

# 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 MUST 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  
Nov 17 08

**OECN USPS System**  
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  
Dec 05 08

**Locally Defined Programs and Utilities**  
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_PAYJOB  | 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\_PAYJOB 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.  
/CYUSP\$\$

Go to the USPS\_LCL menu and select the GK\_REPORT program.

```
USPS_LCL          Locally Defined Programs and Utilities
Nov 17 08          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 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.

EMPLOYEE		Pre-tax	Pre-tax	Roth	Roth	403B	Ret	Ret	YTD	
SSN	Last Name	403(b)	403(b) Contrib	403(b)	403(b) Contrib	BD YTD Code	Emp YTD	YTD	Gross	
009449475	COMO	PERRY	000	0.00	000	0.00	0.00	591	5,662.46	56,624.94
009449475	COMO	PERRY	502	150.00	000	0.00	45.00	591	5,662.46	0.00
009449475	COMO	PERRY	527	3,750.00	000	0.00	100.00	591	5,662.46	0.00
Amounts Reported on Export File:				3,900.00		0.00	145.00		5,662.46	56,624.94
024428248	LANGE	JESSICA	000	0.00	000	0.00	0.00	590	2,367.91	23,878.67
024428248	LANGE	JESSICA	000	0.00	670	75.00	30.00	590	2,367.91	0.00
Amounts Reported on Export File:				0.00		75.00	30.00		2,367.91	23,878.67

OK\_REPORT.TXT 1/3198 0% <Q>uit <T>op <B>ottom <W>idth <P>age <F>ind <N>ext <S>ave

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.

277502067	CAKE	PATTY	000	0.00	000	0.00	0.00	590	5.63	20,476.25
277502067	CAKE	PATTY	000	0.00	000	0.00	0.00	591	42.00	20,476.25
277502067	CAKE	PATTY	527	19,705.00	000	0.00	0.00	590	5.63	0.00
277502067	CAKE	PATTY	527	19,705.00	000	0.00	0.00	591	42.00	0.00
Amounts Reported on Export File:				19,705.00		0.00	0.00		95.26	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	MARY	000	0.00	000	0.00	0.00	590	1,640.18	16,401.80
276867474	MUFFETT	MARY	501	25.00	000	0.00	0.00	590	1,640.18	0.00
276867474	MUFFETT	MARY	502	25.00	000	0.00	0.00	590	1,640.18	0.00
Amounts Reported on Export File:				⇒ 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. | <b>GATEKEEPER</b> | Gatekeeper Census/YTD File for Upload to Secure Website      |
| 17. | <b>GK_INVEST</b>  | Gatekeeper Investment Export File for Website Upload         |
| 18. | <b>GK_INV_RPT</b> | Report for Gatekeeper Investment (Corresponds to GK_INVEST)  |
| 19. | <b>GK_PAY</b>     | Payroll File for Gatekeeper website upload (UDMS)            |
| 20. | <b>GK_PAY_RPT</b> | Report for Gatekeeper Payroll Files (corresponds to GK_PAY)  |
| 21. | <b>GK_REPORT</b>  | 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

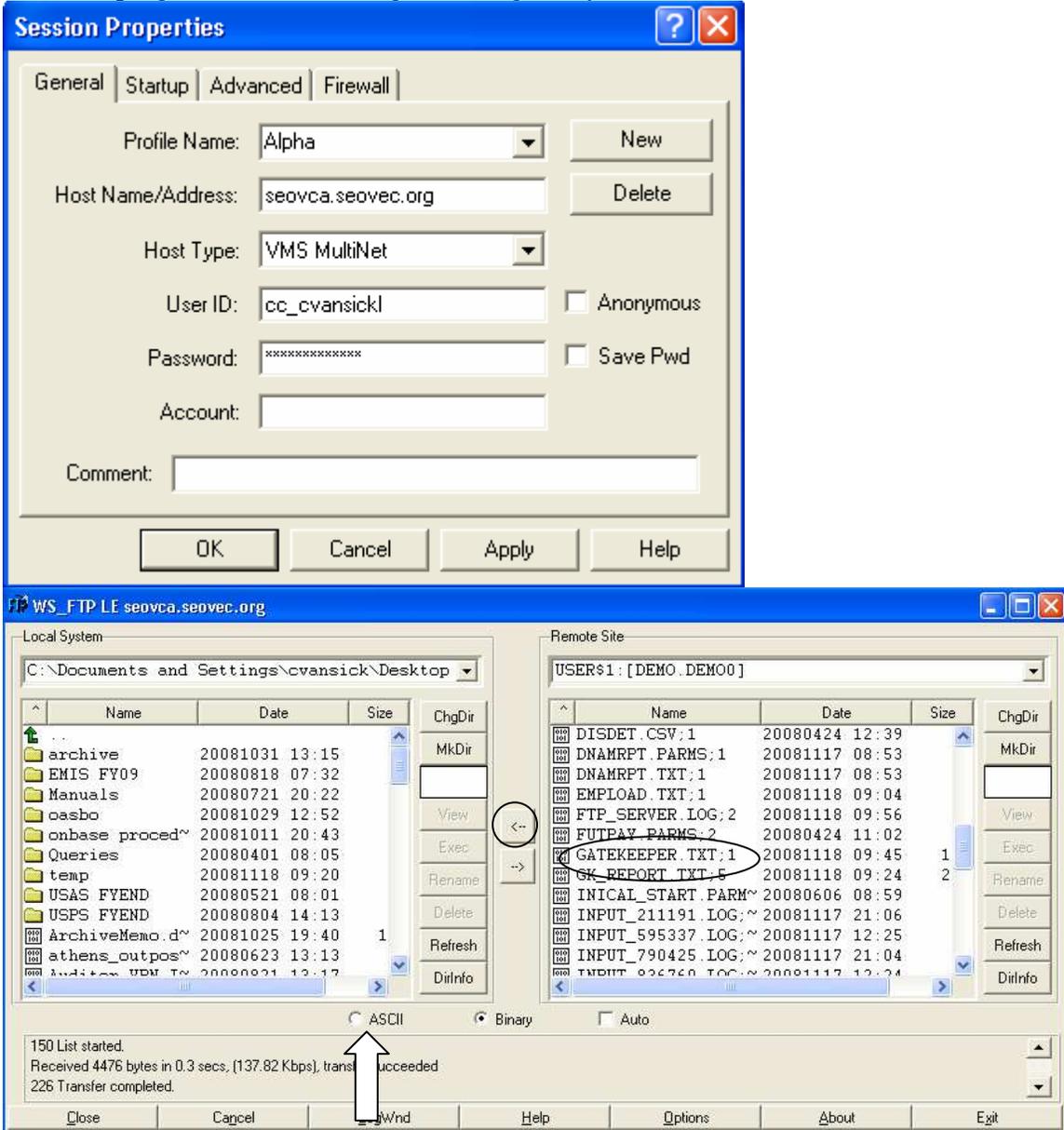
```
COPY GATEKEEPER.TXT [--.CVANSICKL]
```

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.

