

USPS

Best Practices



Northwest Ohio Area
Computer Services Cooperative

AGENDA

- Employee Onboarding
- Checklists
- Test Payroll (Tips and Tricks)
- Pickup on Pickup
- Changing passwords USPS and USAS
- Reminders

EMPLOYEE ONBOARDING


- Three ways to input new employees
 - Mass Load via spreadsheet
 - Core > Employee then the Dashboard
 - Employee Onboarding Workflow

CHECKLISTS

USPS-R Payroll Processing Checklist

Created by Unknown User (drewes), last modified by Lori Nye on Mar 09, 2023

⚠ This checklist is a sample of a payroll checklist. This can be customized to meet your district specific needs. Please contact your ITC for complete instructions before using this checklist.

- 1.____ Go to USAS Integration>Account Synchronization and click on Synchronize Accounts with USAS. Wait to receive 'Account synchronization completed' message before proceeding.
- 2.____ Verify the Posting Period. If you wish to begin processing in the next month and are not ready to Close the current month, create the posting period. Creating the posting period will make it Open and allow processing. This will set the Posting Period on the grid to Current - False. Please note, the payroll can not be posted until the Posting Period is set to Current. To make the Posting Period Current, to to Core>Posting Period, click the  next the the Posting Period you wish to make current. This will set the Posting Period on the grid to Current - True and also change the ribbon in the upper right-hand corner of your screen to that period.
 - o Go to Core>Posting Period, Create.
 - o Enter the Calendar Month, Calendar Year, click Create.
- 3.____ If any changes/additions are needed (for example - Employee, Position, Payroll Item, Pay Distribution, Payroll Account) go to the appropriate Core menu item or the Employee Dashboard and make the necessary changes before initializing the payroll.
- 4.____ Enter and/or import Attendance/Absence information.
 - Choose from 3 options:
 - o Adding Attendance Using the Employee Dashboard: (ATDSCN)
 - Go to the employee's Dashboard and search for the Employee. Select from the dropdown
 - On the Employee Dashboard select Attendance
 - Click Create to enter one day or click Mass Add to enter multiple days.
 - Click Save
 - Posting Mode options are available - No Posting to Payroll, Post to Current, Post to Future. If using a Posting Mode make sure that you click Post Selected Records to Current or Future Payroll after you click Save to add the attendance entry
 - Click on X to close the window

Sample payroll checklist

- <https://wiki.ssdt-ohio.org/display/uspsrdoc/USPS-R+Payroll+Processing+Checklist>

CHECKLISTS CONTINUED

Exiting Employee Checklist

This checklist can be used to pay an employee for any work days owed as well as to pay off any accrued wages.

1. **Employee** Record

___ Enter a **Termination Date** (Last day employee worked.)

2. **Position** Record

___ Enter a **Stop Date**-(Last day employee worked.)

___ Enter a **Separation Date**

___ Enter a **Separation Reason**

___ Enter a **Termination Date** (Last day employee worked)

3. **Compensation** Record

___ Enter a **Compensation** and **Calendar Stop Date** (Last day employee worked)

___ Uncheck the '**Stretch Pay**' box, if applicable, and click on **Save**.

___ If employee is stretch paid and is owed accrued monies, enter record in **Future** or **Current** and select Pay Type of '**Pay Off of Accrued Wages**' .

4. **Payroll Items** Records

___ Filter grid to find employee's current **Payroll Item** records

___ Click on the **Mass Change** button

___ Import this [Payroll Item Stop Date Mass Change](#) definition

___ Add the **Stop Date** in the Mass Change Definition *****(Use last Pay Date)*****

___ Execute the **Mass Change** program

FUTURE VS CURRENT PAY

- Current Pay
 - Used to add, edit, or delete pay for employees for an **already initialized payroll**
 - Pros:
 - Can view/edit employees' entire pay in one grid (regular, accrued, misc, etc...)
 - Cons:
 - If payroll is deleted, then any new entries created in current pay will be deleted.
 - Note: Anything that was originally created in Future Pay will be sent back to Future Pay if payroll was deleted
- Future Pay
 - Used to add pay for non-contract employees or miscellaneous pay for regular employees **before a payroll is initialized**
 - Pros:
 - Allows you to enter pay ahead of time
 - Cons:
 - Does not display regular/accrued wages for contracted employees.

PAYROLL TIPS AND TRICKS

- Post to Future option from Attendance

Create Attendances/Absences

	Employee #:	Position / Compensation:	Activity Date	Length	Trans Type	Unit	Category:	Sub Category	Appt Type	Pay Date	Substitute For:
+ Copy Row	JONES123 -	Pos: 1 - Sub Teacher (Comp: NC - Sub Teacher) Position / Compensation:	9/11/23	1.000	Attendance	Daily	Attendance				
+ Copy Row	JONES123 -	Pos: 1 - Sub Teacher (Comp: NC - Sub Teacher) Position / Compensation:	9/12/23	1.000	Attendance	Daily	Attendance				
+ Copy Row	JONES123 -	Pos: 1 - Sub Teacher (Comp: NC - Sub Teacher) Position / Compensation:	9/14/23	1.000	Attendance	Daily	Attendance				

