

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

### CONTENTS

1	EM	PLOYEE MAINTENANCE	
	1.1	[1 Contact Tab] [Enhancement]	
	1.2	[Dates/Class] Tab [Enhancement]	
	1.3	Setting Stop Dates When Adding a New Position [Fix]	
2	ΡΑΥ	(ROLL PROCESSING [ENHANCEMENT]	
	2.1	Posting [Enhancements]	
	2.2	Post Labor Distribution Date [Fix]	
	2.3	Labor Distribution Reports Legend [Enhancement]	
	2.4	Balancing FICA as the Year Comes to a Close [Info]	
3	MA	NUAL CHECK PROCESSING [FIX]	. 5
4	QU	ERIES	
	4.1	Warrant History Screen [Enhancement]	
	4.2	Employee Encumbrance History [Enhancement]	6
	4.2		
	4.2	E J	
	4.2		
5	REP	PORTS	
	5.1	Excel® Reports [Enhancement]	8
	5.2	#6662 Employee List-Benefits- Additional Filtering Options [Enhancement]	
	5.3	#6708 Employee List – Benefits with Annual Amounts [Enhancement]	
	5.4	#6706 Account Transactions & #6707 Employee Transactions [Enhancement]	
	5.5	#6726 Employee List – New Hires – New "Position Hire Reason" column	
6		BLES 🕨 LEAVE ACCRUAL RULES [ENHANCEMENT]	
7		ARTERLY PROCESSING > CT > SPACES IN FILE PATH [ENHANCEMENT]	
8	YEA	AR END PROCESSING – W2, 1099R AND 1095C	
	8.1	Emailing W2, 1099R, and 1095C Forms	
	8.1		
	8.1	1.2 W2 Processing Steps Menu Email W2 Forms Step [New]	13
	8.1		
	8.1		
	8.1		
	8.1	1.6 1095C Processing Steps Menu Email 1095C Forms Step [New]	16
	8.2	ACA Forms	17
	8.3	ACA Filing Table [Reminder]	
	8.4	[Build 1095 File] ▶ Selecting on Entity [Enhancement]	18
	8.5	Printing Forms [Enhancement]	19
	8.6	1095C Printing by Bargaining Unit [Enhancement]	19
9	HEL	P REFERENCE LIBRARY	20
	9.1	New or Updated Documents	20

### **1 EMPLOYEE MAINTENANCE**

ADMINS enhanced the **Employee Maintenance** screen with new fields on the **[1 Contact Tab]** and the **[8 Dates/Class]** tab.



### 1.1 [1 Contact Tab] [Enhancement]

== [AUC] 6439-Employee Maintenance [theresa] File Edit Ledgers Purchase Orders Accounts Payabl		udget Collections Tax MotorExcise MiscBilling Sy	- 🗆 X stem Favorites Help
Goto Employee Number	Employee M	aintenance Employee Attachments (15) Employee Postion Attachments	No picture on File
	xt available	Current Positions S012TEASST5-01 BMS TEACHE 0 All Positions 000 -00	R 1.0000
1 Contact         2 Personal         3 Ded/Ben         4 Add We           First Name         Middle Name         Las           LYNN         M         POH	Name Suffix Gen		U Accidents VACA ous Name CHETTE
Residential Address House# 275 Street MAIN ST REAR Address 275 MAIN ST REAR	Unit	Employee Contact           Phone #1         (000)         000-0000         Type         H         Howe           Phone #2         (000)         000-0000         Type         Phone         Phone         \$           Phone #3         (000)         000-0000         Type         Phone         \$         \$	
City CAMBRIDGE Stat	e MA Zip (02138-0000 Electron	Email compbellt1890gmail.com DD Email TestDate hic Form Send Date 09-Dec-2019 Con	Test Isent Date 09-Dec-2019
Mailing Address		Emergency Contact Name christopher wethey Phone (0000) 000-0000 Type H Howe Relation S Spouse	
City CAMBRIDGE Stat	e Zip 02138-0000		

ADMINS added two new fields to the Employee Contact section of the Employee Maintenance [1 Contact] screen.

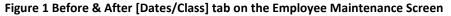
The new fields are used in the Electronic Reporting of 1099R, W2, and 1095C forms at year end. See **HR–575 Email Tax Forms to Employees** in the Help Reference Library for a full description of how the fields are used.

[ADM-AUC-HR-10072]

### 1.2 [Dates/Class] Tab [Enhancement]

**ADMINS** added a new **Position Hire Reason** field under **Position Hire Date**. This will allow the user to enter up to sixty characters of a note on the position. See also section **5.3** below for the report that shows the new field.

						mployee Maintenance			
					Goto Actions	Employee Number 0713 Position S009ATH0TH	43 KAREN R JONES	2 Of 3	Employ
		Er	nployee Maintenance						
Goto	Employee Number	12 MARIE R HOLMES		Empl	I Add Employee				
Actions		E-01 SPEECH THERAPIS		mplor	P Add Position				
1 Contact 2 Person	nal 3 Ded/Ben 4 Add 1	Vages 5 Payroll 6	Accounting 7 Salary 8 Dates/Cla		1 Contact 2 P	ersonal 3 Ded/Ben 4 Add	Wages 5 Payroll (	6 Accounting 7 Salary 8 Dates/	Class
Employee	Age	Position Dates	LOS	E	Employee	Age	Position Dates	LOS	Eli
Date of Birth	26-Mar-1958 61	Date Applied		Mi	Date of Birth	19-Feb-1946	Date Applied		M
Date of Death	20 100 2000 02	Offer Date		R	Date of Death	73			R
Date of Marriage		Position Hire Date	07-Sep-1982 Yr:37 Mo:1 Dy:28	Pe	Date of Marriage		Position Hire Date	15-Nov-2019	Pe
Fingerprint		Anniversary Date	07-Sep-1982	Si	Fingerprint		Position Hire Reason	Referee for Winter Sports	Si
Physical Completed		Longevity Date	07-Sep-1982 Yr:37 Mo:1 Dy:28	CI	Physical Comple	ted	Anniversary Date	22-Aug-2019	Ci
		Probation End Date		EF			Longevity Date	26-Aug-2019 Yr: Mo:2 Dy:20	EF



[ADM-AUC-HR-10144]

### **1.3** Setting Stop Dates When Adding a New Position [Fix]

The stop date for deductions and additional wages was being set to the *effective date* instead of the t*ermination date* when terminating a position. This was corrected and patched to sites in November and is mentioned here to document the change. The system will now populate the stop dates on the terminated position with the *termination date*.

[ADM-AUC-HR-10087]

### 2 PAYROLL PROCESSING [Enhancement]

Payroll processing was optimized to reduce processing time. Note this performance improvement in the **Check Calculation** and **Check Register** steps.

	Select and Calculate Warrants	Process Paychecks
Goto Actions	Pay # of Calculation Calculation Warrant Select Check Date Bank Period Deds Files Exist User Name Date	Batch 2007 Description Date Start End Success Select and Calculate Warrants 12-Dec-2019 17:00:153.53 17:03:54.64
1 Calculate 2 Release Status 3 Release Warrant 4 Menu	03295     101-Jan-2020     PAYIR     Hc     1     No       90     Task 6015: Check Calculation     X     1       91     Check Calculation     X     1       92     Check Calculation     X     1       93     Check Calculation     X     1       94     Check Calculation     X     1       95     Run as @ Preview OPrint     ODF       95     If Printing use Duplex @ Yes     No       1     Lookup     OK     Cancel	Parrol Register     Parrol Register     Check Register     Sort Report By: Check Type / Primary Timesheet Group / O Name @ Check#     Run as @ Preview() Prim O PDF     If Printing use Duplex @ Yes O No     Lookup OK Cancel Clear All

[ADM-AUC-HR-10171]

#### 2.1 Posting [Enhancements]

ADMINS added a message to the **Post Labor Distribution/Email Advices** screen regarding the **Time and Expense Posting date**. In addition, the legend on the Labor Distribution Posting Reports was improved.

### 2.2 Post Labor Distribution Date [Fix]



Select **HR** > Payroll Processing > Warrant/Create Timesheet Screen to change the period end date on an in process warrant. The period end date is used as the default labor distribution posting date.

Warrant Pay Groups	
Warrant         903282           Period Start         Bank         FAYR         Period         JE         #Pays.Deds         1         Check Date         18-N           End         15-Hov-2019         Datch         NoTimesheet         Yes         No	ov-2019
Sel 💽 [AUC] 6426-Warrant Pay Group, [LUANN] X	
Warrant Dates Required: Check Date (mmddyyyy)  Required: Enter Beginning Date (mmfl rood of Juge2019	
Required: Enert Ending Date (mmddyyyyy) 14/Nov-2019	
Lookup <u>OK</u> <u>Cancel</u> <u>Clear All</u>	

Before the software update, if a change was made to the **period ending date** *after* the warrant was created, the labor distribution Time and Expense posting date was not being updated. This has been corrected with the software update.

