

ComVida Corporation

Municipal Pension Plan

January 2012

Table of Contents

1	Introduction.....	1
2	Payroll Items.....	2
2.1	<i>Employee Contribution Item (6700)</i>	<i>2</i>
2.2	<i>Employee Contribution Item (6701)</i>	<i>6</i>
2.3	<i>Employer Portion (6720)</i>	<i>10</i>
2.4	<i>Month Counter (6730)</i>	<i>14</i>
3	Reporting	18
3.1	<i>Employee Addresses and Bargaining Units (SUPER-AD)</i>	<i>18</i>
3.2	<i>Reporting Payroll Service Events (SUPER-YE)</i>	<i>25</i>
4	Setup and shortcuts.....	31

1 Introduction

The BC Pension Extract Utility allows you to extract information from *ComVida* Payroll and create fixed width (.dat) files to be sent to The BC Pension Corporation for Employer Data Reporting.

2 Payroll Items

There are four (4) items that are needed.



If you are currently using items 6700, 6720 & 6730 for purposes other than MPP please change those item numbers before you begin this process.

If you are not sure of what numbers to use, please contact the Helpdesk for suggestions.

2.1 Employee Contribution Item (6700)

Main Tab

If your company's pension rates differ please update the Description (Desc) on the main tab with the correct rate.

The screenshot shows the 'Item - Update (Unfiltered)' dialog box. The 'Desc' field is circled and contains the text 'MUNICIPAL PENSION PLAN RATE 1'. Other fields include Code: 6700, Label: MPP, and various configuration options for calculation, balance, and proportionate work.

Code:	6700	Label:	MPP	Desc:	MUNICIPAL PENSION PLAN RATE 1		
Main		Cheques & Slips		Variables		Formula	
Calculate:	PERIOD BIWEEKLY PAY CYCLE					GL Accounts	
Balance:	Y.Include in Balance					Normal:	
					Reverse:		
Proportionate		Maintain in Archive:		Units of measure			
Work:	Sometimes (blanks allowed)					IN :	\$
Dept:	Sometimes (blanks allowed)					AM:	\$
Class:	Sometimes (blanks allowed)					PL:	
Use as Proportionating Base:		Include in Transaction total:		Count in EI Hours:		# of History records:	
GROUP	d	EI	N	SENIORITY	N		
BENEFITS	N	CPP	N	SUPERANN	N		
UNION DUES	N	TAX	Y	FTE CODE			m
Add	Copy	Previous	Next	Select...	OK	Cancel	Apply

Cheques & Slips Tab

Item - Update (Unfiltered)

Code: 6700 Label: MPP Desc: MUNICIPAL PENSION PLAN RATE 1

Main | Cheques & Slips | Variables | Formula

Include on Chq/Pay Slip

- Period section
 - Transactions
 - Column #1
 - Column #2
- Year-to-date column
- Pool column

Print on full-page Pay Slip (choose section and columns)

- Earnings
 - Period column
 - YTD column
 - Pool column
 - Print details
- Deductions
 - Period column
 - YTD column
 - Pool column
- Benefits/Other
 - Period column
 - YTD column
 - Pool column

T4 Slip settings

Box # for IN amount:

Box # for AM amount:

Note # for IN amount:

Note # for AM amount:

T4A Slip settings

Box # for IN amount:

Box # for AM amount:

Note # for IN amount:

Note # for AM amount:

RL-1 Slip settings

Box # for IN amount:

Box # for AM amount:

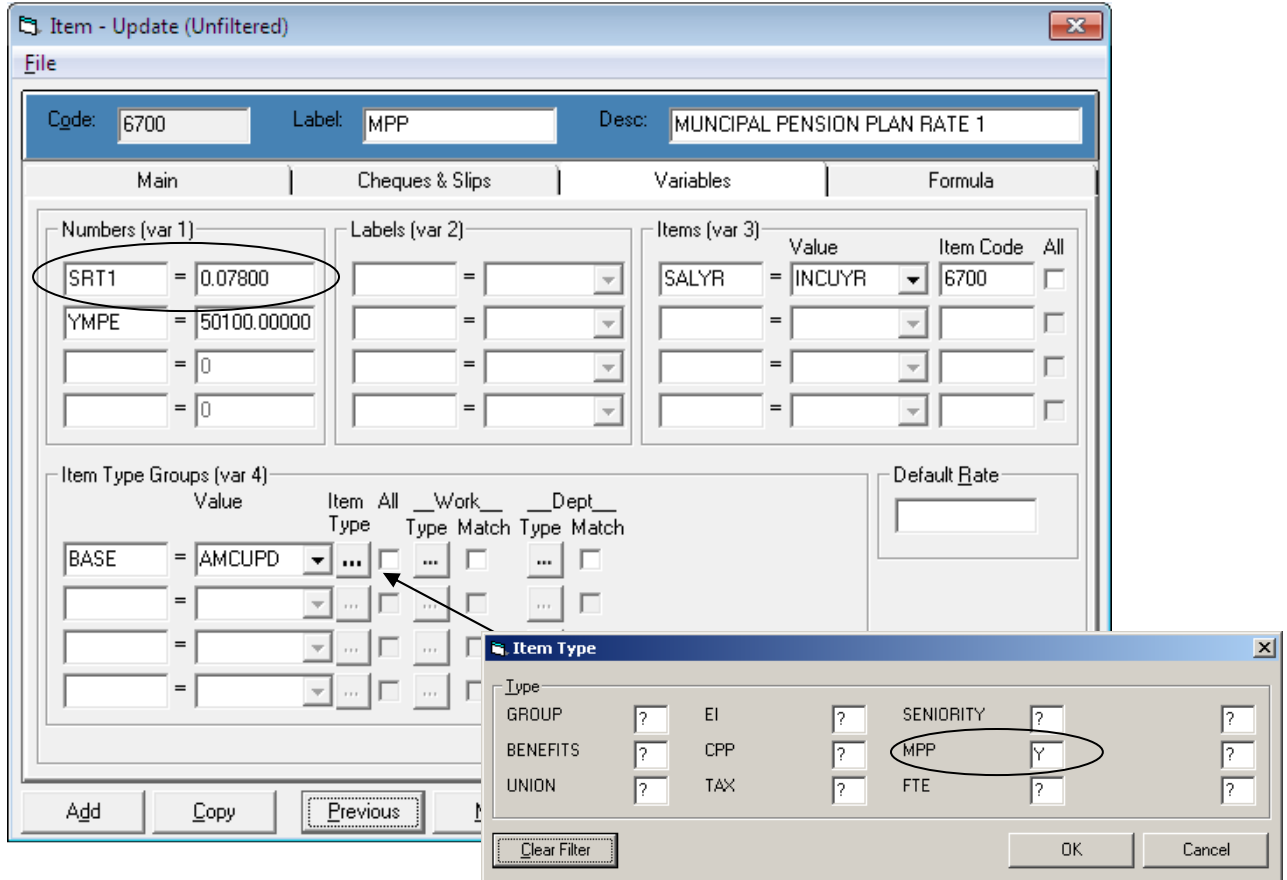
Note # for IN amount:

Note # for AM amount:

Add Copy Previous Next Select... OK Cancel Apply

Variables Tab

If your company's pension rates differ please update the SRT1 rate under Numbers (var 1) on the variables tab with the correct rate.