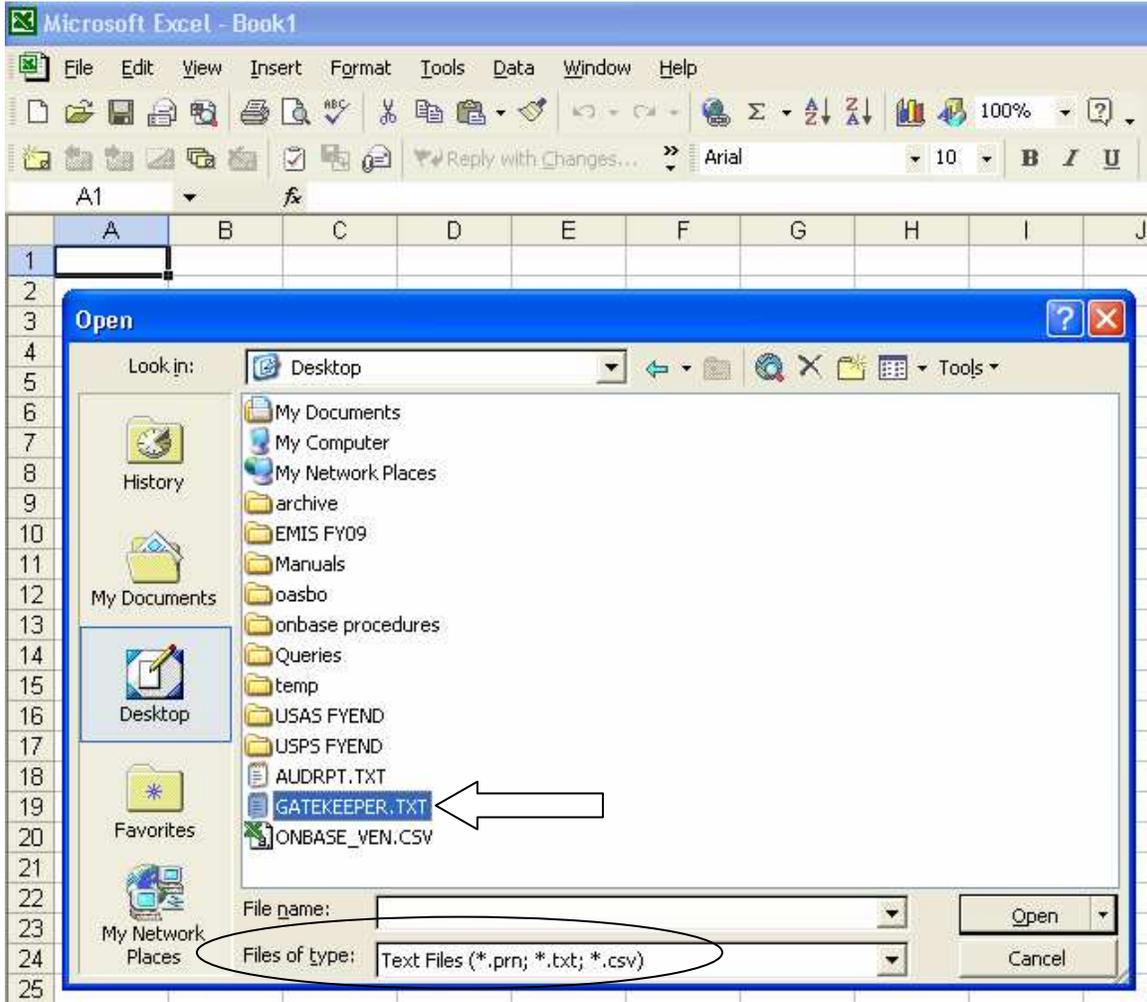
In my test account for Sample City School District, the message would appear as follows:  
%COPY-S-COPIED, \$1\$DGA602:[SAMPLE.CY\_USPS.USER]GATEKEEPER.TXT;1  
copied to \$1\$DGA602:[SAMPLE.CVANSICKL]GATEKEEPER.TXT;1 (383 blocks)

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.

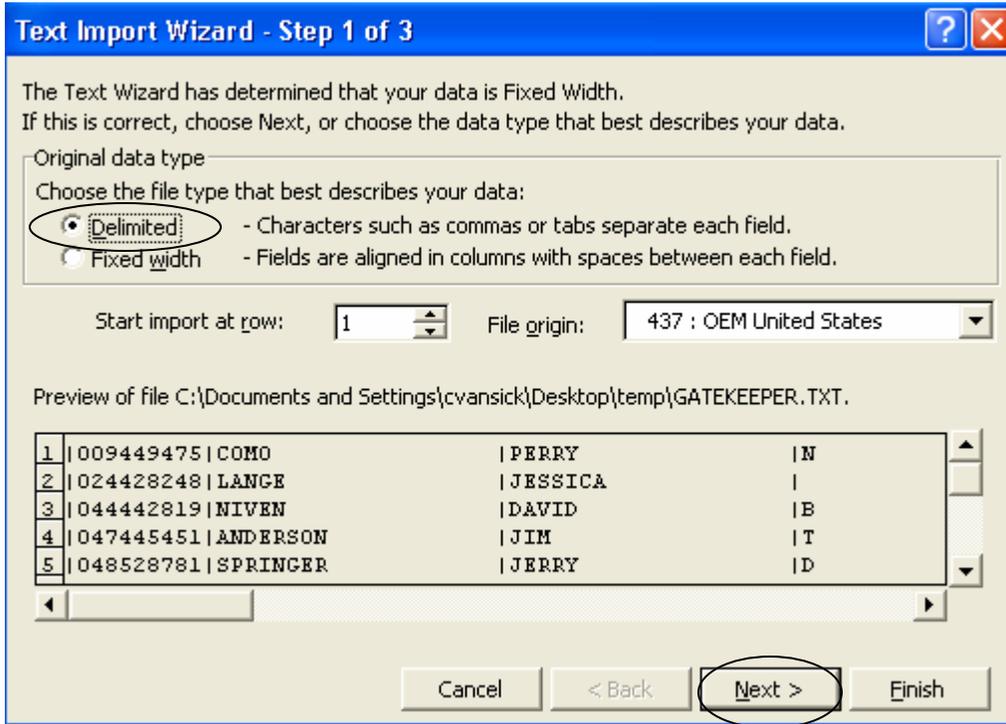


Find the GATEKEEPER.TXT file on the right side of the program and transfer using the ASCII transfer type to your desired location on your PC.

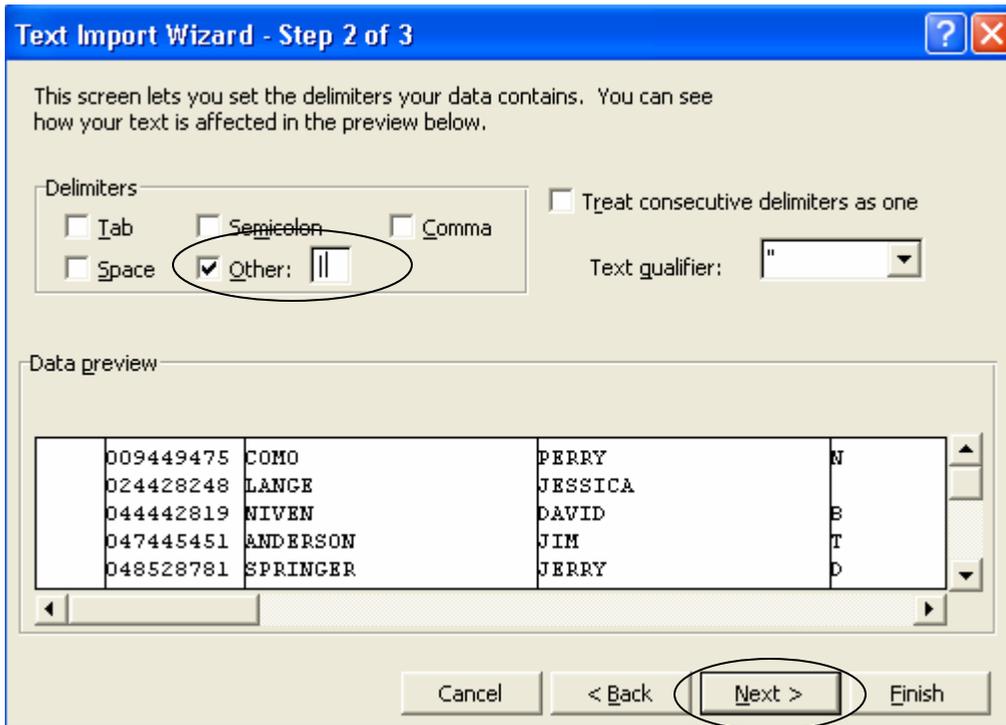
Open Excel and then open the file, selecting text file types.



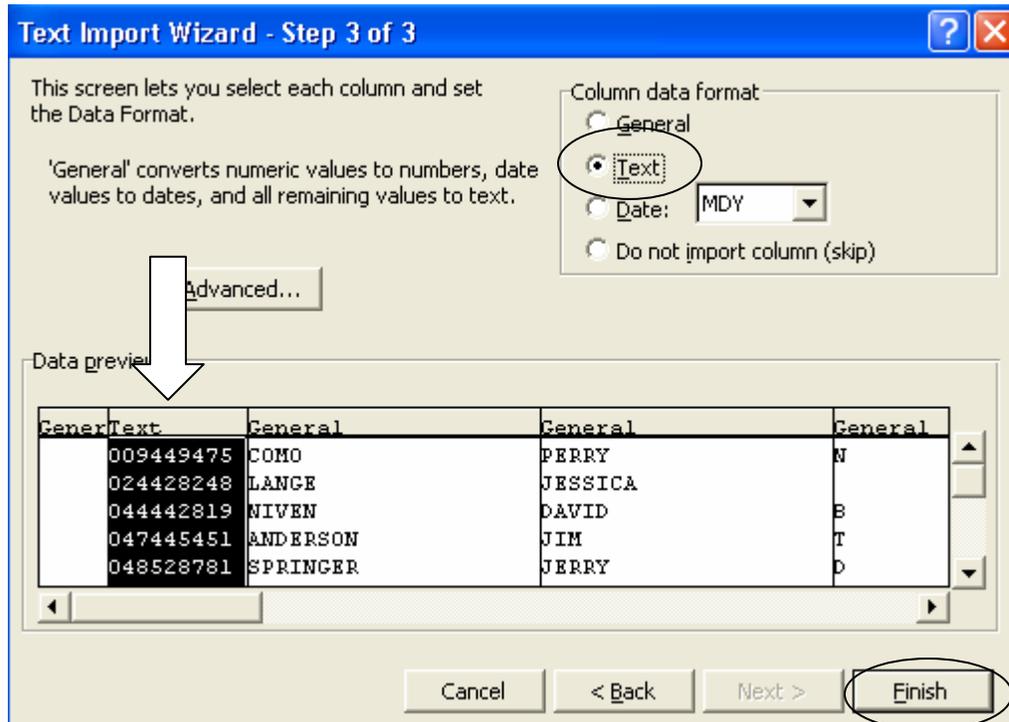
The Text Import Wizard will guide you through importing this file into Excel. Select 'delimited' and click Next.



