



HUMAN RESOURCES

RELEASE NOTES – DECEMBER 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **HUMAN RESOURCES** system and installed on your site in December 2015.

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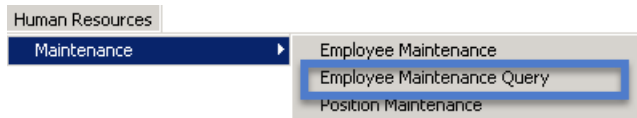
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1. EMPLOYEE MAINTENANCE

1.1. Read Only Query Screen

The employee maintenance screens (all tabs) are available in **read only** mode. Access this new feature by selecting **Human Resources ► Maintenance ► Employee Maintenance Query**. This will allow, for example, department managers, when set up to do so, to **view** data for their respective employees while allowing the payroll office to maintain the integrity and accuracy of the data. No data may be changed or added on these **Read Only** screens.



Employee Maintenance **Read Only**

Employee Number: 000007 JOHN Q PUBLIC

Employee Attachments: [None]

Employee Position Attachments: [None]

Employee Notes: No text available

Current Positions: T1231WADM-01 TOHN ADMINISTRATOR 1.00
N9991TERTERM-01 UNASSIGNED POSITION 1.00

Navigation: Contact, Personal, Des/Ben, Add/Wages, Payrol, Accounting, Salary, Dates/Class, Degrees, Custom, Accidents, ACA

Residential Address House# 1 Street WASHINGTON ST Address 1 WASHINGTON ST Unit# 3A City CAMBRIDGE State MA Zip 02138-0000	Employee Contact Phone #1 (555) 123-4567 Type H Home Phone #2 (000) 000-0000 Type Phone #3 (000) 000-0000 Type Email keith@gourtown.com DD Email Test Date
Mailing Address <input checked="" type="checkbox"/> Same as Residential Address Address 1 WASHINGTON ST Unit# 3A City CAMBRIDGE State MA Zip 02138-0000	Emergency Contact Name Phone (000) 000-0000 Type Relation

To implement this feature, contact support@admins.com.

[ADM-AUC-HR-9667-3]

1.2. Degrees Tab–Dates

Prior to the software update, the allowable range for dates was minus 40 years/plus one year and no override was allowed. This was changed to provide more flexibility; now when entering a date outside of the prescribed range, the message will appear but the user will have the option to override and continue.

This is in effect for both the Add Skill and Add Line to an existing skill buttons.



The screenshot shows the 'Employee Maintenance' interface. At the top, there are fields for 'Employee Number' (000005) and 'Skill Code' (28). Below these are buttons for 'Add Skill' and 'Delete Skill', both circled in red. A blue arrow points from the 'Add Skill' button to a secondary dialog box. At the bottom, a row of tabs is visible, with 'Dates/Class' and 'Degrees' highlighted by a blue box.

This is a secondary dialog box titled '[AUC] 6446-Employee Maintenance [theresa]'. It contains fields for 'Required: Enter Skill Code' (28) and 'Required: Enter Effective Date (mmddyyyy)' (02141958). Both fields are circled in red. A blue arrow points from the 'Add Skill' button in the previous screenshot to this dialog. At the bottom are buttons for 'Lookup', 'OK', 'Cancel', and 'Clear All'.

This is an information message dialog box titled '[auc] 6446-Employee Maintenance'. It contains a message icon and the text: 'P6162-Date can be FORTY years back or ONE year forward.' There is an 'OK' button at the bottom right.

Figure 1 Before

This is a confirmation dialog box titled '[AUC] 6446-Employee Maintenance'. It contains a question mark icon and the text: 'P6162-Date outside 40 years back or 1 year forward. Continue to Add?'. There are 'Yes' and 'No' buttons at the bottom right, with 'Yes' circled in red.

Figure 2 After

[ADM-AUC-HR-9675]

1.3. Dates/Class Tab–Evaluation Date

The valid date range for the next evaluation date was expanded to allow dates up to 24 months in the past and 72 months in the future. Set this value by selecting **Human Resources** ► **Maintenance** ► **Employee Maintenance** ► **Dates/Class Tab**. This will allow sites with contractual obligations that extend up to six years into the future to set dates accordingly.



Employee Maintenance

Employee Number: 000013 LYNN GENEREUX
Position: 5005CAFWRKR-02 CAFETERIA WORKER - UNION 1 Of 1

1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class

Employee	Age	Position Dates	LOS
Date of Birth	10-Nov-1932 83	Date Applied	
Date of Death		Offer Date	
Date of Marriage		Position Hire Date	24-Sep-1970 Yr:45 Mo:1 Dy:24
Fingerprint		Anniversary Date	24-Sep-1970
Physical Completed		Longevity Date	24-Sep-1970 Yr:45 Mo:1 Dy:24
Last Processed		Probation End Date	
Last Payroll	11-Jul-2011	Retirement Date	22-Jun-2011
Last Perfect Attendance		EEO/Orig Hire Date	24-Sep-1970 Yr:45 Mo:1 Dy:24
Last Annual Attendance		FT Date	24-Sep-1970 Yr:45
Other		Final COBRA Date	
Leave of Absence Start		Layoff Date	
Leave of Absence End		Recall Date	
Adjusted Seniority Date		CT PT Sick Leave Date	
Tenure Date		Evaluations	
		Date of Last Eval	01-Nov-2013
		Date of Next Eval	01-Nov-2022

