

#### Contents

١.	Generate an Employee Wage Summary Report	page 1
١١.	Export Wage Data from NEMRC to a Data File	pages 2-3
III.	Import Wage Data from a CSV File to Microsoft Excel	pages 3-5
IV.	List of Workers' Comp Classifications and Codes	page 6

### 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

NEMRC Custo	om Reports	8
Select	Description	
VLCTWAGE	VLCT Wage and Benefits Survey	
PRCUS35C	Quarterly DOL Report	
PACIFWCA	PACIF Workers Comp Audit Report	
		_
		-
		-
		- 1
		- '
		-
Ne	w <u>E</u> dit <u>D</u> elete <u>R</u> un	
Custom Re	nort Generator	
oustonnice	Make 2.x files <u>C</u> ancel	
		//
-		
PACIF Worke	rs Comp Audit Report	8
	Report Vear (Blank for All): 2023	
	Report real (blank for An). 2020	
Preview	<u>Print</u> <u>F</u> ile <u>C</u> ancel	
	My Hel	IP //

**5.** Click on File and follow the instructions for <u>printing to Excel</u>.

#### **VLCT PACIF**



#### 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".

🚟 CITY OF ST. ALBANS Payroll (Version - 7.9h): Reports Menu	×
Period 8 Qtr 1 February E. Mailing labels	
<u>1</u> . Detail posting register <u>G</u> . Accrued time report	
🖬 Wage Summary	
Range Cindividual © All	
Employee # Find	
Department Main Order Page Break on Department	
Order C Employee number C Employee Name C Code	
Totals Only? © No C Yes	
Check Dates 01/20/2010 to 02/19/2010	
Draviou Drivt File Canool	
Preview Compressed Print Compressed My Help	
<u>D. O/D posting register</u> <u>T. Worksite Report</u>	
<u>E</u> . AIP posting register <u>Z</u> . Custom Reports and Routines	
Return to Main Menu	

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".

MTEST	<ul> <li></li></ul>	Type File fol File fol File fol File fol File fol File fol File fol
amanda AUTOBACK BACKUP Benn AP Form 46 MSOL NEMRC SHARE new	Date modified 11/13/2013 6:59 AM 1/27/2014 5:14 PM 1/21/2014 10:19 PM 11/13/2013 6:58 AM 11/13/2013 6:58 AM 12/18/2013 6:58 AM	Type File fol File fol File fol File fol File fol File fol
amanda AUTOBACK BACKUP Benn AP Form 46 MSOL NEMRC SHARE new	11/13/2013 6:59 AM 1/27/2014 5:14 PM 1/21/2014 10:19 PM 11/13/2013 6:58 AM 12/18/2013 6:58 AM 12/18/2013 5:39 PM 11/13/2013 6:58 AM	File fol File fol File fol File fol File fol File fol File fol
AUTOBACK BACKUP Benn AP Form 46 MSOL NEMRC SHARE new	1/27/2014 5:14 PM 1/21/2014 10:19 PM 11/13/2013 6:58 AM 11/13/2013 6:58 AM 12/18/2013 5:39 PM 11/13/2013 6:58 AM	File fol File fol File fol File fol File fol File fol
BACKUP Benn AP Form 46 MSOL NEMRC SHARE new	1/21/2014 10:19 PM 11/13/2013 6:58 AM 11/13/2013 6:58 AM 12/18/2013 5:39 PM 11/13/2013 6:58 AM	File fol File fol File fol File fol File fol
Benn AP Form 46 MSOL NEMRC SHARE new	11/13/2013 6:58 AM 11/13/2013 6:58 AM 12/18/2013 5:39 PM 11/13/2013 6:58 AM	File fol File fol File fol File fol
MSOL NEMRC SHARE new	11/13/2013 6:58 AM 12/18/2013 5:39 PM 11/13/2013 6:58 AM	File fol File fol File fol
NEMRC SHARE	12/18/2013 5:39 PM 11/13/2013 6:58 AM	File fol File fol
new	11/13/2013 6:58 AM	File fol
old	11/13/2013 6:58 AM	File fol
rutcbase	11/13/2013 6:58 AM	File fol
test	11/13/2013 6:58 AM	File fol
VTCWDI	12/20/2013 9:30 AM	File fol
vtrutc	11/13/2013 6:56 AM	File fol
VTSGWD	12/20/2013 11:01	File fol ×
Name 2014_anytown_ot_audit.csv	×	Save
	~	Cancel
	a Name 2014_anytown_ot_audit.csv	v ISOVD         12/20/2013 11:01           s Name         2014_anytown_ot_audit.csv         v           type:         csv         v



