HUMAN RESOURCES

RELEASE NOTES – DECEMBER 2021

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

Contents

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 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]

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

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**

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]**

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

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.

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…"*.

! ☆ ▯ @	From	To	Subject	Received ▼	Size
∨ Today					
	◊ luann@admins.com	LuAnn Moore	16-Dec-2020 Direct Deposit Advice From the City of ADMINS	Mon 11/22/2021 12:05 PM	144 KB
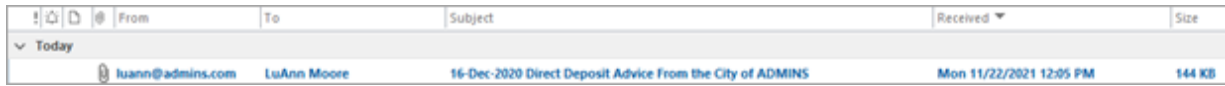
Figure 5 Before – the Subject line read: "16-Dec-2020 Direct Deposit Advice…"

∨ Today				
◊ theresa@admins.com	Direct Deposit Advice From the City of ADMINS to be Deposited on 26-Nov-2021	Theresa	Tue 11/23/2021 2:19 PM	137 KB
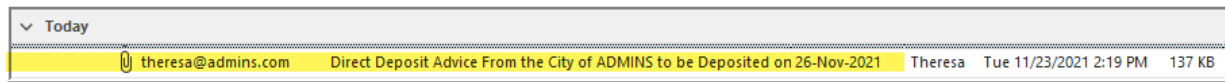
Figure 6 After – the Subject shows …"to be Deposited on…" date

[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.
                        001-01-

    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 your ###-## l security number.

    Example: JANE SMITH   (SS# ###-##-1001)
    Password: SMIT1001

    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]
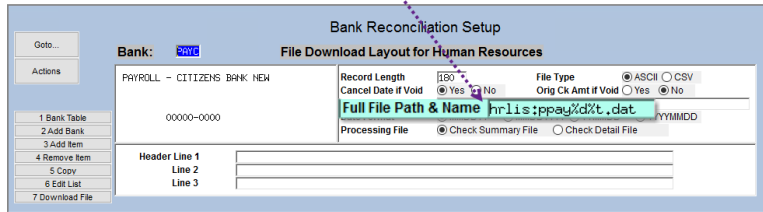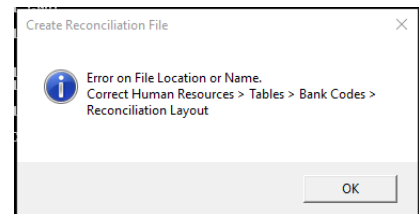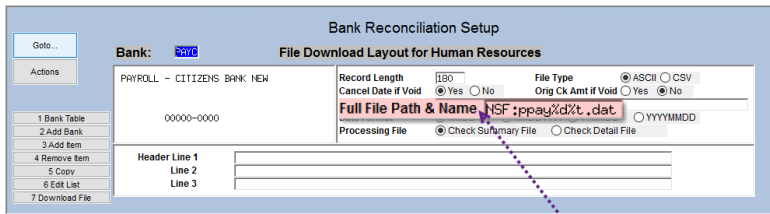
Prior to the software update, if the reconciliation file could not be created because the user did not have access to the specified folder, the step would abnormally terminate. Now this message will pop up instructing the user to correct the **Human Resources ▶ Tables ▶ Bank Codes ▶ Reconciliation Layout**. 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]
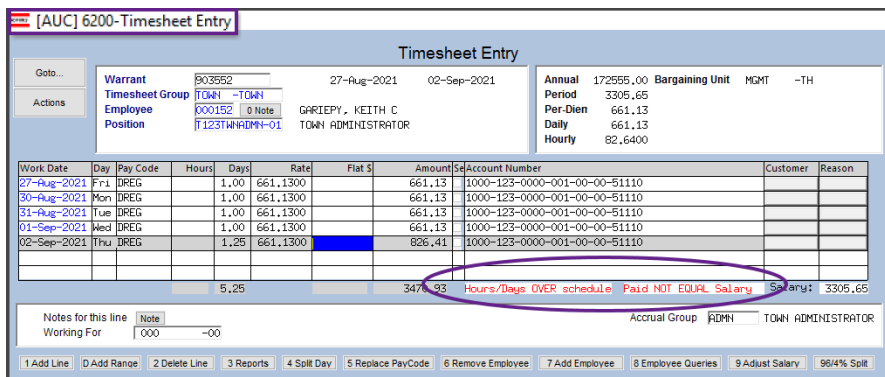
When entering timesheets and the total amount of the timesheet is not equal to the period salary, the message "Paid NOT EQUAL Salary" is not only in red, but also highlighted to bring attention to this message so it is not missed.