Classifications

Employee Status	A	Active
Employee Type	F	Full-Time
EEO Employment Category	07	Skilled Craft
EEO Employment Type	01	Full-Time
Workers Compensation Code	B101	SCHOOL ALL OTHER
Accrual Group	SC18	20HRS/10MTHS/UNLMTD

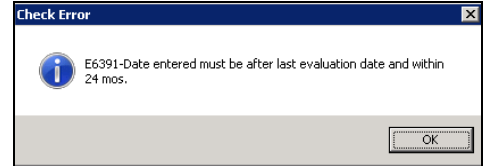


Figure 3 Before

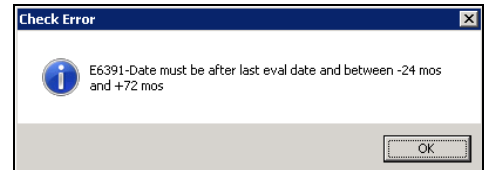
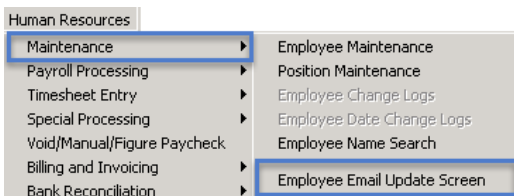


Figure 4 After

[ADM-AUC-HR-9643]

1.4. Employee Email Update Screen

The screen used for updating and entering employee email addresses was enhanced for usability. To access the screen, select **Human Resources** ► **Maintenance** ► **Employee Email Update Screen**.



The test button was moved to the left side of the screen and the filter buttons were moved to the area above the data grid to take advantage of the available space and show more records per screen.



Employee Email Update Screen

Goto...
Actions

Active w/Direct Deposit
Active
All

Active w/Direct Deposit

1 Employee	2 Name	3 Timesheet Group	Position	Term Date	Email Address	Email DD	Test Date
000003	BELANGER, KEITH	TOWN -DPW	X999REITERM-01		keith@yourtown.com	<input checked="" type="checkbox"/>	
000007	HORN, KEITH H	SCHOOL-STAL	S005TEAGRO2-01		keith@histown.org	<input checked="" type="checkbox"/>	
000012	CONSIGLI, MARIE R	SCHOOL-SOUT	S003RITMEMB-01		theresa@adins.com	<input checked="" type="checkbox"/>	25-Sep-2015
000013	HOLMES, LYNN	SCHOOL-SCHOOL	S006ADVJR -01			<input type="checkbox"/>	
000020	BLANCHETTE, LYNN M	SCHOOL-BMMS	S012TEASST5-01			<input type="checkbox"/>	
000023	PONERS, KAREN M	SCHOOL-BMMS	S012TEASCT5-02			<input type="checkbox"/>	

Test

Figure 5 Before

All Employees Employee Email Update Screen

Goto...
Actions

Active w/Direct Deposit
Active
All

All

1 Employee	2 Name	3 Timesheet Group	Position	Term Date	Email Address	Email DD	Test Date
000000			000 -00			<input type="checkbox"/>	
000003	BROOKS, KEITH	TOWN -DPW	X999REITERM-01	22-Oct-1997	wendy@adins.com	<input checked="" type="checkbox"/>	26-Aug-2014
000004	REZZUTI, MARIE	TOWN -TOWN	T137SENSRAB-00	31-Dec-2013	support@adins.com	<input checked="" type="checkbox"/>	
000004	REZZUTI, MARIE	SCHOOL-SCHOOL	X999REITERM-01	09-Aug-2006	support@adins.com	<input checked="" type="checkbox"/>	
000005	HORN, LAWRENCE J	SCHOOL-SCHOOL	X999REITERM-01	31-Dec-2003	theresa@adins.com	<input type="checkbox"/>	
000007	CONSIGLI, KEITH H	SCHOOL-BHS	T123TWNADMN-01		keith@yourtown.com	<input type="checkbox"/>	
000007	CONSIGLI, KEITH H	TOWN -POL	X999REITERM-01		keith@yourtown.com	<input type="checkbox"/>	
000012	HOLMES, MARIE R	SCHOOL-BHS	S009SPDSPEE-01		theresa@adins.com	<input checked="" type="checkbox"/>	07-Aug-2014
000013	GENEREUX, LYNN	SCHOOL-MACY	S005CAFWRKR-02		theresa@adins.com	<input checked="" type="checkbox"/>	25-Sep-2015
000014	FURTADO, KEITH N	SCHOOL-SOUT	S003RITMEMB-01	01-Sep-2010	theresa@adins.com	<input checked="" type="checkbox"/>	
000014	FURTADO, KEITH N	TOWN -ETRE	X999REITERM-01	31-Jan-2001		<input type="checkbox"/>	

Test

Figure 6 After



The Active w/Direct Deposit button filters the list to show just those employees who are currently set as using Direct Deposit on the employee maintenance screen. This filter allows for easier data entry by hiding the employees not currently using Direct Deposit.

[ADM-AUC-HR-9636]

1.5. ACA Tab–Edit List

There is a new button on the ACA tab of the employee maintenance screen that runs an edit list for the Affordable Care Act.

