HUMAN RESOURCES RELEASE NOTES – JUNE 2018

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

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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.

🚥 [AUC] 6445-Employee	Maintenance [theresa]					
File Edit Ledgers Purch	ase Orders Accounts Payable Fixed Assets → → → 🎬 🎬 🔍 🔤 😭 🎧	Human Resources	Budget	Collections	Tax	Mo
		Emp	loyee	Mainter	nan	ce
Actions	Employee Number 071128 Position T801P0LAUX -01	LARY POLICE		:	l Of	1
Add Employee						

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

💷 [AUC] 6439-Employee Maintenance [theresa]			×
Add Employee and Position			
Required: Enter Bargaining Unit	NON -NO	No Benefits	
Required: Enter Schedule	PT F	Part Time non union	
Required: Enter Grade	1		
Required: Enter Step	1		
Required: Enter Full-Time Equivalent	1.0000		
Required: Enter Date of Hire (mmddyyyy)	11252017]	
		Clear All	

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

III [AUC] 6445-Employee Maintenance [theresa]		X
Add Position to Employee		
Required: Enter Bargaining Unit	NON -NO	No Benefits
Required: Enter Schedule	PT Part Ti	me non union
Required: Enter Grade	1	
Required: Enter Step	1	
Required: Enter Full-Time Equivalent	.2	
Required: Enter Date of Hire (mmddyyyy)	07242018	
		o
Lookup 0		Clear All

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.

	Process Pa	aychecks
Batch	2594	
	Description	Date
	Select and Calculate Warrants	
	Payroll Register	
	Site Payroll Reports - OPTIONAL	
	Check Register	
	Print Checks	
	Print Deposit Advices	
	Create Direct Deposit File	
	Create Vouchers in A/P	
	Post Labor Distribution/Email Advices	
	Create HR Check Download File	

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

	Process F	aychecks			
Batch	2609				
	Description	Date	Start	End	Success
	Select and Calculate Warrants	30-May-2018	15:48:45.04	15:50:04.08	
	Payroll Register	30-May-2018	15:58:09.87	15:58:21.89	
	Site Payroll Reports - OPTIONAL				Г
	Check Register	30-May-2018	15:58:33.34	15:59:07.25	5 🔽
	Print Checks	30-May-2018	15:59:37.42	15:59:52.35	5 🔽
	Print Deposit Advices	30-May-2018	16:00:21.97	16:00:26.96	
	Create Direct Deposit File	30-May-2018	16:00:40.24	16:00:48.13	
	Create Vouchers in A/P	30-May-2018	16:00:55.16	16:01:06.06	
	Post Labor Distribution/Email Advices	30-May-2018	16:02:28.82	16:05:38.80	
		_			
	Create HR Check Download File				

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

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

[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

Warrant Pay Groups									
Coto Actions	Warrant Period Start End	<mark>303062</mark> 24-Мау-2018 Валк РАҮR 24-Мау-2018 Ваtch	Period <u>N</u> #P NoTim	aysiDeds 1 Check Date 24-Mag-201 e ⊙ Yes C No	<u>©Notes</u> 3. Status No Time Sheets Unposted Void/Manual				
1 Select All	Sel Pay Group		Frequency	Sel Pay Group	Frequency				
2 Deselect All	□ 1095C	aca 1095c retiree reportin 12 Month School Weeklu	ng Á W						
<u>3</u> Warrant Summary		21 Pays 26 Pays	B						
4 Create Timesheets	□ 27 □ BI	27 pays Bi-Weekly	B B						
5 Add Warrant 6 Delete Warrant	DPW	Dept Public Works Fire Department	W						
555	F IS	unp Cum	, B	shares	mon				

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.



