

USPS-R Quarter-End Checklist

This procedure outlines the steps to be taken to close the USPS-R quarter-end.

ODJFS Reporting

1. ___ Processing ODJFS-Go to **Reports/ODJFS Report** choose the **Generate Report** option.

A) Check all totals carefully for accuracy. If necessary, adjustments can be made using **the Core/Adjustments** screen.

2. ___ When all data is correct, in **Reports/ODJFS Report**, click on the **Generate Submission File** option.

- A) Log into ERIC: <https://eric.ohio.gov/>
- B) Select the Quarterly Reports tab
- C) In the Navigation menu, on the left-hand side of screen, select *File Electronic Quarterly Report* and then select *Upload Quarterly Reporting and Payment File*
- D) Select the Quarter and Year you are filing
- E) Choose the Browse button to find the file you are uploading
- F) Check the Certification box
- G) Submit
- H) Print the Success screen for your records

Quarter-End Closing

3. ___ Go to **Reports/Quarter Report**

- A) **Year**- Should be defaulted to current year
- B) **Quarter**-Should be defaulted to current quarter
- C) **Sort By**- Choose sorting option from drop down

4. ___ Click **Generate Report**

A) In the "**Totals Summary**" section of the **Quarter Report**, the gross and adjusted gross should balance using a manual calculation.

Gross

- Annuities

Calculated Adjusted Gross

5. ___ Payroll Item checks for the quarter should equal the total Payroll Items showing on **the Quarter Report**. Be sure to verify the electronic transfers of Federal and Medicare payments as well. This should be true for every Payroll Item code.

6. ___ The total gross showing on QRTRPT should equal the total of all payroll disbursement checks created during Payroll Posting to USAS for the quarter.

A) Once balanced if a hard copy of the report is desired print the **Quarter Report**.

***Note-In the redesign software there is no clearing of quarter to date totals.**

7. ___ It is recommended that you balance the **W2Report** quarterly to minimize problems at calendar year-end.

A) Go to **Reports/ W2Report and Submission**. Output type should be set to **Report**. Check the report for errors.

B) Complete and balance the **W2Report Reconciliation Worksheet** for the quarter following the directions on the worksheet.

C) Balance the **Payroll Item** totals (taxes and annuities) on the **W2Report** with the totals from the **Payables Reports** from the quarter.

D) Balance the gross amounts on the **W2Report** with **Pay Reports** for the quarter.

***Note-These amounts may not balance due to the way W2Report handles certain amounts (e.g. Medicare pickup.)**

E) If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes made through **Core/Adjustments**. The **Audit Trail Report** can be useful in identifying these problems. To process the **Audit Trail Report** go to **Reports/Report Manager/SSDT Audit Trail**.

8. ___ Verify all Payroll Items have been paid by going to **Processing/Process Outstanding Payables** and making sure that there are no outstanding payables that have not been paid.

9. ___ The total of all board paid amounts (if tracked on the system) should equal the total of all USAS checks paid to the vendor or deduction company.

10. ___ Complete and file any required quarter-end submission forms.

11. ___ For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

***Note-Mobile employees could cause discrepancies.**

12. Only if hard copies of quarter end reports are desired, run the following:

- ◆ **Reports/Employee Master** (all data)
- ◆ **Reports/Employee Earnings Register**

You are now ready to proceed with payroll for the new quarter.