



ISSUE
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Newsletter

And We Were Rolling, Rolling on a River!

When will it stop! We have been rolling Field Definitions, GL, MAGIC, EPICS, SAMS, Budget, POs, Payroll – but we are not done yet. The new GL.Net Annual 'Rolls' are available for FY14 end of year processes: the Automated Cash Roll, Asset and Liability Roll and Annual Year End Closing Entries. These programs may be used by a combination of District and County Services personnel – as deemed by each county office. This will be accomplished via security access.

The Automated Cash Roll is optional and may be performed the first weeks in July by county staff on a district-by-district basis to replace district estimated cash values with actual cash values, as each district's cash balances have been reconciled with the Auditor/Controller's ledgers. The Year End Closing Entries may be processed by each individual district after accruals and unaudited actuals have been submitted to their reviewing agency. This program creates entries in the district's ledger to close out the budgetary (9810/9820) and activity (9840/9850) control accounts to ending fund balance (9740/9790/9798/9799), in the same manner as the State's SACS report. The Automated Asset and Liability Roll is generated by county personnel after each district's unaudited actuals have been approved. This is the final roll of the year; which replaces any estimated amounts that the district may have entered for assets, liabilities and fund balance with the true ending balances of the prior year.

County offices must coordinate with CECC to assure the desired level of editing is defined for your county before running generating any of these annual 'rolls'.

These transactions will use the following reference types in Edu 3.0 – ALR (Asset & Liability Roll), CE (Closing Entries) and ACR (Annual Cash Roll).



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EMPLOYEE SELF SERVICE – NEW FORGOT PASSWORD ENHANCEMENTS AND GOING GREEN DEADLINE

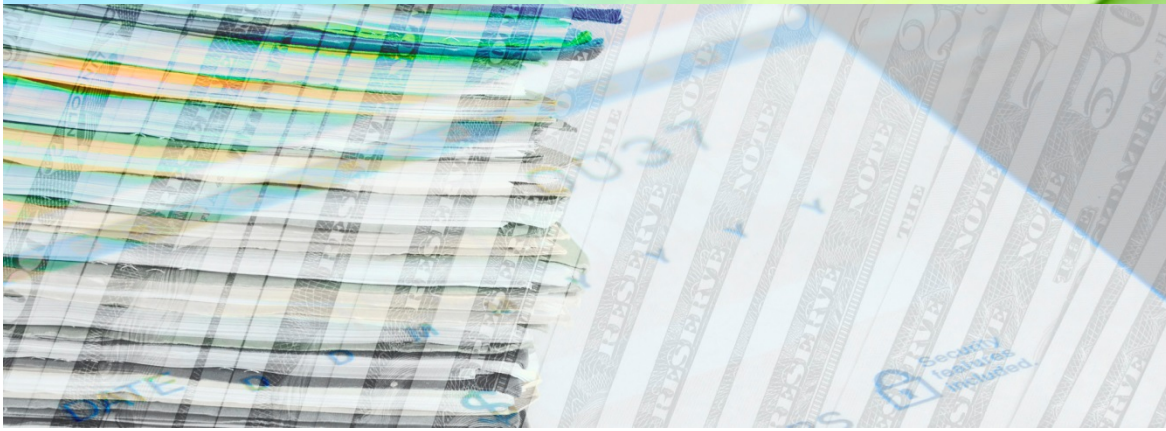
New enhancements are coming to Employee Self Service (ESS) this summer! These enhancements include an alternate method to reset the user password if the password is forgotten without the need to enter the Net Pay. With the new enhancements, the user will be required to answer three security questions that will be used to identify the user in case of a forgotten password. When clicking on the 'Forgot Password' hyperlink on the login screen, the employee will be directed to identify and validate the user account, and then provide the answer to one or more of the security questions to reset their password. Once the password has been reset, an email will be sent to the registered email confirming that the account password has been changed. The user will then be able to login using their new password. In addition to the security questions, a password 'Hint' link will be provided to further assist in the case of a forgotten password. Passwords expire every 180 days and an email is sent when the Password Expiration reaches 14 days, allowing the employee sufficient opportunity to change their password within the ESS 'Change Password' tab.

