HUMAN RESOURCES

RELEASE NOTES – SEPTEMBER 2016

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

1. MAINTENANCE

1.1.   Employee Maintenance

On the employee maintenance screens, adding a position or new employee would only allow a hire date 30 days in advance of the current date. Now a new employee or position for an existing employee may be entered up to 30 days in arrears or up to 60 days in advance. In the example, a date of December 25, 2016 is entered, while the current date is August 2, 2016.

This error message will appear if a date outside the acceptable range is entered; clicking on either **OK** or **Cancel** will re-display the dialog box so that a date within the acceptable range may be entered.

[ADM-AUC-HR-9815]

1.2.   FTE Changed to Four Decimal Places

The Human Resource FTE has been changed to a 4 decimal place field to interface with the budget module. This value is entered in the **Full Time Equivalent** field on the **Position Maintenance Screen** and is displayed on the **Payroll** tab of the **Employee Maintenance Screen**.

[ADM-AUC-HR-9799]

2. PAYROLL PROCESSING

2.1. Check Printing

2.1.1. Benefit Time on Pay Stubs [Blank lines suppressed]

Benefit time categories with no activity were printing on the pay stubs. In the image below, the categories "Comp Time", "Personal 6 Months", "Vac 21+a" and "Vac21+j" all appeared on the pay stub. Now categories without activity will not print on the pay stub.

Figure 1 Before

Figure 2 After

[ADM-AUC-HR-9790]

2.1.2. Direct Deposit Advice Images [Tabbing Issue Corrected]

Some sites reported that the Direct Deposit Advice and the attached images were displaying the data on the top of the stub improperly. This was a tabbing issue that surfaced when the default printer of the user sending the email was different from the printer normally in use. This was corrected. A similar change was made to correct the display of benefit time.

Figure 3 Before

Figure 4 After

[MBE-SUP-SAPLAUC-307]
[DNV-SUP-SAPLAUC-235]

2.2. E-Mailing Direct Deposit Advice ["From" address]

The emailed Direct Deposit Advice sent to employees had a **"From"** address that resulted in **"bounced"** or **"undeliverable"** email notifications being sent to the support staff at ADMINS. This will now use the **"From"** email address of the user posting the labor distribution. This helps to ensure that the posting user will receive notifications of bounced emails due to invalid email addresses and out–of–office replies in a timely manner. The payroll department will then be able to take corrective action, such as providing a hardcopy to the employee.

[ADM-AUC-HR-9790]

3. LEAVE ACCRUAL ROLLOVER

The leave rollover occurs based on the leave accrual rules annual rollover date, as defined in the Leave Accrual Rules Table. This accrual group receives 20 vacation days on July 1 of each year. On June 30, the leave is rolled over and up to 5 days can be carried forward. Any remaining days will be forfeited. Forfeitures are created as part of the timesheet creation. The rollover occurs during the payroll posting.

When the **date** is within the period of the warrant and the warrant uses a **pay period** for the pay group, the rollover is triggered:

Since the employee's pay group is **TW**, and the warrant matches a regular pay period (**WE**) and the warrant period includes June 30, leave will be rolled over.

In the past, leave was rolled over as of all time posted in the warrant. This programming change will roll the leave over as of the rollover date and any leave accrued or taken *after* the accrual date will appear in the accrual/taken

columns of the employee leave screen. This employee had minus four days of vacation on the rollover date. On the accrual date, 20 days were accrued, and the employee took six days of vacation after the accrual date. The ending balance is 10 days as of the date of the warrant.

		---------Beg Balance---------		------Accrued------		--------Taken-------		------Forfeited------		------Paid Out------		------------Ending Balance------------	
Accr Grp	Leave	As Of	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	As Of
A150	PERSONAL Personal	07/01/16													07/29/16
A150	SICKLEA Sick Leave	06/30/16													07/29/16
A150	VACATION Vacation	06/30/16		-4.00		20.00		6.00						10.00	07/29/16

Figure 5 After the warrant is posted

The transactions tab shows the detail with the dates the leave was rolled over, accrued, and taken, and illustrates how the balance is calculated for each date.

