



Northwest Ohio Area
Computer Services Cooperative

2025 USPS-R FISCAL YEAR-END REVIEW

2025 FISCAL YEAR-END REVIEW

New Releases:

IPDP – July 1st

Document Store

Reminders:

Job Calendars

New Contracts

EMIS Final L Collection - closes August 6th

PRE-CLOSING OVERVIEW

- Life Insurance Premium Payments
- Verify **System/STRS Advance Configuration** amount is zero from previous fiscal year
- Run **Reports/STRS Advance**

PRE-CLOSING – LIFE INSURANCE PAYMENTS

- Cost of Life Insurance over \$50,000
 - For those employees leaving the district as of June 30th 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 * Compensation: *

Moody, Jimmy Debbie - ANON1006 Pos: 1 - Teacher (Comp: C - television)

Future Pay Amount

Description	Pay Type	Effective Date	Units	Rate
	Life Insurance Premium		1.00	100.000

Gross 100.00

☒ Applies For Retirement

Retire Hours

☐ Supplemental

Supplemental Tax Option None

Pay Group: 1 - Wisteria 2

Specific Pay Account

Rate Type	Expenditure Account	Amount Charged	Leave Projection	Employer Distribution
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OR

PRE-CLOSING – LIFE INSURANCE PAYMENTS (CONTINUED)

Payroll Payments - Current

Position Pay

Employee: Position:

Gross Calculations

Adoption Assistance Non Cash Earnings	<input type="text" value="0.00"/>	Contract Gross	<input type="text" value="2,400.92"/>	Contract Gross Without Future Amounts	<input type="text" value="2,400.92"/>
Current Gross Without Future Amounts	<input type="text" value="2,400.92"/>	Future Gross	<input type="text" value="0.00"/>	Gross	<input type="text" value="2,400.92"/>
Life Insurance Premium Non Cash Earnings	<input type="text" value="0.00"/>	Non Cash Taxable Benefit	<input type="text" value="0.00"/>	Position Retirement Gross	<input type="text" value="2,400.92"/>
Supplemental Gross	<input type="text" value="0.00"/>				

	Pay Type	Compensation	Units	Rate	Gross	Contract Gross	Hours Worked	Description	Applies For Retirement
<input checked="" type="radio"/> Edit		Position Number: 1, Position	1.00	2,400.920	2,400.92	2,400.92		Accrued Wages	<input checked="" type="checkbox"/> Applies For Retirement
<input checked="" type="radio"/> Edit	Life Insurance Premium	Position Number: 1, Position	1.00	100.000	0.00	0.00		Life Ins.	<input checked="" type="checkbox"/> Applies For Retirement

PRE-CLOSING – LIFE INSURANCE PAYMENTS (CONTINUED)

- Life Insurance Premium Payment
 - Added to Total and Applicable Gross even though no tax is withheld (for W-2 purposes)
 - No Federal, State, or OSDI Taxes are 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

Payroll Item Configuration

City Tax Annuity Options

<input type="checkbox"/> Annuity 401 a	<input type="checkbox"/> Annuity 401 k	<input type="checkbox"/> Annuity 403 b
<input type="checkbox"/> Annuity 408 k	<input type="checkbox"/> Annuity 457	<input type="checkbox"/> Annuity 501 c
<input type="checkbox"/> Non Wages 125	<input type="checkbox"/> Other	<input type="checkbox"/> 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

<input type="checkbox"/> Suppress SSN ID	<input type="checkbox"/> Employer Health Coverage	<input type="checkbox"/> Job Level
<input checked="" type="checkbox"/> Medicare Pickup	<input checked="" type="checkbox"/> Tax Non Cash Earn	<input type="checkbox"/> Voluntary
<input type="checkbox"/> Required	<input type="checkbox"/> Show On Create Wizard	

Payee Information

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

Core/Adjustments

Adjustment Journal

☐ Create New ☒ Save ☐ Cancel

☐ Close

Employee
Moody, Jimmy Debbie - ANON1006

Payroll Item
Type: Federal Tax, Code: 001

Type
Life Insurance

Transaction Date
5/26/25

Amount
100.000

Description
NC1

☐ Imported

***Necessary adjustment 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 W-2 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 and employer, adjustments must be made to the Amount Withheld and Board Amount of Payroll Item.

