



HUMAN RESOURCES

RELEASE NOTES – DECEMBER 2020

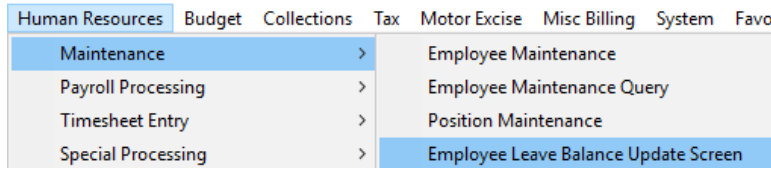
This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **HUMAN RESOURCES** system.

Contents

1	LEAVE BALANCE ADJUSTMENTS [ENHANCEMENT]	2
2	PAYROLL PROCESSING ▶ TIME SHEET ENTRY [ENHANCEMENT]	3
2.1	Salary Adjustments [Enhancement]	3
2.1.1	#6099 Report [Enhancement]	3
2.1.2	#6769 Timesheet Entry Detail – Changed Timesheets Report [Enhancement]	4
2.1.3	Mid Period Salary Change & the Adjust Salary Button [Enhancement]	4
2.2	Payroll Posting Entry User Displayed in GL Posting Screen [Fix]	5
3	BILLING AND INVOICING [ENHANCEMENT]	5
4	MAINTAIN BANK CODES	7
4.1	Searching for a Bank [Enhancement]	7
4.1.1	Lookup on Bank Code Field [Enhancement]	7
4.1.2	Bank Search Screen [Enhancement]	8
4.2	Copying a Bank Code [Enhancement]	9
5	QUERIES – LEAVE HISTORY – MORE THAN ONE POSITION [ENHANCEMENT]	10
6	REPORTS [ENHANCEMENT]	11
6.1	#6756 Employees by Code Report from Leave Accrual Table	11
6.2	#6714 Grade Schedule Report [Enhancement]	12
6.3	#6714 Grade Schedule Report [Enhancement]	12
6.4	#6714 Grade Schedule Report [Fix]	13
7	TABLES–TIMESHEET GROUPS – REMOVE USER/ALL GROUPS [ENHANCEMENT]	14
8	YEAR END PROCESSING	15
8.1	Consent Forms for Emailing Year End Tax Documents (W2, 1095C, etc.)	15
8.2	1095C Processing → Multiple Changes	15
8.3	1099R Processing [Enhancement]	15
8.3.1	Changes to Employee Maintenance Screen [5 Payroll] Box 12 & Box 13	15
8.3.2	Updated Base Bucket Table for use with the new State Wage buckets	16
8.3.3	Updated Cost Code Table for use with the new State Tax buckets	16
8.3.4	Voluntary Social Security Number Truncation Controlled on the Entity Table	16
8.3.5	Truncation as Shown on the Printed 1099-R	17
8.3.6	Attachment Step is a Scheduled Task	18
9	W2 PROCESSING [ENHANCEMENTS]	19
9.1	Box 14 and Paid Leave [Enhancement]	19
9.1.1	List of Pay Codes in W2 Box 14 Report	20
9.2	Social Security Number Truncation [Enhancement]	21
9.2.1	Voluntary Truncation is Controlled on the Entity Table	21
9.2.2	Truncation as Shown on the Printed W2	22
9.2.3	Attachment Step is a Scheduled Task	22
10	EMAILING FROM AUC	23
11	SITE SPECIFIC – MTRB [ENHANCEMENT]	23
12	HELP REFERENCE LIBRARY	24
12.1	New or Updated Documents	24



1 LEAVE BALANCE ADJUSTMENTS [Enhancement]



Most leave is posted via timesheets. There are times when an adjustment will need to be made directly to the employee’s leave balance screen. An example would be a transfer from one leave accrual group to another. Select:

Human Resources ▶ Maintenance ▶ Employee Leave Balance Update Screen

This feature now requires entering an “Effective Date” at the top of the screen before changing a balance; if an entry is made without an Effective Date, an error message will be displayed:

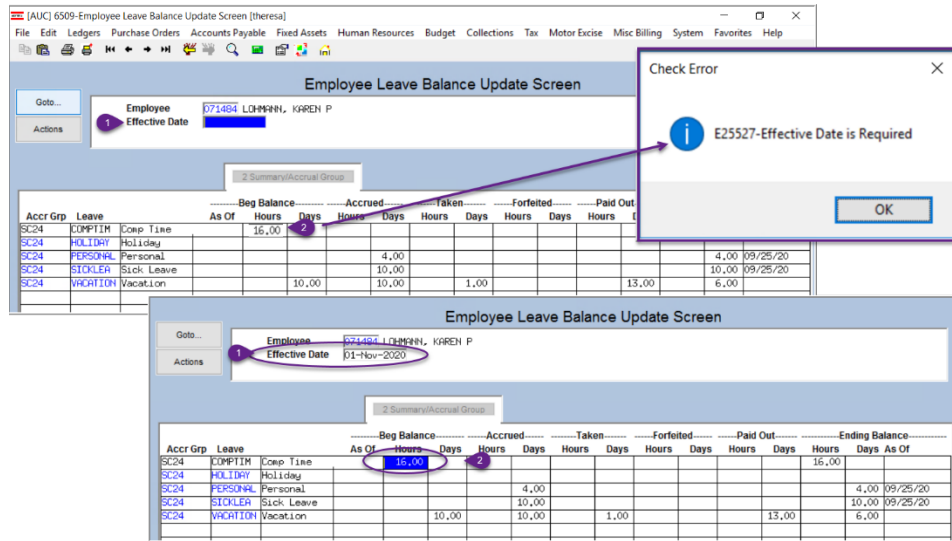


Figure 1 Updating an entry on the Employee Leave Balance Update Screen now requires an Effective Date

The transaction will appear as an entry in the employee’s leave history screen; click on:

Human Resources ▶ Queries ▶ Leave History ▶ [3 Transactions]

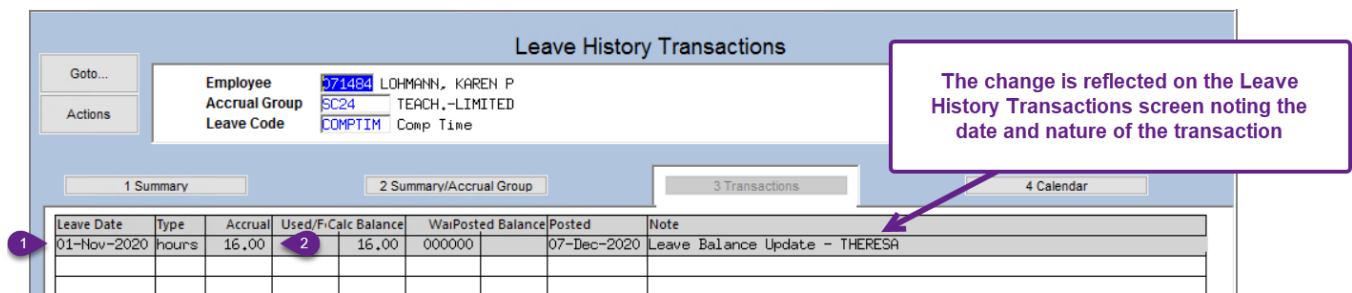


Figure 2 The Leave History Transactions tab showing the transaction, effective date, and posted date.

See also **HR-585 Adjusting Leave Balances** in the Help Reference Library.

[ADM-AUC-HR 10306]



2 PAYROLL PROCESSING ▶ Time Sheet Entry [Enhancement]

During the normal course of timesheet entry, the **[9 Adjust Salary]** button is used to adjust the salary entered on the timesheet to equal the period salary. **ADMINS** made changes to how this button is used.

2.1 Salary Adjustments [Enhancement]

ADMINS updated the salary adjustment button actions so that it will mark the line as changed on the **#6099 Timesheet Entry Detail – Changed Timesheets** report and the **#6769 Timesheet Entry Detail – Changed Timesheets** report.

2.1.1 #6099 Report [Enhancement]

The screenshot shows the 'Timesheet Entry' window. At the top, there are fields for Warrant (903456), Dates (08-Dec-2020 to 14-Dec-2020), Annual Period (58366.44), Bargaining Unit (PROF), and Salary (1118.15). Below this is a table of timesheet entries:

Work Date	Day	Pay Code	Hours	Days	Rate	Flat \$	Amount	Account Number	Customer	Reason
08-Dec-2020	Tue	DREG	1.00		223,6300		223.63	1000-135-0000-001-00-00-51121		
09-Dec-2020	Wed	DREG	1.00		223,6300		223.63	1000-135-0000-001-00-00-51121		
10-Dec-2020	Thu	DREG	.50		223,6300		111.82	1000-135-0000-001-00-00-51121		
10-Dec-2020	Thu	DSIC	.50		223,6300		111.82	1000-135-0000-001-00-00-51121		
11-Dec-2020	Fri	DREG	1.00		223,6300		223.63	1000-135-0000-001-00-00-51121		
14-Dec-2020	Mon	DREG	1.00		223,6300		223.63	1000-135-0000-001-00-00-51121		

At the bottom of the window, there is a '9 Adjust Salary' button circled in purple. A callout box points to the 10-Dec-2020 entries, stating: 'Dec 10 pay was split - 1/2 sick day - triggering the [9 Adjust Salary] to adjust the penny'.

