# Human Resources Release Notes

## **JUNE 2025**

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

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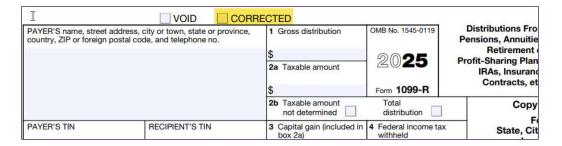
an Resources June 2025

## 1. 1099-R Processing [Enhancement]

The 1099-R process has been updated to create a CORRECTED 1099-R form and IRS file after the initial file has been submitted. It will prompt for up to 9 employees and allow for the CORRECTED box to be checked.

\*Look for updated 1099-R documentation in the next software update.\*

Navigate to: Human Resources > Year-End Processing > 1099-R Processing



[ADM-AUC-HR-10813]

## Massachusetts Teachers Retirement – One Employee Report [Enhancement]

The Massachusetts' Teacher Retirement System (MTRS) has a structured process for managing retirement benefits for school employees. To ensure the retirement process goes smoothly, the municipality needs to complete a form that includes the employee's wages and retirement deductions.

Navigate to: Human Resources > Site Specific > Massachusetts' Teachers Retirement – One Employee

A new Massachusetts' Teachers Retirement – One Employee report is now available to streamline the process by generating the necessary data for the form.

[BLG-SUP-SAPLAUC-1854]



#### Error Checking on Employee Maintenance [Enhancement] 3.

A new module control value has been added. The Finance Director or ADMINS can set the value. 6027 - Allow Revenue Account to be Used on Employee Accounting Tab [Y/N]

Navigation Path: Human Resources > Module Maintenance > Human Resources Mod Control > Seq# 6027

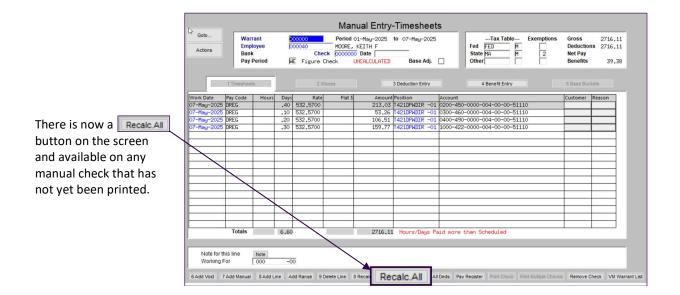


[ADM-AUC-HR-10811]

## 4. Multiple Manual Check Recalculation [Enhancement]

During certain periods—such as year-end—multiple manual checks often need to be entered. To streamline this process, a new "Recalc All" feature has been added to the manual check process, allowing for faster and more efficient calculations.

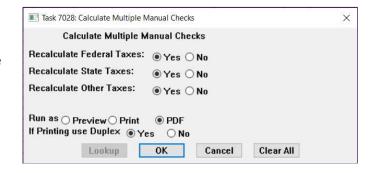
Navigation Path: Human Resources -> Void/Manual/Figure Paycheck



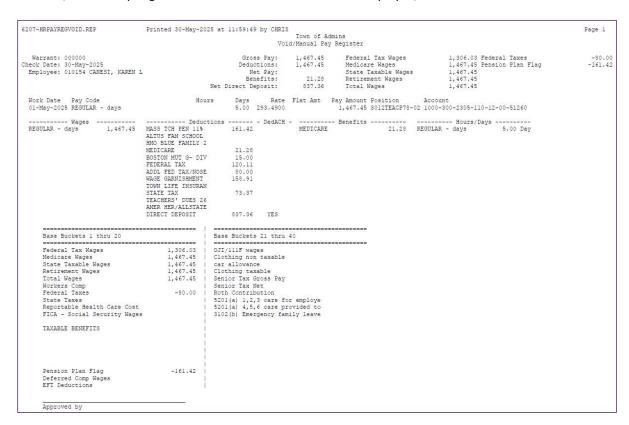


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The user must select if taxes should be recalculated. This will apply to all checks being recalculated.



The Void/Manual Pay Register will be created for each selected employee/check.



A report listing all manual checks in the Void/Manual/Figure Paycheck screen, along with their current status, will also be generated. Once calculated, the checks can be printed using the Print Check or Print Multiple Checks option(s).

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Employee	Position	StartDate	EndDate	Period	Gross	Status
000040 MOORE, KEITH F 010154 CANESI, KAREN L	T421DPWDIR -01 S012TEACP78-02					CALCULATED CALCULATED

[ADM-AUC-HR-10471]

## 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.

- Global Change to Employee Salary [New]
- Bargaining Unit Salary Increase [New]
- Cost Code Table [New]

## New or Updated in the Help Reference Library

<u>Title</u>	<u>Link</u>	
Global Change To Employees Salary	HR-478GlobalChangetoEmployeesSalary.pdf	[ADM-AUC-HR-10830]
Bargaining Unit Salary Increase	HR-596.1BargainingUnitSalaryIncrease.pdf	[ADM-AUC-HR-10830]
Cost Code Table	HR-595.1CostCodes.pdf	[ADM-AUC-HR-10827]

### New Content on ADMINS.com

**Employee Paycheck History Summary Screen (3:40)** 

[ADM-AUC-DEMO-69]