



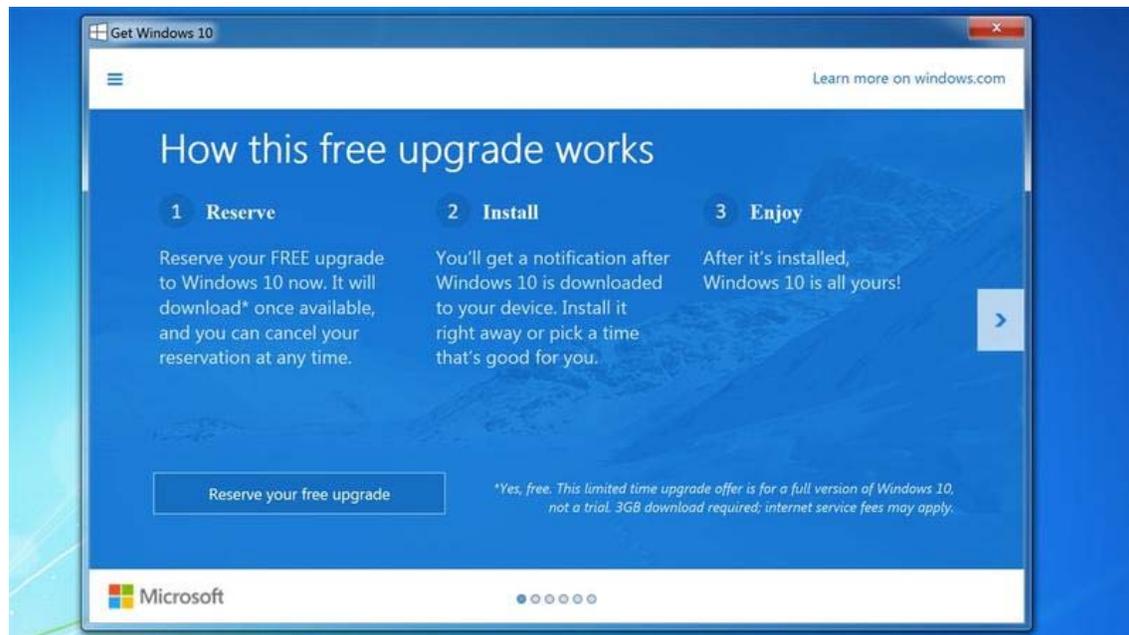
Dave Yost • Auditor of State

TO: UAN Users
FROM: UAN Support
DATE: June 10, 2015
SUBJECT: Uniform Accounting Network User Notes

WINDOWS 10

Please **do not** upgrade the UAN computer to the new Microsoft Windows 10 operating system. The UAN software has been fully tested in the Windows 7 and Windows 8.1 environments. We have not tested the application in the new Windows 10 environment.

As of June 1, 2015, Microsoft has added an automatic update that will prompt you to reserve a copy of Windows 10. The message will appear as:



88 E. Broad St. Columbus, OH 43215
Telephone: (800)833-8261 Fax: (877)727-0088
Email: UAN_Support@ohioauditor.gov

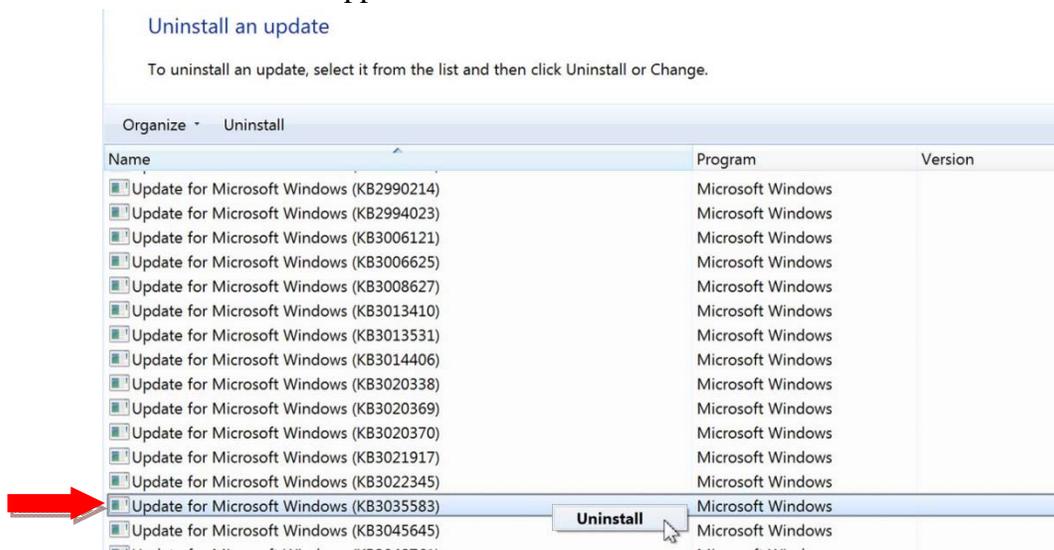
The message will also appear in the system tray as:



If you receive any Windows 10 upgrade message, you may either ignore the message by clicking on the Red 'X' in the upper right hand corner of the window, or you may uninstall the program. To uninstall the Windows 10 upgrade message, the following steps will need to be performed:

STEPS TO UNINSTALL THE WINDOWS 10 UPGRADE MESSAGE

1. Click on the Windows Start Button
2. In the 'Search Program and files' box, type 'Windows Update', then hit 'Enter'
3. In the bottom left hand corner of the screen, click 'Installed Updates'. A list of all installed updates will populate. The Windows 10 Upgrade Message update is **KB30353583**. It should appear as follows:



4. Right click on 'Update for Microsoft Windows (KB30353583)' and left click on 'Uninstall'.

REMINDER: OPERS & OP&FPF ELECTRONIC REPORT FILING

The UAN application has for many years had the functionality to create an electronic file for the monthly OPERS Contributions and OP&FPF Contribution reports. The OPERS Non-Contributing report that is filed once a year also has the electronic file upload capability.

