



# HUMAN RESOURCES

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## RELEASE NOTES – DECEMBER 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Human Resources** system. The ADMINS Support staff installed these changes to your system on **December 6, 2014**.

### TABLE OF CONTENTS

<b>1. POSTING PAYROLL .....</b>	<b>2</b>
1.1. Direct Deposit Dates .....	2
1.2. CT Part Time Sick Accrual .....	2
<b>2. TIMESHEET REPORTS.....</b>	<b>2</b>
2.1. Summary by G/L–Error on Fiscal Year .....	2
2.2. Summary by Department–Error on Fiscal Year .....	3
<b>3. BILLING AND INVOICING .....</b>	<b>4</b>
3.1. Printed Invoice Appearance.....	4
<b>4. QUARTERLY PROCESSING.....</b>	<b>5</b>
4.1. CT Quarterly Reporting.....	5
<b>5. SPECIAL PROCESSING .....</b>	<b>5</b>
5.1. Benefit Statements .....	5
<b>6. REPORTS .....</b>	<b>6</b>
6.1. Employee Profile Card .....	6
6.2. Paycheck Cost Code Report .....	7
6.3. 6187 –Warrant Listing.....	7
<b>7. SITE SPECIFIC.....</b>	<b>8</b>
7.1. CT TRB Reporting Calculation .....	8
7.2. Massachusetts Teacher’s Retirement (MTR).....	9
<b>8. TABLES.....</b>	<b>9</b>
8.1. Bank Table.....	9
<b>9. MAINTENANCE.....</b>	<b>10</b>
9.1. Position Maintenance .....	10
<b>10. HELP REFERENCE LIBRARY .....</b>	<b>10</b>
10.1. New or Updated Documentation .....	10



## 1. POSTING PAYROLL

### 1.1. Direct Deposit Dates

The allowable check date override for direct deposits was increased from **30** to **45** days. This increase allows sites that process advance payrolls in bulk (e.g., summer payrolls) to create ACH files with a date up to 45 days in the future.

[ADM-AUC-HR-9508]

### 1.2. CT Part Time Sick Accrual

Per Connecticut State law, sick leave accrues up to 40 days for part time employees. Prior to the update, the CT Part Time Sick accrual was stopping the accrual prematurely. This has been corrected. This accrual happens during the payroll posting step of payroll processing.

The Sick Leave is flagged as CT Sick Leave in **Human Resources ▶ Tables ▶ Leave Type Code** table.

Leave Type Codes				
1 Code	2 Description	Perfect Attendance Leave Indicator	CT PT Sick Leave Indicator	Status
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	Inactive
COMP TIM	Comp Time	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active
HOLIDAY	Holiday	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active
PER C/OV	Personal c/over	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active
PERSONAL	Personal	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active
POL COMP	police cont cov	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active
PT SICK	CT PT Sick	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	Active
SICK BANK	sick bank	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active
SICK LEA	Sick Leave	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	Active
VACATION	Vacation	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active

[ADM-AUC-HR-9549]

## 2. TIMESHEET REPORTS

### 2.1. Summary by G/L–Error on Fiscal Year

Modified the error message displayed on the Timesheet Entry by G/L Report issued when releasing Timesheets for Processing. Prior to this update, if an account was found to be inactive, the message was not clear that the Fiscal Year being evaluated was from Module Control #6000 instead of from the default Fiscal Year of the accounting system.

Sometimes errors are issued when the HR Fiscal Year is still set to 2014 but a new account has been added to the FY2015 Chart. To address this error condition and properly process payroll in the current Fiscal Year, modify the Module Control parameter #6000 to read 2015 not 2014 (assuming that the current Fiscal Year is 2015 and the old year is 2014).



