



# HUMAN RESOURCES

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## RELEASE NOTES – JUNE 2021

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

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# 1 POSITION MAINTENANCE [Enhancement]

## Human Resources ▶ Maintenance ▶ Position Maintenance

Prior to the software update, end users could not reactivate a position once it had been flagged for deletion and had to ask support to re-activate a position “behind the scenes”. **ADMINS** changed the way this works, such that unused positions may be flagged as Inactive by selecting **Actions ▶ Inactivate Position**. This is a toggle. To make an inactive position available for use, select **Actions ▶ Activate Position**.

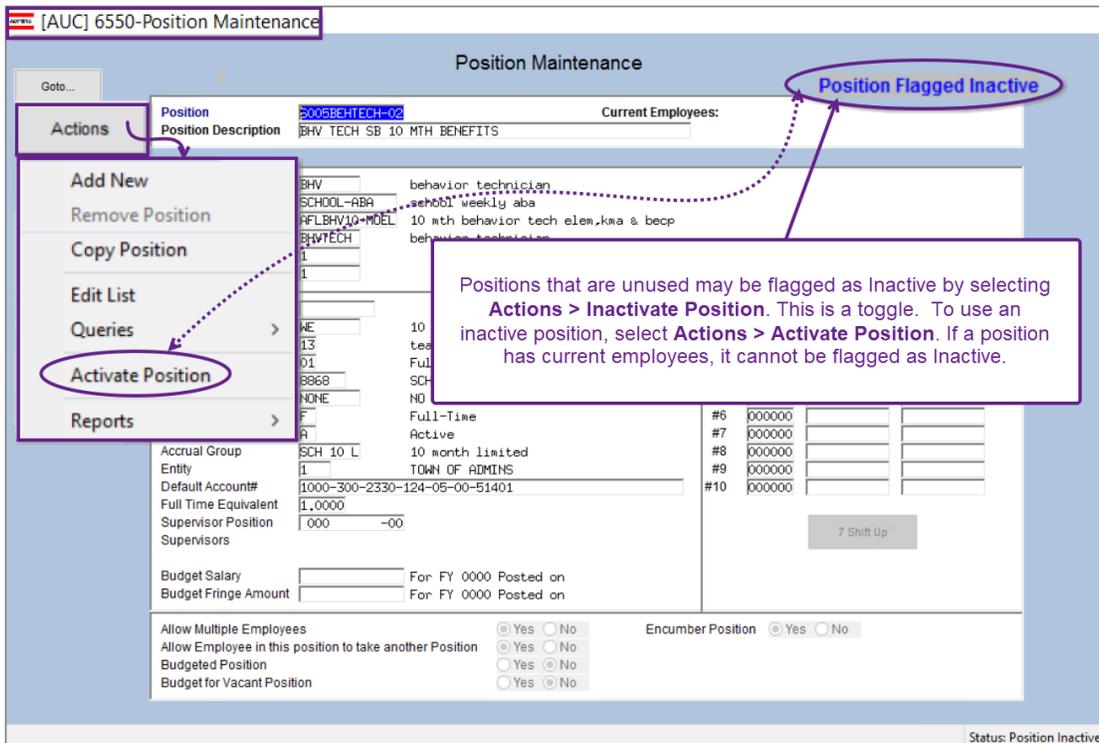


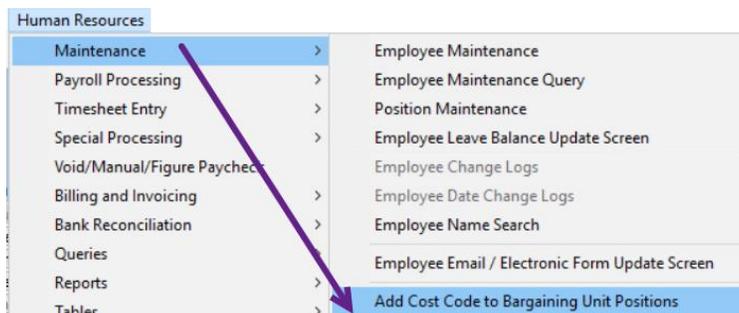
Figure 1



If a position has current employees, it cannot be flagged as **Inactive**.

[ADM-AUC-HR-10136]

## 1.1 ADD CODE TO ALL POSITIONS IN A BARGAINING UNIT [Enhancement]



**ADMINS** offers a feature to add a cost code to all *existing* employees assigned to positions in a bargaining unit. This could be used, for example, if many *existing* employees in a bargaining unit are likely to exceed the \$200,000 annual maximum that triggers the additional .09% for FICA and will require an additional cost code.



Access the feature by going to:

**Human Resources ▶ Maintenance ▶ Add Cost Code to Bargaining Unit Positions**



The prompt allows selecting up to nine bargaining units. Enter a single cost code to be applied to all employees belonging to the selected bargaining unit(s). Enter the required effective date. All checks created for the selected employees will include the cost code for all warrants created going forward that are dated after the effective date.



**If no bargaining unit selection is made, the cost code will be applied to all employees in all bargaining units!!!**

The system will display the confirmation report; click **[Yes]** to add the cost code to all the bargaining unit positions listed; select **[No]** to abort and leave the positions as is.

Emp#	Name	Position	Description	Bargaining	Bargaining Unit	Effective	End Date	Note
000040	MOORE, KEITH F	T421DPWDIR -01	DPW DIRECTOR	PROF	-01	01-Jan-2021		
001148	HARVEY, KAREN L	T154MISMIS -01	MIS	PROF	-01	01-Jan-2021		
001264	BOUCHER, LYNN A	T137ASRADMN-01	ADMINISTRATIVE ASSIS	PROF	-01	01-Jan-2021		
001272	CLINEFF, MARIE	T171CONCOM-01	CONSERVATION ADMINIS	PROF	-01	01-Jan-2021		
002874	POIRIER, LYNN	T292ACOOFF -01	ANIMAL CONTROL OFFIC	PROF	-01	01-Jan-2021		
070171	HOUDE, MARIE A	T154MISMIS -02	MIS NETWORK ADMINIST					
070811	HUGHES, LAWRENCE S	T172TWNPLNR-01	TOWN PLANNER/ZONING					
070871	DE REZENDES, LAWRENCE J	T251INSTOWN-01	BUILDING COMMISSIONE					
071050	COLLETTE, MICHAEL W JR	T421DPWDIR-01	DPW ASSISTANT DIRECT					
071154	COLE, KAREN	T541COADIR -01	COA DIRECTOR					
071173	TADDEO, MICHAEL	T450FACFORE-01	DPW FACILITIES FOREM					
071227	LACAVA, MICHAEL	T292ACOOFF -01	ANIMAL CONTROL					
071245	PATERSON, MARIE	T135FINASST-02	ASSISTANT TO THE CFO					
071305	NASH, MICHAEL P	T135CT CLTR-01	COLLECTOR-TREASURER					
071323	HOUSTON, MICHAEL	T421DPWFORE-01	DPW GENERAL FOREMAN					
071335	LAUBENSTEIN, MICHAEL JR	T510BOHAGNT-01	BOARD OF HEALTH AGEN					
071366	GONSALVES, LAWRENCE	T490DPWPM -01	PROJECT MANAGER DPW					

**Figure 2 #6898 Add Cost Code to Bargaining Unit Positions confirmation report**

If an employee already has the cost code listed on the [Ded/Ben] tab of the employee maintenance screen, the confirmation report will note it as shown in Figure 3. The process will not create an identical entry (same code and start date) for an employee.



