Infor E Series
Human Capital Management
Benefits/ERISA

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Introduction

The *Benefits/ERISA* guide describes the functions of the Benefits/ERISA module of the Infor E Series Human Capital Management (HCM:E) system.

1 Introduction

Chapter Contents

Introduction

The Benefits/ERISA module extends the record keeping and reporting capabilities of the Infor E Series Human Capital Management (HCM:E) system in the area of employee benefit plans. It relieves many of the burdens associated with the record keeping and reporting requirements of the Employee Retirement Income Security Act (ERISA) of 1974. It also provides information needed to better administer benefit programs, monitor employee activity within a plan, and communicate the dollar value of the benefit programs.

ERISA

ERISA introduced federal regulations governing the administration of employee benefit programs. ERISA applies to two types of employee benefit programs: pension or deferred plans and welfare or non-deferred plans. The chief purpose of ERISA is to protect the interest of workers and their beneficiaries. ERISA does not require an employer to establish a plan. If you do set up a plan, that plan must meet certain standards. ERISA has greatly increased the responsibility of private industry in the benefit area.

The Benefits/ERISA module responds to the ERISA requirements with hours/earnings accumulators, which provide an effective technique for maintaining a history for each of the employee's benefit plans of hours worked, plan contributions, and earnings. Vesting service credit, participating service credit, total breaks in service, and vested percentage are standard calculations performed by the Benefits/ERISA module. Both the hours method and the elapsed time method for crediting services are available. The Document Warning System provides an additional facility to assist the plan administrator with the ERISA disclosure responsibilities.

Demographic Plan Analysis Report

Effective financial management of benefit programs begins with an accurate analysis of current information. The Demographic Plan Analysis report provides the plan administrator with a statistical breakdown by contributions, vesting, and projected benefits for a specified plan. This financial information represents the foundation from which reliable forecasting of future funding requirements can be initiated.

Features

The Benefits/ERISA module supports the increasingly complex area of benefits administration by providing the ability to

- Track eligibility, participation, and vesting in multiple plans at the employee level

- Notify plan administrators of reporting requirements to employees

- Calculate vested service

- Apply vesting schedules

- Analyze employee census by plan

- Track hours and earnings required by benefit plans.

Plan Identifier

Within the system, each benefit plan is uniquely associated with a three-character identifier. Each identifier is subdivided into a two-character plan code and a one-character plan type. The plan code can be used to identify a particular kind of plan, such as life insurance, pension, and profit sharing. The plan type is used to represent a further subdivision within a plan code. This subdivision is made only if benefits are derived in a different manner. An example is a life insurance plan whose benefit schedule is significantly different based on a certain salary break. The plan type is not intended to represent an option within a plan, for example, health insurance with family dependents included in the coverage. Each plan must be unique by plan code and plan type. The breakdown of the key in this manner is primarily to facilitate reporting across major kinds of plans, such as all pension plans.

Plan Dichotomy

The system makes a clear distinction between two kinds of benefit plans.

Deferred

The first kind of plan is referred to as a pension or deferred compensation plan. These plans are categorized as having benefits that require vesting, actuarial computations, history of earnings and compensated hours. Deferred plans have a future potential benefit that can be different from present benefits based on length of service. Examples of deferred compensation plans are pension, profit sharing, thrift, and stock option.

Non-deferred

The other kind of plan is a welfare or non-deferred plan. This does not require the extensive record keeping of deferred plans. Examples of non-deferred plans are life insurance, health insurance, and disability insurance. The distinction affects the ERISA reporting and disclosure requirements.

Service Definitions

An employee's claims to entitlements with respect to participation, vesting, and benefit accrual are generally determined by reference to years of service and years of participation completed, as well as one year breaks in service incurred by the employee. Three methods of determining whether an employee must be credited with a year of service are available:

- General
- Elapsed Time
- Rule of Parity

General Method

Under the general method, a plan determines hours of service from records of hours worked and for which payment is made. An employee who meets certain specified conditions is credited with a specified number of hours of service under the equivalency method of crediting service.

Elapsed Time Method

Using the elapsed time method, an employee's eligibility to participate, vesting service credit, and benefit service credit are determined by the total period of time which passes (while the employee is employed with the employer maintaining the plan). This is regardless of the number of hours actually worked in any 12-month period.

Rule of Parity Method

The Rule of Parity stipulates that prior service credits of a nonvested employee can be disregarded if the consecutive one-year break in service equals or exceeds the employee's aggregate number of years of service before such a break.

According to ERISA, the employee's participation date, once the employee has satisfied the applicable minimum age and service requirements, can be no later than

- The first day of the first plan year beginning after the date on which the employee satisfied the requirements **OR**

- The date six months after the date the employee satisfied such requirements, whichever is earlier.

Relationship with Human Capital Management

Benefits Segments

The Benefits/ERISA module accomplishes its record keeping through additional segments added to the Employee Master File. Three additional header segments are used to maintain reporting options and benefit plan identifiers. On the employee level, 25 segments are reserved to contain plan data, 32 segments are reserved for hours/earnings accumulators, 3 segments are reserved for beneficiary information, and 1 segment is reserved for elapsed time data. All of the employee-level segments are optional, and they are found only if they are being used. The benefit segments are designated as follows:

Segment Number	Function
161	Organization Report Options
170-171	Organization Plan Identifiers
620-644	Employee Plan Data
645-676	Employee Hours/Earnings Accumulators
677-679	Employee Beneficiaries
680	Elapsed Time Data
681	Section 89 Data

Tables File

The Benefits/ERISA module makes extensive use of the HRMS Tables File. This file contains organization-level plan information that controls the processing of certain plan data on the employee level.

Hours/Earnings Accumulators

Actuarially derived benefits can require a history of an employee's earnings or contributions, or both, by plan year cycle. Service credit can also be determined by the number of compensated hours per plan year cycle. The Benefits/ERISA module has the capability of maintaining up to 800 hours/earnings accumulators for each employee.

Accumulator Identifiers

The accumulators are identified by a three-character identifier and associate a year (format is century and year, for example 1997) with an amount.

If the first character of the identifier is **numeric**, the amount represents hours.

If the first character of the identifier is **alphabetic**, the amount represents financial data.

Types of Accumulators

Each deferred compensation plan can designate five earnings accumulators and five hours accumulators for each employee by plan year cycle. Also, certain accumulators maintain fiscal year organization contributions for the current year. A cumulative total for both contribution sources is also recorded. Another accumulator is used to track employee contributions by plan year cycle.

Each non-deferred compensation plan designates up to 4 earnings and 3 hours accumulators for employee contributions per plan year. The same facility to capture fiscal year employee and organization contributions along with cumulative totals is available for non-deferred plans.

The following lists summarize the accumulators on the employee level.

Deferred Compensation Plans
- Fiscal year-to-date employee contributions
- Fiscal year-to-date organization contributions
- Plan year employee contributions
- Plan year employee earnings
- Cumulative employee contributions
- Cumulative organization contributions
- Plan year compensated hours

Non-deferred Compensation Plans
- Fiscal year-to-date employee contributions
- Fiscal year-to-date organization contributions
- Plan year employee contributions

Also, the system has a predefined accumulator to track calendar year gross FICA wages historically. This accumulator is identified by three asterisks (***).

Storing Accumulators

It is important to note that the hours/earnings accumulators are maintained separately from employee benefit plan data. This separation permits the same accumulator to satisfy the same function for different plans. For example, if an employee is a member of two different plans, both of which operate on a calendar year, the earnings accumulator can satisfy the tracking requirements for plan year earnings in both plans. This sharing across plans of the hours/earnings accumulators can reduce significantly the total number of accumulators required over the employment life of an individual.

Maintenance of Accumulators

Maintenance of these special purpose accumulators is accomplished through adjustment transactions capable of creating, deleting, or adjusting individual accumulators. HCM:E users can also establish a linkage between Payroll Hours and DOEs to enable the benefit hours/earnings accumulators to capture data from payroll master file updates.

Document Warning System

The responsibility to disperse benefit plan information to participants and beneficiaries rests directly on the plan administrator. To assist the plan administrator with this duty, the Benefits/ERISA module introduces the capability of tracking documents on the employee level.

The system keeps track of benefit disclosure documents and produces a warning message on the Notification report when an employee's reporting requirements need to be met. For example, a new participant in a plan should receive a summary plan description within 90 days. If the system is set up to issue a warning message under these circumstances, a message is printed on the notification report to remind the plan administrator of this requirement. The warning message is printed for a user-defined number of run cycles or until a transaction is sent through indicating that the document requirement is fulfilled.

Tracking Documents

Each benefit plan defines the documents to track through control information on the HRMS Tables File. Associated with each document are a document description, warning message, decrement number, profile request indicator, and frequency specification. The document description and warning message are printed on the Notification report. The decrement number controls the number of run cycles that the warning message is generated for the Notification report. The plan administrator can request the generation of a Benefit Profile report along with the warning message by activating the profile request indicator.

The frequency specification establishes the duration between distribution requirements. After this information is placed on the HRMS Tables File, the documents are automatically tracked for any employee that is a member of the plan.

On the employee level, the Document Warning System is a table of entries consisting of document number, date document was last sent, and decrement counter. If the difference between the current run date and the date the document was last sent exceeds the frequency specification, the warning system becomes activated. The decrement counter tabulates the number of warning messages generated and deactivates the system upon reaching zero.

The system tracks up to 36 different documents. A table of ten documents can be associated with each deferred compensation plan; six, with each non-deferred plan. The system predefines the following ERISA-required documents:

- Summary Plan Description Booklet
- Annual Benefit Statement
- Vested Terminated Statement
- Early Retirement/Joint Survivors Option
- Normal Retirement/Joint Survivors Options

Document Number

The document identifier for the predefined ERISA documents is numeric. Additional documents specific to a company are identified with an alphabetic character.

Other Monitored Events

Besides the documents tracked by the system, these events are also monitored:

- Participant becomes vested

- Employee meets plan eligibility requirements

- Participant reaches early retirement age

- Participant reaches normal retirement age

The events are predefined and a warning message for one Notification Report is generated when they occur.

Summary

The purpose of the Document Warning System is to automate the clerical record keeping required by the plan administrator under the ERISA employee disclosure provisions.

Calculations

The Benefits/ERISA module performs service credit calculations for deferred plans.

Service Credit Calculations

Service credit is computed using either the hours method or the elapsed time method. Among the service credit calculations are computations to arrive at

- Vesting service credit
- Participating service credit
- Benefit service credit
- Total breaks in service
- Vested percentage.

Using the hours method of crediting service, the service credits are a function of the history of compensated hours maintained for the employee on a plan year cycle. The number of hours used to calculate service credit is a user-defined value on the HRMS Tables File. The ERISA standard of 500 hours in a plan year for determining a break in service is used.

Using the elapsed time method of crediting service, the actual dates of service are used to compute service credits and breaks in service. If the Rule of Parity option is used, prior service credits of a nonvested employee are disregarded if the consecutive one year breaks in service equal or exceed the employee's total number of years of service before the break.

The relationship between years of vesting service and percentage vested is derived from a user-defined table on the HRMS Tables File. Any vesting schedule that meets the minimum ERISA standards can be specified. The Rule of 45 and two Canadian vesting schedules are predefined by the system.

Social Security Calculations

The Benefits/ERISA module does not perform any social security calculations. With Bulletin 98.20, the Compute Social Security option was deleted from the PP-1.

Information that can be used to perform your custom interfaced code for social security projections and pension plan integration can still be carried on the Employee Master File by entering the required data using the Benefits transactions, PP-N, PP-P, and PP-R. The related header transaction is PP-1, Positions 40-79.

Reports

The Benefits/ERISA module provides three standard reports: the Employee Benefit Profile, the Demographic Plan Analysis, and the Notification Report. All of these reports are incorporated into the Central System report series.

Employee Benefits Profile

The Employee Benefits Profile is a formatted display of an employee's benefit program information. This variable page report can be requested or automatically generated when benefit information is updated or a notification message issued. Hours/earnings accumulators are formatted and printed to give a snapshot of the employment history of an employee. Beneficiary stipulations and other important elements are shown to give a composite view of an employee's benefits information.

Demographic Plan Analysis

The Demographic Plan Analysis is the tool used by the plan administrator to analyze the current population for a specific plan and as an aid for filing the ERISA annual report form 5500. This report provides a plan profile at detail and summary levels. The report content changes for deferred and non-deferred plans. The content for a report for deferred plans is described in the following section.

Deferred Plan

Summary Section

The summary section shows totals for

- Fiscal year employee contributions
- Fiscal year organization contributions
- Current participants by status
- Current participants by percent vested
- Accrued and projected benefits

Detail Section

The detail review lists this information about the individual plan participants:

- Plan status
- Age
- Beginning and ending participation dates
- Fiscal year employee contributions
- Fiscal year organization contributions
- Plan year employee contributions
- Years of service
- Service breaks
- Vested percentages

Both sections of the Demographic Plan Analysis can be used to examine the cost of a plan and whether proper funding is achieved to meet present and future needs.

Notification Report

The Notification report identifies document disclosure requirements and specific events that can require the attention of the plan administrator. Document or event warning messages are printed along with the employee's identification data. Events such as employees meeting plan eligibility requirements, participants becoming newly vested, and participants reaching retirement age are identified. The Document Warning System is used with the Notification Report to enable tracking certain documents for each employee. Each document tracked is examined to determine if it is time to issue that document to the employee. A warning message is generated on the Notification Report to remind the plan administrator of this disclosure requirement.

Glossary

Accrual of Benefits

For a defined benefit pension plan, the process of accumulating pension credits for years of credited service, expressed in the form of an annual benefit to begin payment at the usual retirement age. For a defined contribution plan, the process of accumulating funds in the individual employee's pension account.

Administrator

The person designated as responsible for the administration of the plan by the plan document.

Annuity

- A contract that provides an income for a specified period of time; such as, a number of years or for life.

- The periodic payment provided under an annuity contract.

- The specified monthly or annual payment to a pensioner. Often used to mean Pension.

Beneficiary

A person designated by a participant, or by the terms of an employee benefit plan, who is or can become entitled to a benefit under the plan, based on the service of someone else.

Break in Service

A calendar year, plan year, or other 12-consecutive-month period designated by the plan in which a participant does not complete more than 500 hours of service.

Cash-Out

A lump-sum payment to an employee of the employee's nonforfeitable monies upon termination of service before retirement.

Cash Surrender Value

The amount available in cash upon voluntary termination of a policy before it becomes payable by death or maturity.

Class Year Plan

A plan with a five-year vesting schedule in which each year's contributions vest separately.

Clipped FICA Wages

The FICA taxable wages for an employee up to the maximum FICA taxable wage for the year.

Contributory Plan

A plan to which participants contribute as well as the employer.

Credited Service

A period of employment that is recognized as service for plan purposes to determine eligibility to receive pension payments, or to determine the amount of such payments.

Defined Benefit Plan

A pension plan that specifies the benefits or the method of determining the benefits but not the contribution, for example, a specified amount per month at retirement (flat benefit), a stated percentage of compensation (fixed benefit). The contributions under such a plan are determined actuarially on the basis of the benefits expected to become payable.

Defined Contribution Plan

A pension plan in which the contributions are fixed, but not the benefits.

Deferred Plan

A benefit plan that has a future potential benefit based on earnings and length of service. Pension, profit sharing, thrift, and stock options are examples.

Early Retirement Age

An age by the terms of an employee pension benefit plan that is earlier than the usual retirement age. A participant can receive benefits under the plan at this age.

Eligibility Requirements

Conditions that an employee must satisfy to participate in a plan, for example, the completion of one year of service with the employer and attainment of a specified age, such as 25.

Employee Benefit Plan

Any plan, fund, or program established or maintained by an employer for the purpose of providing employees and former employees and their beneficiaries any benefits. The benefits are specified in the definition of employee welfare benefit plan or employee pension benefit plan.

Employee Pension Benefit Plan

Any plan, fund, or program established or maintained by an employer that provides retirement income to employees. The plan can also result in a deferral of income by employees for periods extending to the termination of covered employment or beyond. This is done regardless of the method of calculating the benefits under the plan or the method of distributing benefits from the plan.

Employee Welfare Benefit Plan

Any plan, fund, or program established or maintained by an employer that provides benefits for its participants or their beneficiaries. The benefits can be provided through the purchase of insurance or otherwise. The benefits can cover medical, surgical, or hospital care of benefits; or benefits in the event of sickness, accident, disability, death, or unemployment, or vacation benefits; apprenticeship or other training programs; or day care centers, scholarship funds, or prepaid legal services.

Fiduciary

Indicates the relationship of trust and confidence where one person (the fiduciary) holds or controls property for the benefit of another person.

Anyone who exercises power and control, management or disposition with regard to a fund's assets, or who has authority to do so, or who has authority or responsibility in the plan's administration. Under ERISA, fiduciaries must discharge their duties solely in the interest of the participants and their beneficiaries. They are accountable for any actions that can be construed by the courts as breaching that trust.

Forfeiture

Amounts contributed on behalf of terminated, nonvested participants. In a pension plan, such amounts must be applied to reducing future employer contributions. In a profit sharing plan, such amounts can be allocated among the remaining participants.

Full Vesting

The form of vesting, either immediate or deferred, under which all accrued benefits of a participant become vested benefits.

Funding

A systematic program under which assets are set aside in amounts and at times approximately concurrent with the accruing of benefits rights under a retirement system.

Insured Plan

A plan funded by means of contracts with an insurance company.

Money Purchase Plan

A plan where the contributions are fixed. A type of pension plan in which the employer's contributions are determined for, and allocated with respect to, specific individuals. This is usually represented as a percentage of compensation. The benefits for each employee are the amounts that can be provided by the sums contributed for the employee.

Noncontributory Pension Plan

One in which the employer pays the entire cost of the pension.

Non-deferred Plan

A benefit plan that has immediate benefits. Life insurance, health insurance, and disability insurance are examples.

Nonforfeitable Pension Benefit

A claim obtained by a pension plan participant or beneficiary to that part of an immediate or deferred benefit that is unconditional and that is legally enforceable against the plan.

Normal Retirement Age

The age, as established by a plan, when retirement generally occurs.

Participant

An employee or former employee who is or can become eligible to receive benefits from an employee benefit plan.

Pension Plan

A plan that provides retirement benefits by the purchase of insurance or annuity contracts or the establishment of a trust fund, or a combination of both.

Plan Termination

The final phase of an interrupted pension program. Essentially, all participants must vest 100 percent. However, assets are distributed according to the plan formula. No money can return to the employer, except in the case of an actuarial error.

Plan Termination Insurance

Insurance to protect defined benefit pension plan participants from loss of pension benefits due to failure of employer to fund properly. This is administered by the Pension Benefit Guaranty Corporation (PBGC).

Plan Year

The calendar, policy, or fiscal year by which the records of the plan are kept.

Profit Sharing Plan

A plan established and maintained by an employer to provide participation in profits by employees or their beneficiaries. It includes a definite predetermined formula for allocating contributions among the participants and for distributing funds accumulated under the plan.

Profit Sharing Retirement Plan

A program where the employee's retirement benefit is based upon the employer's contributions to a fund and the earnings of the fund. The employer's contributions are based on a formula related to profits.

Qualified Plan

A pension, deferred profit sharing, or stock bonus plan that meets the requirements of Section 401 (a) of the Internal Revenue Code of 1954 and the applicable regulations. Such IRS approval qualifies the plan for favorable tax treatment.

Savings Plan

A plan requiring the participants as well as the employer to contribute. The ordinary contributory pension plan is not normally considered a savings plan because the employee has no choice as to how much they contribute. Savings plans generally provide a range of contributions. Savings plans can be combined with pension or profit sharing plans. Where the employer's contributions are in the form of company stock, the plan is known as a stock bonus plan. Savings plans are also known as thrift plans.

Service

Employment taken into consideration under a pension plan.

Stock Bonus Plan

A plan established and maintained by an employer to provide benefits similar to those of a profit sharing plan. The difference is that the contributions by the employer are not necessarily dependent upon profits. The benefits are distributable in stock of the employer that is to be shared among employees or their beneficiaries. This type of plan is subject to the same requirements as a profit sharing plan.

Stock Purchase Plan

A deferred profit sharing plan that provides that an employee's share of the fund can be invested at his or her option in the employer's securities, insurance contracts, or governmental obligations.

Target Benefit Plan

A defined contribution plan for which contributions are based upon an actuarial valuation. The valuation is designed to provide a target benefit to each participant upon retirement.

Unclipped FICA Wages

The total wages that are FICA taxable if a maximum or cutoff is not applied.

Vesting

A plan can provide that an employee, after meeting certain requirements, retains a right to the benefits the employee has accrued, or some portion of them. This remains true even if employment under the plan terminates before retirement. An employee who has met such requirements is said to have a vested right. Voluntary and mandatory employee contributions are always fully vested.

Welfare Plan

A plan that provides medical, surgical, or hospital care or benefits in the case of sickness, accident, disability, death or unemployment. It can also include other benefits such as vacation or scholarship plans.

2 How To

Chapter Contents

Introduction

This chapter discusses concepts needed to run the Benefits/ERISA module.

Running the Benefits/ERISA Module

The Benefits/ERISA module adds new segments to the Employee Master File and expands the basic system reporting series. Therefore, the general run procedure for the Benefits/ERISA module is the same as the HCM:E system. Benefits data can be established on the Employee Master File at the same time the employee is added to the system or afterwards.

The Benefits/ERISA module introduces PP transactions into the Load, Validate, and Update series to maintain the new benefit segments. The PP transactions with a numeric separator code update organization header information. The PP transactions with an alphabetic separator code update the employee segments.

The Benefits/ERISA module uses the HRMS Tables File to maintain organization plan information. The T21 through T25 transactions are used to update the HRMS Tables File.

The Employee Benefit Profile, Demographic Plan Analysis, and Notification report are standard reports generated by the Personnel report series.

Establishing Organization Benefits Control Information

Most of the organization benefit control information is stored and maintained on the HRMS Tables File. The transactions used to maintain the HRMS Tables File are T21 through T25.

- The T25 transactions define the benefit plans on the organization level.

- Plan independent data is maintained by the T21 through T24 transactions.

  – The Document Warning system is defined on the T21 transactions.

  – The T22 transactions establish the linkage between the hours accumulators in the Payroll system and the hours accumulators required by the Benefits/ERISA module.

  – The linkage between the DOEs in the Payroll system and the earnings accumulators used by the Benefits/ERISA module is established on the T23 transactions.

  – Various benefit and vesting schedules for deferred plans are defined on the T24 transactions.

Common Fields on Transactions

The first 15 positions of these transactions have the same format.

Positions	Description
1-3	Transaction Code
4-6	Multiple Entry Code
7	Maintenance Code
8-11	Reserved
12-13	Level 1
14-15	Level 2

Transaction Code

The Transaction Code is entered in the first 3 positions; for example **T24**.

Multiple Entry Code

The Multiple Entry Code is entered in positions 4 through 6. This multiple entry code is used to distinguish multiple transactions grouped under the same transaction code; that is, T25-001, as opposed to T25-002 transaction.

Maintenance Code Reserved

The Maintenance Code in position 7 should be **A**, **C**, or **D**.
Positions 8 through 11 are reserved and must remain **blank**.

Level 1

Level 1 is entered in positions 12 and 13.

Level 2

Level 2 is entered in positions 14 and 15.

T21 Transactions - Document Warning System

The benefits plan administrator has direct responsibility for dispersing benefit plan information to participants and beneficiaries. The Document Warning system provides the facility for tracking documents for individual employees. Document descriptions and warning messages are printed on the Notification report. If requested, a Benefits Profile is produced when a warning message is printed.

The T25-001 transaction indicates the Document Warning system to use. The T21-002 defines a Document Warning system and the document IDs that it includes. The Document IDs specified on the T21-002 transaction are defined on the T21-001 transaction.

T21-001 Transaction

A T21 transaction with a Multiple Entry Code of **001** is used to establish and define documents used by the Document Warning system, such as the Summary Plan Description. The T21-001 relates to the PP-B transaction at the employee level.

Document ID

The document ID (Position 16) can be a numeric symbol (**0-9**) or an alphabetic character (**A-Z**) for a total of 36 different documents for the Document Warning system to monitor. The alphabetic IDs are user defined. The numeric symbols are reserved for predefined HCM:E documents.

Document Description

The document description (positions 17-41) is printed on the Notification report and is used to identify the document.

Initial Decrement Number

The initial decrement number (Position 42) indicates the number of run cycles for which to generate a warning message after the requirements for the document to send are met.

A **0** through **9** entered in initial decrement number establishes the exact number of run cycles for which a message is generated. Under these circumstances, the warning system becomes deactivated when a PP-B transaction is entered indicating the date the associated document was sent or the employee's document decrement counter reaches zero.

An **A** in Position 42 indicates there is no limit to the number of cycles. In this case, the only way the warning system is deactivated is when a PP-B transaction is entered for the employee updating the document's date last sent field.

When the warning system becomes activated, the employee's document decrement counter is initialized to the value specified on the T21-001 transaction. Each compute cycle decrements the counter by one until zero is reached or a PP-B transaction deactivates the system.

Profile Request Indicator

The profile request indicator is entered in Position 43. A **Y** indicates that an Employee Benefit Profile is to be produced when a warning message is printed.

Frequency

The frequency (positions 44-46) represents the amount of time in months between issuance requirements. It is used for user defined documents.

Warning Message   A 34-character warning message (positions 47-80) is printed on the Notification report.

T21-002 Transaction

A T21 transaction with a Multiple Entry Code of **002** is used to define a Document Warning system and the Document IDs that it includes.

Document Warning System ID   The Document Warning System ID (positions 16-18) is the linkage to a specific benefit plan and ties to the T25-001 transaction (positions 49-51). It can be used by several different plans.

Document IDs   Each Document Warning System ID can specify up to 10 different Document IDs defined on the T21-001 transaction. Positions 19 through 28 are used to indicate what documents comprise this Document Warning system and are tied to the T21-001 transaction (position 16).

Each Plan can specify a Document Warning System ID to monitor certain documents for plan members. The T25-001 transaction specifies the Document Warning system to use. The T21-002 defines what documents comprise the Document Warning system. The T21-001 defines each Document ID.

It is important to note that plans can share Document Warning systems and that Document Warning systems can share Document IDs. For a Document Warning system to specify a Document ID, that Document ID must be defined by a T21-001 transaction.

Updating T21 Transactions

If a Document Warning system is linked to a specific plan, employees associated with that plan will have the Document IDs updated to their Master file records. The Document Active Switch and Decrement Counter will be automatically updated in Update based on the plan data. The Date Document Sent field, if used, must be updated using the PP-B transaction.

T22 Transactions - Defining Hours Accumulators Relationship

The T22-000 and T22-001 transactions are used to establish a relationship between the Hours Accumulators in the HCM:E system and the Hours Accumulators identified by a Benefits plan. After this relationship is defined, the Benefit Hours Accumulators can capture input data from payroll transactions.

Hours accumulators are used for non-deferred plans and deferred retirement plans using the hours method of computation. Accumulators can be set up and not tied to a plan. They can be updated manually with the PP-D transaction. Remember that they are not automatically accumulated from current earnings and hours each payroll if they are not tied to a plan.

Transaction Fields

Multiple Entry Code

The Multiple Entry Code (positions 4-6) for the first transaction is *000* and for the second transaction, *001*.

Hours Accumulator ID

The three-character Hours Accumulator ID (positions 16-18) is the linkage to a deferred benefit plan (see the T25-004 and T25-008 transactions), and a non-deferred benefit plan (see T25-010).

Plan Year End

The Plan Year End (positions 19-22) indicates the last day of the plan year (format MMDD; such as, **0131**). If the plan year end for the hours accumulator is the employee's anniversary date, enter **9999** in positions 19 through 22. The date used as the employee's anniversary date is the prior service hire date (PH-2 transaction). The Hours Accumulators tabulate a history of compensated hours by plan year cycle. When the AA run date follows the plan year end, a new accumulator is created for the new plan year.

Plan Year End is specified two different places on the HRMS Table File. It is on the T22-000 and T23-001 to specify the plan-year-end on the HRMS Tables File for hours and earnings accumulators. This is the Plan-Year-End field used with the run-date in Compute (PLP700) for setting up new accumulators at the beginning of a new plan year.

New plan year accumulators are set up when the run date **follows** the plan-year-end month and day. If the run date is the **same as** the plan-year-end month and day, hours and earnings are applied to the current year. If the run-date is **after** the plan-year-end month and day, the accumulators are applied to a new year.

Plan Accumulator	Run Date	Accumulator Update
7/1	6/23	Current Year
7/1	7/2	Next Year

Plan-year-end on the T25-004 transaction is strictly informational for the employee's plans. It does not work with the run date.

Special Hours Accumulators

The HCM:E system supports 90 special hours accumulators and two additional accumulators for regular and overtime hours. Position 23 corresponds with regular hours, and Position 24 with overtime hours. An * in either of these positions indicates that any regular or overtime hours accumulated in these payroll accumulators are also accumulated by this Hour Accumulator ID.

The T22-001 transaction is used to establish the tie between the Payroll Special Hours and this Hour Accumulator ID. The T22-001 offers the opportunity to enter 31 special hours codes per transaction. Multiple T22-001 transactions can be used to enter all special hours for an hours accumulator. Entering a Special Hours Code in the transaction causes an * to be set in a corresponding position on the T22-000 record on the HRMS Tables File. An * in any of these positions on the HRMS Tables File indicates that any of these hours accumulated in the Payroll accumulator are also accumulated by this Hour Accumulator ID.

All Hour Accumulator IDs must begin with a numeric character. This is how the system distinguishes between Hours Accumulators and Earning Accumulators.

Maintenance Code

For Entire Hours Accumulator

The Maintenance Code (Position 7) of the T22-000 transaction refers to the entire hours accumulator. It is used to add a new hours accumulator, delete an entire hours accumulator, or change the fields in the data area (positions 19-24) of the T22-000 transaction.

For DOE Codes only

The Maintenance Code (Position 7) of the T22-001 transaction refers only to the special hours codes on that transaction. It is used to add or delete special hours codes to/from hours accumulators.

On a HRMS Tables File print of the Benefits area, the T22 Accumulators with DOEs appear as T22-001/T22-004. The system automatically sorts the special hours in the appropriate order within this range. For maintenance purposes, however, you enter Special Hours only on the T22-001, regardless of the Multiple Entry Code that appears on the HRMS Tables File.

Manual Adjustment of Accumulators

Use the PP-D transaction to adjust hours and earnings accumulators for previous years. This might be necessary when a new plan year has been set up, but you still have adjustments that apply to a prior plan year.

T23 Transactions - Defining Earnings Accumulators

The T23-001 and T23-002 transactions are used to establish a relationship between the DOEs in the HCM:E system and the Earnings Accumulators used by the Benefits/ERISA module.

Transaction Fields

Multiple Entry Code

The Multiple Entry Code for the first transaction is **001**, and **002** for the second transaction.

Earnings Accumulator ID

Both transactions specify the Earnings Accumulator ID (positions 16-18). The first character of the ID must be alphabetic. This Earnings Accumulator ID is the linkage to a deferred benefit plan (see the T25-004 and T25-008 transactions) and to a nondeferred benefit plan (see the T25-010 transaction).

Plan Year End

The Plan Year End (format MMDD) is entered in the T23-001 transaction in positions 19 through 22. If the plan year end for the earnings accumulator is the employee's anniversary date, enter **9999** in positions 19 through 22. The date used as the employee's anniversary date is the prior service hire date (PH-2 transaction).

New plan year accumulators are set up when the run date **follows** the plan-year-end month and day. If the run date is the **same as** the plan-year-end month and day, hours and earnings are applied to the current year. If the run-date is **after** the plan-year-end month and day, the accumulators are applied to a new year.

Plan Accumulator	Run Date	Accumulator Update
7/1	6/23	Current Year
7/1	7/2	Next Year

Plan-year-end on the T25-004 transaction is strictly informational for the employee's plans. It does not work with the run date.

**Identifying What
to Accumulate
in Earnings
Accumulator**

The HCM:E system contains 1295 deduction/other earnings accumulators to capture data in addition to regular and overtime earnings.

Regular or Overtime Earnings

Positions 23 and 24 of the T23-001 transaction are used to specify whether regular and overtime earnings will be accumulated in the Benefits Earnings Accumulator.

DOE Codes

Positions 19 through 80 of the T23-002 transaction are used to enter the DOE codes to be accumulated in the Benefits Earnings Accumulator. Multiple T23-002 transactions can be used to enter all DOE codes for an earnings accumulator. You can enter up to 31 DOE codes on a T23-002 transaction.

Maintenance Code

For Entire Earnings Accumulator

The Maintenance Code (Position 7) of the T23-001 transaction refers to the entire earnings accumulator. It is used to add a new earnings accumulator, delete an entire earnings accumulator, or change the fields in the data area (positions 19-24) of the T23-001 transaction.

For DOE Codes Only

The Maintenance Code (Position 7) of the T23-002 transaction refers **only** to the DOE codes on that transaction. It is used to add or delete DOE codes to/from earnings accumulator.

On a HRMS Tables File print of the Benefits area, the T23 Accumulators with DOEs appear as T23-002/T23-017. The system automatically sorts the DOEs into their appropriate order within this range. For maintenance purposes, however, you enter DOEs only on the T23-002, regardless of the Multiple Entry Code that appears on the tables file.

T24 Transactions - Defining Benefit and Vesting Schedules

The T24 transactions are used to define various benefit and vesting schedules.

- The T24-000 transaction defines the vesting schedule used to determine the vesting percentage for deferred plans.

- The T24-001 and T24-002 transactions define the partial credit for vesting service.

- The T24-003 and T24-004 transactions define the partial credit for benefit service.

- The T24-005 transaction is used for service spanning tables for the elapsed time method of computing benefit and vesting service.

The T24 transactions are plan independent and can be shared by several different plans.

When doing maintenance on these transactions, you must re-enter the entire transaction; all fields are needed.

T24-000 Transaction

The T24-000 transaction is used to define vesting schedules. Each deferred plan can specify a vesting schedule ID (refer to the T25-004 transaction). There are 4 additional plan level vesting schedule IDs (refer to the T25-008 transaction) that can be used at the employee level as an override. All vesting schedule IDs on the T25-004 and T25-008 transactions, except R45, C45 and C20, must be defined on a T24-000 transaction.

Vesting Schedule ID

The Vesting Schedule ID is entered in positions 16 through 18. Because plans specify a Vesting Schedule ID that is maintained independently of the plan data, the Vesting Schedule ID can be shared by several different plans. This independence prevents maintenance of redundant information on the HRMS Tables File.

Number of Vesting Service Years

The Vesting Schedule ID is followed by 14 occurrences of a two-character field. Each field corresponds with the number of vesting service years; that is, the fifth occurrence relates to a participant with 5 years of vesting credit. Each field must specify either a percentage of **00** through **99** or two asterisks (**) (this value stands for 100 percent).

The vesting service computation routine computes the participant's vesting service credit and determines the percentage vested from this table. The entries in each field must be greater than or equal to the previous field's entry.

T24-001 and T24-002 Transactions

The T24-001 and T24-002 transactions are used to define the vesting partial credit schedules. The vesting partial credit schedules are used to give a participant partial vesting service credit for less than a full year of service. Each deferred plan can specify a Vesting Partial Credit ID (see the T25-007 transaction) and 2 additional Vesting Partial Credit IDs (see the T25-008 transaction) that can be used at the

employee level as an override. All Vesting Partial Credit IDs on the T25-007 and T25-008 transactions must be defined on a T24-001 transaction. The T24-002 is a continuation of the T24-001.

Vesting Partial Credit ID

The Vesting Partial Credit ID is entered in positions 16 through 18 of both the T24-001 and T24-002 transactions.

Hours and Credits

The Vesting Partial Credit ID is followed by 10 occurrences of hours and credit on the T24-001. This is followed by 2 occurrences of hours and credit on the T24-002 for a total of 12 occurrences of hours and credits.

The Credit fields must be expressed as a percentage (00 through 99**)**, or ****** meaning 1 full year of service credit.

The Hours field corresponding to the Credit field represents the minimum number of hours of service required for that amount of credit.

The Credit and Hours fields must be in ascending order up to ****** for full credit. The credit and hours fields after the ****** must be **blank**.

T24-003 and T24-004 Transactions

The T24-003 and T24-004 transactions are used to define the benefit partial credit schedules. The benefit partial credit schedules are used to give a participant partial benefit service credit for less than a full year of service. Each deferred plan can specify a Benefit Partial Credit ID (refer to the T25-007 transaction) that can be used at the employee level as an override. All benefit partial credit IDs on the T25-007 and T25-008 transactions must be defined on a T24-003 transaction. The T24-004 is a continuation of the T24-003.

Benefit Partial Credit ID

The Benefit Partial Credit ID is entered in positions 16 through 18 of both the T24-003 and T24-004 transactions.

Hours and Credits

The Benefit Partial Credit ID is followed by 10 occurrences of hours and credit on the T24-003 and by 2 occurrences of hours and credit on the T24-004 for a total of 12 occurrences of hours and credits.

The Credit fields must be expressed as a percentage (00 through 99**)**, or ****** meaning 1 full year of service credit.

The Hours field corresponding to the credit field represents the minimum number of hours of service required for that amount of credit.

The Hours and Credits fields must be in ascending order up to ****** for full credit. The hours and credits fields after the ****** must be **blank**.

T24-005 Transaction

The T24-005 transaction is used for service spanning tables for the elapsed time method of computing service credit. According to ERISA, a plan using the elapsed time method of crediting service must give service credit for certain periods of severance. Each deferred plan can specify a Service Spanning ID for vesting service

credit on the T25-007 transaction. The service spanning rules for vesting service credit are also used for participating service credit. Each Service Spanning ID on the T25-007 transaction must be defined on a T24-005 transaction.

Service Spanning ID

The Service Spanning ID is entered in positions 16 through 18.

Types of Leave and Number of Months

The Service Spanning ID is followed by 5 occurrences of types of leave and number of months of leave to be credited for service.

The Type of Leave is either **0** through **9** for a user defined type of leave of absence, or **B** for termination. Multiple T24005 transactions can be entered to accommodate all possible types of leave.

The Number of Months of Service Spanning for vesting and participation defaults to **12** for all types of leaves not defined on the Service Spanning table. For benefit service the default is **zero** months.

T25 Transactions - Defining Benefit Plans on Organization Level

All of the T25 transactions are used to define the benefit plans on the organization level.

Some of the T25 transactions pertain to deferred plans only, while a few transactions are only applicable for non-deferred plans. The first three transactions are common to both types of plans.

Each of these T25 transactions are discussed in separate topics.

T25-001 Transaction - Establish Plan at Organization Level

When establishing a plan on the organization level, the T25-001 transaction is a required transaction as well as the PP-2 transaction. The T25-001 transaction is used to define some elements that are common to both types of plans, deferred and non-deferred.

Transaction Fields

Multiple Entry Code
The multiple entry code (position 4-6) is **001**.

Benefit Plan ID
The three-character plan ID (positions 16-18) establishes the identity of the plan to the system. For this Plan ID to be active during processing, it must also exist on the organization header segment (refer to the PP-2 transaction).

Format Code
The format code must be entered in Position 19. A **1** in Position 19 indicates a deferred plan, and a **2** indicates non-deferred.

When the T25-001 Format Code in Position 19 is **1** for deferred plan, the system will work with the T23-001 plan data to accumulate earnings.

When the Format Code in Position 19 is a **2** for non-deferred plan, the system accumulates only DOE information. Because of this, use the T25-010 (positions 73-75) to enter the Employee Contribution Accumulator Identifier that contains the employee's contributions for a plan year. The Organization Contributions ID is also entered on the T25-010.

When the Format Code in Position 19 is a **1** for deferred plan, the Employee Contribution Identifier is on the T25-007, and the Organization Contribution ID is on T25-008.

Date of Inception
The Date of Inception can be entered in positions 20 through 27.

Date of Termination
If the plan becomes inactive, the date of termination can be entered in positions 28 through 35.

Contribution DOE
The next twelve positions (positions 36-47) identify up to six DOEs containing employee or organization contributions. The Benefits/ERISA module captures data in the total employee and organization contributions in the employee's record. The DOE Type Code is used to determine whether the DOE is being used for organization or employee contributions.

Mandatory Contribution Indicator
The mandatory contribution indicator is entered in Position 48 of both formats. A **Y** indicates that the plan requires employee contribution for participation.

Document Warning System ID   The Document Warning System ID to use for this plan is entered in positions 49 through 51. If this ID is not **blank**, there must be a corresponding T21-002 transaction. This ID is the linkage to the Document Warning system defined by the T21 transactions.

Plan Description   A 23-character Plan Description can be entered in positions 52 through 74.

Department of Labor Plan Number   A 6 character Plan Number assigned by the Department of Labor may be entered in positions 75-80.

T25-002 Transaction - Insurance Carrier Information

The T25-002 transaction is used to establish insurance carrier information for either of the two types of plans. This transaction is optional.

Transaction Fields

Multiple Entry Code

The multiple entry code (positions 4-6) must contain **002**.

Plan ID

The Plan ID is entered in positions 16 through 18.

Insurance Carrier Name

A 25-character insurance carrier name can be entered in positions 19 through 43.

Carrier Policy and Control Numbers

The Insurance Carrier Name is followed by two 18-character fields (positions 44-61, and 62-79 for the Carrier Policy Number and Carrier Control Number, respectively).

T25-003 Transaction - Additional Plan Information

The T25-003 transaction is used to specify additional information that can be applicable to both deferred and non-deferred plans. This is an optional transaction.

Transaction Fields

Multiple Entry Code	The multiple entry code (positions 4-6) must be **003**.
Plan ID	The Plan ID is entered in positions 16 through 18.
Organization Plan Number	A ten-character Organization Plan Number is entered in positions 19 through 28.
IRS Plan Number	The IRS Plan Number assigned by the Internal Revenue Service is entered in positions 29 through 31.
Plan Administrator	The name of the plan administrator is entered in positions 32 through 51.
Fiduciary Name	The name of the fiduciary is entered in positions 52 through 71.

T25-004 Transaction - Deferred Plan Control Information

The T25-004 transaction is used to establish control information for deferred plans.

Transaction Fields

Multiple Entry Code

The Multiple Entry Code (positions 4-6) must be **004**.

Plan ID

The Plan ID (positions 16-18) must be defined on a T25-001 transaction.

Hours Accumulator ID

The Hours Accumulator ID (positions 19-21) can be used for computing service credit. Position 19 of the Hours Accumulator ID must be numeric. If the Hours Accumulator ID is entered, there must be a corresponding T22 transaction.

Primary Earnings Accumulator ID

The Primary Earnings Accumulator ID is entered in positions 22 through 24. Position 22 of the Earnings Accumulator ID must be alphabetic. If the Earnings Accumulator ID is entered, there must be a corresponding T23 transaction. An Earnings Accumulator ID of ******* is a calendar year accumulator of FICA gross wages.

The Hour/Earnings Accumulator IDs are the linkage to the T22 and T23 transactions, which are the linkage to the payroll hours and earnings accumulators.

Vesting Schedule ID

The Vesting Schedule ID for the plan is specified in positions 25 through 27. Three vesting schedules are predefined by the system: R45, C45, and C20. Any other ID represents a linkage to a vesting schedule on the T24-000 transaction.

If the Rule of 45, which uses age and length of service to determine vesting percentage, is used, **R45** is entered in positions 25 through 27.

The other two predefined vesting schedules are for Canadian Benefits plans.

- **C45** is used for the vesting schedule that sets the vesting percent at 100 if the employee is at least 45 years old and has at least 10 years of service.

- **C20** is used for the vesting schedule in which the employee is 33 1/3 percent vested after 10 years of service, with an additional 6 2/3 percent each year thereafter; 100 percent vesting is after 20 years. If the employee is at least 45 years old and has at least 10 years of service, the percent vested is 100. If the C20 vesting schedule is used, the percent vested is rounded to the nearest whole percent.

Plan Year End

The Plan Year End (MMDD; positions 28-31) indicates the last day of the plan year. If the plan uses the employee's anniversary date as plan year end, enter **9999** in positions 28 through 31. The date used as the employee's anniversary date is the prior service hire date (PH-2 transaction).

Rule of Parity Option

The Rule of Parity Option is entered in Position 32.

Social Security Integration Indicator

The Social Security Integration Indicator (Position 33) indicates whether or not pension benefits are related to Social Security benefits and is only for information.

Participation Eligibility Age

The Participation Eligibility Age (positions 34-35) is used to determine participation eligibility.

Retirement Ages

Normal retirement age and early retirement age are entered in positions 36 through 37, and 38 through 39.

Five Year Exclusion Option

ERISA regulations permit the exclusion of an employee from a pension plan if the employee was hired within 5 years of the normal retirement age. A **Y** in the Five Year Exclusion Option (Position 40) indicates that the plan uses this option.

Hours for Vesting Service

The Hours for Vesting Service (positions 41-44) represents the minimum hours required to receive one year of vesting service credit.

Benefit Amounts

The Maximum Lump Sum Benefit and the Maximum Monthly Benefit can be entered in positions 45 through 55, and 56 through 66. Two decimals are assumed for both of these fields.

Total Participants

The Total Participants Beginning Last Year and Total Participants Beginning Current Year refer to participant counts taken at the beginning of the previous plan year cycle and at the beginning of the current plan year cycle. These counts can be entered in positions 67 through 73, and 74 through 80.

T25-005 Transaction - Non-Deferred Plan Control Information

The T25-005 transaction is used to establish control information for non-deferred plans.

Transaction Fields

Multiple Entry Code
The Multiple Entry Code (position 4-6) must be **005**.

Plan ID
The Plan ID is entered in positions 16 through 18.

Length of Service Requirement
The Length of Service Requirement (positions 19 through 21) represents the number of months until an employee is eligible to participate in the plan.

Waiting Period
A waiting period (MMM) before an employee is eligible to receive benefits can be specified (positions 22-24).

Benefit Amounts
The Maximum Lump Sum Benefit, and Maximum Monthly Benefit can be entered in positions 25 through 35, and 36 through 46, respectively.

Maximum Benefit Duration
Maximum Benefit Duration (positions 47-49) is entered in months.

Deductions
Two deductible amounts can be entered using the Deductible Number in position 50 and the Deductible Amount in positions 51-61. Two transactions are required to enter both deductibles.

Total Participants
The Number of Participants Beginning Last Year and Number of Participants Beginning Current Year can be entered in positions 62 through 68, and 69 through 75.

Plan Year End
Plan Year End (MMDD) (positions 77-80) indicates the last day of the plan year. If the plan uses the employee's anniversary date as plan year end, enter **9999** in positions 77 through 80. The date used as the employee's anniversary date is the prior service hire date (PH-2 transaction).

T25-006 Transaction - Non-Deferred Plan Benefit Coverage Data

The T25-006 transaction is used to establish benefit coverage data for non-deferred plans. Establishing coverage data on the organization level prevents the necessity of duplicating the same coverage on the employee level.

Transaction Fields

Multiple Entry Code

The Multiple Entry Code (positions 4-6) must be **006**.

Plan ID

The Plan ID is entered in positions 16 through 18.

Coverage Information

This transaction allows for entry of 5 coverage occurrences utilizing Coverage Iteration Number, Coverage Type, Coverage Format, and Coverage Amount.

The Coverage Iteration Number identifies which of the five possible coverages is being affected.

For a complete discussion of Coverage Type, Format, and Amount, refer to the PP-E transaction.

T25-007 Transaction - Deferred Plan Computation Methods and Service Information

The T25-007 transaction is used to establish additional control information for deferred plans.

Transaction Fields

Multiple Entry Code
The Multiple Entry Code of **007** must be entered in positions 4 through 6.

Plan ID
The Plan ID (positions 16-18) must be defined on a T25-001 transaction.

Computation Methods
The Participation Computation Method, Vesting Computation Method, and Benefit Computation Method (positions 19, 20, and 21) indicate whether the hours method or elapsed time method of computing service credit is to be used. Participating service credit, vesting service credit, and benefit service credit do not have to be computed by the same method.

A **blank** or **1** in any of these positions indicates that the Hours Method is to be used. A **2** or **3** indicates Elapsed Time is to be used.

Vesting Age
The vesting age (positions 22-23) is the minimum age to begin crediting service for vesting.

Hours for Participating Service
The Hours for Participating Service (positions 24-27) represents the minimum hours required to be eligible for participation in the plan. If this field is **blank**, the Hours for Vesting Service (T25-004) are used to determine participating service.

Hours for Benefit Service
The Hours for Benefit Service (positions 28-31) represents the minimum hours required to receive one year of benefit service credit. If this field is **blank**, the Hours for Vesting Service (T25-004) are used for benefit service credit.

Partial Credit IDs
A plan using the hours method of crediting service can give partial vesting and benefit service credit for less than a full year of service.

The Vesting Partial Credit ID (positions 32-34) is the linkage to the vesting partial credit schedule on the T24-001 and T24-002 transactions.

The Benefit Partial Credit ID (positions 35-37) is the linkage to the benefit partial credit schedule on the T24-003 and T24-004 transactions.

Service Spanning IDs
A plan using the elapsed time method of crediting service must give service credit for certain periods of severance. The Vesting Service Spanning ID (positions 38-40), and the Benefit Service Spanning ID (positions 41-43) are the linkage to the service spanning tables on the T24-005 transaction. The service spanning rules for vesting service also apply to participating service.

Participating Credit Months
Participating Credit Months (positions 44-46) is the number of months required to be eligible to participate in a plan using the Elapsed Time Method of crediting participation service.

Employee Contribution Accumulator ID

The Employee Contribution Accumulator ID (positions 47-49) indicates which Earnings Accumulator ID is to be used to collect employee contributions on a plan year cycle. This accumulator is linked to the Payroll DOEs designated as Contribution DOEs on the T25-001 transaction.

T25-008 Transaction - Deferred Plan Additional Identifiers

The T25-008 transaction is used to establish additional control information for deferred plans.

Transaction Fields

Multiple Entry Code

The multiple entry code of **008** must be entered in positions 4 through 6.

Plan ID

The Plan ID (positions 16-18) must be defined on a T25-001 transaction.

Hours Accumulator IDs

The Hours Accumulator IDs 2 through 5 (positions 19-30) represent additional hours accumulators for the plan. The employee record contains all Hours Accumulators on the T25-004 and T25-008 transactions for the plan. Any of these four additional accumulators can be used at the employee level to override the primary Hours Accumulator ID on the T25-004 transaction. There must be a corresponding T22 transaction for each of the Hours Accumulator identifiers entered.

Earnings Accumulator IDs

The Earnings Accumulator IDs 2 through 5 (positions 31-42) represents additional earnings accumulators for the plan. The employee record contains all Earnings Accumulators on the T25-004 and T25-008 transactions for the plan. Any of these four additional accumulators can be used at the employee level to override the primary Earnings Accumulator ID on the T25-004 transaction. For combined HCM:E Resource users only, there must be a corresponding T23 transaction for each of the Earnings Accumulator identifiers entered.

Vesting Schedule IDs

The Vesting Schedule IDs 2 through 5 (positions 43-54) represent four vesting schedules that can be used at the employee level to override the Vesting Schedule ID on the T25-004 transaction. Unless a predefined vesting schedule is used, there must be a corresponding T24-000 transaction for each Vesting Schedule identifier entered.

Vesting Partial Credit IDs

The Vesting Partial Credit Identifiers 2 and 3 (positions 55-60) represent two vesting partial credit schedules that can be used at the employee level to override the Vesting Partial Credit Identifier on the T25-007 transaction. There must be a corresponding T24-001 transaction for each Vesting Partial Credit Identifier entered.

