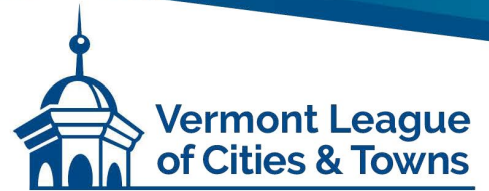


# Using NEMRC Payroll Software to Collect Wage Data for a PACIF Workers' Comp Audit



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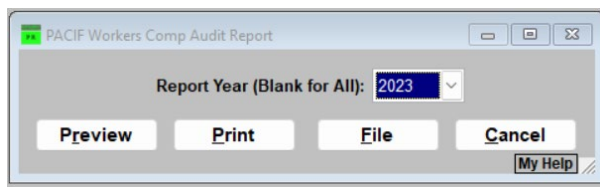
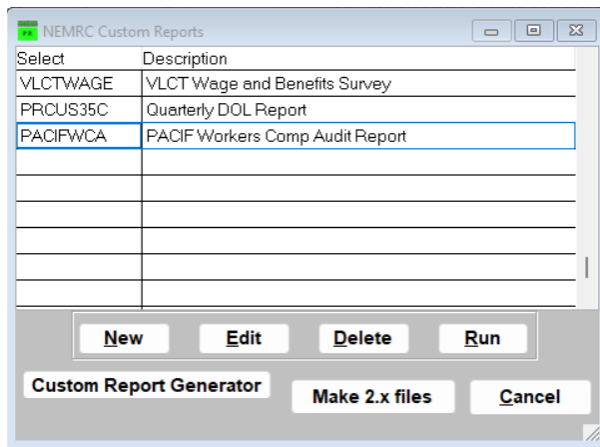
## I. Generate an Employee Wage Summary Report

Generate an **Employee Wage Summary Report** that shows **Detail by Name**. Be sure to include: Employee Name, Employee Number, Gross, Gross Taxable, Gross State, Gross FICA, Gross Medi, Net

- Range: All
- Order: Employee Name
- Totals Only: No
- Check Dates: Jan 1 through Dec 31

## II. NEMRC Custom PACIF Workers Comp Audit Report

- 1. Payroll
- 2. Reports Menu
- 3. Z. Custom Reports and Routines
- 4. Select PACIFWCA and Click Run



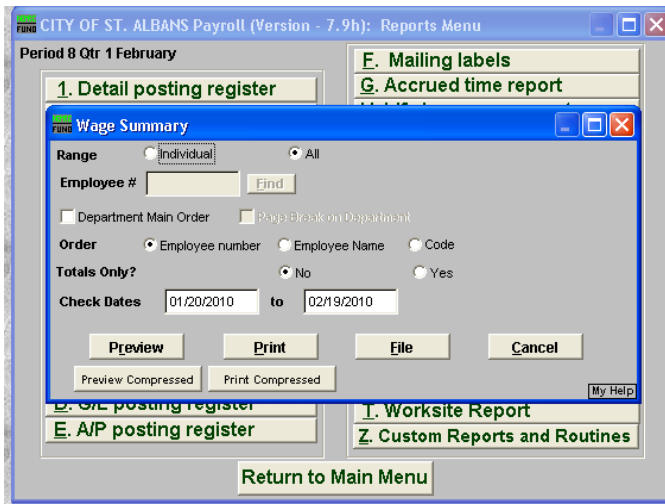
5. Click on File and follow the instructions for printing to Excel.