In the example, December 10 is changed to split the day, resulting in the **Paid NOT EQUAL Salary** message, due to the penny difference.

Using the **[9 Adjust Salary]** button makes an adjustment to the last record, in this case, the December 14 record.

Figure 3 Using the [9 Adjust Salary] button

Prior to the software update, the penny adjustment was not shown on the timesheet changes report.

The screenshot shows a report titled '6099-HRTMSEMPCHG.REP' printed on 07-Dec-2020. It displays a table of timesheet changes:

Work Date	Warrant	Pay Code	Hours	Days	Hourly	Amount	Change User	Change Date
071245	PATERSON, MARIE	T135FINASST-02					THERESA	07-Dec-2020
10-Dec-2020	903456	DREG	REGULAR - days	.50	223.6300	111.82	THERESA	07-Dec-2020
10-Dec-2020	903456	DSIC	SICK LEAVE - daily r	.50	223.6300	111.82	THERESA-SALADJ	07-Dec-2020
14-Dec-2020	903456	DREG	REGULAR - days	1.00	223.6300	223.62		

Callout boxes provide context: 'The record changed by the salary adjustment button will be marked with "USERNAME-SALADJ"' points to the THERESA-SALADJ entry. 'The report will show the result of using the Salary Adjustment button' points to the 223.62 amount in the 14-Dec-2020 row.

Figure 4 Report #6099 with the new SALADJ suffix on changes made via the [9 Adjust Salary] button

Changes were made to the report of timesheet change history on a posted warrant.



2.1.2 #6769 Timesheet Entry Detail – Changed Timesheets Report [Enhancement]

Once the warrant is posted, changes made via the [9 Salary Adjust] button will show on the history report.

6759-HRTSMPCHG.REP Printed 07-Dec-2020 at 09:59:07 by THERESA City of ADMINS Page 1

For Warrant Number: 903452

Timesheet History Detail - Changed Timesheets

Work Date	Warrant	Pay Code	Hours	Days	HourlyRate	Flat Amt	Wages	Change User	Change Date
071245	PATERSON, MARIE	T135FINASST-02						ID-19 THERESA	06-Dec-2020
28-Oct-2020	903452	C-19 CVG c-19 senior man cove	1.00	1.00	27.9500	25.00	25.00	THERESA	06-Dec-2020
29-Oct-2020	903452	E PHSL emergency paid hourl	8.00		27.9500		223.60	THERESA	06-Dec-2020
03-Nov-2020	903452	DREG REGULAR - days	1.00		223.6300		.03		

Selection Legend:
For Warrant Number:
Sorted by:

The pay for 29 October was changed; then the Salary Adjustment button was used to make the Paid = Salary. This changed the last time sheet for this employee on 03-Nov-2020.

Figure 5 Report #6769 includes changes made via the [9 Adjust Salary] button

[ADM-AUC-HR-10216]

2.1.3 Mid Period Salary Change & the Adjust Salary Button [Enhancement]

The button should not be used on any employee subject to a Mid-Period Salary Change. ADMINS disabled the button for use on an employee with a **Mid-Period Salary Change**.

[AUC] 6200-Timesheet Entry [theresa]

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

Timesheet Entry

Mid-Period Salary Change

Goto... Warrant 903446 24-Sep-2020 07-Oct-2020 Annual 32854.50 Bargaining Unit AFLABR12-MSEC
 Timesheet Group SCHOOL-ABA school weekly aba Period 735.00
 Employee 071011 0 Note * GEARHART, MARIE M Per-Dien 147.00
 Position 5006ABA SCH-01 ABA TECH GRANDFATHERED BHS Daily 147.00 Manually Added Timesheet
 21.0000

This employee has a step increase on 1 October 2020; the pay period is 24 Sep - 7 Oct; the [9 Adjust Salary] button is NOT available to make an automatic adjustment so that the mid-period salary change remains in effect

Notes for this line Note Working For 000 -00 Accrual Group SCH 12 L 12 month limited

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 9 Adjust Salary % Split

Figure 6 Timesheet Entry screen – no automatic salary adjustment available on Mid Period Salary change

[ADM-AUC-HR-9916]



2.2 Payroll Posting Entry User Displayed in GL Posting Screen [Fix]

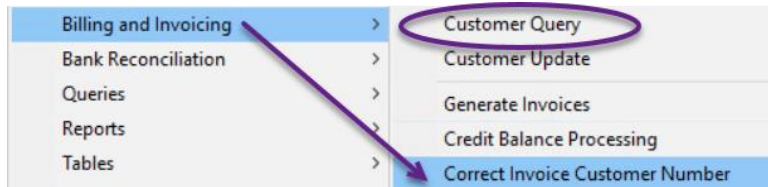
Prior to software update, there was no **ENTRY USER** displayed for a payroll posting in the GL posting selection screen. This has been fixed and the user doing the GL posting will be able to see the entry user.

Sel	Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details	Locked By
				500,00	500,00	500,00	500,00	THERESA	PO Roll Over to N	Lines	
<input checked="" type="checkbox"/>	2021	8882441		3000,00	2000,00		-1000,00	THERESA	Voucher Posting	Lines	
<input checked="" type="checkbox"/>	2021	8882426		71250,00	47500,00		-23750,00	THERESA	Voucher Posting	Lines	
<input type="checkbox"/>	2021	8882380		71250,00	47500,00		-23750,00	ANTHERA	Voucher Posting	Lines	
<input type="checkbox"/>	2021	8882378		100,00			100,00	ANTHERA	Purchase Order Dr	Lines	
<input type="checkbox"/>	2021	8882370		500,00			500,00	ANTHERA	Purchase Order Dr	Lines	
<input checked="" type="checkbox"/>	2021	903455						THERESA	Payroll Posting	Lines	
<input type="checkbox"/>	2020	8882405	158					ANTHERA	Utility Billing	Lines	
<input type="checkbox"/>	2020	8882403					500,00	WENDY	Purchase Order Dr	Lines	
<input type="checkbox"/>	2020	8882400					200,00	WENDY	Purchase Order Dr	Lines	

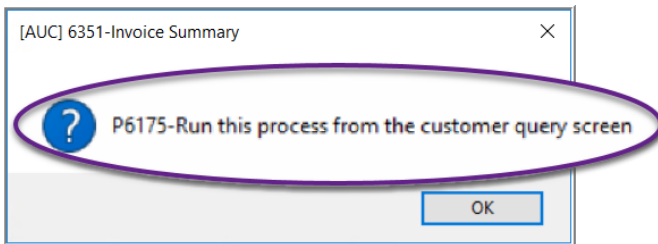
Figure 7 GL Posting screen now shows the “Entered By” for the payroll posting

[ADM-AUC-GL-10213]

3 BILLING AND INVOICING [Enhancement]



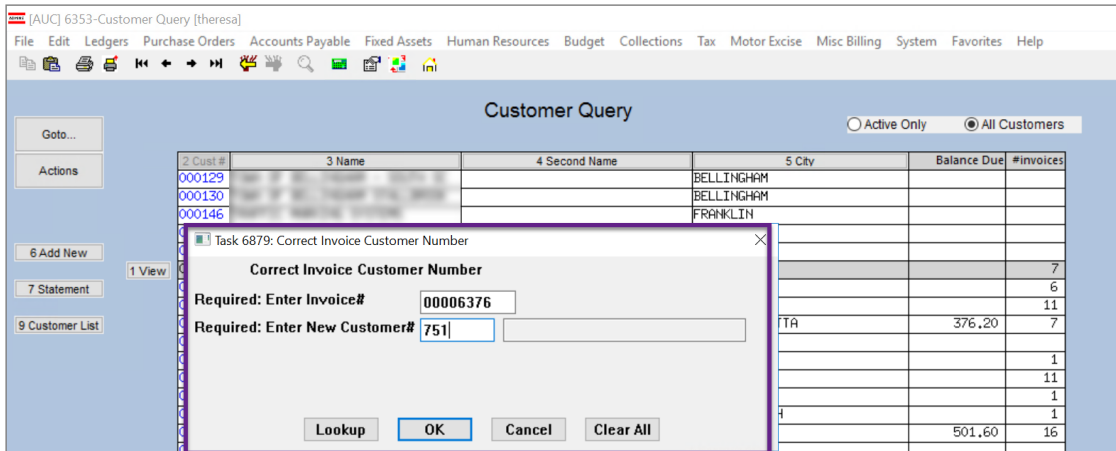
ADMINS added a way for users to correct the customer number on invoices that are generated in the **Billing & Invoicing** process. Start on the **Customer Query** screen (the process cannot be run from the **Invoice Summary** screen – attempting to do so will yield this message):



Select:

Human Resources ▶ Billing and Invoicing ▶ Correct Invoice Customer Number

For example, customer #157 was erroneously billed for invoice #6376. The invoice belongs to customer #751. Enter the **Invoice #** and **New Customer #** in the prompt (each may be selected from a lookup):



The system will move the invoice to the correct customer. To confirm results, check the invoice summary screen for each customer.

