



HUMAN RESOURCES

RELEASE NOTES – JUNE 2020

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

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1 PAYROLL PROCESSING [Enhancement]

ADMINS added options when entering a termination date in advance for encumbered employees. In addition, error checking was added to the check calculation step to trap any checks with a negative gross pay.

1.1 Encumbrance Processing [Fix]

Termination dates may be entered in advance when an employee declares their intent to retire. ADMINS addressed an issue when a future termination date was entered on an employee whose pay had been encumbered.

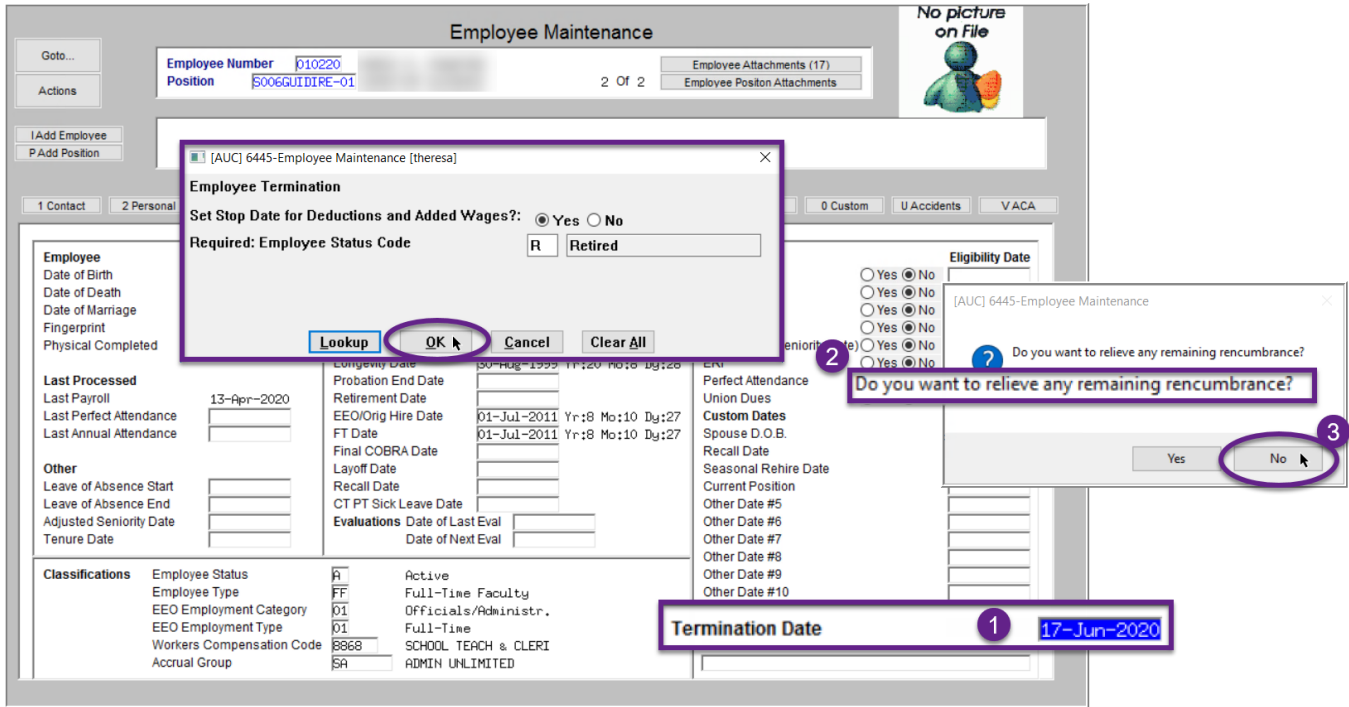


Figure 1 Entering a future termination date- the system offers the option to relieve the remaining encumbrance

Prior to the software update, if a termination date was entered in advance of retirement, the current encumbrances for the employee were released, although there were still payrolls to process up until the retirement date.

With the update, when a ¹ future termination date is entered, the system will provide an option ² to relieve the encumbrance immediately or let the timesheets do the relief.

Click on ³ [No] to keep the encumbrance available through the retirement date. After completing the final payroll for the fiscal year, run the [Reset Encumbrance Balances] process from the Encumbrance Processing Menu to clear out any remaining encumbrances.

[ADM-AUC-HR-10239]



1.2 Negative Gross Pay Error Checking [Enhancement]

If checks with a negative gross pay exist, processing cannot continue. **The #7203 Employee Negative Check Error Report** will identify the issue and an error message will be displayed on the screen. Return to the **Release Timesheets** screen, re-open the timesheet group, make the corrections, and try again.

The screenshot shows a report window titled 'Employee Negative Check Error Report'. The report includes a table with the following data:

Emp#	Employee Name	Check#	Gross	Deds	Net	Net DirDep	Bens	Error
007845	BERNARDINI, LYNN LEE	0096171	-186.48	-186.48	2.70	-2.70		Negative Gross Pay

Below the table, a 'Warrant 903315' section lists dates: Start: 10-Apr-2020, End: 23-Apr-2020, Check Date: 24-Apr-2020. A 'Selection Legend' section provides instructions for various error types, including 'Negative Gross Pay - Review timesheets'. Two error dialog boxes are overlaid on the report: one titled 'Error Report' with the message 'These Errors must be fixed before proceeding with this Warrant', and another titled 'Payroll Calculation' with the message 'Errors Found and Error Report Produced Correct the Errors then Rerun this Process'.

