

# Monthly Contribution (OTRS Reporting) (Oklahoma)

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**PATH:** *Human Resources > Reports > OTRS Reporting > Monthly Contribution*

The OTRS Monthly Contribution Report extracts contribution and compensation data for all district employees who are participating OTRS members.

This report is only valid for districts that pay the entire employee portion; i.e., the **Retirement Calculation Method** is *Employer Pays All of the Employee Portion*.

## OTRS Reporting

Report options contained in this tool include: Annual Calendar Tax, Annual Employment Year End and Monthly Contribution.

Only payroll data in a 'Closed' status is available for reporting.

### Report Options:

- Annual Calendar Tax  
 Annual Employment Year End  
 Monthly Contribution

### Monthly Contribution Report Options

By clicking inside each box a list will appear to choose the value(s) for each field.

Below, please select the payroll data to report.

#### 1. Pay Period Number(s)

Beginning Pay Period

Ending Pay Period

#### 2. Generate for the selected Pay Period Number(s)

- All Pay Types  
 Specific Pay Types

Pay Type(s)

#### 3. Generate for the selected Pay Period Number(s) and Pay Type(s)

- All Run Designators  
 Specific Run Designators

Run Designator(s)

#### 4. Include Prior Period Adjustments

- Yes     No

### + Report Rules

Excel -

Provides the report data to easily review and verify. If applicable, it may include data items, warnings and errors to assist with your audit procedures.

XML (State Format) -

Provides the report data in the OTRS accepted format for upload and submission.

#### Output Format

Include Report Rules Detail

Save Selections and Generate

# Monthly Contribution Report Logic

**PATH:** *Human Resources > Reports > OTRS Reporting > Monthly Contribution*

- Only one record per reportable employee is allowed unless a prior period adjustment is being reported with a different Pay Period Month or Pay Period Year.
- If an employee does not have retirement eligible wages/contributions for the month they are not reported.

## Report Validations (2019/2020 Rates)

- Member Before Tax plus Service Credit = 7% of Compensation amount
  - Per OTRS a rounding difference of 10 to 15 cents is acceptable
- Employer Contribution = 9.5% of Compensation amount (16.5% for retirees)
  - Per OTRS a rounding difference of 10 to 15 cents is acceptable
- Federal Match = 7.7% of Federal Compensation
  - Per OTRS a rounding difference of up to \$1.00 is acceptable

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## Report Options

**PATH:** *Human Resources > Reports > OTRS Reporting > Monthly Contribution*

Report options allow you to report on any combination of pay run data.

## Monthly Contribution Report Options

By clicking inside each box a list will appear to choose the value(s) for each field.

Below, please select the payroll data to report.

### 1. Pay Period Number(s)

Beginning Pay Period

Ending Pay Period

### 2. Generate for the selected Pay Period Number(s)

All Pay Types

Specific Pay Types

Pay Type(s)

### 3. Generate for the selected Pay Period Number(s) and Pay Type(s)

All Run Designators

Specific Run Designators

Run Designator(s)

### 4. Include Prior Period Adjustments

Yes

No

#	Option	Description
1	Pay Period Number(s)	<p>Select the Pay Periods to include in the report.</p> <ul style="list-style-type: none"> <li>Beginning Pay Period</li> <li>Ending Pay Period</li> </ul>
2	Generate for the selected Pay Period Number(s)	<ul style="list-style-type: none"> <li><b>All Pay Types</b> - When this option is selected, all Pay Types are included in the report.</li> <li><b>Specific Pay Types</b> - When this option is selected, the Pay Type(s) dropdown list is enabled and allows you to select specific Pay Types.</li> </ul>
3	Generate for the selected Pay Period Number(s) and Pay Type(s)	<ul style="list-style-type: none"> <li><b>All Run Designators</b> - When this option is selected, all Run Designators are included in the report.</li> <li><b>Specific Run Designators</b> - When this option is selected, the Run Designator(s) dropdown list is enabled and allows you to select specific Run Designators.</li> </ul>
4	Include Prior Period Adjustments	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>

# Report Rules

**PATH:** *Human Resources > Reports > OTRS Reporting > Monthly Contribution*

Campus saves what you select so that you do not need to make new selections every time you generate the report.

