

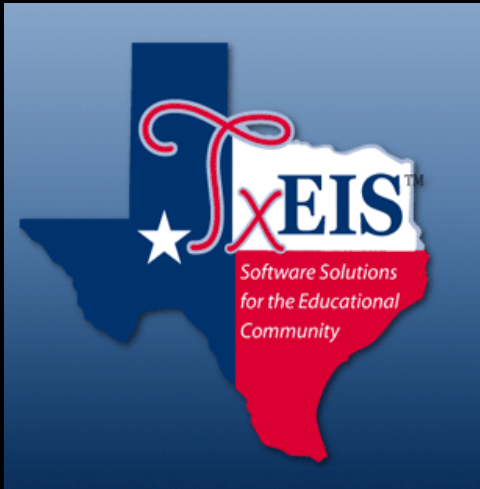
The 411



Sam Kepple
806-677-5091

Darcy Smith
806-677-5092

Shelley Kepple
806-677-5093



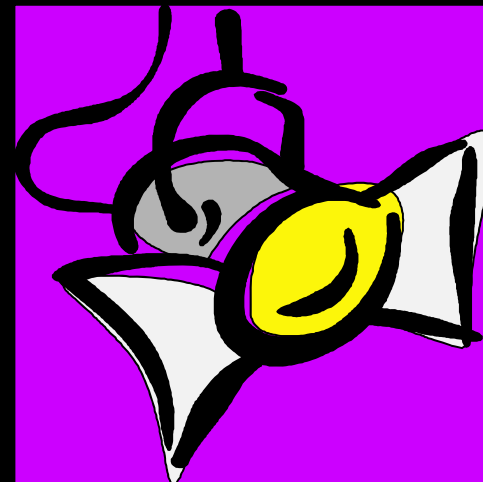
Updates



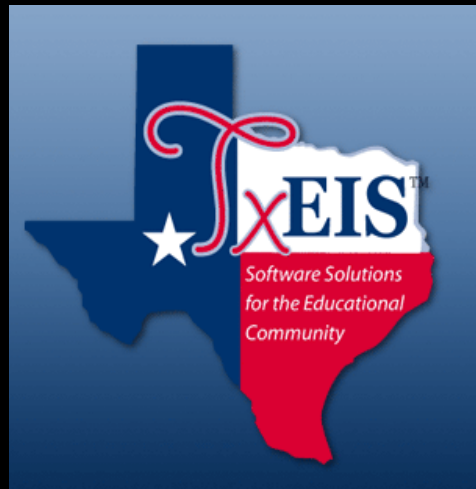
Reminders



Trainings



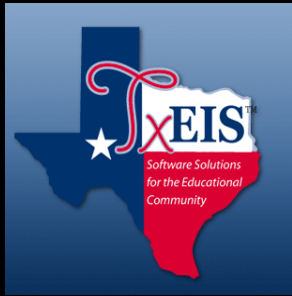
Spotlight



Updates



Violet Update

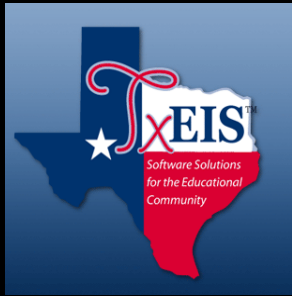


Updates – TxEIS 3.0.0332 Installed **11/18**

ENHANCEMENTS & CHANGES!

HR > Payroll Processing > Run Payroll

- Updated the payroll calculations for job history accumulations to include all non-TRS amounts for retirees in the non_trs_allow_adj column to allow the amount to be removed from the total gross amount on the ER20 extract. Amounts paid for B-types on the Maintenance > Staff Job/Pay Data > Pay Info tab and amounts paid on the Maintenance > Hours/Pay Transmittals > Non TRS tab are included.

