

# KYCERS/START End of Year Reporting

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Office of Education Technology: Division of School Technology Services

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

## Overview

The START End of Year Report is required to report the number of days worked for employees that 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 an employee had days docked, the actual number of days worked must be manually updated for that employee.

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

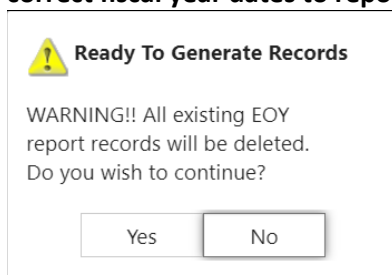
For employees to be generated into the Start EOY Report, they must have a Period Record during the fiscal year in the Start Monthly Report. If your district is a monthly web reporter and doesn’t use Munis for monthly reporting, please contact the KDE Munis Team for assistance at [munis@education.ky.gov](mailto:munis@education.ky.gov).

- **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

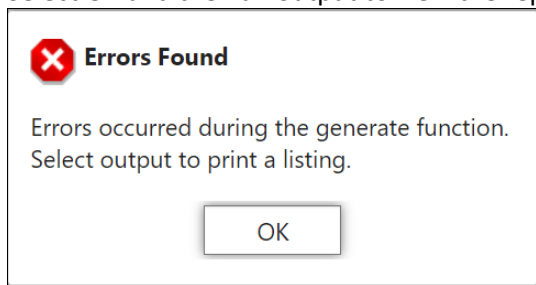
Navigate to Start EOY Report: *Human Capital Management > Payroll > State Specific > South > Kentucky > Start EOY Report*

1. Generate the report by selecting the **Generate** button. A warning will appear to notify users that all records will be deleted. Select **Yes**. If the report must be regenerated, all EOY records will be deleted and recreated. **Please note that the Generate process must be completed for the correct fiscal year dates to report in the electronic file to KPPA.**



2. Select **Define**
  - **Generate Period:** Enter the appropriate fiscal year dates
  - **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.
3. Select **Accept.**
4. Select **Execute** to create the records.
5. Users may receive a warning that errors were found. This does not prevent the program from generating EOY records.

Select OK and then an output 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. Update these records with any days worked.

START 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

6. Select **Return/Back** to return to the main screen.

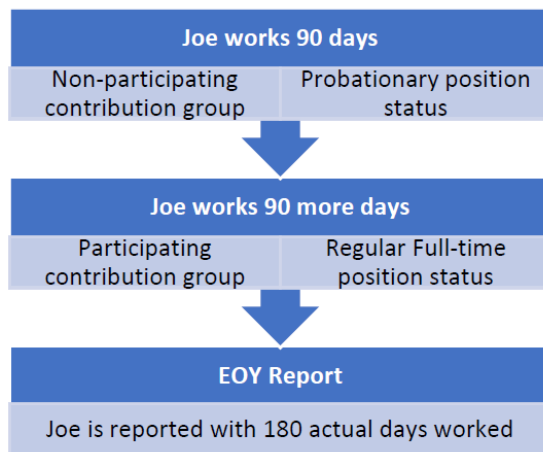
## Review & Update Records

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

Manually update the records to reflect the actual days worked taking into consideration any docked days. You may also elect to use the Export feature to update days in Excel and Import them back into Munis.

Please note that 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 over the course of 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.

