



## USPS-R Fiscal Year End Checklist

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

**\*\*NOTE: Payrolls with July or later pay dates in the new fiscal year cannot be processed unless STRS Advance has been completed.**

**An error will be given if trying to Initialize the first pay in July:**

**\*\*\*\*RUNNING A PAYROLL IN JULY BEFORE RUNNING STRS ADVANCE \*\*\*\***

### 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 in depth discussion of the calculation process, refer to the Reporting Taxable Amount of Life Insurance Premiums.

\_\_\_\_2) Verify in **System->Configuration->STRS Advance Configuration** that the **Advance Amount** and **Advance Paid Back** amount are zero and **Advance Mode** flag is unchecked.

\_\_\_\_3) Go to **Reports->STRS Advance** run the **Advance Positions Report, Non-Advance Positions Report** and **Advance Fiscal Year to Date Report**. These reports can be used to begin balancing and verification of data.

### EMIS Staff Reporting

Follow the Final L Reporting Checklist: [USPS-R EMIS Final L Reporting Checklist](#)

**Please check with your EMIS Coordinator regarding when the Long Term Illness and Increment Experience adjustments can be made in USPS-R. EMIS reporting must be completed. This is due by August 6<sup>th</sup>, but may have been completed earlier. COVID days are counted as long term illness days, if there are 15 consecutive days. For unpaid leave, that is long term illness as well, as long as it is 15 consecutive days.**

\_\_\_\_4) Make sure all Long Term Illness data from previous fiscal year have been cleared. To remove prior fiscal year long-term illness days use the **Mass Change** option in the **Employee** screen. This mass change definition is already loaded into the Employee screen Mass Change. Go to **Core->Employee**. Use the “**More**” button to add “**Long Term Illness**” to the grid (found under State Reporting). Use >0 to filter for those with amounts in the Long Term Illness field from prior year. (Contact ITC for assistance)

\_\_\_\_5) Enter new Long Term Illness (15 or more consecutive absences) data for the new fiscal year on the **Employee** record in the **Long Term Illness** field. You can use the “*Long Term Attendance Journal Report*” or “*ABS102 Long Term Illness with Other and Dock*” to find employees which have 15 or more days total absences, then drill down into those employees to determine who qualifies for 15 or more **consecutive** days. Please contact HCC if you need this report added to your Report Manager.

\_\_\_\_6) If your district would like to do **Incrementing the years of experience** for employees:

Go to **Core-> Employee**. The district can use the **Mass Change Definition** for “**Increment Experience**”. Please contact HCC if you do not have this in your Mass Change Definitions. (Sometimes this step is performed by EMIS coordinator.) Please Note: The years of experience reported to EMIS at FYE should be what was true as of the beginning of the FY. Therefore, this may need to take place after EMIS have closed in August, depending on the district.

Principal years of experience must be done manually.

\_\_\_\_7) EMIS absence and attendance days are calculated for you through the job calendars and attendance posting. Make any necessary adjustments using **CORE->ADJUSTMENTS**.

\_\_\_\_A) Click **Create**

\_\_\_\_B) Find **Employee** by typing a few characters of first or last name and then click on employee name

\_\_\_\_C) Go to **Type** and choose **EMIS Attendance** or **EMIS Absence** from drop down option

\_\_\_\_D) Enter in a **Transaction Date**

\_\_\_\_E) Enter in the **Amount** of days needed

\_\_\_\_F) Click **Save**

\_\_\_\_8) **Create CC (Contracted Service) and CJ (Contractor) records, as needed**

**\*\*NOTE\*\* Make sure to check employees who are no longer with the district and have a Position Status of 'U', that they have a Separation Reason and Separation Date (employee's last day) entered in the employee Position->EMIS Related Information for EMIS reporting. Districts can create a report using Position grid with Position status, Separation Reason, filtered to 'U' and Separation Date. They can then make sure at FYE and CYE, for employee's that have left and a separation date has been entered.**

## Month-End Closing

\_\_\_\_9) Go to **Reports->SERS Per Pay**

- Verify the data by clicking on the **Generate Report** button
- Verify service days for all employees

- Total contributions should equal total deduction and warrant check payable to SERS
- Earnings x 10% should equal contributions
- Create SERS Submission File and upload to eSERS

\_\_\_\_**10)** Go to **Reports -> STRS Monthly Report** (This report is optional. You do ***not*** need to do this to clear totals as you did in Classic.)

- **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**

\_\_\_\_**11)** 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**

\_\_\_12) 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**

\_\_\_13) 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

\_\_\_14) Go to **Reports->Quarter 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

Total Gross - Annuities + Non-Cash Earnings = \_\_\_\_\_ Adjusted Gross Calculated

\* Balance 'Calculated Adjusted Gross' on the Quarter Report

\*The 'Total Gross' minus the 'Total Annuities' plus 'Non-Cash Earnings' should equal the Calculated Adjusted Gross. If off check:

- Verify the total annuities equal total of all Outstanding Payable payments made to annuity companies
- Go to **Reports->Audit Report**- look for manual changes to total gross, applicable gross, Payroll Item annuity amount withheld, federal applicable gross
- Verify the non-cash amounts

\_\_\_**15)** 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.

