



HUMAN RESOURCES

RELEASE NOTES – JUNE 2019

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

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1. EMPLOYEE MAINTENANCE

1.1. Changes to Employees with Future Termination Dates [Enhancement]



Prior to the software update, if a termination date was entered for an employee position that was in the future, changes could not be made to the position based tabs on the employee maintenance screen. After the software update, changes may be made up until the future termination date has been reached.

How might this be used? One example of needing to enter an employee with a future termination date is for benefits provided to a **dependent** of a deceased or retired employee. **ADMINS** allows the creation of a “pseudo-employee” to provide benefits in such cases. This “pseudo-employee” may be benefit-eligible until the age of 18; and the termination date is known and can be set.

[ADM-AUC-HR-10092]

1.2. Notes Field for Benefits and Deductions [Enhancement]

Employee Maintenance

Employee Number: 000040 KEITH F LEDOUK
Position: F421DFDIR -01 DFN DIRECTOR

Current Tier: 1

Cost Code	Effective	Stop Date	Table Amount	Message	Additional Amt	Start Date	Stop Date	Original Amt	Remaining Bal	Note
DEFVOL	07-Feb-1991			Or iAmt > CostCode EE Max	85,00	07-Feb-1991		24,500,00	20,165,00	
DIRDEP	07-Feb-1991		999,999,99							
IS-CDL	07-Feb-1991				4,91	07-Feb-1991				
EP PGFTW	01-Dec-2018				27,521,79	01-Dec-2018		27,521,79		NOTE
FED-	07-Feb-1991				53,65	07-Feb-1991				
INS-WK	07-Feb-1991		.06		.24	07-Feb-1991				NOTE
MA-	07-Feb-1991				11,50	07-Feb-1991				
MEDI	07-Feb-1991		1,45000							
NC-PH8	07-Feb-1991		8,00000							
NCZX	28-Jun-2012		2,00000							
WG-BEN	07-Feb-1991							28	2,913,53	

System messages appear here

Activate a Cost Code record by clicking anywhere on the record; enter the text below. This will allow entry of a note related to the "WG-BEN" cost code.

Non-Direct Deposit Acct Entry & Note for WG-BEN

Bank: ABA 0000-0000-0 Account: Pre-Note

NOTE: Make up payments

ADMINS added a **NOTE** field to the [3 Ded/Ben] tab to allow the entry of user-supplied notes for each deduction. This differs from the **Message** field, which is for **System Generated** messages.

Figure 1 NOTE field available for deductions / benefits on the employee maintenance screen

Employee Maintenance Query

Cost Code: 000040 KEITH F LEDOUK

Cost Code	Effective	Stop Date	Table Amount	Message	Additional Amt	Start Date	Stop Date	Original Amt	Remaining Bal	Note
DEFVOL	01-Feb-2017			Or iAmt > CostCode EE Max	500,00	12-Mar-2018		24,500,00	12,550,00	
EP BCF26	01-Jan-2012				25,513,86	01-Jul-2017		25,513,86		
HMOF26	31-Aug-1992		215,82					5,503,67	2,913,53	NOTE
INS-BM	31-Aug-1992		.12							

NOTE: Make up payments

An alert will appear in the “Note” column signifying that there is a note for a particular deduction. Click on the line with the note to activate the editable field in the lower left corner of the screen.

Figure 2 Employee Maintenance Query screen



Up to 80 characters may be entered in the **NOTE** field. The **Human Resources ▶ Employee Maintenance Query** screen **displays** the notes but does not allow notes to be added or edited.

[ADM-AUC-HR-10063]

2. PAYROLL PROCESSING ▶ CT PART TIME SICK [ENHANCEMENT]

CT part time workers are entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year to the following year. CT part time workers can only **use** 40 hours of paid sick leave per year, no matter how many hours are carried over and accrued.



ADMINS enhanced the **Timesheet Entry** and **Void/Manual** screens to accommodate these limits.

An error message will pop up stating the calendar year maximum and will adjust the hours if sick leave entered is in excess of the 40 hour per year maximum. The message is shown in **Figure 3**.

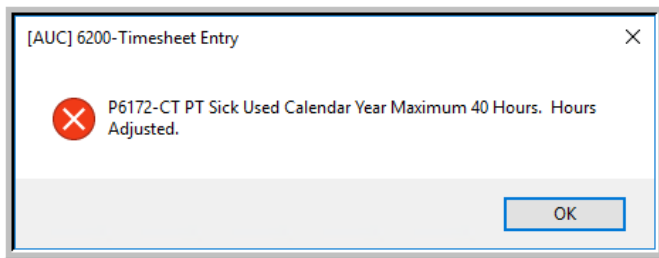
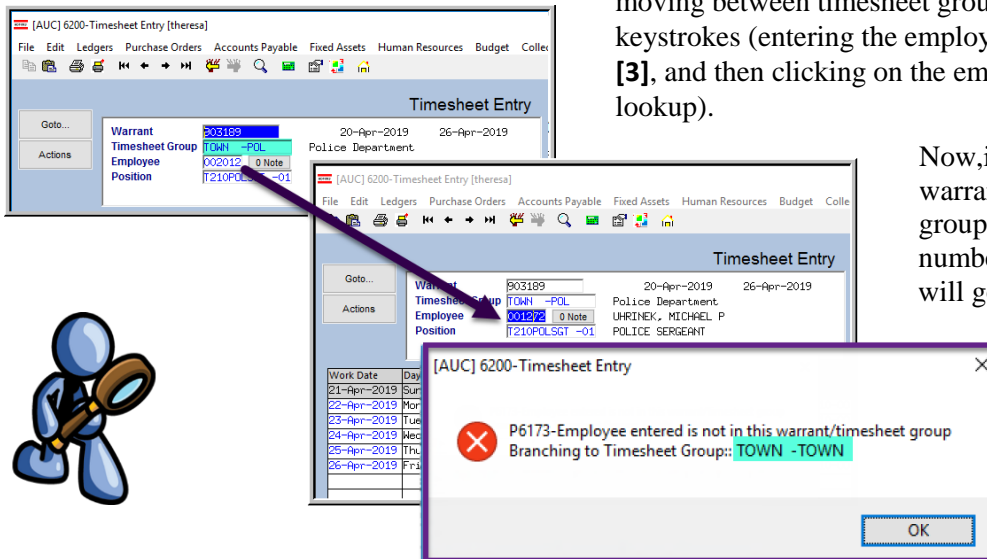


Figure 3 Pop up announces that the hours will be adjusted when the maximum of 40 hours is reached

[COVENTRY-SUP-SAPLAUC-283]

3. TIMESHEET ENTRY [Enhancement]

ADMINS improved the way the timesheet entry screen accesses an employee record. Prior to the software update, moving between timesheet groups required several keystrokes (entering the employee number in the field, **[F3]**, **[3]**, and then clicking on the employee number in the lookup).



