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From the Executive Director

The fall edition of this newsletter is in the loving memory of Paulette Gansel. Paulette was a fiscal support legend, always willing to help others! She was a mentor, friend and teacher to countless school treasurers and central office staff. If you had payroll issues, you called Paulette. In honor of Paulette, NEOnet will be presenting the Paulette Gansel Fiscal Distinction Award at the May Assembly meeting to a school district staff member who exemplifies her work ethic and strive for excellence. She will be deeply missed, but never forgotten.

Our board members are such an integral part of the Council's successes and I want to thank all those who served this past year. Listed below is the list of board members for the 2020-2021 school year. I look forward to working with each of these board members and want to thank them for their willingness to serve.

- Brian Poe, Copley-Fairlawn City Schools, Chair of the Assembly
- Walter Davis, Woodridge Local Schools, Vice-Chair of the Assembly
- Andrew Hill, Wadsworth City Schools, Assembly at Large Member
- John Knapp, Mogadore Local Schools, Assembly at Large Member
- James Robinson, Manchester Local Schools, Assembly at Large Member
- Deborah Krutz, Kent City Schools, Treasurer Committee Chairperson
- Stephanie Hagenbush, Norton City Schools, Treasurer Committee Co-Chairperson
- Mark Pepera, Brunswick City Schools, Treasurer Committee Co-Chairperson
- Marc Clendaniel, Green Local Schools, Technology Committee Chairperson

On NEOnet's website, you will find a wealth of information, including our FY21 Continuous Improvement Plan, this newsletter, our service area's monthly updates, minutes from meetings, contact information, as well as many other items. One of our website's best features is the ability for users to register for the upcoming training sessions.

In this newsletter you will learn more about how our staff continues to work with all of our member districts to provide innovative and creative ways of improving education with technology. I feel communication with our members is essential, so as you read through the information in this newsletter, if you have any questions, ideas or district needs come to mind that you would like to share, please do not hesitate to reach out to me. You can contact me at 330-926-3902 or gdovin@neonet.org.

Remember without you, there is no NEOnet!
Matthew Gdovin, Executive Director

New Employees

Sherrie Beane

Sherrie Beane comes to NEOnet with over 20 years of experience in education, business management and development. Most recently, she has worked as the budgetary clerk and communications director for Millersport Local School District. Her current experience with USAS/USPS lends itself to a successful transition at NEOnet. Prior to the pursuit of a Treasurers license in 2016, she spent nearly 16 years in the management of a managed care organization and third party administrator, in workers' compensation. The final 8 years of her workers' compensation career was spent as the CFO/owner. She feels her experience has prepared her to build long-term, professional and trusting relationships. Sherrie has a Bachelor of Science in Education from The Ohio State University.

Lurleen McNair

Lurleen McNair joins NEOnet from Wilcox Primary of Twinsburg City Schools. She has been in the K-12 education industry for the past 20 years and prior to that worked in the College and Real Estate industry. Lurleen enjoys traveling, reading, watching Netflix and riding her motorcycle.

Jay Milliron

Jay Milliron joins NEOnet as the Systems Support Liaison. Prior to NEOnet, Jay was a Geek Squad Agent at Best Buy where he would troubleshoot client issues. Jay has a wide range of experience as a computer technician. In his spare time, he likes to play games, learn new skills, and spend time with family.

New Employees

Mitchell Rockwood

Mitchell Rockwood grew up around Summit County and has spent the majority of his career in the Telecommunications field. Mitchell joins NEOnet as the Data Cabling Specialist. He enjoys Soccer, the Outdoors, and for the time being, home repairs

Cody Crano

Cody Crano recently joined the NEOnet DTS team and is looking forward to beginning his career in the educational system as a desktop support specialist. He's committed to providing exceptional service to Stow-Munroe Falls Schools and helping further the learning of students through technology. Prior to joining NEOnet he worked at Geek Squad as a repair technician where he provided tech support for all different kinds of technology. In his spare time, Cody enjoys gaming, cycling and spending time with his friends

Tiffany Ramsey

Tiffany Ramsey was a Financial Business Coordinator for Securitas USA prior to joining NEOnet as a Fiscal Services Support Specialist. In addition, she worked for American Electric Power on the Accounts Payable Resolution Team and at Nationwide insurance for 12 years, working in both Accounting and Customer Service. Tiffany received her Bachelor of Arts in English with a writing minor from Kent State University and is also a Notary. In her spare time, Tiffany enjoys spending time with her dogs and loved ones. She is also a fan of the arts, music, and movies.

