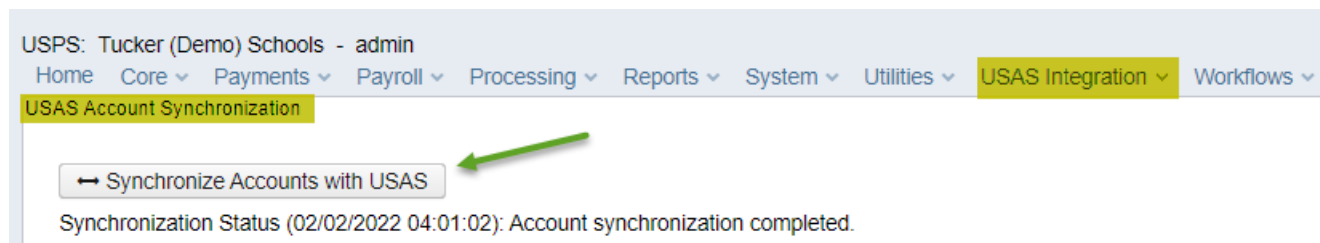




USPS Payroll Processing Checklist

Date of Payroll: _____ **1st pay of the month** _____
2nd pay of the month _____
End of Quarter _____

1. _____ **USAS Integration>Account Synchronization** - Automatically updates accounts between USAS-R and USPS-R each night. *If no new accounts have been added since 11 p.m. the previous evening, then you may skip this step.*



2. _____ **Updates** - If any changes/additions are needed go to the dropdown menu next to the Help button and search for an employee to see their employee dashboard and all their available payroll screens. Make the necessary changes/additions **BEFORE** payroll processing begins. (Update examples include changes in Payroll Items (deductions), address changes, and compensation changes.)

3. _____ **Reports>SERS Reporting>SERS New Hire Report**

Criteria needed for an employee to be on the SERS New Hire report: An employee has to have a **SERS =400 Payroll Item** with the new employee box checked ☒ **New Employee**, they must hold a position that has SERS as the Retirement Code, and have a position Hire Date (both found in the **Position** screen) no more than 60 days before today's date for the employee to be eligible for the report.

- **Reports>SERS Reporting>SERS New Hire Report**
- **Generate Report** and review
- **Generate File** - Save the file to a folder of your choosing and then upload it to eSERS

4. _____ **Reports>STRS Reporting>STRS New Hire Report**

Criteria needed for an employee to be on the STRS New Hire report: An employee has to have a **STRS =450 Payroll Item** with the new employee box

checked ☒ **New Employee**, they must hold a position that has STRS as the Retirement Code, and have a position Hire Date (both found in the **Position** screen) no more than 60 days before today's date for the employee to be eligible for the report.

- **Reports>STRS Reporting>STRS New Hire Report**
- **Generate Report** and review
- **Generate Submission File** - Save the file to a folder of your choosing and then upload it to STRS
- OR-
- **Generate Submission File and Submit to STRS**

5._____ **Reports>ODJFS Reporting>ODJFS New Hire Report**

- Double click on the Employee to list in the Employees to Report box OR select employee in “New Employee” box and use the arrow to move to the “Employees to Report” box.
- **Generate Report** and review
- **Generate Submission File** - Save the file to a folder of your choosing and then upload it to ODJFS

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ODJFS New Hire Report Options

Select Employees: New Employees

Kent, Clint Gage (ANON1259) - 09/11/1953
Guzman, Josh Tony (ANON1972) - 06/15/2006
Gardner, Harley Deanna (ANON2162) - 10/26/2009
Holcomb, Lance Alexandra (ANON393) - 11/26/2013
Cooper, Timmy Emily (ANON515) - 07/12/1969
Mathews, Thomas Deborah (ANON811) - 07/12/1968

Employees to Report

Colon, Shirley Dawn (ANON949) - 08/11/2018

☐ Include Headers for Validation in Submission File

6._____ **Core>Posting Period** – Make sure you are in the posting period for the Pay Date or you will not be able to post the payroll. Open a new month to start first pay of that month. You may leave the prior month open until the payroll state & stop dates are in the new period. Any SERS Adjustments or STRS Adjustments will need the prior period open to post the adjustments which are needed.

