



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

March 2021

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THE COUNTDOWN CONTINUES—Inventory

Some of you who use the Classic EIS system have been asking about when Redesign will pick up the inventory system. The good news is this will be implemented later this year. The implementation will go quickly since Classic is nearing its end-of-life in 2022.

We will keep you updated regarding the EIS system migration as more news becomes available.

THOSE STAFF EMIS WARNINGS

It just seems you finished your Period L Initial, and now you're being asked to go back and start the next round.....that's EMIS for you. When you're checking your Data Collector reports, just what do some of those fatal messages and warnings mean?

When you go to your Data Collector (and both the treasurer and the payroll specialist should have access to the Data Collector) you'll see this on the right-hand side of your Staff & Course Collection box:

From ODE: [Level 2 Reports](#)

Submit Errors: [None \(has other errors or warnings\)](#)
Prepare Outputs: [Level 1 Validations](#)
[View submission & Data](#)



It's possible you may be showing submission errors, and if so that will be listed accordingly. You will notice the various items are highlighted so you can click on each one to take you to the correct place.

A "Validation Warning" In Level 1 Validations could be any number of things, but the main warnings seem to be in regards to age (if your employee is over 70, that's really okay and just ignore it). Or, a warning could alert you to the fact the system is questioning if someone truly should have 0 years experience or perhaps the semester hours are considered too low for the educational level indicated on the staff record. In the case of the semester hours, it is common for payroll updates to be made regarding a teacher's salary schedule placement when the teacher moves up to a new degree, but this ALSO requires updating the semester hours on the employee's record. Warnings won't prevent your data from submitting, but it's best to correct warnings.

THOSE STAFF EMIS WARNINGS (continued)

If you click Level 2 Reports, it will show you a large grid showing all the various types of components. For the fiscal office, you only need to check out potential problems with your staff data...some of those issues listed will be student data. However, if you see a "Fatal" or a "Critical" related to staff data, you will want to address any staff issues falling under those categories.

Staff Missing errors may occur because someone was improperly removed from the EMIS submission without first running that employee for a full reporting year showing separation date and reason. Regular jobs for certified and non-certified employees need to have the separation reason and date logged and reported to ODE via EMIS (coaching and supplemental contracts are the exception and do not require such reporting). Sometimes a Staff Missing error can occur if you've removed someone who has been gone for a number of years and still on the EMIS submission, but even if the person has been gone for a number of years, you have to go through the separation date and reason cycle to get those folks off of your submission. Staff Missing issues may also occur if you changed an Employee ID.

All of these issues can be easily addressed and we will be happy to help you with your questions. In addition, we will be training on this several times this year so you can better identify and correct staff EMIS reporting issues.

TALKING TO KIOSK

Please remind your staff to log in regularly to KIOSK if you are using it for absence reporting. Especially if your staff use AESOP to secure subs, often they won't check their KIOSK account. That very simple act of logging in is exactly what triggers KIOSK to 'talk' to our payroll software, so it's very important each person using KIOSK logs in on a regular basis.

26-24 PAYS

If you are using a 26-pay cycle (a bi-weekly cycle) and are considering switching to 24 pays, there is now documentation on our website under Fiscal/Fiscal Documentation/Miscellaneous that discusses how to make that happen. We are available to help with that transition if you'd like assistance.

CODING FUN

We've had a number of payroll specialists ask about coding for payroll and how everything ties together. We will be doing a tutorial to place on the web for payroll specialists, but here's a quick "mini rundown" of some essential payroll codes.

Your Budget Codes are broken down into a very basic sort:

FUND (3 DIGITS)

FUNCTION (4 DIGITS)

OBJECT (3 DIGITS)

SPECIAL COST CENTER (4 DIGITS)

SUBJECT (6 DIGITS)

OPERATIONAL UNIT/OPU (3 DIGITS)

INSTRUCTIONAL LEVEL/IU (2 DIGITS)

JOB (3 DIGITS)

Everyone will use the first three sets for payroll (Fund, Function, Object) and if you have grants you will use the fourth set (Special Cost Center). Many of you will use the Subject Level for your classroom teachers. Your Operational Unit designates a particular building such as an OPU for

CODING FUN (continued)

for the elementary, an OPU for middle school or junior high (or both), an OPU for high school and usually an OPU for central office. *The OPUs are critical as those help the sort option at the Department of Education when ODE runs comparison reports based on building expenses, such as comparing personnel costs for buildings among different districts, operational costs among individual buildings within the district and among districts, etc.* If a budget doesn't have an OPU, then the cost for that particular expense will be apportioned among all the buildings.

The Special Cost Center will help tie a specific Fund to a specific 'year' for expenditure. For example, a Title VIb grant fund of 516 will have a Special Cost Center for each year, such as 9019 for FY19, 9020 for FY20 and 9021 for FY21. EACH SCHOOL DISTRICT USES A SPECIFIC PATTERN for Special Cost Centers, but it's important to pay attention to any salary and fringe benefit budgets that actually have Special Cost Centers so you know whether charges need to be made to a particular fiscal year. This is a good talking point to have with your treasurer once you start a new fiscal year (July 1) to be sure you have staff coded appropriately to the correct grant years.

As additional information on the Special Cost Center, the "9" as the first digit of the Special Cost Center will actually flag the fund to stand alone. That's why you will see different clubs and activity groups with the same Fund of 200 or 300, but each Special Cost Center that has the "9" as the first digit will mean the cash is kept separate and therefore expenditures must also be kept separate. (as an example, 200-9006 may be Pep Club and 200-9007 may be Chess Club). That's why it is SO important to remain in communication about state and federal grants so the salaries are coded correctly when new grants become active, or when old grants still need to be paid out and then stopped for use. What is coded in payroll for salaries and benefits will affect which "year" a grant will charge.

At the junior high and high school level, Subject Level is required for most regular instructional budgets. For example, if you have a junior high teacher who teaches math, his code most likely will be 001-1120-111-0000-110000-??? with the "110000" being the subject level for math. (The question marks would represent the Operational Unit for that particular building.) The subject level may be important for EMIS because it ties back to the teacher's particular licensure. In this instance, if you coded in error a high school teacher with the subject code for high school math but he is not certified to teach math, you will get an error on your EMIS submission. *It's important that the treasurer and payroll specialist be in close communication with each other about what budget codes to use for staff members to ensure budgetary and EMIS reporting needs are correctly met.*

Instructional levels are used to designate which grade levels are assigned to particular budget codes at the elementary/middle school level. Codes are fairly self-explanatory and should be reviewed on a regular basis with the Auditor of State's manual. For instance, an instructional level of '01' flags that the budget code is for first grade; 02 flags the budget code for second grade, and so on. Some budgets, such as for salaries, will require at the lower grade levels to have the instructional level in place.

Please make it a practice to check the Auditor of State's website for codes as well as other information affecting schools.

UPCOMING MEETING FOR TREASURERS

On Friday, March 12, there will be a special training for TREASURERS ONLY to help treasurers become more familiar with the process and mechanics of payroll. This was a highly-requested seminar, and we are happy to offer this to you. This will be done via ZOOM and you can register online on the Training Calendar (on the NOACSC home page) if you'd like to attend. It's open to all treasurers, and the presentation will use Redesign as the demo model.