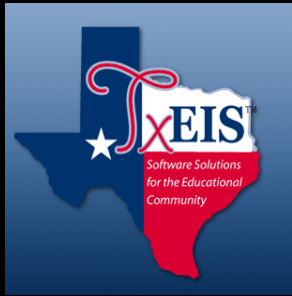


Updates – TxEIS 3.0.0332

ENHANCEMENTS & CHANGES!

HR > TEAM Submission > Extract Data > Regular Payroll (RP20)

- Corrected the TRS non-OASDI calculations for XTRA transmittals that are included in the TRS 373.
- Corrected the TRS 373 general journal for employees with multiple jobs and multiple accounts that are subject to TRS 373.
- Corrected the display of the Federal Fund Salary field on the TRS 373 report. (calculations were not affected).
- Updated the Child Nutrition JV description from “TRS3 food serv deposit distr” to “TRS 3 Child Nutrition Deposit”. Also, updated the Child Nutrition JV description from “TRS489 food serv care distr” to and “TRS 489 Child Nutrition Care”.
- Updated the Child Nutrition JV Number Description to “CHILD NUTRITION” for all JV entries.

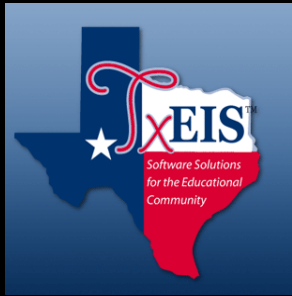


Updates – TxEIS 3.0.0332

ENHANCEMENTS & CHANGES!

HR > Utilities > TEAM Submission > Extract Data > Regular Payroll (RP20)

- Modified the program to include the 100 percent federally funded employees that have zero employer contribution for TRS 373. The adjusted state minimum is extracted for those employees; however, the TRS 373 contribution amount is not calculated.
- Corrected the TRS 373 calculation to include employees who have a TRS new member fee refund.
- Corrected the child nutrition calculations when an employee has multiple jobs where one job has the child nutrition fund and the other job does not. Previously, the amounts reported were overstated for those employees and understated for other employees.
- Changed the child nutrition calculations to use the employee salary amount for the calculations if the salary amount entered on the RP20 extract screen exceeds the calculated employee salary amount. This amount is reported in the account summary (top) portion of the Child Nutrition worksheet. Also, added the Reporting Month/Year to the Child Nutrition worksheet.



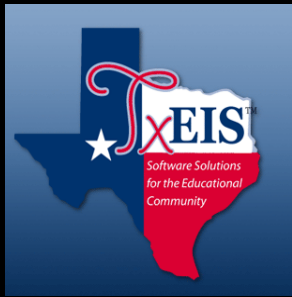
Updates – TxEIS 3.0.0332

ENHANCEMENTS & CHANGES!

HR > Utilities > TEAM Submission > Extract Data > Regular Payroll (RP20)

Continued

- Corrected the Non-OASDI calculation for employees who are being docked, have a 01 TRS position code, and the State Minimum Days is set to zero.
- Changed the Non-OASDI calculations as follows, if the employee has an adjusted state minimum salary amount, that salary amount is used for non-OASDI calculations. If the employee does not have an adjusted state minimum salary amount, then the TRS gross salary is used for the non-OASDI calculations.
- Corrected the out-of-balance condition that occurred when the current and next accounting periods were the same, and the Next Accounting Period was selected on the extract.



Updates – TxEIS 3.0.0332

ENHANCEMENTS & CHANGES!

HR > Reports > TEAM Reports > TRS On-Behalf Payment Journal

- Interface FIN button functioning correctly.

