



HUMAN RESOURCES

RELEASE NOTES – JUNE 2017

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

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1. LEAVE ROLLOVER–[FIX]

Some sites have employees with leave rollover dates during a pay period where they do not have any pay. An example may be a teacher that receives sick leave that rolls over on June 30, but their last pay for the year was for the period ending June 23.

During the pay period of June 24 through June 30 the employees would not be paid but the leave rollover must occur.

Leave History [TRAINING]															
Goto...		Employee 000780 SMITH, ELIZABETH A													
Actions															
1 Summary				2 Summary/Accrual Group				3 Transactions				4 Calendar			
		---Beg Balance---		-----Accrued-----		-----Taken-----		-----Forfeited-----		-----Paid Out-----		--Ending Balance--			
Leave		Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days		
SICK	Sick		126,50										126,50		

Figure 1 Leave History shows an ending balance of 126.5

This teacher is not receiving paychecks over the summer—but the leave balance must still be rolled over.

Leave History Transactions [TRAINING]							
Goto...		Employee 000780 SMITH, ELIZABETH A					
Actions		Accrual Group TEACHER2 TEACHER - HIRED 07/01/2003 DR AFT					
		Leave Code SICK Sick					
1 Summary		2 Summary/Accrual Group		3 Transactions		4 Calendar	
Leave Date	Type	Accrual	Used/For	WPosted	Balance	Posted	Note
30-Jun-2017				160187		21-Jun-2017	ROLLOVER
03-Mar-2017	days		1,00	160172	126,50	08-Mar-2017	Used

Figure 2 A ROLLOVER is added to the warrant and is reflected in the Leave History Transaction screen.

A special warrant transaction with a notation of **ROLLOVER** will be used to roll the ending balance to the beginning balance for the new fiscal year.

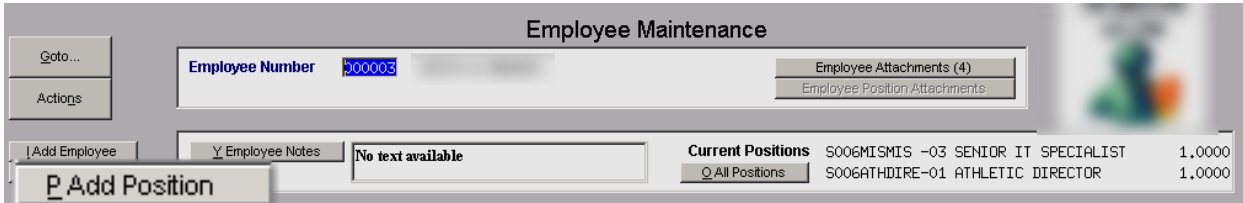
A site-specific change has been implemented to create the leave rollover records even if the employee is not paid during the pay period that includes the leave rollover date. If you site needs this change implemented, please contact our support team.

[MBE-SUP-SAPLAUC-367]

