



2021 USPS-R Fiscal
Year-End Review

2021 Fiscal Year-End Review

- ▶ Please remember to follow the USPS-R Fiscal Year End Checklist when completing your fiscal year-end process.

Pre-Closing Overview

- Life Insurance Premium Payments
- Verify **System/STRS Advance Configuration** amount is zero from previous fiscal year
- Run **Reports/STRS Advance**
- Create new job calendars
- EMIS staff reporting for year-end cycle
- New contracts for July 1 start dates

Pre-Closing – Life Insurance Payments

- ▶ Life Insurance Premium Payments
 - For those employees retiring as of June 30 the Life Insurance Premium amount can be processed through Payroll Payments - Current or Future or as an Adjustment record.
 - ▶ No retirement is withheld
 - ▶ Reference IRS Publication 15-B
<http://www.irs.gov/pub/irs-pdf/p15b.pdf>
 - ▶ Pages 13-15

Pre-Closing – Life Insurance Payments (continued)

Payroll Payments - Future

Future Pay Amount

Create New
 Close

Employee *

Lloyd, Shawn Trent - ANON1013

Compensation: *

Position: 2, Desc: Secretary (Comp: NonContract, constantly)

Future Pay Amount

Description

Pay Type

Life Insurance Premium

Effective Date

Units

1.00

Rate

100.000

Gross

Applies For Retirement

Retire Hours

Supplemental

Supplemental Tax Option

None

OR

Pre-Closing – Life Insurance Payments (continued)

Payroll Payments - Current

Position Pay

Employee: Mays, Brandi Terri - ANON147
 Position: Position Number: 1, Position Description: Custodian, Status: Active

Gross Calculations

Adoption Assistance Non Cash Earnings	Contract Gross	Contract Gross Without Future Amounts
<input type="text" value="0.00"/>	<input type="text" value="3,005.19"/>	<input type="text" value="3,005.19"/>
Future Gross	Gross	Life Insurance Premium Non Cash Earnings
<input type="text" value="0.00"/>	<input type="text" value="3,005.19"/>	<input type="text" value="0.00"/>
Non Cash Taxable Benefit	Position Retirement Gross	Supplemental Gross
<input type="text" value="0.00"/>	<input type="text" value="3,005.19"/>	<input type="text" value="0.00"/>

	Pay Type	Compensation	Units	Rate	Gross	Contract Gross	Hours Worked	Description	Applies For Retirement	
Edit	Regular	Position		10.00	300.519	3,005.19	3,005.19	80.000	Regular Wages	<input checked="" type="checkbox"/> Applies For Retirement
Edit	Life Insurance Premium	Position		1.00	100.000	0.00	0.00		Life Insurance	<input type="checkbox"/> Applies For Retirement

OR

Pre-Closing – Life Insurance Payments (continued)

- Life Insurance Premium Payment
 - Federal, State nor OSDI taxes are withheld
 - Added to wages even though no tax is withheld
 - Medicare and FICA are withheld
 - Flag on the **Payroll Item Configuration** city records controls whether city tax is withheld.


Pre-Closing – Life Insurance Payments not entered before last pay

Core/Adjustments

Adjustment Journal +

Employee
Workman, Dalton M - ANON111 ▼

Payroll Item
Type: Federal Tax, Code: 001 ▼

Type	Transaction Date	Amount	Description
Life Insurance ▼	 3/18/19	100.00	

***Necessary only if the Life Insurance Premium pay type was not used prior to the last pay for the employee**

Pre-Closing – Life Insurance Payments not entered before last pay

- ▶ If an adjustment was entered:
 - ▶ The W2 Report will automatically adjust the total gross and applicable gross amounts for the Federal, State, OSDI, City (if applicable) and Medicare. *No manual adjustments are needed for the total gross or applicable gross.*
 - ▶ If the Medicare withholding was paid by the employee, employer, or employee and employer, adjustments must be made to the **Amount withheld** and **Board Amount of Payroll Item**. If Medicare is fully board-paid then the total adjustment should be made to the **Board Amount of Payroll Item**.
 - ▶ Note: The city is only adjusted when the payroll item configuration for the city payroll item is checked to Tax Non Cash Earnings

Pre-Closing – Life Insurance Payments (continued)

- Payroll Item Configuration – tax will be withheld during payroll if 'Tax Non Cash Earn' is checked

