



USPS-R Calendar Year-End Closing Procedure Checklist

This procedure outlines the steps to be taken to close the USPS-R calendar year-end. PowerPoint can be referred to for specific instances, but this checklist should be followed to complete the Calendar Year End closing procedures.

Process any Life Insurance payments (Formerly NC1)

Be sure to process the Life Insurance pay type for life insurance premiums over \$50,000 before your last payroll of the calendar year.

1. ____ Go to **Payroll/Future**

- A) Click **Create**
- B) Choose **Life Insurance Premium** from **Pay Type** drop down
- C) Populate remaining fields and click **Save**

See the chapter called Life Insurance Premium in the USPS Manual. <https://wiki.ssdt-ohio.org/display/uspsrdoc/Life+Insurance+Premium>

- **If the Life Insurance Premium pay type was not used on or before last pay of the year, this can be handled through Core/Adjustments to update total and taxable fields on all necessary records.**

- D) Go to **Core/Adjustments** click **Create**
- E) Find the **Employee**
- F) Under the **Payroll Item** drop down choose the 001 record
- G) Under **Type** choose **Life Insurance Premium**
- H) Enter in a **Transaction Date**
- I) Enter in the **Amount** of the **Life Insurance Premium**
- J) A **Description** can be entered (optional)
- K) Click **Save**

*****NOTE- This will update the Federal, State, City, OSDI and Medicare total and taxable gross figures for W2 reporting purposes.**

- Use **Core/Adjustments** to manually add the Medicare **Amount Paid**-(board will need to pay for both Employee and Employer portion of Medicare and employee can reimburse the district if board desires.)
 - L) Go to **Core/Adjustments** click **Create**
 - M) Find the **Employee**
 - N) Under the **Payroll Item** drop down choose Medicare Tax 692
 - O) Under **Type** choose **Amount Withheld**
 - P) Enter in a **Transaction Date**

Q) Enter in the **Amount** owed for **employee and employer Medicare** for the Life Insurance Premium. (board will need to pay both employee and employer share and employee can reimburse the district if the board desired.)

R) A **Description** can be entered (optional)

S) Click **Save**

*****NOTE-Medicare withholding will be updated on the W2 Report. Can run W2 Report and Submission to verify**

Month-End Closing

2. _____ SERS Per Pay Report

A) Go to **Reports/SERS Per Pay Report**

B) **Pay Title- SERS Per Pay Report**-Can be changed if desired

C) **Sort By**- Choose from drop down option

D) **Begin Each Employee on New Page**-Check if desired

E) **Show Detail on report**-Default as checked.

F) **Show informational Messages on Report**-Defaulted as checked.

G) **Pay Date**- Enter or choose **Pay Date** from calendar

H) Under **eSERS Pay Cycles** enter

1) **Pay Cycle**

2) **Pay Cycle Code**

3) **Begin Date**

4) **End Date**

I) Click **Generate Report**

J) Review the report and verify employee earnings, days and hours.

K) Review the report and if needed clean up any possible errors.

L) Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for SERS withholdings plus any USAS checks written for pick-up on pick-up.

M) Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).

N) Once satisfied that the data is correct, run the SERS Per Pay Report program again

O) **Generate Submission File for Adjustments only**-Check if needed

P) **Set Employees Within Submission File As Reported to SERS**- Defaulted as check.

Q) **Pay Cycle, Pay Code, Begin Date and End Date** should be defaulted from report run

R) Click **Generate Submission File**

S) Save the file to your desktop or a folder of your choosing

T) Click the **Link to eSERS** option and upload your file to eSERS

3.____ Complete and submit the SERS monthly payments as required.

4.____ Verify that all "new" SERS employees have been reported as new hires. **Reports/SERS New Hire Report** could be used

5.____ **STRS Report**

A) Go to **Reports/STRS Report**

B) **Report Title- STRS Report**-Can be changed if desired

C) **Sort By**-Choose sort option from drop down

D) **Payment Method-Check** is default can be changed using drop down

E) **Check or Transaction Number**-Populate if applicable

F) **Report Format**-Choose from drop down format type

G) Check the **box** next to the **Historical Payroll date** you will be creating the report for

H) Click **Generate Report**

I) Review the report and verify employee earnings, days and hours.

J) Review the report and if needed clean up any possible errors

K) Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for STRS withholdings plus any USAS checks written for pick-up on pick-up.

L) Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).

M) Once satisfied that the data is correct, run the **STRS Report** again

N) To **Create and submit** STRS file to STRS click **OR**

O) Click the option

P) Save the file to your desktop or a folder of your choosing

Q) Click the button

R) Click the button to send the file to STRS

6.____ Verify that all "new" STRS employees have been reported as new hires. **Reports/STRS New Hire Report** could be used.

