B HUMAN RESOURCES RELEASE NOTES – MARCH 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. The changes are not itemized nor documented here as they are being covered during Webinar training sessions. ADMINS Support continues to work with the IRS and as changes are needed, they are installed on your site. Future webinars will be scheduled in March/April as soon as electronic file testing is ready with the IRS.

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	8.2.2	2.	Timesheet Detail Report #6249 – Added Bargaining Unit	
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	8.3.2	2.	EEO Reports–Salary Reports [show code and description]	
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9.	MO	DULE	CONTROL	
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10). Y	EAR-E	ND PROCESSING	
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11	. н	ELP R	EFERENCE LIBRARY	
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1. PAYROLL PROCESSING

Select and Calculate Warrants					
Payroll Register					
Site Payroll Reports - OPTIONAL					
Check Register					
Print Checks					
Print Deposit Advices					
Create Direct Deposit File					
Create Vouchers in A/P					
Post Labor Distribution/Email Advices					
Create HR Check Download File					

Some **Process Paychecks menu steps** were renamed to describe their use more accurately. "*Print/Email Deposit Advices*" was renamed to "*Print Deposit Advices*" as the emailing of the deposit advice is now performed in a subsequent step. "*Post Labor Distribution*" was renamed to "*Post Labor Distribution/Email Advices*".

Changes were also made to three of the **Process Paychecks** steps to speed processing. In addition, checking was added to the first step, **Select and Calculate Warrants**, to produce a new **Cost Code Accounting Errors** report.

1.1. Select and Calculate Warrants [to run faster]

Additional work has been done on this process to reduce the time required to calculate a payroll.

[ADM-AUC-HR-9743]

1.1.1. Cost Code Accounting Errors Report [see errors earlier in process]

Deduction and benefit accounting errors were not being reported until the "Post Labor Distribution" step. This required ADMINS intervention to resolve. Account checking is now performed and reported in the "Select and Calculate Warrants" step so that errors can be corrected by the user before getting too far into the payroll cycle.

If there are reportable errors, a report will be generated along with an on-screen message prompt. If you receive reportable errors, please be sure to:

- Correct the errors, and
- Re-run the Select and Calculate Warrants step again

6457-HRLABDSTERR.REP	Printed 03-Mar-2016 at 14:4 Labor Dist	3:57 by THERESA Town of ADMINS ribution Timesheet Account Er	Page 1		
Payroll Batch: 1499				Payroll Calculation	
Employee	Transaction Date De	bit Credit Error	Source		
Fiscal Year: 2016 1000-450-0000-000-00-00-21520				Errors Found and Error Report Produce Correct the Errors then Rerun this Proc	d ess
005155 BOKOSKI, MICHAEL D	17-Har-2016	16.27 DIS-AF	Invalid/Inactive Account		
1					
1000-450-0000-000-00-00-21520		16.27			
Fiscal Year 2016		16.27		0	к
6457-HRLABDOTERR. PTA	Printed 03-Mex-2016 at 14:4	3.57 by T	Barre 2		
•					

[ADM-AUC-HR-9704]

1.2. Check Register [to run faster]

Additional work has been done on this process to reduce the time required to produce a paycheck register.



Select and Calculate Warrants							
Payroll Register							
Site Payroll Reports - OPTIONAL							
Check Register							
mini ondoks							
Print Deposit Advices							
Create Direct Deposit File							
Create Vouchers in A/P							
Post Labor Distribution/Email Advices							
Create HR Check Download File							

[ADM-AUC-HR-9743]

1.3. Print Checks/Deposit Advice [remove messages]

Prior to this update the **Print Checks** and **Print Deposit Advices** steps displayed messages about checking the MICR Toner cartridge and/or changing the printer to/from check paper. Sometimes these prompts were hidden behind displayed reports causing the user to think that the process was "frozen" when it was just waiting for the user to click OK.



These messages are now suppressed to prevent the appearance of these procedures being "frozen".

[ADM-AUC-HR-97772]

1.4. Post Labor Distribution/Email Advices

In addition to being renamed, the step called "Post Labor Distribution/Email Advices" has been enhanced to include some new features; most notably to reduce the overall time it takes to run the process.

Select and Calculate Warrants	
Payroll Register	
Site Payroll Reports - OPTIONAL	
Check Register	
Print Checks	
Print Deposit Advices	
Create Direct Deposit File	
Create Vouchers in A/P	
Post Labor Distribution/Email Adv	vices
Create HR Check Download File	



1.4.1. Post Labor Distribution [to run faster]

The **Post Labor Distribution** step now runs faster because the attachment of payroll check images was removed from the process and now runs as a background task at designated times twice a day. When the background task has completed, designated users will receive an email similar to the image below indicating that the Check Images are available for viewing.

From:	aucdev@admins.com
To:	🗌 Anthea Dimond; 🗌 Mary MacKinnon
Cc:	
Subject:	[IRIS-AUC] Create Payroll Check Attachments and Deposit Advices
The follov and DD Ad	ving Warrant Batches have completed the Attachment of Pay Checks dvices
HR War	rrant Batch 001480 has been completed
** Do not via the A	t reply to this email message as it was system generated ADMINS Unified Community (AUC) System **

To designate email recipients to be notified when the check images are available, select Human Resources ► Module Maintenance ► Email Distribution Lists ► HRCHKBST and click on Add Email.

Goto		Email I	Distribution Lists
Actions	Distribution Code	HRCHKBST HR Payroll Burst	ing Checks/DD Advices
	User Name	Full Name	Email Address
1 Add Email	ANTHEA	Anthea Dimond Mary MacKinnon	anthea@admins. mary@admins.co

This means that when you run the step called "Post Labor Distribution", you will now receive 2 email messages:

- 1 message for the competion of the process,
- 1 message for the completion of the attachments



IMPORTANT

You should manage these email messages to be sure that you are receiving both for each payroll cycle you run. If you are missing any messages then please contact ADMINS Support immediately for assistance.



WHERE ARE THE ATTACHMENTS?

Check images will *not* be immediately available in the query screen once the posting is complete. The images will be viewable after the scheduled task that attaches the images is run at the the end of each day or the beginning of the following day.

We are rolling this change out slowly to a couple of sites to begin with, once they are up and running we will be incorporating this change on other sites during late March and early April. You will be notified as these changes are implemented.

[ADM-AUC-HR-9684]

1.4.2. Issue Email upon Completion [NEW]

The step called "Post Labor Distribution" has been enhanced to send an email notification to the person who ran the process. This message will be issued upon completion of the process but BEFORE the attachments are completed.

The email resembles the following:



Figure 1 Sample of the email that will be sent

<u>C</u> oto		User Profile Screen	
Actions Userna Name	me <mark>THERESA</mark> Theresa Camp	bell	
1.General 2Account St	ecurity <u>3</u> PO / AP	4 Human Resources	
Security Level	99	Admins Support	
Dept Group	TOWN	TOWN	
Menu Group	SUPPORT	Admins Support	
Account Security	⊙ Yes ⊂ No	Allow access to GL Accounts	
Cashier ID	ТС		
Job Title			
Start Screen	2520 AP/PO Dashboar	'nd	
	Receive Approval Email 🖸	YEE C NO	Email will be sent regardless of whether this is set to YES or NO

1.4.3. Issue Email after Attaching PDFs [NEW]

The step called "Post Labor Distribution" has been enhanced to send an email notification when the attachments for the payroll cycle have been created and attached to the employee records.

The email resembles the following:



[ADM-AUC-HR-9720]

2. VOID/MANUAL FIGURE PAYCHECK

2.1. Void Check Register [remove spurious characters]

Removed the stray characters being displayed under the **Base Buckets 31 thru 40** column on the Void Check register.



Figure 2 Before



	Void/Manual Pay Register					
Warrant:						
Check Date:						
Employee:	Gro	ss Pav: 699.65	Federal Tax Wages	699.65		
	Dedu	ctions: 138.63	Medicare Wages	699 65		
		of Day, E61 02	State Taxable Magee	600 65		
			Pottromont Wagoe	600 65		
	na	nofite. 53.53	Gross Day	600.65		
	De Director	Herits: 53.53	GIOSS Pay	699.65		
	Net Direct b	eposici	FICK Wages	699.65		
March Parts - Part Gods		Data Dist int	Dave Barrish Daviddan	1		
work bace Pay code	HOUIS Days	Rate Fiat Amt	Pay Amount Position	Account		
08-Feb-2016 Personal	3.00	19.9900	59.97 002-00650-99	2388-000-1000-000-51110-00000		
12-Feb-2016 Regular	32.00	19.9900	639.68 002-00650-99	2388-000-1000-000-51110-00000		
Wages	Deductions	Benefits		Hours/Days		
Regular 639.68 C	T TAX 30.44	FICA - NON-OPERAT	43.38 Regular	32.00 Hrs		
Other F	EDERAL TAX 54.66	MEDICARE NON-OPER	10.15 Other	Hrs		
Personal 59.97 F	ICA - NON-OPERAT 43.38		Personal	3.00 Hrs		
M	EDICARE NON-OPER 10.15					
Base Buckets 1 thru 20	Base Bucket	s 21 thru 40				
Federal Tax Wages	699 65					
Modigaro Nagos	600 65					
Shaha Tamahla Magaa	699.65					
State Taxable Wages	699.65					
Recifement wages	699.65					
Gross Pay	699.65					
FICA Wages	699.65					
Workers Compensation Wages						

Figure 3 After

[ADM-AUC-HR-9666]

3. BILLING & INVOICING

3.1. Adjustments [correct Aging report to reflect adjustments]

Adjustments were not working properly. The corrected balance was showing on the customer account, however the change was not appearing in the Aging Report. This was fixed in the software update.

[ADM-AUC-HR-9762]

3.2. Print Aging Report [alignment issues]

The Summary By Customer Aging Report columns were misaligned. The format was corrected. To run this report, select Billing & Invoicing ▶ Print Aging Report and select Summary by Customer:

🌃 Task 6390: Print Aging Report						
Print Aging Report						
Report By: 🕝 Summary by Customer C Detail by Customer C Detail by Age						
Run as © Preview C Print C PDF C Excel						
If Printing use Duplex @ Yes C No						
Lookup OK Cancel Clear All						

6390-HRCUSAGE, REP P	rinted 21-Mar-2016 at 11:	53:53 by THERESA							Page 1
		Т	own of ADMI	NS					-
		Pri	nt Aging Re	port					
		Summ	ary by Cust	oner					
Customer	Cust# Under 30	ays 31-60 Day	s 61-90	Days Over 90	Days Tota	l Due Inv Cour	nt		
	Invoice	# Inv Date Du	e Date – U	Inder 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Inv Count
20TH CENTURY HOMES	000410			1,2	:00.00 1,2	00.00	1		
	Invoice	# Inv Date Du	e Date – U	nder 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Inv Count
A. ANDREASSI	000159			1,0	14.42 1,0	14.42	1		
	Invoice	# Inv Date Du	e Date – U	nder 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Inv Count
A. DIMARTINO CONSTRUCTION	000289			2,9	96.46 2,9	96.46	3		

Figure 4 Before



6390-HRCUSAGE.REP Pri	nted 21	-Mar-2016 at 11:41:23	by THERES.	å Town	of ADMINS					P	age 2
				Print A	ging Report						
				Sunnary	by Customer						
Customer	Cust#	Invoice#	Bill#	Bill Date	Due Date	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Count
LARUSSO CONSTRUCTION	000150					.00	.00	.00	648.00	648.00	
LEWIS TREE SERVICE	000238					.00	.00	.00	566.53	566.53	
LORUSSO CONSTRUCTION CO	000038					.00	.00	.00	707.48	707.48	
MASS ELECTRIC CO (LINE)	000043					.00	.00	.00	5,627.28	5,627.28	
MASS_ELECTRIC CO_(TREE)	000074					.00	.00	.00	362.40	362.40	
148 MDT. A.T. 1200 MTO	0 23								405	00	
	-		-	-		-	-				-
Town W. Man, Y	040.					ں`			J. 40	·т	
TOYS R' US	000397					.00	.00	.00	355.84	355.84	
TRAFFIC SYSTEMS	000147					.00	.00	.00	144.60	144.60	
VERIZON	000113					.00	.00	.00	33,984.23	33,984.23	
VERIZON (PLANT) FRAMINGHAM	000063					.00	.00	.00	3,248.00	3,248.00	
VERIZON-SPRINGFIELD RI	000333					.00	.00	.00	5,591.36	5,591.36	
VERIZON/NYNEX	000164					.00	.00	.00	470.08	470.08	
VFW POST 7272	000126					.00	. 00	.00	200.00	200.00	
W.W. CONTRACTING	000463					.00	.00	.00	736.00	736.00	
WALMART	000065					.00	.00	.00	889.60	889.60	
WALPOLE COOPERATIVE BANK	000273					.00	.00	.00	334.00	334.00	
WHITE MOUNTAIN CABLE	000156					.00	.00	.00	226.24	226.24	
6390-HRCUSAGE.REP Pri	nted 21	Mar-2016 at 11:41:23	by THERES.	Å.						p	age 3
				Town	of ADMINS						
				Print A	ging Report						
				Summary	by Customer						

Customer	Cust#	Invoice#	Bill#	Bill Date	Due Date	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Count
Report Total						854.00	.00	.00	418,682.71	419,536.71	94

Figure 5 Excerpt of the Summary by Customer Aging Report

[ADM-AUC-HR-9603]

3.3. Invoice Transaction History Report [NEW]

A new report of Invoice Transaction History is available with this software update.

Billing and Invoicing Bank Reconciliation	Customer Query Customer Update			
Queries Reports	Generate Invoices		🔝 Task 6338: Invoice Transaction History	
Tables 🕨	Credit Balance Processing		Invoice Transaction History	
Quarterly Processing Vear-End Processing Module Maintenance	Batch Entry Detail Payment Paraint Edit List		Required: Enter Pay-Trx Date Range From: 01012012 To: 032220	016
Interfaces/Imports	Submit Batch Post Batches		Optional: Enter up to 9 Customer# Edit 0 values:	
Help Reference Library	Batch Entry		Optional: Enter up to 9 Invoice# Edit 0 values:	
	Adjustment Entry Adjustment Edit List		Report G All Transactions C By Date and C	ategony
	Submit Adjustment Batch Post Adjustments		Mi maisacions o by baic and c	alcyory
	Print Customer Statements		Run as @ Preview C Print C PDF	
	Print Aging Report	History	If Printing use Duplex @ Yes O No	
	Detail Billing Bill Type	iliscol y		
	Detail Billing Bill Category Detail Billing Transaction Codes		Lookup OK Cancel (Clear All
	botan bining mansaction codes			

Bold are required entries Date Range	Description Selects ALL transactions between the date range entered. If an invoice pre- dates th "from" date then only transactions made after the "from" date will be included					
Optional: Customer#	Allows you to optionally select up t	o 9 customer numbers.				
Optional: Invoice#	Allows you to optionally select up t	o 9 invoices.				
Report	All Transactions Lists every single transaction against this invoice.	Date and Category Summarizes transactions for an Invoice/Line Date to a single value.				