Payroll Item Configuration

City Tax Annuity Options

Annuity 401 a Annuity 401 k Annuity 403 b
 Annuity 408 k Annuity 457 Annuity 501 c
 Non Wages 125 Other Wages 125

Employer Paid Amounts To Be Taxed

Select Employer Paid Amounts to be Taxed
Available Employer Paid Payroll Items:

400 - Metter Services - SERS
450 - Hickox Textiles - STRS
500 - Bowens Mill Landscaping - Annuity
501 - Crawfordville Software - Annuity
502 - Westwood Pro Services - Annuity
503 - Coverdale Motor Services - Annuity

Tax Employer Paid Amounts for these Payroll Items:

Tax Employer Amounts

Options

Suppress SSN ID Employer Health Coverage Job Level
 Medicare Pickup Tax Non Cash Earn Voluntary
 Required Show On Create Wizard

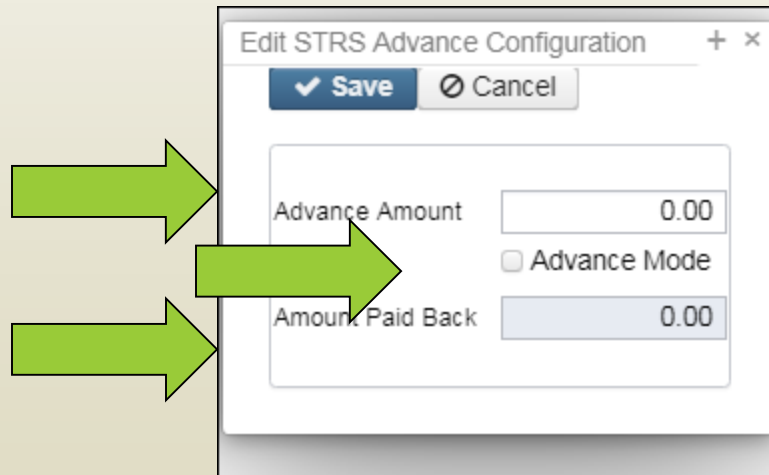
Payee Information

Pre-Closing – Life Insurance Payments (continued)

- ▶ Life Insurance Premium amounts are not included in total gross pay charged to USAS
- Reports provide special totals for balancing
 - ▶ Payroll Report
 - ▶ Pay Amount Summary Report
 - ▶ Quarter Report
- The Adjustments grid can be used to filter the data for the year and then a report can be created by clicking on **Report** and choosing the Excel Data format. The **Amount** can then be totaled using Autosum.

Pre-Closing Advance Configuration

- ▶ System/Configuration/STRS Advance Configuration
 - STRS Advance fields should be blank and Advance Mode Flag unchecked.



Pre-Closing Termination Date

- ▶ NOTE: The employee termination date on the **Employee** record must be updated when an employee leaves the district. This field is used to determine the length of the employment relationship when calculating service credit for STRS employees.

Pre-Closing STRS Advance Report

- Go to **Reports/STRS Advance**
 - **Do NOT generate the submission file yet!**
 - The following 3 reports can be generated now to begin balancing and verification of data:
 - 1. Generate Advanced Positions Report** - Similar to STRSAD.TXT in Classic
 - Program will project days through the end of the fiscal year to determine jobs to advance and calculation of credit
 - Earnings include those in the future
 - Advance amount will be too large until all June pays are completed
 - 2. Generate Non-Advanced Positions Report** - Similar to Non-Advance.TXT in classic
 - 3. Generate Advance Fiscal Year To Date Report** - Similar to STRSAD.RPT in classic
 - This is the complete fiscal year-end report for all STRS employees, including all advanced employees

Pre-Closing - Job Calendars

➤ Job Calendars

- Job calendars for the 2021-2022 school year can be added to the system as soon as board-approved
- Utilize **Core/Job Calendars**
- Create one calendar with work days and holidays
- Tip: Use the 'Copy' function and then modify specific calendars
- Remember to create a Default calendar

Pre-Closing - Job Calendars Copy Option

Home Core Payments Payroll Processing Reports System Utilities USAS Integration

Job Calendars

+ Create + Mass Change + Copy Mass Change

			Type
			axw
			bez
			cba
			ccf
			dki
			dty
			dvni
			ekz
			eyc
			fck
			ffn
			ffo
			fmxi
			ghf
			qpwi

Copy Job Calendars

Copy From: axw - automa

Start Date:

End Date:

Copy To

Select Job Calendars:

