

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

1.	LEA	VE ROLLOVER-[FIX]	2
2.	EMF		
	2.1.	Add New Position Termination Dates Column added to Lookup	
3.	LEA	VE BALANCE ADJUSTMENTS [NEW]	4
	3.1.	Employee Leave Change Log Screen [New]	4
	3.1.1	1. Edit List [New]	5
4.	REP	ORTS	5
	4.1.	Position Reports [Enhancement]	5
	4.2.	Position Report–Filled [Enhancement]	6
	4.3.	By Paychecks/Other [Enhancement]	7
5.	QUA	ARTERLY PROCESSING	8
	5.1.	Federal Quarterly Reporting – 941 [Updated per IRS]	9
6.	SITE	SPECIFIC [STATUTORY CHANGES]	10
	6.1.	Employees' Retirement System of Rhode Island (ERSRI) Export	10
7.	SCR	EEN DELAY [FIX]	13
8.	HELI	P REFERENCE LIBRARY	13
	8.1.	New or Updated Documentation	13



1. LEAVE ROLLOVER-[FIX]

Some sites have employees with leave rollover dates during a pay period where they do not have any pay. An example may be a teacher that receives sick leave that rolls over on June 30, but their last pay for the year was for the period ending June 23.

During the pay period of June 24 through June 30 the employees would not be paid but the leave rollover must occur.

Leave History [TRAINING]								
Goto	Employee	<mark>000780</mark> SMITH, ELIZAB	BETH A					
Actions								
1 Su	1 Summary 2 Summary/Accrual Group 3 Transactions 4 Calendar							
	Beg Balance Accrued Taken Forfeited Paid OutEnding Balance							
SICK S.	ick	Hours	Days Hours 126,50	Days Hours	Days Hours	Days Hour	s Days Hou	rs Days 126,50

Figure 1 Leave History shows an ending balance of 126.5

This teacher is not receiving paychecks over the summer-but the leave balance must still be rolled over.

File Edit Ledgers 🗎 🗎 🖶	Purchase Orders • ← → → ₩ 🏅	Accounts Payable 🛎 🎬 🔍 📰	e Human Resou	irces Budget C	ollections	System	Favorites	Help	
			Leav	e History Ti	ansacti	ons [1	RAINI	NG]	
Goto Actions	Goto Employee 000780 SMITH, ELIZABETH A Actions Accrual Group Leave Code TEACHER2 TEACHE								
1 Summary 2 Summary/Accrual Group 3 Transactions 4 Calendar									
Leave Date Type	e Accrual	Used/For	WPosted _, Balar	ice Posted	Note				^
30-Jun-2017			160187	21-Jun-2017	ROLLOVER				
03-Mar-2017 day:	S	1.00	160172 126.	50 08-Mar-2017	Used				

Figure 2 A ROLLOVER is added to the warrant and is reflected in the Leave History Transaction screen.

A special warrant transaction with a notation of **ROLLOVER** will be used to roll the ending balance to the beginning balance for the new fiscal year.

A site-specific change has been implemented to create the leave rollover records even if the employee is not paid during the pay period that includes the leave rollover date. If you site needs this change implemented, please contact our support team.

[MBE-SUP-SAPLAUC-367]



2. EMPLOYEE MAINTENANCE

Select Human Resources Maintenance Employee Maintenance [P Add Position] to view this change.

	Employee	Maintenance	
Goto Actions	Employee Number 2000003	Employee Attachments (4) Employee Position Attachments	
Add Employee	Y Employee Notes No text available	Current Positions S006MISMIS -03 SENIOR IT SPECIALIST QAII Positions S006ATHDIRE-01 ATHLETIC DIRECTOR	1.0000 1.0000

2.1. Add New Position > Termination Dates Column added to Lookup



🔝 [AUC] 6439-Employee Maintenance [theresa]		хI
Conv Deductions, Additional Wages and Dates from Existing Po	Employee Positions	×
Optional: Carry DEDUCTIONS from this position	Position TMSGroup BargUnit Term Date	Tof
Optional. Copy DEDOCTIONS from this position	SOOSABATECH-O1 SCHOOL-STAL AFL -AF	
Optional: Copy ADDITIONAL WAGES from this position	SOO5ABATECH-O2 SCHOOL-STAL NON -NO	
Optional: Copy DATES from this position	SOOGATHDIRE-O1 SCHOOL-BHS SNGL -O1 SOOGMISMIS -O3 SCHOOL-BHS SNGL SCH-12MT SO1OABATECH-O1 SCHOOL-PRE AFL -AF SO12ABAABAS-O2 SCHOOL-BMMS AFL -AF	
Lookup OK	T122SELASST-01 TOWN -TOWN SNGL -01 T123ADMASST-01 TOWN -TOWN SNGL -01 T651ARTCNCL-01 TOWN -DPW NON -NO K999RETTERM-01 TOWN -DPW TEPM	
A term date column is now included on the lookup to make the current position easy to identify, as there will be no termination date for the current position.	OK Find Search Cancel Help	▼ Eof

[ADM-AUC-HR-9811]

3. LEAVE BALANCE ADJUSTMENTS [New]

The Payroll office may adjust the balances using a screen, described below. Access the screen by selecting Human Resources ▶ Maintenance ▶ Employee Leave Balance Update Screen.