Benefit Partial Credit IDs

The Benefit Partial Credit IDs 2 and 3 (positions 61-66) represent two benefit partial credit schedules that can be used at the employee level to override the Benefit Partial Credit ID on the T25-007 transaction. There must be a corresponding T24-003 transaction for each Benefit Partial Credit Identifier entered.

Company Contribution Accumulator ID

The Company Contribution Accumulator ID (positions 67-69) identifies the company contributions accumulator on a plan year cycle. This accumulator is linked to the Payroll DOEs by the company contribution DOEs designated on the T25-001 transaction.

T25-009 Transaction - Informational

The T25-009 transaction contains the plan level parameters that can be referenced by an in-house system for reporting purposes.

The multiple entry code of 009 must be entered in positions 4 through 6. The plan identifier entered (positions 16-18) must be defined on a T25-001 transaction.

T25-010 Transaction - Non-Deferred Plan Accumulator IDs

The T25-010 transaction is used to establish and maintain control information for non-deferred plans.

Transaction Fields

Multiple Entry Code

The multiple entry code of **010** must be entered in positions 4 through 6.

Plan ID

The Plan ID (positions 16-18) must be defined on a T25-001 transaction.

Plan Values

Delivered model I.E. reports use Plan Value entered in positions 19-29. If you use the Optional Plan Values, modification is required to I.E. report series HR-SECTION-89-75-PCT-Test and HR-SECTION-89-80-PCT-Test.

Hours Accumulator IDs

The Hours Accumulator IDs 1-3 (positions 52 through 60) are used to indicate which hours accumulators are tied to this plan. There must be a corresponding T22 transaction for each Hours Accumulator.

Earnings Accumulator IDs

The Earnings Accumulator IDs 1-3 (positions 61 through 69) are used to indicate which earnings accumulators are tied to this plan. There must be a corresponding T23 transaction for each Earnings Accumulator ID.

Company Contribution Accumulator ID

The Company Contribution Accumulator ID (positions 70-72) is used for company contributions on a plan year cycle. This accumulator is linked to the Payroll DOEs by the company contribution DOEs (Type H) designated on the T25-001 transaction.

Employee Contribution Accumulator ID

The Employee Contribution Accumulator ID (positions 73-75) identifies the accumulator to be used for employee contributions on a plan year cycle. This accumulator is linked to the Payroll DOEs by the Employee Contribution DOEs designated on the T25-001 transaction.

Establishing Org Report Options, Plan IDs, and Calculations

Before the generation of benefit reports or the initialization of employees within specific benefit plans, it is necessary to establish the report options and plan IDs on the organization header segments. This function is accomplished through the PP-1 and PP-2 transactions. Both transactions have the same format in positions 1 through 17.

Positions	Description
1-2 and 17	Transaction Code (for example, **PP-1**)
3-4	Level 1
5-6	Level 2
7-16	Must contain **zeros** for PP-1 and PP-2

The PP-1 transaction is described in the topic PP1-Transaction - Establishing Report Options and Calculations.

The PP-2 transaction is described in the topic PP-2 Transaction - Establishing Benefit Report Options and Plan Identifiers on the Employee Master File.

Generating and Printing Options

The generate and print options for the Employee Benefit Profile, Demographic Plan Analysis, and Notification Report are assigned using the Personnel system PB and P2 transactions. See the *User Guide* and *Transaction Description*.

PP-1 Transaction - Report Options and Calculations

The PP-1 transaction assigns report and computation options.

Transaction Fields

Generate and Print Options

Report Option	Computation Options
Employee Benefit Profile (Position 18)	Profile select option
Demographic Plan Analysis (Positions 21-27)	Low level total break
	Low level page break
	Low level sequence
	Minor sequence
	Inclusion option
	Section option
	Select option
Notification Report (Positions 30-33)	Low level total break
	Low level page break
	Low level sequence
	Minor sequence

The sequence of the Employee Benefit Profile is the same as the Personnel Profile.

If the Select option has been specified for the Demographic Plan Analysis, then at least one PD-2 transaction must be entered to designate selection criteria.

These transaction descriptions for (PB, P2 and PD-2) can be found in the *Transaction Descriptions* manual. An alternate PD-2 description used for the Demographic Plan Analysis is found in this manual.

Section 89 Roll Indicator

The Section 89 Roll Indicator (Position 35) indicates that current year Section 89 Employee Officer Status and Percentage of Ownership information should be moved to prior year information. When you enter a **Y**, the data will be transferred the next time Compute is executed for the Level 1-Level 2 and the indicator will be reset to **blank** during the next execution of Compute.

Compute Vesting

The Compute Vesting option (Position 36) determines the frequency of service credit calculations.

User Social Security Options

Positions 40-79 contain Social Security options which may be accessed by users for in-house reporting. None of these options are utilized by the system.

PP-2 Transaction - Maintain Benefit Report Options and Plan IDs

The PP-2 transaction is used to maintain the benefit identifiers that affect Level 2 processing. Before an employee is assigned to a plan, the plan must already exist on the organization header segment or be added during the same update cycle. The PP-2 transaction adds or deletes up to 14 Plan IDs to the organization header.

Transaction Fields

The format for positions 1-17 can be found in the topic PP-1 Transaction - Establishing Report Options and Calculations.

Adjustment Code and Plan ID

The Adjustment Code for the first plan is entered in Position 18 and the corresponding Plan ID is entered in positions 19-21. This pattern (one-character Adjustment Code followed by a three-character Plan ID) is repeated a total of 14 times. If more than 14 plans are to be adjusted, multiple PP-2 transactions are entered.

Valid Adjustment Code values are:

- An **A** in the Adjustment Code position indicates that the following Plan ID is to be added to the organization header.

- A **D** in the Adjustment Code position indicates that the following Plan ID is to be deleted from the organization header. A Plan ID should not be deleted from the organization header if there are any employees using the Plan ID.

Establish Plan Control Information Before Organization Header

It is important to note that for each plan on the organization header, the corresponding plan control information must be on the HRMS Tables File for that organization. If the HRMS Tables File does not contain control information for Plan ID on the organization header, the Plan IDs and any employee transactions being added for those plans will be rejected in the Transaction Validation process.

Deleting Plans

After a Plan ID is put on an organization header, the plan must not be deleted from the HRMS Tables File. Also, after a Plan ID is used on an employee record, the plan must not be deleted from the organization header. Only non-deferred plans may be deleted.

Maintaining Benefit Data on the Employee Level

To create, change, or delete benefit data for an employee, the PP-A through PP-S transactions are entered. Each of these transactions share the same format in positions 1 through 17.

Positions	Description
1-2 and 17	Transaction Code (for example, **PP-A**)
3-4	Level 1
5-6	Level 2
7-16	Employee Number

These transactions are discussed in the following topics.

PP-A Transaction - Establish Employee as Participant

The PP-A transaction must be entered to establish an employee as a potential or active participant in a benefit plan.

Transaction Fields

Format Code

The Format Code is entered in Position 18. It is a **1** for deferred plans, or a **2** for non-deferred plans, and is required or the transaction is rejected. The Format Code on the transaction must agree with the Format Code for the plan in the Tables File.

Plan ID

The Plan ID (positions 19-21) is also required and must be in the organization header record and in the HRMS Tables File.

Maintenance Code

A Maintenance Code can be entered in Position 80/120.

An **A** indicates that the plan is being added to the employee record. The employee must already exist in the Employee Master File before benefits information can be added. Each employee is limited to 25 PP-A transactions.

A **D** in Position 80/120 deletes the entire plan from the employee's record if the plan is non-deferred. A deferred plan cannot be deleted from the employee's record.

A **blank** Maintenance Code means that the PP-A transaction contains changes to existing information.

Plan Status

The Plan Status (position 22) of the employee is a required field. The service credit calculations performed by the Benefits/ERISA module depend on the status.

Participation Dates

The Beginning and Ending Participation Dates (positions 23-30, and 31-38) are entered in YYYYMMDD format. The Beginning Participation Date is used to determine the starting point for participating and benefit service credit calculations.

Plan Membership Number

The employee's Plan Membership Number is entered in positions 39 through 48.

Beneficiary Linkage

If the employee has specified a beneficiary for the plan, the pointer to the beneficiary is entered in positions 49 through 50. Beneficiary data is maintained independently of plan data. Valid entries for the Beneficiary Linkage are **SP** for spouse, or **01** through **18** which point to an entry in the employee's beneficiary table.

Benefit Option Code

The Benefit Option Code (Position 51) can be used to indicate the benefit option selected by the employee when multiple benefit options exist within a plan.

Resetting a Field

The reset feature permits a field to be reset to its default value (generally blanks or zeros) if an **R** is entered in the field left justified. The following fields on the PP-A transaction have this reset capability:

- Beginning Participation Date

- Ending Participation Date
- Membership Number
- Beneficiary Linkage
- Benefit Option Code

PP-B, PP-C Transactions - Employee Document Warning Data

PP-B Transaction

The PP-B transaction is used to update an employee's Document Warning system data.

Format Code

The Plan Format Code is entered in Position 18. This field is required and the Format Code must be on the Tables File.

Plan ID

The Plan ID is entered in positions 19 through 21. This field is required and the Plan ID must be on the Tables File. The plan must either already exist on the employee record or be added on a PP-A transaction in the same run.

Document ID and Document Sent Date

The Document ID (Position 22) is followed by the Date Document Sent (positions 23-30), in YYYYMMDD format. The Document ID must be defined on the HRMS Tables File for the plan's document warning system.

This pattern on Document ID and Date Document Sent is repeated a total of six times.

Resetting the Field

The reset feature is available for the Date Document Sent.

Maintenance Code

A Maintenance Code can be entered in Position 80/120.

PP-C Transaction

The PP-C transaction is used to update an employee's Document Warning system. The format for the PP-C transaction is the same as the PP-B transaction except only four documents can be entered. A combination of the PP-B and PP-C transactions permits all ten document IDs dates to be updated.

PP-D Transaction - Employee Hours/Earnings Accumulators

The PP-D transaction is entered to update an employee's hours/earnings accumulators. This transaction can be used to add, change or delete accumulators, and to add to or subtract from the amount already existing on the employee's record.

Transaction Fields

Hours/Earnings Accumulator ID
The Hours/Earnings ID is entered in positions 18 through 20.

Plan Year
The Plan Year (format CCYY: **1997**) is entered in positions 21 through 24.

Hours/Earnings Amount
An amount is entered in positions 25 through 35. Two decimals are assumed for both Earnings and Hours Accumulators.

Repeating Fields
This pattern on Hours/Earnings ID, Plan Year, and Amount is repeated a total of three times.

Adjustment Code
The Adjustment Code in Position 80/120 must be **A** for add, **D** for delete, **R** for replace, **P** for plus, or **M** for minus.

Resetting the Fields

The reset feature can be used in the Amount field if the Adjustment Code is an **R**.

PP-E Transaction - Non-Deferred Plan Coverage Data

The PP-E transaction is used to update the non-deferred plan coverage data. The coverage data on the PP-E transaction is employee coverage in addition to the coverage data on the Tables File.

Transaction Fields

Plan ID

The Plan ID (positions 18-20) is a required entry.

Coverage Number

The Coverage Number (Position 21) indicates which of five (1, 2, 3, 4, 5) coverage occurrences is being maintained.

Coverage Type

The Coverage Type is entered in Position 22.

A **P** in this position indicates that Coverage Amount is a periodic disbursement (such as monthly disability compensation).

An **L** in Coverage Type indicates a lump sum distribution (such as life insurance policy face value).

Coverage Format

The Coverage Format is entered in Position 23. It can indicate monetary, percentage, or time values for the Coverage Amount field (positions 24-34). If the Coverage Format indicates monetary or percentage values, the Coverage Amount is assumed to contain two decimals.

Examples of Entries for Non-Deferred Plans

The format of this transaction allows great flexibility in expressing various non-deferred plan benefits. Following are a few examples.

Periodic Financial Disbursement

The first example contains a **P** in Coverage Type, an **M** in Coverage Format, and **000075000** in Coverage Amount. This represents a periodic financial disbursement of $750.00. This references an employee's monthly benefit available if injured while performing a job related task.

Coverage for a Time Period

The second example contains an **L** in Coverage Type, a **P** in coverage format, and **200.00** in the Coverage Amount. This represents a lump sum distribution of 200 percent. This could possibly refer to the face value of a life insurance policy that is a percentage of an employee's salary.

The third example contains a **blank** in Coverage Type, a **T** in Coverage Format, and **000000250** in the Coverage Amount. This represents a time element with a value of 250. It could be a reference to a major medical health plan that covers all of the hospital expenses for the first 250 days of inpatient treatment.

Resetting the Fields

The reset feature is available for all three coverage data fields: Coverage Type, Coverage Format, and Coverage Amount.

PP-F Transaction - Def Plan Data, Comp Methods, Service Adj

The PP-F transaction is used to update several elements on deferred plans.

The Benefit/ERISA module calculates the hours from date of hire, the date reached required hours, and the date eligible for participation for employees with a status of future active for the plan.

Transaction Fields

Plan ID

The Plan ID is entered in positions 18 through 20.

Hours Toward Eligibility

Hours Toward Eligibility (Hours From Date of Hire) in positions 21-25 is used to determine an employee's eligibility to participate in the plan.

Date Reached Required Hours

The Date Reached Required Hours (positions 26 through 33) is the date that the employee reached the number of hours or months required for participation.

Date Eligible for Participation

The Date Eligible for Participation is entered in positions 34 through 41.

Computation Methods

The Participation Computation Method, Vesting Computation Method, and Benefit Computation Method (positions 56, 57, and 58) are employee level overrides to the corresponding fields on the T25-007 transaction for the plan. These fields indicate whether the employee's service credit is to be calculated using the Hours Method or Elapsed Time Method of crediting service.

Service Adjustments

The Participating Service Adjustment (positions 59-65), the Vesting Service Adjustment (positions 66-72), and the Benefit Service Adjustment (positions 73-79) are assumed to have two decimals. These fields represent an amount to be added to or subtracted from the calculated service credit.

Adjustment Code

The Adjustment Code (Position 80) applies only to the amount fields in the transaction. It permits plus or minus adjustments to be entered.

Resetting the Fields

The reset feature is available for all fields to be updated by this transaction.

PP-G Trans - Def Plan Acct Value, Actuarial Date, Tot Contrib

The PP-G transaction is used to update two elements in deferred plans.

Plan ID
The Plan ID is entered in positions 18 through 20.

Value of Account
The Value of Account (positions 21-31) has two decimals assumed.

Actuarial Computation Date
The actuarial computation date is entered in positions 32 through 39.

Total Contribution
The Total Employee and Organization Contributions (positions 40 through 50 and 51 through 61) are assumed to have 2 decimals.

Adjustment Code
The Adjustment Codes of P, M, or R (Position 80/120) apply only to the Value of Account. The Adjustment Code must be entered if Value of Account is to be adjusted. The Adjustment Code of R must be used when resetting.

Resetting the Fields

The reset function can be used in the following fields:

- Value of Accounts
- Actuarial Completion Date
- Total Employer Contribution
- Total Organization Contribution

PP-H Transaction - Deferred Plan Actuarially Derived Projections

The PP-H transaction is used to update actuarially derived projections in deferred plans.

Transaction Fields

The fields on the PP-H transaction are to only replace elements. The fields cannot be added or subtracted by the amounts in the transaction.

Plan ID

The Plan ID is entered in positions 18 through 20.

Accrued Lump Sum Benefit

The Accrued Lump Sum Benefit (positions 21-31) is assumed to have two decimals.

Projected Benefits Fields

Projected Type Indicator

A value of 1 indicates the following amounts apply to a Lump Sum Benefit. A value of 2 indicates the following amounts apply to a Monthly Benefit must be entered if any of the Projected Amount fields is entered.

Benefit Amount

The Benefit Amount (positions 33-43) has two decimals.

Early Retirement

The Early Retirement Amount (positions 44-54) is assumed to have 2 decimals.

Joint Survivors

The Joint Survivor Amount (positions 55-65) has two decimals.

Resetting the Fields

The reset feature applies to all fields.

PP-I Transaction - Deferred Plan Additional Data

The PP-I transaction is used to update several elements within deferred plans.

Transaction Fields

Plan ID

The Plan ID is entered in positions 18 through 20.

Rule of Parity Option Override

The Rule of Parity Option (Position 21) is an employee level override for the plan level Rule of Parity Option on the T25-004 transaction.

Joint Survivors Option

The Joint Survivors Option is entered in Position 22.

Unit Number

The Unit Number (position 23) indicates which of two occurrences of stock units is being purchased and the value per unit being maintained.

Units Purchased

Total Units Purchased and Value Per Unit for Unit Number 1 or 2 are entered in positions 24-28 and 29-37. These fields can be used to maintain shares of stock and their unit value for stock option benefit plans.

Earnings/Interest

Earnings/Interest is entered in positions 38 through 48.

Withdrawal Amount Adjustment

An adjustment to the cumulative Withdrawal Amount is entered in positions 49 through 59.

Withdrawal Date

The Withdrawal Date is entered in positions 60 through 67.

Total Years Contribution Not Made

Total Years Contribution Not Made (positions 68 through 69) represents the number of years in a mandatory contribution plan that the mandatory contribution was not made by the employee.

Adjustment Code

The Adjustment Codes P, M, and R (Position 80/120) affects the following fields: Total Units Purchased, Earnings/Interest, Withdrawal Amount, and Total Years Contribution Not Made. The Adjustment Code of R also applies when resetting the Withdrawal Date.

PP-J Transaction - Spouse Employment, Review of Documents

The PP-J transaction is used to update several benefit elements that are not related to specific plans.

Transaction Fields

Spouse Employed Indicator

The Spouse Employed Indicator (Position 18) indicates whether or not the employee's spouse works for the same organization.

Dates of Death

If either the spouse or the employee is deceased, their respective death dates can be entered in positions 19 through 26, and 27 through 34.

Inspection of Financial Documents

Under ERISA regulations, an employee has a right to inspect financial documents for benefit plans of which the employee is a participant. The system keeps track of the number of times an employee has exercised this privilege and the most recent date that this occurred.

The Times Document Requested is entered in Position 35. An **A** indicates that the existing contents of the field in the employee's record is to be incremented by one. A numeric entry indicates a replacement of the contents in the employee's record with the numeric value.

The Date of Most Recent Request is entered in positions 36 through 43.

User-Defined Fields

Positions 44 through 50, 51 through 57, 58 through 64, and 65 through 71 are user defined fields. These fields must be numeric and have two decimals. They are available for printing on reports, but are otherwise unused by the system.

Format Indicators

The Annual Benefit Statement and Vested/Terminated Statement Format Indicators in Positions 72-73 and 74-75 may be used to indicate a report series for an employee. They are not used by the system.

PP-K Transaction - Beneficiary Data

The PP-K transaction is used to update beneficiary data for the employee.

Each employee record can maintain up to 18 beneficiaries (not including spouse). Each benefit plan can establish a linkage to one of the 18 beneficiary entries or to the spouse. The spouse information already exists in the central system.

Transaction Fields

Beneficiary Index The Beneficiary Index (positions 18-19) must be numeric, and between **01** and **18** inclusive.

Beneficiary Name The Beneficiary Name (positions 20-49) is entered as last name first, comma, two spaces, then first and middle names.

Beneficiary's Date of Birth The Beneficiary's Date of Birth is entered in positions 50 through 57.

Beneficiary's Relationship A user defined code (positions 58-59) is entered for the beneficiary's relationship to the employee.

PP-L Transaction - Elapsed Time Method Data

The PP-L transaction is used to update the dates and types of dates for the Elapsed Time Method of computing service credit.

All dates on the PP-L transaction are in the YYYYMMDD format.

Transaction Fields

Date of Hire
The Date of Hire (positions 18-25) can either be the original date of hire or a rehire date. This field is used for elapsed time calculations.

Date of Termination
The Date of Termination is entered in positions 27 through 34.

Leave of Absence Begin Date
Leave of Absence begin date is entered in positions 36 through 43.

Leave of Absence Type
The Leave of Absence Type (position 44) is user defined and is used to determine the service spanning rule to be used.
Leave of Absence Return Date

The Leave of Absence Return Date is entered in positions 45 through 52.

Adjusted Service Date
The Adjusted Service Date (positions 54-61) is a recalculation of the Employment Commencement Date to reflect non-creditable periods of severance.

Maintenance Code
The Maintenance Code in Position 80/120 is either A for add, **C** for change, or **D** for delete.

PP-M Transaction - Deferred Plan Manual Updates, Overrides

The PP-M transaction is used to update several fields on deferred plans.

Transaction Fields

Plan ID

The Plan ID is entered in positions 18 through 20.

Fields Changed for a Manual Update

The following fields update the information for an employee with a Plan Status of 7 for manual update:

- Total Service Breaks (positions 21-22)
- Participating Service Credit (positions 23-29)
- Vesting Service Credit (positions 30-36)
- Benefit Service Credit (positions 37-43)
- Vesting Percent (positions 44-45)

Employee-Level Overrides

The other fields on the PP-M transaction are employee level override for plan level tables.

Vesting Schedule ID Override

The Vesting Schedule ID (positions 46-48) is the override for the Vesting Schedule ID on the T25-004 transaction. The Vesting Schedule ID Override must be on the T25-008 transaction.

Benefit Partial Credit ID Override

The Benefit Partial Credit ID (positions 52-54) is the override for the Benefit Partial Credit ID on the T25-007 transaction. The Benefit Partial Credit ID Override must be on the T25-008 transaction.

Hours Accumulator ID Override

The Hours Accumulator ID (positions 55-57) is the override for the Primary Hours Accumulator ID on the T25-004 transaction used for calculating service credit. The Hours Accumulator ID Override must be on the T25-008 transaction.

Earnings Accumulator ID Override

The Earnings Accumulator ID (positions 58-60) is the override for the Primary Earnings Accumulator ID on the T25-004 transaction. The Earnings Accumulator ID Override must be on the T25-008 transaction.

PP-N Transaction - Employee User Information

The PP-N transaction data is not used by the system, but it can be used to carry information for in-house reporting.

PP-P Transaction - Override Computation Employee Options

The PP-P transaction is an employee-level override for the Compute Vesting (Position 18) and Compute Actuarial routines (Position 20). The system does not use the rest of the information, but it can be used to carry information for in-house reporting.

PP-R Transaction - Employee User Information

The system does not use PP-R transaction data, but it can be used to carry information for in-house reporting.

PP-S Transaction - Non-Discrimination Testing Data

The PP-S transaction is used to maintain employee information for benefits nondiscrimination testing.

Transaction Fields

Compensation Code

The Compensation Code indicates that the employee is a highly compensated employee. The I.E. model report, HR-HIGH-LOW-COMPENSATION-RPT, will generate PP-S transactions to maintain this field.

Bargaining Unit

If an employee is a member of a bargaining unit which does not participate in the non-deferred (welfare) or deferred plans being tested, the employee can be excluded from testing. The user-defined bargaining unit is entered on the PP-S transaction indicating that the employee is a member. This bargaining unit should be entered as a run-time variable when submitting the I.E. model Nondiscrimination Tests.

Percent Ownership

The Percent Ownership fields, current year and prior year, are used to indicate the percentage of the company that an employee owns in the respective years. This information is used in determining if the employee is a highly-compensated employee.

Officer Status

Officer Status fields for current and prior year are also used in determining if the employee is highly-compensated.

Number of Dependents

The number of dependents is entered in positions 36-37.

Dependents Covered by Other Employer

If the employee submits a signed, sworn, statement indicating that all dependents are covered by another employer, enter **Y** in Position 38.

Employee Covered by Another Employer

If the employee submitted a signed statement indicating that he or she is covered by another employer, enter **Y** in Position 39. If you want to exclude these employees from benefit nondiscrimination testing, see the Data Requirements Tables in this section.

Seasonal Employee Indicator

To indicate that an employee is seasonal, enter a **Y** in the Seasonal Employee Indicator. Seasonal workers can be excluded from benefits nondiscrimination testing. See the Data Requirements Tables in the Non-Discrimination Testing topic in this chapter.

Optional Compensation Codes

The five Optional Compensation Codes are available for executing the Nondiscrimination Tests under varied circumstances or times of the year. If you use the Optional Compensation Codes, modification is required to the following I.E. report series:

- HR-HIGH-LOW-COMPENSATION-RPT
- HR-SECTION-89-80-PCT-TEST
- HR-SECTION-89-90-50-PCT-TEST
- HR-SECTION-89-75-PCT-TEST
- HR-SECTION-89-50-PCT-TEST

Expanding Internal Tables

The Benefits/ERISA module uses many internal tables to process organization and employee information. The initial table sizes are delivered with an arbitrary value. These table sizes can be increased or decreased to meet your needs.

Benefits Table Description

The following is a list of the tables, their initial maximum value, and the copybooks that contain the maximum value and the OCCURS clause. The table sizes can be customized to fit your requirements changing both copybooks and recompiling the programs which contain both of the copybooks.

The entries with an asterisk beside the initial max value cannot be increased, only decreased. The number of employee hours/earnings accumulators should not be increased to a table size greater than 800. The maximum number of DOEs per earnings accumulator cannot be greater than 1295. It does not have to be the same as the maximum number of DOEs for the payroll system.

Table Description	Initial Max Value	Max Copybook	Occurs Copybook
Employee Hours/Earnings Accumulators	800	PDXW05	MBXW08
Employee Beneficiaries	18*	PDXW05	MBXW08
Employee Dates on Elapsed Time Segment	50*	PDXW05	PCXW05 MBXW08
Organization Hours Accumulators	10	PDXW05	MBXW15
Organization Earnings Accumulators	40	PDXW05	PCX7EA
Maximum DOEs per Earnings Accumulator	90	PDXW05	PCX7EA
Organization Vesting Schedule	10	PDXW05	MBXW15
Organization Vesting Partial Credit Tables	10	PDXW05	MBXW15
Organization Benefit Partial Credit Tables	10	PDXW05	MBXW15
Organization Service Spanning Tables	10	PDXW05	MBXW15
Organization Document IDs	36	PDXW05	MBXW15
Deferred Plan Document Warning Systems	10	PDXW05	MBXW15
Non-deferred Plan Document Warning Systems	6	PDXW05	PCXW05

Organization Level Plans

The maximum number of organization plans that can be established is 200 per level 1-level 2. These 200 plans can be any combination of deferred and non-deferred plans. No copybook changes are required.

Employee-Level Plans

The maximum number of deferred plans per employee is 25. The maximum number of non-deferred plans per employee is 50. No copybook changes are required.

The Employee Master File has a limit of 25 plan segments per employee. One segment can contain either 1 deferred plan or 2 non-deferred plans. An employee can have any combination of deferred and non-deferred plans that will fit in the 25 segments. You can use the following formula to determine how many segments an employee's plans will use:

$$\text{\# segments} = \text{\# deferred plans} + 1/2 \text{ \# non-deferred plans}$$

Examples

These examples show employees using the maximum number of plans segments:

Employee	Number of Plans	Maximum Segments
Employee 1	10 deferred	10 segments
	30 non-deferred	15 segments
	40 plans	25 segments = maximum
Employee 2	5 deferred	5 segments
	40 non-deferred	20 segments
	45 plans	25 segments = maximum
Employee 3	0 deferred	0 segments
	50 non-deferred	25 segments
	50 plans	25 segments = maximum
Employee 4	25 deferred	25 segments
	0 non-deferred	0 segments
	25 plans	25 segments = maximum

Predefined Documents and Events

The Document Warning System has the capability to monitor events occurring at the employee level (such as, an employee meeting the plan's eligibility requirements). This activity is automatically reported on the Notification Report.

The user can identify which documents are to be tracked for each benefit plan. Any event which occurs periodically (for example, every 12 months) can be monitored by the system by setting up the proper control information (refer to T21 transaction). Events which are not specifically periodical (such as, related to age or length of service), can also be monitored, but require additional program coding to supply the logic necessary to evaluate the additional variables.

Predefined Documents

The system is delivered with several predefined documents which evaluate several different variables. Those documents and their issuance criteria are identified in the following pages. For the predefined documents to be tracked by the system, they must be set up in the T21 transactions.

The predefined events trigger one message to the Notification Report per employee when the event occurs. Any user-defined events must be set up as documents.

The document warning indicators and counters are updated in Payroll Compute.

Document Numbers

Document Number	Description and Issuance Criteria
1	Summary Plan Description
	▪ Document Date sent equal to **zeros**
	▪ Plan Status equal to **2** or **4** or **7**
	▪ Beginning Participation Date greater than **zero**
2	Summary Plan Description
	▪ Plan Status equal to **2** or **4** or **7**
	▪ (Run Date minus one year) greater than or equal to Date Document Sent
	▪ (Run Date minus one year) greater than or equal to Beginning Participation Date

(continued)

Document Number	Description and Issuance Criteria
3	Vested Terminated Statement
	▪ Deferred plans only
	▪ Employee status equal to **T** or **P**
	▪ Date Document Sent equal to **zero**
	▪ Vesting Percentage not equal to **zero**
4	Early Retirement/Joint Survivor Option
	▪ Deferred plans only
	▪ Employee Status equal to **2** or **4** or **7**
	▪ Date Document Sent equal to **zero**
	▪ Employee age greater than or equal to (employee age minus lead time *)
	* Lead Time is arbitrarily specified as two years.
5	Normal Retirement/Joint Survivor Option
	▪ Deferred plans only
	▪ Employee status equal to **2** or **4** or **7**
	▪ Date document sent equal to **zero**
	▪ Employee age greater than or equal to (employee age minus lead time*)
	* Lead Time is arbitrarily specified as two years.

Event Numbers

Event Number	Description and Issuance Criteria
1	Eligibility Requirements Met **Deferred Plans** - Plan Status equal to **1** - Run Date greater than or equal to Eligibility Date (minus 2 months) **Non-deferred Plans** - Plan Status equal to **1** - Length of Current Service (plus 2 months) greater than or equal to organization level Length of Service Requirement.
2	**Newly Vested** - Deferred plans only - Plan Status equal to **2** or **4** or **7** - Vesting Percentage not equal to **zero**
3	**Reach Early Retirement Age** - Deferred plans only - Plan Status equal to **2** or **4** or **7** - Employee Age greater than or equal to organization level Early Retirement Age
4	**Reach Normal Retirement Age** - Deferred plans only - Plan Status equal to **2** or **4** or **7** - Employee Age greater than or equal to organization level Normal Retirement Age

User-Defined Documents

An alphabetic document number represents a user-defined document. All user-defined documents are subject to the same issuance criteria.

- Employee Ending Participation Date is either **zero** or within one year of Run Date.

- Difference between Run Date and Date Document Sent greater than or equal to Frequency field specified on organization level.

Using the Actuarial Communication User Exit

The Actuarial Communications Subprogram is a user exit of the Benefits/ERISA module designed for the user to program the actuarial calculations.

All Payroll, Personnel, and Benefit segments on the Employee Master File are available to this module. Also, the HRMS Tables File plan data, the read/write switches, and the Run Date from the AA transaction are available.

Running the Subprogram

The subprogram is run after the Employee Master File data is updated, but before the record is written. This subprogram has no procedure division coding.

It can be used to produce reports or a tape to send to the actuary, perform the actual actuarial calculations and update the master field, or perform any user-defined benefit functions.

One option at the organization level and one option at the employee level determine when the actuarial calculations are performed.

The actuarial calculations are performed in Payroll Compute.

The Call Actuarial Interface Option on the PP-1 transaction (Position 38) determines how often the actuarial calculations are performed for the entire Level 1, Level 2. These calculations can be performed yearly, quarterly, monthly, at period end, every run cycle, or never. The value on the PP-1 transaction is compared with the Period End Indicator on the P1 transaction to determine when to perform the calculations.

The Compute Actuarial Option (Position 20) on the PP-P transaction is an employee-level option to perform the actuarial calculations for the individual employee. This option is a user-defined code that can be used in the calculation routine. It is reset to **blanks** after the calculations are performed.

Nondiscrimination Testing

Introduction

The nondiscrimination testing rules enacted by the Tax Reform Act of 1986 were designed to ensure that law and middle-income employees receive tax-favored non-deferred benefits and deferred 401(k) Plan benefits that are generally equal to those received by high-income employees. If the benefits available are not equal for the highly compensated and non-highly compensated employees, all highly compensated employees are taxed on their benefits.

The Tax Reform Act of 1986 contains qualification requirements and mathematical eligibility and benefits plan tests.

Qualification Requirements

The following qualification requirements must be met or all employees participating in a non-deferred or deferred benefit plan will be taxed on the benefits of the plan:

- The plan must be in writing.

- The Plan must be legally enforceable.

- Employees must be notified of the benefits for which they are eligible.

- The plan must be exclusively for the benefit of employees.

- The plan must be intended to be permanent.

Mathematical Eligibility and Benefits Tests

If the following mathematical eligibility and benefits tests are not passed, only the highly compensated employees will be taxed on the benefits. These mathematical tests are available.

Non-deferred (welfare) Plan Tests

- 80% Coverage Test

- 50% Eligibility Test

- 75% Benefit Test

- 90%/50% Eligibility Test

Deferred 401(k) Plan Tests

- Percentage Test

- Ratio Test

- Average Benefits Test

- Minimum Coverage Test

- Actual Deferral Percentage (ADP) **or** Alternative ADP Test.
  We provide model I.E. report series for the mathematical tests.

Determining Highly Compensated Employees

Before performing the nondiscrimination tests on non-deferred (welfare) plans and deferred (contribution) plans, it is necessary to determine the highly compensated employees and non-highly compensated employees.

If any of the following conditions are true, the employee is considered to be highly compensated for the current year testing. Otherwise, the employee is considered non-highly compensated.

Prior Year	Current Year
Was a 5% or more owner	Is a 5% or more owner
Earned $75,000 (indexed) or more	Earns $75,000 (indexed) or more AND is in the top paid 100
Earned $50,000 (indexed) or more AND was in the top 20% paid group	Earns $45,000 (indexed) or more AND is in the top 20% group AND is in the top paid 100
Earned $50,000 (indexed) or more AND was an officer of the employer	Earns $45,000 (indexed) or more AND is an officer AND is in the top paid 100

Special Circumstances

Consider these special circumstances:

A **former** employee is considered highly-compensated if the employee was highly compensated:

- When the employee separated from service
  or
- At any time after the employee reached age 55

A former employee is defined as one whose employment terminated in the current year or the prior year.

The number of officers to be applied in criteria 4 in the preceding table is limited to the lesser of

- 50 or

- The greater of 3 employees or 10% of all employees

However, if no officer meets the minimum compensation requirements, the highest paid officer will be deemed to be in the highly compensated group.

Reports   The HR-HIGH-LOW-COMPENSATION-RPT report series determines which employees are highly compensated, provides reports that list appropriate employee data, and generates PP-S transactions to update the employee's Compensation Code in the 681 segment of the Employee Master File. The transactions should then be processed through the normal batch load, validate and update payroll cycles prior to running the nondiscrimination tests.

Note: The values of $75,000, $50,000, and $45,000 were indexed starting in 1988. The report series uses the run-time variables that allow you to use current year values.

Nondiscrimination Testing of Non-deferred Benefits

The term **plan** in this section refers specifically to a non-deferred (welfare) plan.

Individual and/or Aggregate Plan Testing   Each different benefit offered under a statutory benefit plan must be tested as a separate plan. However, plans can be aggregated with comparable plans to help pass the test when any of the following conditions is true:

- If the plans vary in value by no more than 10%

- If the plans vary in value by more than 10%, then the number of non-highly compensated employees covered by the higher value *helper* plan **must** be at least 80% of the number of highly compensated employees covered by the plan.

- If the difference in the annual cost of each plan to the employee is not more than $100.

It is the user's responsibility to determine if a particular aggregation of plans is valid using the criteria described above. Model report series' for nondiscrimination testing will not make this determination. Multiple plans supplied as run-time variables are automatically aggregated.

Individual testing with an aggregate plan option is applicable to the 80% coverage test and the 50% eligibility test.

Mandatory Aggregate Plan Testing   All plans maintained by the employer that are **excludable under the same code section** as defined by the Internal Revenue Service **must be** aggregated. This means that all health plans must be tested together and all life plans must be tested together.

Because this test is performed on all plans of the same type, it is the user's responsibility to ensure that all plans supplied as run-time variables to the model report series' be of the same type. The report series' will not make this distinction.

Mandatory aggregate plan testing is applicable to the 90%/50% Eligibility Test and the 75% Benefits Test.

Eligibility Requirements and Testing

For the model report series tests that are based on employee plan eligibility as opposed to plan participation, the following assumption will be made.

■ An employee who is already participating in the plan is assumed to be eligible to participate in the plan. Eligibility testing based on, for example length of service, is only performed if the employee is **not** already enrolled in the plan.

It is the user's responsibility to ensure that all employees enrolled in a plan are, in fact, eligible to participate.

Eligibility requirements and testing are applicable to the 50% Eligibility Test and the 90%/50% Eligibility Test.

80% Coverage Test

Under the 80% Coverage Test, a plan is considered to be nondiscriminatory if at least 80% of all non-highly compensated employees are covered by the plan.

The 80% Coverage Test is also referred to as the **alternate** test. This is because **if a plan passes this test it needs no further testing**. If it does not pass this test then it must pass the other three plan tests described in this section. Employers with relatively simple benefit structures that are widely used may be able to pass this alternative test and skip the more complex three-part eligibility and benefit testing.

For the 80% Coverage Test, individual testing with an aggregate plan option is applicable. (See the Special Considerations section for aggregate testing criteria.)

The HR-SECTION-89-80-PCT-TEST report series performs the 80% Coverage Test. It produces a list of employees excluded from the test, detailed information about each employee included in the test, and the mathematical test results.

50% Eligibility Test

The 50% Eligibility Test was designed to prohibit **executive only** special benefit plans.

The 50% Eligibility Test is applied to individual plans. To pass this test either of the following conditions must be true:

■ 50% or more of the employees eligible for the plan must be non-highly compensated **OR**

■ The percentage of the non-highly compensated employees eligible to participate in the plan must be equal to or exceed the percentage of highly compensated employees eligible to participate in the plan.

For the 50% Eligibility Test, individual testing with an aggregate plan option is applicable. (See the Special Considerations section for aggregate testing criteria.)

Also see the Special Considerations section on **eligibility**.

The HR-SECTION-89-50-PCT-TEST report series performs the 50% Eligibility Test. It produces a list of employees excluded from the test, detailed information about each employee included in the test, and the mathematical test results.

90%/50% Eligibility Test

The 90%/50% Eligibility Test is designed to ensure that virtually all employees are eligible for benefits that are worth at least 50% of the most valuable benefits offered to a highly compensated employee.

To pass this test, at least 90% of the non-highly compensated employees must be eligible to participate in plans with benefits that are at least 50% as valuable as the most valuable benefit available to a highly compensated employee.

For the 90%/50% Eligibility Test, mandatory plan aggregation rules are applicable. (See the Special Considerations section for aggregate testing criteria.)

The HR-SECTION-89-90-50-PCT-TEST report series performs the 90%/50% Eligibility Test. It produces a list of employees excluded from the test, detailed information about each employee included in the test, and the mathematical test results.

The report series does not determine the value of the most valuable benefit plan available to a highly compensated employee. It is entered as a run-time variable.

75% Benefits Test

The 75% Benefits Test requires that the average value of benefits covering the non-highly compensated employees must be at least 75% of the average value of benefits covering highly compensated employees.

For the 75% Benefits Test, mandatory plan aggregation rules are applicable. (See the Special Considerations section for aggregate testing criteria.)

The HR-SECTION-89-75-PCT-TEST report series performs the 75% Benefits Test. It produces a list of employees excluded from the test, detailed information about each employee included in the test, and the mathematical test results.

Nondiscrimination Testing of Deferred (Contribution) Benefits

Percentage Test

The Percentage Test requires that at least 70% of all non-highly compensated employees must be covered by the plan. Plans that do not meet this requirement are considered discriminatory.

The HR-401K-PERCENTAGE-TEST-RPT report series performs the Percentage Test. It produces a report on the mathematical test results, as well as the option to print a report on employees excluded from the test and/or reports with detailed information about each employee relevant to the test.

Ratio Test

The Ratio Test requires that the percentage of non-highly compensated employees covered by the plans must be at least 70% of the percentage of highly compensated

employees covered by the plan. Plans that do not meet this requirement are considered discriminatory.

The HR-401K- RATIO-TEST-RPT report series performs the Ratio Test. It produces a report on the mathematical test results, as well as the option to print a report on employees excluded from the test and/or reports with detailed information about each employee relevant to the test.

Average Benefits Test

The Average Benefit Test requires that the average benefit to non-highly compensated employees under all qualified plans must be at least 70% of the average benefit provided to highly compensated employees. Plans that do not meet this requirement are considered discriminatory.

The HR-401K- AVG-BEN-TEST-RPT report series performs the Average Benefit Test. It produces a report on the mathematical test results, as well as the option to print a report on employees excluded from the test and/or reports with detailed information about each employee relevant to the test.

Minimum Coverage Test

The Minimum Coverage Test requires that a plan must cover the lesser of

- 50 employees
- 40% of all employees

The Minimum Coverage Test is not used to evaluate discrimination, but to determine if a plan is a qualified plan.

The HR-401K- MINIMUM-CVRG-TEST-RPT report series performs the Minimum Coverage Test. It produces a report on the mathematical test results, as well as the option to print a report on employees excluded from the test and/or reports with detailed information about each employee relevant to the test.

Actual Deferral Percentage Test

Given that Actual Deferral Percentage for non-highly compensated employees is defined as:

$$\frac{\text{Sum of Deferral Percentages, non-highly compensated}}{\text{Total Eligible Employees}}$$

And that Actual Deferral Percentages for highly compensated employees is defined as:

$$\frac{\text{Sum of Deferral Percentages, highly compensated}}{\text{Total Eligible Employees}}$$

The **Actual Deferral Percentage (ADP) Test** requires that the ADP of highly compensated employees should not exceed the ADP of non-highly compensated employees by more than 125%

The **Alternative Actual Deferral Percentage (ADP) Test** requires that the ADP for highly compensated employees should not exceed that of non-highly compensated employees by more than 2% **and** that the percentage of the ADP for highly compensated employees to the ADP of non-highly compensated employees should not exceed 200%.

Plans that do not meet this requirement are considered discriminatory.

The HR-401K-ADP-ALT-ADP-TEST-RPT report series performs the Actual Deferral Percentage Test. It produces a report on the mathematical test results, as well as the option to print a report on employees excluded from the test and/or reports with detailed information about each employee relevant to the test.

Data Requirements for Nondiscrimination Reporting

This table shows the data requirements for nondiscrimination reporting:

You Need This Information	Found on This Seg.	Online Screen	Realtime Screen	Transaction
Compressed Employee Name	201	40	209, 218	NB/RB
Birth date	606	81	209	PF1
Hire Date	615	81	208	PF7
Termination Date	615	82	208	PH2
Citizenship	606	81	209	PF1
Current Year Earnings	645	120		PPD
Prior Year Earnings	645	120		PPD
Plan ID	620	111		PPA
Value of Plan				T25-010
Compensation Code	681	123		PPS
Bargaining Unit	681	123		PPS
Current Year Percent Ownership	681	123		PPS
Current Year Officer Status	681	123		PPS
Prior Year Percent Ownership	681	123		PPS
Prior Year Officer Status	681	123		PPS
Indicator that Spouse/Dependents Covered by Other Employer	681	123		PPS
Indicator that Employee Covered by Other Employer	681	123		PPS
Seasonal Employee Indicator	681	123		PPS

Nondiscrimination Test Reports - Variables Descriptions

Variables Accessed by LIM

These run-time variables are accessed by the LIM for these report series:

Variable Name	Description
HR-MASTER-EARN-ACCUM-ID-YEAR	The ID of the accumulator for the current and prior years earnings. Used only for determining highly compensated employees.
HR-MASTER-HOUR-ACCUM-ID-YEAR	The ID of the accumulator for the current hours used to determine the number of hours an employee worked per week.
HR-MASTER-PLAN-YEAR-VARIABLE	The current plan year (YYYY)
HR-MASTER-TYPE-VARIABLE	Type of Employee Master File - current, period end, or rerun. Defaults to current.

Variables in Report Series

These run-time variables are used in these report series:

Variable Name	Description
BYPASS-FORMER-EMPS	If **Y**, former employees are bypassed in determining the top 20% for current and prior years.
BYPASS-NONRESIDENT-ALIENS	If **Y**, nonresident aliens are bypassed in determining the top 20% for current and prior years.
BYPASS-SEASON-EMPS	If **Y**, seasonal employees are bypassed in determining the top 20% for current and prior years.
BYPS-BARGAIN-UNIT-1 - 10	If an employee is a member of a bargaining unit, he can be bypassed in determining the top 20% for current and prior years. These are the bargaining units to which an employee may belong that are excluded from the top 20%.
COMBINATION-1-PLAN-1 - 5	If an employee can participate in more than one plan at a time, the value of all the plans should be added together to determine the value of the benefits the employee is eligible for.
COMBINATION-2-PLAN-1 - 5	If an employee can participate in more than one plan at a time, the value of all the plans should be added together to determine the value of the benefits the employee is eligible for.
COMBINATION-3-PLAN-1 - 5	If an employee can participate in more than one plan at a time, the value of all the plans should be added together to determine the value of the benefits the employee is eligible for.

(continued)

Variable Name	Description
CURR-YEAR-HIGH-PAID-INDEX-AMT	The current year indexed earnings amount used in determining if an employee is highly compensated.
CURR-YEAR-OFFICER-INDEX-AMT	The current year indexed earnings amount used in conjunction with the current year officer test to determine if an employee is highly compensated.
CURR-YEAR-20-PCT-INDEX-AMT	The current year indexed earnings amount used in conjunction with the current year to 20% test to determine if an employee is highly compensated.
CUT-OFF-AGE	The maximum age for an employee to be excluded from testing. Any employee younger than this age is excluded from the test. The law allows employees younger than 21 to be excluded from the test if no employee younger than 21 is eligible for the plans being tested.
CUT-OFF-DAYS	The maximum number of days a new employee can work and be excluded from testing. Any employee with a length of service less than this amount is excluded from the test. The law allows employees who have worked less than 6 months to be excluded from the test if no employee who has worked less than 6 months is eligible for the plans being tested.

(continued)

Variable Name	Description
CUT-OFF-HOURS	The maximum number of hours an employee can work per week and be excluded from testing. Any employee who normally works less than this number of hours per week is excluded from the test. The law allows employees who work less than 17 1/2 hours per week to be excluded from the test if no employee who works less than 17 1/2 hours per week per week is eligible for the plans being tested.
EXCLD-BARGAIN-UNIT-1 - 10	If an employee is a member of a bargaining unit, he can be excluded from testing. These are the bargaining units to be excluded from the test.
EXCLD-EMP-CVRD-BY-SPO	If **Y**, employees covered by spouse's insurance are excluded from the test. **Note**: Y is valid only when testing single coverage health plans.
EXCLD-EMP-DEPND-CVRD-BY-SPO	If **Y**, employees with dependents covered by spouse's insurance are excluded from the test. **Y** is valid only when testing single coverage health plans.
EXCLUDE-FORMER-EMPS	If **Y**, former employees are excluded from the test. The law allows former employees to be excluded from the test if no former employee is eligible for the plans being tested.
EXCLUDE-NONRESIDENT-ALIENS	If **Y**, nonresident aliens are excluded from the test. The law allows nonresident aliens who have no U.S. source of income to be excluded from the test if no nonresident alien is eligible for the plans being tested.
EXCLUDE-SEASON-EMPS	If **Y**, seasonal employees are excluded from the test. The law allows nonresident aliens who have no U.S. source of income to be excluded from the test if no nonresident alien is eligible for the plans being tested.

(continued)

Variable Name	Description
MOST-VALUABLE-BENEFIT	The value of the most valuable benefit available to any highly compensated employee.
PRINT-BYPASS-REPORT-IND	If **Y**, bypassed employees report is printed.
PRINT-CURR-YR-20-PC-RPT-IND	If **Y**, top 20% current year earnings employees report is printed.
PRINT-DETAIL-REPORT-IND	If **Y**, employee detail report is printed.
PRINT-EXCLUDED-REPORT-IND	If **Y**, employees excluded from testing report is printed.
PRINT-HC-ADP-DTL-RPT	If **Y**, the highly compensated employee actual deferral percentage report is printed.
PRINT-HC-NON-PTCP-EMP-DTL-RPT	If **Y**, the non-participating highly compensated employee detail report is printed.
PRINT-HC-NON-PTCP-RPT	If **Y**, the highly compensated employee non-participants report is printed.
PRINT-HC-PTCP-EMP-DTL-RPT	If **Y**, the participating highly compensated employee detail report is printed.
PRINT-HC-REPORT-IND	If **Y**, the highly compensated employee report is printed.
PRINT-HIGHLY-COMP-RPT-IND	If **Y**, the highly compensated employees report is printed. (Highly compensated employees are not included in the actual test.)
PRINT-NHC-ADP-DTL-RPT	If **Y**, the non-highly compensated employee actual deferral percentage report is printed.
PRINT-NHC-AVG-BEN-DTL-RPT	If **Y**, the non-highly compensated employee average benefit detail report is printed.
PRINT-NHC-NON-PTCP-EMP-DTL-RPT	If **Y**, the non-participating non-highly compensated employee detail report is printed.
PRINT-NHC-NON-PTCP-RPT	If **Y**, the non-highly compensated employee non-participants report is printed.

(continued)

Variable Name	Description
PRINT-NHC-PTCP-EMP-DTL-RPT	If **Y**, the participating non-highly compensated employee detail report is printed.
PRINT-NHC-REPORT-IND	If **Y**, non-highly compensated employee report is printed.
PRINT-NON-PTCP-EMP-DTL-RPT-IND	If **Y**, the non-participating employees detail report is printed.
PRINT-PRIOR-YR-20-PC-RPT-IND	If **Y**, top 20% prior year earnings employees report is printed.
PRINT-PTCP-EMP-DTL-RPT-IND	If **Y**, the participating employees detail report is printed.
PRINT-TOP-100-PAID-RPT-IND	If **Y**, top 100 paid employees report is printed.
PRIOR-YEAR-HIGH-PAID-INDEX-AMT	The prior year indexed earnings amount used in determining if an employee is highly compensated.
PRIOR-YEAR-OFFICER-INDEX-AMT	The current year indexed earnings amount used in conjunction with the prior year officer test to determine if an employee is highly compensated.
PRINT-YEAR- -20-PCT-INDEX-AMT	The prior year indexed earnings amount used in conjunction with the current year top 20% test to determine if an employee is highly compensated.
TEST-DATE	The last day of the testing period (mo/da/yr)
TEST-PLAN-ID-1 - 10	The deferred benefit plans that are to be tested for discrimination.
TEST-PLAN-1-EMP-EARN-ID (THRU 10)	The employee earnings accumulator associated with each individual plan being tested.
TEST-PLAN-1-EMPLR-EARN-ID (THRU 10)	The employer cost earnings accumulator associated with each individual plan being tested.
US-COUNTRY-CODE	The user defined value for a U.S. citizen

Selects Accessed by LIM

These run-time selects are accessed by the LIM for these report series:

Variable Name	Description
EMP-BENEFIT-PLAN-ID	The Plan IDs to be included for this test.
EMP-CONTROL-LEVELS-1-2-GROUP	The organizations to be included in the test. This should include all organizations that are not in a separate line of business.

3 Screen Reference Guide

Chapter Contents

Introduction

The Benefits/ERISA online module is designed to allow you to process Benefits data through your online system.

