



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

MAY 2020

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Office Closing

The NOACSC offices will be closed on Monday, May 25, in observance of Memorial Day

Fiscal Year-End Meetings

Our fiscal year-end meetings have been scheduled for the last week of May and they will all be offered via ZOOM due to the covid crisis:

Redesign Wave 5 Districts: Shawnee, Allen East, Ada, Continental, Hancock County, Marion Local, St. Henry, Ottawa Glandorf

Tuesday, May 26 1-4 pm OR Wednesday, May 27 1-4 pm

Delphos, Vantage, Paulding: Friday, June 11 9 am to 12 noon

ALL OTHER Redesign Districts:

Wednesday, May 27 9 am to 12 noon OR Thursday, May 28 1-4 pm

ALL CLASSIC DISTRICTS: Thursday, May 28 9 am to 12 noon

Recordings will be made of the Classic presentation and a Redesign presentation. *As long as you register for your session on our NOACSC Training Registration site, you will receive an attendance certificate.* There is much to cover this time for both Redesign and Classic so your participation is encouraged.

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.

Redesign—Did You Know????

Did you know if you add a stop date on an employee's federal record, it will put stop dates on ALL the other payroll items and the Pay Distribution????

Period H & Inventory

Period H filing has been made easier by removing the supplemental reporting on Period H for inventory. This means as soon as you close your fiscal year, you can generate and submit your Period H financial records.

Please understand this doesn't mean inventory can be ignored. The Ohio Auditor of State reminds us that inventory is still required under Ohio Revised Code and is subject to audit. Just like many things in the ORC, inventory is not always checked by the state auditors. However, since it is in Ohio Revised Code it can be subject to audit and may be at any time. We were just reminded of that at the latest OASBO Auditor of State Committee meeting.

The inventory system in Classic is a good system and the SSDT is working on finalizing a Redesign inventory package that will let your Classic inventory migrate over to Redesign. Please let us know if you'd like more information about inventory.

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.

Redesign—Templates

One of the greatest innovations with Redesign is the use of TEMPLATES for payroll items (deductions). The templates are pre-loaded for ease of adding new employees and their withholding information.

We have found the templates to be especially helpful if you have buildings in different taxing jurisdictions. For instance, if you have a sub teacher at one building with a city income tax and that sub also teaches at another building in a different village (one with a different city income tax), you can set your templates for City #1 income tax withholding and City #2 income tax withholding and so on. Then you can create a compensation record for the sub teacher for each of those buildings (or more if the district has more than two buildings located in different city taxing locales.) When you pay the sub, you can select which city location the sub is working and pay that sub accordingly, thus deducting the correct amount of city tax based on where the sub worked.

Templates can have city and income tax withholding preloaded, and templates for insurance withholding can have the standard withholding amounts loaded for ease of data entry. Templates are a great addition to this new software!