Available: dty - automaticall, dvni - automaticall, ekz - automaticall, eyc - automaticall, fck - discovered, ffn - constantly, ffo - automaticall, fmxi - automaticall, ghf - automaticall, gpwi - automaticall

Selected: axw - automaticall, bez - automaticall, cba - automaticall, ccf - automaticall, dki - headphones

automatically

Pre-Closing EMIS Staff Data

- Be sure to follow the checklist! The Period L Final Checklist is located on our website.
 - Hover over Fiscal Services and click on EMIS Staff and Fiscal Documentation

EMIS Staff and Fiscal Documentation

- ODE EMIS Manual
- FY21 Initial EMIS Staff Reporting Guide (Classic)
- FY21 Initial EMIS Staff Reporting Guide (Redesign)
- **FY21 Final EMIS Staff Checklist**
- Five-Year Forecast Submission (Fall)
- FY21 Staff EMIS PowerPoint Presentation
- FY21 Final Spring (Classic) Staff EMIS Collection
- Staff Missing Report Explanation
- FY21 Staff EMIS Refresher Training
- Reminder for Staff EMIS Reporting

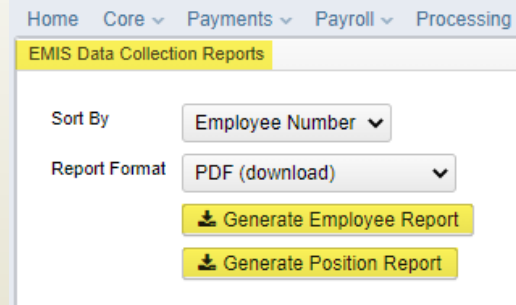
Pre-Closing EMIS Staff Data

- Clear any **Long Term Illness** data from prior fiscal year (2019-2020)
 - Go to **Core/Employees** – On the grid under **More/State Reporting** check **Long Term Illness**
 - Filter on the grid for any Long Term Illness Days >0
 - **Mass Change Option** – Contact fiscal.support@noacsc.org for this option
 - Under **Load Definitions** click on **Clear Employee Long Term Illness**
 - Click the **Execution Mode** option
 - Click on the **Submit Mass Change** button
- Enter any long term illness data on the **Employee** record for the 20-21 school year
 - 15 or more consecutive absences
- Use SSDT Attendance Journal Report to review Long Term Illness

Pre-Closing EMIS Staff Data (continued)

➤ Complete Staff/Course Collection

- Run the EMIS Data Collector Reports under Reports menu







The screenshot shows a web interface for generating reports. At the top, there is a navigation bar with links for Home, Core, Payments, Payroll, and Processing. Below this is a section titled "EMIS Data Collection Reports". Underneath, there are two dropdown menus: "Sort By" set to "Employee Number" and "Report Format" set to "PDF (download)". Below the dropdowns are two yellow buttons: "Generate Employee Report" and "Generate Position Report".

- Criteria for the Employee Report: employee must be set to report to EMIS and not be archived
- Criteria for the Position Report: the employee, position, and compensation must all be marked as reportable to EMIS and the employee and compensation cannot be archived. If this is all true, then the compensation date range must overlap the current EMIS fiscal year date range. The EMIS fiscal year date range is based upon the fiscal year that is on the EMIS Reporting Configuration. If FY on the config is set to 2021, for example, then the EMIS FY date range is July 1, 2020 through June 30, 2021. If the position has a separation date, and if that separation date falls within the prior EMIS fiscal year, then the compensation will be included (since the reportable to EMIS flags are true).

Pre-Closing EMIS Staff Data (continued)

Run the six EMIS Reports on your Home page to verify employee demographic, position and compensation data.

	EMIS Active Contract Compensation Report
	EMIS Active Non Contract Compensation Report
	EMIS Active Position Report
	EMIS Demographic Data Report
	EMIS Inactive Non Contract Compensation Report
	EMIS Inactive Position Report

Pre-Closing EMIS Staff Data (continued)

EMIS Employee Entry		EMIS Position Entry		EMIS Contractor (CJ)		EMIS Contracted Service (CC)					
+ Create		Extract CJ Data		Advanced Query		Report		More		Reset	
Employee #	Last Name	First Name	Position #	Position Description	Local Contract Code	IRN	Position Code	FTE			
ANON204	Manning	Pat	1	Driver		047050	230	0.01000			
ANON2070	Stafford	Rose	1	Aide		047050	230	0.01000			

