



# HUMAN RESOURCES

## RELEASE NOTES – DECEMBER 2018

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

<b>1</b>	<b>MAINTENANCE</b>	<b>2</b>
1.1	Position Maintenance ▶ [Remove Position] [New]	2
1.2	Position Maintenance ▶ [6 Position Segments] Button Added to Screen [New]	2
1.3	Employee Maintenance [Enhanced]	3
1.4	Employee Maintenance ▶ [7 Salary] ▶ Remove Salary Change Records [New]	3
1.4.1	Report of Deleted Salary Records	4
1.5	Set Name and Social Security on [V ACA] Tab for Employee/Individual #1	5
<b>2</b>	<b>PAYROLL PROCESSING</b>	<b>6</b>
2.1	#7227 Benefit Categories Report [Enhanced]	6
<b>3</b>	<b>TIMESHEET ENTRY ▶ ADD A RANGE OF DATES [NEW]</b>	<b>7</b>
<b>4</b>	<b>VOID/MANUAL ▶ ADD RANGE OF DATES [ENHANCED]</b>	<b>8</b>
<b>5</b>	<b>BILLING AND INVOICING ▶ POSTING DATES</b>	<b>9</b>
<b>6</b>	<b>QUERIES</b>	<b>9</b>
6.1	Paycheck History–Inquiry	10
6.2	Warrant History Screen	10
<b>7</b>	<b>REPORTS</b>	<b>11</b>
7.1	Employee ▶ # 6662- Employee List – Benefits [New]	11
7.1.1	Use the Report to Find Selected Benefit Categories for All Employees	13
7.1.2	Using the Report to Find All Benefits for a Selected Group	13
7.2	Employee ▶ #6659 Employment Verification [Enhanced]	13
7.3	Paychecks/Other	15
7.3.1	#6789 EEO Reports [Enhanced’	15
7.3.2	#6831 Paycheck Listing	15
7.3.3	#6663 Paycheck Summary – By Employee/Account [New]	16
<b>8</b>	<b>TABLES</b>	<b>17</b>
8.1	Cost Code [Edit List]	17
8.1.1	Filtering Added to Cost Code Listing Report [Enhanced’	18
8.1.2	Tiers Columns Added to Excel® [Enhanced’	18
8.2	Timesheet Groups ▶ [2 Entry] [Enhanced’	18
<b>9</b>	<b>SITE SPECIFIC</b>	<b>19</b>
9.1	ERSRI Export	19
9.2	TIAA–CREF Export	19
<b>10</b>	<b>PREVIEW OF COMING ATTRACTIONS</b>	<b>20</b>
10.1	User Favorites	20
<b>11</b>	<b>HELP REFERENCE LIBRARY</b>	<b>21</b>
11.1	New and Updated Documentation	21



# 1 MAINTENANCE

The position and employee maintenance screens were enhanced with new features.

## 1.1 Position Maintenance ► [Remove Position] [New]

A [2 Remove Position] button was added to the Position Maintenance screen. This allows a position to be removed if an error was made when creating the position.



Figure 1 Before

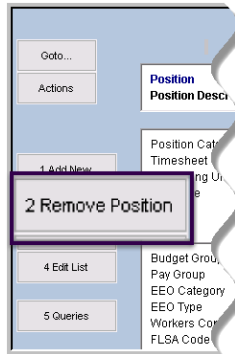


Figure 2 New Button

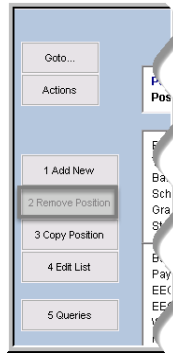


Figure 3 Button not in focus

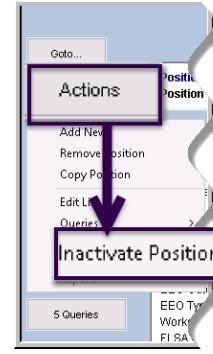


Figure 4 Use Inactivate Position

The [2 Remove Position] button is only in focus if the position was *never* used. If the position has *ever* been used, the [2 Remove Position] button will *not* be in focus/available. Instead, select **Inactivate Position** from the menu under the [Actions] button.



[ADM-AUC-HR-9949]

## 1.2 Position Maintenance ► [6 Position Segments] Button Added to Screen [New]

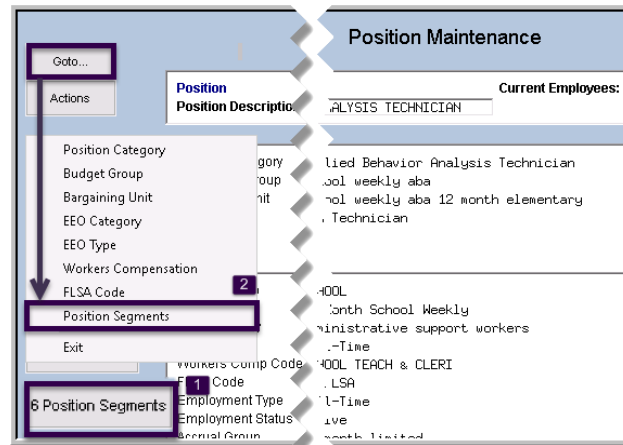
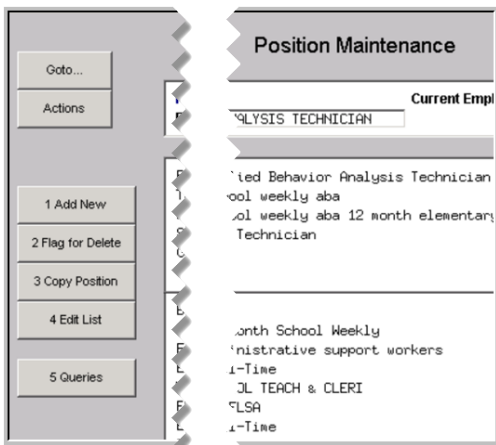


Figure 5 Before and after Position Maintenance screen

ADMINS added a button on the **Position Maintenance** screen to go to the **Position Segments Table** for easy access to this table. It is also found under the [GoTo] button on the **Position Maintenance** screen. The **Position Segments Table** may still be accessed via **Human Resources ► Tables ► (arrow to the bottom of the list) ► Position Segments**.

[ADM-AUC-HR-10049]



### 1.3 Employee Maintenance [Enhanced]

ADMINS enhanced the **Employee Maintenance** screens to display the first **ACTIVE** position of an employee without having to scroll through all positions to get to an **active** position. This change affects the **Employee Maintenance** and the **Employee Maintenance Query** screens tabs 3, 4, 5, 6, 7, and 8.

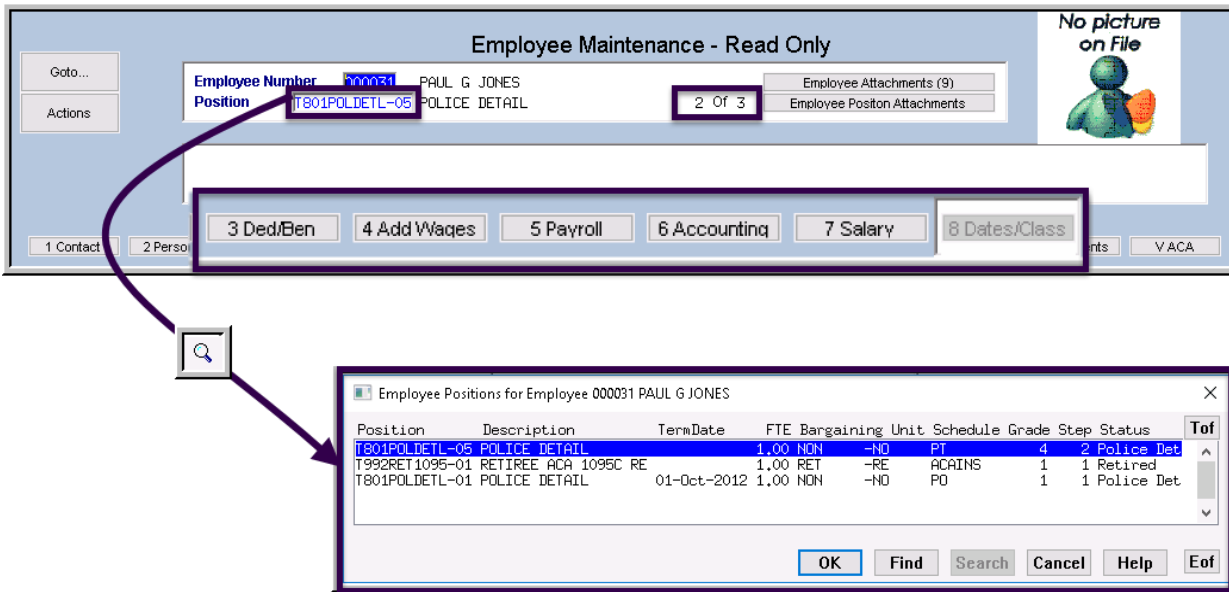


Figure 6 Ded/Ben, Add Wages, Payroll, Accounting, Salary & Dates/Class tabs will display ACTIVE positions first

Other positions will be available using the buttons, page down/up, or selecting from the lookup.

[ADM-AUC-HR-9923]

### 1.4 Employee Maintenance ► [7 Salary] ► Remove Salary Change Records [New]

ADMINS added the ability to remove salary change records via a **[D Delete Record]** button on the **[7 Salary]** tab of the employee maintenance screen.