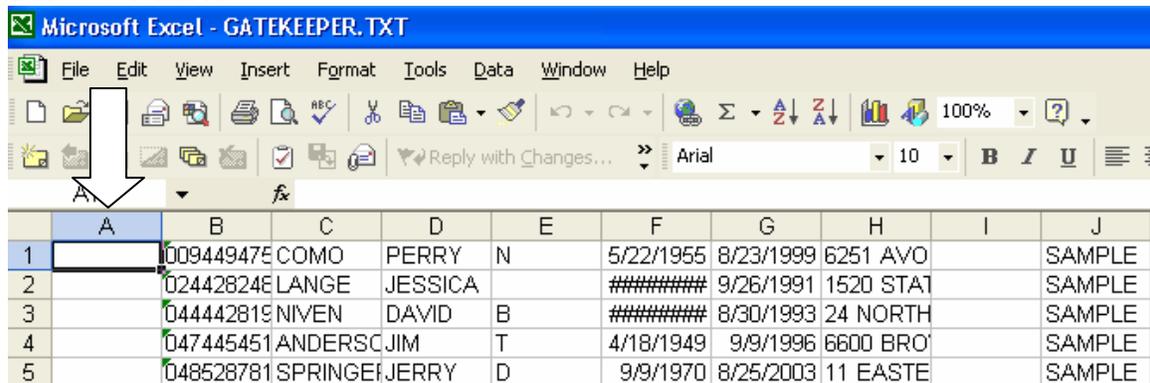
The file is delimited by the pipe symbol | so select 'other' and enter the symbol. Click Next.



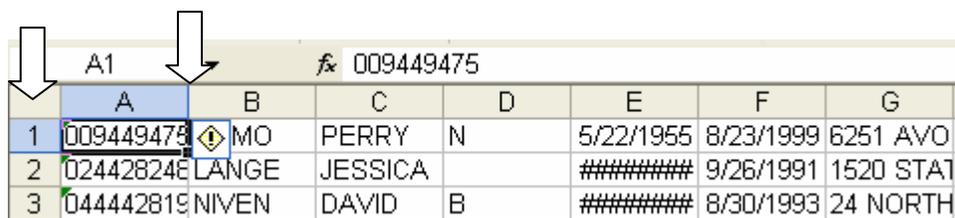
The first column with the social security numbers is highlighted; select the format for this field to be 'Text' so that any leading zeros will be retained. Click Finish.



Delete column A.



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.



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

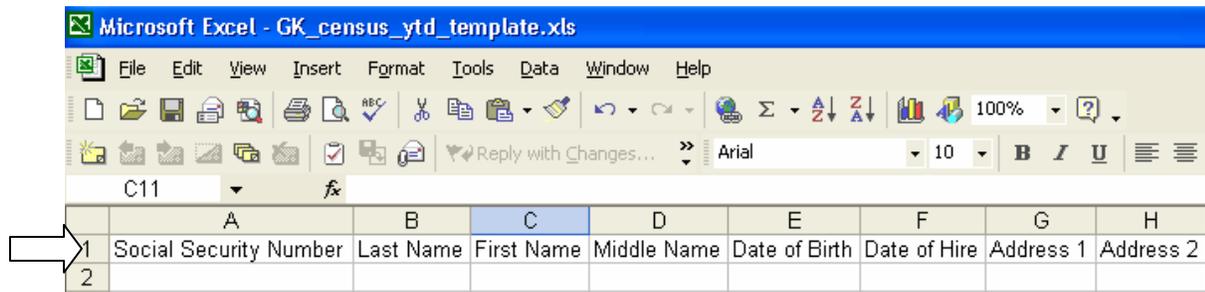
# 403(b) Reporting

## GATEKEEPER

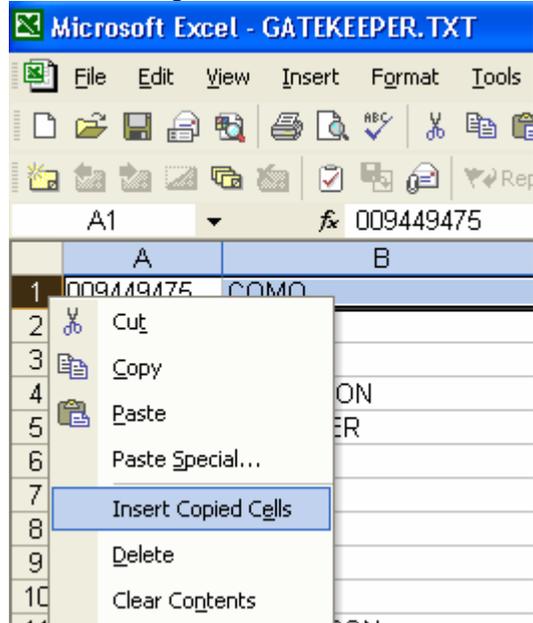
[Gatekeeper Payroll File Template \(Excel\)](#)

[Gatekeeper Census/YTD File Template \(Excel\)](#) ←

Expand the columns and copy the first row.



Insert this copied row into the GATEKEEPER.TXT spreadsheet



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

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

Select the total columns and format the cells to numbers.

O	P	Q	R	S	T
Pre-tax 403(b) Contrib	Roth 403(b) Contrib	Employer Paid 403(b) Contrib	State Plan Code	Employee State Plan Contrib	Gross Salary
3,900.00	0	145	STRS	5,662.46	56,624.94
0	75	30	SERS	2,367.91	23,878.67
2,100.00				2,524.64	25,446.11
2,100.00				5,376.74	53,767.67
0				3,415.17	34,351.15
0				963.55	9,936.01
0				3,164.45	31,794.81
2,985.00				5,135.90	51,558.99
0				393.75	3,937.50
0				22.05	220.5
0				105	1,050.00
0				4,948.00	49,480.40
0				4,027.79	40,277.07
0				1,322.79	13,527.97
0				1,725.20	17,251.91
0				28	280
0				6,478.87	64,787.87

**Format Cells**

Number Alignment Font Border Patterns Protection

Category: **Number**

