

# USPS Fiscal Year 2020 Closing Procedures



## PRE-Closing Procedures: (Before your last payroll is run)

### 1. Cost of Life Insurance Over \$50,000

**For any employee who will be retiring at the end of the fiscal year**, calculate the cost of life insurance over \$50,000. Using the USPSCN>UPDCAL\_CUR or UPDCAL\_FUT program, the amount should be included as part of the final pay using an **NC1** pay type. For an example of this calculation, refer to the "Reporting Taxable Amount of Life Insurance Premiums" Chapter of the USPS User Guide. \*\*NC1 pmt amounts will appear on PAYRPT, PAYSUM, QTRRPT, & YTDPRPT

**2. Check USPSDAT/USPCON Screen 2.** STRS Advance Mode should be blank & STRS Advance Amount should be blank.

### 3. Run STRSAD (\*\*Run before last pay in fiscal year to give time for corrections to be picked up during last payroll run)

Select the **projection only** (option 1). **This option can be run as many times as needed.** The program produces three (3) reports. **Verify the data on all reports.**

A. The **STRSAD.TXT** report lists all advanced jobs for the district. Make sure that employees on the STRSAD.txt are indeed those that should be in ADVANCE.

B. The **STRSAD.RPT** report is the complete fiscal year-end report for all STRS employees.

C. The **NONADV.TXT** report shows jobs that will not advance. **Make sure the employees on the NONADV.txt are those employees that have work days PAST June 30<sup>th</sup> in their contract.**

**4. Create new Job Calendars in the USPSDAT>CALMNT program.** This is most easily done by creating one set of new calendars using the F12 option. Then copy those using the F20 copy option and making any necessary changes.

### 5. EMIS Staff Reporting (consult your EMIS Coordinator) \*\* REQUIRED \*\*

Please note, the EMIS year-end reporting process may or may not be completed, depending on each district's policy. If the EMIS year-end process is complete, proceed with the steps outlined under Month-End Closing. If your EMIS year-end reporting needs to be processed, continue with the steps below.

\_\_\_ Run **USPEMS>PERDET** to verify EMIS Staff USPS data. Correct errors.

FY – 2020

Select only those employees containing errors = Y

Select employees reportable to EMIS = Y (\*\*Can also run for non-reportable to find employees who should be reported)

Are extended service days included in the work days in contract (Y,N)? Each employee with extended service must have been set up in USPSCN/JOBSCN consistently for the district.

\_\_\_ EMIS absence and attendance days are calculated for you through the job calendars and attendance posting. Make adjustments using USPSCN>ATDSCN if discrepancies cannot be found on the calendars or ATDSCN entries. Use **RPTSUM** for summary counts on date ranges given. Be sure to change the N to Y before the date range.

#### For attendance corrections related to EMIS in the ATDSCN:

To add attendance: AD ET

To add absence: AD EB

\_\_\_ Run **CLRATD** to clear any 2019 FY entries **BEFORE** entering long term illness information for FY20. Enter FY20 long-term illness' on the (BIOSCN). LTI must be at least 15 consecutive days in length.

\_\_\_ **HQPDLOAD** – Mass Load HQPD. Run the report first and look for exceptions. Last year's info may be on the report if no corrections have been made. Mass load process will set all 230 position codes (Teachers) to "Y". If the work days are equal to or greater than 120 days, then the field must contain a Y or N. If work days are less than 120, then \* is used for position code 230. All other codes are \*. Changes can be made on POSSCN or USPSweb – EMIS Related Info Screen under the job.

\_\_\_ PRIOR to the purge or entry of FY20-21 contracts, run the **USPEMS>USPEMX program**

\*USPS>USPS\_ANN>USPEMS>USPEMX or Menu>USPEMS>USPEMX

2 files may be created: USPEMX.SEQ & USPEMX\_EMISR.SEQ.

If the USPEMX\_EMISR.SEQ file is created, then your district has CJ or CC records to report. This file must be moved to the Data Collector for the submission. To move the USPEMX\_EMISR.SEQ file

Use: **USPS>USPS\_LCL>USPEMX\_R** –Transfer to Data Collector (CJ & CC)

\*\*Notify your EMIS Coordinator if you are moving a file to the Data Collector.