Employee ACA

Goto...
Actions

Employee Number: 000003 KEITH BROOKS

Employee Attachments
Employee Position Attachments

No picture on file

Current Positions: 000
All Positions: 000

ACA Edit List

1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom 1 Accidents 2 ACA



Task 6488: Employee ACA Edit List

Employee ACA Edit List

Include Reportable Non-Reportable Both

Run as Preview Print PDF

If Printing use Duplex Yes No

This generates an edit list showing the data that has been entered into the screen:

6488-HREMPACAEDT.REP Printed 24-Nov-2015 at 14:27:05 by THERESA Town of ADMINS Page 1
Employee ACA Edit List

```

=====
Employee# Employee Name Position Reportable
=====
000152 GARIEPY, KEITH FERN TOWN ADMINISTRATOR Yes

Reporting Entity ----- #1 ----- #2 ----- #3 ----- #4 -----
Reporting Bargaing Unit 1 - - - - -
ACA Offer Start/End 19-Feb-2015
ACA Reporting Start/End 01-Jan-2015
ACA Full Time Start/End 19-Feb-2015
ACA Coverage Declined

Line First Name Middle Name Last Name Suffix SS# Birth Date Cover Start Cover End
-----
1 KEITH FERN GARIEPY 001-10-1046 #1 19-Feb-2015

=====
Employee# Employee Name Position Reportable
=====
001006 CORRIVEAU, LYNN L COLLECTOR-TREASURER Yes

Reporting Entity ----- #1 ----- #2 ----- #3 ----- #4 -----
Reporting Bargaing Unit MGMT -TH - - - - -
ACA Offer Start/End 01-Jan-2015
ACA Reporting Start/End 01-Jan-2015
ACA Full Time Start/End 01-Jan-2015
ACA Coverage Declined

Line First Name Middle Name Last Name Suffix SS# Birth Date Cover Start Cover End
-----
1 LYNN L CORRIVEAU 001-10-1084 #1 01-Jan-2015

=====
Employee# Employee Name Position Reportable
=====
001148 HARVEY, KAREN L MIS Yes

Reporting Entity ----- #1 ----- #2 ----- #3 ----- #4 -----
Reporting Bargaing Unit 1 - - - - -
ACA Offer Start/End 19-Feb-2015
ACA Reporting Start/End 01-Jan-2015
ACA Full Time Start/End 19-Feb-2015
ACA Coverage Declined

Line First Name Middle Name Last Name Suffix SS# Birth Date Cover Start Cover End
-----
1 KAREN L HARVEY 001-10-1103 #1 19-Feb-2015

```

[ADM-AUC-HR-9671]



1.6. ACA Tab–User Access

User access to the tabs on the Employee Maintenance Screen is controlled in the User Profile table here:

The screenshot shows the 'User Profile Screen' for user 'THERESA' (Theresa Campbell). The 'Human Resource Defaults' section is active, showing a list of tabs with 'Yes/No' radio buttons for access. The 'Affordable Care Act' tab is currently set to 'No' and is circled in red. Other tabs like 'Contact Information', 'Personal Information', etc., are all set to 'Yes'. The 'Default Bank' is set to 'DOWS'. At the bottom, there are buttons for 'Add User' and 'Change Password'.

Prior to the software update, users were able to still access the Affordable Care Act tab when their Tab Access was set to “No”. This was corrected. Now if a user has the ACA tab set to no, when they access the Employee Maintenance screen, the tab will not be in focus and the user will be unable to access the tab.

The screenshot shows the 'Employee Maintenance' screen for Employee Number '000000'. The 'ACA' tab at the bottom right is circled in red. The screen displays 'No Active Positions' and a table of 'Current Positions' with columns for position ID and count. The 'Employee Attachments' and 'Employee Position Attachments' buttons are visible at the top right.

[ADM-AUC-HR-8668]

2. PAYROLL PROCESSING

2.1. Direct Deposit Email Instructions

The direct deposit email sent to employees has been changed to make it easier for recipients to understand what password is required. An example with an apostrophe is now included in addition to the original examples.



Your password is the first four letters of your last name (capitalized), then the last four digits of your social security number.

Example: JANE SMITH SS# 001-01-1001
Password: SMIT1001

Example: JANE LEE SS# 001-01-1002
Password: LEE1002

Example: JANE MC KINNON SS# 001-01-1003
Password: MC K1003

Figure 7 Before

Your password is the first four characters of your last name (capitalized), then the last four digits of your social security number.

Example: JANE SMITH SS# 001-01-1001
Password: SMIT1001

Example: JANE LEE SS# 001-01-1002
Password: LEE1002

Example: JANE MC KINNON SS# 001-01-1003
Password: MC K1003

Example: MICHAEL O'ROURKE SS# 001-01-1004
Password: O'R01004

Figure 8 After

[ADM-AUC-HR-9669]

2.2. Release Timesheets by Warrant

The Release Timesheets by Warrant screen would sometimes cause the application to stop. This was corrected.