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

- Medicare Paid by Employee and Employer Paid Adjustments

Adjustment Journal

Create New

Employee
Moody, Jimmy Debbie - ANON1006

Payroll Item
Type: Medicare Tax, Code: 692

Type
Amount Withheld

Transaction Date
5/26/25

Amount
1.450

Description
Medicare NC1 Tax

☐ Imported

To Date Options
☒ Month To Date
☒ Quarter To Date
☒ Year To Date
☒ Fiscal Year To Date

Adjustment Journal

Create New

Employee
Moody, Jimmy Debbie - ANON1006

Payroll Item
Type: Medicare Tax, Code: 692

Type
Board's Amount of payroll item

Transaction Date
5/26/25

Amount
1.450

Description
Medicare NC1 Tax

☐ Imported

To Date Options
☒ Month To Date
☒ Quarter To Date
☒ Year To Date
☒ Fiscal Year To Date

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

City Tax Adjustment (if necessary)

The screenshot shows the 'Adjustment Journal' window with the following fields and values:

- Create New:** ☐ **Save:** **Cancel:** **Close:** ☐
- Employee:** Moody, Jimmy Debbie - ANON1006
- Payroll Item:** Type: City Tax, Code: 003
- Type:** Amount Withheld
- Transaction Date:** 5/26/25
- Amount:** 1.000
- Description:** NC1 Tax
- Imported:** ☐
- To Date Options:**
 - ☒ Month To Date
 - ☒ Quarter To Date
 - ☒ Year To Date
 - ☒ Fiscal Year To Date

If any Core>Adjustments are entered involving non-cash earnings, the city tax will need to be calculated, the appropriate adjustments entered, and the appropriate payments processed.

Example:

$$\$100 \times 1.00\% = \$1.00$$

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

Medicare Pickup - Employer Paid Adjustments:

Example-

Life Insurance cost is \$100.00

$\$100.00 / 98.55\% = \101.47 (Applicable Gross) $\times .029$ (.0145 $\times 2$) = \$2.94 board payment

\$1.47 Is the amount of the Board Pickup Amount of the Payroll Item. This will update both Medicare Pickup for \$1.47 and Medicare for \$1.47 on the Employee's W2.



Adjustment Journal

☐ Create New

☐ Close

Employee: Hurst, Brent Carl - ANON1000

Payroll Item: Type: Federal Tax, Code: 001

Type: Life Insurance

Transaction Date: 6/13/24

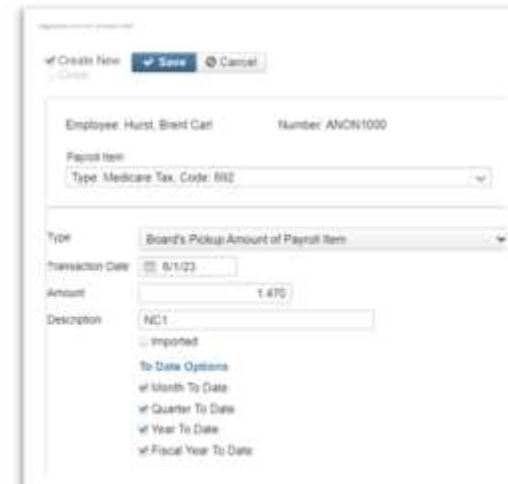
Amount: 100.000

Description: NC1

☐ Imported

To Date Options:

