### **USAS-R & USPS-R WebEx Training 2/23/2024**

**USPS-R**

* **Job Calendars**
* **Contracts**
* **Quarter End Training**

**Job Calendars:** Document link: <https://mcoecn.atlassian.net/wiki/x/XQIm>

Job Calendars are used to indicate the work schedule of an employee. Included in the work schedule are work days, holidays and calamity days. Each employees’ compensation can only be connected to **one Job Calendar.** Similarly, if an employee has multiple compensations they can also have multiple job calendars.

**\*\*Note: Job Calendars for an upcoming New Contract year need to be entered before the new contracts are activated.**

**Job Calendar Grid: [Core > Job Calendar]**

* **Highlight Viewer**: Opens a panel off to the side, showing the details of that particular job calendar that’s selected
* **View/Edit/Archive**:
  + Edit/Modify any existing Job Calendar
  + View Details of existing Job Calendar: Can be used to see number of work days, Calamity and Holidays for any given Calendar/Job group to help organize or plan upcoming New Contracts or Final Pays in Contracts or to map out Calamity days. Click the “Save” button to keep any changes or can click “x” button to exit calendar screen and return to the grid.
  + Within each Job Calendar type shows every day within a “month” of that job. Each day within that **“Month” Grid** can be clicked on and **assigned** as a **“Work day, non-work day, Holiday, or Calamity day**. Use the arrows to scroll through months within that Calendar.
* **Create: New Job Calendars**
  + Can have multiple calendars open at same time to possibly assist in creating new calendars if needed.
    - After clicking the “Create” button click near the top of the dialog box and drag off to the side then, either click “Create” again or click the “eye” icon or “edit” icon to open an existing calendar and click near the top of that box and drag over next to your other open calendar dialog box.
  + Click “Create” to open a new job calendar dialog box
    - Create a Type (ex: 004) and Description for your New Job Calendar
    - Note: The Job Calendar Description should be a max 33 characters to prevent page overflow when printing the job calendar report
* **Mass Change**: Allows the “Type of Day” (i.e. work day, calamity or holiday) to be updated across several job calendar types at once. Click “save” when desired changes are made. Additional Note: The “Blank” selection is for Non-Work day or Unpaid holiday
* **Copy:** Existing Job Calendars can be “Copied” to New or other Existing Job Calendars:
  + Click the “Copy” button to open the dialog box.
  + Select the “Copy From” drop down menu and select the Calendar you want to Copy and then select the desired start and end date range you want to copy from (\*Required Fields).
  + Choose from the list of Available Calendars and move them over to the “Selected Calendar” box.
  + Click “Copy” when finished

**Job Calendar Report: [Reports > Job Calendar Report]**

* Job Calendar Report produces a report that shows one or multiple job calendars which have been created. The Report Options screen allows you to customize the Begin/End Dates, Orientation and select the specific Job Calendars you want to include in your Report
* The Job Calendar Report lists each week day (Sunday – Monday) with the numbered days within that particular month. Next to each day will show whether it’s a Work Day (W), Holiday (H), or Blank for Non-work or non-paid holidays
* The Job Calendar Report can be helpful for counting days while calculating a Final Pay or New Contract.

**Contracts:** Document Link: <https://mcoecn.atlassian.net/wiki/x/WQIm>

New Contracts can be entered manually in the New Contract grid, copied from a previous contract or mass imported using the Mass Import feature (recommended method).