[ADM-AUC-HR-10449]
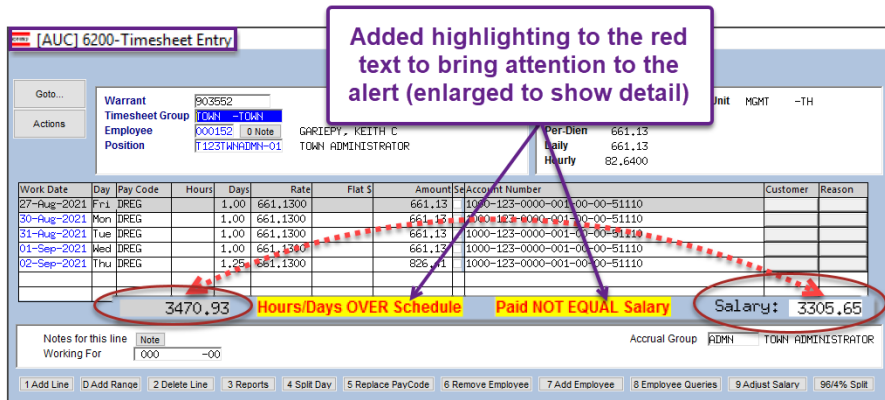
2.4   Missing Control Accounts [Fix]

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.

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 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.
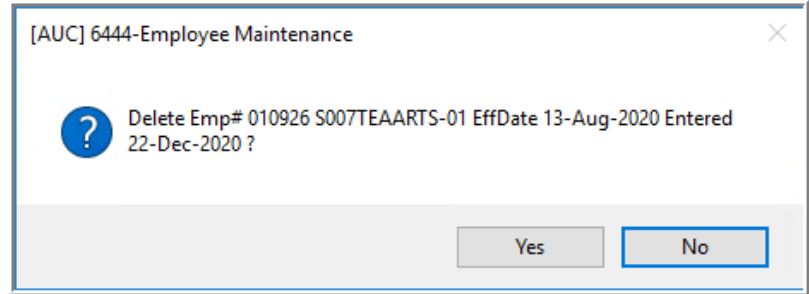
The **[D Delete Record]** button will not be available if there is only one record; first create an historical salary change that is dated prior to the topmost record.
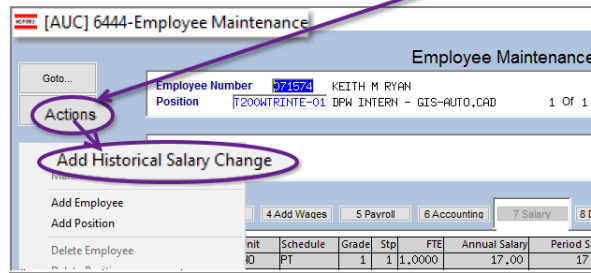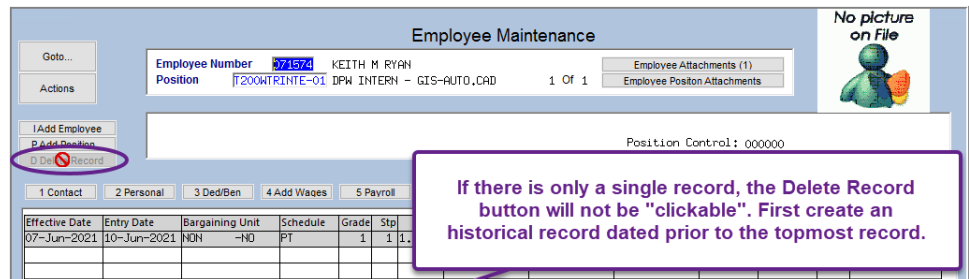
[ADM-AUC-HR-10426]

