HUMAN RESOURCES

RELEASE NOTES – JUNE 2015

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

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1. WARRANT/CREATE TIMESHEET SCREEN

1.1. In Progress Warrants Report

Prior to update, the Edit list did not contain ALL of the warrants listed in the In-process warrant screen. The warrants listed on the In-Process screen now match with the report.

Under the ACTIONS tab on the **Warrant/Create Timesheet Screen** ▶ click on **In-Process Warrants.**

Next click Edit List

```
TedRE - Warrant_6624_THERESA[2]
File   Edit   Format   Options

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&11S
6624-HRWARRANT.REP                    Printed 01-Jun-2015 at 13:24:03 by THERESA                    Page 1
                                              Town of ADMINS
                                           Active Warrant Listing


======= ============= =========== ====== =========== =========== ======================================================
Warrant Period Start  Period End  Period Check Date  Post Date   Pay Group
======= ============= =========== ====== =========== =========== ======================================================
001231  31-Dec-2013   31-Dec-2013 WE     31-Dec-2013             WE        10 month School Weekly

012714  21-Jan-2015   27-Jan-2015 WE     25-Jan-2015             WE        10 month School Weekly

111014  07-Nov-2014   13-Nov-2014 WE     10-Nov-2014             TW        Town Weekly

112014  16-Nov-2014   22-Nov-2014 WE     18-Nov-2014             WE        10 month School Weekly

902536  24-Jul-2014   06-Aug-2014 BI     13-Aug-2014             26        26 Pays
                                                                 SUMR BIW  Summer only Biweekly

902549  24-Jul-2014   30-Jul-2014 WE     06-Aug-2014             DPW       Dept Public Works
                                                                 FIRE      Fire Department
                                                                 POLICE    Police Department
                                                                 TW        Town Weekly

902570  29-Jan-2015   11-Feb-2015 BI     21-Feb-2015             BI        Bi-Weekly
                                                                 PBTEST    Police Billing Test
                                                                 POLICE    Police Department
                                                                 TW        Town Weekly

902872  12-Feb-2015   25-Feb-2015 BI     07-Mar-2015             BI        Bi-Weekly
                                                                 PBTEST    Police Billing Test
                                                                 POLICE    Police Department
                                                                 TW        Town Weekly
                                                                 WE        10 month School Weekly

902875  12-Mar-2015   25-Mar-2015 BI     04-Apr-2015             TEST TC   TEST OVER 50K


*** Grand Total *** Number of Records :    9

---------------------------------------------------------
Selection Legend:
---------------------------------------------------------
In-Progress Warrants
```

[ADM-AUC-HR-9589]

1.2.   Check Date and Post Date Column Sorting

Prior to this software update, when clicking on the **CHECK DATE** or **POST DATE** column to sort, you would enter a date and the system would not take you to the correct record. This has been fixed.

For example, if you click on the button labelled "Check Date, the data is organized by check date. You may then type a search value directly in the column. When you press <enter>, the system launches the search. In the panel below the date of "07022014" is entered.

The system will then display either the date you entered or the closest available match.

[ADM-AUC-HR-9589]

2. LEAVE ACCRUAL RULES [applies to Connecticut sites only]

2.1.   Leave Accrual Rules Table Did Not Allow Accrual Code Entry

The leave accrual screen was not allowing the entry of the associated accrual pay code. This was corrected.

Figure 1 Before   **Figure 2 After**

See the Help Reference Library document "PT Sick Leave Accrual" for more information.

[COVENTRY-SUP-SAPLAUC-69]

3. PAYROLL PROCESSING

3.1.   Timesheet History Summary by TS Group/Employee

The correction made to the Leave Accruals Table is reflected on the Timesheet History Summary by TS Group/Employee report. Prior to the change, the Total column did not always equal the sum of all the hours columns on the report.

Figure 3 Before

Figure 4 After

See the Help Reference Library document "PT Sick Leave Accrual" for more information.

[COVENTRY-SUP-SAPLAUC-69]

3.2.   Time Sheet Entry – Records With Missing Pay Code

Due to the issue with the Leave Accrual Rules screen (see section 2.1), timesheet records were created when the Time Sheet Accrual Code on the Leave Accrual Rules screen was blank. This was corrected and patched to Connecticut sites in early March. It is mentioned here to provide documentation of the change. As this is mandated by Connecticut State law, the accrual is not set on the screen but instead based on every 40 hours worked.