Leave History Transactions

Employee   005142 BEAULIEU, KEITH
Accrual Group   A150   ADMIN 2 PER/150 SICK
Leave Code   VACATION Vacation

Leave Date	Type	Accrual	Used/For	Calculated Balance	Warrant	Posted Balance	Posted Date	Notes
08-Jul-2016	days		.05	10.00	930002	10.00	29-Jul-2016	Used
08-Jul-2016	days		.45	10.05	930002	10.05	29-Jul-2016	Used
08-Jul-2016	days		.50	10.50	930002	10.50	29-Jul-2016	Used
07-Jul-2016	days		.05	11.00	930002	11.00	29-Jul-2016	Used
07-Jul-2016	days		.45	11.05	930002	11.05	29-Jul-2016	Used
07-Jul-2016	days		.50	11.50	930002	11.50	29-Jul-2016	Used
06-Jul-2016	days		.05	12.00	930002	12.00	29-Jul-2016	Used
06-Jul-2016	days		.45	12.05	930002	12.05	29-Jul-2016	Used
06-Jul-2016	days		.50	12.50	930002	12.50	29-Jul-2016	Used
05-Jul-2016	days		.05	13.00	930002	13.00	29-Jul-2016	Used
05-Jul-2016	days		.45	13.05	930002	13.05	29-Jul-2016	Used
05-Jul-2016	days		.50	13.50	930002	13.50	29-Jul-2016	Used
04-Jul-2016	days		.05	14.00	930002	14.00	29-Jul-2016	Used
04-Jul-2016	days		.45	14.05	930002	14.05	29-Jul-2016	Used
04-Jul-2016	days		.50	14.50	930002	14.50	29-Jul-2016	Used
01-Jul-2016	days	20.00		15.00	930002	15.00	29-Jul-2016	Accrual
01-Jul-2016	days		.05	-5.00	930002	-5.00	29-Jul-2016	Used
01-Jul-2016	days		.45	-4.95	930002	-4.95	29-Jul-2016	Used
01-Jul-2016	days		.50	-4.50	930002	-4.50	29-Jul-2016	Used
30-Jun-2016				-4.00	930002		29-Jul-2016	ROLLOVER
30-Jun-2016	days		.05	-4.00	930002	-4.00	29-Jul-2016	Used
30-Jun-2016	days		.45	-3.95	930002	-3.95	29-Jul-2016	Used
30-Jun-2016	days		.50	-3.50	930002	-3.50	29-Jul-2016	Used
29-Jun-2016	days		.05	-3.00	930002	-3.00	29-Jul-2016	Used

[ADM-AUC-HR-9821]

4. QUERIES

4.1. Paycheck History–Inquiry [Missing Payroll Check Images]

Images of payroll checks and direct deposit advice are available via the **Queries ▶ Paycheck History – Inquiry** screen. Some images were missing when an employee received more that two checks in a warrant. A correction was installed on sites on July 21, 2016 and is noted here to document the change.

[ADM-AUC-HR-9819]

5. REPORTS

5.1. 6714–Employee List – Grade Schedules

This report prints the current salary for an employee as of the current date. For employees who have not yet begun work, incorrect salary information was shown. Now, if the employee's **position** hire date is in the future, the correct hire date salary information is printed. (This was happening if teachers, for example, were hired and entered in the system mid-summer, with a start date of 1 September – the system was picking up salary information from the previous employee's record and displaying it on the report.)

[ADM-AUC-HR-9827]

5.2. 6659–Employee Verification Report

The employee verification report was using the fiscal year instead of the calendar year to report wages, resulting in no data reported for the current year. This was corrected.
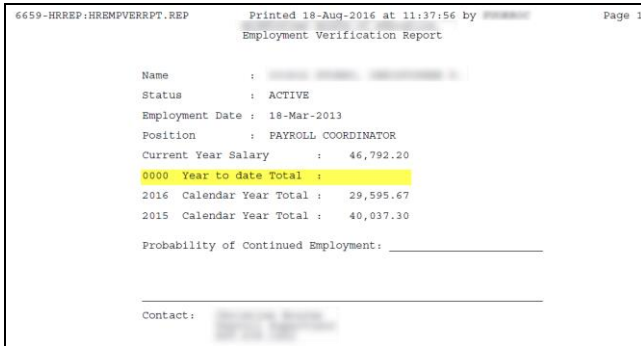
Figure 6 Before

Figure 7 After

[ADM-AUC-HR-9831]

