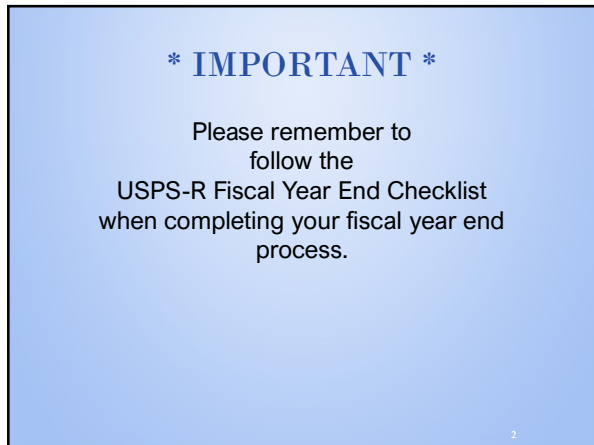
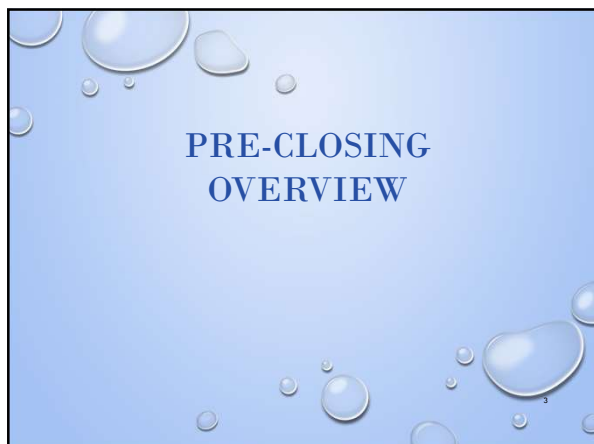


1



2



3

- ✓ Life Insurance Premium-NC1 Payments
- ✓ Verification System>STRS Advance Configuration amount is zero from previous fiscal year
- ✓ Run Reports>STRS Advance
- ✓ Create new job calendars
- ✓ EMIS staff reporting for year-end cycle
- ✓ New contracts for July 1 start dates

4

NCI Payments

- For those employees retiring as of June 30, the NC1 amount can be processed through Payroll/Current or Future or as an Adjustment record.
- NO RETIREMENT IS WITHHELD ON THIS AMOUNT

Reference
IRS Publication 15-B, pgs 13-15
<http://www.irs.gov/pub/irs-pdf/p15b.pdf>

5

NCI Payments... continued

Payroll Future

OR

6

NCI Payments... continued

Payroll Current

Pay Type	Compensation	Rate	Gross	Contract Gross	Hourly Rate	Deduction	Applied For Retirement
Regular	Position	13.00	300.019	3,005.19	3,005.19	80.000	Regular Wages
Life Insurance Premium	Position	1.00	100.000	0.00	0.00	Life Insurance	Life Insurance

7

NCI Payments... continued

- Federal, State & OSDI taxes are not withheld. NCI payment is added to wages (Total & Taxable Gross) even though no tax is withheld
- Medicare & FICA are withheld when payment is processed
- Flag on the Payroll Item Configuration city records controls whether city tax is withheld

8

NCI Payments... continued

Payroll item configuration-tax will be withheld during payroll if checked

City Tax Annuity Options

Annuity 401 a Annuity 401 b Annuity 403 b
 Annuity 403 k Annuity 407 Annuity 501 c
 Non Wages 125 Other Wages 125

Employer Paid Amounts To Be Taxed

Select Employer Paid Amounts to be Taxed
 Available Employer Paid Payroll Items: 400 - Member Services - SEES, 400 - Member Services - STES, 500 - Business Mail Licensure - Annuity, 501 - Creditable Service - Annuity, 502 - Workload Pro Services - Annuity, 503 - Creditable Motor Services - Annuity

Tax Employer Amounts

Success 50th ID Employer Health Coverage Job Level
 Medicare Pickup Show On Check Wizard Voluntary
 Required Voluntary

9

NCI Payments Not Entered Before Last Pay

- If the life insurance premium pay type was **NOT USED** prior to the last pay of the calendar year, the life insurance (NCI) payment amount must be entered under the **CORE/ADJUSTMENT JOURNAL** in order for the life insurance amount to show correctly on the W2 form and to insure that the quarter balances. Enter this amount only under the 001 Federal payroll item. The W2 report will automatically adjust Federal, State, OSDI, City (if applicable) and Medicare, Total and Taxable Gross amounts. **No manual adjustments are needed for Gross and Taxable Gross amounts.**
- If Medicare withholding was paid by the employee, employer, or employee and employer, adjustments must be made to the **amount withheld** and **board amount of payroll item.**
- If Medicare is fully board paid (pickup), then the total adjustment should be made to the board amount of payroll item. The Medicare amount will need to be collected by the employee or the board will have to pay for it.

