

**STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
DIVISION OF FIELD SERVICES
OFFICE OF SCHOOL FINANCE**

INSTRUCTION MANUAL

SOCIAL SECURITY CONTRIBUTIONS SYSTEM

PURPOSE

This manual includes instructions and procedures for utilizing the web-based Social Security Contributions System. This system is used to request reimbursement from the State of New Jersey for the employer's share of FICA (Social Security and Medicare) contributions paid on the base wages of members of the Teachers Pension and Annuity Fund (TPAF) that are eligible for FICA reimbursement per N.J.S.A 18A:66-66.

As used in this manual, the word "district" applies to school districts, charter schools, and other education-related entities that are eligible for FICA reimbursement from the State of New Jersey.

Both original requests and adjustments will be processed through this system and ACH payments will be made.

AVAILABILITY

This online system is available on our secure site at <http://homeroom.state.nj.us/>. Instructions for establishing user accounts for on-line applications are available at <http://www.state.nj.us/njded/data/collections/>. You must establish a user account specifically for this application.

The Social Security Contributions System is a calendar-year system. For a given calendar year, the system is available from early January through approximately February 15th of the following year. Therefore, from January through mid-February, two calendar years are open – the current calendar year and the previous calendar year. After mid-February, you cannot access the previous calendar year.

All supporting documentation and materials pertaining to State reimbursement of FICA contributions must be kept on file in the district. The Department of Education will require these documents and materials during any audits of the district's FICA reimbursement requests.

CONTACTS

For fiscal questions, contact Gautam Nanavati, Office of School Finance, at 609-777-4488. For technical issues, email FICA@doe.state.nj.us.

