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- Mass Change
- Home
- Core
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  - ACH Source
  - Adjustments - New Feature to Redesign
  - Attendance
    - New 'Mass Add' option
  - Bank Account
  - Compensations - Contract or Non-contract
    - New Fields in Compensations
  - Date Codes
  - EMIS Entry (created when New Employee record has been entered)
  - Employee
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  - Job Calendar
  - Leaves
    - New Fields in Leaves on Redesign
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  - Position/Compensation/Payroll Accounts
  - Posting Period
  - Payments
    - Check Register
    - Payments - Payee
    - Payment - Payroll
  - PAYROLL
    - Payroll Payments-Current
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    - Payroll Processing
      - In Progress
      - Posted
  - Processing
    - Benefit Update and Projection
    - New Contracts
    - Payroll Item Refund
    - Process Outstanding Payables
- Reports
- System
- Utilities
- USAS Integration

Draft

This page is a draft and may contain incomplete or inaccurate information

This page describes primary functionality differences between Classic USPS and USPS-R. It does NOT attempt to describe changes which are just changes to the user interface. See the relevant chapters for details on how each option functions. To see the Crosswalk of the Payroll Menu and the Classic counterparts, click Here

Report Grids

One major new feature is the ability to generate reports directly from the grids. This means you can filter the grids to contain only the columns and filtered information you desire and generate a report directly from this information. The reports can be in any of the supported formats including PDF, excel and CSV. Totalling is also included for numeric fields. We feel this is a very useful new feature and will ease the learning
curve associated with learning the custom report creator since many simple reports can be generated directly from the available grids. You can also save these grid reports as custom reports for later recall and modification via the custom report creator.

**Enhanced Queries and Grids:**

In USPS-R, most data types show up in customizable grids. The user is able to select the fields that they want to appear in each grid, as well as the order of the columns. Grid results are "lazy-loaded", meaning that you can scroll down through all of the data and it gets loaded as you go. This means there is no limit on maximum records that can be returned, and no "page numbers" to deal with to see your results. Clicking on a row in the grid brings up a highlight view of the record you are on.

Users are also no longer limited on the fields that they can do queries on. USPS-R users will be able to filter grid results directly via a "filter row". In addition, there is also an advanced query that allows querying against virtually any field related to the type of data being queried. The advanced queries can be saved and recalled later, and will also be available as filters in the dynamic reports described below.

**Dynamic Reporting Capabilities:**

USPS-R contains very dynamic reporting capabilities which allow you to select data from nearly any data type, filter the data using basic or advanced query criteria, determine which columns to include on your report and the order of the columns, sort by any field, and do control breaks with totals. You can output to a variety of outputs including text, pdf, excel, and csv format, along with other lesser known formats, and select between portrait or landscape views. The report criteria can be saved and recalled later.

**Custom Fields:**

Custom Fields are fields that districts can create for themselves to hold a wide variety of data that was not available in Classic USPS. They will be available in nearly all options, although this functionality will be phased in as user interfaces are rewritten. Custom fields can be used anywhere a normal field is used, including in queries and reports. They can also be enabled or disabled as desired by the district. The district can specify whether each Custom Field should be included in the Basic Query options for reports, and whether it should be included as a column in the query results.

Custom Fields can be any of the following types: Text, Code, Money, Number, Date, Date/Time, Web Address, Email, User, or Boolean (True /False). With the "Code" type you can define your own list of codes with their definitions and these will be used to produce drop down boxes in the user interface. In addition, there are special Custom Field types for Created Date/Time, Last Modified Date/Time, Created User, and Last Modified User which will automatically be updated by the system and can optionally be used to keep track of this information for any data type.

Some of the fields from Classic USPS have been turned into Custom Fields. Since you can disable Custom Fields, this has the advantage of allowing districts to remove fields that they don't use or care about from their screens. The fields from Classic USPS that have been turned into Custom Fields are:

- All "User Defined" fields
- All "Entered Date" and "Posted By User" fields (these are automatically updated for you by the system)

***Matt may need to add this information***

**Benefit Accrual:**

When benefit accrual is ran in USPS-R, leave will not be accrued for concealed employees. Classic USPS will accrue leave for a concealed employee if the employee has an active or inactive position that is marked as eligible for the leave being accrued. We believe this to be a bug in classic USPS.

The following fields are new or are named differently than in Classic:

**Mass Change**

For more information on the Mass Change option, please click here

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASCHG/MASCONC</td>
<td>Change Concealed Flag (SSDT)</td>
<td>This option allows the Mass Change of the concealed employees flag to be checked or unchecked in the General section</td>
</tr>
</tbody>
</table>
MASCHG/MASENOT | Change Email Direct Deposit Flag (SSDT) | This option allows the Mass Change of the employees Email Direct Deposit notice flag to be checked or unchecked in the *General* section.

CLRATD | Clear Employee Long Term Illness (SSDT) | This option will clear the (EMIS) **Long Term Illness** days located in the *State Reporting* section.

**Core/Payroll Item**

CHGDED | Change Rate (SSDT) | Updates **Rate** (Employee) and **Employer Rate**

• Option C - Employee or board amounts

**Core/Position**

MASCHG/MASEMIS | Clear EMIS Contract Fields (SSDT) | This option allows the EMIS Related Information fields on CORE/POSITION to be converted to zeroes. The specific fields that it will update are:

- **Hours In The Day**
- **Contract Amount**
- **Contract Work Days**
- **Full Time Equivalence**

---

**Home**

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCRPT</td>
<td>SSDT Account History Report</td>
</tr>
<tr>
<td>ABSRPT/ABS101</td>
<td>SSDT Attendance Journal Report</td>
</tr>
<tr>
<td>AUDRPT</td>
<td>SSDT Audit Trail</td>
</tr>
<tr>
<td>AUDRPT</td>
<td>SSDT Auditable Events</td>
</tr>
<tr>
<td>BIRTHHIRE</td>
<td>SSDT Birthday Report</td>
</tr>
<tr>
<td>CHKSTERS</td>
<td>SSDT Check STRS Advance Report</td>
</tr>
<tr>
<td>BIRTHHIRE</td>
<td>SSDT Employee Hired Report</td>
</tr>
<tr>
<td>New Report</td>
<td>SSDT Employee Terminated Report</td>
</tr>
<tr>
<td>New Report</td>
<td>SSDT Employee Wages Report</td>
</tr>
<tr>
<td>FUTPAY</td>
<td>SSDT Future Pay Amount Report</td>
</tr>
<tr>
<td>NEWCNT/NEWPAY</td>
<td>SSDT New Contract Payroll Accounts</td>
</tr>
<tr>
<td>NEWCNT/REPORT</td>
<td>SSDT New Contract Summary Report</td>
</tr>
<tr>
<td>New Report</td>
<td>SSDT Non Contract Compensation Mass Load Extract</td>
</tr>
<tr>
<td>CHKSTS</td>
<td>SSDT Outstanding Checks Report</td>
</tr>
<tr>
<td>PAYACC</td>
<td>SSDT Payroll Account Report</td>
</tr>
<tr>
<td>DEDLST</td>
<td>SSDT Payroll Item Detail</td>
</tr>
<tr>
<td>New Report</td>
<td>SSDT Payroll Item History Report</td>
</tr>
<tr>
<td>WAGOBL/WAGEMP</td>
<td>SSDT Wages Report</td>
</tr>
</tbody>
</table>
**Core**

**ACH Destination**

Formerly ROUTSCN

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routing Number</td>
<td>Routing Number</td>
</tr>
<tr>
<td>Institution Description</td>
<td>Description</td>
</tr>
</tbody>
</table>

**ACH Source**

Formerly DIRDEP/DIRMNT

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH Transfer Type</td>
<td>Transfer Type</td>
</tr>
<tr>
<td>ID</td>
<td>ACH Transfer Code</td>
</tr>
<tr>
<td>ID Designator</td>
<td>Organization ID Designator</td>
</tr>
<tr>
<td>ID Number</td>
<td>Organization ID Number</td>
</tr>
<tr>
<td>Name</td>
<td>Organization Name</td>
</tr>
</tbody>
</table>

**Adjustments - New Feature to Redesign**

The Adjustments option allows you to create, delete, and/or modify employees Payroll Items.

Formerly 001 FEDERAL record

- Health Insurance
  - **Difference from Classic - Employer Health Coverage** - In Classic, this entry in the employees 001 Federal record (Empl Hth) used to override the employee and employer amount, marked as 'Include as employer-sponsored health coverage?' in DEDNAM. In Redesign - Health Insurance - NOT OVERRIDE amount calculated.
  - In Redesign - Health Insurance - The Adjustment for Health Insurance does NOT OVERRIDE the amount, it + or - the total amount calculated.
- Moving Expense
- For Active Military Only
- Taxable Benefits (N3)
  - **Difference from Classic** - If the Non-Cash Taxable Benefit Pay Type was NOT USED prior to the last pay of the calendar year, the Taxable Benefits (NC3) payment amount must be entered under the CORE/ADJUSTMENT JOURNAL in order for the Non-Cash Taxable Benefit amount to show correctly on the W2 form and to insure that the Quarter balances. The W2 Report will automatically adjust the Federal, State, Medicare, OSDI and City, if applicable, the gross and taxable gross amounts. NOTE: The city is only adjusted when the Payroll Item Configuration setup for the city payroll item is checked to Tax Non Cash Earnings. In Classic, the total and taxable gross must be manually adjusted. **No manual adjustments are needed.**
- Fringe Benefits
- Life Insurance (NC1)
  - **Difference from Classic** - If the Life Insurance Premium Pay Type was NOT USED prior to the last pay of the calendar year, the Life Insurance (NC1) payment amount must be entered under the CORE/ADJUSTMENT JOURNAL in order for the Life Insurance amount to show correctly on the W2 form and to insure that the Quarter balances. The W2 Report will automatically adjust the Federal, State, Medicare, OSDI and City, if applicable, the total and taxable gross amounts. NOTE: The city is only adjusted when the Payroll Item Configuration setup for the city payroll item is checked to Tax Non Cash Earnings. In Classic, the total and taxable gross must be manually adjusted. **No manual adjustments are needed.**
• Adoption Assistance (NC2)

  • **Difference from Classic** - If the Adoption Assistance Pay Type was **NOT USED** prior to the last pay of the calendar year, the Adoption Assistance (NC2) payment amount must be entered under the **CORE/ADJUSTMENT JOURNAL** in order for the Adoption Assistance amount to show correctly on the W2 form and to insure that the Quarter balances. The W2 Report will automatically adjust the Medicare and City, if applicable, the total and taxable gross amounts. **NOTE:** The city is only adjusted when the Payroll Item Configuration setup for the city payroll item is checked to Tax Non Cash Earnings. In Classic, the total and taxable gross must be manually adjusted. **No manual adjustments are needed.**

  • Dependent Care
  • Third Party pay
  • Vehicle Lease

**Formerly FTD, QTD and YTD fields on employees DEDSCN**

  • Total Gross
  • Taxable Gross
  • Amount Witheld
  • Applicable Annuities
  • Board's Amount of payroll item
  • Earned Income Credit Amount
  • Additional Withholding Amount
  • Portion of FTD Board Amount that was earned as a rehired retiree
  • Portion of FTD Board Amount that was withheld as a rehired retiree
  • Portion of FTD Gross that was earned as a rehired retiree
  • ODJFS Total Gross
  • Board's Pickup Amount of Payroll Item

**Formerly ATDSCN to adjust SERS and STRS days/hours, EMIS weeks, ODJFS weeks**

  • ODJFS Weeks
  • SERS Retirement Days
  • SERS Retirement Hours
  • STRS Retirement Days
  • STRS Retirement Hours
  • EMIS Attendance
  • EMIS Absence

**CORE/Leave**

  • Advanced Sick Leave Used - This item type is used to reset an employee's 'Advanced Units Used' on their CORE/Leaves screen.

**Attendance**

*Formerly ATDSCN*

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Employee #</td>
</tr>
<tr>
<td>Job</td>
<td>Position#/Compensation</td>
</tr>
<tr>
<td>Date</td>
<td>Activity Date</td>
</tr>
</tbody>
</table>

**New 'Mass Add' option**

<table>
<thead>
<tr>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Compensation</td>
</tr>
<tr>
<td>Length</td>
</tr>
<tr>
<td>Trans Type</td>
</tr>
<tr>
<td>Unit</td>
</tr>
</tbody>
</table>
Bank Account

Multiple bank accounts can be setup to have the option to print payroll and payee checks from.

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Feature</td>
<td></td>
</tr>
</tbody>
</table>

Compensations - Contract or Non-contract

Contracts are for employee's that have a specific amount that is to be paid to that person during a payroll period.

Non-Contracts would be an unknown total amount. A non-contract would be considered as substitutes or part time employees and anyone who didn't have a contracted amount. Employee's that would work an unknown amount of days or hours during a payroll period.

Formerly JOBSCN

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>Employee Number</td>
</tr>
<tr>
<td>Job Number</td>
<td>Position Number</td>
</tr>
<tr>
<td>Contract Start</td>
<td>Compensation Start Date</td>
</tr>
<tr>
<td>Contract Stop</td>
<td>Compensation Stop Date</td>
</tr>
<tr>
<td>Job Type</td>
<td>Supplemental Tax Option</td>
</tr>
<tr>
<td>Daily rate</td>
<td>Unit Amount</td>
</tr>
<tr>
<td>Amount Due</td>
<td>Accrued Wages</td>
</tr>
<tr>
<td>Amount</td>
<td>Contract Amount</td>
</tr>
<tr>
<td>Obligation</td>
<td>Contract Obligation</td>
</tr>
<tr>
<td>#of pays</td>
<td>Pays In Contract</td>
</tr>
<tr>
<td>Equal Pays</td>
<td>Stretch Pay</td>
</tr>
<tr>
<td>Days Worked</td>
<td>Contract Days Worked</td>
</tr>
<tr>
<td>Work days</td>
<td>Contract Work Days</td>
</tr>
<tr>
<td>Hours per day</td>
<td>Hours In Day</td>
</tr>
</tbody>
</table>

New Fields in Compensations
Date Codes

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates (UPSWEB)</td>
<td>New Feature</td>
<td>Date Codes - District used fields to keep track of dates about an employee under the CORE/EMPLOYEE option.</td>
</tr>
</tbody>
</table>

EMIS Entry (created when New Employee record has been entered)

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMIS (USPSWeb)</td>
<td>EMIS Employee Entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EMIS Position Entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EMIS Contractor (CJ)</td>
<td>In order for this option to be viewable, go to SYSTEM/MODULES/EMIS Contractor Module</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extract CJ Data</td>
</tr>
<tr>
<td></td>
<td>EMIS Contracted Service (CC)</td>
<td>Extract CC Data</td>
</tr>
</tbody>
</table>

Employee

Formerly BIOSCN and DEMSCN

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>Number</td>
</tr>
<tr>
<td>State Assigned ID</td>
<td>Credential ID (Certified)</td>
</tr>
<tr>
<td>State Assigned ID</td>
<td>Non-Certificate Employee ID (ZID-Classified)</td>
</tr>
<tr>
<td>ZIP</td>
<td>Postal Code</td>
</tr>
<tr>
<td>Email</td>
<td>Primary Email</td>
</tr>
<tr>
<td>User Defined Fields-Date 1</td>
<td>Payroll Date 1-Original Hire date if a rehiree for Census file</td>
</tr>
<tr>
<td>User Defined Fields-Date 2</td>
<td>Payroll Date 2-Rehire Date for Census file</td>
</tr>
</tbody>
</table>

New Fields in Employee on Redesign

Contact

Other Email
Primary Email
Secondary Email

Job Calendar

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
</table>

Leaves
Formerly BENSCN

Accumulations
Formerly ATDSCN

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accum/month</td>
<td>Accum Per Month</td>
</tr>
<tr>
<td>Benefit unit</td>
<td>Leave Unit</td>
</tr>
<tr>
<td>Maximum</td>
<td>Max Leave Amount</td>
</tr>
<tr>
<td>Advance Used</td>
<td>Advanced Units Used</td>
</tr>
<tr>
<td>Advance Max</td>
<td>Max Advance Leave</td>
</tr>
<tr>
<td>Accum/Serv</td>
<td>Service Hours Accumulator</td>
</tr>
</tbody>
</table>

New Fields in Leaves on Redesign

<table>
<thead>
<tr>
<th>Leaves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Accumulate Based On Hours (Sick Only)</td>
</tr>
<tr>
<td>Unapplied Usage</td>
</tr>
<tr>
<td>Unreported Accumulation</td>
</tr>
<tr>
<td>Unreported Usage</td>
</tr>
</tbody>
</table>

New ‘Accumulations’ option -

This is a new option under CORE/LEAVES. Allows users to add leave accumulations per employee.

