

2020 USPS-R Fiscal Year-End Review

May 29, 2020

2020 Fiscal Year-End Review

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

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

Pre-Closing-Overview

- ⦿ Life Insurance Premium-NC1 Payments
- ⦿ Verification **System/STRS Advance Configuration** amount is zero from previous fiscal year
- ⦿ Run **Reports/ STRS Advance**
- ⦿ Create new job calendars
- ⦿ EMIS staff reporting for year-end cycle
- ⦿ New contracts for July 1 start dates

Pre-Closing-NC1 Payments

- ◎ Life Insurance Premium-NC1 Payments
 - For those employees retiring as of June 30 the NC1 amount can be processed through Payroll/Current or Future or as an Adjustment record.
 - 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- NC1 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"/>	<input type="text" value="1.00"/>
Rate	Gross	<input checked="" type="checkbox"/> Applies For Retirement	Retire Hours
<input type="text" value="100.000"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/> Supplemental	Supplemental Tax Option		
	None		

OR

Pre-Closing- NC1 Payment (continued)

Payroll 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	
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- NC1 Payments (continued)

- ◎ Life Insurance Premium-NC1 Payment
 - Federal, State nor OSDI taxes are not withheld
 - Added to wages (Total and Taxable Gross)even though no tax is withheld
 - 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- NC1 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-NC1 PAYMENTS 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 (NC1) 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. 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.
- ❖ The Medicare amount will need to be collected by the employee or the board will have to pay for it

Pre-Closing-NC1 Payments/ADJUSTMENTS LIFE INSURANCE AMOUNT

⦿ Adjustments

Adjustment Journal + ×

Create New Save Cancel
 Close

Employee
Wood, Autumn Grace - ANON1021

Payroll Item
Type: Federal Tax, Code: 001

Type **Life Insurance**

Transaction Date

Amount

Description

To Date Options

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



PRE-CLOSING-NC1 PAYMENTS/ADJUSTMENTS EMPLOYEE MEDICARE AMOUNT WITHHELD

Adjustment Journal + x

Create New
 Close

Employee
Wood, Autumn Grace - ANON1021

Payroll Item
Type: Medicare Tax, Code: 692

Type
Amount Withheld

Transaction Date

Amount

Description
Life Insurance

To Date Options

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

PRE-CLOSING-NC1 PAYMENTS/ADJUSTMENTS BOARD AMOUNT OF PAYROLL ITEM

12

Adjustment Journal +

Create New Save Cancel

Close

Employee
Wood, Autumn Grace - ANON1021

Payroll Item
Type: Medicare Tax, Code: 692

Type
Board's Amount of payroll item

Transaction Date
3/1/20

Amount
1.450

Description
Life Insurance

To Date Options

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

PRE-CLOSING-NC1 PAYMENTS/ADJUSTMENTS FULL MEDICARE P/U

13

Adjustment Journal + x

Create New

Close

Employee
Wood, Autumn Grace - ANON1021

Payroll Item
Type: Medicare Tax, Code: 692

Type
Board's 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- NC1 Payments (continued)

- > Life Insurance Premium-NC1 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- NC1 Payments (continued)

- Report setup in Adjustments
- Can search under Adjustment Type
- Or use Transaction Date $\geq 01/01/2020$

Adjustments

+ Create		Mass Change				<input type="checkbox"/> Include Archived		Q Advanced Query		Report		More		Reset	
		Number	Last Name	First Name	Type	Transaction Date	Amount	Description	Type	Type					
					Life	$\geq 01/01/2020$									
			ANON1021	Wood	Autumn	Life Insurance	03/01/2020	100.000	Life Insurance	Federal Tax	Federal Tax				
			ANON1421	McMahon	Sher	Life Insurance	02/01/2020	100.000	test	Federal Tax	Federal Tax				
			ANON1558	Campos	Ryan	Life Insurance	02/01/2020	50.000	NC1	Federal Tax	Federal Tax				
			ANON2176	Guerrero	Sher	Life Insurance	02/01/2020	100.000	test	Federal Tax	Federal Tax				

Pre-Closing- Advance Configuration

- ◎ System/STRS Advance Configuration
 - 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

Pre-Closing- STRS Advance Report

- ⊙ Go to **Reports/STRS Advance**
- ⊙ 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.

