



Unicorn HRO

Minnesota PERA Reporting

This feature allows enrollment and reporting for the Public Employees Retirement Association of Minnesota (PERA). Employee demographic information, as well as deductions and employer contributions, are written to files in the formats specified by PERA. They are copied to a diskette and sent to the agency. Reports can also be printed. To use this new feature, follow these steps:

1) In **HR COD Security**, grant authority to common objects **Minnesota PERA Classes**, **Minnesota PERA Employment Sts**, **Minnesota PERA Exclusions**, **Minnesota PERA Plans** and **Minnesota PERA Positions**.

2) In **Human Resources Common Object Dictionary**, set up the values that you will be using.

- Minnesota PERA Classes—This common object stores the employee types for PERA reporting. Valid values are FT, IO, OT, PT and SL.
- Minnesota PERA Employment Sts—This common object stores employment statuses for PERA reporting. Valid entries are A, C, K, L, M, N, P, T, W and X.
- Minnesota PERA Exclusions—This common object stores the reasons why an employee is excluded from participation in PERA. Valid values are 001 through 010, 102 through 106, 202, 203, 301, 302, 303, 401 and 402.
- Minnesota PERA Plans—This common object stores the plans in which employees can be enrolled. Valid entries are 01, 02 and 99.
- Minnesota PERA Positions—This common object stores the types of job positions that employees belong to. Valid entries are ADMN, CROF, CTMG, ELOF, FRFT, MDPH, OTHR, PLOF, PRMD and UNOF.

3) In **Payroll COD Security**, grant authority to common object **Minnesota PERA Pay Category**.

4) In **Payroll Common Object Dictionary**, set up the values that you will be using.

- Minnesota PERA Pay Category—This common object stores the types of payments that are reportable to PERA. Valid entries are 01, 04 and 05.

5) In **Function Security**, grant authority to functions **PERA Contribution Report for Minnesota**, **PERA Deductions for Minnesota**, **PERA Demographic Report for Minnesota** and **PERA Enrollment for Minnesota**.

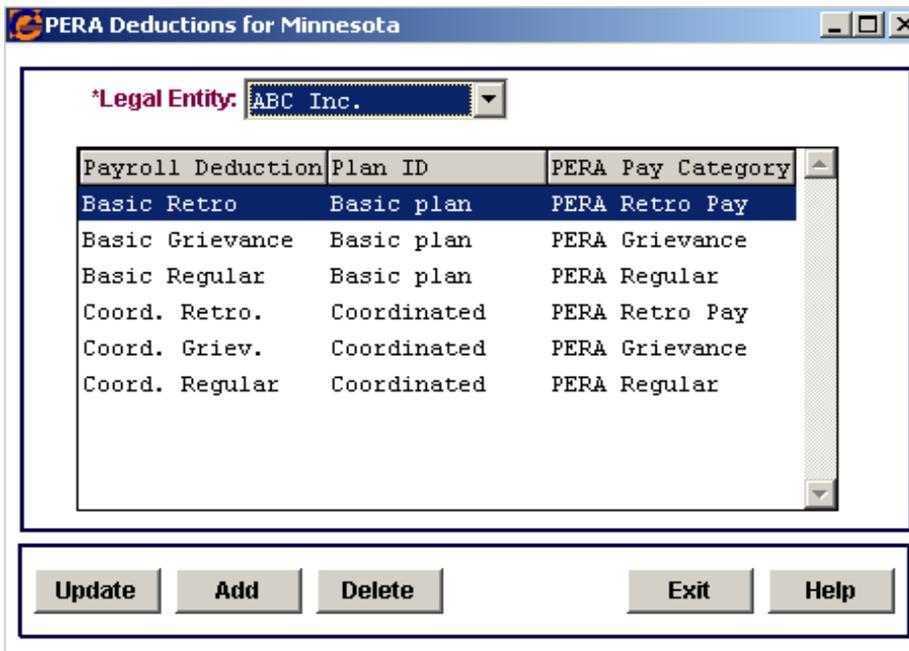
6) In **Payroll common object Pay Types** and function **Pay Code Definition**, define pay that will be subject to the regular PERA contributions, retroactive pay, and grievance pay.

7) In **HR common object Payroll Deductions**, functions **Employer Deduction Contributions** (enter any matching percentages) and **Deduction Definition**, define a

deduction that will be taken from each of the pay types defined. Each of the pay categories that you will be using (regular, retroactive and grievance) must have a separate deduction.

8) In **Deduction Pay Exclusions**, for each PERA deduction, exclude all pay types except the associated pay. For example, a separate deduction must be defined for retroactive pay. For that deduction, exclude all pay types except retroactive pay. Do the same thing for the deduction that is only to be taken out of grievance pay, and for the deduction that is only to be taken out of regular pay. Note that regular pay may include more than one pay type, such as regular pay, sick pay, vacation pay, etc.

9) In **PERA Deductions for Minnesota**, associate the pay categories and corresponding deductions with the plan(s) that employees may be enrolled in. Below is an example of how this would be set up.



10) In **Legal Entity Definition**, enter your PERA Employer Number.

11) In **HR Common Objects**, access Directories. Add a value for “PER”. This is where the files will be stored that are to be sent to the PERA agency.

12) Set up a directory for “PER”. This is accessed by selecting **Windows - Preferences - Directories** from the main iCON window. When the PERA file is created, it will be written to this directory. From there, it can be copied to diskette.

13) Enroll employees using **PERA Enrollment for Minnesota**. If employees are hired but are excluded from participation, they must be entered with the corresponding exclusion reason. For annuitants who are hired but will not have the PERA deduction taken out, use Plan ID 99 with an Exclusion Reason of 003. Below is an example of the enrollment window.

