HUMAN RESOURCES RELEASE NOTES – JUNE 2022

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Human Resources

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ADMINS receives requests to remove a position that was created in error from an employee number. Prior to the software update, we advised setting a termination date on a position that was added in error.

ADMINS added a "Delete Employee Position" process under the [Actions] button on the Payroll, Salary, and Deductions Tabs on the Employee Maintenance screen.

🧱 [AUC] 6440-Employee Maintenance	
Employee Maintenance	No picture on File
Goto Employee Number 071998 Position S003KNDTCH -01 DIPIETRED KINDERGARTEN TEACHER 1 Of 2 Employee Poston Attachments Employee Poston Attachments	
Add Employee Add Position	
Delete Employee Position Wase 5 Payrol 6 Accounting 7 Salary es 0 Custom	U Accidents VACA
Pay Classification Y Salary Change Group Information Effective Date 05-May-2022 Entity 1 TO	WN OF ADMINS
Bargaining Unit MTA - Grade Schedule B Grade 1 Step 1 FTE 1,0000	≎ietro school Pays FLSA
Work Schedule Shift	
Day Hours Da	
1099-R Information Box 2b Tax not determined Total d Box 7 Box 90-1 St.	istribution

Figure 1 Click [Yes] to delete the unused position

1.1 Delete Unused Position on an Existing Employee Number

If the position has **neither current or historical timesheets** *nor any posted encumbrances*, the **Delete Employee Position** action will be available. From the menu, select:

HR ▶ Maintenance ▶ Employee Maintenance ▶ [Payroll]/[Salary]/[Deductions] Tabs

Some positions are encumbered as soon as they are created, if so, this message will pop up:

Use this to delete a position added in error to an existing employee. Note: an employee number must have at least one other position to use this feature.

[AUC] 6440-Employee Maintenance × Posted Encumbrances Exist. Delete Cancelled. OK

1.2 Delete Unused Position on an Unused Employee Number

Another example results from creating a new employee number, (which requires assigning a position), and then realizing the employee already has a number.

If the only position assigned to an unused employee number is *deleted*, the system deletes the employee number, and will display a confirmation message like this:

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Human Resources

This permanently deletes the employee number. When creating the next new employee, the next sequential number will be assigned; in this example, if employee number 071595 is deleted, it is permanent, and the next time the **[Add Employee]** button is used to create a new employee, number 071596 will be assigned.

1.2.1 Retain an Unused Employee # for Future Use

If the employee number with the unused position is not deleted, it will be available for the next hire by using the *(end of file arrow)* on the employee maintenance screen to go to the last employee number. Retain the employee number with the unused position until another employee is hired, and a valid position is added, at which point the unused position can be deleted. Add the position for the new employee, and then remove the unused prior position. The employee number will not show that the unused position was assigned to the employee number.

[ADM-AUC-HR-10497]

2 EMPLOYEE MAINTENANCE [Enhancement]

ADMINS describes how to manage overseas & foreign addresses and enhanced the EEO Race Table.

2.1 Military Overseas Addresses

The system accommodates APO and FPO addresses for sending postal mail to military personnel stationed overseas. Sometimes retirees or terminated employees provide this type of address for W2, 1099R, and 1095C forms to be sent.

Accounts Payable > Tables > Zip Code Table

Add the zip code to the table for the employee. From the menu, select:

Englishing Technologies [AUC] 2518-Maintain Zip C	odes [theresa]							-	Ċ.	\times
Goto		Mair	ntain i	Zip Codes						
Antinan	Zip Code	City	State	County	In?	Status	~			
Actions	34001-0000	APO	AA			Active				
	34002-0000	DPO	AA			Active				
(1 Add New	34003-0000					Inactive				
	Add Zin Code			×		Active				
2 Demoure	E Add Lip code			^		Inactive				
2 Remove	Zip Code 3	4009				Active				
		1000				Active				
2 Edit Lint	City A	P0				Active				
5 Edit Elst						Active				
	State A	A				Active				
		<u> </u>				Active				
		OK C:	ancel			Active				
						Active				
	34022-0000	DPO	AA			Active				
- manual and a second s	24007-0000	IDPO	A9	and the second sec	Por an	10-10-1	1			

Once the zip code, city, and state exist in the table, enter the zip code in the **[1 Contact]** tab of the employee maintenance screen. The City and State fields will be populated from the zip code table with the APO and AA values.

See also sections 10.4, 10.5, and 2.2 below for information regarding foreign addresses for non-military payees.





E [AUC] 6439-Employee Maintenance [theresa] Ē No picture Employee Maintenance on File Goto. Employee Number 071574 KEITH M RYAN Employee Attachments (3) Actions IAdd Employee PAdd Position
 Current Positions
 T200WTRINTE-01 DPW INTERN - GIS-AUTO, CAD 1,0000

 O All Positions
 000
 -00
 Y Employee Notes No text available 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents VACA 1 Contact Suffix Gender
 Birth Date
 SS#
 F

 O Female
 O Non-Binary
 30-Jan-1999
 001-10-5219
 0
 First Name KEITH Middle Name Last Name Previous Name RYAN Residential Ad Cell City **APO** State AA Zip 34009-0000 nail Zip 34009-0000 DD Email
DD Ema Test Date 10-Jun-2021 Test te Consent Date State AA

[ADM-AUC-HR-10486]

2.2 Employee Maintenance for Foreign Addresses

Human Resources ▶ Maintenance ▶ Employee Maintenance ▶ Contacts

🚾 [AUC] 6439-Employee Maintenance	
Employee Maintenance Gete. Employee Number \$71575 CARL JUNG Employee Maintenance IAdd Employee Employee Number \$71575 CARL JUNG Employee Maintenance IAdd Employee Y Employee Notes No text anailable Current Positions S00301H01H -01 PSYC PAdd Poston O All Postions 000 -00 O All Postions 000 -00 First Name Middle Name Last Name Suffx Gender Birth Date SC First Name Middle Name Last Name Suffx Gender Birth Date SC First Name Middle Name Last Name Suffx Gender Birth Date SC Housef 35 Street \$FILSPACE Unit Phone #1 Concoccoon Type Housef 35 Street \$FILSPACE Unit Phone #2 Test Date City \$State \$Employee Quest Overse as Address Address \$Same as Residential Address Overse as Address Address \$Stielling Address Stielling Overse as Address <t< td=""><td>ADMINS added a radio button that will toggle the fields on the Mailing Addresses between US format and Overseas format. The new Overseas format will accommodate a City, Province, Post Code, and Country code. Valid country codes are identified in the Country table as described <u>above</u>.</td></t<>	ADMINS added a radio button that will toggle the fields on the Mailing Addresses between US format and Overseas format. The new Overseas format will accommodate a City, Province, Post Code, and Country code. Valid country codes are identified in the Country table as described <u>above</u> .
City APO State AE Zip 09751-0000	Mailing Address OUS Address OVerseas Address Address PO BOX 123
If O Overseas Address is selected, the system will uncheck the "Same as Residential Address" box, as the fields will differ	City SANGJUA Province NORTH CHUNGCHEONG Post Code 097510000 Country KS

See also section 1.2 for Military Overseas addresses.

