Gatekeeper Reporting

Gatekeeper Contacts:	
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Contracts need to be submitted to Gatekeeper as soon as possible.

For IRS purposes, a written plan document <u>MUST</u> to be created and approved by your Board of Education prior to January 1, 2009. In order for Gatekeeper to develop your written plan document, you must submit your 11 page Plan Design Option Form to Gatekeeper as soon as possible.

If you do not have your written plan document completed, you do NOT have to wait to start submitting files to Gatekeeper. You are encouraged to start sending files as soon as possible.

There are 4 files that are being requested for submission: Census (Totals from 1/1/2007 to 12/31/2007) Investment election YTD (Current year totals from 1/1/2008) Payroll (This file will be generated with each payroll after your YTD file has been submitted)

You should run independent checks and balances on the files. Totals for the YTD and Payroll files for Gross Salary, State Retirement, and 403(b) deductions should be emailed to Stephanie Bales or Brent Dunham and copied to Carrie Walsh.

The files should be uploaded to Gatekeeper in csv (comma-delimited) format. Once the YTD file has been submitted you will then need to submit the payroll file after each new payroll you process. This will keep the data updated on Gatekeeper's system.

403(b) payments should continue to be sent to the individual vendors the same as usual until you begin the remittance process through Gatekeeper (usually 2 payroll periods after your YTD file is submitted.). Once Gatekeeper begins remitting on behalf of your district, you will need to start submitting the individual payments through EFT to Gatekeeper. After a few months, the deduction codes for the payments can be combined into one code under Gatekeeper if you would like, however, this is not a necessary step.

NOTE: There has been some confusion on whether or not to include severance payments in the gross amount. It has been confirmed through Gatekeeper representatives that severance should NOT be included in gross. If the employee chooses to contribute part or all of their severance to a 403b, report the contributions amount but NOT the severance amount. Programs for Gatekeeper Reporting are located in USPS_LCL under the USPS main menu.

USPS	OECN USPS System
Nov 17 08	Main Menu
1. USPS_MNT	Maintenance Programs
2. USPS_PRC	Payroll Processing Programs
3. USPS_RPT	Report Generation Programs
4. USPS_ANN	Annual / Quarterly Programs
5. USPS_INQ	Inquiry Programs
6. USPS_SAL	Salary Schedule Programs
7. USPS_DTR	Datatrieve Menu
8. USPS_UDMS	User Report Writing/Data Extraction/Inquiry Tool for USPS
9. USPS_CFG	District Configuration and Setup
10. USPS_LCL	Locally Defined USPS Menu

There are 8 programs available for Gatekeeper reporting.

USPS_LCL	Locally Defined Programs and Utilities
Dec 05 08	Local Menu
16. ELIRET	Employee Retirement Eligibility
17. GATEKEEPER	Gatekeeper Census/YTD File for Upload to Secure Website
18. GK_INVEST	Gatekeeper Investment Export File for Website Upload
19. GK_INV_RPT	Report for Gatekeeper Investment (Corresponds to GK_INVEST)
20. GK_PAY	Payroll File for Gatekeeper website upload (UDMS)
21. GK_PAYJOB	JOB 01 Payroll File for Gatekeeper website upload
22. GK_PAYJOBR	JOB 01 Gatekeeper Payroll Report (corresponds to GK_PAYJOB)
23. GK_PAY_RPT	Report for Gatekeeper Payroll Files (corresponds to GK_PAY)
24. GK_REPORT	Gatekeeper Census/YTD Report(matches GATEKEEPER file output)

GATEKEEPER and GK_REPORT create the Census/YTD information.

GK_INVEST and GK_INV_RPT create the Investment Election information

GK_PAY and GK_PAY_RPT create the Payroll information

GK_PAYJOBR and GK_PAYJOB create the Payroll information based on Job 01

There are two programs for each type of file, one is a report for data verification and the other is the submission file.

The Census and YTD information can be obtained using the same programs. The Census file should be run on calendar year end 2007 files. The YTD file should be run on the current files.

Census – Calendar Year 2007 (1/1/2007 to 12/31/2007)

The census file covering 1/1/07 to 12/31/07 will be necessary in order for Gatekeeper to perform the 2007 calendar year review, if your district signed up for it.

At your name prompt, type CYUSPS

\$ cyusps

Your name prompt will change to include CYUSPS as follows. /CYUSPS\$

Go to the USPS_LCL menu and select the GK_REPORT program.

USPS	LCL	Local	ly Defined	Programs	and Ut:	ilities	
Nov	17 08		Lo	ocal Menu			
16.	GATEKEEPER	Gatekeeper	Census/YTD	File for	Upload	to Secur	re Website
17.	GK_INVEST	Gatekeeper	Investment	Export F	ile for	Website	Upload

18. GK_INV_RPT Report for Gatekeeper Investment (Corresponds to GK_INVEST)
 19. GK_PAY Payroll File for Gatekeeper website upload (UDMS)
 20. GK_PAY_RPT Report for Gatekeeper Payroll Files (corresponds to GK_PAY)
 21. GK_REPORT Gatekeeper Census/YTD Report(matches GATEKEEPER file output)

Execute the program.

GATEKEEPER CENSUS/YTD REPORT

This program creates a report that lists some of the fields that will be included in the submission file created by the GATEKEEPER program located in the USPS_LCL menu. The report contains all employees that have a Federal YTD Gross amount greater than zero.

You should review this report first to check for accuracy of the employees and amounts being reported to help you determine if you need to make any updates to the GATEKEEPER export file ahead of time. Please keep in mind that the report will be very long as there will be multiple lines displayed for an employee if they have a 403(b) deduction code with a YTD deducted amount greater than zero, or if they have multiple retirement records (590/591, 590/690, 591/691). There will also be a total line for for each employee on this report.

Output file:

GK_REPORT.TXT

View the report on your screen.

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Press 'B' on the keyboard to go to the bottom of the report. Press the page up key to see the page number. This report may be very large, so you will need to determine whether or not you want to print the report. Every employee that has a YTD Federal Gross AND an employee or board YTD Retirement (590, 591, 690, 691) deducted amount greater than zero will be included on this report. If an employee also has a 403(b) or Roth YTD contribution greater than zero, they will have an additional line on the report for each deduction.

As you can see in the example above, Perry Como has two 403(b) deductions with YTD contribution amounts greater than zero, from the 502 and 527 deduction codes. He has 3 lines total on the report.

