



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

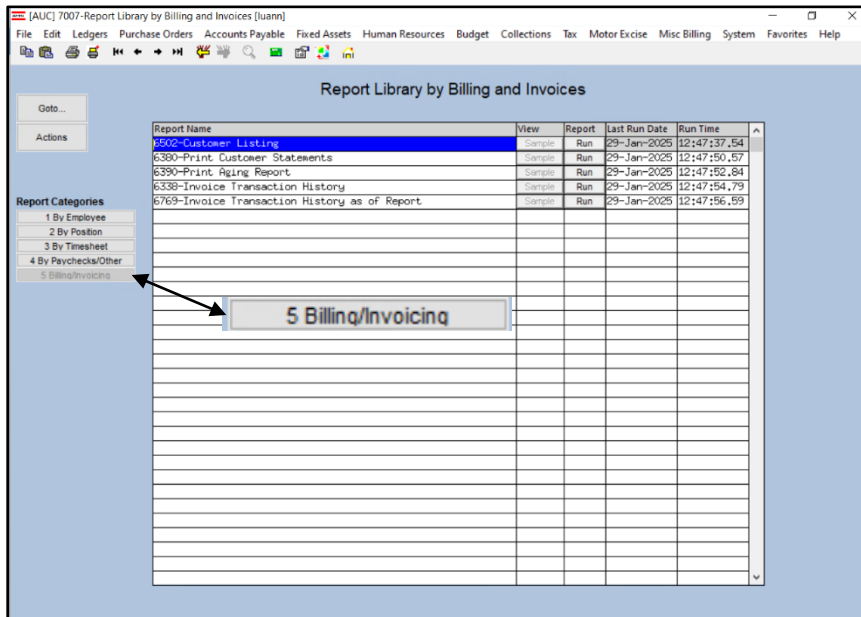
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1 Billing and Invoicing Reports Category [New]

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]



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.

The screenshot shows the 'Employee Maintenance' window for employee Marie R. Holmes (Employee Number 000012). The 'Custom' tab is selected, displaying various user-defined fields and their values. The fields are organized into sections: 'User Defined 30 Characters', 'User Defined Decimal 4 Places', 'User Defined 80 Characters', and 'User Defined Decimal 2 Places'. The 'Current Positions' section shows 'S006MISMS -03 SENIOR IT SPECIALIST' with a value of 1,000. The 'User Defined 30 Characters' section includes fields like 'Pay Duration' (LS), 'Certification Area' (Speech/Language/Hearing Disord), and 'LuAnn Field'. The 'User Defined 80 Characters' section includes 'Position' (speech therapist), 'Location' (south), 'Service Break' (09/09/92), and 'Second Service break' (50282145). The 'User Defined Decimal 4 Places' section includes fields like 'Employee Longevity %' (1700.00), 'Annual Longevity' (414.71), 'Previous PerDiem' (423.01), 'Current PerDiem' (32.90), 'Annual Stipend' (184.00), and 'Contract Enc. Adj.' (184.00). The 'User Defined Decimal 2 Places' section includes fields like 'Employee Longevity %' (1700.00), 'Annual Longevity' (414.71), 'Previous PerDiem' (423.01), 'Current PerDiem' (32.90), 'Annual Stipend' (184.00), and 'Contract Enc. Adj.' (184.00).

