

USPS Fiscal Year-End Review

JUNE 2019



Preclosing/NC1 Payments 2

- ▶ NC1 Payment should be charged to any employee who is resigning or retiring who has more than 50,000 in life insurance.
- ▶ Using the USPSCN/UPDCAL_CUR or UPDCAL_FUT, the NC1 payment should be included as part of their final pay using a Pay Type of NC1.

ID: 22222202 Job: 01 Name: CONNIE ALLNO

Daily Rate: 73.920 Position: REG TRANSP

Work days: 10

Type	Units	Rate	Amount	Description	Tax	Reg/	Opt	Ret Spec
REG	10.00	73.920	739.20	Regular wages	-	-	-	-
ACC			210.39	Accrued wages	-	-	-	-
NC1	1.00	55.800	55.80	Excess of life	-	-	-	-

Pre-Closing 3

- ▶ NC1 Payment
 - ▶ Federal, State and OSDI taxes are not withheld from NC1 payment
 - ▶ NC1 payment is added to 001, 002 Gross and Taxable Gross even though taxes are not withheld
 - ▶ Medicare and FICA taxes are withheld from NC1 payments.

Pre-Closing

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► NC1 PAYMENT

- NC1 payments post to the Non-Cash Earnings field on page 3 of JOBSCN
- Flag in DEDNAM city records control whether city tax is withheld. Even if the flag is set to "N" to Tax Non-Cash Earnings, the NC1 payments are added to wages in city DEDSCN.

USPSDAT/DEDNAM

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Code: 004 Type: CITY Name: CITY OF CIRCLETOWN
Required: 1 Job Level: Y Abbrev: CIRCLETW M2 Abbrev:
PAY TO INFORMATION
Vendor: Name: CITY OF CIRCLETOWN
Address: 123456 CIRCLE ROAD
CIRCLETOWN, OH 12345-
Tax Entity code: RITA:
Tax Med/FICA pickup: Y
Tax Non-Cash Earn : Y CCA :
Tax Board Amounts : N

LONG-TERM ILLNESS

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- Manually add to USPSCN/BIOSCN or USPSWeb.
- Long Term Illness is a minimum of 15 consecutive days of absence. Multiple illness periods can be added together for one total, as long as each occurrence was at least 15 consecutive days. The number of Long Term illness days cannot be greater than the total absence days listed in the ATDSCN. Add additional AD EB days to cover any difference in total days.

LONG-TERM ILLNESS (cont)

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Find: SSN/ID Last name First name Skip Concealed

SSN: Employee ID: Conceal:

State Assigned ID: EMIS ID:

Last Name: Middle: Suffix:

First Name: Phone/Unlist: () - /

Street: Dist Phone: () -

City: State: Zip: OSDI code:

Foreign Adrs: Ctry: Prov: Post:

Email:

Gender: Direct deposit: Report to EMIS:

Marital: Email dirdep notice: Long term ill:

Birthdate: Check distrib.: Part-time (benefits):

Hire date: Eligible retire:

Last paid: ODS New hire:

OSDCN - Biographical data maintenance program Screen 1 of 2

F0 Top F1 Find F17 Lockmode 98 Next Screen

F7 Help F12 Add F18 Set defaults

F8 Exit F13 Delete F20 Switch

F10 Next F14 Modify

LONG-TERM ILLNEES (cont)

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Employee Details

Employee ID: SSN: State Assigned Id: Emis Id: Conceal:

Employee Name and Address

First: Middle Initial: Last: Suffix:

Street: Street 2:

City: State: Zip Code:

Foreign Address:

Legal Name

First: Middle Initial: Last: Suffix:

Contact Information

Email:

Phone: () - District Phone: () -

Unlisted: District Extension:

Additional Employee Information

Eligible for Retirement: Long Term Illness:

Report to EMIS: Gender:

OSDI Code: Marital Status:

Direct Deposit: Spouse's First Name:

Email Direct Deposit: Band/Class Status:

Staff EMIS Reporting

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- Please refer to the document:
"Staff EMIS Separation Scenarios FY19"
 (found in FYE documents)

USPEMS/PERDET

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► STAFF EMIS

(Request "Staff Employment Record" report from your EMIS Coordinator to validate staff data)

- Run USPEMS
- Option 1 – PERDET
- Answer questions for each prompt to generate a report to check for Staff EMIS errors.
- Make any necessary corrections to resolve the errors.