Sample: Employee State Plan Contrib

Decimal places: 2

Use 1000 Separator (,)

Negative numbers: -1234.10, 1234.10, (1234.10)

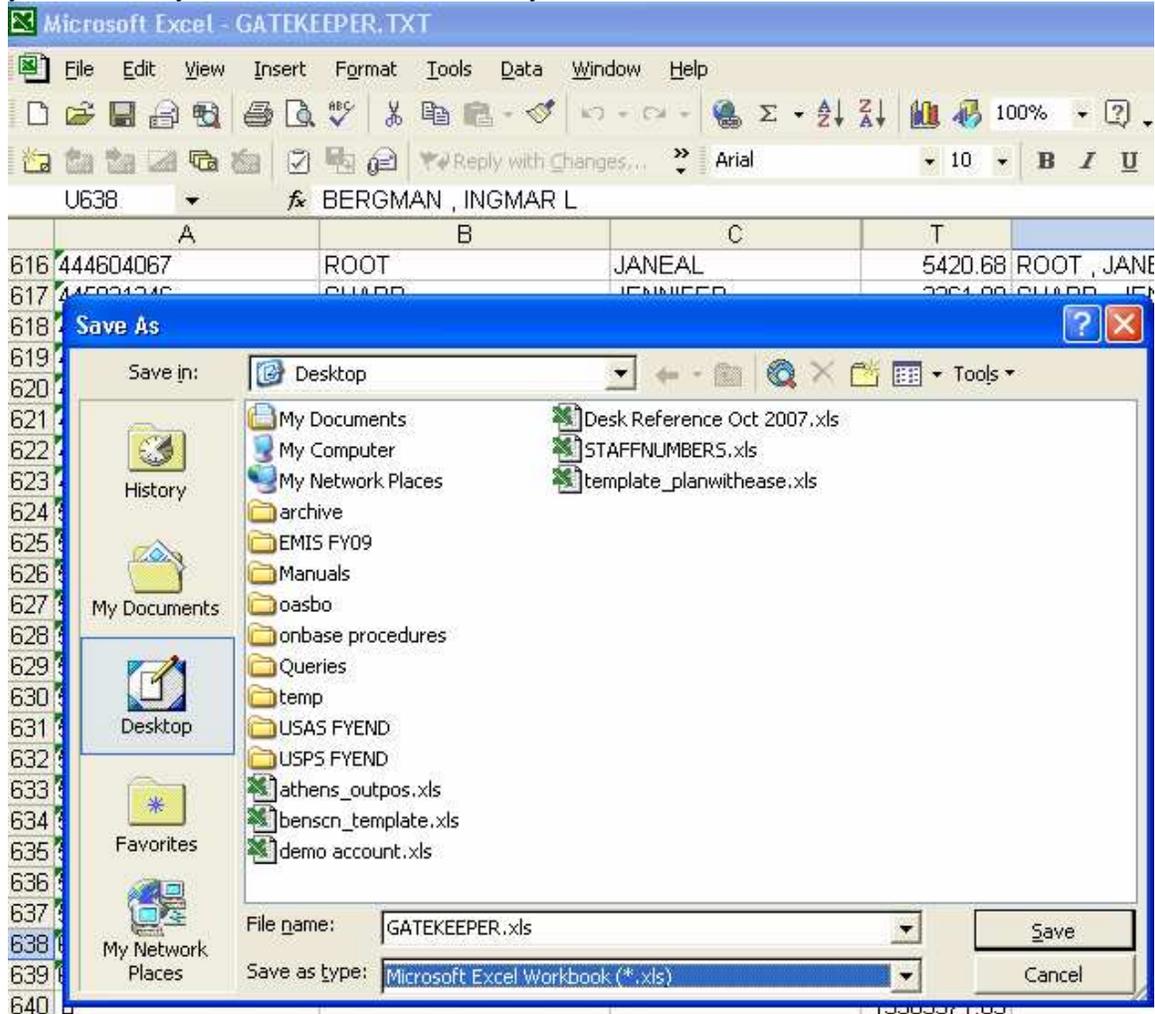
O	P	Q	R	S	T
Pre-tax 403(b) Contrib	Roth 403(b) Contrib	Employer Paid 403(b) Contrib	State Plan Code	Employee State Plan Contrib	Gross Salary
3900.00	0.00	145.00	STRS	5662.46	56624.94
0.00	75.00	30.00	SERS	2367.91	23878.67
2100.00	0.00	0.00	STRS	2524.64	25446.11
2100.00	0.00	0.00	STRS	5376.74	53767.67
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	B	C	D	E	F
1	Social Security Number	Last Name	First Name	Middle Name	Date of Birth	Date of Hire
2	009449475	COMO	PERRY	N	5/22/1955	8/23/1999
3	024428248	LANGE	JESSICA		12/29/1950	9/26/1991
4	044442819	NIVEN	DAVID	B	10/16/1947	8/30/1993
5	047445451	ANDERSON	JIM	T	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.



## 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

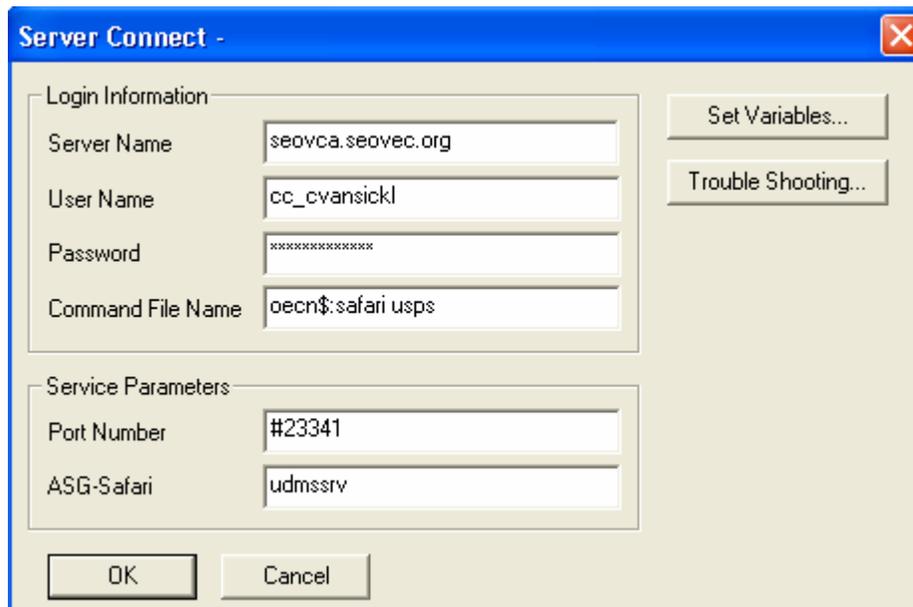
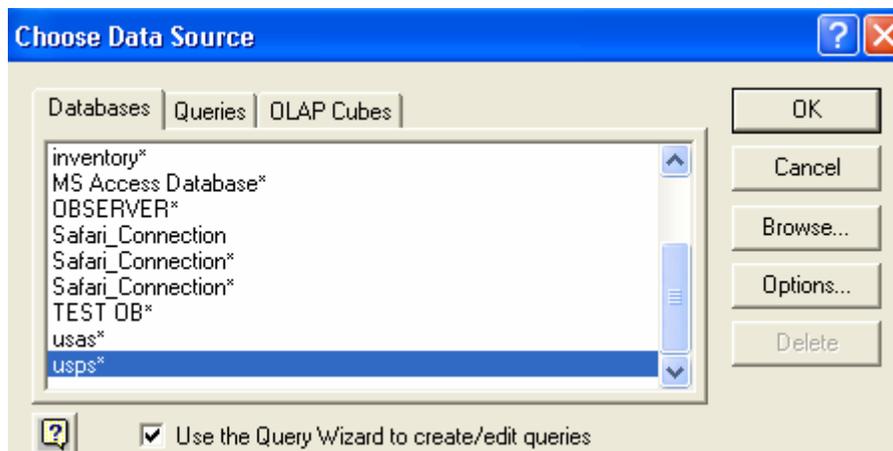
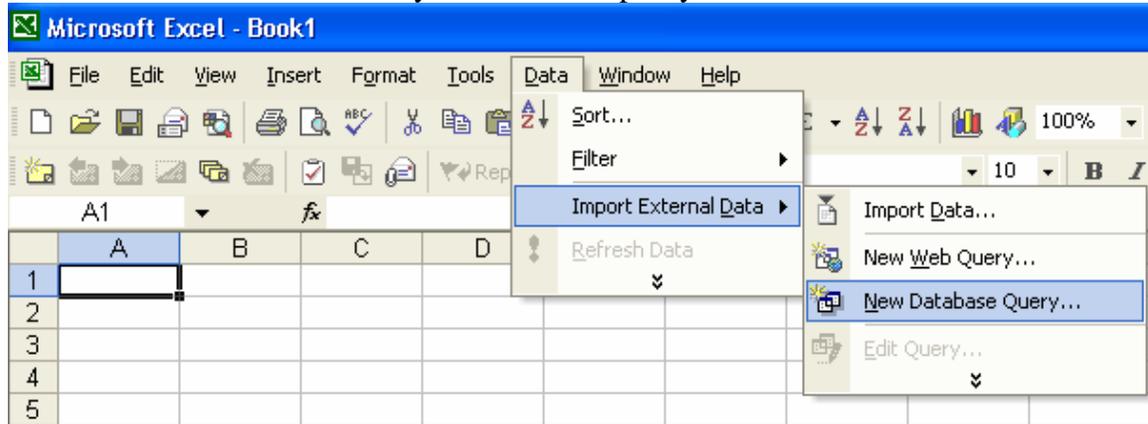
```

*****
*   GRAND TOTALS   *
*****

```

	GROSS	DOCK	NET	!DED.CODE	DED.AMT	BD.AMT	!
TOTALS	15524561.33	14982.14-	10258751.18!	001	1529761.03		!
				! 002	395396.92		!

Safari can be used to more easily find the discrepancy.



**Query Wizard - Choose Columns**

What columns of data do you want to include in your query?

Available tables and columns:

- DED\_FEDERAL
- SSN
- EMPLOYEE\_ID
- STREET
- CITY
- STATE

Columns in your query:

- TRUE\_SSN
- FULL\_NAME
- GROSS\_YTD

Preview of data in selected column:

Buttons:

**Query Wizard - Filter Data**

Filter the data to specify which rows to include in your query.  