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

Report Name	View	Report	Last Run Date	Run Time
6726-Employee List - New Hires	Sample	Run		
6728-Employee List - Terminations	Sample	Run		
6735-Employee List - by Cost Code	Sample	Run	28-Mar-2024	14:48:14,30
6736-Employee List - by FLSA Code	Sample	Run	26-Sep-2023	16:52:12,39
6737-Employee List - by Pay Group	Sample	Run	26-Sep-2023	16:53:49,94
6738-Employee List - by Shift Code	Sample	Run	26-Sep-2023	16:54:20,56
6749-Employee List - by Employee Status	Sample	Run	26-Sep-2023	16:55:06,41
6750-Employee List - by Employment Type	Sample	Run	25-Sep-2023	17:29:28,96
6753-Employee List - by Worker Comp Code	Sample	Run	26-Sep-2023	16:56:24,40
6754-Employee List - Additional Wages	Sample	Run	26-Sep-2023	16:56:42,11
6768-Employee List - Import Timesheets	Sample	Run	26-Sep-2023	16:57:26,90
6798-Employee List - Degree	Sample	Run	26-Sep-2023	16:58:36,98
6836-Employee List - Highest Pay (Pay Type)	Sample	Run	26-Sep-2023	16:58:55,83
6837-Employee List - Highest Pay (Pay Code Category)	Sample	Run	26-Sep-2023	17:00:11,36
6838-Employee List - Highest Pay (Leave Code)	Sample	Run	26-Sep-2023	17:01:18,31
6839-Employee List - Highest Pay (Pay Code)	Sample	Run	26-Sep-2023	17:07:30,25
6873-Employee Deductions with Notes	Sample	Run	26-Sep-2023	17:08:41,83
6902-Employee List - Grade Schedule - As of a Date	Sample	Run	26-Sep-2023	17:09:18,35
6924-Employee List - Changed Deductions	Sample	Run	05-Apr-2024	15:39:03,41
6925-Employee List - Changed Additional Wages	Sample	Run	26-Sep-2023	17:11:55,99
6926-Employee Salary History Step Change Report	Sample	Run	26-Sep-2023	17:12:18,51
6932-Employee List - Cost of Leave as of a Date	Sample	Run	05-Oct-2023	11:59:48,45
6935-Employee Count Report	Sample	Run	26-Sep-2023	17:13:02,46
6940-Employee List - Bank Information	Sample	Run	05-Oct-2023	14:26:27,78
6979-Employee List - Grade Schedule / Address	Sample	Run	20-Feb-2024	09:22:39,19
7500-Employee List - Custom Fields	Sample	Run		
7500-1095 - L Export Employee HCM Data	Sample	Run	26-Sep-2023	17:17:40,33
7560-ACA 1095 Audit Report	Sample	Run	08-Jan-2024	09:03:48,83
7565-ACA 1095 Audit Report	Sample	Run	26-Sep-2023	17:19:55,92



Select **Excel** and enter any filtering.

Task 7500: Employee List - Custom Fields

Employee List - Custom Fields

Optional: Enter up to 9 Employee#	Edit	0 values:
Optional: Enter up to 9 Bargaining Units	Edit	0 values:
Optional: Enter up to 9 Schedules	Edit	0 values:
Optional: Enter up to 9 Grades	Edit	0 values:
Optional: Enter up to 9 Step	Edit	0 values:
Optional: Enter up to 9 Timesheet Groups	Edit	0 values:
Optional: Enter up to 9 Pay Groups	Edit	0 values:
Optional: Enter up to 9 Employee Type Codes	Edit	0 values:

Print Alpha 30 Fields: ☒ Yes ☐ No

Print Alpha 80 Fields: ☒ Yes ☐ No

Print Decimal 2 Fields: ☒ Yes ☐ No

Print Decimal 4 Fields: ☒ Yes ☐ No

Run as ☐ Preview ☐ Print ☐ PDF ☒ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

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

EmployeeList_UserDef_7500_LUANN[7] - E...

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles

	A	B	C	
	Emp#	Name	FieldName	Value
1	000012	HOLMES, MARIE R		
2	000012	HOLMES, MARIE R	Pay Duration	LS
3	000012	HOLMES, MARIE R	Certification Area	Speech/Language/Hearing Disord
4	000012	HOLMES, MARIE R	Position	speech therapist
5	000012	HOLMES, MARIE R	Location	south
6	000012	HOLMES, MARIE R	Service Break	uloa 09/92
7	000012	HOLMES, MARIE R	User Defined #5	50282145
8	000012	HOLMES, MARIE R	AnnualLongevity	
9	000012	HOLMES, MARIE R	Previous PerDiem	
10	000012	HOLMES, MARIE R	Current PerDiem	
11	000012	HOLMES, MARIE R	Act Years	
12	000012	HOLMES, MARIE R	TC Longevity %	
13	000012	HOLMES, MARIE R		
14				
15				
16	000013	GENEREUX, LYNN		
17	000013	GENEREUX, LYNN	Pay Duration	10
18	000013	GENEREUX, LYNN	Act Years	

