HUMAN RESOURCES

RELEASE NOTES   DECEMBER 2022

CONTENTS

1   Employee Maintenance [Enhancement]

Added the **"Preferred Pronoun"** and **"Preferred Name"** fields to the first screen of the employee master file. Sites could use the user-defined fields on the Dates/Class screen but this will be more readily apparent to the user viewing the employee record.

Human Resources ▶ Maintenance ▶ Employee Maintenance

Figure 1 Before – no "Preferred" fields were present on the [1 Contact] screen

Figure 2 After – new fields for Preferred Pronoun and Preferred Name

[PCS-SUP-SAPLAUC-695]

2   Cost Code Edit List [Enhancement]

Before the software update, the vendor and remit numbers were not available on the cost code edit list. **ADMINS** added the columns to the **Excel®** version of the edit list. To see the new values on the report, from the menu, select:

Human Resources ▶ Tables ▶ Cost Code Table ▶ [7-Edit List]
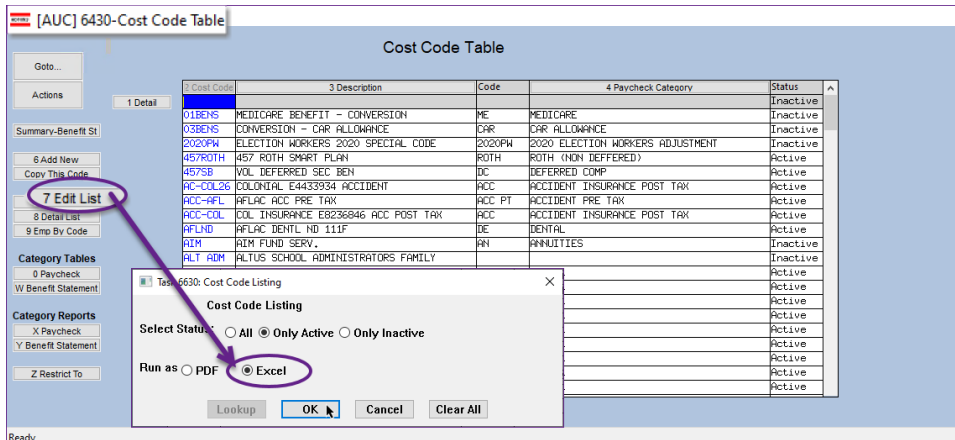
The vendor name and remit numbers have been added to **Excel®** version only.

Always choose the **Excel®** option to view this information.
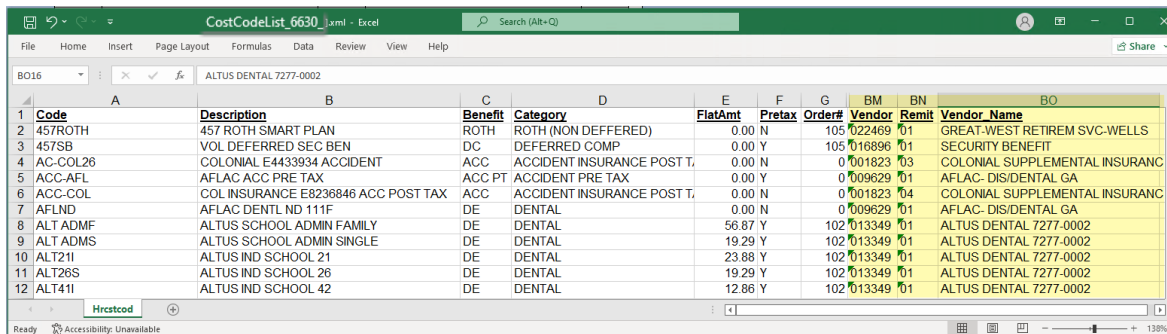
Figure 3 Added columns BM – BO for Vendor information to the Cost Code Edit List (some columns hidden)

[ADM-AUC-HR-10572]

3   Billing and Invoicing – Inactivate Batch [Fix]

Before the software update, it was possible to inactivate a batch that contained records. Now, if you try to inactivate a batch with records, the system will not allow Inactivate Record option to be selected.

