

KYCERS/START End of Year Reporting

Office of Education Technology: Division of School Technology Services

Questions: munis@education.ky.gov

Overview

The START End of Year Report is required to report the number of days worked for employees who are part of the Kentucky Public Pensions Authority (KPPA) system, formerly known as the Kentucky Retirement System. The “Number of Days” information is pulled from the Employee Job/Salary screen for those employees that have been reported on a START Monthly report during the fiscal year.

If your district is a monthly web reporter and doesn’t use Munis for monthly reporting, please contact the KDE Enterprise ERP Team for assistance at munis@education.ky.gov.

Purpose

This program is used to report the number of days worked for all employees reported to the KPPA during the prior fiscal year. The Start EOY report is due to KPPA by 20 days after the end of the fiscal year.

Requirements

For employees to be generated into the Start EOY Report, they must have a Period Record during the fiscal year in the Start Monthly Report. If your district is a monthly web reporter and doesn’t use Enterprise ERP for monthly reporting, please contact the KDE Enterprise ERP Team for assistance at munis@education.ky.gov.

- **Please note that the Generate process must be completed so that the correct fiscal year is included in the electronic file to KPPA.**

Generating the Report

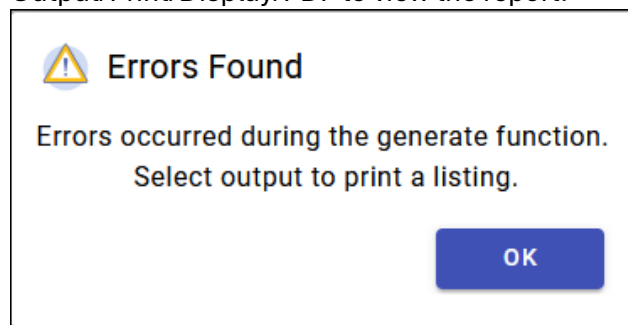
Navigate to Start EOY Report: **Human Capital Management > Payroll > State Specific > South > Kentucky > Start EOY Report**

The Generate process must be completed for the correct fiscal year dates to report in the electronic file to KPPA.

1. Select **Generate**. A warning will appear to notify users that all records will be deleted. Select **Yes**.
2. Select **Define**
 - **Generate Period:** Enter the appropriate fiscal year dates (example: 07/01/20xx to 06/30/20xx).

- **Payroll Date Type:** Select Check Date or Payroll End Date
 - **Optional:** Under Pay Type, enter the pay type used for dock days. The program will now allow for dock days to reduce the number of days worked calculated.
 - **Fiscal Year:** The fiscal year should default based on the generated period.
3. Select **Accept**.
 4. Select **Execute** to create the records. Each time the report is regenerated, all EOY records will be deleted and recreated.

- Users may receive a warning that errors were found. This does not prevent the program from generating EOY records. Select OK and then select Output/Print/Display/PDF to view the report.



Error Report

The error report indicates that the days worked on Job/Salary minus any Docked Days are less than or equal to zero. This is an expected warning for all substitutes because their Job/Salary record is set to zero days. Paraprofessional coaches that have a KYCERS Retirement Maintenance record, but no Employee Job/Salary record will also appear on the Error Report.

Update these records with any days worked.

START EOY ERROR REPORT			
EMP #	NAME	JOB	ERROR
146	[REDACTED]	[REDACTED]	Days worked - Docked Days <= 0
166	[REDACTED]	[REDACTED]	Days worked - Docked Days <= 0
185	[REDACTED]	[REDACTED]	Days worked - Docked Days <= 0
187	[REDACTED]	[REDACTED]	Days worked - Docked Days <= 0
309	[REDACTED]	[REDACTED]	Days worked - Docked Days <= 0
455	[REDACTED]	[REDACTED]	Days worked - Docked Days <= 0

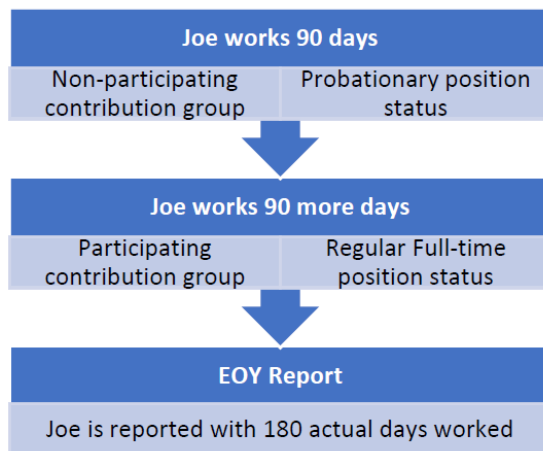
Select **Back** to return to the main screen to access the individual records. Note that you must select Search on the main screen to view the records.