<table>
<thead>
<tr>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Leave</td>
</tr>
<tr>
<td>Leave Unit</td>
</tr>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Length</td>
</tr>
<tr>
<td>Transaction Date</td>
</tr>
</tbody>
</table>

Organization
Formerly USPSDAT/USPCON

Pay Distributions
### New Fields in Payroll Distributions on Redesign

<table>
<thead>
<tr>
<th>Payroll Distributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
</tr>
<tr>
<td>Code 1</td>
</tr>
<tr>
<td>Code 2</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Money 1</td>
</tr>
<tr>
<td>Money 2</td>
</tr>
<tr>
<td>Text</td>
</tr>
<tr>
<td>ACH Source</td>
</tr>
<tr>
<td>ACH Destination</td>
</tr>
</tbody>
</table>

### Pay Group

**Formerly PGRPED**

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Group Code</td>
<td>Description</td>
</tr>
<tr>
<td>Pay Group Type</td>
<td>Description</td>
</tr>
<tr>
<td>Job Calendar</td>
<td>Job Calendar</td>
</tr>
</tbody>
</table>

### Payee

**Formerly DEDNAM**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Number</th>
</tr>
</thead>
</table>

### Payroll Accounts

**Formerly PAYSCN**

<table>
<thead>
<tr>
<th>ID</th>
<th>Employee (#xxxxxxx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td>Position (#)</td>
</tr>
<tr>
<td>FndFuncobjSCCSbjOPUILJob</td>
<td>Expenditure Acccount</td>
</tr>
<tr>
<td>Percent or fixed</td>
<td>Rate Type</td>
</tr>
<tr>
<td>Account status</td>
<td>Status</td>
</tr>
<tr>
<td>Board dist. acct.</td>
<td>Employer Distribution</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Amount to charge</td>
<td>Charge Amount or Percent</td>
</tr>
<tr>
<td>Maximum to charge</td>
<td>Maximum</td>
</tr>
</tbody>
</table>

**New Fields in Payroll Accounts on Redesign**

**Payroll Item**

*Formerly DEDSCN*

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Employee Number</td>
</tr>
<tr>
<td>Name</td>
<td>Employee</td>
</tr>
<tr>
<td>Job</td>
<td>Position</td>
</tr>
<tr>
<td>Name (deduction)</td>
<td>Configuration</td>
</tr>
<tr>
<td>Name</td>
<td>Employee</td>
</tr>
<tr>
<td>Deduction Type</td>
<td>Type</td>
</tr>
<tr>
<td>Fixed or Percent</td>
<td>Rate Type</td>
</tr>
<tr>
<td>Tax percentage</td>
<td>Rate Type</td>
</tr>
<tr>
<td>Amount/percent</td>
<td>Rate</td>
</tr>
<tr>
<td>#. exemptions</td>
<td>Number Of Exemptions</td>
</tr>
<tr>
<td>Modified</td>
<td>Last Modified Date</td>
</tr>
<tr>
<td>Ann Acct</td>
<td>Account Number</td>
</tr>
<tr>
<td>Board's Share</td>
<td>Employer Rate</td>
</tr>
<tr>
<td>Max deduct amt</td>
<td>Max Amount</td>
</tr>
<tr>
<td>Max deduct flag</td>
<td>Deduct Max Start Date</td>
</tr>
<tr>
<td>Board Error adj.</td>
<td>Employer Error Adjustments</td>
</tr>
<tr>
<td>ACH dep type</td>
<td>ACH Direct Deposit Type</td>
</tr>
<tr>
<td>ACH Acct</td>
<td>ACH Account Number</td>
</tr>
<tr>
<td>ACH Routing #</td>
<td>ACH Destination</td>
</tr>
</tbody>
</table>

**New Fields in Payroll Item on Redesign**

**Payroll Item Configuration/Payee**

*Formerly DEDNAM*

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
</table>
### New Fields in Payroll Item Configuration on Redesign

<table>
<thead>
<tr>
<th>Payroll Item Configuration</th>
<th>Show On Create Wizard</th>
<th>Voluntary</th>
</tr>
</thead>
</table>

**Position/Compensation/Payroll Accounts**

Formerly JOBSCN/POSSCN/PAYSCN

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td>Position #</td>
</tr>
<tr>
<td>Position/Title</td>
<td>Position Description</td>
</tr>
<tr>
<td>ID</td>
<td>Employee Number</td>
</tr>
<tr>
<td>Type of Appt.</td>
<td>Appointment Type</td>
</tr>
<tr>
<td>Assign Area</td>
<td>Assignment Area</td>
</tr>
<tr>
<td>Building/Dept.</td>
<td>Building Code</td>
</tr>
<tr>
<td>Building/Dept.</td>
<td>Department Code</td>
</tr>
<tr>
<td>Work Days</td>
<td>Contract Work Days</td>
</tr>
<tr>
<td>Sick</td>
<td>Eligible For Sick Leave</td>
</tr>
<tr>
<td>Personal</td>
<td>Eligible For Personal Leave</td>
</tr>
<tr>
<td>Vacation</td>
<td>Eligible For Vacation Leave</td>
</tr>
<tr>
<td>EMIS Appt. Type</td>
<td>State Reporting Appointment Type</td>
</tr>
<tr>
<td>Job Type</td>
<td>Supplemental Type</td>
</tr>
<tr>
<td>Daily Rate</td>
<td>Unit Amount</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>Unit Amount</td>
</tr>
<tr>
<td>Amount to Charge</td>
<td>Rate</td>
</tr>
<tr>
<td>Percent of Fixed</td>
<td>Rate Type</td>
</tr>
<tr>
<td>Brd dist acct.</td>
<td>Employer Distribution</td>
</tr>
<tr>
<td>Maximum to Charge</td>
<td>Maximum</td>
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</table>

### Posting Period

New in Redesign

### Payments

**Check Register**

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
</table>

---

- **Vendor**
- **Payee**
- **Print Board Amts**
- **Print Employer Amount**

---

- **New in Redesign**
- **Payments**
- **Check Register**
<table>
<thead>
<tr>
<th>CHKSTA</th>
<th>Re-issue (Voids during the process)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHKPRT</td>
<td>Print Checks</td>
</tr>
<tr>
<td>CHKNUM</td>
<td>Resequence</td>
</tr>
<tr>
<td>CHKSTA/RECONCILE/Reconcile</td>
<td>Reconcile (single checks or multiple)</td>
</tr>
<tr>
<td>CHKSTA/RECONCILE/Reverse Reconcile</td>
<td>Unreconcile (Single checks or multiple)</td>
</tr>
<tr>
<td>PAYREC/RECONCILE</td>
<td>Auto-Reconcile (bank file)</td>
</tr>
<tr>
<td>PAYREC/Extract</td>
<td>Payment Reconcile Extract</td>
</tr>
</tbody>
</table>

**Payments - Payee**

Formerly CHKSTA/CHKSTS/PAYDED

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHKSTA/VOID</td>
<td>Payee Payment</td>
<td>Void</td>
</tr>
<tr>
<td>CHKSTA/UNVOID</td>
<td>Un-void</td>
<td></td>
</tr>
<tr>
<td>CHKSTA/REISSUE/DEDUCTS PAYDED</td>
<td>Payee Payment Checks</td>
<td>Re-issue</td>
</tr>
<tr>
<td>PAYDED/PAYDED.DAT</td>
<td>Print Checks</td>
<td></td>
</tr>
<tr>
<td>PAYDED/PAYFORM.TXT</td>
<td>Resequence</td>
<td></td>
</tr>
<tr>
<td>CHKNUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAYDED</td>
<td>Electronic Transfers</td>
<td>List of ET</td>
</tr>
</tbody>
</table>

**Payment - Payroll**

Formerly CHKPRT/CHKSTA/CHKNUM

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHKSTA/VOID/PAYROLL</td>
<td>Payroll Payments</td>
<td>Void</td>
</tr>
<tr>
<td>CHKSTA/UNVOID/CHECKS</td>
<td>Un-void</td>
<td></td>
</tr>
<tr>
<td>CHKPRT/DIRCHK.DAT</td>
<td>Print Payment Checks</td>
<td></td>
</tr>
<tr>
<td>CHKSTA/REISSUE/DIRCHK CHKS</td>
<td>Direct Deposits</td>
<td>Reissue (as check) or (resend as ACH file to bank)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>List of Direct Deposits</td>
</tr>
<tr>
<td>CHKSTA/REISSUE/PAYROLL CHKPRT</td>
<td>Payroll Payment Checks</td>
<td>Re-issue</td>
</tr>
<tr>
<td>CHKNUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFSCN</td>
<td>Refund Payments</td>
<td>Void</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Un-void</td>
</tr>
<tr>
<td>CHKSTA/REISSUE/PAYROLL</td>
<td>Refund Payment Checks</td>
<td>Re-issue</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Print Checks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Resequence</td>
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<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
PAYROLL

Payroll Payments-Current

Formerly UPDCAL_CUR

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>USPSCN/UPDCAL_CUR</td>
<td>Create</td>
</tr>
<tr>
<td>Pop Up Pay Report</td>
<td>Payroll Report</td>
</tr>
</tbody>
</table>

Payroll Payments-Future

Formerly UPDCAL_FUT

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>USPSCN/UPDCAL_FUT</td>
<td>Create</td>
</tr>
</tbody>
</table>

Payroll Processing

In Progress

Formerly INICAL/PAYRPT/DEDDET/CHKPRT/CHKUPD/E_DIRDEP

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
<th>Redesign</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>INICAL</td>
<td>Initialize New Payroll (INICAL and CALCPAY)</td>
<td>Modify Payroll</td>
<td></td>
</tr>
<tr>
<td>Additions</td>
<td></td>
<td>Add Pay Group</td>
<td></td>
</tr>
<tr>
<td>PAYRPT.TXT</td>
<td></td>
<td>Pay Report</td>
<td></td>
</tr>
<tr>
<td>CALCERR.TXT</td>
<td></td>
<td>Error Report-report for errors before posting of payroll</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Feature</td>
<td>Post Error Report-report for errors after payroll has been posted</td>
<td></td>
</tr>
<tr>
<td>PAYDED/DEDRPT.TXT</td>
<td></td>
<td>Pay Item Detail Report</td>
<td>Classic - Taxable Gross</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Redesign - Applicable Gross</td>
</tr>
<tr>
<td>CHKUPD</td>
<td></td>
<td>Post Payroll</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Feature</td>
<td>Delete Payroll - will delete payroll but will move exceptions entered in Payroll Payments – Current to Payroll Payments - Future so not lost.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Feature</td>
<td>Delete Payroll and Exceptions - will delete payroll and exceptions (CURRENT) entered in Payroll Payments</td>
<td></td>
</tr>
<tr>
<td>CHKUPD/BUDDIS.TXT</td>
<td></td>
<td>Budget Distribution Report</td>
<td></td>
</tr>
<tr>
<td>CHKUPD/BUDDDET.TXT</td>
<td></td>
<td>Payroll Account Distribution Report</td>
<td></td>
</tr>
<tr>
<td>CHKPRT</td>
<td></td>
<td>Process Payments (checks and Direct Deposits Notices)</td>
<td></td>
</tr>
</tbody>
</table>
Email Notices (in order to use this option, the 'Email Notifications' module must be installed in System>Modules. Also, in System>Configuration, Email Configuration and Email Direct Deposit Notice Configuration needs to setup)

**Posted**

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>List of Posted Payrolls</td>
</tr>
</tbody>
</table>

**Processing**

**Benefit Update and Projection**

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENACC</td>
<td>Benefit Update and Projection</td>
</tr>
<tr>
<td>ACCRUAL</td>
<td>Accrual</td>
</tr>
<tr>
<td>RESET</td>
<td>Reset Personal Leave</td>
</tr>
<tr>
<td>PLTOPAY</td>
<td>Convert Personal Leave To Pay</td>
</tr>
<tr>
<td>PLTOSI</td>
<td>Convert Personal Leave to Sick Leave</td>
</tr>
<tr>
<td>MASCHG/MASSICK</td>
<td>Part Time Sick Leave Accrual</td>
</tr>
</tbody>
</table>

**New Contracts**

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEWCNT/MAINT</td>
<td>New Contract Maintenance</td>
<td>Copy</td>
</tr>
<tr>
<td>NEWCNT/DELETE</td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>NEWCNT/PURGE</td>
<td></td>
<td>Activate</td>
</tr>
<tr>
<td>NEWCNT/BUILD</td>
<td>Mass Copy Compensations</td>
<td></td>
</tr>
<tr>
<td>NEWCNT/IMPORT</td>
<td>Import New Contracts</td>
<td></td>
</tr>
</tbody>
</table>

**Payroll Item Refund**

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>USPSCN/REFSCN</td>
<td>Payroll Item Refund</td>
</tr>
</tbody>
</table>

Refund of Deduction payments from Classic ARE imported, but without the details of the deductions (payroll items) that were affected. The amounts related to that detail are accounted for so reports are correct.
### Process Outstanding Payables

