



USPS-R Fiscal Year End Checklist

This procedure outlines the steps to be taken to close the USPS fiscal year.

Cost of Life Insurance over \$50,000

___1) For any employee that will be retiring at the end of the fiscal year, calculate the cost of life insurance over \$50,000. Using the PAYROLL PAYMENTS - CURRENT or PAYROLL PAYMENTS - FUTURE program, the amount should be included as part of their final pay using a pay type of Life Insurance Premium. For an example of an indepth discussion of the calculation process, refer to the Reporting Taxable Amount of Life Insurance Premiums.

EMIS Staff Reporting

___2) EMIS absence and attendance days are calculated for you through the job calendars and attendance posting. Make adjustments using the Adjustments Journal.

- Go to CORE > ADJUSTMENTS
- Click Create
- Find Employee by typing a few characters of first or last name and then click on employee name
- Go to Type and choose EMIS Attendance or EMIS Absence from drop down option
- Enter in a Transaction Date
- Enter in the Amount of days needed
- Click Save

Month-End Closing

___3) Go to Reports > STRS Monthly Report (This report is optional)

- Report Title-Default is STRS Monthly Report this can be changed if desired
- Month-Choose the Month from the drop down
- Year-Verify year-can be chosen from drop down
- Sort By-Default is Employee Name this can be changed using drop down
- Report Format-Choose format from drop down
- Click Generate Report

___4) Balance the payroll account (when statement is received from bank)

- Go to Reports/Report Manager/SSDT Outstanding Checks Report
- Format-Choose format from drop down

- Page Size-Choose from drop down
- Orientation- Choose from drop down (landscape/portrait}
- Name-Default name is Outstanding Checks. Can be changed and named whatever desired
- Summary Report - If you only want a summary report with totals check the box
- Start Date - Enter in a start date in MM/DD/YY format
- End Date - Enter in an end date in MM/DD/YY format
- Click Generate Report

OR

- Go to Reports > Payment Transaction Status Report
- Sort Options - Select from the drop down
- Payment Transaction Type Options - Select from drop down
- Payment Transaction Status - Select from drop down
- Bank Account - Select from drop down
- Starting Check Number - enter a specific check number or leave blank for all outstanding
- Ending Check Number - enter a specific check number or leave blank for all outstanding
- Issue Start Date - enter a specific issue start date
- Issue Stop Date - enter a specific issue stop date
- Reconciled Start Date - enter a specific reconcile start date or leave blank for all outstanding
- Reconciled Stop date - enter a specific reconcile stop date or leave blank for all outstanding
- Void Start Date - enter a specific void start date or leave blank for all outstanding
- Click Generate Report

___5) Go to Payments > Check Register to reconcile checks manually **OR**

- Choose the Auto Reconcile option
- Click the Auto Reconcile tab
- Reconciliation Date - The current date is defaulted. Can be changed by using MM/DD/YYYY format
- Pay Rec Format - Choose format from the drop down
- Bank Account - Chose correct Bank Account from drop down
- Click Choose File - Locate the file from the bank
- Click Upload

___6) Go to Processing > Benefit Update and Projection

- To process leave accrual
- Report Title - Default name is Benefit Accrual Report. Can be changed if desired
- Accrual or Projection - Default is Accrual Projection report. Choose from drop down. Recommendation is to process in Projection first
- Benefit Accrual Option - Choose from drop down
- Specific Accrual Date - Enter or chose from calendar the specific accrual date

- Include Ineligible Positions - If you want to include ineligible positions check the box
- Sort Options - Choose the sorting option from the drop down
- Selects Pay Groups or Specific Employees - Move to the Selected box
- Click Generate Report
- Change Accrual or Projection to Accrual Report from the drop down
- Click Generate Report

Quarter-End Closing

___7) Go to Report

- Set up for quarter reporting
- Year - Choose year from drop down. Default should be current year\
- Quarter - Choose from drop down. Default should be current quarter
- Sort By - Choose sorting option
- Click Generate Report

In the "Totals" section of quarter report, the gross and adjusted gross should balance using a manual calculation

Gross

- Annuities

Adjusted Gross Calculated

The Adjusted gross calculated should equal the adjusted gross amount from quarter report. This should be true for all adjusted gross figures in the "Totals" section.

___8) All Payroll Item checks 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.

___9) The total gross showing on quarter report should equal the total of all payroll disbursement checks created during Payroll Posting to USAS for the quarter.

___10) It is recommended that you balance the W2 Report quarterly to minimize problems at calendar year-end.

- Go to Reports > W2 Report and Submission and check for any errors on the report
- Output Type - Click on the option you will be processing (report)
- Format - Choose the format from the drop down
- Report Title - Default is W2 Report. Can be changed to desired name
- Federal ID Number - Defaulted to district Federal Id number

- State ID Number - Defaulted to district State ID number
- Kind of Employer - Choose from drop down
- Sort Options - Choose sorting option from drop down
- Report for Year - Current year should be defaulted. Can choose from drop down if needed.
- Click Generate Report

___11) Complete and balance the W2 Report Reconciliation Worksheet for the quarter following the directions on the W2 Reconciliation Worksheet

___12) Balance the Payroll Item totals (taxes and annuities) on the W2 Report with the totals from the Outstanding Payables reports from the quarter.