STRS Advance Report Options

Sort By:

Employee Name

Report Format:

PDF (download)

Starting Date for the Academic Year: *

Ending Date for the Academic Year: *

Generate Advance Fiscal Year To Date Report

Generate Advanced Positions Report

Generate Non-Advanced Positions Report

Generate Submission File

Upload Submission File:

Pre-Closing-Job Calendars

◎ Job Calendars

- Job calendars for the 20-21 school year can be added to the system as soon as board approved
- Utilize **Core/Job Calendars**
- Create one calendar with work days and holidays
- Reminder of the 'Copy' function and then tweak specific calendars.
- Remember to create a Default calendar

PRE-CLOSING - 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
			dki
			dty
			dvn
			ekz
			eyc
			fck
			ffn
			ffo
			fmx
			ghf
			qpw

Copy Job Calendars

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

Select Job Calendars:

Available: dtw - automatically ▲, dvn - automatically, ekz - automatically, eyc - automatically, fck - discovered, ffn - constantly, ffo - automatically, fmx - automatically, ghf - automatically, gpw - automatical ▾

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

automatically

Pre-Closing- EMIS Staff Data

- ◉ EMIS Staff
- Clear any **Long term illness** data from prior fiscal year (18-19)
 - 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
- Enter any long term illness data on the **Employee** record for the 19-20 school year.

PRE-CLOSING EMIS STAFF DATA

Employees

Include Archived

	Number	SSN	Last Name	First Name	Termination Date	Long Term Illness
	<input type="text"/>	>1.00 <input type="button" value="x"/>				
<input type="button" value="eye"/> <input type="button" value="edit"/> <input type="button" value="delete"/>	ANON238	999939556	Howard	Nathan		22.00

Choose mode: MAINTENANCE EXECUTION

Load Definition:

Script Parameters

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

Script Definition (Normal Mode)

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

Definition Name

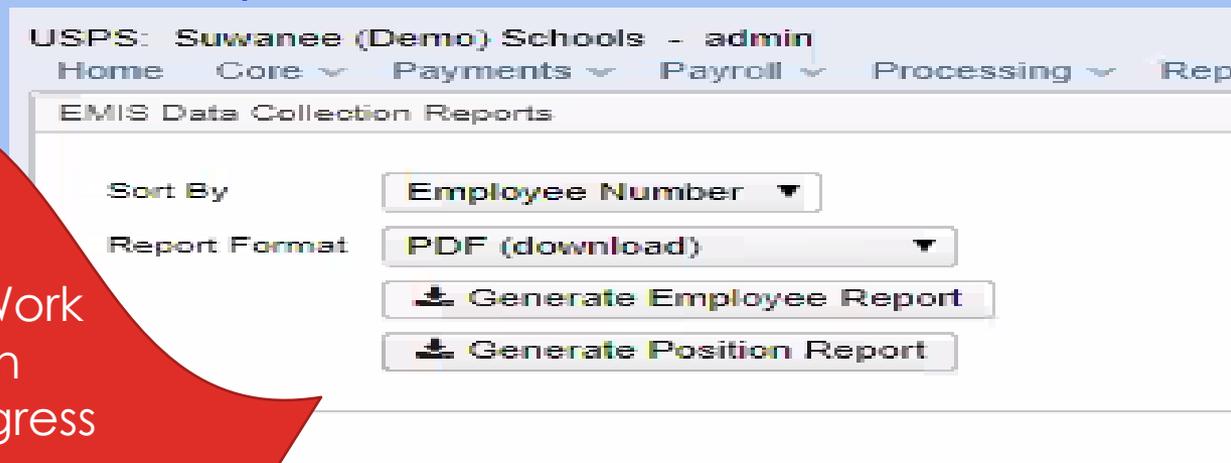
Pre-Closing- EMIS Staff Data (continued)

- **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)

New Report!!

Do you remember the PERDET?



The screenshot shows a web application interface for USPS. At the top, it says "USPS: Suwanee (Demo) Schools - admin". Below this is a navigation menu with "Home", "Core", "Payments", "Payroll", "Processing", and "Rep". The main content area is titled "EMIS Data Collection Reports". It features a "Sort By" dropdown menu set to "Employee Number" and a "Report Format" dropdown menu set to "PDF (download)". Below these are two buttons: "Generate Employee Report" and "Generate Position Report", both with download icons.