\*Do not move the USPEMX.seq file at this time!!

\_\_\_ When ready, use: **USPS>USPS\_LCL>USPEMX\_R2** - Transfer data to Data Collection (Staff CI,CK)

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**NEWCNT - PURGE**

When purging in new contracts, answer “Yes” to the question :

Update JOBSCN EMIS contract fields with values from old contract: Y

This will move the old contract values from the JOBSCN into the EMIS Contract Info Fields on JOBSCN Screen 2. These old contract values will be picked up during data submissions and provide proper reporting until Period L closes. Once Period L closes for this year, those fields can be cleared. **Current FTE should be listed below the Salary Schedule on JOBSCN2**

\*\*\*\*\*



**Month-End Closing**

\_\_\_ 6. Balance the payroll account with the bank statement.

\_\_\_ Run the **CHKSTA** or **PAYREC** program to reconcile checks.

\_\_\_ Run the **CHKSTS** option of the **USPRPT** program to generate an outstanding check register.

\_\_\_ 7. Run **BENACC** program, if applicable

\_\_\_ 8. After all pays are complete, complete the following:

\_\_\_ Run **SERS Month (Mandatory)** - you **MUST** run the **SERSMONTH** option for balancing and month-end reporting purposes. The **SERSMONTH** is a mandatory report since it also creates month-end reporting for **CHKSTS**, **BENRPT** and **ABS101**. This report, called **SERSMONTH.TXT** will list the month-to-date and fiscal-to-date totals for both old and new employees. The information for **SERSMONTH** is coming from **DEDSCN** totals, therefore it is from **current** information and not from history files. When **SERSMONTH** is ran and the Clear **SERS MTD** accumulators? (Y,N): is set to **Y**, it will automatically generate **CHKSTS**, **BENRPT** and **ABS101**, clear out the month-to-date accumulators on the 400, 590 and 690 records and also set any New Employee flag that was set to "R" on the 400 **DEDSCN** record to an "N". **This creates the “Month End Reports” on PayrollCD.**

\_\_\_ Run **STRSMonth** (needs to be completed in preparation for data moving to the Redesign)- you can run the **STRSMONTH** option for balancing purposes. This report, called **STRSMONTH.TXT** will list month to date earnings, contributions, days, and fiscal to date earnings, contributions, and days. When the option to clear the **STRS MTD** accumulators has been selected, the program produces a report and clears the **MTD** accumulators from the **USPSCN/DEDSCN STRS** retirement records.

The **STRSMONTH** report separates new employees, (those being reported for the first time) from previously reported employees. This is determined by the new employee flag that appears on the 450 deduction record. After the program is run to clear **STRS** month to date accumulators, the new employee flag will be automatically set to **N** (no) on the 450 deduction record.

\_\_\_ If aware of dock amounts for ANY summer pays, enter the amount in “Dock Next Pay” on **JOBSCN**.

\_\_\_ If aware of early contract pay offs - Change # of pays \*\*\*Be cautious – pay per period may change



## Quarter-End Closing (Initial Procedures)

\_\_\_ 9. Run the **PAYDED** program, verifying that there are no outstanding deductions. To do this, set the "Payment option" to A and leave the 'payment cycle' and 'deduction codes' fields blank. View **DEDRPT.TXT** and verify that there are NO outstanding deduction amounts.  
(You could have 450 records there IF you have not run the STRSMONTH program)

\_\_\_ 10. Total of all board paid amounts (if tracked on the system) should equal the total of all warrant checks to the vendor or deduction company.

\_\_\_ 11. Run the program **ODJFSRPT**

\_\_\_ Say: "**N**" to "Create a submission file?" Input the correct Reporting Year, Quarter, & Max # of weeks

\_\_\_ **Check all totals and weeks carefully for accuracy.**

\_\_\_ Adjustments can be made using USPSCN/ATDSCN if needed.

\_\_\_ When all data is correct, run the **ODJFS** program again, this time in the question "**Create a submission file?**" Put a **Y** for Yes. This will create the file and **CLOSE** the ODJFS for the quarter.

\_\_\_ 12. Run **QRTRPT**. QRTRPT can be ran two ways: Select either to run Individuals or **N** for deduction totals.

