USPS-R Quarter-End Checklist

This procedure outlines the steps to be taken to close the USPS-R quarter-end.

NOTE If unable to balance and need to start the next payroll, you will have to create/open the next month posting period, if you haven't done so already, but do **NOT make it current.** You will need to finish prior quarter before you can post the next payroll in the new quarter as the posting period will have to be marked as current to post the new quarter payroll **

ODJFS Reporting

https://wiki.ssdt-ohio.org/display/uspsrdoc/ODJFS+Report

1._____ Processing ODJFS   - Go to **Reports/ODJFS Report** choose the **Generate Report** option.
   A) Check all totals carefully for accuracy. If necessary, adjustments can be made using **the Core/Adjustments** screen.
   B) Weeks are calculated by the system looking at the Calendar Start and Calendar Stop dates on the Compensation record along with Attendance entries in Core > Attendance.
   C) If there are weeks showing up for terminated employees, add a Calendar Stop Date to their Compensation records to keep them from pulling into the report and submission file.
2._____ When all data is correct, in **Reports/ODJFS Report**, click on the **Generate Submission File** option.

   The file will then be available in the File Archive or you can save to a file of your choosing.

Uploading Quarterly ODJFS File

3._____ Login to The SOURCE (Employer Resource Information Center): https://thesource.jfs.ohio.gov/

   a. Click on Employers
   b. Click on Employers underneath Login to my Account
   c. Enter username:
   d. Enter password:
   e. Click Login
   f. Underneath Wages Filing and Payment, click on File Wages
   g. Checkmark File New Report and select the quarter/year
   h. Checkmark 'Upload a file containing wage information'
   i. Click Next
   j. Enter email, File Type select ICESA, and File Path select the ODJFS Submission File
   k. Click Next
   l. Click Finish and print confirmation page

Quarter-End Closing

3._____Go to Reports/**Quarter Report**

A) Year- Should be defaulted to current year

B) Quarter-Should be defaulted to current quarter

C) Sort By- Choose sorting option from drop down

4.____Click **Generate Report**

A) In the **"Totals Summary"** section of the **Quarter Report**, the gross and adjusted gross should balance using a manual calculation.

Gross

<u>¯ Annuities</u>

Calculated Adjusted Gross

5.____Payroll Item checks for the quarter should equal the total Payroll Items showing on **the Quarter Report**. Be sure to verify the electronic transfers of Federal and Medicare payments as well. This should be true for every Payroll Item code. This report, Specific Payroll Item(s) by Pay Date, can be used to get a total of Specific Payroll Items.

6.____The total gross showing on Quarter Report should equal the total of all payroll disbursement checks created during Payroll Posting to USAS for the quarter. If off, Voids, Medicare Pickup or NC1 payments could cause a difference in gross.

A) Once balanced, if a hard copy of the report is desired, print the **Quarter Report.**

7.____It is recommended that you balance the **W2Report** quarterly to minimize problems at calendar year-end.

A) Go to **Reports/ W2Report and Submission.** Output type should be set to **Report**. Check the report for errors.

B) Complete and balance the **W2Report Reconciliation Worksheet** for the quarter following the directions on the worksheet.

C) Balance the **Payroll Item** totals (taxes and annuities) on the **W2Report** with the totals from the **Payables Reports** from the quarter.

D) Balance the gross amounts on the **W2Report** with **Pay Reports** for the quarter.

*Note-These amounts may not balance due to the way W2Report handles certain amounts (e.g. Medicare pickup.)

E) If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes made through **Core/Adjustments.** The **Audit Trail Report** can be useful in identifying these problems. To process the **Audit Trail Report** go to **Reports/Report Manager/SSDT Audit Trail**.

8. ____Verify all Payroll Items have been paid by going to **Processing/Process Outstanding Payables** and making sure that there are no unpaid outstanding payables.

9. ____The total of all board paid amounts (if tracked on the system) should equal the total of all USAS checks paid to the vendor or deduction company.

10.____ Complete and file any required quarter-end submission forms.

11.____ For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

12.____ If hard copies of other quarter end reports are desired, run the following:

♦ **Reports/Employee Master** (all data)

♦ **Reports/Employee Earnings Register**

You are now ready to proceed with payroll for the new quarter.