TedRE - CostCode\_Add\_6898

Printed 26-Mar-2021 at 13:55:46 by [redacted]

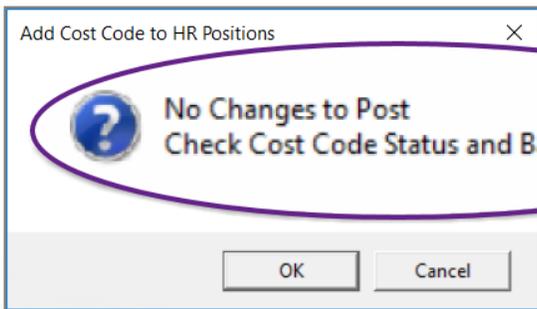
City of ADMINS  
Add Cost Code to Bargaining Unit Positions

Cost Code: MEDIOVR MEDICARE OVER \$200,000 Vendor: 017472-01 Processing Order: 106  
 Category: ME MEDICARE UNITED STATES TREASURY Pre-Tax?: Yes  
 CINCINNATI, OH 45999-0039 CINCINNATI, OH 45999-0039 Calculation: % of Base Bucket  
 Category Type: Benefit/Deduction Separate Check: No

Emp#	Name	Position	Description	Bargaining Unit	Bargaining Unit Effective	End Date	Note
000182	GARIEPY, KEITH C	T123TWNADM-01	TOWN ADMINISTRATOR	MGMT -TH	01-Jan-2021		Existing Record
000182	GARIEPY, KEITH C	T123TWNADM-01	TOWN ADMINISTRATOR	MGMT -TH	01-Jan-2021		Existing Record
001258	CREASIA, KAREN	T135HR OFCR-01	HUMAN RESOURCES DIRE	MGMT -TH	01-Jan-2021		
001258	CREASIA, KAREN	T135HR OFCR-01	HUMAN RESOURCES DIRE	MGMT -TH	01-Jan-2021		
002190	CLINTON, MICHAEL L JR	T210POLCHF -01	POLICE CHIEF	MGMT -TH	01-Jan-2021		
002190	CLINTON, MICHAEL L JR	T210POLCHF -01	POLICE CHIEF	MGMT -TH	01-Jan-2021		

If the cost code already exists on the employee record, it will be noted on confirmation report.

Figure 3 #6898 Confirmation Report showing that the code exists already for the noted employees



If an invalid cost code or Bargaining Unit is entered, the process will stop, pop up the information message shown in Figure 4, and no changes will be made.

Figure 4 Error Popup for invalid cost code or bargaining unit

[AUC] 6433-Bargaining Unit - Cost Code

Bargaining Unit - Cost Code

Go to... Bargaining Unit: PROF -01 Professional Municipal

Actions

7 Summary: 1 Cost Codes, 2 Holidays, 3 Longevity Pay, 4 Retroactive Pay, 5 Salary Sched, 6 Other Info, Benefit Statements, Affordable Care Act

Code	Description	Enroll From	Enroll To	Apply to	Budget Default for	Calferia
				New Employee	Vacant Position	Plan
MEDI	MEDICARE			<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> No
NC-PH9	NORFOLK CITY PEN 9%			<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> No
NC2X	NORFOLK CITY 2%			<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> No
UD-PH9	ADMIN. DUES			<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> No

The process will NOT add the cost code to the default cost codes for the bargaining unit. Go to Tables > Bargaining Unit > [1 Cost Codes] for the bargaining unit to add the cost code and set the default attributes.

Additional information: To add a default cost code to the bargaining unit table go to:

Tables ▶ Bargaining Unit ▶ [Cost Codes]

for the bargaining unit. When a new employee is created, this cost code will be added to the employee record.

[ADM-AUC-HR-10165]

## 1.2 FED2020 Tax Table with Additional Amount [Fix]

Tables ▶ Tax Rate

[AUC] 6423-Tax Rate

Tax Rate

Go to... Tax Type: FED2020 FED 2020 TAX TABLES

Actions

1-Add New

2-Edit List

3-Employees

Wages From	Wages To	Amount	Percentage	On Wages Over
0.01	12950.00		10.00	12950.00
12950.01	22500.00		12.00	22500.00
22500.01	53075.00	995.00	22.00	53075.00
53075.01	98925.00	4664.00	24.00	98925.00
98925.01	177475.00	14751.00	32.00	177475.00
177475.01	221975.00	33603.00	35.00	221975.00
221975.01	326700.00	47843.00	37.00	326700.00
326700.01	9999999.00	84436.75		

-- Added 23-Dec-2019 By [redacted] Changed 30-Dec-2020 by [redacted] Status: Tax Record Active

There was an issue with the FED2020 tax table when including an additional amount to be withheld. If the federal tax amount from the FED2020 table for the employee for a pay period was less than zero, the system would net the



additional amount instead of taking out the entire amount specified on **Step 4c** of the W4.

**Maintenance ▶ Employee Maintenance ▶ Personal**

The screenshot shows the 'Employee Maintenance' form for employee LYNN ADAMS (Employee Number 971875). The 'Tax Information' section is highlighted with a red box and includes the following data:

Tax Type	Tax Table Exemptions
Federal FED2020	\$ 1
State MA	\$ 1
Other State	

The '2020 FORM W4' section is also highlighted with a red box and shows:

Step	Amount
Step 2c checked	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Step 3	
Step 4a	
Step 4b	
Step 4c	30.00

This was fixed with the software update.

Now, for employees using the FED2020 tax table, if the net federal tax before Box 4c is less than zero for a pay period, the system takes the full Box 4c amount.

Figure 5 Employee record uses the FED2020 tax table with an additional amount

[ADM-AUC-HR-10372]

## 2 PAYROLL PROCESSING REPORT #6199 [ENHANCEMENT]

**Payroll Processing ▶ Process Paychecks ▶ Select Batch ▶ [Post Labor Distribution/Email Advices]**

The screenshot shows the 'Process Paychecks' form for Batch 3361. The 'Description' list includes several options, with 'Post Labor Distribution/Email Advices' highlighted by a red box.

ADMINS produces the #6199 Warrant Summary Report as part of the Disbursement process.

In response to a customer request, funding source information now prints below the total section of the report, as shown in Figure 7.



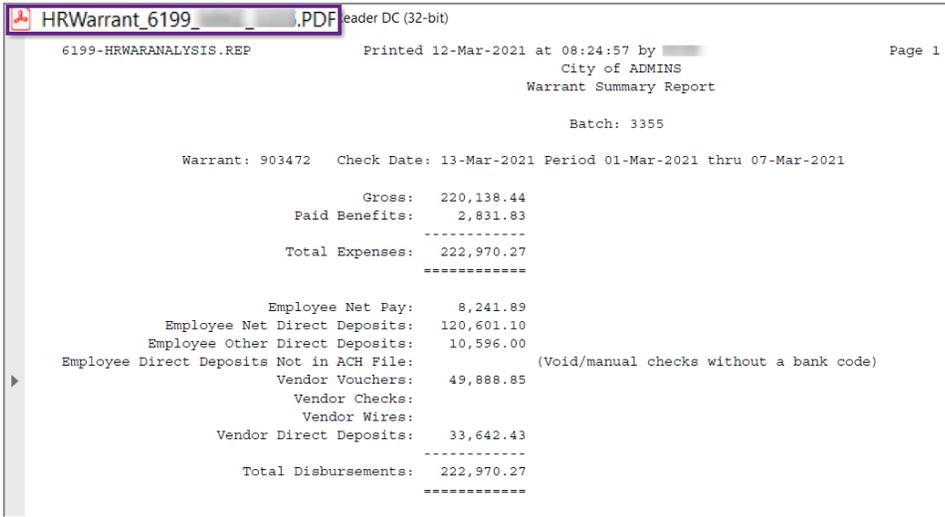
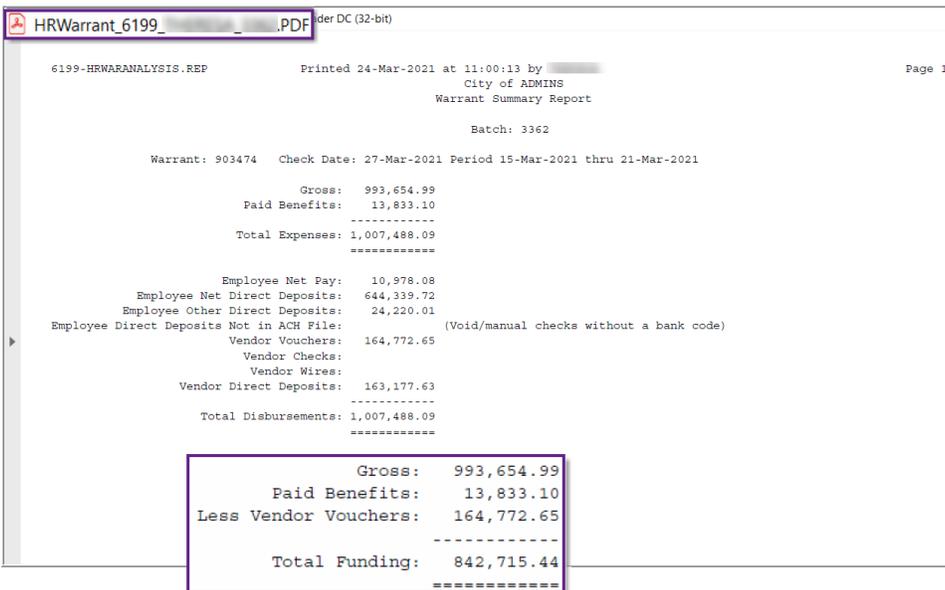


Figure 6 Before – the #6199 Warrant Summary Report did not include funding totals



The report now shows:

$$\begin{aligned} & \text{Gross Pay} \\ & (+) \text{ Benefits} \\ & \underline{(-) \text{ Vendor Vouchers}} \\ & \underline{\underline{ (=) \text{ Total Funding}}} \end{aligned}$$

which matches the dollars posted to the General Ledger.

