



HUMAN RESOURCES

RELEASE NOTES – JUNE 2018

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

1.	MAINTENANCE ► EXPANDED DATES [Enhancement]	2
2.	PAYROLL PROCESSING [Fix]	3
3.	NO-TIME WARRANT [New]	4
4.	POSTING MESSAGE [Fix]	5
4.1.	Labor Distribution Posting	6
5.	SPECIAL PROCESSING ► GLOBAL CHANGE TO EMPLOYEE SALARY [Fix]	6
6.	MANUAL CHECK [Fix]	7
7.	QUERIES ► PAYCHECK HISTORY ► INQUIRY [Fix]	8
8.	REPORTS	9
8.1.	6831–Paycheck Listing (Enhancement)	9
8.2.	6801–Paycheck Cost Code Summary–By Category/Cost Code [Fix]	9
8.3.	6497–Employee List - Email Address for Direct Deposit [Enhancement]	10
9.	ADMINS REPORT GENERATOR (ARG) [Enhancement]	11
10.	SITE SPECIFIC ► CT Teacher’s Retirement board (CT TRB) [Fix]	13
11.	HELP REFERENCE LIBRARY	14
11.1.	New and Updated Documentation	14



1. MAINTENANCE ► EXPANDED DATES [Enhancement]

To allow human resources staff more flexibility when onboarding employees or changing employee positions, the acceptable date range was expanded. When adding a new employee or position, the date entered may be up to 180 days in the past or 60 days in the future.

To see this change, go to **Human Resources ► Maintenance ► Employee Maintenance ► [I Add Employee] or [P Add Position]**. The examples shown were created on May 24, 2018, so the acceptable date range is between November 25, 2017 and July 23, 2018.

Figure 1 Adding a new employee or new position in the Employee Maintenance screen

Figure 2 Date of hire is 180 days in the past – the addition is allowed

Figure 3 Date of hire exceeds 60 days in the future – the added position is not allowed

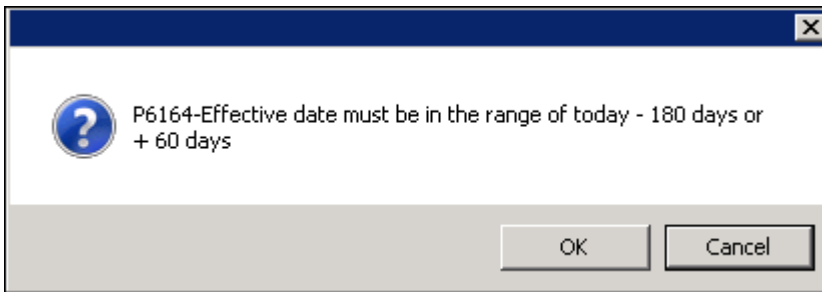


Figure 4 Error message when exceeding limits for effective date of hire or position change

After seeing the error message, the screen in Figure 1 will be re-displayed with the date of hire field available to enter a new date.

[ADM-AUC-HR-9894]

2. PAYROLL PROCESSING [Fix]

ADMINS corrected an issue where the menu allowed the user to rerun the **[Select and Calculate Warrants]** step and have two payrolls with the same batch #. The payroll steps screen will now prevent this from happening.

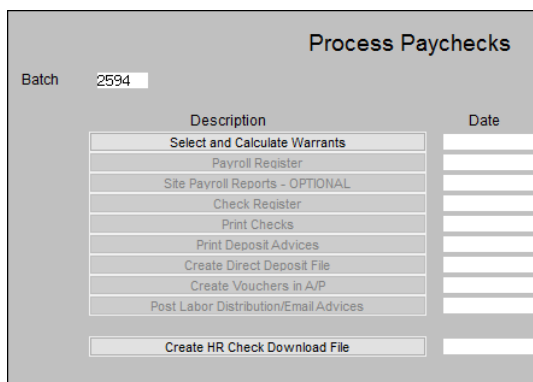


Figure 5 Before **[Select and Calculate Warrants]** step remained in focus allowing the same batch to be re-used