## Retirement Calculation Method

▶ [Click here to expand...](#)

Field	Options
<b>Retirement Calculation Method</b>	<p>The method by which retirement is calculated.</p> <ul style="list-style-type: none"> <li>• Employer Pays All of Employee Portion</li> </ul> <p>The following options are available but not currently supported.</p> <ul style="list-style-type: none"> <li>• Employer Pays Part of Employee Portion</li> <li>• Employer Does Not Pay Employee Portion</li> </ul>

## Contribution Fields

▶ [Click here to expand...](#)

#	Field	Options
1	<b>Select Member After Tax Benefit Code(s)</b>	This dropdown list displays After Tax Benefit Codes.
2	<b>Member Before Tax</b>	2a. Select Contribution Benefit Code(s) 2b. Select Contributions on Fringe Benefit Code(s)
3	<b>Select State Credit Benefit Code(s)</b>	This dropdown list displays State Credit Benefit Codes.
4	<b>Employer Contribution</b>	4a. Select Non-Retiree Contribution Benefit Code(s) 4b. Select Non-Retiree Contributions on Fringe Benefit Code(s) 4c. Select Retiree Contribution Benefit Code(s) 4d. Select Retiree Contributions on Fringe Benefit Code(s)
5	<b>Federal Match</b>	5a. Select Contract Pay Benefit Code(s) 5b. Select Contributions on Fringe Benefit Code(s) 5c. Select Hourly Pay Benefit Code(s)

## Compensation Factors

- Regular Compensation amounts are derived from summing the Detailed Deduction Applies To amounts for each applicable Benefit Code chosen in 4) Employer Contribution in the Contribution Fields section.
- Federal Compensation amounts are derived from summing the Detailed Deduction Applies To amounts for each applicable Benefit Code chosen in 5) Federal Match in the Contribution Fields section.
- The Compensation Factors area allows you to identify any other amounts you want to add for reporting.

▶ [Click here to expand...](#)

#	Field	Option
1	Select Employee Contribution Paid By Employer Benefit Code(s)	Benefit codes limited to OTRS codes
2	Select Non-Retiree Fringe Benefit Code(s)	Benefit codes excluding OTRS codes
3	Select Retiree Fringe Benefit Code(s)	Benefit codes excluding OTRS codes

## Report Layout

### Header

Column	Description	Type, Format, and Length	Campus Location
<b>County Code</b>	The first 2 digits of the State District Number.	Numeric, 2 digits	Human Resources > Administration > District Master > State District Number
<b>District Code</b>	The last 4 characters of the State District Number.	Alphanumeric, 4 characters	Human Resources > Administration > District Master > State District Number
<b>Vendor</b>	Always reports as <b>Infinite Campus</b> .	N/A	N/A

### Detail Record

Column	Description	Type, Format, and Length	Campus Location
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Column	Description	Type, Format, and Length	Campus Location
<b>Pay Period Year</b>	<p>The calendar year of the report data being submitted.</p> <ul style="list-style-type: none"> <li>The reported year should be the calendar year in which the work was completed.</li> <li>If multiple pay periods are selected on the editor and they span multiple calendar years, separate records report for each calendar year.</li> <li>Multiple calendar years may be included on the same report as long as they fall within the same employment year.</li> </ul>	Numeric, 4 digits YYYY	Human Resources > Payroll > Process > Pay Cycle > Tables > Payroll Types > (Pay Type) > Payroll Dates > (Pay Period) > Payroll Date Years > Calendar Year (CAL)
<b>Pay Period Month</b>	<p>The calendar month of the report data being submitted.</p> <ul style="list-style-type: none"> <li>The reported month should be the calendar month in which the work was completed.</li> <li>If multiple pay periods are selected on the editor and they span multiple months, separate records report for each month.</li> <li>Multiple calendar months may be included on the same report as long as they fall within the same employment year.</li> </ul>	Numeric, 2 digits NN	Human Resources > Payroll > Process > Pay Cycle > Tables > Payroll Types > (Pay Type) > Payroll Dates > (Pay Period) > Details > Date End
<b>Employment Year</b>	<p>The fiscal year of the report data being submitted. Multiple Employment Years cannot be reported on the same report.</p>	Numeric, 4 digits YYYY	Human Resources > Payroll > Process > Pay Cycle > Tables > Payroll Types > (Pay Type) > Payroll Dates > (Pay Period) > Payroll Date Years > Fiscal Year (FSC)

Column	Description	Type, Format, and Length	Campus Location
<b>Tax Number</b>	The employee's tax number.	Alphanumeric, 9 characters	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number
<b>Tax Number Type</b>	<ul style="list-style-type: none"> <li>• <b>S</b> Social Security Number</li> <li>• <b>F</b> Federal Taxpayer Identification Number               <ul style="list-style-type: none"> <li>◦ If the value in Social Security Number begins with 9 and the fourth and fifth digits are in the following ranges, then <b>F</b> reports: 70-88, 90-92, 94-99</li> </ul> </li> </ul>	Alphanumeric, 1 character	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number
<b>First Name</b>	The employee's first name.	Alphanumeric, 100 characters	Human Resources > Personnel > Personnel Master > HR General Information > First Name
<b>Middle Name</b>	The employee's middle name.	Alphanumeric, 100 characters	Human Resources > Personnel > Personnel Master > HR General Information > Middle Name
<b>Last Name</b>	The employee's last name.	Alphanumeric, 100 characters	Human Resources > Personnel > Personnel Master > HR General Information > Last Name
<b>Suffix</b>	The generational assignment the employee uses as part of their name; e.g., Jr, III.	Alphanumeric, 10 characters	Human Resources > Personnel > Personnel Master > HR General Information > Suffix