[ADM-AUC-HR-10150]

1.3 Create Timesheets ► Invalid “Accounting Expired” Message [Fix]

ADMINS fixed an issue with the **Timesheet Creation Accounting Issues** report (TS_Account_Issues_6239). When creating timesheets, an “Accounting has expired” error was showing when an account set from the Accounting tab of the Employee Maintenance screen was “over budget”. **The Timesheet Creation Accounting Issues** report will now identify both errors correctly.

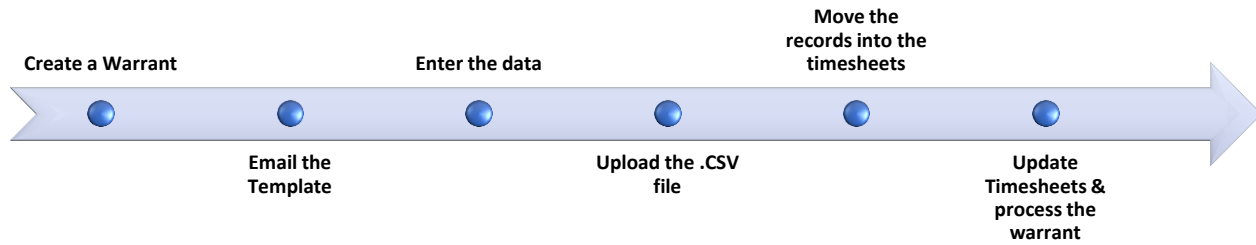
The screenshot shows a report window titled 'Timesheet Creation Accounting Issues'. It includes a 'Selection Legend' section with the following content:

Errors:	Action:
Accounting has expired	Warning: Correct employee maintenance accounting tab and timesheets
Over Budget	Warning: Correct employee maintenance accounting tab and timesheets

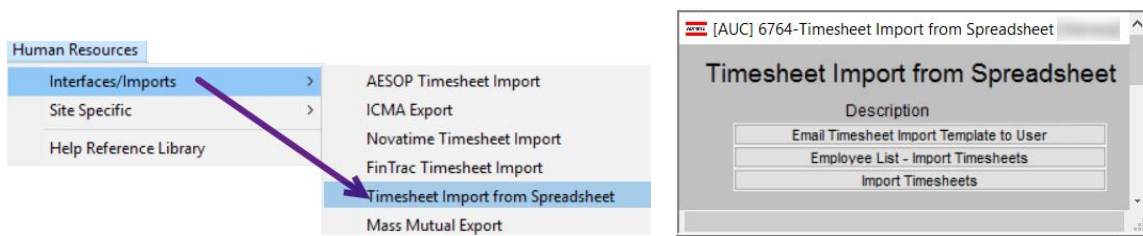
[ADM-AUC-HR-10235]



1.4 INTERFACES ▶ Timesheet Import from a Spreadsheet [Enhancement]



ADMINS added a process for importing timesheet records from a spreadsheet. This does not replace timesheet creation or entry, but instead adds timesheet records to an **existing uncalculated warrant**. It could easily be used to add a one-time entry to many employees.



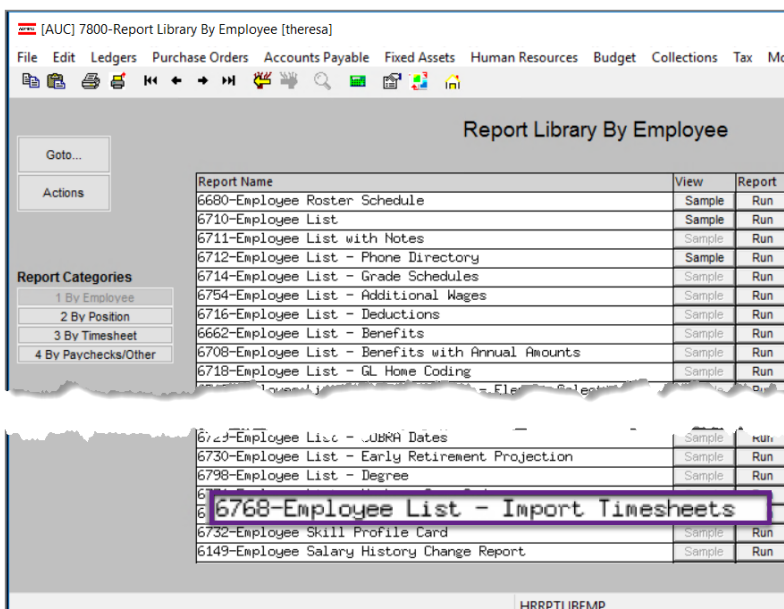
See **HR-345 Import Timesheets from Spreadsheet** in the Help Reference Library for details.

[ADM-AUC-HR-10176]

2 REPORTS

ADMINS made changes to two reports and created a new report.

