



HUMAN RESOURCES

RELEASE NOTES – MARCH 2015

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

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1. PAYROLL PROCESSING

1.1. Steps Menu

The **Print Deposit Advices** step was renamed as **Print/Email Deposit Advices** to more accurately describe the actions performed.



Figure 1 Before

Figure 2 After

[ADM-AUC-HR-9567]

1.2. Report Enhancements

1.2.1. Labor Distribution Report Summary

The **Labor Distribution Report** is created when the **Post Labor Distribution** step is run. The summary section was aligned with the **Debit, Credit and Encumbrance** columns in the detail section.

Tom of ADMINS Labor Distribution Summary			
Payroll Batch: 1432 Employee/Account	Debit	Credit	Encumbrances
Fiscal Year: 2015			
1000-000-0000-00-00-20200 ACCOUNTS PAYABLE	2689.27	2689.27	
1000-000-0000-00-00-21500 EMPLOYEE SELF-INSURED HEALTH CONTRIB	149.70		
1000-000-0000-00-00-21700 UNION DUES WITHHOLDING PAYABLE		9.00	
1000-000-0000-00-00-21820 DEFERRED COMPENSATION WITHHOLDING		50.63	
1000-000-0000-00-00-52032 FICA / MEDICARE EXPENSES	128.58		
1000-000-0000-00-00-99990 CLEARING	2435.23	6032.18	
1000-300-3120-110-06-00-51260 ADVISOR SALARIES-MS	134.75		
1000-610-0000-006-00-00-51134 PERMANENT PERSONNEL-CUSTODIAN	1107.72		
Total 1000	6495.55	8930.78	
Fiscal Year 2015			
	8930.78	8930.78	
Account Type Summary			
Asset	2,435.23	6,032.18	
Liability	2,689.27	2,899.60	
Fund Equity			
Revenue			
Expenses	3,806.28		
Report Total	8930.78	8930.78	

Figure 3 Before

Tom of ADMINS Labor Distribution Summary			
Payroll Batch: 1448 Employee/Account	Debit	Credit	Encumbrances
Fiscal Year: 2015			
0100-000-0000-000-00-00-10400 CASH, TRASH COLLECTION		103.91	831.51
0100-000-0000-000-00-00-20200 ACCOUNTS PAYABLE		530.18	530.18
0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL		727.60	
Total 0100		1361.69	1361.69
Fiscal Year 2015			
		14385.47	14385.47
Account Type Summary			
Asset	16,367.53	80,854.38	
Liability	50,949.12	63,031.09	
Fund Equity			
Revenue			
Expenses	76,568.82		
Report Total	14385.47	14385.47	

Figure 4 After

[ADM-AUC-HR-9567]

1.2.2. Warrant Summary Report

The **Warrant Summary Report** is a new report generated as part of the payroll calculation. It is designed for use as a concise summary to assist in reconciling payroll.



```

6199-HRWARANALYSIS.REP      Printed 17-Feb-2015 at 15:06:09 by LUANN      Page 1
                               Town of ADMINS
                               Warrant Summary Report

                               Batch: 1443

Warrant: 902536   Check Date: 13-Aug-2014 Period 24-Jul-2014 thru 06-Aug-2014

      Cross:      394,180.42
      Paid Benefits: 5,321.66
      -----
      Total Expenses: 399,502.08
      =====

      Employee Net Pay:      1,620.31
      Employee Net Direct Deposits: 248,775.80
      Employee Other Direct Deposits: 4,514.01
      Vendor Vouchers:      75,794.40
      Vendor Checks:      38,891.72
      Vendor Wires:
      Vendor Direct Deposits: 29,905.84
      -----
      Total Disbursements: 399,502.08
      =====
  
```

[ADM-AUC-HR-9496]

1.2.3. Separate Check Listing

The **Separate Check Listing** is generated during the **Payroll Processing ▶ Process Paychecks ▶ Select and Calculate Warrant** step. A **Pay Code Description** was added to the Pay Code column to allow the reader to understand what each pay code represents and the legend was moved to a more prominent location at the top of the report.

```

                                TOWN OF ADMINS
                                Separate Check Listing

                                Employees with Separate Checks

Batch: 1432
-----
Warrant Timesheet Group Emp# Name Pay Code Work Date Amount Account
-----
902141 SCHOOL-BHS 006000 NEWMAN, MARIE A DTP 28-Nov-2014 157.12 8010-000-0000-000-00-51540
902141 SCHOOL-SCHOOL 070138 PAGE, MARIE L DTP 21-Nov-2014 675.00 8010-000-0000-000-00-51540
902141 TOWN -TOWN 001166 HOURLY, HELEN H DTP 18-Nov-2014 184.62 8010-000-0000-000-00-51540
-----
Selection Legend:
-----
*** These employee pay records are set to be "Separate Checks" and will only have taxes and percentage based deductions applied.
  
