

# USPS-R Quarter-End Checklist

This procedure outlines the steps to be taken to close the USPS-R quarter-end.

## ODJFS Reporting

1. \_\_\_ Processing ODJFS-Go to **Reports/ODJFS Report** choose the **Generate Report** option.

A) Check all totals carefully for accuracy. If necessary, adjustments can be made using the **Core/Adjustments** screen.

2. \_\_\_ When all data is correct, in **Reports/ODJFS Report**, click on the **Generate Submission File** option.

A) Log into ERIC: <https://eric.ohio.gov/>

B) Select the Quarterly Reports tab

C) In the Navigation menu, on the left-hand side of screen, select *File Electronic Quarterly Report* and then select *Upload Quarterly Reporting and Payment File*

D) Select the Quarter and Year you are filing

E) Choose the Browse button to find the file you are uploading

F) Check the Certification box

G) Submit

H) Print the Success screen for your records

## Quarter-End Closing

3. \_\_\_ Go to Reports/**Quarter Report**

A) **Year**- Should be defaulted to current year

B) **Quarter**-Should be defaulted to current quarter

C) **Sort By**- Choose sorting option from drop down

4. \_\_\_ Click **Generate Report**

A) In the "**Totals Summary**" section of the **Quarter Report**, the gross and adjusted gross should balance using a manual calculation.

Gross

- Annuities

Calculated Adjusted Gross

5. \_\_\_ Payroll Item checks for the quarter should equal the total Payroll Items showing on **the Quarter Report**. Be sure to verify the electronic transfers of Federal and Medicare payments as well. This should be true for every Payroll Item code.

6. \_\_\_ The total gross showing on QRTRPT should equal the total of all payroll disbursement checks created during Payroll Posting to USAS for the quarter.

A) Once balanced if a hard copy of the report is desired print the **Quarter Report**.

**\*Note-In the redesign software there is no clearing of quarter to date totals.**

7. \_\_\_ It is recommended that you balance the **W2Report** quarterly to minimize problems at calendar year-end.

A) Go to **Reports/ W2Report and Submission**. Output type should be set to **Report**. Check the report for errors.

B) Complete and balance the **W2Report Reconciliation Worksheet** for the quarter following the directions on the worksheet.

C) Balance the **Payroll Item** totals (taxes and annuities) on the **W2Report** with the totals from the **Payables Reports** from the quarter.

D) Balance the gross amounts on the **W2Report** with **Pay Reports** for the quarter.

**\*Note-These amounts may not balance due to the way W2Report handles certain amounts (e.g. Medicare pickup.)**

E) If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes made through **Core/Adjustments**. The **Audit Trail Report** can be useful in identifying these problems. To process the **Audit Trail Report** go to **Reports/Report Manager/SSDT Audit Trail**.

8. \_\_\_ Verify all Payroll Items have been paid by going to **Processing/Process Outstanding Payables** and making sure that there are no outstanding payables that have not been paid.

9. \_\_\_ The total of all board paid amounts (if tracked on the system) should equal the total of all USAS checks paid to the vendor or deduction company.

10. \_\_\_ Complete and file any required quarter-end submission forms.

11. \_\_\_ For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

**\*Note-Mobile employees could cause discrepancies.**

12.\_\_\_\_ Only if hard copies of quarter end reports are desired, run the following:

◆ **Reports/Employee Master** (all data)

◆ **Reports/Employee Earnings Register**

*You are now ready to proceed with payroll for the new quarter.*