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



Payroll Item

☐ Create New

☐ Close

Employee: Hurst, Brent Carl Number: ANON1000

Payroll Item: Type: Medicare Tax, Code: 002

Type: Board's Pickup Amount of Payroll Item

Transaction Date: 6/1/23

Amount: 1.470

Description: NC1

☐ Imported

To Date Options:

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

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

Medicare Pickup - Employer Paid Adjustments:

Example-

$\$101.47 - \$100.00 = \$1.47$ Applicable Gross Adjustment

\$1.47 Is the amount of the Board Pickup Amount of the Payroll Item. This will update both Medicare Pickup for \$1.47 and Medicare for \$1.47 on the Employee's W2.

\$1.47 Is the amount of Board's Amount of payroll item. This will update the 941 Quarter report 'QTD Employer's Medicare Contribution.'

\$1.47 Is the amount of Applicable Gross. This will update the employee's W2 Taxable Gross for Medicare.

Adjustment Journal

☒ Create New
☐ Close

Employee
Hurst, Brent Carl - ANON1000

Payroll Item
Type: Medicare Tax, Code: 692

Type
Board's Amount of payroll item

Transaction Date
6/13/24

Amount
1.470

Description
NC1

☐ Imported

To Date Options

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

Adjustment Journal

☒ Create New
☐ Close

Employee
Hurst, Brent Carl - ANON1000

Payroll Item
Type: Medicare Tax, Code: 692

Type
Applicable Gross

Transaction Date
6/13/24

Amount
1.470

Description
NC1

☐ Imported

To Date Options

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

PRE-CLOSING – LIFE INSURANCE PAYMENTS (CONTINUED)

- Life Insurance Premium amounts are not included in total gross pay charged to USAS in Payroll Submission.
- Reports provide special totals for balancing
 - Pay Report – Listed as Other Pay
 - 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)

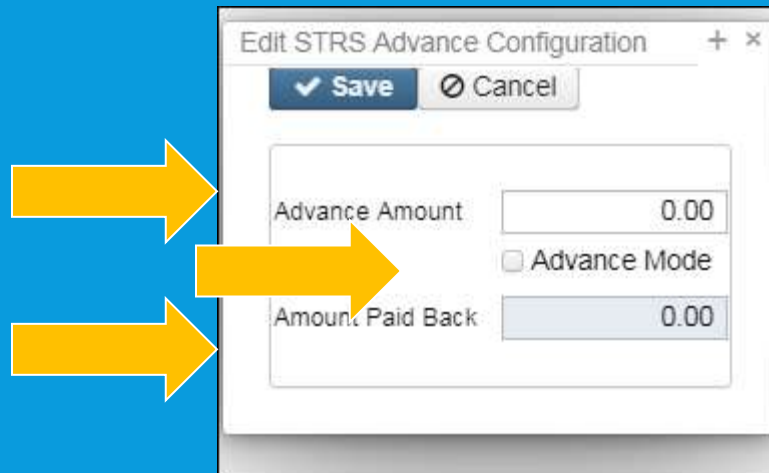
- Report setup in Adjustments
- Search under Adjustment Type
- Transaction Date **>=01/01/2025**

Adjustments

<div><div>+ Create</div><div>Mass Change</div></div>			<div><div><input type="checkbox"/> Include Archived</div><div><div>Q Advanced Query</div><div>Report</div><div>More</div><div>Reset</div></div></div>								
			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

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: 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:

- **Non-Advance Positions Report** – Report of positions not advancing and also includes days in contract, days worked as of June 30, contract obligation, and amount due.
- **Advanced Positions Report** – Report of all positions advancing and also includes service credit, contract amount due, advanced amount, and rehired retiree.
- **Advance Fiscal Year to Date Report** – Report of all STRS employees and also includes service credit, STRS days, earnings, STRS employee amount, advance amount, and rehired retiree.

