# USPS-R Fiscal Year End Checklist

**This procedure outlines the steps to be taken to close the USPS fiscal year.**

**\*\*NOTE\*\*** *Payrolls with July or later pay dates in the new fiscal year cannot be processed unless STRS Advance has been completed. An error will be given if trying to Initialize the first pay in July: \*\*\*\*RUNNING A PAYROLL IN JULY BEFORE RUNNING STRS ADVANCE \*\*\*\**

## *Cost of Life Insurance over $50,000*

\_\_\_\_\_ **PAYROLL PAYMENTS > CURRENT** or **PAYROLL PAYMENTS > FUTURE** Program - For any employee that will be retiring or resigning at the end of the fiscal year, calculate the cost of life insurance over $50,000. The amount should be included as part of their final pay using a **pay type** of **Life Insurance Premium**.
For an example and in depth discussion of the calculation process, refer to the [Reporting Taxable Amount of Life Insurance Premiums.](#) 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 payroll item 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 in **System**>**Configuration**>**STRS Advance Configuration** that the **Advance Amount** and **Advance Paid Back** amount are zero and **Advance Mode** flag is unchecked.


\_\_\_\_ **Create New Job Calendars**
**Core > Job calendar** - 21-22 school year can be added to the system as soon as
they are board approved.  Utilize the **Create** to enter the calendars.  The **Copy** option is helpful when adding calendars.

\_\_\_\_ **Enter New Contracts for July 1 start dates**
**Processing > New Contracts**
New contracts can be entered for those positions with a July 1 start date or those
with other start dates as well.  The IMPORT New Contract 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 Mass Copy compensations can be used to build new contracts also.

\_\_\_\_ **STRSAD**

\_\_\_\_\_ Go to **Reports**>**STRS Advance** run the **Advance Positions Report and Non-Advance Positions Report.** Use these reports to begin balancing and verifying data.

\_\_\_\_ **Reports > Strs Advance Report** - Use option Generate Advance Fiscal Year to Date Report

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 - 20 reporting is complete- See supporting documentation (Staff Attendance) for detailed information on entering long-term illness days.

## *EMIS Staff Reporting*

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☞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.

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_____ Make sure all Long Term Illness data from previous fiscal year have been cleared. To remove prior fiscal year long-term illness days use the **Mass Change** option in the **Core > Employee** screen. (Contact ITC for assistance)

_____ Enter new Long Term Illness (15 or more consecutive absences) data for the new fiscal year on the **Core>Employee** record in the **Long Term Illness** field.

_____ EMIS absence and attendance days are calculated for you through the job calendars and attendance posting. Make adjustments using **CORE > ADJUSTMENTS.**

_____A) Click **Create**
_____B) Find **Employee** by typing a few characters of first or last name and then click on employee name
_____C) Go to **Type** and choose EMIS Attendance or EMIS Absence from drop down option
_____D) Enter in a **Transaction Date**
_____E) Enter in the **Amount** of days needed
_____F) Click **Save**

_____ Create CC and CJ records as needed

**\*\*NOTE\*\* Make sure to check employee's who are no longer with the district and have a Position Status of 'U', that they have a Separation Reason and Separation Date (employee's last day) entered in the employee Position/EMIS Related Information for EMIS reporting. Districts can create a report using Position grid with Position status, Separation Reason, filtered to 'U' and Separation Date. They can then make sure at FYE and CYE, for employee's that have left and a separation date has been entered.**

## *Month-End Closing*

_____ Complete **Reports > SERS Reports** and payments as require

_____A) Verify the data by clicking on the Generate Report button
_____B) Verify service days for all employees
_____C) Total contributions should equal total deduction and warrant check payable to SERS
_____D) Earnings x 10% should equal contributions
_____E) Create SERS Submission File and upload to eSERS

_____ Go to **Reports/STRS Monthly Report** (optional)

_____A) **Report Title**-Default is STRS Monthly Report this can be changed if desired

_____ B) Month-Choose the Month from the drop down
_____ C) Year-Verify year-can be chosen from drop down
_____ D) Sort **By**-Default is Employee Name this can be changed using drop down
_____ E) Report **Format**-Choose format from drop down
_____ F) Click **Generate Report**


