USPS-R Payroll Processing Checklist
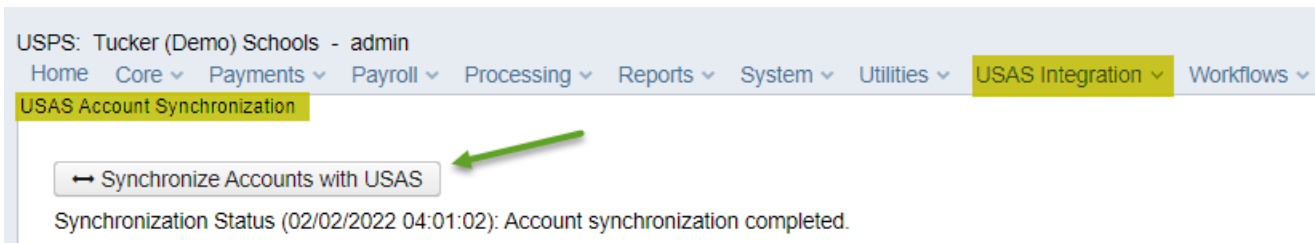
Date of Payroll: _____   **1ˢᵗ pay of the month ____**
2ⁿᵈ pay of the month ____
End of Quarter ____

1.____ USAS Integration>Account Synchronization - Automatically updates accounts between USAS-R and USPS-R each night. ==*If no new accounts have been added since 11 p.m. the previous evening, then you may skip this step.*==

2.____ Updates - If any changes/additions are needed go to the dropdown menu next to the Help button and search for an employee to see their employee dashboard and all their available payroll screens. Make the necessary changes/additions **BEFORE** payroll processing begins. (Update examples include changes in Payroll Items (deductions), address changes, and compensation changes.)

3.____ Reports>SERS Reporting>SERS New Hire Report

Criteria needed for an employee to be on the SERS New Hire report: An employee has to have a **SERS =400 Payroll Item** with the new employee box checked ☑ New Employee , they must hold a position that has SERS as the Retirement Code, and have a position Hire Date (both found in the **Position** screen) no more than 60 days before today's date for the employee to be eligible for the report.

Position #1 for Employee: Buck, Anna Joel

✔ Save ⊘ Cancel

Employee Number: ANON1097

Pos #	Position Description	Job Status
1	Aide	Inactive
Extended Service	FTE	Hire Date
	0.00000	📅 3/27/81
Retirement Code	Termination Date	Supervisor
SERS ⌄	📅	

- o **Reports>SERS Reporting>SERS New Hire Report**
- o **Generate Report** and review
- o **Generate File** - Save the file to a folder of your choosing and then upload it to eSERS

4.____ Reports>STRS Reporting>STRS New Hire Report

Criteria needed for an employee to be on the STRS New Hire report: An employee has to have a **STRS =450 Payroll Item** with the new employee box checked ☑ New Employee , they must hold a position that has STRS as the Retirement Code, and have a position Hire Date (both found in the **Position** screen) no more than 60 days before today's date for the employee to be eligible for the report.

- o **Reports>STRS Reporting>STRS New Hire Report**
- o **Generate Report** and review
- o **Generate Submission File** - Save the file to a folder of your choosing and then upload it to STRS
  -OR-
- o **Generate Submission File and Submit to STRS**

STRS New Hire Report Options

Report Title: *	STRS New Hire Report
	⬇ Generate Report
	⬇ Generate Submission File
	Generate Submission File and Submit To STRS
Upload Submission File:	Choose File
	Submit Uploaded File to STRS

STRS New Hires

Member Last Name	Member First Name	SSN	First Date On

5.____   Reports>ODJFS Reporting>ODJFS New Hire Report
- ○ Double click on the Employee to list in the Employees to Report box OR select employee in "New Employee" box and use the arrow to move to the "Employees to Report" box.
- ○ **Generate Report** and review
- ○ **Generate Submission File** - Save the file to a folder of your choosing and then upload it to ODJFS

