



2022 USPS-R Fiscal
Year-End Review

2022 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

- ▶ Cost of Life Insurance of \$50,000
 - 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

0.00

Contract Gross

3,005.19

Contract Gross Without Future Amounts

3,005.19

Future Gross

0.00

Gross

3,005.19

Life Insurance Premium Non Cash Earnings

0.00

Non Cash Taxable Benefit

0.00

Position Retirement Gross

3,005.19

Supplemental Gross

0.00

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

Pre-Closing – Life Insurance Payments (continued)

- Life Insurance Premium Payment
 - Federal, State and OSDI taxes are not withheld
 - Added to wages even though no tax is withheld
 - Medicare and FICA are withheld
 - The *Tax Non Cash Earn* 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 not entered before last pay (Continued)

- Medicare Paid by Employee and Employer Paid Adjustments

Adjustment Journal

Create New Save Cancel
 Close

Employee
Hurst, Brent Carl - ANON1000

Payroll Item
Type: Medicare Tax, Code: 692

Type
Amount Withheld

Transaction Date
3/1/22

Amount
1.45q

Description

Imported

To Date Options

- Month To Date
- Quarter To Date
- Year To Date
- Fiscal Year To Date

Adjustment Journal

Create New Save Cancel
 Close

Employee
Hurst, Brent Carl - ANON1000

Payroll Item
Type: Medicare Tax, Code: 692

Type
Board's Amount of payroll item

Transaction Date
3/1/22

Amount
1.450

Description

Imported

To Date Options

- Month To Date
- Quarter To Date
- Year To Date
- Fiscal Year To Date

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

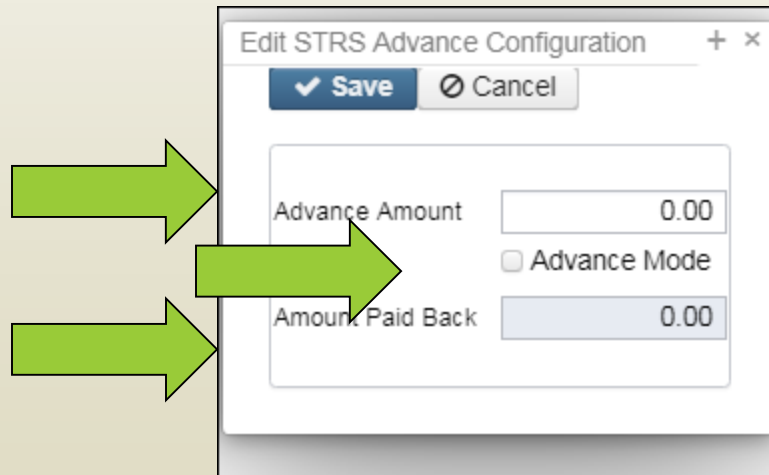
Payee Information

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
 - ▶ Pay 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

- ▶ Verify that the termination date on the **Employee** record has been entered for employees that left your district. If they are being paid through the summer on Stretch Pay, wait until they are finished being paid to add the termination dates.
- ▶ 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 Reporting/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 2022-2023 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
- FY22 Initial EMIS Staff Reporting Guide (Redesign)
- **FY22 Final EMIS Staff Checklist**
- FY21 Staff EMIS PowerPoint Presentation
- Staff Missing Report Explanation
- FY21 Staff EMIS Refresher Training
- Reminder for Staff EMIS Reporting
- EMIS Nuts and Bolts 10-21-21 Training

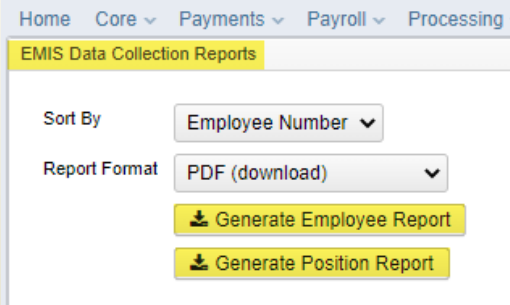
Pre-Closing EMIS Staff Data

- Clear any **Long Term Illness** data from prior fiscal year (2020-2021)
 - 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 2021-2022 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



Home Core Payments Payroll Processing

EMIS Data Collection Reports

Sort By Employee Number

Report Format PDF (download)