2.1 #6768 Employee List – Import Timesheets [Enhancement]



ADMINS created a new report in the **Human Resources ▶ Reports ▶ Report Library ▶ [1 By Employee]**. The report is available to **Run as Excel®**.

Run this report prior to the timesheet import process to help populate the import template. It is formatted with the same columns as the [Import Timesheet](#) spreadsheet template (see **Section 1.2 above**).

Filter and sort the report by **Bargaining Unit, Pay Group** or **Timesheet Group**.

The columns are populated with the employee number, first name, last name,



and position number.

Copy the **data only (without column headers)** from this document to the template to save time and improve accuracy on data entry.

Do not upload timesheet updates directly from the Excel® report.

It does not have the special headers found in the template needed by the upload process.

Figure 2 The prompt for the #6768 Timesheet Import Employees Report

Work Date	Employee #	First Name	Last Name	Position	Pay Code	Hours	Days	Line Note
010447	KEITH	BARTELSMAN	S006TEABHS-21					
007101	MARIE	LADOUCEUR	S003TEAGR03-04					
009804	MARIE	BOYLE	S003TEAGR01-01					
010055	MARIE	RICHARD	S003TEASOUT-02					
071056	MARIE	BOYLE	S003MTHSPEC-01					
010792	KAREN	WLZLAK-PORTEV	S009TEAELL-02					
070661	LYNN	WALSH	S005SPCMATH-01					
002265	KEITH	MCKOWE	S002FIRFGTR-13					
001142	KEITH	AFRUD	T220FIRFGTR-01					
004159	MICHAEL	CORVELLO	T220FIRLT -02					
070273	MICHAEL	MICHNIEWCZ	T220FIRFGTR-01					
070313	LAWRENCE	SZTABOR	T220FIRLT -04					
070420	MICHAEL	DEARY	T220FIRFGTR-01					
070465	MICHAEL	GREENE	T220FIRFGTR-01					
070604	LAWRENCE	ROBIDOUX	T220FIRFGTR-01					
070700	LAWRENCE	MINICHELLO	T220FIRFGTR-01					
071157	KAREN	FARRELL	T220FIRFGTR-01					
071232	KEITH	MILLER	T220FIRFGTR-01					
071236	MARIE	SILVA	T220FIRFGTR-01					
071289	KEITH	LEMON	T220FIRFGTR-01					
071291	LAWRENCE	LUNDGREN	T220FIRFGTR-01					
071296	MICHAEL	RODRIGUES	T220FIRFGTR-01					

Figure 3 Sample Import Timesheets Excel® report

[ADM-AUC-HR-10176]

2.2 #6079 Employee Leave Balance Listing [Enhancement]

Select Human Resources ► Reports ► Report Library ► #6079 Employee Leave Balance Listing

ADMINS expanded the report to include a **Position** column on the Print/Preview/PDF® formats, and the **Position, Position Description** and **Primary Timesheet Group** columns on the Excel® format.



6079-HREMPLEV.REP Printed 29-Apr-2020 at 14:09:40 by WENDY Town of Admins Employee Leave Balance Listing Page 1

Employee	Accrual Code	Leave Code	BeginningBalance	Accrual	Taken	Forfeited	Paid Out	Balance	As Of Date
000020 OSTEGREN, LYNN M	SCH 12 L	SICKLEA		3.75 Days				3.75 Days	13-Apr-2020
000020 OSTEGREN, LYNN M	SC23	PERSONAL		23.00 Days	20.50 Days	.50 Days		2.00 Days	13-Apr-2020
000020 OSTEGREN, LYNN M	SC23	SICKLEA	129.75 Days	165.00 Days	158.75 Days	2.00 Days		134.00 Days	13-Apr-2020
000040 LEDOUX, KEITH F	DPWD	PERSONAL		22.00 Days	19.00 Days	2.00 Days		1.00 Days	13-Apr-2020
000040 LEDOUX, KEITH F	DPWD	SICKLEA	120.00 Days	20.00 Days	11.00 Days	9.00 Days		120.00 Days	13-Apr-2020
000040 LEDOUX, KEITH F	DPWD	VACATION	4.00 Days	273.00 Days	232.00 Days	22.00 Days		23.00 Days	13-Apr-2020
000092 LUSSIER, LYNN M	POL	HOLIDAY		20.00 Hours		20.00 Hours			13-Apr-2020
000092 LUSSIER, LYNN M	POL	HOLIDAY		129.00 Days	99.50 Days	17.50 Days		12.00 Days	13-Apr-2020
000092 LUSSIER, LYNN M	POL	PERSONAL		33.00 Days	30.00 Days			3.00 Days	13-Apr-2020
000092 LUSSIER, LYNN M	POL	POL COMP		1.00 Days	1.00 Days				13-Apr-2020
000092 LUSSIER, LYNN M	POL	SICKLEA	55.00 Hours	1,320.00 Hours	1,215.00 Hours			160.00 Hours	13-Apr-2020
000092 LUSSIER, LYNN M	POL	VACATION		273.00 Days	260.00 Days	2.00 Days		11.00 Days	13-Apr-2020

