



# USPS Fiscal Year End Closing Checklist

Revised May 2024

*This procedure outlines the steps that Districts should take to close USPS for the fiscal year. This may/may not include your District's normal procedures as it was originally designed by State Software. Some ITC-specific steps or tips may have been added by LACA. As changes are made to USPS, please continue to check [here](#) for any updates. Also note that there are many hyperlinks within this checklist that may be helpful for more detailed information.*

**Note:** Payrolls with July or later pay dates in the new fiscal year cannot be initialized unless STRS Advance has been completed (will receive the Error: "Running a Payroll in July before running STRS Advance").

## Pre-Closing Procedures

### 1. Create all job calendars for next fiscal year

- Job calendars can be added to the system as soon as they are Board approved.
  - Go to **Core/Job Calendar**
    - **Edit** existing calendars to extend them, adding work days, holidays, etc. for the new school year
      - To **Mass Update** a range of dates:
        - Enter a Start Date and End Date
        - Select Day Type (check the box to include Weekends if desired)
        - Click Mass Update
        - Right click to modify individual days as needed
        - Click Save
    - Copy new days from one calendar to other calendars
      - Click **Copy** button above the Job Calendars grid
        - Select Calendar to Copy From
        - Enter Start Date and End Date
        - Select Calendar(s) to Copy To
        - Click Copy
      - Then Edit New Calendar(s) as needed
    - Verify days on all calendars
      - Run **Reports/Job Calendar Report** for each calendar type for the entire contract year or
      - **View** each calendar to see the # of days for specified time periods in the Day Count Totals Grid.
  - Caution: Be careful with August calendars
    - Ensure compensation stop dates on existing compensation records exclude new days
    - Use additions during payroll initialization to ensure that new days are not added to existing compensations
  - Verify that no work days are on the Default calendar.

### 2. Create New Contracts for next Fiscal Year

- Go to **Processing/New Contracts**
  - **New Contract Maintenance** tab allows entry person by person or edit/delete/activate imported new contracts
    - Click Copy to enter a new contract
  - **Mass Copy Compensations** tab allows creation of new contracts based on existing compensation information
    - Select by pay group and job status
    - Contracts built using this option will be available in the New Contract Maintenance option to edit/activate
  - **Import New Contracts** tab allows importing a file of new contracts from a CSV file
    - **Report Manager/LACA New Contract Compensation Worksheet (Updated)** can be used to assist with creating the import file
- **Activate** new contracts (typically after the last pay on the current contract has been processed) before Initializing first pay.
  - Payroll Initialization will pull any compensation records into the current payroll that have contract start/stop dates between the payroll period beginning/ending dates
  - Use Additions for the last pay of old contract and first pay of new contract as needed.
  - Timing is important when activating new contract info.
    - Incorrect timing can cause: Days Worked, Accrued Wages & Amount Earned amounts to be incorrect
- **Complete your New Contract Activation Worksheet** ([here](#)).
  - If you would like LACA to review your worksheet, email it to [fiscal@laca.org](mailto:fiscal@laca.org).



### 3. Send Salary Notices

- Create and send salary notices to all employees following district procedure.
  - Must be sent no later than June 30<sup>th</sup> via mail or email.
  - Can be generated in USPS or using Mail Merge
    - *Additional documentation about generating [Salary Notices in USPS-R](#) and [Mail Merge](#) is available on LACA's website under Fiscal Services/Payroll Documentation.*

### 4. Send Non-Renewal letters

- Send non-renewal letters to substitute employees if district procedure dictates.

### 5. Validate Re-Employed Retirees

- Go to **Core/Payroll Item**
  - Verify the following fields on Re-Employed Retirees:
    - 400,450 Rehired Retiree checkbox
    - 400,450 Rehired Date
    - 400 Surcharge Exempt checkbox
  - You can add columns to the Core/Payroll Item grid and filter to assist in verifying these fields.
  - Verify that all of your rehired retirees have a Rehired Date entered.
  - Ensure all employees with a Rehired Date have the Rehired Retiree checkbox checked (true).
    - If these fields were missed or updated at the incorrect time, you may have errors. Adjustments may need to be made to 400/450, 590/591, and/or 690/691 payroll items in Core/Adjustments. Adjust the portion of FTD Board Amount that was earned as a rehired retiree, the portion of FTD Amount that was withheld as a rehired retiree, and the portion of FTD Gross that was earned as a rehired retiree as needed.
  - Ensure Surcharge Exempt checkbox is checked (true) for all exempt SERS employees (400 payroll item).
    - Blank/false=Non Exempt
    - Checkmarked/true=Exempt - If the employee is retired, has refunded their SERS account, received disability benefits, died before July 1, or is a Re-employed Ohio public retiree.

