Standard Operating Procedure
for
Government Contributions

The Government Contributions file is a snap shot of all employees and the "Government's contributions for each employee. The information required on this sheets if found on the AS400. This information is also updated by Payroll Department each pay period, therefore a sheet for each pay period will be created.

Steps to gather the required information from the AS400.

1) Log into the AS400 using the Timekeeper login credentials. Username and Password is the same information. "PAYTK"

```
                            Sign On
                                    System  . . . . . :    C1042BFD
                                    Subsystem . . . . :    QINTER
                                    Display . . . . . :    QPADEV0027
                                    Serial number . . :    C106997T
              User  . . . . . . . . . . . . . .    PAYTK
              Password  . . . . . . . . . . . .
              Program/procedure . . . . . . . .
              Menu  . . . . . . . . . . . . . .
              Current library . . . . . . . . .


  DDDDDDDDDD   OOOOOOOOOO   AAAAAAAAAA
  DDD      DDD OOO      OOO AAA      AAA
  DDD      DDD OOO      OOO AAA      AAA
  DDD      DDD OOO      OOO AAA      AAA                      77777777
  DDD      DDD OOO      OOO AAA      AAA                            77
  DDD      DDD OOO      OOO AAAAAAAAAAAA PPPPP OOOOO W   W EEEEE RRRR    77
  DDD      DDD OOO      OOO AAA      AAA P   P O   O W   W E     R   R   77
  DDD      DDD OOO      OOO AAA      AAA PPPPP O   O W W W EEE   RRRR    77
  DDD      DDD OOO      OOO AAA      AAA P     O   O WW WW E     R   R  77
  DDDDDDDDDD   OOOOOOOOOO   AAA      AAA P     OOOOO W   W EEEEE R   R 77
            Department of Administration

                                    (C) COPYRIGHT IBM CORP. 1980, 2009.
```

2) The AS400 will then ask you to select your printer as shown below.

```
 6/19/17                  SELECT PRINTER OUTPUT QUEUE              13:02:35
                          Current output queue:   *DEV



 Type option, press Enter.
   1=Select


 Opt      Printer Outq   Output Queue Description
    _     GPDXBOAT       Default output queue for printer GPDXBOAT
    _     GPDXBOATE      Default output queue for printer GPDXBOATE
    _     GPLNSANDRA     Default output queue for printer GPLNSANDRA
    _     GPLN18057      Default output queue for printer GPLN18057
    _     GPLSN15212     Default output queue for printer GPLSN15212
    _     GPLSN15214     Default output queue for printer GPLSN15214
    _     GPLSN1527      Default output queue for printer GPLSN1527
   1_     GPLSN1528      Default output queue for printer GPLSN1528
    _     GPLSX15210     Default output queue for printer GPLSN15210
    _     GPLSX15214     Guam Public Library printer ip: 152.14 Eric



 F3=Exit       F5=Refresh      F12=Cancel
```

3) One you select your printer, you will get the Payroll Main Menu. Selection option 2 to get into the employee Time Records.

```
PAYTK                      Timekeeper Main Menu


Select one of the following:

    1.  Change PIN
    2.  Access employee records and time
    3.  Print blank employee pay time sheets
    4.  Print Payroll Time Balance Report
    5.  Print Time Pay Code Summary by Dept/division
    6.  Print Time Balance by Job Order
    7.  Access KRONOS
    8.  (PAYU008)  Labor cost distribution report
    9.  (PAYB141)  Employee earnings (EFT) statement by division


   90.  Sign off



                                                             Bottom
Selection or command
===> 2


F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel
Product of Data Management Resources (DMR).
```

4) Once option 2 is selected, you will receive another log on screen and here you will enter your timekeeper log on information.

```
PAYTK                      Timekeeper Main Menu

Select one of the following:

    1.  Change PIN
    2.  Access employee records and time
    3.  Print
    4.  Print            PIN Validation
    5.  Print
    6.  Print    Type information, press enter.
    7.  Acces
    8.  (PAYU    Enter your SSN . . . . . . . .  _____
    9.  (PAYB    Last name (1st 4 characters) .  ____

   90.  Sign    PIN. . . . . . . . . . . . . .  ████

                 F12=Cancel    Enter=Continue

                                                             Bottom
Selection or
===> 2


F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel
Product of Data Management Resources (DMR).
```