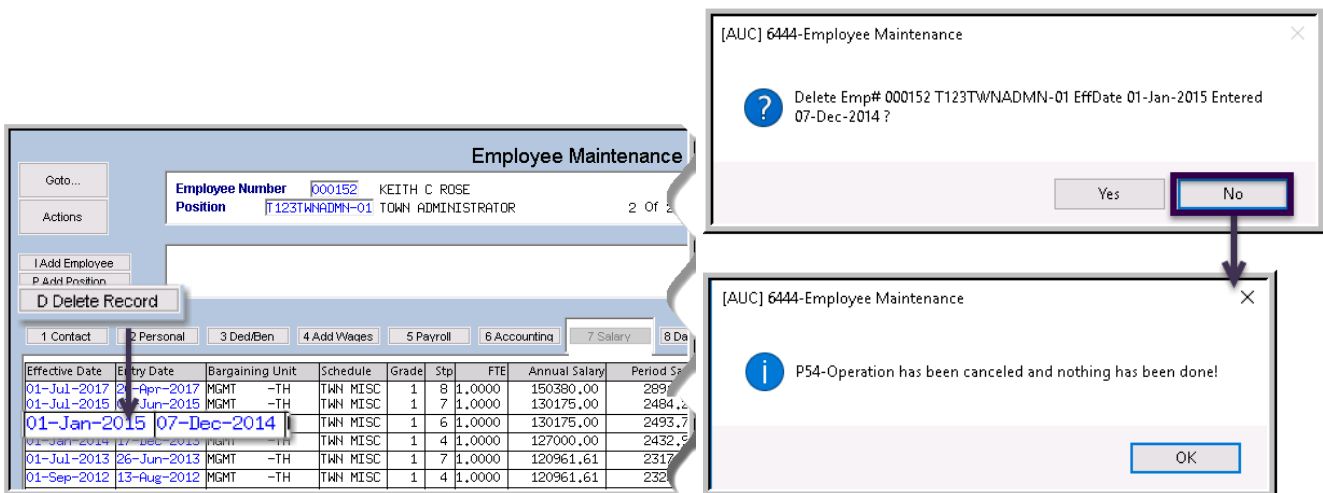


Figure 7 The new [D Delete Record] button – and the resulting prompt confirming the action to be taken



The only exception is the **CURRENT** salary change record on the **Salary** tab of the **Employee Maintenance** screen. If the **CURRENT** record needs to be deleted, **ADD** a new salary change record first and then remove the record created in error.

**Employee Maintenance**

Employee Number: 000152 KEITH C ROSE  
Position: T123TWNADMIN-01 TOWN ADMINISTRATOR 2 Of 2

Employee Attachments (11)  
Employee Position Attachments

Actions: I Add Employee, P Add Position, **D Delete Record**

1 Contact, 2 Personal, 3 Ded/Ben, 4 Add...

Effective Date	Entry Date	Bargaining Unit	Schedule	Grade	Stp	FTE	Annual Salary	Period Salary	Daily Salary	Hourly Rate	Per Diem	
01-Jul-2017	20-Apr-2017	MGMT	-TH	TWN MISC	1	8	1,0000	150380,00	2891,90	578,38	72,3000	578,38
01-Jul-2016	28-Jan-2016	MGMT	-TH	TWN MISC	1	8	1,0000	135434,07	2594,50	518,90	64,6200	518,90
01-Jul-2015	07-Jun-2015	MGMT	-TH	TWN MISC	1	7	1,0000	130175,00	2484,25	496,85	62,1064	48,36
01-Jan-2015	07-Dec-2014	MGMT	-TH	TWN MISC	1	6	1,0000	130175,00	2493,75	498,75	62,3443	498,75



Figure 8 The **CURRENT** salary record may not be deleted, as it represents the current salary data for the employee

### 1.4.1 Report of Deleted Salary Records

**Employee Salary Delete Log**

1 Emp#	2 Position	4 Delete User	3 Delete Date	Delete Time	Eff Date	Ent Date	5 Barg Unit	Description
000004	X999RETTTERM-01	PAUL	07-Nov-2018	11:17:03	01-Jul-1998	02-Sep-1998	-	
0012	S009SPDSPEE-01	PAUL	07-Nov-2018	13:30:25	15-Aug-2002	18-Aug-2002	-	
0013	S009CAFMRKR-02	PAUL	02-Nov-2018	00:00:00	01-Jul-2002	24-Mar-2003	-	
000013	S009CAFMRKR-02	PAUL	01-Nov-2018	00:00:00	01-Jul-2001	02-Sep-2001	-	
000020	S012TERST15-01	PAUL	07-Nov-2018	13:33:44	01-Aug-2010	02-Aug-2010	MTA	-26 26 Pay Teachers
000023	S012TERST15-02	PAUL	07-Nov-2018	13:30:47	23-Aug-2006	05-Aug-2006	-	
000062	S0091ERSUBS-01	WENDY	12-Nov-2018	11:27:34	31-Oct-2016	31-Oct-2016	NON	-NO No Benefits
000062	S0091ERSUBS-01	WENDY	12-Nov-2018	11:26:17	31-Oct-2016	28-Nov-2016	NON	-NO No Benefits
000062	S0091ERSUBS-01	WENDY	12-Nov-2018	11:24:57	31-Jan-2017	07-Mar-2017	NON	-NO No Benefits
000062	S0091ERSUBS-01	PAUL	07-Nov-2018	13:34:10	10-Sep-2012	10-Sep-2012	NON	-NO No Benefits
000140	S003PRIPRIN-01	WENDY	12-Nov-2018	11:41:13	01-Jul-2015	31-May-2015	SINGL	-01 school singleton contra
000140	S003PRIPRIN-01	WENDY	12-Nov-2018	11:28:43	01-Jul-2016	13-Jun-2016	SINGL	-01 school singleton contra
000152	T123TWNADMIN-01	THERESA	16-Nov-2018	16:30:18	01-Jan-2015	07-Dec-2014	MGMT	-TH Town Management & Singl
000152	T123TWNADMIN-01	WENDY	12-Nov-2018	12:09:21	01-Jan-2016	20-Nov-2015	MGMT	-TH Town Management & Singl

To see an audit trail of salary deletions, select **Human Resources** ► **Maintenance** ► **Employee Salary Delete Log**.

Figure 9 Employee Salary Delete Log

An edit list is available by clicking the **[6 Edit List]** button. The edit list may be filtered with optional selections on **“Employee #”, “Position”, “Delete Date Range”, “Username”** (the user deleting the record), and **“Bargaining Unit”**.

Task 6672: Employee Salary Delete Log Report

**Employee Salary Delete Log Report**

Optional: Enter up to 9 Employee#  0 values:

Optional: Enter up to 9 Positions  0 values:

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

Optional: Enter up to 9 Usernames  0 values:

Optional: Enter up to 9 Bargaining Units  0 values:

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No



	A	B	C	D	E	F	G	H	I
	Emp#	Name	Position	Delete Date	Delete Time	Delete User	Barg Unit	Effective	Entry Date
2	000004	HORN, MARIE	X999RETERM-01	11/7/2018	11:17:03.34	PAUL	-	7/1/1998	9/2/1998
3	000012	GENEREUX, MARIE R	S009SPDSPEE-01	11/7/2018	13:30:25.49	PAUL	-	8/15/2002	8/18/2002
4	000013	FURTADO, LYNN	S005CAFWRKR-02	11/2/2018		PAUL	-	7/1/2002	3/24/2003
5	000013	FURTADO, LYNN	S005CAFWRKR-02	11/1/2018		PAUL	-	7/1/2001	9/2/2001
6	000020	OSTEGREN, LYNN M	S012TEASST5-01	11/7/2018	13:33:44.55	PAUL	MTA -26	8/1/2010	8/2/2010
7	000023	POWERS, KAREN M	S012TEASCI5-02	11/7/2018	13:30:47.89	PAUL	-	8/23/2006	8/5/2006
8	000062	MOHAN, LYNN E	S009TEASUBS-01	11/12/2018	11:24:57.11	WENDY	NON -NO	1/31/2017	3/7/2017
9	000062	MOHAN, LYNN E	S009TEASUBS-01	11/12/2018	11:26:17.41	WENDY	NON -NO	10/31/2016	11/28/2016
10	000062	MOHAN, LYNN E	S009TEASUBS-01	11/12/2018	11:27:34.80	WENDY	NON -NO	10/31/2016	10/31/2016
11	000062	MOHAN, LYNN E	S009TEASUBS-01	11/7/2018	13:34:10.69	PAUL	NON -NO	9/10/2012	9/10/2012
12	000140	BUSKIRK, LYNN A	S003PRIPRIN-01	11/12/2018	11:28:43.15	WENDY	SNGL -01	7/1/2016	6/13/2016
13	000140	BUSKIRK, LYNN A	S003PRIPRIN-01	11/12/2018	11:41:13.92	WENDY	SNGL -01	7/1/2015	5/31/2015
14	000152	ROSE, KEITH C	T123TVNADMIN-01	11/12/2018	12:09:21.76	WENDY	MGMT -TH	1/1/2016	11/20/2015
15	000152	ROSE, KEITH C	T123TVNADMIN-01	11/16/2018	16:30:18.96	THERESA	MGMT -TH	1/1/2015	12/7/2014

Figure 10 The Employee Salary Delete Log Report as run to Excel®

[ADM-AUC-HR-9802]

### 1.5 Set Name and Social Security on [V ACA] Tab for Employee/Individual #1

**ADMINS revised the ACA tab of the employee maintenance screen, to set the:**

**Name and Social Security Number on line one of the ACA Covered Individual** **Name and Social Security Number on the Employee Contact screen**

if the ACA reportable flag is set to **“Yes”** on the ACA screen.

Figure 11 Contact tab of the Employee Maintenance Screen showing Name and Social Security number

Figure 12[V ACA] tab of the Employee Maintenance Screen shows Covered Individual #1 data = Employee data



To ensure that this is consistent for all employee records, **ADMINS** will run a process during the software update that will update all records for line one on the ACA covered individual records if the covered individual field in line one is currently blank and the employee is set as reportable.

