

# Pre-closing USPS Fiscal Year-End Procedure

These checklist/reminders outline the steps to be taken to close the USPS fiscal year.

## Process any NC1 Payments

\_\_\_\_\_ Employees that will be retiring or resigning at the end of the fiscal year, calculate the cost of life insurance over \$50,000. Using the USPSCN/UPDCAL\_CUR or USPSCN/UPDCAL\_FUT program, the amount should be included as part of their final pay using a pay type of NC1. For an example and in depth discussion of the calculation process, refer to the "Reporting Taxable Amount of Life Insurance Premiums" chapter of the USPS User Guide. You may also reference IRS Publication 15-B.

## **NC1 Payment FYI (There may be a balancing issue with inical/NC1's):**

-Federal, State nor OSDI taxes are withheld.

- Added to wages even though no tax is withheld.

-Medicare and FICA are withheld.

-Flag in DEDNAM city record controls whether city tax is withheld. Even if flag is set to "N", the amounts are added to the wages.

- Manually change the wages if not the desired effect.

-NC1 amounts are not included in total gross pay charged to USAS.

- Reports provide special totals for balancing.

-NC1 payment is added to special fields on JOBSCN, screen 3.

\_\_\_\_\_ Verify the USPSTAT/USPSCON STRS advance amount is zero from the previous fiscal year.

## Create New Job Calendars

Job calendars for the 21-22 school year can be added to the system as soon as they are board approved. Utilize the USPSTAT/CALMNT to enter the calendars. The F20 copy option is helpful when adding calendars.

## Enter New Contracts for July 1 start dates

New contracts can be entered for those positions with a July 1 start date or those with other start dates as well. The IMPORT option in NEWCNT can be used to load the data from a spreadsheet CSV file. The spreadsheet must contain the following fields: Employee\_ID, Job\_No, Contract\_type (4= new contract) and Contract\_amount. The BUILD option in the SALARY program can be used as well.

## **Run STRSAD**

\_\_\_\_\_ Use option #1 to generate reports to begin balancing and verification of data. See FYE procedures for detailed documentation.

Program will project days through the end of the fiscal year to determine jobs to advance and calculation of credit.


Advance amount will be too large until all June pays are completed.

### **Long-term Illness and Attendance/Absence entry for EMIS reporting**

**Staff is now pulled from your live payroll files. EMISR is collecting USPS staff data real-time using USPS SIF agent.** It is important that long term illness data is *not* wiped out until Period L -19 reporting is complete- See supporting documentation (Staff Attendance) for detailed information on entering long-term illness days.

**It is important not to run the CLRATD program to reset EMIS related fields until Period 21L is closed. Please check with your EMIS Coordinator before running this option.**

## **EMIS Staff Reporting**

 Please note, the EMIS year-end reporting process may or may not be completed, depending on each district's internal policy. If the EMIS year-end process is complete, proceed with the steps outlined under Month-End Closing. If you're EMIS year-end reporting needs to be processed, continue with the steps below.

It is suggested when the majority of staff attendance has been entered, you run the USPEMS/USPEMX program to meet the year-end reporting period. Completing the staff data verification will ensure timely submission of data to ODE.

- \_\_\_\_\_ Run USPEMS/PERDET. Clean up any errors and re-run PERDET. PERDET can be run as many times as needed until all errors have been corrected.
- \_\_\_\_\_ Run the USPEMS/USPEMX program to report EMIS staff information for the year-end reporting period. Refer to the EMIS Staff Reporting Guide for complete reporting procedures.
- \_\_\_\_\_ EMIS absence and attendance days are calculated for you through the job calendars and attendance posting. Make adjustments using USPSCN/ATDSCN if discrepancies cannot be found on the calendars or ATDSCN entries.
- \_\_\_\_\_ Verify the JOBSCN/Screen 2 EMIS Contract information fields and make changes as necessary for period L reporting.

## **Month End USPS Closing**

- \_\_\_\_\_ 1. Complete and submit SERS reports and payments as required.

\_\_\_\_ 2. Run SERSMONTH to clear MTD totals from the 400/590 and 690 DEDSCN records and create ABS101, BENRPT and CHKSTS reports.

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\_\_\_\_ 3. Complete and submit STRS reports and payments as required.

\_\_\_\_ 4. Balance the payroll account (when statement is received from bank).