From the Tech Director

This has been a challenging school year for everyone, and on top of the distance learning obstacles we all need to navigate, the normal day to day task are still there waiting for us. It is certainly something we can all relate with. I wanted to take this newsletter to share some of the common distance learning troubleshooting techniques we have found as well as talk a little bit about the Content Filtering RFQ we are sending out.

Distance Learning

For distance learning with Zoom and Meet, there are no two more important tools the these:

- Google Meet Quality Tool – The Google Meet Quality Tool can be accessed via the Google administration panel by searching for the quality tool or clicking this link.
- Zoom Meetings Dashboard – The Zoom Meetings Dashboard can be accessed via the administration dashboard or by clicking this link. This will bring you to the live sessions dashboard, but you can very easily move to the Past Meetings dashboard at the top of the page.

These two tools provide absolutely everything a district would need to help troubleshoot Zoom/Meet performance issues. Both tools provide Packet loss, latency and CPU statistics along with frame rates for audio, video and screen sharing. This should be the first place a district looks for issues. In addition, here are some common things to try to improve performance:

- Use your Admin statistics to understand where your issues are in the meeting. These stats will tell you everything you need to know about a user's session quality. If the CPU is high (90-100%) the entire session, the goal should be to reduce the strain on the device. If the CPU is good but there is high latency or dropped packets, there is likely an underlying network issue (students home internet).
- Disable all Chrome extensions except those that are absolutely required for instruction.
- Make sure students and staff are closing all Chrome tabs they do not need open. The fewer tabs the less system resources.
- Do not use any extensions that enhance the grid view of a session or apply video affects to webcam video. These seem to put extra strain on CPU performance, including Windows laptops. This will often be the catalyst for a bad instructor experience.
- When all else fails, disable student and/or staff video streaming. There is usually a noticeable difference in CPU utilization when outbound streaming is disabled. This can especially be helpful when the teacher is doing screen sharing.

Content Filtering

While we all have had most of our focus on remote learning, we must maintain priority for our consortium initiatives. This is particularly apparent when it comes to content filtering. As most of you are aware, we are in the third year of a three-year agreement with Securly. Securly has certainly had it issues over that time period and so we all must do our due diligence to search for the content filter to meet the needs of the consortium. Earlier in October, we refreshed the RFQ document we originally sent out in 2017 for content filtering. This was published on our Technology Advisory Committee drive and we are getting ready to send that out to multiple vendors for a response. Please keep an eye out for communications in regards future meetings and reviews of those products. It is imperative we get as much feedback and participation from the consortium as possible, so we find the right tools our schools need.

Technology

Chrome Extensions and Phone App Concerns

One of the biggest threats to your users and data is the wide variety of freely available tools, extensions and addons. Many users will search for methods to get around the web filter, make using their chromebooks easier or add tools and functions that seem useful. The problem with many of these free offerings is how Secure they are, and what is being monetized to make up for development costs. For example many students install VPN clients on their phones or personal devices trying to bypass Securly and filtering, but these free apps are tunneling their data to whoever owns the app allowing them to note user traffic trends and potentially more nefarious things.

On the brightside our new Firewall is actively trying to block as many of these applications as possible and prevent them from being used. None the less be sure to inform your users and hold training sessions or use online security training to help your staff better understand these threats and pass the knowledge onto your students. I would also highly recommend locking down your school Gmail domains so that users cannot freely install extensions/addons without approval. Not only will this help keep your network more secure, but can also cutdown on headaches due to users installing things that end up breaking their traffic and causing unnecessary issues. If users have to request access to extensions you can help prevent them from using suspect options, and use it as a learning opportunity to help them understand the threats and concerns for their data.

AD Reports

Have you ever needed a list of AD users with email, first name, last name, and other attributes? Customers on NEOnet's Active Directory have the ability to generate such a list using AD Manager. When you login to AD Manager, navigate to the AD Reports tab, and then click All Users under General Reports. This will allow you to generate reports based on OU and add any columns for attributes stored in Active Directory.
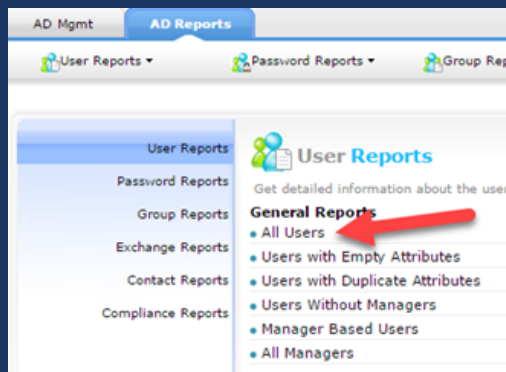
By selecting OUs, you can narrow your scope to particular buildings, or even student graduation years. You may add and remove any columns for your particular needs, and then export as a number of formats.
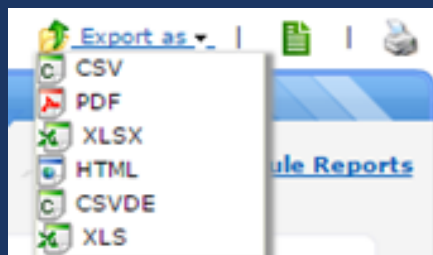
Other reports are available such as password to see users who cannot change or users whose password never expire. There are also group related reports to detail group membership in a variety of fashions.

