



Notes from our Director November 2024

Save the Date: cmERDC's annual Business Conference for district business, HR & payroll staff will be held on Wednesday April 2nd at the Park Event Center in Waite Park.

I will be out on Medical Leave starting November 12th for approximately two weeks

Dawn Duevel
Director of Finance

Help Desk Hours are:
Monday-Friday 7:30 a.m. – 4:00 p.m.

Payroll News

Get your ACA updated now!

Under ACA under Payroll Documents in the Support Site, all the ACA prepare, process, & measurement documents are updated. *ACA1 2024 Summary ACA checklist* document is a great starting point.

Districts are encouraged to run their **Pay Fiscal YTD with Extract Report** (*Payroll / Payroll YTD Reports*) to review for any variances greater than +/- \$1.00. Adjusting contracts, pay base, or number of pay periods now will eliminate corrections in May/ June 2025.

Finance News

Reminder that the **final Audited UFARS file is due to MDE by Monday, December 2, 2024.** If cmERDC uploads your UFARS file, it has to be requested and sent to us by Tuesday, November 26th due to Thanksgiving break

Reminder to close Accounting Calendars 202401 – 202411 if the Bank Reconciliation Worksheets are completed. This will insure everything has been posted through those Periods and prevent someone from working in the prior year by mistake.

Upcoming Trainings & Events

Payroll 2 PM Tuesday Zoom Meetings:
Zoom Link is different for each meeting.

November 19th Intro to Online Ordering
<https://us06web.zoom.us/j/89518832294>

December 10th Q&A on Calendar 2024 W2 Year-End Process
<https://us06web.zoom.us/j/87966857035>

Save the Date-
Payroll Calendar Year-End Training
November 20th Wednesday
December 4th Wednesday
@ Sauk Rapids Civic Center
9 AM to Noon

We will cover Prepare for CY 2024, W2 process, Plan for CY 2025, & ACA Summary.

Email the Payroll//HR helpdesk
SMARTHR@cmerdc.org for the doodle link.

Finance 1099 Training
December 4th Wednesday
@ cmERDC 9 AM – 11 AM

Email the Finance helpdesk
UFARS01@cmerdc.org to sign up.

Offering Payroll Services, Cooperative Purchasing, and Copier Services to all schools in our Region.