**Release Timesheets by Warrant**

Goto...  
Actions

Warrant: 111014  
Check Date: 10-Nov-2014

0 Summary Report-All  
1 TSGroup GL Report-All  
GL Report-All  
Warrant Summary-All  
2 Approve All  
3 Re-Open All

Timesheet Group	Description	Status
TOWN -DPW	PUBLIC WORKS	6 Run Summary Report 7 Run GL Report
TOWN -POL	Police Department	
TOWN -TOWN	TOWN	

Figure 1 GL Report – All

6238-HRWARRANT\_EXP.REP Printed 28-Oct-2014 at 14:24:54 by MARY Page 1  
Town of ADMINS  
Warrant Timesheet Entry Summary by GL Account

For Warrant Number: 902536 With Employee Names  
Check Date: 13-Aug-2014

Emp #	Employee Name	Pay Code	Description	Hours	Days	Wages	Errors/Employee	Total
000379	PENNEY, TODD	REGPA	REGULAR	34.00	.00	1,422.13		
300-7255-51010				38.00	.00	1,704.69	* not active *	
300-CAPITAL PROJECTS FUNDS 7255-SAFE ROUTES TO SCHO				38.00	.00	1,704.69		

Figure 2 Before

070500	MOODY, KAREN B	BIW ADJ	Biweekly Adjustments	.00	1.50	322.20		
1000-300-2320-120-04-01-51260				.00	1.50	322.20	*Inactive in FY [see Mod Ctrl 6000]	

Figure 3 After

## 2.2. Summary by Department–Error on Fiscal Year

Modified the error message displayed on the Timesheet Entry by G/L Report issued when releasing Timesheets for Processing. Prior to this update, if an account was found to be inactive, the message was not clear that the Fiscal Year being evaluated was from Module Control #6000 instead of from the default Fiscal Year of the accounting system.

[AUC] 6011-Release Timesheets by Warrant [mary]

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

**Release Timesheets by Warrant**

Goto...  
Actions

Warrant: 902536  
Check Date: 13-Aug-2014

0 Summary Report-All  
1 TSGroup GL Report-All  
GL Report-All  
Warrant Summary-All  
2 Approve All  
3 Re-Open All  
4 Warrant Screen

Timesheet Group	Description	Status
SCHOOL-MACY	MACY SCHOOL	6 Run Summary Report 7 Run GL Report 9 Approve In-Progress
SCHOOL-PJP	PRIMAVERA	In-Progress
SCHOOL-PRE	PRESCHOOL	In-Progress
SCHOOL-SOUT	SOUTH SCHOOL	In-Progress
SCHOOL-STAL	STALLBROOK	In-Progress

Figure 4 Warrant Summary–All



6068-HRWARRANTTIMGRP\_DEPT.REP Printed 28-Oct-2014 at 14:26:46 by MARY  
Town of ADMINS  
Timesheet Summary - Dept  
For Warrant Number: 902536

Expense Account	Wages
1000-300-2320-120-03-00-51260 SPEERCH/OT/MED-THERAPEUTIC-SOUTH	.00
1000-300-2320-120-04-01-51260 [REDACTED]	322.20
1000-300-2320-126-09-00-51260 BCBA -AUTISM COORDINATOR	5,422.08
1000-300-2330-147-09-00-51480 DOCUTECH OPERATOR	1,697.58
1000-300-2351-100-09-00-51210 PROF DEV SALARY-DIRECTOR	3,875.81
1000-300-2310-100-06-00-51210 CHURANCE DIRECTOR-MS	2,269.58

Figure 5 Before

6068-HRWARRANTTIMGRP\_DEPT.REP Printed 28-Oct-2014 at 14:33:46 by MARY  
Town of ADMINS  
Timesheet Summary - Dept  
For Warrant Number: 902536

Expense Account	Wages
1000-300-2210-100-12-00-51210 PRIN SALARY - MIDDLE	5,934.80
1000-300-2305-120-05-00-51260 SPED TEACHERS - STALL	.00
1000-300-2320-120-03-00-51260 SPEERCH/OT/MED-THERAPEUTIC-SOUTH	.00
1000-300-2320-120-04-01-51260 * invalid#. See Mod Control #6000 & Chart *	322.20
1000-300-2320-126-09-00-51260 BCBA -AUTISM COORDINATOR	5,422.08
1000-300-2330-147-09-00-51480 DOCUTECH OPERATOR	1,697.58

Figure 6 After

[ADM-AUC-HR- 9554]

### 3. BILLING AND INVOICING

#### 3.1. Printed Invoice Appearance

The standard billing invoice was enhanced for readability with dollar signs, placement of the customer number on the billing address, and a note for the type of invoice. The lines on the invoice were positioned to allow more records to print on each page.