### 6. Verify SERS Surcharge Report

- Go to **Reports/SERS Reporting/SERS Surcharge Report**
  - Fiscal Year-Choose from drop down (default should be current fiscal year)
  - Include Fixed Pay Accounts-Checked is the default; uncheck if do not want Fixed Pay Accounts
  - Sort By-Select from the drop down & Report Format-Choose format from drop down
  - Click Generate SERS Surcharge Report
- The [SERS minimum salary](#) for FY24 is \$30,000.
- The Surcharge is calculated as 14% of the difference between the member's fiscal year compensation paid less \$30,000.
  - This is pro-rated for any SERS members paid for less than 120 days.
    - 180 days = One full year of service
  - Example of SERS Surcharge Calculation

|  |            |
|--|------------|
| ■ Minimum Annual Compensation                    | \$30,000   |
| ■ Salary Paid to Member                          | \$16,000   |
| ■ Difference                                     | \$14,000   |
| ■ Board Share of Retirement                      | 14%        |
| ■ Initial Surcharge Calculation (\$14,000 x 14%) | \$1960     |
| ■ Pro-rated Fraction (100 days worked/180 days)  | 0.556      |
| ■ Pro-rated Surcharge (0.556 x \$1,960)          | \$1,089.76 |
- Save the report for comparison to data that SERS will send your district regarding SERS Surcharge employees.

### 7. Convert Personal Leave to Sick and/or Pay as needed

- Go to **Processing/Benefit Update and Projection**
  - Refer to your district policy or negotiated agreements to determine if this step is required.
  - The **Convert Personal Leave to Sick Leave Tab** can be used to convert unused personal leave to sick leave.
    - The following options are available:



- Convert one personal leave day to one sick day.
- Convert 50% of unused personal leave to sick days.
- Convert the unused personal leave balance minus 1 to sick days.
- Carry over 1 personal leave day & convert remaining personal leave days minus 1 to sick days.
- When the program is run in actual, Accumulation records for Personal and Sick are added to Core/Leaves/Accumulations.
  - Accumulations may differ if excluding partial days.
  - Accumulations may differ depending on conversion options selected.
- The **Convert Personal Leave to Pay Tab** can be used to convert unused personal leave to Miscellaneous pay.
  - The following Convert Personal Leave Options are available:
    - Flat rate - Pay a flat daily/hourly rate for unused personal leave days.
      - Up to 4 rates can be entered to allow a different rate for each day.
      - Rate type can be hourly or daily.
    - Position Rate - Use daily/hourly position rate to calculate pay for unused personal leave days.
  - You can convert based on a Percentage of Balance if desired.
    - Enter the percent of personal leave balance you wish to convert to pay.
    - If partial days are NOT included, partial days are subtracted first, then percentage is calculated.
    - Percentage entered does not affect the option to zero out the personal leave balance.
  - There is an option to Set the personal leave balance to zero.
    - By default, this is checked to zero the personal leave balance.
  - Run in Actual.
    - Negative accumulation records for Personal Leave are added to Core/Leaves/Accumulations if “Set the personal leave balance to zero” is checkmarked.
    - Miscellaneous pay added to Payroll Payments - Future if “Post to future payroll” is checked.
      - Run Report Manager/LACA Future Pay report and verify.
    - The pay account from the first eligible job or first active job will be used.
      - The object code is changed to 122 (certified) or 152 (classified).
    - Number of units is included in pay stub descriptions (i.e. 1 PLUNUSED, 1.5 PLUNUSED, etc.).
    - Enter an effective date inclusive of period beginning and ending dates or leave blank to include in the next payroll.

**8. For any employees resigning or retiring this fiscal year, calculate the cost of Group Life Insurance over \$50,000 before the employee’s final pay & increase Taxable Gross accordingly**

- Figure the monthly cost of the insurance to include in the employee’s wages.
  - Use the employee’s age on the last day of the tax year & use chart below (from [IRS Publication 15-B](#)).

| Cost per \$1,000 of Protection<br>For 1 Month |             | <i><b>Example:</b></i><br>District provides \$112,000 group term life for the Superintendent. The Superintendent is 49 years old on the last day of the FY and is retiring effective July 1. The non-cash earnings would equal<br><b>(.15 X 62 X 6)= \$55.80</b> |
|---|-------------|--|
| <u>Age</u>                                    | <u>Cost</u> |  |
| Under 25                                      | .05         |  |
| 25 - 29                                       | .06         |  |
| 30 - 34                                       | .08         |  |
| 35 - 39                                       | .09         |  |
| 40 - 44                                       | .10         |  |
| 45 - 49                                       | .15         |  |
| 50 - 54                                       | .23         |  |
| 55 - 59                                       | .43         |  |
| 60 - 64                                       | .66         |  |
| 65 - 69                                       | 1.27        |  |
| 70 and older                                  | 2.06        |  |

- Go to Payroll/Payroll Payments - Future or Current
  - Click Create
    - Choose **Life Insurance Premium** from Pay Type drop down
    - Uncheck Applies for Retirement
    - Enter 1 Unit & the Rate (calculated above) and click Save

- Effects
  - Federal, State, and OSDI taxes are NOT withheld.
    - Taxable (Applicable) wages are increased (for W-2) even though no tax is withheld.
  - **Medicare and FICA (Employee & Employer shares) are withheld.**
  - If “Tax Non Cash Earn” in Core/Payroll Item Configuration is checked on city records, city taxes are withheld and city taxable wages are increased.
  - Life Insurance Premium amounts are not included in total Gross Pay that is charged to USAS accounts.
    - Pay Amount Summary Report, Pay Report, & Quarter Report provide special balancing totals.
- If the Life Insurance Premium pay type was not used on or before the employee’s final pay, this can be handled through Core/Adjustments to update total and taxable fields on all necessary records.
  - Use **Core/Adjustments** to manually update the **total and taxable gross figures**.
    - Go to **Core/Adjustments**
    - Click **Create**
    - Find the **Employee**
    - Under the **Payroll Item** drop down choose the **001** record
    - Under **Type** choose **Life Insurance**
    - Enter a **Transaction Date**
    - Enter the **Amount** of the **Life Insurance Premium**
    - A **Description** can be entered (optional)
    - Click **Save**