Reminder - Service days will be determined by counting the days from the employee's job calendars plus attendance and absence days. ***These days must have a Pay Date stamped in order for them to be included in the count. (Dock Days use the Activity Date, no Pay Date stamped is required)***

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

<input type="text" value="4/1/25..8/30/25"/> <input type="button" value="x"/>						<input type="button" value="Show Printable"/> <input type="button" value="Advanced Query"/> <input type="button" value="Report"/>	
Date	Type	Amount	Check #	Check Type	Reconcile Date	Status	Void Date
4/1/25..8/30/25	payroll						
05/09/2025	Payroll	56,169.26		Electronic	05/09/2025	Reconciled	
04/25/2025	Payroll	55,933.01		Electronic	04/25/2025	Reconciled	
04/11/2025	Payroll	56,431.76		Electronic	04/11/2025	Reconciled	

Reporting Period: May 2025 (FY 2025)

5/19/25 10:58 AM

Disbursement Report

Reference #	Vendor #	Primary Name	Date	Type	Amount	Check #	Check Type	Reconcile Date	Status	Void Date	Printed
15990			5/9/2025	PAYROLL	\$ 56,169.26		0 Electronic	5/9/2025	RECONCILED		<input type="checkbox"/>
15964			4/25/2025	PAYROLL	55,933.01		0 Electronic	4/25/2025	RECONCILED		<input type="checkbox"/>
15943			4/11/2025	PAYROLL	56,431.76		0 Electronic	4/11/2025	RECONCILED		<input type="checkbox"/>
Grand Total					\$ 168,534.03						

- Subtract gross for payroll checks voided during the quarter from payroll clearance checks written

Totals Summary			
	QTD Total	YTD Total	FTD Total
Total Gross:	\$168,534.03	\$504,867.09	\$1,168,398.45
Total Annuities:	\$27,975.36	\$83,777.65	\$194,712.48
Non-Federal Tax Annuities:	\$0.00	\$0.00	\$0.00
Non-Cash Earnings:	\$0.00	\$0.00	\$0.00
Total Adjusted Gross:	\$140,558.67	\$421,089.44	
Calculated Adjusted Gross:	\$140,558.67	\$421,089.44	

QUARTER-END CLOSING QUARTER REPORT (CONTINUED)

Balance 'Calculated Adjusted Gross' on the Quarter Report

'Total Gross' minus '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 the Quarter Report.
- Be sure to verify the electronic transfers of federal and Medicare payments as well.
- This should be true for every payroll item.

	QTD Total
Total Gross:	\$168,534.03
Total Annuities:	— \$27,975.36
Non-Federal Tax Annuities:	\$0.00
Non-Cash Earnings:	<u>\$0.00</u>
Total Adjusted Gross:	\$140,558.67
Calculated Adjusted Gross:	\$140,558.67

QUARTER-END CLOSING W2 BALANCING

◎ 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

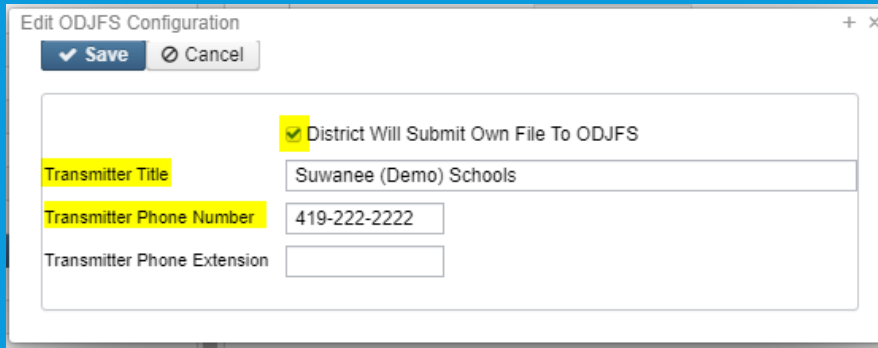
[W2 Reconciliation Worksheet](#)

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
- Verify ODJFS configuration by going to System/Configuration/ODJFS Configuration:



The screenshot shows a dialog box titled "Edit ODJFS Configuration" with a "Save" button and a "Cancel" button. The dialog contains a checkbox labeled "District Will Submit Own File To ODJFS" which is checked. Below this, there are three text input fields: "Transmitter Title" with the value "Suwanee (Demo) Schools", "Transmitter Phone Number" with the value "419-222-2222", and "Transmitter Phone Extension" which is empty.

