

USPS Calendar Year-end Closing Checklist

This procedure outlines the steps to be taken to close USPS for the calendar year-end in the Redesign

Process any Life Insurance payments

Be sure to process the Life Insurance pay type for life insurance premiums over \$50,000 **before your last payroll of the calendar year.**

- 1. Create Life Insurance records in Payroll/Future
 - Go to Payroll/Future
 - Click on Create
 - Choose **Life Insurance Premium** from **Pay Type** drop down
 - Populate remaining fields and click **Save**

See the chapter called [Life Insurance Premium](#) in the USPSR Manual

- If the Life Insurance Premium pay type was not used on or before last pay of the year, this can be handled through Core /Adjustments to update total and taxable fields on all necessary records.
 - Go to **Core/Adjustments** click **Create**
 - Find the **Employee**
 - Under the **Payroll Item** drop down choose the 001 record

 - Under **Type** choose **Life Insurance Premium**
 - Enter in a **Transaction Date**
 - Enter in the **Amount** of the **Life Insurance Premium**
 - A **Description** can be entered (optional)
 - Click **Save**

This will update the Federal, State, City, OSDI and Medicare total and taxable gross figures for W2 reporting purposes.

- Use **Core/Adjustments** to manually add the Medicare Amount Paid-(board will need to pay for both Employee and Employer portion of Medicare and employee can reimburse the district if board desires.)
 - Go to **Core/Adjustments** click **Create**
 - Find the **Employee**
 - Under the **Payroll Item** drop down choose Medicare Tax 692

 - Under **Type** choose **Amount Withheld**
 - Enter in a **Transaction Date**
 - Enter in the **Amount** owed for **employee and employer Medicare** for the Life Insurance Premium. (board will need to pay both employee and employer share and employee can reimburse the district if the board desired.)
 - A **Description** can be entered (optional)
 - Click **Save**

Medicare withholding will be updated on the W2 Report. Can run W2 Report and Submission to verify

Month-End Closing

- 2. SERS Per Pay Report
 - Go to Reports/SERS Per Pay Report
 - Pay Title- SERS Per Pay Report-Can be changed if desired
 - Sort By- Choose from drop down option

 - Begin Each Employee on New Page-Check if desired
 - Show Detail on report-Default as checked.

- Show informational Messages on Report-Defaulted as checked.
- Pay Date- Enter or choose Pay Date from calendar
- Under eSERS Pay Cycles enter
 - 1) Pay Cycle
 - 2) Pay Cycle Code
 - 3) Begin Date
 - 4) End Date
- Click Generate Report

- Review the report and verify employee earnings, days and hours.
- Review the report and if needed clean up any possible errors.
- Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for SERS withholdings plus any USAS checks written for pick-up on pick-up.
- Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).

Once satisfied that the data is correct, run the SERS Per Pay Report program again

Generate Submission File for Adjustments only-Check if needed

- Set Employees Within Submission File As Reported to SERS- Defaulted as check.
- Pay Cycle, Pay Code, Begin Date and End Date should be defaulted from report run
- Click Generate Submission File

Save the file to your desktop or a folder of your choosing

Click the Link to eSERS option and upload your file to eSERS

3. Complete and submit the SERS monthly payments as required.

4. Verify that all "new" SERS employees have been reported as new hires.

Reports/SERS New Hire Report could be used

5. STRS Report

Go to Reports/STRS Report

- Report Title- STRS Report-Can be changed if desired
- Sort By-Choose sort option from drop down
- Payment Method-Check is default can be changed using drop down
- Check or Transaction Number-Populate if applicable
- Report Format-Choose from drop down format type
- Check the box next to the Historical Payroll date you will be creating the report for
- Click Generate Report

- Review the report and verify employee earnings, days and hours.
- Review the report and if needed clean up any possible errors
- Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for STRS withholdings plus any USAS checks written for pick-up on pick-up.
- Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).