The message will indicate if the **1**Time and Expense Posting date is the same as the Period Ending Date, or if it is not **2**Time and Expense Posting date is neither the Period Ending Date nor the Check Date.

Репест и	Attendance	Tir	ne & Expense		Tin	•	•		
Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	-		
🔿 Yes 💿 No		14-Aug-2019	🔿 Yes 💿 No					_	
T&E Po:	sting Date	is the Per	iod Endi	ng Date					
								_	
	Post?	Post? Period Ending	Post?         Period Ending         Posting Date           O Yes I No         14-Aug-2019	Post? Period Ending Posting Date Split FY?	Post? Period Ending Posting Date Split FY? Fiscal YE	Post?     Period Ending     Posting Date     Split FY?     Fiscal YE     Indicator       O Yes	Post?     Period Ending     Posting Date     Split FY?     Fiscal YE     Indicator     Chargeback Percentage       \Yes \@ No     14-Aug-2019     \Yes \@ No     Imageback     Imageback	Post?         Period Ending         Posting Date         Split FY?         Fiscal YE         Indicator         Percentage         Indicator         Indicator	

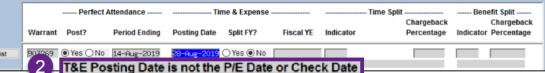


Figure 2 Screen showing the messages for the Time and Expense Posting Date

[ADM-AUC-HR-10157]

### 2.3 Labor Distribution Reports Legend [Enhancement]



If necessary, it is possible to **OVERRIDE** the posting date when posting the labor distribution. The Labor Distribution Posting Reports were updated to print a legend indicating that the date was changed.

Figure 3 Example of a warrant with an override on the Time and Expense Posting date

7285-HRLABDSTSUM.REP	Printed 06-Nov-2019 at
Payroll Batch: 2878 GL Batch: 903,279 Employee/Account	
Fiscal Year: 2020 	
Total 0100	
Period Time and Expense Posti	Ending: 15-Nov-2019 ng Date: 29-Nov-2019

The legend will show the Period Ending Date and the Time and Expense Posting Date and will appear on the report on the last page for each warrant processed within the batch.

#### Figure 4 Labor Distribution Report Legend showing the Period Ending Date differs from the Time & Expense Posting Date

[ADM-AUC-HR-10120]



### 2.4 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.

Calendar Year Annual I Bucket Amount	Max	timums
	Φ	
Employee Contribution	\$	8239,80
Employer Contribution	\$	8239,80
J		

Base Buckets											
1 Bucket	2 Description	Annual Maximum	W2 Box	W2 Desc	1099-R						
1	Federal Tax Wages		01		01						
2	Medicare Wages		05		01						
3	State Taxable Wages		16-#1		01						
4	Retirement Wages										
5	Total Wages				01						
6	Workers Comp										
7	Federal Taxes				04						
В	State Taxes				12-#1						
3	Reportable Health Care Cost										
10	FICA	132900,00									
11											

The tax year **FICA** limit is entered in the **Base Bucket Table** and some sites set the annual maximum deduction/benefit in the **Cost Code Table**. Be sure to review report **6162-HRFICALIMIT** report, generated every warrant during the payroll calculation step, to identify situations when an employee has exceeded the **FICA** limit.

6162-HRFICALIMIT.REP Printed 26-Nov-2019 at 17:58:58 by	Page 1
Fica Limit Report	
Fica Limit Report	
Batch: 1449 Warrant: 001748 Check Date: 27-Nov-2019 Period 10-Nov-2019 thru 23-Nov-2019	
Employees paid that have reached the FICA Limit of 132,900.00	

Figure 5 FICA Limit Report – Available when Payroll is calculated and in the Warrant History Screen after the fact

If the **Base Bucket** and **Cost Code Tables** are set up with the annual maximum contributions, the system will *stop* the **FICA** withdrawals and the report can be viewed as informational. If there are no maximums set in the Base Bucket and Cost Code Tables, create a correction warrant if excess **FICA** is withheld.

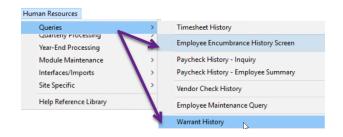
[ADM-AUC-HR-9945]

# **3 MANUAL CHECK PROCESSING [Fix]**

When a manual check that had tax amounts was recalculated, and the recalculated taxes were zero, the original amount still appeared on the manual and the total deductions shown were incorrect. This was corrected.

[DNV-SUP-SAPLAUC-544]

# **4 QUERIES**

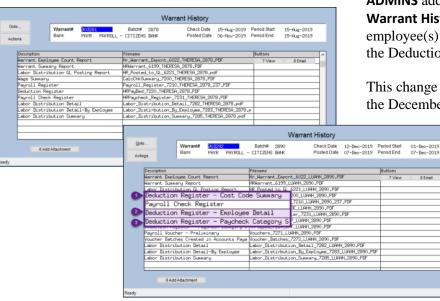


ADMINS added features to the Employee Encumbrance History and Warrant History screens.

Access the screens by selecting Human Resources • Queries. Each change is described below.



### 4.1 Warrant History Screen [Enhancement]



**ADMINS** added three **Deduction** reports to the **Warrant History** screen. This shows which employee(s) match up to the dropped amounts on the Deduction Register.

This change will affect only warrants posted *after* the December 2019 software update.

The three reports are the Deduction Register – Cost Code Summary, the Deduction Register – Employee Detail and the Deduction Register – Paycheck Category Summary.

[ADM-AUC-HR-10135]

### 4.2 Employee Encumbrance History [Enhancement]

Goto			Employee	Encumbrance	e Hist	tory So	reen			
Actions 1 Excel 2 Menu		Fiscal Year Employee Position	2020 000020 5012TEASST	5-01				3 Ex	cel Summary	
Effective Pay Co	de Line Acco	unt		GL Batch	Warrant	Reason		Type	Amount	
06-Nov-2019	1 100	0-300-2305-11	0-12-00-51260	903299	903299	Payroll	Posting	Relief	-312.12	3 GL Trx
06-Nov-2019	1 100	-300-2305-11	0-12-00-51260	903299	903299	Payroll	Posting	Relief	-312,12	
06-Nov-2019	1 100	-300-2305-11	0-12-00-51260	903299	903299	Payroll	Posting	Relief	-312.12	
06-Nov-2019	1 100	0-300-2305-11	0-12-00-51260	903299	903299	Payroll	Posting	Relief	-156.06	
06-Nov-2019	1 100	0-300-2305-11	0-12-00-51260	903299	903299	Payroll	Posting	Relief	-156.06	
06-Nov-2019	1 100	0-300-2305-11	0-12-00-51260	903299	903299	Payroll	Posting	Relief	-312.12	
							Total po	sted for FY	63730.82	

**ADMINS** added three buttons to the **Employee Encumbrance History** Screen. This is an easy way to trace all employee encumbrances and provides reports that list all salaries, encumbrances, and amounts paid all in one spot.

Figure 6 Before – only three buttons on the screen – [1 Excel], [2 Menu], and [3 Excel Summary]

#### 4.2.1 [1 By Account/By Employee] Toggle

The **[1 By Account]** button is a toggle that switches the view from **"By Employee"** to **"By Account"**. When toggled to the **"By Account"** screen, the screen displays the data by **Fiscal Year and Account**. In addition, the button changes to **[1 By Employee]**. Click on **[1 By Employee]** to return to the original **"By Employee"** screen, displaying the data by **Fiscal Year and Employee**.





Human Resources

December 2019

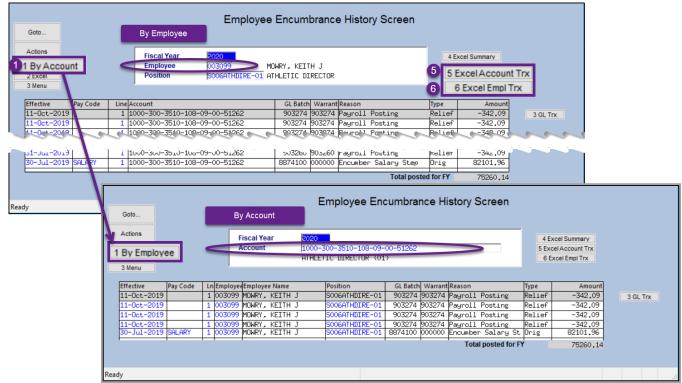


Figure 7 After – three new buttons; the "By Account/By Employee" screens are shown

#### 4.2.2 [5 Excel Acct Trx] button produces Excel® Report by Account Number

Click the **[5 Excel Acct Trx]** button to produce an **Excel®** report of the encumbrance transactions, sorted and subtotaled by *account number*, as shown in **Figure 8**.

