



# HUMAN RESOURCES

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## RELEASE NOTES – JUNE 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **HUMAN RESOURCES** system and installed on your site in June 2015.

### TABLE OF CONTENTS

<b>1. WARRANT/CREATE TIMESHEET SCREEN .....</b>	<b>2</b>
1.1. In Progress Warrants Report .....	2
1.2. Check Date and Post Date Column Sorting .....	3
<b>2. LEAVE ACCRUAL RULES [APPLIES TO CONNECTICUT SITES ONLY] .....</b>	<b>4</b>
2.1. Leave Accrual Rules Table Did Not Allow Accrual Code Entry .....	4
<b>3. PAYROLL PROCESSING .....</b>	<b>5</b>
3.1. Timesheet History Summary by TS Group/Employee .....	5
3.2. Time Sheet Entry – Records With Missing Pay Code .....	6
3.3. New Report: Cost Code Problems.....	7
3.4. Check Printing - Leave Information.....	8
<b>4. REPORTS .....</b>	<b>8</b>
4.1. Paycheck Cost Code Report by Employee / Cost Code .....	8
4.2. Employee Leave Balance Report.....	9
4.3. Detail Billing Calculation Report Change .....	10
4.4. Weekly Table Audit Report Change .....	11
<b>5. QUARTERLY PROCESSING.....</b>	<b>11</b>
5.1. Federal Quarterly Reporting – Schedule 941.....	11
5.2. Module Control 6012 – Additional Medicare Tax.....	12
<b>6. MASSACHUSETTS TEACHERS RETIREMENT.....</b>	<b>13</b>
6.1. Export File .....	13
<b>7. TABLES.....</b>	<b>14</b>
7.1. Over 50K Life Insurance .....	14
7.2. Bargaining Unit Schedule.....	16
<b>8. IRS: 1095-C.....</b>	<b>16</b>
8.1. Employer Provided Health Insurance Offer and Coverage .....	16
<b>9. HELP REFERENCE LIBRARY.....</b>	<b>16</b>
9.1. New or Updated Documentation .....	16



# 1. WARRANT/CREATE TIMESHEET SCREEN

## 1.1. In Progress Warrants Report

Prior to update, the Edit list did not contain ALL of the warrants listed in the In-process warrant screen. The warrants listed on the In-Process screen now match with the report.

Under the ACTIONS tab on the **Warrant/Create Timesheet Screen** ▶ click on **In-Process Warrants**.

**Warrant/Create Timesheet Screen**

1 Details

Warrant#	Check Date	Post Date	Pay Period	Bank	Start	End	Status	# Unposted
902878	01-Jul-2015	20-Apr-2015	WE	PAYR	01-Jul-2015	14-Jul-2015	Posted	
902877	30-Apr-2015	17-Apr-2015	WE	PAYR	15-Apr-2015	28-Apr-2015	Posted	
902876	15-Apr-2015	17-Apr-2015	WE	PAYR	01-Apr-2015	07-Apr-2015	Posted	
902875	04-Apr-2015		BI	PAYR	12-Mar-2015	25-Mar-2015	Uncalculated	
902874	15-Apr-2015	17-Apr-2015	WE	PAYR	01-Apr-2015	07-Apr-2015	Posted	
902873	21-Mar-2015	08-Mar-2015	BI	PAYR	26-Feb-2015	11-Mar-2015	Posted	
902872	07-Mar-2015		BI	PAYR	12-Feb-2015	25-Feb-2015	Checks Printed	
902871	21-Feb-2015	17-Feb-2015	BI	PAYR	29-Jan-2015	11-Feb-2015	Posted	
902570	21-Feb-2015		BI	PAYR	29-Jan-2015	11-Feb-2015	Checks Printed	
902569	07-Feb-2015	13-Feb-2015	BI	PAYR	15-Jan-2015	28-Jan-2015	Posted	

Next click Edit List

**Warrant/Create Timesheet Screen**

In-Prog

1 Details

Warrant#	Check Date	Post Date	Pay Period	Bank	Start	End	Status	# Unposted
902875	04-Apr-2015		BI	PAYR	12-Mar-2015	25-Mar-2015	Uncalculated	
902872	07-Mar-2015		BI	PAYR	12-Feb-2015	25-Feb-2015	Checks Printed	
902570	21-Feb-2015		BI	PAYR	29-Jan-2015	11-Feb-2015	Checks Printed	
902549	06-Aug-2014		WE	PAYR	24-Jul-2014	30-Jul-2014	Checks Printed	
902536	13-Aug-2014		BI	PAYR	24-Jul-2014	06-Aug-2014	Uncalculated	
112014	18-Nov-2014		WE	PAYR	16-Nov-2014	22-Nov-2014	Checks Printed	
111014	10-Nov-2014		WE	PAYR	07-Nov-2014	13-Nov-2014	Checks Printed	
012714	25-Jan-2015		WE	PAYR	21-Jan-2015	27-Jan-2015	Uncalculated	2
001231	31-Dec-2013		WE	PAYR	31-Dec-2013	31-Dec-2013	No Time Sheets	1

**Task 6624: Active Warrant Listing**

Warrant Listing

Select Warrant Type:  All  In-Progress  Posted

Optional: Check Date Range (mmddyyyy) From:  To:

Optional: Enter up to 9 Warrant#'s  Edit  0 values:

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No



TedRE - Warrant\_6624\_THERESA[2]  
File Edit Format Options

Courier New 9 B I U [Color] [Align] [List] [Print] [Save]

k115  
6624-HRWARRANT.REP Printed 01-Jun-2015 at 13:24:03 by THERESA Page 1  
Town of ADMINS  
Active Warrant Listing