```



Figure 5 Before

```

                                TOWN OF ADMINS
                                Separate Check Listing

                                Employees with Separate Checks

*** These employee pay records are set to be "Separate Checks" and will only have taxes and percentage based deductions applied.***

Batch: 1449
-----
Warrant Timesheet Group Emp# Name Pay Code / Description Work Date Amount Account
-----
902871 TOWN -POL 000092 THE ESTATE OF, LYNN H REG REGULAR - ho 29-Jan-2015 210.56 1000-210-0000-002-00-51150
  
```

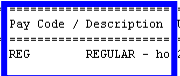


Figure 6 After

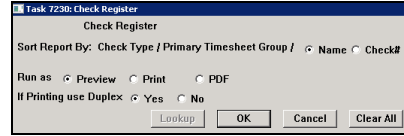
[ADM-AUC-HR-9567]



1.2.4. Payroll Check Register

The check register report was enhanced with the following changes to make the report easier to understand:

1. eliminated a duplicate heading
2. re-positioned the count of each group
3. relabeled the notes column



Town of ADMINS
Payroll Check Register

Payroll Check Register

Batch: 1432 Warrant: 902141 Check Date: 29-Nov-2014 Period 15-Nov-2014 thru 28-Nov-2014

ACH File Path and Name: hrwrk:deposit.dat

Check#	Type	Employee/Vendor	Check Amount	Direct Deposit	Notes/Primary Timesheet Group and Count
0080063	P	000013 HOLMES, LYNN	111.25		
0080064	P	001166 HOURLY, HELEN H	848.73		
0080065	P	001166 HOURLY, HELEN H	163.80		
Check Type: Printed #: 3 1,123.78					SCHOOL--WEEKLY count: 1
0948829	E	006000 NEWMAN, MARIE A		902.80	
0948830	E	006000 NEWMAN, MARIE A		146.39	
Check Type: Deposit Advice #: 11 1,565.49					TOWN -TOWN count: 2
0948832	E	010752 BLANDING, LYNN			SCHOOL--BHS count: 2
0948833	E	070123 FOSS, MARIE L			*** Warning - No Check/No Direct Deposit **
0948834	E	070129 JORDAN, MARIE L			*** Warning - No Check/No Direct Deposit **
0948835	E	007765 KENT, KAREN A			*** Warning - No Check/No Direct Deposit **
0948836	E	010857 HOWRY, LYNN A			*** Warning - No Check/No Direct Deposit **
0948831	E	070138 PAGE, MARIE L		516.30	
0948837	E	010549 RANIERI, MICHAEL F JR			*** Warning - No Check/No Direct Deposit **
0948838	E	010872 SACCO, KAREN L			*** Warning - No Check/No Direct Deposit **
0948839	E	070016 WEAVER, LYNN A			*** Warning - No Check/No Direct Deposit **
					SCHOOL--SCHOOL count: 9

Figure 7 Before

TedRE -HRPaycheck_Register_7231_THERESA_1448[1].lrs

7231-HRPAYCHKREG.REP Printed 17-Feb-2015 at 14:33:22 by THERESA
Town of ADMINS
Payroll Check Register

Batch: 1448 Warrant: 902570 Check Date: 21-Feb-2015 Period 29-Jan-2015 thru 11-Feb-2015

ACH File Path and Name: hrwrk:deposit.dat

Check#	Type	Employee/Vendor	Check Amount	Direct Deposit	Warning/Email (if applicable)
0080115	P	002010 CHRISTIE, LYNN J	757.15		
0080116	P	002190 CLINTON, MICHAEL L JR	1,273.75		
0080117	P	000314 CORTES, KEITH A	195.39		
0080118	P	002244 DUQUETTE, KEITH W	1,184.80		
0080119	P	000311 PERRY, LAWRENCE L	170.05		
0080120	P	000307 SAVOIE, KEITH JR	193.60		
0080121	P	001250 THOMASHAY, MARIE M	144.02		
*** TOWN -POL Count: 7					
0080122	P	002903 BONNELL, KAREN J	453.67		
0080123	P	001267 FARRINGTON, LYNN	397.64		
0080124	P	001022 JONES, MARIE A	605.39		
0080125	P	001166 KATZ, LAWRENCE L	406.85		
0080126	P	070617 MARTINIS, KEITH A	772.32		
0080127	P	001239 POTTER, MARIE M	418.65		
0080128	P	006189 WALDEN, MARIE J	646.31		
*** TOWN -TOWN Count: 7					
Check Type: Printed Count: 14 7,619.59					
0949223	E	003105 BOITEAU, KAREN A		430.18	Emailed to wendy@admins.com
0949224	E	070589 HARTE, LAWRENCE A		634.43	
0949225	E	070434 PERES MACDONALD, KAREN J		446.65	
0949226	E	070449 SALISBURY, KEITH M		699.77	
*** TOWN -DPW Count: 4					

Figure 8 After

[ADM-AUC-HR-9567]



1.3. Annual Leave Rollover Processing

At the end of the calendar year, for sites using accruals, the annual leave rollover process that runs during the payroll posting was streamlined to process in minutes instead of hours.

[CRI-SUP-SAPLAUC-149]

2. SPECIAL PROCESSING

2.1. Global Changes to Employees

2.1.1. Salary Change Date Limits Expanded

Prior to the software update, if a global salary change date was more than 365 days from the current date, the following message appeared and the process terminated. The limit is now plus or minus 2000 days from the current date to accommodate retroactive contract changes affecting multiple years.

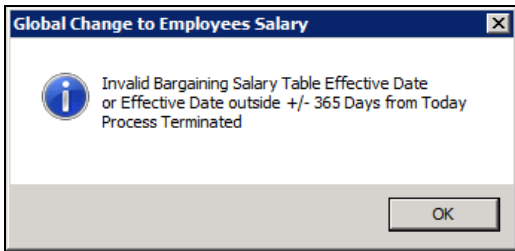


Figure 9 Before

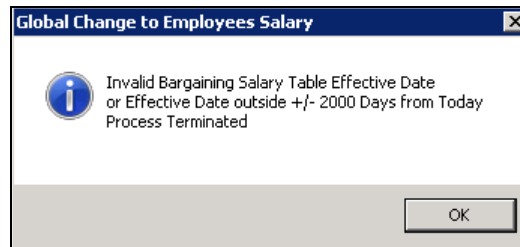


Figure 10 After

[MAN-SUP-SAPLAUC-263]

3. MANUAL CHECKS

3.1. Adding a Benefit Not in the Employee Master File

Manual checks are sometimes used to reimburse employees for overpayments of certain contributions, as this amount needs to be shown as part of taxable income for the year. Total benefits were not calculating properly, producing an error which caused checks to not be printable. Benefits could not be added to a manual check if the benefit did not appear on the employee’s cost code screen.