EMIS Employee Entry		EMIS Position Entry		EMIS Contractor (CJ)		EMIS Contracted Service (CC)							
+ Create		Mass Change		Extract CC Data		Advanced Query		Report		More		Reset	
Federal Tax Id	Position Code	Funding Source	Local Contract Code	Contractor Name									
465516188	499	L	999	LEAP									

Create/update EMIS Contractor (CJ) records and/or EMIS Contracted Service (CC) records if applicable. Go to Core/EMIS Entry and click on the appropriate tab(s) and click the Extract CJ Data button or the Extract CC Data button. Check Level 1 error reports from EMIS and make any corrections to staff data and then reload using SIF Data Collector.

Pre-Closing EMIS Staff Data (continued)

► Staff Missing Report

- An error report that shows all staff members who were reported in the previous reporting period without a separation date and that have not been reported by the district for the current reporting period.
- A “fatal” error will appear when data is submitted by the district but is unable to come through because inaccurate or invalid data has been reported for the employee. Check the Level 1 Validation reports.
- The “missing data” status message will appear when Staff Employment (CK) or Staff Demographic (CI) records have not been reported for the employee for the current reporting period.

Pre-Closing - New Contracts

➤ New Contracts

- Job calendars for the upcoming school year should be created first
- New contracts can be entered for all stretch-paid employees.
- Go to **Processing/New Contracts**. One of the following options can be used
 - **New Contract Maintenance** - Similar to MAINT in NEWCNT classic
 - **Mass Copy Compensations** - Similar to BUILD in NEWCNT classic
 - **Import New Contracts** - Similar to IMPORT in NEWCNT classic
- Report to EMIS flag
 - FY22 Contracts with a compensation start date of 7/1/21 or **after** can be marked as Reportable to EMIS. Redesign knows not to report them in the FY21 collection because of the compensation start date.
 - If any FY22 contracts with a compensation start date on or **before** 6/30/21, those should NOT be marked as reportable or they will be included in the Final collection.
- Don't forget about the Calendar start date under "Historical Context" section in the compensation record
 - The calendar start date is used for attendance day counting from the job calendar. If the calendar start date has not been updated on the new contract, the fiscal year start date (7/1/21) will be used for counting attendance.

Pre-Closing - Non-Contract Compensations

- Go to **Reports/Report Manager** and click **Generate SSDT Non-Contract Compensation Mass Load Extract**
 - Filter and remove OLD Non Contracts
 - Make any necessary updates and save the file in .CSV format
 - Go to **Utilities/Mass Load**
 - Click the **Choose File** button and find your .CSV file
 - Under **Importable Entities** choose **Compensation**
 - Click **Load**
 - Mass Load can be used to update non-contract compensations OR to create new ones
 - <https://wiki.ssd-t-ohio.org/display/uspsrdoc/Mass+Load#MassLoad-Compensation>

Month-End Closing Retirement Reports

- ▶ Be sure to report contributions and service days/hours for SERS and STRS for your last pay in June.
 - ▶ Reports/SERS Per Pay Report
 - ▶ Earnings x 10% should equal contributions
 - ▶ Reports/STRS Report
 - ▶ Earnings x 14% should equal contributions
 - ▶ Reports/STRS Monthly Report (optional)

Month-End Closing

Reconciling Checks/Benefit Accrual

- ▶ Use **Payments/Check Register** to reconcile or Auto reconcile checks
- ▶ Run **Reports/Report Manager/SSDT Outstanding Checks Report** or **Reports/Payment Transaction Status Report** to find all outstanding payments
- ▶ Balance payroll account
- ▶ Go to **Processing/Benefit Update and Projection** and process leave accruals for the month if necessary.

Quarter-End Closing Quarter Report

► Go to **Reports/Quarter Report**

- Lists all QTD figures from Historical Payroll and any adjustments for the quarter made in Adjustments.
- Compare totals of Outstanding Payables checks written to the Quarter Report totals for each Payroll Item code
- Be cautious of Payroll Items combined by Payee on Payee Payments grid
- Any differences should be resolved

Quarter-End Closing Quarter Report (continued)

- Compare the '**Total Gross**' listed to the total of all payroll clearance checks written from USAS
 - Filter for Payroll disbursements in USAS