Warrant	Period Start	Period End	Period	Check Date	Post Date	Pay Group
001231	31-Dec-2013	31-Dec-2013	WE	31-Dec-2013		WE 10 month School Weekly
012714	21-Jan-2015	27-Jan-2015	WE	25-Jan-2015		WE 10 month School Weekly
111014	07-Nov-2014	13-Nov-2014	WE	10-Nov-2014		TW Town Weekly
112014	16-Nov-2014	22-Nov-2014	WE	18-Nov-2014		WE 10 month School Weekly
902536	24-Jul-2014	06-Aug-2014	BI	13-Aug-2014		26 26 Pays SUMR BIW Summer only Biweekly
902549	24-Jul-2014	30-Jul-2014	WE	06-Aug-2014		DFW Dept Public Works FIRE Fire Department POLICE Police Department TW Town Weekly
902570	29-Jan-2015	11-Feb-2015	BI	21-Feb-2015		BI Bi-Weekly PBTEST Police Billing Test POLICE Police Department TW Town Weekly
902872	12-Feb-2015	25-Feb-2015	BI	07-Mar-2015		BI Bi-Weekly PBTEST Police Billing Test POLICE Police Department TW Town Weekly WE 10 month School Weekly
902875	12-Mar-2015	25-Mar-2015	BI	04-Apr-2015		TEST TC TEST OVER 50K

\*\*\* Grand Total \*\*\* Number of Records : 9

-----  
Selection Legend:  
-----  
In-Progress Warrants

[ADM-AUC-HR-9589]

## 1.2. Check Date and Post Date Column Sorting

Prior to this software update, when clicking on the **CHECK DATE** or **POST DATE** column to sort, you would enter a date and the system would not take you to the correct record. This has been fixed.

For example, if you click on the button labelled “Check Date, the data is organized by check date. You may then type a search value directly in the column. When you press <enter>, the system launches the search. In the panel below the date of “07022014” is entered.



Clicking on these buttons allows you to sort the data by either of these values.

Warrant#	Check Date	Post Date	Pay Period	Bank	Start	End	Status
902550	07022014	04-Aug-2014	WE	PAYR	24-Jul-2014	24-Jul-2014	Posted
902534	30-Jul-2014	24-Jul-2014	B3	PAYR	10-Jul-2014	23-Jul-2014	Posted
902547	30-Jul-2014	24-Jul-2014	W5	PAYR	17-Jul-2014	23-Jul-2014	Posted
902548	30-Jul-2014	25-Jul-2014	W5	PAYR	17-Jul-2014	23-Jul-2014	Posted
902545	23-Jul-2014	17-Jul-2014	WE	PAYR	10-Jul-2014	16-Jul-2014	Posted
902546	23-Jul-2014	18-Jul-2014	WE	PAYR	10-Jul-2014	16-Jul-2014	Posted
902533	16-Jul-2014	10-Jul-2014	BI	PAYR	26-Jun-2014	09-Jul-2014	Posted
902542	16-Jul-2014	11-Jul-2014	WE	PAYR	03-Jul-2014	09-Jul-2014	Posted
902543	16-Jul-2014	10-Jul-2014	WE	PAYR	03-Jul-2014	09-Jul-2014	Posted
902539	09-Jul-2014	03-Jul-2014	WE	PAYR	26-Jun-2014	02-Jul-2014	Posted
902540	09-Jul-2014	03-Jul-2014	WE	PAYR	26-Jun-2014	30-Jun-2014	Posted
902541	09-Jul-2014	03-Jul-2014	N	PAYR	01-Jul-2014	02-Jul-2014	Posted

The system will then display either the date you entered or the closest available match.

Warrant#	Check Date	Post Date	Pay Period	Bank	Start	End	Status
902524	02-Jul-2014	30-Jun-2014	BI	PAYR	12-Jun-2014	25-Jun-2014	Posted
902529	02-Jul-2014	26-Jun-2014	BI	PAYR	12-Jun-2014	25-Jun-2014	Posted
902532	02-Jul-2014	26-Jun-2014	WE	PAYR	19-Jun-2014	25-Jun-2014	Posted
902535	02-Jul-2014	27-Jun-2014	WE	PAYR	19-Jun-2014	25-Jun-2014	Posted
902538	02-Jul-2014	27-Jun-2014	WE	PAYR	19-Jun-2014	25-Jun-2014	Posted
902530	25-Jun-2014	19-Jun-2014	WE	PAYR	12-Jun-2014	18-Jun-2014	Posted
902531	25-Jun-2014	20-Jun-2014	WE	PAYR	12-Jun-2014	18-Jun-2014	Posted
902512	18-Jun-2014	11-Jun-2014	BI	PAYR	11-Jun-2014	11-Jun-2014	Posted
902522	18-Jun-2014	12-Jun-2014	BI	PAYR	29-May-2014	11-Jun-2014	Posted
902527	18-Jun-2014	12-Jun-2014	WE	PAYR	05-Jun-2014	11-Jun-2014	Posted

[ADM-AUC-HR-9589]

## 2. LEAVE ACCRUAL RULES [applies to Connecticut sites only]

### 2.1. Leave Accrual Rules Table Did Not Allow Accrual Code Entry

The leave accrual screen was not allowing the entry of the associated accrual pay code. This was corrected.

- Tables
  - Bargaining Unit Table
  - Base Buckets
  - Benefit Tiers
  - Budget Group Table - Read Only
  - Category - Paycheck
  - Cost Code
  - FLSA Codes
  - Leave Accrual Rules



Figure 1 Before

Figure 2 After

See the Help Reference Library document “PT Sick Leave Accrual” for more information.

[COVENTRY-SUP-SAPLAUC-69]

### 3. PAYROLL PROCESSING

#### 3.1. Timesheet History Summary by TS Group/Employee

The correction made to the Leave Accruals Table is reflected on the Timesheet History Summary by TS Group/Employee report. Prior to the change, the Total column did not always equal the sum of all the hours columns on the report.

