

USPS Fiscal Year End Checklist

NWOCA-USPS Fiscal Year-End Closing Procedure

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 USPSCN/UPDCAL_CUR or USPSCN/UPDCAL_FUT program, the amount should be included as part of their final pay using a pay type of NC1. For an example and in depth discussion of the calculation process, refer to the "Reporting Taxable Amount of Life Insurance Premiums" chapter of the USPS User Guide.

EMIS Staff Reporting

_____ 2) Please note the EMIS year-end reporting process may or may not be completed, depending on your internal policy. If the EMIS year-end process is complete (which is highly unlikely) , SKIP step 2 A and B and proceed with the step 3 outlined under the Month-end Closing. If your EMIS year-end reporting needs to be processed please continue with step 2 A and B below.

_____ A) Run USPEMS/PERDET. Clean up any errors and re-run PERDET. PERDET can be ran as many times as needed until all errors have been corrected.

_____ B) Since the EMIS L reporting window is being extended to August 10, 2018 please follow the EMIS Checklist at the following link : <https://wiki.nwoca.org/pages/viewpage.action?pageId=31791083> so that EMIS staff data is preserved accurately for FY18.

_____ C) Notify NWOCA via email (mail_staff_fis@nwoca.org) that your USPEMX.SEQ file has been created.

_____ D) If corrections are needed after the USPEMX file has been created go to the following link to see the different options for correction: <https://wiki.nwoca.org/pages/viewpage.action?pageId=31791077>

◆ EMIS absence and attendance days are calculated for you through the job calendars and attendance posting. Make adjustments using USPSCN/ATDSCN if discrepancies cannot be found on the calendars or ATDSCN entries.

Month-End Closing

____ 3) Run SERSMONTH to clear MTD totals from the 400/590 and 690 DEDSCN records and create ABS101, BENRPT and CHKSTS reports.

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

____ A) Run CHKSTA to reconcile checks

____ B) Run CHKSTS option of the Run pay: USPRPT program to generate an outstanding check register.

____ 5) Run BENACC if applicable

Quarter-End Closing

____ 6) Run QRTRPT selecting the demand option (N).

____ 7) In the "Totals" section of QRTRPT, 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 QRTRPT. This should be true for all adjusted gross figures in the "Totals" section.

____ 8) All deduction checks for the quarter should equal the total deductions showing on QRTRPT. Be sure to verify the electronic transfers of federal and Medicare payments as well. This should be true for every deduction code

____ 9) The total gross showing on QRTRPT should equal the total of all payroll clearance checks created during CHKUPD for the quarter.

____ 10) It is recommended that you balance the W2REPT quarterly to minimize problems at calendar year-end.

____ A) Run W2PROC. Check the W2ERR.TXT report for errors.

____ B) Complete and balance the W2REPT Reconciliation Worksheet for the quarter following the directions on the Worksheet.

____ C) Balance the deduction totals (taxes and annuities) on the W2REPT.TXT report with the totals from the DEDRPT.TXT reports from the quarter

____ D) Balance the gross amounts on the W2REPT.TXT report with PAYRPT.TXT reports for the quarter

Note-These amounts may not balance due to the way **W2PROC** 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 in USPSCN. The AUDRPT program can be useful in identifying these problems

____11) Run PAYDED, to generate a non-zero deduction listing. To do so, set the "Payment Option" to A, leaving the "Pay Cycle" and "Deduction Codes" fields blank. On DEDRPT.TXT, verify that there are no outstanding deduction amounts.

____12) The total of all board paid amounts (if tracked on the system) should equal the total of all warrant checks to the vendor or deduction company.

____13) Complete and file any required quarter-end submission forms.

____14) 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.

____15) Run ODJFSRPT setting the "Create a submission file" to N to generate a report only

____A) Check all totals carefully for accuracy. If necessary, adjustments can be made using USPSCN/ATDSCN using AD OB.

____16) When all data is correct, run ODJFSRPT again, this time indicating that you want to create a tape file for submission.

____A) Contact NWOCA via email (mail_staff_fis@nwoca.org) and inform them that you have created the ODJFS tape file.

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.

