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# HR System Start of Fiscal Year Procedures

## Overview of new Fiscal Year Tasks

The MiCase Human Resources System includes figures and functions for periods that correspond with cycles of work required by third parties. For example, the government requires employers to report employee wage information on the W-2 form. In this case, the period is for a calendar year (January 1 through December 31).

For many pay, benefit and deduction records, the MiCase system includes what it calls “periodic totals.” These six periodic totals are normally labeled “Qtr. 1”, “Qtr. 2”, “Qtr. 3”, “Qtr. 4”, “Fis. YTD” and “Cal. YTD”.

Qtr 1 contains the total for the period January 1 – March 31; “Qtr 2” contains the total for the period April 1 – June 30; etc.

“Fis. YTD” contains the total for the period July 1 – June 30 and “Cal. YTD” contains the total for the period January 1 – December 31.

In the *Employee Absence Records* module, the system maintains totals for leave taken, available leave, etc. Unlike the periodic totals above, these totals do not necessarily correspond to specific calendar dates, but they may be reset by the user as needed.

These instructions describe the work required at the start of a new fiscal year as well as suggested steps to take advantage of the various periodic totals described above.

The first section explains how to report employee absence leave information for the year – or reporting period – that is ending, and then explains how to prepare employee leave figures for the coming period.

The next section explains how to use the *Personnel* module to prepare contract and payroll figures for teachers for the coming school year. Then, it explains how to transfer that information into the *Payroll Employee Records* module with a single step.

The last section explains how to setup contract and payroll data in the *Payroll Employee Records* module for salaried or contracted employees who are not teachers.

As the new fiscal year begins, there are a number of tasks to complete. These tasks will be done over the first few payroll cycles in the new fiscal year, because in most districts different groups of employees start their new assignments, contracts or pay rates on different dates - some employees work 12 months a year while others work 11 months or a little over ten months in a fiscal year, etc.

## Prepare employee leave figures for the new fiscal year

This section describes how to prepare employee leave figures for a new year or reporting period. Typically, employee leave figures are tracked on a yearly basis; for example, an employee receives 10 days of vacation leave per year, an employee uses 3.5 days of sick leave, resulting in an available balance of 6.5 days, etc.

The following procedures are done for a group of employees before a new leave tracking period begins. Different groups of employees may have different beginning and ending dates for the tracking of their leave; therefore, these steps may be done more than once throughout a school year – but only once for each group of employees. The procedures are all done in the *Employee Absence Records* module.

### A word about *Group codes*

Group codes are helpful when doing “mass changes”, i.e. updating leave amounts for all employees in a given group with a single operation. For example, if all teachers in your district normally receive 10 additional sick leave days per school year, you can easily add the days as described in Step 3 below.

Before taking advantage of the system’s mass change operations, group codes must be defined and entered appropriately on employee screens. For additional information, please see the FAQ documents entitled *Absence Module – Setup* and *Absence Module – Mass Changes/Accruals*, which can be found on the MiCase website at [www.mi-case.org](http://www.mi-case.org).

First, on the *Employee Leave Group Codes Screen*, define a group code to be used for teachers. For example, “01”. Then, on the *Employee Leave Control Screen*, enter the leave *Group code* “01” on the *Sick Leave* line for all teachers. Remember to enter the correct leave group codes when you hire a new employee or when an employee changes jobs from one group to another. Then, proceed with the mass changes described below.

**Important:** There may be many mass change operations for the start of the new year. Remember to perform a backup at least once a day, before the first mass change operation of the day, to prevent loss of data.

### Step 1 Print report of current leave figures

Select *Screens > Current Absence and Substitute Use Screen*. Next, select *Reports > Regular Employee Leave Figures*, and then select *All Employees*. This report lists total leave used and balance available, as well as the leave *Group codes* assigned to an employee, for each type of leave. The report may be printed or saved as a PDF file, for future reference.

Steps 2 through 4 are all done on the *Employee Leave Control Screen*.

## Step 2 Set leave *Used YTD* figures back to zero

This operation moves the information from the *Balance* field to the *Previous Balance* field and sets the *Used YTD* field to zero for all employees, for a combination of *Leave code* and *Group code* (e.g. Sick Leave for Teachers).

