

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.



[AUC] 6550-Position Maintenan	ce	
Goto	Position Maintenance	Position Flagged Inactive
Actions Position Position Description	SOOSBEHTECH-02 Current Employ BHV TECH SB 10 MTH BENEFITS	ees:
Add New Remove Position Copy Position Edit List Queries Activate Position Reports Accrual Group Entity Default Account# Full Time Equivalent Supervisor Position Supervisors Budget Salary Budget Fringe Amount Allow Kultple Employee Allow Employee in this p Budgeted Position Budget for Vacant Position Budget for Vacant Position	BHV     behavior technician       SCHOUL-ABA    exhobit weekly aba       AFLBHV10-MDEL     10 with behavior tech elem, kma & becp       BAVECH     10 with behavior tech elem, kma & becp       BAVECH     10 with behavior tech elem, kma & becp       BAVECH     10 mith behavior tech elem, kma & becp       BAVECH     10 mith behavior tech elem, kma & becp       BAVECH     10 mith behavior tech elem, kma & becp       BAVECH     for the tech elem, kma & becp       BAVECH     for full       BAVECH     for full       BAVECH     for full       BAVE     for for FY 0000 Posted on       Sosition to take another Position     Yes No       Son     Yes No	may be flagged as Inactive by selecting osition. This is a toggle. To use an attoms > Activate Position. If a position as, it cannot be flagged as Inactive. #6 000000 #7 000000 #9 000000 #9 000000 T Shift Up er Position • Yes No
		Status: Position Inactive

### 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

Task 6898: Add Cost Code to Bargaining Unit Positions	×	
Add Cost Code to Bargaining Unit Positions		
Optional: Enter up to 9 Bargaining Units Edit 2 values: PROF 01, POL ADM PO	),	
Required: Enter Cost Code MEDIOVR MEDICARE OVER \$200,000		
Add Cost Code to Bargaining Unit Positions         ional: Enter up to 9 Bargaining Units       Edit       2 values: PROF       01, POL ADM PO,         juired: Enter Cost Code       MEDIOVR       MEDICARE OVER \$200,000         juired: Enter Effective Date (mmddyyyy)       01-Jan-2021         i as @ Preview O Print       O PDF       Excel         rinting use Duplex       @ Yage       No		
Run as  Preview Print PDF Excel If Printing use Duplex  Yes No Lookup OK Cancel Clear All		



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.

			Add	Cost Co	de to Ba	of ADMINS rgaining Uni	t Positions				
ost Code: MEDIOV Category: ME	R MEDICARE OVER \$200,000 MEDICARE		Vendor: 017672-01 UNITED ST CINCINNAT	ATES TRE I, OH 45	ASURY 999-0039		Process Cate Ca Separ	ing Orde: Pre-Tax' gory Type lculation ate Check	r: 106 ?: Yes e: Benefit/ n: % of Bas k: No	Deductic	n :
Emp#	Name	Position	Description	Bargain Bargain	ling ling Unit	Effective	End Date	Note			
Count:	MOORE, KEITH F HARVEY, KAREN L BOUCHER, LYNN A CLINEFF, MARIE POIDE, MARIE A HUGHES, LAWRENCE S DE REZENDES, LAWRENCE J COLLETTE, MICHAEL M JR COLE, KAREN TADDEO, MICHAEL LACAVA, MICHAEL LACAVA, MICHAEL PATERSON, MARIE NASH, MICHAEL P HOUSTON, MICHAEL LAUBENSTEIN, MICHAEL JR GONSALVES, LAWRENCE 17	T421DPWDIR -01 T154MISMIS -01 T171CONCOMM-01 T292ACOOFF -01 T154MISMIS -02 T172TWNPLNR-01 T251INSTOWN-01 T451DFACFORE-01 T451DFACFORE-01 T450FACFORE-01 T135FINASST-02 T135CT CLTR-01 T421DPWDRE-01 T490DPWPM -01	DPW DIRECTOR MIS ADMINISTRATIVE ASSIS CONSERVATION ADMINIS ANIMAL CONTROL OFFIC MIS NETWORK ADMINIST TOWN PLANNER/ZONING BUILDING COMMISSIONE DPW ASSISTANT DIRECT COA DIRECTOR DPW FACILITIES FOREM ASST ANIMAL CONTROL ASSISTANT TO THE CFO COLLECTOR-TREASURER DPW GENERAL FOREMAN BOARD OF HEALTH AGEN PROJECT MANAGER DPW	PROF PROF PROF PROF PROF	-01 -01 -01 -01 st Code to H Do you v Click YES Click NC	01-Jan-2021 01-Jan-2021 01-Jan-2021 01-Jan-2021 01-Jan-2021 01-Jan-2021 4R Positions want to post the 5 to Continue to Abort	se changes? No	× e l	Select [Y code t mploye to abort	es] to to the l es; sel t the cl	add isteo ect [ hang

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.

ADMINS Unified Community Human Resources

	- StedRi	- Cos	tCode Add 6898						- 0	×
ľ			Inted	26-Mar-2021 at	13:55:46 by Add	City Cost Code to Ba	of ADMINS rgaining Unit	Positions		
	Cost Code: Category:	MEDIOVI ME	R MEDICARE OVER \$200,000 MEDICARE		Vendor: 017672-01 UNITED ST CINCINNAT	ATES TREASURY I, OH 45999-0039		Processin P Catego Calc	g Order: 106 Fre-Tax?: Yes Fry Type: Benefit/Deduct: ulation: % of Base Bucks Check No.	ion
l								Separat		ו ר
		Emp# 000152 000152	Name GARIEPY, KEITH C GARIEPY, KEITH C	Position T123TWNADMN-01 T123TWNADMN-01	Description TOWN ADMINISTRATOR TOWN ADMINISTRATOR	Bargaining Unit Bargaining Unit MGMT -TH MGMT -TH	Effective 01-Jan-2021 01-Jan-2021	End Date	Note =======	H
l		001255 001255	CREASIA, KAREN CREASIA, KAREN	T135HR OFCR-01 T135HR OFCR-01	HUMAN RESOURCES DIRE HUMAN RESOURCES DIRE	MGMT -TH MGMT -TH	01-Jan-2021 01-Jan-2021		Existing Record	
		002190 002190	CLINTON, MICHAEL L JR CLINTON, MICHAEL L JR	T210POLCHF -01 T210POLCHF -01	POLICE CHIEF POLICE CHIEF	MGMT -TH MGMT -TH	01-Jan-2021 01-Jan-2021		Existing Record	

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.

