



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	2
2. PAYROLL PROCESSING	2
2.1. Labor Distribution	2
2.1.1. Posting In Summary to the G/L	2
2.2. Process Paychecks	3
2.2.1. Emailing Direct Deposit Advices	3
3. BILLING AND INVOICING – GENERATE INVOICES	3
4. SPECIAL PROCESSING	4
4.1. Longevity Processing.....	4
5. TABLES	4
5.1. Bargaining Unit	4
5.1.1. Salary Schedule	4
6. REPORTS	4
6.1. Register of Outstanding Uncleared Checks.....	4
6.2. Paycheck Listing	5
6.3. Employee Leave Balance.....	6
7. INTERFACES	7
7.1. Novatime Timesheet Import.....	7
8. HELP REFERENCE LIBRARY	7
8.1. New or Updated Documentation	7



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 LWALANZOLA

Town of Bellingham
Historical Paycheck Register

Warrant: 902529
Check Date: 02-Jul-2014

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

Gross Pay:	55,013.04	# Employees :	120
Deductions:	46,222.30	Male :	30
Net Pay:	6,791.54	Female :	90
Benefits:	720.46	Total Hours :	288.25
Net Direct Deposits:	40,523.06	Total Days :	365.50

When doing an on-line Inquiry:



Showing All Transaction History

FY	Account Number	Type	Fund Equity	
2014	2440-000-0000-000-00-00-39300	Sub-Type	Control	
EXPENDITURES		Status	Active	
		Fund Status	Active	

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

Payroll Warrant# may be selected here.

```

7214-HRPAYREGISTRAR.REP      Printed 26-Jun-2014 at 15:05:15 by LWALANDOLA
                                Town of Ballingham
                                Historical Paycheck Register
                                Warrant: 902529
                                Check Date: 02-Jul-2014
-----
***** Grand Totals for Warrant 902529 *****
Gross Pay:      55,013.86      # Employees :    120
Deductions:    49,222.30      Male           :    30
-----
Net Pay:        6,791.56      Female         :    90
Benefits:      720.46        Total Hours   :   288.25
Net Direct Deposits: 40,523.06      Total Pays    :   365.00
    
```

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.

Steps	Annual	Period	Daily	Hourly	Per Diem
1	77250.00	2971.15	297.12	62.8049	376.83
2	86000.00	3307.69	330.77	69.9187	419.51

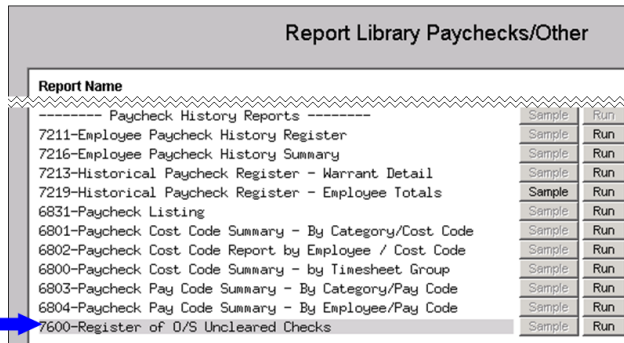
Grade	Note	Effective Date	Note
5	school 205 contractu	01-Jul-2014	14/15 contractual increase 205 days
6	school 210 contractu	01-Jul-2014	14/15 contractual increase 210 days
7	school 220 contractu	01-Jul-2014	14/15 contractual increase 220 days
8		01-Jul-2010	10/11 contract 215 contractual days
9		01-Jul-2012	12/13 contract 208 contractual days
10	school 198 contractu	01-Jul-2014	14/15 contractual increase 198 days
11	school 223 contractu	01-Jul-2014	
12	school 225 contractu	01-Jul-2014	14/15 contractual increase 225 days
13	school 204 contractu	01-Jul-2014	14/15 contractual increase 204 days
14		01-Jun-2012	12/13 contract 204 contractual days
15	14/15 singleton 202	01-Jul-2014	14/15 singleton 2% increase

[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.