USPEMS/USPEMX

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- USPEMX.SEQ must be generated prior to NEWCNT purge
- **HCC will create USPEMX.SEQ for each district during the closing procedure.**
- The seq file will be placed in your PTR. You will forward the USPEMX.SEQ file to your EMIS Coordinator.
- If you would like a copy of the file to be sent directly to your EMIS Coord, please provide their Power Term username. They must have access to PTR
- The USPEMX file is a snapshot of FY19 Staff Data and will be used to report Staff Data to ODE instead of live USPS files once the FY is closed.

PRE-CLOSING

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- **AUTHORIZED, TOTAL and PRINCIPAL YEARS**
- MASCHG/MASINC
- Only increment once a year

MASINC - Mass Increment Experience Types

Report File Specifications:

Output file: MASINC.DAT Print options page? (Y,N):

Optional heading line

Actual or projection? (A,P):

Sort options (10,6):

Selection Criteria:

Job Status: Appointment Type: (1,2)

Only employees reportable to EMIS? (Y,N)

Exclude employees based on hire date:

Can be used if new hires have been added

Fields to increment:

Total	OH Public	Accredited	Purchased
Authorized	OH Private	Military	Current Class
In District	NonOH Public	Retirement	Principal
Building	NonOH Private	Trade Schl	

Mass Increment Experience Types 1 of 2

PF1 Execute F8 Cancel S8 Next Screen

F6 First Screen F10 Reset

F7 Help F11 Save/Recall

F8 Exit S7 Prev Screen

Pre-Closing/STRSAD

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- ▶ USPSDAT/USPCON (2nd Screen)
- ▶ STRS Advance fields should be blank

Payroll Processing:
STRS Advance Mode : _
STRS Advance Amount : _____
STRS Ann. File Sent On: 06/27/2005
STRS Ann. File Sent By: DISTRICT
Highest Check Number : 38774
Highest Direct Deposit : 504872
Highest Electronic Trans: 1
Version : V42
STRS Pay Base : 1

Pre-closing STRSAD

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- ▶ After all June pays are complete
- ▶ If you are aware of an early contract pay off, Change the number of pays, in JOBSCTN, prior to STRS advance
- ▶ Pay per period will change...make sure that the daily rate or hourly rate do not change.

Pre-Closing/STRSAD

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If you are aware of dock amounts on the 1st pay of July, enter those in 'Dock Next Pay' field on JOBSCTN
The dock will be included in STRSAD calculations

Find: SSN/ID A Last Name First Name Mask: Job

ID: Job: 01 Name: Position: TEACHER

Obligation : 60000.00 Equal pays : Y EHS Contract Info:
Amount : 60000.00 Hours per day : 7.00 Hours per day: _____
Amount paid: 60000.00 Retire hours : _____ Contract amt : _____
Amount due : 10000.00 Pay unit : 2 Work days : _____
Amt. earned: 60000.00 Pay per Period: 2500.00 FTE : _____
Amt docked : _____ Daily rate : 324.000
Dock next pay: _____ Salary Schedule:
Retro next pay: _____ ID : _____
Extended service : _____ Column: 4
of pays/Pays paid : 24/20 Step : 15
Work days/Days worked: 185/185 Spec. Ed FTE: _____ FTE : 1.00000
STRS Advanced mode : _____
Changes made as requested

JOBSCTN - Job/Contract data maintenance program Screen 2 of 4

F8 Top F11 Find F17 Lockmode 08 Next Screen
F7 Help F12 Add F18 Set defaults
F9 Exit F13 Delete F20 Switch
F10 Next F14 Modify 07 Prev Screen

Pre-closing/SERS

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► RETIRE/SERSREG

- Review SERSDET. Verify Earnings Codes as well as service credit and hours.
- DEDRPT: Ded 590 and 690 should total employee contributions on SERSREG and/or SERSDET
- Not all gross wages are SERS reportable example: Vacation pay-out and Severance

