



USPS Payroll Processing Checklist

Revised May 2024

This may/may not include your District's normal procedures as it was originally designed by State Software and updated by LACA. Steps can be reordered by the district as needed.

PRELIMINARY PAYROLL

1 _____ Go to **USAS Integration** & click on **Account Synchronization** (may need to run more often if new USAS accounts needed in USPS)

2 _____ **Updates to Employees** - For any changes/additions to employees, positions, payroll items, pay distributions, payroll accounts, etc. go to the desired option under **Core** or access the **Employee Dashboard**

3 _____ **Processing Leave Accruals - Benefit Update and Projection (Depending on district policy, this can be done at the end of each month or when processing specific payrolls throughout the month)**

- Run in projection and review resulting report
- Run actual once a month for sick and/or vacation
- Run actual once a year to reset personal leave and/or vacation
- Click **Processing/Benefit Update and Projection**
- Enter in **Report Title** (default is Benefit Accrual Report)
- Choose **Accrual or Projection** (dropdown)
- Choose **Benefit Accrual Options** (dropdown)
- Enter or choose **Specific Accrual Date**
- Check **Include ineligible Positions** (if applicable)
- Choose **Sort Option** (dropdown)
- Select **Pay Groups** by double clicking on the pay group name(s) or single clicking & hitting the right arrow. If you don't select any pay groups or employees, all will be included.
- Click **Generate Report**
- **Note:** If accumulation rates per month/year need to be updated, a Mass Change definition is available under Core/Leaves/Accumulations. Please contact LACA for assistance.

4 _____ **First Pay of the Month** – Open Next Period/Month for Payroll **Core/Posting Period/Create. To Post Payroll** – Make sure the Posting Period is set to **Current** with the above Steps.

****If not entering exceptions in Future, Skip to Step 9 of the checklist to continue payroll processing**

Enter exceptions in Payroll Payments-Future

5 _____ Enter all time sheet data in **Payroll/Payroll Payments-Future**. Click **+Create (or use step 6 to post from Attendance to Payroll Payments-Future)**.

6 _____ Enter **Attendance and/or Absences**

Manual Entry in Dashboard or Core/Attendance

- In Dashboard, **Select Employee from dropdown & select Attendance**



- Next in Dashboard or in Core/Attendance:
- **Click + Create** to enter one day or **Click + Mass Add** to enter multiple days
- If using Posting Mode, select Post Future.
- Enter details and click **Save**.
- If using Posting Mode, make sure you click **+Post Selected Records to Future Payroll** after you **Save** the attendance entry.
- Click on X to close the Display box

OR

Import Entry (AESOP, KIOSK, Timecard system, etc.)

- Go to **Utilities/Attendance/Absence Import**
- Click **Choose File** and browse for file
- Location Code- if using Location Code and it's specified on CSV File
- Post to Payroll Processing –Choose from dropdown options
- Combine Attendance Entries-If desired
- Allow Negative Leave Balances-If applicable
- Payroll Account to charge-Choose from drop down
- Click **IMPORT** and **Review Summary counts on screen**
- View ATTERR.csv or view Import Results in the grid (Note: Any errors can be corrected on the ATTERR.CSV file and then re-uploaded using the Attendance Import option.)

7 _____ **Reports/Report Manager/SSDT Attendance Journal Report to review Attendance or can generate a report from the Core/Attendance grid**

8 _____ **Reports/Report Manager/SSDT Future Pay Amount Report or LACA Future Pay Report**
(subtotaled by Pay group)

- Go to **Reports/Report Manager/SSDT Future Pay Amount Report**
- Or **Reports/Report Manager/LACA Future Pay Report**
- **Choose Report Options:**
- **Format**-Chose from drop down
- **Page Size**-Choose from drop down
- **Orientation**-Choose from drop down
- **Name**-Defaulted but a report name can be entered
- **Summary Report**-If you only want a summary report click on the box next to Summary
- **Beginning Effective Date** (optional) / **Ending Effective Date** (optional)
- **Pay Groups** (optional)
- Click **Generate Report**