7.____ **Balancing the payroll account** (when statement is received from bank).

A) Reconcile Checks- Go to **Payments/Check Register**

B) Filter Grid enter in **P** or **Paid** in the status field to find all outstanding checks

C) Check the box next to any check that needs to be reconciled


D) Click the **Reconcile** tab OR


E) If the **Automatic Payment Reconciliation Configuration** feature is setup **Auto Reconcile** under **Payments/Check Register** can be used loading the file from the bank and therefore no filtering on the grid is necessary.

8._____ Generate an Outstanding Checks Report

A) Go to **Reports/SSDT Outstanding Checks Report** and click the **Generate option** 

B) **Format**-Choose the format from the drop down 

C) **Page Size**-Choose from drop down 

D) **Orientation**-Choose from drop down 

E) **Name**-Default is Outstanding Checks. Can be changed if desired


F) **Start Date**-Enter in a Start Date

G) **End Date**-Enter in an End Date

H) Click 

OR

8A) Go to **Reports/Payment Transaction Status Report**

8B) **Sort Options**-Select from the drop down 

8C) **Payment Transaction Type Options**-Select from drop down 

8D) **Payment Transaction Status**-Select from drop down 

8E) **Bank Account**-Select from drop down

8F) **Starting Check Number**-enter a specific check number or leave blank for outstanding

8G) **Ending Check Number**-enter a specific check number or leave blank for all outstanding

8H) **Issue Start Date**-enter a specific issue start date

8I) **Issue Stop Date**-enter a specific issue stop date

8J) **Reconciled Start Date**-enter a specific reconcile start date or leave blank for all outstanding

8K) **Reconciled Stop date**-enter a specific reconcile stop date or leave blank for all outstanding

8L) **Void Start Date**-enter a specific void start date or leave blank for all outstanding

8M) **Void Stop Date**-enter specific void stop date or leave blank for all outstanding

8N) Click 

9._____ Run Benefit Accrual (BENACC) if applicable

A) Go to **Processing/Benefit Update and Projection**

B) **Accrual Tab**

C) **Report Title**-Defaulted to **Benefit Accrual Report**-Can be changed if desired

D) **Accrual or Projection**-**Accrual Projection Report** is defaulted in the drop down (suggested to run initially)

E) **Benefit Accrual Options**-Choose from drop down

F) **Specific Accrual Date**-Enter date MM/DD/YY format or choose date from calendar

G) **Include Ineligible Positions**-Check box if desired

H) **Sort Options**-Choose from drop down

I) **Select by Pay Groups**-Move available pay groups to Selected-Double click on pay group or to select all click first pay group record, scroll to bottom hit the shift key and click on the last pay group- All records will be highlighted and click the

J) **Select Employees**-Move desired employees to Selected.-Double click on employee name or to select all click first employee record, scroll to bottom hit the shift key and click on the last employee record- All records will be highlighted and click the

K) Click

L) View the **Benefit Accrual Report**. If satisfied with results.

M) Change **Accrual or Projection** field to **Accrual Report** using the drop down

N) Click

Quarter-End Closing

10. ____ **Run Quarter Report-Go to Reports/Quarter Report**

A) **Year**-Default is the current year. Can be changed is desired using drop down

B) **Quarter**-Current quarter should be defaulted. Can be changed if desired using drop down

C) **Sort By**-Default is **Employee Name**. Can be changed if desired using drop down

D) Click

- **In the "Totals" section of Quarter Report, the gross and adjusted gross should balance using a manual calculation**

Gross
- Annuities

Adjusted gross calculated

*****NOTE- The Adjusted gross calculated should equal the Calculated Adjusted Gross amount from Quarter Report. This should be true for all adjusted gross figures in the "Totals" section.**


- **All Payroll Items for the quarter should equal the total Payroll Items showing on Quarter Report. Be sure to verify the electronic transfers of Federal and Medicare payments as well. This should be true for every Payroll Item code**

- **The total gross showing on Quarter Report should equal the total of all payroll clearance checks created during Payroll Posts for the quarter.**

11. ____ It is recommended that you balance the W2 Report quarterly to minimize problems at calendar year-end.