General Ledger Inquiry | General Ledger Account Summary | Employee Distribution List Inquiry | Over Expended Account Summary

Processed
 Current Period: 11
 Next Period: 11
 Include soft encumbrances when POs exist
 Exclude Objects 61XX

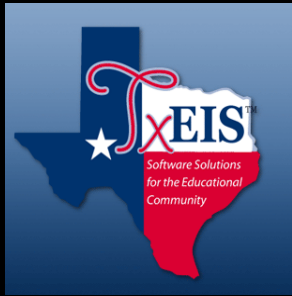
Show Details *Report will display Transaction Details*

Description: Reason Vendor Name

Fund: XXX Func: XX Obj: 6144 Subj: XX Org: XXX Prog: X XX X XX

Account Code: [Input fields] [Retrieve](#) [Reset](#)

| Type | Number | Date | Per | Reason/Description | Appropriation | Encumbrance | Expenditure | Balance |
|------|------------|---------------|-----|----------------------------------|---------------|-------------|-------------|------------|
| 199 | 11 6144 00 | 001 8 11 0 00 | | TRS CARE / ON-BEHALF PAYMENTS | | | | |
| | | ** Beginning | | | 0.00 | 0.00 | 0.00 | 0.00 |
| GJ | 999999 | 06-29-2017 | | 07 OPENING ENTRY | -110,000.00 | | 0.00 | |
| GJ | P60731 | 07-31-2017 | | 08 ON BEHALF 20170701 - 20170731 | | | 8,564.91 | |
| GJ | P60831 | 08-31-2017 | | 08 ON BEHALF 20170801 - 20170831 | | | 7,902.73 | |
| | | ** Ending | | | -110,000.00 | 0.00 | 16,467.64 | -93,532.36 |



Updates – TxEIS 3.0.0332

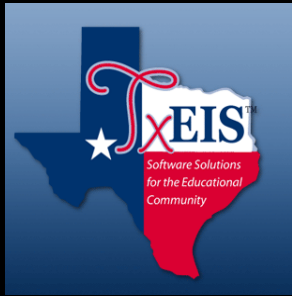
ENHANCEMENTS & CHANGES!

HR > Reports > TEAM Reports > TEAM Statutory Minimum Report 373

- Removed the second TRS 373 employee report.

HR > Reports > TEAM Reports > HRS7815 - TEAM TRS Non-OASDI

- Removed the second TRS Non-OASDI employee report



Next Update – **January 2018**

All Applications

- Header to include the username and IP address of the logged in user

Bank Reconciliation

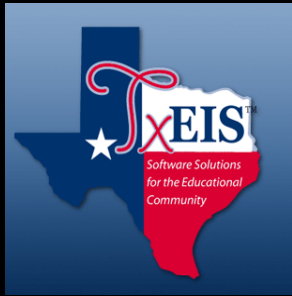
- A new application to reconcile bank transactions.

Finance

- A parameter to include 7XX in the Combined Funds Board Report
- 1099 updates

TSDS

- A new name: State Reporting



Next Update – **January 2018**

Employee Access & Human Resources

- Online Leave

Human Resources

- User Created Reports:
 - The option to save reports for public use
 - The five EFT fields
- TRS TEAM enhancements
- A new import for Online Leave Requests
- W2 and 1095 updates



Reminders



Reminders



Texas/Tennessee problems

- Please report to Sam to log the amount of issues districts are experiencing.



Reminders



Adjusted TRS Salary — Compensation paid for services performed: As a teacher, full-time librarian, counselor, or nurse; OR In a position covered under former Section 16.056* of the Texas Education Code (i.e., superintendent, principal, administrative officer, instructional officer, diagnostician, etc.); **PLUS Any supplemental pay for duties that are part of a particular position that is subject to the state minimum salary.**

*This section was repealed by the 74th Legislature (1995). It is only valid for the purpose of this report. Salary docks, if any, are to be subtracted from the adjusted TRS salary and the state minimum salary. Payment for duties that constitute a “**wholly separate**” job are excluded from the adjusted TRS salary for the purpose of this report.



Reminders



TEAM Extracts:

- ED 20
- ED 40
- RP 20 (inserts ED40 records for supplemental pay)



Reminders



RP20 TEAM Extracts: Child Nutrition

- Use Gross Pay from Fund 240 Account Distribution Journal *OR*
- Child Nutrition Worksheet?????