[ADM-AUC-HR-10050]

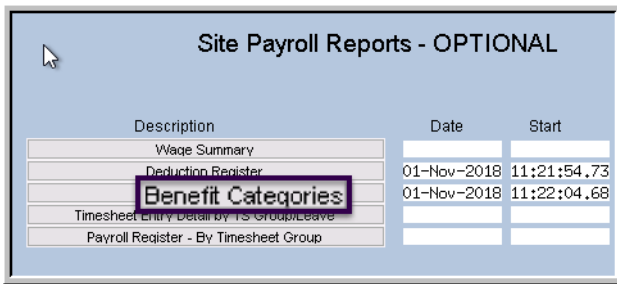
## 2 PAYROLL PROCESSING

A “**No-Time**” warrant may produce a direct deposit file that contains tax deposits but no employee direct deposits. The direct deposit file format has been corrected to properly handle this circumstance.

[ADM-AUC-HR-10032]

### 2.1 #7227 Benefit Categories Report [Enhanced]

The report shows direct deposits and is run as part of the steps process under **Site Payroll Reports – Optional** prior to printing checks.



When a manual void/direct deposit was included with a regular cycle direct deposit of the same amount, the report did not clearly show the three transactions (regular, void, and replace). Now the transactions will each be listed, along with a notation that indicates that the negative amount will not be included in the direct deposit file.

In the example, a direct deposit for employee #152 has to be voided and replaced. The sequence number to be voided is **#0923686**. The manual sequence replacing the void is **#0936198**. The regular direct deposit created as part of a standard payroll is **#0092611**. When the report is run, each will appear on a separate line under the **NET DIRECT DEPOSIT** Category, Cost Code Direct Deposit:

```

7227-HRCLCCHKBENDEDCAT.REP          Printed 01-Nov-2018 at 11:50:53 by THERESA
                                         Town of Admins
                                         Benefit Categories

Category: NETDIR   NET DIRECT DEPOSIT
Cost Code: DIRDEP  DIRECT DEPOSIT
=====
Emp#   Employee Name           Prenote   Bank Code   Bank Name   Employee Amt(Ded)
=====
070440 ANZIVINO, KAREN A      DG        DIGITAL FED. CR.      323.30
000307 AYOTTE, KEITH JR       CITZ      CITIZENS BANK         209.88
001255 BAILEY, KAREN         MF        MILFORD FEDERAL S     529.07
070919 REYNOLDS, LYNN P      DG        DIGITAL FED. CR.      348.21
000302 ROLLS, MICHAEL B      DN        DEAN COOPERATIVE      460.81
000152 ROSE, KEITH C         DN        DEAN COOPERATIVE     -1341.68   NOT IN DD FILE
000152 ROSE, KEITH C         DN        DEAN COOPERATIVE      1341.68
000152 ROSE, KEITH C         DN        DEAN COOPERATIVE      1341.68
003071 ROVANI, LYNN A        BF        ROCKLAND TRUST        567.03
001145 ROSS, KAREN L         BF        ROCKLAND TRUST        608.71
=====

```

Figure 13 Report #7227 Benefit Categories

The report section highlighted above in Figure 13 reflects the detail in the payroll register shown in Figure 14:



Employee: 000482 ROSE, KEITH C		Gross Pay: 2,891.90		Federal Tax Wages: 2,085.40		Medicare Wages: 2,863.05	
Timesheet Group: TOWN -TOWN TOWN	Deductions: 2,891.90	State Taxable Wages: 2,891.90	Retirement Wages: 2,891.90				
Pri. Timesheet Group: TOWN -TOWN TOWN	Net Pay: 1,341.68	Total Wages: 2,891.90	Federal Taxes: -373.56				
Taxes: FED S 3 Sequence: 093611	Net Direct Deposit: 1,341.68	State Taxes: -114.24	Pension Plan Flag: -277.65				
MA S 3 Check Type: E Deposit Advice	Benefits: 41.51	Deferred Comp Wages: -500.00	EFT Deductions: -200.00				
Wages	Deductions	Deductions	Benefits	Hours/Days			
REGULAR - days 2,891.90	FULLTIME 04600108 500.00	DIRECT DEPOSIT 1,341.68	MEDICARE 41.51	REGULAR - days 10.00	Day		
SICK ACCRUAL DAY 1	DIS-MUTUAL OF OMA 14.41	EFT SAVINGS 200.00		SICK ACCRUAL DAY 1.50	Day		
	FEDERAL TAX 373.56	FLEXIBLE SPENDING 28.85					
	STATE TAX 114.24	MEDICARE 41.51					
	NORFOLK CTY PEN 8 231.35	NORFOLK CTY 2% 46.30					

7210-HRPAYREG.REP Printed 01-Nov-2018 at 11:44:39 by THERESA

Batch: 2640 Warrant: 903082 Check Date: 09-Aug-2018 Period: 23-Jul-2018 thru 05-Aug-2018

Employee: 000152 ROSE, KEITH C		Gross Pay: -2,891.90		Federal Tax Wages: -2,085.40		Medicare Wages: -2,863.05	
Timesheet Group: TOWN -TOWN TOWN	Deductions: -2,891.90	State Taxable Wages: -2,891.90	Retirement Wages: -2,891.90				
Pri. Timesheet Group: TOWN -TOWN TOWN	Net Pay: -1,341.68	Total Wages: -2,891.90	Federal Taxes: -373.56				
Taxes: FED S 3 Sequence: 0936186	Net Direct Deposit: -1,341.68	State Taxes: -114.24	Pension Plan Flag: -277.65				
MA S 3 Check Type: V VOID	Benefits: -41.51	Deferred Comp Wages: 500.00	EFT Deductions: 200.00				
Wages	Deductions	Deductions	Benefits	Hours/Days			
REGULAR - days -2,891.90	FULLTIME 04600108 -500.00	DIRECT DEPOSIT -1,341.68	MEDICARE -41.51	REGULAR - days -10.00	Day		
	DIS-MUTUAL OF OMA -14.41	EFT SAVINGS -200.00					
	FEDERAL TAX -373.56	FLEXIBLE SPENDING -28.85					
	STATE TAX -114.24	MEDICARE -41.51					
	NORFOLK CTY PEN 8 -231.35	NORFOLK CTY 2% -46.30					

Employee: 000152 ROSE, KEITH C		Gross Pay: 2,891.90		Federal Tax Wages: 2,085.40		Medicare Wages: 2,863.05	
Timesheet Group: TOWN -TOWN TOWN	Deductions: 2,891.90	State Taxable Wages: 2,891.90	Retirement Wages: 2,891.90				
Pri. Timesheet Group: TOWN -TOWN TOWN	Net Pay: 1,341.68	Total Wages: 2,891.90	Federal Taxes: -373.56				
Taxes: FED S 3 Sequence: 0936198	Net Direct Deposit: 1,341.68	State Taxes: -114.24	Pension Plan Flag: -277.65				
MA S 3 Check Type: E MANUAL	Benefits: 41.51	Deferred Comp Wages: -500.00	EFT Deductions: -200.00				
Wages	Deductions	Deductions	Benefits	Hours/Days			
REGULAR - days 2,891.90	FULLTIME 04600108 500.00	DIRECT DEPOSIT 1,341.68	MEDICARE 41.51	REGULAR - days 10.00	Day		
	DIS-MUTUAL OF OMA 14.41	EFT SAVINGS 200.00					
	FEDERAL TAX 373.56	FLEXIBLE SPENDING 28.85					
	STATE TAX 114.24	MEDICARE 41.51					
	NORFOLK CTY PEN 8 231.35	NORFOLK CTY 2% 46.30					

Figure 14 #7210 Payroll Register

1. The first section shows the regular direct deposit created as a normal part of the payroll for the period
2. The second section (highlighted) is the void
3. The third section is the manual check that replaces the void

[ADM-AUC-HR-10015]

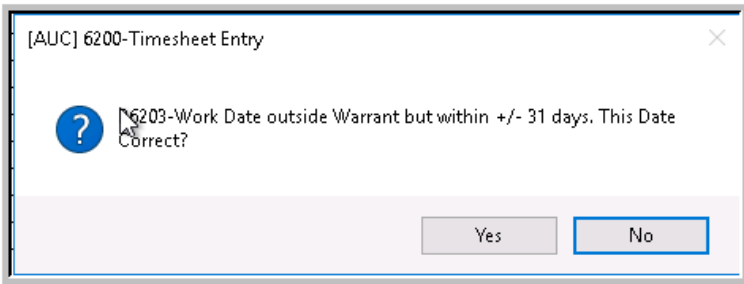
### 3 TIMESHEET ENTRY ► ADD A RANGE OF DATES [NEW]

ADMINS added the ability to add a range of dates to an employee’s timesheets in this software update. Access the new feature by selecting **Human Resources ► Timesheet Entry ► [D Add Range]**. There are two required fields; a “From” Work Date and a “To” Work Date.



