

Welcome Alpine!

On behalf of all CECC members, we are pleased to welcome Alpine COE to the JPA. Alpine is located just north of Mono County. We are pleased to work with Jessica Young who is heading up the implementation process. Jessica is familiar with our applications from when she worked at the Mono County Office of Education, which will ease in the transition. The Alpine and CECC team will be working feverishly to convert & import data, train staff and go live in January 2017.

Welcome Alpine!



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PILOTING DISTRICTS TAKE ON NEW PURCHASING SYSTEM

The implementation of the new purchasing system began on July 1, 2016. The first districts to implement the new system were the San Bernardino County Superintendent of Schools and the California Educational Computer Consortium JPA. Immediately following were the Redlands USD, the California Schools Employee Benefits Association JPA, the California Schools Risk Management JPA, and the Lucerne Valley USD. Approximately 503 users are using the new system.

Site users needed minimal support during the transition due to the documentation and training video available on-line. Positive feedback from the pilot districts has indicated the new system is easy to use, and the transition from data entry by different tabs to a single page was unanimously appealing. Overall features, design and functionality have been key components for districts eager to implement the new purchasing system.

Implementing additional districts has been placed on hold due to issues identified by the pilot districts involving change orders. Until the new Account Payable System is implemented, sending data back to the Legacy System and updating the General Ledger and EduReports applications will continue to be required. These processes have caused unforeseen obstacles that need to be addressed before moving forward. The pilot districts have been very patient and understanding, and have also provided valuable feedback to continue developing and improving the new system.

Once the change order process is complete, the San Bernardino City USD will be implemented followed by the remaining districts based on survey results indicating when they would like to implement the new system. Inyo, Mono, Humboldt and San Mateo counties will follow the San Bernardino district's implementation.

NEW ACCOUNTS PAYABLE SYSTEM DEVELOPMENT IS UNDER WAY

Our journey continues in transitioning the Accounts Payable system to Financial 2000! In keeping with the current General Ledger application standards, the new Accounts Payable program has a similar appearance and functionality. Detailed attention is being given to individual areas in order to promote optimum use.

Our continued dedication to present an innovative, performance enhanced application, introduces new time-saving features to the design:

- **EFT for Vendors** – New! Electronic Fund Transfer (EFT) will be available for Vendor payments!
- **Document Storage** – Supporting documentation can be attached to a payment document and is stored for the life of the document.
- **Email Notification** - Have you ever experienced a situation where a payment was (unfortunately) rejected? The Email notification process expedites the Rejection process. Districts will be electronically notified of rejected items returned by the COE Auditor. Each notification includes the requestors name, date and time for easy reference, enabling the district and COE to communicate directly with the appropriate person.
- **Request Void** – This enhancement provides electronic notification directly to the COE Auditor when a district requests to void a Transmittal.
- **Close Encumbrance** – Another exciting and extremely useful feature is the ability to Close encumbrances. By the click of a button, accounts payable users will be able to Close a purchase order encumbrance. This alleviates the dependence on the Purchasing Department to assist in the process.
- **Link Account** – The Link Account button within a payment document provides users that have General Ledger Account Link access, direct admittance to the program. The Account Link screen is populated with the accounts from the document that need to be linked, and are pre-validated for any errors.
- **Program Integration** – Accounts Payable will integrate with Purchasing, Vendors, General Ledger and EduReports making this a fully comprehensive program!

While a specific release date has not been determined, the new Accounts Payable application will follow the implementation of Purchasing.net to all districts and counties.

Stay tuned for more exciting updates!

UPCOMING EVENTS Meetings and Trainings for October 2016 through June 2017

Executive Board Meeting – 10/24/16, 12/12/16, 3/20/17, 5/8/17

Purchasing/Stores User Meeting – 10/21/16, 3/17/17

Payroll W2 Year End Meeting – 10/25/16

Joint Subcommittee Meeting – 11/17/16, 2/23/17, 4/27/17

EPICS Fall User Meeting – 12/1/16

County Office Support Meeting – 12/8/16, 3/8/17, 6/7/17

ACA 1094/1095-C Reporting – 12/9/16

SAMS/BDV EPICS Highlights – 1/19/17

User Group Meeting – 2/7/17

Fiscal Year End Meeting (County) – 4/4/17

Fiscal Year End Meeting (District) – 4/4/17

ELTS Fiscal Year End Meeting – 5/17/17

Purchasing/Stores Fiscal Year Start-up Refresher – 5/26/17

[Link to Calendar](#)