# Using NEMRC Payroll Software to Collect Wage Data for a PACIF Workers' Comp Audit



## III. Export Wage Data from NEMRC to a Data File

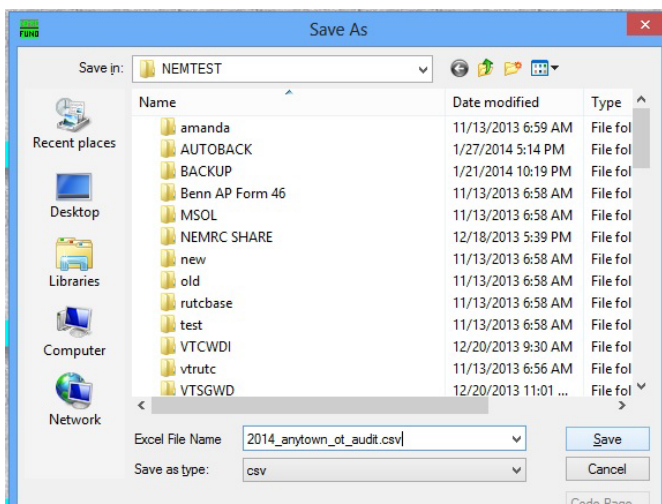
1. Begin by generating an Employee Wage Summary Report as directed above.
2. When you have specified the data you want, instead of Preview or Print, click on “File”.



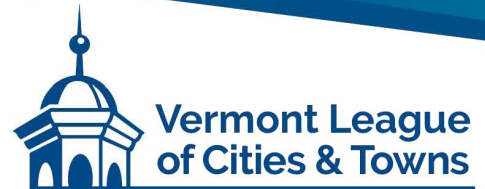
3. A dialog box appears asking if you want to export to Excel. Click on “Yes”.



4. Save the file where you'll find it easily, using your municipality in the file name. For “Save as type:”, select csv (for “comma-separated values”). Click on “Save”.

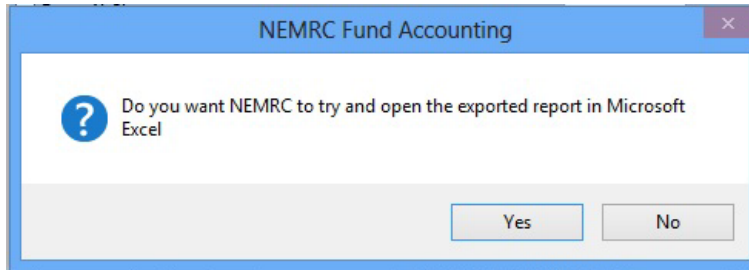


# Using NEMRC Payroll Software to Collect Wage Data for a PACIF Workers' Comp Audit



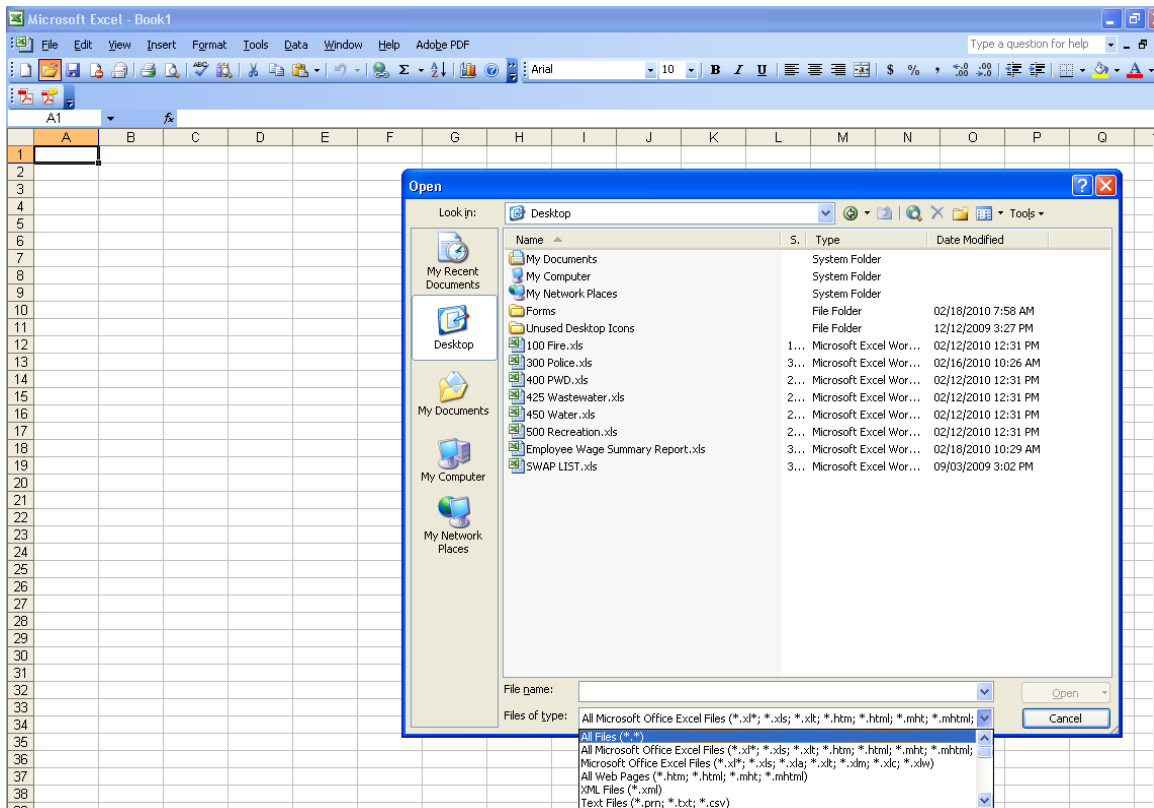
## Export Wage Data from NEMRC to a Data File (continued)