Job Calendars

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- Job Calendars for FY20 can be created once the board approves school calendars for 2019-20
- Calendars must be created prior to the employee's first pay on their new contract.
- USPSDAT/CALMNT

USPSDAT / CALMNT

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Find: **01** **08** **2015** Add Type: **01** Add Date: **01**
Type: Month and Year

CALENDAR TYPE: 01
ELEMENTARY TEACHERS

August, 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Work days: 11 Holidays: Calamity: Make-up:

CALENDAR TYPE: 01
ELEMENTARY TEACHERS

September, 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Work days: 21 Holidays: Calamity: Make-up:

CALMNT - Calendar Maintenance
F6 Top F11 Find F17 Lockmode
F7 Help F12 Add F19 Mass Change
F8 Exit F13 Delete F20 Copy
F10 Next F14 Modify

USPSDAT / CALMNT

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CTRL F10 - Copy Command

The copy function allows you to copy a range of calendars from one type to another.

Copy from:

Type

Start Date

End Date

to:

Type

CALMNT

Copy Screen

PF1 Return

F7 Help

F9 Cancel

NEWCNT/BUILD

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Contract information is added to
NEWCNT MAINT by using
BUILD - Option 2

NEWCNT - New Contract Options Menu

1. MAINT

- Add/Modify/Delete new contract data

2. BUILD

- Auto build new contract records

3. PURGE

- Activate new contracts & purge old

4. DELETE

- Mass Delete new contracts

5. REPORT

- Report new contract data

6. NEWPAY

- New contract pay account report

7. IMPORT

- Import new contract data

8. EXIT

- Exit program

Menu: NEWCNT Option>

PF1 Accept

F7 Help

F8 Exit

F10 Next

NEWCNT/MAINT

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Enter and review highlighted fields
Page 1 of NEWCNT Maintenance

ID: _____

Conceal: N

Job: 01

Name: _____

Position: TEACHER

New cont type: New contract

Obligation : 57000.00

New contract : 57000.00

Old contract : 56000.00

Amount paid : _____

Amount due : _____

Amount earned: _____

Amount docked: _____

Extended service: _____

Wks days/Worked: 185/_____

Title: TEACHER

Days since raise: _____

Cont start: 09/01/2017

Cont stop : 09/09/0999

Pay group : 01

Appt. type: I

Retirement: 450

Position : 230

Building IRN: 010733

Bldg./Dept. : 390/390

Equal pays : Y

Hours per day : 7.00

Retire hours : _____

Pay unit : 2

Pay per period: 2375.00

Daily rate : 308.100

Dock next pay : _____

Retro next pay: _____

Contract type : R

New Hire date : 09/01/2017

Qual. Paraprof: +

HQPD : Y

Changes made as requested

NEWCNT - New Contract Data Maintenance

Screen 1 of 3

F6 Top

F7 Help

F8 Exit

F10 Prev Payact

F11 Next Payact

F12 Add

F13 Delete

F14 Modify

F17 Lockmode

F18 Set defaults

S6 Purge Job

S8 Next Screen

NEWCNT/MAINT

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Review

Page 2 of NEWCNT

ID: _____ Job: _____ Last Name: _____ First Name: _____
Conceal: N Job: 01 Name: _____ Position: TEACHER

Calendar type: 001 Check dist: _____ ERS Contract Info:
Calendar start: 09/10/2016 Hours per day: _____
Calendar stop: 09/09/0000 Contract amt: _____
Reset personal leave: N Work days: _____
Reset sick advance used: N FTE: _____
Adjust vacation balance: _____ Salary Schedule:
ID: TEACH
Column: 4
Spec. Ed FTE: _____ Stop: 0

NEWCNT - New Contract Data Maintenance Screen 2 of 3

F5 Top	F12 Add	S6 Purge Job
F7 Help	F13 Delete	S7 Prev Screen
F8 Exit	F14 Modify	S8 Next Screen
F10 Prev Payact	F17 Lockcode	
F11 Next Payact	F18 Set defaults	

