



2022 USPS-R Fiscal Year-End Review

May 25, 2022

ACCESS

2022 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/USPS-R+Fiscal+Year+End+Checklist>

PRE-CLOSING OVERVIEW

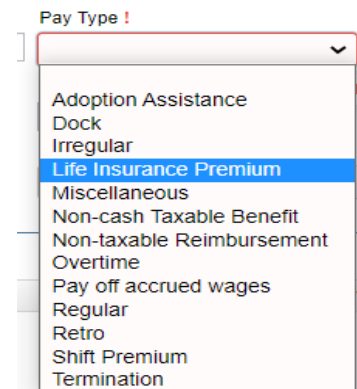
- Life Insurance Premium Payments
- Verification **System/STRS Advance Configuration** amount is zero from previous fiscal year
- Run **Reports/ STRS Advance**
- EMIS staff reporting for year-end cycle/New Fiscal Year

PRE-CLOSING LIFE INSURANCE PREMIUM PAYMENTS

- Life Insurance Premium-Life Insurance Payments
 - Cost of Life Insurance over \$50,000
 - For those employees retiring as of June 30 the Life Insurance amount can be processed through Payroll/Current or Future or as an Adjustment
 - No retirement is withheld on this amount
 - Reference IRS Publication 15-B

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

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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	Gross	<input checked="" type="checkbox"/> Applies For Retirement	Retire Hours
100.000	<input type="text"/>		<input type="text"/>
<input type="checkbox"/> Supplemental	Supplemental Tax Option		
	None		

PRE-CLOSING LIFE INSURANCE PAYMENTS (continued)

Payroll>Payments-Current

Position Pay - X

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
<input type="text" value="0.00"/>	<input type="text" value="3,005.19"/>	<input type="text" value="3,005.19"/>
Future Gross	Gross	Life Insurance Premium Non Cash Earnings
<input type="text" value="0.00"/>	<input type="text" value="3,005.19"/>	<input type="text" value="0.00"/>
Non Cash Taxable Benefit	Position Retirement Gross	Supplemental Gross
<input type="text" value="0.00"/>	<input type="text" value="3,005.19"/>	<input type="text" value="0.00"/>

	Pay Type	Compensation	Units	Rate	Gross	Contract Gross	Hours Worked	Description	Applies For Retirement	
Edit	Regular	Position		10.00	300.519	3,005.19	3,005.19	80.000	Regular Wages	<input checked="" type="checkbox"/> Applies For Retirement
Edit	Life Insurance Premium	Position		1.00	100.000	0.00	0.00		Life Insurance	<input type="checkbox"/> 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 - Bowens Mill Landscaping - Annuity
501 - Crawfordville Software - Annuity
502 - Westwood Pro Services - Annuity
503 - Coverdale Motor Services - Annuity

