

USPS Fiscal Year-End Review

May 23, 2018

USPS FYE CHECKLIST AT A GLANCE

This is a summary refer to the actual checklist for details

- Severance pays
- NC1 for staff leaving - life insurance over \$50,000
- USPCON – is STRS advance amount zero?
- EMIS yearend reporting elements
- STRSAD
- New Calendars
- NEWCNT

USPS FYE CHECKLIST AT A GLANCE

This is a summary refer to the actual checklist for details

- Month End Closing
 - SERSMONTH
 - STRSMONTH
 - Reconcile payroll Bank account
 - BENACC, if applicable
- Quarter End Closing
 - QRTRPT as a projection
 - PAYDED for non-zero deductions
 - W2REPT – “N” to tape file; check errors
 - ODJFSRPT

USPS FYE CHECKLIST AT A GLANCE

This is a summary refer to the actual checklist for details

- SURCHG
- USPS_4GAAP
- **USPSBACKUP**
- WAGOBL
- BENOBL
- USPAUDIT
- AUDRPT
- Close QRTRPT and fiscal year

Pre-Closing

- Severance Pays

- UPDCAL RATE field cannot exceed 9,999.99 – if necessary add two lines in UPDCAL_FUT or UPDCAL_CUR for severance pay.

Type	Units	Rate	Amount	Description
MIS	1.00	9000.000	9000.00	Severance
MIS	1.00	6000.000	6000.00	Severance

- OR- Use the daily rate to calculate the severance pay for a single UDPCAL transaction:

Type	Units	Rate	Amount	Description
MIS	60.00	250.000	15000.00	Severance

Pre-Closing

- NC1 Payments

- For those employees retiring or leaving as of June 30 the NC1 amount should be processed to prevent manual changes at calendar year-end
 - Recommended to add to UPDCAL_CUR to avoid INICAL balancing issues
 - These payments are subject to Medicare Tax
 - Reference IRS Publication 15-B
<http://www.irs.gov/pub/irs-pdf/p15b.pdf>
 - Page 11-14

Pre-Closing NC1 Continued

<u>Age</u>	<u>Cost</u>
Under 25	\$ 0.05
25 through 29	0.06
30 through 34	0.08
35 through 39	0.09
40 through 44	0.10
45 through 49	0.15
50 through 54	0.23
55 through 59	0.43
60 through 64	0.66
65 through 69	1.27
70 and older	2.06

NC1 Calculator				
Total Insurance Provided	100,000.00	Insurance Total Cost	\$	60.00
AGE	44	Total Premium Paid by Employee	\$	-
Cost Per Thousand	0.10	Total Premium Taxable to Employee	\$	60.00
Number of Months Enrolled	12.00			

Pre-Closing

- USPSDAT/USPCON
 - STRS Advance fields should be blank
 - Screen 2 of 3

Payroll Processing:

STRS Advance Mode : _

STRS Advance Amount : _____

Pre-Closing

- EMIS Staff Yearend Reporting –
 - Add Long Term Illness Days
 - Absences of 15 consecutive days or greater
 - If there are values in this field now it's an indication that CLRATD was not executed.
 - Attendance
 - Will be on the demographic report in the Data Collector once collected
 - Visible in USPSWEB – EMIS Entry Screen- Demographic
 - Add Adjustments in EMIS Absence for unpaid days to attendance (AD EB –EMIS Absence or AD ET –EMIS Attendance)

Staff EMIS

Staff Demographic

Emis Id	<input type="text"/>	Degree Type	Masters
State Assigned Id	<input type="text"/>	Semester Hours	196
Report to EMIS	Yes	ECE Qualification	Not Applicable
Gender	Female	Long Term Illness	0.00
Total Years	18	Birth Date	04/22/1970
Authorized Years	18	Primary Race	White, Non-Hispanic
Attendance Days	176.80	Ethnicity Flag ?	
Absence Days	4.30		

Staff EMIS

- Add Highly Qualified Professional Development (HQPD)
 - MVECA can mass load a “Y” into the field
 - The district will go in and set the exceptions to “N”
 - Open a help desk ticket to request this process

Staff EMIS

- Step 4 on the checklist:
 - Run USPEMS/USPEMX to create a “snap shot” of the yearend staff data – coordinate this with your EMIS staff
 - This file can be used if the EMIS Staff reporting period runs long – which is true this year: August 10th
 - This file may be necessary if purging in new contracts before the final EMIS Staff report is submitted

Pre-Closing

- STRSAD
 - Can be executed now to begin balancing and verification of data
 - Select option '1'
 - Program will project days through the end of the fiscal year to determine jobs to advance and calculation of credit
 - Earnings include those in the future
 - Advance amount will be too large until all June pays are completed

Pre-Closing

- Job Calendars

- Job calendars for the 18-19 school year can be added to the system
- Utilize USPSDAT/CALMNT option
- 'Copy' function
 - Start with the school year calendar with no holidays and copy it to the next calendar with no holidays, etc.

