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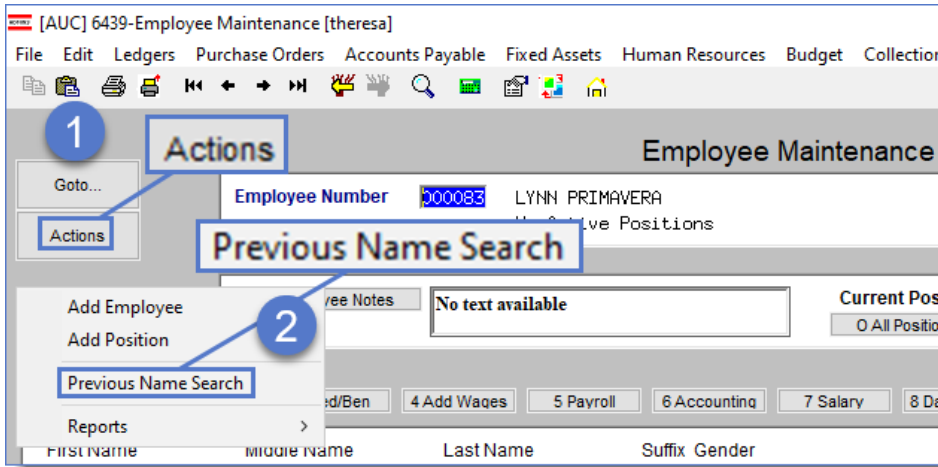


1 Employee Maintenance [Enhancement]

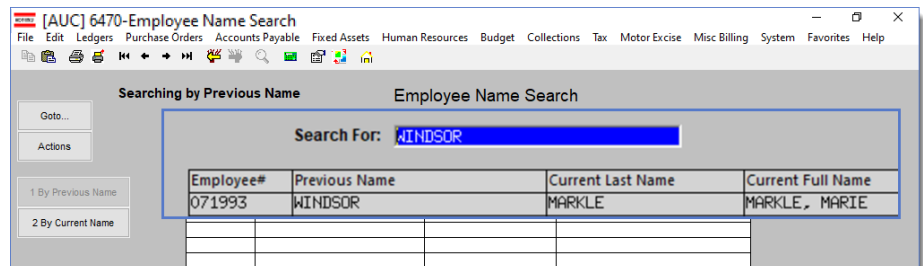
ADMINS continually enhances screens and reports throughout every module. This quarter, the Name Search and the Employee Lookups on the Employee Maintenance screens were enhanced, and these changes are described in detail below. To access the Employee Maintenance screen from the menu, select:

HR ► Maintenance ► Employee Maintenance

1.1 Previous Name Search

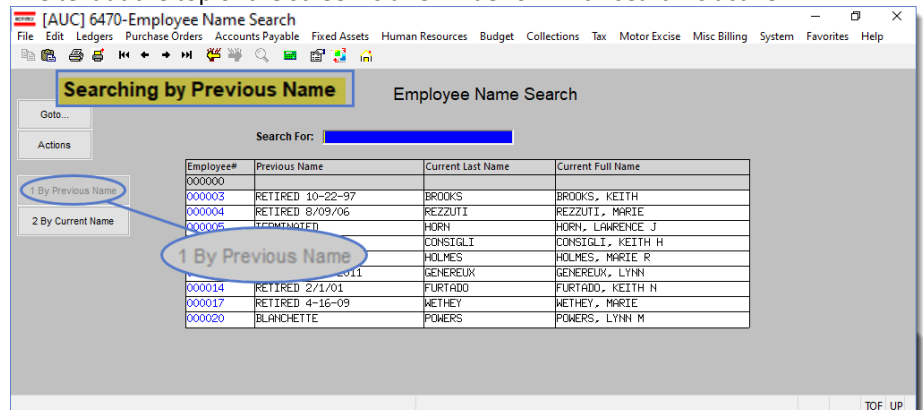


Before the software update, the **Actions ► Previous Name Search** brought the display to the **Employee Name Search** screen, with the *Employee Current Name* as the *default* search. The **1 By Previous Name** button had to be clicked before searching for a previous name.



Now, the screen will be ready for the **Previous Name** search.

The text at the top of the screen is a reminder of which search is active.



The **1 By Previous Name** and **2 By Current Name** buttons toggle between the **Previous** and **Current** data.

[ADM-AUC-HR-10666]



1.2 Employee Lookups [Enhancement]

ADMINS added a lookup by position and by previous name on the employee maintenance screen. For information on all the lookup options, see HR–110 Employee Maintenance Screens in the Help Reference Library. To access the employee maintenance screen, from the menu, select:

Human Resources ► Maintenance ► Employee Maintenance

To search, click on the **Employee Number** field (shown in blue below in Figure 1), and use the magnifying glass or right-click to activate the lookup.

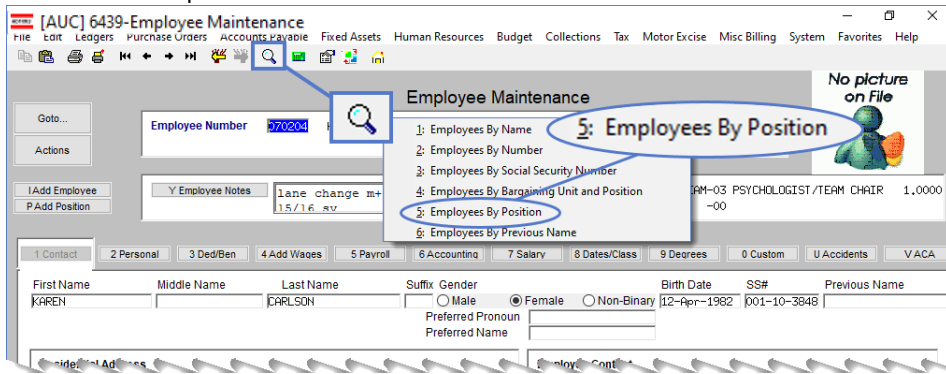
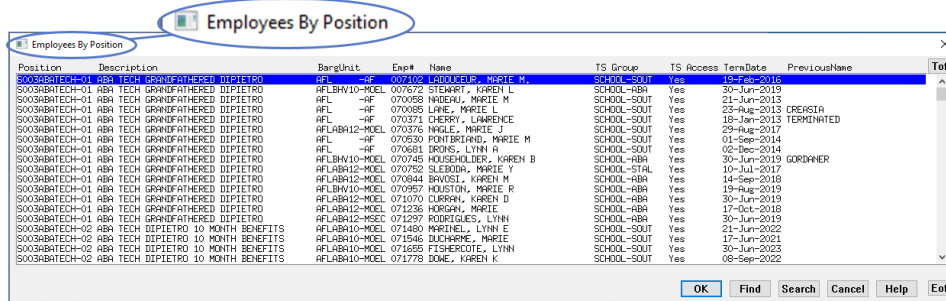


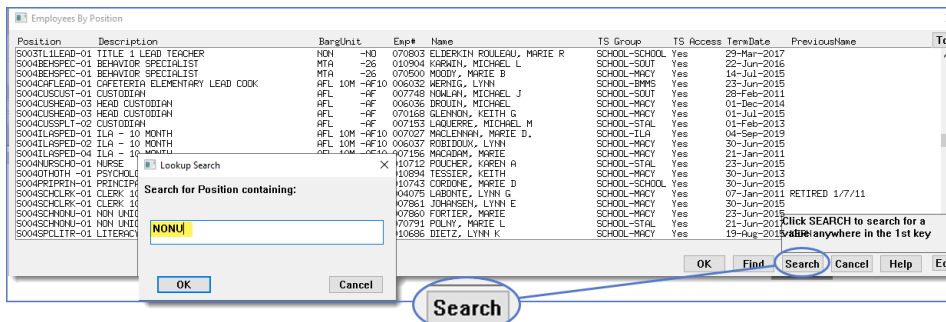
Figure 1 Searching for an Employee

The lookup window will always be sorted by the data in the first column. “By Name” will show the Name in the first column, “By Number” will show the employee number in first column, and so on. The first column shown in the lookup is the column that can be used with the **Find** and **Search** buttons.

1.1.1 Employee By Position

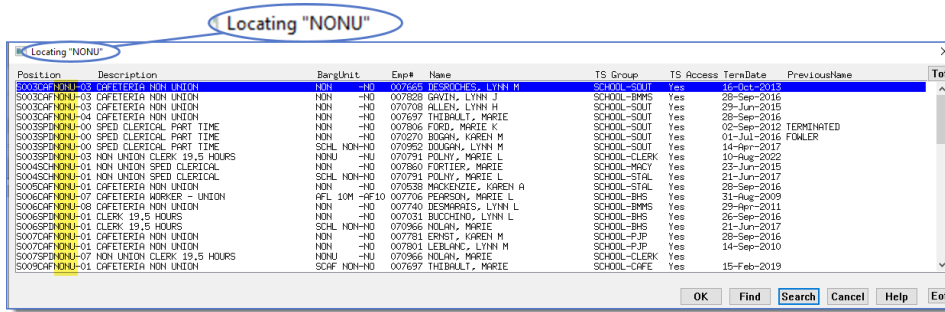


The first column shown in the lookup is the column that can be used with the **Find** and **Search** buttons.



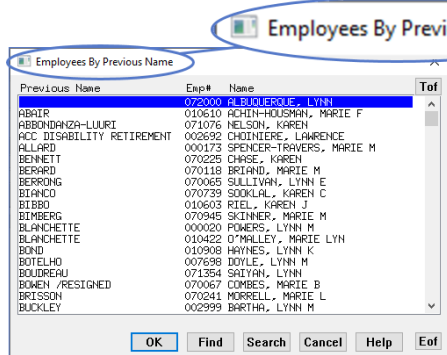
Use the **Find** button to search for the starting characters of the employee’s position, for example, enter “S003AB” in the dialog box to select the employees with a S003ABATECH position.

Use the **Search** to find a match on any part of the position.

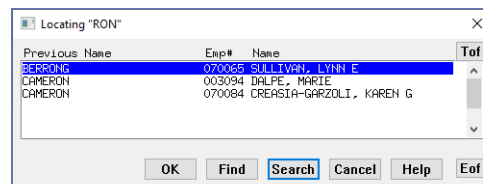


In the example, click on search and enter the characters “NONU” to find all the positions that match any portion of the Position.

1.1.2 Employees By Previous Name



Use the **Find** button to search for the starting characters of the employee’s previous name, for example, enter “BLA” in the dialog box to select the employees with a former name beginning with “BLA”.

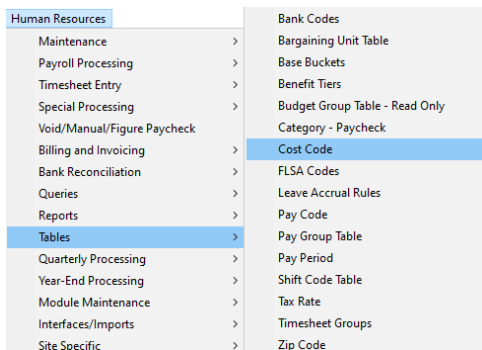


Use **Search** to find a match on any part of the previous last name.

