AG-385 Form E-Filing User Guide

Municipal Pensions and Fire Relief Programs Unit

VERSION 2023.1

PA Department of the Auditor General
Municipal Pensions and Fire Relief Programs Unit

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AG-385 GENERAL INSTRUCTIONS:

- To participate in the **Foreign Fire Insurance Tax Distribution** and **General Municipal Pension System State Aid Programs**, Municipalities must complete the online form located on the Department of Community & Economic Development's Municipal Statistics website. The online form entry must be completed by **March 31** of the **current year** for the *prior year calendar data*. If the certification is not submitted through the Municipal Statistics website by the filing deadline, your Municipality may be ineligible to receive state aid. (Please ensure the form is properly completed. Incomplete or inaccurate forms will need to be corrected. The Municipality will be informed regarding this status and they will need to go back in and make corrections.)

- **EVERY MUNICIPALITY MUST COMPLETE Step 1, Step 3*, Step 4, Step 5 and Step 6.** If your Municipality does not provide pension coverage for any type of employee (police officers, firefighters, or non-uniformed), then you will not need to do **Step 2 or Step 3,** otherwise you will need to do **Step 2** which automatically populates the fields on **Step 3**.

- You will be required to submit your Personnel Roster Data through the Municipal Statistics website in the form of an EXCEL spreadsheet or a comma separated value data text file (.csv). An option to directly enter your data on a grid is available if you choose this option. See Appendix A, B, and C for detailed instructions on how to download the appropriate Personnel Roster Data Template, how to populate the Personnel Roster Data fields, and how to upload your Personnel Roster Data file.

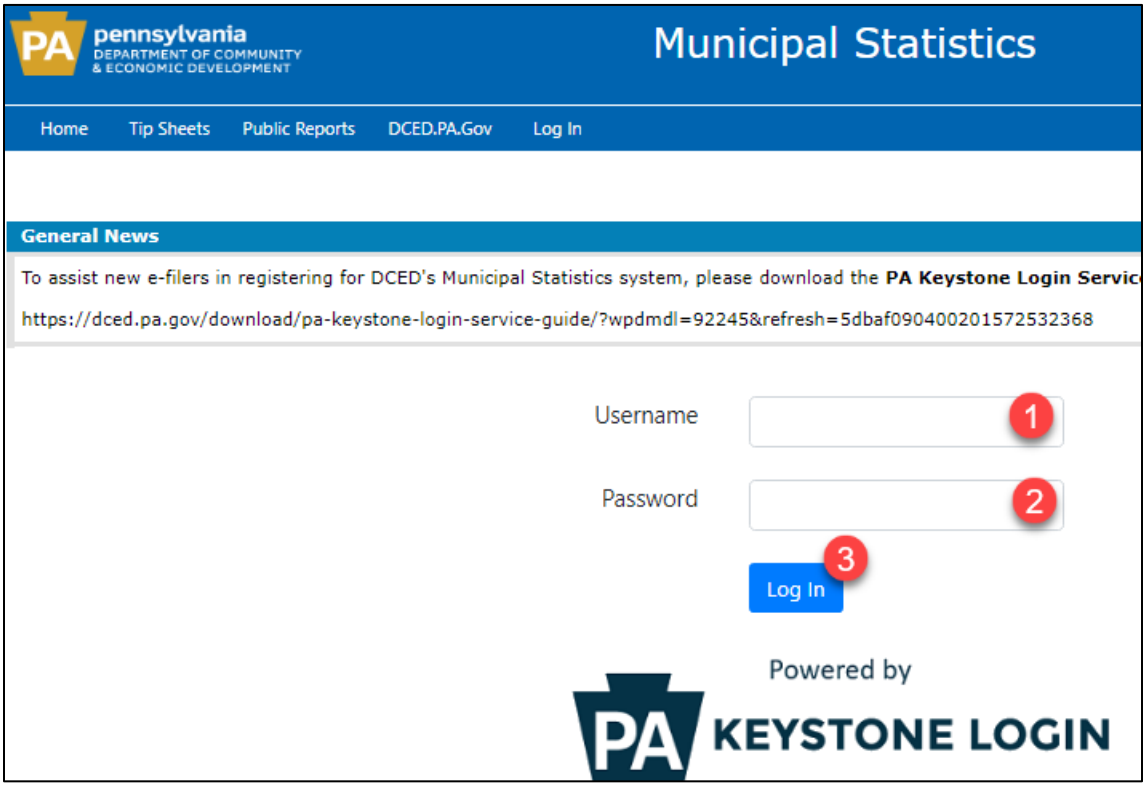
Direct all questions to The Department of the Auditor General's Municipal Pensions and Fire Relief Programs Unit at:

Phone: **1-800-882-5073**
Email: **Comptroller@PaAuditor.gov**
Mail: Department of the Auditor General
Municipal Pension and Fire Relief Programs Unit
321 Finance Building
613 North Street
Harrisburg, PA 17120

AG-385 ONLINE Entry Instructions

To access the Department of Community & Economic Development's Municipal Statistics (MunStats) website, enter the following URL in the address bar of your web browser. It is recommended that you bookmark this page.

https://munstats.pa.gov/forms/login.aspx



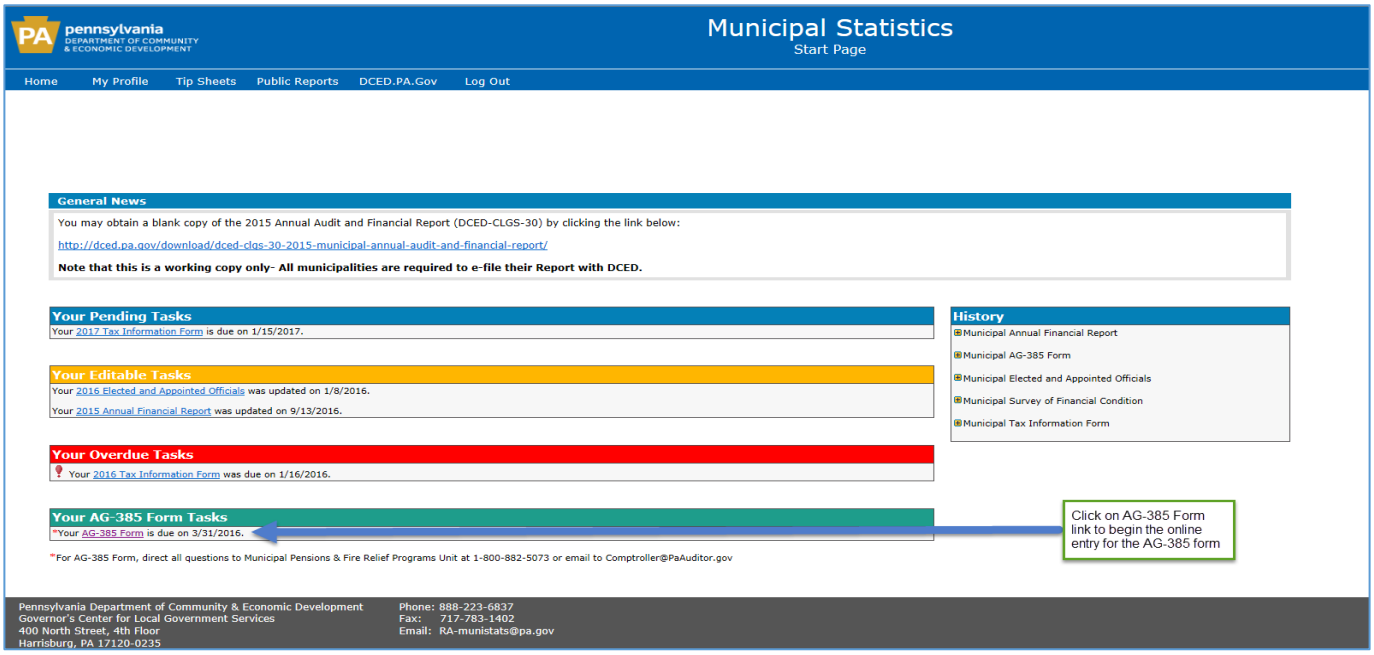
1. Enter your Username.
2. Enter your Password.
3. Click **Log In** button.

Note: If you don't have an account set up for the Municipal Statistics website, please see ***Appendix E*** on how to register for an account.

Login Issues:

If you are unable to log in to your user account due to a forgotten password, click on the "Forgot Your Password?" link at the bottom of the login page to reset your password. This will take you to Keystone Login, where you will enter your username and can reset the password via email or by answering the security questions. For additional assistance with logging in and/or resetting your password, please contact the Keystone Login Help Desk by phone at 1-877-328-0995 or by email at KeystoneLoginSupport@randstadusa.com. For all other questions relating to the Municipal Statistics website, please contact DCED at 1-888-223-6837.

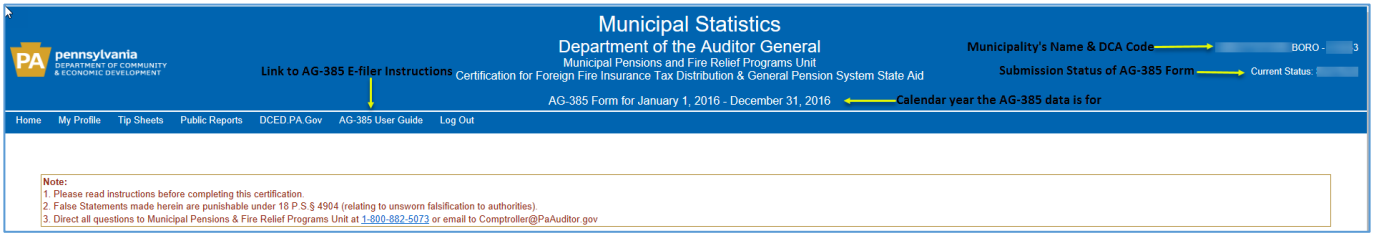
Once registered for an account, click on the **AG-385 Form** link in the "**Your AG-385 Form Tasks**" box for access.



Upon entering the application, **Step 1** displays.

Note:

- Each page displays the following page header:

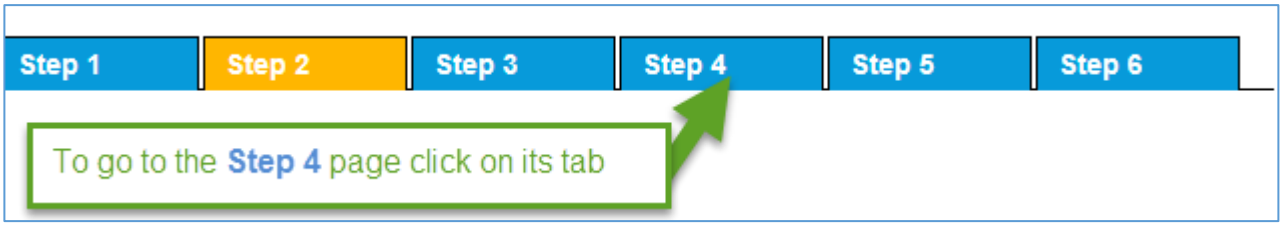


  - To access this Guide on-line, click on the ***AG-385 User Guide*** link in the header section.

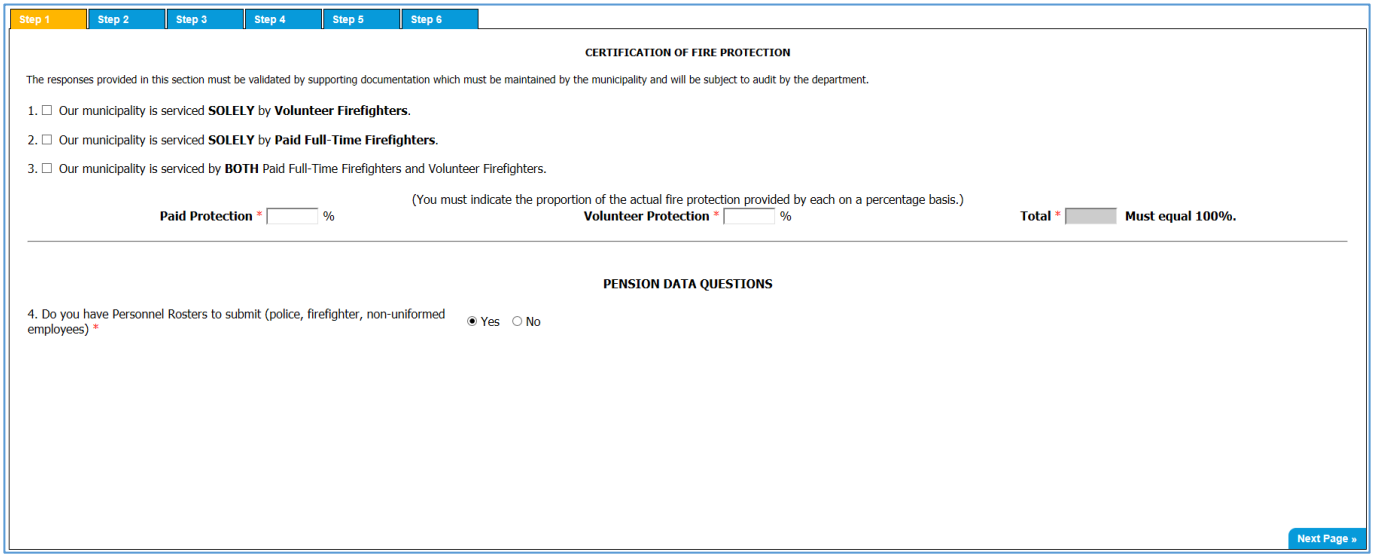
- You use the Next Page » button at the bottom right corner of each page to navigate through each page until you get to **Step 6**. To go back to the previous page click on the « Prev Page button in the bottom left corner of each page.

