

Payroll Fiscal Year End

ERP-Statewide

Exported on 06/05/2019

Table of Contents

1 Payroll Fiscal Year End Checklist..... 4

This article details the steps related to payroll which are performed as part of fiscal year end processing.



Top Level Checklist for HR/Payroll FYE Processing


Use this page as the top level checklist for performing the steps related to fiscal year end processing in HR/Payroll. The pages linked to from this page contain additional details about the steps on this page.

1 Payroll Fiscal Year End Checklist

1. Perform the setup steps on the [Payroll Fiscal Year End Setup¹](#) page.
 - *These setup steps may be performed anytime in the months leading up to the end of the fiscal year.*
2. Process the last pay of the fiscal year.
3. Perform the STRS and SERS payroll load process in eFP for the last pay of the fiscal year and submit these files to the respective retirement agencies.
4. Run all normal monthly reports and perform the normal monthly payroll processes.
5. Run all normal quarterly reports and perform the normal quarterly payroll processes. The quarterly process is detailed on the [Payroll Quarter End²](#) page.
6. For all STRS deductions tied to employees with summer accrued wages, change the STRS deductions to be accrued for the summer months.
 - a. This is done in *HR>State>OH Retirement System Deductions*.
 - b. Search to find all STRS deductions.

Search Criteria

Deduction	<input type="text"/>	▼
Retirement System	2 - STRS - State Teachers Retirement System	▼
Plan Type	<input type="text"/>	▼
Employee or Board	<input type="text"/>	▼



- c. For all deductions which reflect accrued wages, modify the individual deduction codes by checking the 'Accrued' check box.

OH Deductions Information

Deduction Code *	0010 - STRS	▼	Accrued	<input checked="" type="checkbox"/>
Retirement System	2 - STRS - State Teachers Retirement System	▼	Update Retirement Days	<input checked="" type="checkbox"/>
Plan Type	RE - Regular	▼	Exclude from Retirement	<input type="checkbox"/>
Employee or Board	E - Employee Share	▼		

7. For all SERS pay codes tied to employees with summer accrued wages, change the SERS Earning Code to '04 - Stretch Pay'.
 - a. This is done in *HR>Reference Tables>Pay Codes*.
 - b. For all SERS pay codes which reflect accrued wages, modify the individual pay codes by changing the SERS Earning Code to '04 - Stretch Pay'.

1 <https://community.mcoecn.org/display/ERPPublic/Payroll+Fiscal+Year+End+Setup>
 2 <https://community.mcoecn.org/display/ERPPublic/Payroll+Quarter+End>

General Data	
Pay Code *	003 <input type="checkbox"/> Continuous
Title *	SALARY MEDICARE SERS
Check Title *	SALARY
Pay Type *	P - Per Period Rate
Rate *	1.0000
Account	<input type="text"/> <input type="button" value="Q"/>
OH Retirement System *	SERS - School Employees Retirement System
SERS Earning Code	04 - Stretch Pay

8. Load data and process reports in the OH STRS Annual Member Contribution Report work area. This process is detailed on the [STRS Annual Member Contribution](#)³ page.

⚠ Setup Only If Needed
 The setup steps (1-5) on the [STRS Annual Member Contribution](#)⁴ page may have already been completed during the fiscal year end setup. If so, begin at step 6.

9. Access the EMIS Profile (EMIS>All>EMIS Profile) and verify the EMIS staff profile dates and reporting period. These dates should be for the final L collection.

General			
District IRN *	050526	Forecast Fiscal Year *	2018
Financial Fiscal Year *	2018	Staff Fiscal Year *	2018
Financial Reporting Period *	H - Jul 30	Staff Reporting Period *	L - Jun 30
Financial Start Date *	07/01/2017	Staff Start Date *	07/01/2017
Financial End Date *	06/30/2018	Staff End Date *	06/30/2018
		Start Period *	1
		End Period *	12
		Cost Center ID Level *	1
		Function ID Level *	2
		Building ID Level *	4
		Description Crosswalk Code *	CR

10. Verify EMIS positions and make changes when necessary.
 - a. Use the EMIS Employee Positions Report (*EMIS>All>EMIS Employee Positions Report*) to validate positions.
 - b. Add or change any positions needed using the EMIS Position Information screen. This is accessible under the Actions menu in Employee Information.
 - c. EMIS positions may be excluded from reporting to ODE by checking the 'Do Not Report to EMIS' check box on the bottom section of the EMIS Position Information page.
 - d. If any salary amounts or hourly rates need updated on any EMIS positions, the process on the [Update EMIS Position Salaries](#)⁵ page may be used to update the EMIS Position Information screen using the employee pay rate which has the same job class as is shown on the EMIS Position Information screen.
 - e. Employees will only be reported to ODE if their State Required Page has the Rpt to EMIS flag marked as 'Y', they have at least one reportable EMIS position and the EMIS position dates fall within the reporting period dates (start date before the end of reporting period and if a separation date exists, it

³ <https://community.mcoecn.org/display/ERPPublic/STRS+Annual+Member+Contribution>

⁴ <https://community.mcoecn.org/display/ERPPublic/STRS+Annual+Member+Contribution>

⁵ <https://community.mcoecn.org/display/ERPPublic/Update+EMIS+Position+Salaries>

must NOT be before the beginning of the reporting period).

11. Load the EMIS Staff Report work file to prepare for the final L collection. This process is detailed in step 1A in the [EMIS Staff Reporting Process in eFP](#)⁶ section on the [Overview of EMIS Staff Reporting](#)⁷ page.
 - a. **When performing this EMIS staff load at the end of the fiscal year, click the check box to 'Calculate Attendance' during the load process.**
12. Contact your ITC so they can perform a full database backup. The above payroll snapshot is **NOT** a replacement for this full backup performed by your ITC.