PERA Enrollment for Minnesota for Richard D Lerner IV

Employee Number: qanhi001

*Plan ID: [dropdown menu]

*Enrollment Date: [text box]

*Eligibility Date: [text box]

PERA Exclusion Reason: *no value [dropdown menu]

*PERA Positions: [dropdown menu]

*PERA Position Class: [dropdown menu]

Force Send of PERA Enrollment

Save Cancel Help

14) Assign deductions to employees using the **Employee Deduction Formulas** function. Prior to doing this, make sure any employer matching percentages have been entered in **Employer Deduction Contributions**. This will ensure the **Employer Deduction Formulas** record is automatically created. Note that deductions should not be set up for annuitants. (The system will use PERA Pay Category 01 to get the first matching deduction it finds in PERA Deductions for Minnesota, and will use that deduction to check Deduction Pay Exclusions. For all non-excluded pay types, those amounts will be reported as wages for annuitants.)

15) If any retroactive payments must be made, you can use the **Retroactive Pay Adjustments** function to automatically create the lump sum, or enter the lump sum manually in **Employee Lump Sum Earnings**. Enter the deduction to be taken from the retroactive pay in **Employee Deduction Formulas**, if it does not already exist. In order to properly record the retroactive pay and corresponding deduction on the PERA diskette, you must enter the “from” and “to” dates of the adjustment time period in the deduction that will be taken from the retroactive pay type. Use the Reference From Date and Reference To Date, found in the **Additional Information** window. You must also enter the amount to be deducted in the Adjustment Amount field. The other deduction fields (flat amounts, percentages) cannot be used for retroactive pay deductions.

16) If grievance pay is to be given, assign the deduction corresponding to grievance pay. Enter the pay through time and attendance, manual payments or lump sums.

17) iCON does not support reporting of omitted deductions. This must be handled separately according to PERA instructions.

18) When reporting demographic information, the system will prompt you for from and to dates. Enrollments, status changes and previous names whose Effective Dates fall within this date range will be reported. If you make a change other than these that must be reported to PERA, including a change to the employee's social security number, you must click on the "Force Process To Send Enrollment" checkbox in **PERA Enrollment for Minnesota**. This will cause a demographic record to be written so that the PERA agency can be notified of the change.

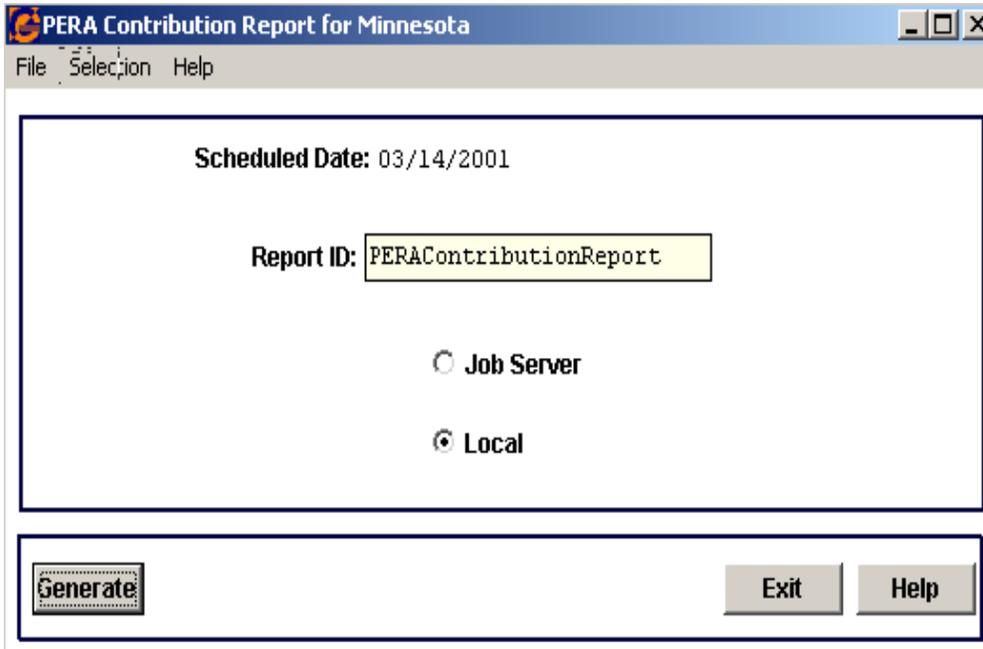
19) Run the payroll. The employee and employer portions of the PERA deduction(s) will be taken.

20) To create a file of demographic information to be sent to PERA and print an audit report, run the **PERA Demographic Report for Minnesota**.

The screenshot shows a software window titled "PERA Demographic Report for Minnesota". The window contains the following fields and controls:

- *Organization Structure:** A field consisting of seven empty rectangular boxes, followed by a small icon of a group of people.
- *From date:** A single empty rectangular box.
- *To date:** A single empty rectangular box.
- *Report ID:** A text box containing the value "PERADemographicReport".
- Radio buttons:** Two radio buttons are present. The first is labeled "Job Server" and is selected (indicated by a filled circle). The second is labeled "Local" and is unselected (indicated by an empty circle).
- Buttons:** At the bottom of the window, there are three buttons: "Generate" on the left, "Exit" in the middle, and "Help" on the right.

21) To create a file and report for wages and contributions data, run the **PERA Contribution Report for Minnesota** function.



22) When those two processes have completed, the file(s) can be viewed in the PERA directory. If any demographic information was reported, it will be in a file named according to the following convention:

PERA<6-digit PERA Account Number>DEMOG000000.SDR

Contribution data is written to the following file:

PERA<6-digit PERA Account Number><mmddyyyy of Scheduled Date>.SDR

These files are to be copied to diskette and submitted to PERA.