- If you need to exit the application before completing Steps 1 thru 6 and want to save what you have entered so far, go to **Step 6** and click Save & Exit .

- To go to a particular page quickly, click on the tab for the page you want to view.



Step 1 Page – Certification of Fire Protection & Pension Data Questions


Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6

CERTIFICATION OF FIRE PROTECTION

The responses provided in this section must be validated by supporting documentation which must be maintained by the municipality and will be subject to audit by the department.

1. ☐ Our municipality is serviced **SOLELY** by **Volunteer Firefighters**.
2. ☐ Our municipality is serviced **SOLELY** by **Paid Full-Time Firefighters**.
3. ☐ Our municipality is serviced by **BOTH** Paid Full-Time Firefighters and Volunteer Firefighters.

(You must indicate the proportion of the actual fire protection provided by each on a percentage basis.)

Paid Protection * [ ] % **Volunteer Protection** * [ ] % **Total** * [ ] **Must equal 100%.**

PENSION DATA QUESTIONS

4. Do you have Personnel Rosters to submit (police, firefighter, non-uniformed employees) * ◉ Yes ○ No

Next Page »

Certification of Fire Protection

Select the option that applies to your Municipality:

1. Municipality serviced **Solely by Volunteer Firefighters**:
    a. Check this box.
    b. The *Volunteer Protection* box is automatically populated with 100%.

2. Municipality is serviced **Solely by Paid Firefighters**:
    a. Check this box.
    b. The *Paid Protection* box is automatically populated with 100%.

3. Municipality is serviced by **BOTH Paid Firefighters and Volunteer Firefighters:**
    a. Check this box.
    b. You must enter the proportion on a percentage basis for the actual fire protection provided by paid firefighters in the **Paid Protection** box.
    c. You must enter the proportion on a percentage basis for the actual fire protection provided by volunteer firefighters in the **Volunteer Protection** box.
    d. The 2 percentages entered must add up to 100%. This is validated when the form is submitted.

Note:
Do not include in the percentage attributable to paid firefighters, the service of volunteer firefighters who receive a token payment for their services. (Example – payment of $10 for responding to a fire call).

For options 1, 2, and 3 you can only check one of them.

Pension Data Questions

4. Do you have Personnel Rosters to submit (police, firefighter, non-uniformed employees)?
    - Click the **Yes** button when you have Personnel Roster Data for employees who are members of a pension plan.
    - Click the **No** button ONLY when you do not have any Personnel Roster Data to submit. This occurs when you have no employees who are members of a pension plan.

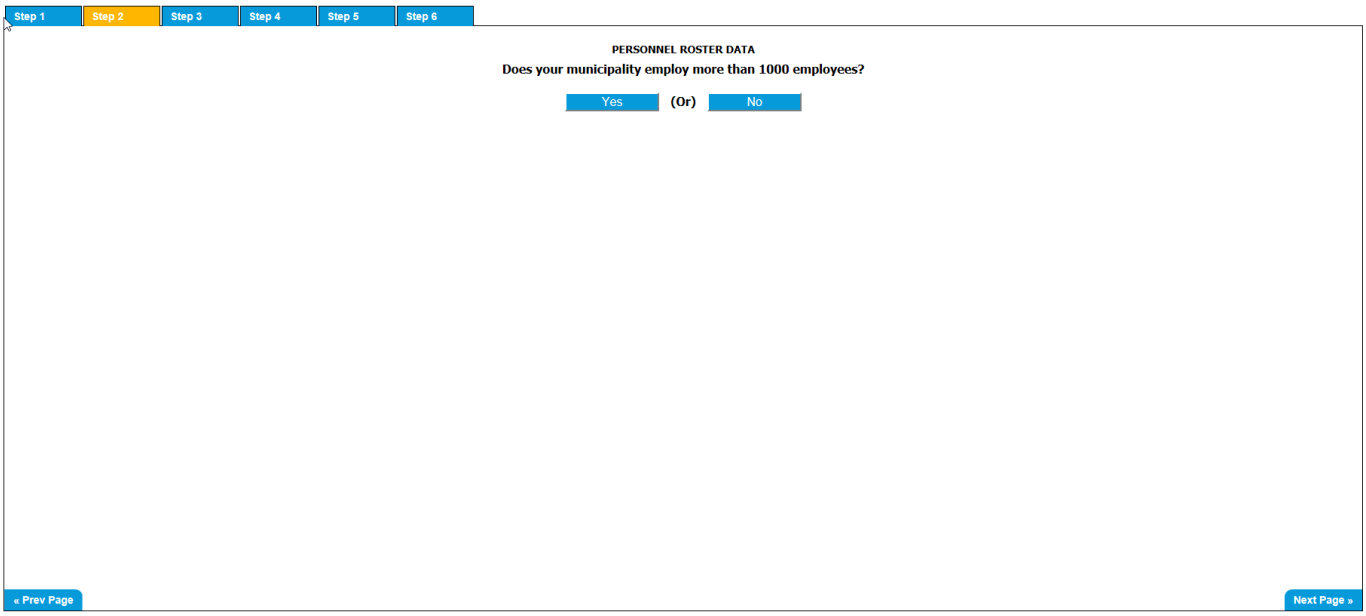
Note: You must select either Yes or No.

Click Next Page »

REMINDER: If you need to exit the application before completing Steps 1 thru 6 and want to save what you have entered so far, go to **Step 6** and click Save & Exit .

Step 2 Page – Personnel Roster Data

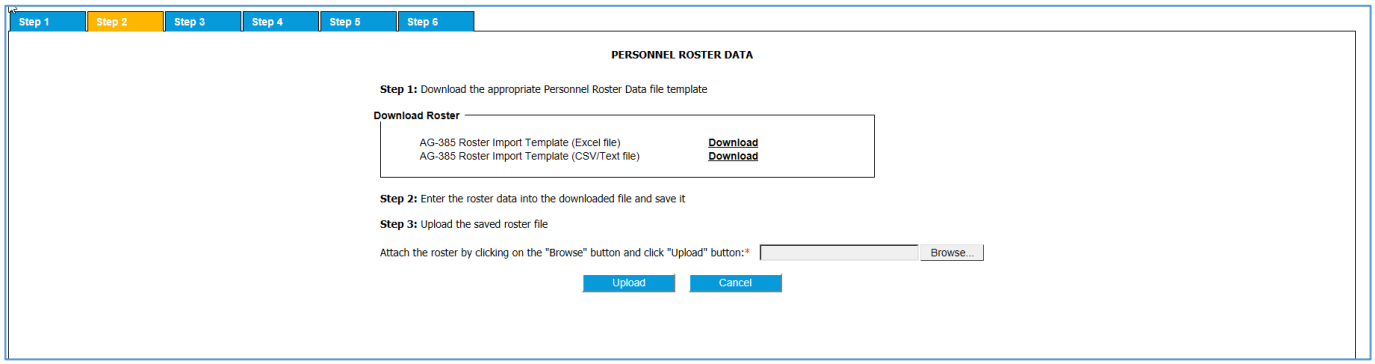
Note: Once saved, the Personnel Roster Data populates the fields on **Step 3**.



Does your Municipality employ more than 1000 employees?

Click **Yes** if you employ more than a thousand employees.

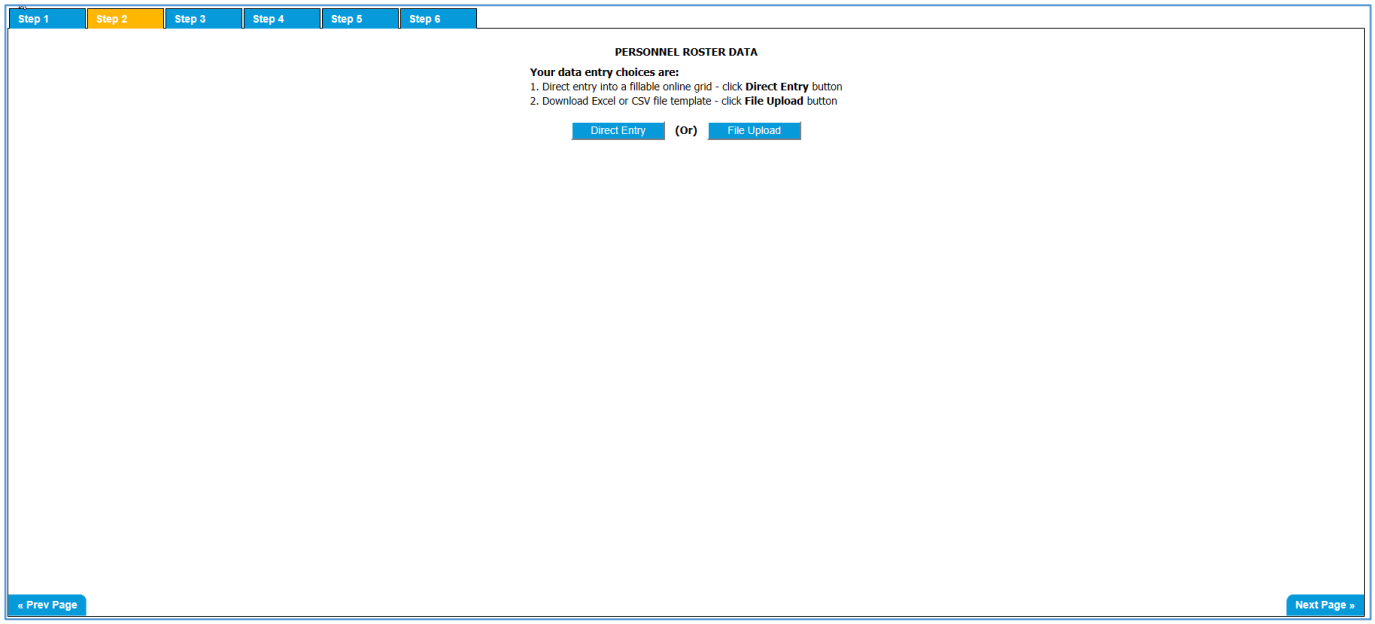
The following screen displays:



You must provide your Personnel Roster Data in an electronic format. Follow the steps in ***Appendix A, B, and C*** for further instructions on filing your Personnel Roster Data file electronically.

Click **No** if you employ 1,000 employees or less.

The following screen displays:



Click **Direct Entry** to manually enter your Personnel Roster Data online using a fillable grid page.

Click **File Upload** to submit your Personnel Roster Data electronically. Follow the steps in ***Appendix A, B, and C*** for further instructions on filing your Personnel Roster Data file electronically.

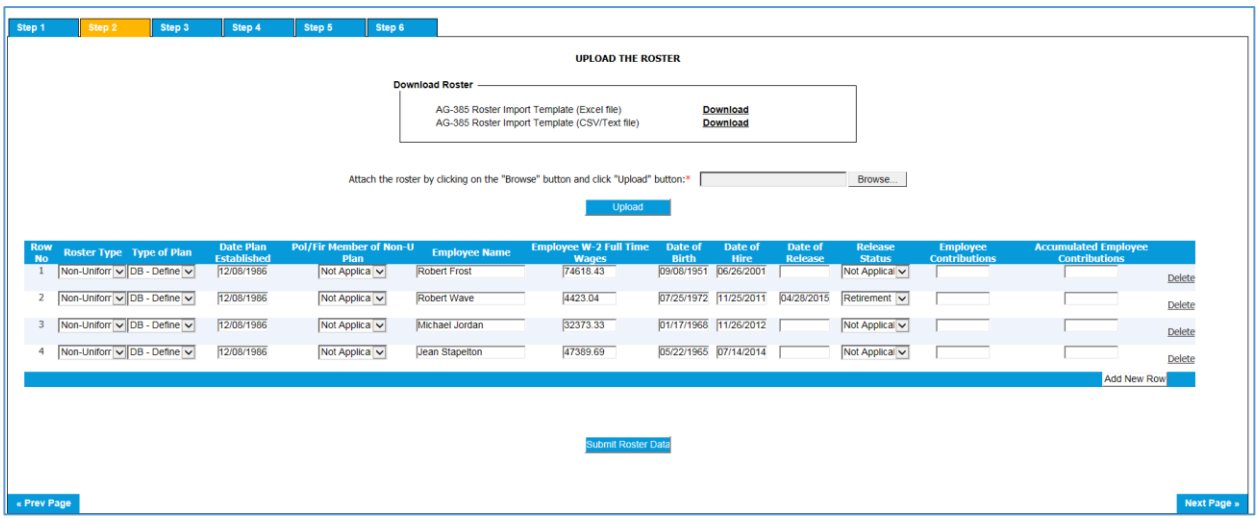
When **Direct Entry** is clicked the following screen displays.