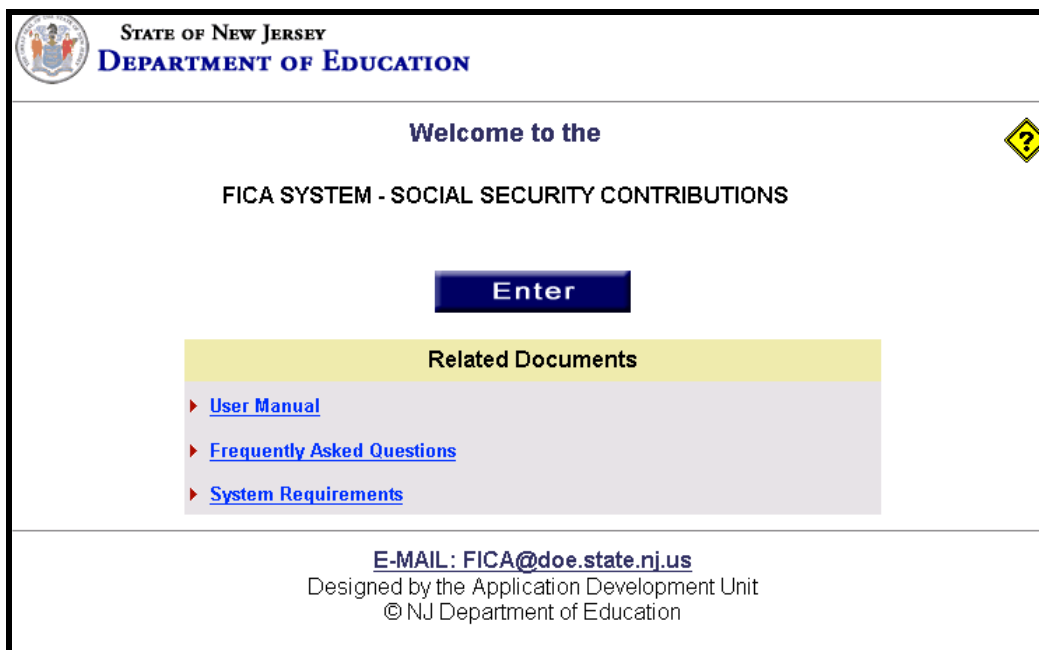
HOW TO USE THIS ON-LINE SYSTEM

IMPORTANT NOTES BEFORE STARTING

- Review the information at <http://homeroom.state.nj.us>.
- **You cannot review any data online for a calendar year once that calendar year is closed. To maintain a record of your requests for reimbursement, print the data entry screen and the summary screen that lists all pay periods each time you process a reimbursement request.**
- **An adjustment to a previously processed request will replace the original data. Once you save an adjustment to a pay period, you cannot retrieve the original request. Maintain a record of all reimbursement requests and adjustments by printing the data entry screen and the summary screen each time you process a request or an adjustment.**
- This system is set up for twenty-four pay periods annually or two pay periods per month. If you have more than two pay periods in a month, you must combine pay periods in order to limit your reimbursement requests to two for that month.
- If you need to change an entry for a pay period, delete the incorrect data for that pay period and input the correct data. If the adjustment reduces the state share payable, the amount owed will be deducted from a future payment(s) as you continue to process subsequent pay periods. If the adjustment increases the state share payable, the additional amount will be processed when the Department of Education runs the next payment after you enter your adjustment.
- Data entry fields require a number with two-decimal places and no characters, other than the decimal period. Fields are pre-populated with zeroes. If, for any reason, you enter a zero, the required format is 0.00. *You cannot input a negative number into this system.*
- A revised screen is provided for you to identify a contact and certification person for your district's FICA reimbursement requests. Check mark the box if both persons are same. If they are different then enter the information at the appropriate place. Any incomplete information on this screen precludes you for proceeding further. You must certify before submitting the data for reimbursement per N.J.S.A. 18A:66-66.
- The contact and certification person information on this screen may be updated by the district at any time.

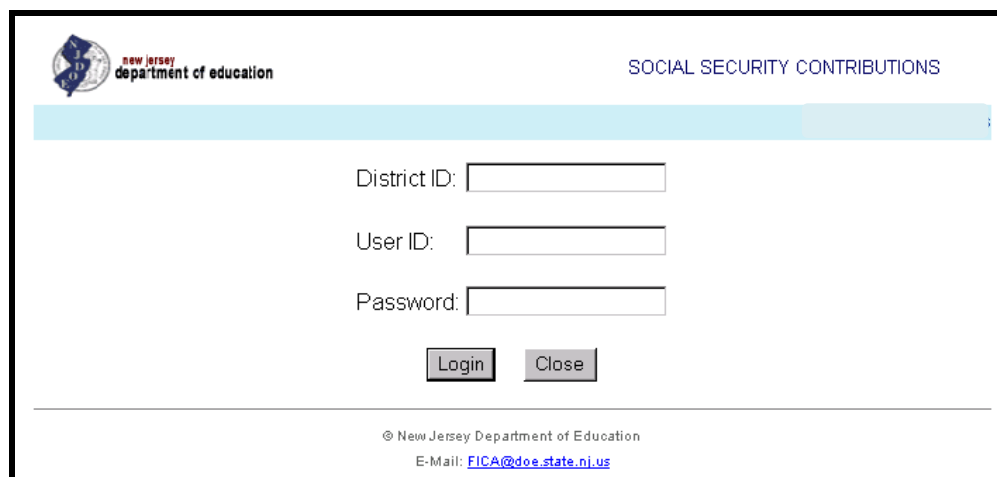
GETTING STARTED

Begin by reviewing the documents available on the introduction screen:



The screenshot shows the introduction screen for the FICA SYSTEM - SOCIAL SECURITY CONTRIBUTIONS. At the top left is the State of New Jersey Department of Education logo. The text reads "Welcome to the FICA SYSTEM - SOCIAL SECURITY CONTRIBUTIONS". Below this is a blue button labeled "Enter". A yellow box titled "Related Documents" contains three links: "User Manual", "Frequently Asked Questions", and "System Requirements". At the bottom, it provides the email address "E-MAIL: FICA@doe.state.nj.us" and credits the design to the Application Development Unit of the NJ Department of Education.

1. To access the system, select 'Enter' on the introduction screen.
2. Enter the four digit district code, user ID, and password on the login screen. Click "Login" to continue.



The screenshot shows the login screen for the FICA SYSTEM - SOCIAL SECURITY CONTRIBUTIONS. It features the New Jersey Department of Education logo and the title "SOCIAL SECURITY CONTRIBUTIONS". There are three input fields: "District ID:", "User ID:", and "Password:". Below the fields are two buttons: "Login" and "Close". At the bottom, it includes the copyright notice "© New Jersey Department of Education" and the email address "E-Mail: FICA@doe.state.nj.us".