All email notifications are based upon the email address that the employee entered into the ESS system. This email address may be updated as needed by the employee under the 'Preferences' Main Menu option. Employees are encouraged to check their email address in the ESS system for accuracy.

San Bernardino districts will all be "green" effective July 1st, 2014 using the Self Service to its fullest capacity. All BEST NET districts will have the Do Not Print flag set in ESS after the July 1st Payroll is processed.

Earning Statements and W2 information is available through ESS:

<https://employeeelfservice.sbcss.k12.ca.us/login.aspx>



UPCOMING EVENTS

Meetings and Trainings for June, July & August

County Office Support Meeting – 6/11/14

General Ledger Design – 8/27/14

GET READY FOR EDUREPORTS 3.0!

With the 2014.03 release in May, eight new reports have been added to EduReports 3.0. The table below identifies the new reports and replacement references.

New to EduReports 3.0	HP Report	EduReports 2.0
Beginning Balance Report	Beginning Balance Report (FCR125)	
Budget Financial Monthly Report	Monthly Financial Report (FCR290)	
County Cash Report	Cash in County Treasury (GLD300/310)	
Trial Balance Report	Trial Balance (GLD510)	
Board Report		Board Report
Financial Balance Sheet		Financial Balance Sheet
Financial Balances Report		Revenue Balances and Expenditure Balances
General Ledger Balances Report		General Ledger Balances

This makes for a total of fifteen reports now available in EduReports 3.0. In addition to the new reports, the categories for grouping reports have been revised in the 2014.03 release.

Administrative Reports: Board Report, Budget Financial Monthly Report, Budget Financial Report, County Cash Report, Financial Statement

Financial Reports: Budget Summary Report, Financial Activity Report, Financial Balances Report, Financial Transaction Report

General Ledger Reports: Beginning Balance Report, Financial Balance Sheet Report, General Ledger Balances Report, General Ledger Report, Trial Balance Report

Payroll Reports: Payroll Transaction Report

Once we have moved off the HP Legacy System, EduReports 3.0 will become the official reporting application for financial reports. Our goal is to have all districts set up and using EduReports 3.0 by December 31, 2014. If you are interested in using EduReports 3.0, please contact New_GL_helpdesk_List@sbcss.k12.ca.us.

[Link to Calendar](#)

<http://www.cecc.org>

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ELTS ACCRUAL RULES

Fiscal Year End is near ... are your Accrual and Usage Rules ready? Although ELTS is not fiscal year dependent, Accrual and Usage Rules should be revisited regularly to reflect changes presented by individual Bargaining Unit Contracts and State policies. Because these Rules are effective date driven, changes can be entered prior to the date they become valid.

Accrual Rules can be defined based on the employee Contract Days or Total Paid Days in EPICS work calendars, earning frequencies, a calculating Factor number or Service Units by utilizing the Work Calendar Crosswalk feature. This option enables employees within one Bargaining Unit to receive varying accrual amounts, and includes the ability to specify a Work Calendar that should not receive an accrual at all. In some cases, the use of the Work Calendar Crosswalk ceases the need for Position Overrides and ELTS Bargaining Units originally created for accrual purposes.

To validate that the modifications made to an accrual rule produce the correct accrual amounts, generate a Preview Accrual! Preview Accrual is a useful tool that allows you to preview accrual results in any fiscal year, before generating an actual roll. The Preview Accrual can be run as many times as needed to perfect a rule or correct errors. It is always highly recommended to run a Preview Accrual prior to generating an actual Accrual.

Fiscal Year End is the perfect time to re-evaluate cascading on existing Usage Rules. When modifying or disabling Usage Rules to meet new Bargaining Unit Contracts and State Policies, it is important to check the Cascading within each Rule to make sure that all Leave Types presented are still valid.

As a reminder, prior to making any changes to your Accrual or Usage Rules, always enter a new Effective Date! For assistance with these Rules or for further clarification on any of these enhancements, please contact the ELTS_Helpdesk@sbcss.k12.ca.us.