This has been changed so that any benefit can be added to the employee manual check without first being added to the employee cost code screen. (This feature was already available on the deduction screen.)

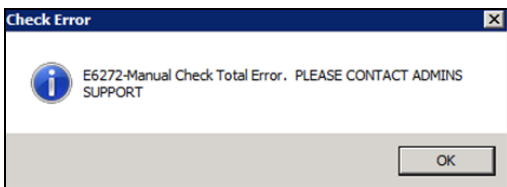


Figure 11 Before

Two Examples of why this may occur (The benefit is not on the employee screen):

Situation 1: City/Town wants to make a one time contribution to an employee benefit.

Situation 2: City/Town needs to correct a benefit paid

[MAN-SUP-SAPLAUC-263]

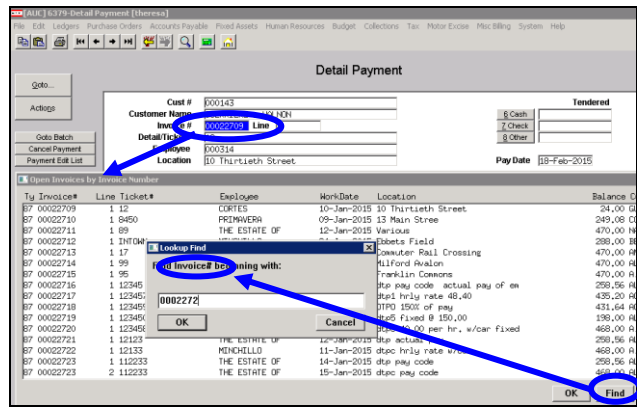
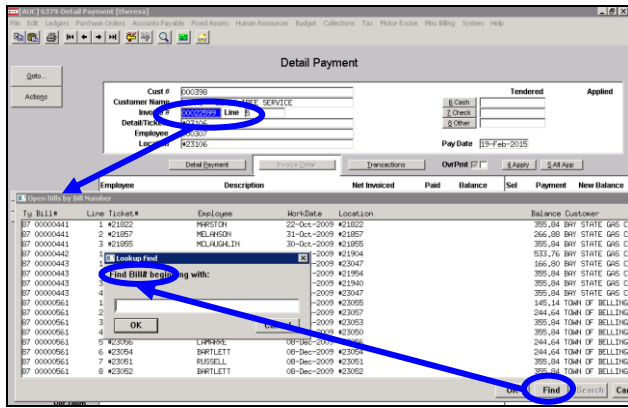


4. BILLING & INVOICING

4.1. Enter & Pay an Invoice

The screen was modified to allow the user to enter an invoice number directly instead of forcing the use of a lookup.

When the lookup by Invoice # is used, the columns are now labeled to use the term “Invoice” rather than “Bill” for clarity and consistency.



[ADM-AUC-HR-9567]

4.2. Invoice Register

The invoice register was truncating the page numbers on the right side on the printed output. This was corrected.

6373-HRPB\INVOICRREG.REP Printed 26-Jan-2015 at 10:41:25 by THERESA

Town of ADMINS
Issue Invoice Register

Invoice Register Detail by Customer/Employee

Bill Date: 26-Jan-2015
Due Date: 25-Feb-2015

Invoice#	Customer	Line	Employee	Detail/Ticket Number	Work Date	Pay Code	Hours	Location	Employee Payment	Invoiced
00022704	000074 MASS ELECTRIC CO (TREE)									
	ATT: A MORIN TREE SERVICE									
	00000-0000									
		1	000302 PRIMAVERA, MICHAEL B	887	21-Dec-2014	DTP2	4.00	12 Shady Lane	105.28	362.40
	000074 MASS ELECTRIC CO (TREE)									
										362.40

										Detail/Ticket Total

Figure 12 Before



6373-HRFBINVOICEREG.REP Printed 24-Feb-2015 at 10:03:51 by KATHY

Page 1

Town of ADMINS
Issue Invoice Register

Invoice Register Detail by Customer/Employee

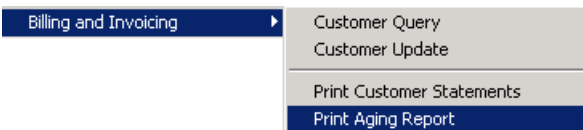
Bill Date: 24-Feb-2015
Due Date: 26-Mar-2015

Invoice#	Customer	Line	Employee	Detail/Ticket Number	Work Date	Pay Code	Hours	Location	Employee Payment	Invoiced
00022730	000196 PRIDE ENVIRONMENTAL									
		1	003105 BOITEAU, KAREN A	33434	23-Feb-2015	DTP	4.00	55 Brick Rd	24.00	
								Detail/Ticket Total	24.00	
00022731	000204 J.H. LYNCH & SONS									
		1	003105 BOITEAU, KAREN A	1222	25-Feb-2015	DTP	4.00	4 Miller Circle	24.00	
								Detail/Ticket Total	24.00	
								Grand Total	48.00	

Figure 13 After

[ADM-AUC-HR-9578]

4.3. Aging Report Enhanced



The format for the aging report was enhanced for clarity and readability.

