



USPS Fiscal Year End Checklist

This procedure outlines the steps to be taken to close the USPS fiscal year.

****NOTE: Payrolls with July or later pay dates in the new fiscal year cannot be processed unless STRS Advance has been completed.**

An error will be given if trying to Initialize the first pay in July:

******ERROR – STRS ADVANCE MUST BE PROCESSED BEFORE RUNNING A PAYROLL WITH A PAY DATE IN JULY ******

**** DO NOT make July Current until you have balanced and submitted your STRS Advance. Doing so can cause incorrect errors to occur.**

Cost of Life Insurance over \$50,000

____ 1) For any employee that will be retiring or resigning at the end of the fiscal year, calculate the cost of life insurance over \$50,000. Using the **Payroll Payments -> Current** or **Payroll Payments -> Future** program, the amount should be included as part of their final pay using a pay type of **Life Insurance Premium**.

____ 2) Verify in **System->Configuration->STRS Advance Configuration** that the **Advance Amount** and **Advance Paid Back** amount are zero and **Advance Mode** flag is unchecked.

____ 3) Go to **Reports->STRS-> STRS Advance** run the **Advance Positions Report, Non-Advance Positions Report** and **Advance Fiscal Year to Date Report**. These reports can be used to begin balancing and verification of data.

EMIS Staff Reporting

____ 4) Make sure all Long Term Illness data from previous fiscal year have been cleared. To remove prior fiscal year long-term illness days use the **Mass Change** option in the **Employee** screen. This mass change definition is already loaded into the Employee screen Mass Change. Go to **Core->Employee**. Use the “**More**” button to add “**Long Term Illness**” to the grid (found under State Reporting). Use >0 to filter for those with amounts in the Long Term Illness field from prior year. (Contact HCC for assistance)

____ 5) Enter new Long Term Illness (15 or more consecutive absences due to the illness of the staff member or the staff member’s spouse, child or parent) data for the new fiscal year on the **Employee** record in the **Long Term Illness** field. Under **Reports – Attendance Reports**, run **ABS103** for a summary of absence days by employee, then you can find the employees which you need to research further. You can use the **ABS101** report to get a full listing of Absence days by employee. Sick and dock leave counts towards the 15 days.

___ **6)** EMIS absence and attendance days are calculated for you through the job calendars and attendance posting. Make any necessary adjustments using **CORE->ADJUSTMENTS**. (This may be necessary for coaches if attendance days are not entered through Core-Attendance.)

___ A) Click **Create**

___ B) Find **Employee** by typing a few characters of first or last name and then click on employee name

___ C) Go to **Type** and choose **EMIS Attendance** or **EMIS Absence** from drop down option

___ D) Enter in a **Transaction Date**

___ E) Enter in the **Amount** of days needed

___ F) Click **Save**

___ **7) Create CC (Contracted Service) and CJ (Contractor) records, as needed**

___ **8) Update EMIS Related Information on Position Screen**

- If you have staff you know are leaving, update the EMIS Related Information on the Position Screen. Enter Separation Date and Reason. See *USPS EMIS Reporting Scenarios*.

Month-End Closing

___ **9) Go to Reports-> SERS Reporting->SERS Monthly Report (Optional)**

- **Report Title**-Default is SERS Monthly Report this can be changed if desired
- **Month**-Choose the Month from the drop down
- **Year**-Verify year-can be chosen from drop down
- **Sort By**-Default is Employee Number, this can be changed using drop down
- **Report Format**-Choose format from drop down
- Click **Generate Report**

___ **10) Go to Reports -> STRS Reporting ->STRS Monthly Report (Optional)**

- **Report Title**-Default is STRS Monthly Report this can be changed if desired
- **Month**-Choose the Month from the drop down
- **Year**-Verify year-can be chosen from drop down
- **Sort By**-Default is Employee Name this can be changed using drop down
- **Report Format**-Choose format from drop down
- Click **Generate Report**

___ **11) Balance the payroll account (when statement is received from bank)**

- Go to **Reports->Report Manager->SSDT Outstanding Checks Report**
- **Format**-Choose format from drop down