3. Review the main menu screen:

MAIN MENU

The screenshot shows the 'SOCIAL SECURITY CONTRIBUTIONS' main menu. At the top left is the New Jersey Department of Education logo. The page title is 'SOCIAL SECURITY CONTRIBUTIONS'. A navigation bar includes a 'Logout' link and the date 'November 1, 2006'. Below this, the user's location is displayed: 'County: 07 CAMDEN' and 'District: 0800 CHERRY HILL TWP'. The main content area features a yellow header for 'SOCIAL SECURITY CONTRIBUTIONS MENU' and a green box with two menu items: '20XX System' and 'Contact Information'. At the bottom, there is a copyright notice for the New Jersey Department of Education and an email address: 'E-Mail: FICA@doe.state.nj.us'.

Enter the contact and certification information on the following screen:

The screenshot shows the 'SOCIAL SECURITY CONTRIBUTIONS' contact and certification information screen. The header includes the New Jersey Department of Education logo and the page title. A navigation bar has 'Logout' and 'Print' links. The user's location is 'County: 21 MERCER' and 'District: 5210 TRENTON PUBLIC SCHOOL DISTRICT'. The form is divided into two sections: 'Contact Information' and 'Certification Information'. Both sections have identical fields: 'Title:* Book Keeper', 'Last Name:* schmidt', 'First Name:* john', 'Email Address:* schmidt@Comcast.net', and 'Phone Number: (nnn-xxx-xxxx xxxx) * 609-777-4488'. A checkbox is checked with the text 'If contact and certification person are the same, please check the box'. At the bottom, there is a red asterisk note '* IDENTIFIES REQUIRED FIELDS' and a 'Save and Continue' button.

BUTTON DESCRIPTIONS:

20XX SYSTEM

This button is used to access the screen listing the pay periods for the calendar year selected.

CONTACT AND CERTIFICATION INFORMATION

All the information initially entered after log in is displayed on this screen.

ENTERING A REQUEST FOR REIMBURSEMENT

On the preceding screen, click the calendar year for which you want to enter a request for reimbursement.

This action displays the summary screen shown on the following page, listing all twenty-four pay periods for the calendar year. You cannot enter data into this screen. The fields on the summary screen are blank until you enter a request in the data entry screen and save your entry.



SOCIAL SECURITY CONTRIBUTIONS

[Logout](#) | [Print](#)

County: 07 District: 0800

[Go to Main Menu](#)

20XX FICA SYSTEM

PP	Report Period	Total TPAF Wages	Extra Comp.	Total TPAF Base Wages	SS + Medicare Base Wages	Medicare Only Base Wages	State Share Payable	Tuition/Misc Deduction	Amount Paid	Difference
1	JAN. 1 - 15	3,249,616.02	71,116.39	3,178,499.63	3,178,499.63	0.00	243,155.22	0.00	243,155.22	0.00
2	JAN. 16 - 31	3,274,966.24	107,303.01	3,167,663.23	3,167,663.23	0.00	242,326.24	0.00	242,326.24	0.00
3	FEB. 1 - 15	3,270,158.05	98,724.81	3,171,433.24	3,171,433.24	0.00	242,614.64	0.00	242,614.64	0.00
4	FEB. 16 - 29	3,255,426.95	99,741.30	3,155,685.65	3,155,685.65	0.00	241,409.95	0.00	241,409.95	0.00
5	MAR. 1 - 15	6,681,194.94	244,758.60	6,436,436.34	6,436,436.34	0.00	492,387.38	0.00	492,387.38	0.00
6	MAR. 16 - 31	3,335,440.83	129,164.34	3,206,276.49	3,206,276.49	0.00	245,280.15	0.00	245,280.15	0.00
7	APR. 1 - 15	3,296,997.97	89,428.92	3,207,569.05	3,207,569.05	0.00	245,379.03	0.00	245,379.03	0.00
8	APR. 16 - 30	3,324,724.26	119,695.72	3,205,028.54	3,205,028.54	0.00	245,184.68	0.00	245,184.68	0.00
9	MAY 1 - 15	3,332,146.59	117,538.05	3,214,608.54	3,214,608.54	0.00	245,917.55	0.00	245,917.55	0.00
10	MAY 16 - 31	3,323,821.98	100,815.03	3,223,006.95	3,223,006.95	0.00	246,560.03	0.00	246,560.03	0.00
11	JUN. 1 - 15	3,314,175.48	93,284.19	3,220,891.29	3,220,891.29	0.00	246,398.18	0.00	246,398.18	0.00
12	JUN. 16 - 30	3,350,932.88	139,813.62	3,211,119.26	3,211,119.26	0.00	245,650.62	0.00	245,650.62	0.00
13	JUL. 1 - 15	482,510.25	250,609.44	231,900.81	231,900.81	0.00	17,740.41	0.00	17,740.41	0.00
14	JUL. 16 - 31	362,138.12	131,317.25	230,820.87	230,820.87	0.00	17,657.80	0.00	17,657.80	0.00
15	AUG. 1 - 15	612,792.36	383,731.07	229,061.29	229,061.29	0.00	17,523.19	0.00	17,523.19	0.00
16	AUG. 16 - 31	3,683,415.41	331,027.08	3,352,388.33	3,305,427.50	46,960.83	253,546.14	0.00	253,546.14	0.00
17	SEP. 1 - 15	3,245,447.75	124,946.83	3,120,500.92	3,066,708.88	53,792.04	235,383.21	0.00	235,383.21	0.00
18	SEP. 16 - 30	3,186,161.61	81,354.40	3,104,807.21	3,018,770.71	86,036.50	232,183.49	0.00	232,183.49	0.00
19	OCT. 1 - 15	3,181,756.13	90,327.23	3,091,428.90	2,982,440.19	108,988.71	229,737.01	0.00	229,737.01	0.00
20	OCT. 16 - 31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	NOV. 1 - 15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	NOV. 16 - 30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	DEC. 1 - 15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	DEC. 16 - 31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		57,763,823.82	2,804,697.28	54,959,126.54	54,663,348.46	295,778.08	4,186,034.92	0.00	4,186,034.92	0.00