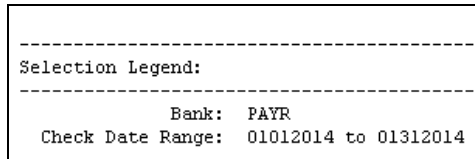


Figure 5 New Legend

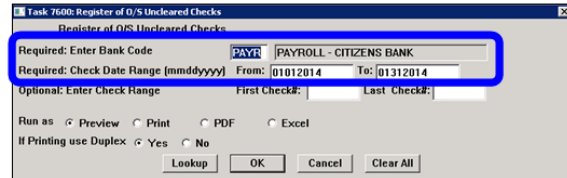


Figure 6 Required Values Saved

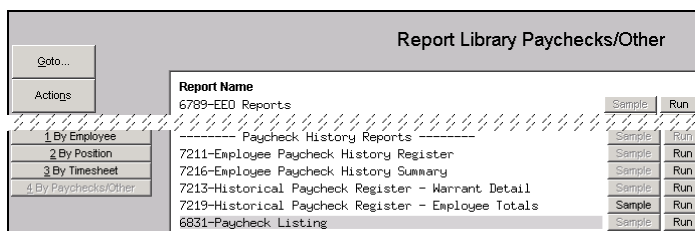
The excel version of the report includes the legend showing the Bank and Date selections, and will print as landscape.

Bank	Check	Check Date	Warrant#	WarCdate	Emp#	Payable To	Amount	Check Type
PAYR	0077693	2/5/2014	902476	2/5/2014	002957	BLANCHETTE, LAWRENCE B	43.70	Printed
PAYR	0077694	2/5/2014	902476	2/5/2014	070382	TAPPAN, LAWRENCE E	45.22	Printed
PAYR	0077721	2/5/2014	902477	2/5/2014	009019	BERRY, MARIE M	268.50	Printed
PAYR	0077722	2/5/2014	902477	2/5/2014	070630	PONTBRIAND, KAREN M	418.14	Printed
PAYR	0077723	2/5/2014	902477	2/5/2014	070376	NAGLE, LYNN J	453.10	Printed
PAYR	0077724	2/5/2014	902477	2/5/2014	003207	GOLLET, KAREN	333.86	Printed
PAYR	0077725	2/5/2014	902477	2/5/2014	006010	DUHAME, KAREN	181.57	Printed
PAYR	0077726	2/5/2014	902477	2/5/2014	070572	OLSON, KEITH J	402.17	Printed
PAYR	0077727	2/5/2014	902477	2/5/2014	070437	DIGIAMPALO-BOGAN, KAREN M	421.49	Printed
PAYR	0077728	2/5/2014	902477	2/5/2014	070577	MCGOWAN, LYNN M	84.49	Printed
PAYR	0077729	2/5/2014	902477	2/5/2014	070149	BLADES, KEITH S	437.87	Printed
PAYR	0077730	2/5/2014	902477	2/5/2014	070149	BLADES, KEITH S	121.73	Printed
# Checks: 296							115,267.42	
Selected Bank: PAYR								
Check Date: 02012014 TO 02282014								

[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

6831-RRPAYCHECK.REP Printed 29-Aug-2014 at 16:47:24 by THERESA Tom of ADMINS Paycheck Listing Page 1

