California Educational Computer Consortium
Joint Powers Authority

2016 W2 and 1099 Stats

California Educational Computer Consortium counties span such a large area, it's no wonder there were so many 1099's and W2's processed for 2016!

W2s- 95,144
• San Bernardino County: 70,107;
• Inyo County: 1,118;
• Mono County: 546;
• Humboldt County: 6,451;
• San Mateo County: 16,922.

1099s – 6,077
• San Bernardino County: 3,669;
• Inyo County: 297;
• Mono County: 61;
• Humboldt County: 429;
• San Mateo County: 1,621.

This year the combined total reported for all Members for Employer Sponsored Healthcare was a staggering $615,885,358.44!

ALPINE COE JOINS OUR CONSORTIUM

The beautiful tree-lined County of Alpine is located just north of Mono County on the Nevada state line. The Alpine County Office of Education serves K-8 students and employs approximately 80 employees.

The team began working with Alpine staff in the August/September 2016 timeframe preparing for Financial 2000 implementation. Bringing on a new member to the Consortium is a profound endeavor for all involved, as each detail must be carefully considered when setting up configurations and entering initial data into the financial systems. Accounts, Purchasing, Vendors, Accounts Payable, Position Control, Payroll and Retirement are just a few of the applications that were installed and prepared for implementation.

Staff travelled to Alpine in November for an intensive 5 days of training in addition to the weekly, sometimes daily videoconference trainings. Alpine went live on Accounts Payable, Payroll, and Retirement by the end of January.

Neighboring Consortium members Caty Ecklund, Chief Business Officer of the Mono COE and Tom Synder, Deputy Superintendent of Business/Financial Services of the Inyo COE have offered their knowledge and expertise to assist in the transition and continued training and support of Alpine staff members. A very admirable feat!

Everyone is to be commended for a lot of work in a very short period of time!

Welcome Alpine!!!

The New Purchasing System – Moving Full Steam Ahead!

Since implementing our first pilot district this past July, 36 districts have been brought on board to the New Purchasing System! Of these districts, our largest district, San Bernardino City Unified with over 400 users, began piloting in early December. The new application has been well received and districts are eager to transition over.
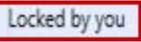
The new design has the same look and feel as other Financial 2000 applications. Information is displayed on a single page in sections that collapse and expand based on user preference, and a workflow tree is available to manage documents. A web based training video, "Requisition Entry Training for the New Purchasing System" and the on-line documentation "Requisition Entry Guide for the New Purchasing System" is available to assist users in making a smooth transition from Purchasing 2000 to the web based version of Purchasing.

The Technology JPA plans to implement the remaining districts between April and June 2017. Alpine COE was the second county to implement Purchasing with two districts in December 2016; staff will be working with Inyo, Mono, and Humboldt Counties to implement their districts by June 30, 2017. San Mateo will follow, with plans to implement the new application at the beginning of the new Fiscal Year.

The Purchasing application is used more than any other Financial 2000 application with over 4,000 users in San Bernardino County and another 1,200 in other counties combined. Special thanks go out to our pilot districts for their feedback to help mature the new Purchasing application, and work out many issues that all districts have benefitted from.   At times, it may have been a struggle, but in the end, the pilot districts were instrumental in making the Purchasing application a success!

Is Your Purchasing Record Locked … By You?
When unable to edit a purchasing record, and an error displays that states 'Locked By You' Locked by you it is most commonly due to multiple sessions open at the same time! This occurs when the Purchasing application has been opened, and the icon is clicked again within the Financial 2000 main screen. Pur Pur Pur To correct this, simply close all but one open session of Purchasing and the error will no longer display.
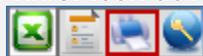
Printing a Record Within New Purchasing
To print a record, select the desired record to print within the Search screen, such as a Requisition, and then click the [Print Reports] icon in the lower right hand corner of the screen.
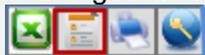
Click [Run] within the Select Report screen. So what does the Printer Icon do?

The Printer icon will provide a quick screen print – a super helpful tool when submitting questions to your county office.
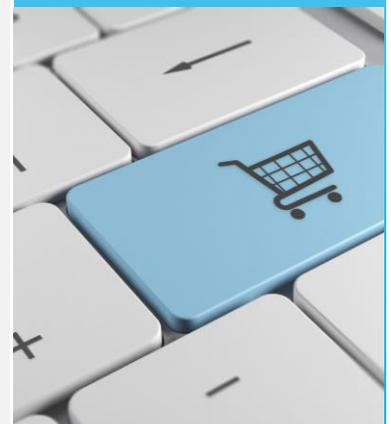
Preparing for another New Year! Fiscal Year that is!

