

# Infinite Visions Enterprise Edition (IVEE)

## Maine

### Student Guide

#### COURSE PREREQUISITES

- None

#### COURSE OVERVIEW

- State Income Tax
- Retirement Configuration
- State Retirement
- State Retirement Life Insurance
- Quarterly Wage File

#### Notes Legend

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NOTE



TIP



BEST PRACTICE



WARNING

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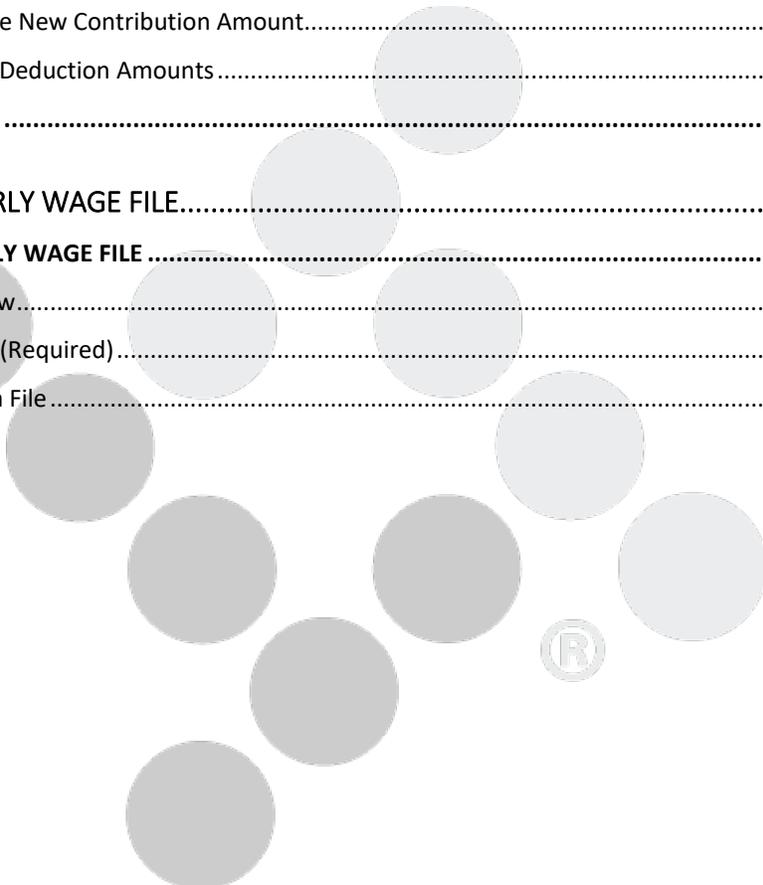
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# State Income Tax

## Section Topics

- [State Income Tax](#)

## STATE INCOME TAX

### Overview

On the deduction window, complete the appropriate fields.

Deduction Lines						
Description	Amount	Percent	Maximum	ER Amount	ER Percent	ER Max.

*Edit Deduction window*

### Activity (Required)



#### Set Up State Income Tax

1. From the Actions menu, select **Setup**. The Maine State setup window displays.
2. Enter the **Allowance** amount and the Fiscal Year.
3. Use the Maine State Tax Tables to complete the table for both the Single and the Married tables.

Master Deduction Table

Actions

Deduction: State Tax

Marital Status: Single

Parameters

Allowance Amount: \$0.00 Year: 2009

Deduction Table (Filtered)				
Over	But Not Over	Amount	Percent	of Excess Over
*				

OK Cancel Help

*Master Deduction Table window*

4. After assigning the deduction to the employees, choose the **Setup** tab on the employee deduction record to indicate the marital status and exemption(s) selected by the employee.
5. Like the Federal Income Tax, to enter additional contributions by the employee choose the **Deduction Information** tab under Employee Amount.

