USPS FISCAL YEAR-END REVIEW

June 7, 2016

USPS FYE CHECKLIST AT A GLANCE

THIS IS A SUMMARY REFER TO THE ACTUAL CHECKLIST FOR DETAILS

- Severance pays
- Process NC1 pay type for staff retiring that had group term life insurance over $50,000
- Check USPCON to make sure STRS advance amount is zero
- Add EMIS yearend reporting elements
- STRSAD Projection
- Add Calendars
- NEWCNT

USPS FYE CHECKLIST AT A GLANCE

THIS IS A SUMMARY REFER TO THE ACTUAL CHECKLIST FOR DETAILS

- Month End Closing
  - SERS Close for month
  - STRSMONTH
  - Reconcile payroll Bank account
  - BENACC, if applicable
- Quarter End Closing
  - QRTRPT as a projection
    - Resolve difference in Gross
  - 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

- STRS Annual Report Processing
  - STRSAD Actual
- ANNSTRSSND – secure file transfer of annual report to STRS
- SURCHG
- USPS_4GAAP
- GENERATE ANY CUSTOM REPORTS FOR ARCHIVE
- USPSBACKUP
- WAGOBL
- BENOBL
- USPAUDIT
- AUDRPT
- Close QRTRPT and fiscal year

PRE-CLOSING - SEVERANCE

- SEVERANCE Payments
  - UPDCAL limits pay rate to 9,999.99
  - Use the actual pay rate of the job*units

Type	Units	Rate	Amount	Description
MIS	1.00	9000.000	9000.00	Severance
MIS	1.00	6000.000	6000.00	Severance
			OR	
MIS	60.00	250.000	15000.00	Severance

PRE-CLOSING – NC1

- NC1 Payments
  - Non-Cash Earnings for group term life coverage over 50,000
  - Employee and board Medicare withheld
  - For those employees retiring as of June 30 the NC1 amount should be processed to prevent manual changes at calendar year-end (Medicare adjustments)
    - Recommended to add NC1 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

- NC1 Payment
  - Federal, State nor OSDI taxes are withheld
    - Added to wages even though no tax is withheld
  - Medicare and FICA are withheld
  - Flag in DEDNAM city records controls whether city tax is withheld. Even if flag is set to “N”, the amounts are added to the wages
    - Manually change the wages if not the desired effect

PRE-CLOSING – NC1

- USPSDAT/DEDNAM

```
Code: 004    Type: CITY       Name: CITY OF CIRCLETOWN
Required: 1  Job Level: Y   Abbrev: CIRCLETW  W2 Abbrev:
                 P A Y   T O   I N F O R M A T I O N
Vendor: ______  Name: CITY OF CIRCLETOWN
                      ____________________________
             Address: 123456 CIRCLE ROAD
                      ____________________________
                      CIRCLETOWN____, OH 12345-____

Tax Entity code: _____  RITA: ___
Tax Med/FICA pickup: Y        ____________________
Tax Non-Cash Earn  : Y  CCA : ___
Tax Board Amounts  : N        ____________________
  ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
```

PRE-CLOSING - USPCON

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

```
Payroll Processing:
 STRS Advance Mode      : _
 STRS Advance Amount    : _____________
```


PRE-CLOSING – EMIS STAFF L

- EMIS Staff Yearend Reporting – 16L
- One reporting period with 2 manifests
  - First Staff Course
  - Final Staff Course
    - Should be published any day and is scheduled to expire on 7/15/16
- Data Collector Submitter
  - Make sure that someone working through the summer has submitter access to the Data Collector
- Report data as of the end of the school year

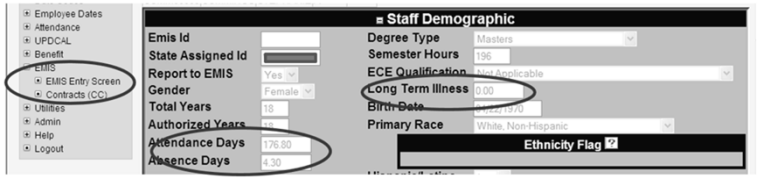
PRE-CLOSING – EMIS STAFF L CHECKLIST AT-A-GLANCE

- Report all staff reported in the First Staff and Course Collection
  - Do not change the REPORT TO EMIS flag to “N” until after the final submission of L data for staff reported as separated
- Run USPEMS/PERDET to verify staff data
  - Update added mid-year

PRE-CLOSING – EMIS STAFF L CHECKLIST AT-A-GLANCE

- Add Long Term Illness (LTI) 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. Run CLRATD before adding LTI to avoid reporting last year’s information
  - LTI must be equal to or less than total absence
- 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 leave to attendance
    - AD – Adjustment; EB-EMIS Absence