Pre-Closing

- New Contracts

- New contracts can be entered for those positions with a July 1 start date
- Contracts with other start dates can be entered if the information is available
- New contract training scheduled for June 12 – see our website calendar to register

Month-End Closing

- Run SERSMONTH
 - Also runs, ABS101, CHKSTS and BENRPT for PAYROLLCD
 - Sets SERS closing date in USPSDAT/USPCON
 - During summer months will start to see 0 service days and hours on SERSREG Reports
- Run STRSMONTH
- Balance Payroll Bank Account

Quarter-End Closing

- Run QRTRPT to generate demand report
- Lists all QTD figures from JOBSCN and DEDSCN
 - Compare totals of deduction checks written to the totals for each deduction code
 - Be cautious of deductions combined by vendor number
 - Any differences should be resolved
- Troubleshooting steps are on the checklist

Quarter-End Closing

- W2PROC
 - Balance and check for errors on the W2REPT to minimize problems at calendar year-end
- ODJFSRPT
 - Check all totals and weeks
 - When all data is correct, enter 'Y' for creation of submission file
 - Taxable amount listed on report is used only for contributing employers, we are reimbursing employers. Values are based on ODJFS rules

STRSAD

- After all June pays are completed
- Conditions that create accrued contributions
 1. Work days field is equal to the days worked field by June 30
 2. Amount remaining to pay is > \$0
 3. Pays field is greater than the pays paid field

STRSAD

3 Reports created:

- STRSAD.RPT – Lists all staff that will appear on annual report
- STRSAD.TXT- Lists only staff with accrued contributions
- NONADV.TXT - Lists employees with jobs that are not advancing

➡ = Information reported to STRS for each employee

DATE: 05/26/04
TIME: 7:45 am
PAGE: 0008 <STRSAD>

STRS FISCAL YEAR-TO-DATE REPORT
FOR: 2003
DISTRICT CODE 5555

FYTD total
from 591
and/or 691

SAMPLE CITY BOARD OF EDUCATION
1 MAIN AVENUE
YOUR CITY, OH 55555

EMPLOYEE NAME	SOC-SEC-#	CREDIT	STRS DAYS	EARNINGS	DEPOSIT\ PICK UP	ADVANCED AMOUNT	TOTAL
FLOWER, FRANK	123-45-6789	100%	160	64,747.75	4,497.83	1,976.97	6,474.80
JELLO, CHERI	222-33-4444	07%	13	965.75	96.58	0.00	96.58
WONKA, WILLY	333-44-5555	100%	160	70,403.00	4,874.04	2,166.24	7,040.28

Calculated
based on STRS
decision tree

Calculated job record
pay per period X
remaining pays X 11%

NON-TAXED TOTALS:	14,499,754.10	1,040,171.95	409,777.00	1,449,948.95
REPORT TOTALS				
TAXED + NON-TAXED	:	1,449,948.95		
AMOUNT ADVANCED	:	409,777.00		
REGULAR EMP COUNT	:	339		
REGULAR CONTRIBUTIONS:		0.00		
REGULAR PICKUP CONT	:	1,419,914.67		
RETIREE AMOUNT ADVANCED:			7,911.42	
RETIREE COUNT	:		16	
RETIREE CONTRIBUTIONS	:		0.00	
RETIREE PICKUP	:		30,034.28	

Amount of FYTD gross
from 450 plus amount of
gross earned but not yet
paid on the job record.
Can be inflated if 691 is
involved

Total amounts already
paid to STRS for
employee contributions,
includes 691 amounts

STRSAD

- STRSAD sample calculation

Obligation = 39100

Pay per period = 1504

Pays/pays paid = 26/22

23rd pay $1504 \times 11\% = 165.44$

24th pay $1504 \times 11\% = 165.44$

25th pay $1504 \times 11\% = 165.44$

26th pay

Obligation	39100
- Paid 25 pays	37600
Remaining	$1500 \times 11\% = 165.00$

Total accrued contributions calculated by STRS

$165.44 + 165.44 + 165.44 + 165.00 = 661.32$

STRSAD

- **Verify service credit:**

- Employees with 120 or more days = 100% credit
- Employees with less than 120 days = STRS decision tree credit
- Employees classified as part-time = STRS decision tree credit
 - Part-time flag on 450 must be set as needed
- Re-employed retirees = 0% credit
 - May be listed twice on the report if they retired this fiscal yr
 - Service credit for rehired retiree will cause a warning

STRSAD REHIRED RETIREEES

450 USPSCN/DEDESCN

ID: 444444444 Code: 450 Name: KUSMU		KRAMER	
Type: Retirement		Name: STATE TEACHERS RETIREMENT SYS	
Percentage :	_____	Full or Part time :	E
Board's share :	14.000	Start :	00/00/0000
Error adjustment:	_____	Stop :	00/00/0000
Board error adj.:	_____	Rehired:	07/01/2004
		New employee:	N
	Accum	MTD Totals	QTD Totals
Deduct total :	_____		
Gross pay :	_____	4977.12	13347.32
Board share :	_____	1404.12	1868.66
Retiree deduct:	_____		13347.32
Retiree gross :	_____		1868.66
Retiree board :	_____		