# Retirement Configuration

## Section Topics

- [Fund Types](#)
- [Account Elements](#)

## Introduction

*Payroll > Configuration > ME Retirement Setup*

CODES	DESCRIPTION
<b>ME Position Codes</b>	Lists Position Codes as defined by the Retirement Board. The user can edit the codes.
<b>ME Employer Codes</b>	Add the District's or Town's code as assigned by the Retirement Board. There can be 2 codes: 1 for the Teacher Retirement and 1 for the PLD Retirement.
<b>ME Benefit Plan Codes</b>	Lists Benefit Plan codes as defined by the Retirement Board. The user can edit the codes.
<b>ME Personnel Status Codes</b>	Lists Personnel Status codes as defined by the Retirement Board. The user can edit the codes.
<b>ME Retirement Plan Status Codes</b>	Lists Plan status codes as defined by the Retirement Board. The user can edit the codes.

## FUND TYPES

*General Ledger > Configuration > Fund Types*

### Overview

The Maine State Retirement System requires wages from grant funded positions be reported as such. Infinite Visions tracks this at the funding level using Fund Types. All grant funds must be flagged so they are reported properly.

**Edit Fund Type**

Fund Type Information

Description: Grants

Mode: Edit - Record 1 of 1

Close this dialog after update?

*Edit Fund Type window*

# ACCOUNT ELEMENTS

General Ledger > Chart of Accounts > Account Elements

## Overview

### Edit Account Elements

Account Element Information

Element Name:

Code:

Description:

Fund Type:

Mode: Edit - Record 1 of 1

Close this dialog after update?

Edit Account Elements window

# State Retirement

## Section Topics

- [Set Up Position and Supplemental Pay](#)
- [Reports for Maine Retirement](#)

## Introduction

Maine has 2 different retirement rates based on whether the employee is covered under Teacher Retirement or covered under retirement by a PLD (Participating Local District). The basic deduction set up for both deductions is the same.



There can be instances where an employee is not subject to a retirement deduction (Retired and Returned to Work) but elects Life Insurance coverage. For those employees, add a deduction line with no dollar amount.

**Edit Deduction**

**Actions**

**Deduction Information**

Name: T-MSRS  
 Employee: MAINE STATE RETIREMENT SYSTEM  
 Type: Retirement-Maine Regular Contributions  
 Category: Retirement  
 Compensation Statement Cat:  
 Group ID: M Report Code:

**W2 Information**

Box Number: 14-Other  
 Box Code: State Postal Code:  
 State ID:  
 State ID Format:  
 W2 Description: Retirement

**Accounting Information**

Employee Liability Offset: MSRS W/H: Town & District  
 Employer Liability Offset: MSRS W/H: Town & District  
 Employer Expense Offset: MSRS W/H: Town & District

**Settings**

Supplemental Default  Direct Deposit  
 Include on Check  Tax on full gross  
 One time lump sum  Suppress Invoice

**Deduction Lines** | Deduction History

Description	Amount	Percent	Maximum	ER Amount	ER Percent	ER Max.
MSRS - PLD	\$0.00	6.5000	\$0.00	\$0.00	0.0000	\$0.00
▶ MSRS - Teacher	\$0.00	7.8500	\$0.00	\$0.00	0.0000	\$0.00

Maximum Basis:  
 Fiscal  Calendar  Lifetime  
 Monthly  Period

Bank for Deposit:

Mode: Edit - Record 1 of 1

Close this dialog after update?

OK Cancel Help

Edit Deduction window

## SET UP POSITION AND SUPPLEMENTAL PAY

### Overview

After assigning the deduction to the employee, it is necessary to complete additional setup on each position and supplemental pay assigned to the employee.

## Activity (Required)



### Set Up Position and Supplemental Pay

1. On the Positions and Pay window, choose the **State Data** tab.
2. Complete all fields.
3. The Time Unit Code of H requires the hours per week the employee is expected to work and the expected weeks per year.
4. The Time Unit Code of C enables the FTE Annual Contract Amount. It is suggested to leave this field blank. Infinite Visions calculates this amount from all active positions and supplemental pays when generating the report.
5. If this position is a salary/work agreement position for a PLD member, enter the Rate of Pay and Time Paid.

