



# HUMAN RESOURCES

## RELEASE NOTES – JUNE 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows HUMAN RESOURCES system.



### 1095-C REPORTING

Affordable Care Act reporting changes continue to be added to the AUC system. ADMINS Support continues to work with the IRS and as changes are needed, they are installed on your site. Each client site is being provided with files on an as-needed basis for testing with the IRS.

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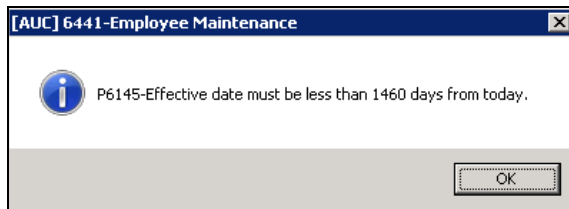
# 1. EMPLOYEE MAINTENANCE

## 1.1. Cost Code Effective Date

The limit on effective dates for cost codes was expanded to allow up to four years. Prior to the software update, the effective date for cost codes was limited to within 365 days. Some contracts provide for an employer paid benefit to take effect after a set number of months of employment. For these types of benefits, the human resources staff would maintain a calendar of dates outside the AUC module. This will now allow cost codes to be added with dates up to four years into the future, requiring less manual record keeping.

CostCode	Effective
RN-FDL	19-Feb-2014
DIRDEP	07-Sep-1982
ER-BCF26	01-Jan-2012
HMF26	07-Sep-1982
INS-BA	07-Sep-1982
MTFN11	07-Sep-1982
JD-PRO	07-Sep-1982

If the four years is exceeded, the following message will be displayed:



[ADM-AUC-HR-9680]

# 2. PAYROLL PROCESSING

## 2.1. Steps Menu Changed

When processing a payroll, check numbers are assigned on the Check Register step. Prior to the software update, the warrant could be recalculated after running the check register step, which would create gaps in check sequence numbers. To prevent gaps, the step process will no longer allow the **[Select and Calculate Warrants]** step to be re-run once the **[Check Register]** step is run.

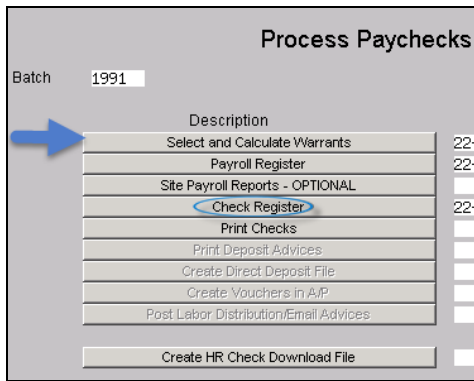


Figure 1 Before

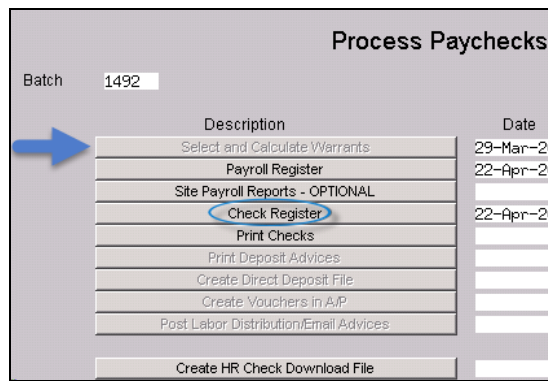


Figure 2 After

[ADM-AUC-HR-9787]

## 2.2. Direct Deposits on the Payroll Check Register Report

Prior to the software update, a void of a direct deposit skewed the totals on the direct deposit reports. The report now lists voids and manuals that are not part of the direct deposit file separately, to make it easier to report a total to the bank.

Town of ADMINS Payroll Check Register			
Batch: 1509 Warrant: 910013 Check Date: 15-Mar-2016 Period 01-Mar-2016 thru 07-Mar-2016			
ACH File Path and Name: hrwk:deposit_+b_+d_+t.txt			
Check#	Type	Employee/Vendor	Check Amount Direct Deposit Warning/Email (if applicable)
Check Type: ACH Advice		Count: 2	1,837.76
Total Warrant 910013		3,973.33	14,370.12
Employee Checks:		4	2,043.60
Deduction Checks:		1	1,929.73
Total Printed Checks:		5	3,973.33
Wire Checks:			
Employee Void Direct Deposits:		1	-600.81 Not Included in ACH File
Negative Deduction ACH Payments:			Not Included in ACH File
Employee Printed Direct Deposits:		25	11,510.74
Employee Emailed Direct Deposits:		3	1,622.43
Deduction ACH Payments:		2	1,837.76
Total Direct Deposits and Zero Checks:		64	14,370.12

Figure 3 After

[ADM-AUC-HR-9733]

## 2.3. CT Part Time Sick Leave Rollovers

CT part time sick leave rollovers were not being processed during the payroll posting when the employee was not being paid. This has been corrected.

[MAN-SUP-SAPLAUC-403]



## 2.4. Payroll Posting

When payroll is posted, transactions are created to balance the funds. In the past, the cash account was used. This was an issue if the **expense** fiscal year was not the same as the **check** fiscal year. The process has been corrected to use the accounts payable account for these warrants so that cash is only impacted in the **check** date fiscal year.

