NOACSC
Northwest Ohio Area
Computer Services Cooperative

2023 USPS-R FISCAL YEAR-END REVIEW

2023 FISCAL YEAR-END REVIEW

New Releases

* Leave Activity Report

* Salary Notices

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 leaving the district 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

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PRE-CLOSING – LIFE INSURANCE PAYMENTS (CONTINUED)

➡ Payroll Payments - Future

OR

PRE-CLOSING – LIFE INSURANCE PAYMENTS (CONTINUED)

Payroll Payments - Current

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 (CONTINUED)

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

PRE-CLOSING – LIFE INSURANCE PAYMENTS NOT ENTERED BEFORE LAST PAY

Core/Adjustments

*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

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 – LIFE INSURANCE PAYMENTS (CONTINUED)

- Report setup in Adjustments

- Search under Adjustment Type

- Transaction Date **>=01/01/2023**

Adjustments

			Number	Last Name	First Name	Type	Transaction Date	Amount	Description	Type	Type
						Life	>=01/01/2020				
👁	✎	⚙	ANON1021	Wood	Autumn	Life Insurance	03/01/2020	100.000	Life Insurance	Federal Tax	Federal Tax
👁	✎	⚙	ANON1421	McMahon	Sher	Life Insurance	02/01/2020	100.000	test	Federal Tax	Federal Tax
👁	✎	⚙	ANON1558	Campos	Ryan	Life Insurance	02/01/2020	50.000	NC1	Federal Tax	Federal Tax
👁	✎	⚙	ANON2176	Guerrero	Sher	Life Insurance	02/01/2020	100.000	test	Federal Tax	Federal Tax

+ Create   ✎ Mass Change   ☐ Include Archived   Q Advanced Query   ⬇ Report   ⊞ More   ↺ Reset

PRE-CLOSING
ADVANCE CONFIGURATION

- System/Configuration/STRS Advance Configuration/
  - ➢STRS Advance fields should be blank and Advance Mode Flag unchecked.
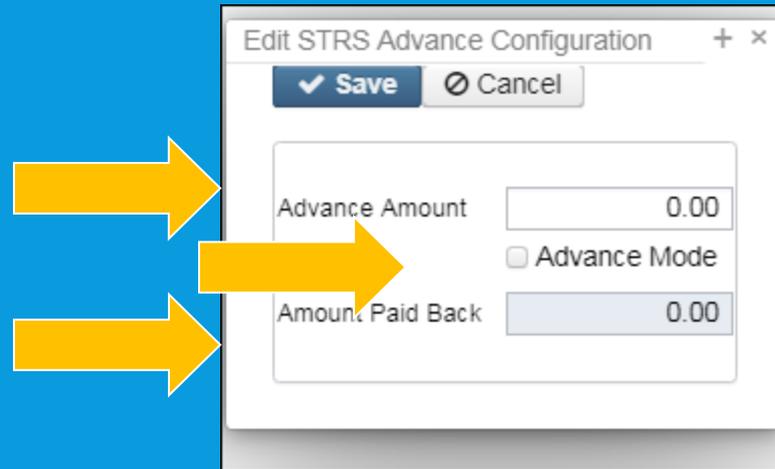
PRE-CLOSING TERMINATION DATE

➡ 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 2023-2024 school year can be added to the system as soon as board-approved
  - ➢ Utilize **Core/Job Calendars**
  - ➢ Create one calendar with workdays and holidays
  - ➢ Tip: Use the 'Copy' function and then modify specific calendars
  - ➢ Remember to keep a Default calendar with no days

PRE-CLOSING - JOB CALENDARS COPY OPTION

PRE-CLOSING EMIS STAFF DATA

- Be sure to follow the checklist! The Period L Final Checklist is located on our website.
  - Services/Fiscal Services/Fiscal Documentation

EMIS Documentation

- ODE EMIS Manual
- FY23 Initial EMIS Staff Reporting Guide
- FY23 Final EMIS Staff Checklist
- Staff Missing Report Explanation
- Reminder for Staff EMIS Reporting

PRE-CLOSING
EMIS STAFF DATA

➢ Clear any **Long Term Illness** data from prior fiscal year (2021-2022)
  - 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 2022-2023 school year
  ➢15 or more consecutive absences

➢Use SSDT Attendance Journal Report to review Long Term Illness

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PRE-CLOSING
EMIS STAFF DATA (CONTINUED)