10

10

NCI Payments/Adjustments Life Insurance Amount

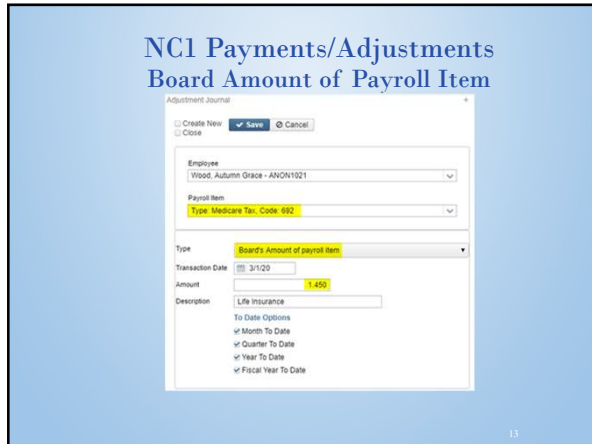
11

11

NCI Payments/Adjustments Employee Medicare Amount Withheld

12

12



13



14

- NC1 amounts are not included in Total Gross pay charged to USAS.
- Reports provide special totals for balancing:
 - Pay Report
 - Pay Amount Summary Report
 - Quarter Report
- The Adjustments grid can be used to filter data for the year. Click on Report & choose the Excel Data format. Find total Amount using autosum.

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NCI Payments (continued)

Report setup in Adjustments grid:
Filter by Type and Transaction Date >=01/01/2020

Header	Last Name	First Name	Tit	Transaction Date	Amount	Description	Type	Type
<input checked="" type="checkbox"/> J	JACKSON	Robert	Adj	01/01/2020	100.000	Life Insurance	Federal Tu	Federal Tu
<input checked="" type="checkbox"/> J	JACKSON	Michelle	Shr	02/01/2020	100.000	Inf	Federal Tu	Federal Tu
<input checked="" type="checkbox"/> J	JACKSON	Camille	Shr	02/01/2020	50.000	NCI	Federal Tu	Federal Tu
<input checked="" type="checkbox"/> J	JACKSON	Guillermo	Shr	02/01/2020	100.000	Inf	Federal Tu	Federal Tu

16

System/STRS Advance Configuration

STRS Advance fields should be blank and
Advance Mode Flag unchecked.

Edit STRS Advance Configuration

Advance Amount:

Advance Mode

Amount Paid Back:

17

STRS Advance Reports

Go to Reports>STRS Advance for the following reports.
Can be executed now to begin balancing & verification of data:

- ✓ Advanced Positions Report (similar to STRSAD.TXT in Classic)
 - Program will project days through the end of the fiscal year to determine jobs to advance & calculation of credit.
 - Earnings include those in the future.
- ✓ Non-Advance Positions Report (similar to Non-Advance.TXT in Classic)

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STRS Advance Reports (continued)

- ✓ Advance Fiscal Year to Date Report (similar to STRSAD.RPT in Classic)

This is the complete fiscal year-end report for all STRS employees, including all advanced employees.