To make sure this filter will work for your site

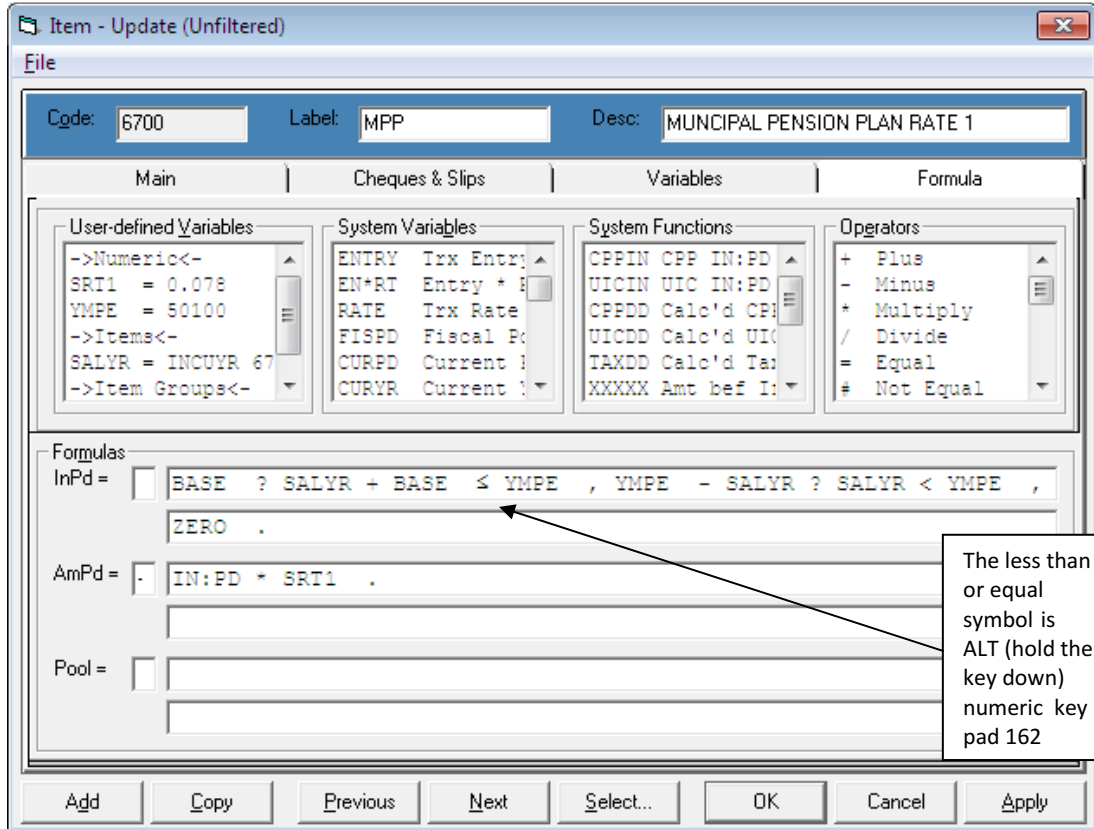
Go to Setup | Codes | Items |

Set a filter File | Filter | clear out the filter | key in a **Y** beside MPP.

A list of items will be shown on the screen. To print the list File | Print. These items are the amounts that will be included in your Pension Earnings.

Compare this list to a list of all your items. If any item is missing or should not be on the list please contact the helpdesk.

Formula Tab



2.2 Employee Contribution Item (6701)

Main Tab

If your company's pension rates differ please update the Description (Desc) on the main tab with the correct rate.

The screenshot shows a software window titled "Item - Update (Unfiltered)". The "Desc" field is circled and contains the text "MUNICIPAL PENSION PLAN RATE2". Other fields include Code: 6701, Label: MPP-EE, Calculate: PERIOD BIWEEKLY PAY CYCLE, Balance: Y.Include in Balance, and various checkboxes for GROUP, BENEFITS, UNION DUES, EI, CPP, TAX, SENIORITY, SUPERANN, and FTE CODE.

Code:	6701	Label:	MPP-EE	Desc:	MUNICIPAL PENSION PLAN RATE2		
Main		Cheques & Slips		Variables		Formula	
Calculate:	PERIOD BIWEEKLY PAY CYCLE					GL Accounts	
Balance:	Y.Include in Balance					Normal:	
					Reverse:		
Proportionate				Maintain in Archive:		Units of measure	
Work:	Sometimes (blanks allowed)					IN :	\$
Dept:	Sometimes (blanks allowed)					AM:	\$
Class:	Sometimes (blanks allowed)					PL:	
					Count in EI Hours:		
					# of History records:		
GROUP	d	EI	N	SENIORITY	N		
BENEFITS	N	CPP	N	SUPERANN	N		
UNION DUES	N	TAX	Y	FTE CODE			m

Buttons: Add, Copy, Previous, Next, Select..., OK, Cancel, Apply

Cheques & Slips Tab

Item - Update (Unfiltered)

Code: 6701 Label: MPP-EE Desc: MUNICIPAL PENSION PLAN RATE2

Main Cheques & Slips Variables Formula

Include on Chq/Pay Slip

- Period section
 - Transactions
 - Column #1
 - Column #2
- Year-to-date column
- Pool column

Print on full-page Pay Slip (choose section and columns)

- Earnings
 - Period column
 - YTD column
 - Pool column
 - Print details
- Deductions
 - Period column
 - YTD column
 - Pool column
- Benefits/Other
 - Period column
 - YTD column
 - Pool column

T4 Slip settings

Box # for IN amount:

Box # for AM amount:

Note # for IN amount:

Note # for AM amount:

T4A Slip settings

Box # for IN amount:

Box # for AM amount:

Note # for IN amount:

Note # for AM amount:

RL-1 Slip settings

Box # for IN amount:

Box # for AM amount:

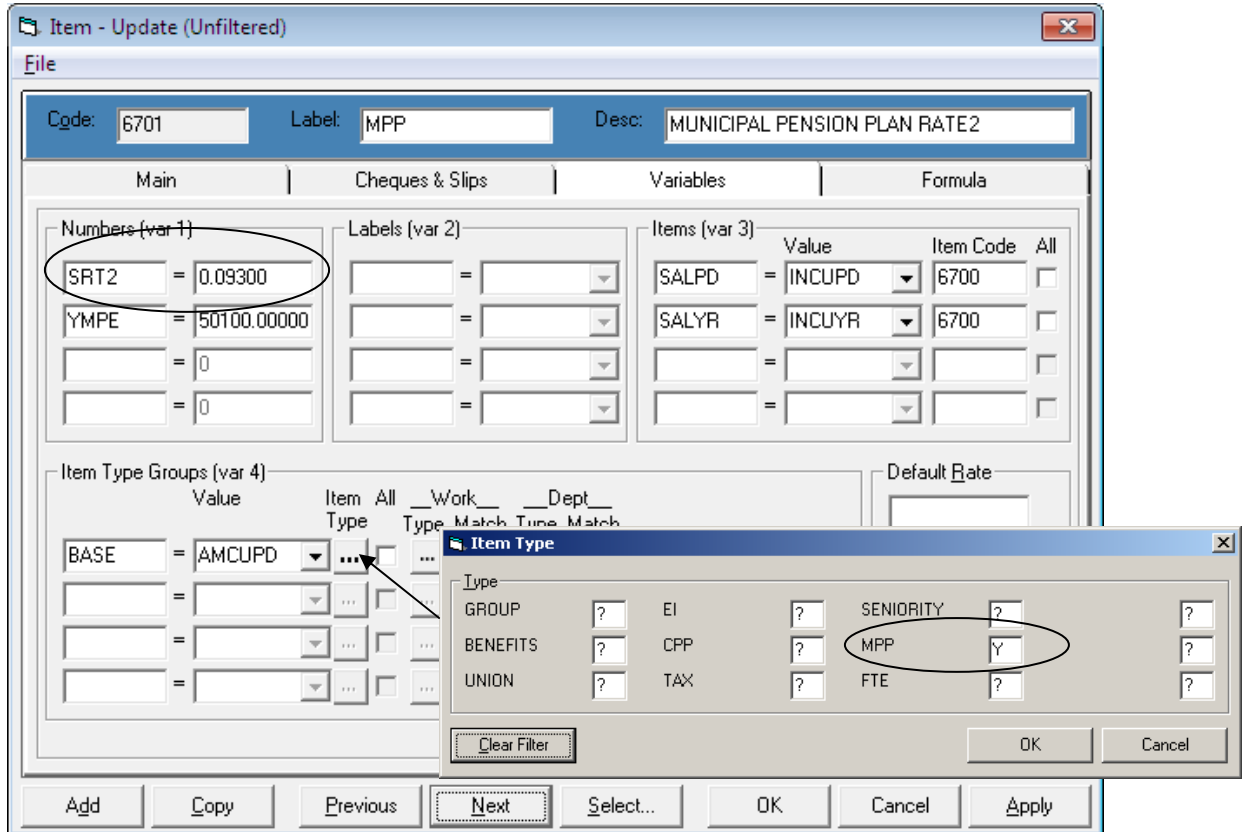
Note # for IN amount:

Note # for AM amount:

Add Copy Previous Next Select... OK Cancel Apply

Variables Tab

If your company's pension rates differ please update the SRT2 rate under Numbers (var 1) on the variables tab with the correct rate.



If you have not checked the BASE in 6700 make sure you do so now.

