

1 Login

- 1 Go to the [FPPA website](#)
- 2 Click on [Employer](#)
- 3 Click the [FPPA Employer Reporting System](#)
- 4 Enter [User Name](#)
- 5 Click [Login](#)
- 6 Follow prompts to log in
- 7 Also, the system has [User Login Maintenance on the Site Menu](#)

2 Payroll Header *

- 1 On Site Menu click [Payroll Header](#)
- 2 Select [Plan](#) from the [Employer-Plan](#) drop list
- 3 Click [New Payroll](#) **
- 4 Verify [Payroll Period Start Date](#) and [Payroll Period End Date](#)
- 5 Enter [Payroll Paid Date](#) and click [Save](#)
- 6 Enter/Update payroll detail information and click [Save](#)
- 7 Click [Run Validation](#)
- 8 If any record is in [Review](#), click on [Review](#) or check box by SSN and click [Open Payroll](#)
- 9 See [Detail Errors](#) at bottom of screen and resolve, click [Save](#)
- 10 Click [Validation](#) and verify [Detail Status](#) is [Valid](#)
- 11 Click [Return](#)
- 12 If you are entering a new enrollment, termination, updating employee information or making adjustments, see page 2 of this document
- 13 Once all detail records are [Valid](#), click [Submit Payroll Data](#)***

14 If there are additional [Payroll Headers](#) which need to be submitted return to Step 1 of this section

* This section describes how to enter payroll data, resolve errors, and submit data to FPPA.

** When you select your employer/plan combination and click [New Payroll](#), the system automatically populates the payroll information from the previous payroll and sets the payroll header [Payroll Period Start Date](#) and [Payroll Period End Date](#) to the current payroll. You may have more than one plan and need to create more than one Payroll Header. You can then review the populated payroll detail information and manually enter any new information.

***After clicking [Submit Payroll Data](#), the payroll can no longer be modified. FPPA will review the Payroll Header prior to posting the records.

3 Deposits & Remittances*

- 1 On Site Menu click [Deposits](#)
- 2 Click [New Deposit](#)
- 3 Enter [Deposit Amount](#) (total of all Remittance amounts)
- 4 Make sure the [Payroll Period Start Date](#) and [Payroll Period End Date](#) correspond with [Payroll Header](#)
- 5 If deposit method is [ACH](#), check [ACH Retrieve Flag](#)
- 6 Click [Save](#)
- 7 Click [New Remittance](#)
- 8 Select the [Plan](#) from the [Plan](#) drop list, click [Save](#)
- 9 Enter the [Distribution](#) amounts under [Distribution](#)
- 10 Be sure the [Distribution](#) amounts match the [Reported](#) amounts (if not, determine why)
- 11 Click [Save](#), click [Return](#)

12 Repeat steps 7-11 until all [Remittances](#) have been entered for each plan

13 On [Deposit Maintenance](#) screen verify the [Remaining Deposit Amount](#) is [\\$0.00](#)

14 On [Deposit Maintenance](#) screen click [Submit Deposit Data](#)**

* This section describes how to enter Deposit and Remittance information and submit to FPPA. Deposits must have at least one Remittance and may have more than one depending on your plans.

** Once you click [Submit Deposit Data](#), the [Submit Date](#) displays today's date as the date the deposit was submitted and no further changes can be made. FPPA will review the Deposit and Remittance prior to allocating the money to the Payroll reports.

4 Logout

- 1 Verify work is [Submitted](#) or [Saved](#)
- 2 Click the [Logout](#) link

5 Export to Excel Feature*

- 1 Run query (of contributions or deposits)
- 2 Click [Export Excel](#)
- 3 Click [Export to Microsoft Excel](#), close this screen
- 4 Click [Open](#) or [Save](#)
- 5 [Save as type: Excel](#) on local system

* The Export to Excel feature creates an Excel document from many of the system screens. Past reports or annual contributions can now be exported to Excel and saved on a local system.

Quick Start Guide Supplement

This sheet describes common processes outside of normal reporting, such as entering demographic data for a new employee, reporting employer only contributions, and adjustments.

Continued from page 1...

Step 2 - Payroll Header, #12

a Enter New Employee Enrollment

This section describes how to enter demographic and contribution information for a new employee for your current payroll period.