Figure 7 After – the #6199 Warrant Summary Report with Total Funding to match what is posted to the General Ledger

[ADM-AUC-HR-10377]

## 2.1 Mid Cycle Terminations Timesheet Error [Fix]

The software update fixed an issue with timesheet creation when an employee was terminated mid payroll cycle. The system was adjusting the pay amount to match the expected amount. Now, this will only happen if the [Adjust Salary] button is used on the timesheet entry screen.



**[AUC] 6200-Timesheet Entry**

### Timesheet Entry

**Warrant** 903482      17-Apr-2021    23-Apr-2021

**Timesheet Group** TOWN -TOWN      TOWN

**Employee** 001239    0 Note      POTTER, MARIE M

**Position** T610LIBTECH-02      LIBRARY TECHNICIAN

**Annual** 39816,86    **Bargaining Unit** TOCL    -01

**Period** 762,80

**Per-Dien** 152,56

**Daily** 152,56

**Hourly** 23,4700

Work Date	Day	Pay Code	Hours	Days	Rate	Flat \$	Amount	Se	Account Number	Customer	Reason
19-Apr-2021	Mon	REG	6,50		23,4700		152,56		1000-610-0000-006-00-00-51130		
20-Apr-2021	Tue	REG	6,50		23,4700		152,56		1000-610-0000-006-00-00-51130		
21-Apr-2021	Wed	REG	6,50		23,4700		152,56		1000-610-0000-006-00-00-51130		
			19,50				457,68				

Paid NOT EQUAL Salary      Salary: 762,80

Notes for this line       Accrual Group       CLERICAL 32,5 WEEK

Working For  -00

1 Add Line
0 Add Range
2 Delete Line
3 Reports
4 Split Day
5 Replace PayCode
6 Remove Employee
7 Add Employee
8 Employee Qu
9 Adjust Salary
% Split

Ready

**Figure 8 Employee terminated mid-cycle – no automatic salary adjustments**

[ADM-AUC-HR-10373]

### 2.1.1 #6239 Timesheet Creation Accounting Issues

ADMINS added a column to report #6239 Timesheet Creation Accounting Issues that shows the Pay Code for which there are accounting errors. This highlights the error and makes it easier for the user to correct.

TedRE - TS\_Account\_Issues\_6239

6239-HRCRETIM.REP      Printed 08-Apr-2021 at 16:09:47 by WENDY      City of ADMINS      Page 1

Timesheet Creation Accounting Issues

For Warrant Number: 903478

Expense Account	Empl#	Employee Name	Position	Work Date	Error
1000-210-0000-002-00-00-51800 EDUCATION INCENTIVE (	000092	MURPHY, LYNN M	T210POLDET -01	07-Apr-2021	** Terminated prior to work date **

Selection Legend:

Errors:      Action:

Accounting has expired      Warning: Correct employee maintenance accounting tab and timesheets

Over Budget      Warning: Correct employee maintenance accounting tab and timesheets

**Figure 9 Before – the report did not have a pay code column**

6239-HRCRETIM.REP      Printed 17-May-2021 at 10:24:35 by LUANN      City of ADMINS      Page 1

Timesheet Creation Accounting Issues

For Warrant Number: 903481

Expense Account	Empl#	Employee Name	Position	Work Date	Pay Code	Error
1000-210-0000-002-00-00-51800 EDUCATION INCENTIVE (	000092	MURPHY, LYNN M	T210POLDET -01	16-Apr-2021	QUN	Terminated prior to work date

Selection Legend:

Errors:      Action:

Accounting has expired      Warning: Correct employee maintenance accounting tab and timesheets

Over Budget      Warning: Correct employee maintenance accounting tab and timesheets

Terminated prior to work date      Warning: Correct employee maintenance dates tab and timesheets

**Figure 10 After – Pay Code column identifies the pay code with the accounting error**

This error is just a warning; the example is an additional wage; the system allows paying part or all of amount.

[ADM-AUC-HR-10373]



### 3 MANUAL CHECKS – [Reset All Deds] Button [Enhancement]

Manual Entry-Timesheets

Warrant: 000000, Employee: 000040, Period: 01-Mar-2021 to 07-Mar-2021, Note: MOORE, KEITH F

Bank: 000000, Date: [blank], Figure Check: **UNCALCULATED**, Base Adj. [ ]

Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Position	Account	Customer	Reason
01-Mar-2021	DREG	.40		499,7000		199,88	T421DPWDIR -01	0200-450-0000-004-00-00-51110		
04-Mar-2021	DREG	.40		499,7000		199,88	T421DPWDIR -01	0200-450-0000-004-00-00-51110		
<b>Totals</b>		<b>5,00</b>				<b>2498,50</b>				

Buttons: 6 Add Void, 7 Add Manual, 8 Add Line, Add Range, 9 Delete Line, **0 Recalculate**, Pay Register, Print Check, Print Multiple Checks, Remove Check, VM Warrant List

Figure 11 Before – The Manual Check had only the [0 Recalculate] button

ADMINS added a [Reset All Deds] button to the Manual Check screen that will remove all the deductions from the manual check and refresh them with the deductions from the employee’s maintenance screen. Use this button if the manual check is created for an employee with an unknown weekly schedule. With an unknown schedule, no dollar amounts are brought into the timesheets, therefore only tax and percentage-based deductions will be brought in.

Manual Entry-Timesheets

Warrant: 000000, Employee: 000040, Period: 01-Mar-2021 to 07-Mar-2021, Note: MOORE, KEITH F

Bank: 000000, Date: [blank], Figure Check: **UNCALCULATED**, Base Adj. [x]

Cost Code	Description	Amount	PreTax	Order/Bank	Account	Type	Additional Information
NC-PN8	NORFOLK CTY PEN 8%	199,88	Y	100		<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
NC2X	NORFOLK CTY 2%	38,43	Y	100		<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
PLGF #4N	PTERBPM FAMILY TOWN	14,19	Y	102		<input type="radio"/> Checking <input type="radio"/> Saving	
<b>Totals</b>		<b>2498,50</b>					

Buttons: 6 Add Void, 7 Add Manual, 8 Add Cost Code, 9 Del Cost Code, 0 Recalculate, **Reset All Deds**, Pay Register, Print Check, Print Multiple Checks, Remove Check, VM Warrant List

-- Added 20-Apr-2021 By WENDY Changed by

Figure 12 The screen has an additional button to refresh the deductions from the employee maintenance screen

Use the new button when time is added to the timesheet screen and the default deductions that use a table or flat rate can now be deducted from the known amount.



**Note: Any deductions added on the manual check deductions tab that do not exist on the employee’s maintenance screen will be removed and must be re-added manually if the [Reset All Deds] button is used.**



### 3.1 Example – Using the [Reset All Deds] Button vs. the [0 Recalculate] Button

[AUC] 6201-Void/Manual/Figure Paycheck

**Manual Entry-Timesheets**

Warrant: 000000, Employee: 000040, Period: 07-Mar-2021, MOORE, KEITH F

Bank: 00000000, Check: 00000000, Date: UNCALCULATED, Base Adj.

---Tax Table--- Exemptions Gross 124.93  
FED 2020  Deductions 2498.50  
State MA  Net Pay -2373.57  
Other  2 Benefits 34.57

1 Timesheets 2 Wages 3 Deduction Entry 4 Benefit Entry 5 Base Buckets

Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Customer	Reason
01-Mar-2021	DREG		.25	499,7000		124.93	422-0000-004-00-00-51110	
01-Mar-2021	DREG			499,7000			460-0000-004-00-00-51110	
Totals			.25			124.93		

Notes for this line: Working For 000 -00

6 Add Void 7 Add Manual 8 Add Line Add Range 9 Delete **0 Recalculate** **Reset All Deds** Print Check Print Multiple Checks Remove Check VM Warrant List

A manual check is created for employee #40, who as an unknown schedule. After the first entry is made, the check is recalculated. This results in only percentage-based deductions and tax being taken out on the deductions screen.