Once satisfied that the data is correct, run the STRS Report again

• To Create and submit STRS file to STRS click

OR

• Click the option

Save the file to your desktop or a folder of your choosing

Click the button

Click the button to send the file to STRS

6. Verify that all "new" STRS employees have been reported as new hires. Reports/STRS New Hire Report could be used

7. Balancing the payroll account (when statement is received from bank).

Reconcile checks


To Auto-reconcile checks with a file from the bank:




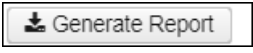
- Go to **Payments/Check Register** and click on **Auto-Reconcile** tab.
 - Enter Reconciliation Date for reconciliation.
 - Be sure **Pay Rec Format** is correct (will stay after entering first time)
 - Choose file and Click **UPLOAD**

To reconcile checks manually:




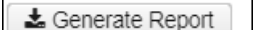
- Go to **Payments/Check Register**
 - Use Grid to Filter to get just status of "Paid"
 - Click the box next to the checks you want to reconcile
 - Click on **Reconcile Tab**

8. Generate an Outstanding Checks Report

Go to Reports/SSDT Outstanding Checks Report and click the Generate option 



- Format-Choose the format from the drop down 
- Page Size-Choose from drop down 
- Orientation-Choose from drop down 
- Name-Default is Outstanding Checks. Can be changed if desired
- Start Date-Enter in a Start Date
- End Date-Enter in an End Date
- Click 


OR

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


9. IF APPLICABLE Go to Processing/Benefit Update and Projection

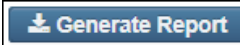
B) Accrual Tab

- Report Title-Defaulted to Benefit Accrual Report-Can be changed if desired
- Accrual or Projection-Accrual Projection Report is defaulted in the drop down (suggested to run initially)
- Benefit Accrual Options-Choose from drop down 
- Specific Accrual Date-Enter date MM/DD/YY format or choose date from calendar
- Include Ineligible Positions-Check box if desired
- Sort Options-Choose from drop down 
- Select by Pay Groups-Move available pay groups to Selected

Double click on pay group or to select all click first pay group record, scroll to bottom hit the shift key and click on the last pay group- All records will be highlighted and click the 

- Select Employees-Move desired employees to Selected.

Double click on employee name or to select all click first employee record, scroll to bottom hit the shift key and click on the last employee record All records will be highlighted and click the 

• Click 

View the Benefit Accrual Report. If satisfied with results.

Change Accrual or Projection field to Accrual Report using the drop down

• Click 

Quarter-End Closing

10. Go to Reports/**Quarter Report**

- Year- Should be defaulted to current year
- Quarter-Should be defaulted to current quarter
- Sort By- Choose sorting option from drop down
- Click Generate Report

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

11. 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.

12. 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.

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

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

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

- Go to Reports/ W2Report and Submission. Output type should be set to Report. Check the report for errors.
- Complete and balance the [W2Report Reconciliation Worksheet](#) for the quarter following the directions on the worksheet.
- Balance the Payroll Item totals (taxes and annuities) on the W2Report with the totals from the Payables Reports from the quarter.
- Balance the gross amounts on the W2Report with Pay Reports for the quarter.

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

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 Report (Reports/Report Manager/SSDT Audit Trail can be useful in identifying these problems.

- Format-Choose format from drop down
- Page Size-Choose from drop down.
- Orientation-Choose from drop down (landscape or portrait)

- Name- Default is Audit Report can be changed if desired.
- Summary Report-If you only want a summary report click the box
- Start Date- Enter a start date you wish to begin your audit from.
- End Date- Enter an end date you wish to process the report through.
- Click Generate Report

- 14. Go to Processing/Outstanding Payable and verify that there are no outstanding Payroll Items. (Screen should be empty)
- 15. 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.
- 16. Complete and file any required quarter-end submission forms.
- 17. 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.

- 18. Go to Reports/ODJFS Report
 - Year-Defaulted to current year
 - Quarter-Defaulted to current quarter
 - Sort By-choose sorting option from drop down
 - Click
- 19. Check all totals (wages and weeks) carefully for accuracy.