The Inactivate Record option is not available because the batch contains entries; remove the records before inactivating the batch
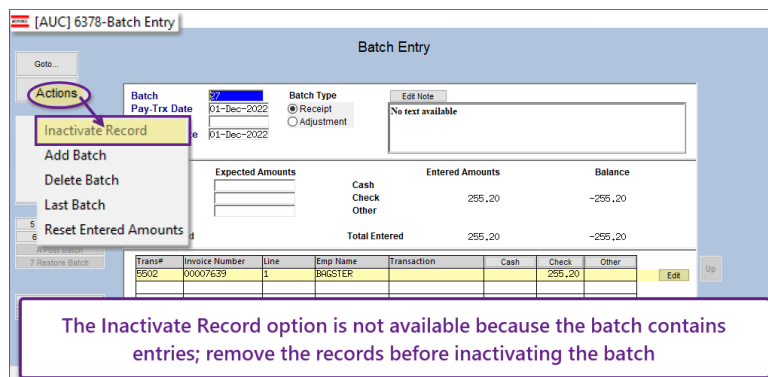
[ADM-AUC-HR-10590]

4   Year End Processing

At year end, we make changes to backers per the IRS, and have also made some enhancements to W2 and 1095C ACA processing, described below.

4.1   W2 Reprints [Enhancement]

Human Resources ▶ Year End Processing ▶ W2 Processing ▶ [Review W2 Forms]
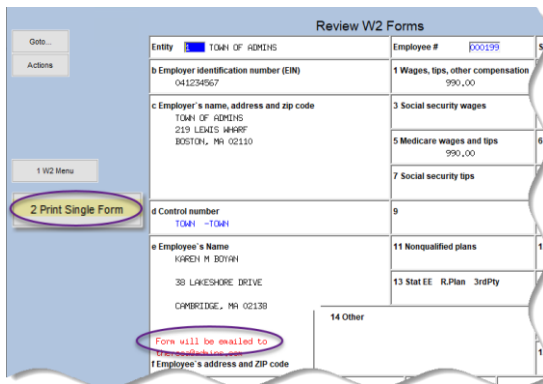
Before the software update, the system would not print a W2 for an employee who had opted for an emailed W2.

Now, the W2s marked for emailing can be reprinted from the Review W2 Forms screen. Select the entity and employee number, then click on the **[2 Print Single Form]** button.

The W2 will be displayed on the screen, ready for printing. Do this only if the final attachments step has not been run.
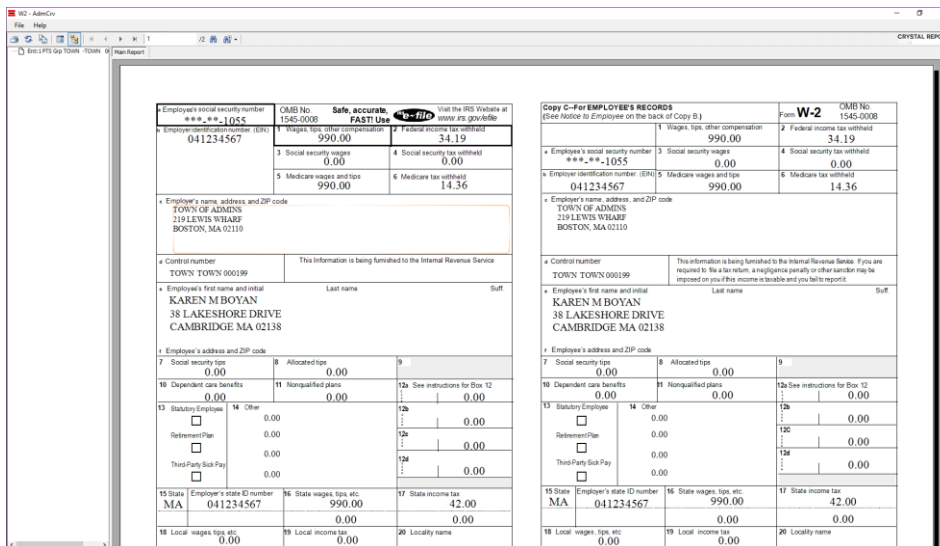
If the attachments step has been run, go to the employee master file, click on attachments, and reprint the W2.
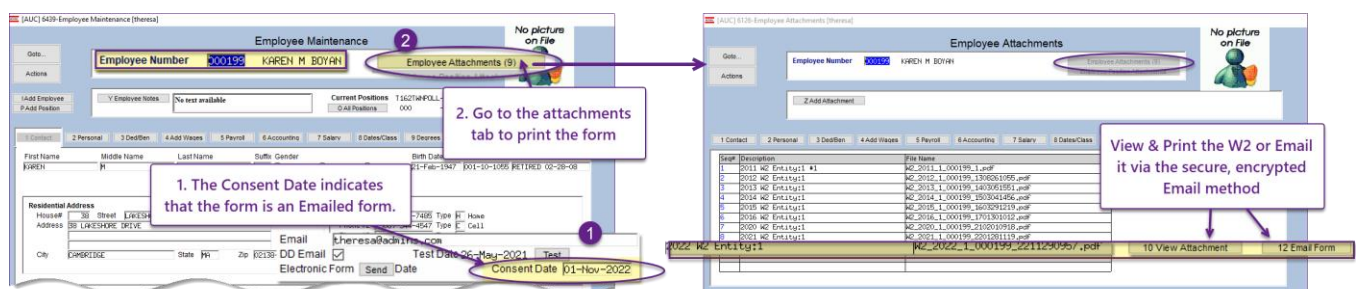
[ADM-AUC-HR-10346]