INVOICE						
Invoice Number: 00022904 Invoice Date: 6/25/2014 Due Date: 6/29/2014 Page 1 of 1						Customer #: 000060
S.R.WEINER ASSOCIATES INC 1330 BOYLSTON ST CHESTNUT HILL, MA 02467-0000						
L#	Work Date	Employee	Location	Detail/Ticket #	Description of Charge	Hours Rate Charge
1	3/8/2013	BUSSEY	walking beat		Charge	4.00 125.00 215.00
					Meals	4.00 2.00 8.00
					misc	50.00 50.00
2	3/8/2013	CORTES			Charge	172.00 172.00
					Car Detail	35.00 35.00

Figure 7 Before

Town of Anytown USA						
1035 Cambridge St. Cambridge, MA 02141 Contact: Mickey Mouse mmouse@anytownusa.com Tel: 655-555-5555 Fax: 666-666-6666						Customer #: 000001
ALLSTOM POWER AMERICAN NATION ATT: ROBERT HILL 155 MAPLE STREET BELLINGHAM, MA 02019-0000						
L#	Work Date	Employee	Location	Detail/Ticket #	Description of Charge	Hours Rate Charge
1	10/11/2014	MINCKELLO	22 Main Street	245178	Employee Charge	4 \$ 40.00 \$ 160.00
					Town Fee	4 \$ 6.00 \$ 24.00
					Vehicle Charge	Hrs/Max \$ 50.00 \$ 50.00

Figure 8 After

[ADM-AUC-HR-9550 & 9555]



## 4. QUARTERLY PROCESSING

### 4.1. CT Quarterly Reporting

An issue with the naming of the output file has been corrected.

[ADM-AUC-HR-9556]

## 5. SPECIAL PROCESSING

### 5.1. Benefit Statements

ADMINS, Inc. is pleased to announce a new feature for your employees: Benefit Statements. Before you begin, please familiarize yourself with the user guide by clicking on **Human Resources ▶ Help Reference Library ▶ Special Processing ▶ Benefit Statements**. To access Benefit Statements, select **Human Resources ▶ Special Processing ▶ Benefit Statements**. If you want assistance in setting up this feature, please contact [support@admins.com](mailto:support@admins.com).

**THIS STATEMENT WAS PREPARED FOR:**

LYNN G COSTELLO  
25 CHAMPLAIN AVE Unit# 2 L  
CAMBRIDGE, MA 02138-0000

This detailed statement of benefits was prepared just for you. It is designed to show you the value of your benefits package, which is a significant part of your total compensation. This summary will help you answer questions about your benefits.

We hope that you will find this statement informative and helpful. If there is anything here you question or don't understand, please contact Human Resources by calling the benefits hotline at 1-800-800-8000.

**Employer Contribution Percentage**

Category	Percentage
Compensation	80.19%
Health & Welfare	8.31%
Other Misc	8.13%
Retirement	3.37%

Annual Breakdown of Benefit Costs	ADMINS Contributions	Your Contributions	Total
Base Salary (including paid time off)	\$ 36,269.26	\$ 1,572.00	\$ 37,841.26
Comp Time	\$ 6,093.94		\$ 6,093.94
Leave	\$ 1,000.00		\$ 1,000.00
Injury Pay	\$ 800.00		\$ 800.00
<b>Total Compensation</b>	<b>\$ 44,163.20</b>	<b>\$ 1,572.00</b>	<b>\$ 45,735.20</b>
Medical and Prescription Insurance	\$ 500.00	\$ 1,743.64	\$ 2,243.64
Payment in Lieu of Health Insurance	\$ 100.00		\$ 100.00
Life and AD&D Insurance	\$ 400.00	\$ 3,124.80	\$ 3,524.80
Short-term Disability Insurance	\$ 800.00		\$ 800.00
Long-term Disability Insurance	\$ 2,777.37	\$ 494.44	\$ 3,271.81
<b>Total Health and Welfare Benefits</b>	<b>\$ 4,577.37</b>	<b>\$ 5,362.88</b>	<b>\$ 9,940.25</b>