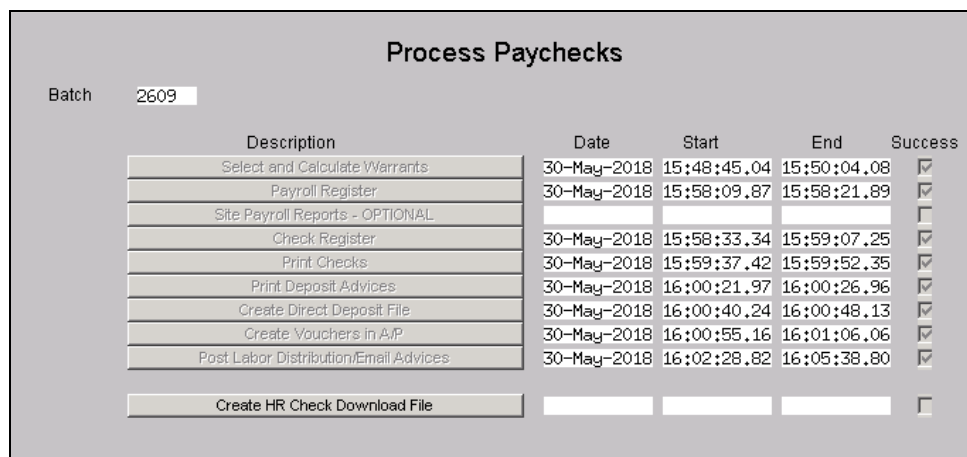


Figure 6 After—same batch number cannot be used—**[Select and Calculate Warrants]** is not in focus

Now the user must exit the Process Paychecks menu and create a new batch before processing another warrant.

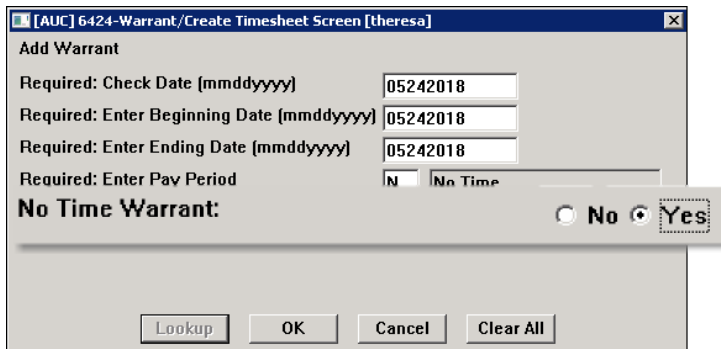
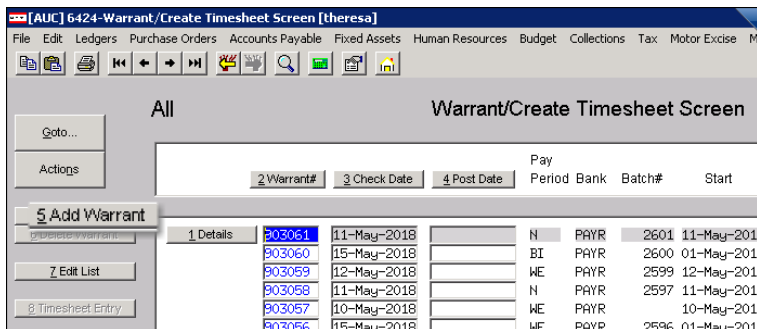
[ADM-AUC-HR-10,012]



3. NO-TIME WARRANT [New]

ADMINS is pleased to announce a new feature. A “No Time” warrant is one in which only void and manual checks will be created. This provides a simple way to set up a warrant to process adjustments.

Select **Human Resources ► Payroll Processing ► Warrant/Create Timesheet Screen**. Create a new warrant using the **[5 Add Warrant]** button on the Warrant/Create Timesheet Screen:



The Add Warrant prompt now includes the option for a “No Time Warrant: No/Yes” selection. Select Yes to create a No Time warrant that will require no time sheets to be created.