Feel free to contact NEOnet with any questions at networkhelp@neonet.org or 330-926-3900.

Technology

Technology in a Remote World

Technology is more often than not viewed as a distraction whether it be checking social media first thing in the morning or sneaking a text during class. In a recent world of virtual learning and communication technology has been reintroduced as a tool rather than a distraction. The worldwide COVID-19 pandemic has sent us into a life of remote learning and virtual classrooms. Using technology in the classroom can turn a lifeless subject into an interactive experience to incite the learner while teaching them important skills. One of the many tools in the classroom is the use of a tablet or iPad.

The tablet can be helpful to young learners by using interactive applications. There are thousands of options for users such as ABC Mouse, Quick Math Jr., and Epic to make mundane subjects seem like a game. These can be easily downloaded onto the tablet and then used as extra practice for the student or even an assignment while learning from home. Children who do not feel like they are learning and feel like they have entered a digital world of stories and games are more likely to dedicate their time to the work rather than entering a world of daydreaming while trying to listen to a teacher drown on in front of the classroom.

For older kids' apps and games may not be the easiest way to catch their attention. Although the use of technology often becomes a distraction for older children it comes to a big advantage as well. Remote learning has become more and more prevalent. The tablet allows the user to easily take notes. The benefit of taking notes on something like a tablet is that they can be easily saved and found at a later time. There is also a multitude of applications that can be downloaded. Google Classroom, Quizlet, Grammarly for example can assist a learner to access information for school and to help them study. The tablet also allows the user to have the ability to attend virtual classrooms.

We are no longer living in a paper and pencil world. It is time to utilize the interactive tools that can be found on an iPad or a tablet in the classroom to innovate our way of learning. The benefits of technology are endless for learners of all age groups.

Did you know that Google has some hidden shortcuts?

Exclude Keywords

If you want Google to exclude a word while searching the web, use - (minus) directly in front of the keyword you do not want to search for. For example, if you were search for steel drum, you could get results for both a barrel and the music instrument. If you want to cut one out of your search you would do something like this:

- steel drum -instrument -band -rhythm

This tells the search engine to search for steel drums but to remove any results that have the words "instrument, band, and rhythm" in it.

Wildcard

In most computer software, the asterisk symbol is translated as 'wildcard'. As the name suggests, wildcards are placeholders, which can be replaced by a word of phrase. This can be particularly useful if you've forgotten parts of a word or phrase.

- We all have a moral obligation * better * world we've found

File Type

You might want to find a certain type of file online, but without specifying the type, this can be tricky. Instead, add in whether you need a .doc, .docx, .pdf, .ps1, or any other type of file to refine your results.

- Hello world Filetype:ps1

Technology Integration

Remote and hybrid learning have become the new norm for many teachers. Of course, that comes with many challenges, which is why the Tech Integration service has been hard at work creating more on-demand video trainings, more weekly trainings, and weekly open help sessions. Dan Niessen, the Technology Integration Specialist, will be holding Tech Integration Open Help nearly every Monday and Friday 3pm-4pm in Google Meet at this link: meet.google.com/sgt-pbvv-hiw. Teachers can hop in during that time to ask any questions on Google, Zoom, or any other sort of Classroom Technology. Check the calendar on training.neonet.org for more information. The NEOnet Technology Integration website (training.neonet.org) and YouTube channel (NEOnet Tech Integration) will be frequently updated with educational technology teaching resources, tools, and webinars. School districts that subscribe to the Technology Integration service can book Dan for customized educational technology professional development via email at dniessen@neonet.org. The weekly trainings listed on training.neonet.org are open to anyone who would like to learn more about educational technology. Keep up with Dan and the Tech Integration department on Twitter @Dan_EdTech and @NEOnetEdTech.

