



NEWSLETTER

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NEW FORM W-4 FOR 2020

According to the IRS the 2020 Form W-4 has been redesigned to reduce the form's complexity and to increase transparency and accuracy in the withholding system. With these changes, employees will no longer have the ability to designate a withholding allowance. Instead, employees will now provide amounts to increase or reduce taxes and amounts to increase or decrease the amount of wage income subject to income tax withholding.

The IRS is not requiring employees who have submitted a W-4 prior to January 1, 2020, to submit a new form. Payroll withholding calculations will be based on the employees most recent W-4 until a change has been submitted.

The Payroll system will support both the old and new W-4 formats concurrently. To accommodate the new Form W-4, system changes have been made to Tax Tables, Tax/Retirement, Net Pay Calculations, Salary Projection and Reports.

HOW TO FIND REJECTED TRANSMITTALS

Rejected transmittals can easily be identified in the Accounts Payable Transmittal Management > Transmittal screen by performing any of the following searches:

- Enter [Reject] in the Description search field and click [Search]
- Select Rejected in the Audit Type search field and click [Search]
- Sort the Audit Type column in the search results grid to group search results by Audit Type
- Sort the R # column in the search results grid to find transmittals with a value (Rejected transmittals are assigned a revision number)

ONE GIANT LEAP FORWARD

The Technology JPA is making major strides in moving forward and are excited to announce that all members are now live on the new Accounts Payable system. San Mateo County was the final implementation on January 2, 2020.

Feedback received regarding the new system has been consistently positive and well received. User responses indicate the system is intuitive and efficient. The new production run process saves time, and some have gone as far to say it has made their jobs easier.

EMPLOYEE INFORMATION IN EMPLOYEE SELF SERVICE

What's new in Employee Self Service? Employee Information has been added to the main menu. This page displays employee information from EPICS and provides employees the ability to view the following:

- Contact information
- Current position
- TB expiration date
- Emergency contact

As the information is not editable, employees are encouraged to notify their Human Resources department if any changes are needed. This new feature is a great tool to assist districts in keeping the employee information up to date in EPICS.

NONBINARY GENDER ADDED TO EPICS EMPLOYEE ATTRIBUTES AND THE NOTICE OF EMPLOYMENT

The Gender Recognition Act (SB 179) allows individuals to self-certify their gender as nonbinary, an umbrella term for those that classify their gender outside of the traditional categories of either male or female. In accordance with SB 179, the nonbinary gender has been added to the Gender table in EPICS, enabling it as a gender selection in the EPICS Employee Attributes section.

In addition, a nonbinary checkbox has been added to the system generated Notice of Employment (NOE) form in EPICS. The NOE form will now print with a male, female or nonbinary gender based on selection in the EPICS Employee Attribute Record.

MANDATED COST BURDEN REPORT IS NO LONGER A BURDEN ON DISTRICTS

On an annual basis, districts are required to gather employee information to report position data, annual hours worked and salary information. This “burden report” is then submitted to the district’s mandated cost, compliance and risk management agency. This process can take district personnel several hours to compile all the information.

The Technology JPA has worked closely with compliance agency School Innovations & Achievement (SI&A) to create a project using EPICS data from Reports 2000 as well as earning and deductions reports from Payroll. These reports are combined using Monarch to produce a comprehensive report with just a few steps.

Although this project is designed to use with SI&A’s requirements, it can easily be modified to fit any request from a different agency.

Instructions, templates and Monarch models are available in the SharePoint Online-Technology JPA Group and can be reviewed using the link below.

[Documents > Monarch > Payroll > Mandated Costs](#)

THE ACA 1094-C/1095-C PROJECT PREPARATION FOR 2019 IS AROUND THE CORNER

Each year the Affordable Care Act (ACA) Access database is updated with the latest IRS revisions.

The ACA 1094-C/1095-C ACA Project consists of the following:

- Generation of Reports 2000 reports to gather employee information
- Import of employee data into the ACA Access database
- Import of dependent information using the dependents template (if applicable)
- Entry of the district's health insurance and coverage data
- Pertinent data entry for each employee
- Review of Access database validations to check and correct all errors
- Submission of file to the Technology JPA via EPICS

Once the data is received by the Technology JPA, the 1094-C and 1095-C forms are electronically submitted to the IRS and to Information Outsource (3rd party vendor) for printing and mailing by the deadline.