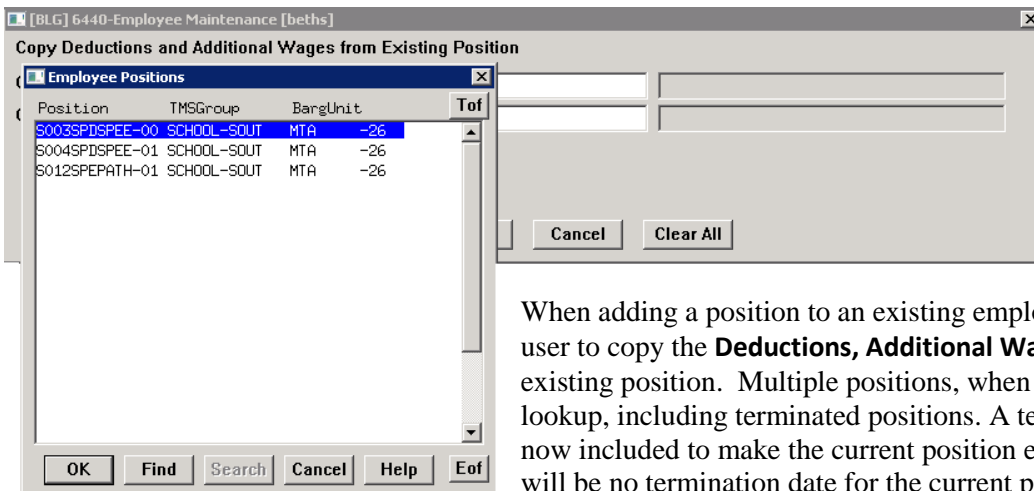


2. EMPLOYEE MAINTENANCE

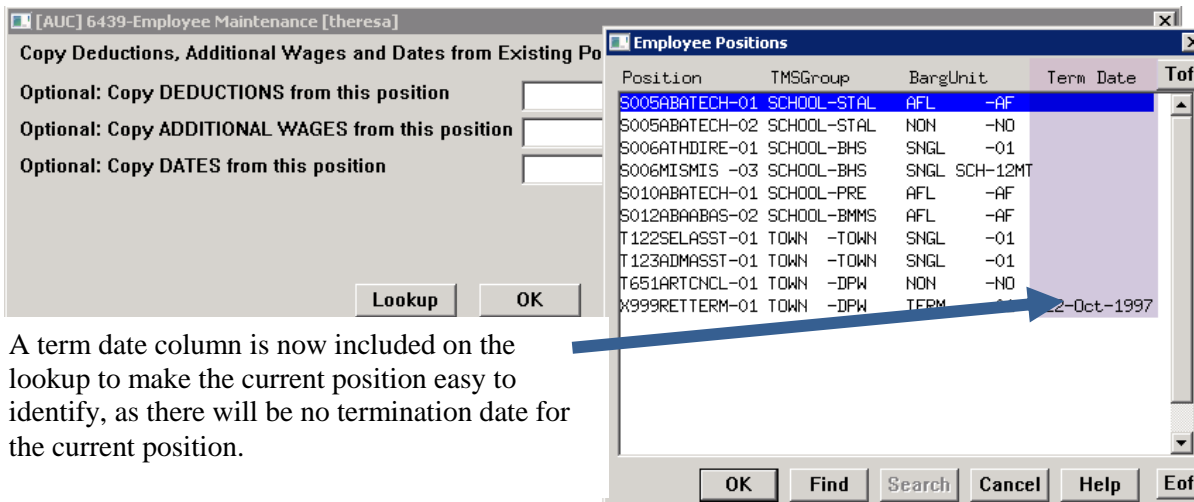
Select **Human Resources** ▶ **Maintenance** ▶ **Employee Maintenance** ▶ [**P Add Position**] to view this change.



2.1. Add New Position ▶ Termination Dates Column added to Lookup



When adding a position to an existing employee, a prompt allows the user to copy the **Deductions, Additional Wages and Dates** from an existing position. Multiple positions, when present, are shown in the lookup, including terminated positions. A termination date column is now included to make the current position easy to identify, as there will be no termination date for the current position.



A term date column is now included on the lookup to make the current position easy to identify, as there will be no termination date for the current position.

[ADM-AUC-HR-9811]



3. LEAVE BALANCE ADJUSTMENTS [New]

The Payroll office may adjust the balances using a screen, described below. Access the screen by selecting **Human Resources ▶ Maintenance ▶ Employee Leave Balance Update Screen**.

Human Resources

- Maintenance ▶ Employee Maintenance
- Payroll Processing ▶ Employee Maintenance Query
- Timesheet Entry ▶ Position Maintenance
- Special Processing ▶ **Employee Leave Balance Update Screen**

The example below shows an employee who has moved from one position to another, in a different accrual group. The balances for Personal and Sick Leave were .5 and 120 days, respectively. Enter these balances into the accrued column for the new accrual group.

