



HARRIS
School Solutions

RSA REFUNDS/CREDITS

Items to consider when processing RSA refunds in Nextgen

RSA Refunds/Credits

- To avoid having to deal with RSA refunds ,credits , or erroneous payments make sure you are verifying employee Tier status when adding employees initially in Nextgen.
- The payment to RSA must always agree with the Retirement vendor check cut out of Nextgen or there will be balancing issues.
- There are many items to consider depending on the individual issue dealing with a refund and/or credit from RSA.
- This document breaks the Refund/Credit process into 3 different scenarios when taking a credit from RSA in the RSA portal.
- If RSA sends you a physical check back for a refund procedures will change.

Retirement Credit/Refund

Scenario :1 (Active employee: Making correction in the next processed regular payroll)

1. Take Credit from RSA in the RSA ESS system.
 2. Process a refund to the employee and/or board if applicable using the Deduction Adjustment Module.
 3. Will need to use a deduction separate from the regular Retirement deduction to process the refund. Screen shot on next slide.
- The Deduction adjustment will refund the employee and/or board and successfully lower the vendor check for Retirement by the refunded amount.

How to set up the Retirement Adjustment Deduction

PR/DEDM: Deduction Master Maint (v3.13)

Deduction # 10 Ded. Desc RETIREMENT ADJUSTMENT Short Desc RETREFUND

1. General

Ded Type Retirement Min Ded Amount 0.00

W2 Code 1 Section 414(h) Plan Ded Reference #

W2 Code 2 State Benefit Code

Employee Vendor # 197 TEACHER S RETIREMENT SYS P. O. BOX 302150

Employer Vendor # 197 TEACHER S RETIREMENT SYS (No Address 2)

Ded Rep Type RET State Retirement Reporting MOBILE, AL 36688

Empl Liab Comp AllButFund Value 202240000000000000009010

ClassFuncn 20224 - Object 000 - CCTR 0000 - SFund 0000 - Y

Record Changed

- The vendor needs to be your Retirement vendor on Tab 1

PR/DEDM: Deduction Master Maint (v3.13)

Deduction # 10 Ded. Desc RETIREMENT ADJUSTMENT Short Desc RETREFUND

1. General

2. Deduction Parameters

3. Deduction Type Options

Sheltered From

Federal Tax

State Tax

Social Security

Medicare

City Tax

County Tax

Retirement

SUJ Tax

Garnishment

Process Thru Payroll

Print Check

Round Ded Amount

Local Tax Fringe Benefit

Ded Maintainable

Qualify Retirement

Mandatory Deduction

Mandatory By Empl Type

Store Deduction Wages

Inactive

Allow on Empl Master

Allow on Empl Job

Wage Base Code

Actual Pay Pd Earnings

Full Time Earnings

State Based Salary

Employee

DT Amt \$ 0.00

DT % 0%

Employer

DT Amt \$ 0.00

DT % 0%

- Make sure to mark the deduction as an amount for both employee and employer on Tab 2

PR/DEDM: Deduction Master Maint (v3.13)

Deduction # 10 Ded. Desc RETIREMENT ADJUSTMENT Short Desc RETREFUND

1. General

2. Deduction Parameters

3. Deduction Type Options

Employer Liability Comp AllButFund Value 202240000000000000009010

Employer Expense Comp AllButFund Value *****220*****

Agd Value

When Contains

Empl Ded Limit 0.00 Empl Wage Limit 9999999.99 Empr Wage Limit 9999999.99 Garn. % 0%

Minimum Amt 0.00 Minimum Hrs 0 Bond Denom 0.00 Bond Price 0.00

Premium Cost Per \$1000 0.00 DEJ Account 00000000 Retrg Code

- Remove RET code so refund amount does not affect employee contribution in next month's submission.

Retirement Credit/Refund

Scenario :2 (Active employee: Making correction before the next processed regular payroll) If you can fix the Retirement vendor check prior to submitting payment in the current month.