The module provides the ability to

- Display Benefits data from the Employee Master File.

- Modify the Benefits screens delivered with your system or create new screens through the use of the Online Screen Generator.

- Browse the Employee Master File for all Benefits data for a particular employee.

- Identify and display specific Benefit plan data.

- Display and update Benefits transactions and verify that the changed information is correct before submitting to the central system Transaction Validate cycle.

- Enter future effective dates for later processing of Benefits transactions.

Benefits transactions are processed through the same cycles as other online transactions. The transactions are edited and collected on the transaction file and applied to the Employee Master File later.

Overview

This section provides an overview of the Benefits/ERISA online module.

Online Editing Routine

All data entered on a screen is edited for content and format errors. For example, placing a letter in a field that is numeric generates an error message. If an error is detected, the applicable screen reappears and displays the error message. This routine does not validate data against any files. For example, an entry of a Plan ID is not checked against the HRMS Tables File.

Global Field

A global field is a uniquely assigned field used internally by the HCM:E online system. Each global field performs a specific operating function, and gives you flexibility in operating the online system. The HCM:E global fields are Level 1-Level 2, Employee Number, Action Code, Current Screen, Next Screen, Effective Date, and System Messages. The Benefits/ERISA online module has added five new global fields. Each global field has space for a maximum number of category identifiers. This table lists the Benefits global fields:

Category	Maximum
Deferred Plan Identifier	19
Non-deferred Plan Identifier	19
Accumulator Identifier	19
Beneficiary Index	18
Accumulator Date or Year Range	1

A value for a global field can be predefined at screen generation time or can be assigned by entering the desired value online. The entered value will be passed from one screen to the next.

The five additional global fields give you the flexibility necessary to display deferred plan, non-deferred plan, accumulator, and beneficiary data as needed.

Benefits/ERISA Online Security System

The Benefits/ERISA online security system is established the same way as the central system online security system.

Benefits/ERISA Online Systems

The Benefits/ERISA online module provides 15 Benefits/ERISA information screens. These screens can be redesigned for different layouts and content using the screen generator.

Example screens are provided to assist you in the use of the Benefits/ERISA online module. Read and become familiar with all example screens before you begin using the module. The information on any example screen is the actual information delivered with the HCM:E system.

Benefits/ERISA Online Inquiry

Two new Employee Master File inquiry features are added to the online system. You can now display Benefits data using either the browse or selection features.

Benefits/ERISA Online Transaction Entry

The transaction entry program edits fields from a screen, displays errors for correction, and writes accepted transactions to the online transaction file. Transaction entries can be made for all Benefits transactions.

Using the online module, you can create Benefits/ERISA transactions without entering redundant information for the following fields:

- Deferred Plan Identifier

- Non-deferred Plan Identifier

- Accumulator Identifier

- Plan Format Indicator

- Adjustment Code

- Maintenance Code

For example, you may want to use the same maintenance code for PP-B and PP-C transactions on the same screen. Keying the desired Maintenance Code value to the PP-B transaction can then generate the same code for the PP-C transaction.

Benefits/ERISA Online Combination Screens

A combination screen is used for both online inquiry and transaction entry.

Generating a Benefits/ERISA Online Screens

The online system provides you with a flexible and easy to use system. One of its provisions is a screen generator. The screen generator allows you to generate screens to display Benefits information or create Benefits transactions without any programming. There are no restrictions on choosing any combination of fields to display or enter on one screen. Organization and employee fields from Benefits, Payroll, and Personnel segments can be mixed on one screen. The value of a field can be predefined to the screen generator so that this value will automatically be displayed. An example of this is a predefined value of **1** for the Plan Format Indicator for a deferred plan.

Using the screen generator you can generate four screen types:

- Inquiry Screen - Allows you to display data from the Employee Master File

- Entry Screen - Allows you to enter Payroll, Personnel, and Benefits transactions online

- Combination Screen - Allows you to display data and create transactions

- Menu Screen - Allows you to display all application screens that are available and allows initial screen selection

Additional information about the screen generator is contained in the *Technical Guide*.

How To Use Online Screens

Beginning a Benefits/ERISA Online Session

The following steps are required to operate the Benefits/ERISA online module:

Step	Action
1	Sign-On - Sign onto the terminal as required by your organization. - Access the online system by keying **MSAS** and press **Enter**. The online system displays the Operator Code and Password Entry screen. - Key in your appropriate operator identification code and your operator password, and press **Enter**.
2	Application System Selection After the Sign-On sequence is completed, the system selection screen is displayed. You can then request the Personnel modules by keying in **2** and pressing **Enter**. The online system displays the Personnel modules menu screen.
3	Transaction Selection You can select the following screens: - Benefits/ERISA menu screen, - Benefits/ERISA organization screens, or - Benefits/ERISA employee screens. To display - The Benefits/ERISA menu screen, type screen number **101** in the Code field of the Personnel modules menu screen and press **Enter**. - A Benefits/ERISA organization screen, type its screen number in the Code field, Level 1, Level 2, and press **Enter**. - A Benefits/ERISA employee screen, type its screen number in the Code field, Level 1, Level 2, and employee number. The Benefits/ERISA menu, organization, and employee screens are discussed in the Screen Examples chapter.

Allowable Action Codes

Action Code is one of the supplied global fields (see Global Fields). This table shows the values allowable for the Action Code field:

Value	Description
ADD	This tells the online system that you are adding a new employee or organization.
ADDW	This tells the online system that warnings are acceptable for a new employee or organization.
<ASSIGNED LOGICAL TERMINAL NUMBER>	This tells the online system to copy the currently displayed screen image to the specified logical terminal number. This logical terminal number may include a printer number, so you are able to print out the currently displayed screen image. Contact your systems programmer for an assigned logical terminal number.
CF	This tells the online system to go back to the application menu screen, (for a single system installation). For example, if the selected application system is the Personnel module online system, and **CF** is entered, the online system displays the Personnel module menu screen.
CM	This tells the online system to go back to the Human Resources Application System Selection Menu screen, (for multiple systems installations).
END	This is used when the online system displays an error message and you do not want to correct it. The online system ignores all entered information on the current screen, and then displays the next specified screen.
SO	Sign off and deactivate the selected application system. Once this code is used, you must key in **MSAS** to access the online system again.
WOK	This tells the system that the warning messages are acceptable.

Allowable Action Codes Only for Transaction Inquiry/Update

Six of the following action codes are used with Screen 2, which is the Transaction Inquiry/Update Function screen. They are TFIL, TKEY, TREC, SKEY, SREC, and MORE and enable you to select and display desired transaction records. The remaining three action codes, (DEL, STUF, and FUNC) are used to delete records, display updated fields, and return you to Screen 2.

Value	Description
DEL	This deletes a transaction or selected transaction record from its applicable file and screen.
FUNC	Use this code to return control to Screen 2, after browsing records with the TFIL code. FUNC is necessary because any screen value, e.g. **2**, in the field for the next screen (Next) is not accepted while browsing.
MORE	After you use the TKEY or SKEY functions to display twelve record keys at a time, display twelve more record keys at a time by keying **More** in the Action Code.
SKEY	Lists twelve record keys at a time from the online Selected Transaction File. It is similar to TKEY, but accesses records by their sequence number instead of by their partial or full keys, or by no key at all.
SREC	Is similar to TREC in that it enables you to display records for review or updating. However, it enables you to display a Selected Transaction record by entering its particular sequence number, instead of by entering the record's occurrence number displayed on Screen 2 or by entering the record's full key.
STUF	Enter STUF in the action code to review updated transactions or selected transaction fields. Changes will be highlighted and superimposed over the master file segments. This enables you to examine the transactions before they actually update the master file.
TFIL	Browses transaction records one at a time on the screens from which they were created. To start browsing from the beginning of the file, do not specify any record's key. Enter a partial or full key, (Level 1-Level 2, Employee Number, Screen ID and Record ID) to start browsing at a particular record.

(continued)

Value	Description
TKEY	This function displays the key information of twelve records at a time from the online transaction file. The information includes each record's full key, which consists of Level 1-Level 2, Employee Number, Screen ID and Record ID. You can start this display with a partial or full key or no key at all.
	If you specify no keys, the online system displays the transaction record keys from the beginning of the file. If you use TKEY by specifying only Level 1, the online system lists all the records with like Level 1. If you specify Level 1 and Level 2, any transaction records with like Level 1 and Level 2 will be displayed. As you key in more of the key, you reduce the number of records that will be displayed. To enter any portion of the key, you must first enter in all preceding portions. Besides the full key, other information displayed for each transaction record is the date and time the transaction was entered or updated, the effective date, if any, and the terminal and operator IDs that entered or updated the transaction.
TREC	Each of the twelve transaction records' full keys displayed with the TKEY function will have an occurrence number beside it. Enter in the TREC function, either a particular record's occurrence number or its full key. The desired record will then be displayed on the screen from which it was created, enabling you to review or update its information. Additional information about the allowable action codes can be found in the *Screen Reference Guide*.

Benefits/ERISA Online Messages

The Benefits/ERISA online module uses the same messages as the HR online system. These messages have been added for Benefits:

- Beneficiary Index Not Numeric

- Accumulator Year Range Not Numeric

- Not Found

For the selection method, the **Not Found** message is modified to specify the types of Benefits/ERISA global fields and the values of Plan IDs or beneficiary indexes not found.

The Benefits/ERISA online module assigns four numbers to represent the types of the Benefits/ERISA global fields:

Value	Description
4	Deferred Plan Identifier Global Field
5	Non-deferred Plan Global Field
6	Accumulator Identifier Global Field
7	Beneficiary Index Global Field

These four assigned numbers are used by the online system to identify which global field has a plan ID that cannot be found. For example, if you decide to use the selection feature, and enter the deferred plan identifiers that you want to view, and if these specified deferred plans are not on the Employee Master File, the online system displays a message:

Not found: 4-*specified Plan ID1*, 4-*specified plan ID2*....

A **4** on the above message refers to a Deferred Plan Identifier global field. You should then check the entered Plan IDs in this global field.

For example, if the entered Deferred Plan Identifiers are Z11 and Z12, and if these two Plan IDs are not on the benefits deferred plan segment of the Employee Master File, the online system displays the message:

Not Found: 4-Z11, 4-Z12

This message can be interpreted as plan Z11 and Z12 are not set up for the employee.

Messages Generated During the Transaction Entry Phases

The Benefits/ERISA online module displays the same error messages as the batch Benefits/ERISA module. Each transaction message is prefixed by a transaction identification indicating the transaction issuing the message and the severity level.

- The first three characters give the transaction code.
- The next two are a message sequence number.
- The last character is the severity level, **E**-Error, **W**-Warning.

The message text matches the text contained in the Messages section of this volume and can be used to locate the message and determine the appropriate action.

Example.   For example, an error message

PP104-E Analysis Low Total

can be interpreted as:

Value	Description
PP1	Transaction Code
04	Message Sequence Number
E	Error
Analysis Low Total	Description of the incorrect field in the PP1 transaction,

How to Use the Browse and Selection Features

Browse

The Browse feature allows you to view one or more Benefits categories one after another for a particular employee. These Benefits categories are:

- Deferred Plan

- Non-deferred Plan

- Accumulators

- Beneficiary Index

The categories and their information are displayed in the order they appear on the Employee Master File.

Beginning Browse

The Benefits/ERISA online module provides you the flexibility to display deferred plans, non-deferred plans, accumulators, and beneficiary data as needed. This is done by using one of the following global fields:

- Deferred Plan Identifier

- Non-deferred Plan Identifier

- Accumulator Identifier

- Beneficiary Index

- Accumulator Date Range or Year Range

The browse feature is activated by entering an asterisk (*)in the first position of the respective global field. Any change to another screen or employee number global field will cause the browse to begin with the first Benefits identifier in the same category on the Employee Master File for that new screen or employee number.

The Accumulator Date Range or Year Range global field can be used in conjunction with the Accumulator Identifier to browse an accumulator for information only in the year range specified. For example, entering eight numbers separated by a character or space, such as **1990-2000**, forces a search for the specified years and displays the accumulators requested.

Continuing Browse   After initiating the browse you can continue to browse screens by:

- Changing the value for the next screen (Next - which is the default value provided by the Benefits/ERISA online module), to the current screen number and

- Pressing **Enter**.

The Benefits/ERISA online module will then display the next identifier for the same category.

Terminating Browse   The browse feature can be terminated for a current screen or an employee by

- Leaving the value for the next screen (Next) at its default value or by changing it to any new screen number other than the current screen number, or

- Changing the employee number to a new value. Then the browse will begin with the first benefits plan data on the Employee Master File for that employee, or

- Changing to selection by changing an entered asterisk in the particular Benefits/ERISA global field to a new category. The Benefits/ERISA online module will display benefits data according to the new categories specified. This is explained in the section Beginning Selection in this topic.

Resuming Browse   Browse can be resumed under the current screen and current employee even though it has been terminated. The resumption can be accomplished by

- Changing the value for the next screen to the current screen number and

- Replacing the content of the particular Benefits/ERISA global field with an asterisk.

The browse feature will display benefits data, (starting from the last point browsed.)

Selection

The Selection feature allows you to determine online which specific plans (deferred or non-deferred), accumulators, or beneficiary indexes you want to see.

Beginning Selection

The selection is specified by entering desired plans, accumulators, or beneficiary indexes in the respective global fields. Only the data for the specific plans or indexes you selected is displayed.

The Accumulator Date Range or Year Range global field can be used in conjunction with the Accumulator Identifier global field to select an accumulator for information only in the year range specified. Additional information about the Benefits/ERISA global fields is discussed under the topic Global Fields.

Changing Specified Identifiers

The specified Category Identifier on the current screen may can be changed to any other identifier and to any order of categories. The maximum number of identifiers allowed for a global field is discussed under the Global Fields topic.

Summary of Considerations for Using the Benefits/ERISA Online Module

Consider the following information when using the Benefits Online module:

- If any Benefits/ERISA global field has no value keyed into it, the screen will not display any data that is related to that field.

- Separate plans by a **blank** or character, e.g., *x,x* when entering them to a Benefits/ERISA global field.

- Values, such as desired plans, in any global field are passed from one screen to the next.

- You can enter a maximum of 19 identifiers to each of the following global fields:

  - Deferred Plan Identifier

  - Non-deferred Plan Identifier

  - Accumulator Identifier.

Also, you can enter a maximum of 18 beneficiary indexes to a Beneficiary Indexes global field.

Summary of the Benefits/ERISA Online Module

Browsing

If you are browsing and change to a new screen or new employee, the browse begins with the first plan on the master file for that employee.

Required Fields

To create any entry or update transactions, the values for any required fields on a screen, such as a Plan ID, must be entered over the values already displayed. The original values may be appropriate, but still must be keyed over. If any error is found in this information, the screen displays an error message and recycles that message until you correct the information or decide not to enter it to a transaction by keying **End** in the Action Code.

Redundant Values

Any redundant values for Deferred Plan, Non-Deferred Plan and Accumulators Identifiers, Plan Format Indicators, and Adjustment and Maintenance codes, may be entered only one time on the same screen. The Benefits/ERISA online module will then regenerate these values for all following transactions that require them.

Screen Number	Screen Type	Screen Information	Associated Transactions
101		Personnel Modules Menu Benefits/ERISA Menu Screen	
110	C	Organization Options	PB, PP-1, P2
111	C	Plan Identifiers	PP-2
112	C	Additional Plan Identifiers	PP-2
113	I	Employee Plan Menu	
114	I	Plan/Beneficiary/Accumulator	
115	C	Non-plan Benefits/Social Security Data	PP-J, PP-P, PP-R
116	C	Deferred Compensation Plans	PP-A, PP-F, PP-G, PP-H, PP-I, PP-M
117	C	Document Warning System and Social Security Data	PP-B, PP-C, PP-N
118	C	Benefits Plans/Document Warning System Non-deferred Coverages	PP-A, PP-B, PP-E
119	C	Beneficiary Data	PP-K
120	C	Earnings/Hours Accumulators	PP-D
121	I	Elapsed Time Data	
122	E	Dates for Elapsed Time	PP-L
123	E	Section 89 Information	PP-S

Personnel Modules Menu

```
                              PERSONNEL MODULES
    ACT: ____
                 ENTER THE DESIRED SCREEN CODE AND MASTER RECORD KEY
                    CODE: ____   L1: TN  L2: RB   EMPNO:

                 -------------  FUNCTION SCREEN  ------------------

                    2: TRANSACTION INQUIRY/UPDATE FUNCTION SCREEN

    -------------------------  PERSONNEL MODULES  ----------------------------

                    101: BENEFITS/ERISA MENU SCREEN

                    201: LABOR RELATIONS MENU SCREEN
```

Purpose

Menu. Lists all available personnel modules in the system and allows initial screen selection.

Screen Access

Selecting application System 2.

Depending on the screen number entered, either a module menu or any screen available in the system.

Screen 101 - Benefits/ERISA Menu

```
                          PERSONNEL BENEFITS
  ACTION: ____
                ENTER THE DESIRED SCREEN CODE AND MASTER RECORD KEY
              CODE: ___   L1: AL  L2: WA  EMPNO:          MRC: _
  ENTER THE SPECIFIC ID'S DESIRED OR AN * TO BROWSE THRU THE RECORDS
  DEFERRED PLAN ID'S:
  _____
  NONDEFERRED PLAN ID'S:
  _____
  ACCUMULATOR ID'S:
  _____
  BENEFICIARY ID'S:
  _____
  ACCUMULATOR YEAR RANGE:  _____

   ----  ORGANIZATION DATA  ----        ------  EMPLOYEE DATA  ------
   110 C-ORGANIZATION OPTIONS           116 C-DEFERRED COMPENSATION PLANS
   111 C-PLAN IDENTIFIERS               117 C-DOCUMENT & SOC. SEC. DATA
   112 C-ADDITIONAL PLAN IDENTIFIERS    118 C-NONDEFERRED PLANS/DOCUMENT
                                        119 C-BENEFICIARY DATA
   ----  EMPLOYEE DATA  ----            120 C-HOUR/EARNING ACCUMULATORS
   113 I-EMPLOYEE PLAN MENU             121 I-ELAPSED TIME DATA
   114 I-PLAN/BENEFICIARY/ACCUMULATOR   122 E-ELAPSED TIME ENTRY
   115 C-NONPLAN BENEFITS/SOC. SEC. DATA  123 C-SECTION 89 INFORMATION
```

Purpose

Menu. This screen lists all screens available in the Benefits/ERISA online module. Organization or Employee data screens can be selected.

Screen Flow

Any Benefits/ERISA online screen, depending on the screen number entered.

Screen 110 - Organization Control: Organization Options

```
ACTION: ____    CURR: 110   NEXT: 111
    L1: AL   L2: WA  EFFDT: _____

                          BENEFIT OPTIONS
                          REPORT OPTIONS
                        GEN PRT SEL OPTIONS
            BENEFIT PROFILE:     X
         DEMO PLAN ANALYSIS:     X       3331Y3
              NOTIFICATION:      X       2121

   COMPUTE VESTING: E   CALL ACTUARIAL INT: E
                        SECTION 89 ROLL INDICATOR:
 SOCIAL SECURITY DATA
   AS OF DATE: 00000000   CALC TYPE: K   LAW:        CURR PAY RULE: 6
  BACKWD PROJ OPT: 5   BACKWD PROJ FACT: 040   BACKWD PROJ AGE: 21
   FORWD PROJ OPT: 2    FORWD PROJ FACT: 035
                        YR   MO                        YR    MO
   BENEFITS PAY AGE 1:            BENEFITS PAY AGE 2:
   FORWARD PROJ AGE 1:            FORWARD PROJ AGE 2:
```

Purpose

Combined inquiry/entry. This screen allows inquiry and entry of reporting options at the organization level.

Screen Flow

111

Associated Transactions

PB-0, PP-1, P2-0

Screen 111 - Organization Control: Plan Identifiers

```
ACTION: ____    CURR: 111   NEXT: 112
   L1: AL   L2: WA  EFFDT: _____


                      BENEFIT PLAN IDENTIFIERS

   DBP         DCP        MM1        MM2        LI1        MDS        RET
   PRS         STO        ND1        ND2        ND3        ND4        ND5
   DF1         DF2        DF3        DF4        DF5








   MAINT A=ADD  MAINT ID  MAINT ID   MAINT ID   MAINT ID   MAINT ID   MAINT ID
     D=DELETE     _  ____   _  ____    _  ____    _  ____    _  ____    _  ____
```

Purpose

Combined inquiry/entry. This screen allows addition and deletion of deferred and non-deferred Plan IDs to a Level 2.

Screen Access

112

Screen Flow

101

Associated Transaction

PP-2

Comments

The middle portion of the screen is for inquiry only. Maintenance to a Plan ID is done at the MAINT line at the bottom of the screen.

Screen 112 - Organization Control: Plan Identifiers

```
ACTION: ____   CURR: 112   NEXT: 101
    L1: AL   L2: WA  EFFDT: _____


                   ADDITIONAL BENEFIT PLAN IDENTIFIERS













  MAINT A=ADD  MAINT ID  MAINT ID   MAINT ID   MAINT ID   MAINT ID  MAINT ID
    D=DELETE     _  ___    _  ___     _  ___     _  ___     _  ___    _  ___
```

Purpose

Combined inquiry/entry. This screen allows addition and deletion of deferred and non-deferred Plan IDs to a Level 2.

Screen Access

110

Screen Flow

101

Associated Transaction

PP-2

Comments

The middle portion of the screen is for inquiry only. Maintenance to a Plan ID is done at the MAINT line at the bottom of the screen.

Screen 113 - Employee Data: Employee Plan Menu

```
ACTION: ____   CURR: 113  NEXT: 101
     L1: AL  L2: WA  EMPNO:            MRC:

 D-PLN:
 N-PLN:

                        EMPLOYEE PLAN MENU

               DEFERRED PLAN ID    NONDEFERRED PLAN ID
```

Purpose

Inquiry. This screen lists all plans participated in by a particular employee.

Screen Flow

101

Comments

This screen may not display all the plans at one time. However, browse enables you to continue viewing the remaining plans for the employee. See section Example Screen Usage for information on using the browse feature for different plans.

Screen 114 - Employee Data: Plan/Beneficiary/Accumulator

```
ACTION: ____   CURR: 114  NEXT: 115
    L1: AL  L2: WA  EMPNO:           MRC:
 D-PLN:
 N-PLN:
 ACCUM:
 BENEF:                                    ACCUM YEAR:
    DEFERRED PLANS       NONDEFERRED PLANS      EARNINGS/HOURS ACCUMULATORS
 PLAN BENEF PLAN  BENEF PLAN BENEF  PLAN BENEF ACCM EARN/HOURS   ACCM EARN/HOURS




        BEN NAME       RELATION  BEN NAME      RELATION  BEN NAME      RELATION
```

Purpose

Inquiry. This screen displays deferred and non-deferred plans, accumulator identifiers and beneficiary data for an employee.

Screen Flow

115

Screen 115 - Employee: Nonplan Benefits/Social Security Data

```
ACTION: ____   CURR: 115   NEXT: 116
   L1: AL  L2: WA  EMPNO:     2390  MRC:    EFFDT: _____

   USER DEF FIELDS    SPOUSE EMPLOYED: _           DOC REQ: _
    1: _____       SPOUSE DATE OF DEATH: _____   LAST REQ: _____
    2: _____       EMPLOYEE DATE OF DEATH: _____  PROFILE IND:
    3: _____       ANNUAL BEN RPT ID: __    VESTED TERM RPT ID: __
    4: _____

   COMPUTE VESTING: _                    COMPUTE ACTUARIAL: _
```

Purpose

Combination inquiry/entry. This screen allows inquiry and entry of nonplan benefits data and overrides to organizational social security information.

Screen Access

114

Screen Flow

116

Associated Transactions

PP-J, PP-P

Screen 116 - Employee Data: Deferred Compensation Plans

```
ACTION:  ____   CURR: 116   NEXT: 117
    L1: AL  L2: WA  EMPNO:     2390  MRC:    EFF DATE: _____

ENTER DESIRED PLAN ID OR AN * TO BROWSE THRU DEFERRED PLANS
  DEFERRED PLAN ID:     BENEFICIARY ID:     ACCUMULATOR ID'S:

         ---------- DEFERRED COMPENSATION PLANS ----------
   DEFERRED PLAN ID: ____     PLAN STATUS: _   MEMBER NBR: _____     FORMAT: _
    PART DATES: _____ - _____     BENEFICIARY: __   BEN OPTION: _
    PCT VESTED: __         EARN/INT: _____    WITHDRWL: _____
    EMP CONT: _____   JS OPTION: _           WITHDRWL DT: _____
    CO  CONT: _____   RULE OF PARITY: _       HOURS / HIRE: _____
    YRS NO CONTR: __        PART ELIG: _____      PART CR DT: _____
    VEST SVC: _____      PART SVC: _____
    SVC BRKS: __           BENEFIT SVC: _____     VEST SCHED ID: ____
    PART COMP METHOD: _     PART SVC ADJ: _____    VEST CREDIT ID: ____
    VEST COMP METHOD: _     VEST SVC ADJ: _____    BENF CREDIT ID: ____
    BENF COMP METHOD:       BENF SVC ADJ:            HOUR ACCUM ID:
    MAINTENANCE CODE: _     ADJUST CODE: _           EARN ACCUM ID: ___
    UNIT1 PUR:             VAL PER UNIT1:           UNIT PURC: _____ #: _
    UNIT2 PUR:             VAL PER UNIT2:           VAL/UNIT: _____
```

Purpose

Combination inquiry/entry. This screen allows inquiry and entry of employee deferred plan data.

Screen Access

115

Screen Flow

117

Associated Transactions

PP-A, PP-F, PP-G, PP-I, PP-M

Screen 117 - Employee Data: Document & Social Security Data

```
ACTION: ____    CURR: 117   NEXT: 118
   L1: AL  L2: WA  EMPNO:     2390  MRC:     EFFDT: _____

ENTER THE DESIRED PLAN ID OR AN * TO BROWSE THRU THE DEFERRED PLANS
 DEFERRED PLAN ID:     BENEFICIARY ID:     ACCUMULATOR ID'S:

            -------- DEFERRED PLAN - DOCUMENTS/ACTUARIAL DATA --------

DEFERRED PLAN ID: ____   FORMAT INDICATOR: _   ACCR LUMP SUM: _____
    -- DOCUMENT WARNING SYSTEM CCYYMMDD   ---    *PROJECTED BENEFITS*
    ID: _  CTR:    DATE SENT: _____    LUMP SUM BEN:
    ID: _  CTR:    DATE SENT: _____    LS EARLY BEN:
    ID: _  CTR:    DATE SENT: _____    LS JT SURV BEN:
    ID: _  CTR:    DATE SENT: _____    MONTHLY BEN:
    ID: _  CTR:    DATE SENT: _____    MONTHLY EARLY:
    ID: _  CTR:    DATE SENT: _____    MONTHLY JT SURV:
    ID: _  CTR:    DATE SENT: _____       *PROJ BENEFITS ENTRY*
    ID: _  CTR:    DATE SENT: _____    PROJ BEN:            IND:
    ID: _  CTR:    DATE SENT: _____    PROJ EARLY: _____
    ID: _  CTR:    DATE SENT: _____    PROJ JOINT: _____

    MAINTENANCE CODE: _                    ACCOUNT VALUE:  _____
                                           ACTUARY DATE:  _____
                                           ADJUSTMENT CODE: _
```

Purpose

Combination inquiry/entry. This screen displays Document Warning System and plan offset Social Security data for deferred plans.

Screen Access

116

Screen Flow

118

Associated Transactions

PP-A, PP-B, PP-C, PP-G, PP-H

Screen 118 - Employee Data: Non-deferred Plans/Document

```
ACTION: ____    CURR: 118   NEXT: 119
     L1: AL  L2: WA  EMPNO:     2366  MRC:    EFFDT: _____
 NONDEFERRED PLAN ID'S:          BENEFICIARY ID'S:
 ---------------------- NONDEFERRED PLANS' DATA -------------------
1ST NONDEFERRED PLAN ID: ___    PLAN STATUS: _    MEMBER NBR: _____
    PART DATES: _____ - _____    BENEFICIARY: __    BEN OPTION: _
    COVERAGE ID  TYPE  FORM    AMOUNT        ID  TYPE  FORM    AMOUNT
             1:    _     _    _____     2:    _     _    _____
             3:    _     _    _____     4:    _     _    _____
             5:    _     _    _____    MAINT CODE: _   FORMAT: _
    DOCUMENT WARNING SYSTEM
      ID: _   CTR:    DT SENT: _____    ID: _   CTR:    DT SENT: _____
      ID: _   CTR:    DT SENT: _____    ID: _   CTR:    DT SENT: _____
      ID: _   CTR:    DT SENT: _____    ID: _   CTR:    DT SENT: _____
2ND NONDEFERRED PLAN ID: ___    PLAN STATUS: _    MEMBER NBR: _____
    PART DATES: _____ - _____    BENEFICIARY: __    BEN OPTION: _
    COVERAGE ID  TYPE  FORM    AMOUNT        ID  TYPE  FORM    AMOUNT
             1:                          2:
             3:    _     _    _____     4:    _     _    _____
             5:    _     _    _____    MAINT CODE: _   FORMAT: _
    DOCUMENT WARNING SYSTEM
      ID: _   CTR:    DT SENT: _____    ID: _   CTR:    DT SENT: _____
      ID: _   CTR:    DT SENT: _____    ID: _   CTR:    DT SENT: _____
      ID: _   CTR:    DT SENT: _____    ID: _   CTR:    DT SENT: _____
```

Purpose

Combination inquiry/entry. This screen allows inquiry and entry of employee non-deferred plan data.

Screen Access

117

Screen Flow

119

Associated Transactions

PP-A, PP-B, PP-E

Screen 119 - Employee Data: Beneficiary Data

```
ACTION: _____    CURR: 119   NEXT: 120
    L1: AL  L2: WA  EMPNO:      2366  MRC:    EFFDT: _____
 ENTER THE DESIRED BENEFICIARY ID'S OR AN * TO DISPLAY ALL 16 BENEFICIARIES
   BENEFICIARY ID'S:
        WARNING: BENEFICIARIES DISPLAY IN THE ORDER SPECIFIED ABOVE
   ------------------------ BENEFICIARY DATA --------------------------
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
              REL:       BIRTH:            NAME:
    __       REL: __     BIRTH: _____   NAME: _____
```

Purpose

Combination inquiry/entry. This screen allows inquiry and entry of up to 16 beneficiaries for an employee.

Screen Access

118

Screen Flow

120

Associated Transactions

PP-K

Comments

Entry and maintenance is done on the last line of the screen.

Screen 120 - Employee Data: Hours/Earnings Accumulators

```
ACTION: ____    CURR: 120   NEXT: 121
L1: AL  L2: WA  EMPNO:     2366  MRC:    EFFDT: _____
ENTER THE DESIRED ACCUMULATOR ID AND YEAR RANGE. AN * IN THE ID WILL BROWSE
ID:
YEAR RANGE:              ADJ CODE: _
     ID    YEAR     AMOUNT              ID    YEAR     AMOUNT
     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____

     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____
     ___   ____   _____           ___   ____   _____
```

Purpose

Combination inquiry/entry. This screen allows inquiry and entry of Earnings and Hours Accumulators for an employee.

Screen Access

119

Screen Flow

121

Associated Transactions

PP-D

Screen 121 - Employee Data: Elapsed Time Data

```
ACTION: ____   CURR: 121  NEXT: 122
   L1: AL  L2: WA  EMPNO:     2366  MRC:
  ----------------------- ELAPSED TIME DATA ------------------------
       CCYYMMDD   TYPE         CCYYMMDD   TYPE         CCYYMMDD   TYPE
    01:                   21:                   41:
    02:                   22:                   42:
    03:                   23:                   43:
    04:                   24:                   44:
    05:                   25:                   45:
    06:                   26:                   46:
    07:                   27:                   47:
    08:                   28:                   48:
    09:                   29:                   49:
    10:                   30:                   50:
    11:                   31:
    12:                   32:
    13:                   33:
    14:                   34:
    15:                   35:
    16:                   36:
    17:                   37:
    18:                   38:
    19:                   39:
    20:                   40:
```

Purpose

Inquiry. This screen displays up to 60 elapsed time dates and their related types for an employee.

Screen Access

120

Screen Flow

122

Comments

Use Screen 122 to enter elapsed time data for an employee.

Screen 122 - Employee Data: Elapsed Time Entry

```
ACTION: _____   CURR: 122  NEXT: 123
     L1: AL  L2: WA  EMPNO:      2366  MRC:    EFFDT: _____

     ----------------------- ELAPSED TIME ENTRY -----------------------

                          DATE OF HIRE: _____
                   DATE OF TERMINATION: _____
                 BEGIN LEAVE OF ABSENCE: _____
                  LEAVE OF ABSENCE TYPE: _
                LEAVE OF ABSENCE RETURN: _____
                 ADJ EMP COMMENCE DATE: _____
                      MAINTENANCE CODE: _
```

Purpose

Entry. This screen allows entry of elapsed time data for an employee.

Screen Access

121

Associated Transaction

PP-L

Comments

Use Screen 121 to view elapsed time data for an employee.

Screen 123 - Employee Data: Non-Deferred Information

```
ACTION: ____   CURR:  123  NEXT:  101
   L1: AL  L2: WA  EMPLOYEE NUMBER:     2366  EFF DATE: _____
   NONDEFERRED PLAN ID'S:
                       EMPLOYEE SECTION 89 INFORMATION

   COMPENSATION CODE: _                 BARGAINING UNIT: _____
   NUMBER OF DEPENDENTS: __             SEASONAL EMPLOYEE: _
   FAMILY COVERED BY OTHER EMPLOYER: _    EMPLOYEE COVERED BY OTHER EMPLOYER: _

                       CURRENT YEAR    PRIOR YEAR      OPTIONAL COMP. CODES
   PERCENT OWNERSHIP     _____         _____         1   2   3   4   5
   OFFICER STATUS          _              _            _   _   _   _   _

   ------------------------ NONDEFERRED PLANS ---------------------------
   PLAN ID  STATUS     PLAN ID  STATUS     PLAN ID  STATUS    PLAN ID STATUS
```

Purpose

Combination inquiry/entry. This screen allows entry and inquiry of Section 89 information.

Screen Access

122

Associated Transaction

PP-S

Comments

Non-Deferred Plans for the employee are inquiry only. Use Screen 118 to maintain non-deferred plans.

4 Reports

Chapter Contents

Introduction

The Benefits/ERISA module expands the basic Payroll/Personnel reporting capabilities. It produces several reports with the Central System: Input Edit Listing, Transaction Validation Report, Master File Update Maintenance Report, and the Master File Print. These reports are described in the *Reports Guide*.

The Report Options and Plan IDs are established on the PP-1 and PP-2 (Screen 111,112) transactions described in the How To chapter of this guide.

The reports described in this chapter are produced by the Personnel report series or Information Expert (I.E).

PRP731 - Benefit Profile

```
PERSONNEL PROFILE                         SYSTEM TEST ORG TNRB        X                                PAGE    1
BENEFIT INFORMATION ****                  US COMBINED, W2/1099R LABR REL                               09/20/1997
EMPLOYEE NO.     7010  NAME ATKINS,  MICHAEL      TNRB7010
         DATE OF BIRTH   01/21/1969  SEX                   M  FIRST EMPLOY DATE 01/01/1990  ANNUAL SALARY           .00
SOCIAL SECURITY OASDI DATA                         CALC. AS OF DATE                    EVENT DATE
         DISABL/DEATH PIA       .00  FIRST RETIR PIA        .00  SECOND RETIR PIA       .00
         DISABL/DEATH MFB       .00  FIRST RETIR MFB        .00  SECOND RETIR MFB       .00  SOC SEC ERR IND
         SOCIAL SECURITY CALCULATION OVERRIDES
         CALC TYPE             LAW                     CURRENT PAY RULE           BACK PROJ OPT
         BACK PROJ PCT         BACK PROJ AGE           FORW PROJ OPT              FORW PROJ PCT
         BEN PAY AGE 1         BEN PAY AGE 2           FORW PROJ AGE 1            FORW PROJ AGE 2
BENEFITS USER DEFINED FIELDS
         USER FIELD 1          USER FIELD 2            USER FIELD 3               USER FIELD 4
EMPLOYEE DATE OF DEATH           SPOUSE DATE OF DEATH               ANNUAL BEN RPT     VESTED TERM RPT
SECTION 89 DATA
         COMPENSATION CODE     BARGAIN UNIT            CURR YR OWNER PCT          PRIOR YR OWNER PCT
         CURR YR OFFICER       PRIOR YR OFFICER        NUMBER OF DEPENDENTS    0  DEPENDENTS COVERED
         EMPLOYEE COVERED      SEASONAL EMPLOYEE       OPT COMPENSATION CD 1      OPT COMPENSATION CD 2
         OPT COMPENSATION CD 3 OPT COMPENSATION CD 4   OPT COMPENSATION CD 5
BENEFICIARIES
         ID REL   BIRTH DT          NAME              ID REL   BIRTH DT          NAME
         01                                           02
         03                                           04
         05                                           06
         07                                           08
         09                                           10
         11                                           12
         13                                           14
         15                                           16
         17                                           18
HOURS-EARNINGS ACCUMULATORS
         ID ***  YEAR 1900  AMOUNT   57,138.00    ID ***  YEAR 1996  AMOUNT  342,828.00
```

Generated By

PRP731

Printed By

PRP731

Sequence

Based on options selected in the PA-1 control transaction

Control Transactions

PA-1, PP-1

Purpose

Report PRP731, Benefit Profile, displays additional employee benefits data such as deferred and non-deferred plans, accumulators, and beneficiaries.

Field names and data are shown for all fields on the Employee Master File pertaining to the plan, accumulator, and beneficiary information of the employee.

Total number of employees can be obtained through options on the PA-1 transaction.

PRP732 - Demographic Plan Analysis

```
DEMOGRAPHIC PLAN ANALYSIS              SYSTEM TEST ORG ALWA        X                         PAGE    1
DETAIL                                 US COMBINED, W2/1099R, BENEFIT                        09/20/1997
         LEVELS AL WA
PLAN ID  MM2   PAT'S PREFERRED PROVIDE          COMPANY PLAN NBR    PPP-01-001        PLAN YEAR 12/31/0001 THRU
ADMINISTRATOR      PAT BENNET                    IRS NUMBER                 IR3        INCEPTION - TERM 02/28/1998-01/31/2020
                                                                 EMP   BEGIN   EMP CONTR
  EMPLOYEE            EMPLOYEE           MEMBERSHIP   SOCIAL SEC   PLN   END     CO CONTR   EMP CONTR
   NUMBER              NAME               NUMBER       NUMBER    AGE OPT STA  PART DTS  FISCL YTD  PLAN YTD

     2366  HENSON,  BARRY       ALWA2366  MEMBER NO.  189448275 056        07/01/1997     0.00       0.00
                                                                2                         0.00
     2368  HERNDON,  JOHN       ALWA2368  MEMBER NO.  504272819 057        07/01/1997     0.00       0.00
                                                                2                         0.00
     2370  BLANKEN,  RICHARD    ALWA2370  MEMBER NO.  190123456 059        07/01/1997     0.00       0.00
                                                                2                         0.00
     2406  NOBLES,  SANDRA      ALWA2406  ALWA2406    283748783 030        01/01/1992   375.00       0.00
                                                                2                         0.00
     2424  MARTIN,  JERRY       ALWA2424  ALWA2424    242087675 058        11/17/1993     0.00       0.00
                                                                2                         0.00
     2426  PAVLOCK,  JOHNNY     ALWA2426  ALWA2426    523842115 027        10/07/1992     0.00       0.00
                                                                2                         0.00
     2428  GIBSON,  ANDREW      ALWA2428  ALWA2428    523145237 028        02/01/1989     0.00       0.00
                                                                7                         0.00
     2430  GORGAN,  LINDSEY     ALWA2430  ALWA2430    243258731 028        04/02/1991     0.00       0.00
                                                                6                         0.00
     2432  CHANEY,  BERNICE     ALWA2432  ALWA2432    421673971 029        06/03/1990     0.00       0.00
                                                                5                         0.00
     2434  GIBSON,  DESEAN      ALWA2434  ALWA2434    612365438 030        08/04/1992     0.00       0.00
                                                                4                         0.00
     2436  COLEMAN,  ROBIN      ALWA2436  ALWA2436    654390267 031        10/05/1993     0.00       0.00
                                                                3                         0.00
     2438  THURSDAY,  THOMAS    ALWA2438  ALWA2438    431048375 032        12/06/1994     0.00       0.00
                                                                1                         0.00
DEMOGRAPHIC PLAN ANALYSIS              SYSTEM TEST ORG ALWA        X                         PAGE    2
SUMMARY                                US COMBINED, W2/1099R, BENEFIT                        09/20/1997
         LEVELS AL WA
PLAN ID  MM2   PAT'S PREFERRED PROVIDE          COMPANY PLAN NBR    PPP-01-001        PLAN YEAR 12/31/0001 THRU
ADMINISTRATOR      PAT BENATAR                   IRS NUMBER                 IR3        INCEPTION - TERM 02/28/1998-01/31/2020
EMPLOYEE CONTR FISCAL YTD      375.00      EMPLOYEE CONTR PLAN YTD        0.00      PART BEGINNING LAST YR  3,333,333
COMPANY CONTR FISCAL YTD         0.00                                               PART BEGINNING CURR YR  4,444,444
RETIRED RECEIVING BENEFITS         0      SEPARATED, FUTURE BENEFITS         0
CURRENT PART BY STATUS      FUTURE      ACTIVE    INACTIVE   ACTIVE   INACTIVE  BENEFIC    MANUAL
                            ACTIVE                REC BENE   REC BENE           REC BENE   UPDATE
                               1          6          1          1         1        1         1
```

Generated By

PRP732

Printed By

PRP732

Sequence

Based on options selected in the PA-1 and PP-1 control transactions

Control Transactions

PA-1, PP-1

Purpose

Report PRP732, Demographic Plan Analysis , prints plan profile at detail and summary levels. Can aid you in filling out the 5500 series Annual Reports.

The detail report prints selected information for each participant in the plan.

The summary report prints accumulations for the plan. These totals are based on options selected in the PP-1 transaction.

PRP733 - Notification Report

```
NOTIFICATION REPORT                        SYSTEM TEST ORG TNRB        X                      PAGE    1
 BENEFIT PLAN TRACKING ****                US COMBINED, W2/1099R LABR REL                        09/20/1997
        **************                                    EMPLOYEE NBR                JOB TITLE
        *            *     N A M E                        SOC SEC NBR    HOME PHONE NBR    SUPERVISOR
 L1/L2/PLAN * TN RB      *                                MEMBERSHIP NBR                POSITION NBR
        *            *     A D D R E S S                  PLAN STATUS    UNION CODE       OFFICE PHONE NBR
        **************
        -L3- -L4- -L5-
        TOTAL NUMBER OF EMPLOYEE RECORDS PRINTED
        LEVEL 2    RB           0
 NOTIFICATION REPORT                        SYSTEM TEST ORG TNRB        X                      PAGE    2
 BENEFIT PLAN TRACKING ****                US COMBINED, W2/1099R LABR REL                        09/20/1997
        **************                                    EMPLOYEE NBR                JOB TITLE
        *            *     N A M E                        SOC SEC NBR    HOME PHONE NBR    SUPERVISOR
 L1/L2/PLAN * TN RB      *                                MEMBERSHIP NBR                POSITION NBR
        *            *     A D D R E S S                  PLAN STATUS    UNION CODE       OFFICE PHONE NBR
        **************
        -L3- -L4- -L5-
        TOTAL NUMBER OF EMPLOYEE RECORDS PRINTED
        LEVEL 1    TN           0
```

Generated By

PRP733

Printed By

PRP733

Sequence

Based on options selected in the PP-1 control transaction

Control Transactions

PP-1

Purpose

Report PRP733, Notification Report, helps Plan Administrator identify document disclosure requirements and any events which may require attention.

The detail report prints employee identification data and any document/event warning messages.

Total number of employees can be obtained through options on the PP-1 transaction.

HRSTATUS - Plan Participation

```
NOTICE OF PLAN PARTICIPATION              L1 - SYSTEM TEST ORG ALWA        X                        PAGE:      1
                                          L2 - US COMBINED, W2/1099R, BENEFIT                       DATE: 11/04/1997
                    THIS IS TO INFORM YOU OF THE STATUS OF YOUR BENEFIT PLANS. INCLUDED IS A FULL ACCOUNTING OF ALL
                          MONETARY CONTRIBUTIONS FOR EACH SPECIFIC PLAN IN WHICH YOU CONTRIBUTE.


        PLAN              PLAN DESCRIPTION                        PLAN STATUS                  PART DATE
        DCP               DEFINED BENEFIT PLAN   DO               FUTURE ACTIVE                05/29/1994

                                             FLEXIBLE SPENDING ACCOUNT
                                             STATEMENT AS OF 11/04/1997
               HENSON,  BARRY        ALWA2366                              DATE: 11/04/1997
               41 SOUTH ST                                                DEPARTMENT:  100
               DEMING            NM    87102                               EMPLOYEE NO:      2366

        ENDING BALANCE PRIOR MONTH - - -          .00
                                                                       CURRENT            YEAR-TO-DATE
        ADDITIONS TO YOUR ACCOUNT
               COMPANY MEDICAL CONTRIBUTION                                .00                  .00
               SPECIAL SAVING CONTRIBUTION                                 .00                  .00
               PAYROLL DEDUCTION                                           .00                  .00
                                                                   _____          _____
                         TOTAL ADDITIONS                                  .00                  .00
        SUBTRACTIONS FROM ACCOUNT
               COMPREHENSIVE MEDICAL                                       .00                  .00
               ELIGIBLE EXPENSES REIMBURSED                                .00                  .00
                                                                   _____          _____
                         TOTAL SUBTRACTIONS                               .00                  .00

                         PRIOR MONTH   + TOTAL ADDITIONS  -  TOTAL SUBTRACTIONS   =  ENDING BALANCE
                              .00                 .00                    .00                  .00
```

Purpose

Report HRSTATUS, Plan Participation, provides participants of benefits plan the current status of their flexible spending account.

Dataframe

HREMPBEN relating to HRTBLBEN and HREMPPLN

Report Series

HR-PLAN-PARTICIPATION-RPT

Report

HRSTATUS

Sort

- EMP-LEVEL-1
- EMP-LEVEL-2

- ▪ EMP-NUMBER

- ▪ EMP-MULTIPLE-RECORD-CODE

- ▪ EMP-DOE-CODE

Run Statements

See member HR-PLAN-PARTICIPATION-RUN in I.E. Source Management for all selects, variables, or both used by this report series

To create this report, you must use the following RUN statement, which contains the run-time select for EMP-CONTROL-LEVELS-1-2-GROUP and the run-time variable for HR-MASTER-PLAN-ID-VARIABLE:

```
RUN HR-PLAN-PARTICIPATION -RPT;
     SELECT EMP-CONTROL-LEVELS-1-2-GROUP 'L1L2';
     VARIABLE HR-MASTER-PLAN-ID-VARIABLE 'YYY';
```

YYY identifies the benefits Plan ID for the flexible spending account. The report series will terminate with an error message if the variable is excluded.

HREARN - Accumulated Plan Earnings

```
ACCUMULATED PLAN-EARNINGS              L1 - AL SYSTEM TEST ORG ALWA         X                      PAGE:       1
REPORT FOR EMPLOYEE      2366          L2 - WA US COMBINED, W2/1099R, BENEFIT                      DATE: 11/04/1997
                      PLAN ID        PLAN DESCRIPTION
                       DCP           401K DEFINED CONTR. PLADO
                      EMPLOYEE NUMBER
                        2366
                      HENSON,  BARRY       ALWA2366
                      41 SOUTH ST                      PLAN STATUS    : 1 FUTURE ACTIV
                                                       BEGIN PART DATE : 05/29/1994
                      DEMING             NM  87102   END PART DATE   : 00/00/0000
                      PARTICIPATING         VESTING              BENEFIT
                      SERVICE CREDIT     SERVICE CREDIT      SERVICE CREDIT
                         .00                  .00                 .00


                      ACCUMULATED PLAN EARNINGS ------------------      % VESTED
                                   ID          ACCUM TOTAL
                         (1)       ER1          $18,500.00
                         (2)       ER2          $18,500.00

                                               _____

                      TOTAL FOR PLAN DCP        $37,000.00              00%
```

Purpose

The HR-ACCUM-PLAN-EARNINGS-RPT report series produces reports for deferred benefits plan participant, specific personnel information, participating, vesting, and benefits service credits, as well as accumulated plan earnings.

Dataframe

HREMPBEN relating to HRTBLBEN, HREMPPLN and HREMPHRE

Report Series

HR-ACCUM-PLAN-EARNINGS-RPT

Report

HREARN

Sort

- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER
- EMP-MULTIPLE-RECORD-CODE
- EMP-DOE-CODE

Run Statements

See member HR-ACCUM-PLAN-EARNINGS-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

To create this report, you **must** use the following RUN statement, which contains the runtime select for EMP-CONTROL-LEVELS-1-2-GROUP and the runtime variable for HR-MASTER-PLAN-ID-VARIABLE.

```
 RUN HR-ACCUM-PLAN-EARNINGS-RPT;
       SELECT EMP-CONTROL-LEVELS-1-2-GROUP 'L1L2';
       VARIABLE HR-MASTER-PLAN-ID-VARIABLE 'YYY';
```

YYY identifies the deferred benefits Plan ID. If this Plan ID is not specified or if it corresponds to a non-deferred benefits plan, the report series will terminate with an error message.

HRWARN - Document Warning Report

```
DOCUMENT WARNING REPORT FOR          L1 - AL SYSTEM TEST ORG ALWA        X                    PAGE:        1
  EMPLOYEE NUMBER     2366            L2 - WA US COMBINED, W2/1099R, BENEFIT                  DATE: 10/24/1997

               PLAN ID          PLAN YEAR END        PLAN DESCRIPTION              PLAN TYPE
               DCP              12/31/1997            401K DEFINED CONTR. PLADO     DEFERRED
   HENSON,  BARRY      ALWA2366  EMPLOYEE NBR:        2366           JOB TITLE:
   41 SOUTH ST
                                 SOC SEC NBR:     189-44-8275        SUPERVISOR:
   DEMING           NM 87102
                                 MEMBERSHIP NBR: ALWA2366            POSITION NBR:
                                 PLAN STATUS:    1                   OFFICE PHONE: (000) 000-0000
                                                 N/A
               DOCUMENT/EVENT                    WARNING MESSAGE        DATE SENT    NOTICES LEFT

           WARNING NUMBER 1                   WARNING NUMBER 1         00/00/0000        *

           WARNING NUMBER 2                   WARNING NUMBER 2         00/00/0000        *

           WARNING NUMBER 3                   WARNING NUMBER 3         00/00/0000        *

           WARNING NUMBER 4                   WARNING NUMBER 4         00/00/0000        *

           WARNING NUMBER 5                   WARNING NUMBER 5         00/00/0000        *

           WARNING NUMBER 6                   WARNING NUMBER 6         00/00/0000        *
```

Purpose

HRWARN, Document Warning Report, reports the occurrences of specific events tracked by the Document Warning System.