To make sure this filter will work for your site

Go to Setup | Codes | Items |

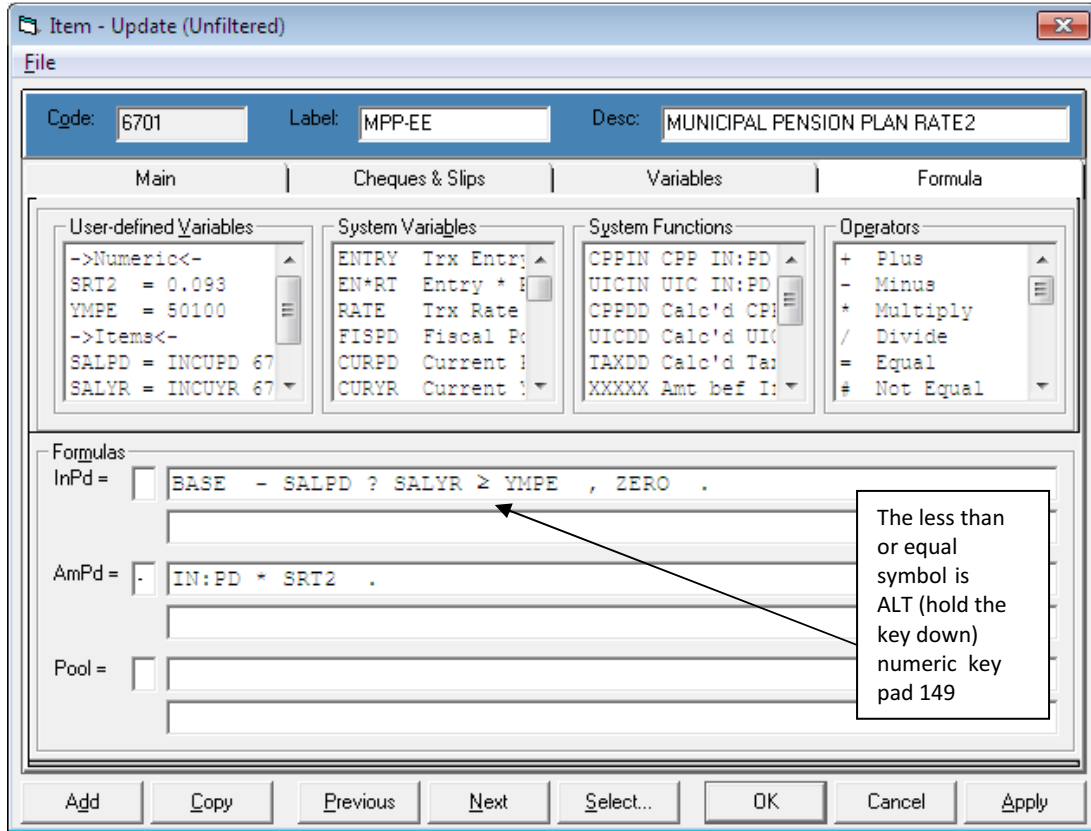
Set a filter File | Filter | clear out the filter | key in a **Y** beside MPP.

A list of items will be shown on the screen.

To print the list File | Print. These items are the amounts that will be included in your Pension Earnings.

Compare this list to a list of all your items. If any item is missing or should not be on the list please contact the helpdesk.

Formula Tab



2.3 Employer Portion (6720)

Main Tab

The screenshot shows a software window titled "Item - Update (Unfiltered)". At the top, there are three text boxes: "Code:" with the value "6720", "Label:" with "MPP-ER", and "Desc:" with "MUNICIPAL PENSION PLAN - ER". Below this is a tabbed interface with four tabs: "Main", "Cheques & Slips", "Variables", and "Formula". The "Main" tab is active and contains several sections:

- Calculate:** A dropdown menu set to "PERIOD EVERY PAYPERIOD".
- Balance:** A dropdown menu set to "Do not include in Balance".
- GL Accounts:** Two empty text boxes labeled "Normal:" and "Reverse:".
- Proportionate:** Three dropdown menus: "Work:" set to "Y.Always (blank only)", "Dept:" set to "Y.Always (blank only)", and "Class:" set to "Sometimes (blanks allowed)".
- Maintain in Archive:** A dropdown menu.
- Use as Proportionating Base:** A dropdown menu.
- Include in Transaction total:** A dropdown menu.
- Count in EI Hours:** A dropdown menu.
- # of History records:** An empty text box.
- Units of measure:** Three text boxes: "IN:" with "\$", "AM:" with "H", and "PL:" which is empty.

At the bottom of the dialog, there is a grid of checkboxes for various attributes:

GROSS	<input type="checkbox"/>	EI	<input type="checkbox"/> N	SENIORITY	<input type="checkbox"/> N	<input type="checkbox"/>
BENEFITS	<input type="checkbox"/> E	CPP	<input type="checkbox"/> N	MPP	<input type="checkbox"/> N	<input type="checkbox"/>
UNION	<input type="checkbox"/> N	TAX	<input type="checkbox"/> N	FTE CODE	<input type="checkbox"/>	<input type="checkbox"/>

At the very bottom, there are buttons for "Add", "Copy", "Previous", "Next", "Select...", "OK", "Cancel", and "Apply".

Cheques & Slips Tab

Item - Update (Unfiltered)

File

Code: 6720 Label: MPP-ER Desc: MUNICIPAL PENSION PLAN - ER

Main Cheques & Slips Variables Formula

Include on Chq/Pay Slip

- Period section
 - Transactions
 - Column #1
 - Column #2
- Year-to-date column
- Pool column

Print on full-page Pay Slip (choose section and columns)

- Earnings
 - Period column
 - YTD column
 - Pool column
 - Print details
- Deductions
 - Period column
 - YTD column
 - Pool column
- Benefits/Other
 - Period column
 - YTD column
 - Pool column

T4 Slip settings

Box # for IN amount:

Box # for AM amount:

Note # for IN amount:

Note # for AM amount:

T4A Slip settings

Box # for IN amount:

Box # for AM amount:

Note # for IN amount:

Note # for AM amount:

RL-1 Slip settings

Box # for IN amount:

Box # for AM amount:

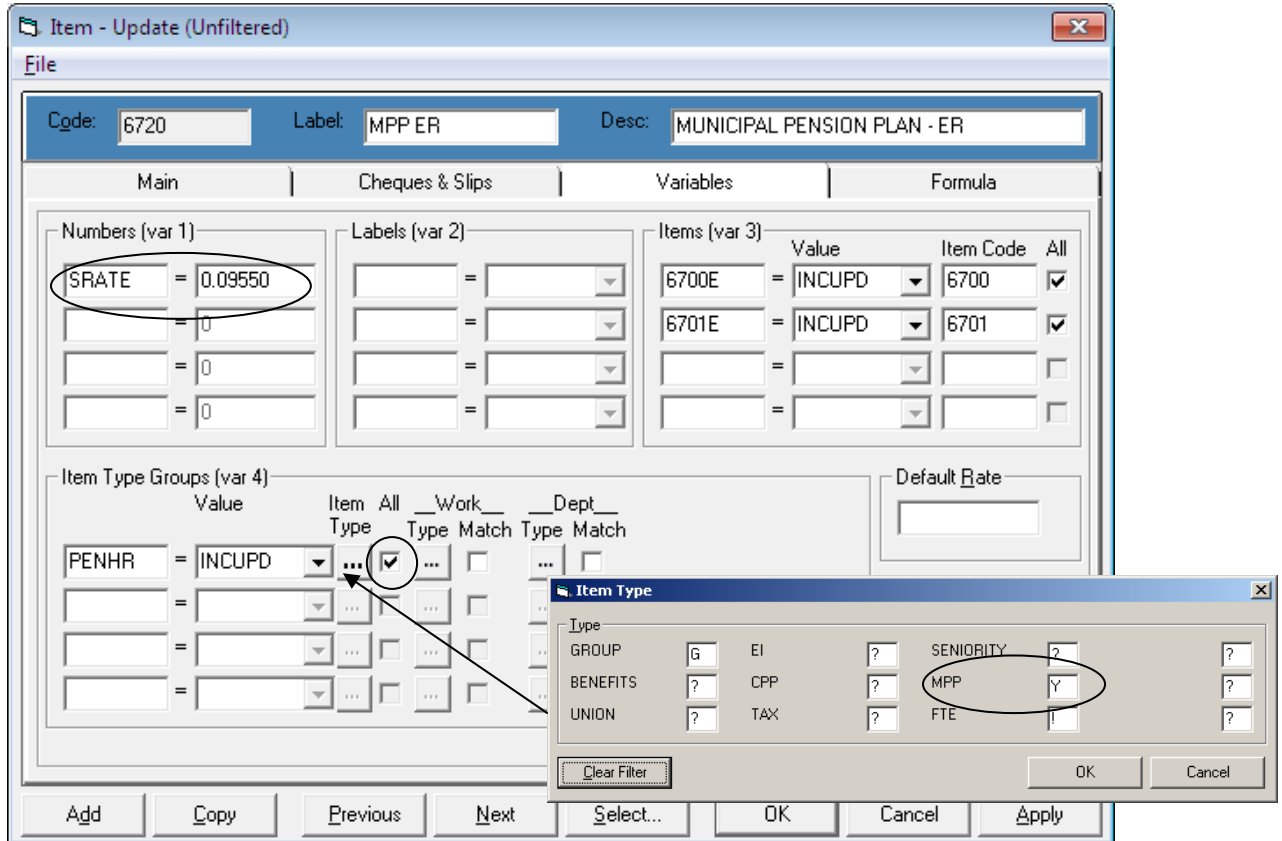
Note # for IN amount:

Note # for AM amount:

Add Copy Previous Next Select... OK Cancel Apply

Variables Tab

If your company's pension rates differ please update the SRATE rate under Numbers (var 1) on the variables tab with the correct rate.