- **Page Size**-Choose from drop down
- **Orientation**- Choose from drop down (landscape/portrait}
- **Name**-Default name is Outstanding Checks. Can be changed and named whatever desired
- **Summary Report** - If you only want a summary report with totals check the box
- **Start Date** - Enter in a start date in MM/DD/YY format
- **End Date** - Enter in an end date in MM/DD/YY format
- Click **Generate Report**

OR

- Go to **Reports -> Payment Transaction Status Report**
- **Sort Options** - Select from the drop down
- **Payment Transaction Type Options** - Select from drop down
- **Payment Transaction Status** - Select from drop down
- **Bank Account** - Select from drop down
- **Starting Check Number** - enter a specific check number or leave blank for all outstanding
- **Ending Check Number** - enter a specific check number or leave blank for all outstanding
- **Issue Start Date** - enter a specific issue start date
- **Issue Stop Date** - enter a specific issue stop date
- **Reconciled Start Date** - enter a specific reconcile start date or leave blank for all outstanding
- **Reconciled Stop Date** - enter a specific reconcile stop date or leave blank for all outstanding
- **Void Start Date** - enter a specific void start date or leave blank for all outstanding
- Click **Generate Report**

___ 12) Go to **Payments -> Check Register** to reconcile checks manually

OR

- Choose the **Auto Reconcile** option
- Click the **Auto Reconcile** tab
- **Reconciliation Date** - The current date is defaulted. Can be changed by using MM/DD/YYYY format
- **Pay Rec Format** - Choose format from the drop down
- **Bank Account** - Chose correct Bank Account from drop down
- Click **Choose File** - Locate the file from the bank
- Click **Upload**

___ 13) Process Benefit Update (if applicable)

Go to **Processing -> Benefit Update and Projection**

- To process leave accrual

- **Report Title** - Default name is Benefit Accrual Report. Can be changed if desired
- **Accrual or Projection** - Default is Accrual Projection report. Choose from drop down. Recommendation is to process in Projection first
- **Benefit Accrual Option** - Choose from drop down
- **Specific Accrual Date** - Enter or choose from calendar the specific accrual date
- **Include Ineligible Positions** - If you want to include ineligible positions check the box
- **Sort Options** - Choose the sorting option from the drop down
- **Selects Pay Groups** or Specific Employees - Move to the Selected box
- Click **Generate Report**
- **Change Accrual or Projection** to Accrual Report from the drop down
- Click **Generate Report**

Quarter-End Closing

___ 14) Go to **Reports->Quarter Report**

- **Year** - Choose year from drop down.
- **Quarter** - Choose from drop down.
- **Sort By** - Choose sorting option
- Click **Generate Report**

In the "Totals" section of **quarter report**, the gross and adjusted gross should balance using a manual calculation

$$\text{Total Gross - Annuities + Non-Cash Earnings} = \text{Calculated Adjusted Gross}$$

* Balance 'Calculated Adjusted Gross' on the Quarter Report

*The 'Total Gross' minus the 'Total Annuities' plus 'Non-Cash Earnings' should equal the Calculated Adjusted Gross. If off, check:

- Verify the total annuities equal total of all Outstanding Payable payments made to annuity companies
- Go to **Core-Adjustments** look for changes to total gross, applicable gross, Payroll Item annuity amount withheld, federal applicable gross
- Verify the non-cash amounts

___ 15) All Payroll Item checks for the quarter should equal the total Payroll Items showing on quarter report. Be sure to verify the electronic transfers of Federal and Medicare payments as well. This should be true for every Payroll Item. Payables adjustments could impact the balancing.

___ 16) The total gross showing on **quarter report** should equal the total of all payroll disbursement checks created during **Payroll Posting to USAS** for the quarter.

___ 17) It is recommended that you balance the **W2 Report** quarterly to minimize problems at calendar year-end.

- Go to **Reports -> W2 Reports -> W2 Report and Submission** and check for any errors on the report
- **Output Type** - Click on the option you will be processing (**report**)
- **Format** - Choose the format from the drop down
- **Report Title** - Default is W2 Report. Can be changed to desired name
- **Federal ID Number** - Defaulted to district Federal Id number
- **State ID Number** - Defaulted to district State ID number
- **Kind of Employer** - Choose from drop down, Default to S, State and Local Governmental Employer
- **Sort Options** - Choose sorting option from drop down
- **Report for Year** - Current year should be defaulted. Can choose from drop down if needed.
- Click **Generate Report**

___ **18)** Complete and balance the **W2 Report Reconciliation Worksheet** for the quarter following the directions on the **W2 Reconciliation Worksheet**. Or complete your own balancing spreadsheet.