Select Records for Payroll Post

Activity Date:	Name:	Number:	Pos#:	Comp:	Title:	Pos Stat:	Pay Type:	Description:	Units:	Rate:	Supmntl:	Supplemental Tax Option:	Retire:	Retire Hours:	Effective Date:	Account:	
<input checked="" type="checkbox"/>	09/11/2023	Jones, Bailey O.	JONES123	1	Sub Teac	Sub Teacher	Active	REG	Sub Teacher	1.00	100.000	No	None	Yes	7.50		001-1100-111-0000-000
<input checked="" type="checkbox"/>	09/12/2023	Jones, Bailey O.	JONES123	1	Sub Teac	Sub Teacher	Active	REG	Sub Teacher	1.00	100.000	No	None	Yes	7.50		001-1100-111-0000-000
<input checked="" type="checkbox"/>	09/14/2023	Jones, Bailey O.	JONES123	1	Sub Teac	Sub Teacher	Active	REG	Sub Teacher	1.00	100.000	No	None	Yes	7.50		001-1100-111-0000-000

PAYROLL TIPS AND TRICKS CONT...

- Mass Add with Post to Future option from Attendance

Attendance Mass Add

Employee: Jones, Bailey O - JONES123
Position / Compensation: Pos: 1 - Sub Teacher (Comp: NC - Sub Teacher)

Length: 1
Trans Type: Attendance
Unit: Daily
Category: Attendance

Sub Category:
Appt Type:
Pay Date:
Substitute For:
Include Weekends:

Start date:
End date:
Posting Mode: Post Future

(8 dates selected) + Create Clear All Dates

September 2023

Monday	Tuesday	Wednesday	Thursday	Friday
21	22	23	24	25
28	29	30	31	1 Sep
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22

PAYROLL TIPS AND TRICKS CONT..

- Individual Pay Report from Current

Reporting Period: September 2023 (FY 2024)

9/8/23 2:09 PM

Dixie (Demo) Schools Payroll Report

Employee #: JONES123 Name: Jones, Bailey O

Build/Dept: 000/000
SERS Days: 0.00
STRS Days: 3.00

Check Dist:
SERS Hours: 0.00
STRS Hours: 15.00

Pay Records

Pay Items

Pay Accounts

Pay Records					Pay Items			Pay Accounts														
					Position	Abbreviation	Employee Amt	Employer Amt	Position	Accounts												
Type	Description	Units	Rate	Gross						Type	Bd	Lv	Fund	Func	Obj	SCC	Subj	OPU	IL	Job	Chg Amt	
Position: 1	Pay Group: 0	Work Days: 0			Ohio Sta...		0.86		1	R	Y	Y	001	1100	111	0000	000000	100	01	000	200.00	
Sub Teacher					STRS			28.00														
					STRS Ann...		28.00															
	MIS SUB 9/11	1.00	100.00	100.00	Medicare...		2.90	2.90														
	MIS Sub 9/12	1.00	100.00	100.00																		
Net:	\$168.24	Total Gross:	\$200.00		Total:		\$31.76	\$30.90										Total Charged:				\$200.00
		Adjusted Gross:	\$172.00		Total Annuities:		\$28.00	\$0.00														
Pay Distributions																						
CHECK	Check	\$168.24																				

MODIFY/DELETE PAYROLL

- Modify can refresh multiple pay groups to pull in new information made to employees
 - Examples:
 - Changing an employee's compensation start/stop date so they can pull into the payroll
 - Changes made to an employee's payroll items
- Delete Payroll vs. Delete Payroll and Exceptions
 - Delete - will place anything that originated in future back into future. Any changes made to future pay entries in current **will be saved**.
 - Delete and Exceptions – will also place anything made in future back to future. However, will **NOT** save any changes that were made to future pay entries.

Payroll Status: ● Validated, 31 employees and 33 positions included in payroll

Modify Payroll

Add Pay Group

Post Payroll

Delete Payroll

Delete Payroll and Exceptions

Pay Report

📄 Error Report

Pay Amount Summary Report

Pay Item Detail Report

Pay Item Summary Report

Budget Dist Report

Pay Acct Dist Report

Leave Report

Payroll Pay Groups

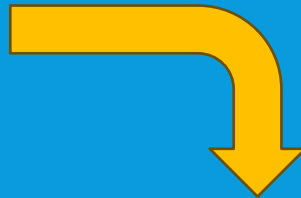
POINT OF NO RETURN

- You can un-post, modify, and delete a payroll up until posting outstanding payables (Processing->Process Outstanding Payables)
 - Once posted the Un-Post Payroll button will be grayed out

Selected Payables Summary Per Payee Post

TOTAL: 15,217.22

Payee Name	Total Amount
Allenhurst Software	739.98
Atkinson Software	210.12
Attapulgus Studios	70.00
Braselton Software	0.00
Broxton Development	600.00
Cuthbert Software	853.27
Douglasville Landscaping	655.00
Folkston Realty	4,554.85
Gumbranch Furnishings	0.00
Powder Springs Accounting	0.00
Tarver Industries	6,276.75
Toomsboro Software	0.00
Waynesville Accounting	874.75
Worth Cafe	382.50



Payroll Status: Posted, 57 employees and 74 positions included in payroll Completed Time: 9 seconds

Un-Post Payroll Process Payments Email Notices

Pay Report Error Report Pay Item Detail Report Pay Item Summary Report Budget Dist Report Pay Acct Dist Report Leave Report