#### 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.

🛚 Microsoft Excel	Book1															_ @ >
: Ele Edit View	Insert Format	: <u>T</u> ools <u>D</u> ata	Window Help	Adobe PDF									Туре	a question	for help	8 :
in 📴 🖬 🖪 🖨	🖪 🐧 🖤 🛍	1   X 🗈 🛱	• 1 · 1 • 1 🔍 :	Σ - 41 🛍 🕝	Arial		<b>-</b> 10	- B /	τυ		-	\$ %	• €.0 .00	< <b>≡</b>	<b>-</b> 👌	- A -
	,	~		2.123												
	£															
		D	C C	0	U	1		17			8.4	N	0	n		-
1	J (	U	L F				J	n	L		IVI	IN	0	F	6	· · · · ·
2																
3				Open											?	<
4				Look in:	Deski	ton					v @ •	D 1 🕅	X 📬 🚥	• Tools •		
5																
6				2	Name 4	<u> </u>				S. 1	Туре		Date Modifie	d		
/				My Recent	My Do	ocuments				5	ystem Folde	ar 				
9				Documents		mputer stwork Places				2	ystem Folde	ar ar				
10					Eorms					Fi	ile Folder	4	02/18/2010 7	:58 AM		
11					Unuse	ed Desktop Ic	ons			Fi	ile Folder		12/12/2009 3	:27 PM		
12				Desktop	🕙 100 Fi	ire.xls				1 M	licrosoft Exc	el Wor	02/12/2010 1	2:31 PM		
13					🛛 🕙 300 Pe	olice.xls				з М	licrosoft Exc	el Wor	02/16/2010 1	0:26 AM		
14					400 P	WD.xls				2 M	licrosoft Exc	el Wor	02/12/2010 1	2:31 PM		
15				My Documents	425 W	/astewater.x	ls			2 M	licrosoft Exc	el Wor	02/12/2010 1	2:31 PM		
16				My Documencs	450 W	/ater.xls				2 M	licrosoft Exc	el Wor	02/12/2010 1	2:31 PM		
18					B Employ	vee Ware Si	immary Repo	et yls		2 M	ilcrosoft Exc licrosoft Exc	el Wor	02/12/2010 1	2:31 PM 0:29 AM		
19					SWAP	LIST.xls	ininary Kopo	10.015		3 M	licrosoft Exc	el Wor	09/03/2009 3	:02 PM		
20				My Computer												
21																
22																
23				My Network												
24				ridues												
20																
27																+-
28																
29																
30																
31																
32					Hile name:								~		Open .	
33					Files of typ	e: All Micro	osoft Office E	Excel Files (*	'.xl*; *.xl	ls; *.xlt;	; *.htm; *.h	tml; *.mht	;; *.mhtml; 🔽		Cancel	1
35						All Files	(*,*)	· · · · · · · · · · · · · · · · · · ·		, 		· · · · · · · · · · · · · · · · · · ·	~			
36						All Micro	soft Office E	ixcel Files (* al Files (* v#	.xl*; *.xl	s; *.xlt; * via: *	; *.htm; *.h	tml; *.mht * vic: * vie	; *.mhtml; 🔤			
37						All Web	Pages (*.htr	n; *.html; *.	.mht; *.m	ihtml)	i Aikiji - i Aliffiji -	1.XIC) 1.XII	~,			
38						XML File	es (*.xml)		, í	,						
20		1				Liext Hi	es (**.prn; *.)	uxu; m.CSV)								



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

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

The Text Wizard ha If this is correct, ch	s determine oose Next, (	d that your dat or choose the d	a is Fixed Width lata type that be	est describes your data.	
Original data type					
Choose the file typ	be that best	describes your	r data:		
<ul> <li>Delimited</li> <li>Fixed width</li> </ul>	- Charac - Fields a	ters such as co are aligned in co	ommas or tabs se olumns with space	eparate each heid. tes between each field.	
Start import Preview of file C:\0	at <u>r</u> ow: Documents a	1	File grigin: duffy.STALBANS	437 : OEM United States	
Start import Preview of file C:\ 2 02/18/10 3 10:21 aa 5	at row: Documents a	1 🗢	File grigin: duffy.STALBANS	437 : OEM United States SVT\Desktop\report.txt. CIIY OF Baployee Detail by r	ST Wa-