___ **19)** Balance the Payroll Item totals (taxes and annuities) on the W2 Report with the totals from the Outstanding Payables reports from the quarter.

___ **20)** Balance the gross amounts on the W2 Report with Pay Reports for the quarter.

___ **21)** If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or adjustments. The Audit Report can be useful in identifying these problems.

- Go to **Reports -> Report Manager->SSDT Audit Trail**
- **Format** - Choose format from drop down
- **Page Size** - Choose from drop down
- **Orientation** - Choose from drop down (landscape or portrait)
- **Name** - Default is Audit Report can be changed if desired
- **Summary Report** - If you only want a summary report click the box
- **Show Sort Options** - If you want a page displaying the page setup of the report
- **Start Date** - Enter a start date you wish to begin your audit from
- **End Date** - Enter an end date you wish to process the report through
- Click **Generate Report**

___ **22)** Go to **Processing -> Outstanding Payable** and verify that there are no outstanding Payroll Items. (Screen should be empty)

___ **23)** Complete and file any required quarter-end submission forms.

___ **24)** For city withholding's, take the total gross times the tax percentage to be sure the tax withheld and submitted are correct.

NOTE: Mobile or split employees could cause discrepancies.

___ **25)** Go to **Reports -> ODJFS Reporting -> ODJFS Report**

- **Year** - Default is current year. Choose year from drop down
- **Quarter** - Current quarter should be defaulted. Can choose from drop down
- **Sort By** - Choose sorting option from drop down
- Click **Generate Report**

Check all totals carefully for accuracy. If necessary, go to **Core -> Adjustments** and add the appropriate number of ODJFS weeks.

26) ODJFS Report Submission - When all data is correct click on **Generate Submission File**

- Transfer the file to your desktop or folder of your choosing
- HCC will provide a link through ShareBase which you can securely upload your ODJFS submission file. This link information will be emailed to the districts.

FYE Specific Reports

NOTE: It is HIGHLY recommended that you run and save the Surcharge, Wage Obligation (by employee & by account in both PDF & Excel), and Benefit Obligation (by employee & by account in both PDF & Excel). Once you begin activating new contracts, archiving prior year compensations, and terminating employees it will cause incorrect reports.

27) A Surcharge report can be created

A.) Go to Reports-> SERS Reporting ->SERS Surcharge Report

B.) Fiscal Year-Choose from drop down (default should be current fiscal year)

C.) Include Fixed Pay Accounts-Checked the default if do not want Fixed Pay Accounts unchecked

D.) Report Format-Choose format from drop down. *It is recommended to run both PDF and CSV.*

E.) Click **Generate SERS Surcharge Report**

Save the report for comparison with data that is sent to the district pertaining to SERS Surcharge employees. Districts should be billed through eSERS for Surcharge in August. Some districts use this report to determine the correct pay accounts to use when creating the PO.

28) Create the SERS Liability Report for the Auditors. Run the **Wage Obligation by Employee** report (*used for GAAP conversion*)

A.) Go to Reports->Wage Obligation by Employee

B.) Format - PDF and CSV for GAAP auditing purposes.

C.) Report as of- 06/30/YY

D.) Date to Calculate Payables Through-Ending date of the fiscal year (ex. 06/30/YY)

D.) Sort By- Employee Number or Employee Name

F.) Appointment Type-Choose *Classified* **and** *All Appointment Types* (2 reports)

- G.) Pay Groups-** If choosing an Appointment Type, this can be left blank.
- H.) Click **Generate Report**** and save the report on your computer for the Auditors use at a later time.