An excerpt of the report is provided below:



6155-HRPBT	RNHIS.	REP	Print	ced 21-Mar-2016 at 10:53:1	8 by THERESA									Page 85
						Town of	ADMINS							
						Invoice Transac	ction Listing							
					Tra	nsaction History betwe	en 01012012 and 03	222016						
Customer 4	· 000	500		1060 ANDREN DR SUITE	130									
COMMUNICAT	TONS C	ONSTR. GROUP		WEST CHESTER, PA 1938	0-0000									
CCG														
Invoice#	Line#	InvoiceDate	Due Date	Location Address	Work Date	Detail/Ticket#	Description	Trans Date	Hours	Charges	Adjustment	Payments	Refunds	Balance Due
00022651	1	08-100-2014	07_Sep_201/		22-311-2014	3945	Employee Charge	08-100-2014	16 00	320.00				
00022651	1	08-lug-2014	07-Sep-2014	4 milaski blvd	22=Jul=2014	3845	Town Fee	08=Aug=2014	10.00	48 00				
00022651	2	08-Aug-2014	07-Sep-2014	4 mechanic street	22-Ju1-2014	3838	Employee Charge	08-Aug-2014	24.00	320.00				
00022651	2	08-Aug-2014	07-Sep-2014	1 mechanic street	22-Jul-2014	3838	Town Fee	08-Aug-2014		48.00				
00022651	3	08-Aug-2014	07-Sep-2014	i mendon st	16-Jul-2014	3789	Employee Charge	08-Aug-2014	8.00	176.00				
00022651	3	08-Aug-2014	07-Sep-2014	i mendon st	16-Jul-2014	3789	Town Fee	08-Aug-2014		24.00				
00022651	4	08-Aug-2014	07-Sep-2014	i mendon rd	22-Jul-2014	3839	Employee Charge	08-Aug-2014	16.00	352.00				
00022651	4	08-Aug-2014	07-Sep-2014	i mendon rd	22-Jul-2014	3839	Town Fee	08-Aug-2014		48.00				
00022651	5	08-Aug-2014	07-Sep-2014	i mendon rd	16-Jul-2014	3788	Employee Charge	08-Aug-2014	12.00	160.00				
00022651	5	08-Aug-2014	07-Sep-2014	i mendon rd	16-Jul-2014	3788	Town ree	08-Aug-2014	16.00	24.00				
00022651	é	08-hug-2014	07-Sep-2014	toni road	21-311-2014	2024	Torm Fee	08-hug-2014	10.00	49 00				
00022031	0	00-Aug-2014	07-36p-2014	, conr road	21-001-2014	3034	IOWN FEE	00-Aug-2014		40.00				
								Invoice# Total	92.00	1,920.00				1,920.00
								Customer Total	92.00	1,920.00				1,920.00
Selection	Legend	:												
Select	Date R	ange: 010120.	12 to 032220	116										
		Total I	By Category	within Date and Invoice										

Figure 6 By Date/Category

[ADM-AUC-HR-9679]

4. BANK RECONCILIATION

4.1. Bank Account Management Listing [identify bad dates]

Enhanced the Bank Account Management Listing to check for errors in the **Cleared On** date that prevents the Excel[®] version of the report from displaying properly. Excel[®] does not display dates prior to 01-Jan-1900 and will issue a **"Table Load"** error. To access the report, select **Human Resources Bank Reconciliation Bank Account Management** and click on the **Listing** button.

		Bank Accou	nt Management
<u>G</u> oto	Bank: PAYR		
Actions	PAYROLL - CITIZENS BANK	Last Ck# 0080384	View All Checks Outstanding Checks Cleared Checks
5 To Bank		00000-0000	C Voided Checks

To help identify problems in your dates, the **Bank Account Management Listing** has been modified to check the "year" specified in the Cleared On date. To see the errors, you must run the report in Preview or Print mode to see the specific checks.

ADMINS Unified Community Human Resources





	Bank Account Management	
<u>G</u> oto	Bank: PAYR	
Actio <u>n</u> s	PAYROLL - CITIZENS BANK Last Ck# 0080283 View Restrict V	iew to Che
<u>3</u> Listing	© All Checks From C Outstanding Checks	
List selected it	ems for this 🔜 Task 7111: Bank Management Account Listing	×
5 To Bank	Bank Management Account Listing	
	Optional: Check Date Range (mmddyyyy) From: 100115 To: 113015	
<u>1</u> Check 0080274	2/Warrant C 01-Oct Optional: Cleared Date Range (mmddyyyyy) From: To:	. unt 20
0080275	01-Oct	93
0080276	01-Oct Run as O Preview O Print O PDF © Excel	69
0080277	01-Oct If Printing use Dupley, C. M. C. N	26
0080278	01-Oct I Finding use Duplex (• Yes (No	65
0080279	01-Oct Lookup OK Cancel Clear All	69
0080280	01-Oct	25
0080281	01-Oct-2015 HR Dedu 902883 ALTUS DENTAL 7277-0002	23,42

You will get a "Table Load" error like the one shown below:

Problems During Load	? ×
Problems came up in the following areas during load:	
Table	
This file cannot be opened because of errors. Errors are listed in: C:\Users\mary\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.MSO(739387FD.log.	
	ОК

The report (in Preview or Print mode only) will now indicate an error code alongside the offending check.

ADMINS Unified Community Human Resources

7111-HRBNKACTMGT.REP Printed 30-Nov-2015 at 15:07:36 by MARY		
Town of ADMINS		
Bank Management Account	Listing	
Bank Check# Check Date Type Warnt# Pavable To	Check Amount	Cleared On Error
PAYR 0080274 01-0ct-2015 Printed 902883 CARRIERE, LAWRENCE L	598.20	01-Dec-2105 A
PAYR 0080275 01-Oct-2015 Printed 902883 CHUPA, KAREN P.	481.93	01-0ct-0215 B
PAYR 0080276 01-Oct-2015 Printed 902883 EGAN, MARIE M	1,808.69	05-Nov-2015
PAYR 0080277 01-Oct-2015 Printed 902883 GERRIOR, LAWRENCE R.	570.26	05-Nov-2015
PAYR 0080278 01-Oct-2015 Printed 902883 BLADES, KEITH S	589.65	05-Nov-0214 B
PAYR 0080279 01-0ct-2015 Printed 902883 HARVEY, KAREN L	586.69	01-Nov-0215 B
PAYR 0080280 01-0ct-2015 Printed 902883 MARTINIS, KEITH A	821.25	01-Nov-2105 A
PAYR 0080281 01-0ct-2015 Printed 902883 ALTUS DENTAL 7277-0002	23.42	01-Nov-2106 A
PAYR 0080282 01-0ct-2015 Printed 902883 UNITED STATES TREASURY	6,650.70	$\mathbf{\wedge}$
*** Total for Bank PAYROLL - CITIZENS BANK	12,130.79	
		T 1
	10,100,00	Legend at
*** Grand lotal ***	12,130.79	the bottom
		the bottom
There are the VEAD of the Closed On field - Covert the CLEADED ON date.		indicates
allors on the lask of the cleared on field. Correct the clasked on date:		marcates
. Cleared On data is greater than surrent year		the error.
A. Cleared on date is greater than current year B. Cleared on date is more than 3 years earlier than the guyyout woor		
b. Creared on date is more than 3 years earlier than the Current year		

Figure 8 After

To correct the problem, return to the Bank Account Management screen and update the **CLEARED ON** date with a valid date.

Once done, you may successfully issue the Excel[®] output.

- 21	A	в	С	D	E	F	G	H
1	<u>Bank</u>	Check#	Check Date	Туре	<u>Warnt#</u>	Payable To	Check Amount	<u>Cleared On</u>
2	PAYR	0080274	10/1/2015	Printed	902883	CARRIERE, LAWRENCE L	598.20	11/3/2015
3	PAYR	0080275	10/1/2015	Printed	902883	CHUPA, KAREN P.	481.93	10/1/2015
4	PAYR	0080276	10/1/2015	Printed	902883	EGAN, MARIE M	1,808.69	11/5/2015
5	PAYR	0080277	10/1/2015	Printed	902883	GERRIOR, LAWRENCE R.	570.26	11/5/2015
6	PAYR	0080278	10/1/2015	Printed	902883	BLADES, KEITH S	589.65	11/5/2015
7	PAYR	0080279	10/1/2015	Printed	902883	HARVEY, KAREN L	586.69	11/1/2015
8	PAYR	0080280	10/1/2015	Printed	902883	MARTINIS, KEITH A	821.25	11/2/2015
9	PAYR	0080281	10/1/2015	Printed	902883	ALTUS DENTAL 7277-0002	23.42	11/3/2015
10	PAYR	0080282	10/1/2015	Printed	902883	UNITED STATES TREASURY	6,650.70	
11						PAYROLL - CITIZENS BANK	12130.79	
12								
13							12130.79	
14								
4								

[ADM-AUC-HR-9685]

5. QUERIES

5.1. Timesheet History Calendar [Add Filtering By Pay Type]

The **Timesheet History Calendar** query screen has been enhanced to give the user the ability to restrict the display of pay types into productive and unproductive time. This allows you to quickly see the days for which employees have been paid versus the days that have used against their benefit leave.

To access the calendar, select **Human Resources** > Queries > Timesheet History Calendar. The Actions button has been modified to add filtering.

ADMINS U	Unified Community]	Release Not
Human Res	ources			
Human Resources		Actions		Emj
Timesheet Entry		Print This Calendar Print Select Calendar	s	
Void/Manual/Figure Paycheck Billing and Invoicing		Get Current Timesheets	Monday	T
Bank Reconciliation	Timesheet History	Restrict Time To	All Time Paid/OT/Premium/Othe	r Time
Reports 🕨	Timesheet History Calendar		Unproductive/Unpaid	

The filtering uses the **Pay Code Type** from the **Pay Code Table** to group productive and unproductive time separately. There are three options available:

- 1.) All Time,
- 2.) Paid/OT/Premium/Other Time, and
- 3.) Unproductive/Unpaid time (which includes codes showing the accrual of benefit time).

gato	Historical Timesheets	Tim	nesheet History C	alendar		
Actions		Employee 00100 Month 1	6 CORRIVEAU, LYNN I ear 2014	-		
1 Get Curre	ent Timesheets	Jar	nuary, 2014		1	2 Print This Calendar 3 Print Selected Calendar
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			I Hore DVACACCR 26.50 Dg DHOL 1.00 Dg	DREG 1.00 Dg	BREG 1.00 Dg	
		17	DPERACCR 2,00 Dg		10	F T
	DREG 1.00 Dg	DREG 1.00 Dg	DREG 1,00 Dg	DREG 1.00 Dg	DREG 1,00 Dg	' <u>"</u>
-12	13	14	15	16	17	18
	DREG 1.00 Dg	DREG 1,00 Dg	BVAC 1.00 Dg	DWAC 1,00 Dg	BVAC 1.00 Dg	
-19	20	21	- 22	23	24	
	DH0L 1.00 Dy	DWAC 1.00 Dy	DVAC 1.00 Dg	DWAC 1.00 Dg	IVAC 1.00 Dg	
-86	27		23	30	31	
	DREG 1.00 Dg	DMEG 1.00 Dg	DREG 1.00 Dg	DM25 1.00 Dg	DREG 1.00 Dg	'

	Historical Timesheets	Tim	esheet History C	alendar	Restricted to	Paid/OT/Premium/Other Time
Actions	[Employee 00100 Month 1 Y	CORRIVEAU, LYNN ear 2014	L		
1 Get Cur	rent Timesheets	Jar	nuary, 2014			2 Print This Calendar 3 Print Selected Calendar
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				DREG 1.00 Dg	DREG 1.00	Dy A
-[5	DREG 1.00 D	Dy DREG 1.00 Dy	B DREG 1.00 Dy	9 DREG 1.00 Dy	IO DREG 1.00	Dy
-12	13 DREG 1.00 I	Dy DREG 1.00 Dy	-15		-17	
-19						
	100 IREG 1.00 I	DREG 1.00 Dg	DREG 1.00 Dg	DREG 1.00 Dy	BI DREG 1.00	Dy

Figure 9 Showing All Time Time

Gato	Histo	rical Timesheets	Tim	esheet History C	alendar	Restricted to Un	paid.Unproductive
Actions			Employee 00100 Month 🛃 Y	5 CORRIVEAU, LYNN L Bar 2014	-	_	
10	et Current Timeshe	eta	Jar	nuary, 2014		_	2 Print This Calendar 3 Print Selected Calendar
Su	inday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-5-		-[6	-12	1-Hore DWACACCR 26,50 Dy DHDL 1.00 Dy DPERACCR 2,00 Dy	-13	-13	11
-12-		-13		IS DVAC 1,00 Dg	DVAC 1,00 Dg	17 DWAC 1,00 Dg	18
-19-		DHOL 1,00 Dg	DVAC 1.00 Dg	DVAC 1.00 Dg	DVAC 1.00 Dg	DWAC 1.00 Dg	-55
-26		- 27	-28	29	- 50	31	

Figure 11 Showing Unpaid/Unproductive Time

The **Print This Calendar** and **Print Selected Calendar** options have also been modified to include the filtering. This means that it will print only the data displaying on your screen at the time you selected the Print option.

Figure 10 Showing Paid/Overtime/Premium and Other



In addition, if you have restricted the display of the calendar on the screen that filter will be reflected in the calendar report. The legend at the top of the report will display the restriction type, if any.

				Town of ADMIN Print This Calen	5 dar			
) Bargain: Dat May	Employee: 007 ing Unit: AFL te Range: 01- Res 2012	167 BERTOLINO, MIC -AF May-2012 through 31-M tricted to Unpaid/Unp	CHAEL E. May-2012 productive Time		This will indicate	any restriction on the	7	
 	Sun 	Mon	Tue	Wed	report. If there is	s no text in this area,		Sat
			1 FDSICK 1.00 Day DSICKAC 1.25 Day	2	time without	any restrictions.		
16		7 	8	9	10 	11 DVAC 1.00 Day	12 	+
13 		14	15	16 CLT 1.00 Day	17 	18 DVAC 1.00 Day	19 	+
1 20		21	22	23	24	25	 26	+I
+ 27 		+ 28 DHOL 1.00 Day	29	30	+ 31 	+ 	+ 	++
Note: Th	hose prefixed	with * are current 7	Timesheet Entry recor	ds				

Figure 12 Report restricted to Unpaid/Unproductive Time

Figure 13 Legend example for report restricted to paid time

5.1.1. Print This Calendar [add PDF Option]

Prior to this update, the **Print This Calendar** would automatically display the calendar report to the screen in preview mode. Now sites may select the output type from Preview, Print or PDF.

💶 Task 6282: Print This Calendar	×						
Print This Calendar							
Lookup OK Cancel Clear All							

If Printing u	se Duplex 🕫	Yes	O No
	Lookup	0	К
T •	1 = 1.0		

Figure 14 Before

Figure	15	After
--------	----	-------

Task 6282: Print This Calendar Print This Calendar

Run as @ Preview C Print

O PDF

Cancel Clear All

5.1.2. Print Selected Calendar [use new filters from screen]

The prompt for this report has been enhanced to include the same filtering options:

- 1.) All Time,
- 2.) Paid/OT/Premium/Other Time, and
- 3.) Unpaid/Unproductive time (which includes codes showing the accrual of benefit time).