A Work
in
Progress

Reports>EMIS Report

PRE-CLOSING- EMIS STAFF DATA (CONTINUED)

EMIS Employee Entry		EMIS Position Entry		EMIS Contractor (CJ)		EMIS Contracted Service (CC)							
+ Create		Extract CJ Data				Advanced Query		Report		More		Reset	
		Employee #	Last Name	First Name	Position #	Position Description	Local Contract Code	IRN	Position Code	FTE			
			ANON204	Manning	Pat	1	Driver	047050	230	0.01000			
			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		Advanced Query		Report		More		Reset	
		Federal Tax Id	Position Code	Funding Source	Local Contract Code	Contractor Name							
			465516188	499	L	999	LEAP						

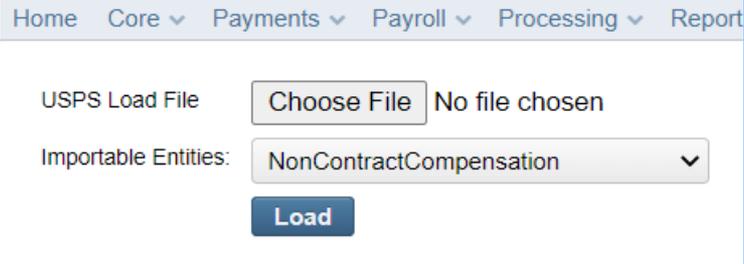
Pre-Closing-New Contracts

◎ 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

Pre-Closing-New Non-Contract Compensations

- Go to **Reports/Report Manager** and click **Generate SSDT Non-Contract Compensation Mass Load Extract**
 - Make any necessary updates and save the file in csv format
 - Go to **Utilities/Mass Load**
 - Click the **Choose File** button and find your csv file
 - Under **Importable Entities** choose **Non-Contract Compensations**
 - Click **Load**



Home Core ▾ Payments ▾ Payroll ▾ Processing ▾ Report

USPS Load File No file chosen

Importable Entities: ▾

PRE-CLOSING-NEW NON- CONTRACT COMPENSATIONS

- ❖ If using Mass Load for Non Contracts, it will update the compensations that are currently there.
- ❖ If creating a new Non Contract Compensation, it will add a new one. Then you can archive the old Non Contract so it won't be used.

Month-End Closing- SERS Per Pay Report

- ① 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
- ① To create the SERS Tape file click on the **Generate Submission File** button
- ① Save the file to your desktop or a folder of your choosing.
- ① Upload the submission file to eSERS.

Month-End Closing- Reconciling 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 (continued)

- ⊙ 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

Quarter-End Closing- Quarter Report (continued)

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)

- 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/Report Manager/** generate **SSDT Auditable Events**- look for manual changes to total gross, applicable gross, Payroll Item annuity amount withheld, federal applicable gross
 - Verify the **non-cash amounts**

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

① 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 2020. So if this it 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 ACCESS through the Secure Transfer Site

➤ Open a helpdesk ticket by emailing fiscal@access-k12.org & let ACCESS know that the file is in the 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

Fiscal Year-End Closing STRS Annual Processing

- ◎ 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**

Fiscal Year End Closing STRS Advance

- ◎ 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
- Part-Time employees

Fiscal Year-End Closing STRS Advance

- 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.

Fiscal Year-End Closing STRS Advance

- 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 Advance

◎ 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

◎ 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 Advance

⊙ **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 Advance

◎ **Advance Fiscal Year To Date Report**

- This is the complete fiscal year-end report for all STRS employees, including all advanced employees.

FISCAL YEAR-END CLOSING STRS ADVANCE

- 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 STRS Advance

- 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
 - **Full or 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 ADVANCE

- New for STRS Advance Calculations
 - Part-Time Employees
 - Effective for the current STRS Advance of July 2019
 - for FY19-20
 - For more information, please go to:

<https://wiki.ssd-t-ohio.org/display/uspsrdoc/STRS+Advance#STRSAdvance-Part-TimeEmployees>

Fiscal Year-End Closing STRS Advance

- 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

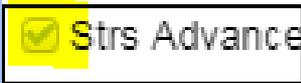
Fiscal Year-End Closing STRS Advance

- ◎ 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 Advance

- If not in balance and can't resolve at the district
 - STRS can usually find the problem
 - STRS balances by employee as well as by district
 - Can also contact ACCESS through a helpdesk ticket

Fiscal Year-End Closing STRS Advance

- Once STRS Advance information is correct, in **Reports/STRS Advance** click on the **Create Submission File** button
 - Sets advance flag on Compensation records to 
 - 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 Advance

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

Fiscal Year End Closing STRS Advance

- 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 in by the ITC
- To merge third party data the district will need to securely send the STRS Annual file and the third party file to the ACCESS.
- Open a helpdesk ticket and let us know that the STRS submission tape file and the third party information is in the ACCESS Secure Transfer Site.