ODJFS New Hire Report Options

Select Employees: New Employees

> ❬
< ❬

Employees to Report

New Employees:
Kent, Clint Gage (ANON1259) - 09/11/1953
Guzman, Josh Tony (ANON1972) - 06/15/2006
Gardner, Harley Deanna (ANON2162) - 10/26/2009
Holcomb, Lance Alexandra (ANON393) - 11/26/2013
Cooper, Timmy Emily (ANON515) - 07/12/1969
Mathews, Thomas Deborah (ANON811) - 07/12/1968

Employees to Report:
Colon, Shirley Dawn (ANON949) - 08/11/2018

☐ Include Headers for Validation in Submission File

⬇ Generate Report

⬇ Generate Submission File

6.____   Core>Posting Period – Make sure you are in the posting period for the Pay Date or you will not be able to post the payroll. Open a new month to start first pay of that month. *Leave the prior month open until the INICAL dates are in the new period. Any SERS Adjustments or STRS Adjustments will need the prior period open to post the adjustments which are needed.*
        ____ **Posting Period - Open**

- If you wish to begin payroll processing for the next month but do not want that processing month to be Current yet, you can go to
  - **Core>Posting Period** Click **+Create**
  - Select the Calendar Month
  - Enter in the Calendar Year
  - Click the **Create** button

  This will **Open** the next month Posting Period and allow you to begin the payroll process. The payroll that you are processing **cannot be posted** until the Posting Period is set to **Current**:

  - **Core>Posting Period** Click on the [⊘] next to the Posting Period you are processing for. This will set the Posting Period to **Current - True**. You will want to verify in the upper right-hand corner of your screen that the **Current** posting period is displayed. You will then be able to post the payroll.

  <div align="center">-OR-</div>

- ____ **Posting Period – <u>Open and Current</u>**
  - **Core>Posting Period** Click **+Create**
  - Select the Calendar Month
  - Enter in the Calendar Year
  - Click the **Current** box
  - Click the **Create** button
  - Verify in the upper right-hand corner that the month is **Current**

7. ____ **Processing>Benefit Update and Projection (BENACC)**
   Post now -or- after payroll is processed per your current process
   - Choose **Accrual or Projection** (dropdown)
   - Choose **Benefit Accrual Options** (dropdown)
   - Enter or choose **Specific Accrual Date**
   - Check **Include Ineligible Positions** (if applicable)
   - Choose **Sort Option** (dropdown)
   - Select **Pay Groups** by double clicking on the pay group name(s) or single clicking and hitting the right arrow
   - Click **Generate Report**

TIP: To select all items in a list and move to the Selected box, click on the top item, hold the Shift key, scroll down, click on the bottom item, then click the right arrow button.
To select individual items in a list and move them to the Selected box, click an item, hold the Ctrl key, click the other items then click the right arrow button.

Payroll Processing and Payroll Payments – Future

To Calculate Contract Totals BEFORE entering FUTPAY:

8.____ **Payroll>Payroll Processing** - Click **Initialize New Payroll** tab (**INICAL**)

Pay Plan: Bi-Weekly   Semi-Monthly   Monthly

Pay of the Month: 1st pay   2nd of two pay   2nd of three pay   3rd pay
Start Date: _____
Stop Date: _____
Pay Date: _____

Note: Through the **Add Pay Group (INICAL Additions)** option, other pay groups can be entered – helpful if the payroll period differs from that in the first group

8a._____ Click on **Add Pay Group** tab

- Double click on the **pay groups** you wish to add
- Enter period **start date** and period **stop date**

Start Date: _____
Stop Date: _____

- Click **Add Pay Group**

9.____ Run **Error Report**

- <u>Errors</u> need corrections
- <u>Warnings</u> should be checked, but can remain