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

ext Import Wizard - Step 2 of	f 3		? 🛛
This screen lets you set field widths (	column breaks).		
Lines with arrows signify a column b	oreak.		
To CREATE a break line, click at t To DELETE a break line, double cl	he desired position lick on the line.	<b>.</b>	
To MOVE a break line, click and d	rag it.		
Data greview	30	. 10	60
AAAA), FFRFR' LLLLLL	MAARL	72,413.40	70,70
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	BBBBM	1,840.40	1,84
BARARARARA FEETFEETF	BEBWER	47 145 11	45 86
NMMMMM), (SC(FCCFICSS)(PP)	MMSTP:	5,850.00	5,85
<	· )		>
	Cancel	< <u>B</u> ack <u>N</u> ext >	<u>Einish</u>

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.

#### **VLCT PACIF**



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

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

	3		?
his screen lets you set field widths (co	lumn breaks).		
Lines with arrows signify a column bre	sak.		
To CREATE a break line, click at the To DELETE a break line, double click To MOVE a break line, click and dra	e desired position k on the line. g it.		
ata preview 10 20	30	40 50	60
ALAAA), FFRFR LLLLLL	FRAARL	72,413.40	70,70
BBBBBBBBB, MMMMMMM	BBBBM	1,840.40	1,84
SISISSIS, SSSSSSIS, II	SISSISI	46,303.12	42,86
(BESESSES, PPPPPPP)	MMSFP;	5,850.00	5,85

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

	Alcrosoft D	cel - repo	11.160							
1.00	1 EM - EM	Year Inc	ert Fyrmal	i Josh Q	ataindo	e tjelp A	doge PDP			
100	😂 भ छ	101.04	A 177 1	1 1 1 25	2 1 m 1	19. x -	01100	u 🔄 L Ann		
1.00										
1.000	A.1		-							
	A		C	D		F	G	н		
1										-
2	Shink and the shink of the			ići.	TY OF ST.	Payroll			Pag	0.1
3	10:21 AM			Emp	lovee Wag	ry Report			5 du	thy .
4				Detail	by name 0	9-12/31/0	9			1.0
5										
6	Employee		EE #	Gross	Gross Tax	Group Stat	Gross FIC.	Gross ME	[Net	
7										
8	Attain Di		ADDLED	23,847.53	22,725.92	22,725.92	22,725.92	22,725.92	10,589.62	
9	American	States and a	ALTRI	283.5	283.5	283.5	283.5	283.5	244.17	
10	ALLERS, G8	and a second state of the second	ALL TON	125	125	125	125	125	115.44	
11.	Bornard, A.	unure to	8.1.二元。	42,827.52	39,375.13	39,375.13	40,361.16	40,361.16	24,122.21	
12	B/1 227, 78		8/1 (277)	32,225.12	29,140.95	29,140.95	29,140.95	29,140.95	0	1
13	Browner,	Deres and in	84.725	47,992.09	39,446.10	39,446.10	45,203.43	45,203.43	6,526.38	0
14	Brennes r	North Co.	8.70300	495	495	496	495	495	570.7	
15	Burnner	Mounday	80.1.1.12	69,913.11	62,068.43	62,068.43	66,824,87	66,824.87	5,887.24	
16	BLunn, M.		B"C	15,648.66	15,648.56	15,648.56	15,648.56	15,648.56	13,446.82	6 C
17	Barrind, A	uto menumo	SCOMPL.	237.77	237.77	237.77	237.77	237.77	219.58	0
10,000	10 14		and the state	The address corre-	20. ALC: Y	1. The Address (1979)	10. ALC: N 10.	21. Adding 1979	The second states	

- 7. 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.
- 8. When finished, go to File → Save As and change the type to **.xlsx** or **.xls**. Consider adding the data year to the filename.



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

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

Firefighters
Fire Alarm Repair
7720: Police / Constable / Animal Control
Police Officers
Constables
Dog Warden / Animal Control
8810: Clerical / Administration
Administrative Office Duties
Librarians and Asst. Librarians
Attorneys
9102: Parks & Recreation
NOC - Golf Course
Parks & Recreation
Mowing/Cemetery Mowing & Other
Theaters
Ski Tow
Lifeguards
9410: Municipal Employees NOC*
(*NOC = Not Otherwise Classified)