Timesheet History Summary by TS Group/Employee

06302015

Hours	Days	Regular	Days	Overtime	Days	Premium	Days	Unproductive	Days	Other/Unpaid	Days	Total	Days
278.50		3225.59										453.50	
236.25	+	4661.28		+		+		+				403.25	
111.00		7024.07										134.00	
356.00												594.00	
981.75		16184.53										1584.75	
981.75		16184.53										1584.75	

Figure 3 Before



Timesheet History Summary by TS Group/Employee

06302015

Hours	Regular Days	Paid	Hours	Overtime Days	Paid	Hours	Premium Days	Paid	Hours	Unproductive Days	Paid	Hours	Other/Unpaid Days	Paid	Hours	Total Days
292.50		3383.11										292.50			292.50	
236.25		4661.28										236.25			236.25	
111.00		1273.59										111.00			111.00	
373.25		64.44										374.25			374.25	
1013.00		16682.42							1.00			1014.00			1014.00	
1013.00		16682.42							1.00			1014.00			1014.00	

Figure 4 After

See the Help Reference Library document “PT Sick Leave Accrual” for more information.

[COVENTRY-SUP-SAPLAUC-69]

### 3.2. Time Sheet Entry – Records With Missing Pay Code

Due to the issue with the Leave Accrual Rules screen (see section 2.1), timesheet records were created when the Time Sheet Accrual Code on the Leave Accrual Rules screen was blank. This was corrected and patched to Connecticut sites in early March. It is mentioned here to provide documentation of the change. As this is mandated by Connecticut State law, the accrual is not set on the screen but instead based on every 40 hours worked.

Access the screen that controls the accruals via **Human Resources** ▶ **Tables** ▶ **Leave Accrual Rules**. If the Time Sheet Accrual Code is blank, no leave accrual records will be created.

**Leave Accrual Rules**

Accrual Group:  Part Time Sick  
 Leave Type Code:  CT PT Sick  
 PT Sick Leave

Time Sheet Periods to Apply:  Every Pay Period  
 This Date Every Month  
 This Month and Day  
 Calculation Field Annually  
 Calculation Field Monthly  
 Not Accrued

Seq#	From Month	To Month	Days	% of Hours	Hours/Day	Accrue During Probation	Allow Use During Probation	Apply FTE
1	999					<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2								
3								
4								
5								

Accrual Information  
 Maximum Accrual:  or  Times Annual  
 Time Sheet Accrual Code:

Human Resources  
 Maintenance ▶  
 Payroll Processing ▶  
 Timesheet Entry ▶ Timesheet Entry

**Timesheet History Detail**

Work Date	Day	Pay Code	Hours	Days	Rate	Flat \$	Amount SC	Account
09-Jul-2014	Wed	REGPA	3.75		11,2500	42,19		110-1701-51020
11-Jul-2014	Fri	REGPA	3.50		11,2500	39,38		110-1701-51020
16-Jul-2014	Wed	REGPA	3.25		11,2500	36,56		110-1701-51020
19-Jul-2014	Sat		0.00					110-1701-51020

Figure 5 Example of a Blank Accrual Record

[COVENTRY-SUP-SAPLAUC-69]



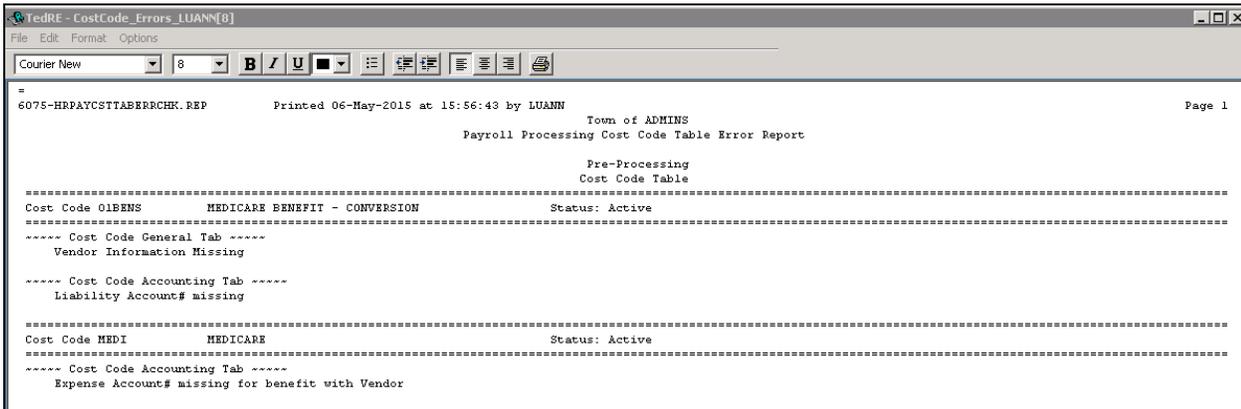
### 3.3. New Report: Cost Code Problems

The “Calculate Warrant” issues a report showing cost code problems. This report has been enhanced to include additional error conditions. It is customary that the payroll supervisors are familiar with any new cost codes and will know if these cost code errors are applicable to the current payroll. If yes, then these conditions will require immediate corrective action by the payroll supervisor(s).

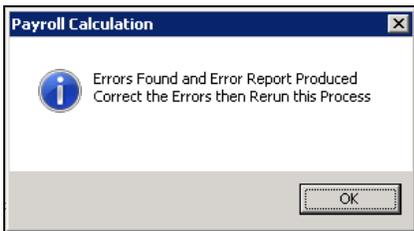


A new Cost Code error report is generated during warrant calculation, which will permit the processing of payroll to continue in the event of cost code errors that exist but are not pertinent to the current warrant. This report is produced during the **pre-processing** step.

If the payroll supervisor continues the process and the errors are not for any cost codes processed during this warrant, they do not have to recalculate.