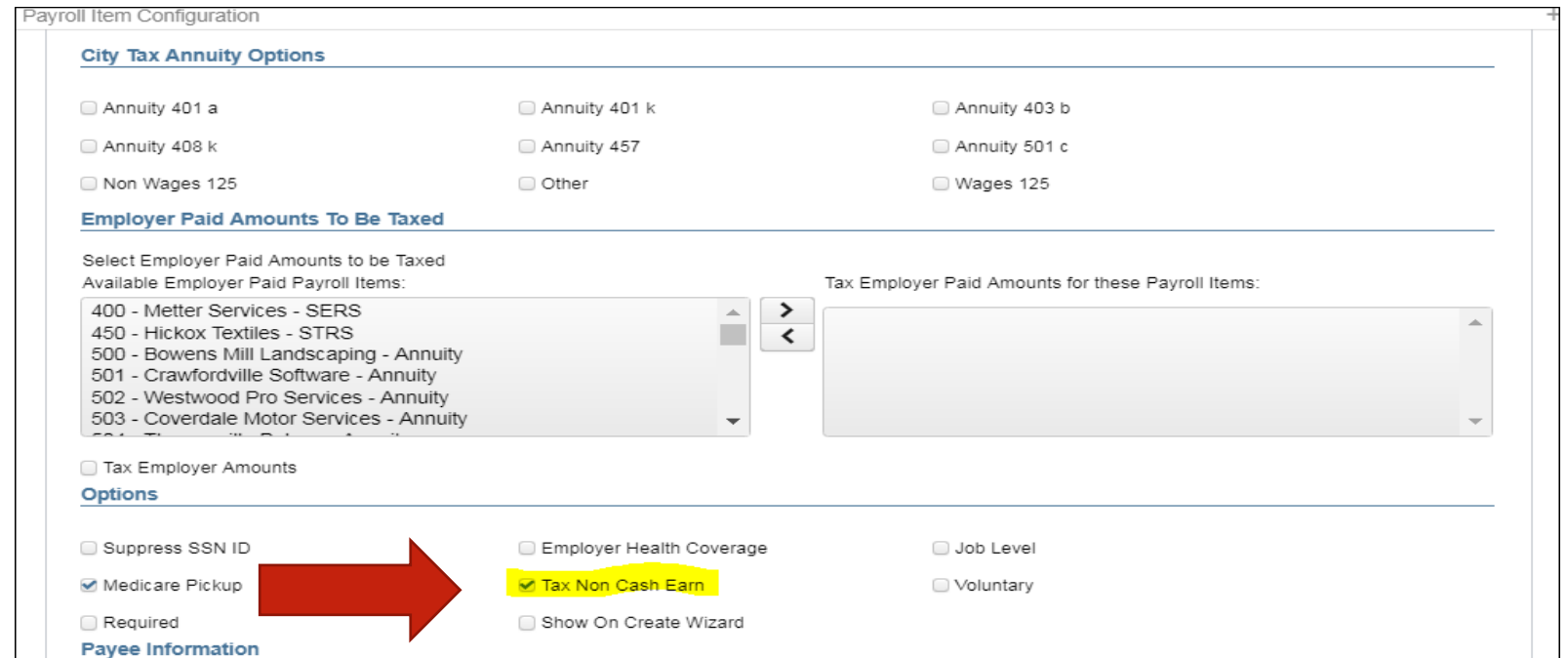
Tax Employer Paid Amounts for these Payroll Items:

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 posted prior to the employee's final pay, then a *Core>Adjustment* to the 001 (Federal) Payroll Item using the Life Insurance Type needs to be posted.

PRE-CLOSING- LIFE INSURANCE PAYMENTS NOT ENTERED BEFORE LAST PAY

- Life Insurance Premium Using an Adjustment:
 - W2 Report will add the amount to the Total and Applicable Gross to the Federal, State, OSDI, and Medicare (**No Manual Adjustments needed for the Gross and Taxable Gross Amounts**)
 - If the Medicare withholding was paid by the employee and/or 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 amount should be made to the Board Amount of Payroll Item
 - City is based on the *Core>Payroll Item Configuration>Tax Non Cash Earn checkbox* and is only adjusted when it is checked to Tax Non Cash Earnings

PRE-CLOSING- LIFE INSURANCE PAYMENTS/ADJUSTMENTS

Core>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

The screenshot shows the 'Adjustment Journal' form with the following fields and values:

- Employee:** Wooten, Cory Debra - ANON130
- Payroll Item:** Type: Medicare Tax, Code: 692
- Type:** Amount Withheld
- Transaction Date:** 3/1/21
- Amount:** 1.450
- Description:** (empty)
- To Date Options:**
 - Month To Date
 - Quarter To Date
 - Year To Date
 - Fiscal Year To Date

Red arrows point from the text 'Employee Medicare amount withheld' to the 'Payroll Item', 'Type', and 'Amount' fields.

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

Type
Board's Amount of payroll item

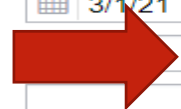
Transaction Date
3/1/21

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

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

+ Create Include Concealed

		Employee #	Last Name	First Name	Adjustment Type	Transaction Date	Amount	Description	Payroll Item Type
					LIFE	>=01/01/19			
		ANON359	Workman	Katie	Life Insurance	03/01/2019	200.00		Federal Tax
		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

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

 Generate Advance Fiscal Year To Date Report

 Generate Advanced Positions Report

 Generate Non-Advanced Positions Report

 Generate ~~Submission File~~

← **Do NOT generate file now**



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

- Make sure that the previous years Long Term Illness have been cleared.
 - Go to Employee Screen and add LTI Column under State Reporting
 - Filter Long Term Illness Column to >0

PRE-CLOSING EMIS STAFF DATA (CONTINUED)

➤ If not you may use Mass Change to clear

Employees

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

	Number	SSN	Last Name	First Name	Termination Date	Long Term Illness
	ANON238	999939556	Howard	Nathan		>1.00

Choose mode: MAINTENANCE EXECUTION

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

Name	Default Value

Property	Value
longTermIllness	0.00

Definition Name:

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:

Script Definition (Normal Mode)

Property	Value
longTermIllness	0.00

PRE-CLOSING EMIS STAFF DATA

- Enter any long term illness (15 or more consecutive absences) data on the **Employee** record for the 21-22 school year.