Now, if the employee is part of the warrant but in a different timesheet group, just enter the employee number in the timesheet screen. It will go to the correct timesheet group/employee. An informational message will appear alerting the user that the employee is in a different timesheet group. Click on **[OK]** to work on the timesheet.

Figure 4 Timesheet Entry allows the entry of an employee in a different timesheet group

The timesheet group security remains in effect via this method – users without access to a timesheet group will not be able to view or edit timesheets for that group by entering in the employee number.

[ADM-AUC-HR-10106]



4. REPORTS ► PROGRESS BAR



ADMINS reinstated the progress bar feature that indicates a report is running.

[ADM-AUC-SY-8093]

4.1. New and Enhanced Reports

ADMINS updated and added reports to the Reports Library, including an enhancement to one of our “Favorite” reports, #6714 Employee List – Grade Schedules report.

4.1.1. [1 By Position] #6714 Employee List – Grade Schedules [Enhancement]

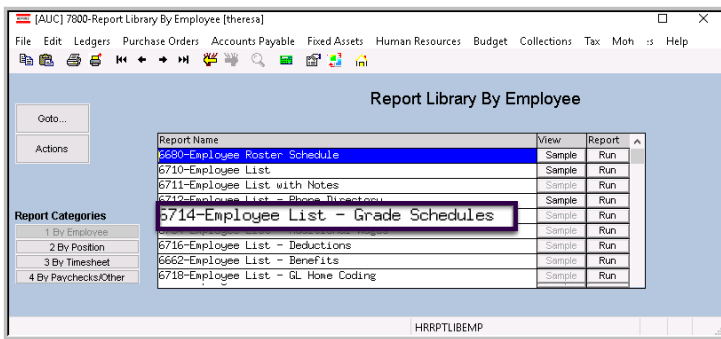


Figure 5 The Report Library by Employee*

ADMINS added an **Employee Type** column to the Excel® output version of the report, to allow reporting on employee types. Run the report by selecting **Human Resources ► Reports ► Report Library ► [1 By Employee] ► #6714 Employee List – Grade Schedule**.

The added column lists the **Employee Type** field from the classifications section on the [8 Dates/Class] tab of the **Human Resources ► Maintenance ► Employee Maintenance** screen.

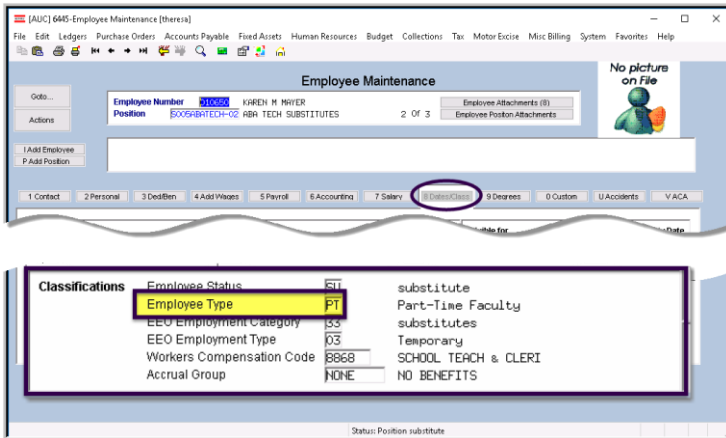


Figure 6 The Employee Type field on the Employee Maintenance screen

Use Excel® sorting and filtering on this report to segregate the employees by type for **Bureau of Labor Statistics** reporting. Columns “R” & “S” in the spreadsheet show **Original Hire Date** and **Position Hire Date**, respectively.

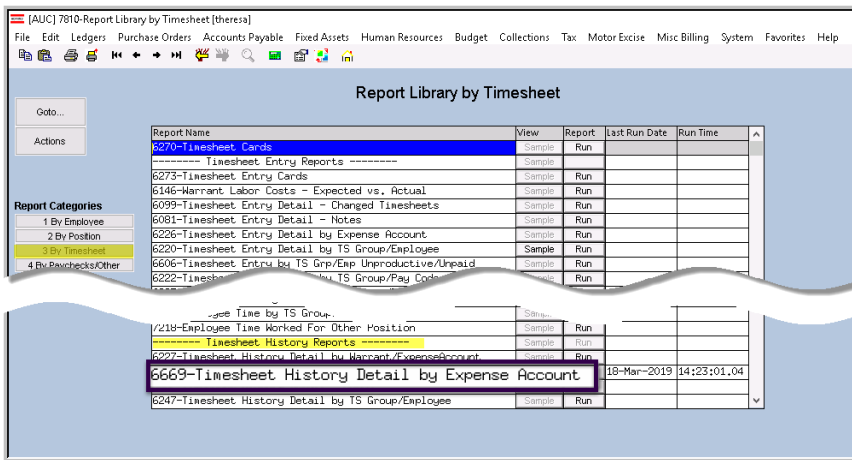


Emp#	Name	Position#	Description	BargainingUnit	Schedule	OrigHireDt	PosHireDate	BE
010697	COMPTON, LYNN K	S009HOMESER-01	ABA HOME SERVICES PROVIDER	NON -NO	ABA	01-Jul-2010	01-Jul-2010	P
010650	MAYER, KAREN M	S005ABATECH-02	ABA TECH SUBSTITUTES	NON -NO	ABA	11-Oct-2016	11-Oct-2016	PT
010699	TRIVEDI, MARIE A	S005ABATECH-02	ABA TECH SUBSTITUTES	NON -NO	ABA	04-Feb-2015	04-Feb-2015	P
070483	PELOQUIN, MARIE A	S005ABATECH-02	ABA TECH SUBSTITUTES	NON -NO	ABA	26-Sep-2017	26-Sep-2017	P
071029	REISSFELDER, KAREN A	S005ABATECH-02	ABA TECH SUBSTITUTES	NON -NO	ABA	01-Jun-2017	01-Jun-2017	P
007845	BLANCHETTE, LYNN LEE	S012ABAABAS-02	APPLIED BEHAVIOR ANALYSIS TECHNICIA AFLABA12-MSEC		ABATECH	01-Oct-2018	01-Oct-2018	F
070640	STANDLEY, LYNN A	S012ABAABAS-02	APPLIED BEHAVIOR ANALYSIS TECHNICIA AFLABA12-MSEC		ABATECH	01-Oct-2018	01-Oct-2018	F
071161	IARUSSI, MARIE	S012ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIA AFLABA12-MSEC		ABATECH	02-Jul-2018	02-Jul-2018	F
071210	HASLAM, LAWRENCE	S012ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIA AFLABA12-MSEC		ABATECH	27-Aug-2018	27-Aug-2018	F
071211	SENDER, KEITH	S005ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIA AFLABA12-MOEL		ABATECH	29-Aug-2018	27-Aug-2018	F
071235	HORGAN, KAREN E	S005ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIA AFLABA12-MOEL		ABATECH	17-Oct-2018	17-Oct-2018	F
071243	CHATTERTON, LYNN	S012ABAABAS-02	APPLIED BEHAVIOR ANALYSIS TECHNICIA AFLABA12-MSEC		ABATECH	13-Nov-2018	13-Nov-2018	F
071267	MOORE, LAWRENCE B	S003ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIA AFLABA12-MOEL		ABATECH	09-Jan-2019	09-Jan-2019	F