Figure 4 Before – Run as PDF

6079-HREMPLEV.REP Printed 29-Apr-2020 at 14:16:14 by WENDY Town of Admins Employee Leave Balance Listing Page 1

Employee	Position	Accrual Code	Leave Code	BeginningBalance	Accrual	Taken	Forfeited	Paid Out	Balance	As Of Date
000020 OSTEGREN, LYNN M	S003ABATECH-01	SCH 12 L	SICKLEA		3.75 Days				3.75 Days	13-Apr-2020
000020 OSTEGREN, LYNN M	S012TEASST5-01	SC23	PERSONAL		23.00 Days	20.50 Days	.50 Days		2.00 Days	13-Apr-2020
000020 OSTEGREN, LYNN M	S012TEASST5-01	SC23	SICKLEA	129.75 Days	165.00 Days	158.75 Days	2.00 Days		134.00 Days	13-Apr-2020
000040 LEDOUX, KEITH F	T421DPWDIR -01	DPWD	PERSONAL		22.00 Days	19.00 Days	2.00 Days		1.00 Days	13-Apr-2020
000040 LEDOUX, KEITH F	T421DPWDIR -01	DPWD	SICKLEA	120.00 Days	20.00 Days	11.00 Days	9.00 Days		120.00 Days	13-Apr-2020
000040 LEDOUX, KEITH F	T421DPWDIR -01	DPWD	VACATION	4.00 Days	273.00 Days	232.00 Days	22.00 Days		23.00 Days	13-Apr-2020
000092 LUSSIER, LYNN M	T421DPWDIR -01	POL	HOLIDAY		20.00 Hours		20.00 Hours			13-Apr-2020
000092 LUSSIER, LYNN M	T421DPWDIR -01	POL	HOLIDAY		129.00 Days	99.50 Days	17.50 Days		12.00 Days	13-Apr-2020
000092 LUSSIER, LYNN M	T421DPWDIR -01	POL	PERSONAL		33.00 Days	30.00 Days			3.00 Days	13-Apr-2020
000092 LUSSIER, LYNN M	T421DPWDIR -01	POL	POL COMP		1.00 Days	1.00 Days				13-Apr-2020
000092 LUSSIER, LYNN M	T210POLDET -01	POL	SICKLEA	55.00 Hours	1,320.00 Hours	1,215.00 Hours			160.00 Hours	13-Apr-2020
000092 LUSSIER, LYNN M	T210POLDET -01	POL	VACATION		273.00 Days	260.00 Days	2.00 Days		11.00 Days	13-Apr-2020
000092 LUSSIER, LYNN M	T210POLDET -01									
000092 LUSSIER, LYNN M	T210POLDET -01									
000092 LUSSIER, LYNN M	T210POLDET -01									
000092 LUSSIER, LYNN M	T210POLDET -01									
000092 LUSSIER, LYNN M	T210POLDET -01									

Added Position to Print/Preview/PDF report

Figure 5 After – Run as PDF

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Emp#	Name	Accrual Group	Accrual Description	Leave Code	Leave Description	Beginning Balance	Accrual	Taken	Forfeited	Paid Out	Balance	As Of Date	
2	000020	OSTEGREN, LYNN M	SCH 12 L	12 month limited	SICKLEA	Sick Leave	3.75 Days	3.75 Days				3.75 Days	13-Apr-2020	
3	000020	OSTEGREN, LYNN M	SC23	TEACH-UNLIMITED	PERSONAL	Personal	23.00 Days	20.50 Days	20.50 Days	.50 Days		2.00 Days	13-Apr-2020	
4	000020	OSTEGREN, LYNN M	SC23	TEACH-UNLIMITED	SICKLEA	Sick Leave	129.75 Days	165.00 Days	158.75 Days	2.00 Days		134.00 Days	13-Apr-2020	
5														
6	000040	LEDOUX, KEITH F	DPWD	DPW DIRECTOR	PERSONAL	Personal	22.00 Days	19.00 Days	19.00 Days	2.00 Days		1.00 Days	13-Apr-2020	
7	000040	LEDOUX, KEITH F	DPWD	DPW DIRECTOR	SICKLEA	Sick Leave	120.00 Days	20.00 Days	11.00 Days	9.00 Days		120.00 Days	13-Apr-2020	
8	000040	LEDOUX, KEITH F	DPWD	DPW DIRECTOR	VACATION	Vacation	4.00 Days	273.00 Days	232.00 Days	22.00 Days		23.00 Days	13-Apr-2020	
9														
10	000092	LUSSIER, LYNN M	POL	POLICE DEPT	HOLIDAY	Holiday	20.00 Hours			20.00 Hours			13-Apr-2020	
11	000092	LUSSIER, LYNN M	POL	POLICE DEPT	HOLIDAY	Holiday	129.00 Days	99.50 Days	17.50 Days			12.00 Days	13-Apr-2020	
12	000092	LUSSIER, LYNN M	POL	POLICE DEPT	PERSONAL	Personal	33.00 Days	30.00 Days				3.00 Days	13-Apr-2020	
13	000092	LUSSIER, LYNN M	POL	POLICE DEPT	POL COMP	police cont com	1.00 Days	1.00 Days					13-Apr-2020	
14	000092	LUSSIER, LYNN M	POL	POLICE DEPT	SICKLEA	Sick Leave	55.00 Hours	1,320.00 Hours	1,215.00 Hours			160.00 Hours	13-Apr-2020	
15	000092	LUSSIER, LYNN M	POL	POLICE DEPT	VACATION	Vacation	273.00 Days	260.00 Days	2.00 Days			11.00 Days	13-Apr-2020	
16														

