



**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.support@noacsc.org](mailto:fiscal.support@noacsc.org) when you need assistance

November 2020

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### **Date Reminders—EMIS & Forecast**

For Period L Staff EMIS, the period opened September 24 and will close on January 31. However, we are asking all of you to finish submissions by Friday, January 22 to give us time to assist you if problems arise.

The reporting period for the five-year forecast is open and will close on November 30. We are asking you have your forecast submitted no later than Friday, November 20 so we can assist you before the deadline if necessary. (Please keep in mind the following week after November 20 is Thanksgiving week and NOACSC staff will be out Thursday and Friday of that week.)

### **Inventory-What to do Now**

The EIS system is still with Classic and anticipated to remain there until the end of 2021. This means for Redesign districts, you'll need to download your pending files to the Classic EIS system and for Classic, it will be business as usual.

Since the EIS system is scheduled for release sometime later in 2021, it wouldn't hurt to take a close look at your inventory if you haven't done so for a while. You can generate sort reports by tag number and often this is a way to look for your earliest acquisitions to see if there are old/no-longer-there things to be removed from the system. More information will come as it's available about EIS moving to Redesign.



### **NOACSC Staff—Thanksgiving Holiday**

The NOACSC office will be closed on Thanksgiving and the day after Thanksgiving (November 26 & 27).



## **AOS Compliance Supplement**

For the treasurers out there, remember the AOS Compliance Supplement (on the Ohio Auditor of State's website under Publications) is a great resource to see what needs done in order to be in compliance with your practices. The Compliance Supplement spells out situations and how they will be audited and what will be looked for when you get audited. The Compliance Supplement is based upon Ohio Revised Code and is a great resource to know "how should I handle this?" type of situation.

### **Those Pesky Dates!**

For those of you still on Classic software, now is a good time to take a close look at the Contract Stop dates on JOBSCN as it would be helpful to have those entered before migrating to Redesign. In Redesign the Contract Stop Date is called *Compensation Stop Date*. It's essential in Redesign to have the Compensation Stop Dates entered for the payroll system to work properly. Having the Contract Stop Dates entered in Classic now for active employees will save you time later when you are migrated to Redesign.



Also important for both Classic and Redesign are Calendar Stop Dates. Many of us got in a habit about not worrying about Calendar Stop Dates, but now we know once a person is terminated, you must have your Calendar Stop Date entered to keep the calendar from assuming the person is still working and accruing pay. The Calendar Stop Date will also help prevent former employees from pulling forward into benefit accruals.

Separation dates are also important. The Separation Date in EMIS (for both Classic and Redesign) is the date the employee last worked. Please do not confuse this with the date the employee was last paid. In order for a terminated employee to stay off your EMIS records as an active employee, you must have the Separation Date established on or before June 30.

### **Being Thankful....For Our Users!**

We don't often get the chance to let you all know how much we appreciate working with you. As we are just past the halfway point for migrating to Redesign, we thank those schools who have worked so hard to get through the migration, and we thank the schools who are waiting for their own migration for their patience as we work our way through the list.

By this time next year, we will be almost complete with migrations and we should be finished by November 2021. The timing was tight, but with your help we are making it through the migration schedule on time. Thank you all for working with us so diligently!