Dataframe

HREMPBEN relating to HRTBLBEN, HREMPPLN and HRTBLDOC

Report Series

HR-DOCUMENT-WARNING-REPORT

Report

HRWARN

Sort

- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER
- EMP-MULTIPLE-RECORD-CODE
- EMP-DOE-CODE

Run Statements

See member HR-DOCUMENT-WARNING-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

To create this report, you must use the following RUN statement, which contains the runtime select for EMP-CONTROL-LEVELS-1-2-GROUP and the runtime variable for HR-MASTER-PLAN-ID-VARIABLE;

```
RUN HR-DOCUMENT-WARNING-REPORT;
     SELECT EMP-CONTROL-LEVELS-1-2-GROUP 'L1L2';
     VARIABLE HR-MASTER-PLAN-ID-VARIABLE 'YYY';
```

YYY identifies the benefits Plan ID for the plan being reported on the Document Warning Report. If this Plan ID isn't specified or if it corresponds to an invalid benefit plan, the report series will terminate with an error message.

HRPLDEMO - Plan Demographics

```
PLAN DEMOGRAPHICS                    L1 - AL SYSTEM TEST ORG ALWA         X                      PAGE:        1
                                     L2 - WA US COMBINED, W2/1099R, BENEFIT                      DATE: 10/24/1997
    PLAN ID        PLAN DESCRIPTION      COMPANY PLAN NUMBER   PLAN YEAR END    INCEPTION      DOE DESIGNATORS
     DBP          DEFINED BENEFIT PLAN  DO   PENSION-01        12/31/1997      00/00/0000


   EMPLOYEE NUMBER              MEMBERSHIP    SEX    AGE        PLAN        EMPLOYEE       COMPANY      TOTAL PLAN
   EMPLOYEE NAME                 NUMBER                        STATUS     CONTRIBUTION  CONTRIBUTION  CONTRIBUTION
       2372
   CHUBB,  RUSSELL     ALWA2372 ALWA2372    MALE    58      ACTIVE REC       $.00          $.00          $.00

       2374
   CROWLEY,  ASHLEY    ALWA2374 ALWA2374    FEMALE  58      INACTIVE         $.00          $.00          $.00

       2376
   GILLESPIE,  FREDERICK ALWA2376 ALWA2376  MALE    57      BENEFRY RE       $.00          $.00          $.00

       2378
   HENDERSON,  KEVIN   ALWA2378 ALWA2378    FEMALE  56      MANUALLY U       $.00          $.00          $.00

       2380
   BRITTON,  LINDA     ALWA2380 ALWA2380    FEMALE  37      ACTIVE           $.00          $.00          $.00

       2382
   ARCHER,  SANDY      ALWA2382 ALWA2382    FEMALE  54      ACTIVE           $.00          $.00          $.00

       2384
   FABRIS,  DENISE     ALWA2384 ALWA2384    FEMALE  52      ACTIVE           $.00          $.00          $.00

       2394
   NOBLES,  BECKY      ALWA2394 ALWA2394    FEMALE  46      ACTIVE           $.00          $.00          $.00

       2396
   WINKLER,  ROBERT    ALWA2396 ALWA2396    MALE    45      FUTURE ACT       $.00          $.00          $.00

       2400
   JACKSON,  JASON     ALWA2400 ALWA2400    MALE    35      ACTIVE           $.00          $.00          $.00

       2402
   POLISHUK,  DELLA    ALWA2402 ALWA2402    FEMALE  44      FUTURE ACT       $.00          $.00          $.00

       2404
   PARALA,  JULIE      ALWA2404 ALWA2404    FEMALE  41      ACTIVE           $.00          $.00          $.00
```

Purpose

HRPLDEMO, Plan Demographics, reports for each employee in a benefits plan personal information, plan membership data, and totals for plan contributions by employee and employer at the employee and organization levels.

Dataframe

HREMPBEN relating to HRTBLBEN and HREMPPLN

Report Series

HR-PLAN-DEMOGRAPHIC-REPORT

Report

HRPLDEMO

Sort

- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER
- EMP-MULTIPLE-RECORD-CODE
- EMP-DOE-CODE

Run Statements

See member HR-PLAN-DEMOGRAPHIC-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

To create this report, you **must** use the following RUN statement, which contains the runtime select for EMP-CONTROL-LEVELS-1-2-GROUP and the runtime variable for HR-MASTER-PLAN-ID-VARIABLE.

```
RUN HR-PLAN-DEMOGRAPHIC-REPORT;
     SELECT EMP-CONTROL-LEVELS-1-2-GROUP 'L1L2';
     VARIABLE HR-MASTER-PLAN-ID-VARIABLE 'YYY';
```

YYY identifies the benefits Plan ID for the plan being reported on the Plan Demographic Analysis report. The report series will terminate with an error message if the variable is excluded.

HRVESTED - Employee Percent Vested

```
EMPLOYEE VESTED REPORT                L1 - AL SYSTEM TEST ORG ALWA      X              PAGE:      1
                                      L2 - WA US COMBINED, W2/1099R, BENEFIT           DATE: 11/04/1997
                 PLAN ID               PLAN DESCRIPTION
                 DCP      401K DEFINED CONTR. PLADO
      EMP NUMBER     EMPLOYEE NAME                     STATUS          PART DATE     % VSTD
          2366     HENSON,  BARRY      ALWA2366    1 FUTURE ACTIVE     05/29/1994     00%
          2368     HERNDON,  JOHN      ALWA2368    2 ACTIVE            01/11/1994     00%
          2370     BLANKEN,  RICHARD   ALWA2370    3 INACTV RECVG BEN  11/18/1986     00%
          2386     ROOT,  ROBERT       ALWA2386    2 ACTIVE            03/20/1994     00%
          2388     SCHLESINGER, ANGUS  ALWA2388    2 ACTIVE            11/12/1981     00%
          2390     QUINN,  GEOFFERY    ALWA2390    2 ACTIVE            05/30/1984     00%
          2406     NOBLES,  SANDRA     ALWA2406    2 ACTIVE            07/01/1992     00%
          2410     FILES,  GARY        ALWA2410    2 ACTIVE            10/01/1990     00%
          2412     TINER,  ALFRED      ALWA2412    2 ACTIVE            10/01/1990     00%
          2414     LOHRENGEL,  HARRY   ALWA2414    2 ACTIVE            10/01/1991     00%
          2422     HORNBUCKLE,  SHIRLEY ALWA2422   2 ACTIVE            04/01/1991     00%
```

Purpose

Report HRVESTED, Employee Percent Vested, informs the benefits administrator of each participant's vesting percentage.

Dataframe

HREMPBEN relating to HRTBLBEN and HREMPPLN

Report Series

HR-EMPLOYEE-PCT-VESTED-RPT

Report

HRVESTED

Sort

- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER
- EMP-MULTIPLE-RECORD-CODE
- EMP-DOE-CODE

Run Statements

See member HR-EMPLOYEE-PCT-VESTED-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

To create this report, you must use the following RUN statement, which contains the runtime select for EMP-CONTROL-LEVELS-1-2-GROUP and the runtime variable for HR-MASTER-PLAN-ID-VARIABLE:

```
RUN HR-EMPLOYEE-PCT-VESTED-RPT;
      SELECT EMP-CONTROL-LEVELS-1-2-GROUP 'L1L2';
      VARIABLE HR-MASTER-PLAN-ID-VARIABLE 'YYY';
```

YYY identifies the deferred benefits plan ID. If this plan ID is not specified or if it corresponds to a non-deferred benefits plan, the report series will terminate with an error message.

HRBENFRY - Employee Beneficiary

```
EMPLOYEE BENEFICIARY REPORT              L1 - AL SYSTEM TEST ORG ALWA        X                        PAGE:        1

                                         L2 - WA US COMBINED, W2/1099R, BENEFIT                       DATE: 03/13/1998

        PLAN  PLAN DESCRIPTION

        DBP  DEFINED BENEFIT PLAN

LEVEL  LEVEL  LEVEL   EMPLOYEE NO   EMPLOYEE NAME              INDEX  BENEFICIARY NAME            BIRTHDATE     REL

  3      4      5

                        2408     WARD,  LEWIS JR.       ALWA2408  2    WARD,  RYAN               11/12/1981    DA

 100    ACCT   1000     2380     BRITTON,  LINDA        ALWA2380  SP                             00/00/0000    SP

 100    ACCT   2000     2382     ARCHER,  SANDY         ALWA2382  SP                             00/00/0000    SP

 100    BUDG   4000     2374     CROWLEY,  ASHLEY       ALWA2374  SP                             00/00/0000    SP

 200    PJT2   7000     2384     FABRIS,  DENISE        ALWA2384  SP                             00/00/0000    SP

 200    PJT2   8000     2376     GILLESPIE,  FREDERICK ALWA2376  SP                             00/00/0000    SP

 0003   0004   0005     2372     CHUBB,  RUSSELL        ALWA2372  SP                             00/00/0000    SP
```

Purpose

Report HRBENFRY, Employee Beneficiary, lists the following information for each employee in a benefits plan:

- Primary beneficiary
- That beneficiary's relationship to the employee
- Birth date

Dataframe

HREMPBEN relating to HRTBLBEN and HREMPPLN

Report Series

HR-EMP-BEN-BENEFICIARY-RPT

Report

HRBENFRY

Sort

- EMP-LEVEL-3
- EMP-LEVEL-4
- EMP-LEVEL-5
- EMP-NAME-LAST-NAME-FIRST
- EMP-NUMBER

Run Statements

See member HR-EMP-BEN-BENEIFICARY-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

To create this report, you must use the following RUN statement, which contains the runtime select for EMP-CONTROL-LEVELS-1-2-GROUP and the runtime variable for HR-MASTER-PLAN-ID VARIABLE:

```
RUN HR-EMP-BEN-BENEFICIARY-RPT;
     SELECT EMP-CONTROL-LEVELS-1-2-GROUP 'L1L2';
     VARIABLE HR-MASTER-PLAN-ID-VARIABLE 'YYY';
```

YYY identifies the benefits plan ID for the plan being reported on the Employee Beneficiary Report. If the plan ID isn't specified or it corresponds to an invalid benefit plan, the report series will terminate with an error message.

High/Low Compensation Report Series

The HR-HIGH-LOW-COMPENSATION-RPT report series provides model reports for identifying highly compensated employees for discrimination testing. This report series generates PPS transactions to update the 681 Segment in the Employee Master File.

The individual reports are discussed in the HIGHLOW1 through HIGHLOW7 topics.

HIGHLOW1 - Bypassed Employees

```
RUN DATE:   11/04/1997              NONDISCRIMINATION COMPLIANCE REPORT                      PAGE:           1
TEST DATE:  07/02/1997                   HIGH COMPENSATION TEST
                                         ASSED EMPLOYEES REPORT
        L1   L2   EMPLOYEE #    EMPLOYEE NAME              SOC SEC NBR   REASON FOR BYPASS
        --   --   _____    _____  _____   _____

        AL   WA      1010    DAVE        ALWA1010 KENNYS    000 00 0000  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1012    MARCUS      ALWA1012 CHILDS    111 11 1111  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1014    MARY        ALWA1014 WRIGHT    333 33 3333  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1016    ALTHIA      ALWA1016 HARMON    000 12 7121  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1018    SAMMUAALWA1018 WALKER-FELTON   587 51 2345  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1020    NAMEMOREHTAN22CALWA1020 WELL   588 71 2345  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1022    JOHN            ALWA1022 H     589 91 2345  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1024    JR. LESLIE  ALWA1024 EVERMAN   590 12 3456  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1026    III. JACKIE   ALWA1026 WARD    591 31 2345  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1028    SR.  MERLIN ALWA1028 NEWMAN    592 41 2345  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1030    II.  KERRY  ALWA1030 HYSMITH   593 61 2345  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1032    CARL JR.    ALWA1032 TEDDLIE   594 81 2345  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1034    STEPHEN SR. ALWA1034 GASTON    595 01 2345  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1036    ROSAYN III  ALWA1036 MADDOX    596 43 4444  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1038    ROULIE II   ALWA1038 PARKER    597 12 5432  EMPLOYEE AGE
                                                                        EMPLOYEE AVERAGE HOURS PER WEEK
```

Purpose

The Bypassed Employees report (HIGHLOW1) lists employees bypassed in testing for high compensation. The following employees can be bypassed:

- Employees terminated more than 1 year ago
- Employees with less than 6 months of service
- Employees under age 21
- Seasonal employees
- Employees who work less than 17.5 hours per week
- Employees covered by a bargaining unit agreement
- Employees who are non-resident aliens with no U.S. earned income

Dataframe

HRDISCR relating to HRTHACUM

HRTRANS (output)

Report Series

HR-HIGH-LOW-COMPENSATION RPT

Report

HIGHLOW1 - Bypassed Employees Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-HIGH-LOW-COMPENSATION-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report lists employees bypassed in testing for high compensation. The following employees may be bypassed:

- Employees terminated more than 1 year ago

- Employees with less than 6 months of service

- Employees under age 21

- Seasonal employees

- Employees who work less than 17 1/2 hour per week

- Employees covered by a bargaining unit agreement

- Employees who are non-resident aliens with no U.S. earned income

This report and the generated PPS transactions are produced only when the run-time variable PRINT-BYPASS-REPORT-IND is Y. The PP-S transactions update the 681 Segment on the Employee Master File.

HIGHLOW2 - Highly Compensated Employees

```
RUN DATE:   11/04/1997              NONDISCRIMINATION COMPLIANCE REPORT                      PAGE:          1
TEST DATE:  07/02/1997                   HIGH COMPENSATION TEST
                                         COMPENSATED EMPLOYEES
                                                      ANNUAL COMPENSATION      OFFICER      5% OWNER    TOP 20%  TOP
    L1 L2 EMPLOYEE #  EMPLOYEE NAME        SOC SEC NBR  CURRENT YEAR   PRIOR YEAR   CURR PRIOR  CURR PRIOR  CURR PRIOR  100
    -- --  _____   _____  _____  _____   _____  ____ _____  ____ _____  ____ _____  ___
    -AL WA    1234  FRANCES    ALWA1234 RUSSEL   691 01 2345  $ 3,348,293.67  $       .00   N    N     N    N     Y    Y     1
    AL WA    2100  DOROTHY B. ALWA2100 ATKINS  0044 54 3251  $       .00    $       .00   Y    Y     N    N     N    N     0
    AL WA    2414  HARRY      ALWA2414 LOHRENGEL  283 49 8984  $ 1,838,999.10  $       .00   N    N     N    N     Y    N     2
    AL WA    2422  SHIRLEY    ALWA2422 HORNBUCKLE  345 45 4541  $  118,007.68  $       .00   N    N     N    N     Y    N     3

    TOTAL NUMBER OF HIGHLY COMPENSATED EMPLOYEES:       4
```

Purpose

The HIGHLOW2, Highly Compensated Employees, report lists employees who have been determined to be highly compensated. This report also generates PPS transactions for all highly-compensated employees not previously classified as such.

Report Series

HR-HIGH-LOW-COMPENSATION-RPT

Report

HIGHLOW2 - Highly Compensated Employees Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-HIGH-LOW-COMPENSATION-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report and the generated PPS transactions are produced only when the run-time variable PRINT-HC-REPORT-IND is **Y**.

HIGHLOW3 - Highly Compensated Employees Detail

```
RUN DATE:   11/04/1997            NONDISCRIMINATION COMPLIANCE REPORT                    PAGE:           1
TEST DATE:  07/02/1997                 HIGH COMPENSATION TEST
                                      OMPENSATED EMPLOYEE DETAIL
        L1   L2   EMPLOYEE #    EMPLOYEE NAME              SOC SEC NBR   REASON FOR HIGH COMPENSATION
        --   --   ----------    --------------------------  -----------  ------------------------------

        AL   WA         1234    FRANCES    ALWA1234 RUSSEL   691 01 2345  CURRENT YEAR EARNINGS, TOP 100 PAID
                                                                         CURR YR EARN, TOP 20%, TOP 100 PAID

        AL   WA         2100    DOROTHY B.  ALWA2100 ATKINS  0044 54 3251 PRIOR YEAR HIGHEST PAID OFFICER
                                                                         CURRENT YEAR HIGHEST PAID OFFICER

        AL   WA         2414    HARRY     ALWA2414 LOHRENGEL 283 49 8984  CURRENT YEAR EARNINGS, TOP 100 PAID
                                                                         CURR YR EARN, TOP 20%, TOP 100 PAID

        AL   WA         2422    SHIRLEY  ALWA2422 HORNBUCKLE 345 45 4541  CURRENT YEAR EARNINGS, TOP 100 PAID
                                                                         CURR YR EARN, TOP 20%, TOP 100 PAID

TOTAL NUMBER OF HIGHLY COMPENSATED EMPLOYEES FOR ALWA:         4

TOTAL NUMBER OF HIGHLY COMPENSATED EMPLOYEES:                  4
```

Purpose

The HIGHLOW3, Highly Compensated Employees Detail, report lists employees who have been determined to be highly compensated and the reasons they were classified as such.

Report Series

HR-HIGH-LOW-COMPENSATION-RPT

Report

HIGHLOW3 - Highly Compensated Employees Detail Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-HIGH-LOW-COMPENSATION-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-HC-DTL-REPORT-IND is **Y**.

HIGHLOW4 - Non-Highly Compensated Employees

```
RUN DATE:   11/04/1997              NONDISCRIMINATION COMPLIANCE REPORT                      PAGE:           16
TEST DATE:  07/02/1997                    HIGH COMPENSATION TEST
                                    NON-HIGHLY COMPENSATED EMPLOYEES
                                                       ANNUAL COMPENSATION      OFFICER    5% OWNER    TOP 20%   TOP
     L1 L2 EMPLOYEE #  EMPLOYEE NAME          SOC SEC NBR  CURRENT YEAR  PRIOR YEAR  CURR PRIOR CURR PRIOR CURR PRIOR 100
     -- --  --------   -------------------    -----------  ------------  ----------  ---- ----- ---- ----- ---- ----- ---

     TN RB   7010  MICHAEL     TNRB7010 ATKINS    523 47 8222 $    3,428.28 $      .00   N    N    N    N    N    N    0
     TN RB   7012  JOSEPH R.   TNRB7012 ATKINS    111 11 1180 $    6,856.56 $      .00   N    N    N    N    N    N    0
     TN RB   7014  DOROTHY B.  TNRB7014 ATKINS    213 65 3865 $    6,856.56 $      .00   N    N    N    N    N    N    0
     TN RB   7016  MARY-LOUISE TNRB7016 ATKINS    312 67 8005 $    6,856.56 $      .00   N    N    N    N    N    N    0
     TN RB   7018  RAMON       TNRB7018 CRAWFORD  318 43 2092 $    6,856.56 $      .00   N    N    N    N    N    N    0
     TN RB   7020  DANIEL F.   TNRB7020 CRAWFORD  456 32 8976 $    6,856.56 $      .00   N    N    N    N    N    N    0
     TN RB   7022  BRADFORD    TNRB7022 CRAWFORD  543 21 9876 $    6,856.56 $      .00   N    N    N    N    N    N    0
     TN RB   7024  MARTHA L.   TNRB7024 DAVIS     316 78 2393 $    6,856.56 $      .00   N    N    N    N    N    N    0
     TN RB   7026  REGINIA S.  TNRB7026 FLAIR     213 56 7113 $    7,428.24 $      .00   N    N    N    N    N    N    0
     TN RB   7028  NANCY       TNRB7028 GREGORY   111 11 1121 $    7,953.24 $      .00   N    N    N    N    N    N   99
     TN RB   7030  E. B.       TNRB7030 HOWARD    346 12 3758 $    3,976.56 $      .00   N    N    N    N    N    N    0
     TN RB   7032  SARAH-FRANCES TNRB7032 IVEY    314 68 6342 $    8,616.36 $      .00   N    N    N    N    N    N   94
     TN RB   7034  MARIAN-LENORA TNRB7034 IVEY    012 34 5614 $    7,953.24 $      .00   N    N    N    N    N    N  100
     TN RB   7036  RAQUEL J.   TNRB7036 IVEY      106 54 3281 $   17,231.64 $      .00   N    N    N    N    N    N   38
     TN RB   7038  JENIFFER W. TNRB7038 IVEY      162 41 6134 $    8,616.36 $      .00   N    N    N    N    N    N   95
     TN RB   7040  BETTY LOUISE TNRB7040 KARLAND  219 87 6543 $    7,953.24 $      .00   N    N    N    N    N    N    0
     TN RB   7042  GLORIA      TNRB7042 KARLAND   087 34 8329 $    7,953.24 $      .00   N    N    N    N    N    N    0
     TN RB   7044  CHARLES M.  TNRB7044 LACY      191 25 6147 $   10,326.36 $      .00   N    N    N    N    N    N   70
     TN RB   7046  GERALDINE B. TNRB7046 MILLS    214 72 8136 $   15,600.60 $      .00   N    N    N    N    N    N   46
     TN RB   7048  ELIZABETH   TNRB7048 MILLS     024 61 8965 $    4,724.40 $      .00   N    N    N    N    N    N    0
     TN RB   7050  PAUL        TNRB7050 MILLS     023 16 8930 $    4,724.40 $      .00   N    N    N    N    N    N    0
     TN RB   7052  BASIL E.    TNRB7052 MILLS     432 19 8765 $    4,724.40 $      .00   N    N    N    N    N    N    0
     TN RB   7054  ANNIE T.TNRB7054 MISSISSIPPI   050 94 3287 $   10,235.88 $      .00   N    N    N    N    N    N   71
```

```
TOTAL NUMBER OF NON-HIGHLY COMPENSATED EMPLOYEES FOR TNRB:              50
     RUN DATE:   11/04/1997              NONDISCRIMINATION COMPLIANCE REPORT                      PAGE:           17
     TEST DATE:  07/02/1997                    HIGH COMPENSATION TEST
                                         NON-HIGHLY COMPENSATED EMPLOYEES
                                                       ANNUAL COMPENSATION      OFFICER    5% OWNER    TOP 20%   TOP
     L1 L2 EMPLOYEE #  EMPLOYEE NAME          SOC SEC NBR  CURRENT YEAR  PRIOR YEAR  CURR PRIOR CURR PRIOR CURR PRIOR 100
     -- --  --------   -------------------    -----------  ------------  ----------  ---- ----- ---- ----- ---- ----- ---
     TOTAL NUMBER OF NON-HIGHLY COMPENSATED EMPLOYEES:               802
```

Purpose

The HIGHLOW4, Non-Highly Compensated Employees, report lists employees who have been determined to be non-highly compensated. This report also generates PPS transactions for all non-highly compensated employees not previously classified as such.

Report Series

HR-HIGH-LOW-COMPENSATION-RPT

Report

HIGHLOW4 - Non-Highly Compensated Employees Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-HIGH-LOW-COMPENSATION-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report and the generated PPS transactions are produced only when the run-time variable PRINT-NHC-REPORT-IND is **Y**.

HIGHLOW5 - Top 20% Current Year Earnings Employees

```
RUN DATE:   11/04/1997            NONDISCRIMINATION COMPLIANCE REPORT                    PAGE:            1
TEST DATE:  07/02/1997                  HIGH COMPENSATION TEST
                                 TOP 20% CURRENT YEAR EARNINGS EMPLOYEES
                                                      ANNUAL COMPENSATION       OFFICER     5% OWNER     TOP 20%  TOP
        L1 L2 EMPLOYEE #  EMPLOYEE NAME        SOC SEC NBR   CURRENT YEAR   PRIOR YEAR    CURR PRIOR  CURR PRIOR  CURR PRIOR  100
        -- --  --------  --------------------  -----------  --------------  ------------  ---- -----  ---- -----  ---- -----  ---
        AL WA   1234   FRANCES    ALWA1234 RUSSEL       691 01 2345 $ 3,348,293.67 $        .00   N    N     N    N     Y    Y     1
        AL WA   2414   HARRY      ALWA2414 LOHRENGEL    283 49 8984 $ 1,838,999.10 $        .00   N    N     N    N     Y    N     2
        AL WA   2422   SHIRLEY    ALWA2422 HORNBUCKLE   345 45 4541 $   118,007.68 $        .00   N    N     N    N     Y    N     3
        AL WA   2418   LUCIA BELINDAALWA2418 HARPER     031 32 8237 $    57,120.00 $        .00   N    N     N    N     Y    N     6
        AL WA   2324   LYNN       ALWA2324 CALDWELL     460 98 4321 $    54,165.48 $        .00   N    N     N    N     Y    N     8
        AL WA   2144   ANNIE T.ALWA2144 MISSISSIPPI     050 94 3287 $    42,000.00 $        .00   N    N     N    N     Y    Y    11
        AL WA   2472   BARBARA    ALWA2472 PARUCH       123 45 2634 $    42,000.00 $        .00   N    N     N    N     Y    N    12
        AL WA   2474   FLICKA     ALWA2474 GIBSON       151 23 1245 $    42,000.00 $        .00   N    N     N    N     Y    N    13
        AL WA   2480   IRA        ALWA2480 RODRIGUEZ    214 63 5216 $    42,000.00 $        .00   N    N     N    N     Y    N    14
        AL WA   2484   ANNA MARIE ALWA2484 BLUIETT      521 34 7221 $    42,000.00 $        .00   N    N     N    N     Y    N    15
        AL WA   2486   GARY       ALWA2486 EDWARDS      342 16 6214 $    42,000.00 $        .00   N    N     N    N     Y    N    16
        AL WA   2488   MARGARET   ALWA2488 MCCALL       342 27 9581 $    42,000.00 $        .00   N    N     N    N     Y    N    17
        AL WA   2276   HERBERT G. ALWA2276 HUGHES       629 81 2384 $    27,600.00 $        .00   N    N     N    N     Y    N    19
        AL WA   2412   ALFRED     ALWA2412 TINER        384 75 8785 $    26,400.00 $        .00   N    N     N    N     Y    N    23
        AL WA   2192   AMOS       ALWA2192 MOSES        551 03 3430 $    25,080.00 $        .00   N    N     N    N     Y    N    24
        AL WA   2180   KIMBERLY   ALWA2180 TERRY        534 93 8947 $    24,049.56 $        .00   N    N     N    N     Y    Y    25
        AL WA   2506   CICLEY     ALWA2506 JORDAN       534 72 3210 $    24,049.56 $        .00   N    N     N    N     Y    N    29
        AL WA   2410   GARY       ALWA2410 FILES        283 74 8744 $    24,000.00 $        .00   N    N     N    N     Y    N    30
        AL WA   2252   GEOFFREY   ALWA2252 RIDLEY       545 67 8906 $    21,272.76 $        .00   N    N     N    N     Y    N    33

        TOTAL NUMBER OF TOP 20% EMPLOYEES, CURRENT YEAR:       19
```

Purpose

The HIGHLOW5, Top 20% Current Year Earnings Employees, report lists employees who are among the top 20% of employees in compensation for the current year.

Report Series

HR-HIGH-LOW-COMPENSATION-RPT

Report

HIGHLOW5 - Top 20% Current Year Earnings Employees Report

Sort

- #REPORTID
- EMP-CURR-YR-ACCUM-EARN-AMT (descending)
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-HIGH-LOW-COMPENSATION-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-CURR-YR-20-PCT-RPT-IND is **Y**.

HIGHLOW6 - Top 20% Prior Year Earnings Employees

```
RUN DATE:   11/04/1997            NONDISCRIMINATION COMPLIANCE REPORT                    PAGE:          1
TEST DATE:  07/02/1997               HIGH COMPENSATION TEST
                                  TOP 20% PRIOR YEAR EARNINGS EMPLOYEES
                                                     ANNUAL COMPENSATION     OFFICER      5% OWNER    TOP 20%  TOP
      L1 L2 EMPLOYEE #  EMPLOYEE NAME        SOC SEC NBR  CURRENT YEAR   PRIOR YEAR  CURR PRIOR  CURR PRIOR  CURR PRIOR  100
      -- --  --------   ------------------   -----------  ------------  ------------  ---- -----  ---- -----  ---- -----  ---
      AL WA    1234   FRANCES     ALWA1234 RUSSEL       691 01 2345 $ 3,348,293.67 $        .00   N   N     N   N     Y   Y      1
      AL WA    2134   GERALDINE B. ALWA2134 MILLS       214 72 8136 $    15,600.60 $        .00   N   N     N   N     N   Y     42
      AL WA    2138   ELIZABETH   ALWA2138 MILLS        024 61 8965 $     5,280.00 $        .00   N   N     N   N     N   Y      0
      AL WA    2142   BASIL E.    ALWA2142 MILLS        432 19 8765 $     5,760.00 $        .00   N   N     N   N     N   Y      0
      AL WA    2144   ANNIE T.ALWA2144 MISSISSIPPI      050 94 3287 $    42,000.00 $        .00   N   N     N   N     Y   Y     11
      AL WA    2146   ROSAYNE     ALWA2146 MILLS        060 75 3219 $    15,600.60 $        .00   N   N     N   N     N   Y     43
      AL WA    2148   CAROLYN  ALWA2148 MILLS-LINK      117 24 3153 $    15,600.60 $        .00   N   N     N   N     N   Y     44
      AL WA    2152   FRANCES     ALWA2152 NELSON       419 36 7216 $    11,040.00 $        .00   N   N     N   N     N   Y     64
      AL WA    2154   BESSIE      ALWA2154 NELSON       258 64 1014 $    10,919.76 $        .00   N   N     N   N     N   Y     65
      AL WA    2156   JOHN        ALWA2156 NELSON       321 98 7654 $     6,000.00 $        .00   N   N     N   N     N   Y      0
      AL WA    2158   HARPER      ALWA2158 NELSON       305 35 8237 $     6,002.40 $        .00   N   N     N   N     N   Y      0
      AL WA    2164   MINNIE      ALWA2164 NELSON       654 32 1987 $     5,280.00 $        .00   N   N     N   N     N   Y      0
      AL WA    2166   DONALD      ALWA2166 ORLAND       543 19 6306 $     5,282.40 $        .00   N   N     N   N     N   Y      0
      AL WA    2168   LOTTIE      ALWA2168 ORLAND       135 79 0246 $     5,760.00 $        .00   N   N     N   N     N   Y      0
      AL WA    2170   MARY        ALWA2170 ORLAND       321 17 2944 $     6,000.00 $        .00   N   N     N   N     N   Y      0
      AL WA    2172   MARTIN      ALWA2172 PERRY        513 86 8453 $     6,000.00 $        .00   N   N     N   N     N   Y      0
      AL WA    2180   KIMBERLY    ALWA2180 TERRY        534 93 8947 $    24,049.56 $        .00   N   N     N   N     Y   Y     25
      AL WA    2186   JEWELL      ALWA2186 WARE         716 90 3821 $    15,600.60 $        .00   N   N     N   N     N   Y     45
      AL WA    2190   MERDITH     ALWA2190 ZSMITH       654 19 2731 $     5,280.00 $        .00   N   N     N   N     N   Y      0

      TOTAL NUMBER OF TOP 20% EMPLOYEES, PRIOR YEAR:         19
```

Purpose

The HIGHLOW6, Top 20% Prior Year Earnings Employees, report lists employee who are among the top 20% of employees in compensation for the prior year.

Report Series

HR-HIGH-LOW-COMPENSATION-RPT

Report

HIGHLOW6 - Top 20% Prior Year Earnings Employees Report

Sort

- #REPORTID
- EMP-PRIOR-YR-ACCUM-EARN-AMT (descending)
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-HIGH-LOW-COMPENSATION-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-PRIOR-YR-20-PCT-RPT-IND is **Y**.

HIGHLOW7 - Top 100 Current Year Earnings Employees

```
RUN DATE:   11/04/1997              NONDISCRIMINATION COMPLIANCE REPORT                    PAGE:          2
TEST DATE:  07/02/1997                    HIGH COMPENSATION TEST
                                    TOP 100 CURRENT YEAR EARNINGS EMPLOYEES
                                                       ANNUAL COMPENSATION      OFFICER    5% OWNER    TOP 20%  TOP
   L1 L2 EMPLOYEE #  EMPLOYEE NAME          SOC SEC NBR   CURRENT YEAR   PRIOR YEAR   CURR PRIOR  CURR PRIOR  CURR PRIOR  100
   -- -- ---------   -------------------    -----------   ------------   ------------ ---- ----- ---- ----- ---- ----- ---
   AL WA    2448  LAUINA      ALWA2448 SCHIFF     096 54 8392  $  13,200.00  $    .00     N   N     N   N     N   N    53
   AL WA    2454  LOVIE       ALWA2454 SHERER     216 41 6134  $  13,200.00  $    .00     N   N     N   N     N   N    54
   AL WA    2508  CLARICE     ALWA2508 JERRELL    716 45 8261  $  13,200.00  $    .00     N   N     N   N     N   N    55
   TN RB    7084  MERDITH     TNRB7084 ZSMITH     654 19 2731  $  12,965.52  $    .00     N   N     N   N     N   N    56
   TN RB    7082  JOHNNY      TNRB7082 WARE       112 23 3445  $  12,766.20  $    .00     N   N     N   N     N   N    57
   TN RB    7074  MARY        TNRB7074 ORLAND     321 17 2944  $  12,149.52  $    .00     N   N     N   N     N   N    58
   TN RB    7076  MARTIN      TNRB7076 PERRY      513 86 8453  $  12,149.52  $    .00     N   N     N   N     N   N    59
   AL WA    2520  BOYD        ALWA2520 SLATONS    729 22 7121  $  12,000.00  $    .00     N   N     N   N     N   N    60
   AL WA    2248  LISA    ALWA2248 DUNCAN-EATON   362 71 4040  $  11,953.80  $    .00     N   N     N   N     N   N    61
   AL WA    2450  MARYANN     ALWA2450 JENKINS    023 45 1673  $  11,400.00  $    .00     N   N     N   N     N   N    62
   AL WA    2102  MARY-LOUISE ALWA2102 ATKINS     0034 54 3251 $  11,040.00  $    .00     N   N     N   N     N   N    63
   AL WA    2152  FRANCES     ALWA2152 NELSON     419 36 7216  $  11,040.00  $    .00     N   N     N   N     N   Y    64
   AL WA    2154  BESSIE      ALWA2154 NELSON     258 64 1014  $  10,919.76  $    .00     N   N     N   N     N   Y    65
   AL WA    2250  SAM     ALWA2250 TABB JR.       534 56 7895  $  10,800.00  $    .00     N   N     N   N     N   N    66
   AL WA    2264  LANE        ALWA2264 MACKINTOSH 123 33 4508  $  10,400.40  $    .00     N   N     N   N     N   N    67
   AL WA    2326  ELEANOR     ALWA2326 JAMES      444 44 4444  $  10,400.40  $    .00     N   N     N   N     N   N    68
   AL WA    2328  MAUREEN     ALWA2328 BUSHART    504 32 8747  $  10,400.40  $    .00     N   N     N   N     N   N    69
   TN RB    7044  CHARLES M.  TNRB7044 LACY       191 25 6147  $  10,326.36  $    .00     N   N     N   N     N   N    70
   TN RB    7054  ANNIE T.TNRB7054 MISSISSIPPI    050 94 3287  $  10,235.88  $    .00     N   N     N   N     N   N    71
   AL WA    2206  SR. ARTHUR PALWA2206 JAMESON    567 89 1234  $  10,080.00  $    .00     N   N     N   N     N   N    72
   TN RB    7080  JEWELL      TNRB7080 WARE       716 90 3821  $   9,768.36  $    .00     N   N     N   N     N   N    73
   TN RB    7070  DONALD      TNRB7070 ORLAND     543 19 6306  $   9,720.00  $    .00     N   N     N   N     N   N    74
   AL WA    2098  JOSEPH R.   ALWA2098 ATKINS     0112 54 3251 $   9,600.00  $    .00     N   N     N   N     N   N    75
   AL WA    2116  NANCY       ALWA2116 GREGORY    111 11 1121  $   9,600.00  $    .00     N   N     N   N     N   N    76
   AL WA    2296  MARAALWA2296 FOREIGN-EMPLOYEE   000 00 0000  $   9,600.00  $    .00     N   N     N   N     N   N    77
   AL WA    2298  PATAALWA2298 FOREIGN-EMPLOYEE   413 11 1183  $   9,600.00  $    .00     N   N     N   N     N   N    78
   AL WA    2404  JULIE       ALWA2404 PARALA     310 17 2425  $   9,600.00  $    .00     N   N     N   N     N   N    79
   AL WA    2408  LEWIS JR.   ALWA2408 WARD       031 39 8453  $   9,600.00  $    .00     N   N     N   N     N   N    80
   AL WA    2428  ANDREW      ALWA2428 GIBSON     523 14 5237  $   9,600.00  $    .00     N   N     N   N     N   N    81
   AL WA    2444  GERALDINE   ALWA2444 RIOUX      112 13 4562  $   9,600.00  $    .00     N   N     N   N     N   N    82
   AL WA    2462  MARK        ALWA2462 NELSON     123 13 4145  $   9,600.00  $    .00     N   N     N   N     N   N    83
   AL WA    2468  ROBERT      ALWA2468 GRUMMAN    211 42 2670  $   9,600.00  $    .00     N   N     N   N     N   N    84
   AL WA    2470  CYNTHIA     ALWA2470 HUDD       213 45 6231  $   9,600.00  $    .00     N   N     N   N     N   N    85
   AL WA    2476  JOYCE       ALWA2476 MIKLAIN    314 23 1342  $   9,600.00  $    .00     N   N     N   N     N   N    86
   AL WA    2478  FLOWERS     ALWA2478 OSDER      411 23 1142  $   9,600.00  $    .00     N   N     N   N     N   N    87
   AL WA    2482  CHARLES  ALWA2482 CHEESEMAN     321 42 6512  $   9,600.00  $    .00     N   N     N   N     N   N    88
   AL WA    2318  JOHNATHON O ALWA2318 SMITH      321 45 9876  $   9,360.36  $    .00     N   N     N   N     N   N    89
   AL WA    2322  TOM         ALWA2322 HOUSTON    371 98 4432  $   9,307.20  $    .00     N   N     N   N     N   N    90
   TN RB    7090  HARPERTNRB7090 SATTERTHWAITE    369 40 4936  $   9,211.68  $    .00     N   N     N   N     N   N    91
   AL WA    2096  MICHAEL     ALWA2096 ATKINS     0012 54 3251 $   9,120.00  $    .00     N   N     N   N     N   N    92
   TN RB    7102  RAECHEL     TNRB7102 SMITH      346 82 0175  $   8,689.56  $    .00     N   N     N   N     N   N    93
   TN RB    7032  SARAH-FRANCES TNRB7032 IVEY     314 68 6342  $   8,616.36  $    .00     N   N     N   N     N   N    94
   TN RB    7038  JENIFFER W.  TNRB7038 IVEY      162 41 6134  $   8,616.36  $    .00     N   N     N   N     N   N    95
   TN RB    7100  BETH        TNRB7100 RITTER     345 82 9012  $   8,346.48  $    .00     N   N     N   N     N   N    96
   AL WA    2270  ASHLEY      ALWA2270 PARROTTE   239 34 1130  $   8,307.60  $    .00     N   N     N   N     N   N    97
   TN RB    7104  GENE        TNRB7104 GROSS      347 40 7578  $   8,019.60  $    .00     N   N     N   N     N   N    98
   TN RB    7028  NANCY       TNRB7028 GREGORY    111 11 1121  $   7,953.24  $    .00     N   N     N   N     N   N    99
   TN RB    7034  MARIAN-LENORA TNRB7034 IVEY     012 34 5614  $   7,953.24  $    .00     N   N     N   N     N   N   100
```

Purpose

The HIGHLOW7, Top 100 Current Year Earnings Employees, report lists the top 100 employees in compensation for the current year.

Report Series

HR-HIGH-LOW-COMPENSATION-RPT

Report

HIGHLOW7 - Top 100 Current Year Earnings Employees Report

Sort

- #REPORTID
- EXT-TO-100-RANK

Run Statements

See member HR-HIGH-LOW-COMPENSATION-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-TOP-100-PAID-RPT-IND is Y.

HREX80 and HRDT80 - 80% Coverage Test

Purpose

The 80% Coverage Test is also referred to as the alternate test. If a plan passes this test it needs no further testing.

If it does not pass this test, it must pass a series of three other tests. They are the 50% Eligibility, the 90%/50% Eligibility, and the 75% Benefits tests.

The 80% Coverage Test is applied to individual plans that represent benefits the employee is actually covered by. To pass the 80% Coverage Test, 80% of the non-highly compensated employees must be covered by the plan being tested.

Dataframe

HRDISCR

Report Series

HR-SECTION-89-80-PCT-TEST

Report

HREX80 - Employees Excluded from Testing

HRDT80 - Employee Detail and Compliance Test Results

Sort

- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER
- EMP-BEN-PLAN-ID

Run Statements

Run-time selects and run-time variables are required to execute this report series.

HREX50 and HRDT50 - 50% Eligibility Test

Purpose

The 50% Eligibility Test is applied to individual plans. The employee need only be eligible for, not necessarily covered by, the plan. See the Nondiscrimination Testing topic in the How To chapter of this guide for more details.

Dataframe

HRDISCR

Report Series

HR-SECTION-89-50-PCT-TEST

Report

HREX50 - Employees Excluded from Testing

HRDT50 - Employee Detail and Compliance Test Results

Sort

- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER
- EMP-BEN-PLAN-ID

Run Statements

Run-time selects and run-time-variables are required to execute this report series.

HREX75 and HRDT75 - 75% Benefits Test

Purpose

The 75% Benefits Test is applied to the entire group of health plans and separately to the entire group of life plans. For this test, the employees must be covered by the plans. To pass this test the average value of benefits that the non-highly compensated employees are covered by must equal or exceed 75% of the average value of benefits the highly compensated employees are covered by.

The plan provided as run-time selects should represent all plans of that type that are to be tested.

See the Nondiscrimination Testing topic in the How To chapter for more details.

Dataframe

HRDISCR

Report Series

HR-SECTION-89-75-PCT-TEST

Report

HREX75 - Employees Excluded from Testing

HRDT75 - Employee Detail and Compliance Test Results

Sort

- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER
- EMP-BEN-PLAN-ID

Run Statements

Run-time selects and run-time variables are required to execute this report series.

HREX9050 and HRDT950 - 90%/50% Eligibility Test

Purpose

The 90%/50% Eligibility Test is designed to ensure that virtually all employees are eligible for benefits that are worth at least 50% of the most valuable benefits offered to a highly compensated employee.

To pass this test, at least 90% of the non-highly compensated employees must be eligible to participate in plans with benefits that are at least 50% as valuable as the most valuable benefit available to a highly compensated employee.

This report series does not determine the value of the most valuable benefit available to a highly compensated employee. It is entered as a run-time variable.

Dataframe

HRDISCR

Report Series

HR-SECTION-89-90-50-PCT-TEST

Report

HREX9050 - Employees Excluded from Testing

HRDT950 - Employee Detail and Compliance Test Results

Sort

- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER
- EMP-BEN-PLAN-ID

Run Statements

Run-time selects and run-time variables are required to execute this report series.

401(k) ADP/Alternative ADP Test Report Series

The HR-401K-ADP-ALT-ADP-TEST-RPT report series provides model reports for performing the Actual Deferral Percentage (ADP) and Alternative ADP Tests for deferred benefit plans.

The individual reports are discussed in the ADPRT01 through ADPRT06 topics.

ADPRPT01 - Excluded Employees

```
RUN DATE:   11/04/1997              401(K) NONDISCRIMINATION COMPLIANCE REPORT                 PAGE:           1
TEST DATE:  07/02/1997                  ACTUAL DEFERRAL PERCENTAGE TESTS
                                          EXCLUDED EMPLOYEES REPORT
       L1    L2    EMPLOYEE #    EMPLOYEE NAME                  SOC SEC NBR    REASON FOR EXCLUSION
       --    --    _____     _____   _____    _____

       AL    WA        1010    DAVE        ALWA1010 KENNYS      000 00 0000    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1012    MARCUS      ALWA1012 CHILDS      111 11 1111    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1014    MARY        ALWA1014 WRIGHT      333 33 3333    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1016    ALTHIA      ALWA1016 HARMON      000 12 7121    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1018    SAMMUAALWA1018 WALKER-FELTON     587 51 2345    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1020    NAMEMOREHTAN22CALWA1020 WELL     588 71 2345    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1022    JOHN            ALWA1022 H       589 91 2345    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1024    JR. LESLIE  ALWA1024 EVERMAN     590 12 3456    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1026    III. JACKIE    ALWA1026 WARD     591 31 2345    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1028    SR.  MERLIN  ALWA1028 NEWMAN     592 41 2345    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1030    II.  KERRY  ALWA1030 HYSMITH     593 61 2345    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1032    CARL JR.    ALWA1032 TEDDLIE     594 81 2345    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1034    STEPHEN SR.  ALWA1034 GASTON     595 01 2345    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK

       AL    WA        1036    ROSAYN III   ALWA1036 MADDOX     596 43 4444    EMPLOYEE AGE
                                                                              EMPLOYEE AVERAGE HOURS PER WEEK
```

Purpose

ADPRPT01, Excluded Employees, lists employees excluded from the ADP/Alternative ADP Tests. The following employees may be excluded:

- Employees terminated more than 1 year ago
- Employees with less than 6 months of service
- Employees under age 21
- Seasonal employees
- Employees who work less than 17 1/2 hours per week
- Employees covered by a bargaining unit agreement
- Employees who are non-resident aliens with no U.S. earned income

Dataframe

HRDISCR relating to HREMPPLN, HREMPHRE, and HRTHACUM

Report Series

HR-401K-ADP-ALT-ADP-TEST-RPT

Report

ADPRPT01 - Excluded Employees Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-ADP-ALT-ADP-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-EXCLUDED-REPORT-IND is **Y**.

ADPRPT02 - Plan Highly Compensated Non-Participants

Purpose

ADPRPT02, Plan Highly Compensated Non-Participants, lists highly compensated employees who are not participants in the plans being tested for the ADP/Alternative ADP Tests.

Report Series

HR-401K-ADP-ALT-ADP-TEST-RPT

Report

ADPRPT02 - Plan Highly Compensated Non-Participants Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-ADP-ALT-ADP-TEST-RUN in I.E. Source Management for all selects and/or variables used by this report series.

This report is produced only when the run-time variable PRINT-HC-NON-PTCP-RPT is **Y**.

Note: Sample report not provided.

ADPRPT03 - Plan Non-Highly Compensated Non-Participants

```
RUN DATE:   11/04/1997          401(K) NONDISCRIMINATION COMPLIANCE REPORT                    PAGE:        1
TEST DATE:  07/02/1997               ACTUAL DEFERRAL PERCENTAGE TESTS
                               PLAN NON-HIGHLY COMPENSATED NON-PARTICIPANTS
                                                                      OFFICER      5% OWNER
       L1 L2 EMPLOYEE #  EMPLOYEE NAME               SOC SEC NBR    CURR PRIOR CURR PRIOR
       -- -- ---------   --------------------------  -----------    ---- ----- ---- -----
       AL WA     1234    FRANCES     ALWA1234 RUSSEL   691 01 2345    N    N    N    N
       AL WA     2134    GERALDINE B. ALWA2134 MILLS   214 72 8136    N    N    N    N
       AL WA     2138    ELIZABETH    ALWA2138 MILLS   024 61 8965    N    N    N    N
       AL WA     2142    BASIL E.     ALWA2142 MILLS   432 19 8765    N    N    N    N
       AL WA     2144    ANNIE T.ALWA2144 MISSISSIPPI  050 94 3287    N    N    N    N
       AL WA     2146    ROSAYNE      ALWA2146 MILLS   060 75 3219    N    N    N    N
       AL WA     2148    CAROLYN ALWA2148 MILLS-LINK   117 24 3153    N    N    N    N
       AL WA     2152    FRANCES      ALWA2152 NELSON  419 36 7216    N    N    N    N
       AL WA     2154    BESSIE       ALWA2154 NELSON  258 64 1014    N    N    N    N
       AL WA     2156    JOHN         ALWA2156 NELSON  321 98 7654    N    N    N    N
       AL WA     2158    HARPER       ALWA2158 NELSON  305 35 8237    N    N    N    N
       AL WA     2164    MINNIE       ALWA2164 NELSON  654 32 1987    N    N    N    N
       AL WA     2166    DONALD       ALWA2166 ORLAND  543 19 6306    N    N    N    N
       AL WA     2168    LOTTIE       ALWA2168 ORLAND  135 79 0246    N    N    N    N
       AL WA     2170    MARY         ALWA2170 ORLAND  321 17 2944    N    N    N    N
       AL WA     2172    MARTIN       ALWA2172 PERRY   513 86 8453    N    N    N    N
       AL WA     2180    KIMBERLY     ALWA2180 TERRY   534 93 8947    N    N    N    N
       AL WA     2186    JEWELL       ALWA2186 WARE    716 90 3821    N    N    N    N
       AL WA     2190    MERDITH      ALWA2190 ZSMITH  654 19 2731    N    N    N    N
       AL WA     2192    AMOS         ALWA2192 MOSES   551 03 3430    N    N    N    N
       AL WA     2194    DOROTHEA     ALWA2194 ROGERS  258 64 1002    N    N    N    N
       AL WA     2248    LISA   ALWA2248 DUNCAN-EATON  362 71 4040    N    N    N    N
       AL WA     2250    SAM          ALWA2250 TABB JR. 534 56 7895   N    N    N    N
       AL WA     2252    GEOFFREY     ALWA2252 RIDLEY  545 67 8906    N    N    N    N
       AL WA     2254    DAVID        ALWA2254 HAYNES  678 90 1234    N    N    N    N
       AL WA     2256    LARRY        ALWA2256 JEFFERS 258 64 1009    N    N    N    N
       AL WA     2276    HERBERT G.   ALWA2276 HUGHES  629 81 2384    N    N    N    N
       AL WA     2288    ROSS         ALWA2288 KINDEL  011 83 3189    N    N    N    N
       AL WA     2290    PERCY        ALWA2290 ZEBRAS  654 71 4012    N    N    N    N
       AL WA     2322    TOM          ALWA2322 HOUSTON 371 98 4432    N    N    N    N
       AL WA     2324    LYNN     ALWA2324 CALDWELL    460 98 4321    N    N    N    N
       AL WA     2326    ELEANOR      ALWA2326 JAMES   444 44 4444    N    N    N    N
       AL WA     2328    MAUREEN      ALWA2328 BUSHART 504 32 8747    N    N    N    N
       AL WA     2424    JERRY        ALWA2424 MARTIN  242 08 7675    N    N    N    N
       AL WA     2454    LOVIE        ALWA2454 SHERER  216 41 6134    N    N    N    N
       AL WA     2456    MELBA        ALWA2456 RHEM    032 54 7616    N    N    N    N
       AL WA     2458    BERTHA       ALWA2458 PRICE   067 83 4562    N    N    N    N
       AL WA     2462    MARK         ALWA2462 NELSON  123 13 4145    N    N    N    N
       AL WA     2464    MARY SUE  ALWA2464 DILIELLO   214 52 6321    N    N    N    N
       AL WA     2466    REBECCA      ALWA2466 PROCTOR 042 17 4307    N    N    N    N
       AL WA     2468    ROBERT       ALWA2468 GRUMMAN 211 42 2670    N    N    N    N
       AL WA     2470    CYNTHIA      ALWA2470 HUDD    213 45 6231    N    N    N    N
       AL WA     2472    BARBARA      ALWA2472 PARUCH  123 45 2634    N    N    N    N
       AL WA     2474    FLICKA       ALWA2474 GIBSON  151 23 1245    N    N    N    N
       A
```

Purpose

ADPRPT03, Plan Non-Highly Compensated Non-Participants, lists non-highly compensated employees who are not participants in the plans being tested for the ADP/Alternative ADP Tests.