Calculate the check.

[AUC] 6203-Void/Manual/Figure Paycheck

**Manual Entry-Timesheets**

Warrant: 000000, Employee: 000040, Period: 07-Mar-2021, MOORE, KEITH F

Bank: 00000000, Check: 00000000, Date: CALCULATED, Base Adj.

---Tax Table--- Exemptions Gross 124.93  
FED 2020  Deductions 124.93  
State MA  Net Pay .15  
Other  2 Benefits .15

1 Timesheets 2 Wages 3 Deduction Entry 4 Benefit Entry 5 Base Buckets

Cost Code	Description	Amount	PreTax	Order	Bank	Account	Type	Additional Information
NC-PNS	NORFOLK CITY PEN BX	9.99	Y	100			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
NC-Z	NORFOLK CITY Z		Y	100			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
PLGF-TM	PILGRIM FAMILY TOWN	114.49	Y	102			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
DEFVOL	FULLTIME 046001084	.45	Y	105			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
MEDI	MEDICARE		Y	106			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
MEDIDVR	MEDICARE OVER #200,000		Y	106			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
FED2020	FED 2020 TAX TABLES		N				<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
INS-PU	TOWN LIFE INS- PROF UNION 10K 10K		N				<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
MA	STATE TAX		N				<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
MA-	ADDL STATE TAX/NOSEP		N				<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
AIM	AIM FUND SERV.		N	4			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
DS-COL	COLONIAL LIFE		N	5			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
MS-BEN	NEXTEL GARNISH		N	5			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
DIRDEP	DIRECT DEPOSIT		N	9999	CI	1310921358	<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - X OF BASEBU
Totals								124.93

Notes for this line: Working For 000 -00

6 Add Void 7 Add Manual 8 Add Cost Code 9 Del Cost Code **0 Recalculate** **Reset All Deds** Pay Register Print Check Print Multiple Checks Remove Check VM Warrant List

-- Added 23-Apr-2021 By THERESA Changed by

No flat rate or table driven deductions are taken

Changes are made to the timesheets, adding hours/days/dollars.

[AUC] 6201-Void/Manual/Figure Paycheck

**Manual Entry-Timesheets**

Warrant: 000000, Employee: 000040, Period: 07-Mar-2021, MOORE, KEITH F

Bank: 00000000, Check: 00000000, Date: UNCALCULATED, Base Adj.

---Tax Table--- Exemptions Gross 2498.50  
FED 2020  Deductions 2498.50  
State MA  Net Pay  
Other  2 Benefits 34.57

1 Timesheets 2 Wages 3 Deduction Entry 4 Benefit Entry 5 Base Buckets

Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Customer	Reason
01-Mar-2021	DREG		5.00	499,7000		2498.50	422-0000-004-00-00-51110	
01-Mar-2021	DREG			499,7000			460-0000-004-00-00-51110	
01-Mar-2021	DREG			499,7000			422-0000-004-00-00-51110	
Totals			5.00			2498.50		

Notes for this line: Working For 000 -00

6 Add Void 7 Add Manual 8 Add Line Add Range 9 Delete Line **0 Recalculate** **Reset All Deds** Pay Register Print Check Print Multiple Checks Remove Check VM Warrant List

Ready

The result of using the [0 Recalculate] button versus the new [Reset All Deds] button is shown below:



**Manual Entry-Timesheets**

Warrant: 000000, Employee: 000040, Bank: 0000000, Pay Period: WE, Figure Check: CALCULATED, Base Adj.

Period: MOORE, KEITH F to 07-Mar-2021

Buttons: 1 Timesheets, 2 Waives, 3 Deduction Entry

Cost Code	Description	Amount	PreTax	Order	Bank	Account
NC-PNS	NORFOLK CTY PEN 8%	199.88	Y	100		
NC2X	NORFOLK CTY 2%	38.43	Y	100		
PLGF TWN	PILGRIM FAMILY TOWN	114.49	Y	102		
DEFVOL	FULLTIME 046001084	.45	Y	105		
MEDI	MEDICARE	34.57	Y	106		
MEDIOVR	MEDICARE OVER #200,000		Y	106		
FED2020	FED 2020 TAX TABLES	465.41	N			
INS-PU	TOWN LIFE INS- PROF UNION 10K 10K		N			
MA	STATE TAX	113.99	N			
MA-	ADDL STATE TAX/NOSEP		N			
AIM	AIM FUND SERV.		N	4		
DS-COL	COLONIAL LIFE		N	5		
WG-BEN	NEXTEL GARNISH		N	5		

Buttons: 6 Add Void, 7 Add Manual, 8 Add Cost Code, 9 Del Cost Code, 0 Recalculate, Reset All Deds, Pay Register

Figure 13 The [0 Recalculate] button and [Reset All Deds] button behavior impacts the deductions

[ADM-AUC-HR-10326]

### 3.2 Inactive Cost Codes [Enhancement]

Prior to the software update, the system allowed inactive cost codes to be brought into the Manual Check, resulting in an error when the check was printed. Inactive Cost Codes are no longer included on the deductions and benefits screens when a manual check is created. For example, an employee has a cost code "ALTS41" listed on the [3 Ded/Ben] tab of the Employee Maintenance Screen.

Human Resources ► Maintenance ► Employee Maintenance ► [3 Ded/Ben]

**Employee Maintenance**

Employee Number: 071375, Position: 5010ABATECH-02 ABA TECH BECP 10 MTH BENEFITS 2 Of 2

Current Tier: 1, Position Control: 000000

Buttons: 1 Contact, 2 Personal, 3 Ded/Ben, 4 Add Waives, 5 Payroll, 6 Accounting, 7 Salary, 8 Dates/Class, 9 Degrees, 0 Custom, U Accidents, VACA

Cost Code	Effective	Stop Date	Table Amount	Message	Additional Amt	Start Date	Stop Date	Original Amt	Remaining Bal	Note
AIM	01-Jan-2021									
ALTS41			37.17					1,449.36	817.47	
			999,999.99							
ER PGFTW	01-Nov-2019				7,283.91	01-Nov-2019		7,283.91		
INS-10	04-Oct-2019		.07							
	30-Sep-2019		1.45000							



[AUC] 6430-Cost Code Table

Cost Code	Description	Status
01BENS	MEDICARE BENEFIT - CONVERSION	Inactive
03BENS	CONVERSION - CAR ALLOWANCE	Inactive
457ROTH	457 ROTH SMART PLAN	Active
457SB	VOL DEFERRED SEC BEN	Active
AFLND	AFLAC DENTL ND 111F	Active
AIM	AIM FUND SERV.	Active
ALT21I	ALTUS IND SCHOOL 21	Inactive
ALT26S	ALTUS IND SCHOOL 26	Active
ALT41I	ALTUS IND SCHOOL 42	Active
ALT52I	ALTUS IND TOWN 52	Active
ALTFAM	ALTUS FAM SCHOOL 52	Active
ALTNF	ALTUS UNDEFEES 444E	Active
ALTS41	ALTUS FAM SCHOOL 42	Inactive
ALTSGL	ALTUS IND SCHOOL 52	Active

The code **ALTS41** was subsequently marked as *Inactive* on the **Cost Code** table:

**Human Resources ▶ Tables ▶ Cost Codes**

**Human Resources ▶ Void /Manual /Figure Paycheck ▶ [Deduction Entry]**

[AUC] 6203-Void/Manual/Figure Paycheck

Manual Entry-Timesheets

Warrant: 000000, Employee: 071375, Period: 01-Apr-2021 to 02-Apr-2021

Cost Code	Description	Order	Bank	Account	Type	Additional Information
NC-PNS	NORFOLK CTY PEN 9%	100				
NC2X	NORFOLK CTY 2X	100				
PLGF42	PILGRIM FAMILY 10MTH SCHOOL AFSCME	102				
MEDI	MEDICARE	106				
INS-10	TOWN LIFE INS 10 MONTH SCHOOL EMPL 2K	4				
AIM	AIM FUND SERV.	9999				
DIRDEP	DIRECT DEPOSIT					

Check Error: E6308-Cost code is inactive in the cost code table.

The **ALTS41** cost code will not be brought in as a deduction or benefit when creating a manual check. If an attempt is made to add the code after the manual check is created, an error message will be displayed, and the inactive code will not be added.

