Standard Operating Procedure

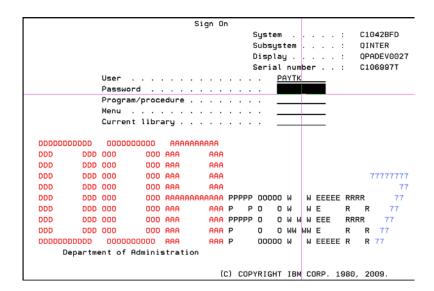
for

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"



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

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

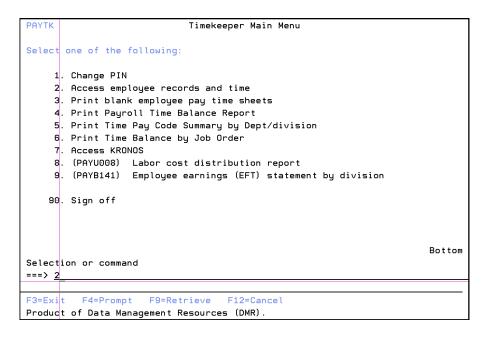
Type option, press Enter.

1=Select

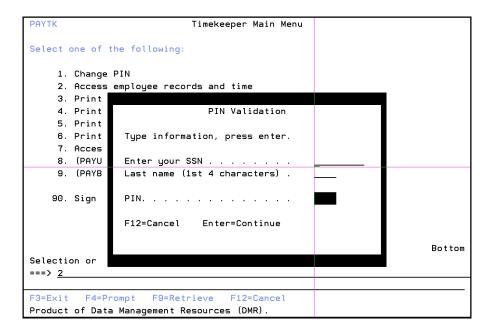
Opt Printer Outq Output Queue Description
GPDXBOAT Default output queue for printer GPDXBOAT
GPDXBOATE Default output queue for printer GPDXBOATE
GPLNSANDRA Default output queue for printer GPLNSANDRA
GPLN18057 Default output queue for printer GPLNSANDRA
GPLSN15212 Default output queue for printer GPLSN15212
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
```

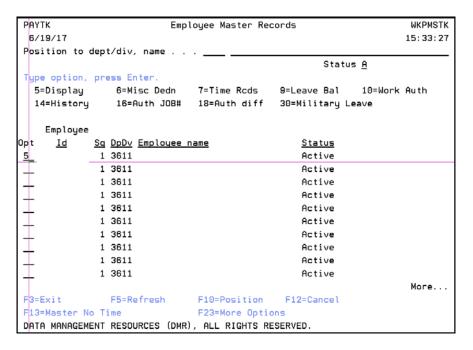
3) One you select your printer, you will get the Payroll Main Menu. Selection option 2 to get into the employee Time Records.



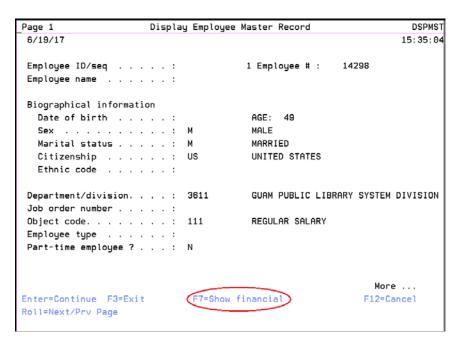
4) Once option 2 is selected, you will receive another log on screen and here you will enter your timekeeper log on information.



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.



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.



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		114.10	
Sick leave			
Sick teave			
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 Mas	ter Record	DSPMST2
6/19/17		Financial Da	15:55:57	
		PPE 06/10	/2017	
		EmplContrb G	ovtContrb	
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	on :			
Retirement DC deduction	on :	65.20	65.20	
Nonbase deduction	:			
Unfunded liability	:		292.23	
				More
Enter=Continue F3=Exi	t	F11=PPE/YTD	F12=Cancel	
Roll=Next/Prv Page				

Page Down to Page 3

Page 3 Dis	olay 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 Roll=Next/Prv Page	F11=PPE/YTD F12=Car	icel
Nott-Next/FIV Page		

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

Page 2 Displa	y Employee M	aster Record	DSPMST2
6/19/17	Financial	15:45:11	
	PPE 06/		
	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/YT	D F12=Ca	ancel
Roll=Next/Prv Page			

- 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.

updated by Rowena Morales 06/15/17

GPLS: 5100 A17 3611 GA 001

Pay Period Ending 06-10-17	1 2				3 4			5 6				7		8	9		10		
Name	Health I	nsurance	Dental	Insurance	Life In	surance	DC /	D&D	Retirer	nent DB	Retire	ment DC		Deduction		d Liability		dicare	Total
	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
																			\$0.0
																			\$0.0
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																			\$0.00
																			\$0.00
																			\$0.00
																			\$0.00
																			\$0.0
Total Government Contributions:	\$0.00																		\$506.21

FY 2017 Federal Grant (5101H173611EI102)

	11 Zett Teachar elain (etellitteet leinez)														1 1 2011 Todolai Olaik (otolii 11001)									1 1 25 11 1 Oderat Claim (Stellitton)										
 Pay Period Ending 06-10-17		1		2	3		4		5		6		7		8		9		10															
Name	Health Ir	nsurance	Dental I	nsurance	Life Ins	Life Insurance		DC / D&D R		DC / D&D Retirem		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

\$0.00

Director's Office (Benefits):