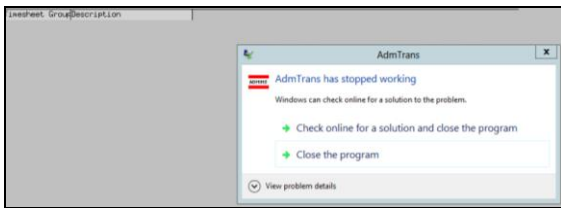


Figure 9 Before

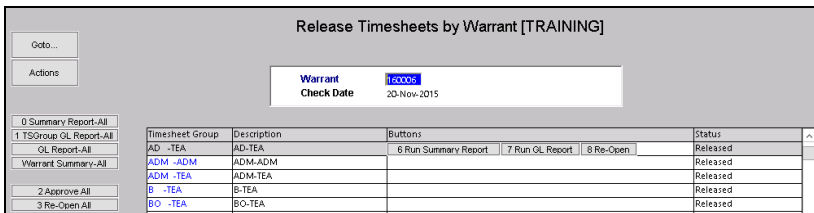


Figure 10 After

[ADM-AUC-V90-67]

2.3. Labor Distribution Posting to Control Accounts by Account

The general ledger offers an option to specify **Control Accounts by Account** numbers. If no control account by account entry exists for a given account, the Control Account for the fund is used. Since the software update, if the account used for payroll expenses has a control account by account, it will be used. Previously the control account by fund table was always used, regardless of the presence of a control account by account entry.

[ADM-AUC-HR-9670]

2.4. Missing Pay

Some pay was being missed which understated the amount on the payroll calculation exception report. This was corrected.

[MDT-SUP-SAPLAUC-797]



2.5. FLSA

FLSA amounts are no longer posted as hours as this inflated the hours on the payroll checks.

[ADM-AUC-HR-9664]

2.6. Vendor Notes Now Hidden on Attachments

Vendor check attachment images currently include the notes from the vendor screen. This may include sensitive or private information. These attachments are available from the Accounts Payable vendor screen. The notes are now suppressed from the attachment copy available on the **Vendors ▶ View ▶ Attachments** screen. For example, a note is set here on **Cost Code ALT211**:

The screenshot shows the 'Cost Code Table' for 'ALT211'. The 'Vendor Notes' field is highlighted with a red circle. The notes text is: "Sample notes that are available on the original printed check but not on the image as attached to the vendor history record on the AP screen."

This note appears on the printed check #013349:

The screenshot shows a printed vendor statement for 'TOWN OF ADMINS'. The 'Vendor Notes' field is highlighted with a blue box. The notes text is: "Sample notes that are available on the original printed check but not on the image as attached to the vendor history record on the AP screen."

When accessing the attachment copy from the **Vendors ▶ View ▶ Attachments** screen, the note is suppressed:



TOWN OF ADMINS
ANYTOWN, MASSACHUSETTS

VENDOR STATEMENT #013349

Check #: 080281
Issue Date: 01-Oct-2015
Period Ending: 23-Sep-2015
Warrant #: 902883
Employee #: 999999

ALTUS DENTAL 7277-0002
PO BOX 845269
BOSTON MA 02284-5269

[ADM-AUC-HR-9638]

3. SPECIAL PROCESSING

3.1. Benefit Statements

Human Resources
Maintenance
Payroll Processing
Timesheet Entry
Special Processing

Benefit Statements

Description	Date
Reset Process	09-Apr-2015
Print Section - Benefit Statement	09-Apr-2015
Category - Benefit Statement	09-Apr-2015
Cost Code Table - Benefit Statement	09-Apr-2015
Pay Code Table - Benefit Statement	28-Sep-2015
Bargaining Unit Table - Benefit Statement	09-Apr-2015
Form Control Screen - Benefit Statement	
Audit Reports - Benefit Statement	
Print Benefit Statements	
Attach Benefit Statements	

3.2. Pay Code Table

To access the screen, select the Detail button. Prior to the software update, the detail button would display the following error message:

Figure 11 Before

Figure 12 After



This was corrected. Now, when clicking on the detail button, the Pay Code Table entry screen for the selected code is displayed.

[ADM-AUC-HR-9639]

4. REPORTS

Two new reports were added to show unproductive and unpaid time. Select **Human Resources** ▶ **Reports** ▶ **Report Library** ▶ **By Timesheet** to access the reports. The first is found under the **Timesheet Entry Reports** group.

4.1. Timesheet Entry by TS Group/Employee Unproductive/Unpaid

Report Library by Timesheet		
Report Name	Sample	Run
6270-Timesheet Cards	Sample	Run
----- Timesheet Entry Reports -----	Sample	Run
6273-Timesheet Entry Cards	Sample	Run
6146-Warrant Labor Costs - Expected vs. Actual	Sample	Run
6099-Timesheet Entry Detail - Changed Timesheets	Sample	Run
6081-Timesheet Entry Detail - Notes	Sample	Run
6226-Timesheet Entry Detail by Expense Account	Sample	Run
6220-Timesheet Entry Detail by TS Group/Employee	Sample	Run
6606-Timesheet Entry by TS Grp/Emp Unproductive/Unpaid	Sample	Run

Task 6606: Timesheet Entry by TS Grp/Emp Unproductive/Unpaid

Timesheet Entry Detail by TS Grp/Emp Unproductive/Unpaid

Optional: Enter Unposted Warrant #

Optional: Work Date Range (mmddyyyy) From: To:

Optional: Enter up to 9 Bargaining Units 0 values:

Optional: Enter up to 9 Timesheet Groups 0 values:

Optional: Enter up to 9 Pay Groups 0 values:

Optional: Enter up to 9 Employee# 0 values:

Optional: Enter up to 9 Pay Codes

New Page for Every Timesheet Group: No Yes

Sort Report By: Employee# Employee Name

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Optional: Enter up to 9 Pay Codes