**NOTE- This will update the Federal, State, City, OSDI & Medicare total & taxable gross figures for W2 reporting purposes.**

- Use **Core/Adjustments** to manually add the **Medicare Amount Paid**. (The board will need to pay for both Employee and Employer portion of Medicare and employee can reimburse the district if board desires.)
  - Go to **Core/Adjustments**
  - Click **Create**
  - Choose the **Employee**
  - Under the **Payroll Item** drop down choose **Medicare Tax 692**
  - Under **Type** choose **Amount Withheld**
  - Enter a **Transaction Date**
  - Enter the **Amount** owed for **employee Medicare** for the Life Insurance Premium. (The board will need to pay both employee and employer share and employee can reimburse the district if the board desires.)
  - A **Description** can be entered (optional)
  - Click **Save**
- Add another **Core/Adjustment** for the **employer Medicare** selecting type **Board's Amount of payroll item**
- The Medicare PO will need increased manually in USAS to include the employee & board paid amounts

**\*\*\*NOTE-Medicare withholding will be updated on the W2 Report. Generate W2 Report and Submission to verify.**

- For more information, see the USPS-R Manual chapter called [Life Insurance Premium](#)

## 9. Verify STRS Advance fields are zero & Advance Mode is unchecked in Core/Organization

- If not, contact LACA.

The screenshot shows a form titled "STRS Advance Configuration" with three input fields. The first field is "Advance Amount" with a value of "0.00". The second field is "Advance Mode" with an unchecked checkbox. The third field is "Amount Paid Back" with a value of "0.00". Blue arrows point to each of these fields.

## 10. Run STRS Advance Reports & Balance/Verify Data (& make corrections as needed)

- *Do Not Generate Submission File at this time*
- STRS Advance Reports are found at **Reports/STRS Reporting/STRS Advance**.
  - Starting Date for the Academic Year - 7/1/XX
  - Ending Date for the Academic Year - 6/30/XX
  - Program will calculate:
    - Projected STRS deposits for the fiscal year
    - Earnings for all STRS employees
    - Days through the end of the fiscal year (to determine jobs to advance).
  - Click **Generate Non-Advanced Positions Report** to see a list of employees that are not advancing.
    - Check this report to make sure a job or employee is not missed.
    - Only Superintendents (or employees with July work days from prior year contract) should remain.
    - To correct other employees, Create Compensation Adjustments (Amount Earned/Days worked) or
    - Can add work days to Job Calendars, run payroll, then remove work days from calendar (if many)
  - Click **Generate Advanced Positions Report** to see a list of the employees and amounts that will be advanced
    - Projects earnings & days through 6/30 to determine advanced jobs and calculation of service credit.
      - Advance amount will decrease as pays are processed.
    - Review this report to ensure all employees that should advance are included.
      - Some errors may be easier to correct through a payroll, so it is advised to review the report prior to the last payroll of the fiscal year.
    - To be included on this report:
      - Employee must have a position with a retirement system set to STRS and the position must have a job status of Active or Inactive.
      - Employee must have a contract (or legacy) compensation with a date range that the current date falls within.
      - Number of contract work days must equal the number of days worked.
      - Amount remaining to pay must be greater than zero.
      - Number of pays must be greater than pays paid.
  - Click **Generate Advance Fiscal Year to Date Report** to see total employee deposits to-date & advanced amounts
    - Verify each employee's days worked, service credit and FYTD totals, including subs.
    - Refer to the STRS Decision Tree.
  - For more information, see:
    - Step 27 below -or-
    - The [STRS Advance](#) section of the manual

## 11. Review EMIS Staff Reporting

- Who to Report
  - All employees
    - Anyone employed during current fiscal year
    - Anyone no longer employed, but reported as employed at previous year end
    - Anyone on a leave of absence
  - Contracted Staff
  - Substitutes who are teacher of record
  - All Supplemental Contracts including employees whose only position is a supplemental contract
- Enter Separation Date & Reason on the Employee Position
  - Update separation dates & reasons on employees known to be resigning or retiring over the summer and not returning the next fiscal year.
  - Verify that employees who have a Position Status of 'U' have a Separation Reason and Separation Date (employee's last day) entered in the Position/EMIS Related Information.

- Create a grid report from Core/Position with Position Status (filtered to 'U'), Separation Reason, and Separation Date.
    - Verify the employees listed are no longer employed and did not work any days in the current fiscal year.
- Run reports to verify employee or position errors
  - Go to **Reports/EMIS Reports**
    - Click Generate the Employee Report
    - Click Generate Position Report
    - If any errors display, contact LACA for further assistance
- For further explanation, see:
  - LACA Checklist: [FY24 - Staff EMIS Final Reporting Documentation \(Redesign\)](#).

