

# June 2023

#### CONTENTS

1	RE	EPORTS BY EMPLOYEE [ENHANCEMENT]	2
	1.1	#6935 Employee Count Report	2
		.1.1 Where Does the Data on this Report Come From?	
	1.2		
2	RE	PORTS BY TIMESHEET [ENHANCEMENT]	
	2.1	Additional Columns for Days, Hours, Pay Amount and Account #	5
	2.2	# 6081 Timesheet Entry Detail with Notes	
	2.3	# 6082 Timesheet History Detail – Notes	
	2.4	# 6249 Timesheet <i>History</i> Detail by Timesheet Group/Pay Code	6
	2.5	# 6882 Timesheet Entry Detail with Reason	7
	2.6	# 6883 Timesheet History Detail – Reason	
3	AC	CCRUALS & THE CALCULATOR FIELDS ON THE SALARY SCHEDULE [INFO]	8
4		TERFACES/IMPORTS [FIX]	
5		ANK TABLE FIELD LOGGING [ENHANCEMENT]	
6		ELP REFERENCE LIBRARY	
	6.1	New or Updated in the Help Reference Library	
	6.2		
	6.	.2.1 Adjusting a Cost Code [Video]	
	6.	.2.2 ADMINS Video Library	



# 1 Reports by Employee [Enhancement]

Goto	Report Library By Employee		(Pa	age 2)
	Report Name	View	Report	^
Actions	6837-Employee List - Highest Pay (Pay Code Category)	Sample	Run	1
	6838-Employee List - Highest Pay (Leave Code)	Sample	Run	1
	6839-Employee List - Highest Pay (Pay Code)	Sample	Run	
	6038-Employee List - Cost of Leave	Sample	Run	1
Report Categories	6266-Employee List - Cost of Leave - Default Fund	Sample	Run	1
1 By Employee	6604-Employee List - Cost of Leave as of a Date - Def. Fund	Sample	Run	1
2 By Position	6079-Employee Leave Balance Listing	Sample	Run	1
3 By Timesheet	6609-Negative Leave Balance Listing	Sample	Run	1
4 By Paychecks/Other	6176-Leave History (Attendance) Report	Sample	Run	1
	6756-Employees by Leave Accrual Group	Sample	Run	1
	6608-Employee Leave Time over XX Days/Hours	Sample	Run	
	6462 Employee Profile Audit Report	Sample	Run	
	6935-Employee Count Report 🔿	Sample	Run	
	prio infinite fist - salary reverses wate Range	Sample	Run	
	6144-Payroll Labor Costs for a Period - Expected Amount	Sample	Run	
	25-Employee Encumbrance Balance Report	Setuple"	Run	

## 1.1 #6935 Employee Count Report

Added the 6935 Employee Count Report, which counts the number of employees within a given period. Sites may use the report to provide information required to complete a reporting requirement to the Department of Revenue each year:

- Total # of PT Employees
- Total # of FT Employees
- Total # of Employees

To run the PDF<sup>®</sup> report, from the menu, select:



#### Human Resources ▶ Reports ▶ Report Library ▶ [1 By Employee] ▶ {Page Down}

Task 6935: Employee Count Report	×
Employee Count Report	
Required: Check Date Range (mmddyyyy) From: 07012022 To: 09302022	
Run as O Preview O Print O PDF If Printing use Duplex O Yes O No Lookup OK Cancel Clear All	

Figure 1 A date range is required – provide a "From" and "To" date on the prompt

		Town of Ad Employee Count				
Employm	ent Type	Male	Female	Non-Binary	Total	
BC	encipted beaud on committee				11	
	appointed board or committee elected official	4	4		11	
7	Full-Time	133	186		319	
FF	Full-Time Faculty	58	201		259	
P	Part-Time	49	76	1	126	
- PT	Part-Time Faculty		5	-	5	
S	substitute	12	37		49	
Г	Temporary	40	88		128	
гт	tutors	1	2		3	
Total		304	602	1	907	