1:	<input type="text" value="CMP B NP"/>	<input type="text" value="Comp Time Used Non Pensior"/>
2:	<input type="text" value="COMP"/>	<input type="text" value="COMP TIME USED"/>
3:	<input type="text" value="SIC"/>	<input type="text" value="SICK LEAVE - HOURLY"/>
4:	<input type="text" value="VAC"/>	<input type="text" value="Vacation - hours"/>
5:	<input type="text" value="DHLP"/>	<input type="text" value="HOLIDAY PAY - SALARIED"/>
6:	<input type="text" value="DHOL"/>	<input type="text" value="HOLIDAY LEAVE - daily rate"/>
7:	<input type="text" value="DCOMP"/>	<input type="text" value="Comp day used"/>
8:	<input type="text" value="DSIC"/>	<input type="text" value="SICK LEAVE - daily rate"/>
9:	<input type="text" value="DPER"/>	<input type="text" value="PERSONAL DAY LEAVE - daily"/>

This report offers a number of selection criteria, allowing the user to filter on warrant #, bargaining unit, timesheet group, pay group, and employee number. The report was designed specifically to offer selection on up to nine pay codes and will display the Unproductive time as a sub total for each employee as well as a total for all employees. This report is used for data that is currently in an **in-progress (unposted)** warrant.



6606-HRTSEMFDETUNP.REP Printed 24-Nov-2015 at 11:09:29 by THERESA Tom of ADMINS Page 5
Timesheet Entry by TS Grp/Emp Unproductive/Unpaid

Work Date	Warrant	Pay Code	Hours	Days	Wages Paid	Expense Account
Unproductive:			1.00		429.12	
Employee Total:			1.00		429.12	

070617	MARTINIS, KEITH A	TS10BOHAGHT-01				
11-Nov-2014	111014	DHOL	HOLIDAY LEAVE - dail	1.00	226.05	1000-510-0000-005-00-00-51131 PERMANENT PERSONNEL - HEALTH AGENT
Unproductive:			1.00		226.05	
Employee Total:			1.00		226.05	

Unproductive:			3.25	20.00	4656.54	
Timesheet Group	TOWN	-TOWN	Total:	3.25	20.00	4656.54 TOWN

Unproductive:			3.25	20.00	4656.54	
**** Grand Total:			3.25	20.00	4656.54	

Selection Legend:

Pay Code: 'CMP B NP'
Pay Code: 'COMP'
Pay Code: 'SIC'
Pay Code: 'VAC'
Pay Code: 'DHLP'
Pay Code: 'DHOL'
Pay Code: 'DCOMP'
Pay Code: 'DSIC'
Pay Code: 'DPER'
Sorted by: Employee#

[ADM-AUC-HR-9667-1]

4.2. Timesheet History by TS Group/Employee Unproductive/Unpaid

The second report is found under **Timesheet History Reports** and provides the user with similar information, but on posted warrants rather than in process warrants.

----- Timesheet History Reports -----	
6227-Timesheet History Detail by Expense Account	Sample Run
6082-Timesheet History Detail - Notes	Sample Run
6247-Timesheet History Detail by TS Group/Employee	Sample Run
6607-Timesheet History by TS Grp/Emp Unproductive/Unpaid	Sample Run

The same selection criteria are available, along with the subtotal and totalling. The main difference is that for this report, a date range is required to run the report on the timesheet history:



Task 6607: Timesheet History by TS Grp/Emp Unproduct/Unpaid

Timesheet History by TS Grp/Emp Unproductive/Unpaid

Required: Work Date Range (mmddyyyy) From: To:

Optional: Enter up to 9 Warrant#'s 0 values:

Optional: Enter up to 9 Bargaining Units 0 values:

Optional: Enter up to 9 Timesheet Groups 0 values:

Optional: Enter up to 9 Pay Groups 0 values:

Optional: Enter up to 9 Employee# 0 values:

Optional: Enter up to 9 Pay Codes 0 values:

New Page for Every Timesheet Group: No Yes

Sort Report By: Employee# Employee Name

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

6607-HRTMSEMPDETUNP.REP Printed 24-Nov-2015 at 11:36:38 by THERESA Town of ADMINS Page 2

Timesheet History by TS Grp/Emp Unproductive/Unpaid

Work Date	Warrant	Pay Code	Hours	Days	Wages	Expense Account
Unproductive:			1.00	1.00	116.98	
Employee Total:			1.00	1.00	116.98	
Reset PAD:			1.00	1.00	116.98	
#Days:				1		
Unproductive:			2.00	2.00	249.13	
Timesheet Group	TOWN	-TOWN	Total:	2.00	249.13	TOWN
Reset PAD:			2.00	2.00	249.13	
Unproductive:			9.00	2.00	435.69	
**** Grand Total:			9.00	2.00	435.69	
Reset PAD:			9.00	2.00	435.69	

Selection Legend:

Work Dates: '01-Jan-2015' to '30-Nov-2015'

Pay Code(s): 'SIC'

Pay Code(s): 'DSIC'

Pay Code(s): 'COMP'

Pay Code(s): 'DCOMP'

Pay Code(s): 'VAC'

Pay Code(s): 'DVAC'

Pay Code(s): 'HOL'

Pay Code(s): 'DHOL'

[ADM-AUC-HR-9667-2]

4.3. Employee Leave Balance Listing

A new option to sort by Employee number or Timesheet group was added to the **Employee Leave Balance Listing** Report. Select **Human Resources** ► **Reports** ► **Report Library** ► **By Employee** to run the report.

