

Fall 2017 Round Table Discussion Notes:

Payroll

New Contracts:

Should old contracts be allowed to pay out fully before purging new contracts or is it better to purge early?

- If the job is paid out fully and then new contracts are purged, there is now a need for INICAL additions to capture the work days that may have been missed.
 - Using INICAL Additions will insure the job screen is in balance and allow for those days to be included as Service Days.
 - To get the SERSREG report to include those days, another pay period needs to be added to the report with another pay schedule code.
 - This pay period needs to include the previous payrolls days that were missed and then end with the last day of the current payrolls pay period.
- If the new contracts are purged early, no need to use INICAL Additions because all of the work days will be accounted for.
 - The job screen will be in balance if new contract is purged early.
 - The SERSREG report may not show those days that are part of the new contract in the pay period as REG wages. The whole amount may show as ACC wages and not allow any days or hours to be given.
 - To fix this, on the next pay, once the wages are considered REG wages, an attendance entry needs to be made to give them the missing service credit days and hours.

Work Calendars:

Many district do not use Calamity or Make-Up days. Some may want to try it.

Adding Employees:

About half the room uses Reflections with the guidance of the BRWSCN for deductions when adding a new employee and the other half adds new employees using USPSWeb.

Terminating Employees:

Only one person had tried MASSTOP as a way to inactivate an employee in one step. Then any deductions, etc. that is an exception can be started back up if necessary.

Retirement Reporting:

SERS retirement reporting became a challenge during new contract start-up. Therefore, we came up with the guidelines above.

USPS-R:

A demonstration of the Redesigned payroll software was given by the State Software Development Team.

Helpful Hints:

Keyboard shortcuts, file locations, and report retention was given.

Accounting

Helpful Reports:

We talked a lot about and had a mini demonstration about USASDW. Those in the room that do use it, find it very helpful. It can be setup to mirror the same securities as USAS so the district personnel can only query things that are appropriate.

Fiscweb Management:

Most helpful if a template is used for Fiscweb start-up or updates. It is best if the word "Fiscweb" appears in the saved name. Fiscweb reports update overnight.

User Accounts:

The New User account form is found on: MVECA.org/Fiscal/MVECA0 New User Access Request Form. Once a user has access, USASEC can be used to enter a security profile for each user.

Professional Leave Requests:

A form exists in Kiosk that can be filled out with the estimated cost of the professional leave. One district has all professional leave request go to their Account Payable person to approve to assure a P.O. is in place for this. Some districts have their own version of a professional leave form that is sent to the appropriate approvers.

Electronic Requisitions:

RAM is a simple and easy to use requisition approval manager software. Some districts started with this product and have now moved to SCView. One district likes SCView very much, especially once they had it all working correctly. Another district preferred using RAM because it was simpler to understand.

USAS-R:

A demonstration of the Redesigned accounting software was given by the State Software Development Team.

Helpful Hints:

We talked briefly about the timesaving allowed when using AUTOPOST_OTHER. Receipts, Reduction of Expenditures, Requisitions, and Purchase Orders can all be uploaded using this program. Also, a P.O., Invoice, Check combination can be uploaded in one easy step.