Figure 7 Add Warrant prompt with new option for a No Time Warrant

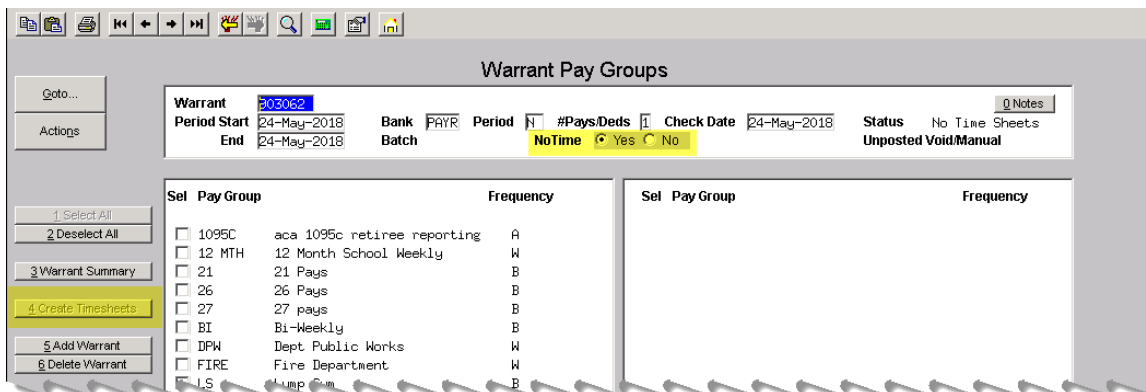


Figure 8 [4 Create Timesheets] button is gray—change the NoTime radio button to allow timesheets to be created

As shown in Figure 8, the No Time warrant is number 903062. Create as many manual and void checks as needed. When printing, select the no time warrant.



Warrant	Start	End	Period	CheckDate	Bank	PostDate	EntryUser	NoTime	Tof
903062	24-May-2018	24-May-2018	N	24-May-2018	PAYR		THERESA	Y	
903057	10-May-2018	10-May-2018	WE	10-May-2018	PAYR		WENDY	Y	
903052	08-May-2018	15-May-2018	WE	15-May-2018	PAYR		LUANN	Y	

[AUC] 6202-Void/Manual/Figure Paycheck [theresa]

Print Manual

Required: Enter In-Process Warrant#

The warrant #903062 is selected from the lookup each time a void or manual is printed.

Release Timesheets by Warrant

Warrant:
Check Date: 24-May-2018

These buttons will all show "No Reports Selected"

Timesheet Group	Description	Status
SCHOOL-BMMS	Memorial School	Released
TOWN -POL	Police Department	Released

The time sheet groups for all manual checks collected in the warrant will appear here and must be Approved before completing the warrant processing.

Figure 9 The time sheet groups for all void and manual checks in the warrant will appear here

Select and Calculate Warrants

Select the warrant for calculation in the customary manner

Warrant	Select	Check Date	Bank	Pay #	Calculation	User Name	Calculation Date	Period Start	Period End	Warrant Status	NoTime
903062	<input checked="" type="checkbox"/>	24-May-2018	PAYR	N	1	No		24-May-2018	24-May-2018	Selected Uncalc	Y

Proceed with the warrant steps. New informational messages will appear during the “check print”, “print deposit advices” and “create direct deposit file” if there are not records to process.

[ADM-AUC-HR-9985]

4. POSTING MESSAGE [Fix]

When posting a large number of transactions, users would sometimes see this message and get logged off of the AUC server:

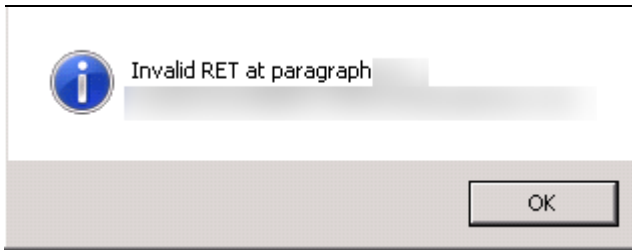
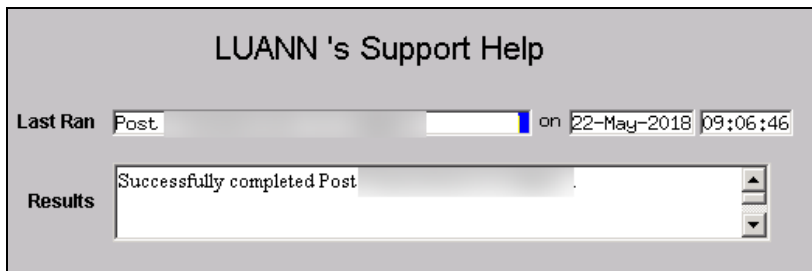


Figure 10 Before

This has been fixed and the user may now see a “Successfully completed” message like this one once the process has completed.



[ADM-AUC-GL-8290]

4.1. Labor Distribution Posting

A change was made for the Labor Distribution Posting; the user will no longer see the error message in Figure 10.