Figure 2 Report #6935 Employee Count Report

#### 1.1.1 Where Does the Data on this Report Come From?

The employment types are set up in the Employment Type Table; to access it from the menu, select:

#### E [AUC] 6510-Employment Type File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help Employment Type Goto. АСА Туре 2 Description Actions Inactive Active Active ointed board or committee Eull-Time Non Full-Time elected official Full-Time 3 Add New ) Full-Time Non Full-Time Full-Time ○ Non Full-Time Active Non Full-Time Non Full-Time Full-Time Faculty Full-Time Active 4 Edit List Part-Time Part-Time Faculty ) Full-Tir Active 5 Emp By Code ) Full-Time Non Full-Time Active 1095c retiree insurance reporting ) Full-Time Non Full-Time Active substitute senior/vet abatement program Non Full-Time Non Full-Time Active ) Full-Time ) Full-Time X Restrict To emporary ) Full-Time Non Full-Time Active Non Full-Time Full-Time Active

#### Human Resources > Tables > Employment Types

#### Figure 3 This Employment Type table is set up when AUC is installed, and then maintained by each site

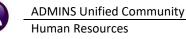
The employment type for each employee is specified on the employee's maintenance record in the master file. To access the employee record, from the menu, select:

#### 🚃 [AUC] 6445-Employee Maintenance Edit Ledgers Purchase Orders Accounts Payable Fixed Assets 📾 🚭 🧃 ዞ 수 🔸 여 🌾 🎬 🔍 🖬 🗃 🛃 🔒 Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help No picture Employee Maintenance on File Goto Employee Number 071828 HAL HOURLY Position T610LIBCUST-06 LIBRARY CUSTODIAN Employee Attachments 1 Of 1 Employee Positon Attachments Actions IAdd Employee PAdd Position 2 Personal 3 Ded/Ben 4 Add Waqes 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents 1 Contact VACA Age 23-Jul-1987 35 Position Dates LOS Eligible for... Employee Eligibility Date Yes ● No Date of Birth Date Applied Offer Date Medicare Date of Death Retirement Position Hire Date 01-Mar-2023 Yr: Mo:1 Dy:4 Date of Marriage Pension Sick Bank Fingerprint Physical Completed Position Hire Reason 01-Mar-2023 Anniversary Date Civil Service(Seniority D Longevity Date Probation End Date Retirement Date EEO/Orig Hire Date 2023 Yr: Mo:1 Dy:4 ERI Perfect Attendance Last Processed 01-Mar-2023 ○ Yes ● No ○ Yes ● No Last Payroll Last Perfect Attendance Last Annual Attendance 29-Mar-2023 Union Dues 01-Mar-2023 Yr: Mo:1 Dy:4 01-Mar-2023 Yr: Mo:1 Dy:4 Custom Dates Spouse D.O.B. Recall Date Seasonal Rehire Date FT Date Final COBRA Date Layoff Date CENT Date CENT Date CENT Date CENT Date CENT Date CENT Date Of Last Eval CENT Date of Next Eval Date of Next Eval Seasonal Kenire Current Position Other Date #5 Other Date #6 Other Date #7 Other Date #8 Other Date #9 Other Date #10 Leave of Absence Start Leave of Absence Statt Leave of Absence End Adjusted Seniority Date Tenure Date Employee Status Employee Type EEO Employment Category EEO Employment Type Classifications A F 64 Active Full-Time service-maintenance Full-Time BLD, MAINTENANCE Termination Date 01 9015 CL03 Workers Compensation Code Reason Accrual Group CLERICAL 30 HRS/WK Classifications Employee Statuc 5 Active Employee Type Full-Time EEO Employment Category service-maintenance EEO Employment Type 01 Full-Time Workers Compensation Code 9015 BLD. MAINTENANCE Accrual Group CL03 CLERICAL 30 HRS/WK

#### Human Resources Maintenance Employee Maintenance [Dates/Class]

Figure 4 The employee type is specified in the Classifications section of the screen at the lower left.

