



# HUMAN RESOURCES

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## RELEASE NOTES – JUNE 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Human Resources** system. The ADMINS Support staff installed these changes to your system on **June 21, 2014**.

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# 1. EMPLOYEE MAINTENANCE

## 1.1. Posting Encumbrance Adjustments

An issue with the posting of Human Resources encumbrances that left the General Ledger Transaction Code blank when posting to the General Ledger was corrected.

[PCS-SUP-SAPLAUC-409]

## 1.2. Adding a New Employee

Prior to the software update, when adding a position to a new or existing employee, if the selected position lacked a default General Ledger Account number, the missing General Ledger Account error was shown *after* filling in the date of hire and confirming the salary. Two enhancements were made to this process to 1.) alert the user and 2.) prompt for the entry of the account number during the process.

### 1.2.1. Lookup Enhanced

The lookup now indicates that the Account number is blank:

Category	Position#	Description	BargUnit	Current	Employee Note
ADMIN	S000 -00	CUSTODIAN 2	AFL -AF	Multiple Employees	Acct # blank; cannot use posit
ADMIN	S006ATHDIRE-01	ATHLETIC DIRECTOR	SNGL -01	Multiple Employees	
ADMIN	S006MISMIS -03	SENIOR IT SPECIALIST	SNGL SCH-12MT	Multiple Employees	
ADMIN	S006PRIVPRI-01	VICE PRINCIPAL	SNGL -01	Multiple Employees	
ADMIN	S006BUSCOOP-01	BUSINESS COORDINATOR	SNGL -01	Multiple Employees	

The position may still be selected

Required: Enter Position

Buttons: Lookup, OK, Cancel, Clear All

The prompts will appear for the date of hire and salary information:

Required: Enter Bargaining Unit

Required: Enter Schedule

Required: Enter Grade

Required: Enter Step

Required: Enter Full-Time Equivalent

Required: Enter Date of Hire (mmddyyyy)

Buttons: Lookup, OK, Cancel, Clear All

Annual

Period

Daily

Hourly

Per Diem

Tier

Buttons: OK, Cancel

### 1.2.2. Prompt for Missing Account Number

Then a prompt will appear requiring that a default account number be entered, which may be chosen from a lookup or entered directly.



[AUC] 6439-Employee Maintenance [Theresa]

Add Position to Employee

Fiscal year for Account: 2014

Required: Enter Account#: 1000-421-0000-004-00-00-51130

Buttons: Lookup, OK, Cancel, Clear All

[ADM-AUC-HR-9484]

### 1.3. Employee Deductions – Additional Amounts

The employee deduction/benefit screen has been modified so that the Original Amount and the Remaining Balance fields can only be changed if there is an amount to be taken.

The amount to be taken is set based on the Cost Code Table Flat Amount or Base Bucket % or by the entry of an Additional Amount in the employee deduction/benefit screen.

To access this screen, select **Human Resources ► Maintenance ► Employee Maintenance** and click on the deductions tab. It should allow an original amount and remaining balance only if there is an additional amount or a table amount.

CostCode	Effective	Stop Date	Table Amount	Message	Additional Amount	Additional Start Date	Additional Stop Date	Original Amount	Remaining Balance
DIRDEP	07-Sep-1982		999,999.99						
ER_BCF26	01-Jan-2012							20,460.00	
HMOF26	07-Sep-1982		157.38					4,092.00	3,462.48
IINS-BW	07-Sep-1982		.12						
MTPN11	07-Sep-1982		11,0000%					1,000.00	1,000.00
RETLIFE	01-May-2014		20.00		25.00	01-May-2014			
JJD-PRO	07-Sep-1982		28.30					736.00	622.60

[ADM-AUC-HR-9490]

## 2. PAYROLL PROCESSING

### 2.1. Emailing Direct Deposit Advice to Employees

ADMINS is pleased to announce a new feature for our Human Resources customers. You will now be able to email Direct Deposit Advice to your employees. These files are encrypted and password protected. The details are found in **Human Resources ► Help Reference Library ► Payroll Processing ► Emailing Direct Deposit Advice**.

[ADM-AUC-DOC-91]  
[ADM-AUC-HR-9432]



### 3. BILLING AND INVOICING

The **Detail Billing** process has been renamed to **Billing and Invoicing** to reflect its use for multiple Accounts Receivable scenarios, such as Police Details, Custodian Details and other applications. There is a new document available that describes the many enhancements to the process that are included in this software update. Find the document under **Human Resources ► Help Reference Library ► Special Processing**.