## 12. Clear Long Term Illness days (prior year) on the Employee Record in the Long Term Illness field If Not Already Completed

- Clear long term illness data from last year (\*Contact LACA if Mass Change is not available)
  - Go to **Core/Employee**
    - Click on More and under State Reporting click Long Term Illness
    - Filter on Long Term Illness >0.00
    - Click Mass Change, Definition “Clear Employee Long Term Illness (SSDT)” & Submit Mass Change

## 13. Enter Long Term Illness days for Current Fiscal Year

- Go to **Core/Employee**
  - **Edit** applicable employee records & update the Long Term Illness field in the State Reporting section
  - These days are included in your posted Absence days.
  - LT Illness days are 15 or more consecutive days of FMLA absence.

## 14. Enter EMIS Absence & Attendance Days

- EMIS absence & attendance days are calculated using job calendars & attendance posting. Make adjustments as needed.
  - Go to **Core/Adjustments**
    - Click **Create**
    - Find **Employee** - type a few characters of first or last name and then click on employee name
    - Go to **Type** and choose EMIS Attendance or EMIS Absence from drop down option
    - Enter in a **Transaction Date**
    - Enter in the **Amount** of days needed
    - Click **Save**

## 15. Generate CC and CJ Records as needed

- Generate CC and CJ Extract Files if applicable
  - Go to **Core/EMIS Entry**
    - Click on the appropriate tab(s)
    - Click Extract CJ Data or Extract CC Data as needed
    - Save in shared folder for EMIS Coordinator to upload to the Data Collector

## Month-End Closing

### 16. Create and Submit SERS New Hire Reporting & SERS Per Pay Report

- SERS New Hire Reporting
  - Go to **Reports/SERS Reporting/SERS New Hire Report**
    - Generate Report to verify that all New Hires have been reported.
    - After verifying the report information is correct, select Generate File option. Upload the file to eSERS.



**Criteria needed for an employee to be on the SERS New Hire report-** An employee has to have a SERS =400 payroll item with the New Employee box checked, hold a position that has SERS as the retirement code, and a *Position Start Date* (both found on the Position screen) within 180 days of the current date.



- SERS Per Pay Reporting
  - Go to **Reports/SERS Reporting/SERS Per Pay Report**
    - Report Title- SERS Per Pay Report-Can be changed if desired
    - Sort By- Choose from drop down option
    - Begin Each Employee on New Page-Check if desired
    - Show Detail on report-Defaulted as checked.
    - Show informational Messages on Report-Defaulted as checked.
    - Pay Date- Enter or choose Pay Date from calendar
    - Under eSERS Pay Cycles enter
      - Pay Cycle
      - Pay Cycle Code
      - Begin Date
      - End Date
    - Click Generate Report
  - Review the report and verify employee earnings, days and hours.
  - Review the report and if needed clean up any possible errors.
    - Enter **Core/Adjustments** as needed.
  - Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for SERS withholdings plus any USAS checks written for pick-up.
  - Verify that contributions equal employee earnings times the applicable retirement percentage. Allow for rounding.
  - Once the data is correct, run the SERS Per Pay Report program again, selecting **Generate Submission File**.
    - Set Employees Within Submission File As Reported to SERS will be defaulted as checked.
  - Save the file to your desktop or a folder of your choosing.
  - Click the Link to eSERS option and upload your file to eSERS within 5 days of pay date.

## 17. Create and Submit STRS New Hire Reporting & STRS Per Pay Report

- STRS New Hire Reporting
  - Go to **Reports/STRS Reporting/STRS New Hire Report**
    - Generate Report for verification purposes.
    - After verifying the report information is correct, generate and submit the file to STRS
      - Select **Generate Submission File and Submit to STRS -OR-**
      - Select **Generate Submission File** option.
        - Save the file to your computer.
        - Click **Choose File** and locate the saved file.
        - Click **Submit Uploaded File to STRS** to send the file to STRS.




**Criteria needed for an employee to be on the STRS New Hire report-** An employee has to have a STRS =450 payroll item with the New Employee box checked, hold a position that has STRS as the retirement code, and a Position Start Date (both found on the Position screen) within 180 days of the current date.

- STRS Per Pay Reporting
  - Go to **Reports/STRS Reporting/STRS Per Pay Report**
    - Report Title- STRS Report-Can be changed if desired
    - Sort By-Choose sort option from drop down
    - Payment Method-Check is default can be changed using drop down
    - Check or Transaction Number-Populate if applicable
    - Report Format-Choose format type
    - Check the box next to the Historical Payroll date you will be creating the report for
    - Click Generate Report
  - Review the report and verify employee earnings and days (if needed, fix possible errors)
    - Enter **Core/Adjustments** as needed.
  - Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for STRS withholdings plus any USAS checks written for pick-up.
  - Verify that contributions equal employee earnings times the applicable retirement percentage. Allow for rounding.
  - Once the data is correct, run the STRS Report again to generate and submit the file to STRS.
    - To Create and submit STRS file to STRS click **Generate Submission File and Submit to STRS -OR-**
    - Click the **Generate Submission File** option
      - Save the file to your computer.
      - Click the **Choose File** button and locate the saved file.
      - Click the **Submit Uploaded File to STRS** button to send the file to STRS.

