

USPS Fiscal Year-End Review

FY 2018

Pre-Closing

- NC1 Payments
- Verification USPCON STRS advance amount is zero from previous fiscal year
- Run STRSAD
- Create new job calendars
- EMIS staff reporting for year-end cycle
- New contracts for July 1 start dates

Pre-Closing

- NC1 Payments
 - For those employees retiring as of June 30 the NC1 amount should be processed to prevent manual changes at calendar year-end
 - Reference IRS Publication 15-B
www.irs.gov/pub/irs-pdf/p15b.pdf
 - Page 11-14

Pre-Closing

- UPDCAL

ID: 222222202 Job: 01 Name: CONNIE ALLMO
Daily Rate: 73.920 Position: REG TRANSP

Work days: 10

Type	Units	Rate	Amount	Description	Tax	Opt	Ret	Spec
<u>REG</u>	<u>10.00</u>	<u>73.920</u>	739.20	<u>Regular wages</u>	-	-	-	-
<u>ACC</u>			-210.39	<u>Accrued wages</u>	-	-	-	-
<u>NC1</u>	<u>1.00</u>	<u>55.800</u>	55.80	<u>Excess of life</u>	-	-	-	-



Pre-Closing

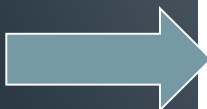
- NC1 Payment
 - Federal, State nor OSDI taxes are withheld
 - Added to wages even though no tax is withheld
 - Medicare and FICA are withheld
 - Flag in DEDNAM city records controls whether city tax is withheld. Even if flag is set to “N”, the amounts are added to the wages
 - Manually change the wages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

Pre-Closing

- 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

- NC1 amounts are not included in total gross pay charged to USAS
 - Reports provide special totals for balancing
- NC1 payment added to special fields on JOBSCN, screen 3

Pre-Closing

- USPSDAT/USPCON
 - STRS Advance fields should be blank



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Payroll Processing:
STRS Advance Mode      :  _
STRS Advance Amount    :  _____
STRS Ann. File Sent On: 06/27/2005
STRS Ann. File Sent By: DISTRICT
Highest Check Number   :  38774
Highest Direct Deposit :  504872
Highest Electronic Trans: 1
Version                :  V42
STRS Pay Base          :  1
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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 as soon as board approved
 - Utilize USPSDAT/CALMNT option
 - Reminder of the 'Copy' function

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

Pre-Closing

- EMIS Staff
 - If district has not already completed the EMIS year-end reporting cycle, this can be done
 - Run USPEMS/PERDET to verify staff data
 - Data collection for staff data can be initialized
 - STAFF2EMIS
 - Transfers both the USPEMS.SEQ and USPEMS_EMISR.SEQ files to the data collector.
 - Do NOT use the SIF agent for the staff collection.

Month-End Closing

- 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

Month-End Closing

- Verify service days for all employees
- Run actual option, answer 'Y' to the 'Create SERS Tape File' prompt
 - Clears SERS MTD accumulated amounts from 400, 590 and 690 records
 - Creates submission file
 - Sets closing date

Month-End Closing

- Run CHKSTA or PAYREC to reconcile checks
- Run USPRPT/CHKSTS to get list of outstanding checks
- Balance payroll account
- Run BENACC if necessary for the month

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

Quarter-End Closing

- Balance 'Adjusted Gross' on QRTRPT
- If the 'Calculated Adj Gross' equals the 'Total Adjusted Gross', the 'Difference' will be listed as 0.00
 - Difference should be resolved

Link- <https://wiki.ssdt-ohio.org/display/usps/Quarter+and+Year-End+Balancing>

- Verify the non-cash amounts
- Verify the total annuities equal total of all deduction checks payable to annuity companies
- Run AUDRPT, look for manual changes to JOBSCN total gross, annuity amounts, federal taxable gross

Quarter-End Closing

- QRTRPT

DATE	04/24/07	QUARTER, YEAR AND FISCAL TO DATE REPORT		SIMPLE CITY SCHOOLS
TIME	09:23:00	SORTED BY EMPLOYEE ID		123 WEST CRAZEE ROAD
PAGE	40 (QRTRPT)			CRAZYTOWN
		QTD TOTAL	YTD TOTAL	FTD TOTAL
TOTAL GROSS		357,052.03	2,562,490.55	1,170,142.58
TOTAL ANNUITIES		37,102.26	293,904.55	95,061.97
NON-FED.TAX ANNU.'S		0.00	0.00	0.00
NON-CASH EARNINGS		0.00	0.00	0.00
TOTAL ADJUSTED GROSS		321,274.77	2,268,686.00	
CALCULATED ADJ GROSS		319,949.77	2,268,586.00	
DIFFERENCE IN GROSS		1,325.00	100.00	
*** CALCULATED ADJUSTED GROSS DIFFERENT THAN TOTAL ADJUSTED GROSS FROM FEDERAL RECORDS ***				



Quarter-End Closing

- Compare the 'Total Gross' listed to the total of all payroll clearance checks written from USAS
 - Subtract gross for payroll checks voided during the quarter from payroll clearance checks written

Quarter-End Closing

DATE 04/24/07 QUARTER, YEAR AND FISCAL TO DATE REPORT SIMPLE CITY SCHOOLS
TIME 09:23:00 SORTED BY EMPLOYEE ID 123 WEST CRAZEE ROAD
PAGE 40 (QRTRPT) CRAZYTOWN

	QTD TOTAL	YTD TOTAL	FTD TOTAL
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*** CALCULATED ADJUSTED GROSS DIFFERENT THAN TOTAL ADJUSTED GROSS FROM FEDERAL RECORDS ***