Review & Update Records

1. On the main reporting screen, select **Search** to search on all records. Update, Add, or Delete records as necessary. Additionally, an option to export and import days worked into the report is available. This is an alternative to manually updating days on the records in Enterprise ERP. Instructions on this process are included in [Appendix A](#).

Please note that the total days worked for the school year should be reported for all employees on the EOY Report regardless of the employee's classifications throughout the year. This means if an employee has a change in either contribution group or position status within the year, you should report the actual days worked for both classifications on the EOY Report

For Example:



If an employee participates in more than one contribution group for a school year, KPPA provides a Multiple Enrollment Report following the submission of the EOY Report requesting a breakdown of days worked by the contribution group.

In the above example, 180 days would be included on the EOY Report, but on the subsequent Multiple Enrollment Report KPPA provides, the days will be broken down into:

- 90 days for the Probationary status in a Non-participating contribution group, and
- 90 days for the Regular Full-Time Status in a Participating contribution group.

This will ensure the member receives accurate service credit.

Contracted Positions

If an employee holds more than one contracted position with an individual board, please report the total days worked from all positions. Please note that a single day should not be counted more than once.

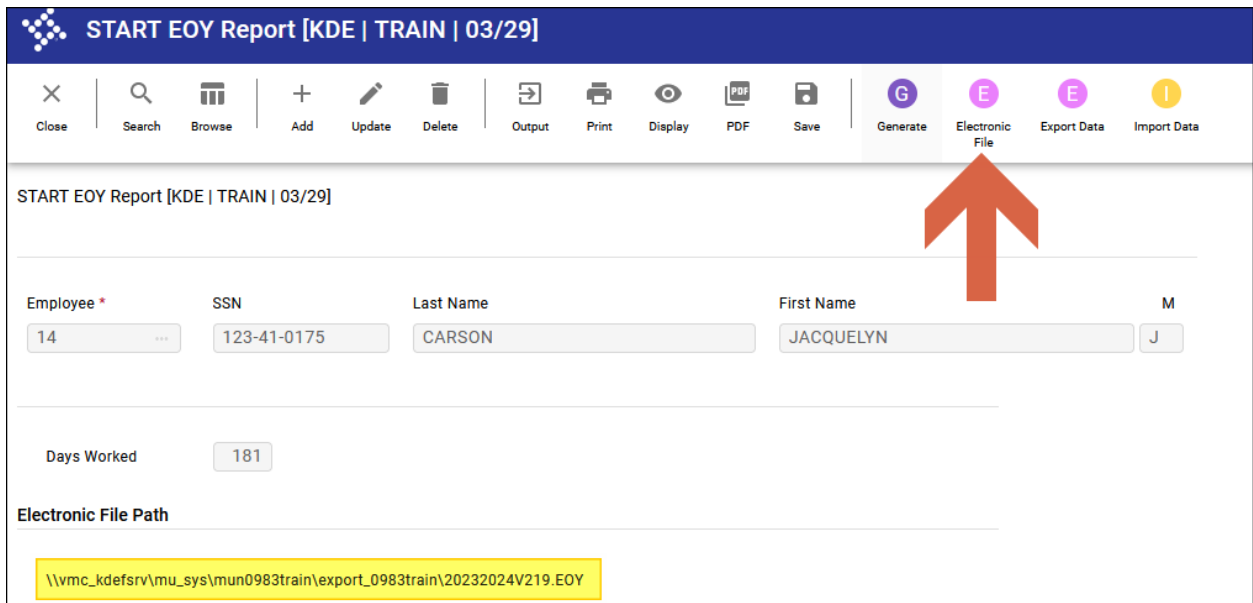
Paraprofessionals

If the employee is strictly a paraprofessional (coaches only), the employee should be reported with zero days worked on the EOY Report. If the employee is a paraprofessional and has a regular contract job, please report only the days worked for the contract job.