The example below shows an employee who has moved from one position to another, in a different accrual group. The balances for Personal and Sick Leave were .5 and 120 days, respectively. Enter these balances into the accrued column for the new accrual group.

	Employee Leave Balance Update Screen										
<u>G</u> oto	Employee	001001 DEV	VITT, MARIE A								
Actions											
		_ <u>2</u> S	ummary/Accrual Gr	эир							
		Bea	Balance	Accrued	Taken	Forfeited	Paid Out	Fnding Balance			
Accr Grp Le	eave	As Of I	Hours Days	Hours Days	Hours Days	Hours Days	Hours Days	Hours Days As Of			
CFO CC	OMPTIM Comp Time							TERMINATED			
CFO HO	OLIDAY Holiday							TERMINATED			
CFO PE	RSONAL Personal	07/01/12	1,00	8,00	8,50			.50 TERMINATED			
CFO SI	[CKLEA Sick Leave	9 01/01/12	120.00	42,50	34,00	8,50		120.00 TERMINATED			
CF0 VP	ACATION Vacation	07/01/12	3,00	120,00	110,50		12,50	TERMINATED			
SCH 12 L PE	ER C/OV personal c	:/o									
SCH 12 L PE	ERSONAL Personal			.50				.50			
SCH 12 L SI	[CKLEA Sick Leave	• _		120.00				120.00			
SCH 12 L VA	ACATION Vacation										



This screen may also be used if the accrued amounts need to be adjusted due to a position change. A six hour/day employee who transitions to an eight hour/day may have leave adjusted via the screen.

3.1. Employee Leave Change Log Screen [New]

A screen is available to view changes made via to leave on this screen. Access the screen by selecting Human Resources > Maintenance > Employee Leave Change Log.

					Emi	olovee Lea	ve Change Lo	ba				
				Gata					,	·······		
				2010								
Human Resources												
Maintenance		Employee Maintenance		Actions								
Payroll Processing	•	Employee Maintenance Query										
Timesheet Entry Position Maintenance			6	O FURILIA								
Special Processing	•	Employee Leave Balance Update Screen		<u><u><u>b</u> Ealt List</u></u>								
Void/Manual/Figure Paycheck		Employee Change Logs										
Billing and Invoicing	•	Employee Date Change Logs			Employee	01001 DEVI	ETT, MARIE A					
Bank Reconciliation	•	Employee Name Search										
Queries	• -	Fundament Fronti Handaka Campan			AccrGroup	LeaveCode	ChangeDate	ChangeTime	ChangeUser	Field	Old Value	New Value
Reports	• _	Employee Email Opdate Screen			· ·							
Tables	•	Employee Deduction/Benefit Delete Log			SCH 12 L	PERSONAL	09-Dec-2016	13+57+00_03	THERESO	Daug Accrued		50
Quarterly Processing	•	Employee Additional Wages Delete Log			CU 12 L	CTCVLE0	09-Dec 2016	17+57+10,70	THEREON	Days Accrued	_	120.00
Year-End Processing	•	Employee Leave Change Log			oun 12 L	DIUNEEH	05-080-2016	10:07:12:78	INCREON	pays recrued		120,00



3.1.1. Edit List [New]

An edit list is available, showing the **Employee #, Name, Accrual Group Code, Accrual Group Description, Leave Code, Leave Code Description, the Entry Date, Time and User,** the **Field Name** and the **Old** and **New** values for the changed field. The edit list may be optionally filtered in three different ways:

- by selecting up to nine employee numbers
- by the date range
- by the username

🔣 Task 6557: Employee Leave Balance Change Log
Employee Leave Balance Change Log
Optional: Enter up to 9 Employee# Edit 0 values:
Optional: Entry Date Range (mmddyyyy) From: To:
Optional: Enter up to 9 Usernames Edit 0 values:
Run as C Preview C Print C PDF © Excel If Printing use Duplex © Yes C No
Lookup OK Cancel Clear All