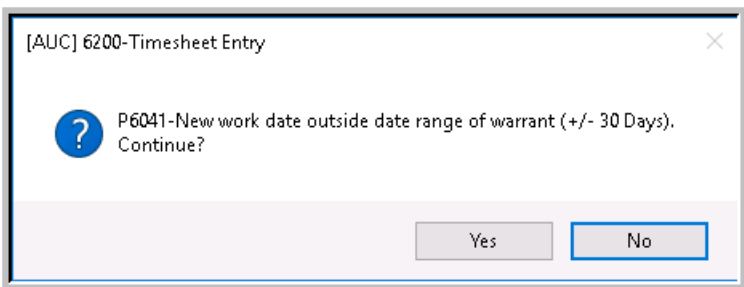
The screenshot shows the 'Timesheet Entry' window. At the top, it displays 'Warrant 903081' for the period '08-Jul-2018' to '21-Jul-2018'. Below this is a table with columns: Work Date, Day, Pay Code, Hours, Days, Rate, Flat\$, Amount\$, Account Number, Customer, and Reason. The table shows entries for 09-Jul-2018 (Mon REG, 8.00 hours, rate 18,280.00), 10-Jul-2018 (Tue REG, 8.00 hours, rate 18,280.00), and 20-Jul-2018 (Fri REG, 8.00 hours, rate 18,280.00). A dialog box titled '[AUC] 6200-Timesheet Entry [theresa]' is open, with 'Add Date Range' selected. It has two input fields: 'Required: Enter From Work Date' with '02-Jul-2018' and 'Required: Enter To Work Date' with '06-Jul-2018'. A red arrow points from the 'D Add Range' button in the bottom toolbar to the dialog box. The bottom toolbar includes buttons for '1 Add Line', 'D Add Range', '3 Reports', '4 Split Day', '5 Replace PayCode', '6 Remove Employee', '7 Add Employee', '8 Employee Queries', '9 Adjust Salary', and '964% Split'.

Figure 15 New button adds a range of dates to an employee’s timesheet



If the entered dates are outside of the warrant dates but within +/- 31 dates of the warrant date, a message will be displayed – to confirm, click on **[Yes]**; if the dates are not correct, click on **[No]**. The prompt will be redisplayed so that a different date range may be used.

Figure 16 Confirmation message for date range outside warrant range but within +/- 31 days



If the entered dates are outside of the warrant dates and outside the date range of the warrant by +/- 30 dates of the warrant date, a message will be displayed – to continue, click on **[Yes]**; if the dates are not correct, click on **[No]**. The prompt will be redisplayed so that a different date range may be used.

Figure 17 Confirmation message for work dates outside date range of warrant (+/-30 Days)

Timesheet Entry											
Warrant		08-Jul-2018		21-Jul-2018		Annual	76040,00	Bargaining Unit	MTR	-26	
Timesheet Group		SCHOOL-SOUT		south elementary		Period	2924,62				
Employee		009831 0 Note		GABRIEL, MARIE		Per Diem	413,26				
Position		S003TEHSOUT-01		SOUTH SCHOOL TEACHER 26 PAYS		Daily	292,46				
						Hourly	68,6768				
Work Date	Day	Pay Code	Hours	Days	Rate	Flat \$	Amount	Account Number	Customer	Reason	
01-Jul-2018	Sun							0000-000-0000-00-00-000000			
02-Jul-2018	Mon							0000-000-0000-00-00-000000			
03-Jul-2018	Tue							0000-000-0000-00-00-000000			
04-Jul-2018	Wed							0000-000-0000-00-00-000000			
05-Jul-2018	Thu							0000-000-0000-00-00-000000			
06-Jul-2018	Fri							0000-000-0000-00-00-000000			
07-Jul-2018	Sat							0000-000-0000-00-00-000000			
09-Jul-2018	Mon	DREG	1,00		292,4600	292,46	292,46	1000-300-2305-110-03-00-51260			
10-Jul-2018	Tue	DREG	1,00		292,4600	292,46	292,46	1000-300-2305-110-03-00-51260			
21-Jul-2018	Sat	LNG NTRS	1,00		38,46	38,46	38,46	1000-300-2305-110-03-00-51260			
			11,00		38,46	2963,08					

Notes for this line: Note Working For 000 -00 Accrual Group EC23 TEACH,-UNLIMITED

1 Add Line 0 Add Range 2 Delete Line 3 Reports 4 Split Day 5 Replace PayCode 6 Remove Employee 7 Add Employee 8 Employee Queries 9 Adjust Salary 96/4% Split

The resulting records behave the same way that records added one at a time work. The records may be edited, deleted, marked for separate checks; essentially processed in any customary way.

[ADM-AUC-HR-9907]

## 4 VOID/MANUAL ▶ Add Range of Dates [Enhanced]

A feature similar to the one described in section 3 was added to the **Human Resources ▶ Void/Manual/Figure Paycheck** process.



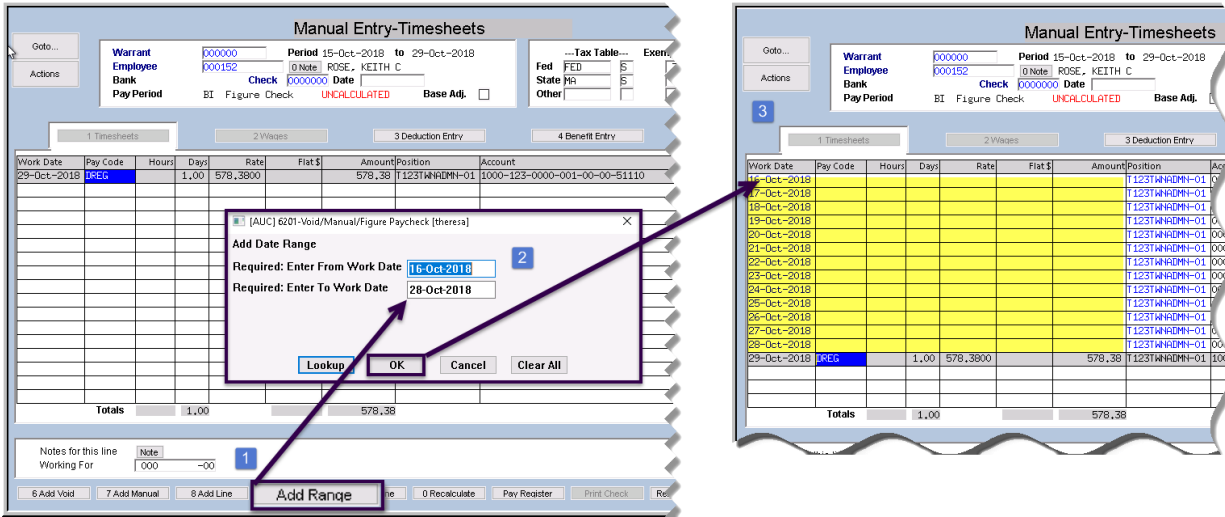


Figure 18 Add Range (of dates) button included on the Manual Timesheet Entry screen

With this software update, **ADMINS** included an **[Add Range]** button for use with manual paychecks. This will lessen processing time and improve efficiency, for example, when entering past payroll adjustments via the manual check process.

[ADM-AUC-HR-10018]

## 5 BILLING AND INVOICING ► Posting Dates

Prior to the software update, the billing submit & post was using **MODULE CONTROL # 6000** to set the fiscal year. This caused issues when entering payments dated prior to July 1 of the current year but processed after July 1.

Human Resources Module Control			
Seq#	Description	Answer	Buttons
6000	Human Resources Fiscal Year	2019	1 Edit

To address this, **ADMINS** revised the account and period checking to be based on the revenue date and cash account of the category for payment processing, as defined in the fiscal period table for each fund:

Maintain Fiscal Periods				
FY	Fund	Description	Fund Status	
2019	1000	GENERAL FUND	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
Period	Begin Date	Ending Date	Fiscal Period Status	
July	01-Jul-2018	31-Jul-2018	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
August	01-Aug-2018	31-Aug-2018	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
May	01-May-2019	31-May-2019	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
June	01-Jun-2019	30-Jun-2019	<input checked="" type="radio"/> Open	<input type="radio"/> Closed

[ADM-AUC-HR-10022]

## 6 QUERIES

With the software update, **ADMINS** installed the following fixes on query screens.



## 6.1 Paycheck History–Inquiry

When branching from employee maintenance to **Queries ▶ Paycheck History - Inquiry**, the next employee number’s information would be displayed. This has been corrected.

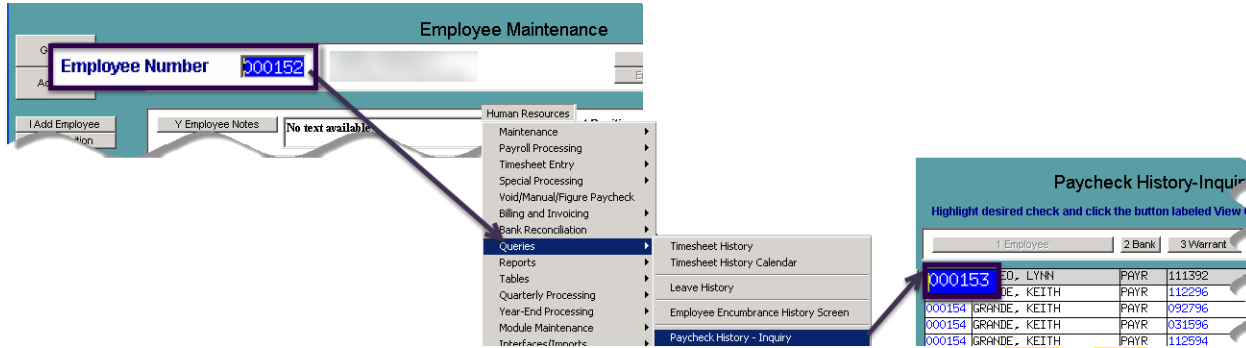


Figure 19 Before – the query would bring up the next number – shown here going from #152 to #153

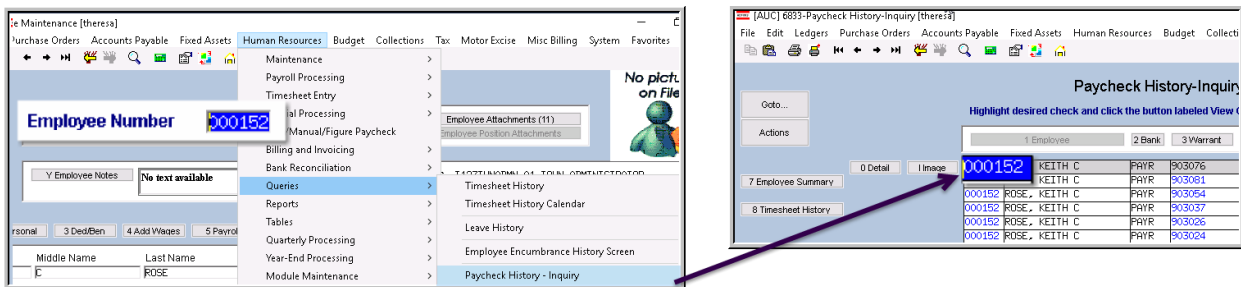


Figure 20 After—branches from employee #152 on the maintenance screen to #152 on Paycheck History–Inquiry

[ADM-AUC-HR-10031]

## 6.2 Warrant History Screen

Prior to the software update, the **correct** Labor Distribution GL Posting report was not listed, because this query screen relies on the batch number being present in the filename to filter the available reports. **ADMINS** added the batch number to the Labor Distribution GL Posting Report filename so that it could be properly retrieved.

