HUMAN RESOURCES

RELEASE NOTES – SEPTEMBER 2014

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

The ADMINS Support staff installed these changes to your system on **September 6, 2014**.

TABLE OF CONTENTS

1. EMPLOYEE MAINTENANCE

The employee **Contact** and **Personal** screens were not always going to the correct employee if a field was changed on the screen. This has been corrected.
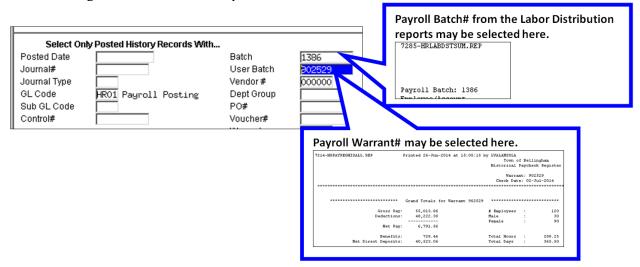
[ADM-AUC-HR-9538]

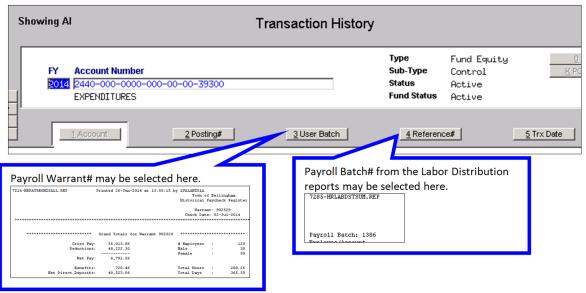# 2. PAYROLL PROCESSING

2.1. Labor Distribution

2.1.1. Posting In Summary to the G/L

The Labor Distribution process will now stamp all records (posting to the G/L) with the Warrant# and Payroll Batch#. This will make it easier for users to report on and analyze payroll postings. Prior to this update, entries to Balance Sheet Account transactions did not always contain this information.

When running a Transaction Detail report:

Select Only Posted History Records With...

Posted Date		Batch	1386
Journal#		User Batch	902529
Journal Type		Vendor #	000000
GL Code	HR01 Payroll Posting	Dept Group	
Sub GL Code		PO#	
Control#		Voucher#	

Payroll Batch# from the Labor Distribution reports may be selected here.

7285-HRLABDSTSUM.REP

Payroll Batch: 1386

Payroll Warrant# may be selected here.

7214-HRPAYREGHISALL.REP   Printed 26-Jun-2014 at 15:05:15 by LVALANZOLA
                                                   Town of Bellingham
                                                Historical Paycheck Register

                                                   Warrant: 902529
                                                   Check Date: 02-Jul-2014

*************************   Grand Totals for Warrant 902529   *************************

            Gross Pay: 55,013.86   # Employees :   120
           Deductions: 48,222.30   Male   :   30
                                               Female   :   90
              Net Pay: 6,791.56

             Benefits: 728.46   Total Hours :   288.25
    Net Direct Deposits: 40,523.06   Total Days   :   365.50

When doing an on-line Inquiry:

Showing Al   Transaction History

FY **Account Number**
2014 2440-000-0000-000-00-00-39300
      EXPENDITURES

Type   Fund Equity
Sub-Type   Control
Status   Active
Fund Status Active

| 1 Account | 2 Posting# | 3 User Batch | 4 Reference# | 5 Trx Date |

Payroll Warrant# may be selected here.

```
7214-HRPAYREGHISALL.REP      Printed 26-Jun-2014 at 15:05:15 by LVALANZOLA
                                          Town of Bellingham
                                    Historical Paycheck Register

                                    Warrant: 902529
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***********************  Grand Totals for Warrant 902529  *************************

        Gross Pay:     55,013.86     # Employees  :     120
        Deductions:    48,222.30     Male         :      30
                       ---------     Female       :      90
        Net Pay:        6,791.56
        Benefits:         728.46     Total Hours  :   288.25
        Net Direct Deposits: 40,523.06  Total Days :   365.80
```

Payroll Batch# from the Labor Distribution reports may be selected here.

```
7285-HRLABDSTSUM.REP



Payroll Batch: 1386
```

