



USPS Calendar Year-End Procedures 2020



USPS CYE PRE-CLOSING

OPTIONAL: Confirm Name/SSN Prior to running W2MAINT

SSN/Name Confirmation is available by sending a file to SSA

- ❖ Register with SSA/Business Services Online
- ❖ <http://www.ssa.gov/bsowelcome.htm>
- ❖ Usernames are generated instan
- ❖ Create a password
- ❖ Select **SSA Services Suite for Employers**
- ❖ Find instructions to register with SSA/BSO in CYE Documentation
- ❖ Registration confirmation will be mailed to your home.-

W2MAINT Instructions

Run W2MAINT to create a file that will automatically upload to the BSO site when you select **E** for electronic Report File

<https://wiki.ssd-t-ohio.org/display/usps/W2MAINT+-+W2+Maintenance>

_____ 1. **Federal Deduction Record:**

_____ A. **Complete additional payroll entries prior to final payroll.**

- ___ NC1 Life Insurance over 50,000
- ___ NC2 Adoption Assistance
- ___ NC3 Non-Cash Earnings (Taxable Benefits)

_____ B. **COVID-19 absences:**

Enter COVID-19 Amounts on 001 Federal DEDSCN

Be sure to enter COVID-19 Amounts for employees in their DEDSCN 001 Federal record, if applicable.

COVID-SE SELF
 ILLNESS
COVID-OT FAMILY
 ILLNESS
COVID-EM
 EMERGENCY-
 RE: CHILDREN
 EX: SCHOOL
 CLOSED & NO
 DAYCARE

Deduction type - Federal Tax		Name: STATE BANK AND TRUST	
Calculate option: E	# exemptions: ___	Fringe: _____	COVID 1: _____
Tax % : _____	Pension plan: A	Life : _____	COVID 2: _____
Addtl u/h: _____	Hth Re: _____	Adopt : _____	COVID 3: _____
Error adj: _____	Emp Hth: _____		Dep care: _____
			3rd party: _____
Marital/filing stat: 2	Tax Ben: _____		Vehicle : _____
Use new W4 : N		-----Accum--QTD	Totals-FYTD Totals--YTD Totals
2 like jobs: -	Deduct : _____		
Depend: _____	Gross pay: _____		
Income: _____	Tax gross: _____		
Deduct: _____	Add withhold: _____		

NOTE:

This COVID-19 data will only appear on the W2 report
 as well as
 in Box 14 on the Employees W2.

C. Other Federal deductions:

- ❖ If you **Do Not** use the DPCARE deduction *type*, add Dependent Care Benefits from
 - 125 Plan employee contributions to the 001 deduction screen (Dependent Care)
- ❖ Add any lease, car payments or **moving expense** reimbursement (**military only**) to the 001 deduction screen (NEW 2018) Moving Expense - reduced benefit
 - please refer to CYE document *IRS Moving Expense Reimbursement*
- ❖ Tuition Reimbursement over 5,250.00 could be added to taxable gross wages 001 (see *IRS Publication 15B* page 10 and 21 & *IRS Tuition Assistance* page 78 decision tree in CYE19 Documents)

2. Complete final payroll for 2020.

- 3. Submit final ACA report before closing** so Total YTD Gross will report.
 Once the 4TH Quarter is closed, YTD Gross amounts will be cleared.

Proceed to next page for Month End Close

MONTH END CLOSE

- _____ 4. Verify in **AUTOPOST** using the **F7 key** on the 'Files to Process' line for LEVPRO, PAYROLL, VOID and UNVOID to **confirm there are no outstanding files for 2020 payrolls to post**. If there are any old outstanding files that do not need to be posted, please copy and paste the file name that needs deleted and send in a Cherwell ticket.

SERS

- _____ 5. Type **RETIRE** at your menu prompt and choose the **SERSREG** option. First, run this program **without creating the tape file**. This program generates a report of earnings, deposits, days and hours paid for the retirement system. Verify the **SERSREG** data on the report per the steps below:

- ❖ Verify that the total contribution amounts listed on the report equal the total deduction check for the withholding (SERS) plus any warrant checks written for pick-up on pick-up. Use the **CHKSTS** program for checks issued to SERS during the calendar year.
- ❖ Verify that employee contributions equal gross pay times the applicable retirement percentage (10%). Allow for rounding (within a few cents).
- ❖ Review service credit days and retire hours for all employees on the report. If necessary, adjustments to days or hours paid can be made using **USPSCN/ATDSCN AD RE** or **AD RH** – when entering an adjusting entry in **ATDSCN** please remember to use the current pay date). If the Earning Code on **SERSDET** is 04 Accumulated Wages and you need service credit applied you will have to make the changes in eSERS first changing the earnings code to 01 or 02.