Figure 7 – New column “BE” Employee Type

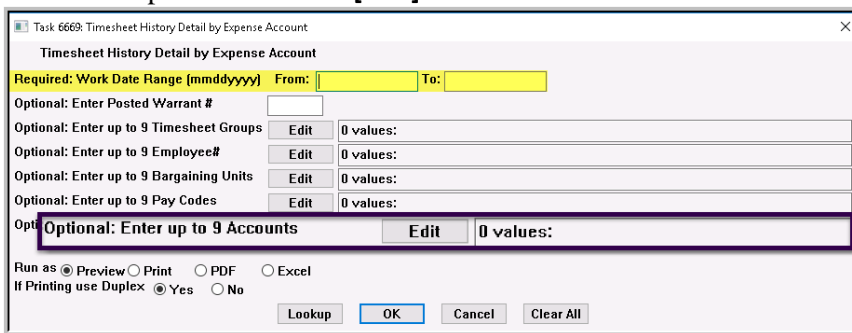
[ADM-AUC-HR-10091]

4.1.2. [3 By Timesheet] ▶ #6669 Timesheet History Reports [New]



ADMINS added #6669 Timesheet History Detail by Expense Account, to allow reporting of activity on up to nine expense accounts. Access the report by selecting **Human Resources ▶ Reports ▶ Report Library ▶ [3 By Timesheet]**. (See 1 in Figure 9.)

Select the report and click on [Run].



Each of the fields is described in the table below. The only required field is the **Work Date Range**. If multiple criteria are entered, the data must meet **all** the criteria to be included on the report.

Figure 8 Setting filter criteria for the #6669 Timesheet History Detail by Expense Account Report



Selection Criteria (required fields are in bold)	Description/How Used
Work Date Range (mmddyyyy) From: / To:	Report on data for time worked in the specified date range
Enter Posted Warrant #	A single posted warrant number maybe entered directly or selected from the lookup; if none is specified, all warrants within the required date range will be included.
Enter up to 9 Timesheet Groups	Timesheet Groups may be entered directly or selected from the lookup; if no data is entered, all Timesheet Groups will be included.
Enter up to 9 Employee #	Employee numbers may be entered directly or selected from the lookup; absent criteria, all employee numbers will be included.
Enter up to 9 Bargaining Units	Selected Bargaining Units may be entered directly or selected from the lookup; if no data is entered, all Bargaining Units will be included.
Enter up to 9 Pay Codes	Pay Codes may be entered directly or selected from the lookup; if no pay code is entered, all Pay Codes will be included.
Enter up to 9 Accounts	Account numbers may be entered directly or selected from the lookup; if no data is entered, all Account Numbers will be included.
Run as:	Preview, Print, PDF® and Excel® options are available for this report.
If Printing use Duplex	Yes/No – Selecting “Yes” will produce the report to print on both sides of the page; “No” will print on one side.

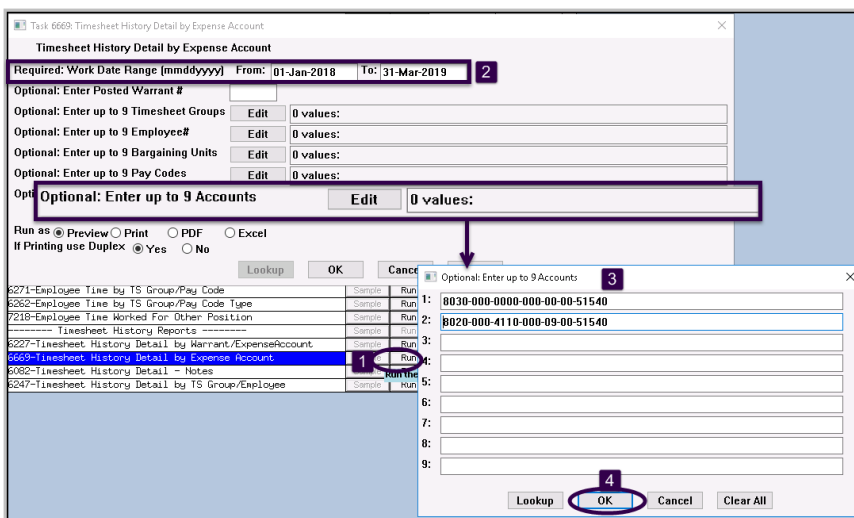


Figure 9 Running the new report for selected accounts

In the example in Figure 9, a **2** date range of 01-Jan-2018 through 31-Mar-2018 is entered;

3 two general ledger accounts are entered. Each account is entered on a separate line.

Click on **4** [OK] to accept the criteria, then click on [OK] to run the report.



Account Number	Work Date	Emp#	Employee Name	Warrant	Pay Code	Description	Hours	Days	Wages
8020.000.4110.000.09.00.51540		007111	NIEDBALA, LAWRENCE E.				204.50	0.00	4,340.48
8030.000.0000.000.00.00.51540	11-Mar-2018	070604	ROBIDOUX, LAWRENCE	903061	FIRE DTL	Fire outside detail	8.00	0.00	624.00
8030.000.0000.000.00.00.51540	26-May-2018	070604	ROBIDOUX, LAWRENCE	903089	FIRE DTL	Fire outside detail	4.00	0.00	312.00
8030.000.0000.000.00.00.51540	30-Jun-2018	070604	ROBIDOUX, LAWRENCE	903089	FIRE DTL	Fire outside detail	4.00	0.00	312.00
8030.000.0000.000.00.00.51540		070604	ROBIDOUX, LAWRENCE				16.00	0.00	1,248.00
8030.000.0000.000.00.00.51540	21-Feb-2018	070700	MINICHELLO, LAWRENCE P	903053	FIRE DTL	Fire outside detail	12.00	0.00	624.00
8030.000.0000.000.00.00.51540	10-Mar-2018	070700	MINICHELLO, LAWRENCE P	903061	FIRE DTL	Fire outside detail	8.00	0.00	624.00
8030.000.0000.000.00.00.51540	03-Apr-2018	070700	MINICHELLO, LAWRENCE P	903070	FIRE DTL	Fire outside detail	8.00	0.00	416.00
8030.000.0000.000.00.00.51540	05-Apr-2018	070700	MINICHELLO, LAWRENCE P	903071	FIRE DTL	Fire outside detail	8.00	0.00	416.00
8030.000.0000.000.00.00.51540	29-Apr-2018	070700	MINICHELLO, LAWRENCE P	903080	FIRE DTL	Fire outside detail	8.00	0.00	624.00
8030.000.0000.000.00.00.51540	15-May-2018	070700	MINICHELLO, LAWRENCE P	903084	FIRE DTL	Fire outside detail	4.00	0.00	208.00
8030.000.0000.000.00.00.51540	09-Dec-2018	070700	MINICHELLO, LAWRENCE P	903165	FIRE DTL	Fire outside detail	4.00	0.00	312.00
8030.000.0000.000.00.00.51540		070700	MINICHELLO, LAWRENCE P				52.00	0.00	3,224.00
8030.000.0000.000.00.00.51540	27-Oct-2018	071157	FARRELL, KAREN	903150	FIRE DTL	Fire outside detail	4.00	0.00	312.00
8030.000.0000.000.00.00.51540		071157	FARRELL, KAREN				4.00	0.00	312.00
Account Total							655.50	0.00	41,788.50
Report Total							3,332.25	0.00	107,890.92