- Run the CHKSTA program or PAYREC to reconcile checks.
- Run CHKSTS option of the USPRPT program for outstanding checks and any other check registers that you may need.
- Run the BENACC program if applicable.

**\*\*Do not close the quarter at this time\*\***

## Quarter End Closing for USPS

\_\_\_\_ 1. Run QRTRPT program selecting the demand option (N).

- Lists all QTD figures from the JOBSCN and DEDSCN.
  - Compare totals of deduction checks written to the totals for each deduction code.
  - Be cautious of deductions combined by vendor number.
  - Verify electronic transfers of federal and Medicare payments as well.
  - Any differences should be resolved.

- In the "Totals" section of QRTRPT, the gross and adjusted gross should balance using a manual calculation:

**Gross**  
**- Annuities**  
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**Adjusted gross calculated**

- The Adjusted gross calculated should equal the adjusted gross amount from QRTRPT. This should be true for all adjusted gross figures in the "Totals" section. Differences should be resolved:
  - Verify the non-cash amounts.
  - Verify the total annuities equal total of all deduction checks payable to annuity companies.
  - Run AUDRPT, look for manual changes to JOBSCN total gross, annuity amounts, federal taxable gross.
- The total gross showing on QRTRPT should equal the total of all payroll clearance checks created during CHKUPD for the quarter (Run the report CHECKS and select 'All payroll checks'- FYI: this is a budgetary report and you may not have access to it). Subtract gross for payroll checks voided during the quarter from the payroll clearance checks written.
- ERNREG deduction totals should equal QRTRPT deduction totals.

- \_\_\_\_\_ 2. It is recommended that you balance the W2REPT quarterly to minimize problems at calendar year-end.
- Run the program W2PROC. Check the W2ERR.TXT report for errors.
  - Complete and balance the W2REPT Reconciliation Worksheet for the quarter following the directions on the Worksheet.
  - Balance the deduction totals (taxes and annuities) on the W2REPT.TXT report with the totals from the DEDRPT.TXT reports from the quarter.
  - Balance the gross amounts on the W2REPT.TXT report with the PAYRPT.TXT reports for the quarter. **Note: These amounts may not balance due to the way W2PROC handles certain amounts (e.g. Medicare pickup).**
  - The QRTRPT, ERNREG, and W2REPT YTD deduction totals should all balance.
  - If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes in USPSCN. The AUDRPT program can be useful in identifying these problems.
- \_\_\_\_\_ 3. Run PAYDED to generate a non-zero deduction report. To do so, set the 'Payment Option' to "A" and leave the 'Payment cycle' and 'Deduction codes' fields blank. View DEDRPT.TXT and verify that there are no outstanding deduction amounts.
- \_\_\_\_\_ 4. The total of all board paid amounts (if tracked on the system) should equal the total of all warrant checks to the vendor or deduction company.
- \_\_\_\_\_ 5. Complete and file any required quarter-end submission forms.
- \_\_\_\_\_ 6. For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.  
**\*Please note mobile employees could cause discrepancies.**
- \_\_\_\_\_ 7. Run the program ODJFSRPT and generate a report only.
- Check all totals carefully for accuracy.
  - If you find errors on the number of weeks worked for any employee, use the adjustment option in **USPSCN/ATDSCN**. Re-run ODJFSRPT and verify the report. You **do not** create a tape file for submissions to ODJFS until you are sure the information contained on ODJFSRPT.TXT is correct.
  - You may want to Safari the 002 record to look for certain employees (i.e. the ODJFS wage reporting question is answered as a Y and they have no wages, etc).
- \_\_\_\_\_ When all data is correct, run the ODJFSRPT program again, this time indicating that you want to create a tape file for submission to ODJFS and that you want to close ODJFS for the quarter.
- \_\_\_\_\_ Reminder – The taxable amount listed on the report is used only for contributing employers (not reimbursing employers) and is a calculated value based on ODJFS rules.

**\*\*Note: Your ODJFS must be closed before closing out the quarter.\*\***

\_\_\_\_ Please send an email to [fiscal\\_help@email.sparcc.org](mailto:fiscal_help@email.sparcc.org) when ODJFS is closed for the quarter.

## **STRS Advance Processing**

Even Though the board will not be advancing the money to STRS as in the past, the process for the annual reporting is the same as prior years.

Summer payrolls:

- ❖ Aware of any dock amounts for the first pay in July? Enter those on the “Dock next pay” field so STRSAD will calculate correctly.
- ❖ Aware of any early contract pay offs? Change the number of pays, but be cautious because the pay per period may change.