A	В	С	D	E	F G	Н	I. I.	J	K	L	M	N 5	0	P
1 FY	Account	Account Description	Effective	Pay Code		Employee Name	Position	Position Description		Posted		Reeason	Type	Amount
	0 1000-300-1210-100-09-00-51210		31-Jul-2019			FORTIN, LAWRENCE D.		SUPERINTENDENT				Payroll Posting	Relief	-568.85
	0 1000-300-1210-100-09-00-51210		31-Jul-2019			FORTIN, LAWRENCE D.		SUPERINTENDENT				Payroll Posting	Relief	-568.85
	0 1000-300-1210-100-09-00-51210		31-Jul-2019			FORTIN, LAWRENCE D.		SUPERINTENDENT				Payroll Posting	Relief	-568.85
	0 1000-300-1210-100-09-00-51210		31-Jul-2019			FORTIN, LAWRENCE D.		SUPERINTENDENT				Payroll Posting	Relief	-568.85
	0 1000-300-1210-100-09-00-51210		31-Jul-2019			FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT				Payroll Posting	Relief	-568.85
	0 1000-300-1210-100-09-00-51210		31-Jul-2019			FORTIN, LAWRENCE D.		SUPERINTENDENT				Payroll Posting	Relief	-568.81
8 202	0 1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	31-Jul-2019		1 010122	FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-568.85
	0 1000-300-1210-100-09-00-51210		31-Jul-2019		1 010122	FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT				Payroll Posting	Relief	-568.85
	0 1000-300-1210-100-09-00-51210		31-Jul-2019			FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-568.85
	0 1000-300-1210-100-09-00-51210		31-Jul-2019			FORTIN, LAWRENCE D.		SUPERINTENDENT				Payroll Posting	Relief	-568.85
12 202	0 1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	30-Jul-2019	SALARY	1 010122	FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	8,874,100	0 30-Jul-2019	000000	Encumber Salary Step	Orig	136,523.08
13 202	0 1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY												130,834.62
14														
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT				Payroll Posting	Relief	-110.04
	0 1000-300-1210-102-09-00-51230		31-Jul-2019		1 007708	MCCARTHY, MARIE		ADMIN ASSISTANT TO SUPT				Payroll Posting	Relief	-220.13
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT				Payroll Posting	Relief	-220.08
	0 1000-300-1210-102-09-00-51230		31-Jul-2019		1 007708	MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-220.08
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			MCCARTHY, MARIE		ADMIN ASSISTANT TO SUPT				Payroll Posting	Relief	-110.04
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-110.04
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-220.08
22 202	0 1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1 007708	MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-220.08
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			MCCARTHY, MARIE		ADMIN ASSISTANT TO SUPT				Payroll Posting	Relief	-220.08
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-220.08
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-220.08
	0 1000-300-1210-102-09-00-51230		31-Jul-2019		1 007708	MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-110.04
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			WATSON, LYNN A		CENTRAL OFFICE SECRETAI				Payroll Posting	Relief	-101.34
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			WATSON, LYNN A	S009SCHCLRK-01	CENTRAL OFFICE SECRETA		02-Aug-2019		Payroll Posting	Relief	-101.34
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			WATSON, LYNN A		CENTRAL OFFICE SECRETA		02-Aug-2019	903260	Payroll Posting	Relief	-101.34
30 202	0 1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		2 070307	WATSON, LYNN A	S009SCHCLRK-01	CENTRAL OFFICE SECRETA	F 903,260	02-Aug-2019	903260	Payroll Posting	Relief	-101.34
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			WATSON, LYNN A		CENTRAL OFFICE SECRETAI					Relief	-101.34
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			WATSON, LYNN A		CENTRAL OFFICE SECRETA		02-Aug-2019	903260	Payroll Posting	Relief	-101.34
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			WATSON, LYNN A		CENTRAL OFFICE SECRETA				Payroll Posting	Relief	-101.34
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			WATSON, LYNN A	S009SCHCLRK-01	CENTRAL OFFICE SECRETA	F 903,260	02-Aug-2019	903260	Payroll Posting	Relief	-101.34
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			WATSON, LYNN A		CENTRAL OFFICE SECRETA					Relief	-101.40
	0 1000-300-1210-102-09-00-51230		31-Jul-2019			WATSON, LYNN A	S009SCHCLRK-01	CENTRAL OFFICE SECRETA	F 903,260	02-Aug-2019	903260	Payroll Posting	Relief	-101.34
	0 1000-300-1210-102-09-00-51230		30-Jul-2019	SALARY		MCCARTHY, MARIE		ADMIN ASSISTANT TO SUPT				Encumber Salary Step	Orig	52,565.30
38 202	0 1000-300-1210-102-09-00-51230	SUPT SEC SALARY	30-Jul-2019	SALARY	2 070307	WATSON, LYNN A	S009SCHCLRK-01	CENTRAL OFFICE SECRETA	F 8,874,100	0 30-Jul-2019	000000	Encumber Salary Step	Orig	24,323.08
39 202	0 1000-300-1210-102-09-00-51230	SUPT SEC SALARY												73 674 07

Figure 8 #6706 Encumbrance History Transactions Sorted and Totaled By Account



### 4.2.3 [6 Excel Empl Trx] button produces Excel<sup>®</sup> Report by Employee

Click the **[6 Excel Empl Trx]** button to produce an **Excel®** report of the encumbrance transactions, sorted and subtotaled by *employee* number, as shown in **Figure 9**.

A B C	D	E	F	G	H	1	J	ĸ	L	M	N	0	P
FY Empl# Employee Name	Position	Position Description	Account	Account Description	Effective	Pay Code	Line	Batch			Reeason 6	Туре	Amount
2 2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	31-Jul-2019		1				Payroll Posting	Relief	-568.85
2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-568.85
2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	31-Jul-2019		1				Payroll Posting	Relief	-568.85
2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	31-Jul-2019		1				Payroll Posting	Relief	-568.85
2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-568.85
2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	31-Jul-2019		1				Payroll Posting	Relief	-568.81
2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-568.85
2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-568.85
0 2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-568.85
1 2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-568.85
2 2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT											-5,688.46
3													
4 2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT	1000-300-1210-100-09-00-51210	SUPERINTENDENT SALARY	30-Jul-2019	SALARY	1	8,874,100	30-Jul-2019	000000	Encumber Salary Step	Orig	136,523.08
5 2020 010122 FORTIN, LAWRENCE D.	S009SUPERTD-01	SUPERINTENDENT											136,523.08
6													
7 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-110.04
8 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1	903.260	02-Aug-2019	903260	Payroll Posting	Relief	-220.13
9 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-220.08
0 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-220.08
1 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-110.04
2 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-110.04
3 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1				Payroll Posting	Relief	-220.08
4 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-220.08
5 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1	903.260	02-Aug-2019	903260	Payroll Posting	Relief	-220.08
6 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1	903,260	02-Aug-2019	903260	Payroll Posting	Relief	-220.08
7 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1				Payroll Posting	Relief	-220.08
8 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT	1000-300-1210-102-09-00-51230	SUPT SEC SALARY	31-Jul-2019		1				Payroll Posting	Relief	-110.04
9 2020 007708 MCCARTHY, MARIE	S009SUPSECR-01	ADMIN ASSISTANT TO SUPT											-2.200.85

Figure 9 # 6707 Encumbrance History Transactions Sorted and Totaled By Employee

[ADM-AUC-HR-10158]

# **5 REPORTS**

**ADMINS** added features to reports, added a new report of benefits with annual amounts, and added two new encumbrance transaction reports to the Reports Library.

### 5.1 Excel<sup>®</sup> Reports [Enhancement]



Users frequently ask for assistance to re-run an **Excel**<sup>®</sup> report – and provide an image or photocopy sample that was produced around the same time last year.