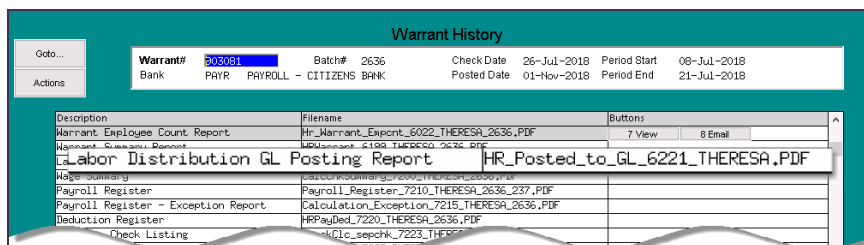


Figure 21 Before – the Labor Distribution Report name did not include the batch number



Warrant History					
Warrant#	0303082	Batch#	2640	Check Date	09-Aug-2018
Bank	PAYR	PAYROLL -	CITIZENS BANK	Posted Date	05-Nov-2018
		Period Start	23-Jul-2018	Period End	05-Aug-2018
Description	Filename	Buttons			
Warrant Employee Count Report	Hr_Warrant_Empont_6022_THERESA_2640.PDF	7 View	8 Email		
Warrant Summary Report	HR_Payroll_6199_THERESA_2640.PDF				
<input checked="" type="checkbox"/> Labor Distribution GL Posting Report	HR_Posted_to_GL_6221_LUANN_2640.PDF				
Wage Summary	Calculation_Register_GL_6002_THERESA_2640.PDF				
Payroll Register	Payroll_Register_7210_THERESA_2640_237.PDF				
Payroll Register - Exception Report	Calculation_Exception_7215_THERESA_2640.PDF				
Payroll Register	HRPayDed_7220_THERESA_2640.PDF				
Payroll Register - Listing	search_7222				

Figure 22 After– The Labor Distribution Report name includes the batch number

[BLG-SUP-SAPLAUC-1141]

## 7 REPORTS

### 7.1 Employee ▶ # 6662- Employee List – Benefits [New]

Report Library By Employee		
Report Name	View	Report
6680-Employee Roster Schedule	Sample	Run
6710-Employee List	Sample	Run
6711-Employee List with Notes	Sample	Run
6712-Employee List - Phone Directory	Sample	Run
6714-Employee List - Grade Schedules	Sample	Run
6754-Employee List - Additional Wages	Sample	Run
6716-Employee List - Deductions	Sample	Run
6718-Employee List - GL Home Coding	Sample	Run
6719-Employee List - GL Home Coding - Element Selection	Sample	Run
6720-Employee List - Dates	Sample	Run
6487-Employee List - Active	Sample	Run
6412-Employee List - Incidents	Sample	Run

Figure 23 Before

Report Library By Employee			
Report Name	View	Report	
6680-Employee Roster Schedule	Sample	Run	
6710-Employee List	Sample	Run	
6711-Employee List with Notes	Sample	Run	
6712-Employee List - Phone Directory	Sample	Run	
6714-Employee List - Grade Schedules	Sample	Run	
6754-Employee List - Additional Wages	Sample	Run	
6716-Employee List - Deductions	Sample	Run	
<b>6662-Employee List - Benefits</b>	Sample	Run	
6718-Employee List - GL Home Coding	Sample	Run	
6719-Employee List - GL Home Coding - Element Selection	Sample	Run	
6720-Employee List - Dates	Sample	Run	
6487-Employee List - Active	Sample	Run	
6412-Employee List - Incidents	Sample	Run	

Figure 24 After

This new report allows for up to 14 benefit categories, with up to two cost codes shown per category. The report provides all of the columns of the familiar **Employee List– Grade Schedules** report, plus additional columns for benefit categories. Select **Human Resources ▶ Reports ▶ 6662- Employee List – Benefits** to bring up the prompt:



Task 6662: Employee List - Benefits

**Employee List - Benefits**  
Up to two cost codes per benefit category will print.

Optional: Benefit Category Column 1	AN	ANNUITIES
Optional: Benefit Category Column 2	BC	BLUE CROSS
Optional: Benefit Category Column 3	CAR	CAR ALLOWANCE
Optional: Benefit Category Column 4	CH	CHILD SUPPORT
Optional: Benefit Category Column 5	CI	CANCER INSURANCE
Optional: Benefit Category Column 6	CL	CLOTHING
Optional: Benefit Category Column 7	DE	DENTAL
Optional: Benefit Category Column 8	DC	DEFERRED COMP
Optional: Benefit Category Column 9	DS	DIS - NON DEF
Optional: Benefit Category Column 10	DS-DEF	DISABILITY-DEFERRED
Optional: Benefit Category Column 11	FSA	FLEXIBLE SPENDING ACCO
Optional: Benefit Category Column 12	FSA DC	FSA DEPENDENT CHILD CAI
Optional: Benefit Category Column 13	IN	TOWN INSURANCE
Optional: Benefit Category Column 14	LI	LIFE INSURANCE

Buttons: Lookup, OK, Cancel, Clear All

Enter up to fourteen optional categories by typing into the field or by selecting from the lookup. Selections left blank on this screen will be titled “N/A” on the spreadsheet; the dollar amount of life insurance will be shown in column **BM** if a Life Insurance category is chosen.

Figure 25 Prompt for up to 14 Optional Benefit Categories

EmployeeList\_Benefit\_6662\_THERESA[2].xml - Microsoft Excel

	A	B	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	
1	Emp#	Name	AN	BC	CAR	CH	CI	CL	DE	DC	DS	DS-DEF	FSA	FSA DC	IN	LI	
2	000003	REZZUTI, KEITH													INS-WK		
3	000020	OSTEGREN, LYNN M	AN-LIN														
4	000023	POWERS, KAREN M		ER BCF26						DEFVOL					INS-BW		
5	000031	JONES, PAUL G															
6	000031	JONES, PAUL G															
7	000040	LEDOUX, KEITH F								DEFVOL	DS-COL				INS-WK		
8	000040	LEDOUX, KEITH F								DEFVOL	DS-COL				INS-WK		
9	000062	MOHAN, LYNN E															
10	000062	MOHAN, LYNN E															
11	000062	MOHAN, LYNN E															
12	000068	DAY, KEITH F															
13	000087	GOSSELIN, KAREN A															
14	000092	LUSSIER, LYNN M							ALT521	DEFVOL					INS-WK		
15	000140	BUSKIRK, LYNN A		ER BCS26					ALT26S						INS-BW		
16	000149	FRAINE, MICHAEL T															
1	Emp#	Name	AN	BC	CAR	CH	CI	CL	DE	DC	DS	DS-DEF	FSA	FSA DC	IN	LI	LIFEAMT
2	000003	REZZUTI, KEITH															
3	000020	OSTEGREN, LYNN M	AN-LIN														
4	000023	POWERS, KAREN M		HMOF26													
5	000031	JONES, PAUL G															
6	000031	JONES, PAUL G															
7	000040	LEDOUX, KEITH F															
8	000040	LEDOUX, KEITH F															
9	000062	MOHAN, LYNN E															
10	000062	MOHAN, LYNN E															
11	000062	MOHAN, LYNN E															
12	000068	DAY, KEITH F															
13	000087	GOSSELIN, KAREN A															
14	000092	LUSSIER, LYNN M															
15	000140	BUSKIRK, LYNN A		HMOF26													
16	000149	FRAINE, MICHAEL T															

Figure 26 Benefit Category Columns– Row #1 & #2 are the cost codes from Figure 25; #3 the Life Insurance Amount



More information on Report #6662 is available in the **Help Reference Library ▶ Employee Reports ▶HR-590 Employee Reports.**

### 7.1.1 Use the Report to Find Selected Benefit Categories for All Employees

One purpose for the report would be to provide a summary of employee benefits for Insurance (Life, Dental and Health). Selecting only categories for those benefits would provide the report as shown above (the image has columns C-AJ hidden to show the new columns on the rightmost portion of the report).

### 7.1.2 Using the Report to Find All Benefits for a Selected Group

Another function the report serves is to find all benefits for a select group (up to 14 categories with two codes per category). Run the report as shown, insert a column and use the MID function in Excel® to refine the results based on the accounts found in columns T-AH or from any other text column(s) in the report.

[ADM-AUC-HR-10033]

## 7.2 Employee ▶ #6659 Employment Verification [Enhanced]

The Employment Verification was enhanced to:

1. use sender information from the User Profile instead of module control values, and,
2. include two optional notes fields that save data from one instance to the next.

This allows the report to be customized by the staff person running the report and provides an option to provide requested additional information.

Seq#	Description	Answer
6100	Payroll Contact Name	James O'Neil
6101	Payroll Contact Title	Payroll Master Supervisor
6102	Payroll Contract Phone#	617,494,5100

Prior to the software update, the report used entries from module control values 6100, 6101, and 6102 for the signature information on the report.

