

# USPS FY End Year-End Review

[Not to be used as the Closing Checklist]

June 2016



## [Not to be used as the Closing Checklist]

- NC1 Payments
  - For those employees retiring as of June 30<sup>th</sup>, the NC1 amount should be processed to prevent manual steps (and record changes) at calendar year-end
  - For an example and in depth discussion of the calculation process, refer to the “Reporting Taxable Amount of Life Insurance Premiums” chapter of the *USPS User Guide* or reference IRS publication 15-b, pages 11-14  
[www.irs.gov/pub/irs-pdf/p15b.pdf](http://www.irs.gov/pub/irs-pdf/p15b.pdf)

# NC1 Payments

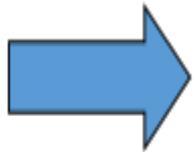
## UPDCAL

- Using the USPSCN/UPDCAL\_CUR or the UPDCAL\_FUT programs, the amount should be included as part of their final pay using a Pay Type of NC1.

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

Work days: 10

Type	Units	Rate	Amount	Description	Tax Opt	Reg/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>	-	-



- 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 the flag is set to “N”, the amounts are added to the wages.
  - Manually change the wages if not the desired effect
- 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

# USPSDAT / DEDNAM

Code: 004      Type: CITY      Name: CITY OF CIRCLETOWN  
Required: 1      Job Level: Y      Abbrev: CIRCLETW      W2 Abbrev:

## PAY TO INFORMATION

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 \_\_\_\_\_

\_\_\_\_\_



# Job Calendars - Start adding these as soon as possible.

- Job calendars for the 16-17 school year can be added to the system as soon as board approved
- Utilize USPSDAT/CALMNT option
- 'Copy' function saves a lot of time when creating calendars

USPSDAT / CALMNT

Calendar Copy Function (F11) To find the calendar with most W days. i.e. teachers

Find: 01 08 2015  
Type Month and Year

Add Type: Add Date:

CALENDAR TYPE: 01  
ELEMENTARY TEACHERS

CALENDAR TYPE: 01  
ELEMENTARY TEACHERS

August, 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17 W	18 W	19 W	20 W	21 W	22
23	24 W	25 W	26 W	27 W	28 W	29
30	31 W					

Work days: 11

Holidays:

Calamity :

Make-up :

September, 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01 W	02 W	03 W	04 W	05
06	07	08 W	09 W	10 W	11 W	12
13	14 W	15 W	16 W	17 W	18 W	19
20	21 W	22 W	23 W	24 W	25 W	26
27	28 W	29 W	30 W			

Work days: 21

Holidays:

Calamity :

Make-up :

CALMNT - Calendar Maintenance

F6 Top

F11 Find

F17 Lockmode

F7 Help

F12 Add

F19 Mass Change

F8 Exit

F13 Delete

F20 Copy

F10 Next

F14 Modify

# USPSDAT / CALMNT (F20) Copy Function

The copy function allows you to copy a range of calendars from one type to another.

---

Copy from: Type        
Start Date     /  /   
End Date       /  /   
  
to: Type       

CALMNT      Copy Screen  
PF1 Return            F7 Help            F9 Cancel

# Staff EMIS

If you have not already completed the EMIS year-end reporting, you will want to do the following:

- Run USPEMS/PERDET to verify staff data
- The data collector will have even more validations and quite often additional errors

## EMIS record definitions in the data collector

- CI record is the same thing as a staff Demographic record.
- CK record is the staff Employment record.

## EMIS record definitions in the data collector

- CJ records are employees your district pays, but they are at another location.
- CC records are to be created for non-EMIS reporting contractors that perform work for your district.

Refer to *“Staff EMIS in 10 pages or less”* handout

1. Credential ID must be used as state assigned ID in USPS
2. Daily subs are not EMIS reportable. Full-time subs, as defined by the district, are reportable as a position code 225. This isn't the same thing as a long term sub.

# STRSAD Balancing

## 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

The *PAYDEL* program allows pay accounts in PAYSCN to be mass deleted.

- PAYSCN pay accounts will NOT be deleted in PAYDEL if there are any dollar amounts associated with the PAYSCN. These dollar amounts include the Pay YTD, FYTD amount charged and the Maximum to charge fields.
- The Pay Account deletion program can be run in projection or actual mode. It is strongly encouraged to always run the program in Projection mode before any changes are made using the Actual mode.

# Paydel Continued...

- A report will be generated when PAYDEL is ran called PAYDEL.TXT or the name can be overwritten on the input screen.
- The report will include the employee ID, employee name, the PAYSCN job number, account counter and account code.
- There are also four columns to the far right of the report that will indicate what criteria was met to delete the pay account.
- A "Y" in one of the fours columns will indicate that the pay account was deleted because it met the criteria indicated.