NEWCNT/MAINT

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Review Accounts

Page 3 of NEWCNT

ID: _____ Conceal: N Job: 01 Name: _____ Position: TEACHER

Fnd Func Obj SCC Subj OPU IL Job Description Count: 01
001 1110 111 0000 000000 300 01 000 SE 1st Salary
Percent or fixed: P Amount to charge: 100.00 Start: 09/10/2016
Account status: A Maximum to charge: _____ Stop: 09/09/0000
Leave projection: Y Board dist. acct.: Y

Fnd Func Obj SCC Subj OPU IL Job Description Count:
Percent or fixed: _____ Amount to charge: _____ Start: ____/____/____
Account status: _____ Maximum to charge: _____ Stop: ____/____/____
Leave projection: _____ Board dist. acct.: _____

NEWCNT - New Contract Data Maintenance Screen 3 of 3

F5 Top	F12 Add	S6 Purge Job
F7 Help	F13 Delete	S7 Prev Screen
F8 Exit	F14 Modify	
F10 Next	F17 Lockcode	
F11 Find	F18 Set defaults	

Month-End Closing

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- ▶ Run CHKSTA or PAYREC to reconcile checks
- ▶ Run USPRPT/CHKSTS to get list of outstanding checks
- ▶ Balance payroll account
- ▶ Run BENACC if necessary for the month (if this is your normal procedure)

Month-End Closing

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► SERSREG

- SERSREG: Verify service days for all employees make any corrections in ATDCN
- Once satisfied that the data is correct, run SERSREG again and answer YES to create the SERS tape file for your final pay of the month.

MONTH-END CLOSING

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► SERSMONTH

- SERSMONTH should be ran after SERS tape file is created
- SERSMONTH Clears SERS MTD totals from 400, 590 and 690 records
- SERSMONTH creates ABS101, BENRPT and CHKSTS reports
- SERSMONTH updates SERS Period Closing Date in USPDAT/CON screen.

MONTH-END CLOSING

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► STRS

- Run RETIRE/STRSREG for your final pay of the month.
- Run the verify option. (Create STRS tape file - N)
- STRSREG employee contributions should equal Deduction 591 and 691 on DEDRPT.

MONTH-END CLOSING

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► STRS

- Verify service days for all employees.
Look for 0 value and confirm that it's correct.
- If necessary, adjustments can be made in ATDSCN (AD RE retire days)
- Once satisfied that the data is correct, run RETIRE/STRSREG again -
- Answer YES to create the STRS tape file (STRS.YYYYMMDDX.SEQ).

MONTH-END CLOSING

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► STRSMONTH

- When the data is correct, run RETIRE/STRSMONTH.
- Clear STRS MTD accumulators (answer Y)
- Enter Reporting Month (ex 06 2019)
- STRSMONTH will Clear STRS MTD fields 450, 591 and 691 records

Quarter-End Closing

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► PAYDED

- Generate a non-zero deduction report
 - Enter an "A" in the Payment Option field
 - Leave cycle blank
 - Leave codes blank
- Generally, there are no outstanding deductions at end of quarter.

Quarter-End Closing

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- ▶ Run QTRPT to generate **demand** report
- ▶ QTRPT lists all QTD, FYTD and YTD figures from JOBSCH and DEDSCH
 - ▶ Compare totals of deduction checks written (CHKSTS report) to the totals for each deduction code
 - ▶ Balance deductions combined by vendor number
 - ▶ Any differences should be resolved
- Reminder:
- ▶ **(DO NOT CLEAR ANY TOTALS! HCC will clear totals during the back-up procedure.)**

Quarter-End Closing

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- ▶ Balance 'Adjusted Gross' on QTRPT
 - ▶ If the 'Calculated Adj Gross' equals the 'Total Adjusted Gross', the 'Difference' will be listed as 0.00
 - ▶ Difference should be resolved
- Link: <https://wiki.sash.edu.org/display/users/Quarter+and+Year+End+Balancing>
- ▶ Verify the non-cash amounts (NCI)
 - ▶ Verify the total annuities equal total of all deduction checks payable to annuity companies
 - ▶ Run AUDRPT, look for manual changes to JOBSCH total gross, annuity amounts, federal taxable gross

