



HUMAN RESOURCES

RELEASE NOTES – JUNE 2022

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1 DELETE UNUSED POSITIONS [Enhancement]

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.

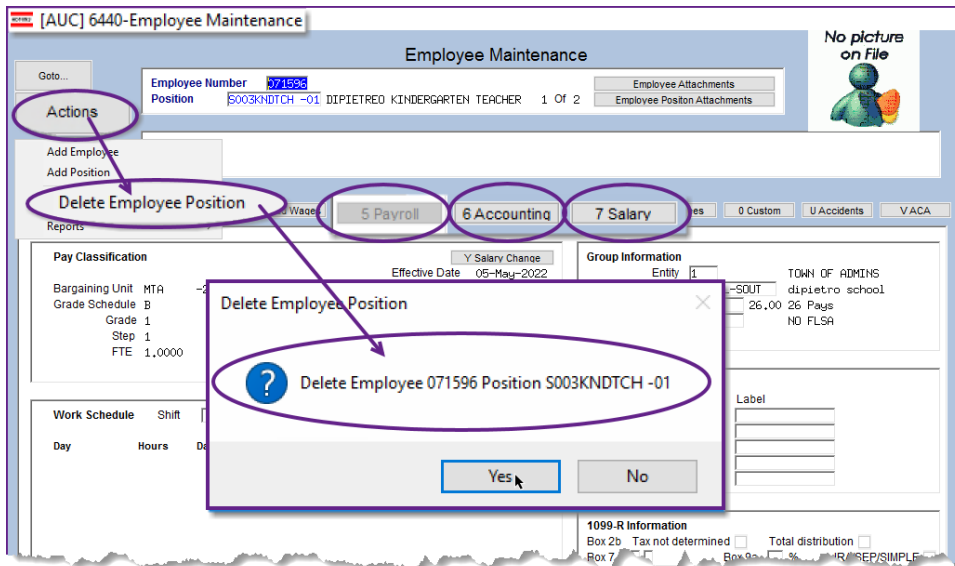


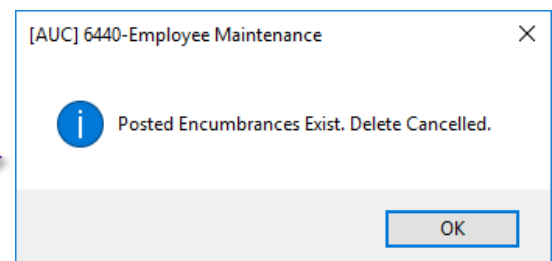
Figure 1 Click [Yes] to delete the unused position

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:



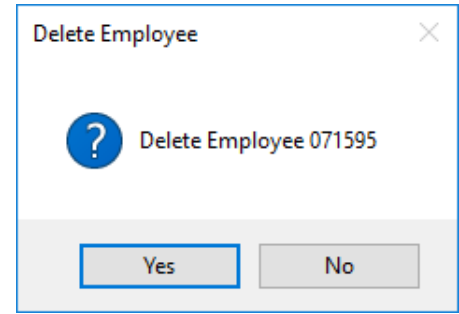
Use this to delete a position added in error to an existing employee. Note: an employee number must have at least one other position to use this feature.

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.

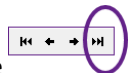


If the only position assigned to an unused employee number is **deleted**, the system deletes the employee number, and will display a confirmation message like this:



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]

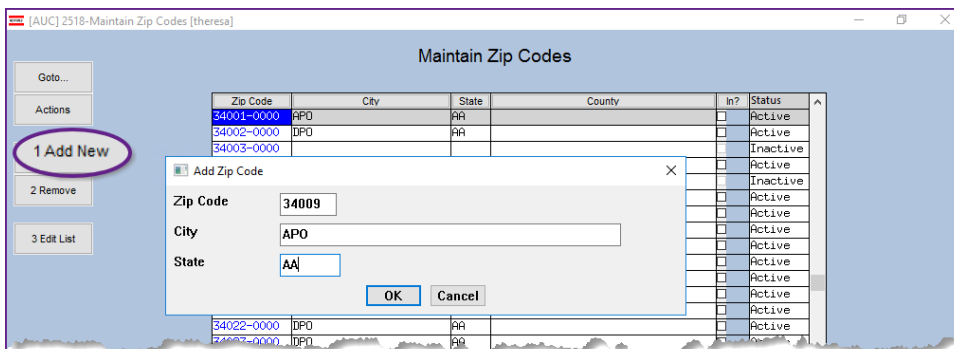
ADMINS describes how to manage overseas & foreign addresses and enhanced the EEO Race Table.

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.

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

Accounts Payable ▶ Tables ▶ Zip Code Table



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.



Employee Maintenance

Employee Number: 071574 KEITH M RYAN

Employee Attachments (3)

Employee Position Attachments

Y Employee Notes: No text available

Current Positions: T2004TRINTE-01 DFW INTERN - GIS-AUTO, CAD 1,0000

O All Positions: 000 -00

1 Contact | 2 Personal | 3 Ded/Ben | 4 Add Waives | 5 Payroll | 6 Accounting | 7 Salary | 8 Dates/Class | 9 Degrees | 0 Custom | U Accidents | V ACA

First Name: KEITH Middle Name: M Last Name: RYAN Suffix: Gender: Male Birth Date: 30-Jan-1999 SS#: 001-10-5219 Previous Name:

Residential Address

City: APO State: AA Zip: 34009-0000

City: APO State: AA Zip: 34009-0000

Email: krendy@admins.com DD Email: [checked] Test Date: 10-Jun-2021 Test Electronic Form: [Send] Date: Consent Date:

[ADM-AUC-HR-10486]