1. A line was added between customers to make their totals easier to see,
2. Headings were repeated for each customer.
3. Bill# Column was renamed "Invoice#",
4. Bill Count Column was renamed "Inv Count",

6390-HRCUSAGE.REP Printed 02-Dec-2014 at 18:52:59 by MARY

Page 1

Town of ADMINS
Print Aging Report

Detail Aging Report by Customer

Customer	Cust#	Bill#	Bill Date	Due Date	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Bill Count
		00022592	18-Nov-2009					1,067.52	1,067.52	
ALANA CHAUVIN	000393							1,067.52	1,067.52	1
		00000441	04-Nov-2009					978.56	978.56	
		00000442	18-Nov-2009					533.76	533.76	
		00000443	23-Dec-2009					1,234.32	1,234.32	
BAY STATE GAS CO	000006							2,746.64	2,746.64	3
		00006043	21-May-2003					136.76	136.76	
BENCHMARK	000093							136.76	136.76	1
		00022638	08-Aug-2014	07-Sep-2014				1,472.00	1,472.00	
BEST BUY	000493							1,472.00	1,472.00	1

Figure 14 Before



6390-HRCUSAGE.REP Printed 18-Feb-2015 at 12:39:30 by THERESA Tom of ADMINS Print Aging Report Page 2

Detail Aging Report by Customer

Invoice#	Inv Date	Due Date	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Inv Count
00022721	11-Feb-2015	13-Mar-2015	258.56				258.56	
00022723	12-Feb-2015	14-Mar-2015	1,688.40				1,688.40	
**Total ALLSTON POWER AMERICAN NATION 000001			4,576.08		234.00		4,810.08	8

Invoice#	Inv Date	Due Date	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Inv Count
00022714	26-Jan-2015	25-Feb-2015	470.00				470.00	
**Total ALPHONSO BUILDERS 000187			470.00				470.00	1

Invoice#	Inv Date	Due Date	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Inv Count
00022713	26-Jan-2015	25-Feb-2015	470.00				470.00	
**Total AMTRAK 000117			470.00				470.00	1

Invoice#	Inv Date	Due Date	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Inv Count
00000441	04-Nov-2009					979.56	979.56	
00000442	18-Nov-2009					533.76	533.76	
00000443	23-Dec-2009					1,234.32	1,234.32	
**Total BAY STATE GAS CO 000006						2,746.64	2,746.64	3

Figure 15 After

[ADM-AUC-HR-9567]

4.4. Payments

- The Detail Payment screen now includes an “Adjusted” column so the balance field ties across each row.
- The totals at the bottom of the screen were not accurate. This has been corrected.

Figure 16 Before

Figure 17 After

[ADM-AUC-HR-9567]

4.5. Form Changes

The invoice form was enhanced for readability and clarity. The details will vary based on the pay code setup. In the example shown below, three codes are set up in **Human Resources ▶ Tables ▶ Pay Codes ▶ Detail Billing Tab**:



Description of Charge	Hours	Rate	Charge
Employee Charge		\$ 210.56	\$ 210.56
Town Fee	8.00	\$ 6.00	\$ 48.00
Employee Charge	8.00	\$ 40.00	\$ 320.00
Town Fee	8.00	\$ 6.00	\$ 48.00
Vehicle Charge	Hrs/Max		\$ 100.00
Employee Charge	Percent	150.00%	\$ 315.84
Town Fee	8.00	\$ 6.00	\$ 48.00
Employee Charge	Flat Rate	\$ 150.00	\$ 150.00
Town Fee	8.00	\$ 6.00	\$ 48.00
Employee Charge	8.00	\$ 44.00	\$ 352.00
Town Fee	8.00	\$ 6.00	\$ 48.00

Billing/Vendor Charges
Apply Additional Charges? Yes No

Billing Charge Type
 Actual Pay of Employee
 % of Employees Hourly Rate
 Hourly Rate
 Fixed Amount

Rate Category 01 Employee Charge

1. To charge what the employee is paid, the Hours column is blank and the Rate will reflect the amount the employee was paid.

Vehicle Charge Type
 None
 % of Employees Hourly Rate
 Hourly Rate
 Fixed Amount
 Fixed Amt/Time

Rate Category 03 Vehicle Charge

of Hours 4.00 Max Hours 8.00

2. To charge a rate for a block of hours up to a maximum number of hours for the vehicle, the Hours will display Hrs/Max and the Rate column is blank.

Billing/Vendor Charges
Apply Additional Charges? Yes No

Billing Charge Type
 Actual Pay of Employee
 % of Employees Hourly Rate
 Hourly Rate
 Fixed Amount

Rate Category 01 Employee Charge

150.0000

3. To charge a percentage of the employee's rate, the Hours will Display Percent and the rate will show the percentage.

[ADM-AUC-HR-9581]

5. POSTING CONTROL

5.1. Billing & Invoicing Batches GL Batch Numbering

A sequence number was added to the outside detail billing (originating in the HR module) user batches for easier identification and retrieval once the billing and invoicing is posted.