7283-HRLABDSTEMP.REP Printed 24-Jun-2016 at 06:54:45 by LUANN

Town of ADMINS  
Labor Distribution Detail-By Employee

Payroll Batch: 1532

Account	Fiscal Year	Transaction Date	Debit	Credit
000000				
0200-000-0000-000-00-10400 CASH, UNRESTRICTED	2016	07-Jun-2016		589.11
0200-000-0000-000-00-10400 CASH, UNRESTRICTED	2016	10-Jun-2016	213.56	
0300-000-0000-000-00-10400 CASH, UNRESTRICTED	2016	07-Jun-2016		634.37
0300-000-0000-000-00-10400 CASH, UNRESTRICTED	2016	10-Jun-2016	9.13	
1000-000-0000-000-00-10400 CASH, UNRESTRICTED CHECKING	2016	07-Jun-2016		4704.32
1000-000-0000-000-00-10400 CASH, UNRESTRICTED CHECKING	2016	10-Jun-2016	5705.11	
			5927.80	5927.80

Figure 4 Example of period ending date and check date in the same fiscal year

7283-HRLABDSTEMP.REP Printed 24-Jun-2016 at 07:13:36 by LUANN

Town of ADMINS  
Labor Distribution Detail-By Employee

Payroll Batch: 1534

Account	Fiscal Year	Transaction Date	Debit	Credit
000000				
0200-000-0000-000-00-20200 ACCOUNTS PAYABLE	2016	30-Jun-2016		589.11
0300-000-0000-000-00-20200 ACCOUNTS PAYABLE	2016	30-Jun-2016		634.37
1000-000-0000-000-00-20200 ACCOUNTS PAYABLE	2016	30-Jun-2016		4704.32
0200-000-0000-000-00-10400 CASH, UNRESTRICTED	2017	08-Jul-2016	213.56	589.11
0200-000-0000-000-00-20200 ACCOUNTS PAYABLE	2017	08-Jul-2016	589.11	
0300-000-0000-000-00-10400 CASH, UNRESTRICTED	2017	08-Jul-2016	9.13	634.37
0300-000-0000-000-00-20200 ACCOUNTS PAYABLE	2017	08-Jul-2016	634.37	
1000-000-0000-000-00-10400 CASH, UNRESTRICTED CHECKING	2017	08-Jul-2016	5705.11	4704.32
1000-000-0000-000-00-20200 ACCOUNTS PAYABLE	2017	08-Jul-2016	4704.32	
			11855.60	11855.60

7283-HRLABDSTEMP.REP Printed 24-Jun-2016 at 07:15:32 by LUANN

Town of ADMINS  
Labor Distribution Detail-By Employee

Payroll Batch: 1534

Account	Fiscal Year	Transaction Date	Debit	Credit
000000				
0200-000-0000-000-00-10400 CASH, UNRESTRICTED	2017	01-Jul-2016		589.11
0200-000-0000-000-00-10400 CASH, UNRESTRICTED	2017	08-Jul-2016	213.56	
0300-000-0000-000-00-10400 CASH, UNRESTRICTED	2017	01-Jul-2016		634.37
0300-000-0000-000-00-10400 CASH, UNRESTRICTED	2017	08-Jul-2016	9.13	
1000-000-0000-000-00-10400 CASH, UNRESTRICTED CHECKING	2017	01-Jul-2016		4704.32
1000-000-0000-000-00-10400 CASH, UNRESTRICTED CHECKING	2017	08-Jul-2016	5705.11	
			5927.80	5927.80

Figure 5 Example of period ending date and check date in the different fiscal years

[MBE-SUP-SAPLAUC-290]



### 3. TIMESHEET ENTRY

#### 3.1. Removing an Employee

Prior to the software update, when removing an employee timesheet from the warrant, the system would bring you to the first timesheet in the timesheet group. Now, when removing an employee, the system will display the next employee timesheet in the warrant.

[ADM-AUC-HR-9631]

#### 3.2. Timesheet Entry ▶ Actions Button

The **Add Line** option under the **Actions** button was not working. This was corrected and now users may add a line from the Actions button or from the Add Line button at the bottom of the screen.

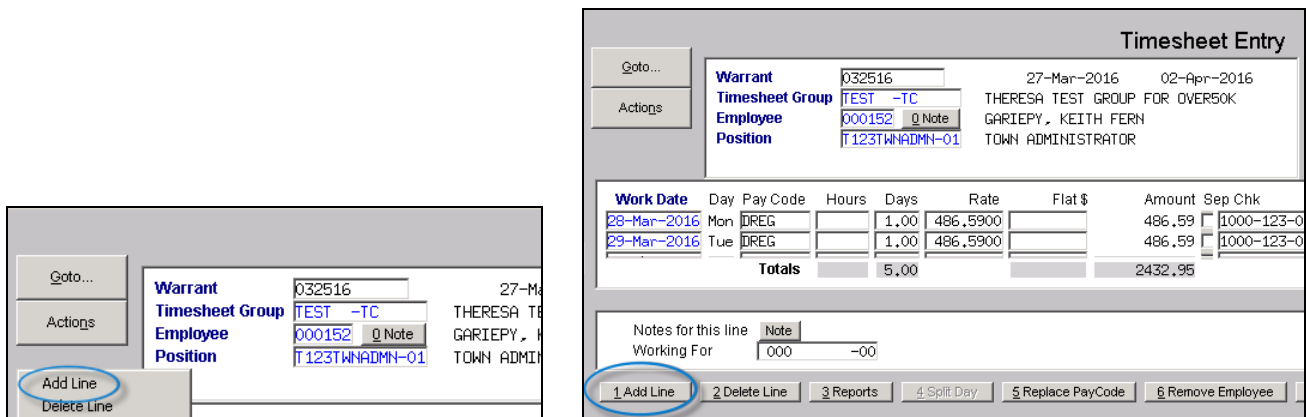


Figure 6 After

[ADM-AUC-HR-9641]

