HUMAN RESOURCES

RELEASE NOTES – JUNE 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Human Resources** system. The ADMINS Support staff installed these changes to your system on **June 21, 2014**.

TABLE OF CONTENTS

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1. EMPLOYEE MAINTENANCE

1.1. Posting Encumbrance Adjustments

An issue with the posting of Human Resources encumbrances that left the General Ledger Transaction Code blank when posting to the General Ledger was corrected.

[PCS-SUP-SAPLAUC-409]

1.2. Adding a New Employee

Prior to the software update, when adding a position to a new or existing employee, if the selected position lacked a default General Ledger Account number, the missing General Ledger Account error was shown *after* filling in the date of hire and confirming the salary. Two enhancements were made to this process to 1.) alert the user and 2.) prompt for the entry of the account number during the process.

1.2.1.   Lookup Enhanced

The lookup now indicates that the Account number is blank:

The position may still be selected

The prompts will appear for the date of hire and salary information:

1.2.2.   Prompt for Missing Account Number

Then a prompt will appear requiring that a default account number be entered, which may be chosen from a lookup or entered directly.

[ADM-AUC-HR-9484]

1.3. Employee Deductions – Additional Amounts

The employee deduction/benefit screen has been modified so that the Original Amount and the Remaining Balance fields can only be changed if there is an amount to be taken.

The amount to be taken is set based on the Cost Code Table Flat Amount or Base Bucket % or by the entry of an Additional Amount in the employee deduction/benefit screen.

To access this screen, select **Human Resources ▶ Maintenance ▶ Employee Maintenance** and click on the deductions tab. It should allow an original amount and remaining balance only if there is an additional amount or a table amount.

[ADM-AUC-HR-9490]

2. PAYROLL PROCESSING

2.1. Emailing Direct Deposit Advice to Employees

ADMINS is pleased to announce a new feature for our Human Resources customers. You will now be able to email Direct Deposit Advice to your employees. These files are encrypted and password protected. The details are found in **Human Resources ▶ Help Reference Library ▶ Payroll Processing ▶ Emailing Direct Deposit Advice**.

[ADM-AUC-DOC-91]
[ADM-AUC-HR-9432]

3. BILLING AND INVOICING

The **Detail Billing** process has been renamed to **Billing and Invoicing** to reflect its use for multiple Accounts Receivable scenarios, such as Police Details, Custodian Details and other applications. There is a new document available that describes the many enhancements to the process that are included in this software update. Find the document under **Human Resources ▸ Help Reference Library ▸ Special Processing**.

[ADM-AUC-HR-9481]

4. QUERIES

4.1. Vendor Check History

The Check Listing report has been changed to make the Vendor Number optional. This report is accessed from the 7 Check Listing button on the **Human Resources ▸ Queries ▸ Vendor Check History** screen.
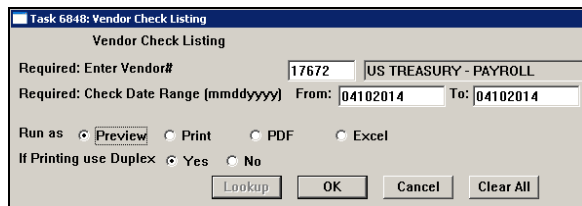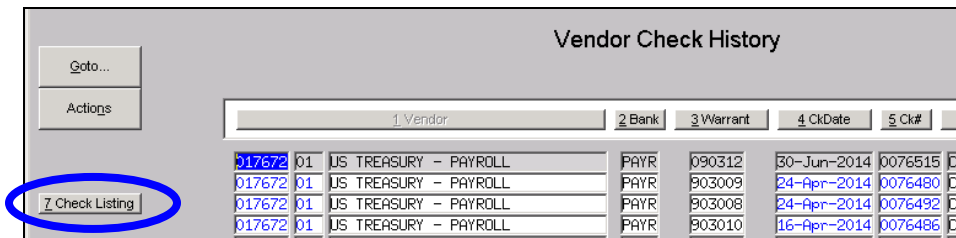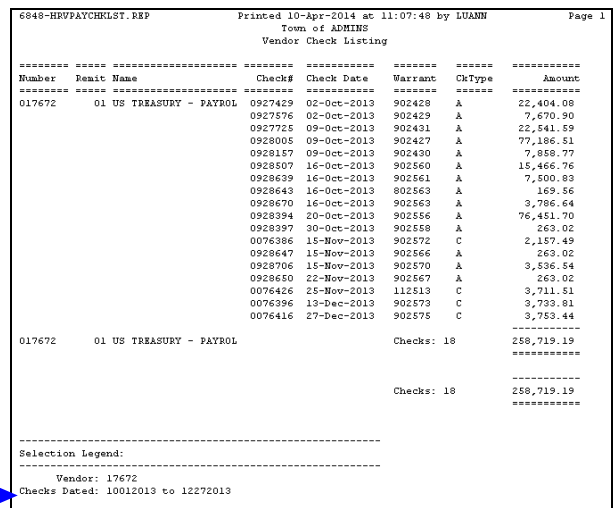
Figure 1 Before   **Figure 2 Before**