Employee Leave Balance Update Screen																		
Goto...		Employee 001001 DEVITT, MARIE A																
Actions		2 Summary/Accrual Group																
Accr Grp	Leave	Comp Time	As Of	Beg Balance		Accrued		Taken		Forfeited		Paid Out		Ending Balance		As Of		
				Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days			
CFO	COMPTIM	Holiday																TERMINATED
CFO	HOLIDAY	Holiday																TERMINATED
CFO	PERSONAL	Personal	07/01/12		1,00		8,00		8,50									.50 TERMINATED
CFO	SICKLEA	Sick Leave	01/01/12		120,00		42,50		34,00				8,50					120,00 TERMINATED
CFO	VACATION	Vacation	07/01/12		3,00		120,00		110,50					12,50				TERMINATED
SCH 12 L	PER C/OV	personal c/o																
SCH 12 L	PERSONAL	Personal					.50											.50
SCH 12 L	SICKLEA	Sick Leave					120,00											120,00
SCH 12 L	VACATION	Vacation																



This screen may also be used if the accrued amounts need to be adjusted due to a position change. A six hour/day employee who transitions to an eight hour/day may have leave adjusted via the screen.

3.1. Employee Leave Change Log Screen [New]

A screen is available to view changes made via to leave on this screen. Access the screen by selecting **Human Resources ▶ Maintenance ▶ Employee Leave Change Log**.

Human Resources

- Maintenance ▶ Employee Maintenance
- Payroll Processing ▶ Employee Maintenance Query
- Timesheet Entry ▶ Position Maintenance
- Special Processing ▶ Employee Leave Balance Update Screen
- Void/Manual/Figure Paycheck ▶ Employee Change Logs
- Billing and Invoicing ▶ Employee Date Change Logs
- Bank Reconciliation ▶ Employee Name Search
- Queries ▶ Employee Email Update Screen
- Reports ▶ Employee Deduction/Benefit Delete Log
- Tables ▶ Employee Additional Wages Delete Log
- Quarterly Processing ▶ **Employee Leave Change Log**
- Year-End Processing ▶

Employee Leave Change Log

Goto...
Actions
Edit List

Employee 001001 DEVITT, MARIE A

AccrGroup	LeaveCode	ChangeDate	ChangeTime	ChangeUser	Field	Old Value	New Value
SCH 12 L	PERSONAL	09-Dec-2016	13:57:00,03	THERESA	Days Accrued		.50
SCH 12 L	SICKLEA	09-Dec-2016	13:57:12,78	THERESA	Days Accrued		120,00



3.1.1. Edit List [New]

An edit list is available, showing the **Employee #, Name, Accrual Group Code, Accrual Group Description, Leave Code, Leave Code Description, the Entry Date, Time and User, the Field Name** and the **Old and New** values for the changed field. The edit list may be optionally filtered in three different ways:

- by selecting up to nine employee numbers
- by the date range
- by the username

Emp#	Name	AccrualGrp	Accrual Description	Leave Code	Leave Code Description	Entry Date	Entry Time	Entry User	Field Name	Old	New
000013	GENEREUX, LYNN	SC18	20HRS/10MTHS/UNLMTD	VACATION	Vacation	12/8/2016	08:22:54.02	LUANN	BEGDAYS		10.00
000013	GENEREUX, LYNN	SC18	20HRS/10MTHS/UNLMTD	VACATION	Vacation	12/8/2016	08:23:02.29	LUANN	ACCDAYS	40.00	10.00
000013	GENEREUX, LYNN	SC18	20HRS/10MTHS/UNLMTD	VACATION	Vacation	12/8/2016	08:23:04.13	LUANN	TAKDAYS	40.00	2.00
001001	DEVITT, MARIE A	SCH 12 L	12 month limited	PERSONAL	Personal	12/9/2016	13:57:00.03	THERESA	ACCDAYS		50
001001	DEVITT, MARIE A	SCH 12 L	12 month limited	SICKLEA	Sick Leave	12/9/2016	13:57:12.78	THERESA	ACCDAYS		120.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:00.95	LUANN	BEGDAYS	1.00	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:01.28	LUANN	ACCHRS	1.00	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:01.59	LUANN	ACCDAYS	1.00	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:01.95	LUANN	TAKHRS	1.00	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:02.34	LUANN	TAKDAYS	1.00	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:02.70	LUANN	FORHRS	1.00	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:03.05	LUANN	FORDAYS	1.00	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:03.42	LUANN	PYOCHRS	1.00	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	SICKLEA	Sick Leave	12/7/2016	17:14:04.02	LUANN	PYODAYS	1.00	2.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:08.47	LUANN	BEGDAYS	3.75	10.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:09.53	LUANN	ACCDAYS	149.50	20.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:11.80	LUANN	TAKDAYS	140.25	5.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:12.67	LUANN	FORDAYS		5.00
001011	EMDY, MICHAEL S	PROF	PROFESSIONAL UNION	VACATION	Vacation	12/7/2016	17:22:13.70	LUANN	PYODAYS		1.00
070623	WOLNY, KAREN M	SUP	SUPERINTENDENT	SICKLEA	Sick Leave	12/9/2016	13:51:12.08	THERESA	ACCDAYS		5.75
070645	JONES, APRIL	POL	POLICE DEPT	SICKLEA	Sick Leave	12/9/2016	13:42:18.16	THERESA	BEGHRS	10.00	13.33
070645	JONES, APRIL	POL	POLICE DEPT	SICKLEA	Sick Leave	12/9/2016	13:42:25.45	THERESA	ACCHRS	50.00	40.00