Reminders



December TEAM Issues

*Please report any
problem to us!!*



Reminders



FALL PEIMS

- Snapshot date: October 27
- TEA Due Date: December 7



Mid Year PEIMS

- Collection open: December 18
- TEA Due Date: January 25



Reminders



FALL PEIMS

- TEA TSDS Known issues: (12/1 update)
 - 30060-0069 Auxiliary/Teacher
 - 30060-0051 Payroll Amounts overstated



Reminders



FALL PEIMS Common Problems

- Auxiliary Role ID's missing
 - Who is auxiliary? Not subs, teachers or professionals
- Number of Days Employed



Reminders



HR > Reports > HR Reports > Year To Date Reports > Combined YTD Deduction Register


- **Verify Caf  125 was correct for calendar year...correct in December payroll if errors are found.**



Reminders



Forms for W-2s

 **Human Resources** Version : 3.1 Build: 0332

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports

Reports > HR Reports > Quarterly/Annual Reports > W-2 Forms Session

[Return to Reports](#)

Report ID: **HR55100**
Frequency: **6**
User ID: **BUS**

| Parameter Description | Value |
|--|--------------------------------|
| Validation Rpt (V); W2 Forms - Copy A (A), 3 Up (U), Non-preprinted 3 Up (N) ; or W2REPORT File (F) | <input type="text" value="N"/> |
| Final Run - Create W-2 Historical Record ? (Y/N) | <input type="text" value="N"/> |


[Run Preview](#)
[Clear Options](#)



Reminders



Forms for 1099s

 **Finance** Version : 3.1 Build: 0327

Tables Maintenance Inquiry Budget Amendment Utilities Reports

Reports > Finance Reports > Vendor/Purchase Order Reports > Printing 1099-MISC Form

[Return to Reports](#)

Report ID: **FIN2100**
File ID: **C**
User ID: **BUS**
Curr Per: **10**
Next Per: **11**

| Parameter Description | Value |
|---|-----------------------------------|
| Sort by Alpha (A), EIN/SSN (N), Zip Code (Z) | <input type="text" value="A"/> |
| Print 1099 Form only (1), 1099 form including 1099 file (2), Non-preprinted Copy B (B) or Copy C (C) | <input type="text" value="B"/> |
| Tax Year (####) | <input type="text" value="2016"/> |

[Run Preview](#)
[Clear Options](#)



Reminders

Did you know you can retrieve all vendors that were paid over a threshold for the school year?

Finance Version : 3.0.0000 Build: 184

Tables Maintenance Inquiry Budget Amendment Utilities Reports

Inquiry > Vendor Inquiry SessionTimer: 59 min and 13 sec

Vendor PO Inquiry Vendor Payment Inquiry **Vendor YTD Amounts Inquiry**

Vendor Information

Vendor: Addr:
Status: Active Doing Business As:

Check Dates

From: 00-00-0000 To: 00-00-0000 **Greater Than Amount: 25,000.00**

Sort By

Vendor Name Vendor Number Amount

Directory Clear Dates Retrieve Print

| | | | | | | |
|-------------------------|--|------------|------------|------------|-------------|--|
| PERRYTON, TX 79070-0116 | | | | | | |
| 03644 | PAGE & ASSOCIATES CONTRACTORS INC PO BOX 2570 | 75-2216707 | 11-04-2016 | 514,406.00 | -514,406.00 | |
| AMARILLO, TX 79105 | | | | | | |
| 00168 | DITCHARD & ABBOTT, INC | 75-1793738 | 09-08-2016 | 28,490.00 | -28,490.00 | |



Reminders

Districts of Innovation – Process FAQ (TEA website)

13. Can a district exempt itself from TEC §21.401 and modify teacher contract days?

Yes. Please confer with your local counsel to create a local policy related to contracts and any related issues to current contracts.



Reminders



We're out for the Winter Holiday Break!



December 25 – January 5





Trainings



Upcoming Trainings



The 411 in December

- Wednesday, December 20
- 10:00am
- Webinar
- Session # 644417



Bank Reconciliation

- End of January

The 411



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