This is a new filter checking the hrs to be collected for the MPP year end pension report.

Make sure all hours that are to be added into MPP are being included in this filter.

To make sure this filter will work for your site

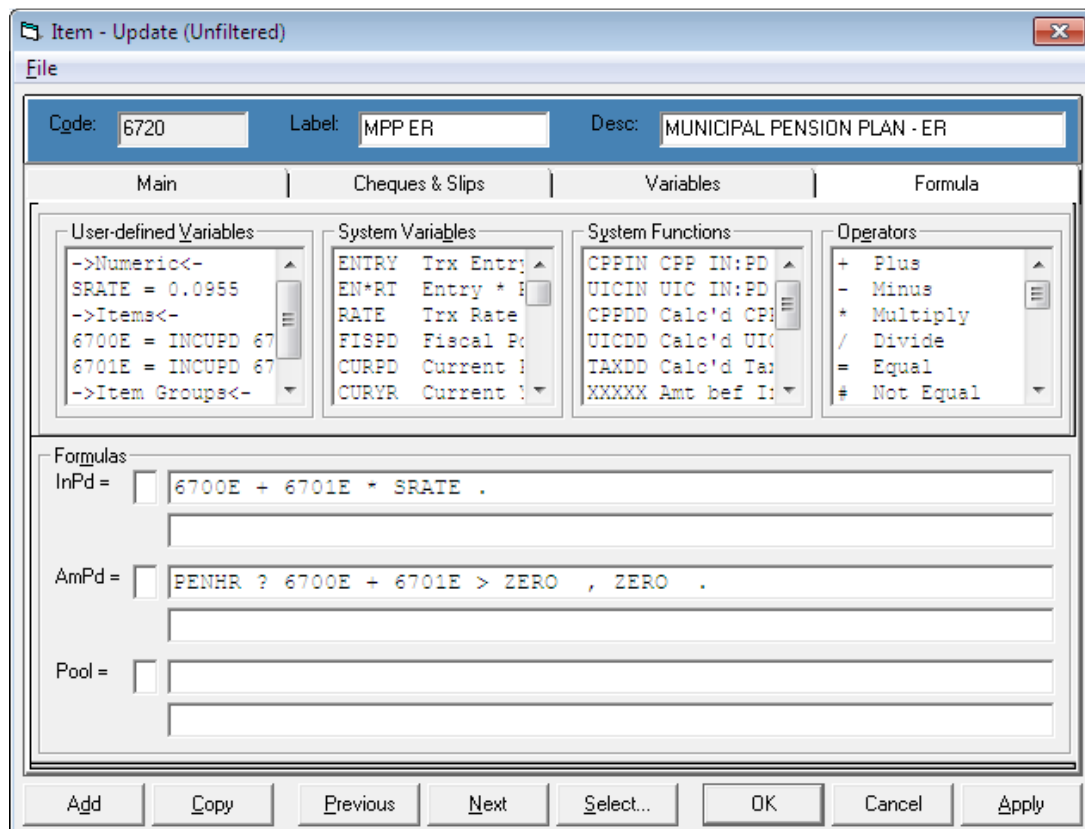
Go to Setup | Codes | Items |

Set the filter File | Filter | clear out the filter | key in a **G** in the 1st position; a **Y** beside 8th position (MPP) and an **!** in the 9th position.

A list of items will be shown on the screen. To print the list File | Print. These are the MPP hours that will be included in your Pension report.

Compare this list to a list of all your items. If any item is missing or should not be on the list please contact the helpdesk.

Formula Tab



2.4 Month Counter (6730)

Main Tab

Item - Update (Unfiltered)

File

Code: 6730 Label: MPP-COUN Desc: MPP MONTH COUNTER

Main Cheques & Slips Variables Formula

Calculate: EMONTH END OF THE MONTH

Balance: Do not include in Balance

GL Accounts

Normal:

Reverse:

Proportionate

Work: Sometimes (blanks allowed)

Dept: Sometimes (blanks allowed)

Class: Sometimes (blanks allowed)

Maintain in Archive:

Use as Proportionating Base:

Include in Transaction total:

Count in EI Hours:

of History records:

Units of measure

IN: M

AM:

PL:

GROSS	<input type="checkbox"/>	EI	<input type="checkbox"/>	SENIORITY	<input type="checkbox"/>
BENEFITS	<input type="checkbox"/>	CPP	<input type="checkbox"/>	MPP	<input type="checkbox"/>
UNION	<input type="checkbox"/>	TAX	<input type="checkbox"/>	FTE CODE	<input type="checkbox"/>

Add Copy Previous Next Select... OK Cancel Apply

Cheques & Slips

Item - Update (Unfiltered)

File

Code: 6730 Label: MPP-COUN Desc: MPP MONTH COUNTER

Main Cheques & Slips Variables Formula

Include on Chq/Pay Slip

- Period section
 - Transactions
 - Column #1
 - Column #2
- Year-to-date column
- Pool column

Print on full-page Pay Slip (choose section and columns)

- Earnings**
 - Period column
 - YTD column
 - Pool column
 - Print details
- Deductions**
 - Period column
 - YTD column
 - Pool column
- Benefits/Other**
 - Period column
 - YTD column
 - Pool column

T4 Slip settings

Box # for IN amount:

Box # for AM amount:

Note # for IN amount:

Note # for AM amount:

T4A Slip settings

Box # for IN amount:

Box # for AM amount:

Note # for IN amount:

Note # for AM amount:

RL-1 Slip settings

Box # for IN amount:

Box # for AM amount:

Note # for IN amount:

Note # for AM amount:

Add Copy Previous Next Select... OK Cancel Apply

Variables Tab

Item - Update (Unfiltered)

Code: 6730 Label: MPP-COUN Desc: MPP MONTH COUNTER

Main | Cheques & Slips | **Variables** | Formula

Numbers (var 1)

ONE	=	1.00000
	=	0
	=	0
	=	0

Labels (var 2)

	=	
	=	
	=	
	=	

Items (var 3)

	Value	Item Code	All
6700E	= INCUMO	6700	<input checked="" type="checkbox"/>
6701E	= INCUMO	6701	<input checked="" type="checkbox"/>
	=		<input type="checkbox"/>
	=		<input type="checkbox"/>

Item Type Groups (var 4)

Value	Item Type	All	Work Type Match	Dept Type Match	Cntr Type Match
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Default Rate

Add Copy Previous Next Select... OK Cancel Apply

Formula Tab

Item - Update (Unfiltered)

Code: 6730 Label: MPP-COUN Desc: MPP MONTH COUNTER

Main Cheques & Slips Variables Formula

User-defined Variables	System Variables	System Functions	Operators
->Numeric<- ONE = 1 ->Items<- 6700E = INCUMO 6700 6701E = INCUMO 6701	ENTRY Trx Entry EN*RT Entry * R RATE Trx Rate FISPD Fiscal P CURPD Current CURVR Current	CPPIN CPP IN:PD UICIN UIC IN:PD CPPDD Calc'd CP UICDD Calc'd UI TAXDD Calc'd Ta XXXXX Amt bef I	+ Plus - Minus * Multiply / Divide = Equal # Not Equal

Formulas

InPd = ONE ? 6700E + 6701E > ZERO , ZERO .

AmPd =

Pool =

Add Copy Previous Next Select... OK Cancel Apply

3 Reporting

3.1 Employee Addresses and Bargaining Units (SUPER-AD)

1. Start the *ComVida* Reports program.
2. Select Add..., and “No” to “Copy current record?”
3. Add the new report as shown:

Report - Update (Unfiltered)