1. Each row represents an employee. Select from the drop down menu for roster type, type of plan, date plan established, and if police or fire member of a non-uniform plan. Enter employee name, *last name followed by first name*, wages, date of birth, data of hire, date of release (if applicable), release status (if applicable), employee contributions and accumulated employee contributions.
   Note: See ***Appendix B*** for a detailed explanation of each of these fields.

2. Then click **Add New Row** if you have additional data/employees to enter.
   Note: To delete a row, click **Delete** to the right of the row to be deleted.

3. Once you have entered all the employees for your Municipality, click **Submit Roster Data** at the bottom of the grid. This updates the fields on **Step 3**.

Note:
Validations are in place when you submit the Personnel Roster Data file. Each error message/warning will indicate where the correction needs to take place. See ***Appendix D*** for a list of possible errors you could receive when uploading or entering the Personnel Roster Data.



Review the data in the grid. You can update the data in the grid if you find any incorrect data.

Once the data has been reviewed:
Click **Submit Roster Data** to save the data to the system. You are taken to **Step 3** automatically.
The saved data is used to populate fields on **Step 3**.

This dialog box is displayed when your Personnel Roster Data is successfully saved.

REMINDER: If you need to exit the application before completing Steps 1 thru 6 and want to save what you have entered so far, go to **Step 6** and click Save & Exit .

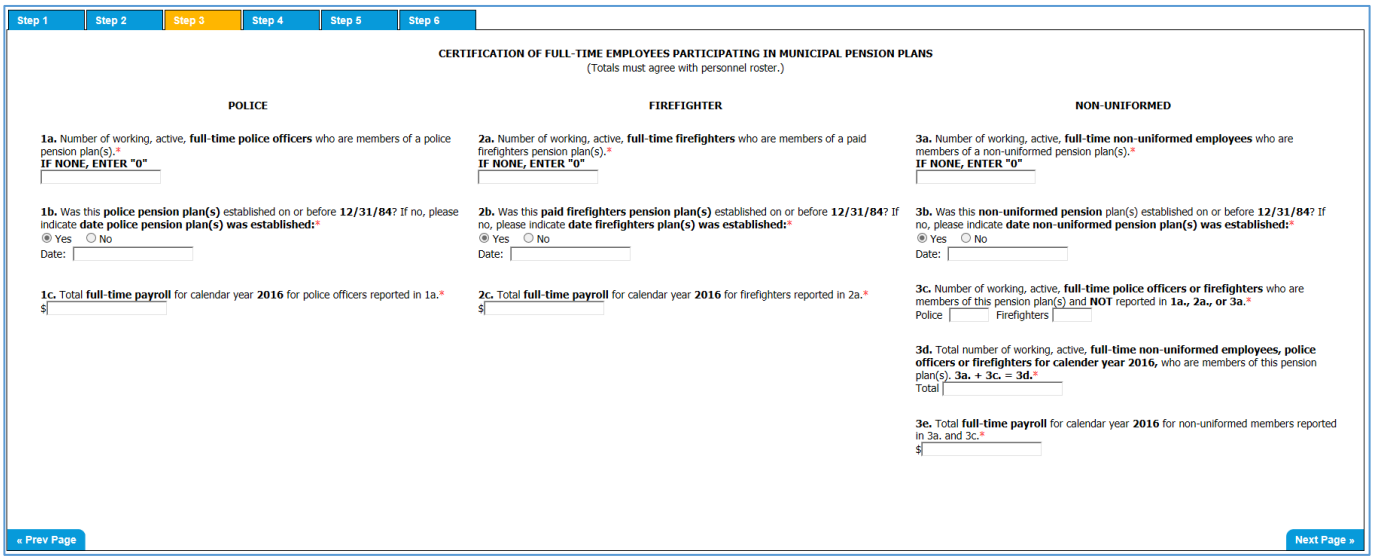
Step 3 Page – Certification of Municipal Pension Plans

Certification of Full-Time Employees Participating in Municipal Pension Plans is for review/display only.

Please review Step 3 for accuracy. **Data entry is NOT available on this page.** This data was populated from the Personnel Roster Data submitted on **Step 2**.

Please review the values populated in all the fields. **If a mistake is noticed**:

1. Return to **Step 2**.
2. Update/Add/Remove the appropriate Personnel Roster Data record.
3. Click **Submit Roster Data** to save the change and update the fields on **Step 3**.



Click **Next Page »**

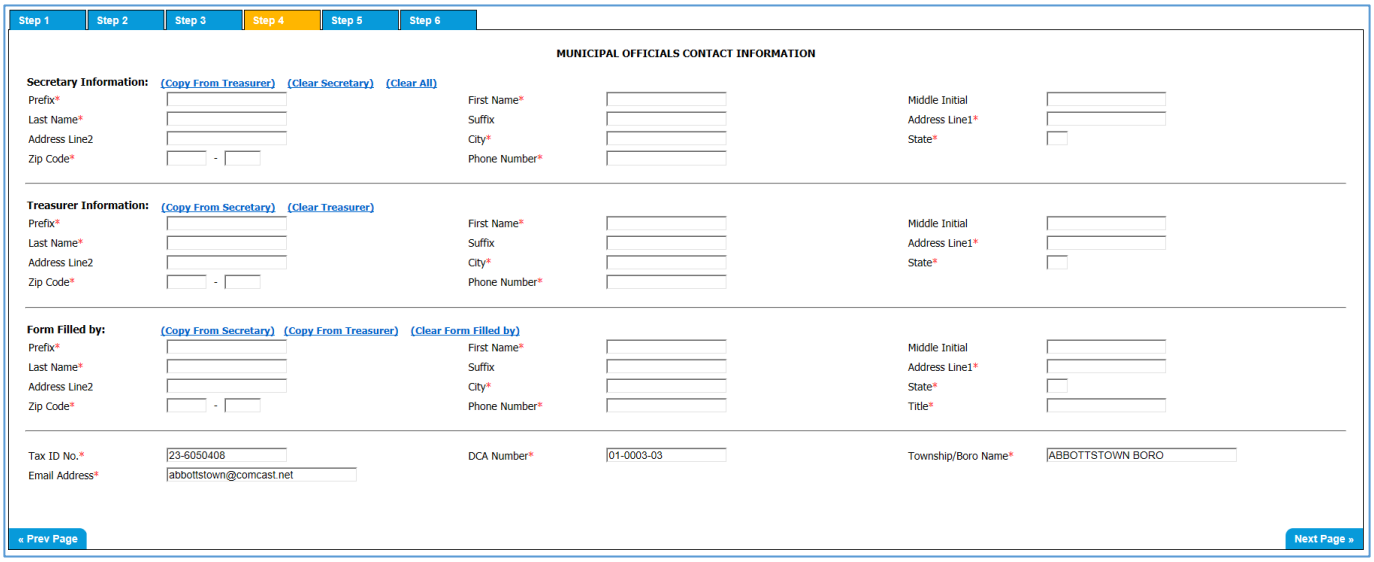
REMINDER: If you need to exit the application before completing Steps 1 thru 6 and want to save what you have entered so far, go to **Step 6** and click **Save & Exit**.

Step 4 Page – Municipality Contact Information

Municipal Officials Contact Information

Complete the contact information for your Municipal Officials.

The astericked fields are required.



If the existing information is incorrect, you can: Click on the (Clear All) link to clear the data in the Secretary Information, Treasurer Information and Form Filled By sections.

- Click on the (Clear Secretary) link to just clear the Secretary Information sections data.
- Click on the (Clear Treasurer) link to just clear the Treasurer Information sections data.
- Click on the (Clear Form Filled by) link to just clear the Form Filled by section.

You can copy fields from one section to another by clicking on the (Copy From Secretary) link or the (Copy From Treasurer) depending on what section's information you'd like to copy and then change the fields that aren't the same.

- Prefix – max 6 characters (Mr., Mrs., Miss, Dr…)
- First Name – max 20 characters
- Middle Initial – 1 character
- Last Name – max 20 characters
- Suffix – max 4 characters (Jr, Sr, II, III…)

- Address Line1 – max 36 characters
- Address Line2 – max 36 characters
- City – max 21 characters
- State – 2 characters
- Zip Code – Must enter the 5 digit zip, the 4 digit plus 4 zip is optional.
- Phone Number – Must enter 10 digits with no dashes.
- Title (Form Filled by section only) – max 10 characters

In the last section, the DCA Number and Township/Boro Name is automatically filled in. You must provide:

- Tax ID No – 9 digits
- Email Address – max 50 characters

Click Next Page »

REMINDER: If you need to exit the application before completing Steps 1 thru 6 and want to save what you have entered so far, go to **Step 6** and click Save & Exit .

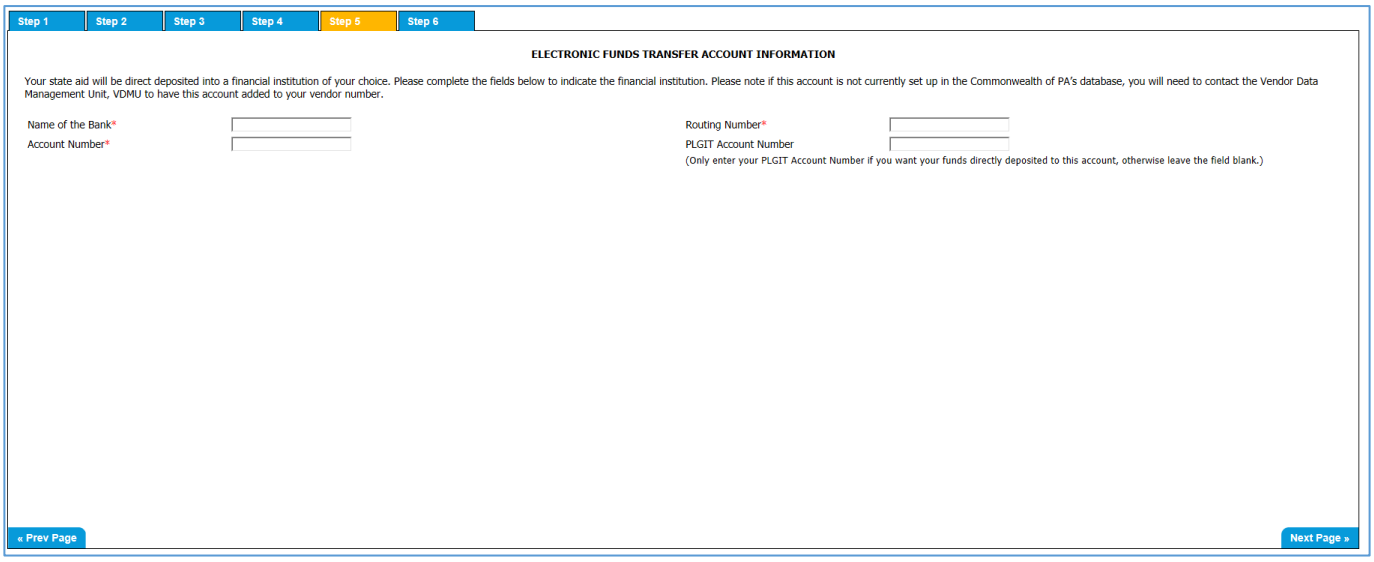
Step 5 Page – EFT Account Information

Electronic Funds Transfer Account Information

You must provide your Municipality's financial account information where your payment(s) will be deposited.

> Note: The account entered on this screen **must be set up** for your Municipality with the Commonwealth of PA's Vendor Data Management Unit (VDMU).

The asterisked fields are required.



- Name of the Bank – max 40 characters
- Routing Number – must enter a valid 9 digit routing number.
- Account Number – max 17 digits
- PLGIT Account Number – max 7 digits – **Only enter** your PLIGIT Account Number if you want your funds directly deposited to this account, otherwise leave the field blank.