A) Go to Reports/W2 Report and Submission


B) Output Format-Choose Report

C) Format-Choose from drop down 

D) Report Title-Default is W2 Report-can be changed if desired

E) Federal ID Number-Defaults from Organization

F) State ID Number-Defaults from Organization

G) Kind of Employer-Choose from drop down 

H) Report Year-Defaults to current calendar year

I) Click 

12. ____ View W2 Report check for any errors on the report. If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes in Core/Adjustments. The Audit Trail report can be useful in identifying these problems Clean up error and re-run W2 Report and Submission

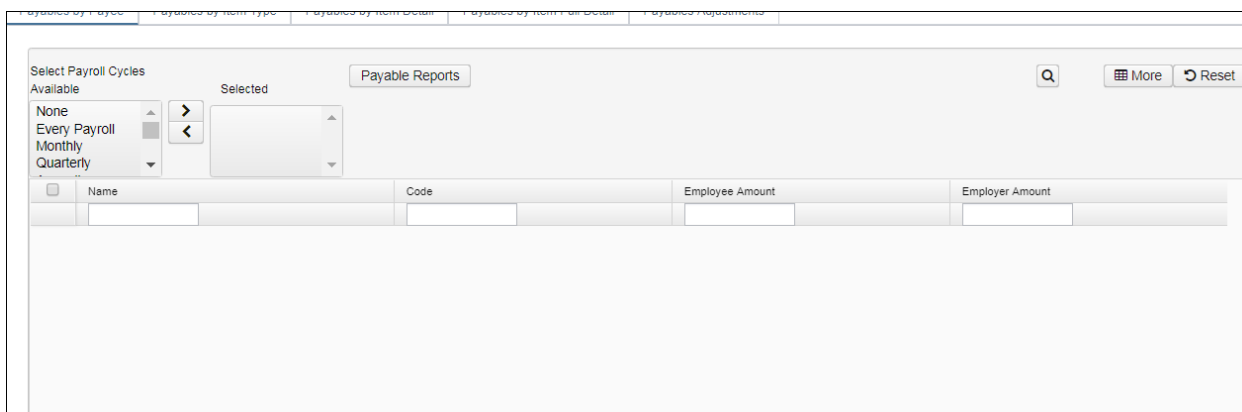
13. ____ Complete and balance the W2REPT Reconciliation Worksheet for the quarter following the directions on the Worksheet.

14. ____ Balance the Payroll Item totals (taxes and annuities) on the W2 Report report with the totals from the Outstanding Payables reports from the quarter

15. ____ Balance the gross amounts on the W2 Report.TXT report with Pay Reports for the quarter

***NOTE- These amounts may not balance due to the way W2 Report handles certain amounts (e.g. Medicare pickup)

16. ____ Go to Processing/Outstanding Payables and verify that there are no outstanding Payroll Item amounts



17. ____ The total of all board paid amounts (if tracked on the system) should equal the total of all warrant checks to the vendor or Payees.

18. ____ Complete and file any required quarter-end submission forms.


19. ____ For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

***NOTE- Mobile employees could cause discrepancies.

20. ____ Go to **Reports/ODJFS Report**

A) **Year**-Defaulted to current year

B) **Quarter**-Defaulted to current quarter

C) **Sort By**-choose sorting option from drop down 

D) Click 

21. ____ Check all totals (wages and weeks) carefully for accuracy. If necessary, adjustments can be made in **Core/Adjustments**

A) Go to **Core/Adjustments**

B) Click 

C) Find the employee by typing in a few characters of first or last name or id

D) Under **Type** choose from the drop down  **ODJFS Weeks** or **ODJFS Total Gross**

E) Enter or choose from the calendar a **Transaction Date**

F) Enter in the amount of weeks/Wages needed in the **Amount** field

G) A **Description** can be entered if desired

H) Click 

22. ____ When all data is correct, run **Report/ODJFS Report** again and select 

*****DISTRICT NOTE**- Save the file to your desktop or a folder of your choosing and then securely upload these files to the ShareBase link that HCC will provide to you.

* **W2 Processing**

23. ____ Go to **Core/Payroll Item Configuration**. Check **W2 abbreviations** on all city Payroll Item Configuration records.

24. ____ In **Core/Payroll Item Configuration**- If you have any employees who have certain cities that require the tax information be filed electronically. HCC can submit this data on your behalf. Insure the **Tax Entity Codes** are on the respective **Payroll Item Configuration** city tax records.

***NOTE-The specific city information cannot be filed electronically unless the entity code is present.

25. ____ In **Core/Payroll Item Configuration**- For any cities using either the **Regional Income Tax Agency (RITA)** to report city tax information, verify the **Tax Entity Code**, the appropriate **RITA three digit code**, and **RITA description** are entered on the city **Payroll Item Configuration** record. Contact RITA or CCA to obtain the entity codes.




26. ____ Contact your HCC with any other cities that may require electronic reporting and are not setup as such.