Figure 10 Excerpt from the Timesheet Detail by Expense Account as run to Excel®

This allows slicing and dicing the timesheet history data for each account in a myriad of ways.

[ADM-AUC-HR-10089]

4.2. Email Reports [Tip]



The support team frequently receives emails containing *scanned* images of **ADMINS** reports (we love pictures!). Any **ADMINS** report may be emailed via the **Reports ▶ Retrieve Output** function. This saves time and paper (no need for printing) and ensures accuracy when sending reports spanning multiple pages to support@admins.com. There is a document, **HR-810 I forgot to print my reports**, that gives instructions on how to use the **Reports ▶ Retrieve Output Files** feature to email reports.

[ADM-AUC-DOC-166]

5. QUERIES ▶ Vendor Check History ▶ [Fix]

Human Resources	
Queries	Timesheet History
Reports	Timesheet History Calendar
Tables	Leave History
Quarterly Processing	Employee Encumbrance History Screen
Year-End Processing	Paycheck History - Inquiry
Module Maintenance	Paycheck History - Employee Summary
Interfaces/Imports	
Site Specific	Vendor Check History

ADMINS made a change to the **Queries ▶ Vendor Check History** screen. Prior to the software update, if a non-existing vendor number was entered, a message **“No Records Selected”** was displayed and the screen would go blank, requiring **ADMINS** support to reset the session.

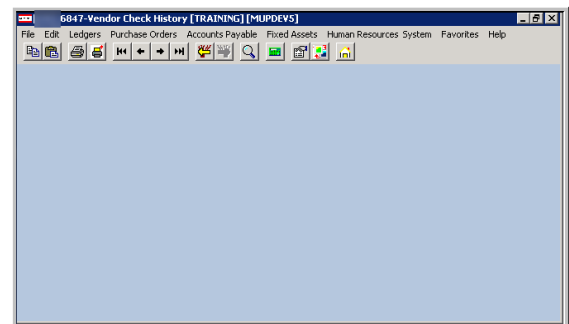
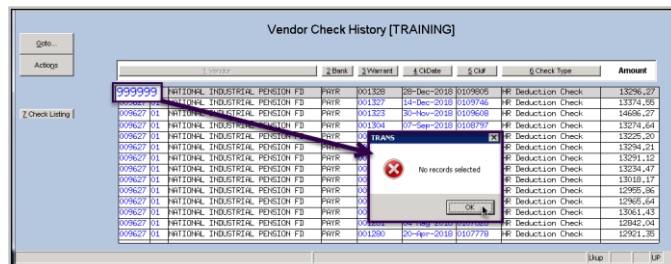
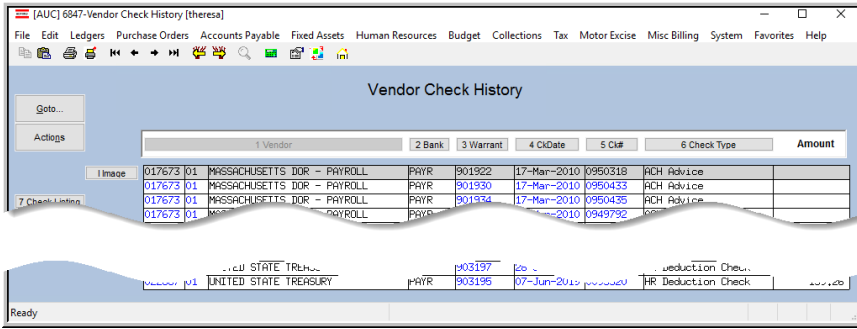


Figure 11 Before – Vendor Check History screen “freeze” when no records selected

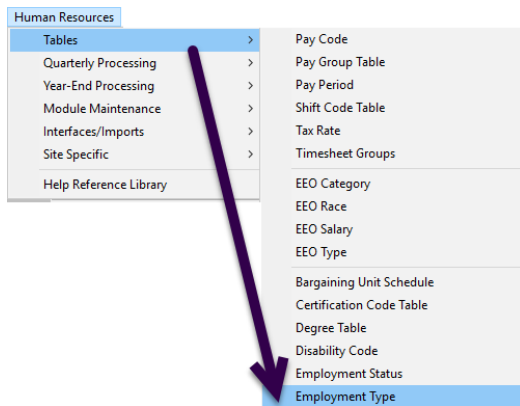


If an invalid vendor number is entered, the screen will go to the nearest record.

Figure 12 After – The next record will be displayed; no error message; no “freeze”

[ADM-AUC-HR-10105]

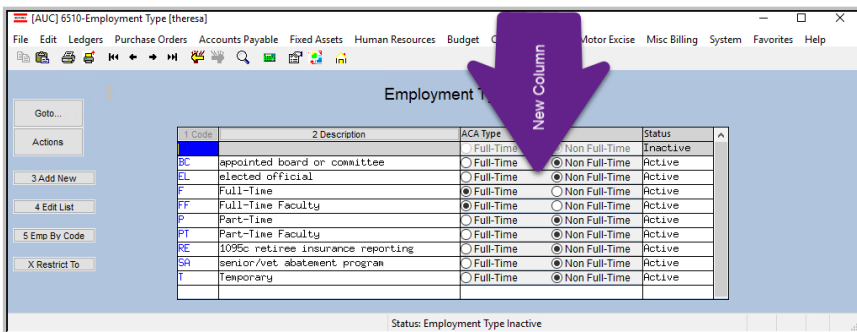
6. TABLES ▶ Employee Type [Enhancement]



1 Code	2 Description	Status
		Inactive
BC	appointed board or committee	Active
EL	elected official	Active
F	Full-Time	Active
FF	Full-Time Faculty	Active
P	Part-Time	Active
PT	Part-Time Faculty	Active
RE	1095c retiree insurance reporting	Active
SR	senior/vet abatement program	Active
T	Temporary	Active

Figure 13 Before – Employment Type Table

AUC provides an **Employment Type** table accessed via **Human Resources ▶ Tables ▶ Employment Type**. **ADMINS** enhanced the table to allow sites to designate an employment type as **Full Time** for the purposes of **ACA** reporting.



