



# 2021 USPS-R Fiscal Year-End Review

May 21, 2021

ACCESS



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Communicate

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## 2021 FISCAL YEAR END REVIEW

**\*\*IMPORTANT\*\*** Please remember to follow the USPS-R Fiscal Year End Checklist when completing your fiscal year end process.

Help>Documentation>User Guide>

Appendix>Checklists>USPS-r Fiscal Year End Checklist

<https://wiki.ssdt-ohio.org/display/uspsrdoc/USPSR+Fiscal+Year+End+Checklist>



## PRE-CLOSING OVERVIEW

- Life Insurance Premium Payments
- Verification **System/STRS Advance Configuration** amount is zero from previous fiscal year
- Run **Reports/ STRS Advance**
- EMIS staff reporting for year-end cycle/New Fiscal Year
- Create new job calendars
- New contracts for July 1 start dates

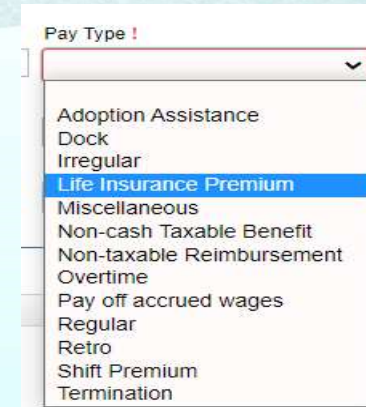


## PRE-CLOSING LIFE INSURANCE PREMIUM PAYMENTS

- Life Insurance Premium-Life Insurance Payments
  - For those employees retiring as of June 30 the Life Insurance amount can be processed through Payroll/Current or Future
  - No retirement is withheld on this amount
    - Reference IRS Publication 15-B

<http://www.irs.gov/pub/irs-pdf/p15b.pdf>

Page 13-15





# PRE-CLOSING LIFE INSURANCE PREMIUM PAYMENTS (continued)

Payroll>Payments-Future

Future Pay Amount

Create New    
 Close

Employee\* Compensation:\*  
Lloyd, Shawn Trent - ANON1013 Position: 2, Desc: Secretary (Comp: NonContract, constantly)

---

**Future Pay Amount**

Description	Pay Type	Effective Date	Units
<input type="text"/>	Life Insurance Premium	<input type="text"/>	1.00
Rate <input type="text" value="100.000"/>	Gross <input type="text"/>	<input checked="" type="checkbox"/> Applies For Retirement	Retire Hours <input type="text"/>
<input type="checkbox"/> Supplemental	Supplemental Tax Option <input type="text" value="None"/>		



# PRE-CLOSING LIFE INSURANCE PAYMENTS (continued)

Payroll>Payments-Current

Position Pay

Save Cancel

Employee: Mays, Brandi Terri - ANON147 Position: Position Number: 1, Position Description: Custodian, Status: Active

Gross Calculations

Adoption Assistance Non Cash Earnings	Contract Gross	Contract Gross Without Future Amounts
0.00	3,005.19	3,005.19
Future Gross	Gross	Life Insurance Premium Non Cash Earnings
0.00	3,005.19	0.00
Non Cash Taxable Benefit	Position Retirement Gross	Supplemental Gross
0.00	3,005.19	0.00

Pay Type	Compensation	Units	Rate	Gross	Contract Gross	Hours Worked	Description	Applies For Retirement	
Regular	Position		10.00	300.519	3,005.19	3,005.19	80.000	Regular Wages -	Applies For Retirement
Life Insurance Premium	Position		1.00	100.000	0.00	0.00		Life Insurance	Applies For Retirement





## PRE-CLOSING LIFE INSURANCE PREMIUM PAYMENTS (continued)

- Life Insurance Premium-Life Insurance Payment
  - Federal, State nor OSDI taxes are not withheld
  - Added to wages (Total and Taxable Gross) even though no tax is withheld (For W2 Reporting Purposes)
  - Medicare and FICA are withheld when payment is processed
  - Flag on the **Payroll Item Configuration city** records controls whether city tax is withheld.



## PRE-CLOSING LIFE INSURANCE PAYMENTS (continued)

➤ Payroll Item Configuration  
-tax will be withheld during payroll if checked

Payroll Item Configuration

**City Tax Annuity Options**

Annuity 401 a       Annuity 401 k       Annuity 403 b  
 Annuity 408 k       Annuity 457       Annuity 501 c  
 Non Wages 125       Other       Wages 125

**Employer Paid Amounts To Be Taxed**

Select Employer Paid Amounts to be Taxed  
Available Employer Paid Payroll Items:

400 - Metter Services - SERS  
450 - Hickox Textiles - STRS  
500 - Bowers Mill Landscaping - Annuity  
501 - Crawfordville Software - Annuity  
502 - Westwood Pro Services - Annuity  
503 - Coverdale Motor Services - Annuity

Tax Employer Paid Amounts for these Payroll Items:

Tax Employer Amounts

**Options**

Suppress SSN ID       Employer Health Coverage       Job Level  
 Medicare Pickup       Tax Non Cash Earn       Voluntary  
 Required       Show On Create Wizard

**Payee Information**



## Pre-closing LIFE INSURANCE Not Entered Before last pay

If the Life Insurance Premium Pay Type was **NOT USED** prior to the last pay of the calendar year, the Life Insurance payment amount must be entered under the **CORE/ADJUSTMENT JOURNAL** in order for the Life Insurance amount to show correctly on the W2 form and to insure that the Quarter balances. This amount would only be entered under the 001 Federal Payroll Item.