If you don't want to filter the data, click Next.

Column to filter:

- TRUE\_SSN
- FULL\_NAME
- GROSS\_YTD**

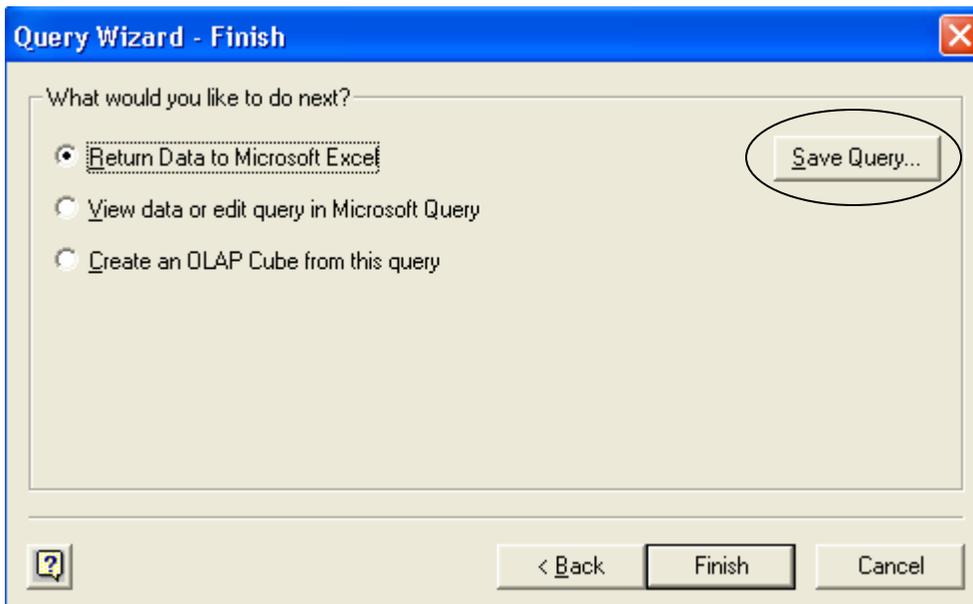
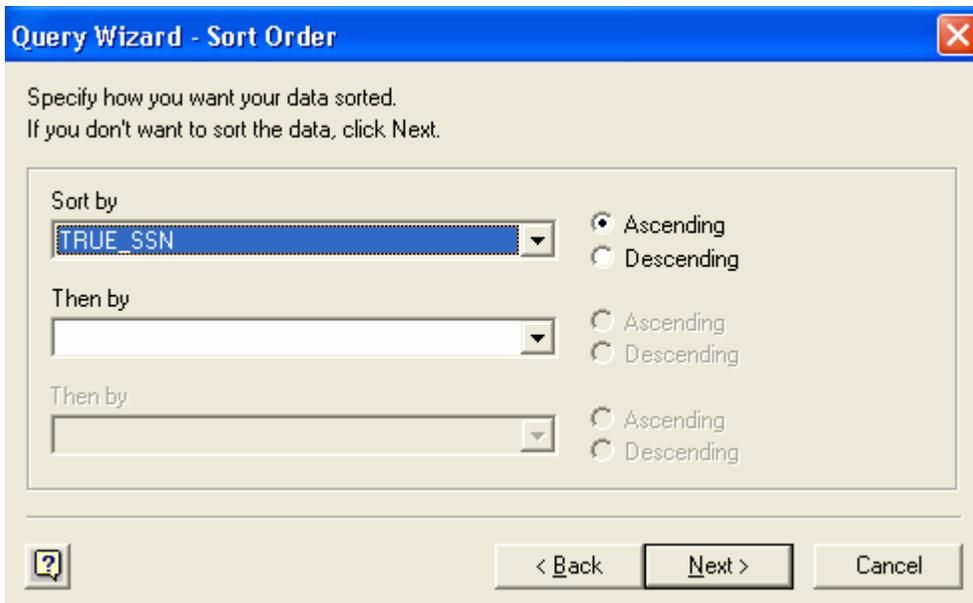
Only include rows where:

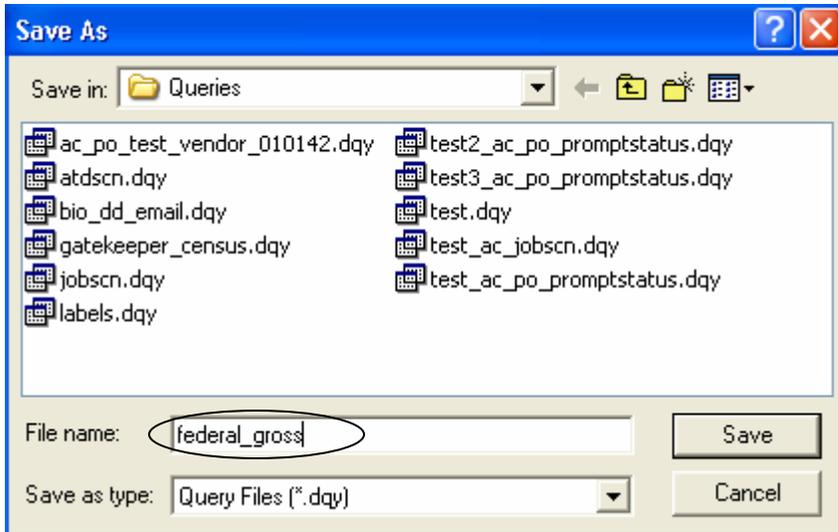
GROSS\_YTD

is greater than 0

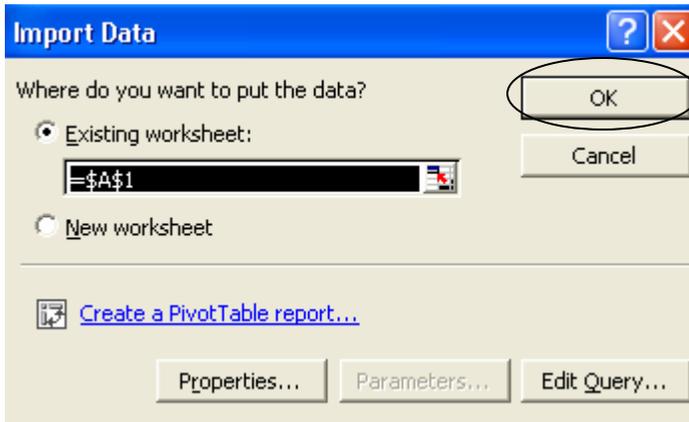
And  Or

Buttons:





Save the query, and then return the data to Excel



	A	B	C
1	<b>TRUE_SSN</b>	<b>FULL_NAME</b>	<b>GROSS_YTD</b>
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	048628781	SPRINGER , JERRY D	34351.15

Select the name and gross\_ytd columns and copy.

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

T	U	V
Gross Salary	<b>FULL_NAME</b>	<b>GROSS_YTD</b>
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

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.

T	U	V
Gross Salary	<b>FULL_NAME</b>	<b>GROSS_YTD</b>
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
31794.81	ROBERTSON , JIM M	9936.01
51558.99	ROBERTSON , JIM M	31794.81
3937.50	DAVIDSON , JIM M	51558.99
220.50	SPRINGER , JERRY D	3937.50
1050.00	MURPHY , JIM M	220.50
49480.40	JONES , JIM M	1050.00

**Delete** [?] [X]

Delete

Shift cells left

Shift cells up

Entire row

Entire column

OK Cancel

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

B	C	T	U	V
Last Name	First Name	Gross Salary	<b>FULL_NAME</b>	<b>GROSS_YTD</b>
COMO	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

Here are the results of the discrepancy for this file

Shelly Winters	9.50	Student Worker
Penelope Cruise	15.00	Student Worker
Brooke Shields	18.00	Student Worker
Lynn Tanner	52.00	Student Worker
Jimmy Stewart	10.00	Student Worker

Mabel Abel 90.50 Student Worker  
 David Bowie 76.00 Student Worker  
 Michelle Pfeiffer 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.

