to select a record by pressing the ENTER key, *almost* like it did before the last release. The only stipulation is that, *before* the ENTER key will select an employee, the cursor must be out of the first column ("*").

5. In the *Payroll Employee Records* module, on both the *Employee Register Records Screen* and the *Register Record Preparation Screen*, the system has been revised. If you either Add, Void or Un-void register records, the system will now include both begin and finish messages in the Operations/Error Log report. This will help system reliability by indicating potential problems with these operations. That is, from now on, if the Operations/Error log ever includes a "begin" or "finish" message without the other appearing, incorrect results may have occurred and KTS Support should be notified.

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6. In the *Payroll Module Administration* module, on the *Module Control Screen*, the following Reports: *Employer's Quarterly 941 Report*, *MPSERS Detail Wage Report – Worksheet* (obsolete) and *MPSERS Detail Wage Report – AR06/125/K01* (obsolete) have been revised. Previously, the reports asked you to enter a "Quarter Ending Date" to determine the contents of the report. This was misleading because; the system only used the date to determine which quarterly totals to include in the report. The payroll system only maintains quarterly totals for the current and three prior quarters. Therefore, if you entered a date from several years back, the system would still report the quarterly totals within the last year. Now, the system asks you to enter a *Quarter to report* as well as a *Quarter Ending Date*. With those fields, the system includes notes that the *Quarter to report* determines which quarterly totals will be included in the report, the system only maintains quarterly totals for one year and that the *Quarter Ending Date* may appear on the report when printed – for those cases when the period is desired on the printed report.

7. In a similar vein, the *Reports, Payroll Checks – (Employee), Payroll Checks – (Vendor)* and *Payroll Direct Deposit Mailer Forms* have been revised to no longer ask the user to enter a Payroll Schedule or Payroll Date. These entries were also misleading because the system always produces payroll checks and direct deposit mailer forms based on the data from the most recent payroll run. The only exception to this would be the case when you have either restored the HR System data files from an earlier backup file or if you have used the *Operation, Create payroll checK/register file* to include a previous payroll run in the *Register File* from which these forms are produced. In any case, the checks and direct deposit mailer forms are produced for the *Payroll Schedule* and *Date* indicated in the *Register File* area of the middle of the *Payroll Module Control Screen*.

The following items refer to the *Registry of Educational Personnel Screen* found in the *Personnel Module*.

8. On the *Assignment Data* page, a new field has been added: *Title I & II, Part A Teachers.* Enter the appropriate code for teachers with assignment codes "000AX" through "00599", as directed by the *End-of-Year 2006 Submission Data Field Descriptions* found on the CEPI web site.

9. Also on the *Assignment Data* page, a new field has been added for each of the 9 possible assignments shown: *Class Tght.* For staff members with assignment codes "000AX" through "000ZZ" enter the number of classes taught for each assignment code reported, as directed by the *End-of-Year 2006 Submission Data Field Descriptions* found on the CEPI web site.

10. Also on the *Assignment Data* page, a new Position assignment code has been added by CEPI for reporting Day-to-Day Substitute Teachers: "00SUB". If you use that code, you only have to enter the School/Facility and Position

assignment codes; you do not have to make entries in the other columns on the assignment page or several other REP fields. For a complete description of this rule, refer to the *Addendum to the Data Field Descriptions End-of-Year 2006 Submission March 14, 2006* document found on the CEPI web site.

11. Similarly, if you are reporting Non-Instructional Employees who work less then .50 full-time equivalency (the *Position* assignment code is “81500” – “99900”) you only need to enter the selected fields described in the addendum in item 10 above.

12. A tip regarding the above two items: If you wish to use the Position codes above, you can not make entries in the *Grade Setting, F.T.E., Hourly Wage, Accting Code, Class Tght., HQ., MAJor, Minor or Ad. CE* fields. If you do enter values in those fields and then receive a system message to remove them, use the *Reset blnk?* field to blank them all out and then begin again with that assignment line.

13. The *Registry of Educational Personnel* report has been revised to include the above new fields. The *Title I & II, Part A Teachers* field appears on the third line for each employee with the title *TI&II*. The *Highest Educational Level* (*Lv*.) and the *Funded Position Status* (*F)* appear immediately to the left. The Classes Taught for each assignment line appears on the far right of the report, with the title *C/T*.

14. On the *Demographic* page, in the lower right, the field labeled *(For reference, the ROPP code for Degree is)* has been removed, as it is very obsolete. On the *Assignment Data* page, the heading for the *Grade Setting* has been revised to include abbreviations to help interpret the 22-character grade setting code. On the *Professional Development* page, the *Content Specific, Virtual Learning* and *Administrator Continuing Education* codes are no longer highlighted, as they are no longer relatively new to the system.

15. Also, this reminder: we strongly recommend that your district submit a June 2006 Registry of Educational Personnel Report as soon as possible, preferably by June 1st. You may submit the report more than once before the June 30th deadline. But, if you submit a report early, you will have more time to review and respond to any errors or validation messages you may receive.

16. When you have completed your Registry of Educational Report submission to the CEPI, we recommend that you save a copy of the report in PDF format. When you see the *Report Print Options* screen, select *Create a PDF File*. Note: if you do not see that option, select *Setu*p and then *Install PDF Printer Files*. The system will then display the *Save As* screen.

    In the *Save in:* field, we suggest you put the report in a folder called “PDF Reports”, which you should put in the “HR” folder on the network drive that your KTS HR System is installed on. For example, if your HR System is on the “K:” drive at your district, save the report in the “K:\HR\PDF Reports” folder.

In the *File name*: field, use the name “REP Report – 2006-06-30.

As always, please feel free to email our Information Systems Support Help Line at helpdesk@kresanet.org or call 488-6201 with any questions or concerns.

Thank you.

KTS (Kalamazoo RESA Technology Services) Human Resources System
Application Release Notes

Application Release Date: 10-Jan-2006.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 10-Jan-2006.

The only significant changes in this release are regarding the W-2 reporting process. The forms as printed for you by Kalamazoo RESA, the archival copy of the forms to be retained at your district and the export file to be uploaded by you to the Social Security Administration have all been revised as detailed below. You may wish to review the release notes for the 22-Dec-2005 release for further changes that were included in that version.

1. The system has been revised to produce W-2 forms in the format required for 2005 tax year reporting. Also, the file of W-2 records to be submitted electronically to the Social Security Administration and via diskette to the Michigan Department of Treasury has been revised to 2005 reporting requirements. When you are ready to produce W-2 forms, please follow the instructions found in *Payroll End of Calendar Year Procedures.* This document is on the Kalamazoo RESA Online Support web page www.support.kresanet.org). Select APPLICATION SUPPORT and then under the *Human Resources* area, select User's Guide. Please be sure to use the version of these instructions with the revision date 12-Dec-2005. Before submitting the forms to be printed at KRESA, verify that the correct *Federal Tax ID* and *Michigan Tax ID* fields appear on the *Payroll Module Control Screen.*

2. On the printed W-2 form, we have added two additional figures to the contents of *Box 14 Other*: If the employee had DUES or UNWAY deductions during the year, the total calendar year deduction amount for those deduction codes will be included in Box 14 for the employee's reference. These amounts we added as a result of the suggestion that the person preparing the employee's tax returns may find them helpful.

3. As always, we want to print employee W-2 forms as legibly as we possibly can. To that end, this year we have what we hope will prove to be more good news for you. This year, we will be print W-2 forms on blank stock, as we currently do with the Payroll Direct Deposit Mailer forms. This means that because we will print not only the employee data, but also the form layout itself (the boxes, official text, etc.), the employee data should be well positioned within the boxes, eliminating any alignment problems we may have experienced in the past.

   When submitting the W-2 forms to be printed at Kalamazoo RESA, the system requires that a printer driver for HP brand printers be present on your computer. The driver is called "HP KRESA Central" and, if it is not found on your computer, the HR System will prompt you to install it. If you need help with this

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6. In the *Payroll Module Administration* module, on the *Module Control Screen*, the following Reports: *Employer's Quarterly 941 Report*, *MPSERS Detail Wage Report – Worksheet* (obsolete) and *MPSERS Detail Wage Report – AR06/125/K01* (obsolete) have been revised. Previously, the reports asked you to enter a "Quarter Ending Date" to determine the contents of the report. This was misleading because; the system only used the date to determine which quarterly totals to include in the report. The payroll system only maintains quarterly totals for the current and three prior quarters. Therefore, if you entered a date from several years back, the system would still report the quarterly totals within the last year. Now, the system asks you to enter a *Quarter to report* as well as a *Quarter Ending Date*. With those fields, the system includes notes that the *Quarter to report* determines which quarterly totals will be included in the report, the system only maintains quarterly totals for one year and that the *Quarter Ending Date* may appear on the report when printed – for those cases when the period is desired on the printed report.

7. In a similar vein, the *Reports, Payroll Checks – (Employee), Payroll Checks – (Vendor)* and *Payroll Direct Deposit Mailer Forms* have been revised to no longer ask the user to enter a Payroll Schedule or Payroll Date. These entries were also misleading because the system always produces payroll checks and direct deposit mailer forms based on the data from the most recent payroll run. The only exception to this would be the case when you have either restored the HR System data files from an earlier backup file or if you have used the *Operation, Create payroll chec<u>K</u>/register file* to include a previous payroll run in the *Register File* from which these forms are produced. In any case, the checks and direct deposit mailer forms are produced for the *Payroll Schedule* and *Date* indicated in the *Register File* area of the middle of the *Payroll Module Control Screen*.

The following items refer to the *Registry of Educational Personnel Screen* found in the *Personnel Module*.

8. On the *Assignment Data* page, a new field has been added: *Title I & II, Part A Teachers.* Enter the appropriate code for teachers with assignment codes "000AX" through "00599", as directed by the *End-of-Year 2006 Submission Data Field Descriptions* found on the CEPI web site.

9. Also on the *Assignment Data* page, a new field has been added for each of the 9 possible assignments shown: *Class Tght.* For staff members with assignment codes "000AX" through "000ZZ" enter the number of classes taught for each assignment code reported, as directed by the *End-of-Year 2006 Submission Data Field Descriptions* found on the CEPI web site.

10. Also on the *Assignment Data* page, a new Position assignment code has been added by CEPI for reporting Day-to-Day Substitute Teachers: "00SUB". If you use that code, you only have to enter the School/Facility and Position

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assignment codes; you do not have to make entries in the other columns on the assignment page or several other REP fields. For a complete description of this rule, refer to the *Addendum to the Data Field Descriptions End-of-Year 2006 Submission March 14, 2006* document found on the CEPI web site.

11. Similarly, if you are reporting Non-Instructional Employees who work less then .50 full-time equivalency (the *Position* assignment code is "81500" – "99900") you only need to enter the selected fields described in the addendum in item 10 above.

12. A tip regarding the above two items: If you wish to use the Position codes above, you can not make entries in the *Grade Setting, F.T.E., Hourly Wage, Accting Code, Class Tght., HQ., MAJor, Minor or Ad. CE* fields. If you do enter values in those fields and then receive a system message to remove them, use the *Reset blnk?* field to blank them all out and then begin again with that assignment line.

13. The *Registry of Educational Personnel* report has been revised to include the above new fields. The *Title I & II, Part A Teachers* field appears on the third line for each employee with the title *TI&II.* The *Highest Educational Level* (*Lv*.) and the *Funded Position Status* (*F)* appear immediately to the left. The Classes Taught for each assignment line appears on the far right of the report, with the title *C/T*.

14. On the *Demographic* page, in the lower right, the field labeled *(For reference, the ROPP code for Degree is)* has been removed, as it is very obsolete. On the *Assignment Data* page, the heading for the *Grade Setting* has been revised to include abbreviations to help interpret the 22-character grade setting code. On the *Professional Development* page, the *Content Specific, Virtual Learning* and *Administrator Continuing Education* codes are no longer highlighted, as they are no longer relatively new to the system.

15. Also, this reminder: we strongly recommend that your district submit a June 2006 Registry of Educational Personnel Report as soon as possible, preferably by June 1st. You may submit the report more than once before the June 30th deadline. But, if you submit a report early, you will have more time to review and respond to any errors or validation messages you may receive.

16. When you have completed your Registry of Educational Report submission to the CEPI, we recommend that you save a copy of the report in PDF format. When you see the *Report Print Options* screen, select *Create a PDF File*. Note: if you do not see that option, select *Setu*p and then *Install PDF Printer Files*. The system will then display the *Save As* screen.

    In the *Save in:* field, we suggest you put the report in a folder called "PDF Reports", which you should put in the "HR" folder on the network drive that your KTS HR System is installed on. For example, if your HR System is on the "K:" drive at your district, save the report in the "K:\HR\PDF Reports" folder.

In the *File name*: field, use the name "REP Report – 2006-06-30.

As always, please feel free to email our Information Systems Support Help Line at helpdesk@kresanet.org or call 488-6201 with any questions or concerns.

Thank you.

step, please contact the KTS Information Systems Support Help Line at helpdesk@kresanet.org or call 488-6201.

4. Finally, a new report has been added, *Employee W-2 Forms: Archive Copy*. After you submit your W-2 forms to be printed at Kalamazoo RESA using the above instructions, run this report and save it to your network drive. Then, if you need to reprint selected W-2 forms in the future – for example, if an employee loses their form – you can print selected pages of this report and give them to the employee.

   When you see the *Report Print Options* screen, select *Create a PDF File*. Note: if you do not see that option, select *Setu*p and then *Install PDF Printer Files*. The system will then display the *Save As* screen.

   In the *Save in:* field, we suggest you put the report in a folder called "PDF Reports", which you should put in the "HR" folder on the network drive that your KTS HR System is installed on. For example, if your HR System is on the "K:" drive at your district, save the report in the "K:\HR\PDF Reports" folder.

   In the *File name*: field, use the name "W-2 Forms 2005", or the year of the W-2 forms you are creating.

As always, please feel free to email our Information Systems Support Help Line at helpdesk@kresanet.org or call 488-6201 with any questions or concerns.

Thank you.

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KTS (Kalamazoo RESA Technology Services) Human Resources System
Application Release Notes

Application Release Date: 22-Dec-2005.

IMPORTANT NOTE: You do not have to install this release, unless you wish to have your Federal and Michigan withholding taxes revised according to the rules for 2006. We will be issuing another release in early January, which will include all these revisions as well as revised W-2 forms and revised W-2 electronic reporting procedures.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 22-Dec-2005.

1. The system has been revised to calculate Medicare, Social Security, Federal, and Michigan withholding taxes according to the rules for 2006. For 2006, the Social Security deduction is withheld on social security wages up to $94,200.00. Michigan withholding tax rates are unchanged for 2006.

2. Bug corrected: In the *Personnel* module, on the *Payroll Contracts/Salaries Preparation Screen*, the *Operation, Update Longevity amount from Longevity Schedule Definition Screen* previously caused an error message to appear and did not update the longevity amounts as intended. The operation now works correctly.

3. In the *Employee Absence Records* module, on the *Historical Absence and Substitute Use Screen*, the reports have been simplified to two choices: *Absence Records by Employee* and *Absence Records by Substitute employee.* Both choices have been revised to allow you to filter the report on any combination of Date, Reason Code, Leave Code or Employee (or Substitute) Name.

4. Also, on both the *Current Absence and Substitute Use Screen* and the *Historical Absence and Substitute Use Screen*, the *Browse* feature now displays records in alphabetical order by employee name, within absence date. Previously, records were in social security order within date. This order should be more helpful for finding a particular record.

5. In the *Payroll Module Administration* module, on the *Module Control Screen*, the *Operation, Run a Payroll* has been revised. Previously, the system would allow you to type in the *Payroll Schedule, Payroll Date, Next payroll check number* and *Next payroll deposit number* fields, even though it ignored the entries made. Now, the system displays the contents of those fields but does not allow the user to enter any data. Therefore, if any of the values displayed do not agree with your expectations, when the system asks "Proceed with Payroll Run request?", respond <u>No</u>. Then, change the value on the *Module Control Screen* and do the Operation again.

6. In the *Payroll Module Administration* module, on the *Module Control Screen*, the *Payroll Deduction* reports (the one in the All Standard P/R Reports, the All

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Deductions and the Single Deductions versions) have all been revised to only include the last four digits of the employee's social security number. This change will be made to other HR System reports as necessary, if we are informed of the need.

7. Last - and hopefully not least - a long-promised feature has arrived: In the *Payroll Employee Records Module*, on the *Employee Elective Deductions Screen*, the new fields *Max. Fis. YTD*, *Max. Cal. YTD*, *Max – Life of Ded*. and *Life to Date Amt*. are now functional. These fields allow you to enter a maximum cumulative amount for a deduction. When the maximum amount has been deducted, the deduction item automatically turns off and stops being taken from the employee's pay.

   If you enter an amount in the *Max.Cal.YTD* field, the system will automatically stop deducting when the amount has been reached for the calendar year. This feature may be very helpful for 403b or similar deductions.
   If you enter an amount in the *Max.Fis.YTD* field, the system will automatically stop deducting when the amount has been reached for the fiscal year. This feature may be very helpful for dues or similar deductions.
   If you enter an amount in the *Max – Life of Ded*. field, the system will automatically stop deducting when the amount has been reached since the deduction began being taken. This feature may be very helpful for TDP or similar deductions. In order to use this field, you must determine how much has been deducted since the deduction began, and enter that amount in the *Life to Date Amt.* field.