	A A	B	С	D	E	F	G	н		J	K	L
	1 <u>Emp#</u>	Name	AcrualGrp	Accrual Description	Leave Code	Leave Code Description	Entry Date	Entery Time	Entry User	Field Name	Old	Nev
	2 000013	GENEREUX, LYNN	SC18	20HRS/10MTHS/UNLMTD	VACATION	Vacation	12/8/2016	08:22:54.02	LUANN	BEGDAYS		10.00
	3 000013	GENEREUX, LYNN	SC18	20HRS/10MTHS/UNLMTD	VACATION	Vacation	12/8/2016	08:23:02.29	LUANN	ACCDAYS	40.00	10.00
	4 000013	GENEREUX, LYNN	SC18	20HRS/10MTHS/UNLMTD	VACATION	Vacation	12/8/2016	08:23:04.13	LUANN	TAKDAYS	40.00	2.00
	5 001001	DEVITT, MARIE A	SCH 12 L	12 month limited	PERSONAL	Personal	12/9/2016	13:57:00.03	THERESA	ACCDAYS		.50
	6 001001	DEVITT, MARIE A	SCH 12 L	12 month limited	SICKLEA	Sick Leave	12/9/2016	13:57:12.78	THERESA	ACCDAYS		120.00
	7 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:00.95	LUANN	BEGDAYS	1.00	2.00
	8 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:01.28	LUANN	ACCHRS	1.00	2.00
	9 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:01.59	LUANN	ACCDAYS	1.00	2.00
1	0 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:01.95	LUANN	TAKHRS	1.00	2.00
1	1 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:02.34	LUANN	TAKDAYS	1.00	2.00
1	2 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:02.70	LUANN	FORHRS	1.00	2.00
1	3 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:03.05	LUANN	FORDAYS	1.00	2.00
1	4 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:03.42	LUANN	PYOHRS	1.00	2.00
1	5 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:04.02	LUANN	PYODAYS	1.00	2.00
1	6 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:08.47	LUANN	BEGDAYS	3.75	10.00
1	7 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:09.53	LUANN	ACCDAYS	149.50	20.00
1	8 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:11.80	LUANN	TAKDAYS	140.25	5.00
1	9 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:12.67	LUANN	FORDAYS		5.00
1	20 001011	EMIDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:13.70	LUANN	PYODAYS		1.00
1	21 070623	WOLNY, KAREN M	SUP	SUPERINTENDENT	SICKLEA	Sick Leave	12/9/2016	13:51:12.08	THERESA	ACCDAYS		3.75
1	2 070645	JONES, APRIL	POL	POLICE DEPT	SICKLEA	Sick Leave	12/9/2016	13:42:18.16	THERESA	BEGHRS	10.00	13.33
1	23 070645	JONES, APRIL	POL	POLICE DEPT	SICKLEA	Sick Leave	12/9/2016	13:42:25.45	THERESA	ACCHRS	30.00	40.00

4. REPORTS

4.1. Position Reports [Enhancement]

The position reports have been modified to select all positions, budgeted positions or non-budgeted positions:

🚥 [AUC] 7800-Report Librar	y By Employee [theresa]
File Edit Ledgers Purchase	Orders Accounts Payable Fixed Assets Human Resources Budget C
₽ ₽ ₽ ₩ + +	M 🚝 🔍 🖬 🔒
Goto	Report Library
- Actions	Report Name
Actious	6680-Employee Roster Schedule
	6710-Employee List
	6711-Employee List with Notes
	6712-Employee List - Phone Directory
Report Categories	6714-Employee List - Grade Schedules
1 By Employee	6754-Employee List - Additional Wages
2 By Positio	16-Employee List - Deductions 18-Employee List - GL Home Coding 6719-Employee List - GL Home Coding - Element Sele

Report Library b	y Position	
Report Name		
6605-Position List	Sample R	Run
6124-Position List - Encumbered Positions	Sample R	Run
6740-Position List - Vacant	Sample R	Run
6741-Position List - Filled	Sample R	Run
6758-Position List - Budgeting	Sample R	Run



ADMINS Unified Community Human Resources

🔜 Task 6605: Position List	
Position List	
Print Report as:	Summary C Detail
Position Selection:	C All 🖲 Budgeted Only C Non-Budgeted Only
Optional: Enter up to 9 Position Categories	Edit 0 values:
Optional: Enter up to 9 Timesheet Groups	Edit 0 values:
Optional: Enter up to 9 Bargaining Units	Edit 0 values:
Optional: Enter up to 9 Budget Groups	Edit 0 values:
Optional: Enter up to 9 Pay Groups	Edit 0 values:
Optional: Enter up to 9 EEO Categories	Edit 0 values:
Optional: Enter up to 9 EEO Types	Edit 0 values:
Sort Report By:	
Run as @ Preview @ Print @ PDF	C Excel
If Printing use Duplex 💿 Yes 🔿 No	
	Lookup OK Cancel Clear All