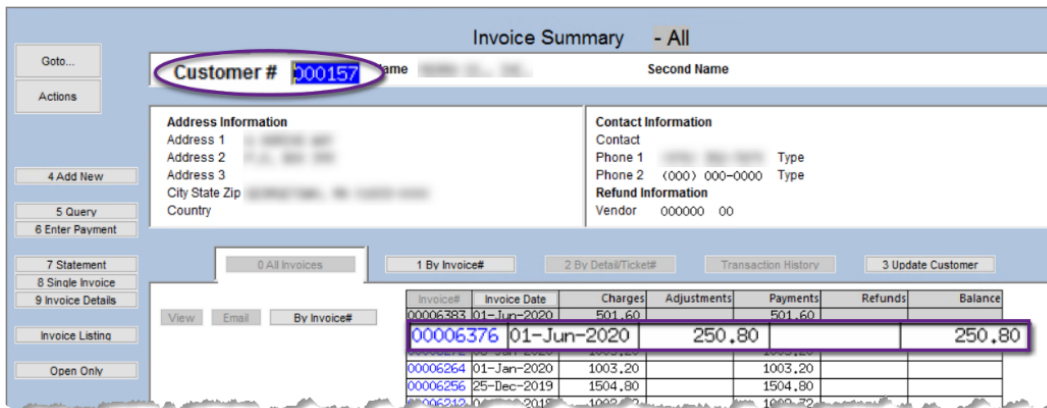


Figure 8 Before - the #157 vendor had been assigned invoice #6376 in error

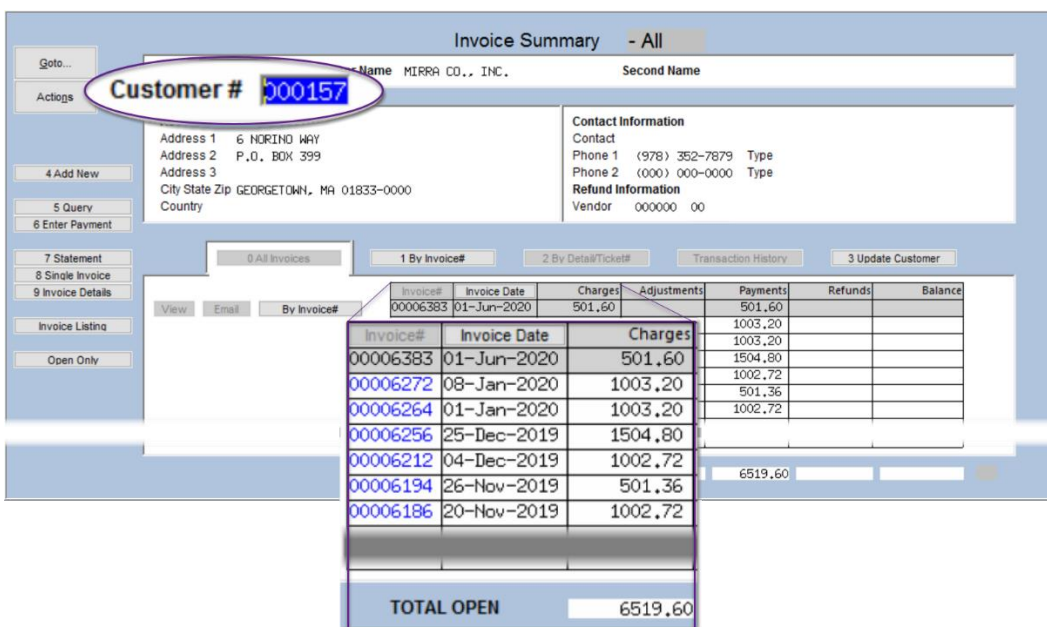


Figure 9 After – the invoice #6376 no longer appears on the Invoice Summary screen for Customer #157

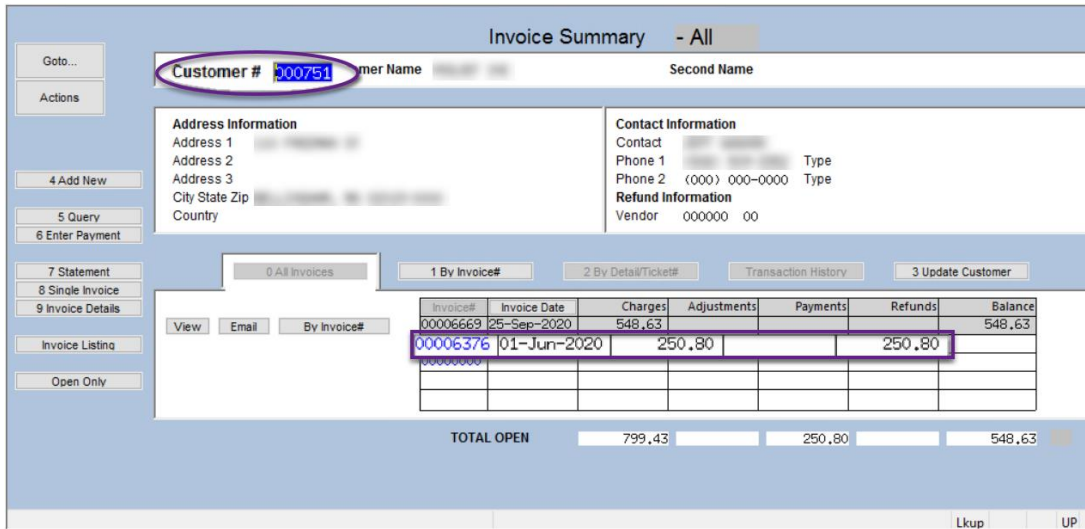


Figure 10 After – the invoice is shown in the Invoice Summary screen for Customer #751

[BLG-SUP-SAPLAUC-1338]

4 MAINTAIN BANK CODES

ADMINS added new features to the Maintain Bank Codes screen. The search is enhanced with lookups available on the ABA number, and a bank code may be copied. These features are described in detail below.

Human Resources ▶ Tables ▶ Bank Codes

4.1 Searching for a Bank [Enhancement]

Prior to the software update, searching for a bank was limited to searching on the bank name. ADMINS added the ability to search on Address and ABA number. There are two ways to do so.

4.1.1 Lookup on Bank Code Field [Enhancement]

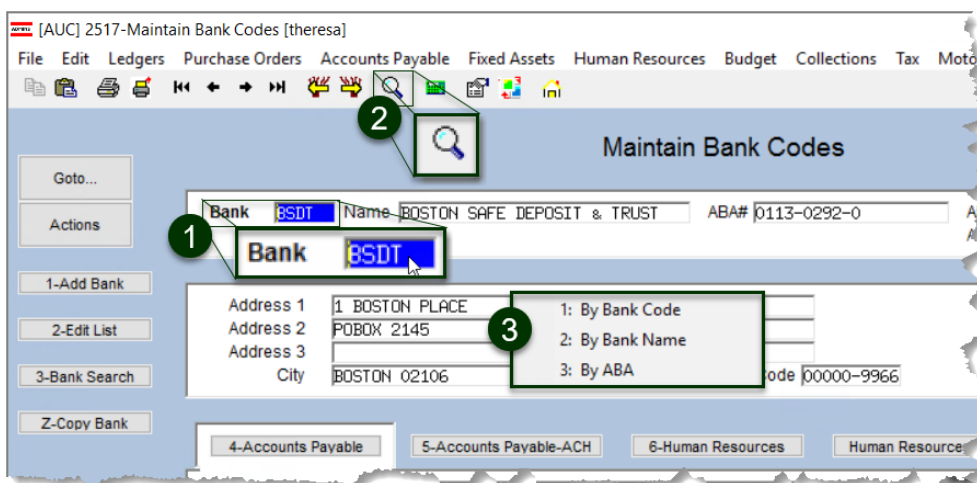
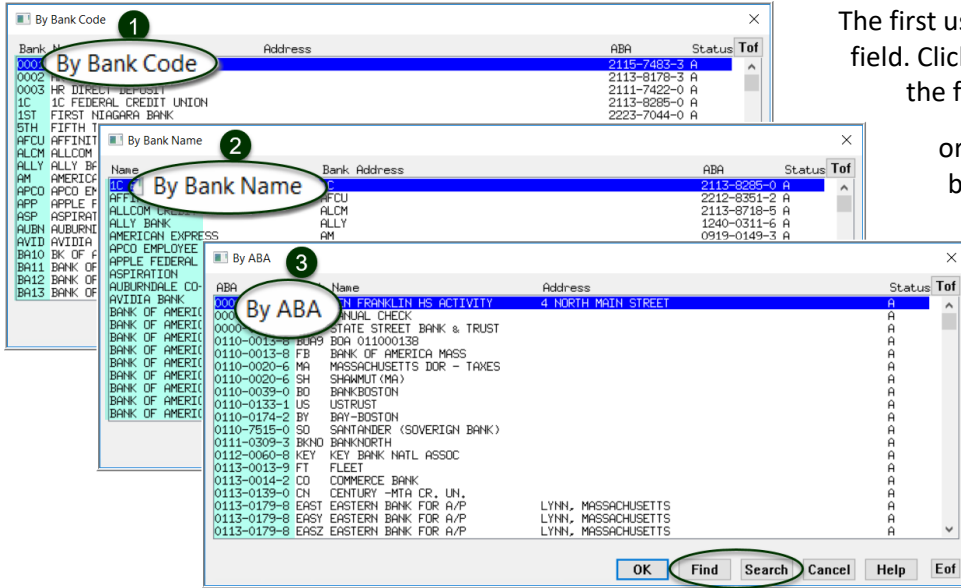


Figure 11 The lookup on the Maintain Bank Codes Table “Bank” field



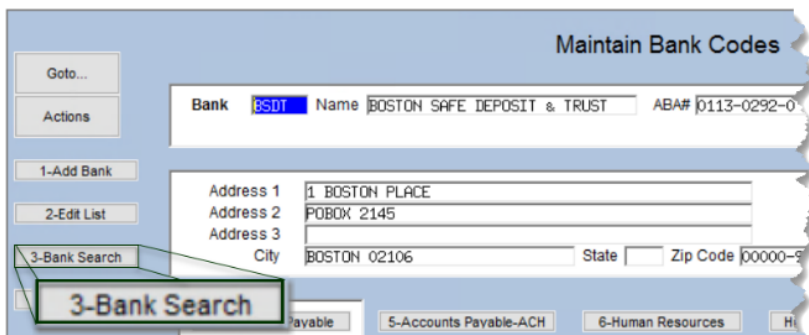
The first uses the lookup on the **Bank** code field. Click on the **Bank** field to activate the field, and then either **right click** or use the magnifying glass to bring up the search selection.