#### 3.3. CT Part Time Sick Accruals & Forfeiture

CT part time sick leave forfeitures were not being processed during the time sheet creation because these employees may not have a shift code. This has been resolved.

[MAN-SUP-SAPLAUC-403]

### 4. VOID MANUAL / FIGURE PAYCHECK

#### 4.1. Bank Information on Cost Code Additions

If a cost code was added to the **Deduction Entry** screen when creating a manual check, the bank information for the cost code was not being included. This was corrected. If the amount should not be included in the ACH file for the warrant, the bank information should be removed using the spacebar/enter to clear the fields. See the manual check help document for more information on including amounts in the ACH file.

[ADM-AUC-HR-9778]



## 5. SPECIAL PROCESSING–BENEFIT STATEMENTS

### 5.1. Additional Benefits

#### 5.1.1. Calculations Now Have Nine Places after the Decimal

Benefit Statements allow the inclusion of **additional benefits** not in the cost code or pay code table (for benefits not managed through payroll). Prior to the software update, calculation methods one (1) and two (2) allowed for using three and four places after the decimal, respectively. To allow sites to calculate **additional benefit** amounts with greater precision, methods one and two now allow up to nine places after the decimal.

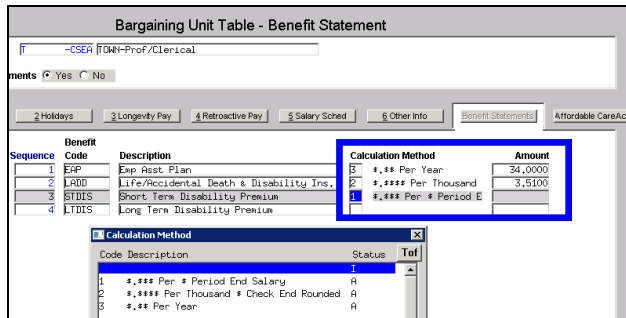


Figure 7 Before

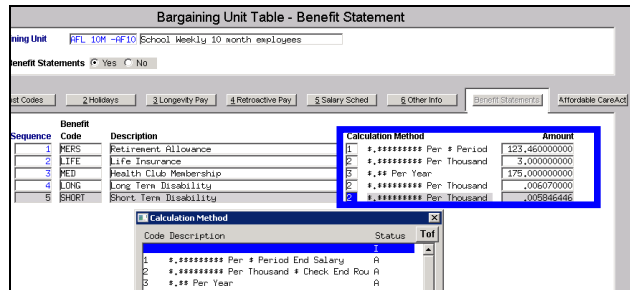


Figure 8 After

This is reflected on the audit reports. Prior to the software updated, the excel output was showing a rounded amount with only two places after the decimal; it now displays nine places after the decimal.

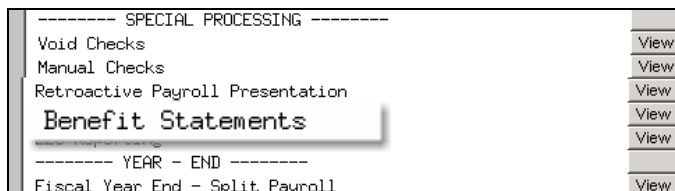
LTD	Long Term	3	2-\$.##### Per Thousa	0.01
STD	Short Term Disability	4	2-\$.##### Per Thousa	0.01
Count: 2				

Figure 9 Before

LTD	Long Term DISABILITY INSURANCE	3	2-\$.##### Per Thousa	.670000000
STD	Short Term Disability INSURANCE	4	1-\$.##### Per \$ Peri	.005846446
INLIEU	In Lieu of Health Insurance	2	3-\$. Per Year	1000.000000000

Figure 10 After

For more information, see the document titled “Benefit Statements” under **Human Resources** ► **Help Reference Library** ► **Special Processing**:



[MAN-SUP-SAPLAUC-409]

#### 5.1.2. Printing a Statement for One Employee

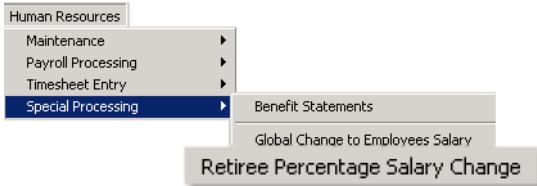
Prior to the software update, when printing a statement for a bargaining unit with only one employee, the **additional benefits** categories were not printing. This also happened for the last employee in the bargaining unit. This was corrected and now the additional benefits categories print for all employees.