4. REPORTS

4.1. Position Reports [Enhancement]

The position reports have been modified to select all positions, budgeted positions or non-budgeted positions:

Report Library by Position		
Report Name	Sample	Run
6605-Position List	Sample	Run
6124-Position List - Encumbered Positions	Sample	Run
6740-Position List - Vacant	Sample	Run
6741-Position List - Filled	Sample	Run
6758-Position List - Budgeting	Sample	Run



Task 6605: Position List

Position List

Print Report as: Summary Detail

Position Selection: All Budgeted Only Non-Budgeted Only

Optional: Enter up to 9 Position Categories

Optional: Enter up to 9 Timesheet Groups

Optional: Enter up to 9 Bargaining Units

Optional: Enter up to 9 Budget Groups

Optional: Enter up to 9 Pay Groups

Optional: Enter up to 9 EEO Categories

Optional: Enter up to 9 EEO Types

Sort Report By: Position# Bargaining Unit Position Category Account# Budget Group

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Figure 3 6605 Position List

6605-HRPOSEDT.REP Printed 30-Mar-2017 at 17:14:58 by THERESA Town of ADMINS Page 2
Position List

Summary by
Position #

Position#	Description	Category	Group	Bargaining Unit	Schedule	Grade	FTE	Annual Salary	Budgeted	Annual Fringe	EEO	EEO	Accrual	Allow	Mult?	Default	Account#
S003TEACH04-04	SOUTH SCHOOL TEACHER TEACH	SOUTH	MTA-26	ETA-26	MIS	1	1.0000	.00	.00	.02	01	SC23	Yes				1000-300-2305-110-03-00-51260
S003TEACH04-04	SOUTH SCHOOL TEACHER TEACH	SOUTH	MTA-26	ETA-26	M	1	1.0000	.00	.00	.02	01	SC24	Yes				1000-300-2305-110-03-00-51260
S003TEACH04-04	SOUTH SCHOOL TEACHER TEACH	SOUTH	MTA-26	ETA-26	M	1	1.0000	.00	.00	.02	01	SC24	Yes				1000-300-2305-110-03-00-51260
S003TEACH04-04	SOUTH SCHOOL TEACHER TEACH	SOUTH	MTA-26	ETA-26	M	1	1.0000	.00	.00	.02	01	SC24	Yes				1000-300-2305-110-03-00-51260
---				PERMANENT	J		.50	.00	.00	.00			Yes				1000-210-0000-002-00-00-51150
T133FINADM-19	FIN. ADM.	PERS	PERMANENT	RET-FR	ABC-123	1	1.0000	.00	.00	.00	00	00	Yes				1000-135-0000-001-00-00-51110
T133FINADM-19	FIN. ADM.	PERS	PERMANENT	RET-FR	TWN MISC	1	1.0000	.00	.00	.01	01	CFO	Yes				1000-135-0000-001-00-00-51110
T61ARTCNCL-01	ARTS COUNCIL	ARTS	DISTRICT	NON-NO	UNK	1	.8750	.00	.00	.06	02	NONE	Yes				1000-651-0000-006-00-00-51140

#Positions: 70

Selection Legend:

Budgeted Positions

Sorted by: TPOSNO

The legend at the bottom of the report will reflect the selection.