2.2 Employee Maintenance for Foreign Addresses

Human Resources ► Maintenance ► Employee Maintenance ► Contacts

Employee Maintenance

Employee Number: 071575 CARL JUNG

Employee Attachments

Employee Position Attachments

Y Employee Notes: No text available

Current Positions: S0030TH0TH -01 PSYCHOLOGIST/TEAM CHAIR 1,0000

O All Positions: 000 -00

1 Contact | 2 Personal | 3 Ded/Ben | 4 Add Waives | 5 Payroll | 6 Accounting | 7 Salary | 8 Dates/Class | 9 Degrees | 0 Custom | U Accidents | V ACA

First Name: CARL Middle Name: Last Name: JUNG Suffix: Gender: Male Birth Date: 03-Mar-1973 SS#: 001-99-9876 Previous Name:

Residential Address

House#: 35 Street: SAUSAGE Unit: Address: 35 SAUSAGE City: APO State: AE Zip: 09751-0000

Employee Contact

Phone #1: (000) 000-0000 Type: Phone #2: (000) 000-0000 Type: Phone #3: (000) 000-0000 Type: Email: DD Email: [] Test Date: Test Electronic Form: [Send] Date: Consent Date:

Mailing Address

US Address Overseas Address

Same as Residential Address

Address: 35 VIENNA SAUSAGE

City: APO State: AE Zip: 09751-0000

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 [above](#).

If **Overseas Address** is selected, the system will uncheck the “Same as Residential Address” box, as the fields will differ.

Mailing Address

Same as Residential Address US Address Overseas Address

Address: PO BOX 123

City: SANGJUA Province: NORTH CHUNGCHONG 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

Human Resources ▶ Tables ▶ EEO Race

1 Code	2 Description	Status
00		Inactive
01	Non-Hispanic/Latino White	Active
02	Non-Hisp/Latino Black or African America	Active
03	Hispanic/Latino	Active
04	Non-Hispanic/Latino Asian	Active
05	Non-H/L American Indian or Alaskan Nativ	Active
06	Non-H/L Native Hawaiian or Pacific Island	Active
07	Non-Hispanic/Lation Two or More Races	Active
08	Asian/Pacific Islander/Indian	Inactive
09	Unknown	Active

Employee Status

Disability Code []
 Veteran Code []
 Immigration Code [0]
 Race [07] Non-Hispanic/Latino Two or More Ra

EEO Race Table

Co	Description	Tof
00		
01	Non-Hispanic/Latino White	
02	Non-H/L Black or African American	
03	Hispanic/Latino	
04	Non-Hispanic/Latino Asian	
05	Non-H/L American Indian or Alaskan Nativ	
06	Non-H/L Native Hawaiian or Pacific Island	
07	Non-Hispanic/Latino Two or More Races	
09	Unknown	

Inactive codes from the EEO Race Table are no longer shown in the lookup

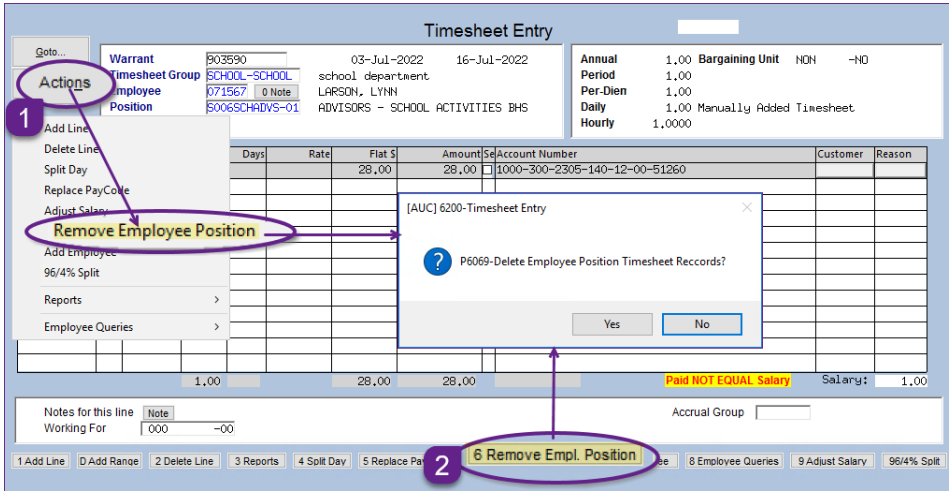
[ADM-AUC-HR-10509]

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:



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.

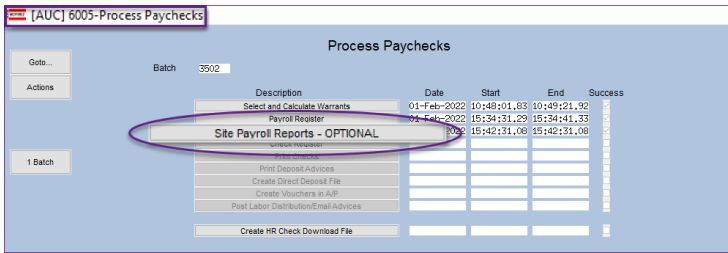
The other employee position will remain in the timesheet dataset. Click **[No]** to cancel deleting the position.

[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:

Human Resources ▶ Payroll Processing ▶ Process Paychecks ▶ [Select Warrant Batch]



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.

