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USPS Quarter-End Procedure

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

1 Month-End Closing

- a. Run the RETIRE program.
 - 1 ___ Select the SERSREG option. Choose to NOT create the tape file.
 - 2 ___ Verify that the total contribution amounts listed on the report equal the total deduction checks for SERS withholdings plus any warrant checks written for pick-up on pick-up.
 - 3 ___ Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).
 - 4 ___ Review service credit days for all employees on the report.
 - 5 ___ Once satisfied that the data is correct, run the program again and answer YES to create the tape file to clear totals and create the submission file (called SERS.yymm).
 - 6 ___ Contact NWOCA via email (MAIL_STAFF_FIS) and inform them that your SERS file has been created.
- b. ___ Complete and submit the SERS monthly report and payments as required.
- c. ___ Verify that paperwork has been completed for employees listed on the report as "new".
- d. ___ Balance the payroll account (when statement is received from bank).
 - 1 ___ Run the CHKSTA program to reconcile checks.
 - 2 ___ Run the CHKSTS option of the USPRPT program to generate an outstanding check register.
- e. ___ Run the BENACC program if applicable.

2 Quarter-End Closing

- a. ___ Run the QRTRPT program selecting the demand option (N).
- b. ___ In the "Totals" section of QRTRPT, the gross and adjusted gross should balance using a manual calculation:

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Gross
- Annuities
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Adjusted gross calculated
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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.

- c. ____ 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.
- d. ____ The total gross showing on QRTRPT should equal the total of all payroll clearance checks created during CHKUPD for the quarter.
- e. ____ It is recommended that you balance the W2REPT quarterly to minimize problems at calendar year-end.
 - 1 ____ Run the program W2PROC. Check the W2ERR.TXT report for errors.
 - 2 ____ Complete and balance the W2REPT Reconciliation Worksheet for the quarter following the directions on the Worksheet.
 - 3 ____ Balance the deduction totals (taxes and annuities) on the W2REPT.TXT report with the totals from the DEDRPT.TXT reports from the quarter.
 - 4 ____ Balance the gross amounts on the W2REPT.TXT report with the PAYRPT.TXT reports for the quarter. Note: These amounts may not balance due to the way W2PROC handles certain amounts (e.g. Medicare pickup).
 - 5 ____ 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.
- f. ____ 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.
- g. ____ 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.
- h. ____ Complete and file any required quarter-end submission forms.
- i. ____ For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct. Please note mobile employees could cause discrepancies.
- j. ____ Run the program ODJFSRPT setting the 'Create a submission file' to N to generate a report only.
 - 1 Check all totals carefully for accuracy. If necessary, adjustments can be made using USPSCN/ATDSCN.

- k. ____ When all data is correct, run the ODJFSRPT program again, this time indicating that you want to create a tape file for submission.
- 1 Send electronic mail to NWOCA personnel (MAIL_STAFF_FIS), indicating that you have created the ODJFS tape file.
- l. ____ Only if hard copies of quarter end reports are desired, run the following:
- USPRPT/EMPMST (all data)
 - USPRPT/ERNSUM (all data for the quarter) - condensed version of ERNREG (170 column report)
 - ERNREG (all data for the quarter)
 - QRTRPT (all data - demand report)
- These reports may be printed at NWOCA using the quebatch program USPS02. Do not clear the quarter end data using QRTRPT until the quebatch program has actually printed the reports at NWOCA and you have received them.
- m. ____ Run the QRTRPT program again, this time clearing all data for the quarter (Option Q).
- n. You are now ready to proceed with payroll for the new quarter.