This will now print a listing of all vendor checks generated during payroll processing for the check date range selected. The first example shows a single date selected – only checks dated December 27, 2013 will be listed.

Figure 3 After

The second example specifies a Check Date Range from October 1, 2013 through December 27, 2013

Figure 4 After

[ADM-AUC-HR-9489]

4.2. Leave History Screen Transactions Tab

4.2.1. New Calculated Balance Column

This screen displays leave by the most recent leave date. The calculated balance column is a new column that show the balance based on the screen display. The legacy column, posted balance, is the balance based on the warrant calculation date. The posted balance will match the employees check information and check images. To access the screen, select **Queries ▶ Leave History ▶ Transactions Tab**.

Figure 5 Before

Figure 6 After

[ADM-AUC-HR-9484]

5. REPORTS

5.1. Employee Leave Balance Listing

This report was repeating the As of Date for each line. It has been corrected to show only one As of Date for each balance (hours and days for each accrual code).

[ADM-AUC-HR-9503]

5.2. By Employee ▶ Employee Profile Card

Prior to the update, the profile card printed data for Leave Balance codes no longer in use. This report was changed to show only active codes.

```
                                    EMPLOYEE PROFILE CARD
                                      AS OF 29-May-2014

 EMPLOYEE 070559                  Mailing Address                   Personal Data
+--------------------------------+--------------------------------+--------------------------------+
| MILLER, FRED                   | MILLER, FRED                   | SS# : 125-33-0000              |
| 1 MAIN STREET                  | 1 MAIN STREET                  | Gender: Male                   |
| BRISTOL            NH  03222-0000 | BRISTOL          NH  03222-0000 | D.O.B: ** Unknown **          |
|                                |                                | Previous Name:                 |
|                                |                                | Race: ** Unknown **            |
+--------------------------------+--------------------------------+--------------------------------+
 Contact Information                    Tax Withholdings
+--------------------------------+   +--------------------------------------------+
| Tel 1: ** Unknown **           |   |              Type    Table    #Exempts     |
| Tel 2: (000) 000-0000          |   | Federal      FED     M                     |
| Tel 3: (000) 000-0000          |   | State        MA      M                      |
| Emergency: ** Unknown **       |   | Other                                      |
| Contact: ** Unknown **         |   |                                            |
+--------------------------------+   +--------------------------------------------+
 Positions
+------------------------------------------------------------------------------------------------------+
|                                         Pay                                Position        EEO/Original |
| Position      Description          Bargaining Unit Group   Schedule Grade Step FTE Hire Date  Terminated Hire Date |
| S012CUS1STS-01 CUSTODIAN           AFL-AF          12 MTH  CU       1     1   1.00 01-Jan-2014          21-Nov-2013 |
| T183DISCOMM-01 COMMISSION ON DISABILITY  NON-NO    TW      UNK      1     1   .05  01-Jan-2014          21-Nov-2013 |
| T253INSPLMB-01 PLUMBING & GAS INSPECTOR  TOCL-01   TW      C6       11    1   1.00 21-Nov-2013          21-Nov-2013 |
+------------------------------------------------------------------------------------------------------+
 Leave Balances
+------------------------------------------------------------------------------------------------------+
| Code - Description       Begin Balance    Accruals      Taken       Forfeit      Prior YR      Balance |
|                          Hrs    Days    Hrs    Days   Hrs   Days   Hrs   Days  Hrs   Days   Hrs   Days |
| PERSONAL Personal                               2.00                                              2.00 |
+------------------------------------------------------------------------------------------------------+
 Salary History                                        ** Shows 3 Positions (last salary for each) **
+------------------------------------------------------------------------------------------------------+
| Position      Effective   BargainingUnit Schedule Grade Step FTE      Annual      Period    Daily   Hourly |
| S012CUS1STS-01 01-Jan-2014 AFL-AF        CU       1     1   1.00   31,928.00     614.00    122.80  15.3500 |
| T183DISCOMM-01 01-Jan-2014 NON-NO        UNK      1     1   .05         1.00        .50       .25  40.0000 |
| T253INSPLMB-01 21-Nov-2013 TOCL-01       C6       11    1   1.00   18,543.20     356.60     71.32  17.8300 |
+------------------------------------------------------------------------------------------------------+
 Accounting                                            ** Shows 3 Positions (one acctg line per position) **
+------------------------------------------------------------------------------------------------------+
|                                   SalaryPer BenefitPer                                               |
| Position      Account             Pay Per   Pay Per   Up to $ Start Date End Date  Actual Amount Encumb Amt |
| S012CUS1STS-01 1000-300-4110-190-12-00-51450 100.0000 100.0000                                       |
| T183DISCOMM-01 1000-183-0000-001-00-00-51140 100.0000 100.0000                                       |
| T253INSPLMB-01 1000-253-0000-002-00-00-51110 100.0000 100.0000                                       |
+------------------------------------------------------------------------------------------------------+
 Deductions
+------------------------------------------------------------------------------------------------------+
|                                            ------------ Additional -----------                       |
| Code - Description         Effective   Stop          Amount    Amount    Start    Stop    PreTax      |
| Tier: 1      Position: S012CUS1STS-01 CUSTODIAN                                                       |
|  --------------------------------------------------------------------------                          |
|                                                                                                      |
| Tier: 1      Position: T183DISCOMM-01 COMMISSION ON DISABILITY                                        |
|  --------------------------------------------------------------------------                          |
|                                                                                                      |
| Tier: 1      Position: T253INSPLMB-01 PLUMBING & GAS INSPECTOR                                        |
|  --------------------------------------------------------------------------                          |
|                                                                                                      |
+------------------------------------------------------------------------------------------------------+
```