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Job Calendars

- Job calendars for the 20-21 school year can be added to the system as soon as board approved
- Utilize **Core/Job Calendars**
- Create one calendar with work days & holidays
- Reminder of the 'Copy' function & then tweak specific calendars
- Remember to create a Default calendar

20

Job Calendars Copy Option

21

EMIS Staff Data

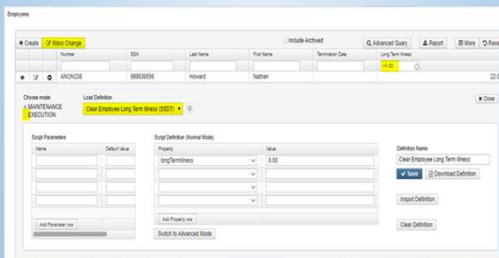
- ✓ Clear any long term illness data from prior fiscal year 18-19
 - Go to Core>Employees – on the grid under more/state reporting check long term illness
 - Filter for any long term illness days >=1.00
 - Click Mass Change
 - Under Load Definitions, click on Clear Employee Long Term Illness
 - Click Execution Mode option
 - Click Submit Mass Change button

- ✓ Enter any long term illness data on the employee record for the 19-20 school year.

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EMIS Staff Data



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EMIS Staff Data (continued)

- If district has not already completed the EMIS year-end reporting cycle, the following should be done:
- Create EMIS Contractor CJ and/or EMIS Contracted Service CC records if applicable
 - Go to Core>EMIS Entry and click on the appropriate tab(s) and click the Extract CJ Data Button or the Extract CC Data button
 - Check Level 1 error reports from EMIS and make any corrections to staff data. Reload using SIF data collector.

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EMIS Staff Data (continued)

The screenshot displays two data tables from the EMIS system. The top table, titled 'EMIS Employee Entry', shows a list of employees with columns for Employee #, Last Name, First Name, Position #, Position Description, Local Contract Code, Rate, Position Code, and FTE. Two rows are visible: one for employee ANON204 (Manning, PM, 1, Chief, 04700, 200, 0-01000) and another for ANON2070 (Stafford, Rose, 1, Aide, 04700, 200, 0-01000). The bottom table, titled 'EMIS Contracted Service (CS)', shows a list of positions with columns for Position #, Position Code, Funding Source, Local Contract Code, and Contractor Name. One row is visible for position 405-10108 (409, 6, 809, LEAP).

25

New Contracts

Go to Processing>New Contracts

- New Contract Maintenance (similar to MAINT In NEWCNT Classic)
- Mass Copy Compensations (similar to BUILD in NEWCNT Classic)
- Import New Contracts (similar to IMPORT in NEWNT Classic)

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New Non-Contract Compensations

Go to Reports>Report Manager.

- Generate SSDT Non-Contract Compensation Mass Load Extract
- Make any necessary updates & save file in csv format
- Go to Utilities>Mass Load
 - Click Choose File & find your csv file
 - Under Importable Entities, choose Non-Contract Compensations
 - Click Load

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New Non-Contract Compensations (continued)

If using Mass Load for Non-Contracts, it will update/overwrite currently existing compensations.

If creating a new Non-Compensation, Mass Load will add a new compensation. Then archive the old Non-Contract so it won't be used.

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SERS Per Pay Report

Go To **Reports>SERS Per Pay**

- Verify the data by clicking on Generate Report
- Verify service days for all employees
- Total contributions should equal total deduction & warrant checks payable to SERS
- 'Earnings x 10%' should equal contributions

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MONTH END CLOSING

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SERS Tape File

- ✓ Click on Generate Submission File to create the SERS tape file.
- ✓ Save the file to your desktop or a folder of your choosing.
- ✓ Upload the submission file to ESERS.

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Reconcile Checks/Benefit Accrual

- Use Payments>Check Register to reconcile or auto reconcile checks
- Run Reports>Report Manager>SSDT Outstanding Checks Report or
- Reports>Payment Transaction Status Report to find all outstanding payments, selecting 'paid' for payment transaction status options
- Balance payroll account
- Go to Processing>Benefit Update and Projection. Process leave accruals, if necessary, for the month.

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QUARTER-END CLOSING

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Quarter Report

Go to Reports>Quarter Report

- Lists all QTD figures from Historical Payroll & any adjustments for the quarter made in Adjustments
- Compare totals of Outstanding Payables checks written to the Quarter Report totals for each Payroll Item code
- Be cautious of Payroll Items combined by Payee
- Any differences should be resolved

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Quarter Report (continued)

- Compare the Total Gross listed to the total of all payroll clearance checks written from USAS
- Subtract gross for payroll checks voided during the quarter from payroll clearance checks written

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Quarter Report (continued)