5) Once you have logged in, you will see the list of employees. Selection option 5 to display employee information. Note: Employee ID column reflects employee Social Security Number and Employee Name columns list of the employee name. I've blanked the information out for privacy reasons.

```
PAYTK                    Employee Master Records                  WKPMSTK
 6/19/17                                                          15:33:27
Position to dept/div, name . . .  ____  _____
                                                     Status A
Type option, press Enter.
   5=Display      6=Misc Dedn    7=Time Rcds    9=Leave Bal    10=Work Auth
   14=History     16=Auth JOB#   18=Auth diff   30=Military Leave

     Employee
Opt    Id      Sq DpDv Employee name              Status
5_             1 3611                             Active
__             1 3611                             Active
__             1 3611                             Active
__             1 3611                             Active
__             1 3611                             Active
__             1 3611                             Active
__             1 3611                             Active
__             1 3611                             Active
__             1 3611                             Active
__             1 3611                             Active
                                                            More...
F3=Exit        F5=Refresh      F10=Position    F12=Cancel
F13=Master No Time             F23=More Options
DATA MANAGEMENT RESOURCES (DMR), ALL RIGHTS RESERVED.
```

6) Once you're displaying employee information (option 5), you will see the screen below. I've also blocked out employee information for privacy reasons, but this will be the screen you will get. On this screen, press F7 to show financial records.

```
Page 1                   Display Employee Master Record              DSPMST
 6/19/17                                                            15:35:04

  Employee ID/seq . . . . . :          1 Employee # :    14298
  Employee name . . . . . . :

  Biographical information
    Date of birth . . . . . :          AGE:  49
    Sex . . . . . . . . . . : M         MALE
    Marital status . . . . . : M        MARRIED
    Citizenship . . . . . . : US        UNITED STATES
    Ethnic code . . . . . . :

  Department/division. . . . : 3611     GUAM PUBLIC LIBRARY SYSTEM DIVISION
  Job order number . . . . . :
  Object code. . . . . . . . : 111      REGULAR SALARY
  Employee type . . . . . . :
  Part-time employee ? . . . : N

                                                       More ...
  Enter=Continue  F3=Exit        F7=Show financial        F12=Cancel
  Roll=Next/Prv Page
```

SOP - Government Contributions

7) Once you press F7, the screen below is what you will see. If you press "Page Down", it will bring you to page 2 of the employee's Financial Data which is where you will start collecting the data you will need for the Gov't Contribution's worksheet and ends on page 3.

```
Page 1                 Display Employee Master Record              DSPMST2
 6/19/17                       Financial Data                      15:44:05
 Employee ID/seq . . . . . :              1 Employee # :     14298
 Employee name  . . . . . . :
                               --- PPE 06/10/2017 ---
                               Pay Amount      Hours
 Regular earnings . . . . . :     1189.90      73.00

 Total leave amount . . . . :      114.10       7.00
   Annual leave . . . . . . :
   Sick leave . . . . . . . :

   Other leave  . . . . . . :      114.10       7.00
 Overtime amount. . . . . . :

 Premium amount . . . . . . :
 Retro amount . . . . . . . :
 Other pay  . . . . . . . . :
 Gross earnings . . . . . . :     1304.00
 Tax deferred amount. . . . :       65.20                       More ...
 Enter=Continue  F3=Exit        F11=PPE/YTD     F12=Cancel
 Roll=Next/Prv Page
```

Page Down to Page 2

```
Page 2                 Display Employee Master Record              DSPMST2
 6/19/17                       Financial Data                      15:55:57
                               --- PPE 06/10/2017 ---
                               EmplContrb  GovtContrb

 Guam W/H tax . . . . . . . . :      76.65
 Guam additional Tax. . . . :
 State W/H tax  . . . . . . :
 State additional Tax . . . :
 Federal W/H tax  . . . . . :
 Federal additional Tax . . :

 Health insurance . . . . . :      23.78       95.11
 Dental insurance . . . . . :       6.99        8.58
 Life insurance . . . . . . :      33.12        7.17
 DC D&D . . . . . . . . . . :                  19.01
 Retirement DB deduction. . :
 Retirement DC deduction. . :      65.20       65.20
 Nonbase deduction  . . . . :
 Unfunded liability . . . . :                 292.23
                                                                More ...
 Enter=Continue  F3=Exit        F11=PPE/YTD     F12=Cancel
 Roll=Next/Prv Page
```