\_\_\_ Answer Y to the first question (Do you want the report by individuals?)  
Then select option "N" - No Totals Zeroed (Demand Report)

**DO NOT ZERO totals at this time**

\_\_\_ The report generated shows quarter, fiscal, and annual totals. **Check all totals for accuracy.** Resolve all differences.

\_\_\_ In the "Totals" section of QRTRPT, the gross and the adjusted gross should balance using a manual calculation:

<b>Gross</b>
- <b>Annuities</b>
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<b>Adjusted gross calculated</b>

The Adjusted gross calculated should equal the adjusted gross amount from QRTRPT. This should be true for all adjusted gross figures in the "Totals" section.

Quarter & YE Balancing Link- <https://wiki.ssd-t-ohio.org/display/usps/Quarter+and+Year-+End+Balancing>

\_\_\_ **Deduction totals** should equal the total of all deduction checks written for the period(s) being checked.

\_\_\_ The total **Gross amounts** should equal the total of all payroll clearance checks issued written from USAS during the particular period(s) being checked. Subtract gross for payroll checks voided during quarter from payroll clearance checks written.

\_\_\_ 13. **It is recommended that you balance the W2REPT quarterly to minimize problems at calendar year-end.**

\_\_\_ Run the program **W2PROC**. Check the **W2ERR.TXT** report for errors.

\_\_\_ Balance the deduction totals (taxes and annuities) on the **W2REPT.TXT** report with the totals from the **DEDRPT.TXT** reports from the quarter.

\_\_\_ Complete and balance the **W2REPT** Reconciliation Worksheet for the quarter following the directions on the Worksheet.

\_\_\_ Balance the gross amounts on the **W2REPT.TXT** report with the **PAYRPT.TXT** reports for the quarter.  
Note: These amounts may not balance due to the way W2PROC handles certain amounts (eq. Medicare pickup)

\_\_\_ If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes in USPSCN. The **AUDRPT** program can be useful in identifying these problems.

\_\_\_ 14. Complete and file any required quarter-end submission forms.



## STRS Advance Processing

Employees flagged as full-time must have at least 120 service days to be granted a full year of service credit toward retirement. Employees flagged as part-time will be given credit according to STRS rules outlined in the STRS Employer's Manual. If you are in doubt about an employee's part-time or full-time status, contact STRS and obtain a ruling.

- Note that totals for regular and rehired retirees are separated on the report. Re-employed retirees will always have 0% credit reported with contributions. 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.

\_\_\_ 15. Run the **STRSAD** program and select the **PROJECTION ONLY** (option 1). **This option can be run as many times as needed.** The program produces three (3) reports.

The **STRSAD.TXT** report lists all advanced jobs for the district.

The **STRSAD.RPT** report is the complete fiscal year-end report for all STRS employees.

The **NONADV.TXT** report shows jobs that will not advance.

**Verify the data on all 3 reports.** On the STRSAD.RPT report, check each employee's service credit and FYTD totals. At the bottom of this report, there is an amount labeled Total Taxed + Non-Taxed. The amount shown should equal the amount deposited with STRS during the fiscal year plus the amount of the accrued contributions on the summer pays. Balance the FYTD amounts with the deduction checks.

**\*\*\*Balance these reports: Do NOT continue until these are balanced!!!! \*\*\***

\_\_\_ 16. Once the data has been **verified** and you are **POSITIVE the information is correct** for the advance, run the **STRSAD** program again, this time selecting **Option 2**. This option is the point of no return! This option **creates the tape file that will be submitted to STRS** electronically and sets the STRS period closing date field in USPSDAT/USPCON to 06/2020

**Option 2** flags eligible jobs in advance mode (\*) until the last payment in the contract has been paid. At that time, the advance flag is turned off and the job is no longer considered in advance mode. **Print and file the final copies of the STRSAD.TXT, NONADV.TXT, and STRSAD.RPT reports.** Option 2 creates all PayrollCD reports.



If you need **Renhill Employees (or other Sub Providers)** on your STRS annual report, **DO NOT run ANNSTRSSND**. Please open a help desk ticket by sending the Renhill (or other provider) file through email to [fiscal@access-k12.org](mailto:fiscal@access-k12.org). We will notify you when we've merged this file with your USPS employees for the annual report. If this does not apply to you, move on to the next step.