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYDED</td>
<td>Payables by Payee</td>
<td>Payable Reports tab</td>
</tr>
<tr>
<td>DEDRPT</td>
<td></td>
<td>Full Report</td>
</tr>
<tr>
<td>DEDSUM</td>
<td></td>
<td>Summary Report</td>
</tr>
<tr>
<td>PAYDED</td>
<td>Payables by Item Type</td>
<td>Payable Reports tab</td>
</tr>
<tr>
<td>DEDRPT</td>
<td></td>
<td>Full Report</td>
</tr>
<tr>
<td>DEDSUM</td>
<td></td>
<td>Summary Report</td>
</tr>
<tr>
<td>PAYDED</td>
<td>Payables by Item Detail</td>
<td>Payable Reports tab</td>
</tr>
<tr>
<td>DEDRPT</td>
<td></td>
<td>Full Report</td>
</tr>
<tr>
<td>DEDSUM</td>
<td></td>
<td>Summary Report</td>
</tr>
<tr>
<td>PAYDED</td>
<td>Payables by Item Full Detail</td>
<td>Payable Reports tab</td>
</tr>
<tr>
<td>DEDRPT</td>
<td></td>
<td>Full Report</td>
</tr>
<tr>
<td>DEDSUM</td>
<td></td>
<td>Summary Report</td>
</tr>
<tr>
<td>New Feature</td>
<td>Payables Adjustments</td>
<td>Adjust payable amounts</td>
</tr>
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</table>

### Reports

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safari</td>
<td>Custom Report Creator</td>
<td></td>
</tr>
<tr>
<td>PAYDIR</td>
<td>ACH Submission</td>
<td>ACH Submission</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HSA Submission</td>
</tr>
<tr>
<td>AFFORD</td>
<td>AFFORD Report</td>
<td></td>
</tr>
<tr>
<td>BENOBL/BENACT</td>
<td>Benefit Obligation by Account</td>
<td></td>
</tr>
<tr>
<td>BENOBL/BENEMP</td>
<td>Benefit Obligation by Employee</td>
<td></td>
</tr>
<tr>
<td>CENSUS</td>
<td>CENSUS Report</td>
<td></td>
</tr>
<tr>
<td>ERNREG</td>
<td>Employee Earnings Register</td>
<td></td>
</tr>
<tr>
<td>EMPMST</td>
<td>Employee Master</td>
<td></td>
</tr>
<tr>
<td>BRDDIS</td>
<td>Employer Distributions</td>
<td>For this option to be visible under Reports and USAS Integration, go to SYSTEM /MODULES/EMPLOYER DISTRIBUTIONS MODULE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>BRDRET</td>
<td>Employer Retirement Share</td>
<td>For this option to be visible under Reports and USAS Integration, go to SYSTEM /MODULES/EMPLOYER RETIREMENT SHARE MODULE</td>
</tr>
<tr>
<td>USPSDAT/CALRPT</td>
<td>Job Calendar Report</td>
<td></td>
</tr>
<tr>
<td>BENRPT</td>
<td>Leave Balance Report</td>
<td></td>
</tr>
<tr>
<td>NEWCNT/REPORT</td>
<td>New Contract Report</td>
<td></td>
</tr>
<tr>
<td>NEWHIRE</td>
<td>ODFJS New Hire Report</td>
<td></td>
</tr>
<tr>
<td>ODJFSRPT</td>
<td>ODJFS Report</td>
<td>For ODJFS reporting, the 'Paid Month 1', 'Paid Month 2', 'Paid Month 3' columns and their corresponding totals on the report and submission file may differ from Classic. The difference is that Classic would, for each Employee, check if there were any Payrolls wherein the first Position was paid, it would check the Payroll date range to determine if it includes the 12th day of that month. Redesign finds the Pay Group date range for each Position included in a Payroll and checks to see if any of these date ranges include the 12th day of the month. This ultimately is more accurate and therefore may result in differences when compared to Classic.</td>
</tr>
<tr>
<td>PAYSUM</td>
<td>Pay Amount Summary Report</td>
<td></td>
</tr>
<tr>
<td>CHKSTS</td>
<td>Payment Transaction Status Report</td>
<td></td>
</tr>
<tr>
<td>ABSRPT/ABS104</td>
<td>Perfect Attendance Report</td>
<td></td>
</tr>
<tr>
<td>QRTRPT</td>
<td>Quarter Report</td>
<td></td>
</tr>
<tr>
<td>RETIRE/SERSHIRE</td>
<td>SERS New Hire Report</td>
<td></td>
</tr>
<tr>
<td>RETIRE/SERSREG</td>
<td>SERS Per Pay Report</td>
<td></td>
</tr>
<tr>
<td>SURCHG</td>
<td>SERS Surcharge Report</td>
<td></td>
</tr>
<tr>
<td>STRSAD</td>
<td>STRS Advance</td>
<td></td>
</tr>
<tr>
<td>RETIRE/STRSMONTH</td>
<td>STRS Monthly Report</td>
<td></td>
</tr>
<tr>
<td>RETIRE/STRSHIRE</td>
<td>STRS New Hire Report</td>
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</tr>
<tr>
<td>RETIRE/STRSREG</td>
<td>STRS Report</td>
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</tr>
<tr>
<td>W2PROC</td>
<td>W2 Report and Submission</td>
<td></td>
</tr>
</tbody>
</table>

**System**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classic</strong></td>
<td><strong>Redesign</strong></td>
</tr>
<tr>
<td></td>
<td>Batch Jobs</td>
</tr>
<tr>
<td>USPSDAT/USPCON</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Configuration</td>
</tr>
<tr>
<td></td>
<td>Custom Field Definition</td>
</tr>
<tr>
<td></td>
<td>DBA</td>
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<tr>
<td></td>
<td>Modules</td>
</tr>
<tr>
<td></td>
<td>Monitor</td>
</tr>
</tbody>
</table>
### USPS Identifiers - USPS Privileges

<table>
<thead>
<tr>
<th>Role</th>
<th>Rules</th>
<th>User</th>
</tr>
</thead>
</table>

### Utilities

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
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<tbody>
<tr>
<td>MAPPING</td>
<td>Account Mapping</td>
</tr>
<tr>
<td>USPIMPORT</td>
<td>Attendance/ Absence Import</td>
</tr>
<tr>
<td>PAYREC.INI</td>
<td>Automatic Payment Reconciliation Configuration</td>
</tr>
<tr>
<td>New Feature</td>
<td>Change Password</td>
</tr>
<tr>
<td>Safari</td>
<td>Custom Grid Creator</td>
</tr>
<tr>
<td></td>
<td>File Archive</td>
</tr>
<tr>
<td></td>
<td>File Import</td>
</tr>
<tr>
<td>USPLOAD</td>
<td>Mass Load</td>
</tr>
<tr>
<td>Show logged in users</td>
<td>Show Profile</td>
</tr>
</tbody>
</table>

### USAS Integration

*For this option to be visible, go to SYSTEM/MODULES/USAS Integration Module*

<table>
<thead>
<tr>
<th>Classic</th>
<th>Redesign</th>
<th>Redesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Feature</td>
<td>Account Synchronization</td>
<td>For this option to be visible under Reports and USAS Integration, go to SYSTEM/MODULES/EMPLOYER DISTRIBUTIONS MODULE</td>
</tr>
<tr>
<td>BRDDIS</td>
<td>Employer Distributions Submission</td>
<td>For this option to be visible under Reports and USAS Integration, go to SYSTEM/MODULES/EMPLOYER RETIREMENT SHARE MODULE</td>
</tr>
<tr>
<td>USASCN/BRDRET</td>
<td>Employer Retirement Share Submission</td>
<td></td>
</tr>
<tr>
<td>AUTOPOST/PAYROLL</td>
<td>Payroll Submission</td>
<td>The PAYROLL SUBMISSION option is used to post payroll amounts to their appropriate USAS accounts.</td>
</tr>
<tr>
<td>New Feature</td>
<td>Security Configuration</td>
<td></td>
</tr>
<tr>
<td>New Feature</td>
<td>Test Connection</td>
<td></td>
</tr>
</tbody>
</table>
Appendix

This appendix includes guides for the following:

- Adding an Employee
- Creating Customized Email Notification Forms
- Creation and Utilization of a Template Record
- Mass Change
- One Time Payroll Processing Setup Steps Checklist
- Pre Data Extract Procedures
- Post Import Procedures
- Report Creation
- Reporting Taxable Amount
- USPS-R Common Importer Errors and Warnings
- USPS-R Month End Balancing Checklist
- USPS-R Payroll Processing Checklist
- USPS-R Quarter-End Checklist
- USPS-R Fiscal Year End Checklist

Adding an Employee

Job Calendars should be set up in advance
Pay Group should be set up in advance
Position Templates should be set up in advance
Payroll Items (Deductions) Templates can be set up in advance

Begin:

**CORE/EMPLOYEE** (BIOSCN/DEMSCN)

- Click **CREATE**
- ENTER:
  - Number (ID Number district uses; will Auto Assign if set up)
  - SSN
  - Last Name
  - First Name
  - Primary Email
  - Email Direct Deposit
  - Address/Phone
  - Marital Status
  - ODJFS Reportable
  - Report to EMIS
  - Birthdate
  - Hire Date
  - ODJFS Hire Date
  - Primary Race (Dropdown)
  - Hispanic/Latino Option (choose from Dropdown)
  - Degree Type
  - Gender
- Click on SAVE

**CORE/EMPLOYEE (BRWSCN)**

Once an Employee is added, the employee can be accessed on the Dashboard (in the box on the upper right side of the screen). The Dashboard is similar to BRWSCN

Go to Employee **Dashboard**

Search and select a new employee

**POSITION** (POSSCN) - Can also be accessed under Core

- Click **POSITIONS**
- Click **CREATE**
- Position (re: Job 1, 2, etc)
- Choose the desired TEMPLATE
- ENTER
  - Pay Group (Make note to add all necessary information)
  - Building Codes (i.e job status, appt type, FTE, retirement code, etc)
  - Hire Date
  - Start Date
  - Contract Amount
  - Contract Workdays
  - Building IRN
  - Assignment Area
  - Click on SAVE; Click on X to close page
  - Click on the EYE beside name to view the record you added

COMPENSATION (JOBSCN)-Can also be accessed under Core
- Click on Compensations
- Click on +CREATE /Select Position and Compensation Type
- ENTER:
  - Compensation Start Date(Required to determine Work days)
  - Compensation End Date (Required to determine work days)
  - Description (Something to identify this compensation i.e. FY17)
  - Label (Job Title)
  - Pay Plan (Bweekly, Bimonthly)
  - Pay Unit (Daily/Hrly)
  - Retirement Hours
  - Unit Amount (Hourly Rate)
  - Contract Amount
  - Contract Obligation
  - Contract Work Days (automatically populates)
  - Pay Per Period (automatically populates)
  - Pays in Contract
  - Check box next to Stretch Pay
  - Calendar Start Date
  - Stop Date (Leave Blank)
  - Hours Per Day (Required to determine hourly rate)
  - Click on SAVE; Click on X to close page
  - Click on the EYE beside name to view the record you added

PAY ACCOUNT-Can also be accessed under Core
- At Employee Dashboard Select Payroll Accounts
- Click +Create
- ENTER
  - Choose the Position from Dropdown and Click CONTINUE
  - Enter Payroll Expenditure Account
  - Click +ADD
  - Rate Type
  - Rate
  - Status (Active)
  - Check box next to Leave Projection (if used in your district)
  - Check box next to Employer Distribution (if subject to Board Distribution)
  - Sort Order (1 allows priority of fixed amount accounts
  - Click on SAVE. Click on X to close page

LEAVES-Can also be accessed under Core
- Click Leaves+CREATE
- ENTER
  - Sick Leave Detail Information
    - Accum Per Month
    - Leave Unit (Daily, Hourly)
    - Maximum Leave Amount
  - Personal Leave Detail Information
    - Accum Per Month (Leave Blank)
    - Leave Unit (Daily, Hourly)
    - Maximum Leave Amount
    - Reset Value
  - Vacation Leave Details
    - Accum Per Month
    - Leave Unit (Daily, Hourly)
  - Click on SAVE; Click on X to close page
LEAVE ACCUMULATION

- Go to Core/Leaves/Accumulations
- Click Create
- Find Employee—type in a few characters of the name or number and then click on the employee name.
- Choose the Leave type (dropdown)
- Leave Unit automatically populates
- Enter in a Description (if desired)
- Enter in the Length of the Accumulation
- Choose or enter a Transaction Date
- Click Save
- Go to Leaves, find the employee and the balance will be updated by the accumulation entered.

PAY DISTRIBUTIONS—Can also be accessed under Core

- Click Payroll Distribution/+CREATE
- Click +Add Payroll Distribution
- Select DIRDEP
- Continue
- ENTER
  - Deduction Code (7XX)
  - Account Number
  - Select Fixed or Percent (Percent)
  - Rate (100)
  - Select Direct Deposit Type (Automated Deposit/ Demand Credit Records)
  - ACH Destination
  - ACH Source (Payroll ACH Transfer Code 001)
- Click on SAVE; Click on X to close page

PAYROLL ITEMS (DEDSNC) (Example: 001, 002, etc...)—Can also be accessed under Core

- Click Payroll Items
- Click +CREATE
- Add all Deduction Items individually
- Click on SAVE after each one

Once these steps are completed the employee is entered into system

Creating Customized Email Notification Forms

This is done from the Reports/Report Manager view, using the Create Forms button:

Enter in the Report Name that will be visible to users when they select the Form they want to use

Enter in the Description of the form

Enter in a Tag - A Tag is basically a user-definable way to categorize reports. Its only meaning is derived from what it means to a particular user. So maybe a user would setup categories for “Year End”, “Quarter” or “Employee” or “Payroll” for example.
Select the **Entity Type** from the drop down box

- **Payee** - CheckPaymentDetail
- **Payroll Direct Deposits** - PaymentDetailPayrollDirectDeposit
- **Payroll Checks** - PaymentDetailPayrollCheck

Click on **Select Form** to select the Filename of the form to import

Click on **Save** to Save the Form or Cancel to exit

**Optional** - You may need to Share the report definition with specified roles for non-Admin users to utilize this new definition.
Choose the **Roles** and click on **Save**

Now when you (or the user) clicks the Payroll Processing/Email Notices button on the Payroll Detail view, or the Print Payment Checks and Direct Deposit button on the Payroll Payments view, you will have a choice when printing Direct Deposits labeled Direct Deposit Form.
Example of how to customize templates:
Customization modifications made to directDepositTemplate.docx for NOACSC

1. Changed text **NOTIFICATION OF DIRECT DEPOSIT** to ***COG NOTIFICATION OF DIRECT DEPOSIT***
2. Add line after above text, added text To: and left justified the line
3. Insert **Merge Field** after To: text
   a. To insert a Merge Field (in Microsoft Word 2010) select the Insert menu
   b. Click Quick Parts and choose Field
   c. Select **Merge Field** from list of **Field names** selections
   d. Enter {$o.name.reportName}! into **Field Name** field
   e. Click OK
4. Address fields were already defined, so just left justified them and added the From: text
5. Added Phone and Email lines
6. Changed text surrounding **payDate** field to Funds are available...
7. Removed text and employee address, left net field and added The accounts designated...
8. Copied and pasted Funds... lines above The accounts... line
9. Replaced text above account/amounts lines with Your salary has been...
10. Changed headings from INSTITUTION to **Type** and ACCOUNT to Description
    a. In testing this form, it revealed an oversight in that the Type and Description are not always being printed – I will create an issue to get this corrected.
11. Click on **<<routingNum>>** field, right click mouse and select **Edit Field**
    a. In Field Name, enter {$d.destinationName}!
    b. Click OK
12. Click on **<accountNum>>** field, right click mouse and select **Edit Field**
    a. In Field Name, enter {$d.abbreviation}!
    b. Click OK
13. Removed job level detail lines, replaced with Funds are available...
14. Inserted field (as in step 8) with Field name: {$o.periodEnd?datetime?string("MM/dd/yyyy")}
15. There are some label differences in the PAY and DEDUCTIONS sections that I did not change, but these appeared to be label changes that don’t involve editing fields – except that I did not add YTD column for the DEDUCTIONS. The primary reason for this is that for XDoc “reports” we need to allow for the maximum length of any given column. A possible solution would be to make this into a single column of deduction items rather than two columns, but that would take some more thought/work, so I left it alone for now.
16. We do not currently have a replacement available for the <NOTE> Notice! section. Let me know if you would like me to add an enhancement request for Redesign to implement this functionality if it is something that you need.