I lask 6283: Print Selected Calendar	La Task 6283: Print Selected Calendar
Print Selected Calendar	Print Selected Calendar
Required: Enter Employee# From: To:	Required: Enter Employee# From: To:
Required: Work Date Range (mmddyyyy) From: 01012010 To: 02012010	Required: Work Date Range (mmddyyyy) From: 09012015 To: 11012015
Optional: Enter Timesheet Group	Optional: Enter Timesheet Group
Ontional: Enter Bargaining Unit	Optional: Enter Bargaining Unit
Ontional: Day Group	Optional: Pay Group
Optional. Pay Group	Only Print Leave Used: G. No. C. Yes
Only Print Leave Used: © No C Yes	
Print Penert as:	Include: C All Time @ Paid/OT/Premium/Other C Unpaid/Unproductive
• Summary • Detail	Print Report as: © Summary © Detail
Run as © Preview © Print © PDF If Printing use Duplex © Yes © No	Run as © Pre <u>v</u> iew © Print © PDF If Printing use Duplex © Yes © No
Lookup OK Cancel Clear All	Lookup <u>QK</u> <u>Cancel</u> Clear <u>A</u> ll

Figure 16 Before



IMPORTANT NOTE:



If printing where the option of "**Only Print Leave Used**" is set to **Yes**, then be sure to select data showing in your screen to "**All Time**" or you will get No Records Selected

🖪 Task 6283: Print Selected Calendar	×			
Print Selected Calendar				
Required: Enter Employee#	From: To:			
Required: Work Date Range (mmddyyyy)	From: 01012010 To: 02012010	Actions		Em
Optional: Enter Timesheet Group				
Optional: Enter Bargaining Unit				
Optional: Pay Group		Print This Calendar		
Only Print Leave Used:	⊙ No C Yes	Print Select Calendar	s	
Print Report as:	© Summary ○ Detail	Get Current Timesheets	Monday	•
Run as @ Preview @ Print @ PDF		Restrict Time		
If Printing use Duplex Yes No			Paid/OT/Premium/Other Time	
Lookup	OK Cancel Clear All		Unproductive/Unpaid	

[ADM-AUC-HR-9742]

5.2. Paycheck History–Employee Summary [to run faster]

Additional work has been done on this screen to reduce the time required to display the data.

To view this screen, select Human Resources ▶ Queries ▶ Paycheck History–Employee Summary. The view may be filtered by check date range.

Paycheck History-Employee Summary									
Employee #	<mark>010610</mark> ACHI	N-HOUSMAN, LYM	NN F		From Check D To Check Date	ate 01-	-Jan-2014 -Dec-2014		
Address	43 BENJAMIN	LANDING LANE		Restrict	the		47078,42		
City	CAMBRIDGE	Sta	ite MA	Zip 02: specified	date ay		47078.42		
					Benefits		626.98		
	Check	Check Date	Warrant	Type	Gross Pav	Deductions	Net Pav	Benefits	
1 Detail	age 0948126	13-Aug-2014	902544	Deposit Advice	671.00	671.00		9.73	
	0946256	02-Jul-2014	902524	Deposit Advice					
	0944989	18-Jun-2014	902522	Deposit Advice	2578.19	2578.19		34,30	
	0944560	18-Jun-2014	902512	Deposit Advice	12890,95	12890.95		171,47	
	0943977	04-Jun-2014	902518	Deposit Advice	2578,19	2578,19		34,29	
	0943011	21-May-2014	902513	Deposit Advice	2578,19	2578,19		34,29	
	0942062	07-May-2014	902507	Deposit Advice	2578,19	2578.19		34,29	
	0941118	23-Apr-2014	902504	Deposit Advice	2578,19	2578.19		34,29	
	0940311	09-Apr-2014	902497	Deposit Advice	2578,19	2578.19		34,29	
	0939242	26-Mar-2014	902492	Deposit Advice	2578,19	2578,19		34,29	
	0938496	12-Mar-2014	902487	Deposit Advice	2578.19	2578.19		34,29	
	0937432	26-Feb-2014	902482	Deposit Advice	2578.19	2578.19		34,29	
	0936662	12-Feb-2014	902478	Deposit Advice	2578.19	2578.19		34,29	
	0935788	29-Jan-2014	902470	Deposit Advice	2578,19	2578.19		34,29	
	0934714	15-Jan-2014	902463	Deposit Advice	2578,19	2578,19		34,29	
	0933782	01- Ipp=2014	902450	Demonit Orbeine	9570 40	OE70 10		74.00	

[ADM-AUC-HR-9743]



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6. TABLES

6.1. Bank Code Table Human Resources ACH Tab

6.1.1. Direct Deposit File Name [Add Date and Time stamp]

Some sites required ADMINS assistance in locating Direct Deposit files when processing multiple warrants in a single day.

To allow sites to process multiple warrants and readily identify and access their Direct Deposit files, ADMINS recommends that the file name specified on the **ACH tab** Full File Path & Name field be changed to include the %b, %d, and %t symbols, which will include the bank, date, and time in the file name. ADMINS staff will be reaching out to sites after this software update to assist in making this change.

	Waintain Bank Codes
Maintain Bank Codes	Bank PAYR Name PAYROLL - CITIZENS BANK ABA# 2110-7017-5 ABA Nume ABA Deno
Bank PAYR Name PAYROLL - CITIZENS BR4K ABA# 210-7017-5 ABA Numerator ABA Denominator Address 1	Address 1 Dil Address 2 Ca Address 3 Ca City State Zip Code [00000-0000] 4-Accounts Payable 5-Accounts Payable-ACH 6-Human Resources 9-Human Resources 1-Human Resources 1-Human Resources-ACH 9-Human Res
Required Full File Path & Name hrwrk;deposit.dat	Required Full File Path & Name hrwrk:deposit_%b_%d_%t.txt Sponge flass come non Company Name TOWN OF ANYTOWN
Company Name Dark UP HYT UP Company Name D46001088 Immediate Origin Name TDRN 0F HYT DNN Immediate Origin Name TDRN 0F HYT DNN Immediate Destination Name TTIZENS BHK Immediate Destination Route 211070222 Originating DFI Route 21107022	Company identification D45001088 Immediate Origin Name D46001088 Immediate Origin Route D46001088 Immediate Destination Name ITTIZENS BHK Immediate Destination Route I1070222 Originating DFI Route I107022
9 Reconciliation Layout	9 Reconciliation Layout

[ADM-AUC-HR-9755]

6.2. Bargaining Unit – Retroactive Pay [lookup by Descr or Code]

An enhancement has been made to the <u>BAdd New</u> button on the retroactive pay tab of the bargaining unit table. Prior to the update when adding a new code, it would display a list of available pay codes by Description. You now have the option to find a pay code by Description *or* Code.



	Bargaining Unit Table - Retroactive Pay
<u>G</u> oto	Bargaining Unit FIRE -FI Fire Union
Actions	
Z Summary	1: Add Pay Code to Bargaining Unit - By Pay Code
<u>3</u> Delete	Ca 2: Add Pay Code to Bargaining Unit - By Description Create Ret
Z Edit List	ADIR Athletic Director Pay ADM PAY Administrator Pay - non pension
Retro Pay Menu	



Figure 18 By Pay Code

🛿 Add Pay Code to Bargaining Unit - By Description		×				
Description	Pay Code	Tof				
1st day of school – students	1ST DAY					
403b payment	403B					
ADMIN DAY POL	ADP					
ADMINISTRATIVE LEAVE	ADLV					
ATTENDANCE INCENTIVE	ATTI					
Aba Summer Hours	SUMR ABA					
Administrator Pay - non pension	ADM PAY					
Administrator Summer Pay	SMRADMIN					
Advisor/Department Head Pay	ADVISOR					
Advisor/Dept Head Retro Pensioned	ADV RETP					
Appointed Salary- no work days	APPTSAL					
Athletic Director Pay	ADIR					
BHS Career Specialist	CAREER					
BIW workshop day nonpen	BIW WKSH					
BIW workshop hours nonpen	BTWWSHRL					
BTA First Pay PAY1						
OK Find Search Cancel	Help	Eof				

Figure 19 By Pay Code Description

[ADM-AUC-HR-9745]

6.3. Bargaining Unit – Reminders [NEW]

The Human Resources > Tables > Bargaining Unit Table > Other Info tab now offers a section for two optional reminders, which operate independently of each other. The first allows the selection of a Measurement Date from the Date Fields lookup. This measurement date is used to issue a reminder on a specific date each year.

The second, the **Service Length Reminder**, can be used for up to twenty reminders, each for a specified number of months. For example, if the municipality hires employees with a contract that requires a review at six month intervals from the **position hire date**, the reminders could be set for 6, 12 and 18 months, and so on.

The system does not automatically issue you a report of these notifications – because oftentimes these are dates that you want to be alerted of "in advance". Therefore, if you are currently in January and you want to see a list of employees with Birthdays in March, you may run the report on demand. This is typically done as part of your Monthly or Quarterly cycle where you may get a list of these special dates as upcoming ticklers. See the **Special Anniversary Reminder Report** in Section 8.1.6 of this document.

ADMINS Unified Community Release Notes – Version 7.0 Human Resources March 2016 Bargaining Unit - Other 3 Longevity Pay 4 Retroactive Pay 5 Salary Sched Yes OK Find Search Cancel Help Figure 20 – Before Figure 21 After Bargaining Unit Other Tab **Measurement Date** On this date every year, issue an reminder. This is not required and if left blank will not issue a reminder. Any of the date fields shown in the lookup may be selected. For example, I want to be notified on upcoming birthdays (use DOB) or I want to be notified of upcoming next evaluation Dates (use NEVALDAT) **Service Length Reminders** This allows for up to 20 different service length reminders. This uses the Position 1st through 20th Hire Date (HIRDAT) for active positions.

You may specify any number of months to issue a reminder.

Special Anniversary Reminders Measurement Date DOB		On this date every	On this date every year				
Service Length Remi	nders based on POSIT	ION HIRE DATE					
1 st Reminder	6 Months	8th Reminder	Months	15th Reminder	Months		
2nd Reminder	12 Months	9th Reminder	Months	16th Reminder	Months		
3rd Reminder	60 Months	10th Reminder	Months	17th Reminder	Months		
4th Reminder	120 Months	11th Reminder	Months	18th Reminder	Months		
5th Reminder	180 Months	12th Reminder	Months	19th Reminder	Months		
6th Reminder	240 Months	13th Reminder	Months	20th Reminder	Months		
7th Reminder	300 Months	14th Reminder	Months				

Figure 22 Reminders example

In this example, this bargaining unit is using the **Employees Date of Birth (DOB)** as the base to set the reminders on this date every year. It will remind you of upcoming birthdays for the month.

In addition, this bargaining unit is also set to issue **Service Length Reminders** on the **Position Hire Date** anniversary. The first reminder will be issued 6 months from date of hire, the next at 12 months and so on.

Using the above example if the employee has both a birthday and a Service Length Anniversary Date in the same month, both reminders for this employee will be included on the **Special Anniversary Reminder Report**. An example of the **Special Anniversary Reminder Report** is shown in see Section 8.1.6 of this document.

[ADM-AUC-HR-9692]



6.4. EEO Race Table

6.4.1. Update Race Category [compliance change]

The Equal Employment Opportunity (EEO) Commission has modified the allowable race categories effective for 2015. There are six categories for "Not Hispanic or Latino" races and a seventh category for "Hispanic or Latino". Only the Race/Ethnicity categories used on the EEO-1 Survey Form may be used. All employees must be assigned one of these valid codes. There are no "OTHER" or "UNKNOWN" race/ethnicity categories allowed anymore.



You will need to update your EEO Race table accordingly. The values should resemble the following:



To update an employee profile, go to the PERSONAL tab of the employee maintenance screen:

ADMINS Unified Community		Release Notes – Version 7.0
Human Resources		March 2016
Employee	Maintenance No pla	
Goto Employee Number 000004 MARIE REZZUTI Actops No Active Positions	Employee Attachments Employee Position Attachments	
I Add Employee P Add Postion	Current Positions 000 -00 Q All Positions 000 -00	
1 Contact 2 Personal 2 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting	ZSalary BDates/Class Degrees DCustom LAccidents	
Reporting Location Location Grade Date Married Fingerprinted Date of Physical	Tax Information Tax Type Tax Table Exemptions Federal FED M M State MA MN M Other State M M M	
Date Deceased Surviving Spouse Primary Timesheet Group SCHOOL -SCHOOL SCHOOL DEPARTMENT	Employee Status Disability Code Veteran Code Immigration Code Race 91 White (Not Hispanic or Latino)	

The link below is available for more information, and there is an updated document in the Help Reference Library. http://www.eeoc.gov/employers/eeo1survey/sample_self_identification.cfm

To confirm whether you have got employees coded properly, you will need to issue your EEO reports and review the results. Be sure to make changes to your employees and re-run these reports iteratively until all corrections have been made. However, beware of unintended consequences. See section 8.3.1 in this document for how this change is reflected on reports.

Goto	Report Library Paycheck	s/Othe	er	
li otiono	Report Name			La
Actions	6789-EEO Reports	Sample	Run	19
	7225-Benefit Categories	Sample	Run	15
	6464-Employee Conversion Demographics	Sample	Run	
	6463-Tables Audit Reports	Sample	Run	19
Report Categories	6465-History Audit Reports	Sample	Run	
<u>1</u> By Employee	7560-ACA 1095 Audit Report	Sample	Run	
2 By Position	Paycheck History Reports	Sample	Run	
<u>3</u> By Timesheet	7211-Employee Paycheck History Register	Sample	Run	31
4 By Paychecks/Other	7216-Employee Paycheck History Summary	Sample	Run	

[ADM-AUC-HR-9626]

6.4.2. Report on Employees by Code

Increased the width of the race code on the EEO Employee By Code Reports, which now allows for 2 digit race codes to be used. To run these reports, select Human Resources > Tables > EEO Race, Category or Type and select the <u>5 Emp By Code</u> button when

viewing each table.