Retirement Data			
Position Classification Code:	09901	Employer Code:	F0061
Personnel Status Code:	11	Time Unit Code:	H
Rate Schedule:	000001	ETE Annual Contract Amount:	\$0.00
Retirement Plan Participation Code:	A	Expected Full Time /Week:	40.00
Benefit Plan Code:	7301C	Expected Weeks /Year:	52

Salary PLD Employees			
Rate Of Pay:	\$0.00	Time Paid:	0

Maine Retirement Position Setup window

## REPORTS FOR MAINE RETIREMENT

### Overview

Maine Teacher Retirement reporting is done on a monthly basis. Infinite Visions creates an electronic file to submit to the State. Please refer to the Infinite Visions Help system for state specific requirements for configuration and file generation.

Infinite Visions also produces a Summary Worksheet to forward with the payment.

- For Teacher Retirement, select the Summary Format AC-0004.
- For PLD Retirement, select the Summary Format AC-1176.
- For State Employees, select the Summary Format – State Employees

# State Retirement Life Insurance

## Section Topics

- [Deduction Categories](#)
- [Reports for Maine Retirement Life Insurance](#)

### Introduction

Maine employees can elect to buy Life Insurance through the Maine State Retirement System. There are 3 types of Insurance the employee can elect:

INSURANCE	DESCRIPTION
Basic	The rate for this is a factor based on type of employee, number of pays, and multiplied by the previous year salary rounded to the nearest thousand.
Dependent Insurance	The rate is set by the state based on the level of insurance for the dependent - either Dependent A or Dependent B coverage. This is a factor of the Basic Insurance.
Supplemental Insurance	Supplemental 1 = Basic Supplemental 2 = Basic *2 Supplemental 3 = Basic *3

These can then be combined in various ways to determine the coverage level elected:

COMBINATIONS
B - Basic
HA - Basic + Dependent A
HB - Basic + Dependent B
S1 - Basic + Supplemental 1
S2 - Basic + Supplemental 2
S3 - Basic + Supplemental 3
F1A - Basic + Dependent A + Supplemental 1
F2A - Basic + Dependent A + Supplemental 2

## COMBINATIONS

**F3A - Basic + Dependent A + Supplemental 3**

**F1B - Basic + Dependent B + Supplemental 1**

**F2B - Basic + Dependent B + Supplemental 2**

**F3B - Basic + Dependent B + Supplemental 3**

For Infinite Visions to report correctly, it is very important to follow the steps below.

## DEDUCTION CATEGORIES

*Payroll > Deductions/Benefits > Deduction Categories*

### Overview

Build the following categories and descriptions exactly as below.

CATEGORY	DESCRIPTION
<b>BASIC</b>	BASIC COVERAGE FOR THE EMPLOYEE ONLY
<b>BASIC-RETIREES</b>	BASIC COVERAGE FOR RETIREES
<b>DEPENDENT A</b>	DEPENDENT A
<b>DEPENDENT B</b>	DEPENDENT B
<b>SUPPLEMENTAL 1</b>	SUPPLEMENTAL 1
<b>SUPPLEMENTAL 2</b>	SUPPLEMENTAL 2
<b>SUPPLEMENTAL 3</b>	SUPPLEMENTAL 3
<b>RETIREMENT</b>	RETIREMENT

### Deductions and Benefits Maintenance

*Payroll > Deductions/Benefits > Deductions/Benefits Maintenance*

Depending on the coverage levels chosen by the employees, up to 6 different deductions could be defined because each of the deductions are assigned separately for reporting purposes.

- MSRS Basic
- MSRS Dependent A

- MSRS Dependent B
- MSRS Supplemental 1
- MSRS Supplemental 2
- MSRS Supplemental 3

Complete the appropriate fields, making sure the category matches the deduction being built. There are no deduction lines because amounts are based on the individual and coverage chosen.

*Edit Deduction window*



Every employee who is covered by Maine State Retirement must be assigned the MSRS Basic deduction.

During set up on the employee deduction record, select a code indicating the employee has Refused or is Ineligible for insurance coverage.