- When uploading your file in SOURCE, select the **ICESA** file Type

QUARTER-END CLOSING ODJFS REPORT

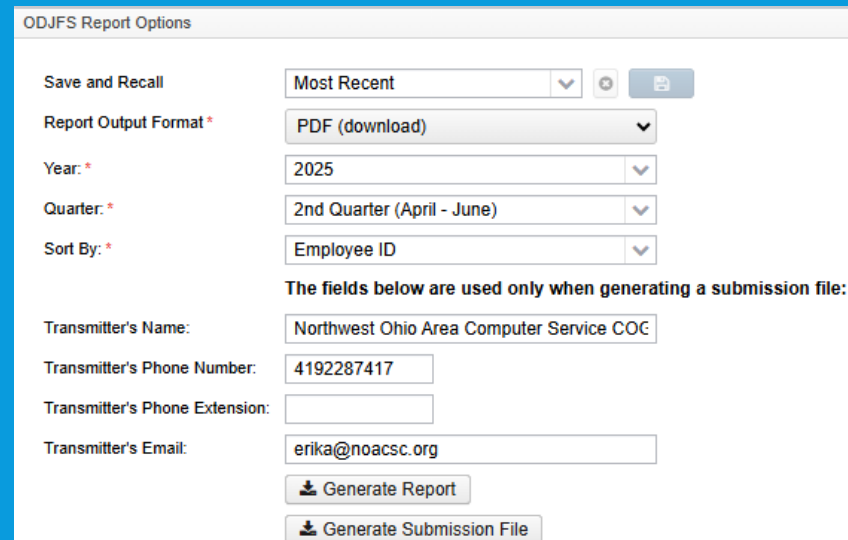
Go to Reports/ODJFS Reporting/ODJFS Report

Click on the Generate Report button

Review all totals and weeks

*Reminder – taxable wages listed on the report is used only for contributing employers, calculated value based on ODJFS rules.

The ODJFS taxable wage base is \$9,000 for 2025. If this is met, then zero will be in the YTD Taxable Wage column.



The screenshot shows the 'ODJFS Report Options' form. It includes fields for 'Save and Recall' (set to 'Most Recent'), 'Report Output Format' (set to 'PDF (download)'), 'Year' (set to '2025'), 'Quarter' (set to '2nd Quarter (April - June)'), and 'Sort By' (set to 'Employee ID'). Below these, a note states: 'The fields below are used only when generating a submission file:'. This is followed by 'Transmitter's Name' (Northwest Ohio Area Computer Service COC), 'Transmitter's Phone Number' (4192287417), 'Transmitter's Phone Extension' (empty), and 'Transmitter's Email' (erika@noacsc.org). At the bottom are two buttons: 'Generate Report' and 'Generate Submission File'.

When all data is correct, click on the Generate Submission File

Save the file to your desktop or folder of your choosing

Upload into The Source system by **7/18/2025**

SERS SURCHARGE

☐ SERS Surcharge is an additional employer charge for SERS employees who made under \$30,000

- ☐ Excludes retired-rehired employees and deceased employees
- ☐ Payment is due 30 days after being notified
- ☐ Can also find their surcharge report in eSERS website under Financial Information

How it's calculated

Minimum annual compensation amount	\$30,000
Covered compensation	7,000
Difference	23,000
Initial Individual Surcharge	$23,000 \times 14\% = \$3,220$

