

Start with the DEDTOT report:

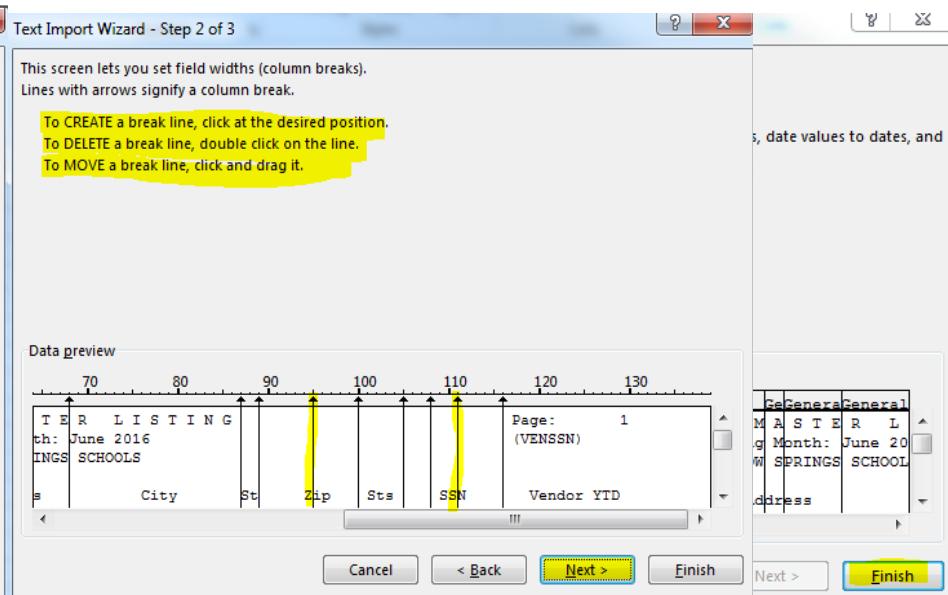
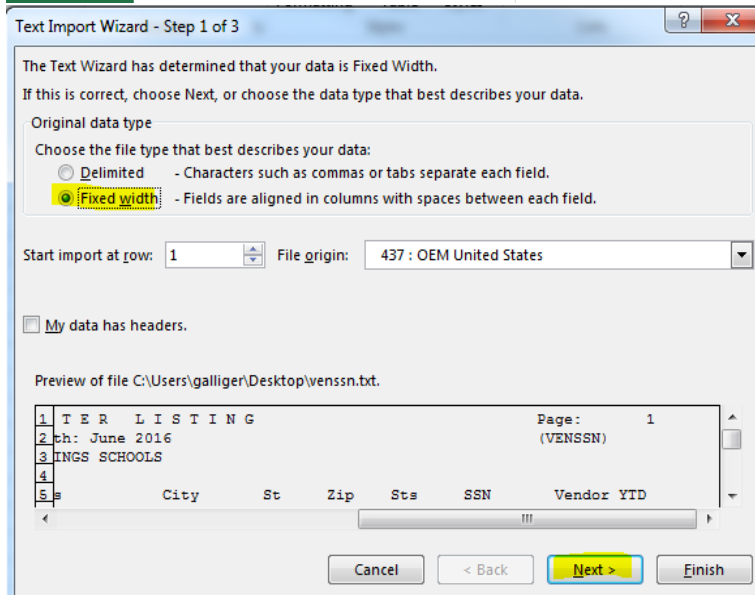
