



USPS FYE 21 CHECK LIST

PRE-CLOSING PROCEDURES

- 1. Update staff attendance through June 30 for June EMIS L reporting. EMIS absence and attendance days are calculated for you through the job calendars and attendance postings. Make adjustments using the USPSCN/ATDSCN if discrepancies cannot be found on the calendars and/or ATDSCN entries.
- 2. NC1 - Cost of Life Insurance over \$50,000. For any employee that is retiring or leaving the district at the end of the fiscal year, calculate the cost of life insurance **over** \$50,000. Using the USPSCN/UPDCAL_CUR or USPSCN/UPDCAL_FUT program, the amount should be included as part of their final pay using a NC1 pay type. NC1 calculator is located on our Homepage under Payroll.

See IRS Publication 15-B for Cost Table <http://www.irs.gov/pub/irs-pdf/p15b.pdf>

Any NC1 amounts are taxed by Medicare or Social Security as applicable.

No Federal, State or OSDI tax is deducted from the amount.

The software provides the ability to withhold city tax on non-cash earnings.

- 3. Complete final payrolls for June 2021. Also check the AUTOPOST files to be sure that everything has been posted.
- 4. **Long Term Illness:** manually added to the USPSCN/BIOSCN or USPSWeb screens. 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.
- 5. EMIS Staff Reporting.
(Request “Staff Employment Record” report from your EMIS Coordinator to validate staff data)

Go to the USPS_ANN menu and choose USPEMS. Select to run a PERDET report to locate possible errors and/or invalid staff EMIS data. Correct errors using USPS or USPSWeb

Please follow the document “**STAFF EMIS SEPARATION SCENARIOS FY21**”
(Located in FYE documents) as a guideline to staff EMIS reporting.

HCC will send a copy of the USPEMX file to your PTR at FYE closing for your EMIS Coordinator’s use.

Please do not run USPEMX once your FY is closed. Contact HCC for a copy to be sent to your PTR if your copy timed out.

- 6. If you want a copy of the USPEMX file to be sent to your EMIS coordinator please forward their Power Term username to HCC. They would need to have access to PTR

PRE-CLOSING PROCEDURES

7. Increment Authorized, Total and Principal Years of Experience: MASCHG/MASINC

Increments Authorized, Total and **Principal** Years of Experience in DEMSCN.

ODE is now requiring all three Years of Experience to increment to maintain an accurate record of certified employee's years of experience. This procedure should be run prior to USPEMX and prior to adding new hires for the new contract period. If you have already added new hires, after you run this procedure, go to DEMSCN and adjust the years of experience. New hires should not increment 1 year until next fiscal year end. Employee must have worked at least 120 days to increment. Only certificated staff need to be reported. (If your district typically increments in the fall you may continue with this process..please make sure you do not increment twice in the same year.)

8. STRS Advance Processing – (Part 1 of 2)

Verify USPDAT/USPCON STRS advance amount is zero from previous year.

Employees flagged as full-time must have at least 120 service days to be granted a full year of service credit toward retirement. Employees flagged as part-time will be given credit according to STRS rules outlined in the STRS Employer's Manual. If you are in doubt about an employee's part-time or full-time status, refer to the STRS Decision Tree [Service Credit Decision Tree](#) or contact STRS to obtain a ruling. [Calculating Service Credit \(Days or Hours\) Fact Sheet](#)

Run the STRSAD program and select the **Projection Only** option (option 1). This option can be run as many times as needed. The program produces three reports.