<http://www.cecc.org>

The California Educational
Computer Consortium Joint
Powers Authority
760 East Brier Drive
San Bernardino, CA 92408
(909) 386-9600
(909) 386-9666 FAX

1099 Schedule for 2016 Year End Calendar & Independent Contractor Flags Reset

As a reminder, the 1099 Prelist (APST99) and the 1099 Miscellaneous Entry Program (APYT99) need to be enabled before entries can be made within the 2015 calendar year. The 1099 Maintenance screen should be open and available for flagging and unflagging individual payments by warrant for the 2015 reporting year. Year End Tasks that should be completed and processed are included in the list below. Please contact your County office for the specific dates, times or deadlines for each task.

- 1099 Programs enabled:
 - APYT99= 1099 Misc Entry Program
 - APST99 = 1099 Prelist
- Independent Contractor Flag is reset in INC (Automated)
- Last day districts can access the 1099 Programs
- District 1099 Extract Parameters due.
- 1099 On-line Programs to be disabled
- Final 1099 Extract; 1099 postlists will go to the Districts PQ after the Extract is complete.
- 1099 Warrant Maintenance Program/Enable – AAUPDT
- 1099 Forms due to Vendors and Postmarked by 01/31/2016



ELTS IS GOING GREEN

Wouldn't it be great to save your ELTS Attendants time and effort, and save money? Districts will soon have the opportunity! A new paperless option in the Employee Leave Tracking System is being developed which will allow employees to certify their attendance online instead of signing paper affidavits!

With this new option, employees will be able to view their attendance on the Employee Self Service (ESS) website. This is the same website employees use to retrieve their Earning Statements, W2 and 1095-C Tax Forms, and Leave Balances.

Here is how it will work:

- Local Leave Attendants enter absences as usual, but release Affidavits to the employees in lieu of printing paper Affidavits. This will save them time and effort in having to send out and collect signed Affidavits for submission;
- Employees are notified by email when the affidavits are ready to certify; they log into the secure ESS site and approve or reject their transactions through a new Attendance tab;
- A new ELTS Supervisor page allows Supervisors to approve, approve on behalf of an employee, override a rejected absence, or allow modifications if an absence is rejected due to an error; a 'Select All' feature provides the ability to act on multiple transactions at one time;
- District Attendants will be able to work more efficiently, directly from their ELTS screen based on approvals instead of paper Affidavits received.

How much does it cost to print a sheet of paper? Based on a recent study, the estimated cost of printing a sheet of paper is \$0.11 a page. San Bernardino County School Districts printed an average of 12,288 affidavits in fiscal year 2015-2016. At \$0.11 per page, going green will potentially save them \$1,351.64 per year. The larger school districts printed an average of 17,030 affidavits; that is \$1,873.30 a year savings. The largest school district printed 57,563 affidavits; that is \$6,331.93 a year savings by electronically certifying absence affidavits. This may not sound like much, but over time it adds up ... not to mention the time and storage saved not having to file the paper affidavits!

Help us continue to go green by contacting the ELTS_Helpdesk@sbcss.k12.ca.us to submit your district interest in this extremely exciting new configuration option.

Please continue to share your ideas ... we are listening!

Citation: How much does it cost to print a sheet of paper? <https://www.cchsfs.com/PaperlessPLUS/>

ELTS AIDES IN SMOOTH TRANSITION TO PAYROLL IMPORT

Imagine a perfect world where absences are accurately reported and substitutes are paid automatically. This scenario may be more realistic than you think. As more districts implement the Payroll Import system it becomes apparent that integration between district substitute systems and Employee Leave Tracking System (ELTS) for employee absences aides greatly in the ease and accuracy of the substitute reports going into Payroll Import. The process ELTS uses to load absences from District sub systems also ensures that substitutes have accurate hours reported and can easily be paid using Payroll Import. Based on district rules, projects can be created using these sub system reports and creating a file that is loaded directly into Payroll.NET. Although this is not a fully automated process in itself, it is a huge time saver allowing technicians extra time to audit payrolls instead of being pressed to enter hundreds or even thousands of timesheets under tight deadlines. Whether or not your district uses ELTS, Payroll Import saves districts time and is proven to increase accuracy since customized district specific rules are applied to each import ensuring that employees are paid the same way each cycle.