[MAN-SUP-SAPLAUC-271]



## 6. SPECIAL PROCESSING–RETIREE PERCENTAGE SALARY CHANGE

ADMINS is pleased to announce a new feature for processing retiree percentage changes. Select **Human Resources** ▶ **Special Processing** ▶ **Retiree Percentage Salary Change** to access the steps menu.

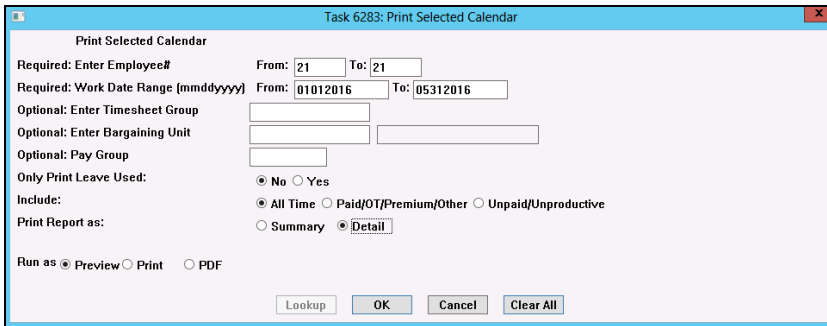


For information on this new feature, please see the new document in the Help Reference Library.

## 7. QUERIES

### 7.1. Timesheet History Calendar

The Detail Calendar report now suppresses blank lines from the report.





Timesheet Detail Calendar for 02012016 through 03312016  
Bargaining Unit: AFSCME -00  
Restricted to Unpaid/Unproductive Time

Stock Date	Pay Code	Warrant	Check Date	Hours	Days	Location
12-Feb-2016	V	VACATION	160064	17-Feb-2016	8.00	
				12-Feb-2016 Total:	8.00	
28-Feb-2016	SACR	SICK HOURS ACCRUED	160069	02-Mar-2016	10.00	
	VACR	VACATION HOURS ACCRUED	160069	02-Mar-2016	8.00	
	VACR	VACATION HOURS ACCRUED	160069	02-Mar-2016	12.34	
				28-Feb-2016 Total:	31.34	
02-Mar-2016	S	SICK TIME	160070	09-Mar-2016	1.00	
				02-Mar-2016 Total:	1.00	
04-Mar-2016	F	PERSONAL	160070	09-Mar-2016	1.00	
				04-Mar-2016 Total:	1.00	
16-Mar-2016	S	SICK TIME	160075	23-Mar-2016	1.00	
				16-Mar-2016 Total:	1.00	
21-Mar-2016	OTHER	OTHER UNPAID	160078			
				21-Mar-2016 Total:		
22-Mar-2016	OTHER	OTHER UNPAID	160078			
				22-Mar-2016 Total:		
23-Mar-2016	OTHER	OTHER UNPAID	160078			
				23-Mar-2016 Total:		

Figure 11 Before

Print Selected Calendar  
Timesheet Detail Calendar for 01012016 through 05312016  
Bargaining Unit: ADMIN -26

Stock Date	Pay Code	Warrant	Check Date	Hours	Days	Location
08-Jan-2016	MILE	Mileage	160026	15-Jan-2016	1.00	
	009	Regular Salaried Empl	160026	15-Jan-2016	10.00	
	011	Stipend - Building	160026	15-Jan-2016	1.00	
				08-Jan-2016 Total:	12.00	
22-Jan-2016	009	Regular Salaried Empl	160034	29-Jan-2016	10.00	
	011	Stipend - Building	160034	29-Jan-2016	1.00	
				22-Jan-2016 Total:	11.00	
27-Jan-2016	PE	Personal Emergency Te	160048	26-Feb-2016	1.00	
				27-Jan-2016 Total:	1.00	
05-Feb-2016	009	Regular Salaried Empl	160042	12-Feb-2016	10.00	
	011	Stipend - Building	160042	12-Feb-2016	1.00	
				05-Feb-2016 Total:	11.00	
19-Feb-2016	009	Regular Salaried Empl	160048	26-Feb-2016	9.00	
	011	Stipend - Building	160048	26-Feb-2016	1.00	
				19-Feb-2016 Total:	10.00	
04-Mar-2016	009	Regular Salaried Empl	160053	11-Mar-2016	10.00	
	011	Stipend - Building	160053	11-Mar-2016	1.00	
				04-Mar-2016 Total:	11.00	
18-Mar-2016	009	Regular Salaried Empl	160057	24-Mar-2016	10.00	
	011	Stipend - Building	160057	24-Mar-2016	1.00	
				18-Mar-2016 Total:	11.00	

Figure 12 After

[ADM-AUC-HR-9775]

## 8. REPORTS

Several changes and additions have been included in the Human Resources report library during this software update. To access the reports, select **Human Resources ▶ Reports ▶ Report Library**.

### 8.1. By Employee

#### 8.1.1. 6266 Cost of Leave – Default Fund Report (new)

A new **Cost of Leave – Default Fund** report is available. Access the report by selecting **Human Resources ▶ Reports ▶ Report Library ▶ By Employee ▶ 6266 Employee List–Cost of Leave–Default Fund**. This report differs from the Employee List–Cost of Leave report in that it provides totals on Leave Type within each default fund and totals of all Leave Types by Fund.