Selection Legend:

Budgeted Positions

Sorted by: TPOSNO

Selection Legend:

Non-Budgeted Positions

Sorted by: TPOSNO

Selection Legend:

All Positions

Sorted by: TPOSNO

[MDT-SUP-SAPLAUC-1287]

4.2. Position Report–Filled [Enhancement]

The race column width was increased to show more of the description. These description changes are described in the section 6.4.1 of the March 2016 Human Resources release notes.

6741-HRPOSLSST_FILLED.REP A Town of ADMINS Page 1
Position List - Filled

Sorted by Entity, Position#

Bargain. Unit	Position#	Description	Employee	Position	BargUnit	GrdSch	FTE	Schedule	Grd	Step	FTE	Timesheet	Corp	Date of Hire	Race	Mis Match
AFL	-AF	S003ABATECH-01 APP	KAREN M	SLIE	SLIE	.800	ABATECH	1	2	1.0	SCHOOL-SOUT	15-Oct-2013	White	(No S F T		
AFL	-AF	S003ABATECH-01 APP	R. LYNN M.	SLIE	SLIE	.800	ABATECH	1	2	1.0	SCHOOL-SOUT	27-Aug-2013	White	(No S F T		
AFL	-AF	S003ABATECH-01 APP	LARIE L	SLIE	SLIE	.800	ABATECH	1	2	1.0	SCHOOL-SOUT	27-Aug-2013	White	(No S F T		
AFL	-AF	S003ABATECH-01 APP	LYNN M	SLIE	SLIE	.800	ABATECH	1	2	1.0	SCHOOL-SOUT	30-Aug-2014	White	(No S F T		
AFL	-AF	S003ABATECH-01 APP	LYNN M	SLIE	SLIE	.800	ABATECH	1	2	1.0	TEST -TC	01-Feb-2015	Hispanic	(No S F T		
AFL 10M	-AF10	S003CAFLEAD-01 CA	LYNN M	CFW	CFW	1.00	CFW	1	2	1.0	SCHOOL-BMMS	01-Sep-2014	White	(No S F T		
AFL 10M	-AF10	S003CAFLEAD-01 CA	KAREN M	CFW	CFW	1.00	CFW	1	1	1.0	SCHOOL-BMMS	01-Sep-2014	White	(No S F T		
AFL 10M	-AF10	S003CAFLEAD-01 CA	LYNN M	CFW	CFW	1.00	CFW	1	2	1.0	SCHOOL-SOUT	03-Oct-2011	White	(No S F T		



Figure 4 Before

6741-HRPOSTLIST_FILLED.REP Page 3

Town of ADMINS
Position List - Filled

Sorted by Entity, Positions#

Bargain. Unit	Position#	Descr	Position	Employee	Date of Hire	Race	His Match
NON	-NO	S009ATHATHL-01	COACH	1	05-Oct-2012	Native Hawaiian / Pacific Isla	C
NON	-NO	S009ATHATHL-01	COACH	63	01-Sep-2012	White (Not Hispanic or Latino)	
NON	-NO	S009ATHATHL-01	COACH	64	23-Aug-2012	Black / African American (Not	
MTA	-26	S009SPDOCCT-04	OCCUPA	1	25-Aug-2008	Hispanic or Latino	S F
MTA	-26	S009SPDSPER-01	SPEECH	4	07-Sep-1982	Asian (Not Hispanic or Latino)	SGF
ELEC	-EL	T122SELSLTH-01	SELM	1	03-May-2012	Two or more races (Not Hisp.	G
ELEC	-EL	T122SELSLTH-01	SELM	1	01-May-2014	American Indian / Alaskan Nati	GF
ELEC	-EL	T122SELSLTH-01	SELM	1	03-May-2011	Asian (Not Hispanic or Latino)	G
NON	-NO	T651ARTCNCL-01	ARTS C	2	01-Jan-2009	Two or more races (Not Hisp.	SGF C
NON	-NO	T651ARTCNCL-01	ARTS C	1	01-Sep-2016	Black / African American (Not	F

Figure 5 After

[ADM-AUC-HR-9900]