[ADM-AUC-HR-10626]



# 1.2 #6714 Employee List – Grade Schedules [Enhancement]

Goto	Report Library By Employee		
	Report Name	View	Report
Actions	6680-Employee Roster Schedule	Sample	Run
	6710-Employee List	Sample	Run
	6711-Employee List with Notes	Sample	Run
_	6712-Employee List - Phone Directory and Addresses	Sample	Run
Report Categories 67	14-Employee List - Grade Schedules	Sample	Run
1 By Employee	6902-Employee List - Grade Schedule - As of a Date	Sample	Run
2 By Position	6754-Employee List - Additional Wages	Sample	Run
3 By Timesheet	6716-Employee List - Deductions	Sample	Run
4 By Paychecks/Other	6662-Employee List - Benefits	Sample	Run
	6708-Employee List - Benefits with Annual Amounts	Sample	Run
	6718-Employee List - GL Home Coding	Sample	Run
	6719-Employee List - GL Home Coding - Element Selection	Sample	Run
	6720-Emiloyee Lister Dates	Sample	Run

**ADMINS** added the employee email address to the Excel version of this report. This was in response to a request for assistance with providing data for an upcoming classification study.

To run the report, from the menu, select:

#### Human Resources ▶ Reports ▶ Report Library ▶ [1 By Employee] ▶#6714 Employee List – Grade Schedules

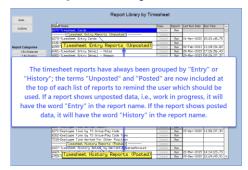
Task 6714: Employee List - Grade Schedules		×
Employees by Grade		
Optional: Enter up to 9 Bargaining Units	Edit	0 values:
Optional: Enter up to 9 Entity Codes	Edit	0 values:
Optional: Enter up to 9 Pay Groups	Edit	0 values:
Optional: Enter up to 9 Employee Type Codes	Edit	0 values:
Optional: Enter up to 9 Timesheet Groups	Edit	0 values:
Optional: Step Range	From:	To:
Optional: Grade Range	From:	To:
Optional: Enter up to 9 Schedules	Edit	0 values:
Sort Report By:	○ Times	heet Group 🔿 Entity 🔿 Pay Group 🔿 Bargaining Unit 🖲 Name
Run as O Preview O Print O PDF Ex If Printing use Duplex © Yes No		

In the example below, other columns are hidden to show the Email column.

🗟 🔚 Emplo	yeeList_Grade_6714_THERESA[1].xml - Excel				♀ Search							Theresa Campb	bell R
File Home	Insert Page Layout Formulas Data	Review View Help											
BG1011 ~	$(\times \checkmark f_x)$												
A	В	С	AO	AP	AQ	AZ	BA	BB	BC	BD	BE	BF	BG
1 Emp# -	Name	Position#	GLPct -	Тур 👻	Budget Amt#3	EmpType	PerHrs -	DOB 👻	Gender	- BudgetGrp	Budgeted?	Email .T	
95 000199	BOYAN, KAREN M	T162TWNPOLL-01				P	1.00	21-Feb-1947	F	CLERK	No	theresa@admins.com	
207 000062	DAY, LYNN E	S009TEASUBS-01				S	1.00	27-Jan-1951	F		No	luann@admins.com	
244 000040	DION, KEITH F	T421DPWDIR-01	20.00	%		F	2,088.00	29-May-1956	M		No	campbellt189@gmail.com	
554 071823	LINGLEY, KEITH	T220FIRFGTR-01				F	2,184.00	28-Nov-1990	M	FIRE	Yes	theresa@admins.com	
684 071430	NOLAN, KEITH	T220FIRFGTR-01				F	2,184.00	29-Jun-1995	M	FIRE	Yes	luann@admins.com	
741 000152	PETERSON, KEITH C	T123TWNADMN-01				F	2,088.00	30-Apr-1960	M	FINANCE	Yes	anthea@admins.com	
901 000087	THE ESTATE OF, KAREN A	T992RET1095-01				RE	1.00	01-Feb-1939	F		No	wendy@admins.com	
986													

[ADM-AUC-HR-10635]

## 2 Reports by Timesheet [Enhancement]



The timesheet reports are grouped by "Entry" or "History"; the terms "Unposted" and "Posted" are now included at the top of each list of reports to highlight which should be used.