[AUC] 64	3-Bargaining Unit - Cost Code	
	Bargaining Unit - Cost Code	
Goto	Bargaining Unit PROF -01 Professional Municipal	
Actions		
7 Summary		
	1 Cost Codes Rholdays 3 Longevity Pay 4 Retroactive Pay 5 Salary Sched 6 Other Info Benefit Statements Affordable CareAct	
9 Delete	Apply to Budget Default for Cafeteria	
	Code Description Enroll From Enroll To New Employee Vacant Position Plan A	-
0 Edit List	MEDI MEDICARE	
	NC-PN9 NORFOLK CTY PEN 9%	

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]

		Tax R	ate			
Goto	Tax Type FED2020 FEI	2020 TAX TA	BLES	Minimum Bucket A	mount to Process Tax	
Actions	Tax Table M Federal marrie Base Bucket Number 1 Federal	ed Jeral Tax Wages		Annual Wages Ex Annual Per Exemp	empt Amount otion Amount	
	Second Check Percent	Base Bucket for Period 1	ax Reduction	2020 W4 Annual E	emption	
1-Add New	Wages From	Wages To	- Amount -	— Percentage —	- On Wages Over ——	
C Edit Link	4-clear 0.01	12550,00		10.00	10EE0 00	
2-CUILLISI	22500.01	53075.00	995.00	12.00	22500.00	
-Employeea	53075.01	98925.00	4664.00	22.00	53075.00	
	98925.01	177475.00	14751.00	24.00	98925.00	
	177475.01	221975.00	33603.00	32.00	177475.00	
	221975.01	326700.00	47843.00	35.00	221975.00	
	326700.01	9999999.00	84496.75	37.00	326700.00	

### Tables ▶ Tax Rate

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

[NOC] OTTO E		Emplo	yee Maintenance		no picture on File
Goto Actions	Employee Number	071375 LYNN ADAMS	Em	Employee Attachments (4) ployee Position Attachments	
I Add Employee P Add Position	sonal 3 Ded/Ben 4	Add Wages 5 Pavroll 6 Accou	Current Positions O All Positions	SO10ABATECH-02 ABA TECH J 000 -00	BECP 10 MTH BENE 1,0000
Reporting Location Location Grade Date Married Fingerprinted Date of Physical Date Deceased	preschool dipie	Tax Information       Tax Type       Federal       FED2020       State       MA       Other State	Tax Table Exemptions	2020 Step 2c checked () Step 3 Step 4a Step 4b Step 4b	FORM W4 Yes O No O N/A 30,00
Primary Timeshee	t Group SCHOOL-PRE	early childhood program	Veteran Code Immigration Code Race	0 01 caucasian (non hispa	anic or latino)

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]

🚥 [AUC] 6	5005-Process Paychecks
Goto	Process Paychecks Batch 3361
Actions	Description
	Select and Calculate Warrants
	Payroll Register
	Site Payroll Reports - OPTIONAL
	Check Register
1 Datab	Print Checks
1 batch	Print Deposit Advices
	Create Direct Deposit File
	Create Vouchers in A/P
	Post Labor Distribution/Email Advices
	Create HR Check Download File

**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.





لح	HRWarrant_6199PDF leader DC (3)	2-bit)		
Ī	6199-HRWARANALYSIS.REP Printed	d 12-Mar-2021	at 08:24:57 by City of ADMINS Marrant Summary Report	Page 1
			Batch: 3355	
	Warrant: 903472 Check Date	e: 13-Mar-2021	. Period 01-Mar-2021 thru 07-Mar-2021	
	Gross: Paid Benefits: Total Expenses:	220,138.44 2,831.83 222,970.27		
	Employee Net Pay: Employee Net Direct Deposits: Employee Other Direct Deposits:	8,241.89 120,601.10 10,596.00		
Þ	Employee Direct Deposits Not in ACH File: Vendor Vouchers: Vendor Checks: Vendor Wires:	49,888.85	(Void/manual checks without a bank code)	
	Vendor Direct Deposits: Total Disbursements:	33,642.43		

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

HRWarrant_6199PDF		The report now shows:
6199-HRWARANALYSIS.REP Printed 24-Mar-2021 at	t 11:00:13 by Page 1 City of ADMINS	
Wax	Batch: 3362	Gross Pay
Warrant: 903474 Check Date: 27-Mar-2021 H	Period 15-Mar-2021 thru 21-Mar-2021	(+) Benefits
GrOSE: 933,534.39 Paid Benefits: 13,833.10 		(-) Vendor Vouchers
Employee Net Pay: 10,978.08 Employee Net Direct Deposits: 644,339.72		(=) Total Funding
Employee Other Direct Deposits: 24,220.01 Employee Direct Deposits Not in ACH File: (V Vendor Vouchers: 164,772.65 Vendor Checks: Vendor Direct Deposits: 163,177.63 Total Disbursements: 1,007,488.09 	Void/manual checks without a bank code)	which matches the dollars posted to the General Ledger.
Gross: Paid Benefits: Less Vendor Vouchers:  Total Funding:	993,654.99 13,833.10 164,772.65  842,715.44	
==		

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] 6	200-Ti	meshee	t Entry													
							Time	she	et Entry							
Goto Actions	Warr Time Emple Posit	ant sheet Group byee ion	903482 TOWN 001239 T610L1	2 -TOWN 0 Not BTECH-	TO PO 02 LI	17-Apr-: WN ITTER, MARII BRARY TECHI	2021 23 E M NICIAN	3-Apr	~-2021	Annual Period Per-Dien Daily Hourly	39816.86 762.80 152.56 152.56 23.4700	Bargaining Un	it TOC	L -01		
Work Date	Day Pay	Code	Hours	Days	Rate	Flat \$	Amo	unt Se	Account Numb	er				Customer	Reason	
19-Apr-2021	Mon RE	G 6	6,50	2	3,4700		152,5	56 🗖	1000-610-00	00-006-00-	00-51130					
20-Apr-2021	Tue RE	G 6	6.50	2	3,4700		152.5	56 🗖	1000-610-00	00-006-00-	00-51130					
21-Apr-2021	Wed REI	G (	6,50	2	3,4700		152.5	56 🗆	1000-610-00	00-006-00-	00-51130					
		19	9.50				457.6	:8			Paic	NOT EQUAL Sa	alary	Salary:	762,80	>
Notes for Working F	this line <sup>:</sup> or	Note 000	-00								Acc	rual Group CLO	09	CLERICAL	32.5 WEEK	
1 Add Line D	Add Rand	e 2 Delete	Line	Reports	4 Split	t Day 5 Repl	ace PayCode	6 Re	emove Employee	7 Add Empl	loyee 8 E	mployee Qu	9 Adjus	st 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_6	239					-	×
File Edit Format Options							
Courier New - 8 - B /		3					
\$11S 6239-HRCRETIM.REP P:	inted 08-Apr-2021 at 16:09:4	7 by WENDY	ITNS			Page 1	
	Times	heet Creation A	ccounting Issu	es			
For Warrant Number: 903478							
Expense Account	Empl# Employ	yee Name	Position Work	k Date	Error		
1000-210-0000-002-00-00-51800 EDUCATI	ON INCENTIVE ( 000092 MURPHY	, LYNN M	T210POLDET -01 07-	-Apr-2021	** Terminated prior to work date **		
Selection Legend:							
Errors: Action:							
Accounting has expired Warning: Corre	ect employee maintenance acco	ounting tab and timeshee	ts				
Over Budget Warning: Corre	tct employee maintenance acco	ounting tab and timeshee	て #				