# Paydel Continued...

- When performing an Actual run, the program will generate a CSV file of those pay account records that are being deleted. This csv file will be called **PAYDELCCYYMMDD\_##.CSV**, where CCYYMMDD is the current date and **\_##** is the increment counter, which will start at 01 each day and increment by 1 for each actual run.
- The csv file will contain the header records exactly as it is needed to run USPLOAD/PAYSCN. The remaining records (data records) are also in the USPLOAD/PAYSCN format.



Enter a name for the report.

WAGEMP - Wage Obligation by Employee

Report File Specifications

Report file: WAGEMP.TXT Detail or Summary? (D,S) D  
Print options page? (Y,N) Y  
Optional report title:

Report Criteria

Date to calculate payables through: 06/30/2016

Sort, Subt [---Select answers to recall [ <CR>=Select PF3=Exit ]

Sort: ID JUNE 30TH CLASSIFIED WAGES

Selection Options

Appointment type: \*

Include jobs of concealed employees? (Y,N): Y

Pay Groups: [grid of 18 columns and 2 rows of boxes]

Accrued Wage Obligation Report by Employee

1 of 2

PF1 Execute F9 Cancel S8 Next Screen  
F6 First Screen F10 Reset  
F7 Help F11 Save/Recall  
F8 Exit S7 Prev Screen

Then, just choose F11 to Recall previously saved answers

- Scroll through until you find the report you are wanting to run.
- This will save you time in the future, especially for reports that have a lot of sort options that you run regularly.

- New contracts can be built for those positions with a July 1 start date or after.
- Contracts with other start dates can be entered if the information is available.
- You can start adding these contracts right away.
- **You won't purge the contracts until HCC notifies you that USPS is closed.**

# HB 153 & MASCHG/MASSICK

## **USPSCN/BIOSCN: Flag was added for part-time employee**

- BIOSCN will now display a new flag for Part-time employees. This will be used to determine if an employee is subject to the legislation and should have sick leave incremented for every 80 hours of service. If this field contains a “Y” the new BENSCN fields will be displayed and the current service hours accumulator will be incremented for each payroll.

## **USPSCN/BENSCN: New fields added for part-time employee**

- BENSCN will show two new fields if the part-time flag has been set to "Y" in USPSCN/BIOSCN. The new fields are Accum/Serv and Current Service Hours.

- The Accum/Serv is the number of hours or fraction of a day that will be added to the employee's sick leave balance for every 80 hours of service. For an employee with hourly leave, the increment entered would be 4.6 hours. For employees with daily leave, this amount would need to be calculated based on the number of hours an employee works per day. For example, an employee who works 8 hours a day would calculate as  $4.6 / 8 = 0.575$ . So, 0.575 would be entered in the Accum/Serv field in this example.
- The Current Service Hours is the number of service hours the employee has worked. This is being calculated during the CHKUPD process, using the retire hours calculated. This field is modifiable, so that if an adjustment needs to be made to the employees service hours, it can be updated in BENSCN.

CHKUPD: Updates current service hours for part-time employees on USBEN

- When running payroll, at the time of CHKUPD, the program will look at the employee data and check if the part-time flag is set to "Y". If the part-time flag is set to "Y", CHKUPD will add up all the employees retire service hours for all their jobs being paid and update the USPSCN/BENSCN current service hours field accordingly.
- If the Part-time flag is set to "Y", there is no benefit record for the employee and the employee has retire service hours, an error message will be generated on the PAYERR.TXT report. The message will state the following: "No USBEN record. Unable to update current service hours to ###.##". Where ###.## is the service hours value for this pay.

## MASCHG/MASSICK: Determining and applying sick leave to applicable employees

- MASSICK is a mass update program, which will look at all employees who are flagged as subject to this requirement (based on Part-time flag = "Y" in USPSCN/BIOSCN) and will calculate the appropriate sick leave accumulation. The accumulation calculated will be based on both the number of current service hours and the value in the ACCUM/SERV field on BENSCN. The sick leave balance will be incremented by the value in the ACCUM/SERV field for every 80 hours of service found. If the current service hours value is not divisible by 80 (meaning there are remaining hours after the incrementing), the remaining hours will be retained in the current service hours field.
- The MASSICK program can be run in projection or actual mode. Projection mode should be ran first to ensure the sick balances will be updated correctly. Once you are satisfied with the results from the projection mode, you can run MASSICK in actual mode.

## MASCHG/MASSICK

- The actual mode will update BENSCN, create an ATDSCN entry and also produce audit trail records.
- The AC SI entry in ATDSCN will reflect the amt. the balance was updated by.
- MASSICK allows selection of employees based on appt. type and pay group. If an appt. type or pay group is not entered, the program will retrieve all employee's whose part-time flag = "Y" and whose current service hours in USPSCN/BENSCN are 80 hours or more. If an appt. type and/or pay group is entered and the employee is part-time with 80 or more hours of service, then each and every job will be looked at (except deceased and terminated jobs).
- If one job meets this criteria, then the employee will be reported/ updated.

