Human Resources

Release Notes   DECEMBER 2025

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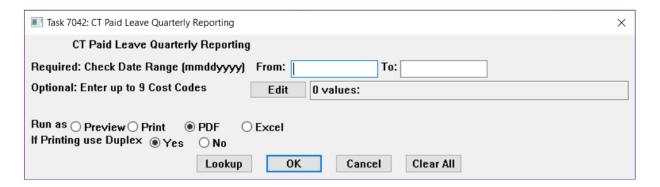
CONTENTS

1 Connecticut Paid Leave Deduction Quarterly Reporting [Enhancement]

This is a new reporting function for the State of Connecticut.

Navigation Path: Human Resources > Quarterly Processing > CT Paid Leave Quarterly Reporting

Task 7042: CT Paid Leave Quarterly Reporting   ✕

CT Paid Leave Quarterly Reporting

Required: Check Date Range (mmddyyyy) From: [ ]   To: [ ]

Optional: Enter up to 9 Cost Codes   [Edit] 0 values: [   ]

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

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

Excel Results

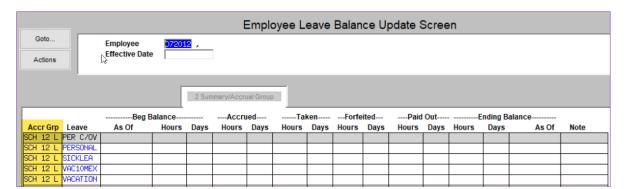| Employee	Wages	Deduction
ABBOTT, LYNN	162.80	8.14
ABERNETHY, KEITH	864.40	43.22
ACHIN-HOUSMAN, MARIE F	1,848.80	92.44
ADAMS, LAWRENCE	1,521.20	76.06
ADILETTO, MARIE A	9,031.20	451.56
ALBRECHT, LAWRENCE P	1,729.60	86.48
ALBUQUERQUE, LYNN	826.00	41.30
ALBUQUERQUE, MICHAEL C	1,072.00	53.60
ALDRICH, KEITH	948.80	47.44
ALLARD, MARIE T.	922.40	46.12
ALVES, MICHAEL	856.80	42.84
ALWARD, KAREN L	1,748.00	87.40
ANASTASIA, LYNN M	1,557.20	77.86
ARES, MARIE A	571.60	28.58
ASHBY, MARIE	618.80	30.94
AUGER, LAWRENCE S	2,355.20	117.76
AULD, KEITH J III	841.20	42.06
Total Count: 17	**27,476.00**	**1,373.80**
Legend:		
Check Dates: 10012025 to 12312025		
Cost Codes: CTPL		

[ADM-AUC-HR-10879]

2 Create Leave Accrual Record When Code is Changed [Enhancement]

Accrual records are now available immediately when an employee's accrual group is added or changed—no need to wait for the next timesheet process. Updates can be made in timesheets or via the Employee Leave Balance Update screen. Please reference Help Document (HR-585 Leave Balance Update Screen – Adjustments).

The Summary tab has been removed from the Leave History Detail screen, as accrual group now drives the leave details.

Navigation Path: Human Resources > Maintenance > Employee Leave Balance Update Screen - [8 Dates/Class]
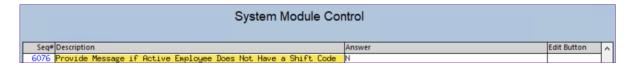

[ADM-AUC-HR-10872]

3 Shift Code Warning if not added on a New Position [Enhancement]

A new Module Control (6076) now prompts users when exiting the Employee Maintenance [Payroll Tab], if a shift code is left blank. A message now displays alerting them to the missing shift code and allowing them to select one, if needed.
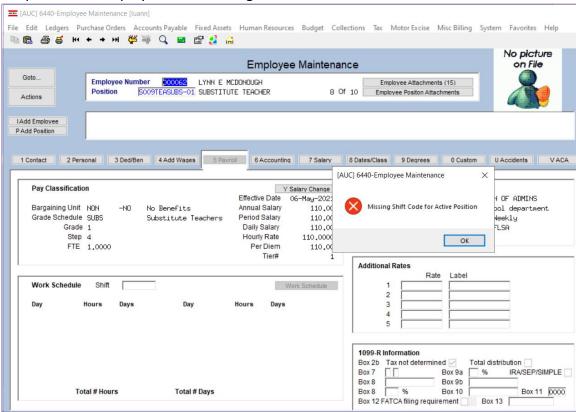
Navigation Path: Human Resources > Maintenance > Employee Maintenance [Add Position]

	System Module Control		
Seq#	Description	Answer	Edit Button
6076	Provide Message if Active Employee Does Not Have a Shift Code	N	

This will be set to N(No) during the software update. Please contact support@admins.com or your system administrator to change it to Y(Yes).

When adding a new position or a new employee, the system will give an Error Message stating the position or employee has a Missing Shift Code.
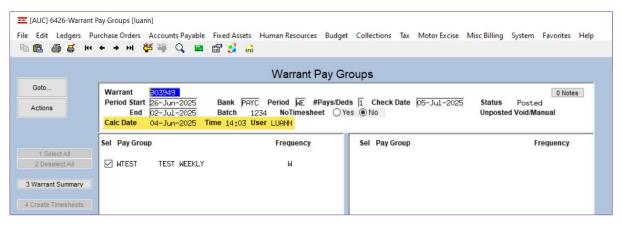

[ADM-AUC-HR-10779]

4   Calculation Date/Time added to Warrant Detail Screen [Enhancement]

The Warrant Detail screen now displays the Calculation Date, Time, and User, providing visibility for the most recent payroll calculation details.

Navigation Path: Human Resources > Payroll Processing > Warrant/Create Timesheet Screen

[ADM-AUC-HR-10849]

5   Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

5.1   New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.
Site Link: Videos & Quick Tips
- New - Element Categories - Element Categories in Reports