- The three options are
- 1: By Bank Code,
 - 2: By Bank Name, and
 - 3: By ABA.

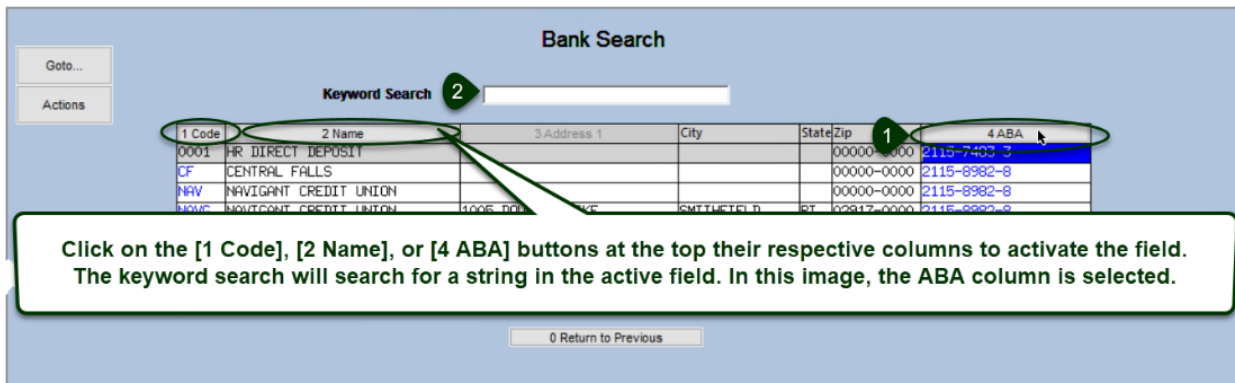
Use the **[Find]** or **[Search]** buttons to locate the desired bank.

Figure 12 Three lookup options available on the bank table

4.1.2 Bank Search Screen [Enhancement]



The second method uses the **[3-Bank Search]** button to display the **Bank Search** screen. The Bank Search screen has three “clickable” columns – the **[1_Code]** column, the **[2_Name]** column, or the **[4_ABA]** column. Click on the desired column and enter a search term in the **Keyword Search** field.



Click on the **[1 Code]**, **[2 Name]**, or **[4 ABA]** buttons at the top their respective columns to activate the field. The keyword search will search for a string in the active field. In this image, the ABA column is selected.

[ADM-AUC-AP-1056]



4.2 Copying a Bank Code [Enhancement]

ADMINS added a [Z Copy Bank] button on the **Bank Codes** maintenance screen. Sites can use the button when staying with the same bank but adding an account or using a new account number.

Human Resources → Tables → Bank Codes → [Copy Bank]

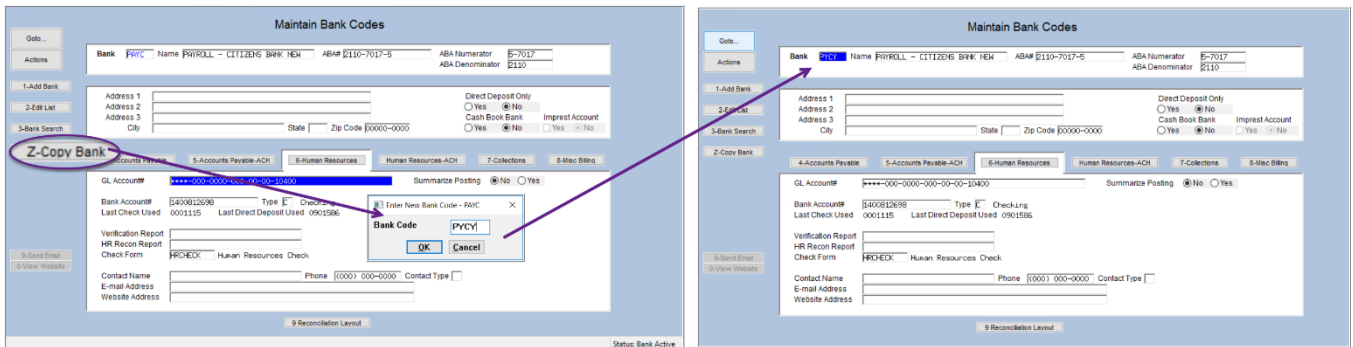


Figure 13 Copy PAYC to new account named PYCY

In the example shown in **Figure 13**, the existing bank “PAYC” is copied to a new bank named “PYCY”. Click on [Z_Copy Bank], enter the new code, click on [OK], and the system will display the new bank. The **reconciliation** layout and any **ACH** data is copied to the new bank as well.

- Edit the account number, and descriptions, etc., on the new bank code.
- If **ACH** and **Reconciliation** files are to be used, test the new account and settings with the bank prior to going live.
- If the new account number is a different length or includes a hyphen, a test set of checks for MICR acceptance testing with the bank will be required.

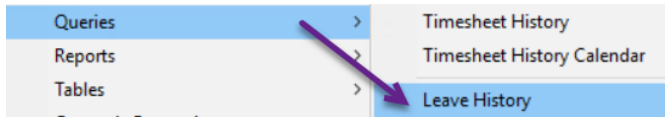
Ask support@admins.com for assistance in making any changes to **ACH** and **Reconciliation** layouts and to coordinate any changes needed to the check form if the new account number is longer than the original.

See also **HR–599 Implementing a New Bank Account** and **HR–Same Bank, New Account Number** for detailed instructions.

[ADM-AUC-AP-972]



5 QUERIES – Leave History – More than One Position [Enhancement]



ADMINS added position information to the **Queries ▶ Leave Accruals ▶ [2 Summary/Accrual Group]** screen to show that an employee's accrual may be coming from more than one position.

Leave History Detail

Goto...

Actions

1 Summary 2 Summary/Accrual Group 3 Transactions 4 Calendar

Accr Grp	Leave	As Of	Beg Balance		Accrued		Taken		Forfeited		Paid Out		Ending Balance	
			Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days
NONU	COMPTIM	Comp Leave			2,00								2,00	11/25/20
NONU	HOLIDAY	Floating Hol			12,17								12,17	11/25/20
NONU	PERSONAL	Personal			14,00								14,00	11/25/20
NONU	SICKLEA	Sick Leave			70,00								70,00	11/25/20
NONU	VACATION	Vacation												

Figure 14 Before - Leave History [2 Summary/Accrual Group] tab did not show multiple positions

Leave History Detail

Goto...

Actions

1 Summary 2 Summary/Accrual Group 3 Transactions 4 Calendar

Current Positions S009BUSFIN -01 DIRECTOR OF FINANCE SCHOOL

0 All Positions T421DPWDIR -01 DPW DIRECTOR

Accr Grp	Leave	As Of	Beg Balance		Accrued		Taken		Forfeited		Paid Out		Ending Balance	
			Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days
DPWD	COMPTIM	Comp Time												
DPWD	HOLIDAY	Holiday												
DPWD	PERSONAL	Personal	07/01/13		26,00		22,00		1,00			3,00	07/02/20	
DPWD	SICKLEA	Sick Leave	07/01/13	120,00	21,00		12,00		9,00			120,00	02/07/20	
DPWD	VAC C/OV	vacation c/ov											04/14/16	
DPWD	VACATION	Vacation	07/01/13	4,00	298,00		257,00		30,00			15,00	09/24/20	

All Positions for MOORE, KEITH F

Position	Description	FTE	HireDate	TermDate	Bargaining Unit	Schedule	Grade	Step	Status
T421DPWDIR -01	DPW DIRECTOR	1,0000	07-Feb-1991		PROF -01	P1	1	18	Active
S009BUSFIN -01	DIRECTOR OF FINANCE	1,0000	01-Dec-2020		SNGL SCH-12MT	SA	1	15	promotion
Total FTE for Active		1,0000							

OK Find Search Cancel Help Eof

Figure 15 After – the Leave History Detail screen shows multiple positions, with a button to provide additional detail

[ADM-AUC-HR-10233]



6 REPORTS [Enhancement]

ADMINS made several enhancements to the Grade Schedule and other reports.



6.1 #6756 Employees by Code Report from Leave Accrual Table

ADMINS added **Shift**, **Original Hired**, **Anniversary**, and **Full-Time Date** fields to the #6756 Employees by Code Report accessed from the Leave Accrual Groups Table.

The screenshot shows the 'Leave Accrual Rules' window with the 'Accrual Group' set to '3 22 VAC' and 'Leave Type Code' set to 'PERSONAL'. The 'Time Sheet Periods to Apply' section has 'This Month and Day' selected. The 'Employees by Leave Accrual Group' window is open, showing the 'Excel' option selected. A secondary window displays a list of leave accrual groups:

Seq#	Month	Month	Days	Hours
1	1	999	2,00	
2				
3				
4				

The secondary window also shows a list of leave accrual groups with columns for group code and description:

1:	2:	3:	4:	5:	6:	7:	8:	9:	
DP01	DPW UNION-40 HRS	DPWC	DPW CLERICAL 40HRS	DPWD	DPW DIRECTOR	DPWP	DPW PROF UNION		

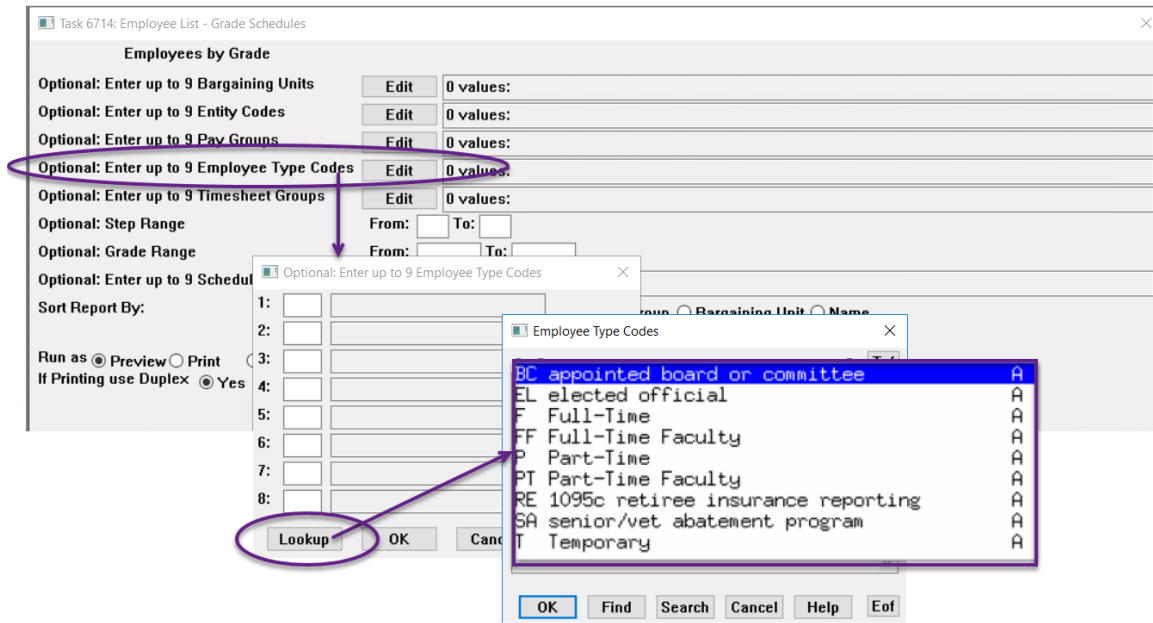
Accrual Group	Description	Emp#	Name	Position#	Job Title	EmpTyp	Description	Shift	Emp_Date	Anniv. Date	Full Time
24 DPWC	DPW CLERICAL 40HRS	003105	BOITEAU, KAREN A	T422DPWHCLK-01	PRINCIPAL CLERK HIGHWAY	F	Full-Time	R8	20-Jun-2011	20-Jun-2011	20-Jun-2011
25 DPWC	DPW CLERICAL 40HRS	070740	CASAVANT, KAREN	T450DPWADMN-01	ADMINISTRATIVE ASSISTANT- DPW	F	Full-Time	R8	15-May-2015	15-May-2015	15-May-2015
26 DPWC	DPW CLERICAL 40HRS	070979	MERCURI, LYNN M	T450DPWWCLK-01	PRINCIPAL CLERK-WATER & SEWER	F	Full-Time	R8	28-Aug-2017	28-Aug-2017	28-Aug-2017
27 #Emps:		3									
28											
29 DPWD	DPW DIRECTOR	000040	MOORE, KEITH F	T421DPWDIR-01	DPW DIRECTOR	F	Full-Time				
30 #Emps:		1									
31											
32 DPWP	DPW PROF UNION	071050	COLLETTE, MICHAEL W JR	T421DPWDIR-01	DPW ASSISTANT DIRECTOR	F	Full-Time	TOWN SAL	07-Feb-1991	07-Feb-1991	07-Feb-1991
33 DPWP	DPW PROF UNION	071366	GONSALVES, LAWRENCE	T490DPWPM-01	PROJECT MANAGER DPW	F	Full-Time				
34 DPWP	DPW PROF UNION	071323	HOUSTON, MICHAEL	T421DPWFORE-01	DPW GENERAL FOREMAN	F	Full-Time				
35 #Emps:		3									
36											
37 #Emps:		27									
38											

Figure 16 #6756 Employees by Code Report with four new fields

[ADM-AUC-HR-10303]



6.2 #6714 Grade Schedule Report [Enhancement]

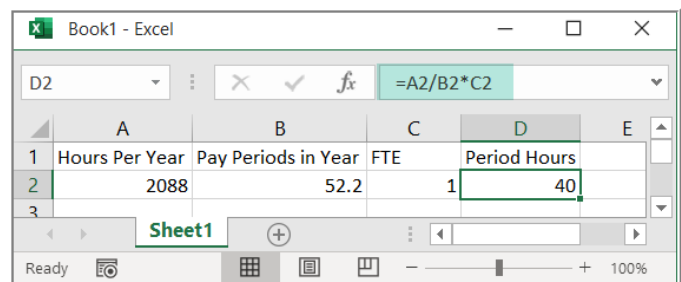
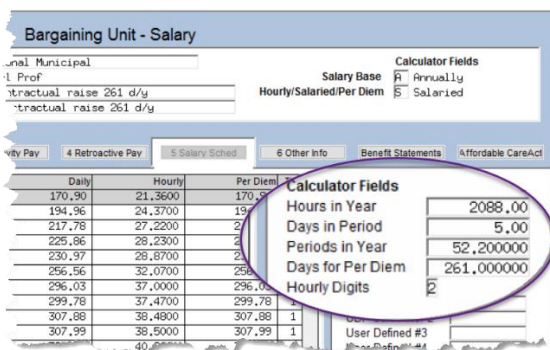


ADMINS added the option to select on Employee Type, such as “F” for Full-Time.

[ADM-AUC-HR-10308]

6.3 #6714 Grade Schedule Report [Enhancement]

ADMINS added a column to the **Grade Schedule Report** for **Period Hours**. The calculator fields are found on the **Tables ▶ Bargaining Units ▶ Salary Schedule** screen. **Period hours** are derived from the Hours per Year divided by the pay periods per year multiplied by the FTE value.





Emp#	Position#	Schedule	Grade	Step	FTE	Annual Salary	Period Salary	Daily Salary	Hourly Rate	Per Diem Rate	ShiftCod	GLPct	Typ	Location	Grade	EmpType	PeriodHrs
003005	T422DPWDROP-01	DPW	1	1	1.00	54,747.36	1,048.80	209.76	26.22	209.76	R8	100.00	%			F	40.00
005143	T422DPWDROP-02	DPW	1	1	1.00	54,747.36	1,048.80	209.76	26.22	209.76	R8	100.00	%			F	40.00
070978	T422DPWDROP-01	DPW	1	1	1.00	54,747.36	1,048.80	209.76	26.22	209.76	R8	100.00	%			F	40.00
071239	T422DPWDROP-03	DPW	1	1	1.00	54,747.36	1,048.80	209.76	26.22	209.76	R8	100.00	%			F	40.00
071285	T422DPWDROP-01	DPW	1	1	1.00	54,747.36	1,048.80	209.76	26.22	209.76	R8	100.00	%			F	40.00
071292	T422DPWDROP-03	DPW	1	1	1.00	54,747.36	1,048.80	209.76	26.22	209.76	R8	100.00	%			F	40.00
071294	T422DPWDROP-03	DPW	1	1	1.00	54,747.36	1,048.80	209.76	26.22	209.76	R8	100.00	%			F	40.00
071298	T422DPWDROP-03	DPW	1	1	1.00	54,747.36	1,048.80	209.76	26.22	209.76	R8	100.00	%			F	40.00
071328	T422DPWDROP-01	DPW	1	1	1.00	46,535.26	891.60	178.32	22.29	178.32	R8	100.00	%			F	40.00
071344	T422DPWDROP-02	DPW	1	1	1.00	54,747.36	1,048.80	209.76	26.22	209.76	R8	100.00	%			F	40.00
071435	T422DPWDROP-01	DPW	1	1	1.00	46,904.00	902.00	180.40	22.55	180.40	R8	100.00	%			F	40.00
071456	T422DPWDROP-01	DPW	1	1	1.00	46,904.00	902.00	180.40	22.55	180.40	R8	100.00	%			F	40.00
002678	T450DPWAMEC-01	DPW	1	2	1.00	56,229.84	1,077.20	215.44	26.93	215.44	R8	100.00	%			F	40.00
070284	T490ASFAC-01	DPW	1	2	1.00	56,229.84	1,077.20	215.44	26.93	215.44	R8	100.00	%			F	40.00
070449	T450DPWAMEC-01	DPW	1	2	1.00	56,229.84	1,077.20	215.44	26.93	215.44	R8	90.00	%			F	40.00
071345	T422DPWDROP-01	DPW	1	2	1.00	56,229.84	1,077.20	215.44	26.93	215.44	R8	100.00	%			F	40.00
071457	T450DPWAMEC-01	DPW	1	2	1.00	39,187.68	915.60	183.12	22.89	183.12	R8	50.00	%			F	40.00
005155	T490SWPOPR-01	DPW	1	3	1.00	56,501.28	1,082.40	216.48	27.06	216.48	R8	100.00	%			F	40.00
005690	T450DPWAMEC-02	DPW	1	4	1.00	58,276.08	1,116.40	223.28	27.91	223.28	R8	100.00	%			F	40.00
007213	T450DPWFOPR-01	DPW	1	5	1.00	60,969.60	1,168.00	233.60	29.20	233.60	R8	100.00	%			F	40.00

[ADM-AUC-HR-10296]

6.4 #6714 Grade Schedule Report [Fix]

For employees that are paid from multiple general ledger account lines, when the first line is deleted from the **Employee Maintenance – [Accounting]** tab screen, the second line moves to the top, but retains the sequence number "2".