Sites are free to add any codes for employment type. As such, it is necessary to provide a mechanism to designate each code for the purposes of **ACA** reporting.

Figure 14 After – Employment Type table includes radio buttons for ACA reporting of Full Time employees

With the software update, the radio buttons will be set for the “known” existing codes on sites; **ADMINS** staff will work with customers in October 2019 to ensure that employment types are set up correctly.



The [5 Edit List] was updated to include the ACA type.

Code	Description	Status
2	Type 2	Active
5	Type 5	Active
F	Full-Time	Active
N	Not on DFT Report	Active
P	Part-Time	Active
R	Pensioner	Active

Code	Description	ACA Type	Status
BC	appointed board or committee	Non Full-Time	Active
EL	selected official	Non Full-Time	Active
F	Full-Time	Full-Time	Active
FF	Full-Time Faculty	Full-Time	Active
P	Part-Time	Non Full-Time	Active
PT	Part-Time Faculty	Non Full-Time	Active
DE	109ic retiree insurance reporting	Non Full-Time	Active
SA	senior/vet abatement program	Non Full-Time	Active
T	Temporary	Non Full-Time	Active

Figure 15 Before and After – Edit List

The [5 Emp By Code] report was updated to show the ACA type for each Employee Type. This report may be used as a starting point for checking that employees of each type are set up correctly.

Emp#	Name	Position#	Job Title	Emp
070311	BANDRA, KAREN	T610LIBTRST-01	LIBRARY TRUSTEE	EL
070787	CHOQUETTE, KAREN J	T122SELBOD-01	PLANNING BOARD	EL

Emp#	Name	Position#	Job Title	Emp	ACA Type
070311	BANDRA, KAREN	T610LIBTRST-01	LIBRARY TRUSTEE	EL	Non Full-Time
070787	CHOQUETTE, KAREN J	T122SELBOD-01	PLANNING BOARD	EL	Non Full-Time

Figure 16 Before and After – Employees by Employment Type Report now shows ACA Type for each Employment Type

[ADM-AUC-HR-10098]

7. W2 REGISTER Column for Timesheet Groups [Enhancement]

The W2 Register now includes a column for Primary Timesheet Groups.

Emp No	Employee Name	Soc Sec Number	Gross Pay	Wages, tips and other compensation	Federal income tax withheld
893 071211	SENDER, KEITH	001-10-4856	7,444.84	5,884.40	377.67
894 071212	ENUNLAT, MICHAEL	001-10-4857	7,406.62	5,796.12	434.51

Figure 17 Before – no column for Timesheet group

Emp No	Employee Name	Soc Sec Number	Primary TS Group	Gross Pay	Wages, tips and other compensation	Federal income tax withheld
893 071211	SENDER, KEITH	001-10-4856	SCHOOL-STAL	7,444.84	5,884.40	377.67
894 071212	ENUNLAT, MICHAEL	001-10-4857	TOWN -FIRE	7,406.62	5,796.12	434.51

Figure 18 After – Added Primary Timesheet Group column

[ADM-AUC-HR-10037]



8. 1095 PROCESSING

ADMINS made several enhancements to the **1095 Year End Process**. Access the process by selecting **Human Resources ▶ Year End Processing ▶ 1095 Processing**.

8.1. TIN Matching (or How to Achieve Error-Free Filing)

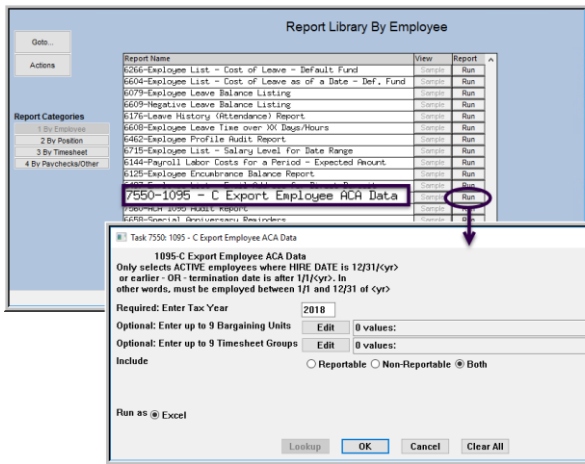


The IRS offers a free service to filers to allow checking the social security or federal identification number for employees and vendors. This can save countless hours of time in correcting errors once the filing is attempted and has a status of “accepted with errors”. Please visit the link below to ensure that someone in each organization is able to perform **TIN** matching. It is available in both interactive and bulk mode.

<https://www.irs.gov/tax-professionals/taxpayer-identification-number-tin-matching>

[ADM-AUC-DOC-166]

8.2. Export File Includes Annual Salary [Enhancement]



ADMINS added the salary column to the export to make it easier to assign employees to bargaining units for the purpose of **ACA** reporting:

Emp#	Last-Name	Fst-Name	Position	Position-Description	Orig-Hire	Pay-Grp	Shift	Annual-Salary
001022	ROOK	MARE	T292ACOFF-01	ANIMAL CONTROL OFFICER	8/17/1998	TW	TOWN SAL	53,031.38
001148	SACCO	KAREN	T154MSMS-01	MIS	9/7/1993	TW	TOWN SAL	91,533.17
001272	HARRINGTON	MARE	T171CONCOM-01	CONSERVATION ADMINISTRATOR/CLERK	10/4/1996	TW	TOWN SAL	77,714.59

Select **Human Resources ▶ Reports ▶ Report Library ▶ [By Employee] #7550 1095–C Export Employee ACA Data** to run the export.

[AMD-AUC-HR-9987]

8.3. Error Checking

Error checking was added to identify records without an entity. Reports were updated to include this check for a missing entity.