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4.2   Export File Step Email [Enhancement]

Human Resources ▶ Year End Processing ▶ W2 Processing ▶ Federal W2 File

[PLUTO22-AU] Federal W2 File has been run

LM   luann@admins.com
      To ⊞ support

ⓘ We removed extra line breaks from this message.

The email re: the creation of the W2 file now includes the full path name to make it easier to find the file when sending to the IRS

User LUANN on 30-Nov-2022 @ 09:14:51.77
ran Step Process HRW2PROC Level 60 Task# 6,048 has been run Export File:
d:\auc_development\admhome\auc\HRMOD\mis\lis\w2disk_2022_1.txt

** Do not reply to this email message as it was system generated
via the ADMINS Unified Community (AUC) System **

ADMINS added the full UNC path name to the email to make it easier for the user to retrieve the file when it is sent to the IRS. Before the software update, the email showed:

*"*Username* ran Step Process HRW2PROC Level 60 Task# 6,048 has been run"*

This change applies to both the Federal W2 and 1099R files.

Figure 4 The Federal W2 file email sample is shown; a similar email is sent for the 1099R Export File Step

[ADM-AUC-HR-10482]

4.3   ACA 1095C Processing Steps [Enhancement]

1095 Processing

Batch: 002022

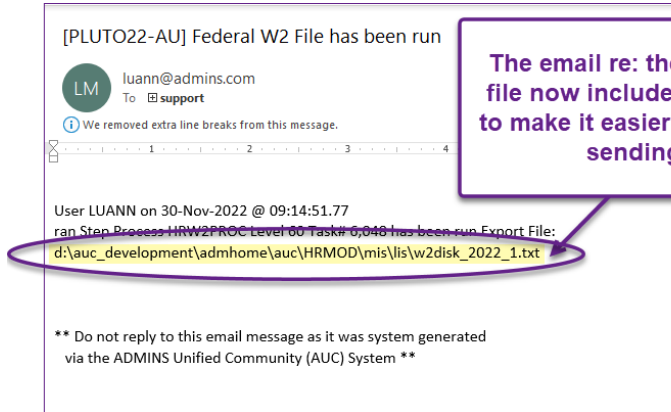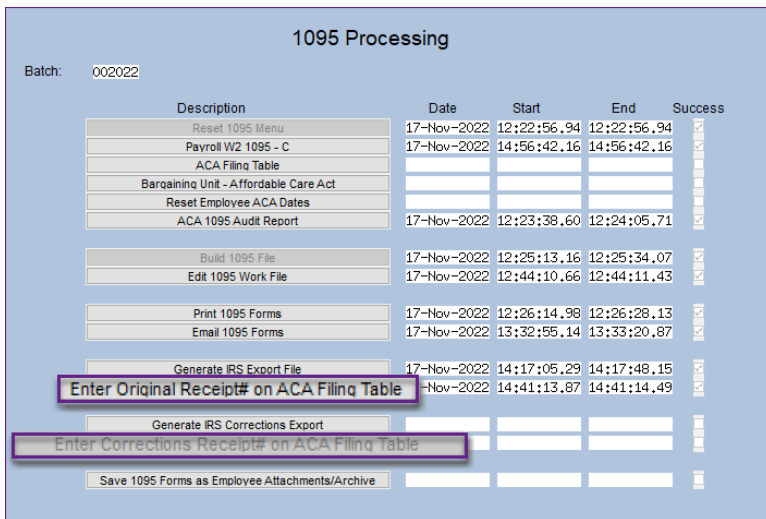| Description	Date	Start	End	Success
Reset 1095 Menu	17-Nov-2022	12:22:56.94	12:22:56.94	☑
Payroll W2 1095 - C	17-Nov-2022	14:56:42.16	14:56:42.16	☐
ACA Filing Table				☐
Bargaining Unit - Affordable Care Act				☐
Reset Employee ACA Dates				☐
ACA 1095 Audit Report	17-Nov-2022	12:23:38.60	12:24:05.71	☑
Build 1095 File	17-Nov-2022	12:25:13.16	12:25:34.07	☑
Edit 1095 Work File	17-Nov-2022	12:44:10.66	12:44:11.43	☑
Print 1095 Forms	17-Nov-2022	12:26:14.98	12:26:28.13	☑
Email 1095 Forms	17-Nov-2022	13:32:55.14	13:33:20.87	☑
Generate IRS Export File	17-Nov-2022	14:17:05.29	14:17:48.15	☑
Enter Original Receipt# on ACA Filing Table	-Nov-2022	14:41:13.87	14:41:14.49	☑
Generate IRS Corrections Export				☐
Enter Corrections Receipt# on ACA Filing Table				☐
Save 1095 Forms as Employee Attachments/Archive				☐

