

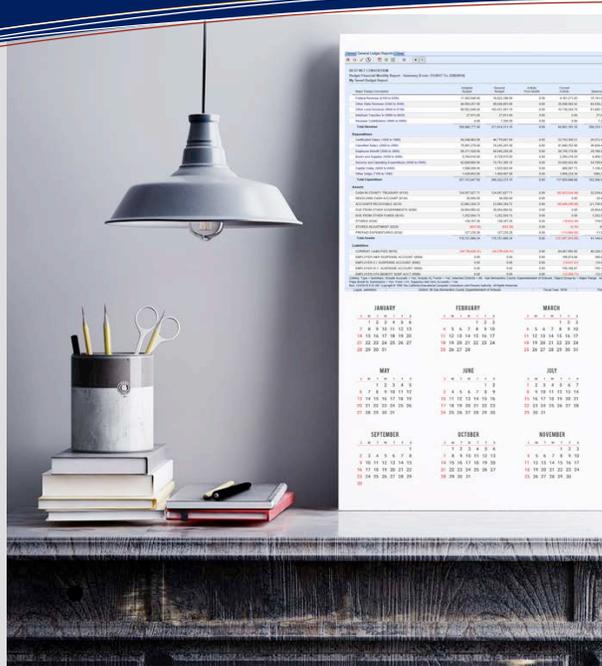
## WHAT'S NEW IN EDU?

The Financial Suite of applications is continually evolving to promote efficiency and convenience, and EduReports 3.0 is no exception! The application has been enhanced to include a new Accounts Lookup Report and the ability to modify all saved reports.

The new Accounts Lookup Report provides a summary of all budget activity broken down by account. This summary includes the Revised Budget, Actual Activity, Pre-Encumbered, Encumbered and Pended Activity, and the remaining balance for each account. By expanding the account, the detailed Financial Activity Report will display. Wildcards can be used to produce a greater range or group of accounts.

Saved reports can now easily be modified and saved! Simply re-query an existing saved report, make any necessary changes, and then click [Save]. Click the new Update button within the Create My Report menu, and your saved report will be updated!

If you have questions or need assistance with either of these new enhancements, please email the Technology JPA at [ms.helpdesk@sbcss.net](mailto:ms.helpdesk@sbcss.net) or call (909) 386-9600.



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## OUT WITH THE OLD ... IN WITH THE NEW!

Deployment of the highly anticipated new Accounts Payable application is right around the corner, and the Technology JPA staff have been working hard to ensure a smooth transition. Upon implementation, each county's official set of books for financial transactions and reporting will transition to the new SQL systems. This brings us one step closer to moving off the HP 3000!

Some of the new exciting features that will be available are Vendor electronic fund transfer payments, document storage, paying by invoice, and the ability to pay over 100 payments on a purchase, just to name a few!

Alpine County will be the first member to be implemented with a go live date of January 22, 2019. Following close behind is Mono County in February, and Inyo County in March. San Bernardino County is scheduled to kick off the 2019/2020 Fiscal Year with a go live date of July 3, 2019. Humboldt County is planned for the end of July 2019 and our final installation will take place in December 2019 for San Mateo County.

As part of the installation process, several tasks are coordinated between the Technology JPA staff and each County Office. Depending on the size of the county, the process may take several days to complete prior to going live. Test accounts will be set up to allow district users hands-on training as they transition from an HP program into the Financial 2000 suite of applications.

# ESS REGISTRATION PROCESS CHANGE

Attention all Payroll Departments! We are thrilled to announce the latest enhancement to the Employee Self Service (ESS) registration process. Prior to this enhancement, the system would validate the net pay of the employee's most recent warrant, regardless of the warrant issue date.

This previous authentication method was subject to timing issues because it did not consider whether the employee's last loaded warrant was in effect at the time of the employee's registration. Warrants that were loaded into the database prior to the warrant issue date, were preventing employees from successfully registering for an account. As a result, employees were forced to contact their Payroll department to get the net pay amount of a warrant that had not yet been issued.