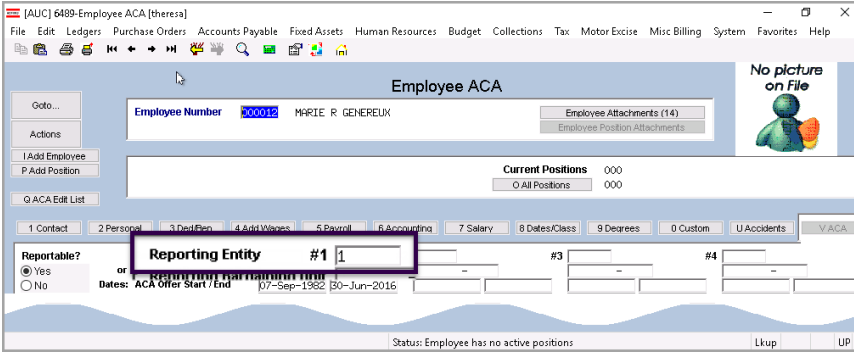


Figure 19 Reporting Entity field on the [V ACA] tab of the Employee Maintenance screen

The entity either comes from the [V ACA] tab (first) or the [5 Payroll] tab on the employee (entity value is taken from the first non terminated position, if no active position then entity from first terminated position).

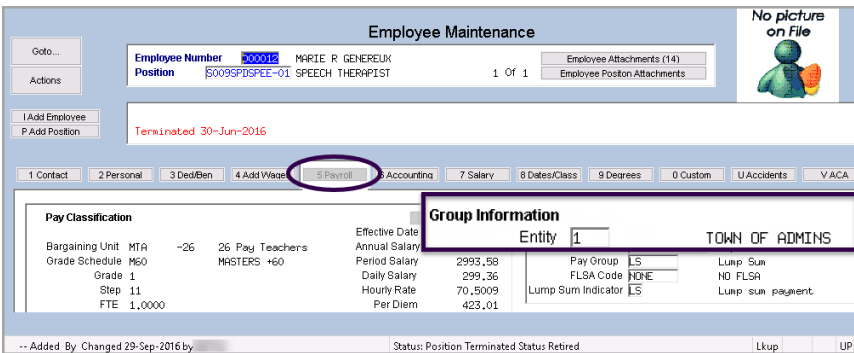
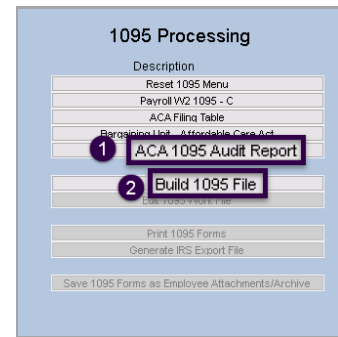


Figure 20 Reporting Entity field on the [5 Payroll] tab



[ADM-AUC-HR-10099]

8.3.1. Audit Report #3 Shows Employees with No Entity [Enhancement]

The first report that identifies the “no entity” error is **Audit Report # 3**, run from the **1095 Processing** ▶ [ACA 1095 Audit Report] button.

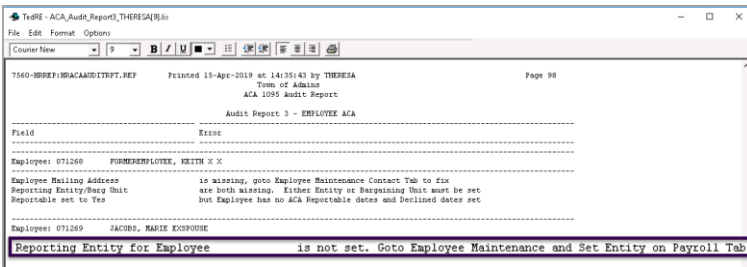


Figure 21 Audit Report #3 – Employee ACA

[ADM-AUC-HR-10099]

8.3.2. [Build 1095 File] Step Form Error Checking [Enhancement]

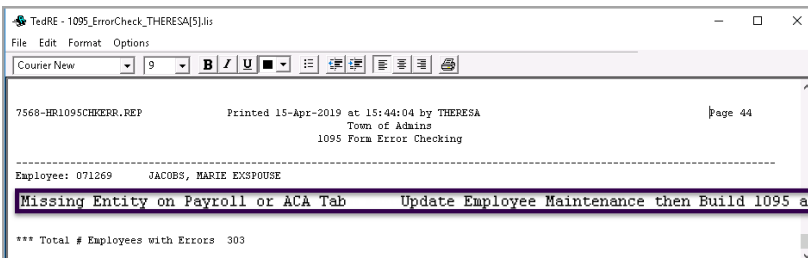


Figure 22 The 1095 Form Error Checking report is produced when the [Build 1095 File] step is run

Audit Report 3 shows that this employee has no entity set. The error message gives instructions on where to make the change.



8.4. [Edit 1095 Work File] Error Check [Enhancement]

This report can be run from the [Check error] button on the [Edit 1995 Work File] screen.

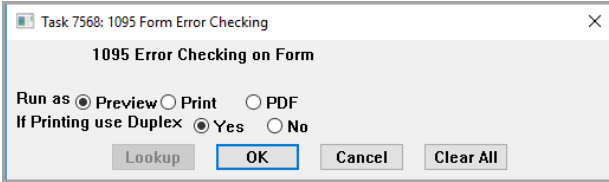


Figure 23 Before –Error Checking did not allow restricting the report to Hard Errors Only