You must register with OPERS or OP&FPF to gain access to their website to upload your electronic file. Please contact OPERS and OP&FPF for more information.

Once you have added and saved the reports in UAN they may be converted to an electronic file for upload. The instructions are the same if you are in OPERS Contributions, OP&FPF Contributions or OPERS Non-Contributing reports. You will find all of these reports under Payroll → Reports & Statements → **External Forms**.

- Step 1:** On the report form mark the monthly report you wish to convert to an electronic file.
- Step 2:** Select File. The electronic file will be saved within the _UAN_Efiles folder. You will receive a system message with the exact name and location of the electronic file you created.
- Step 3:** Log into the OPERS or OP&FPF Website. Please contact OPERS or OP&FPF if you need instructions on how to upload a file to their website.
- Step 4:** Browse to the C:_UAN_Efiles folder. Select Computer, double click on your C drive, double click on the _UAN_Efiles folder. Double click the file name you were given on the system message. You should be directed back to the OPERS or OP&FPF website to complete the upload. Once the file is uploaded you can view it to make sure you uploaded the correct monthly report and complete the process by submitting the report.

You should **always** print a copy of your monthly reports for your records.

OP&FPF RATE CHANGES

OP&FPF has certified the following increases to their employee contribution rates, effective with pay periods beginning on or after July 2, 2015:

OP&FPF – Fire employee share	12.25% *Rate Increase <i>(Additional 0.75% to the previous rate of 11.50%)</i>
OP&FPF – Fire employer share	24.00%
OP&FPF – Police employee share	12.25% *Rate Increase <i>(Additional 0.75% to the previous rate of 11.50%)</i>

OP&FPF – Police employer share 19.50%

These rate increases are effective for pay periods beginning on or after July 2, 2015. Before processing a payroll with a **pay period beginning date** on or after July 2, 2015, you **must** update the employee rates in the payroll module by following the steps below. *Perform these steps only **after** you have processed all payrolls with the prior rate, i.e. those with pay period beginning dates **before** July 2, 2015.*

Note: Part A should be completed by **all** payroll users. Part B is necessary only for entities with employees contributing to OP&FPF. If your entity has Police employees but not Fire (or vice versa) you do not need to select both OP&FPF types during Part B.

➤ Part A: Edit the entity withholding rate:

Step 1: Select Payroll → Maintenance → **Withholdings**

Step 2: Place a **checkmark** beside **OP&FPF – Fire** in the list grid.

Step 3: Click the **Edit** button. This will open the Edit Withholdings form with the Details tabbed page in view.

Step 4: Under the Rates section, update the Employee rate and then click the **Save** button. The system will display a message in the bottom left corner of the Edit Withholdings form to confirm that the changes have been saved.

*Note: Selecting **Close** without saving on this step will prompt the system to display a message ‘Save Changes?’. Selecting **Yes** will still save the changes. Selecting **No** will exit without saving. Selecting **Cancel** will return to the Edit Withholding form.*

Step 5: Click the **Close** button to exit the Edit Withholdings form after the withholding changes have been saved, to return to the Withholdings list.

Step 6: Repeat **Steps 2 - 5** to edit the **OP&FPF – Police** withholding rate.

Step 7: Click the **Close** button on the bottom right side of the screen to exit the Withholdings list.

➤ Part B: Edit the employees’ withholding rate:

Step 1: Select Payroll → Maintenance → **Withholdings Editor**

Step 2: In the Withholding field, select **OP&FPF – Fire** from the drop down box.

- Step 3:** In the Employees area, the default selection is **All**; this setting should be used to update the rate for all employees.
- Step 4:** Click the checkbox at the top of the grid to select **all employees**.
- Step 5:** Under the Employee Share Distribution, distribute the new OP&FPF employee rate into the appropriate **Change To** fields at the bottom left of the form. You must pay particular attention to the Regular, Fringe Benefit and Salary Reduction boxes. Do **NOT** change the distribution between these boxes; only change the rate that applies to the correct box. Look at the grid list – you can see the current distribution between Regular, Fringe Benefit and Reduction for each employee to make sure you place the new rate in the correct boxes for Regular, Fringe Benefit and Salary Reduction for your entity. *(If you change the distribution to a different box you will receive a System Message warning you that you just changed the distribution between Regular, Fringe Benefit and Salary Reduction – if you click Cancel you will be able to correct the entry.)*
- Step 6:** Click **Save**. *Bottom left corner of the form see “saved changes.”*
- Step 7:** Repeat **Steps 2 – 6** to edit the employees’ rates for **OP&FPF – Police**.
- Step 8:** Click the **Close** button on the bottom right side of the screen to exit the Withholdings list.