### 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		Page 1
		City of ADMINS Timesheet Creation Accounting Issues		
		Timobilood of called in Hospanding 199469		
	For Warrant Number: 9034	81		
		===		
	Expense Account	Empl# Employee Name Position Work Date Pay	y Code	Error
	1000-210-0000-002-00-00-51800	EDUCATION INCENTIVE ( 000092 MURPHY, LYNN M T210POLDET -01 16-Apr-2021	UN	Terminated prior to work date
	Selection Legend:			
		• • • • • • • • • • • • • • • • • • •		
	BITOIS:	Action:		
	Accounting has expired	Warning: Correct employee maintenance accounting tab and timesheets		
	Over Budget	Warning: Correct employee maintenance accounting tab and timesheets		
- 1	Terminated prior to	work date Warning: Correct employee maintenance dates tab an	nd times	sheets

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]

Environment [AUC] 6201-Void/Mar	nual/Figure Paycheck			
	Man	ual Entry-Timesheets		
Goto Actions Warrant Employee Bank Pay Period	000000         Period 0           000040         0 Note           Check         0000000           WE         Figure Check	01-Mar-2021 to 07-Mar-2021 MOORE, KEITH F Date Base Adj.	Tax Table Exemptions Fed FED M 2 State MA M 2 Other	Gross 2498.50 Deductions 2498.50 Net Pay Benefits 34.57
1 Timesheets	2 Waqes	3 Deduction Entry	4 Benefit Entry	5 Base Buckets
Work Date Pay Code Hour 01-Mar-2021 DREG	s Days Rate Flat S .40 499,7000 .10 499,7000	Amount Position         Account           199.88         T421DPWDIR         -01         0200-45	50-0000-004-00-00-51110 50:0000-004-00-00-54440	Customer Reason
05-Mar-2021 DREG Totals	.30 45 .40 499.7000 5.00	199.88 T421DPWDIR -01 0200-49 2498.50	22: J00-004: J-00-51110 50-0000-004-00-00-51110	
Notes for this line Note Working For 000	-00			
6 Add Void 7 Add Manual	3 Add Line Add Range 9 Delet	te Line Recalculate Pay Register	Print Check Print Multiple Checks Remov	e 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 bought into the timesheets, therefore only tax and percentage-based deductions will be brought in.

🚾 [AUC] 6203-Void/Manual/Figure Paycheck									
		Ma	anual Entr	y-Timeshe	ets				
Goto Actions	Warrant Employee C Bank Pay Period k	D00000         Period           000040         MDDR           Check         0000           IE         Figure         Check	d 01-Mar-202 E, KEITH F 000 Date k UNCALCULATE	1 to 07-Mar-20	)21 Ij. 🗸	Fed FED2020 M State MA M Other	Exemptions	Gross Deductions Net Pay Benefits	2498.50 2498.50 34.57
11	imesheets	2 Wages		3 Deduction Entr	y	4 Benefit Entry	5	5 Base Buckets	
Cost Code Descri	ption		Amount PreTa	x Order Bank	Account	Туре	Additional Infor	mation	
NC-PN8 NORFO	DLK CTY PEN 8%		199.88 Y	100		Checking Saving	NOT EDITABLE	- % OF BAS	EBU
PLGE TWN RITCH	M FAMILY TOWN			100		Checking Saving	HOT EDITADEE		
		Totals	2498,50						
1		0 Recalcu	late	Reset All D	eds				
6 Add Void 7 Add	Manual 8 Add Cost Code	9 Del Cost Code 0 F	Recalculate	set All Deds Pa	v Register	Print Check Print Multiple C	Checks Remove	Check VM Wa	arrant List
Added 20-Apr-20	021 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										
Goto	Warr	ant	0000	00 Peri	bd	to 07-Mar-2021		Tax Table Exemptions	Gross	124.93
Actions	Employee         D00040         0 Note   MODRE, KEITH F         Fed         FEd         FEd         FEd         Deductions         2498.50           Bank         Check         D0000000         Date         State         M         2         Net Pay         -2373.57									
	Pay	Period	WE	Figure Check	UNCALCULATED	Base Adj. 🗹		Other	Benefits	34,57
	Timesheets			2 Wages		3 Deduction Entry		4 Benefit Entry	5 Base Buck	ets
Work Date Pa	ay Code	Hours	Days	Rate	Flat \$	Amount	tht		Customer	Reason
01-Mar-2021 DR 01-Mar-2021 DR	REG		<b>.</b> 25	499,7000		124.93	422	-0000-004-00-00-51110		
				499,7000			<u> </u>			
	Totala		05		404.07					
I	Totals		.25	_	124.93					
Natas fasthis	e lie e									
Working For	s line	000	-00							
E Add Void 7 Add										
CAUG VOID / Add	u mariual	o Aud Line	Add Rai		Recalculate	Reset All Deds	nərql	rint oneox, rint alutiple checks. Rem	Vie GneCk Vi	r warrailt 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	-Tim	eshee	ets						
Goto	Warr	ant	000000	Pi	eriod		to 07-	-Mar-202	21		Tax Table	Exemptio	ns Gros	6	124.93
Actions	Empl	oyee	000040	heck of	DORE, KEITH					Fed FE State MA	D2020 M	2	Dedu Net P	ctions av	124,93
	Pay P	Period	WE F	igure Ch	heck CALCU	ATED	E	Base Adj.		Other	— Ê		Bene	fits	.15
	,								_						
1 Timesheets 2 Wages 3 Deduction Entry 4 Benefit Entry 5 Base Buckets															
Cost Code	Description				Amou	nt PreTax	Order	Bank	Account	Туре		Addition	al Informatio	n	
NC-PN8	NORFOLK CTY	PEN 8%			9.9	9 Y	100			Checki	ng O Saving	NOT EDJ	ITABLE - X	OF BAS	EBU
NC2%	NORFOLK CTY	2%				Y	100			Checkir	ng O Saving	NOT EDJ	ITABLE - %	OF BAS	EBU
PLGF TWN	GF TWN PILGRIM FAMILY TOWN					9 Y	102		-	-	<u> </u>				
DEFVOL FULLTIME 046001084 .45 Y 105															
MEDI	MEDICARE				-	Y	106	ΗN	lo flat	rate or	table	NOT ED	ITABLE - X	OF BAS	EBU
MEDIOVR	MEDICARE OV	ER \$200,000			-	Y	106	H	driven	deduct	ione	NOT ED	ITABLE - %	OF BAS	EBU
FED2020	FED 2020 TA	K TABLES			-	N			anven	deduci	lions				_
INS-PU	TOWN LIFE I	NS- PROF UNI	ON 10K 10	ж	-	N		H .	ar	e taken					_
MA	STATE TAX				_	N		Η.							_
MA-	ADDL STATE	TAX/NOSEP			-	N		⊢∟							_
AIM	AIM FUND SE	RV.			-	N	4	-		Checki					_
DS-COL	COLONTAL LT	FF				N	5			Checki	ag Saving				_
WG-BEN	NEXTEL GARN	TSH			-	N	5			Checki	ng O Saving				_
DIRDEP	DIRECT DEPO	SII			-	N	9999	CI	131092135	8 Checki	ng O Saving				_
Danibal	DIRECT DEFO	511				<u> </u>			101092100	Checki					_
L				Totals	124.0	27									
				10(015	124.3	-3									
C A dd Maid	7.4 dd Manual	9 Add Cent Cede		et Cede	0 Deceleulate			Dave	Desister	Driet Chask	Driet Multiple	Chasks	Jameura Chaele	1 Maria	arrent Lint
6 Add Void	/ Add Manual	a Add Cost Code	a Del Co	st code	U Recalculate		let All Ded!	Pay	Keqistér	Print Check	Print Multiple	Checks	kemove Check	VM W	arrant List
Added 23-A	pr-2021 By THE	RESA Changed	by												