5.3. Timesheet Security Added to Reports

Security was added to reports to ensure that only authorized users could access employee paycheck history information. If an employee has access to the timesheet group for a given employee, then the employee paycheck history reports will display data for the employee. These two reports were affected:
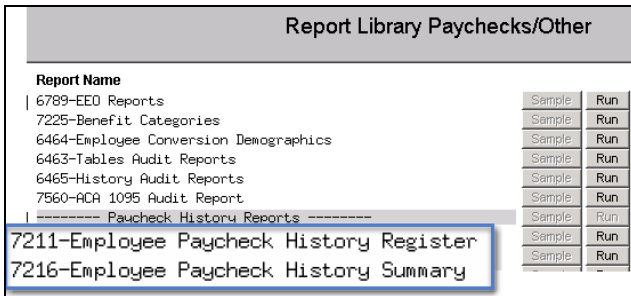
5.3.1. 7211 Employee Paycheck History Register
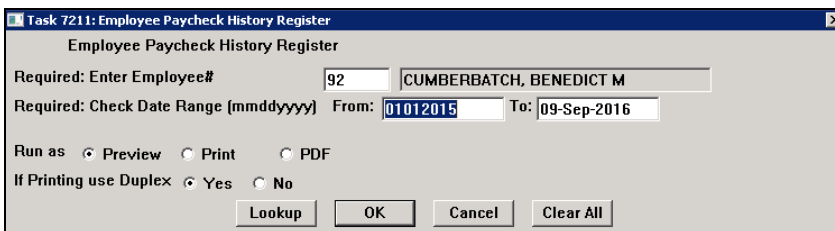
```
7212-HRPAYREGHIS.REP          Printed 09-Sep-2016 at 15:44:10 by THERESA                                        Page 6
                                                  Town of ADMINS
                                           Employee Paycheck History Register

                                        Employee: 000092 CUMBERBATCH, BENEDICT M
                                      Warrant Check Dates between 01012015 and 09-Sep-2016
---------------------------------------------------------------------------------------------------------------------
Employee: 000092 CUMBERBATCH, BENEDICT M              Gross Pay:      190.00  Federal Tax Wages       190.00 Medicare Wages        190.00
   Timesheet Group: PENS  -      Pensioners/Retirees      Deductions:      190.00  State Taxable Wages     190.00 Total Wages           190.00
Pri.Timesheet Group: TOWN  -POL   Police Department          Net Pay:       174.42  Federal Taxes         -2.75 State Taxes           -10.07
        Warrant: 902073    Check Number: 0949617 Net Direct Deposit:       174.42
Warrant Check Date: 21-Mar-2015  Check Type: E    ACH     Benefits:        2.76
|---------- Wages ---------- | ---------- Deductions ------- | ---------- Deductions ------- | ---------- Benefits ---------- | ---------- Hours/Days ----------
Police Detail Pay    190.00  DIRECT DEPOSIT      174.42  FEDERAL TAX        2.75  MEDICARE         2.76  Police Detail Pay    4.00 Hrs
                             STATE TAX            10.07  MEDICARE           2.76
---------------------------------------------------------------------------------------------------------------------
Employee: 000092 CUMBERBATCH, BENEDICT M              Gross Pay:    1,052.80  Federal Tax Wages     1,052.80 State Taxable Wages   1,052.80
   Timesheet Group: PENS  -      Pensioners/Retirees      Deductions:    171.89  Retirement Wages    1,052.80 Total Wages         1,052.80
Pri.Timesheet Group: TOWN  -POL   Police Department          Net Pay:       880.91  Federal Taxes       -116.09 State Taxes          -55.80
        Warrant: 902884    Check Number: 0080320 Net Direct Deposit:
Warrant Check Date: 12-Dec-2015  Check Type: P    Check     Benefits:
|---------- Wages ---------- | ---------- Deductions ------- | ---------- Deductions ------- | ---------- Benefits ---------- | ---------- Hours/Days ----------
REGULAR - hours   1,052.80  FEDERAL TAX       116.09  STATE TAX        55.80                              REGULAR - hours    80.00 Hrs
                                                                                                          SICK ACCRUAL       10.00 Hrs
SICK ACCRUAL
---------------------------------------------------------------------------------------------------------------------
Employee: 000092 CUMBERBATCH, BENEDICT M              Gross Pay:    1,052.80  Federal Tax Wages     1,052.80 State Taxable Wages   1,052.80
   Timesheet Group: PENS  -      Pensioners/Retirees      Deductions:    171.89  Retirement Wages    1,052.80 Total Wages         1,052.80
Pri.Timesheet Group: TOWN  -POL   Police Department          Net Pay:       880.91  Federal Taxes       -116.09 State Taxes          -55.80
        Warrant: 902887    Check Number: 0080632 Net Direct Deposit:
Warrant Check Date: 09-Jan-2016  Check Type: P    Check     Benefits:
|---------- Wages ---------- | ---------- Deductions ------- | ---------- Deductions ------- | ---------- Benefits ---------- | ---------- Hours/Days ----------
REGULAR - hours   1,052.80  FEDERAL TAX       116.09  STATE TAX        55.80                              REGULAR - hours    80.00 Hrs
SICK ACCRUAL                                                                                              SICK ACCRUAL       10.00 Hrs
---------------------------------------------------------------------------------------------------------------------
Employee: 000092 CUMBERBATCH, BENEDICT M              Gross Pay:    1,052.80  Federal Tax Wages     1,052.80 State Taxable Wages   1,052.80
   Timesheet Group: PENS  -      Pensioners/Retirees      Deductions:    171.89  Retirement Wages    1,052.80 Total Wages         1,052.80
Pri.Timesheet Group: TOWN  -POL   Police Department          Net Pay:       880.91  Federal Taxes       -116.09 State Taxes          -55.80
        Warrant: 910015    Check Number: 0080519 Net Direct Deposit:
Warrant Check Date: 05-Jan-2016  Check Type: P    Check     Benefits:
|---------- Wages ---------- | ---------- Deductions ------- | ---------- Deductions ------- | ---------- Benefits ---------- | ---------- Hours/Days ----------
REGULAR - hours   1,052.80  FEDERAL TAX       116.09  STATE TAX        55.80                              REGULAR - hours    40.00 Hrs
SICK ACCRUAL                                                                                              SICK ACCRUAL       10.00 Hrs
```
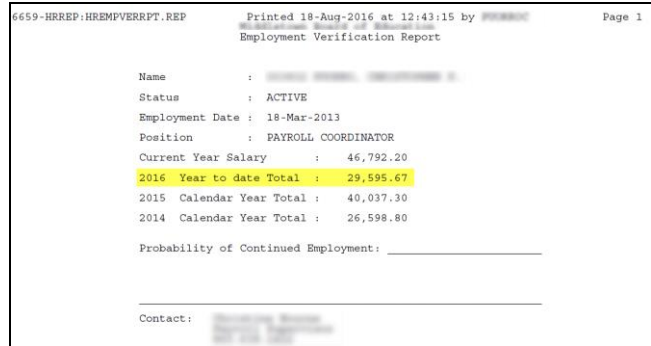
Figure 8 User with access to the timesheet group runs the report

```
7212-HRPAYREGHIS.REP          Printed 29-Sep-2016 at 09:36:04 by THERESA                                        Page 1
                                                  Town of ADMINS
                                           Employee Paycheck History Register

                                        Employee: 000092  CUMBERBATCH, BENEDICT M
                                      Warrant Check Dates between 01-Jan-2015 and 30-Sep-2016
```