Please enter a Cherwell ticket if you need assistance balancing SERS.

- ❖ **Once satisfied that the data is correct**, run **RETIRE/SERSREG** again selecting the **Y” option to create the submission tape file**.
- ❖ **Type COPYSERS to place a copy of the district SERS.SEQ file in your PTR**.
- ❖ Complete and submit SERS per pay reports and payments as required.
- ❖ Verify employees listed on the report as “new” have either been manually entered into eSERS website or have been loaded in eSERS from the **SERSHIRE** file.

SERSMONTH

- ❖ **Run SERSMONTH**
- ❖ Answer **Y** to Clear SERS MTD accumulators.
- ❖ This process will **generate the MONTH END FILE** in Payroll CD, as well as **CHKSTS**, **BENRPT** and **ABS101**.



STRS

6. Type **RETIRE** at your menu prompt and choose the **STRSREG** option. First, run this program **without creating the tape file**. This program generates a report of earnings, deposits, and days paid for the retirement system. Verify the **STRSREG** data on the report per the steps below:
- ❖ Verify that the total contribution amounts listed on the report equal the total deduction check for the withholding (STRS) plus any warrant checks written for pick-up on pick-up. Use the **CHKSTS** program for checks issued to STRS during the calendar year.
 - ❖ Verify that employee contributions equal gross pay times the applicable retirement percentage (14%). Allow for rounding (within a few cents).
 - ❖ Review service credit days for all employees on the report. If necessary, adjustments to days paid can be made using **USPSCN/ATDSCN** (AD RE – when entering an adjusting entry in ATDSCN please remember to use the current pay date).

Please enter a Cherwell ticket if you need assistance balancing STRS.

STRS_SEND - Be sure you have sent your STRS submission file for the last payroll of the year.

NOTE: After running STRS_SEND verify the file has been submitted.

- Go back to STRS_SEND
- Use the F7 function key on the “SUBMISSION FILE TO SEND” field.
- If you receive the message: **No files available to Process** – you know all the file was submitted.

Proceed to next page for Quarter Close

QUARTER CLOSING

- _____ 7. Complete all quarter-end closing procedures (instructions below)
EXCEPT – DO NOT CLOSE QRTRPT

ODJFSRPT

- _____ 8. Run the projection option first - (answer (N) to create a submission file)
- ❖ Number of weeks = number of Saturdays in quarter.
 - ❖ Make adjustments, using the USPSCN/ATDSCN program. AD OB
 - ❖ Verify employees who received wages are reporting weeks
 - ❖ Verify employees who are reporting weeks are also reporting wages
- _____ 9. When all data is correct, run the ODJFSRPT program again.
- ❖ Answer **Y** to create a submission file. This will close ODJFS for the quarter.
 - ❖ Verify ODJFS is closed – USPSDAT > USPCON > ODJFS 12/2020
 - ❖ HCC will submit your ODJFS reports prior to the end of January 2021

QRTRPT

- _____ 10. Run the **demand option of QRTRPT (N)** (no totals zeroed). This report shows the quarter, fiscal, and annual totals. Check all totals for accuracy before proceeding.
- _____ 11. In the “Totals” section of QRTRPT, 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 QRTRPT. This should be true for all adjusted gross figures in the “Totals” section.
- _____ 12. Run CHKSTS select D, A and A check types. All deduction checks for the quarter should equal the total deductions showing on QRTRPT less any voided payroll checks. This should be true for every deduction code. Be sure to verify the electronic transfers of federal and Medicare payments.
- _____ 13. Run CHEKPY for all payroll clearance checks (USAS access required). The total gross showing on QRTRPT should equal the total of all payroll clearance checks created during CHKUPD for the quarter.
- _____ 14. Run W2PROC (answer N to create tape file) It is recommended that W2PROC be executed quarterly to minimize problems at calendar yearend.
- _____ 15. Check the W2ERR.TXT and make corrections, if needed.
- _____ 16. Balance the deduction totals for taxes and annuities comparing the W2REPT.TXT to the DEDRPT.TXT for each pay in the quarter.
- _____ 17. Balance the gross amounts comparing the W2REPT.TXT with all PAYRPT.TXT from the quarter. NOTE: These amounts may not balance due to the way W2PROC handles certain amounts (e.g. Medicare pickup).
- _____ 18. If errors are discovered; check employees that had exception processing during the quarter such as voided checks, error adjustments or manual changes in USPSCN. The AUDRPT program can be useful to identify these problems.