Figure 27 Before – module control values 6100, 6101 and 6102

**User Profile Screen**

Entered 07-Sep-2009 MUPDEV1  
 Changed 31-Oct-2018 THERESA  
 Last Login 31-Oct-2018 09:22:30,72 Live

1 General 2 Account Security 3 PO / AP 4 Human Resources 5 Budget 6 Collections 7 Misc Billing Y Login Hist

Cashier ID [input]  
 1 Job Title Payroll Staff Phone# (617) 494-5100 Extension 2123  
 Start Screen 2520 AP/PO Dashboard

Receive Approval Email  Yes  No X Send Test Email

Figure 28 After—the report uses values from the User Menu ▶ User Profile screen for the user generating the report:



**Report Library By Employee**

Report Name	View	Report	Last Run Date	Run Time
6680-Employee Roster Schedule	Sample	Run		
6710-Employee List	Sample	Run	04-Sep-2018	11:56:21.12
6711-Employee List with Notes	Sample	Run		

Task 6659: Employment Verification Report

**Employment Verification Report**

Required: Enter Employee#

Optional: Enter Note 1

Optional: Enter Note 2

Run as  Preview  Print  PDF  
If Printing use Duplex  Yes  No

6729-Employee List - COBRA Dates	Sample	Run		
6730-Employee List - Early Retirement Projection	Sample	Run		
6798-Employee List - Degree	Sample	Run		
6731-Employee List - Workers Comp Code	Sample	Run		
6732-Employee Skill Profile Card	Sample	Run		
6149-Employee Salary History Change Report	Sample	Run		
6770-Employee Salary Difference Report	Sample	Run		
6659-Employment Verification Report	Sample	Run		
7500-Employee List - Custom Fields	Sample	Run	04-Sep-2018	16:41:16.67

Click **[Run]**; the prompt will appear for the **required** Employee number and the two new optional notes fields; the notes will be saved and presented with each subsequent run of the report; as such, review the fields to ensure that the data is accurate.

The numbers (1 & 2) in **Figure 27**, **Figure 28**, and **Figure 29** correspond to the report areas identified with the same numbers and highlighting colors in the report sample shown in **Figure 30**.

**Figure 29 Prompt for the Employee Verification report**

Town of Admins  
Employment Verification Report

Name : 000020 OSTEGREN, LYNN M

Status : ACTIVE

Employment Date : 02-Sep-1986

Position : BMS TEACHER

Current Year Salary : 78,966.00

2018 Year to Date Gross Pay \* : 3,406.30

2017 Calendar Year Gross Pay \* : 79,399.99

2016 Calendar Year Gross Pay \* : 76,631.50

Probability of Continued Employment: \_\_\_\_\_

---

Contact: Theresa Smith Jones  
Payroll Staff  
(617) 494-5100 2123

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

2018 Payroll is through checks dated 10 October 2018  
End of contract June 30, 2019

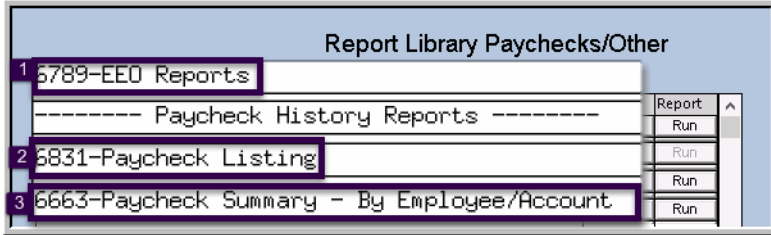
**Figure 30 The Employee Verification Report with the new signature/title/phone data and optional notes fields**

[MBE-SUP-SAPLAUC-963]



### 7.3 Paychecks/Other

ADMINS enhanced the EEO report to allow for multiple entities, truncation on the Paycheck Listing report was fixed and a new report was added to assist in reconciling Human Resources warrants with General Ledger accounting.



#### 7.3.1 #6789 EEO Reports [Enhanced]

Some sites have one entity that includes Town and School. Federal EEO reporting requires that they be reported separately. If you site has this requirement, please contact [support@admins.com](mailto:support@admins.com).

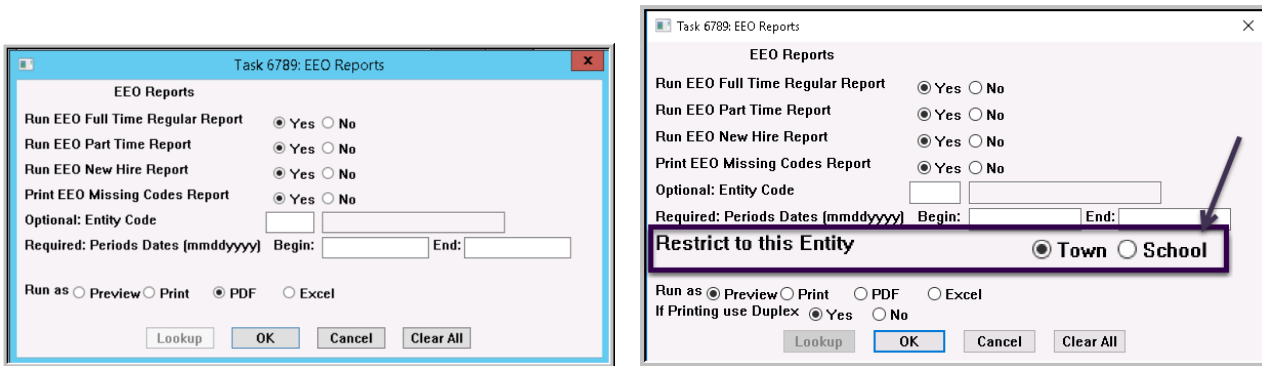


Figure 31 Prompt for EEO Reports – before and after the entity restriction option was added

[BLG-SUP-SAPLAUC-1143]

#### 7.3.2 #6831 Paycheck Listing

The Grand Total Line was truncating the last digit Gross Pay and Total Deds columns. This was corrected.

Emp# Name	Check#	Check Date	Clear Date	Warrant	CKType	Bank	Gross Pay	Total Deds	Total Bsns	Cancelled
010988 BAILLEY, KATE	0986955	20-Jun-2018	18-Jun-2018	160285	R	CITY	77,299.33	77,299.33	00	.00
Totals							77,299.33	77,299.33	00	.00
Grand Total							1,502,313.0	1,355,947.1	92	9,235.69

Figure 32 Before–the Grand Totals were truncated on the Gross Pay and Total Deduction columns

Emp# Name	Check#	Check Date	Clear Date	Warrant	CKType	Bank	Gross Pay	Total Deds	Total Bsns	Cancelled
071125 FET, MICHAEL	0092531	19-Jun-2018	06-Jul-2018	903069	P	PAYS	817.31	120.89	42	.00
071125 FET, MICHAEL	0092539	03-Jul-2018		903069	P	PAYS	817.31	120.89	42	.00
071125 FET, MICHAEL	0092602	26-Jul-2018		903081	P	PAYS	817.31	120.89	42	.00
071125 FET, MICHAEL	0092615	09-Aug-2018		903082	P	PAYS	7,519.25	1,088.01	42	.00
Totals							7,519.25	1,088.01	24	.00
Grand Total							88,319,198.52	31,629,931.77	56.7	8,651,113.3

Figure 33 After–the full number is displayed on the Grand Total line for the Gross Pay and Total Deds columns

[ADM-AUC-HR-10054]



### 7.3.3 #6663 Paycheck Summary – By Employee/Account [New]

Prior to this update, the timesheet history reports were used to compare the General Ledger to the Human Resources warrant charges. Since the timesheet history report is based on work date, and the General Ledger posting is based on period ending date, balancing was often difficult.

This new report is based on the Human Resources **warrant date ranges** which more closely align with the General Ledger transactions. This report will provide the pay and accounting for the employee based on the warrant check date range. To run the report, select **Human Resources ▶ Reports ▶ Report Library ▶ [By Paycheck/Other]**.

Field (bold denotes required field)	Description
<b>Check Date Range</b>	<b>From: date must be less than To: date; each may be entered directly or selected from the lookup</b>
<b>Up to 9 Employee #s</b>	Enter up to nine employee numbers; may be entered directly or selected from the lookup; leave blank to include all employees paid within the required date range as specified
<b>Up to 9 Warrant #s</b>	Enter up to nine warrant numbers; may be entered directly or selected from the lookup; leave blank to include all warrants within the required date range as specified; the lookup includes a check date and the selected warrant check date must fall within the specified range.
<b>Up to 9 Categories</b>	Enter up to nine categories; may be entered directly or selected from the lookup; leave blank to include all categories paid within the required date range as specified.
<b>Up to 9 Pay Codes</b>	Enter up to nine pay codes; may be entered directly or selected from the lookup; leave blank to include all pay codes used within the required date range as specified.
<b>Up to 9 Entity Codes</b>	Enter up to nine entity codes; may be entered directly or selected from the lookup; leave blank to include all entity codes for whom employees were paid within the required date range as specified
<b>Up to 9 Pay Groups</b>	Enter up to nine pay groups; may be entered directly or selected from the lookup; leave blank to include all pay groups that were paid within the required date range as specified

Warrant	Start	End	Period	CheckDate	Bank	PostDate	EntryUser	NoTime	Tof
903084	15-Nov-2018	21-Nov-2018	WE	20-Nov-2018	PAYR	12-Nov-2018	WENDY	N	
903082	23-Jul-2018	05-Aug-2018	BI	09-Aug-2018	PAYR	05-Nov-2018	THERESA	N	
903081	08-Jul-2018	21-Jul-2018	BI	26-Jul-2018	PAYR	01-Nov-2018	THERESA	N	
903080	12-Nov-2018	25-Nov-2018	BI	29-Nov-2018	PAYR	01-Nov-2018	THERESA	N	
903079	22-Oct-2018	22-Oct-2018	BI	22-Oct-2018	PAYR	22-Oct-2018	THERESA	Y	
903078	29-Oct-2018	11-Nov-2018	BI	15-Nov-2018	PAYR	22-Oct-2018	THERESA	N	
903077	15-Oct-2018	28-Oct-2018	BI	01-Nov-2018	PAYR	18-Oct-2018	LUANN	Y	





Field (bold denotes required field)	Description
Up to 9 Bargaining Units	Enter up to nine bargaining units; may be entered directly or selected from the lookup; leave blank to include all bargaining units that had employees paid within the required date range as specified
Up to 9 Employee Type Codes	Enter up to nine employee type codes; may be entered directly or selected from the lookup; leave blank to include all employee types paid within the required date range as specified
Run as	Options available are: Preview/Print/PDF®/Excel®; will use the site default; user may over-ride the default.
If printing use Duplex	Yes/No – will use site; user may over-ride the default.