Report Library By Employee

Report Name	Sample	Run
6039-Employee List - Highest Pay (Pay Code)	Sample	Run
6038-Employee List - Cost of Leave	Sample	Run
<b>6266-Employee List - Cost of Leave - Default Fund</b>		

Task 6266: Employee List - Cost of Leave - Default Fund

Employee List - Cost of Leave - Default Fund

Optional: Enter up to 9 Leave Codes  0 values:

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

Optional: Enter up to 9 Entity Codes  0 values:

Optional: Enter up to 9 Pay Groups  0 values:

Optional: Enter up to 9 Timesheet Groups  0 values:

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

In the example, Fund 0200 and 0300 are shown. Each shows a Leave Total by Accrual Code within the fund, as well as a total for all leave for each fund.





A	B	C	D	E	F	G	H	I	J
Emp#	Name	Fund	Code	Accrual Description	Leave Code	Leave Description	Hours Balance	Days Balance	Value
35	070284 SASSIN, KEITH	0200	DP01	DPW UNION-40 HRS	SICKLEA	Sick Leave	340.00	0.00	7,724.80
36	070419 KWATCHER, KEITH P	0200	DP01	DPW UNION-40 HRS	SICKLEA	Sick Leave	120.50	0.00	2,737.76
37	<b>Accrual Total</b>	<b>0200</b>	<b>DP01</b>	<b>DPW UNION-40 HRS</b>	<b>SICKLEA</b>	<b>Sick Leave</b>	<b>6,862.90</b>	<b>0.00</b>	<b>156,476.14</b>
38									
39	005168 CSIZMESIA, MARIE M	0200	DPWC	DPW CLERICAL 40HRS	SICKLEA	Sick Leave	1,200.00	0.00	26,988.00
40	<b>Accrual Total</b>	<b>0200</b>	<b>DPWC</b>	<b>DPW CLERICAL 40HRS</b>	<b>SICKLEA</b>	<b>Sick Leave</b>	<b>1,200.00</b>	<b>0.00</b>	<b>26,988.00</b>
41									
42	<b>Leave Total</b>	<b>0200</b>			<b>SICKLEA</b>	<b>Sick Leave</b>	<b>8,062.90</b>	<b>0.00</b>	<b>183,464.14</b>
43									
44	002978 DREW, KEITH D	0200	DP01	DPW UNION-40 HRS	VACATION	Vacation	80.00	0.00	1,062.72
45									
51	070284 SASSIN, KEITH	0200	DP01	DPW UNION-40 HRS	VACATION	Vacation	84.00	0.00	1,908.48
52	070419 KWATCHER, KEITH P	0200	DP01	DPW UNION-40 HRS	VACATION	Vacation	80.00	0.00	1,817.60
53	<b>Accrual Total</b>	<b>0200</b>	<b>DP01</b>	<b>DPW UNION-40 HRS</b>	<b>VACATION</b>	<b>Vacation</b>	<b>893.00</b>	<b>0.00</b>	<b>20,404.82</b>
54									
55	005168 CSIZMESIA, MARIE M	0200	DPWC	DPW CLERICAL 40HRS	VACATION	Vacation	242.00	0.00	5,442.58
56	<b>Accrual Total</b>	<b>0200</b>	<b>DPWC</b>	<b>DPW CLERICAL 40HRS</b>	<b>VACATION</b>	<b>Vacation</b>	<b>242.00</b>	<b>0.00</b>	<b>5,442.58</b>
57									
58	<b>Leave Total</b>	<b>0200</b>			<b>VACATION</b>	<b>Vacation</b>	<b>1,135.00</b>	<b>0.00</b>	<b>25,847.40</b>
59									
<b>Fund Total</b>		<b>0200</b>					<b>9,323.90</b>	<b>-64.00</b>	<b>200,458.71</b>
62	007213 LEVESQUE, LYNN R	0300	DP01	DPW UNION-40 HRS	COMPTIM	Comp Time	18.00	0.00	455.40
63	<b>Accrual Total</b>	<b>0300</b>	<b>DP01</b>	<b>DPW UNION-40 HRS</b>	<b>COMPTIM</b>	<b>Comp Time</b>	<b>18.00</b>	<b>0.00</b>	<b>455.40</b>
64									
65	<b>Leave Total</b>	<b>0300</b>			<b>COMPTIM</b>	<b>Comp Time</b>	<b>18.00</b>	<b>0.00</b>	<b>455.40</b>
66									
67	007213 LEVESQUE, LYNN R	0300	DP01	DPW UNION-40 HRS	PERSONAL	Personal	0.00	-16.00	-3,238.40
68	<b>Accrual Total</b>	<b>0300</b>	<b>DP01</b>	<b>DPW UNION-40 HRS</b>	<b>PERSONAL</b>	<b>Personal</b>	<b>0.00</b>	<b>-16.00</b>	<b>-3,238.40</b>
69									
70	<b>Leave Total</b>	<b>0300</b>			<b>PERSONAL</b>	<b>Personal</b>	<b>0.00</b>	<b>-16.00</b>	<b>-3,238.40</b>
71									
72	007213 LEVESQUE, LYNN R	0300	DP01	DPW UNION-40 HRS	SICKLEA	Sick Leave	906.00	0.00	22,921.80
73	<b>Accrual Total</b>	<b>0300</b>	<b>DP01</b>	<b>DPW UNION-40 HRS</b>	<b>SICKLEA</b>	<b>Sick Leave</b>	<b>906.00</b>	<b>0.00</b>	<b>22,921.80</b>
74									
75	<b>Leave Total</b>	<b>0300</b>			<b>SICKLEA</b>	<b>Sick Leave</b>	<b>906.00</b>	<b>0.00</b>	<b>22,921.80</b>
76									
77	007213 LEVESQUE, LYNN R	0300	DP01	DPW UNION-40 HRS	VACATION	Vacation	188.00	0.00	4,756.40
78	<b>Accrual Total</b>	<b>0300</b>	<b>DP01</b>	<b>DPW UNION-40 HRS</b>	<b>VACATION</b>	<b>Vacation</b>	<b>188.00</b>	<b>0.00</b>	<b>4,756.40</b>
79									
80	<b>Leave Total</b>	<b>0300</b>			<b>VACATION</b>	<b>Vacation</b>	<b>188.00</b>	<b>0.00</b>	<b>4,756.40</b>
81									
<b>Fund Total</b>		<b>0300</b>					<b>1,112.00</b>	<b>-16.00</b>	<b>24,895.20</b>