_____ **Posting Period - Open**

- If you wish to begin payroll processing for the next month but do not want that processing month to be Current yet, you can go to
 - **Core>Posting Period Click +Create**

- Select the Calendar Month
- Enter in the Calendar Year
- Click the **Create** button

This will **Open** the next month Posting Period and allow you to begin the payroll process. The payroll that you are processing **cannot be posted** until the Posting Period is set to **Current**:

- **Core>Posting Period** Click on the  next to the Posting Period you are processing for. This will set the Posting Period to **Current** - **True**. You will want to verify in the upper right-hand corner of your screen that the **Current** posting period is displayed. You will then be able to post the payroll.

-OR-

____ **Posting Period – Open and Current**

- **Core>Posting Period** Click **+Create**
- Select the Calendar Month
- Enter in the Calendar Year
- Click the **Current** box
- Click the **Create** button
- Verify in the upper right-hand corner that the month is **Current**

7.____ **Processing>Benefit Update and Projection**

****Post now -or- after payroll is processed per your current process****

- Choose **Accrual or Projection** (dropdown)
- Choose **Benefit Accrual Options** (dropdown)
- Enter or choose **Specific Accrual Date**
- Check **Include Ineligible Positions** (if applicable)
- Choose **Sort Option** (dropdown)
- Select **Pay Groups** by double clicking on the pay group name(s) or single clicking and hitting the right arrow
- Click **Generate Report**

TIP: To select all items in a list and move to the Selected box, click on the top item, hold the Shift key, scroll down, click on the bottom item, then click the right arrow button.

To select individual items in a list and move them to the Selected box, click an item, hold the Ctrl key, click the other items then click the right arrow button.

Payroll Processing and Payroll Payments – Future

To Calculate Contract Totals BEFORE entering Future Pay:

8.____ **Payroll>Payroll Processing** - Click **Initialize New Payroll** tab

Payroll Description: Paydate

Pay Plan: Bi-Weekly Semi-Monthly Monthly

Pay Cycle: 1st pay 2nd of two pay 2nd of three pay 3rd pay

Start Date: _____

Stop Date: _____

Pay Date: _____

Select pay groups by highlighting and clicking > to move them to the selected box

8a.____ Click on **Add Date Range Selection**, if applicable for multiple sets of date ranges

- Enter period **start date** and period **stop date**
- Select **pay groups** and **click >** to move them to the Selected box

Start Date: _____

Stop Date: _____

9.____ **Run Error Report**

- Errors need corrections
- Warnings should be checked, but can remain

10.____ **Run Pay Report** to balance initial processing total

- Make any corrections in the employee's Compensation screen
- Click on **Modify Payroll** tab
- Choose the **Pay Group** that was modified
- Click on **Update Payroll** tab
- Run **Pay Report**, repeat steps above until balanced

11.____ Click on **Delete Payroll** tab – clears initial payroll to allow for Future Pay balancing

Then Enter Your Future Pay items, or if you enter Future Pay first START HERE:

12. Go to Payroll>Payroll Payments - Future

12a. _____ Go to Payroll>Payroll Payments - Future

- Click the **+Create** button and input the future pay amount.

-OR-

12b. _____ Use an Attendance/Absence Import spreadsheet in Excel (have HCC help you set this up) with all of that payroll's Future Pay -and- Attendance information

- **Utilities>Attendance/Absence Import** - Upload all timesheets and attendance at one time
- **Choose File** - the Excel file (.csv) from your documents without the header line
- From the dropdown menu choose **Post to Payroll Processing Future**

13. _____ Reports>Report Manager - SSDT Future Pay Amount Report

- Review/Select **Report Options** (1st tab)
- Review/Input **Query Options** (2nd tab)
 - Dates and Pay Groups are Optional
- Review/Select **Sort Options** (3rd tab)
- Click on **Generate Report**
- Make corrections in **Payroll>Payroll Payments - Future**

Enter Attendance:

14. _____ Utilities>Attendance/Absence Import (Similar to importing from AESOP, KIOSK, etc or similar software products)

- **Choose File** – *Import the .csv file with the header line removed*
- **Post to Payroll Processing Options** - N/A for Absence Importing
- **Combine Attendance Entries**- N/A for Absence Importing
- **Allow Negative Leave Balances** (if applicable)
- **Payroll Account to Charge** - N/A for Absence Importing
- Click **IMPORT**
- Review Summary counts on screen
- View **ATTERR.CSV** (Note: Any errors can be corrected on the ATTERR.CSV file and this file can be uploaded using the Attendance/Absence Import option.)
- **Reports>Report Manager - SSDT Attendance Journal**