Two conditions must be met for a job to be advanced:

1. The days worked must equal the work days.
2. The number of pays paid must be less than the number of pays in contract.

If the amount remaining to be paid is greater than zero, an accrued contribution amount will be calculated. This accrued amount will be the amount of earnings not yet paid times the employee’s STRS withholding rate.

There are situations where an STRS employee may work extended days causing work days to remain on the contract following the last payroll in June. The software will calculate the work days remaining in the month of June provided the job calendars and payroll beginning and ending dates have been in put correctly.

Employees flagged as full-time on the 450 record must have at least 120 service days to be granted a full year of service credit toward retirement. Employees flagged as part-time will be given credit according to STRS rules outlined in the STRS Employer’s Manual. If you are in doubt about an employee’s part-time or full-time status, contact STRS and obtain a ruling.

- \_\_\_\_ 1. Run the STRSAD program and select the projection only (option 1). This option can be run as many times as needed. The program produces three reports.

The STRSAD.TXT report lists all advanced jobs for the district.

- Should be checked carefully.
- Be consistent with prior years.
- The amounts may be inflated if the fringe benefit flag on the 450 is set to “Y” and the employee has a 691 record with an inflated rate.
- Check for supplemental contracts – many times these are missed.

The STRSAD.RPT report is the complete fiscal year-end report for all STRS employees, including all advanced employees.

The NONADV.TXT report lists STRS employees whose jobs will not be advanced. Verify the data on the reports. The program will take the number of work days left on the calendars and add them to the days worked up to this point. If this equals the total work days in the contract, the employee will be advanced and will not be listed on this report.

\_\_\_\_\_ 2. Verify the data on the reports.

- On the STRSAD.RPT report, check each employee's service credit and FYTD totals.
  - Employees with 120 or more days receive 100% credit.
  - Employees with less than 120 days receive credit based on the STRS decision tree.
  - Employees classified as part-time have service credit based on the STRS decision tree:
    - Part-time flag on the 450 record 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.
    - 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.
- At the bottom of this report, there is an amount labeled Total Taxed + Non-Taxed. The amount shown should equal the amount deposited with STRS during the fiscal year plus the amount of accrued contributions on summer pays.
- Any differences in these amounts should be resolved prior to executing option "2" (actual option) of the STRSAD program.
- If you make any corrections, return to STRSAD and run the projection option (Option 1) again.

\_\_\_\_\_ 3. When STRSAD.RPT has no errors, all warnings have been verified and known to be correct, and employee status for STRS is correct, run the STRSAD program again, this time selecting Option 2. This option creates the file that will be submitted electronically to STRS and sets the STRS period closing date field in USPSDAT/USPCON to 06/yyyy. This date must be set before a July payroll can be started. The JOBSCN records are set with a special flag to indicate they are in advance mode until the last payment in the contract has been paid. Print and file the final copies of the STRSAD.TXT and STRSAD.RPT reports. Running STRSAD in "actual" does not clear the MTD totals.

\_\_\_\_\_ 4. Submit your STRSAD.XXXX file to STRS using ANNSTRSSND. You will be prompted for you STRS Employer ID code.

The path is: MENU/ USPS/USPS\_ANN/ANNSTRSSND

\_\_\_\_\_ 5. Email [fiscal\\_help@email.sparcc.org](mailto:fiscal_help@email.sparcc.org) when you have sent your tape file to STRS. **Please note: Districts must file corrections with STRS for any annual reporting changes.**

\_\_\_\_\_ 6. **Verify that all fiscal year end reports copied out to PAYROLLCD.**


## Quarter End Closing Completion

- \_\_\_\_\_ 1. Run all quarterly reports you normally do at the end of each quarter.
- \_\_\_\_\_ 2. Run **WAGOBL** if desired. This report shows the current accrued wage obligation by employee or by account. The Treasurer needs this report for GAAP reporting. A .CSV file can be generated. This report also copies to the reports available on the web.
- \_\_\_\_\_ 3. Run the SURCHG program if desired. This program is designed to assist with verifying the SERS surcharge calculations and for GAAP reporting. A .CSV file can be generated. See SURCHG Chapter of the USPS Reference Manual for more information.  
  
