Human Resources

Release Notes   March 2025

The document outlines recent updates and enhancements to the ADMINS Unified Community (AUC) for Windows **Human Resources** module for March, 2025.
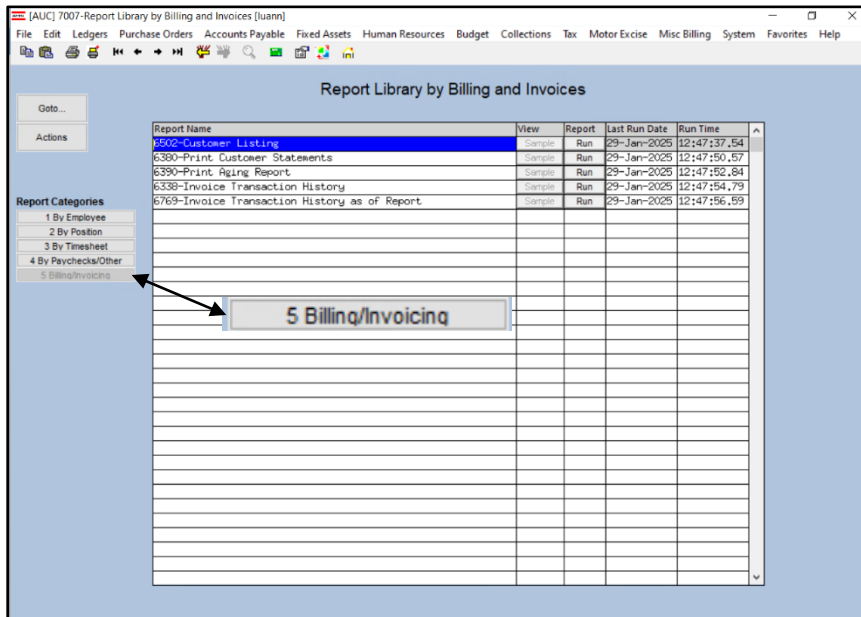
CONTENTS

1 Billing and Invoicing Reports Category [New]

The Billing and Invoicing reports can now be found on the Billing Invoicing Screen.
Human Resources ▶ Reports ▶ Report Library ▶ 5 Billing Invoicing

[ADM-AUC-HR-10788]

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Page 2 of 13

2 7500 - Employee List -Custom Fields [Enhancement]

The Excel format of this report has been enhanced to include the **Employee Number** and **Name** on every line so that the report can be sorted and filtered in Excel.

The custom tab of the employee maintenance screen contains the information that is printed on the report.

Human Resources ▶ Reports ▶Report Library ▶[Page Down] To see report 7500.

Select **Excel** and enter any filtering.

The **Excel** results can now be sorted and filtered.

[ADM-AUC-HR-10798]

3   6940 – Employee List – Bank Information [Enhancement]

This report now allows for the optional selection of up to 9 **BANKS** or up to 9 **COST CODES.**

Human Resources -> Reports -> Report Library -> [Page Down] -> 6940 Employee List – Bank Information

```
Task 6940: Employee List - Bank Information

        Employee Bank Information Listing

Optional: Enter up to 9 Employee#        [ Edit ]   0 values:
Optional: Enter up to 9 Timesheet Groups [ Edit ]   0 values:
Optional: Enter up to 9 Bargaining Units [ Edit ]   0 values:
Optional: Enter up to 9 Bank Codes       [ Edit ]   0 values:
Optional: Enter up to 9 Direct Deposit Cost Codes [ Edit ]  0 values:


Run as   ○ Preview ○ Print   ● PDF   ○ Excel
If Printing use Duplex  ● Yes   ○ No

              [ Lookup ]  [ OK ]  [ Cancel ]  [ Clear All ]
```

```
6940-HREMPLST_BANK.REP          Printed 14-Mar-2025 at 15:53:11 by THERESA              Page 1
                                       Town of Admins
                                 Employee List - Bank Information

=========== ============================= ================ ============ =========== ============================
Employee#   Employee Name                 Position         Cost Code    BANK  Bank Name
=========== ============================= ================ ============ =========== ============================

000005      HORN, LAWRENCE J              S003LIBASST-01   DIRDEP       0001  HR DIRECT DEPOSIT
000040      MOORE, KEITH F                T421DPWDIR -01   DIRDEP       CI    CITIZENS BANK OF MA 21
000062      MCDONOUGH, LYNN E             S009TEASUBS-01   DIRDEP       DN    DEAN COOPERATIVE
000152      GARIEPY, KEITH C              T123TWNADMN-01   DIRDEP       DN    DEAN COOPERATIVE
000152      GARIEPY, KEITH C              T123TWNADMN-01   EFTSV1       DN    DEAN COOPERATIVE
000199      BAKER, KAREN                  T162TWNPOLL-01   DIRDEP       DN    DEAN COOPERATIVE
000205      DOUGLAS, MICHAEL              S009ATHADIR-01   DIRDEP       SOV   SANTANDER
000286      MINCHILLO, MICHAEL J JR       T210POLOFF -01   DIRDEP       DN    DEAN COOPERATIVE

001239      POTTER, MARIE M               T610LIBTECH-02   DIRDEP       MF    MILFORD FEDERAL SAVING
001248      PLOUFFE, LAWRENCE             T253INSPLMB-01   DIRDEP       BF    ROCKLAND TRUST
001255      CREASIA, KAREN                T135HR OFCR-01   DIRDEP       MF    MILFORD FEDERAL SAVING
001255      CREASIA, KAREN                T135HR OFCR-01   EFTSV1       MF    MILFORD FEDERAL SAVING
001255      CREASIA, KAREN                T135HR OFCR-01   EFTSV2       MF    MILFORD FEDERAL SAVING
001255      CREASIA, KAREN                T135HR OFCR-01   EFTSV3       MF    MILFORD FEDERAL SAVING
001255      CREASIA, KAREN                T135HR OFCR-01   EFTXMS       MF    MILFORD FEDERAL SAVING
```