Prior to the software update, if multiple batches were billed in a single day, the same User Batch # was assigned to each, as shown below:

Trx Date	Post Date	Line	GL#	Reference#	TrxCode	User Bat#
23-Jan-2015		1	2		HR10	PB012315
23-Jan-2015		1	2		HR10	POLBIL
23-Jan-2015		1	2		HR10	PB012315
23-Jan-2015		1	2	22703	HR10	PB012315
26-Jan-2015		1	2		HR10	PB012615
26-Jan-2015		1	2	22710	HR10	PB012615
26-Jan-2015		1	2	22715	HR10	PB012615

Figure 18 Before

Now, the user batches will be named as follows: The literal “PB”, followed by the date in MMDDYY format, followed by a sequence number between 1 and 9. This assigns each batch processed in a given day with an incrementing sequence number. An example is shown below.

February 12, 2015	February 13, 2015	February 14, 2015
PB0212151	PB0213152	PB0214157
	PB0213153	PB0214158
	PB0213154	PB0214159
	PB0213155	PB0214151
	PB0213156	PB0214152

The extra digit in the batch # will enable the user to search for a particular batch more easily in a report or transaction history screen.

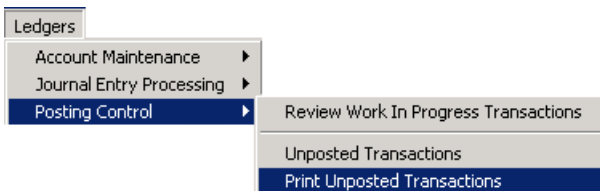
In the unlikely event that more than nine batches are processed in a single day, the batch numbering sequence will repeat.

Figure 19 After

[ADM-AUC-HR-9577]

5.2. Unposted Transactions

Prior to the software update, the GL code of HR10 was not listed in the GL Batch Number lookup when printing unposted transactions. This has been corrected.



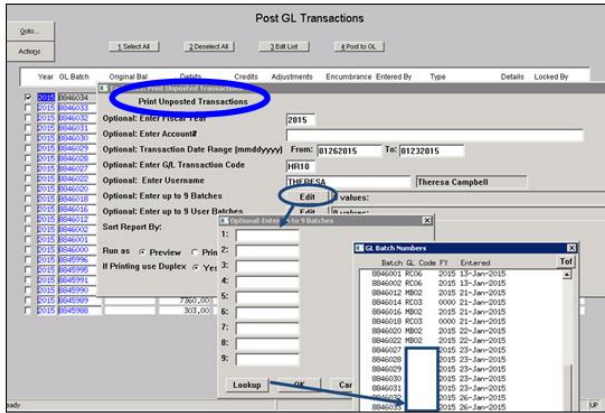


Figure 20 Before

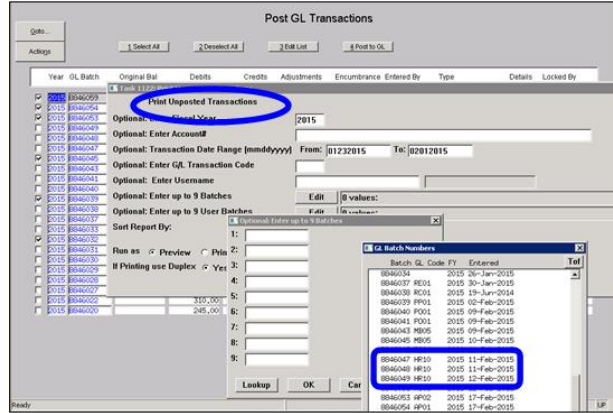
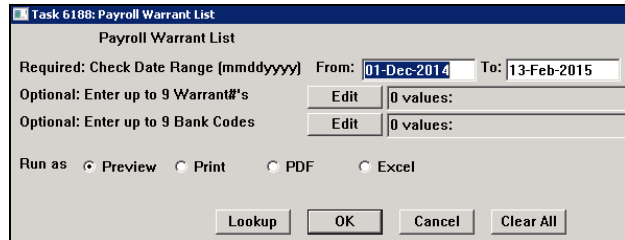
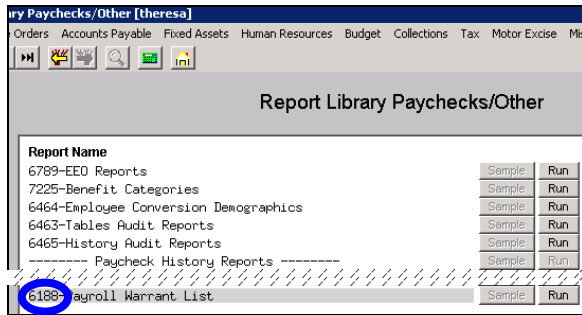


Figure 21 After

[ADM-AUC-HR-9577]

6. REPORTS

6.1. Warrant Report #6188



The Payroll Warrant List report found in the **Paycheck History Reports** section of the **Reports Library** has been enhanced. The report now includes a column for “other direct deposits” which includes Electronic Funds Transfers for credit union deposits, among others. The report may be run for a single posted warrant, all posted warrants, or up to nine selected warrants. A check date range is required. In addition, the report # shown on the printed output now matches the report # in the **Help Reference Library**.

Warrant	Bank	Check Date	Check Amount	NetDirectDeposit	Cash Amount
120114	PAYR	05-Dec-2014	7,046.37	26,106.82	34,063.19
902559	PAYR	13-Dec-2014	4,025.52	13,681.52	18,777.04
Grand Total			11,071.89	39,788.34	52,840.23

Selection Legend:
Check Date: 12012014 to 12312014

Figure 22 Before

Warrant	Bank	Check Date	Check Amount	NetDirectDeposit	Other Direct Dep	Cash Amount
120114	PAYR	05-Dec-2014	7,046.37	26,106.82	3,976.19	34,063.19
902559	PAYR	13-Dec-2014	4,025.52	13,681.52	2,863.62	18,777.04
Grand Total			11,071.89	39,788.34	6,839.81	52,840.23

Selection Legend:
Check Date: 01-Dec-2014 to 31-Dec-2014

Figure 23 After

[ADM-AUC-HR-9574]



6.2. Terminating Position Leave Balance Report

If an employee is terminated or retired from a position and they have a leave balance *without* another active position with the same leave accrual code, a report will be generated.