**If the total difference is negative, you owe us tuitions charged by other agencies or CSSDs. You will not receive any FICA payment.

[Go to Main Menu](#)

On the summary screen shown, select the pay period for which you want to enter data. This action displays the data entry screen shown below for the pay period you selected:

County: 99 NJDOE IMS District: 9999 NJDOE OIT

FICA SYSTEM - Pay Period # 1

(1) Total TPAF Wages:	<input type="text" value="0.00"/>	
(2) Total Extra Compensation included in Total TPAF wages:	<input type="text" value="0.00"/>	
(3) Total TPAF Base Wages:	<input type="text" value="0.00"/>	
(3a) Total TPAF Base Wages - Social Security and Medicare taxable	<input type="text" value="0.00"/>	x7.65%
(3b) Total TPAF Base Wages - Medicare taxable only	<input type="text" value="0.00"/>	x1.45%
STATE SHARE PAYABLE:		<input type="text" value="0.00"/>
Payment History for Pay Period # 1		
<u>Payment Date</u>	<u>Amount Paid</u>	

Certification	
<input checked="" type="checkbox"/>	In accordance with N.J. S. A.18A:66-66, I have the "Certification of Payroll Deductions" issued by the NJ Division of Pension and Benefit for all the employees for which the reimbursement is requested above. I certify that the foregoing information is true and complete to the best of my knowledge, and understand that any willfully false information will result in repayment of the funds.
Title:	vcnmsefureo
Last Name:	ioioiuoiu
First Name:	oiuoiu
Date:	January 14, 2016

Enter on Line 1 the total TPAF wages (regular wages and extra compensation) for the pay period. Enter on Line 2 the extra compensation included in Line 1. The system automatically calculates Line 3 (total TPAF base wages) by subtracting extra compensation (Line 2) from total TPAF wages (Line 1). You cannot enter data on Line 3.

On line 3a enter the portion of the amount on Line 3 that is subject to both Medicare and Social Security taxes. Enter on Line 3b, the portion, if any, of Line 3 that is subject to Medicare taxes only. **Line 3a plus Line 3b must equal Line 3. Unless you have TPAF employees who have reached the Social Security maximum and have wages that are subject only to the Medicare wage tax, Line 3a will be the same as Line 3 and Line 3b will be zero.**

BUTTONS

UPDATE – Saves original entries and updates revisions.

CANCEL – Returns to the summary screen listing all pay periods for the calendar year.

RESET – Resets all fields to the previous entries if clicked before UPDATE.

BACK TO MAIN MENU – Goes back to the Main Menu.

Note: To save your entries, mark the certification box and then click the “Update” button before returning to the main menu. When you click the “Update” button, you will be asked the following: “Are you ready to Submit?” If you click “Ok”, your request will be saved in the data entry screen and will also appear on the summary screen. Until payment for your request is processed, the Amount Paid column of the summary screen will be blank and the amount payable will be displayed in the Difference column. Once the payment is processed by the Department of Education, the payment amount will appear in the Amount Paid column, the State Share Payable and Amount Paid columns will be equal, and the amount in the Difference column will be zero.