[ADM-AUC-HR-9540]



## 6. REPORTS

### 6.1. Employee Profile Card

When requesting multiple employee profile cards, information from the first employee was printing on subsequent profile cards for other employees run in the same batch; this was corrected. In addition, the informational message is now suppressed if an employee does not have additional history on file for Accounting and Positions. To access this report, select **Human Resources ▶ Reports ▶ Report Library ▶ By Employee ▶ #6724 Employee Profile Cards.**

EMPLOYEE PROFILE CARD												
AS OF 02-Oct-2014												
EMPLOYEE 000020			Mailing Address				Personal Data					
POWERS, LYNN H 305 LINCOLN STREET CAMBRIDGE MA 02138-0000			POWERS, LYNN H 305 LINCOLN STREET CAMBRIDGE MA 02138-0000				SS# : 001-10-1009 Gender: Female D.O.B: 08-Aug-1962 Previous Name: JONES Race: Caucasian					
Contact Information			Tax Withholdings									
Tel 1: (800) 555-1313 Home			Federal		Type	Table	#Exempts					
Tel 2: (000) 000-0000			State		FED	M	3					
Tel 3: (000) 000-0000			Other		MA	M	3					
Emergency: (800)555-1212												
Contact: John Smith												
Positions												
											** More Position History on File **	
Position	Description	Bargaining Unit	Pay Group	Schedule	Grade	Step	FTE	Hire Date	Terminated	Hire Date	EEO/Original	
S012TEASST5-01	BHMS TEACHER	MTA-26	26	M15	4	11	1.00	02-Sep-1986		02-Sep-1986		
Added Wages												
Position	Code - Description	Start	Stop	Amount								
S012TEASST5-01	LNG MTRS longevity - mtrs reporting	22-Jul-2014		65.50								
Leave Balances												
Code - Description	Begin Balance	Accruals	Taken	Forfeit	Prior YR	Balance						
PERSONAL Personal	Hrs Days	Hrs Days	Hrs Days	Hrs Days	Hrs Days	Hrs Days						
SICKLEA Sick Leave	129.75	10.00	9.50	.50		149.00						
Salary History												
											** Shows 3 Positions (last salary for each) **	
Position	Effective	Bargaining Unit	Schedule	Grade	Step	FTE	Annual	Period	Daily	Hourly		
S012TEASST5-01	22-Aug-2013	MTA-26	M15	4	11	1.00	71,899.00	2,765.35	276.54	65.1300		
Accounting												
											** Shows 3 Positions (one acctg line per position) **	
Position	Account	SalaryPer	BenefitPer	Pay Per	Pay Per	Up to \$	Start Date	End Date	Actual	Amount	Encumb Amt	
S012TEASST5-01	1000-300-2305-110-12-00-51260	100.0000	100.0000									
Deductions												
Code - Description	Effective	Stop	Amount	Amount	Additional	PreTax						
Tier: 1	Position: S012TEASST5-01											
AN-LIN LINCOLN INVESTMENT	15-Sep-2012			135.00	15-Sep-2012	Y						
DIRDEP DIRECT DEPOSIT	25-Jul-2012		999,999.99									
EFTSV1 EFT SAVINGS	01-May-2014			200.00	01-May-2014							
MEDI MEDICARE	02-Sep-1986		1.4500%			Y						
MTPM11 MASS TCH PEN 11%	02-Sep-1986		11.0000%			Y						
UD-PRO TEACHERS' DUES 26 WE	02-Sep-1986		28.30									

[MAN-SUP-SAPLAUC-205]



## 6.2. Paycheck Cost Code Report

The Paycheck Cost Code Report (#6802) was corrected to allow specifying Categories and Pay Groups simultaneously when run to Excel. In the example, the cost code BC was selected for a single Pay Group.