Figure 10 The report name is shown in the Excel® header

To help <u>support@admins.com</u> staff provide quicker answers, many **AUC Excel®** reports will now include the **report number and name** in the upper left corner of the report, similar to what is shown on reports run as

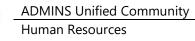
Emp# Name	Position# Bar	qUnit	PayGroup	TimeshtGroup	Line
070745 HOUSEHOLDER, LYNN B	S003ABATECH-01AFL	ABA12-MOEL	12 MTH	SCHOOL-ABA	
070802 PETERS, LYNN	S005ABATECH-01AFL	BHV10-MOEL	12 MTH	SCHOOL-ABA	
71016 QUADROZZI, KAREN M	S005ABATECH-01AFL	ABA12-MOEL	12 MTH	SCHOOL-ABA	
071063 MASON, LYNN E	S005ABATECH-01AFL	ABA12-MOEL	12 MTH	SCHOOL-ABA	
071070 CURRAN, KAREN D	S003ABATECH-01AFL	ABA12-MOEL	12 MTH	SCHOOL-ABA	
071235 MARCOUX, KAREN E	S005ABATECH-01AFL	ABA12-MOEL	12 MTH	SCHOOL-ABA	
070761 LANDRY, KAREN F	S006ABATECH-01AFL	BHV10-MSEC	12 MTH	SCHOOL-ABA	
070941 MARZILLI, KEITH P	S012ABATECH-01AFL	BHV10-MSEC	12 MTH	SCHOOL-ABA	
070997 IADAROLA, LYNN M	S012ABATECH-01AFL			SCHOOL-ABA	
071043 REBELO, KAREN M	S012ABATECH-01AFL			SCHOOL-ABA	
071210 ROTHSTEIN, LAWRENCE	S012ABATECH-01AFL	BHV10-MSEC		SCHOOL-ABA	
071283 ESPOSITO, KAREN	S006ABATECH-01AFL	BHV10-MSEC	12 MTH	SCHOOL-ABA	
070130 ZIEGLER, LYNN S	S010ABATECH-01AFL	ABA12-MOEL	WE	SCHOOL-ABA	
070745 HOUSEHOLDER, LYNN B	S009EX TABAS-01 NO	NO-NO	12 MTH	SCHOOL-ABA	

**Print/Preview/PDF®. ADMINS** also now includes the *username* at the bottom right of the reports.

To see this information while working on the **Excel®** spreadsheet, select **View ▶ Page Layout** view as shown in **Figure 10**. An example is shown; this information is also available on the *previewed or printed* output.

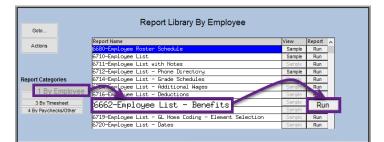
Figure 11 Print/Preview of an Excel<sup>®</sup> Report with the report name in the header

[ADM-AUC-SY-8133]



#### 5.2 #6662 Employee List–Benefits– Additional Filtering Options [Enhancement]

ADMINS enhanced the **#6662 Employee List**– Benefits report with additional filtering options. Now, the report may be run for up to nine Employee **#s**, Timesheet Groups, Bargaining Units, and Pay Groups. Click Human Resources ▶ Reports ▶ Report Library ▶ [1 By Employee] ▶ 6662–Employee List – Benefits to [Run] the report.



Task 6662: Employee List - Benefits	×
Employee List - Benefits	E F O AK iningUr * Schedu * TimesheetGrov * BC
Up to two cost codes per benefit category will print. Optional: Benefit Category Column 1 BLUE CROSS	ੈ <u>S</u> ort A to Z
Optional: Benefit Category Column 1 BL BLUE CROSS Optional: Benefit Category Column 2 FSA FLEXIBLE SPENDING ACCOI	Z↓ S <u>o</u> rt Z to A
Optional: Benefit Category Column 3 FSA DC FSA DEPENDENT CHILD CAL	Sor <u>t</u> by Color
Optional: Benefit Category Column 4	Clear Filter From "BC"
Optional: Benefit Category Column 5	Filter by Color
Category P	Text <u>F</u> ilters
Optional: Boneiti Category Column 14 Optional: Boneiti Category Column 14 Optional: Enter up to 9 Employee® Edit U values: VTA 26, Optional: Enter up to 9 Pay Groups Edit U values: Optional: Enter up to 9 Pay Groups Edit U values:	Search Search S Sort & Find & Filter → Select → Ż ↓ Sort A to Z Z ↓ Sort Z to A W Custom Sort
Lookup OK Concel Clear All	V= Filter

Figure 12 The report prompt and the filter button in Excel®

In **Figure 12**, three benefit categories are selected, for a single timesheet group **SCHOOLBMMS** and bargaining unit of **MTA 26**. The spreadsheet lists all employees belonging to the selected timesheet group and bargaining unit. The column headings show the selected categories (see columns **AK–AM** and **AY–BA**); up to two cost codes per benefit category will print.

X	🛃 🎝 🕶 (° 🗉   🛨			Emp	loyeeList_Be	nefit_6662_THERES	A[5].xml -	Microsoft	Excel				-	٥	$\times$
	File Home Insert Pag	ge Layout Form	iulas Data Review	View						- 1				∞ 🕜 ⊑	- # X
	CH32 🔹 🤆	f <sub>x</sub>													
	В	C	D	E	F	0	AK	AL	AM	A	X	AY	AZ	BA	88 B
1	Name	Position#	Description	BargainingUnit	Schedule	TimesheetGroup	<u>BC</u>	<u>FSA</u>	FSA DC	F	A B	<u>C</u>	FSA	FSA DC	<u>N/A N/</u>
2	POWERS, LYNN M	S012TEASST5-01	BMS TEACHER	MTA -26	M30	SCHOOL-BMMS									
3	OSTEGREN, KAREN M	S012TEASCI5-02	BMS TEACHER	MTA -26	B30	SCHOOL-BMMS	ER BC F			ſ	H	NOF26			
4	WORSLEY, MICHAEL F	S012TEASST5-02	BMMS TEACHER	MTA -26	M	SCHOOL-BMMS	BLXF26				EF	R MH+ F			
5	TETRAULT, MARE A	S012SPDCLAS-02	BIIS SPED TEACHER 26 PAYS	MTA -26	M	SCHOOL-BMMS	ER BC F			1	H	NOF26			
6	GARBART, LYNN A	S012TEAMAT5-02	BMS TEACHER	MTA -26	B30	SCHOOL-BMMS	ER BC F				H	NOF26			
7	SCHARLACKEN, LAWRENCE J	S012TEAPE78-01	BMS TEACHER	MTA -26	в	SCHOOL-BMMS	ER BC F				H	NOF26			
8	YOUKILIS, LYNN	S012TEABMMS-01	BIIS TEACHER 26 PAYS	MTA -26	M	SCHOOL-BMMS	ER BC F				H	NOF26			
9	ROUDABUSH, LYNN E.	S012TEAAR78-03	BMS TEACHER	MTA -26	B30	SCHOOL-BMMS	ER BC S	FSA			H	NOS26	FSA AC21		
10	CODERRE, LYNN L.	S012SPDRSRC-07	BMS TEACHER	MTA -26	M60	SCHOOL-BMMS	ER BC F				H	NOF26			
11	GIRVIN, MARIE E.	S012TEASST6-05	BMMS TEACHER	MTA -26	B30	SCHOOL-BMMS									
12	FISHER, MARIE	S012TEAPHED-02	BMS TEACHER 26 PAYS	MTA -26	М	SCHOOL-BMMS	ER BC S				H	NOS26			
13	VITALE, LYNN A	S012TEASST6-04	BMMS TEACHER	MTA -26	M45	SCHOOL-BMMS	ER BC S				H	NOS26			
н	🔸 🕨 🛛 Hrempbencod / 🖏 /							L	(						I
	ady										1	10	0% —	0-	

Figure 13 Report #6662 Employee List – Benefits with optional filters

To restrict the output to only the employees using the benefit categories, use the Auto Filter tool in **Excel®** as shown in **Figure 12**. Select only the non-blank records in column **AK**, the first column with data in the spreadsheet.

[ADM-AUC-HR-10145]



### 5.3 #6708 Employee List – Benefits with Annual Amounts [Enhancement]

Report Library By Employee			
Report Name	View	Report	^
6680-Employee Roster Schedule	Sample	Run	1
6710-Employee List	Sample	Run	
6711-Employee List with Notes	Sample	Run	1
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	
6662-Employee List - Benefits	Sample	Run	1
6708-Employee List - Benefits with Annual	l Amou	ints	
0/10 Emproyee List of Home Contrig	Semble	Nuir	
6719-Employee List - GL Home Coding - Element Selection	Sample	Run	
6720-Employee List - Dates	Sample	Run	
6487-Employee List - Active	Sample	Run	

report is available as an Excel® spreadsheet.

**ADMINS** added a new report to the Employee Lists menu. The report provides benefit projections with annual dollar amounts for up to eight benefit categories, and shows one row per employee number when the cost code is a fixed amount.

Access the report by selecting Human Resources Reports Report Library [1 By Employee] #6708 Employee List – Benefits with Annual Amounts. This

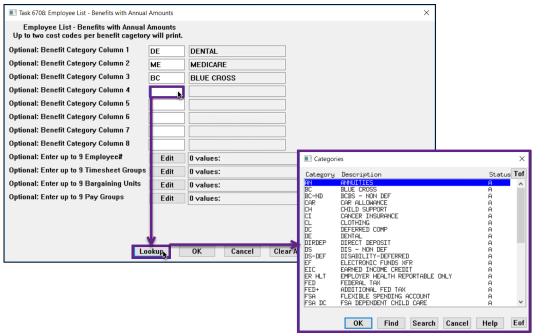


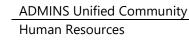
Figure 14 Prompt for the Employee List – Benefits with Annual Amounts Report

An example is provided in Figure 15. This Excel output is being filtered as described in Figure 13.