Example of a generic **Notification Of Direct Deposit** - To copy this form, click directDepositTemplate (1).docx
**NOTIFICATION OF DIRECT DEPOSIT**

- **Organization name**: [Organization Name]
- **Street 1**: [Street 1]
- **Street 2**: [Street 2]
- **City**: [City]
- **State**: [State]
- **Zip**: [Zip]

**DATE**: [Pay Date]

**PAYROLL ACCOUNT**: [Payroll Account]

**PAY TO**: [Payee Name]

**THE ORDER OF**: [Order]

**NET PAY**: [Net Pay]

**THE FOLLOWING AMOUNTS HAVE BEEN DEPOSITED TO YOUR ACCOUNTS**

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Institution 1]</td>
<td>[Account 1]</td>
<td>[Amount 1]</td>
</tr>
<tr>
<td>[Institution 2]</td>
<td>[Account 2]</td>
<td>[Amount 2]</td>
</tr>
</tbody>
</table>

**ID** | **JBN** | **EMPLOYEE NAME** | **DISTR** | **END DATE** | **DEP #**
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ID 1]</td>
<td>[JBN 1]</td>
<td>[Employee Name 1]</td>
<td>[Distributor 1]</td>
<td>[End Date 1]</td>
<td>[Dep # 1]</td>
</tr>
</tbody>
</table>

**PAY**

<table>
<thead>
<tr>
<th>NAME</th>
<th>UNITS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name 1]</td>
<td>[Units 1]</td>
<td>[Amount 1]</td>
</tr>
</tbody>
</table>

**CURRENT DEDUCTIONS**

<table>
<thead>
<tr>
<th>NAME</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name 1]</td>
<td>[Amount 1]</td>
</tr>
</tbody>
</table>

**ADJUSTED GROSS**

<table>
<thead>
<tr>
<th>GROSS Y-T-D</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Adjusted Gross]</td>
</tr>
</tbody>
</table>

**USE SICK BAL**

<table>
<thead>
<tr>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Sick Balance]</td>
</tr>
</tbody>
</table>

**USE VAC BAL**

<table>
<thead>
<tr>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Vacation Balance]</td>
</tr>
</tbody>
</table>

**USE PERK BAL**

<table>
<thead>
<tr>
<th>BALANCE</th>
<th>SERVICE DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Perk Balance]</td>
<td>[Service Days]</td>
</tr>
</tbody>
</table>

**EX FED**

<table>
<thead>
<tr>
<th>EX ST</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Exempt Federal]</td>
</tr>
</tbody>
</table>

**EX ST**

<table>
<thead>
<tr>
<th>EX ST</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Exempt State]</td>
</tr>
</tbody>
</table>

**TAXABLE PAYROLL**

<table>
<thead>
<tr>
<th>EX #</th>
<th>TOTAL DED</th>
<th>NET PAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Exempt #]</td>
<td>[Total Deductions]</td>
<td>[Net Pay]</td>
</tr>
</tbody>
</table>

Example of a customized DD Template.docx
*** COG NOTIFICATION OF DIRECT DEPOSIT ***

To: $(o name.reportName)
From: organization name
   street1 <<if street2>>
   street2 <</if>>
   city <<if state, q<</if>>state <</if>>
   zip
   Phone: 419-228-7417
   Email: USAS_LIAISONS@NOACSC.ORG

The accounts designated in your Authorization Agreement for Automatic Deposit are credited in the amount of $$(o net?string("","#0.00"))

Funds are available in your accounts as of $$o pay(0?date?datetime?string("MM/dd/yyyy"))

Your salary has been deposited as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>dd</td>
<td>$$[dd.destinationName]</td>
<td>$$[dd.abbreviation]</td>
</tr>
</tbody>
</table>

Below is a summary of your pay for the period ending $$o periodEnd?date?datetime?string("MM/dd/yyyy")

<table>
<thead>
<tr>
<th>NAME</th>
<th>PAY</th>
<th>UNITS</th>
<th>AMOUNT</th>
<th>DEDUCTIONS</th>
<th>NAME</th>
<th>AMOUNT</th>
<th>NET PAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>$$[pa.description]</td>
<td>units</td>
<td>$$[pa.amount]</td>
<td>$$[pa.abbreviation]</td>
<td>$$[pa.abbreviation]</td>
<td>$$[pa.abbreviation]</td>
<td>$$[pa.abbreviation]</td>
<td>$$[pa.abbreviation]</td>
</tr>
</tbody>
</table>

ADJUSTED GROSS $$[c_adjustedGross] $$[c_grossYTD]

USE-SICK BAL $$[c_sickBalance] $$[c_vacBalance]

USE-PER BAL $$[c_perBalance] $$[c_serviceDays]

EX FED <<exx>> EX ST <<exx>>

Please send E-Mail to USAS_LIAISONS@NOACSC.ORG when you will not be able to receive your direct deposit notification electronically.

Example of a Custom DD notice:
Crosswalk of Direct Deposit Notification

The tokens need to be entered exactly how they are listed below. The Property names are case-sensitive.
<table>
<thead>
<tr>
<th>Redesign XML Structure for Direct Deposit Notifications</th>
<th>Classic token names</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>&lt;PayrollPayments&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>    &lt;directDepositPaymentDetail&gt;</code>{repeating}</td>
<td></td>
</tr>
<tr>
<td><code>         &lt;number/&gt;</code></td>
<td><code>&lt;NUM&gt;</code></td>
</tr>
<tr>
<td><code>         &lt;type/&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>         &lt;organizationName/&gt;</code></td>
<td><code>&lt;DNNAME&gt;</code></td>
</tr>
<tr>
<td><code>         &lt;organizationIRN/&gt;</code></td>
<td><code>&lt;DIRN&gt;</code></td>
</tr>
<tr>
<td><code>         &lt;organizationAddress&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>            &lt;street1/&gt;</code></td>
<td><code>&lt;DSTREET&gt;</code></td>
</tr>
<tr>
<td><code>            &lt;street2/&gt;</code></td>
<td><code>&lt;DSTREET2&gt;</code></td>
</tr>
<tr>
<td><code>            &lt;city/&gt;</code></td>
<td><code>&lt;DCITY&gt;</code></td>
</tr>
<tr>
<td><code>            &lt;state/&gt;</code></td>
<td><code>&lt;DCITY&gt;</code></td>
</tr>
<tr>
<td><code>            &lt;postalCode/&gt;</code></td>
<td><code>&lt;DCITY&gt;</code></td>
</tr>
<tr>
<td><code>            &lt;foreignAddress/&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>        &lt;/organizationAddress&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>        &lt;phoneNumber/&gt;</code></td>
<td><code>&lt;PHONE&gt;</code></td>
</tr>
<tr>
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<td><code>&lt;FULL_NAME&gt;</code> <code>&lt;NAME&gt;</code></td>
</tr>
<tr>
<td><code>            &lt;lastName/&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>            &lt;firstName/&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>            &lt;middleName/&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>        &lt;/name&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>        &lt;address&gt;</code></td>
<td><code>&lt;STREET&gt;</code></td>
</tr>
<tr>
<td><code>            &lt;street1/&gt;</code></td>
<td><code>&lt;STREET&gt;</code></td>
</tr>
<tr>
<td><code>            &lt;street2/&gt;</code></td>
<td><code>&lt;STREET2&gt;</code></td>
</tr>
<tr>
<td><code>            &lt;city/&gt;</code></td>
<td><code>&lt;CITY&gt;</code></td>
</tr>
<tr>
<td><code>            &lt;state/&gt;</code></td>
<td><code>&lt;STATE&gt;</code></td>
</tr>
<tr>
<td><code>            &lt;postalCode/&gt;</code></td>
<td><code>&lt;ZIP&gt;</code></td>
</tr>
<tr>
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<td><code>&lt;COUNTRY&gt;</code> <code>&lt;PROVINCE&gt;</code></td>
</tr>
<tr>
<td><code>        &lt;/address&gt;</code></td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
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<td><code>&lt;HIRE_DATE&gt;</code></td>
</tr>
<tr>
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<td><code>&lt;ODF5_HIRE_DATE&gt;</code></td>
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<tr>
<td><code>        &lt;email/&gt;</code></td>
<td><code>&lt;EMAIL&gt;</code></td>
</tr>
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<td><code>        &lt;emailDirectDeposit/&gt;</code></td>
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</tr>
<tr>
<td><code>        &lt;userText1/&gt;</code></td>
<td><code>&lt;EMP_USER_TEXT&gt;</code></td>
</tr>
<tr>
<td><code>        &lt;userText2/&gt;</code></td>
<td></td>
</tr>
<tr>
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<td><code>&lt;EMP_USER_CODE_1&gt;</code></td>
</tr>
<tr>
<td><code>        &lt;UserCode2/&gt;</code></td>
<td><code>&lt;EMP_USER_CODE_2&gt;</code></td>
</tr>
<tr>
<td><code>        &lt;UserCode3/&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>        &lt;UserCode4/&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>        &lt;userMoney1/&gt;</code></td>
<td><code>&lt;EMP_USER_MONEY_1&gt;</code></td>
</tr>
<tr>
<td><code>        &lt;userMoney2/&gt;</code></td>
<td><code>&lt;EMP_USER_MONEY_2&gt;</code></td>
</tr>
<tr>
<td><code>        &lt;userMoney3/&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>        &lt;userMoney4/&gt;</code></td>
<td></td>
</tr>
<tr>
<td><code>        &lt;net/&gt;</code></td>
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<td><code>        &lt;gross/&gt;</code></td>
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<td><code>&lt;ADJUSTEDYTD&gt;</code></td>
</tr>
<tr>
<td>Tag</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>&lt;grossYTD/&gt;</td>
<td>Gross Year-to-Date</td>
</tr>
<tr>
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<td>Pay Date</td>
</tr>
<tr>
<td>&lt;periodStart/&gt;</td>
<td>Period Start</td>
</tr>
<tr>
<td>&lt;periodEnd/&gt;</td>
<td>Period End</td>
</tr>
<tr>
<td>&lt;written1/&gt;</td>
<td>Written 1</td>
</tr>
<tr>
<td>&lt;written2/&gt;</td>
<td>Written 2</td>
</tr>
<tr>
<td>&lt;payrollItemTotal/&gt;</td>
<td>Payroll Item Total</td>
</tr>
<tr>
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<td>Void Message</td>
</tr>
<tr>
<td>&lt;personalDaysAdj/&gt;</td>
<td>Personal Days Adj.</td>
</tr>
<tr>
<td>&lt;personalDaysBal/&gt;</td>
<td>Personal Days Bal.</td>
</tr>
<tr>
<td>&lt;sickDaysAdj/&gt;</td>
<td>Sick Days Adj.</td>
</tr>
<tr>
<td>&lt;sickDaysBal/&gt;</td>
<td>Sick Days Bal.</td>
</tr>
<tr>
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</tr>
<tr>
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<td>Vacation Days Bal.</td>
</tr>
<tr>
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<td>SERS Hrs.</td>
</tr>
<tr>
<td>&lt;sersDays/&gt;</td>
<td>SERS Days</td>
</tr>
<tr>
<td>&lt;sersDaysYTD/&gt;</td>
<td>SERS Days YTD</td>
</tr>
<tr>
<td>&lt;sersFTDHours/&gt;</td>
<td>SERS FTD Hours</td>
</tr>
<tr>
<td>&lt;sersGross/&gt;</td>
<td>SERS Gross</td>
</tr>
<tr>
<td>&lt;sersGrossFTD/&gt;</td>
<td>SERS FTD Gross</td>
</tr>
<tr>
<td>&lt;sersHoursYTD/&gt;</td>
<td>SERS Hours YTD</td>
</tr>
<tr>
<td>&lt;strsDaysYTD/&gt;</td>
<td>STRS Days YTD</td>
</tr>
<tr>
<td>&lt;strsDays/&gt;</td>
<td>STRS Days</td>
</tr>
<tr>
<td>&lt;strsDaysYTD/&gt;</td>
<td>STRS Days YTD</td>
</tr>
<tr>
<td>&lt;strsGross/&gt;</td>
<td>STRS Gross</td>
</tr>
<tr>
<td>&lt;strsFTDHours/&gt;</td>
<td>STRS FTD Hours</td>
</tr>
<tr>
<td>&lt;strsGrossFTD/&gt;</td>
<td>STRS FTD Gross</td>
</tr>
</tbody>
</table>

**Payment Details**

- **Position Number**
- **Position Description**
- **Pay Group**
- **Building**
- **Building Department**
- **Department**

**Payment Details Pay Amount** (Repeating)

- **Units**
- **Rate**
- **Pay Amount**
- **Pay Type**
- **Description**

**Payment Details Pay Account** (Repeating)

- **Expenditure Account**
- **Amount Charged**

**Payment Details Payroll Item Paid** (Repeating)

- **Code**
- **Description**
- **Type**
Creation and Utilization of a Template Record

- Available USPS-R Template Objects
  - Employee Template
    - Creating an Employee Template Record
    - Utilization of an Employee Template Record
  - Position Template
    - Creating a Position Template Record
    - Utilization of a Position Template Record
  - Payroll Item Template
    - Utilization of a Payroll Item Template Record
  - Deleting a Template Record

Template records can be created in the USPS-R system and these records will hold recurring data in specific fields that will appear in the record when the template is chosen for record creation.