If a report shows unposted data, i.e., work in progress, the report name will include the word "Entry".

If the report shows posted data, the report name will include the word "History".

## 2.1 Additional Columns for Days, Hours, Pay Amount and Account #

Goto	Report Library by Timesheet	Page	1
	Report Name	View	Report
Actions	6270-Timesheet, Cards	Sample	Run
	Timesheet Entry Reports	Sample	-
	6273-Timesheet Entry Cards	Sample	Run
	6146-Warrant Labor Costs - Expected vs. Actual	Sample	Run
Report Categories	6099-Timesheet Entry Detail - Changed Timesheets	Sample	Run
1 By Employee	6081-Timesheet Entry Detail - Notes	Sample	Run
2 By Position		Sample	Run
3 By Timesheet	6882-Timesheet Entry Detail - Reason 💳	Sample	Run
4 By Paychecks/Other	6220-Timesheet Entry Detail by TS Group/Employee	Sample	Run
	6606-Timesheet Entry by TS Grp/Emp Unproductive/Unpaid	Sample	Run
	6222-Timesheet Entry Detail by TS Group/Pay Code	Sample	Run
	6223-Timesheet Entry Detail by TS Group/Expense Account	Sample	Run
	6225-Timesheet Entry Detail by IS Group/Date	Sample	Run
Goto	Report Library by Timesheet	Page	2
Actions	Report Name	View	Repor
Actions	6082-Timesheet History Detail - Notes		
	6883-Timesheet History Detail - Reason		
	6883-Timesheet History Detail - Reason 6247-Timesheet History Detail by TS Group/Employee	Sample	Run
Report Categories	6247-Timesheet History Detail by TS Group/Employee 6607-Timesheet History by TS Grp/Emp Unproductive/Unpaid	Sample	Run
teport Categories	6247-Timesheet History Detail by TS Group/Employee		
	6247-Timesheet History Detail by TS Group/Employee 6607-Timesheet History by TS Grp/Emp Unproductive/Unpaid	Sample Sample	Run

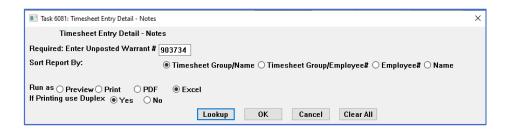
Columns for days, hours, pay amount and account have been added to the Excel<sup>®</sup> versions of several reports.



Why only the Excel<sup>®</sup> version? Page width limits the PDF<sup>®</sup> versions. The Excel<sup>®</sup> versions are flexible.

These additional columns are meant to assist with budget tracking when timesheets are changed and budgeted numbers do not match with actuals.

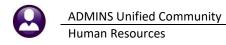
#### 2.2 # 6081 Timesheet Entry Detail with Notes



To satisfy a customer request that will allow additional columns to be used for budget tracking, **ADMINS** added hours, days, pay amount & account number to the Excel<sup>®</sup> version output for this report.

x	TS_No	tes_6081_ک(1].xml - Excel						,∕ Se	arch			
Fi	e Home	Insert Page Layout Form	ulas Data Reviev	v View	Help							
ΝЗ	2 :	$\times \checkmark f_x$										
	А	В	С	D	E		F	G H		I. I.		J
	Employee	Employee Name	Timesheet Group								Notes	
	571798	CORREIA, LAWRENCE A	ADMINS-TEST	20-Jan-20	23 DREG	- (	0.00 1	1.00 2,05	2.04	1000-300-2710-110-06-00-51260	line note for te	st
1	571774	LUKASEK, LAWRENCE	ADMINS-TEST	16-Jan-20	23 FIRE H		1 00 1	100 20	5.26	1000-220-0000-002-00-00-51530	line note for te	sting
					F	G		н				
							Pa	y Amoun	+ /	Account		
1				-		-						
	Selection Lege	nd:			0.00	1.00	)	2,052.0	14 1	1000-300-2710-110-06-	00-51260	
	WARRANT: 90	3734										
3												a sample note that will be on a
4					0.00	1.00	)	295.2	6 1	1000-220-0000-002-00-	00-51530	
5					0.00			200.2			00 01000	
5												
7												
B	Sorted:	Timesheet Group/Name										
2												