Access the screen that controls the accruals via **Human Resources ▶ Tables ▶ Leave Accrual Rules.** If the Time Sheet Accrual Code is blank, no leave accrual records will be created.

Figure 5 Example of a Blank Accrual Record

[COVENTRY-SUP-SAPLAUC-69]

3.3. New Report: Cost Code Problems

The "Calculate Warrant" issues a report showing cost code problems. This report has been enhanced to include additional error conditions. It is customary that the payroll supervisors are familiar with any new cost codes and will know if these cost code errors are applicable to the current payroll. If yes, then these conditions will require immediate corrective action by the payroll supervisor(s).

A new Cost Code error report is generated during warrant calculation, which will permit the processing of payroll to continue in the event of cost code errors that exist but are not pertinent to the current warrant. This report is produced during the **pre-processing** step.

If the payroll supervisor continues the process and the errors are not for any cost codes processed during this warrant, they do not have to recalculate.
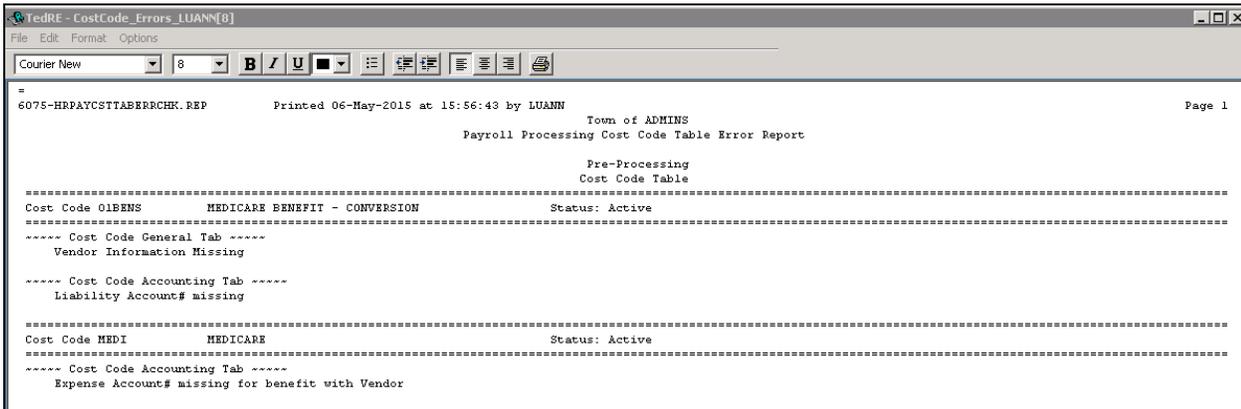
If errors are present that will prevent further processing, the following message will be displayed and the errors must be corrected and the warrant re-calculated:
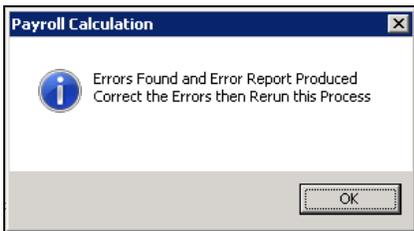
A second report is produced post processing, showing the cost code errors that caused the process to terminate.

```
6229-HRPAYCSTTABERRCHK2.REP       Printed 06-May-2015 at 16:00:22 by LUANN                                                        Page 1
                                                               Town of ADMINS
                                                         Cost Code Table Error Report

                                                              Post-Processing
                                                              Cost Code Table
================================================================================================================================================
Cost Code MEDI          MEDICARE                                    Status: Active
================================================================================================================================================
~~~~~ Cost Code Accounting Tab ~~~~~
     Expense Account# missing for benefit with Vendor
```

[ADM-AUC-HR-9500]

3.4. Check Printing - Leave Information

If an employee was being paid for more than one position in a warrant and each position had it's own leave accrual code, the information was not printing property or was missing from the pay stub. This has been corrected.

[BLG-SUP-SAPLAUC-559]

4. REPORTS

4.1. Paycheck Cost Code Report by Employee / Cost Code

If the first processed cost code(s) for the warrant was a benefit record, the check date was not properly set. This resulted in the employee record being excluded from the report. The issue that caused the omission of the data was that the check date was not being stamped on the OVER 50K records so they were not printing on the reports when selected by check date.

This was corrected. In the "Before" and "After" samples below, the names are intentionally obscured. To generate this report, select **Human Resources ▶ Reports ▶ Report Library ▶ By Paychecks/Other ▶ 6802 Paycheck Cost Code Report by Employee / Cost Code**.