[ADM-AUC-HR-10486]



2.3 EEO Race Table [Enhancement]

ADMINS changed the lookup on the **Employee Maintenance** [2 Personal] tab for the Employee Status Race field. The inactive codes from the EEO Race table are no longer shown in the lookup.

Human Resources Maintenance Employee Maintenance [2 Personal] tab Employee Status Race

					En	nployee Ma	aintena	nce				No pie on l	cture File	
	Goto Actions	Employee Number	<mark>971575</mark>	CARL JUN	G			Em	Employee A nployee Positi	ttachments on Attachmer	nts			
	IAdd Employee PAdd Position						Curre O Al	nt Positions	S0030TH0 000	TH -01 PS -00	YCHOLOGIS	T/TEAM CHA	IR 1,0000	
	1 Contact 2 Pers	onal 3 Ded/Ben	4 Add Wages	5 Payr	oll 67	Accounting	7 Salary	8 Dates/Clas	ss 9 Deq	rees 0) Custom	U Accidents	VACA	-
Humai	n Resources 🕨 Tak	oles ▶ EEO Raci				FC	ORM W4 ● >= 202 ○ >= 202 ○ <= 2019 Step 3 Step 4a	0 box 2c check 0 box 2c not ch 4,000,0 5,000,0	ked hecked	Tax In Federa State Other 3	formation Tax Typ al FED200 MA State	pe Tax Tab 20 M M	le Exemptions	
I Code 00 01 01 Non 02 Non 03 His 04 Non 05 Non 06 Non 07 Non 08 Asi 09 Ukn	2 Descripti -Hispanic/Latino White Hispanic/Latino Black or panic/Latino Hispanic/Latino Asian H/L American Indian (H/L Native Hawaiian (H/L Native Hawaiian (Hispanic/Lation Two an/Pacific Islander/In own	on African America n or Alaskan Nativ or Pacific Islan or More Races ndian	Status Inactive Active Active Active Active Active Active Inactive Active		move Pictu	Employe Disa Veter Imm Race	step 40 step 40 ee Statt bility C ran Co igration	JS ode de Code	0 0 07 Table otion	Non-Hi	spanic	/Latino	× Two or	More Ra
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													 IADM-AU	C-HR-10509]

3 TIMESHEET ENTRY DELETE A POSITION [Enhancement]

Prior to the software update, if an employee with two positions was brought into the timesheets when timesheets were created and one of the positions was not needed, there was no way to remove just that position. **ADMINS** added two options for removing an employee position. To try this, from the menu, select:

HR ▶ Timesheets ▶ Timesheet Entry

Select the employee position to be deleted. Once the position is displayed on the screen, there are two options. Either:



Goto Warrant Actions mployee Position) Unit NON -N Added Timesheet)									
Delete Line	Days	Rate Flat S	Amount Se Account N	umber	Customer	Reason					
Split Day		28,00	28,00 🗆 1000-300	-2305-140-12-00-51260							
Replace PayColle Adjust Salaor Remove Employ Add Employee											
Reports Employee Queries	>			Yes No							
				*		_					
	1,00	28,00	28,00	Paid NOT EQUAL	. Salary Salary	: 1.00					
Notes for this line Note Accrual Group Working For 000 -00 -00											
Add Line D Add Range 2 0	Delete Line 3 Repo	orts 4 Split Day 5 Replac	Ce Par 2 6 Remove	Empl. Position ee 8 Employee Q	ueries 9 Adjust Salar	y 96/4% S					

1.Click [Actions] ▶ Remove Employee Position, or, 2.Click the [6 Remove Empl. Position] button.

Either of these methods will pop up a confirmation box; click on **[Yes]** to delete the employee position.

The other employee position will remain in the timesheet dataset. Click **[No]** to cancel deleting the position.

[ADM-AUC-HR-10522]

4 PROCESS PAYCHECKS

The payroll processing menu offers a sub-menu with Optional Site Payroll Reports. To access the Payroll Processing menu, from the main menu, select:







Select the [Site Payroll Reports - OPTIONAL] button.

4.1 Site Payroll Reports Optional Benefit Categories Report

The Benefit Categories report showed a task number of 7226, but the resulting reports showed a task number of 7227.



ADMINS changed this so that the task number and report number match.

Why is this important? When someone wants to recreate an existing report, Task # provides the information needed to recreate a report using the Quick Task Selector.



Figure 2 Run the Benefit Categories report from the "Site Payroll Reports - Optional" menu



ADMINS Unified Community Human Resources

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7226-HRBENDEDCAT.REP Pr Category : BC BLUE CROSS Cost Code Cost Code	inted 17-Mar-2022 at 11:44:06 by THERESA City of ADMINS Benefit Categories	Page 1 Page 1 Printed 17-Mar-2022 at 11:44:35 by THERESA City of AIMINS Denefit Categories Cost Code: EMOS26 HMO BLUE SINGLE 26 FAYS	Page 1
HMOS26 HMO BLUE SINGLE 26 PAYS Category : DC DEFERRED COMP	88.31	Emp# Employee Name Prenote Employee Amt(Ded) Employer Amt(B	en)
Cost Code	Prenote Social Security # Employee Amt(Ded)	ed) Total # Employees: 1 88.31	
DEF-OB OBRA 046001084 DEFVOL FULLTIME 046001084 Category : DE DENTAL	153.55 80.00	.00 7226-BENDEDCAT.REP Frinted 17-Mar-2022 at 11:44:35 by THERESA	Page 2
Cost Code	Prenote Employee Amt (Ded)	City of ADMINS Benefit Categories Category: DC DEFERRED COMP	
ALTS52 ALTUS FAM TOWN 52 Category : DS DIS - NON DEF	27.88	Cost Cost : DEF-OM OBSA 0/46001084 	ed)
Cost Code	Prenote Employee Amt(Ded)	071567 LARSON, LYNN 001105299 153 071574 RYAN, KEITH M 001105219	47 08
Category : DS-DEF DISABILITY-DEFERR	ED	Total # Employees: 2 153	.55



[ADM-AUC-HR-10503]

5 #6714 GRADE SCHEDULES REPORT [Enhancement]

Human Resources Reports Report Library [By Employee] #6714 Employee List – Grade Schedules