Library Services

NEOnet's consortium OverDrive ebook collection enters second year

The 2020-21 school year marks the second year of NEOnet's shared OverDrive ebook collection. The collection offers member districts access to high-quality ebooks and digital audio books at a significant savings over individual school/district membership.

Students and staff can read or listen to the titles on the Sora app or webpage using their 1:1 devices, phones, laptops, Chromebooks, tablets, etc. Users can even download the book while connected to WIFI and continue reading it later without a connection.
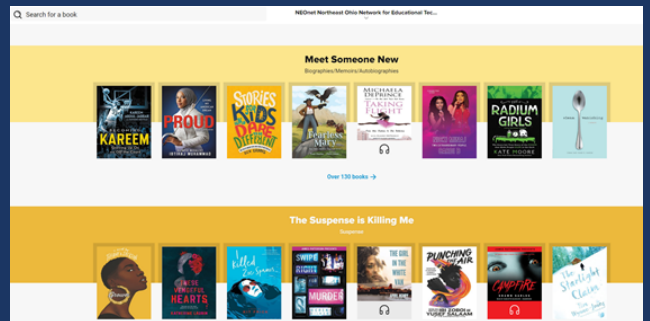
The collection currently contains almost 3,500 ebooks and almost 400 audiobooks and serves more than 45,000 students in 72 buildings. Students can also add their public library's OverDrive collection to further increase their options. Through Sora, both the NEOnet collection and public library collections are filtered by grade level to ensure age-appropriate content.

For the month of September 2020, the collection had 5,801 checkouts. The most popular titles were:

If you are interested in expanding your students' digital resources or are a current member who would like additional training, please contact Tamra Dugan at dugan@neonet.org.

Library Services

Diverse eBooks for Early Readers

Need to diversify your classroom or school library? It is important to promote literature that reflects and honors the lives of all young people; kids need stories that reflect their own experiences as well as the experiences of others. When students read books that feature characters like themselves, it increases a sense of belonging.

INFOhio has diverse eBooks for you at no cost to Ohio parents, caregivers, students, and teachers! BookFlix, World Book Early Learning, and Highlights Library, popular INFOhio licensed resources, bring eBooks to your classroom. Here are only a few of the book titles available, which portray diverse characters and experiences:

BookFlix
BookFlix includes biographies on notable African Americans such as Martin's Big Words by Doreen Rappaport and Rosa by Nikki Giovanni. Multi-cultural celebrations can be found in Sam and the Lucky Money by Karen Chinn and Too Many Tamales by Gary Soto. In Amazing Grace by Mary Hoffman explore gender roles and in Same, Same, but Different by Jenny Sue Kostecki-Shaw look for similarities and differences between different cultures.https://www.infohio.org/resources/item/bookflix

World Book Early Learning
World Book Early Learning features characters with diverse backgrounds in A Perfect Pet and Underwater Adventure. There are also nonfiction books including All About Africa and All About China, which give information to young readers about these cultures. Books featuring women in leadership roles, like When I Grow Up and Going to the Doctor, are also available.
https://www.infohio.org/resources/item/early-world-of-learning

Highlights Library
The Voices Leveled Library within the resource features eBooks which help children see themselves and others portrayed in situations where empathy is key and tolerance abounds. Titles such as Coach Mom and Lend a Hand provide quality stories with many races, genders, and cultures represented.
https://www.infohio.org/resources/item/highlights-library

For a more detailed look at what these resources have to offer be sure to read the Teach With INFOhio's updated blog post, Diverse eBooks for Early Readers.
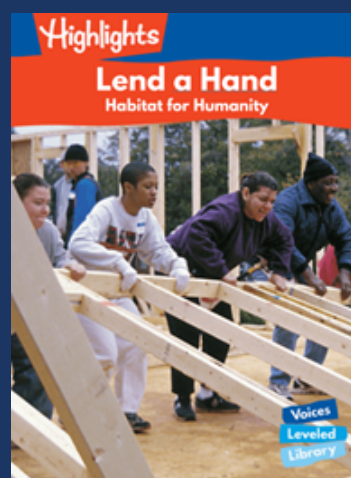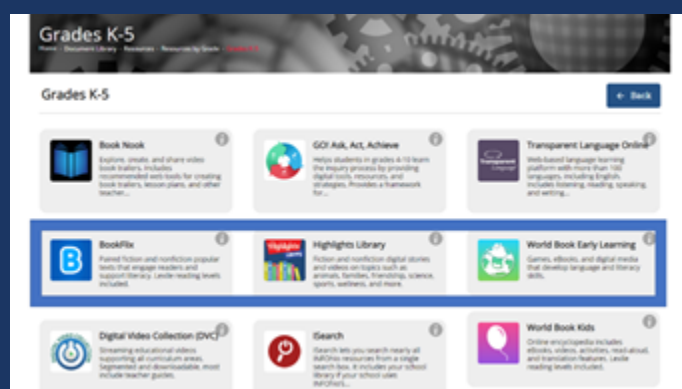
EMIS