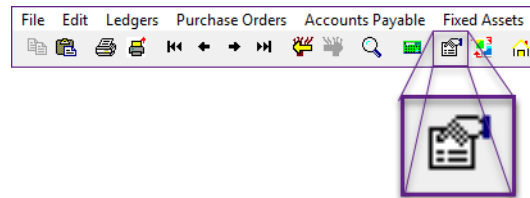
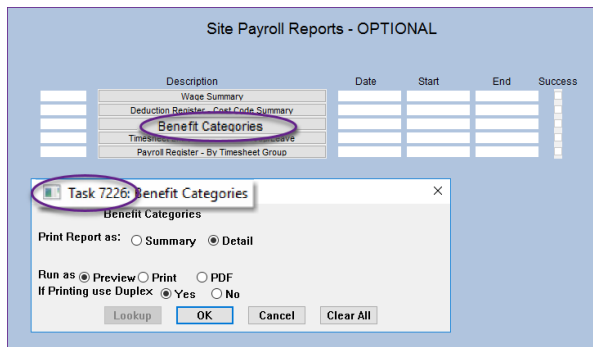


Figure 2 Run the Benefit Categories report from the “Site Payroll Reports – Optional” menu

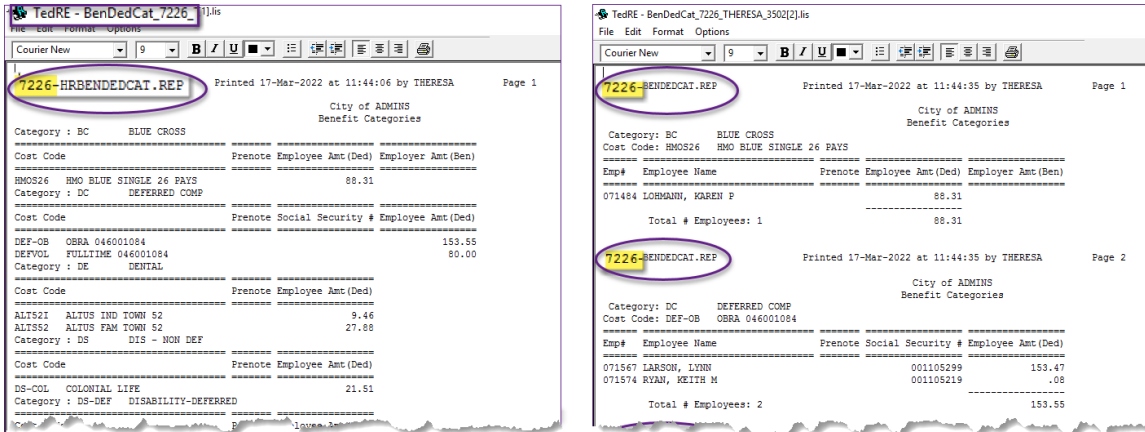


Figure 3 The report is available in Summary and Detail versions

[ADM-AUC-HR-10503]

5 #6714 GRADE SCHEDULES REPORT [Enhancement]

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

Emp#	EmpType	Perthrs	DOB	Gender	BudgetGrp	Budgeted?
000005	P	1,474.80	16-Feb-1975	M		No
071555	F	1,529.50	15-Dec-1993	F		No
007073	F	1,508.60	27-Sep-1958	F		No
007084	F	1,508.60	12-Dec-1959	F		No
007852	F	1,508.60	03-Jan-1979	F		No
007867	F	1,508.60	06-Jul-1980	F		No
070130	F	1,508.60	25-Jul-1967	F		No
070225	F	1,564.50	21-Feb-1905	F		No
070249	F	1,564.50	02-Oct-1987	M		No
070301	F	1,564.50	09-Mar-1978	F		No
070537	F	1,564.50	22-Apr-1982	F		No
070615	F	1,564.50	11-Dec-1968	F		No

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

Emp# Name	Check#	Check Date	Clear Date	Warrant	CkType	Bank Gross Pay	Total Deds	Net Pay	Total Bens	Cancelled
000012 HOLMES, MARIE R	0984565	13-Jan-2016	13-Jan-2016	902744	E	3,058.96	3,058.96	.00	.00	
000012 HOLMES, MARIE R	0985544	27-Jan-2016	27-Jan-2016	902750	E	3,058.96	3,058.96	.00	.00	
000012 HOLMES, MARIE R	0985509	10-Feb-2016	10-Feb-2016	902756	E	3,058.96	3,058.96	.00	.00	
000012 HOLMES, MARIE R	0987540	24-Feb-2016	24-Feb-2016	902761	E	3,058.96	3,058.96	.00	.00	
000012 HOLMES, MARIE R	0988552	09-Mar-2016	09-Mar-2016	902765	E	3,158.96	3,158.96	.00	.00	
000012 HOLMES, MARIE R	0989527	23-Mar-2016	23-Mar-2016	902775	E	3,058.96	3,058.96	.00	.00	
000012 HOLMES, MARIE R	0990494	06-Apr-2016	06-Apr-2016	902780	E	3,058.96	3,058.96	.00	.00	
000012 HOLMES, MARIE R	0993545	20-Apr-2016	20-Apr-2016	902786	E	3,058.96	3,058.96	.00	.00	
000012 HOLMES, MARIE R	0992765	04-May-2016	04-May-2016	902791	E	3,058.96	3,058.96	.00	.00	
000012 HOLMES, MARIE R	0993600	18-May-2016	18-May-2016	902796	E	3,058.96	3,058.96	.00	.00	
000012 HOLMES, MARIE R	0994659	01-Jun-2016	01-Jun-2016	902800	E	3,058.96	3,058.96	.00	.00	
Totale						33,748.56	33,748.56	.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 ADMINS Paycheck Listing Page 1