Figure 9 Selecting a Category and a Pay Group

Employee	Name	CostCode	Date	Category	Description	Employee Amt	Employer Amt
000721	HODNE, MARIE F	ER BC S	07-Nov-2012	BC	BLUE CROSS	0.00	168.00
000721	HODNE, MARIE F	ER BC S	14-Nov-2012	BC	BLUE CROSS	0.00	168.00
000721	HODNE, MARIE F	ER BC S	21-Nov-2012	BC	BLUE CROSS	0.00	168.00
000721	HODNE, MARIE F	ER BC S	28-Nov-2012	BC	BLUE CROSS	0.00	168.00
000721	HODNE, MARIE F	ER BC S	05-Dec-2012	BC	BLUE CROSS	0.00	168.00
000721	HODNE, MARIE F	ER BC S	12-Dec-2012	BC	BLUE CROSS	0.00	570.00
000721	HODNE, MARIE F	ER BC S		EMPLOYER HMO SGL 12MTH BC	BLUE CROSS	0.00	1,410.00
000721	HODNE, MARIE F	HMOBI	07-Nov-2012	BC	BLUE CROSS	32.75	0.00
000721	HODNE, MARIE F	HMOBI	14-Nov-2012	BC	BLUE CROSS	32.75	0.00
000721	HODNE, MARIE F	HMOBI	21-Nov-2012	BC	BLUE CROSS	32.75	0.00
000721	HODNE, MARIE F	HMOBI	28-Nov-2012	BC	BLUE CROSS	32.75	0.00
000721	HODNE, MARIE F	HMOBI	05-Dec-2012	BC	BLUE CROSS	32.75	0.00
000721	HODNE, MARIE F	HMOBI	12-Dec-2012	BC	BLUE CROSS	32.75	0.00
000721	HODNE, MARIE F	HMOBI	19-Dec-2012	BC	BLUE CROSS	32.75	0.00
000721	HODNE, MARIE F	HMOBI	26-Dec-2012	BC	BLUE CROSS	32.75	0.00
000721	HODNE, MARIE F	HMOBI		HMO BLUE IND 12MTH SCHOOBC	BLUE CROSS	262.00	0.00
						262.00	1,410.00

Figure 10–Excel results

[ADM-AUC-HR-9542]

## 6.3. 6187 –Warrant Listing

Added a new warrant summary report to the **Paycheck/Other** report library in Human Resources. This report will assist in the reconciliation of cash. Enter a check date range; up to nine Warrant numbers and Bank Codes are optional entries. To run this report, select **Human Resources ▶ Reports ▶ Reports Library ▶ By Paychecks/Other ▶ 6187 Payroll Warrant List**. The prompt and a sample shown below are for warrants from January 2014.



	A	B	C	D	E	F
1	Warrant	Bank	Check Date	Check Amount	Net Direct Deposit	Cash Amount
2	902458	PAYR	1/1/2014	21,070.56	487,290.39	514,089.96
3	902462	PAYR	1/1/2014	13,576.71	106,595.96	131,782.67
4	902463	PAYR	1/15/2014	15,915.27	476,792.53	498,436.81
5	902464	PAYR	1/1/2014	6,526.12	45,928.32	54,327.16
6	902465	PAYR	1/8/2014	13,012.46	117,987.22	142,609.68
7	902466	PAYR	1/8/2014	6,196.15	41,206.10	49,304.11
8	902468	PAYR	1/15/2014	6,784.25	41,992.23	50,656.48
9	902469	PAYR	1/15/2014	11,876.24	116,851.67	140,337.91
10	902470	PAYR	1/29/2014	18,841.34	484,151.77	508,822.12
11	902471	PAYR	1/22/2014	8,883.04	58,471.34	69,299.38
12	902472	PAYR	1/22/2014	11,843.62	103,662.12	126,665.74
13	902474	PAYR	1/29/2014	13,519.01	127,017.57	152,146.58
14	902475	PAYR	1/29/2014	8,394.53	54,668.41	65,007.94
15			<b>Grand Total</b>	<b>156,439.30</b>	<b>2,262,615.63</b>	<b>2,503,486.54</b>

Figure 11 Excel Sample Output

[ADM-AUC-HR-9541]

## 7. SITE SPECIFIC

### 7.1. CT TRB Reporting Calculation

Earnable wages were not calculated correctly for the edit report and export file. This was corrected. To access this report, select **Human Resources** ► **Site Specific** ► **CT TRB Reporting**.