-OR-

- Go to **Core – Attendance**

- Click **+Create**
- Choose **Employee**
- Choose **Position/Compensation**
- Enter **Date** of attendance/absence
- Enter **length, transaction type, category**
- Click **Save**

Initialize Payroll Process:

15. _____ Payroll>Payroll Processing - Click Initialize New Payroll tab

- **Initialize** payroll to include all contract pays and future pays
- Run **Error Report**
- Click **Generate Report**
- Make sure **Pay Report** balances to the total contract and future pays

16. _____ Reports>Pay Amount Summary Report

- Select the Payroll
- Customize options
- Click **Generate Report**

17. _____ Payroll>Payroll Processing - Click Pay Item Detail Report tab

- Double click Pay Items to move to Selected box (see TIP on page 2 for ways to select items using the Shift or Ctrl keys)
- Click **Generate Report**

18. _____ Payroll>Payroll Processing – Click Pay Item Summary Report tab

- Change Output if desired
- Click **Generate Report**

19. _____ Payroll>Payroll Processing - Click Budget Distribution and Projection Report tab

- Click **Generate Report**

20. _____ Payroll>Payroll Processing - Click Payroll Account Distribution Detail Projection Report tab

- Click **Generate Report**

21. _____ Post Payroll

- **Payroll>Payroll Processing - In Progress Tab**

- Click **Detail** button
- Click **Post Payroll** tab

22. Payroll>Payroll Processing - Click Budget Distribution Report

- **USAS Check Number** field can be left blank
- **USAS Vendor Number** field can be left blank

23. Payroll>Payroll Processing - Click Process Payments Direct Deposit Notices – REQUIRED (unless there are no direct deposits sent to OnBase or printed and mailed)

- **Processing** - Select **Direct Deposits**
- **Output Format** - Click on **XML** or **PDF**
- **Bank Account** - Choose from dropdown
- **Sort By Option** - Choose from dropdown
- **File Name** - Auto Populated
- Click on **Process Payments**
- Transfer Direct Deposit **XML** or **PDF** file to check printing software

24. Payroll>Payroll Processing - Click Processing Payments Checks – REQUIRED (unless there are no checks printed and mailed or sent to OnBase)

- **Processing** - Select **Checks**
- **Output Format** - Click on **XML** for check printing software or **PDF** for format checks
- **Bank Account** - Choose from dropdown
- **Sort By Option** - Choose from dropdown
- **File Name** - Auto Populated
- Click on **Process Payments**
- Transfer Checks **XML** or **PDF** file to check printing software

25. Payroll>Payroll Processing - Click Email Notices to create direct deposit email notices

- **Date and Time to send email notices** - Enter date and time you want the notices to be sent out (ex. 6/4/20 1:00 AM)
- **Direct Deposit Form** - Choose from drop down
- Click **Schedule Sending of Selected Email Notices**

26. Reports>ACH Submission – Create direct deposit ACH file for bank

- **Pay Date** - Default is Current Pay Date

- **ACH Source** - Choose Destination Payroll/ACH Transfer
- **Include Employee SSN** - Choose from dropdown
- **Sort by** - Choose from dropdown
- **Report Format** - Choose from dropdown
- **Historical Payrolls** – Check box for pay wanting to create file
- Click **Generate Report** and review
- Click the **Convert Pre-Notes on ACH File Submission Generation** checkbox
- Click **Generate Submission File** and send to bank

27. _____ Reports>ACH Submission – HSA Submission, if applicable

- Click the **HSA Submission** tab
- **HSA ACH Source - Destination: Health Savings Account ACH**
- **Include Employee SSN** - Choose from dropdown
- **Display All Payrolls** - If checked will display all payrolls that have been imported and all those that have their HSA submission file set as generated.
- **Sort by** - Choose from dropdown
- Under **Historical Payrolls** choose pay wanting to create HSA file for by checking checkbox
- Click **Generate HSA Submission** file

28. _____ Processing>Process Outstanding Payables – Deductions *****THIS IS THE POINT OF NO RETURN! ONCE THE FIRST PAYABLE IS PROCESSED, PAYROLL CANNOT BE UNPOSTED TO BE MODIFIED*****