PRE-CLOSING – EMIS STAFF L



PRE-CLOSING – EMIS STAFF L CHECKLIST AT-A-GLANCE

- High Quality Professional Development (HQPD)
  - *Did the teacher participate in a High Quality Professional Development activity between June 1 and May 31 of the current school year as defined by the No Child Left Behind Act of 2001 in Title IX Section 9101 and as certified by the teacher on the Teacher Participation Questionnaire?* (ODE EMIS Manual, Chp 3.4)
  - Required for all reported teachers, position codes 230, excluding position statuses: A-Agency, I-Individual, P-Leave of Absence and U-no longer employed in the district in this position
  - MVECA can mass load a "Y" into the field
    - Send email to helpfiscal@mveca.org requesting the mass load
    - District will change the field to "N" for any teacher that did not meet this measure

PRE-CLOSING – EMIS STAFF L CHECKLIST AT-A- GLANCE

- Update Contract Only and Contractor Staff Employment Records in USPSWEB to reflect SY end data
- Run USPEMS/USPEMX
  - Snap shot of all data
  - Creates file for CC-Contract Only and CJ- Contractor Staff Employment Records for data collector
    - CL- records will be included, too, for the summer of 2015 summer separations (position status=U)
- Run EMISRSTAFF to transfer the CC, CJ and CL records to the Other Data Sources in the Data Collector
- Collect, Prepare, Preview reports, certify and submit your data

PRE-CLOSING – STRSAD PROJECTION

- 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 – ADD JOB CALENDARS

- Job Calendars
  - Job calendars for the 15-16 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 - NEWCNT

- 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
  - When purging, be mindful of the data being reported through EMIS.
    - For the early purges when the L manifest is still doing a SIF collection, answer “Y” to the Update JOBSCN EMIS contract fields with values from old contract

CHANGE

```
                    NEWCNT - Purge New Contracts
Purge Options:
 Contract start date: __/__/____              Appointment Type:   *
 Reset New Hire date: N
 Clear EMIS fields:
   Hours per day: N    Contract amount: N    Work days: N   FTE: N
 Update JOBSCN EMIS contract fields with values from old contract: N
```


MONTH-END CLOSING-SERS

- RETIRE/SERSREG
  - Verify the data using projection
  - Total contributions should equal total deduction and warrant checks payable to SERS
  - ‘Earnings x 10%’ should equal contributions
  - Check Service Days and Retire Hours
    - No zeros until sometime in June
  - If there are new hires to SERS, run RETIRE/SERSHIRE to create a file to upload to eSERS.
    - This changes the New Employee flag on 400 deduction from Y to R

MONTH-END CLOSING - SERS

- Create a tape file when complete/accurate
  - Clears MTD totals on 590 and 690
  - Creates the submission file that MVECA uploads to SERS
  - Sets SERS closing date in USPSDAT/USPCON
  - Changes the New Employee flag on the 400 deduction from R to N
    - **New employees are listed, separately, at the bottom of SERSREG.TXT. These are new employees that are flagged new employee = “Y” or “R” on the 400 deduction. It is up to the user to know if they have been reported to the SERS website (either by uploading the SERSHIRE file or manually entering them on the website. When running SERSREG for actual, the new employee flag (previously Y and R) for new employees will be set to "N" on the 400 deduction record.**

MONTH-END CLOSING - SERS

- SERSHIRE changes New Employee flag on 400 deduction from “Y” to “R”
- SERSREG Actual changes both “Y” and “R” New Employee flags to N
- If you did not run SERSHIRE before the Actual option of SERSREG, new employees that may not have been reported yet are no longer available for SERSHIRE

MONTH-END CLOSING

- Run STRSMONTH to clear month-to-date totals from the 450, 591 and 691 deductions
  - When STRS went to per pay reporting, monthly totals were no longer needed. Instead of removing MTD from all of the STRS deductions, this program was added
  - Not required, provided for the integrity of the data

```
                                  New employee: N
                          Accum  MTD Totals   QTD Totals
Deduct total  :
Gross pay     :                  105075.00
Board share   :                                3856.15
Retiree deduct:
Retiree gross :
Retiree board :
```


MONTH-END CLOSING

- Reconcile payroll bank account
  - Run CHKSTA or PAYREC to reconcile checks
  - Run CHKSTS for outstanding check register
- If leave accruals are posted at the end of the month, run BENACC

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 difference in gross should be resolved

```
TOTAL GROSS
TOTAL ANNUITIES
NON-FED.TAX ANNU.'S
NON-CASH EARNINGS
TOTAL ADJUSTED GROSS
CALCULATED ADJ GROSS
DIFFERENCE IN GROSS
```

