



2019 USPS-R Fiscal Year-End Review

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

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.
 - Reference IRS Publication 15-B
<http://www.irs.gov/pub/irs-pdf/p15b.pdf>
 - Page 13-15

Pre-Closing- NC1 Payments (continued)

Payroll Future

Future Pay Amount

☒ Create New ☐ Close

Employee * Compensation *

Workman, Dalton M - ANON111 Position: 1, Desc: Aide (Comp: Legacy, constantly)

Payroll Source Id

Future Pay Amount

Description Pay Type Effective Date Units

Rate 100.000

☐ Supplemental

Pay Accounts

Gross


Supplemental Tax Option

None

☒ Applies For Retirement

Retire Hours

1.00



OR

Pre-Closing- NC1 Payment (continued)

Payroll Current

Workman, Dalton M - ANON111 ▼ Position Number: 1, Position Description: Aide, Status: Active ▼

Gross Calculations

Adoption Assistance Non Cash Earnings
0.00

Life Insurance Premium Non Cash Earnings
100.00



Supplemental Gross
0.00

Contract Gross
6,105.37

Non Cash Taxable Benefit
0.00

Gross
6,105.37

Position Retirement Gross
6,105.37

	Pay Type	Compensation	Units	Rate	Gross	Contract Gross	Hours Worked	Description	Applies For Retirement	Supplemental	Supplemental Tax Optic
	Last Pay Accrued	Position Number: 1, Positic ▼	1.00	6,105.370	6,105.37	6,105.37		Last Pay Accrued Wages - constantly	true		None
	Life Insurance Premium	Position Number: 1, Positic ▼	1.00	100.000	100.00	0.00			false		None

Pre-Closing- NC1 Payments (continued)

Adjustments

Adjustment Journal

Employee
Workman, Dalton M - ANON111

Payroll Item
Type: Federal Tax, Code: 001

Type	Transaction Date	Amount	Description
Life Insurance	3/18/19	100.00	

Pre-Closing- NC1 Payments (continued)

Life Insurance Premium-NC1 Payment

- Federal, State nor OSDI taxes are withheld
 - Added to wages even though no tax is withheld
- Medicare and FICA are withheld
- Flag on the **Payroll Item Configuration city** records controls whether city tax is withheld.

Pre-Closing- NC1 Payments (continued)

Payroll Item Configuration

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 (continued)

- Life Insurance Premium-NC1 amounts are not included in total gross pay charged to USAS
- Reports provide special totals for balancing
 - Pay Report
 - QRTRPT
- 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

Report setup in Adjustments

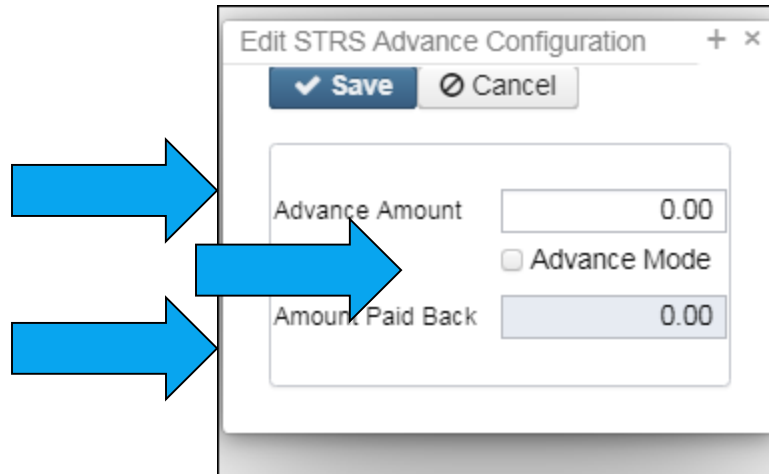
Adjustments

<div> <div>+ Create</div> <div> <input type="checkbox"/> Include Concealed </div> <div> <div>Q Advanced Query</div> <div>Report</div> <div>Mo</div> </div> </div>									
		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-Advance Configuration

System/STRS Advance Configuration

- STRS Advance fields should be blank and Advance Mode Flag unchecked.



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
 - Advance amount will be too large until all June pays are completed.
 - **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.

Pre-Closing-Job Calendars

Job Calendars

- Job calendars for the 19-20 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- EMIS Staff Data

⦿ EMIS Staff

- Clear any **Long-term illness** data from prior fiscal year.
 - Put in a help desk ticket for this step.
- Enter any long-term illness data on the **Employee** record for the 18-19 school year.

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-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**
 - Choose the **Non Contract Compensation Entity**
 - Click the **Choose File** button and find your csv file
 - Under **Importable Entities** choose **Non-Contract Compensations**
 - Click **Load**

Month-End Closing-SERS Per Pay Report

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

Month-End Closing-SERS Tape File

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- 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

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:	\$677,719.60	\$1,589,120.57	\$1,589,120.57
Total Annuities:	\$118,089.21	\$275,513.91	\$275,513.91
Non-Federal Tax Annuities:	\$0.00	\$0.00	\$0.00
Non-Cash Earnings:	\$0.00	\$400.00	\$400.00
Calculated Adjusted Gross:	\$559,630.39	\$1,314,006.66	\$1,314,006.66

Total Employees:	65
Total Employee Count Per 941 Instructions:	0
Total Employees Paid in Quarter:	59
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 the following:
 - 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- Quarter Report (continued)

Quarter Report

Totals Summary

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Quarter-End Closing- W2 Processing

🕒 **Go to Reports/W2 Report and Submission**

- Balance the W2 Report to minimize problems at calendar year-end
 - 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

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

➤ 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 HCC via ShareBase.