If errors are present that will prevent further processing, the following message will be displayed and the errors must be corrected and the warrant re-calculated:



A second report is produced post processing, showing the cost code errors that caused the process to terminate.



```

6229-HRPAYCSTTABERRCHK2.REP      Printed 06-May-2015 at 16:00:22 by LUAMN      Page 1
                                Town of ADMS
                                Cost Code Table Error Report

                                Post-Processing
                                Cost Code Table
=====
Cost Code MEDI      MEDICARE      Status: Active
=====
~~~~~ Cost Code Accounting Tab ~~~~~
Expense Account# missing for benefit with Vendor

```

[ADM-AUC-HR-9500]

### 3.4. Check Printing - Leave Information

If an employee was being paid for more than one position in a warrant and each position had it's own leave accrual code, the information was not printing property or was missing from the pay stub. This has been corrected.

[BLG-SUP-SAPLAUC-559]

## 4. REPORTS

### 4.1. Paycheck Cost Code Report by Employee / Cost Code

If the first processed cost code(s) for the warrant was a benefit record, the check date was not properly set. This resulted in the employee record being excluded from the report. The issue that caused the omission of the data was that the check date was not being stamped on the OVER 50K records so they were not printing on the reports when selected by check date.

This was corrected. In the “Before” and “After” samples below, the names are intentionally obscured. To generate this report, select **Human Resources ▶ Reports ▶ Report Library ▶ By Paychecks/Other ▶ 6802 Paycheck Cost Code Report by Employee / Cost Code**.

Paycheck Cost Code Report by Employee / Cost Code						
Employee Name	CostCode	Date	Category	Description	Employee Amt	Employer Amt
000336	OVR50K	08-Jan-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	9.92
000336	OVR50K	22-Jan-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	9.92
000336	OVR50K	05-Feb-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	9.92
000336	OVR50K	19-Feb-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	9.92
000336	OVR50K	05-Mar-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	9.92
000336	OVR50K	19-Mar-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	9.92
000336	OVR50K	OVER 50K LIFE INSURANCE	OVR50K	OVER 50K LIFE INSURANCE	.00	59.52
000336					.00	59.52

Figure 6 Before - Employee #13 is not shown on the report

Paycheck Cost Code Report by Employee / Cost Code						
Employee Name	CostCode	Date	Category	Description	Employee Amt	Employer Amt
000013	OVR50K	08-Jan-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	42.65
000013	OVR50K	22-Jan-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	42.65
000013	OVR50K	05-Feb-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	42.65
000013	OVR50K	19-Feb-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	42.65
000013	OVR50K	05-Mar-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	42.65
000013	OVR50K	19-Mar-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	42.65
000013	OVR50K	OVER 50K LIFE INSURANCE	OVR50K	OVER 50K LIFE INSURANCE	.00	255.90
000013					.00	255.90
000336	OVR50K	08-Jan-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	9.92
000336	OVR50K	22-Jan-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	9.92
000336	OVR50K	05-Feb-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	9.92
000336	OVR50K	19-Feb-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	9.92
000336	OVR50K	05-Mar-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	9.92
000336	OVR50K	19-Mar-2015	OVR50K	OVER 50K LIFE INSURANCE	.00	9.92
000336	OVR50K	OVER 50K LIFE INSURANCE	OVR50K	OVER 50K LIFE INSURANCE	.00	59.52



Figure 7 After – Employee #13 appears on the report

Payroll Register											
Batch: 112 Warrant: 000096 Check Date: 26-Nov-2014 Period: 09-Nov-2014 thru 22-Nov-2014											
Employee: 000005		Timesheet Group: 1601-0		RECORDING/LICENSING	Gross Pay:	2,566.58	Federal Taxable Wages	2,087.62	CT State Taxable Wages	2,087.62	
Pri. Timesheet Group: 1601-0		RECORDING/LICENSING			Deductions:	2,566.58	Social Security Wages	2,486.08	Medicare Wages	2,486.08	
Taxes: FED S		Sequence: 0306532		Net Direct Deposit:	1,264.18		Retirement Wages	2,566.58	Total Wages	2,566.58	
CT D		Check Type: E		Deposit Advice	Benefits:		228.65				
REGULAR		Wages	2,566.58	DIRECT DEPOSIT	100.00	STATE TAXES	99.05	FICA-GA	154.14	REGULAR	74.00 Hrs
				CT ADDITIONAL	5.00	NET CHECK DEPOSIT	1,264.18	MEDICARE	36.05		
				FEDERAL TAX	340.90	FICA-GA	154.14	300163 TAX SHELTE	38.46		
