



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

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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

<input type="checkbox"/> VOID <input checked="" type="checkbox"/> CORRECTED	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.	
1 Gross distribution	
\$	
2a Taxable amount	
\$	
2b Taxable amount not determined <input type="checkbox"/>	
Total distribution <input type="checkbox"/>	
PAYER'S TIN	RECIPIENT'S TIN
3 Capital gain (included in box 2a)	
4 Federal income tax withheld	
OMB No. 1545-0119	
2025	
Form 1099-R	
Distributions From Pensions, Annuities, Retirement Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	
Copy for State, City	

[ADM-AUC-HR-10813]

2. 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]



3. Error Checking on Employee Maintenance [Enhancement]

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

The screenshot shows the 'Employee Maintenance' window. At the top, there are buttons for 'Goto...', 'Actions', 'J Add Line', and 'K Delete Line'. Below these are tabs for '1 Contact', '2 Personal', '3 Ded/Ben', '4 Add Wages', '5 Payroll', '6 Accounting', '7 Salary', and '8 Dates/Class'. The '6 Accounting' tab is selected. The main area displays 'Employee Number' as 072008 and 'Position' as S003MTHSPEC-01 MATH SPECIALIST 21 PAY. Below this is a table with the following data:

Line	Account #	Salary Per Period	Benefit Per Period	Up to \$Star
1	1000-300-2305-110-03-00-51260	100,0000	100,0000	

[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

The screenshot shows the 'Manual Entry-Timesheets' window. At the top, there are buttons for 'Goto...', 'Actions', and 'Recalc All'. Below these are tabs for '1 Timesheets', '2 Wages', '3 Deduction Entry', '4 Benefit Entry', and '5 Base Buckets'. The '1 Timesheets' tab is selected. The main area displays a table with the following data:

Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Position	Account	Customer	Reason
07-May-2025	DREG	.40		532,5700		213.03	1421DPKDIR -01	0200-450-0000-004-00-00-51110		
07-May-2025	DREG	.10		532,5700		53.26	1421DPKDIR -01	0300-460-0000-004-00-00-51110		
07-May-2025	DREG	.20		532,5700		106.51	1421DPKDIR -01	0400-490-0000-004-00-00-51110		
07-May-2025	DREG	.30		532,5700		159.77	1421DPKDIR -01	1000-422-0000-004-00-00-51110		
Totals		6.60				2716.11				Hours/Days Paid more than Scheduled

A callout box points to the 'Recalc All' button, stating: 'There is now a Recalc All button on the screen and available on any manual check that has not yet been printed.'



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

Task 7028: Calculate Multiple Manual Checks

Calculate Multiple Manual Checks

Recalculate Federal Taxes: ☒ Yes ☐ No

Recalculate State Taxes: ☒ Yes ☐ No

Recalculate Other Taxes: ☒ Yes ☐ No

Run as ☐ Preview ☐ Print ☒ PDF

If Printing use Duplex ☒ Yes ☐ No

Lookup

OK

Cancel

Clear All

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

6207-HRPAFREGVOID.REF		Printed 30-May-2025 at 11:59:49 by CHRIS				Town of Admins		Page 1			
						Void/Manual Pay Register					
Warrant: 000000		Gross Pay:		1,467.45		Federal Tax Wages		1,306.03 Federal Taxes		-80.00	
Check Date: 30-May-2025		Deductions:		1,467.45		Medicare Wages		1,467.45 Pension Plan Flag		-161.42	
Employee: 010154 CANESI, KAREN L		Net Pay:				State Taxable Wages		1,467.45			
		Benefits:		21.28		Retirement Wages		1,467.45			
		Net Direct Deposit:		837.36		Total Wages		1,467.45			
Work Date		Pay Code		Hours		Days		Rate		Flat Amt	
01-May-2025		REGULAR - days		5.00		293.4900		Pay Amount		Position	
								1,467.45		S012TEACP78-02 1000-300-2305-110-12-00-51260	
----- Wages -----		----- Deductions -----		----- DedACH -----		----- Benefits -----		----- Hours/Days -----			
REGULAR - days		1,467.45		MASS TCH PEN 11%		161.42		MEDICARE		21.28	
				ALTUS FAM SCHOOL							
				HMO BLUE FAMILY 2							
				MEDICARE		21.28					
				BOSTON MUT G- DIV		15.00					
				FEDERAL TAX		120.11					
				ADCL FED TAX/NOSE		80.00					
				WAGE GARNISHMENT		159.91					
				TOWN LIFE INSURAN							
				STATE TAX		73.37					
				TEACHERS' DUES 26							
				AMER HER/ALLSTATE							
				DIRECT DEPOSIT		837.36		YES			
=====		=====		=====		=====		=====		=====	
Base Buckets 1 thru 20		Base Buckets 21 thru 40									
-----		-----									
Federal Tax Wages		1,306.03		OJI/111F wages							
Medicare Wages		1,467.45		Clothing non taxable							
State Taxable Wages		1,467.45		car allowance							
Retirement Wages		1,467.45		Clothing taxable							
Total Wages		1,467.45		Senior Tax Gross Pay							
Workers Comp				Senior Tax Net							
Federal Taxes		-80.00		Roth Contribution							
State Taxes				S201(a) 1,2,3 care for employe							
Reportable Health Care Cost				S201(a) 4,5,6 care provided to							
FICA - Social Security Wages				3102(b) Emergency family leave							
TAXABLE BENEFITS											



7028-HRREP:HRVMCLCCHRMULEDT.REP		Printed 30-May-2025 at 11:59:50 by CHRIS			Page 1	
		Town of Admins				
		Calculate Multiple Manual Checks				
Employee	Position	StartDate	EndDate	Period	Gross	Status
000040 MOORE, KEITH F	T421DPWDIR -01	01-May-2025	07-May-2025	WE	2716.11	CALCULATED
010154 CANESI, KAREN L	S012TEACP78-02	01-May-2025	14-May-2025	BI	1467.45	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]

5.1 New or Updated in the Help Reference Library

Title	Link	
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]

5.2 New Content on ADMINS.com

[Employee Paycheck History Summary Screen](#) (3:40)

[ADM-AUC-DEMO-69]