The system now confirms the net pay of the warrant that is in effect as of the date of registration, thereby reducing the number of employee calls to Payroll concerning the net pay amount of their next warrant. This also makes troubleshooting the ESS registration process that much easier. Simply provide the employee the net pay amount of the warrant that is in effect as of today.

New employees may register for the Employee Self Service website on or after the date of their first warrant issue date.

If you have any questions regarding this new enhancement, please contact your County office.



## NEW NONBINARY GENDER SELECTION AVAILABLE IN EPICS

The SB-179 – Gender Identity Bill went into law as of September 1, 2018. To comply with this new bill, a new gender of 'Nonbinary' has been added to the System Gender Table in EPICS. Although EPICS has been modified to comply with this new requirement, the state CALPADS system will be unable to accept the nonbinary choice until 2019.

County Counsel has advised that we implement the change in EPICS now so that the system is in compliance with the law. Counsel realizes the dilemma with the state system and recommends that districts relying on EPICS gender information for state reporting, do not use the new code in the Gender Table until the CALPADS system is able to accept it in 2019.

Our recommendation is to use the Notes feature in EPICS to flag any employee that indicates they are nonbinary. Once CALPADS is able to accept the new code, the nonbinary code can then be entered in the Gender Table using the information stored in the Notes section of EPICS.

This method will ensure that districts are in compliance now, and that the state reports will reflect the employee's choice when the CALPADS system has been modified to accept the information.

If you have any questions, please contact your County office.

# ELTS/ESS SELF CERTIFICATION PROJECT – PREPARING FOR TAKEOFF!

We are excited to provide an update regarding the Employee Leave Tracking (ELTS) and Employee Self Service (ESS) Self Certification project. The new ELTS model is currently in the pilot phase with the Technology JPA, Internal Business Services, and recently added Human Resource staff at San Bernardino County Superintendent of Schools. The feedback received from the pilot participants has been very positive; for example:

“The old system was outdated, and Affidavits were lost very easily. The new system is productive. I don’t have to look for or reprint lost paper Affidavits. I can look at where any Affidavit is in the workflow in just a glance.”

**Chris Cox, Supervisor – Director of SBCSS Internal Business**

“I like the new system, it is streamlined and easy to use.”

**Adrienne Williams, Local Leave Attendant – SBCSS Internal Business**

“The new system is efficient and has removed stacks of paper off of my desk. I can audit, receive, and post the Affidavits online in a timely manner.”

**Erica Tennyson, District Leave Attendant – SBCSS Payroll Services**

The Technology JPA has made several improvements based on the feedback from the pilot group, which has helped streamline the Self Certification process. The amount of time it takes an Affidavit to be completely processed has been dramatically reduced. During the pilot phase, the processing time for the Affidavit to be released to the employee, approved by the Supervisor, and then Received and Posted by the District Leave Attendant, has been an average of ONLY 7 DAYS.

We are expanding the pilot to include Chaffey Joint Unified High School District, and will be adding additional districts soon! Please submit your interest to your County office.

## SHAREPOINT TRANSITION TO SECURE DATA

The Technology JPA continually strives to provide the most secure access possible to all servers and data. As a part of this goal, we transitioned from SharePoint to SharePoint Online, and moved sensitive data to FileZilla. The transition has been very successful. Over 500 accounts have been created to date.

Users have found that finding information in the Technology JPA SharePoint Online Group is much easier, and the process to download files or folders is more efficient.

The following information can be found in the Technology JPA SharePoint Group:

- AB1522 Project Files
- ACA 1095-C Project Files
- Advisories
- Agreements and By-laws
- Goals & Objectives
- Meeting Handouts
- Monarch Projects
- Policies and Practices
- Training Videos

Part of our Goals & Objectives is to ensure the secure transmission of data between districts and the county. For this reason, sensitive data such as Credentials, Retirement and Student Direct Certification information was moved from SharePoint to a local external services server accessed through FileZilla. This step was critical to help prevent data breaches and identity theft. Over 200 accounts have been created for SharePoint Online for County, District, and Charter School staff.