				MEDICAL INSURANCE	118.96	MEDICARE	36.05				
				PENSION - UNIONS	69.30	300163 TAX SHELTER	360.00				
				UNITED WAY	19.00						
Employee: 000013		Timesheet Group: 1300-0		FINANCE ADMINISTRATION	Gross Pay:	3,692.32	Federal Taxable Wages	2,674.80	CT State Taxable Wages	2,674.80	
Pri. Timesheet Group: 1300-0		FINANCE ADMINISTRATION			Deductions:	3,692.32	Social Security Wages	3,518.65	Medicare Wages	3,518.65	
Taxes: FED M		Sequence: 0306533		Net Direct Deposit:	1,832.25		Retirement Wages	3,692.32	Total Wages	3,692.32	
CT D		Check Type: E		Deposit Advice	Benefits:		385.68				
PERSONAL USED		Wages	49.90	STATE TAXES	135.96	NET CHECK DEPOSIT	1,832.25	FICA-GA	218.16	PERSONAL USED	1.00 Hrs
REGULAR		3,642.42		FEDERAL TAX	295.07	FICA-GA	218.16	MEDICARE	51.02	REGULAR	73.00 Hrs
				HEALTH SAVINGS	194.00	MEDICAL INSURANCE	96.17	OVER 50K LIFE INS	42.65		
				MEDICARE	51.02	PENSION NONS	2.70	300163 TAX SHELTE	73.85		
				300163 TAX SHELTE	770.00						

Figure 8 Before

In the above warrant, Employee #13 was not the first employee in the warrant, Employee #9 was. Employee #9 did not fit the criteria that caused the error, so the report was correct. The first record was FICA-GA, while listed in the Benefits column as an employer contribution, is not a true benefit as it is mandated by law.

Payroll Register											
Batch: 124 Warrant: 000102 Check Date: 05-Feb-2015 Period: 18-Jan-2015 thru 31-Jan-2015											
Employee: 000013		Timesheet Group: 1300-0		FINANCE ADMINISTRATION	Gross Pay:	3,692.31	Federal Taxable Wages	2,652.22	CT State Taxable Wages	2,652.22	
Pri. Timesheet Group: 1300-0		FINANCE ADMINISTRATION			Deductions:	3,692.31	Social Security Wages	3,496.07	Medicare Wages	3,496.07	
Taxes: FED M		Sequence: 0306579		Net Direct Deposit:	1,817.48		Retirement Wages	3,692.31	Total Wages	3,692.31	
CT D		Check Type: E		Deposit Advice	Benefits:		1,898.49				
PERSONAL USED		Wages	199.58	STATE TAXES	134.71	NET CHECK DEPOSIT	1,817.48	OVER 50K LIFE INS	42.65	PERSONAL USED	4.00 Hrs
REGULAR		2,594.60		FEDERAL TAX	290.24	FICA-GA	216.76	FICA-GA	216.76	REGULAR	52.00 Hrs
VACATION USED		898.13		HEALTH SAVINGS	219.00	MEDICAL INSURANCE	93.74	MEDICAL PREMIUMS	1,514.54	VACATION USED	18.00 Hrs
				MEDICARE	50.69	PENSION NONS	2.70	MEDICARE	50.69		
				300163 TAX SHELTE	770.00			300163 TAX SHELTE	73.85		
Employee: 000013		Timesheet Group: 2102-0		POLICE OPERATIONS	Gross Pay:	2,660.80	Federal Taxable Wages	2,156.63	CT State Taxable Wages	2,156.63	
Pri. Timesheet Group: 2102-0		POLICE OPERATIONS			Deductions:	2,660.80	Social Security Wages	2,594.21	Medicare Wages	2,594.21	
Taxes: FED M		Sequence: 0306580		Net Direct Deposit:	1,125.23		Retirement Wages	2,660.80	Total Wages	2,660.80	
CT A		Check Type: E		Deposit Advice	Benefits:		2,057.10				
REGULAR		Wages	2,627.54	DIRECT DEPOSIT	250.00	STATE TAXES	103.62	FICA-PUBLIC SAFET	160.84	REGULAR	79.00 Hrs
SICK USED		33.26		CT ADDITIONAL	20.00	NET CHECK DEPOSIT	1,125.23	MEDICAL PREMIUMS	1,820.18	SICK USED	1.00 Hrs
				FEDERAL TAX	238.40	FICA-PUBLIC SAFET	160.84	MEDICARE - PS	37.62		
				MEDICAL INSURANCE	105.05	MEDICARE - PS	37.62	300163 TAX SHELTE	38.46		
				PENSION POLICE 74	186.26	300163 TSA EMPLOYE	399.12				
				UNION DUES POLICE	34.66						

Figure 9 After

The benefits are listed in different order on the two payroll registers. On the one above, dated in January of 2015, employee #13 shows the benefit OVER 50 K as the first record in the warrant. In the previous example, employee #9, the first record listed under the Benefits Heading was FICA-GA.

[COVENTRY-SUP-SAPLAUC-72]

## 4.2. Employee Leave Balance Report

There was an issue with the March 2015 software update to this report. If the termination date was set for an employee without any leave balances, a report was generated that said – “no records selected”. This has been corrected. Now, if a user does not have any leave balances, only the termination date will be set and no report will be generated.



The screenshot shows a web application interface. A modal dialog box titled 'Building the Report' is open, displaying a warning icon and the text 'No Records Selected' with an 'OK' button. In the background, a form is visible with several date fields. The 'Termination Date' field is highlighted in blue and contains the value '18-Mar-2015'. Other fields include 'Lay Off Date', 'Recall Date', 'Seasonal Rehire Date', 'Current Position', and 'Other Date #5' through '#10'. The form also has radio buttons for 'Yes' and 'No' options.

[ADM-AUC-HR-9594]

### 4.3. Detail Billing Calculation Report Change

This report was modified to display missing information and to be easier to read.