10._____ Run **Pay Report (INICAL.TXT)** to balance initial processing total

- Make any corrections in the employee's Compensation screen
- Click on **Modify Payroll** tab
- Choose the **Pay Group** that was modified
- Click on **Update Payroll** tab
- Run **Pay Report**, repeat steps above until balanced

11._____ Click on **<u>Delete Payroll</u>** tab – clears initial payroll to allow for Future Pay balancing

Then Enter Your FUTPAY items, or *if you enter FUTPAY first START HERE*:

12. Go to **Payroll>Payroll Payments - Future (UPDCAL_FUTURE)**
  12a._____ Go to **Payroll>Payroll Payments - Future**

- Click the **+Create** tab and input time and attendance individually (used for Contract Compensation employees with extra time)

-OR-
  12b._____ Go to **Core>Attendance**

- Click the **+Create** tab and input time and attendance individually (used for Non-Compensation (*timesheet employees*) **and** for **Dock** entries posted *immediately* through Future Pay. This would capture attendance, SERS/STRS days, and compensation screen amounts.)
- Post to **Future Payroll**

- If your district policy is to *__allocate Docks over the remaining pays__* for the employee, then you would **+Create** the dock days in Core -> Attendance and *don't post through to future pay* (so attendance and SERS/STRS days are reported correctly). You could enter the dock amount as a **Compensation Adjustment** in the **Compensation** screen. That is a nice clean way to show the original contract amount and the total amount docked for the year. If you did it that way, click the "**Calculate**" box after the adjustment is entered, then it would update the Pay Per Period amount. You could also manually calculate the new compensation and the pay per period amount and enter those in the Compensation screen. The Compensation Adjustment is just a quicker, easier way to do this.

-OR-

12c._____ *RECOMMENDED* Update the **Attendance/Absence Import** spreadsheet in Excel (have HCC help you set this up) with all of that payroll's **Future Pay -and- Attendance** information

- **Utilities>Attendance/Absence Import** - Upload all timesheets and attendance at one time
- **Choose File** - the Excel file (.csv) from your documents without the header line
- From the dropdown menu choose **Post to Payroll Processing Future**

13.____ **Reports>Report Manager - SSDT Future Pay Amount Report (FUTPAY report)**

- Review/Select **Report Options** (1st tab)
- Review/Input **Query Options** (2nd tab)
  - Dates and Pay Groups are Optional

- o Review/Select **Sort Options** (3rd tab)
- o Click on **Generate Report**
- o Make corrections in **Payroll>Payroll Payments - Future**

Upload Attendance:

14.____ Utilities>Attendance/<u>Absence</u> Import (USPIMPORT) (Similar to importing from **AESOP, KIOSK, etc** or similar software products)

- o **Choose File** – *Import the .csv file with the header line removed*
- o **Post to Payroll Processing Options** - N/A for Absence Importing
- o **Combine Attendance Entries**- N/A for Absence Importing
- o **Allow Negative Leave Balances** (if applicable)
- o **Payroll Account to Charge** - N/A for Absence Importing
- o Click **IMPORT**
- o Review Summary counts on screen
- o View **ATTERR.CSV** (Note: Any errors can be corrected on the ATTERR.CSV file and this file can be uploaded using the Attendance/Absence Import option.)
- o **Reports>Report Manager - SSDT Attendance Journal**

INICAL Process:

15.____ Payroll>Payroll Processing - Click **Initialize New Payroll** tab **(INICAL)**

- o **Initialize** payroll to include all contract pays and future pays
- o Run **Error Report**
- o Click **Generate Report**
- o Make sure **Pay Report** balances to the total contract and future pays

16.____ Reports>Pay Amount Summary Report (PAYSUM)

- o Select the Payroll
- o Customize options
- o Click **Generate Report**

17.____ Payroll>Payroll Processing - Click **Pay Item Detail Report** tab **(DEDDET)**