Payroll Pay Group

REPORTS TO HELP BALANCE

- Pay Report
 - Main report that will list everyone's full pay and deductions
- SSDT Future Pay Report
 - This report will list and total everything in the Future Pay grid
 - Run **before** initializing payroll
- Pay Account Distribution Report
 - Useful for verifying pay is being taken out of the correct accounts
- Pay Amount Summary Report
 - Detailed report that can sorted in multiple different ways such as by pay group or by building
 - Lists all pay types for each employee

EXCEL SPREADSHEETS

- Having a spreadsheet for your timesheet / non-contract employees can make balancing easier
- Example spreadsheet

	A	B	C	D	E	F	G	H	I
1	Name	Date	Units	Unit Amount	Amount Paid	Position	Payroll Account	Description	Pay Group
2	Jones, Baily	9/12/2023	1	\$100.00	\$100.00	Sub Teacher	001-1100-112-0000-000000-000-00-000	Sub	0
3	Jones, Baily	9/13/2023	1	\$100.00	\$100.00	Sub Teacher	001-1100-112-0000-000000-000-00-000	Sub	0
4	Jones, Baily	9/14/2023	1	\$100.00	\$100.00	Sub Teacher	001-1100-112-0000-000000-000-00-000	Sub	0
5	Curtis, Jan	9/15/2023	2	\$13.00	\$26.00	Bus Driver	001-2822-141-0000-000000-000-00-000	Ed. Field Trip	15
6	Curtis, Jan	9/14/2023	3	\$13.00	\$39.00	Bus Driver	001-4590-143-0000-000000-200-00-000	Sport Event	15
7	Wagner, Morgan	9/11/2023	1	\$200.00	\$200.00	Teacher	599-1100-111-0000-000000-000-00-000	Additional Duties	10
8	Casey, Noah	9/12/2023	1	\$30.00	\$30.00	Sub Custodian	001-2310-171-0000-000000-300-00-000	Sub	0
9	Casey, Noah	9/13/2023	1	\$30.00	\$30.00	Sub Custodian	001-2310-171-0000-000000-300-00-000	Sub	0
10	Daniel, Tonya	9/14/2023	1	\$30.00	\$30.00	Sub Custodian	001-2310-171-0000-000000-300-00-000	Sub	0
11	Daniel, Tonya	9/15/2023	1	\$30.00	\$30.00	Sub Custodian	001-2310-171-0000-000000-300-00-000	Sub	0
12	Shields, Savanna	9/12/2023	2	\$13.30	\$26.60	Café	006-3120-141-0000-000000-000-00-000	Café	13
13	Burton, Martin	9/13/2023	2	\$13.30	\$26.60	Café	006-3120-141-0000-000000-000-00-000	Café	13
14	Total				\$738.20				

EXCEL - PIVOT TABLES

- Great way to customize your spreadsheets to look like USPS reports

Example 1: Pivot Table subtotaled by employee

The screenshot shows the Microsoft Excel interface with a PivotTable. The PivotTable is set to show Row Labels and Sum of Amount Paid. The data is as follows:

Row Labels	Sum of Amount Paid
Burton, Martin	\$26.60
Casey, Noah	\$60.00
Curtis, Jan	\$65.00
Daniel, Tonya	\$60.00
Jones, Baily	\$300.00
Shields, Savanna	\$26.60
Wagner, Morgan	\$200.00
Grand Total	\$738.20

Example 2: Pivot table subtotaled by pay account and employee

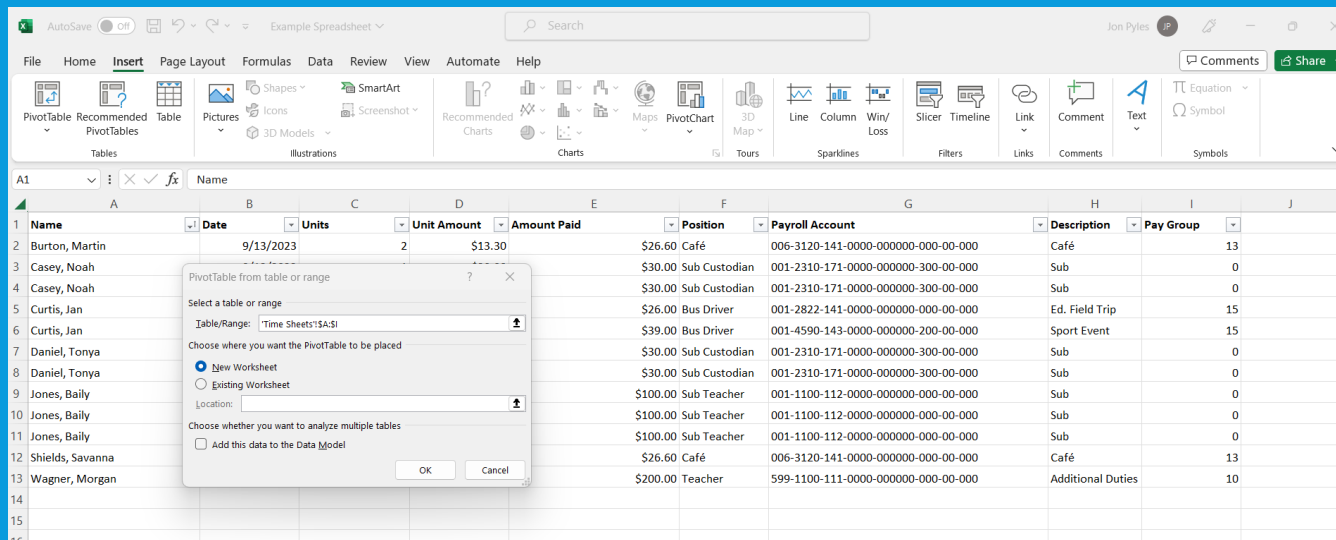
The screenshot shows the Microsoft Excel interface with a PivotTable. The PivotTable is set to show Row Labels and Sum of Amount Paid. The data is as follows:

Row Labels	Sum of Amount Paid
001-1100-112-0000-000000-000-00-000	\$300.00
Jones, Baily	\$300.00
001-2310-171-0000-000000-300-00-000	\$120.00
Casey, Noah	\$60.00
Daniel, Tonya	\$60.00
001-2822-141-0000-000000-000-00-000	\$26.00
Curtis, Jan	\$26.00
001-4590-143-0000-000000-200-00-000	\$39.00
Curtis, Jan	\$39.00
006-3120-141-0000-000000-000-00-000	\$53.20
Burton, Martin	\$26.60
Shields, Savanna	\$26.60
599-1100-111-0000-000000-000-00-000	\$200.00
Wagner, Morgan	\$200.00
Grand Total	\$738.20

EXCEL – PIVOT TABLES – ... (CONT)

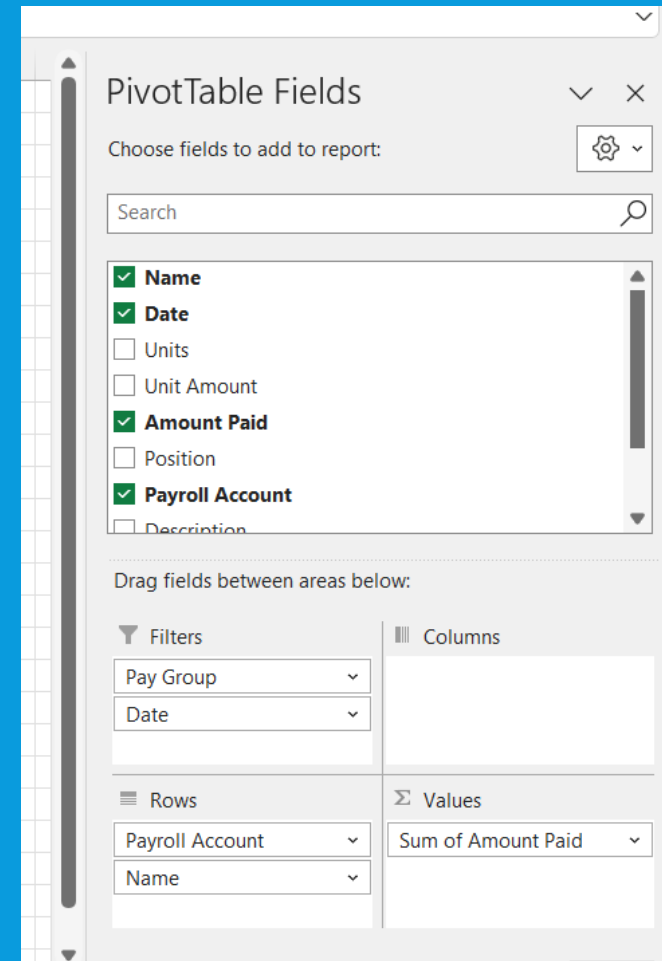
- How to create pivot tables:
 - Note: Excel spreadsheets need unique headers in each column to create a pivot table

 - Highlight all the data in your spreadsheet
 - Go to Insert->Pivot Table and select the New Worksheet option
 - Click OK



EXCEL – PIVOT TABLES – ... (CONT)

- This will create a new sheet with an empty table
- Drag and drop the properties you want to subtotal by and display
 - Rows – What you want to subtotal by
 - Values – The numbers you want add together
 - Filters – Allows you to filter the table for specific properties
 - Columns – Displays unique values in a column-oriented perspective
 - Ex: Dates



OTHER REPORTS

- Error Report:
 - Lists info/warning/error messages that may stop you from posting
- Payroll Item Detail / Summary Report:
 - Lists deductions withheld
- Budget Distribution Report:
 - A summary report that will list the totals for each pay account and each fund
 - Signature line added after posting payroll
- Leave Report (New)
 - Lists leave used and current leave balance for the pay period

EMAIL NOTICES

- Schedules when employees will receive their pay slip through email
 - Employees need to have a primary email address and the Email Direct Deposit checked in their employee record
 - Scheduled time can be viewed in Utilities->Job Scheduler
- If you delete and recreate a payroll after scheduling the email notices, then you will need to delete the job and reschedule

USPS: Dixie (Demo) Schools - admin

Home Core Payments Payroll Processing Reports System Utilities USAS Integration Workflows