___13) Balance the gross amounts on the W2 Report with Pay Reports for the quarter.

___14) If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or adjustments. The Audit Report can be useful in identifying these problems.

- Go to Reports > Report Manager/SSDT Audit Trail
- Format - Choose format from drop down
- Page Size - Choose from drop down
- Orientation - Choose from drop down (landscape or portrait)
- Name - Default is Audit Report can be changed if desired
- Summary Report - If you only want a summary report click the box
- Show Sort Options - If you want a page displaying the page setup of the report
- Start Date - Enter a start date you wish to begin your audit from
- End Date - Enter an end date you wish to process the report through
- Click Generate Report

___15) Go to Processing > Outstanding Payable and verify that there are no outstanding Payroll Items. (Screen should be empty)

___16) The total of all Employer Distribution amounts (if tracked on the system) should equal the total of all USAS accounts payable checks to the vendor or deduction company.

___17) Complete and file any required quarter-end submission forms.

___18) For city withholding's, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

NOTE: Mobile employees could cause discrepancies.

___19) Go to Reports > ODJFS Report

- Set up for ODJFS reporting
- Year - Default is current year. Choose year from drop down
- Quarter - Current quarter should be defaulted. Can choose from drop down

- Sort By - Choose sorting option from drop down
- Click Generate Report

Check all totals carefully for accuracy. If necessary, go to Core > Adjustments and add the appropriate number of ODJFS weeks.

____ 20) When all data is correct click on Generate Submission File

- A. Transfer the file to your desktop or folder of your choosing
- B. Please check with your ITC as for specific submission instructions

STRS Advance Processing

Even Though the board will not be advancing the money to STRS as in the past, the process for the annual reporting is the same as prior years.

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, contact STRS and obtain a ruling.

____ 21) Go to Reports > STRS Advance.

- Sort By - Choose sorting option from drop down option
- Start Date for Academic Year - Choose or enter starting date for academic year
- Ending Date for Academic Year - Choose or enter ending date for academic year
- Click Generate Advance Fiscal Year to Date Report
- Click Generate Advanced Positions Report
- Click Generate Non-Advanced Positions Report

These options can be run as many times as needed.

- The Advanced Positions Report lists all advanced jobs for the district.
- The Advance Fiscal Year to Date Report is the complete fiscal year-end report for all STRS employees.
- The Non-Advanced Positions Report lists STRS employees whose jobs will not be advanced.

Verify the data on the reports. On the Advance Fiscal Year to Date Report, check each employee's service credit and FYTD totals. At the bottom of this report, there is an amount labeled Taxed + Non-taxed. The amount shown should equal the amount deposited with STRS during the fiscal year plus the amount of accrued contributions on summer pays.

At this point, submit a helpdesk ticket to request HCC to run a backup of USPS-R.

_____ 22) Once the data has been verified for the advance, in the Reports > STRS Advance click on the Generate Submission File option.

This option will flag all eligible jobs as in advance mode, set the system Advance Mode flag and the create the Advance Amount figure. Each time Outstanding Payables are processed for STRS the Advance Pay Back field will be increased by the advance amount figure paid.

_____ 23) Notify your ITC letting them know that your STRS data has been submitted to STRS electronically.

_____ 24) *If applicable** If third party files need to be merged with the STRS advance file that was created send that third party file along with your advance file securely to HCC, who will combine the necessary data and securely email the file back to you so it can be submitted.

- Save the file to your desktop or a folder of your choosing
- Go to Reports > STRS Advance
- Click Choose File - Find your STRS Advance file
- Click Submit Uploaded File to STRS.

Quarter-End Closing Completion

_____ 25) A Surcharge report is in the process of being created and should be available by the end of July.

_____ 26) To remove prior fiscal year long-term illness days after the quarter end reports are printed you will want to use the Mass Change option in the Employee screen. (Contact ITC for assistance)

_____ 27) Add any long term illness days for the new fiscal year on the Employee record in the Long Term Illness field.

Post Fiscal Year-End Closing

Restrictions during the advance:

Modifications cannot be made to certain fields on Position/Compensation records in the advance mode.

Certain Pay Types cannot be processed on advance jobs REG or IRR

_____ 28) STRS follow-up on the Advance after all summer pays:

- System > STRS Advance Configuration - At the time of the last advance payment if all advances have been paid correctly the Pay Back field will zero out and the Advance Mode flag will be turned off. The Advance Amount figure will need to be removed manually. If that figure is not removed it will be overwritten the following fiscal year by the new advance amount.
- After the advance is complete to find any discrepancies between what was contributed to STRS and what was reported on the advance submission tape file a report in the redesign, SSdT Check STRS Advance Report, can be ran to compare totals for each employee to those on the Advance Positions Report. Any employee showing a differing amount should be researched.
- Any difference should be reported to STRS as a prior fiscal year correction if necessary.
- Contact HCC to have any remaining STRS advance amounts removed from STRS Advance Configuration

You have completed the USPS Fiscal Year End Closing procedures!