___ 19. Run PAYDED program verifying that there are no outstanding amounts in the deduction accum's. To generate a non-zero deduction listing, set the 'Payment option' to A, leave the 'Pay cycle' and "Deduction code" field's blank.

___ 20. Generate any quarter end reports for archives. (Please note: PayrollCD automatically creates the following reports quarterly)

ABS101	EMPMST	QRTRPT
AUDRPT	ERNREG	BENRPT
ERNSUM	CHKSTS	ODJFSRPT

It is recommended districts run:

___	WAGOBL	(___	WAGEMP	___	WAGACT)
___	BENOBL	(___	BENEMP	___	BENACT)
___	NAMID				
___	RPTSUM				

REMEMBER!
DO NOT CLEAR QRTRPT TOTALS!
THIS WILL HAPPEN DURING THE HCC BACKUP PROCEDURE



Proceed to next page for Calendar Year End

CALENDAR YEAR END

- _____ 21. Run the **AUDRPT** program, selecting the 'official' report option. DO NOT PRINT. This report creates a list of changes made in USPS from the date the last 'official' report was run.

BEFORE W2 PROCESSING

- _____ 22. Flag any Employer Sponsored Health Care deductions in DEDNAM or upload the total value of the insurance coverage provided (employee paid + board paid) using USPSLOAD.
If any employees contributed to health benefits that was not processed through payroll these amounts will need to be combined with the employee and board share processed through payroll and manually entered in 001 DEDSCN Emplr Hth field.
Contact HCC if you need assistance with USPLOAD
- _____ 23. Check the DEDNAM program to verify that all annuities are coded with the proper annuity type. Retirement records 590 and 591 should be coded as 401 (a). If you are unsure of the type of annuity, contact the annuity company. Section 125 annuities (excluding Adoption Assistance) should be coded as 'D' Section 125, treated as non-wages.
- _____ 24. Check the Pension Plan Box on the 001 DEDSCN. (**A=Automatically** flag if retirement deduction is present, Y= flag regardless of retirement deduction present and N= never flag) A is the common flag.
- _____ 25. Check W2 abbreviations on the CITY DEDNAM records. The W2 form will truncate the abbreviation to six characters even though the field in DEDNAM allows twelve characters. For example if you use LOVELAND TAX only LOVELA will print.
- _____ 26. _Cities that require magnetic reporting must have a TAX ENTITY CODE in DEDNAM. Cities using either Regional Income Tax Agency (RITA) or the Central Collection Agency (CCA) to report city tax information have an additional identification field. Verify the **tax entity code** and the appropriate RITA and/or CCA description are entered on the city DEDNAM record. Contact RITA or CCA to obtain the entity codes or use these links:

RITA City Code List: <http://www.ritaohio.com/TaxRatesTable>
CCA City Code List: <http://www.ccatax.ci.cleveland.oh.us/?p=taxrates>
- _____ 26a. Check employee deductions to confirm withholding for those employed in the city or residing in a city: C=employment; R= Residence (update after the last pay for 2020)
- _____ 27. Check DEDNAM verifying that all OSDI deductions have a valid OSDI district code set-up and the OSDI number is listed in the W2 Abbrev field for example: 1305GOSHEN
- _____ 28. **Optional** - Run CHKSTS for any outstanding checks ('P' status). Determine if any payroll checks should be voided.
- _____ 29. Taxable Fringe Benefits – add to the fringe benefit field on the 001 Federal Tax deduction record (only if they were not paid as an NC3) (See CYE documents *Reimbursement of Employee Expenses* for additional instructions.) W2PROC will ask if you want this amount in box 14.