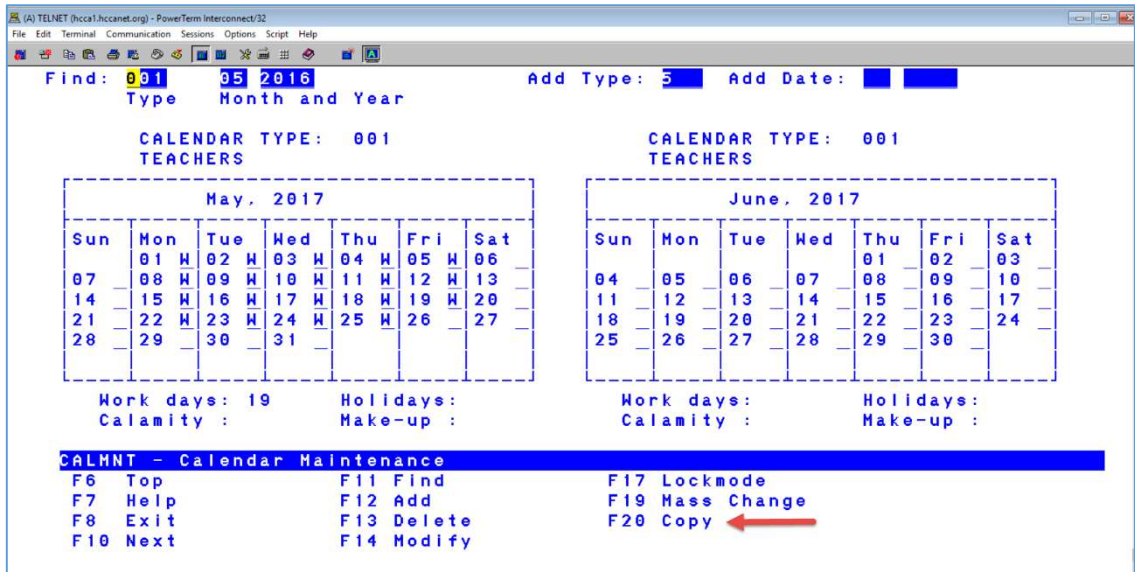
- The *STRSAD.RPT* report lists all STRS employees.
- The *STRSAD.TXT* report lists advanced jobs for the district.
Please be aware that Administrators should not be on this report if they work any days in July.
- The *NONADV.TXT* report lists non-advanced jobs.
Administrators should be on this report if they still have not worked all the days in their contract.

Verify the data on the reports. On the STRSAD.RPT report, check each employee's service credit and FYTD totals. The Total Taxed + Non-Taxed amounts should equal the amount deposited with STRS during the fiscal year plus the amount of the accrued contributions for summer pays. Balance the FYTD amounts with the deduction checks sent.

NOTE: The Actual Closing Process of the STRSAD program is in the Year End Closing Section. Do not close STRSAD at this time.

9. Create new Job Calendars for 2021-2022 year

TIP: Create a basic calendar that would work for most employees then use the COPY command



___10. Build New Contracts for July 1 start dates in NEWCNT (do not purge until closing process is complete by HCC)

- Purge NEWCNTs when initializing the pay that includes the contract start date.
- If using NEWCNT for **new** employees, DO NOT add a contract amount on the job record when adding them, prior to building the NEWCNT
- Determine if the JOBSCN EMIS contract fields need updated