[ADM-AUC-HR-10336]

## 4 BILLING AND INVOICING BATCH QUERY [Enhancement]

Billing and Invoicing	Customer Query
Bank Reconciliation	Customer Update
Queries	Generate Invoices
Reports	Credit Balance Processing
Tables	Correct Invoice Customer Number
Quarterly Processing	Batch Entry
Year-End Processing	Detail Payment
Module Maintenance	Receipt Edit List
Interfaces/Imports	Submit Batch
Site Specific	Post Batches
Help Reference Library	Batch Entry
	Adjustment Entry
	Adjustment Edit List
	Submit Adjustment Batch
	Post Adjustments
	Print Customer Statements
	Print Aging Report
	Invoice Transaction History
	Invoice Transaction History as of Report
	Detail Billing Bill Type
	Detail Billing Bill Category
	Detail Billing Transaction Codes
	Batch Query Screen

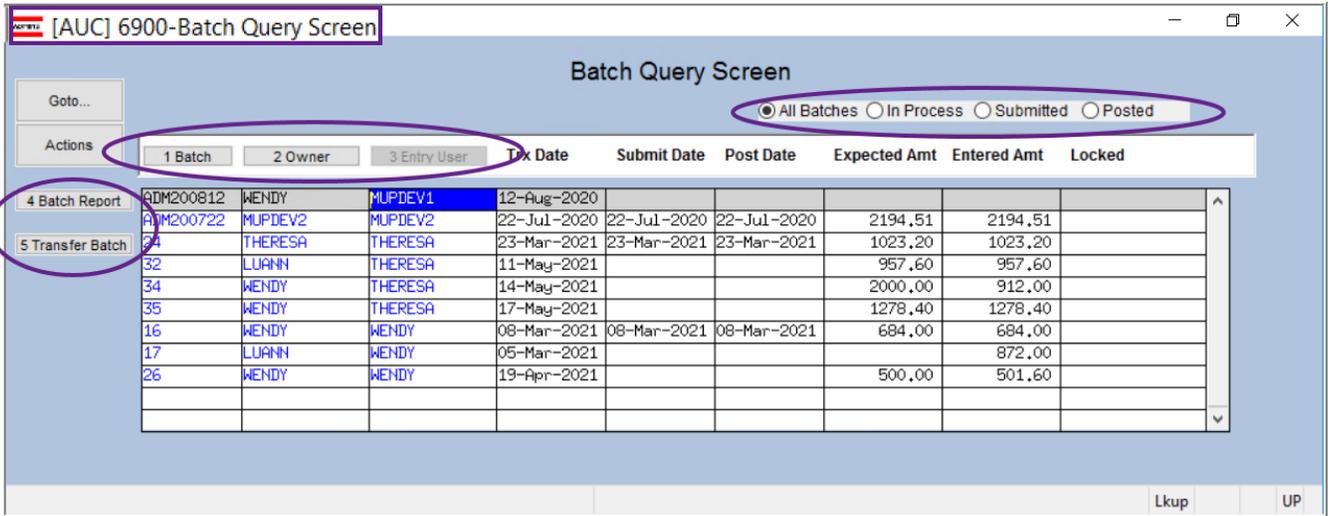
**Human Resources ▶ Billing and Invoicing ▶ Batch Query Screen**

ADMINS added a new **Billing & Invoicing Batch Query** screen that allows viewing all batches. The screen provides filtering by batch status and sorting by batch number, batch owner, or entry user.

From this screen, a user can:

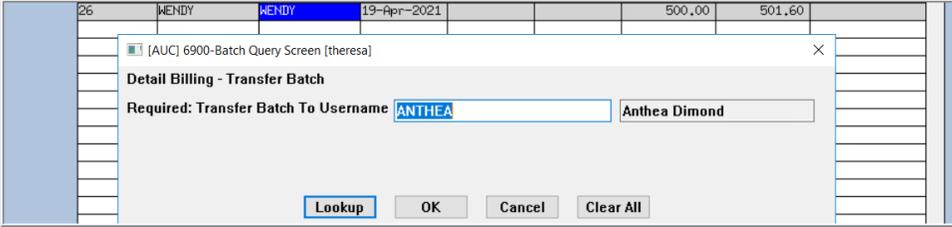
- view a list of all batches, with filtering by batch status (**All Batches**, In Process, Submitted, or Posted)
- print a batch report of any batch
- transfer any unsubmitted batch

If a user starts a batch and is out, another user may need to finish it. This transfer feature also allows **ADMINS** access to see what the user sees when troubleshooting.



Screen Component	Description
<b>[1 Batch]</b>	Shows the batch number and is the default sort for the screen. To use the column, click on the <b>[1 Batch]</b> button to activate the column, then enter the batch number directly to bring it to the top of the screen.
<b>[2 Owner]</b>	Shows the current owner; to use the column, click on the <b>[2 Owner]</b> button to activate the column which sorts the data is sorted by owner name; enter the username to bring all batches owned by the user to the top of the screen
<b>[3 Entry User]</b>	Shows the entry user (originator); to use the column, click on the <b>[3 Entry User]</b> button to activate the column which sorts the data by Entry username; enter the Entry username directly to bring it to the top of the screen the, the
<b>Trx Date</b>	Displays the transaction date of the batch
<b>Submit Date</b>	If the batch was submitted, displays the submitted date
<b>Post Date</b>	If the batch was posted, displays the posted date
<b>Expected Amt</b>	If the data exists, shows the expected amount entered on the batch
<b>Entered Amt</b>	If there are records in the batch, it shows the total entered amount
<b>Locked</b>	If there is a username listed in the column. The batch is locked for processing.
<b>[4 Batch Report]</b>	Will produce a Detail Billing Query Listing of the currently selected batch; see Figure 14 for an example of the report. <div data-bbox="440 1518 1107 1732" data-label="Image"> </div>



Screen Component	Description
<b>[5 Transfer Batch]</b>	<p>Initiates a transfer of the currently selected batch – Batch 26 will be transferred from user “Wendy” to user “Anthea”. Anthea will be listed as the owner of the batch</p> 
<b>Status Radio Buttons</b>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> All (all batches are displayed by default)</li> <li><input type="radio"/> In Process – limits the batches displayed in the screen to in process batches</li> <li><input type="radio"/> Submitted – limits display to submitted batches</li> <li><input type="radio"/> Posted – limits the display to posted batches</li> </ul>

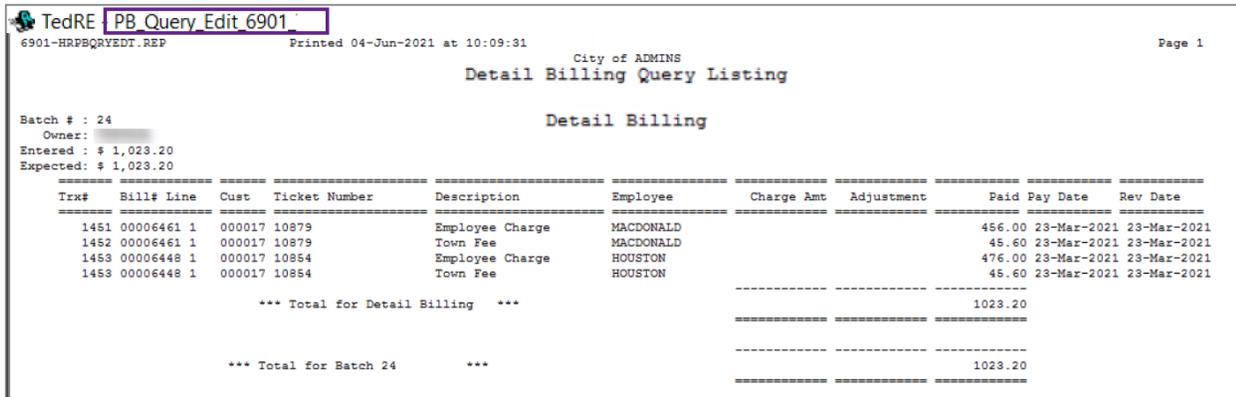
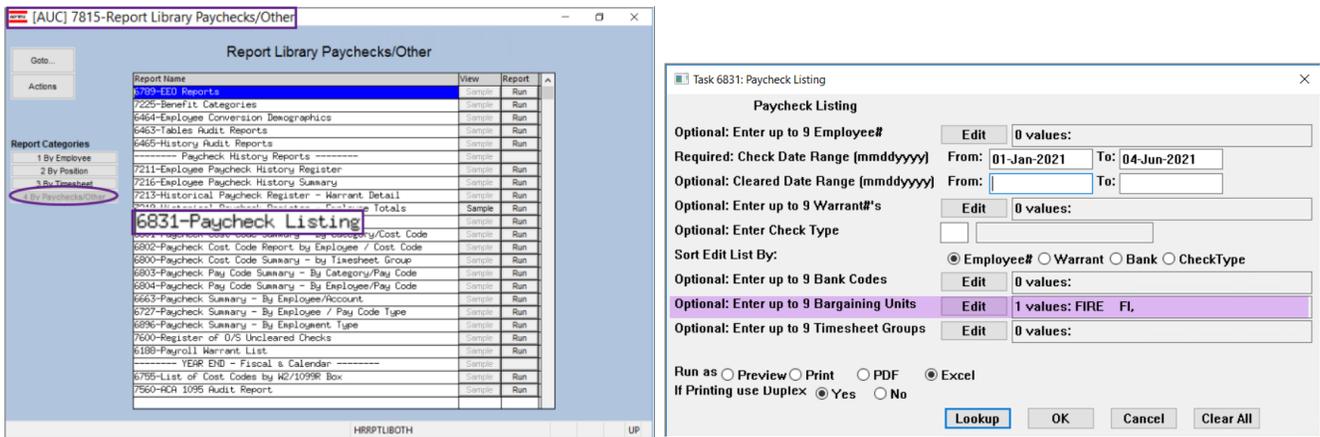