Report Library By Employee

Report Name	Sample	Run
6038-Employee List - Cost of Leave	<input type="button" value="Sample"/>	<input type="button" value="Run"/>
6079-Employee Leave Balance Listing	<input type="button" value="Sample"/>	<input type="button" value="Run"/>
6609-Negative Leave Balance Listing	<input type="button" value="Sample"/>	<input checked="" type="button" value="Run"/>



Task 6079: Employee Leave Balance Listing
Employee Leave Balance Listing

Optional: Entity Code

Optional: Enter up to 9 Timesheet Groups Edit 0 values:

Optional: Enter up to 9 Leave Accrual Groups Edit 0 values:

Optional: Enter up to 9 Pay Groups Edit 0 values:

Optional: Enter up to 9 Leave Codes Edit 0 values:

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Figure 13 Before

Task 6079: Employee Leave Balance Listing
Employee Leave Balance Listing

Optional: Entity Code

Optional: Enter up to 9 Timesheet Groups Edit 0 values:

Optional: Enter up to 9 Leave Accrual Groups Edit 0 values:

Optional: Enter up to 9 Pay Groups Edit 0 values:

Optional: Enter up to 9 Leave Codes Edit 0 values:

Sort Report By: Employee# Timesheet Group/Employee#

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Figure 14 After

This affects the appearance of the report. When sorting by Timesheet group, there will be a:

- timesheet group name in the heading section
- page break for each timesheet group
- a total # of employees by timesheet group

The selection legend for the Grand Total will now show the Sort criteria.

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Town of ADMINS
Employee Leave Balance Listing

Employee	Accrual Code	Leave Code	BeginningBalance	Accrual	Taken	Forfeited	Paid Out	Balance	As Of Date
070090 OHNEMUS, MARIE M	SC22	SICKLEA		9.00 Days				9.00 Days	10-May-2012
070092 HENDERSON, KEITH LEE	SC37	PERSONAL		2.00 Days	1.00 Days			1.00 Days	20-Jun-2012
070092 HENDERSON, KEITH LEE	SC37	SICKLEA		6.25 Days				6.25 Days	20-Jun-2012
070092 HENDERSON, KEITH LEE	SC37	VACATION		5.00 Days				5.00 Days	20-Jun-2012
070118 DUBOIS, LYNN M	SC03	PERSONAL		2.00 Days				2.00 Days	10-May-2012
070118 DUBOIS, LYNN M	SC03	SICKLEA		5.00 Days	1.00 Days			4.00 Days	10-May-2012
070124 DUFRESNE, LAWRENCE T	NONE	VACATION		3.00 Hours				3.00 Hours	30-Dec-2010
070125 AZZOLINA, KAREN A	CL01	PERSONAL		2.00 Days				2.00 Days	09-Aug-2012
070125 AZZOLINA, KAREN A	CL01	SICKLEA		72.00 Hours				72.00 Hours	09-Aug-2012
070125 AZZOLINA, KAREN A	CL01	VACATION		1.50 Days				1.50 Days	09-Aug-2012
070133 ROCHE, LAWRENCE E	SC04	PERSONAL		2.00 Days				2.00 Days	10-May-2012
070133 ROCHE, LAWRENCE E	SC04	SICKLEA		2.50 Days				2.50 Days	10-May-2012
070144 ORBILLY, MICHAEL	CL04	SICKLEA		33.60 Hours				33.60 Hours	09-Aug-2012
Total Employees: 474									

Selection Legend:

Figure 15 Before – Always sorted by Employee #

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Town of ADMINS
Employee Leave Balance Listing

Timesheet Group: UNHQ0W-002 Theresa's Test Timesheet Group

Employee	Accrual Code	Leave Code	BeginningBalance	Accrual	Taken	Forfeited	Paid Out	Balance	As Of Date
004084 CABOUBY, MARIE R	SCH 12 L	PERSONAL		9.00 Days	6.00 Days			3.00 Days	28-Sep-2015
004084 CABOUBY, MARIE R	SCH 12 L	SICKLEA		169.00 Days	22.50 Days	1.00 Days		145.50 Days	28-Sep-2015
004084 CABOUBY, MARIE R	SCH 12 L	VACATION		78.50 Days	56.50 Days			22.00 Days	28-Sep-2015

Employees in Timesheet Group: 1

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Town of ADMINS
Employee Leave Balance Listing

Timesheet Group: UNHQ0W-002 Theresa's Test Timesheet Group

Employee	Accrual Code	Leave Code	BeginningBalance	Accrual	Taken	Forfeited	Paid Out	Balance	As Of Date
----------	--------------	------------	------------------	---------	-------	-----------	----------	---------	------------

Selection Legend:
Sorted by: Timesheet Group/Employee

Figure 16 After – Optionally Sorted by Timesheet Group

[ADM-AUC-HR-9667-4]



5. BILLING AND INVOICING

5.1. Customer Query Screen

The Transaction History button was not available from the Update Customer Tab. This was corrected.