27. ____ In **Core/Payroll Item Configuration**-Insure the **OSDI four digit code** appears first in the **W2** abbreviation field in Payroll Item Configuration, **followed by the school name** if there is space. **The four digit code OSDI code is required on the W2.**

28. ____ Using the **Core/Adjustments** option make any necessary changes to the **YTD gross, YTD taxable gross**, on the 001 Federal Payroll Items for the W2 forms. Sources of these changes may be fringe benefits, life insurance costs, adoption assistance, third party pay, or a leased vehicle. -See supporting documents for details.

29. ____ If an employee has reportable dependent care information that needs to appear in Box 10 of the W2 form, there are two ways of reporting:

○ **Enter the Dependent Care amount by going to Core/Adjustments**


- A) Click 
- B) Find the **Employee** by typing in a few characters of the first or last name or id
- C) Under **Payroll Item** from the drop down  Choose **Federal Tax, Code:001**
- D) Under **Type** Choose **Dependent Care**
- E) Enter or choose a **Transaction Date** from the calendar
- F) Enter in the **Amount** for Dependent Care
- G) A **Description** can be added if desired
- H) Click 

OR

- If the **DPCARE Payroll Item** has been used during normal payroll processing no further action is necessary.

*****NOTE- Questions on whether the dependent care is reportable or not should be directed to your district legal adviser**

30. ____ If you are notified of a **Third Party payment** and it is **taxable** you will need to enter the appropriate Adjustments for Total Gross and Taxable gross.

- A) Go to **Core/Adjustments**
- B) Find the **Employee**
- C) Choose the **Payroll Item** from the drop down 
- D) Choose the **Type-Total Gross**
- E) Enter or choose a **Transaction Date**
- F) Enter in the **Amount** of the Third party Pay
- G) A **Description** can be added (optional)
- H) Click **Save**
- I) Follow the same steps as above for the **Taxable Gross**

*****NOTE- These adjustments will need to be made on the 001, 002, city if honored, OSDI and Medicare records accordingly.-See Third Party Document**

- If **Medicare tax** was not withheld by the Third Party vendor then an **Adjustments** journal entry for **Medicare-Amount Withheld** will need to be processed. The board will pay the employee and employer amount and can ask the employee for reimbursement if desired.

31. ____ If **Third Party payment is not taxable** you will need to do the following:

- A) Go to **Core/Adjustments**
- B) Find the **Employee**
- C) Choose the **Payroll Item** from the drop down
- D) Choose the **Type-Third Party Pay**
- E) Enter or chose a **Transaction Date**
- F) Enter in the **Amount** of the non taxable Third party Pay
- G) A **Description** can be added (optional)\
- H) Click **Save**

***NOTE-This information will go on the **W2 in Box 12 as a Code J.**

32. ____ **Creating W2 report--Go to Reports/W2 Report and Submission**

- A) **Output Type-Report** is defaulted
- B) **Format**-Choose the format type you want from the drop down option
- C) **Report Title-W2 Report is the default.** This can be changed if desired
- D) **Federal ID Number**-Should be defaulted from data in **Organization**. Check for accuracy
- E) **State Id Number**-Should be defaulted from data in **Organization**. Check for accuracy
- F) **Kind of Employer-S-State and Local Government Employer is default.** Can be changed through drop down option
- G) **Sort Options**-Choose from the drop down option how you wish to sort your report
- H) **Report for Year-Current calendar year is defaulted.** Can be changed if desired
- I) **Include Fringe Benefits in Box 14?**-If you wish to have specific Payroll Item appear in Box 14 check this box and then type name or code of the Payroll Item code in this

Select Payroll Item Configuration and click Add:

<input type="text"/>	<input type="button" value="Add"/>
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I) Click

NOTE **There is an option available to process the report for selected employees if desired:**

Select Individual Employees? (Leave empty to select all Employees)		
Select Employee and click Add:		<input type="button" value="Add"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Selected Employees:		
Number	Name	Remove

You can type a few characters of employees first or last name or ID in the

Select Employee and click Add:

and then click on that employee and click

Add

- A W2 Report will be created

33. ____ Print the **W2 Report** and verify the data. Make changes to the data, if necessary, and rerun **W2 Report and Submission again**. This program can be ran as many times as needed until all data is correct.