Report Series

HR-401K-ADP-ALT-ADP-TEST-RPT

Report

ADPRPT03 - Plan Non-Highly Compensated Non-Participants Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-ADP-ALT-ADP-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-NHC-NON-PTCP-RPT is **Y**.

ADPRPT04 - Highly Compensated Employee Detail

Purpose

ADPRPT04, Highly Compensated Employee Detail, lists highly compensated employees with the actual deferral percentage for each employee for each plan being tested for the ADP/Alternative ADP Tests.

Report Series

HR-401K-ADP-ALT-ADP-TEST-RPT

Report

ADPRPT04 - Highly Compensated Employee Detail Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-ADP-ALT-ADP-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-HC-ADP-DTL-RPT is **Y**.

Note: Sample report not provided.

ADPRPT05 - Non-Highly Compensated Employee Detail

```
RUN DATE:   11/04/1997          401(K) NONDISCRIMINATION COMPLIANCE REPORT                PAGE:          1
TEST DATE:  07/02/1997            ACTUAL DEFERRAL PERCENTAGE TESTS
                                NON-HIGHLY COMPENSATED EMPLOYEE DETAIL REPORT
                                                    YTD                YTD CONTRIBUTIONS
   L1 L2 EMPLOYEE #  EMPLOYEE NAME          SOC SEC NBR   COMPENSATION  PLAN ID    EMPLOYEE        EMPLOYER       ADP
   -- -- ---------   ------------------     ----------    ------------  -------  ------------    ------------    -------

   AL WA   2404  JULIE      ALWA2404 PARAIA  310 17 2425 $    9,600.00   DBP        9,600.00        9,600.00     200.00
                                                                        DCP        9,600.00        9,600.00     200.00
                                                                        MM1        9,600.00        9,600.00     200.00
                                                                                ------------    ------------    -------
                                                                                  28,800.00       28,800.00     600.00

   AL WA   2410  GARY       ALWA2410 FILES   283 74 8744 $   24,000.00   DBP       24,000.00       24,000.00     200.00
                                                                        DCP       24,000.00       24,000.00     200.00
                                                                        MM1       24,000.00       24,000.00     200.00
                                                                                ------------    ------------    -------
                                                                                  72,000.00       72,000.00     600.00

   AL WA   2412  ALFRED     ALWA2412 TINER   384 75 8785 $   26,400.00   DBP       26,400.00       26,400.00     200.00
                                                                        DCP       26,400.00       26,400.00     200.00
                                                                        MM1       26,400.00       26,400.00     200.00
                                                                                ------------    ------------    -------
                                                                                  79,200.00       79,200.00     600.00

   AL WA   2414  HARRY      ALWA2414 LOHRENGEL 283 49 8984 $1,838,999.10 DBP       38,999.10       38,999.10       4.24
                                                                        DCP       38,999.10       38,999.10       4.24
                                                                        MM1       38,999.10       38,999.10       4.24
                                                                                ------------    ------------    -------
                                                                                 116,997.30      116,997.30      12.72

   AL WA   2418  LUCIA BELINDAALWA2418 HARPER 031 32 8237 $   57,120.00  DBP       57,120.00       57,120.00     200.00
                                                                        DCP       57,120.00       57,120.00     200.00
                                                                        MM1       57,120.00       57,120.00     200.00
                                                                                ------------    ------------    -------
                                                                                 171,360.00      171,360.00     600.00

   AL WA   2420  MAREEN     ALWA2420 COHEN    414 21 6327 $   13,200.00  DBP       13,200.00       13,200.00     200.00
                                                                        DCP       13,200.00       13,200.00     200.00
                                                                        MM1       13,200.00       13,200.00     200.00
                                                                                ------------    ------------    -------
                                                                                  39,600.00       39,600.00     600.00

   AL WA   2422  SHIRLEY  ALWA2422 HORNBUCKLE 345 45 4541 $  118,007.68  DBP       18,007.68       18,007.68      30.51
                                                                        DCP       18,007.68       18,007.68      30.51
                                                                        MM1       18,007.68       18,007.68      30.51
                                                                                ------------    ------------    -------
                                                                                  54,023.04       54,023.04      91.55

   TOTAL NUMBER OF HIGHLY COMPENSATED EMPLOYEES:              7
   TOTAL EMPLOYEE CONTRIBUTIONS:                        561,980.34
   TOTAL EMPLOYER CONTRIBUTIONS:                        561,980.34
   TOTAL COMPENSATION:                                2,087,326.78
   ACTUAL DEFERRAL PERCENTAGE:                        53.84
```

Purpose

ADPRPT05, Non-Highly Compensated Employee Detail, lists non-highly compensated employees with the actual deferral percentage for each employee for each plan being tested for the ADP/Alternative ADP Tests.

Report Series

HR-401K-ADP-ALT-ADP-TEST-RPT

Report

ADPRPT05 - Non-Highly Compensated Employee Detail Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-ADP-ALT-ADP-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-NHC-ADP-DTL-RPT is **Y**.

ADPRPT06 - ADP/Alternative ADP Tests

```
RUN DATE:   11/04/1997          401(K) NONDISCRIMINATION COMPLIANCE REPORT              PAGE:            1
TEST DATE:  07/02/1997             ACTUAL DEFERRAL PERCENTAGE TESTS

              PLANS INCLUDED IN TEST:
              DBP DCP MM1
                          ACTUAL DEFERRAL PERCENTAGE TEST
                          -------------------------------
              TOTAL NUMBER OF NON-HIGHLY COMPENSATED EMPLOYEES                          0
              ACTUAL DEFERRAL PERCENTAGE FOR NON-HIGHLY COMPENSATED  EMPLOYEES        .00 %
              TOTAL NUMBER OF HIGHLY COMPENSATED EMPLOYEES                              0
              ACTUAL DEFERRAL PERCENTAGE FOR HIGHLY COMPENSATED EMPLOYEES             .00 %
              RATIO OF THE ADP FOR HIGHLY COMPENSATED EMPLOYEES TO THE ADP FOR
                 NON-HIGHLY COMPENSATED EMPLOYEES                                     .00 %
              MAXIMUM RATIO OF THE ADP FOR HIGHLY COMPENSATED EMPLOYEES TO
                 THE ADP FOR NON-HIGHLY COMPENSATED EMPLOYEES REQUIRED TO PASS
                 THE ADP TEST                                                         125    %
```

Purpose

ADPRPT06, ADP/Alternative ADP Tests, prints the results of the ADP and Alternative ADP Tests. This report is automatically printed each time the report series is run.

Report Series

HR-401K-ADP-ALT-ADP-TEST-RPT

Report

ADPRPT06 - ADP/Alternative ADP Test Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER
- WRK-DFR-PLAN-ID

Run Statements

None required.

401(k) Average Benefits Test Report Series

The HR-401K-AVG-BEN-TEST-REPORT series provides model reports for performing the Average Benefits Tests for deferred benefit plans.

The individual reports are discussed in the AVGBEN01 through AVGBEN06 topics.

AVGBEN01 - Excluded Employees

```
RUN DATE:   11/04/1997           401(K) NONDISCRIMINATION COMPLIANCE REPORT              PAGE:           1
TEST DATE:  07/02/1997                     AVERAGE BENEFITS TEST
                                          EXCLUDED EMPLOYEES REPORT
        L1   L2   EMPLOYEE #    EMPLOYEE NAME                   SOC SEC NBR   REASON FOR EXCLUSION
        --   --   _____    _____   _____    _____

        AL   WA      1010    DAVE        ALWA1010 KENNYS       000 00 0000   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1012    MARCUS      ALWA1012 CHILDS       111 11 1111   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1014    MARY        ALWA1014 WRIGHT       333 33 3333   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1016    ALTHIA      ALWA1016 HARMON       000 12 7121   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1018    SAMMUAALWA1018 WALKER-FELTON      587 51 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1020    NAMEMOREHTAN22CALWA1020 WELL      588 71 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1022    JOHN            ALWA1022 H        589 91 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1024    JR. LESLIE  ALWA1024 EVERMAN      590 12 3456   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1026    III. JACKIE   ALWA1026 WARD       591 31 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1028    SR.  MERLIN ALWA1028 NEWMAN       592 41 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1030    II.  KERRY  ALWA1030 HYSMITH      593 61 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1032    CARL JR.    ALWA1032 TEDDLIE      594 81 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1034    STEPHEN SR. ALWA1034 GASTON       595 01 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1036    ROSAYN III  ALWA1036 MADDOX       596 43 4444   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1038    ROLLIE II   ALWA1038 PARKER       597 12 5432   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK
```

Purpose

AVGBEN01, Excluded Employees, lists employees excluded from the Average Benefits Test. The following employees may be excluded:

- Employees terminated more than 1 year ago

- Employees with less than 6 months of service

- Employees under age 21

- Seasonal employees

- Employees who work less than 17 1/2 hours per week

- Employees covered by a bargaining unit agreement

- Employees who are non-resident aliens with no U.S. earned income

Dataframe

HRDISCR relating to HREMPPLN, HREMPHRE, and HRTHACUM

Report Series

HR-401K-AVG-BEN-TEST-REPORT

Report

AVGBEN01 - Excluded Employees Report

Sort

- #REPORTID

- EMP-LEVEL-1

- EMP-LEVEL-2

- EMP-NUMBER

Run Statements

See member HR-401K-AVG-BEN-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-EXCLUDED-REPORT-IND is **Y**.

AVGBEN02 - Plan Highly Compensated Non-Participants

Purpose

AVGBEN02, Plan Highly Compensated Non-Participants, lists highly compensated employees who are not participants in the plans being tested for the Average Benefits Test.

Report Series

HR-401K-AVG-BEN-TEST-REPORT

Report

AVGBEN02 - Plan Highly Compensated Non-Participants Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-AVG-BEN-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-HC-NON-PTCP-RPT is **Y**.

Note: Sample report not provided.

AVGBEN03 - Plan Non-Highly Compensated Non-Participants

```
RUN DATE:   11/04/1997           401(K) NONDISCRIMINATION COMPLIANCE REPORT              PAGE:        1
TEST DATE:  07/02/1997                    AVERAGE BENEFITS TEST
                                 PLAN NON-HIGHLY COMPENSATED NON-PARTICIPANTS
                                                                    OFFICER    5% OWNER
      L1 L2 EMPLOYEE #  EMPLOYEE NAME            SOC SEC NBR     CURR PRIOR CURR PRIOR
      -- -- ---------   ------------------------  -----------    ---- ----- ---- -----
      AL WA    1234  FRANCES     ALWA1234 RUSSEL  691 01 2345      N    N    N    N
      AL WA    2134  GERALDINE B. ALWA2134 MILLS  214 72 8136      N    N    N    N
      AL WA    2138  ELIZABETH   ALWA2138 MILLS   024 61 8965      N    N    N    N
      AL WA    2142  BASIL E.    ALWA2142 MILLS   432 19 8765      N    N    N    N
      AL WA    2144  ANNIE T.ALWA2144 MISSISSIPPI 050 94 3287      N    N    N    N
      AL WA    2146  ROSAYNE     ALWA2146 MILLS   060 75 3219      N    N    N    N
      AL WA    2148  CAROLYN  ALWA2148 MILLS-LINK 117 24 3153      N    N    N    N
      AL WA    2152  FRANCES     ALWA2152 NELSON  419 36 7216      N    N    N    N
      AL WA    2154  BESSIE      ALWA2154 NELSON  258 64 1014      N    N    N    N
      AL WA    2156  JOHN        ALWA2156 NELSON  321 98 7654      N    N    N    N
      AL WA    2158  HARPER      ALWA2158 NELSON  305 35 8237      N    N    N    N
      AL WA    2164  MINNIE      ALWA2164 NELSON  654 32 1987      N    N    N    N
      AL WA    2166  DONALD      ALWA2166 ORLAND  543 19 6306      N    N    N    N
      AL WA    2168  LOTTIE      ALWA2168 ORLAND  135 79 0246      N    N    N    N
      AL WA    2170  MARY        ALWA2170 ORLAND  321 17 2944      N    N    N    N
      AL WA    2172  MARTIN      ALWA2172 PERRY   513 86 8453      N    N    N    N
      AL WA    2180  KIMBERLY    ALWA2180 TERRY   534 93 8947      N    N    N    N
      AL WA    2186  JEWELL      ALWA2186 WARE    716 90 3821      N    N    N    N
      AL WA    2190  MERDITH     ALWA2190 ZSMITH  654 19 2731      N    N    N    N
      AL WA    2192  AMOS        ALWA2192 MOSES   551 03 3430      N    N    N    N
      AL WA    2194  DOROTHEA    ALWA2194 ROGERS  258 64 1002      N    N    N    N
      AL WA    2248  LISA    ALWA2248 DUNCAN-EATON 362 71 4040     N    N    N    N
      AL WA    2250  SAM         ALWA2250 TABB JR. 534 56 7895     N    N    N    N
      AL WA    2252  GEOFFREY    ALWA2252 RIDLEY  545 67 8906      N    N    N    N
      AL WA    2254  DAVID       ALWA2254 HAYNES  678 90 1234      N    N    N    N
      AL WA    2256  LARRY       ALWA2256 JEFFERS 258 64 1009      N    N    N    N
      AL WA    2276  HERBERT G.  ALWA2276 HUGHES  629 81 2384      N    N    N    N
      AL WA    2288  ROSS        ALWA2288 KINDEL  011 83 3189      N    N    N    N
      AL WA    2290  PERCY       ALWA2290 ZEBRAS  654 71 4012      N    N    N    N
      AL WA    2322  TOM         ALWA2322 HOUSTON 371 98 4432      N    N    N    N
      AL WA    2324  LYNN     ALWA2324 CALDWELL   460 98 4321      N    N    N    N
      AL WA    2326  ELEANOR     ALWA2326 JAMES   444 44 4444      N    N    N    N
      AL WA    2328  MAUREEN     ALWA2328 BUSHART 504 32 8747      N    N    N    N
      AL WA    2424  JERRY       ALWA2424 MARTIN  242 08 7675      N    N    N    N
      AL WA    2454  LOVIE       ALWA2454 SHERER  216 41 6134      N    N    N    N
      AL WA    2456  MELBA       ALWA2456 RHEM    032 54 7616      N    N    N    N
      AL WA    2458  BERTHA      ALWA2458 PRICE   067 83 4562      N    N    N    N
```

Purpose

AVGBEN03, Plan Non-Highly Compensated Non-Participants, lists non-highly employees who are not participants in the plans being tested for the Average Benefits Test.

Report Series

HR-401K-AVG-BEN-TEST-REPORT

Report

AVGBEN03 - Plan Non-Highly Compensated Non-Participants Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-AVG-BEN-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-NHC-NON-PTCP-RPT is **Y**.

AVGBEN04 - Highly Compensated Employee Detail

Purpose

AVGBEN04, Highly Compensated Employee Detail, lists highly compensated employees with the average benefit for each employee for each plan being tested for the Average Benefits Test.

Report Series

HR-401K-AVG-BEN-TEST-REPORT

Report

AVGBEN04 - Highly Compensated Employee Detail Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER
- WRK-DFR-PLAN-ID

Run Statements

See member HR-401K-AVG-BEN-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-HC-AVG-BEN-DTL-RPT is **Y**.

Note: Sample report not provided.

AVGBEN05 - Non-Highly Compensated Employee Detail

```
RUN DATE:   11/04/1997           401(K) NONDISCRIMINATION COMPLIANCE REPORT                      PAGE:          1
TEST DATE:  07/02/1997                     AVERAGE BENEFITS TEST
                                 NON-HIGHLY COMPENSATED EMPLOYEE DETAIL REPORT
                                                              YTD                   YTD             EMPLOYEE
       L1 L2 EMPLOYEE #  EMPLOYEE NAME          SOC SEC NBR        COMPENSATION   PLAN ID  EMPLOYEE BENEFIT  BENEFIT PERCENT
       -- -- ---------   ------------------------   ----------     --------------   ------   ----------------  ---------------

       AL WA    2404  JULIE      ALWA2404 PARALA   310 17 2425   $    9,600.00     DBP          9,600.00
                                                                                  DCP          9,600.00
                                                                                  MM1          9,600.00
                                                                                          _____
                                                                                             28,800.00       300.00  %

       AL WA    2410  GARY       ALWA2410 FILES    283 74 8744   $   24,000.00     DBP         24,000.00
                                                                                  DCP         24,000.00
                                                                                  MM1         24,000.00
                                                                                          _____
                                                                                             72,000.00       300.00  %

       AL WA    2412  ALFRED     ALWA2412 TINER    384 75 8785   $   26,400.00     DBP         26,400.00
                                                                                  DCP         26,400.00
                                                                                  MM1         26,400.00
                                                                                          _____
                                                                                             79,200.00       300.00  %

       AL WA    2414  HARRY    ALWA2414 LOHRENGEL  283 49 8984   $1,838,999.10     DBP         38,999.10
                                                                                  DCP         38,999.10
                                                                                  MM1         38,999.10
                                                                                          _____
                                                                                            116,997.30         6.36  %

       AL WA    2418  LUCIA BELINDAALWA2418 HARPER  031 32 8237   $   57,120.00    DBP         57,120.00
                                                                                  DCP         57,120.00
                                                                                  MM1         57,120.00
                                                                                          _____
                                                                                            171,360.00       300.00  %

       AL WA    2420  MAREEN      ALWA2420 COHEN    414 21 6327   $   13,200.00    DBP         13,200.00
                                                                                  DCP         13,200.00
                                                                                  MM1         13,200.00
                                                                                          _____
                                                                                             39,600.00       300.00  %

       AL WA    2422  SHIRLEY  ALWA2422 HORNBUCKLE  345 45 4541   $  118,007.68    DBP         18,007.68
                                                                                  DCP         18,007.68
                                                                                  MM1         18,007.68
                                                                                          _____
                                                                                             54,023.04        45.77  %
       TOTAL NUMBER OF NON-HIGHLY COMPENSATED EMPLOYEES:                7
       AVERAGE BENEFIT FOR NON-HIGHLY COMPENSATED EMPLOYEES:        221.73
```

Purpose

AVGBEN05, Non-Highly Compensated Employee Detail, lists non-highly compensated employees with the average benefit for each employee for each plan being tested for the Average Benefits Test.

Report Series

HR-401K-AVG-BEN-TEST-REPORT

Report

AVGBEN05 - Non-Highly Compensated Employee Detail Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER
- WRK-DFR-PLAN-ID

Run Statements

See member HR-401K-AVG-BEN-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-NHC-AVG-BEN-DTL-RPT is **Y**.

AVGBEN06 - Average Benefits Test

```
RUN DATE:    11/04/1997            401(K) NONDISCRIMINATION COMPLIANCE REPORT              PAGE:              1
TEST DATE:   07/02/1997                    AVERAGE BENEFITS TEST

                PLANS INCLUDED IN TEST:
                DBP  DCP  MM1
                    TOTAL NUMBER OF NON-HIGHLY COMPENSATED EMPLOYEES                 0
                    AVERAGE BENEFIT FOR NON-HIGHLY COMPENSATED EMPLOYEES           .00 %
                    TOTAL NUMBER OF HIGHLY COMPENSATED EMPLOYEES                     0
                    AVERAGE BENEFIT FOR HIGHLY COMPENSATED EMPLOYEES               .00 %
                    RATIO OF THE AVERAGE BENEFIT FOR NON-HIGHLY COMPENSATED
                        EMPLOYEES TO THE AVERAGE BENEFIT FOR HIGHLY COMPENSATED
                        EMPLOYEES                                                 .00 %
                    RATIO OF THE AVERAGE BENEFIT FOR NON-HIGHLY COMPENSATED
                        EMPLOYEES TO THE AVERAGE BENEFIT FOR HIGHLY COMPENSATED
                        EMPLOYEES REQUIRED TO PASS THE AVERAGE BENEFITS TEST        70 %
```

Purpose

AVGBEN06, Average Benefits Test, prints the results of the Average Benefits Test. This report is automatically printed each time the report series is run.

Report Series

HR-401K-AVG-BEN-TEST-REPORT

Report

AVGBEN06 - Average Benefits Test Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER
- WRK-DFR-PLAN-ID

Run Statements

None required.

Minimum Coverage Test Report Series

The HR-401K-MINIMUM-CVRG-TEST-RPT report series provides model reports for determining if each deferred plan meets minimum coverage requirements.

The individual reports are discussed in the topics MINCVRG1 through MINCVRG4.

MINCVRG1 - Excluded Employees

```
RUN DATE:   11/04/1997          401(K) NONDISCRIMINATION COMPLIANCE REPORT                    PAGE:            1
TEST DATE:  07/02/1997                    MINIMUM COVERAGE TEST
                                        EXCLUDED EMPLOYEES REPORT
        L1   L2   EMPLOYEE #     EMPLOYEE NAME                 SOC SEC NBR   REASON FOR EXCLUSION
        --   --   _____     _____  _____   _____

        AL   WA      1010     DAVE       ALWA1010 KENNYS       000 00 0000   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1012     MARCUS     ALWA1012 CHILDS       111 11 1111   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1014     MARY       ALWA1014 WRIGHT       333 33 3333   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1016     ALTHIA     ALWA1016 HARMON       000 12 7121   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1018     SAMMUAALWA1018 WALKER-FELTON     587 51 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1020     NAMEMOREHTAN22CALWA1020 WELL     588 71 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1022     JOHN           ALWA1022 H        589 91 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1024     JR. LESLIE ALWA1024 EVERMAN      590 12 3456   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1026     III. JACKIE    ALWA1026 WARD     591 31 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1028     SR.  MERLIN  ALWA1028 NEWMAN     592 41 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1030     II.  KERRY   ALWA1030 HYSMITH    593 61 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1032     CARL JR.    ALWA1032 TEDDLIE     594 81 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1034     STEPHEN SR.  ALWA1034 GASTON     595 01 2345   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK

        AL   WA      1036     ROSAYN III  ALWA1036 MADDOX      596 43 4444   EMPLOYEE AGE
                                                                            EMPLOYEE AVERAGE HOURS PER WEEK
```

Purpose

MINCVRG1, Excluded Employees, lists employees excluded in testing for minimum coverage requirements. The following employees may be excluded:

- Employees terminated more than 1 year ago
- Employees with less than 6 months of service
- Employees under age 21
- Seasonal employees
- Employees who work less than 17 1/2 hours per week
- Employees covered by a bargaining unit agreement
- Employees who are non-resident aliens with no U.S. earned income

Dataframe

HRDISCR relating to HREMPPLN, HRTHACUM, and HRTBLBEN

Report Series

HR-401K-MINIMUM-CVRG-TEST-RPT

Report

MINCVRG1 - Excluded Employees Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-MINIMUM-CVRG-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-EXCLUDED-REPORT-IND is **Y**.

MINCVRG2 - Plan Participants

```
RUN DATE:   11/04/1997             401(K) NONDISCRIMINATION COMPLIANCE REPORT              PAGE:              2
TEST DATE:  07/02/1997                        MINIMUM COVERAGE TEST
                                               PLAN PARTICIPANTS


    PLAN ID   DBP
                                                                      OFFICER     5% OWNER
 L1 L2 EMPLOYEE #  EMPLOYEE NAME              SOC SEC NBR           CURR PRIOR  CURR PRIOR
 -- -- ---------- -------------------------   -----------          ---- -----  ---- -----

 AL WA   2470  CYNTHIA      ALWA2470 HUDD     213 45 6231            N    N      N    N
 AL WA   2472  BARBARA      ALWA2472 PARUCH   123 45 2634            N    N      N    N
 AL WA   2474  FLICKA       ALWA2474 GIBSON   151 23 1245            N    N      N    N
 AL WA   2476  JOYCE        ALWA2476 MIKLAIN  314 23 1342            N    N      N    N
 AL WA   2478  FLOWERS      ALWA2478 OSDER    411 23 1142            N    N      N    N
 AL WA   2480  IRA          ALWA2480 RODRIGUEZ 214 63 5216           N    N      N    N
 AL WA   2482  CHARLES      ALWA2482 CHEESEMAN 321 42 6512           N    N      N    N
 AL WA   2484  ANNA MARIE   ALWA2484 BLUIETT  521 34 7221            N    N      N    N
 AL WA   2486  GARY         ALWA2486 EDWARDS  342 16 6214            N    N      N    N
 AL WA   2488  MARGARET     ALWA2488 MCCALL   342 27 9581            N    N      N    N
 AL WA   2490  TERRY        ALWA2490 TEEHAN   123 62 1408            N    N      N    N
 AL WA   2492  MURRAY       ALWA2492 SELLINER 543 24 8152            N    N      N    N
 AL WA   2494  ANGELA       ALWA2494 ORTIZ    321 82 9318            N    N      N    N
 AL WA   2496  JEFF         ALWA2496 PORTO    291 98 7460            N    N      N    N
 AL WA   2498  MARTHA       ALWA2498 SCHUPP   498 46 3609            N    N      N    N
 AL WA   2500  JAMES        ALWA2500 RICHARDSON 562 56 7633          N    N      N    N
 AL WA   2502  YOLANDA      ALWA2502 SHINN    190 15 6542            N    N      N    N
 AL WA   2506  CICLEY       ALWA2506 JORDAN   534 72 3210            N    N      N    N
 AL WA   2508  CLARICE      ALWA2508 JERRELL  716 45 8261            N    N      N    N
 AL WA   2510  PERCY        ALWA2510 KICKLIGHTER 654 31 0328         N    N      N    N

 TOTAL NUMBER OF PLAN PARTICIPANTS:                     68
```

Purpose

MINCVRG2, Plan Participants, lists employees excluded in testing for minimum coverage requirements.

Report Series

HR-401K-MINIMUM-CVRG-TEST-RPT

Report

MINCVRG2 - Plan Participants Report

Sort

- #REPORTID
- WRK-DFR-PLAN-ID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-MINIMUM-CVRG-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-PTCP-EMP-DTL-RPT-IND is **Y**.

MINCVRG3 - Plan Non-Participants

```
RUN DATE:   11/04/1997          401(K) NONDISCRIMINATION COMPLIANCE REPORT          PAGE:          1
TEST DATE:  07/02/1997                  MINIMUM COVERAGE TEST
                                        PLAN NON-PARTICIPANTS


        PLAN ID   DBP
                                                              OFFICER    5% OWNER
     L1 L2 EMPLOYEE #  EMPLOYEE NAME            SOC SEC NBR   CURR PRIOR CURR PRIOR
     -- -- ---------- --------------------------- -----------  ---- ----- ---- -----


     TN RB    7026  REGINIA S.    TNRB7026 FLAIR     213 56 7113       N    N    N    N
     TN RB    7028  NANCY         TNRB7028 GREGORY   111 11 1121       N    N    N    N
     TN RB    7032  SARAH-FRANCES TNRB7032 IVEY      314 68 6342       N    N    N    N
     TN RB    7034  MARIAN-LENORA TNRB7034 IVEY      012 34 5614       N    N    N    N
     TN RB    7036  RAQUEL J.     TNRB7036 IVEY      106 54 3281       N    N    N    N
     TN RB    7038  JENIFFER W.   TNRB7038 IVEY      162 41 6134       N    N    N    N
     TN RB    7040  BETTY LOUISE  TNRB7040 KARLAND   219 87 6543       N    N    N    N
     TN RB    7042  GLORIA        TNRB7042 KARLAND   087 34 8329       N    N    N    N
     TN RB    7044  CHARLES M.    TNRB7044 LACY      191 25 6147       N    N    N    N
     TN RB    7046  GERALDINE B.  TNRB7046 MILLS     214 72 8136       N    N    N    N
     TN RB    7054  ANNIE T.      TNRB7054 MISSISSIPPI 050 94 3287     N    N    N    N
     TN RB    7058  CAROLYN       TNRB7058 MILLS-LINK 117 24 3153      N    N    N    N
     TN RB    7060  ELISE         TNRB7060 NELSON    080 96 5438       N    N    N    N
     TN RB    7062  FRANCES       TNRB7062 NELSON    419 36 7216       N    N    N    N
     TN RB    7064  JOHN          TNRB7064 NELSON    321 98 7654       N    N    N    N
     TN RB    7066  HARPER        TNRB7066 NELSON    305 35 8237       N    N    N    N
     TN RB    7068  MINNIE        TNRB7068 NELSON    654 32 1987       N    N    N    N
     TN RB    7070  DONALD        TNRB7070 ORLAND    543 19 6306       N    N    N    N
     TN RB    7072  LOTTIE        TNRB7072 ORLAND    135 79 0246       N    N    N    N
     TN RB    7074  MARY          TNRB7074 ORLAND    321 17 2944       N    N    N    N
     TN RB    7076  MARTIN        TNRB7076 PERRY     513 86 8453       N    N    N    N
     TN RB    7078  KIMBERLY      TNRB7078 TERRY     534 93 8947       N    N    N    N
     TN RB    7080  JEWELL        TNRB7080 WARE      716 90 3821       N    N    N    N
     TN RB    7082  JOHNNY        TNRB7082 WARE      112 23 3445       N    N    N    N
     TN RB    7084  MERDITH       TNRB7084 ZSMITH    654 19 2731       N    N    N    N
     TN RB    7102  RAECHEL       TNRB7102 SMITH     346 82 0175       N    N    N    N
     TN RB    7104  GENE          TNRB7104 GROSS     347 40 7578       N    N    N    N
     TN RB    7108  ERNIE         TNRB7108 LAST      331 82 0914       N    N    N    N

     TOTAL NUMBER OF PLAN NON-PARTICIPANTS:          28
```

Purpose

MINCVRG3, Plan Non-Participants, lists employees who are not participants in the plans being tested for minimum coverage requirements.

Report Series

HR-401K-MINIMUM-CVRG-TEST-RPT

Report

MINCVRG3 - Plan Non-Participants Report

Sort

- #REPORTID
- WRK-DFR-PLAN-ID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-MINIMUM-CVRG-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-NON-PTCP-EMP-DTL-RPT-IND is **Y**.

MINCVRG4 - Minimum Coverage Test

```
RUN DATE:   11/04/1997            401(K) NONDISCRIMINATION COMPLIANCE REPORT              PAGE:            1
TEST DATE:  07/02/1997                    MINIMUM COVERAGE TEST

        PLAN ID  DBP
                     TOTAL NUMBER OF EMPLOYEES                    96
                     TOTAL NUMBER OF PARTICIPATING EMPLOYEES      68
                     NUMBER OF EMPLOYEES REQUIRED TO PARTICIPATE  38

        PLAN ID  DCP
                     TOTAL NUMBER OF EMPLOYEES                    96
                     TOTAL NUMBER OF PARTICIPATING EMPLOYEES      68
                     NUMBER OF EMPLOYEES REQUIRED TO PARTICIPATE  38

        PLAN ID  MM1
                     TOTAL NUMBER OF EMPLOYEES                    96
                     TOTAL NUMBER OF PARTICIPATING EMPLOYEES       0
                     NUMBER OF EMPLOYEES REQUIRED TO PARTICIPATE  38
```

Purpose

MINCVRG4, Minimum Coverage Test, prints the results of the Minimum Coverage Test. It is automatically printed each time the report series is run.

Report Series

HR-401K-MINIMUM-CVRG-TEST-RPT

Report

MINCVRG4 - Minimum Coverage Test Report

Sort

- #REPORTID
- WRK-DFR-PLAN-ID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

None required.

401(k) Percentage Test Report Series

The HR-401K-PERCENTAGE-TEST-RPT report series provides model reports for performing the Percentage Test for deferred benefit plans.

The individual reports are discussed in the topics PCTRPT01 through PCTRPT05.

PCTRPT01 - Excluded Employees

```
RUN DATE:   11/04/1997              401(K) NONDISCRIMINATION COMPLIANCE REPORT              PAGE:          1
TEST DATE:  07/02/1997                          PERCENTAGE TEST
                                             EXCLUDED EMPLOYEES REPORT
     L1   L2   EMPLOYEE #   EMPLOYEE NAME               SOC SEC NBR   REASON FOR EXCLUSION
     --   --   ---------    -----------------------     -----------   ---------------------------------

     AL   WA      1010    DAVE       ALWA1010 KENNYS    000 00 0000   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1012    MARCUS     ALWA1012 CHILDS    111 11 1111   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1014    MARY       ALWA1014 WRIGHT    333 33 3333   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1016    ALTHIA     ALWA1016 HARMON    000 12 7121   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1018    SAMMUAALWA1018 WALKER-FELTON   587 51 2345   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1020    NAMEMOREHTAN22CALWA1020 WELL   588 71 2345   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1022    JOHN            ALWA1022 H    589 91 2345   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1024    JR. LESLIE ALWA1024 EVERMAN   590 12 3456   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1026    III. JACKIE   ALWA1026 WARD   591 31 2345   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1028    SR.  MERLIN ALWA1028 NEWMAN   592 41 2345   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1030    II.  KERRY ALWA1030 HYSMITH   593 61 2345   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1032    CARL JR.   ALWA1032 TEDDLIE   594 81 2345   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1034    STEPHEN SR. ALWA1034 GASTON   595 01 2345   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1036    ROSAYN III ALWA1036 MADDOX    596 43 4444   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK

     AL   WA      1038    ROULLE II  ALWA1038 PARKER    597 12 5432   EMPLOYEE AGE
                                                                      EMPLOYEE AVERAGE HOURS PER WEEK
```

Purpose

PCTRPT01, Excluded Employees, lists employees excluded from the Percentage Test. The following employees may be excluded:

- Employees terminated more than 1 year ago
- Employees with less than 6 months of service
- Employees under age 21
- Seasonal employees
- Employees who work less than 17 1/2 hours per week
- Employees covered by a bargaining unit agreement
- Employees who are non-resident aliens with no U.S. earned income

Dataframe

HRDISCR relating to HREMPPLN and HRTHACUM

Report Series

HR-401K-PERCENTAGE-TEST-RPT

Report

PCTRPT01 - Excluded Employees Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-PERCENTAGE-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-EXCLUDED-REPORT-IND is **Y**.

PCTRPT02 - Excluded Highly Compensated Employees

Purpose

PCTRPT02, Excluded Highly Compensated Employees, lists employees excluded from the Percentage Test because they are highly compensated. The Percentage Test tests non-highly compensated employees only.

Report Series

HR-401K-PERCENTAGE-TEST-RPT

Report

PCTRPT02 - Excluded Highly Compensated Employees Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-PERCENTAGE-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-HIGHLY-COMP-RPT-IND is **Y**.

Note: Sample report not provided.

PCTRPT03 - Plan Non-Highly Compensated Participants

```
RUN DATE:   11/04/1997           401(K) NONDISCRIMINATION COMPLIANCE REPORT              PAGE:           1
TEST DATE:  07/02/1997                        PERCENTAGE TEST
                                   PLAN NON-HIGHLY COMPENSATED PARTICIPANTS
                                                                     OFFICER      5% OWNER
  L1 L2 EMPLOYEE #  EMPLOYEE NAME              SOC SEC NBR        CURR PRIOR   CURR PRIOR
  -- -- ---------   --------------------------  -----------      ---- -----  ---- -----
  -AL WA    2404   JULIE       ALWA2404 PARALA    310 17 2425       N    N      N    N
  AL WA     2410   GARY        ALWA2410 FILES     283 74 8744       N    N      N    N
  AL WA     2412   ALFRED      ALWA2412 TINER     384 75 8785       N    N      N    N
  AL WA     2414   HARRY    ALWA2414 LOHRENGEL    283 49 8984       N    N      N    N
  AL WA     2418   LUCIA BELINDAALWA2418 HARPER   031 32 8237       N    N      N    N
  AL WA     2420   MAREEN      ALWA2420 COHEN     414 21 6327       N    N      N    N
  AL WA     2422   SHIRLEY  ALWA2422 HORNBUCKLE   345 45 4541       N    N      N    N

  TOTAL NUMBER OF NON-HIGHLY COMPENSATED PARTICIPANTS:          7
```

Purpose

PCTRPT03, Plan Non-Highly Compensated Participants, lists non-highly compensated employees who are participants in the plans being tested for the Percentage Test.

Report Series

HR-401K-PERCENTAGE TEST RPT

Report

PCTRPT03 - Plan Non-Highly Compensated Participants Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-PERCENTAGE-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-PTCP-EMP-DTL-RPT-IND is **Y**.

Note: No report sample is provided.

PCTRPT04 - Plan Non-Highly Compensated Non-Participants

```
RUN DATE:   11/04/1997            401(K) NONDISCRIMINATION COMPLIANCE REPORT                    PAGE:          1
TEST DATE:  07/02/1997                         PERCENTAGE TEST
                                   PLAN NON-HIGHLY COMPENSATED NON-PARTICIPANTS
                                                                OFFICER     5% OWNER
  L1 L2 EMPLOYEE #  EMPLOYEE NAME              SOC SEC NBR    CURR PRIOR CURR PRIOR
  -- -- ---------   --------------------       -----------    ---- ----- ---- -----
  AL WA    1234  FRANCES      ALWA1234 RUSSEL  691 01 2345     N    N     N    N
  AL WA    2134  GERALDINE B. ALWA2134 MILLS   214 72 8136     N    N     N    N
  AL WA    2138  ELIZABETH    ALWA2138 MILLS   024 61 8965     N    N     N    N
  AL WA    2142  BASIL E.     ALWA2142 MILLS   432 19 8765     N    N     N    N
  AL WA    2144  ANNIE T.ALWA2144 MISSISSIPPI  050 94 3287     N    N     N    N
  AL WA    2146  ROSAYNE      ALWA2146 MILLS   060 75 3219     N    N     N    N
  AL WA    2148  CAROLYN  ALWA2148 MILLS-LINK  117 24 3153     N    N     N    N
  AL WA    2152  FRANCES      ALWA2152 NELSON  419 36 7216     N    N     N    N
  AL WA    2154  BESSIE       ALWA2154 NELSON  258 64 1014     N    N     N    N
  AL WA    2156  JOHN         ALWA2156 NELSON  321 98 7654     N    N     N    N
  AL WA    2158  HARPER       ALWA2158 NELSON  305 35 8237     N    N     N    N
  AL WA    2164  MINNIE       ALWA2164 NELSON  654 32 1987     N    N     N    N
  AL WA    2166  DONALD       ALWA2166 ORLAND  543 19 6306     N    N     N    N
  AL WA    2168  LOTTIE       ALWA2168 ORLAND  135 79 0246     N    N     N    N
  AL WA    2170  MARY         ALWA2170 ORLAND  321 17 2944     N    N     N    N
  AL WA    2172  MARTIN       ALWA2172 PERRY   513 86 8453     N    N     N    N
  AL WA    2180  KIMBERLY     ALWA2180 TERRY   534 93 8947     N    N     N    N
  AL WA    2186  JEWELL       ALWA2186 WARE    716 90 3821     N    N     N    N
  AL WA    2190  MERDITH      ALWA2190 ZSMITH  654 19 2731     N    N     N    N
  AL WA    2192  AMOS         ALWA2192 MOSES   551 03 3430     N    N     N    N
  AL WA    2194  DOROTHEA     ALWA2194 ROGERS  258 64 1002     N    N     N    N
  AL WA    2248  LISA   ALWA2248 DUNCAN-EATON  362 71 4040     N    N     N    N
  AL WA    2250  SAM          ALWA2250 TABB JR. 534 56 7895    N    N     N    N
  AL WA    2252  GEOFFREY     ALWA2252 RIDLEY  545 67 8906     N    N     N    N
  AL WA    2254  DAVID        ALWA2254 HAYNES  678 90 1234     N    N     N    N
  AL WA    2256  LARRY        ALWA2256 JEFFERS 258 64 1009     N    N     N    N
  AL WA    2276  HERBERT G.   ALWA2276 HUGHES  629 81 2384     N    N     N    N
  AL WA    2288  ROSS         ALWA2288 KINDEL  011 83 3189     N    N     N    N
  AL WA    2290  PERCY        ALWA2290 ZEBRAS  654 71 4012     N    N     N    N
  AL WA    2322  TOM          ALWA2322 HOUSTON 371 98 4432     N    N     N    N
  AL WA    2324  LYNN     ALWA2324 CALDWELL    460 98 4321     N    N     N    N
  AL WA    2326  ELEANOR      ALWA2326 JAMES   444 44 4444     N    N     N    N
  AL WA    2328  MAUREEN      ALWA2328 BUSHART 504 32 8747     N    N     N    N
  AL WA    2424  JERRY        ALWA2424 MARTIN  242 08 7675     N    N     N    N
  AL WA    2454  LOVIE        ALWA2454 SHERER  216 41 6134     N    N     N    N
  AL WA    2456  MELBA        ALWA2456 RHEM    032 54 7616     N    N     N    N
  AL WA    2458  BERTHA       ALWA2458 PRICE   067 83 4562     N    N     N    N
  AL WA    2462  MARK         ALWA2462 NELSON  123 13 4145     N    N     N    N
```

Purpose

PCTRPT04, Plan Non-Highly Compensated Non-Participants, lists non-highly compensated employees who are not participants in the plans being tested for the Percentage Test.

Report Series

HR-401K-PERCENTAGE-TEST-RPT

Report

PCTRPT04 - Plan Non-Highly Compensated Non-Participants Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-PERCENTAGE-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-NON-PTCP-EMP-DTL-RPT-IND is **Y**.

PCTRPT05 - Percentage Test

```
RUN DATE:   11/04/1997              401(K) NONDISCRIMINATION COMPLIANCE REPORT            PAGE:            1
TEST DATE:  07/02/1997                            PERCENTAGE TEST

             PLANS INCLUDED IN TEST:
             DBP  DCP  MM1

             TOTAL NUMBER OF PARTICIPATING NON-HIGHLY COMPENSATED  EMPLOYEES           7
             TOTAL NUMBER OF NON-HIGHLY COMPENSATED EMPLOYEES                         96
             PERCENTAGE OF NON-HIGHLY COMPENSATED EMPLOYEES THAT
                ARE PARTICIPANTS                                                    7.29 %
             REQUIRED PERCENTAGE OF NON-HIGHLY COMPENSATED  EMPLOYEES THAT MUST
                BE PARTICIPANTS IN ORDER TO PASS THE PERCENTAGE TEST                  70%
```

Purpose

PCTRPT05, Percentage Test, prints the results of the Percentage Test. This report is automatically printed each time the report series is run.

Report Series

HR-401K-PERCENTAGE-TEST-RPT

Report

PCTRPT05 - Percentage Test Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

None required.

401(k) Ratio Test Report Series

The HR-401K-RATIO-TEST-RPT report series provides model reports for performing the Ratio Test for deferred benefit plans.

The individual reports are discussed in the RATIO01 through RATIO06 topics.

RATIO01- Excluded Employees

```
RUN DATE:   11/04/1997          401(K) NONDISCRIMINATION COMPLIANCE REPORT            PAGE:          1
TEST DATE:  07/02/1997                         RATIO TEST
                                        EXCLUDED EMPLOYEES REPORT
      L1   L2   EMPLOYEE #    EMPLOYEE NAME              SOC SEC NBR    REASON FOR EXCLUSION
      --   --   _____    _____  _____   _____

      AL   WA       1010    DAVE       ALWA1010 KENNYS   000 00 0000   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1012    MARCUS     ALWA1012 CHILDS   111 11 1111   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1014    MARY       ALWA1014 WRIGHT   333 33 3333   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1016    ALTHIA     ALWA1016 HARMON   000 12 7121   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1018    SAMMUAALWA1018 WALKER-FELTON  587 51 2345   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1020    NAMEMOREHTAN22CALWA1020 WELL  588 71 2345   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1022    JOHN          ALWA1022 H     589 91 2345   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1024    JR. LESLIE ALWA1024 EVERMAN  590 12 3456   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1026    III. JACKIE   ALWA1026 WARD  591 31 2345   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1028    SR.  MERLIN ALWA1028 NEWMAN  592 41 2345   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1030    II.  KERRY ALWA1030 HYSMITH  593 61 2345   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1032    CARL JR.   ALWA1032 TEDDLIE  594 81 2345   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1034    STEPHEN SR. ALWA1034 GASTON  595 01 2345   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1036    ROSAYN III ALWA1036 MADDOX   596 43 4444   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK

      AL   WA       1038    ROULLE II  ALWA1038 PARKER   597 12 5432   EMPLOYEE AGE
                                                                       EMPLOYEE AVERAGE HOURS PER WEEK
```

Purpose

RATIO01, Excluded Employees, lists employees excluded from the Ratio Test. The following employees may be excluded:

- Employees terminated more than 1 year ago
- Employees with less than 6 months of service
- Employees under age 21
- Seasonal employees
- Employees who work less than 17 1/2 hours per week
- Employees covered by a bargaining unit agreement
- Employees who are non-resident aliens with no U.S. earned income

Dataframe

HRDISCR relating to HREMPPLN and HRTHACUM

Report Series

HR-401K-RATIO-TEST-RPT

Report

RATIO01 - Excluded Employees Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-RATIO-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-EXCLUDED-REPORT-IND is **Y**.

RATIO02 - Plan Highly Compensated Participants

Purpose

RATIO02, Plan Highly Compensated Participants, lists highly compensated employees who are participants in the plans being tested for the Ratio Test.

Report Series

HR-401K-RATIO-TEST-RPT

Report

RATIO02 - Plan Highly Compensated Participants Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-RATIO-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-HC-PTCP-EMP-DTL-RPT is **Y**.

Note: Sample report not provided.

RATIO03 - Plan Non-Highly Compensated Participants

```
RUN DATE:   11/04/1997          401(K) NONDISCRIMINATION COMPLIANCE REPORT          PAGE:          1
TEST DATE:  07/02/1997                        RATIO TEST
                                PLAN NON-HIGHLY COMPENSATED PARTICIPANTS
                                                            OFFICER     5% OWNER
   L1 L2 EMPLOYEE #  EMPLOYEE NAME             SOC SEC NBR  CURR PRIOR CURR PRIOR
   -- -- ---------   -------------------------- -----------  ---- ----- ---- -----
   AL WA    2404  JULIE      ALWA2404 PARALA    310 17 2425   N    N    N    N
   AL WA    2410  GARY       ALWA2410 FILES     283 74 8744   N    N    N    N
   AL WA    2412  ALFRED     ALWA2412 TINER     384 75 8785   N    N    N    N
   AL WA    2414  HARRY    ALWA2414 LOHRENGEL   283 49 8984   N    N    N    N
   AL WA    2418  LUCIA BELINDAALWA2418 HARPER  031 32 8237   N    N    N    N
   AL WA    2420  MAREEN     ALWA2420 COHEN     414 21 6327   N    N    N    N
   AL WA    2422  SHIRLEY  ALWA2422 HORNBUCKLE  345 45 4541   N    N    N    N

   TOTAL NUMBER OF NON-HIGHLY COMPENSATED PARTICIPANTS:          7
```

Purpose

RATIO03, Plan Non-Highly Compensated Participants, lists non-highly compensated employees who are participants in the plans being tested for the Ratio Test.

Report Series

HR-401K-RATIO-TEST-RPT

Report

RATIO03 - Plan Non-Highly Compensated Participants Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-RATIO-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-NHC-PTCP-EMP-DTL-RPT is **Y**.

RATIO04 - Plan Highly Compensated Non-Participants

Purpose

RATIO04, Plan Highly Compensated Non-Participants, lists highly compensated employees who are not participants in the plans being tested for the Ratio Test.

Report Series

HR-401K-RATIO-TEST-RPT

Report

RATIO04 - Plan Highly Compensated Non-Participants Report

Sort

- ▪ #REPORTID
- ▪ EMP-LEVEL-1
- ▪ EMP-LEVEL-2
- ▪ EMP-NUMBER

Run Statements

See member HR-401K-RATIO-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-HC-NON-PTCP-EMP-DTL-RPT is **Y**.

Note: Sample report not provided.

RATIO05 - Plan Non-Highly Compensated Non-Participants

```
RUN DATE:   11/04/1997            401(K) NONDISCRIMINATION COMPLIANCE REPORT              PAGE:          2
TEST DATE:  07/02/1997                             RATIO TEST
                                  PLAN NON-HIGHLY COMPENSATED NON-PARTICIPANTS
                                                                       OFFICER      5% OWNER
     L1 L2 EMPLOYEE #   EMPLOYEE NAME               SOC SEC NBR      CURR PRIOR   CURR PRIOR
     -- -- ---------    --------------------------  -----------      ---- -----   ---- -----
     AL WA    2490  TERRY      ALWA2490 TEEHAN       123 62 1408        N    N      N    N
     AL WA    2492  MURRAY     ALWA2492 SELLINER     543 24 8152        N    N      N    N
     AL WA    2494  ANGELA     ALWA2494 ORTIZ        321 82 9318        N    N      N    N
     AL WA    2496  JEFF       ALWA2496 PORTO        291 98 7460        N    N      N    N
     AL WA    2498  MARTHA     ALWA2498 SCHUPP       498 46 3609        N    N      N    N
     AL WA    2500  JAMES    ALWA2500 RICHARDSON     562 56 7633        N    N      N    N
     AL WA    2502  YOLANDA    ALWA2502 SHINN        190 15 6542        N    N      N    N
     AL WA    2506  CICLEY     ALWA2506 JORDAN       534 72 3210        N    N      N    N
     AL WA    2508  CLARICE    ALWA2508 JERRELL      716 45 8261        N    N      N    N
     AL WA    2510  PERCY    ALWA2510 KICKLIGHTER    654 31 0328        N    N      N    N
     TN RB    7026  REGINIA S.   TNRB7026 FLAIR      213 56 7113        N    N      N    N
     TN RB    7028  NANCY       TNRB7028 GREGORY     111 11 1121        N    N      N    N
     TN RB    7032  SARAH-FRANCES TNRB7032 IVEY      314 68 6342        N    N      N    N
     TN RB    7034  MARIAN-LENORA TNRB7034 IVEY      012 34 5614        N    N      N    N
     TN RB    7036  RAQUEL J.    TNRB7036 IVEY       106 54 3281        N    N      N    N
     TN RB    7038  JENIFFER W.  TNRB7038 IVEY       162 41 6134        N    N      N    N
     TN RB    7040  BETTY LOUISE TNRB7040 KARLAND    219 87 6543        N    N      N    N
     TN RB    7042  GLORIA      TNRB7042 KARLAND     087 34 8329        N    N      N    N
     TN RB    7044  CHARLES M.   TNRB7044 LACY       191 25 6147        N    N      N    N
     TN RB    7046  GERALDINE B. TNRB7046 MILLS      214 72 8136        N    N      N    N
     TN RB    7054  ANNIE T.TNRB7054 MISSISSIPPI     050 94 3287        N    N      N    N
     TN RB    7058  CAROLYN  TNRB7058 MILLS-LINK     117 24 3153        N    N      N    N
     TN RB    7060  ELISE       TNRB7060 NELSON      080 96 5438        N    N      N    N
     TN RB    7062  FRANCES     TNRB7062 NELSON      419 36 7216        N    N      N    N
     TN RB    7064  JOHN        TNRB7064 NELSON      321 98 7654        N    N      N    N
     TN RB    7066  HARPER      TNRB7066 NELSON      305 35 8237        N    N      N    N
     TN RB    7068  MINNIE      TNRB7068 NELSON      654 32 1987        N    N      N    N
     TN RB    7070  DONALD      TNRB7070 ORLAND      543 19 6306        N    N      N    N
     TN RB    7072  LOTTIE      TNRB7072 ORLAND      135 79 0246        N    N      N    N
     TN RB    7074  MARY        TNRB7074 ORLAND      321 17 2944        N    N      N    N
     TN RB    7076  MARTIN       TNRB7076 PERRY      513 86 8453        N    N      N    N
     TN RB    7078  KIMBERLY     TNRB7078 TERRY      534 93 8947        N    N      N    N
     TN RB    7080  JEWELL       TNRB7080 WARE       716 90 3821        N    N      N    N
     TN RB    7082  JOHNNY       TNRB7082 WARE       112 23 3445        N    N      N    N
     TN RB    7084  MERDITH     TNRB7084 ZSMITH      654 19 2731        N    N      N    N
     TN RB    7102  RAECHEL      TNRB7102 SMITH      346 82 0175        N    N      N    N
     TN RB    7104  GENE        TNRB7104 GROSS       347 40 7578        N    N      N    N
     TN RB    7108  ERNIE        TNRB7108 LAST       331 82 0914        N    N      N    N

     TOTAL NUMBER OF NON-HIGHLY COMPENSATED NON-PARTICIPANTS:          89
```

Purpose

RATIO05, Plan Non-Highly Compensated Non-Participants, lists non-highly compensated employees who are not participants in the plans being tested for the Ratio Test.