```
                                       Paycheck Cost Code Report by Employee / Cost Code

========  ==============================  ========  ==============================  ========  ==============================  ============  ============
Employee  Name                            CostCode  Date                            Category  Description                     Employee Amt  Employer Amt
========  ==============================  ========  ==============================  ========  ==============================  ============  ============
000336                                    OVR50K    08-Jan-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00          9.92
000336                                    OVR50K    22-Jan-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00          9.92
000336                                    OVR50K    05-Feb-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00          9.92
000336                                    OVR50K    19-Feb-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00          9.92
000336                                    OVR50K    05-Mar-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00          9.92
000336                                    OVR50K    19-Mar-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00          9.92
--------            ------------------    OVR50K    OVER 50K LIFE INSURANCE         OVR50K    OVER 50K LIFE INSURANCE          ------------  ------------
000336                                                                                                                                .00         59.52

--------            ------------------                                                                                        ------------  ------------
000336                                                                                                                                .00         59.52
========  ==============================                                                                                      ============  ============
```

Figure 6 Before - Employee #13 is not shown on the report

```
                                       Paycheck Cost Code Report by Employee / Cost Code

========  ==============================  ========  ==============================  ========  ==============================  ============  ============
Employee  Name                            CostCode  Date                            Category  Description                     Employee Amt  Employer Amt
========  ==============================  ========  ==============================  ========  ==============================  ============  ============
000013                                    OVR50K    08-Jan-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00         42.65
000013                                    OVR50K    22-Jan-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00         42.65
000013                                    OVR50K    05-Feb-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00         42.65
000013                                    OVR50K    19-Feb-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00         42.65
000013                                    OVR50K    05-Mar-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00         42.65
000013                                    OVR50K    19-Mar-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00         42.65
--------            ------------                                                                                              ------------  ------------
000013                                    OVR50K    OVER 50K LIFE INSURANCE         OVR50K    OVER 50K LIFE INSURANCE                  .00        255.90

--------            ------------                                                                                              ------------  ------------
000013                                                                                                                                .00        255.90
========  ==============================                                                                                      ============  ============