There are only three columns in this lookup: Previous Name, Employee #, and Employee Name.

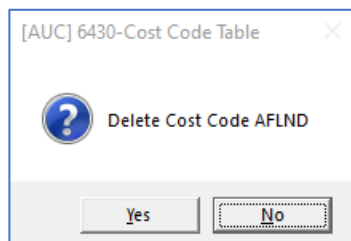
[ADM-AUC-HR-10665], [PCS-SUP-SAPLAUC-712]

2 Delete Unused Cost Codes from Table 6430 [Enhancement]



The cost code can be deleted if it is neither assigned to any employees nor exists as a default cost code on a bargaining unit/cost code tab. A cost code can only be deleted if it was added in error and/or has no history. To access the Cost Code table, from the menu, select:

Human Resources > Tables > Cost Code > [Actions] > Delete Cost Code



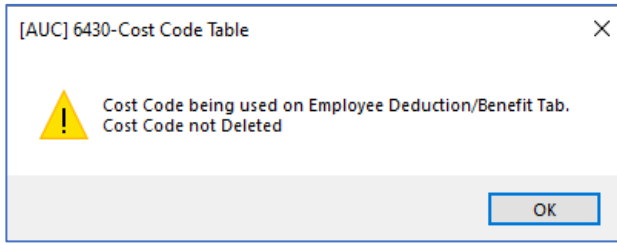
If the cost code is eligible for deletion, the system will present a confirmation prompt as shown at left.

Click on **Yes** to remove the cost code.

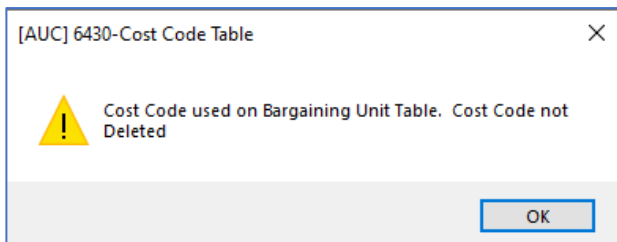
Click on **No** to leave the cost code in the database.



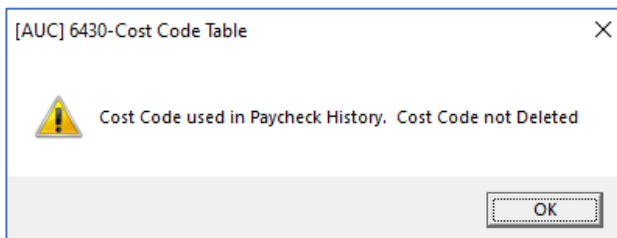
2.1 Conditions That Will Prevent Deleting a Cost Code



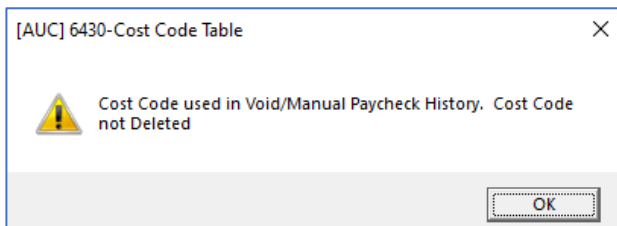
If a cost code is used for one or more employees, (on the deductions/benefit tab of the employee maintenance screen) it cannot be deleted. This message will be displayed.



If a cost code exists as a default on a bargaining unit, it cannot be deleted. This message will be displayed.



If a cost code exists in Paycheck History, it cannot be deleted. This message will be displayed.



If a cost code exists in Void Manual Paycheck History, it cannot be deleted. This message will be displayed.

Figure 2 Above are the four conditions that will prevent deleting a cost code

If preferred, the same “Delete Cost Code” command is available under the **[Actions]** button.

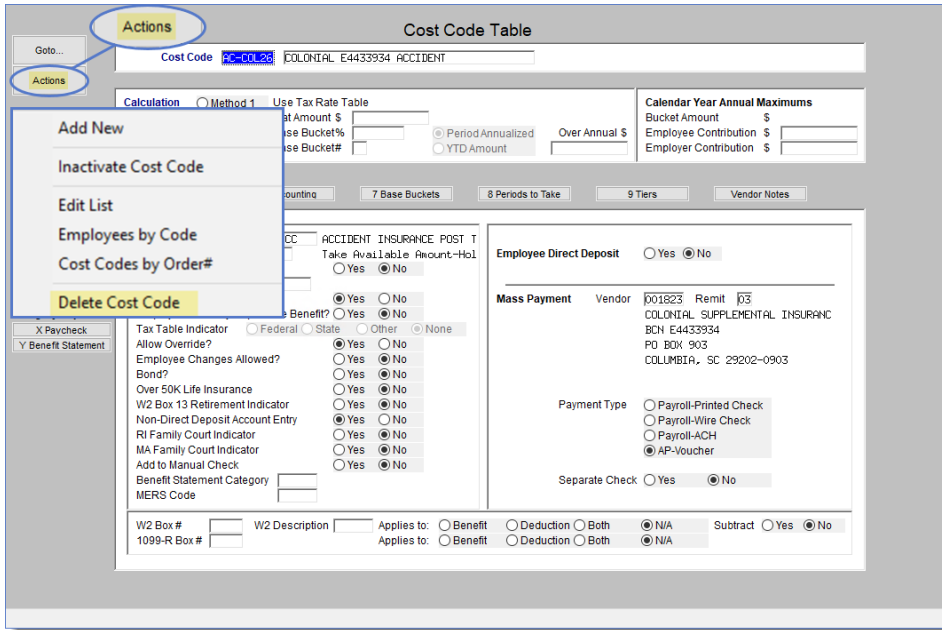


Figure 3 Here is the delete option under the ACTIONS button on the cost code table

[ADM-AUC-HR-10653]

3 Payroll Processing

ADMINS expanded the check date range to allow processing No Time warrants for making corrections. Also, separate checks will ignore any additional amounts on the W4, and there is a new report of Direct Deposits Not Included in the bank file. See below for details.

3.1 Allowable Dates Extended [Enhancement]

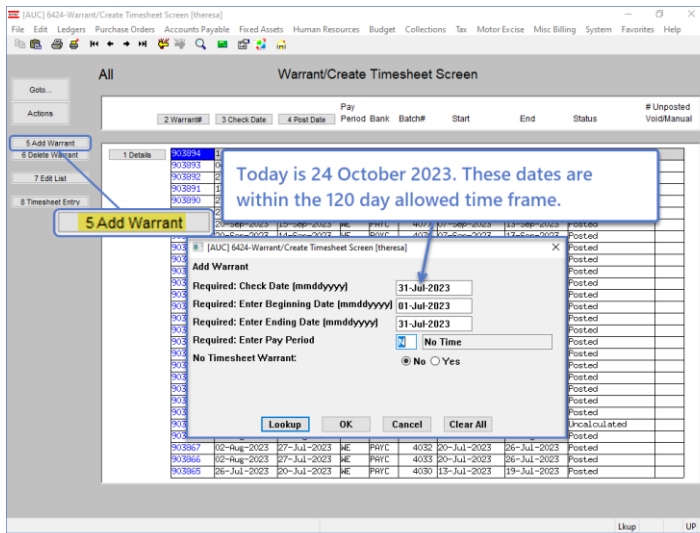
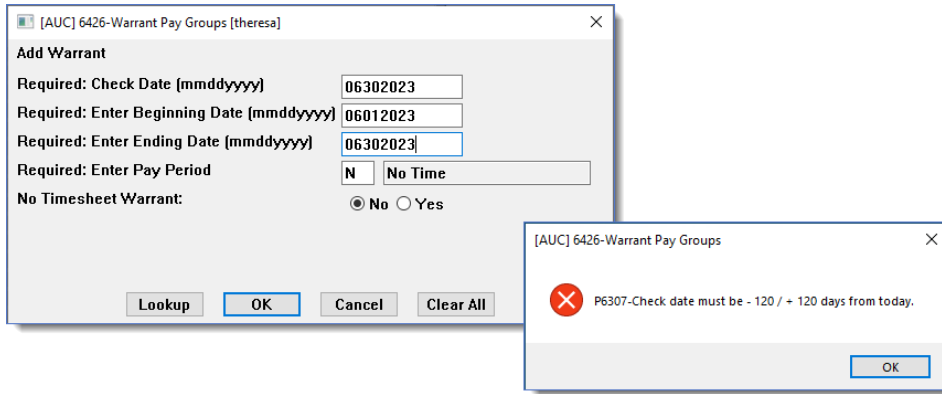


Figure 4 Adding a warrant within the 120 days

Users sometimes set up a “No Time” warrant for adjustments to a prior quarter and were unable to do so without ADMINS support intervening as it was more than 30 days prior to the current date.

ADMINS changed the parameter so that warrants with check dates plus or minus 120 days will be allowed.



Given that the check date entered is in June, and the current date is October 24, the warrant cannot be created for the June dates. Contact support@admins.com after creating the warrant with acceptable dates and we will change the dates “behind the scenes”.

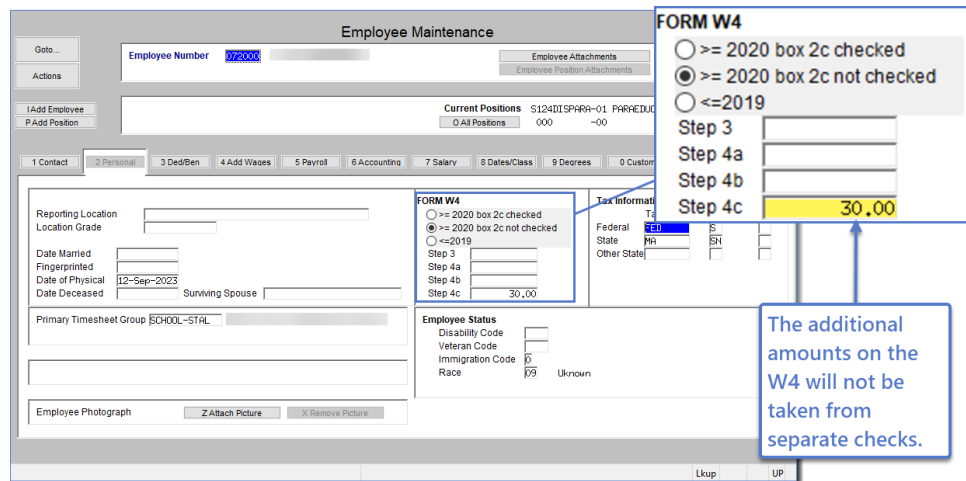
Figure 5 Message when adding a warrant outside of the acceptable date range

[MDT-SUP-SAPLAUC-2231]

3.2 Reimbursements Done Via Payroll Separate Checks [Fix]

Some sites choose to pay employee reimbursements via payroll versus Accounts Payable. This caused an issue for an employee who had elected an additional Federal Tax on step 4c of their W4 Form.