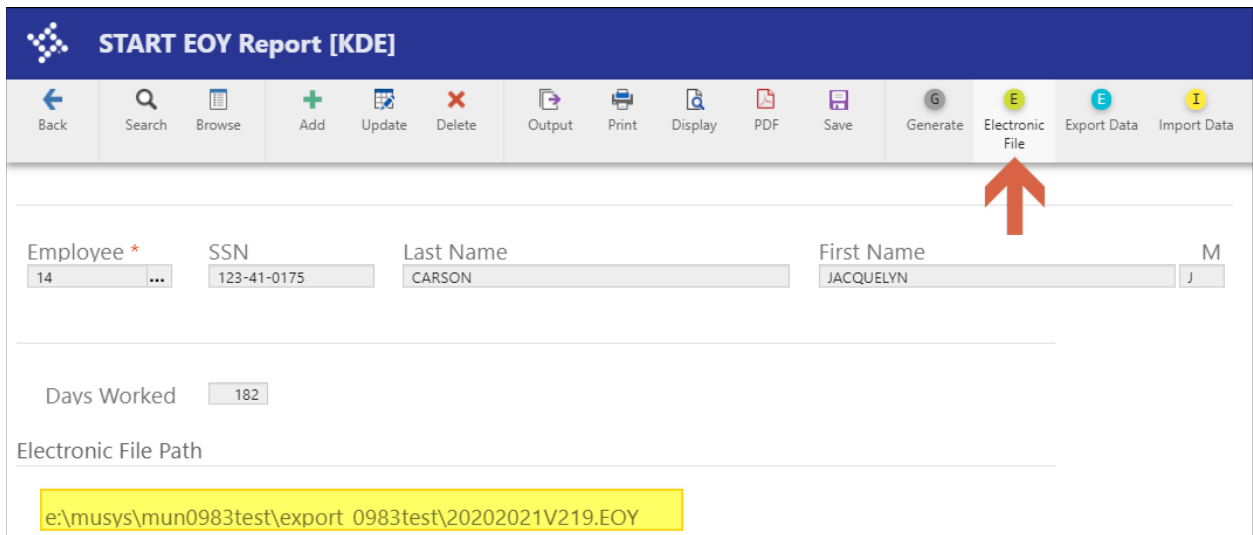
### **Paraprofessionals**

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 EOY Report [KDE]**

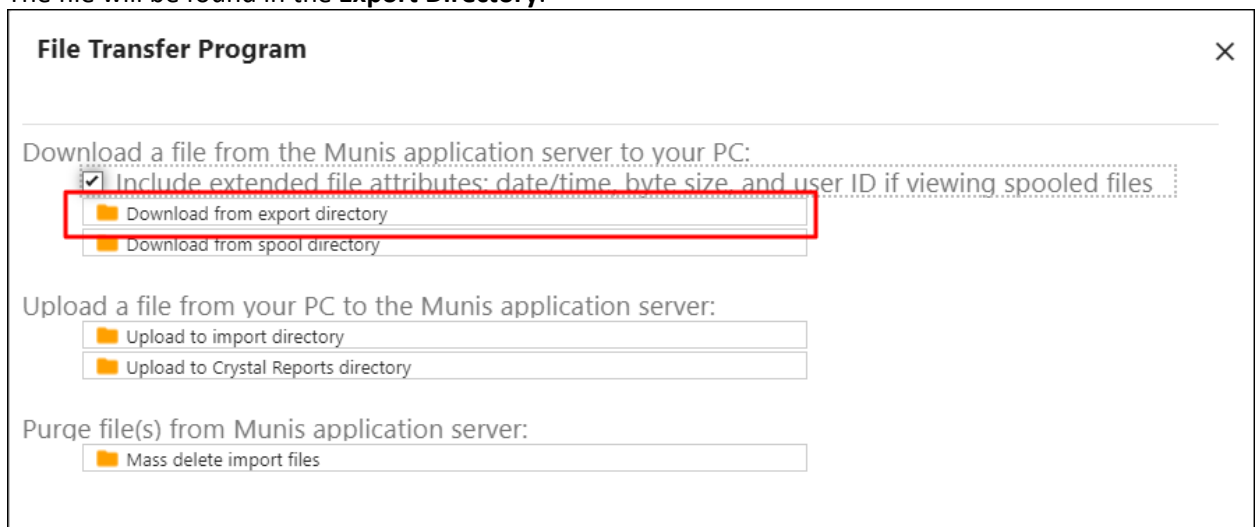
Back Search Browse Add Update Delete Output Print Display PDF Save Generate **Electronic File** Export Data Import Data

Employee \* 14 SSN 123-41-0175 Last Name CARSON First Name JACQUELYN M

Days Worked 182

Electronic File Path  
e:\musys\mun0983test\export\_0983test\20202021V219.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**.