Click **Next Page »**

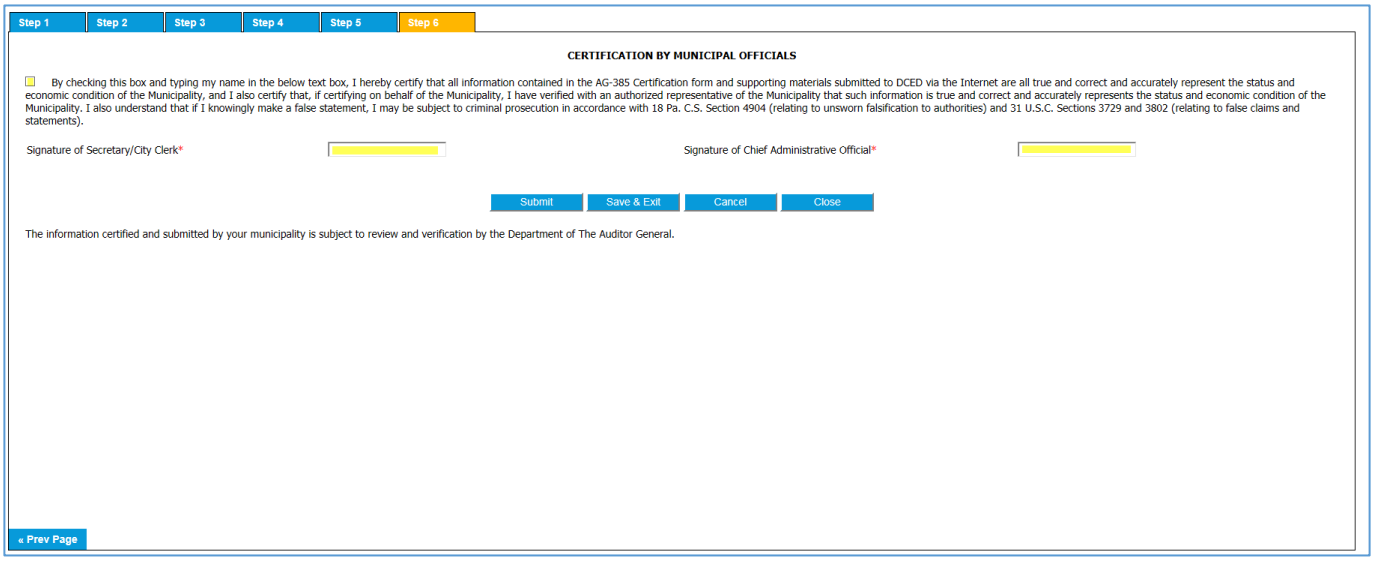
REMINDER: If you need to exit the application before completing Steps 1 thru 6 and want to save what you have entered so far, go to **Step 6** and click **Save & Exit** .

Step 6 Page – Municipality Certification

Certification by Municipal Officials

This is the final step to certify the information provided on Steps 1 thru 5.

The asterisked/highlighted fields are required.



- Check Box – This box must be checked along with the entry of the 2 signatures (type name in appropriate box) to complete the online submission process.
- Signature of Secretary/City Clerk – Type in the appropriate name.
- Signature of Chief Administrative Official – Type in the appropriate name.

- Click Submit to submit the online form for approval, there are multiple validation checks that occur before the data is saved. If it passes all the validations, your form is saved and the status is updated to Submitted.

- Click Save & Exit if you haven't entered all the required data but need to exit the system. This will save what you've entered so far so you don't have to re-enter it.

- Click Cancel if you want to remove all changes entered. If you haven't previously submitted or saved the data, all data entered is lost, if you did submit or save the data, the updated fields are set back to their saved/submitted values.

- Click Close discards any changes not submitted and closes the form returning you to your home page.

After your form is submitted successfully, **Step 6** redisplays with just the Cancel and Close buttons displayed. At this point, you can't change any of the data entered, if you need to make a change, please contact the Department of the Auditor General's Municipal Pensions and Fire Relief Programs Unit at 1-800-882-5073 or email Comptroller@PaAuditor.gov to reset the form so you can go in and make the change.

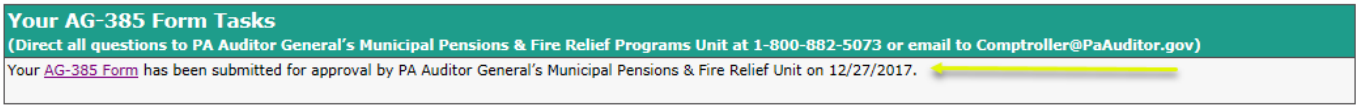
Click **Close** to return to your home page.

What happens after your form is submitted

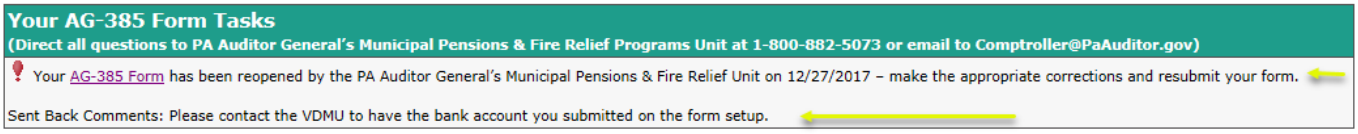
The Auditor General's Municipal Pensions and Fire Relief Programs Unit performs an initial review of your submitted form data. If there are errors or questions, your form will be electronically returned, which means you will receive an email explaining the issue. This issue can be an error on your behalf or a question that needs addressed by you.

Also on your AG-385 Form Tasks box on the Munstats home page, you can see the status of your form. The status will be one of the following: Submitted for Approval, Reopened (Sent Back), or Approved.

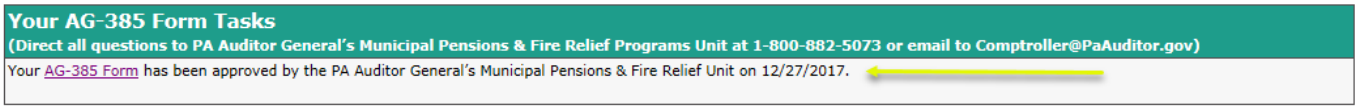
Submitted for Approval



Reopened (Sent Back)



Approved



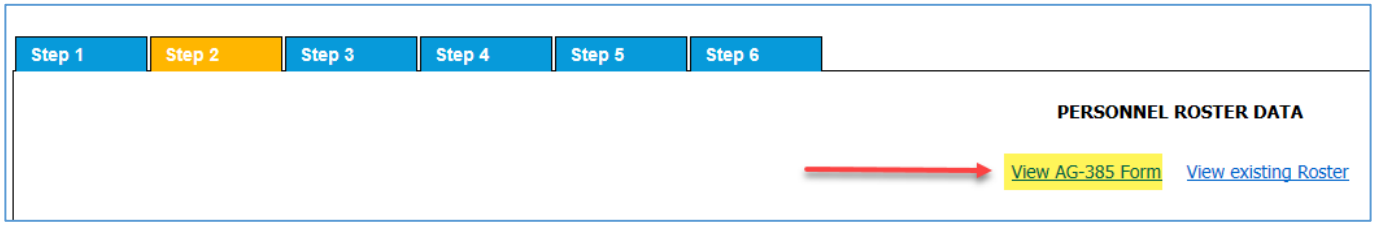
The information provided by your Municipality on the certification **AG–385 FORM** and the corresponding **PERSONNEL ROSTER DATA** will be subject to review and verification during a routine pension plan audit by the Department of the Auditor General. **YOUR MUNICIPALITY MUST MAINTAIN SUPPORTING DOCUMENTATION FOR DATA SUBMITTED THAT SHOWS HOW THE INFORMATION FOR CERTIFYING PERCENTAGES OF FIRE PROTECTION WAS OBTAINED AND HOW THE NUMBER OF EMPLOYEES CERTIFIED AND THE PAYROLL AMOUNT CERTIFIED WERE DETERMINED.**

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE UNDER 18 P.S. § 4904 (RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES).

IF A MUNICIPAL PENSION SYSTEM OR A VOLUNTEER FIREFIGHTER RELIEF ASSOCIATION RECEIVES AN OVERPAYMENT OF STATE AID BECAUSE OF INCORRECT DATA ON THE AG-385 FORM, THE OVERPAYMENT, PLUS INTEREST MUST BE RETURNED TO THE COMMONWEALTH.

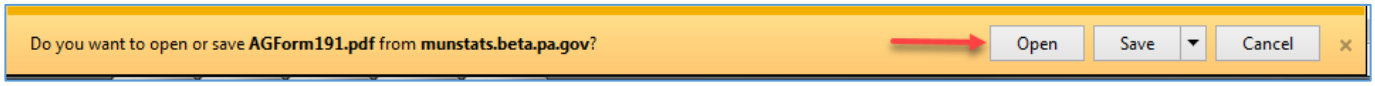
To Print The AG-385 Form:

1. Go to the Municipal Statistics Start Page.
2. Click on AG-385 Form link in the Your AG-385 Form Tasks box.
3. Click on **Step 2**.



4. Click View AG-385 Form link.

   Note: Depending on your computer's operating system the following window may display:

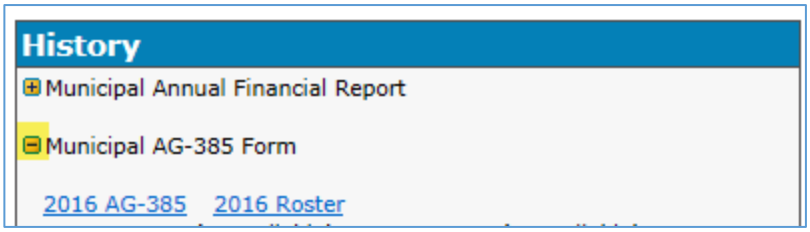


   Select **Open** to view the form.

5. The AG-385 Form displays in PDF format.
6. To print :
   a. Select **File** from the tool bar.
   b. Select **Print** from the drop down list.
   c. Click **Print** button.

If your current year's form has been approved or you want to print a prior years form:

1. In your home page's History box, click on the **+** beside Municipal AG-385 Form to see the list.



2. Click on yyyy AG-385 link to print that year's AG-385 form.

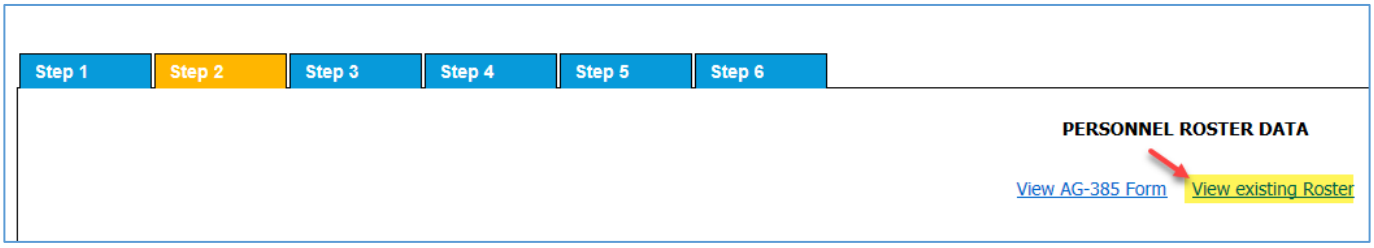
   Note: Depending on your computer's operating system the following window may display:

   Select **Open** to view the form.

3. The AG-385 Form displays in PDF format.
4. To print:
    a. Select **File** from the tool bar.
    b. Select **Print** from the drop down list.
    c. Click **Print** button.

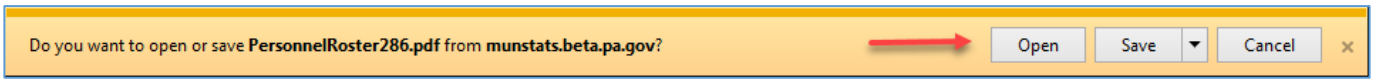
To Print The Personnel Roster Data:

1. Go to the Municipal Statistics Start Page.
2. Click AG-385 Form link in the Your AG-385 Form Tasks box.
3. Click **Step 2.**



4. Click the View existing Roster link.

   Note: Depending on your computer's operating system the following window may display:

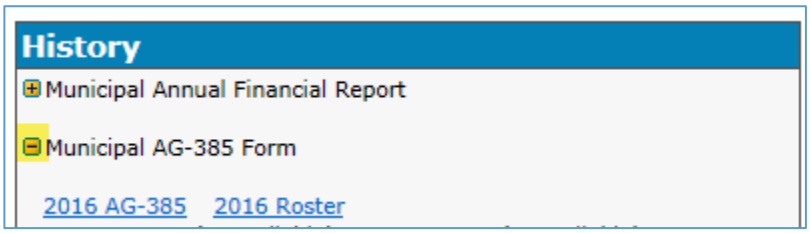


   Select **Open** to view the roster.

5. The Personnel Roster displays in PDF format with each Roster Type starting on a separate page.
6. To print:
    a. Select **File** from the tool bar.
    b. Select **Print** from the drop down list.
    c. Click **Print** button.

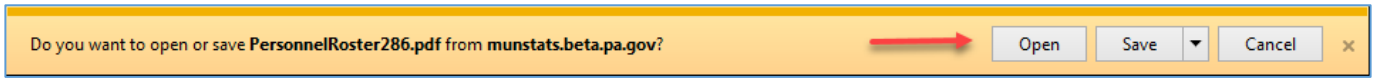
If your roster has been approved or you want to print a prior year's Roster:

1. In your home pages History box click on the **+** beside Municipal AG-385 Form to see the list.



2. Click on yyyy Roster link to print that years Personnel Roster form.

Note: Depending on your computer's operating system the following window may display:



Select **Open** to view the Roster.

3. The Personnel Roster displays in PDF format with each Roster Type starting on a separate page.
4. To print:
   a. Select **File** from the tool bar.
   b. Select **Print** from the drop down list.
   c. Click **Print** button.