Check the totals for each employee on the report to make sure the calculations are correct. The total line contains the amounts that will be reported on the submission file. Here is what to check:

- Employees with both a 590 and 591 retirement record and a 403(b) deduction will result in the retirement contribution amount being double what it should be.

Amounts Reported on Expo	ort File:		19,705.00		0.00	0.00			20,476.25
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277502067 CAKE	PATTY	527	19,705.00	000	0.00	0.00	590	5.63	0.00
277502067 CAKE	PATTY	000	0.00	000	0.00	0.00	591	42.00	20,476.25
277502067 CAKE	PATTY	000	0.00	000	0.00	0.00	590	5.63	20,476.25

- Totals on the report are calculated on unique amounts, so when an employee has two 403(b) deductions for the same amount the total will not be correct as it will only count that amount one time.

276867474 MUFFETT 276867474 MUFFETT	Mary Mary	501 502	25.00 25.00	000 000	0.00 0.00	0.00 0.00	590 590	1,640.18 1,640.18	0.00 0.00
Amounts Reported on Export File	91		25.00		0.00	0.00		1,640.18	16,401.80

You will need to manually adjust the amounts on the submission file if any of these situations occurs.

Census Submission File

In the CYUSPS account, go to the USPS_LCL menu and select the GATEKEEPER program.

USPS_LCL Nov 17 08 Locally Defined Programs and Utilities Local Menu

16. GATEKEEPER Gatekeeper Census/YTD File for Upload to Secure Website
17. GK_INVEST Gatekeeper Investment Export File for Website Upload
18. GK_INV_RPT Report for Gatekeeper Investment (Corresponds to GK_INVEST)
19. GK_PAY Payroll File for Gatekeeper website upload (UDMS)
20. GK_PAY_RPT Report for Gatekeeper Payroll Files (corresponds to GK_PAY)
21. GK_REPORT Gatekeeper Census/YTD Report(matches GATEKEEPER file output)

Execute the program.

GATEKEEPER CENSUS/YTD FILE

This program creates a pipe-delimited file that lists employee data for upload to the Gatekeeper secure website. The file lists employees who have a YTD Federal deduction amount greater than zero and also have a 590, 591, 690, or 691 deduction with YTD amount greater than zero. The files will include Pre-tax 403(b) contributions based on the annuity type of 'C' from the DEDNAM record and YTD Contribution amount greater than zero. Also, Roth 403(b) contributions will be included based on the 'Designated Roth' flag of 2 from the DEDNAM record and YTD Contribution amount greater than zero.

Please refer to the 'Gatekeeper Files' document for more information concerning updates that may need to be made to the file before submitting. The file should be opened in Excel, updated, and then saved as a csv (comma-delimited) or xls (Excel workbook) format before submission to Gatekeeper.

Output file:

GATEKEEPER.TXT

Copy the output file, GATEKEEPER.TXT, to your directory by using the following command at your name prompt in the CYUSPS account.

COPY GATEKEEPER.TXT [--.<username>] Replace <username> with your username, drop the 2-digit prefix. For example, my username is cc_cvansickl so I would enter COPY GATEKEEPER.TXT [--.CVANSICKL] This will copy the report to my directory After entering the copy command you will receive a message similar to this one: %COPY-S-COPIED, \$1\$DGA602:[<district>.CY_USPS.USER]GATEKEEPER.TXT;1 copied to \$1\$DGA602:[<district>.<username>]GATEKEEPER.TXT;1 (383 blocks) This confirms the file has been copied to your directory.

In my test account for Sample City School District, the message would appear as follows: %COPY-S-COPIED, \$1\$DGA602:[SAMPLE.CY_USPS.USER]GATEKEEPER.TXT;1 copied to \$1\$DGA602:[SAMPLE.CVANSICKL]GATEKEEPER.TXT;1 (383 blocks)

Now you need to transfer the file to your PC. SEOVEC recommends and supports the WS-FTP program for transferring files. Log into your account.

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Find the GATEKEEPER.TXT file on the right side of the program and transfer using the ASCII transfer type to your desired location on your PC.

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Open Excel and then open the file, selecting text file types.

The Text Import Wizard will guide you through importing this file into Excel. Select 'delimited' and click Next.

Text Import Wizard - Step 1 of	3	? 🛛						
The Text Wizard has determined that your data is Fixed Width. If this is correct, choose Next, or choose the data type that best describes your data. Original data type Choose the file type that best describes your data: • Characters such as commas or tabs separate each field. • Fixed width • Fields are aligned in columns with spaces between each field.								
Start import at <u>r</u> ow: 1	File <u>o</u> rigin: 43	7 : OEM United States						
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The file is delimited by the pipe symbol | so select 'other' and enter the symbol. Click Next.

Text Import Wizard - Step 2 of 3		? 🗙
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The first column with the social security numbers is highlighted; select the format for this field to be 'Text' so that any leading zeros will be retained. Click Finish.

Text Import Wizard - Step 3 of 3		? 🗙
This screen lets you select each column and set the Data Format. 'General' converts numeric values to number values to dates, and all remaining values to the Advanced	et Column data format General () Text Date: MDY () Do not import colum	▼ nn (skip)
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Expand all of the columns by clicking on the left corner to highlight the spreadsheet, and then double-click the line between column A and B.

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Go to the SEOVEC Website to Fiscal Services, User Support, USPS Information, 403(b) Reporting and open the Gatekeeper Census/YTD File Template

403(b) Reporting

GATEKEEPER

Gatekeeper Payroll File Template (Excel)

Gatekeeper Census/YTD File Template (Excel)

Expand the columns and copy the first row.