Totals Summary			
	QTD Total	YTD Total	FYD Total
Total Gross:	\$1,428,217.11	\$1,428,217.11	\$1,299,054.34
Total Annulites:	\$222,282.00	\$222,282.00	\$734,204.00
Non-Federal Tax Annulites:	\$0.00	\$0.00	\$0.00
Non-Cash Earnings:	\$0.00	\$0.00	\$228.00
Calculated Adjusted Gross:	\$1,205,935.11	\$1,205,935.11	\$4,371,858.34
Total Employees:	207		
Total Employee Count Per 941 Instructions:	0		
Total Employees Paid in Quarter:	225		
Total Employees Reportable for ODJFS:	0		

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Quarter Report (continued)

Balance Calculated Adjusted Gross on the quarter report. The Total Gross minus Total Annuities plus Non-Cash Earnings should equal the Calculated Adjusted Gross. If not:

- ✓ Verify Total Annuities equal total of all Outstanding Payable Payments made to annuity companies
- ✓ Generate Reports>Report Manager>SSDT Auditable Events - look for manual changes to Total Gross, Applicable Gross, Payroll Item Annuity amount withheld, Federal Applicable Gross
- ✓ Verify the Non-Cash amounts

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Quarter Report (continued)

Totals Summary			
	QTD Total	YTD Total	FTD Total
Total Gross:	\$1,628,317.11	\$1,628,317.11	\$1,298,054.34
Total Annuities:	\$222,812.08	\$222,812.08	\$78,324.26
Non-Federal Tax Annuities:	\$5.00	\$5.00	\$5.00
Non-Cash Earnings:	\$5.00	\$5.00	\$228.00
Calculated Adjusted Gross:	\$1,205,505.03	\$1,205,505.03	\$8,773,958.08
Total Employees:	297		
Total Employee Count Per 941 Instructions:	225		
Total Employees Paid in Quarter:	225		
Total Employees Reportable for ODJFS:	0		

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W2 Processing

Go to Reports>W2 Report And Submission
Balance the W2 Report to minimize problems at calendar year-end

- ✓ Payroll Item totals for taxes
- ✓ Payroll Item totals for annuities

Complete and balance a W2 reconciliation sheet

*** Recommend running this every quarter ***

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Outstanding Payables

Go to Processing>Process Outstanding Payables

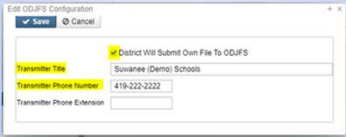
- There should be no items listed to pay
- Click on the Payable Report & select all Payroll Items to verify no outstanding Payables
- Generally, there are no outstanding deductions at quarter-end
- IF OUTSTANDING, MAKE SURE TO PAY THOSE

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ODJFS Report

If district wants to submit its own ODJFS Submissions, update SYSTEM>CONFIGURATION>ODJFS Configuration



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ODJFS Report (continued)

Go to Reports>ODJFS Report

- Click Generate Report. Check all totals & weeks.
Taxable Wages listed on report is used only for contributing employers, calculated value based on ODJFS rules. The ODJFS taxable wage base is \$9,000.00 for 2020. So if this it met, then zero will be in the YTD Taxable Wage column.

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ODJFS Report (continued)

- When all data is correct, click on the Generate Submission File.
- Save the file to your desktop or folder of your choosing.
- Securely send the file to the ITC for submission
- Or, for districts submitting their own files to ODJFS can upload to ERIC.

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ODJFS Report (continued)

ODJFS Report Options

Year:

Quarter:

Sort By:

The fields below are used only when generating a submission file:

Transmitter's Title:

Transmitter's Phone Number:

Transmitter's Phone Extension:

Enter only ONE of the following:

ODJFS Account Number:

Third Party Administrator Number:

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FISCAL YEAR-END CLOSING

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After all June pays are completed, if aware of early contract payoffs:

- ✓ Change the number of pays in contract
- ✓ Be cautious – pay per period may get changed

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STRS Annual Report Processing

- Go to Reports>STRS Advance
- Click on Generate Advance Fiscal Year To Date Report
- Click on Generate Advance Positions Report
- Click on Generate Non-Advanced Positions Report

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Advance FYTD Report

Selects all employees and jobs that were subject to STRS withholding

- ✓ All employees with any amount paid during the fiscal year are listed on the report.
- ✓ Service credit is calculated based on the STRS decision tree.