Disbursements

Generate Print File Reconcile Unreconcile Auto-Reconcile Void Resequence

<input type="checkbox"/>		Reference #	Vendor #	Primary Name	Date	Type	Amount
<input type="checkbox"/>					040121..063021	d	
<input type="checkbox"/>		14143			05/07/2021	Payroll	47,907.77
<input type="checkbox"/>		14121			04/16/2021	Payroll	46,954.02
<input type="checkbox"/>		14107			04/02/2021	Payroll	48,275.27

- Subtract gross for payroll checks voided during the quarter from payroll clearance checks written

Quarter-End Closing Quarter Report (continued)

Totals Summary

	QTD Total	YTD Total	FTD Total
Total Gross:	\$677,719.60	\$1,589,120.57	\$1,589,120.57
Total Annuities:	\$118,089.21	\$275,513.91	\$275,513.91
Non-Federal Tax Annuities:	\$0.00	\$0.00	\$0.00
Non-Cash Earnings:	\$0.00	\$400.00	\$400.00
Calculated Adjusted Gross:	\$559,630.39	\$1,314,006.66	\$1,314,006.66
Total Employees:	65		
Total Employee Count Per 941 Instructions:	0		
Total Employees Paid in Quarter:	59		
Total Employees Reportable for ODJFS:	0		

Quarter-End Closing Quarter Report (continued)

- ◎ Balance 'Calculated Adjusted Gross' on the Quarter Report
- ◎ The 'Total Gross' minus the 'Total Annuities plus Non-Cash Earnings' should equal the Calculated Adjusted Gross. If they do not equal:
 - Verify the total annuities equal total of all **Outstanding Payable** payments made to annuity companies
 - Run the **Audit Report** (under **Reports**) to look for manual changes to total gross, applicable gross, payroll item annuity amount withheld, Federal applicable gross
 - Verify the non-cash amounts
- All payroll item checks for the quarter should equal the total payroll items showing on Quarter Report. Be sure to verify the electronic transfers of federal and Medicare payments as well. This should be true for every payroll item.

Quarter-End Closing Quarter Report (continued)

► Quarter Report

Totals Summary

	QTD Total	YTD Total	FTD Total
Total Gross:	\$677,719.60	\$1,589,120.57	\$1,589,120.57
Total Annuities:	\$118,089.21	\$275,513.91	\$275,513.91
Non-Federal Tax Annuities:	\$0.00	\$0.00	\$0.00
Non-Cash Earnings:	\$0.00	\$400.00	\$400.00
Calculated Adjusted Gross:	\$559,630.39	\$1,314,006.66	\$1,314,006.66
Total Employees:	65		
Total Employee Count Per 941 Instructions:	0		
Total Employees Paid in Quarter:	59		
Total Employees Reportable for ODJFS:	0		

Quarter-End Closing W2 Processing

🎯 Go to Reports/W2 Report and Submission

- Balance the W2 Report to minimize problems at calendar year-end
 - Payroll Item totals for taxes
 - Payroll Item totals for annuities
- Complete and balance a W2 reconciliation sheet

Quarter-End Closing Outstanding Payables

➤ Go to **Processing/Process Outstanding Payables**

- There should be no items listed to pay
- Click on the Payable Report and select all Payroll Items to verify there are no outstanding Payables
- Generally there are no outstanding deductions at quarter-end
- Be sure to post (and pay) any that are still outstanding

Quarter-End Closing ODJFS Report

- As of 1st quarter 2020, districts are submitting their own ODJFS file to ODJFS's ERIC system
- Register for an account at <https://eric.ohio.gov/>
- Verify ODJFS configuration by going to System/Configuration/ODJFS Configuration:

Edit ODJFS Configuration

Save Cancel

District Will Submit Own File To ODJFS

Transmitter Title: Suwanee (Demo) Schools

Transmitter Phone Number: 419-222-2222

Transmitter Phone Extension:

Quarter-End Closing ODJFS Report

➤ Go to **Reports/ODJFS Report**

➤ Click on the **Generate Report** button

- Check all totals and weeks

*Reminder - Taxable wages listed on report is used only for contributing employers, calculated value based on ODJFS rules. The ODJFS taxable wage base is \$9,000.00 for 2021. If this is met, then zero will be in the YTD Taxable Wage column.

