

Employer Payroll Detail Lookup Report Specifications

Description

The Payroll Detail Lookup Report is an ad hoc generated report. It shows the list of employees, from URS's perspective, who are on a specific Employer Organization's payroll.

This document shows the details of the fields which will be given when the employer downloads the Payroll Detail Lookup Report from the URS Employer Portal. URS will populate the applicable fields and the employer may use the below file format to consume the file, which will be in an Excel format. The employer may produce on-demand reports after logging into the URS Employer Portal.

Note: This document is for training purposes only and is current as of October 31, 2022. The information contained may change without notice.

Headers

The Payroll Detail Lookup Report shows the Reporting Organization's name as well as the date the report was generated in the report header.

Columns

COLUMN NUMBER	COLUMN HEADING	COLUMN FORMAT	COLUMN DESCRIPTION
1	Employer Payroll Detail ID	Numeric	Populates with the employer payroll detail ID.
2	Transaction Type	Alpha	Populates with the payroll detail's transaction type.
3	SSN		Populates with the payroll detail's SSN.
4	Last Name	Alpha	Populates with the payroll detail's last name.
5	First Name	Alpha	Populates with the payroll detail's first name.
6	Employer Organization	Alpha	Populates with the payroll detail's employer.
7	Benefit Program-Tier-Sub-Tier	Alpha	Populates with the payroll detail's Benefit Program - Tier - Sub-Tier, if exists.
8	Pay Period Start Date	Date	Populates with the payroll detail's pay period start date.
9	Pay Period End Date	Date	Populates with the payroll detail's pay period end date.
10	Pay Period Pay Date	Date	Populates with the payroll detail's pay period pay date.
11	Status	Alpha	Populates with the payroll detail's status.
12	Retirement Salary	Numeric	Populates with the payroll detail's retirement salary.
13	Gross Salary	Numeric	Populates with the payroll detail's gross salary.
14	Pre-Tax EE Contribution	Numeric	Populates with the payroll detail's pre-tax EE contribution.
15	Post-Tax EE Contribution	Numeric	Populates with the payroll detail's post-tax EE contribution.

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COLUMN NUMBER	COLUMN HEADING	COLUMN FORMAT	COLUMN DESCRIPTION
16	Pre-Tax ER Contribution	Numeric	Populates with the payroll detail's Pre-Tax ER Contribution.
17	ER Additional Contribution	Numeric	Populates with the payroll detail's ER additional contributions.
18	Employer Pickup Total Reported	Numeric	Populates with the payroll detail's employer pickup.
19	Contributions	Numeric	Populates with the payroll detail's total reported contributions.

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Please disregard the odd wrapping, which is due to constraints within the word processing environment. In an Excel document, the wrapping will not exist.

Payroll Detail

Reporting Organization: Hive City Date Generated: 04/02/2020

Employer Payroll Detail ID	Transaction Type	SSN	Last Name	First Name	Employer Organization	Benefit Program-Tier-Sub-Tier	Pay Period Start Date	Pay Period End Date	Pay Period Pay Date	Status	Retirement Salary
12345678	Regular	XXX-XX-1111	Bee	Honey	Hive City	Public Employees-Tier 1-012	3/1/2020	3/14/2020	3/21/2020	Processed	\$ 8,000.00
87654321	Special Pay	XXX-XX-2222	Bee	Bumble	Hive City	Public Employees-Tier 1-012	3/1/2020	3/14/2020	3/21/2020	Void	\$ 7,000.00

Gross Salary	Pre-Tax EE Contribution	Post-Tax EE Contribution	Pre-Tax ER Contribution	ER Additional Contribution	Employer Pickup	Total Reported Contributions
\$ 8,500.00	\$ 100.00	\$ -	\$ 200.00	\$ -	\$ 10.00	\$ 310.00
\$ 7,600.00	\$ 100.00	\$ -	\$ 200.00	\$ -	\$ 10.00	\$ 310.00