[ADM-AUC-HR-9492]

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Page 7 of 12

5.3.   Post Labor Distribution – Split Payroll

The Labor Distribution Summary report was enhanced with a legend that indicates the time and benefit split used in the posting. This will aid the user when investigating how payroll was posted across fiscal years.

```
7285-HRLABDSTSUM.REP              Printed 27-May-2014 at 16:25:20 by THERESA
                                                                Town of ADMINS
                                                          Labor Distribution Summary


Payroll Batch: 1272
Employee/Account                                               Debit        Credi
----------------------------------------------------------- ----------  ----------
                                                            ----------  ----------
                                      Report Total           66154.98    66154.9
                                                            ==========  ==========


Account Type Summary      Debit      Credit Encumbrances
==================== ============ ============ ============
Asset                      516.00   25,169.03
Liability               34,997.39   40,985.95
Fund Equity
Revenue
Expenses                30,641.59

plit Payroll Legend
==================================================================
ime Split Indicator -- Hourly-Days Worked or Salaried-%    Chargeback Percentage --        50.00
enefit Split Indicator -- Percentage                       Chargeback Percentage --        50.00
==================================================================
```

[ADM-AUC-HR-9241]

5.4.   Employee List – Email Address for Direct Deposit

We added a new report to the Reports Library that lists all non-terminated employees who have a Net Direct Deposit code assigned to their position. This will generate an Excel file that contains all employees with and without email addresses assigned. You may sort and use the Excel output in any method you wish to obtain missing email addresses from employees enrolled in direct deposit.

This report will help you to prepare for emailing direct deposit advices to your employees.

Employee	TimsheetGrp	BargUnit	Position#	Description	CostCode	Description	Email
AMBLER, LAWRENCE V.	SCHOOL-BMMS	AFL -AF	S012CUS1STS-01	CUSTODIAN	DIRDEP	DIRECT DEPOSIT	
LAFERRIERE, LAWRENCE E.	SCHOOL-BMMS	AFL -AF	S012CUS1STS-05	CUSTODIAN	DIRDEP	DIRECT DEPOSIT	lambler@yahoo.com
RANIERI, KEITH P	SCHOOL-BMMS	AFL -AF	S006CUS2NDS-09	CUSTODIAN	DIRDEP	DIRECT DEPOSIT	
MORGAN, LYNN A	SCHOOL-BMMS	AFL -AF	S010ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIA	DIRDEP	DIRECT DEPOSIT	lmorgan72286@comcast.net
ZAPPALA, MICHAEL N	SCHOOL-BMMS	AFL -AF	S005ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIA	DIRDEP	DIRECT DEPOSIT	
FONTAINE, KAREN	SCHOOL-BMMS	AFL -AF	S012SCHCLRK-01	CLERK 12 MONTH	DIRDEP	DIRECT DEPOSIT	kfontaine21084@yahoo.com
BRENNAN, LYNN	SCHOOL-BMMS	AFL -AF	S012ABAABAS-02	APPLIED BEHAVIOR ANALYSIS TECHNICIA	DIRDEP	DIRECT DEPOSIT	
FLYNN IV, LYNN	SCHOOL-BMMS	AFL -AF	S012ABAABAS-02	APPLIED BEHAVIOR ANALYSIS TECHNICIA	DIRDEP	DIRECT DEPOSIT	lflynnIV@gmail.com
MORRILL, KAREN S	SCHOOL-BMMS	AFL -AF	S012ABAABAS-02	APPLIED BEHAVIOR ANALYSIS TECHNICIA	DIRDEP	DIRECT DEPOSIT	kmorrilli@gmail.com
GLENN, MARIE L	SCHOOL-BMMS	AFL -AF	S012ABAABAS-02	APPLIED BEHAVIOR ANALYSIS TECHNICIA	DIRDEP	DIRECT DEPOSIT	