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

Manual Entry-Timesheets									
Goto Actions	Warr Empl Bank Pay P	ant ioyee Period	0000 0000 WE	00 Perk 40 0 No Check 0000 Figure Check	M t MOORE, KEITH OOO Date UNCALCULATED	0 07-Mar-2021 F Base Adj. ☑	Fed FEII2020 M 22 State MA M 22	Gross Deduction Net Pay Benefits	2498.50 ns 2498.50 34.57
	1 Timesheet	5		2 Wages	3	Deduction Entry	4 Benefit Entry	5 Base Buc	kets
Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	nt	Customer	Reason
01-Mar-2021	DREG		5.00	499,7000		2498.50	422-0000-004-00-00-51110	_	
1-Hal-2021	DREG			499,7000			422-0000-004-00-00-51110		
01-Mar-2021									
01-Mar-2021	Totals	_	5.00		2498,50				

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

Release Notes – Version 21.2

June 2021

🚾 [AUC] 6203-Void/Manual/Figure Paycheck		[AUC] 6203-Void/Manual/Figure Paycheck			
M	anual Entry-Timesheets	M	anual Entry-Timesheets  🚽		
Goto Actions Warrant Employee Bank Pay Period WE Figure Check D000 Pay	od to 07-Mar-2021 KE, KEITH F 0000 Date ck CALCULATED Base Adj.	Goto           Goto         Warrant         200000         Peri MDOR           Actions         Bank         Check         000040           Pay Period         WE         Figure Check	od to 07-Mar-2021 Æ, KEITH F 0000 Date k CALCULATED Base Adj.		
1 Timesheets 2 Wages	3 Deduction Entry	1 Timesheets 2 Wages	3 Deduction Entry		
Cost Code Description NC-PN8 NORFOLK CTY PEN 8X NC22X NORFOLK CTY 2X PLGF TWN PILGRIM FAMILY TOWN DEFVOL FULLTIME 046001084 WEDICARE WEDICARE WEDICARE WEDICARE NEDICARE NEDICARE NEDICARE NEDICARE NEDICARE NEXTEL FAN NON NA	Amount PreTax         Order Bank         Account           199,88         Y         100         100           38,43         Y         100         101           144,49         Y         102         105           34,57         Y         106         106           465,41         N         106         113,99           N         N         113,99         N           N         4         N         5           N         5         121002126	Cost Code       Description         NC-FNB       NORFOLK CTY PEN BX         NC2       NORFOLK CTY 2X         PLGF TWN PILGRIM FAMILY TOWN         DEFVOL       FULLITME C46001084         MEDIC       MEDICARE         MEDICORE       OVER MEDICARE         MEDICORE       TAX TABLES         TINS-PU       TOWN LIFE INS- PROF UNION 10K 10K         MA       STATE TAX         MA-       ADDL STATE TAX/NOSEP         ATM       ATM FUND SERV.         DS-COL       COLONIAL LIFE         ME-BEN       MEXTEL GARNISH	Amount PreTax         Order[Bank         Account           199.88         Y         100         100           38.43         Y         100         114           141.49         Y         102         100           245.00         Y         105         113           34.57         Y         106         106           406.75         N         101.76         101.76           101.76         N         100.00         101.76           100.00         N         4         100.00           100.00         N         5         100.00           N         5         100.00         131.092		
[0 Recalculate] button brings in only % based deductions and recalculates tax 6Add Void 7Add Manual 8Add Cost Code 9 Del Cost Code 0 Recalculate Reset AI Deds Pay Register					
Added 23-Apr-2021 By THERESA Changed by					

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]

ADMINS Unified Community

Human Resources

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**.

Goto       Employee Number       271375       Employee Attachments (4)         Position       S010RBATECH-02       ABA TECH BECP 10 MTH BENEFITS       2 Of 2       Employee Positon Attachments         J Add Code       Current Tier       1       Position       S010RBATECH-02       ABA TECH BECP 10 MTH BENEFITS       2 Of 2       Employee Positon Attachments         J Add Code       Current Tier       1       Position       Position       Control: 000000         1 Contact       2 Personal       3 Ded/Ben       4 Add Wages       5 Payroli       6 Accounting       7 Salary       8 Dates/Class       9 Degrees       0 Custom       U Accidents       V         Cost Code       Effective       Stop Date       Table Amount Message       Additional Amt Start Date       Stop Date       Original Amt       Remaining Bal Not         PLT_par-2019       37,17       1,449,36       817,47				Emp	ployee Maintena	ance			No pict. on File	) (
J Add Code     Current Tier 1     Position Control: 000000       1 Contact     2 Personal     3 Ded/Ben     4 Add Wages     5 Pavroli     6 Accounting     7 Salary     8 Dates/Class     9 Degrees     0 Custom     U Accidents     V       cost Code     Effective     Stop Date     Table Amount Message     Additional Amt Start Date     Stop Date     Original Amt     Remaining Bal Not       Dis     01-Jan-2021     37,17     1,449,36     817,47       0-2019     999,999,99     0     0     0     0	Goto Actions	Employee Num Position	ber 071375 5010ABATECH-02	ABA TECH BECP 10	MTH BENEFITS 2	Of 2 Em	Employee Attachmer ployee Positon Atta	nts (4) chments		
1 Contact     2 Personal     3 Ded/Ben     4 Add Wages     5 Payroll     6 Accounting     7 Salary     8 Dates/Class     9 Degrees     0 Custom     U Accidents       ost Code     Effective     Stop Date     Table Amount/Message     Additional Amt/Start Date     Stop Date     Original Amt     Remaining Bal Not       III     01-Jan-2021     0     0     01     1,449,36     817,47       0-2019     939,999     0     0     01     1,449,36     817,47	J Add Code K Delete Code	Current Tier 1				Po	osition Contro	ol: 000000		
Cost Code         Effective         Stop Date         Table Amount Message         Additional Amt Start Date         Stop Date         Original Amt         Remaining BallNo           ILI         01-Jan-2021         0										
ALTS41 -2019 37,17 1,449,36 817,47	1 Contact 2 Per	rsonal 3 Ded/Be	4 Add Wages	5 Payroll 6 Ad	ccounting 7 Salary	8 Dates/Clas	s 9 Degrees	0 Custom	U Accidents	VACA
	1 Contact 2 Per	rsonal 3 Ded/Be Stop Date	4 Add Wages	5 Payroll 6 Ad	ccounting 7 Salary	8 Dates/Clas	s 9 Degrees	0 Custom Original Amt	U Accidents Remaining Bal	V ACA Note
ER PGFTW 01-Nov-2019         7,283.91           TNS-10         01-Nov-2019         7,283.91	1 Contact 2 Per Cost Code Effective ALTS41 -20 -20	Stop Date 021 019 019 019	4 Add Wages Table Amount M 37,17 999,999,99	s 5 Payroll 6 Ar	Additional Amt	8 Dates/Class	s 9 Degrees	0 Custom Original Amt 1,449,36	U Accidents Remaining Bal 817.47	V ACA Note