000336                                    OVR50K    08-Jan-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00          9.92
000336                                    OVR50K    22-Jan-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00          9.92
000336                                    OVR50K    05-Feb-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00          9.92
000336                                    OVR50K    19-Feb-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00          9.92
000336                                    OVR50K    05-Mar-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00          9.92
000336                                    OVR50K    19-Mar-2015                     OVR50K    OVER 50K LIFE INSURANCE                  .00          9.92
--------            ------------                                                                                              ------------  ------------
000336                                    OVR50K    OVER 50K LIFE INSURANCE         OVR50K    OVER 50K LIFE INSURANCE                  .00         59.52
```

Figure 7 After – Employee #13 appears on the report

Figure 8 Before

In the above warrant, Employee #13 was not the first employee in the warrant, Employee #9 was. Employee #9 did not fit the criteria that caused the error, so the report was correct. The first record was FICA-GA, while listed in the Benefits column as an employer contribution, is not a true benefit as it is mandated by law.

Figure 9 After

The benefits are listed in different order on the two payroll registers. On the one above, dated in January of 2015, employee #13 shows the benefit OVER 50 K as the first record in the warrant. In the previous example, employee #9, the first record listed under the Benefits Heading was FICA-GA.

[COVENTRY-SUP-SAPLAUC-72]

4.2.   Employee Leave Balance Report

There was an issue with the March 2015 software update to this report. If the termination date was set for an employee without any leave balances, a report was generated that said – "no records selected". This has been corrected. Now, if a user does not have any leave balances, only the termination date will be set and no report will be generated.

[ADM-AUC-HR-9594]

4.3. Detail Billing Calculation Report Change

This report was modified to display missing information and to be easier to read.

Figure 10 - Before

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```
6364-HRPBCALC.REP              Printed 27-Apr-2015 at 11:51:03 by LUANN                                              Page 1
                                                          Town of ADMINS
                                                        Calculation Edit Report


======= =========== ===================================== =================== ========= ======= ======== ======= ========== ===================================== =========== =========== ===========
Warrant Work Date   Employee                              Detail/Ticket #     StartTime EndTime Pay Code Hours   Paid Category                                    Charge  Adjustment     Balance
======= =========== ===================================== =================== ========= ======= ======== ======= ========== ===================================== =========== =========== ===========
902545  13-Jul-2014 002787 CAMPANO, MICHAEL C             3779                00:00:00 00:00:00 DTP      8.50    561.00 01 Employee Charge                           340.00                   340.00
                                                                                                                       02 Town Fee                                   51.00                    51.00

902545  13-Jul-2014 002787 CAMPANO, MICHAEL C             3779                00:00:00 00:00:00 DTP      1.50     66.00 01 Employee Charge                            60.00                    60.00
                                                                                                                       02 Town Fee                                    9.00                     9.00

902545  09-Jul-2014 004407 KEEFE, LAWRENCE G JR           3754                00:00:00 00:00:00 DTP      8.00    352.00 01 Employee Charge                           320.00                   320.00
                                                                                                                       02 Town Fee                                   48.00                    48.00

902545  09-Jul-2014 070274 MICHNIEWICZ, LAWRENCE M        3755                00:00:00 00:00:00 DTP NOS  8.00    352.00 01 Employee Charge                           352.00                   352.00
                                                                                                                       02 Town Fee                                   48.00                    48.00


000043  NATIONAL GRID                                                                                                                                             ----------- ----------- -----------
        WORK SUPPORT NE                                                                                                   Count:        4                           1,228.00                1,228.00
        ATTN: SHARKEY                                                                                                                                             =========== =========== ===========
        280 MELROSE STREET
        PROVIDENCE, RI 02907-0000




                                                                                                                                                                 ----------- ----------- -----------
                                                                                                                         Total Customers:       1                  1,228.00                1,228.00
                                                                                                                            Printed Bills:       1                                         1,228.00
                                                                                                                           E-mailed Bills:

----------------------------------------------------------
Selection Legend:
----------------------------------------------------------
Sorted by Customer, Employee
```

Figure 11 - After

[AVON-SUP-SAPLAUC-182]

4.4. Weekly Table Audit Report Change

The weekly table audit report has been modified to display an error to notify the user that an invalid or missing accrual code (see section 2.1) is present.

```
6463-HR***ERRCHK.REP                Printed 01-Jun-2015 at 10:13:56 by LUANN
                                                                         Town of ADMINS
                                                                      Tables Audit Reports

                                                                   Accrual Rules Code Table

==========================================================================================================================
Accrual Group: PTSICK    Part Time Sick                                        Status: Active
==========================================================================================================================
    Time Sheet Accrual code    missing or invalid for leave PTSICK
==========================================================================================================================
```

[COVENTRY-SUP-SAPLAUC-69]

5. QUARTERLY PROCESSING

5.1. Federal Quarterly Reporting – Schedule 941

The IRS regulations state that once an employee receives $200,000 in Medicare wages, they must pay an additional .9% tax on the Medicare wages. The Federal Schedule 941 report is available as part of Quarterly Processing. The link to the IRS web site for form 941 is: http://www.irs.gov/pub/irs-pdf/f941.pdf.

The Form 941 generated from the AUC system was renumbered to make it equivalent to the IRS form and now provides a breakout on line 5d showing the employee's Medicare only tax for wages over $200,000.

Figure 10 Before

Figure 13 After

The report generated was updated to include a column for Employee Additional Medicare Tax.

Figure 14 Before

Figure 15 After

5.2. Module Control 6012 – Additional Medicare Tax

This is the cost code associated with that employee only deduction. It is used during the payroll calculation and on the 941 form.