 29) Create the **Benefit Obligation Report for the Auditors. (*Often used for GAAP conversion*)**

- A.) Go to **Reports>Benefit Obligation by Employee and Benefit Obligation by Account.**
- B.) Format - **PDF and CSV** for GAAP auditing purposes.
- C.) **Report as of** - June 30, 20XX.
- D.) **Sort By** - Employee Name.
- E.) **Appointment Type** – All Appointment Types
- F.) **Include Positions of archived Employees** - Leave unchecked.
- G.) **Select Pay Groups** – Leave blank.
- H.) **Select Employees** - Leave blank.
- I.) **Generate Report.**
- J.) **Save** the report on your computer for the Auditors’ use at a later time.

Note: If you archive compensations before generating (inactivate compensations when doing New Contract), then the report will not include those compensations.

Employee Benefit Obligation Report

Save and Recall: Most Recent ▼ ⊗ 📄

Format: PDF (download) ▼

Sort By: Employee Name ▼

Sub Total Option: ▼

Page Break Option: ▼

Leave Type Option: All Leave Types ▼

Job Status Option: Both Active and Inactive Employees ▼

Appointment Type Option: All Appointment Types ▼

Exclude Employee with ZERO balance

Exclude Ineligible Positions

Include Positions of archived Employees

Report as of: 📅 6/30/22

STRS Advance Processing (STRS Annual Report)

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 on their 450 payroll item 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, contact STRS and obtain a ruling.

*If you have contracted employees that need to be reported to STRS, you can use the STRS Merge Files located under **Reports -> STRS Reporting ->STRS Advance**. Detailed information can be found here [STRSMergeFiles](#).

NOTE: If an employee is to be paid out early, the Compensation should be changed prior to running Advance.

ALSO: If you know you will be docking any employee during Advance – Add those docks into Future pay – Run Advance – then remove the docks. This will include those dock amounts in Advance.

30) Go to **Reports -> STRS Reporting -> STRS Advance**

- **Sort By** - Choose sorting option from drop down option
- **Start Date for Academic Year** – First teacher work day
- **Ending Date for Academic Year** – Last teacher work day
- Click **Generate Advance Fiscal Year to Date Report**
- Click **Generate Advanced Positions Report**
- Click **Generate Non-Advanced Positions Report**

These options can be run as many times as needed.

- The **Advanced Positions Report** lists all advanced jobs for the district.
- The **Advance Fiscal Year to Date Report** is the complete fiscal year-end report for all STRS employees.
- The **Non-Advanced Positions Report** lists STRS employees whose jobs will not be advanced.

Items to check:

1. Service credit – Depends on full or part time status. Retirees will have 0.00% service credit.
2. Number of days – Either the days in contract minus dock days or number of attendance days or Core – Adjustments – STRS Retirement Days for subs/coaches or other part time staff.
3. Earnings (Employees with pick up on pick up included in compensation will have an inflated amount).
4. Non-Taxed Deposit/Pick up – Amount of 591 and/or 691 paid.
5. Non-Taxed Advance Amount – Amount of 591 and/or 691 to be paid over the summer months (July – August).
6. Non-Taxed Total – Total of #4 plus #5 above. Total contributions for the fiscal year.

To balance the **Advance Fiscal Year to Date Report**, the Taxed + Non Taxed Deposit Pickup should equal what has been paid to STRS to date plus the STRS Advance amount. Advance amounts from the previous FY are not tracked on the report and are tracked separately behind the scenes. Those figures come from the 450 (if Taxed) or 591 (if Non Taxed) and 691 (Pickup) withholding amounts for the current fiscal year (not including any advance amounts) and any new earnings that will be paid over the summer months while in advance.

At this point, if you would like a backup generated, submit a helpdesk ticket to request HCC to run a backup of USPS.

*****Please wait for HCC to confirm your backup is complete before proceeding.*****

____ 31) Once the data has been verified for the advance, in the **Reports -> STRS Reporting -> STRS Advance** click on the **Generate Submission File** option. Save the file to a location of your choosing. **Please Note: This step only creates the submission file, the actual submission takes place on step 33.**

This option will flag all eligible jobs as in advance mode, set the system Advance Mode flag and create the Advance Amount figure. Each time Outstanding Payables are processed for STRS, the Advance Pay Back field will be increased by the advance amount figure paid.

