



HUMAN RESOURCES

RELEASE NOTES – DECEMBER 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **HUMAN RESOURCES** system.

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1. MAINTENANCE

A change was made to update the ACA line one information if selected data on the employee contact screen is changed.

1.1. Employee Maintenance [New]

If the name or social security number is changed on the employee contact tab, and there is information on line 1 of the ACA tab, the ACA information will be updated and a message will appear. For example, April **Smith** has had a name change and is now April **Jones**. The message box is displayed, notifying the user that the ACA- Line 1 Has Been Updated.

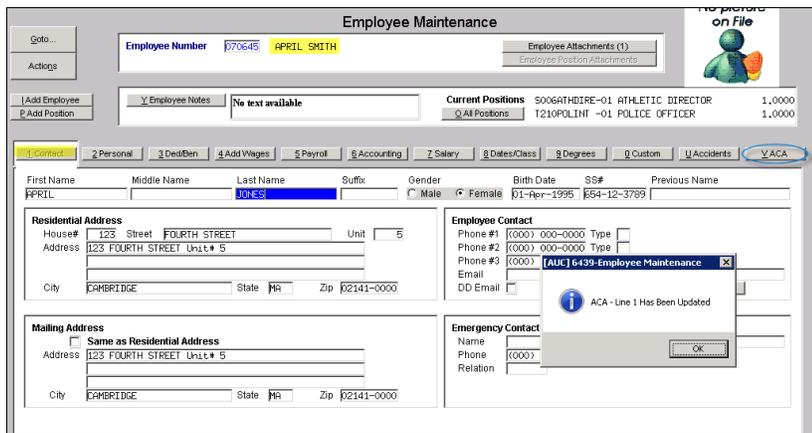


Figure 1 New Message on Name or Social Security Number Change

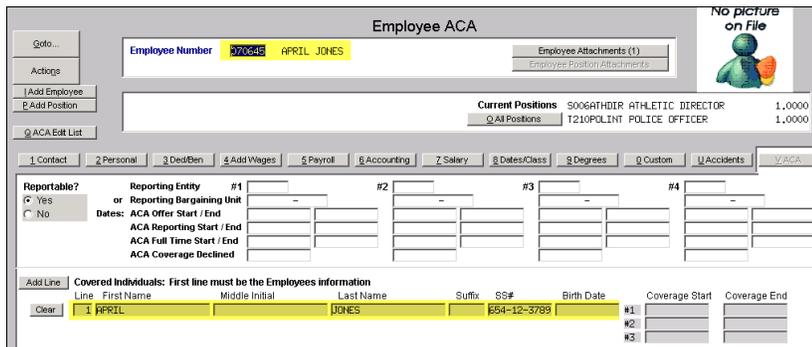


Figure 2 [V ACA] Tab Shows The Name Change On Line 1

[BLG-SUP-SAPLAUC-776]

1.2. Employee Leave Balance Update Screen [New]

When an employee transferred to a new position, ADMINS had to intervene to move leave accrual balances. Now the Payroll office may adjust the balances using a new screen, described below. Access the screen by selecting **Human Resources ► Maintenance ► Employee Leave Balance Update Screen**.



Human Resources

- Maintenance ▶ Employee Maintenance
- Payroll Processing ▶ Employee Maintenance Query
- Timesheet Entry ▶ Position Maintenance
- Special Processing ▶ Employee Leave Balance Update Screen

The example below shows an employee who has moved from one position to another, in a different accrual group. The balances for Personal and Sick Leave were .5 and 120 days, respectively. Enter these balances into the accrued column for the new accrual group.

Employee Leave Balance Update Screen																	
Goto...		Employee 001001 DEVITT, MARIE A															
Actions		2 Summary/Accrual Group															
Accr Grp	Leave	As Of	Beg Balance		Accrued		Taken		Forfeited		Paid Out		Ending Balance		As Of		
			Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days			
CFO	COMPTIM	Comp Time														TERMINATED	
CFO	HOLIDAY	Holiday														TERMINATED	
CFO	PERSONAL	Personal	07/01/12		1,00		8,00		8,50							.50	TERMINATED
CFO	SICKLEA	Sick Leave	01/01/12		120,00		42,50		34,00		8,50					120,00	TERMINATED
CFO	VACATION	Vacation	07/01/12		3,00		120,00		110,50				12,50				TERMINATED
SCH 12 L	PER C/OV	personal c/o															
SCH 12 L	PERSONAL	Personal					.50									.50	
SCH 12 L	SICKLEA	Sick Leave					120,00								120,00		
SCH 12 L	VACATION	Vacation															



This screen may also be used if the accrued amounts need to be adjusted due to a position change. A six hour/day employee who transitions to an eight hour/day may have leave adjusted via the screen.

1.3. Employee Leave Change Log Screen[New]

To view changes made via this screen, a new screen is available. Access the screen by selecting **Human Resources** ▶ **Maintenance** ▶ **Employee Leave Change Log**.

Human Resources

- Maintenance ▶ Employee Maintenance
- Payroll Processing ▶ Employee Maintenance Query
- Timesheet Entry ▶ Position Maintenance
- Special Processing ▶ Employee Leave Balance Update Screen
- Void/Manual/Figure Paycheck ▶ Employee Change Logs
- Billing and Invoicing ▶ Employee Date Change Logs
- Bank Reconciliation ▶ Employee Name Search
- Queries ▶ Employee Email Update Screen
- Reports ▶ Employee Deduction/Benefit Delete Log
- Tables ▶ Employee Additional Wages Delete Log
- Quarterly Processing ▶ Employee Leave Change Log
- Year-End Processing ▶ Employee Leave Change Log

