USPS Fiscal Year End Procedures for Redesign

Cost of Life Insurance Over $50,000

1. __________ If you have anyone retiring at the end of the school year, process the NC1 payment NOW for the cost of life insurance if insurance is valued over $50,000. Using **Payroll Payment-Current** or **Payroll Payment-Future** program, the amount should be included as part of their final pay using a pay type of **Life Insurance Premium**.
   a. For additional information see document "Reporting Taxable Amount of Life Insurance Premiums"

Month-End Closing

2. __________ Run **STRS Monthly Report** under **Reports** (OPTIONAL)

3. __________ Go to **Payments/Check Register** to reconcile checks manually or by Auto Reconcile
   a. To reconcile manually, select the checks and click 'Reconcile'
   b. To use Auto Reconcile, click the 'Auto-Reconcile' tab
      i. Reconciliation Date defaults to current date
      ii. Pay Rec Format – one time setup before using Auto Rec
      iii. Choose the file from the bank and click 'Upload'

4. __________ Run **SSDT Outstanding Checks Report** to help balance the payroll account

5. __________ Process Benefit Accrual by going to **Processing/Benefit Update** to accrue leave
   a. Run for Projection first and review
   b. Run again for Accrual (actual)

Quarter-End Closing

6. __________ Run **Quarter Report** by going to **Report/Quarter Report**
   a. In the "Totals" section of Quarter Report, the gross and adjusted gross should balance using a manual calculation

      Gross
      - Annuities

      Adjusted Gross Calculated

b. The Adjusted Gross Calculated should equal the adjusted gross amount from Quarter Report. This should be true for all adjusted gross figures in the "Totals" section.

7. __________ Payroll Item checks for the quarter should equal the total Payroll Items on Quarter Report
    a. Be sure to verify the electronic transfers of Federal and Medicare payments as well

8. __________ Total Gross on Quarter Report should equal the total of all payroll disbursement checks created during Payroll Posting to USAS for the quarter

9. __________ Balance W2 Report – recommend balancing quarterly to minimize problems at calendar year-end
    a. Go to **Reports/W2 Report and Submission**
    b. Use the W2 Reconciliation Worksheet
    c. If errors are discovered, check employee that had exception processing during the quarter, such as voided checks, error adjustments, or adjustments
        i. The SSDT Audit Trail Report can be useful in identifying these problems

10. __________ Go to **Processing/Outstanding Payables** and verify that there are no Outstanding Payroll Items

11. __________ Balance Employer Distribution amounts (if tracked on the system)
    a. Should equal the total of all USAS disbursement checks to the vendor or deduction company

12. __________ Complete and file any required quarter-end submission forms
    a. For city withholding, take the total gross times the percentage to be sure the tax withheld and submitted are correct
        i. NOTE: Mobile employees could cause discrepancies

13. __________ Run **ODJFS Report** by going to **Reports/ODJFS Report**
    a. Check all totals carefully for accuracy
    b. If necessary, go to **Core/Adjustments** to add the appropriate number of ODJFS weeks

14. __________ Generate **ODFJS Report Submission File**
    a. As of 1st quarter 2020, districts submit their own ODFJS file
    b. Upload to ERIC system by 7/20/2020

STRS Advance Processing

- *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.*

15. ___________ Go to **Report/STRS Advance**
    a. Start and End Date for Academic Year – dates based on the Academic Calendar (first and last day students are in session)
    b. Click Generate Advance Fiscal Year to Date Report
        i. This is a complete fiscal year-end report for all STRS Employees
    c. Click Generate Advanced Positions Report
        i. Lists all advanced jobs for your district
    d. Click Generate Non-Advanced Positions Report
        i. Lists STRS employees whose jobs will NOT be advanced

16. ___________ Verify the data on all reports ran in Step 15
    a. Advance Fiscal year to Date Report – check each employee's service credit and FYTD totals
        i. At the bottom of the report there is an amount labeled "Tax + Non-taxed". This amount should equal the amount deposited with STRS during the fiscal year plus the amount of accrued contributions on summer pays.

17. ___________ In **Reports/STRS Advance**, click Generate Submission File, once the data has been verified
    a. File name is STRSAD2006.txt
    b. Save the file in a secure location on your network
    c. Once the submission file has been generated, all eligible jobs will be flagged as in advance mode, set the system Advance Mode Flag, and then create the Advance Amount figure. Each time Outstanding Payables are processed for STRS, the Advanced Pay Back field, in System/Configuration/STRS Advance Configuration, will increase by the advance amount figure paid.

18. ___________ If you are a RENHILL/WIXEY district, email fiscal@noacsc.org to receive a secure file transfer link to send us the Renhill/Wixey file and your STRS Advance file. We will merge the two files and send it back to the district via secure file transfer.

19. ___________ In **Report/STRS Advance**, upload the STRS Advance file or the Renhill/Wixey merged file
    a. Choose file and click 'Submit Uploaded File to STRS'

20. ___________ Email fiscal@noacsc.org that your STRS Advance file has been submitted to STRS electronically

21. __________ Run Surcharge Report by going to **Report/SERS Surcharge Report**

   a. Save the report for comparison with data that is sent from SERS pertaining to surcharge employees

EMIS Staff Reporting

22. __________ Submit FY20 Final Staff and Course Collection by 8/08/2020

   a. Checklist was emailed 2/18/20 by Michelle and can be found on our website under Fiscal Services>Redesign, under Redesign Checklist
   b. Compensation records for FY20 should be reported. Compensation records for FY21 should NOT be reported.
   c. If you went live on Redesign after FY20 **Initial** Staff/Course closed, remove FY19 long-term illness days and add FY20 long-term illness days
   d. EMIS absence and attendance days are calculated for you through Job Calendars and Attendance postings.
      i. Make adjustments by going to **Core/Adjustments**
         - Click 'Create' and find by employee
         - Type should be EMIS Attendance or EMIS Absence
         - Enter a Transaction Date and Amount of days

NOTES:

- Modifications cannot be made to certain fields on Positions and Compensation records in the advance mode.
- Pay Types Regular or Irregular cannot be processed on advance jobs.
- System/STRS Advance Configuration – at the time of the last advance payment, if all advances have been paid correctly, the Pay Back field will zero out and the Advance Mode flag will be turned off. The Advance Amount figure will need to be removed manually, or will be overwritten the following fiscal year by the new advance amount.
   - SSDT Check STRS Advance Report can be run to compare totals for each employee to those on the Advance Positions Report. Any employee showing a differing amount should be researched.
   - Any differences should be reported to STRS as a prior year correction, if necessary.

You have completed the USPS fiscal year-end closing procedures!