ODE Statewide Longitudinal Data System Grant

ODE Statewide Longitudinal Data System grant (SLDS) and related EMIS changes. Three main parts to this project - Enhancement of existing systems and data set in support of the project- Reports on progress towards graduation - Calculation of risk/Early Warning System (EWS) related to likelihood of graduation. System will be implemented as new functionality with ODDEX.

New functionality in ODDEX

1. **Enhancement of existing systems and data set**
   - Faster access to ODDEX data for enrollment and scheduling purposes
   - To provide graduation information at time of enrollment, allow LEAs to claim a student as a new student, with SSID, with 15 minutes in ODDEX

2. **Reports on progress towards graduation** – this will take pathway data making it easier to identify students grad status

3. **Calculation of risk/Early Warning System (EWS)** – the system will be implemented as new functionality within ODDEX.

This will include common indicators to identify students at risk of not graduating.
   - Attendance
   - Course performance
   - Grade point average
   - Behavioral performance

For progress towards graduation and early warning system will need additional data in EMIS –
   - Course grades
   - Graduation seals
   - Credit progress
   - Assessments
   - Discipline
   - Attendance

Course grades is a new collection this year. At this time, grades are only required for courses earning high school credit. This includes credit courses before grade 9. While this collection is opening in October, ODE doesn't anticipate using any of this data until December, at the earliest. It will be used internally for developing the risk-model for the new Grad Early Warning System (EWS). This year is about prepping for EWS.

The course grade Record is reported by entity that reports Student Course and Course Master Records. Final grades are required and Interim grades are required if issued for specific term. –Strongly encouraged, but not required, for contracted courses, CCP courses, and JVS satellite courses

Course collection includes:
1. Student information
2. Local Classroom Code
3. Grade Reported-
   - A to F for most courses
   - P or F for pass/fail courses
   - I if work is incomplete and the student is still allowed to finish work after the end of the term
   - U if the grade is unknown for the term

4. Grade Status indicates the grade at the end of a term or a preliminary grade for the term
   - F-final – Summative or final grade for the course
   - I-interim- Grade issued to student indicating performance for specific grade period or term
   - P-in progress- Student's progress to date in a term of a course not yet ended

Terms will vary from one district to the next.

Graduation seals - FY20 added program codes for those earned. FY21 will add program codes for
   - Seals student plans to earn
   - Specific parts of seal requirements student has completed

Credit progress – Student Graduation Core Summary Record for students in grades 9-11. Update credits earned throughout the year. New credit area options are to be added.

Assessments –A few assessments count towards seals that do not already have specific assessment area codes

Discipline ▪ Attendance - Important Early Warning System (EWS) indicators. Reporting of discipline and attendance is Include in all main student collections as they occur throughout the year.

Source: http://bit.ly/LongitudinalDataSystems

Student Services

DataMap

DataMap has added graphs to give the user the added visualization to analyze their data!

Multiple Measures has added the Percent Proficient graph! The Percent Proficient graph displays the percentage of students who received a performance-level score of Proficient or higher for the Ohio State Test over multiple years. For example users have the ability to select to view a graph of students who has taken the 3rd Grade ELA assessment over the past 3-4 years displaying the progress in correlation to the Grade 4 ELA OST and Grade 5 ELA OST.

New graphs are also available on the Student Roadmap! The attendance section has the option to display a bar graph displaying the student's absence days and absence hours.

Also, on the Student Roadmap if your district has loaded the CogAT assessment a new Learning Profile Summary is available with a graph displaying the student's Ability Profile with a polar chart along with a percentile Rank bar chart.
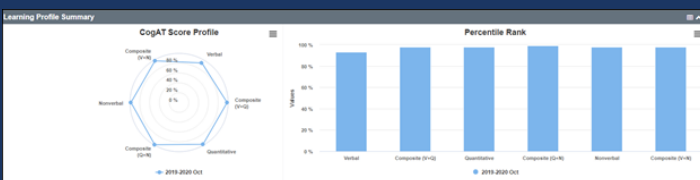
NEOnet Data Services has an additional service which NEOnet will load your data into DataMap weekly for a small cost of $0.50 per student. This services includes loading all of your State Assessment Data (OST, AASCD, etc), Third Party Assessment Data (ACT/SAT, MAP, STAR, DIBELS, CogAT etc.) as well as your custom District Assessments, allowing you the time you need to focus on other areas within your district.