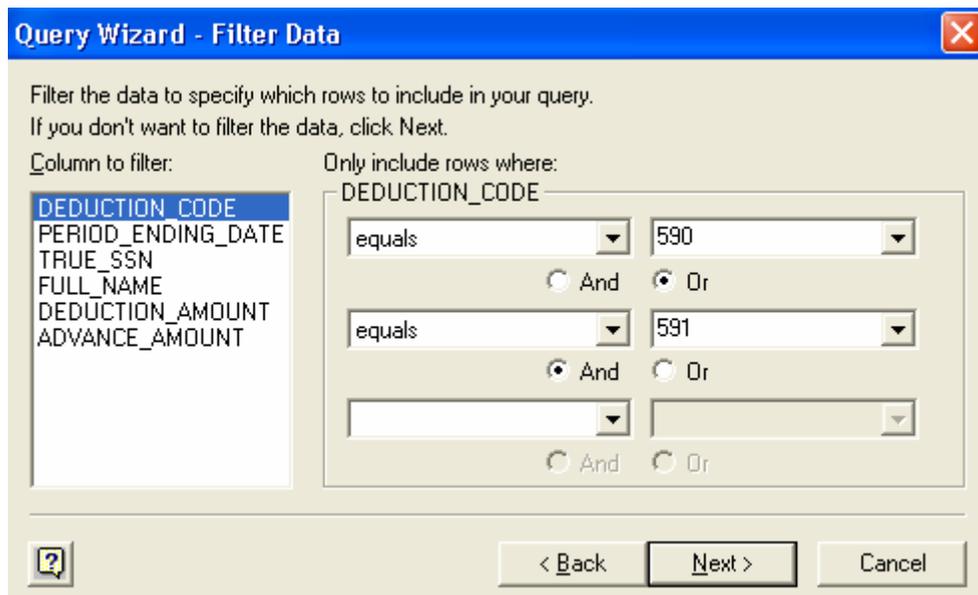
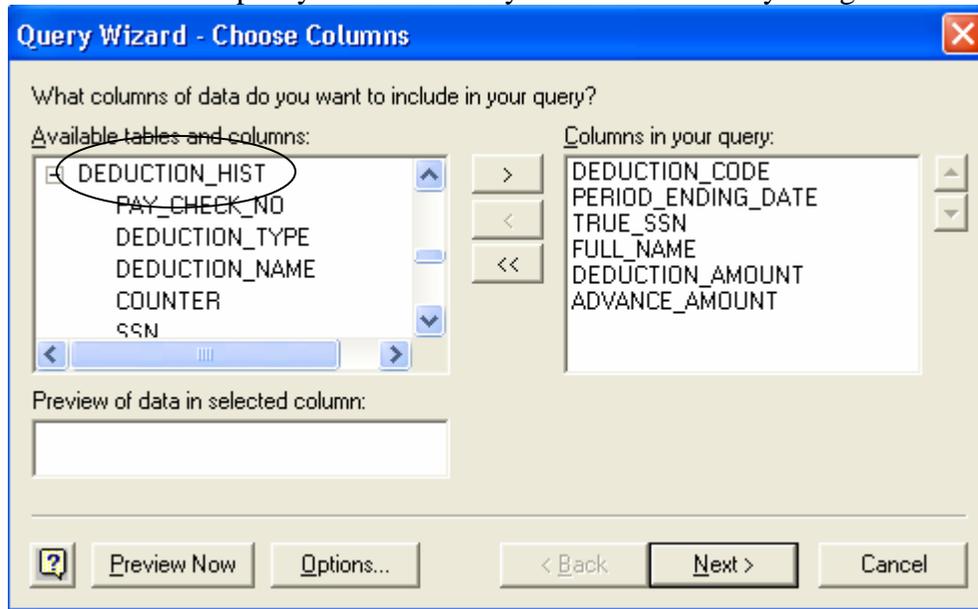
B	C	T	U	V
Last Name	First Name	Gross Salary	FULL NAME	GROSS_YTD
COMO	PERRY	56624.94	COMO, PERRY N	56624.94
LANGE	JESSICA	23878.67	LANGE, JESSICA	23878.67
NIVEN	DAVID	25446.11	NIVEN, DAVID B	25446.11
ANDERSON	JIM	53767.67	ANDERSON, JIM T	53767.67
SPRINGER	JERRY	34351.15	SPRINGER, JERRY D	34351.15

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 FISCAL TO DATE REPORT
TIME 14:04:25
PAGE 3 (QTRPT)
    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 - Filter Data**

Filter the data to specify which rows to include in your query.  
If you don't want to filter the data, click Next.

Column to filter: Only include rows where:

<p><b>DEDUCTION_CODE</b></p> <p>PERIOD_ENDING_DATE</p> <p>TRUE_SSN</p> <p>FULL_NAME</p> <p>DEDUCTION_AMOUNT</p> <p>BOARD_AMOUNT</p>	<p>PERIOD_ENDING_DATE</p> <p>is greater than or equal to <span style="margin-left: 20px;">01/04/2007</span></p> <p style="text-align: center;"><input checked="" type="radio"/> And <input type="radio"/> Or</p> <p>is less than or equal to <span style="margin-left: 20px;">12/21/2007</span></p> <p style="text-align: center;"><input checked="" type="radio"/> And <input type="radio"/> Or</p> <p><span style="border: 1px solid gray; display: inline-block; width: 100px; height: 15px;"></span> <span style="border: 1px solid gray; display: inline-block; width: 100px; height: 15px;"></span></p> <p style="text-align: center;"><input type="radio"/> And <input type="radio"/> Or</p>
---	---

< Back
Next >
Cancel

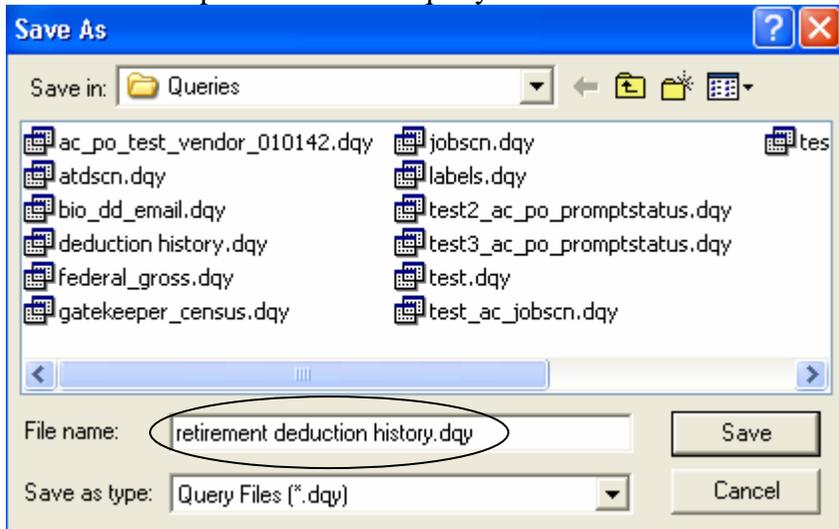
**Query Wizard - Sort Order**

Specify how you want your data sorted.  
If you don't want to sort the data, click Next.

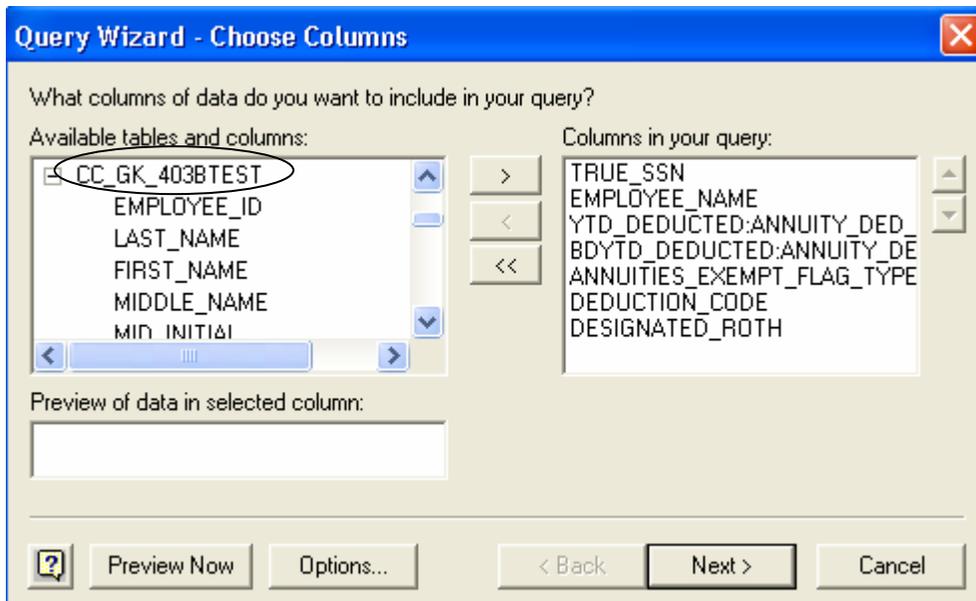
Sort by	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
Then by	<input type="radio"/> Ascending <input type="radio"/> Descending
Then by	<input type="radio"/> Ascending <input type="radio"/> Descending

< Back
Next >
Cancel

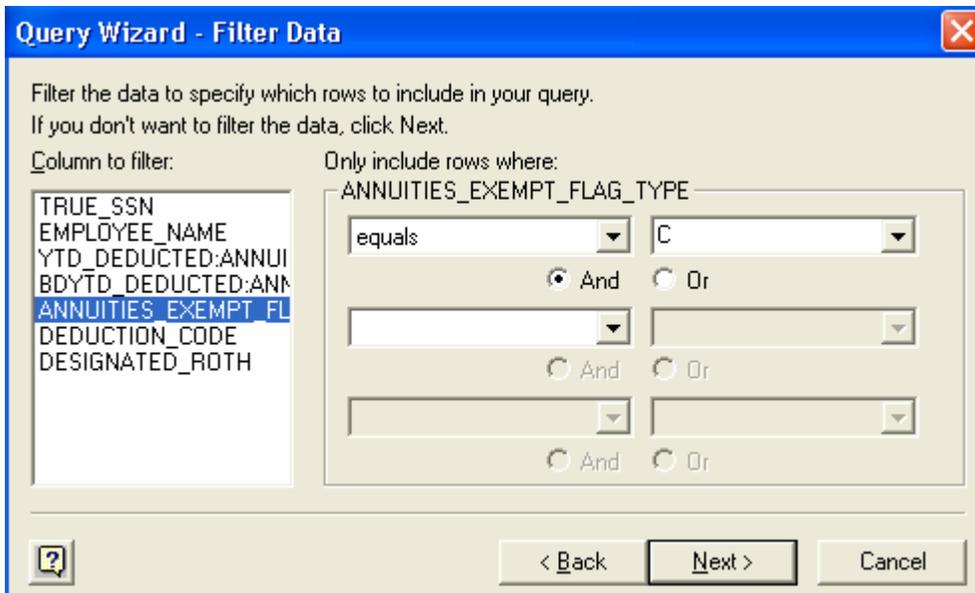
You have the option to save the query



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.



