



Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

District Advisory and Financial Services
Finance and Business Services

Bulletin No. 14-008

To: District Superintendents and Chief Business Officials
From: KH Karen Hennessy, Director, District Advisory Financial Services
Date: October 9, 2013
Re: Escape Phase II Districts Payroll Year-to-Date Validation

School districts are on a July to June 30 fiscal calendar. The IRS and the California State Franchise Tax board require tax reporting based on the calendar year. Therefore, payroll year-to-date data was imported from FMS into Escape. This data will be used for W2s and for quarterly tax reporting. It is essential that you ensure that the year-to-date (YTD) payroll data is correct. Please do the following:

- 1) Verify that the Jan 1 to June 30 Escape data for each employee corresponds with the FMS data.
- 2) Verify that the July 1 to July 15 Escape data for each employee corresponds with the FMS data.

District # _____ District Name: _____

Acknowledgement: I acknowledge that the Escape payroll data is correct to create an accurate W-2 and to provide accurate quarter tax reporting.

Printed Name

Signature

Title

Date

Please return by October 17, 2013 to Karen Hennessy at
khennessy@monterey.k12.ca.us

How to perform the validation:

1) FMS Payroll History. For the January to June YTD test, run it for 1/1/13 thru 6/30/13.

The screenshot shows a dialog box titled "Employee Payroll History Listing PHDLST". It has a "File Help" menu. The main area contains a text input field for "Enter your 9 digit or the Last 4 of SSN (No Dashes)" with a red note below it: "Leave blank for all employees." Below this are two date pickers: "From Date:" set to "1 / 1 / 2013" and "To Date:" set to "6 / 30 / 2013". There are "Create Report" and "Cancel" buttons. The status bar at the bottom shows "6/26/2013" and "2:07 PM".

2) Escape Pay24, Earnings History Report, run as follows.

- a. Starting pay date: 6/30/13
- b. Ending pay date: 6/30/13
- c. Pay Schedule Type: 2

The screenshot shows a web application interface for "All Orgs HR / Payroll - Reports - Payroll". It has a navigation bar with "List" and "Request/Report" tabs. Below the navigation bar are icons for "Go", "Go/Export", "Clear", "Prev", "Next", "Close", "Stop", and "Favorites". The main content area is divided into "Request" and "Report" sections. The "Request" section is expanded to show details for a report:

- 1 - Report**
 - Report Number: Pay24
 - Description: Earnings History
 - Report Sample: Pay24.pdf
 - Report Favorite ID:
- 2 - User Options**
 - Organization: 60 (Salinas Union High School District)
 - Starting Pay Date: 6/30/2013
 - Ending Pay Date: 6/30/2013
 - Pay Schedule Type: 2 (Manual)
 - Employee Id:
 - Open Payrolls?
 - Page Break on Emp: No - Do not page break on Employee
- General**
 - Report Status: InProgress
 - Comment:
 - Distribution Group:

At the bottom, there is an "Organization" section with the instruction: "Enter an Org to select, or no entry for no restrictions."

- 3) Then, review the last page of each report and compare the totals for the district. If these do not match, let us know immediately. Then, compare the data for each employee. Look at the gross pay, taxable gross, Federal Income Tax (FIT), State Income Tax (SIT), OASDI (this may show as FICA on the FMS report), Medicare, etc. The attached pay stub guide shows you what types of YTD data is displayed on an Escape pay stub.

Note: Cancelled warrants will affect the FMS report, but not the data imported into Escape. So, if there's a discrepancy between your districts' s gross pay total in FMS vs. Escape, first look for any cancelled warrants.

Regards,
~Peggy Harris
831.755.0338
Certified Project Management Professional
MCOE Escape Phase II Implementation