```

6364-HRPECALC.REP          Printed 27-Apr-2015 at 11:51:48 by LUANN          Page 1
                          Town of ADMINS
                          Calculation Edit Report
=====
Customer                   Warrant Work Date   Employee                Detail/Ticket #   StartTime EndTime Pay Code   Hours   Paid
=====
000043 NATIONAL GRID      902545
WORK SUPPORT NE
ATTN: SHARKEY
280 MELROSE STREET
PROVIDENCE, RI 02907-0000

      13-Jul-2014 002787 CAMPANO, MICHAEL C          3779          00:00:00 00:00:00 DTP          8.50   561.00
      Category                Charge  Adjustment  Balance
      01 Employee Charge          340.00          340.00
      02 Town Fee                   51.00           51.00
      -----
      391.00          391.00

      01 Employee Charge          60.00           60.00
      02 Town Fee                   9.00            9.00
      -----
      69.00           69.00

      09-Jul-2014 004407 KEEFE, LAWRENCE G JR        3754          00:00:00 00:00:00 DTP          8.00   352.00
      Category                Charge  Adjustment  Balance
      01 Employee Charge          320.00          320.00
      02 Town Fee                   48.00           48.00
      -----
      368.00          368.00

      09-Jul-2014 070274 MICHNIEWICZ, LAWRENCE M      3755          00:00:00 00:00:00 DTP NOS          8.00   352.00
      Category                Charge  Adjustment  Balance
      01 Employee Charge          352.00          352.00
      02 Town Fee                   48.00           48.00
      -----
      400.00          400.00

      000043 NATIONAL GRID          Details:         4          1,228.00          1,228.00
  
```

Figure 10 - Before



```

6364-HRBPALC.REP          Printed 27-Apr-2015 at 11:51:03 by LUANN
                                Town of ADMINS
                                Calculation Edit Report
                                Page 1
=====
Warrant Work Date Employee Detail/Ticket # StartTime EndTime Pay Code Hours Paid Category Charge Adjustment Balance
-----
902545 13-Jul-2014 002787 CAMPANO, MICHAEL C 3779 00:00:00 00:00:00 DTP 8.50 561.00 01 Employee Charge 340.00 340.00
                                           02 Town Fee 51.00 51.00

902545 13-Jul-2014 002787 CAMPANO, MICHAEL C 3779 00:00:00 00:00:00 DTP 1.50 66.00 01 Employee Charge 60.00 60.00
                                           02 Town Fee 9.00 9.00

902545 09-Jul-2014 004407 KEEFE, LAWRENCE G JR 3754 00:00:00 00:00:00 DTP 8.00 352.00 01 Employee Charge 320.00 320.00
                                           02 Town Fee 48.00 48.00

902545 09-Jul-2014 070274 MICHNIEWICZ, LAWRENCE M 3755 00:00:00 00:00:00 DTP NOS 8.00 352.00 01 Employee Charge 352.00 352.00
                                           02 Town Fee 48.00 48.00

000043 NATIONAL GRID
WORK SUPPORT NE
ATTN: SHARKEY
280 MELROSE STREET
PROVIDENCE, RI 02907-0000
                                           Count: 4
                                           -----
                                           1,228.00 1,228.00

Total Customers: 1 1,228.00 1,228.00
Printed Bills: 1
E-mailed Bills:

-----
Selection Legend:
Sorted by Customer, Employee
  
```

Figure 11 - After

[AVON-SUP-SAPLAUC-182]

#### 4.4. Weekly Table Audit Report Change

The weekly table audit report has been modified to display an error to notify the user that an invalid or missing accrual code (see section 2.1) is present.