Figure 3 6605 Position List

6605-HRPOSEDT.REP	Printed 30-	-Mar-2017 a	at 17:14:58 by 3	THERESA		-									Page 2
						Т	own of ADMINS Position List								
							Summary by								
							Position #								
	в	Budget	Bargaining				Budgeted	Budgeted	4	EEO	REO	Accrual	Allow		
Position# Description	Category G	Group	Unit	Schedule	Grade	FTE	AnnualSalary	Annual H	7ringe	Categ	Type	Group	Mult?	Default Account#	
SOO3TEAGR04-03 SOUTH SCHOOL TEACHER	TEACH S	SOUTH	MTA-26	B30	1	1.0000	.00		.00	02	01	SC23	Yes	1000-300-2305-110-03-00-51260	
S003TEAGR04-04 SOUTH SCHOOL TEACHER	TEACH S	SOUTH	MTA-26	H15	1	1.0000	.00		.00	02	01	SC24	Yes	1000-300-2305-110-03-00-51260	
SOOSTEAKINF-01 SOUTH SCHOOL KINDERG	TEACH S	SOUTH	MTA-26	н	1	1.0000	.00		.00	02	01	SC24	Yes	5160-000-2305-401-03-00-51260	
SOUSTRAKING-OZ SOUTH SCHOOL KIN THE	TROLA S	er of sol	P -26	н	P	1.0000	.00		PR	0Z	.01	90.24	Yes	5160-000-2305-401-03-00-51260	in .
denses in the	-					-				-				-[01	
2		. (n.	RFF		J					1.1	-			80	
T135FINADMN-19 PEnONER	PENS P	PERSONNEL	RET-RE	ABC-123	1	.0000	.00		.00	00	00		Yes	1000-210-000u-u02-00-00-51150	
T135FINCF0-01 CHIEF FINANCIAL OFFI	FD001 F	FINANCE	SNGL-01	TWN MISC	1	1.0000	.00		.00	01	01	CFO	Yes	1000-135-0000-001-00-00-51110	
T651ARTCNCL-01 ARTS COUNCIL	ARTS D	DISTRICT	NON-NO	UNK	1	.8750	.00		.00	06	02	NONE	Yes	1000-651-0000-006-00-00-51140	
20 10 1 00															
#Positions: /0															
Selection Legend:															
Budgeted Posito	ons														
Sorted by: TPOSNO															

The legend at the bottom of the report will reflect the selection.

Selection Legend:	Selection Legend:	Selection Legend:
Budgeted Positons Sorted by: TPOSNO	Non-Budgeted Positions Sorted by: TPOSNO	All Positions Sorted by: TPOSNO

[MDT-SUP-SAPLAUC-1287]

4.2. Position Report–Filled [Enhancement]

The race column width was increased to show more of the description. These description changes are described in the section 6.4.1 of the March 2016 Human Resources release notes.

6115													
6741-HRPOSLS	T_FILLED.REP 🥔	A											Page 1
		Town o	f ADMINS										
		Position L	ist - Fil	led									
		Sorted by Ent	ity, Posi	tion#									
			Position			E	mploy	'ee			Date of		Mis
Bargain. Uni	t Position# Dea		BargUnit	GrdSch	n FTE	Schedul	e Grd	Step	FTE	Timesheet Grp	Hire	Race	Match
Entity: 1	TOWN OF ANYWHE												
AFL -AF	SOO3ABATECH-O1 APP.	. KAREN M	SLIB	SLIB	.800	ABATECH	1	2	1.0	SCHOOL-SOUT	15-0ct-2013	White (No	SFT
AFL -AF	SOO3ABATECH-O1 APP	R. LYNN M.	SLIB	SLIB	. 800	ABATECH	1	2	1.0	SCHOOL-SOUT	27-Aug-2013	White (No	SFT
AFL -AF	SOO3ABATECH-O1 AP.	LARIE L	SLIB	SLIB	. 800	ABATECH	1	2	1.0	SCHOOL-SOUT	27-Aug-2013	White (No	SFT
AFL -AF	SOOJABATECH-O1 A		SLIB	SLIB	. 800	ABATECH	1	1	1.0	SCHOOL-SOUT	30-Aug-2014		SFT
AFL -AF	SOO3ABATECH-O1 AP3	IE A	SLIB	SLIB	. 800	ABATECH	1	2	1.0	TEST -TC	01-Feb-2015	Hispanic	SFT
AFL 10M -AFI	0 SOO3CAFLEAD-01 C	LYNN	CEW	CFM	1.00	CFW	1	2	1.0	SCHOOL-BMMS	01-Sep-2014	White (No	
AFL 10M -AF1	0 S003CAFLEAD-01 CA	AREN M	CFW	CFW	1.00	CFW	1	1	1.0	SCHOOL-BMMS	01-Sep-2014	White (No	т
AFL 10M -AFI	0 SOOSCAFLEAD-OL CAR	TN A	CEM	CEM	1 00	CEM	ĩ	2	1 0	SCHOOL-SOUT	03-0ct-2011	White (No	т
APD 1011 APJ	O DOODCATHIAD OI CA	-n A	010	010	1.00	010	-	<u>-</u>	1.0	Demoon Door	00 000 2011	wince (No	-



