2019 USPS-R FISCAL YEAR-END REVIEW

2019 Fiscal Year-End Review

- Please remember to follow the USPS-R Fiscal Year End Checklist when completing your fiscal year end process.

Pre-Closing-Overview

- 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

Pre-Closing-NC1 Payments

- Life Insurance Premium-NC1 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.*
    - Reference IRS Publication 15-B

    http://www.irs.gov/pub/irs-pdf/p15b.pdf
    - Page 13-15

Pre-Closing-
NC1 Payments (continued)

Payroll Future

OR

Pre-Closing-
NC1 Payment (continued)

Payroll Current

OR

Pre-Closing-
NC1 Payment (continued)

Adjustments

Additional adjustments will still need to be made to FICA, Medicare, etc.

Pre-Closing-
NC1 Payments (continued)

- Life Insurance Premium-NC1 Payment
  - ➢ *Federal, State nor OSDI taxes are withheld*
    - • Added to wages even though no tax is withheld
  - ➢ *Medicare and FICA are withheld*
  - ➢ *Flag on the **Payroll Item Configuration** city records controls whether city tax is withheld.*

Pre-Closing-
NC1 Payments (continued)

■ Payroll Item Configuration

Pre-Closing-
NC1 Payments (continued)

- – *Life Insurance Premium-NC1 amounts are not included in total gross pay charged to USAS*

- ➢ *Reports provide special totals for balancing*

    - – *Pay Report*

    - – *Quarter Report*

- ➢ *The Adjustments grid can be used to filter the data for the year and then a report can be created by clicking on **Report** and choosing the Excel Data format. The **Amount** can then be totaled using Autosum*

Pre-Closing- NC1 Payments (continued)

■ Report setup in Adjustments

Pre-Closing-
Advance Configuration

- System/Configuration/STRS Advance Configuration
  - ➢ *STRS Advance fields should be blank and Advance Mode Flag unchecked.*
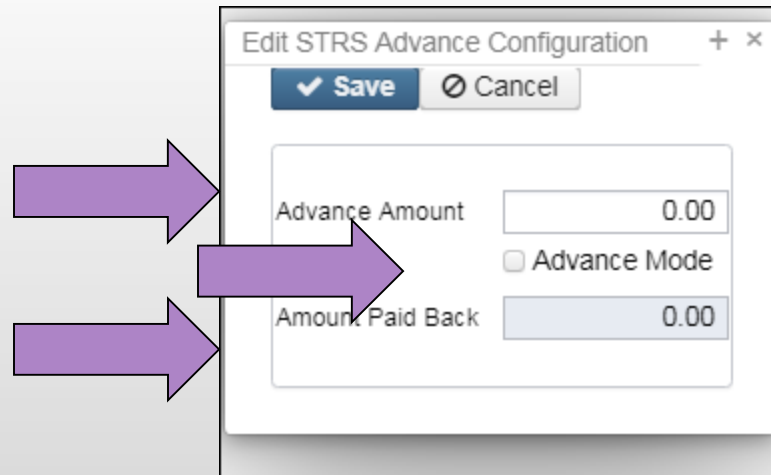
Pre-Closing- Termination Date

■ NOTE: The employee termination date on the Employee record, must be updated when an employee leaves the district. STRS Advance will check the employee termination date on the Employee record. This field should not be confused with the termination date on the Position record.

Pre-Closing-
STRS Advance Report

⊙ *Go to **Reports/STRS Advance***

⊙ *The following reports can be executed now to begin balancing and verification of data:*

1. Generate 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 and calculation of credit

- Earnings include those in the future

- Advance amount will be too large until all June pays are completed.