File

Code: SUPER-AD Description: SUPERANN ADDRESS FOR YEAR END

Main Columns Filter

Heading: SUPERANNUATION ADDRESS AND BARGAINING UNIT

Content: E. Employee Prop Base: IN

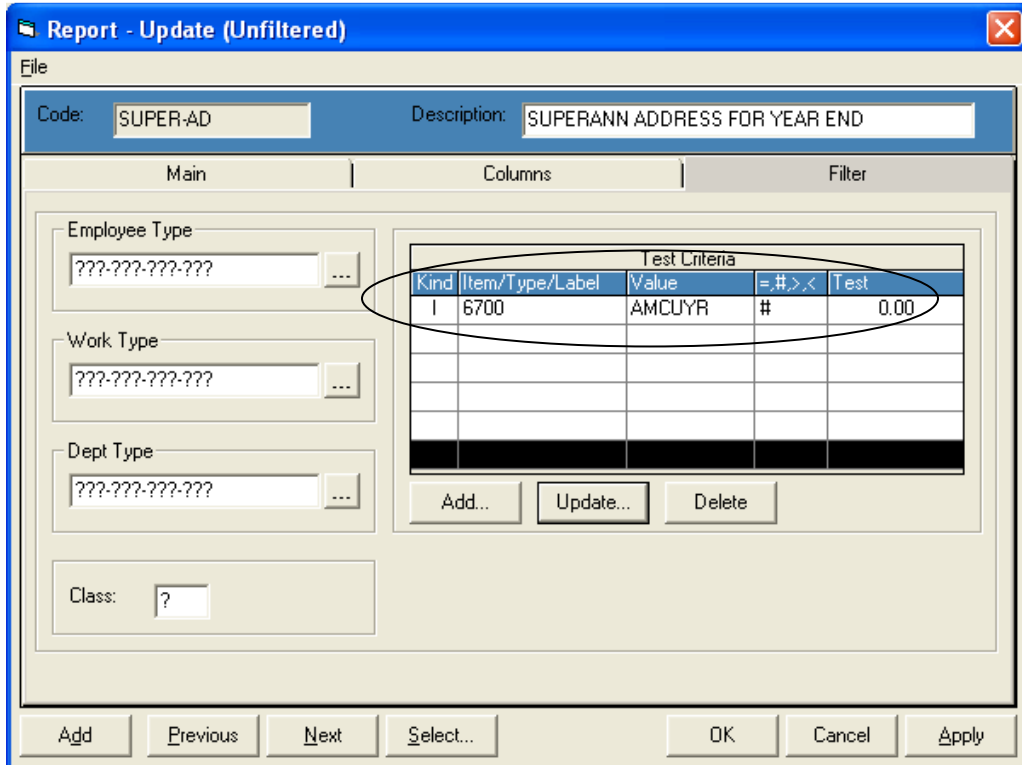
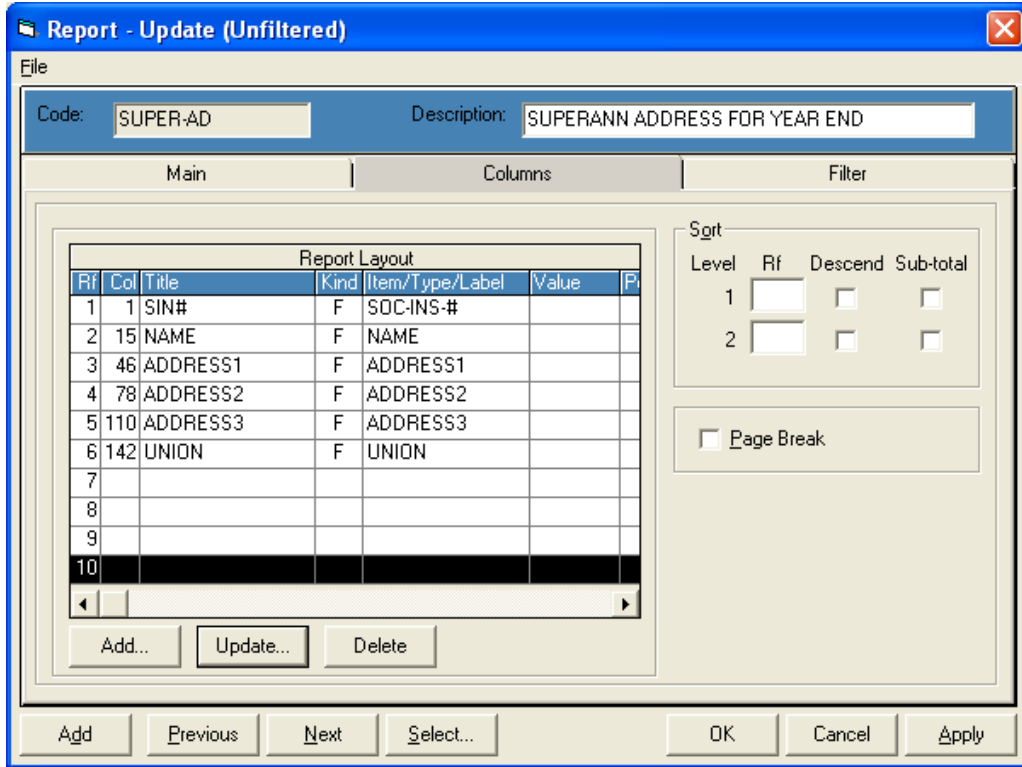
Flags: A. All Width: C. Compressed

Zeros: A. All Paper: N. Narrow

Type

PERIOD	<input type="checkbox"/>	YEARLY	<input type="checkbox"/>	HSCIS	<input type="checkbox"/>	<input type="checkbox"/>
MONTHLY	<input type="checkbox"/>	PR TO GL	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
QUARTERLY	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Add Previous Next Select... OK Cancel Apply



The Test Criteria above will only include employees who have made contributions to MPP in #6700 for the current year. If you're printing the Addresses for employees who contributed last year then update the **Value** to AMLAYR.

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Note: The names and addresses of all employees must be correctly formatted.

- The name must be in the format of “BLACK, JANE.”, i.e. first name is after the last name, and separated by a comma.
- City and province must be in the 2nd address line, and separated by a comma, e.g. “DELTA, BC”. Use the two letter province code without any periods.
- Postal code must be in the 3rd address line.
- This report only needs to be sent to MPP when you first join. This is a one-time export. All other address changes will be made on the MPP web site.

Payroll - Good Care Company (Master Operator)

File Process View Setup Tools Window Help

Employee Master (Unfiltered)

Code: BLACK,J Name: BLACK, JANE

Main Address Dates Numbers Bank Accounts

Address: 9887 8th STREET
DELTA, BC
V4K 9J8

Phone #:

Email Addr: jblack@telus.net

Comments:

Miscellaneous:

DESIGNGRP
UNIONCDE
CLASSCDE
INCREMENT
TERMCODE
LAYERCDE
INTEGPOS

Add... Update... Flag Previous Next Select...

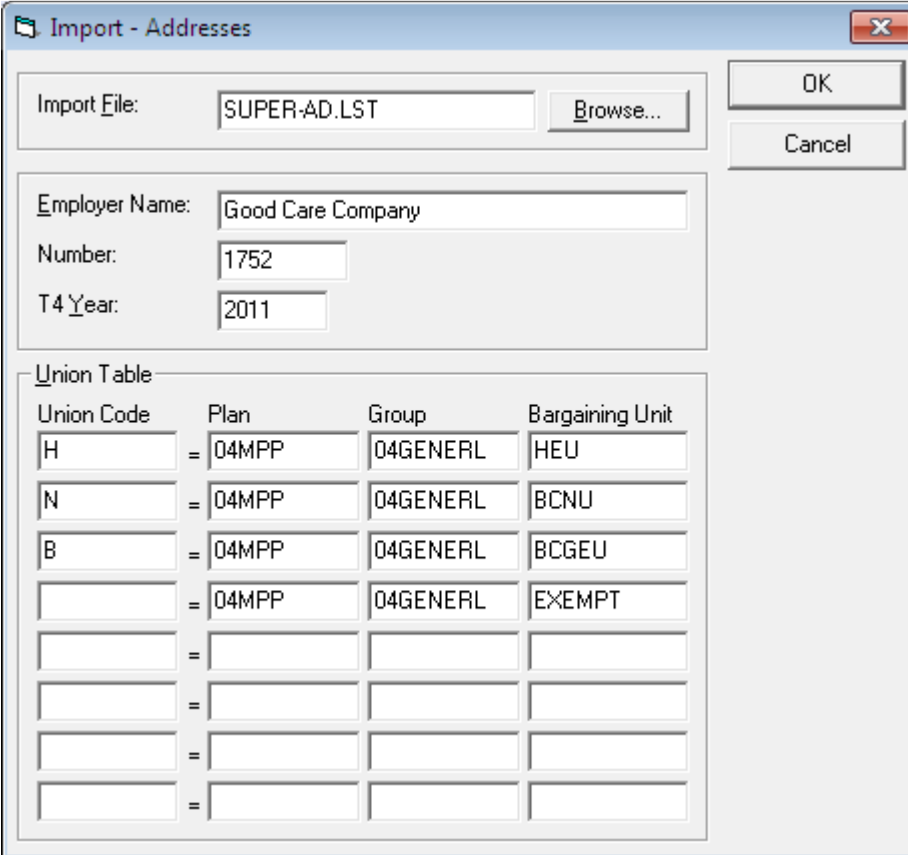
Press ALT to choose commands Period 23 of 26 ending 15/11/2009 22/11/2009

2. Print the SUPER-AD report, and verify the information. Update the employee's information in Payroll and repeat this step if necessary.
3. Export the SUPER-AD report.
 - a) In the Reports program, Select SUPER-AD in the Report List.
 - b) In the Process menu, select Export Reports..., and in the Process – Export Reports screen, select Current and press OK.