Figure 4 Before

6741-HR	POSLST_	FILLED.REP	P.	Po	Town of sition Li:	ADMINS st - Fi	lled							Ра	ge 3
				Sorte	d by Entit	ty, Pos	itior	1# 							
Pergein	Unit	Decition#	Decar		Position	CrdSch	TTT	Schodule	ploy.	ee	 	Timochoot (Date of	Paga	Mis Motob
bargain	. onic	POSICION#	Descr.		Bargonic	Grusen		Schedure	- Gra	scep	414	TIMesneet (Kace	Hacen
NON	-NO	SOUGSTRATH -01	CONCH		COACH	COACH	1 00	COACH	1	1	1 0	SCHOOL-SCHOO	I. 05=0at=2012	Native Hewaijen / Decific Isla	c
NON	-NO	SOOSATHATHL-OL	COACH A		COACH	COACH	1 00	COACH	î	63	1 0	SCHOOL-SCHOOL	L 01-Sep-2012	White (Not Hispanic or Latino)	0
NON	-NO	SOOSATHATHL-OI	COACH		CONCH	COACH	1 00	COACH	1	64	1 0	SCHOOL-SCHOO	L 23-bug-2012	Black (African American (Not	
MTA	-26	SUUSSEDUCCT-04	OCCUP		BIS	BIS	497	B	î	6	1 0	SCHOOL-PDF	25-hug-2008	Hispenic or Latino	< F
MTA	-26	SOOSSPECCEL OF	SDEECH		M601700	M6017	950	MED	à	11	1 0	TRST -TC	07-Sep-1992	Asian (Not Hispanic or Latino)	SCR
FLEC	- 20	T122SFLSLTM-01	SFLECT	w	CELM	CPLW	500	CELW	1	1	50	TOWN -TOWN	02-Worr-2012	Two or more reces (Not Wish o	c
RIRC	_ 171	T122SELSLTM_01	GRIECTWA		CEIM	CRIM	. 500	CRIM	1	1	1 0	TOWN -TOWN	01-Worr-2014	Amorican Indian (Alackan Nati	CR
RIRC	_ 121	T122GELGITM-01	CRIPCTW		CDIM	CDIM	. 500	CTIN	-	1	1.0	TOWN -TOWN	02-Worr-2011	American Indian / Alaskan Naci	c .
NON	-NO	TEELADTCMCL-01	ADTO		UNIZ	THE	. 300	GTTDENDG	4	2	1 0	TOWN -TOWN	01-Jan-2009	Two or novo ropos (Net Wish o	CR C
NON	-140	TOSIARIUNUL-UI	ARID A		UNIT	UNIX	.075	SILFENDS	-1	2	1.0	TOWN -TOWN	01-0an=2009	Two or more rades (Not Hisp. o	ser t
NON	-NU	16SIARICNCL-UI	ARIS CL		UNK	UNK	.875	ONK	T	T	1.0	IOWN -DPW	01-Sep-2016	Black / African American (Not	F

Figure 5 After

[ADM-AUC-HR-9900]

4.3. By Paychecks/Other [Enhancement]

Report Library Paychecks/Other											
Report Name	ast Run Date Time										
6800-Paycheck v. by Timesheet Grow, Burger, By Category/Pay Code Run G 6803-Paycheck Pay Code Summary - By Category/Pay Code Sample, Run G 6804-Paycheck Pay Code Summary - By Employee/Pay Code Sample, Run 1 7600-Register of D/S Uplaced Checks Sample, Run 1 6188-Payr Task 6804: Paycheck Pay Code Summary - By Employee/Pay Code Paycheck Pay Code Summary - By Employee/Pay Code	07-Mar-201 17:00:55.28 06-Feb-2017 17:00:55.28 0-Apr-2017 11:14:46.65 000000-2014 15:26:09 90 ×										
Required: Check Date Range (mmddyyyy) From: 01-Jan-2016	To: 31-Dec-2016										
Optional: Enter up to 9 Warrant#'s Edit 0 values:	Optional: Enter up to 9 Employee Type Codes										
Optional: Enter up to 9 Categories Edit 0 values: Optional: Enter up to 9 Pay Codes Edit 0 values:	1: Part-Time 2: PT Part-Time Faculty										
Optional: Enter up to 9 Entity Codes Edit 0 values: Optional: Enter up to 9 Pay Groups Edit 0 values:	3: T Temporary 4: T										
Optional: Enter up to 9 Bargaining Units 2 Edit Fralues:	5:										
Bun as a Preview C Print C DDE C Excel	7:										
If Printing use Duplex & Yes C No	8:										
Lookup OK O	Cancel 3 Lookup OK Cancel Clear All										

Access the report by selecting Human Resources Reports Report Library Report Library Report Code Summary–By Employee/Pay Code. A new optional Employment Type Selection was added to the 6804 Paycheck Pay Code Summary–By Employee/Pay Code report.