START PAYROLL

9 _____ Go to **Payroll/Payroll Processing** and click **Initialize New Payroll**

- **Payroll Description** _____
- **Pay Plan** _____
- **Pay Cycle** _____
- **Start Date** _____
- **Stop Date** _____
- **Pay Date** _____
- Add all **Pay Groups** that meet the selections above (use arrows to select one or multiple)
- If there are no Additions, Click **Initialize Payroll**



- 10_____ If you use **Additions** you will click on **Add Date Range Selection** (optional)
- Add any **Pay Groups** that fall in a different pay period (use arrows).
 - Start Date _____
 - Stop Date _____
 - **Note:** Repeat this step to create multiple Additions as needed.
 - **Note:** Any employees whose contract ends with this pay period should have a period end date equal to their contract ending date.
 - **Note:** Any employee whose new contract begins with this pay period should have a period beginning date equal to the beginning date of their contract.
 - Once all **Additions** have been added, Click **Initialize Payroll**

****If not entering exceptions in Current, Skip to Step 14 of the checklist to continue payroll processing**

Enter exceptions in Payroll Payments-Current

- 11_____ Go to **Payroll/Payroll Payments-Current** to enter exceptions from pay sheets, time sheets, etc.
- **Click +Create**
 - Select Payroll, Employee, and Position and click **Continue**. Employees add to the grid.
 - To enter additional pay (i.e. MIS, OT, etc.) for the employee that was just added to payroll or to modify the pay on an employee that was already included in the payroll, **Click Edit** next to the desired employee in the grid.
 - Enter details and click **Save**.

- 12_____ Enter **Attendance and/or Absences**

Manual Entry in Dashboard or Core/Attendance

- In Dashboard, **Select Employee from dropdown** & click **Attendance**
- Next in Dashboard or in Core/Attendance:
- **Click +Create** to enter one day or **Click +Mass Add** to enter multiple days
- If using Posting Mode, select Post Current, then select desired payroll.
- Enter details and click **Save**.
- If using Posting Mode, also make sure to click **+Post Selected Records to Current Payroll** after you **Save** the attendance entry.
- Click on X to close the Display box

OR

Import Entry (AESOP, KIOSK, Timecard system, etc.)

- Go to **Utilities/Attendance/Absence Import**
- Click **Choose File** and browse for file
- Location Code- if using Location Code and it's specified on CSV File
- Post to Payroll Processing –Choose from dropdown options
- Combine Attendance Entries-If desired
- Allow Negative Leave Balances-If applicable
- Payroll Account to charge-Choose from drop down
- Click **IMPORT**
- **Review Summary counts on screen**
- View ATERR.csv or view Import Results in the grid (Note: Any errors can be corrected on the ATERR.CSV file and then re-uploaded using the Attendance Import option.)

- 13_____ **Reports/Report Manager/SSDT Attendance Journal Report to review Attendance or can generate a report from the Core/Attendance grid**



PAYROLL PROCESSING

During the payroll process, if it is discovered that you initialized payroll for the wrong date range, pay date, pay cycle, etc., you can **Delete Payroll** (to delete the payroll but move the exceptions entered in Payroll Payments – Current to Payroll Payments – Future), or **Delete Payroll and Exceptions** (to delete payroll and all exceptions entered in Payroll Payments – Current).