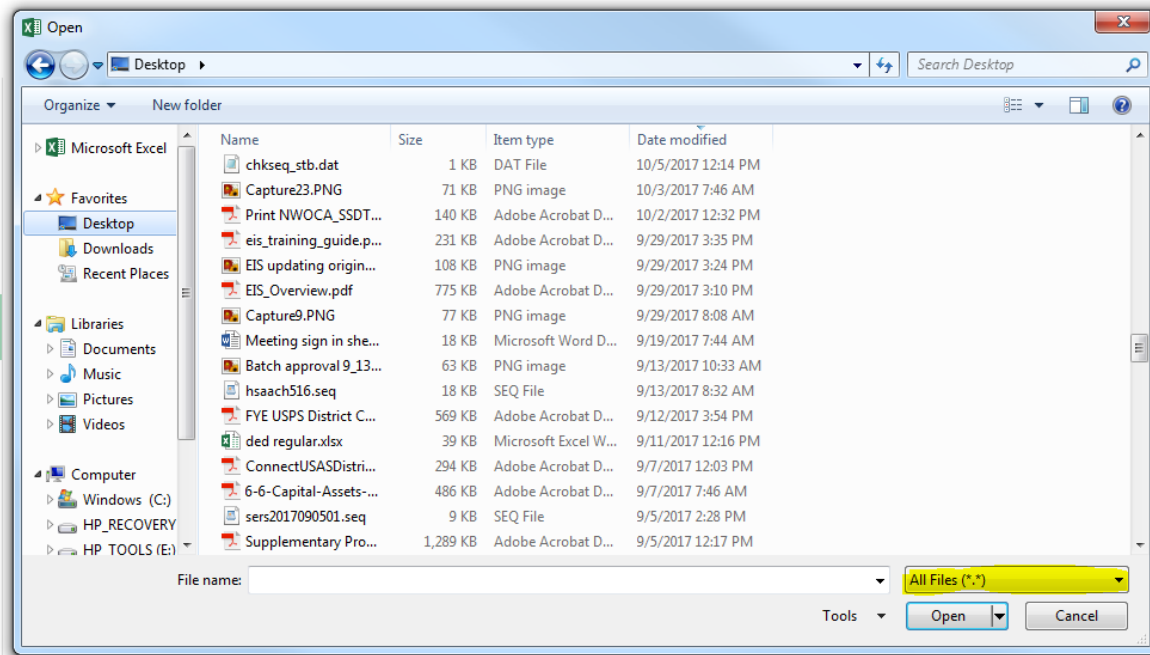
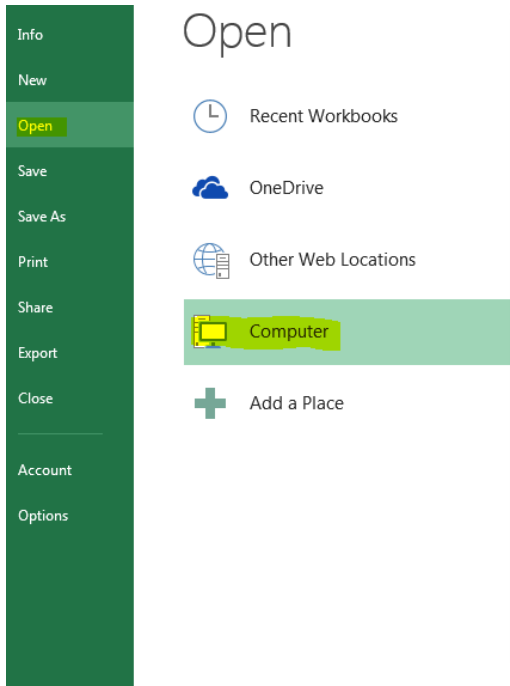
Time: 10:40 am