- o Double click Pay Items to move to Selected box (see TIP on page 2 for ways to select items using the Shift or Ctrl keys)
- o Click **Generate Report**

18._____Payroll>Payroll Processing – Click **Pay Item Summary Report** tab **(DEDTOT)**

	o Change Output if desired o Click **Generate Report**
19.____	**Payroll>Payroll Processing** - Click **Budget Distribution and Projection Report** tab **(BUDDIS-Projection)**
	o Click **Generate Report**
20.____	**Payroll>Payroll Processing** - Click **Payroll Account Distribution Detail Projection Report** tab **(BUDDET-projection)**
	o Click **Generate Report**
21.____	**Post Payroll (CHKUPD)** *THIS IS NO LONGER THE POINT OF NO RETURN!!!*
	o **Payroll>Payroll Processing** - In Progress Tab o Click **Detail button** o Click **Post Payroll** tab
22.____	**Payroll>Payroll Processing** - Click **Budget Distribution Report (BUDDIS actual)**
	o **USAS Check Number** field can be left blank o **USAS Vendor Number** field can be left blank
23.____	**Payroll>Payroll Processing** - Click **Process Payments (CHKPRT)** <u>Direct Deposit Notices</u> – *REQUIRED (<u>unless</u> there are no direct deposits sent to OnBase or printed and mailed)*
	o **Processing** - Select **Direct Deposits** o **Output Format** - Click on **XML or PDF** o **Bank Account** - Choose from dropdown o **Sort By Option** - Choose from dropdown o **File Name** - Auto Populated o Click on **Process Payments** o Transfer Direct Deposit **XML or PDF** file to check printing software
24.____	**Payroll>Payroll Processing** - Click **Processing Payments (CHKPRT)** <u>Checks</u> – *REQUIRED (<u>unless</u> there are no checks printed and mailed or sent to OnBase)*
	o **Processing** - Select **Checks**

- o **Output Format** - Click on **XML** for check printing software or **PDF** for format checks
- o **Bank Account** - Choose from dropdown
- o **Sort By Option** - Choose from dropdown
- o **File Name** - Auto Populated
- o Click on **Process Payments**
- o Transfer Checks **XML or PDF** file to check printing software

25.____ Payroll>Payroll Processing - Click **Email Notices** to create direct deposit email notices

- o **Date and Time to send email notices** - Enter date and time you want the notices to be sent out (ex. 6/4/20 1:00 AM)
- o **Direct Deposit Form** - Choose from drop down
- o Click **Schedule Sending of Selected Email Notices**

26.____ Reports>ACH Submission – Create direct deposit ACH file for bank

- o **Pay Date** - Default is Current Pay Date
- o **ACH Source** - Choose Destination Payroll/ACH Transfer
- o **Include Employee SSN** - Choose from dropdown
- o **Sort by** - Choose from dropdown
- o **Report Format** - Choose from dropdown
- o **Historical Payrolls** – Check box for pay wanting to create file
- o Click **Generate Report** and review
- o Click the **Convert Pre-Notes on ACH File Submission Generation** checkbox
- o Click **Generate Submission File** and send to bank

27.____ Reports>ACH Submission – HSA Submission, if applicable

- o Click the **HSA Submission** tab
- o **HSA ACH Source** - **Destination: Health Savings Account ACH**
- o **Include Employee SSN** - Choose from dropdown
- o **Display All Payrolls** - If checked will display all payrolls that have been imported and all those that have their HSA submission file set as generated.
- o **Sort by** - Choose from dropdown
- o Under **Historical Payrolls** choose pay wanting to create HSA file for by checking checkbox
- o Click **Generate HSA Submission** file

28.____ Processing>Process Outstanding Payables – Deductions (PAYDED)