## Pre-Closing-LIFE INSURANCE Payments Not entered before Last Pay

The W2 Report will automatically adjust the Federal, State, OSDI, City (If applicable) and Medicare, total and taxable gross amounts. ***No manual adjustments are needed for the Gross and Taxable Gross amounts.*** If the Medicare withholding was paid by the employee, employer or employee and employer. Adjustments must be made to the **Amount Withheld** and **Board Amount of Payroll Item**. If Medicare is fully board paid (Pickup) then the total Adjustment should be made to the Board Amount of Payroll Item.

- NOTE: The city is only adjusted when the Payroll Item Configuration setup for the city payroll item is checked to Tax Non Cash Earnings. In Classic, the Taxable and Total gross must be manually adjusted.



# PRE-CLOSING-LIFE INSURANCE PAYMENTS/Adjustments

Adjustments



Adjustment Journal

Create New        
 Close

Employee  
Wooten, Cory Debra - ANON130

Payroll Item  
Type: Federal Tax, Code: 001

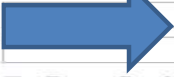
Type: Life Insurance

Transaction Date: 3/1/21

Amount: 100.000

Description:

To Date Options  
 Month To Date  
 Quarter To Date  
 Year To Date  
 Fiscal Year To Date



# Pre-Closing-LIFE INSURANCE Payments/Adjustments

Employee Medicare  
amount withheld

Adjustment Journal

Create New  Close

Employee  
Wooten, Cory Debra - ANON130

Payroll Item  
Type: Medicare Tax, Code: 692

Amount Withheld

Transaction Date 3/1/21

Amount 1.450

Description

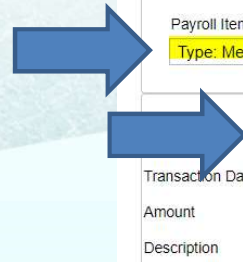
To Date Options

- Month To Date
- Quarter To Date
- Year To Date
- Fiscal Year To Date



# Pre-Closing-LIFE INSURANCE Payments/Adjustments

**BOARD AMOUNT OF  
PAYROLL ITEM**



Adjustment Journal

Create New  Close

Employee  
Wooten, Cory Debra - ANON130

Payroll Item  
Type: Medicare Tax, Code: 692

Board's Amount of payroll item

Transaction Date 3/1/21

Amount 1.450

Description

To Date Options  
 Month To Date  
 Quarter To Date  
 Year To Date  
 Fiscal Year To Date





# Pre-Closing-LIFE INSURANCE Payments/Adjustments

Full Medicare  
PICKUP

Adjustment Journal

Create New        
 Close

Employee  
Wooten, Cory Debra - ANON130

Payroll Item  
Type: Medicare Tax, Code: 692

Transaction Type  
Board's Pickup Amount of Payroll Item

Transaction Date !

Amount

Description

To Date Options  
 Month To Date  
 Quarter To Date  
 Year To Date  
 Fiscal Year To Date





## PRE-CLOSING- LIFE INSURANCE PAYMENTS (continued)

- Life Insurance Premium-Life Insurance amounts are not included in total gross pay charged to USAS
- Reports provide special totals for balancing
  - Pay Report
  - Pay Amount Summary Report
  - Quarter Report
- The Adjustments grid can be used to filter the data for the year and then a report can be created by clicking on **Report** and choosing the Excel Data format. The **Amount** can then be totaled using Autosum



# PRE-CLOSING- LIFE INSURANCE PAYMENTS (continued)

## Report setup in Adjustments

Adjustments

Include Concealed

		Employee #	Last Name	First Name	Adjustment Type	Transaction Date	Amount	Description	Payroll Item Type
					LIFE	>=01/01/19			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANON359	Workman	Katie	Life Insurance	03/01/2019	200.00	Federal Tax
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANON111	Workman	Dalton	Life Insurance	03/01/2019	100.00	Federal Tax



## PRE-CLOSING- STRS ADVANCE CONFIGURATION

- System/STRS Advance Configuration or Core>Organization
  - STRS Advance fields should be blank and Advance Mode Flag unchecked.