Part-time employees

48

Advance FYTD Report (continued)

Parameters for job to advance:

- ✓ Work days equal days worked
- ✓ Amount remaining to pay greater than zero
- ✓ Pays greater than pays paid

Will have an accrued contribution amount calculated for them. This accrued amount will be the amount of earnings not yet paid times the employee's STRS withholding rate.

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Advance FYTD Report (continued)

Accrued contribution amount is calculated using the pay per period from the compensation record for the remaining pays minus 1, then last pay calculation occurs.

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STRSAD Sample Calculation

```

Obligation = 39100.00
Pay per period = 1504.00
Pays/pays paid = 26/22
23rd pay 1504.00 x 14% = 210.56
24th pay 1504.00 x 14% = 210.56
25th pay 1504.00 x 14% = 210.56
26th pay
  Obligation = 39100.00
  - Paid 25 pays = 37600.00
Remaining = 1500.00 x 14% = 210.00
Totalled Accrued wages calculated by STRS Advance:
210.56 + 210.56 + 210.56 + 210.00 = 841.68

```

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Advance Positions Report

Lists all employees with an accrued contribution calculation

- May be inflated if Increased Compensation flag on 450 is checked & employee has 691 with inflated rate
- Report should be checked carefully
- Be consistent with prior years
- Check supplemental contracts, many times missed

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Non-Advanced Positions Report

Lists some of the employees with jobs that are not advancing

- If job has no amounts remaining to pay but meets all other criteria
- If days worked plus remaining days from calendar through June 30th exceed the total workdays
- Not a catch of all potential jobs/employees

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Advance Fiscal Year To Date Report

This is the complete fiscal year-end report for all STRS employees, including all advanced employees.

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FISCAL YEAR-END CLOSING

Check reports for warnings and errors.
 For STRS advance documentation lists messages & possible solutions, see:
[HTTPS://WIKI.SSDT-OHIO.ORG/DISPLAY/USPSRDOC/STRS+ADVANCE#STRSADVANCE-ERRORSANDWARNINGS](https://wiki.ssd-t.com/ohio.org/display/USPSRDOC/STRS+ADVANCE#STRSADVANCE-ERRORSANDWARNINGS)

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55

Verify Service Credit

- ✓ Employees with 120 or more days receive 100% credit
- ✓ Employees with less than 120 days receive credit based on STRS decision tree
- ✓ Employees classified as part-time have service credit based on STRS decision tree
 - Full or Part Time field on 450 must be set as needed
 - If uncertain of an employee's status, contact STRS
- ✓ Re-employed retirees will always have 0% credit reported with contributions
 - Calculated service credit for rehired retiree will flag a warning

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New for STRS Advance Calculations

- ✓ Part-time employees
- ✓ Effective for the current STRS advance of July 2019 for FY19-20
- ✓ For more information, please go to:
[HTTPS://WIKI.SSDT-OHIO.ORG/DISPLAY/USPSRDOC/STRS+ADVANCE#STRSADVANCE-PART-TIMEEMPLOYEES](https://wiki.ssd-t.com/ohio.org/display/USPSRDOC/STRS+ADVANCE#STRSADVANCE-PART-TIMEEMPLOYEES)

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Staff Retire & Rehire

- Staff retiring & rehired in the same fiscal year will appear twice on the report, one line for contributions prior to retirement, one line for after retirement contributions
- Verify the 'rehired retiree' box is checked on the employee's 450 payroll item record

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Advance Fiscal Year To Date Report

- Balance the amount showing in the 'Deposit/Pickup' column included on the report
- Should total the outstanding payable checks already written payable to STRS plus the USAS checks for pick-up amounts

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Advance Fiscal Year To Date Report (continued)

If not in balance & can't resolve at the district:

- Contact HCC as needed
- STRS can usually find the problem
- STRS balances by employee as well as by district

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STRS Advance

Once STRS advance information is correct, in Reports>STRS Advance click on Create Submission File

- Sets Advance flag on compensation records to STrs Advance
- Places total accrued contribution amount in STRS Advance Configuration>Advance amount under System Configuration, as well as checks the Advance Mode box
- Creates Annual Reporting Submission File

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STRS Advance (continued)

- Print or save final copies of reports as needed
- Reports will be saved under file archive/fiscal year reports

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STRS Advance (continued)

- If third party data needs to be added to the district STRS Advance Tape File, the district must not submit the file to STRS until that spreadsheet information (in the correct format) has been merged in by HCC
- To merge third party data, the district will need to securely send the STRS Annual File along with the third party file to HCC.