- Troubleshooting steps are on the FYE checklist

QUARTER-END CLOSING

- W2PROC
  - Balance 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, calculated value based on ODJFS rules

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

STRS ANNUAL REPORT PROCESSING

```
STATE TEACHERS RETIREMENT SYS
          Full or Part time    : P
/0000     Retiree flag         : N
/0000     Surcharge exempt     : N
/0000     Fringe ben/Xtra comp: N
N
```


STRSAD

- After all June pays are completed
- If aware of dock amounts on 1st July payroll 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

- Conditions that create accrued contributions
  - 1) Work days equal days worked by June 30
  - 2) Amount remaining to pay greater than zero
  - 3) Pays greater than pays paid

  This accrued contribution amount will be the amount of earnings not yet paid times the current STRS withholding rate.

STRSAD

- 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
    - Job has no amounts remaining to pay but meets all other criteria
    - Days worked plus remaining days from calendar through June 30th exceed the total work days

STRSAD

- Accrued contribution amount is calculated using the pay per period from JOBSCN for the remaining pays minus 1, then last pay calculation occurs

STRSAD

- Accrued contribution amount is calculated using the pay per period from JOBSCN for the remaining pays minus 1, then last pay calculation occurs
- STRSAD sample calculation

Obligation = 39100
Pay per period = 1504
Pays/pays paid = 26/22
23rd pay 1504 x 13% = 195.52
24th pay 1504 x 13% = 195.52
25th pay 1504 x 13% = 195.52
26th pay

Obligation	39100
- Paid 25 pays	37600
Remaining	1500 x 13%=195.00

Total accrued contributions calculated by STRS
195.52 + 195.52 + 195.52+195.00=781.56

= Information reported to STRS for each employee

DATE: 05/26/04 STRS FISCAL YEAR-TO-DATE REPORT SAMPLE CITY BOARD OF EDUCATION
TIME: 7:45 am FOR: 2003 1 MAIN AVENUE
PAGE: 0008 <STRSAD> DISTRICT CODE 5555 YOUR CITY 55555

1 EMPLOYEE NAME	2 SOC-SEC-NUM	3 CREDIT	4 STRS DAYS	5 EARNINGS		6 DEPOSIT\ PICK UP	7 ADVANCED AMOUNT	8 TOTAL
FLOWER, FRANK	123-45-6789	100%	160	64,747.75	NON-TAXED:	4,497.83	1,976.97	6,474.80
JELLO, CHERI	222-33-4444	07%	13	965.75	NON-TAXED:	96.58	0.00	96.58
WONKA, WILLY	333-44-5555	100%	160	70,403.00	NON-TAXED:	4,874.04	2,166.24	7,040.28
	NON-TAXED TOTALS:			14,499,754.10		1,040,171.95	409,777.00	1,449,948.95

Calculated based on STRS decision tree

Calculated amount based on wages earned but not yet paid

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

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

REPORT TOTALS

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

STRSAD

- Verify service credit
  - Employees with 120 or more days receive 100% credit
  - Employees with less than 120 days receive credit based on STRS decision tree
  - Employees classified as part-time have service credit based on STRS decision tree
    - Part-time flag on 450 must be set as needed
    - If uncertain of an employee's status contact STRS
  - Re-employed retirees will always have 0% credit reported with contributions
    - An asterisk identifies the rehired retiree on STRSAD.RPT

STRSADRPT

- Staff retiring and rehired in the same fiscal year will appear twice on the report, one line for contributions prior to retirement, one line for after retirement contributions
- If they retired in the previous fiscal year and the rehire date was not added until this fiscal year, modify the retiree gross

STRSAD REHIRED RETIREES

450 USPSCN/DEDSCN

```
ID: 444444444  Code: 450  Name: KUSMU        KKHMER
          Type: Retirement          Name: STATE TEACHERS RETIREMENT SYS
Percentage      :                                Full or Part time   : F
Board's share   : 14.000   Start  : 00/00/0000  Retiree flag        : Y
Error adjustment:          Stop   : 00/00/0000  Surcharge exempt    : N
Board error adj.:          Rehired: 07/01/2004  Fringe ben/Xtra comp: N
                           New employee: N
                   Accum  MTD Totals  QTD Totals  PYTD Totals  YTD Total:
Deduct total  :                                   13347.32
Gross pay     :            4977.12                 1868.66
Board share   :                        1404.12                  1868.6
Retiree deduct:                                   13347.32
Retiree gross :                                    1868.66
Retiree board :
```

591 USPSCN/DEDSCN

```
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  PYTD Totals  YTD
Total:
Deduct total:      31.35      31.35       36.85       100.10    58.30
Retiree deduct:                                       100.10
```