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	A	В	С	D	E	F
1	Social Security Number	Last Name	First Name	Middle Name	Date of Birth	Date of Hire
2	009449475	СОМО	PERRY	N	5/22/1955	8/23/1999
3	024428248	LANGE	JESSICA		12/29/1950	9/26/1991
4	044442819	NIVEN	DAVID	В	10/16/1947	8/30/1993
5	047445451	ANDERSON	JIM	Т	4/18/1949	9/9/1996
6	048528781	SPRINGER	JERRY	D	9/9/1970	8/25/2003
	1 2 3 4 5 6	A 1 Social Security Number 2 009449475 3 024428248 4 044442819 5 047445451 6 048528781	A B 1 Social Security Number Last Name 2 009449475 COMO 3 024428248 LANGE 4 044442819 NIVEN 5 047445451 ANDERSON 6 048528781 SPRINGER	A B C 1 Social Security Number Last Name First Name 2 009449475 COMO PERRY 3 024428248 LANGE JESSICA 4 044442819 NIVEN DAVID 5 047445451 ANDERSON JIM 6 048528781 SPRINGER JERRY	A B C D 1 Social Security Number Last Name First Name Middle Name 2 009449475 COMO PERRY N 3 024428248 LANGE JESSICA 4 044442819 NIVEN DAVID B 5 047445451 ANDERSON JIM T 6 048528781 SPRINGER JERRY D	A B C D E 1 Social Security Number Last Name First Name Middle Name Date of Birth 2 009449475 COMO PERRY N 5/22/1955 3 024428248 LANGE JESSICA 12/29/1950 4 044442819 NIVEN DAVID B 10/16/1947 5 047445451 ANDERSON JIM T 4/18/1949 6 048528781 SPRINGER JERRY D 9/9/1970

Expand the columns again, now each column has the appropriate headings.

Select the total columns and format the cells to numbers.

U U	Р	L Q	R	2		
Pre-tax 403(b) Contrib	Roth 403(b) Contrib	Employer Paid 403(b) Contrib	State Plan Code	Employee State I	Plan Contrib	Gross Salary
3,900.00	0) 145	STRS		5,662.46	56,624.94
0	75	5 30	SERS		2,367.91	23,878.67
2,100.00			otoo		2,524.64	25,446.11
2,100.00	F	ormat Cells		? 🞽	5,376.74	53,767.67
0					3,415.17	34,351.15
0		Number Alignment Font I	Border Patterns	Protection	963.55	9,936.01
0		Category: Sample			3,164.45	31,794.81
2,985.00		General Employ	ee State Plan Contrib		5,135.90	51,558.99
0		Number	alaraa la	.	393.75	3,937.50
0		Accounting	Jaces: 12	⊐	22.05	220.5
0		Date			105	1,050.00
0			.000 Separator (,)		4,948.00	49,480.40
0		Fraction Negative	numbers:		4,027.79	40,277.07
0		Scientific -1234.1	0	<u> </u>	1,322.79	13,527.97
0		Text 1234.10)	- 1	1,725.20	17,251.91
0		Custom (1234.1	0) 0)	-	28	280
0			97 		6,478.87	64,787.87

-	_	-	_	-	_
0	Р	Q	R	S	Т
Pre-tax 403(b) Contrib	Roth 403(b) Contrib	Employer Paid 403(b) Contrib	State Plan Code	Employee State Plan Contrib	Gross Salary
3900.00	0.00	145.00	STRS	5662.46	56624.94
0.00	75.00	30.00	SÉ RS	2367.91	23878.67
2100.00	0.00	0.00	STRS	2524.64	25446.11
2100.00	0.00	0.00	STRS	5376.74	53767.67
0.00	0.00	0.00	STRS	3415.17	34351.15
0.00	0.00	0.00	SERS	963.55	9936.01
0.00	0.00	0.00	STRS	3164.45	31794.81
2985.00	0.00	0.00	STRS	5135.90	51558.99
0.00	0.00	0.00	STRS	393.75	3937.50
0.00	0.00	0.00	SERS	22.05	220.50
0.00	0.00	0.00	STRS	105.00	1050.00
0.00	0.00	0.00	STRS	4948.00	49480.40
0.00	0.00	0.00	STRS	4027.79	40277.07
0.00	0.00	0.00	SERS	1322.79	13527.97
0.00	0.00	0.00	SERS	1725.20	17251.91
0.00	0.00	0.00	STRS	28.00	280.00
0.00	0.00	0.00	SERS	6478.87	64787.87

Make any needed corrections to the amounts per your review of the report.

Make sure a birth date and hire date is listed for each employee on the submission file; these fields should not be left blank. These fields do not display on the report file.

					-	
	A	В	С	D	Ē	F
1	Social Security Number	Last Name	First Name	Middle Name 🦯	Date of Birth	Date of Hire
2	009449475	СОМО	PERRY	N (5/22/1955	8/23/1999
3	024428248	LANGE	JESSICA		12/29/1950	9/26/1991 /
4	044442819	NIVEN	DAVID	В	10/16/1947	8/30/1 99 3
5	047445451	ANDERSON	JIM	Т	4/18/1949	9/9/1996
6	048528781	SPRINGER	JERRY	D	9/9/1970	8/25/2003

Save the spreadsheet in Excel format so you save everything you have done before and you can easily refer back to it if necessary.

💌 M	icrosoft Excel -	GATEKEEPER. TX	π				
	File Edit View	Insert Format	Iools Data	<u>W</u> indow <u>H</u> elj		1 400 50	1000
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633 634 635 636 637 637 638 639 639	Favorites Favorites My Network Places	Athens_outpos benscn_templa demo account.: File name: GA Save as type:	.xls te.xls xls .TEKEEPER.xls .rosoft Excel Wor	kbook (*.xls)		• [•	<u>S</u> ave Cancel

Balancing

Now total the amount columns on the spreadsheet and perform balance checking. Keep in mind that you may need to add or remove employees from the Gatekeeper submission file. Report all employees that are not specifically listed for exclusion in your Plan. If you have any questions concerning whether or not to include an employee in the file, contact your Gatekeeper representative.

Run ERNREG for the calendar year to compare totals.

The Gross YTD will be off due to retirement not being deducted for:

- Student workers
- Board members
- Severance
- Missed deduction setup

NOTE: To retrieve the Gross YTD amounts through Safari from the PYUSPS files, your files will need to be copied to a demo account.