Report Series

HR-401K-RATIO-TEST-RPT

Report

RATIO05 - Plan Non-Highly Compensated Non-Participants Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

See member HR-401K-RATIO-TEST-RUN in I.E. Source Management for all selects, variables, or both used by this report series.

This report is produced only when the run-time variable PRINT-NHC-NON-PTCP-EMP-DTL-RPT is **Y**.

RATIO06 - Ratio Test

```
RUN DATE:    11/04/1997              401(K) NONDISCRIMINATION COMPLIANCE REPORT              PAGE:              1
TEST DATE:   07/02/1997                           RATIO TEST

             PLANS INCLUDED IN TEST:
             DBP  DCP  MM1

             TOTAL NUMBER OF PARTICIPATING NON-HIGHLY COMPENSATED EMPLOYEES              7
             TOTAL NUMBER OF NON-HIGHLY COMPENSATED EMPLOYEES                            96
             PERCENTAGE OF NON-HIGHLY COMPENSATED PARTICIPANTS                      7.29 %
             TOTAL NUMBER OF PARTICIPATING HIGHLY COMPENSATED EMPLOYEES                  0
             TOTAL NUMBER OF HIGHLY COMPENSATED EMPLOYEES                                0
             PERCENTAGE OF HIGHLY COMPENSATED PARTICIPANTS                          .00 %
             RATIO OF THE PERCENTAGE OF PARTICIPATING NON-HIGHLY COMPENSATED
                  EMPLOYEES TO THE PERCENTAGE OF PARTICIPATING HIGHLY COMPENSATED
                  EMPLOYEES                                                         .00 %
             REQUIRED RATIO OF THE PERCENTAGE OF NON-HIGHLY COMPENSATED
                  PARTICIPANTS TO THE PERCENTAGE OF HIGHLY COMPENSATED
                  PARTICIPANTS REQUIRED TO PASS THE RATIO TEST                      70 %
```

Purpose

RATIO06, Ratio Test, prints the results of the Ratio Test. This report is automatically printed each time the report series is run.

Report Series

HR-401K-RATIO-TEST-RPT

Report

RATIO06 - Ratio Test Report

Sort

- #REPORTID
- EMP-LEVEL-1
- EMP-LEVEL-2
- EMP-NUMBER

Run Statements

None required.

5   Transaction Descriptions

Chapter Contents

Introduction

This chapter contains the transaction layouts for the Benefits/ERISA module. Transactions are in alphanumeric order.

BEN [80] - HRMS Tables File Report Selection, Benefits Data

Function   Report Selection, page breaks, and report data.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **BEN**
4-5	Level 1	Optional, alphanumeric, reset not applicable, maintenance not allowed.
6-7	Level 2	Optional, alphanumeric, reset not applicable, maintenance not allowed.
8	L1L2 Page Break	Optional, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **Blank** - Page break by level 1-level 2 ***** - Do not page break by level 1-level 2
9-16	Report Date	Optional, numeric, reset not applicable, maintenance not allowed. Enter report date here if current computer date is not desired. Year will be expanded and print as 4 digits. **Enter YYMMDD**.
17-80	Reserved	**Blank**

PD-2 [80] - Report Selection Transaction

Function   Report parameters

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	**Constant PD**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed. Must be specific level 1 or **.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed. Must be specific level 2 or **.
7-16	Constant	Required, alphanumeric, reset not applicable, maintenance not allowed. **Zeros**
17	Transaction Separator	**Constant 2**
18-21	Level 3	Optional, alphanumeric, reset not applicable, maintenance not allowed. Must be specific Level 3 or ****.
22-25	Level 4	Optional, alphanumeric, reset not applicable, maintenance not allowed. Must be specific Level 4 or ****.
26-29	Level 5	Optional, alphanumeric, reset not applicable, maintenance not allowed. Must be specific Level 5 or ****.
30-36	Reserved	**Blank**
37-39	Plan Identifier	Optional, alphanumeric, reset not applicable, maintenance not allowed. Must be specific plan ID, or blanks if selection is not by plan ID. If selection is by Levels, positions 37-39 must be blank. If selection is by Plan ID, positions 18-29 must be blank.
40-62	Reserved	**Blank**

(continued)

Positions	Field Name	Description
63	Demographic Plan Analysis	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		* - Apply selection criteria to this report **Blank** - Do not apply selection criteria to this report
64-80	Reserved	**Blank**

PP-1 [80, 120] - Organization Control - Report Format Options

Function   Benefit report options

Associated Screens   110

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Reserved	Alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant 1**
	Benefit Profile Options	
18	Selection Option	Optional, alphanumeric, resets to blank.
		Valid values are:
		* - Select by levels or employee number (PD transactions must be input to the Personnel Report Generator - PLR200)
19-20	Reserved	**Blank**
	Demographic Plan Analysis Options	
21	Low Level Total	Optional, numeric, see instructions for reset value.
		Valid values are:
		Reset Value - 2 **0** - Ignore all levels **1** - Print totals on level 1 **2** - Print totals on level 2 **3** - Print totals on level 3 **4** - Print totals on level 4 **5** - Print totals on level 5

(continued)

Positions	Field Name	Description
22	Low Level Page Break	Optional, numeric, see instructions for reset value.
		Valid values are:
		Reset Value – 2
		0 - Ignore all levels
		1 - Page break on level 1
		2 - Page break on level 2
		3 - Page break on level 3
		4 - Page break on level 4
		5 - Page break on level 5
23	Low Level Sequence	Optional, numeric, see instructions for reset value.
		Valid values are:
		Reset Value – 2
		2 - Sequence by level 2
		3 - Sequence by level 3
		4 - Sequence by level 4
		5 - Sequence by level 5
		Note: This option must include all levels used for total and page breaks.
24	Minor Sequence	Optional, numeric, see instructions for reset value.
		Valid values are:
		Reset Value - 1
		1 - Employee number
		2 - Social Security number
		3 - Employee name
		4 - Membership number
25	Inclusion Option	Optional, alpha, see instructions for reset value.
		Valid values are:
		Reset Value - N
		N - Report only active members (status - 2 or 4)
		Y - Report all members
26	Section Option	Optional, numeric, see instructions for reset value.
		Valid values are:
		Reset Value - 1
		1 - Summary only
		2 - Detail only
		3 - Detail and summary

(continued)

Positions	Field Name	Description
27	Selection Option	Optional, alphanumeric, resets to blank.
		Valid values are:
		* - Select by plan ID (PD transactions must be input to the Personnel Report Generator - PLR200)
28-29	Reserved	Alphanumeric, reset not applicable, maintenance not allowed.
	Notification Options	
30	Low Level Total	Optional, numeric, see instructions for reset value.
		Repeat position 21
31	Low Level Page Break	Optional, numeric, see instructions for reset value.
		Repeat position 22
32	Low Level Sequence	Optional, numeric, see instructions for reset value.
		Repeat position 23
33	Minor Sequence	Optional, numeric, see instructions for reset value.
		Repeat position 24
34	Reserved	Alphanumeric, reset not applicable, maintenance not allowed.
		Blanks
	Computation Options	
35	Section 89 Roll Indicator	Optional, alphanumeric, resets to blank.
		Valid values are:
		Y - Move current year data to prior year data
36	Compute Vesting	Optional, alphanumeric, resets to blank.
		Valid values are:
		Blank - Do not compute
		E - Compute
		P - Compute at period end
		M - Compute at month end
		Q - Compute at quarter end
		Y - Compute at year end
37	Reserved	**Blanks**
38	Call Actuarial Interface	Optional, numeric, resets to blank.
		Same values as position 36.
39	Reserved	**Blanks**

(continued)

Positions	Field Name	Description
40 - 47	As of Date	Optional, Reset Not Applicable, Numeric
		Date as of that the Social Security calculations are to be performed. This date determines the latest law that can be used. It also determines what accumulators are used for prior and current earnings.
		Valid values are:
		Blank - Use AA run date
		Note: When Payroll compute is run for an organization, the As of Date for that organization is reset to zero. Be sure to enter the As of Date in the cycle in which you are doing the Social Security Calculations.
48	Social Security Calculation Type	Optional, Resets to Blank, Alphanumeric
		An option that specifies which of the Social Security benefits are to be calculated and how to calculate the death or disability benefits.
		Valid values are:
		1 - Calculate the death benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		2 - Calculate the first retirement benefits.
		3 - Calculate the two retirement benefits
		4 - Calculate death benefit and the first retirement benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		5 or **Blank** - Calculate the death benefits and the two retirement benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		6 - Do not calculate any benefits
		7 - Calculate the disability benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		8 - Calculate the disability benefits and the first retirement benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		9 - Calculate the disability benefits and the second retirement benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		A - Calculate the disability benefits and the two retirement benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		B - Calculate the second retirement benefits.

(continued)

Positions	Field Name	Description
48	Social Security Calculation Type (*continued*)	**C** - Calculate the death benefits and the second retirement benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **D** - Calculate death benefits. For calculating the death benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **E** - Calculate the death benefits and the first retirement benefits. For calculating the death benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **F** - Calculate death benefits and the two retirement benefits. For calculating the death benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **G** - Calculate the death benefits and the second retirement benefits. For calculating the death benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **H** - Calculate the disability benefits. For calculating the disability benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **I** - Calculate the disability benefits and the first retirement benefits. For calculating the disability benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **J -** Calculate the disability benefits and the second retirement benefits. For calculating the disability benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **K -** Calculate the disability benefits and the two retirement benefits. For calculating the disability benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1.
49 – 52	Law	Optional, Resets to zero, Numeric The year and month of the effective date of the Social Security amendment to be used. The earliest available law is 7501. YRMO format. If blank, use latest available law.
53	Current Rule	Optional, Resets to blank, Alphanumeric Rule that determines the current pay level for use in backward or forward projection of earnings. **Note**: The current and previous calendar year based on the As Of Date. Valid values are: **1** - Personnel annual salary only - ignore Social Security wage accumulators. **2** - Current calendar year's Social Security wage accumulator. **3** - Greater of Personnel annual salary and current calendar year's Social Security wage accumulator.

(continued)

Positions	Field Name	Description
53	Current Rule (*continued*)	**4** - Lesser of Personnel annual salary and current calendar year's Social Security wage accumulator. **5** - Previous calendar year's Social Security wage accumulator. **6** or **Blank** - Greater of Personnel annual salary and previous calendar year's Social Security wage accumulator. **7** - Lesser of Personnel annual salary and previous year's Social Security wage accumulator.
54	Backward Projection Option	Optional, Resets to Blank, Maintenance Allowed, Alphanumeric Projection option used to build prior earnings history. Valid values are: **1** - Do not project prior earnings. **2** - Project earnings only for years prior to earliest year available. The projected earnings are estimated by backing down the last available year by a fixed factor specified by the Backward Projection Factor. **3** or **Blank** - Project earnings for years prior to earliest year available and adjust the earliest year if necessary. The project earnings are estimated by backing down the last available year by a fixed factor specified by the Backward Projection Factor. **4** - Project Earnings for years prior to earliest year available, adjust the earliest year if necessary, and fill in any missing years. Missing years are years that have earnings less than 50% of the following year. The projected earnings are estimated by backing down the last available year by a fixed factor specified by the Backward Projection Factor. **5** - Project earnings only for years prior to the earliest year available. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average. Covered Wages plus a lead factor specified by the Backward Projection Factor. **6** - Project earnings for years prior to the earliest year available and adjust the earliest year if necessary. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages plus a lead factor specified by the Backward Projection Factor. **7** - Project earnings for years prior to the earliest year available, adjust the earliest year if necessary, and fill in any missing years. Missing years are years that have earnings less than 50% of the following year. The projected earnings are estimated by backing down in the last available year in proportion to the change in the Average Covered Wages plus a lead factor specified by the Backward Projection Factor.

(continued)

Positions	Field Name	Description
54	Backward Projection Option (*continued*)	**8** - Project earnings only for years prior to the earliest year available. The projected earnings are estimated by backing down the last available year in proposition to the change in the Average Covered Wages minus a lag factor specified by the Backward Projection Factor.
		9 - Project earnings for years prior to the earliest year available and adjust the earliest year if necessary. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages minus a lag factor specified by the Backward Projection Factor.
		A - Project earnings for years prior to the earliest year available, adjust the earliest year if necessary, and fill in any missing years. Missing years are years that have earnings less than 50% of the following year. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages minus a lag factor specified by the Backward Projection Factor.
55-57	Backward Projection Factor	Optional, Resets to Blank, Maintenance Allowed, Numeric
		The factor used to reduce earnings to build a prior earnings history.
		.999 format.
		The way this factor is used depends on the value of the Backward Projection Option.
58-59	Backward Projection Age	Optional, Resets to blank Maintenance Allowed, Numeric
		The age to which earnings are projected backward in building an earnings history. The calendar year of this anniversary of birth is included in the backward projection of earnings.
		Valid Values are:
		20 − 40, **99**
		Blanks - use age 21
		99 - Project back to include the calendar year of the first employment date

(continued)

Positions	Field Name	Description
60	Forward Projection Option	Optional, Resets to blank, Maintenance allowed, Alphanumeric

Projection option used to build future earnings.

Valid values are:

1 - Do not project future earnings.
Blank or **2** - Project earnings up to but not including the event year for disability and retirement benefit calculations. For death benefit calculations, project earnings for the event year. This is the approach that the Social Security Administration follows. The projected earnings are estimated by compounding the current rate of pay by a fixed factor specified by the forward Projection factor.
3 - Project future earnings including pro rata earnings in the event year. The projected earnings are estimated by compounding the current rate of pay by a fixed factor specified by the Forward Projection Factor.
4 - Project future earnings including full year earnings in the event year. The projected earnings are estimated by compounding the current rate of pay by a fixed factor specified by the Forward Projection Factor.
5 - Project earnings up to but not including the event year for disability and retirement benefit calculations. For death benefit calculations, project earnings for the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages plus a lead factor specified by the Forward Projection Factor.
6 - Project future earnings including pro rata earnings in the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages plus a lead factor specified by the Forward Projection Factor.
7 - Project future earnings including full year earnings in the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages plus a lead factor specified by the Forward Projection Factor.

8 - Project earnings up to but not including the event year for disability and retirement benefit calculations. For death benefit calculations, project earnings for the event year.   The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages minus a lag factor specified by the Forward Projection Factor.
9 - Project future earnings including pro rata earnings in the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages minus a lag factor specified by the Forward Projection Factor.
A - Project future earnings including full year earnings in the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages minus a lag factor specified by the Forward Projection Factor.

(continued)

Positions	Field Name	Description
60	Forward Projection Option (*continued*)	**B** - Project earnings up to but not including the event year for death, disability and retirement benefit calculations. The projected earnings are estimated by compounding the current rate of pay by a fixed factor specified by the Forward Projection Factor. **C** - Project earnings up to but not including the event year for death, disability, and retirement benefit calculations. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages plus a lead factor specified by the Forward Projection Factor. **D** - Project earnings up to but not including the event year for death, disability, and retirement benefit calculations. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages minus a lag factor specified by the Forward Projection Factor.
61-63	Forward Projection Factor	Optional, Resets to blank, Maintenance allowed, numeric The factor used to increase earnings to build future earnings, nnnn format. The way this factor is used depends on the value of the Forward Projection Option. Valid values are: ■ For Forward Projection Option blank, **2**, **3**, **4**, or **B**, this is a fixed factor used in increasing earnings. .000 - .200 ■ For Forward Projection Option **5**, **6**, **7**, or **C**, this is a lead factor used in increasing earnings in proportion to the change in the Average Covered Wages. .000 - .100 ■ For Forward Projection Option of **8**, **9**, **A**, or **D**, this is a lag factor used in increasing earnings in proportion to the change in the Average Covered Wages. .000 - .050 **Blanks** - use .000

(continued)

Positions	Field Name	Description
64 – 67	Benefits Payable Age 1	Optional, Resets to blank, Maintenance allowed, Numeric
		Age in years and months at which the first retirement benefit is to be paid
		Valid values are:
		For Social Security Calculation Types of **D**, **E**. **F**, and **G**, this is also the age at which the death benefit is to be paid. For Social Security Calculation Types of **H**, **I**, **J**, and **K**, this is also the age at which the disability benefit is to be paid. This age cannot be later than 7200. For retirement benefit calculations, if it is less than 6200, then 6200 will be used as the age at which the benefit is to be paid. The months component of the age can be 00 – 11. **Blanks** - use 6200.
68-71	Benefits Payable Age 2	Resets to zero, Resets to blank, Numeric
		Age in years and months at which the second retirement benefit is to be paid. YYMM format. This age cannot be earlier than 6200 or later than 7200. The months component of the age can be 00-11.
		Blanks - use normal Social Security retirement age.
72-75	Forward Projection Age 1	Optional, Resets to blank, Numeric
		Age in years and months to which earnings are projected forward for calculating the first retirement benefit.
		Valid values are:
		The Social Security Calculation Types of **D**., **E**, **F**, and **G**, this is also the age to which earnings are projected forward for calculating the death benefit. For Social Security Calculation Types of **H**, **I**, **J**, and **K**, this is also the age to which earnings are projected forward for calculating the disability benefit. This age cannot be earlier than 5000 or later than 8500. The months component of the age can be 00 – 11. **Blanks** – use 6200

(continued)

Positions	Field Name	Description
76 – 79	Forward Projection Age 2	Optional, Resets to blank, Numeric
		The age in years and months to which earnings are projected forward for calculating the second retirement benefit. YYMM format. This age cannot be earlier than 5000 or later than 8500. The months component of the age can be 00-11.
		Blanks - use normal Social Security retirement age.
80	Reserved	**Blank**

PP-1 [120] - Organization Control - Report Format Options

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

PP-2 [80, 120] - Organization Control - Plan Identifiers

Function   Add, delete, plans to Master File

Associated Screens   111, 112

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Reserved	Alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant 2**
	Plan 1 Identifier	
18	Maintenance Code	Conditionally required, alpha, reset not applicable.
		Valid values are:
		A - Add
		D - Delete
19-20	Plan Code	Conditionally required, alphanumeric, reset not applicable.
		User assigned. Must be on HRMS Tables File.
21	Plan Type	Conditionally required, alphanumeric, reset not applicable.
		User assigned. Must be on HRMS Tables File.
	Plan 2 Identifiers	
22	Maintenance Code 2	Repeat position 18.
23-24	Plan Code 2	Repeat positions 19-20.
25	Plan Type 2	Repeat position 21.
	Plan 3 Identifiers	
26	Maintenance Code 3	Repeat position 18.
27-28	Plan Code 3	Repeat positions 19-20.
29	Plan Type 3	Repeat position 21.
	Plan 4 Identifiers	
30	Maintenance Code 4	Repeat position 18.
31-32	Plan Code 4	Repeat positions 19-20.
33	Plan Type 4	Repeat position 21.

(continued)

Positions	Field Name	Description
	Plan 5 Identifiers	
34	Maintenance Code 5	Repeat position 18.
35-36	Plan Code 5	Repeat positions 19-20.
37	Plan Type 5	Repeat position 21.
	Plan 6 Identifiers	
38	Maintenance Code 6	Repeat position 18.
39-40	Plan Code 6	Repeat positions 19-20.
41	Plan Type 6	Repeat position 21.
	Plan 7 Identifiers	
42	Maintenance Code 7	Repeat position 18.
43-44	Plan Code 7	Repeat positions 19-20.
45	Plan Type 7	Repeat position 21.
	Plan 8 Identifiers	
46	Maintenance Code 8	Repeat position 18.
47-48	Plan Code 8	Repeat positions 19-20.
49	Plan Type 8	Repeat position 21.
	Plan 9 Identifiers	
50	Maintenance Code 9	Repeat position 18.
51-52	Plan Code 9	Repeat positions 19-20.
53	Plan Type 9	Repeat position 21.
	Plan 10 Identifiers	
54	Maintenance Code 10	Repeat position 18.
55-56	Plan Code 10	Repeat positions 19-20.
57	Plan Type 10	Repeat position 21.
	Plan 11 Identifiers	
58	Maintenance Code 11	Repeat position 18.
59-60	Plan Code 11	Repeat positions 19-20.
61	Plan Type 11	Repeat position 21.

(continued)

Positions	Field Name	Description
	Plan 12 Identifiers	
62	Maintenance Code 12	Repeat position 18.
63-64	Plan Code 12	Repeat positions 19-20.
65	Plan Type 12	Repeat position 21.
	Plan 13 Identifiers	
66	Maintenance Code 13	Repeat position 18.
67-68	Plan Code 13	Repeat positions 19-20.
69	Plan Type 13	Repeat position 21.
	Plan 14 Identifiers	
70	Maintenance Code 14	Repeat position 18.
71-72	Plan Code 14	Repeat positions 19-20.
73	Plan Type 14	Repeat position 21.
74-80	Reserved	**Blank**

PP-2 [120] - Organization Control - Plan Identifiers

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

PP-A [80, 120] - Employee Data - Benefit Plans

Function

Associated Screens   116, 118

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant A**
18	Plan Format Indicator	Required, numeric, reset not applicable, maintenance not allowed.
		Valid values are:
		1 - Deferred plan
		2 - Non-deferred plan
19-20	Plan Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned. Must be on level 2, 170/171 segment.
21	Plan Type	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned. Must be on level 2, 170/171 segment.
22	Status	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Valid values are:
		1 - Future active
		2 - Active
		3 - Not active, receiving benefits
		4 - Active, receiving benefits
		5 - Inactive
		6 - Beneficiary receiving benefits
		7 - Manually update (System does not calculate service credit)
23-30	Beginning Participation Date	Optional, numeric, resets to zero, maintenance allowed.
		Date employee became active in plan. Enter YYYYMMDD.
31-38	Ending Participation Date	Optional, numeric, resets to zero, maintenance allowed.
		Date employee terminated plan participation. Enter YYYYMMDD.

(continued)

Positions	Field Name	Description
39-48	Employee Membership	Optional, alphanumeric, resets to blank, maintenance allowed.
		Employee's membership number within the plan
49-50	Beneficiary Linkage	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		SP - Spouse
		01-18 - Beneficiary number in segments 677-679
51	Benefit Option	Optional, alphanumeric, resets to blank, maintenance allowed.
		If plan has multiple benefit options, enter the option the employee selects.
52-79	Reserved	**Blank**
80	Maintenance Code	Optional, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		D - Delete
		Blank - Change

PP-A [120] - Employee Data - Benefit Plans

Positions	Field Name	Description
1-79		See positions 1-79 above.
80-119	Reserved	**Blank**
120	Maintenance Code	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		D - Delete
		Blank - Change

PP-B [80, 120] - Employee Data - Document Warning System

Function   Update Document Warning System

Associated Screens   117, 118

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant B**
18	Plan Format Indicator	Required, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** - Deferred plan **2** - Non-deferred plan
19-20	Plan Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
21	Plan Type	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
	Document Warning System 1 Data	
22	Document Identifier	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Must be on HRMS Tables File with plan ID.
23-30	Date Document Sent	Conditionally required, numeric, resets to zero, maintenance allowed. Date document last sent to employee. Enter YYYYMMDD.
	Document Warning System 2 Data	
31	Document Identifier 2	Repeat position 22.
32-39	Date Document Sent 2	Repeat positions 23-30.

(continued)

Positions	Field Name	Description
	Document Warning System 3 Data	
40	Document Identifier 3	Repeat position 22.
41-48	Date Document Sent 3	Repeat positions 23-30.
	Document Warning System 4 Data	
49	Document Identifier 4	Repeat position 22.
50-57	Date Document Sent 4	Repeat positions 23-30.
	Document Warning System 5 Data	
58	Document Identifier 5	Repeat position 22.
59-66	Date Document Sent 5	Repeat positions 23-30.
	Document Warning System 6 Data	
67	Document Identifier 6	Repeat position 22.
68-75	Date Document Sent 6	Repeat positions 23-30.
76-79	Reserved	**Blank**
80	Maintenance Code	Optional, alpha, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **D** - Delete **Blank** - Change

PP-B [120] - Employee Data - Document Warning System

Positions	Field Name	Description
1-79		See positions 1-79 above.
80-119	Reserved	**Blank**
120	Maintenance Code	Optional, alpha, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **D** - Delete **Blank** - Change

PP-C [80, 120] - Employee Data - Document Warning System

Function   Update Document Warning System

Associated Screens   117

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant C**
18	Reserved	Alphanumeric, reset not applicable, maintenance not allowed.
19-20	Plan Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
21	Plan Type	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
	Document Warning System 7 Data	
22	Document Identifier	Conditionally required, alphanumeric, reset not applicable, maintenance allowed. Must be on HRMS Tables File with plan ID.
23-30	Date Document Sent	Conditionally required, numeric, resets to zero, maintenance allowed. Date document last sent to employee.
	Document Warning System 8 Data	
31	Document Identifier 8	Repeat position 22.
32-39	Date Document Sent 8	Repeat positions 23-30.
	Document Warning System 9 Data	
40	Document Identifier 9	Repeat position 22.
41-48	Date Document Sent 9	Repeat positions 23-30.

(continued)

Positions	Field Name	Description
	Document Warning System 10 Data	
49	Document Identifier 10	Repeat position 22.
50-57	Date Document Sent 10	Repeat positions 23-30.
58-79	**Reserved**	**Blank**
80	Maintenance Code	Optional, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **D** - Delete **Blank** - Change

PP-C [120] - Employee Data - Document Warning System

Positions	Field Name	Description
1-79		See positions 1-79 above.
80-119	Reserved	**Blank**
120	Maintenance Code	Optional, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **D** - Delete **Blank** - Change

PP-D [80, 120] - Employee Data - Earnings/Hours Adjustments

Function Update employee's hours and earnings accumulators

Associated Screens 120

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant D**
	Hours/Earnings Adjustment 1 Data	
18-20	Accumulator Identifier	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		User assigned or ***. First character is numeric for hours accumulator; alphabetic for earnings accumulator.
21-24	Plan Year	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Century and Year. CCYY format.
25-35	Hours/Earnings Amount	Conditionally required, numeric, resets to zero, maintenance allowed.
	Hours/Earnings Adjustments 2 Data	
36-38	**Accumulator Identifier 2**	See positions 18-20.
39-42	**Plan Year**	See positions 21-24.
43-53	**Hours/Earnings Amount**	See positions 25-35.
	Hours/Earnings Adjustments 3 Data	
54-56	Accumulator Identifier 3	See positions 18-20.
57-60	Plan Year	See positions 21-24.
61-71	Hours/Earnings Amount	See positions 25-35.
72-79	Reserved	**Blank**

(continued)

Positions	Field Name	Description
80	Adjustment Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add new accumulator
		D - Delete accumulator
		P - Add amount to accumulator
		M - Subtract amount from accumulator
		R - Replace accumulator amount with transaction amount. Must be R with amount reset.

PP-D [120] - Employee Data - Earnings/Hours Adjustment

Positions	Field Name	Description
1-71		See positions 1-71 above.
72-119	Reserved	**Blank**
120	Adjustment Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add new accumulator
		D - Delete accumulator
		P - Add amount to accumulator
		M - Subtract amount from accumulator
		R - Replace accumulator amount with transaction amount. Must be R with amount reset.

PP-E [80, 120] - Employee Data - Non-deferred Coverages

Function   Update non-deferred plan coverage data

Associated Screens   118

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant E**
18-19	Plan Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
20	Plan Type	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
	Coverage Data	
21	Coverage Number	Required, numeric, reset not applicable, maintenance not allowed.
22	Type	Optional, alpha, resets to blank, maintenance allowed. Valid values are: **P** - Periodic **L** - Lump Sum
23	Format	Optional, alpha, resets to blank, maintenance allowed. Valid values are: **M -** Monetary **P** - Percentage **T** - Time

(continued)

Positions	Field Name	Description
24-34	Amount	Optional, numeric, resets to zero, maintenance allowed.
35-80	Reserved	**Blanks**

PP-E [120] - Employee Data - Non-deferred Coverages

Positions	Field Name	Description
1-34		See positions 1-34 above.
35-120	Reserved	**Blanks**

PP-F [80, 120] - Employee Data - Deferred Compensation Plans

Function   Update deferred compensation plans

Associated Screens   116

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant F**
18-19	Plan Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
20	Plan Type	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
21-25	Hours Toward Eligibility	Optional, numeric, resets to zero, maintenance allowed. Hours accumulated toward 1000 for eligibility.
26-33	Date Reached Required Hours	Optional, numeric, resets to zero, maintenance allowed. Date employee accumulated 1000 hours. Enter YYYYMMDD.
34-41	Date Eligible for Participation	Optional, numeric, resets to zero, maintenance allowed. Date employee is eligible for participation. Enter YYYYMMDD.
42-55	Reserved	**Blank**
56	Participation Computation Method	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: **1** - Hours method for computing participation **2** - Elapsed time method using full months for computing participation **3** - Elapsed time method using exact days for computing participation
57	Vesting Computation Method	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: **1** - Hours method for computing vesting **2** - Elapsed time method using full months for computing vesting service **3** - Elapsed time method using exact days for computing vesting

(continued)

Positions	Field Name	Description
58	Benefit Computation Method	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		1 - Hours method for computing benefit service
		2 - Elapsed time method using full months for computing benefit service
		3 - Elapsed time method using exact days for computing benefit service
59-65	Participating Service Adjustment	Optional, numeric, resets to zero, maintenance allowed.
		Amount to add to calculated participating service.
66-72	Vesting Service Adjustment	Optional, numeric, resets to zero, maintenance allowed.
		Amount to add to calculated vesting service.
73-79	Benefit Service Adjustment	Optional, numeric, resets to zero, maintenance allowed.
		Amount to add to calculated benefit service.
80	Adjustment Code	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		M - Subtract
		P - Add
		R - Replace (must be R with reset)
		Blank - No change to amount fields.

PP-F [120] - Employee Data - Deferred Compensation Plans

Positions	Field Name	Description
1-79		See positions 1-79 above.
80-119	Reserved	**Blank**
120	Adjustment Code	Optional, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		M - Subtract
		P - Add
		R - Replace (must be R with reset)
		Blank - No change to amount fields.

PP-G [80, 120] - Employee Data - Deferred Compensation Plans

Function   Update deferred compensation plans

Associated Screens   116

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant G**
18-19	Plan Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
20	Plan Type	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
21-31	Value of Accounts	Optional, numeric, resets to zero.
32-39	Actuarial Computation Date	Optional, numeric, resets to zero. Date of last actuarial computation.
40-50	Total Employee Contribution	Optional, numeric, resets to zero, maintenance allowed. Cumulative from beginning of participation
51-61	Total Organization Contribution	Optional, numeric, resets to zero, maintenance allowed. Cumulative from beginning of participation
62-79	Reserved	**Blank**
80	Adjustment Code	Optional, alpha, reset not applicable, maintenance not allowed. Valid values are: **P** - Add to value of account **M** - Subtract from value of account **R** - Replace value of account (must use with reset) **Blank** - No change to Value of Account

PP-G [120] - Employee Data - Deferred Compensation Plans

Positions	Field Name	Description
1-61		See positions 1-61 above.
62-119	Reserved	**Blank**
120	Adjustment Code	Optional, alpha, reset not applicable, maintenance not allowed.
		Valid values are:
		P - Add to value of account **M** - Subtract from value of account **R** - Replace value of account (must use with reset) **Blank** - No change to Value of Account

PP-H [80, 120] - Employee Data - Deferred Compensation Plans

Function   Update actuarially derived projections in deferred plans

Associated Screens   117

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant H**
18-19	Plan Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
20	Plan Type	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
21-31	Accrued Lump Sum	Optional, numeric, resets to zero.
	Projected Data	
32	Projected Type Indicator	Optional, numeric, reset not applicable, maintenance not allowed. Valid values: **1** = Lump Sum **2** = Monthly **Note:** Projected Type Indicator is required if any Projected Amount is entered.
33-43	Benefit Amount	Optional, numeric, resets to zero.
44-54	Early Retirement Amount	Optional, numeric, resets to zero.
55-65	Joint Survivor Amount	Optional, numeric, resets to zero.

Note: If the Projected Type Indicator is 2 (Monthly), the maximum for the 3 amount fields is 9999999.99.

Positions	Field Name	Description
66-80	Reserved	**Blank**

PP-H [120] - Employee Data - Deferred Compensation Plans

Positions	Field Name	Description
1-65		See positions 1-65 above.
66-120	Reserved	**Blank**

PP-I [80, 120] - Employee Data - Deferred Compensation Plans

Function   Update deferred compensation data

Associated Screens   116

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant I**
18-19	Plan Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
20	Plan Type	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
21	Rule of Parity Option	Optional, alpha, reset not applicable, maintenance allowed. Valid values are: **Y** - Yes **N** - No
22	Joint Survivors Option	Optional, alpha, reset not applicable, maintenance allowed. Valid values are: **Y** - Yes **N** - No
23	Unit Number	Optional, numeric, reset not applicable, maintenance not allowed. Valid values are: **1** and **2**, Required if entry in Total Unit Purchased and/or Value Per Unit. Messages: **INVALID UNIT ;NUMBER**
24-28	Total Unit Purchased	Optional, numeric, resets to zero, maintenance allowed. Number of units purchased.
29-37	Value Per Unit	Optional, numeric, resets to zero, maintenance allowed. Value for each unit purchased.
38-48	Earnings/Interest	Optional, numeric, resets to zero, maintenance allowed. Before withdrawals.

(continued)

Positions	Field Name	Description
49-59	Withdrawal Amount	Optional, numeric, resets to zero, maintenance allowed. Cumulative.
60-67	Withdrawal Date	Optional, numeric, resets to zero, maintenance allowed. Date of last withdrawal. Enter YYYYMMDD.
68-69	Total Years Contribution Not Made	Optional, numeric, resets to zero, maintenance allowed. Number of years participating, not contributing.
70-79	Reserved	**Blank**
80	Adjustment Code	Optional, alpha, reset not applicable, maintenance not allowed. Valid values are: **P** - Add **M** - Subtract **R** - Replace (must be used with reset) **Blank** - No change to adjustable fields Total Unit 1 Purchased, Total Unit 2 Purchased, Earnings/Interest, Withdrawal Amount, and Total Years Contribution Not Made can be adjusted.

PP-I [120] - Employee Data - Deferred Compensation Plans

Positions	Field Name	Description
1-69		See positions 1-69 above.
70-119	Reserved	**Blank**
120	Adjustment Code	Optional, alpha, reset not applicable, maintenance not allowed. Valid values are: **P** - Add **M** - Subtract **R** - Replace (must be used with reset) **Blank** - No change to adjustable fields Total Unit 1 Purchased, Total Unit 2 Purchased, Earnings/Interest, Withdrawal Amount, and Total Years Contribution Not Made can be adjusted.

PP-J [80, 120] - Employee Data - Nonplan Benefits Data

Function   Update benefits data not related to specific plans

Associated Screens   115

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant J**
18	Spouse Employed Indicator	Optional, alphanumeric, resets to blank. Valid values are: **Y** - Yes **N** - No **Blank** - No spouse
19-26	Spouse's Date of Death	Optional, numeric, resets to zero. Enter YYYYMMDD.
27-34	Employee's Date of Death	Optional, numeric, resets to zero. Enter YYYYMMDD.
35	Times Documents Requested	Optional, alphanumeric, reset not applicable. Valid values are: **A** - Add + 1 to value stored **0-9** - Replacement value
36-43	Date of Most Recent Request	Optional, numeric, resets to zero. Date employee last requested document. Enter YYYYMMDD.
	User Fields	Optional, numeric, resets to zero. User defined.
44-50	User Field 1	
51-57	User Field 2	
58-64	User Field 3	
65-71	User Field 4	

(continued)

Positions	Field Name	Description
72-73	Annual Benefit Statement Format Indicator	Optional, not used by system
74-75	Vested/Term Statement Format Indicator	Optional, not used by system
76-80	Reserved	**Blank**

PP-J [120] - Employee Data - Deferred Compensation Plans

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blanks**

PP-K [80, 120] - Employee Data - Beneficiary Data

Function   Update beneficiary data for the employee

Associated Screens   119

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant K**
	Beneficiary Data	
18-19	Index	Required, numeric, reset not applicable. **01-18**
20-49	Name	Must be entered as last name first, comma, two spaces, first and middle names. Optional, alphanumeric, reset not applicable.
50-57	Date of Birth	Optional, numeric, resets to zero. Beneficiary's birth date (*YYYYMMDD*)
58-59	Relationship	Optional, alphanumeric, resets to blank. Relationship of beneficiary to employee.
60-80	Reserved	**Blank**

PP-K [120] - Employee Data - Beneficiary Data

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blanks**

PP-L [80, 120] - Employee Data - Dates for Elapsed Time

Function   Update dates for the Elapsed Time Method of computing service credit

Associated Screens   122

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant L**
18-25	Date of Hire	Optional, numeric, reset not applicable, maintenance allowed. Date of hire for elapsed time calculations. Enter YYYMMDD.
26	Reserved	**Blank**
27-34	Date of Termination	Optional, numeric, reset not applicable, maintenance allowed. Date of termination for elapsed time calculations. Enter YYYMMDD.
35	Reserved	**Blank**
	Leave of Absence Data	
36-43	Begin Date	Optional, numeric, reset not applicable, maintenance allowed. Begin date for leave of absence for elapsed time calculations. Enter YYYMMDD.
44	Type of Leave	Optional, alphanumeric, reset not applicable, maintenance allowed. Type of leave of absence for elapsed time calculations.
45-52	Return Date	Optional, numeric, reset not applicable, maintenance allowed. Return date for leave of absence for elapsed time calculations. Enter YYYMMDD.
53	Reserved	Required, alphanumeric, reset not applicable, maintenance not allowed. **Blanks**
54-61	Adjusted Employment Commencement Date	Optional, numeric, reset not applicable, maintenance allowed. Adjusted employment commencement date for elapsed time calculations. Enter YYYMMDD.

(continued)

Positions	Field Name	Description
62-79	Reserved	**Blank**
80	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete

PP-L [120] - Employee Data - Dates for Elapsed Time

Positions	Field Name	Description
1-79		See positions 1-79 above.
80-119	Reserved	**Blank**
120	Adjustment Code	Optional, alphanumeric, reset not applicable, maintenance not allowed.

PP-M [80, 120] - Employee Data - Deferred Compensation Plans

Function   Update deferred compensation plan data

Associated Screens   116

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant M**
18-19	Plan Code	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
20	Plan Type	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. Employee must be participant.
21-22	Total Service Breaks	Optional, numeric, reset not applicable, maintenance allowed. Number of service breaks for employee whose service is not calculated.
23-29	Participating Service Credit	Optional, numeric, reset not applicable, maintenance allowed. Participating service credit for employee whose service is not calculated.
30-36	Vesting Service Credit	Optional, numeric, reset not applicable, maintenance allowed. Vesting service credit for employee whose service is not calculated.
37-43	Benefit Service Credit	Optional, numeric, reset not applicable, maintenance allowed. Benefit service credit for employee whose service is not calculated.
44-45	Vesting Percent	Optional, alphanumeric, reset not applicable, maintenance allowed. Vesting percent for employee whose service is not calculated. ** is 100%
46-48	Vesting Schedule ID Override	Optional, alphanumeric, reset not applicable. maintenance allowed. Employee level override for vesting schedule. Must be on Tables File for plan.
49-51	Vesting Partial Credit ID Override	Optional, alphanumeric, reset not applicable, maintenance allowed. Employee level override for vesting partial credit ID. Must be on Tables File for plan.

(continued)

Positions	Field Name	Description
52-54	Benefit Partial Credit ID Override	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Employee level override for benefit partial credit ID. Must be on Tables File for plan.
55-57	Hours Accumulator ID Override	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Employee level override for hours accumulator ID 1 for plan. Must be on Tables File for plan.
58-60	Earnings Accumulator ID Override	Optional, alphanumeric, reset not applicable, maintenance allowed.
		Employee level override for earnings accumulator ID 1 for plan. Must be on Tables File for plan.
61-80	Reserved	**Blank**

PP-M [120] - Employee Data - Deferred Compensation Plans

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

PP-N [80, 120] - Employee Data User Information

Function   Carry information only. No Social Security calculations are performed by the System.

Associated Screens   117

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, Reset not applicable, Maintenance not allowed, Alphanumeric.
5-6	Level 2	Required, Reset not applicable, Maintenance not allowed, Alphanumeric.
7-16	Employee Number	Required, Reset not applicable, Maintenance not allowed, Alphanumeric.
17	Separator Code	**Constant N**
18-19	Plan Code	Required, Reset not applicable, Maintenance not allowed, Alphanumeric. User assigned.
20	Plan Type	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned.
21	Social Security Calculation Type	Optional, Resets to blank. Maintenance allowed, Alphanumeric. An option that specifies which of the Social Security benefits are to be calculated and how to calculate the death or disability benefits. This override is for the plan offset benefit calculations only. Valid values are: **Blank** - Use the plan level Social Security Calculation Type for the plan offset benefit calculations. **1** - Calculate the death benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **2** - Calculate the first retirement benefits. **3** - Calculate the two retirement benefits. **4** - Calculate the death benefits and the first retirement benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.

(continued)

Positions	Field Name	Description
21	Social Security Calculation Type (*continued*)	**5** - Calculate the death benefits and the two retirement benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **6** - Do not calculate any benefits. **7** - Calculate the disability benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **8** - Calculate the disability benefits and the first retirement benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **9** - Calculate the disability benefits and the second retirement benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **A** - Calculate the disability benefits and the two retirement benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **B** - Calculate the second retirement benefits. **C** - Calculate the death benefits and the second retirement benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **D** - Calculate the death benefits. For calculating the death benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **E** - Calculate the death benefits and the first retirement benefits. For calculating the death benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **F** - Calculate the death benefits and the two retirement benefits. For calculating the death benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **G** - Calculate the death benefits and the second retirement benefits. For calculating the death benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **H** - Calculate the disability benefits. For calculating the disability benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **I** - Calculate the disability benefits and the first retirement benefits. For calculating the disability benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1.

(continued)

Positions	Field Name	Description
21	Social Security Calculation Type (*continued*	**J** - Calculate the disability benefits and the second retirement benefits. For calculating the disability benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1. **K** - Calculate the disability benefits and the two retirement benefits. For calculating the disability benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1.
	Primary Insurance Amount (PIA Data)	The following six fields are specified by the Social Security calculation type. They can be entered manually using this transaction. If any field is entered manually and an automatic calculation is subsequently requested, the calculated amount replaces the manually entered amount.
22-30	PIA Disability/Death	Optional, Numeric, Resets to zero, Maintenance allowed. Social Security benefit amount for either disability or death for the employee.
31-39	PIA First Retirement	Optional, Numeric, Resets to zero, Maintenance allowed. Social Security benefit amount for the employee using the Forward Projection Age 1 and the Benefits Payable Age 1.
40-48	PIA Second Retirement	Optional, Numeric, Resets to zero, Maintenance allowed. Social Security benefit amount for the employee using the Forward Projection Age 2 and the Benefits Payable Age 2.
	Maximum Family Benefit (MFB Data)	
49-57	MFB Disability/Death	Optional, Numeric, Resets to zero, Maintenance allowed. Maximum family Social Security benefit amount for either disability or death.
58-66	MFB First Retirement	Optional, Numeric, Resets to zero, Maintenance allowed. Maximum family Social Security benefit amount for retirement using the Forward Projection Age 1 and the Benefits Payable Age 1.
67-75	MFB Second Retirement	Optional, Numeric, Resets to zero, Maintenance allowed. Maximum family Social Security Benefit amount for retirement using the Forward Projection Age 2 and the Benefits Payable Age 2.

(continued)

Positions	Field Name	Description
76-79	Law	Optional, Numeric, Resets to blank.
		The year and month of the effective date of the Social Security amendment to be used. The earliest available law is 7501. This override is for the plan offset benefit calculations only. YYMM format.
		Blank - Use the plan level Law for the plan offset benefit calculations.
80	Reserved	Blank

PP-N [120] - Employee Data User Information - Deferred

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	Blank

PP-P [80, 120] - Employee Data - Compute Override and Soc Sec

Function Employee level override for the Compute Vesting and Compute Actuarial. All other fields only carry information.

Associated Screens 115

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant P**
18	Compute Vesting Option	Optional, alphanumeric, reset not applicable.
		A one-time employee level option to compute service credit for the individual employee. If not entered, the service credit is computed according to the option at the organization level. User-defined code.
19	Reserved	**Blank**
20	Compute Actuarial Option	Optional, alphanumeric, reset not applicable.
		A one-time employee level option to perform the actuarial calculations for the individual employee. If not entered, the actuarial calculations are computed according to the options at the organization level. User-defined code.
21-28	As of Date	Conditionally required, Resets to zero, Numeric
		Date as of which the Social Security calculations are to be performed. This date determines the latest law that can be used. It also controls what accumulators are used for prior and current earnings.
		Blank - use organization level As of Date
		If this field is entered, compute Social Security Option must also be entered.

(continued)

Positions	Field Name	Description
29	Social Security Calculation Type	Optional, alphanumeric, resets to blank.
		An option that specifies which of the Social Security benefits are to be calculated and how to calculate the death or disability benefits. This override is for the OASDI benefit calculations only.
		Valid values are:
		Blank - Use the organization level Social Security Calculation Type for the OASDI benefit calculations.
		1 - Calculate the death benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and the benefits payable age.
		2 - Calculate the first retirement benefits.
		3 - Calculate the two retirement benefits.
		4 - Calculate the death benefits and the first retirement benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		5 - Calculate the death benefits and the two retirement benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		6 - Do not calculate any benefits.
		7 - Calculate the disability benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		8 - Calculate the disability benefits and the first retirement benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		9 - Calculate the disability benefits and the second retirement benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable rate.
		A - Calculate the disability benefits and the two retirement benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		B - Calculate the second retirement benefits.
		C - Calculate the death benefits and the second retirement benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age.
		D - Calculate the death benefits. For calculating the death benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1.
		E - Calculate the death benefits and the first retirement benefits. For calculating the death benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1.

(continued)

Positions	Field Name	Description
29	Social Security Calculation Type (*continued*)	**F** - Calculate the death benefits and the two retirement benefits. For calculating the death benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1.
		G - Calculate the death benefits and the second retirement benefits. For calculating the death benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1.
		H - Calculate the disability benefits. For calculating the disability benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1.
		I - Calculate the disability benefits and the first retirement benefits. For calculating the disability benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1.
		J - Calculate the disability benefits and the second retirement benefits. For calculating the disability benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1.
		K - Calculate the disability benefits and the two retirement benefits. For calculating the disability benefits, use the Forward Projection Age 1 and the Benefits Payable Age 1.
30-33	Law	Optional, numeric, resets to blank.
		The year and month of the effective date of the Social Security amendment to be used. The earliest available law is 7501. This override is for the OASDI benefit calculation only. YYMM format.
		Blank - Use the organization level Law for the OASDI benefit calculations.
34	Current Pay Rule	Optional, alphanumeric, resets to blank.
		Rule that determines the current pay for use in backward or forward projection of earnings.
		Note: The current or previous calendar year is determined by the As of Date. The specified accumulator is the FICA wage accumulator for the OASDI benefit calculations.
		For plan offset benefit calculations, the specified accumulator is the accumulator specified by the current pay identifier.
		Valid values are:
		Blank - For OASDI benefit calculations, use the organization level Current Pay Rule. For the plan offset benefit calculations, use the plan level Current Pay Rule. **1** - PMRS annual salary only – ignore wage accumulators **2** - Current calendar year's specified accumulator **3** - Greater of PMRS annual salary and current calendar year's specified accumulator **4** - Lesser of PMRS annual salary and current calendar year's specified accumulator

(continued)

Positions	Field Name	Description
34	Current Pay Rule (*continued*)	**5** - Previous calendar year's specified accumulator. **6** – Greater of PMRS annual salary and previous calendar year's specified accumulator. **7** - Lesser of PMRS annual salary and previous calendar year's specified accumulator.
35	Backward Projection Option	Optional, alphanumeric, resets to blank. Projection option used to build prior earnings history. Valid values are: **Blank** - Use the organization level Backward Projection Option for the OASDI benefit calculations. Use the plan level Backward Projection Option for the plan offset benefit calculations. **1** - Do not project prior earnings. **2** - Project earnings only for years prior to earliest year available. The projected earnings are estimated by backing down the last available year by a fixed factor specified by the Backward Projection Factor. **3** - Project earnings for years prior to earliest year available and adjust the earliest year if necessary. The projected earnings are estimated by backing down the last available year by a fixed factor specified by the Backward Projection Factor. **4** - Project earnings for years prior to earliest year available, adjust the earliest year if necessary, and fill in any missing years. Missing years are years that have earnings less than 50% of the following years. The projected earnings are estimated by backing down the last available year by a fixed factor specified by the Backward Projection Factor. **5** - Projection earnings only for years prior to the earliest year available. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages plus a lead factor specified by the Backward Projection Factor. **6** - Project earnings for years prior to the earliest year available and adjust the earliest year if necessary. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages plus a lead factor specified by the Backward Projection Factor. **7** - Project earnings for years prior to the earliest year available, adjust the earliest year if necessary, and fill in any missing years. Missing years are years that have earnings less than 50% of the following year. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages plus a lead factor specified by the Backward Projection Factor. **8** - Project earnings only for years prior to the earliest year available. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages minus a lag factor specified by the Backward Projection Factor.

(continued)

Positions	Field Name	Description
35	Backward Projection Option (*continued*)	**9** - Project earnings for year prior to the earliest year available and adjust the earliest year if necessary. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages minus a lag factor specified by the Backward Projection Factor. **A** - Project earnings for year prior to the earliest year available, adjust the earliest year if necessary, and fill in any missing years. Missing years are years that have earnings less than 50% of the following year. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages minus a lag factor specified by the Backward Projection Factor.
36-38	Backward Projection Factor	Optional, numeric, resets to blank. The factor used to reduce earnings to build a prior earnings history. .nnn format. The way this factor is used depends on the value of the Backward Projection Option. Valid values are: ■ For Backward Projection Option of **blank**, **2**, **3**, or **4**, this is a fixed factor used in reducing earnings. .000 - .200 ■ For Backward Projection Option of **5**, **6**, or **7**, this is a lead factor used in reducing earnings in proportion to the change in the Average Covered Wages. .000 - .100 ■ For Backward Projection Option of **8**, **9**, or **A**, this is a lag factor used in reducing earnings in proportion to the change in the Average Covered Wages. .000 - .050 ■ **Blank** – For OASDI benefit calculations, use the organization level Backward Projection Factor. For plan offset benefit calculations, use the plan level Backward Projection Factor.
39-40	Backward Projection Age	Optional, alphanumeric, resets to blank, maintenance allowed. The age to which earnings are projected backward in building an earnings history. The calendar year of this anniversary of birth is included in the backward projection of earnings. Valid values are: **20**-**40**, **99** **Blank** - For OASDI benefit calculations, use the organization level Backward Projection Age. For plan offset benefit calculations, use the plan level Backward Projection Age. **99** - Project back to include the calendar year of the first employment date.