## 1099 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 2018 calendar year. The 1099 Maintenance screen should also be open and available for flagging and unflagging individual payments by warrant.

Please contact your County office for a list of all year-end tasks and deadlines. All 1099 forms are due to vendors and must be postmarked by 01/31/2019.

## CALENDAR YEAR 2018 IS NOW OVER!

What does this mean? It's time to work on W-2s! The W-2 meeting was held on Wednesday, November 14, 2018 where valuable information was shared with County staff including the new 2019 rates, minimum wage increasing to \$12 per hour, and changes to maximum limits for 403(b) and 457(b). Processes were reviewed for creating W-2 Add-Ons, running and validating W-2 prelists, as well as the need to process Pay History Adjustments to correct employees' calendar year-to-date earnings. As in years past, county staff were reminded that they will need to determine the dates to enable and disable the W-2 and Pay History programs.

W-2s will not be produced for any employees with errors. All employees that display on the W-2 Prelist with errors must be corrected. The district will need to manually create and mail a W-2C for each employee in an error state. It is suggested that districts order W-2Cs early in the event corrections are needed after the W-2s have been processed. Be sure to review and validate employees on the W-2 Warning Report to ensure that all errors have been corrected.

Any taxes that need to be adjusted after the year-end payrolls have processed will have to be paid by the Employer for both EmployEE and Employer costs and recouped in 2019 using the FICA/MC Recovery Plans.

Please contact your County Office for deadlines in processing W-2s, and for additional information.

# PAYROLL IMPORT – MAKING THINGS EASIER SINCE 2011

The Payroll Import application was introduced in 2011 to provide districts with the ability to import substitute and additional pay into the payroll system instead of manually entering the information for each employee every month. While it was mainly created to be used in conjunction with sub calling systems to eliminate time cards, our users desired the ability to import even more. One of the top requested enhancements was the ability to import retro pay lines for additional earnings.

We listened! In the 2018.01 release (installed in February 2018) the Payroll Import application was enhanced to change the way ret code combinations were used when completing the earning lines. This enhancement opened the application to allow entry of different earning types, as well as the use of the Retirement Type of RET.

Several districts have taken advantage of this new feature and are very happy with the process and their successful results! Here is what some of them had to say:

“Rialto Unified School District has been using the Import feature since March of 2016. The import process allowed us to import over 6000 pay lines in December of 2016. Without the use of this program the staff would have given up their holidays to complete the retro within our timeline. Since the implementation of the import process, Technology JPA has implemented additional enhancements which have allowed me to use this program for additional pay, such as Class Size Overages, Vacation Payouts, and Interest Payments. The enhancements that included the Ret System and Ret Codes allowed us to import without manual data input; allowing our staff to complete payroll within our deadlines and in a more efficient manner.

Our district is also using the import process to pay our Substitute Teachers. The Technology JPA team walked us through the process and they are always available to assist us when needed.”

## **Sharon Faria – Rialto Unified School District**

“The ability to use the payroll import process for our bonus/retros has helped our payroll staff tremendously. The ability to minimize the data entry involved has improved our efficiency and accuracy. We are true fans of the process!”

## **Jonathan Dunn – Fontana Unified School District**

“It saved us so much time and significantly reduced the opportunity for entry errors. I only used it for the largest pay calendar this time because I was afraid it would be labor intensive, but it was so easy! Last year we phased our retro over 3 pay cycles because of all the manual entries; this year we got it all done in a single cycle thanks to the import function.”

## **Shirley Art – Copper Mountain College**

(Our 1<sup>st</sup> Community College to use the application!)

If you are interested in learning how the Payroll Import application can benefit your district, please contact your County office.