## 18. Verify there are no outstanding Payroll Items

- Go to **Processing/Process Outstanding Payables**. Screen should be empty.
  - Generate a report of Non-Zero payroll items (if needed)
    - Click on **Payable Reports** to get a list of all payroll items to be paid
    - Select no Payment Cycle(s)
    - Select no Payroll Item Configurations
    - Click Summary Report
    - Print report for balancing purposes
      - Verify deductions with outstanding balances. Generally there are none at the end of the quarter.


## 19. Balance the Payroll Account (When statement is received from the bank).

- Reconcile checks.
  - To Auto-reconcile checks with a file from the bank:
    - Go to **Payments/Check Register** and click on **Auto-Reconcile**.
    - Enter Reconciliation Date for reconciliation.
    - Be sure Pay Rec Format is correct (will stay after entering first time).
    - Choose file and Click **UPLOAD**.
  - To reconcile checks manually:
    - Go to **Payments/Check Register**.
    - Use Grid to Filter to get just status of "Paid".
    - Click the box next to the checks you want to reconcile.
    - Click on **Reconcile**.
- Generate an Outstanding Checks Report.
  - Go to **Reports/Report Manager/SSDT Outstanding Checks Report** and click Generate 
    - Format-Choose the format from the drop down
    - Page Size-Choose from drop down
    - Orientation-Choose from drop down
    - Name-Default is Outstanding Checks. Can be changed if desired
    - Start Date-Enter a Start Date
    - End Date-Enter an End Date
    - Click Generate Report

## 20. Process Sick/Vacation Benefit Accruals (If Applicable)

- Go to **Processing/Benefit Update and Projection**
  - On the Accrual Tab:
    - Report Title-Defaulted to Benefit Accrual Report-Can be changed if desired
    - Accrual or Projection-Accrual Projection Report is defaulted in the drop down (suggested to run initially)
    - Benefit Accrual Options-Choose from drop down
    - Specific Accrual Date-Enter date MM/DD/YY format or choose date from calendar
    - Include Ineligible Positions-Check box if desired
    - Sort Options-Choose from drop down
    - Select by Pay Groups-Move available pay groups to Selected



Double click on pay group or to select all click first pay group record, scroll to bottom hit the shift key and click on the last pay group- All records will be highlighted and click the 

- Select Employees - (only if not selecting by Pay Group) Move desired employees to Selected.
  - Click Generate Report
- View the Benefit Accrual Report and review for accuracy.
- Once satisfied, change Accrual or Projection field to Accrual Report using the drop down.
  - Click Generate Report



## Quarter-End Closing

### 21. Balance Quarter Totals

- **Run Quarter Report**
  - Go to **Reports/Quarter Report**
    - Year- Should be defaulted to current year
    - Quarter-Should be defaulted to current quarter
    - Sort By-Default is Employee Name. Choose desired sorting option from drop down
    - Click Generate Report
- **Balance Gross**
  - In the "Totals Summary" section of the Quarter Report, the gross and adjusted gross should balance using the manual calculation:
 

|                            |  |
|----------------------------|--|
| Gross                      |  |
| - Annuities                |  |
| <u>+ Non-Cash Earnings</u> |  |
| Calculated Adjusted Gross  |  |
  - Any differences should be resolved. If not in balance:
    - Verify non-cash amounts.
    - Verify that total annuities equal total of Outstanding Payable checks written to annuity companies.
    - Go to Core/Adjustments and search for adjustments entered this quarter/year.
  - Balance Payroll Item Checks with Quarter Report
    - Outstanding Payables (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 code.
  - Balance Payroll Disbursement Checks with Quarter Report
    - The total gross showing on Quarter Report should equal the total of all payroll disbursement checks created during Payroll Posting to USAS for the quarter.



In the Redesign, there is no clearing of quarter to date totals.

### 22. Balance W2 Report

- **Run W2 Report for Error Checking** *(recommended to do quarterly to minimize problems at calendar year end)*
  - Go to **Reports/W2 Reports/W2 Report and Submission**
    - Output type – choose Report
    - Format – choose PDF
    - Report Title - defaults to W2 Report
    - Kind of Employer – choose from drop down
    - Sort Options - choose from drop down
    - Report for Year - defaults to the current calendar year
    - Include Fringe Benefits in Box 14 – unchecked by default
    - **Report Employees with errors only – check box**
    - Select Payroll Items to print in box 14 (maximum of 3 selected will print in box 14, leave empty to not include specific payroll items in box 14) – can leave blank since only running to review errors
    - Select Pay Groups - Leave all pay groups on left to select all
    - Click Generate Report
- **Research and Correct Any Errors**
  - If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes made through Core/Adjustments.
    - The Audit Report (Reports/Report Manager/SSDT Audit Trail) can be useful in identifying these problems. When generating the Audit Trail report, enter a start date you wish to begin your audit from and an end date you wish to process the report through.



Please reference the section in the [W2 Report and Submission](#) chapter of the USPS-R Manual for common errors and solutions.