Here are a few experiences from San Bernardino County districts who have been using the application:

“Payroll Import is enabling us to pay thousands of employees, each pay period, in a short amount of time, without the need to key massive amount of entries. This is a wonderful tool that we utilize each and every pay period to pay extra and additional duty, sub time and overtime. County Schools customized the import to fit our needs and literally ‘held’ our hands up until we worked out all the bugs. We can hardly remember how we did without.”

Ossie Coonrod, San Bernardino City Unified School District

“Payroll import is an efficient application that reduces processing time and increases accuracy.”

Diane Forsyth, Denise Hignite, Andrea Bilodeau, and Jacqueline Ruize, Snowline Joint Unified School District

“The payroll import process saves me about 2 days’ worth of work. It used to take me about 3 days to write up, calculate, and manually enter timecards in to payroll. With the import process, I probably spend a day from start to finish. The focus has shifted from calculating and entering to auditing and making any minor corrections. We can’t imagine life without it now and the reduction of the number of timecards to almost none.”

Doug Claflin and Diana Galbraith, Etiwanda School District

“My district is currently using the Payroll Import for Sub Teachers and it is GREAT! It literally reduces the timesheet processing time from days to only a couple of hours!”

Shelly Furman, Snowline Joint Unified School District

We have also received positive feedback from school sites now that they enter changes online instead of using timesheets.

New features are made to the program to meet more and more unique needs of each district. Recently we added the ability to set the Health and Welfare flag on the Earning line before it is imported into Payroll. This will be available in our 2017.02 Release in the fall of 2016. Future enhancements will include Retirement Code validations allowing additional earning types and may assist in Retro earnings to be imported.

Implementation of the Payroll Import system requires a strong district commitment and a considerable amount of time but is well worth the effort. If your district is interested in a demonstration, please contact your County Office.

PAYROLL NEWS\$

Reports, Reports, and more Reports!!

Who doesn't like running reports to audit their Payroll? Well, we just might have made that a bit easier for you! Have you noticed the New format selection that recently appeared on the Prelist Reports page? You can now run any or all of your Prelist Reports in the Flat File format, just by changing the selection from PDF to Excel / Flatten Data, it's that EASY! Just know that the format selected will be for all reports chosen. We have added a few reports on the Reports tab that can be created in a Flat File format, with more coming soon. An easy way to know if a report is able to be created in this format will be to look for the Flatten Data box being checked on the report pop up screen.

Payroll users were struggling on how to track hours for their employees who might be close to meeting either PERS or STRS mandatory membership and we now have a solution for you! We have given you a new report 'Non-Members Meeting Membership', found on the Reports tab, which will be a vital tool for tracking employees who are close to or at the hours limit set by PERS and STRS. The hours for non-member employees are stored at the employee level in the RVR. However, Retirement usually works one month in arrears so be aware of this when running this report. Employees whose hours are at or above 700 for PERS and 500 for STRS will be displayed on this report. You will continue to see the warning messages 'Service Qualifies for STRS / PERS' on the New Employees and Retirement Edits reports.

Are you new to Payroll? Do you have any ideas that might make your work flow easier? If so, make sure you watch to see when we have scheduled trainings and meetings. By attending meetings, you have a chance to voice any concerns or ideas on what you would like to see changed or even added within our payroll system. For the newer staff we will have training sessions in the future, so be ready to sign up when that notice goes out!

This year we had three full sessions of 'New User Payroll Trainings' which were filled to capacity. We received great feedback for having this available and we know that this is needed periodically to give new staff a great understanding of how to work in payroll as well as how the system works.

The Second Annual Payroll User meeting was held on September 8th, and it was a huge success. Many of you sent in agenda items to discuss, one of which was that darn Tax Ret and not being able to delete or insert records. Unfortunately, we can't change this, but there was discussion by many on how to be more prepared when creating the Tax Ret record and to work in the current cycle month to make things a bit smoother. Three enhancements were requested; Add a Reset button in Salary Projection, Auto populate Today's Date in Report History, and put a space between the Export and Delete buttons on Report History. These enhancements will be available in a future release.



EDUREPORTS CASH FLOW

The initial development of the Cash Flow Report in EduReports 3.0 is on its way to testing! The Cash Flow Report is a brand new report being developed to assist districts in building a cash flow statement by providing the actual activity for months completed and calculating projections for the remaining months of the fiscal year.

K12 districts are required to complete the Form Cash for the California Department of Education's Standardized Account Code Structure (SACS) reporting cycles. The layout of this new report has been designed to summarize data using the SACS format template.