[ADM-AUC-HR-10823]

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Page 5 of 13

4 6983 - Paycheck Detail – By Employee/Account [Enhancement]

This report has been enhanced to optionally allow the selection of up to 9 accounts. This allows the user to print in .pdf and only see the accounts that they are focusing on. In Excel, there will be no need to filter or select.

Human Resources -> Reports -> Report Library -> [4 By Paychecks/Other] -> 6983-Paycheck Detail – By Employee/Account

[ADM-AUC-HR-10770]

5 6497-Employee List – Email Address for Direct Deposit [Enhancement]

This Excel report now displays the employment type on TAB [8 Dates/Class].

[ADM-AUC-HR-10824]

6 Massachusetts Quarterly Unemployment Export File Name [Fix]

The name of the MA quarterly Export file has been changed so that it matches the required specifications.

Human Resources ->
Quarterly Processing ->
MA Quarterly Reporting

Specifications from the State of Massachusetts

File Transmission

Files must be transmitted to the proper predefined FTP location and should adhere with the naming standard. Files may be compressed using the **.zip** and the compressed file should hold the same file name.

For CSV files, the extension must be **.csv**. For ICESA and EFW2, the extension must be **.txt**.

The following file naming convention should be followed to easily identify files:

Employer:

- EmployerID_yyyyMMddHHmmssfff.<extension>
- Ex: **00099999_20230121060722137.csv**

[BLG-SUP-SAPLAUC-1789]

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Page 8 of 13

7 CT Sick Leave Reports [New]

The CT Sick Leave law change of 1/1/2025 has resulted in two new reports that will be generated for CT payroll sites during the payroll calculation step.

The first report is a list of active employees who have worked more than 120 days for the municipality but do not have an accrual code on the [8 Dates/Class] tab. The results are just warnings and should be ignored for any position that does not qualify due to being considered temporary or seasonal.

```
7023-HREMPLST_WRKDAYS.REP        Printed 12-Mar-2025 at 09:44:11 by LUANN     Page 1
                                       Town of Admins
                                 CT Sick Leave Checking Report


Empl#  Name                          Position        Position Description          WorkDays
====== ============================  ==============  ============================  ========
010699 LEONARD, KAREN A              S012BLDSUB -01  BUILDING SUBSTITUTE 1YR ONLY B    3461
071534 SYLVIA, MARIE J               S140TUTMATH-01  TUTORING - MATH BMS                386
071539 LOCKLIN, KEITH                T255INSINSP-01  ELECTRICAL INSPECTOR 20 H/W        433
071648 CARROZZA, MARIE               S140TUTMATH-01  TUTORING - MATH BMS                230
071692 RYAN, KEITH                   S140TUTMATH-01  TUTORING - MATH BMS                142
071734 SALAMONE, KAREN               S003BLDSUB -01  BUILDING SUBSTITUTE 1YR ONLY D     206


This report is being generated because these employees have worked at least 120 days and do
not have an accrual code.

If their position is eligible for CT Sick Leave, enter the appropriate leave accrual code on
their [8 Dates/Classification] tab.
```