Submit the Report

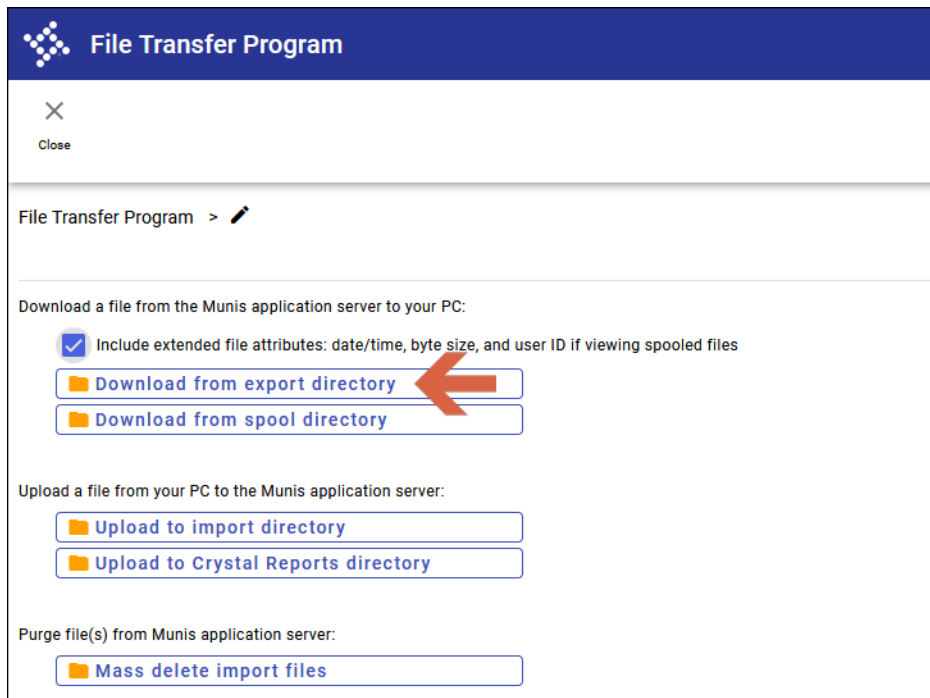
After all employee records have been updated to reflect the number of days worked for the year, the Electronic File should be created and submitted to KPPA.

1. Select **Electronic File** to create the electronic file. The file name will be displayed at the bottom of the screen.

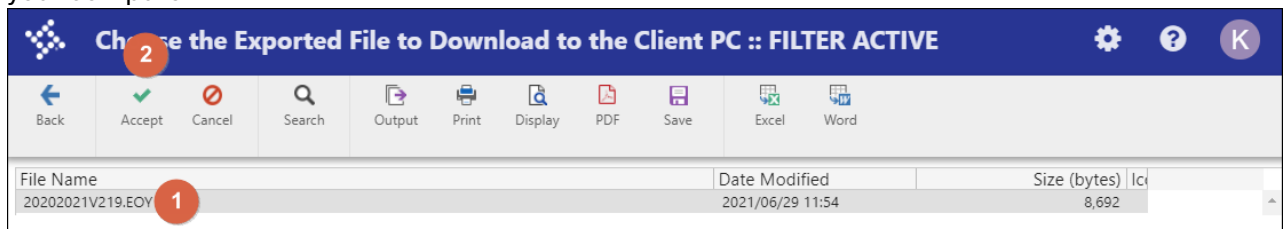


The screenshot shows the 'START EOY Report [KDE | TRAIN | 03/29]' interface. At the top, there is a navigation bar with icons for Close, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Generate, Electronic File, Export Data, and Import Data. The 'Electronic File' button is highlighted with a red arrow. Below the navigation bar, the report details for Employee 14 (SSN 123-41-0175, Last Name CARSON, First Name JACQUELYN, M) and Days Worked (181) are displayed. At the bottom, the Electronic File Path is shown as \\vmc_kdefsrv\mu_sys\mun0983train\export_0983train\20232024V219.EOY.

2. Download the file to your computer using the **File Transfer Program** or **Transfer a File Program**. The file will be found in the **Export Directory**.



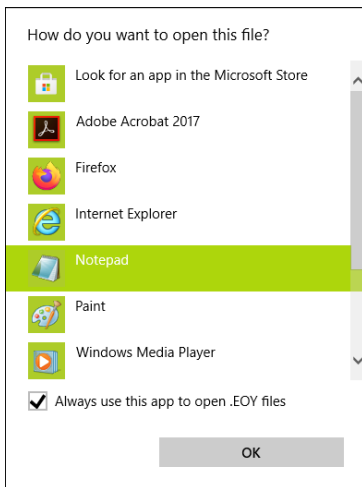
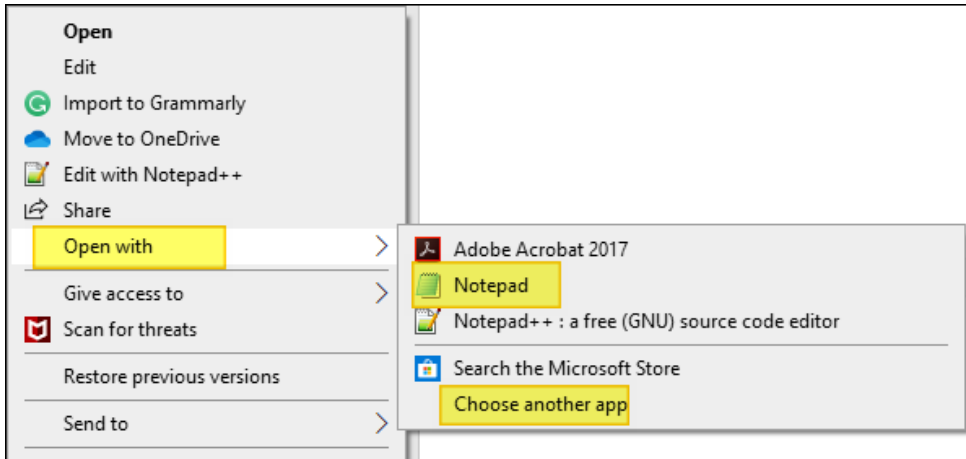
3. Select the file and then select **Accept**. Select Save or Save As to save the file directly to your computer.