Edit STRS Advance Configuration + x

✓ Save ✕ Cancel

Advance Amount 0.00

Advance Mode

Amount Paid Back 0.00

STRS Advance Configuration

Advance Amount 0.00

Advance Mode

Amount Paid Back 0.00

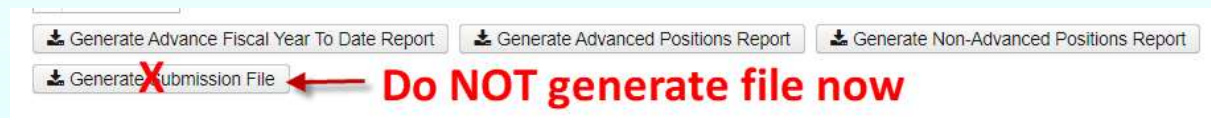


## PRE-CLOSING STRS ADVANCE REPORT

➤ Go to **Reports/STRS Advance-DO NOT GENERATE SUBMISSION FILE**

The following reports can be executed now to begin balancing and verification of data:

- ❖ **Generate Advanced Positions Report**-Similar to STRSAD.TXT in classic
  - Program will project days through the end of the fiscal year to determine jobs to advance and calculation of credit
  - Earnings include those in the future
- ❖ **Generate Non-Advance Positions Report**-Similar to Non-Advance.TXT in classic





## PRE-CLOSING- STRS ADVANCE REPORT(continued)

- ❖ **Generate Advance Fiscal Year To Date Report**-Similar to STRSAD.RPT in classic.
  - This is the complete fiscal year-end report for all STRS employees, including all advanced employees.



## PRE-CLOSING- EMIS STAFF DATA

- Follow the Final L Reporting Checklist-  
Help>Documentation>User Guide>USPS & EMIS  
Connection>Final L Reporting USPS-R EMIS Checklist

<https://wiki.ssdtohoio.org/display/uspsrdocFINAL+L+REPORTING+USPSR+EMIS+CHECKST>



## PRE-CLOSING EMIS STAFF DATA (continued)

- EMIS Staff
- Clear any **Long term illness** data from prior fiscal year (19-20)
  - **Go to Core/Employees** – On the grid under **More/State Reporting** check **Long Term Illness**
    - Filter on the grid for any Long Term Illness Days  $\geq 1.00$ .
    - Click on the **Mass Change** button- under **Load Definitions** click on **Clear Employee Long Term Illness**
    - Click the **Execution Mode** option
    - Click on the **Submit Mass Change** button



# Pre-Closing EMIS Staff Data (continued)

Employees

+ Create **Mass Change**  Include Archived  Advanced Query

	Number	SSN	Last Name	First Name	Termination Date	Long Term Illness
<input type="checkbox"/>	ANON238	999939556	Howard	Nathan		>1.00

Choose mode:  MAINTENANCE  EXECUTION

Load Definition: **Clear Employee Long Term Illness (SSDT)**

**Script Parameters**

Name	Default Value
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Script Definition (Normal Mode)**

Property	Value
longTermIllness	0.00
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Definition Name**

Clear Employee Long Term Illness

NOTE: Use column filtering or advanced queries above to select objects for Mass Change. **1 Employee objects will be modified.**

Choose mode:  MAINTENANCE  EXECUTION

Load Definition: **Clear Employee Long Term Illness (SSDT)**

**Script Definition (Normal Mode)**

Property	Value
longTermIllness	0.00



## Pre-Closing EMIS Staff Data (continued)

- Enter any long term illness (15 or more consecutive absences) data on the **Employee** record for the 20-21 school year.

State Reporting			Long Term Illness
ECE Qualification	Degree Type	Handicap Status	
4 (Enrolled in Bachelors Degree program in Early Child E	2 (Bachelors)		32.00
Non-Certificate Employee ID	Other Credentials	Semester Hours	
ZZ8451622	4 (Working toward an Associate Degree)		



## PRE-CLOSING- EMIS STAFF DATA (continued)

- If district has not already completed the EMIS year-end reporting cycle, the following should be done
  - Create EMIS Contractor CJ and/or EMIS Contracted Service CC records if applicable
  - Go to **Core/EMIS Entry** and click on the appropriate tab(s) and click **the Extract CJ Data Button** or the **Extract CC Data** button
  - Check Level 1 error reports from EMIS and make any corrections to staff data and then reload using SIF data collector.



## PRE-CLOSING- EMIS STAFF DATA (continued)

EMIS Employee Entry    EMIS Position Entry    **EMIS Contractor (CJ)**    EMIS Contracted Service (CC)

+ Create		↓ Extract CJ Data		<input type="text" value="Q Advanced Query"/> <input type="button" value="Report"/> <input type="button" value="More"/> <input type="button" value="Reset"/>						
		Employee #	Last Name	First Name	Position #	Position Description	Local Contract Code	IRN	Position Code	FTE
<input type="checkbox"/>	<input type="checkbox"/>	ANON204	Manning	Pat	1	Driver		047050	230	0.01000
<input type="checkbox"/>	<input type="checkbox"/>	ANON2070	Stafford	Rose	1	Aide		047050	230	0.01000

EMIS Employee Entry    EMIS Position Entry    EMIS Contractor (CJ)    **EMIS Contracted Service (CC)**

+ Create		✎ Mass Change		↓ Extract CC Data		<input type="text" value="Q Advanced Query"/> <input type="button" value="Report"/> <input type="button" value="More"/> <input type="button" value="Reset"/>				
		Federal Tax Id	Position Code	Funding Source	Local Contract Code	Contractor Name				
<input type="checkbox"/>	<input type="checkbox"/>	465516188	499	L	999	LEAP				



## MONTH-END CLOSING - SERS PER PAY REPORT & File

- Go to **Reports/SERS Per Pay**
  - Verify the data by clicking on the **Generate Report** button
  - Verify service days for all employees
  - Total contributions should equal total deduction and warrant checks payable to SERS
  - Earnings x 10% should equal contributions
- To create the SERS Tape file click on the **Generate Submission File** button
  - Save the file to your desktop or a folder of your choosing.
  - Upload the submission file to eSERS.