2. Generate Non-Advance Positions Report-*Similar to Non-Advance.TXT in classic*

Pre-Closing-
STRS Advance Report (continued)

3. Generate Advance Fiscal Year To Date Report-Similar to STRSAD.RPT in classic.

Pre-Closing-Job Calendars

- Job Calendars
  - *Job calendars for the 2019-2020 school year can be added to the system as soon as board approved*
  - *Utilize **Core/Job Calendars***
  - *Create one calendar with work days and holidays*
  - *Tip: Use the 'Copy' function and then modify specific calendars*
  - *Remember to create a Default calendar*

Pre-Closing- EMIS Staff Data

◉ EMIS Staff

➢ Clear any **Long Term Illness** data from prior fiscal year

- Go **to Core/Employees** – On the grid under **More/State Reporting** check **Long Term Illness**
- Filter on the grid for any Long Term Illness Days >=1.00.
- Click on the **Mass Change** button- under **Load Definitions** click on **Clear Employee Long Term Illness**
- Click the **Execution Mode** option
- Click on the **Submit Mass Change** button

➢ Enter any long term illness data on the **Employee** record for the 18-19 school year

Pre-Closing-
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 Data Collector. Make any corrections to staff data and then reload using SIF data collector.

Pre-Closing - New Contracts

- New Contracts
  - ➢ *New contracts can be entered for all employees.*
  - ➢ *Go to **Processing/New Contracts**. One of the following options can be used*
    - • **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 NEWCNT classic*

Pre-Closing - New Non-Contract Compensations

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

- *Filter and remove OLD Non Contracts*

- *Make any necessary updates and save the file in CSV format*

- *Go to **Utilities/Mass Load***

  - Choose the **Non Contract Compensation Entity**

  - Click the **Choose File** button and find your csv file

  - Under **Importable Entities** choose **Non-Contract Compensations**

  - Click **Load**

Month-End Closing- SERS Per Pay Report

- 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 checks payable to SERS*
  - ➢ *'Earnings x 10%' should equal contributions*

Month-End Closing-
SERS Tape File

- To create the SERS Tape file click on the **Generate Submission File** button

- Save the file to your desktop or a folder of your choosing

- Upload the submission file to eSERS

Month-End Closing-Reconciling 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

- Balance payroll account

- Go to **Processing/Benefit Update and Projection** and process leave accruals, if necessary, for the month.

Quarter-End Closing-Quarter Report

■ Go to **Reports/Quarter Report**

- Lists all QTD figures from Historical Payroll and 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*

Quarter-End Closing- 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*

Quarter-End Closing-Quarter Report (continued)

Totals Summary

	QTD Total	YTD Total	FTD Total
Total Gross:	$677,719.60	$1,589,120.57	$1,589,120.57
Total Annuities:	$118,089.21	$275,513.91	$275,513.91
Non-Federal Tax Annuities:	$0.00	$0.00	$0.00
Non-Cash Earnings:	$0.00	$400.00	$400.00
Calculated Adjusted Gross:	$559,630.39	$1,314,006.66	$1,314,006.66

Total Employees:	65
Total Employee Count Per 941 Instructions:	0
Total Employees Paid in Quarter:	59
Total Employees Reportable for ODJFS:	0

Quarter-End Closing- Quarter Report (continued)

- 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/Report Manager**/ generate **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

Quarter-End Closing-Quarter Report (continued)

■ Quarter Report

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Quarter-End Closing-
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*

Quarter-End Closing- Outstanding Payables

- Go to Processing/Process Outstanding Payables
  - There should be no items listed to pay
  - Click on the Payable Report and select all Payroll Items to verify there are no outstanding Payables
  - ➢ *Generally there are no outstanding deductions at quarter-end*

Quarter-End Closing-ODJFS Report

- Go to **Reports/ODJFS Report**
  - *Click on the **Generate Report** button*
    - Check all totals and weeks

    *Reminder - Taxable wages listed on report is used only for contributing employers, calculated value based on ODJFS rules

  - *When all data is correct, click on the **Generate Submission File** button*
  - *Save the file to your desktop or folder of your choosing*
  - *FTP as ASCII into DKUSAS:[district]*

Fiscal Year-End Closing

■ 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

Fiscal Year-End Closing (continued)

- 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***

Fiscal Year End Closing (continued)

■ The **Advance Fiscal Year to Date 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*

Fiscal Year-End Closing (continued)

➢ *Parameters for job to advance:*

- 1) Work days equal days worked

- 2) Amount remaining to pay greater than zero

- 3) 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.

