

## 2023 Fiscal Year-End Payroll Reminders for Munis EERP

The end of the fiscal year is fast approaching and with so many items to keep track of related to payroll and human resources, the KDE Munis Team is providing important reminders via this newsletter.

Regards,

The KDE Munis EERP Team  
[Munis@education.ky.gov](mailto:Munis@education.ky.gov)

### Accrual End of Year Processing

We often receive questions on how to process employee accruals. The [KDE Munis Support and Guides Website](#) contains Kentucky-specific documentation and therefore doesn't have a guide on this process. Two accrual guides from Tyler have been saved to the documents folder [on KDE MUNIS Enterprise ERP SharePoint Site](#). They can be found in the Misc. Tyler Munis Documents folder. More information on the SharePoint site can be found at the end of this newsletter.

### Step Increases/Updating Job Salary Records/Effective Dated Pays

With the introduction of effective dated job salary records in Munis v2018.1+ (KY skipped that version), the need to process various monthly and end-of-year retirement reports before doing step increases no longer applies. Effective dated pay allows employees to have historical, current, and future job salary records.

### In This Newsletter

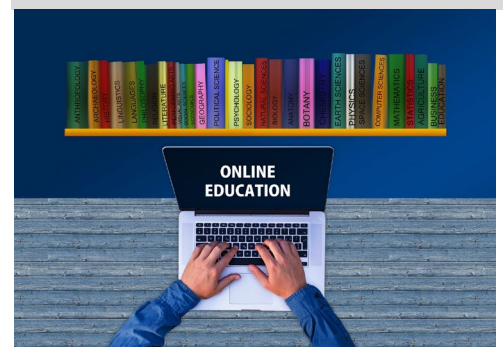
- Accrual End of Year Processing
- Step Increases
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### Looking For Online Education?

Are you new to using Munis or looking for information on different programs or processes in Munis? Tyler provides access to both live and previously recorded webinars on multiple topics.

To view the offerings, you must have a Tyler support account. After accessing Tyler Community, search for Online Education or use this link: [Online Education](#).

If you don't have an account already, now would be a great time to register.



If you are not yet familiar with Effective Dated Pays more information is available in the [Simplifying Payroll with Effective Dated Pays](#) document found using Tyler Search.

So, what does this mean? **This means you can create FY 2024 job salary records in advance!** The retirement reports will use information from the Job Salary record that was effective during the period being reported, meaning Munis will look at last year's historical Job Salary record to pull information required on those reports.

The '[Salary Tables and Mass Step Increases](#)' guide can be found on the [KDE Munis Support and Guides](#) website under the Payroll Statewide drop-down folder.

## Health Insurance Termination Files & Term Codes (KHRIS)

Make sure all termed employees have a Termination date entered on their Employee Master Record before processing the Term file. You will need to enter the Health Insurance Term Date on the Kentucky Employee Benefits Benefit Record for each employee that is being termed along with the appropriate action code.

### **MUNIS Action Codes for Summer or School Year-End Terms**

**All benefits will term at the end of the month. There will be no mid-month terminations.**

While MUNIS still lists four summer or school year-end term codes, only two should be used: 51 and 53. If you use the incorrect code and send a mid-month term, DEI will automatically correct it to reflect the end of the month's termination date (7/31 or 8/31). You should continue to use the 0008 code if the employee is not considered a summer or year-end term.

Code	Timeframe	Effective Date of Term
51	End of July	All benefits end July 31
53	End of August	All benefits end August 31

**Important Note: If an employee wishes to continue health benefits through the summer, the employee must elect to continue ALL currently enrolled benefits through the summer. For example, if an employee has health and dental, the employee must pay premiums for both and cannot choose dental and not health. Full premiums must be paid through the end of the month in which benefits terminate. If premiums are not paid, the member may be termed for non-payment of premiums.**

Terms must be reported using Munis, **including those employees who have wavier plans.** When the term is processed in Munis, there is no need to manually update the record in KHRIS. Submitting terminations via Munis and manually entering terminations into KHRIS

will cause issues with KHRIS processing. (Note: There are a few exceptions to using Munis for term files. Some of these include LWOP and the death of an employee.)

## Summer Federal Reimbursement Process

### Generate Information

Employees who are employed for less than 12 months typically receive multiple paychecks during June. The deductions taken in these payrolls for health and life cover premiums for June, July, and possibly August.