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.



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



EE Search | Home | Account Info | **Tools** | Transactions

Welcome: Lisa McQuade  
Athens City School Dist 403(b) Plan

- Reports
- Forms
- Data Validation Center
- Upload File**
- DER Layout

## Upload File

[Show listing of uploaded files](#)

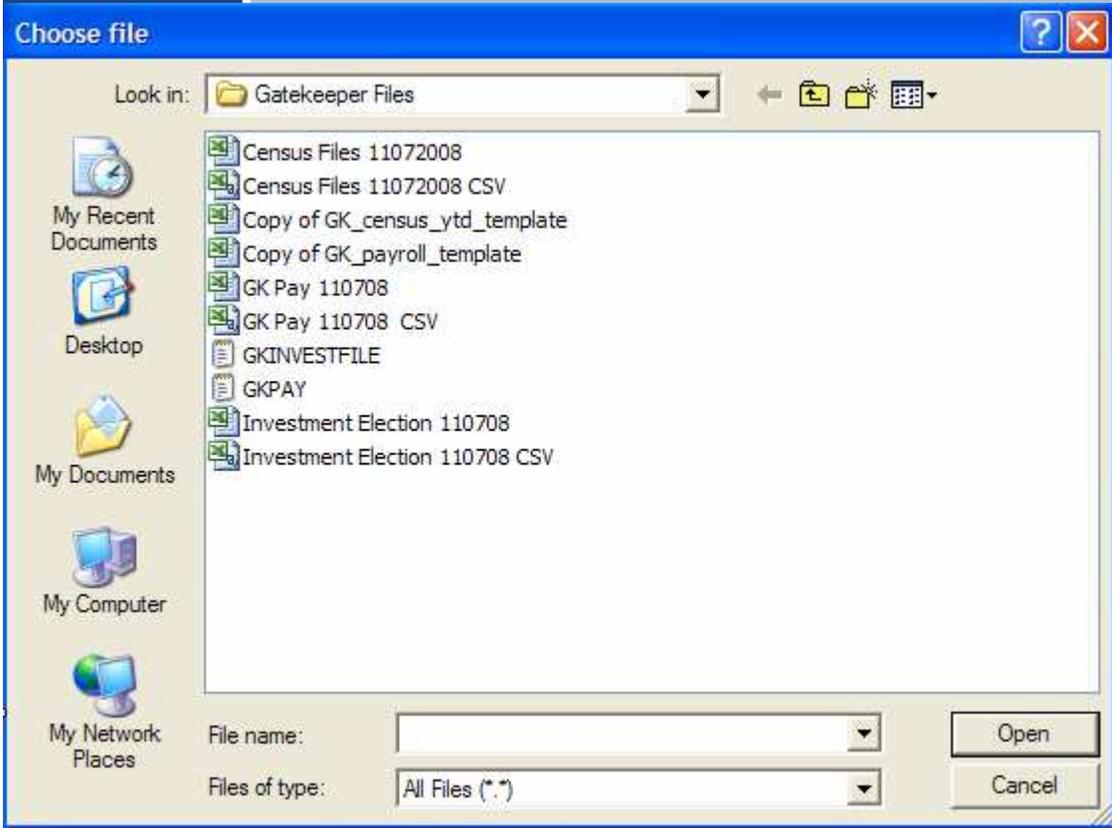
File type:

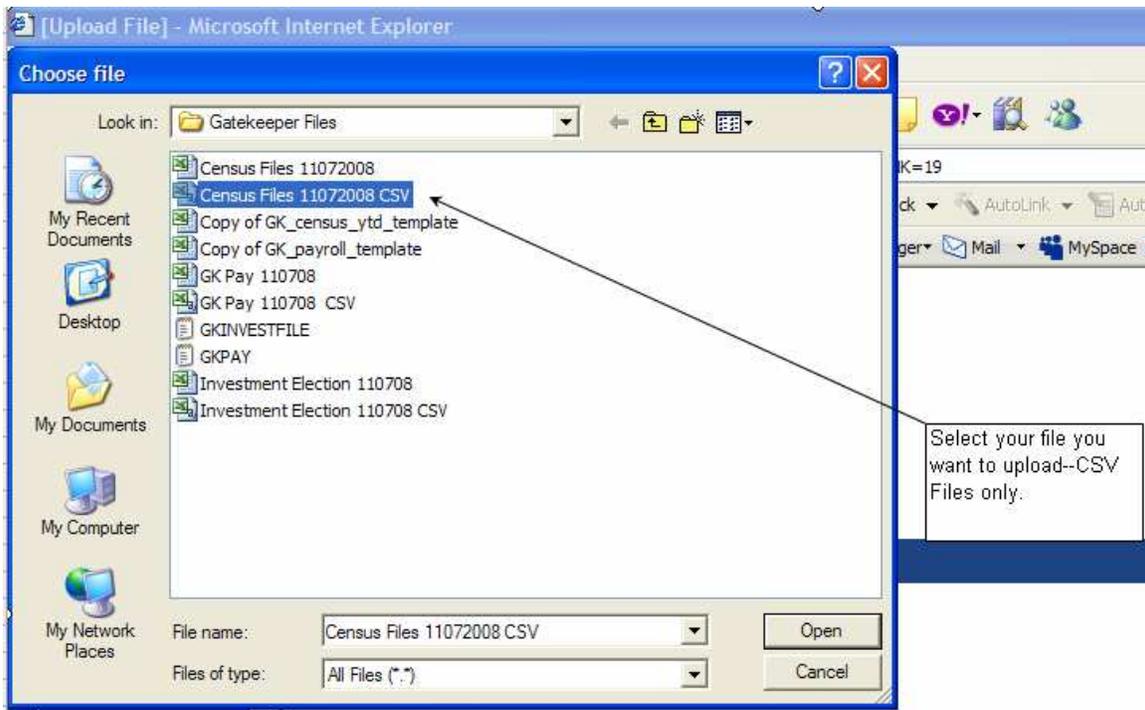
File name:

Plan year end date: 12/31/2008

File description or special instructions

Browse for your file.





## Upload File

[Show listing of uploaded files](#)

File type: Data file

File name: C:\Gatekeeper Files\C\ Browse...