X	<b>17 -</b> (	× -   <del>-</del>			Er	mplo	yeeList_Benefit_6	662_THERE	SA[1].xm	nl - Micro	osoft E	Excel								
File	Ho	me Insert Page Layout Formul	as	Data Review Vi	ew															
	AY1014	▼ (° f <sub>x</sub>																		
	А	В		С	D		E	AK	AL	AM	AN	AO	AP	AQ	AR	A	S	AT	AU	AV
1 5	impi 🔻	Name	v	Position#	Description	* B	argainingUni 🔻	LIFEAI -	ME 🔻	Annı 🔻	N -	Annι 🗸	BC	Annι	• <u>BC</u>	Anr	าเ 🔻	DE 💌	Anni 🕂	DE
161 (	06036	DROUIN, MICHAEL		S003CUSHEAD-03	HEAD CUSTODIAN	A	FL -AF		MEDI									ALTFAM	724.88	
183 0	07008	AMBLER, LAWRENCE V.		S012CUS1STS-01	CUSTODIAN	A	FL -AF		MEDI									ALTFAM	724.88	
196 0	07111	LAFERRIERE, LAWRENCE E.		S006CUS2NDS-02	CUSTODIAN 2ND SHIFT	A	FL -AF		MEDI				ER BC F		HMOBF			ALTFAM	724.88	
206 0	07181	POISSON, KEITH J.		S006CUSCUST-01	CUSTODIAN	A	FL -AF		MEDI									ALTFAM	724.88	
217 (	07682	DEFLAMINIO, LAWRENCE		S189CUSMCUS-01	MUNICIPAL BUILDING CUSTODI.	IAN A	FL -AF		MEDI				ER BC F		HMOBF			ALTFAM	724.88	
228 0	07737	PETERSON, KEITH P		S006CUS2NDS-04	CUSTODIAN	A	FL -AF		MEDI				ER BC F		HMOBF			ALTFAM	724.88	
235 🕻	07782	GEROMINI, LAWRENCE R		S006CUS2NDS-02	CUSTODIAN 2ND SHIFT	A	FL -AF		MEDI				ER BC F		HMOBF			ALTFAM	724.88	
457 (	70168	GLENNON, MICHAEL G		S012CUSHEAD-06	HEAD CUSTODIAN	A	FL -AF		MEDI				ER BC F		HMOBF			ALTFAM	724.88	
487 (	70270	BOGAN, MARIE M		S008SPDCLRK-01	CLERK 12 MONTH	A	FL -AF		MEDI				ER BC F					ALTFAM	724.88	
536 0	70447	SPILLMAN, MICHAEL R		S006CUS2NDS-02	CUSTODIAN 2ND SHIFT	A	FL -AF		MEDI				ER BC F		HMOBF			ALTFAM	724.88	
847 0	71167	SULLIVAN, MARIE		S003CUS2NDS-02	CUSTODIAN	A	FL -AF		MEDI				ER BC F		HMOBF			ALTFAM	724.88	
997		,																		

Figure 15 Employee List – Benefits with Annual Amounts Report (some columns and rows hidden to highlight detail)

[ADM-AUC-HR-10161]



### 5.4 #6706 Account Transactions & #6707 Employee Transactions [Enhancement]

Actions	Report Name	View	Report /
Actions	6266-Employee List - Cost of Leave - Default Fund	Sample	Run
	6604-Employee List - Cost of Leave as of a Date - Def. Fund	Sample	Run
	6079-Employee Leave Balance Listing	Sample	Run
	6609-Negative Leave Balance Listing	Sample	Run
Report Categories	6176-Leave History (Attendance) Report	Sample	Run
1 By Employ	oyee Leave Time over XX Days/Hours	Sample	Run
T Dy Employ	Dyee Profile Hudit Report	Sample	Run
3 By Timesheet	6715-Employee List - Salary Level for Date Range	Sample	Run
4 By Paychecks/Other	6144-Payron' Labor Costs for a Period - Expected Amount	Sample	Run
	6125-Employee Encumbrance Balance Report	Sample	Run
	6140-Employee Encur ance Summary	Sample	Run
	6706-Excel - Account Iransactions	Sample	Run
		Sample	Run
	6707-Excel - Employee Transactions		

These new encumbrance history reports show transactions for encumbered pay codes. The reports are described in section **4.2.2** and **4.2.3** of this document. Click on **Human Resources Apports Report Library [1 By Employee]**. These new encumbrance history reports are at the bottom of the list.

[ADM-AUC-HR-10158]

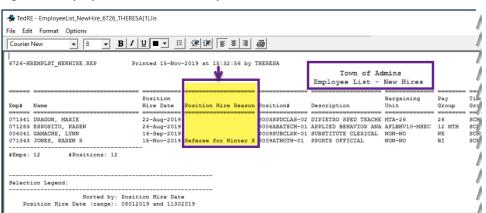
### 5.5 #6726 Employee List – New Hires – New "Position Hire Reason" column

Repor	t Library By Employee	
Report Name	View	Report
6722-Mailing Label CSV file	Sample	Run
6724-Employee Profile Cards	Sample	Run
6726-Employee List - New Hires	Sample	Run
OF CO EMPLOYOS ELSO FOR MERICADIONS	Sample	Run

As shown in Figure 16 and Figure 17, the 6726 Employee List – New Hires report shows the Position Hire Reason. The field, described in Section 1.1 of this document; is found on the Employee Maintenance ► Dates / Class tab.

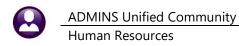
X	9	• (°* -   <del>-</del>					Emplo	yeeList_N	NewHire_6726	5_1 [1]	- ].x
	File	Home Insert	Page Layout	Formulas Data R	eview View						₹,
	T1	.3 🔻 🕤	$f_{x}$	V	_						7
	Α	В	С	D	E	F	G	Н	1	J	
1			Position								7
2	Emp#	Name	<u>HireDate</u>	Position Hire Reason	Position#	Description	BargainUnit	PayGroup	TimeshtGroup	M_F	<u>s'</u>
3	071343	JONES, KAREN R	15-Nov-2019	Referee for Winter Sports	009ATHOTH-01	SPORTS OFFICIAL	NON-NO	BI	SCHOOL-BHS	F	
4		#Emps: 1		#Positions: 1							
5											
6											7
7	SortBy	Position Hire Date									
8											

Figure 16 Employee List – New Hires report run as Excel® shows the Position Hire Reason





[ADM-AUC-HR-10144]



### 6 TABLES > Leave Accrual Rules [Enhancement]

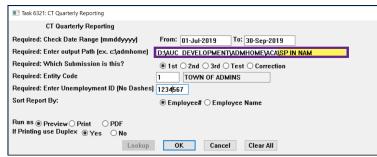
				Leave Accrual Rules
Iuman Resources Maintenance Payroll Processing Timesheet Entry Special Processing Void/Manual/Figure Paycheck	> > >	Bank Codes Bargaining Unit Table Base Buckets Benefit Tiers Budget Group Table - Read Only	Goto Actions	Accrual Group Fi150 Adm 150 sick/20 vac Time Sheet Periods to Apply Month Day Field Eaver Type Code MACRITOR Vacation
Billing and Invoicing Bank Reconciliation Queries Reports	> > >	Category - Paycheck Cost Code FLSA Codes Leave Accrual Rules	6 Edit L sequen	From To         % of           See@Month_Month_Days         Houry HouryDay A           1         993         20.00           1         993         20.00           1         993         20.00           1         993         20.00           1         1         903           1         1         903           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1         1         1           1
Tables 🥏	>	Pay Code	7 Emp by before t	they are employed one month.

Figure 18 Human Resources > Tables > Leave Accrual Rules

**ADMINS** changed the *first* value for the **"From"** month to allow a **zero** to permit employees to accrue time even if they have not been employed one full month. The default value is **one**, but can be changed to **zero**. The **"From"** month will not display a value if changed to **zero**.

[ADM-AUC-HR-10154]

### 7 QUARTERLY PROCESSING > CT > Spaces in File Path [Enhancement]



Prior to the software update, the output path (file location) for the **Connecticut Quarterly Export** was not permitted to contain spaces.