5. If Excel is not loaded in your computer, attach the .csv file to an email and send it to the VLCT staff member who is conducting your audit this year.
6. If Excel is loaded in your computer, the following screen will appear. Click on “Yes”.

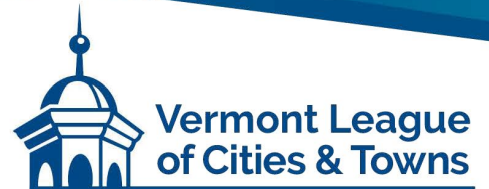


## III. Import Wage Data from a Data File to Microsoft Excel

1. If NEMRC did not open Excel, open it your normal way.
2. Go to File → Open. Be sure that you are looking at all file types, and select the file that you just saved.

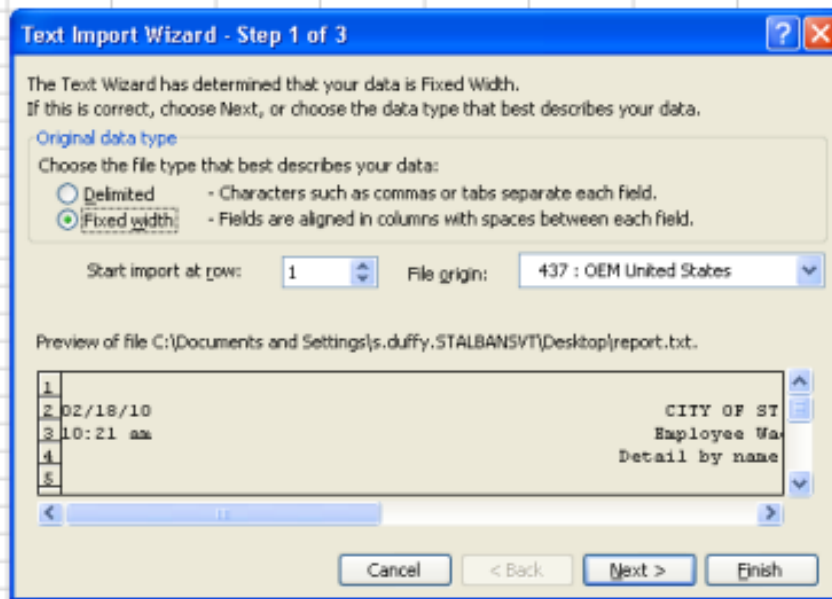


# Using NEMRC Payroll Software to Collect Wage Data for a PACIF Workers' Comp Audit

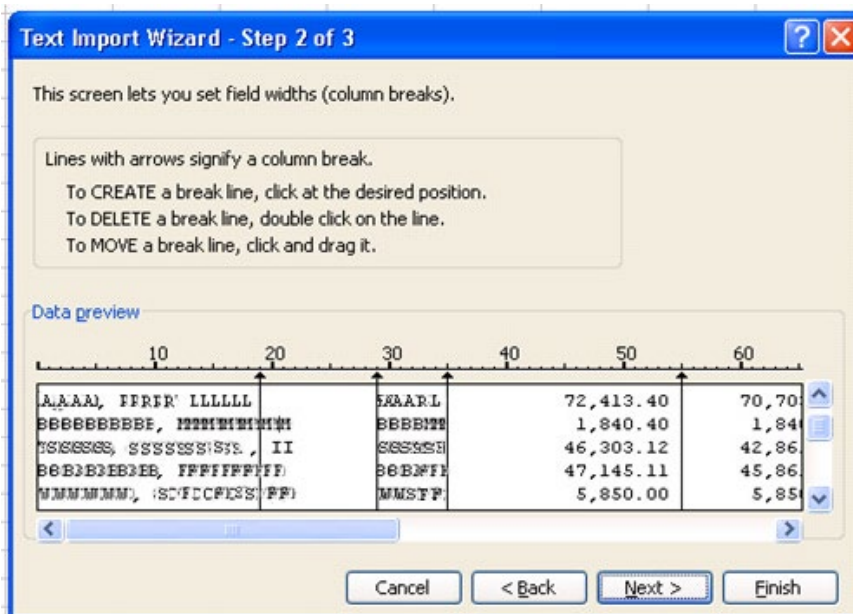