**Available USPS-R Template Objects**

The following are objects that are setup with the capability to have template utilization available:

- Employee
- Payroll Items
- Positions

Multiple template records can be created within one object.
**Employee Template**

**Creating an Employee Template Record**

An Employee template record can be created by clicking on the **Create** button. You will then populate any recurring field that may be needed on the record. You can setup multiple template records for different types of employees. Once these fields have been populated you can then click on the **Save As Template** button. You will then receive a prompt to type in the name of your template and then click **Save**.

**Utilization of an Employee Template Record**

To create a new Employee record using the Employee Templates click **Create**. You can then select from the template(s) you created. The data that was previously stored when you created this template will populate on the Employee record you are creating. You can then add the remaining Employee data needed and click **Save** to complete the creation of this record. If you do not want this record saved you can click the **Cancel** button.

**Position Template**

**Creating a Position Template Record**

A Position template record can be created by clicking on the **Create** button. You will then populate any recurring field that may be needed on the record. You can setup multiple template records for different types of positions. Once these fields have been populated you can
Utilization of a Position Template Record

To create a new Position record using the Position Templates click **Create**. Select the employee you are creating this Position record for. You can then click on **Choose Template:** which will allow you to select from the template(s) you created. The data that was previously stored when you created this template will populate on the Position record you are creating. You can then add the remaining Position data needed and click **Save** to complete the creation of this record. If you do not want this record saved you can click the **Cancel** button.

Payroll Item Template

Utilization of a Payroll Item Template Record

To create a new Payroll Item record using the Payroll Item Templates click **Create**. Select the employee and the Payroll Item you are creating this record for. You can then click on **Choose Template:** which will allow you to select from the template(s) you created. The data that was previously stored when you created this template will populate on the Payroll Item record you are creating. You can then add...
the remaining Payroll Item data needed and click **Save** to complete the creation of this record. If you do not want this record saved you can click the **Cancel** button.

Deleting a Template Record

To delete a Template Record that is no longer needed, click on **temp** next to the Saved Template wanting to delete.

Mass Change

- Adding the Mass Change Module
- Create Mass Change using "Script Definition"
- Create Mass Change using "Script Parameters"

The Mass Change option is available for employees that have the Module
check under the SYSTEM/MODULE section. By default, the Mass Change option will be available to users with Administrator or Group_Manager Roles.

The permissions below may be granted to other roles as desired by the school district.

- ADMIN_MASSCHANGE
- ADMIN_MASSCHANGE_CREATE
- ADMIN_MASSCHANGE_DELETE
- ADMIN_MASSCHANGE_EXECUTE - able to run/execute any pre-existing Mass Change definitions but cannot create new

The Mass Change button will be available within most of the Core Menu selections.

**Adding the Mass Change Module**

To add the Mass Change Service module, go to SYSTEM/MODULE and click on +. Once selected, the + will change to a - next to the Mass Change Service option:

An Info message will appear:

- **Info** - Module arg scsd ohio scsd common masschange installed  NOTE: This change may not take full effect until page is refreshed. Click here to refresh page.

Click on the ‘Refresh Page’ to finished installing the new Module.

Once the process has been installed, you will then see the ‘Mass Change’ option next to the ‘Create’ button on most of the Core menu Selections:

**Example of Positions screen:**

**Menu Core** options that have the ‘Mass Change’ Available:

- ACH Destination
- ACH Source
Employees - Under 'Load Definition' option, are Mass Change definitions that are commonly used:

- Change Concealed Flag (SSDT)
- Change Email Direct Deposit Flag (SSDT)
- Clear Employee Long Term Illness (SSDT)

Job Calendars

Leaves/Accumulations

Pay Distributions

Pay Group

Payee

Payroll Accounts

Payroll Item - Under 'Load Definition' option, are Mass Change definitions that are commonly used:

- Change Rate (SSDT)

Payroll Item Configuration

Position - Under 'Load Definition' option, are Mass Change definitions that are commonly used:

- Clear EMIS Contract Fields (SSDT)

**Create Mass Change using 'Script Definition'**

1. From the Core menu select the record to be changed
2. Click on 'Mass Change':

   ![Mass Change Interface]

3. Once selected, a box will open at the bottom:
4. Select the employees in the grid to be changed before continuing. The Mass Change will change every employee that is listed on the grid otherwise.

5. From here, select the 'Script Definition' by clicking on the key.

6. Enter in the New Value needed

   1. If making the change through the 'Script Definition' option, the 'New Value' needs to be in quotes “ ".

   2. At this time you can the Definition Name for later use and will be saved under

      | Load Definition | payrollmoney1 | Download Definition |

      option or Select to save to your desktop and

      email to other employees

   3. The can be used to Import a saved definition from an outside source. Or click on

      to start over on your change

7. After your change has been entered, select . At this time, employees can be filtered in the grid for the change if not done early. The system will then bring up how many positions will be modified by this change:

   | Choose mode: | Maintenance Mode | Execution Mode |

   NOTE: Use column filtering or advanced queries above to select objects for Mass Change. 25 Position objects will be modified.

8. Then click on to submit changes or select to return to the Grid:
9. The change will be made to all 25 Positions that were selected:

1. Positions Example change:

Create Mass Change using 'Script Parameters'

1. From the Core menu select the record to be changed
2. Click on 'Mass Change':
3. Once selected, a box will open at the bottom:
4. Select the employees in the grid to be changed before continuing. The Mass Change will change every employee that is listed on the grid otherwise.
5. Enter in the 'Script Parameters' Name (there is no restriction or limit in the 'Name' of the Script parameter)
6. From here, select the Script Definition by clicking on the button
7. Enter in the ‘New Value’ the ‘Name’ of the ‘Script Parameters’
   1. For example, the Name in the Script Parameters was called ‘var1’ so the ‘New Value’ under Script Definition has to match.

8. At this time you can Save the Definition Name for later use and will be saved under
   option or Select Download Definition to save to your desktop and email to other employees.

9. The Import Definition can be used to Import a saved definition from an outside source or click on Clear Definition to start over on your change.

10. After your change has been entered, select on ‘Execution Mode’. At this time, employees can be filtered in the grid for the change if not done early. The system will then bring up how many positions objects will be modified by this change:

    NOTE: Use column filtering or advanced queries above to select objects for Mass Change.
    25 Position objects will be modified.

11. Enter in the var1 Value name to be changed or added: (certified). Then click on Submit Mass Change to submit changes or select Close to return to the Grid.

12. The change will be made to all 25 Positions that were selected:

    Positions Example change:

One Time Payroll Processing Setup Steps Checklist

One time Payroll Processing Setup Steps

One Time Set Up (These processes needs to be performed initially to set up the needed modules) User must have the appropriate access for this setup.

1. Installing USPS and USAS Integration Module
   • In USPS, Go to System/Modules
     • Click the + next to USAS Integration Module to install Module
   Click refresh to see USAS Integration tab
     • In USAS, Go to System/Modules
       • § Click the + next to USPS Integration Module to install Module
       • Click refresh to see USPS Integration tab

2. Installing Email Notification Setup (the program will be similar to E_DIRDEP)
• o In USPS, Go to System/Modules
  • § Click on the + next to Email Notification Services to install module
• o In USPS, Go to System/Configuration
  • § Click the + next to Email Direct Deposit Notice Configuration
  • § Type email address of the email notice sender in the From Email field
  • § Click Save
• o In USPS, Go to System/Configuration
  • § Click the + next to Email Configuration
  • § Verify that the Port and SMTP Host are set up accurately (your ITC may need to verify this data)

3. ______ Installing Employer Distribution Module (this program is similar to BRDDIS)
• o In USPS Go to System/Modules
  • § Click the + next to Employer Distributions Module

4. ______ Set up Employer Retirement Share Module (this program is similar to BRDRET) if applicable
• o In USPS Go to System/Modules
  • § Click the + next to Employer Retirement Share Module

5. ______ Set up the Automatic Payment Reconciliation Configuration (This program is similar to PAYREC/POSITIVE PAY)
• o In USPS Go to Utilities/Automatic Payment Reconciliation Configuration
  • § Choose the fields that you want on your form file
  • § Click Save and enter in a name for your form file
  • Click Save

Pre Data Extract Procedures

There are a few clean up in classic that need to be addressed before the importing of the data to USPS-R can be completed.

- In classic the SERS date in USPCON must be set to the previous payroll processing month. This date is used to determine the current posting period on import. (Normally this date is set when SERSMONTH is processed.) Example, if processing in August, the SERS Period Closing Date should be 07/2018. This date is used to determine the current posting period on import. So, if the district is currently processing in August in classic (i.e. running August payrolls) then the closing date on USPCON should be 07/2018.
- Payroll in classic should be completed. All Payroll and Board BATCH files need to be posted to USAS. If any old .batch files are remaining and are not needed, please contact ITC and we will modify these to be .NOTPOSTED.
- Run DNAMRPT: Check classic DEDNAM records to verify that like vendors have the same address information. (Ex. if there are several OSDI records and the address line contains a unique characters like an OSDI code for each record. You will want to remove the OSDI code so that the address is the same for all OSDI records so that one payment is processed for the State of Ohio for all OSDI records.)
- Verify that the address field in DEDNAM has data in all fields (Name, Address, City, State and Zip)
- If no Pay Group is associated with a Calendar type in Classic, this will need to be updated/added on JOBSCN before importing of the data to USPS-R can be completed.
- In classic, run QRTRPT, W2PROC and STRSAD to balance and clean up any errors before importing.
- In classic run BENRPT.

Re-Import Data Precautions

• If data is being re-imported it is suggested that any reports that may have been created are saved to a json file and then re-imported when the district data has been re-imported.
• If grids have been customized and district data is being re-imported, you will want to make screen shots of how your grids are currently setup. After the re-importing of the data you will need to set your grids up again like they were before the re-import.
Post Import Procedures

There are a few processes that need to be setup and verified after the data has been imported before processing begins.

- **Go to System/Configuration**
  - **Account Mapping Configuration** - Verify that setup matches setup in USPCON.
  - **Email Configuration** - Verify Port and SMTP Host data are accurate.
  - **Email Direct Deposit Notice Configuration** - Update the From Email field to contain the correct email address.
  - Verify that the **Employee Number Automatic Generation Configuration** matches EMPIDS_PREFS.INI file (if applicable).

- **Go to System/Modules**
  - Click on the **to turn on Email Notification Services**.
  - Click on the **to turn on the Employer Distribution Module** (BRDDIS).
  - Click on the **to turn on the Employer Retirement Share Module** (BRDRET) (if applicable).
  - Click on the **to turn on the Http Notification Services**.
  - Click on the **to turn on the Mass Change Service**.
  - Click on the **to turn on the USAS Integration Module**.
  - Click the refresh button for all changes to take affect.

- **Go to Payments/Check Register**
  - Verify the highest check number matches highest check number in USPCON.

- **Go to Payments/Payroll Payments**
  - Verify the highest direct deposit number matches the highest direct deposit number in USPCON.

- **Go to Payments/Payee Payments**
  - Verify that the highest electronic transfer number matches the highest electronic transfer number in USPCON.

- **Go to Reports/Leave Balance Report**
  - Click on **Leave Balance Report**
  - Choose **Sort By** option from drop down
  - Choose **Page Break On** option from drop down
  - Choose **Leave Report Options** from drop down - **Note** - If selecting all leave types, there is an issue currently with the Totals not being correct. USPSR-3824
  - Unselect any pay group you do not wish to appear on the report moving them to the Available box
  - Click
  - Run BENRPT in classic using the same sort options that was used in the redesign and compare all leave totals on the Leave Balance Report with the BENRPT

- **Go to Reports/ODJFS New Hire Report**
  - Run and Check **ODJFS New Hire Report** to make sure no Template Import records (orphaned records) were imported.
- If Template Import records are found, run ODJFS New Hire and create a file. Nothing will need to be done with the file. This will get rid of all of these records.

- Go to Reports/W2 Report and Submission
  - Run W2 Report and Submission and compare it to the Classic W2PROC/W2REPT for balancing.

- Go to Reports/Quarter Report
  - Run Quarter Report and compare it to the classic QRTRPT for balancing.

- Any corrections or adjustments can be made by going to CORE/LEAVES/ACCUMULATIONS
  - Click on Employee - Find employee by typing in a few characters of first or last name then clicking on the employee name
  - Position - Select Position from drop down
  - Leave - Choose the type of leave from the drop down
  - Leave Unit - Should default to current leave unit (Daily /Hourly)
  - Description - Enter a description of what this adjustment is for (optional)
  - Length - Enter the length days/hours this adjustment entry is for (ex. 1.00 or -1.00)
  - Transaction Date - Enter or select the date from the calendar for this transaction
  - Click

- Go to CORE/EMPLOYEE
  - Verify that there are no orphan records by checking grid to verify that there are not any records with a number and the Last Name is Template and First Name Import. If found, change Number to a number that would be before the first employee number. (sort number on grid to find lowest number)

- Go to CORE/EMIS ENTRY
  - Verify that there are no employees with Long Term illness days. Go to More and add the Long Term Illness column to the grid. Then in the Long Term Illness column, search for any employees with >0 balances. These can be removed under the EMIS Employee Entry by selecting the edit option and clearing out the Long Term Illness field. This field can also be cleared by using a MASS CHANGE procedure. Please contact your ITC for them to run this for you.

- Go to Payroll/Future
  - Verify that there are no orphan dock records that may have been imported from dock next pay field from classic. If an orphan record is found and should not be included delete this record from Future.

**Report Creation**

![Report Creation](image)

There is an option to create a report right from the Grid. You can add more columns by clicking on More. Once you have selected your columns, click on Report. Enter in the Report Options and if wanting to save the report, enter in report Name and click on Save Reports: Save As Save Report. The report will then be saved in your favorites under the Home menu.

Click on Generate Report to create the Report.