It's that time again! Another Fiscal Year is coming to an end, and that means we will be creating the New Fiscal Year 2018 very soon! With that said, let's look at a few things to make the Roll more efficient for your district:

1. Review the Earning Types Table to see if there are Earning Types no longer used and delete them; they can always be added again in the future if needed.

2. Review what Earning Types are marked to Roll into the new year. Removing the 'R' will prevent those manual earning lines with that Earn Type from being rolled into the new year. This is a great way to do some cleanup and have fresh data for the new year!

The County Payroll Year End meeting was held on April 4, 2017 which assisted the County Staff in preparing for the year-end tasks. Each County will be processing the county level processes as well as each of their Districts Fiscal Year Generation and Rolls. Remember it is very important that the Payroll, Budget, and Human Resources Departments work closely together through this year-end process.

Payroll is the last step in moving into the new year, and the Generation and Rolls cannot be processed without having all the needed steps completed and signed off. Templates of County and District Check lists were provided during the meeting. A sample letter to send to Districts to welcome them into the new year was provided as well, with reminders to give enough time to 'A'ctivate and audit their payrolls.

Have a great year end and a fabulous 2017/2018!!!

Are Your Payroll Deduction Plans Out of Sync?

Did you know that Deduction Plans can get out of sync? Well they can! This Out of Sync condition can occur if a change has been made to a Deduction Plan, and the records were not allowed to complete updating. When a change is made, a dialog box will display with the Export function. You must click the Export button and wait for the job to complete. If you "X" out of this box, or do not select the Export, the records will not be updated! We have given you a way to check and correct this within Deduction Plans. When accessing a Deduction Plan that is out of sync there will be a message at the top of the page saying: 'There are Deduction Plan employee records that are out of sync'. To correct this, you must Sync the Deduction Plan by clicking on the INFO Button and then 'Sync'.

Please see Advisory # 17-05 for complete details on the required steps. The Advisory can be found on SharePoint using this path: Home > CECC > Shared Documents > Advisories > 2016-2017.

Employee Payroll Deductions

When entering deduction adjustments, option 'ADJ' will collapse the adjustment and the cycle deduction amount on the Employee's pay stub. Option 'ADDL' will display 2 separate lines on Employee's pay stub. This can be beneficial if the additional deduction is to 'catch' the employee up on a deduction and this will let them see that extra amount was indeed taken.

To set up a retiree with Employer paid benefits you will need to flip the Npd flag from a 'N' to a 'Y'. Once that has been done an account section will display at the bottom left of the deductions where you can enter accounts to charge the retirees benefits to, make sure the total percent totals 100%.

If you are wanting to charge an employee's Health & Welfare to an account other than the account they are paid out of, make sure the HW flag on the earning line is set to 'N'; and then you can flip the Npd flag from 'N' to a 'Y' in deductions. This will bring up the account section at the bottom left of the deductions where you can enter accounts to charge the employees H&W benefits to, make sure the total percent totals 100%. In order for the NPD to enable, there must be no Earning lines with the HW=Y. Otherwise, an error will display in Deductions.

AUTOMATING ABSENCE ENTRY INTO ELTS

Imagine absences automatically entering themselves into the Employee Leave Tracking System (ELTS) … just a dream? No! A reality!

The ELTS team has designed a Sub Calling Import feature to replace the manual entry of absences. Absences import daily, based upon data exported from a Sub Calling System. This feature is available to all employees or groups of employees that report their absences through a substitute system. When an employee calls in an absence, that absence is imported into ELTS which eliminates the need to manually enter the absence on the Leave Entry screen. Please note that if the absence contains an ELTS Leave Type that requires additional information, for example, an Incident Note, the Leave Attendant will still need to enter the Incident Note before the Affidavit can be generated or posted. In conjunction with an "import" feature, we designed an "Error Log" screen that displays the absences that were successfully and unsuccessfully imported into ELTS.

Each County Office will work with their districts and their substitute system vendor to develop a custom export file. The custom export file includes the employee's EIN or SSN, Position Code (if available), Leave Type, Absence Date (Event Date), Absence Hours, and an optional Note. The substitute system vendor is responsible for mapping the appropriate ELTS leave types with the sub calling leave reasons. The custom export file is exported from the Substitute Calling system on a scheduled basis, for example, once a day at 4:00 P.M.

The Sub Calling Import feature ensures that substitutes have accurate hours reported and can easily be paid using the Payroll Import application. The Payroll Import application uses the information provided by a Substitute Calling system to load substitute pay into Payroll. Our goal is to work with districts to implement these automated features, thereby saving many hours of manual data entry into ELTS and Payroll.

The time savings is tremendous.