Now, ADMINS will ignore the W4 form, step 4c - additional amount on a separate check. Reimbursements should always be done as a separate check, as they are not taxable.



[ADM-AUC-HR-10664]

3.3 Report #6970 Direct Deposits Not Included in the Bank File



ADMINS added report #6970 **Direct Deposits Not Included in the Bank File** that will be produced during the check calculation that identifies any direct deposit amounts that are not greater than zero. This might happen if a direct deposit was voided, but not replaced with a manual check. Negative and zero amounts are not included in the file for the bank.

Keep an eye out for this report and be sure to always **review all reports produced as part of the payroll calculation.**

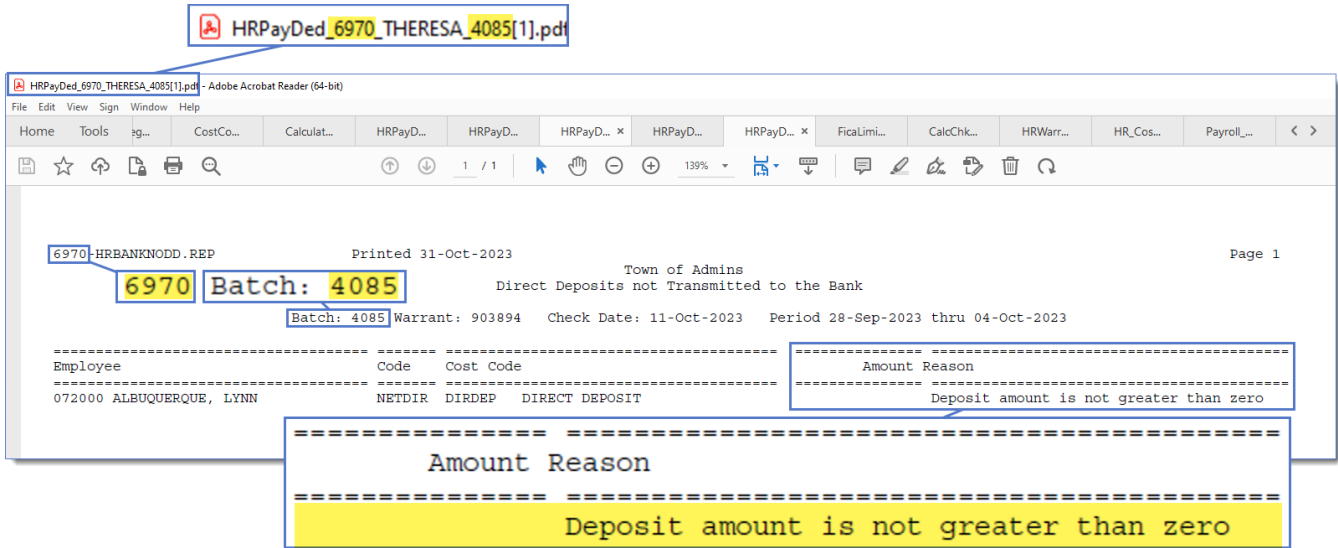


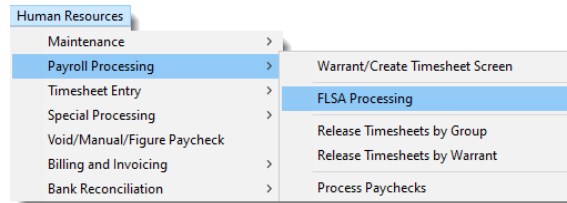
Figure 6 Report #6970 Direct Deposits not Transmitted to Bank

[ADM-AUC-HR-10573]

3.4 FLSA Processing [Fix]

If an employee was paid under two positions in the timesheet group during the year, the FLSA was sometimes posting to the old position. This has been corrected. To access the FLSA process, from the menu, select:

HR ► Payroll Processing ► FLSA Processing

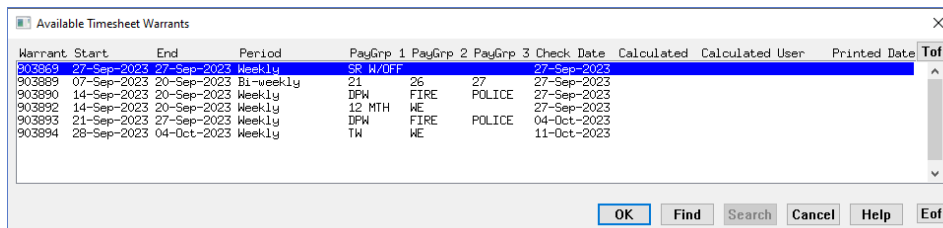


[ADM-AUC-HR-10688]

4 Timesheet Entry [Enhancements]

ADMINS made changes to the Split Day button and Edit List report available on the Timesheet Entry screen. To access the Timesheet Entry screen, from the menu, select:

Human Resources ► Timesheet Entry ► Timesheet Entry



Select the desired warrant from the list of **Available Timesheet Warrants**.



4.1 Timesheet Entry → [3 Reports] → 6205 Edit List

ADMINS added a warrant number column to the Edit List. This is helpful when running the edit list to identify in which warrant a given timesheet exists. Enter the optional warrant number on the prompt or produce the Edit List for all timesheets in all open warrants.

The screenshot shows the 'Timesheet Entry' application interface. At the top, the 'Warrant' field is set to '903894' and the 'Timesheet Group' is 'SCHOOL-CAFE'. Below this is a grid of timesheet entries with columns for Work Date, Day, Pay Code, Hours, Days, Rate, Flat \$, and Amount. A callout box labeled '3 Reports' points to the '3 Reports' button in the bottom toolbar. Another callout box labeled '6205-Edit List' points to the '6205-Edit List' button in the bottom toolbar. A third callout box labeled 'Optional: Enter Unposted Warrant #' points to the input field in the 'Task 6205: Timesheet Entry Edit List' dialog box. The dialog box also has buttons for 'Run as', 'Preview', 'Print', 'PDF', 'Excel', 'If Printing use Duplex', 'Yes', 'No', 'Lookup', 'OK', 'Cancel', and 'Clear All'.

1. HR ▶ Timesheet Entry ▶ Timesheet Entry
2. Click on [3 Reports]
3. Select 6205 Edit List and if desired, enter a single unposted warrant #. If no entry is made, all unposted warrants will be reported on.

The screenshot shows an Excel spreadsheet titled 'TS_Entry_Edit_6205_THERESA(4).xlsx'. The spreadsheet has columns for Warrant, Employee, Name, Position, Description, Work Date, Day, Pay Code, Account#, Hours, Days, Rate, Flat \$, and Amount. The data is organized by warrant number, with subtotals for each warrant. A callout box labeled 'Includes subtotals on the Timesheet Group within each warrant, and totals for each warrant' points to the subtotal rows for each warrant.

Warrant	Employee	Name	Position	Description	Work Date	Day	Pay Code	Account#	Hours	Days	Rate	Flat \$	Amount
903893	8501	COTE, KAREN	T810LBPT -	LIBRARY PART TIME	9/21/2023	day	REG	1000-610-0000-00-00-51140	15.25				
903893	8502	COTE, KAREN	T810LBPT -	LIBRARY PART TIME	9/22/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		19.05		95.25
903893	8504	COTE, KAREN	T810LBPT -	LIBRARY PART TIME	9/25/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		19.05		95.25
903893	8506	COTE, KAREN	T810LBPT -	LIBRARY PART TIME	9/26/2023	day	DSICKACC	2020-000-3400-000-09-00-51130	1.25				
903893	8507	COTE, KAREN	T810LBPT -	LIBRARY PART TIME	9/27/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		19.05		95.25
903893	8508	COTE, KAREN	T810LBPT -	LIBRARY PART TIME	9/28/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		19.05		95.25
903893	8510	DUHAME, KAREN	5005CAFLEAD-	CAFETERIA ELEMENTARY LEAD COO	9/28/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		19.05		95.25
903893	8511	DUHAME, KAREN	5005CAFLEAD-	CAFETERIA ELEMENTARY LEAD COO	9/29/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		19.05		95.25
903893	8514	DUHAME, KAREN	5005CAFLEAD-	CAFETERIA ELEMENTARY LEAD COO	10/2/2023	day	DSICKACC	2020-000-3400-000-09-00-51130	1.25				
903893	8515	DUHAME, KAREN	5005CAFLEAD-	CAFETERIA ELEMENTARY LEAD COO	10/2/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		19.05		95.25
903893	8516	DUHAME, KAREN	5005CAFLEAD-	CAFETERIA ELEMENTARY LEAD COO	10/2/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		19.05		95.25
903893	8517	DUHAME, KAREN	5005CAFLEAD-	CAFETERIA ELEMENTARY LEAD COO	10/2/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		19.05		95.25
903893	8518	DUHAME, KAREN	5005CAFLEAD-	CAFETERIA ELEMENTARY LEAD COO	10/2/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		19.05		95.25
903893	8522	WERING, LYNN	5012CAFVRKR-	CAFETERIA MIDDLE SCHOOL	9/28/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		18.70		93.50
903893	8523	WERING, LYNN	5012CAFVRKR-	CAFETERIA MIDDLE SCHOOL	9/29/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		18.70		93.50
903893	8524	WERING, LYNN	5012CAFVRKR-	CAFETERIA MIDDLE SCHOOL	10/1/2023	day	DSICKACC	2020-000-3400-000-09-00-51130	1.25				
903893	8525	WERING, LYNN	5012CAFVRKR-	CAFETERIA MIDDLE SCHOOL	10/2/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		18.70		93.50
903893	8526	WERING, LYNN	5012CAFVRKR-	CAFETERIA MIDDLE SCHOOL	10/2/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		18.70		93.50
903893	8527	WERING, LYNN	5012CAFVRKR-	CAFETERIA MIDDLE SCHOOL	10/2/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		18.70		93.50
903893	8528	WOODS, LYNN L	5006CAFLEAD-	CAFETERIA HIGH SCHOOL LEAD COO	9/28/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		18.70		93.50
903893	8529	WOODS, LYNN L	5006CAFLEAD-	CAFETERIA HIGH SCHOOL LEAD COO	9/29/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		18.70		93.50
903893	8530	WOODS, LYNN L	5006CAFLEAD-	CAFETERIA HIGH SCHOOL LEAD COO	10/1/2023	day	DSICKACC	2020-000-3400-000-09-00-51130	1.25				
903893	8531	WOODS, LYNN L	5006CAFLEAD-	CAFETERIA HIGH SCHOOL LEAD COO	10/2/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		18.70		93.50
903893	8532	WOODS, LYNN L	5006CAFLEAD-	CAFETERIA HIGH SCHOOL LEAD COO	10/2/2023	day	REG	2020-000-3400-000-09-00-51130	5.00		18.70		93.50
903893	8533	WOODS, LYNN L	5006CAFLEAD-	CAFETERIA HIGH SCHOOL LEAD COO	10/4/2023	day	REG	2020-000-3400-000-09-00-51130	6.50	-0.50	20.53		-10.27
903893	8534	WOODS, LYNN L	5006CAFLEAD-	CAFETERIA HIGH SCHOOL LEAD COO	10/4/2023	day	DVAC	2020-000-3400-000-09-00-51130	0.50		133.45		66.73
903894	8535	WOODS, LYNN L	5006CAFLEAD-	CAFETERIA HIGH SCHOOL LEAD COO	10/4/2023	day	REG	2020-000-3400-000-09-00-51130	32.50	1.25			590.26

Figure 7 The HR Timesheet Entry Edit List

[ADM-AUC-HR-10673]



4.2 Timesheet Entry – Split Day [Fix]

If an employee was paid hourly but the **4 Split Day** button was used on a pay code that was in hours, the split did not occur properly.