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1 Emp	# Emp	Type PerHrs	DOB		Gender	Budget	tGrp	Budgeted	1?
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3 0715	55 F	1,5	29.50 15-D	ec-1993	F			No	
4 0070	73 F	1,5	08.60 27-S	ep-1958	F			No	
5 0070	84 F	1,5	08.60 12-D	ec-1959	F			No	
6 0078	52 F	1,5	08.60 03-J	an-1979	F			No	
7 0078	67 F	1,5	08.60 06-J	ul-1980	F			No	
8 0701	30 F	1,5	08.60 25-J	ul-1967	F			No	
9 0702	25 F	1,5	64.50 21-F	eb-1985	F			No	
10 0702	49 F	1,5	64.50 02-C	ct-1987	M			No	
11 0703	01 F	1,5	64.50 09-N	lar-1978	F			No	
12 0705	37 F	1,5	64.50 22-A	pr-1982	F			No	
13 0706	15 F	1,5	64.50 11-D	ec-1968	F			No	
4	•	Hrempist_g	grade	(+)		-			Þ
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ADMINS added budget group and budgeted position columns to the #6714 Employee List – Grade Schedules report in **Excel®** – the two new fields are in columns "BI" and "BJ" at the rightmost of the **Excel®** spreadsheet.

Figure 4 #6714 Employee List – Grade Schedules – new "Budget Group" and "Budgeted?" columns

[AVON-SUP-SAPLAUC-541]

6 #6831 PAYCHECK REPORT [Enhancement]

Human Resources Reports Report Library [4 By Paychecks/Other] #6831 Paycheck Listing

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0031	1 - nRFF	AICHECK.REP		-	City	of AD	MINS					
				C	erej							
					Paych	eck Lis	sting	-				
Sorted	by: Emp	ployee#										
				***********		******			**********	*********		*********
Emp# N	lame		Check#	Check Date Clear Date	Warrant	CkType	Bank G	ross Pay	Total Deds	Net Pay	Total Bens	Cancelled

000012	HOLMES	5, MARIE R	0984565	13-Jan-2016 13-Jan-2016	902744	Ξ	PAYR	3,058.96	3,058.96	.00	.00	
000012	HOLMES	S, MARIE R	0985544	27-Jan-2016 27-Jan-2016	902750	Ξ	PAYR	3,058.96	3,058.96	.00	.00	
000012	HOLMES	5, MARIE R	0986509	10-Feb-2016 10-Feb-2016	902756	E	PAYR	3,058.96	3,058.96	.00	.00	
000012	HOLMES	S, MARIE R	0987540	24-Feb-2016 24-Feb-2016	902761	Ξ	PAYR	3,058.96	3,058.96	.00	.00	
000012	HOLMES	S, MARIE R	0988552	09-Mar-2016 09-Mar-2016	902765	E	PAYR	3,158.96	3,158.96	.00	.00	
000012	HOLMES	S, MARIE R	0989527	23-Mar-2016 23-Mar-2016	902775	E	PAYR	3,058.96	3,058.96	.00	.00	
000012	HOLMES	5, MARIE R	0990694	06-Apr-2016 06-Apr-2016	902780	E	PAYR	3,058.96	3,058.96	.00	.00	
000012	HOLMES	S, MARIE R	0991545	20-Apr-2016 20-Apr-2016	902786	B	PAYR	3,058.96	3,058.96	.00	.00	
000012		MARTE P	0992765	04-May-2016 04-May-2016	902791	E	PAYR	3,058.96	3,058.96	.00	.00	
000012	HOLMES	oy Parata n				-		3 050 05	3 059 05	0.0		
000012 000012 000012 000012	HOLMES	S, MARIE R	0993600	18-May-2016 18-May-2016	902796	E	PAYR	3,058.90	3,030.30		.00	
000012 000012 000012 000012 000012	HOLMES HOLMES	S, MARIE R S, MARIE R	0993600	18-May-2016 18-May-2016 01-Jun-2016 01-Jun-2016	902796 902800	10	PAYR	3,058.96	3,058.96	.00	.00	
000012 000012 000012 000012 000012	HOLMES HOLMES	S, MARIE R S, MARIE R	0993600 0994659	18-May-2016 18-May-2016 01-Jun-2016 01-Jun-2016	902796 902800	1	PAYR PAYR	3,058.96	3,058.96	.00	.00	



Figure 5 Before – the #6831 Paycheck Listing report did not show the "Period Start & End" dates



6831	-HRPAYCHECK.REP	Printed	22-Apr-2022	at 16:48:50	City of Payched	of ADMINS ck Listing							Page 1
Sorted	by: Employee#				DeriodStart	Deriod End	Ì						
Emp#	Name	Check#	Check Date	Clear Date	reriouscurc	Ferroa Bha	/pe	Bank	Gross Pay	Total Deds	Net Pay	Total Bens	Cancelled
000004	REZZUTI, MARIE REZZUTI, MARIE	0907694 0908115	10-Apr-2022 10-May-2022	10-Apr-2022 10-May-2022	01-Apr-2022	14-Apr-2022		PAYC PAYC	.00	.00	.00	.00	
				Total	29-Apr-2022	12-May-2022			.00	.00	.00	.00	
000040	MOORE, KEITH F MOORE, KEITH F	0907374 0908980	10-Mar-2022 24-Mar-2022	10-Mar-2022 24-Mar-2022	3			PAYC PAYC	2,498.50 240,000.00	2,498.50 240,000.00	.00 .00	36.23 3,480.00	
				Total	27-Jan-2022	09-Feb-2022	L		242,498.50	242,498.50	.00	3,516.23	

Figure 6 After – the #6831 Paycheck Listing report shows the "Period Start & End" dates

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File	Home	insert Page Layout Formulas	Data R	eview View	¥ Tell me what	/00 want to 0	0						Theresa Camp
N15	N15 • : : × ✓ <i>k</i>												
	А	В	С	D	E	F	G	н	1	J	к	L	м
1	Sorted I	by: EMPNO											
2													
3	Emp#	Name	Check#	Check_Date	Clear_Date	Warrant	CkType	Bank	Gross_Pay	Total_Deds	Net_Pay	Total_Bens	Cancelled
4	000012	HOLMES, MARIE R	0984565	13-Jan-2016	13-Jan-2016	902744	E	PAYR	3,058.96	3,058.96	0.00	0.00	
5	000012	HOLMES, MARIE R	0985544	27-Jan-2016	27-Jan-2016	902750	E	PAYR	3,058.96	3,058.96	0.00	0.00	
15		Total							33,748.56	33,748.56	0.00	0.00	
16													
17	000020	POWERS, LYNN M	0984492	13-Jan-2016	13-Jan-2016	902744	E	PAYR	2,902.50	2,902.50	0.00	42.09	
18	000020	POWERS, LYNN M	0985464	27-Jan-2016	27-Jan-2016	902750	E	PAYR	2,902.50	2,902.50	0.00	42.09	