State Reporting

ECE Qualification

4 (Enrolled in Bachelors Degree program in Early Child E

Degree Type

2 (Bachelors)

Handicap Status

Long Term Illness

32.00

Non-Certificate Employee ID

ZZ8451622

Other Credentials

4 (Working toward an Associate Degree)

Semester Hours

MONTH END CLOSING

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

USAS-r>Transaction>Disbursements
 Filter on the Date:
 04/01/2022..06/30/2022
 Filter on the Type: Payroll

Check Type	Date	Type	Amount
	04/01/2021..06/30/21	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
Total Gross:	\$1,428,317.11	\$1,428,317.11	\$5,298,054.34
Total Annuities:	- \$222,812.08	\$222,812.08	\$724,324.26
Non-Federal Tax Annuities:	\$0.00	\$0.00	\$0.00
Non-Cash Earnings:	+ \$0.00	\$0.00	\$228.00
Calculated Adjusted Gross:	\$1,205,505.03	\$1,205,505.03	\$4,573,958.08
Total Employees:	297		
Total Employee Count Per 941 Instructions:	0		
Total Employees Paid in Quarter:	225		
Total Employees Reportable for ODJFS:	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

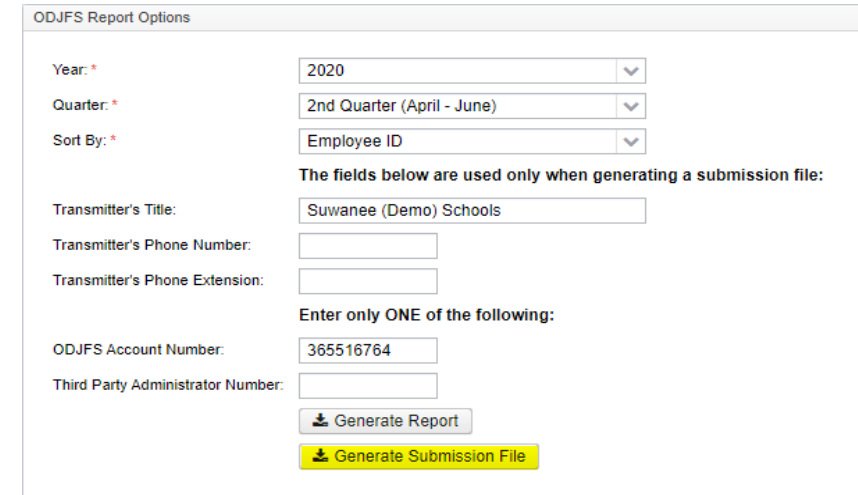
QUARTER-END CLOSING-ODJFS REPORT

➤ 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 2022. 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 <https://secure.access-k12.org/login>



The screenshot shows a web form titled "ODJFS Report Options". It contains several dropdown menus and text input fields. The "Year" is set to 2020, "Quarter" to 2nd Quarter (April - June), and "Sort By" to Employee ID. Below these, a note states: "The fields below are used only when generating a submission file:". The "Transmitter's Title" is "Suwanee (Demo) Schools". There are empty input fields for "Transmitter's Phone Number" and "Transmitter's Phone Extension". A section titled "Enter only ONE of the following:" contains an "ODJFS Account Number" field with the value "365516764" and an empty "Third Party Administrator Number" field. At the bottom, there are two buttons: "Generate Report" and "Generate Submission File", with the latter highlighted in yellow.

FISCAL YEAR END CLOSING

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 processed, the dock can be deleted from Future and processed at the appropriate time

FISCAL YEAR-END CLOSING-STRS ADVANCE

- 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**

STRS Advance Report Options

Save and Recall: Most Recent

Sort By: Employee Name

Report Format: PDF (download)

Starting Date for the Academic Year: 7/1/20

Ending Date for the Academic Year: 6/30/21

Full report

Those Advancing

Those NOT Advancing

Generate Advance Fiscal Year To Date Report

Generate Advanced Positions Report

Generate Non-Advanced Positions Report

Generate Submission File

Upload Submission File: Choose File

Submit Uploaded File to STRS

FISCAL YEAR-END CLOSING-STRS

- **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-STRS

- 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-STRS

➤ STRSAD sample calculation

Obligation = 39100.00

Pay per period = 1504.00

Pays/pays paid = 26/22

23rd pay 1504.00 x 14% = 210.56

24th pay 1504.00 x 14% = 210.56

25th pay 1504.00 x 14% = 210.56

26th pay

Obligation = 39100.00

- Paid 25 pays = 37600.00

Remaining = 1500.00 x 14 % = 210.00

Totaled Accrued wages calculated by STRS Advance:

210.56 + 210.56 + 210.56 + 210.00 = 841.68

FISCAL YEAR-END CLOSING-STRS

- **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-STRS

➤ **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 30th exceed the total work days
 - Not a catch of all potential jobs/employees

FISCAL YEAR-END CLOSING-STRS

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

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

FISCAL YEAR-END CLOSING-STRS

- 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-STRS

- 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-STRS

Part Time Employees STRS Advance Calculations

- To view the most recent changes online, go to the STRS website:
 - 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-STRS

STRS Part-time decision tree link-

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

FISCAL YEAR-END CLOSING-STRS

- **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-STRS

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

FISCAL YEAR-END CLOSING-STRS

- 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-STRS

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

FISCAL YEAR-END CLOSING-STRS

- 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.

FISCAL YEAR-END CLOSING-STRS

- Use Reports>STRS Reports>STRS Advance>STRS Merge Files

STRS Merge Files:

Upload Advance Submission File For Merge: ← STRSAD.YY06.TXT File from Redesign

Upload File To Merge: ← Third Party File

FISCAL YEAR-END CLOSING-STRS

- Click Generate the STRS Merge Report for verification

STRS Merge Files:

Upload Advance Submission File For Merge:

Upload File To Merge:

- Once STRS Merge Report is verified, click Merge Files

STRS Merge Files:

Upload Advance Submission File For Merge:

Upload File To Merge:

FISCAL YEAR-END CLOSING-STRS

- Go to Upload Submission File>Click Choose File>Browse to locate STRSADMERGED.txt file

Upload Submission File:

Choose File

Submit Uploaded File to STRS

- Click Submit Uploaded File to STRS

Upload Submission File:

Choose File

Submit Uploaded File to STRS



FISCAL YEAR-END CLOSING-STRS

DEADLINE FOR 2022

STRS Annual report is due by the first Friday in August

AUGUST 5, 2022

FISCAL YEAR-END CLOSING-STRS

- 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

FISCAL YEAR-END CLOSING-SERS

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 FY2022 Compensation - \$25,000
- 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.

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 'Payroll Item STRS Advancement'

Payroll Item Strs Advancement:	\$11,750.42
--------------------------------	-------------

- Go to Report>STRS Reporting>Check STRS Advance. This will help to determine why differences exist.

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- CHECK STRS ADVANCE REPORT

Reporting Period: February 2022 (FY 2022)

5/24/22 3:52 PM

Tucker (Demo) Schools Check STRS Advance Report

SSN	Employee Number	Employee Name	Code	Pay Date	Amount		
999998285	ANON1948	Burch, Sean M.	591	7/31/2020	280.89		
			591	7/17/2020	280.89		
						842.68	
			STRS Advance Amounts				
			591	8/14/2020	256.80		
999944798	ANON1904	Burton, Johnathan A.	591	7/31/2020	256.79		
			591	7/17/2020	256.79		
						770.38	
			STRS Advance Amounts				
			591	8/14/2020	289.24		
999906401	ANON148	Campbell, Brandy J.	591	7/31/2020	289.23		
			591	7/17/2020	289.23		
						867.70	
			STRS Advance Amounts				
			691	7/31/2020	410.13		
999963302	ANON1296	Carlson, Tonya S.	691	7/17/2020	410.14		
						820.27	
			STRS Advance Amounts				
			591	8/14/2020	299.68		
			591	7/31/2020	299.69		
			899.06				