DEDUCTION TOTALS

(DEDTOT)

| Code | Abbreviation | Employee Total | Board Share | Taxable Gross | Total Gross | Participants |
|------|--------------|----------------|-------------|---------------|--------------|--------------|
| 001 | FED. TAX | 78,244.29 | 0.00 | 853,221.43 | 1,044,404.36 | 574 |
| | EIC Payments | 0.00 | | | | 0 |
| 002 | OHIO. TAX | 22,898.37 | 0.00 | 852,563.53 | 1,044,404.36 | 574 |
| 400 | S. E. R. S. | 0.00 | 17,310.11 | | 123,643.75 | 159 |
| 450 | S. T. R. S. | 0.00 | 124,827.63 | | 890,897.61 | 417 |
| 500 | STRS PRE | 0.00 | 0.00 | | 3,516.66 | 1 |
| 509 | METLIFE | 50.00 | 0.00 | | 3,254.55 | 1 |
| 511 | GALIC | 200.00 | 0.00 | | 9,162.74 | 3 |
| 515 | OPPENH | 100.00 | 0.00 | | 3,507.88 | 1 |
| 516 | ING | 2,200.00 | 0.00 | | 26,393.89 | 8 |
| 517 | H. M. LIFE | 100.00 | 0.00 | | 2,888.78 | 1 |
| 519 | METLIFE | 1,465.00 | 0.00 | | 23,026.69 | 7 |
| 520 | AMER EXP | 250.00 | 0.00 | | 9,292.39 | 3 |
| 523 | SECURITY | 355.00 | 0.00 | | 10,114.75 | 3 |
| 525 | HEALTH | 37,428.75 | 127,025.54 | | 677,015.81 | 294 |
| 526 | AFL PRE | 319.12 | 0.00 | | 28,473.98 | 10 |
| 528 | EQUITABL | 3,087.00 | 0.00 | | 81,470.70 | 32 |
| 531 | DENTAL | 1,180.47 | 10,146.98 | | 830,227.49 | 349 |
| 532 | ODC 457 | 50.00 | 0.00 | | 1,784.03 | 1 |
| 533 | 403B ASP | 350.00 | 0.00 | | 11,225.85 | 4 |
| 536 | VISION | 1,002.31 | 477.41 | | 806,170.69 | 337 |
| 537 | OASBO457 | 654.95 | 0.00 | | 18,811.26 | 7 |
| 538 | CANCER | 1,392.81 | 0.00 | | 139,873.10 | 56 |
| 539 | AF PRE | 1,225.43 | 0.00 | | 147,740.67 | 61 |
| 540 | AF FLEX | 283.83 | 0.00 | | 13,568.87 | 5 |
| 542 | 403B AFA | 787.50 | 0.00 | | 28,322.05 | 11 |
| 575 | HSA | 14,442.39 | 0.00 | | 447,682.19 | 186 |
| 576 | BD HSA | 0.00 | 1,000.00 | | 2,104.94 | 1 |
| 590 | S. E. R. S. | 11,741.66 | 0.00 | | 118,889.90 | 158 |
| 591 | S. T. R. S. | 112,516.71 | 0.00 | | 874,205.80 | 413 |
| 602 | WC | 0.00 | 3,133.08 | | 1,044,404.36 | 574 |
| 604 | HEALTH | 0.00 | 0.00 | | 2,305.15 | 1 |
| 606 | LIFE INS | 0.00 | 1,018.60 | | 987,821.33 | 445 |
| 610 | AFLAC | 101.75 | 0.00 | | 11,877.43 | 4 |
| 611 | VOYAROTH | 253.90 | 0.00 | | 3,760.74 | 2 |
| 612 | AF POST | 6,899.91 | 0.00 | | 415,811.37 | 186 |
| 613 | TX LIFE | 847.91 | 0.00 | | 90,944.51 | 38 |
| 614 | AXAROTH | 25.00 | 0.00 | | 3,213.43 | 1 |
| 620 | YMCA | 419.96 | 0.00 | | 48,497.60 | 21 |

Transfer the DEDTOT.TXT file out of USPS using the "File Transfer Option". Open Excel, go to File, then Open. Look for the DEDTOT.TXT file. Use the Text Import Wizard to format:



