

AN EMPLOYEE OWNED COMPANY



731 Gratiot Avenue • Saginaw, Michigan 48602 • phone (989) 791-4860 • fax (989) 791-4928

M I C H I G A N E M P L O Y M E N T S E C U R I T Y C O M M I S S I O N Q U A R T E R L Y W A G E D E T A I L R E P O R T

MESC

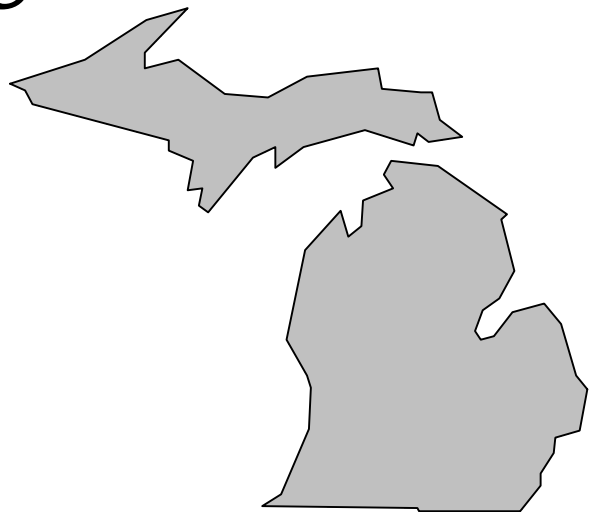


TABLE OF CONTENTS

I. PROCEDURES TO EXCLUDE AN EMPLOYEE FROM MESC REPORT	1
PAY.122 .11 Deduction/Contribution Codes.....	2
PAY.345 .13 Employee Assignments/Contracts.....	4
II. MENU OPTIONS AND SCREEN FIELD DESCRIPTIONS	
MR.800 MESC Create Report File and Print Report	5
MR.806 MESC Additional Reporting Information.....	6
**MR.805 MESC Print Report Form (MESC 1017)	7
MR.799 MESC Calendar Begin File Reset.....	8
MR.010 MPSERS/MESC ISD Client Setup	9
Optional MESC Report Programs.....	10
III. MESC SYSTEM FILE LISTING	10
Filing Quarterly Wage Detail Report Using the Internet (72-Byte Record).....	11

**Optional Item

PROCEDURES TO EXCLUDE AN EMPLOYEE FROM THE MESC REPORT

All employees with a quarterly gross wages will be reported unless one of the following procedures are used:

- 1) **To exclude an employee** from the report, define a deduction code of XMESC and attach it to the employee's assignment. This is done through program **PAY.122** - Deduction/Contribution Codes and **PAY.345** - Employee Assignments/Contracts. Refer to the Table of Contents for program instructions.
- 2) **To exclude all employees** with a specific assignment, determine if all employees with the assignment really should be excluded and then include the assignment code in program **MR.800** - MESC Create Report File and Print Report. Refer to the Table of Contents for program instructions.

EMPLOYEE ASSIGNMENTS/CONTRACTS - PAY.345

12/18/02	FY03	CIMS III	17:21:19 QPADEV001A
EMS	Employee Assignments/Contracts		Ref: PAY.345.13
Employee: 123-45-6789 ADAMS, ANN M.			
Job Code: SUB SUBSTITUTE TEACHER			
Deductions/Contributions:			
<u>MIP1</u> MEMBER INVESTMENT PLAN-90 _____			

Federal: <u>Y</u> FEDERAL INCOME TAX		State: <u>MI</u> MICHIGAN WITHHOLDING	
FICA: <u>Y Y</u> FICA (SOCIAL SECURITY)		County: _____ Local: _____ Other: _____	
Leave/Absence:		Leave accrual FTE: <u>100.0000</u>	

Addenda:		Additional Assignment Addenda: <u>N</u>	

Mode: Change	F3=Exit	F4=Index	F5=Reset F12=Cancel
F6=Basic Info.	F7=Payroll Info.	F9=Vol. Deductions	F10=Calendar
			Cancel? <u>N</u>

- To exclude an employee's wages earned from a particular assignment, include the deduction code of XMESC on screen **PAY.345 .13**. All other wages from other assignments will be reported.