(continued)

Positions	Field Name	Description
41	Forward Projection Option	Optional, alphanumeric, resets to blank, maintenance allowed.
		Projection option used to build future earnings.
		Valid values are:
		Blank - Use the organization level Forward Projection Option for the OASDI benefit calculations. Use the plan level Forward Projection Option for the plan offset benefit calculations.
		1 - Do not project future earnings.
		2 - Project earnings up to but not including the event year for disability and retirement benefit calculations. For death benefit calculations, project earnings for the event year. This is the approach that the Social Security Administration follows. The projected earnings are estimated by compounding the current rate of pay by a fixed factor specified by the Forward Projection Factor.
		3 - Project future earnings including pro rata earnings in the event year. The projected earnings are estimated by compounding the current rate of pay by a fixed factor specified by the Forward Projection Factor.
		4 - Project future earnings including full year earnings in the event year. The projected earnings are estimated by compounding the current rate of pay by a fixed factor specified by the Forward Projection Factor.
		5 - Project earnings up to but not including the event year for disability and retirement benefit calculations. For death benefit calculations, project earnings for the event year. The projected earnings are estimated by increasing the current rate of pay in proposition to the increase in the Average Covered Wages plus a lead factor specified by the Forward Projection Factor.
		6 - Project future earnings including pro rata earnings in the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages plus a lead factor specified by the Forward Projection Factor.
		7 - Project future earnings including full year earnings in the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wage plus a lead factor specified by the Forward Projection Factor.
		8 - Project earnings up to but not including the event year for disability and retirement benefit calculations. For death benefit calculations, project earnings for the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages minus a lag factor specified by the Forward Projection Factor.
		9 - Project future earnings including pro rata earnings in the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages minus a lag factor specified by the Forward Projection Factor.

(continued)

Positions	Field Name	Description
41	Forward Projection Option (*continued*)	**A** - Project future earnings including full year earnings in the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages minus a lag factor specified by the Forward Projection Factor.
		B - Project earnings up to but not including the event year for death, disability and retirement benefit calculations. The projected earnings are estimated by compounding the current rate of pay by a fixed factor specified by the Forward Projection Factor.
		C - Project earnings up to but not including the event year for death, disability, and retirement benefit calculations. The projected earnings are estimated by increasing the current rate of pay in proposition to the increase in the Average Covered Wages plus a lead factor specified by the Forward Projection Factor.
		D - Project earnings up to but not including the event year for death, disability, and retirement benefit calculations. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages minus a lag factor specified by the Forward Projection Factor.
42-44	Forward Projection Factor	Optional, alphanumeric, resets to blank, maintenance allowed.
		The factor used to increase earnings to build future earnings.
		.nnn format
		The way this factor is used depends on the value of the Forward Projection Option.
		Valid values are:
		▪ For Forward Projection Option of **blank**, **2**, **3**, **4**, or **B**, this is a fixed factor used in increasing earnings. .000 - .200
		▪ For Forward Projection Option of **5**, **6**, **7**, or **C**, this is a lead factor used in increasing earnings in proportion to the change in the Average Covered Wages. .000 - .100
		▪ For Forward Projection Option of **8**, **9**, **A**, or **D**, this is a lag factor used in increasing earnings in proportion to the change in the Average Covered Wages.
		▪ **Blank** - For OASDI benefit calculations, use organization level Forward Projection Factor. For plan offset benefit calculations, use plan level Forward Projection Factor.
45-48	Benefits Payable Age 1	Optional, alphanumeric, resets to blank, maintenance allowed.
		Age in years and months at which the first retirement benefit is to be paid.
		For Social Security Calculation Types of **D**, **E**, **F**, and **G**, this is also the age at which the death benefit is to be paid.

(continued)

Positions	Field Name	Description
45-48	Benefits Payable Age 1 *(continued)*	For Social Security Calculation Types of **H**, **I**, **J**, and **K**, this is also the age at which the disability benefit is to be paid.
		This age cannot be later than 7200. For retirement benefit calculations, if it is less than 6200, then 6200 will be used as the age at which the benefit is to be paid.
		The months component of the age can be 00 – 11.
		Blank - For OASDI benefit calculations, use organization level Benefits Payable Age 1. For plan offset benefit calculations, use plan level Benefits Payable Age 1.
49-52	Benefits Payable Age 2	Optional, alphanumeric, resets to blank, maintenance allowed.
		Age in years and months at which the second retirement benefit is to be paid. YYMM format. This age cannot be earlier than 6200 or later than 7200. The months component of the age can be 00-11.
		Blank - For OASDI benefit calculations, use organization level Benefits Payable Age 2. For plan offset benefit calculations, use plan level Benefits Payable Age 2.
53-56	Forward Projection Age 1	Optional, alphanumeric, resets to blank, maintenance allowed.
		Age in years and months to which earnings are projected forward for calculating the first retirement benefit.
		For Social Security Calculation Types of **D**, **E**, **F**, and **G**, this is also the age to which earnings are projected forward for calculating the death benefit.
		For Social Security Calculation Types of **H**, **I**, **J**, and **K**, this is also the age to which earnings are projected forward for calculating the disability benefit.
		This age cannot be earlier than 5000 or later than 8500.
		The months component of the age can be 00 – 11.
		Blank - For OASDI benefit calculations, use organization level Forward Projection Age 1. For plan offset benefit calculations, use plan level Forward Projection Age 1.
57-60	Forward Projection Age 2	Optional, alphanumeric, resets to blank, maintenance allowed
		The age in years and months to which earnings are projected forward for calculating the second retirement benefit. YYYYMM format. This age cannot be earlier than 5000 or later than 8500. The months component of the age can be 00-11.
		Blank - For OASDI benefit calculations, use organization level Forward Projection Age 2. For plan offset benefit calculations, use plan level Forward Projection Age 2.

(continued)

Positions	Field Name	Description
61-66	Event Date	Optional, alphanumeric, resets to blank, maintenance allowed.
		The year and month of the event; i.e., death, disability, or retirement. YYYYMM
		When this field is blank, for death and disability benefits calculations, the As of Date will be used as the Event Date.
		When this field is blank, for retirement benefits calculation, the date the forward projection age is reached will be used as the Event Date.
67-80	Reserved	**Blank**

PP-P [120] - Employee Data - Computation Overrides and Social Security Data

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

PP-R [80, 120] - Employee Data - User Information

Function   Carry information only. No Social Security calculations are performed by the System.

Associated Screens None

Positions	Field Name	Description
1-2	Transaction Code	**Constant PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Separator Code	**Constant R**
	Primary Insurance Amount (PIA Data)	
18-26	PIA Disability/Death	Optional, numeric, resets to zero, maintenance allowed.
		Social Security benefit amount for either disability or death for the employee.
27-35	PIA First Retirement	Optional, numeric, resets to zero, maintenance allowed.
		Social Security benefit amount for the employee using the Forward Projection Age 1 and the Benefits Payable Age 1.
36-44	PIA Second Retirement	Optional, numeric, resets to zero, maintenance allowed.
		Social Security benefit amount for the employee using the Forward Projection Age 2 and the Benefits Payable Age 2.
	Maximum Family Benefit (MFB Data)	
45-53	MFB Disability/Death	Optional, numeric, resets to zero, maintenance allowed.
		Maximum family Social Security benefit amount for either disability or death.
54-62	MFB First Retirement	Optional, numeric, resets to zero, maintenance allowed.
		Maximum family Social Security benefit amount for retirement using the Forward Projection Age 1 and the Benefits Payable Age 1.

(continued)

Positions	Field Name	Description
63-71	MFB Second Retirement	Optional, numeric, resets to zero, maintenance allowed.
		Maximum family Social Security benefit amount for retirement using the Forward Projection Age 2 and the benefits Payable Age 2.
72-80	Reserved	**Blank**

PP-R [120] - Employee Data User Information - Non-Deferred

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

PP-S [80, 120] - Employee Data - Section 89

Function   **Information only. No Section 89 processing is performed by the system.**

Associated Screens   None

Positions	Field Name	Description
1-2	Transaction Code	Constant **PP**
3-4	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, reset not applicable, maintenance not allowed.
17	Transaction Separator	Constant **S**
18	Compensation Code	Optional, alphanumeric, resets to blank, maintenance allowed.
19-23	Bargaining Unit	Optional, alphanumeric, resets to blank, maintenance allowed.
24-28	Percent Ownership - Current Year	Optional, numeric, resets to zero, maintenance allowed.
29-33	Percent Ownership - Prior Year	Optional, numeric, resets to zero. maintenance allowed.
34	Officer Status - Current Year	Optional, alphanumeric, resets to blank, maintenance allowed.
35	Officer Status - Prior Year	Optional, alphanumeric, resets to blank, maintenance allowed.
36-37	Number of Dependents	Optional, numeric, resets to zero, maintenance allowed.
38	Employee's Spouse/Dep covered by Other Employer	Optional, alpha, resets to blank, maintenance allowed.
39	Employee Covered by Spouse/Dep Employer	Optional, alpha, resets to blank, maintenance allowed.
40	Seasonal Employee Indicator	Optional, alpha, resets to blank, maintenance allowed.
41	Optional Compensation Code -1	Optional, alpha, resets to blank, maintenance allowed.
42	Optional Compensation Code -2	Optional, alpha, resets to blank, maintenance allowed.

(continued)

Positions	Field Name	Description
43	Optional Compensation Code - 3	Optional, alpha, resets to blank, maintenance allowed.
44	Optional Compensation Code - 4	Optional, alpha, resets to blank, maintenance allowed.
45	Optional Compensation Code - 5	Optional, alpha, resets to blank, maintenance allowed.
46-80	Reserved	**Blank**

PP-S [120] - Employee Data - Section 89

Positions	Field Name	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

T21-001 [80] - HRMS Tbls File Maint - Doc Warn Sys Doc Data

Function　　　　Defines documents for organization's Document Warning system

Associated Screens　　None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T21**
4-6	Multiple Entry Code	**Constant 001**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16	Document ID	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned. Can be used by more than one warning system.
17-41	Document Description	Required, alphanumeric, reset not applicable, maintenance allowed.
		Description of document.
42	Initial Decrement Value	Required, alphanumeric, reset not applicable, maintenance allowed.
		Maximum number of times warning message is to be produced.
		Valid values are:
		A - Unlimited **0-9**

(continued)

Positions	Field Name	Description
43	Profile Request Indicator	Optional, alpha, reset not applicable, maintenance allowed. Valid values are: **Y** - Print Benefit Profile when warning message is produced **N** - Do not print Benefit Profile
44-46	Frequency	Required, numeric, reset not applicable, maintenance allowed. Number of months between producing warning message. MMM format.
47-80	Warning Message	Required, alphanumeric, reset not applicable, maintenance allowed. Message to appear on Notification Report.

T21-002 [80] - HRMS Tbls File Maint - Doc Warn Sys Definition

Function   Define Document Warning System and the included Document IDs

> **Note:** In a change transaction you must enter your **entire** set of active Document Identifiers. All of the old identifiers are replaced by the transaction.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T21**
4-6	Multiple Entry Code	**Constant 002**
7	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Warning System Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed.
	Document Identifiers	Conditionally required, alphanumeric, reset not applicable, see note for maintenance restrictions.
		User assigned. There must be a corresponding T21-001 for each of the 10 document IDs.
19	Document Identifier 1	
20	Document Identifier 2	
21	Document Identifier 3	
22	Document Identifier 4	
23	Document Identifier 5	

(continued)

Positions	Field Name	Description
24	Document Identifier 6	
25	Document Identifier 7	
26	Document Identifier 8	
27	Document Identifier 9	
28	Document Identifier 10	
29-80	Reserved	**Blank**

T22-000 [80] - HRMS Tbls File Maintenance - Hours Accumulators

Function Establish relationship between the Hours Accumulators in the Payroll segments and the Benefits module

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T22**
4-6	Multiple Entry Code	**Zeros**
7	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Hour Accumulator Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned. The first character must be numeric.
19-22	Plan Year End	Required, numeric, reset not applicable, maintenance allowed.
		Last day of plan year. If using employee's anniversary date, use **9999**. *MMDD* format.
23	Regular Hours Indicator	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		* - Accumulate regular hours **Blank** - Do not accumulate
24	Overtime Hours Indicator	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		* - Accumulate overtime hours **Blank** - Do not accumulate
25-80	Reserved	**Blank**

T22-001 [80] - HRMS Tables File Maint - Special Hours Accum

Function   Establishes the relationship between the Special Hours Accumulators in Payroll and the Benefits module.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Constant **T22**
4-6	Multiple Entry Code	**001**
7	Maintenance Code	**A** = add a special hours code to an hours accumulator ID.
		D = delete a special hours code froom an hours accumulator ID.
8-11	Reserved	Blank
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Hour Accumulator Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned. The first character must be numeric. Must be established by a T22-000 transaction. The T22-000 may already exist on the Tables File or be included as input along with this transaction.
19-80	Special Hours Code	Optional, numeric, reset not applicable, maintenance allowed.
		2 position code for each Special Hourse code, up to 31 at a time. DOESPH record, defining the Special Hours Code, must already exist on the Tables File. Accumulate Special Hours for each Code specified.

T23-001 [80] - HRMS Tables File Maint - Earnings Accumulators

Function   Establish relationship between the DOEs in the Payroll segments and the Earnings Accumulators used by the Benefits module

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T23**
4-6	Multiple Entry Code	**Constant 001**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add Earnings Accumulator **C** - Change **D** - Delete Earnings Accumulator
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Earnings Accumulator Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned. The first character must be alphabetic.
19-22	Plan Year End	Required, numeric, reset not applicable, maintenance allowed. Last day of plan year. If using employee's anniversary date, use **9999**. *MMDD* format.
23	Regular Earnings Indicator	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: ***** - Accumulate regular earnings **Blank** - Do not accumulate
24	Overtime Earnings Indicator	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: ***** - Accumulate overtime earnings **Blank** - Do not accumulate
25-80	Reserved	**Blank**

T23-002 [80] - HRMS Tbls File Maint - Earnings Accumulators

Function Establish relationship between the DOEs in the Payroll segments and the Earnings Accumulators used by the Benefits module

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T23**
4-6	Multiple Entry Code	**Constant 002**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add DOE codes **D** - Delete DOE codes
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Earnings Accumulator Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned. The first character must be alphabetic.
19-80	DOE Codes	Optional, alphanumeric, reset not applicable, maintenance allowed.
		2 positions each field. DOE codes for up to 31 DOEs at a time. Accumulate DOE amounts for each CODE specified.
		Blanks, Special characters and zeros (**00**) not allowed.

T24-000 [80] - HRMS Tables File Maint - Vesting Schedules

Function Define vesting schedules

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T24**
4-6	Multiple Entry Code	**Zeros**
7	Maintenance Code	Required, alphanumeric, reset not applicable.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Vesting Schedule Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned.
	Percent Vested Date	
19-20	Percent After One Year	Required, alphanumeric, reset not applicable.
		2 positions each field.
		Valid values are:
		** - 100%
		00-99
		Each of the 14 year entries must have a non-blank value. The value can be **00** or ******, or any percentage from **01** to **99**.
21-22	Percent After Two Years	Repeat positions 19-20.
23-24	Percent After Three Years	Repeat positions 19-20.
25-26	Percent After Four Years	Repeat positions 19-20.

(continued)

Positions	Field Name	Description
27-28	Percent After Five Years	Repeat positions 19-20.
29-30	Percent After Six Years	Repeat positions 19-20.
31-32	Percent After Seven Years	Repeat positions 19-20.
33-34	Percent After Eight Years	Repeat positions 19-20.
35-36	Percent After Nine Years	Repeat positions 19-20.
37-38	Percent After Ten Years	Repeat positions 19-20.
39-40	Percent After Eleven Years	Repeat positions 19-20.
41-42	Percent After Twelve Years	Repeat positions 19-20.
43-44	Percent After Thirteen Years	Repeat positions 19-20.
45-46	Percent After Fourteen Years	Repeat positions 19-20.
47-80	Reserved	**Blank**

T24-001 [80] - HRMS Tables File Maint - Vest Partial Credit Table

Function   Define vesting partial credit schedules

Note: In a change transaction you must enter your entire set of up to 12 hours/credit entries. All of the old entries are replaced by the transaction.

If you have more than 10 hours/credit entries you must enter an associated T24-002 transaction.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T24**
4-6	Multiple Entry Code	**Constant 001**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Vesting Partial Credit ID	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned.
	Hours/Credit Data	These fields must be in ascending order. The hours and credit data after credit - ** must be blank. Credit must end with **.
19-22	Hours 1	Conditionally required, numeric, reset not applicable, see note for maintenance restrictions.
		The number of hours required to receive the vesting service credit indicated by Credit 1.

(continued)

Positions	Field Name	Description
23-24	Credit 1	Conditionally required, alphanumeric, reset not applicable, see note for maintenance restrictions.
		The partial vesting service credit given for hours 1.
		Valid values are:
		** - 1.00
		.00 - .99
	Hours/Credit 2 Data	
25-28	Hours 2	Repeat positions 19-22.
29-30	Credit 2	Repeat positions 23-24.
	Hours/Credit 3 Data	
31-34	Hours 3	Repeat positions 19-22.
35-36	Credit 3	Repeat positions 23-24.
	Hours/Credit 4 Data	
37-40	Hours 4	Repeat positions 19-22.
41-42	Credit 4	Repeat positions 23-24.
	Hours/Credit 5 Data	
43-46	Hours 5	Repeat positions 19-22.
47-48	Credit 5	Repeat positions 23-24.
	Hours/Credit 6 Data	
49-52	Hours 6	Repeat positions 19-22.
53-54	Credit 6	Repeat positions 23-24.
	Hours/Credit 7 Data	
55-58	Hours 7	Repeat positions 19-22.
59-60	Credit 7	Repeat positions 23-24.
	Hours/Credit 8 Data	
61-64	Hours 8	Repeat positions 19-22.
65-66	Credit 8	Repeat positions 23-24.
	Hours/Credit 9 Data	
67-70	Hours 9	Repeat positions 19-22.
71-72	Credit 9	Repeat positions 23-24.

(continued)

Positions	Field Name	Description
	Hours/Credit 10 Data	
73-76	Hours 10	Repeat positions 19-22.
77-78	Credit 10	Repeat positions 23-24.
79-80	Reserved	**Blank**

T24-002 [80] - HRMS Tables File Maint - Vest Partial Credit Table

Function Define vesting partial credit schedules

Note: Cannot be entered without an associated T24-001 transaction.

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T24**
4-6	Multiple Entry Code	**Constant 002**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Vesting Partial Credit ID	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned.
	Hours/Credit Data	These fields must be in ascending order. The hours and credit data after credit - ** must be blank. Credit must end with **.
19-22	Hours 11	Conditionally required, numeric, reset not applicable, see note for maintenance restrictions.
		The number of hours required to receive the vesting service credit indicated by credit.
23-24	Credit 11	Conditionally required, alphanumeric, reset not applicable, see note for maintenance restrictions.
		The partial vesting service credit given for hours data.
		Valid values are:
		**** - 1.00** **.00 - .99**

(continued)

Positions	Field Name	Description
25-28	Hours 12	Conditionally required, numeric, reset not applicable, see note for maintenance restrictions.
		Same as positions 19-22.
29-30	Credit 12	Conditionally required, alphanumeric, reset not applicable, see note for maintenance restrictions.
		Same as positions 23-24.
31-80	Reserved	**Blank**

T24-003 [80] - HRMS Tables File Maint - Ben Partial Credit Table

Function   Define benefit partial credit schedules

> **Note:** In a change transaction you must enter your entire set of up to 12 hours/credit entries. All of the old entries are replaced by the transaction.
>
> If you have more than 10 hours/credit entries you must enter an associated T24-004 transaction.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T24**
4-6	Multiple Entry Code	**Constant 003**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A – Add **C** – Change **D** – Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Benefit Partial Credit ID	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned.
	Hours/Credit Data	These fields must be in ascending order. The hours and credit data after credit - ** must be blank. Credit must end with **.
19-22	Hours 1	Conditionally required, numeric, reset not applicable, see note for maintenance restrictions.
		The number of hours required to receive the benefit service credit indicated by Credit 1.

(continued)

Positions	Field Name	Description
23-24	Credit 1	Conditionally required, alphanumeric, reset not applicable, see note for maintenance restrictions.
		The partial benefit service credit given for Hours 1.
		Valid values are:
		**** - 1.00**
		.00 - .99
	Hours/Credit 2 Data	
25-28	Hours 2	Repeat positions 19-22.
29-30	Credit 2	Repeat positions 23-24.
	Hours/Credit 3 Data	
31-34	Hours 3	Repeat positions 19-22.
35-36	Credit 3	Repeat positions 23-24.
	Hours/Credit 4 Data	
37-40	Hours 4	Repeat positions 19-22.
41-42	Credit 4	Repeat positions 23-24.
	Hours/Credit 5 Data	
43-46	Hours 5	Repeat positions 19-22.
47-48	Credit 5	Repeat positions 23-24.
	Hours/Credit 6 Data	
49-52	Hours 6	Repeat positions 19-22.
53-54	Credit 6	Repeat positions 23-24.
	Hours/Credit 7 Data	
55-58	Hours 7	Repeat positions 19-22.
59-60	Credit 7	Repeat positions 23-24.
	Hours/Credit 8 Data	
61-64	Hours 8	Repeat positions 19-22.
65-66	Credit 8	Repeat positions 23-24.
	Hours/Credit 9 Data	
67-70	Hours 9	Repeat positions 19-22.
71-72	Credit 9	Repeat positions 23-24.

(continued)

Positions	Field Name	Description
	Hours/Credit 10 Data	
73-76	Hours 10	Repeat positions 19-22.
77-78	Credit 10	Repeat positions 23-24.
79-80	Reserved	**Blank**

T24-004 [80] - HRMS Tables File Maint - Ben Partial Credit Table

Function   Define benefit partial credit schedules

Note: Cannot be entered without an associated T24-003 transaction.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **T24**
4-6	Multiple Entry Code	Required, numeric, reset not applicable, maintenance not allowed. Constant **004**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Benefit Partial Credit ID	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned.
	Hours/Credit Data	These fields must be in ascending order. The hours and credit data after credit - ** must be blank. Credit must end with **.
19-22	Hours 11	Conditionally required, numeric, reset not applicable, see note for maintenance restrictions. The number of hours required to receive the benefit service credit indicated by Credit 1.
23-24	Credit 11	Conditionally required, alphanumeric, reset not applicable, see note for maintenance restrictions. The partial benefit service credit given for Hours 1. Valid values are: **** - 1.00** **.00 - .99**

(continued)

Positions	Field Name	Description
25-28	Hours 12	Conditionally required, numeric, reset not applicable, see note for maintenance restrictions.
		Same as positions 19-22.
29-30	Credit 12	Conditionally required, alphanumeric, reset not applicable, see note for maintenance restrictions.
		Same as positions 23-24.
31-80	Reserved	**Blank**

T24-005 [80] - HRMS Tables File Maint - Service Spanning Table

Function Establish service spanning identifiers and rules for the Elapsed Time computation method

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T24**
4-6	Multiple Entry Code	**Constant 005**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Service Spanning Table Identifier	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned.
	Service Span Rule	
19	Type of Leave 1	Conditionally required, alphanumeric, reset not applicable, maintenance allowed.
		User assigned.
		Valid values are:
		B - Termination **0-9** - Leave of absence
20-22	Service Spanning Time 1	Conditionally required, numeric, reset not applicable, maintenance allowed.
		Time In months to give service credit for Type of Leave 1.

(continued)

Positions	Field Name	Description
	Service Span Rule 2	
23	Type of Leave 2	Optional, reset not applicable, maintenance allowed.
		Repeat position 19.
24-26	Service Spanning Time 2	Repeat positions 20-22.
	Service Span Rule 3	
27	Type of Leave 3	Repeat position 19.
28-30	Service Spanning Time 3	Repeat positions 20-22.
	Service Span Rule 4	
31	Type of Leave 4	Repeat position 19.
32-34	Service Spanning Time 4	Repeat positions 20-22.
	Service Span Rule 5	
35	Type of Leave 5	Repeat position 19.
36-38	Service Spanning Time 5	Repeat positions 20-22.
39-80	Reserved	**Blank**

T25-001 [80] - HRMS Tables File Maintenance - Benefit Plan Data

Function   Establish plan data at organization level

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T25**
4-6	Multiple Entry Code	**Constant 001**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Plan ID	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned.
19	Format Code	Required, numeric, reset not applicable, maintenance allowed.
		Valid values are:
		1 - Deferred plan **2** - Non-deferred plan
20-27	Date of Inception	Required, numeric, reset not applicable, maintenance allowed.
		Date plan was first offered. Entered YYYYMMDD.
28-35	Date of Termination	Optional, numeric, reset not applicable, maintenance allowed.
		Date plan was last offered. Entered YYYYMMDD.

(continued)

Positions	Field Name	Description
	Contribution DOE Identifiers	
36-37	DOE Identifier 1	Optional, alphanumeric, resets to blank, maintenance allowed.
		DOE containing employee or organization contributions. The reset option is valid for each of the 6 DOE identifiers. Each is updated/reset independently of the others.
38-39	DOE Identifier 2	Repeat positions 36-37.
40-41	DOE Identifier 3	Repeat positions 36-37.
42-43	DOE Identifier 4	Repeat positions 36-37.
44-45	DOE Identifier 5	Repeat positions 36-37.
46-47	DOE Identifier 6	Repeat positions 36-37.
48	Mandatory Contribution Indicator	Optional, alpha, reset not applicable, maintenance allowed.
		Valid values are:
		Y - Employee must contribute to receive vesting credit **N** - Contribution not required to receive vesting credit
49-51	Document Warning System Identifier	Optional, alphanumeric, resets to blank, maintenance allowed.
		Identifier of document warning system. There must be corresponding T21-002.
52-74	Plan Description	Required, alphanumeric, reset not applicable, maintenance allowed.
		Narrative description of plan.
75-80	Department of Labor Plan Number	Optional, alphanumeric, resets to blank, maintenance allowed.
		Plan number assigned by Department of Labor.

T25-002 [80] - HRMS Tables File Maintenance - Benefit Plan Data

Function	Insurance carrier information for benefit plans

Associated Screens	None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T25**
4-6	Multiple Entry Code	**Constant 002**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Plan ID	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned.
	Plan Data	
19-43	Insurance Carrier	Optional, alphanumeric, resets to blank, maintenance allowed.
		Name of plan's insurance carrier.
44-61	Policy Number	Optional, alphanumeric, resets to blank, maintenance allowed.
		Policy number assigned by plan insurance carrier.
62-79	Control Number	Optional, alphanumeric, resets to blank, maintenance allowed.
		Control number assigned by insurance carrier.
80	Reserved	**Blank**

T25-003 [80] - HRMS Tables File Maintenance - Benefit Plan Data

Function	Establish additional benefit plan information

Associated Screens	None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T25**
4-6	Multiple Entry Code	**Constant 003**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add
		C - Change
		D - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Plan ID	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned.
	Plan Data	
19-28	Organization Number	Optional, alphanumeric, resets to blank, maintenance allowed.
		Plan number assigned by organization.
29-31	IRS Number	Optional, alphanumeric, resets to blank, maintenance allowed.
		Plan number assigned by Internal Revenue Service.
32-51	Administrator	Optional, alphanumeric, resets to blank, maintenance allowed.
		Name of plan administrator.
52-71	Fiduciary	Optional, alphanumeric, resets to blank, maintenance allowed.
		Name of fiduciary.
72-80	Reserved	**Blank**

T25-004 [80] - HRMS Tables File Maint - Defer Benefit Plan Data

Function   Control information for deferred benefit plans

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T25**
4-6	Multiple Entry Code	**Constant 004**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Plan ID	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned.
19-21	Hours Accumulator Identifier 1	Optional, alphanumeric, resets to blank, maintenance allowed. Linkage to Hours Accumulator on T22-000. The first character must be numeric. There must be a corresponding T22-000. To establish additional accumulators, see T25-008.
22-24	Earnings Accumulator Identifier 1	Optional, alphanumeric, resets to blank, maintenance allowed. Linkage to Earnings Accumulator on T23-001. The first character must be alphabetic. There must be a corresponding T23-001 unless the value is ***. An Earnings Accumulator of *** is the FICA wages and is automatically accumulated by the System. To establish additional accumulators, see T25-008.
25-27	Vesting Schedule Identifier 1	Optional, alphanumeric, resets to blank, maintenance allowed. Linkage to the vesting schedule on T24-000. There must be a corresponding T24-000 unless the value is **R45**, **C45** or **C20**. To establish additional accumulators, see T25-008.
28-31	Plan Year End	Required, numeric, reset not applicable, maintenance allowed. Last day of plan year. If using employee's anniversary date, use **9999**. *MMDD* format.

(continued)

Positions	Field Name	Description
32	Rule of Parity Option	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Y - Yes
		Blank or **N** - No
33	Social Security Integration Indicator	Optional, alpha, resets to blank, maintenance allowed.
		Valid values are:
		Y - Pension benefits integrated with Social Security benefits
		Blank or **N** - Pension benefits independent of Social Security benefits
34-35	Participation Eligibility Age	Optional, numeric, reset not applicable, maintenance allowed.
		Age employee becomes eligible for participation.
36-37	Normal Retirement Age	Optional, numeric, reset not applicable, maintenance allowed.
		Age employee normally becomes eligible for retirement.
38-39	Early Retirement Age	Optional, numeric, reset not applicable, maintenance allowed.
		Age employee becomes eligible for early retirement.
40	Five Year Exclusion Option	Optional, alpha, resets to blank, maintenance allowed.
		Valid values are:
		Y - Employees are not eligible for plan if hired within 5 years of normal retirement age
		Blank or **N** - All employees over the eligibility age are eligible to participate.
41-44	Hours for Vesting Credit	Optional, numeric, reset not applicable, maintenance allowed.
		Number of hours required for one year of vesting service credit.
45-55	Maximum Lump Sum Benefit	Optional, numeric, reset not applicable, maintenance allowed.
		Maximum lump sum benefit available.
56-66	Maximum Monthly Benefit	Optional, numeric, reset not applicable, maintenance allowed.
		Maximum benefit available monthly.
67-73	Total Participants Beginning Last Year	Optional, numeric, reset not applicable, maintenance allowed.
		Number of plan participants at beginning of prior plan year.
74-80	Total Participants Beginning Current Year	Optional, numeric, reset not applicable, maintenance allowed.
		Number of plan participants at beginning of current plan year.

T25-005 [80] - HRMS Tbls File Maint - Non-defer Ben Plan Data

Function   Control information for non-deferred benefit plans

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T25**
4-6	Multiple Entry Code	**Constant 005**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Plan ID	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned.
19-21	Length of Service Requirement	Optional, numeric, reset not applicable, maintenance allowed. Number of months from date of hire required to become eligible for participation. *MMM* format.
22-24	Waiting Period	Optional, numeric, reset not applicable, maintenance allowed. Number of months employee must wait to receive benefits. *MMM* format.
25-35	Maximum Lump Sum Benefit	Optional, numeric, reset not applicable, maintenance allowed. Maximum lump sum benefit available.
36-46	Maximum Monthly Benefit	Optional, numeric, reset not applicable, maintenance allowed. Maximum benefit available monthly.
47-49	Maximum Benefit Duration	Optional, numeric, reset not applicable, maintenance allowed. Maximum number of months benefit is available. *MMM* format.

(continued)

Positions	Field Name	Description
50	Deductible Number	Optional, numeric, reset not applicable, maintenance not allowed.
51-61	Deductible Amount	Optional, numeric, reset not applicable, maintenance allowed.
62-68	Total Participants Beginning Last Year	Optional, numeric, reset not applicable, maintenance allowed. Number of plan participants at beginning of prior plan year.
69-75	Total Participants Beginning Current Year	Optional, numeric, reset not applicable, maintenance allowed. Number of plan participants at beginning of current plan year.
76	Reserved	**Blank**
77-80	Plan Year End	Required, numeric, reset not applicable, maintenance allowed. Last day of plan year. If using employee's anniversary date, use 9999. format. If two T25-005s are required (due to 2 deductible amounts) when establishing a new plan, Plan Year-End must be entered in both transactions.

T25-006 [80] - HRMS Tbls File Maint - Non-defer Plan Coverage

Function   Establish benefit coverage data for non-deferred plans

Note: Type, Format, and Amount are reset when Type is reset.

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **T25**
4-6	Multiple Entry Code	Required, numeric, reset not applicable, maintenance not allowed. Constant **006**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Valid values are: **A** - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Plan ID	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned.
19	Occurrence Number	Optional, numeric, resets to blank, maintenance allowed.
20	Type	Optional, alphanumeric, resets to blank, maintenance allowed. Valid values are: **P** - Periodic **L** - Lump Sum

(continued)

Positions	Field Name	Description
21	Format	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		M - Monetary **P** - Percentage **T** - Time
22-32	Amount	Optional, numeric, resets to zero, maintenance allowed.
		2 decimals for format M and P. No decimals for format T.
33-80	Reserved	**Blanks**

T25-007 [80] - HRMS Tables File Maint - Defer Benefit Plan Data

Function   Establish additional control information for deferred benefit plans

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T25**
4-6	Multiple Entry Code	**Constant 007**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Plan ID	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned.
19	Participation Computation Method	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank or 1 - Hours method for computing participation **2** - Elapsed time method using full months for computing participation **3** - Elapsed time method using exact days for computing participation
20	Vesting Computation Method	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank or 1 - Hours method for computing vesting **2** - Elapsed time method using full months for computing vesting **3** - Elapsed time method using exact days for computing vesting

(continued)

Positions	Field Name	Description
21	Benefit Computation Method	Optional, alphanumeric, resets to blank, maintenance allowed.
		Valid values are:
		Blank or 1 - Hours method for computing benefit service **2** - Elapsed time method using full months for computing benefit service **3** - Elapsed time method using exact days for computing benefit service
22-23	Vesting Eligible Age	Optional, numeric, reset not applicable, maintenance allowed.
		Age an employee becomes eligible for vesting.
24-27	Participation Credit Hours	Optional, numeric, reset not applicable, maintenance allowed.
		Number of hours required for one year of participation credit. If blank, hours for vesting service credit on T25-004 will be used.
28-31	Benefit Credit Hours	Optional, numeric, reset not applicable, maintenance allowed.
		Number of hours required for one year of benefit credit. If blank, hours for vesting service credit on T25-004 will be used.
32-34	Vesting Partial Credit ID	Optional, alphanumeric, resets to blank, maintenance allowed.
		Linkage to the vesting partial credit table on the T24-001. There must be a corresponding T24-001. To establish additional IDs, see T25-008.
35-37	Benefit Partial Credit ID	Optional, alphanumeric, resets to blank, maintenance allowed.
		Linkage to the benefit partial credit table on the T24-003. There must be a corresponding T24-003. To establish additional IDs, see T25-008.
38-40	Service Spanning for Vesting ID	Optional, alphanumeric, resets to blank, maintenance allowed.
		Linkage to the service spanning table on the T24-005 for participating and vesting service. There must be a corresponding T24-005.
41-43	Service Spanning for Benefit Service ID	Optional, alphanumeric, resets to blank, maintenance allowed.
		Linkage to the service spanning table on the T24-005 for benefit service. There must be a corresponding T24-005.
44-46	Participation Credit Months	Optional, numeric, reset not applicable, maintenance allowed.
		Number of months required to be eligible for participation in the plan if using the elapsed time method of computing participation.
47-49	Employee Contribution Accumulator ID	Optional, alphanumeric, resets to blank, maintenance allowed.
50	Plan Offset Indicator	Optional, alphanumeric, resets to blank, maintenance allowed.
51-80	Reserved	**Blank**

T25-008 [80] - HRMS Tables File Maint - Defer Benefit Plan Data

Function   Establish additional control information for deferred benefit plans

Associated Screens   None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T25**
4-6	Multiple Entry Code	**Constant 008**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Plan ID	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned.
	Hours Accumulator Identifiers	
19-21	Hours Accumulator ID 2	Optional, alphanumeric, resets to blank, maintenance allowed.
		Linkage to Hours Accumulator on T22-000. The first character must be numeric. There must be a corresponding T22-000. 3 positions each field.
22-24	Hours Accumulator ID 3	Repeat positions 19-21.
25-27	Hours Accumulator ID 4	Repeat positions 19-21.
28-30	Hours Accumulator ID 5	Repeat positions 19-21.

(continued)

Positions	Field Name	Description
	Earnings Accumulator Identifiers	
31-33	Earnings Accumulator ID 2	Optional, alphanumeric, resets to blank, maintenance allowed.
		Linkage to Earnings Accumulator on T23-001. The first character must be alphabetic. There must be a corresponding T23-001 unless the value is ***. An Earnings Accumulator of *** is the FICA wages and is automatically accumulated by the System. 3 positions each field.
34-36	Earnings Accumulator ID 3	Repeat positions 31-33.
37-39	Earnings Accumulator ID 4	Repeat positions 31-33.
40-42	Earnings Accumulator ID 5	Repeat positions 31-33.
	Vesting Schedule Identifiers	
43-45	Vesting Schedule ID 2	Optional, alphanumeric, resets to blank, maintenance allowed.
		Linkage to the vesting schedule on T24-000. There must be a corresponding T24-000 unless the value is R45 for the Rule of 45. 3 positions each field.
46-48	Vesting Schedule ID 3	Repeat positions 43-45.
49-51	Vesting Schedule ID 4	Repeat positions 43-45.
52-54	Vesting Schedule ID 5	Repeat positions 43-45.
	Vesting Partial Credit Identifiers	
55-57	Vesting Partial Credit ID 2	Optional, alphanumeric, resets to blank, maintenance allowed.
		Linkage to the vesting partial credit table on T24-001. There must be a corresponding T24-001. 3 positions each field.
58-60	Vesting Partial Credit ID 3	Repeat positions 55-57.
	Benefit Partial Credit Identifiers	
61-63	Benefit Partial Credit ID 2	Optional, alphanumeric, resets to blank, maintenance allowed.
		Linkage to the benefit partial credit table on T24-003. There must be a corresponding T24-003. 3 positions each field.
64-66	Benefit Partial Credit ID 3	Repeat positions 61-63.
67-69	Company Contribution Accumulator Identifier	Optional, alphanumeric, resets to blank, maintenance allowed.
		Employee Earnings Accumulator Identifier that contains the company's contribution for a plan year. This is linked to the DOE designators on the T25-001 for company contributions.
70-80	Reserved	**Blank**

T25-009 [80] - HRMS Tables File Maint - Defer Benefit Plan Data

Function	Information data only. No social security calculations performed by the system. May be used to invoke in-house reporting.
Associated Screens	None

Positions	Field Name	Description
1-3	Transaction Code	Required, alphanumeric, reset not applicable, maintenance not allowed. Constant **T25**
4-6	Multiple Entry Code	Required, numeric, reset not applicable, maintenance not allowed. Constant **009**
7	Maintenance Code	Required, alphanumeric, reset not applicable. Valid values are: **A** - Add **C** - Change **D** - Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Plan ID	Required, alphanumeric, reset not applicable, maintenance not allowed. User assigned.

(continued)

Positions	Field Name	Description
19	Social Security Calculation Type	Optional, alphanumeric, resets to blank, maintenance allowed. **Information data only. No Social Security calculators are performed by this system**. May be used to invoke in house reporting. **Note:** Positions 2--56 will be validated for valid values but the system does not utilize any of the options. Valid values are: **1** - Calculate the death benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **2** - Calculate the first retirement benefits. **3** - Calculate the two retirement benefits. **4** - Calculate death benefits and the first retirement benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **Blank** or **5** - Calculate the death benefits and the two retirement benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **6** - Do not calculate any benefits. **7** - Calculate the disability benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **8** - Calculate the disability benefits and the first retirement benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **9** - Calculate the disability benefits and the second retirement benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **A** - Calculate the disability benefits and the second retirement benefits. For calculating the disability benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **B** - Calculate the second retirement benefits. **C** - Calculate the death benefits and the second retirement benefits. For calculating the death benefits, use the age at the event date for the age to stop the forward projection of wages and for the benefits payable age. **D** - Calculate death benefits. For calculating the death benefits, use the forward projection age 1 and the benefits payable age 1. **E** - Calculate the death benefits and the first retirement benefits. For calculating the death benefits, use the forward projection age 1 and the benefits payable age 1.

(continued)

Positions	Field Name	Description
19	Social Security Calculation Type (*continued*)	**F** - Calculate death benefits and the second retirement benefits. For calculating the death benefits, use the forward projection age 1 and the benefits payable age 1.
		G - Calculate the death benefits and the second retirement benefits. For calculating the death benefits, use the forward projection age 1 and the benefits payable age 1.
		H - Calculate the disability benefits. For calculating the disability benefits, use the forward projection age 1 and the benefits payable age 1.
		I - Calculate the disability benefits and the first retirement benefits. For calculating the disability benefits, use the forward projection age 1 and the benefits payable age 1.
		J - Calculate the disability benefits and the second retirement benefits. For calculating the disability benefits, use the forward projection age 1 and the benefits payable age 1.
		K - Calculate the disability benefits and the second retirement benefits. For calculating the disability benefits, use the forward projection age 1 and the benefits payable age 1.
20-23	Law	Optional, numeric, resets to blank, maintenance allowed.
		The year and month of the effective date of the Social Security amendment to be used. The earliest available law is **7501**. YYMM format **Blank** - Use latest available law.
24	Current Pay Rule	Optional, alphanumeric, resets to blank, maintenance allowed. Rule that determines the current pay for use in backward or forward projection of earnings.
		Valid values are:
		1 - PMRS annual salary only - ignore wage accumulators **2** - Current calendar year's specified accumulator **3** - Greater of PMRS annual salary and current calendar year's specified accumulator **4** - Lesser of PMRS annual salary and current year's specified accumulator **5** - Previous calendar year's specified accumulator **Blank** or **6** - Greater of PMRS annual salary and previous calendar year's specified accumulator **7** - Lesser of PMRS annual salary and previous calendar year's specified accumulator

(continued)

Positions	Field Name	Description
25	Backward Projection Option	Optional, alphanumeric, resets to blank, maintenance allowed.
		Projection option used to build prior earnings history.
		Valid values are:
		1 - Do not project prior earnings.
		2 - Project earnings only for years prior to earliest year available. The projected earnings are estimated by backing down the last available year by a fixed factor specified by the Backward Projection Factor.
		Blank or **3** - Project earnings for years prior to earliest year available and adjust the earliest year if necessary. The projected earnings are estimated by backing down the last available year by a fixed factor specified by the Backward Projection Factor.
		4 - Project earnings for years prior to earliest year available, adjust the earliest year if necessary, and fill in any missing years. Missing years are years that have earnings less than 50% of the following year. The projected earnings are estimated by backing down the last available year by a fixed factor specified by the Backward Projection Factor.
		5 - Project earnings only for years prior to the earliest year available. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages plus a lead factor specified by the Backward Projection Factor.
		6 - Project earnings for years prior to the earliest year available and adjust the earliest year if necessary. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages plus a lead factor specified by the Backward Projection Factor.
		7 - Project earnings for years prior to the earliest year available, adjust the earliest year if necessary, and fill in any missing years. Missing years are years that have earnings less than 50% of the following year. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages plus a lead factor specified by the Backward Projection Factor.
		8 - Project earnings only for years prior to the earliest year available. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages minus a lag factor specified by the Backward Projection Factor.

(continued)

Positions	Field Name	Description
25	Backward Projection Option *(continued)*	**9** - Project earnings for years prior to the earliest year available and adjust the earliest year if necessary. The projected earnings are estimated by backing down the last available year in proportion to the change in the Average Covered Wages minus a lag factor specified by the Backward Projection Factor. **A** - Project earnings for years prior to the earliest year available, adjust the earliest year if necessary, and fill in any missing years. Missing years are years that have earnings less than 50% of the following year. The projected earnings are estimated by backing down the last available year in proportion to the change in the Averaged Covered Wages minus a lag factor specified by the Backward Projection Factor.
26-28	Backward Projection Factor	Optional, numeric, resets to blank, maintenance allowed. The factor used to reduce earnings to build a prior earnings history. .**999** format. The way this factor is used depends on the value of the Backward Projection Option. For Backward Projection Option of **blank**, **2**, **3**, or **4**, this is a fixed factor used in reducing earnings. .000 - .200 For Backward Projection Option of **5**, **6**, or **7**, this is a lead factor used in reducing earnings in proportion to the change in the Average Covered Wages. .000 - .100 For Backward Projection Option of **8**, **9**, or **A**, this is a lag factor used in reducing earnings in proportion to the change in the Average Covered Wages. .000 - .050 **Blanks** - Use .000
29-30	Backward Projection Age	Optional, numeric, resets to blank, maintenance allowed. The age to which earnings are projected backward in building an earnings history. The calendar year of this anniversary of birth is included in the backward projection of earnings. **20 - 40, 99** **Blank** - Use age 21 **99** - Projection back to include the calendar year of the first employment date.

(continued)

Positions	Field Name	Description
31	Forward Projection Option	Optional, alphanumeric, resets to blank, maintenance allowed. Projection option used to build future earnings. Valid values are: **1** - Do not project future earnings. **Blank** or **2** - Project earnings up to but not including the event year for disability and retirement benefit calculations. For death benefit calculation, project earnings for the event year. This is the approach which the Social Security Administration follows. The projected earnings are estimated by compounding the current rate of pay by a fixed factor specified by the Forward Projection Factor. **3** - Project future earnings including pro rata earnings in the event year. The projected earnings are estimated by compounding the current rate of pay by a fixed factor specified by the Forward Projection Factor. **4** - Project future earnings including full year earnings in the event year. The projected earnings are estimated by compounding the current rate of pay by a fixed factor specified by the Forward Projection Factor. **5** - Project earnings up to but not including the event year for disability and retirement benefit calculations. For death benefit calculations, project earnings for the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages plus a lead factor specified by the Forward Projection Factor. **6** - Project future earnings including pro rata earnings in the event year. The projected are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages plus a lead factor specified by the Forward Projection Factor. **7** - Project future earnings including full year earnings in the event year. the projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages plus a lead factor specified by the Forward Projection Factor. **8** - Project earnings up to but not including the event year for disability and retirement benefit calculations. For death benefit calculations, project earnings for the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered wages minus a lag factor specified by the Forward Projection Factor.

(continued)

Positions	Field Name	Description
31	Forward Projection Option (*continued*)	**9** - Project future earnings including pro rata earnings in the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered wages minus a lag factor specified by the Forward Projection Factor.
		A - Project future earnings including full year earnings in the event year. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages minus a lag factor specified by the Forward Projection Factor.
		B - Project earnings up to but not including the event year for death, disability and retirement benefit calculations. The projected earnings are estimated by compounding the current rate of pay by a fixed factor specified by the Forward Projection Factor.
		C - Project earnings up to but not including the event year for death, disability, and retirement benefit calculations. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages plus a lead factor specified by the Forward Projection Factor.
		D - Project earnings up to but not including the event year for death, disability, and retirement benefit calculations. The projected earnings are estimated by increasing the current rate of pay in proportion to the increase in the Average Covered Wages minus a lag factor specified by the Forward Projection Factor.
32-34	Forward Projection Factor	Optional, numeric, resets to blank, maintenance allowed.
		The factor used to increase earnings to build future earnings.
		.999 format
		The way this factor is used depends on the value of the Forward Projection Option.
		For Forward Projection Option of **blank**, **2**, **3**, **4**, or **B**, this is a fixed factor used in increasing earnings.
		.000 - .200
		For Forward Projection Option of **5**, **6**, **7**, or **C**, this is a lead factor used in increasing earnings in proportion to the change in the Average Covered Wages.
		.000 - .100
		For Forward Projection Option of **8**, **9**, **A**, or **D**, this is a lag factor used in increasing earnings in proportion to the changes in the Average Covered Wages.
		.000 - .050
		Blanks = use .000

(continued)

Positions	Field Name	Description
35-38	Benefits Payable Age 1	Optional, numeric, resets to blank, maintenance allowed.
		Optional, numeric, resets to blank, maintenance allowed.
		Age in years and months at which the first retirement benefit is to be paid.
		For Social Security Calculation Types of **D**, **E**, **F**, and **G**, this is also the age at which the death benefit is to be paid.
		For Social Security Calculation Types of **H**, **I**, **J**, and **K,** this is also the age at which the disability benefit is to be paid.
		This age cannot be later than 7200. For retirement benefit calculations, if it is less than 6200, then 6200 will be used as the age at which the benefit is to be paid.
		The months component of age can be 00–11.
		Blanks = 6200
39-42	Benefits Payable Age 2	Optional, numeric, resets to blank, maintenance allowed.
		Age in years and months at which the second retirement benefit is to be paid. YYMM format. This age cannot be earlier than 6200 or later than 7200. The months component of the age can be 00-11.
		Blanks = Use normal Social Security retirement age.
43-46	Forward Projection Age 1	Optional, numeric, resets to blank.
		Age in years and months to which earnings are projected forward for calculating the first retirement benefit.
		For Social Security Calculation Types of **D**, **E**, **F**, and **G**, this is also the age to which earnings are projected forward for calculating the death benefit.
		For Social Security Calculation Types of **H**, **I**, **J**, and **K,** this is also the age to which earnings are projected forward for calculating the disability benefit.
		This age cannot be less than 5000 or greater than 8500.
		The months component of the age can be 00–11.
		Blanks = use 6200
47-50	Forward Projection Age 2	Optional, numeric, resets to blank, maintenance allowed.
		The age in years and months to which earnings are projected forward for calculating the second retirement benefit. YYMM format. This age cannot be earlier than 5000 or later than 8500. The months component of the age can be 00-11.
		Blank = Use normal Social Security retirement age.

(continued)

Positions	Field Name	Description
51-53	Current Pay Identifier	Optional, alphanumeric, resets to blank, maintenance allowed.
		Optional, alphanumeric, resets to blank, maintenance allowed.
		An earnings accumulator ID that is referred to by the specified accumulator of the current pay rule. It is used in determining the current pay level for forward and backward projections of earnings.
		Blank = Use *** - FICA wage accumulator.
54-56	Pay History Identifier	Optional, alphanumeric, resets to blank, maintenance allowed.
		Optional, alphanumeric, resets to blank, maintenance allowed.
		An earnings accumulator ID that contains earnings to be used for the pay history.
		Blank = Use *** - FICA wage accumulator.
57-80	Reserved	**Blank**

T25-010 [80] - HRMS Tables File Maint - Non-defer Benefit Plan

Function Control information for non-deferred benefit plans

Associated Screens None

Positions	Field Name	Description
1-3	Transaction Code	**Constant T25**
4-6	Multiple Entry Code	**Constant 010**
7	Maintenance Code	Required, alphanumeric, reset not applicable, maintenance not allowed.
		Valid values are:
		A – Add **C** – Change **D** – Delete
8-11	Reserved	**Blank**
12-13	Level 1	Required, alphanumeric, reset not applicable, maintenance not allowed.
14-15	Level 2	Required, alphanumeric, reset not applicable, maintenance not allowed.
16-18	Plan ID	Required, alphanumeric, reset not applicable, maintenance not allowed.
		User assigned.
19-29	Plan Value	Optional, numeric, reset not applicable, maintenance allowed.
		2 decimal.
30-40	Optional Plan Value 1	Optional, numeric, reset not applicable, maintenance allowed.
		2 decimal.
41-51	Optional Plan Value 2	Optional, numeric, reset not applicable, maintenance allowed.
		2 decimal.
52-54	Hours Accumulator Identifier 1	Optional, alphanumeric, resets to blank, maintenance allowed.
		Linkage to Hours Accumulator on T22-000. The first character must be numeric. There must be a corresponding T22-000.