Figure 13 Employee List–Cost of Leave–Default Fund

[MDT-SUP-SAPLAUC-788]

## 8.2. By Paychecks/Other

### 8.2.1. 6804 Paycheck Pay Code Summary – By Employee / Pay Code

A new selection criterion for Bargaining Unit was added to the Paycheck Pay Code Summary–by Employee/Pay Code report. Users may now select up to nine bargaining units on this report.

The screenshot shows the 'Report Library Paychecks/Other' window with the following report selected: 6804-Paycheck Pay Code Summary - By Employee/Pay Code. The 'Optional: Enter up to 9 Bargaining Units' field is highlighted with a blue circle. The 'Task 6804: Paycheck Pay Code Summary - By Employee/Pay Code' dialog box is also visible, showing the date range '01-Jan-2016' to '01-31-2016' and the 'Optional: Enter up to 9 Bargaining Units' field with a dropdown menu showing 'POLU PO POLICE UNION'.



In the example, a single bargaining unit, “POLU-PO” was selected. An excerpt of the report is below, showing the selection of Bargaining Unit in the legend:

	A	B	C	D	E	F	G
1	<b>Employee Name</b>		<b>Pay Code</b>	<b>Description</b>	<b>Category</b>	<b>Description</b>	<b>Amount</b>
73	002855	MARSHALL, KEITH R	POL EDUC	police education incentive	EDUC	EDUCATIONAL INCENTIVI	95.79
74	002855	MARSHALL, KEITH R	REG	REGULAR - hours	REGULA	REGULAR	932.00
75	002855	MARSHALL, KEITH R	SICKACCR	SICK ACCRUAL	SICKL	SICK LEAVE	0.00
76	<b>002855</b>	<b>MARSHALL, KEITH R</b>					<b>1,027.79</b>
77							
90	009326	ELZY, LAWRENCE L	QUN	QUINN BILL	QUINN	QUINN BILL	105.28
91	009326	ELZY, LAWRENCE L	REG	REGULAR - hours	REGULA	REGULAR	1,116.00
92	009326	ELZY, LAWRENCE L	SICKACCR	SICK ACCRUAL	SICKL	SICK LEAVE	0.00
93	<b>009326</b>	<b>ELZY, LAWRENCE L</b>					<b>1,221.28</b>
94							
95	009331	DESPER, KEITH W	REG	REGULAR - hours	REGULA	REGULAR	1,278.80
96	009331	DESPER, KEITH W	SICKACCR	SICK ACCRUAL	SICKL	SICK LEAVE	0.00
97	<b>009331</b>	<b>DESPER, KEITH W</b>					<b>1,278.80</b>
98							
107	070303	PIPER, MICHAEL J	REG	REGULAR - hours	REGULA	REGULAR	879.20
108	070303	PIPER, MICHAEL J	SICKACCR	SICK ACCRUAL	SICKL	SICK LEAVE	0.00
109	<b>070303</b>	<b>PIPER, MICHAEL J</b>					<b>879.20</b>
110							
111		<b>Report Total</b>					<b>28,384.75</b>
112							
113	-----						
114	Selection Legend:						
115	-----						
116	Checks Dated: 01-Jan-2016 to 01312016						
117	Bargaining Unit: 'POLU PO'						

[ADM-AUC-HR-9782]

## 9. TABLES

### 9.1. Bargaining Units

#### 9.1.1. Salary Schedules

Some bargaining units, like police and fire, work a schedule that requires more decimal positions in the periods per year and days for per diem to properly populate the salary schedule. There are now six places after the decimal available in the Periods in Year and Days for Per Diem calculator fields. To see this change, select **Human Resources** ▶ **Tables** ▶ **Bargaining Unit** ▶ **Salary Sched.**



Human Resources

- Maintenance
- Payroll Processing
- Timesheet Entry
- Special Processing
- Void/Manual/Figure Paycheck
- Billing and Invoicing
- Bank Reconciliation
- Queries
- Reports
- Tables
  - Bank Codes
  - Bargaining Unit Table**
- Quarterly Processing