- 14** _____ Go to **Payroll/Payroll Processing**. Click the **Detail** button. Click on the **Error Report**.
- View report and Correct errors
 - Only if changes were made to Compensation record-Go back to Payroll, Click **Modify Payroll**, click the checkbox left of the word "Code" to select all pay group(s) or click the box next to the pay group(s) that Compensation corrections were made for and Click **Update Payroll**
- 15** _____ **Pay Report - Click on Pay report**
- **Report Title**-Default name is **Payroll Report**. Can change if desired
 - **Sort By**- Choose from drop down
 - **Report Format**-Choose from drop down
 - **Begin Each Employee on New Page**-Check if desired
 - **Include Employer Payroll Item Amounts**-Default is checked. Can uncheck if desired
 - **Show only Report Totals**-Check if desired
 - Click **Generate Report**
 - If necessary, enter changes to payroll items in **Core/Payroll Item** or **Employee Dashboard/Payroll Items**, then regenerate this report to verify updates
- 15a** _____ **Pay Amount Summary Report - Click on Pay Amount Summary Report**
- **Report Title**-Default **Pay Amount Summary Report**. Can change if desired
 - **Report Format**-Choose from drop down
 - **Display Grand Totals**-Defaulted Can be changed if desired
 - **Page Break on Employee** –If desired check
 - **Sort by**-Choose from drop down options
 - **Include subtotals by selected sort option** - If desired check
 - **Select Specific Pay Groups** (to Include)-If desired check (unchecked = include all)
 - Move pay groups you want on the report to the Selected box (selecting none = selecting all)
 - Click **Generate Report**
 - Check report for accuracy
- 15b** _____ **Pay Item Detail Report – Click on Pay Item Detail Report**
- Return to **Payroll/Payroll Processing/Detail**
 - Click on the **Pay Item Detail Report**
 - **Report Title**-Default is **Payroll Item Detail Report**. Can be changed if desired
 - **Sort By**-Choose option from drop down
 - **Begin Each Payroll Item on New Page**-If desired check the box
 - Select desired **Payroll Items**. Move from Available to Selected. Leave blank to include all.
 - Click **Generate Report**
- 15c** _____ **Pay Item Summary Report – Click on Pay Item Summary Report**
- Return to **Payroll/Payroll Processing/Detail**
 - Click on the **Pay Item Summary Report**
 - **Report Title**-Default is **Payroll Item Summary Report**. Can be changed if desired
 - **Output Format**-Choose option from drop down
 - Click **Generate Report**



15d _____ **Budget Dist Report – Click on Budget Dist Report**

- **Report Title**-Default is **Budget Distribution report**. Can be changed if desired.
- Click **Generate Report**

15e _____ **Payroll Account Distribution Report - Click on Pay Acct Dist Report**

- **Report Title**-Default is **Payroll Account Distribution Detail Report**. Can be changed if desired.
- **Report Format** – Output format can be selected from the list
- **Report Sort by Option** – Default is Full Account, but can be changed if desired.
- Click **Generate Report**

15f _____ **Leave Report - Click on Leave Report**

- **Report Title**-Default is **Payroll Account Distribution Detail Report**. Can be changed if desired.
- **Report Sort by Option** – Default is Employee Number, but can be changed if desired.
- Click **Generate Report**

16 _____ **Post Payroll**

- Click **Post Payroll**, then Click **Post**
- Note: If the payroll is not correct, there is an option to “**Un-Post Payroll**”. If un-posting:
 - The payroll has to be in the Current Period
 - Outstanding Payables (Step 32) must not have been processed
 - HSA ACH (Step 31) submission must not have been processed
 - The next payroll cannot be initialized and in progress
 - After making corrections, the district must Post AGAIN (Step 16) and Process Payments AGAIN if already done (Step 18 and 18a) in addition to all other Steps that are impacted
 - See Step 30

17 _____ View **Post Error Report** if created.