A challenge with "once a year" processing is remembering all the steps required to accomplish a task. To help users remember to enter receipt numbers in the ACA Filing table, **ADMINS** added two buttons to the steps menu.

Now, when the original file is **"Accepted"** or **"Accepted With Errors"** and the IRS and provides a receipt number, there is a pushbutton to use to enter the receipt number, which is a key component if there are errors to be fixed.

There is also a button for entering the Corrections Receipt number, if a correction file is required by the IRS. Having these steps on the menu provides an instant reminder that the receipt numbers must be entered on the filing table. The original receipt number is entered as shown in the yellow highlight below.
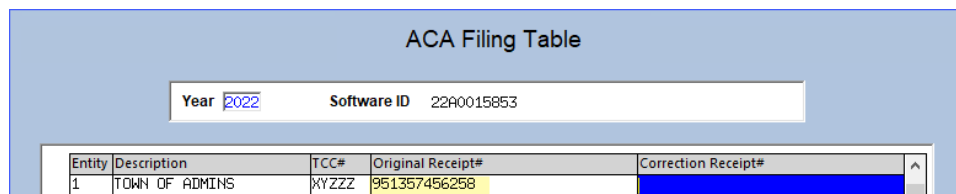
ACA Filing Table

Year 2022   Software ID   22A0015853

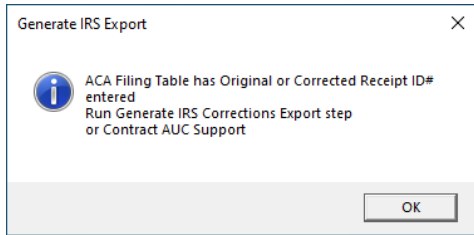| Entity	Description	TCC#	Original Receipt#	Correction Receipt#
1	TOWN OF ADMINS	XYZZZ	951357456258	

Figure 5 Enter the Original Receipt number when the file is "Accepted" or "Accepted with Errors"

If the **[Generate Export File step]** is clicked after entering the original receipt number in the filing table, the system will display this message to ask you to run the corrections step or to contact support@admins.com for assistance.

[ADM-AUC-HR-10516]

4.3.1 Cosmetic Changes to the Form

Made minor cosmetic corrections to the face of the forms, as well as replacing last year's backer text with the IRS text for this year.

[ADM-AUC-HR-10589]

5 CT 941

There was an issue with the CT 941 report which was fixed and patched to the sites on October 24, 2022. Line 1 was labeled **Gross** in error and is instead **Federal Taxable Wages**. It is mentioned here to document the change.

[ADM-AUC-HR-10577]

6 Site Specific

The **HR–995** and **HR–1090** documents were combined (now only **HR–995** is available in the Help Reference Library) to reduce confusion about the steps required for creating the file in **AUC** and how to file on the **ReEmploy** website.

[ADM-AUC-HR-10575]

7 HELP REFERENCE LIBRARY

Added the following new or updated documents to the Help Reference Library and content to **ADMINS**.com:

7.1   New or Updated in the Help Reference Library

Site Specific	HR–995 Connecticut Unemployment / ReEmploy Filing	[Updated]
System	SY–170 System Administration Kit	[Updated]

7.2   New or Updated Content on ADMINS.com

SY–170 System Administration Kit	[Updated]
HR–995 Connecticut Unemployment / ReEmploy Filing	[Updated]