Sorted by: Employee#

Emp# Name	Check#	Check Date	Clear Date	Warrant	CKType	Bank	Gross Pay	Total Deds	Net Pay	Total Bsns
000004 RIZZUTI, MARIE	0909467	28-Dec-2012	28-Dec-2012	902319	X	PAYR	11.04	11.04	.00	11.04
Totals										
							11.04	11.04	.00	11.04
000012 HOLMES, MARIE R	0908306	05-Dec-2012	05-Dec-2012	902309	E	PAYR	2,898.65	2,898.65	.00	2,860.61
000012 HOLMES, MARIE R	0909360	19-Dec-2012	19-Dec-2012	902313	E	PAYR	2,898.65	2,898.65	.00	2,860.61
Totals										
							5,797.30	5,797.30	.00	2,860.61
000020 POWERS, LYNN M	0908221	05-Dec-2012	05-Dec-2012	902309	E	PAYR	2,751.23	2,751.23	.00	49.85
000020 POWERS, LYNN M	0909265	19-Dec-2012	19-Dec-2012	902313	E	PAYR	2,751.23	2,751.23	.00	39.89
Totals										
							5,502.46	5,502.46	.00	89.74
000023 OSTROSEN, KAREN M	0908203	05-Dec-2012	05-Dec-2012	902309	E	PAYR	2,662.38	2,662.38	.00	2,396.99
000023 OSTROSEN, KAREN M	0909246	19-Dec-2012	19-Dec-2012	902313	E	PAYR	2,662.38	2,662.38	.00	36.32
Totals										
							5,324.76	5,324.76	.00	2,433.25
000031 HUSSEY, KEITH S	0072640	05-Dec-2012		902305	P	PAYR	1,032.00	247.01	784.99	14.96
000031 HUSSEY, KEITH S	0072724	12-Dec-2012		902310	P	PAYR	1,032.00	247.01	784.99	14.96
000031 HUSSEY, KEITH S	0072786	19-Dec-2012		902314	P	PAYR	516.00	104.02	411.98	7.48
000031 HUSSEY, KEITH S	0072881	26-Dec-2012		902316	P	PAYR	172.00	24.54	147.46	2.49
Totals										
							2,752.00	622.58	2,129.42	39.89

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

6831-RRPAYCHECK.REP Printed 29-Aug-2014 at 17:08:59 by THERESA Tom of ADMINS Paycheck Listing Page 14

Sorted by: Warrant

Emp# Name	Check#	Check Date	Clear Date	Warrant	CKType	Bank	Gross Pay	Total Deds	Net Pay	Total Bsns
070355 PLACE, LYNN A	0908246	05-Dec-2012	05-Dec-2012	902309	E	PAYR	2,110.35	2,110.35	.00	1,994.79
070356 MADDOX, KAREN	0908253	05-Dec-2012	05-Dec-2012	902309	E	PAYR	1,672.77	1,672.77	.00	24.24
070360 WILLIAMS, MICHAEL	0072459	05-Dec-2012		902309	P	PAYR	2,914.32	1,006.25	1,908.07	1,174.75
070363 RAICHER, MARIE	0908209	05-Dec-2012	05-Dec-2012	902309	E	PAYR	2,205.12	2,205.12	.00	31.97
070364 OZGA, LAWRENCE A	0908217	05-Dec-2012	05-Dec-2012	902309	E	PAYR	1,757.73	1,757.73	.00	1,132.74
070365 CASBY, KAREN	0908251	05-Dec-2012	05-Dec-2012	902309	E	PAYR	1,243.75	1,243.75	.00	18.03
070366 CHEN, MARIE	0908266	05-Dec-2012	05-Dec-2012	902309	E	PAYR	1,805.77	1,805.77	.00	2,121.51
070369 GRIFFITHS, MARIE V	0072678	05-Dec-2012		902309	P	PAYR	1,792.08	476.88	1,315.20	25.99
070372 KELLY, MARIE M	0908284	05-Dec-2012	05-Dec-2012	902309	E	PAYR	75.00	75.00	.00	1.09
070376 HOULTRY, MARIE S	0072673	05-Dec-2012		902309	P	PAYR	75.00	6.72	68.28	1.09
070379 TOMNEY, LAWRENCE C	0908202	05-Dec-2012	05-Dec-2012	902309	E	PAYR	125.00	125.00	.00	1.81
070381 PARNY, MARIE	0072676	05-Dec-2012		902309	P	PAYR	2,059.34	590.00	1,469.34	29.86
Totals										
							611,865.73	589,416.75	22,448.98	482,394.42
000031 HUSSEY, KEITH S	0072724	12-Dec-2012		902310	P	PAYR	1,032.00	247.01	784.99	14.96
000040 MOORE, KEITH F	0908535	12-Dec-2012	12-Dec-2012	902310	E	PAYR	2,025.24	2,025.24	.00	1,793.13
000092 THE ESTATE OF, LYNN M	0908582	12-Dec-2012	12-Dec-2012	902310	E	PAYR	1,220.16	1,220.16	.00	17.69
000162 CARLEY, KEITH C	0908640	12-Dec-2012	12-Dec-2012	902310	E	PAYR	2,326.18	2,326.18	.00	688.12
000286 HINCHELL, MICHAEL J JR	0908605	12-Dec-2012	12-Dec-2012	902310	E	PAYR	2,293.29	2,293.29	.00	1,736.30
000286 HINCHELL, MICHAEL J JR	0908606	12-Dec-2012	12-Dec-2012	902310	E	PAYR	946.00	946.00	.00	15.72
000285 YATES, MICHAEL J	0908579	12-Dec-2012	12-Dec-2012	902310	E	PAYR	2,189.18	2,189.18	.00	1,735.89
000289 HINCHELL, LAWRENCE	0908676	12-Dec-2012	12-Dec-2012	902310	E	PAYR	281.60	281.60	.00	1,716.72