Appendix A

Downloading the Personnel Roster Data Template Files

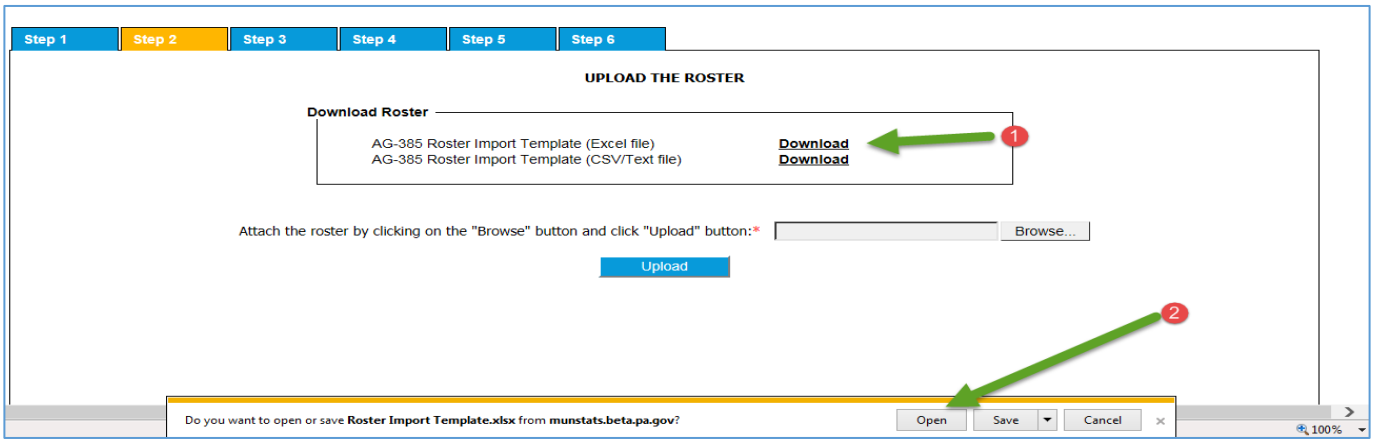
Any extra data, alterations to the form/file or blank rows may result in an unexpected error when uploading your file to the system. Please only use the template form/file as intended.

1. **Download the EXCEL Template.**

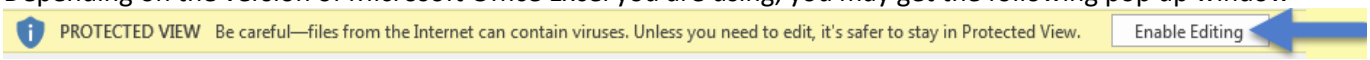
   On Step 2:

   1. To report your Personnel Roster Data as an EXCEL spreadsheet:
      a. Click **Download** link by the **AG-385 Roster Import Template (Excel file).**

   2. Click **Open** to open up the file in Microsoft Excel.



Note:
Depending on the version of Microsoft Office Excel you are using, you may get the following pop up window



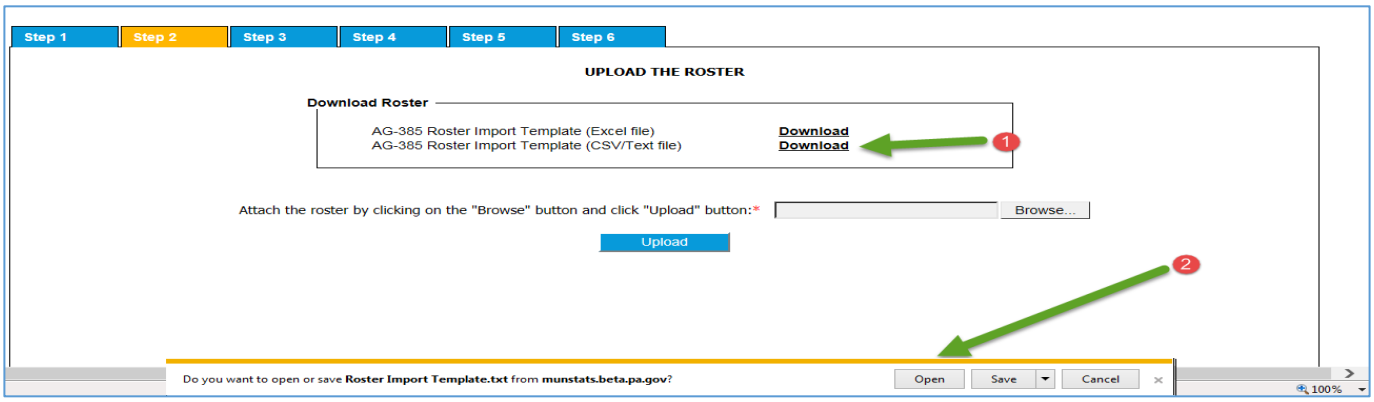
Click **Enable Editing** button

2. **Download the CSV/Text File Template.**

   On Step 2:

   1. To report your Personnel Roster as a CSV/Text file:
      a. Click **Download** link by the **AG-385 Roster Import Template (CSV/Text file).**

   2. Click **Open** to open the file in your text editor.


Step 1
Step 2
Step 3
Step 4
Step 5
Step 6
UPLOAD THE ROSTER
Download Roster
AG-385 Roster Import Template (Excel file)
Download
AG-385 Roster Import Template (CSV/Text file)
Download
1
Attach the roster by clicking on the "Browse" button and click "Upload" button:*
Browse...
Upload
2
Do you want to open or save Roster Import Template.txt from munstats.beta.pa.gov?
Open
Save
Cancel
100%

Appendix B

Filling out the Personnel Roster Data Template Files

You MAY NOT CERTIFY employees participating in:

a. Individual Retirement Accounts (IRA) – Ineligible
b. Deferred Compensation Plans – Ineligible

Municipal Authority Employees are not eligible unless the employees meet certain conditions in the Third Class City Code (see Section 3 of Act 362 of 1992).

Complete the Personnel Roster Data for all plans, **use 1 form for all roster types**. They will sort and populate by roster type in the upload process.

Your Municipality must maintain its pension plan for three (3) years before it qualifies for state aid.
Note: Municipalities may not retroactively establish a pension plan to qualify.

a. A Municipality pension plan is "maintained" by the Municipality. "Maintained" means financial support for 3 consecutive years by means of municipal contributions.
b. The plan may be administered by the Municipality or by a trustee, such as a bank, insurance company union or the Pennsylvania Municipal Retirement System.

Who to include in the Personnel Roster Data File:

- **Working, Active Full-Time Police Officers:**

Each police officer MUST meet each of these conditions anytime between January 1st and December 31st of the *prior calendar year*:

a. Be an ACTIVE, FULL-TIME POLICE OFFICER employed by the Municipality.
b. Be EMPLOYED FOR ANY SIX (6) CONSECUTIVE MONTHS during the *prior calendar year.*
c. WORK NOT LESS THAN 35 HOURS PER WEEK.
    a. Disability Benefits – You may report Police Officers receiving TEMPORARY SERVICE – RELATED DISABILITY BENEFITS.
d. Be a MEMBER OF A POLICE PENSION PLAN and meet all of its requirements.

Police Pension Plan Established:

Your plan must have been established on or before 1/1/ (current year – 3) to be eligible for state aid. Example: if current year is 2016 (2016 – 3 =2013) 1/1/2013

Payroll for Police Pension Plan:

Use W-2 tax form earnings pertaining to only full-time employees for the *prior calendar year.* Include any Heart and Lung benefits as part of the employee W-2 wages.

Working, Active Full-Time, Paid Firefighters:

Each Paid Firefighter MUST meet each of these conditions anytime between January 1st and December 31st of the *prior calendar year*:

a. Be an ACTIVE, FULL-TIME PAID FIREFIGHTER employed by the Municipality.
b. Be EMPLOYED FOR ANY SIX (6) CONSECUTIVE MONTHS during the *prior calendar year.*
c. WORK NOT LESS THAN 35 HOURS PER WEEK.
d. Be a MEMBER OF A FIREFIGHTER PENSION PLAN and meet all of its requirements.

Firefighter Pension Plan Established:

Your plan must have been established on or before 1/1/ (current year – 3) to be eligible for state aid. Example: if current year is 2016 (2016 – 3 =2013) 1/1/2013

Payroll for Firefighter Pension Plan:

Use W-2 tax form earnings pertaining to only full-time employees for the *prior calendar year.* Include any Heart and Lung benefits as part of the employee W-2 wages.

- **Working, Active Full-Time, Non-Uniformed Employees:**

Each Non-Uniformed Employee MUST meet each of these conditions anytime between January 1st and December 31st of the *prior calendar year*:

a. Be an ACTIVE, FULL-TIME NON-UNIFORMED employee employed by the Municipality.
b. Be EMPLOYED FOR ANY SIX (6) CONSECUTIVE MONTHS during the *prior calendar year.*
c. WORK NOT LESS THAN 35 HOURS PER WEEK.
d. Be a MEMBER OF A NON-UNIFORMED EMPLOYEE PENSION PLAN and meet all of its requirements.

Non-Uniformed Employee Pension Plan Established:

Your plan must have been established on or before 1/1/ (current year – 3) to be eligible for state aid. Example: if current year is 2016 (2016 – 3 =2013) 1/1/2013

Uniformed Employee who is a Member of a Non-Uniformed Employee Plan:

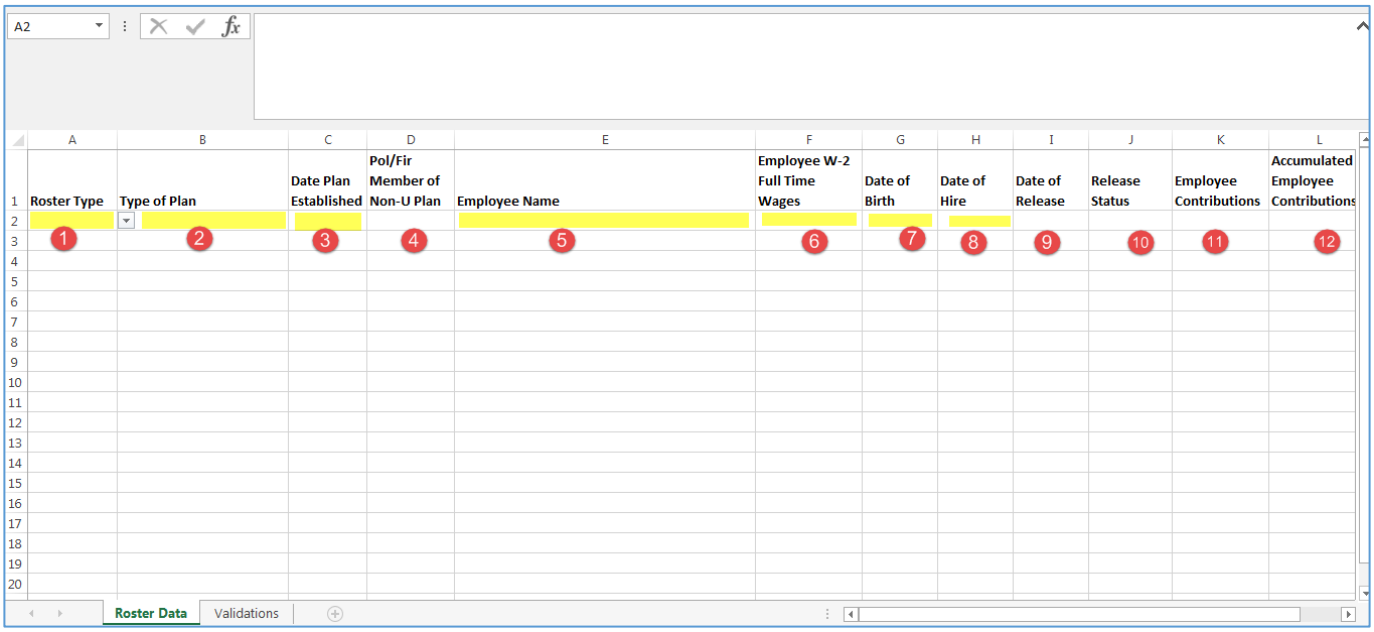
a. A paid firefighter or police officer who is a member of a non-uniformed plan must be reported under the Non-Uniformed Plan Type.
b. The firefighter or police officer need to meet requirements a, b and c under the **Working, Active Full-Time Police Officers** section or the **Working, Active Full-Time, Paid Firefighters** section above, and requirement d under the **Working, Active Full-Time, Non-Uniformed Employees** section above.

Payroll for Non-Uniformed Employee Pension Plan:

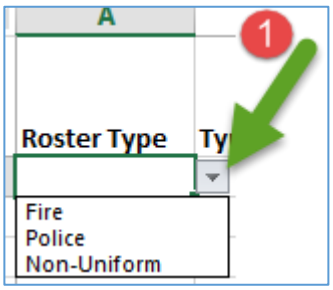
Use W-2 tax form earnings pertaining to only full-time employees for the *prior calendar year*. Supervisor meeting pay **SHOULD NOT** be included on the certification form.

Using the EXCEL Template

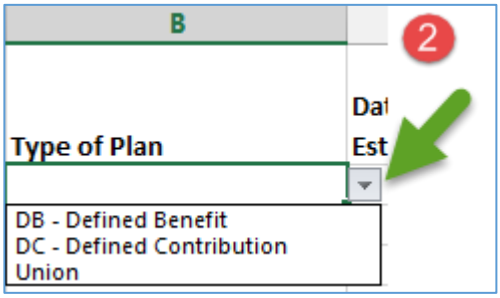
Highlighted fields are required



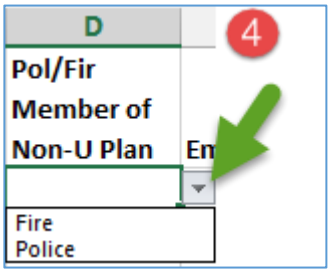
1. Roster Type – Click arrow and select appropriate option.