Figure 14 Detail Billing Query Listing produced by clicking the [4 Batch Report] button

[ADM-AUC-HR-10379]

## 5 REPORTS [FIX]





There was an issue with the report selection on report **#6831- Paycheck Listing** that **ADMINS** fixed with the software update. The report will produce results when the optional Bargaining Unit filter is used. The example selects a single bargaining unit, FIRE FI.

## 5.1 #6831 Paycheck Listing

6831-HRFPAYCHECK.REP Printed 04-Jun-2021 at 09:26:11 City of ADMINS Paycheck Listing Page 7

Sorted by: Employees

Emp# Name	Check#	Check Date	Clear Date	Warrant	CkType	Bank	Gross Pay	Total Deds	Net Pay	Total Bens	Cancelled
071296 CLINTON, MICHAEL	0905695	03-Apr-2021	03-Apr-2021	903476	E	PAYC	1,146.60	1,146.60	.00	16.85	
Totals							9,397.58	9,397.58	.00	129.28	
071342 JONES, LAWRENCE	0902622	09-Jan-2021	09-Jan-2021	903458	E	PAYC	224.78	224.78	.00	2.48	
071342 JONES, LAWRENCE	0902789	16-Jan-2021	16-Jan-2021	903459	E	PAYC	1,146.60	1,146.60	.00	16.85	
071342 JONES, LAWRENCE	0903058	23-Jan-2021	23-Jan-2021	903460	E	PAYC	1,146.60	1,146.60	.00	16.85	
071342 JONES, LAWRENCE	0903375	30-Jan-2021	30-Jan-2021	903461	E	PAYC	1,146.60	1,146.60	.00	16.85	
071342 JONES, LAWRENCE	0903900	06-Feb-2021	06-Feb-2021	903462	E	PAYC	1,146.60	1,146.60	.00	16.85	
071342 JONES, LAWRENCE	0904875	06-Mar-2021	06-Mar-2021	903471	E	PAYC	1,146.60	1,146.60	.00	16.85	
071342 JONES, LAWRENCE	0904609	13-Mar-2021	13-Mar-2021	903472	E	PAYC	1,146.60	1,146.60	.00	16.85	
071342 JONES, LAWRENCE	0904825	27-Mar-2021	27-Mar-2021	903474	E	PAYC	1,146.60	1,146.60	.00	16.85	
071342 JONES, LAWRENCE	0905704	03-Apr-2021	03-Apr-2021	903476	E	PAYC	1,146.60	1,146.60	.00	16.85	
Totals							9,397.58	9,397.58	.00	129.28	
071482 CLARK, MICHAEL	0902612	09-Jan-2021	09-Jan-2021	903468	E	PAYC	1,123.92	1,123.92	.00	1.63	
071482 CLARK, MICHAEL	0902779	16-Jan-2021	16-Jan-2021	903469	E	PAYC	1,123.92	1,123.92	.00	1.63	
071482 CLARK, MICHAEL	0903048	23-Jan-2021	23-Jan-2021	903460	E	PAYC	1,123.92	1,123.92	.00	1.63	
071482 CLARK, MICHAEL	0903365	30-Jan-2021	30-Jan-2021	903461	E	PAYC	1,123.92	1,123.92	.00	1.63	
071482 CLARK, MICHAEL	0903890	06-Feb-2021	06-Feb-2021	903462	E	PAYC	1,123.92	1,123.92	.00	1.63	
071482 CLARK, MICHAEL	0904865	06-Mar-2021	06-Mar-2021	903471	E	PAYC	1,123.92	1,123.92	.00	1.63	
071482 CLARK, MICHAEL	0904699	13-Mar-2021	13-Mar-2021	903472	E	PAYC	1,123.92	1,123.92	.00	1.63	
071482 CLARK, MICHAEL	0906415	27-Mar-2021	27-Mar-2021	903474	E	PAYC	1,123.92	1,123.92	.00	1.63	
071482 CLARK, MICHAEL	0906594	03-Apr-2021	03-Apr-2021	903476	E	PAYC	1,123.92	1,123.92	.00	1.63	
Totals							10,115.28	10,115.28	.00	14.67	
Selection Legend:							266,395.58	266,722.67	7,472.86	3,469.12	

[ADM-AUC-HR-10383]

## 5.2 #6407 Employee List – Email Address for Direct Deposit [Fix]

**ADMINS** fixed an issue with the bargaining unit displayed in the report. The report was listing the bargaining unit from the position, instead of from the employee record. Employees may belong to a different bargaining unit than the position default. Now, the Bargaining Unit from the employee is shown instead of the bargaining unit for the position.

[AUC] 7800-Report Library By Employee

Report Library By Employee

Goto... Actions

Report Categories

- 1 By Employee
- 2 By Position
- 3 By Timesheet
- 4 By Paychecks/Other

Report Name	View	Report
6038-Employee List - Cost of Leave	Sample	Run
6266-Employee List - Cost of Leave - Default Fund	Sample	Run
6604-Employee List - Cost of Leave as of a Date - Def. Fund	Sample	Run
6079-Employee Leave Balance Listing	Sample	Run
6609-Negative Leave Balance Listing	Sample	Run
6176-Leave History (Attendance) Report	Sample	Run
6608-Employee Leave Time over XX Days/Hours	Sample	Run
6462-Employee Profile Audit Report	Sample	Run
6715-Employee List - Salary Level for Date Range	Sample	Run
6144-Payroll Labor Costs for a Period - Expected Amount	Sample	Run
6125-Employee Encumbrance Balance Report	Sample	Run
6497-Employee List - Email Address for Direct Deposit	Sample	Run
6709-Electronic Tax Form Consent List	Sample	Run
7550-1095 - C Export Employee ACA Data	Sample	Run
7560-ACA 1095 Audit Report	Sample	Run
6658-Special Anniversary Reminders	Sample	Run
6140-Employee Encumbrance Summary	Sample	Run
7565-ACA Dependent List	Sample	Run

Task 6497: Employee List - Email Address for Direct Deposit

Employee List - Email Address for Direct Deposit

Run as  Excel

Lookup OK Cancel Clear All



Employees may be assigned a different bargaining unit than the position default. Now, the Bargaining Unit from the employee is shown instead of the bargaining unit for the position.