## MONTH-END CLOSING-STRS REPORT & File

- **Go to Reports/STRS Report**
    - Verify the data by clicking on the **Generate Report** button
    - Verify service days for all employees
    - Total contributions should equal total deduction and warrant checks payable to STRS
    - Earnings x 14% should equal contributions
  - To create the STRS Tape file click on the **Generate Submission File** button
    - Save the file to your desktop or a folder of your choosing.
    - Upload the submission file to STRS.
- OR
- Click the **Generate Submission File and Submit to STRS** button.



## MONTH-END CLOSING- STRS Month Report (optional)

- The **STRS Month Report** can be processing if desired.  
(optional)
- Go to **Reports/STRS Monthly Report**
- Many districts use this for balancing each month.



## MONTH-END CLOSING- RECONCILE CHECKS/BENEFIT ACCRUAL

- Use **Payments/Check Register** to reconcile or Auto reconcile checks
- Run **Reports/Report Manager/SSDT Outstanding Checks Report** or
  - **Reports/Payment Transaction Status Report** to find all outstanding payments selecting 'Paid' for Payment Transaction status Options
  - Balance payroll account
  - Go to **Processing/Benefit Update and Projection** and process leave accruals, if necessary, for the month.





## QUARTER-END CLOSING- QUARTER REPORT

### ➤ Go to **Reports/Quarter Report**

- Lists all QTD figures from Historical Payroll and any adjustments for the quarter made in **Adjustments**.
- Compare totals of Outstanding Payables checks written to the Quarter Report totals for each Payroll Item code
- Be cautious of Payroll Items combined by Payee
- Any differences should be resolved



# QUARTER-END CLOSING-QUARTER REPORT

- Compare the 'Total Gross' listed to the total of all payroll clearance checks written from USAS
- Subtract gross for payroll checks voided during the quarter from payroll clearance checks written

Totals Summary			
	QTD Total	YTD Total	FTD Total
<b>Total Gross:</b>	\$1,428,317.11	\$1,428,317.11	\$5,298,054.34
<b>Total Annuities:</b>	\$222,812.08	\$222,812.08	\$724,324.26
<b>Non-Federal Tax Annuities:</b>	\$0.00	\$0.00	\$0.00
<b>Non-Cash Earnings:</b>	\$0.00	\$0.00	\$228.00
<b>Calculated Adjusted Gross:</b>	\$1,205,505.03	\$1,205,505.03	\$4,573,958.08
<b>Total Employees:</b>	297		
<b>Total Employee Count Per 941 Instructions:</b>	0		
<b>Total Employees Paid in Quarter:</b>	225		
<b>Total Employees Reportable for ODJFS:</b>	0		

USAS-r>Transaction>Disbursements  
 Filter on the Date: 04/01/2021..06/30/2021  
 Filter on the Type: Payroll

Check Type	Date	Type	Amount
	04/01/2021..06/30/2021	payroll	
Electronic	05/14/2021	Payroll	476,105.71
Electronic	04/30/2021	Payroll	476,105.71
Electronic	04/15/2021	Payroll	476,105.71

## QUARTER-END CLOSING-QUARTER REPORT

- Balance 'Calculated Adjusted Gross' on the Quarter Report
  - The 'Total Gross' minus the 'Total Annuities plus Non-Cash Earnings' should equal the Calculated Adjusted Gross. If off check:
    - Verify the total annuities equal total of all **Outstanding Payable** payments made to annuity companies
    - Go to **Reports/Audit Report**- look for manual changes to total gross, applicable gross, Payroll Item annuity amount withheld, federal applicable gross
    - Verify the **non-cash amounts**

Totals Summary			
	QTD Total	YTD Total	FTD Total
<b>Total Gross:</b>	\$1,428,317.11	\$1,428,317.11	\$5,298,054.34
<b>Total Annuities:</b>	-\$222,812.08	\$222,812.08	\$724,324.26
<b>Non-Federal Tax Annuities:</b>	\$0.00	\$0.00	\$0.00
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<b>Total Employees:</b>	297		
<b>Total Employee Count Per 941 Instructions:</b>	0		
<b>Total Employees Paid in Quarter:</b>	225		
<b>Total Employees Reportable for ODJFS:</b>	0		



## QUARTER-END CLOSING-QUARTER REPORT (continued)

- All Payroll Item checks for the quarter should equal the total Payroll Items showing on quarter report. Be sure to verify the electronic transfers of federal and Medicare payments as well. This should be true for every Payroll Item.