If your district is interested in implementing the ELTS Sub Calling Import feature or the Payroll Import application, please contact your county office.

Modifying Existing ELTS Usage or Accrual Rules

With the start of a new fiscal year, changes to employee bargaining unit contracts may arise. These changes may affect existing Usage Rules or Accrual Rules in ELTS. When modifications to these rules are necessary, ***always*** click [Add/Copy] and enter a NEW Effective Date indicative of when the new changes will begin (i.e., 7/1 of the new fiscal year) ***before*** making any changes.

Changing Tax Ret Pay Calendars in Payroll

You will need to be sure there are NO earnings or deductions in Future Supplemental Cycles. This can easily be reviewed by displaying all cycles for Earnings and / or Deductions. If supplemental cycles are found, go to the first one and delete current and future cycles. After deleting the Supplemental Earnings and / or Deductions, you will be able to process your Pay Calendar Change.

Employee Earnings in Payroll

Make sure to have All Position Lines for All Cycles activated to allow Payroll Encumbering to encumber the correct salaries. Having all position lines activated at the start of the year will also improve the auditing process for each cycle. Running the Payroll Earnings Report for the status of Inactive while processing payroll will return position lines that are in either a "P"ended or "E"rror status which tells you that the employee had a change made and needs to be audited. After the Earnings are audited, those lines should be "A"ctivated to ensure the current and future Payrolls are accurate.

Payroll Generation

Manually Generating an Employee repeatedly will not change how calculations are being made unless there was an actual change in areas such as Employee Hours, Days, and or Pay Frequency. If you are not sure why Generation is calculating a certain way, contact your county office.

INTRODUCING THE BUDGET DEVELOPMENT IMPORT!

The mass import of accounts and account detail is now available in Budget Development! This highly anticipated feature was installed to production on March 17, 2017 in version 2017.03. The new import is very versatile; users may import accounts into the Entered or Rolled column in either a Budget model or an Estimated Actuals model. Detail records may also be imported. There is no limit to the number of records allowed in an import as it is processed in the background which enables users to continue with other tasks as the import proceeds. During an import the Import page is periodically refreshed to provide feedback on the status of the import – the Status column is displayed in the Import History Grid.

After her first import of 2,019 accounts, Diane Romo, Sr. Director of Fiscal Services of Rialto Unified School District reported "I just did my first one today and it went well. Very easy."
Jeanette Prickett, Fiscal Services Supervisor of Bear Valley Unified School District (a much smaller district) plans to use the import to load her projected FY18 budgets in her 4-8xxx accounts. She'll let the Salary Analysis Management System (SAMS) do the work for her salary and benefit accounts.

The import tab can be accessed within the Budget Entry tab and with appropriate application security may be used by the district office staff as well as site based budget development users. The Import tab provides the ability to search Import history, which includes imported record details, destination, date, model type and the user logon. Additionally, a link is provided to an import template which is preformatted and ready for user entry (or copy/paste from another spreadsheet). Once the file is prepared then the user browses their directory, selects the file, and processes the import. The Status column in the Import History Grid will indicate if the import was successful or completed with errors. Errors may be viewed with the Import Report which is saved and accessible from the Import History Grid.

This highly anticipated enhancement will be a great time saver, and is available now! For assistance with this new feature, please contact your county office.

A Helpful Hint for the New Budget Import Feature!

To View the Import History: Upon entering the import screen, click [Search] to retrieve import history, and then click on the Report icon to view the desired report.

During the import, the current file being imported displays on the screen. Click [Search] again to view all files and import history.
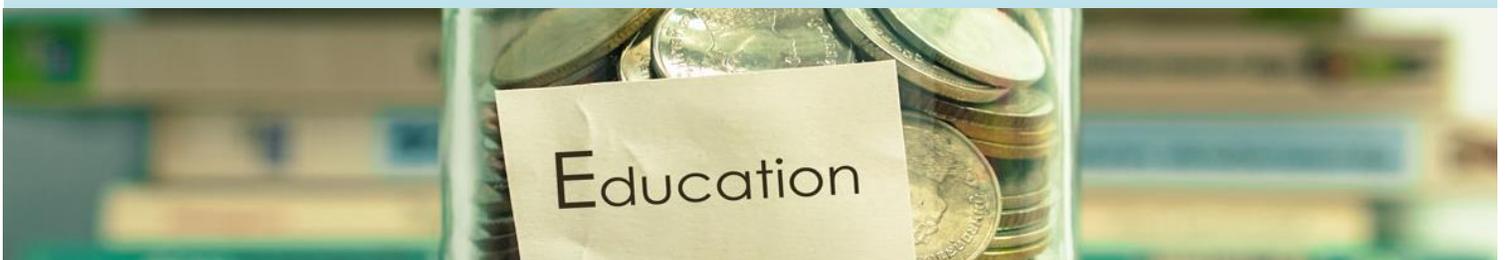
FLEXIBILITY IN DEVELOPING PAYROLL IMPORT PROJECTS

Gathering substitute data for Payroll Import can originate from a variety of sources. As unique as districts are in their process to pay hourly employees, so is each project uniquely designed by our Payroll Import team. Most districts use their sub calling system to obtain a report to import hourly earnings, however, some districts are using their time and attendance systems.