Job Scheduler

+ Create		Refresh		Type	Name	Username	Description	Status	Last Run	Next Run
				SYSTEM	Scheduler cleanup job		SchedulerCleanupJob:JobId(SYSTEM...	COMPLETED	09/21/2023 03:15:21 AM	09/22/2023 03:15:00 AM
				SYSTEM	duo-expired-verification-removal-job		DuoExpiredVerificationRemovalJob:Jo...	COMPLETED	09/21/2023 03:10:00 PM	09/21/2023 03:15:00 PM
				SYSTEM	patch-v6-85-0-job		CorrectPayAccountHistoryJob:JobId(S...	COMPLETED	02/18/2023 12:31:44 AM	
				SYSTEM	usas-account-sync-job		UsasAccountSyncJob:JobId(SYSTEM,...	COMPLETED	09/21/2023 04:00:01 AM	09/22/2023 04:00:00 AM
				USER	Payroll: Test Payroll (09/29/2023): Send 32 direct deposit notices, 1695323485558	admin	EmailDirectDepositJob:JobId(USER, P...	PENDING		09/22/2023 03:00:11 AM
				USER	SSDT Payroll Payment Detail Archive STEMP 39a3c87e-ba6f-40c5-9af0-c0af7f57b6c2	SSDT	ReportBundleEventJob:JobId(USER, ...	RUNNING	09/21/2023 03:11:25 PM	
				USER	SSDT Payroll Posted Report Archive STEMP 40a301aa-692a-42db-a1d1-5e6a1ee49b70	SSDT	ReportBundleEventJob:JobId(USER, ...	COMPLETED	09/21/2023 03:06:40 PM	
				USER	SSDT Payroll Posted Report Archive STEMP f571e8ae-673a-4876-9505-d8e812b2a089	SSDT	ReportBundleEventJob:JobId(USER, ...	COMPLETED	09/21/2023 02:29:58 PM	

EMPLOYER DISTRIBUTIONS SUBMISSION

- Allows you to post board paid payroll items to USAS that can be used to create a new purchase order
- Located under USAS Integration->Employer Distributions Submission

Home Core Payments Payroll Processing Reports System Utilities USAS Integration Workflows Help Logout

USAS Employer Distributions Submission

Start Date: 9/1/23
End Date: 9/30/23
Payment Cycle: [Dropdown]

Use Only Employer Distribution Accounts

Available Payroll Items: [List of items including 618 - Crescent Se, 620 - Cornelia Lar, 621 - Hopeville Et, 623 - Cochran Mo, 625 - Riverside Fc, 630 - Doraville Ma, 650 - Buchanan O, 690 - Isle Of Hope, 691 - Douglasville, 693 - Denmark Te]

Selected Payroll Items: 692 - Smithville M

Employer Distribution Submissions

Sent Date	Description	Total	Status	Status Date	Status Text	Appointment Type
-----------	-------------	-------	--------	-------------	-------------	------------------

Show Submission Preview

Submission Preview (select Payee to show details to the right)

Payee Name	Payee Number	Total Amount
Cuthbert Software	04879713	853.27

Submission Preview Payee details (select Payee from the left)

Account	Amount
---------	--------

Total submission amount: \$853.27

Submit to USAS

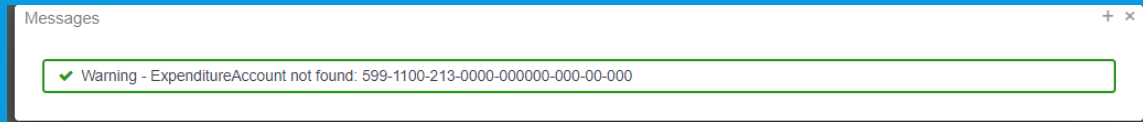
EMPLOYER DISTRIBUTIONS SUBMISSION — ... (CONT)

- How it works:
 - The accounts used in employer distributions is determined by the employee's pay account and the object code in payroll item configuration
 - The pay account needs to have the employer distribution flag checked
 - The object code in the pay account gets changed to what the payroll item configuration specifies for the board paid payroll item

The screenshot shows the 'Payroll Item Configuration' window. The 'Type' is set to 'MedicareTax' with a code of '692'. The 'Name' is 'Smithville Manufacturing' and the 'Payment Cycle' is 'EveryPayroll'. Under 'Object Codes', the 'Certified Object' is '213', the 'Classified Object' is '223', and the 'Other Object' is '223'. The 'Options' section includes 'Suppress SSN ID', 'Print Employer Amount', 'Show On Create Wizard', 'Employer Health Coverage', 'Voluntary', and 'Job Level' (checked). The 'Payee Information' section shows 'Cuthbert Software (Number: 04879713) (Address: 1704 Howell Rd, Bowman, OH, 35600)'. The 'Save' button is highlighted.

Field	Value
Type	MedicareTax
Code	692
Name	Smithville Manufacturing
abbreviation	Medicare Tax
W2 abbreviation	Medicare Tax
Payment Cycle	EveryPayroll
Archived	<input type="checkbox"/>
Certified Object	213
Classified Object	223
Other Object	223
Options	<input type="checkbox"/> Suppress SSN ID, <input type="checkbox"/> Print Employer Amount, <input checked="" type="checkbox"/> Show On Create Wizard, <input type="checkbox"/> Employer Health Coverage, <input type="checkbox"/> Voluntary, <input checked="" type="checkbox"/> Job Level, <input type="checkbox"/> Required
Payee Information	Cuthbert Software (Number: 04879713) (Address: 1704 Howell Rd, Bowman, OH, 35600)

EMPLOYER DISTRIBUTIONS – COMMON ERRORS



- “Expenditure Accounts not found” is a very common error message
- Occurs when the expenditure account for the board paid payroll item does not exist in USPS
 - For example, a Medicare expenditure account does not exist for the account above
- Employer Distributions Report is a good way to find who is causing the errors
- Solutions:
 - 1) Map the non existing account into an existing one in Utilities->Account Mapping
 - 2) Create the account in USAS and sync it to USPS