4.3. By Paychecks/Other [Enhancement]

The screenshot shows the 'Report Library Paychecks/Other' interface. A report selection window is open, showing a list of reports. The report '6804-Paycheck Pay Code Summary - By Employee/Pay Code' is selected and highlighted with a yellow circle and the number '1'. Below this, a configuration window for 'Task 6804: Paycheck Pay Code Summary - By Employee/Pay Code' is open. This window has several fields for configuration, including 'Required: Check Date Range (mmddyyyy)' set to 'From: 01-Jan-2016 To: 31-Dec-2016'. There are several 'Optional: Enter up to 9' fields for Employee#, Warrant#, Categories, Entity Codes, Pay Groups, Bargaining Units, and Employee Type Codes. The 'Employee Type Codes' field is highlighted with a yellow circle and the number '2'. A yellow arrow points to the 'Optional: Enter up to 9 Employee Type Codes' field, which is currently set to '3 values: P, PT, T'. A dropdown menu is open for this field, showing '1: Part-Time', '2: PT Part-Time Faculty', and '3: T Temporary'. The 'OK' button is highlighted with a yellow circle and the number '3'.

Access the report by selecting **Human Resources** ► **Reports** ► **Report Library** ► **By Paychecks/Other** ► **6804 Paycheck Pay Code Summary–By Employee/Pay Code**. A new optional **Employment Type Selection** was added to the **6804 Paycheck Pay Code Summary–By Employee/Pay Code** report.



This may be used to identify part time or temporary employees who have worked in excess of a specified number of hours in a calendar year. Exceeding a maximum number of hours per year may make part-time and temporary employees reportable under the Affordable Care Act or eligible for benefits.

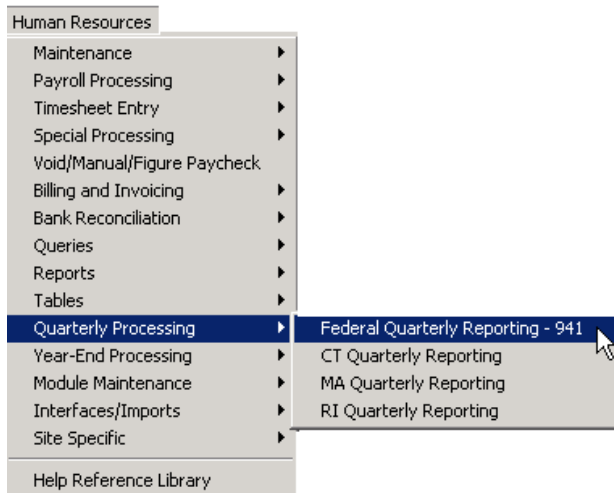


	A	B	C	D	E	F	G	H	I
	Employee	Name	Pay Code	Description	Category	Description	Hours	Days	Amou
1	000020	POWERS, LYNN M	DPERACCR	PERSONAL ACCRUAL DAYS	PERSON	PERSONAL LEAVE	0.00	4.00	
2	000020	POWERS, LYNN M	FPERACCR	Personal Day Forfeiture	PERSON	PERSONAL LEAVE	0.00	2.00	
3	000020	POWERS, LYNN M	REG	REGULAR - hours	REGULA	REGULAR	143.50	0.00	1,815
4	000020	POWERS, LYNN M					143.50	6.00	1,815
5									
6									
7	001257	GRUPPOSO, LYNN	REG	REGULAR - hours	REGULA	REGULAR	196.00	0.00	4,095
8	001257	GRUPPOSO, LYNN					196.00	0.00	4,095
9									
10	001911	ROBIN, LYNN M	BUS MTR	Bus Monitors - non union	NON-PE	NON-PENSION	148.00	0.00	954
11	001911	ROBIN, LYNN M					148.00	0.00	954
12									
13	005030	KARAKEIAN, LYNN D	REG	REGULAR - hours	REGULA	REGULAR	1,530.00	0.00	1,054
14	005030	KARAKEIAN, LYNN D					1,530.00	0.00	1,054

[ADM-AUC-HR-9902]

5. QUARTERLY PROCESSING

The Federal Quarterly Reporting – 941 specifications changed for 2017.



Employers use this form to:

- report income taxes, social security tax, or Medicare tax withheld from employee's paychecks, and
- pay the employer's portion of social security or Medicare tax.