Select *Operations > Step 1: Zero leave used year-to-date*. If this is the first mass change operation of the day, choose *Yes* to make a backup before performing this mass change. Enter the drive on which the backup will be stored - normally this should be the network drive that the Human Resources System is installed on. After the backup completes successfully, the next screen requires you to enter both the *Leave code to set to zero* and the *Employee group to set to zero*.

For example, to set the sick leave used back to zero for all teachers, make the following entries:

In the *Leave code to set to zero* field, enter SI – Sick Leave  
In the *Employee group to set to zero* field, enter 01

Choose *Yes* and the operation will proceed. All employees who have a 01 in the *Group code* field for their Sick Leave will have their *Used YTD* set to zero for their sick leave.

The system should display the message “*Employee leave used amounts set to zero*” when the operation has completed. Also, the *Operations/Error Log* report, found in the *Payroll Module Administration* module on the *Payroll Module Control Screen*, will include the message “*Update leave balances: set used to 0.00 for SI leave for all 01 regular employees*” for each time this operation is done.

Do this step for each combination of leave code and group code to be zeroed at this point in the school year.

For some leave codes, employees receive an additional amount of leave every year. Often, though, there is a maximum amount of leave that can be accumulated, beyond which their available balance does not increase. The order the next two steps are done depends on the rules your district has regarding receiving and accumulating leave. They are listed in the most common order, with the note that you may reverse the order if that matches the rules for your district.

## Step 3 Add leave to employee balances (of available leave)

This operation adds an amount to the available *Balance* of all employees, for a combination of *Leave code* and *Group code*.

Select *Operations > Step 2: Add leave to employee balances*. If this is the first mass change operation of the day, choose *Yes* to make a backup before performing this mass change. Enter the drive on which the backup will be stored - normally this should be the network drive that the Human Resources System is installed on.

After the backup completes successfully, the next screen requires you to enter the *Leave code to increase*, the *Employee group to increase* and the *Amount of leave to add*.

For example, to add 10 days of additional sick leave for all teachers, make the following entries:

In the *Leave code to increase* field, enter SI – Sick Leave  
In the *Employee group to increase* field, enter 01  
In the *Amount of leave to add* field, enter 10.00

Choose *Yes* and the operation will proceed. All employees who have a 01 in the *Group code* field for their Sick Leave will have 10.00 added to their available balance.

The system should display the message “*Employee leave balances have been increased*” when the operation has completed. Also, the *Operations/Error Log* report, found in the *Payroll Module Administration* module on the *Payroll Module Control Screen*, will include the message “*Update leave balances: add 10.00 to SI leave for all 01 regular employees*” for each time this operation is done.

Do this step for each combination of leave code and group code to be increased at this point in the school year.

#### **Step 4 Set employee Balances to a Maximum amount (of available leave)**

This operation sets the available *Balance* to a maximum for all employees, for a combination of *Leave code* and *Group code*.

Select *Operations > Step 3: Set leave balances to a Maximum*. If this is the first operation to update leave you are doing today, choose *Yes* to make a backup before performing this mass change. Enter the drive on which the backup will be stored - normally this should be the network drive that the Human Resources System is installed on.

After the backup completes successfully, the next screen requires you to enter the *Leave code to set at Maximum*, the *Employee group to set at max.*, and the *Maximum amount of leave*.

For example, if after adding 10 days of additional sick leave for all teachers in the step above, your district has an additional rule that no teacher may accumulate more than 80 total sick leave days, make the following entries:

In the *Leave code to set at Maximum* field, enter SI – Sick Leave  
In the *Employee group to set at max.* field, enter 01  
In the *Maximum amount of leave* field, enter 80.00

Choose *Yes* and the operation will proceed. All employees who have a 01 in the *Group* code field for their Sick Leave and who have an available balance greater than 80.00 will have their balance set to 80.00.

The system should display the message "*Employee leave balances have been set to maximum*" when the operation has completed. Also, the *Operations/Error Log* report, found in the *Payroll Module Administration* module on the *Payroll Module Control Screen*, will include the message "*Leave balances set to maximum 80.00 for SI leave for all 01 regular employees*" for each time this operation is done.