[ADM-AUC-GL-8290]

5. SPECIAL PROCESSING ► GLOBAL CHANGE TO EMPLOYEE SALARY [Fix]

There was an issue when the global salary change process was run and an effective date did not exist for a certain salary schedule. It would incorrectly include the next salary schedule and associated employee. This was corrected with the software update.

[ADM-AUC-HR-9991]



6. MANUAL CHECK [Fix]

Manual Entry-Timesheets

Warrant: 000000, Employee: 070452, Period: 01-Mar-2018 to 15-Mar-2018, Figure Check: UNCALCULATED, Base Adj.:

Cost Code Description: ER BCS26, Required: Enter Cost Code

Additional Information: NOT EDITABLE - % OF BASE

Code ER BCS26 is the employer share of the Blue Cross - as such it is a Benefit only and can not be added to the Deduction screen.

P6169-Cannot add benefit only to deduction screen

A benefit-only cost code may no longer be added to the deduction screen.

Figure 11–Error checking prevents a Benefit only code from being added to the Deduction entry tab of the timesheet
Similarly, a deduction-only cost code may no longer be added to the benefit tab.

Manual Entry-Timesheets

Warrant: 000000, Employee: 070452, Period: 01-Mar-2018 to 15-Mar-2018, Figure Check: UNCALCULATED, Base Adj.:

Cost Code Description: BLXF26, Required: Enter Cost Code

Additional Information: NOT EDITABLE - % OF BASE

A deduction only cost code may no longer be added to the benefit screen

P6169-Cannot add deduction only to benefit screen

Figure 12–Error checking prevents a Deduction only code from being added to the Benefit Entry tab of the timesheet

[ADM-AUC-HR-9978]



7. QUERIES ► PAYCHECK HISTORY ► INQUIRY [Fix]

Prior to the software update, VOID checks were not showing a void date for the printed check on the [Q Detail] screen.

Paycheck History-Inquiry									
Highlight desired check and click the button labeled View Check to view check detail information									
1 Employee		2 Bank		3 Warrant		4 WarCkDate		5 Ck#	
								6 Check Type	
								Net Pay	
Q Detail	Image	006189	O'NEILL, MARIE J	PAYR	903063	25-May-2018	0092428	V Void	VOID
		006189	O'NEILL, MARIE J	PAYR	903055	27-Apr-2018	0092485	V Void	VOID
		006189	O'NEILL, MARIE J	PAYR	903037	14-Feb-2018	0092485	P Printed	
		006189	O'NEILL, MARIE J	PAYR	903026	20-Dec-2017	0092428	P Printed	
								Net Pay	
								-588.14	
								-588.14	
								588.14	
								588.14	

Figure 13 Multi-record inquiry screen shows check as VOID

Paycheck History-Check Detail									
Employee #		006189 O'NEILL, MARIE J		Check Date		14-Feb-2018		Gross Pay	
Check		0092485 Printed		Warrant		903037 Batch 2578		Deductions	
Bank		PAYROLL - CITIZENS BANK		Period Ending		07-Feb-2018		Net Pay	
Number Pays		1		Period		WE		Benefits	
				Void Date					
5 Wages/Deductions/Benefits				6 Base Buckets					
Wages		Amount		Deductions		Amount		Benefits	
REGULAR		915.90		BLUE CROSS		103.76		MEDICARE	
				DEFERRED COMP		20.00			
				FEDERAL TAX		62.55			
				TOWN INSURANCE		.06			
				STATE TAX		40.40			
				MEDICARE		11.78			
				NORFOLK COUNTY		89.21			

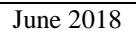
Figure 14 Detail for the check does not show a Void Date

This was corrected. Now the void date will appear on the detail screen. The software update will correct history records.