17a _____ **Review Reports as desired.**

18 _____ Click **Process Payments for Direct Deposit Notices**

- (Under **Payroll/Payroll Processing/Detail/Process Payments**)
- Select Payment options:
 - **Processing** (Select **Direct Deposits**)
 - **Output Format** (Click on **XML or PDF**)
 - **Bank Account** (Drop down)
 - **Sort By Option** (Drop down)
 - **File Name** (Auto Populated)
 - Click on **Process Payments**
- Transfer Direct Deposit **XML or PDF** file to check printing software

18a _____ Click **Process Payments for Checks**

- Select Payment options:
 - **Processing** (Select **Checks**)
 - **Output Format** (Click on **XML** for check printing software or **PDF** for format checks)
 - **Bank Account** (Drop down)
 - **Sort By Option** (Drop down)
 - **File Name** (Auto Populated)
 - **Starting Check Number** _____
 - Click on **Process Payments**
- Transfer Checks **XML or PDF** file to check printing software



- 19 _____ Click on **Email Notices** to create direct deposit email notices
- **Date and Time to send email notices**-Click the calendar to choose the date and time
 - All employees will be selected by default. Can change if desired.
 - **Direct Deposit Form**-Choose from drop down (SSDT Default or LACA Direct Deposit Notice)
 - Click **Schedule Sending of Selected Email Notices**
 - The number of email notices scheduled to be sent will display on your screen

_____ **Mini Pay** – (if using for additional Supplemental payments per district policy) follow instructions [at end of this document](#) thru Step 24 and come back here!

- 20 _____ Create the **direct deposit ACH tape file** for bank
- **Reports/ACH Submission –ACH Submission Tab**
 - **Pay Date**- default is Current Pay Date
 - **ACH Source** - Choose **Destination Payroll/ACH Transfer**
 - **Include Employee SSN** - Choose from Dropdown
 - **Sort by** - Choose from Dropdown
 - **Report Format** - Choose from Dropdown
 - Under **Historical Payrolls** choose pay wanting to create file for by checking checkbox
 - Click **Generate Report**
 - Review report
 - If accurate, Click **Generate Submission File**
 - If using Pre-Notes, Click the **Convert Pre-Notes on ACH File Submission Generation** checkbox
 - Click **Generate Submission File**

- 21 _____ Process **SERS Per Pay Report**
- Go to **Reports/SERS Reporting/SERS Per Pay Report**
 - Report Title-Default is **SERS Per Pay Report**
 - Choose your **sorting option** (Dropdown)
 - Check box if you wish to **Begin Each Employee on a New Page**
 - **Show Detail** on Report should be checked
 - **Show Informational Messages** on Report should be checked
 - Enter or choose **Pay Date**
 - Enter the **eSERS Pay Cycle**
 - Enter the **eSERS Pay Cycle Code (0001, 0002, etc.)**
 - Enter or choose **Begin Date (corresponding to the payroll pay period)**
 - Enter or choose **End Date (corresponding to the payroll pay period)**
 - Click **Generate Report**

- 22 _____ Create **SERS Per Pay Submission file**
- All previous data from report generation should still be populated
 - **Set Employees Within Submission File As Reported to SERS** should be checked
 - Click **Generate Submission File**
 - If you are only creating an adjustment file click **Generate Submission File for Adjustments Only**
 - Click **Link to eSERS** login and upload the tape file(s)
 - **Note:** If you had new SERS employees this pay, the SERS New Hire Report should be uploaded prior to this file. See step 34 for details.