Employee Leave Change Log							
Goto...		Employee 001001 DEVITT, MARIE A					
Actions		Edit List					
AccrGroup	LeaveCode	ChangeDate	ChangeTime	ChangeUser	Field	Old Value	New Value
SCH 12 L	PERSONAL	09-Dec-2016	13:57:00.03	THERESA	Days Accrued		.50
SCH 12 L	SICKLEA	09-Dec-2016	13:57:12.78	THERESA	Days Accrued		120,00

1.3.1. Edit List [New]

An edit list is available, showing the **Employee #, Name, Accrual Group Code, Accrual Group Description, Leave Code, Leave Code Description, the Entry Date, Time and User, the Field Name** and the **Old** and **New** values for the changed field. The edit list may be optionally filtered in three different ways:



- by selecting up to nine employee numbers
- by the date range
- by the username

Task 6557: Employee Leave Balance Change Log

Employee Leave Balance Change Log

Optional: Enter up to 9 Employee# Edit 0 values:

Optional: Entry Date Range (mmddyyyy) From: To:

Optional: Enter up to 9 Usernames Edit 0 values:

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Emp#	Name	AccrualGrp	Accrual Description	Leave Code	Leave Code Description	Entry Date	Entry Time	Entry User	Field Name	Old	New
000013	GENEREUX, LYNN	SC18	20HRS/10MTHSAUNLMTD	VACATION	Vacation	12/6/2016	08:22:54.02	LUJANN	BEGDAYS	1	10.00
000013	GENEREUX, LYNN	SC18	20HRS/10MTHSAUNLMTD	VACATION	Vacation	12/6/2016	08:23:02.29	LUJANN	ACCDAYS	40.00	10.00
000013	GENEREUX, LYNN	SC18	20HRS/10MTHSAUNLMTD	VACATION	Vacation	12/6/2016	08:23:04.13	LUJANN	TAKDAYS	40.00	2.00
001001	DEVITT, MARIE A	SCH 12 L	12 month limited	PERSONAL	Personal	12/9/2016	13:57:00.03	THERESA	ACCDAYS	1	50
001001	DEVITT, MARIE A	SCH 12 L	12 month limited	SICKLEA	Sick Leave	12/9/2016	13:57:12.78	THERESA	ACCDAYS	1	20.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:00.95	LUJANN	BEGDAYS	1	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:01.28	LUJANN	ACCHRS	1	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:01.59	LUJANN	ACCDAYS	1	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:01.95	LUJANN	TAKHRS	1	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:02.34	LUJANN	TAKDAYS	1	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:02.70	LUJANN	FORHRS	1	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:03.05	LUJANN	FORDAYS	1	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:03.42	LUJANN	PYOHRS	1	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:04.02	LUJANN	PYODAYS	1	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:08.47	LUJANN	BEGDAYS	5.75	10.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:09.53	LUJANN	ACCDAYS	149.50	20.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:11.80	LUJANN	TAKDAYS	140.25	5.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:12.67	LUJANN	FORDAYS	5	0.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:13.70	LUJANN	PYODAYS	1	0.00
070623	WOLNY, KAREN M	SUP	SUPERINTENDENT	SICKLEA	Sick Leave	12/9/2016	13:51:12.08	THERESA	ACCDAYS	5	3.75
070645	JONES, APRIL	POL	POLICE DEPT	SICKLEA	Sick Leave	12/9/2016	13:42:18.16	THERESA	BEGHRS	10.00	13.33
070645	JONES, APRIL	POL	POLICE DEPT	SICKLEA	Sick Leave	12/9/2016	13:42:25.45	THERESA	ACCHRS	50.00	40.00

[ADM-AUC-HR-9838]

2. BILLING & INVOICING Attachments Now Match Original Invoices [Fix]

The creation of the attachment did not include a field used on the original invoice forms. Now both the originals and the attached copies will include a value in the **Hours** column.

INVOICE
For Outside Detail Services Rendered

Invoice Number: 00000409
Invoice Date: 10/10/2016
Due Date: 11/02/2016
Page 1 of 2

EVERSOURCE/CL&P Customer #: 000001
CL&P
PO BOX 5017
HARTFORD, CT 06102-5017

LIn#	Work Date	Employee	Location	Detail/Ticket #	Description of Charge	Hours	Rate	Charge
1	8/11/2016		229 camp sbwet	01	Employee Charges		\$ 233.56	\$ 233.56
					15% Administrative Charge	Percent	15.00%	\$ 35.03
2	8/29/2016		rt 177 unionville ave	01	Employee Charges		\$ 467.12	\$ 467.12
					15% Administrative Charge	Percent	15.00%	\$ 70.07

Figure 3 Before

INVOICE
For Outside Detail Services Rendered

Invoice Number: 00000409
Invoice Date: 10/5/2016
Due Date: 11/4/2016
Page 1 of 3

EVERSOURCE/CL&P Customer #: 000001
CL&P
PO BOX 5017
HARTFORD, CT 06102-5017

LIn#	Work Date	Employee	Location	Detail/Ticket #	Description of Charge	Hours	Rate	Charge
1	7/1/2016		Redstone Hill	0	Employee Charges	8.00	\$ 467.12	\$ 467.12
					15% Administrative Charge	0.00	\$ 15.00	\$ 70.07
2	7/21/2016		rt w at ww drive	01	Employee Charges	8.00	\$ 467.12	\$ 467.12
					15% Administrative Charge	0.00	\$ 15.00	\$ 70.07

Figure 4 After

[ADM-AUC-HR-9843]

3. VOID/MANUAL/FIGURE PAYCHECK

A correction was made to the **Manual Check ▶ Deduction Entry** screen.



3.1. Adding Cost Code [Fix]

The screenshot shows the 'Manual Entry-Timesheets' form. On the left, a navigation menu includes 'Human Resources', 'Maintenance', 'Payroll Processing', 'Timesheet Entry', and 'Void/Manual/Figure Paycheck'. The main form has fields for 'Warrant' (000000), 'Employee' (070602), 'Bank' (000000), and 'Pay Period' (N). It also shows 'Period' (31-Dec-2016 to 31-Dec-2016), 'Check' (0000000), and 'Date'. At the bottom, there are buttons for '1 Timesheets', '2 Wages', and '3 Deduction Entry'.