MESC ADDITIONAL REPORTING INFORMATION - MR.806

Use this option to generate a report that includes the following information:

1. Number of Employees Reported.
2. Record Size.
3. Wages reported in excess of \$9,000.⁰⁰.
4. For payroll run or runs entered;
 - a. Number of Employees Paid
 - b. Number of Women Employees
 - c. Number of Contracted Employees (see note)
 - d. Number of Employees Paid by Location

12/18/02	FY03	CIMS III	12:48:27 QPADEV0014
EMS	Michigan State Reporting Submittal Prompt		Ref: MR.806P. 01
<p>ENTER SELECTIONS</p> <p>MESC Information for the Xth Quarter.</p> <p>Enter the payroll run numbers which include the 12th of the month.</p> <p style="margin-left: 40px;">Enter Payroll Number for XXX <u>00000</u> <u>00000</u></p> <p style="margin-left: 40px;">Enter Payroll Number for XXX <u>00000</u> <u>00000</u></p> <p style="margin-left: 40px;">Enter Payroll Number for XXX <u>00000</u> <u>00000</u></p> <p>c) Computer Management Technologies Inc.</p> <p style="margin-left: 40px;">F3=Exit F4=Index F5=Reset F12=Cancel Cancel? <u>N</u></p>			

1. **Payroll Run Numbers.** Enter the payroll run numbers that include the 12th of the month. The appropriate month names will appear in the XXX fields. Field level indexing is available through the F4=Index key. The index will list available payroll run numbers and the date of the checks.
 - A contracted employee is counted:
 - a. If the employee has a contract number on the **PAY.345** screen,
 - or
 - b. If the employee has a category code of FACULTY with a value of **Y** entered on the **EIS.305H** screen.

The use of a category code for faculty county is controlled with a switch in program **ACS.310** - Menu Item Definition. Change program **MR.806** switch to 'Y' if the category code is to be used. This is done in **ACS.310** - Menu Item Definition. This option can be run even though the Month names are wrong. The program looks at the run number to make its selections.

****MESC PRINT REPORT FORM MESC (1017) - MR.805**

Use this option to generate the printed form of the MESC Report to use with the MESC overlay form 1017. This report can then be sent to the State of Michigan.

12/18/02	FY03	CIMS III	17:25:22 QPADEV001A
MIRPT	Michigan State Reporting Submittal Prompt		Ref: MR.800P. 01

ENTER SELECTIONS

This will create the MESC Report.

Enter Calendar Quarter: 1 (1,2,3,4)

Enter your MESC #: 123456

Exempt Jobs: _____

Exempt Addenda: _____

(c) Computer Management Technologies Inc.
F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

1. **Quarter:** Enter the appropriate calendar quarter to be reported.
2. **MESC #.** Enter the district's MESC Account Number, then press Field Exit.
3. **Exempt jobs** Enter up to 10 Assignment Codes which are to be excluded from the report. Field level indexing is available through the F4=Index key.
 - This is an optional item and all schools do not have this menu item. If you wish to have this option, contact CMT.

MESC CALENDAR BEGIN FILE RESET - MR.799

Use this option to reset the files involved in MESC calculations. This option must be run at the beginning of the calendar year **OR** before running the MESC report for the first quarter, but only at this time.

12/18/02	FY03	CIMS III	12:48:27 QPADEV0014
MIRPT		Submittal Prompt	Ref: ACS.JSET. 02
Job:	MR.799	MESC Calendar Begin File ResetCMT	
		Is ready to run IN BATCH MODE Please fill in the requested data (if any) Or cancel if you do not wish to run this now	
JOBQ:	<u>1</u>	JOBQ	Library
	1 - Normal	QNORMAL	ACS400
	2 - High Priority	QHIG	ACS400
	3 - Night	QNIGHT	ACS400
JOBQ Priority:	5 (1 high - 9 low) (maximum = 3)		
			Cancel? <u>N</u>

- This program may be run **AFTER** completing the fourth quarter MESC report.

