HUMAN RESOURCES

RELEASE NOTES – JUNE 2020

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

CONTENTS

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.
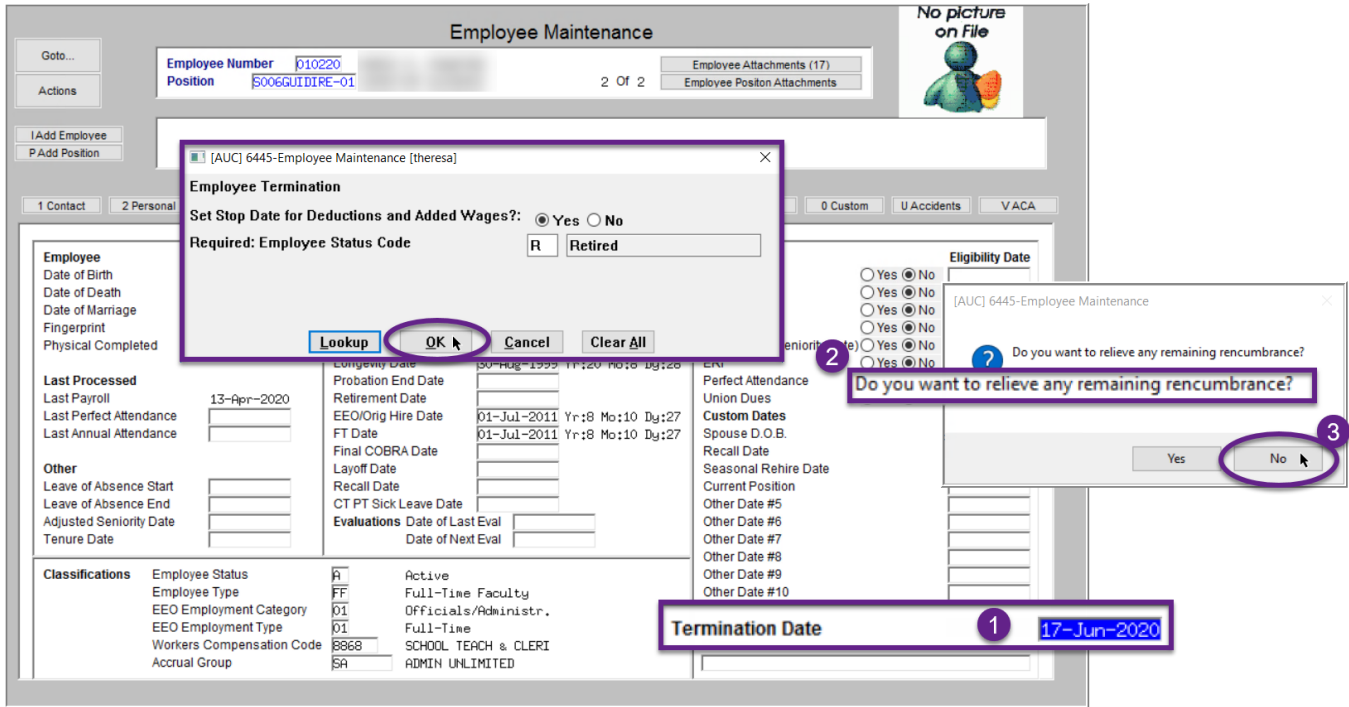

Figure 1 Entering a future termination date- the system offers the option to relieve the remaining encumbrance

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]

Property of ADMINS, Inc. No unauthorized use, distribution or reproduction permitted.

Page 2 of 10

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.

[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.
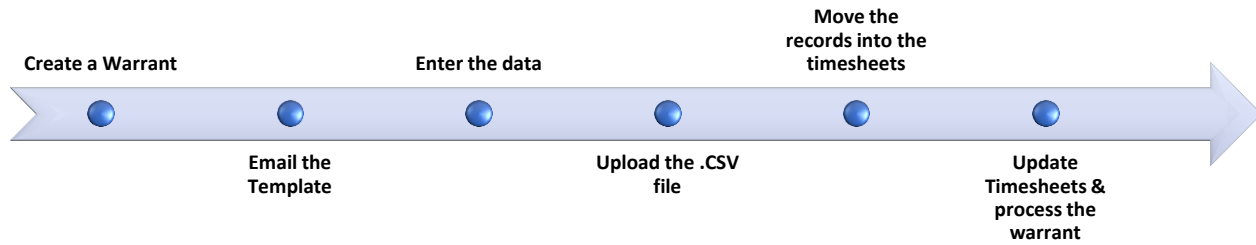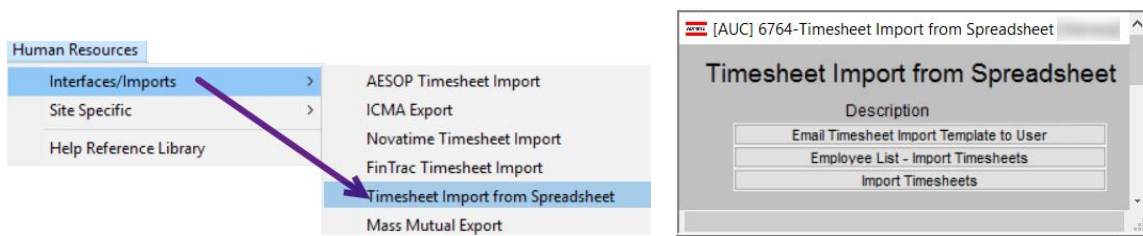

