Quick Steps

DEFERRED COMPENSATION

Reporting Frequency:

There are three possible frequencies:

(1) Monthly: 01 through 30 or 31 of month
(2) Semi-monthly: 01 through 15 and 16 through 30 or 31
(3) Bi-weekly: must follow your bi-weekly payroll cycle: e.g. 08/01/2010 through 08/14/2010 and 08/15/2010 through 08/28/2010

I. **Manually Create Regular Payroll Records**

Task #1: Create Payroll Records (Header and Details)

(1) Select the" Payroll Reports" Main Menu item
(2) Select the "Payroll Reports" Sub Menu item
(3) Select "Deferred Compensation" in the "Benefit Type" drop down
(4) Click the "New" button
    a. System displays the Payroll Header Maintenance Screen
(5) Select "Regular" in the "Report Type"
(6) Enter the "Reporting Start Date" and the "Reporting End Date" for YOUR Deferred Compensation period (Current Reporting Period)
(7) Enter the "Pay Check Date"
(8) Click the "Save" button

NOTE: After saving the Payroll Header record, PERSLink will automatically create one Payroll Detail record for each Member enrolled in your system. PERSLink will pre-populate these records with the data you last reported for Deferred Compensation.

Task #2: Navigate to Payroll Detail Records to Resolve Errors

NOTE: PERSLink allows you to export the Payroll report to Excel for ease of reconciling it to your payroll. At first page of the report click the "Export to Excel" button located just above the Employer Payroll Header Details panel. This will provide you with a snapshot in Excel of all the detail records.

(9) Open the "Payroll Detail by Status" tab
(10)Click the "Review" or "Valid" link
    a. The system displays a list of Payroll Details generated for the Payroll Header

(11) Check the boxes next to the Payroll Details you wish to open
(12)Click the "Open" button
(13)If the "Contribution Amount" in the report does not agree with your records, contact NDPERS.
   a. If you withheld more than the correct deduction allowed, refund the employee the excess amount deducted.
   b. If you withheld less than the allowed deduction, click the “Ignore” button and then create an adjustment report to report the new amount that you deducted.
(14)OPTIONAL: If you opened more than one record at a time, click the "Next" button to move to the next Payroll Detail record and repeat steps 12-14

Task #3: Navigate Back to Payroll Header Record to Finalize Report

(1) Click the "Report ID" blue link
   a. The system will display the Payroll Header for your Deferred Compensation Report
(2) Enter the "Total Contributions Reported"
(3) Click the "Save" button
   a. The system will change the Payroll Header status to “Valid”

2. Manually Create Adjustment Payroll Records

Create Payroll Header Record

(1) Select the "Payroll Reports" Main Menu item
(2) Select the "Payroll Reports" Sub Menu item
(3) Select "Deferred Compensation" in the "Benefit Type" drop down
(4) Click the "New" button
(5) Select "Adjustment" in the "Report Type"
(6) Enter the "Reporting Start Date" and the "Reporting End Date" for YOUR Deferred Compensation period (Current Reporting Period)
(7) Enter “Pay Check Date”
(8) Click the "Save" button

SPECIAL NOTE: YOU HAVE THE OPTION OF CREATING PAYROLL DETAIL RECORDS FOR ADJUSTMENT REPORTS IN ONE OF TWO WAYS: THE "CREATE PAYROLL DETAILS" BUTTON OR THE "NEW DETAIL" BUTTON. THE FOLLOWING DESCRIBES BOTH METHODS, BUT YOU CAN ONLY USE ONE OR THE OTHER.

Create Adjustment Payroll Details for ALL Members on Payroll ("Create Payroll Details" Button)

(9) Click the "Create Payroll Details" button

(10)The system will create a new Payroll Detail record for each member you reported on your last regular payroll report. You will have to enter adjustment data (such as positive, negative, and amount) into each record.
(11)Open the "Payroll Details By Status" tab
(12)Click the "Valid" or "Review" link
(13)Check the boxes next to the Payroll Details you wish to open
(14)Click the "Open" button
(15)Select the Adjustment Type in the "Report Type" field (positive or negative)
(16)Enter the difference between the original reported amount and the correct amount to report into the "Contribution Amount" field (no negative "-" symbol in front on wages)
(17)Click the "Save" button
(18)Click the "Refresh" button
(19)OPTIONAL: If you opened more than one record at a time, click the "Next" button to move to the next Payroll Detail record and repeat steps 14-17

OR Create Adjustment Payroll Details for SPECIFIC/INDIVIDUAL Members ("New Detail" button)

(8) Click the "New Detail" button
(9) Enter the identifying information for the Member such as the First Name, Last Name, SSN, etc.
(10)Select the Adjustment Type in the "Report Type" field (positive or negative)
(11)Enter the difference between the original reported amount and the correct amount to report into the "Contribution Amount" field (no negative "-" symbol in front on wages)
(12)OPTIONAL: Click the "Save and New" button if you wish the save this adjustment Payroll Detail and create a new Payroll Detail for another Member (multiple adjustments to multiple Members in one Adjustment report)
(13)If selected OPTIONAL step: Repeat steps 9-12 until all the adjustment Payroll Detail records are entered for all Members
(14)Click the "Save" button

NOTE: Return to the following process from the last step of either "Create Adjustment Payroll Details for ALL Members on Payroll ("Create Payroll Detail" button) OR "OR Create Adjustment Payroll Details for SPECIFIC/INDIVIDUAL Members ("New Detail" button). This next process must be completed no matter optional selections above.

Finalize Adjustment Report

(15)Click the Report ID link to open the Payroll Header record
(16)Enter the "Total Contributions Reported"
(17)Click the "Save" button

3. Initiate Payment for Deferred Compensation Using Debit ACH Option or Remittance Report

NOTE: Before you can remit payment for Deferred Compensation, the status of the Payroll Header record must be "Valid".

NOTE: In order to use the debit ACH option for remitting payment to NDPERS, you must complete the appropriate form and mail it to NDPERS.

(1) Click the "Payroll Header ID" of the Deferred Compensation report in "Valid" status from the Dashboard (home page)

(2) Click either the “Debit ACH” button or the "Remittance Report" button
   a. If these buttons are not showing click the “Refresh” button at the top of the page.

(3) If you click the “Remittance Report” button, print the Remittance Report displayed and mail the report and the paper check or credit ACH receipt together to NDPERS
   a. If the Remittance Report does not display, check to see if your browser is blocking pop-ups and select to allow pop-ups.

NOTE: Your report will change to “Posted” status when NDPERS deposits your contributions. Once your report is in “Posted” status it will no longer display in your Dashboard. To find your payroll report go to Payroll Reports Menu, click Payroll Report sub-menu, enter your search criteria then clock the “Search” button. Your Payroll reports will display in the “Search Results” panel of your screen.