The total gross on the GATEKEEPER.TXT file is 15,503,371.83 The total gross on ERNREG is 15,524,561.33 Difference 21,189.50



building the difference of the cubic observee of the cubic observee of the cubic observee of the	Safari	can be	used to	more easily	y find th	he discrepancy.
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5									

Choose Data Source	? 🛛
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inventory* MS Access Database*	Cancel
OBSERVER* Safari_Connection	Browse
Safari_Connection* Safari_Connection*	Options
usas* usps*	Delete
Use the Query Wizard to create/edit queries	

Server Connect -		
Login Information Server Name User Name Password Command File Name	seovca.seovec.org cc_cvansickl xxxxxxxxxxxx oecn\$:safari usps	Set Variables Trouble Shooting
Service Parameters Port Number ASG-Safari	#23341 udmssrv	
ОК	Cancel	

Query Wizard - Choose C	Columns	
What columns of data do you v Available tables and columns: DED_FEDERAL SSN EMPLOYEE_ID STREET CITY STATE	want to include in your query? Columns in your query: TRUE_SSN FULL_NAME GROSS_YTD </td <td>4</td>	4
Preview of data in selected co	Iptions < Back. Next > C	Cancel
Query Wizard - Filter Dat Filter the data to specify which If you don't want to filter the dat	ta rows to include in your query. ata, click Next.	
Loiumn to niter: TRUE_SSN FULL_NAME GROSS YTD	GROSS_YTD is greater than GROSS_OF	•
	C And C Or C And C Or C And C Or	-
2	< <u>B</u> ack <u>N</u> ext > C	ancel

Query Wizard - Sort Order	×
Specify how you want your data sorted. If you don't want to sort the data, click Next.	
Sort by TRUE_SSN Then by Then by	 Ascending Descending Ascending Descending Descending Descending Descending
2	< <u>B</u> ack <u>N</u> ext > Cancel
Query Wizard - Finish	
 What would you like to do next? <u>Return Data to Microsoft Excel</u> <u>V</u>iew data or edit query in Microsoft Query <u>C</u>reate an OLAP Cube from this query 	Save Query
2	< <u>B</u> ack Finish Cancel

Save As	? 🛛
Save in: 🗀 Queries	- - - - - - -
ac_po_test_vendor_010142.dqy atdscn.dqy bio_dd_email.dqy gatekeeper_census.dqy jobscn.dqy labels.dqy	test2_ac_po_promptstatus.dqy test3_ac_po_promptstatus.dqy test.dqy test_ac_jobscn.dqy test_ac_po_promptstatus.dqy
File name: [federal_gross]	Save
Save as type: Query Files (*.dqy)	▼ Cancel

Save the query, and then return the data to Excel

Import Data	? 🛛
Where do you want to put the data?	ОК
Existing worksheet: Existing worksheet:	Cancel
Create a PivotTable report	
Properties Parameters	Edit Query

	A	B	С	
1	TRUE_SSN	FULL_NAME	GROSS_YTD	
2	006941079	WINTERS , SHELLY W	9.5	
3	009449475	COMO , PERRY N	56624.94	
4	024428248	LANGE , JESSICA	23878.67	
5	044442819	NIVEN , DAVID B	25446.11	
6	047445451	ANDERSON , JIM T	53767.67	
7	048528781	SPRINGER , JERRY D	34351.15	

Select the name and gross_ytd columns and copy.

column.				
Т	U	V		
Gross Salary	FULL_NAME	GROSS_YTD		
56624.94	WINTERS , SHELLY W	9.5		
23878.67	COMO , PERRY N	56624.94		
25446.11	LANGE , JESSICA	23878.67		
53767.67	NIVEN , DAVID B	25446.11		
34351.15	ANDERSON , JIM T	53767.67		
9936.01	SPRINGER , JERRY D	34351.15		

Paste the columns into the GATEKEEPER.TXT spreadsheet after the Gross Salary column.

Now you can compare the gross amounts in columns T and V to find discrepancies. You can see the first row has a discrepancy. Shelly Winters has a gross ytd of 9.50 which is not on the Gatekeeper spreadsheet. This is because she is a student worker so no retirement is deducted for her. She should not be reported to Gatekeeper. Select her name and amount and delete them, select to shift the cells up.

Т	U	V
Gross Salary	FULL NAME	GROSS YTD
56624.94	WINTERS , SHELLY W	9.5
23878.67	COMO , PERRY N	56624.94
25446.11		23878.67
53767.67	N Detete	25446.11
34351.15	A Delete	53767.67
9936.01	S O Shift cells left	34351.15
31794.81	R 💽 Shift cells un	9936.01
51558.99	R	31794.81
3937.50	D C Entire <u>r</u> ow	51558.99
220.50	S C Entire <u>c</u> olumn	3937.5
1050.00	Ν	220.5
49480.40	J OK Cancel	1050

Now the amounts match on the rows in this section, continue to compare the amounts to find the discrepancies.

В	С	Т	U	V
Last Name	First Name	Gross Salary	FULL NAME	GROSS_YTD
СОМО	PERRY	56624.94	COMO, PERRY N	56624.94
LANGE	JESSICA	23878.67	LANGE , JESSICA	23878.67
NI∕EN	DAVID	25446.11	NIVEN , DAVID B	25446.11
ANDERSON	JIM	53767.67	ANDERSON , JIM T	53767.67
SPRINGER	JERRY	34351.15	SPRINGER , JERRY D	34351.15

Here are the results of the discrepancy for this file

9.50	Student Worker
15.00	Student Worker
18.00	Student Worker
52.00	Student Worker
10.00	Student Worker
	9.50 15.00 18.00 52.00 10.00

Mabel Abel	90.50	Student Worker		
David Bowie	76.00	Student Worker		
Michelle Pfieffer	134.00	Student Worker		
Bo Derek	15.00	Student Worker		
Lisa Simpson	144.00	Student Worker		
Dick Clark	127.00	Student Worker		
Whitney Houston	70.00	Student Worker		
Kathy Bates	73.00	Student Worker		
Lilith Crane	45.00	Student Worker		
Steve Martin	33.00	Student Worker		
Christopher Robin	138.00	Student Worker		
William Hurt	38.50	Student Worker		
Robin Williams	79.00	Student Worker		
Margaret Hoolihan 20,000.00 Retirement incentive in January				
Lawrence Welk	22.00	Student Worker)		
These discrepancies total the difference of 21,189.50.				

Delete the columns you added from the other spreadsheet.

В	C	Т	U	V
Last Name	First Name	Gross Salary	EULL NAME	GROSS_YTD
СОМО	PERRY	56624.94	COMO , PERRY N	56624.94
LANGE	JESSICA	23878.67	LANGE , JESSICA	23878.67
NIVEN	DAVID	25446.11	NIVEN , DAVID B	25446.11
ANDERSON	JIM	53767.67	ANDERSON , JIM T	53767.67
SPRINGER	JERRY	34351.15	SPRINGER , JERRY D	34351.15

You can balance the retirement contributions by using the amounts from ERNREG. Only 590 and 591 deduction amounts are included on the Gatekeeper files. Board paid amounts are not included.