   Some further notes: When you run a *Pre-Payroll Balance Reports, Employee Deductions Balance List* report, if one of the above rules has been triggered, the system will display a "*" on the report, to indicate that the *Current* amount is not the *Amount* indicated on the *Employee Elective Deductions Screen* and has been changed by the system to make sure the rule is enforced. When you run the *Operation, Run a Payroll*, the system will enforce the rules and include a message in the *Operations/Error Log* report, to indicate deduction amounts have been revised. The system will automatically change the amount so that the cumulative amount does not exceed the rule in question. Also, when you are using the Register Record Preparation Screen, the system will no longer allow you to enter a deduction amount that will violate any of the rules. If you try to, the system will include a message in the *Operations/Error Log* report, to remind you of the situation. Santa hopes you enjoy your new toy!

As always, please feel free to email our Information Systems Support Help Line at helpdesk@kresanet.org or call 488-6201 with any questions or concerns.

Thank you.

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KTS (Kalamazoo RESA Technology Service) Human Resources System
Application Release Notes

Application Release Date: 03-Oct-2005.

IMPORTANT NOTE: You **must install** the 03-Oct-2005 release **after** you run **your last payroll of September** and **before** you run **your first payroll of October**. If you run the first payroll of October without first installing the new release, the MPSERS benefit will be calculated at the wrong rate.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 03-Oct-2005.

1. After you install the 03-Oct-2005 release, the MPSRS Benefit will be computed at 16.34% of covered wages.

   Note that any register screens prepared after you install the release will calculate the MPSRS benefit at 16.34% of covered wages. Therefore, if you add register screens for activity prior to October 1, 2005, you will have to manually calculate the correct MPSRS benefit amount.

The following notes are all related to the subject of maintaining employee payroll rates, especially the ability to change the pay rates in mass for a group of employees, based on a rate schedule entered in the system.

The HR System has always helped with this task – but only for teachers. The Personnel Module included the Salary Schedule Definition Screen (as well as the Salary Index Multiplier Schedule Screen) and the Payroll Contracts/Salaries Preparation Screen. The general idea for using these screens is:

Step 1. The teachers' salary schedule is entered on the Salary Schedule Definition Screen with each record indicating the Schedule ID (e.g. 05-06, for the 2005-2006 school year), the Pay Scale (e.g. BA for bachelor's degree), Table Step (e.g. step 4.00) and Pay Rate (e.g. $34,567.00 per year)

Step 2. On the Payroll Contracts/Salaries Preparation Screen, each teacher's record was updated with his or her Pay Scale (e.g. BA), Scale Step (e.g. 4.00) and Longevity Year (e.g. the number of years they have been on the pay schedule, even if it exceeds the official "top step" of the scale) as of the time they are entered in the system.

Step 3. Then, the *Operation, Compute Personnel Module Teacher Salaries* may be used. For each currently active teacher, the system uses

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their Pay Scale and Table Step to look up their salary for the next year in the Salary Schedule Definition Screen and update the Base Salary with the amount of the schedule.

Step 4. The Report, Teacher's Salary Worksheet may be printed and each teacher's salary information can be verified. None of the steps thus far has any effect on the payroll information in the Payroll Employee Records Module. Therefore, these steps can be done at any time, without interfering with the payments to teachers for the school year in progress - or that is still being paid during July and August.

Step 5. Then, when necessary, the *Operation, Transfer Personnel Module Teacher Salaries to Payroll Module* can be used to load all the contract and biweekly payroll figures from the Personnel Module in to the Payroll Module in mass, without the need for any data entry on individual teacher screens. Also, the alternate operation, *Transfer Personnel Teacher Salaries to Payroll – WITH 'Retro pay'* may be used to update teacher salary data in mass after the school year has begun, and to automatically calculate retroactive pay for the payroll periods missed since the school year began.

Additional advantages to the above approach included the ability to easily create a new Salary Schedule from an existing one by adding a fixed percentage to each Pay Rate, and the ability to do the Operations, *Custom Yearly Update of Teacher Step & Longevity Amounts* which would increment each teacher's Table Step (up to the maximum step for the Pay Scale), increment their Longevity Year field (unconditionally) and then calculate their Longevity Amount (if specified) using rules custom programmed for your district.

This release takes these concepts and extends them to all employee groups (based on Organization Code as defined by your district) and also eliminates the need for custom programs for each district. You may now define your own longevity rules and change them as needed for each group and each contract year.

2. In the *Personnel* module, on the *Salary Schedule Definition Screen*, two new fields have been added: *Organ Code* and *Rate Type*. The *Organ Code* is used to indicate which organization (i.e. bargaining unit) the schedule is for. The *Rate Type* indicates whether the amount in the *Pay Rate* field is an hourly, daily or yearly amount.

3. In a previous release, in the *Personnel* module, on the *Payroll Contracts/Salaries Preparation Screen*, four new fields were added: Hourly Rate, Daily Rate, Hours/Day and Days/Year.

4. In the *Personnel* module, a new screen has been added. The *Longevity Schedule Definition Screen* is similar to the *Salary Schedule Definition Screen*. The screen

allows you to define the steps at which longevity pay is added to the base salary found in the *Salary Schedule Definition Screen*.

5. In the *Personnel* module, on the *Payroll Contracts/Salaries Preparation Screen*, five new Operations have been added: *Increment Scale Step and Longevity Year, Update Pay Rates from Personnel Salary Schedule Definition Screen, Update Longevity Amount from Longevity Schedule Definition Screen, Compute Personnel Module Salary Amounts from Hourly and Daily Rates* and *Transfer Total Salary to Primary Contract/Salary Screen*. Some of these will eventually replace the operations that have been in the system, however; for now they are added for use with employee groups other than teachers.

6. The *Operation, Increment Scale Step and Longevity Year* is essentially a replacement for the operation *Custom Yearly Update of Teacher Step & Longevity Amounts.* It asks you to enter an *Organization Code* and *Schedule ID*. All employees whose *Organization Code* on their *Primary Personnel Data Screen* matches the *Organ code* entered will have their *Scale Step* incremented by one, up to the maximum step for their *Pay Scale*, as found in the *Schedule ID* entered. Also, their *Longevity Year* will be incremented by one, unconditionally.

7. The *Operation, Update Pay Rates from Personnel Salary Schedule Definition Screen, Year* is essentially a replacement for the operation *Compute Personnel Module Teacher Salaries.* It also asks you to enter an *Organization Code* and *Schedule ID*. All employees whose *Organization Code* on their *Primary Personnel Data Screen Screen* matches the *Organ code* entered will have their pay rate (either *Hourly Rate, Daily Rate* or *Base Salary)* updated with the *Pay Rate* from the *Salary Schedule Definition Screen*, for records where the *Schedule ID* matches the code entered and the *Pay Scale* and *Table Step* match between both screens.

8. The *Operation, Update Longevity Amount from Longevity Schedule Definition Screen, Year*, along with the operation mentioned in item 12. above, is essentially a replacement for the operation *Custom Yearly Update of Teacher Step & Longevity Amounts.* Again, it asks you to enter an *Organization Code* and *Schedule ID*. All employees whose *Organization Code* on their *Primary Personnel Data Screen Screen* matches the *Organ code* entered will have their *Longevity* amount updated with the *Amount* from the *Longevity Schedule Definition Screen*, for records where the *Schedule ID* matches the code entered and the *Pay Scale* and *Longevity Year* on the *Contract Salary Preparation Screen* match the combination of *Pay Scale* and *Longevity Step* on the *Longevity Schedule Definition Screen*.

9. The *Operation, Compute Personnel Module Salary Amounts from Hourly and Daily Rates*, asks you to enter an *Organization Code*. Then, all employees whose *Organization Code* on their *Primary Personnel Data Screen Screen* matches the *Organ code* entered will have their *Base Salary, Adjustment* and *Total Salary*

calculated based on their *Hourly Rate, Daily Rate*, *Hours/Day, Days/Year* and *Contract %* fields already present on the screen. This operation is intended to be helpful in converting pay rates that are negotiated in hourly or daily rates but still must be paid practically in biweekly amounts based on a derived yearly salary.

10. The *Operation, Transfer Total Salary to Primary Contract/Salary Screen, Year* is essentially a replacement for the operation *Transfer Personnel Module Teacher Salaries to Payroll Module.* It asks you to enter an *Organization Code*. Then, all employees whose *Organization Code* on their *Primary Personnel Data Screen* matches the *Organ code* entered will have their *Total Salary* transferred to the *Primary Contract/Salary Screen* in the *Payroll Employee Records* module. At the same time, the system divides the *Total Salary* by the *Pay Installs* and computes the amount to enter in the *New Amount* field in the *Contract Figures* section of the screen. The operation is based on the existing operation, *Transfer Personnel Module Teacher Salaries to Payroll Module,* however, it will work with any group of employees with a selected *Organization code,* not just 01 for Teachers. As with that operation, the user must supply the *Start Date, End Date, Service Hours per Payroll Period*, and *Service Pays for MPSERS Reporting*. Additionally, the operation asks you to enter whether the resulting payroll records should be entered as *Contracted* or *Salaried* on the *Primary Contract/Salary Screen*.

11. In the *Personnel* module, on the *Salary Schedule Definition Screen*, a new operation has been added. The *Operation, Transfer Pay Rates to Payroll Employee Gross Pay Rates Screen* asks you to enter an *Organization Code* and *Schedule ID.* All employees whose *Organization Code* on their *Primary Personnel Data Screen* matches the *Organ code* entered will have the *Pay Rate* on their *Gross Pay Rates Screen* updated with the *Pay Rate* from the *Salary Schedule Definition Screen*, for records where the *Schedule ID* matches the code entered and the *Pay Scale* and *Table Step* match between both screens.

The items above should enable a great deal more flexibility and efficiency for the work required to revise employee gross pay rates.

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

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KRESA Human Resources System
Application Release Notes

Please Note: This document contains Application Release Notes for the most recent HR System release, as well as release notes for several previous releases, with the oldest notes at the end of the document.

Application Release Date: 21-Sep-2005.

IMPORTANT NOTE: You **must install** the 21-Sep-2005 release **after** you run **your last payroll of September** and **before** you run **your first payroll of October**. If you run the first payroll of October without first installing the new release, the MPSERS benefit will be calculated at the wrong rate.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 21-Sep-2005.

1. After you install the 21-Sep-2005 release, the MPSRS Benefit will be computed at 16.34% of covered wages.

   Note that any register screens prepared after you install the release will calculate the MPSRS benefit at 16.34% of covered wages. Therefore, if you add register screens for activity prior to October 1, 2005, you will have to manually calculate the correct MPSRS benefit amount.

2. Bug corrected: In the *Payroll Employee Records* module, the *Employee Elective Deductions Screen* has been revised to correctly validate entries made in the *ASN* field. In the past, the system required ASN entries to be for benefit accounts, instead of accounts designated as deduction accounts in the *Payroll Access* field of the *Chart File Information Screen* of the Financial Accounting System.

3. Bug –or at least annoyance - corrected: In the *Personnel* module, on the *Payroll Contracts/Salaries Preparation Screen*, the *Operation, Transfer Personnel Teacher Salaries to Payroll - WITH 'Retro pay* has been revised so that it no longer causes the message “social security number, name, not found in peemropp.dbf” to appear in the *Operations/Error Log* report. The message referred to the obsolete Register of Professional Personnel data in the system.

4. Bug corrected: In the payroll system, a number of problems have occurred over the years that all have one thing in common: before running a payroll, the pre-payroll balance reports indicate that an employee will – or will not – receive pay, benefits or deductions. However, after the payroll has been run, it is found that the employee did not receive the pay (or benefit or deductions) that the pre-payroll balance report said they would – or vice versa. We have made a number of revisions to the system to hopefully remove all these bugs.

5. Bug corrected: In the *Payroll Employee Records* module, the *Primary Contract/Salary Screen* and the *Additional Contracts/Salaries Screen* have been revised to eliminate the annoying message "Deduction amount exceeds payroll amount - please reenter." that would occasionally occur erroneously while trying to update an employee's data.

6. In the *Personnel* module, on the *Register of Educational Personnel Screen*, the valid choices for the following fields have been revised, per the August 29 Addendum to Data Field Descriptions Fall 2005: on the *Assignment Data* page, the *Position* field and on the *Credential Data* page the *Credential Type* field. Refer to the addendum found on the CEPI web site for further instructions.

7. Also In the *Personnel* module, on the *Payroll Contracts/Salaries Preparation Screen*, the *Report, Teacher's Salary Worksheet* has been revised to include the total *Cont. %* in the Report Totals. This field may be helpful to compare the number of employees reported with what is essentially the total F.T.E. represented by the employees listed.

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 21-Jun-2005.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 21-Jun-2005.

1. Bug corrected: In the *Payroll Module Administration* module, on the *ORS MPSERS Pay Period Report Records Screen*, the *Operation, Update ORS Pay Period Report records* has been revised. The system now correctly calculates TDP amounts for DTL3 records from register screens whether they were created from normal payroll runs or from manual entries done on the *Register Records Preparation Screen* (P/R Schedule = ADJST). Also, the system has been revised to calculate DTL2 record pay rates to avoid error messages that occurred under certain conditions. Finally, the operation has been revised to correctly capture and include in DTL2 records contract begin and end dates from the *Primary Contract/Salary Screen* and/or the *Additional Contracts/Salaries Screen*, if they are present.

2. Bug corrected: In the *Employee Absence Records* module, on the *Employee Leave Control Screen*, the system has been revised to prevent the message "Changes have been made. Do you want to save them?" from appearing when no changes have been made.

3. In the *Payroll Module Administration* module, a new screen, the *Benefit & Deduction Master Rate Records* screen has been added to the system. The instructions for this screen may be found in the *Payroll Administration Module* section of the *Human Resources - Online User's Guide* page of the *Application Support* page of the KTS support web site: http://support.kresanet.org/.

4. Related to the above, In the *Payroll Employee Records* module, on the *Employee Benefits Screen* and on the *Employee Elective Deductions Screen*, two new fields have been added to each screen: *Plan Code* and *Level Code*. See the instructions mentioned above for further details about the use of these fields. Also related to this point, in the *Payroll Module Administration* module, on the *Payroll Module Control* Screen, the reports, *Pre-payroll Balance Reports*, *Employee Benefits Balance List* and *Employee Deductions Balance List* have been revised to include the new *Plan Code* and *Level Code* and also, while we were at it, to include the *Org*anization code and the benefits or deductions *Rem*aining.

5. In the *Payroll Module Administration* module, on the *Payroll Module Control* Screen, the reports found in the *Reports, After-Payroll Results Reports, Payroll Checks & Direct Deposit Mailers…* area have been revised. Instead of a number of choices for different types of check formats, there are now only three choices: *Payroll Checks (Employee)*, *Payroll Checks (Vendor)* and *Payroll Direct Deposit Mailer Forms*. The system will be configured for your district so that when you request checks, they will be on the correct forms for your district.

6. In the *Payroll Employee Records* module, the *Employee One-time Postings Screen* has been revised to operate consistently with other similar payroll data entry screens. If you select *New* (F9) from the menu, the system finds the next available sequence number for that employee, blanks data entry fields, and then enters default values for the *Schedule, Earnings Code, Wage Code* and *Class Code.* If you enter a sequence number that is not currently used for the employee, the system finds the next available sequence number for that employee and prepares to accept a new entry, but does not blank out any data already present from the previous record, allowing you to enter similar records with minimum typing.

7. In the *Personnel* module, on the *Salary Schedule Definition Screen,* two new fields have been added: *Organ* and *Rate Type.* These fields are related to work underway for a subsequent release of the system. For now, you do not have to enter anything in them.

8. In the *Personnel* module, on the *Payroll Contracts/Salaries Preparation Screen,* four new fields have been added: *Hourly Rate, Daily Rate, Hours/Day* and *Days/Year*. These fields are related to work underway for a subsequent release of the system. For now, you do not have to enter anything in them. Also, the fields that were in the area labeled "Primary Contract/Salary Distribution" have been removed, as they were obsolete and not functional.

9. In the *Payroll Employee Records* module, on the *Direct to Net Postings Screen,* The message that told you "The operation of this screen has changed…" has been removed, as everyone should now be familiar with the screen's operation.

10. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the *Operation, Update Periodic Totals and A/P with Accrual Records* has been significantly revised. Two new fields have been added: *Accrual FICA benefit ASN* and *Accrual MPSRS benefit ASN*. Using these fields, the operation will create two additional pairs of batches: a pair for the FICA benefit and a pair for the MPSRS benefit. This is explained in further detail in the instructions *Payroll End of Fiscal Year Procedures* found on the *Human Resources - Online User's Guide* page of the *Application Support* page of the KTS support web site: http://support.kresanet.org/.

As always, please feel free to contact our support help line with any questions or concerns.
Thank you.

Application Release Date: 28-Feb-2005.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 28-Feb-2005.

This version is being released for one reason:

1. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, the report *After Payroll Results Reports, New Style 8.5" x 11" P/R Direct Deposit Mailer Forms* has been renamed to *P/R Direct Deposit Mailer Forms*. The report has been revised to print on blank self-sealing mailer forms, instead of the forms we previously used that were pre–printed with the boxes and headings for the payroll data.