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4. Go to the Tools menu in Payroll or Reports, and select BC Pension Extract. Sign on with the Operator ID and Password used in Payroll or Reports.
5. Import the SUPER-AD into the *ComVida* BC Pension Extract Utility program.

In the Process menu, select Import | Addresses...



Union Code	Plan	Group	Bargaining Unit
H	= 04MPP	04GENERL	HEU
N	= 04MPP	04GENERL	BCNU
B	= 04MPP	04GENERL	BCGEU
	= 04MPP	04GENERL	EXEMPT
	=		
	=		
	=		
	=		

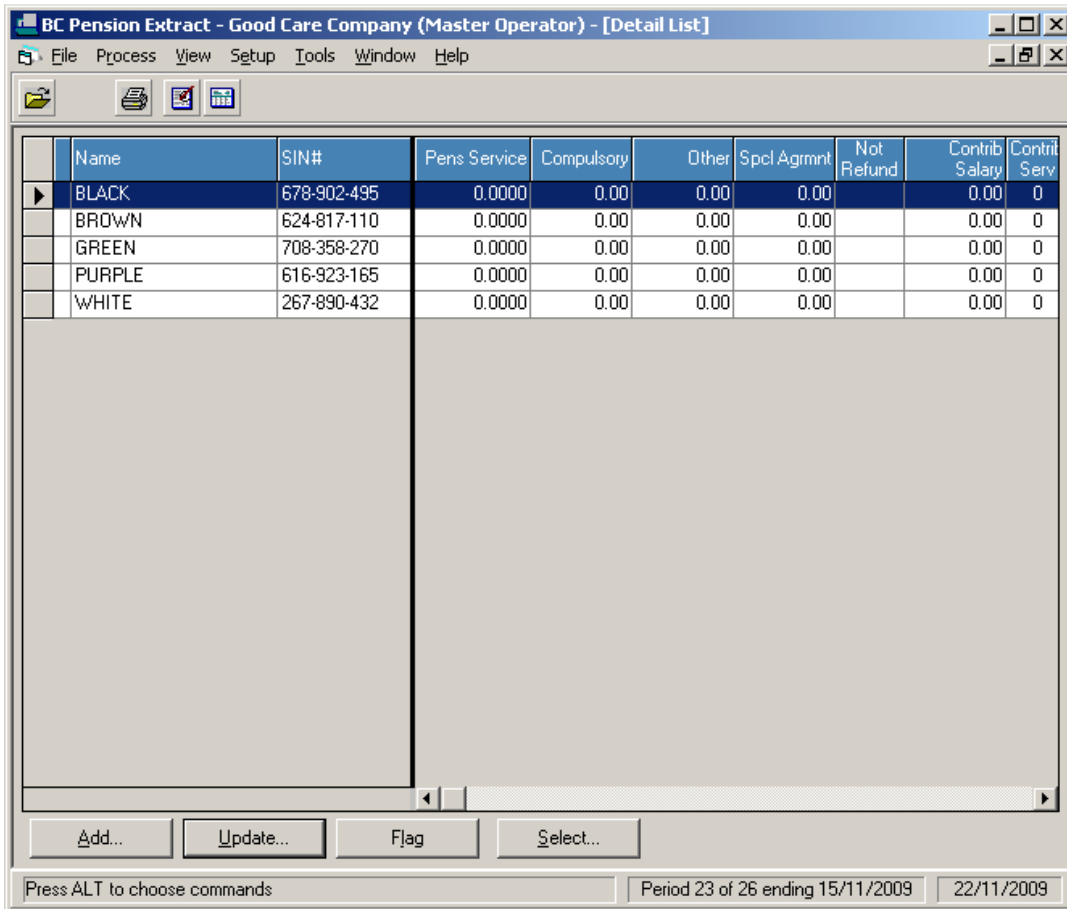
- Enter the name of the file to be imported (e.g. SUPER-AD.LST) in Import File: You can also click on the Browse... button to select the Import file.
- Enter/update your Employer Name, Number (Employer Organization ID), and T4 Year.
- Enter the Union Codes from Payroll, e.g. “H” and “N” and map each one to the appropriate Plan, Employee Group and Bargaining Unit. Don’t forget to do mapping for those non-union employees (who may have a blank union code in Payroll) that have to be included in the BC Pension Extract Utility program.

*Tip: To start over with a fresh import, you can respond **Y**es if prompted to “Erase existing records?”.*

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- Verify the Detail List and make changes as required. If any data corrections are necessary, update the data in Payroll and repeat steps 1 to 5, or make the modifications within the BC Pension Extract Utility program.

Note: You may have to scroll to the right to see the information for the employees. Not all of the information is shown on the Detail List, but when you double-click (or select Update) a row then all the information will be shown in the Detail – Update screen.



	Name	SIN#	Pens Service	Compulsory	Other	Spcl Agrmnt	Not Refund	Contrib Salary	Contrib Serv
▶	BLACK	678-902-495	0.0000	0.00	0.00	0.00		0.00	0
	BROWN	624-817-110	0.0000	0.00	0.00	0.00		0.00	0
	GREEN	708-358-270	0.0000	0.00	0.00	0.00		0.00	0
	PURPLE	616-923-165	0.0000	0.00	0.00	0.00		0.00	0
	WHITE	267-890-432	0.0000	0.00	0.00	0.00		0.00	0

- Update the entries, if necessary, by selecting the line(s), and clicking Update...

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Detail - Update

File

Name: WHITE Social Insurance No: 267-890-432

Contribution Details

Pensionable Service: 0

Compulsory Contrib: 0.00

Other Contributions: 0.00

Special Agreement: 0.00

Ngt Refund: [dropdown]

Contributory Salary: 0.00

Contributory Service: [checkbox]

Start Date: //

End Date: //

Address

Address 1: #240 - 999 Simple Place

Address 2: [text box]

City: Vancouver

Province: BC Postal Code: V6N 4T2

Country: [text box]

Plan & Bargaining Unit Details

Plan: 04MPP Group: 04GENERL

Bargaining Unit: HEU

Comment: [text box]

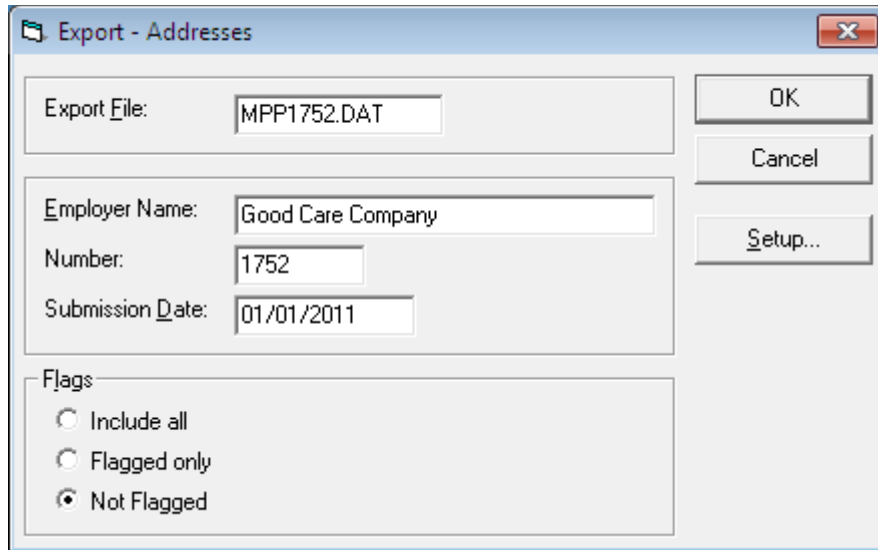
Add Copy Previous Next OK Cancel Apply

Warning: Any changes made in the BC Pension Extract Utility program will NOT be reflected in Payroll. We recommend correcting the data in Payroll and repeating steps 1 to 6.

8. Print the Details report and verify that the entries are correct.
 - a) From the File menu, click Print... and make sure the Address List is selected in the Format section.
 - b) Check the report. If updates are required, refer to step 6 above for any necessary corrections.
9. Export the data from BC Pension Extract Utility program.

From the Process menu, select Export | Addresses... to get the Export – Addresses screen.

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The screenshot shows a dialog box titled "Export - Addresses". It has a close button in the top right corner. The dialog contains the following fields and controls:

- Export File:** A text box containing "MPP1752.DAT".
- Employer Name:** A text box containing "Good Care Company".
- Number:** A text box containing "1752".
- Submission Date:** A text box containing "01/01/2011".
- Buttons:** Three buttons are located on the right side: "OK", "Cancel", and "Setup...".
- Flags:** A section at the bottom with three radio buttons: "Include all", "Flagged only", and "Not Flagged" (which is selected).