This may be used to identify part time or temporary employees who have worked in excess of a specified number of hours in a calendar year. Exceeding a maximum number of hours per year may make part-time and temporary employees reportable under the Affordable Care Act or eligible for benefits.



ADMINS Unified Community Human Resources

	A	B	С	D	E	F	G	Н	L
1	Employee	<u>Name</u>	Pay Code	Description	Category	Description	<u>Hours</u>	<u>Days</u>	<u>Amoc</u>
2	000020	POWERS, LYNN M	DPERACCR	PERSONAL ACCRUAL DAYS	PERSON	PERSONAL LEAVE	0.00	4.00	
З	000020	POWERS, LYNN M	FDPERACC	Personal Day Forfeiture	PERSON	PERSONAL LEAVE	0.00	2.00	
4	000020	POWERS, LYNN M	REG	REGULAR - hours	REGULA	REGULAR	143.50	0.00	1,815
5	000020	POWERS, LYNN M					143.50	6.00	1,81
6									
7	001257	GRUPPOSO, LYNN	REG	REGULAR - hours	REGULA	REGULAR	196.00	0.00	4,095
8	001257	GRUPPOSO, LYNN					196.00	0.00	4,095
9									_
10	001911	ROBIN, LYNN M	BUS MTR	Bus Monitors - non union	NON-PE	NON-PENSION	148.00	0.00	9
11	001911	ROBIN, LYNN M					148.00	0.00	95
12									
13	005030	KARAKEIAN, LYNN D	REG	REGULAR - hours	REGULA	REGULAR	1,530.00	0.00	1,05
14	005030	KARAKEIAN, LYNN D					1,530.00	0.00	1,05.

[ADM-AUC-HR-9902]

5. QUARTERLY PROCESSING

Human Resources	
Maintenance	•
Payroll Processing	•
Timesheet Entry	•
Special Processing	•
Void/Manual/Figure Paycheck	
Billing and Invoicing	•
Bank Reconciliation	•
Queries	•
Reports	•
Tables	•
Quarterly Processing	•
Year-End Processing	•
Module Maintenance	•
Interfaces/Imports	•
Site Specific	+"
Help Reference Library	

The Federal Quarterly Reporting – 941 specifications changed for 2017.

Employers use this form to:

- report income taxes, social security tax, or Medicare tax withheld from employee's paychecks, and
- pay the employer's portion of social security or Medicare tax.

See <u>https://www.irs.gov/pub/irs-pdf/i941.pdf</u> for the IRS instructions.

The report produced from AUC was aligned to match with the new form. Line "11, Total tax reported including adjustments" on the old form is now line "13, Total tax for this quarter including adjustments applied" on the new 941 Form.

5.1. Federal Quarterly Reporting – 941 [Updated per IRS]

6323-HRREP:HR941WAG*.REP	Printed 02-Jun-2017 at 13:32:42 by LUANN	Page .
	Town of ADMINS	
	Form 941 For The Quarter Ending 033	312017
	and Schedule 941 B	
	Entity: 1 TOWN OF ANYWHE	RE
	Warrant Check Dates: 01012017 to 033	312017
 Number of employees emplo 3/12, 6/12, 9/12 or 12 	oyed in the pay period	
2. Wages, tips, and other co	mpensation	
3. Federal income tax withhe	eld from wages, tips, and other compensation.	
4. If no wages, tips, and ot	cher comp are subject	
5. Taxable social security &	medicare wages and tips:	
5a. Taxable SS wages (FICA)	X .124 =	
5b. Taxable SS tips	X .124 =	
5c. Taxable Medi wages & ti	lps. 58,705.92 X .029 = 1,702.47	
5d. Addl Medicare Taxable	X .009 =	
5e. Add Columns 2 from line 5f. Section 3121(q) Notice	es 5a, 5b, 5c and 5d and Demand - Tax due on unreportes tips	
6. Total taxes before adjust	ments (lines 3 + 5e and 5f)	
7. Current quarter adjustmer	t for fractions of cents	
8. Current quarter's adjustm	ent for sick pay	
9. Current quarter's adjust	ments for tips and group-term life insurance	
10. Total taxes after adjustm	ents	
ll. Total tax deposits includ	ling adjustments	
Actual tax deduction amounts	from employee records:	
FICA: MEDI:	853.00 ADDL MEDI: FWITH: 6,759.80	BIC:
Actual tax deduction amounts	from employer benefit:	
FICA: MEDI:	853.00	