When clicking on [8 Add Cost Code], the bank and account information for the DIRDEP cost code was brought into the screen. Now when bringing in the cost code, no extraneous information is brought in to those columns.

This screenshot shows the 'Manual Entry-Timesheets' form with a table of cost codes. The table has columns for 'Cost Code', 'Description', 'Amount', 'Protax/Order', 'Bank', 'Account', 'Type', and 'Additional Information'. The '8 Add Cost Code' button is circled in blue. The table contains entries for MEDICARE, FEDERAL TAX, and DIRECT DEPOSIT.

Cost Code	Description	Amount	Protax/Order	Bank	Account	Type	Additional Information
MEDICARE	MEDICARE		Y 106			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - % OF BASE
FED	FEDERAL TAX		N			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	
DIRDEP	DIRECT DEPOSIT		N 9999	BDR9	0094460730	<input type="checkbox"/> Checking <input type="checkbox"/> Saving	

[ADM-AUC-HR-9833]

4. REPORTS

Changes were made to the **Report Library By Employee**. The affected reports are highlighted below and the changes are described in the following sections.

Report Library By Employee		
Report Name	Sample	Run
6680-Employee Roster Schedule	Sample	Run
6710-Employee List	Sample	Run
6711-Employee List with Notes	Sample	Run
6712	Sample	Run
6714	Sample	Run
6732	Sample	Run
6149-	Sample	Run
6149-6149-Employee Salary History Change Report	Sample	Run
6770	Sample	Run
6659	Sample	Run
6659-6659-Employment Verification Report	Sample	Run
7500-Employee List - Custom Fields	Sample	Run
6836-Employee List - Highest Pay (Pay Type)	Sample	Run
6837-Employee List - Highest Pay (Pay Code Category)	Sample	Run
6838-Employee List - Highest Pay (Leave Code)	Sample	Run
6839-Employee List - Highest Pay (Pay Code)	Sample	Run
6038-Employee List - Cost of Leave	Sample	Run
6266-Employee List - Cost of Leave - Default Fund	Sample	Run

4.1. 6714-Employee List – Grade Schedules [New]

This favorite report has been enhanced—it now includes the General Ledger Account numbers charged for each employee when run using the Excel® option. When looking up the full employee count for a certain job category,



this report will give you everyone, with salary and the account charged. For some sites, it is important to distinguish the cost of employees using public funds versus the cost of employees paid with a grant.

C	D	E	F	G	H	I	J	O	P	Q	R	S	T	U	V	W
Position#	Description	BargainingUnit	Schedule	Grade	Step	FTE	Annual Salary	TimesheetGroup	PayGroup	ShiftCod	Alt Rate1	Alt Rate1 Desc.	Alt Rate2	Alt Rate2 Desc.	Alt Rate3	Alt Rate3 Desc.
162-01540-13	TE	TEACHER-26	A	7	4	1.00	48,813.00	MH -TEA	6	SAL		0.00				
162-01460-01	TE	TEACHER-26	A	7	5	1.00	50,540.00	MH -TEA	6	SAL		0.00				
162-01490-04	TE	TEACHER-26	A	7	5	1.00	50,540.00	MH -TEA	6	SAL		0.00				
154-01480-01	TE	TEACHER-26	A	7	5	1.00	50,540.00	WJH -TEA	6	SAL		0.00				
102-01370-17	TE	TEACHER-26	A	7	5	1.00	50,540.00	B -TEA	6	SAL		0.00				
105-01350-02	TE	TEACHER-26	A	7	5	0.60	30,324.00	FH -TEA	6	SAL		0.00				
162-01460-02	TE	TEACHER-26	A	7	6	1.00	53,422.00	MH -TEA	6	SAL		0.00				
154-01460-01	TE	TEACHER-26	A	7	6	1.00	53,422.00	WJH -TEA	6	SAL		0.00				
111-01550-05	TE	TEACHER-26	A	7	6	1.00	53,422.00	SN -TEA	6	SAL		0.00				
154-01530-04	TE	TEACHER-26	A	7	9	1.00	62,828.00	WJH -TEA	6	SAL		0.00				
162-01420-08	TE	TEACHER-26	A	7	11	1.00	69,666.00	MH -TEA	6	SAL		0.00				
109-01370-11	TE	TEACHER-26	A	7	11	1.00	69,666.00	MC -TEA	6	SAL		0.00				
154-01530-05	TE	TEACHER-26	A	7	11	1.00	69,666.00	WJH -TEA	6	SAL		0.00				
112-01460-02	TE	TEACHER-26	PT	4	7	0.60	36,662.00	MO -TEA	6	SAL		0.00				
162-01600-01	TF	UPSEU -00	FT	8	6	1.00	54,384.00	MH -UPS	2B	40		0.00				0.00
160-00200-99	A	UPSEU -00	FT	9	6	1.00	70,116.80	ADM -UPS	2	40		0.00				0.00
140-00460-01	CL	UPSEU -00	FT	10	6	1.00	74,547.20	BS -UPS	2	40		0.00				0.00
100-00950-01	NI	UPSEU -00	FT	13	6	1.00	90,001.60	PPT -UPS	2	40		0.00				0.00
160-00840-01	M	UPSEU -00	FT	14	6	1.00	95,160.00	ADM -UPS	2	40		0.00				0.00
160-00850-01	M	UPSEU -00	FT	14	6	1.00	95,160.00	TR -UPS	2	40		0.00				0.00
160-00830-01	M	UPSEU -00	FT	16	6	1.00	106,014.48	ADM -UPS	2	40		0.00				0.00

Figure 5 Before

For employees with multiple General Ledger account numbers being charged, the percentage is included for each.