- 23** _____ Process **STRS Report (RETIRE/STRSRPT)**
- Go to **Reports/STRS Reporting/STRS Per Pay Report**
 - Choose your **sorting option** (Dropdown)
 - Choose the **Payment Method** (Dropdown)
 - Enter in the **Check or Transaction Number**
 - Choose the **Report Format** (Dropdown)
 - Under **Historical Payrolls**-Click the checkbox next to the payroll you wish to create a report for
 - Click **Generate Report**
- 24** _____ To create STRS submission file, click **Generate Submission File** and save it to a folder of your choosing
- Click **Choose File** and find the file in your folder.
 - Click **Submit Uploaded File to STRS**
- OR**
- To create submission file and submit to STRS, click **Generate Submission File and Submit to STRS**
 - **Note:** If you had new STRS employees this pay, the STRS New Hire Report should be submitted prior to this file. See step 35 for details.
- 25** _____ Create an **AFFORD** report (for determining employee classification for Affordable Care Act)
- Go to **Reports/AFFORD Report**
 - Choose your **sort option** (Dropdown)
 - Enter or choose your **Beginning Date**
 - Enter or choose your **Ending Date**
 - Check the **Exclude based on termination date box** (if applicable)
 - Check the **Exclude employees with insurance box** (if applicable)
 - Choose **Calculate based on number of week or months** (Dropdown)
 - Choose Calendar for calculating breaks (Dropdown-if applicable)
 - Select **Pay Groups** under Available by double clicking pay group or clicking on pay group(s) and clicking right arrow. If you don't select any pay groups or employees, all will be included.
- OR**
- If choosing **specific employee(s)** select the employee by double clicking on the name or click on the employee name(s) and click the right arrow.
 - Click **Generate Report**
 - All previous data from report generation should still be populated
 - Click Generate CSV
- 26** _____ Process **Employer Distributions Report**
- Go to **Reports/Employer Distributions**
 - **Report Title**-Defaulted to **Employer Distrib.** Can be changed if desired
 - **Start Date**-Enter or choose from calendar
 - **Stop Date**-Enter or choose from calendar
 - **Payment Cycle**-Optional
 - **Use Only Employer Distribution Accounts**-Box is checked as default. Can be changed if desired.
 - **Summarize individual amount detail**-Box is checked as default. Can be changed if desired.
 - Choose Employer Distributions Payroll Items wanting to process by double clicking from **Available** Payroll Items moving them to **Selected Payroll Items**
 - Click **Generate Report**

27 _____ Process **Employer Distributions Submission File**

- **USAS Integration/Employer Distributions Submission**
- **Start Date**-Enter or choose from calendar
- **End Date**-Enter or choose from calendar
- **Payment Cycle**-Optional
- **Use Only Employer Distributions Accounts**-Box is checked as default. Can be changed if desired.
- Choose Employer Distributions Payroll Items wanting to process by double clicking from **Available** Payroll Items moving them to **Selected Payroll Items**
- Click **Show Submission Preview** to review details
- Click **Submit to USAS**

_____ **In USAS** Select **Transaction/Pending Transactions** from the Menu

- Click Edit next to the desired transaction and review the details of the transaction
 - There are 3 options: **Post, Reject or Validate**
 - Click **Validate**
 - A message will display showing warnings, errors, or successful validation
 - If approving, Click **Post**
 - A popup will display containing " Posting Options"
 - Electronic is selected by default
 - Select a **Transaction Date**
 - Choose the **Payee Vendor** you wish to use.
 - **Click Post** to post the Purchase Order.
 - If denying, Click **Reject**
 - If rejecting the payroll pending transaction, enter a reason in the popup display box.
 - Then Click **Reject**
- After Posting above, Go to **Transaction/Purchase Orders**
 - Click **View** next to the new Purchase Order, review, and Edit if necessary
 - Click **Invoice**.
 - Enter **Invoice #** and **Date**
 - Click to select all items and click
 - Click **Save**.
 - Click on X to close the Display box.
- Go to **Transaction/Payables**
 - Click next to the desired payable. Click
 - Enter the **Disbursement Date**
 - Select desired **Grouping Options**
 - Select desired **Bank Account**
 - Click **Post**
 - Then click
- Go to **Transaction/Disbursements**
 - Click next to the desired disbursement. Click **Generate Print File**.
 - Enter **Starting Check Number** or leave blank to assign next available.
 - Select desired **Sorting Options**.
 - Checkmark **Print Electronic Checks** to assign a check number to electronic payments.
 - Select **Print Output Type** - XML or PDF
 - Click **Generate**



28 _____ Process **USAS Employer Share of Retirement Submission** (If applicable)