EMPLOYER DISTRIBUTIONS - POSTING

- Once posted in USAS, it will appear in Transactions->Pending Transactions
- Posting the transaction will create a new purchase order

Pending Transactions

Import	Date	Description
<input checked="" type="checkbox"/>	09/26/2023	Cuthbert Software(04879713)

Pending Transaction

Post Reject Validate

Date: 9/26/23

Description: Cuthbert Software(04879713)

Total: 853.27

Payee Address

Line 1: 1704 Howell Rd

Line 2:

City: Bowman

State: OH

Zip: 35600

Country:

Payee ID: 8820958-9801-4d50-b6b6-9ec

Payee Name: Cuthbert Software

Payee Name 2:

Payee Number: 4879713

Start Date: 9/1/23

Stop Date: 9/30/23

Type: Distribution

Line Number	Amount	Full Account Code	Warnings/Errors
1	686.23	001-1100-213-0000-0000000-000-00-000	
2	13.68	001-2174-223-0000-0000000-000-00-000	
3	1.74	001-2310-223-0000-0000000-300-00-000	
4	69.74	001-2700-223-0000-0000000-000-00-000	
5	21.62	001-2822-223-0000-0000000-000-00-000	

PICKUP ON PICKUP

- Types of Retirement

1. Regular

- a) Withheld from Wages after taxes are calculated.

2. Annuitized (also known as pickup)

- a) Withheld from wages before taxes are figured. (typical 590/591 record)
- b) These amounts become taxable when employee receives a refund or retirement benefits.

3. Pickup on Pickup

- a) Where the board pays all or a portion of the employee's share of retirement on behalf of employee.

PICKUP ON PICKUP

How the Software Sees Retirement

- Retirement records are set-up according to how taxes are figured (taxed or pre-taxed) and who is paying the retirement amounts (the board or the employee)

PICKUP ON PICKUP

How the Software Sees Retirement

- 400/450 records have both employee and employer fields and can be used for regular retirement for employee and employer.
- 590/591 is used for tax-deferred deductions and could include the employee's full retirement percentage.
- 690/691 is used for pickup on pickup. Used when the board agrees to pay some or all of the employee annuitized retirement percentage from the 590/591 deduction records on behalf of the employee.

PICKUP ON PICKUP

Pickup on Pickup Considerations

1. Does the board want the retirement pickup to inflate the employee's salary?
 - If yes, then the "Increased Compensation" flag on the employee's **400/450 record** must be set to a "Y".
 - If no, then the "Increased Compensation" flag should be set to a "N". The employee's salary will look the same on the system as it does to the retirement systems.
 - If the pick-up on pick-up is received as an "Increased Compensation", retirement contributions must be paid on that benefit.

PICKUP ON PICKUP

Pickup on Pickup Considerations

2. If the pick-up on pick-up is reported to the retirement systems as a fringe benefit/extra compensation, who will pay the retirement on the inflated portion? The employee or the board?
 - If the response is "the employee", then that portion is included on the 590 or 591 record as appropriate.
 - If the response is "the board", then that portion is included on the 690 or 691 record.
 - If the response is "both the board and the employee", then that portion must be included on both the 590 and 690 records (SERS) or the 591 and 691 records (STRS) with the appropriate percentages.

PICKUP ON PICKUP

SERS Example

Full Pickup on pickup with extra compensation where the board pays the additional retirement.

The formulas below outline how to arrive at the inflated percentages.

SERS

$$(1 + .10) \times .14 = .1540 \text{ -----} \rightarrow 15.40\% \text{ on } 400$$

$$(1 + .10) \times .10 = .1100 \text{ -----} \rightarrow 11.00\% \text{ on } 690$$

PICKUP ON PICKUP

How should I add the deduction records? What position option should I choose?

Payroll Item ▼

Position selection is only required if setting up payroll item withholding by position

Position ▼

- Position Number: 1, Position Description: LIAISON II - FISCAL
- Position Number: 2, Position Description: FISCAL LIAISON - TREASURER

I should add a 690 with position 2.

Payroll Item ▼

Position selection is only required if setting up payroll item withholding by position

Position ▼

- Position Number: 2, Position Description: FISCAL LIAISON - TREASURER

PICKUP ON PICKUP

Make sure 400, 590, and 690 all align.

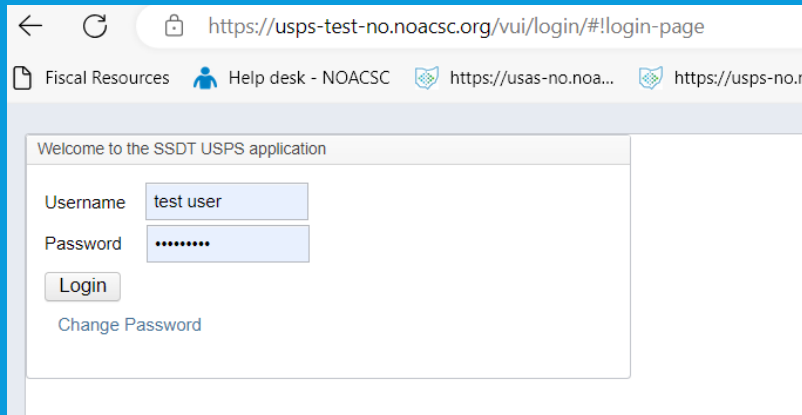
	Code	Pos #	Name	Rate Type	Rate		
	400						
			400	2	SCH EMPLOYEES RETIREMENT SYS	Percent	0.0000
			400		SCH EMPLOYEES RETIREMENT SYS	Percent	0.0000