Quarter-End Closing

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▶ QTRPT

DATE	14/04/17	QUARTER, YEAR AND FISCAL TO DATE REPORT	SIMPLE CITY SCHOOLS
TIME	09:20:00	SORTED BY EMPLOYEE ID	123 WEST GRAZEE ROAD
PAGE	40 (QTRPT)		OPATYON
	QTD TOTAL	YTD TOTAL	FYTD TOTAL
TOTAL GROSS	957,150.00	2,282,490.55	1,170,142.58
TOTAL ANNUITIES	37,102.88	289,914.55	95,061.97
NON-FED. TAX AMOUNT	0.00	0.00	0.00
NON-CASH EARNINGS	0.00	0.00	0.00
TOTAL ADJUSTED GROSS	321,274.77	2,289,886.00	
CALCULATED ADJ GROSS	319,949.77	2,289,886.00	
DIFFERENCE ON GROSS	1,325.00	100.00	

*** CALCULATED ADJUSTED GROSS DIFFERENT THAN TOTAL ADJUSTED GROSS FROM FEDERAL RECORDS ***

Quarter-End Closing

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► W2PROC

- Balance the W2REPT to minimize problems at calendar year-end
 - Deduction totals for taxes
 - Deduction totals for annuities
- Complete and balance a 941 reconciliation sheet

It's good practice to run a W2PROC *(without* creating the tape) at least once a month. If you run this and the QTRRPT (no totals cleared) on a regular basis, it will alleviate a lot of balancing issues at calendar year-end.

Quarter-End Closing

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- Complete and balance a Quarterly reconciliation sheet (see USPS FYE19Documents)

1	QUARTERLY REPORT BALANCING	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220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Quarter-End Closing

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► ODJFSRPT

ODJFSRPT-Ohio Department of Job & Family Services Unemployment Reporting

Report File Specifications:

Report file: ODJFSRPT.TXT

Error Report file: ODJFSERR.TXT

Print options page? (Y,N): Y

Optional heading line: [REDACTED]

Sort option (S/N): N

Selection Criteria:

Create a submission file? (Y,N): Y

Reporting Year: 2018 Reporting Quarter: 2 Max number of weeks: 13

Federal EIN: [REDACTED] ODJFS Account Number: [REDACTED]

District name: SANDY BEACH LOCAL SCHOOLS

Street address: 7125 BLUE SURF ROAD

City: OUTERBANKS State: NC Zip: 27054

ODJFS Unemployment Reporting 1 of 1

Quarter-End Closing

38

► ODJFS

- Verify that weeks are reported for employees receiving payment in the quarter.
- Adjustments can be made in ATDSCN
- When all data is correct, run the ODJFSRPT program again. Answer "Y" to creating a tape file for submission to ODJFS. Creating the tape closes ODJFS for the quarter. HCC will submit the tape file for all Districts

Fiscal Year-End Closing

39

► STRS Advance

► STRSAD

- Run projection of STRS advance payments
- STRSAD selects all employees and jobs that were subject to STRS withholding
- All STRS reportable employees are listed on the STRSAD.RPT
- Service credit is calculated based on the STRS decision tree

Fiscal Year-End Closing

40

► STRSAD

- Check reports for warnings and errors
- USPS Reference Manual/STRSAD
 - STRSAD Errors and Warnings section
- <https://wiki.ssd-t-ohio.org/display/usps/STRSAD+-+STRS+Advance>

Fiscal Year-End Closing

41

► Who is on the STRS advance report?

- Employees with:
 - 1) Work days equal to days worked
 - 2) Amount remaining to pay is greater than zero
 - 3) Number of pays is greater than pays paid
- Anyone who does not meet the above criteria goes on the STRS non-advance report.
- Check non-advance report for employees that should be on the advance report.