**Bargaining Unit - Salary**

Bargaining Unit: POLU -PO POLICE UNION  
 Schedule: PO Police Officers  
 Grade: 1 day rate officers  
 Effective Date: 01-Jan-2014 13/14 contractual 2% increase officer day rate

Salary Base:  Hourly  Salaried  
 Hourly/Salaried/Per Diem

1 Cost Codes    2 Holidays    3 Longevity Pay    4 Retroactive Pay    **5 Salary Sched**    6 Other Info    Benefit Statements    Affordable CareAct

Steps	Annual	Period	Daily	Hourly	Per Diem	TI	Calculator Fields
1	43305.12	830.82	166.16	20.7400	165.84		Hours in Year 2088.00
2	45894.24	880.49	176.10	21.9600	175.76		Days in Period 5.00
3	48650.40	933.37	186.67	23.3000	186.31		Periods in Year 52.123456
4	51952.72	989.05	197.81	24.6900	197.43		Days for Per Diem 261.123456
5	54956.16	1054.35	210.87	26.3200	210.46		Hourly Digits 4
6	58280.88	1118.13	223.63	27.9123	223.19		

**Calculator Fields**

Hours in Year

Days in Period

Periods in Year

Days for Per Diem

Hourly Digits

Figure 14 Before

**Calculator Fields**

Hours in Year

Days in Period

Periods in Year

Days for Per Diem

Hourly Digits

Figure 15 After

[MDT-SUP-SAPLAUC-971]

## 9.2. Pay Code Summary Screen ▶ Excel Edit List

The edit list was changed from a “portrait” default to “landscape” to make the report easier to print and use.

Pay Code	Description	Categ	Category Type	Pay Type	Sapck	Account#	Status
0	0	REG	Wage	Unproductive	No	****_****_****_****_****_****	Inactive
001	Regular	REG	Wage	Regular	No	****_****_****_****_****_****	Active
002	Overtime	OT	Wage	Overtime	No	****_****_****_****_****_****	Active
003	Straight Overtime	STOT	Wage	Overtime	No	****_****_****_****_****_****	Active
004	Double Overtime	DOT	Wage	Overtime	No	****_****_****_****_****_****	Active
005	Flat Pay	FLAT	Wage	Other	No	****_****_****_****_****_****	Active
006	COV	COV	Wage	Premium	No	1010-960-2570-000-51921-00000	Active
007	Differential	DIFF	Wage	Premium	No	****_****_****_****_****_****	Active
008	Retirement Incentive	RETINC	Wage	Premium	No	****_****_****_****_****_****	Active
009	Regular Salaried Employees	REG	Wage	Regular	No	****_****_****_****_****_****	Active
010	Stipend - Athletic	STIPEN	Wage	Premium	No	1010-110-3000-010-51721-00000	Active
011	Stipend - Building	STIPEN	Wage	Premium	No	****_****_****_****_****_****	Active
012	Workers Compensation	C	Wage	Unproductive	No	****_****_****_****_****_****	Active
013	Regular - Acting	ACTR	Wage	Regular	No	****_****_****_****_****_****	Active
014	SUBSTITUTE - DAILY	SUB	Wage	Regular	No	****_****_****_****_****_****	Active
015	SUBSTITUTE - HOURLY	SUB	Wage	Regular	No	****_****_****_****_****_****	Active
019	Longevity - Paras	LONG	Wage	Premium	No	****_****_****_****_****_****	Active
020	Longevity Teacher	LONG	Wage	Premium	No	****_****_****_****_****_****	Active
021	Longevity Local 456	LONG	Wage	Premium	No	****_****_****_****_****_****	Active

Figure 16 Before



Town of ADMINS  
Pay Code Listing

Pay Code	Description	Categ	Category Type	Pay Type	SepCk	Account#	Status
123	abc123		Unknown	Regular	No	0000-000-0000-000-00-000000	Active
1ST DAY	1st day of school - students	REGULA	Wage	Regular	No	0000-000-0000-000-00-000000	Active
403B	403b payment	NON-PE	Wage	Other	No	1000-300-5100-110-09-00-51260	Active
ABA EXTR	Extra hours ABA non-pensioned	NON-PE	Wage	Regular	Yes	****_**_****_**_**_****	Active
ACDM	POLICE ACADEMY	REGULA	Wage	Regular	No	****_**_****_**_**_****	Active
ADIR	Athletic Director Pay	NON-PE	Wage	Regular	No	1000-300-3510-108-09-00-51262	Active
ADLV	ADMINISTRATIVE LEAVE	REGULA	Wage	Unproductive	No	****_**_****_**_**_****	Active
ADM PAY	Administrator Pay - non pension	NON-PE	Wage	Regular	No	****_**_****_**_**_****	Active
ADP	ADMIN DAY POL	ADMIN	Wage	Unproductive	No	****_**_****_**_**_****	Active
ADV RETP	Advisor/Dept Head Retro Pensioned	STIPEN	Wage	Other	Yes	1000-000-0000-000-00-00-20110	Active
ADVISOR	Advisor/Department Head Pay	STIPEN	Wage	Other	Yes	1000-300-3520-110-06-00-51260	Active
APPTSAL	Appointed Salary- no work days	REGULA	Wage	Regular	No	****_**_****_**_**_****	Active
ATTI	ATTENDANCE INCENTIVE	NON-PE	Wage	Regular	Yes	5110-000-0000-000-00-00-51130	Active
B ADJNP	Non pensioned biweekly adjustment	REGULA	Wage	Regular	No	****_**_****_**_**_****	Active
BEMA	Bellingham Emergency Management Assoc	STIPEN	Wage	Other	Yes	1000-123-0000-001-00-00-51140	Inactive
BINGO	Bingo for Books	NON-PE	Wage	Regular	No	2450-000-6200-000-09-00-51260	Active
BNW ADJ	Biweekly Adjustments	REGULA	Wage	Regular	No	****_**_****_**_**_****	Active
BNW EXTR	Extra hours - non pensioned	NON-PE	Wage	Regular	Yes	****_**_****_**_**_****	Active
BNW OFFI	Sports Officials	NON-PE	Wage	Regular	Yes	1000-300-3510-156-06-00-52400	Active
BNW OTHN	Biweekly Other Non Pensioned	NON-PE	Wage	Other	Yes	****_**_****_**_**_****	Active
CDA	CDA Hours	REGULA	Wage	Regular	No	****_**_****_**_**_****	Active