As always, please feel free to contact our support help line with any questions or concerns.

Application Release Date: 07-Jan-2005.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 07-Jan-2005.

1. In the *Payroll Employee Records* module, on the *Employee Tax Control Screen*, a new field has been added. The *Employer Share HSA* field is used to enter the amount the district contributed to an employee's Health Savings Account. The amount entered will appear on the employee's W-2 form in Box 12 with the code W.

2. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, two new fields have been added: The *Indiana Tax ID* and *Wisconsin Tax ID* fields may be used to enter the appropriate state tax ID numbers, if your district has employees who are residents of those two states for tax purposes.

3. The system has been revised to produce W-2 forms in the format required for 2004 tax year reporting. Also, the file of W-2 records to be submitted electronically to the Social Security Administration and via diskette to the Michigan Department of Treasury has been revised to 2004 reporting requirements. When you are ready to produce W-2 forms, please follow the instructions found in *Payroll End of Calendar Year Procedures.* This document is on the Kalamazoo RESA Online Support web page (www.support.kresanet.org) under the Human Resources System, User's Guide area. Before submitting the forms to be printed at KRESA, verify that the correct *Federal Tax ID* and *Michigan Tax ID* fields appear on the *Payroll Module Control Screen*. The person who will submit the W-2 forms to be printed at Kalamazoo RESA must follow the instructions in step 4. below in order to have the W-2 forms print correctly.

4. We want to print employee W-2 forms as legibly as we possibly can. As part of this effort, we have reprogrammed the forms using printer drivers for HP brand printers (the machines the W-2 forms are printed on), instead of Xerox printers as previously used. Therefore, before you do Reports, Employee W-2 Forms (either the *8.5 x 11 laser* or the *on white papeR* choice), you must install the HP printer driver on your computer. Please do the following:
    a. On your computer, select *Start, Settings, Printers and Faxes*. This should display the *Printers and Faxes* window.
    b. Locate the printer on your computer called "KRESA Central". If you do not have a printer called "KRESA Central", go to step d).
    c. Right click on the icon and select Rename. Enter the name "Xerox KRESA Central" and press the Enter key to save the new name.
    d. Then, start the HR System and run the Operations/Error Log report. On the *Report Print Options* screen, in the *Select Destination* area, select *Submit to K/RESA.*

   e. The system should respond by displaying the *Printer Installation Needed* screen. Click on *Get Instructions* and follow the instructions to install the appropriate HP printer driver for your computer's operating system. Instructions for Windows 98 are found on page 6; instructions for Windows XP are found on page 3.)
   f. Continue with the request for the report, as you normally would.
   g. Submit your W-2 forms to be printed at Kalamazoo RESA by doing *Reports, Employee W-2 Forms: 8.5 x 11 laser* and *Reports, Employee W-2 Data: on white paper.*
   h. When you have completed the above step and sent the reports to print at Kalamazoo RESA, locate the printer driver named "KRESA Central" and follow step c) above to rename it to "HP KRESA Central".
   i. Follow step c) above to rename the printer driver named "Xerox KRESA Central" to "KRESA Central". These steps will return your driver for central printing to the Xerox driver we have used in the past.

5. The system has been revised to calculate Medicare, Social Security, Federal, and Michigan withholding taxes according to the rules for 2005. For 2005, the Social Security deduction is withheld on social security wages up to $90,000.00. Michigan withholding tax rates are unchanged for 2005.

6. In the *Payroll Module Administration* module, on *ORS MPSERS Pay Period Report Records Screen*, the *Operation, Update ORS Pay Period Report records* has been revised to calculate the Detail 2 Pay Rate using new rules which hopefully will be more satisfactory for reporting to ORS. To review, the system will create a Detail 2 record for an employee for a reporting period for each unique combination of Wage Code and Class Code.

   For example, if an employee receives payroll items for a reporting period as below:
   a. Wage Code = "01", Class Code = "1240"
   b. Wage Code = "01", Class Code = "1240"
   c. Wage Code = "04", Class Code = "1240"
   d. Wage Code = "01", Class Code = "1640"

   The system will produce three Detail 2 records: one for Wage Code = "01"and Class Code = "1240", one for Wage Code = "04" and Class Code = "1240" and one for Wage Code = "01"and Class Code = "1640".

   Further, the system will calculate the Pay Rate according to this new logic:

   If the combination of *Wage Code* and *Class Code* received pay from the *Primary Contract/Salary Screen* for this reporting period, the Detail 2 record will use the pay rate based on data on the *Primary Contract/Salary Screen*. If the *Contract Amount* is greater than zero, that rate will be used. If not, and the *Service Units* are greater than zero, the system will calculate the rate by dividing the gross pay by the service units. If the service units are not greater than zero, the pay rate of zero will be used.

If the above is not the case, but the combination of *Wage Code* and *Class Code* received pay from the *Additional Contracts/Salaries Screen* for this reporting period, the Detail 2 record will use the pay rate based on data on the *Additional Contracts/Salaries Screen*. If the *Contract Amount* is greater than zero, that rate will be used. If not, and the *Service Units* are greater than zero, the system will calculate the rate by dividing the gross pay by the service units. If the service units are not greater than zero, the pay rate of zero will be used.

If neither of the above is the case, then the combination of *Wage Code* and *Class Code* received pay from the *One-time Postings Screen*. In this case, if the *Service Units* are greater than zero, the Detail 2 record will calculate the pay rate from the *One-time Postings Screen*. If the service units are not greater than zero, and the *Rate of Pay* on the *Employee Master Setup Screen* is greater than zero, the system will use that rate.

Finally, if a Pay Rate can not be calculated by any of the above means, the system will include a rate of 0.00, and insert the message “Pay Rate can not be calculated for SSN: nnn-nn-nnnn:” in the Operations/Error Log.

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 15-Dec-2004.

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 15-Dec-2004.

The main purpose of this release is to fix a significant bug in the payroll system. Until now, the payroll system calculated the MIP deduction for employees in the graded three-tier plan (3.0%, 3.6%, 4.3%) by considering their fiscal year-to-date MPSERS covered wages and then calculating the MIP deduction based on their earnings for the payroll being processed. The system did not attempt to "auto-correct" the MIP deduction to make it reflect the correct fiscal year-to-date deduction as of the payroll being processed – in the way that the system calculates the employee's social security deduction.

This release includes a revised calculation method for the graded MIP deduction. From now on, the system will consider both the employee's fiscal year-to-date MPSERS covered wages and their fiscal year-to-date MIP deduction. The system will calculate their MIP deduction for the payroll being processed so that the resulting fiscal year-to-date MIP deduction is correct. In this way, the system will "auto-correct" the MIP deduction to make it reflect the correct fiscal year-to-date deduction as of the payroll being processed – in the way that the system calculates the employee's social security deduction.

This means that, as with the social security deduction, employees may now notice their MIP deduction changing by a cent or so from one payroll to the next, even if their gross pay remains constant.

Q: Why is this issue being addressed now?
A: We recently discovered that if you ran your first payroll of July before doing the *Operation, Increment Active Fiscal Year*, then the system would miscalculate the MIP deduction for employees in graded MIP plan, if their previous year's fiscal year to date MPSERS reportable wages exceeded $5,000.00

Q: Does this bug affect my district's payroll?
A: If you ran your first payroll of July <u>before</u> doing the *Operation, Increment Active Fiscal* Year, then some of <u>your employees had incorrect MIP deductions</u> calculated for payrolls run before the operation to increment the active fiscal year was done. If you did the *Operation, Increment Active Fiscal Year* before running your first payroll of July, the MIP deductions should be correct and you do not need to do any further work regarding this situation. To determine which case pertains to your district, in the *Payroll Module Administration* module, go to the *Pay Dates Definitions Screen*. Locate the first payroll of July and note the *Run Date*. Then, go to the *Payroll Module Control* screen and compare that date with the date in the *Fiscal Year Zeroed* field. If the dates are the same, you will have to examine your operations/error log report for that day to see what order you did the operations in. In any case, when you have determined the status of your

district's payroll records, please email Roger at Rwylan@kresanet.org and let me know your district's situation.

Q: How was this error discovered?
A: This error was found using the new Download Detail Report available on the ORS web site.

Q: Why did ORS not issue Flag or Suspended error messages indicating the MIP deduction was incorrect?
A: That is a good question.

Q: How will this problem be resolved?
A: After you install this release and run your next payroll, those employees who were paid in July and had their MIP over-deducted, will have their MIP under-deducted (and therefore made correct for the fiscal year-to-date) if they are paid in the next payroll run. Hopefully, this will take care of the large majority of employees involved. For those employees who had their MIP miscalculated in July and do not get paid in the next payroll after installing this release, other adjustments will have to be made. We are waiting to see how widespread this problem is before we determine how we will address it.

1. The system has been revised to calculate the graded MIP (3.0%, 3.6%, 4.3%) using a new method. The system will calculate the MIP deduction for the payroll being processed so that the resulting fiscal year-to-date MIP deduction is correct. In this way, the system will "auto-correct" the MIP deduction to make it reflect the correct fiscal year-to-date deduction as of the payroll being processed – in the way that the system calculates the employee's social security deduction.

2. The system has been revised to remove two common (all too common) and worthless messages from the Operations/Error Log:
   a. "Unable to locate SSN in peemrep.dbf :nnn-nn-nnnn:" and
   b. "Pay Rate can not be calculated for SSN: nnn-nn-nnnn:"

3. Program "Bug" corrected: on the *Registry of Educational Personnel* screen, in the *Personnel* module, the *Report, Registry of Educational Personnel* contained a bug in the last release that caused every employee to use 10 lines in the report. The bug has been corrected and employees will now be reported with only as many lines as needed to report all their assignments.

4. Also in the *Personnel* module, on the *Payroll Contracts/Salaries Preparation* screen, the *Operation, Transfer Personnel Teacher Salaries to Payroll – WITH 'Retro Pay'* has been corrected to include the ORS Wage Code of 04 (retroactive pay) instead of the previous code "MM-04", to comply with current ORS reporting specifications.

5. In the *Payroll Employee Records* module, the ORS *Wage Code* fields have been revised to include the missing codes 1910 – 1990.

6. In the *Payroll Module Administration* module, on *ORS MPSERS Pay Period Report Records Screen*, the *Operation, Update ORS Pay Period Report records* has been revised to correctly capture the Detail 2 Begin Date and End Date for retroactive pay items, from the dates appearing on the *Primary Contract/Salary* or *Additional Contracts/Salaries Screens* in the *Payroll Employee Records* module.

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 05-Nov-2004

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 05-Nov-2004.

Most of the changes are related to the *Registry of Educational Personnel* report, which must be submitted to CEPI before December 10. If you have not already done so, we recommend that you go to the CEPI web site at http://www.michigan.gov/cepi, select *MEIS Data Services*, *Registry of Educational Personnel*, and print the documents found under the headings *REP Data Manual* and *REP Help*. These documents describe the changes regarding data entry, maintenance and reporting required for the Fall 2004 Submission.

As the final *Registry of Educational Personnel* must be submitted to CEPI before December 10, we recommend that your district submit your first file by December 1st. You can always submit revised reports, but by submitting early you will be able to use the feedback from the CEPI validation process to help complete your report on time.

The following items refer to the *Registry of Educational Personnel Screen* found in the *Personnel* Module.

1. The following fields have been revised to include the codes or values as found in the *Data Field Descriptions Fall 2004* document on the CEPI web site:
   a. On the *Demographic* page, the *Employment Status* field.
   b. On the *Assignment Data* page, the *Position* and *Accounting Code* fields.
   c. On the *Credential Data* page, the *Credential Type* field.

2. Also, on the *Assignment Data* page, the *School* field has been updated with codes currently found in the CEPI School Code Master database.

3. On the *Assignment Data* page, a new field has been added for each assignment: *Adm CE*. The Administrator Continuing Education field should be filled in for each assignment per the instructions in the *Data Field Descriptions Fall 2004* document. The system will put a "0" in as an initial value for all current assignment lines, but you should replace the zero with a "1" or "2" per the instructions from CEPI.

4. The *Operations, Create Registry of Educational Personnel file* menu choice has been revised to create a file in the format specified by the *Data Field Descriptions Fall 2004.*

5. On the *Professional Development* page, the *Hours of Professional Development* section has been revised to reflect the specifications in the *Data Field Descriptions Fall 2004* document. Three new codes have been added to

the previous five codes: *Content Specific*, *Virtual Learning* and *Administrator Continuing Education*. The next items give further details of this change.

6. Before using the operation in the next item, in the *Employee Absence Records* module, go to the *Absence Reason Codes Screen*. Add three new reason codes, exactly as shown below:

Code	Description
AC	**A**dmin **C**ontinuing Educ
CS	**C**ontent-**S**pecific
VL	**V**irtual **L**earning

From now on, use these codes, as well as the other five previously defined codes, according to the rules in *Data Field Descriptions Fall 2004* document. If you wish, you may review the absence records already entered for the reporting period and change some *Reason Codes* to reflect the new specifications. Remember to enter *Leave Used* in hours when entering absence records for professional development, i.e. those records entered with *Leave Code* of *PD = Professional Development*.

7. Also on the *Professional Development* page, the *Operations, Update REP Professional Development Hours from Absence Records* menu choice has been revised to reflect the above change. The operation does the following:

If the Absence *Reason Code* is	the *Leave Used* will be added to
AC	Administrator Continuing Education
CS	Content Specific
CW	Coursework
HQ	Highly Qualified Status
MN	Mentoring
SP	School Improvement Plan
VL	Virtual Learning
WC	Workshops or Conferences

Note that you may do this operation as often as you like, per the instructions found in previous release notes. However, when you do the operation, any professional development hours found in employee records will be deleted before the operation replaces the figures with the leave used in the absence records coded professional development. Be careful.

8. The *Reports, REP Professional Development Hours* report has been revised to report the 8 current categories mentioned above.

9. A reminder: in the 22-Sep-2004 HR System release, a new report was added. *The REP Credential Expiration Dates* report lists all employees whose records have the *Include in REP submission?* field checked and have a *Credential Type* entered (other than code 00 = credential not required). The report lists employees alphabetically, within expiration date of their credential.

10. The *Highly Qualified Criteria* page has been revised. Instead of using the normal menu buttons for *New*, *Save* and *Mark*, the screen now has three buttons on the lower right side to do these functions.

i. To add a new Highly Qualified Criteria record for an employee, click on the *Add Record* button, enter the appropriate data and select *Save*.
ii. To update an existing Highly Qualified Criteria record, select that record in the Browse List at the bottom of the screen to make the record appear in the *Highly Qualified Criteria* section of the screen. Then, click on the *Edit Record* button, enter the appropriate data and select *Save*.
iii. To mark an existing Highly Qualified Criteria record for deletion, select that record in the Browse List at the bottom of the screen to make the record appear in the *Highly Qualified Criteria* section of the screen. Then, click on the *Mark Record* button. The same button may be used to "unmark" a record that had previously been marked for deletion.

Note that a Highly Qualified Criteria record for an employee consists of a unique combination *of Position Assignment*, *Grade Setting* and *Criteria* codes. Therefore, to add a new record, the combination of the three codes cannot be the same as an existing record for that employee. Similarly, you may not use the *Edit Record* button to change any of those three codes – you must add a new record and/or mark an existing record to do that. When using the *Edit Record* button, you may change the *Date Criteria Met* or *Remarks* fields.

The item below pertains to revisions to the payroll system regarding MPSERS ORS Pay Period Reporting.

11. In the *Payroll Module Administration* module, on the *ORS MPSERS Pay Period Report Records Screen*, the *Operation,Update ORS Pay Period Report records* has been revised. In the past, the system created Detail 2 Wage and Service records and Detail 3 TDP Deduction records with only positive amounts, even when the amounts from the employee's register records were negative. This caused confusion when trying to reconcile the totals of the reports for those two types of detail records. Now, the system will create Detail 2 and Detail 3 records with negative amounts when the register records

they are based on contain negative amounts. However, the system will still report the amounts as positive in the file created by the *Operation, Create ORS Pay Period Report File to Upload to MPSERS*. This is in accordance with ORS specifications.

Finally, the item below pertains to the HR System in general.

12. Throughout the Human Resources System, various screens, reports and operations caused the message "Unable to locate SSN in peemrep.dbf :" to appear in the *Operations/Error Log* report. The message was not valuable and caused the operations/error log to contain many pages of this message. This message will no longer be entered in your operations/error log.

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 11-Oct-2004

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 11-Oct-2004.

1. Program "Bug" corrected: on the *ORS MPSERS Pay Period Report Records* screen, in the *Payroll Module Administration* module, the system has been revised to correctly calculate the *Pay Rate* field on the DTL2 *Wage and Service* records page. The system was incorrectly including a pay rate of 9.99 for employees who received pay from the *Primary Contract/Salary Screen*. This has been corrected to use the contract *Amount* (or *New Amount* if present).

That's all, folks!

Looking ahead, we are working on the next Human Resources System release, which we hope to have available around November 1st. It will include the changes required for the Fall 2004 Registry of Educational Personnel report submission, which is due December 10th. To prepare for the submission, the person in your district responsible for REP reporting should visit the CEPI web site at: http://www.michigan.gov/cepi and review the changes for December's submission. In particular, note that there are now 8 categories of Professional Development being requested as well as information regarding Administrator Continuing Education.