Sorted by: Employees

Emp#	Name	Check#	Check Date	Clear Date	PeriodStart	Period End	Bank	Gross Pay	Total Deds	Net Pay	Total Bens	Cancelled
000004	REZZUTI, MARIE	0907694	10-Apr-2022	10-Apr-2022	01-Apr-2022	14-Apr-2022	PAYC	.00	.00	.00	.00	
000004	REZZUTI, MARIE	0908115	10-May-2022	10-May-2022	29-Apr-2022	12-May-2022	PAYC	.00	.00	.00	.00	
Total												
000040	MOORE, KEITH F	0907374	10-Mar-2022	10-Mar-2022	27-Jan-2022	09-Feb-2022	PAYC	2,498.50	2,498.50	.00	36.23	
000040	MOORE, KEITH F	0908980	24-Mar-2022	24-Mar-2022	10-Feb-2022	23-Feb-2022	PAYC	240,000.00	240,000.00	.00	3,480.00	
Total												
								242,498.50	242,498.50	.00	3,516.23	

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

hrpaycheck_6831.xlsx - Excel

Sorted by: EMPNO

Emp#	Name	Check#	Check Date	Clear Date	Warrant	CkType	Bank	Gross Pay	Total Deds	Net Pay	Total Bens	Cancelled
000012	HOLMES, MARIE R	0984565	13-Jan-2016	13-Jan-2016	902744	E	PAYR	3,058.96	3,058.96	0.00	0.00	
000012	HOLMES, MARIE R	0985544	27-Jan-2016	27-Jan-2016	902750	E	PAYR	3,058.96	3,058.96	0.00	0.00	
Total								33,748.56	33,748.56	0.00	0.00	
000020	POWERS, LYNN M	0984492	13-Jan-2016	13-Jan-2016	902744	E	PAYR	2,902.50	2,902.50	0.00	42.09	
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

hrpaycheck_6831.xlsx - Excel

Sorted by: EMPNO

Emp#	Name	Check#	Check Date	Clear Date	PeriodStart	Period End	CkType	Bank	Gross Pay	Total Deds	Net Pay	Total Bens	Cancelled
000004	REZZUTI, MARIE	0907694	10-Apr-2022	10-Apr-2022	01-Apr-2022	14-Apr-2022	E	PAYC	0.00	0.00	0.00	0.00	
000004	REZZUTI, MARIE	0908115	10-May-2022	10-May-2022	29-Apr-2022	12-May-2022	E	PAYC	0.00	0.00	0.00	0.00	
Total									0.00	0.00	0.00	0.00	
000040	MOORE, KEITH F	0907374	10-Mar-2022	10-Mar-2022	27-Jan-2022	09-Feb-2022	E	PAYC	2,498.50	2,498.50	0.00	36.23	
000040	MOORE, KEITH F	0908980	24-Mar-2022	24-Mar-2022	10-Feb-2022	23-Feb-2022	E	PAYC	240,000.00	240,000.00	0.00	3,480.00	
Total									242,498.50	242,498.50	0.00	3,516.23	
000092	THE ESTATE OF, LYNN M	0907440	10-Mar-2022	10-Mar-2022	27-Jan-2022	09-Feb-2022	E	PAYC	1,264.00	1,264.00	0.00	17.69	
Total									1,264.00	1,264.00	0.00	17.69	
000152	GARIEPY, KEITH C	0907457	10-Mar-2022	10-Mar-2022	27-Jan-2022	09-Feb-2022	E	PAYC	3,305.65	3,305.65	0.00	47.38	
Total									3,305.65	3,305.65	0.00	47.38	

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 - Hr941Wag 6323

6323-HRREP:HR941WAG*.REP Printed 07-Apr-2022 at 11:28:27 by THERESA City of ADMINS Page 1
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

1 Number of employees employed in the pay period..... 1
3/12, 6/12, 9/12 or 12/12

2 Wages, tips, and other compensation..... 2 927,843.85

3 Federal income tax withheld from wages, tips, and other compensation. 3 100,678.72

4 If no wages, tips, and other comp are subject..... Check and go to line 6

Column 1	Column 2
5a (i) Qualified sick leave wages	X .062
5a (ii) Qualified family leave wages	X .062
5c Taxable Medi wages & tips. 1,060,227.55 X .029 =	30,746.60
5d Addl Medicare Taxable..... X .009 =	
5e Total social security and Medicare taxes..... 5e	30,746.60
5f Section 3121(q) Notice and Demand - Tax due on unreported tips..... 5f	
6 Total taxes before adjustments (lines 3 + 5e and 5f)..... 6	131,428.32
7 Current quarter adjustment for fractions of cents..... 7	-.58
8 Current quarter's adjustment for sick pay..... 8	
9 Current quarter's adjustments for tips and group-term life insurance. 9	
10 Total taxes after adjustments..... 10	131,424.74
11a Qualified small business payroll tax credit for increasing research... 11a	
11b Nonrefundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021..... 11b	
11c Reserved for future use..... 11c	
11d Nonrefundable portion of credit for qualified sick and family leave	
11e Nonrefundable portion of COBRA premium assistance credit (see instructions for applicable quarter).....	
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..... 13b	
13c Refundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021..... 13c	
13d Reserved for future use..... 13d	

ADMINS updated the Federal 941 report based on the advice issued by the IRS.

Changed labels on lines 5e, 11c, 11d, 13c, 13d, 13e, 13f, and 13g.

Added the .062 multiplier to lines 5a (i) and 5a(ii); added lines 11e, 11f, and 11g to the report

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, [ReEmployCT](#). 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."