Emp#	Employee	TimesheetGrp	BargUnit	Description	CostCode	Description	Email	DD Email?	Bank	AcctType	Prenote	Effective	Ending
003094	DALPE, MARIE	SCHOOL-CLERK	AFL -AF	PAY -01	SCHOOL PAYROLL CLERK	DIRDEP	DIRECT DEPOSIT		BOA9	C	0	01-Jul-2009	
004009	HARPIN, LYNN S	SCHOOL-CLERK	AFL -AF	CLRK-02	CLERK 12 MONTH	DIRDEP	DIRECT DEPOSIT		DN	C	0	15-Jan-1988	
004084	GABOURY, MARIE R	SCHOOL-CLERK	AFL -AF	PAY -01	SCHOOL PAYROLL CLERK	DIRDEP	DIRECT DEPOSIT		BF	C	0	04-Dec-1995	
007861	JOHANSEN, KAREN E	SCHOOL-CLERK	AFL -AF	CLRK-01	CLERK				SO	C	0	25-Aug-2009	
070118	BRIAND, LYNN M	SCHOOL-CLERK	AFL -AF	BKPR-01	BOOK				BA10	C	0	29-Nov-2010	
070270	BOGAN, MARIE M	SCHOOL-CLERK	AFL -AF	CLRK-01	CLERK				BOA9	S	0	06-Dec-2011	
071322	SEARIAC, KAREN	SCHOOL-CLERK	AFL -AF	CLRK-01	CLERK				USAA	C	0	01-Jul-2019	
006036	DROUIN, MICHAEL	SCHOOL-CUST	AFL -AF	HEAD-03	HEAD				BOA9	C	0	14-Nov-1994	
006137	KELLY, KEITH	SCHOOL-CUST	AFL -AF	HEAD-03	HEAD				DN	C	0	05-Jan-1998	
007111	LAFFERRIERE, LAWRENCE E.	SCHOOL-CUST	AFL -AF	2NDS-02	CUST				DN	C	0	01-Jul-2001	
007129	CAGI, LAWRENCE M.	SCHOOL-CUST	AFL -AF	MAIN-03	CUST				BF	C	0	01-Jul-2001	
007167	BERTOLINO, MICHAEL E.	SCHOOL-CUST	AFL -AF	HEAD-01	HEAD				BSSW	C	0	04-Dec-2001	
007181	POISSON, KEITH J.	SCHOOL-CUST	AFL -AF	CUST-01	CUST				MS	C	0	08-Jul-2002	
007184	RANIERI, KEITH P.	SCHOOL-CUST	AFL -AF	MAIN-01	CUST				DN	C	0	08-Jul-2002	
007737	PETERSON, KEITH P.	SCHOOL-CUST	AFL -AF	2NDS-04	CUST				DG	C	0	30-Aug-2004	

[ADM-AUC-HR-10383]

## 6 ATTACHMENTS HOVER TEXT [Enhancement]

ADMINS added more information to the hover text on attachments indicating when the attachment was made and by whom. If the “Special Note” begins with “BURST”, it identifies a System-Created attachment, which cannot be removed by the user.

Additional hover text shows the Entry User, Entry Date, Entry Time, and any special notes. If the Special Note is "BURST", this is a system generated attachment and cannot be removed.

Attachments without a “Special Note” are user-supplied and may be detached using the [Remove] button. To see this feature, available on several screens in the Human Resources Module, go to the following screens.



## 6.1 #6126 - Employee Attachments

Human Resources ▶ Maintenance ▶ Employee Maintenance ▶ [Employee Attachments]

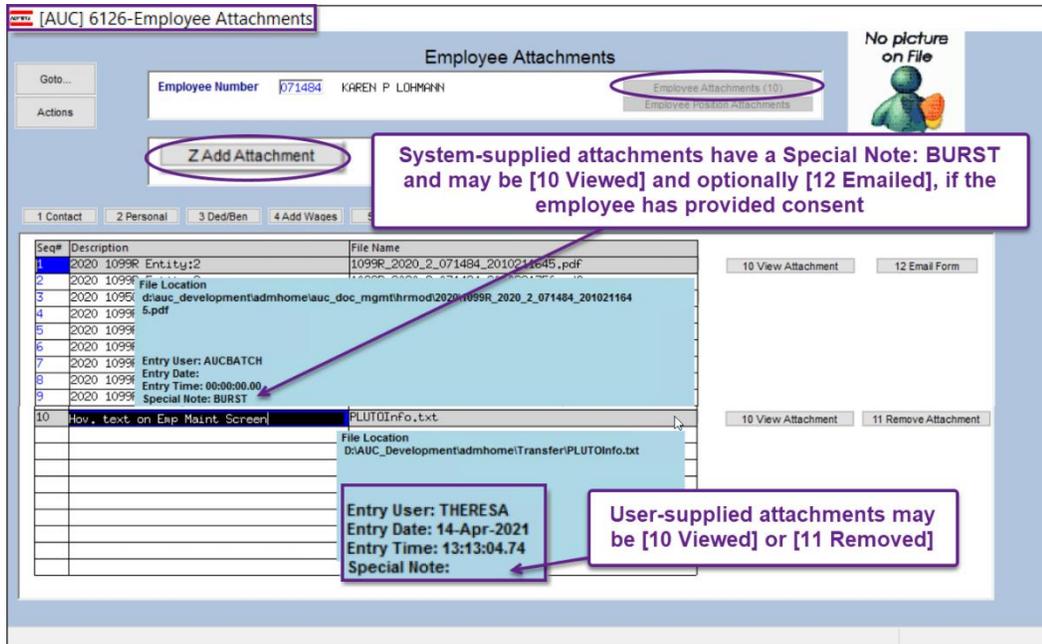


Figure 15 Use the Employee Attachments button to view system-supplied attachments

The “Employee Attachments” button displays the Employee Attachments screen, where the system-supplied attachments are listed. Examples are W2 forms, 1095C forms, and 1099R forms. A user-supplied attachment may be added here; as an example, use this screen for attachments that are not specific to one of the employees positions but apply to the employee across all positions. This button is available on all tabs of the Employee Maintenance screen.

## 6.2 #6127 - Employee Position Attachment

Human Resources ▶ Maintenance ▶ Employee Maintenance ▶ [Employee Position Attachments]

The [Employee Positions Attachments] button is available from the [3\_Ded/Ben], [4\_Add Wages], [5\_Payroll], [6\_Accounting], [7\_Salary], and [8\_Dates/Class] tabs of the Employee Maintenance screen.

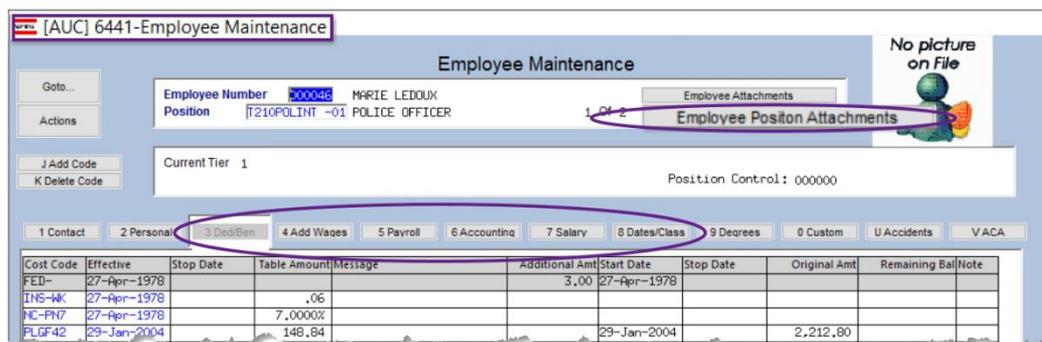


Figure 16 [Employee Position Attachments] button available from selected tabs on the Employee Maintenance Screen



If an attachment is needed for a particular position, such as a copy of a certification, or an enrollment form for a benefit, make the attachment using the **[Employee Position Attachments]** button. These attachments will be accessible only from the **[Employee Position Attachments]** button and *will not be available* on the **[Employee Attachments]** button.