- _____ 30. Dependent Care – add to the Dependent Care field on the 001 Federal Tax deduction record (**ONLY** if NOT using the DPCARE deduction **type** on the deduction record in DEDNAM).
- _____ 31. Leased vehicle and **moving expenses** (**Military Only eff 2018**) – add to the Vehicle Lease or Move Exp fields on the 001 Federal Tax deduction record. (Refer to *IRS Moving Expense Reimbursement* and *IRS Moving Expenses Memo* CYE Documents)
- _____ 32. **Life Insurance** - If notified by an annuity company that life insurance was purchased from an annuity that was withheld:
- ❖ Increase the taxable gross on the 001, 002, and OSDI for the amount identified as insurance and decrease the YTD annuity amount by the amount identified as insurance.
 - ❖ If the city honored the annuity when the amount was withheld, the city records should, also, be updated.
- _____ 33. Non-Taxable Third Party Sick Pay – add to the Third Party Pay field on the 001 Federal Deduction record.
- ❖ Taxable third party sick pay payments need to be added to the gross and taxable gross on Federal, State, Medicare (FICA if applicable) and OSDI deduction records.
 - ❖ If Medicare was withheld, increase the Medicare deduct total on the 692 deduction record. The board share of Medicare will need to be paid, also.
 - See *Third Party Sick Pay* document and **IRS Publication 15-a**. in CYE documents)
- NOTE:** **W2UPDT** can also be used to make any necessary changes to the YTD gross, YTD taxable gross and/or deductions for the W2 forms, once you complete changes with one employee the program will direct you to another employee. If changes are complete select CNTRL Z to exit the program.
- _____ 34. Run the program W2PROC again. **N** to create tape file. This program generates W2ERR.TXT, W2REPT.TXT and W2FORM.TXT. Review the W2 report text file, (W2REPT.TXT) for accuracy. Balance totals to 941, ERNREG, QRTRPT
- _____ 35. A W2ERR.TXT will be created if you have any errors. Fatal errors **MUST** be cleared up prior to creating your final W2's and creating a tape file. All warnings must be researched thoroughly and make adjustments/corrections if needed. W2PROC can be generated as many times as necessary.
See *W2PROC and ERRORS* (Miscellaneous Notes). In CYE Documents

Due to the USPS Update that will be put on this evening, we have to add an additional special backup process.

This is because of the below enhancement.....

❖ **This generates the following additional files: W2TAPE.SEQ – ITC Site transmits to federal and state taxing entities W2FORM.DAT – ITC Site uses file to configure W2’s for OnBase**

❖ **State Files that are created (only if districts have employees in these states):**

W2PA.SEQ - for Pennsylvania State

W2WV.SEQ - for West Virginia State

W2KY.SEQ - for Kentucky State

W2MI.SEQ - for Michigan State

W2IN.SEQ - for Indiana State

When you reach step 36 please put in a helpdesk ticket requesting a USPS Special Backup of the payroll files.

Once the backup has been completed by Jill Griffith, you will be notified. Once you have been notified you may continue to Step 36 creating the W2 tape file.

WHEN ALL DATA IS CORRECT

_____ 36. Run the W2PROC program again answering “**Yes**” to creating a W2 tape file. Please verify federal and state ID numbers and district name and address to include on the W2 form.

Only manually enter these ID numbers, in W2PROC, if they are not correct. Make a note to correct your DEDNAM screen once the calendar year is closed.

❖ Please enter **CONTACT** information, when prompted. This information is for IRS only in the event there is a question.

❖ This generates the following additional files:

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IMPORTANT

The IRS has changed the employer electronic submission date to January 31, 2021.

To assure we are submitting all districts in a timely manner,
HCC's deadline date for W2's is January 15, 2021.

After this date we will no longer be able to backup district files to correct W2's
The districts will have to make corrections directly to the IRS using form W2C & W3C
<https://www.irs.gov/instructions/iw2w3>

The IRS Publication is located on HCC CYE20 Documents
IRS W2 and W3 2021

Do NOT submit the sample form shown online. You must obtain the red scannable document from the IRS.

REMINDER

The *Ohio IT3 form* is no longer required and you do not need to send the form to HCC.

_____ 37. City and State tax deduction reports will be created by HCC and will be attached to the helpdesk ticket to you. These reports include the employee name, SSN, gross wages, taxable wages and tax deductions for the year.

- ❖ If **no taxes were deducted during the year, enter a stop date** on the employee's DEDSCN record or taxable gross wages, for the city, will report on W2's.
- ❖ Use **USPS/DEDLST** report to review stop dates and for lists of other deductions you may need. Sort by deduction code, then employee, and select the deduction codes you want.