**Please continue to
Month-End Closing procedures
Once you have completed your final pay for June**

MONTH END CLOSING

- ___ 1. Run CHKSTA or PAYREC to reconcile checks. (If this is typically your job)
- ___ 2. Run USPRPT/CHKSTS to get list of outstanding checks.
- ___ 3. Balance payroll account. (If this is typically your job)
- ___ 4. Run BENACC for the month (if this is your normal procedure).
- ___ 5. Run RETIRE/SERSREG for your final pay of the month.
 - a. Run the verify option. (Create SERS tape file - N)
SERSREG employee contributions should equal
Deduction 590 and 690 on DEDRPT.
 - b. Verify service hours and days for all employees.
Look for 0 value and confirm that it's correct.
If necessary, adjustments can be made in attendance,
(AD RE (days) or AD RH (hours))
SERSDet.TXT defines earning types.
 - c. Once satisfied that the data is correct, run RETIRE/SERSREG again -
Answer YES to create the SERS tape file. (SERS.YYYYMMDDX.SEQ).
- ___ 6. When the data is correct, run RETIRE/SERSMONTH.
Clear SERS MTD accumulators (answer Y)
Enter Reporting Month (ex 06 2021)
SERSMONTH updates USPSDAT/USPCON-SERS Period Closing Date
This process will Clear SERS MTD fields on 400, 590 and 690 records.
SERSMONTH creates ABS101, BENRPT and CHKSTS reports for the month,
Then places the reports on PAYROLLCD
- ___ 7. Run RETIRE/STRSREG for your final pay of the month.
 - a. Run the verify option. (Create STRS tape file - N)
STRSREG employee contributions should equal
Deduction 591 and 691 on DEDRPT.
 - b. Verify service days for all employees.
Look for 0 value and confirm that it's correct.
If necessary, adjustments can be made in attendance,
(AD RE retire days)
 - c. Once satisfied that the data is correct, run RETIRE/STRSREG again -
Answer YES to create the STRS tape file (STRS.YYYYMMDDX.SEQ).
- ___ 8. When the data is correct, run RETIRE/STRSMONTH.
Clear STRS MTD accumulators (answer Y)
Enter Reporting Month (ex 06 2021)
STRSMONTH will Clear STRS MTD fields 450, 591 and 691 records

- 9. Generate reports for GAAP
WAGOBL
BENOBL – NOTE: Post leave for June using BENACC before running BENOBL

**Please continue to
Quarter Closing procedures**

QUARTER END CLOSING

_____ 1. **ODJFS Report:** Run ODJFSRPT setting the “Create a submission file” to “N” to generate a report only.

Count the number of Saturdays in the quarter to obtain the number of weeks to report. If necessary adjustments can be made using UPSCN/ATDSCN.
AD OB (correcting weeks)

- Check all totals carefully for accuracy.
- Use the Calendar Stop Date field on the JOBSCN to stop jobs from being included on report.
- Reminder - Taxable amount listed on report is used only for contributing employers, calculated value based on ODJFS rules.
- **Please remember: do not report ELECTED Board members to ODJFS**

_____ 2. When all data is correct, run the ODJFSRPT program again. Answer “Y” to “create a submission file”. Creating the tape closes ODJFS for the quarter. HCC will submit the tape file for all districts.

_____ 3. Run **PAYDED** to generate a non-zero deduction report. To execute this, set the ‘Payment option’ to A and leave the ‘payment cycle’ and ‘deduction codes’ fields blank. View and verify the DEDRPT.TXT to make sure there are no outstanding deduction amounts for employees.

_____ 4. **Quarter Report:** Run the demand option of QRTRPT (N) (No totals zeroed). This report shows quarter, fiscal, and annual totals. Check all totals for accuracy before proceeding. **(DO NOT CLEAR ANY TOTALS! HCC will clear totals during the back-up procedure.)**

- Lists all QTD figures from JOBSCN and DEDSCN.
- Compare totals of deduction checks written, to the totals for each deduction code.
- Be cautious of deductions combined by vendor number.
- Any differences should be resolved.

_____ 5. **W2PROC Report:** Balance W2REPT quarterly to minimize problems at calendar year-end. See “W2 Quarterly Balancing” in FY21 Documents.

- Deduction totals for taxes
- Deduction totals for annuities
- W2ERR.TXT Resolve any error messages.