	Code	Pos #	Name		
	590				
			590		SCH EMPLOYEES RETIREMENT S

+ Create		Mass Change		Include Archived		Advanced Query		Rep	
	Code	Pos #	Name	Rate Type	Rate				
	690								
			690	2	SCH EMPLOYEES RETIREMENT SYS	Percent	11.0000		

PASSWORD AUTOFILL

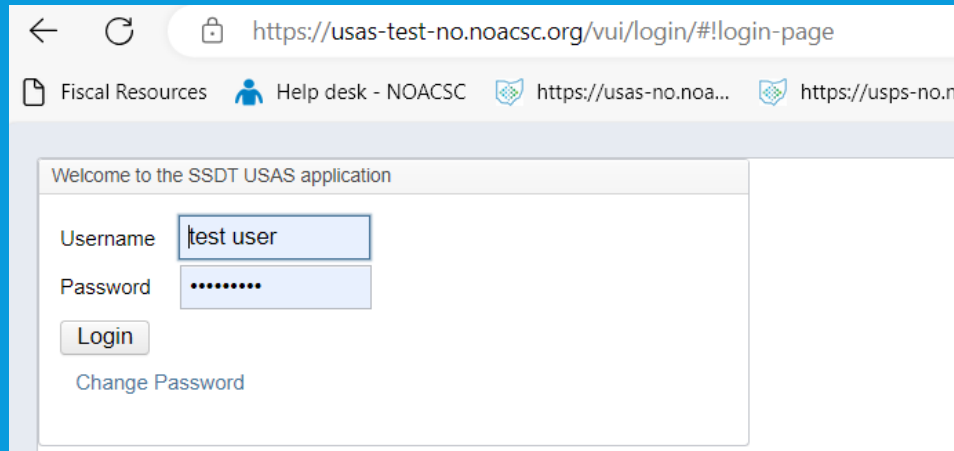
- Problem: I changed my password in USPS and now I can't log into USAS
- (Am I saving my password?) In this example I am.



- My password is saved as test123 for both USPS and USAS.

PASSWORD AUTOFILL

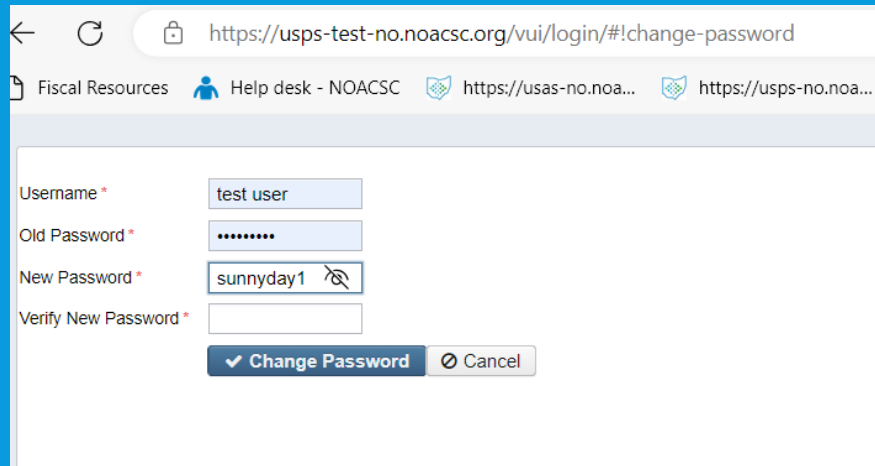
- (Notice password is saved for USAS too.)



- Now what happens when I change my password in USPS?

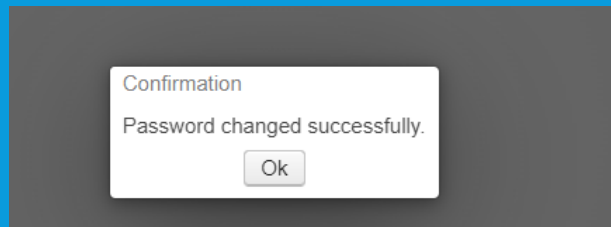
PASSWORD AUTOFILL

- I change the password in USPS.



A screenshot of a web browser showing the USPS password change interface. The address bar displays the URL `https://usps-test-no.noacsc.org/vui/login/#!change-password`. The browser's tab bar shows several tabs, including "Fiscal Resources", "Help desk - NOACSC", and two instances of "https://usas-no.noa...". The form contains the following fields and buttons:

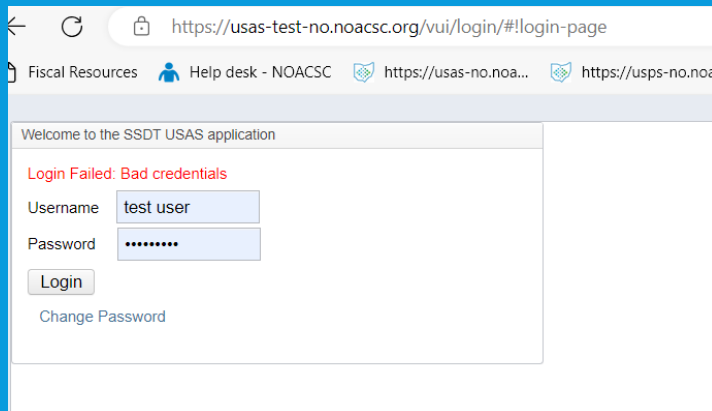
- Username ***: A text input field containing "test user".
- Old Password ***: A password input field with masked characters "*****".
- New Password ***: A password input field containing "sunnyday1" with a visibility toggle icon.
- Verify New Password ***: An empty password input field.
- Change Password**: A blue button with a checkmark icon.
- Cancel**: A grey button with a close icon.



