Block 50 Monthly Reporting Instructions

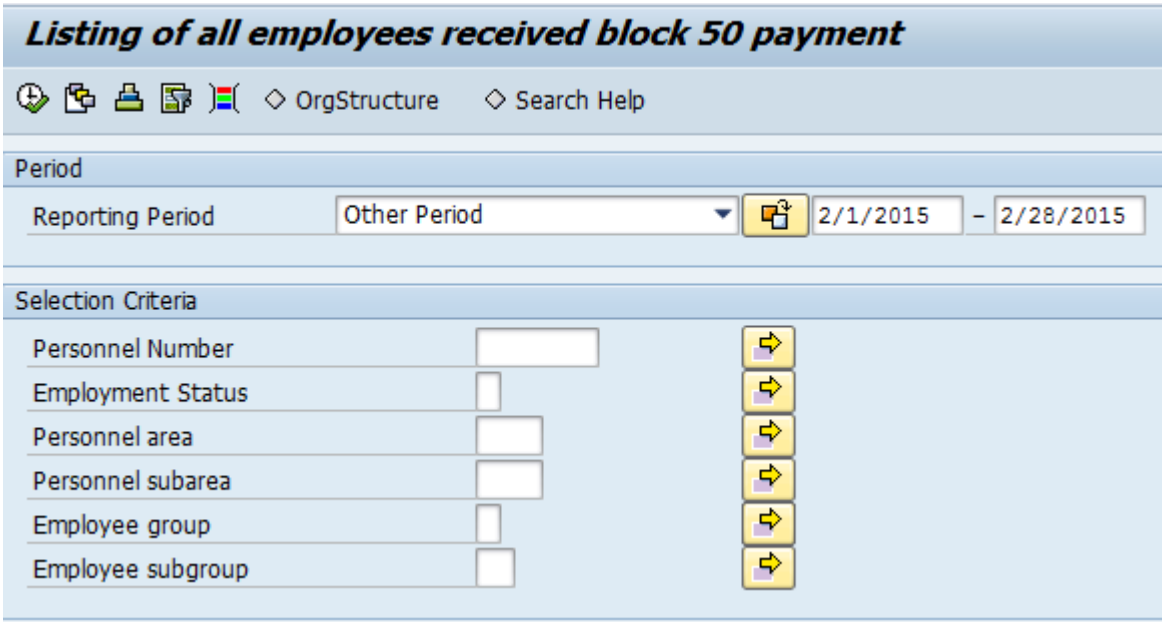
To verify the block 50s paid by your agency for a month, you must use the ZTM18 transaction code. Instructions for this process can be found on the HR website under Resources/Processes-Reports/Reports/Payroll.

NOTE: Using those instructions, you can run the report by organizational unit.

To ensure the report brings in the correct information for your agency, you must complete the following fields before you execute the report:

The dates of the report should be for the month your agency made any payments associated with block 50s

EXAMPLE:



1. **Click the reporting Period field down arrow and select the "Other Period"**
2. **In the field to the right, select the first day on the month and the last day of the month**
3. **Then Execute the report**

In this example, the information returned will be all block 50s paid to any employee (to whom you have access) during the month of February 2015.

Your report should verify the block 50s for the month for your agency. The report should be saved and emailed to PERS.DEMDirector@ky.gov by the 7th of each month, reporting block 50s paid in the previous month. The email should verify the total number of block 50s and the total amount of the block 50s.