



**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

January 2020

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### General Reminders

Please remember the deadline for submitting W2s and 1099s to NO-ACSC is **Friday, January 17**. This will enable us to create the tape files and have those submitted prior to the January 31 deadline.



The final collection for Staff EMIS is tentatively scheduled to open Tuesday, February 4. However, please remember some parts of the final staff collection cannot be completed until June. We will keep you updated if the dates would change.

### Payroll Protections

We continue to hear from our member districts about all sorts of frightening attempts by outside sources who try to commit fraud by scamming payroll accounts and using high-jacked emails to do so.

One best practice suggested by a number of districts is to simply require employees to come to the payroll or treasurer's office to fill out banking information change forms in person, and requiring that person to sign the document. Use of emails to permit employees to make changes to their account numbers or for distribution among accounts cannot always guarantee the email is coming from a real employee.

## **Payroll Protections (continued from Page 1)**

While you probably feel you can trust an email that's coming from in-house, it is possible to hijack an email account. Especially if the request is to change a routing number, emailed requests to do this can be dangerous. There is an option to verify the ABA number (routing number) is correct to the name of the bank, but hacking can occur on employee bank account numbers as well.

We urge you to be diligent in how you handle changing payroll information, from changing the routing and account numbers to even changing the addition of, or distribution among, accounts. While we all want to be as user-friendly as possible, most employees will understand the need to protect their information and should understand asking them to fill out their banking paperwork in person.



No matter how you proceed when dealing with outside technology threats, know the threats are very real and they will continue to be a threat to your district and its employees. Please be diligent in watching for these threats.

## **Redesign—The New Waves**

By now you have seen the email from Director Ray Burden regarding the change in the Redesign migration schedule to get all of our NOACSC schools up and running in Redesign prior to the end of 2021. We have had concerns about the year 2022 when ALL the remaining Classic schools statewide would have to migrate and we want to avoid that "rush" in the final year before Classic goes away. More importantly, we are concerned about the performance of Classic in 2022 as state support of the operating system will go away. We want the best for our districts.

Rest assured all five fiscal staff members can support both Classic and Redesign. We are ready and eager to make your migrations go smoothly, and we are also committed to our Classic users until the last school is migrated. The updated Wave Schedule can be found at:

<http://www.noacsc.org/wp-content/uploads/2019/12/Redesign-Wave-Forecast-Updated-V2-1.pdf>

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**The NOACSC office will be closed on Monday, January 20, in observance of Martin Luther King Day**