In this example, Wednesday October 4th was split using the **4 Split Day** button. The result was that **½ hour** was assigned to **REG** and **½ day** was assigned to **DSIC**, thereby changing the total amount paid for the day.

Work Date	Day	Pay Code	Hours	Days	Rate	Flat \$	Amount	Account Number	Customer	Reason
28-Sep-2023	Thu	REG	6.00		24,540.00		147.24	1000-300-2120-127-03-00-51232		
29-Sep-2023	Fri	REG	6.00		24,540.00		147.24	1000-300-2120-127-03-00-51232		
01-Oct-2023	Sun	DSICKACC		1.25				1000-300-2120-127-03-00-51232		
02-Oct-2023	Mon	REG	6.00		24,540.00		147.24	1000-300-2120-127-03-00-51232		
03-Oct-2023	Tue	REG	6.00		24,540.00		147.24	1000-300-2120-127-03-00-51232		
04-Oct-2023	Wed	REG	6.00		24,540.00		147.24	1000-300-2120-127-03-00-51232		
04-Oct-2023	Wed	DSIC		.50			73.62	1000-300-2120-127-03-00-51232		
			30.00	1.25			650.31			

To see immediately if the leave code is in the same units (Days, Hours, or Per Diem) as the pay, the lookup includes a column for Units. Before the software update, there was no “Units” column on the lookup.

Code	Description	Units	Tot
10MEXP/0	EXTRA VACATION 25+ YRS PAYOUT	Days	
1ST DAY	1st day of school - students	Days	
403B	403b payment	Hours	
ABA EXTR	Extra hours ABA non-pensioned	Hours	
ABALTSUB	ABA Tech Long Term Sub	Hours	
ACDM	POLICE ACADEMY	Hours	
ADIR	Athletic Director Pay	Days	
ADLV	administrative leave day	Days	
ADLV HR	administrative leave hourly	Hours	
ADLV HOP	administrative leave hourly	Hours	
ADM PAY	Administrator Pay - non pension	Days	
ADMINPAY	Administrator Pay	Days	
ADP	ADMIN DAY POL	Days	
ADP PO	admin day police payout nonpensioned	Days	
ADV RETP	Advisor/Dept Head Retro Pensioned	Days	
ADVISOR	Advisor/Department Head Pay	Days	
APPTSAL	Appt or elected Salary- no work days	Days	
APR VAC	aprill vacation	Per Diem	
ATTI	ATTENDANCE INCENTIVE	Days	

Now, instead of allowing the split, a message will be displayed advising the user that the pay codes are not compatible with splitting a day.

The message “**New Pay Code is not of the same Units Hours/Days**” will pop up and prevent the split.

If this message pops up, to get the correct result, instead add a line with the same date for the leave and adjust the amount of the original line.

The screenshot shows the Timesheet Entry window with a table where the amount for 04-Oct-2023 is 736.20. Two error messages are displayed: "[AUC] 6200-Timesheet Entry" and "P6207-New Pay Code is not of the same Units (Hours/Days)". A "Split a Day" dialog box is open, showing "Required: Enter # Hrs/Days to move to new PayCode" with a value of 1.50 and "Required: Enter New Pay Code" with the value DSIC. The dialog box also includes a "SICK LEAVE - daily rate" field.



Example:

Add a line with the amount of **DSIC** benefit time, (.5 days). Adjust the **REG** line to reflect the number of hours worked (3 hours).

Check that the bottom-line total (\$736.20) remains the same.

Timesheet Entry													
Goto...		Warrant		903894		28-Sep-2023		04-Oct-2023		Annual	32245.56	Bargaining Unit	AFL 10M -FF10
Actions		Timesheet Group		SCHOOL-CLERK		school weekly clerical				Period	736.20		
		Employee		071992		RESTO, KAREN W				Per-Dien	147.24		
		Position		5003SCHCLRK-01		CLERK 10 MONTH				Daily	147.24		
										Hourly	24,5400		
Work Date	Day	Pay Code	Hours	Days	Rate	Flat \$	Amount	Se	Account Number	Customer	Reason		
28-Sep-2023	Thu	REG	6.00		24,5400		147.24		1000-300-2120-127-03-00-51232				
29-Sep-2023	Fri	REG	6.00		24,5400		147.24		1000-300-2120-127-03-00-51232				
01-Oct-2023	Sun	DSICKACC		1.25					1000-300-2120-127-03-00-51232				
02-Oct-2023	Mon	REG	6.00		24,5400		147.24		1000-300-2120-127-03-00-51232				
03-Oct-2023	Tue	REG	6.00		24,5400		147.24		1000-300-2120-127-03-00-51232				
04-Oct-2023	Wed	REG	3.00		24,5400		73.62		1000-300-2120-127-03-00-51232				
04-Oct-2023	Wed	DSIC		.50	147.2400		73.62		1000-300-2120-127-03-00-51232				
			27.00	1.75			736.20			Salary:			
		04-Oct-2023	Wed	REG	3.00		24,5400				73.62		
		04-Oct-2023	Wed	DSIC		.50	147.2400				73.62		

[ADM-AUC-HR-10672]

5 Release Timesheets (TS) by Warrant Screen [Enhancement]

To access the **Release Timesheets by Warrant** screen, from the menu, select:

Human Resources ▶ Payroll Processing ▶ Release Timesheets by Warrant

Buttons	Status	Warrant	Check Date
6 Run Summary Report	In-Progress	903894	11-Oct-2023
7 Run GL Report	In-Progress	903894	11-Oct-2023
9 Approve	In-Progress	903894	11-Oct-2023

Each of the reports now includes the warrant number in the output file name. See examples below:



5.1 #6231 Warrant Timesheet Group Summary Report

0 Summary Report-All

Task 6231: Warrant/Timesheet Group Summary Report

Warrant/Timesheet Group Summary Report

New Page for Every Timesheet Group: No Yes

Sort Report By: Employee# Employee Name

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

#6231 Warrant Timesheet Group Summary Report:

Choose the pagination and sort options on the prompt and click on **OK** to run the report as PDF or Excel.

TS_Summary_Employee_6231_Warrant_903894_USERNAME[#].pdf is the output filename (substituting the user name of the person running the report). That is the report name to look for when using the [Retrieve Output Files](#) feature.

The report number and the warrant number are included in the output file name; this helps to identify the correct report when retrieving an output file report after the warrant is complete.

Employee	TS Group	Hours	Days	Regular	Overtime	Premium	Unproductive	Other/Unpaid	Total				
006010	BRINKME, KAREN	25.00		476.25			1.25	25.00	1.25	476.25			
006032	WERRID, LYNN	25.00		467.50			1.25	25.00	1.25	467.50			
008076	MOORE, LYNN L.	32.50	(.50)	523.53			.50	66.73	1.25	590.26			
007036	CHAMPAGNE, MARIE	20.00		374.00			1.25	20.00	1.25	374.00			
007706	FRANSON, MARIE	20.00					1.25	20.00	1.25	374.00			
007747	EGAN, KAREN A	30.00					1.25	30.00	1.25	578.70			
007801	LEBLANC, LYNN M	30.00					1.25	30.00	1.25	578.70			
007844	CONZELLI, LYNN	20.00					1.25	25.00	1.25	467.50			
070247	SMITH, MARIE A	25.00					1.25	25.00	1.25	476.25			
070329	THOMAS, LYNN J	20.00					1.25	20.00	1.25	374.00			
070511	BELLOTT, LYNN P	20.00					1.25	20.00	1.25	374.00			
070538	MACKENZIE, KAREN	37.50		849.75			1.25	37.50	1.25	849.75			
071719	SCOTTA, KAREN	17.50		280.50				17.50		280.50			
071748	PASCUAL, MARIE	20.00		374.00			1.25	20.00	1.25	374.00			
071813	CHILBERS, LYNN	17.50		327.25				17.50		327.25			
071825	ABBOTT, LYNN	15.00		280.50				15.00		280.50			
071834	HAYES, LYNN	15.00		280.50				15.00		280.50			
Timesheet Group: SCHOOL-CAFE				395.00	(.50)	7456.93		.50	66.73	16.25	395.00	16.2	7523.66

Having the warrant number on the output file name will make it easier to identify the warrant to which the report belongs.

In addition, the page eject on the report was fixed and now a new page for each TS group is working when selecting Yes on the prompt.

[ADM-AUC-HR-10674]

5.2 #6237 TS Group GL Report-All

1 TSGroup GL Report-All #6237 TS Group GL Report-All

Task 6237: Warrant Timesheet Entry Summary by TSGroup/Account

Timesheet Entry Summary by Timesheet Group / Account

Include Employee's Names Yes No

New Page for Every Timesheet Group: No Yes

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

This report provides a summary of the timesheet entries sorted by Timesheet Group and account.

Select Yes to *Include* or No to *Exclude* Employee names. Choose the desired pagination and output format.

TS_Account_6237_Warrant_903894_USERNAME[#].pdf is the output filename (substituting the user name of the person running the report). That is the report name to look for when using the [Retrieve Output Files](#) feature.