### Human Resources ▶ Maintenance ▶ Employee Maintenance ▶ [3 Ded/Ben]



#### [AUC] 6430-Cost Code Table

				- 1			
Goto			Cost Code Table	2			
		2 Cost Code	3 Description	L.	ack (	Status	~
Actions	1 Detail				-	Inactive	
		01BENS	MEDICARE BENEFIT - CONVERSION	N.	_	Inactive	1
Summary-Benefit St		03BENS	CONVERSION - CAR ALLOWANCE	C	~ _	Inactive	1
		457ROTH	457 ROTH SMART PLAN	R		Active	
6 Add New		457SB	VOL DEFERRED SEC BEN	D.	_	Active	1
Copy This Code		AFLND	AFLAC DENTL ND 111F			Active	1
		AIM	AIM FUND SERV.	A.	7	Active	1
7 Edit List		ALT21I	ALTUS IND SCHOOL 21	L		Inactive	1
8 Detail List		ALT26S	ALTUS IND SCHOOL 26	DI	3	Active	1
9 Emp By Code		ALT41I	ALTUS IND SCHOOL 42	L	_	Active	1
		ALT52I	ALTUS IND TOWN 52	D٤		Active	1
Category Tables		ALTFAM	ALTUS FAM SCHOOL 52	14	1	Active	1
0 Paycheck		ALTNDE	OLTHE NONDEED 444E	I		Active	
W Benefit Statement		ALTS41	ALTUS FAM SCHOOL 42	Ð		Inacti	.ve
Category Reports		ALTSGL	ALTUS IND SCHOOL 52	L.	2	Active	1

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]



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]



# 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.



	🚾 [AUC] 69	00-Batch	Query Scree	n						-	٥	×
					Bat	ch Querv	Screen					
	Goto				24	ion daory					_	
H		All Batches () In Process () Submitted () Posted										
	Actions	1 Batch	2 Owner	3 Entry User	Dx Date	Submit Date	Post Date	Expected Amt	Entered Amt	Locked		
	A Ratab Danart	ATM200812	WENTRY	MURDEV1	12-Aug-2020							
	4 batch Report	AM200722	MUPDEV2	MUPDEV2	22-Ju1-2020	22-Ju1-2020	22-Ju1-2020	2194,51	2194.51			
5	Transfer Batch	<b>A</b>	THERESA	THERESA	23-Mar-2021	23-Mar-2021	23-Mar-2021	1023.20	1023.20			
		32	LUANN	THERESA	11-May-2021			957,60	957,60			
		34	WENDY	THERESA	14-May-2021			2000,00	912,00			
		35	WENDY	THERESA	17-May-2021			1278,40	1278,40			
		16	WENDY	WENDY	08-Mar-2021	08-Mar-2021	08-Mar-2021	684,00	684,00			
		17	LUANN	WENDY	05-Mar-2021				872,00			
		26	WENDY	WENDY	19-Apr-2021			500,00	501,60			
											<b>~</b>	
										Lkup		UP

Screen Component	Description
[1 Batch]	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.
[2 Owner]	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
[3 Entry User]	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
Trx Date	Displays the transaction date of the batch
Submit Date	If the batch was submitted, displays the submitted date
Post Date	If the batch was posted, displays the posted date
Expected Amt	If the data exists, shows the expected amount entered on the batch
Entered Amt	If there are records in the batch, it shows the total entered amount
Locked	If there is a username listed in the column. The batch is locked for processing.
[4 Batch Report]	Will produce a Detail Billing Query Listing of the currently selected batch; see Figure 14 for an example of the report. Task 6901: Detail Billing Query Listing Detail Billing Query Listing Run as  Preview Print PDF If Printing use Duplex  Yes No Lookup OK Cancel Clear All



Screen Component	Description
[5 Transfer Batch]	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
Status Radio Buttons	<ul> <li>All (all batches are displayed by default)</li> <li>In Process – limits the batches displayed in the screen to in process batches</li> <li>Submitted – limits display to submitted batches</li> <li>Posted – limits the display to posted batches</li> </ul>

TedRE PB_Query_Edit_6901_ 6901-HRPBQRYEDT.REP Printed 04-Jun-202	1 at 10:09:31 City Detail Billi:	of ADMINS ng Query Lis	sting				Page 1
Batch # : 24 Owner: Entered : \$ 1,023.20 Expected: \$ 1,023.20	Detai	l Billing					
Trx# Bill# Line Cust Ticket Number	Description	Employee	Charge Amt	Adjustment	Paid	Pay Date	Rev Date
1451 00006461 1 000017 10879	Employee Charge	MACDONALD			456.00	23-Mar-2021	23-Mar-2021
1452 00006461 1 000017 10879	Town Fee	MACDONALD			45.60	23-Mar-2021	23-Mar-2021
1453 00006448 1 000017 10854	Employee Charge	HOUSTON			476.00	23-Mar-2021	23-Mar-2021
1453 00006448 1 000017 10854	Town Fee	HOUSTON			45.60	23-Mar-2021	23-Mar-2021
*** Total for Detail B	illing ***				1023.20		
*** Total for Batch 24	***				1023.20		