MPSERS/MESC ISD CLIENT SETUP - MR.010

An ISD will use this program if they desire to merge two or more school districts into one file for reporting purposes. This program would only have to be run one time, unless a school district's client name is to be added or deleted from the merged reporting files. It is possible to have some school districts included in the merge while other school districts would report on an individual basis.

12/18/02	FY03	CIMS III	17:26:50 QPADEV001A
CMTEMS		MPSERS/MESC ISD Client SetupCMT	Ref: MR.010 .11
<p>MPSERS/MESC - List Clients to Merge into Download File</p> <p>Library: <u>EMSFILES</u></p> <p style="margin-left: 40px;"><u>Client Names</u></p> <p style="margin-left: 40px;"><u>CIMS3</u></p> <p style="margin-left: 40px;"><u>WBSD</u></p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">_____</p>			
Mode: Change		F3=Exit	F5=Reset F12=Cancel
			Cancel? <u>N</u>

1. **Library:** The system defaults the data files library name that was entered in the command screen. For example: EMSFILES.
2. **Client Names:** Enter the client ID's for those school districts that are to be included in the merged reporting file.

OPTIONAL MESC REPORT PROGRAMS

If a 1600 BPI tape drive is not available or the Form 1017 print option is not used, the following options are available:

MR.803P MESC Copy Report File to Cartridge
MR.125 MESC Copy Report File to 8mm Transfer

- The MESC will only accept a 1600 BPI tape for reporting purposes. Contact CMT if the report file on some other media needs to be converted.

MICHIGAN EMPLOYMENT SECURITY COMMISSION QUARTERLY WAGE REPORTING FILE LISTING

<i>File Name</i>	<i>File Description</i>	<i>Member</i>
MR800A	MESC Header Information-Work File	Non-Ann
MR800B	MESC Employee Information-Work File	Non-Ann
MR800C	MESC Trailer Information-Work File	Non-Ann
MR801	MESC Report Control Information	Non-Ann
MR802	MESC Report Quarterly Wage Info.	Non-Ann
MESCTAPE	MESC Report File	Non-Ann

FILING QUARTERLY WAGE DETAIL REPORT USING THE INTERNET (72-BYTE RECORD)

You may now file your quarterly Wage Detail Report (form UC 1017) to the Bureau of Workers' & Unemployment Compensation using the Internet. Before you may use this service, you must set up an account with the Bureau of Workers' & Unemployment Compensation. To access their website, go to www.michigan.gov/bwuc. If you need to register, click on the link "UC 1017e, **Interactive Wage Detail Report**" in the middle of the screen. To submit your MESC report, select "**File Wage Reports (UC 1017) Electronically**" from the *BWUC Quicklinks* menu on the right side of the screen, then click on "**Employer File Submission**". Be sure to check the **72-byte record**.

You can continue to use your CMT MESC manual to help you create the MESC file. However, once the file has been created on your system, use the instructions below to transfer the file to your PC.

If you have any questions, please contact Linda Pike (lpike@cmtonline.com) at ext. 123 or Shelly Lowery (slowery@cmtonline.com) at ext. 120.

Below are the instructions for Client Access version 4.3 for Windows 95, 98, and NT. If you are running a different version of Client Access, or a different Emulator, the instructions may vary.

- 1) Go to **Client Access**.
- 2) Choose "**Data Transfer From AS400**".
- 3) The system name will default to your client's system name.
- 4) The file name will be EMSFILES/WAGEFILE(#####) where the # equals your client member name. For example, EMSFILES/WAGEFILE(CMT__00).
- 5) From the **Output Device** pull down menu, choose **File**.
- 6) The file name will be the name of the file that is uploaded to the State's site. You will want the file transferred to the hard drive. The name should be C:\WAGEFILE.txt. You must have the ".txt" extension in order for the State to read the file.
- 7) Click the "**Detail**" button and choose **ASCII Text** from the file type pull down menu under PC file description file. Remove the check mark from the box for "truncate spaces from end of records". Be sure to uncheck the box for "Save transfer description". Click **OK**.

NOTE: Phone support for Client Access is billable by the hour.