**Report Options**
<table>
<thead>
<tr>
<th>Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Position</th>
<th>Position Description</th>
<th>Type</th>
<th>Description</th>
<th>Job Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANO101</td>
<td>Mayo</td>
<td>Gabriel</td>
<td>Aide</td>
<td>Contract</td>
<td>Sec</td>
<td></td>
<td>Inactive</td>
</tr>
<tr>
<td>ANO101</td>
<td>Mayo</td>
<td>Gabriel</td>
<td>Aide</td>
<td>Legacy</td>
<td></td>
<td></td>
<td>Inactive</td>
</tr>
<tr>
<td>ANO102</td>
<td>Boyer</td>
<td>Bobby</td>
<td>Supervisor</td>
<td>NonContract</td>
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<td></td>
<td>Inactive</td>
</tr>
<tr>
<td>ANO103</td>
<td>Galloway</td>
<td>Sandra</td>
<td>Teacher</td>
<td>NonContract</td>
<td></td>
<td></td>
<td>Inactive</td>
</tr>
<tr>
<td>ANO104</td>
<td>McKee</td>
<td>Mary ann</td>
<td>9 TEST CITY</td>
<td>Contract</td>
<td>TEST CITY</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>ANO104</td>
<td>McKee</td>
<td>Mary ann</td>
<td>6 Secretary</td>
<td>NonContract</td>
<td></td>
<td></td>
<td>Inactive</td>
</tr>
<tr>
<td>ANO104</td>
<td>McKee</td>
<td>Mary ann</td>
<td>5 Cook</td>
<td>NonContract</td>
<td></td>
<td></td>
<td>Inactive</td>
</tr>
<tr>
<td>ANO104</td>
<td>McKee</td>
<td>Mary ann</td>
<td>3 Aide</td>
<td>Legacy</td>
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</tr>
<tr>
<td>ANO104</td>
<td>McKee</td>
<td>Mary ann</td>
<td>2 Supervisor</td>
<td>Legacy</td>
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<td>ANO104</td>
<td>McKee</td>
<td>Mary ann</td>
<td>7 Teacher</td>
<td>NonContract</td>
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<td></td>
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</tr>
<tr>
<td>ANO104</td>
<td>McKee</td>
<td>Mary ann</td>
<td>4 Teacher</td>
<td>NonContract</td>
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<td></td>
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</tr>
<tr>
<td>ANO104</td>
<td>McKee</td>
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<td>8 Driver</td>
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<td>Legacy</td>
<td></td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>ANO105</td>
<td>Bray</td>
<td>Tyrone</td>
<td>2 Aide</td>
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</tr>
<tr>
<td>ANO105</td>
<td>Bray</td>
<td>Tyrone</td>
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<td>Legacy</td>
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</tr>
<tr>
<td>ANO106</td>
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<td>Kelly</td>
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</tr>
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<td>Nolan</td>
<td>Bruce</td>
<td>1 Aide</td>
<td>NonContract</td>
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</tr>
<tr>
<td>ANO114</td>
<td>Cross</td>
<td>Roberta</td>
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<td>Legacy</td>
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</tr>
<tr>
<td>ANO116</td>
<td>Sellers</td>
<td>Willie</td>
<td>1 Custodian</td>
<td>Legacy</td>
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<td></td>
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</tr>
<tr>
<td>ANO116</td>
<td>Sellers</td>
<td>Willie</td>
<td>4 Cook</td>
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<td>Willie</td>
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<td>Willie</td>
<td>6 Aide</td>
<td>NonContract</td>
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<td></td>
<td>Inactive</td>
</tr>
<tr>
<td>ANO116</td>
<td>Sellers</td>
<td>Willie</td>
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<td>NonContract</td>
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<td>ANO120</td>
<td>Swanson</td>
<td>Sue</td>
<td>2 Secretary</td>
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</tr>
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<td>2 Cook</td>
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<tr>
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<td>Frost</td>
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<td>NonContract</td>
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<tr>
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<td>ANO131</td>
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Reporting Taxable Amount
Adoption Assistance

An adoption assistance program is a separate written plan of an employer under which the employer provides employees with adoption assistance.

Adoption Assistance plan benefits can also be provided under a cafeteria plan (section 125 plan). Thus, employees may elect to make contributions for this on a pre-tax basis.

The type of adoption assistance provided by the employer is treated differently than Adoption Assistance Benefit Plans set up as Section 125. The type provided by the employer involves a cash payment made to the employee to cover the expenses of an adoption. If this type of adoption assistance is in place, the district must pay the employee the money through payroll so the payment is reported correctly. These payments should be made to the employee through the PAYROLL/PAYROLL PAYMENTS - CURRENT or PAYROLL/PAYMENTS-FUTURE program using a pay type of Adoption Assistance. These payments are reported in the following manner:

- Exempt from Federal taxation
- Exempt from Ohio taxation
- Not exempt from Medicare taxation
- Not exempt from ODJFS wages
- Exempt from SERS/STRS

The type of cafeteria plan for adoption assistance is slightly different than other types of cafeteria plans supported by the software. The type for adoption assistance has a cash value and is treated as wages for medicare taxation purposes, where other cafeteria plans are not.

The CORE/PAYROLL ITEM CONFIGURATION program allows you to determine whether or not the Section 125 plans in place at your district are treated as wages or not. By default, all existing Section 125 plans will be treated as the non-wage type. When running PAYROLL ITEM CONFIGURATION, you will note two options for the Section 125's. If necessary, districts should contact their legal advisors for clarification as to whether or not their plan is to be treated as wages.

The CORE/PAYROLL ITEM CONFIGURATION program also allows you to enter in a PAYROLL ITEM type of "ADOPTION ASSISTANCE" for those Section 125 plans set up for adoption assistance. This change will cause during the payroll run, to treat section 125 plans correctly. The "ADOPTION ASSISTANCE" plan types will be handled in the following manner:

- Exempt from Federal taxation
- Exempt from Ohio taxation
- Not exempt from Medicare taxation
- Not exempt from ODJFS wages
- Not exempt from SERS/STRS

The total amount is placed in Box 13 of the W2 form, with a code of "T" by REPORTS/W2 Report and Submissions.

To properly set up section 125 adoption assistance plans, a district must add the Payroll Item configuration record as an Adoption Assistance Type and flag it as a section 125 treated as wages Annuity Type.

**Difference from Classic** - If the Adoption Assistance Pay Type was NOT USED prior to the last pay of the calendar year, the Adoption Assistance (NC2) payment amount must be entered under the CORE/ADJUSTMENT JOURNAL in order for the Adoption Assistance amount to show correctly on the W2 form and to insure that the Quarter balances. The W2 Report will automatically adjust the Medicare and city, if applicable, the total and taxable gross amounts. The software provides the ability to withhold city tax on non-cash earnings. This can be activated by checking the "Tax Non Cash Earn" field on the city tax record in the CORE/PAYROLL ITEM CONFIGURATION program. No manual adjustments are needed.

Life Insurance Premium

According to the Internal Revenue Service, the cost of group-term life insurance an employer provides to an employee for coverage over $50,000 is to be included in the wages reported for the employee. This amount is subject to withholding for Social Security and Medicare, but not income tax. The cost is generally determined by using the uniform premium rates provided by the IRS. These rates set the cost of each $1000 of group-term life insurance for each month, according to the employee's age.

The following steps will ensure that the proper amounts will be taxed and placed on the W2 forms.

1. Calculate the taxable amount for each employee involved.

   **Example**

   A 35 year old principal receives $250,000.00 of board paid group term life insurance for an entire calendar year. The amount of excess coverage over $50,000.00 is used to determine the taxable coverage. In this example the amount of taxable coverage would be $200,000.00.
Using this same figure, it must be determined how many thousands of dollars are involved.

\[
\frac{200,000}{1,000} = 200
\]

This figure will be used later to determine the annual cost. IRS Publication 15-B gives the cost per $1000.00 of protection for a 1 month period. The cost for this 35 year old is .09 per month. This must be multiplied by the number of months the coverage was in effect.

\[
.09 \times 12 = $1.08
\]

The non-cash earnings amount is calculated by taking the number of thousands and multiplying it by the factor calculated in the previous step.

\[
1.08 \times 200 = $216.00
\]

1. Using the PAYROLL/PAYROLL PAYMENTS - CURRENT or PAYROLL/PAYMENTS-FUTURE program, the amount should be entered using a pay type of Life Insurance Premium. This pay type represents one kind of non-cash earnings for the employee. This pay type will be treated differently for taxation purposes. Using this non-cash earnings amount, the tax amounts for Medicare and Social Security will be calculated during the Initializing of the pay and PAYROLL PAYMENTS - CURRENT program.

No Federal, Ohio, or OSDI tax amounts will be calculated. All of these will be treated according to the federal rules. The software provides the ability to withhold city tax on non-cash earnings. This can be activated by checking the “Tax Non Cash Earn” field on the city tax record in the CORE/PAYROLL ITEM CONFIGURATION program.

2. Complete the payroll.

   The non-cash earnings amount will not be included in the gross pay amount, nor in the gross totals found on Pay Report or REPORTS/PAY AMOUNT SUMMARY REPORT OPTIONS. However, the non-cash earnings amount is being included in the adjusted gross figure because the amount is considered part of the taxable gross even though no tax is being withheld on it. Both the Pay Report or REPORTS/PAY AMOUNT SUMMARY REPORT OPTIONS will provide a total figure of all non-cash earnings in the total section. This extra total will help in balancing purposes.

If the Life Insurance Premium Pay Type was **NOT USED** prior to the last pay of the calendar year, the Life Insurance (NC1) payment amount must be entered under the CORE/ADJUSTMENT JOURNAL in order for the Life Insurance amount to show correctly on the W2 form and to insure that the Quarter balances. The W2 Report will automatically adjust the Federal, State, City, Medicare, etc. gross and taxable gross amounts. The software provides the ability to withhold city tax on non-cash earnings. This can be activated by checking the “Tax Non Cash Earn” field on the city tax record in the CORE/PAYROLL ITEM CONFIGURATION program. **No manual adjustments are needed.**

**Non-Cash Taxable Benefits**

Using the PAYROLL/PAYROLL PAYMENTS - CURRENT or PAYROLL/PAYMENTS-FUTURE program, the amount should be entered using a pay type of Non-Cash Taxable Benefits Pay Type. This pay type represents one kind of non-cash earnings for the employee. This amount is taxed and is included as taxable wages, but does not increase the employee’s check in any fashion.

No Federal, Ohio, or OSDI tax amounts will be calculated. All of these will be treated according to the federal rules. The software provides the ability to withhold city tax on non-cash earnings. This can be activated by checking the “Tax Non Cash Earn” field on the city tax record in the CORE/PAYROLL ITEM CONFIGURATION program.

Complete the payroll.

The non-cash earnings amount will not be included in the gross pay amount, nor in the gross totals found on Pay Report or REPORTS/PAY AMOUNT SUMMARY REPORT OPTIONS. However, the non-cash earnings amount is being included in the adjusted gross figure because the amount is considered part of the taxable gross even though no tax is being withheld on it. Both the Pay Report or REPORTS/PAY AMOUNT SUMMARY REPORT OPTIONS will provide a total figure of all non-cash earnings in the total section. This extra total will help in balancing purposes.

If the Non-Cash Taxable Benefit Pay Type was **NOT USED** prior to the last pay of the calendar year, the Taxable Benefits (NC3) payment amount must be entered under the CORE/ADJUSTMENT JOURNAL in order for the Non-Cash Taxable Benefit amount to show correctly on the W2 form and to insure that the Quarter balances. The W2 Report and Submissions will automatically adjust the Federal, State, City, Medicare, etc. gross and taxable gross amounts. The software provides the ability to withhold city tax on non-cash earnings. This can be activated by checking the "Tax Non Cash Earn" field on the city tax record in the CORE/PAYROLL ITEM CONFIGURATION program. **No manual adjustments are needed.**

**USPS-R Common Importer Errors and Warnings**

**Introduction**

When importing data from classic USPS into USPS-R there are three levels of messages that can be written to the log file.
1. **ERROR**
   
   An error level condition indicates that the record in question was not imported into USPS-R. These should be reviewed by the hosting entity (ITC) and the school whose data is being imported. It is up to the discretion of the data owner whether the error warrants correction in the source system and another extract and import to be performed. Many times error conditions may be flagged due to invalid or obsolete data in classic USPS. If this is proved to be the case excluding this data on import is not necessarily

2. **WARNING**
   
   A warning level condition indicates that we discovered a piece of data in the extracts that is either suspect or considered invalid. Most of the time the record containing the invalid data will still be imported, but it is possible we replaced a piece of invalid data during the import. The message will indicate if data was replaced or if the record was ignored and the user can decide if further action is warranted.

3. **INFO**
   
   An info level message is simply informational and typically should not require any further action on the part of the user.

Below is a list of the more common error and warning level messages you may see in the import logs. This is not an exhaustive list of all possible messages, but addresses the most common ones, gives an explanation of what they mean and gives the user additional context on how to determine if further action is required.

### Errors

**No Payroll Item Configuration found for deduction code: XXX for pay check number: XXXXXX**
(List item)

This error is being thrown during the import of the DEDHIS.IDX file. It signifies that there is a deduction history record that has a deduction code that no longer exists as a USPSDAT/DEDNAM record in classic. Since we do not have a DEDNAM record to reference here we cannot assign a payroll item configuration when importing into USPS-R. Therefore this deduction history record cannot be imported. It is up to the district's discretion as to whether this is data that they do not want to be lost on the import. To fix it they would have to enter a classic DEDNAM record for the deduction code and you would then re-extract / re-import.

**CheckHistoryImportImpl: headers: No SSN found for payroll payment: paycheck number: XXXXXX, job number: XX, pay date**

This error indicates that there is a check number in the USPCKHIS.IDX file that identifies itself as either a payroll check, direct deposit or refund of deduction but is not assigned to an employee (the SSN is blank on the record). These records cannot be imported as we cannot determine what employee to associate them to. If the district knows what employees these checks pertain to you could update the USPCKHIS.IDX file in classic (using datatrieve) or update the extracts to add the employee id. Keep in mind this is really the employee id in the classic SSN field. It is confusing, but it has to do with the field names not being changed when employee ids were implemented. If the district does not want to make the updates they just will not have the history for the checks in question imported into USPS-R. They may be OK with that depending on the nature of the checks and how old they are, but this would be up to them.

**FuturePayAmountImportImpl: Invalid PAY_COUNTER for employee number (XXXXXXXXX) with job number (XX), pay_counter (???)**

This error indicates there were orphaned records with invalid ASCII values in the pay counter field discovered in the classic USPFUTPAY.IDX file. It is unclear what caused classic to leave these orphaned records in the file, but this seems to be a common occurrence. They did not show up in the UPDCAL_FUT UI and were ignored by the classic system. The records can be reviewed in the extract file or using datatrieve, however since they were "invisible" for all intents and purposes in classic we assume they can be excluded from the import without negative repercussions.

### Warnings

**PayrollItemConfigImportImpl: payrollitem: The vendor number () for the PayrollItemConfiguration being imported (code: XXX, type: ) does not match the Payee PayrollItemConfigurationType ([]) or the 'Pay To' information. Creating a new Payee for the PayrollItemConfiguration.**

This is actually a warning/informational message and does not result in any data being excluded from import. Basically, this is a side effect of the fact that we created the concept of a payee in USPS-R where as all the payee information (vendor number, address etc.) was stored directly on DEDNAM.  

**PositionImportImpl: position: Pay Per Period () entered does not equal Pay Per Period calculated based upon contract values () for employee:**

This is also just a warning message. The district can review these if they choose to. It is telling you that when we calculated what we think the pay per period should be based on the contract values at import does not match what the district has in the pay per period field for the contract. We use whatever the district has entered, so the imported data will match classic.

**PositionImportImpl: position2: Calendar Start Date is after Calendar Stop Date. Calendar Start Date will not be imported**

Also, a warning. It means pretty much what it says in that you can't have a start date after the stop date. We just ignore the start date and don't import it. You can review the position in question, but it should have no affect on processing.