Figure 7 Before – the #6831 Paycheck Listing report did not show the "Period Start & End" dates

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2						01 Apr 2022	14 Apr 2022								
3	Emp#	Name	Check#	Check Date	Clear	01-Apr-2022	14-Apr-2022	nt	CkType	Bank	Gross Pay	Total Deds	Net Pay	Total Bens	Cancelled
4	000004	REZZUTI, MARIE	0907694	10-Apr-2022	10-Ap	29-Apr-2022	12-May-2022	6	E	PAYC	0.00	0.00	0.00	0.00	
5	000004	REZZUTI, MARIE	0908115	10-May-2022	10-Ma			в	E	PAYC	0.00	0.00	0.00	0.00	
6		Total									0.00	0.00	0.00	0.00	
7															
8	000040	MOORE, KEITH F	0907374	10-Mar-2022	10-Ma	27- Jan-2022	09-Eeb-2022	5	E	PAYC	2,498.50	2,498.50	0.00	36.23	
9	000040	MOORE, KEITH F	0908980	24-Mar-2022	24-Ma	27-5411-2022	03-1 60-2022	1	E	PAYC	240,000.00	240,000.00	0.00	3,480.00	
10		Total				10-Feb-2022	23-Feb-2022				242,498.50	242,498.50	0.00	3,516.23	
11															
12	000092	THE ESTATE OF, LYNN M	0907440	10-Mar-2022	10-Ma			5	E	PAYC	1,264.00	1,264.00	0.00	17.69	
13		Total									1,264.00	1,264.00	0.00	17.69	
14						27- Jan-2022	09-Feb-2022								
15	000152	GARIEPY, KEITH C	0907457	10-Mar-2022	10-Ma	LT OUT-LOLL	00100-2022	5	E	PAYC	3,305.65	3,305.65	0.00	47.38	
16		Total									3,305.65	3,305.65	0.00	47.38	
17															
					27-Jan-2022	09-Feb-2022									

Figure 8 After – the #6831 Paycheck Listing report shows the "Period Start & End" dates

Added the Period start and period ending date columns to **PDF**[®] and **Excel**[®] versions of the #6831 Paycheck Listing report.

[MAN-SUP-SAPLAUC-806]



7 QUARTERLY PROCESSING [Enhancement]

TedRE - Hr941Waq 6323 Finted 07-Apr-2022 at 11:28:27 by THERESA City of ADMINS Form 941 For The Quarter Ending 31-Mar-2022 and Schedule 941 B Entity: 1 TOWN OF ADMINS Warrant Check Dates: 01-Jan-2022 to 31-Mar-2022	Page 1	
<pre>1 Number of employees employed in the pay period</pre>		ADMINS updated the Federal 941 report based on the advice issued by the IRS.
Sf Section 3121(q) Notice and Demand - Tax due on unreported tips Sf Sf Section 3121(q) Notice and Demand - Tax due on unreported tips Sf G Total taxes before adjustments (lines 3 + 5e and 5f)	Cha 5e Addu to I addu	inged labels on lines , 11c, 11d, 13c, 13d, 13e, 13f, and 13g. ed the .062 multiplier ines 5a (i) and 5a(ii); ed lines 11e, 11f, and 11g to the report
11f Number of individuals provided COBRA premium assistance 11g Total nonrefundable credits. Add lines 11a, 11b, 11d, and 11e 13a Total tax deposits for this quarter, including adjustments applied 13a 131,424.74 13b Reserved for future use		

Figure 9 Form 941 with IRS changes for Q2 2022

[ADM-AUC-HR-10514]

7.1 Connecticut Unemployment [Enhancement]

"In July 2022, the Connecticut Department of Labor (CTDOL) will transition to a modern unemployment insurance system, <u>ReEmployCT</u>. It will vastly improve how employers and unemployment filers interact with the systems they need to do business, find forms and information, and submit documents to the agency."





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		Ci	ty of ADMINS		
		CT Qua	irterly Reporting	T	
FOR	CHECKS DAT	ED: 01-Jan-2022 to 31-Mar-202	2		
QU	ARTER ENDI	NG: 31-Mar-2022			
	SED ID	TY-1 TOWN OF ADMINS			
STATE UN	EMPLOYMENT	±- 1234567			
LOCATIO	N AND N	AME: D:\AUC DEVELOP	MENT\ADMHON	(E\TRANSFE	R\122A12349
	UVRIDU	Dr. Bayaoyee Number			
SOC SEC #	EMPLOYEE	# AND NAME	GROSS	TAXABLE WAGES	EXCESS WAGES
001101019	000040	THE ESTATE OF LYNN	242,450.50	1 264 00	227,450.50
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001. ,194	0,	JOLAN LYNN	880.00	880.00	
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001105196 001105197	071551 071552	DULCHINOS MARIE CORDERO LAWRENCE	967.20 967.20	967.20 967.20	
001105196 001105197 001105198	071551 071552 071553	DULCHINOS MARIE CORDERO LAWRENCE PARKER KEITH	967.20 967.20 1,323.00	967.20 967.20 1,323.00	
001105196 001105197 001105198 001105200 001105205	071551 071552 071553 071555 071555	DULCHINOS MARIE CORDERO LAWRENCE PARKER KEITH HAMMANN DEFFLEY LYNN TOFANT MADIE	967.20 967.20 1,323.00 1,153.60 3.062.01	967.20 967.20 1,323.00 1,153.60 3.062.01	
001105196 001105197 001105198 001105200 001105205 001105206	071551 071552 071553 071555 071550 071561	DULCHINOS MARTE CORDERO LAWRENCE PARKER KEITH HAMMANN DEFFLEY LYNN TOFANI MARIE DEREFARA LYNN	967.20 967.20 1,323.00 1,153.60 3,062.01 2,007.20	967.20 967.20 1,323.00 1,153.60 3,062.01 2,007.20	
001105196 001105197 001105198 001105200 001105205 001105206 001105207	071551 071552 071553 071555 071560 071561 071562	DULCHINOS MARIE CORDERO LAWRENCE PARKEK KEITH HAMMANN DEFFLEY LYNN TOFANI MARIE DEREFAKA LYNN SIIGLES KAREN	967.20 967.20 1,323.00 1,153.60 3,062.01 2,007.20 1,323.00	967.20 967.20 1,323.00 1,153.60 3,062.01 2,007.20 1,323.00	
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001105196 001105197 001105198 001105200 001105205 001105205 001105207 001105299	071551 071552 071555 071555 071560 071561 071562 071567 NON-REPORT	DULCHINOS MARIE COORDEO LANRENCE PARKER KRITH HAMENNO EFFLEY LYNN TOFANI MARIE DEREFARK LYNN STYCLES KAREN LARON LYNN TALE NKGATIVE: GROSS WAGES THIS (UARTER: KABLE MKGAT HIS (UARTER:	967.20 967.20 1,323.00 1,153.60 3,062.01 2,007.20 1,323.00 4,092.62 -297.50 -297.50	967.20 967.20 1,323.00 1,153.60 3,662.01 2,007.20 1,323.00 4,092.62	
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ADMINS Unified Community