The Cash Flow report will provide the actual activity from the beginning of the fiscal year to a specified month end as of date and provide options for calculating the remaining months. These options include: Blank, Monthly Average, Monthly Percentage and Prior Year Percentage.

- The Blank option will leave all remaining monthly activity column fields blank allowing the user to populate the remaining monthly figures when exporting to an Excel spreadsheet.
- Monthly Average will calculate the Budget less Activity to Date and divide by the remaining months of the year. The resulting amount calculated will be entered for each projected month.
- Monthly Percentage allows the user to define the percentage to be applied for each remaining month.
- Prior Year Percentage will calculate each remaining monthly percentages based on the prior fiscal year from the as of date selected.

Depending on the need for detailed or summarized results, options will be available to group by Object, Major Range, 1-Digit or 2-Digit; and to summarize by Fund or Fund/Resource. Reports can quickly be downloaded into Excel for user modification and is also available in PDF format. The most anticipated benefit of this report is that users will no longer have to run individual monthly reports to get the actual activity for completed months and then either use Monarch or manually enter the data into a spreadsheet.

Once the data has been validated in testing, the Cash Flow Report will be made available to County Offices for review and approval. If all goes according to plan, we hope to have this new report implemented to all districts in time to complete First Interim reporting.



W2 Processing

It's that time of year to be thinking about W-2 processing. The W-2 meeting will be held on October 25 2016, where we will be informing districts of new rates, how to process W-2 Add-ons, and creating Prelists. Each County Office will determine the dates to enable and disable the W -2 programs.

Remember to order W2-C's and make sure to clean up any employees that are on the W-2 Prelist with ERRORS, otherwise they will NOT receive a W-2 and districts will need to produce a manual W-2.

Contact your County Office to verify deadlines for processing W-2's.

Employee Self Service Instructional Videos

In order to assist districts in supporting their employees, instructional videos have been added to the Employee Self Service (ESS) website. These instructional videos can be viewed from either a PC, MAC or from a mobile device.

Registration instructional video links in English and Spanish have been added to the Login page under the Register button, walking employees through the process of registering for ESS, logging in, and updating their password using the Forgot Password feature.

Full instructional video links in English and Spanish have been added to the Home page under the Instructional Videos section. These links contain information and instructions on how to register, login, update their password using the Forgot Password feature, view and print Earning statements, view and print W2's, view and print Leave Balances, change your email address, update your security questions, change your password, view and print the User Guide and logging out.

By adding these training videos to the application we hope to alleviate some of the support calls and questions for the districts. If you have any questions, please contact your County Office.

A NEW REPORTING YEAR FOR AFFORDABLE CARE ACT 1095-C EMPLOYER-PROVIDED HEALTH INSURANCE OFFER AND COVERAGE

Thirty-four districts across four counties utilized the Affordable Care Act project to report and produce 1095-C forms for more than 19,000 employees and 14,000 dependents for the 2015 reporting period.

2015 was the first year of mandatory reporting, and the IRS did not publish the final forms and instructions until October. This uncertainty proved challenging, though districts were very responsive to project updates. We have added three validation tools to the process for 2016. Districts will now be able to validate their data prior to and at submission, obtaining immediate feedback regarding errors. The validation of forms will greatly reduce the amount of corrections required, and help to streamline the process.

A new Access Database for 2016 soon will be uploaded to SharePoint. This new database offers districts two ways to validate their 1094-C and 1095-C forms. A validate button will check the 1094-C or individual 1095-C forms for errors. Errors are easily identifiable after validation as they are highlighted in red. An Error Report has also been added, which can be used to check the Employer (1094-C) and all Employee (1095-C) tables for errors. The report lists all errors on one screen, and includes the name of the table that contains the error (Employer or Employee), the ID or Record number where the error is present, and a description of the error. Data entered in the forms does not transfer to the tables until the database has been saved, so it is best to save before running the Error Report.

The ACA Access Import tab has been added to EPICS to allow districts to upload their Access Database files to be converted to an XML format for electronic submission to the IRS, and to Documedia to create the 1095-C forms. As part of the upload process, the ACA Import Exception report will be created. This report contains a count of imported employee and dependent records if no errors exist, or a list of errors, much like the Error Report. Once errors are resolved, the database file should be uploaded again for the submission to contain the corrected data.

The Access Database and Instructions for 2016 can be accessed through SharePoint using the link below:

[Home](#) > [Shared Documents](#) > [ACA_1095 C](#)

Districts interested in using the project for 1095-C reporting and/or using Documedia to produce the employee 1095-C forms should contact their County Office.