The screenshots illustrate the navigation path for the 'Transaction History' button:

- Customer Query Screen:** Shows a list of customers. The '1 View' button for 'DANESI BROTHERS CONSTRUCTION' is circled in red.
- Invoice Summary - All Screen:** Shows the details for 'DANESI BROTHERS CONSTRUCTION'. The '3 Update Customer' button is circled in red. A blue arrow points from the '1 View' button in the first screenshot to this button.
- Customer Update Screen:** Shows the update form for 'BELLSTON POWER AMERICAN NATION'. The 'Transaction History' button is circled in red. A blue arrow points from the '3 Update Customer' button in the second screenshot to this button.

[ADM-AUC-HR-9637]



6. YEAR END PROCESSING

6.1. W2 Changes

Important 2015 W-2 & 1099 Changes

(As of May 13, 2015)

W-2

Medicaid waiver payments—Certain Medicaid waiver payments are excludable from income for federal income tax purposes. See Notice 2014-7 for additional information.

Rejected wage reports from the Social Security Administration (SSA)—Effective January 2015, the SSA will reject Form W-2 electronic and paper wage reports under the following conditions:

- Medicare wages and tips are less than the sum of social security wages and social security tips,
- Social security tax is greater than zero; social security wages and social security tips are equal to zero, and
- Medicare tax is greater than zero; Medicare wages and tips are equal to zero.

1042-S

Name and EIN of primary withholding agent—Beginning in 2015 for withholding agents that report amounts withheld by another withholding agent (in box 8), Form 1042-S requires reporting of the name and EIN of the withholding agent that withheld the tax (in boxes 14a and 14b). This information was optional for 2014 but is required for amounts paid in 2015 and subsequent years.

Substitute forms—Withholding agents that furnish a substitute Form 1042-S to the recipient must furnish a separate substitute Form 1042-S for each type of income or payment. Withholding agents are no longer permitted to combine all income and payments on a single substitute Form 1042-S and all fields on the substitute form must match the copy filed with the IRS.

Account-by-account reporting for U.S. financial institutions—

An **Audit Report** step was added after the **Build W2** step to identify conditions that will cause the W2 wage reports to be rejected by the Social Security Administration.

W2 Processing	
Description	Date
Reset W2 Menu	17-Nov-2015
W2 Entity Table	
Build W2 File	17-Nov-2015
W2 Audit Report	
Review W2 Forms	
Print W2 Forms	

Task 6028: W2 Audit Report

Print W2 Forms

Required: Enter Year **2015**

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

In the event that there are errors, a report will be displayed notifying you of what the error is and which employee records require attention. Contact support@admins.com for assistance in resolving these issues if this report displays any errors.

```

6028-HR02AUDIT.REP          Printed 21-Oct-2015 at 11:05:43 by ANTHEA          Page 1
                          Town of ADMINS
                          W2 Audit Report

                          These W2 Forms for 2013 will be rejected by the SSA for the following reasons
=====
Employee Name              Control#              Reason
=====
No Records Selected
  
```

Figure 17 W2 Audit Report with No Records Selected (the desired result)



```

6028-HRW2AUDIT.REP          Printed 21-Oct-2015 at 11:06:27 by ANTHEA          Page 1
                             Town of ADMINS
                             W2 Audit Report

-----
These W2 Forms for 2014 will be rejected by the SSA for the following reasons
-----
Employee Name                Control#      Reason
-----
000012  MARIE R HOLMES        SCHOOL-SOUT
                                           Medicate Wages/tips are less than the sum of Social Security Wages + SS Tips
                                           Medicare Wages/Tips (Box 5)                :          .00
                                           Social Security Wages (Box 3) + Tips (Box 7) :          1.00

000199  KAREN M BAKER            SCHOOL-SCHOOL
                                           Social Security Tax is greater than zero, while SS Wages + SS Tips equal 0
                                           Social Security Tax (Box 4)                :          1.00
                                           Social Security Wages (Box 3) + Tips (Box 7) :          .00

*** Grand Total *** # Records: 2
-----

```

Figure 18 W2 Audit Report Sample

6.2. W2 Entity Table – Affordable Care Act (ACA)

Changes were made to the existing W2 Entity table to accommodate the data for this new requirement. A button was added to allow the user to access the 1095 menu directly from this screen.

Payroll W2 1095 - C

Goto...

Actions

Add Entity

Delete Entity

Edit List

W2 Menu

1095 Menu

Entity	Description	1099-R	W-2
TOWN OF ANYWHERE	TOWN OF ANYWHERE	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name TOWN OF ANYWHERE

Address 1 1 MAIN STREET

Address 2

Address 3

City CAMBRIDGE **Phone** (555) 555-5555

State MA **Zip Code** 02138-0000 **Fed Tax ID** 123456789

Country **State Tax ID** 123456789101

1 Payroll W2
2 Payroll W2 ACA
2 Payroll 1099-R
4 Payroll 1099-R ACA

Contact Name SALLY Q. PUBLIC Phone (555) 321-9876 Ext 123

Export File Path

1094-C Line 22 (select all that apply):

A. Qualifying Offer Method B. Qualifying Offer Method Transitional Relief

C. Section 4980H Transitional Relief D. 98% Offer Method

Coverage is Provided Through a Self-Insured Plan? Yes No

1095-C Line 14 Overall Value:

All 12 Months IE or

Jan	Feb	Mar	Apr	May	Jun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jul	Aug	Sep	Oct	Nov	Dec
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1095-C Line 15 For Codes 1B, 1C, 1D or 1E:

Employee Share of Lowest Cost Monthly Premium for Self-Only Minimum Value Coverage