4   VOID/MANUAL FIGURE PAYCHECK [Enhancement]

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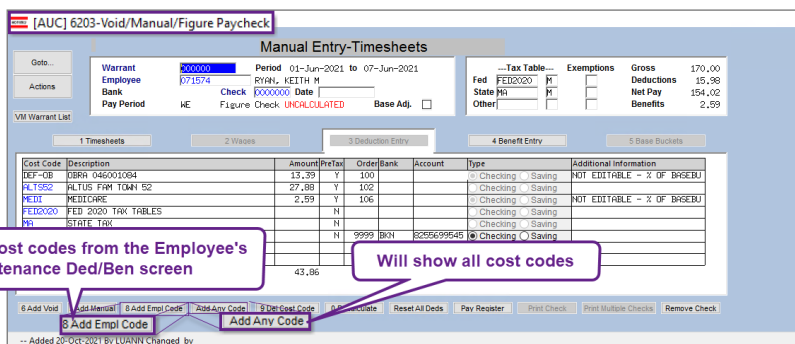
Figure 8 New "Add Any Code" button on the Manual Entry – Timesheets ▶ [3 Deduction Entry] tab

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.
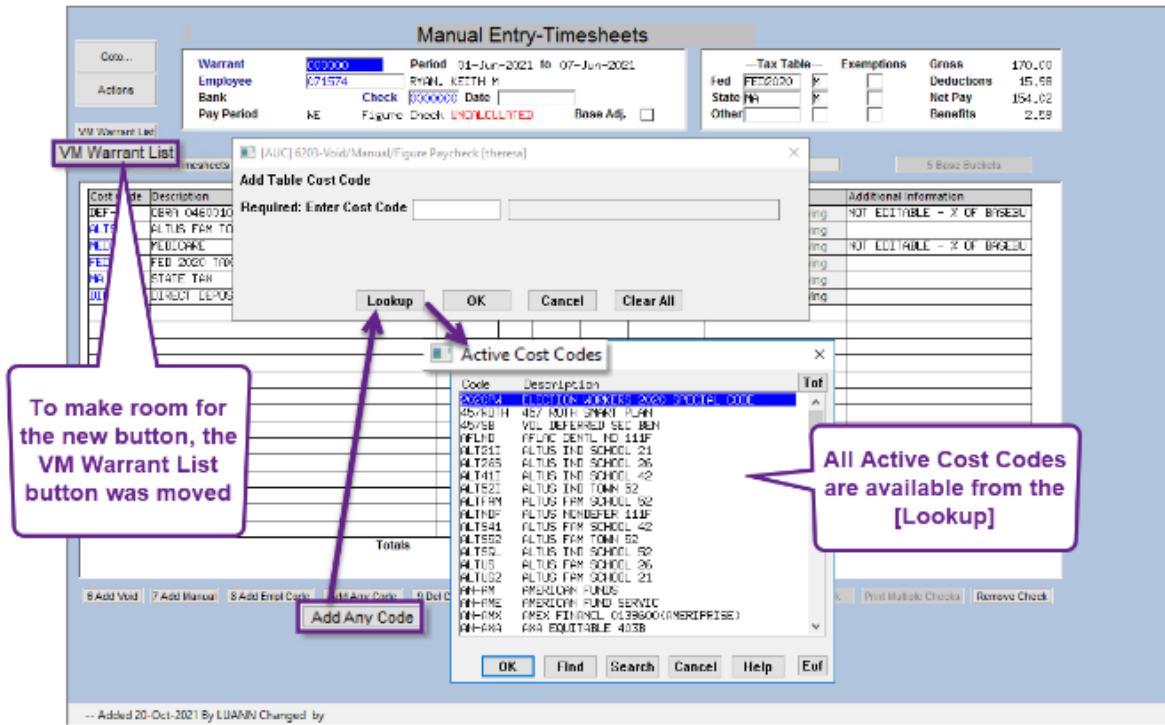
Figure 9 The lookup for the Add Any Code is shown