Fiscal Year-End Closing

42

► Verify service credit

- Employees with 120 or more days receive 1 year of service credit
- Employees with less than 120 days receive credit based on STRS decision tree
- Employees classified as part-time earn service credit based on STRS decision tree
 - Part-time flag on 450 must be set to 'Y'
 - If uncertain of an employee's status, contact STRS for a decision.
- Re-employed retirees will report with no service credit

Fiscal Year-End Closing

43

► STRSAD sample calculation

Obligation = 39100
Pay per period = 1504
Pays/pays paid = 26/22
23rd pay 1504 x 14% = 210.56
24th pay 1504 x 14% = 210.56
25th pay 1504 x 14% = 210.56
26th pay
Obligation 39100
- Paid 25 pays 37600
Remaining 1500 x 14%=210.00

Total accrued contributions calculated by STRS
210.56 + 210.56 + 210.56 + 210.00 = 856.68

Fiscal Year-End Closing

44

- **Staff who retired and rehired in the same fiscal year will appear twice on the STRSAD report**
 - one line for contributions prior to retirement
 - one line for after retirement contributions

Fiscal Year-End Closing

45

- STRSAD.RPT
- The complete fiscal year-end report for all STRS employees, including all advanced employees.
 - Balance the 'Deposit/Pickup' column
 - Total deduction checks plus warrant checks for pick-up amounts

Fiscal Year-End Closing

46

► STRSAD.TXT

- Employees with equal work days/days worked as well as remaining pays to be paid.
- May be inflated if fringe benefit flag on 450 is set to "Y" and employee has 691 deduction pickup deduction.
- Check supplemental contracts, many times missed

Fiscal Year-End Closing

47

► NONADV.TXT

- Lists of employees with jobs that are not advancing
 - Days Worked are less than Work Days on JOBSCH
 - Example: Administrators with July work days on their calendar

Fiscal Year-End Closing

48

- Once STRS advance information is correct
 - Run STRSAD again
 - Select option 2 -Actual
 - Sets advance flag on JOBSCH to "Y"
 - Updates STRS Period Closing Date in USPSDAT/CON
 - Places total STRS Advance amount in USPSDAT/CON
 - Creates annual reporting submission file

Fiscal Year-End Closing

49

► STRSAD

- Creates temporary holding file for retirement deduction rates as they were in DEDSCN when option '2' ran
- Advance field appears on JOBSCN
- Advance error adjustment fields appear on STRS DEDSCN
- Creates PayrollCD reports

Fiscal Year-End Closing

50

- Run ANNSTRSSND to submit annual report electronically to STRS
- Updates USPSDAT/USPCON
 - STRS ANN. FILE SENT ON (DATE SENT)
 - STRS ANN. FILE SENT BY (USER NAME OF EMPLOYEE WHO SENT FILE)

Fiscal Year-End Closing

51

- During STRSAD: Do NOT change Job number on JOBSCN or DEDSCN
 - If the job number is changed on JOBSCN or on DEDSCN the job drops off of the advance report and no longer reports to STRS

Job:	Type: Retirement	Name: STATE TEACHERS RETIREMENT
Percentage		Full or Part time : F
Board's share : 14.000	Start : 09/01/2000	Retiree flag : N
Error adjustment :	Stop : 09/09/2000	Surcharge exempt : N
Board error adj. :	Rehire : 09/09/2000	Fringe ben/stra comp: N
STRS adv err adj. :	New employee: N	
	Accum	HTD Totals QTD Totals FYTD Totals YTD Totals
Deduct total :		
Gross pay :		21888.20
Board share : 612.86	612.86	4249.58
Retiree deduct:		
Retiree gross :		
Retiree board :		
STRS advance :		

Fiscal Year-End Closing

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► SERS SURCHG

- Run SURCHG
 - Creates a worksheet districts might use for SERS surcharge calculation verification
 - SURCHG 2019 minimum compensation \$21,600.00
 - See <http://ohsers.org/surcharge> for complete details.

Fiscal-Year-End Closing

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► AUTOPOST

- Verify in Autopost that there are no outstanding batch files to post.
- Using the F7 key select: LEVPRO, PAYROLL, VOID and UNVOID to confirm there are no outstanding files for FY18 payrolls to be posted.
- If a batch file is found that should be deleted, please enter a Cherwell ticket.