Do this step for each combination of leave code and group code to be set to a maximum at this point in the school year.

## Prepare Teacher Contract figures for the new school year

This section explains how to use the *Personnel* module to prepare teacher contract figures without affecting the teacher pay amounts currently in the *Payroll Employee Records* module. For additional information, please refer to the FAQ document entitled *Salary Schedules – Creating New Schedules and Transferring to Employees*, which can be found on the MiCase website at [www.mi-case.org](http://www.mi-case.org).

The following steps are all done in the Personnel Module (Choose *Modules, Personnel*)

### Step 1 Update the *Salary Schedule Definition Screen* for Teachers

This step involves preparing the teacher's salary schedule for the coming school year in the Personnel Module. It must be the same as the schedule obtained from your administration and/or teacher's association

Select *Screens > Salary Schedule Definition Screen*.

If you know the salary schedule (contract amounts) for teachers for the coming school year, you may use this step to create and verify a new schedule in the system. If a new salary schedule has not been finalized for the coming school year, this step will be skipped until a new salary schedule has been agreed upon. Often, districts pay their teachers using the previous year salary schedule and then adjust after the school year has begun.

First, examine the *Browse List of Salary Schedule Records* and determine which schedule was used for the prior school year. If the amounts will be different for the coming school year, you may select *Operations, create new salary table from current Salary table*. Then, enter values as described below:

Organization Code of Schedule - enter the *Organization* code of the current schedule that the new schedule will be based on. If you are creating a new teacher's salary schedule based on an old schedule, the Organization code will probably be blank in the old schedule and therefore you should leave this field blank when doing the operation. If you click on this field, it will force you to choose a valid organization code. To return to blank, cancel the operation by clicking No under "Proceed with the operation?" and then redo it, leaving this field blank.

Current Payroll Table ID - enter the salary *Schedule ID* for the school year just finished (i.e. 97-98 for the 1997-1998 school year)

- New Payroll Schedule Table ID - enter the *Schedule ID* to be used for the new school year (i.e. 98-99 for the 1998-1999 school year)
- Multiply Current Table by Factor - enter 1.nnnnnn, where nnnnnn is the decimal equivalent of the percent increase for the new school year. (i.e. if the increase is 3.5% enter 1.035)
- Round results to decimal places - enter the number of decimal places you want the resulting *Pay Rate* field rounded to. For teacher salary schedules, enter a 0. When preparing a salary schedule for hourly pay rates, you should enter a 2, or perhaps 3, depending on the rates defined by the bargaining unit.

When all the above data is entered, select *Yes* to cause the new salary schedule table to be generated.

Next select *Reports > Salary Schedule Table Report*. Enter the *Salary Schedule Organ. code* and the *Payroll Schedule Table ID* (i.e. 98-99 from the example above) for the schedule you wish to print, and choose *Yes*. Note that if you are doing a teacher's salary schedule, you will probably leave the *Salary Schedule Organ. code* blank. Print the report and verify that the amounts shown are the same as the agreement with the teacher's union. In some cases, the system will not calculate to the same exact dollar as the schedule provided by the bargaining unit.

If necessary, you may update the schedule.

To add a new step - choose *New* and enter the *Organ. code*, *Schedule ID*, *Pay Scale*, *Table Step*, *Pay Rate* and *Rate Type*. Then, select *Save*.

To edit a step -- Highlight the item in the *Browse List* of the screen and edit the information in the record area of the screen. Choose *Save*.

To delete a step -- Highlight the item in the *Browse List* of the screen and select *Mark*.

## Step 2 Update *Primary Employee Screen* for Teachers

Select *Screens > Primary Employee Screen*.

There are five fields on the screen that must be carefully reviewed for all employees who have been hired, rehired or terminated since the last school year. They are:

*Hire Date*,

*Termination Date,  
REP Employ. Status,  
ORS Status Code,  
Rehire Date*

The system attempts to ensure that all five fields are consistent with each other, so that changing one field may require changing others as well.

This step may be seen as applying to several different groups of employees: those teachers who taught last school but will not be teaching in the coming school year, teachers who taught last school and will be teaching in the coming school year, and new teachers (those hired for the coming school year).