[ADM-AUC-HR-9520]

2.2. Process Paychecks

2.2.1.   Emailing Direct Deposit Advices

The message when emailing Direct Deposit advices was changed to give more examples and clarify how to enter passwords for recipients.

```
Your password is the first four letters of your last name (capitalized),
      then the last four digits of your social security number.

 Example:  Jane Smith     SS# 001-01-1001
Password:  SMIT1001
```

Figure 1 Before

```
Your password is the first four letters of your last name (capitalized),
      then the last four digits of your social security number.

 Example:  JANE SMITH          SS# 001-01-1001
Password:  SMIT1001

 Example:  JANE LEE            SS# 001-01-1002
Password:  LEE1002

 Example:  JANE MC KINNON      SS# 001-01-1003
Password:  MC K1003
```
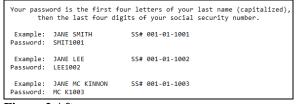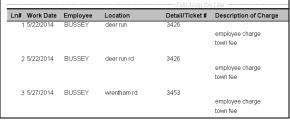
Figure 2 After

[ADM-AUC-HR-9527]

3. BILLING AND INVOICING – GENERATE INVOICES

The invoice was not printing the Detail/Ticket # value. This has been corrected.

Ln#	Work Date	Employee	Location	Detail/Ticket #	Description of Charge
1	9/14/2013	KAUKER	hartford ave		Charge
					Car Detail
					Town Fee
					Meals
					misc
2	9/13/2013	DELARDA			Charge
					Car Detail
					Town Fee
					Meals
					misc

Figure 3 Before

Ln#	Work Date	Employee	Location	Detail/Ticket #	Description of Charge
1	5/22/2014	BUSSEY	deer run	3426	
					employee charge
					town fee
2	5/22/2014	BUSSEY	deer run rd	3426	
					employee charge
					town fee
3	5/27/2014	BUSSEY	wrentham rd	3453	
					employee charge
					town fee

Figure 4 After

[ADM-AUC-HR-9534]

4. SPECIAL PROCESSING

4.1. Longevity Processing

The dates for the calculation are based on the period ending of the warrants and not work dates. (Since work dates can be entered in advance and/or very late). The help document was updated with information to clarify this.
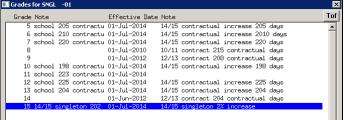
[ADM-AUC-HR-9524]

5. TABLES

5.1. Bargaining Unit

5.1.1. Salary Schedule

The New Salary Schedule process in the **Bargaining Unit Table ▶ Select Bargaining Unit ▶ Salary Tab ▶ Y New Salary Schedule** was not always creating the new schedule if there were many grade schedules. This has been corrected.

[ADM-AUC-HR-9529]

6. REPORTS

6.1. Register of Outstanding Uncleared Checks

The **Register of O/S Uncleared Checks** report was added to the report library. Run this report by selecting **Human Resources ▶ Report Library ▶ By Paychecks/Other Tab ▶ 7600 Register of O/S Uncleared Checks**.

A legend appears in the Print/Preview/PDF version of the report. The required values on the prompt are being saved. The last used Bank Code and Check Date Range values will be displayed the next time the report is run.

Figure 5 New Legend

Figure 6 Required Values Saved

The excel version of the report includes the legend showing the Bank and Date selections, and will print as landscape.
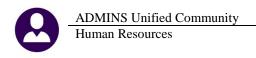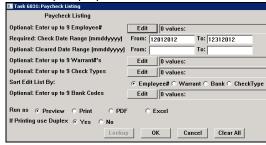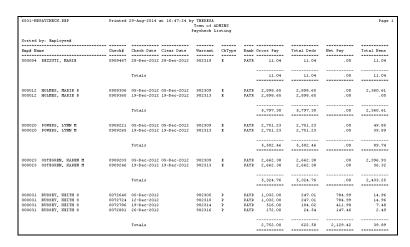

[ADM-AUC-HR-9535]