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S001105109FLAGG	MARIE	R 89 832 822	0000000076090	
\$001105112MOREAU	MARIE	89832822	0000000115766	
S001105113BLISS	LYNN	R 09 032 022	0000000398540	<u>`</u> .
S001105117WILHELM	KAREN	K 09 032 022	0000000110370	
S001105124RUSCIANO SANTANA	MARIE	B 89 832 822	0000000111480	ε
S001105125MARINEL	LYNN	E 89 832 822	0000000038220	6
S001105126SPENCER	KEITH	89832822	0000000096800	ε
S001105127CLARK	MICHAEL	09032022	0000000113526	ė –
S001105128PATERSON	LYNN	M09032022	0000000492484	
S001105129LOHMANN	KAREN	P 09 032 022	0000000181877	3
S001105130PORTER	MARIE	09032022	0000000132300	
S001105131BASSIGNANI	LYNN	89832822	0000000111480	
S001105142CHARTIER	MARIE	09032022	0000000111480	8
S001105154LONERGAN	MARIE	89832822	0000000154000	6
S001105158LAPORTA	LYNN	09032022	0000000192750	ξ
S001105162GILDERUBI0	KEITH	A 89 832 822	0000000181995	4
S001105167MATEJKA	LYNN	89832822	0000000137200	2
\$001105182MAGILL	LYNN	09032022	0000000076800	τ
S001105186KESSELMAN	KAREN	09032022	0000000154000	
S001105187L0GAN	MICHAEL	09032022	0000000113526	τ.
S001105188NASSISE	LAWRENCE	09032022	0000000113526	
S001105189GONTHIER	KEITH	89832822	0000000113526	à
\$001105190WALSH	MICHAEL	09032022	0000000096720	à.
S001105191DUCHARME	LYNN	09032022	0000000132300	Υ.
S001105194NOLAN	LYNN	89832822	0000000088000	۰.
S001105196DULCHINOS	MARIE	09032022	0000000096720	1
S001105197CORDER0	LAWRENCE	89832822	0000000096720	ľ –
S001105198PARKER	KEITH	89832822	0000000132300	
S001105200HAMMANN DEFFLEY	LYNN	09032022	0000000115360	1
S001105205T0FANI	MARIE	E09032022	0000000306201	٣.
S001105206DEREFAKA	LYNN	09032022	0000000200720	
S001105207STYGLES	KAREN	09032022	0000000132300	7
S001105299LARSON	LYNN	89832822	0000000409262	1
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[ADM-AUC-HR-10519]

7.2 Connecticut Quarterly 941 [Enhancement]

ADMINS now has a process for CT 941 that produces *two reports* for sections 1 and 2 as shown below; use these reports to complete the CT 941 filing requirement each quarter. Go to the <u>MyConnect</u> portal to file electronically.

	X Human Resources Queries >
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6922-HR941NAGCT.REF City of ADMINS Form CT-941 For The Quarter Ending 31-Mar-2022 Entity: 1 TOWN OF ADMINS Warrant Check Dates: 01-Jan-2022 to 31-Mar-2022 Section 1	Quarterly Processing > Federal Quarterly Reporting - 941 Year-End Processing > CT Quarterly - 941 Module Maintenance > RI Quarterly - 941 Interfaces/Imports > CT Quarterly - 941 Site Specific > MA Quarterly Reporting Help Reference Library RI Quarterly Reporting
1. Gross Wages 1. 1,966,222.15 2. Gross Connecticut wages 2. 1,883,338.66 3. Connecticut tax withheld 3. 91,503.89	Tie East Format Options
4. Credit from prior quarter 4. 0.00 5. Payments made this quarter 5. 91,503.89 6. Total payments: Add Line 4 and Line 5. 6. 91,503.89	City of ADMINS 6922-HR941WAGCT*.REP Form CT-941 For The Quarter Ending 31-Mar-2022
7. Net tax due (or credit): Subtract Line 6 from Line 3. 7. 0.00 8a. Penalty 8a. 0.00 8b. Interest 8b. 0.00	Entry: 1 Toka OF ALMINS Section 2
8. Total penalty and interest: Add Line 8a and Line 8b. 8. 0.00 9. Amount to be credited 9. 0.00 10. Amount to be refunded 10. 0.00	MONTH Check Date 1st MONTH OF QUARTER 2nd MONTH OF QUARTER 3rd MONTH OF QUARTER 1 17-Jan-2022 1,136.22 48,995.51 3 24-Mar-2022 41,372.16
11. Total liability for the quarter: Add Line 7 and Line 8 11. 91,503.89	7. Totals 1,136.22 90,367.67 8. Total liability for the quarter: Add LIne 7, Columns A, B and C. Enter Total 91,503.89
٢	>

Human Resources Quarterly Processing CT Quarterly-941

[ADM-AUC-HR-10524]

8 MOVE INVOICE LINE TO ANOTHER CUSTOMER [Enhancement]

Sometimes an error is made during billing, but not detected until after posting the bills. This is a process to correct the customer number on a per invoice line basis.



This cannot be run from the Detail Billing detail screens. The screens are shown here to illustrate moving the line from one customer's invoice to another.

To begin, from the menu, select:

Human Resources > Billing and Invoicing > Correct Invoice Line – Customer Number

In this example, Line #1 from the existing customer #762 invoice #6986 will be moved to customer #641.