Page 1 of 8 Printed 4/15/2016 at 12:56 PM

Figure 17 After

[ADM-AUC-HR-9631]

## 10. YEAR END PROCESSING

### 10.1. Printing W2s

If all checks issued within the tax year were then voided for an employee, a blank W2 was produced. This was corrected and no blank W2 will be produced.

[ADM-AUC-HR-9736]

## 11. SITE SPECIFIC

### 11.1. 6258 Salary Projections

The salary projections report prompt now requires entering the # of remaining pay periods for both 21 and 26 week payees. An example of the prompt and a sample is shown below.

Site Specific

Help Reference Library

CT TRB Reporting

ERSRI Export

RI TIAA - CREF Export

Site Specific Paycheck Listing

Salary Projections

**Task 6258: MBE: Salary Projections**

Salary Projections

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

Required: How Many Pays left for 21 Weeks (0-21)     

Required: How Many Pays left for 26 Weeks (0-26)     

Required: How Many Longevity Payments issued in a Year (1-52)     

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No



J	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Account	TimeShe	Pay-Grp	Emplo	Salary	Longevty	Stipends	Other Pay	Total Salary	FTE	St	Total	Remain-Salary	StdSal	Position	Description	Job-Code	Description				
1791	8033-920-1000-600-51110-00000	AD	-TEA	6	001166-	79,210.00	0.00	4,305.08	0.00	83,515.08	1.00	0.00	63,977.34	3,046.54	920-00100-99	ADULT EDUCATION	00100	ADULT EDUCATION			
1792	<b>Total FTE for this group 1.00</b>										<b>0.00</b>	<b>63,977.34</b>	<b>3,046.54</b>								
1793																					
1794	<b>Total Account</b>	<b>8833-920-1000-600-51110-00</b>				<b>79,210.00</b>	<b>0.00</b>	<b>4,305.08</b>	<b>0.00</b>	<b>83,515.08</b>	<b>1.00</b>	<b>0.00</b>	<b>63,977.34</b>	<b>3,046.54</b>							
1795																					
1796						Total-Salary	Total-All														
1797						Appr:	79,210.00	83,515.08													
1798						PTD:	0.00	0.00													
1799						Projection:	63,977.34	68,282.42													
1800						Net:	15,232.66	15,232.66													
1801																					
1802	8033-920-1000-600-51501-00000	AD	-TEA	6	001166-	0.00	2,000.00	0.00	26,000.00	28,000.00	0.00	0.00	0.00	0.00	920-00100-99	ADULT EDUCATION	00100	ADULT EDUCATION			
1803	<b>Total FTE for this group .00</b>										<b>0.00</b>	<b>0.00</b>	<b>0.00</b>								
1804																					
1805	<b>Total Account</b>	<b>8833-920-1000-600-51501-00</b>				<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>28,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>							
1806																					
1807						Total-Salary	Total-All														
1808						Appr:	0.00	28,000.00													
1809						PTD:	0.00	0.00													
1810						Projection:	0.00	28,000.00													
1811						Net:	0.00	0.00													
1812																					
1813	<b>Total Summary</b>	<b>8833-920-0000-600-50000-00</b>				<b>79,210.00</b>	<b>2,000.00</b>	<b>4,305.08</b>	<b>26,000.00</b>	<b>111,515.08</b>	<b>1.00</b>	<b>0.00</b>	<b>63,977.34</b>	<b>3,046.54</b>							
1814																					
1815						Total-Salary	Total-All														
1816						Appr:	79,210.00	111,515.08													
1817						PTD:	0.00	0.00													
1818						Projection:	63,977.34	96,282.42													
1819						Net:	15,232.66	15,232.66													
1820																					
1821																					
1822	-----																				
1823	Selection Legend:																				
1824	-----																				
1825	For The Period: 05252016 To 08312016																				

Figure 18 Salary Projections Excerpt

[ADM-AUC-HR-9797]

## 12. HELP REFERENCE LIBRARY

### 12.1. New or Updated Documentation

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

- SPECIAL PROCESSING                      Benefit Statements
- SITE SPECIFIC                              Retiree Percentage Salary Change
- Sick Buy Back