If necessary, adjustments can be made in Core/Adjustments

- Go to Core/Adjustments
 - Click
 - Find the employee by typing in a few characters of first or last name or id
 - Under Type choose from the drop down ODJFS Weeks or ODJFS Total Gross
 - Enter or choose from the calendar a Transaction Date
 - Enter in the amount of weeks/Wages needed in the Amount field
 - A Description can be entered if desired
 - Click

- 20. When all data is correct, run Report/ODJFS Report again and select
- 21. Save the file to your desktop or a folder of your choosing
- 22. Use [NWOCA File Transfer](#) to send a secure email to fiscal_secure@nwoca.org

NWOCA File Transfer requires a login. Users can login with their email address and Exchange email password. If you are a member district, but do not use the Exchange email system, send an email to the [Hardware Group](#) and they will create you an account. For full instructions on how to use NWOCA File transfer please refer to our [wiki](#)

If you are ready to complete W2 processing, proceed to Step 23 W2 Processing.

If you need to begin January payroll processing before completing W2 Processing, Leave December reporting period Open and create your January reporting period through Core/Posting Period and make that Current. After your January pay has been completed you can then process W2s.

W2 Processing

- 23. Check W2 abbreviations on all city Payroll Item Configuration records.
 - Go to Core/Payroll Item Configuration.
- 24. Check City Entity Codes for Electronic Filing

NWoca can file your city tax information for any of the entities listed below. If any other cities need to be submitted electronically and are not listed, please contact Fiscal Staff, mail_staff_fis@nwoca.org or 419-267-2808. If you have any employees who have the city payroll item for the following, please assure the proper tax entity code is entered.

- Go to Core/Payroll Item Configuration, Tax Entity Code should equal the following:

City	Tax Entity Code
Bowling Green	BOWLI
Maumee	MAUME
Napoleon	NAPOL
Oregon	OREGO
Perrysburg	PBURG
Sylvania	SYLV
Toledo	TOLED
Whitehouse	WHOUS

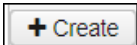


- 25. Check for any cities using either the Regional Income Tax Agency (RITA) or the Central Collection Agency (CCA) to report city tax information, verify the Tax Entity Code, the appropriate RITA and/or CCA three digit code. Contact RITA or CCA to obtain the entity codes.
 - Go to Core/Payroll Item Configuration
- 26. Contact NWoca with any other cities that require electronic reporting.
- 27. Check OSDI codes on Ohio School District Income payroll items
 - Go to Core/Payroll Item Configuration

The four digit OSDI code is required to be printed on the W2. Verify the four digit OSDI code appears first, followed by the school name (if there is space).

- 28. Using the Core/Adjustments option make any necessary changes to the YTD gross, YTD taxable gross, on the 001 Federal Payroll Items for the W2 forms.

Sources of these changes may be fringe benefits, life insurance costs, adoption assistance, third party pay, or a leased vehicle. -See supporting documents for details.

- 29. If an employee has reportable dependent care information that needs to appear in Box 10 of the W2 form, there are two ways of reporting:

- Enter the Dependent Care amount by going to Core/Adjustments
 - Click 
 - Find the **Employee** by typing in a few characters of the first or last name or id
 - Under **Payroll Item** from the drop down  Choose **Federal Tax, Code:001**
 - Under **Type** Choose **Dependent Care**
 - Enter or choose a **Transaction Date** from the calendar
 - Enter in the **Amount** for Dependent Care
 - A **Description** can be added if desired
- Click 

OR

- If the **DPCARE Payroll Item** has been used during normal payroll processing no further action is necessary.