- a) The export filename will default to MPP + Organization ID as entered in Number in the import, and it must have an extension of “.DAT”.
- Update the Employer Name: if necessary.
 - Update the Employer Number (or Employer Organization ID) as assigned by the BC Pension Corporation.

A “BC PENSION CORPORATION CONTRIBUTOR ADDRESS & PLAN REPORT” will be printed, and you will see a prompt indicating “Export was successful!”.

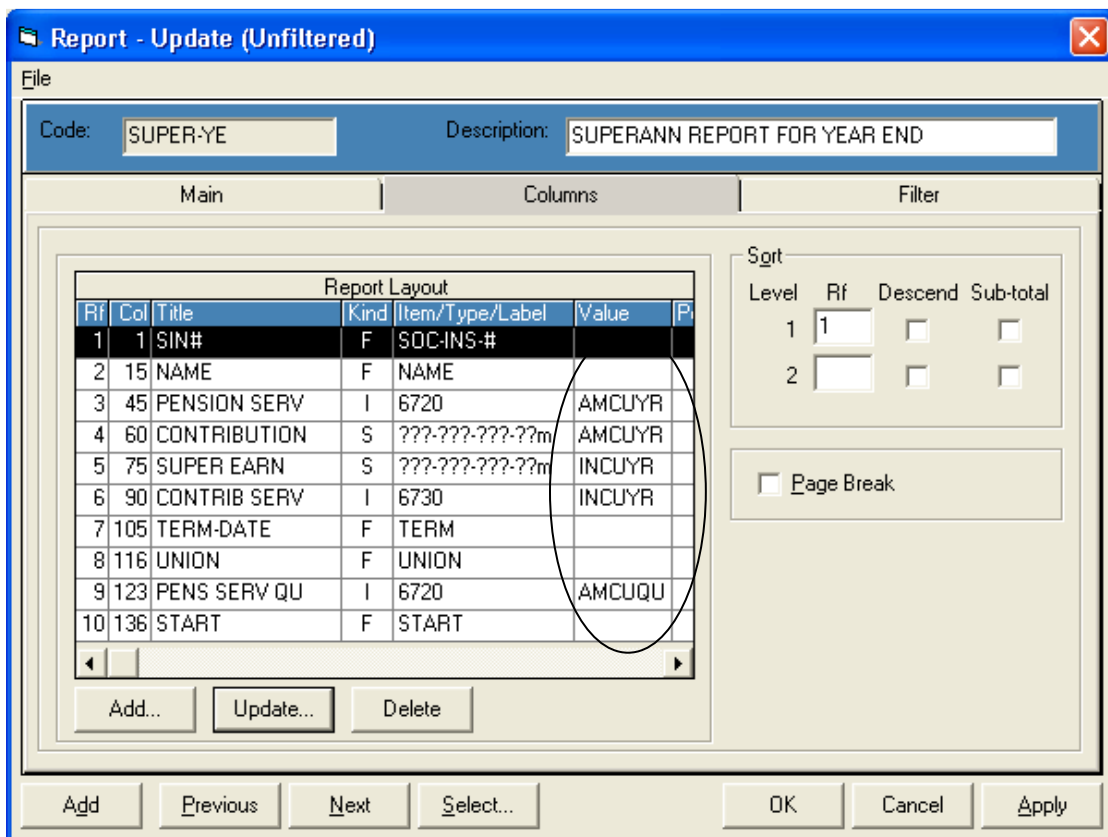
The entries will then be exported to the file specified above (e.g. MPP1752.DAT). The BC Pension Extract Utility program will put the exported file into the Payroll data folder (i.e. \HR\PR1 or \HR\DATA).

10. To submit the file, follow the instructions provided by BC Pension Corporation or your systems administrator.

Note: You only have to submit the DAT file (e.g. MPP1752.DAT) and not the SUPER-AD.LST.

3.2 Reporting Payroll Service Events (SUPER-YE)

1. Add the Superannuation Year-end report (SUPER-YE)
 - a) In the Reports module, double-click the SUPER-YE report in the Report List.
 - b) Check the report's Column settings
Click the **Columns** tab to make it the active window.
 - If your Payroll is still in 2011 and you are checking the 2011 BC Pension (Superannuation) then the **Value** in the Report Layout has to show AMCUYR or INCUYR (CUYR indicates current year).



- If your Payroll is in 2012 and you're doing the 2011 BC Pension (Superannuation) then the **Value** has to show AMLAYR or INLAYR (LAYR indicates last year). You have to change all lines to say either AMLAYR or INLAYR.

Hint: To change the **Value** column, click the Update... button, and double-click on the line to be changed. Click the drop-down list box in Value: to select AMCUYR (or AMLAYR) and click OK.

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- c) Check the report's Filter settings

Click the **Filter** tab to make it the active window.

If the **Columns** tab has AMCUYR and INCUYR, then the **Test Criteria** in the **Filter** tab has to have AMCUYR (not AMLAYR) in **Value** as well. Click the Update... button in Test Criteria to update the **Value** if necessary.

The screenshot shows a software window titled "Report - Update (Unfiltered)". It has a menu bar with "File". Below the menu bar, there are two input fields: "Code: SUPER-YE" and "Description: SUPERANN REPORT FOR YEAR END". The window is divided into three tabs: "Main", "Columns", and "Filter". The "Filter" tab is selected. On the left side of the "Filter" tab, there are three input fields for "Employee Type", "Work Type", and "Dept Type", each with a placeholder "??-??-??-??" and a dropdown arrow. Below these is a "Class:" field with a question mark. On the right side, there is a "Test Criteria" table with the following data:

Kind	Item/Type/Label	Value	=, #, >, <	Test
I	6700	AMCUYR	#	0.00

Below the table are three buttons: "Add...", "Update..." (circled), and "Delete". At the bottom of the window are buttons for "Add", "Previous", "Next", "Select...", "OK", "Cancel", and "Apply".

Hint: You may want to create two SUPER-YE reports: Current and Last with the correct Value column and Filter settings respectively to save the trouble of changing CU to LA or vice versa.

- d) Print and review the report

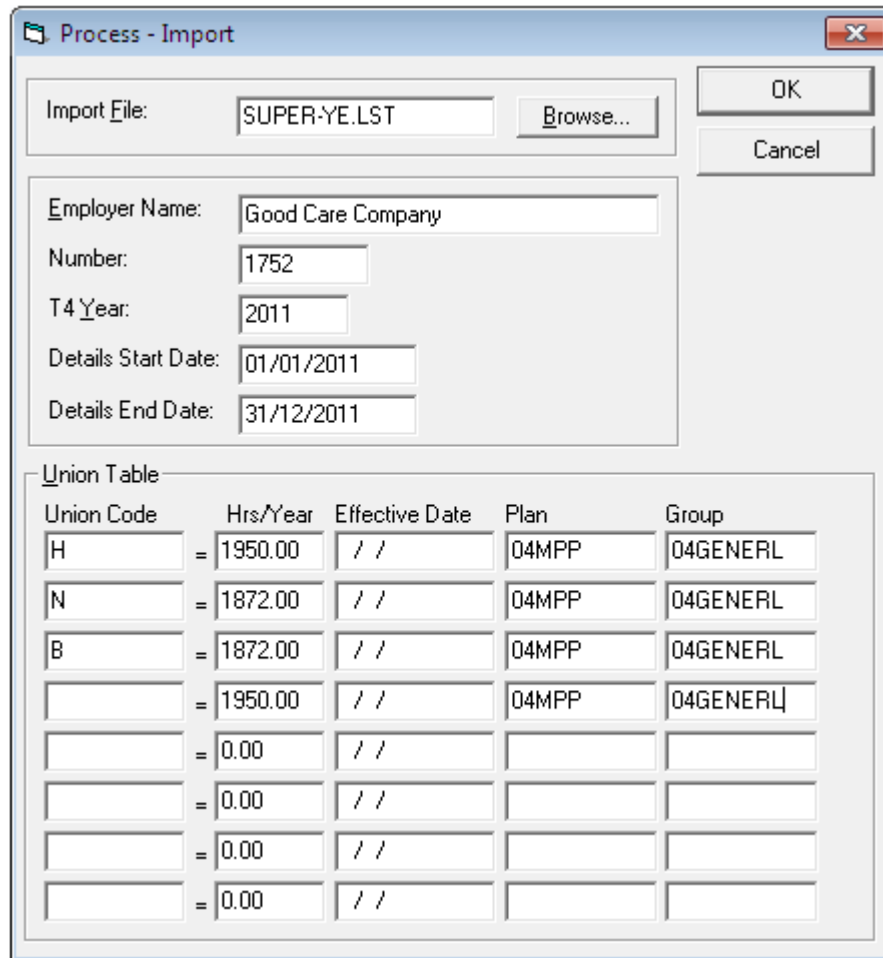
From the **Process** menu, click **Print Reports...** and select **Current** in **Records** to print the current SUPER-YE report. You can also select **Preview Report** from the **Process** menu to view it on screen before printing a hard copy. Review the report carefully, and make any necessary adjustments in Payroll.