[ADM-AUC-HR-9481]

### 4. QUERIES

#### 4.1. Vendor Check History

The **Check Listing** report has been changed to make the Vendor Number optional. This report is accessed from the **Check Listing** button on the **Human Resources ► Queries ► Vendor Check History** screen.

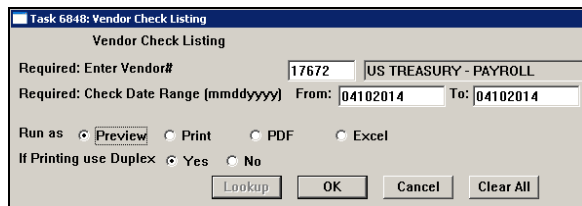
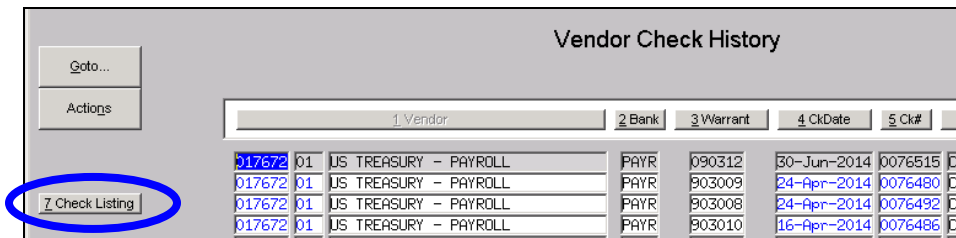


Figure 1 Before

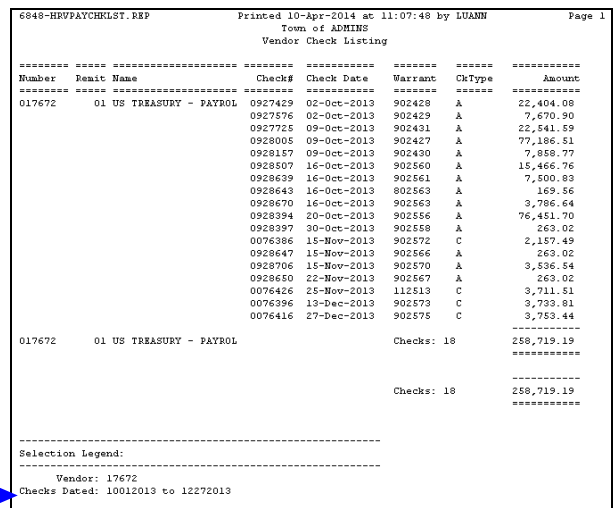


Figure 2 Before

This will now print a listing of all vendor checks generated during payroll processing for the check date range selected. The first example shows a single date selected – only checks dated December 27, 2013 will be listed.



**Task 6848: Vendor Check Listing**

Vendor Check Listing

Optional: Enter Vendor#

Required: Check Date Range (mmddyyyy) From: 12272013 To: 12272013

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

6848-HRVPAYCHKLST.REP Printed 10-Apr-2014 at 11:11:33 by LUANN Page 1  
Town of ADMINS  
Vendor Check Listing

Number	Remit Name	Check#	Check Date	Warrant	CkType	Amount
017672	01 US TREASURY - PATROL	0076416	27-Dec-2013	902575	C	3,753.44
017673	01 MASSACHUSETTS DOR -	0076417	27-Dec-2013	902575	C	1,684.45
						Checks: 2 5,437.89

Selection Legend:  
-----  
Checks Dated: 12272013 to 12272013

Figure 3 After

The second example specifies a Check Date Range from October 1, 2013 through December 27, 2013

**Task 6848: Vendor Check Listing**

Vendor Check Listing

Optional: Enter Vendor#

Required: Check Date Range (mmddyyyy) From: 10012013 To: 12272013

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

6848-HRVPAYCHKLST.REP Printed 10-Apr-2014 at 11:12:39 by LUANN Page 1  
Town of ADMINS  
Vendor Check Listing

