USPS-R 2024 Fiscal Year End Procedures

Payrolls with July or later pay dates in the new fiscal year cannot be processed unless STRS Advance has been completed

Pre-Closing

1. _____ **Cost of Life Insurance over $50,000** - If you have anyone leaving the district at the end of the school year, process the life insurance payment NOW for the cost of life insurance if insurance is valued over $50,000. Using **Payroll Payments-Current** or **Payroll Payments-Future** program, the amount should be included as part of their final pay using a pay type of **Life Insurance Premium**.
    a. For additional information see document "Reporting Taxable Amount of Life Insurance Premiums"

2. _____ Verify in **System/Configuration/STRS Advance Configuration** that the **Advance Amount** and **Advance Paid Back** are zero and the **Advance Mode** flag is unchecked

3. _____ Go to **Reports/STRS Advance** and run the **Advance Positions Report, Non-Advance Positions Report** and **Advance Fiscal Year to Date Report**. These reports can be used to begin balancing and verifying data.

4. _____ Verify that the termination date on the **Employee** record has been entered for employees that left your district. If they are being paid through the summer on Stretch Pay, wait until they are finished being paid to add the termination dates.

Month-End Closing

5. _____ Verify that SERS and STRS contributions and service days/hours were reported for the last pay in June
    a. **Reports/SERS Per Pay Report**
    b. **Reports/STRS Report**

6. _____ Run **SERS and STRS Monthly Report** under **Reports** (OPTIONAL)

7. _____ Go to **Payments/Check Register** to reconcile checks manually or by Auto Reconcile
    a. To reconcile manually, select the checks and click 'Reconcile'
    b. To use Auto Reconcile, click the 'Auto-Reconcile' tab
        1. Reconciliation Date defaults to current date
        2. Pay Rec Format – one time setup before using Auto Rec
        3. Choose the file from the bank and click 'Upload'

8. _____ Balance the payroll account. Run the **SSDT Outstanding Checks Report** on the **Home** page.

9. _____ Process Benefit Accrual by going to **Processing/Benefit Update** to accrue leave
    a. Run for Projection first and review

b. Run again for Accrual (actual)

Quarter-End Closing

10. _____ Run **Quarter Report** by going to **Reports/Quarter Report**
    a. In the "Totals" section of Quarter Report, the gross and adjusted gross should balance using a manual calculation
       Gross
       - Annuities
       Adjusted Gross Calculated
    b. The Adjusted Gross Calculated should equal the adjusted gross amount from Quarter Report. This should be true for all adjusted gross figures in the "Totals" section.

11. _____ Payroll Item checks for the quarter should equal the total Payroll Items on Quarter Report
    a. The **Specific Payroll Item(s) by Pay Date** report can be run to get payroll item totals for the specified date range. Voided payee checks are not included on this report. Find voided payments in **Payments/Payee** grid.
    b. Be sure to verify the electronic transfers of Federal and Medicare payments as well

12. _____ Total Gross on **Quarter Report** should equal the total of all payroll disbursement checks created during payroll posting to USAS for the quarter

13. _____ Balance **W2 Report** – recommend balancing quarterly to minimize problems at calendar year-end
    a. Go to **Reports/W2 Report and Submission**
    b. Use the W2 Reconciliation Worksheet
    c. Balance the gross amounts on the **W2 Report** with the payroll reports for the quarter
    d. Balance the Payroll Item totals (taxes and annuities) on the **W2 Report** with the totals from the **Outstanding Payables** reports that were created each pay from the quarter
       1. Another option: Go to **Payments/Payee/Payee Checks**
       2. Filter **Transaction Date** on the grid (ex: 01/01/24..6/30/24)
       3. Click on **Report** (generate a report off the grid)
       4. A report of all payee checks for the specified date range will be produced with a grand total
       5. Follow the same process for **Payee Electronic Transfers**
    e. If errors are discovered, check employees that had exception processing during the quarter, such as voided checks, error adjustments, or adjustments
       a. The **Audit Report** under the Reports menu can be useful in identifying these problems

14. _____ Go to **Processing/Outstanding Payables** and verify that there are no Outstanding Payroll Items

15. _____ Balance **Employer Distribution** amounts (if tracked on the system)
    a. Should equal the total of all USAS disbursement checks to the vendor or deduction company

16. _____ Complete and file any required quarter-end submission forms
    a. For city withholding, take the total gross times the percentage to be sure the tax withheld and submitted are correct
        1. NOTE: Mobile employees could cause discrepancies

17. _____ Run **ODJFS Report** by going to **Reports/ODJFS Report**
    a. Check all totals carefully for accuracy
    b. If necessary, go to **Core/Adjustments** to add the appropriate number of ODJFS weeks

18. _____ Generate **ODJFS Report Submission File**
    a. Upload to ODJFS The Source system by 7/19/2024

STRS Advance Processing

Employees flagged as full-time must have at least 120 service days to be granted a full year of service credit toward retirement. Employees flagged as part-time will be given credit according to STRS rules outlined in the STRS Employer's Manual. If you are in doubt about an employee's part-time or full-time status, contact STRS.