➢ Complete Staff/Course Collection
- Run the EMIS Data Collector Reports under Reports menu
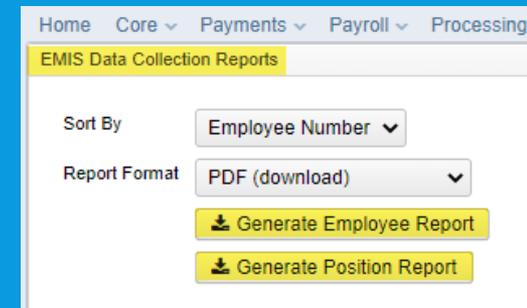
- Criteria for the Employee Report: employee must be set to report to EMIS and not be archived
- Criteria for the Position Report: the employee, position, and compensation must all be marked as reportable to EMIS and the employee and compensation cannot be archived. If this is all true, then the compensation 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 2023, for example, then the EMIS FY date range is July 1, 2022 through June 30, 2023. 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)

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
    • FY24 Contracts with a compensation start date of 7/1/23 or **after** can be marked as Reportable to EMIS. Redesign knows not to report them in the FY23 collection because of the compensation start date.
    • If any FY24 contracts with a compensation start date on or **before** 6/30/23, 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 (7/1/23) 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.ssdt-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

➢ 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

Date	Type	Amount	Check #	Check Type	Reconcile Date ▲	Status
040123..063023	p					
04/21/2023	Payroll	239,800.46	913939	Electronic	04/30/2023	Reconciled
04/07/2023	Payroll	253,571.28	913927	Electronic	04/30/2023	Reconciled
05/02/2023	Payroll	237,820.08	913957	Electronic		Outstanding

Show Printable   Q Advanced Query   ⬇ Report

  ➢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:	$731,191.82	$2,175,796.94	$5,507,259.23
Total Annuities:	$136,305.27	$402,392.54	$991,860.20
Non-Federal Tax Annuities:	$0.00	$0.00	$0.00
Non-Cash Earnings:	$0.00	$0.00	$828.00
Total Adjusted Gross:	$594,886.55	$1,773,404.40	
Calculated Adjusted Gross:	$594,886.55	$1,773,404.40	

Total Employees:	210
Total Employee Count Per 941 Instructions:	0
Total Employees Paid in Quarter:	150
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)

Totals Summary

	QTD Total	YTD Total	FTD Total
Total Gross:	$731,191.82	$2,175,796.94	$5,507,259.23
Total Annuities:	$136,305.27	$402,392.54	$991,860.20
Non-Federal Tax Annuities:	$0.00	$0.00	$0.00
Non-Cash Earnings:	$0.00	$0.00	$828.00
Total Adjusted Gross:	$594,886.55	$1,773,404.40	
Calculated Adjusted Gross:	$594,886.55	$1,773,404.40	

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

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 2023. 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 7/20/2023

QUARTER-END CLOSING ODJFS REPORT

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 FY2023 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 2023, 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 7/30/2023.

Please review the Job Scheduler to verify the 7/30/2023 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	00112491110000000000020000000				2086.50	
1000001	00111201110000005000020000000				2528.00	
1000002	00111201110000029000020000000				2213.75	
1000003	00111321110000005000030000000				1718.75	
1000004	00111201110000013000020000000				2528.00	
1000005	00127201410000000000020000000				1446.40	
1000006	00111321110000005000030000000				2454.50	
1000006	00119301130000000000030000000				57.96	
1000007	00111101110000000000010101000				2655.00	
1000008	00111101110000000000010103000				2655.00	
1000009	00111101110000000000010101000				1819.00	
1000010	00122131130000000000000000000				66.80	
1000010	00111321110000013000030000000				2508.00	
1000011	00111321110000011000030000000				2822.25	
1000012	00111101110000000000010114000				1859.25	
1000013	00111321110000015000030000000				2013.00	
1000014	00111201110000012000020000000				1230.50	
1000014	00111321110000012000030000000				1230.50	
1000014	00146101130000000000030000000				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)

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
    - This includes any adjustments to the Total Gross of STRS payroll items
  - 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

- STRS Website for Calculating Service Credit

Report Totals Breakdown

Non-taxed Earnings = FYTD gross amounts from the 450 Payroll Items + Accrued Wages.

Non-taxed Advanced Amount = Retirement amount that will be withheld on summer pays on a per pay per compensation basis.