34. ____ **Creating W2 SSA Submission File**--When all W2 data has been verified and is accurate run **W2 Report and Submission** again this time choosing the **Submission** option

A) **Output Type-Submission**

B) **Federal ID Number**-Should be defaulted from data in **Organization**. Check for accuracy

C) **Additional Federal ID Number**-If additional Federal ID number is available enter here

D) **State ID Number**- Should be defaulted from data in **Organization**. Check for accuracy

E) **Kind of Employer**- **S-State and Local Government Employer is default**. Can be changed through drop down option

F) **Sort Options**- Choose from the drop down option how you wish to sort your report

G) **Report for Year**- **Current calendar year is defaulted**. Can be changed if desired using drop down option

H) **Employer Name**- Should be defaulted from data in **Organization**. Check for accuracy

I) **Employer Address first line** -Should be defaulted from data in **Organization**. Check for accuracy

J) **Employer Address second line**- Should be defaulted from data in **Organization**. Check for accuracy

K) **Employer City**- Should be defaulted from data in **Organization**. Check for accuracy

L) **Employer State**- Should be defaulted from data in **Organization**. Check for accuracy

M) **Employer Zip Code**- Should be defaulted from data in **Organization**. Check for accuracy

N) **Contact Name**-Enter **name of employee** creating the tape file (**required**)

O) **Contact Phone Number**-Enter **phone number** of person creating tape file (**required**)

P) **Contact Phone Extension**-Enter extension of person creating tape file (**optional**)


Q) **Contact Fax Number**-Enter **fax number** for person creating tape file (**optional**)

R) **Contact Email Address**-Enter **email address** of person creating tape file (**required**)

S) Click

- This will produce a file called **W2TAPE.SEQ** which will be need to be uploaded to the ShareBase link that HCC will provide to you for federal and state reporting.

35. ____ **Creating a W2RITA submission file**--In **Reports/W2 Report and Submission/Submission**

- Click 
- This will produce is a file called **W2RITA.SEQ** which will be need to be **uploaded to the ShareBase link that HCC will provide to you for RITA reporting.**

36._____ Creating a City submission file--in Reports/W2Report and Submission/Submission (Only applies to Southwest, Southern Hills, and Clermont Northeastern).

- Click the **W2 City option tab.**
- This will produce is a file called **W2CITY.SEQ** which will be needed to be **uploaded to the ShareBase link that HCC will provide to you for city reporting.**

37._____ Creating the XML file-- that will be used to print the actual W2's by HCC. In Reports/W2 Report/Submission click on XML


A) Output Type-XML

B) XML Title-W2 Form Data is the default

C) Federal ID Number-Should be defaulted from data in **Organization.** Check for accuracy

D) State ID Number- Should be defaulted from data in **Organization.** Check for accuracy

E) Kind of Employer- S-State and Local Government Employer is default. Can be changed through drop down option 

F) Report for Year- Current calendar year is defaulted. Can be changed if desired using drop down option 

G) Employer Name- Should be defaulted from data in **Organization.** Check for accuracy

H) Employer Address first line -Should be defaulted from data in **Organization.** Check for accuracy

I) Employer Address second line- Should be defaulted from data in **Organization.** Check for accuracy


J) Employer City- Should be defaulted from data in **Organization.** Check for accuracy

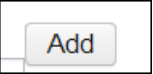
K) Employer State- Should be defaulted from data in **Organization.** Check for accuracy

L) Employer Zip Code- Should be defaulted from data in **Organization.** Check for accuracy

M) Include Fringe Benefits in Box 14?-If you wish to have specific Payroll Item appear in Box 14 check this box and then type name or code of the Payroll Item code in this

Select Payroll Item Configuration and click Add:



box, click on the Payroll Item, and then click 

*****NOTE-(A maximum of 3 selected items will print in box 14, Vehicle Lease will always appear first in Box 14 and then 2 other items) Leave empty to not include specific payroll items in box 14.**

*****NOTE*** There is an option available to process the report for selected employees if desired:**

Select Individual Employees? (Leave empty to select all Employees)

Select Employee and click Add:

Selected Employees:

Number	Name	Remove

You can type a few characters of employees first or last name or ID in the

Select Employee and click Add:

and then click on that employee and click

N) Click

- This will produce is a file called **W2Form Data.XML** which will be need to be **uploaded to the ShareBase link that HCC will provide to you.**

*****NOTE-If employees have more than two state, city, or OSDI tax records, the extra W-2 form necessary to accommodate this information will print on the W-2 immediately following the employee's primary W-2 .**

38. ____ Inform HCC (within 48 hours) with instructions on how to print the W-2 forms. Notification will be sent by your HCC personnel when the W2's have been printed.

39. ____ Mail the **State IT-3** form and select city taxation form(s) (if applicable) to your **HCC**



Please log a help desk ticket with HCC to have your district data backed up. Once you have been told that your data is backed up, you have officially completed the closing procedures.

You have completed the USPS Calendar Year End Closing procedures