* New Contracts using Mass Import:
  + Open the **New Contract Import Template** Excel sheet. An attachment for this sheet can be found in the reminder email for this training, sent out by Ashley May. You can also request a copy by emailing [helpfiscal@mveca.org](mailto:helpfiscal@mveca.org)
  + Next go to USPS under Report manager and run **‘NEW CONTRACT BY PAY GROUP 2022.rpd-json’** (If you don’t have this in your report manager, visit **MVECA.org under Fiscal > Redesign USPS > USPS MVECA JSON Report Library** (bottom right side of screen) click: USPS JSON Report Files and open the Zip folder and you’ll find the file there. Send us an email if you’d like help loading it into your USPS report manager.
  + Once you run the New Contract Report, click the Query Options tab and enter pay group(s) separated by comma, no spaces. FYI, most districts will run a report for one pay group at a time when mass importing new contracts, but it is your preference. Make sure the report will open in Excel and not PDF.
  + Once the report is open, immediately, copy and paste the headers from the NEW CONTRACT IMPORT Template spreadsheet into the top of your NEW Contract by Pay Group Report sheet. The headers should line up perfectly with the report
  + Please look at each header with a ‘Red Flag’ in the upper corner of the cell to see specific details/instructions for that data.
  + Enter the Contract Period in the description for the new contract period for that pay group: ex: 23-24. To insert the new “school year, 24-25” in front of the existing description follow these steps.
    - First: Select all the cells to ‘change’
    - Right click and select ‘Format cell’
    - In the Category select ‘Custom’
    - In the Type, delete out the word ‘General’ and insert this Formula
  + **“24-25” @ (be sure to enter a space between your chosen ‘year’ or new description and the ‘@’ symbol)**
    - Once your spreadsheet is completely updated with the new contract information, click save as a .csv file
    - Next, you will import those new contracts into the New Contracts grid in USPS.
    - Go to Processing/New Contracts
    - Click on Import New Contract tab
    - Choose the .csv file
    - Contract “Start date” field is optional (leave it blank and the date will default the start date entered in your spreadsheet.)
  + To review your newly imported Contracts, click on Reports Menu > NEW CONTRACT REPORT. Review your newly imported contracts for any errors or changes needed.
    - * Note: When Running this report to view everything in New Contract Maintenance, don’t select any options, just run the report
      * Optional Report in Report Manager > SSDT New Contract Summary Report
  + Once you’re satisfied everything is balanced and correct, you can go back to the New Contract grid (Processing > New Contracts). Everything in that grid is what you’ve imported and verified.
    - * Note: IF the Compensation Start date is included in the pay period dates being processed for the final pay on the contract, then you MUST wait to ACTIVATE the new Contracts
  + To Activate the New Contracts click the box at the top of the list to select ALL contracts in that grid, or you can select individual contracts. Then click the “Activate” button.
    - A window will open called ACTIVATE NEW CONTRACTS
      * The prompt asks, “Are you sure you want to activate new contracts?”
      * Transfer Primary Compensation Flag to New Compensations? (Leave this flagged.)
      * Click Activate
    - \*TIP: We have a report called Compensation Filtered by Description.json, if you are interested. This would pull all of your New Contract Compensation information into a spreadsheet to verify the contract amount activated from New Contract. In Query options, enter the contract period you used in the description, ex. 24-25

**Quarter End Training:** Document Link: <https://www.mveca.org/Quarter-EndDocumentation.aspx>

\*\*Note\*\* If unable to balance your Quarter and need to start the next payroll, you will have to create/open the next month posting period, if not done already; **DO NOT make it current.** You will need to finish prior quarter before you can post the next payroll in the new quarter as the posting period will have to be marked as “current” to post the new quarter payroll.

* In USPS-R run your ODJFS report: Reports > ODJFS Report > Generate
  + Review report for inaccuracies in the weeks or wages columns. At the bottom of the report you will need to keep in mind that elected Board Members wages are not included in this report. Also if NC1’s were processed in that quarter they will need to be verified and noted as well.
* Run your Quarter Report and W2 Report under Reports
  + You will balance your ODJFS report to your Quarter Report, making sure to subtract elected Board member wages from the QTD Total of the Quarter Report.
  + 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
* Payroll Item checks for that quarter should equal the total Payroll Items showing on the Quarter Report. Verify the electronic transfers of Federal and Medicare payments also match your records. Run the report: Reports > ***Payment Transaction Status Report***
* Note: We included a Quarter Balancing spreadsheet in the Training email. This can be included in the Quarter end balancing process if you’re not already using one. This spreadsheet will document all payments made to all the necessary Payroll Items used in Balancing each quarter and can also be used to help balance your Calendar and Fiscal Years as well.
* The Total Gross on the Quarter Report should equal the total of all payroll disbursement checks created during the Payroll Posting to USAS for the quarter. If off, look for Voids, Medicare Pickup or NC1 payments that could cause a difference in gross.
  + Note: It is recommended that the W2 report is balanced quarterly or even monthly to help minimize problems at calendar year-end. Refer to the Quarter End Checklist (Document Link above) for detailed instructions.
* Complete and file any required quarter end submission forms.
  + ODJFS submission
  + Ohio Business Gateway – Employer Withholding: IT-942 Quarterly
  + Federal 941 Form: Employer’s Quarterly Federal Tax Return