

The background of the slide is a golden-yellow color with a dense, repeating pattern of various international currency symbols, including the dollar sign (\$), euro (€), pound sterling (£), and yen (¥). The symbols are rendered in a 3D, embossed style, creating a textured effect. The central text is set against a plain white background.

# Township Payroll

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March 2018

Spring Short Courses

Minnesota Association of Townships

A vertical decorative bar on the left side of the slide, featuring a golden-yellow background with various 3D-rendered financial symbols such as the dollar sign (\$), pound sign (£), yen sign (¥), and Euro sign (€).

# Today's class

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- Payroll terminology and reference materials
- Using CTAS to handle payroll
- Quarterly/Yearly tax filing

## 3 Basic 'rules' for payroll → all Townships

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1.

- All Township officers who receive ANY type of payment for services are employees

2.

- Election Workers are employees by have some specific guidelines

3.

- All non-officer township employees should be receiving W-2's, may be subject to PERA withholding and MN Unemployment.

# Three Categories of Employees

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- All Township Officers are employees
- Election Judges have their own set of rules
- Non-Officer Township employees are subject to FUTA

## Township Officers

- Supervisors
- Clerks
- Treasurers

## Election Judges

- Special guidelines
- Sometimes are regular employees

## Other Employees

- May need to pay MN Unemployment

# Reference Materials

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## IRS (Federal) Resources

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- Publication 15
- Publication 15-A
- Election Workers: Withholding & Reporting
- Videos through their Small Business Week Virtual Workshops



# MN Department of Revenue Resources (MN DOR)

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- 2018 Minnesota Income Tax Withholding Instruction Booklet and Tax Tables
- Fact Sheets – How to Submit Form W-2; Submitting Form 1099 Information

# PERA

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- Public Employees Retirement Association of Minnesota
- Forms are on their website under the Employers Section
- ERIS is their online system to enter deductions. After entering an SDR (Salary Deduction Report), you can go into the EFT system
- EFT System (Electronic Funds Transfer) is where you can electronically submit the PERA funds to the State.
- Need help? Contact them directly at 651-296-3636 or 1-888-892-7372



# More on PERA

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- Subscribe to their newsletter – sometimes they have webinars
- Go to their website [MNPERA.org](http://MNPERA.org) – then choose Employers – then select Education.
  - Brand new? Choose PERA 101
  - Exclusion Report not done yet? Choose Recorded Webinars & Videos – scroll to Exclusion Reporting
  - Fact Sheets are a great resource for those handling payroll. They cover eligibility and various helps available.
- 2 Main Plans Townships Use – DCP & Coordinated



# CTAS Resources

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- Weekly State Auditor's E-Updates
- CTAS Newsletter
- CTAS Manual (Chapters 11-15 relate to Payroll)
- CTAS Page – Known Issues

Payroll consists of two main segments

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## Payroll Reporting

- IRS, MN DOR, PERA, FUTA, FICA

## Running the CTAS Program

- CTAS



# Employee Information

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## Employee Info

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Election Judges are different, see handout on rules to decide if they will get a W-2 or not.

- We will run through the various tabs to add a set of township employees using the CTAS program.
- Follow along with your computer if applicable.
- You can/will need to delete the entries later. OR, if you have completed a full backup of your data prior to coming today, you can just restore the backup.

• **Off to CTAS**