FROM 00000000

591 USPSCN/DEDESCN

Job: __ Type: Retirement (Annuity) Name: STATE TEACHERS RETIREMENT					
Percentage :	11.000	Start:	00/00/0000		
Error adjustment:	_____	Stop :	00/00/0000		
User Defined Fields:					
Amount 1: _____		Amount 2: _____			
Code 1: __		Code 2: __		Date: 00/00/0000	
Text: _____					
	Accum	MTD Totals	QTD Totals	FYTD Totals	YTD
Total:					
Deduct total:	31.35	31.35	36.85	100.10	58.30
Retiree deduct:				100.10	

STRSAD

- If aware of dock amounts for pay periods starting in July, enter those in 'Dock Next Pay' on JOBSCN
 - Will be included in calculations by STRSAD
- If aware of early contract pay offs
 - Change the number of pays
 - Be cautious – pay per period may get changed

STRSAD

- If report shows amounts are not in balance and can't be resolve at the district
 - Contact MVECA as needed
 - STRS can usually find the problem
 - STRS balances by employee as well as by district

STRSAD

- Once STRSAD information is correct, run option '2'
 - Sets advance flag on jobs to “*”
 - Sets closing date in USPCON
 - Places total accrued contribution amount in USPCON
 - Creates temporary holding file for retirement deduction rates as they were in DEDSCN when option '2' ran; known as SAVADV.IDX
 - Creates Payroll Cd reports
 - Advance error adjustment fields appear on STRS deduction records

STRSAD

Below is a screenshot of what you will see when you run the **Actual of STRSAD**. Notice it indicates that it is **saving current percentages**. The tape submission file name is also displayed; this file is only created when the Actual is run

```
Saving current percentages.
```

```
Processing, please wait
```

```
Report names are: STRSAD.TXT  
                  STRSAD.RPT  
                  NONADV.TXT
```

```
Tape submission file is: STRSAD.1306
```

STRSAD

- Run ANNSTRSSND to submit annual report to STRS
 - The deadline this year – Friday, August 3rd

STRS Annual Report Processing

- Terms

STRS	STATE SOFTWARE	DEFINITION
SALARY REDUCTION	EMPLOYER PICKUP	Salary reduced by the employees retirement contribution (591 annuity deduction)
FRINGE BENEFIT PICKUP NOT INCLUDED IN COMPENSATION	PICKUP ON PICKUP FRINGE BEN/XTRA COMP=N ON 450 DEDUCTION	Employer pays all or a portion of the employee's contribution. (691 deduction needed with percentage paid by board)
FRINGE BENEFIT PICKUP INCLUDED IN COMPENSATION (PICKUP ON PICKUP)	PICKUP ON PICKUP FRINGE BEN/XTRA COMP=Y on 450 DEDUCTION	Employer pays all or a portion of the employee's contribution, the amount paid is added to the gross pay and contributions are paid on the adjusted gross (691 inflated to calculate correctly)
ACCRUED CONTRIBUTIONS	ADVANCE	Contributions on amount earned but not yet paid
BACK POST		Contributions sent in the new fiscal year that were earned in the prior fiscal year must be back-posted on STRS website

Fiscal Yearend Closing

- Run SURCHG, if needed
 - Estimate of SERS surcharge
 - Provides possible expenditure distribution
 - Actual amount will be provided by SERS
- After all leave through June 30 is posted in attendance, run USPS_4GAAP, Optional for GAAP reporting

Fiscal Yearend Closing

- **RUN USPSBACKUP!!!!** and look for the “Operation Successful” message on the screen.
- Run BENACC to reset, pay or convert leave
- WAGOBL
- BENOBL
- UPSAUDIT

Fiscal Yearend Closing Continued

- Optional Run AUDRPT – Official
 - Will list all changes since the last official run of the report
 - Flags the changes so they will not be reported on any subsequent “Official” report
- Run QRTRPT to clear all data for the quarter and fiscal year (Option F)
- Run QRTRPT again (Option N) to verify the fiscal year totals are zero.

Post Closing

- During the payroll process
 - FYTD amounts on the 450, 591 and 691 deductions will not be updated by any accrued earnings or contributions – only updated by new earnings or contributions.
 - FYTD amounts on the JOBSCN will be updated regardless

Post Closing

- During advance cycle certain pay types can not be used on jobs with advance flag set to “*”
 - REG
 - IRR

Post Closing

- Certain pay types affect balance of USPCON advance amount
 - DCK
 - BCK
 - TRM (usually creates a few cents difference)
 - POF (usually creates a few cents difference)
- The pays and pays paid can be modified by MVECA to be different (forcing a contract pay off). If this is done the amount in USPCON may not clear because of rounding

Post Closing

- After all summer pays are complete
 - Verify advance amount in USPCON is zero
 - If not zero, run CHKSTRS and compare employee totals to see who's amount withheld on accrued earnings does not equal the amount STRSAD calculated
 - File corrections with STRS as needed