**Please continue to
FISCAL Year-End Closing procedures**

FISCAL YEAR END CLOSING

- 1. Run the **SURCHG** program. This program creates an estimate of SERS surcharge expenses. If anyone appears on the surcharge report that should not be subject to surcharge, modify the 400 deduction record for the employee. Answer “Y” to Surcharge Exempt. Keep a copy of this report for your records. SERS surcharge notification will be sent by SERS in the fall. **Surcharge minimum for FY21 is 23,000.**
- 2. Verify in **AUTOPOST** that there are no outstanding batch files for FY19 payrolls to be posted. Select LEVPRO, PAYROLL, VOID and UNVOID. Click on the “files to process line” Using the F7 key verify that no batch files are pending.
- 3. After all June pays are complete:
 - If aware of dock amounts on 1st July payroll enter those in ‘Dock Next Pay’ on JOBSCN. These will be included in calculations by **STRSAD**.
 - If aware of early contract pay offs change the number of pays. Be cautious – pay per period may change which will affect you base pay balance.
- 4. **Completing STRSAD. (Part 2 of 2)**

After the data is verified for ADVANCE (see Pre Closing Section), run the STRSAD program again, select Option 2, Actual.

 - Option 2 creates the tape file that will be submitted to STRS.
 - Creates the fiscal reports for PayrollCD.
 - Sets the STRS period closing date field in the USPSDAT/USPCON to 06/2021.
 - Flags jobs as being in advance mode until the last payment in the contract has been paid.
 - **REMINDER... Do not change Job Numbers on JOBSCN or DEDSCN while certified staff are in Advance Mode.**
- 5. Send the STRS Annual report directly to STRS electronically.
 - Run ANNSTRSSND
 - Due early August, 2021 (STRS will announce in June)
 - The Fiscal Year End reports are generated in PAYROLLCD when the STRSAD actual option is chosen.
 - Verify that all fiscal year end reports copied out to the PAYROLLCD. (BENRPT, AUDRPT, CHKSTS, WAGEMP, WAGACT.CSV, BENACT, ERNREG, STRSAD, STRSADRPT, NONADV, WAGACT.PDF, BENEMP, BENACT AND ABS101)
- 6. Run BENACC to reset, pay or convert personal leave days (per district procedure)

Submit a Helpdesk ticket to indicate the above steps are complete.
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.

During the backup procedure, the quarter-to-date and fiscal year-to-date totals are set to zero. After the backup is complete, HCC staff will notify you by Helpdesk ticket.

You are now ready to process in FY22

HCC hours of service are 7:30-4:30 M-F.

During periods of high volume, districts may experience a delay. We appreciate your understanding of this policy as we strive to assist you as promptly as possible.

Thank you.

POST-CLOSING PROCEDURES

- 1. **USPAUDIT** Run USPSAUDIT to create a USPS submission file for Auditors. Choose FY21 and date range 7/1/2020 through 6/30/2021. Say “Y” to sending the data to AOS now. DO NOT PRINT
- 2. **AUDRPT** Run AUDRPT choosing the O-Official option. Verify page 2 has no entries to limit the report. Check PAYROLLCD to verify that the Official AUDRPT copied over properly. DO NOT PRINT report is too large
- 3. **CLRATD** program will clear the previous years’ Long Term Illness balances. Run prior to entering long term illness in BIOSCN for FY21
There is no projection for this procedure. Once you answer Y and hit enter the long term illness fields are cleared.
- 4. **Long Term Illness:** manually added to the USPSCN/BIOSCN or USPSWeb screens. Long Term Illness is at least 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.
- 5. **CHKSTRS: GENERATE AFTER EACH PAYROLL DURING THE ADVANCE**
After EACH payroll generate and save the CHKSTRS. This report will assist in finding errors if the advance does not end with a zero amount in USPCON after the final pay. If any differences they should be reported to STRS as a prior fiscal year end correction if necessary.
- 6. **PERSONAL LEAVE TO SICK LEAVE**
Once all Personal Leave has been posted, and prior to beginning of new contracts –
Convert Personal Leave to Sick Leave
Type: BENACC
Select: PLTOSI (an option to pay personal leave is available also **PLTOPAY**)
Run as a projection
Verify Personal Leave Balances and Sick Leave Balances
Run as ACTUAL
- 7. **BENACC > RESET PERSONAL LEAVE (Option 2)**