This file is not generated on the web. Surcharge minimum level for 20-21 can be found on the SERS Employer website.
- \_\_\_\_\_ 4. You may want to generate an ABS101 for AT AT or AT SB transactions for all of your substitutes. Sort and page break by employee and either place in their employment folder or provide to the employee (**Optional**).
- \_\_\_\_\_ 5. **Might have to save this for later:** Run the CLRATD program after the year-end EMIS staff data is complete and the quarter end reports are printed, but before long term illness days are input for the new fiscal year. This program will clear the long term illness field on USPSCN/BIOSCN. **This should not be ran until Period-L reporting is complete.**
- \_\_\_\_\_ 6. Review the GAAP checklist to ensure all reports needed have been generated.

## Fiscal Year-End Closing

 **At this point a copy of your USPS files needs to be completed.**

- \_\_\_\_\_ 1.  **Run PAY\_BACKUP to copy your files to "OLD" using the following path: USPS/USPS\_LCL/PAY\_BACKUP or type in PAY\_BACKUP at the Menu>. You will receive an automated e-mail message indicating the backup is complete.**

 **SPARCC staff will verify the copy procedure ran successfully and will respond to you via e-mail with instructions to continue with the next step. **\*\*Please wait until you receive a mail message from SPARCC before proceeding.\*\*** We will attempt to contact you as soon as possible.**

- \_\_\_\_\_ 2. Confirmation email received from SPARCC.
- \_\_\_\_\_ 3. Run the USPAUDIT program to create a USPS submission file for the auditors.
- \_\_\_\_\_ 4. Run AUDRPT choosing the O-Official option. Check the payroll CD to verify that the Official AUDRPT copied out properly.

- \_\_\_\_\_ 5. Run the QRTRPT program again, this time clearing all data for the quarter and the fiscal year (Option F). In addition, when this option is chosen a prompt will ask if you would like to clear the EMIS specific fields in JOBSCN.

The EMIS specific fields on JOBSCN (hours in a day, contact amount, work days in contract and FTE) can be cleared when selecting the QTD and FTD totals (option F).

- \_\_\_\_\_ 6. To verify the data cleared correctly, run the QRTRPT program again (demand option "N") and verify that the fiscal year to date totals on the report are zero.

## **Fiscal Year-End Sick Leave Balances**

After all absences have been posted through 6/30/21, you can run a sick leave report to obtain balances as of 6/30/20 for GAAP reporting (ABSRPT or BENRPT). ABSRPT and BENRPT do not have the ability to print a prior balance after future dates have been posted. However, you can also get these balances by running and ERNSUM.

Option in BENACC – PLTOSI and PLTOPAY. Converts unused personal days to sick days or converts unused sick days to pay.

## **Post Fiscal Year-End Closing**

### **Restrictions during the advance:**

- Modifications cannot be made to certain fields on jobs in the advance mode.
- Certain Pay Types can be processed on advance jobs. See the STRS chapter of the USPS User Guide for details.

STRS Follow-up on the Advance After All Summer Pays:

- \_\_\_\_\_ 1. Run USPSDAT/USPCON. Verify the advance amount now shows as zero dollars.
- \_\_\_\_\_ 2. If not, balance your STRS at the end of the advance, compare the original STRSAD.TXT to the CHKSTRS report. Be sure to sort the CHKSTRS report in the same order as your STRSAD.TXT report was sorted at the end of June.

The CHKSTRS report shows how much was ACTUALLY advanced during the course of the payrolls. Compare the two reports person by person and you can quickly identify who did not have the correct amount advanced.

- \_\_\_\_\_ 3. Consult with STRS if any difference are found these should be reported to STRS as a **prior** fiscal year correction if necessary.
- \_\_\_\_\_ 4. Contact SPARCC to have any remaining STRS advance amounts removed from the USPSDAT/USPCON.



## Helpful Links

### **EMIS Staff Reporting:**

<https://wiki.ssd-ohio.org/display/usps/EMIS+Staff+Reporting>

### **SERS Surcharge Report:**

<http://wiki.ssd-ohio.org/display/usps/SURCHG+-+SERS+Surcharge+Report>

### **Calculating Days and Weeks for Reporting Purposes:**

<http://wiki.ssd-ohio.org/display/usps/Calculating+Days+and+Weeks+for+Reporting+Purposes>

### **IRS Publication 15-B:**

<http://www.irs.gov/pub/irs-pdf/p15b.pdf>

### **STRSAD Documentation:**

<http://wiki.ssd-ohio.org/display/usps/STRSAD+-+STRS+Advance>