

NOACSC
Northwest Ohio Area
Computer Services Cooperative

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FISCAL SERVICES Newsletter

Please remember to contact us at **419-228-7417 x 3** or email us at fiscal.support@noacsc.org when you need assistance

September 2020

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New Email Address for Help/Service

We are always striving to improve services, and in doing so, are now using a different email address for you to request help. Please use the following email address when you need assistance, and the first available fiscal liaison will help you. The email address is:

fiscal.support@noacsc.org



We hope you will find using this system helpful.

Upcoming EMIS Deadlines for 20-21 School Year

It's hard to believe a new school year is upon us, and with that, new fall EMIS filing deadlines.

The Five-Year Forecast EMIS timeframe runs from 10/1/2020 with a deadline of 11/30/2020. We ask that everyone try to have their forecasts loaded no later than Friday, November 20 we can address issues that arise.

The Initial Staff EMIS timeframe runs from 9/24/2020 with a deadline of 1/29/2020. We ask that everyone try to have their Initial Staff EMIS loaded no later than Friday, January 22 to give us time to work with you on issues.

We will be holding a Staff EMIS remote training to go over the ins-and-outs of getting the best possible reports for your district. The training will encompass both Classic and Redesign so everyone can be helped during this training. The training is open to everyone, and treasurers may find the training useful as they work with their payroll staff to optimize Staff EMIS reporting. More information will be coming soon about the training.

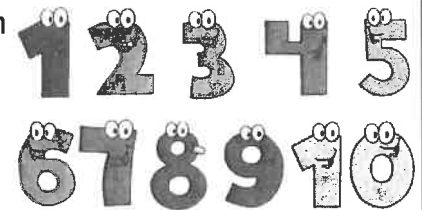


ADDING EXPERIENCE TO STAFF EMIS

One of the things that can be easily overlooked is the updating of experience fields for EMIS-reportable employees. In Classic, the program MASCHG can be run for Option 12 (MASINC) and that program will permit you to move up your EMIS-reportable employees by years of experience, including Total Years, Authorized Years, In District Years and Principal Years.

Redesign has a process to update the experience fields and it will be included in the Initial Staff and Course Collection checklist

Please remember the reportable years are the years completed PRI-OR TO this fiscal year, so any of the years' total figures will be through the end of last school year and will not include this year. Also, be sure to update your principal years' service if necessary.



COVID INFO OVERLOAD.....OH MY!

By now you may have had your fill of covid information, so please bear with us as we share this helpful information: If you need to use the two-week absence for an employee who has been exposed to covid (which does not count against sick leave), you can use the code OT for Other, or if you are already using that code for something else, you can use the code UN for Unknown. Neither of these codes will affect your leave balances but will record the leave you need. You can run a report for just the OT or UN choices in both Classic and Redesign to keep track of who has been off (in case you need to report that to anyone). If you use KIOSK, be sure to activate whichever code or codes you choose to use as this needs to be compatible with the codes you are using in payroll. If you are using AESOP, you will need to contact them about having those codes added if necessary.

Calculating Contract Recalculations

It happens with every district and sometimes every year....an employee leaves the district mid-contract and needs to be paid off.

Sounds simple, right? Not so. Due to the nature of the calendars in BOTH Classic and Redesign and how the calendars have to be used to start off new contracts in the summer, there is huge room for error unless you take some careful steps to review and verify salary.

Especially for 260-day employees but appropriate and important for ALL employees, if an employee leaves a job mid-contract for any reason (resignation, death, moving to different position within district), you will need to sit down with a calendar and physically count the number of days that employee worked, being careful to include leave days (personal, vacation, sick) if taken as well as any applicable holidays or possible dock days. Once you have your total days to be compensated for that employee, you will take that total times the daily rate of pay.

Once you do that you'll have what the person actually earned for that job. It is very possible this will not match the "Amount Earned" on Classic's JOBSCN or Redesign's Compensation Record, and that's okay due to the 'amount earned' being calculated completely on calendar connections. Be sure, when you enter new salary information, to verify the accuracy of the pay per period as well as the hourly or daily rate of pay. If you have a contract change due to late negotiations, you may choose to issue retro pay to 'catch up' the employee with their newly-increased salary.

If you have these situations and need assistance, please let us know and we'll be happy to help you. You can reach us at fiscal.support@noacsc.org or 419.228.7417 Option 3.