## USPLOAD/USBEN: Upload new fields to benefit record

- The "CURRENT\_SERVICE\_HOURS" can be loaded to the employee benefit record. This will allow any districts that have already begun tracking this value on a spreadsheet to populate the BENSCN field. This field can only be loaded if the "Part Time" flag on USPSCN/BIOSCN is answered "Y".
- The "CURRENT\_SERVICE\_HRS\_ACCUM" can be loaded to the employee benefit record as well. Once again, for this field to load, the "Part Time" flag on BIOSCN must be set to "Y".
- The appropriate sections of the USPS Reference Manual <https://wiki.ssdt-ohio.org/display/usps/USPS+Reference+Section> have also been updated to detail these changes.



# BENSCN showing the addition of the Accum/Serv and Current Service Hours fields:

File Edit Connection Setup Macro Window Help

```

Find: 11111111      _____      _____      Y
      SSN/ID          Last name        First name    Conceal

ID: 11111111  Name: DUMMY          DEFAULT

Benefit unit: H Hourly

Reset value :      Si _____      Personal      Vacation      gibility
Balance      :      _____      3.000          _____      ck      : No
Accum/month  :      _____      _____      _____      rsonal: No
Maximum      :      200          18.000          _____      cation: No
Advance used :      _____
Advance max. :      _____
Deferred     :      _____

Accum/Serv   :      4.600          Current service hours: 70.00
Changes made as requested

BENSCN - Benefit data maintenance program
F6 Top          F11 Find        F17 Lockmode
F7 Help         F12 Add         F18 Set defaults
F8 Exit         F13 Delete     F20 Switch
F10 Next        F14 Modify
    
```

# Useful Reports

- DEDLST report generates a listing of employees with a specific deduction code.
- The report includes the employee ID, employee name, deduction code, job number (if applicable), the withholding amount, the withholding cycle, the maximum flag, and the maximum to withhold.
- When sorting by deduction code, totals for any employee or board deduction withheld as a fixed amount will print on the report.

# DEDLST - Deductions Listing (example)

## Report File Specifications:

Output file	DEDLST.TXT
Print options page: (Y,N)	Y
Optional heading line	-----

## Reporting Options:

Sort option (ID,N,D)	D
Start each deduction on a new page	Y
Include concealed employees? (Y, N)	Y
Exclude records with stop date (MM/DD/YYYY)	__ / __ / __

Specific Deduction Codes	450 692	___	___	___	___
--------------------------	---------	-----	-----	-----	-----

Deduction Listing

1 of 1

-- Options Summary --

Output file: DEDLST.TXT

Print options page? (Y,N) Y

Sort option (ID,N,D): ID

Start each deduction on a new page? (Y,N) N

Include concealed employees? (Y,N) Y

Exclude records with date (MM/DD/YYYY): 06/30/2016

Deduction Code: 450

Deduction Code: 591

BAT\_DEDLST executed by PFLAUMER\_A on node HCCA1:: at 31-MAY-2016 14:38:53.44

Date: 05/31/16

Time: 2:38 pm

TEST DISTRICT XX

DEDUCTIONS LISTING

Page: 1

(DEDLST)

SORTED BY Employee ID

EMPLOYEE NAME	ID	COD	JOB	PCT	FIX	EMP	ADD	BOARD	PAY	MAX	MAX	START
					AMT/PCT	AMT/PCT	W/HOLD	AMT/PCT	CYC	FLG	AMT	/STOP
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Smith, JOE	SMIT00010	450	00		0.000	.00	14.000				.00	02/01/11

# USPS\_LCL / PERATT

# Perfect Attendance Report

```
Menu: USPS_LCL (Locally Defined Programs and Utilities/Local Menu)
Menu> peratt

***** PERFECT ATTENDANCE *****
*
* This program produces a list of active
* employees (job 01) who have perfect
* attendance.
* Version: 4.0
*
*****

Enter beginning date MMDDYYYY  _ _ _ _ _
                                07012015

Enter ending date MMDDYYYY  _ _ _ _ _
                                06302016

Beginning date: 07/01/2015
Ending date   : 06/30/2016

Is this_ correct (Y/N <Y>) _
```

# USPS\_LCL / PERATT

---

Enter 0 will allow no absences included on the report.

Enter 1,2,3, etc..., allows number of absence days included on the report.

Enter days absences allowed <0> \_\_

include absences less than 0 day(s)

(Y/N)<Y>)? \_  
n

Do you want to include DOCK days? (Y/N <Y>) \_  
n

Do you want to include Personal days? (Y/N <Y>) \_

C - Certificated employees

N - Non-certificated employees

B - Both Certificated and Non-certificated employees

Enter C/N/B/ <B> -

Enter job number <01> \_\_

-

# USPS\_LCL / PERATT

```
Processing ...  
End processing ...  
Report are PERATT.TXT  
          PERATT.CSV
```

Enter command, or press <cr> to display menu.

```
Menu: USPS_LCL (Locally Defined Programs and Utilities/Local Menu)  
Menu> _
```

Enjoy Your Summer!