Paycheck History-Check Detail											
Employee #		006189 O'NEILL, MARIE J		Check Date		14-Feb-2018		Gross Pay			
Check		0092485 Printed		Warrant		903037 Batch 2578		Deductions			
Bank		PAYROLL - CITIZENS BANK		Period Ending		07-Feb-2018		Net Pay			
Number Pays		1		Period		WE		Benefits			
				Void Date		27-Apr-2018					
5 Wages/Deductions/Benefits				6 Base Buckets							
Wages		Amount		Deductions		Amount		Benefits		Amount	
REGULAR		915.90		BLUE CROSS		103.76		MEDICARE		11.78	
				DEFERRED COMP		20.00					
				FEDERAL TAX		62.55					
				TOWN INSURANCE		.06					
				STATE TAX		40.40					
				MEDICARE		11.78					
				NORFOLK COUNTY		89.21					

Figure 15 Paycheck History-Check Detail screen now shows the cancelled date on a printed check that was voided

[DNV-SUP-SAPLUC-443]



Page 9 of 14



Category	Description	CostCode	Description	Employee Name	Employee Amt	Employer Amt
UD	UNION DUES	UD-PRO	TEACHERS' DUES 26 WEEKS		11,942.16	0.00
UD	UNION DUES	UD-T21	TEACHER'S DUES 21WK		652.32	0.00
UD	UNION DUES	UN-FIR	FIRE UNION DEDUCTION		360.00	0.00
					20,420.07	0.00
UW	UNITED WAY	UW-WAY	UNITED WAY		4.00	0.00
					4.00	0.00
	Report Total				2,237,924.68	37,843.66

Figure 17 Zero amounts are shown in the report instead of as blanks.

Category	Description	CostCode	Description	Employee Name	Employee Amt	Employer Amt
457	457 LOAN	457LOAN	457 LOAN	000073 ALBERT, DAVID R.	59.68	
457	457 LOAN	457LOAN	457 LOAN	000510 BATTIS, RICHARD M. JR.	85.93	
457	457 LOAN	457LOAN	457 LOAN	000575 BEELER, STEVEN	74.04	
457	457 LOAN	457LOAN	457 LOAN	000937 BRUTON, JEROME E.	87.50	
457	457 LOAN	457LOAN	457 LOAN	001084 CARR, NE'COLE R	27.26	
457	457 LOAN	457LOAN	457 LOAN	001288 CLARK, DOUGLAS	204.99	
457	457 LOAN	457LOAN	457 LOAN	001758 D'ARESTA, MICHAEL	43.85	
457	457 LOAN	457LOAN	457 LOAN	001924 DEFRANCE V, AUGUST L.	19.28	
457	457 LOAN	457LOAN	457 LOAN	002035 DIMASSA, STEVEN J	133.64	

Figure 18 Before shown with Print/Preview/PDF® selected

Category	Description	CostCode	Description	Employee Name	Employee Amt	Employer Amt
457	457 LOAN	457LOAN	457 LOAN	000073 ALBERT, DAVID R.	59.68	.00
457	457 LOAN	457LOAN	457 LOAN	000510 BATTIS, RICHARD M. JR.	85.93	.00
457	457 LOAN	457LOAN	457 LOAN	000575 BEELER, STEVEN	74.04	.00
457	457 LOAN	457LOAN	457 LOAN	000937 BRUTON, JEROME E.	87.50	.00
457	457 LOAN	457LOAN	457 LOAN	001084 CARR, NE'COLE R	27.26	.00
457	457 LOAN	457LOAN	457 LOAN	001288 CLARK, DOUGLAS	204.99	.00
457	457 LOAN	457LOAN	457 LOAN	001758 D'ARESTA, MICHAEL	43.85	.00
457	457 LOAN	457LOAN	457 LOAN	001924 DEFRANCE V, AUGUST L.	19.28	.00
457	457 LOAN	457LOAN	457 LOAN	002035 DIMASSA, STEVEN J	133.64	.00

Figure 19 After shown with Print/Preview/PDF® selected

[ADM-AUC-HR-9998]

8.3. 6497–Employee List - Email Address for Direct Deposit [Enhancement]

There is a check box on the **Maintenance ► Employee Maintenance ► Contact** tab indicating if the direct deposit advice is to be emailed to the employee.

Employee Maintenance

JSTIN

Employee Attachments (9)

Employee Position Attachments

Current Positions T422DPW+CLK-01 PRINCIPAL CLERK HIGHWAY 1.0000

Q All Positions 000 --00

Accounting Salary Dates/Class Degrees Custom Accidents ACA

Suffix Gender Birth Date SS# Previous Name

Male

Unit

Phone #1 (508) 966-2140 Type H Home

Phone #2 (508) 494-1469 Type C Cell

Phone #3 (000) 000-0000 Type

Email feet@gmail.com

DD Email ☒ Test Date 25-Feb-2015 Test

Figure 20 The employee maintenance screen Employee Contact section showing the DD Email box checked