If you are interested on more information regarding DataMap please contact NEOnet at StudentServices@NEOnet.org. We look forward to hearing from you!

Fiscal Services

Exciting News!
There is a new canned report in USPS-R, **EMIS Data Collection Reports**, that can assist with verifying staff data for EMIS reporting. The report is available under **Reports>EMIS Reports**.

You have the option to run the report for:
- **Employee** data (CI records)
  - When choosing the **Employee** tab, you will get the **Employee Number**, **Employee Name**, **EMIS ID** and any possible errors that are occurring on the **Employee** records.
- **Position** data (CJ records).
  - The **Position Report**, you will see the **Employee Number**, **Employee Name** and the **Position #/Local Contract Code** listed. This report will also list any errors detected for an employee **Position** record.

There are also some reports that can be imported from the **Redesign Shared Report or Mass Change Definitions** page that can assist in verifying that there is data populated in the necessary EMIS element fields that are pulled in through the SIF data collection. The following report definitions can be downloaded and imported into your instance.

- EMIS Demographic Data Report.rpd-json,
- EMIS Active Positions Report.rpd-json,
- EMIS Inactive Positions Report.rpd-json ,
- EMIS Active Contract Compensation Report.rpd-json,
- EMIS Active Non Contract Compensation Report.rpd-json,
- EMIS Inactive Non Contract CompensationReport.rpd-json.

Please let us know if you would like any of these reports for your reporting help.

Fiscal Services

The Benefits of Setting up Electronic Payment to Your Vendors

Now, more than ever, there is a desire to go paperless in the Central Office. One thing COVID has taught us is that we need to find more ways to be able to work remotely. One of the biggest headaches has been printing checks and going to the bank to drop off deposits. Implementing Electronic Funds Transfer (EFT/ACH) allows us to reduce the number of paper checks and provides a more secure way to send or receive funds.

There are many benefits of EFT vendor payments:
- Vendors receive their payments faster
- Ensures fund are available for use immediately
- Costs savings on check stock and postage
- With the right controls in place, a more secure method
- Convenient
- Remittance can be sent via email

There are some important controls to put into place when processing EFT payments:
- Implement a process to verify and validate vendor requested changes to banking information
  - Ensure you are calling a valid number and contact for the vendor – do not rely on the information sent with a new form.
  - Validate bank letters or voided checks with the bank
- Dual authorization on ACH payments processed through your bank
- Prenote the account to ensure it's valid before sending an actual payment
- Maintain all documentation related to vendor changes

All three fiscal software packages supported by NEOnet allow EFT payments to vendors. If you would like assistance on setting this up, please contact fiscalhelp@neonet.org.

USPS Cleanup Work prior to the Redesign Conversion

The Fiscal team is proud to celebrate the 12th live Redesign district with 3 additional districts actively converting. With each successful Redesign conversion, NEOnet identifies areas we can correct in Classic software prior to migrating over. With the next round of USPSr conversions beginning in January, we will be informing our districts to ensure the 'Vendor' field in the DEDNAM screen is populated for every board side deduction. The purpose of this change is in Redesign, deduction checks are cut out of the USAS system rather than USPS and errors occur in the system if they're not ported over accurately.

Fiscal Services

USPS-R Payroll Processing Tips
Stop Dates on Contracted Compensations

In USPSR, it is important to know that _Contracted Compensation_ records need to have a _Compensation Stop Date_ populated in order for the contract to be calculated out correctly and paid correctly throughout the contract cycle.

To find the compensation Stop date to update, you will navigate to the employee dashboard from the home screen and enter the desired employee's name.