- **Run W2 Report for Balancing Purposes**
  - Go to **Reports/W2 Reports/W2 Report and Submission**
    - Output type – choose Report
    - Format – choose PDF
    - Report Title – defaults to W2 Report
    - Kind of Employer – choose from drop down
    - Sort Options – choose from drop down
    - Report for Year – defaults to the current calendar year
    - Include Fringe Benefits in Box 14 – if want to include, check the box
    - Report Employees with errors only – leave unchecked
    - Select Payroll Items to print in box 14 (maximum of 3 selected will print in box 14, leave empty to not include specific payroll items in box 14) – if desired, enter payroll item and click Add
    - Select Pay Groups – Leave all pay groups on left to select all
    - Click Generate Report
- **Complete and balance the W2 Reconciliation Worksheet** (on the LACA website) for the quarter following the directions on the worksheet.
- Balance the **Payroll Item totals** (taxes and annuities) on the **W2Report** with the totals from the **Payables Reports** from the quarter.
- Balance the **gross amounts** on the **W2Report** with **Pay Reports** for the quarter.



These amounts may not balance due to the way W2Report handles certain amounts (e.g. Medicare pickup.)

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

## 23. Balance Board Employer Distribution amounts

- The total of all Board Employer Distribution amounts (shown on an Employee Earnings Register Report) should equal the total of all USAS accounts payable checks to the payee or deduction company.
- Any discrepancies should be researched. Adjustments may be needed.

## 24. Create the ODJFS File

- Run ODJFS Report for verification purposes.
  - Go to **Reports/ODJFS Reporting/ODJFS Report**
    - Year-Defaulted to current year
    - Quarter-Defaulted to current quarter
    - Sort By-choose sorting option from drop down
    - Click Generate Report
- Check all totals (wages and weeks) carefully for accuracy.
- If Necessary: ODJFS Total Gross or Week Adjustments can be made
  - Go to **Core/Adjustments**
    - Click Create
    - Find the employee by typing in a few characters of first or last name or id
    - Under Type choose from the drop down ODJFS Weeks or ODJFS Total Gross
    - Enter a Transaction Date or choose from the calendar
    - Enter in the amount of weeks/wages needed in the Amount field
    - A Description can be entered if desired
    - Click Save
- When all data is correct, run the **ODJFS Report** again and select **Generate Submission File**.
- Save the ODJFS\_YY\_QQ.txt file to your desktop or a folder on your computer.

## 25. Submit the ODJFS File

- Submit your quarterly ODJFS Submission File directly to ODJFS as follows:
  - Log on to <https://thesource.ifs.ohio.gov/> with district username and password
  - Click on **Wage Submission**
  - Select the **File New Report** option
  - Choose **Report Quarter/Year** from the dropdown
  - Select the **Upload a file containing wage information** option
  - Click **Next**
  - Enter your **Email**, then **Confirm Email**
  - Choose **File Type (ICESA)**
  - Click **Select File** to find the file in your folder
  - Click the **Upload** button to add your submission and click **Submit**
  - Click **Next** and Print the confirmation for your records, then click **Finish**

## 26. Quarter End Submissions

- Complete and file any required quarter-end reconciliation/tax forms.

# STRS Advance Processing

## 27. Verify the data on the STRS Advance Reports

- Go to **Reports/STRS Reporting/STRS Advance**
  - Sort by-Select from the drop down
  - Start Date for Academic Year-Enter or Choose date from calendar (7/1/XX)
  - Ending Date for Academic Year- Enter or Choose date from calendar (6/30/XX)
  - Click Generate Non-Advanced Positions Report
  - Click Generate Advanced Positions Report
  - Click Generate Advance Fiscal Year to Date Report



These options can be run as many times as needed until all information is correct and all warnings and errors are resolved. For assistance with error messages and possible solutions, refer to the USPS-R Manual's STR Advance chapter.

- The **Non-Advanced Positions Report** lists STRS employees whose positions will not be advanced.
  - This report lists jobs which have a contract obligation, or number of pays in contract is greater than zero, and have not been paid in full that are not advanced.
  - This can happen for the following reasons:
    - There are days remaining on the calendar to be worked on or after July 1 (i.e. Superintendent).
    - The days worked on the Compensation Record or the calendar could be incorrect.
- The **Advanced Positions Report** lists all advanced positions for the district.
  - Employees will advance if their STRS job has:
    - Work days equal to days worked,
    - Amount remaining to pay greater than zero, and
    - Number of pays greater than pays paid.
  - Verify all jobs that should be advancing are listed on the report.
    - It is important to be consistent with prior years.
  - Verify rehired retirees are appearing as they should.
  - Check supplemental contracts, because many times they are missed.
  - You will see an accrued contribution amount calculated for each advanced employee. This accrued amount will be the amount of earnings not yet paid times the employee's STRS withholding rate.
    - Accrued contribution amount is calculated using the pay per period from the Compensation record for the remaining pays minus 1, then the last pay calculation occurs.
      - $(\# \text{ pays left} - 1) \times (\text{pay per period} \times 14\%) + (\text{last pay in contract} \times 14\%)$
    - Note: This may be inflated if the increased compensation checkbox on 450 is checked/true and the employee has a 691 with an inflated rate.