____ 32) *If applicable* **Third Party STRS file**. Merge your STRSADXX06.TXT file with your third party file.

- Go to **Reports>STRS Reporting>STRS Advance**.
- **Upload Advance Submission File For Merge**, click Choose File. This is the Redesign STRSADXX06.TXT file.
- **Uploaded File to Merge**, click Choose File. This is the third party file.
- Click **Generate STRS Merge Report**. Verify the information in the report.
- Click **Merge Files**.
- Save the file to a location of your choosing.

____ 33) Upload Advance file to STRS. The STRS Advance Fiscal Year to Date report is the Annual report.

- Go to **Reports -> STRS Reporting -> STRS Advance**
- Click **Choose File** - Find your STRS Advance file
- Click **Submit Uploaded File to STRS**

____ 34) Verify your file was submitted by going to **Core-Organization** and look for the timestamp under STRS Advance Configuration. The date will be the date you submitted it. If the date is from the prior calendar year, you have not submitted your file yet.

The screenshot shows the USPS system interface for Tucker (Demo) Schools. The navigation menu includes Home, Core, Payments, Payroll, Processing, Reports, System, Utilities, USAS Integration, and Workflows. The main content area is divided into two sections: Organization Detail and STRS Advance Configuration. The Organization Detail section includes an Edit button and fields for Name (Tucker (Demo) Schools) and Im (297281). The STRS Advance Configuration section includes fields for Advance Amount (27802.81), Advance Mode (checked), Amount Paid Back (0.00), and Submitted to Strs: (highlighted in yellow). A red arrow points to the Submitted to Strs: field.

____ 35) Notify HCC via help desk ticket letting them know that your STRS data has been submitted to STRS electronically.

You have completed the USPS Fiscal Year End Closing procedures



Post Fiscal Year-End Closing

___ 36) Create July posting period **Core – Posting Periods – Create**. Make July current. You may choose to leave June open if your July payrolls include June dates. If not, you may close June at this point.

Note: Closing June will trigger the Fiscal Year End Report Bundle to run, creating the follow reports in **Utilities – File Archive – YYYY – Fiscal Year Reports**

- Attendance Journal Report
- Benefit Obligation Report by Account Report
- Benefit Obligation Report by Employee Report
- Leve Balance Report
- Payment Transaction Status Report
- Earnings Register Report
- Wage Obligation Report by Account
- Wage Obligation Report by Employee

Restrictions during the STRS Advance:

**** Modifications cannot be made to certain fields, including position number, on Position->Compensation records in the STRS Advance mode.**

**** Certain Pay Types cannot be processed on advance jobs: REG or IRR**

**** Pay Types that affect the Amount Paid Back field: DCK, BCK, TRM, POF**

___ 37) Checking for the completion of STRS Advance:

- After processing your last contract pay for FY26 (this is usually completed by end of August for STRS employees), please check your STRS Advance amount which is located under **Core -> Organization**. If the amounts are zero and the STRS Advance box is not checked then you can process your next pay.
- If you have amounts in the boxes and the Advance Mode box is still checked, then there are further procedures to determine why. In most cases this is due to docks or contract changes after Advance was processed. Please see below.

Home Core Payments Payroll Processing Reports System Utilities USAS Integration

Organization Detail STRS Advance Configuration

Organization Detail

Advance Amount

Amount Paid Back

Advance Mode

Organization

- Generate your STRS Advance Report from your Utilities -> File Archive:

Home Core Payments Payroll Processing Reports System Utilities USA

Payroll Archive Pay Form Archive W2 Archive Other

			Description
			2021
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 - Payee Payment Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 - Calendar Year Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 - Per Pay Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 - Employer Distributions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 - STRS Reporting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 - Fiscal Year Reports

Home Core Payments Payroll Processing Reports System Utilities USAS Integration Help Logout

Payroll Archive Pay Form Archive W2 Archive Other

Description	Year	Type
2021		
2021 - Payee Payment Detail	2021	Payee Payment Detail
2021 - Calendar Year Reports	2021	Calendar Year Reports
2021 - Per Pay Reports	2021	Per Pay Reports
2021 - Employer Distributions	2021	Employer Distributions
2021 - STRS Reporting	2021	STRS Reporting
2021 - Fiscal Year Reports	2021	Fiscal Year Reports
2021 - ACH Submission	2021	ACH Submission
2021 - Payroll Payment Detail	2021	Payroll Payment Detail
2021 - Quarterly Reports	2021	Quarterly Reports
2021 - Benefit Accrual	2021	Benefit Accrual
2021 - Employer Retire Share	2021	Employer Retire Share
2021 - SERS Reporting	2021	SERS Reporting
2021 - ODJFS Reporting	2021	ODJFS Reporting