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 22-Sep-2004

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 22-Sep-2004.

You **must install** the 22-Sep-2004 release **after** you run **your last payroll of September** and **before** you run **your first payroll of October**. If you run the first payroll of October without first installing the new release, the MPSERS benefit will be calculated at the wrong rate.

1. After you install the 22-Sep-2004 release, the MPSRS Benefit will be computed at 14.87% of covered wages.

   Note that any register screens prepared after you install the diskette will calculate the MPSRS benefit at 14.87% of covered wages. Therefore, <u>if you add register screens for activity prior to October 1, 2004, you will have to manually calculate the correct MPSRS benefit amount</u>.

This main purpose of this release is improve the system's ability to report employee wage and service credit data to the Office of Retirement Services in the new Pay Period Reporting format.

The following changes are in the *Payroll Module Administration* module

2. On the *Payroll Module Control Screen*, the following reports in the *Pre-Payroll Balance Reports* area have been revised to include the ORS Reported Wage Code and Employment Class Codes:
   a) *Primary Contract Balance List*
   b) *Primary Salary Balance List*
   c) *Additional Contracts Balance List*
   d) *Additional Salaries Balance List*
   e) *One-Time Postings – Single Item*
   f) *All One-Time Postings for Employee*

3. On the *ORS MPSERS Pay Period Report Records* screen, the *Operations, Update ORS Pay Period Report Records*, system has been revised to calculate the Pay Rate for pay from the *Primary Contract/Salary* screen as follows:
   If an amount is present in the *New Amount* field in the Contract Figures area, the system will use that as the Pay Rate. If not, and an amount is present in the *Amount* field in the Contract Figures area, the system will use that as the Pay Rate. If not, and an amount is present in the *Service Units* field, the system will take the amount from the Payroll Figures area (with *1-Time* taking precedence over *New*, which takes precedence over *Amount*) and divide it by the *Service*

Units to calculate the Pay Rate. If none of the above is possible, the Pay Rate will be calculated as zero in the corresponding Detail 2 record.

The following changes are in the *Personnel* module

4. On the *Registry of Educational Personnel* screen, a new report has been added. *The REP Credential Expiration Dates* report lists all employees whose records have the *Include in REP submission?* field checked and have a *Credential Type* entered (other than code 00 = credential not required). The report lists employees alphabetically, within expiration date of their credential.

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 09-Sep-2004

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 09-Sep -2004.

1. The Michigan Income Tax Withholding rate has been changed from 4.0% to 3.9%, per the Withholding Guide rules that became effective 01-Jul-2004.

This main purpose of this release is improve the system's ability to report employee wage and service credit data to the Office of Retirement Services in the new Pay Period Reporting format.

The following changes are in the *Payroll Module Administration* module:

2. The *MPSERS Classification Codes* screen has been removed. The codes are now included in the system where needed.

3. On the *ORS MPSERS Pay Period Report Records* screen, a new field has been added on the *Member Demographics* page: the *Current Report Period End Date being processed.* This field may be used to enter the date of the report you are currently working on to prepare to submit to ORS. The date entered in this field will appear as the default date for the three *Reports*, *ORS MPSERS DTL1 Member Demographics Pay Period Report, ORS MPSERS DTL2 Wage and Service Pay Period Report*, and *ORS MPSERS DTL3 TDP Deductions Pay Period Report*. Also, the date will appear as the default for the *Operations, Create ORS Pay Period Report File to Upload to MPSERS.* Using this field should save typing (and time) when running the above reports and operation.

The following changes are in the *Personnel* module:

4. Program "Bug" corrected: on the *Registry of Educational Personnel* screen, the *Operation, Update REP Professional Development Hours from Absence Records* was miscalculating the total hours for *Workshops or Conferences* and *Highly Qualified Status*. The system was adding hours to the amounts present before the operation was run without resetting the hours back to zero first. This has been corrected.

5. On the *Primary Employee Data Screen*, the default area code has been changed from 616 to 269 for new records.

6. The list of *ORS Class Code*s has been revised to include the codes 9001, 9002, 9004, 9005, 9510, 9520 and 9530

7. On the *Payroll Contracts/Salaries Preparation* screen, the *Operations, Transfer Personnel Module Teacher Salaries to Payroll Module* has a new field added. The *End Date for the Primary Contract/Salary* now enables you to enter a date to be entered as the end date on the *Primary Contract/Salary* screen when the figures are updated in the *Payroll Employee Records* module. The *End Date* field is required for pay period reporting of contracted employees to ORS.

The following changes are all in the *Payroll Employee Records* module:

8. On the *Employee Master Setup Screen*, the *Primary Contract/Salary Screen*, the *Additional Contracts/Salaries Screen* and the *One-time Postings Screen* the following changes have been made:
   a. The *Wage Code* field now uses the codes from the *MPSERS Reporting File Layout* document, dated 04/22/2004. Previously, depending on the release you were using, the system may have displayed codes as found in the *Payroll Administration Module*, on the *Earnings Codes Definition Screen.*
   b. If the *Earnings Code* on the screen is reportable to MPSERS, the system requires that a valid *Wage Code* be entered. Earnings codes that the system considers reportable to MPSERS are MM, RET and XFICA. If the Earnings Code is STDNT or XMPS, the system will allow a blank Wage Code. If you use other earnings codes that should be reported to MPSERS, please contact the Support Help line for assistance.

9. On the *Primary Contract/Salary Screen* and the *Additional Contracts/Salaries Screen* the *Service Unit*s and *Service Pays* fields have been moved to the same line, instead of separate lines, to make room on the screen for other data.

10. On the *Employee Register Records Screen*, the *Wage Code* column has been added to the browse list of register record line items. Note that wage codes will only appear in this field for payroll register records run after the installation of this release.

11. On the *Register Records Preparation Screen*, the *Wage Code* field has been added in the Register Record Line Item area of the screen and a column has been added to the browse list of register line items. Note that if the line item is type P (gross Pay) and the *Earnings Code* is reportable to MPSERS, the system requires that a valid *Wage Code* be entered for the line item record.

12. Please note that on all of the above screens, the *Wage Code* field is highlighted in yellow, to call your attention to a new or recently revised field.

How does the system determine what pay period reporting data to report to ORS?

As you read this section, please refer to previous Application Release Notes, especially the 14-Oct-2003 notes for further details.

After you install this release, the *Employee Master Setup Screen,* the *Primary Contract/Salary Screen*, the *Additional Contracts/Salaries Screen* and the *One-time Postings Screen* will require you to enter valid *Wage Codes* whenever you update the screens. Also, the *Register Records Preparation Screen* will require you to enter valid *Wage Codes* whenever you enter or update register record line items for gross pay.

What happens when you Run A Payroll?

When you do the *Operations, Run A Payroll*, the system will use the following logic to determine the *Wage Code* to include in the payment register line items.

For payments from *the Primary Contract/Salary Screen* or the *Additional Contracts/Salaries Screen*,

If a valid *Wage Code* is on the employee's contract/salary screen, the system will include it in the register record line item.

If not, and a valid *Wage Code* is on the *Employee Master Setup* screen, the system will include that code in the register record line item.

If no code is found on any of the above screens and the *Earnings Code* is "MM" or "XFICA", the system will include the code "01" (i.e. Regular wages) in the register record line item

If the *Earnings Code* is "RET", the system will include the code "07" (i.e. retiree wages) in the register record line item

If none of the above cases apply, the system will leave the Wage Code blank in the resulting register record line item

In any case, if after the above, the *Wage Code* is "01" and the *Earnings Code* is "MM" and the Service Units are zero for the gross pay item, the system will use the *Wage Cod*e "08" (i.e. summer pays) to override the code assigned above.

For payments from the *One-time Postings Screen*,

If a valid *Wage Code* is on the employee's *One-time Postings Screen*, the system will include it in the register record line item.

If not, and a valid *Wage Code* is on the *Employee Master Setup* screen, the system will include that code in the register record line item.

If no code is found on any of the above screens and the *Earnings Code* is "MM" or "XFICA", the system will include the code "01" (i.e. Regular wages) in the register record line item

If the *Earnings Code* is "RET", the system will include the code "07" (i.e. retiree wages) in the register record line item

If none of the above cases apply, the system will leave the *Wage Code* blank in the resulting register record line item

What happens when you Update ORS Pay Period Report Records?

When you do the *Operations*, *Update ORS Pay Period Report Records*, the system creates DTL1, DTL2 and DTL3 records for the reporting period based on the range of dates you enter.

The operation will ask you to supply the following data:

> *Starting register date for this reporting period* – normally this would be the first day *after* the date the *last* payroll was *run*.
>
> *Ending register date for this reporting period* – normally this would be the date that the payroll *to be reported* was *run*.
>
> *Default first workday for this reporting period* – normally this would be the day *after* the *last payroll date* (i.e. the first Saturday of the biweekly pay period).
>
> *Default last workday for this reporting period* – normally this would be the date of the payroll (i.e. the second Friday of the biweekly pay period).
>
> *Reporting Period End Date* – normally this would be the date of the payroll.

After you supply the input dates, the system will examine all register records that fall in the range entered and produce the Detail-1 (Member Demographics) records, Detail-2 (Wage and Service) records and Detail-3 (TDP Deductions) records to be reported to ORS for the Pay Period.

<u>DTL1 Records</u>

The system examines all records on the *Primary Employee Data Screen* in the *Personnel Module* and looks for changes that were made between the *Starting register date for this reporting period* and the *Ending register date for this reporting period.* If one of the following types of changes was made, a DTL1 record is generated for the employee:

- Change of social security number
- Change of name
- Change of address
- Change of ORS Status Code

DTL2 Records

The system examines payroll register records that were created between the *Starting register date for this reporting period* and the *Ending register date for this reporting period.* If the register records contain gross pay line items, the system examines them as detailed below.

If there is a code in the *Wage* field of the register record line item, the system will use that *Wage Code* to report to ORS.

If no code is present in the Wage field of the register record line item, the system will use the following logic to determine the *Wage Code* to report to ORS.

If the *Earn* code is "MM   " (i.e., MM, followed by three blanks), the system then looks at the *Item* code. If the *Item* code begins with "CON" (i.e. pay from one of the contract/salary screens) and there are no *Serv. Units* present, the system includes *Wage Code* of "08". If the *Item* code does not begin with "CON" and/or there are service units present, the system uses the *Wage Code* "01".

If the *Earn* code begins with "MM" and is followed by three other non-blank characters (i.e., MM-04, for example), the system includes the *Wage Co*de found in the last two characters of the *Earn Code* (in this example, "04").

If the *Earn* code is "RET ", the system includes *Wage Code* "07" in the DTL2 records created by the operation.

If the *Earn* code is "XFICA", the system includes *Wage Code* "01" in the DTL2 records created by the operation.

DTL3 Records

The system examines payroll register records that were created between the *Starting register date for this reporting period* and the *Ending register date for this reporting period.* If the register records contain line items with deduction code = "TDP", the system generates DTL3 records reporting them.

What happens next?

After you do the *Operations, Update ORS Pay Period Report Records*, you may update the records by changing any of the fields on the three pages that the system allows the user to update. Currently, you may not add any of the three types of records, but each type allows you to change at least some fields at your discretion. Note that any of these changes will be reflected in the reports and upload file, until the *Operations, Update ORS Pay Period Report Records* is done again for the period being processed.

What happens when you Create ORS Pay Period Report File to Upload to MPSERS?

When you do the *Operations, Create ORS Pay Period Report File to Upload to MPSERS*, the system creates a file containing the records for the given payroll *Reporting Period End Date* entered. The file will contain all DTL1, DTL2 and DTL3 records for the date entered. The three *Reports, ORS MPSERS DTL1 Member Demographics Pay Period Report, ORS MPSERS DTL2 Wage and Service Pay Period Report,* and *ORS MPSERS DTL3 TDP Deductions Pay Period Report* together will tell you the records included in the file to upload.

The records for the reporting period are the records that resulted from the last time the *Operations, Update ORS Pay Period Report Records* was done for the period in question. Note that you may have updated the records by changing any of the fields on the three pages that the system allows the user to update. These changes will be reflected in the reports and upload file.

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 24-Jun-2004

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 24-Jun-2004.

This release is intended to resolve a few problems that have been causing inconvenience related to payroll results, reporting the *Registry of Educational Personnel* report, which must be submitted to CEPI before June 30th and reporting employee pay and service credits to the Office of Retirement Services, Michigan Public Schools Employee Retirement System.

With the last release, a number of validation rules were added related to the following fields found on the *Primary Employee Data Screen: Hire Date, Termination Date, MPSERS Term. Code, REP Employ. Status, ORS Status Code* and *Rehire Date.*

The rules insist on the three codes *MPSERS Term. Code, REP Employ. Status* and *ORS Status Code* being consistent among themselves, i.e. all three codes must now indicate an active employee, an employee on leave or a terminated employee.

However – and this is a big change in the way the system works – these codes will no longer determine whether an employee receives pay, benefits or deductions.

What does this mean?

If the data on an employee's *Primary Contract Salary/Screen*, *Additional Contracts/Salaries Screen* or their *Employee One-time Postings Screen* indicates they should receive gross pay, they will receive the gross pay even if the above fields indicate they are terminated or on leave.

Therefore, payroll supervisors should carefully review their pre-payroll gross pay balance reports before they run the next payroll after installing this release. And, more importantly, they should review after-payroll results in the *Payroll Register (Current P/R Details)* report before printing checks, to verify that all employees who should be paid are and that no employees who should not be paid are. It is possible that employees will receive gross pay from their contract screens when they did not in the past because of termination dates and/or codes present on the *Primary Employee Data Screen*. Conversely, if an employee is no longer to receive pay from contract screens, those screens must be updated accordingly, because the entry of termination dates and/or codes alone will not stop the pay from occurring.

These changes were necessary to allow the system to report employees who are terminated or on leave during the reporting period specified by CEPI or ORS, even if they are to continue to receive their normal pay (and benefits and deductions) after the date of their termination.

Also, the system has been revised to remove the following message appearing in the *Operations/Error Log* report: "Unable to locate SSN in peemrep.dbf <social security number>." This was added in the last release, but has been inconvenient. We will make further changes in later releases to get the Registry of Educational Personnel record data valid in relation to the rest of the data in the HR System.

Finally, the Registry of Educational Personnel export file created to be uploaded to CEPI has been renamed from "REPFILE.TXT" to "repfile.txt", as it appears the CEPI web site wants the file name in lowercase.

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 14-May-2004

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 14-May-2004.

Most of the changes are related to the *Registry of Educational Personnel* report, which must be submitted to CEPI before June 30th. If you have not already done so, we recommend that you go to the CEPI web site at http://www.michigan.gov/cepi, select *MEIS Data Services*, *Registry of Educational Personnel*, and print the documents found under the headings *REP Data Manual* and *REP Help*. These documents describe the changes regarding data entry, maintenance and reporting required for the June 2004 submission.

The following items refer to the Program "Bugs" that have been corrected in this release.

1. Program "Bug" corrected: In the *Payroll Module Administration* module, on the *ORS MPSERS Pay Period Report Records Screen*, the *Operation, Update ORS Pay Period Report records* has been revised to calculate the Pay Rate correctly per ORS specifications. Three districts have tested this revision and the feedback is that the system is doing much better complying with ORS rules. If further cases are discovered, we will continue to revise the program to make it more compliant with ORS rules.

2. Program "Bug" corrected: In the *Payroll Employee Records* module, on the *Employee One-time Postings Screen,* the system has been revised to compute *Service Units* more accurately. If the entry is made by picking a record from the *Employee Gross Pay Rate Tables Screen,* the system will compute total service units for the line item equal to the *Service Units* from the *Employee Gross Pay Rate Tables Screen* multiplied by the *Pay Units* entered. Otherwise, the user may have to manually enter the correct service units.

3. Program "Bug" corrected: In the *Personnel* module, on the *Teacher Contract Setup Screen*, the *Reports, Teacher Employment Contracts – Laser Form*s has been revised to include the correct district name in all cases. Under some circumstances, wrong district names could appear on the contract.

4. Program "Bug" corrected: In the *Payroll Module Administration* module, on the *Payroll Module Control Screen,* the *Reports, Request All Standard P/R Reports* has been revised to create the *P/R Net Pay Direct Deposit Report* in correct order – employee name within organization name.

5. Program "Bug" corrected: In the *Payroll Employee Records Module,* on the *Employee Benefits Screen*, the system has been revised to prevent accidental changes to employee *Ben. Frequency* or *P/R Schedule* for benefits that are system-defined.

6. Program “Bug” corrected: As the system has been modified to comply with Registry of Educational Personnel and ORS Pay Period reporting requirements, there has been confusion and frustration related to the following fields found on the *Primary Employee Data Screen: Hire Date*, *Termination Date*, *MPSERS Term. Code, REP Employ. Status, ORS Status Code* and *Rehire Date.* First, several validation rules were added to the system. Those rules were ineffective at enforcing valid data and made it awkward to update the screen. Then, most of the rules were removed but a warning message was added that told you to carefully check all fields after you changed any fields. With this release, a number of validation rules have been reinstated, but more carefully written and thoroughly tested. In particular, the rules insist on the three codes *MPSERS Term. Code, REP Employ. Status* and *ORS Status Code* being consistent among themselves, i.e. all three codes must now indicate an active employee, an employee on leave or a terminated employee. We hope you will find data entry in these fields more effective now.