- 1 Click [New Demographic](#)
- 2 Enter demographic information
- 3 Enter start date in [Reason Begin Date](#)
- 4 Enter [Enrollment](#) in the [Reason Code](#) drop list
- 5 Click [Save](#)
- 6 Click [SSN link](#)
- 7 Enter contribution details, click [Save](#)
- 8 Click [Validate](#)
- 9 View errors in the [Detail Error](#) panel
- 10 Resolve errors and warnings, click [Return](#)
- 11 Click [Return](#) again to return to [Payroll Header](#)
- 12 Click [Run Validation](#)

b Enter Adjustment for Previous Payroll Period

This section describes the process for entering an **adjustment to a previously reported payroll period**. This adjustment record, combined with the already reported regular record, should create a complete record of the payroll period. (Negative adjustment amounts may be entered. Dollar amounts will display in parenthesis and 'Hours Worked' will display with a negative sign preceding the value.)

- 1 Click [Adjustment to Prior Payroll](#)
- 2 Enter [SSN](#)
- 3 Enter [Payroll Period Start Date](#) and [Payroll Period End Date](#) for adjustment period
- 4 Enter payroll detail information, click [Save](#)
- 5 Click [Validate](#)
- 6 View errors in the [Detail Error](#) panel
- 7 Resolve errors and warnings
- 8 Enter comments in [Comments](#) box
- 9 Click [Return](#)

c Enter Employer Only Contributions

This section describes the steps for entering [Employer Only](#) contributions for plan funding. There will be no employee amounts. (Employer Only payroll entry will usually only occur for Old Hire plans.)

- 1 Click [New Employer Only](#)
- 2 Enter [Employer Amount](#), click [Save](#)
- 3 Click [Return](#)

d Enter Adjustment for Missed Pay Period

This section describes the process for entering contributions for an employee that **had no entry on the previous report**. The [Adjustment for Missed Payroll](#) is a completely new payroll entry for the appropriate reporting period based on the entered [Payroll Period Start Date](#) and [Payroll Period End Date](#).

- 1 Click [Adjustment for Missed Payroll](#)
- 2 Enter [SSN](#)
- 3 Enter [Payroll Period Start Date](#) and [Payroll Period End Date](#) for the missed payroll period
- 4 Enter payroll detail information, click [Save](#)
- 5 Click [Validate](#)
- 6 View errors in the [Detail Error](#) panel
- 7 Resolve errors and warnings
- 8 Enter comments in [Comments](#) box
- 9 Click [Return](#)

e Update Employee Demographics

This section describes how to update already existing demographic information for an employee, such as name or address.

- 1 Click [SSN link](#)
- 2 Enter demographic information
- 3 Click [Save](#)
- 4 Click [Return](#)

f Enter Termination

This section describes the steps for terminating an employee. Do not delete this record (even if there are no contributions), the employee is not terminated until after the termination information is submitted.

- 1 Click [SSN link](#)
- 2 Change [Reason Code](#) to [Termination](#) in drop list
- 3 Enter termination date in [Reason End Date](#)
- 4 Click [Save](#)
- 5 Click [Validate](#)
- 6 Resolve errors
- 7 Click [Return](#)

g Start Military Leave or Leave of Absence End Military Leave or Leave of Absence

This section describes the steps for starting and ending military leave or leave of absence for an employee.

Start Military Leave or Leave of Absence:

- 1 Click [SSN link](#)
- 2 Change [Reason Code](#) to [Military Leave or LOA](#), use drop list
- 3 Change [Reason Begin Date](#) to leave start date
- 4 Click [Save](#)
- 5 Click [Validate](#)
- 6 Resolve errors
- 7 Click [Return](#)

End Military Leave or Leave of Absence:

- 1 Click [SSN link](#)
- 2 Enter leave end date in [Reason End Date](#)
- 3 (Do not change Reason Code)
- 4 Click [Save](#)
- 5 Click [Return](#)

FPPA
Fire & Police Pension Association

(303) 770-3772 in the Denver Metro area
(800) 332-3772 toll free Statewide

www.FPPAco.org

5290 DTC Parkway, Suite 100
Greenwood Village, CO 80111

Rev 7.1.09

Copyright © FPPA. All rights reserved.