## QUARTER-END CLOSING- W2 PROCESSING

- **Go to Reports/W2 Report and Submission**
  - Balance the W2 Report to minimize problems at calendar year-end
  - Prefer to run every Quarter
  - Payroll Item totals for taxes
  - Payroll Item totals for annuities
- Complete and balance a W2 reconciliation sheet



## QUARTER-END CLOSING- OUTSTANDING PAYABLES

- **Go to Processing/Process Outstanding Payables**
  - There should be no items listed to pay
  - Click on the Payable Report and select all Payroll Items to verify there are no outstanding Payables
  - Generally there are no outstanding deductions at quarter-end
  - If outstanding, make sure to pay those



## QUARTER-END CLOSING-ODJFS REPORT

ODJFS Report Options

Year: \*

Quarter: \*

Sort By: \*

The fields below are used only when generating a submission file:

Transmitter's Title:

Transmitter's Phone Number:

Transmitter's Phone Extension:

Enter only ONE of the following:

ODJFS Account Number:

Third Party Administrator Number:

### ➤ Go to **Reports/ODJFS Report**

- Click on the **Generate Report** button
- Check all totals and weeks

\*Reminder - Taxable wages listed on report is used only for contributing employers, calculated value based on ODJFS rules. The ODJFS taxable wage base is \$9,000.00 for 2021. If this is met, then zero will be in the YTD Taxable Wage column.

- When all data is correct, click on the **Generate Submission File** button
- Save the file to your desktop or folder of your choosing
- Securely send the file to the ACCESS for submission using the ACCESS Secure Transfer Site



## FISCAL YEAR-END CLOSING

- After all June pays are completed
  - If aware of early contract payoffs
    - Change the number of pays in contract
      - Be cautious – pay per period may get changed.
  - If aware of any docks during the advance enter the dock information into Future. After the advance has been set the dock can be deleted from Future and then the dock per pay can be processed accordingly.



## FISCAL YEAR-END CLOSING

- STRS annual report processing
  - Go to **Reports/STRS Advance**
  - Click on **Generate Advance Fiscal Year To Date Report**
  - Click on **Generate Advance Positions Report**
  - Click on **Generate Non-Advanced Positions Report**

The screenshot shows the 'STRS Advance Report Options' interface. It includes a 'Save and Recall' section with a 'Most Recent' dropdown and a 'Sort By' dropdown set to 'Employee Name'. The 'Report Format' is set to 'PDF (download)'. The 'Starting Date for the Academic Year' is 7/1/20 and the 'Ending Date for the Academic Year' is 6/30/21. There are three main buttons: 'Generate Advance Fiscal Year To Date Report', 'Generate Advanced Positions Report', and 'Generate Non-Advanced Positions Report'. Red arrows point from the text 'Full report' to the first button, 'Those Advancing' to the second, and 'Those NOT Advancing' to the third. There is also a 'Generate Submission File' button and an 'Upload Submission File' section with a 'Choose File' button and a 'Submit Uploaded File to STRS' button.



## FISCAL YEAR-END CLOSING

- The **Advance Fiscal Year to Date Report** selects all employees and jobs that were subject to STRS withholding
  - All employees with any amount paid during the fiscal year are listed on the report
  - Service credit is calculated based on the STRS decision tree
  - This is the complete fiscal year-end report for all STRS employees, including all advanced employees.



## FISCAL YEAR-END CLOSING

➤ Parameters for job to advance:

- 1) Work days equal days worked
- 2) Amount remaining to pay greater than zero
- 3) Pays greater than pays paid

Will have an accrued contribution amount calculated for them. This accrued amount will be the amount of earnings not yet paid times the employee's STRS withholding rate.

- Accrued contribution amount is calculated using the pay per period from the Compensation record for the remaining pays minus 1, then last pay calculation occurs



## FISCAL YEAR-END CLOSING (continued)

### ➤ STRSAD sample calculation

Obligation = 39100.00

Pay per period = 1504.00

Pays/pays paid = 26/22

23<sup>rd</sup> pay  $1504.00 \times 14\% = 210.56$

24<sup>th</sup> pay  $1504.00 \times 14\% = 210.56$

25<sup>th</sup> pay  $1504.00 \times 14\% = 210.56$

26<sup>th</sup> pay

Obligation = 39100.00

- Paid 25 pays = 37600.00

Remaining =  $1500.00 \times 14\% = 210.00$

Totaled Accrued wages calculated by STRS Advance:

$210.56 + 210.56 + 210.56 + 210.00 = 841.68$



## FISCAL YEAR-END CLOSING (continued)

- **Advance Positions Report**
  - Lists all employees with an accrued contribution calculation
    - May be inflated if **Increased Compensation** flag on 450 is checked and employee has 691 with inflated rate
  - Report should be checked carefully
  - Be consistent with prior years
  - Check supplemental contracts, many times missed



## FISCAL YEAR-END CLOSING (continued)

### ➤ **Non-Advanced Positions Report**

- Lists some of the employees with jobs that are not advancing
  - If job has no amounts remaining to pay but meets all other criteria
  - If days worked plus remaining days from calendar through June 30<sup>th</sup> exceed the total work days
  - Not a catch of all potential jobs/employees



## FISCAL YEAR-END CLOSING (continued)

Check reports for warnings and errors-STRS Advance documentation lists messages and possible solutions

<https://wiki.ssdt-ohio.org/display/uspsrdoc/STRS+Advance#STRSAdvance-ErrorsandWarnings>