ADMINS Unified Community Human Resources

🔜 Warrants	×
Warrant Start End Period CheckDate Bank PostDate	EntryUser NoTime Tof
903062 24-May-2018 24-May-2018 N 24-May-2018 PHYR 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
[Aur] 6202-Void /Manual /Figure Paycheck [theresa]	
Print Manual	The warrant #903062 is selected
Required: Enter In-Process Warrant# 903062 PAYR	from the lookup each time a void or manual is printed.
	1
Lookup OK Cancel Clear All	
Actions These buttons will all Warrant 203062 Show Check Date 24-May-2018	
Summary Re. dt.A.	Richard I.
CL Report-All	Status
Warrant Summary-All SCHOOL-BMMS memorial school 6 Run Summary Report 7 Run GL Report TSGroup GL Report-Select TOWN -POL Police Department Police Department Police Department	<u>8</u> Re-Open Released Released
2 Approve All 3 Re-Ocen All	
4 Warrant Screen The time sheet groups for all man	nual checks
collected in the warrant will app must be Approved before com	ear here and pleting the
Show Approvats Warrant processing.	
Figure 9 The time sheet groups for all void and manual checks in the war	rant will appear here
File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budge Select the wa	arrant for calculation in the customary mapper

B 🔒 🏉	H1 +	→ ₩	4	<u> </u>			, C			tion curcuit	udonini di	ie eustennury m	unner
Select and Caler warrants													
Goto		Warrant	Select	Check Date	Bank	Pay # .ou De	ds Files Exist	User Name	Calculation Date	Period Start	Period End	Warrant Status	NoTime
		203062		24-May-2018	PAYR	N 1	No			24-May-20	18 24-May-2	2018 Selected Und	alc 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.

LUANN 's Support Help							
Last Ran	Post	on 22-May-2	018 09:06:46				
Results	Successfully completed Post		▲ ▼				

[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]



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.



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 [0 Detail] screen.

Paycheck History-Inquiry								
Highlight desired check and click the button labeled View Check to view check detail information								
	<u>1</u> Employee	2 Bank <u>3</u> Warrant	4 WarCkDate 5 Ck#	6 Check Type	Net Pay			
0 Detail [Image	006189 D'NEILL, MARIE J	PAYR 903063	25-May-2018 0092428	Void VOID	-588,14			
	006189 D'NEILL, MARIE J	PAYR 903055	27-Apr-2018 0092485	V Void VOID	-588,14			
	006189 D'NEILL, MARIE J	PAYR 903037	14-Feb-2018 0092485	P Printed	588,14			
	006189 D'NEILL, MARIE J	PAYR 903026	20-Dec-2017 0092428	P Printed	588,14			

Figure 13 Multi-record inquiry screen shows check as VOID

	Paycheck History-Check Detail								
Employee #006Check009BankPAYNumber Pays1	mployee # 006189 O'NEILL, MARIE J heck 0092485 Printed ank PAYROLL - CITIZENS BANK umber Pays 1 Period		WE	Check Date Warrant Period Ending Void Date	14-Feb-2018 903037 Batch 07-Feb-2018	2578	Gross Pay Deductions Net Pay Benefits		
5.VVages/D	eductions/Benefits		<u>6</u> Bas	e Buckets	J				
Wages		Amount	Dedu	tions	Amount	t E	Benefits	Amount	
REGULAR		915,90	BLUE	CROSS	103,76	1	MEDICARE	11.78	
			DEFERR	ED COMP	20,00				
			FEDER	AL TAX	62,55				
			TOWN IN	SURANCE	.06				
			STAT	E TAX	40,40				
]	MED	CARE	11.78			1	
			NORFOLI		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.

	Payched	ck History-Check De	ail		
Employee # 006189 0*h Check 0092485 0 Bank PAYROLL - 0 Number Pays 1 0 0	EILL, MARIE J Printed XITIZENS BANK Period	Check Date Warrant Period Ending WE <mark>Void Date</mark>	14-Feb-2018 903037 Batch : 07-Feb-2018 27-Apr-2018	2578 Gross Pay Deductions Net Pay Benefits	
5 Wages/Deductions/	Benefits	<u>6</u> Base Buckets	L		
Wages	Amount	Deductions	Amount	Benefits	Amount
REGULAR	915,90	BLUE CROSS	103.76	MEDICARE	11.78
	1 1	DEFERRED COMP	20,00		1
]]	FEDERAL TAX	62,55]
		TOWN INSURANCE	.06		
		STATE TAX	40.40		
	1 1	MEDICARE	11.78		1
		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]

8. REPORTS

8.1. 6831–Paycheck Listing (Enhancement)

The Paycheck Listing report now includes a column for the cancelled date, for void checks in the system history.

