Quick Steps

RETIREMENT

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 "Retirement" 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 Month and Year" (MM/YYYY)
(7) Click the "Save" button

NOTE: After saving the Payroll Header record, PERSLink will automatically create one blank Payroll Detail record for each Member enrolled in your system. This record will have Member identification information, but no wage or contribution information.

Task #2: Navigate to Payroll Detail Records to Enter Wages and Resolve Errors

(8) Open the "Payroll Detail by Status" tab
    a. NOTE: Another useful tab is the “Error Summary by Message ID”
(9) Click the "Review" link
    a. The system displays a list of Payroll Details generated for the Payroll Header
(10) Check the boxes next to the Payroll Details you wish to open
(11) Click the "Open" button
(12) Enter the "Eligible Wages"
(13) Click the "Save" button
(14) Click the "Refresh" button
    a. The system will change the Payroll Detail status to “Valid”
(15) 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 Retirement Report

  b. NOTE: Once the Payroll report is created you may review the details, by clicking the “Export to Excel” button from that, located just above the Payroll Header Details panel.

(2) Enter the "Total Contributions Reported"

(3) Enter the "Total Wages Reported"

  a. NOTE: Both these amounts have to agree with the respective totals calculated by the system, even if you are sending a check for a different amount. You may be off by pennies from our calculated amounts. PERSLink will keep track of the difference.

(4) Click the "Save" button

  a. The system will change the Payroll Header status to “Ready to Post”

NOTE: The batch service will run every 5 minutes to pick up the report for processing. After the report is processed, the status will update to "Posted." If the status is "Posted", you can initiate the payment process.

2. Manually Create Adjustment Payroll Records

Task #1: Create Payroll Header Record

(1) Select the "Payroll Reports" Main Menu item
(2) Select the "Payroll Reports" Sub Menu item
(3) Select "Retirement" in the "Benefit Type" drop down
(4) Click the "New" button
(5) Select "Adjustment" in the "Report Type"
(6) Enter the "Reporting Month and Year" (MM/YYYY) (Current Reporting Period)
(7) 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.

Task #2 (Option A): Create Adjustment Payroll Details for ALL Members on Payroll ("Create Payroll Details" Button)

(8) Click the "Create Payroll Details" button
(9) 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. (Identifying information such as name and SSN will auto-populate.)
(10) Open the "Payroll Details By Status" tab
(11) Click the "Review" link
(12) Check the boxes next to the Payroll Details you wish to open
(13) Click the "Open" button

(14)Select the Adjustment Type in the "Report Type" field (positive, negative, or bonus)
(15)Enter the difference between the original reported amount and the correct amount to report into the "Eligible Wages" field (no negative "-" symbol in front on wages)
(16)Click the "Save" button
(17)Click the "Refresh" button
(18)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

Task # 2 (Option B): 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, negative, or bonus)
(11)Enter the difference between the original reported amount and the correct amount to report into the "Eligible Wages" 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 for 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: Go to the next 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.

Task #3: Finalize and Accept Adjustment Report

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

3. Initiate Payment for Retirement Using Debit ACH Option

NOTE: Before you can remit payment for Retirement, the status of the Payroll Header record must be "Posted".

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 Retirement report in "Posted" status from the Dashboard (home page)
(2) Click the "Debit ACH" button

Initiate Payment for Retirement Using Credit ACH or Paper Check

NOTE: Before you can remit payment for Retirement, the status of the Payroll Header record must be "Posted".

(1) Click the "Payroll Header ID" of the Retirement report in "Posted" status from the Dashboard (home page)
(2) Click the "Remittance Report" button
(3) Print the Remittance Report displayed
(4) Mail the Remittance Report and the paper check or credit ACH receipt together to NDPERS