Employee	Name	Account	Description	Pay Code	Description	Hours	Days	Amount
000040	LEDOUX, KEITH F	0200-450-0000-004-00-00-51110	DIRECTOR	DREG	REGULAR - days	0.00	4.00	1,797.60
000040	LEDOUX, KEITH F	0200-450-0000-004-00-00-51110	DIRECTOR			0.00	4.00	1,797.60
000040	LEDOUX, KEITH F	0300-460-0000-004-00-00-51110	DEPARTMENT HEAD SALARY	DREG	REGULAR - days	0.00	0.50	224.70
000040	LEDOUX, KEITH F	0300-460-0000-004-00-00-51110	DEPARTMENT HEAD SALARY			0.00	0.50	224.70
000040	LEDOUX, KEITH F	1000-300-1410-102-09-00-51230	BUS.OFFICE CLERICAL SALARIES	DVACACCR	VACATION ACCRUAL DAYS	0.00	1.00	0.00
000040	LEDOUX, KEITH F	1000-300-1410-102-09-00-51230	BUS.OFFICE CLERICAL SALARIES	REG	REGULAR - hours	45.00	0.00	822.60
000040	LEDOUX, KEITH F	1000-300-1410-102-09-00-51230	BUS.OFFICE CLERICAL SALARIES			45.00	1.00	822.60
000040	LEDOUX, KEITH F	1000-421-0000-004-00-00-51110	DEPARTMENT HEAD SALARY	DREG	REGULAR - days	0.00	1.50	674.10
000040	LEDOUX, KEITH F	1000-421-0000-004-00-00-51110	DEPARTMENT HEAD SALARY			0.00	1.50	674.10
000040	LEDOUX, KEITH F	1000-490-0000-004-00-00-51110	DIRECTOR'S SALARY	DREG	REGULAR - days	0.00	1.00	449.40
000040	LEDOUX, KEITH F	1000-490-0000-004-00-00-51110	DIRECTOR'S SALARY			0.00	1.00	449.40
						45.00	8.00	3,968.40
000092	LUSSIER, LYNN M	1000-210-0000-002-00-00-51150	POLICE OFFICERS SALARIES	REG	REGULAR - hours	44.00	0.00	1,297.56
000092	LUSSIER, LYNN M	1000-210-0000-002-00-00-51150	POLICE OFFICERS SALARIES			44.00	0.00	1,297.56
000092	LUSSIER, LYNN M	1000-210-0000-002-00-00-51500	OVERTIME WAGES	FLSA	FLSA	0.00	0.00	58.98
000092	LUSSIER, LYNN M	1000-210-0000-002-00-00-51500	OVERTIME WAGES			0.00	0.00	58.98
000092	LUSSIER, LYNN M	1000-210-0000-002-00-00-51800	EDUCATION INCENTIVE (QUINN BILL)	QUIN	QUINN BILL	0.00	1.00	235.92
000092	LUSSIER, LYNN M	1000-210-0000-002-00-00-51800	EDUCATION INCENTIVE (QUINN BILL)			0.00	1.00	235.92
						44.00	1.00	1,592.46

Figure 34 #6663 Paycheck Summary report as run to Excel® with no filtering

[ADM-AUC-HR-10048]

## 8 TABLES

The edit list for the cost code table was enhanced with new Excel® columns and optional filtering. Select **Human Resources** ▶ **Tables** ▶ **Cost Code** to access the table.

### 8.1 Cost Code [Edit List]

To run this report, click on **Human Resources** ▶ **Tables** ▶ **Cost Code** ▶ **[7 Edit List]**. The report is also available on the detail screen for each cost code by clicking on **[3 Edit List]**.

Cost Code	Description	Code
01BENS	MEDICARE BENEFIT - CONVERSION	ME
03BENS	CONVERSION - CAR ALLOWANCE	CAR
457R0TH	457 ROTH SMART PLAN	R0TH
457SB	VOL DEFERRED SEC BEN	DC
AFLND	AFLAC DENTL ND 111F	DE
AIM	AIM FUND SERV.	AN
ALT211	ALTUS IND SCHOOL 21	DE
ALT26S	ALTUS IND SCHOOL 26	DE
ALT411	ALTUS IND SCHOOL 42	DE

Cost Code: ALT211 ALTUS IND SCHOOL 21

Calculation:

- Method 1 Use Tax Rate Table
- Method 2 Flat Amount \$ 23,42
- Method 3 Base Bucket%  Base Bucket#

Period Annualized  YTD Amount



Figure 35 The Cost Code Table Edit list may be run from either the multi-record screen or each code’s detail screen

### 8.1.1 Filtering Added to Cost Code Listing Report [Enhanced]

ADMINS added a **Select Status:** to allow filtering by **All**, **Only Active**, or **Only Inactive** cost codes.

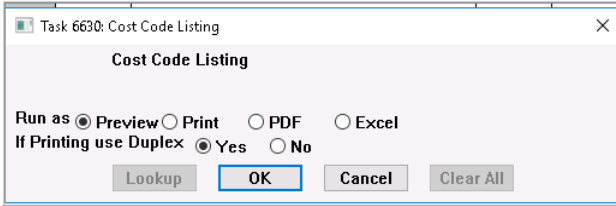


Figure 36 Before

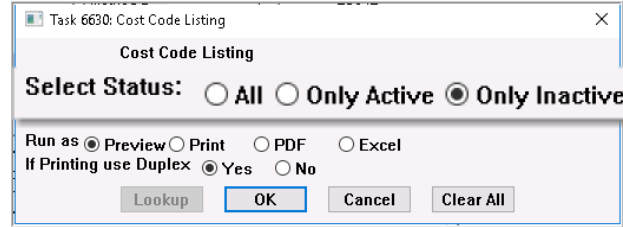


Figure 37 After

### 8.1.2 Tiers Columns Added to Excel® [Enhanced]

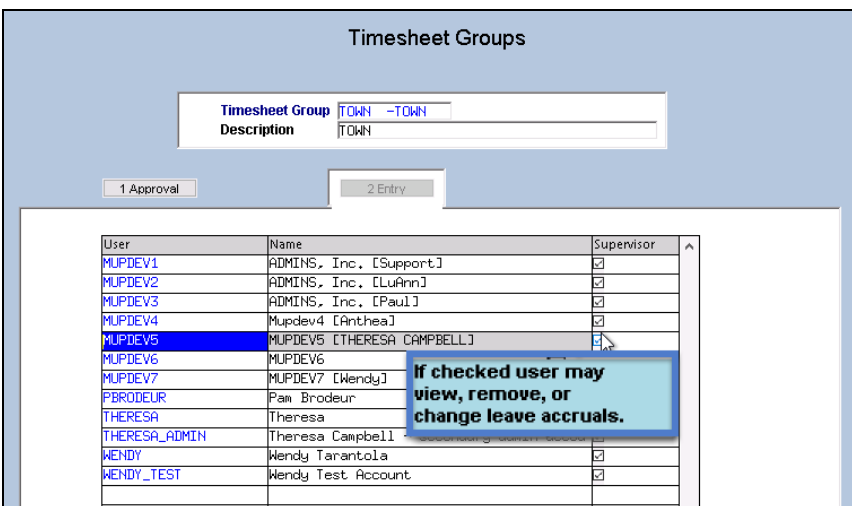
Tiers columns were added to the **Excel®** output version of the report (*columns I through L are “hidden” to show the new columns*)—the Tiers columns show the **EmployEE (Column M)** and the **EmployER (Column N)** contribution. The image below illustrates an excerpt of the report for **Only Inactive** cost codes, as run to **Excel®**:

Code	Description	Benefit	Category	FlatAmt	Pretax	Order#	Status	Tier I	EE	Tier I	ER
01BENS	MEDICARE BENEFIT - CONVERSION	ME	MEDICARE	0.00	N	0	Inactive	100.00	0.00		
03BENS	CONVERSION - CAR ALLOWANCE	CAR	CAR ALLOWANCE	0.00	Y	1	Inactive	0.00	100.00		
AIM	AIM FUND SERV.	AN	ANNUITIES	0.00	N	4	Inactive	100.00	0.00		
AN-AIM	AIM FUND SERVICES	AN	ANNUITIES	0.00	Y	104	Inactive	100.00	0.00		
AN-CAP	CAPITAL	AN	ANNUITIES	0.00	Y	104	Inactive	100.00	0.00		
AN-FID	VANGUARD FIDUCIARY	AN	ANNUITIES	0.00	Y	104	Inactive	100.00	0.00		

Figure 38 Cost Code Edit List with new columns and status filtering

[ADM-AUC-HR-9992]

### 8.2 Timesheet Groups ▶ [2 Entry] [Enhanced]



ADMINS added **hover text** to the **Human Resources ▶ Tables ▶ Timesheet Groups ▶ [2 Entry]** screen to clarify the meaning of the **Supervisor** check box. A username on the record must be **SELECTED** (the username must show up in **blue reverse video**) for the **hover text** to appear.