	A	B	С	D	E	F	G	Н		J	K	L	M
1	Sorted b	y: EMPNO											
2													
3	Emp#	<u>Name</u>	Check#	Check Date	<u>Clear Date</u>	<u>Warrant</u>	<u>CkType</u>	<u>Bank</u>	Gross Pay	Total Deds	Net Pay	<u>Total Bens</u>	Cancelled
90	006189	O'NEILL, MARIE J	0092485	14-Feb-2018	27-Apr-2018	903037	Р	PAYR	915.90	327.76	588.14	11.78	27-Apr-2018
91	006189	O'NEILL, MARIE J	0092485	27-Apr-2018	27-Apr-2018	903055	V	PAYR	-915.90	-327.76	-588.14	-11.78	
92	006189	O'NEILL, MARIE J	0092508	25-May-2018		903063	P	PAYR	915.90	327.76	588.14	11.78	
93	006189	O'NEILL, MARIE J	0092428	25-May-2018	25-May-2018	903063	V	PAYR	-915.90	-327.76	-588.14	-11.78	
94		Total							0.00	0.00	0.00	0.00	
95													
96	007045	FLEUETTE, LAWRENCE R.	0092482	14-Feb-2018	16-Apr-2018	903037	P	PAYR	914.80	337.26	577.54	12.55	16-Apr-2018
97	007045	FLEUETTE, LAWRENCE R.	0092482	16-Apr-2018	16-Apr-2018	903045	V	PAYR	-914.80	-337.26	-577.54	-12.55	
98		Total							0.00	0.00	0.00	0.00	
99													
100	007286	CHUPA, LYNN L	0935853	14-Feb-2018	14-Feb-2018	903037	E	PAYR	1,250.00	1,250.00	0.00	18.13	
101		Total							1,250.00	1,250.00	0.00	18.13	
102													
103	007749	FALCIONI, KAREN L	0935855	14-Feb-2018	14-Feb-2018	903037	E	PAYR	978.40	978.40	0.00	14.19	
104		Total							978.40	978.40	0.00	14.19	
105													
106	009891	GARBART, MARIE	0935896	06-Mar-2018	06-Mar-2018	903042	E	PAYR	2,924.62	2,924.62	0.00	42.14	
107		Total							2,924.62	2,924.62	0.00	42.14	

Figure 16 Excel[®] version showing new column for the cancellation date for void checks

[DNV-SUP-SAPLAUC-443]

8.2. 6801–Paycheck Cost Code Summary–By Category/Cost Code [Fix]

This report changed with the March software update - zero values were being shown as blanks instead of 0.00. This was corrected.

<u>G</u> oto	Report Library Paychecl	<s othe<="" th=""><th>ŧr</th></s>	ŧr
Actions	Report Name		
Actions	6789-EEO Reports	Sample	Run
	7225-Benefit Categories	Sample	Run
	6464-Employee Conversion Demographics	Sample	Run
	6463-Tables Audit Reports	Sample	Run
Report Categories	6465-History Audit Reports	Sample	Run
1 By Employee	7560-ACA 1095 Audit Report	Sample	Run
2 By Position	Paycheck History Reports	Sample	Run
3 By Timesheet	7211-Employee Paycheck History Register	Sample	Run
4 By Paychecks/Other	7216-Employee Paycheck History Summary	Sample	Run
	7213-Historical Paycheck Register - Warrant Detail	Sample	Run
	7219-Historical Paycheck Register - Employee Totals	Sample	Run
	6831-Paycheck Listing	Sample	Run
	6801-Paycheck Cost Code Summary - By Categ	ory/Co	ost Co
	6802-Paycheck Cost Code Report by Employee / Cost Code	Sample	Run
	6800-Paycheck Cost Code Summary - by Timesheet Group	Sample	Run



	9	• (°' - ' -		Paycheck_Lis	ting_By_Costco	de_6801_TH	ERESA[1].×ml -	Microsoft E	cel			- 6	• 8
	File	Home Insert	Page Layout	Formula	as Data	Review	View				~ ?	- 6	8
	Δ	.2 🔻 🤄	f_x	AN									^
4	A	B		C		D		E	F	G	н		-
1	Categor	/ Description		CostCode	Description			Employee	Name	Employee Amt	Employer Am	ıt	
179	UD	UNION DUES		UD-PRO	TEACHERS' D	JES 26 WEEK	s			11,942.16	0.0)	
180	UD	UNION DUES		UD-T21	TEACHER'S D	JES 21WK				652.32	0.0)	
181	UD	UNION DUES		UN-FIR	FIRE UNION DE	DUCTION				360.00	0.0)	
182	UD	UNION DUES								20,420.07	0.0	0	
183												-	
184	UW	UNITED WAY		UNWAY	UNITED WAY					4.00	0.0	<mark>ו</mark>	
185	UW	UNITED WAY								4.00	0.0	0	
186												_	
187		Report Total								2,237,924.68	37,843.6	6	
188												-	