Figure 19 Prompt for CT Quarterly Reporting now allows spaces in the output path

Courier New	• 8 •	<u>B</u> <i>I</i> <u>U</u> ■ <u>·</u>		= = <i>@</i>		
6321-HRREP	HRCTQTRLY.REP	Frinted 1	5-Nov-2019 at 15:08: Town of Admins	15 DY THERESA		Page 1
		~	Counterly Reportin	~		
		0.	s mepororn	-		
FOR (	CHECKS DATED: 01-Jul	-2019 to 30-Seg	p-2019			
QUZ	ARTER ENDING: 30-Sep	-2019				
	FED ID #: 041234	567				
	ENTITY: 1	TOWN OF ADMIN	IS			
STATE UNI						
Station and State	EMPLOYMENT +- 123456	10				
Station and State	ION AND NAME: D:\AUC	_DEVELOPMENT\AI	OMHOME\ACA\SP IN NAM	\319A1234567		
Station and State		_DEVELOPMENT\AI	OMHOME\ACA\SP IN NAM	\319A1234567		
FILE LOCAT	ION AND NAME: D:\AUC	DEVELOPMENT\A	DMHOME\ACA\SP IN NAM		EXCESS WAGES	
FILE LOCAT	ION AND NAME: D:\AUC SORIED BI: Employ EMPLOYEE # AND NAM	DEVELOPMENT\A	GROSS	TAXABLE WAGES		
SOC SEC #	ION AND NAME: D:\AUC SORIED BY: Employ EMPLOYEE # AND NAM 000020	DEVELOPMENT\A	GROSS 9,489.90	TAXABLE WAGES		
FILE LOCAT: SOC SEC # 001101009 001101016	ION AND NAME: D:\AUC SORIED BI: Employ EMPLOYEE # AND NAM 000020 000031	DEVELOPMENT\A	GROSS 9,489.90 4,531.50	TAXABLE WAGES	9,489.90	
FILE LOCAT: SOC SEC # 	ION AND NAME: D:\AUC SORIED BI: Imploy EMPLOYEE # AND NAM 000020 000031 000040	DEVELOPMENT\A	GROSS 9,489.90 4,551.50 20,455.28	TAXABLE WAGES	9,489.90	
FILE LOCAT: SOC SEC # 	ION AND NAME: D:\AUC SURIED BI: Employ EMPLOYEE # AND NAM 000020 000031 000040 000092	DEVELOPMENT\A	GROSS 9,489.90 4,531.50 20,455.28 12,592.64	TAXABLE WAGES	9,489.90 20,455.28 12,592.64	
FILE LOCAT: SOC SEC # 001101009 001101019 001101030 001101042	ION AND NAME: D:\ADC SORIED BI: Employ EMPLOYEE # AND NAM 000020 000031 000040 000032 000140	DEVELOPMENT\A	GROSS 9,489.90 4,531.50 20,455.28 12,592.64 5,847.85	TAXABLE WAGES	9,489.90 20,455.28 12,592.64 5,847.85	
FILE LOCAT: SOC SEC # 001101009 001101016 001101019 001101030 001101042 001101046	ION AND NAME: D:\AUC SORIED SI: Employ EMPLOYEE # AND NAM 000020 000031 000040 000052 000140 000152	DEVELOPMENT\A	GROSS 9,489.90 4,531.50 20,455.28 12,592.64 5,847.85 18,177.04	TAXABLE WAGES	9,489.90 20,455.28 12,592.64 5,847.85 18,177.04	
FILE LOCAT: SOC SEC # 001101009 001101016 001101019 001101030 001101042 001101046 001101058	EON AND NAME: D: \AUC SOULD SI: Employ EMPLOYEE # AND NAM 000020 000040 000040 000052 000140 000152 00028	DEVELOPMENT\A	GROSS 9,489.90 4,531.50 20,455.28 12,592.64 5,847.85 18,177.04 6,000.12	TAXABLE WAGES	9,489.90 20,455.28 12,592.64 5,847.85 18,177.04 6,000.12	
FILE LOCAT: SOC SEC # 	ION AND NAME: D:\AUC SORIED SI: Employ EMPLOYEE # AND NAM 000020 000031 000040 000052 000152 000228 000226	DEVELOPMENT\A	GROSS 9,489.90 4,531.50 20,455.28 12,592.64 5,847.85 18,177.04 6,000.12 24,425.41	TAXABLE WAGES 4,531.50	9,489.90 20,455.28 12,592.64 5,847.85 18,177.04	
FILE LOCAT: SOC SEC # 	EON AND NAME: D: \AUC SOULD SI: Employ EMPLOYEE # AND NAM 000020 000040 000040 000052 000140 000152 00028	DEVELOPMENT\A	GROSS 9,489.90 4,531.50 20,455.28 12,592.64 5,847.85 18,177.04 6,000.12	TAXABLE WAGES 4,531.50	9,489.90 20,455.28 12,592.64 5,847.85 18,177.04 6,000.12	

Figure 20 Report showing spaces in the directory path

**ADMINS** changed the process to allow spaces in the file location name.

This prompt will retain and re-display the data entered for the next time the procedure is run.

[ADM-AUC-HR-10116]

### 8 YEAR END PROCESSING – W2, 1099R and 1095C

**ADMINS** now offers the option to email year-end tax reporting forms to employees. In addition, **ADMINS** updated the **ACA Filing Table Software ID**. Please see the Instructions to update the **ACA Filing Table** for the 2019 tax year in section **8.1.4**. To streamline processing, **ADMINS** added optional selection fields when building the **ACA** files and printing the **1095C** forms.

#### 8.1 Emailing W2, 1099R, and 1095C Forms

**ADMINS** added an optional step to the **W2, 1099R** and **1095C** steps menu. Now, employees who provide consent may receive these forms via a secure, encrypted email.

#### 8.1.1 W2 Processing Steps Menu Review W2 Forms Step [Enhancement]

Review W2 Forms

The **[Review W2 Forms]** screen will display a message in red in the "e Employee's Name" section identifying this W2 as an emailed form and showing the address to where it will be sent.

\*Note: Forms that are emailed will not be produced in the Print W2 Forms step.

Both printed and emailed forms will be available as attachments after running the final step in the menu: Save W2 Forms as Employee Attachments/Archive

Entity 1 TOWN OF ADMINS		Employee #	000062		SS#	001-10-10	24
b Employer identification number (EIN) 041234567		1 Wages, tips, oth 3400		ensation	2 Fede	ral income tax v 386.37	vithheld
c Employer's name, address and zip code TOWN OF ADMINS 219 LEWIS WHARF	,	3 Social security v	vages		4 Socia	al security tax w	rithheld
BOSTON, MA 02110		5 Medicare wages 3400			6 Medi	care tax withhel 49,30	ld
		7 Social security t	ips		8 Alloc	ated tips	
d Control number SCHOOL-SCHOOL		9 Verification Cod	e		10 Dep	endent care be	nefits
e Employee's Name LYNN E MCDONOUGH		11 Nonqualified pl	ans		12a Se	e instructions f	or box 12
199 LINCOLN ST.		13 Stat EE R.Pla	n 3rdPty	'	12b		
CAMBRIDGE, MA 02138		14 Other			12c		
Form will be emailed to ( fEmployee's address and ZIP code	vendy@admins	.COM			12d		
15 State Employer's state ID number MA 041234567	16 State wages, tips 3400,00		ne tax 71,14	18 Local	wages	19 Local tax	20 Name

#### 8.1.2 W2 Processing Steps Menu Email W2 Forms Step [New]

	Description
	Reset W2 Menu
	W2 Entity Table
	Build W2 File
	W2 Audit Report
	Review W2 Forms
	Print W2 Forms
	Email W2 Forms
	Federal W2 File
	CT W2 File
	MA W2 File
	RI W2 File
Save W2 F	orms as Employee Attachments/Archi
ave W2 E	

This step will send emails to consenting employees and create an **Excel**<sup>®</sup> report listing the employee number, name, email, and date consent was received.

			,			
📕 Email W	12 Forms		- 🗆 ×			
File Help						
Starting st Starting st			< >			
🕅 🖬 🔊 -	v v -   ≠ W2_Emails	_Sent_7236_THERESA[4].xml - Micros	oft Excel	_		×
File	Home Insert Page Layout For	mulas Data Review View		~	() – ø	53
G33	2 ▼ (~ <i>f</i> <sub>×</sub>					~
A	В	С	D	E	F	
1 Emp#	Employee	Email	Consent Date			
2 000020	POWERS, LYNN M	campbellt189@gmail.com	12/9/2019			
3 000062	MCDONOUGH, LYNN E	wendy@admins.com	12/8/2019			=
4 000205	DOUGLAS, MICHAEL R	anthea@admins.com	12/10/2019			
5 000286	MINCHILLO, MICHAEL J JR	support@admins.com	12/10/2019			
6 071331	CROSS, KAREN	luann@admins.com	12/9/2019			_
7 071340	PERRY, KEITH	theresa@admins.com	4/1/2017			_
8 071341	DRAGON, MARIE	theresa@admins.com	12/1/2019			_
9						
10						
11  4 4 > >	Hremailw2list				•	
Ready	in children z hot z hot z					÷, (+
Ready			100% 🕘			D .:



ت 🕈 🖬 🖌	◆ ◆   = 2019 Form W2 From the Town of Admins - Message (Plain Text)	)	—		$\times$
File Mes	ssage				∞ 🕜
10111	eresa@admins.com 3 <b>support</b>	Sent:	Thu 12/	12/2019	11:36 AM
ubject: 20	119 Form W2 From the Town of Admins W2_2019_1_000286OUT.pdf (205 KB)				
	• • 1 • • • 1 • • • 2 • • • 1 • • • 3 • • • 1 • • • 4 • • • 1 • • • 5	; · ·	1.1	• • 6 •	· 🕹 😨
	assword is the first four characters of your last name (capitalized), n the last four digits of your social security number.				
	vle: JANE SMITH SS# 001-01-1001 ord: SMIT1001				
	vle: JANE LEE SS# 001-01-1002 ord: LEE1002				
	ele: JANE MC KINNON SS# 001-01-1003 ord: MC K1003				
	ile: MICHAEL O'ROURKE SS# 001-01-1004 rrd: O'RO1004				
	as been checked for viruses by Avast antivirus software. v.avast.com/antivirus				

The email sent to the employee will have an encrypted, password protected **PDF**<sup>®</sup> attachment of the **W2** Form.