DATE	11/18/08	QUARTER,	YEAR AND FIS	CAL TO DATE REPORT
TIME	14:04:25			
PAGE	3 (ORTRPT)			
	DEDUCTION NAME	DED	QTD TOTAL	YTD TOTAL
	BBSTRS	550	361.05	8,782.17
	FLEX 125	560	330.76	7,607.48
	SERSANPK	590	13,284.08	348,224.93
	STRSANPK	591	48,406.06	1,140,469.82

If there is a discrepancy for retirement you can use Safari by using the following query.

Query Wizard - Choose Columns	
What columns of data do you want to include in your query? Available tables and columns: DEDUCTION_HIST PAY_CHECK_ND DEDUCTION_TYPE DEDUCTION_NAME COUNTER SSN	in your query: TION_CODE _ENDING_DATE SSN AME TION_AMOUNT CE_AMOUNT
Preview of data in selected column:	
Preview Now Options < Back	Next > Cancel

Query Wizard - Filter Data						
Filter the data to specify which If you don't want to filter the data <u>C</u> olumn to filter: <u>DEDUCTION_CODE</u> PERIOD_ENDING_DATE TRUE_SSN FULL_NAME DEDUCTION_AMOUNT ADVANCE_AMOUNT	rows to include in your query. ta, click Next. Only include rows where: DEDUCTION_CODE equals	v				
2	< <u>B</u> ack <u>N</u> ext >	Cancel				

Query Wizard - Filter Data							
Filter the data to specify which If you don't want to filter the de <u>Column to filter:</u> DEDUCTION_CODE PERIOD_ENDING_DATE TRUE_SSN FULL_NAME DEDUCTION_AMOUNT BOARD_AMOUNT	n rows to include in your query. ata, click Next. Only include rows where: PERIOD_ENDING_DATE is greater than or equal to	01/04/2007 C Or 12/21/2007 C Or C Or	•				
2	< <u>B</u> ack	<u>N</u> ext >	Cancel				

Query Wizard - Sort Order 🛛 🔀								
Specify how you want your data sorted. If you don't want to sort the data, click Next.								
Sort by DEDUCTION_CODE	•	 Ascending Descending 	<u> </u>					
Then by	•	C Ascending C Descending						
Then by	-	C Ascending C Descending	•					
	< <u>B</u> a	ick <u>N</u> ext >	Cancel					

You have the option to save the query

Save As	? 🛛
Save in: 🗀 Queries	- 🖬 📸 🖬 -
ac_po_test_vendor_010142.dqy dtdscn.dqy bio_dd_email.dqy deduction history.dqy federal_gross.dqy gatekeeper_census.dqy	jobscn.dqy jobscn.dqy jobscn.dqy labels.dqy test2_ac_po_promptstatus.dqy test3_ac_po_promptstatus.dqy test.dqy test_ac_jobscn.dqy
K	>
File name: Tretirement deduction his	story.dqy Save
Save as type: Query Files (*.dqy)	Cancel

To balance the 403(b) contribution amounts, you can either total the amounts (if you know your codes and there aren't too many) from the ERNREG report or you can use Safari instead.

Query Wizard - Choose Columns	
What columns of data do you want to include in your que Available tables and columns:	ery? Columns in your query: TRUE_SSN EMPLOYEE_NAME YTD_DEDUCTED:ANNUITY_DED BDYTD_DEDUCTED:ANNUITY_DE ANNUITIES_EXEMPT_FLAG_TYPE DEDUCTION_CODE DESIGNATED_ROTH
Preview of data in selected column:	
Preview Now Options	Back Next > Cancel

This will select 403(b) annuities, you don't have to select designated Roth if you don't that deduction type. If you have designated Roth deductions contact the SEOVEC Fiscal Department for the filter to select these records.

Query Wizard - Filter Data 🛛 🛛 🔀							
Filter the data to specify which If you don't want to filter the dat <u>C</u> olumn to filter: TRUE_SSN EMPLOYEE_NAME YTD_DEDUCTED:ANN BDYTD_DEDUCTED:ANN ANNUITIES_EXEMPT_FL DEDUCTION_CODE DESIGNATED_ROTH	rows to include in ta, click Next. Only include rows ANNUITIES_E> equals	your query. where: KEMPT_FLAG_` And And And And And And	TYPE C O Or C Or C Or	•			
2		< <u>B</u> ack	<u>N</u> ext >	Cancel			

This will select 403(b) annuity records

A discrepancy on the 403(b) amount may occur if the spreadsheet amounts weren't updated due to calculation errors in the GATEKEEPER file. If you are out of balance check the report calculations again. You may also be out of balance if an employee was paid severance only during the year and most of the money went to the 403(b) with no Federal tax withheld.

Once the spreadsheet totals are balanced, write down the totals for the amount columns on the spreadsheet and email them to Gatekeeper along with the following employee status codes.

- 1 = retirement
- 3 =employer initiated
- 5 = resigned-took another education job in Ohio
- 6 = resigned-took another education job out of state
- 7 = resigned-other
- 8 = employee accepted new position in district (shouldn't see this one)
- 9 =deceased

The separation date and reason from JOBSCN is being pulled for the employee status and status date reported on the file. The * symbol is a default value for this field but it was removed because it was causing a problem on the Gatekeeper system.

Remove the totals on the spreadsheet before uploading the file to Gatekeeper.

Save the spreadsheet file in csv format to upload to the Gatekeeper website.

Upload File to Gatekeeper



🖲 [Upload File	- Microsoft Int	ernet Explorer			Y	
Choose file					? 🛛	
Look in:	Gatekeeper F	iles	•	È 👉 🗾-] 01- 🗱 🔏
My Recent Documents Desktop My Documents My Computer	Census Files 1 Census Files 1 Copy of GK_ce Copy of GK_pa GK Pay 110700 GK Pay 110700 GKINVESTFILE GKPAY Investment Ele	1072008 1072008 CSV ensus_ytd_template ayroll_template 3 3 CSV ection 110708 ection 110708 CSV				K=19 ck ▼ ▲ AutoLink ▼ Auto ger▼ ▲ Mail ▼ ▲ MySpace (Select your file you want to uploadCSV Files only.
My Network	File name:	Census Files 11072008 C	SV	-	Open	
Fiddes	Files of type:	All Files (*.*)		•	Cancel	

Upload File



Microsoft Internet Explorer Image: This form will activate a new window. Please wait until the upload is complete before closing this window. Your file is NOT uploaded to the server until this new window gives a confirmation. OK



YTD – Current Year Totals from 1/1/2008

The YTD file covers the current year totals starting from 1/1/2008 through the most recent payroll completed.