All 12 Months

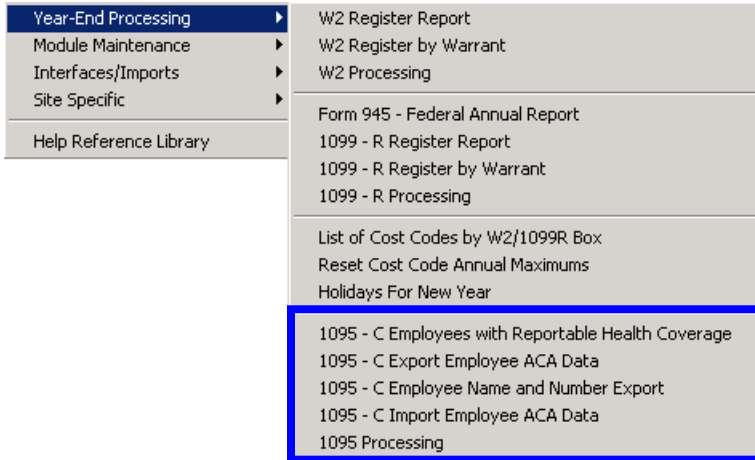
Jan	Feb	Mar	Apr	May	Jun
<input type="checkbox"/>	97.10	97.10	97.10	97.10	101.96
Jul	101.96	101.96	101.96	101.96	101.96
<input type="checkbox"/>	101.96	101.96	101.96	101.96	101.96

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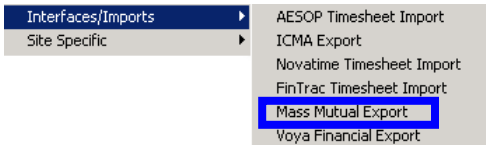


7. AFFORDABLE CARE ACT (ACA)

A set of screens has been added to handle year-end ACA processing. The 1095C forms are populated via these screens. A separate document details the use of this new feature and will be provided in mid-December prior to the webinar.



8. INTERFACES/IMPORTS



8.1. Mass Mutual Export

The Mass Mutual prompt was changed to require that the user select a warrant number when creating the export. Prior to the software update, the Posted Warrant # last used would still be in the field, and sometimes resulted in the user making a selection of an old warrant instead of the current warrant. This now requires the selection of a warrant from the lookup or the direct entry of the warrant number.

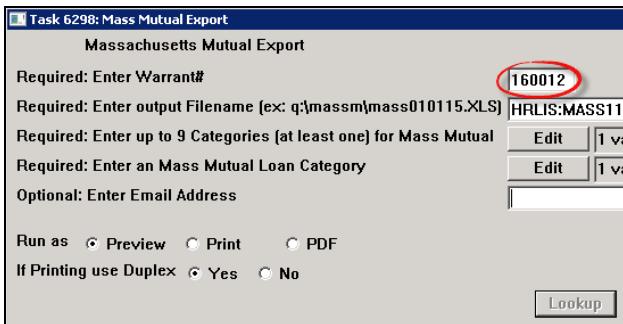


Figure 19 Before

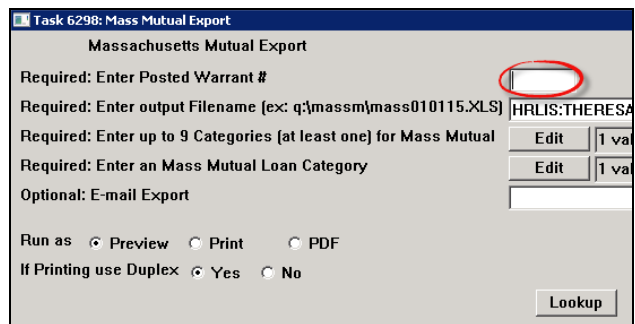
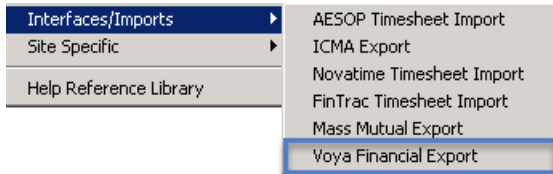


Figure 20 After

[ADM-AUC-HR-9683]



8.2. VOYA Financial Export



Reports that contain employees' social security numbers should not be emailed. This option was removed from the VOYA Financial Export.

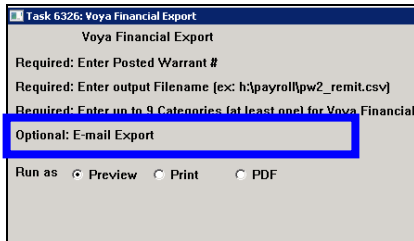


Figure 21 Before

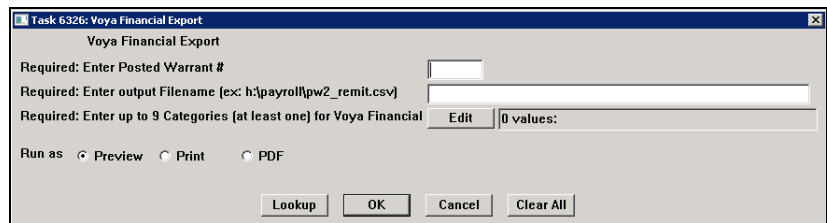


Figure 22 After

9. HELP REFERENCE LIBRARY

9.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- YEAR END PROCESSING Import ACA Data From Spreadsheet