Figure 6 Before – Run as Excel

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Emp#	Name	Accrual Group	Accrual Description	Leave Code	Leave Description	Beginning Balance	Accrual	Taken	Forfeited	Paid Out	Balance	As Of Date	Position	Description	PrimaryGRP
2	000020	OSTEGREN, LYNN M	SCH 12 L	12 month limited	SICKLEA	Sick Leave	3.75 Days	3.75 Days				3.75 Days	13-Apr-2020	S003ABATECH-01	APPLIED BEHAVIOR ANALYSIS T	SCHOOL-BMMS
3	000020	OSTEGREN, LYNN M	SC23	TEACH-UNLIMITED	PERSONAL	Personal	23.00 Days	20.50 Days	20.50 Days	.50 Days		2.00 Days	13-Apr-2020	S012TEASST5-01	BMS TEACHER	SCHOOL-BMMS
4	000020	OSTEGREN, LYNN M	SC23	TEACH-UNLIMITED	SICKLEA	Sick Leave	129.75 Days	165.00 Days	158.75 Days	2.00 Days		134.00 Days	13-Apr-2020	S012TEASST5-01	BMS TEACHER	SCHOOL-BMMS
5																
6	000040	LEDOUX, KEITH F	DPWD	DPW DIRECTOR	PERSONAL	Personal	22.00 Days	19.00 Days	19.00 Days	2.00 Days		1.00 Days	13-Apr-2020	T421DPWDIR -01	DPW DIRECTOR	TOWN -DPW
7	000040	LEDOUX, KEITH F	DPWD	DPW DIRECTOR	SICKLEA	Sick Leave	120.00 Days	20.00 Days	11.00 Days	9.00 Days		120.00 Days	13-Apr-2020	T421DPWDIR -01	DPW DIRECTOR	TOWN -DPW
8	000040	LEDOUX, KEITH F	DPWD	DPW DIRECTOR	VACATION	Vacation	4.00 Days	273.00 Days	232.00 Days	22.00 Days		23.00 Days	13-Apr-2020	T421DPWDIR -01	DPW DIRECTOR	TOWN -DPW
9																
10	000092	LUSSIER, LYNN M	POL	POLICE DEPT	HOLIDAY	Holiday	20.00 Hours			20.00 Hours			13-Apr-2020			
11	000092	LUSSIER, LYNN M	POL	POLICE DEPT	HOLIDAY	Holiday	129.00 Days	99.50 Days	17.50 Days			12.00 Days	13-Apr-2020			
12	000092	LUSSIER, LYNN M	POL	POLICE DEPT	PERSONAL	Personal	33.00 Days	30.00 Days				3.00 Days	13-Apr-2020			
13	000092	LUSSIER, LYNN M	POL	POLICE DEPT	POL COMP	police cont com	1.00 Days	1.00 Days					13-Apr-2020			
14	000092	LUSSIER, LYNN M	POL	POLICE DEPT	SICKLEA	Sick Leave	55.00 Hours	1,320.00 Hours	1,215.00 Hours			160.00 Hours	13-Apr-2020	T210POLDET -01	POLICE DETECTIVE	TOWN -POL
15	000092	LUSSIER, LYNN M	POL	POLICE DEPT	VACATION	Vacation	273.00 Days	260.00 Days	2.00 Days			11.00 Days	13-Apr-2020	T210POLDET -01	POLICE DETECTIVE	TOWN -POL
16														T210POLDET -01	POLICE DETECTIVE	TOWN -POL
17														T210POLDET -01	POLICE DETECTIVE	TOWN -POL
18														T210POLDET -01	POLICE DETECTIVE	TOWN -POL
19														T210POLDET -01	POLICE DETECTIVE	TOWN -POL
20														T210POLDET -01	POLICE DETECTIVE	TOWN -POL
21														T210POLDET -01	POLICE DETECTIVE	TOWN -POL
22														T210POLDET -01	POLICE DETECTIVE	TOWN -POL

Added Position, Position Description, and Primary Time sheet Group columns

Figure 7 After – Run as Excel

[ADM-AUC-HR-10236]



2.3 #6140 Encumbrance History Summary [Fix]

Select Human Resources ► Reports ► Employee Reports ► {Page Down} ► #6140 Encumbrance History Summary