- This will list **all** Unpaid Payables from previous payrolls (mark Every Payroll and/or Monthly and/or Quarterly)
- Click **Payable Reports** - list of all payroll items to be paid
 - Run the report for applicable pay cycle(s)
 - Run the Detail & Summary report options
- There are 4 tabs to choose from according to preference: **Payables by Payee; Payables by Item Type; Payables by Item Detail; Payables by Item Full detail**
- Select correct **Pay Cycle(s)** and move to **Selected Box**
- Select Items to be paid by clicking the box next to each item or select all by clicking the box left of the word Name.
- Items should be moved to the **Selected Payables Detail** area.
- Select **Per Payee or Per Item Type** from the drop down
- Click **Post**
- Pop up box
 - **Transaction Date** - defaulted to current date

- **Bank Account** - Select from drop down
- **Output Format** - Choose XML or PDF format for check printing
- **Starting Check Number** - Defaults to next available USPS check number
- Click **POST**

**** Check to make sure that multiple deductions for the same vendor are setup for the identical vendor (having the vendor number included). All deductions for the same vendor should appear listed under a single vendor.**

29. _____ Payments>Payee - PRINT Outstanding Payables (Deduction) Checks (If you need an .XML file and it was not created after posting)

- Click on the **Payee Payment Checks** tab
- Filter the **Transaction Date** grid column to find only checks you want to print: Transaction Date = 05/05/2020
- Click check box next to the checks you want to print, or to print all click the check box left of Check Number
- Click the **Print Checks** tab

- Choose **Output Format** - XML or PDF
- **File Name** - Defaults to **Checks.XML** or **Checks.PDF**
- **Form** - Choose form format from drop down
- Click **Process Payments**

30. _____ Reports>AFFORD (many districts do not generate this)

- **Sort by** - Choose from dropdown
- Enter or choose your **Beginning Date, Ending Date**
- Check the **Exclude based on termination date box** (if applicable)
- Check the **Exclude employees with insurance box** (if applicable)
- **Calculate based on number of week or months** - dropdown
- **Calendar for calculating breaks** - dropdown, if applicable
- Select **Pay Groups** by double clicking on the pay group name(s) or single clicking and hitting the right arrow
- Click **Generate Report**
- Click **Generate CSV**

31. _____ Reports>Employer Distributions and Submission to USAS

- **Start Date/End Date** of pay date - Enter or choose from calendar
- Choose **Payment Cycle** or **Payroll Items** at the bottom

- **Use Only Employer Distribution Accounts** - Box is checked as default, you may need to uncheck this box based on your district's preferences.
- **Summarize individual amount detail** - Box is checked as default, can be changed if desired.
- Generate report and verify information (match to Pay Item Detail report for Board totals for Medicare, SERS, STRS, etc.). If amounts do not match, then research (i.e. Is "Use Only Employer Distribution Accounts" box unchecked?)

32. **USAS Integration -> Employer Distribution Submission**

- Repeat selected information, similarly to the report.
- Choose **Payroll Cycle** or Choose **Available Payroll Items** by double clicking or single clicking and hitting the right arrow and moving them to **Selected Payroll Items**
- Click **Show Submission Preview**
- Review Employer Distribution Submissions (match to report)
- Click **Submit to USAS**

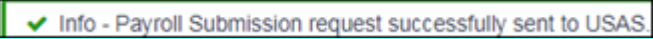
33. **Reports -> Employer Retirement Share**

- **Start Date/End Date** of pay date- Enter or choose from calendar
- **STRS Amount to Distribute** - Enter amount
- **SERS Amount to Distribute** - Enter amount
- Click **Show Submission Preview**
- Review Employer Distribution Submissions
- Generate Report

34. **USAS Integration>Employer Retirement Share Submission**

- **Start Date/End Date** of pay date- Enter or choose from calendar
- **STRS Amount to Distribute** - Enter amount
- **SERS Amount to Distribute** - Enter amount
- Click **Show Submission Preview**
- Review Employer Distribution Submissions
- Click **Submit Employer Share of Retirement to USAS**

35. **USAS Integration>Payroll Submission Post Payroll**

- Select the payroll to be posted and click **Post to Payroll** tab
- A list of all accounts and amounts will appear.
- Click the **Submit to USAS** button
- A message will appear- 
- Once approved or rejected on the USAS side, this page will be updated with the status.

36. ____ Leave Projection (monthly, if applicable)

- Reports>Report Manager
- Run Leave Projection Report – Enter Start and Stop Days for the month, select leave types, run and save an account summary report and an account detail report
- USAS Integration>Leave Projection Submission
- Enter Start and Stop Dates for the month, select leave types
- Show Submission Preview
- Submit to USAS

37. ____ In USAS: Transactions>Pending Transactions

- A grid of Pending Transactions will appear:
 - **Payroll Submission** (classic's AUTOPOST/PAYROLL file)
 - Select the “Edit” button
 - When posted in USAS, it will post directly to **Disbursements**. A check number can then be assigned if desired to the disbursement by selecting the box next to the Payroll, selecting the “Generate Print File” button.