## FISCAL YEAR-END CLOSING (continued)

- Verify service credit
  - Employees with 120 or more days receive 100% credit
  - Employees with less than 120 days receive credit based on STRS decision tree
  - Employees classified as part-time have service credit based on STRS decision tree
    - **Part Time** field on 450 must be set as needed
    - If uncertain of an employee's status contact STRS
- Re-employed retirees will always have 0% credit reported with contributions
  - Calculated service credit for rehired retiree will flag a warning





## FISCAL YEAR-END CLOSING (continued)

- Staff retiring and rehired in the same fiscal year will appear twice on the report, one line for contributions prior to retirement, one line for after retirement contributions
- Verify the 'Rehired Retiree' box is checked on the employee's 450 Payroll Item record



## FISCAL YEAR-END CLOSING (continued)

### Part Time Employees

#### Part-time STRS Advance Calculations

##### Part-Time Employees-Effective July 2020

- To view the changes online, go to the STRS website: [https://www.strsoh.org/employer/\\_pdfs/guides/50-380.pdf](https://www.strsoh.org/employer/_pdfs/guides/50-380.pdf)
- Here are the new calculations for Part-time employees:
  - If less than 90 days worked. Calculate days/180 and calculate actual compensation/\$12,000. The Service Credit is the LESSER of the two calculations.
  - If greater than 89 and less than 120 days worked. Calculate days/180 and calculate actual compensation/\$12,000. The Service Credit is the LESSER of the two calculations.
  - If greater than 119 days and salary is less than the state minimum of \$30,000. Calculate days/180 and calculate actual compensation/\$12,000. The service Credit is the LESSER of the two calculations.
  - If greater than 119 days and salary is greater than the state minimum of \$30,000. The Service Credit is 1.00 or 100%.



## **FISCAL YEAR-END CLOSING (continued)**

**STRS Part-time decision tree link-**

**[https://www.strsoh.org/employer/\\_pdfs/fact-sheets/50-314.pdf](https://www.strsoh.org/employer/_pdfs/fact-sheets/50-314.pdf)**

**STRS Service Credit Guidelines link-**

**[https://www.strsoh.org/\\_pdfs/brochures/20-551.pdf](https://www.strsoh.org/_pdfs/brochures/20-551.pdf)**



## FISCAL YEAR-END CLOSING (continued)

- **Advance Fiscal Year To Date Report**
- Balance the amount showing in the 'Deposit/Pickup' column included on the report
  - Should total the outstanding payable checks already written payable to STRS plus the USAS checks for pick-up amounts



## FISCAL YEAR-END CLOSING (continued)

- If not in balance and can't resolve at the district
  - Contact ACCESS as needed: [fiscal@access-k12.org](mailto:fiscal@access-k12.org)
  - STRS can usually find the problem
  - STRS balances by employee as well as by district



## FISCAL YEAR-END CLOSING (continued)

- Once STRS Advance information is correct, in **Reports/STRS Advance** click on the **Create Submission File** button
  - Sets advance flag on Compensation records to  Strs Advance
  - Places total accrued contribution amount in **STRS Advance Configuration/Advance Amount** under **System Configuration** as well as checks the **Advance Mode** box
  - Creates annual reporting submission file



## FISCAL YEAR-END CLOSING (continued)

- Print or save final copies of reports as needed
- FYE Reports will be saved under **File Archive/Fiscal Year Reports**



## FISCAL YEAR-END CLOSING (continued)

- If third party data (ex. Renhill) needs to be added to the district STRS Advance tape file, the district **does not** want to submit the file to STRS until that spreadsheet information (in the correct format) has been merged **with the STRS Advance tape file**.
- There will be a STRS Merge in place in USPS-R for fiscal year end reporting. It is currently scheduled to be released on the 6.40.0 release.





## FISCAL YEAR-END CLOSING (continued)

- After the merge process has taken place, the district will then go into **Reports/STRS Advance** and click on the **Choose file** button and find their file and then click on the **Submit Uploaded File to STRS** button



## FISCAL YEAR-END CLOSING (continued)

Go to **Reports/** and run **SERS Surcharge Report**

An additional employer charge is levied on the salaries of lower-paid SERS members. The minimum annual compensation is determined annually by the System's actuaries

- Minimum Annual FY2021 Compensation - \$23,000
- Creates a worksheet districts might use for SERS surcharge calculation verification to compare with the SERS worksheet that was sent
- See <https://www.ohsers.org/employers/annual-processes/surcharge/> for complete details.
- Payment of the Surcharge amount is due within 30 days from notification that the final Surcharge amount has been calculated. This will need to be completed in the Payment Remittance application on eSERS.



## **FISCAL YEAR-END CLOSING (continued)**

- **Go to Reports/Auditor of State CSV Report**
  - Generate **Payment History CSV**
  - Generate **Payment Distribution CSV**
  - Email files to [ISA-SchoolSW@ohioauditor.gov](mailto:ISA-SchoolSW@ohioauditor.gov)
- **Go to Reports/Wage Obligation by Employee**
  - Save the report for SERS Liability Report for the Auditors



## FISCAL YEAR-END CLOSING (continued)

- If mistakes are found on STRS Advance & a payroll has not been run, contact ACCESS. We can help you correct the issue.
- If a payroll has been processed after the advance is set-  
Contact STRS and file corrections with STRS



## POST CLOSING

- During the payroll process
  - FYTD amounts on the 450, 591 and 691 **Payroll Items** will show both Advance amounts and New Earnings. To see what amounts are Advance, use the **‘Check STRS Advance Report’**
  - Every payroll, at the bottom of the Pay Report, will show the ‘Payroll Item STRS Advancement’ amount
- There is a .json file report (STRS Advance.rpd.json) located in the Shared Reports or Mass Change Definitions—<https://wiki.ssd-ohio.org/pages/viewpage.action?pageId=82151184> that pulls employees name, pay dates, STRS Advance Gross, Total STRS Advance and Total STRS NON Advance amounts.