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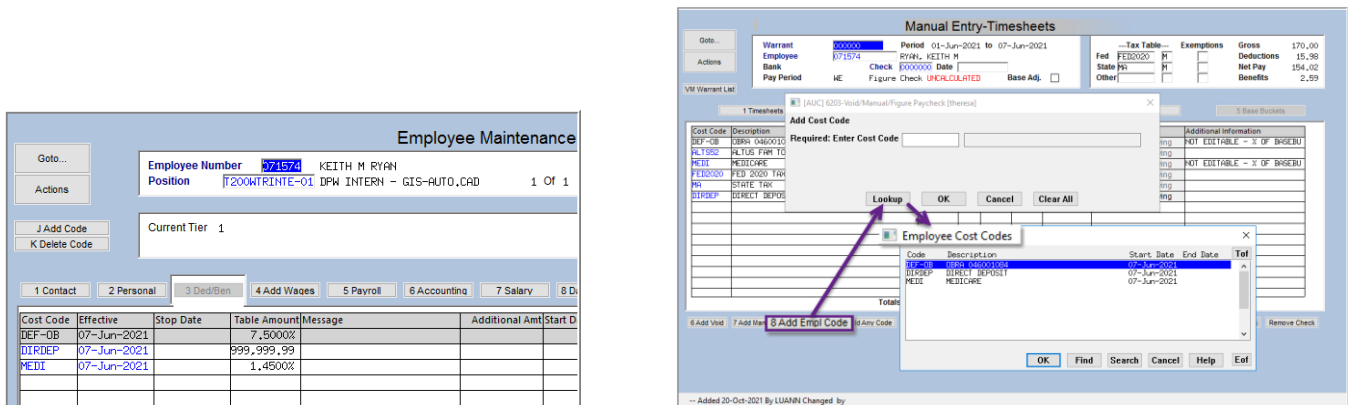
The **[8 Add Empl Code]** restricts the lookup to only those cost codes that exist on the Employee Maintenance Deductions screen.

[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

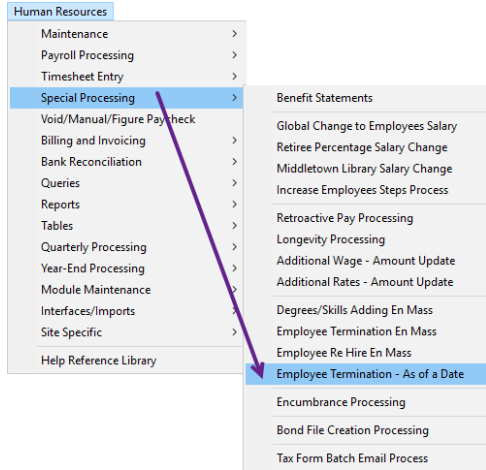Once the code to be used is known, from the menu, select:

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".

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

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

Each employee record will be stamped with the termination date and reason on the [8 Dates/Class] tab
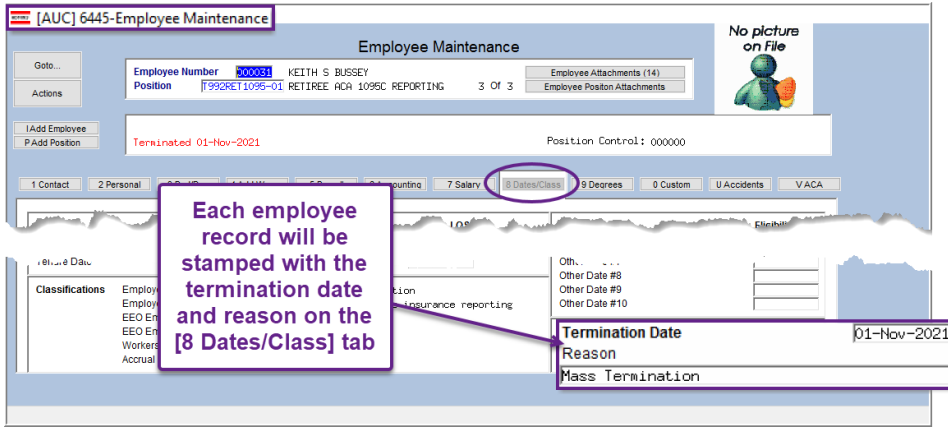
[MDT-SUP-SAPLAUC-2074]

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.
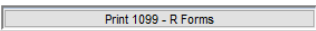
[ADM-AUC-HR-10436]

