



## 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

May 2021

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### Requesting Reports....What to Ask....and How....

We are VERY fortunate that we have our own report writer—Jon Pyles—who can create reports for our Redesign users that are varied from the normal SSDT reports available in Redesign.

First, please remember for Classic, there were the SSDT reports and then we had MANY local reports written by NOACSC staff years ago which made it hard to remember report names or even find what you wanted.

**Now with Redesign** the reports are ALL easily found under the Home and Reports tab at the top of the home page of Redesign. Sometimes a report you're used to having is not there. If that is the case, Jon can usually (not always) create a report you need. The key to requesting reports from Jon in either USAS or USPS is to:

1) Be VERY specific what you want....if you want a total for particular deduction codes, indicate exactly what deduction codes you want and also indicate whether the totals should be for the month, fiscal year or calendar year;

2) Explain with enough detail how you want the report subtotaled and totaled. If you want a report subtotaled by the first two digits of the function code, you need to clearly state that. Also explain with enough detail how you want your report sorted.

3) If you want something that combines USAS & USPS data, it won't work. Just as Classic & SAFARI reports were limited to either USAS or USPS, Redesign also has those limitations.

4) Understand there's a limit how much data can be pulled for one custom report. Just as SAFARI would bomb out if too much information was sought, the same can happen with Redesign reports.

5) If you want a report recreated in Redesign similar to a report you used in Classic, please give Jon the report option page from Classic so he can create that report for you. Or, if you have a report saved under the SAVE AND RECALL option in Classic, just tell Jon the exact name of that report and he can go in and retrieve that and create a Redesign report just like it for you.

Please keep in mind that, just like Classic (or SAFARI), there are limitations to report generation with Redesign. However, Redesign has more flexibility and capability to generate most reports you'd like to see. And also remember, you can download some data to excel and create your reports that way as well.



### Office Closing

The NOACSC offices will be closed on Monday, May 31, in observance of Memorial Day

## **ODJFS Days (Redesign)**

Please remember for ODJFS to calculate correctly, you MUST have your calendar start date listed on the compensation record. It is always a good practice to have the calendar start date listed for EVERY employee.

## **The Importance of MOE**

We will be sending information to districts regarding Period H Financial filing and how it relates to MOE (Maintenance of Effort) and federal programming. We encourage you to check your MOE calculations available in Classic software as these are run on a regular basis (monthly) as part of your monthly closing reports OR in Redesign, you will need to generate the report as you need it by going to the *SSDT Budget Summary MOE* report option.

With Period H opening on June 1, ODE is asking you to start running “trial runs” of your Period H financials and submitting those via the Data Collector to get any early warnings that your MOE may be incorrect. In addition, you may want to check your information on file in the Secure Data Center (SDC) in your SAFE account in case you note anything else that may need to be changed.

As we near fiscal year-end, we will continue to remind you about checking your MOE status.

## **EMIS and Long-Term Absences**

As soon as your school year is over you can start working on your long-term illness calculations. Please remember long-term illness designations will prevent someone’s extended absences from lowering your staff attendance rate, so it’s important to carefully look for anyone who may qualify for long-term illness designation. To qualify, the employee MUST have been out for FIFTEEN CONSECUTIVE DAYS OR MORE due to a qualifying illness or related sick leave use. The Classic **ABSRPT** or the Redesign **ATTENDANCE JOURNAL REPORT** are useful tools in determining long-term illness numbers.

## **Inventory & Redesign Migration**

If you are not already caught up on EIS and working in the current fiscal year (FY21), please make every effort to get caught up as soon as possible. We need to have everyone who will be migrating to Redesign EIS to have FY21 finished and closed so that you are in FY22 at the time of migration this fall. Please make every effort to get your inventory caught up now.



## **Important Retirement Information**

We have information directly from both retirement systems how to calculate days/adjustments when an employee’s work days do not fall within the pay period:

**STRS:** For the good news, STRS has indicated they don’t pay attention to days worked per pay periods and only care about the final tally of days worked at the end of the fiscal year as submitted on the yearly retirement report. In other words, if you have STRS employees with work days that fall outside the pay period, no need to do adjustments as long as you can validate the days worked on the final STRS report. Accuracy is always important when accounting for days, especially for part-time STRS employees, so please be sure to account for all days worked on that final STRS yearly report submission.

**However, for SERS:** Days/Hours worked MUST be reported in the pay period (SERS Pay Cycle) that days/hours are actually being worked (not the start/stop dates of the payroll). If some employees are paid on a pay lag, then there should be an SERS Pay Cycle set up to account for this pay period date range. The ability to post days/hours outside of the period beginning/ending dates is not valid for SERS Reporting. If districts find they are needing to change the day/hours with adjustments frequently, they should contact SERS, set up SERS Pay Cycles that will match the start/stop dates for these lag employees, then use the USPS Payroll Additions when processing a pay to bring these employees into payroll with the correct SERS Pay Cycle date ranges.