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	BATTS, 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	BATTS, 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
1								-

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 Main	tenance No picture on File	
JSTIN	Employee Attachments (9) Employee Position Attachments	
	Current Positions T422DFWHCLK-01 PRINCIPAL CLERK HIGHWAY 1,0000	
<u>6</u> Accounting <u>7</u> Se Suffix Gender	iary §Dates/Class gDegreesQCustomACA Birth Date SS≠ Previous Name	
C Male	Employee Contact	
	Phone #2 (508) 965-2140 Type F Home Phone #2 (508) 494-1469 Type C Cell Phone #3 (000) 000-0000 Type	
p 02138-0000	Fmail Fest Romail.com DD Email 🔽 Test Date 25-Feb-2015	

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

ADMINS Unified Community Human Resources

	All Employees	Employee Email Update S	Screen		
<u>G</u> oto	Active w/Direct Depos	Active	All		
Actions	1 Employee 2 Name	<u>3</u> Timesheet Group Position Term Da	te Email Address	Email DD	Test Date
Test	000020 OSTEGREN, LYNN M 000023 POWERS, KAREN M	SCHOOL-BMMS S012TEASST5-01 SCHOOL-SCHOOL S009EXTSUMR-01 01-Jul-2	theresa@admins.com	24-	-May-2018

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[®].

F	File	Home	Insert	Page Layou	t Formulas	Data	Revie	w View									
	1	F20	- (-	f _x	CUSTODIAN												
	A		в		С	D		E	F	G	Н	1	J	K	L	M	N
1	Emp#	Employee			<u> TimsheetGrp</u>	<u>BargUnit</u>	E	osition#	Description	CostCode	Description	Email	<u>Bank</u>	AcctType	Prenote	Effective	Ending
2	003094	AHERN, MA	\RIE	:	SCHOOL-CLERK	AFL -AF	r 9	S009BUSPAY -01	SCHOOL PAYROLL CLERK	DIRDEP	DIRECT DEPOSIT		BOA9	С	6	01-Jul-2009	
3	004009	SLANEY, L	YNN S	:	SCHOOL-CLERK	AFL -AF	: 9	S008SPDCLRK-02	CLERK 12 MONTH	DIRDEP	DIRECT DEPOSIT		DN	С	0	15-Jan-1988	
4	004084	FLEURY, M	IARIE R	:	SCHOOL-CLERK	AFL -AF	r 9	S006SCHCLRK-01	CLERK 12 MONTH	DIRDEP	DIRECT DEPOSIT		BF	С	6	04-Dec-1995	
5	007822	CUPP, KAR	EN T	:	SCHOOL-CLERK	AFL -AF	: 9	S008BUSBKPR-01	BOOKKEEPER	DIRDEP	DIRECT DEPOSIT		CI	S	0	01-Feb-2008	
6	007861	RUGGIO, K	AREN E	:	SCHOOL-CLERK	AFL -AF	: 9	S012SCHCLRK-01	CLERK 12 MONTH	DIRDEP	DIRECT DEPOSIT		SO	С	0	25-Aug-2009	
7	070118	MCCANN, L	YNN M	:	SCHOOL-CLERK	AFL -AF	: 9	S008BUSBKPR-01	BOOKKEEPER	DIRDEP	DIRECT DEPOSIT		BA10	С	0	29-Nov-2010	