Payroll Import requires basic information to load into Payroll such as the employee name, identification number, hours worked, as well as the basic job information. The most challenging task is to obtain the appropriate account number and rate of pay. This can either be determined by various rules set up in a Monarch project or can be added directly to the file.

The district's Sub Calling System is frequently connected to their time and attendance software. The report generated by the substitute system provides the account code, rate, and other required fields based on the location the substitute clocked in to, as well as the employee they subbed for.

Time and Attendance vendors such as TimeClock Plus, VeriTime, and WorkForce collaborated with staff to provide a report that can be directly uploaded into the Payroll Import application which then loads the earnings into Payroll. With these key components integrated, supplying the district with a file ready to import has proven to be an effective and accurate time-saving tool.

Each project is completely customized for each district based on their integrated systems, accounting rules and procedures. Whether using a sub calling system, time and attendance or any other process, if a report can be generated, then we can work with you to help automate your hourly payroll.

For any questions please contact your county office.

Data Shifting in Your PDF Reports? Try This Monarch Trick!

If you find you are having trouble with data shifting in your PDF reports, there are a few tricks you can try. When editing your template, make it a floating trap. This will trap your data in the report across as well as down. The more specific you are with the traps the better it will work.

Editing a Salary Schedule Matrix in EPICS

A Salary Schedule Matrix may be modified at any time, though it is important to never add or delete a Step or Range in the middle of the Matrix. Making a change to the middle of the Matrix will result in employees being on incorrect Steps or Ranges after the change has been made. Additional Steps or Ranges may only be added to the end of the Matrix.

TECHNOLOGY JPA SUMMER HOURS

The San Bernardino County Superintendent of Schools will be implementing its annual energy conservation plan that begins on Monday, June 12, 2017 and will last through Friday, September 1, 2017. The office hours will be from 7:30 a.m. to 4:00 p.m. Monday through Friday. The Technology JPA Department will be providing phone support during these same hours.

WHAT A DIFFERENCE A YEAR MAKES!

2016 was the second year for mandatory reporting of Employer-Provided Health Insurance Offer and Coverage information. Using what we learned in the 2015 reporting process, the Technology JPA set out to simplify and improve the Affordable Care Act Compliance 1095-C project for 2016. The Access Database Project and submission process were updated to better enable district users to more efficiently report their data.

The Affordable Care Act Compliance 1095-C project was updated for the 2016 reporting year with validations added to the database that allowed users to validate prior to, and at submission. A Validate button was added to both the 1094-C and 1095-C forms, allowing users to validate on a form by form basis. This validation is most useful when working on the 1094-C or a specific 1095-C form. An Error Report can be generated at any time during the process, and lists all errors from the 1094-C and all 1095-C forms in a single report. Both forms of validation provide immediate feedback, allowing users to more easily find and correct errors prior to submission. Having this information available to users undoubtedly played a role in reducing support calls related to the project by fifty percent from the 2015 reporting year.

A new tab (ACA Access Import) was added in EPICS, which enabled users to upload their completed databases for submission to the IRS and Documedia for printing. An ACA Import Exception Report is also generated at time of import. This report displays the number of Employees and Covered Individuals imported if there are no errors or a list of errors when errors exist in the Employer, Employee, or Dependent tables.

Thirty-nine districts across four counties utilized the Affordable Care Act project to report and produce 1095-C forms for more than 22,000 employees and 18,000 dependents for the 2016 reporting period. This is a significant increase from both the number of employees and dependents reported using the project in 2015.

Districts interested in the project or Documedia for 1095-C for 2017 reporting should contact your county office.

Tax Ret Effective Dates in Payroll
When making a change to an Employees Tax Ret record that you want to apply to the current payroll, make sure to use the correct date. Example if you are wanting the change to affect Cycle 05 you would use the Tax/Ret effective date of 05/01/2017.

We are not able to Delete ANY Tax Ret Records, so be sure to NOT have Future Dates as you will not be able to modify any record Except that last effective date.

You are NOT able to insert an Effective Date either, that is why we caution you to be aware of what cycle you are needing to apply any of the changes being made.