STRSAD

- If not in balance and can't 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 annual reporting submission file

STRSAD

- Creates temporary holding file for retirement deduction rates as they were in DEDSCN when option '2' ran; known as SAVADV.IDX
- Advance field appears on JOBSCN
- Advance error adjustment fields appear on STRS deduction records
- Creates PayrollCD reports

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

- If you have deductions by job implemented on your retirement records, the job number assigned for any advanced jobs will be stored in the temporary file that is created.
- Run ANNSTRSSND to submit annual report to STRS
  - Updates USPSDAT/USPCON information

FISCAL YEAR-END CLOSING

- Run SURCHG

An additional employer charge is levied on the salaries of lower-paid SERS members. The minimum annual compensation is determined annually by the System's actuaries.

- SURCHG Creates a worksheet districts might use for SERS surcharge calculation verification.
- Minimum annual 2016 compensation $23,000.00
- See http://ohsers.org/surcharge for complete details.

FISCAL YEAREND CLOSING

CHANGE

- Optional -Run USPS_4GAAP after posting all leave through June 30. (Requested by Clark Schaefer and Hackett) (This was added to the menu instead of a Safari query.)
- Generate any reports for archives
- USPSBACKUP
- WAGOBL and BENOBL – GAAP Report
- Run USPAUDIT to create USPS submission files for AOS audits
- Run AUDRPT choosing the O-Official option. Check the payroll CD to verify that the Official AUDRPT copied out properly
- Close Quarter and fiscal year

FINAL STRS RATE CHANGE

- Effective **July 1, 2016**, the employee rate will increase from 13% to **14%**

CALCULATING NEW PICKUP ON PICKUP DEDUCTION RATE

- Pickup on Pickup with extra compensation calculator spreadsheet. Add the pick up rate in the highlighted field and it will calculate the percentages for the 450, 591 and 691 deductions

STRS DEDUCTION RATE CALCULATOR FOR PICK UP ON PICK UP							
This calculator is for the FY17 rate of 14%							
		if fringe benefit flag=Y					
Pick up percent		591 rate	691 rate	450 board rate			
14		0	15.96	15.96			

WHEN AND HOW TO CHANGE THE RATES

- **<u>Before</u> the first July payroll and <u>after</u> running STRSAD, Option "2", you will want to run the CHGDED program, option C**, and mass update the rates to 14% on the 591 records. Keep in mind; CHGDED will only update the records whose DEDSCN rates match the old rate entered in CHGDED. Because of this, you may have to run CHGDED several times.
- Rates can be updated directly in DEDSCN or the new rate can be loaded from a spreadsheet. Please contact us if you need any assistance.

460/591/691-EMPLOYEE DEDUCTION

- Change options:

C - Employee or board amounts

D - Stop and start dates based on old values

R - Set start dates on all records for deduction

P - Set stop dates on all records for deduction

G - Mass change the maximum amount of deduction

M - Mass change the cycle

A - Mass change employee amount error adjustment

B - Mass change board amount error adjustment

E - End program

Enter choice <C>: C

591-EMPLOYEE DEDUCTION

Please enter deduction code ___

Enter 999 to exit. 591

Enter old Annuity Pick up: __.___

13.00

Enter new Annuity Pick up: __.___

14.00

Is all the information correct?

Deduction code: 591

Old Rate : 13.000

New Rate : 14.000

Scenario #1

- Worked in June
- Paid in June
- STRS Contribution 13%
- No back-posting

Scenario #2

- Worked in June
- Paid in July
- STRS Contribution 13%
- Back-post

Scenario #3

- Pay period has days in June and July
- Paid in July
- STRS Contribution 14%
- No back-posting

Scenario #4

- Worked in July
- Paid in July
- STRS Contribution 14%
- No back-posting

Scenario #5

Set up deductions by job if:

- Worked job# 1 in June
- Paid in July
- STRS Contribution 13% on job #1
- Back-post
- Clear FTD totals on STRS deductions for that job

- Worked job #2 in July
- Paid in July
- STRS Contribution 14% on job #2
- No back-posting

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
  - FYTD amounts on the 450, 591 and 691 deductions are updated only by new earnings and contributions on those new earnings
  - FYTD amounts on the JOBSCN will be updated regardless

POST STRSAD- ACTUAL

- Contact MVECA if you made changes to force the correct advance amount (DOCK NEXT PAY, RETRO NEXT PAY, # OF PAYS)

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 by 1 (forcing a contract pay off). If this is done the amount in USPCON may not clear because of rounding

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POST CLOSING

- Verify each pay the advance amount showing in USPCON is decreasing
- 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

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