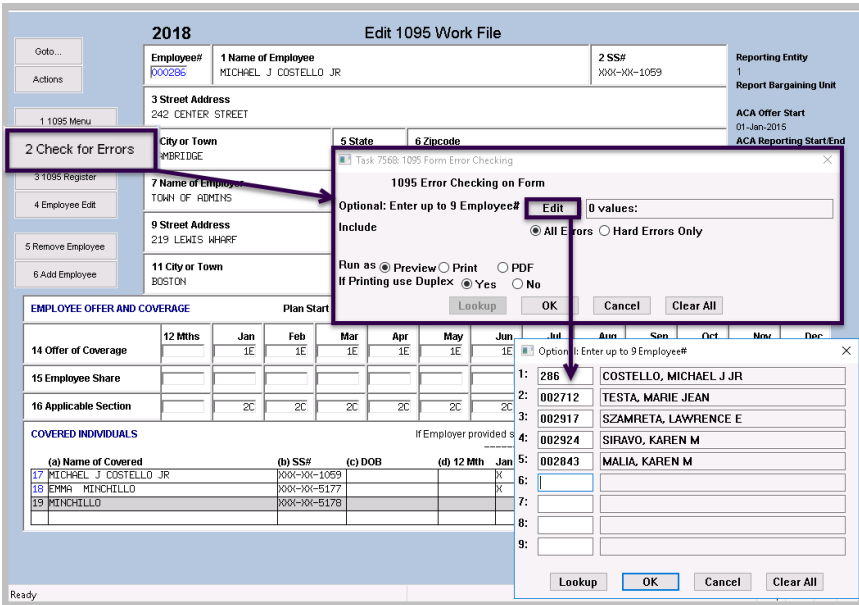


Figure 24 Run the errors report from the Edit 1095 Work File screen

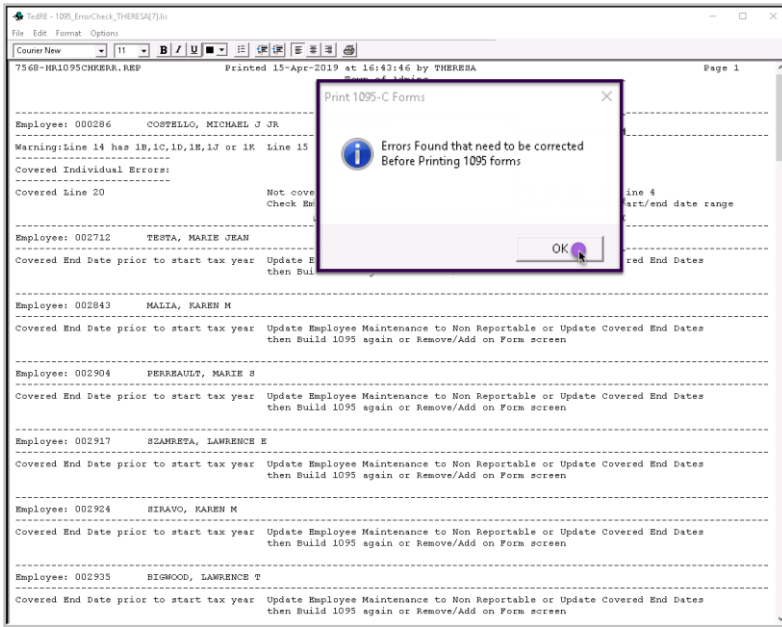
ADMINS added two options to run this report. The first will accept up to nine employee numbers to be checked. The second option will allow the selection of “Hard Errors Only”.

Hard errors prevent the completion of the process. This means errors that are just warnings will not be shown on the report.

[ADM-AUC-HR-10099]



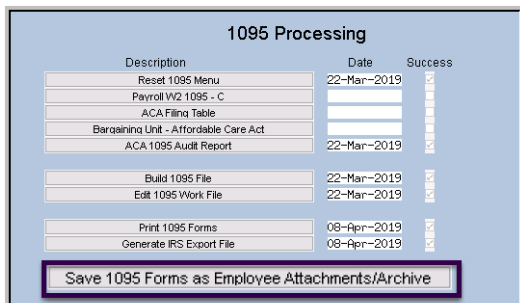
8.5. [Print 1095 Forms] Error Check [Enhancement]



ADMINS added error checking to the print 1095 forms step. A report will be produced listing the errors to be corrected prior to printing the 1095 forms.

[ADM-AUC-HR-10099]

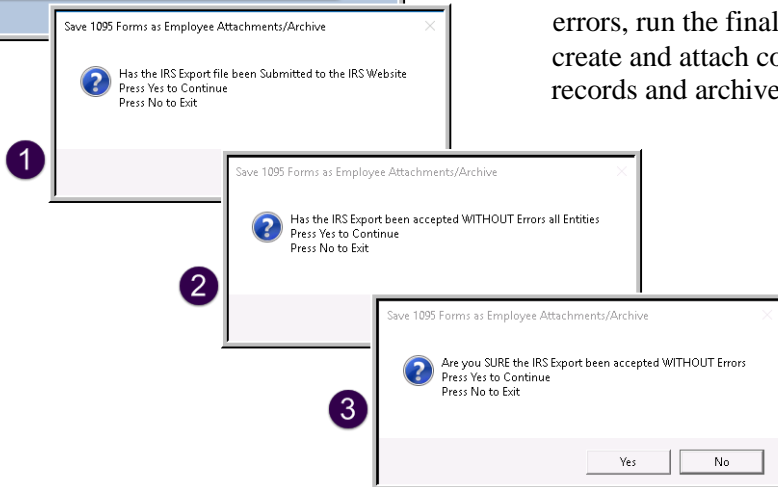
8.6. New Prompts when Creating Attachments [Enhancement]



Running the [Save 1095 Forms as Employee Attachments/Archive] step prematurely will result in delays when filing corrected returns. ADMINS added three prompts to help ensure that all necessary pre-requisites are complete.

This step is only run when the filing is **complete**. Three prompts were added to the final menu step.

Once the ACA filing with the IRS is accepted without errors, run the final step on the **1095 Processing Menu** to create and attach copies of the 1095s to the employee records and archive the work files.



[ADM-AUC-HR-10096]



8.7. Sites that Self-Insure [Enhancement]

If the site is self-insured and **Covered Individuals** are missing the **First name**, and the **Last name**, and do not have a **start date** at all, these records will no longer be exported to the work files that are used to create the 1095 printed forms and the IRS filing.

[ADM-AUC-HR-10099]

8.7.1. Self-Insured Checkbox on 1095C Forms after IRS Export is Created [Fix]

ADMINS corrected an issue with the self-insured checkbox not remaining “checked” on forms that were printed after creating the IRS export file and on the attachments. If a site is self-insured, the box will be checked on the attachments.

Part III Covered Individuals																
If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in the coverage, including the employee. <input checked="" type="checkbox"/>																
(a) Name of covered individual(s) First name, middle initial, last name	(b) SSN or other TIN	(c) DOB (if SSN or other TIN is not available)	(d) Covered all 12 months	(e) Months of Coverage												
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
17 MARIE V ADAMS	XXX-XX-2649			X	X	X	X	X	X							
18 WILLIAM MCDONALD	XXX-XX-9966		X													

Figure 25 Self-Insured coverage box will remain checked after IRS export file is created

[ADM-AUC-HR-9869]

8.8. Mid-Year Terminations [Fix]

Figure 26 Example of employee terminating full time employment on March 31

Line 14, Offer of Coverage, on the 1095 ACA forms is controlled by the date values on the Employee Maintenance ► [V ACA] tab.

If an employee is terminated from full-time employment, and no longer covered by health insurance, set **both** the **ACA Full Time End** and the **Coverage End** dates.

Lines 14, 15, and 16 may be edited on this screen when required to handle unusual situations.