\_\_\_ 17. Run **ANNSTRSSND**. This program will submit your **STRSAD** report to STRS. (The program will ask for your 4 digit STRS number). When ran, this updates the date on USPCON.



## Quarter-End Closing (Completion Procedures)

- \_\_\_ 18. Run the **SURCHG** program. This program is designed to assist you with verifying the SERS surcharge calculations and GAAP reporting. This creates a worksheet to use for calculation verification.
- \_\_\_ 19. Generate the reports & spreadsheet from **WAGOBL**.  
**WAGEMP** (Wages by employee)  
**WAGACT** (Wages by Account) totaled by fund/function/object.  
**Print and keep these reports.** Spreadsheets can be generated for Excel or Lotus and other options.
- \_\_\_ 20. Generate the reports & spreadsheets from **BENOBL**.  
**BENEMP** (Benefits by employee)  
**BENACT** (Benefits by Account) totaled by fund/function/object.
- \_\_\_ 21. If your district runs WORKCOMP at fiscal year-end to pay a 6-mo premium, generate **WORKCOMP** for your Worker’s Comp Totals. You will need to input the district’s Worker’s Comp Percentage for the report to run. This report cannot be run from the archived accounts.  
**Be sure to save these reports for future reference**
- \_\_\_ 22. Run **SERS\_PAID**
- \_\_\_ 23. Run **STRS\_PAID**
- \_\_\_ 24. Run **ELIRET** = Eligible to retire. This report is only accurate if correct information is in the system.



## Fiscal Year-End Closing

- \_\_\_ 25. Run **USPAUDIT** to create USPS submission file for auditors.
- \_\_\_ 26. Run **AUDRPT** choosing O for official option. Check for it on payrollcd.
- \_\_\_ 27. Run **USPS\_FY** to complete a Fiscal Year End backup.  
 NO ONE can be in fiscal software when you are running USPS\_FY.
- \_\_\_ 28. **Open a fiscal ticket.** Email [fiscal@access-k12.org](mailto:fiscal@access-k12.org) and indicate that you have completed **USPS\_FY**.  
**DO NOT Continue until you have an acknowledgement from ACCESS that your backup is complete.**



### ***When you have received an acknowledgement from ACCESS your backup is complete***

- \_\_\_ 29. Run the **QRTRPT** program again selecting **F** (Fiscal Year) to clear QTD and FTD totals
- \_\_\_ 30. Answer “**N**” to clear EMIS contract amount, work days & hours per day data
  - Quarter and Fiscal Totals will be closed once option F is complete
- \_\_\_ 31. To be sure the data has cleared, run QRTRPT again, selecting Option N and verify FTD totals are \$0



## Post Fiscal Year-End Closing

### Restrictions during the advance:

- Modifications cannot be made to certain fields on JOBSCN while in the advance mode(\*)
- Certain Pay Types **cannot** be processed on advance jobs (REG & IRR). These pay types affect the contract amount and would be considered new earnings.
- Certain Pay Types affect the STRS Advance balance on USPCON – DCK, BCK, TRM, & POF

### Procedures to be run EACH PAY until advance is finished:

- Run **CHKSTRS**, (sorting it in the same order as your STRSAD.txt) after **EACH** pay and **KEEP** the print out. This will show you where you are on the Advance and if it is being processed correctly.
- Keep a copy of the **DEDRPT/PAYDED** from EACH pay for all STRS deductions. This will be a BIG aid in resolving any ADVANCE problems.

**\*\*\*\*\*You may now process July payroll\*\*\*\*\***

### STRS Follow-up on the Advance After ALL Summer Pays

- \_\_\_ 32. Check **USPSDAT/USPCON**. Verify the advance amount shows as **ZERO** (\$0) dollars.
- \_\_\_ 33. If the advance does not balance, run the **CHKSTRS** program from the MENU prompt, **sorting it in the same order as your STRSAD.TXT** Compare totals for each employee to those on the original STRSAD.TXT report to determine which employees caused the discrepancy and what you need to do to correct the situation.
- \_\_\_ 34. Any difference in the STRS ADVANCE amounts from the Annual report you submitted should be reported to STRS as a prior year correction if necessary. You may want to track these adjustments.