- For teachers who retired or whose employment was otherwise terminated before the coming school year, enter appropriate values in the fields below:

*Termination Date  
REP Employ. Status  
ORS Status Code*

- For teachers who taught last school and will be teaching in the coming school year, no changes to the above fields are required.
- For new teachers (those hired for the coming school year).

First, follow the procedures in *Appendix B*, to add their records to the Human Resources System.

Then, enter appropriate values in the fields below:

*Hire Date  
REP Employ. Status  
ORS Status Code  
Organization Code – must be 01 = Teacher  
Tenure Date  
Tenure Code*

In addition, there are three fields that must be reviewed for those employees who are currently on leave or have returned from leave since the last school year. They are:

*Leave Date  
Leave Code  
Return Date*

For all teachers who will be teaching in the coming school year, verify that correct values appear in the following fields:

*Organization Code – must be 01 = Teacher  
Tenure Date  
Tenure Code*

**Step 3 Update *Payroll Contracts/Salaries Preparation Screen* for Teachers**

Select *Screens > Payroll Contracts/Salaries Preparation Screen*.

For all teachers who will be teaching in the coming school year, verify that correct values appear in the following fields. The report *Teacher's Salary Worksheet* will be helpful in verifying the information.

- Pay Scale – basically, the “column” of the teacher’s salary schedule (i.e. Bachelor’s, Master’s, etc.) This field must match a *Pay Scale* value found on the *Salary Schedule Definition Screen*.
  
- Scale Step – basically, the “row” of the teacher’s salary schedule (i.e. Step 3 = 3<sup>rd</sup> year of teaching, etc.) This field must match a *Step* value found on the *Salary Schedule Definition Screen*  
  
 Note: when entering this field for newly hired teachers, enter one less than the step they will be paid at. All teachers will have this field incremented for the new school year in the instructions below
  
- Longevity Year – For those districts who limit the *Scale Step* field to a maximum found on their teacher’s salary schedule, but still need the ability to set contract amounts greater than the maximum step. The *Longevity Year* field can be used indicate the actual number of years the teacher has been on the salary schedule, even if greater than the maximum step for the pay scale.
  
- Extra Hours – For those districts that include an extra payment to teachers who are between pay scales (i.e. a Bachelor’s degree with 9 credit hours earned toward a Master’s degree).
  
- Ex. Hrs. Rate – The rate paid for each extra hour entered above.
  
- Contract % – This field indicates the percentage of the *Pay Rate* found on the *Salary Schedule Definition Screen* that the employee is to receive. For example, if the employee teaches half time and is to be paid based on the 5<sup>th</sup> step of the bachelor’s pay scale, enter 50.00% in this field and the system will compute their total salary accordingly.
  
- Pay Installs – The number of installments the teacher wishes to have their contract paid over.

Adjustment –	This field may be used for an additional amount to be added to the <i>Pay Rate</i> found on the <i>Salary Schedule Definition Screen</i>
Longevity –	This is the additional amount to be included in the teacher's total salary, based on the Longevity Year entered above.

#### Step 4 Update Teachers Scale Step and Longevity Year

Important Note: **This step must only be done once for each school year.** If you are not sure whether you have done the step recently or not, review the *Operations/Error Log* report, found in the *Payroll Module Administration* module on the *Payroll Module Control Screen* to see if there are any messages indicating the operation has been done.

This step involves a **one time** mass change of teachers *Scale Step* and *Longevity Year* fields.

Select *Screens > Payroll Contracts/Salaries Preparation Screen, Operations, Increment Scale Step and Longevity Year*. Please remember to perform a backup when prompted by the system. The System will prompt you to choose the *Organization Code*. Choose the appropriate code for teachers. The system will prompt you to enter the *Schedule ID*. Enter the ID for the coming school year (i.e. 98-99 for the 1998 – 1999 school year). This ID must match a *Schedule* found on the *Salary Schedule Definition Screen*. The system will increment the Scale Step by one up to the maximum step for that Pay Scale and will increment the Longevity Year by one unconditionally.