<u>G</u> oto		EEO Race
Actions	1 Code	2 Description
<u>3 Add New</u> <u>4 Edit List</u> <u>5 Emp By Code</u> <u>X Restrict To</u>	01 02 03 04 05 06	Huite (Not Hispanic or Latino) Black / African American (Not Hisp/Lat) Asian (Not Hispanic or Latino) Native Hawaiian / Pacific Islander (NHL) American Indian / Alaskan Native (NHL) Guo or nore naces (Not Hisp, or Latino)



6747-HRRACE EMPS.REP	Printed 01-Mar-2016 at 15:58:31 by THERESA	Page 1
-	Town of ADMINS	
	Employees by Race	
Race: 0 White		
Emp# Name		
010926 ACERRA, KEI	TH L	
004142 ALTOHONTE,	KEITH J	
010769 AMBLER, MAR	IE A	
070013 AMITRANO, L	YHH S	
009304 ANDREWS, LA	WRENCE J	
003005 ARCAND, LAW	RENCE	
009322 ADMSTRONG	KRITH &	

Figure 23 Before-EEO Race-Employees By Code

6747-HRRACE_EMPS.	EP Printed Ol-Mar-2016 at 15:05:56 by THERESA Page 1 Town of ADMINS Employees by Face	
Race:		
Emp#	Name	
000000		
070634		
070643		
070633		
070626		
070421	DEARY, LAURENCE P	
070455	FISKE, KEITH M	
070489	GLENN, MARIE L	
070635	HIGGENS, SUSIE LEE	
070631	HOURLY, HELEN	

Figure 24 After-EEO Race-Employees By Code

6.5. EEO Type Table

6.5.1. Report on Employees by Code

Corrected the Race Code column in the EEO Type Table Employees by Code report (to show 2 digits not just 1):

ЕЕО Туре	Description	Emp#	Name	Position#	Job Title	Categ	Description	Race	Description
01	Full-Time	070149		S005ABATECH-01	Stall Brook	05	Para-Professionals	б	Hispanic
01	Full-Time	010926	ACERRA, KEITH L	S007TEAARTS-01	007	02	Professionals	ΰ	White
01	Full-Time	004142	ALTOMONTE, KEITH J	T220FIRFGTR-01	Fire Department	04	Protective Services	ð	White
01 01	Full-Time Full-Time	010769 010088	AMBLER, MARIE A ANDERSON-SPENCER, LYNN	S012TEACP78-01 S012TEAMUSC-01	Middle School Middle School	05 02	Para-Professionals Professionals	0 0	White Black
01	Full-Time	003005	ARCAND, LAWRENCE	T422DPWDROP-01	422	08	Service/Maintenance	б	White
01	Full-Time	010198	ATHANASOPOULOS, KAREN M	S005TEAGR03-01	Stall Brook	02	Professionals	б	White
T !	1 7 7 8	D 1		[®] O (

Figure 25 Before–Employees by EEO Type–Excel[®] Output

EEO Type	Description	Emp#	Name	Position#	Job Title	Categ	Description	Race	Description
01	Full-Time	070501	ANDES, MARIE	S009SPDOCCT-02	OCCUPATIONAL THERAPIST	02	Professionals	01	White (Not Hispanic
01	Full-Time	005003	ARCAND, LYNN R	S008BUSCORD-01	BUSINESS COORDINATOR	06	Office/Clerical	01	White (Not Hispanic
01	Full-Time	003004	ARCAND, MICHAEL	T422DPWDROP-07	Driver/Operator/Pipefitter UNL	08	Service/Maintenance	01	White (Not Hispanic
01	Full-Time	001373	ARIEL, LYNN C	S012TEASCI5-01	BMMS TEACHER	02	Professionals	06	Two or more races (
01	Full-Time	070498	AT/VATER-RHODES, MICHAEL R II	T220FIRFGTR-01	Firefighter	04	Protective Services	01	White (Not Hispanic
01	Full-Time	007076	AUTOTE, KAREN M	S007ILASPED-01	ILA - 10 MONTH	05	Para-Professionals	01	White (Not Hispanic
01	Full-Time	001256	BAILEY, MARIE F	T123ADMASST-01	TOWN ADMINISTRATOR SECRETARY	06	Office/Clerical	01	White (Not Hispanic

Figure 26 After–Employees by EEO Type–Excel[®] Output

6.6. EEO Category Table

6.6.1. Report on Employees by Code

Corrected the Race column in the EEO Category Table Employees by Code report (to show 2 digits not just 1):

Category	Description	Emp#	Name	Position#	Job Title	Туре	Description	Race	Description
01	Officials/Administr.	001001	SALARIED, SALLY S	T135FINCFO-01	135	01	Full-Time	б	White
01	Officials/Administr.	010885	SHERIDAN, MARIE H	S009FOODDIR-01	District - wide	01	Full-Time	ð	White
01	Officials/Administr.	010743	SLANEY, LYNN D	S004PRIPRIN-01	Macy	01	Full-Time	б	White
01	Officials/Administr.	010895	TESSIER, LYNN D	S009CURRDIR-01	District - wide	02	Part-Time	ð	White
01	Officials/Administr.	010894	WILLIAMS, MICHAEL	S004OTHOTH-01	Macy	01	Full-Time	б	White
01	Officials/Administr.	010675	WILSON, MARIE D	S003PRIPRIN-01	South	01	Full-Time	б	White
#Emps:	32								
02	Professionals	070158		S003SPDRSRC-01	South	01	Full-Time	9	
02	Professionals	010458	BAKAS, LYNN M	S009NURSUBS-01	District - wide	03	Temporary	9	
02	Professionals	010275	BAKER, MICHAEL R JR	S009STHATHL-01	District - wide	00		9	
02	Professionals	070095	BARROS, KAREN A	S009NURSUBS-01	District - wide	02	Part-Time	9	
02	Professionals	010787	BECK, MICHAEL R	S006ADVADVS-02	High School	03	Temporary	0	White
02	Professionals	009837	BEKSHA, MICHAEL D	S009TEASUBS-01	District - wide	03	Temporary	0	White



Figure 27 Before–Employees by EEO Category–Excel[®] Output

Category	Description	Emp#	Name	Position#	Job Title	Туре	Description	Race	Description
01	Officials/Administr.	070316	ADILETTO, LYNN A	S005PRIPRIN-01	PRINCIPAL	01	Full-Time	01	White (Not Hispanic
01	Officials/Administr.	003067	ASHLEY, MARIE A	T510BOHCOMM-01	BOARD OF HEALTH	03	Temporary	01	White (Not Hispanic
01	Officials/Administr.	009307	BENMAOR, LAWRENCE C	T137ASRBORD-03	BOARD OF ASSESSORS	02	Part-Time	01	White (Not Hispanic
01	Officials/Administr.	002959	BROWN, MICHAEL B	S009SCHCOMM-02	SCHOOL COMMITTEE	02	Part-Time	01	White (Not Hispanic
01	Officials/Administr.	070495	CAMPBELL, MICHAEL D	S012ADMVPRI-01	MIDDLE SCHOOL VICE PRINCIPAL	01	Full-Time	01	White (Not Hispanic

Figure 28 After–Employees by EEO Category–Excel[®] Output

[ADM-AUC-HR-9698]

6.7. Cost Code

6.7.1. Over 50K Life Insurance [manage employee benefit amounts]

A change was made to add flexibility to the set up of Over 50K Life Insurance when using Method 2, for a Fixed Life Insurance amount. An **Allow Override** box was added to the **Bargaining Unit – Other** screen.

If the Allow Override box is checked on the Bargaining Unit table then the life insurance amount on the employee's deduction/benefit tab may be changed. The benefit calculation will be based on the amount specified on the Employee Maintenance Deduction/Benefit Tab rather than the amount on the Bargaining Unit – Other screen.

Bargaining Unit - Other	Cost Code 1
Bargaining Unit TERM -01 TERMINATED	Cost Code DVER50K DVER 50K LIFE INSURANCE
1 Cost Codes 2 Holdays 3 Longevity Pay 4 Retroactive Pay 5 Salary Sched 6 Other Into Benefit Statements Atfordable Care Budget step increases every Months Step increases measurement field	Calculation C Method 1 C Method 2 C Method 3 C Meth
Cafetria Plan Value Pay balance of solary on last payroll? Yes No Pay balance of solary on last payroll? Yes No Over 50,000 Cost Code Over 50,000 Life Insurance Armount Calculation 2 Fixed Life Insurance Armount 3 Calculated Life Insurance Armount Reunded C S1 C S10 C S100 C S10,000	S. General <u>6</u> Accounting <u>7</u> Base Buckets <u>8</u> Pr Paycheck Category <u>I</u> LIFE INSURANCE Deduction Holdover Method <u>1</u> Take Available Amount Pretav2 C Yes C No
Bargaining Unit - Other	Paycheck Calculation Order 1 Always take Benefit Employer % is Only Reportable Benefit? • Yes • No Tax Table Indicator • Federal • Benefit? • Yes • No Allow Override? • Yes • No Employee Changes Allowed? • Yes • No Bond?
1 Cost Codes 2 Holidays 3 Longevity Pay 4 Retroactive Pay 5 Salary Sched 0 Other Info Benefit Statements Atfordable CareAct Budget step increases every 12 Months Step increases measurement field ¥HDAT Cateria Flan Value No Pay balance of salary on last payroll? Wes No	Over 50K Life Insurance W2 Box 13 Retirement Indicator Non-Direct Deposit Account Entry RI Family Court Indicator MA Family Court Indicator Add to Manual Check Benefit Statement Category
Over 50,000 Cost Code EVERSOK: DVSR 50K. LTFE INSURANCE Max Amount \$ [999999] Over 50,000 Life Insurance Ariount C 1. No automatic Life Insurance Amount Calculation Fixed Amount \$ [75000] C 2. Fixed Life Insurance Amount Fixed Amount \$ [75000] Fixed Amount \$ [75000] C 3. Calculated Life Insurance Amount Fixed Amount \$ [75000] Fixed Amount \$ [75000] PIE Annual Salary Times C \$1000 C \$1000	W2 Box # 12 W2 Description C Applies to: 1099-R Box #

Figure 30 After

For example, as shown above, the Fire Union contract calls for a fixed amount of Life Insurance of \$75,000 for most employees. The **OVER50K** cost code has been set up to account for this. However, for some employees, a different amount is provided. To accommodate those situations, the **Allow Override** box must be checked. When



setting up an employee in the Fire Union bargaining unit, the amount may be changed on the **Employee Maintenance** ▶ **Benefit/Deduction** tab. Click on Add Code and select the cost code defined on your site for over 50,000 life insurance. Once you have added the code, enter an amount in the Life Insurance box to over ride the default amount.



To run a report of employees with this benefit, select Human Resources > Reports > By Paychecks/Other and select 6802 Paycheck Cost Code Report by Employee / Cost Code:

Report Library Paychecks/Other							
Report Name							
Paycheck History Reports	Sample	Run					
7211-Employee Paycheck History Register	Sample	Run					
7216-Employee Paycheck History Summary	Sample	Run					
7213-Historical Paycheck Register - Warrant Detail	Sample	Run					
7219-Historical Paycheck Register - Employee Totals	Sample	Run					
6831-Paycheck Listing	Sample	Run					
6801-Paucheck Cost. Code Summaru – Bu Category/Cost. Code	Sample	Run					
6802-Paycheck Cost Code Report by Employe	e / Co	ost Code					

Click on Edit Cost Codes and select the Over 50K cost code uses on your site:

🔳 Task 6802: Paycheck Cost Code Report by Employee / Cost Code
Paycheck Cost Code Report - By Employee/Cost Code ** EXCEL LINE LIMITS ** Do not choose DETAIL if you are selecting ALL employees in EXCEL.
Required: Check Date Range (mmddyyyy) From: 01012015 To: 12312015
Optional: Enter up to 9 Employee# Edit 0 values:
Optional: Enter up to 9 Warrant#'s Edit 0 values:
Optional: Enter up to 9 Categories Edit 0 values:
Optional: Enter up to 9 Cost Codes Edit Ovalues:
Optional: Enter up to 9 Entity (Optional: Enter up to 9 Cost Codes 🛛
Optional: Enter up to 9 Pay Gr 1: OVER50K OVER 50K LIFE INSURANCE



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X	🔣 🛃 🧐 🔻 🔍 👻 🖶 👘 Paycheck_List_CostCode_By_Employee_6802_THERESA(1).xml - Microsoft Exce							II - Microsoft Excel
	File Ho	me Insert Page	Layout	Formulas Data Rev	iew Vie	2W		
	N47	• (=	f _x					
. A	A	В	С	D	E	F	G	Н
1	Print repo	rt as: Detail						
2	Checks Dat	ed: 01012015 to 1231201	5					
3	Cost Code:	'OVER50K'						
4								
5	Employee	Name	CostCode	Date	Category	Description	Employee Amt	Employer Amt
6	001148	HARVEY, KAREN L	OVER50K	13-Jul-2015	LI	LIFE INSURANCE	0.00	2.31
7	001148	HARVEY, KAREN L	OVER50K	01-Oct-2015	LI	LIFE INSURANCE	0.00	2.31
8	001148	HARVEY, KAREN L	OVER50K	12-Dec-2015	LI	LIFE INSURANCE	0.00	2.31
9	001148	HARVEY, KAREN L	OVER50K	OVER 50K LIFE INSURANCE	LI	LIFE INSURANCE	0.00	6.93
10								
11	001148	HARVEY, KAREN L					0.00	6.93
12								
13	001255	O'DELL, JANE	OVER50K	01-Jul-2015	LI	LIFE INSURANCE	0.00	25.20
14	001255	O'DELL, JANE	OVER50K	13-Jul-2015	LI	LIFE INSURANCE	0.00	9.92
15	001255	O'DELL, JANE	OVER50K	01-Oct-2015	LI	LIFE INSURANCE	0.00	9.92
16	001255	O'DELL, JANE	OVER50K	12-Dec-2015	LI	LIFE INSURANCE	0.00	9.92
17	001255	O'DELL, JANE	OVER50K	OVER 50K LIFE INSURANCE	LI	LIFE INSURANCE	0.00	54.96
18								
19	001255	O'DELL, JANE					0.00	54.96
20	_							
21	001264	BOUCHER, LYNN A	OVER50K	13-Jul-2015	LI	LIFE INSURANCE	0.00	9.92
22	001264	BOUCHER, LYNN A	OVER50K	01-Oct-2015	LI	LIFE INSURANCE	0.00	9.92
23	001264	BOUCHER, LYNN A	OVER50K	12-Dec-2015	LI	LIFE INSURANCE	0.00	9.92
24	001264	BOUCHER, LYNN A	OVER50K	OVER 50K LIFE INSURANCE	LI	LIFE INSURANCE	0.00	29.76
25	004264						0.00	20.76
26	001264	BUUCHER, LYNN A					0.00	29.76

Selecting Detail and Excel will result in a report similar to the one below:

More detail is available in the Group–Term Life Insurance Over 50K document found under Human Resources Help Reference Library >> Special Processing:

Human Resources Help R	eference Lil	orary
Reference Card		Last
30K Deduction	View Email	27-9
Taxable Fringe - In Lieu of Taxes	View Email	16-A
rd Group - Term Life Insurance Over 50K	View Email	14-M
	View Email	17-A

[ADM-AUC-HR-9632]

7. QUARTERLY PROCESSING

7.1. Connecticut Unemployment Reports

Updated the process to properly report the taxable and excess wages. A new column showing excess wages was added to the CT Quarterly report. Taxable wages in excess of \$15,000 are shown in this column. Gross wages and taxable wages are not always the same. Column 2 (taxable wages) are CT taxable wages. There may be pre-tax deductions, such as health care premiums, that reduce the gross to get to the taxable wages. The export has been changed to report only up to \$15,000 of taxable wages per calendar year.



	Town	n of ADMINS					
	CT Quart	terly Reporting					
FOR CHECKS DA QUARTER END FED I	FOR CHECKS DATED: 01-Jan-2012 to 31-Mar-2012 QUARTER ENDING: 31-Mar-2012 FED ID #: 123456789						
ENT	ITY: 1 TOWN OF ANYWH:	ERE					
STATE UNEMPLOYMEN FILE LOCATION AND N SORTED	STATE UNEMPLOYMENT #: 1000000 ILE LOCATION AMD NAME: d:\auc_production\admhome\LASTUPD\HRMOD\mis\lis\1-2A1000000 SORTED BY: Employee Number						
SOC SEC # EMPLOYE	e # AND NAME	GROSS	TAXABLE WAGES				
001101030 000092	GOSSELIN LYNN	1,143.90	1,143.90				
001101065 000295	LAMADDE MICHAEL	2,295.13	2,024.36				
001101067 000307	ROLLS KEITH	1,351.72	1,012.38				

Figure 31 Before

4						
	6321-HRREP: HRCTQTRLY. REP	Printed 16-Ma	r-2016 at 13:04:1 own of ADMINS	2 by THERESA		Page 1
		CT Qu	arterly Reporting	1		
	FOR CHECKS DATED: 01-Jan	n-2012 to 31-Mar-20.	12			
	QUARTER ENDING: 31-Mai	r-2012				
	FED ID #: 113450	6789				
	ENTITY: 1	TOWN OF ANYWHERE				
	STATE UNEMPLOYMENT #: 000000	04				
	FILE LOCATION AND NAME: D:\AU	C_DEVELOPMENT\ADMHO	ME\TRANSFER\112t0	000004		
	SORTED BY: Employ	yee Number				
	SOC SEC # EMPLOYEE # AND NAM	AE	GROSS	TAXABLE WAGES	EXCESS WAGES	
	001101005 000012 HOLMES I	ARIE	20,202.28	15,000.00	4,100.62	
	001101009 000020 POWERS 1	LYNN	19,670.63	15,000.00	2,873.97	
	001101010 000023 OSTEGRE	A KAREN	18,467.61	15,000.00	2,365.95	
	001101019 000040 MOORE KI	BITH	25,839.57	15,000.00	8,711.57	
	001101024 000062 MCDONOU	GH LYNN	1,650.00	1,650.00		
	001101025 000068 MOHAN KI	BITH	23,234.43	15,000.00	6,904.99	
	001101030 000092 CUMBERB	ATCH BENEDICT	15,770.62	15,000.00	770.62	
	001101036 000115 0'MALLE	7 LAWRENCE	300.00	300.00		
	001101046 000152 GARIEPY	KEITH	30,579.39	15,000.00	13,119.26	
	001101048 000155 PETERSON	A LYNN	18,756.83	15,000.00	2,655.17	
	001101054 000176 JACOUES	LYNN	85 00	85.00		

Figure 32 After

[ADM-AUC-HR-9767]

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. Employee List –Grade Schedule #6714 [show CURRENT pay rate]

There was an issue with the display of Schedule/Grade/Step and FTE when salary changes were applied in advance to an employee. This has been corrected.