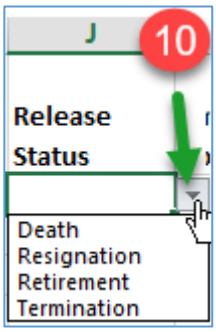
2. Type of Plan – Click arrow and select appropriate option.



3. Date Plan Established –enter date using mm/dd/yyyy format.
4. Pol/Fir Member of Non-U Plan – Only enter if Roster Type is Non-Uniform and employee is a Police Officer or Firefighter not covered under a Fire or Police pension plan. The firefighter or police officer must meet all the requirements outlined to be included on the roster.
   Click the arrow and select the appropriate value.



5. Employee Name – enter **last name, first name.**
6. Employee W-2 Full Time Wages
7. Date of Birth - enter date using mm/dd/yyyy format.
8. Date of Hire - enter date using mm/dd/yyyy format.
9. Date of Release – if applicable, enter date using mm/dd/yyyy format.
10. Release Status – Only entered if a Date of Release is entered.
    Click arrow and select the appropriate value



11. Employee Contributions
12. Accumulated Employee Contributions
    a. The Employee Contributions column is for the contributions made by the employee in the reporting year, and the Accumulated Employee Contributions column is for total contributions made by the employee since they enrolled in the plan, as of the reporting year.
    b. Please note that the employee contributions columns are for informational purposes only and do not factor into the calculation of the municipality's annual state aid allocation.

After all the data is entered, **Save** the file (Excel Template) and **Close** EXCEL.

Sample Excel Template:

Roster Type	Type of Plan	Date Plan Established	Pol/Fir Member of Non-U Plan	Employee Name	Employee W-2 Full Time Wages	Date of Birth	Date of Hire	Date of Release	Release Status	Employee Contributions	Accumulated Employee Contributions
Non-Uniform	DB - Defined Benefit	6/1/1970	Police	Timothy Hutton	$36,469.27	12/28/1967	12/31/2012	12/1/2016	Death	$2,500.00	$4,500.00
Police	DB - Defined Benefit	12/13/1976		Johnny Depp	$84,021.47	1/13/1974	8/27/2007				
Fire	DB - Defined Benefit	4/30/1970		David Brook	$104,022.24	1/22/1955	11/19/1985				
Non-Uniform	DB - Defined Benefit	6/1/1970		Theodore Roosevelt	$49,543.14	8/29/1974	3/21/2011	7/15/2016	Retirement		
Police	DB - Defined Benefit	12/13/1976		Zoe Doe	$81,353.34	4/30/1978	4/27/2007				
Police	DB - Defined Benefit	12/13/1976		Brian Piccalo	$96,079.84	7/6/1973	12/26/1995				

Using CSV/Text Template

The first line of data in the template contains the field names separated by a semi-colon (;).
DO NOT change this line.

The field names are:
"Roster Type";"Type of Plan";"Date Plan Established";"Pol/Fir Member of Non-U Plan";"Employee Name";"Employee W-2 Full Time Wages";"Date of Birth";"Date of Hire";"Date of Release";"Release Status";"Employee Contributions";"Accumulated Employee Contributions"

You must account for every field listed in every record entered. Every piece of data must begin with a double quote (“) and end with a double quote (“) and a semi-colon (;).

1. Roster Type – required - valid values are:
   Fire
   Police
   Non-Uniform
2. Type of Plan – required - valid values are:
   DB - Defined Benefit
   DC – Defined Contribution
   Union
3. Date Plan Established – required – date format is mm/dd/yyyy.
4. Pol/Fir Member of Non-U Plan – required <u>Only</u> if Roster Type is Non-Uniform and employee is a Police Officer or Firefighter not covered under a Fire or Police pension plan. The firefighter or police officer must meet all the requirements outlined to be included on the roster. When appropriate valid values are:
   Fire
   Police
5. Employee Name – required.
6. Employee W-2 Full Time Wages – required.
7. Date of Birth – required – date format is mm/dd/yyyy.
8. Date of Hire – required – date format is mm/dd/yyyy.
9. Date of Release – if applicable - date format is mm/dd/yyyy.
10. Release Status - <u>Only entered</u> if a Date of Release is entered – When appropriate valid values are:
    Death
    Resignation
    Retirement
    Termination
11. Employee Contributions
12. Accumulated Employee Contributions – DO NOT put a semi-colon after this field.

Sample File:
Every field has a value
"Non-Uniform";"Union";"01/01/2010";"Fire";"John Smith";"15800.00";"08/11/1969";"01/01/2011";"11/17/2016";"Death";"1245.75";"4500.00"

Every field has a value EXCEPT Pol/Fir Member of Non-U Plan
"Fire";"DC - Defined Contribution";"01/01/2010";"";"Jane Doe";"15500.00";"04/18/1965";"02/01/2012";"04/17/2016";"Retirement";"545.75";"2500.00"

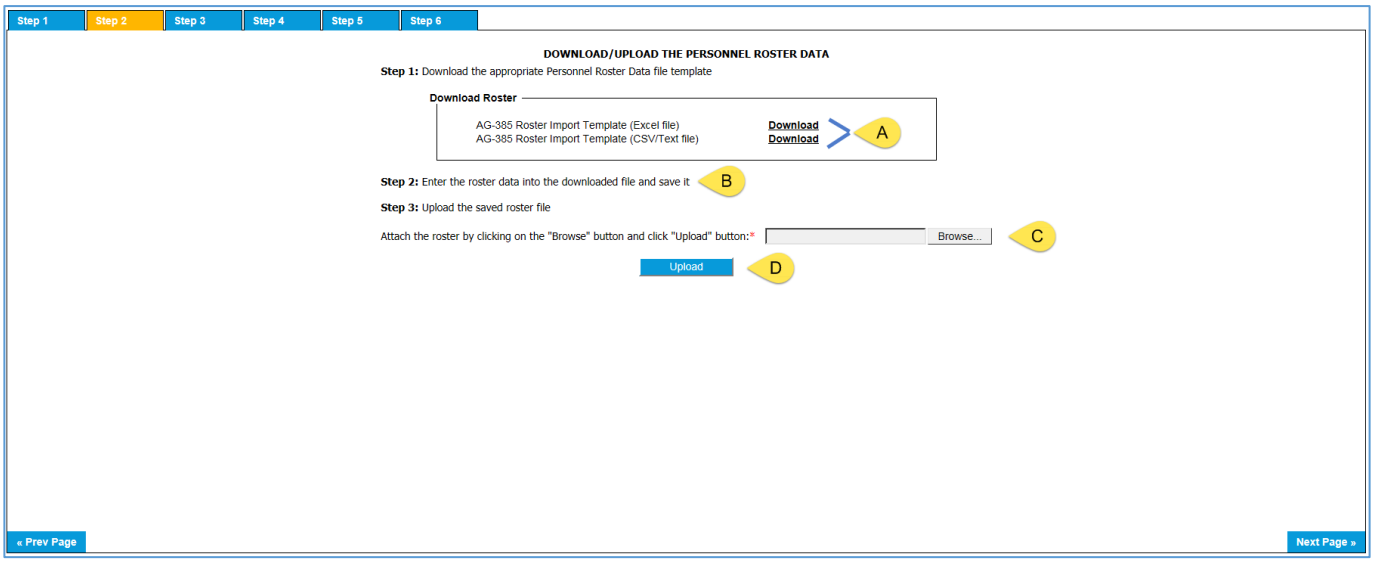
Only required fields have a value
"Police";"DB - Defined Benefit";"12/13/1976";"";"Johnny Depp";"84021.47";"1/13/1974";"8/27/2007";"";"";"";""
"Non-Uniform";"DB - Defined Benefit";"6/1/1970";"";"Theodore Roosevelt";"49543.14";"8/29/1974";"3/21/2011";"";"";"";""

Appendix C

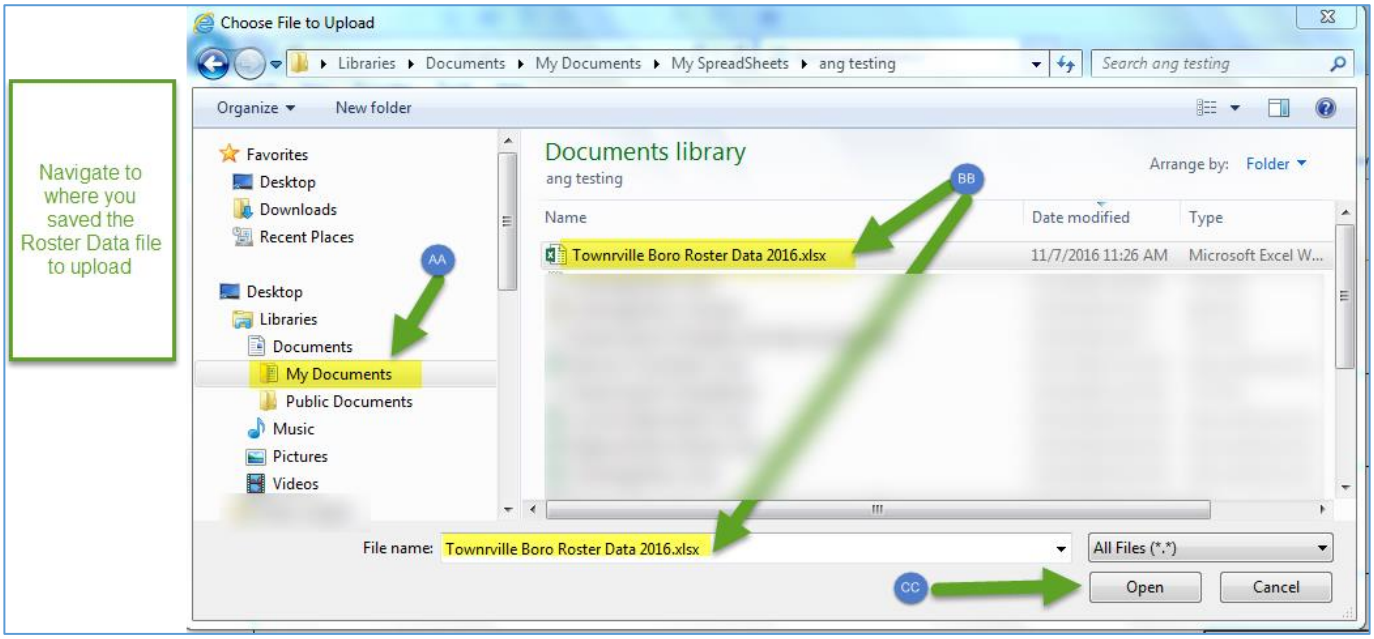
Browse for Personnel Roster Data File to Upload

On **Step 2**:

Click **Browse** (C).



Note: The below screen shot is what appears when working on a computer that uses Windows operating system.

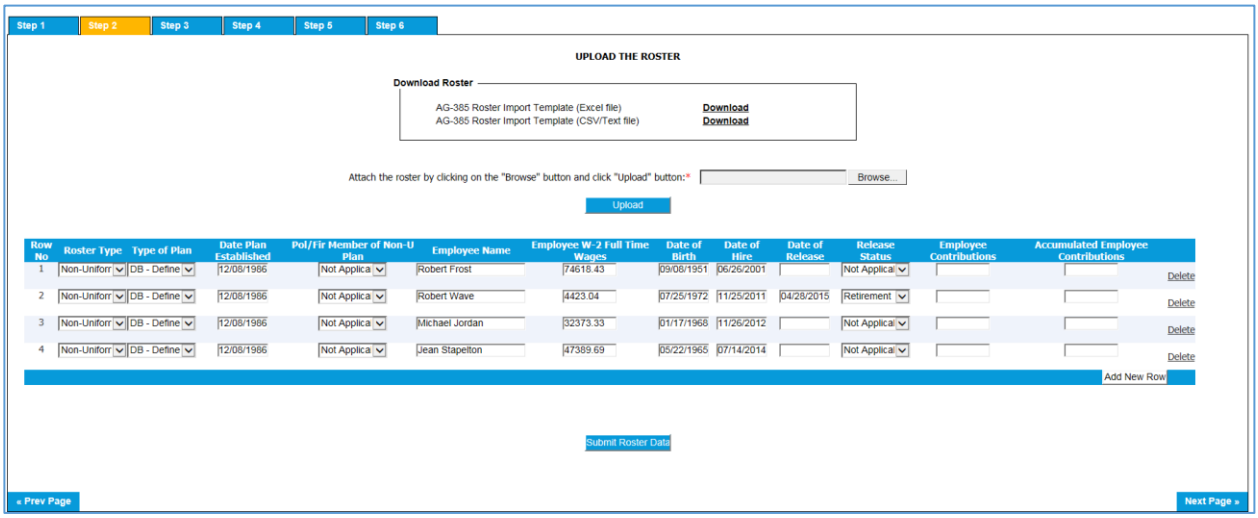


AA Navigate to where you saved the Personnel Roster Data File.
BB Click once on the file name you want to select and it will appear in the File Name box.