**CheckHistoryImportImpl: headers: Non reconciled or voided type () has a reconciled_voided_date, pay_check_number: XXXXXX.**
• This is a warning that indicates we found a check in USPCKHIS.IDX (check history) that has a reconciled / voided date, but the check status is not R (reconciled) or V (voided). We still imported the history record, but we did not import the reconciled / voided date. We simply left that blank.

**DeductionHistoryImportImpl:** Direct Deposit deduction type ‘17’ applied to payroll check 99999 for employee XXXXXXXXX - deduction ignored

• This message indicates a direct deposit deduction was found for a check history record that identifies itself as a check and has a check transaction associated with it. We cannot assign the direct deposit transaction in this case. In most cases it appears this occurs when the direct deposit records were first configured and processed as pre-notes. In that case the employee was paid on a check, but the direct deposit deduction history records were written with zero amounts. In the case of a historical pre-note excluding these deduction history records on import does not result in any lost data. If the user wishes to verify this they can check that the deduction amount for the historical direct deposit deduction is zero either in the extract or via datatrieve. If the amount is zero then this points to a pre-note scenario. If further verification is needed they can review the pay report from the historical pay in question and the employee should be flagged in the deductions section as PRENOTE.

Check nnnnnn is not a payroll payment - deduction nnn details were not imported.

• The payment itself will now be imported, but there is currently no way of storing the payroll item detail that was posted with it. These amounts are handled with Adjustment Journals in redesign.

### USPS-R Month End Balancing Checklist

**Payroll Month-End Balancing**

1._____ To auto-reconcile checks with a file from the bank:
   
   Go to Payments/Check Register and click on Auto-Reconcile tab.
   
   Enter Reconciliation Date for reconciliation.
   
   Be sure Pay Rec Format is correct (will stay after entering first time)
   
   Choose file and Click UPLOAD

2._____ To reconcile checks manually:
   
   Go to Payments/Check Register
   
   Use Grid to Filter to get just status of “Paid”
   
   Click the box next to the checks you want to reconcile
   
   Click on Reconcile Tab
   
   If errors, Unreconcile any check by clicking the box for that check and then clicking on the Unreconcile button

3._____ To get list of outstanding (PAID) checks:
   
   Go to Payments/Check Register
   
   Use Grid to Filter to get just status of “Paid”
   
   Once you have only “Paid” checks on your Grid, click on the REPORT Button
   
   Select pdf, excel or preferred format
   
   This is your outstanding checks list (CHKSTS) to use for balancing

4._____ To close Payroll, close the month go to Core/Posting Periods
USPS-R Payroll Processing Checklist

Payroll Processing

1. ____ Go to USAS Integration and click on ‘Synchronize Accounts’

2. ____ Updates - If any changes/additions are needed to Employee, Position, Payroll Item, Pay Distribution, Payroll Account, etc. go to CORE or Employee Dashboard and make the necessary changes BEFORE payroll processing begins.

3. ____ Processing 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 and hold a position that has SERS as the retirement code and a position hire date (both found on the Position screen) no more than 60 days before today’s date for the employee to be eligible for the report.

- Go to Reports/SERS New Hire Report
  - Report Title-Default is SERS New Hire Report
  - To create a report click Generate Report
  - To create a submission file click Generate Files
    - Save the file to a folder of your choosing and then upload it to eSERS

4. ____ Processing 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 and hold a position that has STRS as the retirement code and a position hire date (both found on the Position screen) no more than 60 days before today’s date for the employee to be eligible for the report.

- Go to Reports/STRS New Hire Report
  - Report Title-Default is STRS New Hire Report
  - To create a report click Generate Report
  - To create a submission file click Generate Submission File and save it to a folder of your choosing
  - Click Choose File and find the file in your folder.
  - Click Upload
  - OR
    - To create a submission file and submit to STRS click Generate Submission File and Submit to STRS

5. ____ Processing an ODJFS New Hire Report and Creating an ODJFS New Hire tape file

- Go to Reports/ODJFS New Hire Report
  - Double Click or click the employee(s) name and click the right arrow under New Employees
  - New employees should now be in the Employees to report box
  - Click Generate Report
  - To create the tape file Click Generate Submission File

6. _____ 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/CREATE and 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. You will need to go to CORE/POSTING PERIOD and 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 posting period is displayed. You will then be able to post the payroll.

OR

6a. _____ Posting Period Current - To set Posting Period to Open and Current go to CORE/POSTING PERIOD/CREATE. Select the Calendar Month, enter in the Calendar Year, click the Current box and then click the CREATE button. Before payroll processing begins, verify that the current posting period is displayed in the upper-right hand corner of your screen.

Payroll/Payments Current or Future (Use the method of Current or Future that you are familiar with)

If you enter exceptions using Future-
7. Initialize Payroll first to get a Base total of Initial Processing Totals amounts for balancing before entering any time sheet data into FUTURE. (INICAL.TXT)

7a. Delete Payroll

8. Enter all time sheet data in Payroll/Payroll Payments Future

9. SSDT Future Pay Amount Report (UPDCAL_FUTPAY)
   - Go to Reports/Report Manager>SSDT Future Pay Amount Report
   - Choose Report Options:
     - Format: Choose from drop down
     - Page Size: Choose from drop down
     - Orientation: Choose from drop down
     - Name: Defaulted but a report name can be entered
     - Summary Report: If you only want a summary report click on the box next to Summary
     - Beginning Effective Date: (optional)
     - Ending Effective Date: (optional)
     - Pay Groups: (optional)
     - Click on Generate Report

10. Enter Attendance - Dashboard (ATDSCN)
    - Go to Dashboard and select Employee from dropdown
    - On the Employee Dashboard select Attendance Click +CREATE to enter one day or Click + Mass Add to enter multiple days Click Save
    - Posting Mode option is available, (No Posting to Payroll, Post to Current, Post to Future)
    - If using Posting Mode make sure that you click +Post Selected Records to Future Payroll after you click Save to add the attendance entry
    - Click on Click on X to close the Display box
    - Attendance can also be added by going to Core/Attendance

OR

10a. Attendance can also be added by going to Core/Attendance (ATDSCN)
    - Click +CREATE to enter one day or Click + Mass Add to enter multiple days Click Save
    - Posting Mode option is available, (No Posting to Payroll, Post to Current, Post to Future)
    - If using Posting Mode make sure that you click +Post Selected Records to Future Payroll after you click Save to add the attendance entry
    - Click on Click on X to close the Display box

OR

10b. Import Attendance (USPIMPORT) (If you use an outside source- AESOP, KIOSK, etc to track attendance this is the next step)
    - Go to Utilities>Attendance/Absence Import
    - Enter Import detail:
      - Attendance Import File, Click Choose File and browse for file
      - Location Code- if using Location Code and it's specified on CSV File
      - Post to Payroll Processing –Choose from dropdown options
      - Combine Attendance Entries-If desired
      - Allow Negative Leave Balances N/A for Attendance Importing
      - Payroll Account to charge-Choose from drop down
      - 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 Import option.)

10c. Import Absence (USPIMPORT) (This is similar to importing from AESOP, KIOSK, etc or similar software products)
    - Go to Utilities>Attendance/Absence Import
    - Enter Import detail:
      - Attendance Import File, Click Choose File and browse for file
      - Location code
      - 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
11. Go to Reports/Report Manager and process SSDT Attendance Journal Entry

If you enter exceptions in Current-(UPDCAL_CUR)

12. Go to Payroll/Payroll Processing and click Initialize New Payroll

13. Go to Payroll/Payroll Payments-Current. Click +Create and Enter payroll exceptions from pay sheets, time sheets, etc.

14. Enter Attendance- Dashboard (ATDSCN)

- Go to Dashboard and select Employee from dropdown
- On the Employee Dashboard select Attendance and Click +CREATE to enter one day or Click + Mass Add to enter multiple days Click Save
- Posting Mode option is available. (No Posting to Payroll, Post to Current, Post to Current)
- If using Posting Mode make sure that you click +Post Selected Records to Future Payroll after you click Save to add the attendance entry
- Click on Click on X to close the Display box

OR

14a. Attendance can also be added by going to Core/Attendance (ATDSCN)

- Click +CREATE to enter one day or Click + Mass Add to enter multiple days Click Save
- Posting Mode option is available. (No Posting to Payroll, Post to Current, Post to Current)
- If using Posting Mode make sure that you click +Post Selected Records to Future Payroll after you click Save to add the attendance entry
- Click on Click on X to close the Display box

OR

14b. Import Attendance (USPIMPORT) (If you use an outside source- AESOP, KIOSK, etc to track attendance this is the next step)

- Go to Utilities>Attendance/Absence Import
- Enter Import detail:
  - Attendance Import File, Click Choose File and browse for file
  - Location Code- if using Location Code and it's specified on CSV File
  - Post to Payroll Processing –Choose from dropdown options
  - Combine Attendance Entries-If desired
  - Allow Negative Leave Balances N/A for Attendance Importing
  - Payroll Account to charge-Choose from drop down options
  - 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.)

14c. Import Absence (USPIMPORT) (This is similar to importing from AESOP, KIOSK, etc or similar software products)

- Go to Utilities>Attendance/Absence Import
- Enter Import detail:
  - Attendance Import File, Click Choose File and browse for file
  - Location code-if using Location Code and specified on CSV file
  - 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.)

15. Go to Reports/Report Manager and process SSDT Attendance Journal Entry

16. Payroll/Payroll Processing/Initialize New Payroll

- Click Initialize New Payroll (INICAL) and (CALCPAY)

- Enter payroll initialization detail:
  - Payroll Description- Enter Name of Payroll
  - Pay Plan-Choose from drop down options
- **Pay Cycle**: Choose from drop down options
- **Start date**: Enter or choose from calendar
- **Stop date**: Enter or choose from calendar
- **Pay Date**: Enter or choose from calendar
- **Select pay groups**: Click on Initialize Payroll

17. _____ If you use Additions you will click on Add Pay Group (optional)
   - Double click on the pay groups you wish to add
   - Enter period beginning and ending dates
   - Click Add Pay Group

18. _____ Click on the Error Report-View report for errors
   - Correct errors
   - Only if changes were made to Compensation record-Go back to Payroll, Click MODIFY, click the checkbox left of the word “Code” to select all pay group(s) or click the box next to the pay group(s) that corrections were made for as far as Compensation and Click Update Payroll

19. _____ Pay Report (PAYRPT) Click on Pay report
   - **Report Title**: Default name is Payroll Report. Can change if desired
   - **Sort By**: Choose from drop down
   - **Report Format**: Choose from drop down
   - **Begin Each Employee on New Page**: Check is desired
   - **Include Employer Payroll Item Amounts**: Default is checked. Can uncheck if desired
   - **Show only Report Totals**: Check if desired
   - **Click Generate Report

20. _____ Pay Amount Summary Report formerly (PAYSUM)
   - Go to Reports/Pay Amount Summary Report
   - **Report Options**:
     - **Report Title**: Default Pay Amount Summary Report/Can be changed if desired
     - **Payroll**: Choose from drop down option
     - **Display Sub Totals**: Defaulted Can be changed if desired
     - **Page Break on Employee**: If desired check
     - **Sort by**: Choose from drop down options
     - **Select Specific Pay Groups to Exclude**: If desired check
     - Move pay groups you do not want on the report to the Selected box
     - **Click GENERATE REPORT
   - Check report for accuracy
   - **Click Browser Back Button

21. _____ Click on the Pay Item Detail Report (DEDDET) and review
   - **Report Title**: Default is Payroll Item Detail Report. Can be changed if desired
   - **Sort By**: Choose option from drop down
   - **Begin Each Payroll Item on New Page**: If desired check the box
   - **Select the Payroll Items you want to appear on report**: Move from Available to Selected.
   - **Click Generate Report

22. _____ Click on Budget Distribution and Projection Report (BUDDIS-Projection) and review
   - **Report Title**: Default is Budget Distribution report. Can be changed if desired.
   - **Click Generate Report

23. _____ Post Payroll (CHKUPD)
   - May need to go to Payroll/Payroll Processing/In Progress Tab and Click Detail
   - **Click POST PAYROLL
   - **Click POST

24. _____ Click Budget Distribution Report (BUDDIS actual)
   - Enter Details:
     - **Report Title**: Default Budget Distribution Report. Can be changed if desired
25. Click Payroll Account Distribution Report (BUDDET)

26. Click Processing Payments (CHKPRT) Direct Deposit Notices
   - Direct Deposits - Click Payroll Processing/Process Payments
   - Select Payment options:
     - Processing (Select Direct Deposits)
     - Output Format (Click on XML or PDF)
     - Bank Account (Dropdown)
     - Sort By Option - Choose from drop down option
     - File Name (Auto Populated)
     - Click on Process Payments
     - Transfer Direct Deposit XML or PDF file to check printing software

26a. Click Processing Payments (CHKPRT) Checks
   - Select Payment options:
     - Processing (Select Checks)
     - Output Format (Click on XML for check printing software or PDF for format checks)
     - Bank Account (Dropdown)
     - Sort By Option (Dropdown)
     - File Name (Auto Populated)
     - Click on Process Payments
     - Transfer Direct Deposit XML or PDF file to check printing software

27. Click on 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. 3/15/18 12:09 PM)
   - Direct Deposit Form - Choose from drop down
   - Click Schedule Sending of Selected Email Notices

28. Processing a SERS Per Pay Report (RETIRE/SERSRPT)
   - Go to Reports/SERS Per Pay Report
     - Report Title - Default is SERS Per Pay Report
     - Choose your sorting option (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
     - Enter the eSERS Pay Cycle Code
     - Enter or choose Begin Date
     - Enter or choose End Date
     - Enter or choose Pay Date
     - Click Generate Report

29. Creating a SERS Per Pay Submission file
   - All previous data from report generation should still be populated
   - Set Employees Within Submission File As Reported to SERS should be checked
   - Click Generate Submission File
   - Click Link to eSERS login and and upload the tape file
   - If you are only creating an adjustment file click Generate Submission File for Adjustments Only

30. Processing a STRS Report (RETIRE/STRSRPT)
   - Go to Reports/STRS Report
     - Choose your sorting option (Dropdown)
     - Choose the Payment Method (Dropdown)
     - Enter in the Check or Transaction Number
     - Choose the Report Format (Dropdown)
     - Under Historical Payrolls - Click the check box next to the payroll you wish to create a report for
     - Click Generate Report

31. Creating a STRS Submission file
   - All previous data from report generation should still be populated
   - To create a submission file click Generate Submission File and save it to a folder of your choosing
   - Click Choose File and find the file in your folder.
• Click Upload
  OR
• To create a submission file and submit to STRS click Generate Submission File and Submit to STRS