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

### [ADM-AUC-HR-10379]

# 5 REPORTS [FIX]

E [AUC] 7815-Re	port Library Paychecks/Other			- 0 ×	
Goto	Report Library Paychecks/Other				
Actions	Report Name	View	Report	^	Task 6831: Paycheck Listing ×
	6789-EEU Reports	Sample	Run		
	7225-Benefit Lategories	Sample	Run	4	Paycheck Listing
	6464-Employee Conversion Demographics	Sample	Run	4	
Descent Categories	6465-Tables Hudit Reports	Sample	Run	4	Uptional: Enter up to 9 Employee# Edit 0 values:
Report Categories	6465-History Hudit Reports	Sample	RUN	4	Required: Check Data Dange (mmddaaga) From: at the apost Tation to apost
1 By Employee	7211-Englaure Brusherk History Pesister	Cample	Due	4	Required. Check Date Range (initidugygy) From. 01-Jan-2021 10. 04-Jun-2021
2 By Position	7216-Fanlouse Pauchack History Susary	Sampla	Pup	4	Ontional: Cleared Date Bange (mmddoood) From: To:
A Bu Dauchacks Other	7213-Historical Paucheck Register - Warrant Detail	Sample	Run	+	optional. Cleared Date Hange (initiady)
4 by Paycheckarouller	2010 Historical Developer Deviator - College Totals	Sample	Run	+	Optional: Enter up to 9 Warrant#'s Edit fl values:
	6831-Paucheck Listing	Sample	Run	1	
	CONT FOR COST COST CONTRACTOR OF CONTRACTOR COST COST	Sample	Run	1	Optional: Enter Check Type
	6802-Paycheck Cost Code Report by Employee / Cost Code	Sample	Run	1	
	6800-Paycheck Cost Code Summary - by Timesheet Group	Sample	Run	1	Sort Edit List By: <ul> <li>Employee# O Warrant O Bank O CheckType</li> </ul>
	6803-Paycheck Pay Code Summary - By Category/Pay Code	Sample	Run	1	Ontional: Enter up to 0 Pank Codes
	6804-Paycheck Pay Code Summary - By Employee/Pay Code	Sample	Run	1	Edit Uvalues:
	6663-Paycheck Summary - By Employee/Account	Sample	Run	I	Ontional: Enter up to 9 Bargaining Units Edit 1 volume: EIDE El
	6727-Paycheck Summary - By Employee / Pay Code Type	Sample	Run	I	Eul I values. FIRE FI,
	6896-Paycheck Summary - By Employment Type	Sample	Run	I	Optional: Enter up to 9 Timesheet Groups Fdit fl values:
	7600-Register of D/S Uncleared Checks	Sample	Run	I	
	6188-Payroll Warrant List	Sample	Run	4	
	YEAR END - Fiscal & Calendar	Sample		4	
	6755-List of Cost Codes by W2/1099R Box	Sample	Run	4	Kan de O Preview O Print O PDF @ Excel
	/560-RCA 1095 Audit Report	Sample	Run	4	If Printing use Duplex   Yes  No
	HRRPTLIBOTH			UP	Lookup OK Cancel Clear All



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

								**********	**********	*********		
mp# Na	ne	Check#	Check Date C	lear Date	Warrant	CkType	Bank (	Gross Pay	Total Deds	Net Pay	Total Bens	Cance
71296	CLINTON, MICHAEL	0905695	03-Apr-2021 0	3-Apr-2021	903476	E	PAYC	1,146.60	1,146.60	.00	15.85	
			Totals					9,397.58	9,397.58	. 00	129.28	
71942	TONKS I SUDENCE	0002522	09-7-2-2021 0	10-Ten-2021	902459		DAVC	224 79	224 70	00	2 48	
71942	TONES LAWDENCE	0902789	16-Tan-2021 1	5-Jan-2021	903459	-	DAVC	1 146 60	1 146 60	.00	15 85	
71342	JONES LANDENCE	0903058	23-Jan-2021	3Tan-2021	903460	-	DAVC	1 146 60	1 146 60	00	15 85	
71342	JONES LAWRENCE	0903375	30-Jan-2021 3	0-Jan-2021	903461	R	PAYC	1,146,60	1 146 60	.00	15.85	
071342	JONES LAWRENCE	0903900	06-Feb-2021 0	6-Feb-2021	903462	E	PAYC	1,146,60	1,146,60	.00	15.85	
71342	JONES, LAWRENCE	0904875	06-Mar-2021 0	6-Mar-2021	903471	E	PAYC	1,146,60	1,146,60	.00	15.85	
71342	JONES, LAWRENCE	0904609	13-Mar-2021 1	3-Mar-2021	903472	E	PAYC	1,146,60	1,146,60	.00	15.85	
71342	JONES, LAWRENCE	0905425	27-Mar-2021 2	7-Mar-2021	903474	E	PAYC	1,146.60	1,146.60	.00	15.85	
71342	JONES, LAWRENCE	0905704	03-Apr-2021 0	13-Apr-2021	903476	E	PAYC	1,146.60	1,146.60	.00	15.85	
			Totals					9,397.58	9,397.58	.00	129.28	
71482	CLARK, MICHAEL	0902512	09-Jan-2021 0	19-Jan-2021	903458	E	PAYC	1,123.92	1,123.92	.00	1.63	
71482	CLARK, MICHAEL	0902779	16-Jan-2021 1	6-Jan-2021	903459	E	PAYC	1,123.92	1,123.92	.00	1.63	
71482	CLARK, MICHAEL	0903048	23-Jan-2021 2	3-Jan-2021	903460	E	PAYC	1,123.92	1,123.92	.00	1.63	
71482	CLARK, MICHAEL	0903365	30-Jan-2021 3	0-Jan-2021	903461	E	PAYC	1,123.92	1,123.92	.00	1.63	
71482	CLARK, MICHAEL	0903890	06-Feb-2021 0	/6-Feb-2021	903462	E	PAYC	1,123.92	1,123.92	.00	1.63	
71482	CLARK, MICHAEL	0904865	06-Mar-2021 0	6-Mar-2021	903471	×	PAYC	1,123.92	1,123.92	.00	1.63	
71482	CLARK, MICHAEL	0904599	13-Mar-2021 1	.3-Mar-2021	903472	*	PAIC	1,123.92	1,123.92	.00	1.63	
71402	CLARK, MICHAEL	0905415	27-Mar-2021 2	7-Mar-2021	903474	-	PAIC	1,123.92	1,123.92	.00	1.63	
11405	CLARK, AICOALL	0303634	03-Apr-2021 0	-Apr-2021	3034/6	•	PAIL	1,123.52	1,123.32		1.63	
			Totals					10,115.28	10,115.28	.00	14.67	

[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.