☐ Preview the SERS Surcharge report in USPS under Reports/SERS Reporting/SERS Surcharge

☐ Will calculate the surcharge for SERS employees

☐ Visit these links for more information:

☐ <https://www.ohsers.org/wp-content/uploads/2018/04/EMP-7009-Surcharge-Fact-Sheet.pdf>

☐ <https://www.ohsers.org/employers/annual-processes/surcharge/>

AOS REPORTS

- **Schedule Extracts for the Auditor of State.** *(For 2025, 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 7/30/2025

If for some reason you are not able to be in FY26 by July 30, please let us know. We will need to reschedule the job of another date.

STRS BACKPOSTING

- For wages earned in FY24 but paid in FY25, You will need to create a backposting adjustment in STRS
- In USPS, you will also need to make the following adjustments
 - 1) Core>Adjustments-Payroll Item 450 using Type Total Gross for the Fiscal Year To Date
 - 2) Core>Adjustments-Payroll Item 591 using Type Amount Withheld for the Fiscal Year To Date
 - 3) Core>Adjustments-Payroll Item 691 using Type Board's Amount of payroll item for the Fiscal Year To Date

FISCAL YEAR-END CLOSING - STRS ADVANCE

Things to consider before starting your STRS Advance:



- 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 OR enter a pay date in the effective date field in future pay
- **You cannot process your first July payroll until you start your STRS Advance**

STRS ADVANCE REPORTS

- Recommend starting after your first June Pay
- 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**

STRS ADVANCE FISCAL YEAR TO DATE REPORT

STRS Advance Report Options




Save and Recall:  


Sort By:

Report Format:

Starting Date for the Academic Year:

Ending Date for the Academic Year:

 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

STRS ADVANCE FISCAL YEAR TO DATE REPORT

- 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

STRS ADVANCE FISCAL YEAR TO DATE REPORT

Report Totals Breakdown

Report Totals

Non-taxed Earnings:	\$38,783,964.82
Non-taxed Advanced Amount:	\$1,434,375.41
Taxed Earnings:	\$0.00
Taxed Advanced Amount:	\$0.00
Taxed + Non-taxed:	\$5,429,821.72
Amount Advanced:	\$1,434,375.41
Regular Employee Count:	588
Regular Contributions:	\$0.00
Regular Pickup:	\$5,372,560.97
Total Warnings:	28
Total Errors:	8

Non-taxed Earnings = FYTD gross amounts from the 450 Payroll Items + wages remaining on contracts

Non-taxed Advanced Amount = Retirement amount that will be withheld over the summer pays

\$3,995,446.31
\$5,429,821.72
\$0.00
\$0.00
\$5,010.98
25
\$0.00
\$57,260.75

STRS ADVANCE FISCAL YEAR TO DATE REPORT

Report Totals Breakdown

Taxed Earnings = Not common. It is the applicable gross of employees who have Non-Annuity STRS Items

Taxed Advanced Amount = Not common. Amount withheld over the summer for Non-Annuity STRS Items

Report Totals

Non-taxed Earnings: \$38,783,964.82
Non-taxed Advanced Amount: \$1,434,375.41

Taxed Earnings: \$0.00
Taxed Advanced Amount: \$0.00

Taxed + Non-taxed: \$5,429,821.72
Amount Advanced: \$1,434,375.41
Regular Employee Count: 588
Regular Contributions: \$0.00
Regular Pickup: \$5,372,560.97

Total Warnings: 28
Total Errors: 8

Non-taxed Deposit/Pick up: \$3,995,446.31
Non-taxed Total: \$5,429,821.72

Taxed Deposit/Pick up: \$0.00
Taxed Total: \$0.00

Retiree Amount Advanced: \$5,010.98
Rehired Retiree Count: 25
Retiree Contributions: \$0.00
Retiree Pickup: \$57,260.75