The 941 report has been modified to breakout of the employee's Medicare only tax for wages over $200,000
If there is a possibility that a MEDICARE employee could receive over $200,000 in Medicare wages you must create the cost code and apply it that employee.

Information regarding the additional Medicare tax setup is found in the December 2013 release notes, pages 6 through 8.

The Cost Code table has been enhanced to allow the indication if the Over Annual $ amount is based on the Period Annualized or the YTD Amount. Use the "Period Annualized" for 2% over $30,000 Massachusetts Teacher's Retirement. Use the "YTD Amount" for the Medicare over $200,000.

The "Period Annualized" will multiply the period amount by the number of pays to determine if the calculated amount is over the "Over Annual" amount on the cost code.

The "YTD Amount" setting will not process the deduction until the employee's annual base bucket amount reaches the "Over Annual" amount on the cost code.

Figure 16 Before

Figure 17 After

[ADM-AUC-HR-9599]

6. MASSACHUSETTS TEACHERS RETIREMENT

6.1.   Export File

The export file was missing the longevity amount on records with multiple additional pay categories. This has been corrected.

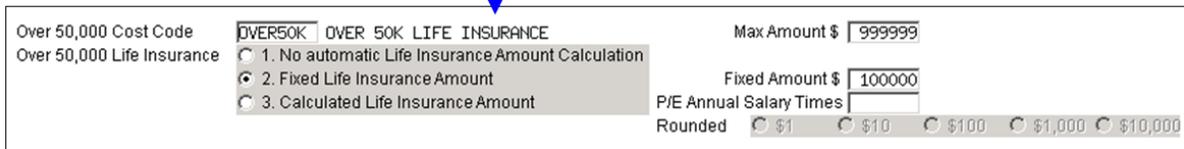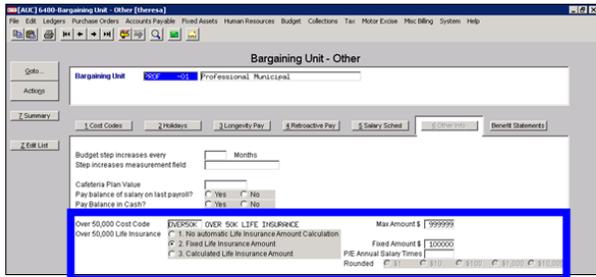[BLG-SUP-SAPLAUC-560]

7. TABLES

7.1. Over 50K Life Insurance

"IRC section 79 provides an exclusion for the first $50,000 of group-term life insurance coverage provided under a policy carried directly or indirectly by an employer. There are no tax consequences if the total amount of such policies does not exceed $50,000. The imputed cost of coverage in excess of $50,000 must be included in income, using the IRS Premium Table, and are subject to social security and Medicare taxes. … Because the employer is affecting the premium cost through its subsidizing and/or redistributing role, there is a benefit to employees. This benefit is taxable even if the employees are paying the full cost they are charged. You must calculate the taxable portion of the premiums for coverage that exceeds $50,000".[i]

ADMINS provides a method to comply with this IRS requirement. An over 50K life insurance cost code is set based on:
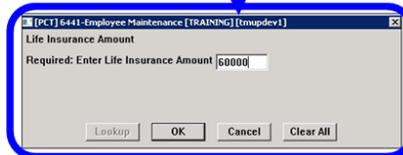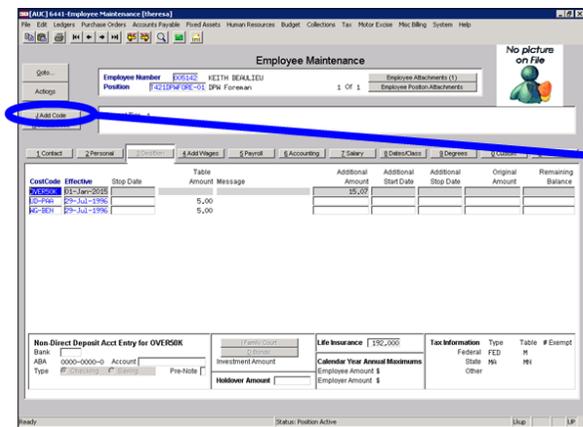
- A flag set in the **Human Resources ▶ Tables ▶ Cost Code Table:**