All Employees Employee Email Update Screen

Goto... Active w/Direct Deposit Active All

Actions 1 Employee 2 Name 3 Timesheet Group Position Term Date Email Address Email DD Test Date

Test 000020 DSTEGRN, LYNN M SCHOOL-BMMS S012TEASST5-01 theresa@admins.com 24-May-2018

000023 POWERS, KAREN M SCHOOL-SCHOOL S009EXTSUMR-01 01-Jul-2013

Figure 21 The checkbox is also found on the Human Resources ► Maintenance ► Employee Email Update Screen

The report was enhanced to include the checkbox for DD email from the screens. Select **Human Resources ► Reports ► Report Library ► [1 By Employee] ► 6497 Employee List - Email Address for Direct Deposit** to run the report. This report is available in Excel®.

File	Home	Insert	Page Layout	Formulas	Data	Review	View										
F20					CUSTODIAN												
A	B	C	D	E	F	G	H	I	J	K	L	M	N				
Emp#	Employee	TimesheetGrp	BargUnit	Position#	Description	CostCode	Description	Email	Bank	AcctType	Prenote	Effective	Ending				
003094	AHERN, MARIE	SCHOOL-CLERK	AFL -AF	S008BUSPAY -01	SCHOOL PAYROLL CLERK	DIRDEP	DIRECT DEPOSIT	BOA9	C	0	0	01-Jul-2009					
004009	SLANEY, LYNN S	SCHOOL-CLERK	AFL -AF	S008SPDCLRK-02	CLERK 12 MONTH	DIRDEP	DIRECT DEPOSIT	DN	C	0	0	15-Jan-1988					
004084	FLEURY, MARIE R	SCHOOL-CLERK	AFL -AF	S006SCHCLRK-01	CLERK 12 MONTH	DIRDEP	DIRECT DEPOSIT	BF	C	0	0	04-Dec-1995					
007822	CUPP, KAREN T	SCHOOL-CLERK	AFL -AF	S008BUSEKPR-01	BOOKKEEPER	DIRDEP	DIRECT DEPOSIT	CI	S	0	0	01-Feb-2008					
007861	RUGGIO, KAREN E	SCHOOL-CLERK	AFL -AF	S012SCHCLRK-01	CLERK 12 MONTH	DIRDEP	DIRECT DEPOSIT	SO	C	0	0	25-Aug-2009					
070118	MCCANN, LYNN M	SCHOOL-CLERK	AFL -AF	S008BUSEKPR-01	BOOKKEEPER	DIRDEP	DIRECT DEPOSIT	BA10	C	0	0	29-Nov-2010					

Figure 22 Before – no indication that the Direct Deposit Email flag is set on the employee record

File	Home	Insert	Page Layout	Formulas	Data	Review	View								
A2					003094										
1	Emp#	Employee	TimesheetGrp	BarqUnit	Position#	Description	CostCode	Description	Email	DD Email?	Bank	AcctType	Prenote	Effective	Ending
748	071044	GONZALEZ, MARIE	SCHOOL-KEOU	SNGL SCH-12MT	S008BUSFIN -01	DIRECTOR OF FINANCE SCHOOL	DIRDEP	DIRECT DEPOSIT			SO	C	0	01-Aug-2017	
749	071086	LARSON, MARIE C	TC -TEST	TOCL -01	T210POLDISP-02	POLICE DISPATCH	DIRDEP	DIRECT DEPOSIT			USAA	C	0	09-Oct-2017	
750	003105	AUSTIN, KAREN A	TOWN -DPW	TOCL -01	T422DPWVCLK-01	PRINCIPAL CLERK HIGHWAY	DIRDEP	DIRECT DEPOSIT	test@gmail.com	Y	RR	C	0	20-Jun-2011	
751	070740	MORRIS, KAREN	TOWN -DPW	TOCL -01	T450DPWADMIN-01	ADMINISTRATIVE ASSISTANT- DPW	DIRDEP	DIRECT DEPOSIT			ROCK	C	0	01-May-2015	
752	070979	DASARO, LYNN M	TOWN -DPW	TOCL -01	T450DPWVCLK-01	PRINCIPAL CLERK-WATER & SEWER	DIRDEP	DIRECT DEPOSIT			UN	C	0	15-Nov-2016	
753	002783	BAGSTER, KAREN	TOWN -FIRE	TOCL -01	T220FIRCLRK-01	PRINCIPAL CLERK-FIRE	DIRDEP	DIRECT DEPOSIT			DN	C	0	13-Jun-2002	
754	001260	FIELD, LYNN	TOWN -POL	TOCL -01	T210POLPRC -01	PRINCIPAL CLERK - POLICE	DIRDEP	DIRECT DEPOSIT			MS	C	0	20-Mar-2000	