**During the Generate process, warrants can be excluded when generating the federal reimbursement Excel files during the summer months.**

**NOTE: After each successful Generate**, perform a G/L Post before generating the next file.

### Example District:

- ▶ Pays first check of the new year on September 1<sup>st</sup> to teachers, instructional assistants, bus drivers, etc.
- ▶ Pay amount is divided equally between 24 pay periods
- ▶ Results in six (6) checks being processed in June to pay the remainder of the contract and cover premiums for the summer months.
  - ▶ Example Warrants:
    - ▶ 210615 – “Normal” June Check
    - ▶ 210630 – “Normal” June Check
    - ▶ 210612 – July Check for 10-month staff
    - ▶ 210613 – July Check for 10-month staff
    - ▶ 210614 – August Check for 10-month staff
    - ▶ 210616 – August Check for 10-month staff

**The district chooses to pay all summer premiums in June and will need to create three separate files.**

***(Screen shots use Billing Year 2021. Use Billing Year 2023 for the current year)***

### Generate Screen for June #1 (June) Federal Reimbursement

Excludes all payrolls except “Normal” June payrolls:

- ▶ Example Warrants:
  - ▶ 210615 – “Normal” June Check
  - ▶ 210630 – “Normal” June Check
  - ▶ 210612 – July Check for 10-month staff - Excluded
  - ▶ 210613 – July Check for 10-month staff - Excluded
  - ▶ 210614 – August Check for 10-month staff - Excluded
  - ▶ 210616 – August Check for 10-month staff – Excluded

Billing Year	2021	
Billing Month	JUNE	
Payroll Date Range	06/01/2021	to 06/30/2021
Report Option	Detail	
Excluded Payrolls		
1	...	210612
1	...	210613
1	...	210614
1	...	210616
...	...	...
...	...	...
...	...	...
...	...	...

**Generate Screen for June #2 (July) Federal Reimbursement**

Excludes all payrolls except July checks:

▶ Example Warrants:

- ▶ 210615 – “Normal” June Check - Excluded
- ▶ 210630 – “Normal” June Check - Excluded
- ▶ 210612 – July Check for 10-month staff
- ▶ 210613 – July Check for 10-month staff
- ▶ 210614 – August Check for 10-month staff - Excluded
- ▶ 210616 – August Check for 10-month staff - Excluded

Billing Year	2021
Billing Month	JUNE
Payroll Date Range	06/01/2021 to 06/30/2021
Report Option	Detail
Excluded Payrolls	
1	210615
1	210630
1	210614
1	210616

**Generate Screen for June #3 (August) Federal Reimbursement**

Excludes all payrolls except August checks:

▶ Example Warrants:

- ▶ 210615 – “Normal” June Check - Excluded
- ▶ 210630 – “Normal” June Check - Excluded
- ▶ 210612 – July Check for 10-month staff - Excluded
- ▶ 210613 – July Check for 10-month staff - Excluded
- ▶ 210614 – August Check for 10-month staff
- ▶ 210616 – August Check for 10-month staff

Billing Year	2021
Billing Month	JUNE
Payroll Date Range	06/01/2021 to 06/30/2021
Report Option	Detail
Excluded Payrolls	
1	210615
1	210630
1	210612
1	210613

When the 10 and/or 11-month employees are all paid in June and federal reimbursement Excel files have been created and submitted to KDE in June, the normal process is followed for July and August. The Date Range on the Generate screen is set to only that month. (i.e., July or August). This will pull only 12-month employees.

**Submitting the Summer Federal Reimbursement Excel Files:**

1. When saving the file and to help prevent files from being overwritten you must save the file with the following naming features. **Failure to follow these steps could cause the loss of critical data.**
  - For the original file add “ORG” to the file name Example FR0123001org.
  - For a revised file add “REV” to the file name Example FR0123001rev.
  - For the June, July, and/or August summer files add “SUM” to the file name Example FR0623001sum, FR0723001sum & FR0823001sum.
    - FR – Federal Reimbursement
    - XX – 2-digit Billing Month (01-Jan, 02-Feb, etc.) this is calendar month

- **XX** – 2-digit Billing Year (23 = 2023) this is calendar year
  - **XXX** – Your District's 3-digit Number ([refer to the "List of District Numbers" posted on the website](#))
  - **Org, Rev, or Sum** – **Original**, **Revised**, or **Summer**
2. Please **NOTE** that for June, July, and/or August files you may have 2 files to submit to KDE. You will generate multiple files for the **summer payrolls** in June so you will have 1 file for each month with **SUM** added to the file name for the **summer** payroll and you may have 1 file for each month with **ORG** added to the file name for the **regular** June, July and/or August payroll.
3. Once you are ready to submit your file to KDE please follow the **updated** instructions provided on the [Federal Reimbursement of Health Benefits](#) website titled "[Federal Reimbursement of Health Benefits File Submission Instructions](#)".
- NOTE: Please contact Gail Cox or Jackie Chism with any questions regarding the naming of or submission of the Summer Federal Reimbursement Excel reports.