CC Click **Open** button to select the file. **Step 2** redisplays showing the selected file name.

DD Click **Upload** to load the data to the Municipal Statistics website.
The data displays in a grid on **Step 2**.

Note:
Validations are in place when you submit the Personnel Roster Data file. Each error message/warning will indicate where the correction needs to take place. See ***Appendix D*** for a list of possible errors you could receive when uploading the Personnel Roster Data File.



Review the data in the grid. You can update the data in the grid if you find any incorrect data.

EE Once the data has been reviewed, click **Submit Roster Data** to save the data to the system. The saved data is used to populate fields on **Step 3**. You are taken to **Step 3** automatically. Please review it for accuracy.

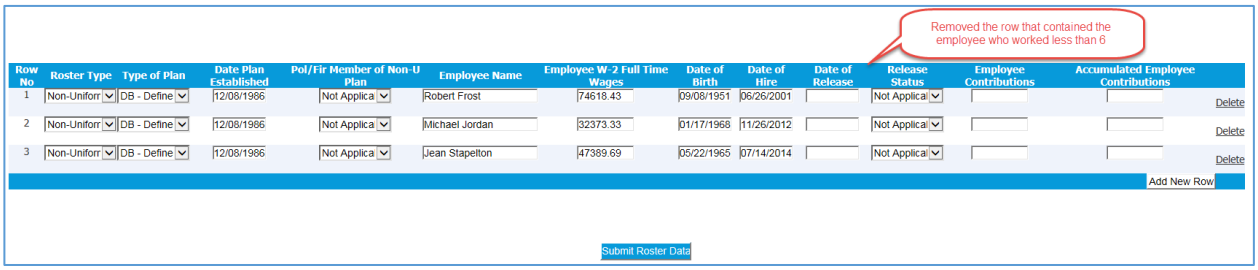
This dialog box is displayed when your Personnel Roster Data is successfully saved.

Continue with the instructions for **Step 3 Page…** found on page 10 of this document.

Appendix D

Error/Warning Messages for Roster Data

Below is a sample error message. Each error message/warning will indicate where the correction needs to be done.



Roster Data Errors/Warnings

Business rule	Error message	Error type
If check box 2 or 3 is checked on Step 1 and Question 2a on Step 3 is less than 1.00	Checkbox 2/Check box 3 is checked on Step 1 but Firefighter employees information is not entered on the uploaded file	Warning
Roster is required	An attachment on Step 2 is required	Error
If the uploaded file is not a Microsoft Excel file or CSV file	The document is not a Microsoft Excel document or Text file or CSV file, and cannot be used as a Roster	Error
If Roster type is blank on the uploaded file	Roster Type is required in Row @@ Column 1. Please correct the data in your file and try uploading it again	Error
If Checkbox 1 is checked on Step 1 and 'Fire' is selected for the Roster Type on the uploaded file	Our Municipality is serviced SOLELY by Volunteer Firefighters is checked on Step 1, but the roster uploaded has a record for Fire in Row @@, Column 1. Please correct the data in your file and try uploading it again	Error
If Type of Plan is blank on the uploaded file	Type of Plan is required in Row @@, Column 2. Please correct the data in your file and try uploading it again	Error

If Date Plan Established is blank on the uploaded file	Date Plan Established is required in Row @@, Column 3. Please correct the data in your file and try uploading it again	Error
If Date Plan Established is in wrong format on the uploaded file	Wrong Date format for Date Plan Established in Row @@, Column 3. Please correct the data in your file and try uploading it again	Error
If future date is selected for Date Plan Established on the uploaded file	Date Plan Established cannot be in future in Row @@, Column 3. Please correct the data in your file and try uploading it again	Error
If Roster Type is Fire or Police and Pol/Fir Member of Non-U plan is not blank on the uploaded file	Pol/Fir Member of Non-U Plan should be empty for Roster types, Fire and Police in Row @@, Column 4. Please correct the data in your file and try uploading it again	Error
If Employee Name is blank on the uploaded file	Employee Name, enter last name, first name is required in Row @@, Column 5. Please correct the data in your file and try uploading it again	Error
If Employee W-2 Full Time Wage is blank on the uploaded file	Employee W-2 Full Time Wage is required in Row @@, Column 6. Please correct the data in your file and try uploading it again	Error
If Employee W-2 Full Time Wage is not a valid number on the uploaded file	Employee W-2 Full Time Wage is not a valid number in Row @@, Column 6. Please correct the data in your file and try uploading it again	Error
If Date of Birth is blank on the uploaded file	Date of Birth is required in Row @@, Column 7. Please correct the data in your file and try uploading it again	Error
If Date of Birth is in wrong format on the uploaded file	Wrong Date format for Date of Birth in Row @@, Column 7. Please correct the data in your file and try uploading it again	Error
If future date is selected for Date of Birth on the uploaded file	Date of Birth cannot be in future in Row @@, Column 7. Please correct the data in your file and try uploading it again	Error
If Date of Hire is blank on the uploaded file	Date of Hire is required in Row @@, Column 8. Please correct the data in your file and try uploading it again	Error
If Date of Hire is in wrong format on the uploaded file	Wrong Date format for Date of Hire in Row @@, Column 8. Please correct the data in your file and try uploading it again	Error
If Date of Hire is before Date of Birth on the uploaded file	Date of Hire cannot be before Date of Birth in Row @@, Column 8. Please correct the data in your file and try uploading it again	Error

If future date is selected for Date of Hire on the uploaded file	Date of Hire cannot be in future in Row @@, Column 8. Please correct the data in your file and try uploading it again	Error
If Release Status is selected and Date of Release is blank on the uploaded file	Date of Release is required in Row @@, Column 9 as Release Status is selected. Please correct the data in your file and try uploading it again	Error
If Date of Release is in wrong format on the uploaded file	Wrong Date format for Date of Release in Row @@, Column 9. Please correct the data in your file and try uploading it again	Error
If Date of Release is before Date of Birth or Date of Hire on the uploaded file	Date of Release cannot be before Date of Birth/Date of Hire in Row @@, Column 9. Please correct the data in your file and try uploading it again	Error
If future date is selected for Date of Release on the uploaded file	Date of Release cannot be in future in Row @@, Column 9. Please correct the data in your file and try uploading it again	Error
If Date of release is not blank and Release Status is blank on the uploaded file	Release Status is required in Row @@, Column 10 as Date of Release is entered. Please correct the data in your file and try uploading it again	Error
If Employee Contribution is not a valid number on the uploaded file	Employee Contribution is not a valid number in Row @@, Column 11. Please correct the data in your file and try uploading it again	Error
If Accumulated Employee Contribution is not a valid number on the uploaded file	Accumulated Employee Contribution is not a valid number in Row @@, Column 12. Please correct the data in your file and try uploading it again	Error
If Employee is hired for less than 180 days and Employee W-2 Full Time Wage is equal to 0.00 on the uploaded file	Employee has not been employed for 6 consecutive months or more in Row @@, Column 8. Please correct the data in your file and try uploading it again	Error
If Employee is hired for less than 180 days and Employee W-2 Full Time Wage is not equal to 0.00 on the uploaded file	Employee has not been employed for 6 consecutive months or more in Row @@, Column 8	Warning
If Roster type is equal to 'Select' in the Grid	Roster Type is required in Row @@ Column 1. Please correct the data in the grid and try submitting it again	Error
If Checkbox 1 is checked on Step 1 and 'Fire' is selected for the Roster Type in the Grid	Our Municipality is serviced SOLELY by Volunteer Firefighters is checked on Step 1, but the Grid has a record for Fire in Row @@, Column 1. Please correct the data in the grid and try submitting it again	Error

If Type of Plan is equal to 'Select' in the Grid	Type of Plan is required in Row @@, Column 2. Please correct the data in the grid and try submitting it again	Error
If Date Plan Established is blank in the Grid	Date Plan Established is required in Row @@, Column 3. Please correct the data in the grid and try submitting it again	Error
If Date Plan Established is in wrong format in the Grid	Wrong Date format for Date Plan Established in Row @@, Column 3. Please correct the data in the grid and try submitting it again	Error
If future date is selected for Date Plan Established in the Grid	Date Plan Established cannot be in future in Row @@, Column 3. Please correct the data in the grid and try submitting it again	Error
If Roster Type is Fire or Police and Pol/Fir Member of Non-U plan is Fire or Police in the Grid	Select 'Not Applicable' from Pol/Fir Member of Non-U Plan dropdown for Roster types, Police and Fire in Row @@, Column 4. Please correct the data in the grid and try submitting it again	Error
If Pol/Fir Member of Non-U plan is equal to 'Select' on the Grid in the Grid	Pol/Fir Member of Non-U Plan is required in Row @@, Column 4. Please correct the data in the grid and try submitting it again	Error
If Employee Name is blank in the Grid	Employee Name, enter last name, first name is required in Row @@, Column 5. Please correct the data in your file and try uploading it again	Error
If Employee W-2 Full Time Wage is blank in the Grid	Employee W-2 Full Time Wage is required in Row @@, Column 6. Please correct the data in the grid and try submitting it again	Error
If Employee W-2 Full Time Wage is not a valid number in the Grid	Employee W-2 Full Time Wage is not a valid number in Row @@, Column 6. Please correct the data in the grid and try submitting it again	Error
If Date of Birth is blank in the Grid	Date of Birth is required in Row @@, Column 7. Please correct the data in the grid and try submitting it again	Error
If Date of Birth is in wrong format in the Grid	Wrong Date format for Date of Birth in Row @@, Column 7. Please correct the data in the grid and try submitting it again	Error
If future date is selected for Date of Birth in the Grid	Date of Birth cannot be in future in Row @@, Column 7. Please correct the data in the grid and try submitting it again	Error

If Date of Hire is blank in the Grid	Date of Hire is required in Row @@, Column 8. Please correct the data in the grid and try submitting it again	Error
If Date of Hire is in wrong format in the Grid	Wrong Date format for Date of Hire in Row @@, Column 8. Please correct the data in the grid and try submitting it again	Error
If Date of Hire is before Date of Birth in the Grid	Date of Hire cannot be before Date of Birth in Row @@, Column 8. Please correct the data in the grid and try submitting it again	Error
If future date is selected for Date of Hire in the Grid	Date of Hire cannot be in future in Row @@, Column 8 Please correct the data in the grid and try submitting it again	Error
If Date of Release is blank and Release Status is Death or Resignation or Retirement or Termination or Select in the Grid	Date of Release is required in Row @@, Column 9 as Release Status is selected. Please correct the data in the grid and try submitting it again	Error
If Date of Release is in wrong format and Release Status is Death or Resignation or Retirement or Termination or Select in the Grid	Wrong Date format for Date of Release in Row @@, Column 9. Please correct the data in the grid and try submitting it again	Error
If Date of Release is before Date of Birth or Date of Hire in the Grid	Date of Release cannot be before Date of Birth/Date of Hire in Row @@, Column 9. Please correct the data in the grid and try submitting it again	Error
If future date is selected for Date of Release in the Grid	Date of Release cannot be in future in Row @@, Column 9. Please correct the data in the grid and try submitting it again	Error
If Date of release is not blank and Release Status is blank in the Grid	Release Status is required in Row @@, Column 10 as Date of Release is entered. Please correct the data in the grid and try submitting it again	Error
If Date of release is before the filing year start date	Date of Release is prior to filing year, please remove employee from roster	Error
If Employee Contribution is not a valid number in the Grid	Employee Contribution is not a valid number in Row @@, Column 11. Please correct the data in the grid and try submitting it again	Error
If Accumulated Employee Contribution is not a valid number in the Grid	Accumulated Employee Contribution is not a valid number in Row @@, Column 12. Please correct the data in the grid and try submitting it again	Error

If Employee is hired for less than 180 days and Employee W-2 Full Time Wage is equal to 0.00 in the Grid	Employee has not been employed for 6 consecutive months or more in Row @@, Column 8. Please correct the data in the grid and try submitting it again	Error
If Employee is hired for less than 180 days and Employee W-2 Full Time Wage is not equal to 0.00 in the Grid	Employee has not been employed for 6 consecutive months or more in Row @@, Column 8	Warning
If Employee Name, Date of Birth and Date of Hire are same for multiple records in the Grid	Please check the highlighted records for possible duplication and either fix or remove one of the records	Error
On button 'Continue' click, if the grid values are valid, the system takes the user to the Step 3	Your values are calculated and pre-populated on Step 3	Notification

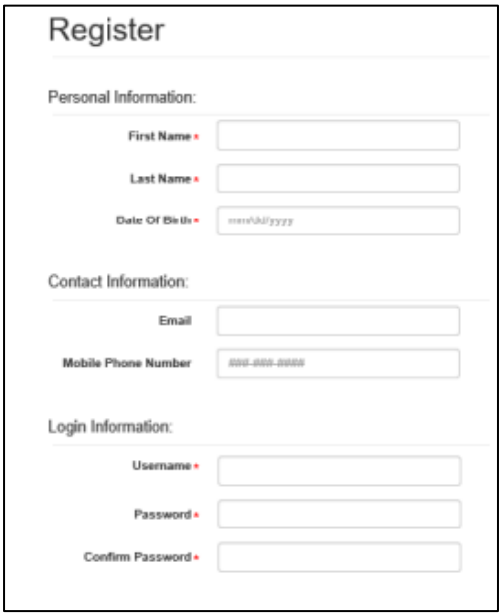
Appendix E

Registering for a Municipal Statistics Account

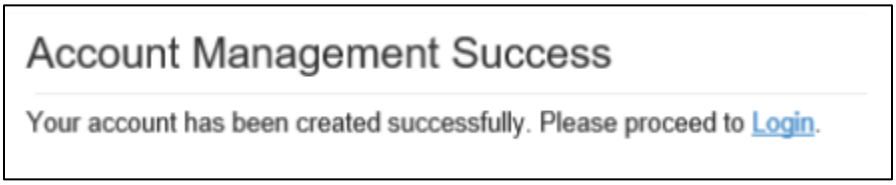
If you do not have a Municipal Statistics user account, go to https://munstats.pa.gov/forms/LogIn.aspx and select "**New User Registration**" button.