[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#	<input type="button" value="Edit"/>	0 values:
Optional: Enter up to 9 Timesheet Groups	<input type="button" value="Edit"/>	0 values:
Optional: Enter up to 9 Bargaining Units	<input type="button" value="Edit"/>	0 values:
Optional: Enter up to 9 Bank Codes	<input type="button" value="Edit"/>	0 values:
Optional: Enter up to 9 Direct Deposit Cost Codes	<input type="button" value="Edit"/>	0 values:

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel
If Printing use Duplex ☒ Yes ☐ No

6940-HREMLST_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	T162TWNPOL-01	DIRDEP	DN	DEAN COOPERATIVE
000205	DOUGLAS, MICHAEL	S009ATHADIR-01	DIRDEP	SOV	SANTANDER
000286	MINCHILLO, MICHAEL J JR	T210POTOFF -01	DIRDEP	DN	DEAN COOPERATIVE
001239	POTTER, MARIE M	T610LIST2CH-02	DIRDEP	MF	MILFORD FEDERAL SAVING
001248	FLOUFFE, LAWRENCE	T253INSP1MB-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]



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

Task 6983: Paycheck Detail - By Employee/Account

Paycheck Detail - By Employee/Account

Required: Check Date Range (mmddyyyy) From: 01012023 To: 01152023

Optional: Enter up to 9 Employee# Edit 0 values:

Optional: Enter up to 9 Accounts Edit 0 values:

Optional: Enter up to 9 Warrant#s Edit

Optional: Enter up to 9 Categories Edit

Optional: Enter up to 9 Pay Codes Edit

Optional: Enter up to 9 Entity Codes Edit

Optional: Enter up to 9 Pay Groups Edit

Optional: Enter up to 9 Bargaining Units Edit

Optional: Enter up to 9 Employee Type Codes Edit

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup

Optional: Enter up to 9 Accounts

1: 1000-253-0000-002-00-00-51110

2:

3:

4:

5:

6:

7:

8:

9:

Lookup OK Cancel Clear All

[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].

Task 6497: Employee List - Email Address for Direct Deposit

Employee List - Email Address for Direct Deposit

Run as ☒ Excel

Lookup OK Cancel Clear All

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Ta

Employee Maintenance

Goto... Actions

Employee Number 007782 MICHAEL R GEROMINI
Position S012CUSMAIN-01 CUSTODIAN MIDDLE SCHOOL 4 Of 4

I Add Employee
P Add Position

1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class

Employee Age Position Dates LOS
Date of Birth 28-Jun-1973 51 Date Applied
Date of Death Offer Date

Leave of Absence End
Adjusted Seniority Date
Tenure Date

CT Sick Leave Date
Evaluations Date of Last Eval
Date of Next Eval

Employee Status A Active
Employee Type F Full-Time
EEO Employment Category 16 service workers EEO-5 07 7. Other Classroom Te
EEO Employment Type 61 Full-Time

Employee Type F Full-Time

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Emp#	Employee	TimesheetGrp	Bar#Unit	Position	Description	CostCode	Description	Email	DD Email?	Bank	AcctType	Prenote	Effective	Ending	Emp Type	Description
1	007782	GEROMINI, MICHAEL R	SCHOOL-CUST	AFL -AF	S012CUSMAIN-01	CUSTODIAN MIDDLE SCHOOL	DIRDEP	DIRECT DEPOSIT	theresa@admins.com	Y	DC	C	0	01-Dec-2011		F	Full-Time

[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

Task 6322: MA Quarterly Reporting

MA Quarterly Reporting
The export file name will be the Employer Number followed by date and time.
Ex: 12345678_20250103103105001.csv

