

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 2, 2016 convening at 10:28 a.m.

The following members answered present to the roll call: Ben Streby, Robert Ogg, Debbie Creasy for Lottie Fisher, Tina Washka for Mike Sobul, Brad Hall, Zach Niblick, Trent Montgomery, Glenna Plaisted, Lew Sidwell, Judy Forney, Jeff Anderson, Britt Lewis, Ryan Smith, Kim Moyer, Stacy Howard for Rick Jones, Julie Taylor, and Jon Bowers.

Todd Griffith, Dave Chambers, and Tonya Mickley could not attend.

Kari Snyder arrived at 10:30 a.m. Robin Krempel arrived at 10:33 a.m.

Sophie Dickson, Brenda Keller, Monica Pryor, Lynette Telek, Patti Stocker, Rowena Kyle, Mary Myers, and Melody Hewitt were also in attendance.

17-005 It was moved by Lew Sidwell and seconded by Brad Hall to approve the minutes of the October 20, 2016 meeting. A vote of approval was taken.

Hot Topics

New I-9 Form

Mary presented that a new I-9 form is available dated November 14, 2016. All employers must use the new form by January 22, 2017. There is no need to go back and have current employees fill out a new form, just new hires after this date.

W2s on BeAR

Mary stated that there was a district request to put the individual W2 pdf files on BEAR so that district Treasurer's Office Staff can access them there instead of finding the CD. If your district wants them on BEAR, an authorization sheet must be signed and sent to LACA. I will get them out there as soon as the forms are received. If a form was already submitted for your district, they are already available. The BEAR Administrator (Treasurer or designee) is who grants access to the W2 folders.

Sign Off Sheet for W2s and 1099s

There is a signoff sheet going around the room for your district to sign and give authorization to LACA to submit your W2s and 1099s.

State Software

EMIS Update

Mary presented that Jack Pierson, an Area Coordinator in Northeast Ohio, updated his template to reconcile the district's SFPR and the FTE Detail generated based on EMIS reporting. Mary will schedule some trainings in January to help districts work through

the process. She is currently archiving the FTE Detail that corresponds with each foundation payment and will eventually put them in BEAR.

Calendar Year End Closing

Melody reviewed the calendar year end closing process. There were no changes from last year.

Future USPS Release

Kari explained the upcoming changes impacting USPS that will be contained in a future release.

SERS will be transitioning to Per Pay Reporting in early 2017, and SSDT is prepared to update USPS when SERS is ready. The SERS Per Pay Reporting process is more detailed than current STRS Per Pay Reporting since it requires reporting the type of wages paid (i.e. regular, stretch, supplemental, etc.). The district will be required to upload the tape file to their eSERS account to fulfil their reporting requirements each pay.

A new requirement for tax year 2016 was set by HB5. For employees being reported to a tax administrator, such as RITA or CCA, employers must report all of the employee's local W2 information. See Section 718.03 (H) of ORC for specific details.

LACA will send an email when the Release(s) from SSDT to accomplish these reporting requirements is available and installed.

USXS Redesign Update

The MCOECN hired a new Project Manager for the Redesign Project with a grant from ODE. They still plan to have Release Candidates test the software in early 2017.

USPS Preview Release #4 was installed in November. Kari reviewed the functional changes that are a result of this release. Several new interfaces were added, including an Adjustments interface for entering adjustments to payroll items (deductions), days, hours, and weeks. An Accumulation tab was added to the Leaves interface for the maintenance, addition, or deletion of sick, vacation, or personal leave accumulation transactions. The ability to mass add consecutive or non-consecutive days of absence/attendance for an employee was added. An initial mass change program is now available on many grids. Once the grid is filtered to the desired results, simply enter the item to be changed and the desired new value. A Home Page was added to USPS-R, similar to that recently added to USAS-R, which will serve as a dashboard for users with links to reports. One report currently viewable here is the SSDT Audit Trail Predefined Report. The Employee Dashboard was redesigned to improve performance, and Payments were added as an option in the Employee Dashboard. The ability to import from a csv or tab delimited file into many interfaces was added, Imports/USPS Load. An interface called Benefit Update and Projection was created, which allows users to accumulate sick, vacation, and personal leave; reset personal leave; convert personal leave to pay; and convert personal leave to sick leave. We will continue to keep you updated on any progress made.

Current Fiscal Projects

Requisition Approval Manager (RAM)

There have not been any recent changes to RAM. No questions were asked

Kiosk

We have not been informed of any recent changes to Kiosk. No questions were asked.

SunGard eFinance

Kari mentioned that there are currently 38 districts statewide that have expressed interest and 25 districts statewide that have signed up for Wave 2 of conversion to SunGard eFinance. One LACA district will be participating in Wave 2. Training for Wave 2 will begin in January 2017 with the intention to go live in July 2017. During this time, Kari will update all LACA districts with more details about eFinance as those details are learned.

Governing Board Update

While no Board meeting was held since the last Fiscal Advisory Meeting, Jon Bowers shared updates on Registration Gateway and Schedule Smart. Registration Gateway is offering special pricing until the end of this year for LACA districts. LACA is finalizing discount pricing for Schedule Smart and Pathway Advancement to College and Career, at \$3.50 per student. LACA provides centralized training and support, improving the level of service for schools. The E-Rate season has started and now is the time to plan for network, phone and wireless upgrades for the '17-'18 school year. Districts can also use E-Rate funding to subsidize wiring for surveillance services where the networks powers cameras.

Districts were encouraged to 'check before you click'. There are many malicious emails soliciting usernames and passwords. People are encouraged to email LACA before ever clicking on those links. LACA WILL NEVER ASK YOU TO ENTER YOUR USERNAME AND PASSWORD.

Unfinished Business

Treasurer's Retreat

Attendees agreed to change the date of next year's retreat to September.

Overtime Law

Mary informed treasurers that the Amendment to the Fair Labor Standards Act that was discussed at the last Fiscal Advisory Meeting and was intended to take effect on December 1st was delayed. She advised districts to consult their legal advisor for more details.

New Business

Upcoming Trainings

A list of scheduled meetings and trainings is listed in the PowerPoint and on the agenda.

Next Meeting

The next meeting will be February 16th. Other future meeting dates are April 20th and June 1st.

17-006 It was moved by Glenna Plaisted and seconded by Britt Lewis to adjourn the meeting at 11:06 a.m.

Reported by,

Melody Hewitt
Fiscal Coordinator