(continued)

Positions	Field Name	Description
55-57	Hours Accumulator Identifier 2	Repeat positions 52-54.
58-60	Hours Accumulator Identifier 3	Repeat positions 52-54.
61-63	Earnings Accumulator Identifier 1	Optional, alphanumeric, resets to blank, maintenance allowed. Linkage to Earnings Accumulator on T23-001. The first character must be alphabetic. There must be a corresponding T23-001.
64-66	Earnings Accumulator Identifier 2	Repeat positions 61-63.
67-69	Earnings Accumulator Identifier 3	Repeat positions 61-63.
70-72	Company Contribution Accumulator Identifier	Optional, alphanumeric, resets to blank, maintenance allowed. Employee Earnings Accumulator Identifier that contains the company's contribution for a plan year. This is linked to the DOE designators on the T25-001 for company contributions.
73-75	Employee Contribution Accumulator	Optional, alphanumeric, resets to blank, maintenance allowed.
76-80	Reserved	**Blank**

6 Messages

Chapter Contents

Chapter Contents (continued)

Introduction

This chapter provides information on the messages that can be generated by each of the transactions.

PB Transaction

BEN PROFILE GEN OPT INVALID

Must be **blank**, **E**, **M**, **P**, **Q, U**, or **Y**. Transaction is rejected.

PLAN ANALYSIS GEN OPT INVALID

Must be **blank** or **E**. Transaction is rejected.

NOTIFICATION GEN OPT INVALID

Must be **blank** or **E**. Transaction is rejected.

PP-A Transaction

FORMAT CODE INVALID

Must be **1** or **2**. Transaction is rejected.

PLAN ID INVALID

Must not be **blank**. Transaction is rejected.

NON-DEFERRED PLAN NOT FOUND

Plan ID not on employee as nondeferred plan. Transaction is rejected.

PLAN ID INVALID FOR COMPANY

Plan ID not on Level 2 Header. Transaction is rejected.

PLAN ID NOT IN TABLES FILE

Plan ID and Format must be consistent with Tables File. Transaction is rejected.

ALL NON-DEFERRED PLANS USED

Nondeferred plan limit has been reached on employee; cannot add. Transaction is rejected.

PLAN ID ALREADY ON FILE

Plan ID already exists on employee; cannot add. Transaction is rejected.

DEFERRED PLAN NOT FOUND

Plan ID not on employee as deferred plan. Transaction is rejected.

ALL DEFERRED PLANS USED

Deferred plan limit has been reached on employee; cannot add. Transaction is rejected.

INVALID STATUS CODE

Must be **1-5**. Transaction is rejected.

BEG PARTICIPATION DATE INVALID

If entered, must be valid date or reset. Transaction is rejected.

END PARTICIPATION DATE INVALID

If entered, must be valid date or reset. Transaction is rejected.

BENEFICIARY CODE INVALID

If entered must be **SP**, **0-18**, or reset. Transaction is rejected.

MAX PLANS FOR EMP EXCEEDED

Plan segment limit has been reached; cannot add. Transaction is rejected.

PP-B Transaction

FORMAT CODE INVALID

Must be **1** or **2**. Transaction is rejected.

PLAN ID INVALID

Plan ID must not be **blank**. Transaction is rejected.

NON-DEFERRED PLAN NOT FOUND

Plan ID not on employee as nondeferred plan. Transaction is rejected.

DOCUMENT ID INVALID

Document ID must not be **blan**k, and must be on employee record if Maintenance Code other than **A**. Transaction is rejected.

PLAN ID NOT IN TABLES FILE

Plan ID and Format must be consistent with Tables File. Transaction is rejected.

DOC ID NOT ON TABLE FOR PLAN

Document ID not part of plan Document Warning System. Transaction is rejected.

ALL NON-DEFERRED DOC ID USED

Nondeferred document limit reached for employee; cannot add. Transaction is rejected.

DOC ID ALREADY ON FILE

Document ID found on employee; cannot add. Transaction is rejected.

DATE DOC SENT INVALID

If entered, must be valid date, or reset. Transaction is rejected.

DEFERRED PLAN NOT FOUND

Plan ID not on employee as deferred plan. Transaction is rejected.

ALL DEFERRED DOC ID USED

Deferred document limit reached for employee; cannot add. Transaction is rejected.

PP-C Transaction

PLAN ID INVALID

Must not be **blank**. Transaction is rejected.

DEFERRED PLAN NOT FOUND

Plan ID not on employee as deferred plan. Transaction is rejected.

DOCUMENT ID INVALID

Document ID must not be **blank**, and must be on employee record if Maintenance Code other than **A**. Transaction is rejected.

PLAN ID NOT IN TABLES FILE

Plan ID and Format must be consistent with Tables File. Transaction is rejected.

DOC ID NOT ON TABLE FOR PLAN

Document ID not part of plan Document Warning. Transaction is rejected.

ALL DEFERRED DOC ID USED

Deferred document limit reached for employee; cannot add. Transaction is rejected.

DOC ID ALREADY ON FILE

Document ID found on employee; cannot add. Transaction is rejected.

DATE DOC SENT INVALID

If entered, must be valid date or reset. Transaction is rejected.

PP-D Transaction

HOURS EARNING ADJ INVALID

Must be **A**, **D**, **M**, **P**, or **R**. Must be R to reset field. Transaction is rejected.

HOURS EARNING ID INVALID

Must not be **blank**. First character must be **0-9** or **A-Z**; can be *******. Transaction is rejected.

PLAN YEAR INVALID

Must be numeric and greater than zero. Transaction is rejected.

EARN ID PLAN YR NOT FOUND

Hours/Earnings ID and Plan Year Accumulator not established on employee; Adjustment Code other than **A**. Transaction is rejected.

ALL EARN IDS AND PLAN YRS USED

Accumulator limit reached for employee; cannot add. Transaction is rejected.

EARN ID AND PLAN YR ON FILE

Accumulator already established on employee; cannot add. Transaction is rejected.

AMOUNT INVALID

If entered, must be numeric. Transaction is rejected.

AMOUNT GREATER THAN ON FILE

Accumulator amount cannot be negative. Transaction is rejected.

6-8   25.15   Benefits/ERISA

PP-E Transaction

PLAN ID INVALID

Must not be **blank**. Transaction is rejected.

NON-DEFERRED PLAN NOT FOUND

Plan ID not established on employee as a nondeferred plan. Transaction is rejected.

INVALID COVERAGE NUMBER

Must be 1, 2, 3, 4 or 5. Transaction is rejected.

COVERAGE TYPE INVALID

Must be **blank**, **L**, **P**, or reset. Transaction is rejected.

COVERAGE FORMAT INVALID

Must be **blank**, **M**, **P**, **T**, or reset. Transaction is rejected.

COVERAGE AMOUNT INVALID

If entered, must be numeric or reset. Transaction is rejected.

PP-F Transaction

PLAN ID INVALID

Must not be **blank**. Transaction is rejected.

DEFERRED PLAN NOT FOUND

Plan ID not established on employee as deferred plan. Transaction is rejected.

ADJUSTMENT CODE INVALID

Must be **P**, **M**, or **R**. Must be **R** to reset field. Transaction is rejected.

HOURS AMOUNT INVALID

If entered, hours from date of hire must be numeric, or reset. Transaction is rejected.

HOURS GREATER THAN ON FILE

Hours from date of hire must not be negative on file. Transaction is rejected.

PART COMP METHOD INVALID

Must be **blank**, **1-3**, or reset. Transaction is rejected.

VEST COMP METHOD INVALID

Must be **blank**, **1-3**, or reset. Transaction is rejected.

BENE COMP METHOD INVALID

Must be **blank**, **1-3**, or reset. Transaction is rejected.

PART SERV ADJUSTMENT INVALID

Must be **blank**, numeric, or reset. Transaction is rejected.

VEST SERV ADJUSTMENT INVALID

Must be **blank**, numeric, or reset. Transaction is rejected.

BENE SERV ADJUSTMENT INVALID

Must be **blank**, numeric, or reset. Transaction is rejected.

PP-G Transaction

PLAN ID INVALID

Must not be **blank**. Transaction is rejected.

DEFERRED PLAN NOT FOUND

Plan ID not established on employee as deferred plan. Transaction is rejected.

VALUE OF ACCOUNT INVALID

If entered, must be numeric, or reset. If adjustment code is M, must not be greater than on employee record. Transaction is rejected.

ADJUSTMENT CODE INVALID

Must be **M**, **P**, or, **R** to change value of account. Must be **R** to reset field. Transaction is rejected.

ACTUARIAL DATE INVALID

If entered, must be valid date or reset.   Transaction is rejected.

EMPLOYEE CONT AMOUNT INVALID

If entered, employee contribution amount must be numeric or reset. Transaction is rejected.

EMP CONT AMT GREATER THAN FILE

Employee contribution must not be negative on file. Transaction is rejected.

COMPANY CONT AMOUNT INVALID

If entered, organization contribution amount must be numeric or reset. Transaction is rejected.

CO CONT AMT GREATER THAN FILE

Organization contribution must not be negative on file. Transaction is rejected.

PP-H Transaction

PLAN ID INVALID

Must not be **blank**. Transaction is rejected.

DEFERRED PLAN NOT FOUND

Plan ID not established on employee as deferred plan. Transaction is rejected.

ACCRUED BENEFITS INVALID

If entered, must be numeric or reset. Transaction is rejected.

PROJECTED TYPE INVALID

Must be 1 for Projected Lump Sum Entry or 2 for Projected Monthly Entry.

BENEFIT AMOUNT INVALID

If entered, must be numeric or reset. Transaction is rejected.

BENEFIT EXCEEDS 9999999.99

Maximum Projected Monthly Benefit Amount exceeds $9,999,999.99

EARLY RETIREMENT INVALID

If entered, must be numeric or reset. Transaction is rejected.

ERLY RETIRE EXCEEDS 9999999.99

Maximum Projected Monthly Early Retirement Amount exceeds $9,999,999.99

JOINT SURVIVOR AMT INVALID

If entered, must be numeric or reset. Transaction is rejected.

JNT SRVR EXCEEDS 9999999.99

Maximum Projected Monthly Joint Survivor Amount exceeds $9,999,999.99

PP-I Transaction

PLAN ID INVALID

Must not be **blank**. Transaction is rejected.

DEFERRED PLAN NOT FOUND

Plan ID not established on employee as deferred plan. Transaction is rejected.

RULE OF PARITY INVALID

Must be **blank**, **Y**, or **N**. Transaction is rejected.

JOINT SURV OPTIONS INVALID

Must be **blank**, **Y**, or **N**. Transaction is rejected.

TOT UNIT PURCHASED INVALID

If entered, must be numeric or reset. If adjustment is M, must not be greater than file amount. Transaction is rejected.

ADJUSTMENT CODE INVALID

Must be **M**, **P**, or **R** to change units purchased, earnings interest, withdrawal amount, or total years contribution not made. **R** required to reset field. Transaction is rejected.

VALUE PER UNIT INVALID

If entered, must be numeric or reset. Transaction is rejected.

TOTAL EARNINGS INVALID

If entered, must be numeric or reset. If adjustment is M, must not be greater than on file. Transaction is rejected.

WITHDRAWAL AMOUNT INVALID11`````

If entered, must be numeric or reset. If adjustment is M, must not be greater than on file. Transaction is rejected.

WITHDRAWAL DATE INVALID

If entered, must be valid date or reset. Transaction is rejected.

YEARS NO CONTRIBUTION INVALID

If entered, must be numeric or reset. If adjustment is M, must not be greater than on file. Transaction is rejected.

PP-J Transaction

SPOUSE EMPLOYED IND INVALID

Must be **blank**, **N**, **Y**, or reset. Transaction is rejected.

SPOUSE DEATH DATE INVALID

If entered, must be valid date or reset. Transaction is rejected.

EMPLOYEE DEATH DATE INVALID

If entered, must be valid date or reset. Transaction is rejected.

TIMES DOC REQUESTED INVALID

If entered, must be **A** or **0-9**. Transaction is rejected.

DATE OF RECENT REQUEST INVALID

If entered, must be valid date or reset. Transaction is rejected.

INVALID USER FIELD 1

Must be **blank**, numeric, or reset. Transaction is rejected.

INVALID USER FIELD 2

Must be **blank**, numeric, or reset. Transaction is rejected.

INVALID USER FIELD 3

Must be **blank**, numeric, or reset. Transaction is rejected.

INVALID USER FIELD 4

Must be **blank**, numeric, or reset. Transaction is rejected.

PP-K Transaction

BENEFICIARY CODE INVALID

Must be **01-18**. Transaction is rejected.

BENEFICIARY NAME INVALID FORM

Name not entered as last name, comma, two spaces, first name, middle name or initial. Transaction is rejected.

BEN DATE OF BIRTH INVALID

If entered, must be valid date or reset. Transaction is rejected.

PP-L Transaction

ADJUSTMENT CODE INVALID

Must be A, C, or D. Transaction is rejected.

ELAPSED TIME DATE HIRE INV

If entered, must be valid date or blank. Transaction is rejected.

ELAPSED TIME DATE TERM INV

If entered, must be valid date or blank. Transaction is rejected.

ELAPSED TIME LOA BEGIN INV

If entered, must be valid date or blank. Transaction is rejected.

ELAPSED TIME LOA TYPE INV

Must be blank or numeric. Transaction is rejected.

ELAPSED TIME LOA RETURN INV

If entered, must be valid date or blank. Transaction is rejected.

ELAPSED TIME ADJ COMM DATE INV

If entered, must be valid date or blank. Transaction is rejected.

PP-M Transaction

TOTAL SERVICE BREAKS INVALID

Must be **blank**, numeric, or reset. Transaction is rejected.

PARTIC SERVICE INVALID

Must be **blank**, numeric, or reset. Transaction is rejected.

VESTING SERVICE INVALID

Must be **blank**, numeric, or reset. Transaction is rejected.

BENEFIT SERVICE INVALID

Must be **blank**, numeric, or reset. Transaction is rejected.

VESTING PERCENT INVALID

Must be **blank**, numeric, or reset. Transaction is rejected.

VESTING SCHEDULE ID INVALID

Must be **blank** or on Tables File for plan. Transaction is rejected.

VESTING PARTIAL CREDIT INVALID

Must be blank or on Tables File for plan. Transaction is rejected.

BENEFIT PARTIAL CREDIT INVALID

Must be blank or on Tables File for plan. Transaction is rejected.

HOURS ACCUM ID INVALID

Must be blank or on Tables File for plan. Transaction is rejected.

EARNINGS ACCUM ID INVALID

Must be blank or on Tables File for plan. Transaction is rejected.

PLAN ID INVALID

Must not be blank. Transaction is rejected.

DEFERRED PLAN NOT FOUND

Plan ID not established on employee as a deferred plan. Transaction is rejected.

PP-N Transaction

DEFERRED PLAN NOT FOUND

Plan ID must be on employee record as a deferred plan. Transaction is rejected.

INV SOC SEC CALC TYPE

Must be blank, **1-9**, or **A-K** or reset. Transaction is rejected.

INV DISABILITY/DEATH PIA

Must be blank, numeric, or reset. Transaction is rejected.

INV FIRST RETIREMENT PIA

Must be blank, numeric, or reset. Transaction is rejected.

INV SECOND RETIREMENT PIA

Must be blank, numeric, or reset. Transaction is rejected.

INV DISABILITY/DEATH MFB

Must be blank, numeric, or reset. Transaction is rejected.

INV FIRST RETIREMENT MFB

Must be blank, numeric, or reset. Transaction is rejected.

INV SECOND RETIREMENT MFB

Must be blank, numeric, or reset. Transaction is rejected.

INVALID SOC SEC LAW

Must be blank, numeric greater than 7501, or reset. Transaction is rejected.

PP-P Transaction

INVALID AS OF DATE

Must be blank, a valid date, or reset. Transaction is rejected.

INVALID SOC SEC CALC TYPE

Must be blank, **1-9**, **A-**K or reset. Transaction is rejected.

INVALID SOC SEC LAW

Must be blank, numeric greater than **7501**, or reset. Transaction is rejected.

INVALID CURRENT PAY RULE

Must be blank, **1-7**, or reset. Transaction is rejected.

INVALID BACKWARD PROJECTION OPT

Must be blank**, 1-9,** or **A-K**, or reset. Transaction is rejected.

INVALID BACKWARD PROJECT PERCENT

Must be blank, numeric, or reset. Transaction is rejected.

INV BACKWARD PROJECTION AGE

Must be blank, numeric, or reset. Transaction is rejected.

INV FORWARD PROJECTION OPT

Must be blank, **1-9**, or **A-D**, or reset. Transaction is rejected.

INV FORWARD PROJECT PERCENT

Must be blank, numeric, or reset. Transaction is rejected.

INV BENEFITS PAYABLE AGE 1 YRS

Must be blank, numeric less than or equal to **72**, or reset. Transaction is rejected.

INV BENEFITS PAYABLE AGE 2 YRS

Must be blank, numeric greater than or equal to **62** and less than or equal to **72**, or reset. Transaction is rejected.

INV FORWARD PROJECT AGE 1 YRS

Must be blank, numeric greater than or equal to **50** and less than or equal to **85**, or reset. Transaction is rejected.

INV FORWARD PROJECT AGE 2 YRS

Must be blank, numeric greater than or equal to **50** and less than or equal to **85**, or reset. Transaction is rejected.

INVALID EVENT DATE

Must be blank, numeric, or reset. Transaction is rejected.

INV BENEFITS PAYABLE AGE 1 MTH

Must be blank, numeric less than or equal to **11**, or reset. Must be blank if Benefits Payable Age 1 Years is blank. Must be **00** or blank if Benefits Payable Age 1 Years is **72**. Transaction is rejected.

INV BENEFITS PAYABLE AGE 2 MTH

Must be blank, numeric less than or equal to **11**, or reset. Must be blank if Benefits Payable Age 2 Years is blank. Must be 00 or blank if Benefits Payable Age 2 Years is 72. Transaction is rejected.

INV FORWARD PROJECT AGE 1 MTH

Must be blank, numeric less than or equal to **11**, or reset. Must be blank if Forward Projection Age 1 Years is blank. Must be 00 or blank if Forward Projection Age 1 Years is 85. Transaction is rejected.

INV FORWARD PROJECT AGE 2 MTH

Must be blank, numeric less than or equal to **11**, or reset. Must be blank if Forward Projection Age 2 Years is blank. Must be 00 or blank if Forward Projection Age 2 Years is 85. Transaction is rejected.

PP-R Transaction

INV DISABILITY/DEATH PIA

Must be blank, numeric, or reset. Transaction is rejected.

INV FIRST RETIREMENT PIA

Must be blank, numeric, or reset. Transaction is rejected.

INV SECOND RETIREMENT PIA

Must be blank, numeric, or reset. Transaction is rejected.

INV DISABILITY/DEATH MFB

Must be blank, numeric, or reset. Transaction is rejected.

INV FIRST RETIREMENT MFB

Must be blank, numeric, or reset. Transaction is rejected.

INV SECOND RETIREMENT MFB

Must be blank, numeric, or reset. Transaction is rejected.

PP-S Transaction

CURR INFO WILL MOVE TO PRIOR

Warning

CURR PCT WILL MOVE TO PRIOR

Warning. The current Percent Ownership being entered will be moved to prior.

PRIOR PCT WILL BE DELETED

Warning. The prior Percent Ownership being entered will be overlaid. The PP-1 indicator was set to roll data in Compute.

CUR OFFICER WILL MOVE TO PRIOR

Warning. The current Officer Status being entered will be moved to prior.

PRIOR OFFICER WILL BE DELETED

Warning. The prior Officer Status being entered will be overlaid. The PP-1 indicator was set to roll data in Compute.

INVALID COMPENSATION CODE

Must be **H** or **R** or blank.

INV CURR YR OWNERSHIP PERCENT

Must be numeric or **R**.

INV PRIOR YR OWNERSHIP PERCENT

Must be numeric or **R**.

INV CURR YEAR OFFICER STATUS

Must be **Y**, **N**, **R**, or blank.

INV PRIOR YEAR OFFICER STATUS

Must be **Y**, **N**, **R**, or blank.

INVALID NUMBER OF DEPENDENTS

Must be numeric or **R**.

INV DEPND COVERED BY EMPLR IND

Must be **Y**, **N**, **R**, or blank.

INV EMP COVERED BY EMPLR IND

Must be **Y**, **N**, **R**, or blank.

INVALID SEASONAL EMPLOYEE IND

Must be **Y**, **N**, **R**, or blank.

INV OPT COMPENSATION CODE - 1

Must be **H**, **R**, or blank.

INV OPT COMPENSATION CODE - 2

Must be **H**, **R**, or blank.

INV OPT COMPENSATION CODE - 3

Must be **H**, **R**, or blank.

INV OPT COMPENSATION CODE - 4

Must be **H**, **R**, or blank.

INV OPT COMPENSATION CODE - 5

Must be **H**, **R**, or blank.

PP-1 Transaction

ACTUARIAL INTERFACE INVALID

Rejected. Must be blank, **E**, **P**, **M**, **Q**, or **Y**.

ANALYSIS INCLUSION OPTION

Rejected. Must be blank, **Y**, **N**, or reset.

ANALYSIS LOW SEQUENCE

Rejected. Must be blank, **2-5**, or reset.

ANALYSIS LOW TOTAL

Rejected. Must be blank, **0-5**, or reset.

ANALYSIS MINOR SEQUENCE

Rejected. Must be blank, **1-4**, or reset.

ANALYSIS PAGE BREAK

Rejected. Must be blank, **0-5**, or reset.

ANALYSIS SECTION OPTION

Rejected. Must be blank, 1-3, or reset.

ANALYSIS SELECT OPTION

Rejected. Must be blank, *****, or reset.

COMPUTE VESTING OPTION

Rejected. Must be blank, **E**, **P**, **M**, **Q**, or **Y**.

INV BACKWARD PROJECT PERCENT

Rejected. Must be blank, numeric, or reset.

INV BACKWARD PROJECTION AGE

Rejected. Must be blank, **20-40**, **99**, or reset.

INV BACKWARD PROJECTION OPT

Rejected. Must be blank, **1-9**, **A**, or reset.

INV BENEFITS PAYABLE AGE 1 MTH

Rejected.

INV BENEFITS PAYABLE AGE 1 YRS

Rejected.

INV BENEFITS PAYABLE AGE 2 MTH

Rejected.

INV BENEFITS PAYABLE AGE 2 YRS

Rejected.

INV FORWARD PROJECT AGE 1 MTH

Rejected.

INV FORWARD PROJECT AGE 1 YRS

Rejected.

INV FORWARD PROJECT AGE 2 MTH

Rejected.

INV FORWARD PROJECT AGE 2 YRS

Rejected.

INVALID SECTION 89 ROLL IND

Must be **Y** or **R**.

PP-2 Transaction

ADJUSTMENT CODE INVALID

Must be **A** or **D**. Transaction is rejected.

PLAN ID INVALID

Cannot be blank. Transaction is rejected.

PLAN ID NOT ON FILE

Plan ID not on Level 2; Adjustment Code not equal **A**. Transaction is rejected.

PLAN ID NOT IN TABLES FILE

Plan ID must be on Tables File before adding to Level 2. Transaction is rejected.

MAX PLAN IDS FOR COMPANY

All Plan IDs used for Level 2; cannot add. Transaction is rejected.

PLAN ID ALREADY ON FILE

Plan ID already exists on Level 2. Transaction is rejected.

P2 Transaction

BEN PROFILE PRINT OPT INVALID

Must be blank or **X**. Transaction is rejected.

PLAN ANALYSIS PRINT OPT INVALID

Must be blank or **X**. Transaction is rejected.

NOTIFICATION PRINT OPT INVALID

Must be blank or **X**. Transaction is rejected.

T21-001 Transaction

INVALID TRANSACTION CODE

Rejected. Must be **T21**.

INVALID MULTIPLE ENTRY CODE

Rejected. Must be **001**.

INVALID MAINTENANCE CODE

Rejected. Must be **A**, **C**, or **D**.

COL 8-11 MUST BE BLANK

Rejected. Blank required.

INVALID LEVEL 1

Rejected. Cannot be blank.

INVALID LEVEL 2

Rejected. Cannot be blank.

INVALID DOCUMENT ID

Rejected. Cannot be blank.

DOCUMENT DESCRIPTION IS BLANK

Rejected. Cannot be all blanks.

INVALID DECREMENT NUMBER

Rejected. Must be A or 0-9.

INVALID PROFILE INDICATOR

Rejected. Must be N or Y.

INVALID FREQUENCY

Rejected. Must be numeric.

DOCUMENT WARNING NOT ENTERED

Rejected. Cannot be all blanks.

T21-002 Transaction

INVALID TRANSACTION CODE

Rejected. Must be T21.

INVALID MULTIPLE ENTRY CODE

Rejected. Must be 002.

INVALID MAINTENANCE CODE

Rejected. Must be A, C, or D.

COL 8-11 MUST BE BLANK

Rejected. Must be blanks.

INVALID LEVEL 1

Rejected. Cannot be blank.

INVALID LEVEL 2

Rejected. Cannot be blank.

INVALID DOCUMENT WARNING SYS

Rejected. Cannot be all blanks.

T22-000 Transaction

INVALID TRANSACTION CODE

Rejected. Must be T22.

INVALID MULTIPLE ENTRY CODE

Rejected. Must be 000.

INVALID MAINTENANCE CODE

Rejected. Must be A, C, or D.

COL 8-11 MUST BE BLANK

Rejected. Must be blanks.

INVALID LEVEL 1

Rejected. Cannot be blank.

INVALID LEVEL 2

Rejected. Cannot be blank.

INVALID HOURS ACCUMULATOR ID

Rejected. Must be numeric.

INVALID PLAN YEAR END

Rejected. Must equal 9999 or MMDD.

INVALID HOURS DESIGNATOR

Rejected. Must equal blank or *.

T23-001 Transaction

INVALID TRANSACTION CODE

Rejected. Must be T23.

INVALID MULTIPLE ENTRY CODE

Rejected. Must be 001.

INVALID MAINTENANCE CODE

Rejected. Must be A, C, or D.

COL 8-11 MUST BE BLANK

Rejected. Must be blanks.

INVALID LEVEL 1

Rejected. Cannot be blank.

INVALID LEVEL 2

Rejected. Cannot be blank.

INVALID EARNINGS ACCUM ID

Rejected. Must equal *, A-I, J-R, S-Z.

INVALID PLAN YEAR END

Rejected. Must equal 9999 or valid MMDD.

INVALID REGULAR EARNINGS IND

Rejected.

INVALID OVERTIME EARNINGS IND

Rejected.

T23-002 Transaction

INVALID TRANSACTION CODE

Rejected. Must be T23.

INVALID MULTIPLE ENTRY CODE

Rejected. Must be 002.

INVALID MAINTENANCE CODE

Rejected. Must be A, C, or D.

COL 8-11 MUST BE BLANK

Rejected. Must be blanks.

INVALID LEVEL 1

Rejected. Cannot be blank.

INVALID LEVEL 2

Rejected. Cannot be blank.

INVALID EARNINGS ACCUM ID

Rejected. Must equal * or alphabetic.

INVALID DOE CODE - POS. XX-XX

Rejected. The DOE code in the positions (XX-XX) indicated is not a valid alphanumeric code. Blanks, zeros (00), and special characters are not valid.

T24-000 Transaction

INVALID TRANSACTION CODE

Rejected. Must be T24.

INVALID MULTIPLE ENTRY CODE

Rejected. Must be 000.

INVALID MAINTENANCE CODE

Rejected. Must be A, C, or D.

COL 8-11 MUST BE BLANK

Rejected. Must be blanks.

INVALID LEVEL 1

Rejected. Cannot be blank.

INVALID LEVEL 2

Rejected. Cannot contain spaces.

INVALID VESTING SCHEDULE ID

Rejected. Cannot contain spaces.

INVALID VESTING PERCENTAGE

Rejected. Must be numeric or **.

T24-001 Transaction

INVALID TRANSACTION CODE

Rejected. Must be T24.

INVALID MULTIPLE ENTRY CODE

Rejected. Must be 001.

INVALID MAINTENANCE CODE

Rejected. Must be A, C, or D.

COL 8-11 MUST BE BLANK

Rejected. Must be blanks.

INVALID LEVEL 1

Rejected. Cannot be blank.

INVALID LEVEL 2

Rejected. Cannot be blank.

INVALID VEST PARTIAL CREDIT

Rejected. Cannot contain spaces.

INVALID HOURS 1

Rejected. Must be numeric or blank.

INVALID CREDIT 1

Rejected. Must be numeric, blank, or **.

INVALID HOURS 2

Rejected. Must be numeric or blank.

INVALID CREDIT 2

Rejected. Must be numeric, blank, or **.

INVALID HOURS 3

Rejected. Must be numeric or blank.

INVALID CREDIT 3

Rejected. Must be numeric, blank, or **.

INVALID HOURS 4

Rejected. Must be numeric or blank.

INVALID CREDIT 4

Rejected. Must be numeric, blank, or **.

INVALID HOURS 5

Rejected. Must be numeric or blank.

INVALID CREDIT 5

Rejected. Must be numeric, blank, or **.

INVALID HOURS 6

Rejected. Must be numeric or blank.

INVALID CREDIT 6

Rejected. Must be numeric, blank, or **.

INVALID HOURS 7

Rejected. Must be numeric or blank.

INVALID CREDIT 7

Rejected. Must be numeric, blank, or **.

INVALID HOURS 8

Rejected. Must be numeric or blank.

INVALID CREDIT 8

Rejected. Must be numeric, blank, or **.

INVALID HOURS 9

Rejected. Must be numeric or blank.

INVALID CREDIT 9

Rejected. Must be numeric, blank, or **.

INVALID HOURS 10

Rejected. Must be numeric or blank.

INVALID CREDIT 10

Rejected. Must be numeric, blank, or **.

CREDIT ENTERED WITHOUT HOURS

Rejected.

HOURS ENTERED WITHOUT CREDIT

Rejected.

CRED/HRS NOT BLANK AFTER **

Rejected.

CRED/HRS BLANK BEFORE **

Rejected.

**** PRESENT IN T24-1 AND T24-2**

Rejected.

**** FOR CREDIT NOT PRESENT**

Rejected.

T24-001 W/OUT MATCHING T24-002

Rejected.

T24-002 Transaction

INVALID TRANSACTION CODE

Rejected. Must be T24.

INVALID MULTIPLE ENTRY CODE

Rejected. Must be 002.

T24-002 DELTXN NOT POSSIBLE

Rejected.

COL 8-11 MUST BE BLANK

Rejected. Must be blanks.

INVALID LEVEL 1

Rejected. Cannot be blank.

INVALID LEVEL 2

Rejected. Cannot be blank.

INVALID VEST PARTIAL CREDIT

Rejected. Cannot contain blanks.

INVALID HOURS 1

Rejected. Must be numeric or blank.

INVALID CREDIT 1

Rejected. Must be numeric, blank, or **.

INVALID HOURS 2

Rejected. Must be numeric or blank.

INVALID CREDIT 2

Rejected. Must be numeric, blank, or **.

CREDIT ENTERED WITHOUT HOURS

Rejected.

HOURS ENTERED WITHOUT CREDIT

Rejected.

CRED/HRS NOT BLANK AFTER **

Rejected.

CRED/HRS BLANK BEFORE **

Rejected.

**** PRESENT IN T24-1 and T-24-2**

Rejected.

**** FOR CREDIT NOT PRESENT**

Rejected.

T24-002 W/OUT MATCHING T24-002

Rejected. T24-002 must be entered with a valid T24-001.

T24-003 Transaction

INVALID TRANSACTION CODE

Rejected. Must be T24.

INVALID MULTIPLE ENTRY CODE

Rejected. Must be 003.

INVALID MAINTENANCE CODE

Rejected. Must be A, C, or D.

COL 8-11 MUST BE BLANK

Rejected. Must be blanks.

INVALID LEVEL 1

Rejected. Cannot be blank.

INVALID LEVEL 2

Rejected. Cannot be blank.

INVALID BEN PARTIAL CREDIT ID

Rejected. Cannot contain blanks.

INVALID HOURS 1

Rejected. Must be numeric or blank.

INVALID CREDIT 1

Rejected. Must be numeric, blank, or **.

INVALID HOURS 2

Rejected. Must be numeric or blank.

INVALID CREDIT 2

Rejected. Must be numeric, blank, or **.

INVALID HOURS 3

Rejected. Must be numeric or blank.

INVALID CREDIT 3

Rejected. Must be numeric, blank, or **.

INVALID HOURS 4

Rejected. Must be numeric or blank.

INVALID CREDIT 4

Rejected. Must be numeric, blank, or **.

INVALID HOURS 5

Rejected. Must be numeric or blank.

INVALID CREDIT 5

Rejected. Must be numeric, blank, or **.

INVALID HOURS 6

Rejected. Must be numeric or blank.

INVALID CREDIT 6

Rejected. Must be numeric, blank, or **.

INVALID HOURS 7

Rejected. Must be numeric or blank.

INVALID CREDIT 7

Rejected. Must be numeric, blank, or **.

INVALID HOURS 8

Rejected. Must be numeric or blank.

INVALID CREDIT 8

Rejected. Must be numeric, blank, or **.

INVALID HOURS 9

Rejected. Must be numeric or blank.

INVALID CREDIT 9

Rejected. Must be numeric, blank, or **.

INVALID HOURS 10

Rejected. Must be numeric or blank.

INVALID CREDIT 10

Rejected. Must be numeric, blank, or **.

CREDIT ENTERED WITHOUT HOURS

Rejected.

HOURS ENTERED WITHOUT CREDIT

Rejected.

CRED/HRS NOT BLANK AFTER **

Rejected.

CRED/HRS BLANK BEFORE **

Rejected.

**** PRESENT IN T24-3 AND T24-4**

Rejected.

**** FOR CREDIT NOT PRESENT**

Rejected.

T24-003 W/OUT MATCHING T24-004

Rejected.

T24-004 Transaction

INVALID TRANSACTION CODE

Rejected. Must be T24.

INVALID MULTIPLE ENTRY CODE

Rejected. Must be 004.

T24-004 DEL TXN NOT POSSIBLE

Rejected. Must be A, C, or D.

COL 8-11 MUST BE BLANK

Rejected. Must be blanks.

INVALID LEVEL 1

Rejected. Cannot be blank.

INVALID LEVEL 2

Rejected. Cannot be blank.

INVALID BEN PARTIAL CREDIT ID

Rejected. Cannot be blank.

INVALID HOURS 1

Rejected. Must be blank or numeric.

INVALID CREDIT 1

Rejected. Must be blanks, **, or numeric.

INVALID HOURS 2

Rejected. Must be blank or numeric.

INVALID CREDIT 2

Rejected. Must be blanks, **, or numeric.

CREDIT ENTERED WITHOUT HOURS

Rejected.

HOURS ENTERED WITHOUT CREDIT

Rejected.

CRED/HRS NOT BLANK AFTER **

Rejected.

CRED/HRS BLANK BEFORE **

Rejected.

** PRESENT IN T24-3 and T-24-4

Rejected.

** FOR CREDIT NOT PRESENT

Rejected.

T24-004 W/OUT MATCHING T24-003

Rejected.

T24-005 Transaction

INVALID TRANSACTION CODE

Rejected. Must be **T24**.

INVALID MULTIPLE ENTRY CODE

Rejected. Must be **005**.

INVALID MAINTENANCE CODE

Rejected. Must be **A**, **C**, or **D**.

COL 8-11 MUST BE BLANK

Rejected. Must be blanks.

INVALID LEVEL 1

Rejected. Cannot be blank.

INVALID LEVEL 2

Rejected. Cannot be blank.

INVALID VESTING SCHEDULE ID

Rejected. Cannot be blank.

INVALID TYPE OF LEAVE 1

Rejected. Valid entries are **A-D**, **0-9**, or blank.

INVALID SERVICE SPAN 1

Rejected. Valid entries are **000-999** or blank.

INVALID TYPE OF LEAVE 2

Rejected. Valid entries are **A-D**, **0-9**, or blank.

INVALID SERVICE SPAN 2

Rejected. Valid entries are **000-99**9 or blank.

INVALID TYPE OF LEAVE 3

Rejected. Must be **A-D**, **0-9**, or blank.

INVALID SERVICE SPAN 3

Rejected. Must be **000-999** or blank.

INVALID TYPE OF LEAVE 4

Rejected. Must be **A-D**, **0-9**, or blank.

INVALID SERVICE SPAN 4

Rejected. Must be **000-999** or blank.

INVALID TYPE OF LEAVE 5

Rejected. Valid entries are **A-D**, **0-9**, or blank.

INVALID SERVICE SPAN 5

Rejected. Must be **000-999** or blank.

TYPE LEAVE W/OUT SPAN

Rejected.

TYPE LEAVE W/OUT SPAN

Rejected.

TYPE LEAVE W/OUT SPAN

Rejected.

TYPE LEAVE W/OUT SPAN

Rejected.

TYPE LEAVE W/OUT SPAN

Rejected.

SPAN W/OUT TYPE LEAVE

Rejected.

SPAN W/OUT TYPE LEAVE

Rejected.

SPAN W/OUT TYPE LEAVE

Rejected.

SPAN W/OUT TYPE LEAVE

Rejected.

SPAN W/OUT TYPE LEAVE

Rejected.

T25-001 Transaction

INVALID TRANSACTION CODE

Rejected. Must be **T25**.

INVALID MULTIPLE ENTRY CODE

Rejected. Must be **001**.

INVALID MAINTENANCE CODE

Rejected. Must be **A, C**, or **D**.

COL 8-11 MUST BE BLANK

Rejected. Must be blanks.

INVALID LEVEL 1

Rejected. Cannot be blank.

INVALID LEVEL 2

Rejected. Cannot be blank.

INVALID PLAN ID

Rejected. Cannot be blank.

INVALID PLAN FORMAT CODE

Rejected. Valid entries are 1 or 2.

INVALID DATE OF INCEPTION

If entered, must be valid date. Transaction is rejected.

INVALID DATE OF TERMINATION

If entered, must be valid date or reset. Transaction is rejected.

INVALID DOE CODE - POS. *XX-XX*

Rejected. The DOE code in positions *(XX-XX)* is not a valid alphanumeric code. Blanks, zeros (**00**), and special characters are not valid.

INVALID MANDATORY CONTR IND

Rejected. Must be **N** or **Y**.

PLAN DESCRIPTION IS BLANK

Rejected. Cannot be all blank.

T25-002 Transaction

INVALID TRANSACTION CODE

Must be **T25**. Transaction is rejected.

INVALID MULTIPLE ENTRY CODE

Must be **002**. Transaction is rejected.

INVALID MAINTENANCE CODE

Must be **A**, **C**, or **D**. Transaction is rejected.

COL 8-11 MUST BE BLANK

Blanks required. Transaction is rejected.

INVALID LEVEL 1

Entered as blanks. Transaction is rejected.

INVALID LEVEL 2

Entered as blanks. Transaction is rejected.

INVALID PLAN ID

Cannot be blank. Transaction is rejected.

T25-003 Transaction

INVALID TRANSACTION CODE

Must be **T25**. Transaction is rejected.

INVALID MULTIPLE ENTRY CODE

Must be **003**. Transaction is rejected.

INVALID MAINTENANCE CODE

Must be **A**, **C**, or **D**. Transaction is rejected.

COL 8-11 MUST BE BLANK

Blanks required. Transaction is rejected.

INVALID LEVEL 1

Entered as blanks. Transaction is rejected.

INVALID LEVEL 2

Entered as blanks. Transaction is rejected.

INVALID PLAN ID

Cannot be blank. Transaction is rejected.

T25-004 Transaction

INVALID TRANSACTION CODE

Must be **T25**. Transaction is rejected.

INVALID MULTIPLE ENTRY CODE

Must be **004**. Transaction is rejected.

INVALID MAINTENANCE CODE

Must be **A**, **C**, or **D**. Transaction is rejected.

COL 8-11 MUST BE BLANK

Blanks required. Transaction is rejected.

INVALID LEVEL 1

Entered as blanks. Transaction is rejected.

INVALID LEVEL 2

Entered as blanks. Transaction is rejected.

INVALID PLAN ID

Cannot be blank. Transaction is rejected.

INVALID HOURS ACCUMULATOR ID

First position must be numeric. Can be blanks. Transaction is rejected.

INVALID EARNINGS ACCUM ID

First position must equal * or A-Z.   Can be blanks. Transaction is rejected.

INVALID PLAN YEAR END

Must equal **01-12, 99**.

Must equal **9999** or valid **MMDD.**

Transaction is rejected.

INVALID RULE OF PARITY

Must equal **N** or **Y**. Transaction is rejected.

INVALID SOC SEC INTEGRATION

Must be **N** or **Y**. Transaction is rejected.

INVALID ELIGIBILITY AGE

Must be numeric or blank. Transaction is rejected.

INVALID NORM RETIREMENT AGE

Rejected. Must be numeric or blank. Transaction is rejected.

INVALID EARLY RETIREMENT AGE

Must be numeric or blank. Transaction is rejected.

INVALID 5-YR EXCLUSION OPTION

Must equal **N** or **Y**. Transaction is rejected.

INVALID HOURS FOR VESTING CR

Must be numeric or blank. Transaction is rejected.

INVALID MAX LUMP SUM BENEFIT

Must be numeric or blank. Transaction is rejected.

INVALID MAX MONTHLY BENEFIT

Must be numeric or blank. Transaction is rejected.

INVALID PART LAST YEAR

Must be numeric or blank. Transaction is rejected.

INVALID PART CURRENT YEAR

Must be numeric or blank. Transaction is rejected.

T25-005 Transaction

INVALID TRANSACTION CODE

Must be **T25**. Transaction is rejected.

INVALID MULTIPLE ENTRY CODE

Must be **005**. Transaction is rejected.

INVALID MAINTENANCE CODE

Must be **A**, **C**, or **D**. Transaction is rejected.

COL 8-11 MUST BE BLANK

Blanks required. Transaction is rejected.

INVALID LEVEL 1

Entered as blank. Transaction is rejected.

INVALID LEVEL 2

Entered as blank. Transaction is rejected.

INVALID PLAN ID

Entered as blank. Transaction is rejected.

INVALID LENGTH OF SERVICE RQMT (REQUIREMENT)

Must be numeric or blank. Transaction is rejected.

INVALID WAITING PERIOD

Must be numeric or blank. Transaction is rejected.

INVALID MAX LUMP SUM BENEFIT

Must be numeric or blank. Transaction is rejected.

INVALID MAX MONTHLY BENEFIT

Must be numeric or blank. Transaction is rejected.

INVALID MAX BENEFIT DURATION

Must be numeric or blank. Transaction is rejected.

INVALID DEDUCTIBLE

Must be numeric or blank. Transaction is rejected.

INVALID PART LAST YEAR

Must be numeric or blank. Transaction is rejected.

INVALID PART CURRENT YEAR

Must be numeric or blank. Transaction is rejected.

INVALID PLAN YEAR END

Must equal **9999** or valid **MMDD**.

Transaction is rejected.

T25-005 W/OUT MATCHING T25-006

Must have a 006 when entering a 005. Transaction is rejected.

T25-006 Transaction

INVALID TRANSACTION CODE

Must be **T25**. Transaction rejected.

INVALID MULTIPLE ENTRY CODE

Must be **006**. Transaction rejected.

INVALID MAINTENANCE CODE

Must be **A**, **C**, or D. Transaction rejected.

COL 8-11 MUST BE BLANK

Blanks required. Transaction rejected.

INVALID LEVEL 1

Entered as blank. Transaction rejected.

INVALID LEVEL 2

Entered as blank. Transaction rejected.

INVALID PLAN ID

Entered as blank. Transaction rejected.

INVALID COVERAGE ITERAT

Must be **1-5** or blank. Transaction rejected.

INVALID COVERAGE TYPE

Must be **P**, **L**, or blank. Transaction rejected.

INVALID COVERAGE FORMAT

Must be **M**, **P**, **T**, or blank. Transaction rejected.

INVALID COVERAGE AMT

Must be numeric or blank. Transaction rejected.

INVALID COVERAGE ITERAT

Must be **1-5** or blank. Transaction rejected.

T25-006 W/OUT MATCHING T25-005

Must have an 006 when entering an 005. Transaction is rejected.

TABLE OCCURENCE 1 INCOMPLETE

Rejected.

TABLE OCCURENCE 2 INCOMPLETE

Rejected.

TABLE OCCURENCE 3 INCOMPLETE

Rejected.

TABLE OCCURENCE 4 INCOMPLETE

Rejected.

TABLE OCCURENCE 5 INCOMPLETE

Rejected.

T25-007 Transaction

INVALID TRANSACTION CODE

Must be **T25**. Transaction rejected.

INVALID MULTIPLE ENTRY CODE

Must be **007**. Transaction rejected.

INVALID MAINTENANCE CODE

Must be **A**, **C**, or **D**. Transaction rejected.

COL 8-11 MUST BE BLANK

Blanks required. Transaction rejected.

INVALID LEVEL 1

Entered as blank. Transaction rejected.

INVALID LEVEL 2

Entered as blank. Transaction rejected.

INVALID PLAN ID

Entered as blank. Transaction rejected.

INVALID PART COMPUTE METHOD

Must be **1, 2, 3**, or blank. Transaction rejected.

INVALID VEST COMPUTE METHOD

Must be **1, 2, 3**, or blank. Transaction rejected.

INVALID BENEFIT COMPUTE METHOD

Must be **1, 2, 3**, or blank. Transaction rejected.

INVALID VESTING ELIG AGE

Must be numeric. Transaction rejected.

INVALID PART CREDIT HOURS

Must be numeric or blank. Transaction rejected.

INVALID BENEFIT CREDIT HOURS

Must be numeric or blank. Transaction rejected.

PARTICIP MONTHS NOT NUMERIC

Must be numeric or blank. Transaction rejected.

INVALID CONTR ACCUM ID

First position must equal **A-Z**. Can be blanks. Transaction is rejected.

INVALID PLAN OFFSET INDICATOR

Must be blank, **1**, or **2**. Transaction is rejected.

T25-008 Transaction

INVALID TRANSACTION CODE

Must be **T25**. Transaction rejected.

INVALID MULTIPLE ENTRY CODE

Must be **008**. Transaction rejected.

INVALID MAINTENANCE CODE

Must be **A**, **C**, or **D**. Transaction rejected.

COL 8-11 MUST BE BLANK

Must be blank. Transaction rejected.

INVALID LEVEL 1

Entered as blank. Transaction rejected.

INVALID LEVEL 2

Entered as blank. Transaction rejected.

INVALID PLAN ID

Entered as blank. Transaction rejected.

INVALID HOURS ACCUM ID CC 19-21

Can be blank. First position must be numeric. Transaction rejected.

INVALID HOURS ACCUM ID CC 22-24

Can be blank. First position must be numeric. Transaction rejected.

INVALID HOURS ACCUM ID CC 25-27

Can be blank. First position must be numeric. Transaction rejected.

INVALID HOURS ACCUM ID CC 28-30

Can be blank. First position must be numeric. Transaction rejected.

INV EARNINGS ACCUM ID CC 31-33

Can be blank. First position must be **A-Z**. Transaction rejected.

INV EARNINGS ACCUM ID CC 34-36

Can be blank. First position must be **A-Z.** Transaction rejected.

INV EARNINGS ACCUM ID CC 37-39

Can be blank. First position must be **A-Z.** Transaction rejected.

INV EARNINGS ACCUM ID CC 40-42

Can be blank. First position must be **A-Z**. Transaction rejected.

INV COMPANY CONTRIB ID CC 67-69

First position must be **A-Z**.

T25-009 Transaction

INVALID TRANSACTION CODE

Must be **T25**. Transaction rejected.

INVALID MULTIPLE ENTRY CODE

Must be **009**. Transaction rejected.

INVALID MAINTENANCE CODE

Must be **A**, **C**, or **D**. Transaction rejected.

COL 8-11 MUST BE BLANK

Must be blank. Transaction rejected.

INVALID LEVEL 1

Entered as blank. Transaction rejected.

INVALID LEVEL 2

Entered as blank. Transaction rejected.

INVALID PLAN ID

Entered as blank. Transaction rejected.

INV SOC SEC CALC TYPE

Must be **1-9**, **A-K**, or blank. Transaction rejected.

INVALID SOC SEC LAW

Must be blank or numeric greater than or equal to **7501**, or reset. Transaction rejected.

INVALID CURRENT PAY RULE

Must be **1-7** or blank. Transaction rejected.

INV BACKWARD PROJECTION OPT

Must be **1-9**, **A**, or blank. Transaction rejected.

INV BACKWARD PROJECT PERCENT

Must be blank or numeric. Transaction rejected.

INV BACKWARD PROJECTION AGE

Must be blank or **20-40** or **99**. Transaction rejected.

INV FORWARD PROJECTION OPT

Must be **1-9, A-D**, or blank. Transaction rejected.

INV FORWARD PROJECT PERCENT

Must be blank or numeric. Transaction rejected.

INV BENEFITS PAYABLE AGE 1

Must be blank, or greater than or equal to **6200** and less than or equal to **7200**. Transaction rejected.

INV BENEFITS PAYABLE AGE 2

Must be blank, or greater than or equal to **6200** and less than or equal to **7200**. Transaction rejected.

INV FORWARD PROJECT AGE 1 YRS

Must be blank or numeric. If numeric, must be greater than or equal to **5000** and less than or equal to **8500**. Transaction rejected.

INV FORWARD PROJECT AGE 2 YRS

Must be blank or numeric. If numeric, must be greater than or equal to **5000** and less than or equal to **8500**. Transaction rejected.

INV CURRENT PAY IDENTIFIER

Must be blank, ***, or a valid Earnings Accumulator ID. Transaction rejected.

INV PAY HISTORY IDENTIFIER

Must be blank, ***, or a valid Earnings Accumulator ID. Transaction rejected.

T25-010 Transaction

INVALID MULTIPLE ENTRY CODE

Multiple entry code must be **010**.

COL 8-11 MUST BE BLANK

Leave blank.

INVALID PLAN ID

T25-001 must be in HRMS Tables File for plan.

INVALID PLAN VALUE

Must be numeric or **R**.

INVALID OPTIONAL PLAN VALUE 1

Must be numeric or **R**.

INVALID OPTIONAL PLAN VALUE 2

Must be numeric or **R**.

INVALID HOURS ACCUM ID 1

Must begin with a number.

INVALID HOURS ACCUM ID 2

Must begin with a number.

INVALID HOURS ACCUM ID 3

Must begin with a number.

INVALID EARNINGS ACCUM ID 1

Must begin with a letter.

INVALID EARNINGS ACCUM ID 2

Must begin with a letter.

INVALID EARNINGS ACCUM ID 3

Must begin with a letter.

INVALID COMPANY CONTRIB ID

Must begin with a letter.

INVALID CONTR ACCUM ID

Must equal **A-I**, **J-R**, **S-Z**. Can be blanks. Transaction is rejected.