____17) Run the STRSAD program and select the projection only (option 1). This option can be run as many times as needed. The program produces two reports. The STRSAD.TXT report lists all advanced jobs for the district. The STRSAD.RPT report

is the complete fiscal year-end report for all STRS employees. The NONADV.TXT report lists STRS employees whose jobs will not be advanced. Verify the data on the reports. On the STRSAD.RPT report, check each employee's service credit and FYTD totals. At the bottom of this report, there is an amount labeled Total 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.

____ 18) Once the data has been verified for the advance, run the STRSAD program again, this time selecting Option 2. This option creates the file that will be submitted electronically to STRS and sets the STRS period closing date field in the USPSDAT/USPCON to 06/YYYY.

◆ Option 2 also flags eligible jobs as in advance mode until the last payment in the contract has been paid. At that time, the advance flag is turned off and the job is no longer considered in advance mode. Print and file the final copies of the STRSAD.TXT and STRSAD.RPT reports.

____ 19) Notify NWOCA via email (mail_staff_fis@nwoca.org) that your STRS data is ready to submit to STRS electronically.

____ 20) Run ANNSTRSSND to submit STRS annual reporting information electronically to STRS.

____ 21) Verify that all fiscal year end reports copied out to the PAYROLLCD. (BENRPT.PDF, AUDRPT.PDF, CHKSTS.PDF, WAGEMP.PDF, WAGACT.CSV, BENACT.PDF, ERNREG.PDF, STRSAD.PDF, STRSADRPT.PDF, NONADV.PDF, WAGACT.PDF, BENEMP.PDF, BENACT.CSV, and ABS101.PDF.)

Quarter-End Closing Completion

____ 22) Run SURCHG if desired. This program is designed to assist you with verifying the SERS surcharge calculations and GAAP reporting. See the SURCHG chapter of the USPS Reference Manual for more information.

____ 23) Run CLRATD to remove prior fiscal year long-term illness days after the quarter end reports are printed. This program will clear the long term illness field on USPSCN/BIOSCN from the prior fiscal year. Add long term illness days for the new fiscal year.

Fiscal Year-End Closing

____ 24) Run @PAY:USPS_FISCAL_COPY or from the MENU>USPSFISCAL to make a copy of your payroll files for the fiscal year.

_____25) ****Due to the importance of securing a copy of the payroll files once the fiscal copy procedure is complete, you will receive an automated email message indicating you are **NOT** to proceed with the next step in this procedure until notified by NWOCA.****

- ◆ The NWOCA Fiscal Staff will insure the copy procedure ran successfully and will then respond to you via email with instructions to continue with the procedure. **Please wait** until this message is received from NWOCA before proceeding. We will attempt to contact you as soon as possible.

_____26) Run USPAUDIT to create a USPS submission file for Auditors.

_____27) Run AUDRPT choosing the O-Official option. Check the payroll CD to verify that the Official AUDRPT copied out properly.

_____28) Run QRTRPT again, this time clearing all data for the quarter and the fiscal year (option F). In addition, when this option is chosen a prompt will ask if you would like to clear the EMIS specific fields in JOBSCN. You will want to say N if ENMIS reporting is still being processed through the data collector. These fields can be cleared at a later time using the MASCHG/MASEMIS option.

_____29) To insure the data cleared correctly, run the QRTRPT program again (demand option N) and verify that the fiscal year to date totals on the report are zero.

Post Fiscal Year-End Closing

Restrictions during the advance:

- ◆ Modifications cannot be made to certain fields on jobs in the advance mode.
- ◆ Certain Pay Types can be processed on advance jobs. See the STRS chapter of the USPS User Guide for details

_____30) STRS follow-up on the Advance after all summer pays:

_____A) Run USPSDAT/USPCON. Verify the advance amount now shows as zero dollars.

- ◆ If not, run **CHKSTRS**, sorting it the same as **STRSAD.TXT**. Compare totals for each employee to those on the **STRSAD.TXT**. 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 NWOCA to have any remaining STRS advance amounts removed from USPSDAT/USPCON.

You have completed the USPS Fiscal Year End Closing procedures.