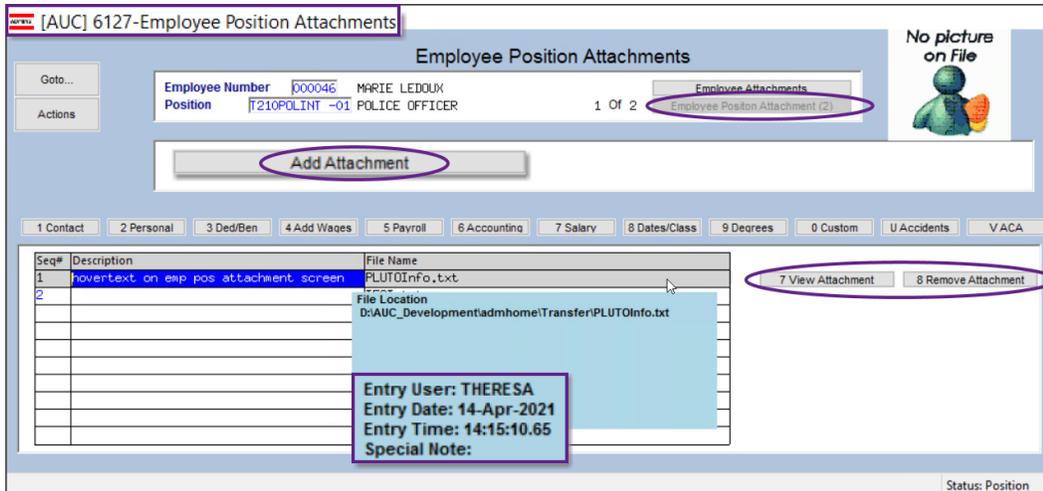


Figure 17 The Employee Position Attachments screen

### 6.3 #6783 - Inquiry Employee Attachment

Human Resources ▶ Maintenance ▶ Employee Maintenance Query ▶ **[Employee Attachments]**

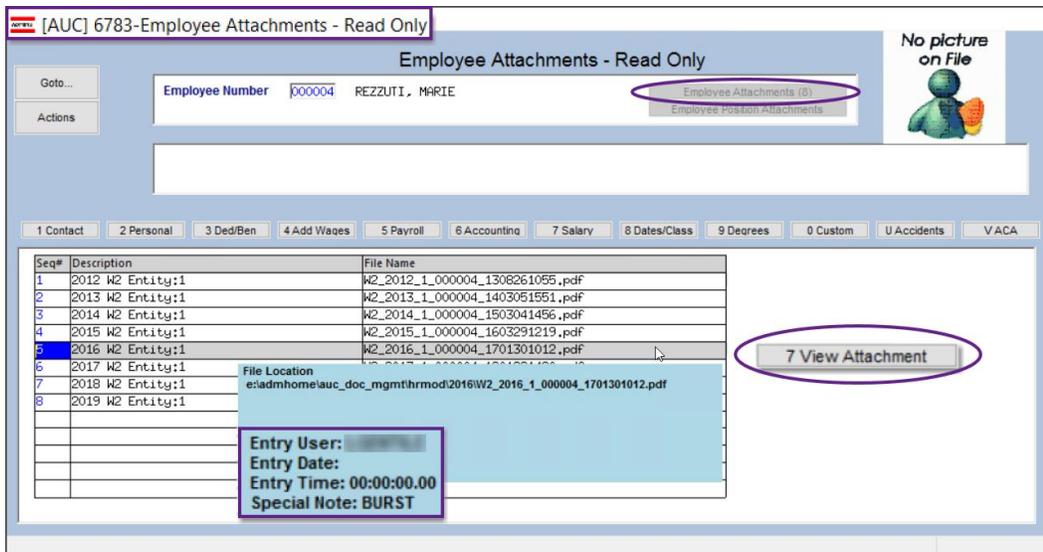


Figure 18 The Read-Only Employee Attachments Inquiry Screen

This screen allows viewing existing attachments. Attachments can neither be added nor removed.



## 6.4 #6784 - Inquiry Employee Position Attachment

Human Resources ▶ Maintenance ▶ Employee Maintenance Query ▶ [Employee Position Attachments]

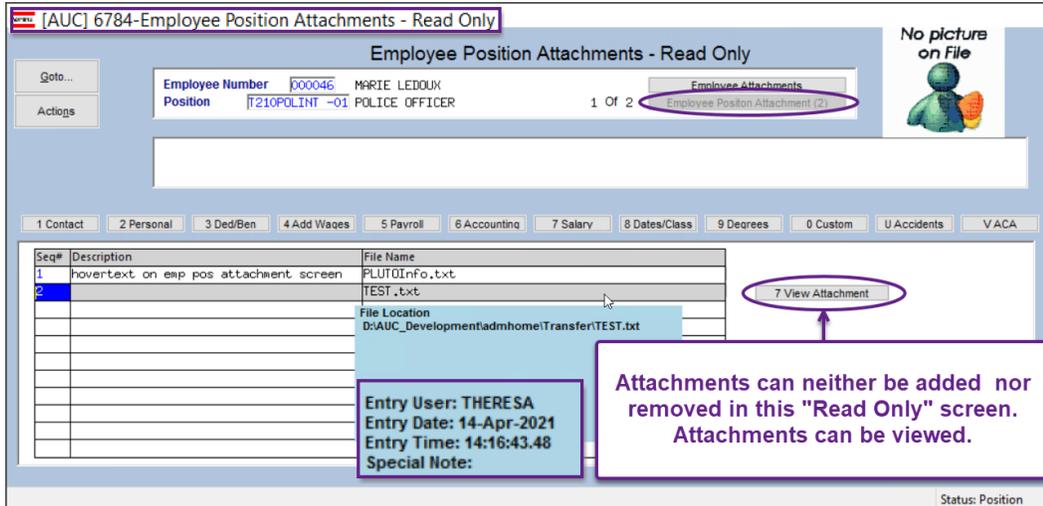


Figure 19 The Read Only Employee Position Attachments Inquiry Screen

## 6.5 #6815 - Warrant History

Human Resources ▶ Queries ▶ Warrant History

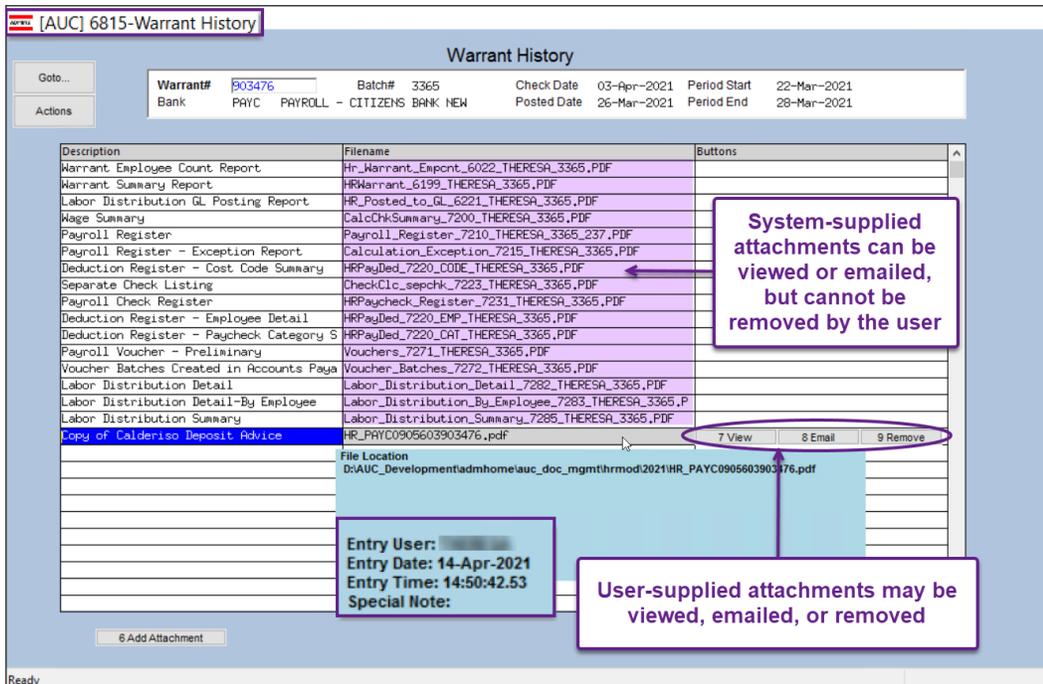


Figure 20 The warrant history screen shows the enhanced hovertext on user-supplied attachments

[ADM-AUC-SY-8171]



## 7 ADMINS.COM TRAINING VIDEOS

The **ADMINS** training videos were converted to provide  **YouTube** features, such as pause, rewind, fast forward, closed captions, and playing at faster speed. This training is restricted to “Customers Only”. Need credentials? Go to: [Contact Us | ADMINS, Inc.](#) and follow the instructions in the quick start guide. Then, use the link to access the [Videos | ADMINS, Inc.](#)

[ADM-AUC-WEB-2]

## 8 HELP REFERENCE LIBRARY

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

### 8.1 New or Updated Documents

- |                      |  |           |
|----------------------|--|-----------|
| • SPECIAL PROCESSING | HR–430 Manual Checks                             | [Updated] |
|                      | HR–527 Add a Cost Code to All Existing Employees | [New]     |
| • SYSTEM             | SY–170 System Administration Kit                 | [Updated] |