- A selection made in each **Bargaining Unit Table** under the tab

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Prior to the software update, the system was not displaying the right parameters when adding this cost code to an employee profile via the **Employee Maintenance ▶ Ded/Ben Tab.**

The method is set on the **6 Other Info** tab of the **Bargaining Unit Table**

If Method 2 or 3 was set, the prompts were erroneously displaying. This has been corrected. Now, the prompt only displays when Method 1 is set.
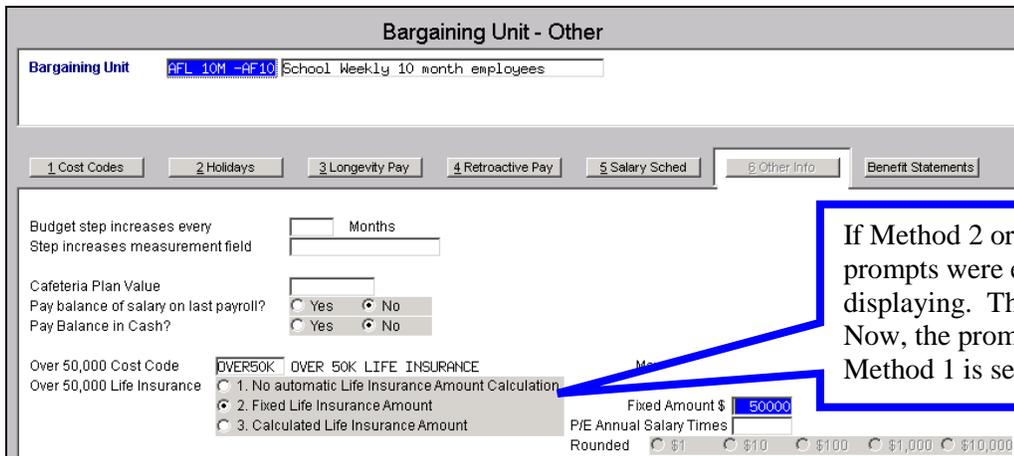
For instructions on the use of an Over 50K cost code, see the document found in the **Help Reference Library** ▶
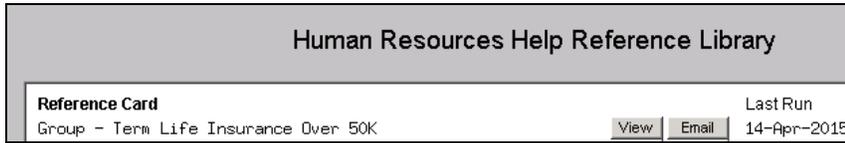**Special Processing** ▶ **Group–Term Life Insurance Over 50K**.

Human Resources Help Reference Library		
Reference Card		Last Run
Group – Term Life Insurance Over 50K	View Email	14-Apr-2015

[ADM-AUC-HR-9597]

7.2. Bargaining Unit Schedule

The system was allowing the addition of a bargaining unit schedule that included a dash then a space.
This caused issues when the "Global Change to Employee Salary" process was run. A modification has been made
to remove any spaces in the bargaining unit schedule.

[PCS-SUP-SAPLAUC-430]

8. IRS: 1095-C

8.1. Employer Provided Health Insurance Offer and Coverage

The IRS requires the creation and distribution of 1095-C Forms for any employer with more than 50 employees.
At this time, ADMINS, Inc. is adding functionality to meet this requirement. Some of those changes will be
introduced in this June update but will be explained more fully at a later date. Please watch for announcements
from our Support staff over the months of June through August. Additionally, a webinar training session will also
be scheduled for Summer 2015 to more fully explain the process and begin capturing the required data.

For additional information, please refer to the IRS publication found at:
http://www.irs.gov/pub/irs-pdf/i109495c.pdf

9. HELP REFERENCE LIBRARY

9.1. New or Updated Documentation

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

- SPECIAL PROCESSING   Group–Term Life Insurance Over 50K
- OTHER   Module Control

i http://www.irs.gov/Government-Entities/Federal,-State-&-Local-Governments/Group-Term-Life-Insurance