You may run this report by selecting **Human Resources ▶ Reports ▶ Employees ▶ Employee List – Email Address for Direct Deposit**.

Report Library By Employee

Report Name		
6462-Employee Profile Audit Report	Sample	Run
6715-Employee List – Salary Level for Date Range	Sample	Run
6144-Payroll Labor Costs for a Period – Expected Amount	Sample	Run
6125-Employee Encumbrance Balance Report	Sample	R
6497-Employee List – Email Address for Direct Deposit	Sampl	Run

5.4.1. Identifying Eligible Employees

The report selects active employees (not terminated) who have a direct deposit code assigned.

5.4.2. Updating / Adding an Employee's Email Address

In order to update an employee's email address, locate the employee in the **Master Maintenance** screen and enter the updated value in the space shown below. The DD Email checkbox and Test button have been added to this screen. See the **Emailing Direct Deposit Advice** document in the **Help Reference Library** for more information.

[ADM-AUC-HR-9495]

6. TABLES

6.1. Maintain Bank Codes

On April 16, 2014 AUC conducted a focus group webinar to introduce a new feature called "CASH BOOK". This software update includes changes to the system in preparation for implementing this new functionality. Throughout this document are references to changes made to be used with the new Cash Book feature. The CASH BOOK will be released in the second half of 2014.

6.1.1. Edit List Enhanced

The edit list now offers the option to create XML, CSV and excel output. The excel option includes a column to show if the account listed is a Cash Book account.

	A	B	E	F	G	H	I	J
1	Bank	Name	AP-Cash	HR-Cash	TR-Cash Override	DirDep?	CashBk?	Status
2	0001	BANK OF AMERICA	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	****-000-0000-000-00-00-10400		Y	A
3	0002	HR DIRECT DEPOSIT	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	Y	Y	A
4	0003	HR DIRECT DEPOSIT	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	Y		A
5	AFCU	AFFINITY FED CR UN	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	Y		A
6	AM	AMERICAN EXPRESS	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000			A
7	APCO	APCO EMPLOYEE CREDIT UNION	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	Y		A
8	AUBN	AUBURNDALE CO-OP BK	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	Y		A

[ADM-AUC-SY-7902]

6.1.2. Cash Book Bank Radio Button

To identify banks that are to be included in the new Cash Book process, a radio button was added to the Maintain Bank Codes screen, accessed via **Accounts Payable Tables ▶ Bank Codes.**

[ADM-AUC-SY-7900]

6.1.3. Imprest Fund Radio Button

In addition to adding the cash book account radio button an additional radio button indicates if the cash book account is an imprest account.

This is only used in cash book processing to create reversing transactions for all transactions that flow into an imprest account.

Figure 7 Before

The system will create deposits equal to the withdrawals to net to $0.

Figure 8 After

[ADM-AUC-SY-7903]

6.2. Bargaining Unit Table

A cosmetic change was made to the Holidays tab of the bargaining unit table so that the entire word **[More]** is displayed without truncation indicating that the user should page down for more data.

[ADM-AUC-HR-9492]

6.3. Cost Code Table

A change was made to the Cost Code Table Accounting Tab to prevent data entry in the Liability account field if anything other than AP Voucher was selected on the Vendor Notes Tab. Liability accounts are not used for check, wire and ACH payments.

Figure 9 Accounting Tab

Figure 10 Vendor Notes Tab

[ADM-AUC-HR-9494]

7. HELP REFERENCE LIBRARY

7.1. New or Updated Documentation

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

- Payroll Processing   Emailing Direct Deposit Advice
- Special Processing: Retroactive Pay Document and Slides
- Special Processing   Billing & Invoicing
- Other   Implementing a New Bank Account