The second report is a list of active employees who have taken more than 40 hours during the reporting period. The reporting period is based on the month set on module control 6036 – CT Sick Leave Month Start Date. Most sites will be set to 1 for a 1/1/YY start date, but some sites may set their start date to 7 for 7/1/YY. The report results may result in an adjustment from CT Sick to Sick.

```
7024-HRCTLEAVE_WRKDAYSUSED.REP        Printed 12-Mar-2025 at 10:36:37 by THERESA        Page 1
                                      Town of Admins
                               CT Sick Leave Reporting Period Report


                                   01-JAN-2025 to 31-Dec-2025
                                                                                    CT Leave
Empl#  Name                    I               Position       Position Description     Hours
======  ============================          ==============  ============================  ========
000205 DOUGLAS, MICHAEL                        S009ATHADIR-01  ATHLETIC DIRECTOR             41.00


This report is being generated because these employees have taken more than 40 CT Sick Leave
hours during the reporting period 01-JAN-2025 - 31-Dec-2025.
```

[ADM-AUC-HR-10817]

8 Cost Code Table [Enhancement]

Hovertext has been added to the "Non-Direct Deposit Account Entry" field on the cost code table to explain the functionality of the setting.

The hovertext explains the purpose of this field.

The Account field on the employee deduction is for the account number reported to the vendor.

[ADM-AUC-HR-10816]

9 EEO-5 Document [New]

The AUC product will now produce the Federal EEO-5 report for a school district. See this help document for more information. This report is site specific and must be set up by ADMINS before it is run.

Human Resources Help Reference Library

Reference Card	View	Send	Last Run Date	Run Time	^
HR-430 Manual Checks	View	Email	05-Apr-2024	17:13:30.00	
HR-440 Figure Checks	View	Email	21-Sep-2023	15:46:54.69	
HR-450 Longevity	View	Email	21-Sep-2023	15:47:00.40	
HR-455 Additional Wage Update	View	Email	21-Sep-2023	15:47:06.04	
HR-457 Update Additional Rates En Masse	View	Email	15-Sep-2022	13:38:11.20	
HR-460 FLSA Processing	View	Email	20-Apr-2020	15:30:45.30	
HR-470 Savings Bond Processing	View	Email	29-Jun-2018	17:09:23.34	
HR-475 Mass Terminations as of a Date	View	Email	11-Mar-2022	15:17:05.52	
HR-477 Rehire Employees en masse	View	Email	11-Mar-2022	15:17:55.02	
HR-480 Accident Reporting	View	Email	28-Jun-2023	14:56:52.97	
HR-490 Billing and Invoicing	View	Email	29-Nov-2021	11:49:02.93	
HR-495 Correct Customer Number on Detail Billing	View	Email	29-Nov-2021	11:14:34.53	
HR-500 30K Deduction	View	Email	23-Nov-2021	10:44:09.48	
HR-510 Taxable Fringe - In Lieu of Taxes	View	Email	29-Jun-2018	17:10:09.12	
HR-520 Group-Term Life Insurance Over 50K	View	Email	10-Dec-2024	11:36:20.06	
HR-525 Medicare Wages Over $ 200,000	View	Email	17-Mar-2020	15:50:56.29	
HR-527 Add a Cost Code en masse to Existing Employees	View	Email	19-Jan-2022	15:25:21.56	
HR-530 Retroactive Pay	View	Email	19-Jan-2022	16:04:54.30	
HR-540 Retroactive Payroll Presentation	View	Email	19-Jan-2022	16:04:16.39	
HR-550 Benefit Statements	View	Email	26-Sep-2018	10:56:28.08	
HR-560 EEO Reporting	View	Email	06-Nov-2018	10:24:48.78	
HR-570 Retirees Cost of Living Adjustment	View	Email	26-Sep-2018	08:41:33.69	
HR-575 Email Tax Forms to Employees (W2, 1099R, 1095C)	View	Email	15-Dec-2023	10:48:00.48	
HR-580 Year End Taxable Benefit Adjustments	View	Email	28-Dec-2022	09:22:16.44	
HR-585 Leave Balance Update Screen (Adjustments & Transfers)	View	Email	11-Aug-2023	14:08:31.82	
HR-589 EEO-5 Reporting	View	Email			

HR-589 EEO-5 Reporting

[ADM-AUC-HR-10818]

10 W2 Printed Form [Fix]

The employee's second address line was not printing on the W2 form. This has been corrected.

11 ADMINS Help Documents

The HR-589 EEO-5 Reporting help document has been added to the Human Resources Help Reference Library.

12 ADMINS Website Videos

Below are two videos that you will find helpful that are available at www.admins.com.

[Logging out of AUC (1:54)](#)
[Attachments (4:20)](#)