For employees less than 1.0 FTE, the calculation is now annual salary divided by FTE divided by 10. The example employee has an annual salary of \$36,106, is a .5 FTE and is paid once per month for ten months:

The period salary is  $\$36,106 \div 10$  or  $\$3,610.60$ .  
The earnable salary is  $\$36,106 \div .5 \div 10$  or  $\$7,221.20$ .

```
Entity:
Employer ID: 000
Employer Name: ADMINS INC.
Period Ending: 31-Jan-2013
Export File Location: \\TSCLIENT\C\ADMINS\LUANN.DAT
Trailer Record File Name: 20130122.000
```

SS#	Empl#	Name	Gender	DOB	Address / E-mail	Phone	Pensionable Annual/10	Earnable Ann/10*FTE	FTE	Regular Amt	Health
001-10-2758	010035	YOURKILIS, LYNN	F	01-Jan-1957	7 FIELD DR. CAMBRIDGE, MA 02138-0000	(508) 643-3961	6,956.20	6,956.20	1.00		
001-10-2759	010036	JOHNSON, KAREN S.	F	30-Oct-1969	12 CARYVILLE CROSSING CAMBRIDGE, MA 02138-0000	(508) 657-2727	3,610.60	1,805.30	.50		

Figure 12 Before



```
Entity:
Employer ID: 000
Employer Name: ADMINS INC.
Period Ending: 31-Jan-2013
Export File Location: \\TSCLIENT\C\ADMINS\LUANN.DAT
Trailer Record File Name: 20130122.000
```

SS#	Empl#	Name	Gender	DOB	Address / E-mail	Phone	Pensionable Annual/10	Earnable Ann/FTE/10	FTE Regular Amt	Health
001-10-2758	010035	YOUKILIS, LYNN	F	01-Jan-1957	7 FIELD DR. CAMBRIDGE, MA 02138-0000	(508) 643-3961	6,956.20	6,956.20	1.00	
001-10-2759	010036	JOHNSON, KAREN S.	F	30-Oct-1969	12 CARYVILLE CROSSING CAMBRIDGE, MA 02138-0000	(508) 657-2727	3,610.60	7,221.20	.50	

Figure 13 After

[MAN-SUP-SAPLAUC-251]

## 7.2. Massachusetts Teacher’s Retirement (MTR)

The last line of the **MTR** file was not coming out properly. This was corrected.

[ADM-AUC-HR-9551]

## 8. TABLES

### 8.1. Bank Table

A new **Miscellaneous Billing Module** is currently under development, and to accommodate its use, an additional tab was added to the bank code table. The new tab is on the right side of the **Bank Codes Table** and may be accessed via any of the following methods:

- Ledgers ▶ Account Maintenance ▶ Bank Codes
- Accounts Payable ▶ Tables ▶ Bank Codes
- Human Resources ▶ Tables ▶ Bank Codes

This table allows the user to enter a specific bank account number and type. The screen also displays the last check # used.

Figure 14 Before

Figure 15 After

[ADM-AUC-SY-7829]



## 9. MAINTENANCE

### 9.1. Position Maintenance

Prior to the software update users were not able to enter accounts for which they had **read** access. This has been changed. If the user has **read** or **write** access to an account, they can enter it on this screen. To access this screen, select **Human Resources ▶ Maintenance ▶ Position Maintenance**.

[ADM-AUC-HR-9544]

## 10. HELP REFERENCE LIBRARY

### 10.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- SPECIAL PROCESSING      Benefit Statements Document  
   Billing and Invoicing Document
- YEAR END PROCESSING      2014 General Instructions for Forms W-2  
   2014 General Instructions for Forms 1099R