						Detail	by Invoic	e#				
Go	oto	C	ustome	er# 000762 Custo	mer Nan	e EVERSOURCE G	AS	Secon	d Name			
Ac	tions											
6 Er 7 8 S 9 In	5 Query nter Paymen Statement ingle Invoice voice Details	A A A A A A A A A A A A A A A A A A A	ddress ddress ddress ddress ddress ddress	Information 1 ATTN: CARMEN H 2 P.O. BOX 30130 3 2 Zip COLLEGE STATIC	IERNANDE) IN, TX 7	Z U129527 7842-0000		Contact Inform Contact Phone 1 (00 Phone 2 (00 Refund Informa Vendor 000	ation 0) 000-0000 0) 000-0000 ation 000 00	Туре Туре		
				0 All Invoices		1 By Invoice#	2 By	Detail/Ticket#	Transactio	on History	3 Update Cu	stomer
		Invoice#	Line	Detail/Ticket#	Emp#	Employee Name	Invoice Date	Charges	Adjustements	Payments	Refunds	Balance
	4 Details	00006986	1	12613	070647	MACDONALD	04–Jun–2021	501,60				501,60
		00006986	2	12614	070848	BARRY	04-Jun-2021	501,60				501.60
		00006986	3	12615	070848	BARRY	04-Jun-2021	250,80				250,80

Figure 10 As shown above, line 1 is for Ticket # 12613 for \$501.60



The process removes line 1, leaving lines 2 and 3:

ERE [AUG	C] 6352-I	Detail b	y Invoi	ce# [lua	nn]												-	٥	\times
File E	dit Leo	lgers	Purcha	ise Orde	rs Accou	nts Payable	Fixed As	sets	Human Resou	urces Bud	get	Collections	Tax	Motor Excis	e Misc Billing	System	Favorit	es Help	
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Go	to		C	ustome	r# <mark>00076</mark>	2 Custo	mer Nam	e EV	ERSOURCE G	AS		Sec	ond M	Name					
Act	tions																		
6 En 7 8 Si 9 In	5 Query hter Paym Statemer ingle Invo voice Det	ent it ice ails	Ad Ad Ad Ci	ddress ddress ddress ddress ity State ountry	Informatio 1 ATTN: 2 P.O. 3 Zip COLLE	n CARMEN H BOX 30130 GE STATIO	IERNANDE I	Z U12 7842-1	9527			Contact Infor Contact Phone 1 ((Phone 2 ((Refund Inforr Vendor 0(mati 000) 000) natio	000-0000 000-0000 000-0000 00 00	Туре Туре				
					0 All	Invoices		1 By	r Invoice#	2	By D	etail/Ticket#		Transaction	n History	3 Updat	te Custon	ier	
		Invo	ice#	Line	Detail/Ticke	t#	Emp#	Employ	/ee Name	Invoice Date	1	Charge	es /	Adjustements	Payments	Refu	unds	Bala	ince
	4 Detail	s 000	06986	2	12614		070848	Barry		04-Jun-20	21	501,6	0					501.	60
		000	06986	3	12615		070848	Barry		04-Jun-20	21	250,80						250,	80
		_																	

Figure 11 The corrected invoice for customer #762 with line one removed

The next invoice number in the system will be assigned to the customer to whom the line is being moved; the Detail Ticket, Employee # and Name, Invoice Date, and charges will all be applied to the new customer's invoice:



=== [AUC] 6	i352-Det	ail by l	nvoice# [l	uann]														-	٥	×
File Edit	Ledge	rs Pu	rchase Or	ders	Account	ts Payable	Fixed A	ssets	Human Reso	ources	Budget	Collection	s T	ax Motor	Excise	Misc Billing	System	Favo	rites He	lp
Pa 🛍 🛛	85	144	+ +	ы 🗳	* **	Q 🖬	🖆 🚼	a												
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		Invoice	# Lii	e Deta	ail/Ticket#	ŧ	Emp#	Employ	ee Name	Invoice	Date	Chai	rges	Adjusteme	nts	Payments	Refu	unds	Bi	lance
4 C	Details	00006	999	1261	13		070647	MACDO	NALD	04-Ju	n-2021	501.	60						50	1.60
				_																

Figure 12 The corrected invoice for customer #641 after moving the line

[ADM-AUC-HR-10523]

9 YEAR-END PROCESSING

ADMINS added a column to two reports to make it easier to verify the Medicare over \$200K taxes.

9.1 #6851 W2 Register by Warrant New Column [Enhancement]

Human Resources Vear-End Processing W2 Register by Warrant Report

															0	P
	A	B	C	D	E	F	G	H	I	J	K	L	M	N		
1	Payroll W2	Register by \	Narrant													
2	Check Date(s)	: 02012022 to 1	2312022													
3																
												Other -			MEDICARE	MEDICARE
				Wages, tips	Federal	Social	Social	Medicare			Box 12 Put	Category	State wages,		01/60 \$200/	0VED \$200K
				and other	income tax	security	security tax	wages and	Medicare tax	Dependent	Code in W2	used as	tips, etc	State inco	OVER \$200K	OVER \$200K
4	Warrant	Check Date	Gross Pay	compensation	withheld	wages	withheld	tips	withheld	care benefits	Description	description	First	tax-First	TAXES	WAGES
5	903565	3/10/2022	1,077,193.55	902,523.77	98,108.14			1,033,086.18	14,979.45	38.47	30,778.60	109,867.99	1,012,391.76	48,99		
6	903566	4/10/2022	592,961.98	480,749.33	51,761.91			561,756.32	8,145.53		17,174.31	63,958.60	544,707.93	26,42		
7	903567	4/20/2022	592,961.98	481,465.50	51,880.73			562,472.49	8,155.84		17,174.31	63,958.60	545,424.10	26,46		
8	903568	5/10/2022	592,886.98	511,505.14	56,686.69			592,398.13	8,589.89		17,060.31	63,958.60	575,463.74	27,96		
9	903570	5/20/2022	592,886.98	512,916.14	56,841.37			592,398.13	8,589.89		15,649.31	63,958.60	576,874.74	28,03		
10	903571	3/24/2022	862,315.56	754,355.30	137,539.94			861,807.41	12,496.33		16,841.47	90,736.56	845,091.86	41,37		
11	Entity: 1		4,311,207.03	3,643,515.18	452,818.78			4,203,918.66	60,956.93	38.47	114,678.31	456,438.95	4,099,954.13	199,25		
12	Grand Total		4,311,207.03	3,643,515.18	452,818.78			4,203,918.66	60,956.93	38.47	114,678.31	456,438.95	4,099,954.13	199,25		
13															38.25	42,498.50
															38.25	42,498.50
															38.25	42,498.50

Figure 13 #6851 W2 Register by Warrant – Column P for Medicare over \$200K Wages

Added column "P" for Wages over 200K to the #6850 W2 Register by Warrant.

9.2 #6850 W2 Register – New Column [Enhancement]

Human Resources ▶ Year-End Processing ▶ W2 Register Report

4	A	B	С	D	E	F	G	н	1	J	к	L	М	N	0	Р	Q	R
						Wages, tips and other	Federal income	Social security	Social security	Medicare	Medicare tax	Dependent care	Box 12 Put Code in W2	Other - Category used	State wages,	State incor	MEDICARE	MEDICARE
4	Emp No	Employee Name	Soc Sec Number	Primary TS Group	Gross Pay	compensation	tax withheld	wages	tax withheld	wages and tips	withheld	benefits	Description	as description	tips. etcFirst	tax-First	OVER \$200K	OVER \$200K
5	000040	THE ESTATE OF, LYNN M	001-10-1019	TOWN -DPW TOWN -POL	242,498.50	217,741.73	78,992.41			242,498.50	3,516.23		530.00	24,226.77	241,968.50	12,1	TAXE S	WAGES
7	000152	GARIEPY, KEITH C	001-10-1046	TOWN -TOWN	3.305.65	2,448.60	389.50			3 267 62	47.38		500.00	319.02	2,767.62	1	38	25 42 498 50

Figure 14 #6850 W2 Register – Column "R" for Medicare over \$200K Wages

Added column "R" to the W2 register for the Medicare Wages over 200K.