The payment will be displayed also under the Payment History on the data entry screen.

ENTERING AN ADJUSTMENT FOR A PREVIOUSLY PROCESSED PAY PERIOD

In the summary screen, click on the number of the pay period you want to adjust. This action displays the data entry screen for the pay period you selected.

Delete the data in the field or fields you wish to change. Changes to Line 1 and/or Line 2 will result in an automatic change to Line 3. Once Line 3 has been re-calculated by the system, enter on Line 3a the portion of the amount on Line 3 that is subject to both Medicare and Social Security taxes. Insert on Line 3b, the portion, if any, of Line 3 that is subject to Medicare taxes only. Line 3a plus Line 3b must equal Line 3.

Logout Print	
County: 07 CAMDEN	District: 0800 CHERRY HILL TWP
FICA SYSTEM - Pay Period # 2	
(1) Total TPAF Wages:	169801.63
(2) Total Extra Compensation included in Total TPAF wages:	23397.22
(3) Total TPAF Base Wages:	146404.41
(3a) Total TPAF Base Wages - Social Security and Medicare taxable	108200.50 x7.65%
(3b) Total TPAF Base Wages - Medicare taxable only	38203.91 x1.45%
STATE SHARE PAYABLE:	8831.29
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>
<input type="button" value="Reset"/>	<input type="button" value="Back to Main Menu"/>
Payment History for Pay Period # 2	
Payment Date	Amount Paid
2006-12-27	8831.29

Notes:

- To save your changes, you must click the “Update” button before returning to the main menu.
- **Once you revise an entry and click the “Update” button, you will not be able to view or retrieve the previous entry for that pay period. The data entry screen and the summary screen will only display the updated request. For this reason, you must print out and maintain for your records copies of all original requests and adjustments for Social Security reimbursement.**

To illustrate how data is displayed once a reimbursement request is adjusted, refer to the summary screen as you read the sections below.

Reducing the State Share Payable after the Original Payment was processed

In the example shown, the district made an adjustment to pay period #7 that reduced the State Share Payable by \$8,068.00. Only the adjusted figures resulting in the State Share Payable of \$6,808.50 are displayed. The original entry that generated the payment of \$14,876.50 has been replaced by the adjustment.

The overpayment of \$8,068.00 to the district was recovered by the State in two payments. As the district processed requests for pay periods #8 and #9, the State withheld the full State Share Payable for pay period #8 and a portion of the State Share Payable for pay period #9. The amounts withheld equal the overpayment, and both the overpayment and the recovered amount are displayed in the Difference column of the summary screen.

The Payment History on the data entry screen for pay period #7 will show the original payment of \$14,876.80. The Payment History for pay period #8 will show no payment since no amount was paid, and the Payment History for pay period #9 will show the partial payment of \$9,697.88.

Increasing the State Share Payable after the Original Payment was Processed


Since the adjusted entry replaces the original entry, the State Share Payable column will now display the higher, adjusted amount due to the district. Once the payment for the adjustment is processed, the total paid to the district for that pay period will equal the adjusted State Share Payable. At that point, there will be no difference between the State Share Payable column and the Amount Paid column, and it will not be evident from viewing the summary screen that an adjustment was made.

The Payment History on the data entry screen for the adjusted pay period will list multiple payments: the original payment and the additional payment as a result of the adjustment to that pay period.

ENTERING CONTACT AND CERTIFICATION INFORMATION

A district must identify a contact and certification person for its FICA reimbursement requests. The Department will contact this individual if it has a question or concern regarding your requests.

After the initial log in, the screen for the contact and certification will display. Enter the title, name, email address, and telephone number. The information on this screen may be updated at any time. If the contact and certification person are the same, then check the box after entering the information.

SOCIAL SECURITY CONTRIBUTIONS

[Logout](#) | [Print](#) January 14, 2016

County: 21 MERCER **District:** 5210 TRENTON PUBLIC SCHOOL DISTRICT

Contact Information

Title:*

Last Name: * First Name:*

Email Address:*

Phone Number: (nnn-xxx-xxxx) *

Certification Information

If contact and certification person are the same, please check the box

Title:*

Last Name: * First Name:*

Email Address:*

Phone Number: (nnn-xxx-xxxx) *

* IDENTIFIES REQUIRED FIELDS

QUESTIONS

E-MAIL QUESTIONS TO: FICA@doe.state.nj.us or CALL Gautam Nanavati at 609-777-4488.