[ADM-AUC-HR-10235]

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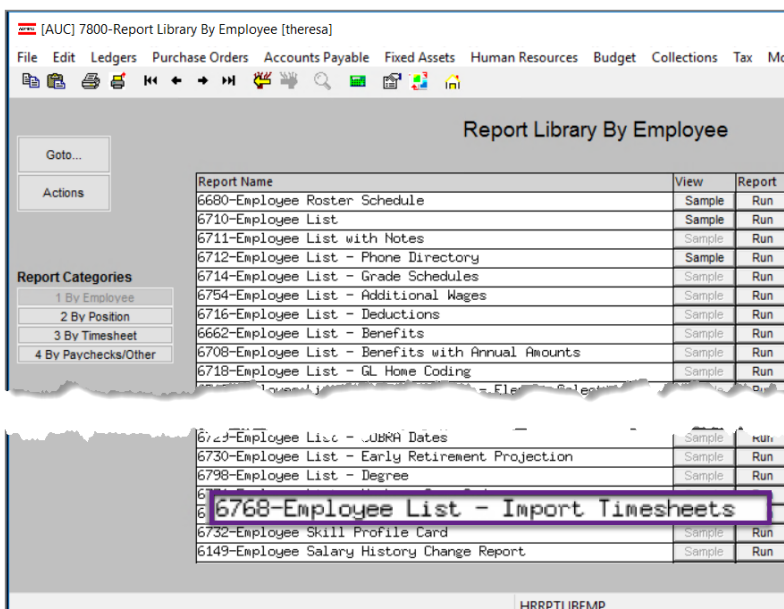
See **HR–345 Import Timesheets from Spreadsheet** in the Help Reference Library for details.

[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

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                                                          Page 1
                                                        Town of Admins
                                               Employee Leave Balance Listing

--------------------------------------  ------------  ----------  ----------------  ---------------  ----------------  ---------------  ----------------  ----------------  -----------
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®

Figure 5 After – Run as ⊙ PDF®

Figure 6 Before – Run as ⊙ Excel®

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

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

Figure 8 Before – the Paid column had no data

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**.

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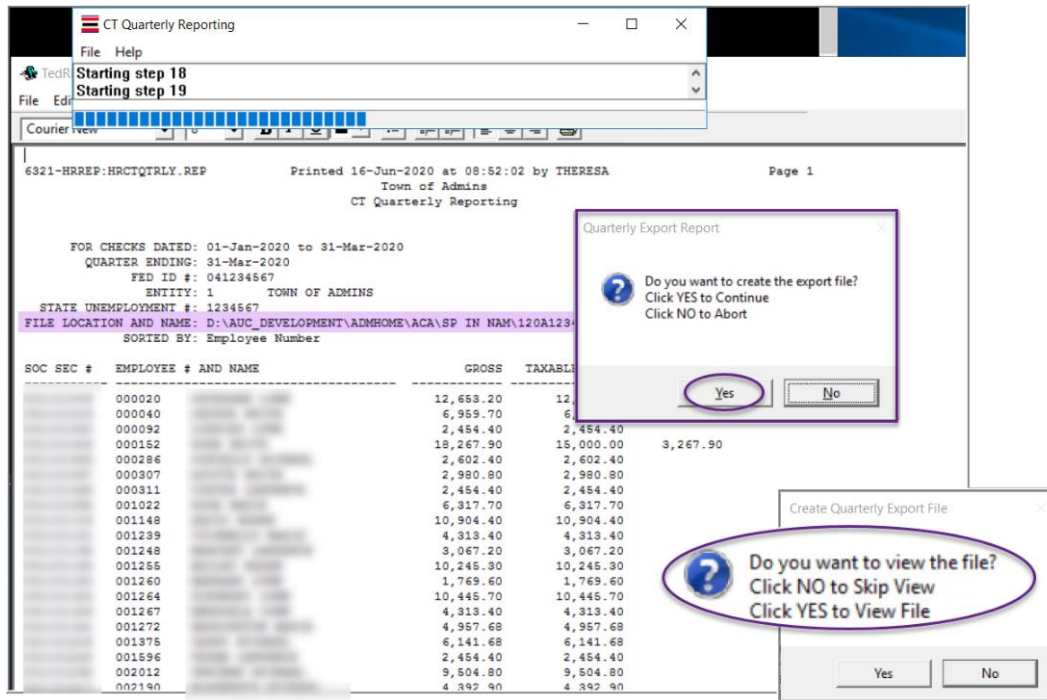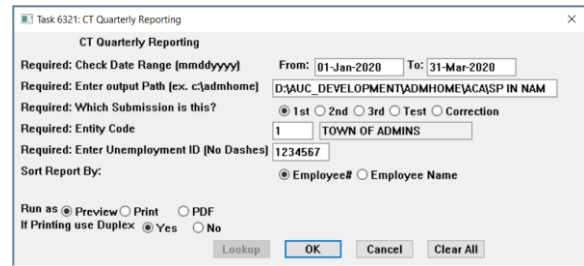
ADMINS corrected this; the report that accompanies the file will be displayed, and a prompt will ask: "Do you want to create the export file?". Click on **[Yes]**; the next prompt will ask: "Do you want to ***view*** the file?".