[ADM-AUC-MBE-1170]

10 ACA PROCESSING

ADMINS made several enhancements, detailed below.

- Added a new step to the processing that sets the "Not Reportable" button to O No based on if the reportable ending date is set for the employee and that date is before the beginning of the current reportable calendar year,
- Enhanced the error checking on dates on the [V ACA] Employee Maintenance tab,
- Added an "IRS Code" column to the Country Code table,
- Added a radio button for "US Addresses" or "Overseas Addresses" on the Employee Maintenance [1 Personal] tab to allow for processing 1095Cs sent to foreign addresses,
- Added a check for receipt numbers when the [Generate IRS Export File] step is run.

10.1 [Reset Employee ACA Dates]



This should be run at the beginning of the ACA cycle before running the audit reports. 1095C/ACA reporting looks at each year in isolation. This process reviews all employees that are currently set to be reportable for ACA. It looks at the dates set and if any ending dates are set that are before the current calendar year.

If multiple dates are set on the Employee Reportable columns #2, 3, or 4, the process will move dates from columns 2, 3, or 4 to column 1, so that each new calendar year starts fresh.

Human Resources ▶ Year-End Processing ▶ 1095 Processing

ADMINS added a [Reset Employee ACA Dates] step to the processing menu to reset the ACA Dates.



Figure 15 1095 Processing Steps – Reset Employee ACA Dates button

10.1.1 Reportable Radio Button Reset

Use this step to check if the "reportable ending date" is before the current reportable calendar year and correctly sets the reportable radio button. In this example, the system found 58 employees that had the **"Reportable"** radio button set to "**O Yes"** that met the conditions stated above. The system set the **"Reportable"** radio button to "**O No**" based on the existence of the reportable ending date before the beginning of the current reporting year in Column 1.

If Columns #2,3 or 4 have dates that should be moved, the process first moves the most recent dates to Column 1.



7587-HRREP:HR1095RESETDATES.REP Printed 25-Mar	-2022 at 13:53:11 by THERE City of Reset Employe Update for Ta	SA ADMINS e ACA Dates x Year 2019		Page 7
Employee# Employee Name	#1	#2	#3	#4
071181 PAPINEAU, KAREN				
Reportable : Yes Before Update Reportable : No After Update	ACA Reporting End 30-Nov	-2018		
071193 GLASSMAN, KAREN R	_			
Reportable : Yes Before Update Reportable : No After Update	ACA Reporting End 06-Sep	-2018		
071212 SENDER, MICHAEL				
Reportable : Yes Before Update Reportable : No After Update	ACA Reporting End 30-Nov	-2018		
071215 KAZAKIS, MICHAEL				
Reportable : Yes Before Update Reportable : No After Update	ACA Reporting End 28-Nov	-2018		
*** Total # Employees: 58				





This process will not set the Reportable radio button to "Yes" if the dates are in the current calendar year. This process is triggered to reset the reportable radio button for dates in a *prior* fiscal year.

[ADM-AUC-HR-10510]

10.2 Dates in Columns 2, 3, & 4

1095C / ACA reporting looks at each year in isolation. If an employee:

- declines coverage when offered but opts for coverage later in the same calendar year,
- changes from one bargaining unit that is used on the ACA tab to another bargaining unit,
- or stops employment and returns later in the year,

the [Reset Employee ACA Dates] step detects dates in the current reporting year and moves the dates from columns 2, 3, or 4 to column 1 – the most recent dates for the current year will be moved to column #1.

The Employee ACA tab will not	Employee ACA	No picture on File
allow entry into Column #2,3, and	Goto Employee Number 070726 MARIE E KANE Employee Attachments (9)	
4 start dates unless they are in	Actogs Employee Poston Attachments	
the same calendar year as the	PAdd Position 000 OAI Poston 000 OAI Posto 0000 OAI Posto 0000 OAI Posto 0000 OAI Pos	
Column #1 Reportable <i>end date</i> .	OACAEdd List ' Contact 2 Personal 3 DedBen 4 Add Wages 5 Pavroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom	U Accidents VACA
If any start date entered (ACA Offer, ACA Reporting, ACA Full Time, or ACA Declined) in Column #2,3,4 <i>is not in the same</i> <i>calendar year as the Reporting</i>	Reportable? Reporting Entity #1 #2 #3 #4	Year as #1 End
End Date in Column #1 this message will display:		ОК

Figure 17 Employee ACA tab – error message if invalid dates are entered

[ADM-AUC-HR-10512]



10.3 Covered Individual Dates Row #2 & #3 Must Match Year in Row #1



The system checks that the Covered Individual Start dates in rows #2 and 3 are in the same calendar year as row #1:

Figure 18 Employee ACA tab – Covered individual date validation



If the start date in row #2 or #3 are not in the same calendar year as row #1, the system displays this message:

Figure 19 Error message if Covered Start Date in row #2 is not in the same calendar year as the row #1 End Date

[ADM-AUC-HR-10512]

10.4 Foreign Address for Employee Receiving 1095C Form

ADMINS added a column to the Country Code table to accommodate IRS filing of 1095C forms for employees with an overseas or foreign address. To access the country code table from the menu, select:

Accounts Payable > Tables > Country Code

10.5 Country Code Table [Enhancement]

= [AUC] 25	15-Maintain	Country Codes				📼 [AUC] 2515	5-Maintain Co	untry	Codes			
		Maintain Country Codes							Maintain Count	ry Codes		
Goto												
	1 Code	2 Country	3 Short Name	Status		Gata		1 Code	2 Country	3 Short Name	4 IRS Code	e Sta
Actions	ERI	Eritrea	Eritrea	Active	1	0010		ERI	Eritrea	Eritrea	ER	Act
	ESH .	Western Sahara	W Sahara	Active		A		ESH	Western Sahara	W Sahara	MI	Act
	ESP	Spain	Spain	Active		Actions		ESP	Spain	Spain	SP	Act
1 Add New	EST	Estonia	Estonia	Active				EST	Estonia	Estonia	EN	Act
	ETH	Ethiopia	Ethiopia	Active				ETH	Ethiopia	Ethiopia	ET	Act
2 Remove	FIN	Finland	Finland	Active		1 Add New		FIN	Finland	Finland	FI	Act
	E.IT	Fiii	Fili	Active				FJI	Fiji	Fiji	FJ	Act
	FLK	Falkland Islands (Malvinas)	Falkland T	Active		2 Remove		FLK	Falkland Islands (Islas Malvinas)	Falkland I	FK	Act
3 Edit List	FRA	France	France	Active				FM	Federated States of Micronesia	Federated	FM	Act
	FRO	Farne Islands	Farne Is.	Active				FQ	Baker Island	Baker Isla	FQ	Act
	FSM	Micropesia	Federated	Active		3 Edit List		FRA	France	France	FR	Act
	COR	Cabon	Caboo	Active				FRO	Farce Islands	Faroe Is.	FO	Act
	GBR	United Kingdom	LIK	Active				FSM	Micronesia	Federated		In
	CEO	Creating Control of Co	Care	Oct Vo	and the second s			GAB	Gabon 🛋 斗	Gabon	GB	Act