## 2.3 # 6082 Timesheet *History* Detail – Notes

📧 Task 6082: Timesheet History Detail - Notes	×
Timesheet History Detail - Notes	
Required: Enter Posted Warrant # 903727	
Sort Report By:	
Run as ⊖ Preview ⊖ Print ○ PDF ® Excel If Printing use Duplex ® Yes ○ No	
Lookup OK Cancel Clear All	

ADMINS added hours, days, pay amount, and account number report columns to be used for budget tracking to the Excel® output version of this report.

💶 🖯 TS	_Notes_6082_\[1].xml - Excel					:h				
File Home	e Insert Page Layout Formu	ilas Data Review View	Help							
J27 •	$\cdot$ : $\times$ $f_x$ 8/26 Safety Ca	re Training								
A	В	С	D	E	F	G	Н			J
Employee		Timesheet Group	Work Date	Pay Code	Hours	Days	Pay Amount	Account	Notes	
2 070802	BAILEY, LYNN	SCHOOL-ABA	02-Sep-2022	LNG	0.00	1.00	228.00	1000-300-2330-124-05-00-	51401 9/2 Longevity, 7 nyrs. Con	grats!
3 070802	BAILEY, LYNN	SCHOOL-ABA	08-Sep-2022	REG	6.50	0.00	129.94	1000-300-2330-124-05-00-	51401 9/2 Longevity, 7 nyrs. Con	grats!
4 070802	BAILEY, LYNN	SCHOOL-ABA	09-Sep-2022	REG	6.50	0.00	129.94	1000-300-2330-124-05-00-	51401 9/2 Longevity, 7 nyrs. Con	grats!
5 070802	BAILEY, LYNN	SCHOOL-ABA	12-Sep-2022	REG	6.50	0.00	129.94	1000-300-2330-124-05-00-	51401 9/2 Longevity, 7 nyrs. Con	grats!
6 070802	BAILEY, LYNN	SCHOOL-ABA	13-Sep-2022	REG	6.50	0.00	129.94	1000-300-2330-124-05-00-	51401 9/2 Longevity, 7 nyrs. Con	grats!
7 070802	BAILEY, LYNN	SCHOOL-ABA	14-Sep-2022	REG	7.75	0.00	154.92	1000-300-2330-124-05-00-	51401 9/2 Longevity, 7 nyrs. Con	grats!
3										
9										
0 071778	BUTLER, KAREN K	SCHOOL-ABA	26-Aug-2022	SC TRAIN	6.00	0.00	119.94	1000-300-2330-124-10-00-	51401 8/26 Safety Care Training	
1 071778	BUTLER, KAREN K	SCHOOL-ABA	08-Sep-2022	REG	6.50	0.00	129.94	1000-300-2330-124-10-00-	51401 8/26 Safety Care Training	
2 071778	BUTLER, KAREN K	SCHOOL-ABA	09-Sep-2022	REG	6.50	0.00	129.94	1000-300-2330-124-10-00-	51401 8/26 Safety Care Training	
3 071778	BUTLER, KAREN K	SCHOOL-ABA	12-Sep-2022		6.50	0.00	129.94	1000-300-2330-124-10-00-		
	BUTLER, KAREN K	SCHOOL-ABA	13-Sep-2022	REG	6.50	0.00	129.94	1000-300-2330-124-10-00-		
4 071778										

Figure 6 # 6082 Timesheet History Detail – Notes with Hours, Days, Pay Amount, and Account columns