C	D	E	F	G	H	I	J	O	P	Q	Account #1	AC	AD	AE	AF	Account #2	AH	AI
Position#	Description	BargainingUnit	Schedule	Grade	Step	FTE	Annual Salary	TimesheetGroup	PayGroup	ShiftCod	Account #1	GLPct	Typ	Budget Amt#1	Actual Amt#1	Account #2	GLPct	Typ
1541	062-01540-13	TEACHER-26	A	7	4	1.00	48,813.00	MH -TEA	6	SAL	1010-062-1000-190-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1542	062-01460-01	TEACHER-26	A	7	5	1.00	50,540.00	MH -TEA	6	SAL	1010-062-1000-350-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1543	062-01490-04	TEACHER-26	A	7	5	1.00	50,540.00	MH -TEA	6	SAL	1010-062-1000-180-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1544	054-01480-01	TEACHER-26	A	7	5	1.00	50,540.00	WJH -TEA	6	SAL	1010-054-1000-180-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1545	002-01370-17	TEACHER-26	A	7	5	1.00	50,540.00	B -TEA	6	SAL	1010-002-1000-000-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1546	005-01350-02	TEACHER-26	A	7	5	0.60	30,324.00	FH -TEA	6	SAL	2988-000-1000-000-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1547	062-01460-02	TEACHER-26	A	7	6	1.00	53,422.00	MH -TEA	6	SAL	1010-062-1000-350-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1548	054-01460-01	TEACHER-26	A	7	6	1.00	53,422.00	WJH -TEA	6	SAL	1010-054-1000-350-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1549	011-01550-05	TEACHER-26	A	7	6	1.00	53,422.00	SN -TEA	6	SAL	1010-930-1000-200-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1550	054-01530-04	TEACHER-26	A	7	9	1.00	62,828.00	WJH -TEA	6	SAL	1010-054-1000-170-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1551	062-01420-08	TEACHER-26	A	7	11	1.00	69,666.00	MH -TEA	6	SAL	1010-062-1000-110-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1552	009-01370-11	TEACHER-26	A	7	11	1.00	69,666.00	MC -TEA	6	SAL	1010-009-1000-000-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1553	054-01530-05	TEACHER-26	A	7	11	1.00	69,666.00	WJH -TEA	6	SAL	1010-054-1000-170-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1554	012-01460-02	TEACHER-26	PT	4	7	0.60	36,662.00	MO -TEA	6	SAL	1010-012-1000-350-51110-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1555																		
1556	062-01600-01	UPSEU -00	FT	8	6	1.00	54,384.00	MH -UPS	2B	40	1010-062-2660-000-51116-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1558	960-00200-99	UPSEU -00	FT	9	6	1.00	70,116.80	ADM -UPS	2	40	1010-960-2320-000-51116-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1559	940-00460-01	UPSEU -00	FT	10	6	1.00	74,547.20	BS -UPS	2	40	1010-940-2620-000-51116-00000	50.00	%			1010-940-2600-000-51116-00000	50.00	%
1560	100-00950-01	UPSEU -00	FT	13	6	1.00	90,001.60	PPT -UPS	2	40	1010-930-2130-000-51116-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1561	960-00840-01	UPSEU -00	FT	14	6	1.00	95,160.00	ADM -UPS	2	40	1010-960-2320-000-51116-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1562	960-00850-01	UPSEU -00	FT	14	6	1.00	95,160.00	TR -UPS	2	40	1010-940-2700-000-51116-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%
1563	960-00830-01	UPSEU -00	FT	16	6	1.00	106,014.48	ADM -UPS	2	40	1010-950-2510-000-51116-00000	100.00	%			0000-000-0000-000-00000-00000	100.00	%

Figure 6 After

[ADM-AUC-HR-9844]

4.2. 6149–Employee Salary History Report [New]

The Employee Salary History Change report now allows the inclusion of terminated positions (in addition to the active position) for the selected employee(s).

Task 6149: Employee Salary History Change Report

Employee Salary History Report
When running in Excel, be sure to use selection criteria to avoid Excel table errors.

Required: Effective Range (mmd/yyyy) From: 01/01/2014 To: 12/31/2016

Optional: Entry Date Range (mmd/yyyy) From: To:

Optional: Enter up to 9 Bargaining Units Edit 0 values:

Optional: Enter up to 9 Pay Groups Edit 0 values:

Optional: Enter up to 9 Timesheet Groups Edit 0 values:

Optional: Enter up to 9 Employee# Edit 1 values: 92

Optional: Enter up to 9 Entity Codes Edit 0 values:

Sort Report By: Timesheet Group Entity Pay Group Bargaining Unit Name

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Task 6149: Employee Salary History Change Report

Employee Salary History Report
When running in Excel, be sure to use selection criteria to avoid Excel table errors.

Required: Effective Range (mmd/yyyy) From: 01/01/2011 To: 12/31/2016

Optional: Entry Date Range (mmd/yyyy) From: To:

Optional: Enter up to 9 Bargaining Units Edit 0 values:

Optional: Enter up to 9 Pay Groups Edit 0 values:

Optional: Enter up to 9 Timesheet Groups Edit 0 values:

Optional: Enter up to 9 Employee# Edit 1 values: 000092

Optional: Enter up to 9 Entity Codes Edit 0 values:

Select Terminated Positions [Y/N]: Yes No

Sort Report By: Timesheet Group Entity Pay Group Bargaining Unit Name

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All



Prior to the software update, only the current, active position would be shown on the report. The selection to include terminated positions was added, providing a comprehensive view of the salary changes over the specified time period. In the example, the employee has had four positions with the municipality, and each is shown with any salary change history and the termination date when applicable. A column was added for Term Date to help distinguish current from past positions. Preview/Print/PDF and Excel® formats are available and shown in the figures below.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Emp#	Name	Position	Description	TS Group	BargainingUnit	Schedule	Grade	Step	Effective	Entered	Annual	Period	Daily	Hourly	Per Diem	Term Date
000092	CUMBERBATCH, BENEDICT M	T135FINADMN-19	PENSIONER	PENS-	RET -RE	ABC-123	1	4	01-Aug-2016	16-Jun-2016	27,000.00	2,250.00	2,250.00	2,250.00	2,250.00	
000092	CUMBERBATCH, BENEDICT M	T135FINADMN-19	PENSIONER	PENS-	RET -RE	ABC-123	1	4	01-Jul-2016	31-May-2016	27,000.00	2,250.00	75.00	12.98	103.85	
000092	CUMBERBATCH, BENEDICT M	T135FINADMN-19	PENSIONER	PENS-	RET -RE	ABC-123	1	5	01-Jan-2016	31-May-2016	30,000.00	2,500.00	83.33	14.42	115.38	
000092	CUMBERBATCH, BENEDICT M	T210POLDET-01	POLICE DETECTIVE	PENS-	RET -RE	PO	1	1	01-May-2016	31-May-2016	28,800.00	2,400.00	80.00	13.84	110.76	30-May-2016
000092	CUMBERBATCH, BENEDICT M	T210POLDET-01	POLICE DETECTIVE	PENS-	POLU -PO	PO	1	5	01-Jan-2014	16-Dec-2013	54,956.16	1,052.80	210.56	26.32	210.56	30-May-2016
000092	CUMBERBATCH, BENEDICT M	T210POLDET-01	POLICE DETECTIVE	PENS-	POLU -PO	PO	4	5	01-Sep-2012	23-May-2013	53,664.00	1,032.00	206.40	25.80	206.40	30-May-2016
000092	CUMBERBATCH, BENEDICT M	T210POLLT-01	POLICE LIEUTENANT	TOWN-POL	POL ADM -PO	PO MGMT	1	1	01-Dec-2015	16-Feb-2016	87,708.01	1,680.23	336.05	42.01	336.05	01-Jan-2016
000092	CUMBERBATCH, BENEDICT M	T210POLSGT-06	POLICE SERGEANT	TOWN-POL	POLU -PO	PO	2	1	28-Feb-2015	04-Mar-2015	45,894.24	879.20	175.84	21.98	175.84	18-Mar-2015

Figure 7 Excel® Version with Terminated Positions

6149-HRMSALHIST.REP Printed 21-Oct-2016 at 12:59:18 by THERESA

Town of ADMINS
Employee Salary History Change Report

Page 1

Employee	Position	Description	TS Group	BargainingUnit	Schedule	Grade	Step	Effective	Entered	Annual	Period	Daily	Hourly	Per Diem	Term Date	
000092	CUMBERBATCH, BENEDICT M	T135FINADMN-19	PENSIONER	PENS-	RET -RE	ABC-123	1	4	01-Aug-2016	16-Jun-2016	27,000.00	2,250.00	2,250.00	2,250.00		
000092	CUMBERBATCH, BENEDICT M	T135FINADMN-19	PENSIONER	PENS-	RET -RE	ABC-123	1	4	01-Jul-2016	31-May-2016	27,000.00	2,250.00	75.00	12.9808	103.85000	
000092	CUMBERBATCH, BENEDICT M	T135FINADMN-19	PENSIONER	PENS-	RET -RE	ABC-123	1	5	01-Jan-2016	31-May-2016	30,000.00	2,500.00	83.33	14.4231	115.38000	
000092	CUMBERBATCH, BENEDICT M	T210POLDET-01	POLICE DETECTIVE	PENS-	RET -RE	PO	1	1	01-May-2016	31-May-2016	28,800.00	2,400.00	80.00	13.8400	110.76000	30-May-2016
000092	CUMBERBATCH, BENEDICT M	T210POLDET-01	POLICE DETECTIVE	PENS-	POLU -PO	PO	1	5	01-Jan-2014	16-Dec-2013	54,956.16	1,052.80	210.56	26.3200	210.56000	30-May-2016
000092	CUMBERBATCH, BENEDICT M	T210POLDET-01	POLICE DETECTIVE	PENS-	POLU -PO	PO	4	5	01-Sep-2012	23-May-2013	53,664.00	1,032.00	206.40	25.8000	206.40000	30-May-2016
000092	CUMBERBATCH, BENEDICT M	T210POLLT-01	POLICE LIEUTENANT	TOWN-POL	POL ADM -PO	PO MGMT	1	1	01-Dec-2015	16-Feb-2016	87,708.01	1,680.23	336.05	42.0058	336.05000	01-Jan-2016
000092	CUMBERBATCH, BENEDICT M	T210POLSGT-06	POLICE SERGEANT	TOWN-POL	POLU -PO	PO	2	1	28-Feb-2015	04-Mar-2015	45,894.24	879.20	175.84	21.9800	175.84000	18-Mar-2015

Figure 8 Preview/Print/PDF Version with Terminated Positions

[ADM-AUC-HR-9845]

4.3. 6659–Employment Verification Report [Fix]

The employment verification report was enhanced to include asterisks and a legend showing “Gross Pay may differ from W2 wages due to pretax deductions and taxable benefits”.

Employment Verification Report

Name : [REDACTED]

Status : ACTIVE

Employment Date : 13-Sep-2010

Position : [REDACTED]

Current Year Salary : 67,059.20

2016 Year to date Total : 62,831.47

2015 Calendar Year Total : 66,897.61

2014 Calendar Year Total : 63,884.88

Probability of Continued Employment: _____

Contact: [REDACTED]

Figure 9 Before

Town of ADMINS
Employment Verification Report

Name : 010287 BERGERON, MICHAEL K

Status : ACTIVE

Employment Date : 17-Aug-2000

Position : BHS TEACHER

Current Year Salary : 69,204.00

2016 Year to Date Gross Pay * : 45,436.79

2015 Calendar Year Gross Pay * : 68,008.18

2014 Calendar Year Gross Pay * : 43,567.04

Probability of Continued Employment: _____

Contact: Mary MacKinnon
Payroll Supervisor
(617) 494-5100 X2111

* Gross Pay may differ from W2 wages due to pretax deductions and taxable benefits

Figure 10 After

[MBE-SUP-SAPLAUC-439]



5. TABLES Bargaining Unit Table

Adding a new salary schedule was previously limited to three years in advance. Now, it will allow adding a new salary schedule up to five years in advance.

5.1.1. Salary Schedule [Fix]

If attempting to enter a salary schedule more than five years in advance, an error message will be displayed. This limit will help alert a user in the event that a data entry error is made, for example, 2021 is the desired year but 2201 is typed in error.

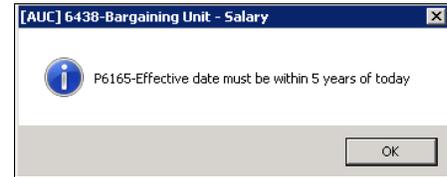
Bargaining Unit - Salary

Bargaining Unit: AFL -AF School Weekly 12 month employees
 Schedule: ABATECH ABA Technician
 Grade: 1
 Salary Base: Hourly/Salaried/Per Diem

Add Schedule/Grade/Effective Date

Required: Enter Bargaining Unit: AFL -AF School Weekly 12 month emp
 Required: Enter Salary Schedule: ABATECH ABA Technician
 Required: Enter Grade: 1
 Required: Enter Effective Date (mmddyyyy): 01-Jul-2021
 Required: Enter Salary Schedule Base: Hourly Daily Per Diem Period Annual
 Required: Schedule Type: Hourly Salaried Per Diem

Buttons: Lookup, **OK**, Cancel, Clear All



[ADM-AUC-HR-9806]

5.1.2. New Salary Schedule [Fix]

When creating a new salary schedule, the User Defined Calculator fields were not copied to the new schedule. This was corrected.

Bargaining Unit - Salary

Bargaining Unit: AFL -AF School Weekly 12 month employees
 Schedule: ABATECH ABA Technician
 Grade: 1
 Effective Date: 01-Jul-2014 04/15 contract 12 mth 5d 6,75 h/d elem

Calculator Fields: Hourly/Salaried/Per Diem: Salaried

Steps	Annual	Period	Daily	Hourly	Per Diem	Tier#
1	28501,20	548,10	109,62	15,2400	109,62	1
2	29540,30	575,78	115,16	17,0500	115,16	1

Calculator Fields:

- Hours in Year: 1756,00
- Days in Period: 5,00
- Periods in Year: 52,000000
- Days for Per Diem: 260,000000
- Hourly Digits: 4
- UDF Calculator 1: **22,00**
- UDF Calculator 2:
- User Defined #3:
- User Defined #4:
- User Defined #5:

[AUC] 6438-Bargaining Unit - Salary [theresa]

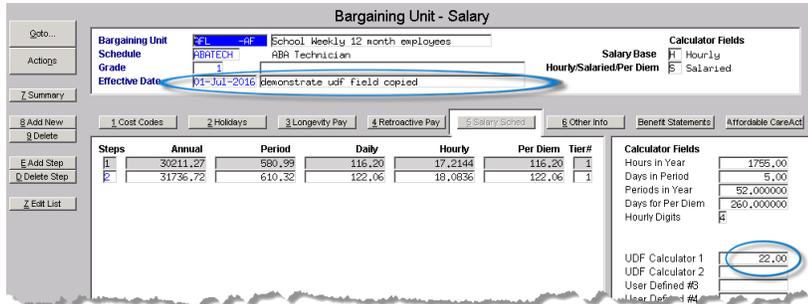
Create Schedule with New Effective Date

Required: Enter Bargaining Unit: AFL -AF School Weekly 12 month emp
 Required: Enter Effective Date to copy from (mmddyyyy): 01-Jul-2014
 Required: Enter Effective Date to copy to (mmddyyyy): 07012016
 Optional: Increase/Decrease Table by %: 6
 Optional: Enter Note: demonstrate udf field copied

Buttons: Lookup, **OK**, Cancel, Clear All



In the example above, a new salary schedule effective July 1, 2016 with a 6% increase was created from the salary schedule for AFL-AF effective July 1, 2014. As seen below, the new salary schedule copied the user defined calculator field.



[ADM-AUC-HR-9848]

5.2. Cost Code Table ▶ Copy This Code Button Added [New]

A new button, **[Copy This Code]** was added to the Cost Code Table entry screens. This will allow a code to be copied when creating new codes, reducing the time required for data entry and ensuring that the same settings will be used for the new code.

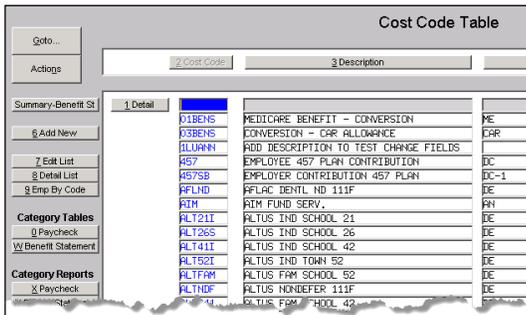


Figure 11 Before–Cost Code Table Screen

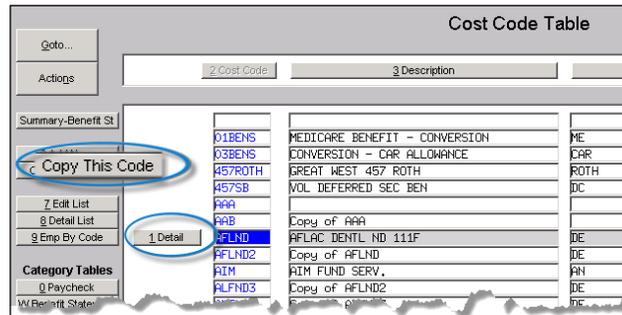
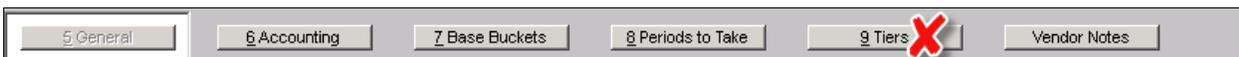


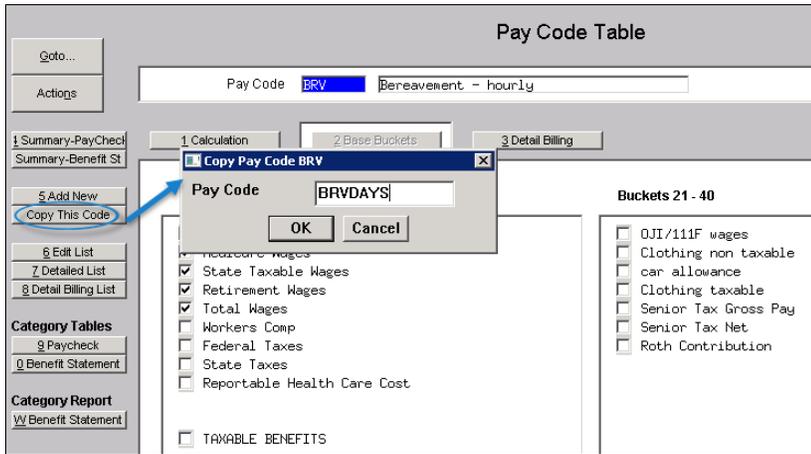
Figure 12 After–Cost Code Table Screen

This new button is available on the cost code summary screen and all detail screen tabs except the Tier Tab. Clicking the **[Copy This Code]** button will create a new code identical to the code including the tiers information. Be sure to review and update all tabs after the copy is complete.





5.3. Pay Code Table ► Copy This Code Button Added [New]



The [Copy This Code] button is available on the pay code table, from either the Detail or the Summary screen. The calculation fields, Base Buckets and Detail Billing information will all be copied to the new code. Be sure to review and update all tabs.

[ADM-AUC-HR-9841]

6. YEAR END PROCESSING-1095C Dates [New]

The following is excerpted from the IRS website at <https://www.irs.gov/uac/rda-2016-11-30-2016-forms-1095b-and-1095c> . ADMINS makes every effort to stay current with the IRS requirements; sites are encouraged to be proactive in staying up-to-date with IRS regulations.



New Due Dates for Furnishing to Individuals the 2016 Forms ... 1095-C -- 30-NOV-2016

The due date for filing with the Service ...2016 Form 1095-B, Health Coverage, remains unchanged. The due date is February 28, 2017; if filing electronically, the due date is March 31, 2017.

The due date for furnishing to individuals the 2016 Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, has changed from January 31, 2017, to March 2, 2017.

(As a result)... individuals might not receive a ... Form 1095-C by the time they file their 2016 tax returns. Taxpayers do not need to wait to receive Forms 1095-B and 1095-C before filing their returns. For further guidance, please see [Notice 2016-70](#).

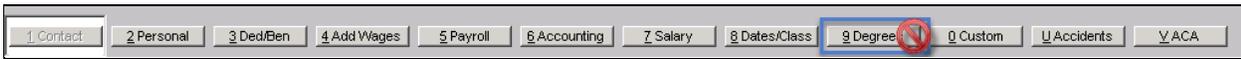
Page Last Reviewed or Updated: 02-Dec-2016

[ADM-AUC-DOC-117]



7. SITE SPECIFIC

The following change was made specific for one site. The [9 Personnel] screen is used instead of the [9 Degrees] screen Contact support@admins.com if you are interested in deploying this screen on your site.



7.1. HR Personnel Screen [New]

The screen was developed to provide the Human Resources Department with a screen to maintain more data in the system which would be readily available to view when needed.. To access the screen, select **Human Resources** ► **Employee Maintenance** ► **[9 Personnel]**.

Goto...

Actions

Personnel (HR Office)

Employee Number 000003 KEITH W BROOKS

Employee Attachments (4)
Employee Position Attachments

Date of Birth	Age	Hire Date	01-Sep-2016	Current Positions	T651ARTCNCL-01 ARTS COUNCIL	1,0000
Gender	M	Race	01	Orig Hire Date	13-Sep-1965	<input type="button" value="All Positions"/> 000 -00

No picture on File

Educator Ident#	1234567890	Evaluation Cycle	A1
State Assignmt Code	88765	Tenure Date	04-Nov-2012
Assignment Type	AD Administrator	Assign Description	Administrator for Pupil Services
SPED Type	P Primary Instructor	ADA	
Assignment Total FTE	1.00	Certif/Endorsement	1 123 2 456 3 789 4 000 5 000 6 000 7 000 8 000 9 000 10 000

Grades Serving

K	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9	<input type="checkbox"/>	10	<input type="checkbox"/>	11	<input type="checkbox"/>	12	<input type="checkbox"/>	AE	<input type="checkbox"/>	SW	<input type="checkbox"/>
---	-------------------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	----	--------------------------	----	--------------------------	----	--------------------------	----	--------------------------	----	--------------------------

	Start Date	End Date	Notes	Facility Code	Location	FTE
Maternity/Medical Leave Dates	1	25-Feb-1999	01-Apr-1999	Physician certified return to work after illness		1 SNOW .75
	2			2	EO	.25
	3					
	4					
	5					
Workers Comp Injury	1	15-Sep-2016	30-Sep-2016	Broken arm sustained during field trip Nature's Classroom		
	2					
	3					
	4					
	5					
FMLA Dates	1	28-Jan-2010	03-Mar-2010	Caring for parent		
	2					
	3					
	4					
	5					

Details are available in the [Human Resources](#) ► [Help Reference Library](#) ► [Site Specific](#) ► [HR-1080 MBE Personnel Screen](#).



8. HELP REFERENCE LIBRARY

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.

8.1. Numbering Added to Help Reference Libraries [New]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 13 shows a sample of the new numbering scheme. For example, a question may be posed on how to print a wage verification for an employee. Support staff will refer the user to the help document **HR-230 Employee Verification (3 yr wages)**, and the document is found in numerical order in the Help Reference Library.

The screenshot shows the 'Human Resources Help Reference Library' interface. On the left, there are navigation menus for 'Goto...', 'Actions', 'Help Categories', and 'Release Notes'. The main area displays a list of help documents under the heading 'Reference Card'. Each document entry includes a number (e.g., HR-100), a title, and a 'View' or 'Email' link. The document 'HR-230 Employee Verification (3 yr wages)' is highlighted in yellow. The table below represents the data shown in the screenshot.

Reference Card			Last Run	Time
HR-100 Human Resources Help Documents Index	View	Email	09-Dec-2016	16:34:07.19
----- EMPLOYEE POSITIONS -----	View	Email	15-Sep-2016	14:14:02.42
HR-110 Employee Maintenance Screen	View	Email	11-Nov-2016	11:09:03.22
HR-120 Add A New Employee	View	Email	11-Nov-2016	11:09:54.22
HR-130 Position Maintenance - Add Positio	View	Email	11-Nov-2016	11:10:12.08
HR-140 How Account Numbers are Used	View	Email	14-Oct-2016	13:22:19.05
HR-150 Mass Change Employee Salaries	View	Email	28-Nov-2016	15:07:23.07
HR-160 PT Sick Leave Accrual	View	Email	14-Oct-2016	13:23:36.42
HR-170 How Deductions are Taken	View	Email	28-Nov-2016	15:00:46.35
HR-180 Tax Shelter - Matched Benefits	View	Email	14-Oct-2016	13:24:12.92
HR-190 Medicare Adjustments	View	Email	14-Oct-2016	13:24:39.00
HR-200 Reset Annual Maximum on Employee Cost Codes	View	Email	14-Oct-2016	13:24:45.83
HR-210 Leave Accrual	View	Email	14-Oct-2016	13:24:52.15
HR-230 Employee Verification (3 yr wages)	View	Email	11-Nov-2016	11:10:36.62
HR-240 Pre and Post Tax Withholdings	View	Email	11-Nov-2016	11:10:56.52
----- PAYROLL PROCESSING -----				
HR-310 Payroll Processing Flowchart	View	Email	14-Oct-2016	13:25:46.07
HR-320 Lump Sum Payroll	View	Email	11-Nov-2016	11:11:04.12
HR-340 Direct Deposit Prenotes	View	Email	11-Nov-2016	11:11:16.05
HR-350 Emailing Direct Deposit Advice	View	Email	11-Nov-2016	11:11:44.37
HR-360 Encumbrances	View	Email	14-Oct-2016	13:28:51.00
HR-370 How to Summarize Payroll Postings	View	Email	11-Nov-2016	11:12:20.14
----- SPECIAL PROCESSING -----				
HR-410 Void Checks	View	Email	14-Oct-2016	13:29:30.24
HR-420 Voiding a Vendor Check from a Payroll	View	Email	14-Oct-2016	13:29:52.99
HR-430 Manual Checks	View	Email	14-Oct-2016	13:31:25.44
HR-440 Figure Checks	View	Email	14-Oct-2016	13:31:44.34
HR-450 Longevity	View	Email	14-Oct-2016	13:31:59.96
HR-460 FLSA Processing	View	Email	14-Oct-2016	13:32:16.86
HR-470 Savings Bond Processing	View	Email	14-Oct-2016	13:44:03.93

Figure 13 New Numbering System for the Help Reference Library

8.2. Alphabetical Index for Help Documents [New]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document.



AUC HUMAN RESOURCES	
HELP DOCUMENTS INDEX	
-#-	-D-
1095C Processing HR-680	Deductions HR-170
1095C Export HR-700	Detail Billing HR-490
1095C Import Data from a Spreadsheet .. HR-690	Direct Deposit of Payroll HR-340
1095C TCC (AIR System) Registration HR-705	
1099R Processing HR-650	-E-
457 Benefits HR-180	Email Direct Deposit Advice HR-350
	Email Distribution Lists HR-870
-A-	EMPLOYEES
Accident Reporting HR-480	Add Employee HR-120
Account Numbers HR-140	Add Position HR-170
Accruals HR-210	

Figure 14 Help Documents Alphabetical Index with Clickable Links

Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. If the reference is to a Release Note, the **Month and Year** of the release note will be referenced.

-C-	
Controlling Access to the Budget BU-130	
Cost Breakdown Reports DEC-2016 ¹	
Create CSV Files from Excel Templates BU-310	

¹ Refers to a Release Note, for the cited month and year – in this case, Budget Release Notes for December of 2016.

Figure 15 Index Referring to a Release Note

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to support@admins.com so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

8.3. New or Updated Documentation

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

- HR-100 Human Resources Help Documents Index
- SITE SPECIFIC HR-1089 MBE Personnel Screen [New]
- YEAR END PROCESSING [HR-675 1095C Processing](#) [New]
 - HR-680 IRS Instructions for Forms 1094/95C [New]
 - HR-705 1095C TCC (AIR System) Registration [New]
 - HR-710 ACA November 2015 [New]
 - HR-720 ACA December 2015 [New]
 - HR-730 ACA January 2016 [New]
 - HR-740 ACA February 2016 [New]