



## FISCAL SERVICES Newsletter

Please remember to contact us at 419-228-7417 x 3 or email us at [fiscal.support@noacsc.org](mailto:fiscal.support@noacsc.org) when you need assistance

January 2021

### Inside this issue:

General Reminders	1
Beware Ransomware	1
Staff EMIS	2
Form W4 Review	2
Office Closing	2

### General Reminders

Please remember the deadline for submitting W2s and 1099s to NOACSC is **Friday, January 15**. This will enable us to create the tape files and have those submitted prior to the January 31 deadline.

Please be sure you have your FY21 Initial Staff EMIS Period L submissions done by **Friday, January 22** to allow time for NOACSC staff to help with any final errors that may arise.

### Beware RANSOMWARE!

We had two districts that we know of in our ITC who were very adversely affected by ransomware. Ransomware is horribly hazardous as your entire system is shut down in your school as your tech employees, assisted by our NOACSC staff, try to rebuild the systems. It occurs when someone clicks a link or an attachment, and the “bots” in the ransomware then randomly begin attaching themselves throughout the system...picture a bunch of sneeze droplets exploding all over. In her own words, one of our own ITC treasurers, Annette Morman, shares what they’ve encountered since the attack at Bath Local Schools that literally shut down their entire school—it’s not know where in the district this attack originated.

*Our attack was first noticed on Nov. 24. Everything was shut down that morning.*

*As of Dec. 15, we still do not have access to our servers/files. Staff (including my office) are using small student laptops, with limited access to printers. We have internet and email. We were not able to print checks until Dec. 7. Students do not have their laptops back yet.*

*We are thankful for what we have, and for good backups so things can be restored, it just takes a long time!*

Please spread the word in your districts that this can and does happen. With so many computers in a district, something a staff member does in another building—or even a student—can have a tremendously negative impact on your fiscal office. Be aware, be careful, and be diligent against these types of things.



## **Staff EMIS Period L**

As you're checking your Staff EMIS reports, one of the most frustrating things is when you get a "Staff Missing" report. This means that someone reported at the end of the prior fiscal year is not reported on your current EMIS submission.

The easiest way to see who has been reported is to simply go to your Data Collector, and on the main screen of the Data Collector (called Collection Requests) you'll see a Message Center, and then below Collection Requests Summary you will see a way to select specific collection requests.

You will first click the box for "Show Closed Collections" and then directly above use the dropdown box for the FY20-L-Stf Crs Final, select L for the Data Set, and select 2020 for the School Year. An example of how it should look is below:

**Ohio Department of Education**

[Refresh](#) | [Restore Defaults](#) | [Hide Message Center](#)

Use the choices below to filter the list of collection requests shown

<b>Collection Request:</b>	<input type="text" value="FY20-L-Stf Crs Final"/>	<b>Data Set:</b>	<input type="text" value="L"/>	<b>School Year:</b>	<input type="text" value="2020"/>
	<input checked="" type="checkbox"/> Show closed collections				

**Sort Order**

Once you generate the reports, you'll want to click the line for the **CK Records** as this will show you all the staff you reported to EMIS for the final FY20 collection.

This will generate a spreadsheet of the employees and their records reported to EMIS. Some employees will have more than one line on the spreadsheet if they're reportable for more than one job for EMIS.

Even if you feel everything is correct, it doesn't hurt to review this spreadsheet to verify you didn't submit anyone in error. It never hurts for any submission to check the CK report, but in this instance, checking the prior fiscal year's report will save you many headaches as you trouble-shoot errors the following year.

## **Using the "New" W4**

As a general reminder, while the "new" W4 has been in place for a year, many of your staff have not yet needed to use it. With tax season here, it's important if someone wants to change their deductions, you'll want to do a simulation program such as Tax Estimator (In Redesign go to Utilities/Tax Estimator) or Taxtab (in Classic type TAXTAB at the Menu> prompt). Because the W4 entries on federal taxes is so different than entering data using the old forms, the simulation program is necessary to show the employee how they can best fill out the form.

The ideal situation will be to refer the employee to the website IRS.GOV for the employee to utilize the TAX ESTIMATOR program available there.

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**The NOACSC office will be closed on Monday, January 18, in  
observance of Martin Luther King Day**