	No picture on File									
<u>Goto</u> Actio <u>n</u> s	Employee Number Position 5003AB	<mark>001022</mark> MARIE A JONES ATECH-01 APPLIED BEHAVIOR	R ANALYSIS TEC 1	Employ	oyee Attachments (1) ree Positon Attachments					
Add Employee										
<u>1</u> Contact <u>2</u> Pers	1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting Z Salary 8 Dates/Class 9 Degrees 9 Custom U Accidents V ACA									
Effective Date: Entry E	oto Dorgoining Unit	Sabadula Orada Stan ETE	S	alary		Tior# Entrulioor				
01-Jul-2016 2-Fe	b-2016 AFL -AF	ABATECH 1 2 1.00	29940.30	575.78 1	15.16 17.0600 115.16	5 1 LUANN				
01-Feb-2015 12-Fe	6-2015 AFL -AF	ABATECH 1 1 1.00	28501.20	548.10 1	09,62 16,2400 109,63	2 1 LUANN				

This shows that a salary increase was entered for this employee in advance. Prior to this update, the **Employee List** –**Grade Schedule** report would display the information from the future salary schedule instead of the current salary schedule.

	A	В	С		D			E	F	G	Н	1	J		К	L	М	N
1	Emp#	Name	Position#	Descript	ion		Barg	ainingUni	t Schedul	e Grd	Step	FTE	Annual S	Salary P	eriod Salary	Daily Salary	Hourly Rate	Per Diern Rate
2	001022	JONES, MARIE A	S003ABATECH-01	APPLIED	BEHAVIOR ANAL	YSIS TECHNICIAN	AFL	-AF	ABATECH	1 1	2	1.00	28,	501.20	548.10	109.62	16.24	109.62
Fig	ure	33 Befor	e															
0													Υ.					
_	_													1				
- A -	A	В		С		D			E	F		G		J	K	L	M	N
1 <u>E</u>	mp#	lame	Position	#	Description			Bar	<u>qainingUnit</u>	Schedu	le <u>Gr</u>	rade S	tep FTE	Annual S	alary Period S	alary Daily Sal	ary Hourly Rate	e Per Diern Rate
2 0	01022	JONES, MARIE A	S003ABA	TECH-01	APPLIED BEHAVIOR	R ANALYSIS TECHNIC	IAN	AFL	-AF	ABATEC	н	1	1 1.00	28,5	501.20 5	48.10 109	.62 16.2	4 109.62
Fig	ure	e 34 After																

[ADM-AUC-HR-9749]

8.1.2. Employment Verification Report [NEW]

Added a new report called **#6659-Employment Verification Report** that will issue a summary of the wages paid to an employee for the past three years. Select **Human Resources > Reports > Report Library > By Employee** to issue this report.

Goto	Report Library By Em	ployee
	Report Name	
Actious	6680-Employee Roster Schedule	Sample
	6710-Employee List	Sample
	6711-Employee List with Notes	Sample
	6712-Employee List - Phone Directory	Sample
Report Categories	6714-Employee List - Grade Schedules	Sample
1 By Employee	6754-Employee List - Additional Wages	Sample
2 By Position	6716-Employee List - Deductions	Sample
3 By Timesheet	6718-Employee List - GL Home Coding	Sample
4 By Paychecks/Other	6719-Employee List - GL Home Coding - Element Selection	Sample
	6659-Employment Verification Report	Sample
	7500-Employee List - Custom Fields	Sample

💷 Task 6659: Employment Verification Report	
Employment Verification Report	
Required: Enter Employee# (2855)	
Run as @ Preview @ Print @ PDF If Printing use Duplex @ Yes @ No	
LookupOK	Cancel Clear All

Human I	Resources			March 2016
6659-HRREP:HREMPVERRPT.REP	Printed 09-Dec-2015 at 17:56:03 by MARY Town of ADMINS Employment Verification Report	Page 1		
Name Status Employment	002855 MARSH LL, KEITH R : ACTIVE Date : 21-Feb-2013	Th pa	e footer information is fro rameters 6100-6102:	m the Module Control table –
Position Current Yea	: POLICE PATROL OFFICER nr Salary : 48,650.40		Human	Resources Module Control
2015 Year 2014 Caler 2013 Caler	to date Total : 12,116.00 ndar Year Total : 55,282.52 ndar Year Total : 58,805.48	Se	g# Description 100 Payroll Contact Name 101 Payroll Contact Title	Answer Mary Mackinnon Pagroll Master Supervisor
Probability	v of Continued Employment:		102 Payroll Contract Phone#	617,494,5100 ext 2119
Contact:	Mary Mackinnon Payroll Master Supervisor 617.494.5100 ext 2119			

See the Help Reference Library for an explanation of this report:

ADMINS Unified Community

Human Resources Help	Referen	ce Lib
Reference Card		
EMPLOYEE POSITIONS		
Position Maintenance Screens	View	Email
Add A New Employee	View	Email
Position Maintenance - Add Position to an Employee	View	Email
How Account Numbers are Used	View	Email
Mass Change Employee Salaries	View	Email
PT Sick Leave Accrual	View	Email
How Deductions are Taken	View	Email
Tax Shelter - Matched Benefits	View	Email
Medicare Adjustments	View	Email
Reset Annual Maximum on Employee Cost Codes	View	Email
Leave Accrual	View	Email
Employee Attendance Log (Time Used)	View	Email
Employee Verification (3 yr wages)	View	Email

[ADM-AUC-HR-9693]

Release Notes – Version 7.0

8.1.3. Employee Leave Balance #6079 [fixed Excel output]

Prior to this update, the Excel[®] output option was not working. This has been corrected.

Report Library By	e Employee
Report Name	
7500-Employee List - Custom Fields	Sample
6836-Employee List - Highest Pay (Pay Type)	Sample
6837-Employee List - Highest Pay (Pay Code Category)	Sample
6838-Employee List - Highest Pay (Leave Code)	Sample
6839-Employee List - Highest Pay (Pay Code)	Sample
6038-Fmplouee list - Cost of Leave	Sample
6079-Employee Leave Balance Listing	Sample



X	🔒 💆	7 - (2 -	Ŧ				En	nployee_Lea	ve_6079_THERESA[1].×	ml - Microsoft Excel						- 0 2	3
	File	Home	Insert	Page Layo	ut Formulas	Data Review	v View								~	3 - σ Σ	3
		A2	• (=	f _x	003249												2
	A		В		С	D		E	F	G	Н	1	J	K	L	M 4	
1	Empl#	Name			Acccrual Group	Accrual Description	<u>1 L</u>	Leave Code	Leave Description	Beginning Balance	Accrual	Taken	Forfeited	Paid Out	Balance	As Of Date	
2	003249	DINEEN, L'	/NN H		SC23	TEACH UNLIMITED	F	PERSONAL	Personal		10.00 Days	10.00 Days				08-Dec-2015	-
3	003249	DINEEN, L'	/NN H		SC23	TEACH UNLIMITED	s	SICKLEA	Sick Leave	223.00 Days	75.00 Days	40.50 Days			257.50 Days	08-Dec-2015	
4	004058	FOWLER,	KAREN		SCH 10 L	10 month limited	F	PERSONAL	Personal		7.50 Days	6.50 Days	1.00 Days			08-Dec-2015	
5	004058	FOWLER,	KAREN		SCH 10 L	10 month limited	S	SICKLEA	Sick Leave		132.25 Days	17.00 Days	1.00 Days		114.25 Days	08-Dec-2015	
6	004058	FOWLER,	KAREN		SCH 10 L	10 month limited	1	ACATION	Vacation		50.00 Days	40.00 Days		10.00 Days		08-Dec-2015	

[MAN-SUP-SAPLAUC-383] [ADM-AUC-HR-9671&9705]

8.1.4. Leave History (Attendance) Report [Add Day of Week]

The #6176-Leave History (Attendance) Report now includes the transaction day of the week.

<u>G</u> oto	Report Library By Emp	oloy	6176-Logue History (Ottondance Disting
	Report Name		51/6-Leave History (Accendance/ Report
Actions	6609-Negative Leave Balance Listing 6176-Leave History (Attendance) Report	Sal	6600-Employee Losue Time over VV Dave/U
	6462-Employee Leave Time over XX Days/Hours 6462-Employee Profile Audit Report	Sample	Run
Report Categories	6715-Employee List - Salary Level for Date Range	Sample	Run
<u>1</u> By Employee	6144-Payroll Labor Costs for a Period - Expected Amount	Sample	Run
2 By Position	6125-Employee Encumbrance Balance Report	Sample	Run
4 By Paychecks/Other	7550-1095 - C Export Employee ACA Data	Sample	Run
	7560-ACA 1095 Audit Report	Sample	Run
	6658-Special Anniversary Reminders	Sample	Run

			Leave History	Detail Repor	rt						
Select Date Range: 01012015 to 12312015 Select Leave Type: All									•		
Employee	Accrual Code	Leave Code	Leave Type	Amount	Balance	Units	Date	Day of Week	arrant	Check Date	Post Date
002674 ZALEWSKI, MARIA MEDINA	AFSCME	PERSONAL	Taken	.25	6.00	Hours	20-Oct-201	Tuesday	60001	30-Oct-2015	29-Oct-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	PERSONAL	Accrual	6.25	6.25	Hours	22-Oct-2011		00000		
002674 ZALEWSKI, MARIA MEDINA	AFSCME	PERSONAL	Taken	.25	5.75	Hours	09-Nov-201	Monday	60010	20-Nov-2015	19-Nov-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	PERSONAL	Taken	2.00	3.75	Hours	25-Nov-201	Wednesday	60015	04-Dec-2015	03-Dec-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	PERSONAL			3.75	Hours					
002674 ZALEWSKI, MARIA MEDINA	AFSCME	SICK	Taken	8.00	134.50	Hours	21-Oct-201	Wednesday	60001	30-Oct-2015	29-Oct-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	SICK	Taken	8.00	126.50	Hours	22-Oct-201	Thursday	60001	30-Oct-2015	29-Oct-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	SICK	Accrual	142.50	142.50	Hours	22-Oct-201		00000		
002674 ZALEWSKI, MARIA MEDINA	AFSCME	SICK	Taken	8.00	118.50	Hours	27-Oct-201	Tuesday	60004	06-Nov-2015	05-Nov-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	SICK	Accrual	10.00	128.50	Hours	31-Oct-201		60007	13-Nov-2015	12-Nov-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	SICK			128.50	Hours					
								,	-		

[ADM-AUC-HR-9694]

8.1.5. Employee Leave Time Over XX Days/Hours [NEW]

There is a new report that will show employees who have used in excess of a specified number Days/Hours for Personal and Sick Time. HR departments may run this report to identify patterns of absenteeism.

ADMINS Unified Community Human Resources	Release Notes – Version 7.0 March 2016
Report Library By Employee	I Task 6608: Employee Leave Time over XX Days/Hours This report will print employees who have sick time or personal time over the limit entered. Required: Work Date Range (mmddyyyy) From: ITI012016 To: 03312016 Optional: Enter up to 9 Pay Groups Edit Optional: Enter up to 9 Timesheet Groups Edit Required: Enter Category for SICK Time SICKL Brequired: Enter Category for SICK Time SICKL
Report Name Sample 6609-Negative Leave Balance Listing Sample 6176-Leave History (Attendance) Report Sample 6608-Employee Leave Time over XX Days/Hours Sample 6482-Employee Profile Audit Report Sample 6715-Employee List - Salary Level for Date Range Sample	Required: Enter Category for PERSONAL Time PERSON PERSON PERSONAL LEAVE Required: Report Personal Time Used Greater then #: 2 Sort Report By: © Employee# © Employee Name Run as © Preview Print C PDF If Printing use Duplex © Yes No

<u>Field (Bold=Required Field)</u> Work Date Range	Description Enter the Work Date range to be rep	ported on.								
Pay Group	Enter up to 9 Pay Groups (optional –	leave blank to report on all groups).								
Timesheet Group	Enter up to 9 Pay Groups (optional –	leave blank to report on all groups).								
Report Sick Time Used Greater than #:	his will select the days or hours in excess of the specified number.									
Report Personal Time Used Greater than #:	This will select the days or hours in e	excess of the specified number.								
Category for Sick Time	This is the Paycheck Category comprising Pay Codes used for Sick Time.	Pay Code Table Pay Code DIC SICK LEAVE - HOURLY								
Category for Personal Time	This is the Paycheck Category comprising Pay Codes used for Personal Time.	Pay Code Table Pay Code PER FERCIPL DAY LEAVE Calculation 2 Base Buckets 2 Detail Billing Paycheck Calegory FERSIN_ERSINFL LEAVE								

ADMINS Unified Community Human Resources

To Employee Leave	Town of ADMINS Employee Leave Time over XX Days/Hours												
Attendance Leave To	tals f	or 01012	D16 to 0331;	2016									
Pay Group: Police Department													
Timesheet Sick Sick Personal Person													
Employee	Times	sheet Grp	Days	Hours	Days	Hours							
000092 CUMBERBATCH BENEDICT M	TEST	-TC		40.00	00								
000314 CORTES, KEITH A	TOWN	-POL	.00	16.00	.00	.00							
001260 DANIEL, LYNN	TOWN	-POL	.00	8.00	.00	.00							
001596 KELLY, LAWRENCE T	TOWN	-POL	.00	24.00	.00	.00							
Pay Group: POLICE Total Employees: 4			.00	88.00	.00	.00							
Pay Group: Town Weekly													
000152 GARIEPY, KEITH FERN	TEST	-TC	3.00	.00	.00	.00							
Pay Group: TW Total Employees: 1			3.00	.00	.00	.00							
Grand Total Employees: 7			13.00	88.00	.00	.00							
Selection Legend:													
Work Date : 01012016 to 03312016 Sick Category : SICKI Sick Time Over # : 2 Personal Category : PEPSON Personal Time Over : 2 Sorted By : Employee#													

Figure 35 Example of Preview, Print, PDF Output

	A	в	С	D	E	F	G
1			Timesheet	Sick	Sick	Personal	Personal
2	Emp#	Name	Group	Days	<u>Hours</u>	Days	Hours
9	000092	CUMBERBATCH, BENEDICT M	TEST -TC	0.00	40.00	0.00	0.00
10	000314	CORTES, KEITH A	TOWN -POL	0.00	16.00	0.00	0.00
11	001260	DANIEL, LYNN	TOWN -POL	0.00	8.00	0.00	0.00
12	001596	KELLY, LAWRENCE T	TOWN -POL	0.00	24.00	0.00	0.00
13		Total Employees: 4 for Police Department		0.00	88.00	0.00	0.00
14							
15	000152	GARIEPY, KEITH FERN	TEST -TC	3.00	0.00	0.00	0.00
16		Total Employees: 1 for Town Weekly		3.00	0.00	0.00	0.00
17							
18		Grant Total Employees: 7		13.00	88.00	0.00	0.00
19							
20							
21							
22	Selection	Legend:					
23							
24		Work Date : 01012016 to 03312016					
25		Sick Category : SICKL					
26		Sick Time Over # : 2					
27		Personal Category : PERSON					
28		Personal Time Over: 2					
29		Employee#					

Figure 36 Example of Excel[®] Output

[ADM-AUC-HR-9691]

8.1.6. Special Anniversary Reminders Report [NEW]

This report lists all Employees with a special anniversary for the selected month and year based on the reminders set in the Human Resources ▶ Tables ▶ Bargaining Unit ▶ Other Info tab (see Section 6.3).