En [AUC] 7800-Rep	ort Library By Employee					- 0	×	1
Goto	R	eport Library By Emp	oloyee					
	Report Name		View	Report	^			
Actions	6038-Employee List - Cost of Leave		Sample	Run	1			
	6266-Employee List - Cost of Leave -	Default Fund	Sample	Run	1			
	6604-Employee List - Cost of Leave as	s of a Date - Def. Fund	Sample	Run				
	6079-Employee Leave Balance Listing		Sample	Run				
Report Categories	6609-Negative Leave Balance Listing		Sample	Run				
1 By Employee	6176-Leave History (Attendance) Repor	rt	Sample	Run				
2 By Position	6608-Employee Leave Time over XX Days	s/Hours	Sample	Run				
3 By Timesheet	6462-Employee Profile Audit Report		Sample	Run				
4 By Paychecks/Other	6715-Employee List - Salary Level for	r Date Range	Sample	Run				
	6144-Payroll Labor Costs for a Period	d - Expected Amount	Sample	Run				
	6125-Employee Encumbrance Balance Rep	port	Sample	Run				
	6497-Employee List - Ema	il Address for D	irect	Depo	sit			
	B705-Electronic Tax Form Consent List	5	Sample	RUT				
	7550-1095 - C Export Employee ACA Dat	ta	Sample	Ruh				
	7560-ALA 1095 Audit Report		Sample	RU				_
	6658-Special Hnniversary Keminders	Task 6497: Employee List -	Email Add	ress for D	irect [	Deposit		
	5140-Employee Encumbrance Summary	Employee List Empil	Address			an a a la		
	/obo-HUH Dependent List	Employee List - Email	Auuress	s ior Dir	ectD	eposit		
	L							
		Run as      Excel						
		Lookup	OK		Can	cel	Clear All	



	<b>5•</b> ∂∙∓								Emp_DirDep_Email_6497_THERESA	[1].xml - Exce	el						<b>a</b> –	- 6	• >
File	Home Insert Pa	age Layout Formu	ilas Da	ata R	eview V	iew	🖓 Tell m	e what y									Theresa Can	npbell	A Share
P37 A 1 Empi 2 030 3 0040 4 0640 5 0078 6 0701 7 0702 8 0713 9 0060 10 0061 11 0071 12 0071 13 0071 14 0077 14 0077	B           #         Emplores           #         AdaPointy           #         Beravio           #         Particitation           #         Beravio           #         Beravio           #         Beravio           #	fr         C           Timshee         SCHOOL           SCHOOL         SCHOOL	Grp CLERK CLERK CLERK CLERK CLERK CLERK CUST CUST CUST CUST CUST CUST CUST CUST	BargL AFL AFL AFL AFL AFL AFL AFL AFL AFL AF	D Jnit -AF -AF -AF -AF -AF -AF -AF -AF -AF -AF	*	E # PAY-01 CLRK-02 PAY-01 CLRK-01 BKPR-01 CLRK-01 HEAD-03 PAD-01 CUST-01 MAIN-03 MAIN-03 MAIN-03 MAIN-01 2NDS-04	Descri SCHOCCLERK BOOK CLERK BOOK CLERK HEAD CUSTI CUSTI CUSTI CUSTI	F BION DEPAYROLL CLERK TAMOTH DEPAYROLL CLERK Employees may different bargain position defa Bargaining Unit fr is shown instead unit for the	G CostCode DIRDEP DIRDEP DIRDEP DIRDEP DIRDEP	<ul> <li>Beseription</li> <li>Direct Deposit</li> <li>Direct Deposit</li></ul>	e e g	I J DD Ema	K BOAS DN BF SO BA10 BOAS USAA BOAS DN DN BF BSSV MS DN DG	Acctive C C C C C C C C C C C C C C C C C C C	M * Prenote で で で で で で で で で で で で で	N Effective 01-Jul-2009 15-Jan-1988 04-Dec-1995 25-Aug-2009 29-Nov-2010 06-Dec-2011 01-Jul-2011 01-Jul-2011 01-Jul-2001 08-Jul-2002 30-Aug-2004	<u>O</u>	

[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.

Attachments without a "Special Note" are usersupplied and may be

Goto	066-Posted - Attachments Batch # LV10725 Voucher# 969809	Posted - Attachments		Closed THERESA	
Actions	Vendor 010549 01 ALBERT R. MASON 145 SPRINGFIELD ST. CHICOPEE MA 01013-0000	Invoice#         19-Feb-2021           Im/ Date         19-Feb-2021           Customer#         Dept Code           Dept Code         TONH           Vou Date         16-Mar-2021           Due Date         16-Mar-2021	Check Type Printed Ba Check # See Check History Separate Check History Hold Check Type P Payment Voucher	INK EAST	
2 Details (1	1) 3 tems 4 GL Detail	s 5 Status History 6 Check Hist (1) 7 Changes	Q Attachment (2)	to Pay Vendor 56.58	
Seq# Descrip 1 Check	ption < Print Warrant 006677	Filename APCK_EAST0362297,PDF	Buttons		
	n sugguido attadnert	File Location D:AUC_Developmentiadmhome\Transfer Entry User: THERESA Entry Date: 01-Apr-2021 Entry Time: 16:552:0.58	\PLUTOInfo.txt	7 View	0 Email 8 Remove
9 Add Attach	Entered 56,58 Liquid	Special Note:			

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]

Goto	Employee Number 073	Employee	Attachments	Attachments (10) coston Attachments
1 Contact 2 Person	Z Add Attachme	System-su and may b	pplied attachments e [10 Viewed] and employee has p	s have a Special Note: BURST optionally [12 Emailed], if the rovided consent
Seq#         Description           1         2020         1099R         En           2         2020         1099R         File           3         2020         1099F         File           4         2020         1099F         File           5         2020         1099F         Sp           6         2020         1099F         En           7         2020         1099F         En           8         2020         1099F         En           9         2020         1099F         En	Lity:2 Location uc_developmentladmhon df ry User: AUCBATCH ry Date: ry Time: 00:00:00.00, rotal Note: BURST	File Name 1099R_2020_2_071484_201 welauc_doc_mgmtthrmod/20201099R_20	0214645.pdf 20_2_071484_201021164	10 View Attachment 12 Email Form
10 Hov. text on	imp Maint Screen	PLUTOInfo,txt File Location D:\AUC_Development\admhom	e\Transfer\PLUTOInfo.txt	10 View Attachment 11 Remove Attachment

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.