Number	Remit Name	Check#	Check Date	Warrant	CkType	Amount	
017672	01 US TREASURY - PAYROL	0927429	02-Oct-2013	902428	A	22,404.08	
		0927576	02-Oct-2013	902429	A	7,670.90	
		0927725	09-Oct-2013	902431	A	22,541.59	
		0928005	09-Oct-2013	902427	A	77,186.51	
		0928157	09-Oct-2013	902430	A	7,858.77	
		0928507	16-Oct-2013	902560	A	15,466.76	
		0928639	16-Oct-2013	902561	A	7,500.83	
		0928643	16-Oct-2013	802563	A	169.56	
		0928670	16-Oct-2013	902563	A	3,786.64	
		0928394	20-Oct-2013	902556	A	76,451.70	
		0928397	30-Oct-2013	902558	A	263.02	
		0076386	15-Nov-2013	902572	C	2,157.49	
		0928647	15-Nov-2013	902566	A	263.02	
		0928706	15-Nov-2013	902570	A	3,536.54	
		0928650	22-Nov-2013	902567	A	263.02	
		0076426	25-Nov-2013	112513	C	3,711.51	
		0076396	13-Dec-2013	902573	C	3,793.81	
		0076416	27-Dec-2013	902575	C	3,753.44	
017672	01 US TREASURY - PAYROL					Checks: 18	258,719.19
017673	01 MASSACHUSETTS DOR -	0927430	02-Oct-2013	902428	A	7,560.05	
		0927577	02-Oct-2013	902429	A	3,452.70	
		0927726	09-Oct-2013	902431	A	7,481.47	
		0928006	09-Oct-2013	902427	A	29,052.40	
		0928158	09-Oct-2013	902430	A	3,537.17	
		0928508	16-Oct-2013	902560	A	5,671.07	
		0928640	16-Oct-2013	902561	A	3,368.06	
		0928644	16-Oct-2013	802563	A	58.13	
		0928671	16-Oct-2013	902563	A	1,294.22	
		0928395	20-Oct-2013	902556	A	28,547.05	
		0928398	30-Oct-2013	902558	A	70.91	
		0076387	15-Nov-2013	902572	C	1,018.44	
		0928648	15-Nov-2013	902566	A	70.91	

Figure 4 After

[ADM-AUC-HR-9489]

## 4.2. Leave History Screen Transactions Tab

### 4.2.1. New Calculated Balance Column

This screen displays leave by the most recent leave date. The calculated balance column is a new column that show the balance based on the screen display. The legacy column, posted balance, is the balance based on the warrant calculation date. The posted balance will match the employees check information and check images. To access the screen, select **Queries ▶ Leave History ▶ Transactions Tab**.

**[BLG] 6822-Leave History Transactions [trainbeth]**

File Edit Ledgers Human Resources Favorites Help

Leave History Transactions

Employee: 001108 ELDREDGE, DONALD L  
Accrual Group: CL03 CLERICAL 30 HRS/WK  
Leave Code: VACATION Vacation

1 Summary 2 Summary/Accrual Group 3 Transactions 4 Calendar

Leave Date	Type	Accrual	Used/For	Balance	Warrant	Posted	Note
01-Jan-2014	days		41.00	25.00	902465	02-Jan-2014	Forfeiture
01-Jan-2014	days	25.00		66.00	902465	02-Jan-2014	Accrual
01-Jan-2014	days	1.50		26.50	902472	16-Jan-2014	Accrual
01-Oct-2013	days	1.50		41.00	902434	10-Oct-2013	Accrual
01-Jul-2013	days	1.50		39.50	902406	25-Jul-2013	Accrual
01-Apr-2013	days	1.50		53.50	902364	19-Apr-2013	Accrual
01-Jan-2013	days	1.50		52.00	902318	03-Jan-2013	Accrual
01-Jan-2013	days			50.50	902318	03-Jan-2013	Forfeiture

Figure 5 Before



**Leave History Transactions**

Go to... Actions

Employee: 001006 CORRIVEAU, LYNN L  
Accrual Group: PROF PROFESSIONAL UNION  
Leave Code: VACATION Vacation