Report Total

Non-taxed Earnings:	$38,783,964.82		$3,995,446.31
Non-taxed Advanced Amount:	$1,434,375.41		$5,429,821.72
Taxed Earnings:	$0.00		$0.00
Taxed Advanced Amount:	$0.00		$0.00
Taxed + Non-taxed:	$5,429,821.72		
Amount Advanced:	$1,434,375.41	Retiree Amount Advanced:	$5,010.98
Regular Employee Count:	588	Rehired Retiree Count:	25
Regular Contributions:	$0.00	Retiree Contributions:	$0.00
Regular Pickup:	$5,372,560.97	Retiree Pickup:	$57,260.75
Total Warnings:	28		
Total Errors:	8		

FISCAL YEAR-END CLOSING (CONTINUED)

Report Totals Breakdown

Taxed Earnings = Not common. Most STRS contributions are annuitized.

Taxed Advanced Amount = Not common. Most STRS contributions are annuitized

Repo...

Non-taxed Earnings:	$38,783,964.82		$3,995,446.31
Non-taxed Advanced Amount:	$1,434,375.41		$5,429,821.72
Taxed Earnings:	$0.00	Taxed Deposit/Pick up:	$0.00
Taxed Advanced Amount:	$0.00	Taxed Total:	$0.00
Taxed + Non-taxed:	$5,429,821.72		
Amount Advanced:	$1,434,375.41	Retiree Amount Advanced:	$5,010.98
Regular Employee Count:	588	Rehired Retiree Count:	25
Regular Contributions:	$0.00	Retiree Contributions:	$0.00
Regular Pickup:	$5,372,560.97	Retiree Pickup:	$57,260.75
Total Warnings:	28		
Total Errors:	8		

FISCAL YEAR-END CLOSING (CONTINUED)

Report Totals Breakdown

Taxed + Non-taxed = Amount paid to STRS during the fiscal year + Amount Advanced.

Amount Advanced = Retirement amount that will be withheld on summer pays on a per pay per compensation basis.

Regular Pickup = Taxed + Non-taxed – Retiree Pickup

Report Tot

Non-taxed Earnings:	$38,783,964.82		$3,995,446.31
Non-taxed Advanced Amount:	$1,434,375.41		$5,429,821.72
Taxed Earnings:	$0.00		$0.00
Taxed Advanced Amount:	$0.00		$0.00
Taxed + Non-taxed:	$5,429,821.72		
Amount Advanced:	$1,434,375.41		
Regular Employee Count:	588	Retiree Amount Advanced:	$5,010.98
Regular Contributions:	$0.00	Rehired Retiree Count:	25
Regular Pickup:	$5,372,560.97	Retiree Contributions:	$0.00
		Retiree Pickup:	$57,260.75
Total Warnings:	28		
Total Errors:	8		

FISCAL YEAR-END CLOSING (CONTINUED)

- Advance Fiscal Year To Date Report
  - ➤ Balance the amount showing in the 'Deposit/Pickup' amounts 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

Report Totals

Non-taxed Earnings:	$38,783,964.82	Non-taxed Deposit/Pick up:	$3,995,446.31
Non-taxed Advanced Amount:	$1,434,375.41	Non-taxed Total:	$5,429,821.72
Taxed Earnings:	$0.00	Taxed Deposit/Pick up:	$0.00
Taxed Advanced Amount:	$0.00	Taxed Total:	$0.00
Taxed + Non-taxed:	$5,429,821.72		
Amount Advanced:	$1,434,375.41	Retire	
Regular Employee Count:	588	Rehir	
Regular Contributions:	$0.00	Retire	
Regular Pickup:	$5,372,560.97	Retire	
Total Warnings:	28		
Total Errors:	8		

Non-taxed Deposit/Pick up = Payments to STRS for the 591 and 691 for the FY

Non-taxed Total = Non-taxed Deposit/Pick up + Total Advance Amount

FISCAL YEAR-END CLOSING (CONTINUED)

Report Totals Breakdown

Taxed Deposit/Pick Up = Not Common. Most STRS contributions are annuitized

Tax Total = Not Common. Most STRS contributions are annuitized.

Report Totals

Non-taxed Earnings:	$38,783,964.82	Non-taxed Deposit/Pick up:	$3,995,446.31
Non-taxed Advanced Amount:	$1,434,375.41	Non-taxed Total:	$5,429,821.72
Taxed Earnings:	$0.00	Taxed Deposit/Pick up:	$0.00
Taxed Advanced Amount:	$0.00	Taxed Total:	$0.00
Taxed + Non-taxed:	$5,429,821.72		
Amount Advanced:	$1,434,375.41	Retiree Amount Advanced:	$5,010.98
Regular Employee Count:	588	Rehired Retiree Count:	25
Regular Contributions:	$0.00	Retiree Contributions:	$0.00
Regular Pickup:	$5,372,560.97	Retiree Pickup:	$57,260.75
Total Warnings:	28		
Total Errors:	8		

FISCAL YEAR-END CLOSING (CONTINUED)

Report Totals Breakdown

Retiree Amount Advance, Rehired Retiree Count, Retiree Contributions, and Retiree Pickup = Specific to those employee's whose 450 Payroll Item>Rehired Retiree checkbox is checked.