Fiscal Year-End Closing

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- Submit a Helpdesk ticket to indicate the above steps have been completed for USPS.
- We will notify you when we are ready to begin closing and that all users should log off at that time.
- Requests for backups are taken in the order they are received.
- HCC hours of service are from 7:30-4:30. The office will be closed July 4

Congratulations

You can now process in FY20

POST-CLOSING

- ▶ USPAUDIT
 - ▶ Run USPAUDIT
 - ▶ Enter FY 2019
 - ▶ Start Date 07/01/2018
 - ▶ Stop Date 06/30/2019
 - ▶ Send data to AOS now? Y
 - ▶ You may also send the data to an additional email address such as a CPA or outside auditor...see page 2 of USPAUDIT

POST-CLOSING

- ▶ USPAUDIT

USPAUDIT: Create USPS Submission File for Auditors

This program extract USPS check history information in a special format for use by auditors. They will use this file to assist in automating the audit process.

The file includes:

- Check number
- A generated employee number (SSN is not included)
- Gross and Net Pay
- Deductions (Taxes, annuities, retirement, etc)
- USAS accounts charged

Fiscal Year of extraction 2018

Start Date 07/01/2017

Stop Date 06/30/2018

Send data to AOS now? Y

POST-CLOSING

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▶ USPAUDIT

USPAUDIT: Create USPS Submission File for Auditors

You may also send this data to an additional email address as well, such as a CPA firm or outside auditor. If you wish to send to an additional email address, please enter the full email address below.

USPAUDIT 2 of 2

F1 Execute	F8 Cancel	S8 Next Screen
F6 First Screen	F10 Reset	
F7 Help	F11 Save/Recall	
F8 Exit	S7 Prev Screen	

Post Closing

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- ▶ Run AUDRPT: Select option O "Official Report"
- ▶ Do not enter any dates. The system will select the date of the last Official Report submitted.
- ▶ Verify page 2 has no entries to limit the report

AUDRPT - USPS Audit Report Program

Report File Specifications:

Output file: AUDRPT.TXT

Print options page? (Y,N):

Optional report title:

Demand or Official Report (O,D):

Print Options:

Detail or Summary or Both? (D,S,B):

Print employee name on report? (Y,N):

Sort Options:

Selection Criteria:

Specific Operations (M,D,B,A):

Date selection: From To

Post Closing

60

- ▶ During advance cycle, certain pay types cannot be used on jobs with advance flag set to "***"
- ▶ REG
- ▶ IRR
- ▶ Important: Do not change a Job Number when an employee is in ADVANCE MODE.

Post Closing

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- ▶ Certain pay types affect balance of USPCON advance amount
 - ▶ DCK
 - ▶ BCK
 - ▶ TRM (usually creates a few cents difference)
 - ▶ POF (usually creates a few cents difference)
 - ▶ If **HCC** modifies the pays and pays paid to be different by 1 (forcing a contract pay off) the amount in USPCON may not balance

Post Closing

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- ▶ Verify the advance amount showing in USPCON is decreasing after each pay
- ▶ Once all summer pays are complete:
 - ▶ Verify advance amount in USPCON is zero
 - ▶ If not zero, run CHKSTRS and compare employee totals to see who's amount withheld on accrued earnings does not equal the amount STRSAD calculated
 - ▶ File corrections with STRS as needed

POST CLOSING

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▶ LONG TERM ILLNESS/CLRATD

- ▶ Run CLRATD **AFTER** HCC has backed up and saved your FYE data. See Post Closing Instructions
- ▶ CLRATD can be run anytime prior to the entry of long term illness days for the 19-20 school year.

POST CLOSING

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► CLRRATD Prior to entering long term illness for FY19

- There is no projection for this procedure. Once you answer Y and hit enter the long term illness fields are cleared.

```
CLRRATD -- USPS clear EMIS long term illness days.  
This program will zero out only the EMIS long term illness field  
on the USPSWP file.  
Is this the correct program? (Y,N,T): <N> Y
```

Cleared

POST-CLOSING

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► LONG TERM ILLNESS

- Long term illness is manually entered in BIOSCN or USPSWEB
- Long term illness must be at least 15 consecutive days of absence.
- Multiple illness periods of at least 15 consecutive days can be added together for one total
- Long term illness cannot be greater than total absences days in ATDSCN

Enjoy Your Summer

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