1 Summary 2 Summary/Accrual Group 3 Transactions 4 Calendar

Leave Date	Type	Accrual	UsedFor	Calculated Balance	Warrant	Posted Balance	Posted Date	Notes
02-Oct-2013	days	1.00		26.00	902431	26.00	03-Oct-2013	Used
01-Oct-2013	days	.50		27.00	902431	27.00	03-Oct-2013	Used
27-Aug-2013	days	1.00		27.50	902419	27.50	29-Aug-2013	Used
13-Aug-2013	days		.50	28.50	902410	28.50	15-Aug-2013	Used
01-Jul-2013	days	1.50		29.00	902406	29.00	25-Jul-2013	Accrual
01-Apr-2013	days	1.50		27.50	902364	35.25	19-Apr-2013	Accrual
05-Feb-2013	days	.50		26.00	902338	33.75	08-Feb-2013	Used
25-Jan-2013	days	1.00		26.50	902335	34.25	31-Jan-2013	Used
24-Jan-2013	days	1.00		27.50	902335	35.25	31-Jan-2013	Used
23-Jan-2013	days	1.00		28.50	902333	36.25	25-Jan-2013	Used
22-Jan-2013	days	1.00		29.50	902333	37.25	25-Jan-2013	Used
18-Jan-2013	days	1.00		30.50	902333	38.25	25-Jan-2013	Used
17-Jan-2013	days	1.00		31.50	902333	39.25	25-Jan-2013	Used
16-Jan-2013	days	1.00		32.50	902329	40.25	17-Jan-2013	Used
15-Jan-2013	days	1.00		33.50	902329	41.25	17-Jan-2013	Used
14-Jan-2013	days	1.00		34.50	902329	42.25	17-Jan-2013	Used
11-Jan-2013	days	1.00		35.50	902329	43.25	17-Jan-2013	Used
01-Jan-2013	days	1.50		36.50	902318	44.25	03-Jan-2013	Accrual
01-Jan-2013				35.00	902318	42.75	03-Jan-2013	Forfeiture
01-Jan-2013	days	25.00		35.00	902318	42.75	03-Jan-2013	Accrual
01-Jan-2013	days		7.75	10.00	902406	27.50	25-Jul-2013	Forfeiture

The leave date is in descending order...the posting dates are not in order if the leave is posted as an adjustment on a future warrant

Figure 6 After

[ADM-AUC-HR-9484]

## 5. REPORTS

### 5.1. Employee Leave Balance Listing

This report was repeating the As of Date for each line. It has been corrected to show only one As of Date for each balance (hours and days for each accrual code).

6079-HREMPLEV.REP Printed 29-May-2014 at 11:44:39 by THERESA Page 1

Town of ADMINS  
Employee Leave Balance Listing

Employee	Accrual Code	Leave Code	Beginning Balance	Accrual	Taken	Forfeited	Paid Out	Balance	As Of Date
000062 MCDONOUGH, LYNN E	CLO2	PERSONAL	.00 Hours .00 Days	.00 Hours 2.00 Days	.00 Hours .00 Days	.00 Hours .00 Days	.00 Hours .00 Days	.00 Hours 2.00 Days	09-Apr-2014
000152 GARIEPY, KEITH C	ADHN	PERSONAL	.00 Hours .00 Days	.00 Hours 10.00 Days	.00 Hours 8.00 Days	.00 Hours .00 Days	.00 Hours .00 Days	.00 Hours 2.00 Days	09-Apr-2014
000152 GARIEPY, KEITH C	ADHN	SICKLEA	.00 Hours 120.00 Days	.00 Hours 52.00 Days	.00 Hours 28.00 Days	.00 Hours 18.00 Days	.00 Hours 40.00 Days	.00 Hours 86.00 Days	09-Apr-2014
000152 GARIEPY, KEITH C	ADHN	VACATION	.00 Hours 31.50 Days	.00 Hours 126.50 Days	.00 Hours 105.00 Days	.00 Hours .00 Days	.00 Hours .00 Days	.00 Hours 53.00 Days	09-Apr-2014
001001 DEVITT, MARIE A	CFO	PERSONAL	.00 Hours 1.00 Days	.00 Hours 8.00 Days	.00 Hours 8.50 Days	.00 Hours .00 Days	.00 Hours .00 Days	.00 Hours .50 Days	05-Mar-2014
001001 DEVITT, MARIE A	CFO	SICKLEA	.00 Hours 120.00 Days	.00 Hours 42.50 Days	.00 Hours 34.00 Days	.00 Hours 8.50 Days	.00 Hours .00 Days	.00 Hours 120.00 Days	05-Mar-2014
001001 DEVITT, MARIE A	CFO	VACATION	.00 Hours 3.00 Days	.00 Hours 120.00 Days	.00 Hours 110.50 Days	.00 Hours .00 Days	.00 Hours 12.50 Days	.00 Hours .00 Days	05-Mar-2014

[ADM-AUC-HR-9503]



## 5.2. By Employee ▶ Employee Profile Card

Prior to the update, the profile card printed data for Leave Balance codes no longer in use. This report was changed to show only active codes.