Figure 6 Before

ADMINS Unified Community

Human Resources

Form 341 For the Quarter shaing 31-har-2012 and Schedule 941 B	
Entity: 1 TOWN OF ANYWHERE Warrant Check Dates: 01-Jan-2012 to 31-Mar-2012	
 Number of employees employed in the pay period	
2. Wages, tips, and other compensation	
3. Federal income tax withheld from wages, tips, and other compensation.	
4. If no wages, tips, and other comp are subject	
5. Taxable social security & medicare wages and tips: 5a. Taxable SS wages (FICA) X .104 =	
5b. Tarable SS tips	
SC. laxable nedi wages a CIPS. 5,535,740.57 × 0.027 = 155,236.47 Sd. Addi Medicare Taxable X 009 =	
Se. Add Columns 2 from lines 5a. 5b. 5c and 5d.	
5f. Section 3121(q) Notice and Demand - Tax due on unreportes tips	
6. Total taxes before adjustments (lines 3 + 5e and 5f)	
7. Current quarter adjustment for fractions of cents	
8. Current quarter's adjustment for sick pay	
9. Current quarter's adjustments for tips and group-term life insurance	
10. Total taxes after adjustments	
ll. Qualified small business payroll tax credit for increasing research	
12. Total taxes after adjustments and credits.	
13. Total tax deposits for this quarter, including adjustments applied	
Actual tax deduction amounts from employee records: FICA: MEDI: 84,619.28 ADDL MEDI: FWITH: 672,799.29 EIC:	
Actual tax deduction amounts from employer benefit: FICA: MEDI: 84,619.28	

Figure 7 After

[ADM-AUC-HR-9905]

6. SITE SPECIFIC [Statutory Changes]

The state of Rhode Island changed the Employee Retirement System reporting requirements.

6.1. Employees' Retirement System of Rhode Island (ERSRI) Export

ERSRI has notified ADMINS that they have installed new software that does not change the file format but does require that the following changes be installed on your site. To create an ERSRI export file, select **Human Resources** ▶ **Site Specific** ▶ **ERSRI Export** and fill in the fields on the resulting prompt.

ADMINS Unified Community		Release Notes – Version 17.2
Human Resources		June 2017
Human Resources Maintenance Payroll Processing Timesheet Entry Special Processing Void/Manual/Figure Paycheck Billing and Irvoicing Bank Reconcillation DWV Salary Report Queries Employee List - Employment Type Tables Employee List - Step Quarterly Processing Payroll Maintenance Interfaces/Imports Ste Specific		
🔟 Task 6325: ERSRI Export		
ERSRI Export		
Required: Enter Warrant#		
Required: Enter ESRRI Organization Code		
Required: Enter ERSRI Pension Category		
Optional: Survivor Benefit Category		
Required: Enter File Output Path		
Required: Enter User Defined 30 Character Field for Position (ex: 01)		
Required: Enter Bargaining Unit User Defined Field for Base Units (ex: 01)		
Required: ERSRI Type	Municipal/Non-Certified O Teachers/Certified	
Run as @ Preview C Print C PDF		
If Printing use Duplex @ Yes C No		
	Lookup OK Cancel Clear All	
 Figure 8 Before		
🛄 Task 6325: ER5RI Export		Two new fields for
ERSRI Export		"Certified Teacher Work Days" and
Required: Enter Warrant#	930009	Certified reacher work Days and
Required: Enter ESRRI Organization Code	1161	"Certified Non-Teacher Workdays"
Required: Enter ERSRI Pension Category	DC DEFERRED COMP	are available in the prompt
Optional: Survivor Benefit Category		are available in the prohipti
Required: Enter File Output Path	e:\admhome\auc\hrmod\mis\lis	
Required: Enter User Defined 30 Character Field for Position (ex: 01)	01	These are required for the Certified
Required: Enter Bargaining Unit User Defined Field for Base Units (ex: 01)	01	Deport and should be set
Required: ERSRI Type	○ Municipal/Non-Certified Teachers/Certified	Report and should be set.
Optional: Enter # of Certified Teacher Work Days	9	
Optional: Enter # of Certified Non-Teacher Work Days	10	

Lookup OK Cancel Clear All

These are **optional** only for the **Non-Certified** report.

Figure 9 After

Run as . Preview C Print

If Printing use Duplex 💿 Yes 🔿 No

O PDF

The changes include:

- 1. The export is now provided by check number instead of by employee so that voids are presented in the file.
- 2. Void checks now have a beginning and ending date of the original check.
- 3. **"Certified Teacher Work Days"** and **"Certified Non-Teacher Workdays"** are multiplied by each employee's FTE (Full Time Equivalent) to provide the number of paid days. Teacher days should be *"classroom days"*.
- 4. Actual and base units are zero for certified staff.
- 5. For non-certified staff, actual hours cannot be more than base units.

An edit list will be produced.



