Volume 2 Issue 9 - March 2019

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Redesign Session at OASBO Annual Workshop

UPDATE: As of March 28, the Redesign session is booked. We have reached our capacity in the room we are hosting the session in. We want to thank everyone who has registered for the session!

The SSDT will be hosting a training session and panel discussion on the Redesign Tuesday, April 23rd in Columbus (prior to the start of the OASBO Annual Workshop). This session will benefit current and prospective users, providing helpful hints, effective shortcuts, and report creation and usage techniques.

Location: Convention Center Room C172

The day will be divided into three sections:

- 9:30-12:00: USPS-R Tips/Tricks and Reports
- 1:00-3:30: USAS-R Tips/Tricks and Reports
- 3:30-4:15: Panel Discussion with Wave participants

Third Party Software Vendors

The SSDT has worked with several third party vendors providing details on the SOAP bridge and other points of potential integration for both USPS-R and USAS-R.   A list of known third party vendors SSDT has contacted are provided under our **Third Party Vendor Software Integrations** link on our wiki. We recommend ITCs and districts contact any third party vendors not listed on this page so they can get in touch with us to ensure their product will integrate with the redesign applications. At the bottom of the page of the integrations link is the email SSDT sent to third party vendors informing them of the redesign. Feel free to use the sample email to contact your third party vendor. If they are currently utilizing the SOAP Service, their integration should continue to work. However they should contact us for a test environment to ensure a seamless transition.

Refunding a Payroll Item in USPS-R

Refunding a payroll item has never been easier! Use the following steps to to refund a Payroll Item during a regular payroll

1. Go to Core/ Payroll Item**.**

2. Find the employee using the grid and search by Last Name or Number.

3. Locate the Payroll Item you will be processing the refund for and click

4. Go to the Error Adjustments section and click the button

5. Add the refund Amount as a negative number, a Description and a Date (only if you wish to process this refund at a later time. If you wish to process now leave date blank). Click on

   ✔ Save to save the payroll item changes.

Amount	Description	Date
-134.40	Refund of overpayment	

6. If there is an Employer error adjustment involved, go to the Employer Error Adjustments section and click on ⊞ .

7. Add the refund Amount as a negative number, a Description and a Date (only if you wish to process this refund at a later time. If you wish to process now leave date blank.) *Note:* If there is employer pickup involved (i.e. Medicare, Retirement, etc.) check the 'Pickup' box.

Amount	Description	Date	Pickup
134.40	Refund of Overpayment		☑Pickup

   Note: If you want to delete the entire Employee or Employer Error Adjustment record, click 'edit' and go back to the appropriate Error Adjustment Section and click on delete 🗑 .

Did You Know?

- USAS-R's Proration Utility program generates a spreadsheet which may be used to assist in calculating premium amounts for Worker's Compensation payments! Click **here** for more information.

REDESIGN STATUS

35 Sites Live on Redesign	43 Total Wave 3 Sites
14 Participating ITCs	66 Total Districts Participating

Did You Know?

In USPS-R, compensation journal adjustments were added. This allows those once non-modifiable fields on compensation records to now be adjusted! Click **here** for more information.

8. Initialize your payroll. On the Pay Report you will see the refund amount:

Abbreviation	Employee Amt	Employer Amt
Annuity-Error Adj	(134.40)	(134.40)

9. Complete the Payroll processing.

If you want to refund a payroll item in USPS-R without processing a payroll, you can click **here** for more information.

Current Migration Map

ACCESS
CONNECT
HCC
LACA
LGCA
META
MVECA
NCOCC
NEOnet
NOACSC
NOECA
NWOCA
OMERESA
SWOCA