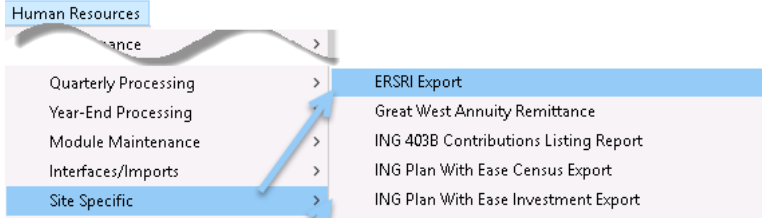
[ADM-AUC-HR-10039]



## 9 SITE SPECIFIC

Two changes were made to the Site Specific exports.

### 9.1 ERSRI Export



ADMINS added a new prompt for 26 pay teachers:

A screenshot of the 'Task 6325: ERSRI Export' form. The form contains several input fields and dropdown menus. A red rectangular box highlights the field labeled 'Optional: Enter Reporting Periods for 26 Pay Teachers', which has the value '5' entered.

- Set to “1” during a normal payroll period (26 pay teachers will have their normal payroll reported).
- Set to “5” during the last school payroll period (26 pay teachers will have their normal and the 4 extra payrolls reported on the report and in the export file).
- Set to “0” during the summer payroll periods (26 pay teachers will neither be included on the report nor in the export file).

[EPS-SUP-SAPLAUC-939]

### 9.2 TIAA–CREF Export

A screenshot of a TIAA-CREF export report. The report header includes '6318-HRRITIAA\_EPS.REP', 'Printed 26-Nov-2018 at 12:16:00 by MUPDEV2', and 'Page 2'. The report title is 'RI TIAA - CREF Contributions'. The report details include 'Warrant: 181121', 'Period Start: 10-Nov-2018', and 'Period Ending: 23-Nov-2018'. A table at the bottom shows employee data with columns for 'Emp#', 'SS#', 'Last Name', 'First Name', 'EE Pens', and 'ER Pens + Fed'. A red rectangular box highlights the 'ER Pens + Fed' column, which shows values like 98.00 and -276.62.

Emp#	SS#	Last Name	First Name	EE Pens	ER Pens + Fed
015534				211.04	98.00
015536				211.04	98.00
016507				-553.32	-276.62 *

Access this feature by clicking on **Human Resources ▶ Site Specific ▶ RI TIAA–CREF Export**.

Prior to the software update, when a negative amount was present in the Pension amount, it was being added to the export file instead of being subtracted.

The process created an incorrect value in the export file. The result was a total that was too high by twice the negative amount.

Figure 39 Before



6318-HRRITIAA\_EPS.REP Printed 26-Nov-2018 at 12:47:56 by MUPDBV2 Page 10  
East Providence School Department  
RI TIAA - CREF Contributions

Warrant: 181121 Period Start: 10-Nov-2018 Period Ending: 23-Nov-2018  
Pension Category Code: 401A  
Organization Code: 405868

Emp#	SS#	Last Name	First Name	EE Pens	ER Pens + Fed
078777				118.59	50.83
078792				171.28	73.40
078803				200.54	85.94
078804				190.79	81.76
				91,790.51	40,923.14
				Reported	92,506.87 41,275.46
				Not Reported	-716.36 -352.32

\* Not reported in file. Contact TIAA-Cref for refund.

Figure 40 After – the deductions are handled properly

## 10 PREVIEW OF COMING ATTRACTIONS

ADMINS conducts annual customer site visits. These visits provide the opportunity to solicit recommendations on new features. As a result customer suggestions, the ADMINS team is enthusiastically working on a “User Favorites” feature to be implemented in the coming months.

### 10.1 User Favorites

AUC has hundreds of processes and screens and thousands of reports. To provide ease of use for infrequent users and to allow regular users to customize working with AUC, a “Favorites” screen is in development. This screen may be set as the user’s home screen that is displayed when accessing AUC.



Figure 41 Select Favorites ► User Favorites to access the screen and make selections.

The screen will allow the selection of up to 45 items to be available on the Favorites screen. The available screens will be limited to those to which each user is allowed access. All menu, department and account security will remain in effect. Users will make selections from menus.

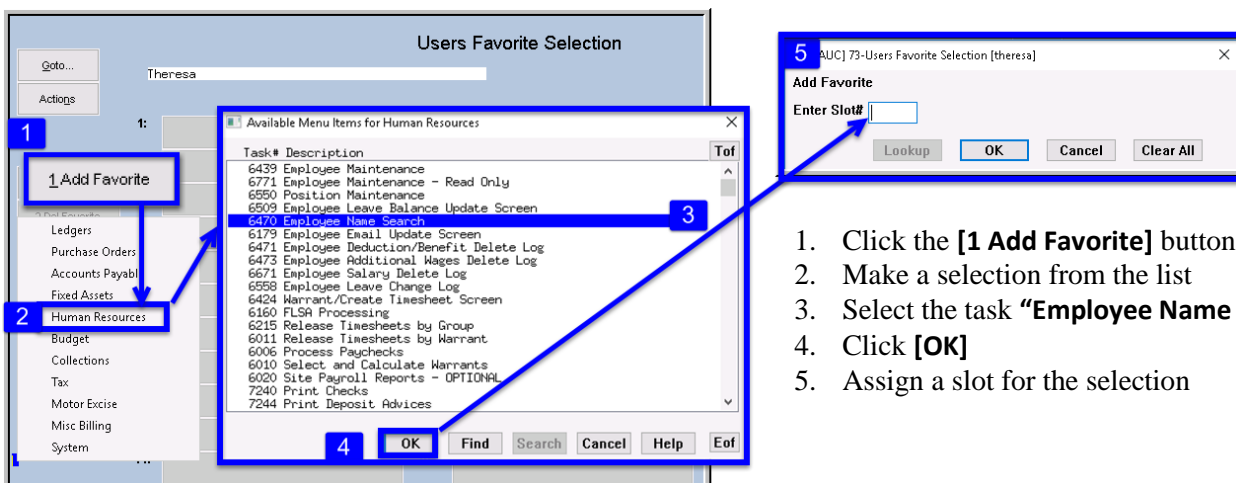
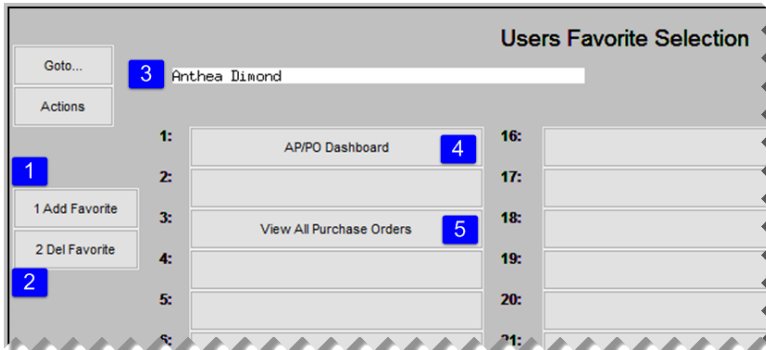


Figure 42 Steps to create a favorites screen

1. Click the [1 Add Favorite] button
2. Make a selection from the list
3. Select the task “Employee Name Search”
4. Click [OK]
5. Assign a slot for the selection



In the example shown a user has chosen the AP/PO Dashboard and also the PO Query screen.



1. The [1 Add Favorite] button displays a menu of available tasks
2. The [2 Del Favorite] button allows the removal of a favorite from a slot
3. The user's name as entered in the user profile screen
4. A favorite task in slot one
5. A second favorite task in slot 3

Figure 43 A user's selections

[ADM-AUC-SY-8067]

## 11 HELP REFERENCE LIBRARY

A tables section was added to the Help Reference Library to make the documents relating to table setup easier to find.

Human Resources Help Reference Library					
Reference Card	View	Send	Last Run Date	Run Time	
HR-480 Accident Reporting	View	Email	29-Jun-2018	17:09:33,20	
HR-490 Billing and Invoicing	View	Email	29-Jun-2018	17:09:41,07	
HR-500 30K Deduction	View	Email	29-Jun-2018	17:09:54,06	
HR-510 Taxable Fringe - In Lieu of Taxes	View	Email	29-Jun-2018	17:10:09,12	
HR-520 Group-Term Life Insurance Over 50K	View	Email	29-Jun-2018	17:10:28,08	
HR-530-Retroactive Pay	View	Email	29-Jun-2018	17:11:07,69	
HR-540 Retroactive Payroll Presentation	View	Email	29-Jun-2018	17:11:41,13	
HR-550 Benefit Statements	View	Email	26-Sep-2018	10:56:28,08	
HR-560 EEO Reporting	View	Email	06-Nov-2018	10:24:48,78	
HR-570 Retirees Cost of Living Adjustment	View	Email	26-Sep-2018	08:41:33,69	
HR-580 Year End Taxable Benefit Adjustments	View	Email			
----- TABLES -----					View
HR-595 Pay Codes					View
HR-597 Bank Table					View
HR-599 Implementing a New Bank Account					View

The following new and updated documents were added to the help reference library:

### 11.1 New and Updated Documentation

- REPORTS HR-590 Employee Reports [New]
- REPORTS HR-594 Paycheck/Other Reports [New]
- TABLES HR-599 Implementing a New Bank Account [Updated]
- YEAR END 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 Instructions for Forms 1094C & 1095C [Updated]
- HR-760 ACA Webinar Slides [Updated]
- SITE SPECIFIC HR-1007 Danvers, MA CrewSense® Import Instructions [New]