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Disbursements

Generate Print File Reconcile Unreconcile Auto-Reconcile Void Resequence

	Check #	Vendor #	Primary Name	Date	Type	Amount	Check Type
☐							
☒				12/15/2021	Payroll	6,143.70	Electronic

Generate Print File

Bank Account: #1 - Default Bank Account

Highest check number on file: 889865

Start Number

Sorting Options Vendor number

Print Electronic Checks? ☒

Print Output Type ☒ XML ☐ PDF

The Generate Print File box will appear. No Start Number is needed for this, the system will use the next number in the check number sequence. Select the “Print Electronic Checks” box, then select the “Generate” button. The number will be assigned to the Payroll.

- **Employer Distribution Submission**

- Select the “Edit” button

- When posted in USAS, it will create a Purchase Order. At that point, you can modify the PO in Transactions -> Purchase Order to make any necessary changes and then continue with the next step of the expenditure process (AP Invoice, then Payables to post to Disbursements, and Generate Print File to assign a check number).

- **Employer Retirement Share Submission** from USPS-R
- When posted in USAS, it will create a Purchase Order. At that point, you can modify the PO in Transactions -> Purchase Order to make any necessary changes, and then continue with the next step of the expenditure process (AP Invoice, then Payables to post to Disbursements, and Generate Print File to assign a check number).
- **Leave Projection Submission**
- When posted in USAS, it will create a Receipt. The receipt will contain reduction of expenditure amounts on the salary accounts and then charge the amount to the benefit account as a negative reduction of expenditure. The transaction total should always net \$0.00

○ **Transaction steps as described above from Purchase Orders:**

- **Invoice** the Purchase Orders
- **Post in Payables**
- **Generate checks or electronic payments in Disbursements** by using “**Generate Print File**”

38. _____ Reports>SERS Per Pay Report - and Submission

- **Sort by** - Choose from dropdown
- Check box if you wish to **Begin Each Employee on a New Page**
- **Show Detail** on Report should be checked
- **Show Informational Messages** on Report should be checked
- Enter the **eSERS: Pay Cycle; Pay Cycle Code; Begin Date, End Date, Pay Date**
- Click **Generate Report** and review
- If board members, coaches, supplementals, etc are not showing up with the proper days, modify under Core>Adjustments for attendance days
- Check **Set Employees Within Submission File As Reported to SERS**
- Click **Generate Submission File**
- Click **Link to eSERS** login and upload the tape file
- If you are only creating an adjustment file, click **Generate Submission File for Adjustments Only**

39. _____ Reports>STRS Report – and Submission

- **Sort by** - Choose from dropdown
- **Payment Method** – Choose from dropdown
- Enter in the **Check or Transaction Number**
- **Report Format** - Choose from dropdown
- **Report Format** - Choose from dropdown

- Historical Payrolls – click the checkbox next to the payroll you wish to create a report for.
- Click **Generate Report** and review
- Click **Generate Submission File and Submit to STRS**

RECOMMENDED MONTHLY PROGRAMS

_____ STRS/SERS Foundation Deductions – Monthly Posting

- **Reports>Employer Retirement Share**
 - Enter Begin/End Dates and STRS/SERS Foundation Amounts
 - Check Report for accuracy
 - May use account mapping and wildcard account exclusion options if distribution account(s) should be charged differently than pay accounts.
- **USAS Integration>Employer Retirement Share Submission**
 - Enter Begin/End Dates and STRS/SERS Foundation Amounts
 - Click **Submit Employer Share of Retirement to USAS**
- **In USAS: Transaction>Pending Transactions**
 - Click Post to create purchase orders
 - Corrections may be made in **Transaction>Distribution/Error Corrections**

_____ Go to Payments>Check Register - Reconcile Checks

- Filter grid for checks **Paid (not Reconciled)** for Outstanding

QUARTER-END PROGRAMS

_____ Reports>Quarter Report **Required**

_____ Reports>ODJFS Report **Required**

Upload to ShareBase (HCC will provide link via email)

_____ Reports>Employee Master **Recommended**

_____ Reports>Employee Earnings Register) **Recommended**

_____ Reports>W2 Report – Balance at least quarterly **Recommended**