

USPS Fiscal Year-End Procedure 2007

The following checklist outlines the steps to be followed when closing out USPS for fiscal year-end 2007.

PRE-CLOSING:

- 1. Update staff attendance through June 15 for June EMIS reporting. Final extract for staff attendance is June 19. EMIS absence and attendance days are calculated for you through the job calendars and attendance posting. Make adjustments using the USPSCN/ATDSCN if discrepancies can not be found on the calendars and/or ATDSCN entries.

Long Term Absences are manually added to the USPSCN/BIOSCN or EMIS/Staff Demographic Screen. Long Term illness is 15 consecutive days of absence. Multiple illness periods can be added together for one total. See the section on Long Term Illness.

- 2. Cost of Life Insurance over \$50,000. For any employee that is retiring or leaving the district at the end of the fiscal year, calculate the cost of life insurance over \$50,000. The amount should be included as part of their final (or sooner) pay using a pay type of NC1. See the section regarding Life Insurance that follows.
- 3. Complete final payrolls for June 2007. No July payrolls can be processed until all FY 2007 payrolls are completed.
- 4. STRS Advance Processing – (Part 1 of 2)

- 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, refer to the Decision Tree or contact STRS to obtain a ruling.

- Run the STRSAD program and select the Projection Only option (option 1). This option can be run as many times as needed. The program produces three reports.

- The *STRSAD.RPT* report lists STRS employees.

- The *STRSAD.TXT* report lists advanced jobs for the district.

- The *NONADV.TXT* report lists non-advanced jobs.

- _____ Verify the data on the reports. On the STRSAD.RPT report, check each employee's service credit and FYTD totals. The Total Taxed + Non-Taxed amounts should equal the amount deposited with STRS during the fiscal year plus the amount of the accrued contributions for summer pays. Balance the FYTD amounts with the deduction checks sent.

NOTE: The Actual Closing Process of STRSAD program is in the Year End Closing Section. Do not close STRSAD at this time.

MONTH END CLOSING

- _____ 1. Run PAYDED as a projection. Check that all Monthly deductions are paid.
- _____ 2. Run the RETIRE program. Select the SERSREG option. Choose to NOT create the tape file. Verify the total contributions amounts listed on the report equal the total deduction checks for the withholding plus any warrant checks written for pick-up on pick-up.
- _____ 3. When the data is correct, run the RETIRE program again. Answer Y to create the SERS tape file. The tape file will be named **SERS.0706**. The process creates the SERS tape that closes the month.
- _____ 4. Run the RETIRE program again. Select the STRSMONTH option. This will clear the MTD fields for all STRS deductions.

QUARTER END CLOSING

- _____ 1. Run the ODJFSRPT program and generate a report only.
 - Verify the number of weeks worked in the quarter. If necessary, adjustments can be made using USPSCN/ATDSCN.
 - Check all totals carefully for accuracy.

- _____ 2. When all data is correct, run the ODJFSRPT program again. Answer “Y” to creating a tape file for submission to ODJFS. Creating the tape closes the ODFJS for the quarter.

- _____ 3. Run the demand option of QRTRPT (N) (No totals zeroed). This report shows quarter, fiscal, and annual totals. Check all totals for accuracy before proceeding. (DO NOT CLEAR ANY TOTALS! HCCA will clear totals during the back-up procedure.)
 - In the “Totals” section of QRTRPT, the gross and adjusted gross should balance using a manual calculation:
Gross less annuities is equal to the adjusted gross calculated.
 - The adjusted gross calculated should equal the adjusted gross amount from QRTRPT.
 - This should be true for all adjusted gross figures in the “Totals” section.
 - Deduction totals should equal the total of all deduction checks written for the period(s) being checked. Be sure to verify the electronic transfers of federal and Medicare tax payments as well.
 - The total gross showing on QRTRPT should equal the total of all payroll clearance checks created during CHKUPD for the quarter.

It is recommended that you balance the W2REPT quarterly to minimize problems at calendar year-end.

- Run the W2PROC program. Answer No to creating a W2 tape. Select the W2ERR.TXT report (if warnings and/or errors are given) or print or review the W2REPT.TXT report. Check totals for accuracy.
- Complete and balance the W2REPT Reconciliation Worksheet for the quarter following the directions on the Worksheet. The Worksheet is included in another section.