```

6463-HR***ERRCHK.REP      Printed 01-Jun-2015 at 10:13:56 by LUANN
                                Town of ADMINS
                                Tables Audit Reports
                                Accrual Rules Code Table
=====
Accrual Group: PTSICK Part Time Sick Status: Active
=====
Time Sheet Accrual code missing or invalid for leave PTSICK
=====
  
```

[COVENTRY-SUP-SAPLAUC-69]

### 5. QUARTERLY PROCESSING

#### 5.1. Federal Quarterly Reporting – Schedule 941

The IRS regulations state that once an employee receives \$200,000 in Medicare wages, they must pay an additional .9% tax on the Medicare wages. The Federal Schedule 941 report is available as part of Quarterly Processing. The link to the IRS web site for form 941 is: <http://www.irs.gov/pub/irs-pdf/f941.pdf>.

The Form 941 generated from the AUC system was renumbered to make it equivalent to the IRS form and now provides a breakout on line 5d showing the employee’s Medicare only tax for wages over \$200,000.



6323-HRREP:HR941WAG\*.REP Printed 13-Apr-2015 at 08:12:11 by LUANN  
Town of ADMINS  
Form 941 For The Quarter Ending 03312011  
and Schedule 941 B  
Entity: 1 Town of Anywhere  
Warrant Check Dates: 01012011 to 03312011

- Number of employees employed in the pay period..... 606
- Wages, tips, and other compensation..... 5,811,877.98
- Total income tax withheld from wages, tips, and other..... 707,493.15
- If no wages, tips, and other comp are subject.....
- Taxable social security & medicare wages and tips:
  - 5a. Taxable SS wages (FICA)..... X .124 =
  - 5b. Taxable SS tips..... X .124 =
  - 5c. Taxable Medi wages & tips..... 5,912,189.25 X .029 = 171,453.49
- Total SS and Medi taxes (Column 2, lines 5a + 5b + 5c)..... 171,453.49
- Total taxes before adjustments (lines 3 + 5d)..... 878,946.64
- Tax adjustments:
  - 7a. Current quarter fractions of cents..... 1.93
  - 7b. Total adjustments..... 1.93
- Total taxes after adjustments (combine lines 6 and 7b)..... 878,948.57
- Advanced earned income credit.....
- Total taxes after adjustment for adv EIC (lines 8 - 9)..... 878,948.57
- Total tax deposits including adjustments..... 878,948.57
- Balance due (10 - 11).....

Actual tax deduction amounts from employee records:  
FICA: MEDI: 85,727.71 FWITH: 707,493.15 EIC:

Actual tax deduction amounts from employer benefit:  
FICA: MEDI: 85,727.71

Figure 10 Before

6323-HRREP:HR941WAG\*.REP Printed 20-Apr-2015 at 10:50:34 by LUANN  
Town of ADMINS  
Form 941 For The Quarter Ending 09302015  
and Schedule 941 B  
Entity: 1 Town of Anywhere  
Warrant Check Dates: 07012015 to 09302015

- Number of employees employed in the pay period.....
- Wages, tips, and other compensation..... 271,627.05
- Federal income tax withheld from wages, tips, and other compensation..... 93,976.01
- If no wages, tips, and other comp are subject.....
- Taxable social security & medicare wages and tips:
  - 5a. Taxable SS wages (FICA)..... X .124 =
  - 5b. Taxable SS tips..... X .124 =
  - 5c. Taxable Medi wages & tips..... 304,723.51 X .029 = 8,836.98
  - 5d. Addl Medicare Taxable..... 75,166.20 X .009 = 676.50
  - 5e. Add Column 2 from lines 5a, 5b, 5c and 5d..... 9,513.48
  - 5f. Section 3121(q) Notice and Demand - Tax due on unreported tips.....
- Total taxes before adjustments (lines 3 + 5e and 5f)..... 103,489.49
- Current quarter adjustment for fractions of cents..... .12
- Current quarter's adjustment for sick pay.....
- Current quarter's adjustments for tips and group-term life insurance.....
- Total taxes after adjustments..... 103,489.61
- Total tax deposits including adjustments..... 103,489.61

Actual tax deduction amounts from employee records:  
FICA: MEDI: 4,418.55 ADL MEDI: 676.50 FWITH: 93,976.01 EIC:

Actual tax deduction amounts from employer benefit:  
FICA: MEDI: 4,418.55

Figure 13 After

The report generated was updated to include a column for Employee Additional Medicare Tax.

Town of ADMINS  
Form 941 For The Quarter Ending 03312011  
and Schedule 941 B  
Entity: 1 Town of Anywhere  
Warrant Check Dates: 01012011 to 03312011

Month Check Date	Total Liability	Federal Taxes	Employee Fica Taxes	Employer Fica Taxes	Employee Medi Taxes	Employer Medi Taxes
1 05-Jan-2011	99,663.94	79,578.36			10,042.79	10,042.79
1 12-Jan-2011	27,843.26	22,504.64			2,669.31	2,669.31
1 19-Jan-2011	100,325.88	80,825.18			9,750.35	9,750.35
1 26-Jan-2011	31,716.48	25,909.62			2,903.43	2,903.43
1 Total	259,549.56	208,817.80			25,365.88	25,365.88

Figure 14 Before

6323-HRREP:HR941WAG\*.REP Printed 20-Apr-2015 at 10:52:57 by LUANN  
Town of ADMINS  
Form 941 For The Quarter Ending 09302015  
and Schedule 941 B  
Entity: 1 Town of Anywhere  
Warrant Check Dates: 07012015 to 09302015

Month Check Date	Total Liability	Federal Taxes	Employee Fica Taxes	Employer Fica Taxes	Employee Medi Taxes	Employer Medi Taxes	Employee Addl Medi
1 01-Jul-2015	103,489.61	93,976.01			4,418.55	4,418.55	676.50
1 Total	103,489.61	93,976.01			4,418.55	4,418.55	676.50
Entity Total	103,489.61	93,976.01			4,418.55	4,418.55	676.50

Figure 15 After

## 5.2. Module Control 6012 – Additional Medicare Tax

This is the cost code associated with that employee only deduction. It is used during the payroll calculation and on the 941 form.

Human Resources Module Control

Seq#	Description	Answer
6012	Cost Code for .9% over \$200,000 Medicare Deduction	MEDIOVR