Follow the same steps as shown in the Census file section of this document with the exception of selecting the CYUSPS files.

Investment Election

The investment election file breaks down the contribution amounts for each employee to specific vendors. This is the only file that lists an employee more than one time.

From the USPS_LCL menu, select the GK_INV_RPT option.

USPS_LCL	Locally Defined Programs and Utilities
Nov 17 08	Local Menu
16.GATEKEEPER17.GK_INVEST18.GK_INV_RPT19.GK_PAY20.GK_PAY_RPT21.GK_REPORT	Gatekeeper Census/YTD File for Upload to Secure Website Gatekeeper Investment Export File for Website Upload Report for Gatekeeper Investment (Corresponds to GK_INVEST) Payroll File for Gatekeeper website upload (UDMS) Report for Gatekeeper Payroll Files (corresponds to GK_PAY) Gatekeeper Census/YTD Report(matches GATEKEEPER file output)

Execute the program

Gatekeeper Investment Election Report

This program creates a report that lists employee's investment data for Gatekeeper. The file contains employees that have a 403(b) or designated roth deduction code with employee or board YTD contributions greater than zero.

This report displays the current employee and board rate in DEDSCN and calculates the reported rates to GateKeeper based on pay cycle. If the cycle is 3 or 5, the rates will be divided by two. This report corresponds to the file created by the GK_INVEST program.

Output file:

GK_INVEST.TXT

View	View the report on your screen								
18-NOV-08	09:14 PM		Gate	CC_GK. keeper Invest Data definiti	_INVEST ment Election on (CC_BIO_DE	Data D)			PAGE 1
EMPLOYEE SSN	Employee Name	Ded Code	Employee Rate	Reported Emp Rate	BOARD Rate	Reported Bd Rate	F	Cycle	Pay To
009449475 009449475 024428248 044442819	COMO , PERRY N COMO , PERRY N LANGE , JESSICA NIVEN , DAVID B	502 527 670 527	100.0000 500.0000 50.0000 200.0000	50.0000 250.0000 25.0000 100.0000	30.0000 100.0000 20.0000 0.0000	15.0000 50.0000 10.0000 0.0000	F F F	3 3 3 3	THE VARIABLE ANNUITY LIFE INS AMERIPRISE FINANCIAL SERVICES Roth 403B Account AMERIPRISE FINANCIAL SERVICES

The report details the employee rate from DEDSCN and shows the rate that will be reported to Gatekeeper. The rate needs to represent the per pay rate that will be submitted on the payroll file. If the pay cycle is 3 or 5, the rates will be divided by two for reporting.

Review the reported rates on this report to make sure they are being reported correctly. Also, make sure only employees that are actively contributing to the deductions are listed. This report selects records that are coded as 403(b) annuities or designated Roth for 403(b) with Employee or Board YTD deducted amounts greater than zero.

Investment Election Submission File

From the USPS_LCL menu, select the GK_INVEST option.USPS_LCLLocally Defined Programs and UtilitiesNov 17 08Local Menu

16. GATEKEEPER Gatekeeper Census/YTD File for Upload to Secure Website
17. GK_INVEST Gatekeeper Investment Export File for Website Upload
18. GK_INV_RPT Report for Gatekeeper Investment (Corresponds to GK_INVEST)
19. GK_PAY Payroll File for Gatekeeper website upload (UDMS)
20. GK_PAY_RPT Report for Gatekeeper Payroll Files (corresponds to GK_PAY)
21. GK_REPORT Gatekeeper Census/YTD Report(matches GATEKEEPER file output)

Execute the program

Gatekeeper Investment Election Export File

This program creates a file that lists employee data for upload to the Gatekeeper secure website. The file contains employees that have a 403(b) or designated roth deduction code(s) with employee or board contributions greater than zero. The rates will be reported on a pay per period basis.

The file must be FTP'd to a PC and should be opened in Microsoft Excel as a tab-delimited file. The SSN field should be changed to text format as well as all of the amount fields in order to retain the formatting. The file should then be saved in csv or Excel format and uploaded to the Gatekeeper website.

Output file:

<u>GKINVESTFILE.TXT</u>

Transfer the output file, GKINVESTFILE.TXT, to your PC using the WS-FTP transfer program. Don't forget to select the ASCII transfer type. **This file is in tab-delimited format.**

Open Excel and then open the file, selecting text file types. Using the text import wizard: Select delimited, click next Select the delimiter 'tab', click next Format the SSN column as text, click finish Format the rate columns as numbers. Make any necessary modifications to the file. Save the file in Excel format if you want to keep a copy. Save the file in CSV (comma-delimited) format to upload to Gatekeeper's website.

NOTE: Any future changes in employee election amounts should be forwarded via fax directly to Gatekeeper.

Payroll Files

This file should be generated with each payroll you complete after your YTD file has been submitted.

There are 2 different payroll reports and corresponding submission files.

GK_PAY_RPT and GK_PAY create the report and submission file for the payroll date selected and will include employees who have a Federal or 403b withholding amount AND 590, 591, 690, or 691 withholding. If an employee is paid on more than one job on the payroll and contributes to a 403b, their 403b contribution amount will be listed for each job, causing the total to be incorrect. You will need to manually correct the amount on the submission file.

GK_PAYJOBR and GK_PAYJOB create the report and submission file for the payroll date selected and will also include employees who have a Federal or 403b withholding amount AND 590, 591, 690, or 691 withholding. **Only employees paid on job 01 will be selected. This corrects the 403b contribution amount problem described in the previous paragraph but if an employee is not paid on job 01, their record will not be included in the files and you will need to manually add them to the submission file.**

Payroll Report

Go to the USPS_LCL menu and select the GK_PAY_RPT or GK_PAYJOBR program.