_____ Go to **USAS Integration/Employer Retirement Share Submission**

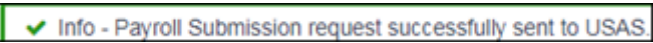
- **Begin Date**-Enter or choose from calendar
- **End Date**-Enter or choose from calendar
- **STRS Amount to Distribute**-Enter amount
- **SERS Amount to Distribute**-Enter amount
- Click **Show Submission Preview**
- Click **Submit Employer Share of Retirement to USAS**

_____ **In USAS**

- See Step 27 for USAS posting process

29 _____ **Post Payroll to USAS**

_____ Go to **USAS Integration/Payroll Submission**

- Select the **payroll to be posted** & click **POST TO USAS** (a list of all accounts/amounts will appear).
- Click the **Submit to USAS** button
- A message will appear- 
- Once approved or rejected on the USAS side, this page will be updated with the status.

_____ **In USAS**, Select **Transaction/Pending Transactions** from the Menu

- Click Edit next to the desired transaction and review the details of the transaction
- There are 3 options: **Post, Reject or Validate**
 - Click **Validate**
 - A message will display showing warnings, errors, or successful validation
 - If approving, Click **Post**
 - A popup will display containing " Posting Options"
 - Electronic is selected by default
 - Select a **Transaction Date**
 - Choose the **Bank Account** you wish to use.
 - **Click Post** to post the Disbursement.
 - The Disbursement is in the UI **Transaction/Disbursements**. If desired, you can assign a check # by selecting the disbursement and clicking Generate Print File.
 - If denying, Click **Reject**
 - If rejecting the payroll pending transaction, enter a reason in the popup display box.
 - Then Click **Reject**

30 _____ This is your last opportunity to **Un-Post Payroll** if the payroll is not correct

- Go to **Payroll/Payroll Processing** and Click **Detail**
- Click **Un-Post Payroll**
- Click **Un-Post**
- Note: If un-posting:
 - The payroll has to be in the Current Period
 - HSA ACH tape file (Step 31) must not have been processed yet
 - Outstanding Payables (Step 32) must not have been processed yet
 - The next payroll cannot be initialized and in progress
 - After making corrections, the district must Post AGAIN (Step 16), Process Payments AGAIN if already done (Step 18 and 18a), reschedule E-mail Notices (if already scheduled in Step 19), in addition to all other Steps that are impacted



- 31 _____ Create the **HSA ACH tape file** for bank if applicable
- **Reports/ACH Submission –HSA Submission Tab**
 - **HSA ACH Source** - Choose **Destination: Health Savings Account ACH**
 - **Include Employee SSN** - Choose from Dropdown
 - **Display All Payrolls**-If checked, will display all payrolls that have been imported and all those that have their HSA submission file set as generated
 - **Sort by** - Choose from Dropdown
 - Under **Historical Payrolls** choose pay wanting to create HSA file for by checking checkbox
 - Click **Generate HSA Report** and verify
 - Click **Generate HSA Submission File**
- 32 _____ **Process Outstanding Payables (Paying Deductions)**
- Select **Processing/Process Outstanding Payables**
 - This will list all Unpaid Payables from previous payrolls
 - There are 4 tabs to choose from according to preference (**Payables by Payee, Payables by Item Type, Payables by Item Detail, and Payables by Item Full detail.**). The 5th tab is for **Payables Adjustments** if needed.
 - Click on **Payable Reports** to get a list of all payroll items to be paid
 - Select desired **Payment Cycle(s)** and move to **Selected Box****OR**
 - Select specific **Payroll Item Configurations** and move to **Selected Box**
 - Click **Full Report**
 - Click **Summary Report**
 - When finished, click the X to close the pop up window
 - Select desired **Payroll Cycle(s)** and move to **Selected Box**
 - Select Items to be paid by clicking the box next to each item or select all by clicking the box left of the word Name.
 - Checkmarked Items should appear in the **Selected Payables Detail** area.
 - Select **Per Payee** (one payment per vendor) or **Per Item Type** (separate payment per payroll item type ignoring the grouping by same payee) from the drop down
 - Click **Post**
 - Pop up box
 - **Issued Date**-defaulted to current date
 - **Bank Account**-Select from drop down
 - **Output Format**-Select PDF or XML format (if XML is created here, you can skip step 41)
 - **Starting Check Number**-defaults to next available USPS check number
 - Click **Post**
- 32a _____ At the end of the month, generate a report of Non-ZERO deductions (if desired)
- Select **Processing/Process Outstanding Payables**
 - This will list all Unpaid Payables from previous payrolls
 - 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
 - When finished, click the X to close the pop up window



