

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			Tax	Reg/				
Type	Units	Rate	Amount	Description	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

5

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

6

- ▶ 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.

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: Print options page? (Y,N) :
Optional heading line:
Actual or projection? (A,P) :
Sort options (10,N) :

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 Sch	

Mass Increment Experience Types 1 of 2

Pf1 Execute F9 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 JOBSCN, 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 JOBSCN
The dock will be included in STRSAD calculations

```
Find: SSN/ID JOB A Last Name First Name Conceal 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 made : _____  
Changes made as requested  
JOBSCN Job/Contract date maintenance program Screen 2 of 2  
F8 Top F11 Find F17 Lockcode 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

16

- ▶ 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

17

- ▶ 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

18

Find: 08 2015 Add Type: Add Date:

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
F7 Help F12 Add
F8 Exit F13 Delete
F10 Next F14 Modify
F17 Lockmode
F19 Mass Change
F20 Copy

NEWCNT/MAINT

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Review Page 2 of NEWCNT

SSN/ID Job Last Name First Name
ID: Conceal: N Job: 01 Name: Position: TEACHER

Calendar type : 001 Check dist: EHS Contract Info:
Calendar start: 08/10/2016 Hours per day:
Calendar stop : 08/08/0000 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

F6 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
001	1116	111	0000	000000	390	01	000 DE 1st Salary	01

Percent or fixed: P Amount to charge : 100.00 Start: 08/10/2016
Account status : A Maxima to charge: Stop : 08/08/0000
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 : Maxima to charge: Stop : / /
Leave projection: Board dist. acct.:

NEWCNT - New Contract Data Maintenance Screen 3 of 3

F6 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

25

▶ SERSREG

- ▶ SERSREG: Verify service days for all employees make any corrections in ATDCSN
- ▶ 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

30

▶ 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 JOBSCN and DEDSCN
 - ▶ 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://help.sashable.org/deductions/Quarter-End-Balancing](https://help.sashable.org/deductions/Quarter-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 JOBSCN total gross, annuity amounts, federal taxable gross

Quarter-End Closing

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▶ QTRPT

DATE	QUARTER, YEAR AND FISCAL TO DATE REPORT	SIMPLE CITY SCHOOLS	
14-04-17		123 WEST GRAZEE ROAD	
TIME 09:25:00	SORTED BY EMPLOYEE ID	CRANTOWN	
PAGE 40 (QTRPT)			
	QTD TOTAL	YTD TOTAL	FYD TOTAL
TOTAL GROSS	957,150.03	2,292,491.55	1,171,142.58
TOTAL ANNUITIES	97,102.28	289,914.55	95,051.29
NON-FED TAX ANNUITY'S	0.00	0.00	0.00
NON-CASH EARNINGS	0.00	0.00	0.00
TOTAL ADJUSTED GROSS	321,274.77	2,299,686.00	
CALCULATED ADJ GROSS	319,949.77	2,299,586.00	
DIFFERENCE DN 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 QRTRPT (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)

QUARTERLY REPORT BALANCING		2ND Quarter 2017						TOTALS	
		30-Jun	15-Jun	27-May	13-May	29-Apr	15-Apr		
1	FED WAGES								Total Fed Wages
2	Includes SS paid medicare								
3	FED INCOME TAX WH								
4	SOC SEC WAGES								
5	SOC SEC TAX WH								
6	MEDICARE WAGES								
7	MEDICARE TAX WH								Total Medicare
8	MEDICARE PD								
9	ADVANCE EIC Pmts								
10	TOTAL TAXES WH								
11									
12									
13									
14									
15									
16									
17									
18									
19	OHIO WAGES								
20	OHIO INCOME TAX WH								
21									
22									
23									
24	OTHER STATE WAGES								
25	OTHER STATE TAX WH								
26	OTHER STATE WAGES								
27	OTHER STATE TAX WH								
28									

Quarter-End Closing

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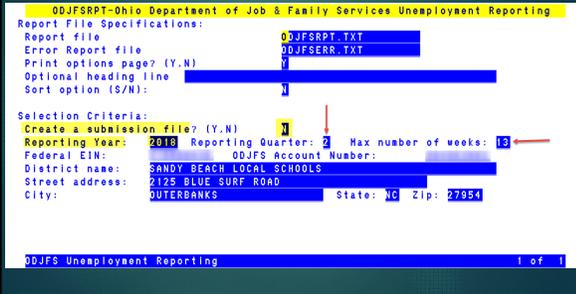
▶ ODJFSRPT

- ▶ Check all totals and weeks
- ▶ When all data is correct, enter 'Y' for creation of submission file
- ▶ Remember: Count how many Saturdays fell within the quarter being reported. That is the number of weeks you need to use when running ODJFSRPT.
- ▶ Only the first \$9000 in earnings per person are reported
- ▶ Please remember that Elected Officials, such as Board members, should not be reported to ODJFS.

Quarter-End Closing

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▶ ODJFSRPT



Quarter-End Closing

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▶ 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

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▶ 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

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▶ STRSAD

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

Fiscal Year-End Closing

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▶ 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

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▶ 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

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▶ 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

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▶ 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

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▶ 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

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▶ 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

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▶ NONADV.TXT

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

Fiscal Year-End Closing

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- ▶ Once STRS advance information is correct
 - ▶ Run STRSAD again
 - ▶ Select option 2 -Actual
 - ▶ Sets advance flag on JOBSCN to "*"*
 - ▶ 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

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- ▶ **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

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- ▶ 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

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- ▶ **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	14.000	Full or Part time : F			
Board's share :	Start : 09/01/2000	Retiree flag : N			
Error adjustment:	Stop : 09/09/0900	Surcharge exempt : <input type="checkbox"/>			
Board error adj.:	Rehired: 09/09/0900	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	612.86
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

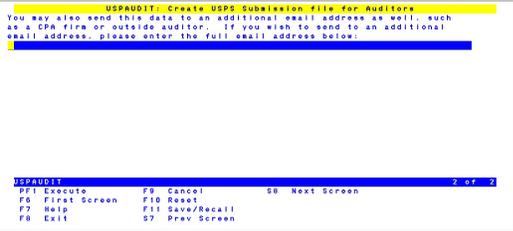
Stop Date 06/30/2018

Send data to AOS now? Y

POST-CLOSING

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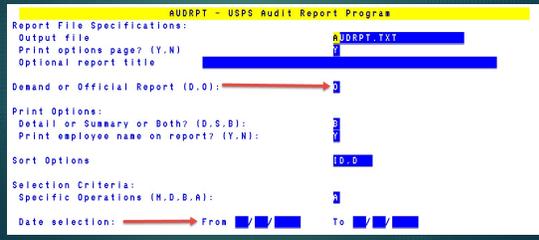
▶ USPAUDIT



Post Closing

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- ▶ Run ADRPT: 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



Post Closing

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- ▶ 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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- ▶ **CLRATD** 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.

```
CLRATD -- 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>   
  
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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