USPS_LCL	Locally Defined Programs and Utilities
Dec 05 08	Local Menu
16. EL IRET	Employee Retirement Eligibility
17. GATEKEEPER	Gatekeeper Census/YTD File for Upload to Secure Website
18. GK_INVEST	Gatekeeper Investment Export File for Website Upload
19. GK_INV_RPT	Report for Gatekeeper Investment (Corresponds to GK_INVEST)
20. GK_PAY	Payroll File for Gatekeeper website upload (UDMS)
21. GK_PAYJOB	JOB 01 Payroll File for Gatekeeper website upload
22. GK_PAYJOBR	30B 01 Gatekeeper Payroll Report (corresponds to GK_PAYJOB)
23. GK_PAY_RPT	Report for Gatekeeper Payroll Files (corresponds to GK_PAY)
24. GK_REPORT	Gatekeeper Census/YTD Report(matches GATEKEEPER file output)

Enter the pay date and execute the program

Gatekeeper Payroll Report

This program creates a report that lists some of the fields that will be included in the submission file created by the GK_PAY program located in the USPS_LCL menu. This report contains all employees that were paid on the pay date specified whose check has NOT been voided.

This report should be created first to check for accuracy of the employees and amounts being reported to help you determine if you need to make any updates to the GK_PAY export file before submission. Please keep in mind th the report will be very long as there will be multiple lines displayed for an employee if they have a 403(b) deduction code with a YTD deducted amount greater than zero, or if they have multiple retirement records (590/591, 590/690,591/691). There will also be a total line for or each employee on this report.

Output file:

GKPAYRPT.TXT

//__

Enter pay date (MMDDYYYY):

18-NOV-08	10:12 PM				Gatekee Data defin	CC_GKPAYRA per payrol ition (CC_	PT 11 report _GK_PAYROLL)				PAGE	1
EMPLOYEE SSN	Last Name	First Name	Mid Name	403B Code	Pre-tax 403B	403B Roth	Roth 403B	BD Paid 403B	Ret Code	State Plan Contrib	Gross Pay	
009449475	COMO	PERRY	N	000 502 527	0.00 50.00 250.00	000 000 000	0.00 0.00 0.00	0.00 15.00 50.00	STRS STRS STRS	243.02 243.02 243.02	2,430.22 2,430.22 2,430.22	
Amounts Ri	eported on Ex	<port file:<="" td=""><td></td><td></td><td>300.00</td><td></td><td>0.00</td><td>65.00</td><td></td><td>243.02</td><td>2,430.22</td><td></td></port>			300.00		0.00	65.00		243.02	2,430.22	

View the output file, GKPAYRPT.TXT or GKPAYRPT_2.TXT on your screen.

Press 'B' on the keyboard to go to the bottom of the report. Press the page up key to see the page number. This report may be very large, so you will need to determine whether or not you want to print the report. Records are selected based on the following criteria:

- Employee included in the selected payroll date
- Check has NOT been voided
- Federal deduction amount greater than zero OR
- 403(b) annuity deduction amount greater than zero OR
- Designated Roth 403(b) deduction amount greater than zero
- Employee or Board Retirement (590, 591, 690, 691) deduction amount greater than zero

If an employee has a 403(b) or Roth deduction amount greater than zero, they will have an additional line on the report for each deduction.

As you can see in the example above, Perry Como has two 403(b) deduction amounts greater than zero, from the 502 and 527 deduction codes. He has 3 lines total on the report.

Check the totals for each employee on the report to make sure the calculations are correct. The total line contains the amounts that will be reported on the submission file. Here is what to check:

- Employees with both a 590 and 591 retirement record and a 403(b) deduction will result in the retirement contribution amount being double what it should be.

290504332 CASH	JOHNNY	J	000	0.00	000	0.00	0.00	SERS STRS	16.80 3.50	35.00 35.00
I								SERS STRS	16.80 3.50	168.00 168.00
Amounts Reported on	Export File:			0.00		0.00	0.00		40.60	203.00

- Totals on the report are calculated on unique amounts, so when an employee has two 403(b) deductions for the same amount the total will not be correct as it will only count that amount one time.

27 27 27	6867474 MUFFETT 6867474 MUFFETT 6867474 MUFFETT		Mary Mary Mary		000 501 502	0.00 25.00 25.00	000 000 000	0.00 0.00 0.00	0. 0. 0.	00 590 00 590 00 590	1,640.18 1,640.18 1,640.18	15,401.80 0.00 0.00
Am	ounts Reported	on Export File	:				1	0.00	0.	.00	1,640.18	16,401.80
-	On the (an empl	GK_PAY_ oyee is pa	_RP uid o	Г file n mo	, the 403 re than o	(b) amo ne job.	ount doe	s not cal	culat	e corre	ctly wl	nen
27686747 F	'4 MUFFETT	MARY		000	0.00	000	0.00	0.00	SERS	61.47	4	68.79
18-NOV-()8 10:12 PM				Gatekee Data defin: ========	CC_GKPAYRP per payrol ition (CC_O =========	T 1 report GK_PAYROLL) =======					PAC
EMPLOYEE SSN	Last Name	First Name	Mid Name	403B Code	Pre-tax 403B	403B Roth	Roth 403B	BD Paid 403B	Ret Code	State Pla Contri	n b	Gross Pay
27686747	'4 MUFFETT	Mary		501 000 501	25.00 0.00 25.00	000 000 000	0.00 0.00 0.00	0.00 0.00 0.00	SERS SERS SERS	61.47 61.47 61.47	4 1 1	68.79 45.94 45.94
Amounts	Reported on Ex	xport File:			50.00		0.00	0.00		61.47	6	14.73

- On the GK_PAYJOBR file, the 403b amount will be correct, but only employees paid on job 01 will be included in the file. Employees not paid on job 01 will not be included in the file.

276867474 MUFFETT MARY	000	0.00	000	0.00	0.00	SERS	61.47	614.73
	501	25.00	000	0.00	0.00	SERS	61.47	614.73
Amounts Reported on Export File	:	25.00		0.00	0.00		61.47	614.73

You will need to manually adjust the amounts on the submission file if any of these situations occurs.

Payroll Submission File

Go to the USPS_LCL menu and select the GK_PAY or GK_PAYJOB program. This file needs to be submitted after processing each payroll once the YTD file is submitted. This will keep the data up to date on Gatekeeper's system. If you process a payroll where no 403(b) contributions are being deducted, you will still need to submit the file to update the gross pay and retirement contribution amounts on Gatekeeper's system.