POST CLOSING-STRS ADVANCE

- 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-STRS ADVANCE

- 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-STRS ADVANCE

- 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

Edit STRS Advance Configuration + x

✓ Save ○ Cancel

Advance Amount 0.00

Advance Mode

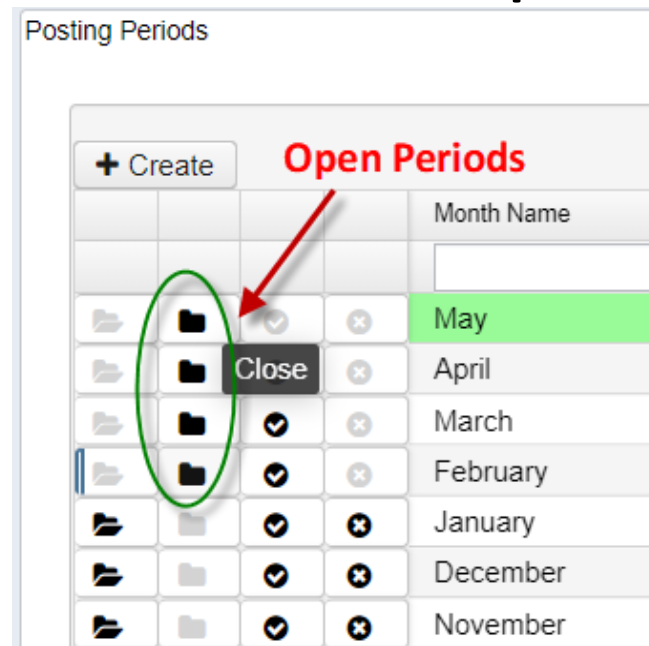
Amount Paid Back 0.00

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 **YOU MUST** allow reports to run between closings.



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 2023 EMIS CHECKLIST

This will need to be completed after August 5th, 2022

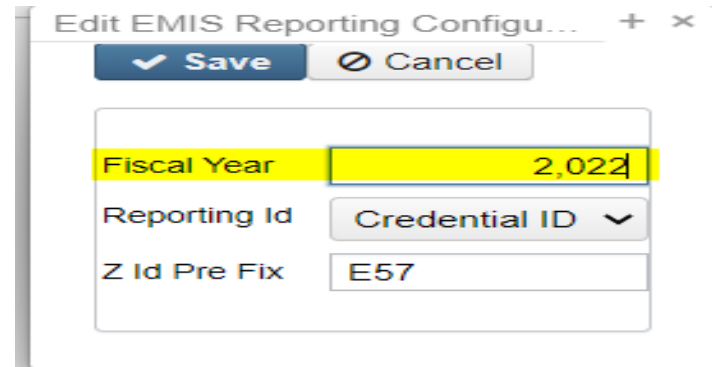
Link to the New Fiscal Year EMIS Checklist-

<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 2023 EMIS CHECKLIST (continued)

- After previous EMIS fiscal year end window L closes go to **System/EMIS Reporting Configuration** and change the Fiscal Year (ex. 2022) to the new Fiscal Year (ex. 2023) Click **Save**



Dialog box titled "Edit EMIS Reporting Configur..." with a close button (x) and a maximize button (+). It contains the following fields:

Fiscal Year	2,022
Reporting Id	Credential ID
Z Id Pre Fix	E57

Buttons: Save, Cancel

- If you do not have access, please put in a help desk ticket
- Final Period L is scheduled to close on August 5, 2022

NEW FISCAL YEAR 2023 EMIS STAFF DATA (continued)

- EMIS Staff
- Clear any **Long term illness** data from prior fiscal year (21-22)
 - **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 ≥ 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

NEW FISCAL YEAR 2023 EMIS CHECKLIST (continued)

Employees

+ Create **Mass Change** Include Archived

	Number	SSN	Last Name	First Name	Termination Date	Long Term Illness
						>1.00
<input type="checkbox"/>	ANON238	999939556	Howard	Nathan		22.00

Choose mode: MAINTENANCE EXECUTION

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

Script Parameters

Name	Default Value

Script Definition (Normal Mode)

Property	Value
longTermIllness	0.00

Definition Name:

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:

Script Definition (Normal Mode)

Property	Value
longTermIllness	0.00

INCREMENTING EXPERIENCE

We will be havING a work session in October to incrementing experience

- Go to Core>Employee
- Add Authorized Experience and Total Experience to the grid
 - Filter by last paid date
 - Filter by >0 under both Authorized and Total Experience
- Complete Mass Change adding one year to each
 - Principal Experience should be completed manually
 - New Teachers from previous Fiscal Year should be completed manually

UPCOMING WORK SESSIONS

- Thursday, May 26th Five Year Forecast Submission Work Session
- Thursday, June 2nd Job Calendars/New Contract/Salary Notice Work Session
- Thursday, June 16th Fiscal Work Session
- Thursday, June 23rd Fiscal Work Session
- Thursday, July 7th Fiscal Work Session
- Thursday, July 14th Fiscal Work Session
- Thursday, July 21st Fiscal Work Session

QUESTIONS?



Enjoy your summer!