The email will be similar to the one sent out for Direct Deposit advice with payroll. The subject of the email will be "2019 Form W2 from the Town of \* " (the Town of \* will be replaced with the community name as defined in Module Control #2).

The body of the email will give instructions on how to open the encrypted, password protected **PDF**<sup>®</sup> attachment.

[ADM-AUC-HR-10169]

#### 8.1.3 1099R Processing Steps Menu Review 1099R Forms Step [Enhancement]

Entity 🚬 Town of	ADMINS Fire		Employee #	071331			
PAYER TOA Fire Di 219 LEWIS W BOSTON, MA	HARF						
(617) 494-5	100						
RECIPIENT KAREN CROS 803 PULASKJ CAMBRIDGE,	BLVD		n <b>ailTo:</b> ann@admins.com	1			
PAYER Identification Nur 041234564	nber		<b>Fidentification Number</b> 001–10–4976				_
1 Gross Distribution 56700.00	2a Taxable Am	ount	2b Taxable Amt Not Determined Total Distribution	3 Capital box 2a)		4 Federal Income Ta Withheld	ix
5 Employee Contributions 6 Net Unrealized Appreciation		d	7 Distribution code(s)	IRA/SEP SIMPLE	8 Other		
9a Your Percentage of total distribution %	9b Total employ contributions	/ee	10 Amount allocate to IRR within 5 years	11 1st ye contrib		12 State tax withhe	d
13 State/Payers state no	. 14 State distrib	ution	15 Local tax withheld	16 Name	of locality	17 Local distribution	1

Review 1099 - R Forms

The review 1099R Forms screen will display a message in the "**RECIPIENT**" section identifying this **1099R** as an emailed form and showing the email address to where it will be sent.

\*Note: Forms that are emailed will not be produced in the Print 1099 - R Forms step.

Both printed and emailed forms will be available as attachments after running the final step in the menu:

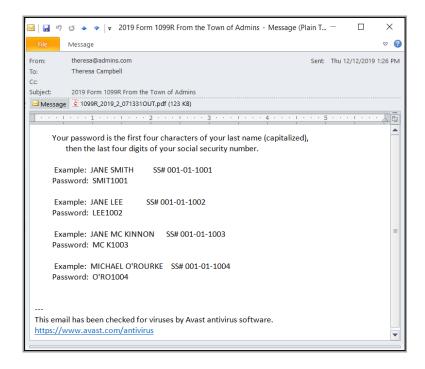
Save 1099R Forms as Employee Attachments/Archive

#### 8.1.4 1099R Processing Steps Menu Email 1099R Forms Step [New]

There is a new **[Email 1099–R Forms]** button on the screen. This step will send emails to consenting employees and create an **Excel®** report listing the employee number, name, email, and date consent was received.

1099 - R Processing	
Description	
Reset 1099 - R Menu	
1099R Entity Table	
Build 1099 - R Files	
Review 1099 - R Forms	
Print 1099 - R Forms	
Email 1099 - R Forms	
Federal 1099 - R File	
Save 1099R Forms as Employee Attachments/Arch	ive

Email 1099 - F	R Forms					
Email 109	99 - R Forms			_		×
File Help						
Starting ste Starting ste						< >
					_	
K Microsof	ft Excel - 1099r_Email	s_Sent_7238_THERESA[6]	xml — 🗆	$\times$		
H13	3 🔻 (*	$f_{x}$			~	
A	В	С	D	E	-	
1 Emp#	Employee	Email	Consent Date			
2 071331	CROSS, KAREN	luann@admins.com	12/9/2019			
3						
4					-	
N A P N	Hremail1099rlist	∕□∕		▶ [		
Ready		III II 10	10% —	+		



The email sent to the employee will have an encrypted, password protected **PDF**<sup>®</sup> attachment of the **1099–R** Form.

The email will be similar to the one sent out for Direct Deposit advice with payroll. The subject of the email will be **"2019 Form 1099–R from the Town of \* "** (the Town of **\*** will be replaced with the community name as defined in Module Control #2).

The body of the email will give instructions on how to open the encrypted, password protected **PDF®** attachment.

[ADM-AUC-HR-10169]



Edit 1095 Work File

#### 8.1.5 1095C Processing Steps Menu Edit 1095C Work File Step [Enhancement]

	2019			E	Edit 10	95 Work	File													
Goto	Employee#	1 Name of KEITH S	KEITH S BUSSEY									Reporting Entity 1								
1 1095 Menu		3 Street Address 395 CREEK STREET A													ACA Offer Start 01-Nov-1968					
2 Check for Errors	4 City or Tow CAMBRIDGE	n		5 Stat	e	6 Zipcode 02138-0000									ACA Reporting Start/End 01-Nov-1968					
3 1095 Register	7 Name of En								<b>nploye</b> 23456		N)				<ul> <li>ACA Full Time Start/End 01-Nov-1968 30-Nov-2002 ACA Declined</li> </ul>					
4 Employee Edit		9 Street Address 10 Contact Phone									-									
Remove Employee	11 City or Toy			12 Sta		13 Zipcode		1 /01	// 42	4-5100	) X 2	110								
6 Add Employee	BOSTON	wn		MA	ite	02110-0000														
EMPLOYEE OFFER AND	COVERAGE		Plan Star	t Month	07															
14 Offer of Coverage	12 Mths 1G	Jan	Feb	Mar	Apr	May	Jun		Jul	A	9	Sep		Oct		Nov	De	c		
15 Employee Share																	<b></b>			
16 Applicable Section																		5		
COVERED INDIVIDUALS						If Employer pr	ovided s					k the bo ths of C						-		
(a) Name of Covere 17 PAULA WHITTEN	d		(b) SS# >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	(c) D	OB	(d) 12 M	th Jan								Sep	Oct	Nov De	ŝ		

The **[Edit 1099R Work File]** screen will display a message identifying this **1099R** as an emailed form and showing the email address to where it will be sent. This is a message only and not an editable field.

\*Note: Forms that are emailed will not be produced in the Print 1099 - R Forms step.

Both printed and emailed forms will be available as attachments after running the final step in the menu:

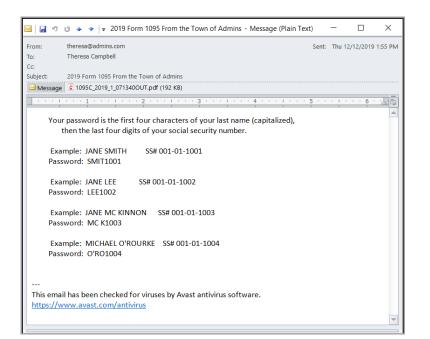
Save 1099R Forms as Employee Attachments/Archive

#### 8.1.6 1095C Processing Steps Menu Email 1095C Forms Step [New]

There is a new **[Email 1099–R Forms]** button on the screen. This step will send emails to consenting employees and create an **Excel®** report listing the employee number, name, email, and date consent was received.

1095 Processing	Email 1095 Fo	orms			
Description	Email 10	05 Forms			1
Reset 1095 Menu		55101115			
Payroll W2 1095 - C	File Help				
ACA Filing Table	Starting ste	ep 31		^	1
Bargaining Unit - Affordable Care Act	Starting ste			~	
ACA 1095 Audit Report		•			1
					1
Build 1095 File					
Edit 1095 Work File					
Print 1095 Forms Email 1095 Forms		· (ལ - │ - 1095_Emails_Sent_672' Home Insert Page Layout Formulas	_THERESA[3].xml - Microsoft Excel Data Review View	- □	
Generate IRS Export File	G12	2 ▼ (= f≠			~
	A	В	С	D	E
Save 1095 Forms as Employee Attachments/Archive	1 Emp#	Employee	Email	Consent Date	
	2 000012	HOLMES, MARIE R	marie@admins.com	12/9/2019	
	3 000020 4 000031	POWERS, LYNN M BUSSEY, KEITH S	lynn.m.powers@admins.com keithB@admins.com	12/9/2019 12/1/2019	=
	5 000087		kprovost@admins.com	12/10/2019	
	6 000205	DOUGLAS, MICHAEL R	Michael.R.Douglas@admins.com	12/10/2019	
	7 000286	MINCHILLO, MICHAEL J JR	MikeM@admins.com	12/10/2019	
	8 071340	PERRY, KEITH	PerryK@admins.com	4/1/2017	
	9 071341	DRAGON, MARIE	mdragon@admins.com	12/1/2019	
	10 071343	JONES, KAREN R	KarenJ@admins.com	12/9/2019	
	11				<b>•</b>
		Hremail1095list 🖄			
	Ready		🖽 🗔 💾 100%	(-)	





The email sent to the employee will have an encrypted, password protected **PDF**<sup>®</sup> attachment of the **1099–R** Form.

