



## FISCAL SERVICES Newsletter

*April 2021*

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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

### **EIS...Inventory Migration is on Its Way!**

The EIS/Inventory system should soon be ready for migration and we anticipate it to be ready for actual school use by October. We will keep you updated as we know more about the schedule for the EIS migration.

**FOR ANYONE WHO IS USING THE EIS INVENTORY SYSTEM IN CLASSIC RIGHT NOW: It's VERY important that you get caught up on your inventory entry. If you are not currently in FY21, please work on getting caught up until you are in FY21 for EIS. For all EIS users, please be sure you have plans in place to close your EIS system for FY21 within a timely manner so you are closed for FY21 prior to migration this fall. More information is forthcoming as it becomes available.**

### **Coding...It's Not Just Numbers**

Last month we discussed coding and the importance of using the correct codes when processing payroll. This month we'd like to take the time to impress upon everyone—especially payroll specialists—how object codes drive the system in determining budget assignment during board distribution programs.

If you use a 11\* code in payroll, this will automatically flow over to certified benefits. If you use a 14\* object code in payroll, it will automatically flow over to noncertified benefits. If you have staff members who work both certified and non-certified jobs, it's important to use the correct job pointing to STRS OR SERS and also use the correct object code pointing to certified or non-certified pay.

**We have discovered the use of a 190 object code for any salary payment will NOT work properly when trying to create board retirement or board distribution records in either Classic or Redesign. If you are still using the 190 object code, we highly recommend you switch to a better-defined object code that will translate properly to either certified or non-certified benefits.**



## **Contract Start/Stop Dates—Very Important Dates**

We can't continue to stress enough the importance, for Classic districts, of entering contract stop dates on your JOBSCNs prior to migrating to Redesign. While in Classic the contract stop dates were non-essential, the compensation stop dates in Redesign ARE essential and must be used to differentiate between one year and the next since each school year will create the need for a new compensation record for an employee in Redesign.

This is a learning curve from the way Classic software worked. Please take time now, if you are a Classic district, to be sure your contract stop dates are entered on active JOBSCN records. When you migrate, those contract stop dates will become compensation stop dates. Having those compensation stop dates is required for a proper payroll run.



## **Classic Active/Inactive Jobs**

If you are preparing for Redesign migration, it is VERY important to make inactive any jobs that are not normally needed for your routine payrolls. Jobs that migrate over to Redesign as active but in fact should be inactive will cause problems when you initialize your Redesign payrolls. Now is a great time to get those cleaned up.

## **Clearing Covid Fields (Redesign)**

Are you wondering how to find your Covid-19 fields on the grid and filter to see what needs cleared? Go to Payroll Items and the dropdown for Federal Tax Item. Add the 3 Covid fields in the MORE option. When it refreshes, you have to go back into the Federal Tax Item, filter at the top with >0 to see what does not equal zero. You will then know which records need to be cleared.



## **As the Districts Migrate**

As of April 1, we will have **35** districts live in Redesign, with **21** more to go as of April. We will be down to just **10** districts who will be closing out their fiscal year-end in Classic software. The fiscal year-end will be the LAST fiscal closing of Classic for any group as we anticipate all districts to be migrated by the end of November.

Statewide, there are more than **381** districts who have migrated to Redesign, and there remains roughly **176** districts statewide who still need to migrate. We are fortunate our NOACSC districts will be off Classic software before the end of 2021, as 2022 is the very last year for Classic and there are sure to be issues in that last year with the software.

## **Redesign Password Reminder! (Redesign)**

As a quick reminder.....treasurers can reset both USAS & USPS user passwords in Redesign by going to **system/user** and clicking on the key icon next to the user name.

***NOACSC offices will be closed on Good Friday, April 2!***