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

Home In	sert PageLa	out Formulas	Da	ta Rev	iew View										
A2	- (• :	003094													
	в	С		D	E	F	G	Н	1	J	K	L	M	N	0
Employee		TimsheetGrp	BargU	nit	Position#	Description	CostCode	Description	<u>Email</u>	DD Email?	<u>Bank</u>	AcctType	Prenote	Effective	Ending
GONZALEZ, M	ARIE	SCHOOL-KEOU	SNGL	SCH-12MT	S009BUSFIN -01	DIRECTOR OF FINANCE SCHOOL	DIRDEP	DIRECT DEPOSIT			SO	С	0	01-Aug-2017	
LARSON, MARI	EC	TC -TEST	TOCL	-01	T210POLDISP-02	POLICE DISPATCH	DIRDEP	DIRECT DEPOSIT			USAA	С	б	09-Oct-2017	
AUSTIN, KAREI	AV	TOWN -DPW	TOCL	-01	T422DPWHCLK-01	PRINCIPAL CLERK HIGHWAY	DIRDEP	DIRECT DEPOSIT	test@gmail.com	Y	RK	С	0	20-Jun-2011	
MORRIS, KARE	N	TOWN DPW	TOCL	-01	T450DPWADMN-01	ADMINISTRATIVE ASSISTANT- DPW	DIRDEP	DIRECT DEPOSIT			ROCK	С	0	01-May-2015	
DASARO, LYN	NM	TOWN -DPW	TOCL	-01	T450DPVWVCLK-01	PRINCIPAL CLERK-WATER & SEWER	DIRDEP	DIRECT DEPOSIT			UN	С	б	15-Nov-2016	
BAGSTER, KAP	REN	TOWN -FIRE	TOCL	-01	T220FIRCLRK-01	PRINCIPAL CLERK-FIRE	DIRDEP	DIRECT DEPOSIT			DN	С	0	13-Jun-2002	
FIELD, LYNN		TOWN -POL	TOCL	-01	T210POLPRC -01	PRINCIPAL CLERK - POLICE	DIRDEP	DIRECT DEPOSIT			MS	С	0	20-Mar-2000	
4	Employee GONZALEZ, M. LARSON, MARI AUSTIN, KAREI MORRIS, KARE DASARO, LYNN FIELD, LYNN	B Employee GOIZALEZ, MARE LARSON, MARE C AUSTNI, KAREN A MORRIS, KAREN DASARO, LYNN M BAGSTER, KAREN FIELD, LYNN	12 B C Imployee C C Imployee C C C C C C C C C C C C C C C C C C	L2 C Gamma B C Employee CONZALEZ, MARE SCHOOL-KEOL SNOE LARSON, MARE C LARSON, MARE C TC -TEST TOOL AUSTIN, KAREN A TOWN -DPW TOOL DASARO, LYNN M TOWN -DPW TOOL DASASTER, KAREN TOWN -PWW TOOL PREDSTER, KAREN TOWN -PW TOOL PREDL, LYNN TOWN -PW TOOL	L2 C D B C D Employee TimsheetGrp BargUnit GOXZALEZ, MARE SCHOOL-KEOU SNOL SCH-2MT LARSON, MARE C TC -TEST TOCL AUSTIN, KAREN A TOWN -DPW TOCL -01 DASRO, LYNN M TOWN -DPW TOCL -01 DASRO, LYNN M TOWN -DPW TOCL -01 PRED, LYNN M TOWN -PRVE TOCL -01 PIELD, LYNN TOWN -DOL TOCL -01	L2 C D E Employee TimsheetGrp BardUnit Position# GOIXALEZ, MARIE SCHOL-LKOU SNOL-SCH-12MT SOUBUSEN-01 LARSON, MARIE C TC TC 1210POLDISP0.2 AUSTIN, KAREN A TOWN -DPW TOCL -01 T420PWHCLK-01 MORRIS, KAREN TOWN -DWV TOCL -01 T430DPWWCLK-01 DASARO, L'YNN M TOWN -DWV TOCL -01 T430DPWWCLK-01 DASASTER, KAREN TOWN -PWE TOCL -01 T220PIRCLEK-01 FIELD, L'YNN TOWN -POL TOCL -01 T210POLPRC-01	L2 C D E F Employee TimsheetGrp BargUnit Position# Description GOIXALEZ, MARIE SCHOOL-RECO SOLSCH-12MT SOUBSUST DIRECTOR OF FINANCE SCHOOL LARSON, MARIE C TC -TEST TOCL -01 T210POLDISP-02 POLICE DISPATCH AUSTIN, KAREN A TOWN -DPW TOCL -01 T4220PWHCLK-01 PRINCIPAL CLERK HOHWAY MORRIS, KAREN TOWN -DPW TOCL -01 T450DPWACLK-01 PRINCIPAL CLERK-WIDEWASTANTE ASSISTANT-DPW DASARO, LYNN M TOWN -IPW TOCL -01 T450DPWACLK-01 PRINCIPAL CLERK-WATER & SEWER BAGSTER, KAREN TOWN -IPW TOCL -01 T220FIRCLRK-01 PRINCIPAL CLERK-HRE EILD, LYNN TOWN -IPW TOCL -01 T210POLDRC-01 PRINCIPAL CLERK-VATER & SEWER	Lat C D E F C C Employee TimsheetGrp BardUnit Position# Description CostCode ContXaLEZ, MARE SCHOOL-KEOU SNOL SCH-12MT SOBBINITION# DIRECTOR OF FNANCE SCHOOL DIRDEP LARSON, MARE C TC -TEST TOCL -01 T210POLDISP-02 POLICE DISPATCH DIRDEP AUSTIN, KAREN A TOWN -0PW TOCL -01 T420PWHCLK-01 PRINCIPAL CLERK HOMWAY DIRDEP DASRO, LYNN M TOWN -0PW TOCL -01 T450DPWWCLK-01 PRINCIPAL CLERK-WATER & SEWER DIRDEP BAGSTER, KAREN TOWN -1PW TOCL -01 T450DPWWCLK-01 PRINCIPAL CLERK-FIRE DIRDEP DASARO, LYNN M TOWN -1PW TOCL -01 T450DPWMCLK-01 PRINCIPAL CLERK-VATER & SEWER DIRDEP BAGSTER, KAREN TOWN -1PW TOCL -01 T210POLDR-0.01 PRINCIPAL CLERK -POLICE DIRDEP	L2 ✓	L2 C D E F G H I Employee TimsheetGrp BardUnit Position# Description CoastCode Description Email GOIXALEZ, MARIE School.