#### Step 5 Update Pay Rate from Personnel Salary Schedule Definition Screen

This step involves computing the teacher contract amounts shown on the *Payroll Contracts/Salaries Preparation Screen*. This step does not affect figures in the *Payroll Employee Records Module*. This allows you to prepare teacher salary figures for the coming school year during the summer, at a measured pace, and then automatically mass load them into the payroll area before the first payroll of the school year.

Select *Screens > Payroll Contracts/Salaries Preparation Screen, Operations, Update Pay Rates from Personnel Salary Schedule Definition Screen*. Please remember to perform a backup when prompted by the system. The System will prompt you to choose the *Organization Code*. Choose the appropriate code for teachers. The system will prompt you to enter the *Schedule ID*. Enter the ID for the coming school year (i.e. 98-99 for the 1998 – 1999 school year). This ID must match a *Schedule* found on the *Salary Schedule Definition Screen*. The system will compute the *Total Salary* for each employee by using the following formula:

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$$\text{Total Salary} = (\text{Base Salary} + \text{Adjustment} + \text{Longevity}) * \text{Contract \%}$$

**Step 6 Update Longevity Amount from Longevity Schedule Definition Screen**

This step involves computing the teacher longevity amounts shown on the *Payroll Contracts/Salaries Preparation Screen*.

Select *Screens > Payroll Contracts/Salaries Preparation Screen, Operations, Update Longevity amount from Longevity Schedule Definition Screen*. Please remember to perform a backup when prompted by the system. The System will prompt you to choose the Organization Code. Choose the appropriate code for teachers. The system will prompt you to enter the Schedule ID. Enter the ID from the Longevity Schedule Definition Screen. The system will update the Longevity amount for all employees whose Organization Code on their Primary Personnel Data Screen matches the Organization code entered with the Amount from the Longevity Schedule Definition Screen, for records where the Schedule ID matches the code entered and the Pay Scale and Longevity Year on the Contract Salary Preparation Screen match the combination of Pay Scale and Longevity Step on the Longevity Schedule Definition Screen.

**Step 7 Print Teacher's Salary Worksheet and verify results**

Select *Reports > Teacher's Salary Worksheet*. This report should be carefully examined to verify all amounts are correct for all teachers. The *Total Salary* is the amount that will be transferred to the *Primary Contract/Salary Screen* in Step 8 below. Also, note that the number found in the *In* (installments) column will be used to compute the new payroll (biweekly) amount to be transferred by dividing it into the *Total Salary*.

**Step 8 Prepare and Print Teacher Contracts**

This step is done if your district wishes to have Teacher Employment Contract forms printed for distribution to teachers. Normally, this would only be done after the contract for the new school year is settled. Select *Screens > Teacher Contract Setup* screen and enter the desired values for all fields. If in doubt about the value to enter for a field, select *Reports, Teacher Employment Contracts – Laser Form* and Preview the form to the screen. For further instructions, contact a Support Specialist.

**Step 9 Transfer Teacher Contracts (Salaries) to the Payroll Employee Records Module**

This step must be done as soon as possible after the last payroll of the summer that teachers receive pay for the previous school year and before the first payroll that teachers are to receive pay for the new school year.

Select *Screens > Payroll Contracts/Salaries Preparation Screen, Operations, Transfer Total Salary to Payroll Primary Contract/Salary Screen*. After answering yes to proceed with this operation, you will be asked to enter the following fields:

*Start Date for the Primary Contract/Salary*  
*End Date for the Primary Contract/Salary*  
*Service Hours per Payroll Period*  
*Service Pays for MPSERS Reporting*  
*Contracted?* Refer to the instructions for the *Primary Contract/Salary Screen* in the *Payroll Employee Records* module of the MiCase Human Resources Systems User's guide for an explanation of the difference between "Contracted" and Salaried".

To calculate *the Service Hours per Payroll Period* for a full-time teacher, use the following formula. Number of hours worked per day times the number of days paid per year divided by the number of *Service Pays for MPSERS Reporting* per year. The service pays are the number of payrolls that correspond to the actual work year for a teacher – normally 21 or 22.

When this step is performed, the following changes will be made on the *Primary Contract/Salary Screen* in the *Payroll Employee Records Module*:

In the *Contract Figures* section, the *New Amount* will be set to the *Total Salary* computed in Step 5 above. The *Earnings* and *Deductions* will be set to zero.