Figure 27 1095 form will show “1H” on the months not employed/not offered coverage

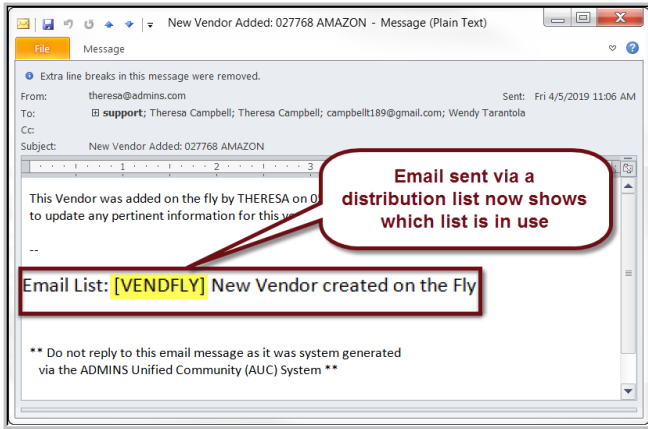
[ADM-AUC-HR-9979]



9. DISTRIBUTION LIST EMAILS [ENHANCEMENT]



ADMINS uses dozens of distribution lists to notify designated users of a variety of system events. The lists are set up in the **Module Maintenance ▶ Email Distribution Lists** for each Module.



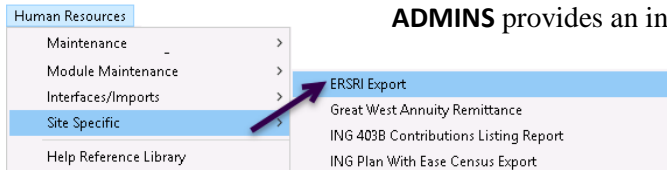
The **Email List Name** and **Description** is now included in the body of the email to identify the origin of the email. This will help when users are receiving emails but are not sure where the email originates or why a particular user is receiving the email. In **Figure 28**, the **Email Distribution List** named “VENDFLY” was used by the system to notify users that a new vendor was created.

Figure 28 System generated email identifies the Email List [Name] & Description

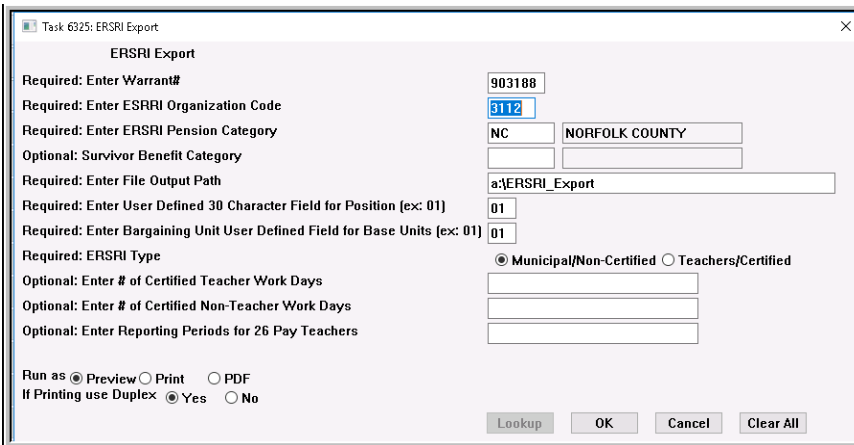
If the distribution needs to change, the list may be edited. Detailed instructions are available in the Help Reference Library for each module, for example, **HR-870 Email Distribution Lists**.

[ADM-AUC-SY-8102]

10. SITE SPECIFIC ▶ ERSRI Export [Fix]



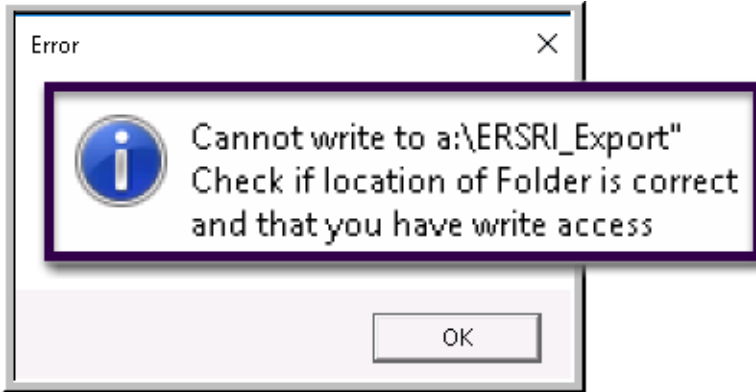
ADMINS provides an interface to the **Employees’ Retirement System of Rhode Island (ERSRI)**. Access the export by clicking on **Human Resources ▶ Site Specific ▶ ERSRI Export**.



Prior to the software update, if a file path was specified that was not currently available, the process would abnormally terminate.

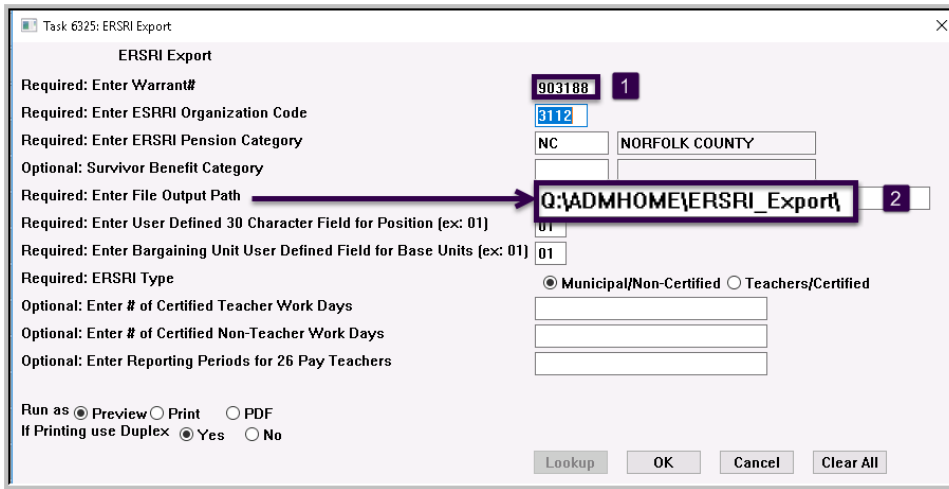
Now the system produces an error when there is there is an issue with the File Output Path.

Figure 29 ERSRI Export prompt with a “bad” file output path



**Cannot write to a:\ERSRI_Export
Check if the folder location is correct
and that you have write access.**

Figure 30 New popup error message when file path is not available



The next time the process is run, most information will be retained; enter the

- 1.) Warrant # and
- 2.) The correct File Output Path.

[ADM-AUC-HR-10084]

11. HELP REFERENCE LIBRARY

The following new and updated documents were added to the Help Reference Library:

11.1. New and Updated Documentation

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • YEAR END PROCESSING • OTHER • SITE SPECIFIC • SYSTEM | <ul style="list-style-type: none"> HR-610 Fiscal Year End Split Payroll HR-770 ACA & Non-Employee Participants HR-810 I forgot to print my reports HR-825 Favorites Screen HR-1055 AIG Export HR-1110 System Administration Kit | <ul style="list-style-type: none"> [Updated] [New] [Updated] [Updated] [New] [Updated] |
|---|---|--|