Column	Description	Type, Format, and Length	Campus Location
<b>Birth Date</b>	The employee's date of birth.	Date YYYY-MM-DD	Human Resources > Personnel > Personnel Master > HR General Information > Birth Date
<b>Gender</b>	The employee's gender.	Alphanumeric, 1 character M or F	Human Resources > Personnel > Personnel Master > HR General Information > Gender
<b>Address 1</b>	The first line of the employee's address.  <div style="border: 1px solid #add8e6; padding: 5px; background-color: #e6f2ff;"> <p>The <b>Payroll Residence</b> checkbox must be marked on the address for any address fields to report.</p> </div>	Alphanumeric, 100 characters	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Address 1
<b>Address 2</b>	The second line of the employee's address.	Alphanumeric, 100 characters	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Address 2
<b>City</b>	The city on the employee's address.	Alphanumeric, 50 characters	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > City

Column	Description	Type, Format, and Length	Campus Location
<b>State</b>	The state on the employee's address.	Alphanumeric, 2 characters	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > State
<b>Zip Code</b>	The zip code on the employee's address.	Numeric, 10 digits	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Zip Code
<b>SDE Experience</b>	<p>Years of experience as reported by the State Department of Education. This field reports based on the <i>Contribution Fields &gt; 3. Select State Credit Benefit Codes</i> selected on the extract editor.</p> <ul style="list-style-type: none"> <li>• This field reports from the most current Benefit Code even if the benefit code was not processed within the selected pay period(s)/pay type(s)/run designator(s) combination.</li> <li>• <b>0</b> reports If the employee's benefit records do not include a benefit code.</li> <li>• Support staff report <b>0</b>.</li> </ul>	Numeric, 2 digits	Human Resources > Payroll > Employee > Manage Employees > (employee) > Benefits > Benefits > Benefit Level > Numeric Value

Column	Description	Type, Format, and Length	Campus Location
<b>Compensation</b>	<p>The monthly portion of an employee's regular annual compensation as defined by statute.</p> <p>Compensation is calculated as follows:            Eligible Wages + Fringe Benefits + Employer Retirement Amount Paid</p>	Numeric, 12 digits NNNNNNNNNN.NN	Human Resources > Payroll > Employee > Manage Employees > (employee) > Payroll > Detailed Deductions > Details > Applies to Payroll > Manage > Employees > pick an employee > Payroll > Detailed Deductions > (pay date and benefit/deduction code) > Details
<b>Federal Compensation</b>	<p>The monthly portion of an employee's federally funded compensation.</p> <p>Federal Compensation is calculated as follows:            Eligible Wages + Fringe Benefits + Employer Retirement Amount Paid</p>	Numeric, 12 digits NNNNNNNNNN.NN	Human Resources > Payroll > Employee > Manage Employees > (employee) > Payroll > Detailed Deductions > Details > Applies to Payroll > Manage > Employees > pick an employee > Payroll > Detailed Deductions > (pay date and benefit/deduction code) > Details

Column	Description	Type, Format, and Length	Campus Location
<b>Member After Tax</b>	The employee's additional voluntary after-tax contributions to retirement.	Numeric, 12 digits NNNNNNNNNN.NN	Payroll > Manage > Employees > (employee) > Payroll > Detailed Deductions > (pay date and benefit/deduction code) > Details
<b>Member Before Tax</b>	The employee's before-tax contributions to retirement. This amount could be employer or employee paid.	Numeric, 12 digits NNNNNNNNNN.NN	Payroll > Manage > Employees > (employee) > Payroll > Detailed Deductions > (pay date and benefit/deduction code) > Details
<b>State Credit</b>	The state credit paid to the employee.	Numeric, 12 digits NNNNNNNNNN.NN	Payroll > Manage > Employees > (employee) > Payroll > Detailed Deductions > (pay date and benefit/deduction code) > Details
<b>Employer Contribution</b>	The employer contributions to retirement.	Numeric, 12 digits NNNNNNNNNN.NN	Payroll > Manage > Employees > (employee) > Payroll > Detailed Deductions > (pay date and benefit/deduction code) > Details
<b>Federal Match</b>	The employer's fee based on Federal Compensation for the pay period.	Numeric, 12 digits NNNNNNNNNN.NN	Payroll > Manage > Employees > (employee) > Payroll > Detailed Deductions > (pay date and benefit/deduction code) > Details