## Employee Deductions and Benefits

*Payroll > Employees > Employee Deductions and Benefits*

For example: If the employee has chosen the coverage level F1A (see page 6). The employee must be assigned the following deductions:

- MSRS Basic
- MSRS Dependent A
- MSRS Supplemental 1

Activity *(Required)*



**Set Up Employee Deductions and Benefits**

1. Begin with the Basic Insurance.
2. In the Employee Amount field, enter the employee’s deduction amount.

*Edit Employee Deduction window*

3. From the Actions menu, select **Setup**. The Maine Retirement Employee Setup window displays.

*Maine Retirement Employee Setup*

4. From the **Life Insurance Schedule Code** dropdown, select the applicable code. This identifies the number of pays for an employee. Payroll knows what to select.
5. From the **Life Insurance Code** dropdown, select the option corresponding to the level coverage chosen by the employee.
6. Even though this is the Basic deduction, because the employee has chosen the F1A coverage level, select the F1A code. This is critical for correct reporting and must be the same on all the insurance deductions configured for the employee.



This code is also where to select if an employee has refused or is ineligible for coverage.

7. In **Life Insurance Basis** field, enter the employee’s total earnings for the last fiscal year. Payroll knows what to enter and is left blank if the Code selected is R or I.
8. From the **Life Insurance Category** dropdown, select the applicable option. This is an optional field and is available to mass update from the Employee Deductions and Benefits grid (Actions > Mass Update Records).
9. Do the same for the Dependent A and Supplemental 1 deductions.
10. Enter the deduction amount and complete the setup. Ensure the Life Insurance Code is the same on all the deductions.

## RETIREMENT LIFE INSURANCE REPORT

*Payroll > Reports > ME – Life Insurance Reporting*

### Overview

The data gathered from the Life Insurance deductions become part of the electronic file produced for Maine State Retirement reporting. The file reports the employee amount for each level of coverage chosen, Basic, Dependent and Supplemental. The Life Insurance deduction data displays on the Summary reports generated as part of the reporting process. Districts must submit a CSV report file annually to the state.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
<b>Generate Records</b>	Select this command to generate report records.
<b>Life Insurance Rates</b>	Select this command to add/maintain insurance rates.

COMMAND	DESCRIPTION
<b>Calculate New Contribution Amount</b>	Select this command to recalculate deduction amounts after updating insurance rates. The As of Date field also updates.
<b>Update Deduction Amounts</b>	Select this command to update employee deduction amounts in Payroll > Employees > Employee Deduction and Benefits. This also updates the Life Insurance Basis amount on the employee deductions Setup tab.
<b>Create CSV File</b>	Select this command to create the file to submit to the state.

## Generate Records

This command generates report records pulling the current information from Payroll > Employees > Employee Deductions and Benefits.

Follow the steps below to generate records:

1. From the Actions menu, select **Generate Records**. The ME – Life Insurance Reporting window displays.

*ME – Life Insurance Reporting window*

1. From the **Year** dropdown, select the report year.
2. From the **Employer Location ID**, enter the district 5-digit ID.
3. Click **OK**.

## Life Insurance Rates

The ME - Life Insurance Rates grid is pre-populated with 2017. Districts are to add/updates rates as necessary. The rates are used to calculate employee contribution amount.

Follow the steps below to add/update insurance rates:

1. From the Actions menu, select **Life Insurance Rates**. The ME- Life Insurance Rates window displays.

ME - Life Insurance Rates

Actions

Year: 2018

ME - Life Insurance Rates				
Type	Deduction Category	Min Age	Max Age	Monthly Rate
PLD	Basic	0	999	\$0.41
PLD	Supplemental 1	0	34	\$0.0
PLD	Supplemental 1	35	44	\$0.0
PLD	Supplemental 1	45	49	\$0.1
PLD	Supplemental 1	50	54	\$0.1
PLD	Supplemental 1	55	59	\$0.3
PLD	Supplemental 1	60	64	\$0.4
PLD	Supplemental 1	65	999	\$0.8
PLD	Supplemental 2	0	34	\$0.0
PLD	Supplemental 2	35	44	\$0.1
PLD	Supplemental 2	45	49	\$0.2
PLD	Supplemental 2	50	54	\$0.3
PLD	Supplemental 2	55	59	\$0.6
PLD	Supplemental 2	60	64	\$0.8
PLD	Supplemental 2	65	999	\$1.7
PLD	Supplemental 3	0	34	\$0.1
PLD	Supplemental 3	35	44	\$0.1