For example, let's use employee #23, shown below in the Employee Maintenance screen. The current accrual group for this employee is listed as SC23.

The Leave History Query screen shows that the employee has 138.50 days of sick time accrued.

Leave	--- Beg Balance ---		--- Accrued ---		--- Taken ---		--- Forfeited ---		--- Paid Out ---		--- Ending Balance ---	
	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days
COMPEN Comp Time												
HOLIDAY Holiday												
PERSONAL Personal				10.00		10.00						
SICKLER Sick Leave		123.00		75.00		59.50						138.50
VACATION Vacation												

Employee Maintenance

Employee Number: 000023 KAREN M OSTEGREN
 Position: S012TEASCI5-02 BMMS TEACHER

Employee Attachments (1)
 Employee Position Attachments

Classifications

Employee Status	NP	New position
Employee Type	FF	Full-Time Faculty
EEO Employment Category	02	Professionals
EEO Employment Type	01	Full-Time
Workers Compensation Code	8868	SCHOOL TEACH & CLERI
Accrual Group	SC23	TEACH.-UNLIMITED

Termination Date: 01-Feb-2015
 Reason: Transfer to New Position

If employee 23:

- retires, transfers to a new position or is otherwise terminated,
- has a leave balance, and
- has no other active position within the SC23 leave accrual group,

the **Terminated Employee Leave Balance** report will be generated to notify the payroll processing staff that there is a leave balance. The report provides information to the payroll processing staff on entering the leave balance for the new position in the employee timesheets.



TedRE - EmployeeList_Leave_6189_THERESA[1].lis

6189-HRREP:HREMPLST_LEVCOD.REP Printed 26-Feb-2015 at 14:49:52 by THERESA
Town of ADMINS
Terminated Employee Leave Balance Report

Employee: 000023 OSTEPREN, KAREN M
Position: S012TEASCI5-02 BMMS TEACHER
Accrual Code: SC23 TEACH.-UNLIMITED

Code	Description	Beg Hours	Beg Days	Acrued Hours	Acrued Days	Used Hours	Used Days	Forfeit Hours	Forfeit Days	Pd Out Hours	Pd Out Days	Bal Hours	Bal Days
SICKLE	Sick Leave		123.00	75.00		59.50						138.50	

This report is being generated because this employee was terminated with leave balances* for the accrual code SC23 and they do not have another active position with the same accrual code.

If the employee has another position with a different accrual code, the balances can be entered as accruals in their timesheets for the new position.

*Balances do not include any in-progress payrolls.

Figure 24 Terminated Employee Leave Balance Report Sample

If this employee was hired for another position *within* the **SC23** leave accrual group, this accrual balance will remain on the employee record in the leave history, effectively transferring the leave balance to the new position. The report will not be produced.

[ADM-AUC-HR-9571]

6.3. Timesheet Entry Detail Report by Timesheet Group/Employee #6220

Alignment issues on this report were corrected for the Hours, Days and Wages columns. In addition, the Wages column and footer was renamed “Wages Paid” to be consistent.

6220-HRTMSEMPDET.REP Printed 02-Dec-2014 at 17:30:19 by MARY
Town of ADMINS
Timesheet Entry Detail by TS Group/Employee

Timesheet Group: TOWN -POL Police Department

Work Date	Warrant	Pay Code	Hours	Days	Wages	Expense Account
Regular:			62.00		829.60	
Employee Total:			62.00		829.60	
002855 MARSHALL, KEITH R T210POLOFF -01						
26-Aug-2014	902555	REG REGULAR - hours	12.00		279.60	1000-210-0000-002-00-00-51150 POLICE OFFICERS SALARIES
27-Aug-2014	902555	REG REGULAR - hours	12.00		279.60	1000-210-0000-002-00-00-51150 POLICE OFFICERS SALARIES
28-Aug-2014	902555	REG REGULAR - hours	12.00		372.80	1000-210-0000-002-00-00-51150 POLICE OFFICERS SALARIES
30-Aug-2014	902555	POL EDUC police education inc		1.00	95.79	1000-210-0000-002-00-00-51800 EDUCATION INCENTIVE (QUINN BILL)
Regular:			36.00		932.00	
Premium:				1.00	95.79	

Figure 25 Before



6220-HRTMSEMPDET.REP Printed 04-Mar-2015 at 14:58:07 by KATHY Town of ADMINS Timesheet Entry Detail by TS Group/Employee Page 1