Tack 56.58: Special Anniversary Deminders	Y
Special Anniversary Reminders	
Required: Enter Month for Reminder (1-12)	
Required: Enter Year for Reminder (YYYY) 2016	
Run as @ Preview C Print C PDF C Excel	
If Printing use Duplex 💿 Yes 🔿 No	
Lookup OK Cancel Clear All	

Enter the Month and Year to report on Reminders:

n								
6658-HREMPANNREM.REP Prin	ted 18-N	Mar-2016 at 16:4	7:42 by THERESA					Page 1
			Town of ADMIN	3				
			Special Anniversary R	eminders				
For June	Vear:	2016						
TOT COMP								
Enp# Name		Position	Description	Hire Date	Years	Months	Barg Unit	Message
006036 DROUIN, MICHAEL		S004CUSHEAD-03	HEAD CUSTODIAN	14-Nov-1994	0	Ū	AFL -AF	For Date of Birth on the 6th
007782 GEROMINI, LAWRENCE R		SOO6CUS2NDS-06	CUSTODIAN	28-Feb-2006	0	0	AFL -AF	For Date of Birth on the 28th
070133 GAWRON, LAWRENCE E		S009MAICLRK-01	CLERK - MAINTENANCE DEPARTMENT	09-Jan-2013	0	0	AFL -AF	For Date of Birth on the 20th
070437 DIGIAMPAOLO-BOGAN, KAREN M		S005ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNIC	22-Mar-2013	0	0	AFL -AF	For Date of Birth on the 28th
# Reminders for Bargaining Unit AFL	-AF	4						
006032 WERNIG, LYNN		S004CAFLEAD-01	CAFETERIA ELEMENTARY LEAD COOK	21-Sep-2000	0	0	AFL 10M -AF10	For Anniversary Date on the 15th
# Reminders for Bargaining Unit AFL 10M	-AF10	1						
007213 LEVESQUE, LYNN R		T450DPWF0PR-01	FACILITIES OPERATOR/MECHANIC	05-Jun-2006	10	0	DPW -DP	For Service Length
# Reminders for Bargaining Unit DPW	-DP	1						
010142 FISHED MADIE		SOL 2TE A DHED -02	DMMS TEACHED	18-Jun-2010	0	0	MTA -21	For Position Wire Date on the 18th
070341 BENIDDENI KADEN		SOLDERLED-02	DENSIGNT THERE ADDIST 6	29-Jun-2012	0	0	MTh -21	For Position Hire Date on the 20th
# Reminders for Bargaining Unit MTA	-21	2	THISTCAL HERATIST .0	25 0001 2012			111A 21	The restriction mile back on the 25th
y Realificers for bargatining onto him		2						
010077 RASCHE, KAREN M.		SOOSTEAGE01-02	STALL BROOK SCHOOL TEACHER	22-Jun-2011	5	0	MTA -26	For Service Length
# Reminders for Bargaining Unit MTA	-26	1			-			in the second being on
001635 FOX, LAWRENCE G		SOO9TEASUBS-01	SUBSTITUTE TEACHER	13-Mar-2000	0	0	NON -NO	For Date of Birth on the 2nd
002238 LEMON, MICHAEL		T801P0LAUX -01	AUXILARY POLICE	08-Mar-1983	0	0	NON -NO	For Date of Birth on the 6th
002832 MAHAN, MICHAEL J		T801P0LDETL-05	POLICE DETAIL	01-Dec-2010	0	0	NON -NO	For Date of Birth on the 29th

Figure 37 Sample of the Special Anniversary report

[ADM-AUC-HR-9692]



8.2. By Timesheet

8.2.1. Timesheet Entry Detail–Changed Timesheets

The changed timesheets report was incorrectly listing a change on the first day of the warrant for an employee for whom a line was added for a day – when there was no change for the first day. In the example below, a line was added for February 5 for both employees. The changes are listed, along with an incorrect record for February 1.

	A	B	С	D	E	F	G			1	J	K	L	M	N	0
1	Emp#	Name	Position#	Work Date	Warrant	Pay Code	Description	Ex		<u>Hours</u>	Days	<u>HourlyRate</u>	Flat Amt	<u>Wages</u>	Change User	Change Date
2	000152	GARIEPY, KEITH FERN	T123TWNADMN-01	01-Feb-2016	020516	DREG	REGULAR - days	10			1.00	486.59	0.00	486.59	THERESA (02-Mar-2016
3	000152	GARIEPY, KEITH FERN	T123TWNADMN-01	05-Feb-2016	020516	DSIC	SICK LEAVE - daily r	1066			0.50	486.59	0.00	243.30	THERESA	02 Mar 2016
4	000152	GARIEPY, KEITH FERN	T123TWNADMN-01	05-Feb-2016	020516	DREG	REGULAR - days	19			0.50	486.59	0.00	243.30	THERESA	02-Mar-2016
5								1								
6		Total TimeSheetGroup	TEST -TC													
7	003105	BOITEAU, KAREN A	T422DPWHCLK-01	01-Feb-2016	020516	REG	REGULAR - hours	016		0.80		18.19	0.00	14.55	THERESA	(02-Mar-2016)
8	003105	BOITEAU, KAREN A	T422DPWHCLK-01	05-Feb-2016	020516	REG	REGULAR - hours	0200		3.00		18.19	0.00	54.57	THERESA	02-Mar-2016
9	003105	BOITEAU, KAREN A	T422DPWHCLK-01	05-Feb-2016	020516	REG	REGULAR - hours	18	.d	0.60		18.19	0.00	10.91	THERESA	02-Mar-2016
10								T								
11		Total TimeSheetGroup	TOWN -DPW													
12		Legend:														
13		For Warrant Number:	020516					1								
14		Change Date: 02-Ma	ir-2016					1								
15		Sorted by:	Timesheet Group/Emp	loyee Name												
16								-								

Figure 38 Before

The report now shows only the changes actually made. This will make it easier to reconcile "last minute" changes made, for example, on the day the payroll is being processed.

2	A	B	С	D	E	F	G			1	J	K	L	М	N	0
1	Emp#	<u>Name</u>	Position#	Work Date	<u>Warrant</u>	Pay Code	Description	Expense	r -	Hours	<u>Days</u>	HourlyRate	Flat Amt	<u>Wages</u>	Change User	Change Date
2	001148	HARVEY, KAREN L	T154MISMIS -01	23-Mar-2016	910002	DSIC	SICK LEAVE - daily r	1000-154			0.50	322.41	0.00	161.21	THERESA	14-Mar-2016
3	001148	HARVEY, KAREN L	T154MISMIS -01	23-Mar-2016	910002	DREG	REGULAR - days	1000-1			0.50	322.41	0.00	161.21	THERESA	14-Mar-2016
4								1								
5		Total TimeSheetGroup	TEST -TC													
6		Legend:						1								
7		For Warrant Number:	910002						[
8		Change Date: 14-1	√lar-2016					1								
9		Sorted by:	Timesheet Group	o/Employee Na	me											
10									-							

Figure 39 After

In addition, records that were changed and now had no hours, days or pay were not being reported. This has been fixed

[BLG-SUP-SAPLAUC-623] [ADM-AUC-HR-9657]

8.2.2. Timesheet Detail Report #6249 – Added Bargaining Unit

Modified report **#6249-Timesheet History Detail by TS Group/PayCode** to include a column for the Bargaining Unit in the Excel output only – see Column "L".

	A	B	С	D	E	F	G	H H		J	K
1	Paycode	Description	Work Date	Weekday	Warrant	Emp#	Name	Expense Account	Hours	Days	Wages
2	ALLOW-2	POST TAX ANNUNITY	13-Nov-2015	Fri	151113	077845		10000000-01100-531-10-2500-51110-2101 SUP-REGULAR	0.0	0 1.0	277.92
3	Total	Other							0.0	0 1.0	277.92
4											
5	SCHCOMM	SCHOOL COMMITTE SECRET	13-Nov-2015	Fri	151113	019821		10000000-01100-531-10-2500-51110-4109 SUP-REGULAR	0.0	0 1.0	346.15
6	Total	Premium							0.0	0 1.0	346.15
7											-
8	SREG	REGULAR - SALARIED	02-Nov-2015	Mon	151113	019821		10000000-01100-531-10-2500-51110-4109 SUP-REGULAR	0.0	0 1.0	255.98
9	SREG	REGULAR - SALARIED	02-Nov-2015	Mon	151113	028538		10000000-01200-222-10-0000-51110-3200 STAFF DEV-REGULAR	0.0	0 1.0	354.63
10	SREG	REGULAR - SALARIED	02-Nov-2015	Mon	151113	077379		10000000-01403-214-10-0000-51110-4661 ATTENDANCE-REGULAR	0.0	0 1.0	129.35
Fi	gure	40 Before									



L	-4 A	в	С	D	E	F	G	н	- I	J	K	L
L	1 Paycode	Description	Work Date	Weekday	Warrant	Emp#	Name	Expense Account	Hours	Days	Wages	BargUnit
L	2 ALLOW-2	POST TAX ANNUNITY	13-Nov-2015	Fri	151113	077845		10000000-01100-531-10-2500-51110-2101 SUP-REGULAR	0.	00 1	.00 277.9	2 ADMN01 -26
L	3 Total	Other							0.	00 1	.00 277.9	2
L	4											
	5 SCHCOMM	SCHOOL COMMITTE SECRET	13-Nov-2015	Fri	151113	019821		10000000-01100-531-10-2500-51110-4109 SUP-REGULAR	0.	00 1	.00 346.1	5 NC1201 -26
	6 Total	Premium							0.	00 1	.00 346.1	5
	7											
L	8 SREG	REGULAR - SALARIED	02-Nov-2015	Mon	151113	019821		10000000-01100-531-10-2500-51110-4109 SUP-REGULAR	0.	00 1	.00 255.9	8 NC1201 -26
	9 SREG	REGULAR - SALARIED	02-Nov-2015	Mon	151113	028538		10000000-01200-222-10-0000-51110-3200 STAFF DEV-REGULAR	0.	00 1	.00 354.6	3 ADMN01 -26
Г	10 SREG	REGULAR - SALARIED	02-Nov-2015	Mon	151113	077379		10000000-01403-214-10-0000-51110-4661 ATTENDANCE-REGULAR	0.	00 1	.00 129.3	5 NC1201 -26
1	11 SREG	REGULAR - SALARIED	02-Nov-2015	Mon	151113	077497		10000000-01403-231-10-0000-51110-3200 ATTENDANCE-REGULAR	0.	00 0	.50 191.0	7 NC1201 -26
1	12 SREG	REGULAR - SALARIED	02-Nov-2015	Mon	151113	077497		10000000-02600-311-10-2500-51110-3200 TRANSP-REGULAR	0.	00 0	.50 191.0	7 NC1201 -26
	12 0000	DECULUED CALADIED	00 Mars 2046	Man	454442	077045		40000000 01400 524 40 2500 54440 2404 CLD RECUL AR	0	00 4	00 500 7	30 1010401 0

Figure 41 After

[ADM-AUC-HR-9700]

8.2.3. Timesheet History By Ts Grp/Emp Unproductive/Unpaid [add Totals]

This report has been modified to add totals by pay code for each employee.