EMPLOYEE PROFILE CARD AS OF 29-May-2014																							
EMPLOYEE 070559			Mailing Address				Personal Data																
MILLER, FRED 1 MAIN STREET BRISTOL NH 03222-0000			MILLER, FRED 1 MAIN STREET BRISTOL NH 03222-0000				SS# : 125-33-0000 Gender: Male D.O.B: ** Unknown ** Previous Name: Race: ** Unknown **																
Contact Information			Tax Withholdings																				
Tel 1: ** Unknown ** Tel 2: (000) 000-0000 Tel 3: (000) 000-0000 Emergency: ** Unknown ** Contact: ** Unknown **			<table border="1"> <thead> <tr> <th>Type</th> <th>Table</th> <th>#Exempts</th> </tr> </thead> <tbody> <tr> <td>Federal</td> <td>FED</td> <td>M</td> </tr> <tr> <td>State</td> <td>MA</td> <td>M</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> </tbody> </table>									Type	Table	#Exempts	Federal	FED	M	State	MA	M	Other		
Type	Table	#Exempts																					
Federal	FED	M																					
State	MA	M																					
Other																							
Positions																							
Position	Description	Bargaining Unit	Pay Group	Schedule	Grade	Step	FTE	Hire Date	Terminated	EEO/Original	Hire Date												
S012CUS1STS-01	CUSTODIAN	AFL-AF	12 MTH	CU	1	1	1.00	01-Jan-2014			21-Nov-2013												
T183DISCOMM-01	COMMISSION ON DISABILITY	NON-NO	TW	UNK	1	1	.05	01-Jan-2014			21-Nov-2013												
T253INSPLMB-01	PLUMBING & GAS INSPECTOR	TOCL-01	TW	C6	11	1	1.00	21-Nov-2013			21-Nov-2013												
Leave Balances																							
Code - Description	Begin Balance	Accruals	Taken		Forfeit		Prior YR		Balance														
PERSONAL Personal	Hrs Days	Hrs Days	Hrs	Days	Hrs	Days	Hrs	Days	Hrs	Days													
		2.00								2.00													
Salary History																							
** Shows 3 Positions (last salary for each) **																							
Position	Effective	Bargaining Unit	Schedule	Grade	Step	FTE	Annual	Period	Daily	Hourly													
S012CUS1STS-01	01-Jan-2014	AFL-AF	CU	1	1	1.00	31,928.00	614.00	122.80	15.3500													
T183DISCOMM-01	01-Jan-2014	NON-NO	UNK	1	1	.05	1.00	.50	.25	40.0000													
T253INSPLMB-01	21-Nov-2013	TOCL-01	C6	11	1	1.00	18,543.20	356.60	71.32	17.8300													
Accounting																							
** Shows 3 Positions (one acctg line per position) **																							
Position	Account	SalaryPer	BenefitPer	Pay Per	Pay Per	Up to \$	Start Date	End Date	Actual Amount	Encumb Amt													
S012CUS1STS-01	1000-300-4110-190-12-00-51450	100.0000	100.0000																				
T183DISCOMM-01	1000-183-0000-001-00-00-51140	100.0000	100.0000																				
T253INSPLMB-01	1000-253-0000-002-00-00-51110	100.0000	100.0000																				
Deductions																							
Code - Description	Effective	Stop	Amount	Amount	Additional	Start	Stop	PreTax															
Tier: 1 Position: S012CUS1STS-01 CUSTODIAN																							
Tier: 1 Position: T183DISCOMM-01 COMMISSION ON DISABILITY																							
Tier: 1 Position: T253INSPLMB-01 PLUMBING & GAS INSPECTOR																							

[ADM-AUC-HR-9492]



### 5.3. Post Labor Distribution – Split Payroll

The Labor Distribution Summary report was enhanced with a legend that indicates the time and benefit split used in the posting. This will aid the user when investigating how payroll was posted across fiscal years.