In 2018, a total of 20,909 forms were mailed to employees and submitted to the IRS for 31 districts, compared to 27 districts for the previous tax year. The cost per form is estimated at 77 cents for 2019 reporting, though the final cost may vary based on district participation.

The ACA 1094-C/1095-C Access Project is now available. Please contact your county office if assistance is needed.



FINANCIAL ACCRUALS REPORT IN EDUREPORTS 3.0

With the implementation of the new Accounts Payable system a new report has been introduced into EduReports 3.0, the Financial Accruals Report. This report offers flexible reporting capabilities and provides an all-in-one reporting tool for all district accruals.

Accruals Information can be retrieved on the following:

- Estimated Receivables and Accounts Receivables
- Estimated Payables and Current Liabilities
- Payroll and Benefit Liabilities

Enhancements include:

- Group by Object, Major Range, one or two-digit Object, or Accruals Reference
- Remaining Balance column
- Vendor and Warrant number columns
- Search by range or group of Accounts, Accrual number, Journal Entry reference number, Vendor number or Warrant number
- Export to PDF, CSV or Excel

Documentation for the Financial Accruals Report can be found on the Financial 2000 Main Menu Documentation tab.

UPCOMING EVENTS

Meetings and Trainings for January
2020 through June 2020

County Office Support – 02/26/2020

Purchasing/Stores User's Meeting –
03/13/2020

EPICS Spring User Meeting – 03/18/2020

Payroll Fiscal Year End Meeting for
Counties – 04/29/2020

Purchasing/Stores Fiscal Year Start-Up
Refresher – 05/20/2020

ELTS Fiscal Year End Meeting –
05/20/2020

County Office Support – 05/27/2020

[Link to Calendar](https://www.cecc.org)
<https://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

MAINTAINING 1099s WITH EASE

Tax reporting season is quickly approaching and that means it is time to update 1099 designations. 1099 maintenance has been streamlined and implemented in the Accounts Payable (APY) program. Payments processed through APY can be flagged for 1099 during initial payment entry.

The new 1099 Maintenance program provides the ability to designate and maintain payments throughout the year. The 1099 Payment Detail and Prelist reports offer flexible reporting options to aid in auditing payments for 1099 reporting.

Exciting new features include:

- 1099 designation and Report in Box selection for APY payments
- Flexible search results by vendor
- Entry for external vendors and payments
- Flexible reporting in PDF and Excel flat file formats
- Ability for district to lock the year

This new process gives the district the freedom to run reports and maintain payments throughout the year and lock the reporting year when ready. Documentation for the 1099 Maintenance process is available on the Documentation tab of the Financial 2000 main menu.



MAKING EMPLOYEE LEAVE TRACKING ADJUSTMENTS, SHOULD IT BE POSITIVE OR NEGATIVE?

Determining whether a manual adjustment transaction should be entered as a positive or negative number can be challenging. Below is a good rule of thumb to follow:

- If the leave type deducts from the balance (Sick/Vacation), a positive adjustment will deduct hours and a negative adjustment will add hours.
- If the leave type adds to the balance (Jury Duty/School Business), a positive adjustment will add hours and a negative adjustment will deduct hours.

For answers to more questions regarding ELTS transactions, a district specific version of the Add Transaction Simplified document can be requested from your county office.

ACA HOURS RECALCULATED

In 2014, the Technology JPA created a Monarch project that could be used to calculate hours worked each month to track employees who may qualify for health and welfare benefits according to the Affordable Care Act (ACA). This project could also be used to report to another agency, or for district tracking purposes. The project has changed over the years, but the challenge has always been to accurately calculate the hours worked each month.

A new report in Reports 2000 has been designed using the employee's work calendar to report the actual work days per month. This report is effective date driven to provide the most up-to-date information for the employee. The project now matches the payroll cycle to the month of the work calendar to report the actual days worked. Work Calendars in EPICS must be kept up-to-date and work calendars rolled from the prior fiscal year should be updated for the days to be accurate.

REDACTING INFORMATION IN MONARCH

When multiple reports are combined using Monarch, the SSN is usually the employee identifier on both reports. To help protect an employee's Personally Identifiable Information (PII), the redaction feature in Monarch may be used. The feature can be found within the Table Design, field property advanced settings, where the redaction option best suited for the field can be selected.

Monarch can use the same redacted value for each record associated with the employee throughout the report, so the data can still be summarized. If the report is in PDF format, then the information is also redacted when viewed in the Report window or when printed.

Even if the field is not being used outside of the Monarch project, it is good practice to redact the data for a more secure project.