19. _____ Go to **Reports/STRS Reporting/STRS Advance**
    a. Start and End Date for Academic Year – dates based on the Academic Calendar (first and last day students are in session)
    b. Generate **Advance Fiscal Year to Date Report**
        1. This is a complete fiscal year-end report for all STRS Employees.
    c. Generate **Advanced Positions Report**
        1. Lists all advanced jobs for your district
    d. Generate **Non-Advanced Positions Report**
        1. Lists STRS employees whose jobs will NOT be advanced

20. _____ Verify the data on all reports ran in previous step
    a. Advance Fiscal year to Date Report – check each employee's service credit and FYTD totals
        1. At the bottom of the report "Tax + Non-taxed" should equal the amount deposited with STRS during the fiscal year (591 and 691)
           PLUS This Year's Amount Advanced
           MINUS Last Year's Amount Advanced
           * Can run Specific Payroll Item by Pay Date report to determine the 591 and 691 amounts.
        2. At the bottom of the report "Non-taxed Deposit/Pickup" should equal
             591 from USPS
           PLUS 691 USAS Amounts
           MINUS Last Year's Amount Advanced

21. _____ In **Reports/STRS Advance**, click Generate Submission File, once the data has been verified
    a. File name is STRSAD2206.TXT
    b. Save the file in a secure location on your network
    c. Once the submission file has been generated, all eligible jobs will be flagged as in advance mode, set the system Advance Mode Flag, and then create the Advance Amount figure. Each

time Outstanding Payables are processed for STRS, the Advanced Pay Back field, in System/Configuration/STRS Advance Configuration, will increase by the advance amount figure paid.

22. _____ If you are a RENHILL/WIXEY district, merge your 3rd party file with your STRS Advance submission file.
    a. Go to **Reports/STRS Advance** and the merge feature is at the bottom. Choose your submission file that you created in step 21 and choose your 3rd party file and **Generate STRS Merge Report**. Verify that the merge was successful and the formatting looks correct.
    b. Click the button to **Merge Files**

23. _____ In **Reports/STRS Advance**, upload the STRS Advance file or the Renhill/Wixey merged file
    a. Choose file and click 'Submit Uploaded File to STRS'

24. _____ Email fiscal.support@noacsc.org that your STRS Advance file has been submitted to STRS electronically

25. _____ Run Surcharge Report by going to **Report/SERS Surcharge Report**
    a. Save the report for comparison with data that is sent from SERS pertaining to surcharge employees

26. _____ **Schedule Extracts for the Auditor of State**. *(For 2024, the ITC has scheduled the following Extracts to AOS for you!)* The District Audit Job has been scheduled through the Job Scheduler to generate:
    a. AOS Employee Report
    b. AOS Payment History Report
    c. AOS Payment Distribution Report

Reports are for the *previous* fiscal year based on the current period. The reports will be sent to the Audit Reports section of the **File Archive** AND they will be sent **via SFTP directly to AOS** when the job runs. At the request of the Auditor of State, the bundle has been scheduled for 7/30/2024. **If for some reason you are not able to be in FY25 by July 30, please let us know. We will need to reschedule the job of another date.**

27. _____ Close June posting period. When closing June, this will run all Monthly and Fiscal Year End Reports. Make sure all reports are finished before making July current.

EMIS Staff Reporting

28. _____ Submit FY24 Final Staff and Course Collection before 8/7/2024 Collection close date.
    a. Checklist can be found on our website under Fiscal Services>Redesign, under Redesign Checklists
    b. Compensation records for FY24 should be reported. Compensation records for FY25 should NOT be reported.
    c. Be sure FY24 Long Term Illnesses are being reported.
    d. EMIS absence and attendance days are calculated for you through Job Calendars and Attendance postings.
        i. Make adjustments by going to **Core/Adjustments**

- Click 'Create' and find by employee
- Type should be EMIS Attendance or EMIS Absence
- Enter a Transaction Date and Amount of days

STRS Advance NOTES:

- Modifications cannot be made to certain fields on Positions and Compensation records in the advance mode.
- Pay Types Regular or Irregular cannot be processed on advance jobs.
- System/STRS Advance Configuration – at the time of the last advance payment, if all advances have been paid correctly, the Pay Back field will zero out and the Advance Mode flag will be turned off. The Advance Amount figure will need to be removed manually or will be overwritten the following fiscal year by the new advance amount.
  - SSDT Check STRS Advance Report can be run to compare totals for each employee to those on the Advance Positions Report. Any employee showing a differing amount should be researched.
  - Any differences should be reported to STRS as a prior year correction, if necessary.

You have completed the USPS fiscal year-end closing procedures!

New Fiscal Year

1. To begin July payroll processing go to **Core/Posting Period** and create the July posting period. July must be open to initialize a July payroll but it must also be current to post the July payroll.

2. Create job calendars for FY25 in **Core/Job Calendar**

3. Create New Contracts for stretch-paid employees
   - Go to **Processing/New Contracts** and use one of the following options or manually create new contracts in Core/Compensation or via the Employee Dashboard/Compensation
     - New Contract Maintenance
     - Mass Copy Compensations
     - Import New Contracts
   - Non Contract Compensations cannot be loaded through New Contract. One of two options can be used:
     - Go to Reports/Report Manager and click on Generate SSDT Non-Contract Compensation Mass Load Extract
     - This file is created in excel format. Update the file removing termed employees, updating pay data, etc. and then save as CSV
     - If wanting to add "new" non-contract compensations the code field must be defined on the csv file
     - Go to Utilities/Mass Load, find your file and then under Importable Entities choose **Compensation** and click load

- Other option is to manually update Non Contract Compensations records accordingly