Figure 23 After – Column J “DD Email?” indicates that the Direct Deposit Email checkbox is checked on the employee

[ADM-AUC-HR-9959]

9. ADMINS REPORT GENERATOR (ARG) [Enhancement]

Human Resources

- Maintenance >
- Payroll Processing >
- Timesheet Entry >
- Special Processing >
- Void/Manual/Figure Paycheck
- Billing and Invoicing >
- Bank Reconciliation >
- Queries >
- Reports > Report Library
- Tables > ADMINS Report Generator
- Quarterly Processing > Retrieve Output Files

To access the ADMINS Report Generator, select **Human Resources ► Reports ► ADMINS Report Generator**.

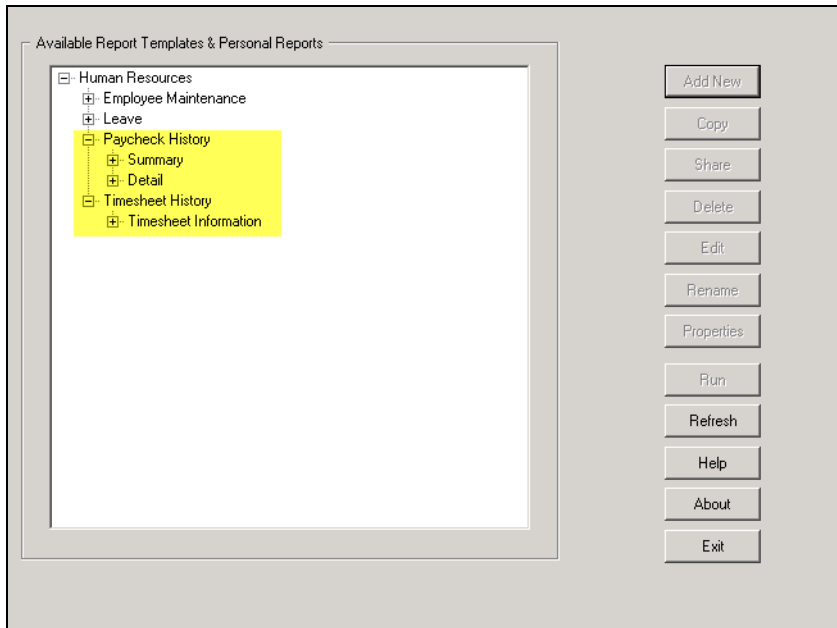


Figure 24 ADMINS Report Generator (ARG)

The new prompts for the Paycheck History reports are shown in Figure 25:

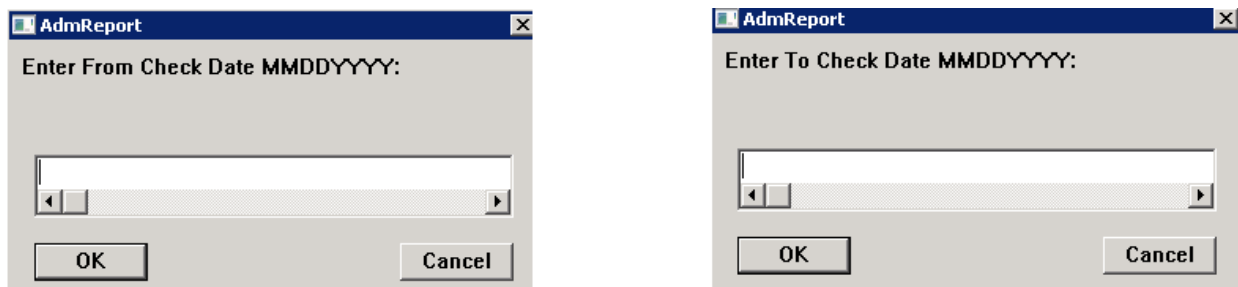


Figure 25 Prompts for New Paycheck History Summary or Detail Reports

While the report is being built, a progress bar will be shown along with the dates entered when the report was run:

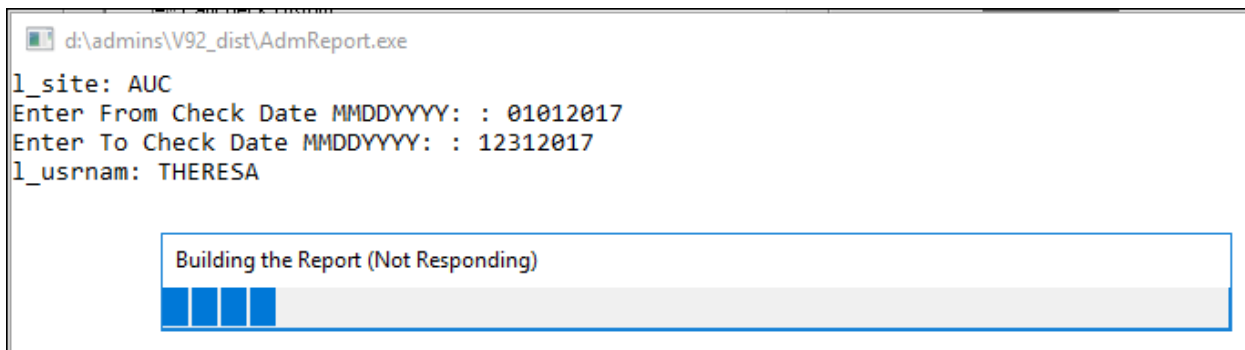


Figure 26 New progress bar and information

This modification applies to only **NEW** reports created for the **Paycheck History – Summary**, **Paycheck History – Detail** or **Timesheet History – Timesheet Information** reports. For Paycheck History reports, a **check date range** will be required.

For Timesheet History – Timesheet Information, a **work date range** will be required.

This will speed up the report generation.



When the Timesheet History reports are created and run, the following prompts will appear and are required:

AdmReport

Enter From Work Date MMDDYYYY:

12012017

OK Cancel

AdmReport

Enter To Work Date MMDDYYYY:

12312017

OK Cancel

Figure 27 Timesheet History Date prompts

A progress bar similar to the one shown in Figure 26 will be shown before the report is displayed.

[ADM-AUC-HR-10006]

10. SITE SPECIFIC ► CT TEACHER'S RETIREMENT BOARD (CT TRB) [Fix]

Prior to the software update, if an employee address used more than 30 places on the first line of the address, the first line of the mailing address was written to the CT TRB file and truncated to 30 characters, followed by up to thirty characters of data from the second line of the address. If line one was longer than 30 characters, some critical information was missing.

Now, the two lines will be concatenated and the first 60 characters will be populated on the edit report and disk file sent to the retirement board.

Mailing Address

☒ Same as Residential Address

Address 12 PINECREST VILLAGE APPARTMENTS Unit# 12341
REAR

City CAMBRIDGE State MA Zip 02138-0000

SS#	Empl#	Name	Gender	DOB	Address / E-mail	Phone	Pensionable Annual/10	Earnable Ann/FTE/10	FTE Re
001-10-4601	070956	HOUSTON, KEITH D	M	22-Aug-1991	12 PINECREST VILLAGE APPARTME REAR CAMBRIDGE, MA 02138-0000	(781) 915-4047	5,032.80	5,032.80	1.0000

Figure 28 Before – Line one was truncated – Unit # was missing

SS#	Empl#	Name	Gender	DOB	Address / E-mail	Phone	Pensionable Annual/10	Earnable Ann/FTE/10	FTE Re
001-10-4601	070956	HOUSTON, KEITH D	M	22-Aug-1991	12 PINECREST VILLAGE APPARTHEN TS Unit# 12341 REAR CAMBRIDGE, MA 02138-0000	(781) 915-4047	5,032.80	5,032.80	1.0000

Figure 29 After – The entire mailing address line one prints followed by the data from mailing address line two

[ADM-AUC-HR-9996]



11. HELP REFERENCE LIBRARY

The following new and updated documents were added to the help reference library:

11.1. New and Updated Documentation

- | | | |
|-----------------------|---|-----------|
| • YEAR END PROCESSING | HR–610 Fiscal Year End–Split Payroll PowerPoint® Slides | [Updated] |
| • OTHER | HR–910 How to Exit from AUC | [New] |
| | HR–920 The Best Way to Contact Support | [New] |