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 (continued)

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 (continued)

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

Fiscal Year-End Closing (continued)

➤ 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 (continued)

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

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

Fiscal Year-End Closing (continued)

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 (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
 - **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 (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

Fiscal Year-End Closing (continued)

Advance Fiscal Year To Date Report

- Balance the amount showing in the 'Deposit/Pickup' column included on the report
- This 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 HCC
 - 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



- Places total accrued contribution amount in **STRS Advance Configuration** under **System Configuraton** 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

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 in by HCC.

To merge third party data the district will need to securely send the STRS Annual file and the third-party file to HCC via ShareBase.

Fiscal Year End Closing (continued)

Once HCC has merged the file, a member of the fiscal team will send the merged file back to your district via ShareBase.

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 FY2019 Compensation - \$21,600
- Creates a worksheet districts might use for SERS surcharge calculation verification
- See <https://www.ohsers.org/employers/annual-processes/surcharge/> for complete details.

Fiscal Year-End Closing (continued)

🕒 Correcting mistakes

- If a payroll has **not** been processed while in advance a **Mass Change** definition can be created that will allow for the **STRS Advance** field on the **Compensation** records to be changed back to unchecked (false)
- Go to **System/Configuration/STRS Advance Configuration** and uncheck the **Advance Mode** flag and also remove the **Advance Amount**.

Fiscal Year End Closing (continued)

- 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
- We also have another, 'last resort' option.
- For any of these corrections, please contact HCC to ensure accuracy.

Post Closing

During the payroll process

- FYTD amounts on the 450, 591 and 691 **Payroll Items** will **not** be updated by any accrued earnings or contributions
- FYTD amounts on the **Dashboard** will be updated regardless
- FYTD amounts on the 450, 591 and 691 deductions are updated only by new earnings and contributions on those new earnings

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

TRM	Termination pay. Pays an employee a specific amount as termination pay, for example severance pay. You must supply the tax and retirement options. The Job Status field will be changed to a 9 once CHKUPD is run.
POF*	Pay off of total accrued wages. This pay type updates the contract amount paid. This amount is calculated by the system.

Post Closing (continued)

Verify each pay the **Amount Paid Back** in **System/Configuration/STRS Advance Configuration** is increasing.

After all summer pays are complete

➤ Verify **Amount Paid Back** is zeroed out.

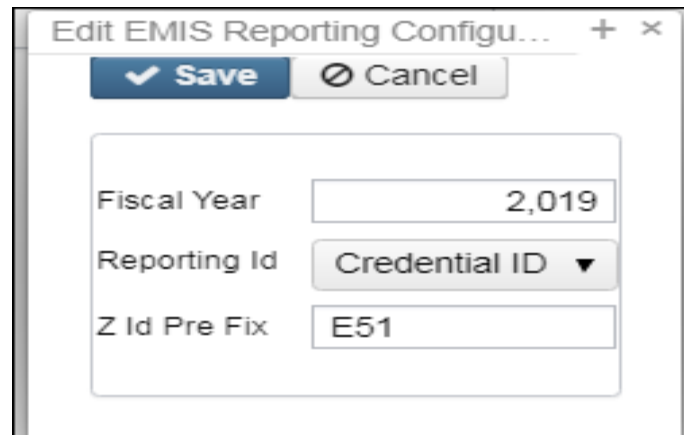
- If the pay back is less than the calculated advance amount then the pay back will continue to display on the screen and the district will **not** come out of advance. Individual compensations that have met the criteria for coming out of advance will still have their advance flags updated. If the pay back is greater than or equal to the calculated advance then the district advance flag is set to false.

Post Closing (continued)

- If the **Pay Back Amount** is not zeroed out go to **Reports/Report Manager/**, run **SSDT Check STRS Advance Report** and compare with employee totals on the **Advanced Positions Report** to see whose amount withheld on accrued earnings does not equal the amount STRSAD calculated
- File corrections with STRS as needed

Post Closing (continued)

After EMIS fiscal year end window closes go to **System/EMIS Reporting Configuration** and change the Fiscal Year (ex. 2019) to the new Fiscal Year (ex. 2020) Click **Save**.



The screenshot shows a dialog box titled "Edit EMIS Reporting Configu...". At the top, there are two buttons: "Save" (with a checkmark icon) and "Cancel" (with a close icon). Below these buttons, there are three input fields arranged vertically. The first field is labeled "Fiscal Year" and contains the value "2,019". The second field is labeled "Reporting Id" and contains a dropdown menu with "Credential ID" selected. The third field is labeled "Z Id Pre Fix" and contains the value "E51".

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 18-19. Using **Mass Change** select the **Reportable to EMIS** definition. Select **Execution Mode**. Click **Submit Mass Change**. This stops the reporting of the old compensations to EMIS.

Please contact HCC before applying any mass change.

Post Closing (continued)

Maintenance Mode

Choose mode:

☒ Maintenance Mode
☐ Execution Mode

Load Definition

Reportable to EMIS

✕ Close

Script Parameters

Name	Default Value

Script Definition (Normal Mode)

Property	New Value
reportableToEMIS	false

Definition Name

Reportable to EMIS

✓ Save

Download Definition

Post Closing (continued)

Execution Mode

Choose mode:

☐ Maintenance Mode

☒ Execution Mode

Load Definition

Reportable to EMIS

NOTE: Use column filtering or advanced queries above to select objects for Mass Change.

510 Compensation objects will be modified.

Close

Script Definition (Normal Mode)

Property	New Value
reportableToEMIS	false

Submit Mass Change