FY	Emp#	Position	Encumbered-Account	Annual-Salary	Salary-Encum	Adjustment	Paid	Balance
2020	000020	S012TEASSTS-01	1000-300-2305-110-12-00-51260 TEACHER SALARY - BMS	81,150.00	0.00	22,371.31	0.00	22,371.31
2020	000023	S012TEASCIS-02	1000-300-2305-110-12-00-51260 TEACHER SALARY - BMS	77,429.00	0.00	21,304.02	0.00	21,304.02
2020	001280	S005BEHTECH-02	1000-300-2330-124-05-00-51401 ABA TECH WAGES - STALL	28,052.22	0.00	0.00	0.00	0.00
2020	001375	S012TEASSTS-02	1000-300-2305-110-12-00-51260 TEACHER SALARY - BMS	78,142.00	0.00	21,496.04	0.00	21,496.04
2020	002213	S009ATHATHL-01	1000-300-3510-110-06-00-51260 COACHING SALARIES (01)	3,707.00	0.00	0.00	0.00	0.00
2020	003094	S009BUSPAY-01	1000-300-1410-102-09-00-51230 BUS OFFICE CLERICAL SALARIES	51,058.56	0.00	7,600.32	0.00	7,600.32
2020	003099	S006ATHDIRE-01	1000-300-3510-108-09-00-51262 ATHLETIC DIRECTOR (01)	88,943.80	82,101.96	-65,783.12	0.00	16,318.84
2020	003207	S012LASPED-05	1000-300-2330-124-12-00-51400 SPED TEA AIDES-BMS	22,294.35	0.00	4,924.48	0.00	4,924.48
2020	004009	S008SPDCLRK-02	1000-300-1220-127-09-00-51230 SPED OFFICE CLERICAL SALARIES	50,492.64	0.00	5,116.08	0.00	5,116.08
2020	004077	S007SCHCLRK-01	2290-000-2210-422-07-00-51230 CLERK SALARY-KMA	31,838.40	0.00	9,446.29	0.00	9,446.29
2020	004084	S009BUSPAY-01	1000-300-1410-102-09-00-51230 BUS OFFICE CLERICAL SALARIES	51,058.56	0.00	7,600.32	0.00	7,600.32
2020	004131	S009ATHATHL-01	1000-300-3510-110-06-00-51260 COACHING SALARIES (01)	5,898.00	0.00	0.00	0.00	0.00
2020	006000	S006REPCORD-01	1000-300-2330-147-09-00-51480 DOCUTECH OPERATOR	49,968.33	46,124.61	-40,359.06	0.00	5,765.55
2020	006000	S006REPCORD-01	1000-300-3520-110-06-00-51260 ADVISOR SALARIES-HS	0.00	0.00	0.00	0.00	0.00
2020	006006	S006CUS1STS-01	1000-300-4110-190-06-00-51450 CUSTODIAN SALARY-HS	49,863.84	0.00	7,270.16	0.00	7,270.16

ADMINS corrected the Encumbrance History Summary Excel® report; it was not populating the Paid column.

Figure 8 Before – the Paid column had no data

FY	Emp#	Position	Encumbered-Account	Annual-Salary	Salary-Encum	Adjustment	Paid	Balance
2020	000020	S003ABATECH-01	1000-300-2330-124-03-00-51401 ABA TECH-SOUTH	22,248.00	0.00	0.00	0.00	0.00
2020	000031	S003ABATECH-01	1000-300-2330-124-03-00-51401 ABA TECH-SOUTH	22,248.00	0.00	0.00	0.00	0.00
2020	000040	S003ADJOUN-01	1000-300-2710-126-03-00-51260 ADJUSTMENT COUNSELOR - SOUTH	52,674.00	0.00	71,380.00	0.00	71,380.00
2020	000040	S012CUS2NDS-02	5120-000-4110-000-09-00-51450 CUSTODIAN SALARY	36,763.84	0.00	36,763.84	0.00	36,763.84
2020	003099	S006ATHDIRE-01	1000-300-3510-108-09-00-51262 ATHLETIC DIRECTOR (01)	88,943.80	82,101.96	0.00	54,734.70	27,367.26
2020	006000	S006REPCORD-01	1000-300-2330-147-09-00-51480 DOCUTECH OPERATOR	49,968.33	46,124.61	0.00	28,827.90	17,296.71
2020	007265	S009MAINDIR-01	1000-300-4110-101-09-00-51220 DIRECTOR OF MAINTEN	87,956.46	81,190.56	0.00	50,744.25	30,446.31
2020	007690	S009PD COOR-01	1000-300-1230-101-09-00-51220 GENERA-SCHOOL DEPT ADM	57,222.00	0.00	41,369.04	0.00	26,080.05
2020	007690	S009PD COOR-01	2440-000-2110-401-09-00-51210 TITLE I DIRECTOR	0.00	10,167.90	0.00	6,932.70	3,235.20
2020	007708	S009SUPSECR-01	1000-300-1210-102-09-00-51230 SUPT SEC SALARY	57,222.00	52,565.30	0.00	33,012.75	19,552.55
2020	009941	S006PRIVPRI-01	1000-300-2210-100-06-00-51210 PRIN SALARY - HS	91,815.30	84,752.58	0.00	52,970.40	31,782.18
2020	010122	S009SUPERTD-01	1000-300-1210-100-09-00-51210 SUPERINTENDENT SALARY	147,900.00	136,523.08	0.00	118,889.05	17,634.03

Figure 9 After – The paid column is correctly reflecting the payment dollars

[ADM-AUC-HR-10133]

3 POSTING TRANSACTIONS Prematurely to the General Ledger (Fix)

ADMINS corrected an issue that allowed sites to select transactions to post to the General Ledger *prior* to the completion of the payroll posting. This happened every so often for postings with many transactions.