The 941 report has been modified to breakout of the employee’s Medicare only tax for wages over \$200,000. If there is a possibility that a MEDICARE employee could receive over \$200,000 in Medicare wages you must create the cost code and apply it that employee.

Information regarding the additional Medicare tax setup is found in the December 2013 release notes, pages 6 through 8.

The Cost Code table has been enhanced to allow the indication if the Over Annual \$ amount is based on the Period Annualized or the YTD Amount. Use the “Period Annualized” for 2% over \$30,000 Massachusetts Teacher’s Retirement. Use the “YTD Amount” for the Medicare over \$200,000.

The “Period Annualized” will multiply the period amount by the number of pays to determine if the calculated amount is over the “Over Annual” amount on the cost code.

The “YTD Amount” setting will not process the deduction until the employee’s annual base bucket amount reaches the “Over Annual” amount on the cost code.

Figure 16 Before

Figure 17 After

[ADM-AUC-HR-9599]

## 6. MASSACHUSETTS TEACHERS RETIREMENT

### 6.1. Export File

The export file was missing the longevity amount on records with multiple additional pay categories. This has been corrected.

[BLG-SUP-SAPLAUC-560]



## 7. TABLES

### 7.1. Over 50K Life Insurance

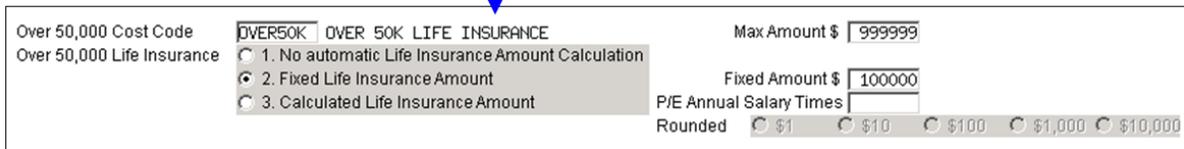
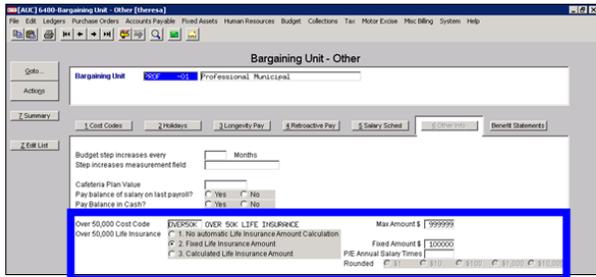
“IRC section 79 provides an exclusion for the first \$50,000 of group-term life insurance coverage provided under a policy carried directly or indirectly by an employer. There are no tax consequences if the total amount of such policies does not exceed \$50,000. The imputed cost of coverage in excess of \$50,000 must be included in income, using the IRS Premium Table, and are subject to social security and Medicare taxes. ... Because the employer is affecting the premium cost through its subsidizing and/or redistributing role, there is a benefit to employees. This benefit is taxable even if the employees are paying the full cost they are charged. You must calculate the taxable portion of the premiums for coverage that exceeds \$50,000”.

ADMINS provides a method to comply with this IRS requirement. An over 50K life insurance cost code is set based on:

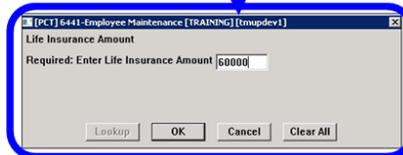
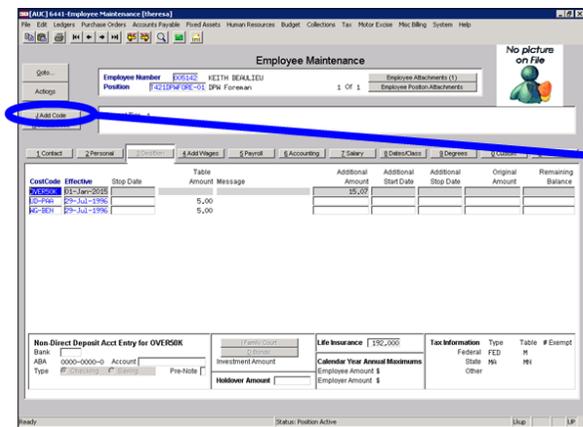
- A flag set in the **Human Resources** ▶ **Tables** ▶ **Cost Code Table**:

The screenshot shows the 'Cost Code Table' configuration window. The 'Over 50K Life Insurance' checkbox is checked and circled in blue. A blue arrow points from this checkbox to the right, where a detailed view of the configuration options is shown. In this detailed view, the 'Over 50K Life Insurance' checkbox is also circled in blue. Other options include 'Paycheck Category' (LIFE INSURANCE), 'Deduction Holdover Method' (Take Available Amount), 'Always take Benefit' (Yes), 'Employer % is Only Reportable Benefit?' (Yes), 'Tax Table Indicator' (None), 'Allow Override?' (No), 'Employee Changes Allowed?' (No), 'Bond?' (No), 'W2 Box 13 Retirement Indicator' (No), 'Non-Direct Deposit Account Entry' (No), 'RI Family Court Indicator' (No), 'MA Family Court Indicator' (No), 'Add to Manual Check' (No), and 'Benefit Statement Category' (empty).

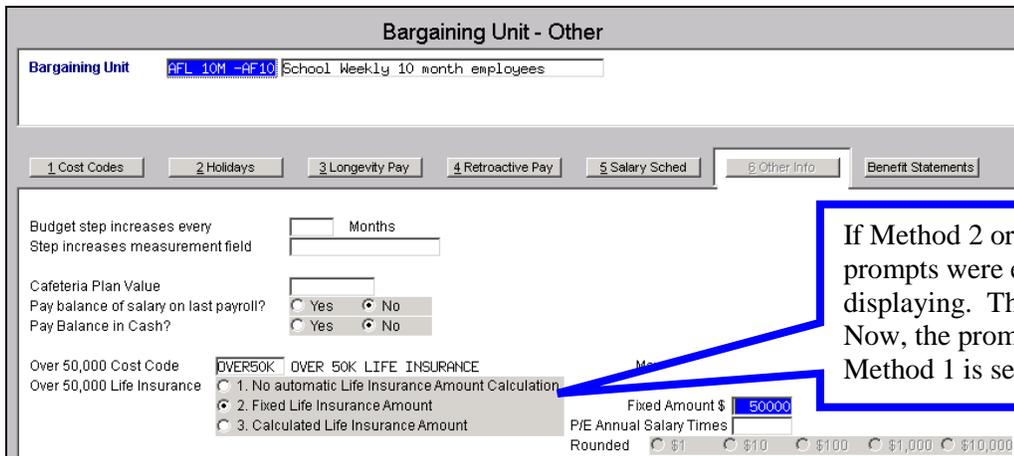
- A selection made in each **Bargaining Unit Table** under the **Other Info** tab



Prior to the software update, the system was not displaying the right parameters when adding this cost code to an employee profile via the **Employee Maintenance** ► **Ded/Ben Tab**.

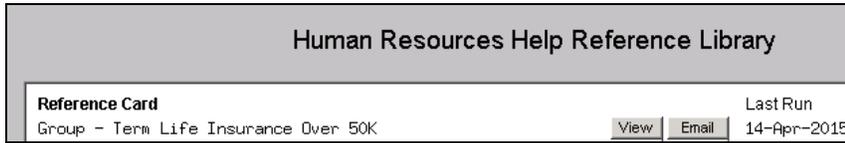


The method is set on the **Other Info** tab of the **Bargaining Unit Table**





For instructions on the use of an Over 50K cost code, see the document found in the **Help Reference Library ▶ Special Processing ▶ Group–Term Life Insurance Over 50K**.



[ADM-AUC-HR-9597]

## 7.2. Bargaining Unit Schedule

The system was allowing the addition of a bargaining unit schedule that included a dash then a space. This caused issues when the “Global Change to Employee Salary” process was run. A modification has been made to remove any spaces in the bargaining unit schedule.

[PCS-SUP-SAPLAUC-430]

## 8. IRS: 1095-C

### 8.1. Employer Provided Health Insurance Offer and Coverage

The IRS requires the creation and distribution of 1095-C Forms for any employer with more than 50 employees. At this time, ADMINS, Inc. is adding functionality to meet this requirement. Some of those changes will be introduced in this June update but will be explained more fully at a later date. Please watch for announcements from our Support staff over the months of June through August. Additionally, a webinar training session will also be scheduled for Summer 2015 to more fully explain the process and begin capturing the required data.

For additional information, please refer to the IRS publication found at:  
<http://www.irs.gov/pub/irs-pdf/i109495c.pdf>

## 9. HELP REFERENCE LIBRARY

### 9.1. New or Updated Documentation

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

- SPECIAL PROCESSING                      Group–Term Life Insurance Over 50K
- OTHER    Module Control



<sup>i</sup> <http://www.irs.gov/Government-Entities/Federal,-State-&-Local-Governments/Group-Term-Life-Insurance>