1. Refund the employee using the Offline check refund process using the regular Retirement deduction.
2. Create new Retirement vendor check via the Vendor Deduction checks menu for the corrected amounts for employee/employer.
3. Void Retirement vendor check

Retirement Credit/Refund

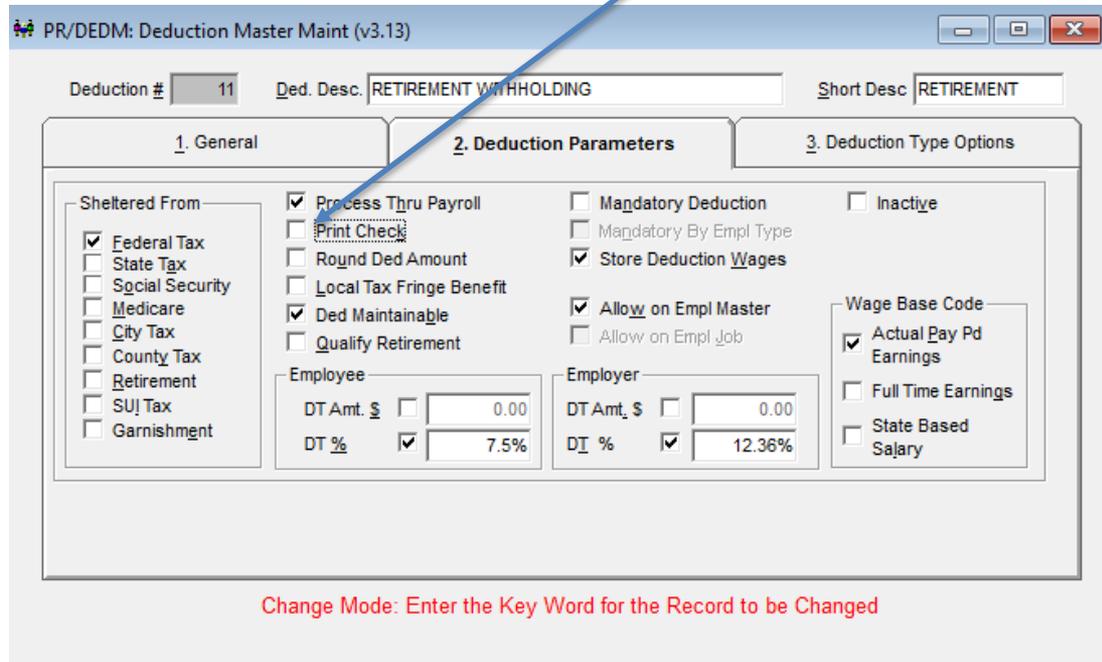
Scenario :3 (Refunding a Terminated employee)

1. Must use the Offline check processing menu to refund a terminated employee. Can check the box to include terminated on the payroll run id.
2. To correct the vendor check for Retirement you have two options.
 1. Void the Retirement check that prints with your regular payroll and reissue it for the corrected amount using the Vendor deduction checks process.
 2. Deselect the Print check box from your regular Retirement deduction. After you process payroll you can print a separate vendor check for Retirement reducing the regular monthly total by the amount of the refund. Make sure to re-check this option after processing for the next month.

Screen Shot of this option on the next slide.

Deselecting Print Check option:

Again, make sure to reselect this option after processing the payroll that needs to have the Retirement check amount lowered by the refunds.



PR/DEDM: Deduction Master Maint (v3.13)

Deduction # 11 Ded. Desc. RETIREMENT WITHHOLDING Short Desc RETIREMENT

1. General 2. Deduction Parameters 3. Deduction Type Options

Sheltered From

- Federal Tax
- State Tax
- Social Security
- Medicare
- City Tax
- County Tax
- Retirement
- SUJ Tax
- Garnishment

Process Thru Payroll

Print Check

Round Ded Amount

Local Tax Fringe Benefit

Ded Maintainable

Qualify Retirement

Employee

DT Amt, \$ 0.00

DT % 7.5%

Mandatory Deduction

Mandatory By Empl Type

Store Deduction Wages

Allow on Empl Master

Allow on Empl Job

Employer

DT Amt, \$ 0.00

DT % 12.36%

Inactive

Wage Base Code

- Actual Pay Pd Earnings
- Full Time Earnings
- State Based Salary

Change Mode: Enter the Key Word for the Record to be Changed