➤ When all data is correct, click on the **Generate Submission File** button

➤ Save the file to your desktop or folder of your choosing

➤ Upload file into ERIC system by 7/20/2021

Quarter-End Closing ODJFS Report

ODJFS Report Options

Save and Recall

Year: *

Quarter: *

Sort By: *

The fields below are used only when generating a submission file:

Transmitter's Title:

Transmitter's Phone Number:

Transmitter's Phone Extension:

Enter only ONE of the following:

ODJFS Account Number:

Third Party Administrator Number:

Fiscal Year-End Closing

After all June pays are completed

- If aware of early contract payoffs
 - Change the number of pays in contract
 - Be cautious – pay per period may get changed
- If a **Dock** is known before STRS Advance is processed, the total amount needs to be entered in Payroll Payments – Future as a Dock pay type. Once STRS Advance has been processed, remove the Future entry before running the next payroll. Then the dock can be reentered in any future payrolls during the advance.

Fiscal Year-End Closing (continued)

- STRS annual report processing
 - Go to **Reports/STRS Advance**
 - Click on **Generate Advance Fiscal Year To Date Report**
 - Click on **Generate Advanced Positions Report**
 - Click on **Generate Non-Advanced Positions Report**

Fiscal Year End Closing (continued)

- ▶ The **Advance Fiscal Year to Date Report** selects all employees and jobs that were subject to STRS withholding
 - ▶ All employees with any amount paid during the fiscal year are listed on the report
 - ▶ Service credit is calculated based on the STRS decision tree
 - ▶ This is the complete fiscal year-end report for all STRS employees, including all advanced employees

Fiscal Year-End Closing (continued)

- Parameters for job to advance:
 - 1) Work days equal days worked
 - 2) Amount remaining to pay greater than zero
 - 3) Pays greater than pays paid

Will have an accrued contribution amount calculated for them. This accrued amount will be the amount of earnings not yet paid times the employee's STRS withholding rate.

Fiscal Year-End Closing (continued)

- ▶ Accrued contribution amount is calculated using the pay per period from the Compensation record for the remaining pays minus 1, then last pay calculation occurs

Fiscal Year-End Closing (continued)

► STRS Advance sample calculation

Obligation = 39100.00

Pay per period = 1504.00

Pays/pays paid = 26/22

23rd pay $1504.00 \times 14\% = 210.56$

24th pay $1504.00 \times 14\% = 210.56$

25th pay $1504.00 \times 14\% = 210.56$

26th pay

Obligation = 39100.00

- Paid 25 pays = 37600.00

Remaining = $1500.00 \times 14\% = 210.00$

Totaled Accrued wages calculated by STRS
Advance:

$210.56 + 210.56 + 210.56 + 210.00 = 841.68$

Fiscal Year-End Closing (continued)

➤ **Advanced Positions Report**

- Lists all employees with an accrued contribution calculation
 - May be inflated if **Increased Compensation** flag on 450 is checked and employee has 691 with inflated rate
- Report should be checked carefully
- Be consistent with prior years
- Check supplemental contracts, many times missed

Fiscal Year-End Closing (continued)

➤ **Non-Advanced Positions Report**

- Lists some of the employees with jobs that are not advancing
 - If job has no amounts remaining to pay but meets all other criteria
 - If days worked plus remaining days from calendar through June 30th exceed the total work days
 - Not a catch of all potential jobs/employees

Fiscal Year-End Closing (continued)

Check reports for warnings and errors

- ▶ STRS Advance documentation lists messages and possible solutions
- ▶ <https://wiki.ssdtohio.org/display/uspsrdoc/STRS+Advance#STRSAdvance-ErrorsandWarnings>

Fiscal Year-End Closing (continued)

⦿ Verify service credit

- Employees with 120 or more days receive 100% credit
- Employees with less than 120 days receive credit based on STRS decision tree
- Employees classified as part-time have service credit based on STRS decision tree
 - **Full or Part Time** field on 450 must be set as needed
 - If uncertain of an employee's status contact STRS
- Re-employed retirees will always have 0% credit reported with contributions
 - Calculated service credit for rehired retiree will flag a warning

Fiscal Year-End Closing (continued)

- ▶ Staff retiring and rehired in the same fiscal year will appear twice on the report, one line for contributions prior to retirement, one line for after retirement contributions
- ▶ New for STRS Advance Calculations
 - ▶ New calculations for Part-Time Employees - Effective July 2020
 - ▶ If less than 90 days worked: Calculate days/180 and calculate actual compensation/\$12,000. The Service Credit is the LESSER of the two calculations.
 - ▶ If greater than 89 and less than 120 days worked: Calculate days/180 and calculate actual compensation/\$12,000. The Service Credit is the LESSER of the two calculations.
 - ▶ If greater than 119 days and salary is less than the state minimum of \$30,000: Calculate days/180 and calculate actual compensation/\$12,000. The Service Credit is the LESSER of the two calculations.
 - ▶ If greater than 119 days and salary is greater than the state minimum of \$30,000, the Service Credit is 1.00 or 100%

