



Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held February 15, 2018 convening at 9:05 a.m.

The following members answered present to the roll call: Ben Streby, Rob Ogg, Lottie Fisher, Tina Washka for Mike Sobul, Karl Zarins, Zach Niblick, Sandra Griscom, Glenna Plaisted, Judy Forney, Julio Valladares, Tonya Mickley, Ryan Smith, Kim Downs, Mindy Sturm for Rick Jones, and Julie Taylor.

Todd Griffith, Jo Lynn Torbert, Lew Sidwell, Dave Chambers, Britt Lewis, and Chad Carson could not attend.

Brenda Keller, Kari Snyder, Mary Myers, and Karah Smith were also in attendance.

18-006 It was moved by Glenna Plaisted and seconded by Ben Streby to approve the minutes of the December 7, 2017 meeting.

LACA Housekeeping

Kari discussed where to find upcoming events on the LACA website. The committee was asked if they would like the upcoming Fiscal Advisory Meetings to be put in the upcoming events section on the website for future planning as well as receiving certificates for attending meetings. Everyone was in favor of doing this going forward.

Kari showed the committee where they could find Fiscal Services documentation on the LACA website.

Kari reminded the committee that if someone in their district needs a password reset to a fiscal application we will ask them to call their Treasurer's Office in order to have this done. Due to security reasons we will not just reset the password for anyone who calls especially if we don't know the person. Once we hear from the point of contact in the Treasurer's Office, we will reset the password for them.

Hot Topics

SERS Employer Penalties

Karah discussed the SERS employer penalties that will resume in April of 2018. The penalties will not be retro-active. The penalties will be charged 5 business days from the pay date. The payment penalties are \$100 per business day for employee contributions and \$100 per business day for employer contributions. Reporting penalties are \$100 per business day, not to exceed \$1500 per report.



HB 312 Update

Karah updated the committee on HB 312 by letting them know that it is still at the Senate as of 12/13/17.

Karah asked the committee if they were up to date on HB 343 and HB 371 or if they wanted to discuss anything. They were all fine with where those bills were at right now.

BWC Grants

Karah discussed the BWC Safety Grants that are available to districts throughout Ohio. The BWC will match \$3 to every \$1 you spend up to \$40,000. If they were interested they were told to call and talk to their representative to get more information as well as start the process to see if an item qualifies that they are interested in purchasing.

Tracking of Licensure Requirements for Staff – Open Discussion

The committee was asked how they take care of tracking licensure requirements for staff and it was opened up for discussion. Some members use a spreadsheet and some members are implementing or already using Bonefish to track licensure requirements.

Several districts were in favor of attending a demo from Bonefish if that could be arranged. Julio Valladares said that he would talk with them about setting up a demo because they will be coming out to help him implement the program in his office. LACA will follow-up with Julio to see how we can help with arranging the demo.

State Software

EMIS Update

Mary stated that if the data at ODE was clean enough, ODE was going to start using FY18 data for Career Tech (CTE) funding for the February #2 payment. Districts are encouraged to look at their reports and make sure their data is cleaned up.

Mary also discussed ODE's plan to monitor and limit funding for use of the NIEP event type with outcome ID codes of 10 and 11 for weighted special education category funding for students. The NIEP with codes 10 and 11 were not meant for long-term, open-ended use so the plan is to stop funding after 30 days. If the district does not have the TIEP or RIEP in place and reported by the end of 30 days, they can add another NIEP with a new event start date and funding will continue to flow. If a new NIEP is reported for that student, the Office of



Exceptional Children may start monitoring the district to make sure they are completing their data in a timely manner.

Inactivating Accounts

Kari discussed some documents that LACA created to outline the processes of inactivating budget and revenue accounts, adding stop dates to budget and revenue accounts, inactivating pay accounts, and deleting inactive pay accounts. She mentioned that inactivating accounts would reduce the number of accounts available to be selected by users when entering requisitions, receipts, or payroll transactions. She recommended adding stop dates for grant accounts to prevent users from accidentally using the expired grant account on a requisition, purchase order, or receipt. Funds encumbered on purchase orders prior to the stop date can still be invoiced and paid after the stop date.

If you have used DELACT in the past, you may still do so, but Kari cautioned districts in use of this program since we currently have 8 or 9 years of transactions in live databases. Deleting accounts tied to transactions in live databases will create orphaned transactions which can cause error messages in USAS, USASDW, and in the migration to USAS-R.

If you are interested in using Safari, USALOAD, USUPLOAD, and/or PAYDEL to update your accounts, please see the LACA website for the new documentation.

WORKCOMP

Kari explained the different Workers Comp reports that are available in Reflection.

WORKCOMP pulls YTD actual expenditures from USAS for the fund range, SCC range, and object range entered by the user, applies the workers comp percentage entered by the user, and distributes the calculated amount across the applicable salary accounts. However, the user must manually subtract section 125, 457, and dependent care deductions from the report. Two additional reports that function in the same manner but are sorted and subtotaled differently are: WORKOBJ sorted by object and WORKSUB sorted by subject.