THIS IS THE NEW POINT OF NO RETURN! ONCE THE FIRST PAYABLE IS PROCESSED, PAYROLL CANNOT BE MODIFIED

- This will list **all** Unpaid Payables from previous payrolls (mark Every Payroll and/or Monthly and/or Quarterly)
- Click **Payable Reports** - list of all payroll items to be paid **(DEDRPT)**
- There are 4 tabs to choose from according to preference: **Payables by Payee; Payables by Item Type; Payables by Item Detail; Payables by Item Full detail**
- Select correct **Pay Cycle(s)** and move to **Selected Box**
- Select Items to be paid by clicking the box next to each item or select all by clicking the box left of the word Name.
- Items should be moved to the **Selected Payables Detail** area.
- Select **Per Payee or Per Item Type** from the drop down
- Click **Post**
- Pop up box

  - **Transaction Date** - defaulted to current date
  - **Bank Account** - Select from drop down
  - **Output Format** - Choose XML or PDF format for check printing
  - **Starting Check Number** - Defaults to next available USPS check number
  - Click **POST**

** Check to make sure that multiple deductions for the same vendor are setup for the identical vendor (having the vendor number included). All deductions for the same vendor should appear under listed under a single vendor.

29._____ Payments>Payee - PRINT Outstanding Payables (Deduction) Checks (*If you need an .XML file and it was not created after posting*)

- Click on the **Payee Payment Checks** tab
- Filter the **Transaction Date** grid column to find only checks you want to print: Transaction Date = 05/05/2020
- Click check box next to the checks you want to print, or to print all click the check box left of Check Number
- Click the **Print Checks** tab

  - Choose **Output Format** - **XML or PDF**
  - **File Name** - Defaults to **Checks.XML or Checks.PDF**
  - **Form** - Choose form format from drop down
  - Click **Process Payments**

30.____ Reports>AFFORD (many districts do not generate this)
- ○ **Sort by** - Choose from dropdown
- ○ Enter or choose your **Beginning Date, Ending Date**
- ○ Check the **Exclude based on termination date box** (if applicable)
- ○ Check the **Exclude employees with insurance box (**if applicable)
- ○ **Calculate based on number of week or months** - dropdown
- ○ **Calendar for calculating breaks** - dropdown, if applicable
- ○ Select **Pay Groups** by double clicking on the pay group name(s) or single clicking and hitting the right arrow
- ○ Click **Generate Report**
- ○ Click **Generate CSV**

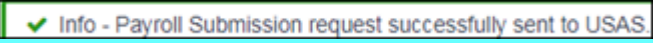|	
31.____ Reports>Employer Distributions and Submission to USAS (BRDDIS)	
	Start Date/End Date of pay date - Enter or choose from calendar - Choose **Payment Cycle** or **Payroll Items** at the bottom **Use Only Employer Distribution Accounts** - Box is checked as default, you may need to uncheck this box based on your district's preferences. **Summarize individual amount detail** - Box is checked as default, can be changed if desired. - Generate report and verify information (match to Pay Item Detail report for Board totals for Medicare, SERS, STRS, etc.). If amounts do not match, then research (i.e. Is "Use Only Employer Distribution Accounts" box unchecked?)
32.____USAS Integration -> Employer Distribution Submission (BRDDIS)	
	- Repeat selected information, similarly to the report. - Choose **Payroll Cycle** or Choose **Available Payroll Items** by double clicking or single clicking and hitting the right arrow and moving them to **Selected Payroll Items** - Click **Show Submission Preview** - Review Employer Distribution Submissions (match to report) - Click **Submit to USAS**
33.____ Reports -> Employer Retirement Share (BRDRET)	
	Start Date/End Date of pay date- Enter or choose from calendar **STRS Amount to Distribute** - Enter amount **SERS Amount to Distribute** - Enter amount - Click **Show Submission Preview** - Review Employer Distribution Submissions - Generate Report