See <https://www.irs.gov/pub/irs-pdf/i941.pdf> for the IRS instructions.

The report produced from AUC was aligned to match with the new form. Line “11, Total tax reported including adjustments” on the old form is now line “13, Total tax for this quarter including adjustments applied” on the new 941 Form.



5.1. Federal Quarterly Reporting – 941 [Updated per IRS]

```

6323-HRREP:HR941WAC*.REP          Printed 02-Jun-2017 at 13:32:42 by LUANN          Page 1
                                   Town of ADMINS
                                   Form 941 For The Quarter Ending 03312017
                                   and Schedule 941 B

                                   Entity: 1      TOWN OF ANYWHERE
                                   Warrant Check Dates: 01012017 to 03312017

1. Number of employees employed in the pay period.....
   3/12, 6/12, 9/12 or 12/12

2. Wages, tips, and other compensation.....

3. Federal income tax withheld from wages, tips, and other compensation.

4. If no wages, tips, and other comp are subject.....

5. 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.      58,705.92 X .029 =          1,702.47
5d. Addl Medicare Taxable.....      X .009 =
5e. Add Columns 2 from lines 5a, 5b, 5c and 5d.....
5f. Section 3121(q) Notice and Demand - Tax due on unreported tips.....

6. Total taxes before adjustments (lines 3 + 5e and 5f).....

7. Current quarter adjustment for fractions of cents.....

8. Current quarter's adjustment for sick pay.....

9. Current quarter's adjustments for tips and group-term life insurance

10. Total taxes after adjustments.....

11. Total tax deposits including adjustments.....

Actual tax deduction amounts from employee records:
FICA:      MEDI:      853.00  ADDL MEDI:      FWITH:      6,759.80  EIC:

Actual tax deduction amounts from employer benefit:
FICA:      MEDI:      853.00

```

Figure 6 Before



```

6323-HRREP:HR941WAG*.REP          Printed 12-Jun-2017 at 12:57:38 by THERESA          Page 1
                                Town of ADMINS
                                Form 941 For The Quarter Ending 31-Mar-2012
                                and Schedule 941 B

                                Entity: 1      TOWN OF ANYWHERE
                                Warrant Check Dates: 01-Jan-2012 to 31-Mar-2012

1. Number of employees employed in the pay period.....
   3/12, 6/12, 9/12 or 12/12

2. Wages, tips, and other compensation.....

3. Federal income tax withheld from wages, tips, and other compensation.....

4. If no wages, tips, and other comp are subject.....

5. Taxable social security & medicare wages and tips:
5a. Taxable SS wages (FICA)...           X .104 =
5b. Taxable SS tips.....                 X .104 =
5c. Taxable Medi wages & tips.   5,835,740.87 X .029 =   169,236.49
5d. Addl Medicare Taxable.....         X .009 =
5e. Add Columns 2 from lines 5a, 5b, 5c and 5d.....
5f. Section 3121(q) Notice and Demand - Tax due on unreported tips....

6. Total taxes before adjustments (lines 3 + 5e and 5f).....

7. Current quarter adjustment for fractions of cents.....

8. Current quarter's adjustment for sick pay.....

9. Current quarter's adjustments for tips and group-term life insurance

10. Total taxes after adjustments.....

11. Qualified small business payroll tax credit for increasing research..

12. Total taxes after adjustments and credits.

13. Total tax deposits for this quarter, including adjustments applied...

Actual tax deduction amounts from employee records:
FICA:           MEDI: 84,619.28  ADDL MEDI:           FWITH: 672,799.29  EIC:

Actual tax deduction amounts from employer benefit:
FICA:           MEDI: 84,619.28

```

Figure 7 After

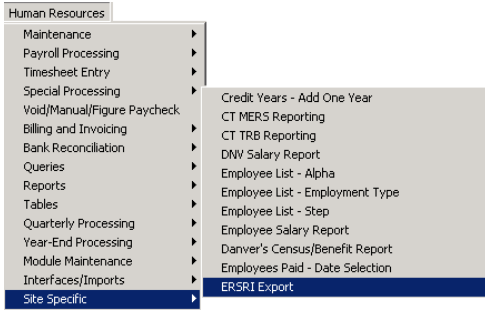
[ADM-AUC-HR-9905]

6. SITE SPECIFIC [Statutory Changes]

The state of Rhode Island changed the Employee Retirement System reporting requirements.

