Kentucky Department of Education Enterprise ERP Guide KYCERS/Start EOY Report in EERP Updated: June 3, 2025

KYCERS/START End of Year Reporting in EERP

Office of Education Technology: Division of School Technology Services Questions: <u>eerp@education.ky.gov</u>

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 EERP for monthly reporting, please contact the KDE Enterprise ERP Team for assistance at <u>eerp@education.ky.gov</u>.

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 <u>eerp@education.ky.gov</u>.

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*

<u>The Generate process must be completed for the correct fiscal year</u> 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.

🛆 Errors Found				
Errors occurred during the generate function. Select output to print a listing.				
	ок			

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.

STAR	EOY ERROR REPORT		
EMP #	NAME	JOB	ERROR
146			Days Worked - Docked Days <= 0
166			Days Worked - Docked Days <= 0
185			Days Worked - Docked Days <= 0
187			Days Worked - Docked Days <= 0
309			Days Worked - Docked Days <= 0
455			Days Worked - Docked Days <= 0

Update these records with any days worked.

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 <u>Appendix A</u>.

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.

🐝 START EC	START EOY Report [KDE TRAIN 03/29]								
X Q Close Search	Browse Add Update	Delete Output Print	Display PDF	Save Generate Ele	E E I etronic Export Data Import Data				
START EOY Report [KD	START EOY Report [KDE TRAIN 03/29]								
Employee *	SSN	Last Name		First Name	М				
14	123-41-0175	CARSON		JACQUELYN	J				
Days Worked	181								
Electronic File Path									
\\vmc_kdefsrv\mu_s	\\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**.

K File Transfer Program
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Close
File Transfer Program 🔸 🖍
Download a file from the Munis application server to your PC:
Include extended file attributes: date/time, byte size, and user ID if viewing spooled files
Download from export directory
Download from spool directory
Upload a file from your PC to the Munis application server:
Upload to import directory
Upload to Crystal Reports directory
Purge file(s) from Munis application server:
Mass delete import files

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

\$	Ch 2	e the E	cported	File to	Down	load to	o the (Client	PC :: FIL	TER ACT	IVE	¢	?	К
← Back	Accept	Ø Cancel	Q Search	Dutput	Print	Display	DF	Save	Excel	Word				
File Nan 2020202	ne 1V219.EOY								Date Modif 2021/06/29	ïed 11:54		Size (bytes) 8,692	lo	4

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, rightclick 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.

	Open Edit Import to Grammarly Move to OneDrive Edit with Notepad++ Share Open with Give access to Scan for threats Restore previous versions Send to	>	 Adobe Acrobat 2017 Notepad Notepad++ : a free (GNU) source code editor Search the Microsoft Store Choose another app 	
Hor E	v do you want to open this file? Look for an app in the Microsoft Store Adobe Acrobat 2017 Firefox			

Internet Explorer

Windows Media Player Always use this app to open .EOY files

ОК

Paint

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.

%	START EOY Report [KDE]														
X Close	Q Search	Browse	+ Add	Update	Delete	Output	P rint	Display	PDF	Save	Generate	E Electronic File	E Export Data	Import Data	

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.

② Export Options					
Choose whether to export the current find set or only the excel headers.					
Export Data Export 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.

	А	В	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
4.0			100

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

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.

	А	в	С	6
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 EO	Y Rec	cords Import					
← Back	Define	Import						
START	START EOY Report [KDE] > Start EOY Records Import							
Path *	arameters							

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.