# VALIDATE FOR BEST RESULTS

Did you know that the 2018 1095-C Access Project contains 61 validations based on IRS rules to confirm that each 1094-C and 1095-C form is complete, and that fields are populated where appropriate? There are two validation options available in the Microsoft Access Project: the Validate button and the Error Report. The Validate button, found on the bottom left-hand corner of the 1094-C and 1095-C forms, will validate one form at a time, outlining fields that contain errors in red. The Error Report, retrieved from the left Navigation Pane, validates all 1094-C and 1095-C forms and displays a list of errors in a report format. A final validation occurs within EPICS when the Access file is imported. All errors listed at import must be corrected, and the file imported again to complete the process.

If you have any questions, please contact your County office.

# BENEFIT RECONCILIATION MONARCH PROJECT SAVES DISTRICT EXTENSIVE HOURS

Attempting to reconcile Health and Welfare information for a large district is a daunting task that oftentimes takes weeks to complete. Jackie Segura of Fontana Unified School District saw a need to streamline this important task and built a Monarch project to speed up the process.

The Monarch project uses the health and welfare deductions reports generated with each payroll production run. The project includes a monthly total amount using a calculation of the employee's payroll deduction and the employer amount. This value is what is then compared to the benefit bill to ensure that the proper amount is being paid to the vendor and the proper amount is being deducted from the employee.

Each benefit plan is separated into its own summary and exported. By using Monarch, the entire process is automated saving numerous hours of work. This project serves as a great starting point for any size district and can be customized to accommodate a variety of uses.

The instructions and model can be downloaded from the Technology JPA SharePoint Group using the link below. If you need assistance with your user name and password, please email the Technology JPA at [ms.helpdesk@sbcss.net](mailto:ms.helpdesk@sbcss.net) or call (909) 386-9600.

[Documents > Monarch > Payroll > Benefit Reconciliation](#)

## UPCOMING EVENTS

### Meetings and Trainings for January 2019 through June 2019

County Office Support – 2/20/19

Purchasing/Stores User Meeting –  
3/22/19

Payroll Fiscal Year End Meeting for  
County – 4/24/19

ELTS Fiscal Year End Meeting –  
5/15/19

Purchasing/Stores Fiscal Year Start-  
Up Refresher – 5/24/19

County Office Support – 6/5/19

[Link to Calendar](#)

<http://www.cecc.org>

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(909) 386-9600  
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# WHAT IS AN RSA TOKEN?

Better yet ... what is an Authorized Agent? Authorized Agents are users who are designated by their district's governing board to approve and/or release specific financial transactions and dollar amounts on their behalf. They may be authorized to approve and release financial transactions or approve purchase orders within the financial systems.

The RSA token is a device used by Authorized Agents to securely release accounts payable batches and/or digitally sign purchase orders within the financial systems. Each token has a two-factor authentication mechanism to ensure that each transaction is secure.

Before an RSA token can be issued or a user deemed an Authorized Agent, the district must first contact their County Office to complete their authorization process and activate the token.

The RSA tokens have a shelf life and there are quite a few that are set to expire in May of 2019. There is no need to contact the Technology JPA, as each user with an expiring token will be notified directly. A replacement token, along with activation and return instructions will be provided.

For questions or assistance, please contact your County office.



## ***RSA Token Helpful Hint***

The Accounts Payable Batch Maintenance Program will allow 5 invalid attempts before the account is locked. Please contact your County Office to enable the account. Some of the error messages that may display are as follows:

- ERROR: RSA Host is down, contact Info. Tech ASAP
- ERROR: User is not in FCS OCSKEY dataset, contact Info. Tech
- ERROR: Access DENIED, Retry or contact Info. Tech
- ERROR: New PIN was REJECTED, please try again, must be 5 digits
- ERROR: Pin #'s must be the same, please reenter
- ERROR: A new PIN is REQUIRED; must be 5 digits