Timesheet Group: TOWN -DPW PUBLIC WORKS

Work Date	Warrant	Pay Code	Hours	Days	Wages Paid	Expense Account
=====						
003105 BOITRAU, KAREN A T422DPWHCLR-01						
=====						
29-Jan-2015	902570	REG REGULAR - hours	4.00		72.76	0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL
29-Jan-2015	902570	REG REGULAR - hours	4.00		72.76	1000-422-0000-004-00-00-51133 PERMANENT PERSONNEL-CLEEK
30-Jan-2015	902570	REG REGULAR - hours	4.00		72.76	0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL
30-Jan-2015	902570	REG REGULAR - hours	4.00		72.76	1000-422-0000-004-00-00-51133 PERMANENT PERSONNEL-CLEEK
01-Feb-2015	902570	SICKACCR SICK ACCRUAL	12.00			0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL
02-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL
02-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	1000-422-0000-004-00-00-51133 PERMANENT PERSONNEL-CLEEK
03-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL
03-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	1000-422-0000-004-00-00-51133 PERMANENT PERSONNEL-CLEEK
04-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL
04-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	1000-422-0000-004-00-00-51133 PERMANENT PERSONNEL-CLEEK
05-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL
05-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	1000-422-0000-004-00-00-51133 PERMANENT PERSONNEL-CLEEK
06-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL
06-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	1000-422-0000-004-00-00-51133 PERMANENT PERSONNEL-CLEEK
09-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL
09-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	1000-422-0000-004-00-00-51133 PERMANENT PERSONNEL-CLEEK
10-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL
10-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	1000-422-0000-004-00-00-51133 PERMANENT PERSONNEL-CLEEK
11-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL
11-Feb-2015	902570	REG REGULAR - hours	4.00		72.76	1000-422-0000-004-00-00-51133 PERMANENT PERSONNEL-CLEEK
=====						
		Regular:	80.00		727.60	
		Unpaid:	12.00			
=====						
		Employee Total:	92.00		727.60	

Figure 26 After

[ADM-AUC-HR-9567]

7. TABLES

7.1. Pay Code Table

Alignment and typographical errors were fixed on the Pay Code Table.

Figure 27 Before

Figure 28 After

[ADM-AUC-HR-9567]

7.1.1. Detailed List

The **Detailed List** (accessed via **Alt|7** or the **Detailed List** button) was changed to position the headers properly above the data columns in the Excel output.



1	PayCode	Description	PayCatCode	Description	BenefitStCat	Description	Order	PayType	%HrlyRate	FlatAmt	Units	LeaveCod	PstLeave	GradeDif	StepDif
2	1ST DAY	1st day of school -	REGULA	REGULAR	STIP	Stipend		Regular				0.00	0.00	Days	
3	403B	403b payment	NON-PE	NON-PENSION	STIP	Stipend		Other				0.00	100.00	Hours	
4	ABA EXTR	Extra hours ABA non-	NON-PE	NON-PENSION	STIP	Stipend		Regular				100.00	0.00	Hours	
5	ACDM	POLICE ACADEMY	REGULA	REGULAR	STIP	Stipend		Regular				0.00	0.00	Days	
6	ADIR	Athletic Director Pa	NON-PE	NON-PENSION	STIP	Stipend		Regular				0.00	0.00	Days	
7	ADLV	ADMINISTRATIVE LEAVE	REGULA	REGULAR	STIP	Stipend		Unproduct				0.00	0.00	Days	

Figure 29 Before

1	PayCode	Description	PayCatCode	Description	BenefitStCat	Description	Order	PayType	%HrlyRate	FlatAmt	Units	LeaveCod		
2	1ST DAY	1st day of school -	REGULA	REGULAR			0	Regular				0.00	0.00	Days
3	403B	403b payment	NON-PE	NON-PENSION	STIP	Stipend	2	Other				0.00	100.00	Hours
4	ABA EXTR	Extra hours ABA non-	NON-PE	NON-PENSION	STIP	Stipend	2	Regular				100.00	0.00	Hours
5	ACDM	POLICE ACADEMY	REGULA	REGULAR	STIP	Stipend	2	Regular				0.00	0.00	Days
6	ADIR	Athletic Director Pa	NON-PE	NON-PENSION	STIP	Stipend	2	Regular				0.00	0.00	Days
7	ADLV	ADMINISTRATIVE LEAVE	REGULA	REGULAR	STIP	Stipend	2	Unproduct				0.00	0.00	Days
8	ADM PAY	Administrator Pay -	NON-PE	NON-PENSION	STIP	Stipend	2	Regular				0.00	0.00	Days
9	ADP	ADMIN DAY POL	ADMIN	ADMIN DAY POL	LEAVE	Leave	5	Unproduct				0.00	0.00	Days

Figure 30 After



Some columns (AA –AR) may be blank. These are base bucket columns and only appear if selected on the **Tables ▶ Pay Codes ▶ Base Buckets Tab** for at least one active pay code. In the example below, five base buckets are checked off, so they will appear on the above report. If the remaining base buckets are unused on ALL active pay codes, the columns corresponding to the codes will be blank.

The screenshot shows the 'Pay Code Table' interface for pay code '403B - 403b Summer Hours'. It displays two columns of bucket selection options: 'Buckets 1 - 20' and 'Buckets 21 - 40'. In the 'Buckets 1 - 20' column, the following options are checked: Federal Tax Wages, Medicare Wages, State Taxable Wages, Retirement Wages, Total Wages, Workers Comp, Federal Taxes, State Taxes, and Reportable Health Care Cost. In the 'Buckets 21 - 40' column, the following options are checked: QII/111F wages, Clothing non Taxable, car allowance, Clothing taxable, Senior Tax Gross Pay, Senior Tax Net, and Roth Contribution. Other options like 'TRAVEL BENEFITS', 'Pension Plan Freq', 'Deferred Comp Wages', and 'EFT Deductions' are unchecked.

[ADM-AUC-HR-9567]

7.1.2. Detail Billing Pay Code Edit List Changed

The prompt for the **Detail Billing List** was modified to allow sorting by **Pay Code, Pay Type or Category**.