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STRS Advance (continued)

- HCC will copy both files into the classic database combine the data to create one file. HCC will then securely send that file back to the district (follow STRS merge document instructions)
- The district will then go to Reports>STRS Advance & click on choose file, find the file & then click on submit uploaded file to STRS

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SERS Surcharge

Go to Reports>SERS surcharge report

- An additional employer charge is levied on the salaries of lower-paid SERS members. The minimum annual compensation is determined annually by the system's actuaries
- Minimum annual FY2020 compensation - \$19,600
- Creates a worksheet districts might use for SERS surcharge calculation verification to compare with the SERS worksheet that was sent

For complete details, see:
<https://www.Ohsers.Org/employers/annual-processes/surcharge/>

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Correcting Mistakes

- If a payroll has not been processed while in advance, a mass change definition (see supporting documents) can be created that will allow for the STRS advance field on the compensation records to be changed back to unchecked (false)
- Go to System>Configuration>STRS Advance Configuration & uncheck the Advance Mode flag.
- Once unchecked, the amounts will be set to zero

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Correcting Mistakes (continued)

- Correct mistakes & re-run Reports>STRS Advance>Submission File
- If a payroll has been processed after the advance is set, contact STRS
- File any corrections with STRS

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POST CLOSING

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During the payroll process:

- FYTD amounts on the 450, 591 and 691 payroll items will show both advance amounts & new earnings. To see what amounts are advance, use the 'Check STRS Advance Report'
- Every payroll, at the bottom of the pay report, will show the 'payroll item STRS advancement' amount

Payroll Item Strs Advancement:	\$11,750.42
--------------------------------	-------------

- Use .Json file to pull employees name, pay dates, STRS Advance Gross, Total STRS Advance & Total STRS Non Advance
- strs advance.Rpd-json

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STRS Advance.rpd-json

Reporting Period: March 2020 (FY 2020) 5/4/20 11:58 AM

Suwanee (Demo) Schools
STRS Advance

Full Name	Type	Pay Date	STRS Advance Gross	STRS Advance Payment	STRS Advance Wage	STRS Advance	Total STRS Advance	Total STRS Advance	STRS Advance Amount	STRS Advance Other Adjustment
Full Name: Abbott, Josh Chastity										
Abbott, Josh Chastity	StrsAnnuity	7/5/2019	\$ 2,045.46			<input type="checkbox"/>	\$ 286.36	\$ 0.00	\$ 286.36	
Abbott, Josh Chastity	StrsAnnuity	7/18/2019	2,045.46			<input type="checkbox"/>	286.36	0.00	286.36	
Abbott, Josh Chastity	StrsAnnuity	8/2/2019	2,045.46			<input type="checkbox"/>	286.36	0.00	286.36	
Abbott, Josh Chastity	StrsAnnuity	8/16/2019	2,045.50			<input type="checkbox"/>	286.37	0.00	286.37	
Abbott, Josh Chastity	StrsAnnuity	8/30/2019	0.00			<input type="checkbox"/>	0.00	299.42	0.00	
			\$ 9,181.88				\$ 1,145.45			
Full Name: Atkinson, Danny Dominic										
Atkinson, Danny Dominic	StrsAnnuity	7/5/2019	1,665.23			<input type="checkbox"/>	233.13	0.00	233.13	
Atkinson, Danny Dominic	StrsAnnuity	7/18/2019	1,665.23			<input type="checkbox"/>	233.13	0.00	233.13	
Atkinson, Danny Dominic	StrsAnnuity	8/2/2019	1,665.23			<input type="checkbox"/>	233.13	0.00	233.13	
Atkinson, Danny Dominic	StrsAnnuity	8/16/2019	1,665.25			<input type="checkbox"/>	233.14	0.00	233.14	
Atkinson, Danny Dominic	StrsAnnuity	8/30/2019	0.00			<input type="checkbox"/>	0.00	243.81	0.00	
			\$ 6,680.94				\$ 932.53			

