

NOACSC
Northwest Ohio Area
Computer Services Cooperative

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FISCAL SERVICES Newsletter

Please remember to contact us at 419-228-7417 x 3 or email us at fiscal@noacsc.org when you need assistance

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Those New Federal W4 Forms

We are urging caution as employees come to you with new federal withholding forms. Please remember any new employee or an existing employee who wishes to change withholding is now required to use the new form. Unfortunately, what you *think* should happen is not exactly working that way with the new form and federal tax software.

Flagging the system that you are using the new W4 form automatically creates a different calculation of withholding of federal taxes than what you had with the old form. This means you should seriously consider directing employees to use the **Tax Estimator on the IRS website** (or use **TAXTAB/Classic** or **Tax Estimator/Redesign**). The taxes are calculated very differently based on the 2020 form (as compared to the older form) so use of the tax estimating program is the only way to be sure your employees have taken out of their checks exactly what they want taken out.

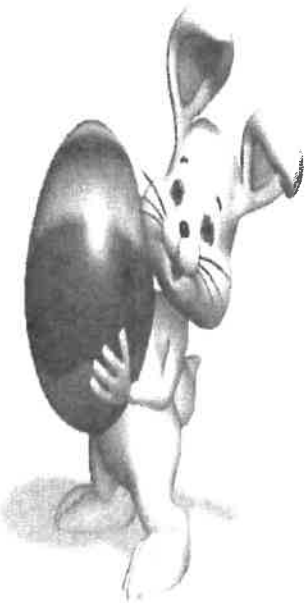
If you have questions about the **TAXTAB** or **Tax Estimator** programs, please let us know.

Contract Start/Stop Dates—Very Important Dates

As you each migrate to Redesign, you will hear us remind you over and over how important the “Start” and “Stop” dates are on the Redesign payroll screens. Unlike the Classic software, where the stop dates had little to no bearing on running the payroll, in Redesign software those dates carry considerable weight.

In your Compensation records, you will always need *Contract Start* and *Contract Stop* dates to facilitate the proper payment of salaries for employees who are on a regular contract. Start and stop dates “talk” to the Job Calendar and determine the amount earned and also whether or not someone who is under contract should be paid.

If you are still using Classic software, we urge you to get your stop dates entered in JOBSCN with the setup of new contracts beginning this fall. The stop date is essential to the accurate migration of your records to Redesign, so if you are not currently entering stop dates, you’ll want to do so now to save yourself valuable time later.



The Value of PAYRPT

We've said it often and it's worth repeating....there's still great value in *PAYRPT* (or in Redesign, *Payroll Report*) and the information the report contains. While you may balance perfectly and feel you're ready to go on with your payroll, it's still worth a look at the payroll detail before moving forward.



At a minimum, you should check the details of ANY NEW EMPLOYEE (whether a sub or regular) added to a current payroll. It's easy to miss important details such as Medicare, retirement or tax withholding. It's good to check those new employees to be sure they have retirement set up and it's with the correct retirement system. If you paid supplemental contracts, it's a good report to check to be sure retirement days were accurate.

If you pay an employee who is set up for both retirement systems depending upon which job is performed, it's a good report to check to be sure the correct retirement system was flagged for a particular payment. Especially important is when you change retirement withholding, such as when an employee goes from partial to full pickup or from regular pickup to pickup-on-pickup, or if you had to 'fix' an error on previous retirement withholding. While it's not necessary to check each and every person on the report, it's a good practice to 'spot check' employees throughout the report.

Finally, it's a good way to check your dates....your pay period beginning and ending dates as well as your actual pay date. ***PAYRPT or Payroll Report gives you that final chance to be sure everything is correct before moving forward. It's the difference between finalizing your payroll in peace versus having a panic attack because something major was wrong with the payroll and went undetected until too late.***

The report is worth its weight in gold, and especially worth its weight in peace-of-mind.

Fiscal Year-End Meetings

While final session dates and times have not yet been determined, we have blocked off the dates of Tuesday, May 26 through Friday, May 29 for fiscal year-end meetings. Since Classic will only have thirty-three participants left for a fiscal year-end meeting, we will offer one Classic session and will also offer it as a live webinar at the same time.

With Redesign being so new, all Redesign users will be asked to attend an on-site Redesign fiscal year-end meeting, ***pending everyone's return to normal following the COVID-19 issue.***

Please watch for future announcements regarding Fiscal Year-End meetings!

EMIS Quick Notes

*The deadline for your spring Five-Year Forecast (Period P) submission is May 31, but we ask that you have it submitted no later than Friday, May 22 to allow for submission assistance if necessary. We will be sending documentation soon regarding your Period P submission.

*Staff EMIS (Period L) needs to be done before you do your first payroll in July. We will cover more on this at the fiscal year-end meetings.

*Remember to run your Period H Early MOE submission.

The NOACSC Offices will be closed on Friday, April 10, in observance of Good Friday