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

Added a new button to the review screen for printing a single form
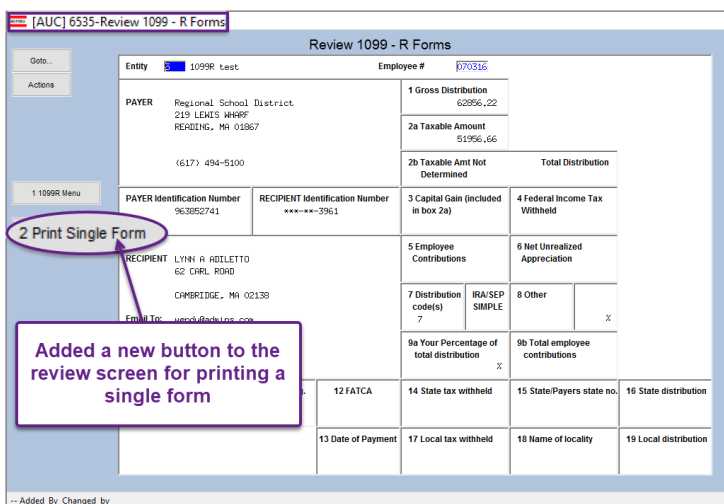
Occasionally a form will need to be corrected.

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

Clicking the [Print 1099 - R Forms] 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]

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7.2   W2 Processing – Issuing A Corrected Form [Enhancement]

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]

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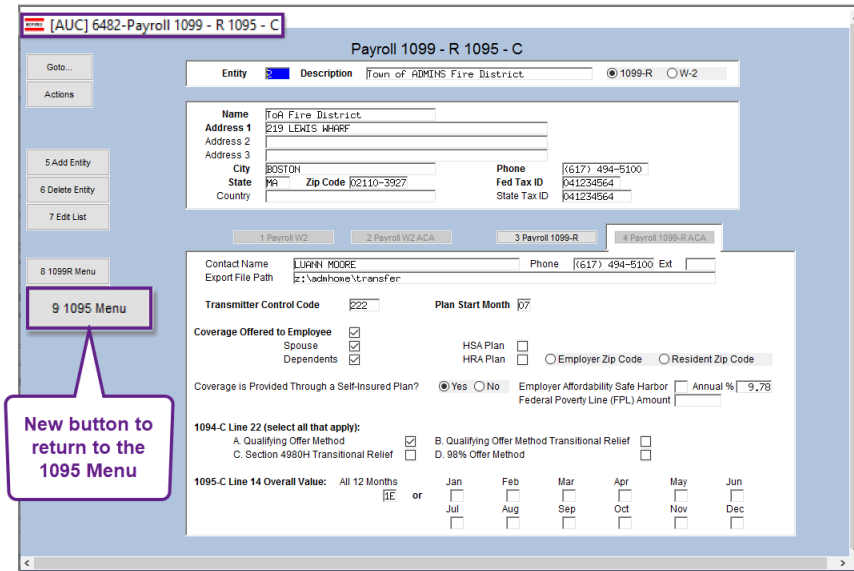
Prior to the software update there was no button to explicitly return to the **1095C Steps** menu from the **Payroll 1099R – 1095-C** screen.

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:
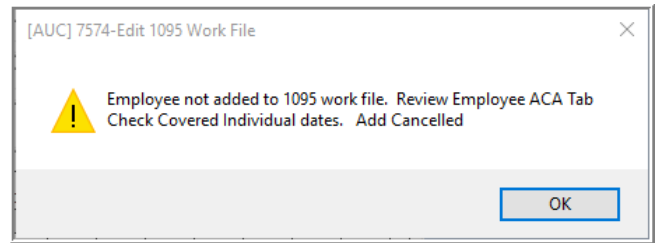
[ADM-AUC-HR-10362]

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

Figure 12 Payroll/W2 1095C Entity Table Update Screen

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. 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.

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.

8.6 Bargaining Unit Table

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

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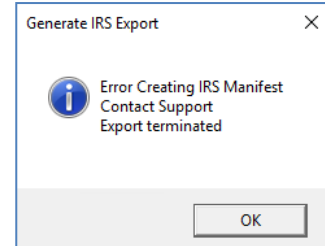
Please contact support@admins.com immediately so we can investigate.

[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]