



HUMAN RESOURCES

RELEASE NOTES – DECEMBER 2017

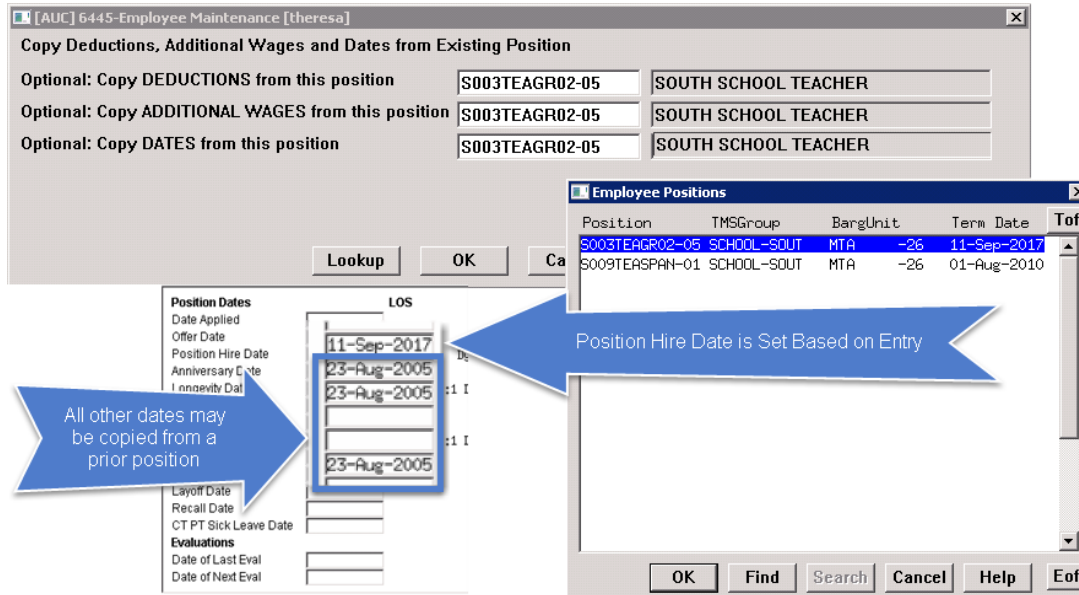
This document explains new product enhancements added to the ADMINIS Unified Community for Windows **HUMAN RESOURCES** system.

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1. EMPLOYEE MAINTENANCE ▶ New Position ▶ Dates [Enhancement]

This enhancement was installed with the June 2017 software update but was not documented in the release notes. When an employee is moved to a new position, payroll staff will see a prompt allowing the dates to be copied over from an existing terminated position. As shown below, all fields are optional; now **DATES** may be copied in addition to **DEDUCTIONS** and **ADDITIONAL WAGES**.

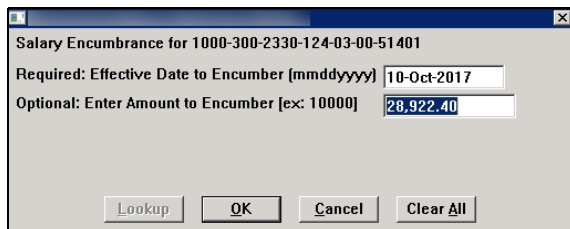


The position hire date will be set; any other dates will be copied from the terminated position.

[ADM-AUC-HR-9793]

1.1. Adding Employees, Adding Positions and Changing Salaries [Fix]

Prior to the software update, the system did not take into consideration the module control #6017 Encumber Position flag when adding an employee, adding a position, and changing a salary. This was corrected.



The system would pop up a message asking for a date and amount to encumber, for positions flagged as shown in Figure 2 when module control #6017 was blank.

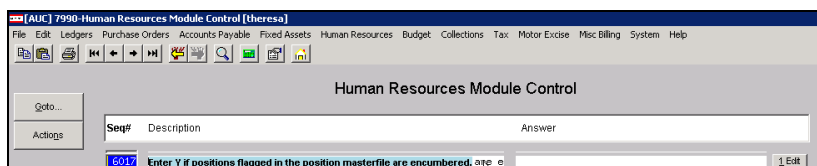


Figure 1 Module Control 6017 - are flagged positions encumbered?



The screenshot shows the 'Position Maintenance' screen for position 6003LAREME-01. The 'Encumber Position' flag is highlighted in yellow and is currently set to 'No'. Other fields include Position Description (APPLIED BEHAVIOR ANALYSIS TECHNICIAN), Current Employees (000003), and various administrative codes like Budget Group (DISTRICT) and EEO Category (05).

Figure 2 Position Maintenance Screen Encumber Position Flag

See the document, **HR-360 Encumbrances**, for more information about this process.

[BLG-SUP-SAPLAUC-1025]

2. PAYROLL PROCESSING

2.1. Balancing FICA as the Year Comes to a Close [Info]



ADMINS support gets inquiries in the fourth quarter of the year when payroll staff balance FICA and the calculated estimates are higher than actuals. This may happen when highly paid employees reach the FICA annual maximum contribution as the end of the year approaches. The tax year FICA limit is entered in the base bucket table and some sites set the annual deduction/benefit in the cost code table. Be sure to review report **6162-HRFICALIMIT**, generated every warrant during the payroll calculation step, to identify situations when an employee has exceeded the FICA limit.

[ADM-AUC-HR-9945]

2.2. Warrant/Create Timesheet Screen [New]

The Warrant/Create Timesheet screen did not list the batch number associated with the warrant. This number is used on the reports generated during warrant processing. This number allows both the user and the AUC support team to readily retrieve reports by using the cross reference of the warrant and batch number. View this change by selecting **Human Resources ▶ Payroll Processing ▶ Warrant/Create Timesheet Screen ▶ [Details]** button. The batch # is used in the filename rather than the warrant number because multiple warrants may be processed in a single batch (see Figure 14).



Warrant Pay Groups

Warrant: 330014
 Period Start: 11-Aug-2017
 End: 17-Aug-2017
 Bank: PAYR
 Period: WE
 #Pays/Deds: 1
 Check Date: []

Sel	Pay Group	Frequency	Sel	Pay Group
<input checked="" type="checkbox"/>	LUANN	W		
<input checked="" type="checkbox"/>	TEST TC	B		16 EMPLOYEES - DIF BARG UNITS
<input checked="" type="checkbox"/>	TW	W		Town Weekly

Figure 3 Before

Warrant Pay Groups

Warrant: 330014
 Period Start: 11-Aug-2017
 End: 17-Aug-2017
 Bank: PAYR
 Period: WE
 #Pays/Deds: 1
 Check Date: []
 Batch: 1577

Sel	Pay Group	Frequency	Sel	Pay Group
<input checked="" type="checkbox"/>	LUANN	W		
<input checked="" type="checkbox"/>	TEST TC	B		16 EMPLOYEES - DIF BARG UNITS
<input checked="" type="checkbox"/>	TW	W		Town Weekly

Figure 4 After - Batch # is shown on the screen

In addition to the batch number showing on the detail screen, it is now displayed on the multi-record Warrant/Create Timesheet Screen as shown below:

All Warrant/Create Timesheet Screen

	2 Warrant#	3 Check Date	4 Post Date	Pay Period	Bank	Batch#	Start	End	Status	# Unposted
1 Details	330031	02-Nov-2017		W5	PAYR		26-Oct-2017	01-Nov-2017	Uncalculated	
	330030	02-Nov-2017		W5	PAYR		26-Oct-2017	01-Nov-2017	Uncalculated	
	330029	02-Nov-2017	18-Oct-2017	W5	PAYR	1592	26-Oct-2017	01-Nov-2017	Posted	
	330028	26-Oct-2017	18-Oct-2017	WE	PAYR	1592	19-Oct-2017	25-Oct-2017	Posted	
	330027	19-Oct-2017		WE	PAYR	1593	12-Oct-2017	18-Oct-2017	Calculated	1
	330026	18-Oct-2017	18-Oct-2017	N	PAYR	1591	18-Oct-2017	18-Oct-2017	Posted	
	330025	19-Oct-2017	18-Oct-2017	WE	PAYR	1586	12-Oct-2017	18-Oct-2017	Posted	

Figure 5 Batch # Added to Multi-Record Warrant/Create Timesheet Screen

[ADM-AUC-HR-9935]

2.3. Last Paid Date on Employee Detail Records [Fix]

The last paid date was being written back to the employee detail record for any timesheet built, even if there were no hours or pay entered. Often timesheets are built in anticipation of time being entered, for example, in the case of Part Time Temporary Workers. The last paid date was being set when the payroll was posted even if the employee was not paid.

This has been resolved.

[PCS-SUP-SAPLAUC-577]

2.4. Warning Message – “Point of No Return” [New]

A message was added to the Disbursement Processing Steps menu to warn the user that the warrant could not be selected for recalculation once the Check Register step was complete.

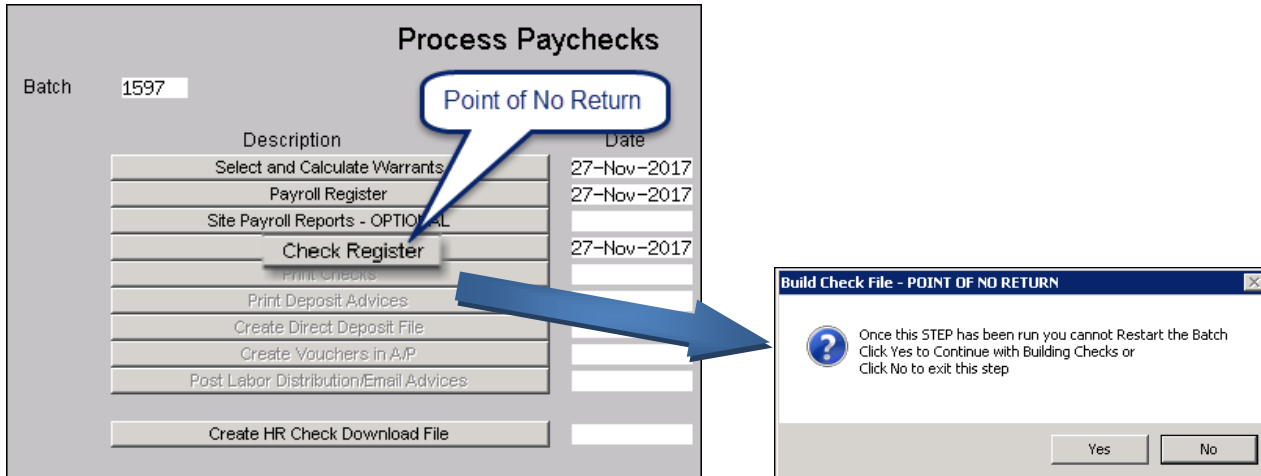


Figure 6 New warning message on [Check Register] step

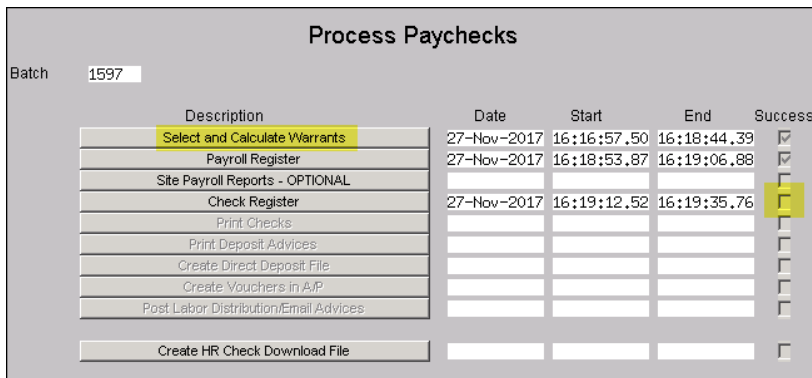


Figure 7 The steps menu when selecting [No]

If [No] is selected, the success flag will not be set on the step and the warrant may be selected for recalculation.

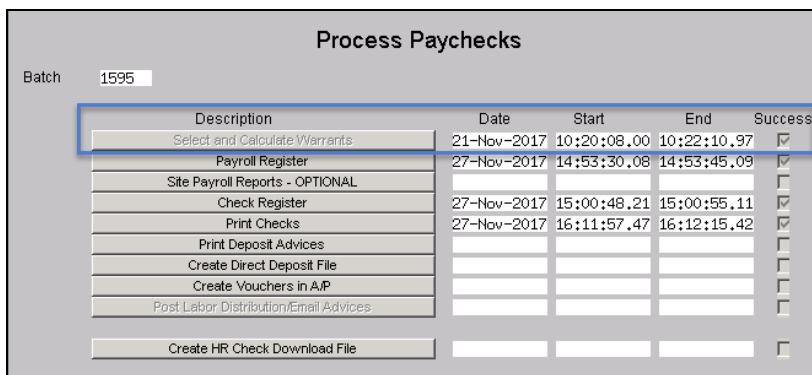


Figure 8 Process Paychecks may not be restarted – past the “Point of No Return”

If [Yes] is selected, the success flag will be set on the [Check Register] step and the [Select and Calculate Warrants] step will be grayed out and cannot be selected for recalculation.

[ADM-AUC-HR-9957]

2.5. Labor Distribution Posting [Fix]

The labor distribution posting was posting Cash to the period ending date when balancing the fund. This has been corrected to instead post to Accounts Payable.

[ADM-AUC-HR-9941]



2.6. Posting Labor Distribution is a “Hands On” Process [Info]

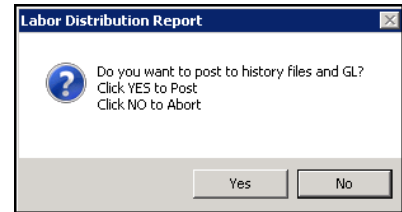


Process Paychecks

Batch: 1593

Description	Date
Select and Calculate Warrants	18-Oct-2017
Payroll Register	18-Oct-2017
Site Payroll Reports - OPTIONAL	
Check Register	21-Nov-2017
Print Checks	21-Nov-2017
Print Deposit Advices	21-Nov-2017
Create Direct Deposit File	21-Nov-2017
Create Vouchers in A/P	21-Nov-2017
Post Labor Distribution/Email Advices	
Create HR Check Download File	

Please do not click on the **[Post Labor Distribution/Email Advices]** step unless you have time to see the posting through to the end. You need to watch the process to be able to click **[Yes]** or **[No]** to post once the fifteen posting reports are **generated and reviewed.**



If you run this step unattended at the end of the day, for example, issues could arise that require you to contact support in order to resolve. This could take some time and cause delays in the completion of your payroll posting.

[ADM-AUC-HR-9954]

3. SPECIAL PROCESSING ▶ Salary Change [Fix]

A programming change was made to correct the display on the **Employee Maintenance ▶ Salary Tab**. Prior to the software update, if an employee had a step increase entered via **Human Resources ▶ Special Processing ▶ Global Change To Employees Salary**, and also had other activity, such as a **Cost Of Living Adjustment (COLA)**, the COLA was not reflected in the screen.

Employee Maintenance

Employee Number: 200231
Position: 4520-1210-001

1 Of 2 Employee Attachments (6)
Employee Position Attachments

1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents V ACA

Effective Date	Entry Date	Bargaining Unit	Schedule	Grade	Stp	FTE	Annual Salary	Period Salary	Daily Salary	Hourly Rate	Per Diem	Tier#	Entry User	
13-Sep-2017	14-Sep-2017	A	-1	AWS	13	2	1,0000	72927,92	1402,46	280,49	35,0615	280,49	1	GlobalChangeS
13-Sep-2017	13-Sep-2017	A	-1	AWS	13	2	1,0000	71497,92	1374,96	274,99	34,3740	274,99	1	
13-Mar-2017	20-Mar-2017	A	-1	AWS	13	1	1,0000	69800,64	1342,32	268,46	33,5580	268,46	1	

Figure 9 Before—No entry is shown on July 2, 2017

Employee Maintenance

Employee Number: 200231
Position: 4520-1210-001

1 Of 2 Employee Attachments (6)
Employee Position Attachments

1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents V ACA

Effective Date	Entry Date	Bargaining Unit	Schedule	Grade	Stp	FTE	Annual Salary	Period Salary	Daily Salary	Hourly Rate	Per Diem	Tier#	Entry User	
13-Sep-2017	14-Sep-2017	A	-1	AWS	13	2	1,0000	72927,92	1402,46	280,49	35,0615	280,49	1	GlobalChangeS
13-Sep-2017	13-Sep-2017	A	-1	AWS	13	2	1,0000	71497,92	1374,96	274,99	34,3740	274,99	1	
02-Jul-2017	27-Sep-2017	A	-1	AWS	13	1	1,0000	71196,74	1369,17	273,83	34,2292	273,83	1	
13-Mar-2017	20-Mar-2017	A	-1	AWS	13	1	1,0000	69800,64	1342,32	268,46	33,5580	268,46	1	

Figure 10 After—the COLA is reflected on July 2, 2017

[ADM-AUC-HR-9813]



4. QUERIES

4.1. Timesheet History Screen [Fix]

The lookup on the timesheet history screen was not retaining the selection made by the user, and instead showing the first position for the employee, requiring that the user select the position again once the screen displayed the first position. This was corrected.



If a position for which there is no timesheet history is selected from the lookup, the first position for which there is timesheet history will appear in the screen.

[ADM-AUC-HR-9944]

4.2. Vendor Check History [Enhancement]

An **[Image]** button was added to the screen to allow for the rapid retrieval of vendor check images. Access the screen by selecting **Human Resources ▶ Queries ▶ Vendor Check History**.

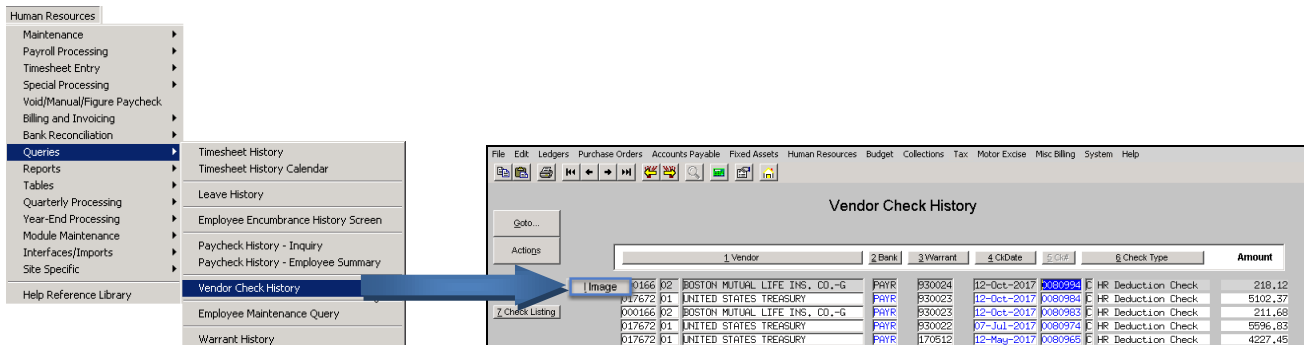
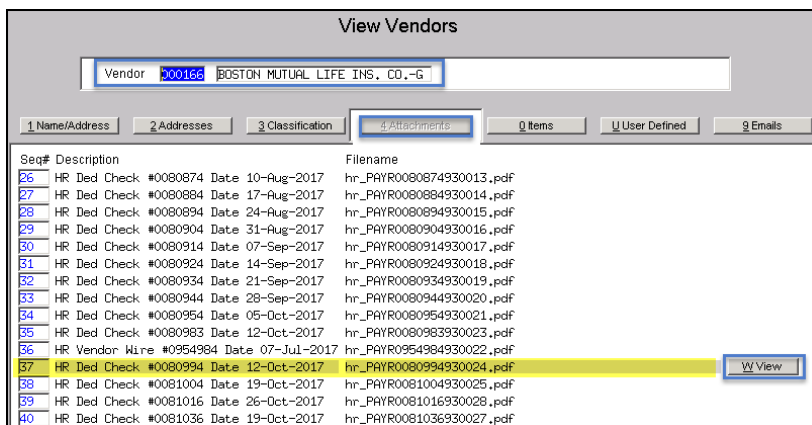


Figure 11 **[Image]** button added to Vendor Check History Screen



The **[Image]** button displays the **[Attachments]** screen for the selected vendor– attachments are in ascending order; to find the check, page up/down or use the **⏪ ⏩** buttons to find the check in the list. In this example, check #0080994 is used. Click on the check #, then click on the **[W View]** button to display a copy of the check in your screen.



B1G_H_R_C#BCK_CITZ		TOWN OF ADMINS ANYTOWN, MASSACHUSETTS		PAYROLL - CITIZENS BANK	Check # 080994 12-Oct-2017
Pay **Two Hundred Eighteen and 12/100 Dollars **				\$\$\$218.12	
to the Order of		BOSTON MUTUAL LIFE INS. CO.-G PO BOX 55154 BOSTON MA 02205		NON-NEGOTIABLE	

[ADM-AUC-HR-9890]

4.3. Warrant History Screen [New]

This new screen collects all the reports generated during the processing of a batch of warrants. Access the screen by selecting **Human Resources** ▶ **Queries** ▶ **Warrant History Screen**.

Seq#	Description	Filename		
1	Warrant Employee Count Report	Hr_Warrant_Export_6022_THERESA_1592.PDF	7 View	8 Email
2	Timesheet Entry Detail by TS Group/Leave	TSDetByLev_6148_THERESA_1592.PDF		
3	Fica Limit Report	FicaLimit_6162_THERESA_1592.PDF		
4	Warrant Summary Report	HrWarrant_6199_THERESA_1592.PDF		
5	Labor Distribution GL Posting Report	HR_Posted_to_GL_6221_THERESA.PDF		
6	Wage Summary	CalcCHKSummary_7200_THERESA_1592.PDF		
7	Employee Tax Table / Deduction Error Rep	CalcCHKTax_7204_THERESA_1592.PDF		
8	Payroll Register - By Timesheet Group	Payroll_Register_156_7209_THERESA_1592.PDF		
9	Payroll Register	Payroll_Register_7210_THERESA_1592.PDF		
10	Payroll Register - Exception Report	Calculation_Exception_7215_THERESA_1592.PDF		
11	Deduction Register	HRPayLed_7220_THERESA_1592.PDF		
12	Separate Check Listing	CheckCic_sepchk_7223_THERESA_1592.PDF		
13	Benefit Categories	BenDedCat_7227_THERESA_1592.PDF		
14	Payroll Check Register	HRPaycheck_Register_7231_THERESA_1592.PDF		
15	Payroll Voucher - Preliminary	Vouchers_7271_THERESA_1592.PDF		
16	Voucher Batches Created in Accounts Paya	Voucher_Batches_7272_THERESA_1592.PDF		
17	Labor Distribution Detail	Labor_Distribution_Detail_7282_THERESA_1592.PDF		
18	Labor Distribution Detail-By Employee	Labor_Distribution_By_Employee_7283_THERESA_1592.P		
19	Labor Distribution Summary	Labor_Distribution_Summary_7285_THERESA_1592.PDF		

[6 Add Attachment]

Figure 12 Warrant History Screen

If there are additional files to be attached to the warrant (not generated from the warrant process), the user may include them by clicking on the **[6 Add Attachment]** button.

Seq#	Description	Filename			
1	Warrant Employee Count Report	Hr_Warrant_Export_6022_THERESA_1592.PDF	7 View	8 Email	
2	Timesheet Entry Detail by TS Group/Leave	TSDetByLev_6148_THERESA_1592.PDF			
18	Labor Distribution Detail-By Employee	Labor_Distribution_By_Employee_7283_THERESA_1592.P			
19	Labor Distribution Summary	Labor_Distribution_Summary_7285_THERESA_1592.PDF			
20	Sample User supplied attachment	1095test5.pdf	7 View	8 Email	9 Remove

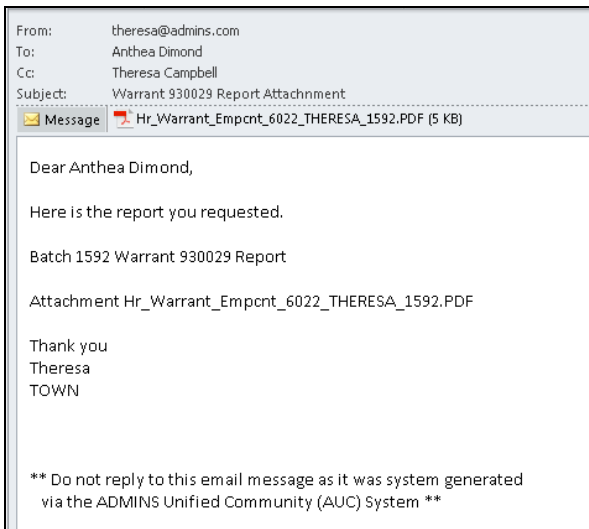
Figure 13 User supplied attachments & viewing or emailing attachments



Only user supplied attachments may be removed using the [9 Remove] button. Any attachment may be [Z View]ed or [8 Email]ed, using the buttons to the right of the filename for each attachment.

Clicking on [8 Email] will display the following prompt; the only required field is the email address field.

The resulting email will resemble the one below; the file will be attached as a PDF® file.



Printed 18-Oct-2017 at 12:30:32 by THERESA
Town of ADMINS
Warrant Employee Count Report

Warrant: 930028
CHECK DATE: 26-OCT-2017
Period Start: 19-Oct-2017
Period Ending: 25-Oct-2017

Employment Type	Male	Female	Total
P Full-Time	17	28	45
FF Full-Time Faculty	1	5	6
P Part-Time	1	1	2
Warrant Total	19	34	53

Warrant: 930029
CHECK DATE: 02-NOV-2017
Period Start: 26-Oct-2017
Period Ending: 01-Nov-2017

Employment Type	Male	Female	Total
P Full-Time	16	27	43
FF Full-Time Faculty	1	5	6
P Part-Time	1	1	2
Warrant Total	17	33	50

Total
35 67 102

Multiple warrants may be processed within a single batch.

Figure 14 Email and attached PDF® file sent from the Warrant History Screen

[ADM-AUC-HR-9930]

5. REPORTS—WORKERS COMPENSATION SALARY REPORT [Info]

There is a standard workers compensation report to be used by sites for their audit. Run the report by selecting **Human Resources ▶ Reports ▶ Report Library ▶ By Timesheets [Page Down] 6039 Workers Compensation Salary Report**. The report is available in Excel®. The wages are reported by paycheck category code and broken down in the columns. Employee and workers compensation totals are provided.



Emp No	Employee No	Soc Sec Number	Position	Position Description	WC Code	WC Code Description	Rate	Total Pay	RF	WORKMENS CO	COMP TIME U	COV	DIFFERENTIAL	FUN	
020322	xxxx-4344	054-01300-99	SUBSTITUTE - LONG TERM		8868		0.00	4,924.87		0.00	0.00	0.00	0.00	0.00	
020323	xxxx-2029	100-01180-99	HR INTERN		8868		0.00	850.76		0.00	0.00	0.00	0.00	0.00	
020330	xxxx-8133	062-00980-30	PARAPROFESSIONAL		8868		0.00	4,097.97		0.00	0.00	0.00	0.00	0.00	
020331	xxxx-9986	100-01155-99	SECRETARY SUBSTITUTE		8868		0.00	5,751.13		0.00	0.00	0.00	0.00	0.00	
020332	xxxx-4320	002-00980-08	PARAPROFESSIONAL		8868		0.00	2,763.48		0.00	0.00	0.00	0.00	0.00	
020332	xxxx-4320	100-01290-99	SUBSTITUTE - DAILY		8868		0.00	600.00		0.00	0.00	0.00	0.00	0.00	
020333	xxxx-0091	100-01290-99	SUBSTITUTE - DAILY		8868		0.00	820.00		0.00	0.00	0.00	0.00	0.00	
020334	xxxx-1046	100-01290-99	SUBSTITUTE - DAILY		8868		0.00	2,040.00		0.00	0.00	0.00	0.00	0.00	
020335	xxxx-0091	100-01290-99	SUBSTITUTE - DAILY		8868		0.00	2,812.04		0.00	0.00	0.00	0.00	0.00	
020336	xxxx-0364	110-00210-99	ASSISTANT TRACK COACH - GIRLS		8868		0.00	3,510.00		0.00	0.00	0.00	0.00	0.00	
020337	xxxx-3043	015-01300-99	SUBSTITUTE - LONG TERM		8868		0.00	2,760.00		0.00	0.00	0.00	0.00	0.00	
020338	xxxx-2146	062-00980-25	PARAPROFESSIONAL		8868		0.00	2,241.62		0.00	0.00	0.00	0.00	0.00	
020339	xxxx-8896	100-01290-99	SUBSTITUTE - DAILY		8868		0.00	80.00		0.00	0.00	0.00	0.00	0.00	
020340	xxxx-3725	054-00980-19	PARAPROFESSIONAL		8868		0.00	1,863.33		0.00	0.00	0.00	0.00	0.00	
020341	xxxx-8863	100-01010-99	PARAPROFESSIONAL SUBSTITUTE		8868		0.00	1,143.45		0.00	0.00	0.00	0.00	0.00	
020342	xxxx-0163	100-01010-99	PARAPROFESSIONAL SUBSTITUTE		8868		0.00	1,551.83		0.00	0.00	0.00	0.00	0.00	
020343	xxxx-5490	110-00140-01	ASSISTANT CREW COACH		8868		0.00	1,071.00		0.00	0.00	0.00	0.00	0.00	
020344	xxxx-0214	100-01180-99	HR INTERN		8868		0.00	648.93		0.00	0.00	0.00	0.00	0.00	
020345	xxxx-1376	960-01590-99	TEEN THEATER		8868		0.00	500.00		0.00	0.00	0.00	0.00	0.00	
020346	xxxx-6904	960-01590-99	TEEN THEATER		8868		0.00	1,000.00		0.00	0.00	0.00	0.00	0.00	
020347	xxxx-2386	960-01590-99	TEEN THEATER		8868		0.00	1,000.00		0.00	0.00	0.00	0.00	0.00	
020349	xxxx-8066	960-01590-99	TEEN THEATER		8868		0.00	500.00		0.00	0.00	0.00	0.00	0.00	
020350	xxxx-9173	960-01590-99	TEEN THEATER		8868		0.00	625.00		0.00	0.00	0.00	0.00	0.00	
020351	xxxx-9219	960-01590-99	TEEN THEATER		8868		0.00	500.00		0.00	0.00	0.00	0.00	0.00	
020352	xxxx-9234	960-01590-99	TEEN THEATER		8868		0.00	1,000.00		0.00	0.00	0.00	0.00	0.00	
002906	xxxx-2792	011-01120-03	SCHOOL CUSTODIAN I		9079		0.00	38,513.75		0.00	0.00	0.00	0.00	637.04	
004048	xxxx-7215	054-00400-03	CAFETERIA WORKER I		9079		0.00	11,598.52		0.00	143.20	0.00	0.00	0.00	
							8868	0	40,359,486.94	6.62	10,587.28	2,750.42	58,571.75	556.63	64.7

Figure 15 Standard Workers Compensation Report

5.1.1. Bargaining Unit Column Added to the Report [Enhancement]

Effective with this software update, a column for Bargaining Unit was added to the report.

Emp No	Employee Name	Soc Sec Number	Position	Position Description	WC Code	WC Code Description	Barg Unit	Rate	Total Pay	111F PAY
1027	001017		T292ACOPT -01	Animal Control OFFICER PT	PS	Public Safety	NON -NO	0.00	830.00	0.00
1028	001022		T292ACOFF -01	ANIMAL CONTROL OFFICER	PS	Public Safety	PROF -01	0.00	43,827.91	0.00
1029	002123		T123LEMLEMA-01	L.E.M.A. COORDINATOR	PS	Public Safety	NON -NO	0.00	1,500.00	0.00
1030	002874		T292ACOASST-01	ASST ANIMAL CONTROL	PS	Public Safety	PROF -01	0.00	35,333.63	0.00
1031	002950		T292ACOPT -02	Animal Control Officer PT	PS	Public Safety	NON -NO	0.00	3,090.00	0.00
1032	003023		T292ACOPT -03	Animal Control Officer PT	PS	Public Safety	NON -NO	0.00	4,460.00	0.00
1033	070441		T292ACOPT -02	Animal Control Officer PT	PS	Public Safety	NON -NO	0.00	4,150.00	0.00
1034					PS	Public Safety		0.00	93,191.54	0.00
1035						Total			26,451,421.26	38,377.42

[ADM-AUC-HR-9952]



Position Maintenance

Position: 0003ABATECH-01
Position Description: APPLIED BEHAVIOR ANALYSIS TECHNICIAN

Position Category: ADJUST School Adjustment Counselor
Timesheet Group: SCHOOL-REED REED CENTER
Bargaining Unit: AFL -AF School Weekly 12 month employees
Schedule: SLTB School Library Asst
Grade: 1
Step: 2

Budget Group: DISTRICT DISTRICT
Pay Group: 21 21 Pays
EEO Category: 05 Para-Professionals
EEO Type: 00
Workers Comp Code: 8968 SCHOOL TEACH & CLERK
FLSA Code: NONE NO FLSA
Employment Type: P Part-Time
Employment Status: IT Involuntary Termination
Accrual Group: CL09 CLERICAL 32.5 WEEK
Entity: 1 TOWN OF ANYWHERE
Default Account#: 0100-430-0000-004-00-00-51120
Full Time Equivalent: .8000
Supervisor Position: 0003ILAREME-01 ILA - 10 MONTH
Budget Salary: For FY 0000 Posted on
Budget Fringe Amount: For FY 0000 Posted on

The workers compensation code is initially set on the **Human Resources ► Maintenance ► Position Maintenance**.

When an employee is assigned the position, the value is carried into the **Employee Maintenance ► [8 Dates/Class]** tab.

The value may be changed for an individual employee on the **Human Resources ► Maintenance ► Employee Maintenance ► [8 Dates/Class]** tab.

The code descriptions **highlighted in yellow** correspond to code descriptions in the column **highlighted in yellow** in Figure 15 Standard Workers Compensation Report Figure 15

Figure 16 Workers Compensation Code on the Position Maintenance Screen

Employee Maintenance

Employee Number: 00000 LYNN M POWERS
Position: 0003ABATECH-01 APPLIED BEHAVIOR ANALYSIS TEC 1 OF 5

Classifications:

Employee Status	IT	Involuntary Termination
Employee Type	P	Part-Time
EEO Employment Category	05	Para-Professionals
EEO Employment Type	00	
Workers Compensation Code	8968	SCHOOL TEACH & CLERK
Accrual Group	CL09	CLERICAL 32.5 WEEK

To make the best use of this report, add any missing Workers Compensation Codes to the employee records. In addition, add codes to all positions in the position maintenance screen to ensure that future employees are coded. Once the missing workers compensation codes are added to the employees, the report may be used now and in future years.

Figure 17 Workers Compensation Code on the Employee Maintenance ► [8 Dates/Class] tab

[ADM-AUC-HR-9945]

6. TABLES ► BARGAINING UNITS [HOLIDAYS]

Bargaining Unit - Holidays

Bargaining Unit: 004 -BP BFW AFSCME

Restrict Holidays to Year: 2017 Only 2017 holidays will be displayed

Date	Description	Pay Code	Hours	Days	Add, Substitute or Ignore	Only if	Worked	Recurrence	Month	Week	Day of Week
04-Jan-2017	New Years Day	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	1	First	Wednesday
20-Feb-2017	President's Day	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	2	Third	Monday
17-Apr-2017	Patriot's Day	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	4	Third	Monday
21-May-2017	Good Friday	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	4	Third	Friday
22-May-2017	Memorial Day	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	5	Fourth	Monday
07-Jul-2017	Independence Day	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	7	First	Friday
04-Sep-2017	Labor Day	HOL	8.00		<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	9	First	Monday
19-Oct-2017	Collaborative Day	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	10	Second	Monday
14-Nov-2017	Veteran's Day	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	11	Second	Monday
22-Nov-2017	1/2 Day before Thank	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	11	Fourth	Wednesday
23-Nov-2017	Thanksgiving Day	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	11	Fourth	Thursday
24-Nov-2017	Day after Thanksgiving	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	11	Fourth	Friday
24-Dec-2017	1/2 Day before Christ	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	11	Fourth	Friday
25-Dec-2017	Christmas Day	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>			
31-Dec-2017	1/2 Day before New Y	HOL			<input type="checkbox"/> Add <input type="checkbox"/> Sub <input type="checkbox"/> Ignore	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>			

The Holidays tab of the Bargaining Unit table allows the entry of holidays throughout the year, with options for how to use the holidays (substitute, add or ignore) in the timesheets. There is also a button to create a new year based on an existing year.



7.1.1. W2 Forms [Box 9 Updated]

In addition to wording changes on the backer detailed below, the front of the form now includes **Box 9**, used for a verification code. This code is used by some software vendors participating in the W-2 Verification Code initiative. As **ADMINS** is not participating in the initiative, this box will be blank for all employees. For other changes, see the text excerpted from the IRS instructions.

Copy B – To Be Filed With Employee's FEDERAL Tax Return This information is being furnished to the Internal Revenue Service		Form W-2	OMB No. 1545-0008
1 Wages, tips, other compensation 7334.21		2 Federal income tax withheld 1006.21	
3 Employees social security number 001-10-1146	4 Social security wages 0.00	5 Social security tax withheld 0.00	
6 Employer identification no. (EIN) 11-3456789	7 Medicare wages and tips 0.00	8 Medicare tax withheld 0.00	
9 Employee's name, address, and ZIP code TOWN OF ANYWHERE 1 MAIN STREET CAMBRIDGE, MA 02138			
10 Control number TOWN TOWN 001256		11 Safe, accurate, FAST! Use Visit the IRS Website at www.irs.gov/efile.	
12 Employee's first name and initial MARIE F BAILEY 9 MARION ROAD CAMBRIDGE MA 02138			
13 Employee's address and ZIP code			
14 Social security tips 0.00	15 Allocated tips 0.00	16 Verification Code	
17 Dependent care benefits 0.00	18 Nonqualified plans 0.00	19 See instructions for Box 12 G 900.00	
20 Statutory Employee <input type="checkbox"/>	21 Other 842.22 PENSIN 2.88 PEN30+ 0.00	22 DD 1449.25	
23 Retirement Plan <input type="checkbox"/>	24 Third-Party Sick Pay	25 0.00	

Box 9—Verification code (not applicable to Forms W-2AS, W-2CM, W-2GU, or W-2VI). If you are participating in the W-2 Verification Code Initiative, enter the appropriate verification code in box 9. Otherwise, leave box 9 blank. For more information, see *IRS.gov/individuals/w-2-verification-code*.

New box 12 Code FF. A new box 12 Code FF has been added to report the total amount of permitted benefits under a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA). These new QSEHRAs allow eligible employers to pay or reimburse medical care expenses of eligible employees after the employees provide proof of coverage. The maximum reimbursement for an eligible employee under a QSEHRA is \$4,950 (\$10,000 if it also provides reimbursements for family members), before indexing for inflation. For more information, see the 21st Century Cures Act, Public Law 114–255, Division C, Section 18001.

Credit for excess taxes. If you had more than one employer in 2017 and more than **\$7,886.40** in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than **\$4630.50** in Tier 2 RRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 or Form 1040A instructions and Pub. 505, Tax Withholding and Estimated Tax.

7.2. Masking / Truncating Social Security Numbers Not Allowed on W2 [Info]

Per the 2017 IRS Instructions for Forms W2:

Social security numbers. Do not truncate social security numbers shown on Forms W-2, W-2AS, W-2GU, and W-2VI. Social security numbers are required on Forms W-2. See *Taxpayer identification numbers*, later. See also Regulations section 301.6109-4(b)(2).



7.3. 1099R Forms [Updated]

Minor wording changes were made to the backers. ADMINS made minor format changes to the front of the forms to align more closely with sample forms from the IRS.

Figure 19 Before shows a 1099-R form with the following text in the yellow 'Copy B' box: "Report this income on your federal tax return. If this form shows federal income tax withheld in box 4, attach this copy to your return." Below this, it says "This information is being furnished to the Internal Revenue Service."

Figure 19 Before

Figure 20 After shows the updated 1099-R form with the following text in the yellow 'Copy B' box: "Report this income on your federal tax return. If this form shows federal income tax withheld in box 4, attach this copy to your return." Below this, it says "This information is being furnished to the Internal Revenue Service."

Figure 20 After

[ADM-AUC-HR-9948]

7.4. 1095C ACA Processing

Additional error checking was added when building the 1095 File. The following errors will be identified:

The screenshot shows the "1095 Processing" window with a table of actions:

Description	Date
Reset 1095 Menu	21-Nov-2017
Payroll W2 1095 - C	
ACA Filing Table	
Bargaining Unit - Affordable Care Act	
ACA 1095 Audit Report	21-Nov-2017
Build 1095 File	21-Nov-2017
Edit 1095 Work File	21-Nov-2017
Print 1095 Forms	
Generate IRS Export File	
Save 1095 Forms as Employee Attachments/Archive	

1. Employee has an invalid Mailing State Code
2. Employee record is missing first or last name
3. Employee record is missing Social Security #
4. Covered individual record is missing first or last name
5. Covered individual record is missing both Date of Birth and Social Security number# (one or the other is required)
6. Line 14 either all 12 Months must have a value or at least 1 value in the individual months
7. Line 15 if code 1E, 1B etc., then line 15 must have a value in either all 12 or individual months



In addition to the report being produced when building the 1095 file, the same report may be run from the Edit 1095 Work File screen. A new button was added to the screen for running the error check. Manual changes are allowed in the Edit 1095 Work File Screen, when making a change this **[Check for Errors]** should be performed.

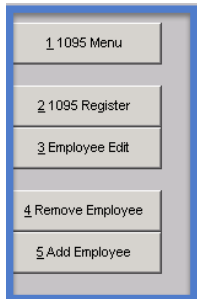


Figure 21 Before

Figure 22 After -- new Check for Errors button

Performing the error checks after making changes will help to ensure that the data appearing on the forms for your employees and the data submitted to the IRS is error-free.

7568-HR1095CHKERR.REP	Printed 21-Nov-2017 at 11:55:00 by THERESA	Page 1
Town of ADMINS 1095 Form Error Checking		

Employee: 000012	HOLMES, MARIE R	
Employee has invalid Mailing State Code Update Employee Maintenance then Build 10995 again or Remove/Add on Form screen		
1		

Employee: 010765	D'ANGELO, KEITH M	
Line 14 contains 1B,1C,1D,1E,1J or 1K Line 15 must have a value in All 12 Months or each individual month		
7		

Employee: 070604	, LAWRENCE	
Employee Last Name missing Update Employee Maintenance then Build 10995 again or Remove/Add on Form screen		
2		

Employee: 070661	PERFECT, PATRICIA	
Employee SS# missing Update Employee Maintenance then Build 10995 again or Remove/Add on Form screen		
3		

*** Total # Employees with Errors 4		

Figure 23 Sample report when building 1095 file or running error check from the maintenance screen

[ADM-AUC-HR-9921]



7.4.1. Forms [Updated]

Updates were made to the 1095C form to comply with new IRS specifications. The text on the center front of the form was updated and the form page control numbers were added.

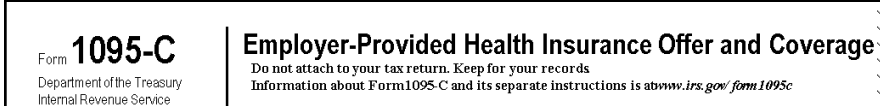


Figure 24 Before

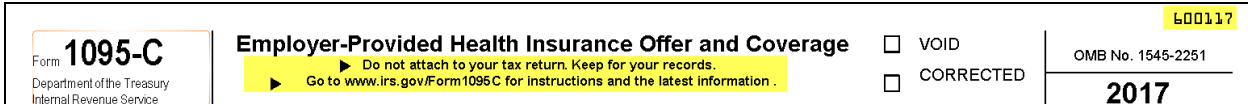


Figure 25 After

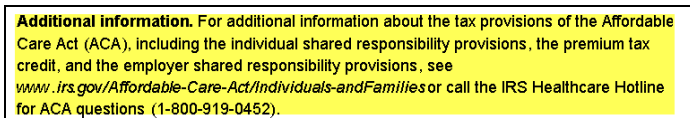


Figure 26 Additional Information on backer

An "Additional Information" paragraph was added to the Instructions for Recipient on the backer. Added or changed text is shown in yellow highlight in the examples.

In addition, text was added to **Part II, Employer Offer of Coverage, Line 14 parts 1.A and 1.G.**

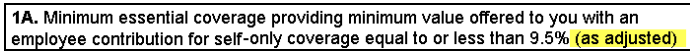


Figure 27 Helpful text on 1A.

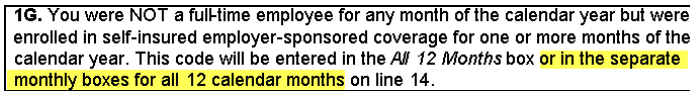


Figure 28 Helpful text on 1G.

[ADM-AUC-HR-9942]

8. HELP REFERENCE LIBRARY

8.1. New or Updated Documentation

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

- YEAR END PROCESSING
 - HR–630 W2 Year End Training Slides [Updated]
 - HR–640 IRS Instructions for Forms W2 [Updated]
 - HR–660 IRS Instructions for Forms 1099–R [Updated]
 - HR–670 1099–R Slides [Updated]
 - HR–680 IRS Instructions for Forms 1094C & 1095C [Updated]
 - HR–705 TCC Registration with the IRS [Updated]
 - HR–900 Menu and Toolbar Tips [Updated]
- OTHER