Expense Account	Employee Name	Wages	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Total	Hours	Days	Errors
Timesheet Group: SCHOOL-CAPE																		
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE CHAMPAGNE, MARIE	374.00	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	20.00	1.25	
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE CONSIGLI, LYNN M	467.50	25.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	25.00	1.25	
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE DUHAIME, KAREN	476.25	25.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	25.00	1.25	
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE EDGAN, KAREN A	578.70	30.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	30.00	1.25	
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE ELLIOTT, LYNN F	374.00	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	20.00	1.25	
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE LEBLANC, LYNN M	578.70	30.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	30.00	1.25	
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE MACKENZIE, KAREN	849.75	37.50	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	37.50	1.25	
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE PASCUAL, MARIE	374.00	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	20.00	1.25	
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE PEARSON, MARIE L	374.00	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	20.00	1.25	
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE SMITH, MARIE A	476.25	25.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	25.00	1.25	
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE THOMAS, LYNN J	374.00	20.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	20.00	1.25	
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE WERNIG, LYNN	467.50	25.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	25.00	1.25	
2020-000-3400-000-09-00-51130	CAFETERIA UNION WORKE WOODS, LYNN L.	590.26	32.50	(.50)	.00	.00	.00	.00	.00	.00	.00	.50	.00	.00	1.25	32.50	1.25	
Total for this Account:		6,354.91	330.00	(.50)	.00	.00	.00	.00	.00	.00	.00	.50	.00	.00	16.25	330.00	16.25	** OvExp/Si

5.3 #6238 GL Report-All

GL Report-All #6238 GL Report-All

Task 6238: Warrant Timesheet Entry Summary by GL Account

Warrant Timesheet Entry Summary by GL Account

Optional: Enter up to 9 Employee# values:

Include Employee's Names Yes No

New Page for Every Department: Yes No

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

The output filename for this report is:
TS_Account_6238_Warrant_903894_USERNAME[#] (substituting the user name of the person running the report). That is the report name to look for when using the [Retrieve Output Files](#) feature.

The Warrant Timesheet Entry Summary by GL Account provides subtotals for each account, and optionally includes employee names and the choice to start each department on a new page.

Emp #	Employee Name	Pay Code	Description	Hours	Days	Wages	Errors/Employee	Total

2310-000	EARLY CHILDHOOD TUITION	000						
Pund 2310	EARLY CHILDHOOD TUITION			48.75	.00	999.55		
071824	MACNEIL, MARIE	REG	REGULAR - hours	35.00	.00	738.50		
010862	O'NEILL, KAREN J	REG	REGULAR - hours	35.00	.00	738.50		
2381-000-2330-421-12-00-51400	ESSER III ILA SALARY			70.00	.00	1,477.00	** overexpended **	

Pund 2381	ESSER III GRANT			70.00	.00	1,477.00		
* GRAND TOTAL *				4,471.75	128.50	147,327.29		

Selection Legend:

Overexpended	Warning: This is an informational message. This account is overexpended.
Not Active	Error: Correct the account number or activate the account in the General Ledger. See #6000 Mod Control for FY.
Non-Posting	Error: Change the account number to a posting account or change the Account Sub Type in the General Ledger.

This reports on three errors – Over-Expended Accounts, Inactive Accounts, and Non-Posting Accounts.

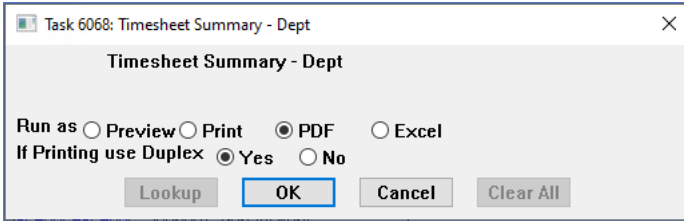
The **Over-Expended** account error message is a **warning** and will not prevent further processing.

The **Inactive** and **Non-Posting** accounts **must be corrected** before proceeding with the payroll warrant.



5.4 #6068 Timesheet Summary by Department

Warrant Summary-All #6068 Timesheet Summary by Department



TS_Account_6068

Warrant_903894_USERNAME[#].pdf is the output filename (substituting the user name of the person running the report). That is the report name to look for when using the [Retrieve Output Files](#) feature.

Expense Account	Wages
2100-000-2330-423-03-00-51401 ABA TECH - SOUTH	712.15
2100-000-2330-423-05-00-51400 SPED TEA AIDES-STALL	3,308.95
2100-000-2330-423-06-00-51400 SPEA TEA AIDES-HS	3,337.60
2100-000-2330-423-10-00-51400 TEACHER AIDES/SUBS-BECP	1,424.30
2100-000-2330-423-12-00-51400 SPED TEA AIDES-MIDDLE	5,072.20
Department 000	15,076.23
Fund 2100 SPED 94-142 ALLOC	15,076.23
2290-000-2330-124-07-00-51401 ABA SALARY - KMA	770.00
Department 000	770.00
Fund 2290 SPED COLLABORATIVE, ALT HIGH	770.00
2310-000-2330-403-01-00-51400 REG ILA - BECP SOUTH	993.55
Department 000	993.55
Fund 2310 EARLY CHILDHOOD TUITION	993.55
2381-000-2330-421-12-00-51400 ESSER III ILA SALARY - BMS	1,477.00
Department 000	1,477.00
Fund 2381 ESSER III GRANT	1,477.00
Warrant Total 903894	147,327.29

This report provides a summary of wages, sorted, and subtotaled by department, for the **currently selected warrant**. The grand total for the warrant is included at the bottom of the report.

It can be run as PDF® or Excel®.



5.5 #6639 Warrant Timesheet Entry Summary by TS Group/Account

TSGroup GL Report-Select Warrant Timesheet Entry Summary by TSGroup/Account

Task 6639: Warrant Timesheet Entry Summary by TSGroup/Account

Warrant Timesheet Entry Summary by TSGroup/Account

Include Employee's Names Yes No

New Page for Every Timesheet Group: No Yes

Optional: Enter up to 9 Timesheet Groups 0 values:

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Select **Yes** to Include Employees Names or **No** to exclude Employees names.

Select **Yes** to start each Timesheet (TS) Group on a new page. Select **No** for a more compact report without a page break between TS groups.

Optionally, select up to nine TS groups from the lookup or enter them directly.

TS_Account_Sel_6639_Warrant_903894_Username is the output file name(substituting the username name of the user running the report.) That is the report name to look for when using the [Retrieve Output Files](#) feature.

This example was run without the employee names, to PDF, without page breaks between TS groups.

6639-HRWARRANTTIMSHEET_EXP_SEL_903894 - Printed 24-Oct-2023

Town of Admins

Warrant Timesheet Entry Summary by TSGroup/Account

For Warrant Number: 903894 Without Employee Names

Expense Account	Wages	Regular Hours	Days	Hours	Overtime Days	Hours	Premium Days	Hours	Unproductive Days	Hours	Other/Unpaid Days	Hours	Total Days	Hours	Days Errors
1000-300-2120-127-03-00-51232 SFED COORD CLERK-BOPT	736.20	27.00	.00	.00	.00	.00	.00	.00	.50	.00	1.25	27.00	1.75		
1000-300-2120-127-06-00-51232 SFED COORD CLERK - SB	736.20	30.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	30.00	1.25	** OvrBsp/No Sum **	
1000-300-2120-127-06-00-51232 SFED COORD CLERK - BS	736.20	30.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	30.00	1.25	** OvrBsp/Sum Ok **	
1000-300-2120-127-12-00-51232 SFED COORD CLERK- BMS	736.20	30.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	30.00	1.25	** OvrBsp/Sum Ok **	
1000-300-2210-102-03-00-51230 CLERK SALARY - SOUTH	981.60	40.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	40.00	1.25	** OvrBsp/Sum Ok **	
1000-300-2210-102-06-00-51230 CLERK SALARY - STALL	981.60	40.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	40.00	1.25		
1000-300-2210-102-06-00-51230 CLERICAL SALARY - HE	981.60	40.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	40.00	1.25		
1000-300-2210-102-07-00-51230 CLERICAL SALARY - TWA	981.60	40.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	40.00	1.25		
1000-300-2210-102-09-00-51233 SUN CALLER - DIST WID	424.65	.00	5.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5.00		
1000-300-2210-127-07-00-51230 SCHOOL DEPT OFFICE FE	981.60	40.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	40.00	1.25	** OvrBsp/No Sum **	
1000-300-2710-102-06-00-51234 GUIDANCE CLERK - HE	981.60	40.00	.00	.00	.00	.00	.00	.00	.00	.00	1.25	40.00	1.25	** OvrBsp Sum **	
300 SCHOOL DEPARTMENT * DEPARTMENT TOTAL *	9,259.05	357.00	5.00	.00	.00	.00	.00	.00	.50	.00	10.00	357.00	15.50		
1000 GENERAL FUND * FUND TOTAL *	9,259.05	357.00	5.00	.00	.00	.00	.00	.00	.50	.00	10.00	357.00	15.50		

[ADM-AUC-HR-10649]



6 Email Manual Direct Deposit Advices [Enhancement]

Before the software update, a manual direct deposit advice was available only as a paper copy and could not be provided via email. Now, the process allows emailing direct deposit advices.

Employee Maintenance

Employee Number: 60762 MICHAEL R GEROMINI
Employee Attachments (21)

Current Positions: 5012C09KIN-01 CUSTODIAN MIDDLE SCHOOL 1,000

Employee Contact:
Phone #1: (401) 479-1111 Type: H Home
Phone #2: (000) 000-0000 Type: []
Phone #3: (000) 000-0000 Type: []
Email: theresa@admins.com
DD Email: Test Date: 02-May-2019

Mailing Address:
Address: 840 CENTRAL STREET
City: WASHINGTON State: RI Zip: 02138-0000

For example, if a manual check is required (either to void a previously issued deposit advice and reissue it, or to issue a "one-off" new check), the direct deposit advice will be emailed to the employee email address shown on their employee record.

The email will be sent when the warrant is processed, and the **[Post Labor Distribution/Email Advices]** step is complete.

Employees who routinely receive direct deposit advice via email will now receive manual direct deposit advices via email.

Employee Maintenance

Employee Number: 607762 MICHAEL R GEROMINI
Position: 5012C09KIN-01 CUSTODIAN MIDDLE SCHOOL 4 Of 4

Current Tier: 1

Cost Code	Effective	Stop Date	Table Amount/Message	Additional Amt	Start Date	Stop Date	Original Amt	Remaining Bal/Note
HLTFM	01-Jul-2016		28.44		01-Jun-2022		1,478.40	1,169.96
HLTFM	10-Oct-2018			210.00	01-Jun-2022		30,000.00	22,020.00
DIRDEP	01-Dec-2011		999,999.99		10-Nov-2022		31,121.98	193,73 NOTE

Direct Deposit & Note for DIRDEP

Bank: DG DIGITAL FED. CR. UN.
ABA: 2113-9182-5 Account: 45173416
Type: Checking Saving Pre-Note NOTE

Process Paychecks

Batch: 4085

Description:

- Select and Calculate Warrants
- Payroll Register
- Site Payroll Reports - OPTIONAL
- Check Register
- Print Checks
- Print Deposit Advices
- Create Direct Deposit File
- Create Vouchers in A/P
- Post Labor Distribution/Email Advices**
- Create HR Check Download File

1. **Email address** must be on the employee maintenance record.
2. **DIRDEP** cost code must be valid with an account and type on the employee maintenance deduction/benefits tab.
3. The DIRDEP cost code must exist on the **[3 Deduction Entry]** tab of the Manual Entry screen

Note: The bursting process happens once or twice each business day depending on each site's setup. This process sends out the DD email.



