USPS-R Quarter-End Checklist

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This procedure outlines the steps to be taken to close the USPS-R quarter-end.

ODJFS Reporting

1.____Processing ODJFS-Go to **Reports/ODJFS Report** choose the **Generate Report** option.

A) Check all totals carefully for accuracy. If necessary, adjustments can be made using **the Core/Adjustments** screen.

2.____When all data is correct, in **Reports/ODJFS Report**, click on the **Generate Submission File** option.

A) Save the file to a folder of your choosing and then email it through a secure site to your ITC.

Quarter-End Closing

3.____Go to Reports/**Quarter Report**

A) Year- Should be defaulted to current year

B) Quarter-Should be defaulted to current quarter

C) Sort By- Choose sorting option from drop down

4.____Click **Generate Report**

A) In the **"Totals Summary"** section of the **Quarter Report**, the gross and adjusted gross should balance using a manual calculation.

Gross

¯ Annuities

Calculated Adjusted Gross

5.____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.

6.____The total gross showing on QRTRPT should equal the total of all payroll disbursement checks created during Payroll Posting to USAS for the quarter.

A) Once balanced if a hard copy of the report is desired print the **Quarter Report.**

***Note-In the redesign software there is no clearing of quarter to date totals.**

7.____It is recommended that you balance the **W2Report** quarterly to minimize problems at calendar year-end.

A) Go to **Reports/ W2Report and Submission.** Output type should be set to **Report**. Check the report for errors.

B) Complete and balance the **W2Report Reconciliation Worksheet** for the quarter following the directions on the worksheet.

C) Balance the **Payroll Item** totals (taxes and annuities) on the **W2Report** with the totals from the **Payables Reports** from the quarter.

D) Balance the gross amounts on the **W2Report** with **Pay Report**s for the quarter.

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

E) 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 Trail Report** can be useful in identifying these problems. To process the **Audit Trail Report** go to **Reports/Report Manager/SSDT Audit Trail**.

8. ____Verify all Payroll Items have been paid by going to **Processing/Process Outstanding Payables** and making sure that there are no outstanding payables that have not been paid.

9. ____The total of all board paid amounts (if tracked on the system) should equal the total of all USAS checks paid to the vendor or deduction company.

10.____ Complete and file any required quarter-end submission forms.

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

***Note-Mobile employees could cause discrepancies.**

12.____ Only if hard copies of quarter end reports are desired, run the following:

- **Reports/Employee Master** (all data)
- **Reports/Employee Earnings Register**

You are now ready to proceed with payroll for the new quarter.

No labels