



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

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1 Paycheck History - Employee Summary [Fix]

There was an issue on the Employee Check Summary screen. When a Check Date range was entered and then the user navigated to the Detail tab, the data displayed would only be for a single check, requiring the user to re-enter the date range. The Detail tab now automatically retains and applies the date range entered on the Summary screen when the Summary button is selected. The Summary button will also provide the Summary of Earnings, Deductions and Benefits for the date range that is entered.

Navigation Path: Human Resources > Queries > Paycheck History - Employee Summary

Entering From Check Date and To Check Date, then **1 Detail** to select the desired row.

Paycheck History-Employee Summary

Employee # 000040

Address

City CAMBRIDGE State MA Zip 02138-0000

From Check Date 01-Jan-2023 To Check Date 31-Dec-2023

Gross Pay 61740,60 Deductions 61740,60 Net Pay 5984,44 Benefits

6 Summary

Check	Check Date	Warrant	Check Type	Gross Pay	Deductions	Net Pay	Benefits
0993293	13-Sep-2023	903885	Deposit Advice	1365,00	1365,00		19,79
0992061	23-Aug-2023	903875	Deposit Advice	717,50	717,50		10,40
0991768	16-Aug-2023	903873	Deposit Advice	886,90	886,90		12,86
0990176	26-Jul-2023	903862	Deposit Advice	2709,70	2709,70		39,29
0987259	21-Jun-2023	903847	Deposit Advice	1645,00	1645,00		23,85
0986630	14-Jun-2023	903842	Deposit Advice	1470,00	1470,00		21,32
0985871	07-Jun-2023	903835	Deposit Advice	2385,60	2385,60		34,59
0984104	17-May-2023	903829	Deposit Advice	1475,60	1475,60		21,40
0983155	03-May-2023	903825	Deposit Advice				
0982162	26-Apr-2023	903822	Deposit Advice	2284,10	2284,10		33,12
0979702	29-Mar-2023	903811	Deposit Advice	1137,50	1137,50		16,49
0979281	22-Mar-2023	903807	Deposit Advice	1545,60	1545,60		22,41
0978162	08-Mar-2023	903802	Deposit Advice	7189,70	7189,70		104,25
0978161	08-Mar-2023	903802	Deposit Advice	10832,47	10832,47		157,07
0978160	08-Mar-2023	903802	Deposit Advice	2130,28	2130,28		30,89
0977398	01-Mar-2023	903800	Deposit Advice	2662,85	2662,85		37,52
0976995	22-Feb-2023	903796	Deposit Advice	2662,85	2662,85		36,85
0976279	15-Feb-2023	903791	Deposit Advice	2662,85	2662,85		36,85
0975904	08-Feb-2023	903788	Deposit Advice	2662,85	2662,85		36,85
0975172	01-Feb-2023	903785	Deposit Advice	2662,85	2662,85		36,85

The new **6 Summary** button will open the Check Detail Summary screen showing a Summary breakdown For Amounts (Wages, Deductions and Benefits) for the previous specified date range.

Paycheck History - Employee Summary Check Detail

Employee # 000040

Check 00000000

Bank

Number Pays 1

Deposit Advice

Period HE

Check Date 000000

Warrant

Period Ending

Void Date

From Check Date 01-Jan-2023 To Check Date 31-Dec-2023

Gross Pay 61740,60 Deductions 61740,60 Net Pay 5984,44 Benefits

5 Wages/Deductions/Benefits

6 Base Buckets

Wages	Amount	Deductions	Amount	Benefits	Amount
HOLIDAY LEAVE	2662,85	DEFERRED COMP	2650,00	MEDICARE	880,05
PERSONAL LEAVE	1597,71	DIS - NON DEF	49,10	PILGRIM	5104,39
REGULAR	39457,87	FEDERAL TAX	8735,91		
SICK/FINAL PAY	10832,47	GARNISHMENTS	50,00		
VACATION LEAVE	7189,70	TOWN INSURANCE	3,00		
		STATE TAX	2782,78		
		ADDITIONAL STATE TAX	115,00		
		MEDICARE	880,05		
		NORFOLK COUNTY	2494,24		
		NET DIRECT DEPOSIT	42933,60		
		PILGRIM	1046,92		

[ADM-AUC-HR-10910]



2 Paycheck Cost Code Report – 6802 [Enhancement]

The Paycheck Cost Code Report - 6802 – By Employee/Cost Code, has been enhanced to include the position and timesheet group in the “DETAIL” view.

Navigation Path: Human Resources > Reports > Report Library [4 By Paychecks/Other] – 6802 – Paycheck Cost Code Report – By Employee/Cost Code

Task 6802: Paycheck Cost Code Report - By Employee /Cost Code

Paycheck Cost Code Report - By Employee/Cost Code
** EXCEL LINE LIMITS **
Do not choose DETAIL if you are selecting ALL employees in EXCEL.