[ADM-AUC-RC-8475]

4 TABLES ► FLSA Codes [Enhancement]

The Human Resources ► Tables ► FLSA Codes screens were enhanced. The Actions ► Menu button option was removed. The FLSA process is run from the [2 Select and Calculate FLSA] screen. The screen may also be accessed via Human Resources ► Payroll Processing ► FLSA Processing.

Select	Timesheet Group	Description	FLSA Code	Description	Last End Date	Start Date	End Date	Pay Code
<input checked="" type="checkbox"/>	TOWN -POL	Police Department	40HRS	40 Hours	31-Dec-2019	01-Apr-2020	07-Apr-2020	FLSA
<input checked="" type="checkbox"/>	TOWN -TOWN	TOWN	40HRS	40 Hours	31-Dec-2019	01-Apr-2020	07-Apr-2020	FLSA



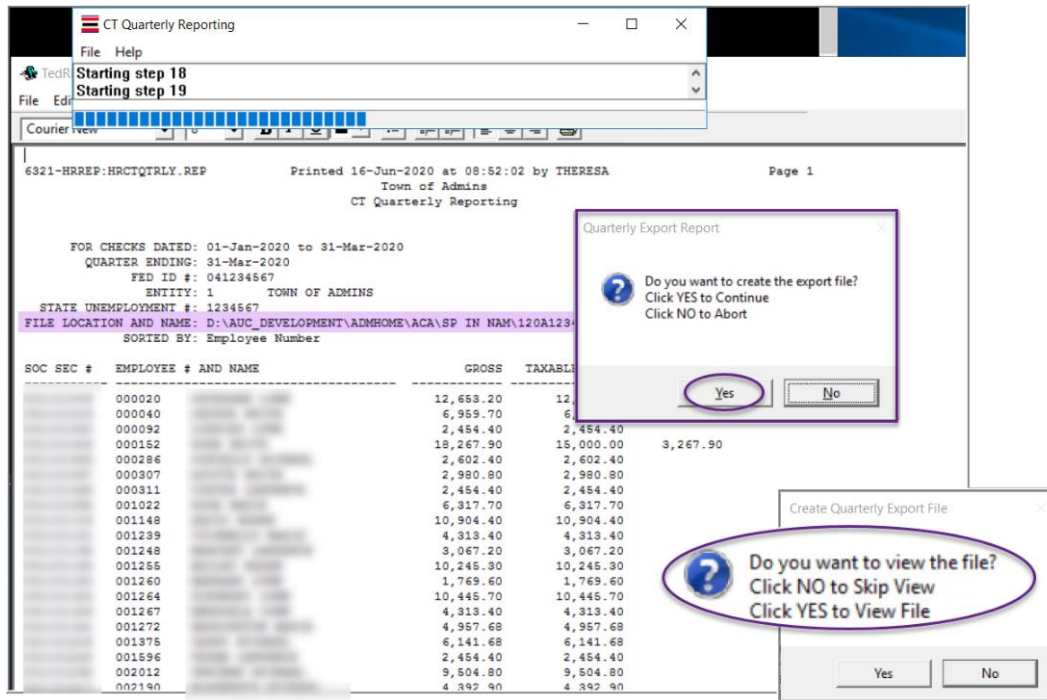
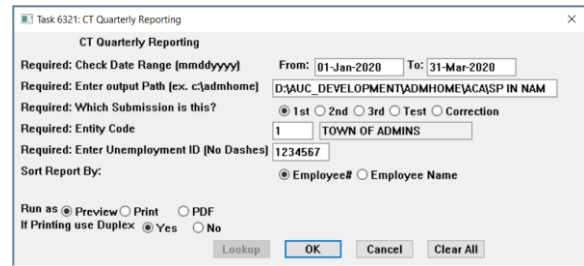
4.1 FLSA Processing [Enhancement]

The **HR 460 FLSA Processing** help document was updated to reflect how the process has changed. The process was simplified and should be run after timesheets are created and updated but before the warrant is approved for release, as the process creates entries in the timesheets. See **HR-460 FLSA Processing** in the Help Reference Library for detailed information.

[ADM-AUC-HR-9995]

5 QUARTERLY PROCESSING

There was an issue with the **CT Quarterly Reporting**. The process asked: “Do you want to view the file?” and if “No” was clicked, the file was not generated.



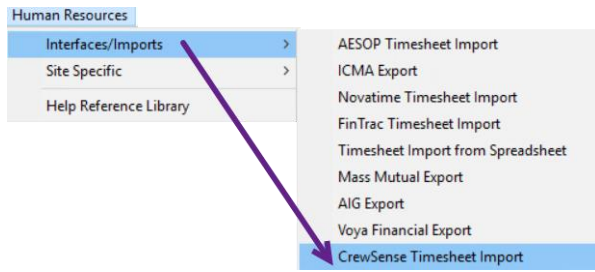
ADMINS corrected this; the report that accompanies the file will be displayed, and a prompt will ask: “Do you want to create the export file?”. Click on **[Yes]**; the next prompt will ask: “Do you want to **view** the file?”.