Human Resources

- Maintenance >
- Payroll Processing >
- Timesheet Entry >
- Special Processing >
- Void/Manual/Figure Paycheck >
- Billing and Invoicing >
- Bank Reconciliation >
- Queries >
- Reports >
- Tables >
- Quarterly Processing > Federal Quarterly Reporting - 941
- Year-End Processing > CT Quarterly - 941
- Module Maintenance > RI Quarterly - 941
- Interfaces/Imports > CT Quarterly Reporting
- Site Specific > MA Quarterly Reporting
- Help Reference Library > RI Quarterly Reporting

Task 6321: CT Quarterly Reporting

CT Quarterly Reporting

Required: Check Date Range (mmddyyyy) From: 01-Jan-2020 To: 31-Mar-2020

Required: Enter output Path (ex. c:\adminhome) D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER

Required: Which Submission is this? 1st 2nd 3rd Test Correction

Required: Entity Code 1 TOWN OF ADMINS

Required: Enter Unemployment ID (10 digits or 7 Plus 3 zeroes) 1234567

Sort Report By: Employee# Employee Name

Run as Preview Print PDF

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All



TedRE - CT_Quarterly_6321

City of ADMINS
CT Quarterly Reporting

FOR CHECKS DATED: 01-Jan-2022 to 31-Mar-2022
QUARTER ENDING: 31-Mar-2022
FED ID #: 041234567
ENTITY: 1 TOWN OF ADMINS
STATE EMPLOYMENT #: 1234567

FILE LOCATION AND NAME: D:\AUC DEVELOPMENT\ADMHOME\TRANSFER\122A1234567

SOC SEC #	EMPLOYEE # AND NAME	GROSS	TAXABLE WAGES	EXCESS WAGES
001101019	000040 MOORE KEITH	242,498.50	15,000.00	227,498.50
001101030	000092 THE ESTATE OF LYNN	1,264.00	1,264.00	
001101046	000153 PARKER KEITH	3,305.65	3,305.65	
001101194	000100 WOLAN LYNN	880.00	880.00	
001101196	071561 DOLCHINOS MARIE	967.20	967.20	
001101197	071562 CORRERO LAWRENCE	967.20	967.20	
001101198	071553 PARKER KEITH	1,323.00	1,323.00	
001101200	071555 HANMANN DEFFLEY LYNN	1,159.60	1,159.60	
001101205	071560 TOFANI MARIE	3,042.01	3,042.01	
001101206	071561 DEREFKA LYNN	2,007.20	2,007.20	
001101207	071562 STYLES KAREN	1,323.00	1,323.00	
001101299	071567 LABSON LYNN	4,092.62	4,092.62	

NON-REPORTABLE NEGATIVE:
GROSS WAGES THIS QUARTER: -297.50
TAXABLE WAGES THIS QUARTER: -297.50

RESPONSABLE:
NUMBER OF EMPLOYEES THIS QUARTER: 637
GROSS WAGES THIS QUARTER: 1,966,222.15
TAXABLE WAGES THIS QUARTER: 1,738,723.65
EXCESS WAGES THIS QUARTER: 227,498.50

EMPLOYEES ON THE 12TH OF 1ST MONTH: 221
EMPLOYEES ON THE 12TH OF 2ND MONTH:
EMPLOYEES ON THE 12TH OF 3RD MONTH:

The CT quarterly unemployment file has the July 2022 format.

D:\AUC_Development\admhome\transfer\122A1234567

S001105185WELLS	KAREN	H09032022	0000000047608
S001105186BELLINGER	MARIE	09032022	0000000053754
S001105187KILLIAN	LYNN	G09032022	00000000381934
S001105188SPAVENTO	KEITH	H09032022	00000000619130
S001105189FLAGG	MARIE	R09032022	0000000076090
S0011051120BROU	MARIE	09032022	0000000015766
S001105113BRISS	LYNN	R09032022	00000000398540
S001105117WILHELM	KAREN	K09032022	00000000110370
S001105124RUSCIANO SANTANA	MARIE	B09032022	00000000111480
S001105125HARINEL	LYNN	E09032022	0000000038220
S001105126SPENCER	KEITH	09032022	00000000096800
S001105127CLARK	NICHAE	09032022	0000000013526
S001105128PATERSON	LYNN	H09032022	0000000092484
S001105129LOHANN	KAREN	P09032022	00000000181877
S001105130PORTER	MARIE	09032022	00000000132300
S001105131BASSIGNANI	LYNN	09032022	00000000111480
S001105142CHARTIER	MARIE	09032022	00000000111480
S001105154LONERGAN	MARIE	09032022	00000000154000
S001105158LAFORTA	LYNN	09032022	00000000192750
S001105162BILDERBUIG	KEITH	A09032022	00000000181995
S001105167HATEJKA	LYNN	09032022	00000000137200
S001105182MAGILL	LYNN	09032022	0000000007680
S001105186RESSELMAN	KAREN	09032022	00000000154000
S001105187LOGAN	NICHAE	09032022	0000000013526
S001105188MANSISE	LAWRENCE	09032022	00000000113526
S001105189GONTHIER	KEITH	09032022	00000000113526
S001105190MILSH	MICHAEL	09032022	00000000096720
S001105191DICHARNE	LYNN	09032022	00000000132300
S001105194MILAN	LYNN	09032022	00000000080000
S001105196DOLCHINOS	MARIE	09032022	00000000096720
S001105197CORDERO	LAWRENCE	09032022	00000000096720
S001105198PARKER	KEITH	09032022	00000000132300
S001105200HANNAN DEFFLEY	LYNN	09032022	00000000115360
S001105205TOFANI	MARIE	E09032022	00000000306201
S001105206DEREFKA	LYNN	09032022	00000000020720
S001105207STYLES	KAREN	09032022	00000000132300
S001105290LABSON	LYNN	09032022	00000000049262
T0000537WAGE	0001234567	000001966519650000002274985000000173902115	



If the file to be submitted is viewed, close it to allow the command to finish.

[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 [MyConnect](#) portal to file electronically.