Quarter-End Closing

- W2PROC
 - Balance the W2REPT to minimize problems at calendar year-end
 - Deduction totals for taxes
 - Deduction totals for annuities
 - Complete and balance a W2 reconciliation sheet

Quarter-End Closing

- PAYDED
 - Generate a non-zero deduction report
 - Enter an “A” in the Payment Option field
 - Leave cycle blank
 - Leave codes blank
 - Generally there are no outstanding deductions at quarter-end

Quarter-End Closing

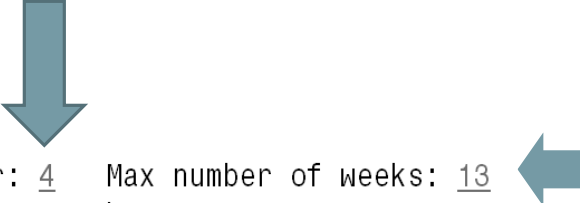
- ODJFSRPT
 - Check all totals and weeks
 - When all data is correct, enter 'Y' for creation of submission file
 - Reminder - Taxable amount listed on report is used only for contributing employers, calculated value based on ODJFS rules

Quarter-End Closing

- ODJFSRPT

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ODJFSRPT-Ohio Department of Job & Family Services Unemployment Reporting
Report File Specifications:
Report file                ODJFSRPT.TXT
Error Report file         ODJFSERR.TXT
Print options page? (Y,N)  Y
Optional heading line
Sort option (S/N):        S

Selection Criteria:
Create a submission file? (Y,N)  N
Reporting Year: 2006   Reporting Quarter: 4   Max number of weeks: 13
Federal EIN: 333333333   ODJFS Account Number: 888888888
District name: SIMPLE CITY SCHOOLS
Street address: 123 WEST CRAZEE ROAD
City: CRAZYTOWN   State: OH   Zip: 44444-
Tax Rate:
Interest Amount:
Penalty Amount:
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Fiscal Year-End Closing

- 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

Fiscal Year-End Closing

- STRS annual report processing
 - STRSAD
 - Select option '1'
- STRSAD selects all employees and jobs that were subject to STRS withholding
 - All employees with any amount are listed on the STRSAD.RPT
 - Service credit is calculated based on the STRS decision tree

Fiscal Year-End Closing

- If employees with STRS jobs have:

- 1) Work days equal days worked
- 2) Amount remaining to pay greater than zero
- 3) Pays greater than pays paid

Will have an accrued contribution amount calculated for them. This accrued amount will be the amount of earnings not yet paid times the employee's STRS withholding rate.

Fiscal Year-End Closing

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

Fiscal Year-End Closing

- STRSAD sample calculation

Obligation = 39100

Pay per period = 1504

Pays/pays paid = 26/22

23rd pay $1504 \times 13\% = 195.52$

24th pay $1504 \times 13\% = 195.52$

25th pay $1504 \times 13\% = 195.52$

26th pay

Obligation	39100
- Paid 25 pays	37600
Remaining	$1500 \times 13\% = 195.00$

Total accrued contributions calculated by STRS

$195.52 + 195.52 + 195.52 + 195.00 = 781.56$

Fiscal Year-End Closing

- STRSAD.TXT
 - Lists all employees with an accrued contribution calculation
 - Report will be empty if STRS is based on earnings
 - May be inflated if fringe benefit flag on 450 is set to “Y” and employee has 691 with inflated rate
 - Should be checked carefully
 - Be consistent with prior years
 - Check supplemental contracts, many times missed

Fiscal Year-End Closing

- NONADV.TXT
 - Lists some of the employees with jobs that are not advancing
 - If job has no amounts remaining to pay but meets all other criteria
 - If days worked plus remaining days from calendar through June 30th exceed the total work days
 - Not a catch of all potential jobs/employees

Fiscal Year-End Closing

- STRSAD.RPT
 - This is the complete fiscal year-end report for all STRS employees, including all advanced employees.

Fiscal Year-End Closing

- Check reports for warnings and errors
 - USPS Reference Manual STRSAD lists messages and possible solutions.
 - <http://wiki.ssdt-ohio.org/display/usps/STRSAD+-+STRS+Advance>

Fiscal Year-End Closing

- 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
 - Calculated service credit for rehired retiree will flag a warning

Fiscal Year-End Closing

- 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

Fiscal Year-End Closing

- STRSAD.RPT
 - Balance the amount showing in the 'Deposit/Pickup' column included on the report
 - Should total the deduction checks already written payable to STRS plus the warrant checks for pick-up amounts

Fiscal Year-End Closing

- If not in balance and can't resolve at the district
 - Contact ITC as needed
 - STRS can usually find the problem
 - STRS balances by employee as well as by district

Fiscal Year-End Closing

- 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

Fiscal Year-End Closing

- 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

Fiscal Year-End Closing

- Print final copies of reports as needed
- If third party data (ex. Renhill) needs to be included in the advance tape file a file from the third party vendor will need to be merged with the tape file before submission. (TCCSA will assist with this process)
- 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 \$23,500.00
- See <http://ohsers.org/surcharge> for complete details.

Fiscal Year-End Closing

- Submit a help desk request for TCCSA to backup the USPS files.
 - Do NOT proceed until TCCSA replies that a backup has been created.
- 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

Fiscal Year-End Closing

- Run QRTRPT
 - Select option 'F'

Zero Options:

Q - Zero QTD Totals

Y - Zero QTD and YTD Totals

F - Zero QTD and FTD Totals

N - No Totals Zeroed (Demand Report)

Z - Zero FTD Totals ONLY!

E - Exit Program

Enter Option:<N>

F

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

Post Closing

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

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)
- If ITC modifies the pays and pays paid to be different by 1 (forcing a contract pay off) the amount in USPCON may not balance

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