The file will be created whichever button is clicked. The **CT_Quarterly_6231** report that accompanies the file provides the file location and name.

[ADM-AUC-HR-10231]



6 INTERFACES / IMPORTS [Enhancement]



ADMINS offers several interfaces to allow importing electronic timecard data. One recent implementation is the **CrewSense® Timesheet Import**. To make it easier to run the process, ADMINS added error checking to ensure that the file is the correct type (**.CSV**) and the file exists in the specified location. Sample messages are shown in **Figure 10**.

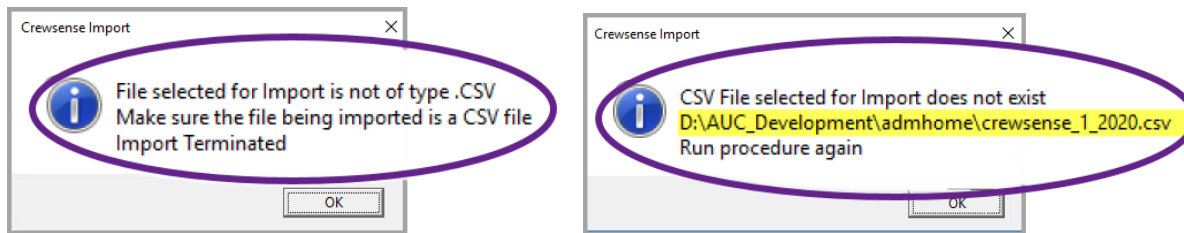


Figure 10 Enhanced Error Checking for CrewSense® Import

ADMINS continues to work with different vendors to automate timesheet imports. If interested, please contact support@admins.com.

[ADM-AUC-HR-10,212]

7 COPY LIVE TO TRAINING [ENHANCEMENT]

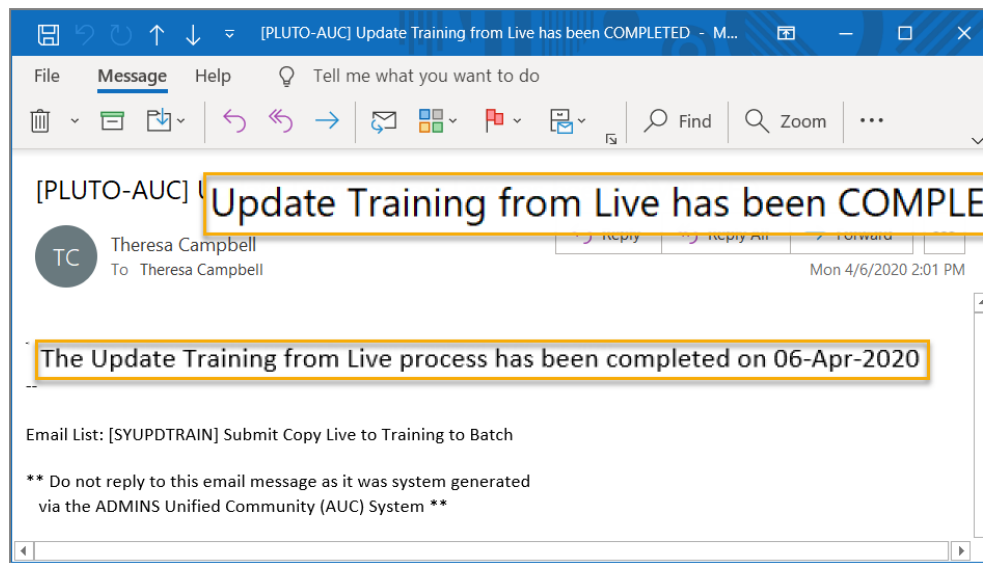


Figure 11 Email notification that the update of the training area is complete

The process was enhanced to send an email to the members of the **SYUPDTRAIN** Distribution List on completion.

This change was installed on sites in April 2020 and is included here to document the change.

Anyone submitting the process should check the **SYUPDTRAIN** Distribution List to make sure their username is in the **SYUPDTRAIN** list.

See **SY-175 Copy Live to Training (Batch)** for details on this feature.

[ADM-AUC-SY-8114]



8 HELP REFERENCE LIBRARY

The following new or updated documents were added to the Help Reference Library.

8.1 New or Updated Documents

- PAYROLL PROCESSING HR–345 Import Timesheets from Spreadsheet [New]
- SPECIAL PROCESSING HR–460 FLSA Processing [Updated]
- HR–598 Upload File of Cleared Checks [New]
- YEAR END HR–610 Fiscal Year End Split Payroll Webinar Slides [Updated]
- HR–620 W2 Processing [Updated]
- HR–775 1095C / ACA Step Menu Process [New]
- OTHER HR–823 Open, View, and Edit .CSV files for AUC Uploads [New]
- HR–925 Pivot Tables - Analyze AUC Data in **Excel**® [New]