Human Resources ▶ Quarterly Processing ▶ CT Quarterly-941

TedRE - Hr941WagCT_6922

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

1. Gross Wages	1	1,966,222.15
2. Gross Connecticut wages	2	1,883,338.86
3. Connecticut tax withheld	3	91,503.89
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
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
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
11. Total liability for the quarter: Add Line 7 and Line 8	11	91,503.89

Human Resources

- Queries
- Reports
- Tables
- Quarterly Processing
 - Federal Quarterly Reporting - 941
 - CT Quarterly - 941
 - RI Quarterly - 941
 - CT Quarterly Reporting
 - MA Quarterly Reporting
 - RI Quarterly Reporting
- Year-End Processing
- Module Maintenance
- Interfaces/Imports
- Site Specific
- Help Reference Library

TedRE - Hr941WagCT_6922

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 2

MONTH Check Date	1st MONTH OF QUARTER	2nd MONTH OF QUARTER	3rd MONTH OF QUARTER
1 27-Jan-2022	1,136.22		
3 10-Mar-2022			48,995.51
3 24-Mar-2022			41,372.16
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

[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.

Invoice#	Line/Detail/Ticket#	Emp#	Employee Name	Invoice Date	Charges	Adjustments	Payments	Refunds	Balance
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:

Invoice#	Line/Detail/Ticket#	Emp#	Employee Name	Invoice Date	Charges	Adjustments	Payments	Refunds	Balance
00006986	2 12614	070948	BARRY	04-Jun-2021	501,60				501,60
00006986	3 12615	070948	BARRY	04-Jun-2021	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:



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 ▶ Year-End Processing ▶ W2 Register by Warrant Report

Warrant	Check Date	Gross Pay	Wages, tips and other compensation	Federal income tax withheld	Social security wages	Social security tax withheld	Medicare wages and tips	Medicare tax withheld	Dependent care benefits	Box 12 Put Code in W2 Description	Other - Category used as description	State wages, tips, etc. - First	State income tax - First	MEDICARE OVER \$200K TAXES	MEDICARE OVER \$200K WAGES
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	466,438.95	4,099,954.13	199.25	38.25	42,498.50
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	466,438.95	4,099,954.13	199.25	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

Emp No	Employee Name	Soc. Sec Number	Primary TS Group	Gross Pay	Wages, tips and other compensation	Federal income tax withheld	Social security wages	Social security tax withheld	Medicare wages and tips	Medicare tax withheld	Dependent care benefits	Box 12 Put Code in W2 Description	Other - Category used as description	State wages, tips, etc. - First	State income tax - First	MEDICARE OVER \$200K TAXES	MEDICARE OVER \$200K WAGES	
000040	MOORE, KEITH F	001-10-1019	TOWN -DPW	242,498.50	217,741.73	78,992.41			242,498.50	3,516.23			500.00	24,226.77	241,988.50	12.1	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]

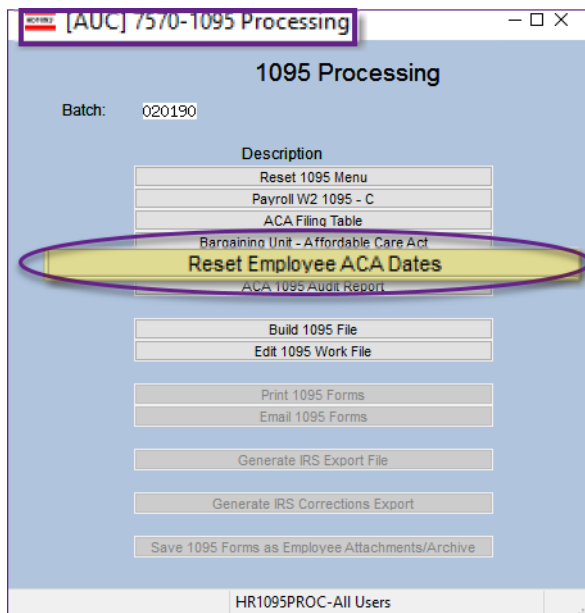


10 ACA PROCESSING

ADMINS made several enhancements, detailed below.

- Added a new step to the processing that sets the “**Not Reportable**” button to **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.

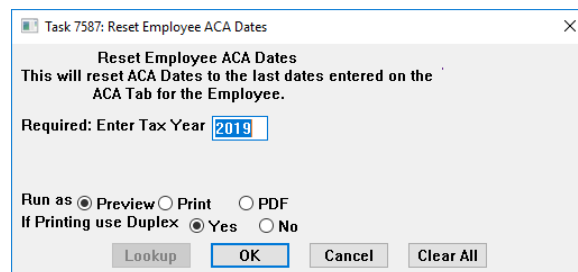


Figure 15 1095 Processing Steps – Reset Employee ACA Dates button

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 “ **Yes**” that met the conditions stated above. The system set the “**Reportable**” radio button to “ **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 THERESA
City of ADMINS
Reset Employee ACA Dates
Update for Tax Year 2019

Employee#	Employee Name	#1	#2	#3	#4
071181	PAPINEAU, KAREN	ACA Reporting End 30-Nov-2018			
071193	GLASSMAN, KAREN R	ACA Reporting End 06-Sep-2018			
071212	SENDER, MICHAEL	ACA Reporting End 30-Nov-2018			
071215	KAZAKIS, MICHAEL	ACA Reporting End 28-Nov-2018			

*** Total # Employees: 58

Figure 16 #7587 Report of the Reset Employee ACA Dates



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 allow entry into Column #2,3, and 4 start dates unless they are in the **same calendar year** as the Column #1 Reportable **end date**.