STRS ADVANCE FISCAL YEAR TO DATE REPORT

Report Totals Breakdown

Report Totals

Non-taxed Earnings:	\$38,783,964.82
Non-taxed Advanced Amount:	\$1,434,375.41
Taxed Earnings:	\$0.00
Taxed Advanced Amount:	\$0.00
Taxed + Non-taxed:	\$5,429,821.72
Amount Advanced:	\$1,434,375.41
Regular Employee Count:	588
Regular Contributions:	\$0.00
Regular Pickup:	\$5,372,560.97
Total Warnings:	28
Total Errors:	8

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

Amount Advanced = Retirement amount that will be withheld on summer pays

Regular Pickup = Taxed + Non-taxed – Retiree Pickup

Retiree Amount Advanced:	\$5,010.98
Rehired Retiree Count:	25
Retiree Contributions:	\$0.00
Retiree Pickup:	\$57,260.75

STRS ADVANCE FISCAL YEAR TO DATE REPORT

- 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 Advanced Amount:	\$1,434,375.41
Taxed Earnings:	\$0.00
Taxed Advanced Amount:	\$0.00
Taxed + Non-taxed:	\$5,429,821.72
Amount Advanced:	\$1,434,375.41
Regular Employee Count:	588
Regular Contributions:	\$0.00
Regular Pickup:	\$5,372,560.97
Total Warnings:	28
Total Errors:	8

Non-taxed Deposit/Pick up:	\$3,995,446.31
Non-taxed Total:	\$5,429,821.72
Taxed Deposit/Pick up:	\$0.00
Taxed Total:	\$0.00

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

STRS ADVANCE FISCAL YEAR TO DATE REPORT

Report Totals Breakdown

Taxed Deposit/Pick Up = Not Common. Is the total employee amount for non annuity STRS Items

Tax Total = Not Common. Is Taxed Deposit/Pickup plus taxed advanced amount

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		

STRS ADVANCE FISCAL YEAR TO DATE REPORT

Report Totals Breakdown

Report Totals

Non-taxed Earnings:	\$38,783,964.82
Non-taxed Advanced Amount:	\$1,434,375.41
Taxed Earnings:	\$0.00
Taxed Advanced Amount:	\$0.00
Taxed + Non-taxed:	\$5,429,821.72
Amount Advanced:	\$1,434,375.41
Regular Employee Count:	588
Regular Contributions:	\$0.00
Regular Pickup:	\$5,372,560.97
Total Warnings:	28
Total Errors:	8

Non-taxed Deposit/Pick up:	\$0.00
Non-taxed Total:	\$5,429,821.72
Taxed Deposit/Pick up:	\$0.00
Taxed Total:	\$0.00

Retiree Amount Advanced:	\$5,010.98
Rehired Retiree Count:	25
Retiree Contributions:	\$0.00
Retiree Pickup:	\$57,260.75

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.

STRS ADVANCED POSITIONS REPORT

STRS Advance Report Options

Save and Recall

Most Recent

⚙️

📄

Sort By:

Employee Name

▼

Report Format:

PDF (download)

▼

Starting Date for the Academic Year: *

📅 7/1/24

Ending Date for the Academic Year: *

📅 6/30/25

📄 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

STRS ADVANCED POSITIONS REPORT

➤ Parameters for job to advance:

- 1) Contract days worked must equal days in contract
- 2) Amount remaining to pay greater than zero
 - $\text{Contract Obligation} - \text{Amount Paid} - \text{Amount Docked} > \text{zero}$
- 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.