If the direct deposit cost code exists on the deduction entry tab as shown above, the direct deposit advice will be emailed. If the DIRDEP cost code is removed, the check will be a printed, paper check.



6.1 Register Reports Identify the MANUAL, Emailed Direct Deposits

7210-HRPAYREG.REP Printed 31-Oct-2023 Page 10

Town of Admins
Payroll Register

Batch: 4086 Warrant: 903898 Check Date: 01-Nov-2023 Period: 27-Oct-2023 thru 23-Oct-2023

Employee: 007782 GEROMINI, MICHAEL R	Gross Pay:	2,111.20	Federal Tax Wages	1,680.50	Medicare Wages	2,111.20
Timesheet Group: SCHOOL-CUST school weekly custodians	Deductions:	2,111.20	State Taxable Wages	1,901.20	Retirement Wages	2,111.20
Pri Timesheet Group: SCHOOL-EMMS Bellingham Memorial School	Net Pay:		Total Wages	2,111.20	Federal Taxes	-257.26
Taxes: FED S Sequence: 0965923	Net Direct		Deposit:	1,286.62	State Taxes	-95.06
MA SN	Check Type: E MANUAL		Benefits:	30.61	Pension Plan Flag	-220.70
	Emailed to theresa@admins.com					

Wages: REGULAR - hours 80.00 Hrs

Deductions: 1,286.62

Benefits: EMPLOYER HMO FAMI 30.61

REGULAR - hours 80.00 Hrs

Check Type: E MANUAL
Emailed to theresa@admins.com

Employee: 007782 GEROMINI, MICHAEL R	Gross Pay:	-1,116.40	Federal Tax Wages	-635.64	Medicare Wages	-956.91
Timesheet Group: SCHOOL-CUST school weekly custodians	Deductions:	-1,116.40	State Taxable Wages	-746.91	Retirement Wages	-1,116.40
Pri Timesheet Group: SCHOOL-EMMS Bellingham Memorial School	Net Pay:		Total Wages	-1,116.40	Federal Taxes	59.93
Taxes: FED S Sequence: 0993591	Net Direct		Deposit:	-513.53	State Taxes	37.35
MA SN	Check Type: V VOID		Benefits:	-13.88	Pension Plan Flag	111.27

Wages: REGULAR - hours 16.00 Hrs

Deductions: -28.44

Benefits: FIDELITY INVSTME -210.00

REGULAR - hours 16.00 Hrs

Check Type: V VOID

7231-HRPAYCHKREG.REP Printed 31-Oct-2023 Page 1

Town of Admins
Payroll Check Register

Batch: 4086 Warrant: 903898 Check Date: 01-Nov-2023 Period: 27-Oct-2023 thru 02-Nov-2023

ACH File Path and Name: D:\AUC_Development\admhome\Transfer\HR\achtdt.dat

Check#	Type	Employee/Vendor	Check Amount	Direct Deposit	Warning/Email (if applicable)
0993591	V	007782 GEROMINI, MICHAEL R	-513.53	VOID	
0993615	V	071975 VAZQUEZ, MARIE A	-467.48	VOID	
		Count:	2		
0965923	E	007782 GEROMINI, MICHAEL R	1,286.62	MANUAL	Emailed to theresa@admins.com
*** SCHOOL-EMMS		Count:	1		
Check Type: Deposit Advice		Count:	1		

The #7210 payroll register and #7231 Paycheck Register for the warrant will identify the checks as “MANUAL” and list the email address.

[ADM-AUC-HR-10580]

7 Reports

ADMINS restructured all the Help Reference Libraries in Human Resources to list the reports in report # order. It is easier to find a report by matching the number in the upper left corner of the report to the numbers in the Help Reference Library.



Human Resources

- Maintenance >
- Payroll Processing >
- Timesheet Entry >
- Special Processing >
- Void/Manual/Figure Paycheck >
- Billing and Invoicing >
- Bank Reconciliation >
- Queries >
- Reports > Report Library

Report Categories

1 By Employee

2 By Position

3 By Timesheet

4 By Paychecks/Other

The timesheet reports were sorted numerically for the September software update. The reports by Employee, Position, and by Paychecks/Other are now sorted numerically as well.

Report Library by Position

Report Name
6124-Position List - Encumbered Positions
6605-Position List
6740-Position List - Vacant
6741-Position List - Filled
6758-Position List - Budgeting

Report Library Paychecks/Other

Report Name
6188-Payroll Warrant List
6464-Employee Conversion Demographics
6465-History Audit Reports
6789-EEO Reports
----- Paycheck History Reports -----
6663-Paycheck Summary - By Employee/Account
6727-Paycheck Summary - By Employee / Pay Code Type
6800-Paycheck Cost Code Summary - by Timesheet Group
6801-Paycheck Cost Code Summary - By Category/Cost Code
6802-Paycheck Cost Code Report by Employee / Cost Code
6803-Paycheck Pay Code Summary - By Category/Pay Code
6804-Paycheck Pay Code Summary - By Employee/Pay Code
6831-Paycheck Listing
6896-Paycheck Summary - By Employment Type
6930-FOIA Report
7211-Employee Paycheck History Register
7213-Historical Paycheck Register - Warrant Detail
7216-Employee Paycheck History Summary
7219-Historical Paycheck Register - Employee Totals
7225-Benefit Categories
7600-Register of O/S Uncleared Checks
----- YEAR END - Fiscal & Calendar -----
6755-List of Cost Codes by W2/1099R Box
7560-ACA 1095 Audit Report

Report Library By Employee

Report Name
6038-Employee List - Cost of Leave
6079-Employee Leave Balance Listing
6112-Employee List - Accidents
6125-Employee Encumbrance Balance Report
6140-Employee Encumbrance Summary
6144-Payroll Labor Costs for a Period - Expected Amount
6149-Employee Salary History Change Report
6176-Leave History (Attendance) Report
6266-Employee List - Cost of Leave - Default Fund
6462-Employee Profile Audit Report
6487-Employee List - Active
6497-Employee List - Email Address for Direct Deposit
6604-Employee List - Cost of Leave as of a Date - Def. Fund
6609-Negative Leave Balance Listing
6658-Special Anniversary Reminders
6659-Employment Verification Report
6662-Employee List - Benefits
6708-Employee List - Benefits with Annual Amounts
6709-Electronic Tax Form Consent List
6710-Employee List
6711-Employee List - with Notes
6712-Employee List - Phone Directory and Addresses
6714-Employee List - Grade Schedules
6715-Employee List - Salary Level for Date Range
6719-Employee List - GL Home Coding - Element Selection
6720-Employee List - Dates
6735-Employee List - by Cost Code
6736-Employee List - by FLSA Code
6737-Employee List - by Pay Group
6738-Employee List - by Shift Code
6749-Employee List - by Employee Status
6750-Employee List - by Employment Type
6753-Employee List - by Worker Comp Code
6754-Employee List - Additional Wages
6768-Employee List - Import Timesheets
6798-Employee List - Degree
6836-Employee List - Highest Pay (Pay Type)
6837-Employee List - Highest Pay (Pay Code Category)
6838-Employee List - Highest Pay (Leave Code)
6839-Employee List - Highest Pay (Pay Code)
6873-Employee Deductions with Notes
6902-Employee List - Grade Schedule - As of a Date
6924-Employee List - Changed Deductions
6925-Employee List - Changed Additional Wages
6926-Employee Salary History Step Change Report
6932-Mansfield - Employee List - Cost of Leave as of a Date
6935-Employee Count Report
6940-Employee List - Bank Information
7550-1095 - C Export Employee ACA Data
7560-ACA 1095 Audit Report
7565-ACA Dependent List

Figure 8 The Report libraries are now sorted in numerical order by report number

[ADM-AUC-HR-10619]

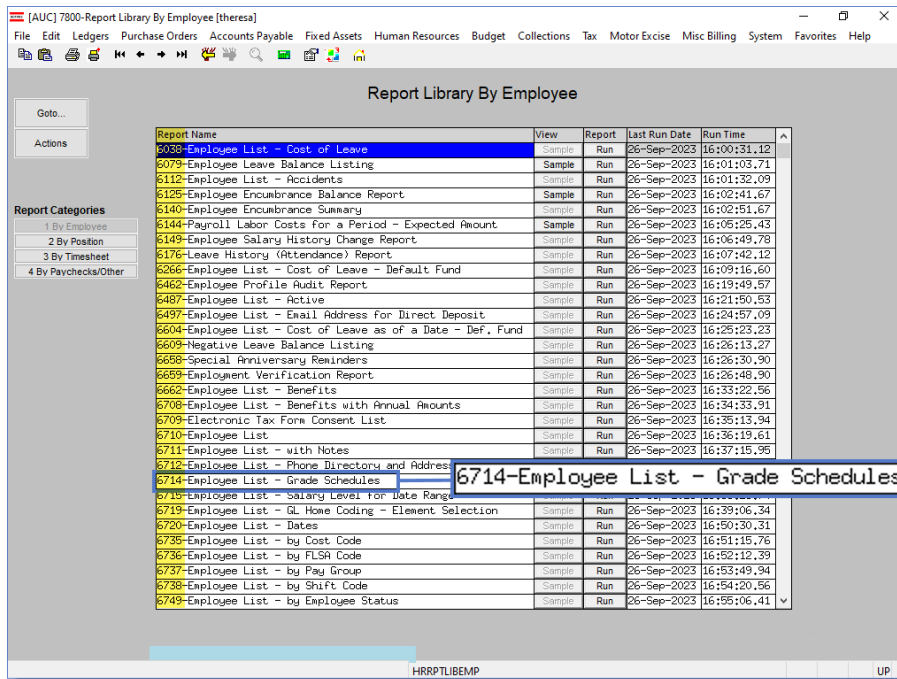
In addition, reports were enhanced as described below.



7.1 #6714 Employee List – Grade Schedules [Enhancement]

To run this enhanced report, from the menu, select:

HR ▶ Reports ▶ Report Library ▶ By Employee ▶ [#6714] ▶ [Run]



ADMINS added a column to the right of each "Actual Amount" for each account number on this report that will pull in the encumbrance balance to each GL account in Excel.



That will greatly reduce the amount of time spent searching to see if all the employees to encumber are correct.

The amount of the encumbered balance is the one shown on the Employee Maintenance Accounting screen.

The extra columns are available in the Excel version of the report. Page size limits do not allow adding columns to the PDF version.