Town of ADMINS Timeshet Entry by TS Grp/Eap Unproductive/Unpaid Uock Date Warrant Pay Code Hours Days Wages Paid Expense Account Uock Date Warrant Pay Code Hours Days Wages Paid Expense Account T1540158015 -0.1 T154015805 -0.1 T1540158	
Timesheet Entry by TS Grp/Emp Unproductive/Unpaid Work Date Hours Days Wages Paid Expense Account 001148 HAWEY, KAREN L 13-Mar-2015 902875 DBIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 001148 HAWEY, KAREN L 13-Mar-2015 902875 DBIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 20-Mar-2015 902875 DBIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 20-Mar-2015 902875 DBIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 20-Mar-2015 902875 DWAC Vacation - Deps .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 24-Mar-2015 902875 DWAC Vacation - Deps .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 24-Mar-2015 902875 DWAC Vacation - Deps .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 24-Mar-2015 902875 DWAC Vacation - Deps .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 24-Mar-2015 902875 DWAC Vacation - Deps .50 161.21	
Work Date Warrant Pay Code Hours Days Wages Paid Expense Account 00148 HAUVEY, KAREN L T1544TISHIS - 0.1	
Work Date Warrant Pay Code Hours Days Wages Paid Expense Account 001148 HAWNEY, KAREN L T154MISHIS = 0.1	
Work Date Warrant Pay Code Hours Days Wages Paid Expense Account 00148 HAWEY, KAREN L T154MTSNIS-0.	
001148 HAWYEY, KAREN L 13-Mar 2015 902875 DSIC SICK LEAVE - daily r 13-Mar 2015 902875 DSIC SICK LEAVE - daily r 10-Mar 2015 902875 DSIC SICK LEAVE - daily r 20-Mar 2015 902875 DSIC SICK LEAVE - daily r 20-Mar 2015 902875 DSIC SICK LEAVE - daily r 20-Mar 2015 902875 DSIC Veaction - Deys 23-Mar 2015 902875 DVAC Veaction - Deys 24-Mar 2015 902875 DVAC Veaction - Deys 25-Mar 2015 902875 DVAC Veaction - Deys 161.21 1000-154-0000-001-00-00-51110 DEFARTMENT HEAD SALARY 24-Mar 2015 902875 DVAC Veaction - Deys 161.21 1000-154-0000-001-00-00-51110 DEFARTMENT HEAD SALARY 25-Mar 2015 902875 DVAC Veaction - Deys 161.21 1000-154-0000-001-00-00-51110 DEFARTMENT HEAD SALARY 26-Mar 2015 902875 DVAC Veaction - Deys 161.21 1000-154-0000-001-00-00-51110 DEFARTMENT HEAD SALARY 26-Mar 2015 902875 DVAC Veaction - Deys 161.21 1000-154-0000-001-00-00-51110 DEFARTMENT HEAD SALARY 26-Mar 2015 902875 DVAC Veaction - Deys Hours Days Wages Paid Unproductive: 4.50 1450.66	
BOILAG HARVEY, KAREN L TISAMISHIS - 01 13-HAR-2015 902875 DSIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 16-HAR-2015 902875 DSIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 20-HAR-2015 902875 DSIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-0-51110 DEPARTMENT HEAD SALARY 20-HAR-2015 902875 DVAC Vection - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 23-Har-2015 902875 DVAC Vecation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 24-Har-2015 902875 DVAC Vecation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 25-Har-2015 902875 DVAC Vecation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 25-Har-2015 902875 DVAC Vecation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 25-Har-2015 902875 DVAC Vecation - Lays Lays La	
Onlide HAVEY, KAREN L TISHMISHIS -01 13-Mar.2015 902875 DSIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 10-Mar.2015 902875 DSIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 20-Mar.2015 902875 DSIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 20-Mar.2015 902875 DVAC Vacation - Deys .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 24-Mar.2015 902875 DVAC Vacation - Deys .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 24-Mar.2015 902875 DVAC Vacation - Deys .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 25-Mar.2015 902875 DVAC Vacation - Deys .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 25-Mar.2015 902875 DVAC Vacation - Deys .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	
13-Mar-2015 902875 DSIC SICK LEAWE - daily r 1.00 322.41 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 16-Mar-2015 902875 DSIC SICK LEAWE - daily r 1.00 322.41 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 20-Mar-2015 902875 DSIC SICK LEAWE - daily r 1.00 322.41 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 23-Mar-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 24-Mar-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 25-Mar-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 25-Mar-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY 25-Mar-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-01-00-00-51110 DEPARTMENT HEAD SALARY 25-Mar-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-01-00-00-51110 DEPARTMENT HEAD SALARY 25-Mar-2015 902875 DVAC Vacation - Mays Days Mages Paid	
13-Mar-2015 902875 DSIC 51CK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-0-51110 DEPARTITENT HEAD SALARY 20-Mar-2015 902875 DSIC 51CK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-0-51110 DEPARTIENT HEAD SALARY 20-Mar-2015 902875 DVAC Vecetion - Deys .50 161.21 1000-154-0000-001-000-0-51110 DEPARTIENT HEAD SALARY 24-Mar-2015 902875 DVAC Vecetion - Deys .50 161.21 1000-154-0000-001-00-00-51110 DEPARTIENT HEAD SALARY 25-Mar-2015 902875 DVAC Vecetion - Deys .50 161.21 1000-154-0000-001-00-00-51110 DEPARTIENT HEAD SALARY 24-Mar-2015 902875 DVAC Vecetion - Deys .50 161.21 1000-154-0000-001-00-00-51110 DEPARTIENT HEAD SALARY 24-Mar-2015 902875 DVAC Vecetion - Deys .50 161.21 1000-154-0000-001-00-00-51110 DEPARTIENT HEAD SALARY 25-Mar-2015 902875 DVAC Vecetion - Deys .50 161.21 1000-154-0000-001-00-00-51110 DEPARTIENT HEAD SALARY Employee Total: .4.50 1450.66	
16-Har-2015 902875 DSIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-000-0-S110 DEPARTIENT HEAD SALARY 20-Har-2015 902875 DSIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-000-0-S110 DEPARTIENT HEAD SALARY 23-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-000-0-S1110 DEPARTIENT HEAD SALARY 24-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-000-0-S1110 DEPARTIENT HEAD SALARY 25-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-000-001-010-00-S1110 DEPARTIENT HEAD SALARY 25-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-000-001-010-00-S1110 DEPARTIENT HEAD SALARY 25-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-000-001-010-00-S1110 DEPARTIENT HEAD SALARY 25-Har-2015 902875 DVAC Hours Days Hages Paid Unproductive: 4.50 1450.066 Temployee Total: 4.50	
20-Har-2015 902875 DSIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-0-51110 DEPARTING THEAD SALARY 23-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTING THEAD SALARY 24-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTING THEAD SALARY 25-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTING THEAD SALARY 25-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTING THEAD SALARY 25-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTING THEAD SALARY Hours Days Wages Paid Unproductive: 4.50 1450.66	
23-Har-2015 902875 DVAC Vecation - Days .50 161.21 1000-154-0000-001-000-0-51110 DEFARTERIT THEAD SALARY 24-Har-2015 902875 DVAC Vecation - Days .50 161.21 1000-154-0000-001-000-001-010 DEFARTERIT THEAD SALARY 25-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-000-001-010 DEFARTERIT THEAD SALARY 25-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-000-001-010-001-010 DEFARTERIT THEAD SALARY 25-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00	
24-Har-2015 902875 DVAC Vacetion - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT MEAD SALARY 25-Har-2015 902875 DVAC Vacetion - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT MEAD SALARY Hours Days Wages Paid Unproductive: 4.50 1450.86 Employee Total: 4.50 1450.86	
25-Har-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY Hours Days Wages Paid Unproductive: 4.50 1450.086 Employee Total: 4.50	
Hours Days Wages Paid Unproductive: 4.50 1450.86	
Hours Days Wages Paid Unproductive: 4.50 1440.66	
Unproductive: 4.50 1450.86 Employee Total: 4.50 1450.86	
Employee Total: 4.50 1450.66	
Employee Total: 4.50 1450.86	
Hours Days Wages Paid	
Unproductive: 4.50 1450.86	
Timesheet Group TEST -TC Total: 4.50 1450.86 THERESA TEST GROUP FOR OVER50K	
Hours Days Wages Paid	
Unproductive: 4.50 1450.86	
**** Grand Total: 4.50 1450.86	
Selection Legend:	

Figure 42 Before

6606-HRTMSEMPDETUNP.REP Printed 11-Dec-2015 at 10:49:18 by LUANN	Page 1
Timesheet Entry by TS Grp/Emp Unproductive/Unpaid	
Work Date Warrant Pay Code Hours Days Wages Paid Expense Account	
001148 HARVEY, KAREN L T154MISMIS -01	
13-Mar-2015 902875 DSIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-00-5111 16-Mar-2015 902875 DSIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-00-5111 20-Mar-2015 902875 DSIC SICK LEAVE - daily r 1.00 322.41 1000-154-0000-001-00-00-5111	0 DEPARTMENT HEAD SALARY 0 DEPARTMENT HEAD SALARY 0 DEPARTMENT HEAD SALARY
DSIC SICK LEAVE - daily r 3.00 23-Mar-2015 902875 - 2745 - 9455100 - 2455 - 350 - 161.21 1000-154-0000-001-00-00-5111	0 DEPARTMENT HEAD SALARY
24-Mar-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00-5111 25-Mar-2015 902875 DVAC Vacation - Days .50 161.21 1000-154-0000-001-00-00-5111	0 DEPARTMENT HEAD SALARY 0 DEPARTMENT HEAD SALARY
DVAC Vacation - Days 1.50	
Hours Days Wages Paid Unproductive: 4.50 1450.86 	
Employee Total: 4.50 1450.86	
Hours Days Wages Paid Unproductive: 4.50 1450.86	
Timesheet Group TEST -TC Total: 4.50 1450.86 THERESA TEST GROUP FOR OVER	50K
Hours Days Wages Paid Unproductive: 4.50 1450.86	
**** Grand Total: 4.50 1450.86	
Selection Legend:	



[ADM-AUC-HR-9699]



8.3. By Paychecks/Other

8.3.1. EEO Reports-Reconciliation Reports

Prior to this update, the **EEO** reports used six race categories; these reports will now display nine race columns per gender on the reconciliation reports. This will accommodate the seven categories in current use and allow for future additional categories.

Luadà		104411 01 2	anywr	iere						
Federal ID#	: 123456789									
All Employees Ac	tive Between:	01012010 a	nd 123	1 1	2	3	4	5	6	
				Male	Male	Male	Male	Male	Male	R.
Job Category	From Salary	To Salary	Total	White	Black	Hispan	Indian	Asian	Uknown	Whi
	up to	10,000.00	1	1						
	10,000.01	15,000.00								-
	15,000.01	20,000.00								1
	20,000.01	25,000.00	1	1						1
	25,000.01	30,000.00								
	30,000.01	32,000.00	2							-
	32,000.01	40,000.00								
	40,000.01	45,000.00	5	1						-
			17	13	1				1	1.1
	45,000.00	Plus								
Officials/Administr.	upto	10,000.00								1
	10,000.01	15,000.00								Ξ.
	15,000.01	20,000.00								
	20,000.01	25,000.00								
	25,000.01	30,000.00								-7
	30,000.01	32,000.00	1							
	32,000.01	40,000.00	1							
	40,000.01	45,000.00								
			12	9						1
	45,000.00	Plus								1

Entity	1	TOWN	I OF /	NYW	HERE								
Federal ID#	11-3450	6789											
Full Time Employ	ees Hired Bet	ween: 0101	2010 a		1 2	3	4	5	6	7	8	9	
				Male	Male	Male	Male	Male	Male	Male	Male	Male	Ē.
Job Category	From Salary	To Salary	Total	White	Black	Asian	Native	Americ	Two or	Hispan			ie.
	up to	6,587.00											T.,
	6,587.01	15,000.00											
	15,000.01	20,000.00											
	20,000.01	25,000.00											
	25,000.01	30,000.00											1
	30,000.01	35,000.00	1										
	35,000.01	40,000.00											
	40,000.00	Plus											
Officials/Administr.	up to	6,587.00											
	6,587.01	15,000.00											
	15,000.01	20,000.00											
	20,000.01	25,000.00											
	25,000.01	30,000.00											
	30,000.01	35,000.00											1
	35,000.01	40,000.00											Γ.
			10	7									

Figure 44 Before

Figure 45 After

[ADM-AUC-HR-9697]

8.3.2. EEO Reports–Salary Reports [show code and description]

The Excel[®] versions of the EEO Salary Reports now include the **code** for the **EEO Type, Category** and **Race** in addition to the description.

								EEO/Original			
Entity	Emp#	Name	EEO Type	EEO Category	Gender	Race	FTE	<u>HireDate</u>	<u>TermDate</u>	Salary	New?
1	002924	DEMATTIA, KAREN M	Full-Time		F	White	1.00	9/19/2005		49,206.19	
1	001204	MACLAUGHLIN, KAREN	Full-Time		F	White	1.00	11/19/1981		41,694.75	
1	005005	GERVAIS, MARIE	Full-Time		F	White	1.00	1/26/1995		40,214.88	
1	005168	LOFGREN, MARIE M	Full-Time		F	White	1.00	8/31/1987		44,474.40	
1	002903	PACAK, KAREN J	Full-Time		F	White	1.00	3/14/2005		30,161.16	
1	001278	JOHNSON, MARIE	Full-Time		F	White	1.00	3/21/2011		30,777.12	NEW HIRE
1	000286	MELANSON, MICHAEL J JR	Full-Time		M	White	1.00	10/4/1993	5/30/2011	56,271.60	
1	000295	CORRIVEAU, MICHAEL J	Full-Time		M	White	1.00	5/12/1986		89,698.50	

Figure 46 Before

		EEO/Original											
alary <u>New?</u>	<u>FermDate</u> <u>Salary</u>	<u>HireDate</u>	FTE	Race	Code	Gender	EEO Category	Code	EEO Type	Code	Name	Emp#	Entity
,000.00 NEW HIRE	90,000.00	8/12/2015	1.00		00	F	Officials/Administr.	01	Full-Time	Ď1	HIGGENS, SUSIE LEE	070635	1
,421.00	93,421.00	7/2/2012	1.00	White (Not	01	F	Officials/Administr.	01	Full-Time	Ď1	ADILETTO, LYNN A	070316	1
,820.00	96,820.00	7/1/2011	1.00	White (Not	01	F	Officials/Administr.	01	Full-Time	Ď1	MOFFETT, MARIE M	070135	1
,388.51	57,388.51	5/7/2008	1.00	White (Not	01	F	Officials/Administr.	01	Full-Time	Ď1	DILL, LYNN L	007286	1
,000.00	60,000.00	4/21/1983	1.00	White (Not	01	F	Officials/Administr.	01	Full-Time	Ď1	PETERS, KAREN A	001221	1
,249.00	40,249.00	7/1/2009	0.55	White (Not	01	F	Officials/Administr.	01	Full-Time	Ď1	MICALONE, MARIE H	010885	1
,053.82	45,053.82	1/2/1997	1.00	White (Not	01	F	Officials/Administr.	01	Full-Time	D1	WALDEN, MARIE J	006189	1
,556.00	93,556.00	7/1/2007	1.00	White (Not	01	F	Officials/Administr.	01	Full-Time	Ď1	CORDONE, LYNN D	010743	1
,000.00	127,000.00	12/17/1987	1.00	White (Not	01	М	Officials/Administr.	01	Full-Time	Ď1	GARIEPY, KEITH FERN	000152	1
418.61	107,418.61	2/7/1991	1.00	White (Not	Ď1	М	Officials/Administr.	01	Full-Time	Ď1	MOORE, KEITH F	000040	1
,556 ,000 ,418	93,556 127,000 107,418	7/1/2007 12/17/1987 2/7/1991	1.00 1.00 1.00	White (Not White (Not White (Not	01 01 01	F M M	Officials/Administr. Officials/Administr. Officials/Administr.	'01 '01 '01	Full-Time Full-Time Full-Time	01 01 01	CORDONE, LYNN D GARIEPY, KEITH FERN MOORE, KEITH F	010743 000152 000040	1 1 1

Figure 47 After

[ADM-AUC-HR-9697]



8.3.3. Historical Paycheck Register – Employee Totals [add Totals]

The 7219 Historical Paycheck Register –Employee Totals report was enhanced to include a Report Total section on the last page to provide base buckets totals for the period specified.