You will end up with a spreadsheet that looks something like this:

| | A | B | C | D | E | F | G |
|----|------|--------------|----------------|-------------|---------------|--------------|--------------|
| 5 | Code | Abreviation | Employee Total | Board Share | Taxable Gross | Total Gross | Participants |
| 6 | --- | ----- | ----- | ----- | ----- | ----- | ----- |
| 7 | 001 | FED. TAX | 78,244.29 | 0 | 853,221.43 | 1,044,404.36 | 574 |
| 8 | | EIC Payments | 0 | | | | 0 |
| 9 | 002 | OHIO.TAX | 22,898.37 | 0 | 852,563.53 | 1,044,404.36 | 574 |
| 10 | 400 | S.E.R.S. | 0 | 17,310.11 | | 123,643.75 | 159 |
| 11 | 450 | S.T.R.S. | 0 | 124,827.63 | | 890,897.61 | 417 |
| 12 | 500 | STRS PRE | 0 | 0 | | 3,516.66 | 1 |
| 13 | 509 | METLIFE | 50 | 0 | | 3,254.55 | 1 |
| 14 | 511 | GALIC | 200 | 0 | | 9,162.74 | 3 |
| 15 | 515 | OPPENH | 100 | 0 | | 3,507.88 | 1 |
| 16 | 516 | ING | 2,200.00 | 0 | | 26,393.89 | 8 |
| 17 | 517 | H.M.LIFE | 100 | 0 | | 2,888.78 | 1 |
| 18 | 519 | METLIFE | 1,465.00 | 0 | | 23,026.69 | 7 |
| 19 | 520 | AMER EXP | 250 | 0 | | 9,292.39 | 3 |
| 20 | 523 | SECURITY | 355 | 0 | | 10,114.75 | 3 |
| 21 | 525 | HEALTH | 37,428.75 | 127,025.54 | | 677,015.81 | 294 |
| 22 | 526 | AFL PRE | 319.12 | 0 | | 28,473.98 | 10 |
| 23 | 528 | EQUITABL | 3,087.00 | 0 | | 81,470.70 | 32 |
| 24 | 531 | DENTAL | 1,180.47 | 10,146.98 | | 830,227.49 | 349 |
| 25 | 532 | ODC 457 | 50 | 0 | | 1,784.03 | 1 |
| 26 | 533 | 403B ASP | 350 | 0 | | 11,225.85 | 4 |
| 27 | 536 | VISION | 1,002.31 | 477.41 | | 806,170.69 | 337 |
| 28 | 537 | OASBO457 | 654.95 | 0 | | 18,811.26 | 7 |
| 29 | 538 | CANCER | 1,392.81 | 0 | | 139,873.10 | 56 |
| 30 | 539 | AF PRE | 1,225.43 | 0 | | 147,740.67 | 61 |
| 31 | 540 | AF FLEX | 283.83 | 0 | | 13,568.87 | 5 |
| 32 | 542 | 403B AFA | 787.5 | 0 | | 28,322.05 | 11 |
| 33 | 575 | HSA | 14,442.39 | 0 | | 447,682.19 | 186 |
| 34 | 576 | BD HSA | 0 | 1,000.00 | | 2,104.94 | 1 |
| 35 | 590 | S.E.R.S. | 11,741.66 | 0 | | 118,889.90 | 158 |
| 36 | 591 | S.T.R.S. | 112,516.71 | 0 | | 874,205.80 | 413 |
| 37 | 602 | WC | 0 | 3,133.08 | | 1,044,404.36 | 574 |
| 38 | 604 | HEALTH | 0 | 0 | | 2,305.15 | 1 |
| 39 | 606 | LIFE INS | 0 | 1,018.60 | | 987,821.33 | 445 |
| 40 | 610 | AFLAC | 101.75 | 0 | | 11,877.43 | 4 |
| 41 | 611 | VOYAROTH | 253.9 | 0 | | 3,760.74 | 2 |
| 42 | 612 | AF POST | 6,899.91 | 0 | | 415,811.37 | 186 |
| 43 | 613 | TX LIFE | 847.91 | 0 | | 90,944.51 | 38 |
| 44 | 614 | AXAROTH | 25 | 0 | | 3,213.43 | 1 |
| 45 | 620 | YMCA | 419.96 | 0 | | 48,497.60 | 21 |