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

6831-RRPAYCHECK.REP Printed 29-Aug-2014 at 17:20:58 by THERESA Tom of ADMINS Paycheck Listing Page 39

Sorted by: CheckType

Emp# Name	Check#	Check Date	Clear Date	Warrant	CKType	Bank	Gross Pay	Total Deds	Net Pay	Total Bsns
070404 O'LEARY, KEITH B	0909547	28-Dec-2012	28-Dec-2012	902319	E	PAYR	11.04	11.04	.00	11.04
070405 FRYER, MICHAEL P	0909561	28-Dec-2012	28-Dec-2012	902319	E	PAYR	10.81	10.81	.00	10.81
070406 BATHLIPPE, LAWRENCE B	0909551	28-Dec-2012	28-Dec-2012	902319	E	PAYR	5.79	5.79	.00	5.79
070407 HOBBS, KEITH	0909561	28-Dec-2012	28-Dec-2012	902319	E	PAYR	11.04	11.04	.00	11.04
070408 TRESE, MARIE	0909561	28-Dec-2012	28-Dec-2012	902319	E	PAYR	11.04	11.04	.00	11.04
070409 VINCINI, LAWRENCE B	0909576	28-Dec-2012	28-Dec-2012	902319	E	PAYR	11.04	11.04	.00	11.04
070410 VITALELLI, KEITH S	0909580	28-Dec-2012	28-Dec-2012	902319	E	PAYR	11.04	11.04	.00	11.04
070411 FOWLER, MICHAEL C	0909582	28-Dec-2012	28-Dec-2012	902319	E	PAYR	11.04	11.04	.00	11.04
070412 FORBES, LYNN S	0909506	28-Dec-2012	28-Dec-2012	902319	E	PAYR	1.66	1.66	.00	1.66
070413 TORREY, KAREN	0909559	28-Dec-2012	28-Dec-2012	902319	E	PAYR	3.31	3.31	.00	3.31
070414 CUSHON, MICHAEL	0909558	28-Dec-2012	28-Dec-2012	902319	E	PAYR	3.31	3.31	.00	3.31
Totals										
							2,018,077.8	2,018,077.8	.00	727,455.41

[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.