7285-HRLABDSTSUM.REP		Printed 27-May-2014 at 16:25:20 by THERESA	
Payroll Batch: 1272		Town of ADMINS	
Employee/Account		Debit	Credit
-----		-----	-----
Report Total		66154.98	66154.98
-----		-----	-----
Account Type Summary	Debit	Credit	Encumbrances
-----	-----	-----	-----
Asset	516.00	25,169.03	
Liability	34,997.39	40,985.95	
Fund Equity			
Revenue			
Expenses	30,641.59		
-----			
Split Payroll Legend			
-----			
Time Split Indicator -- Hourly-Days Worked or Salaried-%	Chargeback Percentage --		50.00
Benefit Split Indicator -- Percentage	Chargeback Percentage --		50.00

[ADM-AUC-HR-9241]

### 5.4. Employee List – Email Address for Direct Deposit

We added a new report to the Reports Library that lists all non-terminated employees who have a Net Direct Deposit code assigned to their position. This will generate an Excel file that contains all employees with and without email addresses assigned. You may sort and use the Excel output in any method you wish to obtain missing email addresses from employees enrolled in direct deposit.

This report will help you to prepare for emailing direct deposit advices to your employees.

Employee	TimesheetGrp	BargUnit	Position#	Description	CostCode	Description	Email
AMBLER, LAWRENCE V.	SCHOOL-BMMS	AFL -AF	S012CUS1STS-01	CUSTODIAN	DIRDEP	DIRECT DEPOSIT	
LAFFERRIERE, LAWRENCE E.	SCHOOL-BMMS	AFL -AF	S012CUS1STS-05	CUSTODIAN	DIRDEP	DIRECT DEPOSIT	lambler@yahoo.com
RANIERI, KEITH P	SCHOOL-BMMS	AFL -AF	S006CUS2NDS-09	CUSTODIAN	DIRDEP	DIRECT DEPOSIT	
MORGAN, LYNN A	SCHOOL-BMMS	AFL -AF	S010ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIA	DIRDEP	DIRECT DEPOSIT	lmorgan72286@comcast.net
ZAPPALA, MICHAEL N	SCHOOL-BMMS	AFL -AF	S005ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIA	DIRDEP	DIRECT DEPOSIT	
FONTAINE, KAREN	SCHOOL-BMMS	AFL -AF	S012SCHCLRK-01	CLERK 12 MONTH	DIRDEP	DIRECT DEPOSIT	kfontaine21084@yahoo.com
BRENNAN, LYNN	SCHOOL-BMMS	AFL -AF	S012ABAABAS-02	APPLIED BEHAVIOR ANALYSIS TECHNICIA	DIRDEP	DIRECT DEPOSIT	
FLYNN IV, LYNN	SCHOOL-BMMS	AFL -AF	S012ABAABAS-02	APPLIED BEHAVIOR ANALYSIS TECHNICIA	DIRDEP	DIRECT DEPOSIT	lflynnIV@gmail.com
MORRILL, KAREN S	SCHOOL-BMMS	AFL -AF	S012ABAABAS-02	APPLIED BEHAVIOR ANALYSIS TECHNICIA	DIRDEP	DIRECT DEPOSIT	kmorrill@gmail.com
GLENN, MARIE L	SCHOOL-BMMS	AFL -AF	S012ABAABAS-02	APPLIED BEHAVIOR ANALYSIS TECHNICIA	DIRDEP	DIRECT DEPOSIT	

You may run this report by selecting **Human Resources ▶ Reports ▶ Employees ▶ Employee List – Email Address for Direct Deposit.**

Report Library By Employee	
<b>Report Name</b>	
6462-Employee Profile Audit Report	Sample Run
6715-Employee List - Salary Level for Date Range	Sample Run
6144-Payroll Labor Costs for a Period - Expected Amount	Sample Run
6125-Employee Encumbrance Balance Report	Sample Run
6497-Employee List - Email Address for Direct Deposit	Sample Run





### 5.4.1. Identifying Eligible Employees

The report selects active employees (not terminated) who have a direct deposit code assigned.