## Import Wage Data from a Data File to Microsoft Excel (continued)

- Click on "Open". You will see your data in Step 1 of the Text Import Wizard, like this:

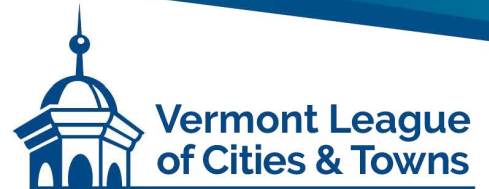


- Click on "Next". You will see how your data will fit in columns with names on the far left, as the sample below implies:



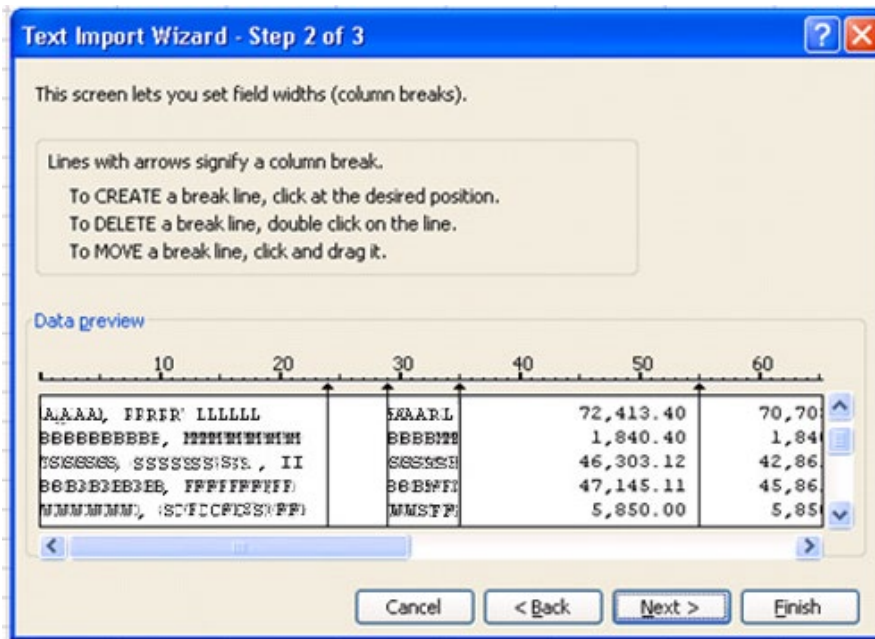
The vertical lines with arrows at the tops are where your column breaks will be. Scroll down and across to see if the columns are in the appropriate places for your data. In the example above, the first column cuts off a portion of a few employee names.