Plan year end date: 12/31/2008

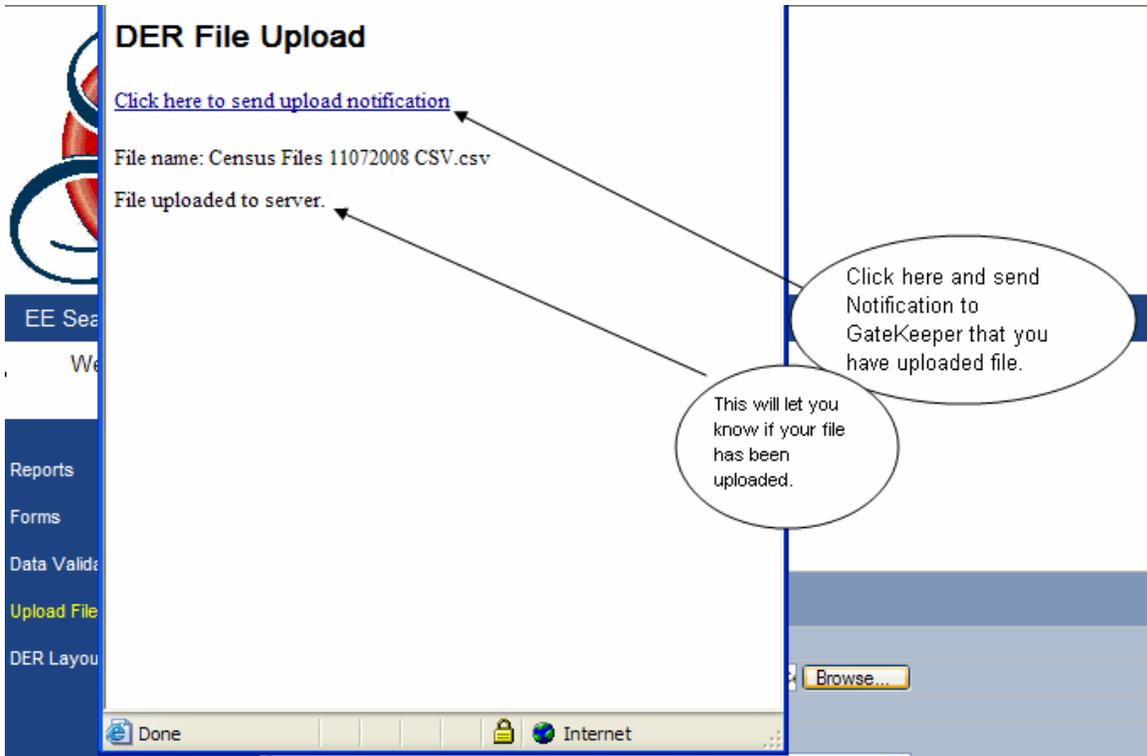
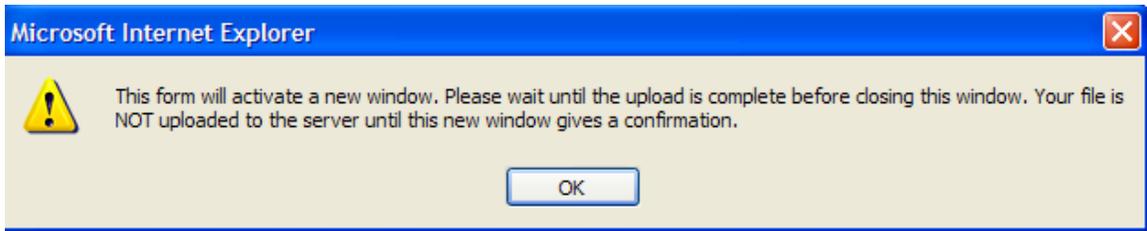
File description or special instructions

Census Files 11/07/2008

	Required Field?
	Yes
	Yes
	No

Upload

Add description of file. Click on Upload.



## 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  
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 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 the report on your screen

18-NOV-08 09:14 PM

CC\_GK\_INVEST

PAGE 1

Gatekeeper Investment Election Data  
Data definition (CC\_BTIO\_DED)

EMPLOYEE SSN	Employee Name	Ded Code	Employee Rate	Reported Emp Rate	BOARD RATE	Reported Bd Rate	F P	Pay Cycle	To
009449475	COMO , PERRY N	502	100.0000	50.0000	30.0000	15.0000	F	3	THE VARIABLE ANNUITY LIFE INS
009449475	COMO , PERRY N	527	500.0000	250.0000	100.0000	50.0000	F	3	AMERIPRISE FINANCIAL SERVICES
024428248	LANGE , JESSICA	670	50.0000	25.0000	20.0000	10.0000	F	3	Roth 403B Account
044442819	NIVEN , DAVID B	527	200.0000	100.0000	0.0000	0.0000	F	3	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\_LCL

Locally Defined Programs and Utilities

Nov 17 08

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 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:

[GKINVESTFILE.TXT](#)

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\_PAYJOB 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\_PAYJOB R program.

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_PAYJOB R	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)

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): \_\_/\_\_/\_\_

View the output file, GKPAYRPT.TXT or GKPAYRPT\_2.TXT on your screen.

```

=====
18-NOV-08 10:12 PM                                CC_GKPAYRPT                                PAGE 1
                                           Gatekeeper payroll report
                                           Data definition (CC_GK_PAYROLL)
=====
EMPLOYEE
SSN      Last Name   First Name  Mid  403B  Pre-tax  403B  Roth  BD Paid  Ret  State Plan  Gross
          Name      Name       Name Code  403B  Roth  403B  403B  403B  Code   Contrib    Pay
009449475 COMO      PERRY      N    000    0.00  000    0.00  0.00  STRS  243.02  2,430.22
          502    50.00  000    0.00  15.00  STRS  243.02  2,430.22
          527    250.00 000    0.00  50.00  STRS  243.02  2,430.22
Amounts Reported on Export File:           300.00           0.00           65.00           243.02  2,430.22

```

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  16.80  35.00
          168.00  168.00
          STRS  3.50  35.00
          168.00  168.00
          STRS  3.50  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.

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

- On the GK\_PAY\_RPT file, the 403(b) amount does not calculate correctly when an employee is paid on more than one job.

276867474	MUFFETT	MARY	000	0.00	000	0.00	0.00	SERS	61.47	468.79	
=====											
18-NOV-08	10:12 PM							CC_GKPAYRPT		PAC	
Gatekeeper payroll report											
Data definition (CC_GK_PAYROLL)											
=====											
EMPLOYEE			Mid	403B	Pre-tax	403B	Roth	BD Paid	Ret	State Plan	Gross
SSN	Last Name	First Name	Name	Code	403B	Roth	403B	403B	Code	Contrib	Pay
276867474	MUFFETT	MARY		501	25.00	000	0.00	0.00	SERS	61.47	468.79
				000	0.00	000	0.00	0.00	SERS	61.47	145.94
				501	25.00	000	0.00	0.00	SERS	61.47	145.94
Amounts Reported on Export File:				50.00		0.00	0.00		61.47	614.73	

- On the GK\_PAYJOB 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  
Dec 05 08

### Locally Defined Programs and Utilities

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_PAYJOB_R | 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) |

Execute the program.

### GK\_PAY

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:

GKPAY.TXT

- 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.

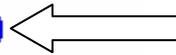
Delete the first column so that the employee SSN becomes the first column.

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: 501      Type: ANN      Name: ING VARIABLE ANNUITY LIFE
Required: _    Abbrev: ING     W2 Abbrev: _____
                P A Y   T O   I N F O R M A T I O N
Vendor: _____ Name: ING LIFE INS & ANNUITY CO.      Phone: (800)525-4225
                Address: P.O. BOX 30856                  FAX : ( ) - 
                HARTFORD , CT 06150-0856                Payment cycle: M
                _____                               Electronic Pmt: N
                _____                               Suppress SSN/ID: _

Print Board Amts: _  Annuity type: C  ACH Transfer Type/Id: _____
Certified Obj : _____
Classified Obj: _____
Other Object  : _____
    
```

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 -

```

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 file? (Y/N/R):

Combine deductions by vendor number? (Y,N):

N

Y ←

Include dumm

**Help**

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: 501 Type: ANN Name: ING VARIABLE ANNUITY LIFE  
Required:    Abbrev: ING W2 Abbrev:             
**P A Y T O I N F O R M A T I O N**  
Vendor: 080835 Name: ING LIFE INS & ANNUITY CO. Phone: (800)525-4225  
FAX : ( ) -  
Address: P.O. BOX 30856 Payment cycle : M  
HARTFORD , CT 06150-0856 Electronic Pmt: Y  
Suppress SSN/ID:     
Print Board Amts:    Annuity type: C ACH Transfer Type/Id:       

Code: 502 Type: ANN Name: VALIC  
Required:    Abbrev: VALIC W2 Abbrev:             
**P A Y T O I N F O R M A T I O N**  
Vendor: 080835 Name: THE VARIABLE ANNUITY LIFE INS Phone: (800)448-2542  
FAX : ( ) -  
Address: C/O CHASE BANK OF TEXAS Payment cycle : P  
PO BOX #200018 Electronic Pmt: Y  
HOUSTON , TX 77216-0018 Suppress SSN/ID:     
Print Board Amts:    Annuity type: C ACH Transfer Type/Id: