



HUMAN RESOURCES

RELEASE NOTES – DECEMBER 2021

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

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1 EMPLOYEE MAINTENANCE

ADMINS made changes to the employee maintenance screen to make it easier to add positions and verify deductions.

1.1 Adding a New Position to an Employee [Fix]

Position Maintenance

Position: **1422DPWMECH-01** Current Employees:

Position Description: DPW HEAD MECHANIC

Position Category: **HY006 Highway-Gen'l Labor**

Timesheet Group: T001 -EPK department: public works

Bargaining Unit: EPW -EP Department: Department of Public Works - Laborers

Schedule: EPW

Grade: I

Step: R

Position numbers are created in the Position Maintenance screen, where Position Categories are also assigned. The Position number does not have to contain the position category. To add a position to an employee, from the menu, select:

Maintenance ▶ Employee Maintenance ▶ [Add Position]

Employee Maintenance

Employee Number: **071574** KEITH M RYAN

Employee Attachments

Employee Position Attachments

Y Employee Notes: No text available

Current Positions: T200MTRINTE-01 DPW INTERN -

O All Positions: 000 -00

Add Position

Add Position to Employee

Required: Enter Position

Lookup OK Cancel Clear All

Positions by Position Category

Category	Position#	Description	BargUnit	Current	Employee	Note
01012	B00002-1027-01	TEACHER	B	-MTER		
01060	R62402-9999-99	R62401-8000-99	R	-TER	Multiple Employees	
01076	T11100-1276-99	AUDIO VISUAL INTERN	T	-NERN	Multiple Employees	
1001	B00050-1001-01	SUPERINTENDENT	B	-BADM	Multiple Employees	
1002	B00052-1002-01	DIR OF PUPIL SERVICE	B	-MADM	Multiple Employees	
1003	B00002-1003-01	PRINCIPAL	B	-MADM	Multiple Employees	
1008	B00051-1008-01	SCHOOL NURSE	B	-NURS	Multiple Employees	
1008	B00051-1008-04	SCHOOL NURSE	B	-NURS	Multiple Employees	
1012	B00002-1012-01	TEACHER	B	-TERL	Multiple Employees	
1012	B00002-1012-11	TEACHER	B	-TERL	Multiple Employees	
1014	B00001-1014-24	TEACHER	B	-MTER	Multiple Employees	
1014	B00001-1014-34	TEACHER	B	-MTER	Multiple Employees	
1014	B00001-1014-44	TEACHER	B	-MTER	Multiple Employees	
1014	B00001-1014-54	TEACHER	B	-MTER	Multiple Employees	
1014	B00002-1012-11	TEACHER	B	-MTER	Multiple Employees	
1014	B00002-1012-11	TEACHER	B	-MTER	Multiple Employees	

Find Position Category beginning with:

Click FIND to find a record by key value.

OK Find Search Cancel Help EOF

The lookup when adding a new position to an employee from the employee maintenance screen was changed with this software update.

The lookup window was doing a "Find" on **Position Category** then Position #. Now it searches on Position # only.

Figure 1 Before – the [Find] button searched the Category column

Positions

Category	Position#	Description	BargUnit	Current	Employee	Note
HJLJST	SX03LJCOLN-01	ADJUTANT GENERAL	MIA	-26	Multiple Employees	
BW	SX03BEHTECH-01	BW TECH GRANDFATHERED DISTRICT	AFLBW12-MGL	Multiple Employees		
BW	SX03BEHTECH-02	BW TECH SUPERIOR 10 MTH BENEFITS	AFLBW12-MGL	Multiple Employees		
SUB	SX03LJDOB-01	BUILDING SUBSTITUTE 8/15 ONLY DISTRICT	NON	-N0	Multiple Employees	
CAFE	SX03CAFLEAD-01	CAFETERIA ELEMENTARY LEAD COOK	MFL 10R	-WF10	Multiple Employees	
CUST	SX03LJSDS-02	CUSTOMER SERVICE	MFL 10R	-WF10	Multiple Employees	
CUST	SX03LJSEAD-03	HEAD CUSTODIAN DISTRICT	MFL 10R	-WF10	Multiple Employees	
HEADS	SX03LJSDS-03	10 MONTH DISTRICT	MFL 10R	-WF10	Multiple Employees	
KINDER	SX03KNDTCH-01	DISTRICT KINDERGARTEN TEACHER	MFA	-26	Multiple Employees	
LJW1	SX03LJBSST-01	LIBRARY ASSISTANT	NON	-N0	Multiple Employees	
TEACH	SX03MHEPEC-01	TEACHER	MFA	-21	Multiple Employees	
NURSE	SX03NURSCO-01	NURSE	MFA	-26	Multiple Employees	
PSYCH	SX03PSYTH-01	PSYCHOLOGIST	MFA	-26	Multiple Employees	
PRIN	SX03PRINTECH-01	PRINCIPAL	MFA	-26	Multiple Employees	
TEACH	SX03TEACH-01	TEACHER	MFA	-26	Multiple Employees	
CLERK	SX03SCHLCL-01	SCHOOL CLERK	MFA	-26	Multiple Employees	
CLERK	SX03SPENDD-01	SPENDING CLERK	MFA	-26	Multiple Employees	

Find Position beginning with:

1135

Click FIND to find a record by key value.

OK Find Search Cancel Help EOF

The lookup operates on the Position #

Positions

Category	Position#	Description	BargUnit	Current	Employee	Note
TEACH	S126TECH-01	BMS TEAM CHIEF	MFA	-26	Multiple Employees	
SUMM	S127EXTORD-01	EXTENDED SCHOOL YEAR COORDINATOR	NON	-N0	Multiple Employees	
SUMM	S128PUBSR-01	EXTENDED SCHOOL YEAR BUS MONITOR	NON	-N0	Multiple Employees	
SUMM	S129TLTUTR-01	SUMMER PROGRAM TITLE 1 TUTOR	NON	-N0	Multiple Employees	
TUTOR	S407TWTW-01	TUTORING - WITH BMS	NON	-N0	Multiple Employees	
PT	S185LNA1	18-01 ONE YEAR ONLY LUNCH AIDE	NON	-N0	Multiple Employees	
SUMM	S401SASCH-01	SUMMER SCHOOL CUSTODIAN	MFL	-WF10	Multiple Employees	
SUMM	S401SASCH-01	SUMMER SCHOOL DIRECTOR	NON	-N0	Multiple Employees	
SUMM	S401SASCH-01	SUMMER SCHOOL TEACHER	NON	-N0	Multiple Employees	
TEACH	S401LBRD-01	TITLE 1 TEACHER	MFA	-26	Multiple Employees	
CLERK	S402LCLDR-01	CURRICULUM LEADERSHIP COUNCIL CLERK	NON	-N0	Multiple Employees	
SUMM	S402SCLDR-01	SUMMER SCHOOL CLERK	NON	-N0	Multiple Employees	
SUMM	S403TLAS-01	TITLE 1 SUM PROG TUTOR ASST	NON	-N0	Multiple Employees	
ELECT	S610LBRST-01	LIBRARY TRUSTEE	NON	-N0	Multiple Employees	
ASST	T122SAS-01	TEST	ELEC	-EL	Multiple Employees	
ASST	T122SAS-01	TEST ADMIN ASSISTANT	NON	-N0	Multiple Employees	
ELEC	T122SAS-01	SELECT BOARD	ELEC	-EL	Multiple Employees	
PROP	T122SAS-01	BOARD REPRESENTATIVE	NON	-N0	Multiple Employees	
PROP	T122SAS-01	SUBSTITUTION	PROP	-01	Multiple Employees	

Root # blank: cannot use post

OK Find Search Cancel Help EOF

Figure 2 After – the [Find] button searches on the Position number

[ADM-AUC-HR-10431]



1.2 Number of Pay Periods Displayed on the [5 Payroll] Tab [Enhancement]

Prior to the software update, seeing the number of pay periods for an employee required displaying the pay group table.

Human Resources ▶ Tables ▶ Pay Group Table

Pay Group Table							
1 Code	2 Description	Pay Freq	Periods in Yr	Beginning Date	Ending Date	Projection	Status
ADMTEST	testing paygroup	W	52,000000	01-Jan-2010	31-Dec-2050		Active
BI	Bi-Weekly	B	26,000000				Active

Now, the number of pay periods is visible right on the [5 Payroll] tab in the **Group Information** section.

Human Resources ▶ Maintenance ▶ Employee Maintenance ▶ [5 Payroll]

The screenshot shows the 'Employee Maintenance' interface for Marie Holden. The '5 Payroll' tab is selected. In the 'Group Information' section, the 'Pay Group' field is highlighted with a purple oval and displays 'ADMTEST 52.00 testing paygroup'. Other fields include Entity (5), Timesheet Group (TOWN -POL), FLSA Code (NONE), and Lump Sum Indicator (unchecked).

With the number of pay periods shown on the payroll tab, it is easier to confirm the results when an employee providing a new W4 has questions. **ADMINS** staff use the IRS tool to answer questions about a given employee. This IRS tool can be used in real time by anyone responsible for providing payroll information to their employees to confirm the accuracy of an employee check.

[Income Tax Withholding Assistant for Employers | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/)

[ADM-AUC-HR-10413]



1.3 Employees With More Than One Page of Deductions [Enhancement]

Maintenance ▶ Employee Maintenance ▶ [3 Deductions] Tab

Cost Code	Effective	Stop Date	Table Amount	Message	Additional Amt	Start Date	Stop Date	Original Amt	Remaining Bal/Note
457	04-Nov-2003				250.00	10-Oct-2021			
457LOHN	04-Nov-2003				131.25	11-Sep-2017			
RT121	04-Nov-2003				171.00	04-Nov-2003			
COLONIAL	01-Jul-2018				18.34	01-Jul-2018			
CTRAID	01-Nov-2020				15.00	01-Nov-2020			
ICNFFS2	10-Oct-2016		4.08						
DIRDEP	04-Nov-2003		999,999.99						
FLEX	30-Dec-2018				38.46	28-Dec-2020		1,999.92	115.38
HEARDJER	04-Jan-2021	05-Jan-2021			-185.00	04-Jan-2021	05-Jan-2021		
HEHFP20	01-Dec-2017		87.28						
HEALTHWJ	01-Jan-2021				7.12	01-Jan-2021		185.00	
LIFEP	04-Nov-2003				5.00	04-Nov-2003			
MED1000	04-Nov-2003		1.45000						
MEDLOVER	13-Mar-2020		.90000						
OVER50K	04-Jan-2016				4.57	04-Jan-2016			
FEN6.5	04-Nov-2003		6.50000						



Figure 3 Before – the MORE indicator as shown in the lower right corner

Employees with more deductions / benefits than will fit on one screen require a {page down} to reveal all the codes.

Cost Code	Effective	Stop Date	Table Amount	Message	Additional Amt	Start Date	Stop Date	Original Amt	Remaining Bal/Note
2020PW	01-Dec-2021								
457ROTH	01-Dec-2021								
457SB	01-Dec-2021								
RL1HD	01-Dec-2021								
RL121T	01-Dec-2021		23.42						
RL126S	01-Dec-2021		18.91						
RL141I	01-Dec-2021		12.61						
RL152I	01-Dec-2021		9.46						
RL1FFM	01-Dec-2021		27.88						
RL1N6F	01-Dec-2021								
RL1S41	01-Dec-2021		37.17						
RL1SGL	01-Dec-2021		9.46						
RL1US	01-Dec-2021		56.75						
DIRDEP	01-Oct-1974		999,999.99						
FED+	27-Apr-2017				30.00	27-Apr-2017			
MA+	27-Apr-2017				10.00	10-May-2017			

ADMINS enhanced the screen so that if an employee has enough codes to require more than a single screen, the indicator MORE is highlighted in yellow to make that more apparent.

Figure 4 After – the MORE indicator is now more visible

[ADM-AUC-HR-10429]

2 PAYROLL PROCESSING

ADMINS enhanced and corrected some features within the Payroll Processing steps. The direct deposit advice email was enhanced, the Reconciliation file location is error checked when the file is created, the Labor Distribution Posting traps control table errors, and the timesheet entry screen has an enhanced warning message. See below for details.



2.1 Direct Deposit Advice Emails Subject Line [Enhancement]

An email of Direct Deposit Advices sometimes made payees think that the funds were immediately available in their account. **ADMINS** changed the subject line of the email. Now the **deposit date** will appear in the subject line *after the words "To be Deposited..."*.

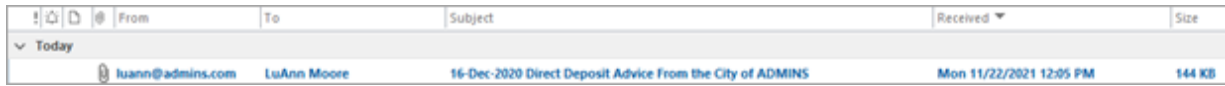


Figure 5 Before – the Subject line read: “16-Dec-2020 Direct Deposit Advice...”

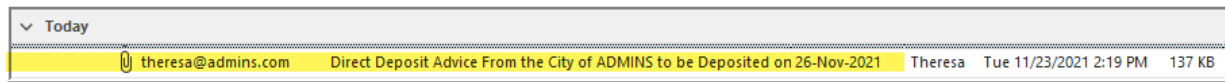


Figure 6 After – the Subject shows ...”to be Deposited on...” date

[ADM-AUC-HR-10420]

2.1.1 Direct Deposit Advice Email Wording [Enhancement]

Some email servers trigger an alert that detects personal information sent across the network. To prevent triggering these alerts, the body of the Direct Deposit Emails sent to employees was changed by masking the first five places of the SSN examples with ###-###.

Your password is the first four characters of your last name (capitalized), then the last four digits of your social security number.

Example: JANE SMITH SS# 001-01-1001
Password: SMIT1001

Example: JANE LEE SS# 001-01-1002
Password: LEE1002

Example: JANE MC KINNON SS# 001-01-1003
Password: MC K1003

Example: MICHAEL O'ROURKE SS# 001-01-1004
Password: O'RO1004

The original format showing numeric data in the SSN was being trapped by some email service providers

Your password is the first four characters of your last name (capitalized), then the last four digits of ###-### security number.

Example: JANE SMITH (SS# ###-##-1001)
Password: SHIT1001

Example: JANE LEE (SS# ###-##-1002)
Password: LEE1002

Example: JANE MC KINNON (SS# ###-##-1003)
Password: MC K1003

Example: MICHAEL O'ROURKE (SS# ###-##-1004)
Password: O'RO1004

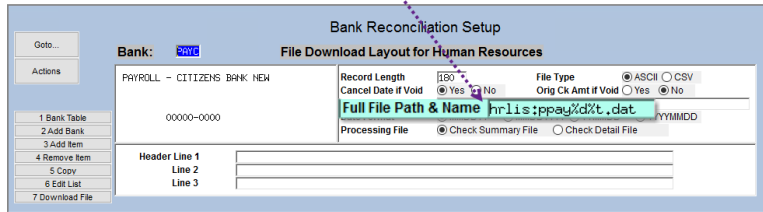
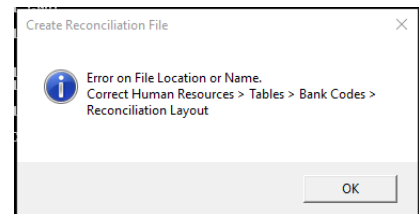
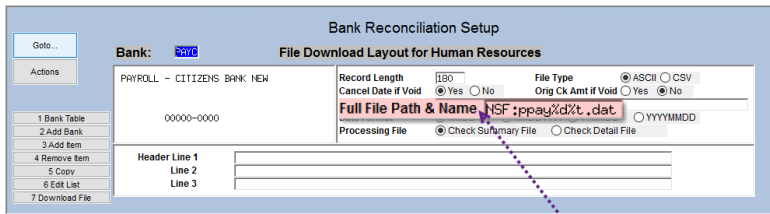
The new format masks the first five numbers with ###-## to prevent the email being trapped

This increases the chance that employees receive their Direct Deposit Advice emails in a timely manner and helps local system administrators by suppressing unneeded alerts.

[ADM-AUC-HR-10440]



2.2 Reconciliation File Location [Enhancement]

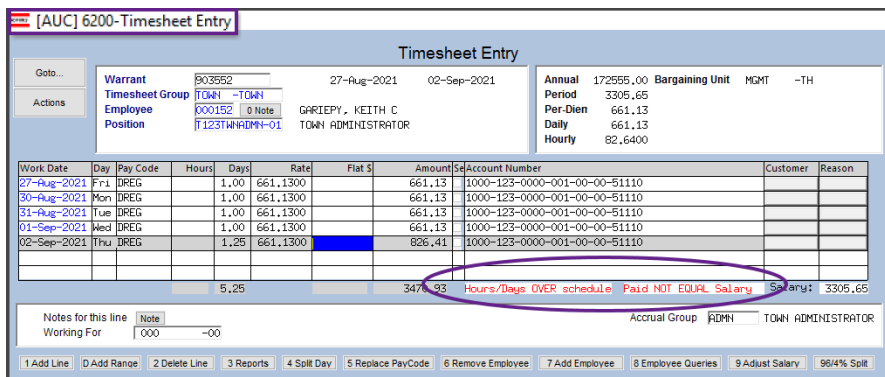


Prior to the software update, if the reconciliation file could not be created because the user did not have access to the specified folder, the step would abnormally terminate. Now

this message will pop up instructing the user to correct the **Human Resources > Tables > Bank Codes > Reconciliation Layout**. Contact support@admins.com to get help with setting a valid file path and file name. Tip: using the %d%t in the file name allows creating a unique file each time the process is run, to help with finding files in history.

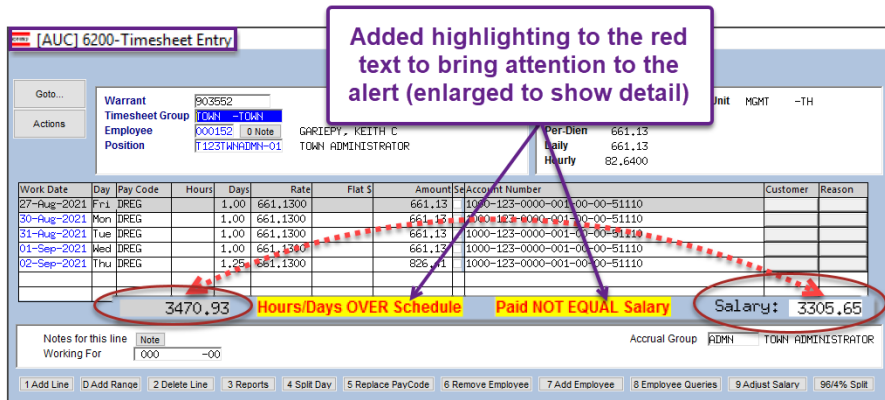
[ADM-AUC-HR-10381]

2.3 Timesheet Entry Warning Message [Enhancement]



When entering timesheets and the total amount of the timesheet is not equal to the period salary, the message "Paid NOT EQUAL Salary" is not only in red, but also highlighted to bring attention to this message so it is not missed.

[ADM-AUC-HR-10449]





2.4 Missing Control Accounts [Fix]

Payroll Processing ▶ Process Paychecks ▶ [Post Labor Distribution/Email Advices]

ADMINS corrected an issue in the labor distribution posting when control accounts were missing for a fund (for example if using a new fund). This caused missing accounts during the labor distribution posting; however, no errors were showing on the report.

The screenshot shows a report titled "Labor Distribution Timesheet Account Errors" for payroll batch 3500. It lists transactions for employee MICHAEL J JR on 13-Dec-2021. A warning/error box highlights "Error: Missing Accrued Payroll Account" and "Error: Invalid Accrued Payroll Account". A separate dialog box titled "Payroll Calculation" displays the message: "Errors Found and Error Report Produced. Correct the Errors then Rerun this Process." with an OK button.

Errors only appeared when posting the payroll to the GL.

Figure 7 Updated Labor Distribution to Trap Missing Control Accounts

These errors prevented posting the labor distribution transactions to the General Ledger.

With the software update, the errors are flagged in the Labor Distribution Timesheet Account Errors report and the posting is stopped until the control account errors are fixed.

[ADM-AUC-HR-10409]

3 REMOVE TOP RECORD ON THE SALARY SCREEN [Enhancement]



The topmost record on the salary history tab can be deleted if

there is more than one record.

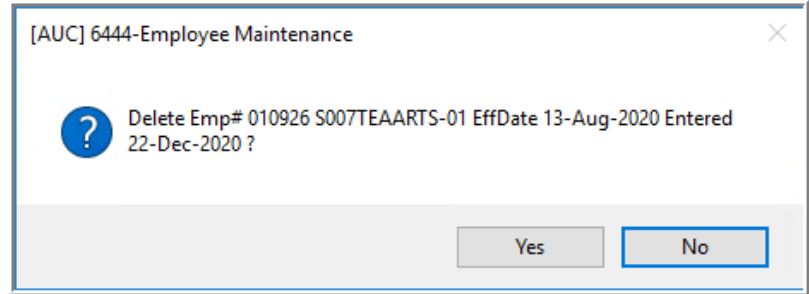
The system will detect that the top salary record is being deleted and pop up a message to remind the user to check existing timesheet rates.

If a salary record is deleted, and timesheets exist, remove the timesheet, then add it again to bring in the new rates.

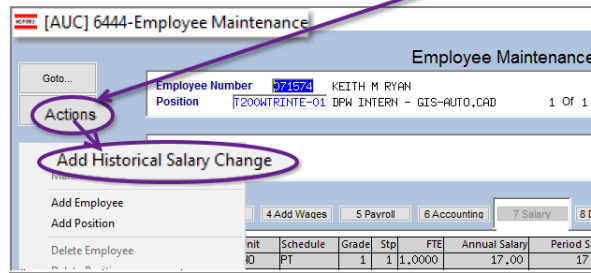
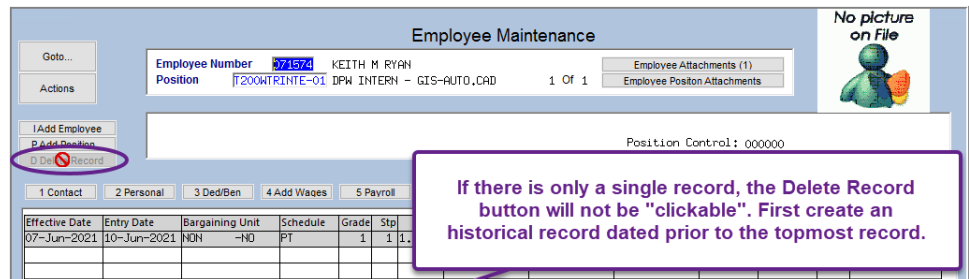
The screenshot shows the "Employee Maintenance" screen for employee KEITH L TU. A table lists salary history records with columns for Effective Date, Entry Date, Bargaining Unit, Schedule, Grade, Stp, FTE, Annual Salary, Period Salary, Daily Salary, Hourly Rate, Per Diem, Tier#, and Entry User. The top record (13-Aug-2020) is highlighted. A "Delete Record" button is circled. A dialog box displays the warning: "The top salary record is being deleted. Check existing timesheet rates." with an OK button.



The system will prompt for confirmation of the deletion. Click **[Yes]** to delete the topmost salary record; click **[No]** to leave the employee salary as is.



The **[D Delete Record]** button will not be available if there is only one record; first create an historical salary change that is dated prior to the topmost record.



[ADM-AUC-HR-10426]

4 VOID/MANUAL FIGURE PAYCHECK [Enhancement]

Human Resources ▶ Void/Manual/Figure Paycheck ▶ [3 Deduction Entry]

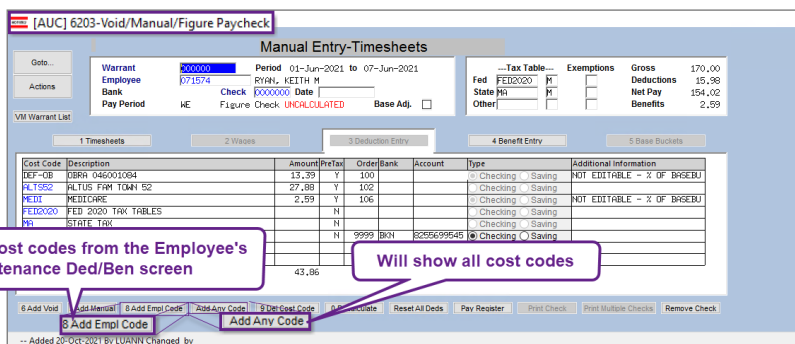


Figure 8 New "Add Any Code" button on the Manual Entry – Timesheets ▶ [3 Deduction Entry] tab



To add flexibility and ease of use when producing a manual check, **ADMINS** added this **[Add Any Code]** button to the **Void / Manual / Figure Paycheck [3 Deduction Entry]** screen to allow adding *any* deduction via a lookup.

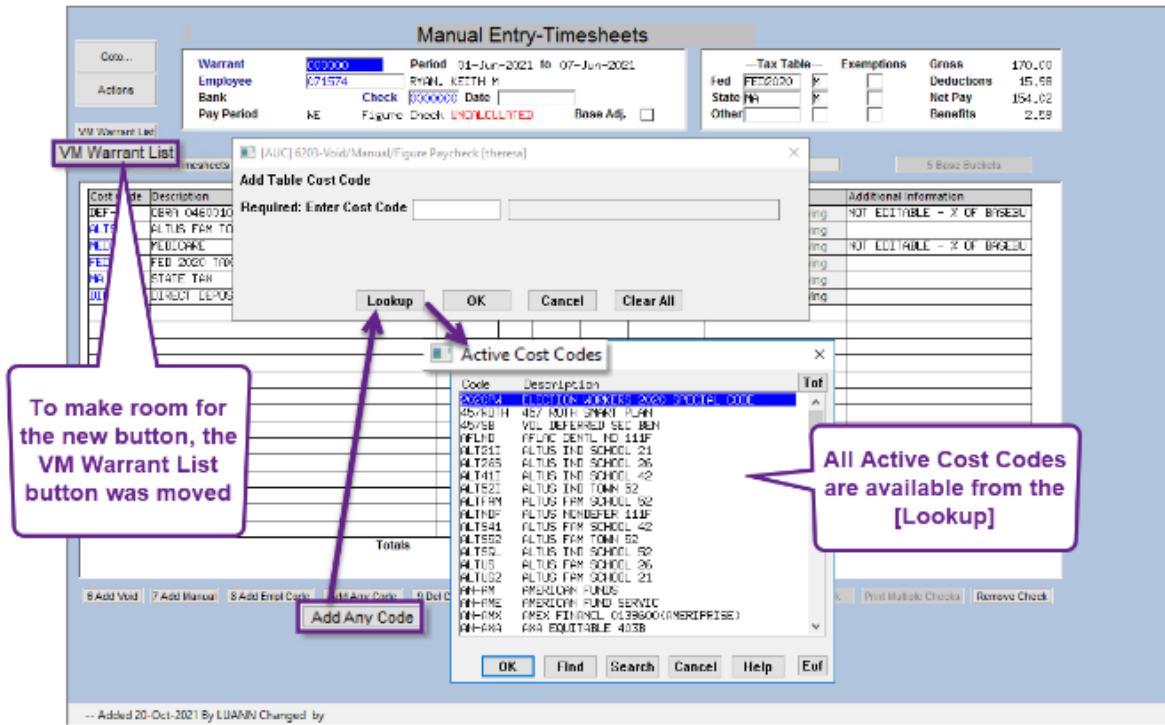
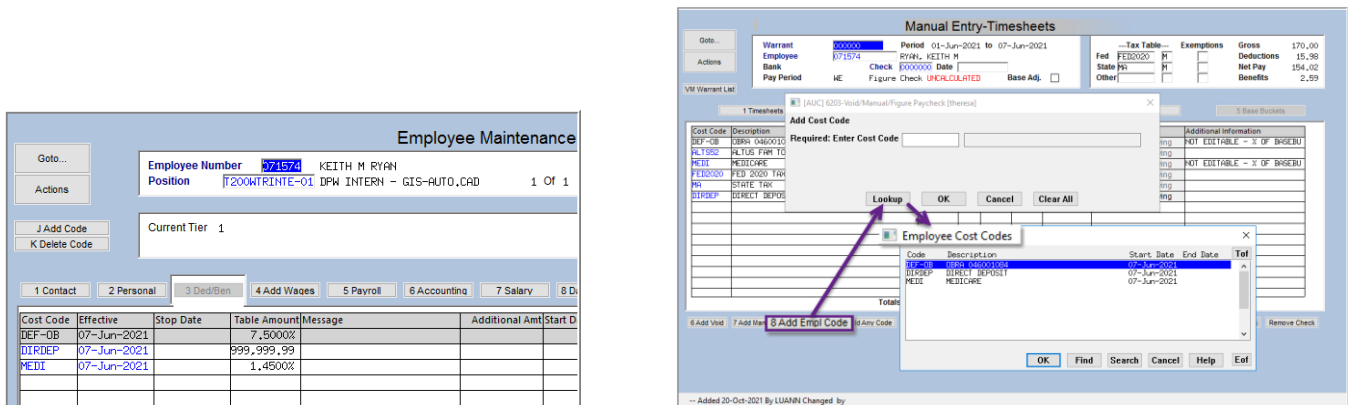


Figure 9 The lookup for the Add Any Code is shown

To make room for the new button, the **[VM Warrant List]** button was moved to just below the **Actions** button in the upper left section of the screen.

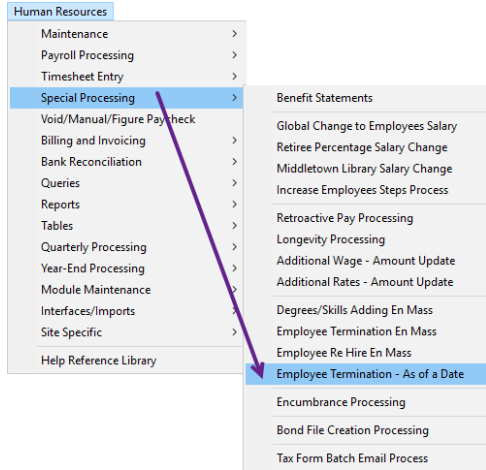


The **[8 Add Empl Code]** restricts the lookup to only those cost codes that exist on the Employee Maintenance Deductions screen.

[ADM-AUC-HR-10425]



5 MASS TERMINATIONS [Enhancement]



ADMINS added a process that selects employees who have not been paid since a date and sets the Employee Status code and termination date. This allows terminating employees “en-masse” that meet the criteria.

5.1 Select the Termination Code

Prior to running the process, check to see which Employee Status Code will be used; if there is not an appropriate code, create one using.

Human Resources ► Tables ► Employment Status ► [3 Add New]

While this example uses “MT” for the code and “Mass Termination” for the description, each site can set their own code.

5.2 Run the Mass Termination Process

Once the code to be used is known, from the menu, select:

Human Resources ► Special Processing ► Employee Termination – As of a Date

- Enter the Date the employees have not been paid since. (This will be used for the termination date set on the employee record.)
- Set the employee status code. This example uses the code “MT” with a description of “Mass Termination”.

Task 6912: Employee Termination - As of a Date

Employee Termination - As of a Date

Required: Terminate Employees Not Paid Since (mmddyyyy)

Required: Set Employee Status Code

Run as Preview Print PDF Excel

If Printing use Duplex Yes No



The process will not run from the [8 Dates/Class] tab of the Employee Maintenance screen. Move to another screen to run the process.

TERRE - Mass_Term_AsOfDate_6912_THERESA11.xls

Employee Termination - As of a Date

Terminate As of Date: 30-Jun-2021
New Termination Date: 30-Jun-2021
New Employment Status: MI Mass Termination

Emp#	Name	Position	Description	Hire Date	Last Paid
000031	BUSSEY, KEITH S	T801POLDET-05	POLICE DETAIL	01-Oct-2012	25-Mar-2021
000040	MOORE, KEITH F	T421DPWDIR -01	DFW DIRECTOR	07-Feb-1991	10-Jun-2021
000062	MCDONOUGH, LYNN E	S009ABASUB -01	ABA TECH SUBSTITUTE	22-Oct-2020	24-Jun-2020
000062	MCDONOUGH, LYNN E	S009ABASUBS-01	ABA TECH SUBSTITUTES - T	01-Sep-2020	21-Jan-2021
000092	THE ESTATE OF, LYNN M	T210POLDET -01	POLICE DETECTIVE	29-Dec-1993	10-Jun-2021
000199	BAKER, KAREN H	T162TNPOLL-01	ELECTION/TOWN MEETING WO	01-Dec-2020	03-Jun-2021
000205	BOULAS, MICHAEL R	S009ABASUB -01	CONCH	01-Jan-2010	07-Jun-2021
000286	MINCHILLO, MICHAEL J JR	T210POLOFF -01	POLICE PATROL OFFICER	01-Jan-2021	10-Jun-2021
000288	CORRYVEAN, KEITH	T210POLOFF -01	POLICE PATROL OFFICER	26-Apr-2021	10-Jun-2021
000295	WATER, MICHAEL J	T001POLDET -01	POLICE DETAIL	29-Nov-2017	10-Jun-2021
000307	SAVIOE, KEITH JR	T210POLDET -01	POLICE SERGEANT	01-Jul-1999	10-Jun-2021
000311	FERRY, LAWRENCE L	T210POLOFF -01	POLICE PATROL OFFICER	25-Sep-1995	10-Jun-2021
001006	CORRYVEAN, LYNN L	T137ARSRORD-01	BOARD OF ASSESSORS	04-Nov-2016	20-Jun-2021
001006	CORRYVEAN, LYNN L	T19KCOLCLER-01	PART TIME CLERK	14-Dec-2020	11-Jun-2021
001148	HARVEY, KAREN L	T154MISMIS -01	MIS	07-Sep-1993	10-Jun-2021
001239	POTTER, MARIE M	T610LIBTECH-02	LIBRARY TECHNICIAN	01-Jul-1997	10-Jun-2021
001248	FLOOFFE, LAWRENCE	T353INSFIMS-01	FLOODING + GAS INSPECTOR	14-Dec-2005	10-Jun-2021
001255	CREASIA, KAREN	T135SR OFCR-01	HUMAN RESOURCES DIRECTOR	15-Sep-2010	10-Jun-2021
001257	GRUPOSO, LYNN	T135FINCLERK-02	PART TIME CLERK	11-Aug-2020	18-Jun-2021
001260	DANIEL, LYNN	T210POLPRC -01	PRINCIPAL CLERK - POLICE	31-May-2016	10-Jun-2021
001264	BOUCHER, LYNN A	T137ARSRADM-01	ADMINISTRATIVE ASSISTANT	16-Aug-1993	10-Jun-2021
001267	FARRINGTON, LYNN	T610LIBTECH-01	LIBRARY TECHNICIAN	22-Oct-1992	10-Jun-2021
001272	CLINEFF, MARIE	T171CONCOM-01	CONSERVATION ADMINISTRAT	17-Sep-2015	10-Jun-2021
001308	DELUCA, KAREN A	S009TEASUBS-01	SUBSTITUTE TEACHER	01-Oct-2009	11-Sep-2020

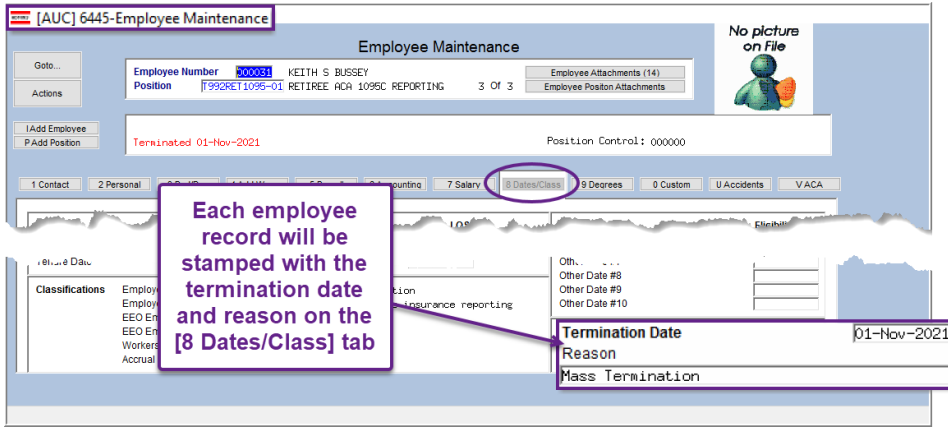
Mass Employee Termination as of a Date

Do you want to post these terminations?
Click YES to Post
Click NO to Abort

The system will produce a report of the employees that meet the criteria. Review the report, and if the employees listed should all be terminated, click on the [Yes] button. (To cancel, click on [No], no changes will be made).

Once the mass terminations are posted, the date and reason will be stamped on each affected employee’s record on the [8 Dates/Class] tab of the Employee Maintenance screen.

Figure 10 Employee Termination as of a Date report



[MDT-SUP-SAPLAUC-2074]

6 QUARTERLY REPORTS – 941 [FIX]

ADMINS changed the 941, quarterly, and multiple worksite reports to go outside of the reporting period to get payroll data from the 12th of the month. When a site has multiple worksites, like a Town, they are required to provide dollars by category (worksite). The city or town is also required to provide **who** was paid during the 12th of the month for each month in the quarter.

In one case, employees were paid on an October check for the September 12, 2021, work date. ADMINS updated the process to provide the **count** from the October paycheck but the **dollars** from the July - September 2021 paycheck.

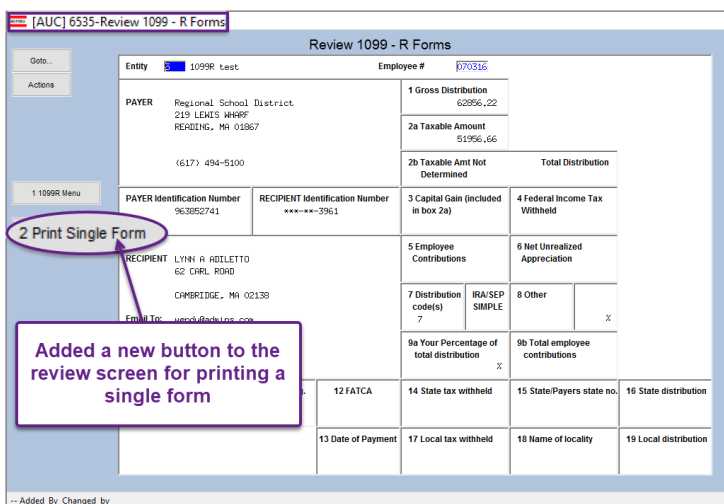
[MAN-SUP-SAPLAUC-772]

7 YEAR END PROCESSING–W2 & 1099R

ADMINS updated the W2 and 1099R form backer instructions per the IRS specifications and improved the process for printing single corrected forms at year end.

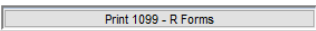
[ADM-AUC-HR-10436]

7.1 New Button for Printing a Single 1099R Form [Enhancement]



Occasionally a form will need to be corrected.

The new single form print button will print the form even if the form is usually emailed.

Clicking the  step will issue a message if there are no forms to print (if the selected forms are all to be emailed).

When correcting a form, be sure to provide the correction to the IRS.

[ADM-AUC-HR-10384]



7.2 W2 Processing – Issuing A Corrected Form [Enhancement]

The screenshot shows the 'W2 Processing' menu with a table of steps. The 'Email W2 Forms' step is highlighted with a red box. A dialog box titled 'Email W2 Forms' is open, asking 'Issuing a Corrected Form Only? Choose Yes to SKIP this step and continue to the Federal W2 File. Click No to Email the Forms.' The dialog has 'Yes' and 'No' buttons.

Description	Date	Start	End	Success
Reset W2 Menu	29-Sep-2021	15:29:51.69	15:29:51.69	<input checked="" type="checkbox"/>
W2 Entity Table	29-Sep-2021	15:30:00.23	15:30:00.23	<input checked="" type="checkbox"/>
Build W2 File	29-Sep-2021	15:30:20.76	15:32:56.72	<input checked="" type="checkbox"/>
W2 Audit Report	29-Sep-2021	15:41:53.30	15:41:55.29	<input checked="" type="checkbox"/>
Review W2 Forms	29-Sep-2021	15:52:41.25	15:52:41.25	<input checked="" type="checkbox"/>
Print W2 Forms	08-Nov-2021	09:37:51.44	09:37:56.37	<input checked="" type="checkbox"/>
Email W2 Forms	08-Nov-2021	14:34:02.99	14:34:24.94	<input checked="" type="checkbox"/>
Federal W2 File				<input type="checkbox"/>
CT W2 File				<input type="checkbox"/>
MA W2 File				<input type="checkbox"/>
RI W2 File				<input type="checkbox"/>

The W2 steps menu uses the success flags on prerequisite steps before allowing the user to proceed to the next step. For example, the **[Print W2 Forms]** & **[Email W2 Forms]** steps are prerequisites to the Electronic File creation steps.

ADMINS enhanced the process to enable a user to *skip* the email W2 forms step when doing a corrected W2. When **issuing a corrected form**, once the form is printed, the email forms step will pop up a prompt, allowing the step to be skipped. Continue with the creation of the Federal W2 electronic file.

[ADM-AUC-HR-10343]

8 1095C – ACA STEPS MENU [Enhancement]

ADMINS made changes to forms per IRS statute and enhanced some of the features found in the steps menu.

8.1 Steps Menu – Corrections to Forms [Enhancement]

The screenshot shows the '1095 Processing' menu with a table of steps. A callout box highlights the 'Email 1095 Forms' step, noting that its time stamp is 12:02, while the 'Edit' and 'Print' steps are time stamped 12:19 and 12:20, indicating the email step retained the time stamp from the previous run.

Description	Date	Start	End	Success
Reset 1095 Menu				<input checked="" type="checkbox"/>
Payroll W2 1095 - C				<input checked="" type="checkbox"/>
ACA Filing Table				<input checked="" type="checkbox"/>
Baroaining Unit - Affordable Care Act				<input checked="" type="checkbox"/>
ACA 1095 Audit Report	12-Nov-2021	16:36:04.74	16:36:15.63	<input checked="" type="checkbox"/>
Build 1095 File	12-Nov-2021	16:36:38.83	16:36:50.82	<input checked="" type="checkbox"/>
Edit 1095 Work File	02-Dec-2021	12:19:49.91	12:19:50.72	<input checked="" type="checkbox"/>
Print 1095 Forms	02-Dec-2021	12:20:47.93	12:21:01.04	<input checked="" type="checkbox"/>
Email 1095 Forms	02-Dec-2021	12:02:19.82	12:02:52.93	<input checked="" type="checkbox"/>
Generate IRS Export File				<input type="checkbox"/>

Prior to the software update, the dates and success flags were cleared on the **Email** step when the **Print** step was run. Changing a single form and printing it required running the unneeded email step.

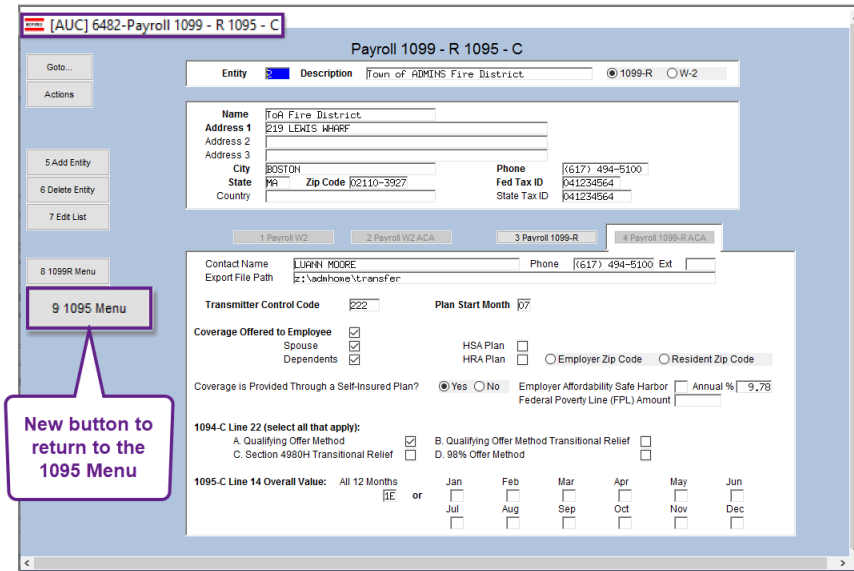
ADMINS changed the steps menu to allow a changed form to be printed and an updated IRS file be created without running the **[Email_1095_Forms]** step.

Changing a form does require that the **[Generate_IRS_Export_File]** step be re-run.

[ADM-AUC-HR-10344]



8.2 Payroll 1099R 1095-C Step (Entity Table)



Prior to the software update there was no button to explicitly return to the **1095C Steps** menu from the **Payroll 1099R – 1095-C** screen.

ADMINS added the button to allow easy navigation when returning to the **1095C Steps** menu.

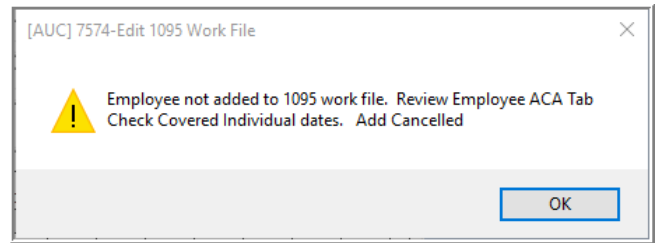
Figure 11 New Button to Return to the 1095 menu from the 1099 R 1095C entity table

[ADM-AUC-HR-10357]

8.3 Edit 1095 Work File

Prior to the software update, when adding an employee from the [Edit 1995 Work File] screen, if the system found no covered individuals for the year, the process would stop without indicating why the employee was not added.

Now, if an attempt is made to add an employee for whom there are no covered individuals, the system will display this pop-up message:



[ADM-AUC-HR-10362]

8.4 1095C Forms – Line 14 Codes “1T” and “1U” [Statutory Change]

The IRS added new codes “1T” and “1U” for Part II, Employer Offer of Coverage, line 14. **ADMINS** updated the instructions on the back of the form with this change and others per the IRS specifications. The new codes impact what is shown on Lines 15 and 17. See the Instructions For [Forms 1095C](#). HRA is the acronym for a Health Reimbursement Arrangement.

1T. Individual coverage HRA offered to employee and spouse (no dependents) with affordability determined using employee’s primary residence ZIP code.

1U. Individual coverage HRA offered to employee and spouse (no dependents) using employee’s primary employment site ZIP code affordability safe harbor.

[ADM-AUC-HR-10357]



8.5 Entity Table Changes

1 Payroll W2 | **2 Payroll W2 ACA** | 3 Payroll 1099-R | 4 Payroll 1099-R ACA

Contact Name: LUNN MOORE Phone: (617) 494-5100 Ext: 2116

Transmitter Control Code: KYZZZ Plan Start Month: 07

Coverage Offered to Employee: Spouse Dependents HSA Plan HRA Plan Employer Zip Code Resident Zip Code

Coverage is Provided Through a Self-Insured Plan? Yes No

Employer Affordability Safe Harbor: 26 Annual % | 9.83
Federal Poverty Line (FPL) Amount: 12880.00

1094-C Line 22 (select all that apply):
A. Qualifying Offer Method B. Qualifying Offer Method Transitional Relief
C. Section 4980H Transitional Relief D. 98% Offer Method

1095-C Line 14 Overall Value:
All 12 Months Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
or
All 12 Months Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
179.64 | 179.64 | 179.64 | 179.64 | 179.64 | 179.64 | 172.73 | 172.73 | 172.73 | 172.73 | 172.73 | 172.73

1095-C Line 15 For Codes 1B,1C,1D,1E,1J,1K,1L,1M,1N,1O,1P,1Q,1T or 1U:
Employee Share of Lowest Cost Monthly Premium for Self-Only Minimum Value Coverage

For calendar year plans using the FPL affordability safe harbor, the required employee contribution is not to exceed this percentage of the Federal Poverty Line amount. See [Federal Poverty Level \(FPL\) - HealthCare.gov Glossary | HealthCare.gov](https://www.healthcare.gov/glossary/fpl/). If Employer Affordability Safe Harbor is “2G”, a **Federal Poverty Line (FPL)** amount must be entered. The FPL amount is \$12,880 for Tax Year 2021. See [Employer Affordability](#).

Figure 12 Payroll/W2 1095C Entity Table Update Screen

8.5.1 New Line 15 Codes

These new [Line 15 codes “1T” and “1U”](#) are shown on the Entity Table in Figure 12 and are described in section 8.4 above.

8.5.2 Safe Harbor and Federal Poverty Line Changes

Update the [Employer Affordability](#) percentage on the Payroll W2 1095C Entity Table and the Payroll 1099R 1095C Entity table. See Figure 12 above. See also [Federal Poverty Level \(FPL\) - HealthCare.gov Glossary | HealthCare.gov](https://www.healthcare.gov/glossary/fpl/).

8.6 Bargaining Unit Table

Bargaining Unit - Affordable Care Act

Bargaining Unit: POL ADM -PO Police Administration

7 Summary: 1 Cost Codes | 2 Holidays | 3 Longevity Pay | 4 Retroactive Pay | 5 Salary Sched | 6 Other Info | Benefit Statements | **Affordable Care Act**

1095-C Line 15 For Codes 1B,1C,1D,1E,1J,1K,1L,1M,1N,1O,1P,1Q,1T or 1U:
All 12 Months Jan Feb Mar Apr May Jun
or
All 12 Months Jul Aug Sep Oct Nov Dec

Employer Affordability Safe Harbor: Annual %
Federal Poverty Line (FPL) Amount:

ADMINS will install the Entity Table as shown in Figure 12 above. Since each site has their own Bargaining Units, it is the responsibility of the site to update the Bargaining Unit Tables that are used for ACA.

These new Line 15 codes “1T” and “1U” are shown on the Bargaining Unit Table in Figure 13.

Figure 13 Bargaining Unit Table – if using, must fill in Safe Harbor, Annual % and FPL fields

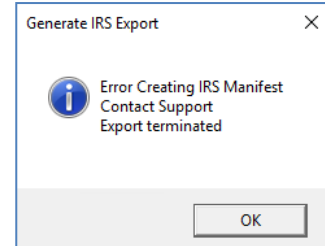


Update the [Employer Affordability](#) Safe Harbor Annual percentage on the Bargaining Unit Table ACA Tab (if using a bargaining unit table for ACA). See the instructions in section 8.5.

[ADM-AUC-HR-10445]

8.7 Error Creating the IRS Manifest File [Enhancement]

If there is an error when creating the IRS file, the system will pop up this message:



Please contact support@admins.com immediately so we can investigate.

[ADM-AUC-HR-10378]

8.8 Employee Added at Year End

Employees who are onboarded at the end of the Calendar year and offered coverage this year, but do not accept coverage until the new year, should get a form.

“On advise of the IRS employees that start at a City or Town late in the calendar year and don’t start or decline coverage until the new year should also receive a 1095C from the City/Town”

In this example the employee started in November and they were offered coverage in November but do not start coverage until January of 2022.

No month is checked as they did not have coverage during the Calendar year 2021.

[ADM-AUC-HR-10445]



9 ATTACHMENTS [Enhancement]

ADMINS changed the error checking on attachments to limit the check to [\\tsclient\C](#), so the system will prevent the attachment if a user tries to attach a file from the C drive of their local PC. If they are attaching to *another* mapped network drive shared from the local PC, the attachment will be allowed. System Administrators can minimize attachment loss by ensuring consistency in drive letter mapping; for example, push the drive mapping out via group policy for all users of AUC.

Please see the September 2021 Release Notes for a list of the modules and screens this change will impact.

[ADM-AUC-SY-8225]

10 HELP REFERENCE LIBRARY

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

10.1 New or Updated Documents

- Payroll Processing
 - HR-380 Emailing Direct Deposit Advice [Updated]
- Special Processing
 - HR-475 Mass Terminations as of a Date [New]
 - HR-495 Correct Invoice Customer Number [New]
 - HR-585 Leave Balance Update Screen (Adjustments & Transfers) [Updated]
- Year End Processing
 - HR-630 W2 Year End Training Slides [Updated]
 - HR-640 IRS Instructions for Forms W2 & W3 [Updated]
 - HR-645 IRS Publication 15 (Withholding Tables) in Circular E [Updated]
 - HR-647 IRS Publication 15B (Fringe Benefits) [Updated]
 - HR-648 IRS Publication 15T (Federal Tax Withholding Method Instructions) [Updated]
 - HR-660 Instructions for Forms 1099R [Updated]
 - HR-670 1099-R Year End Training Slides [Updated]
 - HR-680 IRS Instructions for Forms 1094C & 1095C [Updated]
 - HR-775 1095 / ACA Step Menu Process [Updated]