The screenshots illustrate the process of deleting a line in the Employee Maintenance Accounting tab. In the first screenshot, two lines are visible: Line 1 (Account # 1000-450-0000-004-00-00-51123) and Line 2 (Account # 1000-422-0000-004-00-00-51123). A red box highlights the 'K Delete Line' button. In the second screenshot, after deleting Line 1, Line 2 has moved to the top position but still has the sequence number '2'. A red box highlights the '6 Accounting' tab. In the third screenshot, the sequence number for the remaining line has been updated to '1'.

This caused the Grade Schedule Report to list **Account #1** as all zeroes and the first account in the **Account #2** column. ADMINS added a process to the daily overnight job to renumber lines on this screen, which will correct the report.



	A	C	Q	R	S	AD	AE	AF	AG	AH	AI
1	Emp#	Position#	ShiftCod	OrigHireDt	PosHireDate	Account #1	GLPct	Typ	Budget Amt#1	Actual Amt#1	Account #2
2	071485	S005ABATECH-03		24-Sep-2020	24-Sep-2020	0000-000-0000-00-00-00000	100.00 %		0.00	0.00	1000-300-2330-124-05-00-51401
3	007073	S010ABATECH-01	WK 33.75	05-Sep-2001	31-Aug-2010	1000-300-2330-124-10-00-51401	100.00 %		29,306.48	4,166.93	0000-000-0000-00-00-00000

Figure 17 Before – the Account #1 in column AD showed as all zeroes and Account #2 showed the account #

	A	C	Q	R	S	AD	AE	AF	AG	AH	AI
1	Emp#	Position#	ShiftCod	OrigHireDt	PosHireDate	Account #1	GLPct	Typ	Budget Amt#1	Actual Amt#1	Account #2
2	071485	S005ABATECH-03		24-Sep-2020	24-Sep-2020	1000-300-2330-124-05-00-51401	100.00 %		0.00	0.00	0000-000-0000-00-00-00000
3	007073	S010ABATECH-01	WK 33.75	05-Sep-2001	31-Aug-2010	1000-300-2330-124-10-00-51401	100.00 %		29,306.48	4,166.93	0000-000-0000-00-00-00000

Figure 18 After – the Account #1 in column AD shows the correct account number

[ADM-AUC-HR-10290]

7 TABLES–Timesheet Groups – Remove User/All Groups [Enhancement]

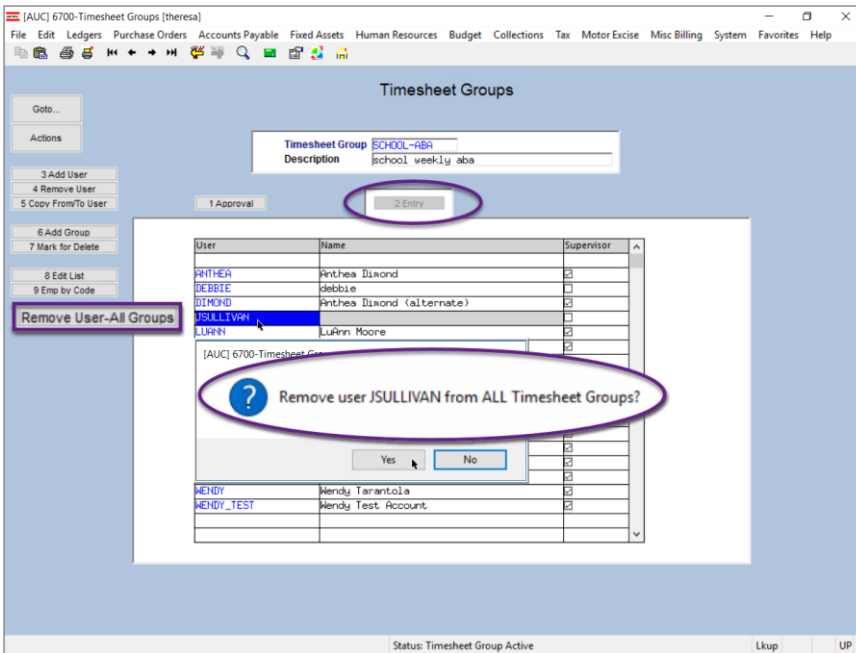


Figure 19 Removing a user from all groups at once

Human Resources ▶ Tables ▶ Timesheet Groups ▶ [2 Entry] Select User

ADMINS added a [Remove User-All Groups] button to the Timesheet Groups ▶ [2 Entry] tab. This button will remove the user from all timesheet groups, allowing the access to be updated quickly when staff changes. Click to highlight the user to be removed, click on the [Remove User-All Groups] button, and click [Yes].

[ADM-AUC-HR-9965]



8 YEAR END PROCESSING

ADMINS made several changes to the year end tax processing. Each is described below.

8.1 Consent Forms for Emailing Year End Tax Documents (W2, 1095C, etc.)

ADMINS now allows for a different form per entity. ADMINS copied the consent email to all entities for sites currently using the feature. To update the entity form, please contact support@admins.com.

[ADM-AUC-HR-10312]

8.2 1095C Processing → Multiple Changes

The IRS changed the format of the printed form, added codes **1L** through **1S** on **Line #14** for **HRA** participants, and made the plan start month data required for the 2020 reporting year. Detailed information will be provided in the **Annual 1095C** webinar held in January. The new forms were installed with the December software update. See also the updated document **HR 775 1095 / ACA Step Menu Process** in the Help Reference Library.

[ADM-AUC-HR-10297]

8.3 1099R Processing [Enhancement]

ADMINS stays up to date with changes to year end tax filing, resulting in the following changes to screens, forms, reports, and processing.

8.3.1 Changes to Employee Maintenance Screen [5 Payroll] Box 12 & Box 13

The screenshot shows the 'Employee Maintenance' screen for an employee with ID 071485 and position 5005ABATECH-03. The '5 Payroll' tab is selected. The '1099-R Information' section is highlighted with a purple box and contains the following fields:

- Box 2b Tax not determined
- Total distribution
- Box 7
- Box 9a % IRA/SEP/SIMPLE
- Box 8
- Box 9b
- Box 8 %
- Box 10
- Box 11 0000
- Box 12 FATCA filing requirement
- Box 13

A callout box labeled 'New boxes' points to the Box 12 and Box 13 fields.



8.3.2 Updated Base Bucket Table for use with the new State Wage buckets

The IRS changed the 1099R form, affecting the box numbers used for some values. ADMINS updated the Base Bucket Table to reflect the change. Note that the Base Buckets are for *wages*.

1 Bucket	2 Description	Annual Maximum	W2 Box	W2 Desc	1099-R Box
1	Federal Tax Wages		01		02A
2	Medicare Wages		05		
3	State Taxable Wages		16-#1		16-#1
4	Retirement Wages				
5	Total Wages				01
6	Workers Comp				
7	Federal Taxes				
8	State Taxes				
9	Reportable Health Care Cost				

8.3.3 Updated Cost Code Table for use with the new State Tax buckets

The IRS changed the 1099R form, affecting the box numbers used for some values. ADMINS updated the Cost Code Table to reflect the change. The cost code shown is a tax.

Cost Code Table

Goto...

Actions

W2 Box # W2 Description

1099-R Box #

Applies to: Benefit Deduction Both N/A Subtract Yes No

Applies to: Benefit Deduction Both N/A

8.3.4 Voluntary Social Security Number Truncation Controlled on the Entity Table

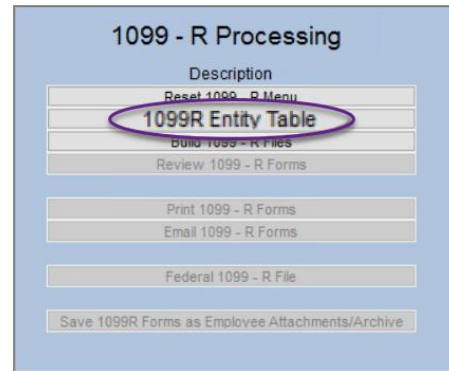
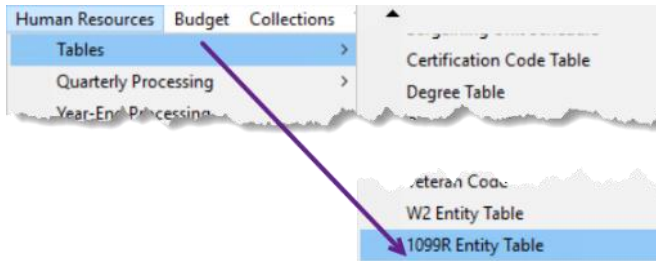
“Pursuant to Regulations section 301.6109-4, all filers of Form 1099-R may truncate a recipient’s TIN (social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN)) on payee statements. Truncation is not allowed on any documents the filer files with the IRS. A payer’s TIN may not be truncated on any form. See part J in the 2020 General Instructions for Certain Information Returns for more information.” See also <https://www.irs.gov/pub/irs-pdf/i1099r.pdf>.