Figure 9 User without access to the timesheet group runs the report – no records are shown

5.3.2. 7216 Employee Paycheck History Summary


```
7216-HRREP:HREMPCHKHIS.REP       Printed 09-Sep-2016 at 14:52:33 by THERESA                                     Page 1
                                                  Town of ADMINS
                                          Employee Paycheck History Summary

                                        Employee: 000092 CUMBERBATCH, BENEDICT M
                                      Warrant Check Dates between 01012015 and 09-Sep-2016
=====================================================================================================================
Employee: 000092 CUMBERBATCH, BENEDICT M             Gross Pay:     18,857.52  Federal Tax Wages    17,391.67 Medicare Wages       14,646.32
                                                     Deductions:    15,161.28  State Taxable Wages  18,257.52 Retirement Wages     14,107.52
                                                     Net Pay:        3,696.24  Total Wages          18,857.52 Federal Taxes        -1,549.47
                                                     Deposit:        6,522.79  State Taxes            -967.67 Pension Plan Flag      -865.85
                                                     Benefits:         212.34  Deferred Comp Wages    -600.00 EFT Deductions       -4,443.16
|---------- Wages ---------- | ---------- Deductions ------- | ---------- Deductions ------- | ---------- Benefits ---------- | ---------- Hours/Days ----------
Police Detail Pay    3,802.48  FULLTIME 04600108   600.00  EFT SAVINGS       4,443.16  MEDICARE      212.34  Police Detail Pay     91.00 Hrs
Police Detail Pay      315.84  FEDERAL TAX       1,549.47  STATE TAX           967.67                        Police Detail Pay     12.00 Hrs
out of town polic      210.56  MEDICARE            212.34  NORFOLK CTY PEN 8   791.70                        out of town polic      8.00 Hrs
Detail Pay w/Car       210.56  NORFOLK CTY 2%       74.15  DIRECT DEPOSIT    6,522.79                        Detail Pay w/Car       8.00 Hrs
police town detai      210.56                                                                               police town detai      8.00 Hrs
REGULAR - hours     13,054.72                                                                               REGULAR - hours    1,000.00 Hrs
SICK LEAVE - HOUR    1,052.80                                                                               SICK LEAVE - HOUR     40.00 Hrs
SICK ACCRUAL                                                                                                SICK ACCRUAL          70.00 Hrs
```