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]

Page 8 of 10

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 fi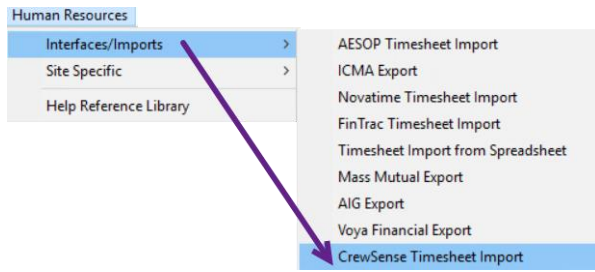le is the correct type (**.CSV**) and the file exists in the specified location. Sample messages are shown in **Figure 10**.
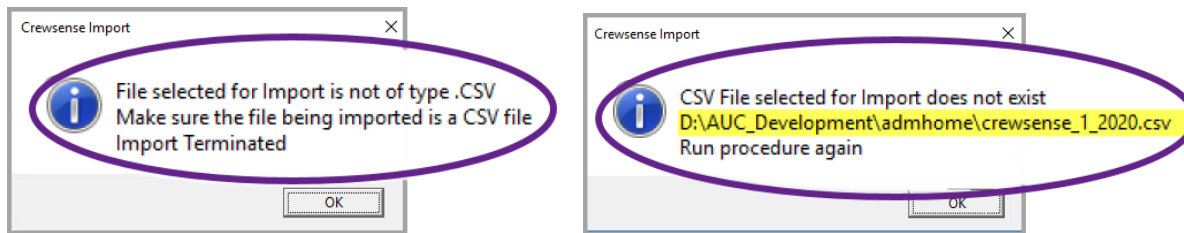

Figure 10 Enhanced Error Checking for CrewSense® Import

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]

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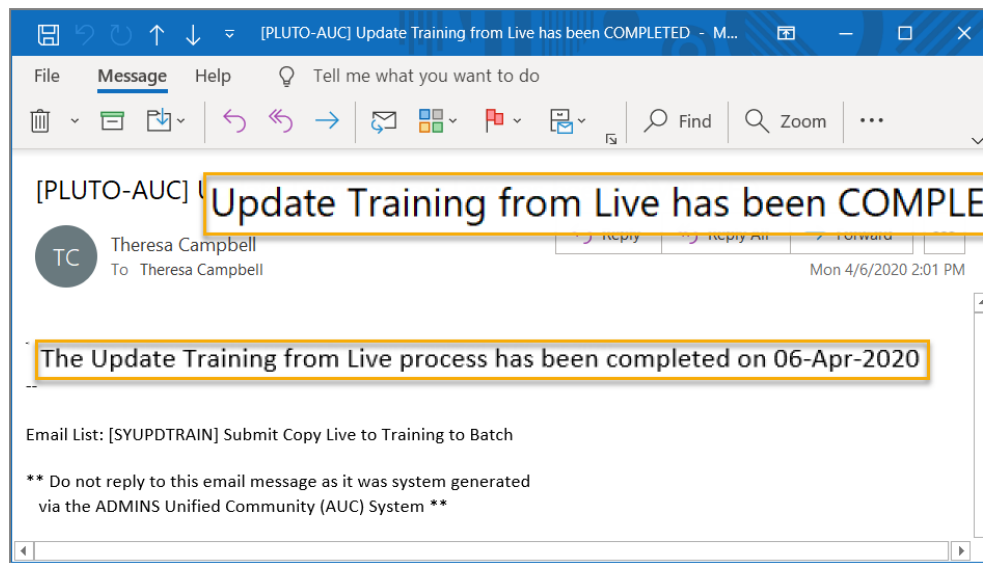
Figure 11 Email notification that the update of the training area is complete

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]