To access the entity table and set the value, go to:

Human Resources → Tables → W2 Entity Table

or access the table from the

Human Resources → Year End Processing → 1099-R Processing → [1099R Entity Table]



1099R Entity Table

Entity: [Town of ADMINS Fire District] Description: [Town of ADMINS Fire District] 1099-R W-2

Name: [Town of ADMINS Fire District]
 Address 1: [219 LEWIS WHARF]
 Address 2: []
 Address 3: []
 City: [BOSTON] Phone: [(617) 494-5100]
 State: [MA] Zip Code: [02110-3927] Fed Tax ID: [041234564]
 Country: [] State Tax ID: [041234564]

1 Payroll W2 2 Payroll W2 ACA 3 Payroll 1099-R 4 Payroll 1099-RACA

REQUIRED FIELDS ARE BOLD

Transmitter Control Code: [BBOXY]
 Combined Filing State Number: [25]
 Contact Name: [LURAN MOORE]
 Contact Phone: [(617) 494-5100] Ext: [2123]
 Contact Email: [LURAN@ADMINS.COM]
 Export Directory: [hr11s]

Mask SS# as ***-**-#### Yes No

State	State Number	State ID Number	State Tax Entity
1099-R Info Line 1	MA	25	041234564
1099-R Info Line 2		00	12345

To mask the social security numbers on the printed or emailed **1099R** forms, set the “Mask SS# as ***-**-####” field to Yes.

8.3.5 Truncation as Shown on the Printed 1099-R



Figure 20 Social Security Number (SSN) **Truncation** as it will appear on the printed forms issued to employees

A truncated **SSN** shows asterisks for the first five digits and shows the actual last four digits of the **SSN** (*****-**-1234**). The regulations also call these **Truncated Taxpayer Identification Numbers (TTINs)**.

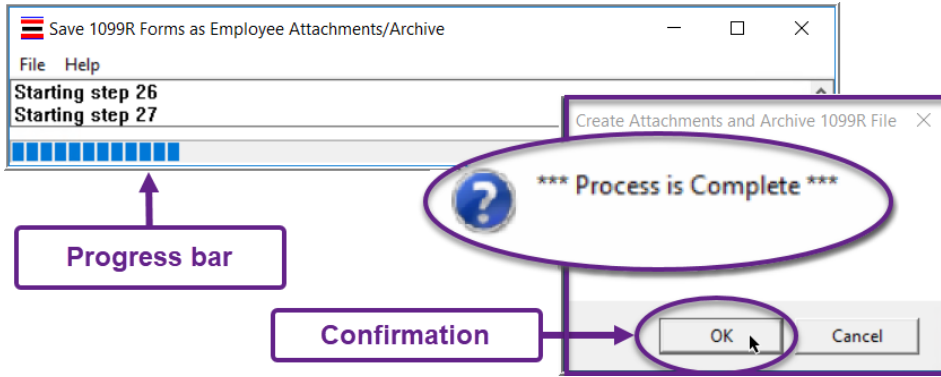
Truncation of **SSNs** is not allowed on the information filed electronically with the Social Security Administration; the full **SSNs** will be included in the electronic filing.

[ADM-AUC-HR-10293]



8.3.6 Attachment Step is a Scheduled Task

The attachment step is a scheduled task, run at the same time as check bursting. Click on the **Save 1099R Forms as Employee Attachments/Archive** step; the system displays a progress bar and within a few moments, a confirmation box. Click **[OK]** to finish the process. This speeds up the process.



Once the job is complete, the system sends an email notification to the members of the **HR1099BST** distribution list. See **SY-150 Email Distribution Lists** in the Help Reference Library for instructions for maintaining Email Distribution lists.

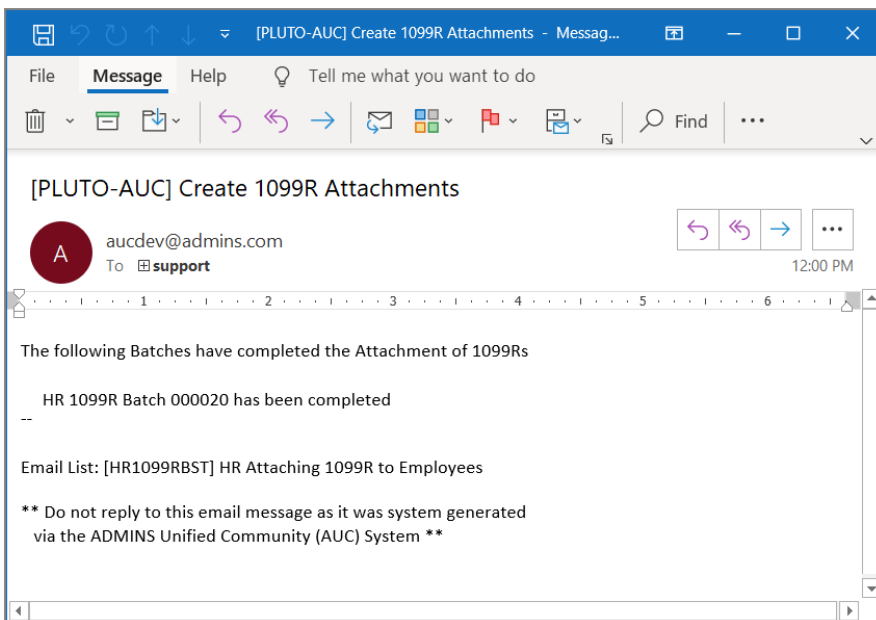
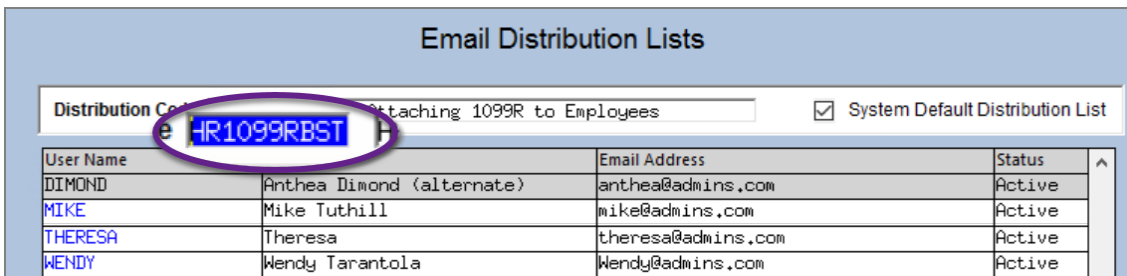
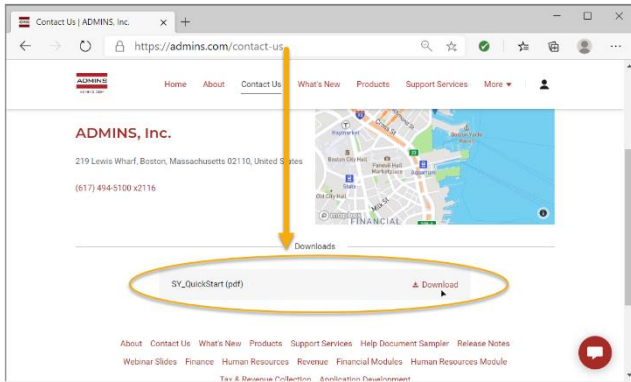


Figure 21 Email sent on completion of the attachments step

[ADM-AUC-HR-10293]



9 W2 PROCESSING [Enhancements]



ADMINS made several changes to W2 processing. Highlights are below; see also the updated HR-620 W2 Processing Document, attend the webinar, and see the slides at [Webinar Slides | ADMINS, Inc.](#)

No access? To register, please follow the directions in the Quick Start guide at [Contact Us | ADMINS, Inc.](#)

Registering for access is a support tool covered in the support agreement. It does not cost any extra, and no “spam” email will be sent to users registering for access.

9.1 Box 14 and Paid Leave [Enhancement]

“Employers must report the amount of qualified sick leave wages and qualified family leave wages paid to employees under the Families First Coronavirus Response Act, P.L. 116-127, on either 2020 Forms W-2, box 14, or on a separate statement.”