- The **Advance Fiscal Year to Date Report** is the complete fiscal year-end report for all STRS employees paid any amount this fiscal year.
  - On this report you should check each employee's service credit and FYTD totals.
    - Employees flagged as full-time on 450 payroll item must have at least 120 service days to be granted a full year of service credit toward retirement.
      - Employees with less than 120 days receive credit based on the STRS decision tree.
    - Employees flagged as part-time on 450 payroll item will be given credit according to STRS rules outlined in the STRS Employer's Manual.
      - See STRS decision tree <https://www.strsoh.org/employer/pdfs/guides/50-380.pdf>.
    - If you are in doubt about an employee's part-time or full-time status, contact STRS and obtain a ruling.
    - Rehired retirees should have 0% credit reported with contributions.
      - Calculated service credit for a rehired retiree will flag a warning on the report.
      - If retired & rehired in the same fiscal year, the employee will appear twice on this report, once with contributions & service credit prior to retirement, & once with contributions after retirement.
      - If retired all fiscal year, the employee should only have one line.
        - Verify the Rehired Date and Rehired Retiree checkbox on the 450 payroll item record.
          - If these fields were missed or updated at the incorrect time, you may have errors. Adjustments may need to be made to 450, 591, and/or 691 payroll items in Core/Adjustments. Adjust the portion of FTD Board Amount that was earned as a rehired retiree, the portion of FTD Amount that was withheld as a rehired retiree, and the portion of FTD Gross that was earned as a rehired retiree as needed.
    - At the bottom of this report, the amount labeled "Taxed + Non-taxed" should equal the amount deposited with STRS during the fiscal year plus the amount of accrued contributions on summer pays.
  - The following tricks can be used to make the advance amount correct:
    - If you are aware of a dock to be processed during the advance, you should:
      - Enter the amount in the *Payroll Payments - Future* as a Dock pay type entry after the final pay of June but before selecting *Generate Submission File*
      - This will cause the Dock to be included in the calculation by STRS Advance.
    - If you know you will have a resignation, retirement, termination, or other early contract payoff, before selecting *Generate Submission File*, you should:
      - Change the number of pays in the Compensation record.
      - Check the pay per period; it may have changed.

## 28. Generate the STRS Advance Submission File

- Once the data has been verified for the Advance, generate the Submission File.
  - Go to **Reports/STRS Reporting/STRS Advance** and Click on the **Generate Submission File** option.



If you remain on this screen, the Sort By and Academic dates will remain populated from the previous run of the reports.



Once the STRS Advance Submission File has been created for a fiscal year, a report can no longer be created with that fiscal year's data.

- This option will flag all eligible compensations as in advance mode, set the system Advance Mode flag, and create the Advance Amount figure. Each time Outstanding Payables are processed for STRS, the Advance Amount Paid Back field on the Core/Organization screen will be increased by the advance amount figure paid.
- Save the .txt file to your desktop or somewhere on your computer.
  - Retain a copy for your records.
  - Verify that the reports are in Utilities/File Archive/Fiscal Year Reports

## 29. STRS Merge (if applicable)

- This can also be done as a Post-Closing step if the third party does not supply the file until July. Be sure to generate and save the STRS Advance Submission file prior to closing the FY so that it can later be merged.
- If third party files (i.e. Renhill) need merged with the STRS Advance file that was created, go to **Reports/STRS Reporting/STRS Advance**, scroll down to the **STRS Merge Files** section of the screen:
  - Upload **Advance Submission File for Merge** (saved above to your desktop) by clicking on
  - Upload **Third Party File to Merge** (if correctly [formatted](#)) by clicking on
  - Create a projection report of the two files by clicking on 
    - Review projection report and verify that it includes all employees and the combined totals.
  - When ready to merge, click on
  - Save the .txt file to your desktop or somewhere on your computer.
    - Retain a copy for your records.

## 30. Submit the STRS Advance File

- Once the submission file has been created, & third party data merged (if applicable), submit the complete file to STRS.
  - Go to **Reports/STRS Reporting/STRS Advance**
    - Click **Choose File**-Find your STRS Advance file
    - Click **Submit Uploaded File to STRS**

## 31. Email [fiscal@laca.org](mailto:fiscal@laca.org) when STRS data has been submitted to STRS electronically

- LACA will send a follow-up email in July to districts still needing to submit to STRS (as a friendly reminder)

# Fiscal Year-End Closing

## 32. Run GAAP/FY Reports

- Run/review the following **Benefit Obligation** reports (which will be available in the Fiscal Year End File Archive):
  - Reports/Benefit Obligation Reports/Benefit Obligation by Account
  - Reports/Benefit Obligation Reports/Benefit Obligation by Employee
- Run/review the following **Wage Obligation** reports (which will be available in the Fiscal Year End File Archive):
  - Reports/Wage Obligation Reports/Wage Obligation by Account
  - Reports/Wage Obligation Reports/Wage Obligation by Employee
- Run the **LACA Birthdate Hire Report** from the Report Manager. This will not be available in the File Archive so retain a copy if needed by your auditors. Generate any other FY reports that may be beneficial to the district needs.

## 33. Close June and open July

- To close the month, under the Core menu, click on **Posting Period**.
  - Click  to Close the June posting period.
  - The Monthly and Fiscal Report Bundles will automatically generate after closing. Verify that reports are complete in Utilities>File Archive. Changing the current period before reports finish may impact the data in the reports.
  - After all reports are finished running, click on  to create the July posting period. Select the month, enter the calendar year and checkmark the "current" box to make the new posting period the current period.