Emp#	Position#	BargainingUnit	Schedule	Grade	Step	FTE	Account#1	GLPct	Typ	Budget Amt#1	Actual Amt#1	EncBal Amt#1	Account #2	GLPct	Typ	Budget Amt#2	Actual Amt#2	EncBal Amt#2
336	070204	S005PSYTEAM-03	MTA	-26	M60	1	11 1.00 1000-300-2120-126-10-00-51260	40.00 %		35,025.60	0.00	33,640.72	1000-300-2120-126-05-00-51260	60.00 %		52,538.40	0.00	59,838.28
337	071236	T137SENSRAB-00	SABT	-SA	SR ABATE	1	1 1.00 1000-135-0000-001-00-00-51140	100.00 %		0.00	0.00	0.00	0000-000-0000-000-00-00-00000			0.00	0.00	0.00
338	071190	T135FNCF01-01	MGMT	-TH	TWN MISC	1	8 1.00 1000-135-0000-001-00-00-51110	100.00 %		0.00	0.00	0.00	0000-000-0000-000-00-00-00000			0.00	0.00	0.00
339	071220	T251NNSFP-01	NON	-NO	PT	1	1 1.00 6670-000-0000-000-00-00-51140	100.00 %		0.00	0.00	0.00	0000-000-0000-000-00-00-00000			0.00	0.00	0.00
340	071648	S140TUTMATH-01	NON	-NO	TUTOR	1	1 1.00 1000-300-2305-140-12-00-51260	100.00 %		20,092.80	975.00	0.00	0000-000-0000-000-00-00-00000			0.00	0.00	0.00
341	007890	S009PDCOOR-01	GNGL	SCH-12MT	SA	1	4 1.00 1000-300-1230-101-09-00-51220	100.00 %		54,211.80	2,362.17	51,849.63	0000-000-0000-000-00-00-00000			0.00	0.00	0.00
342	071680	T430RECVRKR-01	NON	-NO	PT	1	1 1.00 0100-430-0000-004-00-00-51132	100.00 %		0.00	0.00	0.00	0000-000-0000-000-00-00-00000			0.00	0.00	0.00
343	071680	T137SENSRAB-00	SABT	-SA	SR ABATE	1	1 1.00 1000-135-0000-001-00-00-51140	100.00 %		0.00	0.00	0.00	0000-000-0000-000-00-00-00000			0.00	0.00	0.00
344	070740	T450DPVADMIN-01	TOCL	-01	C1	10	4 1.00 0200-450-0000-004-00-00-51121	90.00 %		0.00	0.00	0.00	0000-000-0000-000-00-00-00000			0.00	0.00	0.00
345	071205	S009PDCOCT-02	MTA	-26	M	1	7 1.00 1000-300-2320-120-03-00-51260	70.00 %		37,479.60	0.00	36,351.77	1000-300-2320-120-10-00-51260	30.00 %		0.00	0.00	36,152.23
346	002977	T137ASRBORD-01	ELEC	-EL	ASSESSOR	1	1 1.00 1000-137-0000-001-00-00-51180	100.00 %		0.00	0.00	0.00	0000-000-0000-000-00-00-00000			0.00	0.00	0.00

Emp# Position#
070204 S005PSYTEAM-03

Employee Maintenance

Employee Number: 070204 KAREN CARLSON
Position: S005PSYTEAM-03 PSYCHOLOGIST/TERM CHAIR 1 of 2

6 Accounting

Line	Account #	Salary Per Period	Benefit Per Period	Up to \$/Start Date	End Date	Actual Amount	Enc. Balance
1	1000-300-2120-126-10-00-51260	40,000.00	40,000.00	35,025.60		33,640.72	33,640.72
2	1000-300-2120-126-05-00-51260	60,000.00	60,000.00	52,538.40		59,838.28	59,838.28

Enc. Balance
33640.72
59838.28

The encumbered balance shown on the report comes from the Accounting tab of the employee maintenance screen; this example shows two different accounts, with the encumbered balance for each.

[BLG-SUP-SAPLAUC-1556]



7.2 #6838 Employee List – Highest Pay (Leave Code) Report [Fix]

6838-HREMPHIGHLEWOOD.REP Printed 26-Sep-2023

Town of Admins
Employee List - Highest Pay (Leave Code)

For Checks Dated: 01-Jan-2023 To 31-Aug-2023

Employee	Counter	Total	Hours	Days	Accr Hours	Accr Days	Used Hours	Used Days	Used Paid	Pd Out Hrs	Pd Out Days	Pd Out Amt	Forf Hours	Forf Days
002244 DUQUETTE, KEITH W	1	90090.55	1100.00	121.00	80.00	42.00	180.00	12.00	18910.06	840.00	39.00	71180.49		
000152 GRIFFIN, KEITH C	2	48696.94		158.00		60.00		98.00	68096.94					
002190 CLINTON, MICHAEL L JR	3	45102.40	262.18	43.50	50.00		20.00	8.50	7120.47	192.18	35.00	37981.93		
004159 COOK, MICHAEL F	4	33963.30		6.00		2.00		2.00			1.00	33963.30		
002262 MANNING, LAWRENCE P	5	32743.98		53.00		2.00		4.00	2425.48		50.00	30318.50		
010078 IRVING, KAREN E.	6	21618.91		55.75				55.75	21618.91					
002874 POIRIER, LYNN	7	20876.60		112.50		35.00		77.50	20876.60					
000040 MOORE, KEITH F	8	19619.88		39.84		3.00		3.00	1597.71		33.84	18022.17		
071044 WOLFE, MARIE	9	19125.81		85.25		37.00		25.75	9895.01		20.00	9230.80		
006330 RIVET, LAWRENCE M	10	18692.38	80.00	87.00	80.00	42.00		37.50	18692.38					

Total Employees Listed: 10

Selection Legend:
Timesheet Group(s):
Leave Code(s):
Accrual: Y
Used: Y
Paid Out: Y
Forfeited: Y

Before the software update, the report was truncating the last column. Now the last column (Forfeited Days) is shown.

6838-HREMPHIGHLEWOOD.REP Printed 23-Oct-2023 at 15:44:42 by THERESA Page 1

Town of Admins
Employee List - Highest Pay (Leave Code)

For Checks Dated: 01-Jan-2023 To 23-Oct-2023

Employee	Counter	Total	Hours	Days	Accr Hours	Accr Days	Used Hours	Used Days	Used Paid	Pd Out Hrs	Pd Out Days	Pd Out Amt	Forf Hours	Forf Days
002244 DUQUETTE, KEITH W	1	90090.55	1100.00	121.00	80.00	42.00	180.00	12.00	18910.06	840.00	39.00	71180.49		28.00
000152 GRIFFIN, KEITH C	2	78820.06		173.50		61.50		112.00	78820.06					
002190 CLINTON, MICHAEL L JR	3	45102.40	262.18	43.50	50.00		20.00	8.50	7120.47	192.18	35.00	37981.93		
004159 COOK, MICHAEL F	4	33963.30		6.00		2.00		2.00			1.00	33963.30		
002262 MANNING, LAWRENCE P	5	32743.98		53.00		2.00		4.00	2425.48		50.00	30318.50		-3.00
010078 IRVING, KAREN E.	6	21618.91		72.75		17.00		55.75	21618.91					
071050 COLLETTE, MICHAEL W JR	7	21304.55	219.00	63.50	108.00	27.00	111.00	36.50	21304.55					
002874 POIRIER, LYNN	8	20876.60		115.50		38.00		77.50	20876.60					
006330 RIVET, LAWRENCE M	9	19888.90	90.00	89.00	90.00	42.00		39.50	19888.90					7.50
000040 MOORE, KEITH F	10	19619.88		39.84		3.00		3.00	1597.71		33.84	18022.17		

Total Employees Listed: 10

Selection Legend:
Timesheet Group(s):
Leave Code(s):
Accrual: Y
Used: Y
Paid Out: Y
Forfeited: Y

[ADM-AUC-HR-10675]

8 CT Quarterly File – Social Security # Instead of Employee #s

The CT Quarterly process now combines records for employees by social security number, instead of employee number. This change was made to accommodate sites that assign a new employee number to a pensioner, who then returns to employment within the municipality in another capacity.

This allows retirees or other former employees to participate in a pension plan under a new employee number and be paid for election work, police details, senior work-off programs, etc., under a distinct employee number. Pension and “other” income are segregated by entity, ensuring the accuracy of year-end reporting on 1099R and W2 forms.

[ADM-AUC-HR-10687]



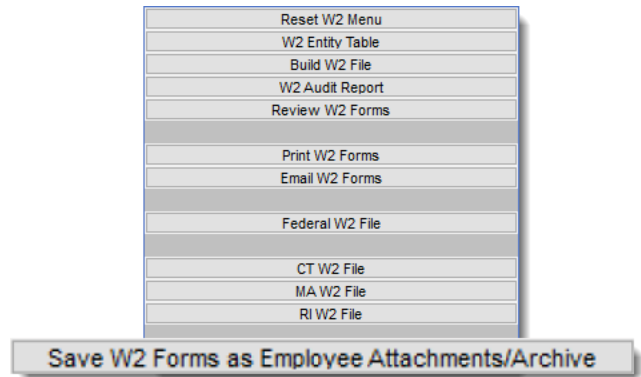
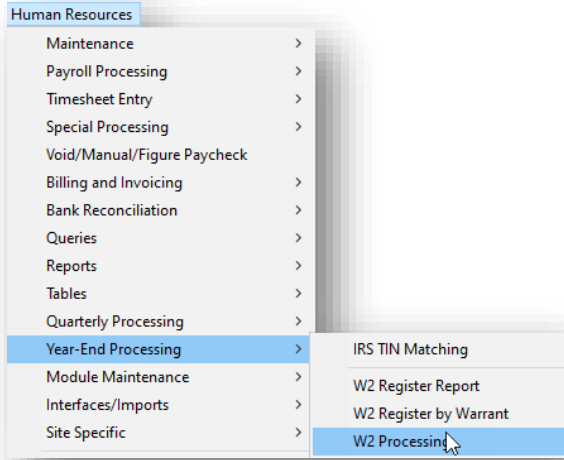
9 Year End Processing

All the year-end reporting forms (1099R, W2, and 1095C) were compared to the new versions from the IRS and updated as needed. These updates affected the *backers* on the 1099R and W2 forms. In addition, some enhancements described in the sections below were added to the processes and reports.

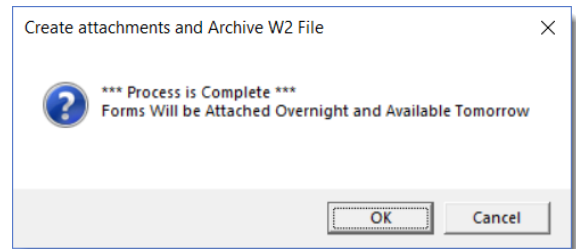
[ADM-AUC-HR-10682]

9.1 W2 Attachment Step

HR ► Year End Processing ► W2 Processing



When the **Save W2 Forms as Employee Attachments/Archive** step is run, the system will display this message as a reminder that the forms will be attached overnight and available on the following business day.