Report Totals

Non-taxed Earnings:	$38,783,964.82	Non-taxed Deposit/Pick up:	
Non-taxed Advanced Amount:	$1,434,375.41	Non-taxed Total:	$5,429,821.72
Taxed Earnings:	$0.00	Taxed Deposit/Pick up:	$0.00
Taxed Advanced Amount:	$0.00	Taxed Total:	$0.00
Taxed + Non-taxed:	$5,429,821.72		
Amount Advanced:	$1,434,375.41	Retiree Amount Advanced:	$5,010.98
Regular Employee Count:	588	Rehired Retiree Count:	25
Regular Contributions:	$0.00	Retiree Contributions:	$0.00
Regular Pickup:	$5,372,560.97	Retiree Pickup:	$57,260.75
Total Warnings:	28		
Total Errors:	8		

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)

FISCAL YEAR-END CLOSING (CONTINUED)

➢Parameters for job to advance:

- 1) Contract days worked must equal days in contract
- 2) Amount remaining to pay greater than zero
    - Contract Obligation – Amount Paid – Amount Docked > zero
- 3) Pays paid must be less than pays in contracts.

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)

- STRS Advance sample calculation

Obligation =39100.00

Pay per period= 1504.00

Pays/pays paid= 26/22

23rd pay 1504.00 x 14% = 210.56

24th pay 1504.00 x 14% = 210.56

25th pay 1504.00 x 14% = 210.56

26th pay

    Obligation =   39100.00

-   Paid 25 pays =   37600.00

    Remaining=   1500.00 x 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)

FISCAL YEAR-END CLOSING (CONTINUED)

- **Non-Advanced Positions Report**
  - ➢Lists some of the employees with jobs that are not advancing
    - The Compensation Contract Days Worked does not equal Contract Work Days or the Compensation Contract Days Worked will not equal the Contract Days Worked as of June 30 (determined by using work days from the job calendars).
    - 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.ssdt-ohio.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
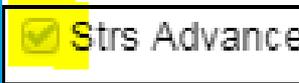
☑ Strs Advance

➢ 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: [Choose File]

Uploaded Advance Submission File: STRSAD2106.txt

Upload File To Merge: [Choose File]

Uploaded File To Merge: STRSADRENHill.txt

[⬇ Generate STRS Merge Report]

[Merge Files]

FISCAL YEAR END CLOSING (CONTINUED)

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

- 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 2023- August 4, 2023

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)

Correcting mistakes:

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.ssdt-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
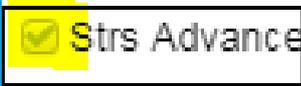
POST CLOSING (CONTINUED)

- Items to Consider While in the STRS Advance:
  - Regular and Irregular Pay Types can not be used.
  - Dock (if not included prior to closing), Retro, Termination, and Pay off accrued wages can affect STRS Advance balancing.
  - Modifying the number of Pays Paid can affect STRS Advance balancing.
  - During the payroll process, the FYTD amounts on the 450, 591, and 691 payroll items will list both the advance amounts and New Earnings.
  - The Pay Report lists the advance amount processed for that pay.

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 'Advance Mode' box **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

NEW FISCAL YEAR

- Create July Posting period.
  Core > Posting Period > Create
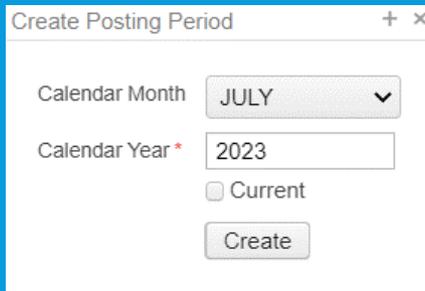
- Close June posting period

- Make July current once report bundles are finished

You are now ready to process first FY24 payroll

FISCAL YEAR 2023 EMIS REPORTING

- **AFTER** the Period L Final collection window closes on August 4th, 2023 go to **System/EMIS Reporting Configuration** and change the Fiscal Year to the new Fiscal Year and click **Save**

- If there are July new contracts the EMIS Related Information fields on the Position screen will need to be used to report FY23 data

- Mass Change can be used to set the Reportable to EMIS flags to false for FY23 position/compensation records. Instructions will be on Initial FY24 Period L Checklist in the fall.

- Compensation records that have been fully reported to EMIS (w/ separation date and reason) can be archived.

QUESTIONS?