34.____USAS Integration>Employer Retirement Share Submission (BRDRET)
○ **Start Date/End Date** of pay date- Enter or choose from calendar   ○ **STRS Amount to Distribute** - Enter amount   ○ **SERS Amount to Distribute** - Enter amount   ○ Click **Show Submission Preview**   ○ Review Employer Distribution Submissions   ○ Click **Submit Employer Share of Retirement to USAS**

| **35. ____ USAS Integration>Payroll Submission** Post Payroll **(AUTOPOST)** |
|---|
| ○ Select the payroll to be posted and click **Post to Payroll** tab ○ A list of all accounts and amounts will appear. ○ Click the **Submit to USAS** button ○ A message will appear- ✔ Info - Payroll Submission request successfully sent to USAS. ○ Once approved or rejected on the USAS side, this page will be updated with the status. |

36.____ Leave Projection (monthly, if applicable)
○ **Reports>Report Manager**   ○ **Run Leave Projection Report – Enter Start and Stop Days for the month, select leave types, run and save an account summary report and an account detail report**   ○ **USAS Integration>Leave Projection Submission**   ○ **Enter Start and Stop Dates for the month, select leave types**   ○ **Show Submission Preview**   ○ **Submit to USAS**

37.____ In USAS: Transactions>Pending Transactions
○ A grid of Pending Transactions will appear: ▪ **Payroll Submission** (classic's AUTOPOST/PAYROLL file)   ▪ Select the "Edit" button   ▪ When posted in USAS-R, it will post directly to **Disbursements**. A check number can then be assigned if desired to the disbursement by selecting the box next to the Payroll, selecting the "Generate Print File" button.
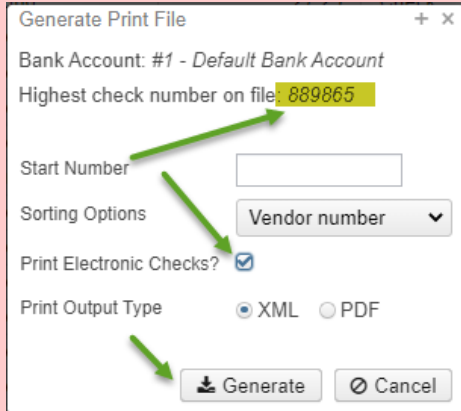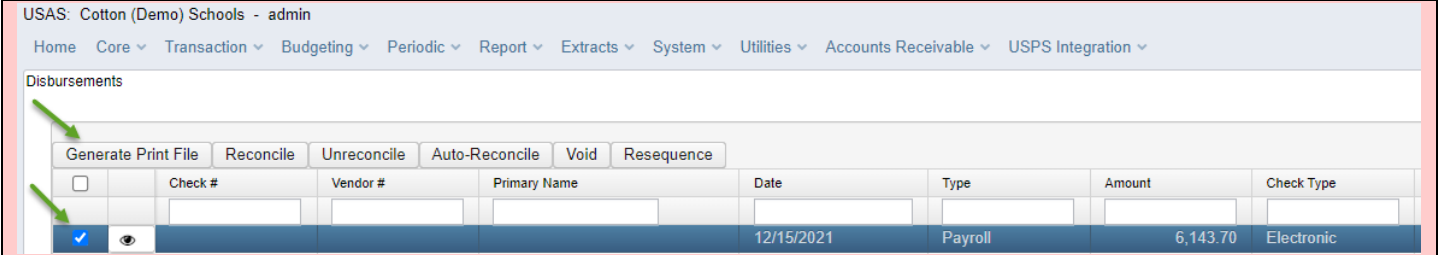
The Generate Print File box will appear. No Start Number is needed for this, the system will use the next number in the check number sequence. Select the "Print Electronic Checks" box, then select the "Generate" button. The number will be assigned to the Payroll.

- ▪ **Employer Distribution Submission** (classic's AUTOPOST/BRDDIS file)
  - ▪ Select the "Edit" button
  - ▪ When posted in USAS-R, it will create a Purchase Order. At that point, you can modify the PO in Transactions -> Purchase Order to make any necessary changes and then continue with the next step of the expenditure process (AP Invoice, then Payables to post to Disbursements, and Generate Print File to assign a check number).