STRS ADVANCE CALCULATION

- STRS Advance sample calculation
- Employees who receive pickup on pickup will use a higher rate than 14%

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:

$210.56 + 210.56 + 210.56 + 210.00 = 841.68$



*

STRS ADVANCED POSITIONS REPORT

- **Advanced Positions Report**
 - Report should be checked carefully
 - Be consistent with prior years
 - Check supplemental contracts, many times missed

NON-ADVANCED POSITIONS REPORT

STRS Advance Report Options




Save and Recall  


Sort By:

Report Format:

Starting Date for the Academic Year: *

Ending Date for the Academic Year: *

 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

NON-ADVANCED POSITIONS REPORT

- **Non-Advanced Positions Report**

- Lists 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

ERRORS AND WARNINGS

Check reports for warnings and errors

- STRS Advance documentation lists messages and possible solutions
- <https://mcoecn.atlassian.net/wiki/spaces/uspsrdoc/pages/2491640/STRS+Advance#STRSAdvance-ErrorsandWarnings>

SERVICE CREDIT


◎ 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

STRS ADVANCE RETIRED REHIREES

- 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

CREATE SUBMISSION FILE

- Once STRS Advance information is correct, in **Reports/STRS Advance** click on the **Create Submission File** button
- Sets advance flag on Compensation records to 
- 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

3RD PARTY

- 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:

3RD PARTY (CONT.)

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

Choose File

Upload Submission File:

Choose File

Submit Uploaded File to STRS

Uploaded File:

STRSADMERGE

- Once uploaded, click on
to submit your STRS Advance file

Submit Uploaded File to STRS

FILE ARCHIVE

- Print or save final copies of reports as needed
- Reports will be saved under Utilities/File Archive/Fiscal Year Reports

STRS DEADLINE

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

DEADLINE for August 1st 2025

CORRECTIONS

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

CORRECTIONS (CONT.)

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

POST CLOSING (CONTINUED)

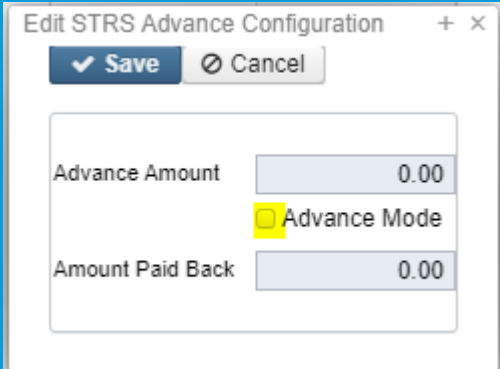
- Items to Consider While in the STRS Advance:
 - Regular and Irregular Pay Types can not be used.
 - Dock (if not included prior to closing), Retro, Termination, and Pay off accrued wages can affect STRS Advance balancing.
 - Modifying the number of Pays Paid can affect STRS Advance balancing.
 - During 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 summer 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



Edit STRS Advance Configuration

✓ Save ✕ Cancel

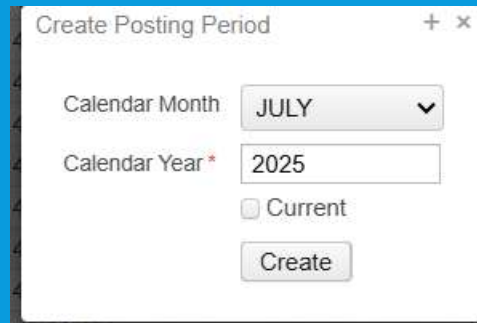
Advance Amount 0.00

☒ Advance Mode

Amount Paid Back 0.00

NEW FISCAL YEAR

- Create July Posting period.
Core > Posting Period > Create

A screenshot of a software dialog box titled "Create Posting Period". It features a "Calendar Month" dropdown menu set to "JULY" and a "Calendar Year" text field containing "2025". There is an unchecked "Current" checkbox and a "Create" button at the bottom. The dialog box has standard window controls (minimize, maximize, close) in the top right corner.

Create Posting Period

Calendar Month: JULY

Calendar Year: 2025

☐ Current

Create

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

You are now ready to process first FY26 payroll

QUESTIONS?

Upcoming Open Lab:

June 12th- Calendar, New Contract or EMIS Checklist