- Password is changed for USPS. (It is now sunnyday1)

PASSWORD AUTOFILL

- I go to USAS.



- What is the saved password? It is sunnyday1 if you saved it when you logged into USPS.
- Delete the saved password and type in test123
- One solution is to not save passwords for USAS and USPS.

REMINDERS

- Kiosk Delete Inactive Users
- Retire/Rehire Verify Checkbox/ If SERS Retiree, check the Surcharge Exempt
- STRS Advance- Verify out of Advance
- SSA with ID.Me

KIOSK DELETE INACTIVE USERS (DISTRICT ADMINISTRATORS)

Matching User(s)

Rows 100 Actions PRINT Filtered User Login Report

1 - 100 of 157

IRN	Employee ID	User Login	Admin Privs	User Last Name	User First Name	User Full Name	Last Activity Date ↑
-----	-------------	------------	-------------	----------------	-----------------	----------------	----------------------

REHIRED RETIREE ON 450/400 PAYROLL ITEM

Sts Item

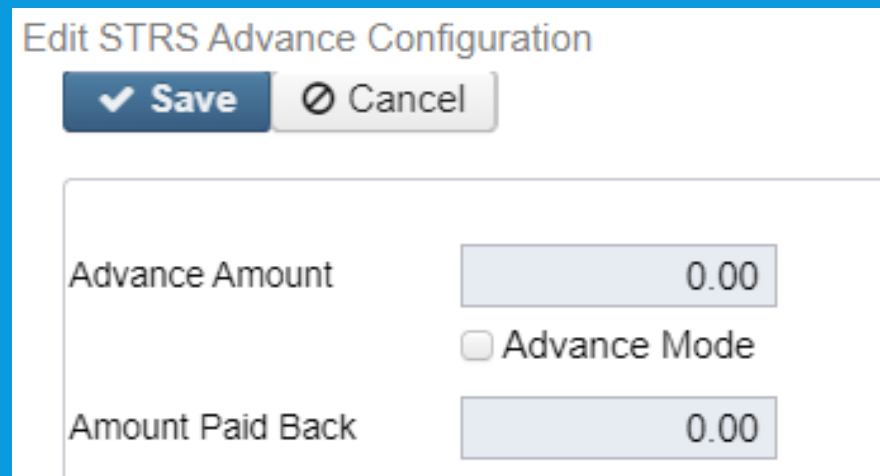
✓ Save ✕ Cancel

Configuration Code: 450, STRS OF OHIO Employee: [REDACTED]
Configuration Description: STRS Employee: [REDACTED]

Type	Rate Type	Rate
STRS	Percent	0.0000
Pay Cycle	<input type="checkbox"/> Archived	<input type="checkbox"/> New Employee
Every pay of the month (even third pay)	<input checked="" type="checkbox"/> Surcharge Exempt	<input type="checkbox"/> Increased Compensation
Full Or Part Time	<input checked="" type="checkbox"/> Rehired Retiree	Rehired Date
Part Time		9/14/09
Employer Rate		
14.0000		
Advance Error Adjustment		
0.00		

VERIFY STRS ADVANCE MODE

- System > Configuration > STRS Advance Configuration
- *Can also run the Check STRS Advance Report to compare to STRS Advance Reports in File Archive



Edit STRS Advance Configuration

Advance Amount

Advance Mode

Amount Paid Back

SSA LOGIN WITH ID.ME

- <https://www.ssa.gov/bsowelcome>

Employers

For employers to:

- Report wages
- View submission and report status
- Act on resubmission notices
- Verify Social Security numbers

[Log in](#)



[Create account](#)

[Employer information](#)

[Customer support for wage reporting](#)

For questions: employerinfo@ssa.gov



Social Security

Create an Account or Sign In

[Create an account with Login.gov](#)

Sign in with  LOGIN.GOV

Sign in with **ID.me**

[Learn more](#)

Sign in with Social Security Username

For accounts created *before* September 18, 2021

[? Don't know which option to sign in with?](#)

ID.me +



Sign in to ID.me

New to ID.me?

[Create an ID.me account](#)

Email

Enter your email address

Password

Enter password

Remember me

For your security, select only on your devices.

Sign in

SUBMITTER INFORMATION IN USPS

- System > Configuration > W2 Configuration

Edit W2 Configuration

Save Cancel

District Will Submit Own W2 Files
 Include only last 4 digits of employee's SSN on W2 forms and XML out

Company Information

Company Name:
Company Location Address:
Company Delivery Address:
Company City:
Company State:
Company Zip Code:
Company Zip Code Extension:

Contact Information

Contact Phone Number:
Contact Phone Extension:
Contact Email Address:
Contact Name:

Submitter Information

Submitter EIN:
Submitter User Id:
 Submitter Name and Address same as Company
Submitter Name:

QUESTIONS???

Contact Information
419-228-7417
fiscal.support@noacsc.org

Upcoming Trainings:
EMIS Initial Collection October 26, 2023 9am-11am
Calendar Year End Training November 29 & 30