[Jackie.chism@education.ky.gov](mailto:Jackie.chism@education.ky.gov)

[Gail.cox@education.ky.gov](mailto:Gail.cox@education.ky.gov)

## PARA Reporting Changes - KY CERS Start Report

Effective in fiscal year 2024, paraprofessionals are required to be reported using the payment reason "14 – Paraprofessional". This change would take place beginning on the July report due by August 10<sup>th</sup>. The KY CERS Start Report generate screen will be updated to accommodate the pay type used for this pay. More information will follow in a separate communication and a webcast scheduled to discuss these changes.

## CERS Start Monthly Report – IPS Payment Reporting

If your district has 10-month employees who pre-paid their summer IPS contributions in June (they will not receive a payroll check in July and/or August), only report the IPS contribution for the appropriate reporting month. **Do not post a lump IPS contribution to June if the amount collected in June includes multiple months during the summer. IPS deductions should be reported and posted to the appropriate fiscal year and posting month for which the installment applies.**

There are a couple of ways to do this.

1. Use the IPS Payrolls button seen on the generate screen to define the IPS payrolls before generating the monthly report. Refer to the *KYCERS Start Monthly Report* guide for more information.

2. Or manually Add or maintain the IPS period record in the Start Monthly Report.

Contributions	
Pre-Tax EECON	50.00
Post-Tax EECON	.00
Pre-Tax HICON	.00

## START End of Year Report

The KY CERS Start EOY Report is due at KPPA (formerly KRS) 20 days after the end of the fiscal year (July 20th). Directions on creating the report are available online: <https://education.ky.gov/districts/Pages/MUNIS-Guides.aspx> under the Payroll Retirement Reporting section.

Information from KPPA is available on the following website:

<https://kyret.ky.gov/Employers/Reporting-Officials/Pages/default.aspx>

## KY CERS Contribution Rate for FY2024 (Effective 7/1/2023)

The employer contribution rate has decreased for the upcoming fiscal year. More information can be found on the KPPA website:

<https://kyret.ky.gov/Employers/Pages/Contribution-Rates.aspx>

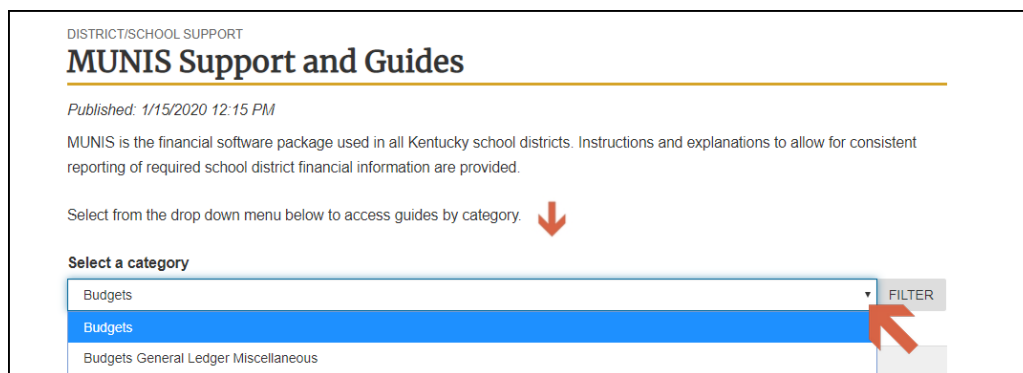
## Questions on State Reporting?

The KDE Munis Team has a team email box for support. Questions to the team box will ensure you get a timelier response as individual team members may be in meetings, working on projects, or out of the office.

Email: [munis@education.ky.gov](mailto:munis@education.ky.gov)

## KDE MUNIS Support and Guides

Have a question on how a Kentucky-specific Munis program works? Please check out the [KDE Munis Support and Guides website](#). Guides are categorized by subject. From the drop-down menu select the appropriate category and the Filter button to view the available guides.



## KDE MUNIS Enterprise ERP Site

The KDE Munis Enterprise ERP SharePoint site was created to assist districts as a go-to place to find links to various Munis resources. The News section has information from various emails that have been distributed to the All-State Munis Finance Contacts distribution list. You will also find a variety of other documents that you may find helpful. This includes guides that are one-time documents or were downloaded from the Tyler support site and can't be published on the KDE website.

For access to the site, it does require users to enter their district email and password. If you have any questions or issues accessing the site, please reach out to [munis@education.ky.gov](mailto:munis@education.ky.gov).

### KDE Munis Enterprise ERP SharePoint Site:

<https://staffkyschools.sharepoint.com/sites/kde/MUNISenterpriseERP>