Generate Employee Report

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 2022, for example, then the EMIS FY date range is July 1, 2021 through June 30, 2022. 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 seven 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 Contract Compensation Report
	EMIS Inactive Non Contract CompensationReport
	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** Q 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** Q 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. Upload Extract file into Data Collector. 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
 - FY23 Contracts with a compensation start date of 7/1/22 or **after** can be marked as Reportable to EMIS. Redesign knows not to report them in the FY22 collection because of the compensation start date.
 - If any FY23 contracts with a compensation start date on or **before** 6/30/22, 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 (7/1/22) 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>

Important information about mid-year contract changes

New contract has been updated to calculate mid-year contract changes in the same way that classic would calculate them. The **work days, days worked, pays in contract**, and **pays paid** will be carried forward into the new contract. **Contract obligation, amount earned, amount paid, amount due, pay per period, unit amount**, and **retro next pay calculations** have been updated to match the classic calculation methods. We will no longer only carry forward the remaining amounts (pays, work days, accrued wages) into the new contract.

If there are existing mid-year new contracts in the new contract view prior to this update, they can be activated using the old method of calculation if they are activated without re-calculating. If you would like to have the mid-year new contract re-calculated using the new method, you can edit the mid-year contract and click the calculate button. This will re-calculate the mid-year contract amounts using the new method. Optionally, you may delete an existing mid-year contract and re-copy it to use the new method.

When using the new method, multiple mid-year contract changes for an employee will calculate correctly. If a mid-year has been activated using the old calculation method, then multiple mid-year contract changes for an employee will not calculate correctly.

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
- The Specific Payroll Item(s) by Pay Date - Detail and Summary reports can help with balancing
 - These reports will not include voided payee checks
 - Find voided payee checks on the 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

- Districts submit their ODJFS file to ODJFS's The Source system
- Register for an account at <https://https://thesource.jfs.ohio.gov/>
- Verify ODJFS configuration by going to System/Configuration/ODJFS Configuration:
- When uploading your file in SOURCE, select the **ICESA** file Type

Edit ODJFS Configuration

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 Reporting/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 \$9,500.00 for 2022. 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 The Source system by 7/20/2022

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

- Go to **Reports/SERS Reporting** 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 FY2022 Compensation - \$25,000
- 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)

- ▶ **Schedule Extracts for the Auditor of State. (For 2022, the ITC has scheduled the following Extracts to AOS for you!)** The District Audit Job has been scheduled through the [Job Scheduler](#) to generate:
 - ▶ AOS Employee Report
 - ▶ AOS Payment History Report
 - ▶ AOS Payment Distribution Report

Reports are for the *previous* fiscal year based on the current period. The reports will be sent to the Audit Reports section of the **File Archive** AND they will be sent **via SFTP directly to AOS** when the job runs. At the request of the Auditor of State, the job has been scheduled for 7/30/2022.

Please review the Job Scheduler to verify the 7/30/2022 scheduled report run.

- ▶ Go to **Reports/Wage Obligation by Employee**
 - ▶ Save the report for SERS Liability Report for the Auditors

Fiscal Year End Closing (continued)

Auditor of State Employee Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	FirstName	MiddleName	LastName	EmployeeNumber	Last4OfSsn	Gender	BirthDate	PositionNumber	PositionDescription	HireDate	JobStatus	TerminationDate	EceQualification	DegreeType	ContractAmount	RetirementCode	RetirementEmployerShare	RetirementEmployerPickup	Re
2	Brent	Carl	Hurst	ANON1000	8803	F	10/11/1960	1	Secretary	2/22/1987	Active			5	5	47296	STRS	1018.67	0
3	Brent	Carl	Hurst	ANON1000	8803	F	10/11/1960	2	Driver	7/22/1982	Active			5	5	1687.65	STRS	1018.67	0
4	Brent	Carl	Hurst	ANON1000	8803	F	10/11/1960	1	Secretary	2/22/1987	Active			5	5	47296	STRS	1018.67	0
5	Brent	Carl	Hurst	ANON1000	8803	F	10/11/1960	2	Driver	7/22/1982	Active			5	5	25000	STRS	1018.67	0
6	Jimmy	Debbie	Moody	ANON1006	6907	F	7/19/2000	4	Supervisor	8/8/2026	Inactive	10/14/2021	*		5	546.26	STRS	1721.45	0
7	Jimmy	Debbie	Moody	ANON1006	6907	F	7/19/2000	1	Teacher	11/22/2028	Active		*		5	62424	STRS	1721.45	0
8	Jimmy	Debbie	Moody	ANON1006	6907	F	7/19/2000	1	Teacher	11/22/2028	Active		*		5	70000	STRS	1721.45	0
9	Jimmy	Debbie	Moody	ANON1006	6907	F	7/19/2000	5	Cook	11/4/2029	Inactive		*		5	255	STRS	1721.45	0