The screenshot shows the 'Task 6638: Detail Billing Pay Code Listing' dialog box. The 'Sort Report By' dropdown menu is set to 'Employee Number'. Other options visible are 'Deduction Code' and 'Category'. The 'Run as' dropdown is set to 'Excel'. Buttons for 'Lookup', 'OK', 'Cancel', and 'Clear All' are visible at the bottom.

Figure 31 Before

The screenshot shows the 'Task 6638: Detail Billing Pay Code Listing' dialog box after the change. The 'Sort Report By' dropdown menu is now set to 'Pay Code'. Other options visible are 'Pay Type' and 'Category'. The 'Run as' dropdown is set to 'Excel'. Buttons for 'Lookup', 'OK', 'Cancel', and 'Clear All' are visible at the bottom.

Figure 32 After



This report shows the settings for any **active pay code** that is marked as a **Detail Billing Pay Code**.

To mark a pay code as a **Detail Billing Pay Code** set the Yes radio button on the Turn on Pay Code for Billing? on the **Detail Billing** tab of the **Pay Code** table.

The **Detail Billing List** was enhanced with additional columns and is now available exclusively as an Excel report to accommodate the added columns.

	A	B	C	D	E	F	G	H
1	Pay Code	Description	Categ	Category Type	Pay Type	SepCk	Account#	Status
2	CU	Cu	DOUBLE	Wage	Overtime	Yes	****_****_****_**_**_****	Active
3	CUSTBILL	Custodian billable	OVERTI	Wage	Overtime	Yes	****_****_****_**_**_****	Active
4	CUSTDBT	customer dbt	OVERTI	Wage	Premium	No	****_****_****_**_**_****	Active
5	CUSTOVT	School custodian overtime	OVERTI	Wage	Overtime	Yes	****_****_****_**_**_****	Active
6	DTP	Police Detail Pay	DETAIL	Wage	Regular	Yes	8010-000-0000-000-00-51540	Active

Figure 33 Before

Columns H – U show the additional columns available in the report; only **active** Detail Billing pay codes are included on the report.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	Pay Code	Description	Categ	Cat Type	Pay Type	SepCk	Account#	Turn on?	DetTick	Reqd	Addl Chgs	Bill Chg	Rate	Cat	Veh Chg	Rate	#hours	MaxTime	Cat	Oth Chg	Rate	Cat
2	DTP	Police Detail Pay	DETAIL	Wage	Regular	Yes	8010-000-0000-000-00-51540	Y	Y	Y	Actual Pa	0.00	Employee	None	0.00	0.00	0.00	0.00		None	0.00	
3	DTP NOS	Police Detail Pay No S	DETAIL	Wage	Regular	No	8010-000-0000-000-00-51540	Y	Y	Y	Hourly Ra	44.00	Employee	None	0.00	0.00	0.00	0.00		None	0.00	
4	DTP1	police details - other	DETAIL	Wage	Regular	Yes	8010-000-0000-000-00-51540	Y	Y	Y	Hourly Ra	48.40	Employee	None	0.00	0.00	0.00	0.00		None	0.00	
5	DTP1 NOS	police detail other ve	DETAIL	Wage	Regular	No	8010-000-0000-000-00-51540	Y	Y	Y	Hourly Ra	48.40	Employee	None	0.00	0.00	0.00	0.00		None	0.00	
6	DTP2	police details - other	DETAIL	Wage	Premium	Yes	8010-000-0000-000-00-51540	Y	Y	Y	Hourly Ra	72.60	Employee	None	0.00	0.00	0.00	0.00		None	0.00	
7	DTP2 NOS	police details other v	DETAIL	Wage	Premium	No	8010-000-0000-000-00-51540	Y	Y	Y	Hourly Ra	72.60	Employee	None	0.00	0.00	0.00	0.00		None	0.00	
8	DTP3	police out of town det	DETAIL	Wage	Premium	Yes	8010-000-0000-000-00-51540	Y	Y	Y	Hourly Ra	43.00	Employee	None	0.00	0.00	0.00	0.00		None	0.00	
9	DTP3 NOS	police out of town det	DETAIL	Wage	Premium	No	8010-000-0000-000-00-51540	Y	Y	Y	Hourly Ra	43.00	Employee	None	0.00	0.00	0.00	0.00		None	0.00	
10	DTP4	police out of town det	DETAIL	Wage	Premium	Yes	8010-000-0000-000-00-51540	Y	Y	Y	Hourly Pa	64.50	Employee	None	0.00	0.00	0.00	0.00		None	0.00	

Figure 34 After

[ADM-AUC-HR-9567]

8. YEAR END PROCESSING

8.1. W2 Forms for Sites with Multiple Entities

For sites with multiple entities, a duplicate line was appearing on the Employer's address block "c" on some W2s. This has been resolved.

c Employer's name, address, and ZIP code
TOWN OF MANSFIELD
4 SOUTH EAGLEVILLE RD
STORRS, CT 06268
STORRS, CT 06268

Figure 35 Before

c Employer's name, address, and ZIP code
TOWN OF MANSFIELD
4 SOUTH EAGLEVILLE RD
STORRS, CT 06268

Figure 36 After

[ADM-AUC-HR-9582]



8.2. W2 Annual Training Webinar

The annual webinar training for W2 processing was offered on January 21, 2015. The updated presentation materials are available in the Help Reference Library.

[ADM-AUC-HR-9576]

9. HELP REFERENCE LIBRARY

9.1. New or Updated Documentation

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

- YEAR END PROCESSING W2 Webinar Slides
- SYSTEM System Administration Kit