   As a result of the above change, you may begin seeing the following message appearing in your *Operations/Error Log* report: “Unable to locate SSN in peemrep.dbf <social security number>.” This means that the system does not have a record in the Registry of Educational Personnel file for the employee whose social security number is listed. To eliminate these error messages from continuing to appear in the log, go the *Primary Employee Data* screen in the *Personnel* module, retrieve the employee record using the social security number and then select *Save* from the menu.

7. Program “Bug” corrected: The system still needs to be able to report employee wage and service credit both in the quarterly and the new pay period formats. Some districts who started preparing test files to submit to ORS used new wage codes that the quarterly wage detail report did not recognize. The *Reports, MPSERS Detail Wage Report – Worksheet* and *Operations, Create MPSERS quarterly Wage Detail Report Disk* have been revised to recognized all wage codes that begin with “MM.”

8. Though not a “bug”, in the interest of clarity, in the *Payroll Employee Records* module, the screen formerly known as the *Primary Employee Data Screen* has been renamed to the *Employee Master Setup Screen.*

The following items refer to the *Registry of Educational Personnel Screen* found in the *Personnel Module*.

9. On the *Assignment Data* page, you may now enter both an *Hourly Wage*(s) and an *Annual Salary*, per CEPI specifications

10. Also on the *Assignment Data* page, three new fields have been added.
    a) *Hghly Qual?* (Is the teacher highly qualified for the *Position* code?)
    b) *MAJOR?* (Does the staff member have an academic major – or equivalency – for this *Position* code?)
    c) *Minor?* (Does the staff member have an academic minor – or equivalency – for this *Position* code?)

    If the line contains an assignment, you must enter values for all three fields. In general, enter *1* if the answer is yes, *2* if the answer is no and *0* if neither yes or no is required to be reported, based on the *Position*. For further instructions, refer to the *January 23, 2004 Addendum To Data Field Descriptions* found on the CEPI web site.

    Both the *Reports, Registry of Educational Personnel* and the *Operation, Create Registry of Educational Personnel file* have been revised to include these fields.

11. On the *Credential Data* page, in the fields *Michigan Spon. Inst.* and *Non-Mich. Spon. Inst,* you may now enter <*blank*> codes.

12. A new page, the *Highly Qualified Criteria* page has been added to the screen. The purpose of this screen is to allow you to enter record(s) of *Position(*s*)* (assignments) for which the employee is highly qualified. A record entry may be made for a combination of position code and grade setting. The record includes a designation of which criteria (from the Michigan Department of Education guidelines) causes the employee to be highly qualified. You may also enter the date the criteria was met and additional remarks, if needed. You do not have to use this screen at this time. At the present time, this screen only provides a place to store this information. The long-term goal is to enable this data to help validate the entries made on the *Assignment Data* page of the *Registry of Educational Personnel Screen*.
    a) In the *Position Assignment* field, enter the code that the employee is highly qualified to be assigned to.
    b) Using the *Chg. Gr* button, enter all grade levels that the employee is highly qualified to be assigned to, in the *Grade Setting* field.
    c) In the *Criteria* field, enter the code that corresponds to the rule from the Michigan Department of Education guideline that causes the employee to be highly qualified. You will maintain these codes, following instructions provided by Kalamazoo RESA. See the instructions for the *Personnel Module Control Screen* below for further details.

d) If desired, you may make an entry in the *Date Criteria Met* field.

e) The *Remarks* field may be used to include additional notes about this instance of a teacher being highly qualified for a position.

13. A new screen, the *Personnel Module Control Screen* has been added. The screen has three pages. Each page is used to maintain a set of codes used elsewhere in the system.

a) Previously, on the *Primary Employee Data Screen,* the *Organization Code* field contained a list of codes defined by the system. Many requests have been made to allow users to define their own codes. The *Organization Codes* page enables you to do so. When you complete the installation, enter the following codes, exactly as shown below.

Code Description
------ --
01 = Teacher
02 = Secretary
03 = Custodian
04 = Bus Driver
05 = Food Service
06 = Miscellaneous
07 = Administrator
08 = Exempt Technical
09 = Miscellaneous (yes, there were two "Miscellaneous" codes)

This will ensure that current employee records display the organization code they were entered with. Then, you may create new codes as desired and change the values on individual employee screens.

b) The *Highly Qualified Criteria Codes* page is used to enter and maintain codes that correspond to the rules from the Michigan Department of Education guidelines that cause the employee to be highly qualified. You, following instructions provided by Kalamazoo RESA, will maintain these codes. When you complete the installation, enter the following codes, exactly as shown below. Note that you will not be able to bold the capitalized letters in the HR System

Code	Description
MTTC	= passed the **M**ichigan **T**est for **T**eacher **C**ertification
GD	= **G**raduate **D**egree in subject area
CWUM	= **C**ourse**W**ork equivalent to **U**ndergraduate **M**ajor in subject area
NBC	= **N**ational **B**oard **C**ertification
3Y18H	= **3 Y**ears of teaching experience and **18** semester credit **H**ours in subject area
3YIPD	= **3 Y**ears of teaching experience and **I**ndividual

Professional **D**evelopment plan
SBPA = **S**tandards **B**ased **P**erformance **A**ssessment

c) The *Additional H.Q. Pos./Assign. Codes* page may be used in the future, depending on the needs for recording highly qualified teachers. We will give you further instructions for this page should it be required.

KRESA Human Resources System
Application Release Notes

Application Release Date: 15-Jan-2004

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 15-Jan-2004.

1. Throughout the system, some fields that are entered using a drop-down box may appear as red. This tells you that the field does not currently contain a valid code.

The following items refer to the *Registry of Educational Personnel Screen* found in the *Personnel Module*.

2. Program "Bug" corrected: on the *Assignment Data* page, the *Accounting Code* field contained an incorrect code for "Custody and Care of Children." It has been corrected to "351." Also, this field now displays "   = blank code" when an invalid code is in the employee's record. This can happen when you have previously coded an employee with a valid Accounting Code and then the CEPI removes that code from the list of valid choices.

3. On the *Assignment Data* page, the field *Funded Position Status* now contains a blank (" = blank code") as a default value when new records are added.

4. Also on the same page, the *Position* field has been revised to contain the current valid values specified by CEPI.

5. Also, you may now enter both an *Hourly Wage*(s) and an *Annual Salary*, per CEPI specifications.

6. On the *Credential Data* page, the *Michigan Sponsoring Institution* field now contains "002298 = Nazareth College" as a valid choice.

7. In the *Employee Absence Records* module, on the *Current Employee Absence and Substitute Use Screen*, the *Regular Employee Leave Figures* report has been revised to include *Pro. Dev* (professional development leave) as well as report totals for each type of leave.

The following items refer to the payroll areas of the system.

8. In the *Payroll Employee Records* module, on the *Primary Contract/Salary Screen*, the *Operation, Transfer Contract Amount to MPSERS Pay Rate and Registry of Educational Personnel Annual Salary* no longer sets the *Hourly Wage* fields to zero as previously; whatever amounts are in those fields remain after the operation is performed. See number 4. above.

9. In the *Payroll Employee Records* module, on the *Register Record Preparation Screen*, the system now correctly validates the *Class or Organ.* field for pay line items (*Type = P)* by comparing entries with valid MPSERS Classification codes.

10. In the *Payroll Module Administration* module, on the *ORS MPSERS Pay Period Report Records Screen*, the following revisions have been made:
    a. All three pages now contain the *Rep. Period End Date* field, which indicates the reporting period of the record being displayed.
    b. The records on all three pages are now sorted first by *Rep. Period End Date* and then alphabetically by employee last name within a reporting period.
    c. On the *Member Demographics* page, you may now update (and successfully Save your changes) to all included fields except *Date of Birth* and *Gender.* To change those fields, you must change them on the *Primary Employee Data Screen* in the *Personnel* module and use the operation to update the records.
    d. On the *Wage and Service* page, you may update all fields except *Name, Wages, M.I.P. and Employer Contribution*
    e. On the *TDP Deductions* page, you may now successfully update the *Reason* code for records to be reported.

11. The system has been revised to compute the Earned Income Credit per revised rules.

12. The Federal and Michigan withholding tax rates are unchanged for 2004. The 2004 Social Security wage base is $87,900.00

13. The system has been revised to correctly print 2003 employee W-2 forms. Please note that beginning this year, we will be including the employee's calendar year to date M.I.P. deduction in the box labeled *14 Other*. When you are ready to produce W-2 forms, please follow the instructions found in *Appendix F* of the *Human Resources User's Guide*. **Before submitting the forms to be printed at KRESA, verify that the correct *Federal Tax ID* and *Michigan Tax ID* fields appear on the *Payroll Module Control Screen*.**

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 12-Nov-2003

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 12-Nov-2003. **Most of the changes are related to the *Registry of Educational Personnel* report, which must be submitted to CEPI before December 12.** If you have not already done so, we recommend that you go to the CEPI web site at http://www.michigan.gov/cepi, select *MEIS Data Services*, *Registry of Educational Personnel*, and print the documents found under the headings *REP Data Manual* and *REP Help*. These documents describe the changes regarding data entry, maintenance and reporting required for the Fall 2003 Submission.

The following items refer to the *Registry of Educational Personnel Screen* found in the *Personnel Module*.

13. On the *Demographic* page, the field previously labeled *REP Term. Code* has been relabeled *REP Employ. Status*. This is Field 25 in the *Fall 2003 Submission Meta Data* document

14. On the *Assignment Data* page, the *Funded Position Status* field will not allow you to enter a value of "1" (Vacant, funded, open position, no one assigned) unless the employee name is VACANT, FUNDED.

15. On the *Assignment Data* page, the *School* field has been updated with codes found in the CEPI School Code Master database, as of approximately mid-October.

16. Also on the *Assignment Data* page, the *Position* field has been updated with codes as found in the *Fall 2003 Submission Meta Data* document on the CEPI web site.

17. Also on the *Assignment Data* page, the *Accounting Code* field has been updated with codes as found in the *Fall 2003 Submission Meta Data* document on the CEPI web site

18. Note that the number of assignment lines has been changed from 10 to 9, again per in the *Fall 2003 Submission Meta Data.*

19. The *Operations, Create Registry of Educational Personnel file* menu choice has been revised to create a file in the format specified by the *Fall 2003 Submission Meta Data.*

20. On the *Credential Data* page, the *Michigan Sponsoring Institution* and *Non-Michigan Sponsoring Institution* fields have now been activated for use and contain codes as found in the *Fall 2003 Submission Meta Data*.

21. On the *Professional Development* page, the *Absence Information* section (*Hours Absent, Contract Hours, Days Absent, Contract Days* fields) has been removed, as it is no longer required in the *Registry of Educational Personnel*.

22. Also on the *Professional Development* page, the *Hours of Professional Development* section has been revised to reflect the *Fall 2003 Submission Meta Data* document specifications. The previous 9 codes have been replaced by the 5 current codes. The *Coursework*, *Mentoring* and *School Improvement Plan* codes remain as before. Two new codes, *Workshops or Conferences,* and *Highly Qualified Status* have been added. Finally, the *Individual Professional Development Plan*, *LEA Workshop, ISD Workshop, IHE Workshop, Other Workshop* and *Participation in National/State/Regional Conference* codes have been removed. The next items give further details of this change.

23. Before using the operation in the next item, in the *Employee Absence Records* module, go to the *Absence Reason Codes Screen*. Add two new reason codes, exactly as shown below:

Code	Description
HQ	Highly Qualified Status
WC	Workshops or Conferences

From now on, use these codes, as well as the other three previously defined codes, according to the rules in the *Fall 2003 Submission Meta Data*. If you wish, you may review the absence records already entered for the reporting period and change some *Reason Codes* to reflect the new specifications.

24. Also on the *Professional Development* page, the *Operations, Update REP Professional Development Hours from Absence Records* menu choice has been revised to reflect the above change. The operation does the following:

If the Absence *Reason Code* is	the *Leave Used* will be added to
CW = Coursework	CW = Coursework
DP = Individual Prof. Develop. Plan	CW = Coursework
HW = IHE Workshop	WC = Workshops or Conferences
IW = ISD Workshop	WC = Workshops or Conferences
LW = LEA Workshop	WC = Workshops or Conferences
MN = Mentoring	MN = Mentoring
OW = Other Workshops or NCAA	WC = Workshops or Conferences
PA = Participation	WC = Workshops or Conferences
SP = School Improvement Plan	SP = School Improvement Plan
HQ = Highly Qualified Status (**new**)	HQ = Highly Qualified Status

WC = Workshops or Conferences (**new**) WC = Workshops or Conferences

Note that you may do this operation as often as you like, per the instructions found in previous release notes. However, when you do the operation, any professional development hours found in employee records will be deleted before the operation replaces the figures with the leave used in the absence records coded professional development. Be careful.

25. The *Reports, REP Professional Development Hours* report has been revised to report the 5 current categories mentioned above.

26. As you prepare your REP report for submission, it may be helpful to refer to the 02-Dec-2003 Release Notes for further remarks.

The items below pertain to the revisions to the payroll system regarding MPSERS ORS Pay Period Reporting.

27. In the *Payroll Employee Records* module, on the *Primary Employee Data Screen*, a new field has been added: *Frequency of Pay*. This should be filled in for all employees, with the normal number of times they are paid in a year (i.e. 21, 26, etc.)

28. In the *Payroll Module Administration* module, on the *ORS MPSERS Pay Period Report Records Screen*, the *Operations, Update ORS Pay Period Report records* has been revised to correctly create multiple DTL2 records in the case where the employee receives multiple payment line items with different *ORS Employment Class Codes*.

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 14-Oct-2003

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 14-Oct -2003.

1. Program "Bug" corrected: In *the Payroll Module Administration* module, the *Benefit Distribution Control Table Screen* has been revised to allow you to update existing control records properly.

2. In the *Personnel Module*, on the *Registry of Educational Personnel Screen*, the *Schoo*l field on the *Assignment Data* page now contains a revised list of code choices, based on data available at the end of June.

3. Also on the *Registry of Educational Personnel Screen*, the Operation *Import Credential Exchange Data from CEPI* has been revised to allow you to enter a longer file name that matches the name used by CEPI.

4. In the *Payroll Employee Records Module*, the *Employee Direct To Net Postings Screen* has been revised to automatically save the last record entered and prepare to accept a new record for the employee, as the *One-Time Postings Screen* does.

5. In the *Employee Absence Records* module, on the *Current Absence and Substitute Use Screen*, the *Absence Records by Substitute Employee* report has been revised to allow you to filter the report on any combination of Date, Reason Code, Leave Code or Employee Name.

6. In the *Personnel Module*, on the *Primary Employee Data Screen*, under the *Tools, Import/Export System* option, we have created a new export file that will create a file you can send via email to the United Way. They will use the file to print pledge cards for your district. At the present, you must contact KRESA to have the export loaded on your system. Eventually, it will be included in the HR/Payroll System.

The remainder of these notes discuss the changes necessary to implement the MPSERS ORS Vision Pay Period Reporting procedures. For your reference, you may wish to visit the following sites on the Internet: http://www.state.mi.us/dmb/ors/emp/psru/WebReportingInstructionManual.asp and http://www.state.mi.us/dmb/ors/emp/psru/Tools.asp and print the documents available there.

Beginning in October 2003, districts will change the way they report employee wage, service credit and TDP deduction information to MPSERS. The new reporting procedures will be referred to as ORS (Office of Retirement Services) Pay Period Reporting. Note that districts will continue to submit TDP Agreement diskettes as they currently do – this step has not yet been revised to a web based procedure. Before proceeding with details, the following section gives a general comparison of the current method with the new ORS Pay Period Reporting procedures.

<u>Who</u> <u>is included in the reports</u>?

Currently, the Quarterly Detail Wage Report includes all regular employees who are members of MPSERS as well as retirees of the system. Students are not reported. Also, those wages that are exempt from MPSERS contribution are excluded from the report.

ORS Pay Period Reporting Procedures will report the same employees and types of wages.

Currently, the monthly TDP Payment Detail Report includes records for all employees who had a deduction taken during the month, to be applied to the cost of service credit they are purchasing.

ORS Pay Period Reporting Procedures will report the same employees and deduction payment amounts.

<u>What</u> <u>is included in reports</u>?

Currently, the Quarterly Detail Wage Report includes the employee's name, social security number, Classification Code (ex: 1240 = Teacher), reportable compensation, M.I.P. contribution (deducted from employee wages) and service units. Also, when an employee is hired or terminated during the quarter, the report contains the hire date, termination date and termination code. Finally, if applicable, the report includes an exception wage.

Currently, the TDP Payment Detail Records Report includes the employee's name, social security number, agreement number, invoice number, payment date (i.e. payroll date of deduction), reason code, deduction amount and check number used to remit the deductions to MPSERS.

ORS Pay Period Reporting procedures will contain three types of records in a single pay period report file:

Detail-1 (Member Demographics) records,
Detail-2 (Wage and Service) records and
Detail-3 (TDP Deductions) records.