- Balance the deduction totals (taxes and annuities) on the W2REPT.TXT report with the totals from the QRTRPT.TXT for the quarter. If errors are discovered, review voided checks, error adjustments, or manual changes in USPSCN. The AUDRPT program can be useful in identifying these problems.
- Balance the gross amounts on the W2REPT.TXT report with the PAYRPT.TXT reports for the quarters. If errors are discovered, review voided checks, error adjustments, or manual changes in USPSCN. The AUDRPT program can be useful in identifying these problems.
- Run the PAYDED program to verify that there are no outstanding deductions. Run the report as a Validate with no pay cycles selected. Review the DEDSUM.RPT.
- The total of all board paid amounts (if tracked on the system) should equal the total of all warrant checks to the vendor or deduction company.
- Complete and file any required quarter-end submission forms.
- For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

Year End Closing

- 1. Run the program SURCHG program. This program creates an estimate of SERS surcharge expenses. Modify the 400 deduction record for the employee. Answer “N” to Surcharge. Keep a copy of this report for your records.

- 2. Verify in AUTOPOST using the F7 key on the “files to process line” for ALL options (LEVPRO, PAYROLL, and VOID and UNVOID) to confirm that there are no outstanding files for 2007 payrolls to be posted.

- 3. Completing the STRSAD. (Part 2 of 2)
 - After the data is verified for the advance (see Pre Closing Section), run the STRSAD program again, this time selecting Option 2, Actual.

 - Option 2 creates the tape file that will be submitted to STRS and creates the fiscal reports for PayrollCD, and sets the STRS period closing date field in the USPSDAT/USPSCON to 06/2007.

 - Option 2 also flags eligible jobs as being in the advance mode until the last payment in the contract has been paid. At that time, the advance flag is turned off and the job is no longer considered in advance mode. Final copies of the STRSAD.TXT and STRSAD.RPT reports are included in the PayrollCD reports.

 - Complete the STRS Recap Sheet using totals from the STRSAD.RPT report. Note that totals for regular and rehired retirees are separated on the report since the STRS Recap Sheet requires these be reported separately.

 - **Enter the Recap Sheet information on the STRS web site. Retain a copy of the Recap Sheet for your records. The Recap is the summary dollar total information for the fiscal year,**

- 12. Send the STRS Annual report directly to STRS. Run the ANN_STRS_SEND program from the USPS_ANN menu. Districts will need to enter the STRS code for the district. This report is the detailed information for each employee and matches the totals from the summary information from the Recap Sheet.

The Fiscal Year End reports are generated in PAYROLLCD when the STRSAD actual option is chosen.

- 13. The PayrollCD program automatically generates a standard list of Monthly, Quarterly and Fiscal Year End reports. The reports are maintained on the HCCA website. Please see the attached lists showing what reports are automatically created.

If additional reports are desired, we recommend that you create a CD in your district for these.

Post Closing Procedures

- 14. Back-up procedures will occur after a Help Desk Ticket is entered or an E-Mail is sent to Finance@hccanet.org specifying that the above steps are complete and all users are logged off.

During the back up procedure, the quarter-to-date and calendar year-to-date totals are set to zero . After the back up is complete, HCCA staff will notify you by both phone and by responding to the Help Desk request.

- 17. **USPAUDIT.** Run the USPAUDIT program. Choose FY2007 and date range 7/1/2006 through 6/30/2007. Say “Y” to sending the data to AOS now.
- 18. Please mail the ODJFS orange form to HCCA. After the form is received from all districts, the ODJFS information for 2nd quarter will be transmitted.
- 19. CONGRATULATIONS! You are now ready to begin processing for fiscal year 2008.