Note: If the file doesn't appear to be downloaded, please check your Downloads Folder.

4. Users are not required to rename the file for submission to KRS. The file exported will be named in the following manner: 20##20##ZZZZ.EOY, where ZZZZ reflects your Budget Unit Number and ##, represents the fiscal year, for example, 20232024ZZZZ.EOY.

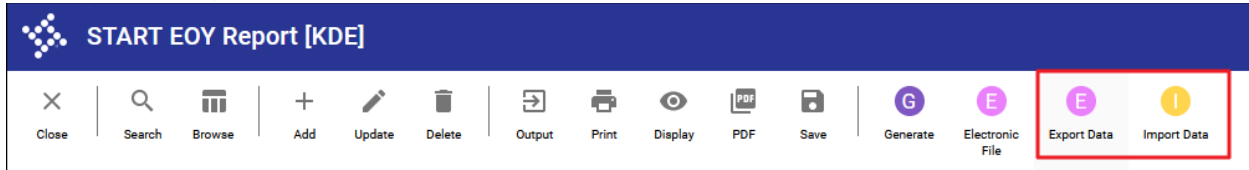
If you want to view the file, **AFTER** the file has been downloaded to your computer, right-click on the EOY file and select **Open With**. Select Notepad to open the file. If Notepad is not an option, select **Choose another App, More Apps**, and select Notepad from the list.



5. Upload the file to the KPPA Employer Portal website. The EOY file contains personally identifiable information. Please remember to permanently delete the EOY file from your computer once completed.

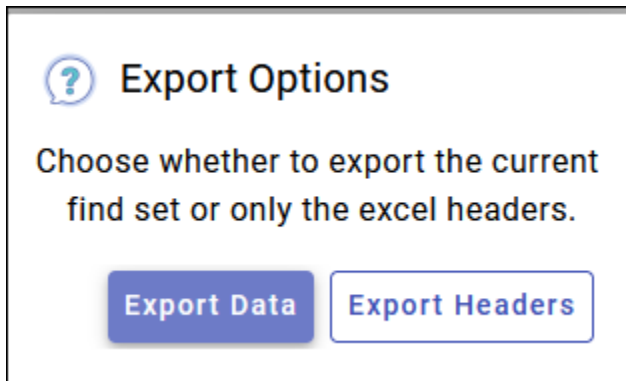
Appendix A: Export & Import from Excel

An option to **Export Data** and **Import Data** is available on the ribbon of the START EOY Report. **To use this functionality, records will need to be generated first before proceeding for the proper fiscal year to report in the electronic file.**



Export Data will present two options.

- Select **Export Data** to export all existing records in the find set to Excel.
- Select **Export Headers** to create an Excel file with only headers.



The Export/Import option allows users to manually update Days Worked via an Excel spreadsheet and import the days into Enterprise ERP for EOY Reporting.

Export Data example: Update Days Works as needed in the Excel spreadsheet.

	A	B	C
1	Employee	Name	Days Worked
2	55	BURGESS, VERONICA A	182
3	151	WING, ISA C	258
4	218	MCBRIDE, SANDY M	197
5	251	WALKER, FRANCIS M	243
6	253	RUTHERFORD, BRANDY A	182
7	324	RAGLAND, CAROL E	238
8	351	RIOS, PHILIP J	258
9	364	MCCARTHY, LUCIA L	258
10	437	PEOPLES, PAULENE A	182
11	448	WHEELER, AMBER L	182

Export Headers example: The Export Excel Headers may be used as a template to add the Employee Number and Days Worked to the Excel spreadsheet. Please note that “Name” can be left blank to add or update records. Only Employee (Employee Number) is required for Import.

	A	B	C	D
1	Employee	Name	Days Worked	
2				
3				
4				
5				
6				
7				
8				

Select **Import Data** from the ribbon of the START EOY screen to import an Excel worksheet back into Enterprise ERP. Select the search icon in the path field to locate and select the import file from your computer. Select **Accept**, then **Import** to import the file. The name of the file in the Path box may change to a temporary file name when uploading; this should be ignored.

Start EOY Records Import

Back Define Import

START EOY Report [KDE] > Start EOY Records Import

Import Parameters

Path *

A pop-up will appear to view a proof report. The proof report should be reviewed before accepting the import. The proof report will present a list of added and updated records.

After importing records into Enterprise ERP, the EOY report can be finalized and reported to KPPA.