# Post Fiscal Year-End Closing

## 34. Verify all calendars for the next fiscal year (if not already done in step 1)

- Go to **Core/Job Calendar**
  - Verify that you have added all calendars for the next fiscal year.
  - Use **Reports/Job Calendar Report** to verify days for the entire fiscal year



### 35. Enter Stop Dates on Employee Records as needed

- Enter stop dates as needed on the employee, position, compensation, payroll account, and payroll item records of employees who have left. *Note: A Redesign equivalent to Classic's MASSTOP does not currently exist.*

### 36. Mass Change Archive flag

- Go to **Core/Employee**
  - Click on More and under Dates click Last Paid Date
  - Filter grid on Last Paid Date <=6/30/23
  - Click Report button to generate report of grid results for your reference
  - Click Mass Change, Load Definition "Change Archived Flag (SSDT)", Type "Yes" in the empty box, & Submit Mass Change

### 37. Deactivate users in Kiosk

- If you have not deleted users from **Kiosk** as they are terminated, resign, or retire, do so now.
  - You can use the Grid Report generated in the previous step as a reference.

### 38. Update Leaves for employees to reflect new accumulation rates and maximums

- Go to **Core/Leaves**
  - Update **Leaves** for employees to reflect new accumulation rates and maximums, if necessary.

### 39. Process Benefit Update and Projection

- Go to **Processing/Benefit Update and Projection**
  - Run **Accrual** option to accrue Sick, Personal, and/or Vacation leave as applicable.

### 40. Activate new contracts

- Go to **Processing/New Contracts**
  - Use your New Contract Activation Worksheet (created in Pre-Closing Step 2) for timing of Activations and possible Additions during Payroll Initialization.
- Don't forget to create new non-contracts for substitutes as needed & mark the employee record as Reportable to ODJFS.
  - A spreadsheet can be used to update existing non-contract compensations for subs.
    - Generate **Reports/Report Manager/SSDT Non Contract Compensation Mass Load Extract** to create a csv file containing all non-contract records.
      - Remove any records from the file that do not need to be updated for the next fiscal year.
      - Update Unit Amount, etc. as necessary.
    - Go to **Utilities/Mass Load**, browse to find your csv file, and select Importable Entity of Compensation.
      - To update an existing non-contract compensation record, keep the **code** in your spreadsheet.
      - To add a new non-contract compensation record, enter a new **code** in your spreadsheet.
        - This option is required if you need to clear Amount Earned, Amount Paid, or Amount Docked fields.
    - The New hire date used for ODJFS New Hire reporting also needs to be reset for substitutes.
      - Add two columns to your spreadsheet:
        - Under the **odjfsHireDate** column header, enter the first work day for each employee.
        - Under the **newHireReportedODJFS** column header, enter **FALSE** for each employee.
      - Rename the column with a header of **position.employee.number to number**. This column is required for upload.
      - Delete all columns other than number, odjfsHireDate and newHireReportedODJFS.
      - Go to **Utilities/Mass Load**, browse to find your csv file, & select Importable Entity of Employee.
  - If not using a spreadsheet:
    - Non-contract compensation records can be updated/created individually at **Core/Compensation**.
      - If a compensation is reportable to EMIS, it will need to be preserved for reporting. Create a new non-contract compensation record for those records.
    - The New hire date used for ODJFS New Hire reporting can be updated and the New Hire Reported ODJFS flag unchecked at **Core/Employee**.





#### 41. Update substitute pay rates as applicable

- Go to **Core/Compensation**
  - Filter grid to display only impacted employees/compensations. Use More button to add fields for filtering as needed.
  - Click Report button to generate report of grid results for your reference
  - Click on Mass Change, Load Definition “LACA Change Unit Amount”, Enter New Rate, and Submit Mass Change

#### 42. Post any July Pending Transactions for Payroll and Employer Distribution

- In **USAS**, Go to **Transaction/Pending Transactions**
  - Post Pending Transactions *after* June’s accounting period and the fiscal year have been closed.

#### 43. Restrictions during the Advance

- Modifications cannot be made to certain fields on **Position/Compensation** records in the advance mode.
  - The number of pays can be modified so that pays and pays paid are different by 1 for a contract pay off, but the amount on Core/Organization/STRS Advance Configuration may not balance.
- Certain **Pay Types** cannot be processed on advance jobs: Regular or Irregular.
- Other **Pay Types** will affect the advance if used:
  - Dock (if not already accounted for), Retro, Termination, Pay off accrued wages

#### 44. Verify that the STRS Advance Mode has Cleared and the Advance Amount Paid Back matches the Advance Amount

- At the end of August, after all summer pays are complete, you will need to check the STRS Advance fields in **Core/Organization**
  - Verify the **Amount Paid Back** is 0.00 and the **Advance Mode** flag is unchecked.
    - Note: If the **Amount Paid Back** is greater than the **Advance Amount**, the **Advance Mode** flag will also be unchecked and the **Amount Paid Back** will display zero. If you believe you overpaid the STRS Advance Amount, contact LACA.
    - If fields are not blank after the advance is complete, find any discrepancies between what was contributed to STRS and what was reported on the advance submission file.
      - Go to **Reports/STRS Reporting/Check STRS Advance**, choose the same sort option as the STRS Advanced Position Report, and generate the report.
      - Compare totals for each employee to those on the **Advanced Positions Report**.
      - Any employee showing a differing amount should be researched.
      - Any difference should be reported to STRS as a prior fiscal year correction.
      - Email LACA to have any remaining STRS advance amounts removed from STRS Advance Configuration and to have any remaining contract compensations taken out of the advance.