STOP! Do NOT Proceed Without a Backup
Contact your ITC to request a backup of the FYE data.



13. Ensure no one else is accessing any payroll related areas of eFP.
14. Liquidate Payroll Encumbrances: Run prior to running FAM FY End Closing
 - **Only run this option at the end of a fiscal year and only if you need to remove any encumbrances remaining from the past year's payroll accounts.**
 - **The encumbrance box on the pay code records will be checked**
15. Lock Human Resources using the menu item located at *System Administration>Administration>Locks/Unlocks>Lock/Unlock Human Resources*. The lock process is detailed on the [Lock_Unlock Modules](#)⁸ page.
16. Run the payroll fiscal process (*HR>Periodic Routines>Fiscal Process*).

⁶ <https://community.mcoecn.org/display/ERPPublic/Overview+of+EMIS+Staff+Reporting>

⁷ <https://community.mcoecn.org/display/ERPPublic/Overview+of+EMIS+Staff+Reporting>

⁸ https://community.mcoecn.org/display/ERPPublic/Lock_Unlock+Modules

- a. Do **NOT** check the purge terminated pay rates and leave the date to purge blank.

- b. Click Yes to verify you wish to perform the fiscal process.

- c. Verify the fiscal process completed and click OK.

17. Unlock Human Resources using the menu item located at *System Administration>Administration>Locks/Unlocks>Lock/Unlock Human Resources*. The unlock process is detailed on the [Lock_Unlock Modules](#)⁹ page.
18. Update the school year on the miscellaneous tab in the HR profile (*System Administration>Human Resources Profile*). The school year should equal the fiscal year.
19. Post the future changes (deductions and salary schedules) which were entered during the fiscal year end setup and **are needed for the first pay of the new fiscal year**.
20. Post the effective date changes (deductions and pay rates) which were entered during the fiscal year end setup and **are needed for the first pay of the new fiscal year**.

⁹ https://community.mcoecn.org/display/ERPPublic/Lock_Unlock+Modules

21. Prior to calculating the first pay of the new year and after posting all leave for the old fiscal year, run any payroll GAAP reports which will be needed during your upcoming GAAP audit. These reports are Cognos reports and are shown in the below screenshot. These reports are located in the Ohio Shared folder for districts hosted on MCOECN servers. Other districts should contact their ITC for assistance in locating these reports.



22. After processing the last pay on the old contract and prior to processing the first pay on the new contract for a group of employees, perform the steps related to job classes and pay rates for the applicable employee groups. These processes are outlined on the [Update New Year Pay Rates](#)¹⁰ page.

⚠ Multiple Runs of Update New Year Rates

Only employees who have their first pay of their new contract during the first payroll of the new fiscal year should be updated now. The remainder of the employees will be updated later, prior to the first pay of their new contract.

❗ First Pay of New Fiscal Year

The prior steps must ALL be completed prior to running the first pay of the new fiscal year.

⚠ Timing of Leave Accrual

The following step can be done when you want to reset the YTD leave accumulated and YTD leave taken amounts to zero; it does not have to be 6/30.

23. Perform the attendance rollover and fiscal leave processes. These processes are detailed on the [Attendance Rollover and Fiscal Accrual](#)¹¹ page. These processes may be performed now as part of the FYE process or possibly later in the year. Details about the timing are included in the document detailing the processes.
24. Process the first pay of the new fiscal year.

✅ Entering Payroll Data

The first payroll of the new fiscal year may be setup, loaded and timecards keyed prior to this step. However, the payroll must NOT be calculated until this step.

25. Perform the STRS and SERS payroll load process in eFP for the first pay of the new fiscal year and submit these files to the respective retirement agencies.
- Note: This step consists of the normal processes which are completed for SERS and STRS after every payroll.
 - **Prior to submitting the STRS and SERS files, ensure the accrued wages are accurately showing on these reports.**

¹⁰ <https://community.mcoecn.org/display/ERPPublic/Update+New+Year+Pay+Rates>

¹¹ <https://community.mcoecn.org/display/ERPPublic/Attendance+Rollover+and+Fiscal+Accrual>

26. Prior to processing payrolls for employees moving back to being paid regular wages instead of accrued wages, reverse the processes in step 6 for STRS deductions and in step 7 for SERS pay codes to mark the deductions and pay codes as NOT accrued.
27. Update the years of service for employee positions (*HR>State>Update Years of Service*).
 - a. Choose the desired option and click the green OK icon to process the update.

28. Update the EMIS Profile (*EMIS>EMIS Reference Tables>EMIS Profile*).
 - a. Update the Staff Fiscal Year, Staff Start Date and Staff End Date fields to reflect the new fiscal year.

29. After updating all new year pay rates, run Update EMIS Position Salaries (*EMIS>All>EMIS>Update EMIS Position Salaries*) to update salary amounts/rates and scheduled work days for the new year. This will update EMIS position records for the initial new year staff collection.
 - a. Enter any desired selection criteria or leave all fields blank to process all EMIS positions.

- b. Click the green OK icon to begin the position update process.
- c. Click OK to accept the default report options.
- d. Open the EMIS position update report. Depending on your browser and browser settings, this file will show on your screen as a report to open or may be downloaded directly to your downloads folder.
- e. Review the EMIS position update report for any errors and correct them manually if necessary.
- f. Save the EMIS position update report to your computer or **preferably to a district network drive into a folder dedicated to FYE files.**

Related articles

Content by label

There is no content with the specified labels