USPS_LCL	Locally Defined Programs and Utilities
Dec 05 08	Local Menu

16	5.	ELIRET	Employee Retirement Eligibility
11	7.	GATEKEEPER	Gatekeeper Census/YTD File for Upload to Secure Website
18	З.	GK_INVEST	Gatekeeper Investment Export File for Website Upload
19	9.	GK_INV_RPT	Report for Gatekeeper Investment (Corresponds to GK_INVEST)
2(9,7	GK_PAY	<pre></pre>
2:	17	_GK_PAYJOB /	JOB 01 Payroll File for Gatekeeper website upload
22	2.	GK_PAYJOBR	JOB 01 Gatekeeper Payroll Report (corresponds to GK_PAYJOB)
23	3.	GK_PAY_RPT	Report for Gatekeeper Payroll Files (corresponds to GK_PAY)
24	4.	GK_REPORT	<pre>Gatekeeper Census/YTD Report(matches GATEKEEPER file output)</pre>
	_		

Execute the program.

This program creates a file that lists employee data for upload to the Gatekeeper secure website. The file contains all employees paid in the pay date specified if the check has not been voided. They must also have a retirement deduction record with an employee or board amount withholding amount.

The file must be FTP'd to a PC and should be opened in Microsoft Excel as a pipe-delimited file. The SSN field should be changed to text format, as well as all of the amount fields, in order to retain the formatting.

Output file:

- Selection Options -Enter pay date:

Transfer the output file, GKPAY.TXT or GKPAY2.TXT to your PC using the WS-FTP transfer program. Don't forget to select the ASCII transfer type.

Open Excel and then open the file, selecting text file types. Using the text import wizard:

- Select delimited, click next





- Enter the delimiter of the pipe symbol | in the 'other' box, click next
- Format the SSN column as text, click finish

Expand all of the columns by clicking on the corner to highlight the spreadsheet and then double-click the line between column A and B.

Delete the first column so that the employee SSN becomes the first column.

Go to the SEOVEC Website to Fiscal Services, User Support, USPS Information, 403(b) Reporting and open the Gatekeeper Payroll File Template

403(b) Reporting

GATEKEEPER

Gatekeeper Payroll File Template (Excel)

Gatekeeper Census/YTD File Template (Excel)

Expand the columns and copy the first row.

Insert this copied row into the GKPAY.TXT or GKPAY2.TXT spreadsheet

Expand the columns again, now each column has the appropriate headings.

Select the total columns and format the cells to numbers.

Make any needed corrections to the amounts per your review of the report.

Save the spreadsheet in Excel format so you save everything you have done before and you can easily refer back to it if necessary.

Now total the amount columns on the spreadsheet and perform balance checking. Once the spreadsheet totals are balanced, write down the totals for the amount columns on the spreadsheet and email them to Gatekeeper.

Save the file in CSV (comma-delimited) format to upload to Gatekeeper's website.

NOTE: Future submissions of the payroll file should NOT include the headings unless there is a change in the submission file structure.

The payroll file should be created and submitted after the completion of every payroll run. It is recommended to run this program after completing the PAYDED program after verifying the contribution amounts.

Payment Remittance

Once Gatekeeper begins remitting on behalf of your district, you will need to start submitting the individual payments through EFT to Gatekeeper. In the DEDNAM program, change the 'Electronic Pmt' field to 'Y'. This will prevent a check from being created and will keep the payment amounts separate by individual company.

Code: <u>501</u> Type: AN Required: _	N Name: <u>ING VARIABLE ANNUNITY LIFE</u> Abbrev: <u>ING</u> W2 Abbrev:
PAY	TO INFORMATION
Vendor: Name:	<u>ING LIFE INS & ANNULLY CO.</u> FAX :() -
Address:	P.O. BOX 30856 Payment cycle : M Flectronic Pmt: N
	HARTFORD , CT 06150-0856 Suppress SSN/ID: _
Print Board Amts: _ Certified Obj : Classified Obj: Other Object :	Annuity type: <u>C</u> ACH Transfer Type/Id:

After a few months, the deduction codes for the payments can be combined into one code under Gatekeeper if you would like, however, this is not a necessary step. If you want to combine the payments, enter a vendor number for Gatekeeper on each of these codes, this must be a valid vendor number established in the USAS system.

When you run PAYDED select the option on the second screen to 'combine deductions by vendor number' (set to 'Y').

PAYDED -	Deduction Reports/Pay Deductions
 Pay Deductions Form information 	ation -
Check form file:	PAYFORM. TXT
Paid deductions report:	PAYDED.TXT
Pay date:	10/10/2008
Starting Check number:	142967
Electronic Transfer number:	588137
Omit SSN's from ACH tape fi	le? (Y/N/R): N
Combine deductions by vendo	r number? (Y,N): \overline{Y}
Include dumm	
Add VOID mes Y - Deductions	with the same vendor number will be combined and
paid on a	single check.

If you have never used this option before, please contact the SEOVEC Fiscal department so we can check your files to make sure this won't cause a problem with your other deductions. Choosing this option will cause all of the 403b deductions to be combined on one electronic check number.

Code: <u>501</u>	Type: ANI	Name: <u>ING VARIABLE ANNU</u>	NITY LIFE
Required: _		Abbrev: <u>ING</u> W2 Abbr	ev:
	🔨 PAY	TO INFORMATION	
(Vendor: <u>0808</u>	<u>35</u>)Name:	ING LIFE INS & ANNUITY CO.	Phone: (<u>800</u>) <u>525</u> - <u>4225</u>
			FAX :()
	Address:	<u>P.O. BOX 30856</u>	Pa <u>yment cycle : M</u>
			<pre>① Electronic Pmt: Y</pre>
		<u>HARTFORD</u> , <u>CT</u> <u>06150</u> - <u>0856</u>	Suppress SSN/ID: _
Print Board	Amts: _	Annuity type: <u>C</u> ACH Transfe	r Type/Id:
Code: <u>502</u>	Type: ANI	Name: <u>VALIC</u>	
Required: _		Abbrev: <u>VALIC </u> W2 Abbr	ev:
	🔨 <mark>P A Y</mark>	TO INFORMATION	
(Vendor: <u>0808</u>	<u>35</u>)Name:	THE VARIABLE ANNUITY LIFE INS	Phone: (<u>800</u>) <u>448</u> - <u>2542</u>
			FAX :()
	Address:	<u>C/O CHASE BANK OF TEXAS</u>	Payment cycle : <u>P</u>
		PU BUX #200018	Electronic Pmt: Y
		HOUSTON , TX 77216-0018	<u>Electronic Pmt: Y</u> Suppress SSN/ID: _