Required: Check Date Range (mmdyyy) From: To:

Required: Enter output Path (ex. c:\admhome)

Required: Report State Wages/Taxes from W2 Box 16 ☒ Line #1 ☐ Line #2

Required: Entity Code TOWN OF ADMINS

Required: Filing Entity Code (00-99)

Required: Restrict to this Category STATE TAX

Optionally Enter Additional MA Tax Deduction Category ADDITIONAL STATE TAX

Required: Enter Employer Number

Required: Enter Adjustment Code (0-8) 0 for no Adjustment

Run as ☐ Preview ☐ Print ☒ PDF
If Printing use Duplex ☒ Yes ☐ No

File Transmission

Specifications from the State of
Massachusetts

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_yyyyMMddHHmmssff.<extension>
- Ex: 00099999_20230121060722137.csv

[BLG-SUP-SAPLAUC-1789]



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-HREMPYST_WKDDAYS.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.

6445-Employee Maintenance [theresa]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Employee Maintenance

Employee Number: 010699 KAREN A LEONARD
Position: S012BLDSUB -01 BUILDING SUBSTITUTE 1YR ONLY B 9 Of 10

Employee Attachments (20)
Employee Position Attachments

No picture on file

1 Add Employee
2 Add Position

1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents V ACA

Employee: Date of Birth: 26-Nov-1970 Age: 54 Position Dates: Date Applied: Offer Date: LOS: Eligible for... Medicare: Retirement: Yes No Eligibility Date:

Termination Date: Entered Reason:

Employee Status: 1Y one year position only
Employee Type: S substitute
EEO Employment Category: 33 substitutes
EEO Employment Type: 03 Temporary
Workers Compensation Code: 8868 SCHOOL TEACH & CLERK

Accrual Group: []

Classifications: EEO-5 20, Professional Inst

Other Date #7
Other Date #8
Other Date #9
Other Date #10

Accrual Group



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		
Empl#	Name	Position	Position Description	CT Leave 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 screenshot shows the 'Cost Code Table' form for '457 ROTH SMART PLAN'. The 'Non-Direct Deposit Account Entry' field is highlighted with a blue box and a tooltip explaining its purpose: 'Set this to YES if the direct deposit account number field on the employee's deduction will be used as the account number with the vendor. If this is set to NO, the account field on the employee's deduction is only editable for direct deposits.'

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

[illegible]

[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.

Review W2 Forms

Entity TOWN OF ADMINS	Employee's social security number ***-**-1265	OMB No. 1545-0008	Safe, accurate, FAST! Use e-file visit the IRS Website at www.irs.gov/efile
b Employer identification number (EIN) 041234567	1 Wages, tips, other compensation 6820.00	2 Federal income tax withheld 427.99	
c Employer's name, address and zip code TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110	3 Social security wages 0.00	4 Social security tax withheld 0.00	
	5 Medicare wages and tips 6820.00	6 Medicare tax withheld 98.92	
d Control number SCHOOL-SCHOOL	7 Employee's name, address, and ZIP code TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110		
e Employee's Name KEITH R FINLAY 19 SILVER PINES BLVD PO BOX 1183 CAMBRIDGE, MA 02138	8 Control number SCHOOLSCHOOL 001619		
f Employee's address and ZIP code	9 Employee's first name and initial KEITH R FINLAY 19 SILVER PINES BLVD CAMBRIDGE, MA 02138		
15 State Employer's state ID number MA 123456789	10 Employee's address and ZIP code TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110		
16 State wages, tips 6820.00	11 Employee's name, address, and ZIP code TOWN OF ADMINS 219 LEWIS WHARF BOSTON, MA 02110		
	12 Control number SCHOOLSCHOOL 001619		
	13 Employee's first name and initial KEITH R FINLAY 19 SILVER PINES BLVD PO BOX 1183 CAMBRIDGE, MA 02138		

14 Other

Form with missing second address line.

The form now prints the second address line.

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 \(4:20\)](#)