**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 pool directory

Upload a file from your PC to the Munis application server:

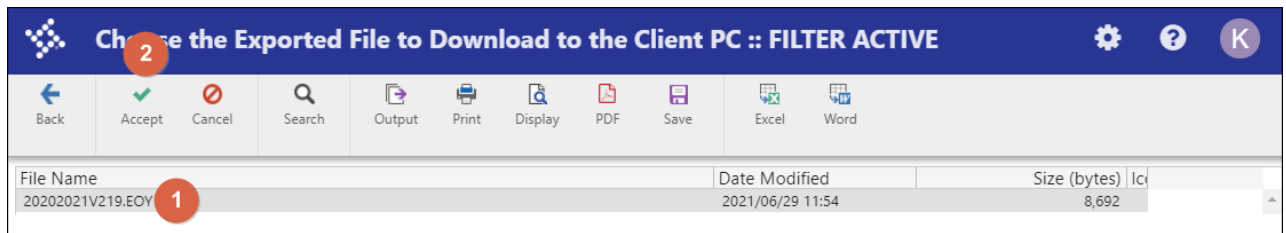
Upload to import directory

Upload to Crystal Reports directory

Purge file(s) from Munis application server:

Mass delete import files

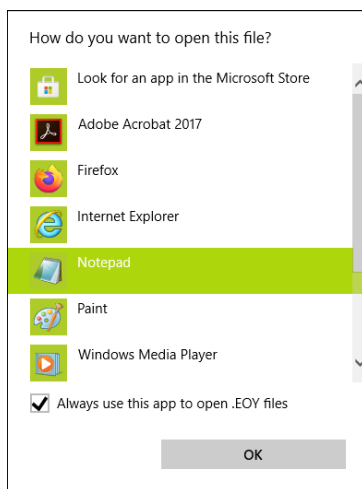
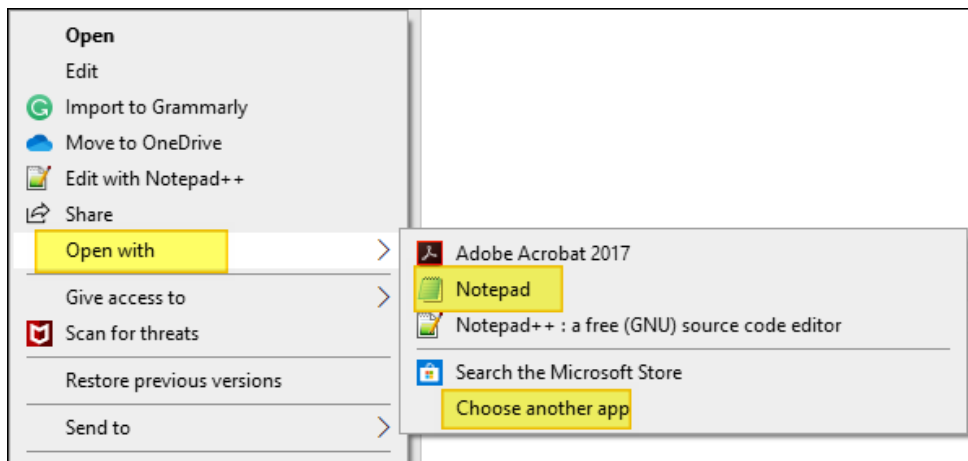
3. Select the file and select **Accept**. Select Save or Save as to save the file directly to your computer.



**Note: If the file didn't appear to download, please check your Downloads Folder.**

- 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, 20212022ZZZZ.EOY.