_____ Balance the payroll account (when statement is received from bank)


_____ **A)** Go to **Reports > Report Manager > SSDT Outstanding Checks Report**. Click [⬆] (generate)

         1- **Format**-Choose format from drop down
         2- **Page Size**-Choose from drop down
         3- **Orientation**- Choose from drop down (landscape/portrait)
         4- **Name**-Default name is Outstanding Checks. Can be changed and named
         whatever desired
         5- **Summary Report**- If you only want a summary report with totals check the    box
         6- **Show Report Options**-Will print options page showing how report was set up if box is
         checked
         7- **Start Date**-Enter in a start date in MM/DD/YY format
         8- **End Date**- Enter in an end date in MM/DD/YY format
         9- Click **Generate Report**


_____ **B)** Go to **Payments > Check Register** to reconcile checks manually or use Auto Reconcile.

         1- Click the **Auto Reconcile** tab
         2- **Reconciliation Date**- The current date is defaulted. Can be changed by using
         MM/DD/YYYY format
         3- **Pay Rec Format**-Choose format from the drop down
         4- **Bank Account**-Chose correct Bank Account from drop down
         5- Click **Choose File**-Locate the file from the bank
         6- Click **Upload**


_____ Go to **Processing > Benefit Update and Projection /Accrual** to accrue leave.

         1- **Report Title**-Default name is Benefit Accrual Report. Change if desired.
         2- **Accrual or Projection**-Default is Accrual Projection report. Choose from drop
           down. Recommendation is to process in Projection first
         3- **Benefit Accrual Option**-Choose from drop down
         4- **Specific Accrual Date**-Enter or chose from calendar the specific accrual date
         5- **Include Ineligible Positions**-If you want to include ineligible positions check the box
         6- **Sort Options**-Choose the sorting option from the drop down
         7- **Selects Pay Groups** or **Specific Employees**-Move to the Selected box
         8- Click **Generate Report**
         9- View the report for accuracy
         9- Change **Accrual or Projection** to Accrual Report from the drop down
       10- Click **Generate Report**


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


## *Quarter-End Closing*


_____ Go to **Reports> Quarter Report**

**1- Year-**Choose year from drop down. Default should be current year
**2- Quarter-**Choose from drop down. Default should be current quarter
**3- Sort By-**Choose sorting option
**4-** Click-**Generate Report**

☐ 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 **quarter report**, the gross and adjusted gross should balance using a manual calculation

Total Gross
- Annuities
+ Non-Cash Earnings
_____
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.

- Verify the non-cash amounts.
- Verify the total annuities equal total of all deduction checks payable to annuity companies.
- Run Reports > Audit Report, look for manual changes to total gross, annuity amounts, federal taxable gross.
- \* 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 off check:
- Verify the total annuities equal total of all Outstanding Payable payments made to annuity companies
- Go to Reports/Audit Report- 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.

_____ Total gross showing on **quarter report** should equal the total of all payroll disbursement checks created during **Payroll Posting to USAS** for the quarter.

_____ It is recommended that you balance the **W2 Report** quarterly to minimize problems at calendar year-end.

_____ **Reports > W2 Report and Submission** and check for any errors on the report.

1-**Output Type-**Click on the option you will be processing (report)
2- **Format-**Choose the format from the drop down
3- **Report Title-**Default is W2 Report. Can be changed to desired name
4- **Federal ID Number-**Defaulted to district Federal Id number
5- **State ID Number-**Defaulted to district State ID number
6- **Kind of Employer-**Choose from drop down
7- **Sort Options-**Choose sorting option from drop down.
8- **Report for Year-**Current year should be defaulted. Can choose from drop down if need
9- **Include Fringe Benefits in Box 14-**Check box if you want Fringe Benefits to appear in Box 14 on the W2.
10- **Report Employee with errors only-**Check box if you want to see only employees with errors
11- Select **Payroll Item Configuration** you wish to appear in Box 14 and click add
12- If you wish to create the report for an individual employee **Select Employee** and click add.
13- If you wish to process the report for specific pay groups move pay group(s) to Selected area
14- Click **Generate Report**

_____ Complete and balance the W2 Report Reconciliation Worksheet for the quarter following the directions on the Worksheet.

W2 Reconciliation Worksheet

_____ Balance the Payroll Item totals (taxes and annuities) on the **W2 Report** with the totals from the **Outstanding Payables** reports that were created each pay from the quarter.