Payroll Item Strs Advancement:	\$11,750.42
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## Dashboard>Payments

- Click on the payment during the summer that should've been in advance to find the adv amounts on the payroll items.

Payroll Items Paid

Type	Code	Applicable Gross	Amount	Employer Amount	STRS Advance Gross	Strs Advance Amount	Strs Advance Error Adjustment
Federal Tax	001	1,443.52	148.09	0.00	0.00	0.00	
Ohio State Tax	002	1,443.52	32.81	0.00	0.00	0.00	
City Tax	004	1,773.10	48.76	0.00	0.00	0.00	
STRS	450	0.00	0.00	248.23	1,773.10	0.00	
Annuity	548	1,773.10	41.35	0.00	0.00	0.00	
STRS Annuity	591	0.00	0.00	0.00	1,773.10	248.23	
Regular	685	1,773.10	0.00	6.00	0.00	0.00	
Medicare Tax	693	1,731.75	25.11	25.11	0.00	0.00	



# Post Closing- STRS ADVANCE.rpd-json

Reporting Period: March 2020 (FY 2020)

5/4/20 11:58 AM

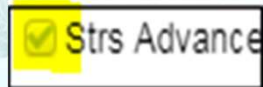
## Suwanee (Demo) Schools STRS Advance

Full Name	Type	Pay Date	STRS Advance Gross	Strs Advanced Payment	Strs Advanced Wages	Strs Advance	Total Strs Advanced	Total Strs Non Advanced	Strs Advance Amount	Strs Advance Error Adjustment
<b>Full Name: Abbott, Josh Chastity</b>										
Abbott, Josh Chastity	StrsAnnuity	7/5/2019	\$ 2,045.46			<input type="checkbox"/>	\$ 286.36	\$ 0.00	\$ 286.36	
Abbott, Josh Chastity	StrsAnnuity	7/19/2019	2,045.46			<input type="checkbox"/>	286.36	0.00	286.36	
Abbott, Josh Chastity	StrsAnnuity	8/2/2019	2,045.46			<input type="checkbox"/>	286.36	0.00	286.36	
Abbott, Josh Chastity	StrsAnnuity	8/16/2019	2,045.50			<input type="checkbox"/>	286.37	0.00	286.37	
Abbott, Josh Chastity	StrsAnnuity	8/30/2019	0.00			<input type="checkbox"/>	0.00	299.42	0.00	
			<b>\$ 8,181.88</b>				<b>\$ 1,145.45</b>			
<b>Full Name: Atkinson, Danny Dominic</b>										
Atkinson, Danny Dominic	StrsAnnuity	7/5/2019	1,665.23			<input type="checkbox"/>	233.13	0.00	233.13	
Atkinson, Danny Dominic	StrsAnnuity	7/19/2019	1,665.23			<input type="checkbox"/>	233.13	0.00	233.13	
Atkinson, Danny Dominic	StrsAnnuity	8/2/2019	1,665.23			<input type="checkbox"/>	233.13	0.00	233.13	
Atkinson, Danny Dominic	StrsAnnuity	8/16/2019	1,665.25			<input type="checkbox"/>	233.14	0.00	233.14	
Atkinson, Danny Dominic	StrsAnnuity	8/30/2019	0.00			<input type="checkbox"/>	0.00	243.81	0.00	
			<b>\$ 6,660.94</b>				<b>\$ 932.53</b>			



## POST CLOSING (continued)

- During advance cycle certain pay types cannot be used on jobs with advance set as
  - > REG
  - > IRR







## POST CLOSING (continued)

- Certain pay types affect balance of **System/Configuration/ STRS Advance Configuration** advance amount
  - DCK (not already accounted for)
  - BCK
  - TRM (usually creates a few cents difference)
  - POF (usually creates a few cents difference)
- The number of pays can be modified so that pays and pays paid are different by 1 (forcing a contract pay off) the amount on **System/Configuration/STRS Advance Configuration** may not balance



## POST CLOSING (continued)

- The **Amount Paid Back** in **System/Configuration/STRS Advance Configuration** screen, will increase every payroll.
- After all summer pays are complete
  - Verify **Amount Paid Back is zeroed out.**
  - After the last pay, if the amount paid back is equal or greater than the advance amount, then the district will come out of advance and the advance flag on the configuration is unchecked. When the advance flag on the configuration is unchecked, then the amount paid back will always display zero
  - If the amount paid back is less than the advance amount after the last pay, then the advance flag on the configuration will not be unchecked and the amount paid back will continue to show on the configuration.



