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* when you need assistance

October 2021

Rounding the Bend

By the time you receive this newsletter, we will be finishing up our last districts for Redesign migration. Following the final migration, we will then focus on EIS migration before the end of the year.

EIS migration will be much different and much easier than a regular migration. Currently our plan is to bring districts in for training and then "flipping the switch" to get you started on EIS-R. Sherry did quite a bit of playing and trouble-shooting in the new EIS system, and she said the Redesign EIS system is so much easier to use that districts are going to be excited once they get started. We are confident you will find the new EIS much more user-friendly than the Classic system.

Still Here…..and Ready to Help!

We would like to reassure you that we are still able to help with payroll and other fiscal office needs when you have an emergency. We recently ran a payroll for a district during which the paperwork was brought to our NOACSC office and we ran the payroll here. However, if necessary, we can still go out as staffing and training scheduling permits and can assist in a variety of ways in your office during emergencies.

Each request is reviewed by our director with our Team Lead to be sure we can serve everyone efficiently while providing help to a specific district. Whether it's emergency services or longer-term contracted services, we are happy to provide assistance when needed to our districts.

Coding along…...

Many districts who use the Board Distribution system sometimes will run into a brick wall if a non-compatible code is used in the payroll system. The reason this occurs is the Board Distribution system looks at the payroll codes and how they are tied to the various benefit codes that align with them.

All works well when just payroll codes are used. However, on occasion, a district will accidentally use a non-compatible code for payroll that will then cause the Board Distribution system to stop cold.

Coding Along……(continued)

What is a non-compatible payroll code? Pretty much anything that is <u>not</u> an object code equaling 1**. If you think about it, our USAS code system was developed with clear direction what each object sequence should do—1** for salary, 2** for fringes, 4** for services, 5** for supplies, 6** for equipment and 8** for miscellaneous. The USAS code system then "talks" to various programs to ensure the correct action takes place.

In the case of salaries, the ONLY codes one should use are the 1** object codes. ONLY 1** object codes. If you deviate from the 1** object code, it may not register correctly when charging payroll to various budgets, and it definitely won't work with the Board Distribution system.

For your payrolls, please be sure your payroll specialist has 1** object codes to work with for payroll. It may mean setting up new budgets or it may mean just changing budgets, but you should never have object codes other than a 1** object code used for payroll.

Period L Staff EMIS…..Training Coming Up!

The rescheduled Fiscal EMIS Period L Training will be held on <u>OCTOBER 21,</u> 2021 from 9 to 11:30 a.m. in the training room. ***Since this is a different date, we'll ask everyone to register again for this training.***

This will be focused on our newer payroll specialists, but it also can be a good refresher for seasoned veterans. We will cover the Redesign system and how to make it work better for you as you work on Period L, and we'll also share helpful tricks and tips to make your work on Period L less stressful. Please remember to register if you're interested in attending.

Calendar Stop Date—VERY Important!

Recently we've had various questions why former—even archived—employees were showing up on various reports, including ODJFS. The culprit is the CALENDAR STOP DATE.

The Calendar Stop Date can be found toward the end of the COMPENSATION RECORD and it is a very important date to have entered. We strived to have you enter the date under "Calendar Stop" on the JOBSCN in Classic, and it's even more important to remember to enter the Calendar Stop Date on the Compensation Record any time that Compensation Record is no longer in use, whether the person changed positions, retired, left the district, etc.

The Calendar Stop Date stops the system from looking at active work days on the calendar assigned to that employee. It prevents the accrual of earnings after the date entered as well. Essentially it flags the system "*this record is finished.*" Archived employees will still pull through for some reports if that Calendar Stop Date is not entered, so please be sure to utilize the entry of the Calendar Stop Date.

Fiscal Team

Our fiscal team currently consists of Larry Kaiser as Treasurer/Team Lead along with Amy Rau-Lawhorn, Jon Pyles and Sherry Shaffer. Jon is still handling all of the report needs for our districts but is also working on the fiscal support side as well. Please remember to use Option 3 when calling us, or use the ticketing system of fiscal.support@noacsc.org.