\_\_\_**16)** 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.

\_\_\_**17)** 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 if 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**

\_\_\_**18)** Complete and balance the **W2 Report Reconciliation Worksheet** for the quarter following the directions on the **W2 Reconciliation Worksheet**

\_\_\_**19)** Balance the Payroll Item totals (taxes and annuities) on the W2 Report with the totals from the Outstanding Payables reports from the quarter.

\_\_\_**20)** Balance the gross amounts on the W2 Report with Pay Reports for the quarter.

\_\_\_**21)** 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**

\_\_\_22) Go to **Processing -> Outstanding Payable** and verify that there are no outstanding Payroll Items. (Screen should be empty)

\_\_\_23) 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.

\_\_\_24) Complete and file any required quarter-end submission forms.

\_\_\_25) 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.**

\_\_\_26) 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.

\_\_\_27) When all data is correct click on **Generate Submission File**

- A. Transfer the file to your desktop or folder of your choosing
- B. HCC will provide a link through ShareBase which you can securely upload your ODJFS submission file.

## **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.

If you have contracted employees that need to be reported to STRS, you can use the STRS Merge Files located under **Reports -> STRS Advance**. Detailed information can be found here [STRSMergeFiles](#)

\_\_\_28) 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, if you would like a backup generated, submit a helpdesk ticket to request HCC to run a backup of USPS-R.**

\_\_\_\_\_ **29)** 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.

\_\_\_\_\_ **30)** \*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**

\_\_\_\_\_ **31)** Notify HCC via help desk ticket letting them know that your STRS data has been submitted to STRS electronically.

## Quarter-End Closing Completion

\_\_\_ 32) A Surcharge report can be created

\_\_\_ A) Go to Reports->SERS Surcharge Report

\_\_\_ B) Fiscal Year-Choose from drop down (default should be current fiscal year)

\_\_\_ C) Include Fixed Pay Accounts-Checked s the default if do not want Fixed Pay Accounts uncheck

\_\_\_ D) Report Format-Choose format from drop down

\_\_\_ E) Click **Generate SERS Surcharge Report**

Save the report for comparison with data that is sent to the district pertaining to SERS Surcharge employees.

\_\_\_ 33) Run the **Wage Obligation by Employee** report selecting only SERS pay groups (used for GAAP conversion)

\_\_\_ A.) Go to Reports->Wage Obligation by Employee

\_\_\_ B.) Report as of-Enter the beginning date of the fiscal year

\_\_\_ C.) Date to Calculate Payables Through-Ending date of the fiscal year (ex. 06/30/YY)

\_\_\_ D.) Sort By- Choose sorting option

\_\_\_ E.) Appointment Type-Choose Classified

\_\_\_ F.) Pay Groups- Select any pay groups that withhold SERS.

\_\_\_ G.) Click **Generate Report**

Save the report for a **SERS Liability Report** for the auditors.

\_\_\_ 34) Run the 'Auditor of State CSV Report' located under **Reports**, to create files for Auditors. Once the files have been created, you will need to email this to: [ISA-SchoolSW@ohioauditor.gov](mailto:ISA-SchoolSW@ohioauditor.gov)

**Subject Line should read:**\_"999999\_YEAR\_USPS-R" replacing the nines with the district IRN and the "YEAR" with the 4 digit fiscal year end (i.e. 2021)

**You have completed the USPS Fiscal Year End Closing procedures**





## 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**

\_\_\_\_\_ 35) STRS follow-up on the Advance after all summer pays:

- **Core->Organization**-At the time of the last advance payment if all advances have been paid correctly the **Pay Back field** will match the Advance Amount 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**

## New Fiscal Year

\_\_\_\_\_ 36) Go to **Core->Posting Period** and create the **July** Posting Period

\_\_\_\_\_ 37) To begin July payroll processing go to **Core->Posting Period** and Create a **July Posting Period**. The **Posting Period** must be at least **Open** in order to begin payroll processing. The **Posting Period** will need to be set to **Current** before **Payroll Posting** takes place.

\_\_\_\_\_ 38) *Create Job Calendars for the upcoming school year, if not already completed.*

\_\_\_\_\_ 39) *Create New Contracts for employees.*

Go to **Processing->New Contracts** and use one of the following options or manually create new contracts in **Compensations**:

- *New Contract Maintenance*
- *Mass Copy Compensations*
- *Import New Contracts*

\_\_\_\_\_ 40) **Non-Contract Compensations** **cannot be loaded through New Contract.** One of two options can be used:

Go to **Reports->Report Manager** and click on **Generate SSDT Non-Contract Compensation Mass Load Extract**

*This file is created in excel format. Update the file removing employees, updating pay data, etc., and then save as csv*

*If wanting to add “new” non-contract compensations the **Code** field must be defined on the csv file*

*Go to **Utilities->Mass Load**, find your file and then under **Importable Entities** choose **Compensation** and click load.*

*Other option is to manually update **Non-Contract Compensations** records accordingly.*