PAYROLLCD REPORTS

PER PAY REPORTS

Sample City Schools

- [AUDRPT USPS Audit Report \(AUDRPT.PDF\)](#)
- [BENRPT Benefit Balance Report \(BENRPT.PDF\)](#)
- [BUDDET Projected Account Distribution Detail Report \(BUDDET.PDF\)](#)
- [BUDDIS Payroll Account Distribution Summary Report \(BUDDIS.PDF\)](#)
- [BUDPRO Projected Account Distribution Summary Report \(BUDPRO.PDF\)](#)
- [CALCERR Error Report \(CALCERR.PDF\)](#)
- [CHKFORM Check Form File \(CHKFORM.PDF\)](#)
- [CHKLEV Leave Usage And Balance Report \(CHKLEV.PDF\)](#)
- [CHKPRT.DAT Payroll Checks \(CHKPRT.PDF\)](#)
- [CHKSTS USPS Check Status Report \(CHKSTS.PDF\)](#)
- [CURPAY Current Pay Amount Summary Report \(CURPAY.PDF\)](#)
- [DEDDET Deduction Detail Report \(DEDDET.PDF\)](#)
- [DEDRPT Report Generated On O.-PD-NZER \(DEDRPT_NZERO.PDF\)](#)
- [DEDSUM Report Generated On O.-PD-NZER \(DEDSUM_NZERO.PDF\)](#)
- [DEDTOT Deduction Totals Report \(DEDTOT.PDF\)](#)
- [DIRCHK.DAT Payroll Direct Deposit Notices \(DIRCHK.PDF\)](#)
- [DIRFORM Direct Deposit Form File \(DIRFORM.PDF\)](#)
- [DISDET Payroll Account Distribution Detail Report \(DISDET.PDF\)](#)
- [INICAL Payroll Initialization Report \(INICAL.PDF\)](#)
- [NEWHIRE Report Listing \(NEWHIRE.PDF\)](#)
- [PAYRPT Payroll Report \(PAYRPT.PDF\)](#)
- [PAYSUM Pay Amount Summary Report \(PAYSUM.PDF\)](#)
- [UPDRPT UPDCAL Current Audit Report \(UPDRPT.PDF\)](#)
- [BUDDET Projected Account Distribution Detail Spreadsheet \(BUDDET.CSV\)](#)
- [BUDPRO Projected Account Distribution Summary Spreadsheet \(BUDPRO.CSV\)](#)

MONTHLY REPORTS

Sample City Schools

- [ABS101 Staff Attendance Report \(ABS101.PDF\)](#)
- [AUDRPT USPS Audit Report \(AUDRPT.PDF\)](#)
- [BENRPT Benefit Balance Report \(BENRPT.PDF\)](#)
- [CHKSTS USPS Check Status Report \(CHKSTS.PDF\)](#)
- [SERSREG SERS Monthly Report \(SERSREG.PDF\)](#)
- [STRSMONTH STRS Monthly Report \(STRSMONTH.PDF\)](#)

QUARTER REPORTS

Sample City Schools

- [ABS101 Staff Attendance Report \(ABS101.PDF\)](#)
- [AUDRPT USPS Audit Report \(AUDRPT.PDF\)](#)
- [BENRPT Benefit Balance Report \(BENRPT.PDF\)](#)
- [CHKSTS USPS Check Status Report \(CHKSTS.PDF\)](#)
- [EMPMST Employee Master Listing Report \(EMPMST.PDF\)](#)
- [ERNREG Earnings Register Report \(ERNREG.PDF\)](#)
- [ERNSUM Earnings Summary Report \(ERNSUM.PDF\)](#)
- [OBESMWR OBES Multiple Worksite Report \(OBESMWR.PDF\)](#)
- [OBESRPT OBES Quarterly Wage Report \(OBESRPT.PDF\)](#)
- [QTRPT Quarter to Date Report \(QTRPT.PDF\)](#)

FISCAL YEAR END REPORTS

Sample City Schools

- [ABS101 Staff Attendance Report \(ABS101.PDF\)](#)
- [AUDRPT USPS Audit Report \(AUDRPT.PDF\)](#)
- [BENACT Pay Account Benefit Obligation \(BENACT.PDF\)](#)
- [BENEMP Employee Benefit Obligation \(BENEMP.PDF\)](#)
- [BENRPT Benefit Balance Report \(BENRPT.PDF\)](#)
- [CHKSTS USPS Check Status Report \(CHKSTS.PDF\)](#)
- [ERNREG Earnings Register Report \(ERNREG.PDF\)](#)
- [NONADV Non-Advanced STRS Employee Listing \(NONADV.PDF\)](#)
- [STRSAD STRS Advance Report \(STRSAD.PDF\)](#)
- [STRSADRPT STRS Fiscal Year-to-Date Report \(STRSADRPT.PDF\)](#)
- [WAGACT Pay Account Accrued Wage Obligation \(WAGACT.PDF\)](#)
- [WAGEMP Employee Accrued Wage Obligation \(WAGEMP.PDF\)](#)
- [BENACT Pay Account Benefit Obligation Spreadsheet \(BENACT.CSV\)](#)
- [WAGACT Pay Account Wage Obligation Spreadsheet \(WAGACT.CSV\)](#)