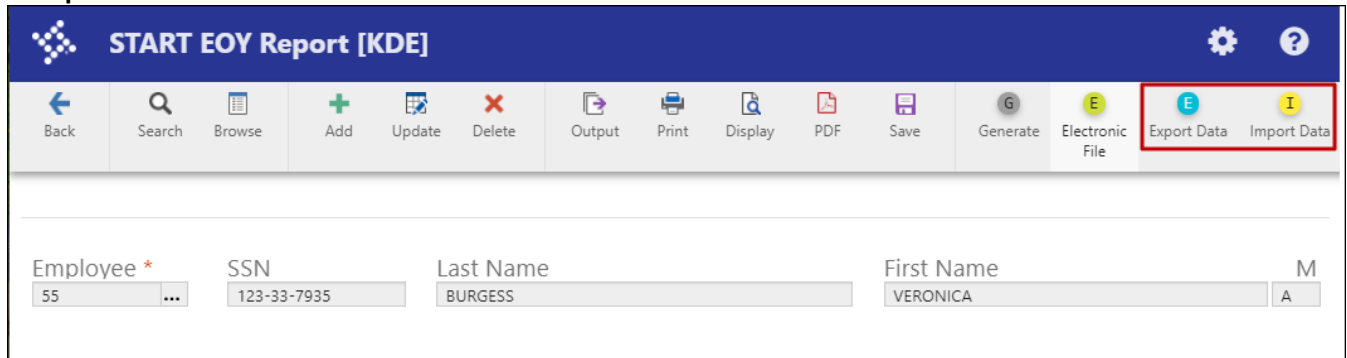
If you want to view the file, **AFTER** the file has been downloaded to your computer, right-click on the EOY file and select **Open With**. Select Notepad to open the file. If Notepad is not an option, select **Choose another App, More Apps**, and select Notepad from the list.



- Upload the file to the KPPA Employer Portal website.

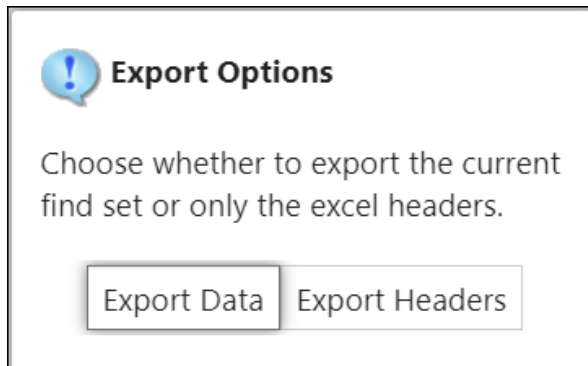
## Appendix A: Export & Import from Excel

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 Munis for EOY Reporting.

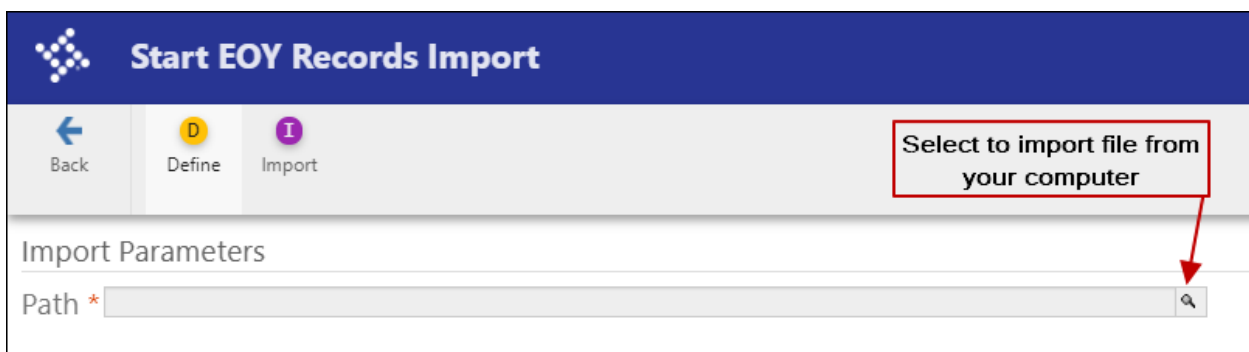
**Export Data example:** Update Days Works as needed in the Excel spreadsheet.

	A	B	C
1	<b>Employee</b>	<b>Name</b>	<b>Days Worked</b>
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
1	<b>Employee</b>	<b>Name</b>	<b>Days Worked</b>
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 Munis. Select “**Define**” to locate and select the import file, “**Accept**”, then “**Import**” to import the file. Note, that the name of the file in the Path box may change to a temporary file name when uploading; this should be ignored.



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 Munis, the EOY report can be finalized and reported to KPPA.