Detail-1 (Member Demographics) records are only included in the report for employees when a change occurs in the data fields they report. The records include the employee's name, social security number, old social security number - if the file contains a new social security number, address, Status Code, Status Date, date of birth and gender.

Detail-2 (Wage and Service) records contain the employee's name, social security number, Classification Code (ex: 1240 = Teacher), reportable compensation, M.I.P. contribution (deducted from employee wages) and service units as currently included in the Quarterly Detail Wage Report Report, and the following additional fields:

Begin Date - The first day the member worked in the reporting period being submitted (normally this would be the same date as the begin date of the reporting period)

End Date - The last day the member worked in the reporting period being submitted (normally this would be the same date as the end date of the reporting period)

Contract Begin Date - For members who are on contract, the start date of a contract the member is working.

Contract End Date - For members who are on contract, the end date of a contract the member is working.

Frequency of Pay - Number of pay periods the member is paid (i.e. 21 or 26)

Detail-3 (TDP Deductions) records contain the same data currently reported in the monthly TDP Payment Detail Records Report.

<u>Where</u> <u>are reports submitted?</u>

Currently, the reports are submitted via diskette and mailed to MPSERS.

ORS Pay Period Reporting procedures will enable you to submit the Pay Period Report by uploading a file to the ORS web site. The file will be created from the KRESA HR/Payroll system, as the Quarterly Detail Wage and TDP Payment Detail Records Report files currently are.

<u>When</u> <u>are reports submitted</u>?

Currently, the Quarterly Detail Wage Report is due at ORS by the 11th of the month following the quarter end date. The TDP Payment Detail report is due at MPSERS by the 20th of the month following the reporting period.

ORS Pay Period Reporting procedures require the combined report file to be submitted to ORS by the end of the next pay period. For example, if your reporting cycle is biweekly the wages reported on the 14th (the payroll date) are due by the 28th (the next payroll date).

Why are reports submitted?

The complete answer to that question is beyond the scope and purpose of this document!

The next section describes changes made to the KRESA HR/Payroll system to enable successful ORS Pay Period Reporting.

1. In the *Personnel Module*, the *Primary Employee Data Screen*, the screen has been revised:
    a) In the *Miscellaneous Information* area, *Location 2*, *3* and *4* and their respective *FTE* fields have been removed.
    b) The *TB Test Date* and *Evaluation Date* fields have been moved from the lower left of the screen to where the above fields were.
    c) The new field *ORS Status Code* has been added to the screen. This field is similar to the *MPSERS Term. Code* field, but contains a new set of codes, to be used for ORS Pay Period reporting.

2. Also note there are six fields that must be carefully maintained: *Hire Date, Term. Date, MPSERS Term. Code, REP Term. Code, ORS Status Code* and *Rehire Date*. We have removed some of the previous validation rules regarding these fields, as they were awkward and not completely accurate. Instead, the system now reminds you whenever you change any of these fields that you should review the resulting entries in all of these fields, to make certain they are what you want them to be. Also, on the *Registry of Educational Personnel Screen*, the *Hire Date* and *Termination/Separation Date* fields may be updated by the system when you change either the *Hire Date, Term. Date* or *Rehire Date* mentioned above. Therefore, these fields should be verified after making any of the above changes.

3. In the *Payroll Employee Records Module*, on the *Primary Employee Data Screen*, in the *MPSERS Information* area, the *Classification Code* field has been renamed *ORS Class Code*. The field is now entered using a “drop-down” box, instead of the normal text box found previously. This field now also appears on the *Employee Gross Pay Rate Tables screen*, the *Employee One-time Postings Screen*, *Primary Contract/Salary Screen* and *Additional Contracts/Salaries Screen*. When an employee is paid, the Pay line items on their payroll register screen will now contain the ORS Class Code in the field labeled *Class/Org*. Please note that this field will continue to contain the Organization Code for Benefit and Deduction line items.

    If no ORS Class Code is found on a *Primary Contract/Salary Screen* or *Additional Contracts/Salaries Screen* when the payroll is run, the system will use the code from the *Primary Employee Data Screen*. The system will not allow you to update either of the *Contract/Salary Screen*s without entering a valid *ORS Class Code*.

    When entering payment items on the *Employee One-time Postings Screen*, the system will not allow you to enter an item without a valid ORS Class Code. If you do not enter a code in the field, the system will use the code from the *Primary Employee Data Screen*.

4. In the *Payroll Employee Records Module*, on the *Employee Register Records Screen* and the *Historical Register Records Screen*, the field previously called *Organ*. has been renamed to *Class/Org*. For gross Pay line items, the field will now contain the *ORS Class Code* for this payment. For Benefit and Deduction line items, this field will continue to contain the Organization Code, as previously. For direct to Net items, the field will be blank. On the *Register Records Preparation Screen*, the field has been renamed to *Class. or Organ.* If a Benefit or Deduction line item is being entered or updated, the field will validate the entry comparing it to valid Financial Organization Codes. If a gross Pay line item is being entered or updated, the field will validate the entry comparing it to valid ORS Classification Codes.

5. In the *Payroll Employee Records Module*, on the *Primary Contract/Salary Screen* and *Additional Contracts/Salaries Screen*, a new field has been added: *End Date.* For employees who are on a contract, ORS Pay Period Reporting requires both a Start Date and End Date of the contract period. If you enter a *Begin Date,* make sure to enter an *End Date* also.

6. In the *Payroll Module Administration* module, on the *Module Control Screen*, a new field has been added: the *ORS Unit Number* must be updated with your district's unit number, in order to correctly prepare your Pay Period Report file.

7. Also, in the *Payroll Module Administration* module, a new screen has been added: the *ORS MPSERS Pay Period Report Records Screen*. It contains the records found on the *MPSERS TDP Payment Detail Records Screen*, as well as the Detail-1 (Member Demographics) records and Detail-2 (Wage and Service) records described above. Therefore, it will contain all records that you will report to ORS via the Pay Period Report file. Eventually, the *MPSERS TDP Payment Detail Records Screen* will be obsolete and removed from the system.

   There are three reports currently available. Each report displays one of the record types mentioned above. For each report, you may report all records of that type or only those records for a selected Reporting Period End Date.

   There are two operations currently available.

   Update ORS Pay Period Report records is similar to the *Operation Update Tax Deferred Purchase Payment Detail Records* found on the *Employee Tax Deferred Payment Agreement Screen* found in the *Payroll Employee Records Module*. The operation will ask you to supply the following data:

Starting register date for this reporting period – normally this would be the first day *after* the date the *last* payroll was *run*.

Ending register date for this reporting period – normally this would be the date that the payroll *to be reported* was *run*.

Default first workday for this reporting period – normally this would be the day *after* the *last payroll date* (i.e. the first Saturday of the biweekly pay period).

Default last workday for this reporting period – normally this would be the date of the payroll (i.e. the second Friday of the biweekly pay period).

Reporting Period End Date – normally this would be the date of the payroll.

After you supply the input dates, the system will examine all register records that fall in the range entered and produce the Detail-1 (Member Demographics) records, Detail-2 (Wage and Service) records and Detail-3 (TDP Deductions) records to be reported to ORS for the Pay Period.

The other operation, *Create ORS Pay Period Report File to Upload to MPSERS* is similar to the *Create Tax-Deferred Purchase Payment Detail File* operation found on the *MPSERS TDP Payment Detail Records Screen*. It will enable you to create a file on your local or network hard drive to upload to ORS on their web site.

Outline of Payroll Tasks to Prepare an ORS Pay Period Report File

This section provides a summary of the new tasks and procedures that payroll clerks will have to do to provide ORS with Pay Period Report Files.

In general, there are three steps to follow: First, when a new employee is entered in the system, make sure to enter appropriate codes on the screens as detailed below. Then, when the employee's job or status changes, make sure to change the codes as necessary. This would include the situation when an employee goes on leave, workers compensation or terminates their employment. Finally, use the new *ORS MPSERS Pay Period Report Records Screen* to report and then prepare a file to submit to MPSERS with each pay period.

In the *Payroll Module Administration* module, on the *Module Control Screen*, a new field has been added: the *ORS Unit Number* must be updated with your district's unit number, in order to correctly prepare your Pay Period Report file. This only has to be done once.

In the *Personnel Module*, on the *Primary Employee Data Screen*: there are six fields that must be carefully maintained: *Hire Date, Term. Date, MPSERS Term. Code, REP Term. Code, ORS Status Code* and *Rehire Date*. Of the six, only the *ORS Status Code* is new. When you enter a new employee, the system will automatically set the code to 11 (New Hire) and then set the code to blank (No Change in Status) when the employee is paid for the first time. After that, you must make sure that all six codes reflect the current status of the employees – considering leaves, workers compensation, terminations, etc.

In the *Payroll Employee Records Module*, on the *Primary Employee Data Screen*, the *Earnings Code* field must be set to reflect the normal and/or primary job of the employee. For the present, the *Earnings Code* will be translated by our system to the appropriate *ORS Wage Code.* Eventually, we may replace our codes with the ORS codes. As previously, some payments may be made with other *Earnings Codes* (example: pay in lieu of benefits coded XMPS). As we move forward, other *Earnings Codes* will be added to reflect other types of pay that ORS has defined, for example, ORS wants to separate retroactive pay with a separate Wage Code, but we will cover that at a later point. The *ORS Class Code* will be reported differently in the ORS Pay Period Reports. You may now pay an employee several payment items using different *ORS Class Codes*, to reflect different positions if the employee has more than one job. As with the *Earnings Code*, the system will use the code from the *Primary Employee Data Screen*, but will allow you to override it with different codes on the *Primary Contract/Salary Screen, Additional Contracts/Salaries Screen, Employee Gross Pay Rate Tables screen* and the *Employee One-time Postings Screen*.
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In the *Payroll Employee Records Module*, on the *Primary Contract/Salary Screen* and *Additional Contracts/Salaries Screen,* in addition to the above notes, make sure that contracted employees have an *End Date* entered as well as a *Begin Date.* Also, both screens include new fields labeled *Additional Wage Codes* with corresponding *Amounts, Begin* and *End Dates*. These fields are intended to handle the additional *ORS Wage Codes* mentioned above. More details will be provided, as we get ready to implement them.

In the *Payroll Employee Records Module*, on the *Employee Gross Pay Rate Tables screen* and the *Employee One-time Postings Screen.* As previously discussed, these screens can use *ORS Class Code*s different from those on the contract screens. The goal is to code all payment items to reflect the job the employee is being paid for doing.

In the *Payroll Employee Records Module*, on the *Register Records Preparation Screen*, the field previously called *Organ*. has been renamed to to *Class. or Organ*. For gross Pay line items, the field will now contain the *ORS Class Code* for this payment. For Benefit and Deduction line items, this field will continue to contain the Organization Code, as previously. For direct to Net items, the field will be blank.

In the *Payroll Module Administration* module, a new screen has been added: the *ORS MPSERS Pay Period Report Records Screen.* The screen has three tabs or pages. It contains the records found on the *MPSERS TDP Payment Detail Records Screen*, as well as the Detail-1 (Member Demographics) records and Detail-2 (Wage and Service) records described above. When you are ready to prepare a Pay Period Report File to submit to ORS, you will start by doing the *Operation*, *Update ORS Pay Period Report records* as described above. Then, run each of the three reports on the screen for the pay period you are working on. Verify that they contain the desired submission data. If so, then do the *Operation, Create Tax-Deferred Purchase Payment Detail File* and submit it to ORS on their web site. If the submission data is not correct, you will either manually edit it on the screen – if you want to change the fields the system will allow you to change – or perhaps add adjustment Register Records.

Realistically, the 14-Oct-2003 system release will be the first of many revisions – we could well have several revisions between now and the end of the year. We just submitted the first test data file to ORS this week. As we work through the test data file verification, acceptance and posting procedures, we will learn more about the requirements of ORS. They are learning from their experience with districts also. And they may change their requirements and procedures as they work through the implementation process. Therefore, as always, the key to our success will be effective communication - and a healthy dose of patience. These changes are not trivial; they are significant and somewhat complex. We will do our best to work through this period together.

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 10-Sep-2003

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 10-Sep -2003.

This version contains changes necessary to implement the MPSERS ORS Vision Pay Period Reporting procedures…

1. In the *Payroll Employee Records Module*, on the *Primary Employee Data Screen*, in the *MPSERS Information* area, the *Classification Code* field has been renamed *ORS Class Code*. The field is now entered using a “drop-down” box, instead of the normal text box found previously. This field now also appears on the *Employee Gross Pay Rate Tables screen*, the *Employee One-time Postings Screen*, *Primary Contract/Salary Screen* and *Additional Contracts/Salaries Screen*. When an employee is paid, their Pay line items on their payroll register screen will now contain the ORS Class Code in the field labeled *Class/Org*. Please note that this field will continue to contain the Organization Code for Benefit and Deduction line items.

   If no ORS Class Code is found on a *Primary Contract/Salary Screen* or *Additional Contracts/Salaries Screen* when the payroll is run, the system will use the code from the *Primary Employee Data Screen*. The system will not allow you to update either of the *Contract/Salary Screen*s without entering a valid ORS Class Code.

   When entering payment items on the *Employee One-time Postings Screen*, the system will not allow you to enter an item without entering an ORS Class Code. If you do not enter a code in the field, the system will use the code from the *Primary Employee Data Screen*.

2. In the *Personnel Module*, on the *Primary Employee Data Screen*, the screen has been revised:
   a) In the *Miscellaneous Information* area, *Location 2*, *3* and *4* and their respective *FTE* fields have been removed.
   b) The *TB Test Date* and *Evaluation Date* fields have been moved from the lower left of the screen to where the above fields were.
   c) The new field *ORS Status Code* has been added to the screen. This field is similar to the *MPSERS Term. Code* field, but contains a new set of codes, to be used for ORS Pay Period reporting.

3. In the *Payroll Employee Records Module*, on the *Employee Register Records Screen* and the *Historical Register Records Screen*, the field previously called *Organ*. has been renamed to *Class/Org*. For gross Pay line items, the field will now contain the *ORS Class Code* for this payment. For Benefit and Deduction line items, this field will continue to contain the Organization Code, as

previously. For direct to Net items, the field will be blank. On the Register Records Preparation Screen, the field has been renamed to *Class. or Organ.* If a Benefit or Deduction line item is being entered or updated, the field will validate the entry comparing it to valid Financial Organization Codes. If a gross Pay line item is being entered or updated, the field will validate the entry comparing it to valid ORS Classification Codes.

4. In the *Personnel Module*, on the *Primary Employee Data Screen*, there are six fields that must be carefully maintained: *Hire Date, Term. Date, MPSERS Term. Code, REP Term Code, ORS Status Code* and *Rehire Date*. We have removed some of the previous validation rules regarding these fields, as it was awkward and not completely accurate. Instead, the system now reminds you whenever you change any of these fields that you should review the resulting entries in all of these fields, to make certain they are what you want them to be. Also, on the *Registry of Educational Personnel Screen*, the *Hire Date* and *Termination/Separation Date* fields may be updated by the system when you change either the *Hire Date, Term. Date* or *Rehire Date* mentioned above. Therefore, these fields should be verified after making any of the above changes.

5. In the *Payroll Employee Records Module*, on the *Primary Contract/Salary Screen* and *Additional Contracts/Salaries Screen*, a new field has been added: *End Date.* For employees who are on a contract, ORS Pay Period Reporting requires both a Start Date and End Date of the contract period. If you enter a *Begin Date*, make sure to enter an *End Date* also.

6. Also, on the *Primary Contract/Salary Screen* a new field has been added: and *Additional Contracts/Salaries Screen*, a new field has been added: *End Date.*

As always, please feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 19-Jun-2003

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 19-Jun-2003.

On Monday, we placed the Human Resources System release dated 16-Jun-2003 on our Online Support Web Site. Fortunately, most of you did not install the version at your district. A number of bugs were discovered by those of you who did. Today's version fixes all known problems. Please review these notes, the notes for 16-Jun-2003, and any previous notes you may find helpful as you complete your REP data submission due to CEPI by June 30th. Thank you.

1. Program "Bug" corrected: The *Operation, Update REP Professional Development Hours from Absence Records* was not recognizing the correct *Reason Codes* from the *Current Employee Absence and Substitute Use Records Screen.* To review, the codes are:

DP	Individual Professional Development
SP	School Improvement Plan
MN	Mentoring
LW	LEA Workshop
IW	ISD Workshop
HW	IHE WorkShop
CW	Coursework
OW	Other WorkShops or NCAA
PA	Participation in National/State/Regional Conference

These codes should be found in the *Employee Absence Records* module on the *Absence Reason Codes Screen.* And, these are the codes you should use when entering absence records for professional development. Also to review, the *Leave code* should be entered as PD (Professional Development) and the *Leave Used* field should include the number of **hours** of professional development time spent for that instance.

2. Program "Bug" corrected: If you added new employees to the HR/Payroll system after installing the 16-Jun-2003 release, the system would later tell you that the employees were terminated, even though no termination date or codes were present. This bug has been fixed. If this message appears on employees you added this week, go to the *Primary Employee Data Screen*, select the *MPSERS Term Code* drop down list, go to the bottom of the list, then choose the correct code and *Save* the record. This should take care of the problem.