6.1. Employees' Retirement System of Rhode Island (ERSRI) Export

ERSRI has notified ADMINS that they have installed new software that does not change the file format but does require that the following changes be installed on your site. To create an ERSRI export file, select **Human Resources** ► **Site Specific** ► **ERSRI Export** and fill in the fields on the resulting prompt.



Task 6325: ERSRI Export

ERSRI Export

Required: Enter Warrant#

Required: Enter ESRRI Organization Code

Required: Enter ERSRI Pension Category

Optional: Survivor Benefit Category

Required: Enter File Output Path

Required: Enter User Defined 30 Character Field for Position (ex: 01)

Required: Enter Bargaining Unit User Defined Field for Base Units (ex: 01)

Required: ERSRI Type Municipal/Non-Certified Teachers/Certified

Run as Preview Print PDF

If Printing use Duplex Yes No

Figure 8 Before

Task 6325: ERSRI Export

ERSRI Export

Required: Enter Warrant#

Required: Enter ESRRI Organization Code

Required: Enter ERSRI Pension Category

Optional: Survivor Benefit Category

Required: Enter File Output Path

Required: Enter User Defined 30 Character Field for Position (ex: 01)

Required: Enter Bargaining Unit User Defined Field for Base Units (ex: 01)

Required: ERSRI Type Municipal/Non-Certified Teachers/Certified

Optional: Enter # of Certified Teacher Work Days

Optional: Enter # of Certified Non-Teacher Work Days

Run as Preview Print PDF

If Printing use Duplex Yes No

Figure 9 After

Two new fields for “Certified Teacher Work Days” and “Certified Non-Teacher Workdays” are available in the prompt.

These are **required** for the Certified Report and should be set.

These are **optional** only for the **Non-Certified** report.

The changes include:

1. The export is now provided by check number instead of by employee so that voids are presented in the file.
2. Void checks now have a beginning and ending date of the original check.
3. “Certified Teacher Work Days” and “Certified Non-Teacher Workdays” are multiplied by each employee’s FTE (Full Time Equivalent) to provide the number of paid days. Teacher days should be “classroom days”.
4. Actual and base units are zero for certified staff.
5. For non-certified staff, actual hours cannot be more than base units.

An edit list will be produced.



7. SCREEN DELAY [Fix]

Some sites with large data sets experienced a delay when viewing screens using scroll bars. The scroll bars were removed from multi-record screens to improve performance.



Figure 14 Before

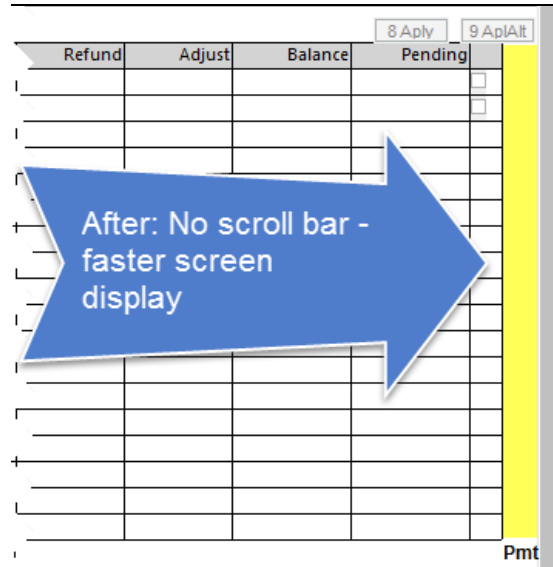


Figure 15 After

[ADM-AUC-RC-8369]

8. HELP REFERENCE LIBRARY

8.1. New or Updated Documentation

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

- SPECIAL PROCESSING HR-445 Employee Leave Balance Adjustments [New]
- HR-520 Group Term Life Insurance Over 50K [Updated]
- YEAR END PROCESSING HR-610 Fiscal Year End – Split Payroll [Updated]
- SITE SPECIFIC HR-1005 Bellingham Split Time [New]