Questions on whether the dependent care is reportable or not should be directed to your district legal adviser

30. If you are notified of a Third Party payment and it is **taxable** you will need to enter the appropriate Adjustments for Total Gross and Taxable gross.
- Go to Core/Adjustments
- Find the Employee
 - Choose the Payroll Item from the drop down
 - Choose the Type-Total Gross
 - Enter or choose a Transaction Date
 - Enter in the Amount of the Third party Pay
 - A Description can be added (optional)
 - Click Save
- Follow the same steps as above for the Taxable Gross

These adjustments will need to be made on the 001, 002, city if honored, OSDI and Medicare records accordingly.-See Third Party Document

If Medicare tax was not withheld by the Third Party vendor then an Adjustments journal entry for Medicare-Amount Withheld will need to be processed. The board will pay the employee and employer amount and can ask the employee for reimbursement if desired.

31. If Third Party payment is **not taxable** you will need to do the following:
- Go to Core/Adjustments
- Find the Employee
 - Choose the Payroll Item from the drop down
 - Choose the Type-Third Party Pay
 - Enter or chose a Transaction Date
 - Enter in the Amount of the non taxable Third party Pay
 - A Description can be added (optional)
 - Click Save

This information will go on the W2 in Box 12 as a Code J.

32. Generate and Balance W2 Report:
- Go to Reports/W2 Report and Submission
- Output Type = Report
 - Format = PDF
 - Report Title = Defaults to W2 Report. This can be changed if desired.
 - Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
 - State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
 - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
 - Sort Options = Choose from the drop down option how the report should be sorted.
 - Report for Year = 2018
 - Include Fringe Benefits in Box 14? = Check the box so these are included on W2
 - Select Payroll Items to print in box 14 = Click Add to select payroll item(s) to print on W2
 - Click Generate Report
- Print the W2 Report and verify the data.

W2 Report and Submission/Generate Report can be run as many times as necessary until all data on report is correct.

33. Generate W2 Forms:

Go to Reports/**W2 Report and Submission**

- Output Type = XML
- XML Title = Defaults to W2 Form Data. Can be changed if desired.
- Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
- State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
- Sort Options = Choose from the drop down option how the report should be sorted.
- Report for Year = 2018
- Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
- Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
- Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
- Employer City = Defaults to City in Core/Organization. Check for accuracy.
- Employer State = Defaults to State in Core/Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
- Include Fringe Benefits in Box 14? = Check the box so these are included on W2.
- Select Payroll Items to print in box 14 = Click Add to select payroll item(s) to print on W2.
- Select Generate XML Output

Save the W2 Form Data.XML

Use **NWOCA File Transfer** to send a secure email to fiscal_secure@nwoca.org

- Subject = W2 Form Data.XML
- Message = Include in email message authorization for your W2's to be printed
- Check the Private Message box
- Select Add Files and browse to locate W2 Form Data.XML
- Notification will be sent by NWOCA when the W2's have been printed.

34. Generate the W2 Submission File for Federal and State Submission:

Go to Reports/**W2 Report and Submission**

- Output Type = Submission
- Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
- Additional Federal ID Number = If additional Federal ID number is available enter here.
- State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option
- Sort Options = Choose from the drop down option how the report should be sorted.
- Report for Year = 2018
- Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
- Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
- Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
- Employer City = Defaults to City in Core/Organization. Check for accuracy.
- Employer State = Defaults to State in Core/Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
- Contact Name = Enter name of employee creating the tape file (required).
- Contact Phone Number = Enter phone number of person creating tape file (required).
- Contact Phone Extension = Enter extension of person creating tape file (optional).
- Contact Fax Number = Enter fax number for person creating tape file (optional).
- Contact Email Address = Enter email address of person creating tape file (required).
- Click Generate SSA W2 Submission File

Save the W2TAPE.SEQ file

Use **NWOCA File Transfer** to send a secure email to fiscal_secure@nwoca.org

- Subject = W2TAPE.SEQ
- Message = Include in email message authorization for your W2 information to be submitted to IRS and Ohio Department of Taxation
- Check the Private Message box
- Select Add Files and browse to locate W2TAPE.SEQ

35. Generate the CCA Submission File

Go to Reports/**W2 Report and Submission**

- Output Type = Submission
- Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
- Additional Federal ID Number = If additional Federal ID number is available enter here.
- State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
- Sort Options = Choose from the drop down option how the report should be sorted.
- Report for Year = 2018
- Employer Name = Defaults to Name in Core/Organization. Check for accuracy.

- Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
- Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
- Employer City = Defaults to City in Core/Organization. Check for accuracy.
- Employer State = Defaults to State in Core/Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
- Contact Name = Enter name of employee creating the tape file (required).
- Contact Phone Number = Enter phone number of person creating tape file (required).
- Contact Phone Extension = Enter extension of person creating tape file (optional).
- Contact Fax Number = Enter fax number for person creating tape file (optional).
- Contact Email Address = Enter email address of person creating tape file (required).
- Click Generate CCA W2 Submission File

Save the W2CCA.SEQ file

Use [NWCA File Transfer](#) to send a secure email to fiscal_secure@nwoca.org

- Subject = W2CCA.SEQ
- Message = Include in email message authorization for your CCA information to be submitted on your behalf
- Check the Private Message box
- Select Add Files and browse to locate W2CCA.SEQ

36. Generate the RITA Submission File:

Go to Reports/W2 Report and Submission

- Output Type = Submission
- Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
- Additional Federal ID Number = If additional Federal ID number is available enter here.
- State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
- Sort Options = Choose from the drop down option how the report should be sorted.
- Report for Year = 2018
- Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
- Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
- Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
- Employer City = Defaults to City in Core/Organization. Check for accuracy.
- Employer State = Defaults to State in Core/Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
- Contact Name = Enter name of employee creating the tape file (required).
- Contact Phone Number = Enter phone number of person creating tape file (required).
- Contact Phone Extension = Enter extension of person creating tape file (optional).
- Contact Fax Number = Enter fax number for person creating tape file (optional).
- Contact Email Address = Enter email address of person creating tape file (required).
- Click Generate RITA W2 Submission File

Save the W2RITA.SEQ file

Use [NWCA File Transfer](#) to send a secure email to fiscal_secure@nwoca.org

- Subject = W2RITA.SEQ
- Message = Include in email message authorization for your RITA information to be submitted on your behalf
- Check the Private Message box
- Select Add Files and browse to locate W2RITA.SEQ

37. Generate the City Submission File:

Go to Reports/W2 Report and Submission

- Output Type = Submission
- Federal ID Number = Defaults to Federal EIN number in Core/Organization. Check for accuracy.
- Additional Federal ID Number = If additional Federal ID number is available enter here.
- State ID Number = Defaults to State EIN number in Core/Organization. Check for accuracy.
- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
- Sort Options = Choose from the drop down option how the report should be sorted.
- Report for Year = 2018
- Employer Name = Defaults to Name in Core/Organization. Check for accuracy.
- Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
- Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
- Employer City = Defaults to City in Core/Organization. Check for accuracy.
- Employer State = Defaults to State in Core/Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core/Organization. Check for accuracy.
- Contact Name = Enter name of employee creating the tape file (required).
- Contact Phone Number = Enter phone number of person creating tape file (required).
- Contact Phone Extension = Enter extension of person creating tape file (optional).
- Contact Fax Number = Enter fax number for person creating tape file (optional).
- Contact Email Address = Enter email address of person creating tape file (required).
- Click Generate City W2 Submission File

Save the W2CITY.SEQ file

Use [NWOCA File Transfer](#) to send a secure email to fiscal_secure@nwoca.org

- Subject = W2CITY.SEQ
- Message = Include in email message authorization for your City information to be submitted on your behalf
- Check the Private Message box
- Select Add Files and browse to locate W2CITY.SEQ

38. Mail the State IT-3 form and any city taxation form(s), that we are submitting on your behalf, to NWOCA.

NWOCA

209 Nolan Parkway

Archbold, OH 43502

ATTN: Fiscal Department

You have completed the USPS Calendar Year End Closing procedures