Required: Check Date Range (mmddyyyy) From: 01012025 To: 04012025

Optional: Enter up to 9 Employee# Edit 0 values:
Optional: Enter up to 9 Warrant#'s Edit 0 values:
Optional: Enter up to 9 Categories Edit 0 values:
Optional: Enter up to 9 Cost Codes Edit 0 values:
Optional: Enter up to 9 Entity Codes Edit 0 values:
Optional: Enter up to 9 Pay Groups Edit 0 values:
Optional: Enter up to 9 Bargaining Units Edit 0 values:
Optional: Enter up to 9 Timesheet Groups Edit 0 values:

Print Report as: ☐ Summary ☒ Detail

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

Lookup OK Cancel Clear All

6802-HRPAYCHKLST_CSTEMP.REP Printed 01-Jun-2026 at 15:42:06 by CHRIS Town of Admins Page 1
Paycheck Cost Code Report - By Employee / Cost Code

Employee Name	Position	TimesheetGroup	CostCode	Date	Category	Description	Employee Amt	Employer Amt
000205	S009ATHADIR-01	SCHOOL-BHS	DIRDEP	12-Mar-2025	NETDIR	NET DIRECT DEPOSIT	56,955.73	.00
000205			DIRDEP	DIRECT DEPOSIT	NETDIR	NET DIRECT DEPOSIT	56,955.73	.00
000205	S009ATHADIR-01	SCHOOL-BHS	FED	12-Mar-2025	FED	FEDERAL TAX	34,292.00	.00
000205			FED	FEDERAL TAX	FED	FEDERAL TAX	34,292.00	.00
000205	S009ATHADIR-01	SCHOOL-BHS	MA	12-Mar-2025	MA	STATE TAX	4,876.95	.00
000205			MA	STATE TAX	MA	STATE TAX	4,876.95	.00
000205	S009ATHADIR-01	SCHOOL-BHS	MEDI	12-Mar-2025	ME	MEDICARE	1,414.32	.00
000205	S009ATHADIR-01	SCHOOL-BHS	MEDI	12-Mar-2025	ME	MEDICARE	.00	1,414.32
000205			MEDI	MEDICARE	ME	MEDICARE	1,414.32	1,414.32
000205							97,539.00	1,414.32

[ADM-AUC-HR-10911]



3 Paycheck Listing – One Employee [Enhancement]

A new report was added to the Report Library that provides a listing of all checks issued to a selected employee within a specified date range. The report is available in both PDF and Excel formats and offers improved performance compared to existing check history reports.

Navigation Path: Human Resources > Reports > Report Library [4 By Paychecks/Other] – 7047 – Paycheck Listing – Single Employee

Task 7047: Paycheck Listing - Single Employee

Paycheck Listing - Single Employee

Required: Enter Employee# Employee, Name

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

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

7047-HRPAYCHECK_RMP.REP Printed 01-Jun-2026 at 16:03:03 by CHRIS Town of Admins Page 1

Paycheck Listing - Single Employee

Emp#	Name	Check#	Check Date	PeriodStart	Period End	Warrant	CkType	Bank	Gross Pay	Total Deds	Net Pay	Total Bens	Cancelled
000040		0972797	04-Jan-2023	22-Dec-2022	28-Dec-2022	903770	E	PAYC	2,662.85	2,662.85	.00	36.85	
000040		0973510	11-Jan-2023	29-Dec-2022	04-Jan-2023	903774	E	PAYC	2,662.85	2,662.85	.00	5,141.24	
000040		0974007	18-Jan-2023	05-Jan-2023	11-Jan-2023	903778	E	PAYC	2,662.85	2,662.85	.00	36.85	
000040		0974733	25-Jan-2023	12-Jan-2023	18-Jan-2023	903782	E	PAYC	2,662.85	2,662.85	.00	36.85	
000040		0975172	01-Feb-2023	19-Jan-2023	25-Jan-2023	903785	E	PAYC	2,662.85	2,662.85	.00	36.85	
000040		0975904	08-Feb-2023	26-Jan-2023	01-Feb-2023	903788	E	PAYC	2,662.85	2,662.85	.00	36.85	
000040		0976279	15-Feb-2023	02-Feb-2023	08-Feb-2023	903791	E	PAYC	2,662.85	2,662.85	.00	36.85	
000040		0976995	22-Feb-2023	09-Feb-2023	15-Feb-2023	903796	E	PAYC	2,662.85	2,662.85	.00	36.85	
000040		0977398	01-Mar-2023	16-Feb-2023	22-Feb-2023	903800	E	PAYC	2,662.85	2,662.85	.00	37.52	
000040		0978160	08-Mar-2023	23-Feb-2023	01-Mar-2023	903802	E	PAYC	2,130.28	2,130.28	.00	30.89	
000040		0978161	08-Mar-2023	23-Feb-2023	01-Mar-2023	903802	E	PAYC	10,832.47	10,832.47	.00	157.07	
000040		0978162	08-Mar-2023	23-Feb-2023	01-Mar-2023	903802	E	PAYC	7,189.70	7,189.70	.00	104.25	
000040		0979281	22-Mar-2023	09-Mar-2023	15-Mar-2023	903807	E	PAYC	1,545.60	1,545.60	.00	22.41	
000040		0979702	29-Mar-2023	16-Mar-2023	22-Mar-2023	903811	E	PAYC	1,137.50	1,137.50	.00	16.49	
000040		0982162	26-Apr-2023	13-Apr-2023	19-Apr-2023	903822	E	PAYC	2,284.10	2,284.10	.00	33.12	
000040		0983155	03-May-2023	20-Apr-2023	26-Apr-2023	903825	E	PAYC	.00	.00	.00	.00	
000040		0984104	17-May-2023	04-May-2023	10-May-2023	903829	E	PAYC	1,475.60	1,475.60	.00	21.40	
Report Totals									50,560.90	50,560.90	.00	5,822.34	

Selection Legend:

Emp#: 40
Check Date From: 01012023 to 06012023

[ADM-AUC-HR-10914]



4 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.

4.1 New & Updated Documentation in the Help Reference Library

- RC - 320 – Adjustment Processing - Updated (Help Reference Document)
- HR - 430 – Manual Checks - Updated (Help Reference Document)
- MB - 690 – MDT Billing and Report (Help Reference Document)

4.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.

Site Link: [Videos & Quick Tips](#)