3. The system has been revised to consider the employee's birthday a mandatory field. It will no longer allow you to enter new employees or update existing employee records – either on the *Primary Employee Data Screen* or on the *Registry of Educational Personnel Screen*, without a birthday present. This is necessary because the birthday is required on the REP report.

As always, lease feel free to contact our support help line with any questions or concerns.

Thank you.

Application Release Date: 16-Jun-2003

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 16-Jun-2003.

1. The system has been updated to compute Federal income tax withholding amounts using the revised 2003 rules. Employees may note changes in the amount of FIT withheld from their pay.

2. In the *Payroll Employee Records Module*, on the *Primary Contract/Salary Screen* and the *Additional Contracts/Salaries Screen*, a new field has been added in the Contract Controls section: *End Date*. This field will be used when we begin pay period reporting to MPSERS later in the year. For the present, you may enter the end date of any new contracts that you enter for the coming fiscal year. You do not have to enter anything for contracts for teachers, as this will be entered as part of the operation to transfer teacher salaries from the Personnel Module to the Payroll Module.

3. In the *Employee Absence Records* module, on the *Current Absence and Substitute Use Screen*, the Reports *Absence Records by Employee, Date* and *Absence Records by Substitute, Date* have been revised. You may now request these reports for any combination of date, absence Reason Code, absence Leave Code or Employee. If you choose *Selected* and enter a value for one or more of these choices, the report will only include absence records that match the selected value(s). Also, note that the selection criteria are now shown at the top of the report.

The remaining revisions pertain to the *Registry of Educational Personnel* screen in the *Personnel* module. Note that you may find it helpful to refer to the *02-Dec-2002 Application Release Notes* as well as the *11-Jun –2002 Application Release Notes* for further instructions on how to prepare your REP data file submission using the KRESA Human Resources System.

4. A new report, *REP Professional Development Hours* has been added. This report lists all employees with the *Include in REP submission?* field checked. It displays the hours of professional development time to be included in the next REP data file. Item 3. above notes changes to the *Absence Records by Employee, Date* report. In particular, note that you can request a report of all absence reports with *Leave Code* = PD and/or all absence records with *Reason Code* = "P?". This should help you review the absence records intended for professional development before proceeding to the next step.

5. The *Operation, Update REP Professional Development Hours from Absence Records* is now available for your use. If your district entered absence records for

professional development time, the system will automatically update your REP professional development time totals from the absence records. The operation will consider all absence records in the range of dates entered and compute total professional development hours as described in the operation screen. Be sure to review the *Operations/Error Log* report after each time you do the operation. You may do this operation as often as necessary.

6. A number of changes have been made to the REP screen regarding the validation of data entered. We have attempted to force you to enter data that CEPI considers valid, according to their published programming edits. Please note all error messages you receive while using the screen and try to enter values as instructed by the system.

7. The June 2003 submission must include all employees and Professional Development hours. When the *Registry of Educational Personnel* and *REP Professional Development Hours* reports include all data you wish to submit to the CEPI, you may perform the *Operation, Create Registry of Educational Personnel file*, which will produce a file that you can upload to the CEPI on their web site. This file will be created on the root of the drive you select, with the name *REPFILE.TXT*. The CEPI requires that files submitted to them have the extension .TXT, so you should not rename the file. Please note total records.

The above notes should help you enter and verify REP data to report to CEPI. It is likely that further instructions or clarifications (and possibly another system release) will be required, but we wanted to give you a system upgrade now to allow you to complete the work that is due to CEPI by June 30th.

Please feel free to contact our support help line with any questions regarding this work.

Thank you.

Application Release Date: 09-Jan-2003

These notes provide a brief description of the changes and new features to be found in the Human Resources System version dated 09-Jan-2003.

You should download and install this update, following the instructions on the site, as soon as possible. After you have successfully installed the update, you may request employee W-2 forms to be printed at KRESA and returned to you via REMC delivery.

To make sure you have successfully installed the new version of the system, verify the following after the installation:

1. Start the HR System, click on *Help*, then *About* from the menu bar. The *Application Release* date should be 01/09/2003.

2. Go to the *Module Control Screen* and enter your email address in the new field labeled *Email Address*. Then go to a different screen and return to the *Module Control Screen*. The email address should still appear in *Email Address*.

3. On the *Module Control Screen*, select *Reports*, *Employee W-2 Forms: 8.5 x 11 Laser*. Then on the *Report Print Options* screen, select *Submit to K/RESA*. The options *Duplex Long Edge*, *Letter Quality* and *Preprinted* should all be selected and should not allow you to change them. You may *Cance*l at this point, until you are ready to submit your W-2 forms for printing.

If any of the three above checks do not work correctly, please contact KRESA Support at 488-6201 before proceeding.

1. Program “Bug” corrected: For payrolls run after the *Active Calendar Year* shown on the *Module Control Screen* (2003 payrolls), the employee payroll checks and direct deposit mailer forms display the calendar year to date totals of the *Active Calendar Year* (2002) in the column labeled *Year-To-Date* for gross pay items. After you install this update, the amounts displayed on checks and deposit forms will be correct, even before you complete Step 7 in the *Human Resources Users Guide, Appendix F*.

2. The system has been updated to correctly compute Medicare, Social Security, Federal and Michigan income tax withholding amounts, as well as Earned Income Credit amounts, using 2003 rules. Employees may note changes in the amounts of these deductions after you install this system update.

3. In the *Payroll Module Administration* module, on the *Payroll Module Control Screen*, two new fields have been added: *Email Address* and *SSA Contact Method.* Enter the email address of the payroll supervisor and indicate whether

you would prefer to be contacted via postal or email by the Social Security Administration. Note that you must fill in these two new fields before submitting your W-2 data to the Social Security Administration via their Internet site.

4. In the *Payroll Module Administration* module, on the *Gross Pay Items Definitions Screen,* a new report has been added, the *Gross Pay Item Codes Report,* which provides a printed list of the gross pay items defined in your system.

5. In the *Payroll Module Administration* module, on the *Financial Organizations Screen*, a new report has been added, the *Financial Organizations Report,* which provides a printed list of the organizations defined in your system.

The remainder of these notes concern preparing your employee W-2 forms. Refer to the *Human Resources Users Guide, Appendix F* as handed out at our December 2002 Users Group meeting, or as sent via email to those of you who did not attend our meeting.

Step 1 includes instructions to enter data on the *Employee Tax Control Screen*. We have added three new fields to this screen, which may be used as described below:

Third-party sick pay	This field should be checked if the employee's W-2 wages include money paid by a third party (e.g. insurance company). This will cause a check to appear in Box 13 of the employee's W-2 form, in the box labeled *Third-party sick pay*.

The next two fields appear under the heading *Non-qualified plan*. Amounts entered in these fields will be added together and appear in Box 11 of the employee's W-2 form, labeled *Nonqualified plans*. This box is used to report distributions to an employee from a nonqualified plan or a nongovernmental section 457 plan. According to the IRS publication *2002 Instructions for Forms W-2 and W-3*, "*the purpose of box 11 is for the SSA to determine if any part of the amount reported in box 1 or boxes 3 and/or 5 was earned in a prior year. The SSA uses this information to verify that they have properly applied the social security earnings test and paid the correct amount of benefits*". The instructions and situations are rather complex; please consult your district's financial and/or legal consultants for further advice on the proper use of these boxes.

Sec. 457 Dis./Con.	This field may be used to enter an amount representing distributions or contributions to a Section 457 plan, to appear in Box 11 of the employee's W-2 form, in the box labeled *Nonqualified plans*.

NOT Sec. 457 Dis./Con.	This field may be used to enter an amount representing distributions or contributions to a nonqualified plan that is NOT a Section 457 plan, to appear in Box 11 of the employee's W-2 form, in the box labeled *Nonqualified plans*.

Step 2 instructs you to order the *Employer's W-2 Proof Report*. After you have done so, also request the new report *Employer's W-2 Proof Report – Supplemental Data.* This report displays only those employees who have an entry in one or more of the above three new fields.

Step 6 d) refers to producing diskette versions of your W-2 data and submitting them to the Social Security Administration. These instructions are obsolete. As last year, we will be submitting our W-2 data files to the Social Security Administration via their Internet site. We will be sending you further instructions on how to complete these steps shortly. For now, **you should not go beyond Step 6 c) until we notify you**.

Application Release Date: 02-Dec-2002

These notes provide a brief description of the changes and new features to be found in the Human Resources System version dated 02-Dec-2002.

The Center for Educational Performance and Information (CEPI) is requiring all districts to submit data about their employees in the new Registry of Educational Personnel (REP) format. The CEPI web site address is *www.michigan.gov/cepi*.

The next scheduled REP submission deadline is 13-Dec-2002, and will require data **for all school personnel.**

The KRESA HR System has been revised to enable you to record and submit all data in the format currently specified by CEPI. Follow the steps below to complete your submission.

Install the HR Release dated 02-Dec-2002.

In the *Personnel Module*, go to the *Registry of Educational Personnel Screen.* Update your records for all employees to be reported to CEPI, noting the following:

On the *Demographic* page, select the field *Include in REP submission?* (which will put a check mark in the field) in order for the employee to appear in the data file to be submitted to CEPI. Do this for all employees that you want to include in your December 13th submission. After you have this done, in the *Payroll Employee Records Module*, go to the *Primary Contract/Salary Screen*. Then, select *Operations, Transfer Contract amount to MPSERS Pay Rate and Registry of Educational Personnel Annual Salary*. This operation will load the Contract amount for all employees with a primary contract into the *Annual Salary* field described below. After you have completed this operation, go to the *Payroll Administration Module*, the *Module Control Screen* and request the *Operations/Error Log* report. The report will note any employees who do not currently have a record in the Registry of Educational Personnel file.

On the *Assignment Data* page, the *Annual Salary* field has been added. CEPI reporting instructions say that this field applies to assignment codes that are salaried. You should report either an annual salary or hourly wage(s), but not both. If you are entering *Hourly Wage*(s), the system may be able to calculate them for you, based on primary contract figures. The Calculate Wage buttons will compute hourly wages for each assignment, by using the formula:

Payroll Primary Contract / (*REP Contract Days* x *Contract Hours Per Day*)

Also on the *Assignment Data* page, the *Show Account Info* button will display the six accounts that appear on the employee's Payroll Primary Contract, for reference when entering the *Accounting Code* field.

If you enter information on an assignment line and wish to delete it all, the *Reset to blank* button may be clicked to blank the line.

On the *Credential Data* page, note that the *Type of Credential* field now only contains one credential, instead of 5 as previously.

Note that data appearing on the *Absences and Professional Development* page will not be reported to CEPI on the December report, but will begin June 2003.

When you have updated all employee records to their current data, select *Reports, Registry of Educational Personnel*. Print the report and verify that the data is correct.

Some things to look for to make sure the report is valid:

Every employee on the report should have some data in the following fields: *Employee Name, Gender, Racial, Date of Birth, Soc. Sec. #, Lev.* (Highest Educational Level), *Funded* (Position Status), *Hire Date*, at least one *Cred*(entail) *Type Code,* and at least one combination of *Schl., Pos., Grade level/Setting, FTE, Hourly Rate* and *Accounting Code*.

If applicable, the *Term. Date*, *Term. Code, Credential Issue Date* and *Credential Expiration* dates should also be present.

In the *School Assignment by Grade, FTE and Wage* area of the report, make sure that if you have data in any column, you have data in all columns on the line.

When the *Registry of Educational Personnel* report includes all data you wish to submit to the CEPI, you may perform the *Operation, Create Registry of Educational Personnel file*, which will produce a file that you can upload to the CEPI on their web site. This file will be created on the root of the drive you select, with the name *REPFILE.TXT*. The CEPI requires that files submitted to them have the extension .TXT, so you should not rename the file. Please note total records.

KRESA Human Resources System
Application Release Notes

Application Release Date: 18-Sep -2002

These notes provide a brief description of the changes and new features to be found in the Human Resources System release dated 18-Sep -2002.

1. The system has been updated to calculate the employer contribution rate using 12.99% of covered wages for the system benefit code *MPSRS*.

2. A new report, the *Payroll Register Report in Employee Check Format,* has been added on the *Payroll Module Control Screen*, in the *Reports, After-Payroll Results Reports* menu. This report replaces the *Payroll Register (Pre-printed w / YTD)* report – also known as the "Blue Eagle." The report is an 8.5" x 11" landscape report that can be printed on any laser printer or submitted to KRESA for central printing. If you wish to print the new report for previous payrolls, do the following:
   a) *Operations, Create payroll checK/Register File* and enter the *Payroll Schedule* and *Payroll Date* desired
   b) When the above operation completes, select *Reports, After-Payroll Results Reports, Payroll Register Report in Employee Check Format* and run the report as desired.

3. The system has been revised to enable recording and reporting Professional Development Leave on the REP report submitted to the CEPI. See attached handout.

4. The Teacher Employment Contract has been revised to an 8.5" x 11" report that can be printed on any laser printer or submitted to KRESA for central printing. See attached sample.

Application Release Date: 11-Jun -2002

These notes provide a brief description of the changes and new features to be found in the version of the Human Resources System dated 11-Jun-2002.

The Center for Educational Performance and Information (CEPI) is requiring all districts to submit data about their employees in the new Registry of Educational Personnel (REP) format. The CEPI web site address is *www.michigan.gov/cepi*.

The first submission must include all instructional and administrative employees of the district and is due by June 28, 2002. The December 2002 submission must include all employees of the district. The June 2003 submission must include all employees and Professional Development data (as well as absence data).

The enclosed disk will upgrade your Human Resources system to allow you to maintain REP data for the employees you are required to report to CEPI by June 28, 2002. These notes refer to and supplement the notes included with the 01-Apr-2002 version of the Human Resources system.

The following is a suggested outline of steps to follow:

1. Install the enclosed CD and verify that your system has been updated to release date 11-Jun -2002.

2. In the *Personnel Module*, go to the *Registry of Educational Personnel Screen*. Select *Operations, Update REP Hire and Term. Dates from Primary Personnel fields*. Perform the operation as instructed. Please note that a summary of the results will appear in the *Operations/Error Log*

3. The previous version of the HR System (01-Apr-2002) had two serious bugs:

   a) The hourly wage calculation feature (4.d below) did not use the correct formula. To recalculate hourly wages for contracted employees, see the instructions in 4.d below.
   b) The *Highest Educational Level* field was often filled with the wrong code, even after you had entered the correct code. To verify the *Highest Educational Level* for employees, print a *Registry of Educational Personnel* report and verify that all employees have the correct code. If you used the K/RESA system to maintain Register of Professional Personnel records, you may print a ROPP report and compare the *Level* field with the *Highest Educational Level* field.

4. Enter data for all instructional and administrative employees of the district by going to the *Registry of Educational Personnel Screen* in the *Personnel Module*. Note that this screen is divided into four pages. To select a page, click on the tab

for that page. For example, to see assignment data, click on the *Assignment Data* tab. Some additional notes and suggestions regarding data entry, follow below:

a) On the *Demographic* page, select the field *Include in REP submission?* (which will put a check mark in the field) in order for the employee to appear in the data file to be submitted to CEPI.

b) On the *Assignment Data* page, the *Position* field currently allows you to select from all codes specified by CEPI for General Education, Special Education, Career/Tech Education and Non-certified assignments. For Assignments to Administration, you will need to create position codes for your administrative employees. To do this, choose *Operations, Create New Assignments to Administration*. On the *Create a new Administrative Assignment code* screen, make one selection from each of the following sections: *Title, Level*, and *Function*. Click on the *Enter New* button. If the new code was added successfully, the message "Record Added. Add another record or press Finished." will be displayed. Click on the *OK* button. At this point another new Administrative Assignment code may be entered as instructed above, or click the *Finished* button to exit this operation. These assignment code(s) will now be available for selection in the drop down list for the *Position* field on this screen.

c)

On the Credential Data page, the fields include *Credential License Number* (field 8), *Credential Issue Date* (field 18) and Credential Expiration Date (field 19). The CEPI web site includes a Credential Data Exchange function that allows you to upload employee records to CEPI and have them include Credential License Number (field 8), Date Credential Issued (field 18) and Date of Expiration of Credential (field 19) for you to download back into your HR system. If you wish to upload your employee REP data to have CEPI fill in Credential data, select *Operations, Create Credential Data Exchange Export file* and then upload the resulting file to the CEPI using their web site. When the CEPI notifies you that your credential data has been updated and is available for you to download, follow their instructions to transfer the download to your hard drive. Before the next step, it is highly recommend that you select the *Administrative, Backup Databases* and perform a successful backup of your HR data to your network drive. Then, if for some reason, you are not satisfied with the result of replacing employee credential data with the data in the file downloaded from the CEPI site, you can restore your credential data as it was before the next step. Then, select *Operations, Import Credential Exchange data from CEPI file.* This will replace the above three fields for all employees in your system, with the data returned from the CEPI.

d) You may have the system calculate an hourly wage, based on the data that is displayed in the three boxes in the *Fields used to Calculate Hourly Wage* section. The system will use the formula *Payroll Primary Contract ÷ (REP Contract Days* x *Contract Hours per day).* Note that the *Payroll Primary Contract* is found in the *Payroll Employee Records Module*, on the *Primary Contract Screen.* The *REP Contract Days* field is found on the *Absence & Professional Development* tab on this screen and may be changed there. Enter the correct amount in the *Contract Hours per day* on this screen. Once the data is correct click on the *Wage* button in the *Calculate?* column and the hourly wage will be calculated and entered in the corresponding *Hourly Wage* field. Choose *Save*. Hourly Wage calculations may be done as many times as necessary.

e) On each of the ten lines in the *School Assignment by Grade, FTE and Wage* section, there is a button labeled *Reset to blank?* If you enter any data by mistake and want to blank out the whole line, click on the button.

f) When choosing the *Accounting Code*, you may wish to view the ASN and percent distribution from the *Primary Contract Screen*. Click on the *Show ASN info* button to display the ASNs, their 25 digit account number and the percent breakdown as assigned on the *Employee Primary Contract* data screen.