## POST CLOSING (continued)

- If the **Pay Back Amount** is not zeroed out go to **Reports/Check STRS Advance Report** and compare with employee totals on the **Advanced Positions Report** to see who's amount withheld on accrued earnings does not equal the amount STRSAD calculated
- File corrections with STRS as needed
- Contact ACCESS to review Advance status

A screenshot of a software dialog box titled "Edit STRS Advance Configuration". The dialog has a title bar with a maximize button (+) and a close button (x). Below the title bar are two buttons: "Save" (with a checkmark icon) and "Cancel" (with a close icon). The main area of the dialog contains three fields:

- "Advance Amount" with a text input field containing "0.00".
- "Advance Mode" with a checked checkbox.
- "Amount Paid Back" with a text input field containing "0.00".



## NEW FISCAL YEAR 2022

- Payrolls cannot be processed in July until STRS Advance has been completed. An error is generated: **\*\*\*\*RUNNING A PAYROLL IN JULY BEFORE RUNNING STRS ADVANCE\*\*\*\***
- To begin July payroll processing go to **Core/Posting Period** and Create a **July Posting Period**. The **Posting Period** must be at least **Open** in order to begin payroll processing. The **Posting Period** will need to be set to **Current** before **Payroll Posting** takes place.



## Posting Periods

- Posting Periods – if multiple periods are open, close each but allow reports to run between closings.

Posting Periods

		Open Periods		Month Name
+ Create				
				May
			Close	April
				March
				February
				January
				December
				November



## File Archive>Month End Reports

- Month End Reports

SSDT Attendance Journal Report

SSDT Leave Balance Report

SSDT Payment Transaction Status Report

SSDT STRS Monthly Report



## File Archive>Quarter Reports

- Quarter End Reports
  - SSDT Attendance Journal Report
  - SSDT Leave Balance Report
  - SSDT Payment Transaction Status Report
  - SSDT Employee Master Report
  - SSDT Earnings Register
  - SSDT Quarter Report



## File Archive>Fiscal Year End Reports

- Fiscal Year End Reports
  - SSDT Attendance Journal Report
  - SSDT Benefit Obligation Report by Account
  - SSDT Benefit Obligation Report by Employee
  - SSDT Leave Balance Report
  - SSDT Payment Transaction Status Report
  - SSDT Earnings Register
  - SSDT Wage Obligation Report by Account
  - SSDT Wage Obligation Report by Employee





## NEW FISCAL YEAR 2022 EMIS CHECKLIST

Link to the New Fiscal Year EMIS Checklist-


<https://wiki.ssdt-ohio.org/pages/viewpage.action?pageId=101057422>

Help>Documentation>User Guide>USPS & EMIS  
Connection>New Fiscal Year/Initial L Reporting USPS-r  
EMIS Checklist



## NEW FISCAL YEAR 2022 EMIS CHECKLIST (continued)

- After previous EMIS fiscal year end window L closes go to **System/EMIS Reporting Configuration** and change the Fiscal Year (ex. 2021) to the new Fiscal Year (ex. 2022) Click **Save**



Edit EMIS Reporting Configu... + x	
<input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/>	
Fiscal Year	2,022
Reporting Id	Credential ID ▾
Z Id Pre Fix	E57

- Final Period L is scheduled to close on August 6, 2021



## NEW FISCAL YEAR 2022 JOB CALENDARS

### ➤ Job Calendars

- Job calendars for the 21-22 school year can be added to the system as soon as board approved
- Utilize **Core/Job Calendars**
- Use one calendar & update it with work days and holidays
- The 'Copy' function can be used to copy to other job calendars.
- Once copied, tweaks specific calendars.
- Remember to create a Default calendar
- There is a Job Calendar Report available.
- Job Calendars must be created prior to New Contracts



# NEW FISCAL YEAR 2022 Job Calendars Copy Option

Home Core Payments Payroll Processing Reports System Utilities USAS Integration

### Job Calendars

+ Create + Mass Change + Copy Mass Change

			Type
			axw
			bez
			cba
			ccf
			dcl
			dty
			dvx
			ekz
			eyc
			fck
			ffn
			ffo
			fmx
			ghf
			qpw

#### Copy Job Calendars

Copy From: axw - automa Start Date: End Date:

Select Job Calendars:

Available: dty - automatically, dvx - automatically, ekz - automatically, eyc - automatically, fck - discovered, ffn - constantly, ffo - automatically, fmx - automatically, ghf - automatically, gpw - automatically

Copy To: Selected: axw - automaticall, bez - automaticall, cba - automaticall, ccf - automaticall, dcl - headphones



## NEW FISCAL YEAR 2022 NEW CONTRACTS

### ➤ New Contracts

- New contracts can be entered for all employees.
- Go to **Processing/New Contracts**. One of the following options can be used
  - **New Contract Maintenance**-Similar to MAINT In NEWCNT classic
  - **Mass Copy Compensations**-Similar to BUILD in NEWCNT classic
  - **Import New Contracts**-Similar to IMPORT in NEWNT classic



## Releases

- Code – New Compensation Code. Unique per employee/position
- Save/Recall on many “Canned” reports
- Upcoming: Workflows – Employee Onboarding = entering a new employee into the payroll system.



Questions?



*Thank you for coming!  
Enjoy your summer!!*