WORKCOMP_N is a fourth report that is available in Reflection. This also pulls the YTD actual expenditures from USAS, but the user is not able to specify a fund, SCC, or object range. The workers comp percentage entered by the user is applied to the expenditures pulled from USAS and the calculated amount is distributed across the applicable salary accounts as in the WORKCOMP program. However, in addition, the user is able to enter some totals from the W2REPT so that the section 125, 457, and dependent care deductions are taken into consideration when the account distribution is done. A premium discount can also be entered to be used in the calculation and distribution. If interested in this report, feel free to run it in your live or CHGYR files and compare it to the WORKCOMP report with which you are familiar.



VENHIRE

Due to some recent questions, Kari discussed the requirements of reporting contractors to the Ohio New Hire Reporting Center. She explained the VENHIRE programs that are available in Reflection to assist districts with this reporting requirement. Treasurers recently ran VHRESET at calendar year end to reset any vendors that were reported in 2017 to be reportable for 2018 if they are paid \$2500 or more in the 2018 calendar year. However, in order to be reported in 2018, vendors must first be set up correctly in USAS. Kari recommended that districts run Safari now to review existing vendor New Hire fields for accuracy. If corrections are needed, they can be made manually or a modified spreadsheet can be uploaded using USALOAD. Penalties of not reporting are \$25 per vendor not reported or \$500 per vendor not reported if collusion is suspected. Please review your vendor records and verify that someone in your district is running VHREPORT regularly to meet the 20 day reporting requirement. For more details, see the LACA website for documentation or visit <https://newhire-reporting.com/OH-Newhire/faq.aspx>.

Current Fiscal Projects

Requisition Approval Manager (RAM)

Kari informed the committee that the known bug that was found in RAM is still an issue while Chad is trying to figure out the best way to fix it.

Kiosk

Kari let the committee know that Kiosk State Support is still working with a district to test documentation and configuration of the Timesheet module. They have encountered some issues that Insum is working to resolve. Once complete, Kiosk State Support will post documentation and offer training to ITCs.

PowerSchool eFinancePLUS

Kari provided an update on the PowerSchool eFinancePLUS project. Five districts are currently implementing in round 4, three with the assistance of PowerSchool and two are being self-implemented by their ITCs. An updated map of MCOECN districts live on eFinancePLUS across the state was included in the PowerPoint presentation.

The MCOECN is providing tier 2 support for eFinancePLUS districts, similar to the support State Software districts receive from SSDT. One individual served part-time in that position until December but is now available full-time to assist Ohio districts.

Calendar year end processing is complete. W2s, 1099s, and quarterly and annual filings were successfully submitted.

Districts currently live on eFinancePLUS are undergoing training to soon upgrade to eFinancePLUS version 5.2.



USXS Redesign Update

Karah gave an update on the production of the USXS Redesign.

There are 8 school districts from 3 ITCs as well as 3 ITCs that are going to be migrating to the Redesign.

There is a certification process along the way before being able to completely go live. During this process the users will run parallel operations for at least one processing period (compare/reconcile financial totals and complete a problem-free payroll), acknowledge adequate training and documentation, ensure third party integrations are working, verify that all data, including history, successfully migrated, and review and validate that reporting requirements are met. Some new features of the production release were grid reports, email direct deposit notices, added fund interface, and added various new reports (APPWRK, RECLEL, RECLST, VALACT, VENLST, VENSSN, CALCPAY/DEDET, PAYDED/DEDRPT, PAYDED/DEDSUM).

There are some items that are currently in progress that were discussed such as ACTCHG functionality, EMIS extract for USAS, extract for Classic EIS compatibility, schedulable report process to allow MonthlyCD and FiscalCD, SM12, and RAM Integration.

Karah showed the committee the new Fund Interface which also has the functionality to allow a Grid Report to be ran from it. She showed them the location of the Appropriation Resolution Report and the Certification/Appropriation Reports which are located under the periodic menu and showed them an example of how to run them.

LACA Director Update

Chad was unable to attend the meeting so there was not a Director Update.

Unfinished Business

Treasurer's Retreat

Karah asked the committee if they had any thoughts about a location for the Treasurer's Retreat and mentioned they have some time to think about it. If anyone thinks of anything they should email Julie Taylor.

ODJFS Employer Authorization



Kari discussed the ODJFS Employer Authorization forms that were supposed to have been sent in to give LACA Third Party Administrator privileges. It was asked that if the form had not been completed and sent in to please do so.

New Business

Upcoming Meetings

LACA's Payroll Roundtable is scheduled for April 5th.

LACA's Accounting Roundtable is scheduled for May 3rd.

Next Meeting

The next fiscal advisory meetings will be April 25th and June 7th.

18-007 It was moved by Lottie Fisher and seconded by Karl Zarins to adjourn the meeting at 10:10 a.m.

Reported by,

Karah Smith

Fiscal Support Coordinator