



FISCAL SERVICES Newsletter

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

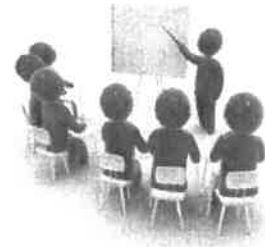
October 2020

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Staff EMIS Training (VIA ZOOM)

Staff EMIS training (for all levels of expertise) is scheduled for Thursday, October 22 from 1 p.m. until 3 p.m. We will cover both Redesign and Classic Staff EMIS reporting. New users are especially encouraged to sign up for this training. This is geared for not only payroll professionals but also for treasurers.



EMIS Date Reminders

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.

In addition, you will remember that the Student EMIS side needs the staff data to complete the cycle for reporting student data. Because of that, we are asking you to have preliminary data submitted once by October 16 so the staff data and student data can be merged on the student side. Your data doesn't need to be cleaned up or finished; we just need you to prepare and complete a preliminary submission so that both sides of EMIS can start 'talking' to each other.

Five Year Forecast

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.)

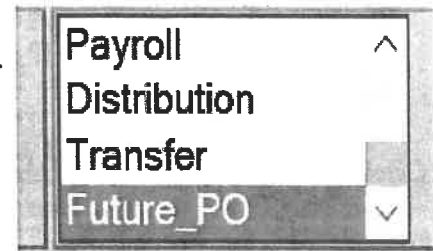


Something for Classic Users....Future POs

How often have you wondered what a future PO might be and nobody seems to remember what it was for? To find out, the answer is simple:

Just go to USASWEB and go to Purchase Order and Query. Once you've clicked Query and the PO search box pops up, enter a start date but it's not necessary to enter an end date. Then go to the lower right-hand side of the query box and there you'll find a drag-down box where you can select Future_PO (see example below). Once there you can click FIND and up pops any future POs still waiting for processing.

It may be a good practice to check that once a month before closing to be sure there are no future POs hanging around in that particular month. Once you close the month selected for a future purchase order you can no longer post the future purchase order. This should make life a little easier while you're still in Classic!



.... And for Redesign Users—Dates Make the Difference!

When it comes to Redesign payroll, dates REALLY make the difference! You've heard us talk about the need for compensation start and stop dates, and we can't stress enough the importance of those dates. The compensation start and stop dates drive when the payroll will pull in as well as it "talks" to the job calendar to calculate accrued earnings based on the calendar dates and the daily rate of pay.

For new employees, in order to get those employees started in the system, you need to have the Calendar Start Date (on the Compensation Record) entered or that person will not receive any weeks for the ODJFS report. The Calendar Start Date box is misleading because it's positioned under the heading called Historical Context, but this is still something that has to be entered.

In addition, when you set up new compensation records each year, your calendar stop date will need to be set as well (in relation to the compensation record stop date) in order for ODJFS to pull the data correctly for the quarterly ODJFS records.

Office Update

While NOACSC offices are open, we remain under the "no visitors" plan and therefore meetings for this fall will continue to be presented on ZOOM. As of this writing, each NOACSC department is working with half the team in the office one week and the other half in the office the opposite week. This is being done to limit exposure risk while we are still following covid protocols.

No matter where your fiscal team is working, we're ready to assist you when you need help!