6.2. Paycheck Listing

This report was sorting by employee number even when another sort option was selected. This has been corrected. This report is found in **Human Resources ▶ Reports ▶ By Paychecks/Other ▶ 6831 Paycheck Listing.** Other reports with this sort issue were also corrected.
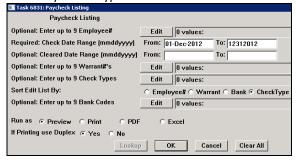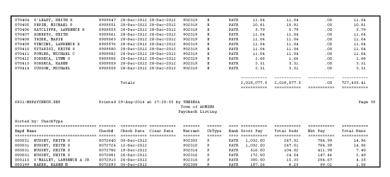
Sorted By Employee

Task 6831: Paycheck Listing

Paycheck Listing

Optional: Enter up to 9 Employee#   Edit   0 values:
Required: Check Date Range (mmddyyyy)   From: 12012012   To: 12312012
Optional: Cleared Date Range (mmddyyyy) From: To:
Optional: Enter up to 9 Warrant#'s   Edit   0 values:
Optional: Enter up to 9 Check Types   Edit   0 values:
Sort Edit List By: ⊙ Employee# ○ Warrant ○ Bank ○ CheckType
Optional: Enter up to 9 Bank Codes   Edit   0 values:

Run as ⊙ Preview ○ Print   ○ PDF   ○ Excel
If Printing use Duplex ⊙ Yes ○ No
                    Lookup   OK   Cancel   Clear All

Sorted By Warrant

Task 6831: Paycheck Listing

Paycheck Listing

Optional: Enter up to 9 Employee#   Edit   0 values:
Required: Check Date Range (mmddyyyy)   From: 01-Dec-2012   To: 12312012
Optional: Cleared Date Range (mmddyyyy) From: To:
Optional: Enter up to 9 Warrant#'s   Edit   0 values:
Optional: Enter up to 9 Check Types   Edit   0 values:
Sort Edit List By: ○ Employee# ⊙ Warrant ○ Bank ○ CheckType
Optional: Enter up to 9 Bank Codes   Edit   0 values:

Run as ⊙ Preview ○ Print   ○ PDF   ○ Excel
If Printing use Duplex ⊙ Yes ○ No
                    Lookup   OK   Cancel   Clear All

Sorted by Check Type

Task 6831: Paycheck Listing

Paycheck Listing

Optional: Enter up to 9 Employee#   Edit   0 values:
Required: Check Date Range (mmddyyyy)   From: 01-Dec-2012   To: 12312012
Optional: Cleared Date Range (mmddyyyy) From: To:
Optional: Enter up to 9 Warrant#'s   Edit   0 values:
Optional: Enter up to 9 Check Types   Edit   0 values:
Sort Edit List By: ○ Employee# ○ Warrant ○ Bank ⊙ CheckType
Optional: Enter up to 9 Bank Codes   Edit   0 values:

Run as ⊙ Preview ○ Print   ○ PDF   ○ Excel
If Printing use Duplex ⊙ Yes ○ No
                    Lookup   OK   Cancel   Clear All

[ADM-AUC-HR-9517]

6.3. Employee Leave Balance

Prior to the software update, the Employee Leave Balance report was including rows of data that were all zero balances. The report was streamlined to suppress these rows, making it easier to read and saving on paper.
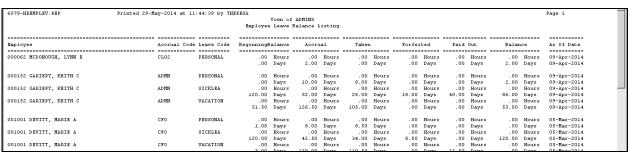
Figure 7 Before

Figure 8 After

[ADM-AUC-HR-9503]

7. INTERFACES

7.1. Novatime Timesheet Import

When an employee only had one account and the account had fully expended the budget, no record was created when importing the timesheets. This has been corrected to work the same way as timesheet creation. It will use only the available line and report this information on reports issued from the **Release Timesheet By Warrant** and **Release Timesheet By Timesheet Group** screens.

[PCS-SUP-SAPLAUC-422]

8. HELP REFERENCE LIBRARY

8.1. New or Updated Documentation

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

• SPECIAL PROCESSING   Longevity