Figure 10 Employee running report has access to the timesheet group

```
4115
7216-HRREP:HREMPCHKHIS.REP       Printed 09-Sep-2016 at 15:22:02 by THERESA                                     Page 1
                                                  Town of ADMINS
                                          Employee Paycheck History Summary

                                        Employee: 92 CUMBERBATCH, BENEDICT M
                                      Warrant Check Dates between 01012015 and 09-Sep-2016

No Records Selected
```

Figure 11 Employee running report has no access to the timesheet group

[MDT-SUP-SAPLAUC-1080]

5.4. FOIA Request – Report of Employee Ages

Some client sites have received Freedom of Information Act (FOIA) requests asking the age of employees. In the **Human Resources Report Library**, run the **6720 –Employee List with Dates** report to get a list of employees with ages. Select **Human Resources ▶ Reports ▶ Report Library by Employee ▶ Employee List – Dates** and use the Excel® option.
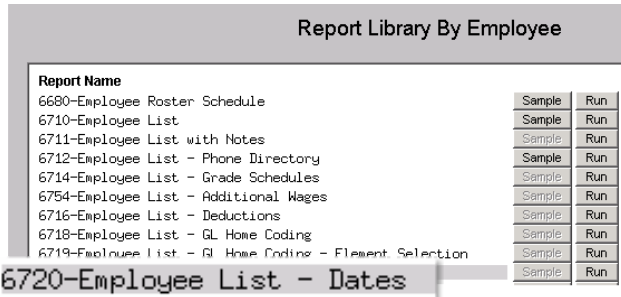
Save the report to an Excel® file on a local drive and then adapt it (remove any unneeded columns) to fulfill the request.

ADM-AUC-HR-9824]

5.5. ADMINS Report Generator

There was an error with the ARG when using the AGE field causing it to display a four digit number; that has been changed to use a two digit number.

ADM-AUC-HR-9824]

6. YEAR END PROCESSING

6.1. ACA Filing Table

There was a problem with typing in the year on the ACA Filing table – the screen was bringing the user to a different year than what was typed in. This was corrected

<div align="right">[ADM-AUC-HR-9830]</div>

6.2. 1095C Attachment Step Now Available

Sites having completed their submissions to the IRS for ACA reporting have had the step enabled so that attachments may be created and archived. This is a required step and must be performed before the step process is reset to allow sites to begin processing for the 2016 reporting year.

Sites that filed 1095Cs with the IRS via another method should complete the "Save 1095 Forms as Employee Attachments/Archive" step to attach the printed copies to the employee records and reset the menu for 2016 processing.

Figure 12 Before – Step unavailable

Figure 13 After – Step is available

<div align="right">ADM-AUC-HR-9826 & 9828]</div>

7. SETTING DEFAULT PRINTERS (V9.2 SITES ONLY)
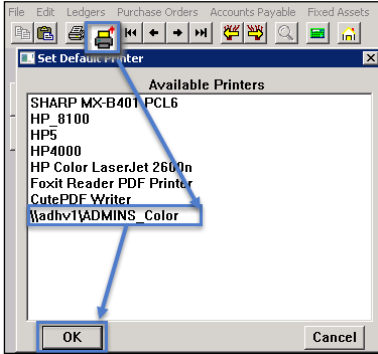
To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**. Find this button next to the 🖨 **[Print]** button on the toolbar; click to display the available printers. Click on the desired printer and click on **[OK]** to set the default printer for use in your AUC session.

If you do not see this icon, then this option is not available on your site.

ADM-AUC-SY-7792]

8. MENU AND TOOLBAR TIPS
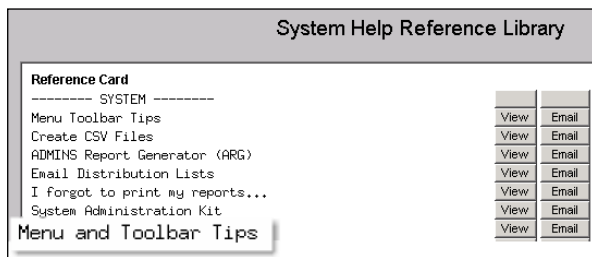
A reference card was updated to help acquaint the user with the menus and toolbars included in the AUC system. This reference card is available in all the Help Reference Libraries.

[ADM-AUC-SY-7991]

9. HELP REFERENCE LIBRARY

9.1.   New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.
- EMPLOYEE POSITIONS   Add a New Employee
                             Employee Maintenance Screens
- SPECIAL PROCESSING   Voiding a Vendor Check
- SYSTEM   Menu and Toolbar Tips