32b _____ PRINT Outstanding Payables Checks

- **Payments/Payee/Payee Payment Checks**
- **Filter Grid to find only checks you want to print** (Ex. Transaction Date =02/15/2024)
- Click **Checkbox next to checks to print. To print all, click box at top left of grid.**
- Click **Print Checks**
- **Output Format-XML**
- **File Name**-defaults to Checks.XML
- Click **Process Payments**

33 _____ Complete any **Third Party Vendor Processing**, upload files, and make payments as needed.

For example:

- ACH, HSA, and Positive Pay file(s) to bank
- AFFORD file if monitored by a third party vendor
- **ING Common Remitter** report from **Reports/Report Manager**
- Bonefish
- Child Support
- Other

NEW HIRE REPORTING

34 _____ SERS New Hire Report

Criteria needed for an employee to be on the SERS New Hire report- An employee must have a SERS 400 payroll item with the new employee box checked **New Employee** and a position with SERS as the retirement code, a position hire date, and a position start date (all found on the Position screen) no more than 60 days before today's date for the employee to be eligible for the report.

- Go to **Reports/SERS Reporting/SERS New Hire Report**
- **Report Title**-Default is **SERS New Hire Report**
- To create a report click **Generate Report**
- Review report
- If accurate, to create a submission file click **Generate File**
- Save the file to a folder of your choosing and then upload it to eSERS

35 _____ STRS New Hire Report

Criteria needed for an employee to be on the STRS New Hire report- An employee must have a STRS 450 payroll item with the new employee box checked **New Employee** and a position with STRS as the retirement code, a position hire date, and a position start date (all found on the Position screen) no more than 60 days before today's date for the employee to be eligible for the report.

- Go to **Reports/STRS Reporting/STRS New Hire Report**
- **Report Title**-Default is **STRS New Hire Report**
- To create a report click **Generate Report**
- Review report
- If accurate, to create a submission file click **Generate Submission File** and save it to folder of your choice
- Click **Choose File and find the file in your folder.**
- Click **Upload**
- **OR**
- To create a submission file and submit to STRS click **Generate Submission File and Submit to STRS**



36 _____ Create **ODJFS New Hire Report** and **ODJFS New Hire tape file**

- Go to **Reports/ODJFS Reporting/ODJFS New Hire Report**
- Double Click or click the employee(s) name and click the right arrow under New Employees
- New employees should now be in the Employees to report box
- Note: If you don't select any employees, all New Employees listed will be included.
- Ensure that **Include Headers for Validation in Submission File** is unchecked
- Click **Generate Report**
- To create the tape file Click **Generate Submission File**
- *If using the Validate option in ODJFS NewHire, check the "Include..." box to add headers to the file.*
- Submit file online to Ohio New Hire Reporting Center.