1- Another option-- Go to **Payments/Payee/Payee Payment Check**
2- Filter **Transaction date** on the grid by the quarter (Ex. 01/01/2021..03/31/2021)
3- Click on **Report**
4- A report of all Payee checks for the quarter will be produced with a Grand Total
5-Follow the same process for **Payee Electronic Transfers**

_____ Balance the gross amounts on the **W2** Report with **Pay Reports** for the quarter.

_____ If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or adjustments. The **Audit Report (Reports > Report Manager > SSDT Audit Trail** can be useful in identifying these problems.

1- **Format**-Choose format from drop down
2- **Page Size**-Choose from drop down.
3- **Orientation**-Choose from drop down (landscape or portrait)
4- **Name**- Default is Audit Report can be changed if desired.
5- **Summary** Report-If you only want a summary report click the box
6- **Show Report Options**-Will print options page showing how report was set up if box is checked
7- **Start Date**- Enter a start date you wish to begin your audit from.
8- **End Date**- Enter an end date you wish to process the report through.
9- Click **Generate Report**

_____ Go to **Processing > Process Outstanding Payable** and verify that there are no outstanding Payroll Items. (Screen should be empty)

_____ The total of all **Employer Distribution** amounts (if tracked on the system) should equal the total of all USAS accounts payable checks to the vendor or deduction company.

_____ Complete and file any required quarter-end submission forms.

_____ For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

**NOTE** Mobile employees could cause discrepancies.

_____ **Go to Reports > ODJFS Report.**

1-**Year-**Default is current year. Choose year from drop down
2-**Quarter-**Current quarter should be defaulted. Can choose from drop down
3- **Sort By**-Choose sorting option from drop down
4- Click **Generate Report**

Check all totals carefully for accuracy. If necessary, go to **Core > Adjustments** and add the appropriate number of ODJFS weeks.

_____ When all data is correct click on **Generate Submission File**

_____ Transfer the file to your desktop or folder of your choosing and securely email the file to your ITC for submission

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

_____ Please send an email to **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.

♦ Employees flagged as full-time 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.

_____ **Reports > STRS Advance**

1- **Sort By**-Choose sorting option from drop down option
2- **Start Date for Academic Year**-Choose or enter starting date for academic year
3- **Ending Date for Academic Year**-Choose or enter ending date for academic year

 **These options can be ran as many times as needed.**

4- Click **Generate Advance Fiscal Year to Date Report** - is the complete fiscal year-end report for all STRS employees.
5- Click **Generate Advanced Positions Report -** lists all advanced jobs for the district.
6- Click **Generate Non-Advanced Positions Report** – A list of STRS employees whose jobs will not be advanced.

Verify the data on the reports. On the **Advance Fiscal Year to Date 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:
  o Part-time flag on the 450 record must be set as needed.
  o If uncertain of an employee's status – contact STRS.
- Re-employed retirees will always have 0% credit reported with contributions.
  o Calculated service credit for rehired retiree will flag a warning.
  o 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 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.

_____ Once the data has been verified for the advance, in the **Reports > STRS Advance** click on the **Generate Submission File** option. Save the file to your desktop or a folder of your choosing

♦ This option will flag all eligible jobs as in advance mode, set the system **Advance Mode flag** and then create the **Advance Amount figure**. Each time Outstanding Payables are processed for STRS the **Advance Pay Back** field on the **System > Configuration > STRS Advance Configuration** screen will be increased by the advance amount figure paid.

_____ *If applicable** If  third party files need to be merged with the STRS advance file that was created send that third party file along with your advance file securely to your ITC. The ITC will combine the necessary data and securely email the file back to you so it can be submitted.

_____ Submitting STRS Advance file

      _____**A)** Go to **Reports > STRS Advance**
      _____**B)** Click **Choose File-**Find your STRS Advance file
      _____**C)** Click **Submit Uploaded File to STRS**

_____ Email **fiscal_help@email.sparcc.org** when your STRS data has been submitted to STRS electronically.

# *Quarter-End Closing Completion*

_____ A Surcharge report can be created

      _____**Go to Reports > SERS Surcharge Report**
      _____**Fiscal Year-**Choose from drop down (default should be current fiscal year)
      _____**Include Fixed Pay Accounts-**The default is checked, uncheck if you do not want Fixed Pay Accounts included
      _____**Report Format-**Choose format from drop down
      _____Click **Generate SERS Surcharge Report**

Save the report for comparison with data that is sent to the district pertaining to SERS Surcharge employees.

