NOACSC
Northwest Ohio Area
Computer Services Cooperative

4277 EAST ROAD
LIMA, OH 45807
419-228-7417

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

JUNE/JULY 2021

A TURN OF THE PAGE

Please join us as we bid farewell to Michelle Buss as she moves on to become the treasurer at Kalida Local Schools. Michelle will be starting at Kalida on June 1.

Please welcome Larry Kaiser who has been named the new treasurer for NOACSC on June 1. Larry, Leah and Amy will continue to provide training and support for the remainder of the migrating districts while Sherry will continue part-time this year with support through the migration. **As we always ask in the summer months, please be sure to use Option 3 when calling us or use the Fiscal.Support email us (shown above) so that whoever is working can help you quickly.**

We congratulate both Michelle and Larry as they assume their new duties on June 1!

NOACSC Closed July

The NOACSC offices will be closed on Monday, July 5, in observance of Independence Day.

Upcoming EMIS Deadlines—Another Reminder!

*FOR CLASSIC USERS, Staff EMIS (Period L) reporting <u>MUST</u> be completed **prior to** running your first payroll in July.

*FOR REDESIGN USERS, Staff EMIS (Period L) the reporting deadline is August 6, 2021.

*Financial EMIS (Period H) is due no later than 8/31/2021; however, this report is based on your FY21 finances so once you close out your fiscal year, that is the information that will be submitted with Period H. We recommend sending your Period H shortly after you close FY21 so that you know if any changes need to be made.

Mapping-the Unsung Hero

When it comes to mapping (either in Redesign or Classic) mapping of accounts for payroll charges is really an underappreciated and under-utilized program. Let's take just a few moments to go over WHY you map and then we'll talk about HOW you map.

SPECIFICALLY USED for the board distribution (BRDDIS), board retirement (BRDRET) and leave allocation (LEVPRO), mapping creates the path for budget accounts when charging particular payroll charges, especially used for board expenses. For instance, perhaps you have a Title I grant (572 fund) that you want salaries charged to the 572 fund but you want all the benefits tied to the general fund. In this instance, you'll want to MAP your expenses accordingly to "push" the benefit charges to the general fund instead of the 572 fund.

Your mapping <u>may</u> look like this:

572-1270-211-9021-000000-002-00-000 to   001-1270-211-0000-000000-002-00-000

Or, you may want to code ALL benefits to the general fund and to do this you may use a general mapping such as this:

572-1270-2%%-9021-000000-002-00-000   to   001-1270-2%%-0000-000000-002-000

Or, if you have <u>multiple</u> federal program budgets (such as for instructional, support etc.) you can map the entire federal grant benefits to the general fund in this manner, *noting the asterisks act as wildcard options for Classic and the percent signs act as wildcard options for Redesign*:

*572-****-2**-9021-000000-***-00-000   to   001-****-2**-0000-000000-***-00-000*

In this particular example above, if you have instructional benefits tied to a 1270 function and support benefits tied to an 2173 function (just as an example), each function will align itself to MAP to the corresponding function/object codes in the general fund.

If you have multiple function codes for athletic salaries but want to map all your fringes to ONE general fund , you can use mapping by setting up your accounts similar to the above. Be aware of your mapping so that you don't cause problems with your MOE (Maintenance of Effort) reporting for Special Education. And, remember that the "order" is which mapping takes precedent, so #1 in the order will overwrite anything in lower orders; be sure you watch your mapping to not have conflicts or errors.

We will talk more about mapping in future User Group trainings, or contact us for one-on-one assistance with mapping. Please note while the asterisk (*) is used as the wild card for Classic, the percent sign (%) is used as the wild card for Redesign.

Insert	Ord ▲	Fund	Func	Obj	SCC	Subject	OPU	IL	Job		Fund	Func	Obj	SCC	Subject	OPU	IL	Job	Remove	ReOrder
➕	1	599	1120	2**	9220	000000	400	00	000	➔	001	1120	2**	0000	000000	400	00	000	✖	REORDER

The Importance of Double-Checking

You've probably heard us talking about this before, but we can't stress enough the importance of having help to double-check your PAYRPTs/Payroll Reports.   We know it's very difficult in smaller offices to have a second set of eyes look at these reports prior to finishing payroll, but that second set of eyes may save lots of headaches when payroll problems are caught and corrected prior to finishing the payroll. Some best practices to strive for:

*have someone check each new employee you entered to be sure not only if retirement is withheld, but the correct retirement (SERS or STRS); also check to be sure medicare is withheld.

*have someone check when you pay non-retirement payments (such as personal leave payments) to be sure retirement is not taken out of those payments.
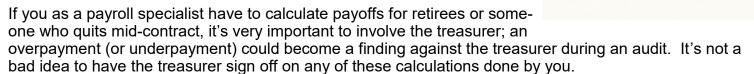
*have someone look for anything suspicious, such as a double-payment or anything looking out of the norm

The Importance of Double-Checking (continued)

*double-check your report to be sure the beginning and ending pay period dates are correct, and that you have the correct paydate entered.

*check the SERS and/or STRS work days to be sure they are correct with what should be reported for that payroll.

*double-check for city and/or school district income tax

If you as a payroll specialist have to calculate payoffs for retirees or someone who quits mid-contract, it's very important to involve the treasurer; an overpayment (or underpayment) could become a finding against the treasurer during an audit. It's not a bad idea to have the treasurer sign off on any of these calculations done by you.
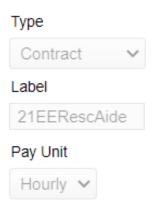
We know it's difficult to get everything done you have to do in your busy schedules, but taking that brief break to check those reports—and having someone help you check those reports, will make a huge difference in having a smooth payroll run or having a headache with repairs to be made for a future payroll.

The Use of Labels in Redesign Payroll

For those of you newer to Redesign, we'd like to share with you the value of using the LABEL in the compensation record. The LABEL box provides the description you want printed on your payroll direct deposit notice or check stub. Here is where you can put the job title of the person (if you wish). This is not a required box to use and many schools do not use it, but if you have someone getting paid for more than one job, the LABEL box is very handy to let the employee know which pay is for which job.

When you have a last pay on contract, that verbage will override the label for that particular payroll so the label won't show up but instead it will say "last pay on contract."

Please let us know if you'd like more information about the use of labels on your compensation records.

Type

Contract ⌄

Label

21EERescAide

Pay Unit

Hourly ⌄

From the Director

As most of you are aware by now, Michelle Buss has left the NOACSC to be the Treasurer at Kalida Local. We could not be more proud. Michelle left a significant positive impact on us and she was the consummate professional to work with.

Larry Kaiser will move to our Treasurer/Fiscal Officer position effective June 1, 2021. We have every faith in Larry. Michelle and Larry worked very closely during her last weeks with us to ensure a seamless transition of NOACSC's fiscal activities. Also, we know where to reach her.

Larry, Amy, Leah, and Jon continue strong in their commitment to complete all Redesign migrations by December, 2021 and they continue strong in their commitment to subject matter expertise, courteous customer service, and the continued success of our districts.

Thanks, Ray