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Pay Types

During Advance Cycle, certain pay types cannot be used on jobs with Advance set as Strs Advance

- REG
- IRR

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Pay Types (continued)

- Certain pay types affect balance of System>Configuration>STRS Advance Configuration Advance amount
 - Dck
 - Bck
 - TRM (usually creates a few cents difference)
 - POF (usually creates a few cents difference)
- The number of pays can be modified so that pays & pays paid are different by 1, forcing a contract pay off. The amount on System>Configuration>STRS Advance Configuration may not balance

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Pay Back

- The amount paid back in System>Configuration>STRS Advance configuration screen will increase every payroll.
- After all summer pays are complete, verify amount paid back is zeroed out.

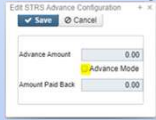
AFTER THE LAST PAY, IF THE AMOUNT PAID BACK IS EQUAL OR GREATER THAN THE ADVANCE AMOUNT, THEN THE DISTRICT WILL COME OUT OF ADVANCE AND THE ADVANCE FLAG ON THE CONFIGURATION WILL BE UN-CHECKED. WHEN THE ADVANCE FLAG ON THE CONFIGURATION IS UNCHECKED, THEN THE AMOUNT PAID BACK WILL ALWAYS DISPLAY ZERO. IF THE AMOUNT PAID BACK IS LESS THAN THE ADVANCE AMOUNT AFTER THE LAST PAY, THEN THE ADVANCE FLAG ON THE CONFIGURATION WILL NOT BE UN-CHECKED AND THE AMOUNT PAID BACK WILL CONTINUE TO SHOW ON THE CONFIGURATION. IF WANTING TO SEE THE TOTAL AMOUNT PAID BACK, THEY CAN CHECK THE 'ADVANCE MODE' BOX, REFRESH THE SCREEN OR (CLOSE IT AND RE-OPEN) FOR THE VALUE TO DISPLAY AND THE AMOUNT PAID BACK WILL SHOW. **BUT THEY WILL WANT TO REMEMBER TO UN-CHECK THAT BEFORE THEY MOVE ONTO THEIR NEXT PAYROLL.**

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Pay Back (continued)

- If the pay back amount is not zeroed out, go to Reports>Check STRS Advance Report & compare with employee totals on the Advanced Positions Report to see whose amount withheld on accrued earnings does not equal the amount STRSAD calculated
- File corrections with STRS as needed
- Then uncheck the Advance Mode flag so the amounts show zeros




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EMIS Reporting

After EMIS fiscal year end window closes, go to System>EMIS Reporting Configuration and change the fiscal year (ex. 2020) to the new fiscal year (ex. 2021). Click save.

Period I is scheduled to close on August 8th.



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EMIS Reporting (continued)

- After EMIS fiscal year end window closes go to Compensations.
- Filter using compensation stop date or description to pull in all compensations for fiscal year 19-20.
- Using Mass Change, select the Reportable to EMIS definition. Enter false. Select Execution Mode. Click Submit Mass Change.
- This will stop the old contracts from pulling into the emis collection

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Maintenance Mode

Property	New Value
reportableToEMIS	false

Add property row

Switch to Advanced Mode

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Execution Mode

Choose mode

Maintenance Mode

Execution Mode

Load Definition

Property	New Value
reportableToEMIS	false

Submit Mass Change

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FY2020 EMIS STAFF REPORTING

EMIS Checklist
[HTTPS://WIKI.SSDT-OHIO.ORG/DISPLAY/USPSRDOC/EMIS+CHECKLIST](https://wiki.ssd-t-ohio.org/display/USPSRDOC/EMIS+CHECKLIST)

New Fiscal Year USPS-R Staff EMIS Checklist
[HTTPS://WIKI.SSDT-OHIO.ORG/DISPLAY/USPSRDOC/NEW+FISCAL+YEAR+USPS-R+STAFF+EMIS+CHECKLIST](https://wiki.ssd-t-ohio.org/display/USPSRDOC/NEW+FISCAL+YEAR+USPS-R+STAFF+EMIS+CHECKLIST)

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Questions?

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HCC

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 Rhonda Burkhart 513-728-7960
 Terri Dobbs 513-728-7920
 Catherine Bach 513-728-7922

financesupport@mail.hccanet.org

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