Fiscal Year-End Closing (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

Fiscal Year-End Closing (continued)

■ STRS Advance 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

Totaled Accrued wages calculated by STRS Advance:

210.56 + 210.56 + 210.56+ 210.00 = 841.68

Fiscal Year-End Closing (continued)

- **Advance Positions Report**
  - ➤ *Lists all employees with an accrued contribution calculation*
    - – *May be inflated if **Increased Compensation** flag on 450 is checked and employee has 691 with inflated rate*
  - ➤ *Report should be checked carefully*
  - ➤ *Be consistent with prior years*
  - ➤ *Check supplemental contracts, many times missed*

Fiscal Year-End Closing (continued)

- **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 work days*
    - – *Not a catch of all potential jobs/employees*

Fiscal Year-End Closing (continued)

■ **Advance Fiscal Year To Date Report**

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

Fiscal Year-End Closing (continued)

- ⊙ 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*

Fiscal Year-End Closing (continued)

- Staff retiring and 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

Fiscal Year-End Closing (continued)

- 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*

Fiscal Year-End Closing (continued)

➢ *If not in balance and can't resolve at the district*

- – *Contact NOACSC as needed*
- – *STRS can usually find the problem*
- – *STRS balances by employee as well as by district*

Fiscal Year-End Closing (continued)

- Once STRS Advance information is correct, in **Reports/STRS Advance** click on the **Create Submission File** button
  - ➢ *Sets advance flag on Compensation records to*
    ☑ Strs Advance
  - ➢ *Places total accrued contribution amount in* **STRS Advance Configuration** *under* **System Configuraton** *as well as checks the* **Advance Mode** *box*
  - ➢ *Creates annual reporting submission file*

Fiscal Year-End Closing (continued)

■ Print or save final copies of reports as needed

Fiscal Year End Closing (continued)

- If third party data (ex. Renhill) needs to be added to the district STRS Advance tape file, the district does not want to submit the file to STRS until that spreadsheet information (in the correct format) has been merged in by NOACSC

- To merge third party data the district will need to securely send the STRS Annual file and the third party file to NOACSC.

Fiscal Year End Closing (continued)

- NOACSC will need to copy both files into the classic database and use the STRSMERGE process to combine the data to create one file. NOACSC will then securely send that file back to the district

- The district will then go into **Reports/STRS Advance** and click on the **Choose file** button, find their file, and then click on the **Submit Uploaded File to STRS** button

Fiscal Year-End Closing (continued)

◉ Go to **Reports/** and run **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 FY2019 Compensation - $21,600*
- *Creates a worksheet districts might use for SERS surcharge calculation verification*
- *See https://www.ohsers.org/employers/annual-processes/surcharge/ for complete details.*

Fiscal Year-End Closing (continued)

⦿ Correcting mistakes

➢ *If a payroll has **not** been processed while in advance a **Mass Change** definition 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** and uncheck the Advance Mode flag and also remove the Advance Amount.*

Fiscal Year End Closing (continued)

➢ *Correct mistakes and re-run **Reports/STRS Advance/Submission** file*

➢ *If a payroll has been processed after the advance is set- Contact STRS*

- File corrections with STRS

➢ *Restore files*

Post Closing

- During the payroll process

    - *FYTD amounts on the 450, 591 and 691 **Payroll Items** will **not** be updated by any accrued earnings or contributions*

    - *FYTD amounts on the **Dashboard** will be updated regardless*

    - *FYTD amounts on the 450, 591 and 691 deductions are updated only by new earnings and contributions on those new earnings*

Post Closing (continued)

■ During advance cycle certain pay types cannot be used on jobs with advance set as ☑ Strs Advance

- *REG*

- *IRR*

Post Closing (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 and pays paid are different by 1 (forcing a contract pay off) the amount on **System/Configuration/STRS Advance Configuration** may not balance

Post Closing (continued)

■ Verify each pay the **Amount Paid Back** in **System/Configuration/STRS Advance Configuration** is decreasing.

■ After all summer pays are complete

  ➢ *Verify **Amount Paid Back is zero***

  ➢ *If it is not zero go to **Reports/Report Manager/**, run **SSDT Check STRS Advance Report** and compare with employee totals on the **Advanced Positions Report** to see who's amount withheld on accrued earnings does not equal the amount STRSAD calculated*

  ➢ *File corrections with STRS as needed*