5. At any point, you may request the report *Registry of Educational Personnel*, which will display all REP data currently entered on the system.

6. Some things to look for to make sure the report is valid:
   a) Every employee on the report should have some data in the following fields: *Employee Name*, *Gender*, *Racial*, *Date of Birth*, *Soc. Sec. #*, *Lev.* (Highest Educational Level), *Funded* (Position Status), *Hire Date*, at least one *Cred*(entail) *Type Code*, and at least one combination of *Schl.*, *Pos.*, *Grade level/Setting, FTE*, *Hourly Rate* and *Accounting Code*.
   b) If applicable, the Term. Date, Term. Code, Credential Issue Date and Credential Expiration dates should also be present.
   c) In the *School Assignment by Grade, FTE and Wage* area of the report, make sure that if you have data in any column, you have data in all columns on the line.

7. When the *Registry of Educational Personnel* report includes all data you wish to submit to the CEPI, you may perform the *Operation, Create Registry of Educational Personnel file*, which will produce a file that you can upload to the CEPI on their web site. This file will be created on the root of the drive you

select, with the name *REPFILE.TXT*. The CEPI requires that files submitted to them have the extension .TXT, so you should not rename the file. Please note total records.

The above notes should help you enter and verify REP data to report to CEPI. It is likely that further instructions or clarifications (and possibly another upgrade disk) will be required, but we wanted to give you a system upgrade now to allow you to complete the work that is due to CEPI by June 28th.

Please feel free to contact our support help line with any questions regarding this work.

Thank you.

KRESA Human Resources System
Application Release Notes

Application Release Date: 01-Apr-2002

These notes provide a brief description of the changes and new features to be found in the 01-Apr-2002 version of the Human Resources System.

The Center for Educational Performance and Information (CEPI) is requiring all districts to submit data about their employees in the new Registry of Educational Personnel (REP) format. The CEPI web site address is *www.michigan.gov/cepi*.

The REP report replaces the Register of Professional Personnel (ROPP) formerly reported to the Michigan Department of Education.

The first submission must include all instructional and administrative employees of the district and is due by April 30, 2002. The December 2002 submission must include all employees of the district. The June 2003 submission must include all employees and Professional Development data (as well as absence data).

As is our practice, K/RESA will be helping our clients with this task by revising our program to maintain the necessary data fields for your district's personnel and providing a function within the HR system to enable you to export your REP data report directly to the Department of Education.

We are currently updating our system to comply with the REP reporting requirements and will have the revised HR system available for installation at your district by April 1st. This will allow you at least one month to enter and submit the data required by the CEPI.

The following pages describe the changes we have made to our HR system and will help you prepare to collect and enter the required REP data when the revised system is installed at our district.

Please note that *Field #* refers to the Personnel Record Layout contained on pages 11-12 of the Registry of Educational Data Basics (REP) document as dated January 1, 2002.

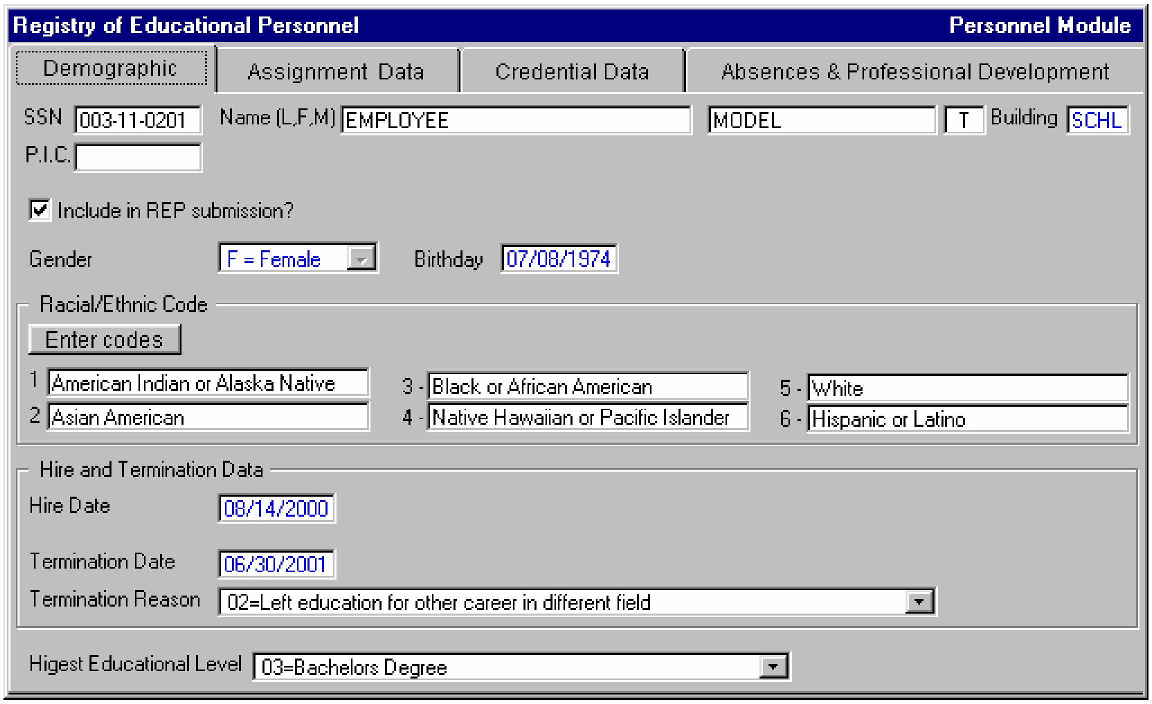
Also, please note the following points - which are not included in the following notes:

1. The system will include a Report, *Registry of Educational Personnel*, that you can run – similar to the ROPP report – which will give you a printed copy of all data as it would be submitted to the CEPI if you performed the *Operation* to *Create REP Submission File.*
2. The system will include an Operation, *Create REP Submission File*, which will enable you to create a file of REP records that you can upload/submit to the CEPI per the instructions they provide.
3. Some of the data fields included in the REP are found elsewhere in the HR system (e.g. Termination Date). As we complete the updates to the system,

we will explain to you the relationship between the new fields included in the REP and those previously present in the HR system.

4. The CEPI also mentions the Credential Data Exchange function to upload/download employee and credential information. If possible, we will incorporate Operations to help you with these functions

Additional Notes …

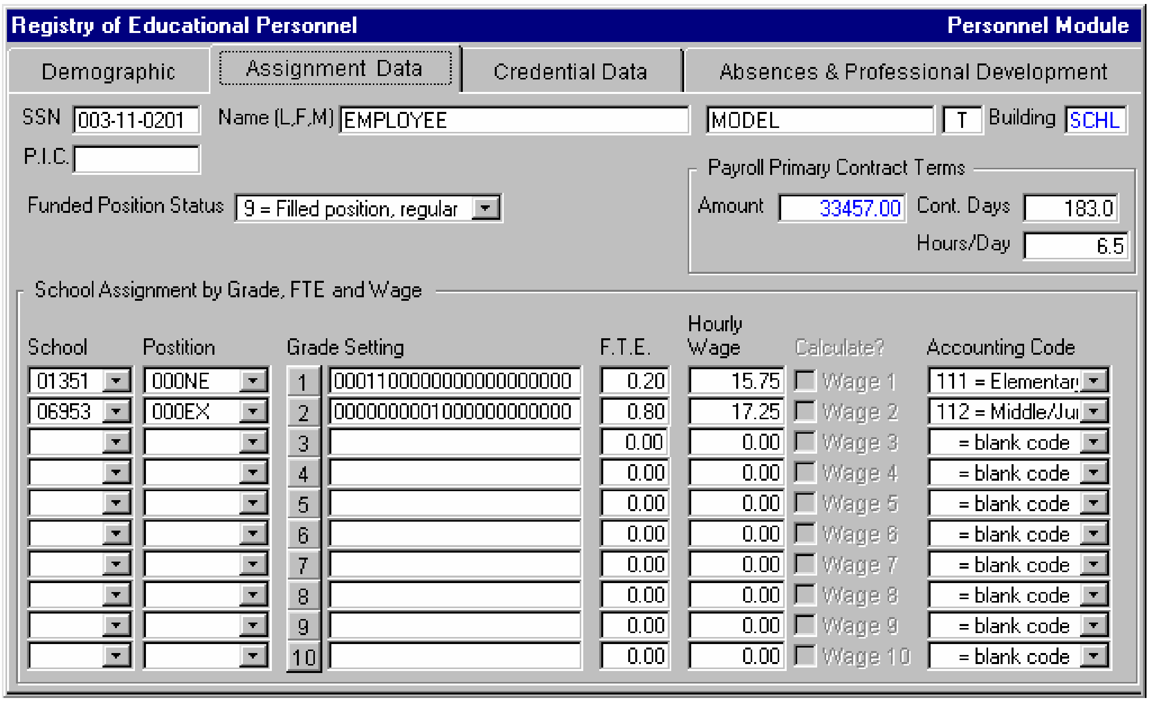


The Demographic data screen shown above is used to maintain the fields:

Field #	**Description**
15 -	Racial/Ethnic Code
16 -	Highest Educational Level
23 -	Reason for Termination
25 -	Personnel Identification Code (PIC)

Note that the following fields shown above (which appear in blue on the screen) cannot be updated on the Demographic screen. They are updated as indicated below:

Field #	**Description**
9 -	Date of Hire - In the Personnel module, on the Primary Employee Data screen
13 -	Date of Birth - In the Personnel module, on the Primary Employee Data screen
14 -	Gender Code - In the Personnel module, on the Primary Employee Data screen
24 -	Date of Termination of Employment - In the Personnel module, on the Primary Employee Data screen

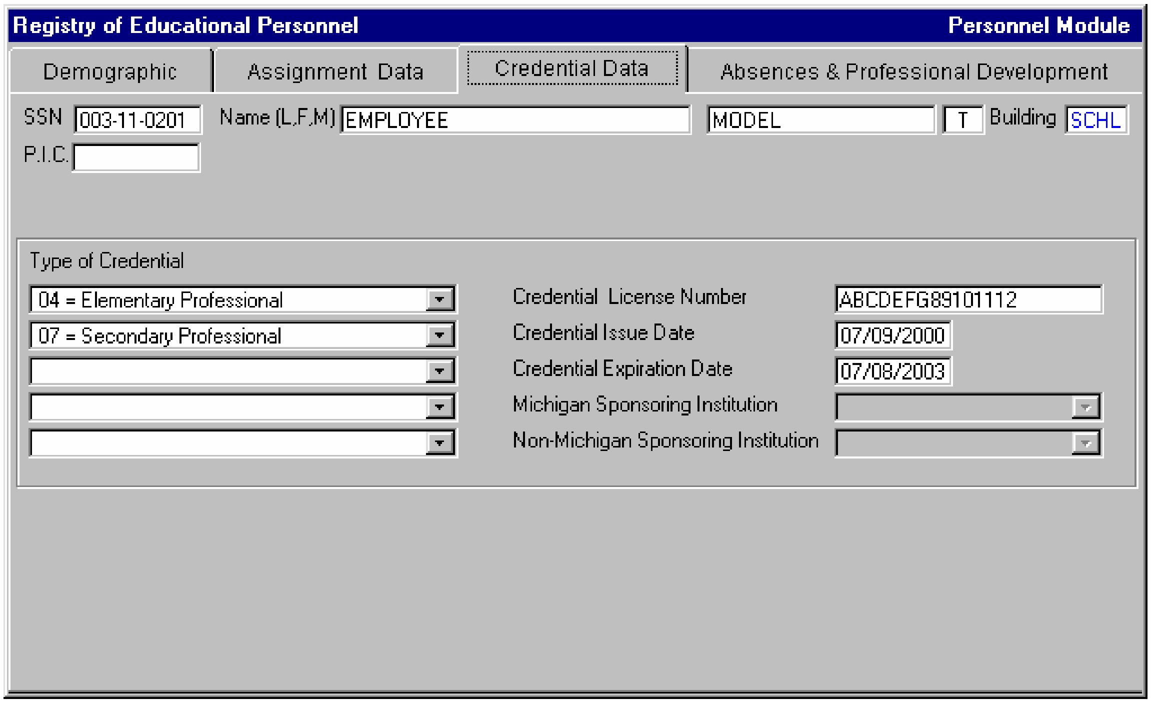


The Assignment Data screen shown above is used to maintain the fields:

Field #	**Description**
10 -	School Assignment by Grade, FTE, and Wage that includes the following:

a) School – the state assigned numbers in the official School Code Master
b) Position Assignment – the subject area codes to which the employee is assigned
c) Current Grade Assignment – the grade level or educational setting assignment for the employee
d) FTE – The full time equivalency of the employee
e) Hourly Wage – the hourly wage of the employee
f) Accounting/Function Code – The appropriate code as determined for accounting purposes in The Michigan School Accounting Manual for the position

12 - Funded Position Status

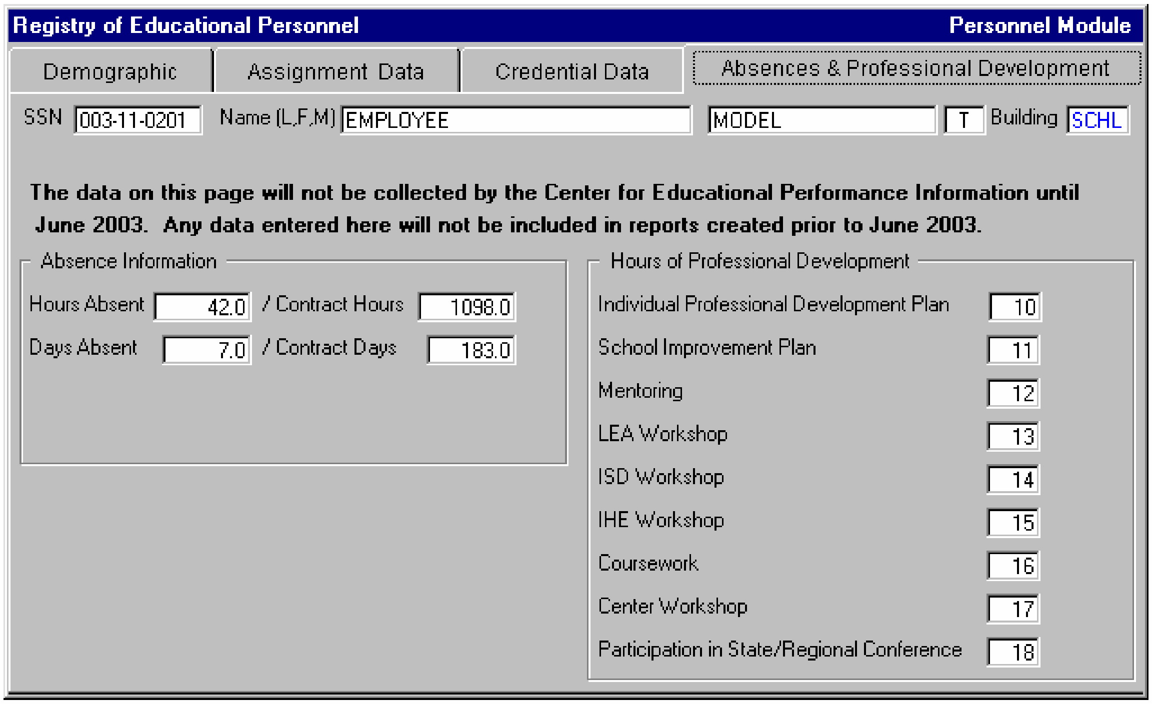


The Credential Data screen shown above is used to maintain the fields:

Field #	**Description**
8 -	Credential License Number
17 -	Type of Credential
18 -	Date Credential Issued
19 -	Date of Expiration of Credential

Note that the following fields shown above cannot be updated on the Credential Data screen. They are provided by CEPI:

Field #	**Description**
26 -	Non-Michigan Sponsoring Institution
27 -	Michigan Sponsoring Institution



The Absence & Professional Development screen shown above is used to maintain the fields:

Field #	**Description**		
20 -	Days Absent		
		a)	Number of contracted days absent
		b)	Total number of days for which the employee was contracted
21 -	Hours Absent		
		a)	Number of contracted hours absent
		b)	Total number of hours for which the employee was contracted
22 -	Hours of Professional Development		
		a)	Individual Professional Development Plan
		b)	School Improvement Plan
		c)	Mentoring
		d)	LEA Workshop
		e)	ISD Workshop
		f)	IHE Workshop
		g)	Coursework
		h)	Center Workshop
		i)	Participation in State or Regional association conference