

PAYROLL (USPS) FISCAL YEAR-END PROCEDURES

BEFORE BEGINNING ANY JULY PAYROLLS:

Complete Regular Month-End Processing/Balancing – Create “Tapes” **After Step 14**

** Anyone retiring/leaving needs an NC1, NC2, NC3 payment? **

Date

- | | |
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| _____ | 1. Run QRTRPT – DEMAND OPTION (N) – and balance. |
| _____ | 2. Run and check the ODJFSRPT for the second quarter of 2021. Look for people with weeks and no wages. Calendar Stop Date usually fixes this. |
| _____ | 3. USPS_LCL – ACCRUED/ CONDUE/ RETAMT – (PICRET, REGRET), USPS_RPT/RPTSUM –
These reports will be helpful with your advance and EMIS days. |
| _____ | 4. Run the PROJECTION option of the STRSAD program. This creates three reports. Make any corrections or changes. (STRSAD.RPT, STRSAD.TXT, and NONADV.TXT) |
| _____ | 5. Run the RETIRE SERS/STRS send as usual. For both retirement systems. |
| _____ | 6. Run PERDET (whomever does this) and fix staff errors before closing USPS fiscal year. |
| _____ | 7. Run BENOBL program which estimates district’s current outstanding benefit obligations. Print the report. This is VERY IMPORTANT for GAAP . Two reports are generated; BENEMP.TXT and BENACT.TXT . |
| _____ | 8. Run WAGOBL program which estimates district’s current outstanding wage obligations. Print the report. This is VERY IMPORTANT for GAAP . Two reports are generated; WAGEMP.TXT and WAGACT.TXT . |
| _____ | 9. Run WORKCOMP . Totals needed for first 6 months of the year can be obtained from W2PROC (W2REPT.TXT) . This is VERY IMPORTANT for GAAP . You should also use the W2REPT.TXT to check/balance totals. |
| _____ | 10. Run SURCHG reports for SERS . (For GAAP also) |
| _____ | 11. Reconcile checks using CHKSTA . CHKSTS for outstanding checks. This helps to balance your payroll account. |
| _____ | 12. Run any “local” reports desired. NOTE , “local” reports are supplied by the “ITC” and NOT auditable State Software programs. These “local” reports are developed ONLY for supplemental use by the districts. |
| _____ | 13. Run USPAUDIT . Output files are used by auditors to assist in automating the audit process. Automatically send the data to the Auditor of State when entering Y in “send data to AOS now? Y” The 2 nd screen is an option to enter an email address if you want to send the data to an outside Auditor or CPA firm. |

*****SEE REVERSE*****

14.

*** **Make sure no one is in USAS or USPS. This includes USASWeb & USPSWeb** ***
After everything is correct, do the **FIS_BACKUP** procedure.

BEFORE BEGINNING ANY JULY PAYROLLS:

**** After everything is correct, do the **FIS_BACKUP** procedure.

DO NOT MOVE FORWARD TILL YOU HAVE HEARD FROM NEONET

Date

DID YOU DO FIS_BACKUP?

Once you get the go ahead from NEOnet, you can proceed to step 15

- _____ 15. Rerun **STRSAD** to create the tape submission file, **option #2**. No STRS Recap required this year per STRS. **CHKSTRS** is a good report to keep track of monies paid toward the advance. This should be run after every pay and sorted the same way as **STRSAD** for easy cross checking.
- _____ 16. Districts using **Renhill** or **Wixey** will need to get a file from them, which NEOnet has to merge for you before this step is done. This also applies to district using 3rd party **STRS Nurses**.
- _____ 17. Rerun the **ODJFSRPT** program and create your tape submission file.
- _____ 18. Run **SERSMONTH** and **STRSMONTH** to clear month-to-date fields.
- _____ 19. Once the Treasurer is confident the **QRTRPT** figures are accurate, run **QRTRPT** again to clear **QUARTER** and **FISCAL** year-to-date figures, **option F**. You will want to generate this report by employee and keep it on file. **DO NOT clear JOBSCN EMIS contract fields unless Period 21L is closed, check with your EMIS Coordinator. Deadline for reporting is August 6, 2021.**
- _____ 20. **USPSDAT/CALMNT** to update calendars for **Fiscal "22"**. Remember the mass copy function.
- _____ 21. **CHGDED** (if any deduction amounts/dates need changed)
- _____ 22. **BENACC** to reset personal leave balances.
- _____ 23. Begin processing **JULY**.

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NOTES:

ALL the above items **MUST** be completed **BEFORE** you can successfully run a July payroll.

BY July 31, 2021

Date

- _____ 1. Run **ANNSTRSSND** – Program you use to send your STRS fiscal year end 'report' to STRS via secure email. **Please get all pertinent spreadsheets to NEOnet by July 30, 2021**