Next, select Compensation from the side panel
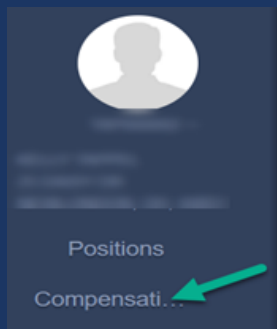
Select , **+ Create** then choose the employee's position and compensation type in the pop up box.
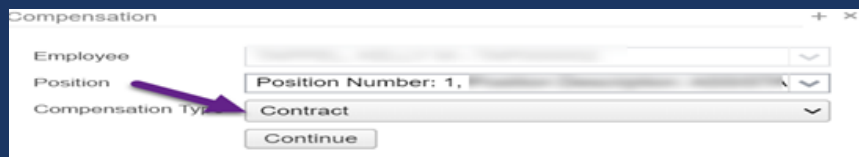
Finally, add the compensation start and stop dates.
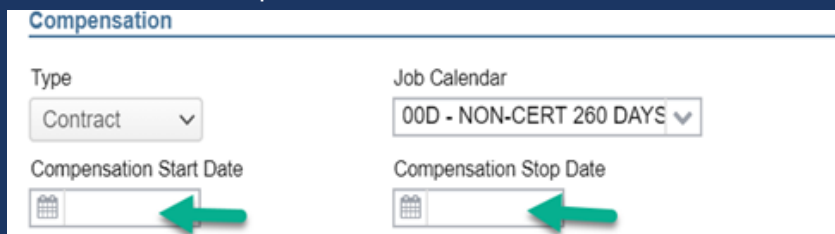
What needs to be done if I need to modify the payroll?

If a change needs to be made to a _Compensation_ record during the payroll process, after that change is made, you will need to click on the _Modify Payroll_ button

and then you can choose the specific pay group that the Compensation record you made changes to is in.

Then click on the _Update Payroll_ button.
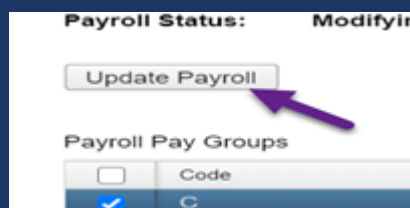
USPS-R Payroll Processing Tips

The change that was made on the Compensation record should then be reflected on the Pay Report when processed.
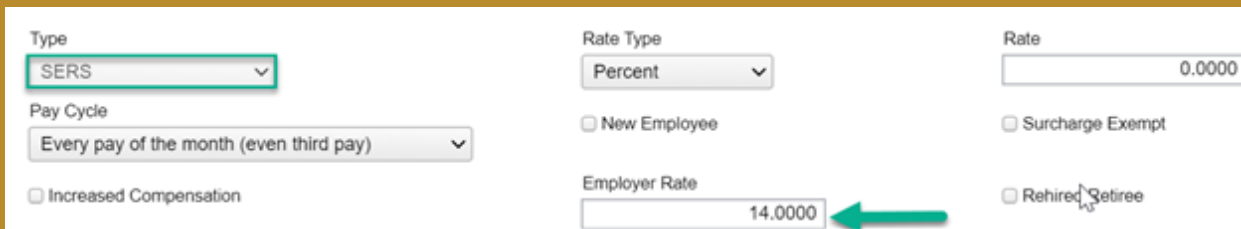
If making changes to any other properties during the payroll (Payroll Item, Pay Account, Pay Distribution, Position, Employee), those changes are made on the fly and will be reflected when the Pay Report is re-ran so modifying the payroll is not necessary.

Modifying the Payroll will not affect any manual changes that may have been made to an employee in Current.
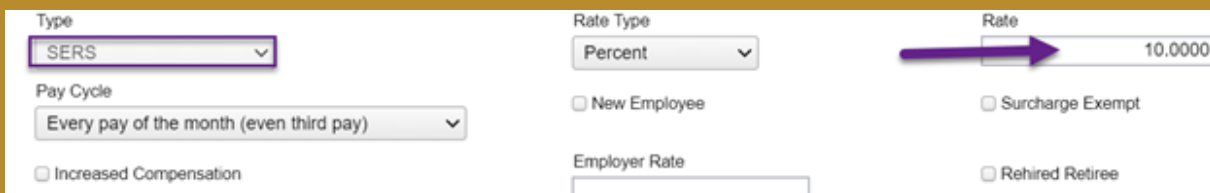
How do I:

Creating payroll items can be found under *Core>Payroll items*
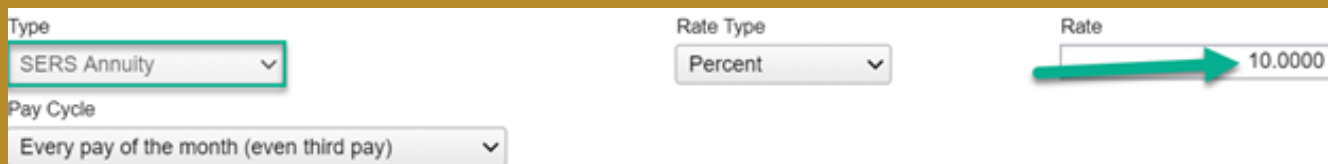
- **Set up retirement records for an employee with regular retirement?**
- Go to *Core>Payroll Items* and **+ Create** a 400 (SERS) or 450 (STRS) Employer share of retirement record with the appropriate 14% Employer Rate withholding amount setup.
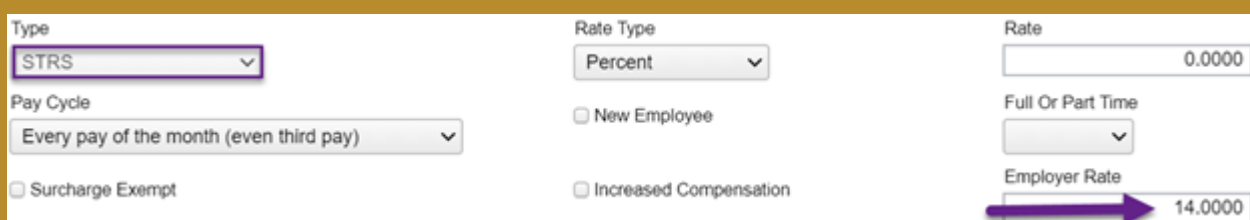
- If your district does not withhold the employee portion of retirement as an annuity, you will enter in the 10% (SERS) or 14% (STRS) in the Rate field on the 400/450 record.

- If your district withholds the Employee portion of retirement as an annuity, in *Payroll Items*, **+ Create** a 590 (SERS) or 591 (STRS) Employee (annuity) record with the appropriate 10% for SERS or 14% for STRS set up as the Rate.

- **Set up retirement records for an employee with partial retirement pickup?**
- Go to Payroll Items and **+ Create** a 400 (SERS) or 450 (STRS) Employer share of retirement record with the appropriate 14% Employer Rate withholding amount setup.

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- If your district does not withhold the employee portion of retirement as an annuity, you will enter in the appropriate Employee partial percentage amount in the Rate field on the 400 (SERS) or 450 (STRS) record. (Example 5.00%)

- If your district withholds the Employee portion of retirement as an annuity, in Payroll Items, create a 590 (SERS) or 591 (STRS) Employee annuity record with the appropriate partial percentage on the 590 (SERS) or 591 (STRS) added in the Rate field. (Example- partial Rate 5.00%)

- In Payroll Items, **+ Create** a 690 (SERS) or 691 (STRS) Employer Pickup record and add the remaining partial amount in the Employer Rate field. (Example- SERS 5.00% or STRS 9.00%.)

- **Set up retirement records for an employee with full pickup on pickup?**
- Go to Payroll Items and **+ Create** a 400 (SERS) or 450 (STRS) Employer share of retirement with the appropriate 14% Employer Rate withholding amount setup.

- In Payroll Items, **+ Create** a 690 (SERS) or 691 (STRS) Employer Pickup record and enter in the appropriate Employer Rate SERS (10.00%) or STRS (14.00%)

- **Set up a retirement record for an employee who has partial retirement pickup on pickup with Increased Compensation and the board pays the additional retirement?**

- Go to Payroll Items and **+ Create** a 400 (SERS) or 450 (STRS) record and check the Increased Compensation box and enter in the Employer share of retirement with the appropriate inflated withholding amount in the Employer Rate field. (SERS Example 14.42%, STRS Example 14.42%.)

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- If your district does not withhold the employee portion of retirement as an annuity, you will enter in the appropriate Employee partial percentage amount in the Rate field on the 400 (SERS) or 450 (STRS) record. (Example SERS partial Rate 7.00% STRS partial Rate 11.00%)

- If your district withholds the employee portion of retirement as an annuity, in Payroll Items, create a 590 (SERS) or 591 (STRS) Employee annuity record with the appropriate Employee partial percentage on the 590 (SERS) or 591 (STRS) added in the Rate field. (Example- SERS partial Rate 7.00%, STRS partial Rate 11%)

- In Payroll Items , **+ Create** a 690 (SERS) or 691 (STRS) Employer Pickup record and enter in the appropriate partial inflated Employer Rate SERS (3.3%) or STRS (3.42%)

- **Set up a retirement record for an employee who has full retirement pickup on pickup with Increased Compensation and the board pays the additional retirement?**

- Go to Payroll Items and **+ Create** a 400 (SERS) or 450 (STRS) and check the Increased Compensation box and enter in the Employer share of retirement with the appropriate inflated withholding amount in the Employer Rate field (SERS Example 15.4%%, STRS Example 15.96%.)

- In Payroll Items, **+ Create** a 690 (SERS) or 691 (STRS) record and enter in the appropriate inflated Employer Rate SERS (11.00%) or STRS (15.96%)