In the *Payroll Figures* section, the *New Amount* will be set to the *Total Salary* from above, divided by the *In* (stallments) found on the *Teacher's Salary Worksheet* report.

In the *MPSERS Information* section, the *Begin date*, *End Date*, *Service Units* and *Pays* will be set to the values entered when the operation is performed.

The *Contracted?* field will be set to the value you chose for the *Contracted?* prompt above.

If the teacher is newly hired or changed assignments since the last school year, also review the following fields on the *Primary Contract/Salary Screen* in the *Payroll Employee Records Module*:

- Earnings Code
- ORS Wage Code
- ORS Class Code
- ASN(s) and corresponding Percent(s)

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## Prepare Contract/Salary figures for the new school year - for employees other than Teachers

Note: You may update other employee information manually, as shown below, or use the FAQ document entitled *Salary Schedules – Creating New Schedules and Transferring to Employees*, which can be found on the MiCase website at [www.mi-case.org](http://www.mi-case.org).

### Step 1 Update Primary Employee Screen

Follow the instructions on page 8 of this document, “Step 2 - Update *Primary Employee Screen* for Teachers”, only for non-teachers.

### Step 2 Update Primary Contract/Salary Screen

Choose *Modules > Payroll Employee Records, Primary Contract/Salary Screen*. Retrieve the employee’s record.

Enter the following data:

Description: Optional field - change description if necessary.

#### Payroll Figures section

New Amount Enter the per payroll dollar amount (see Contract Figures Box below to have the program automatically calculate this amount).

1-Time Amount: If a different amount from the new amount is to be paid on the next payroll, enter that amount here.

#### Contract Figures section

New Amount Enter the new total contract amount to be paid. (Omit this step for salaried employees for whom the district does not track a total contract amount.)

Divide by # If you wish to have the biweekly pay calculate automatically, enter the number of pays over which the contract is to be paid. (Omit this step for salaried employees for whom the district does not track a total contract amount.)

#### Contract Controls section

Contracted? Refer to the instructions for the *Primary Contract/Salary Screen* in the *Payroll Employee Records* module section of the MiCase Human Resources Systems User’s Guide for an

	explanation of the difference between “Contracted” and “Salaried.” Enter the appropriate code for the employee pay item being entered.
Start Date	Enter the start date of the contract or salary period.
End Date	Enter the ending date of the contract or salary period.
Zero Earnings:	If you enter a <input type="checkbox"/> (for true), the system will reset the <i>Earnings</i> and <i>Deductions</i> amounts to zero. This is very important, otherwise the earnings amounts from last year will remain on the screen and the employee will only receive pay until the <i>Earnings</i> equal the contract amount.
Serv. Units	Enter the number of service units to report for each service pay, as defined below.
Service Pays	Enter the number of pays for which this employee will actually work (i.e. do not include summer pays for employees who do not work in the summer but continue to receive pay.
Normal Distribution	Change any ASNs or Percentages if necessary.

After you have entered this data choose *Save*.

### Step 3 Update Additional Contracts/Salaries Screen

Choose *Modules > Payroll Employee Records, Additional Contracts/Salaries Screen*. Retrieve the employee's record.

Enter appropriate data, using Step 2 above as a guideline.

**Important Note:** In addition to the above entries, make sure to remove contract amounts, payroll amounts and zero the earnings for contract or salary records that were for the prior year and were not otherwise revised above.

Other helpful FAQ documents that can be found on the MiCase website at [www.mi-case.org](http://www.mi-case.org), include:

- *Absence Module – Setup*
- *Absence Module – Mass Changes/Accruals*
- *Benefit & Deduction Master Rate Records Screen*
- *Salary Schedules – Creating New Schedules and Transferring to Employees*
- *Transfer Pay Rates to Employee Gross Pay Rates Screen (Salary Schedule Definition Screen)*
- *Transfer Personnel Teacher Salaries to Payroll – With ‘Retro Pay’ (Payroll Contracts/Salaries Preparation Screen)*

- *Update REP Annual and/or Hourly Rates from Rates on this Screen (Payroll Contracts/Salaries Preparation Screen)*