The email will be similar to the one sent out for Direct Deposit advice with payroll. The subject of the email will be **"2019 Form 1095 From the Town of Admins"** (the "Town of Admins" will be replaced with the community name as defined in Module Control #2).

The body of the email will give instructions on how to open the encrypted, password protected **PDF®** attachment.

[ADM-AUC-HR-10169]

#### 8.2 ACA Forms

Minor changes were made to the face of the form to match the IRS specimen document. The employee names in Part I now require a line between the first name, middle initial and last name. This was likely due to a high incidence of name and social security mismatches in prior years.

Part I Employee	Part I Employee			
1 Name of Employee (first name, middle initial, last name)	1 Name of Employee (first name, middle initial, last name)			
MICHAEL B WRIGHT	MICHAEL	в	WRIGHT	

Figure 21 Before -109C Part 1 Employee Name format - After – Employee Name format

A similar change was made to the name formats for covered individuals on Part III.

Part III	Covered Individuals If Employer provided self -insured						
<b>(a)</b> Name of covered individual(s) First name, middle initial, last name							
17 MICHAEL B WRIGHT							
18 MICHA	EL J ATTWOOD						

Pa			d Individua provided self -ins	
	(a) Name of cover		1.7	(b)
17	MICHAEL	В	WRIGHT	x
18	MICHAEL	J	ATTWOOD	x

Figure 22 Before -109C Part III Name format -

After –Name format

In addition, wording changes were made to the backer of the form in the 2<sup>nd</sup> and 3<sup>rd</sup> paragraphs of the Instructions for Recipient and the caution paragraph was removed from the instructions for Part I.

[ADM-AUC-SY-8124]



### 8.3 ACA Filing Table [Reminder]

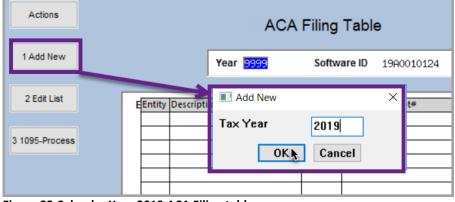


Figure 23 Calendar Year 2019 ACA Filing table

	Human Resources Mo	dule Contro	I	
Seq#	Description	Answer	Buttons 🔥	
6600	[ACA] AUC Software ID	19A0010124	1 Edit	
		Human Resources Mo Seq# Description 6600 [ACA] AUC Software ID	Seq# Description Answer	

Select Human Resources > Tables > ACA Filing Table.

Click on **[1 Add New]** to create a record for calendar year 2019. Enter 2019 and click on **[OK]**.

If the **Software ID** is *not* **19A0010124** as shown, contact <u>support@admins.com</u>. The value is set in module control #6600.



[ADM-AUC-HR-10162]

### 8.4 [Build 1095 File] ▶ Selecting on Entity [Enhancement]

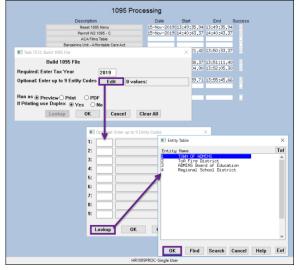


Figure 24 New selection on Entity on the Build 1095 File step

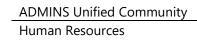
Some sites run a **1095C** process for each entity within the town (for example, if there are distinct Tax Information Numbers (TINs) for entities within the town, such as a Regional School District, a Day Care Center, a Board Of Education, and the Town).

The 1095C menu process is set up for individual users, such that a single entity may be selected when building the work file.

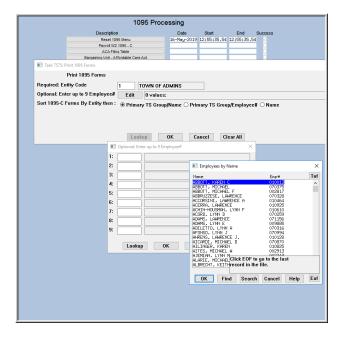
# *Only Municipalities with multiple entities should fill in the Optional Entity codes.*

All other sites should leave this blank. If a municipality has multiple entities – it will select all the correct employees from all entities for this process.

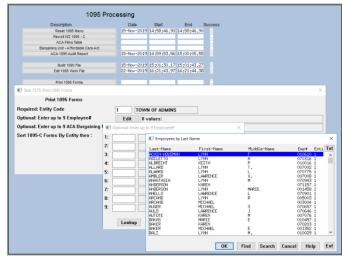
[ADM-AUC-HR-10097]



### 8.5 Printing Forms [Enhancement]



The lookup on employees by name was improved to reduce the size of the dataset and make it easier use the lookup to find an employee. The lookup was restructured with columns to make it easier to see the names and now includes the **Entity** for each employee.



After – lookup enhanced

[ADM-AUC-HR-10129]

Figure 25 Print 1095 Forms Before &

#### 8.6 1095C Printing by Bargaining Unit [Enhancement]

argaining Unit	DPW -DP	dpw afscme								
1 Cost Codes	2 Holidays	3 Longevity Pay	4 Retroa	ctive Pay	5 Salary Sche	d 6	Other Info	Benefit Sta	tements Affordable	CareA
	Override Entity Tabl	e 🗹								
	Plan Start Month									
	HSA Plan									
	1095-C Line 14 Ov	erall Value:								
		All 12 Month		Jan	Feb	Mar	Apr	May	Jun	
		16	or							
				Jul	Aug	Sep	Oct	Nov	Dec	
	1005 011 45 5	C- 4 40 40 40 40								
	1095-C Line 15 For	Codes 1B,1C,1D,1E,		waet Coet	Monthly Premiu	m for Salf.	Only Minumur	n Value Cow	1200	
		All 12 Month		Jan	Feb	Mar	Apr	May	Jun	
			or	175.29	175,29	179.25	175.29	175.29	175.29	
				Jul	Aug	DED	Oct	Nov	Dec	
				163,85	163,85	163,85	163,85	163,85	163.85	
	Employer Affordabi	lity Safe Harbor								

Figure 26 Affordable Care Act tab of the Bargaining Unit Table

If a typographical error is discovered after the initial printing of **1095C** forms, make the correction on the **Bargaining Unit –Affordable Care Act** tab and reprint the forms for the bargaining unit.

For example, **Figure 26** shows a bargaining unit with a transposition error in the dollar amount for March. When this error is discovered, make the correction on the table. Then reprint the affected forms as shown in **Figure 27**.



Tax Misc Billing । Edit Ledgers Purchase Orders Accounts Payable Fixed Assets । 💼 🐻 🖨 ዞ 🔶 🔸 🔸 뇅 🌾 🎬 🔍 🖼 😭 🛃 🎧 1095 Processing Date Start 15-Nov-2019 13:49:35.9 Print 1095 Forms ed: Entity Code TOWN OF ADMINS al: Enter up to 9 Emplo Edit 0 values: Edit 0 values: al: Enter up to 9 ACA Barga ort 1095-C Forms By Entity then All ACA Baro Added an optional Bargaining Unit field to allow selection of forms for printing. 2: 3: Barg Unit Tof ОК Lookup Ca OK Find Search Cancel Help Eof

**ADMINS** added an optional selection on **Bargaining Unit** when printing **1095C** forms.

Now it is easy to reprint only the forms for the affected bargaining unit.

Figure 27 [Print 1095 Forms] optional selection on ACA Bargaining Unit

[ADM-AUC-HR-10077]

### 9 HELP REFERENCE LIBRARY

The following new or updated documents were added to the Help Reference Library.

### 9.1 New or Updated Documents

•	SYSTEM SPECIAL PROCESSING YEAR END PROCESSING	HR–1110 System Administration Kit HR–575 Email Tax Forms to Employees (W2, 2099R, 1095C) HR–630 W2 Year End Training Slides HR–640 IRS Instructions for Forms W-2 and W-3 HR–645 IRS Pub 15 (Circular E), Employer's Tax Guide HR–660 IRS Instructions for Forms 1099-R and 5498 HR–670 1099-R Slides	[Updated] [New] [Updated] [Updated] [New] [Updated] [Updated]
		HR–670 1099-R Slides	[Updated]