OK Cancel Help

### ME – Life Insurance Rates

2. From the **Year** dropdown, select the year for the rates to display.
3. From the **Type** dropdown, select the applicable option (*PLD, State, Teacher*).
4. From the **Deduction Category** dropdown, select the applicable option (*Basic, Supplemental 1, Supplemental 2, Supplemental 3*).
5. Enter the **Min Age**, **Max Age**, and **Monthly Rate** as applicable from the states published rates.
6. Click **OK**.

### Calculate New Contribution Amount

After making changes to the insurance rates, run this command to recalculate the employee and employer contribution amounts.

Follow the steps below to calculate contribution amounts:

1. From the Actions menu, select **Calculate New Contribution Amount**. The ME – Life Insurance Reporting window displays.
2. From the **Year** dropdown, select the report year.
3. From the **As of Date** dropdown, select the applicable date (used as birthdate) in calculating deductions.
4. Click **OK**. Employee and Employer amounts in the grid are updated.

## Update Deduction Amounts

After calculating new contribution amounts, run this command to update the employee deduction amount and the Life Insurance Basis Amount on the employee life insurance deduction in Payroll > Employees > Employee Deductions and Benefits.



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This only updates employee deduction records where an existing employee amount exists and the new contribution amount is not zero.

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Follow the steps below to update deduction amounts:

1. From the Actions menu, select **Update Deduction Amounts**. The ME-Life Insurance Reporting window displays.
2. From the **Year** dropdown, select the calendar reporting year.
3. In the **Employer Location ID** field, enter the district 5-digit code.
4. Click **OK**. Infinite Visions updates the employee deduction record(s). A message displays when update is complete.
5. Click **OK**.

## MAKE FILE

Annually, the district is required to submit a report file to the state for the prior calendar year.

Follow the steps below to create the GLI CSV file.

1. From the Actions menu, select **Create CSV File**. The ME-Life Insurance Reporting window displays.
2. From the **Year** dropdown, select the reporting calendar year.
3. In the **File Path** field, enter the path of the folder location for the saved file or click the **Browse (...)** button to navigate to the folder location.
4. Click **OK**.

# Quarterly Wage File

## Section Topics

- [Quarterly Wage File](#)

## QUARTERLY WAGE FILE

*Payroll > Reports > ME – Quarterly Wage File*

### Overview

Schools and Towns not associated with Maine School Management Association or Maine Municipal Association, usually file Unemployment Wages and UC Contributions with State Income Tax withheld data in the same file.

However, some schools are associated with the management associations, which require files be generated and sent separately. Schools can now file a Quarterly Wage Only file and a State Income Tax Withholding Only file.

Electronic filing is required and due by the end of the month following completion of the calendar quarter.

Please refer to Help to review the configuration and file generation instructions.



To report employees as seasonal employees, be sure to update their record by marking the Seasonal Employee checkbox on the State Data tab in Payroll > Employees > Employee Maintenance.

The Employees for Quarterly Wage Reporting grid displays employee records matching the entered report criteria.

### Activity *(Required)*



#### Create a File

1. In the **Year** field, enter the reporting year.
2. In the **Quarter** field, enter the reporting quarter of the report year.
3. From the **File Type** dropdown, select the applicable file (*Full File, Wage Only, Withholding Only*) option.



Based on the selected file type, additional information must be entered on the Tax Interface tab. Refer to the Help system for required fields for each file type.

4. Mark the **Waiver** checkbox if Maine Revenue Service has granted a waiver from submitting quarterly data. This checkbox is only applicable for Withholding Only file type.

5. Mark the **Final Return** checkbox to identify the file as a final filing. This checkbox is only applicable for Withholding Only file type.
6. Click **Apply Selection**. Employee records matching report criteria display in the grid