Fiscal Year End Closing STRS Advance

- ACCESS will copy both files into the classic database and combine the data to create one file. Then, ACCESS will securely send that file back to the district through the Secure Transfer Site.
- 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 STRS Advance

- If mistakes are found and a payroll has not been processed while in advance, there are procedures that could be followed to help correct inaccuracies. Contact ACCESS
- Correct mistakes and re-run **Reports/STRS Advance/Submission** file
- If a payroll has been processed after the advance is set- Contact STRS
 - File corrections with STRS

Fiscal Year-End Closing SERS Surcharge

- 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 FY2020 Compensation - \$19,600
- 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.

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

Payroll Item Strs Advancement:	\$11,750.42
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- › SSDT has created a report (.json file) that pulls employees name, pay dates, STRS Advance Gross, Total STRS Advance and Total STRS NON Advance
- › **STRS Advance.rpd-json**

POST CLOSING STRS ADVANCE.RPDJSON

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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
-----------	------	----------	--------------------	-----------------------	---------------------	--------------	---------------------	-------------------------	---------------------	-------------------------------

Full Name: Abbott, Josh Chastity

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	
			\$ 8,181.88				\$ 1,145.45			

Full Name: Atkinson, Danny Dominic

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	
			\$ 6,660.94				\$ 932.53			

Post Closing (continued)



- During advance cycle certain pay types can not 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
 - > 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 will be un-checked. 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 un-checked and the amount paid back will continue to show on the configuration. If wanting to see the total amount paid back, they can check the 'Advance Mode' box, refresh the screen or (close it and re-open) for the value to display and the Amount Paid Back will show. ***But they will want to remember to un-check that before they move onto their next payroll.***

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
- Then uncheck the **Advance Mode** flag so the amounts show zero's

Edit STRS Advance Configuration + x

✓ Save ⌵ Cancel

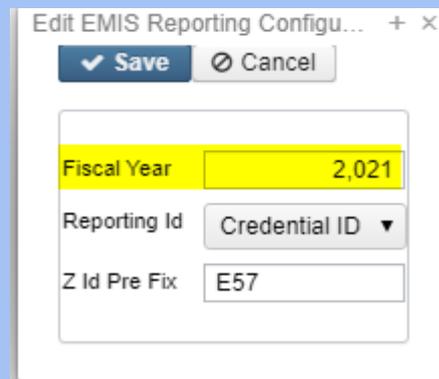
Advance Amount 0.00

Advance Mode

Amount Paid Back 0.00

Post Closing (continued)

- After EMIS fiscal year end window closes go to **System/EMIS Reporting Configuration** and change the Fiscal Year (ex. 2020) to the new Fiscal Year (ex. 2021) Click **Save**.
- Period L is scheduled to close on August 7, 2020
- Do not make this change until the reporting period has closed.
- ODE sometimes chooses to extend the window. Either check with your EMIS Coordinator or check ODE's website for the EMIS Processing Schedule.



Dialog box titled "Edit EMIS Reporting Configur..." with the following fields:

- Fiscal Year: 2,021
- Reporting Id: Credential ID
- Z Id Pre Fix: E57

Post Closing (continued)

- After EMIS fiscal year end window closes go to **Compensations**. Filter using Compensation Stop Date or Description to pull in all compensations for fiscal year 19-20. Using **Mass Change** select the **Reportable to EMIS** definition. Enter in **false**. Select **Execution Mode**. Click **Submit Mass Change**.
- This will stop the old contracts from pulling into the EMIS collection

Post Closing (continued)

⦿ Maintenance Mode

Script Definition (Normal Mode)

Property	New Value
reportableToEMIS	false

Add property row

Switch to Advanced Mode

• Execution Mode

Choose mode:

- Maintenance Mode
- Execution Mode

Load Definition

▼ ⓧ

Script Definition (Normal Mode)

Property	New Value
reportableToEMIS	false

✓ Submit Mass Change

FISCAL YEAR 2020 EMIS STAFF REPORTING

EMIS Checklist

<https://wiki.ssdt-ohio.org/display/uspsrdoc/EMIS+CHECKLIST>

New Fiscal Year USPS-R Staff EMIS Checklist

<https://wiki.ssdt-ohio.org/display/uspsrdoc/New+Fiscal+Year+USPS-R+Staff+EMIS+Checklist>

NEW

- Archived employees will no longer be included in EMIS Reporting
- USAS Integration>Expenditure Accounts
 - *Read only view
 - *Displays accounts synced with USAS
 - *Allows column filtering
 - *Allows sorts by account dimension
 - *Helps to narrow down accounts that are/aren't synced with USAS

THANK YOU!!

it's friday