2. Export the SUPER-YE Report

- From the **Process** menu, select **Export Reports...**
- Under **Records**, select **Current**.
- Press **OK** to export the report.

ComVida Corporation

3. Start the *ComVida* BC Pension (Superann) Extract program.
From the Tools menu in Payroll or Reports, select BC Pension Extract. Sign on with the Operator ID and Password used in Payroll or Reports.
4. Import the SUPER-YE file.
From the Process menu, select Import, and then Contributions...



Union Code	Hrs/Year	Effective Date	Plan	Group
H	= 1950.00	//	04MPP	04GENERL
N	= 1872.00	//	04MPP	04GENERL
B	= 1872.00	//	04MPP	04GENERL
	= 1950.00	//	04MPP	04GENERL
	= 0.00	//		
	= 0.00	//		
	= 0.00	//		
	= 0.00	//		

- a) Enter the name of the report to be imported (**SUPER-YE.LST** is the default name) in Import File: or click on the Browse... button to select the Import file.
- b) Update the Employer Name: if necessary.
- c) Enter the Employer Number (Employer Organization ID) as assigned by the BC Pension Corporation.
- d) Update the T4 Year: if required.

ComVida Corporation

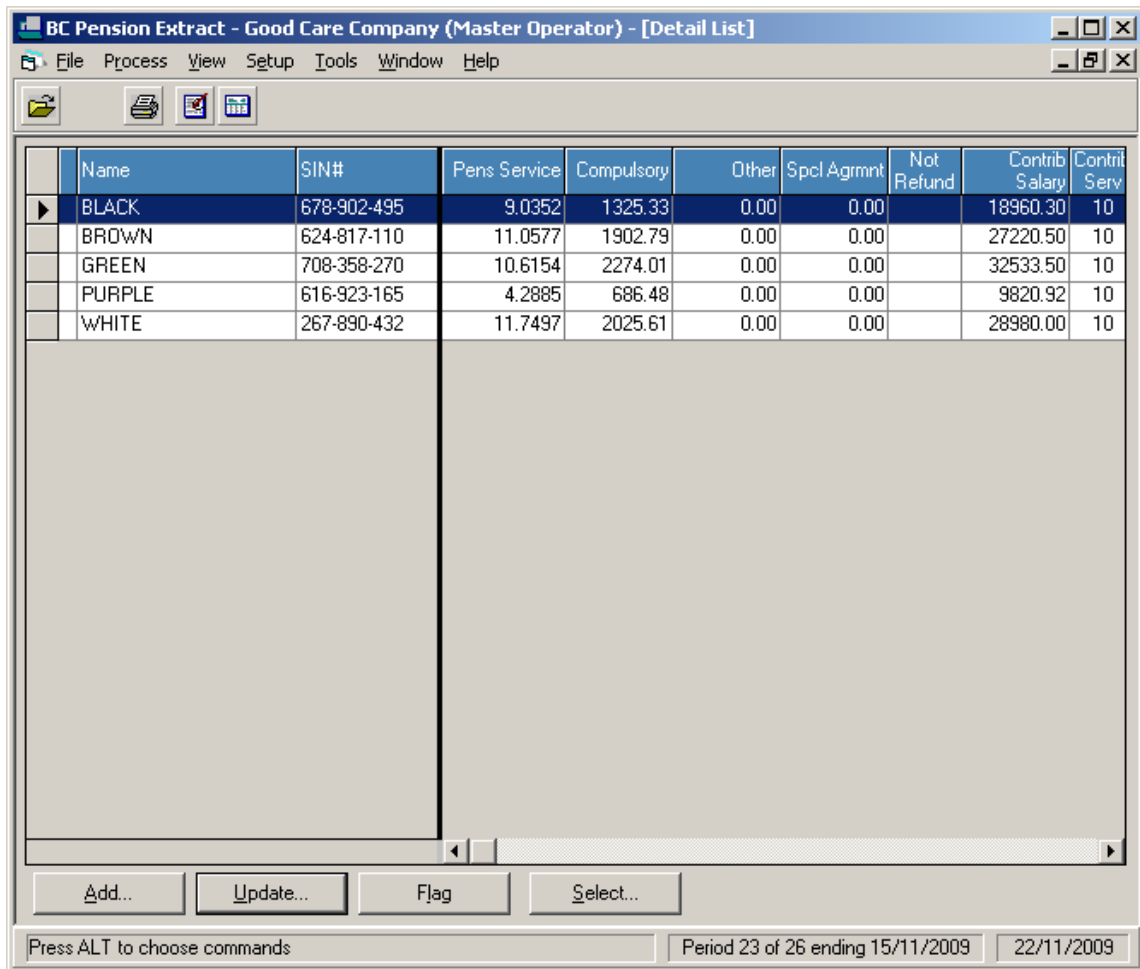
- e) Enter the Union Codes from Payroll, e.g. “H”, “N”, etc. and the corresponding FTE Hrs/Year, and map each one to the appropriate Plan, and Employee Group. Don’t forget to do mapping for those non-union employees (who may have a blank union code in Payroll) that have to be included in the BC Pension Extract Utility program.

If no Effective date is entered, the program will assume the hours entered in Hrs/Year apply to the entire year, and you can leave the Effective Date blank.

Note: You must check the one letter Union code used in Employee Master in Payroll. You may be using “B” or “N” for BCNU, etc. If no Hrs/Year is entered, the program will default the hours to 1950.00.

Tip: To start over with a fresh import, you can respond Yes if prompted to “Erase existing records?”.

- 5. Verify the Detail List and make changes as required.



	Name	SIN#	Pens Service	Compulsory	Other	Spcl Agrmnt	Not Refund	Contrib Salary	Contrib Serv
▶	BLACK	678-902-495	9.0352	1325.33	0.00	0.00		18960.30	10
	BROWN	624-817-110	11.0577	1902.79	0.00	0.00		27220.50	10
	GREEN	708-358-270	10.6154	2274.01	0.00	0.00		32533.50	10
	PURPLE	616-923-165	4.2885	686.48	0.00	0.00		9820.92	10
	WHITE	267-890-432	11.7497	2025.61	0.00	0.00		28980.00	10

Update the entries, if necessary, by selecting the line(s), and clicking Uppdate...

Detail - Update

File

Name: Social Insurance No:

Contribution Details

Pensionable Service:

Compulsory Contrib:

Other Contributions:

Special Agreement:

Not Refund:

Contributory Salary:

Contributory Service:

Start Date:

End Date:

Address

Address 1:

Address 2:

City:

Province:

Postal Code:

Country:

Plan & Bargaining Unit Details

Plan: Group:

Bargaining Unit:

Comment:

Warning: Any changes made in the BC Pension Extract (Superann) program will NOT be reflected in Payroll. We recommend correcting the data in Payroll and repeating steps 1 to 4.

6. Print the BC Pension Corporation Contributors Report.

- a) From the File menu, click Print... to print the records, and make sure the Contribution List is selected in the Format section.
- b) Check the report. If updates are required, refer to step 5 above for any necessary corrections.

7. Export the BC Pension (Superannuation) Contributors Report.

From the Process menu, click Export, and select Contributions...

ComVida Corporation

Export - Contributions

Export File: MPP-YE.DAT

Employer Name: Good Care Company

Number: 1752

T4 Year: 2011

Flags

Include all

Flagged only

Not Flagged

OK

Cancel

Setup...

- Export File: is defaulted to **MPP-YE.DAT**, the file name required by BC Pension Corporation.
- Update the Employer Name: if necessary.
- Update the Employer Number (or Employer Organization ID) as assigned by the BC Pension Corporation.
- Update the T4 Year: if required.

Select the appropriate Flags option, if necessary. It is defaulted to Not Flagged.

A “BC PENSION CORPORATION CONTRIBUTOR MUNICIPAL SUPERANNUATION FUND” report will be printed, and you will see a prompt indicating “Export was successful!”.

The entries will then be exported to the file specified above (e.g. MPP-YE.DAT). The BC Pension Extract Utility program will put the exported file into the Payroll data folder (i.e. \HR\PR1 or \HR\DATA).

8. To submit the file, follow the instructions provided by BC Pension Corporation or your systems administrator.

Note: You only have to submit MPP-YE.DAT and not SUPER-YE.LST.

4 Setup and shortcuts

To setup the shortcut, open explorer and migrate to the HR folder where your payroll is.

Find the file titled HRSA32.EXE and right click on it and select Create Shortcut



F: drive is the drive that the system is found on. Check your payroll shortcut to confirm the drive your payroll is on.