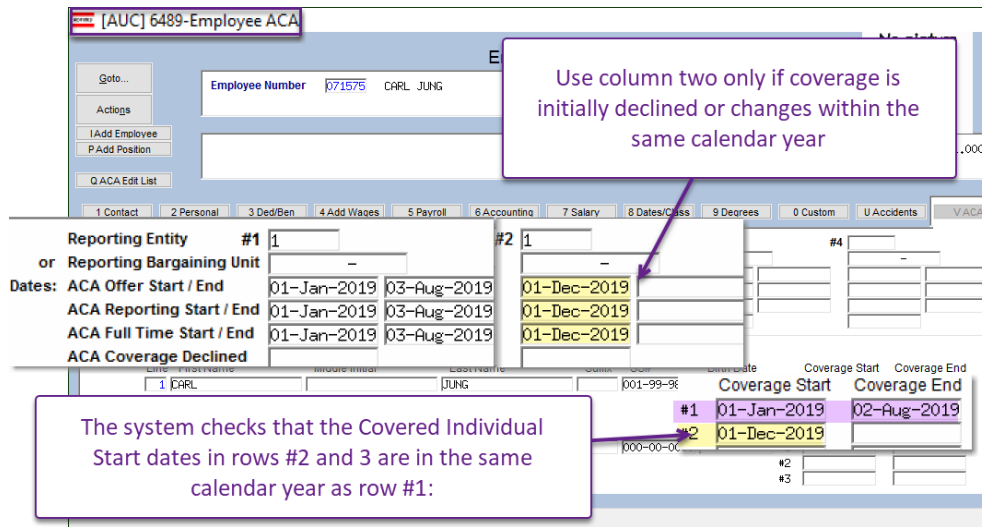
If any start date entered (ACA Offer, ACA Reporting, ACA Full Time, or ACA Declined) in Column #2,3,4 **is not in the same calendar year as the Reporting End Date in Column #1** this message will display:

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

[ADM-AUC-HR-10512]

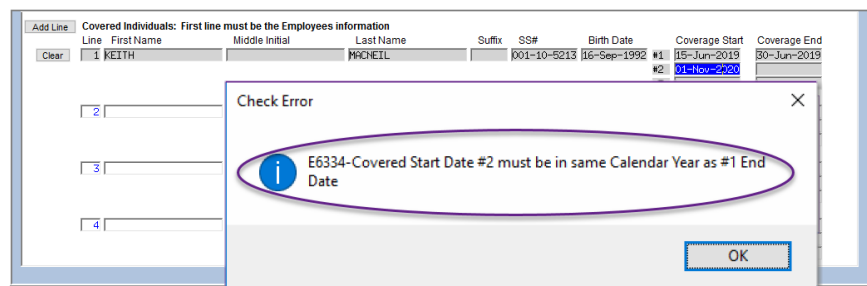


10.3 Covered Individual Dates Row #2 & #3 Must Match Year in Row #1



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]

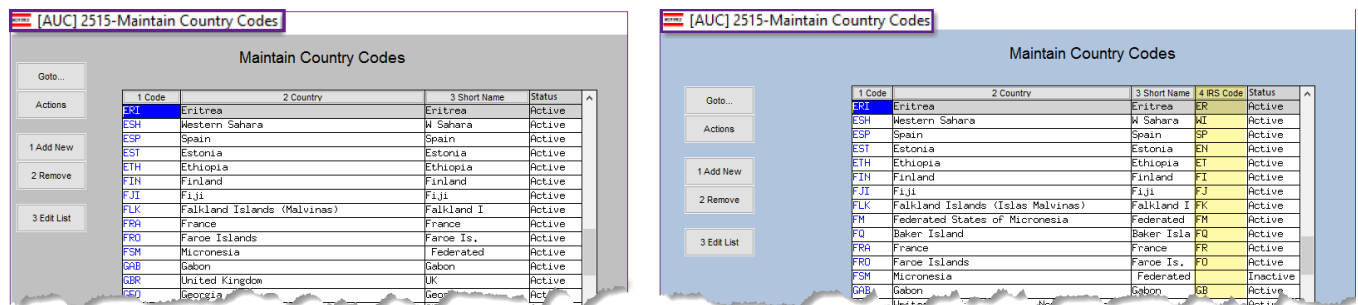


Figure 20 Before and After – Country code table with new [4 IRS Code] column



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 **Generate IRS Export File** step is clicked, the system will advise the user to run the **Generate IRS Corrections Export** step instead, or to contact support@admins.com for assistance. This message will pop up:

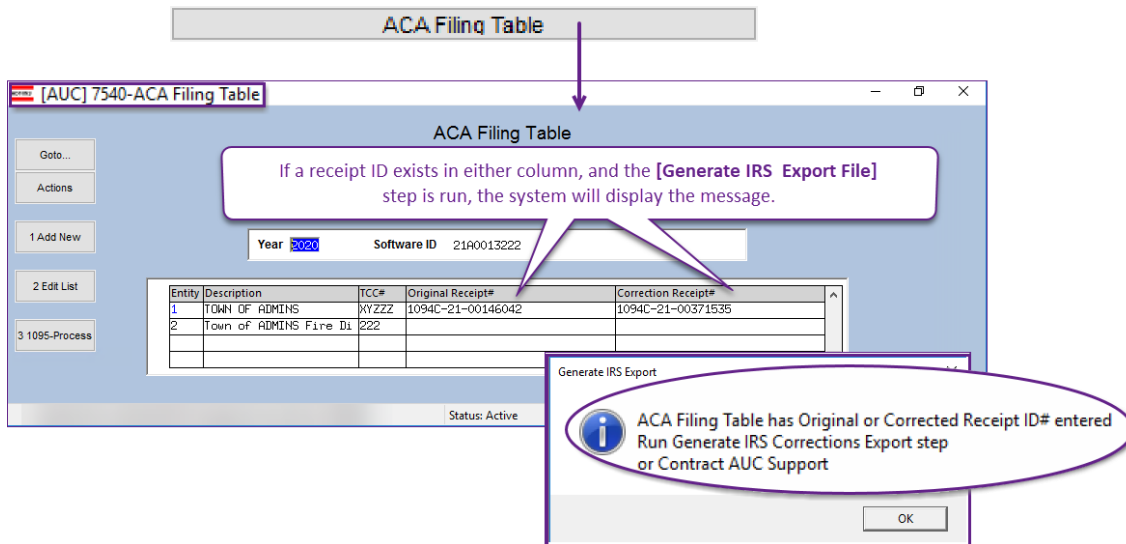


Figure 21 Error checking on the Generate IRS Export File step

[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

Bank Account Management

Bank: **FBSI**

BANK: TESTING FOR TOC TD05 Last Ck# 0329346

View: All Checks Outstanding Checks Cleared Checks Voided Checks

Restrict View to Check Date: From: To:

1 Check	2 Check Date	Type	Warrant	Payable To	Amount	Status	Voided	Cleared	Detail
4000210	15-Nov-2018	No Chec	005831	RFL-CIO AFSCME LOCAL 747	20.00	Issued		22-Oct-2018	6 View Detail
4000211	15-Nov-2018	No Chec	005831	RFLC- DIS/DENTAL GA	63.57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - HELLS	370.19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC-HELLS	123.00	Issued		22-Oct-2018	
9001795	28-Sep-2018	Wire Tr	005830	TOWN OF BELL-GROUP INS CL T F	208.74	Issued		22-Oct-2018	
4000210	15-Nov-2018	No Chec	005831	RFL-CIO AFSCME LOCAL 747	20.00	Issued		22-Oct-2018	
4000211	15-Nov-2018	No Chec	005831	RFLC- DIS/DENTAL GA	63.57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - HELLS	370.19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC-HELLS	123.00	Issued		22-Oct-2018	6 View Detail
9001797	15-Nov-2018	Wire Tr	005831	MUTUAL OF OMAHA CO	13.50	Issued		22-Oct-2018	

The system has automatically supplied a cleared date. To erase the date, position the cursor in the field and press {Spacebar}|{Enter}

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]



ADMINS added task #6815 Payroll Disbursement Warrant History to the Quick Task selector button on the toolbar.

Quick Task Selection

Enter Report/Task#

6815 Payroll Disbursement Warrant History

1 Run Process

Ready Lkup TOF UP

[AUC] 6815-Payroll Disbursement Warrant History

Warrant# 303599 Batch# 3529 Check Date 24-Jun-2022 Period Start 12-Jun-2022

Bank PAYC PAYROLL - CITIZENS BANK NEW Posted Date 02-Jun-2022 Period End 18-Jun-2022

Seq#	Description	Filename	Buttons
1	Warrant Employee Count Report	Hr_Warrant_Export_6022_THERESA_3529.PDF	7 View 8 Email
2	Fica Limit Report	FicaLimit_6162_THERESA_3529.PDF	
3	Warrant Summary Report	HrWarrant_6199_THERESA_3529.PDF	
4	Labor Distribution GL Posting Report	Hr_Posted_GL_6221_THERESA_3529.PDF	
5	Wage Summary	CalChkSummary_7200_THERESA_3529.PDF	
6	Payroll Register	Payroll_Register_7210_THERESA_3529_237.PDF	
7	Deduction Register - Cost Code Summary	HrPayded_7220_CODE_THERESA_3529.PDF	
8	Payroll Check Register	HrPaycheck_Register_7231_THERESA_3529.PDF	
9	Deduction Register - Employee Detail	HrPayded_7220_EMP_THERESA_3529.PDF	
10	Deduction Register - Paycheck Category S	HrPayded_7220_CAT_THERESA_3529.PDF	
11	Labor Distribution Detail	Labor_Distribution_Detail_7282_THERESA_3529.PDF	
12	Labor Distribution Detail-By Employee	Labor_Distribution_By_Employee_7283_THERESA_3529.PDF	
13	Labor Distribution Summary	Labor_Distribution_Summary_7285_THERESA_3529.PDF	

6 Add Attachment

Ready Lkup UP

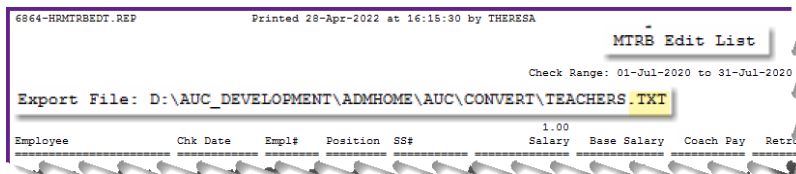
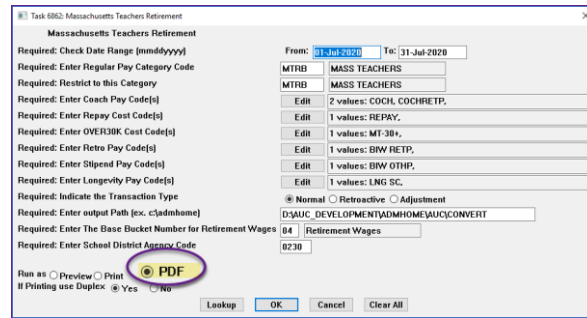
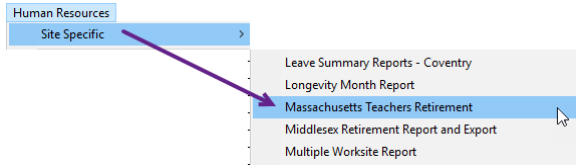
[ADM-AUC-SY-8258]



13 SITE-SPECIFIC → 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.



The fix was installed on sites reporting the problem in April; it is mentioned here to 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**:

14.1 New Or Updated Documents

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]
“Uncalculate” a Warrant [2:14]	[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]