

## **ODJFS Balancing Notes**

1. Everything comes from the State Deduction record
2. Contribution on up to 9,000 in earnings only
3. The following employees are not subject to ODJFS reporting
  - a. Elected employees (board members)
  - b. Students
  - c. Severance Pay
4. Weeks need to be reported in correct quarter, you may need to make adjustments for subs if they are paid for prior weeks
5. ODJFS weeks are counted from Sunday to Saturday. Any day worked in that week is counted as a full week. ATDSCN entries are also counted. Weeks are counted in the month in which the Saturday falls. The number of weeks is usually 13.
6. Calendar stop date is the only way to stop ODJFS weeks from being counted
7. Any time you have weeks and no days or days and no weeks, you must research to make sure it is correct.
8. Note: If you accidentally mass add a calamity day on your default calendar, everyone attached to that calendar (subs, etc.) will appear on your report with 1 week.