9.2 1095C Processing

ADMINS installed changes for the 2023 Calendar Year filing.

1.1.3 ACA Register Now Shows Coverage Declined Date

The 1095C ACA Register is produced when the work file is built. The report now includes a “Coverage Declined” date for covered individuals.

Employee#	Employee First Name	Middle Name	Last Name	Suffix SS#	Mailing Address	City	State	Zipcode									
002732	KAREN	E	DENNIS	XXXXX1412	219 PRISM ST	CAMBRIDGE	MA	02138-0000									
Line 14	All 12 Months																
Line 15	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug									
Line 16	189.75	189.75	189.75	189.75	189.75	189.75	195.25	195.25									
COVERED INDIVIDUALS Coverage Declined 27-Aug-2020																	
Line First Name	Middle Name	Last Name	Suffix SS#	Birth Date	AllMon	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
18	KAREN	E	DENNIS	XXXXX1412													

[ADM-AUC-HR-10622]

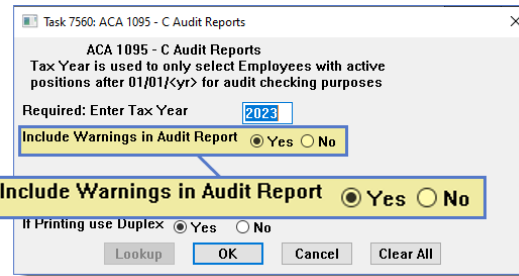
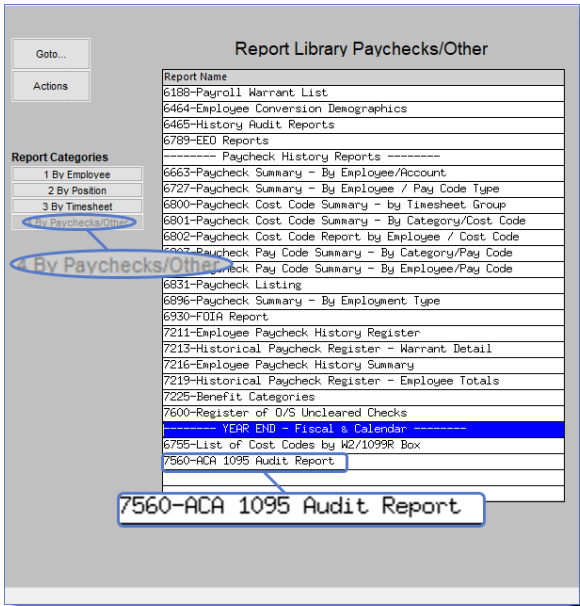
1.1.4 ACA Audit Report Prompt [Enhancement]

To access the report, from the menu, select:

HR ► Reports ► Report Library ► [4 By Paychecks/Other]

The Audit reports can be run either with or without the “Warning” messages. Warning messages identify errors that will not prevent the process from continuing.

To make it easier to run this report, the selection to include warnings will be saved the first time this report is run, and any subsequent reports will remember the selection.

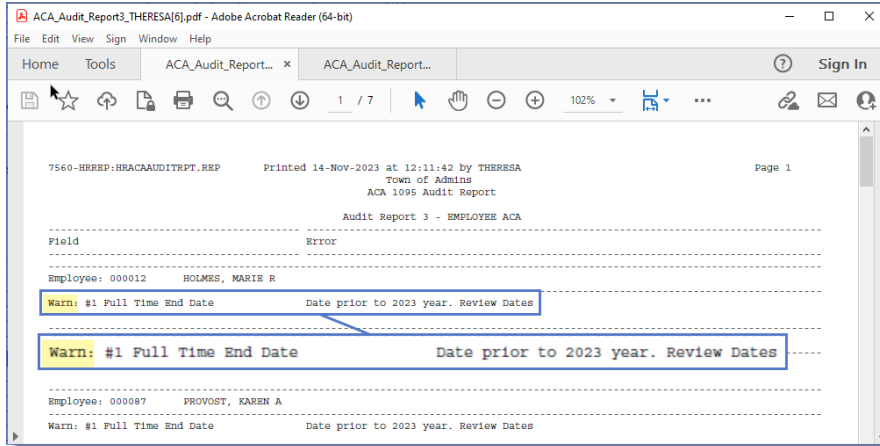


The #7560 ACA 1095 Audit Report runs four different reports:

Audit Report #1 Checks for errors on the Entity Table

Audit Report #2 Checks for Bargaining Unit Errors
Audit Report #3 Checks for Employee Errors

Audit Report #4 is a list of New Hires, Terminations, and Position Changes. It does not show errors.



Errors that are “Warnings” will be prefixed with **“Warn:”** as shown at left.

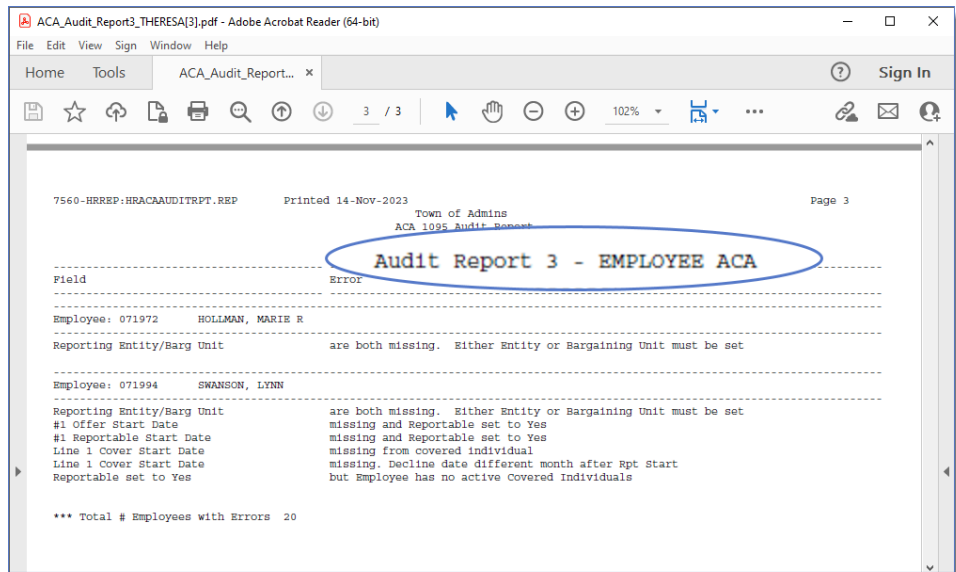
Figure 9 The Audit Report #3 Employee ACA errors showing the warning

[ADM-AUC-HR-10613]

1.1.5 ACA Audit Report #3 [Fix]

Before the software update, the report listed employees with errors that were hired after the calendar year end.

This was corrected and employees with hire dates after the calendar year being reported on (*that have errors*) will not be listed on the audit reports.

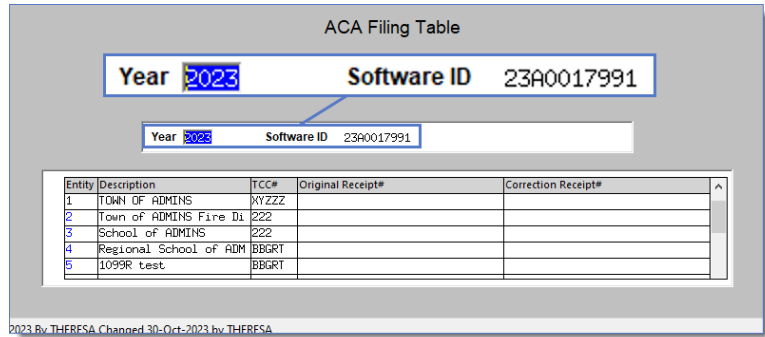
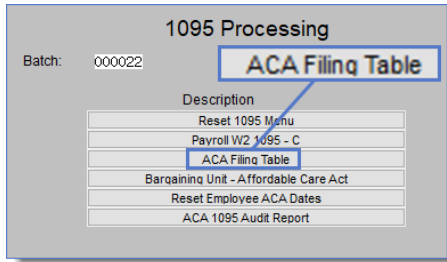


[ADM-AUC-HR-10607]



1.1.6 2023 Software ID 23A0017991

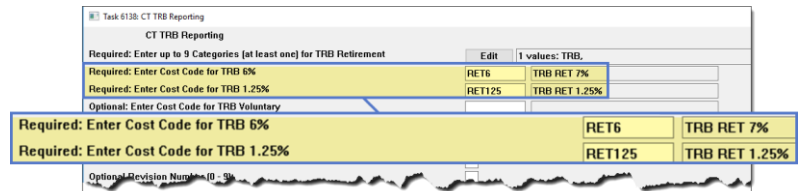
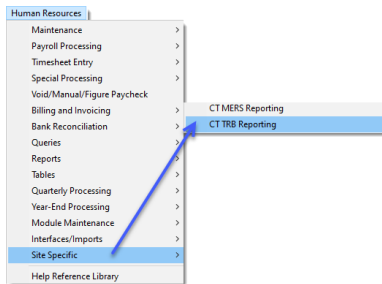
The 2023 Filing software ID was updated. If the ID on your filing table *is not* **23A0017991**, please notify support@admins.com before filing; we will update the Software ID.



[ADM-AUC-HR-10684]

10 Site Specific–CT TRB Reporting

Human Resources ▶ Site Specific ▶ CT TRB Reporting



Before – the TRB Cost Codes accepted a single code

ADMINS updated the CT TRB report to allow for multiple 7% and 1.25% cost codes. This allows corrections codes to be included in the reporting.

The label on the field was updated from 6% to 7%.

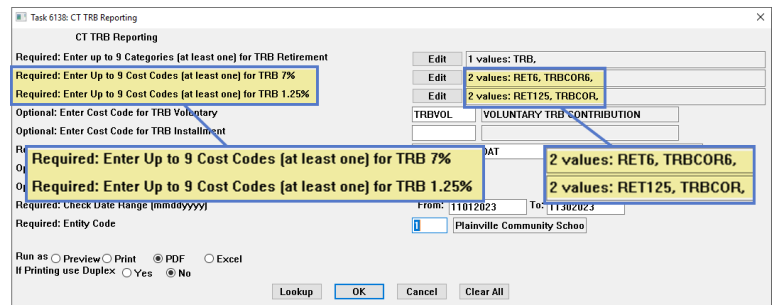


Figure 10 After – Up to 18 TRB Cost Codes can be reported on (9 for TRB 7%, 9 for TRB 1.25%)

[PCS-SUP-SAPLAUC-717]

11 Help Reference Library

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

11.1 New or Updated in the Help Reference Library

Employee Positions	HR–110 Employee Maintenance Screens	[Updated]
Payroll Processing	HR–310 Payroll Processing Flowchart	[Updated]
Site Specific	HR–1085 Middletown Board of Education Frontline Timesheet Import	[New]