# Using NEMRC Payroll Software to Collect Wage Data for a PACIF Workers' Comp Audit

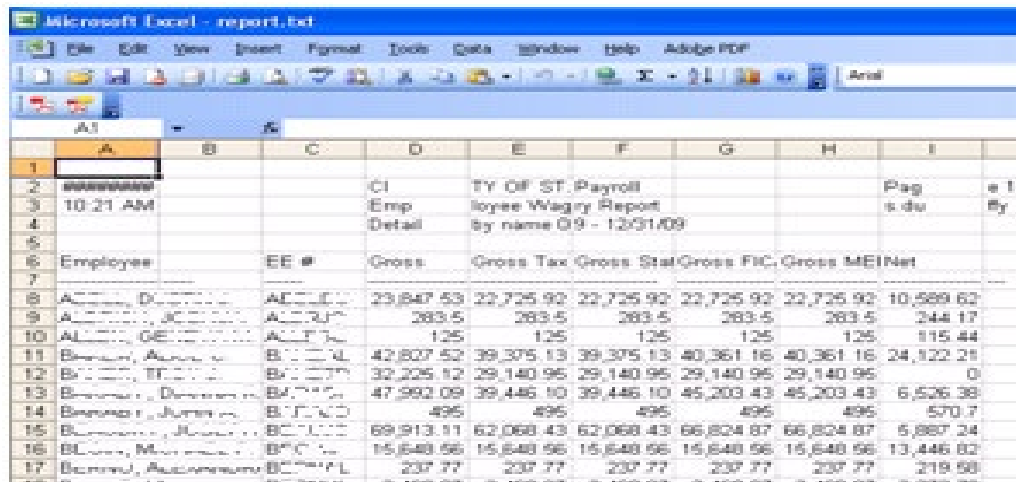


## Import Wage Data from a Data File to Microsoft Excel (continued)

- If necessary, use your mouse to move the column lines until they don't cut off people's names, for results like this:

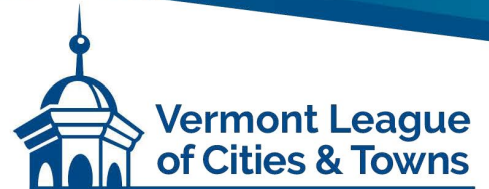


- After the lines are in the correct places, click on "Next" and then click on "Finish". Your data will look generally like this:



- Add a column for Job Title/Functions and fill it using the Workers' Compensation Class Codes listed below. You can also adjust other columns and delete any unnecessary information.
- When finished, go to File → Save As and change the type to .xlsx or .xls. Consider adding the data year to the filename.

# Using NEMRC Payroll Software to Collect Wage Data for a PACIF Workers' Comp Audit



## IV. List of Workers' Comp Classifications and Codes

<b>5506: Highway Dept / Public Works</b>
Road Construction (summer & winter)
Public Works Director
Heavy Equipment Maintenance
Auto Service & Repair
Parking Garages
Building Operations/Custodial Duties
Public Library Maintenance
<b>7520: Water / Sewer</b>
Sewer Construction / Treatment Plant
Water Main / Waterworks Operation
<b>7539: Electric Light or Power</b>
<b>7590: Solid Waste</b>
Landfill
Refuse Collect & Disposal
Refuse Reduction
<b>7705: Ambulance Attendants &amp; Drivers</b>
Rescue, Fast Squad, Drivers
<b>7710: Fire - Paid Personnel</b>
Firefighters
Fire Alarm Repair
<b>7711: Fire - Volunteer</b>

Firefighters
Fire Alarm Repair
<b>7720: Police / Constable / Animal Control</b>
Police Officers
Constables
Dog Warden / Animal Control
<b>8810: Clerical / Administration</b>
Administrative Office Duties
Librarians and Asst. Librarians
Attorneys
<b>9102: Parks &amp; Recreation</b>
NOC - Golf Course
Parks & Recreation
Mowing/Cemetery Mowing & Other
Theaters
Ski Tow
Lifeguards
<b>9410: Municipal Employees NOC*</b>

(\*NOC = Not Otherwise Classified)