+Kool SNGB.Sch-12MT SOGBBUSFIN01 DIRECT DEPOSIT Email CoastCode Description Email LARSON, MARIE C TC -TEST TOCL01 T210POLDISP-02 POLICE DISPATCH DIRECT DEPOSIT DIRECT DEPOSIT AUSTIN, KAREN A TOWN -DPW TOCL01 T420PVMELK-01 PRINCIPAL CLERK HIGHWAY DIRECT DEPOSIT DASARO, L'NIN M DIRODE POSIT Townorks, KAREN DIRODE POSIT DERECT DEPOSIT DASARO, L'NIN M TOWN -PW TOCL01 T4500PVM/CLK-01 PRINCIPAL CLERK-WAITER & SEVER DIRODE POSIT DASARO, L'NIN M TOWN -PW TOCL01 T20PRICHK-01 PRINCIPAL CLERK-WAITER & SEVER DIRODE POSIT DASARO, L'NIN M TOWN -PW TOCL01 T20PRICHK-01 PRINCIPAL CLERK-WAITER & SEVER DIRODE PORCET DEPOSIT BAOSTER, KAREN TOWN -PW TOCL01 T20PRICHK-01 PRINCIPAL CLERK	L2 C D E F O H I J Employee TimeheetGrp BargUnit Desition# Description ColsCode Description Employee ColsCode Description ColsCode Description Employee ColsCode Description ColsCode Description Director ColsPart ColsPart Director Director Director ColsPart ColsPart Director Director Director ColsPart TimeheetGrp Director Director Director Director Director ColsPart ColsPart Director Director AUSTIN, KAREN TOWN -PW TOCL -01 Timeh	Line C D E F G H I J K Employee TimsheetGrp BardUnit Position# Description CostCode Description Email DDEmail? Bank GOIXALEZ, MARIE SCHOOL-KOCU SNOL SCH-12MT SOBRESTRI-01 DIRECTO FOR SCHOOL Email DDEmail? Bank GOIXALEZ, MARIE SCHOOL-KOCU SNOL SCH-12MT SOBRESTRI-01 DIRECTO FOR SCHOOL DIRECTO FORST SOBRESTRI-01 DIRECT DEPOSIT USAA AUSTIN, KAREN A TOWN - OPW TOOL -01 T120POLDISP-02 POLICE DISPATCH DIRECT DEPOSIT USAA AUSTIN, KAREN A TOWN - OPW TOOL -01 T430DPWANDL4 / OHNISTRATIVE ASSISTANT- DPW DIRECT DEPOSIT USAA DASASTER, KAREN TOWN - OPW TOOL -01 T430DPWANDL4 / OHNISTRATIVE ASSISTANT- DPW DIRECT DEPOSIT Editoria BAGSTER, KAREN TOWN - PW TOOL -01 T430DPWANDL4/OHNICH ALCHERK-WATER & SEWER DIRECT DEPOSIT UN BAGSTER, KAREN TOWN - POL TOOL -01 T220FIRCLRK-/ PRI	A2 Image: Construct of the second	A2 C D E F G H I J K L M Employee TimsheetGrp BardUnit Position# Description CostCode Description Email DDEntity Position# Description ConZALEZ, MARIE SCHOOL-KOCU SNAU, SCH-12MT SOBRESTRI-01 DIRECTO FORST CostCode Description Email DDEntity Position# CostCode Description Email DIRECTO FORST SOB SO C To LARSON, MARIE C TC -TEST TOCL -01 T210POLDISP-02 POLICE DISPATCH DIRECT DEPOSIT USAA C To AUSTIN, KAREN A TOWN -DPW TOCL -01 T430DPWANDL4 -01 PRINCPAL, CLERK HOHWAY DIRECT DEPOSIT USAA C To DASRO, L'YNN M TOWN -DPW TOCL -01 T430DPWANDL4 -04 PRINCPAL, CLERK-WATER & SEWER DIRECT DEPOSIT UN C To BAGSTER, KAREN TOWN -PW TOCL -01 T202FRCLRK-01 PRINCPAL, CLERK-VATER & SEWER DIRECT DEPOSIT UN C To BAGSTER, KAREN <td< th=""><th>L2 C D E F G H I J K L M N Employee TimeheetGrp BardUnit Position# Description CostCode Description Diffect DePosition# Diffect DePosit# Diffect DePosit#</th></td<>	L2 C D E F G H I J K L M N Employee TimeheetGrp BardUnit Position# Description CostCode Description Diffect DePosition# Diffect DePosit# Diffect DePosit#