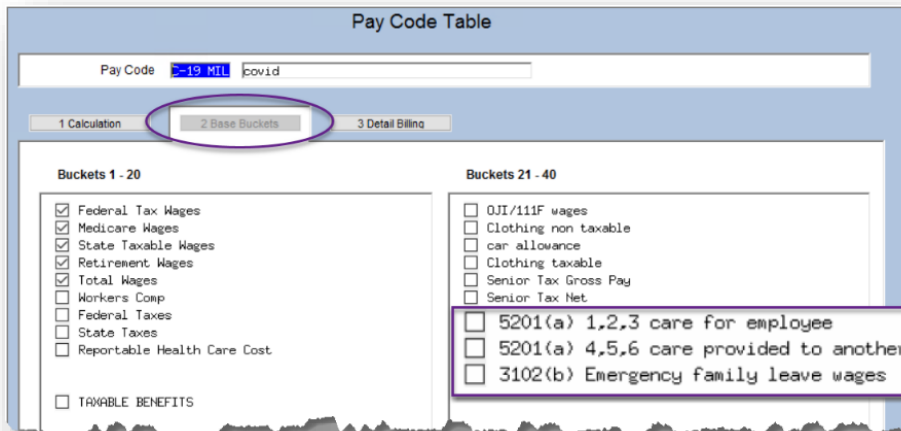
<https://www.irs.gov/pub/irs-drop/n-20-54.pdf>

For sites with fewer than 500 employees, the IRS requires that sick leave wages paid under Families First Coronavirus Response Act be reported in box 14. To accommodate this change, **ADMINS** installed additional base buckets with the software update:

- Sick leave wages subject to the \$511 per day limit (#28)
- Sick leave wages subject to the \$200 per day limit (#29)
- Emergency family leave wages (#30)

Base Buckets				
1 Bucket	2 Description		W2 Box	W2 Desc
28	5201(a) 1,2,3 care for employee	jm	14	5201A1
29	5201(a) 4,5,6 care provided to another		14	5201A4
30	3102(b) Emergency family leave wages		14	3102B

The pay code for any leave paid under the Families First Coronavirus Response Act should check **only ONE** of the base buckets, depending on the type of leave:

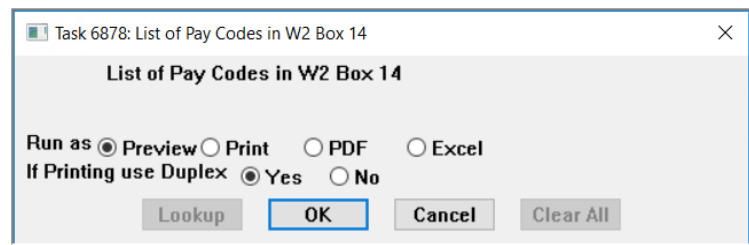
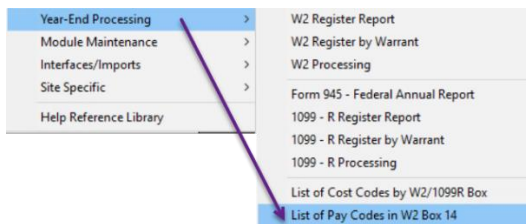


Note: Checking more than one of the three boxes will result in over-reporting the amounts paid.

9.1.1 List of Pay Codes in W2 Box 14 Report

ADMINS added a report of the pay codes to be reported in W2 Box 14. To run the report, select:

Human Resources ▶ Year End Processing ▶ List of Pay Codes in W2 Box 14



The report may be run as Preview/Print/PDF® or Excel®.

Check the report before running W2 processing to ensure that all the codes used will be represented in box 14 of the W2.

Pay Code	Description	Base Bucket Information
C-19 CVG	c-19 senior man coverage	Base Bucket 28 5201(a) 1,2,3 care for employee
C-19 EXT	covid-19 extra & regular hours	Base Bucket 28 5201(a) 1,2,3 care for employee
C-19 LTH	mandatory limited hours	Base Bucket 28 5201(a) 1,2,3 care for employee
E FMLA	expanded fmla COVID	Base Bucket 29 5201(a) 4,5,6 care provided to another
EFAM	Emergency Family Care Medical Leave	Base Bucket 30 3102(b) Emergency family leave wages
EFMLAH	expanded fmla covid-19 hourly	Base Bucket 28 5201(a) 1,2,3 care for employee

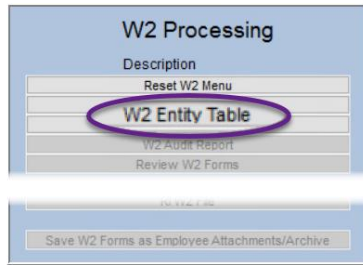
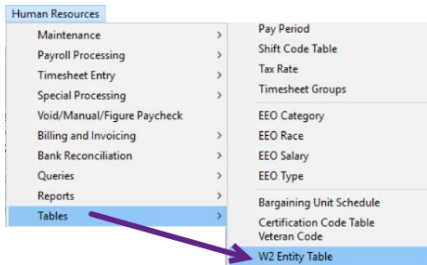
[ADM-AUC-HR-10310]



9.2 Social Security Number Truncation [Enhancement]

The IRS allows employers to voluntarily truncate **Social Security numbers (SSNs)** on copies of **W-2** forms that they give to their employees (Copies B, C and 2). This voluntary truncation is allowed on forms issued to employees after **December 31, 2020**.

9.2.1 Voluntary Truncation is Controlled on the Entity Table



Access the entity table either from **Human Resources → Tables → W2 Entity Table** or from the **Human Resources → Year End Processing → W2 Processing Steps Menu**.

W2 Entity Table

Entity: Description: 1099-R W-2

Name:
 Address 1:
 Address 2:
 Address 3:
 City: Phone:
 State: Zip Code: Fed Tax ID:
 Country: State Tax ID:

1 Payroll W2 2 Payroll W2 ACA 3 Payroll 1099-R 4 Payroll 1099-RACA

REQUIRED FIELDS ARE BOLD

Pin:
 Contact Name:
 Contact Phone: Ext:
 Contact Email:
 Export Directory:

Mask SS# as *-**-####** Yes No

W2 Info	Line	State	State Number	State ID Number	State Tax Entity
W2 Info	Line 1	MA	25	041234567	
W2 Info	Line 2		00		

To truncate the social security numbers on the **W2** forms, set the **Mask SS# as ***-**-####** field to **Yes**.



9.2.2 Truncation as Shown on the Printed W2

Copy B--To Be Filed With Employee's FEDERAL Tax Return	
This Information is being furnished to the Internal Revenue Service	
	1 Wages, tips, other compensation 346.87
a Employee's social security number ***-**-2738	3 Social security wages 0.00
b Employer identification no. (EIN) 041234567	5 Medicare wages and tips 375.00

Figure 22 Social Security Number (SSN) **Truncation** as it will appear on the printed forms issued to employees

A truncated **SSN** shows asterisks for the first five digits and shows the actual last four digits of the **SSN** (***-**-1234). The regulations also call these **Truncated Taxpayer Identification Numbers (TTINs)**.

Truncation of **SSNs** is not allowed on the information filed electronically with the Social Security Administration; the full **SSNs** will be included in the electronic filing.

9.2.3 Attachment Step is a Scheduled Task

The attachment step is now a scheduled task, run when bursting jobs are run. Once the job is complete, the system sends an email notification to the members of the **HRW2BST** distribution list. See **SY-150 Email Distribution Lists** in the Help Reference Library for instructions for maintaining Email Distribution lists.

Email Distribution Lists

Goto...
Actions

Distribution Code: **HRW2BST** (circled in red) Matching W2 to Employees System Default Distribution List

User Name	Full Name	Email Address	Status
LUANN	LuAnn Moore	luann@admins.com	Active
MUPDEV4	Mupdev4 [Anthea]	support@admins.com	Active
THERESA	Theresa	theresa@admins.com	Active
WENDY	Wendy Tarantola	wendy@admins.com	Active

1 Add Email
2 Remove Email

Lkup UP

[ADM-AUC-HR-10130]



10 EMAILING FROM AUC

ADMINS allows emailing a report or document to multiple addresses simultaneously. **Separate each email address with a comma**, as shown below. Currently, there is a maximum of eighty characters available in the email address field.

Do not use spaces between the email addresses.

Figure 23 Enter multiple email addresses, separated by a comma, with no spaces between the addresses

[ADM-AUC-SY-8164]

11 SITE SPECIFIC – MTRB [Enhancement]

ADMINS updated the Massachusetts Teachers Retirement Bureau (MTRB) monthly report to replace the “Repay Amount” column with a “Total Retirement” column that sums the “Retirement Deduction” and “Additional Retirement” columns.

Employee	Base Salary	Coach Pay	Retro Pay	Stipend Pay	Longevity Pay	Ineligible	Retirement Deduction	Additional Retirement	Repay Amount

Figure 24 Before – the “Repay Amount” column was shown but is no longer used

Employee	Chk Date	Base Salary	Coach Pay	Retro Pay	Stipend Pay	Longevity Pay	Ineligible	Retirement Deduction	Additional Retirement	Total Retirement
	08-Jul-2020	3,005.46						330.60		330.60
	22-Jul-2020	3,005.46						330.60		330.60
	08-Jul-2020	1,946.73						214.14		214.14

Figure 25 Removed the “Repay Amount” column and added a “Total Retirement” column

[BLG-SUP-SAPLAUC-1336]



12 HELP REFERENCE LIBRARY

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

12.1 New or Updated Documents

- ----- TOP LEVEL ----- HR-100 Help Documents Index [Updated]
- SPECIAL PROCESSING HR-585 Leave Balance Transfers [Updated]
- TABLES HR-599 Implementing a New Bank Account [Updated]
HR-600 Same Bank, New Account Number [Updated]
- YEAR END PROCESSING HR-620 W2 Processing [Updated]
HR-775 1095 / ACA Step Menu Process [Updated]
- SYSTEM SY-101 Quick Start Videos [Updated]