Step 1. Obtain a PA Keystone Login account

Complete all fields with an asterisk. **Note: An email address is <u>not</u> required for a PA Keystone Login account.**



After completing all required fields and clicking Register, you will see the following message. Do not click the "Please proceed to Login" link, just return to the Municipal Statistics login page https://munstats.pa.gov/forms and follow step 2.

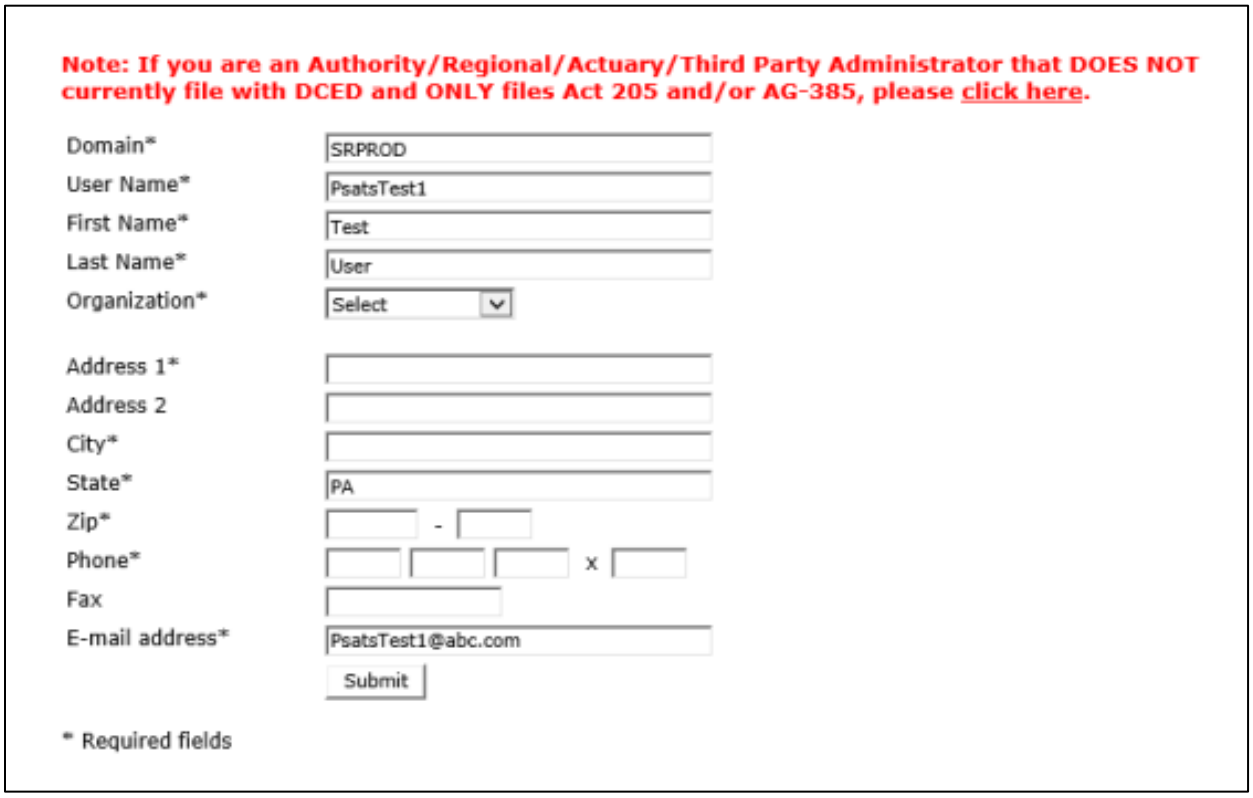


Step 2. Register for Municipal Statistics e-filing privileges.

Log into Municipal Statistics with your Keystone Login username and password, and you will be directed to the Municipal Statistics registration page, which will import your Keystone Login information. (**Note:** This information cannot be changed- if it is incorrect, you must return to PA Keystone Login to correct).

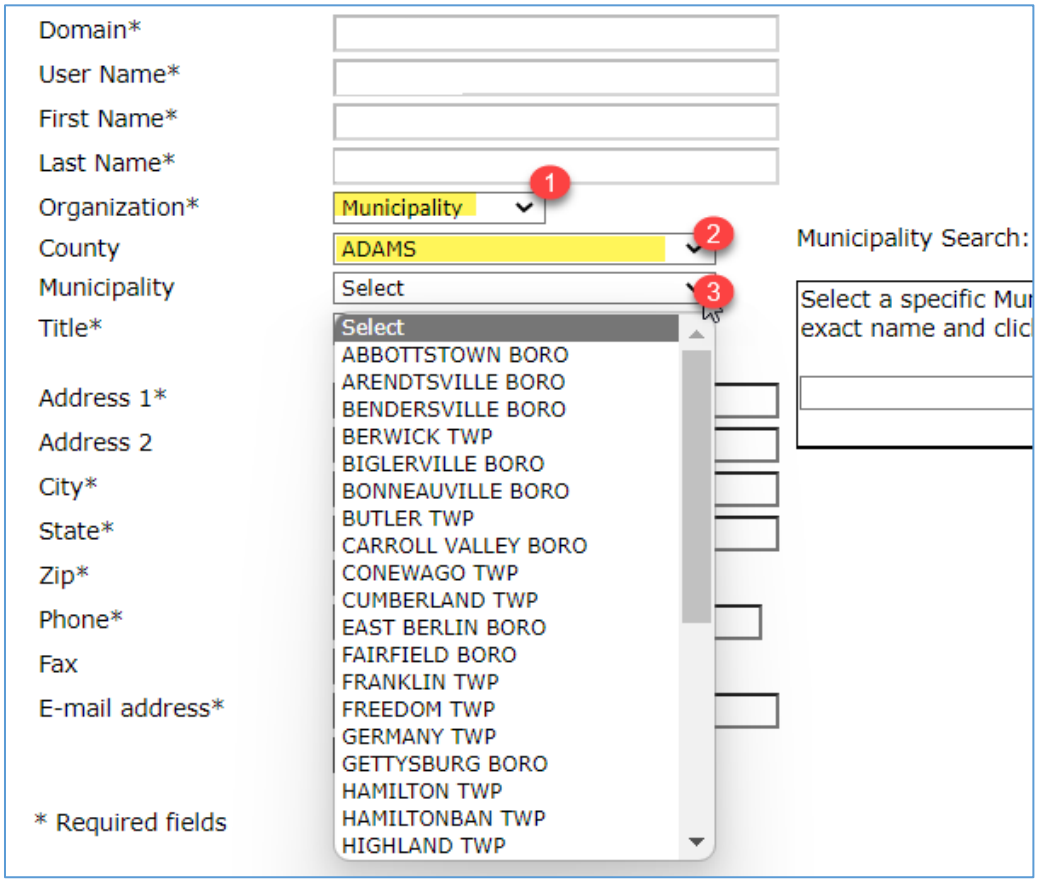
Municipalities- complete the required fields for the Municipal Statistics registration and follow the steps on the next page.

Regionals- skip to page 40 for your registration instructions.

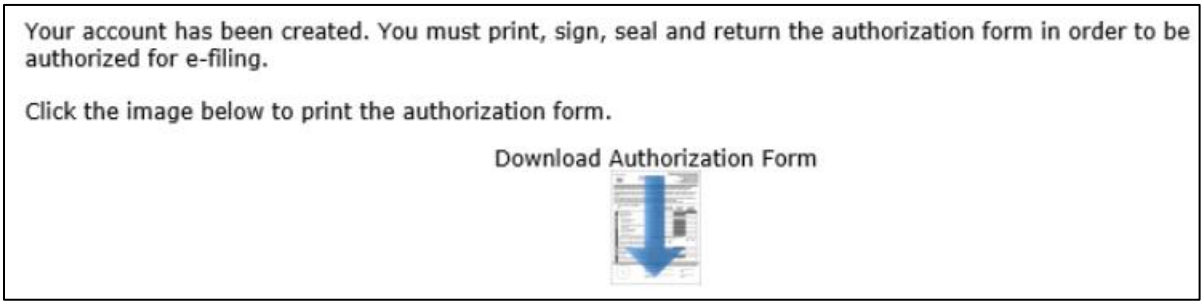


If you are a Municipality:

Organization - Select "Municipality" from the drop-down box.
County – Select your County from the dropdown box.
Municipality – Select your Municipality from the dropdown box.



Click **Submit** after completing all the required fields. Then click the "Download Authorization Form" link. Print, sign and fax/email the Authorization Form to DCED. As soon as DCED receives and approves it, you will receive an email indicating your e-filing privileges have been activated.

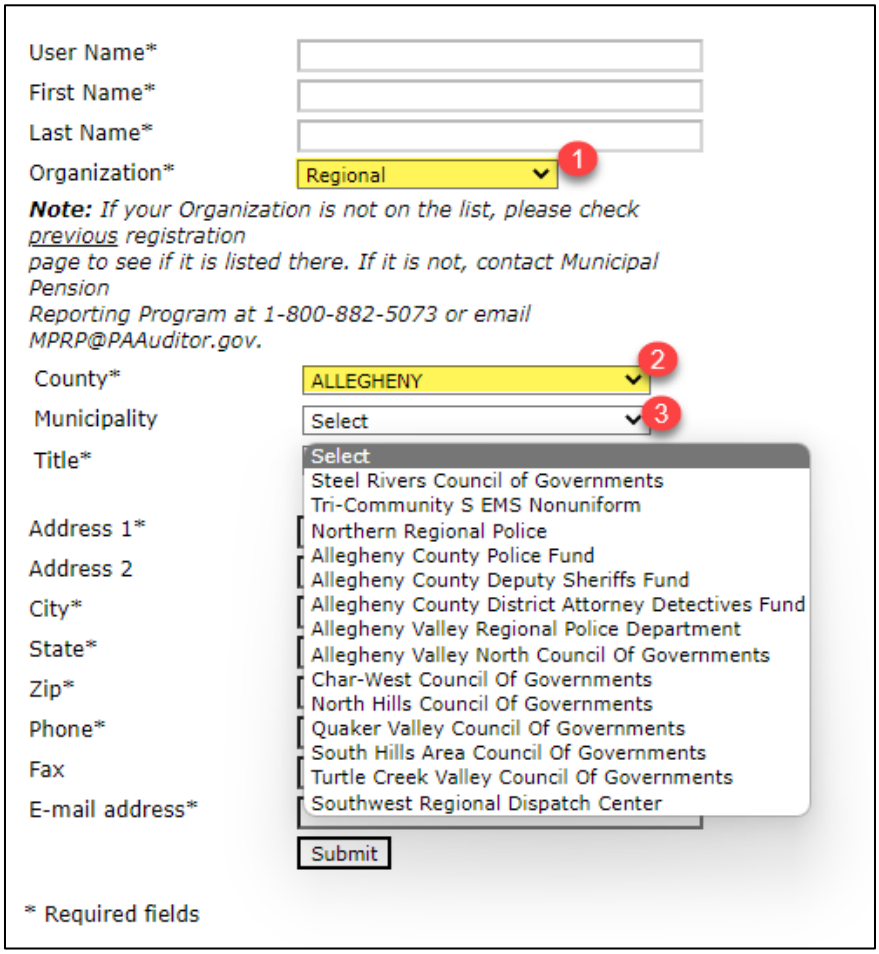


If you are a Regional:

Regionals are not visible in the Municipality dropdown list. Click on the link in red at the top of the Registration page.

Note: If you are an Authority/Regional/Actuary/Third Party Administrator that DOES NOT currently file with DCED and ONLY files Act 205 and/or AG-385, please click here.

Organization - Select "Regional" from the drop-down box.
County – Select your County from the dropdown box.
Municipality – Select your Regional from the dropdown box.



Click **Submit** after completing all the required fields.

You will receive an email from Comptroller@PaAuditor.gov letting you know your e-filing privileges have been granted. You can now log in to the Municipal Statistics website using the username and password you set up in the registration form.