- ▪ **Employer Retirement Share Submission** from USPS-R (classic's BRDRET file)
- ▪ When posted in USAS, it will create a Purchase Order. At that point, you can modify the PO in Transactions -> Purchase Order to make any necessary changes, and then continue with the next step of the expenditure process (AP Invoice, then Payables to post to Disbursements, and Generate Print File to assign a check number).
- ▪ **Leave Projection Submission** (classic's AUTOPOST/LEAVE file)
- ▪ When posted in USAS, it will create a Receipt. The receipt will contain reduction of expenditure amounts on the salary accounts and then charge the amount to the benefit account as a negative reduction of expenditure. The transaction total should always net $0.00

- o *Transaction steps as described above from Purchase Orders:*
  - ▪ *Invoice the Purchase Orders*
  - ▪ *Post in Payables*
  - ▪ *Generate checks or electronic payments in Disbursements by using "Generate Print File"*

38._____ Reports>SERS Per Pay Report - and **Submission (RETIRE/SERSREG)**
- o **Sort by** - Choose from dropdown
- o Check box if you wish to **Begin Each Employee on a New Page**

- o **Show Detail** on Report should be checked
- o **Show Informational Messages** on Report should be checked
- o Enter the **eSERS: Pay Cycle; Pay Cycle Code; Begin Date, End Date, Pay Date**
- o Click **Generate Report** and review
- o If board members. coaches, supplementals, etc are not showing up with the proper days, modify under Core>Adjustments for attendance days
- o Check **Set Employees Within Submission File As Reported to SERS**
- o Click **Generate Submission File**
- o Click **Link to eSERS** login and upload the tape file
- o If you are only creating an adjustment file, click **Generate Submission File for Adjustments Only**

39.____ Reports>STRS Report – and **Submission (RETIRE/STRSREG)**

- o **Sort by** - Choose from dropdown
- o **Payment Method** – Choose from dropdown
- o Enter in the **Check or Transaction Number**
- o **Report Format** - Choose from dropdown
- o **Report Format** - Choose from dropdown
- o Historical Payrolls – click the checkbox next to the payroll you wish to create a report for.
- o Click **Generate Report** and review
- o Click **Generate Submission File and Submit to STRS**

40.____ Processing>Payroll Item Refund
- o See USPS-R manual https://wiki.ssdt-ohio.org/display/uspsrdoc/Payroll+Item+Refund

RECOMMENDED MONTHLY PROGRAMS
_____ **STRS/SERS Foundation Deductions – Monthly Posting**
- o **Reports>Employer Retirement Share**
  - ▪ Enter Begin/End Dates and STRS/SERS Foundation Amounts
  - ▪ Check Report for accuracy
  - ▪ May use account mapping and wildcard account exclusion options if distribution account(s) should be charged differently than pay accounts.
- o **USAS Integration>Employer Retirement Share Submission**
  - ▪ Enter Begin/End Dates and STRS/SERS Foundation Amounts
  - ▪ Click **Submit Employer Share of Retirement to USAS**
- o **In USAS-R: Transaction>Pending Transactions**

- Click Post to create purchase orders
- Corrections may be made in **Transaction>Distribution/Error Corrections**

_____ **Go to Payments>Check Register** - Reconcile Checks
   o Filter grid for checks **Paid (not Reconciled)** for Outstanding

QUARTER-END PROGRAMS

_____ **Reports>Quarter Report (QRTRPT)** *Required*
_____ **Reports>ODJFS Report** *Required*
   Upload to ShareBase (HCC will provide link via email)
_____ **Reports>Employee Master (USPS_RPT/EMPMST)** *Recommended*
_____ **Reports>Employee Earnings Register (ERNREG)** *Recommended*
_____ **Reports>W2 Report** – Balance at least quarterly *Recommended*