7222-HREMPCHKHISALL.REP	Printed 18-Mar-2016 at	10:00:08 by THERESA							Page 119
			Town of ADMIN	s					
		Wistorical Bowah	ogh Dogistor	- Emplored	Totolc				
		miscoricar Fayen	eck kegister	rmbrolee	IOCAIS				
		Warrant Check Date	s between 010	12012 and 1	12312012				
Employee: 070133 DOCHE LANDENCE	F	Gross Pev:	640.00	Federal Ta	av Nages		581 14 Medi	care Nages	640.00
impioyee: oroico noomi, incluioi	2	Doductions:	640.00	Stote Teve	ahlo Mogos		640.00 Both	rement Neges	640.00
		Deduccions.	640.00	Scace Taxa	mie wages		840.00 Keci	remenc wages	640.00
		Net Pay:		Total Wage	25		640.00 457	Wages	-28.42
		Deposit:	482.79	Pension Pl	lan Flag		-58.86		
		Benefits:	9.28						
Wages	Deductions		Deductions		Ber	nefits		Hours/Da	/s
REGULAR - hours 640.00	FEDERAL TAX	51.59 TOWN INSU	RANCE-WK	.06	MEDICARE		9.28	REGULAR - hours	80.00 Hrs
SICK ACCRUAL DAY	STATE TAX	28.42 MEDICARE		9.28				SICK ACCRUAL DAY	1.25 Day
	NORFOLK CTY. 30+	1.26 NORFOLK C	TY PEN 9	57.60					
	DIRECT DEPOSIT	482.79 UNION DUE	S-AFL	9.00					



Employee: 070617 MARTIN	NIS, KEITH A			Gross Pay:	1,130.27	Federal 3	Tax Wages	1,03	3.47 Me	dicare Wages	1,140.19
			D	eductions:	309.02	State Ta:	xable Wages	1,14).19 Re	stirement Wages	1,130.27
				Net Pay:	821.25	Total Wag	ges	1,13).27 Fe	deral Taxes	-125.34
				Deposit:		State Ta:	xes	-6).43 ₽e	ension Plan Flag	-101.72
				Benefits:	26.45						
Wages		Deductions	;		Deductions			Benefits		Hour	s/Days
REGULAR - hours	1,130.27 FED	ERAL TAX	125.34	STATE TAX		60.43	OVER 50K 1	IFE INS	9.92	REGULAR - hours	80.00 Hrs
	MED	ICARE	16.53	NORFOLK CTY	PEN 9	101.72	MEDICARE		16.53	3	
	ADH	IIN. DUES	5.00								
7219-HREMPCHKHISALL.REP	Pri	nted 18-Mar-2016 at	09:52:5	8 by THERESA							Page 111
				Tot	m of ADMIN	s					
			Hist	orical Paycheck	Register	- Employee	e Totals				
			Warran	t Check Dates h	etween 120	12015 and	12312015				
Donort Totol:	Norrowt Cl	heck Dates he	tween	12012015 ;	and 123)	12015 📗					
report rotar.	warranc or						-		Medice	are Wages	
Report Totar.	warranc cr					23	-	1,338,728.38	inc direct	-	1,488,662.97
Report Total.	warranc cr	Deduc	tions:	1,538,709.09) State T	axable Wa	ges	1,338,728.38	Retire	ment Wages	1,488,662.97 1,573,198.26
Report Total.	warranc cr	Deduc	tions: t Pay:	1,538,709.09 34,864.81) State T Total W	axable Wa ages	ges	1,338,728.38 1,501,201.51 1,573,573.90	Retire	ment Wages s Comp	1,488,662.97 1,573,198.26
Report Totar.	warrane er	Deduc Ne De	tions: t Pay: posit:	1,538,709.09 34,864.81 922,869.45	9 State T Total W 5 Federal	axable Wa ages Taxes	ges	1,338,728.38 1,501,201.51 1,573,573.90 -242,323.29	Retire Worker State	ement Wages :s Comp Taxes	1,488,662.97 1,573,198.26 -77,500.52
Report Total.	WAITANC CI	Deduc Ne De Ber	tions: et Pay: eposit: mefits:	1,538,709.09 34,864.81 922,869.45 21,671.96) State T L Total W 5 Federal 5 Reporta	axable Wag ages Taxes ble Healt)	ges h Care	1,338,728.38 1,501,201.51 1,573,573.90 -242,323.29	Retire Worker State	ement Wages :s Comp Taxes	1,488,662.97 1,573,198.26 -77,500.52
Keport Istar.	WAITANC CI	Deduc Ne De Ber	tions: t Pay: posit: hefits:	1,538,709.09 34,864.81 922,869.45 21,671.96	9 State T L Total W 5 Federal 5 Reporta	axable Waq ages Taxes ble Healt)	ges h Care	1,338,728.38 1,501,201.51 1,573,573.90 -242,323.29	Retire Worker State TAXABI	ement Wages :s Comp Taxes .E BENEFITS	1,488,662.97 1,573,198.26 -77,500.52
keptit fotal.	warranc cr	Deduc Ne De Ber	tions: t Pay: posit: hefits:	1,538,709.09 34,864.81 922,869.45 21,671.96	9 State T L Total W 5 Federal 5 Reporta	axable Waq ages Taxes ble Healt)	ges h Care	1,338,728.38 1,501,201.51 1,573,573.90 -242,323.29	Retire Worker State TAXABI Pensio	ement Wages rs Comp Taxes .E BENEFITS on Plan Flag	-1,488,662,97 1,573,198.26 -77,500.52 -162,473.13
keptit fotal.	warranc cr	Deduc Ne De Ber	tions: t Pay: posit: hefits:	1,538,709.05 34,864.81 922,869.48 21,671.96	9 State T L Total W 5 Federal 5 Reporta Deferre	axable Wa ages Taxes ble Healt) d Comp Was	ges h Care ges	-6,565.37	Retire Worker State TAXABI Pensic EFT De	ement Wages -s Comp Taxes -E BENEFITS -m Plan Flag -ductions	-77,500.52 -162,473.13 -25,728.02
Keporo Tocar.	warranc cr	Deduc Ne De Ber	tions: t Pay: posit: hefits:	1,538,709.05 34,864.83 922,869.45 21,671.96	9 State T Total W 5 Federal 6 Reporta Deferre 0JI/111	axable Way ages Taxes ble Healt) d Comp Way F wages	ges h Care ges	-6,565.37	Retire Worker State TAXABI Pensic EFT De Clothi	ement Wages rs Comp Taxes .E BENEFITS om Plan Flag eductions ing non taxable	-1,488,662,97 1,573,198.26 -77,500.52 -162,473.13 -25,728.02
Kepore rocar.		Deduc Ne De Ber	tions: t Pay: posit: efits:	1,538,709.09 34,864.83 922,869.45 21,671.96	9 State T 1 Total W 5 Federal 6 Reporta Deferre 0JI/111 car all	axable Wa ages Taxes ble Healtl d Comp Wa F wages owance	ges h Care ges	-6,565.37	Retire Worker State TAXABI Pensic EFT De Clothi Clothi	ment Wages rs Comp Taxes JE BENEFITS on Plan Flag eductions .ng non taxable ing taxable	-77,500.52 -162,473.13 -25,728.02
Kepore rocar.		Deduc N∉ De Ber	tions: t Pay: posit: hefits:	1,538,709.0 34,864.81 922,869.40 21,671.96	 State T Total W Federal Reporta Deferre 0JI/111 car all Senior 	axable Way ages Taxes ble Healtl d Comp Way F wages owance Tax Gross	ges h Care ges Pay	-6,565.37	Retire Worker State TAXABI Pensic EFT De Clothi Clothi Senior	ment Wages rs Comp Taxes LE BENEFITS on Plan Flag eductions ung toxable ng taxable tax Net	-77,500.52 -162,473.13 -25,728.02

Figure 49 After

[ALLEN-SUP-SAPLAUC-22]

9. MODULE CONTROL

9.1. 6026–Summarize Expenses to GL Posting [NEW]

A new module control was added to allow posting expenses in summary to the general ledger.

Module Maintenance Interfaces/Imports Site Specific	 Human Resources Module Control Payroll Check Form Maintenance Payroll Check Form Maintenance by Bank 	
	Human Resources Module Control	
Seq# Description	Answer	
6026 Enter Y to sur	mmarize expense account transactions posted to t	<u>1</u> Edit



The default value is blank, which will post expenses in detail to the general ledger. To summarize expense posting to the general ledger, enter a value of Y in this field.

With module control #6026 set to blank (the default), expenses are posted in detail and one record is posted for each employee:

[AUC] 1110-Transaction History [luann]				_ 8
File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Hu	man <u>R</u> esources <u>B</u> udget <u>C</u> o	ellections Lax [Motor Excise Misc Bi	ling System Help
All Try Co	T	I Batana		
All HX Co	Transaction	HISTORY		
Goto				
Actions User Batch# FY Reference# Posting#	¥			
910011 2016 1505 910011				
6 Drill Down				
Z Acct Bal Inquiry				
8 Excel				
8 Excel By Date 1 Account 2 Posting#	<u>3</u> User Ba	atch	4 Reference#	5 Trx Date
17x Date Account Number	Line GL Lin	le TrxCode	7777 50 G	Display - Notes
07-Mar-2018 0200-000-0000-000-00-10400	-	HRUI	3/35.59 U	R Summary HK Warrant: S10011 Batch: 15
07-Mar-2016 0200-000-0000-000-00-20200	2	HR01	2466.05 1	20 Company MR Warrant, 510011 Batch; 15 20 Company MD Managerts 910011 Databas 16
07-Mai-2016 0200-000-0000-000-00-20200	7027	HR01	2466.03 0	R Summary HK Warrant, 510011 Batch; 15
07-Mar-2016 0200-000-000-000-000-00-51110	27	HP01	34.67 1	P Euro* 000152 Poc* T123TUNOTMN=01
07-Max-2016 0200-450-0000-004-00-00-51110	20	UP01	21 70 1	P Enct 001149 Post T154MTSMTS -01
07-Mar-2016 0200-450-0000-004-00-00-51110	32	HP01	8 97 1	R Eap: 001166 Pos: 1610 IBCUST-06
07-Mar-2016 0200-450-0000-004-00-00-51110	36	HR01	7.94 1	R Eap: 001239 Pos: 1610LIBJECH-02
07-Mar-2016 0200-450-0000-004-00-00-51110	38	HR01	5.58 I	R Emp: 001248 Pos: T253INSPLMB-01
07-Mar-2016 0200-450-0000-004-00-00-51110	40	HR01	15.30 I	R Emp: 001255 Pos: T135HR OFCR-01
07-Mar-2016 0200-450-0000-004-00-00-51110	44	HR01	11.23 I	R Emp: 001257 Pos: T135FINASST-01
07-Mar-2016 0200-450-0000-004-00-00-51110	46	HR01	18.35 I	R Enp: 001264 Pos: T137ASRADMN-01
07-Mar-2016 0200-450-0000-004-00-00-51110	48	HR01	9.11 I	R Emp: 001267 Pos: T610LIBTECH-01
07-Mar-2016 0200-450-0000-004-00-00-51110	50	HR01	7.63 I	R Emp: 002688 Pos: T541CDAADO -01
07-Mar-2016 0200-450-0000-004-00-00-51110	52	HR01	17.17 I	R Emp: 002702 Pos: T210POLSGT -01
07-Mar-2016 0200-450-0000-004-00-00-51110	54	HR01	8.23 I	R Emp: 002740 Pos: T250INSPCLK-01
07-Mar-2016 0200-450-0000-004-00-00-51110	56	HR01	5.42 I	R Emp: 002791 Pos: T541CDACLRK-01
07-Mar-2016 0200-450-0000-004-00-00-51110	58	HR01	12.22 I	OR Enp: 002825 Pos: T172PLNTOWN-01
07-Mar-2016 0200-450-0000-004-00-00-51110	60	HR01	9.90 I	DR Emp: 002874 Pos: T292ACDASST-01
07-Mar-2016 0200-450-0000-004-00-00-51110	62	HR01	8.97 I	R Emp: 002903 Pos: T610LIBTECH-03
07-Mar-2016 0200-450-0000-004-00-00-51110	64	HR01	10.00 I	DR Emp: 002919 Pos: T139COLSCLK-01
07-Mar-2016 0200-450-0000-004-00-00-51110	66	HR01	14.10 I	DR Emp: 002924 Pos: T541CDADIR -01

Figure 50 Expenses Not Summarized

Summarized-each expenditure account only has one record, in summary, for each warrant number:

	ansaction History [luann]									_ 8
Eile Edit Ledger	s Purchase Orders Accounts Payable	Fixed Assets Human Resourc	s <u>B</u> udget	: <u>C</u> ollections <u>I</u> a:	Motor Excise	Misc Billing	System	Help		
B 🖪 🔗	н + + н 🦉 🐃 Q 🖬									
	All Trx Co	Tr	ansact	ion History						
Goto										
Actions	User Detabut D(Deta	Destinut								
	Billoolo 2016 1500	Posung#								
6 Drill Down	2018 1500	510012								
Z Acct Bal Inquiry	- I									
8 Excel										
8 Excel By Date	1 Account	2 Posting#	<u>3</u> Us	er Batch	4 Refere	nce#	_	5 Trx Date		
Trx Date	Account Number		Line Gl	L Line TrxCode	Ami	ount Type		Display -	Notes	
07-Mar-2016	0200-000-0000-000-00-00-104	100	1	HR01	3733	.59 CR	Sunnary	HR Warrant:	910012 B	atch: 15
07-Mar-2016	0200-000-0000-000-00-202	00	6	HR01	2486	.05 DR	Sunnary	HR Warrant:	910012 B	atch: 15
07-Mar-2016	0200-000-0000-000-00-202	00	6	HR01	2486	.05 CR	Sunnary	HR Warrant:	910012 B	atch: 15
07-Mar-2016	0200-000-0000-000-00-393	00	7027	HR01	3733	.59 DR	Sunnary	HR Warrant:	910012 B	atch: 15
07-Mar-2016	0200-450-0000-004-00-00-51:	.10	27	HR01	670	.83 DR	Sunnary	HR Warrant:	910012 B	atch: 15

Figure 51 Posted transactions when Module Control is Y-Yes

[MDT-SUP-SAPLAUC-789]

10. YEAR-END PROCESSING

10.1. 1099 R Processing

1099 - R Proc Description Reset 1099 - R Menu 1099R Entity Table Build 1099 - R Files Review 1099 - R Forms	When creating the Federal 1099-R file, there was an error if the file was not previewed prior to creating it. This was corrected.	Federal 1099R File Do you want to view the file? Click NO to Skip View Click YES to View File	×
Print 1099 - R Forms Federal 1099 - R File Save 1099R Forms as Employee Attachments/Archive	[ADM-AUC-HR-9773]	Yes	

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10.2. W2 Errors on Missing ACA Information

Errors were being issued during the W2 processing if information was missing from the Entity Table for ACA. This has been corrected and during the W2 processing it will no longer check for missing ACA information.

Payroll W2 1095 - C									
Entity	1 Description	TOWN OF ANY	WHERE			C 1099-	R 🖲 W-2		
Name Address 1	TOWN OF ANYWHERE				_				
Address 2					_				
Address 3			_						
City State	CAMBRIDGE	2138-0000		Phone Fed Tax II	(555) D 11-34	555-5555			
Country		2130 0000		State Tax	ID 111-1	11-1111			
	1 Payroll VV2	2 Payroll VV2 AC	A.	<u>3</u> Payr	roll 1099-R	<u>4</u> Payr	oli 1099-R ACA		
Contact Nar	ne SALLY Q. PU	BLIC		P	hone (55	5) 321-987	6 Ext 123		
Export File F	ath d:\auc_deve	lopment\admhc	me\transf	er					
1094_C Line	22 (select all that ann	A234 h/i:	5						
A. Qu	alifying Offer Method	 	B. Qualifyir	ng Offer Metho	od Transitior	al Relief 📘	1		
C. Se	ction 4980H Transition	al Relief 🛛 🗖	D. 98% Off	fer Method			1		
Coverage is	Provided Through a S	elf-Insured Plan'	? • Yes C	No Emp	oloyer Afforda	bility Safe Ha	arbor 🕅		
				Fede	eral Poverty I	Line (FPL) An	nount		
1095-C Line	14 Overall Value:	idonthe	Jan	Feh	Mar	Anr	Mov	Jun	
	730 121	IE or							
			Jul	Aug	Sep	Oct	Nov	Dec	
1095.C Line	15 For Codes 1B. 1C.	1D or 1E [.]							
Employee Share of Lowest Cost Monthly Premium for Self-Only Minumum Value Coverage									
	All 12	vionths	Jan	Feb	Mar	Apr	May	Jun	
		or	92,15	97,10	97.10	97,10	101,96	101,96	
			101.96	101.96	3ep	101.96	101.96	101.96	
		1							

[ADM-AUC-HR-9725]

11. HELP REFERENCE LIBRARY

11.1. New or Updated Documentation

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

- EMPLOYEE POSITIONS
- YEAR END PROCESSING
- SPECIAL PROCESSING
- OTHER
- SYSTEM

Attendance Report (Time Used) Employment Verification Report (3 yr wages) W2 Year End Training Slides EEO Reporting Group Term Life Insurance – Over 50K Module Control System Administration Kit