Fiscal Year-End Closing (continued)

- ▶ Advance Fiscal Year To Date Report
 - Balance the amount showing in the 'Deposit/Pickup' column included on the report
 - Should total the outstanding payable checks already written payable to STRS plus the USAS checks for pick-up amounts, minus last year's pickup

Fiscal Year-End Closing (continued)

If not in balance and can't resolve at the district

- ▶ Contact NOACSC as needed
- ▶ STRS can usually find the problem
- ▶ STRS balances by employee as well as by district

Fiscal Year-End Closing (continued)

- ▶ Once STRS Advance information is correct, in **Reports/STRS Advance** click on the **Create Submission File** button
 - Sets advance flag on Compensation records to **Strs Advance**
 - Places total accrued contribution amount in **STRS Advance Configuration/Advance Amount** under **System Configuration** as well as checks the **Advance Mode** box
 - Creates annual reporting submission file

Fiscal Year-End Closing (continued)

- ▶ Print or save final copies of reports as needed
- ▶ Reports will be saved under Utilities/File Archive/Fiscal Year Reports

Fiscal Year End Closing (continued)

- ▶ If third party data (ex. Renhill or Wixey) needs to be added to the district STRS Advance tape file, the district does not want to submit the file to STRS until that spreadsheet information (in the correct format) has been merged with the STRS Advance tape file
- ▶ NEW this year: Redesign districts can merge the files themselves
 - ▶ Reports/STRS Advance

STRS Merge Files:

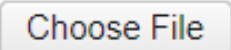
Upload Advance Submission File For Merge:

Uploaded Advance Submission File:

Upload File To Merge:

Uploaded File To Merge:

Fiscal Year End Closing (continued)

- To upload the merged file for submission to STRS, click on 



The screenshot shows a web interface for uploading a submission file. It features a text label "Upload Submission File:" followed by a yellow "Choose File" button. Below this is a grey "Submit Uploaded File to STRS" button. A second row shows a yellow "Uploaded File:" label followed by a yellow "STRSADMERGE" button.

- Once uploaded, click on  to submit your STRS Advance file

Fiscal Year-End Closing (continued)

- Go to **Reports** and run **SERS Surcharge Report**

An additional employer charge is levied on the salaries of lower-paid SERS members. The minimum annual compensation is determined annually by the System's actuaries

- Minimum Annual FY2021 Compensation - \$23,000
- Creates a worksheet districts might use for SERS surcharge calculation verification to compare with the SERS worksheet that was sent
- See <https://www.ohsers.org/employers/annual-processes/surcharge/> for complete details.
- Payment of the surcharge amount is due within 30 days from notification that the final surcharge amount has been calculated. This will need to be completed in the Payment Remittance application on eSERS.

Fiscal Year-End Closing (continued)

Correcting mistakes

1. If a payroll has **not** been processed while in advance a **Mass Change** definition can be created that will allow for the **STRS Advance** field on the **Compensation** records to be changed back to unchecked (false)
 - Go to **System/Configuration/STRS Advance Configuration** and uncheck the Advance Mode flag and also remove the Advance Amount.
 - Correct mistakes and re-run **Reports/STRS Advance/Submission** file

Fiscal Year End Closing (continued)

2. If a payroll has been processed after the advance is set-
Contact STRS
 - File corrections with STRS

Fiscal Year End Closing (continued)

- Go to **Reports/Auditor of State CSV Report**
 - The CSV files will include pay history with an issue date that falls between the dates you enter
 - Generate **Payment History CSV**
 - Generate **Payment Distribution CSV**
 - Email files to ISA-SchoolSW@ohioauditor.gov
- Go to **Reports/Wage Obligation by Employee**
 - Save the report for SERS Liability Report for the Auditors

Post Closing

- ▶ During the payroll process
 - ▶ FYTD amounts on the 450, 591 and 691 **Payroll Items** will show both Advance amounts and New Earnings
 - ▶ To see what amounts are Advance, use the 'Check STRS Advance Report'
 - ▶ While in Advance mode, the Pay Report will show the 'Payroll Item STRS Advancement' amount at the bottom