32. Creating an AFFORD report

  • Go to Reports/AFFORD
  • Choose your sort option (Dropdown)
  • Enter or choose your Beginning Date
  • Enter or choose your Ending Date
  • Check the Exclude based on termination date box (if applicable)
  • Check the Exclude employees with insurance box (if applicable)
  • Choose Calculate based on number of week or months (Dropdown)
  • Choose Calendar for calculating breaks (Dropdown-if applicable)
  • Select Pay Groups under Available by double clicking pay group or clicking on pay group(s) and clicking right arrow
    • All chosen pay groups should be under the Selected box
    OR
    • If choosing specific employee(s) select the employee by double clicking on the name or click on the employee name
      (s) and click the right arrow.
  • Click Generate Report

33. Processing Employer Distributions Report (BRDDIS)

  • Go to Reports/Employer Distributions
    • Report Title-Defaulted to Employer Distrib. Can be changed if desired
    • Start Date-Enter or choose from calendar
    • Stop Date-Enter or choose from calendar
    • Payment Cycle-Optional
    • Use Only Employer Distribution Accounts-Box is checked as default. Can be changed if desired.
    • Summarize individual amount detail-Box is checked as default. Can be changed if desired.
    • Choose Employer Distributions Payroll Items wanting to process by double clicking from Available Payroll Items moving them to
      Selected Payroll Items
    • Click Generate Report

34. Processing Employer Distributions Submission File (BRDDIS)

  • Go to USAS Integration/Employer Distributions Submission
    • Start Date-Enter or choose from calendar
    • End Date-Enter or choose from calendar
    • Payment Cycle-Optional
    • Use Only Employer Distributions Accounts- Box is checked as default. Can be changed if desired.
    • Choose Employer Distributions Payroll Items wanting to process by double clicking from Available Payroll Items moving them to
      Selected Payroll Items
    • Click Show Submission Preview
    • Review Employer Distribution Submissions
    • Click Submit to USAS

35. Processing USAS Employer Share of Retirement Submission (BRDRET) (If applicable)

  • Go to USAS Integration/Employer Retirement Share Submission
    • Begin Date-Enter or choose from calendar
    • End Date-Enter or choose from calendar
    • STRS Amount to Distribute-Enter amount
    • SERS Amount to Distribute-Enter amount
    • Click Show Submission Preview
    • Click Submit Employer Share of Retirement to USAS

36. Post Payroll to USAS (AUTOPOST)

  • In USPS:
    • Go to USAS Integration tab/Payroll Submission
    • Select the payroll to be posted and click POST TO USAS
    • A list of all accounts and amounts will appear.
    • Click the Submit to USAS button
    • A message will appear: Info - Payroll Submission request successfully sent to USAS
    • Once approved or rejected on the USAS side, this page will be updated with the status.

  • In USAS:
• Select Transactions/Pending Transaction from the Menu
  • A grid of Pending Transactions will appear
  • Edit the one you select and review the details of the transaction
  • There are 3 options: POST, REJECT or VALIDATE
  • POST - A popup will display containing "Pending Transaction Post Options"
    • Electronic is selected by default;
    • Select a Transaction Date
    • Choose the Bank Account you wish to use.
    • Click POST, this will post the Disbursement.
  • The Disbursement is in the UI via Transactions/Disbursements.
  • REJECT - if rejecting the payroll pending transaction a reason can be posted in the popup display box.
    • Click REJECT

37. _____Create the direct deposit ACH tape file for bank

• Reports/ACH Submission –ACH Submission Tab
  • 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
  • Under Historical Payrolls choose pay wanting to create file by checking checkbox
  • Click GENERATE REPORT
  • Review report
  • Click CREATE SUBMISSION FILE
  • Click the Convert Pre-Notes on ACH File Submission Generation checkbox
  • Click CREATE SUBMISSION FILE

38. _____Create the HSA ACH tape file for bank (if Applicable)

• Reports/ACH Submission-HSA Submission Tab
  • HSA ACH Source - Choose 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

39. _____Processing Outstanding Payables (Paying Deductions) (PAYDED)

• Select Processing/Process Outstanding Payables
• This will list all Unpaid Payables from previous payrolls
• There are 4 tabs to choose from according to preference (Payables by Payee, Payables by Item Type, Payables by Item Detail and 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
  • Starting Check Number-defaults to next available USPS check number
  • Click POST

40. _____To PRINT Outstanding Payables Checks

• Payments/Payee/Payee Payment Checks
• Filter Grid to find only checks you want to print (Ex. Transaction Date =02/15/2018)
• Click Check box next to checks to print. To print all click box left of Check or Payment Number
• Click 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

41. _____PROCESSING LEAVE ACCRUALS

• Click Processing/Benefit Update and Projection (BENACC)
  • Enter in Report Title (default is Benefit Accrual Report)
  • 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

• Processing a Refund of a Payroll Item
  • See Payroll Item Refund link.

USPS-R Quarter-End Checklist

This procedure outlines the steps to be taken to close the USPS-R quarter-end.

ODJFS Reporting

1. ___ Processing ODJFS-Go to Reports/ODJFS Report choose the Generate Report option.
   A) Check all totals carefully for accuracy. If necessary, adjustments can be made using the Core/Adjustments screen.
2. ___ When all data is correct, in Reports/ODJFS Report, click on the Generate Submission File option.
   A) Save the file to a folder of your choosing and then email it through a secure site to your ITC.

Quarter-End Closing

3. ___ Go to Reports/Quarter Report
   A) Year- Should be defaulted to current year
   B) Quarter- Should be defaulted to current quarter
   C) Sort By- Choose sorting option from drop down
4. ____Click **Generate Report**

   **A)** In the "**Totals Summary**" section of the **Quarter Report**, the gross and adjusted gross should balance using a manual calculation.

   Gross

   **Annuities**

   Calculated Adjusted Gross

5. ____Payroll Item checks for the quarter should equal the total Payroll Items showing on the **Quarter Report**. Be sure to verify the electronic transfers of Federal and Medicare payments as well. This should be true for every Payroll Item code.

6. ____The total gross showing on QRTRPT should equal the total of all payroll disbursement checks created during Payroll Posting to USAS for the quarter.

   **A)** Once balanced if a hard copy of the report is desired print the **Quarter Report**.

   *Note-In the redesign software there is no clearing of quarter to date totals.*

7. ____It is recommended that you balance the **W2Report** quarterly to minimize problems at calendar year-end.

   **A)** Go to Reports/ **W2Report and Submission**. Output type should be set to **Report**. Check the report for errors.

   **B)** Complete and balance the **W2Report Reconciliation Worksheet** for the quarter following the directions on the worksheet.

   **C)** Balance the **Payroll Item** totals (taxes and annuities) on the **W2Report** with the totals from the **Payables Reports** from the quarter.

   **D)** Balance the gross amounts on the **W2Report with Pay Reports** for the quarter.

   *Note-These amounts may not balance due to the way W2Report handles certain amounts (e.g. Medicare pickup.)*

   **E)** If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes made through **Core/Adjustments**. The **Audit Trail Report** can be useful in identifying these problems. To process the **Audit Trail Report** go to Reports/Report Manager/SSDT Audit Trail.

8. ____Verify all Payroll Items have been paid by going to **Processing/Process Outstanding Payables** and making sure that there are no outstanding payables that have not been paid.

9. ____The total of all board paid amounts (if tracked on the system) should equal the total of all USAS checks paid to the vendor or deduction company.

10. ____Complete and file any required quarter-end submission forms.

11. ____For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

   *Note-Mobile employees could cause discrepancies.*

12. ____Only if hard copies of quarter end reports are desired, run the following:

    Reports/Employee Master (all data)

    Reports/Employee Earnings Register

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**You are now ready to proceed with payroll for the new quarter.**

**USPS-R Fiscal Year End Checklist**

**USPS-R Fiscal Year End Checklist**

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

**Cost of Life Insurance over $50,000**
1) For any employee that will be retiring 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. 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-R Appendix documentation.- https://wiki.ssdt-ohio.org/display/uspsrdoc/Appendix

**EMIS Staff Reporting**

2) EMIS absence and attendance days are calculated for you through the job calendars and attendance posting. Make adjustments using CORE/ADJUSTMENTS.

   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

**Month-End Closing**

3) Go to Reports/STRS Monthly Report (optional)

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

4) Balance the payroll account (when statement is received from bank)

   A) Go to Reports/Report Manager/SSDT Outstanding Checks Report.
      1- Format-Choose format from drop down  
      2- Page Size-Choose from drop down  
      3- Orientation- Choose from drop down (landscape/portrait)  
      4- Name-Default name is Outstanding Checks. Can be changed and named whatever desired  
      5- Summary Report- If you only want a summary report with totals check the box  
      6- Start Date-Enter in a start date in MM/DD/YY format  
      7- End Date- Enter in an end date in MM/DD/YY format  
      8- Click Generate Report  

   B) Go to Payments/Check Register to reconcile checks manually or use Auto Reconcile.
1- Click the Auto Reconcile tab

2- Reconciliation Date- The current date is defaulted. Can be changed by using MM/DD/YYYY format

3- Pay Rec Format-Choose format from the drop down

4- Bank Account-Chose correct Bank Account from drop down

5- Click Choose File-Locate the file from the bank

6- Click Upload

5) Go to Processing/ Benefit Update and Projection /Accrual to accrue leave.

1- Report Title-Default name is Benefit Accrual Report. Can be changed if desired

2- Accrual or Projection-Default is Accrual Projection report. Choose from drop down. Recommendation is to process in Projection first

3- Benefit Accrual Option-Choose from drop down

4- Specific Accrual Date-Enter or chose from calendar the specific accrual date

5- Include Ineligible Positions-If you want to include ineligible positions check the box

6- Sort Options-Choose the sorting option from the drop down

7- Selects Pay Groups or Specific Employees-Move to the Selected box

8- Click Generate Report

9- Change Accrual or Projection to Accrual Report from the drop down

10- Click Generate Report

Quarter-End Closing

6) Go to Reports/ Quarter Report

1- Year-Choose year from drop down. Default should be current year

2- Quarter-Choose from drop down. Default should be current quarter

3- Sort By-Choose sorting option

4- Click-Generate Report

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

Gross
- Annuities

Adjusted Gross Calculated
The Adjusted gross calculated should equal the adjusted gross amount from quarter report. This should be true for all adjusted gross figures in the "Totals" section.

7) 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.

8) 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.

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

A) Go to Reports/W2 Report and Submission and check for any errors on the report.

1- Format-Click on the option you will be processing (report)

2- Choose the format from the drop down

3- Report Title-Default is W2 Report. Can be changed to desired name

4- Federal ID Number-Defaulted to district Federal Id number

5- State ID Number-Defaulted to district State ID number

6- Kind if Employer-Choose from drop down

7- Sort Options-Choose sorting option from drop down.

8- Report for Year-Current year should be defaulted. Can choose from drop down if need

9- Click Generate Report

B) Complete and balance the W2 Report Reconciliation Worksheet for the quarter following the directions on the Worksheet.


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

D) Balance the gross amounts on the W2 Report with Pay Reports for the quarter.

E) If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or adjustments. The Audit Report (Reports/Report Manager/SSDT Audit Trail can be useful in identifying these problems.

1- Format-Choose format from drop down

2- Page Size-Choose from drop down.

3- Orientation-Choose from drop down (landscape or portrait)

4- Name- Default is Audit Report can be changed if desired.

5- Summary Report-If you only want a summary report click the box

6- Start Date- Enter a start date you wish to begin your audit from.

7- End Date- Enter an end date you wish to process the report through.

8- Click Generate Report

10) Go to Processing/Outstanding Payable and verify that there are no outstanding Payroll Items. (Screen should be empty)
11) The total of all Employer Distribution amounts (if tracked on the system) should equal the total of all USAS accounts payable checks to the vendor or deduction company.

12) Complete and file any required quarter-end submission forms.

13) For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

Mobile employees could cause discrepancies.

14) Go to Reports/ODJFS Report.
   1- Year-Default is current year. Choose year from drop down
   2- Quarter-Current quarter should be defaulted. Can choose from drop down
   3- Sort By-Choose sorting option from drop down
   4- Click Generate Report

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

15) When all data is correct click on Generate Submission File
   A) Transfer the file to your desktop or folder of your choosing and securely email the file to your ITC for submission

**STRS Advance Processing**

Even Though the board will not be advancing the money to STRS as in the past, the process for the annual reporting is the same as prior years.

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 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.

16) Go to Reports/STRS Advance.
   1- Sort By-Choose sorting option from drop down option
   2- Start Date for Academic Year-Choose or enter starting date for academic year
   3- Ending Date for Academic Year-Choose or enter ending date for academic year
   4- Click Generate Advance Fiscal Year to Date Report
   5- Click Generate Advanced Positions Report
   6- Click Generate Non-Advanced Positions Report

These options can be ran 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.

Verify the data on the reports. On the Advance Fiscal Year to Date Report, check each employee's service credit and FYTD totals. At the bottom of this report, there is an amount labeled 'Taxed + Non-taxed'. The amount shown should equal the amount deposited with STRS during the fiscal year plus the amount of accrued contributions on summer pays.

17) Once the data has been verified for the advance, in the Reports/STRS Advance click on the Generate Submission File option.

This option will flag all eligible jobs as in advance mode, set the system Advance Mode flag and the 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.

18) Notify your ITC letting them know that your STRS data has been submitted to STRS electronically.

19) *If applicable* If third party files need to be merged with the STRS advance file that was created send that third party file along with your advance file securely to your ITC. The ITC will combine the necessary data and securely email the file back to you so it can be submitted.

A) Save the file to your desktop or a folder of your choosing
B) Go to Reports/STRS Advance
C) Click Choose File-Find your STRS Advance file
D) Click Submit Uploaded File to STRS.

Quarter-End Closing Completion

20) A Surcharge report is in the process of being created and should be available by the end of July.

21) To remove prior fiscal year long-term illness days after the quarter end reports are printed you will want to use the Mass Change option in the Employee screen. (Contact ITC for assistance)

22) Add any long term illness days for the new fiscal year on the Employee record in the Long Term Illness field.

Post Fiscal Year-End Closing

Restrictions during the advance:

Modifications cannot be made to certain fields on Position/Compensation records in the advance mode.

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

23) STRS follow-up on the Advance after all summer pays:

A) System/STRS Advance Configuration-At the time of the last advance payment if all advances have been paid correctly the Pay Back field will zero out and the Advance Mode flag will be turned off. The Advance Amount figure will need to be removed manually. If that figure is not removed it will be overwritten the following fiscal year by the new advance amount.

After the advance is complete to find any discrepancies between what was contributed to STRS and what was reported on the advance submission tape file a report in the redesign (not yet named) can be ran to compare totals for each employee to those on the Advance Positions Report. Any employee showing a differing amount should be researched.

Any difference should be reported to STRS as a prior fiscal year correction if necessary.

B) Contact your ITC to have any remaining STRS advance amounts removed from STRS Advance Configuration
You have completed the USPS Fiscal Year End Closing procedures.