Page Down to Page 3

```
Page 3                    Display Employee Master Record              DSPMST2
  6/19/17                         Financial Data                      15:54:03
                           --- PPE 06/10/2017 ---
                           EmplContrb  GovtContrb


  Social security gross. . . :
  Social security deduction. :

  Medicare gross . . . . . . :      1304.00
  Medicare deduction . . . . :        18.91        18.91

  Total govt contribution. . :                    506.21

  Total misc deduction . . . :      1079.35
  Total deduction. . . . . . :      1304.00

  Net pay amount . . . . . . :

  Tax levy amount. . . . . . :

                                                          More ...

  Enter=Continue  F3=Exit         F11=PPE/YTD      F12=Cancel
  Roll=Next/Prv Page
```

8) If you noticed in this section, they have two columns. One is Employee Contribution and the other the Government Contribution.

```
Page 2                    Display Employee Master Record              DSPMST2
  6/19/17                         Financial Data                      15:45:11
                           --- PPE 06/10/2017 ---
                           EmplContrb  GovtContrb


  Guam W/H tax . . . . . . . :        76.65
  Guam additional Tax. . . . :
  State W/H tax  . . . . . . :
  State additional Tax . . . :
  Federal W/H tax  . . . . . :
  Federal additional Tax . . :


  Health insurance . . . . . :        23.78        95.11
  Dental insurance . . . . . :         6.99         8.58
  Life insurance . . . . . . :        33.12         7.17
  DC D&D . . . . . . . . . . :                     19.01
  Retirement DB deduction. . :
  Retirement DC deduction. . :        65.20        65.20
  Nonbase deduction  . . . . :
  Unfunded liability . . . . :                    292.23

                                                          More ...

  Enter=Continue  F3=Exit         F11=PPE/YTD      F12=Cancel
  Roll=Next/Prv Page
```

SOP - Government Contributions

9) You will enter all the information that is required in the Excel Format that is reflecting in the AS400 for each employee. The attached sample is what the completed Gov't Contribution would be for this employee.

10) Once you have completed the spreadsheets, a copy will be printed and put in file in the Admin Assistant's office, the Z drive should be updated in the Current Fiscal Year file and an email should be sent to Administrative Officer and ASU Staff.

Guam Public Library System
Fiscal Year 2017
Government Contributions

GPLS: 5100 A17 3611 GA 001

Pay Period Ending 06-10-17	1		2		3		4		5		6		7		8		9		10
Name	Health Insurance		Dental Insurance		Life Insurance		DC / D&D		Retirement DB		Retirement DC		Non Base Deduction		Unfunded Liability		Medicare		Total
	Employee	Government	Employee	Government	Employee	Government	Employee	Government	Employee	Government	Employee	Government	Employee	Government	Employee	Government	Employee	Government	Gov't Contri.
Sample Employee	$23.78	$95.11	$6.99	$8.58	$33.12	$7.17	$0.00	$19.01	$0.00	$0.00	$65.20	$65.20	$0.00	$0.00	$0.00	$292.23	$18.91	$18.91	$506.21
																			$0.00
																			$0.00
																			$0.00
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																			$0.00
																			$0.00
																			$0.00
																			$506.21

Total Government Contributions: $0.00

FY 2017 Federal Grant (5101H173611EI102)

Pay Period Ending 06-10-17	1		2		3		4		5		6		7		8		9		10
Name	Health Insurance		Dental Insurance		Life Insurance		DC / D&D		Retirement DB		Retirement DC		Non Base Deduction		Unfunded Liability		Medicare		Total
	Employee	Government	Employee	Government	Employee	Government	Employee	Government	Employee	Government	Employee	Government	Employee	Government	Employee	Government	Employee	Government	Gov't Contri.
																			$0.00
Sub-total:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Total Government Contributions: $0.00

Director's Office (Benefits):	$0.00