_____Run the **Wage Obligation by Employee** report selecting only SERS pay groups

    _____ **Go to Reports>Wage Obligation by Employee**
      _____**Report as of-**Enter the beginning date of the fiscal year
      _____**Date to Calculate Payables Through-**Enter the ending date of the fiscal year (ex. 6./30/YY
      _____**Sort By**- Choose sorting option
      _____**Appointment Type-**Choose Classified
      _____**Pay Groups**- Select any pay groups that withhold SERS.
      _____Click **Generate Report**

Save the report for a **SERS Liability Report** for the auditors.

# *Fiscal Year-End Closing*

☑ **At this point a copy of your USPS files needs to be completed. Email fiscal_staff@sparcc.org and request a USPS Fiscal Year end backup**

_____ Confirmation email received from SPARCC.

_____ Run the **Reports > Auditor of State CSV Report**, to create files for Auditors. Once the file has been created, you will need to email this to ISA-SchoolSW@ohioauditor.gov

## *Post Fiscal Year-End Closing*

Restrictions during the advance:

♦ Modifications cannot be made to certain fields on **Position > Compensation** records in the advance mode.

♦ Certain Pay Types cannot be processed on advance jobs REG or IRR

_____ STRS follow-up on the Advance after all summer pays:

_____ **Core > Organization**-At the time of the last advance payment if all advances have been paid correctly the **Pay Back field** will match the Advance Amount and the **Advance Mode** flag will be turned off. The **Advance Amount** figure will need to be removed manually. If that figure is not removed it will be overwritten the following fiscal year by the new advance amount.

♦ After the advance is complete to find any discrepancies between what was contributed to STRS and what was reported on the advance submission tape file a report in the redesign, **SSDT Check STRS Advance Report,** can be ran to compare totals for each employee to those on the **Advance Positions Report.** Any employee showing a differing amount should be researched.

♦ Any difference should be reported to STRS as a prior fiscal year correction if necessary.

_____ Contact your ITC to have any remaining STRS advance amounts removed from STRS Advance Configuration

## *New Fiscal Year*

_____ Go to **Core>Posting Period** and create the **July** Posting Period

_____ To begin July payroll processing go to **Core>Posting Period** and Create a **July Posting Period**. The **Posting Period** must be at least **Open** in order to begin payroll processing. The **Posting Period** will need to be set to **Current** before **Payroll Posting** takes place.

_____ *Create Job Calendars for the upcoming school year*

_____ *Create **New Contracts** for employees.*

- *Go to **Processing>New Contracts** and use one of the following options or manually create new contracts in Compensations*
  - *New Contract Maintenance*
  - *Mass Copy Compensations*
  - *Import New Contracts*

_____ ***Non Contract Compensations** cannot be loaded through New Contract. One of two options can be used:*

- ***Go to Reports>Report Manager** and click on **Generate SSDT Non-Contract Compensation Mass Load Extract***
  - *This file is created in excel format. Update the file removing employees, updating pay data, etc and then save as csv*
  - *If wanting to add "new" non contract compensations the **code** field must be defined on the csv file*
- *Go to **Utilities>Mass Load**, find your file and then under **Importable Entities** choose **Compensation** and click load*
- *Other option is to manually update **Non Contract Compensations** records accordingly*

**You have completed the USPS Fiscal Year End Closing procedures.**

## **Helpful Links**

**Redesign Sparcc Documentation**
https://drive.google.com/drive/u/0/folders/1Pif-zKhvG6ltHA3RIM6prl3n_9IeNkcq

**EMIS Staff Reporting**:
https://wiki.ssdt-ohio.org/display/uspsrdoc/EMIS+Entry

**SERS Surcharge Report**:
https://wiki.ssdt-ohio.org/display/uspsrdoc/SERS+Surcharge+Report

**Calculating Days and Weeks for Reporting Purposes:**
http://wiki.ssdt-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:**
https://wiki.ssdt-ohio.org/display/uspsrdoc/STRS+Advance