6079-HREMPLV.REP Printed 29-May-2014 at 11:44:39 by THERESA Page 1

Town of ADMINS
Employee Leave Balance Listing

Employee	Accrual Code	Leave Code	BeginningBalance	Accrual	Taken	Forfeited	Paid Out	Balance	As Of Date
000062 MCDONOUGH, LYNN E	CL02	PERSONAL	.00 Hours .00 Days	.00 Hours 2.00 Days	.00 Hours .00 Days	.00 Hours .00 Days	.00 Hours .00 Days	.00 Hours 2.00 Days	09-Apr-2014 09-Apr-2014
000152 GARIEPY, KEITH C	ADMN	PERSONAL	.00 Hours	.00 Hours	.00 Hours	.00 Hours	.00 Hours	.00 Hours	09-Apr-2014
000152 GARIEPY, KEITH C	ADMN	SICKLEA	.00 Hours	10.00 Days	8.00 Days	.00 Days	.00 Days	2.00 Days	09-Apr-2014
000152 GARIEPY, KEITH C	ADMN	VACATION	120.00 Days	52.00 Days	28.00 Days	18.00 Days	40.00 Days	86.00 Days	09-Apr-2014
000152 GARIEPY, KEITH C	ADMN	VACATION	.00 Hours	.00 Hours	.00 Hours	.00 Hours	.00 Hours	.00 Hours	09-Apr-2014
001001 DEWITT, MARIE A	CF0	PERSONAL	.00 Hours	.00 Hours	.00 Hours	.00 Hours	.00 Hours	.00 Hours	05-Mar-2014
001001 DEWITT, MARIE A	CF0	SICKLEA	1.00 Days	8.00 Days	8.50 Days	.00 Days	.00 Days	.50 Days	05-Mar-2014
001001 DEWITT, MARIE A	CF0	SICKLEA	.00 Hours	.00 Hours	.00 Hours	.00 Hours	.00 Hours	.00 Hours	05-Mar-2014
001001 DEWITT, MARIE A	CF0	VACATION	120.00 Days	42.50 Days	34.00 Days	8.50 Days	.00 Days	120.00 Days	05-Mar-2014
001001 DEWITT, MARIE A	CF0	VACATION	.00 Hours	.00 Hours	.00 Hours	.00 Hours	.00 Hours	.00 Hours	05-Mar-2014

Figure 7 Before

6079-HREMPLV.REP Printed 26-Aug-2014 at 09:32:07 by KATHY Page 1

Town of ADMINS
Employee Leave Balance Listing

Employee	Accrual Code	Leave Code	BeginningBalance	Accrual	Taken	Forfeited	Paid Out	Balance	As Of Date
000012 HOLMES, MARIE R	SC23	PERSONAL	.00 Hours	10.00 Days	10.00 Days	.00 Days	.00 Days	.00 Days	28-Jul-2014
000012 HOLMES, MARIE R	SC23	SICKLEA	140.00 Days	75.00 Days	34.50 Days	.00 Days	.00 Days	180.50 Days	28-Jul-2014
000020 POWERS, LYNN M	SC23	PERSONAL	.00 Hours	10.00 Days	9.50 Days	.50 Days	.00 Days	.00 Days	28-Jul-2014
000020 POWERS, LYNN M	SC23	SICKLEA	129.75 Days	75.00 Days	55.75 Days	.00 Days	.00 Days	149.00 Days	28-Jul-2014
000023 OSTEGREN, KAREN M	SC23	PERSONAL	.00 Hours	10.00 Days	10.00 Days	.00 Days	.00 Days	.00 Days	28-Jul-2014
000023 OSTEGREN, KAREN M	SC23	SICKLEA	123.00 Days	75.00 Days	59.50 Days	.00 Days	.00 Days	138.50 Days	28-Jul-2014
000040 MOORE, KEITH F	DFMD	PERSONAL	.00 Hours	12.00 Days	9.00 Days	1.00 Days	.00 Days	2.00 Days	24-Jul-2014
000040 MOORE, KEITH F	DFMD	SICKLEA	120.00 Days	14.00 Days	5.00 Days	9.00 Days	.00 Days	120.00 Days	24-Jul-2014
000040 MOORE, KEITH F	DFMD	VACATION	4.00 Days	148.00 Days	113.00 Days	16.00 Days	.00 Days	23.00 Days	24-Jul-2014
000092 THE ESTATE OF, LYNN M	POL	HOLIDAY	.00 Hours	20.00 Hours	20.00 Hours	.00 Hours	.00 Hours	.00 Hours	24-Jul-2014
000092 THE ESTATE OF, LYNN M	POL	PERSONAL	.00 Hours	64.00 Days	35.50 Days	16.00 Days	.00 Days	12.50 Days	24-Jul-2014
000092 THE ESTATE OF, LYNN M	POL	POL COMP	.00 Hours	18.00 Days	15.00 Days	.00 Days	.00 Days	3.00 Days	24-Jul-2014
000092 THE ESTATE OF, LYNN M	POL	SICKLEA	55.00 Hours	670.00 Hours	675.00 Hours	.00 Hours	.00 Hours	50.00 Hours	24-Jul-2014
000092 THE ESTATE OF, LYNN M	POL	VACATION	.00 Hours	150.00 Days	131.00 Days	2.00 Days	.00 Days	17.00 Days	24-Jul-2014

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