Description: 2021 - Fiscal Year Reports

Year: 2021

Type: Fiscal Year Reports

Filename	Description	Month	Day
STRS Advance FYTD Report.pdf	June 30	6	30
STRS Advanced Positions Report.pdf	June 30	6	30
STRS Non-Advanced Positions Report.pdf	June 30	6	30
STRSAD2106.txt	June 30	6	30

- Next run the Check STRS Advance Report - Under Reports – STRS Reports – Check STRS Advance Report.
- Compare the two reports to find the difference which you are off, then go under the employee’s dashboard and check the Payments for the employee. Usually, the cause is a Dock or contract change after Advance was processed.

- Once you have found the issue and determined that your district should be out of STRS Advance, please submit a ticket to HCC to request that we take your district out of STRS Advance.

[New Fiscal Year](#)

___ 38) Create Job Calendars for the upcoming school year, if not already completed.

___ 39) Create **New Contracts** for employees.

Go to **Processing->New Contracts** and use one of the following options or manually create new contracts in Compensations:

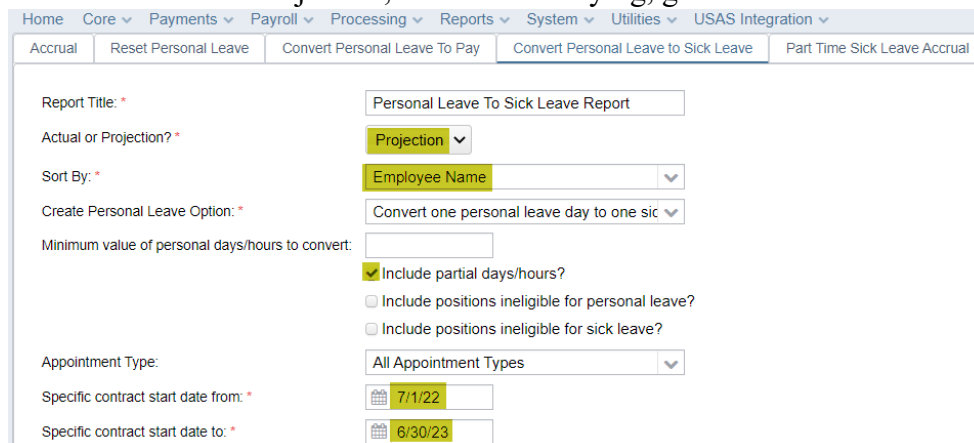
- New Contract Maintenance
- Mass Copy Compensations
- Import New Contracts

___ 40) **Non-Contract Compensations cannot be loaded through New Contract**. One of two options can be used:

- **Go to Reports->Report Manager** and click on **Generate SSDT Non-Contract Compensation Mass Load Extract**
- This file is created in excel format. Update the file removing employees, updating pay data, etc., and then save as .csv
- If wanting to add “new” non-contract compensations the **Code** field must be defined on the .csv file
- **Go to Utilities->Mass Load**, find your file and then under **Importable Entities** choose **Compensation** and click load.
- The other option is to manually update **Non-Contract Compensations** records accordingly. If only changing the rate, a mass change can be done.

___ 41) Other items which need to be completed for New Fiscal Year:

- **Convert personal leave to sick leave** (if applicable for your district)
 - Processing -> Benefit Update and Projection, Convert Personal Leave to Sick Leave tab: **Run a Projection, then after verifying, generate an Actual.**



- **Reset Personal leave**

- Processing -> Benefit Update and Projection, Reset Personal Leave tab: run a Personal Leave Reset Projection Report, then after verifying, generate the Personal Leave Reset Report.

- **Reset vacation leave** (if applicable to your district and monthly accumulations are not performed): Core -> Leaves, Accumulations tab. Create entries for employees who get vacation leave.