·····													
6325-HEREP: HRERSEL. REP	Printed 1	U-Apr-2017 at 09:26:5	S BY THERESA									Fage 1	
				Tot	m of ADMINS								
				El	SRI Export								
Warrant: 9300	09 Period St	art: 02-Feb-2017	Period Ending: 28-	Feb-2017									
Pension Category Code: DC													
Organization Code: 1161													
Enp# Last Name	First Name	ActUnits BaseUnits	PaidDays WageCode	PensWages	FedWages	EE Pens	ER Pens	ER Fed	EE Surv	ER Surv Stat	us Status Date	PosCod Fede	cal
000152 GARIEPY	KEITH FERN		19.00 01	2,586.21		250.00				00			
001148 HARVEY	KAREN L		19.00 01	4,500.00		20.00				00			
001166 KATZ	LAWRENCE L		01	660.73		50.00				00			
001204 WESTERBACK	KAREN		01	843.38		22.00				00			
001239 POTTER	MARIE M		01	660.73		25.00				00			
001255 0'DELL	JANE		19.00 01	1,130.50		300.00				00			
001256 BAILEY	MARIE F		01	584.92		50.00				00			
001257 GRUPPOSO	LYNN		01	787.15		50.00				00			
001264 BOUCHER	LYNN A		19.00 01	1,368.70		50.00				00			
001267 FARRINGTON	LYNN		01	660.73		50.00				00			
002702 KAUKER	KEITH W		01	1,278.80		50.00				00			
002740 WALL	LYNN A		01	609.90		15.00				00			
002903 BONNELL	KAREN J		01	660.73		70.00				00			
002919 FARRELL	MARIE E		01	803.04		50.00				00			
002989 NYBERG	MARIE D		19.00 01	1,272.89		20.00				00			
005187 HERMISTONE	MARIE A		01	711.55		12.55				00			
007749 DESMARAIS	KAREN L		01	727.60		20.00				00			
009326 ELZY	LAWRENCE L		01	1,221.28		100.00				00			
009331 DESPER	KEITH W		01	1,278.80		350.00				00			
070266 TRIPP	KAREN E		01	30.72		2.30				00			
070440 POTTER	KAREN A		01	727.60		20.00				00			
				23,105.96		1,576.85							
Federal Wages:													

A prompt to create the export file will appear; when selecting

[Yes], a second prompt will be

presented offering the option to

Figure 10 Sample ERSRI Report Edit List



Figure 11 Create Export File Prompt

Create ERSRI Export File
Do you want to view the file?
Click NO to Skip View
Click YES to View File
Yes No

Figure 12 View Export File Prompt

Viewing the export file will resemble the image below; you may not change the export file.

view the file.

HRMOD\Mis\Lis\1161_02022017.rgl			
11610202201702282017001101046GARIEPY	KEITH	F0000000190001002586210000000000250000000000000000000000000	
11610202201702282017001101103HARVEY	KAREN	L 0000000190001004500000000000000020000000000000000	
11610202201702282017001101108KATZ	LAWRENCE	L 00000000000010006607300000000005000000000000000000000	
11610202201702282017001101115WESTERBACK	KAREN	000000000000000000000000000000000000000	
11610202201702282017001101131POTTER	MARIE	M00000000000001000660730000000000002500000000000000000000000	
116102022017022820171234567880'DELL	JANE	00000001900010011305000000000030000000000	
11610202201702282017001101146BAILEY	MARIE	F 00000000000001000584920000000000050000000000000000000000000	
11610202201702282017001101147GRUPP0S0	LYNN	0000000000001000787150000000000050000000000	
11610202201702282017001101153B0UCHER	LYNN	A 000000019 0001 0013687 0000000000005 00000000000000000000000	
11610202201702282017001101156FARRINGTON	LYNN	000000000000010006607300000000005000000000000000000000	
11610202201702282017001101385KAUKER	KEITH	W0000000000000012788000000000050000000000000000000000000	
11610202201702282017001101420WALL	LYNN	A 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	
11610202201702282017001101580B0NNELL	KAREN	J 000000000000000000000000000000000000	
11610202201702282017001101596FARRELL	MARIE	E 000000000000010008 03 04 00000000005 000000000000000000000	
11610202201702282017001101665NYBERG	MARIE	D00000001900012728900000000002000000000000000000000000	
11610202201702282017001101929HERMISTONE	MARIE	A0000000000001000711550000000000012550000000000	

Figure 13 Sample ERSRI Export File

[ADM-AUC-HR-9899]



7. SCREEN DELAY [Fix]

Some sites with large data sets experienced a delay when viewing screens using scroll bars. The scroll bars were removed from multi-record screens to improve performance.



Refund Adjust Balance Pending After: No scroll bar faster screen display Pmt Figure 15 After

[ADM-AUC-RC-8369]

8. HELP REFERENCE LIBRARY

8.1. New or Updated Documentation

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

SPECIAL PROCESSING	HR-445 Employee Leave Balance Adjustments	[New]
	HR–520 Group Term Life Insurance Over 50K	[Updated]
YEAR END PROCESSING	HR–610 Fiscal Year End – Split Payroll	[Updated]
SITE SPECIFIC	HR-1005 Bellingham Split Time	[New]