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	>
Tables	>
Quarterly Processing	>

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



- Human Hesources 市- Employee Maintenance	Add New
u	Сору
⊟-Paycheck History ⊕-Summary ⊕-Detail	Share
Timesheet History	Delete
	Edit
	Rename
	Properties
	Bun
	Refresh
	Help
	About
	E vit

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.

Figure 24 ADMINS Report Generator (ARG)

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

🖬 AdmReport 🛛 🗙	🔜 AdmReport	×
Enter From Check Date MMDDYYYY:	Enter To Check Date MMDDYYYY:	
OK	OK	

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



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

I AdmReport	×	AdmReport
Enter From Work Date MMDDYYYY:		Enter To Work D
12012017 <	>	12312017 <
ОК	Cancel	ОК

AdmReport	×
Enter To Work Date MMDDYYYY:	
12312017	
<	>
	0
UK	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 Add	ress													
	Same as Residential Address													
Address	12 PINECREST VILLAGE APPARTMENTS Unit# 12341													
	REAR													
City	CAMBRIDGE State MA Zip 02138-0000													

 ss#	====== Empl#	Name		====== Gender	D0B	Address / E-mail	 ======================================	Pensionable Annual/10	Earnable	====== FTE	
001-10-4601	070956	HOUSTON,	KEITH D	===== М	22-Aug-1991	12 PINECREST VILLAGE APPARTME REAR CAMERIDGE, MA 02138-0000	 781) 915-4	047 5,032.80	5,032.80	1.0000	

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

											== ,
								Pensionable	Earnable		
SS#	Emp1#	Name		Gender	DOB	Address / E-mail	Phone	Annual/10	Ann/FTE/10	FTE	e.
											==3
001-10-4601	070956	HOUSTON,	KEITH D	м	22-Aug-1991	12 PINECREST VILLAGE APPARTMEN	(781) 915-4047	5,032.80	5,032.80	1.0000	1
						TS Unit# 12341 REAR					
						CAMBRIDGE, MA 02138-0000					
											_

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