Payroll Item Strs Advancement:	\$11,750.42
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- ▶ There is a .json file for the STRS Advance.rpd-json located at the below URL that you can import via the Report Manager if you wish. This report will pull employee names, pay dates, STRS Advance Gross, Total STRS Advance and Total STRS Non Advance amounts
 - ▶ <https://wiki.ssd-ohio.org/pages/viewpage.action?pageId=82151184>

Post Closing (continued)

- ▶ During advance cycle certain pay types cannot be used on jobs with advance set as Strs Advance
 - ▶ Regular
 - ▶ Irregular

Post Closing (continued)

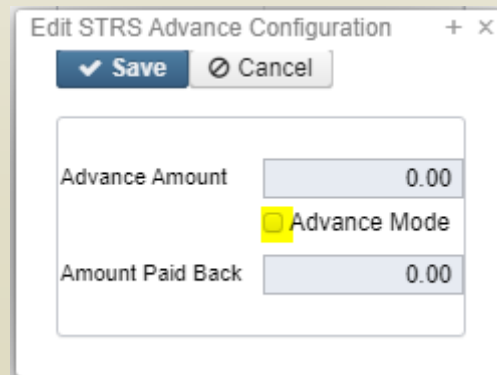
- Certain pay types affect balance of **System/Configuration/STRS Advance Configuration** advance amount
 - Dock
 - Retro
 - Termination (usually creates a few cents difference)
 - Pay Off (usually creates a few cents difference)
- The number of pays can be modified so that pays and pays paid are different by 1 (forcing a contract pay off) the amount on **System/Configuration/STRS Advance Configuration** may not balance

Post Closing (continued)

- The **Amount Paid Back** in **System/Configuration/STRS Advance Configuration** will increase every payroll
- After all summer pays are complete
 - Verify **Amount Paid Back is zero**
 - After the last pay, if the amount paid back is equal to or greater than the advance amount, then the district will come out of advance and the advance flag on the configuration will be un-checked. When the advance flag on the configuration is unchecked, then the amount paid back will always display zero. If the amount paid back is less than the advance amount after the last pay, then the advance flag on the configuration will not be un-checked and the amount paid back will continue to show on the configuration. If wanting to see the total amount paid back, check the 'Advance Mode' box, refresh the screen or (close it and re-open) for the value to display and the Amount Paid Back will show. ****Remember to un-check that before moving onto your next payroll.**

Post Closing (continued)

- ▶ If the Pay Back Amount is not zeroed out go to **Reports/Check STRS Advance Report** and compare with employee totals on the **Advanced Positions Report** to see whose amount withheld on accrued earnings does not equal the amount STRSAD calculated
- ▶ File corrections with STRS as needed
- ▶ Then uncheck the Advance Mode flag so the amounts show zeros



Edit STRS Advance Configuration + x

✓ Save ⌵ Cancel

Advance Amount 0.00

Advance Mode

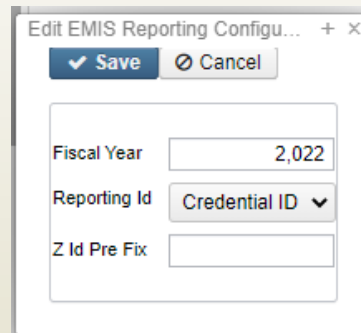
Amount Paid Back 0.00

New Fiscal Year 2022

- ▶ To begin July payroll processing go to **Core/Posting Periods** and Create a July posting period. The period must be **Open** in order to initialize a July payroll, but in order to Post it July needs to be **Current**

New Fiscal Year 2022 EMIS Reporting

- ▶ After the Period L Final collection window closes on August 6th, 2021 go to **System/EMIS Reporting Configuration** and change the Fiscal Year (ex. 2022) to the new Fiscal Year and click **Save**



Dialog box titled "Edit EMIS Reporting Configu..." with buttons for "Save" and "Cancel". The "Fiscal Year" field is set to "2,022". The "Reporting Id" field is set to "Credential ID". The "Z Id Pre Fix" field is empty.

- ▶ If there are July new contracts the EMIS overwrite fields on the Position screen will need to be used to report FY21 data
- ▶ Mass Change can be used to set the Reportable to EMIS flags to false for FY21 position/compensation records
 - ▶ Contact NOACSC for instructions
- ▶ Compensation records that have been fully reported to EMIS (w/ separation date and reason) can be archived

Questions?