Fiscal Year End Closing (continued)

Payment History Report

File	Edit	Format	View	Help															
900552	ET	20210108	1	Hawkinsville Motor Services	0.00	6906.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900553	ET	20210122	1	Hawkinsville Motor Services	0.00	6033.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900564	ET	20210205	1	Hawkinsville Motor Services	0.00	6031.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900565	ET	20210219	1	Hawkinsville Motor Services	0.00	6111.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900576	ET	20210305	1	Hawkinsville Motor Services	0.00	6351.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900577	ET	20210319	1	Hawkinsville Motor Services	0.00	7548.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900588	ET	20210402	1	Hawkinsville Motor Services	0.00	6478.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900589	ET	20210416	1	Hawkinsville Motor Services	0.00	6324.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900590	ET	20210430	1	Hawkinsville Motor Services	0.00	6570.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900600	ET	20210514	1	Hawkinsville Motor Services	0.00	6047.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900601	ET	20210528	1	Hawkinsville Motor Services	0.00	6515.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900612	ET	20210611	1	Hawkinsville Motor Services	0.00	7537.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900613	ET	20210625	1	Hawkinsville Motor Services	0.00	7336.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900624	ET	20210709	1	Hawkinsville Motor Services	0.00	6324.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Payment Distribution Report

File	Edit	Format	View	Help		
1000000		00112491110000000002000000			2086.50	
1000001		001112011100000500002000000			2528.00	
1000002		001112011100002900002000000			2213.75	
1000003		001113211100000500003000000			1718.75	
1000004		001112011100001300002000000			2528.00	
1000005		00127201410000000002000000			1446.40	
1000006		001113211100000500003000000			2454.50	
1000006		00119301130000000003000000			57.96	
1000007		001111011100000000010101000			2655.00	
1000008		001111011100000000010103000			2655.00	
1000009		001111011100000000010101000			1819.00	
1000010		001221311300000000000000000			66.80	
1000010		001113211100001300003000000			2508.00	
1000011		001113211100001100003000000			2822.25	
1000012		001111011100000000010114000			1859.25	
1000013		001113211100001500003000000			2013.00	
1000014		001112011100001200002000000			1230.50	
1000014		001113211100001200003000000			1230.50	
1000014		001461011300000000030000000			107.08	

Fiscal Year-End Closing (continued)

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 Reporting/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)

STRS Advance Report Options

Save and Recall

Most Recent



Sort By:

Employee Name



Report Format:

PDF (download)



Starting Date for the Academic Year: *

7/1/21

Ending Date for the Academic Year: *

6/30/22

Generate Advance Fiscal Year To Date Report

Generate Advanced Positions Report

Generate Non-Advanced Positions Report

Generate Submission File

Upload Submission File:

Choose File

Submit Uploaded File to STRS

STRS Merge Files:

Upload Advance Submission File For Merge:

Choose File

Upload File To Merge:

Choose File

Generate STRS Merge Report

Merge Files

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) Workdays 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)

- ▶ Advance Fiscal Year To Date Report
 - Balance the amount showing in the 'Deposit/Pickup' amount included on the report
 - Should total the outstanding payables processed for 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)

STRS Advance Report Options

Save and Recall

Most Recent

Sort By:

Employee Name

Report Format:

PDF (download)

Starting Date for the Academic Year: *

7/1/21

Ending Date for the Academic Year: *

6/30/22

Generate Advance Fiscal Year To Date Report

Generate Advanced Positions Report

Generate Non-Advanced Positions Report

Generate Submission File

Upload Submission File:

STRS Merge Files:

Upload Advance Submission File For Merge:

Upload File To Merge:

Generate STRS Merge Report

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)

STRS Advance Report Options


Save and Recall

Most Recent  


Sort By:

Employee Name 


Report Format:

PDF (download) 


Starting Date for the Academic Year: *


 7/1/21


Ending Date for the Academic Year: *

 6/30/22

 Generate Advance Fiscal Year To Date Report

 Generate Advanced Positions Report

 Generate Non-Advanced Positions Report

 Generate Submission File

Upload Submission File:

Choose File

Submit Uploaded File to STRS

STRS Merge Files:

Upload Advance Submission File For Merge:

Choose File

Upload File To Merge:

Choose File

 Generate STRS Merge Report

Merge Files

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

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)

- ▶ 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
 - ▶ Reports/STRS Reports/STRS Advance

STRS Merge Files:

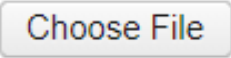
Upload Advance Submission File For Merge:


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 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)

- ▶ 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)

STRS Annual Report is due by the first Friday in August.

DEADLINE for 2022- August 5, 2022

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

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
--------------------------------	-------------

- ▶ 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)

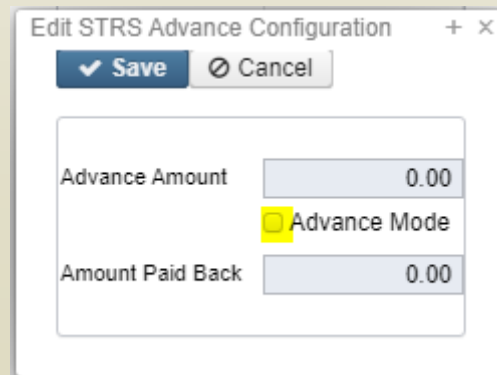
- ▶ Certain pay types affect balance of **System/Configuration/STRS Advance Configuration** advance amount
 - ▶ Dock
 - ▶ Retro
 - ▶ Termination (usually creates a few cents difference)
 - ▶ Pay Off (usually creates a few cents difference)
- ▶ The number of pays can be modified so that pays and pays 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 zero, 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

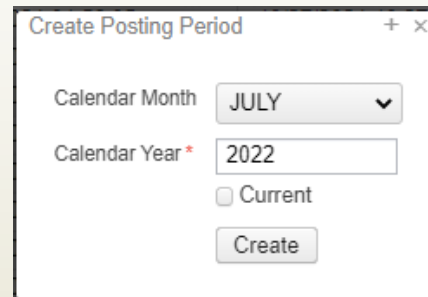
✓ Save ⌵ Cancel

Advance Amount	0.00
<input type="checkbox"/> Advance Mode	
Amount Paid Back	0.00

New Fiscal Year

- Create July Posting period.

Core > Posting Period > Create



Create Posting Period

Calendar Month JULY

Calendar Year * 2022

Current

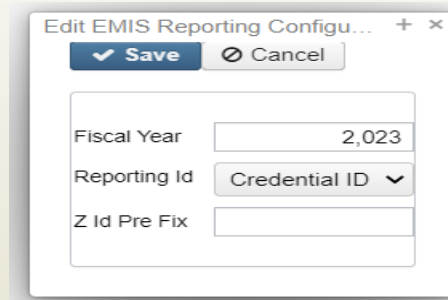
Create

- Close June posting period
- Make July current once report bundles are finished

You are now ready to
process first FY23 payroll

Fiscal Year 2023 EMIS Reporting

- **AFTER** the Period L Final collection window closes on August 5th, 2022 go to **System/EMIS Reporting Configuration** and change the Fiscal Year to the new Fiscal Year and click **Save**



Dialog box titled "Edit EMIS Reporting Configur..." with a plus sign and a close button. The dialog contains three fields:

- Fiscal Year: 2,023
- Reporting Id: Credential ID (dropdown menu)
- Z Id Pre Fix: (empty text input)

Buttons: Save (checked), Cancel

- If there are July new contracts the EMIS Related Information fields on the Position screen will need to be used to report FY22 data
- Mass Change can be used to set the Reportable to EMIS flags to false for FY22 position/compensation records. Instructions will be on Initial FY23 Period L Checklist in the fall.
- Compensation records that have been fully reported to EMIS (w/ separation date and reason) can be archived.

Questions?