Figure 20 Before and After – Country code table with new [4 IRS Code] column

Sort the table by [1 Code], [2 Country], [3 Short Name], or [4 IRS Code]. The Status column indicates if the country code is Active or Inactive.

To find a country by name, first, activate the column by clicking on the **[2 Country]** column header button. Type in the first few letters of the country name and hit **{enter}**. The country names that match the search term are brought to the top of the display.

The IRS Code values will be used in 1095C processing when creating the files to be exported to the IRS. See also section 2.1 above and 2.2 above for more information regarding foreign addresses.

[ADM-AUC-HR-10486]

10.6 ACA Filing Table Checked for Receipt IDs when Creating Export File

To reduce lapses when the step is run to create an export file, **ADMINS** added an error check. If there is a receipt ID entered in either the *Original* or *Corrected* column for the year in the ACA Filing table, and the <u>Generate RS Export File</u> step is clicked, the system will advise the user to run the <u>Generate RS Corrections Export</u> step instead, or to contact <u>support@admins.com</u> for assistance. This message will pop up:



Figure 21 Error checking on the Generate IRS Export File step

[ADM-AUC-HR-10505]

11 CLEARING DATA FROM A FIELD [Information]

When removing data in a field use **{Spacebar} | {Enter}** to clear the field.

11.1 Example – Voiding a "No Check" or "Wire" in Accounts Payable

Users report being unable to remove data that exists on a screen. For example, processing a **"No Check"** or **"Wire"** in Accounts Payable stamps the cleared date on the record when it is disbursed. To void a **"No Check"**, or **"Wire"**, the "Cleared Date" for the transaction must be blank.



Accounts Payable Bank Reconciliation Bank Account Management – By Check Date



Figure 22 Removing the date from the "Cleared" column

While the example used the Accounts Payable cleared date, this works on most fields in the AUC system.

[ADM-AUC-SY-8242]

12 QUICK TASK SELECTOR [Enhancement]

In In International Action (1998) Internation (1998) International Action (1998) International Action (1998) Internation (1998) Internatio	× ₩ ₩ Q = 8 4 4	ADMINS added to the Quick Task se	ask #6815 Payroll Disbur lector button on the tool Quick Task Selection	sement Wa Ibar.	ı rrant History to
		Ready	1 Run Process	Lkup TOF UP	
 	rant History nan Resources Budget Collections Tax Mor အာ ဦး ြ	– CH × stor Excise Misc Billing System Favories Help			
Goto Warrant# 2005509 Bank PHYC PHYROLL	Payroll Disbursement Warrant History Batch# 3529 Check Date 24-Jun-2022 F - CITIZENS BRHK NEW Posted Date 02-Jun-2022 F	Period Start 12-Jun-2022 Period End 18-Jun-2022			
See Description Amarant Exployee Count Report Karrant Exployee Count Report Karrant Sumary Report Karrant Sumary Report Register Deduction Register Deduction Register Deduction Register Deduction Register Deduction Register Deduction Register Labor Distribution Detail Ador Distribution Stail-Bg Exployee Ador Distribution Sumary Edduction Statement Edduction Register Compared Statement Edduction Register Eddut	Riename Hr. Marran, Espont. 6022, 1145R59, 3329, PDF Frod.init. 6502, 1145R59, 3329, PDF FRNerran, 6199, 1145R59, 3329, PDF France, 721, 1145R59, 723, 1145R59, 723, 724, 725, 725, 725, 725, 725, 725, 725, 725	Buttons A Email			
Ready		Lkup UF	2		

[ADM-AUC-SY-8258]



13 SITE-SPECIFIC \rightarrow MTRB Export File [Fix]

Human Resources > Site-Specific > Massachusetts Teachers Retirement

The MTRB export requires a text file; the software update fixed an issue when selecting PDF® to run this process. It was generating the export file as a PDF® file instead of a ".TXT" file. Human Resources Site Specific Leave Summary Reports - Coventry Longevity Month Report Middlesex Retirement Report and Export Middlesex Retirement Report and Export		
6864-HRMTRBEDT.REP Printed 28-Apr-2022 at 16:15:30 by THERESA MTRI Check Range: 01-Ju Export File: D:\AUC_DEVELOPMENT\ADMHOME\AUC\CONVERT\TEACHERS.T Employee Chk Date Empl# Position SS# Salary Base Sala	B Edit List The fix was installed on sites Il-2020 to 31-Jul-2020 reporting the problem in XI April; it is mentioned here to Ary Coach Pay Retro document the change.	

[ADM-AUC-HR-10518]

14 HELP REFERENCE LIBRARY

Added the following new or updated documents to the Help Reference Library and content to ADMINS.com:

New Or Updated Documents 14.1

Employee Positions	HR-135 Delete Unused Positions	[New]
Special Processing	HR–490 Billing and Invoicing	[Updated]
Year-End Processing	HR–605 W4 Percentage Method Tables	[Updated]
	HR–625 W2 Corrections After Filing with the IRS	[Updated]
Site-Specific	HR–900 Allentown, PA 26/27 Pay Periods Process	[Updated]
	HR–995 Connecticut Unemployment	[New]
	HR–1075 AFSCME Dues Reporting	[New]

14.2 New or Updated Content on ADMINS.com

Create a Reconciliation File after the Warrant is Complete [1:10]	[New]
<u>"Uncalculate" a Warrant [2:14]</u>	[New]
Timesheet Entry [7:34]	[New]
Create a Payroll Warrant [3:31]	[New]
Clear Data from a Field [1:17]	[New]
Favorites Screen [2:23]	[New]
How to Exit from AUC [1:54]	[New]
Index of Help Documents [0:51]	[New]
Log in to the Training Area [2:04]	[New]
Quick Task Selector [2:12]	[New]
Reset an AUC Password [2:00]	[New]
Resolving Record Locks [2:14]	[New]