[AUC] 0441-	Employee M	amenance	Emple	oyee Mainten	ance			No picture on File
Goto	Employee Nur Position	nber 000046 T210POLINT -0	MARIE LEDOUX 1 POLICE OFFICER	1	012	Employee Attach	nments	ents
J Add Code	Current Tier	1						
K Delete Code					Po	sition Cont	rol: 000000	
K Delete Code	rsonal 3 Ded/B	en 4 Add Wage	es 5 Payroll 6 Acco	unting 7 Salary	8 Dates/Clas	s) 9 Degrees	0 Custom	U Accidents VAC
K Delete Code 1 Contact 2 Pe Cost Code Effective	rsonal 3 Ded/B	4 Add Wage	es 5 Payrol 6 Acco	unting 7 Salary	8 Dates/Clas	9 Degrees Stop Date	0 Custom	U Accidents VAC Remaining Bal Note
K Delete Code 1 Contact 2 Pe Cost Code Effective FED- 27-Apr-1	stop Date	4 Add Wage	ss 5 Payrol 6 Acco	Additional Am	8 Dates/Clas Start Date 27-Apr-1978	s 9 Degrees Stop Date	0 Custom	U Accidents V AC Remaining Bal Note
K Delete Code 1 Contact 2 Pe Cost Code Effective FED- 27-Apr-1 INS-HK 27-Apr-1	Stop Date	Table Amount N	s S Payrol 6 Acco	Additional Am 3.00	8 Dates/Clas Start Date 27-Apr-1978	s 9 Degrees Stop Date	0 Custom	U Accidents VAC Remaining Bal Note

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.

	mployee Position Attach	ments			
		Employee Positio	n Attachments		No picture on File
Goto	Employee Number 000046	MARIE LEDOUX	Emple	wee Attachments	
Actions	Position  210PULINI -01	POLICE OFFICER	1 OF 2 Employee	Positon Attachment (2)	
	Add Atta	achment			
1 Contact 2 Per	sonal 3 Ded/Ben 4 Add Waqes	s 5 Payroll 6 Accounting 7	Salary 8 Dates/Class	9 Degrees 0 Custom	U Accidents VACA
Seq# Description		File Name			
1 hovertext (	n emp pos attachment screen	PLUTOInfo,txt File Location D:AUC_Development/admhome\Trai	isfer\PLUTOInfo.txt	7 View Attachment	8 Remove Attachment
		Entry User: THERESA Entry Date: 14-Apr-2021 Entry Time: 14:15:10.65 Special Note:			
					Status: Position

Figure 17 The Employee Position Attachments screen

# 6.3 #6783 - Inquiry Employee Attachment

### Human Resources Maintenance Employee Maintenance Query [Employee Attachments]

[AUC] 6783-Employee Attachments	Employee Attach	ments - Read Only	No picture on File
Goto Employee Number 000000	4 REZZUTI, MARIE	Employ	lovee Attachments (8)
Contact 2 Personal 3 Ded/Ben 4 Add W	ages 5 Payroll 6 Accounting	7 Salary 8 Dates/Class	9 Degrees 0 Custom U Accidents VAC
2012 W2 Entitu:1	W2 2012 1 000004 13082610	55.pdf	
2012 W2 Entity:1 2013 W2 Entity:1 2014 W2 Entity:1	HIE Name W2_2012_1_000004_130826103 W2_2013_1_000004_140305155 W2_2014_1_000004_150304143	55.pdf 51.pdf 56.pdf	
1 2012 W2 Entity:1 2 2013 W2 Entity:1 5 2014 W2 Entity:1 1 2015 W2 Entity:1 2 2015 W2 Entity:1 2 2016 W2 Entity:1	<pre>rile Name kk_2012_1_000004_13082610 kk2_2013_1_000004_14030515 kk2_2014_1_000004_15030414 kk2_2015_1_000004_16032912 kk2_2016_1_000004_17013010</pre>	55.pdf 51.pdf 56.pdf 19.pdf 12.pdf	
2012 W2 Entity:1     2013 W2 Entity:1     2013 W2 Entity:1     2014 W2 Entity:1     2015 W2 Entity:1     2016 W2 Entity:1     2016 W2 Entity:1     2018 W2 Entity:1     2018 W2 Entity:1     2019 W2 Entity:1     Entity:1     Entry Use     Entry Use	ri: Name H2_2012000004_13082610 H2_2013_1_000004_14030515 H2_2013_1_000004_15030414 H2_2015_1_00004_15033414 H2_2015_1_00004_17013010 H2_2015_1_00004_17013010 H2_2015_1_00004_17013010 H2_2015_1_00004_17013010 H2_2015_1_00004_17013010 H2_2015_1_00004_17013010 H2_2015_1_00004_17013010 H2_2015_1_00004_1701301 H2_2015_1_00004_150341 H2_2015_1_0004_150341 H2_2015_1_000441 H2_2015_1_0004_150441 H2_2015_1_0004_150441 H2_2015_1_000441 H2_200441 H2_200441 H2_200441 H2_200441 H2_200441 H2_200441	55.pdf 51.pdf 56.pdf 19.pdf 12.pdf 2.pdf 500004_1701301012.pdf	7 View Attachment

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

[AUC] 6815-Warrant History		
	Warrant History	
Goto Warrant# 903476 Bank PAYC PAYROLL	Batch# 3365 Check Date 03-Apr-2021 F - CITIZENS BANK NEW Posted Date 26-Mar-2021 F	Period Start 22-Mar~2021 Period End 28-Mar~2021
Description	Filename	Buttons 🔨
Warrant Employee Count Report	Hr_Warrant_Empont_6022_THERESA_3365.PDF	
Warrant Summary Report	HRWarrant_6199_THERESA_3365.PDF	
Labor Distribution GL Posting Report	HR_Posted_to_GL_6221_THERESA_3365.PDF	
Wage Sunnary	CalcChkSummary_7200_THERESA_3365.PDF	System-supplied
Payroll Register	Payroll_Register_7210_THERESA_3365_237,PDF	attachmonts can be
Payroll Register - Exception Report	Calculation_Exception_7215_THERESA_3365.PDF	
Deduction Register - Cost Code Summary	HRPayDed_7220_CODE_THERESA_3365,PDF	🚽 viewed or emailed, 📗
Separate Check Listing	CheckClc_sepchk_7223_THERESA_3365.PDF	hut cannot be
Payroll Check Register	HRPaycheck_Register_7231_THERESA_3365.PDF	Dut cannot be
Deduction Register - Employee Detail	HRPayDed_7220_EMP_THERESA_3365.PDF	removed by the user
Deduction Register - Paycheck Category S	HRPayDed_7220_CAT_THERESA_3365,PDF	
Payroll Voucher - Preliminary	Vouchers_7271_THERESA_3365,PDF	
Voucher Batches Created in Accounts Paya	Voucher_Batches_7272_THERESA_3365.PDF	
Labor Distribution Detail	Labor_Distribution_Detail_7282_THERESA_3365.PDF	
Labor Distribution Detail-By Employee	Labor_Distribution_By_Employee_7283_THERESA_3365.P	
Labor Distribution Summary	Labor_Distribution_Summary_7285_THERESA_3365.PDF	
Copy of Calderiso Deposit Advice	HR_PAYC0905603903476.pdf	7 View 8 Email 9 Remove
	File Location D:AUC_Developmenttadmhomelauc_doc_mgmtthrmod/2021HR_F Entry User: Entry Date: 14-Apr-2021 Entry Time: 14:50:42.53 Special Note: Vieweo	plied attachments may be d, emailed, or removed
6 Add Attachment		, , ,
y		

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 **D 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: <u>Contact Us | ADMINS, Inc.</u> and follow the instructions in the quick start guide. Then, use the link to access the <u>Videos | ADMINS, Inc.</u>

[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]