Request HCC to Back Up & Close USPS Calendar Year & Quarter

_____ 38. **Submit a Cherwell ticket** to indicate the above steps are complete and you are **requesting USPS to be backed up closed.** financesupport@mail.hccanet.org

Let us know if you need a CD to submit to municipalities; if so, please provide the format required for each municipality in your Cherwell request to close.

Requests for backups are taken in the order they are received.
We will contact you when we are ready to close your district.
Everyone would need to log out once we contact you.

- ❖ HCC hours of service are 7:30-4:30 M-F
- ❖ The office will be closed 12/24, 12/25, 12/31, and 1/1.
- ❖ During periods of high volume, districts may experience a delay.
- ❖ We appreciate your understanding as we strive to assist you as promptly as possible.
- ❖ During the back-up of your district files, the QRTRPT will be processed for clearing the quarter-to-date and calendar year-to-date totals
- ❖ In preparation for Redesign migration HCC will no longer purge data.
- ❖ After the back-up is complete, HCC staff will notify you via a Cherwell ticket.
- ❖ USPS processing for January 2021 can now begin.

____ 39. W2's will be printed from OnBase by the district.

- ❖ HCC will add W2 forms to OnBase
- ❖ W2's will be added to Kiosk for districts who take advantage of this service.
- ❖ Once W2's have been loaded into OnBase HCC will notify the district when they are available for printing.
- ❖ All W2's, employer forms, and reprints will be done by the district from OnBase.

Congratulations! You made it through another year!



Please continue to next page for POST CLOSING!

POST CLOSING

Preparing for 2021

40. Enter changes in DEDSCN for tax withholding rates effective January 1, 2021

City rates

http://incometax.columbus.gov/search_taxmunicipalities.aspx?id=13116&menu_id=502

OSDI rates – you may need to check this site at a later date for 2021 rates.

http://www.tax.ohio.gov/Portals/0/ohio_individual/individual/2020%20School%20Districts%20with%20an%20Income%20Tax.doc?ver=2020-10-20-163043-537

41. STAFF EMIS FY19

- ❖ District Report Cards – Jan 2020
- ❖ Please review document:
 - *STAFF EMIS: Reporting to ODE Correctly FY19* (CYE19 Documents)
- ❖ Using the Four Scenarios - clean up staff records prior to EMIS L reporting deadline Jan 21, 2021.
- ❖ Run PERDET to view staff errors
- ❖ USPS > USPSEMS > OPTION 1 PERDET
- ❖ Contact your EMIS Coordinator for a copy of
 - Staff Employment Record CI
 - Staff Employment Record CK
- ❖ Districts are not only looking for errors but to verify staff data
- ❖ Please verify that Principals and Assistant Principals years of experience are entered in USPS DEMSCN in the Principal field
- ❖
- ❖ Community School Director years of experience will be entered in Principal Field in DEMSCN as well.

42. EDUCATION LEVEL – SEMESTER HOURS

- ❖ Education Level and Semester Hours need to be maintained.
- ❖ As districts are notified of education level changes and semester hours, please update in **DEMSCN**.

```
ID: _____ State Assigned ID: _____ EMIS ID: _____ Conceal: N
NAME: _____
      FIRST      MIDDLE      LAST      SUFFIX
Address: _____ CINCINNATI OH 45238
Birthdate: ___/___/___ Sex: F Handicap status: ___ Multilingual: ___
Hispanic/Latino: * Race: W White: N Black: N Asian: N AI/AN: N NH/PI: N
Report to EMIS: Y ----- Length of Experience: -----
Eligible retire: N Total: 11 Accre: _____ OH Pub : _____ Purch: _____
Semester hrs : 220 Authori: 11 Milit: _____ OH Priv : _____
Education lvl: 3 In Dist: 10.00 Trade: _____ NonOH Prv: _____
ECE Qualif. : * Bldg : _____ Rtmnt: _____ NonOH Pub: _____
Other credit: * -----User Defined Fields:-----
Hire date : 08/24/2005 Amount 1: _____ Amount 2: _____
Last eval. : 00/00/0000 Code 1: _____ Code 2: _____ Date: 00/00/0000
Long Term Ill: _____ Text: _____
Changes made as requested

DEMSCN - Demographical data maintenance program
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