MONTH END

- Please see the [SSDT checklist](#) in the Appendix of the USPS-R Manual for specific month end steps

QUARTER END

- Please see the [SSDT checklist](#) in the Appendix of the USPS-R Manual for specific quarter end steps
- **IMPORTANT** - Please **DO NOT EMAIL** any files that contain social security numbers, bank account numbers, etc. If you need to securely send a file to LACA, please use LACA Dropbox program.
 - Go to **<https://dropbox.laca.org>**
 - Log in with your LACA username and password
 - Click **Drop-off**
 - Type the **Name** and **Email** of the Recipient
 - Click **Add**
 - Type a **Short Note** if desired- This is optional, (i.e. District Name, special instructions, etc.)
 - Add files by clicking **Click to Add Files or Drag Them Here**
 - Click **Drop-off Files**
- Submit your quarterly ODJFS Submission File directly to ODJFS as follows:
 - Log on to <https://thesource.jfs.ohio.gov/> with district username and password
 - Click on **Wage Submission**
 - Select the **File New Report** option
 - Choose the correct **Report Quarter/Year** from the drop down
 - 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
 - Click **Finish**

CALENDAR YEAR END & FISCAL YEAR END

- Please see the LACA checklists on the Payroll Documentation page of the LACA website
 - <https://www.laca.org/Payroll.aspx>



USPS Special Pay Processing Checklist

1 _____ Go to **Payroll/Payroll Processing**

2 _____ Click **Initialize New Payroll**

3 _____ Enter:

- **Payroll Description**-Enter in Description
- **Pay Plan**-Choose from Drop Down
- **Pay Cycle**-What you select should not matter if you are suppressing voluntary deductions. If not suppressing voluntary deductions choose the appropriate cycle
- **Start Date**-Enter or choose from calendar
- **Stop Date**- Enter or choose from calendar
- **Pay Date**- Enter or choose from calendar

4 _____ If not wanting to charge voluntary deductions click on box- Suppress Voluntary Deductions?

5 _____ Click on box- Special Pay?

6 _____ Click on

7 _____ Go to **Payroll/Payroll Payments-Current:**

- Click
- Choose the **Payroll** from the Drop Down
- Find **Employee** by typing a few characters of first or last name
- Double Click on the **Position** being paid or highlight it and click to move it to the box on the right
- Click

OR

7a _____ If wanting to load a spreadsheet process as follows:

- Go to **Utilities/Attendance/Absence Import**
- Click **Choose File** and find the csv file you want to load
- **Location Code**-Choose from Drop Down if included on the csv file if not leave set to None
- **Post to Payroll Processing Options**-Choose **Post to Payroll Processing Current**
- If you wish to **combine entries** check the box
- If you wish to **allow negative balances** check the box (NA for supplemental payment)
- **Payroll Account to Charge**-Choose the account you want to charge from the Drop Down
- Click
- Verify all data loaded correctly by viewing the ATTERR.TXT file.

8 _____ Go to **Payroll/Payroll Processing** and click on the box

9 _____ Click **Pay Report** and then click

10 _____ View **Pay Report** and check totals.

11 _____ Click **Post Payroll**

- Are you sure you want to post this payroll? Click



12_____ If there are any checks click **Process Payments**

- Click **Checks**
- Select **Output Format XML**
- Select **Bank Account** from the Drop Down
- **Sort By**-Choose from the Drop Down
- **Starting Check Number** _____
- **File Name** will default to Checks.XML
- Click

13_____ Save Checks.XML file to a folder of your choosing

14_____ Import the Checks.XML into your printing software to print checks

15_____ If there are direct deposit paper notices click **Process Payments**

- Click **Direct Deposits**
- Select **Output Format XML**
- Select **Bank Account** from the Drop Down
- **Sort By**-Choose from the Drop Down
- **File Name** will default to DirectDeposits.XML
- Click

16_____ Save DirectDeposits.XML file to a folder of your choosing

17_____ Import the DirectDeposits.XML into your printing software to print paper notices

18_____ If sending out email direct deposit notices click

19_____ Move employees to the **Selected** box

20_____ Verify or modify **Date and Time to Send email notices**

21_____ Choose the **Direct Deposit Form** from the Drop Down

22_____ Click

23_____ **Budget Distribution Report** and **Payroll Account Distribution** Reports can be printed out or saved to a folder of your choosing.

24_____ Return to the REGULAR Payroll checklist to continue