**Employee Maintenance**

Goto... Actions

Employee Number: 000012 MARIE R HOLMES  
Position: S009SPDSPEE-01 SPEECH THERAPIST 2 Of 2

Current Tier: 1

1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting

CostCode	Effective	Stop Date	Table	Amount	Message	Ad	Amount
DIRDEP	07-Sep-1982			999,999.99			
ER BCF26	01-Jan-2012						
HMOE26	07-Sep-1982			157.38			

If the employee is non-terminated and has a Direct Deposit code assigned...

**Cost Code Table**

Cost Code: DIRDEP DIRECT DEPOSIT

Calculation

Method 1 Use Tax Rate Table  
 Method 2 Flat Amount \$ 999999.99  
 Method 3 Base Bucket% Base Bucket # Over Annual \$

5 General 6 Accounting 7 Base Buckets 8 Periods to Take 9 Tiers

Category: NETDIR NET DIRECT DEPOSIT

Deduction Holdover Method: 4 Take Available Amount - N

Employee Direct Deposit:  Yes  No

Where the code has BOTH a Holdover method of 4 and a YES set on Employee Direct Deposit

### 5.4.2. Updating / Adding an Employee's Email Address

In order to update an employee's email address, locate the employee in the **Master Maintenance** screen and enter the updated value in the space shown below. The DD Email checkbox and Test button have been added to this screen. See the **Emailing Direct Deposit Advice** document in the **Help Reference Library** for more information.



[ADM-AUC-HR-9495]

## 6. TABLES

### 6.1. Maintain Bank Codes

On April 16, 2014 AUC conducted a focus group webinar to introduce a new feature called “CASH BOOK”. This software update includes changes to the system in preparation for implementing this new functionality. Throughout this document are references to changes made to be used with the new Cash Book feature. The CASH BOOK will be released in the second half of 2014.

#### 6.1.1. Edit List Enhanced

The edit list now offers the option to create XML, CSV and excel output. The excel option includes a column to show if the account listed is a Cash Book account.

	A	B	E	F	G	H	I	J
1	Bank	Name	AP-Cash	HR-Cash	TR-Cash Override	DirDep?	CashBk?	Status
2	0001	BANK OF AMERICA	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	****-000-0000-000-00-00-10400		Y	A
3	0002	HR DIRECT DEPOSIT	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y	Y	A
4	0003	HR DIRECT DEPOSIT	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y		A
5	AFCU	AFFINITY FED CR UN	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y		A
6	AM	AMERICAN EXPRESS	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000			A
7	APCO	APCO EMPLOYEE CREDIT UNION	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y		A
8	AUBN	AUBURNDALE CO-OP BK	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y		A

[ADM-AUC-SY-7902]

#### 6.1.2. Cash Book Bank Radio Button

To identify banks that are to be included in the new Cash Book process, a radio button was added to the Maintain Bank Codes screen, accessed via **Accounts Payable Tables ▶ Bank Codes**.

[ADM-AUC-SY-7900]

#### 6.1.3. Imprest Fund Radio Button



In addition to adding the cash book account radio button an additional radio button indicates if the cash book account is an imprest account.

This is only used in cash book processing to create reversing transactions for all transactions that flow into an imprest account.

Figure 7 Before

Figure 8 After

[ADM-AUC-SY-7903]

## 6.2. Bargaining Unit Table

A cosmetic change was made to the Holidays tab of the bargaining unit table so that the entire word **[More]** is displayed without truncation indicating that the user should page down for more data.

Date	Description	Pay Code	Hours	Days	Add, Substitute or Ignore	Only if Worked	Recurrence	Month	Week	Day of Week
12-Mar-2010	Inservice Day	INS DAY			<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No				N
02-Apr-2010	Good Friday				<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No				N
19-Apr-2010	Spring break				<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No				N



[ADM-AUC-HR-9492]

### 6.3. Cost Code Table

A change was made to the Cost Code Table Accounting Tab to prevent data entry in the Liability account field if anything other than AP Voucher was selected on the Vendor Notes Tab. Liability accounts are not used for check, wire and ACH payments.

Figure 9 Accounting Tab

Figure 10 Vendor Notes Tab

[ADM-AUC-HR-9494]

## 7. HELP REFERENCE LIBRARY

### 7.1. New or Updated Documentation

The following new or updated documentation was added to the Human Resources Help Reference Library

- Payroll Processing      Emailing Direct Deposit Advice
- Special Processing:      Retroactive Pay Document and Slides
- Special Processing      Billing & Invoicing
- Other                      Implementing a New Bank Account