### 2.4 # 6249 Timesheet *History* Detail by Timesheet Group/Pay Code

TimeSheet History Detail by PayCoo	ie	
Required: Work Date Range (mmddyyyy)	From: 0	7012022 To: 09302022
optional: Enter Up to 9 Posted Warrant #	Edit	0 values:
optional: Enter up to 9 Timesheet Groups	Edit	0 values:
Optional: Enter up to 9 Employee#	Edit	0 values:
Optional: Enter up to 9 Bargaining Units	Edit	0 values:
Optional: Enter up to 9 Pay Codes	Edit	0 values:
Optional: Enter up to 9 Accounts	Edit	0 values:
Optional: Enter up to 9 Categories	Edit	0 values:
Run as O Preview O Print O PDF ()	Excel	

ADMINS added Full-Time Equivalent (FTE), Hourly, Daily, Per-Diem, Period, and Annual Salary columns to Excel<sup>®</sup> output.

4	A	В	С	D	E	F	G	H		J	К	L	М	N	0
1	TimesheetGroup	Paycode	Description	Work Date					Expense Account	Hours	Days	Wages	BargUnit	Position	Seq
2	SCHOOL-ABA	DPER	PERSONAL DAY LEAVE - d	07-Sep-2022				SPAZIANO, LYNN D	1000-300-2330-124-12-00-51401 ABA TECH WAGES - BMS	0.00	1.00	139.93	AFLBHV12-MSEC	S012BEHTECH-0	1
3	SCHOOL-ABA	DPER	PERSONAL DAY LEAVE - d	08-Sep-2022				VORCE, LYNN LEE	1000-300-2330-124-06-00-51401 ABA TECH WAGES - HS	0.00	1.00	139.93	AFLBHV10-MSEC	S006BEHTECH-0	1
4	SCHOOL-ABA	DPER	PERSONAL DAY LEAVE - d	09-Sep-2022				VORCE, LYNN LEE	1000-300-2330-124-06-00-51401 ABA TECH WAGES - HS	0.00	1.00	139.93	AFLBHV10-MSEC	S006BEHTECH-0	1
5	SCHOOL-ABA	DPER	PERSONAL DAY LEAVE - d	12-Sep-2022	Mon	903727	007845	VORCE, LYNN LEE	1000-300-2330-124-06-00-51401 ABA TECH WAGES - HS	0.00	1.00	139.93	AFLBHV10-MSEC	S006BEHTECH-0	1
6	SCHOOL-ABA	DPER	PERSONAL DAY LEAVE - d	13-Sep-2022	Tue	903727	071613	REGO, KAREN	1000-300-2330-124-06-00-51401 ABA TECH WAGES - HS	0.00	1.00	139.93	AFLABA10-MSEC	S006ABATECH-0	1
7	SCHOOL-ABA	DPER	PERSONAL DAY LEAVE - d	13-Sep-2022	Tue	903727	071631	DUSSAULT, KEITH I	1000-300-2330-124-06-00-51401 ABA TECH WAGES - HS	0.00	1.00	139.93	AFLBHV10-MSEC	S006BEHTECH-0	1
8	SCHOOL-ABA	DPER	PERSONAL DAY LEAVE - d							0.00	6.00	839.58			
0															

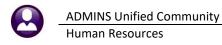
igure 7	Bef	ore – r	epor	t#(	624	9														
💶 🖼 TS_De	etail_Pay	Code_6249_9	ml - Excel						♀ Search											
			ormulas [	Data Re	eview \	'iew	Help													
F18 ~	$ \times \vee \rangle$	fx 903725																		_
A 1 TimesheetGroup	B	C	D Work Date	E Weekday	F Warrant	G Emp#	H	Expense Acc	ount		J Hours	K Days	Wage	L Bar	M gUnit	Position	O P Sec FTE Ho	Q F	S Rate Per Diem Perio	T od Sal
2 SCHOOL-ABA	DPER	PERSONAL DAY					SPAZIANO, LYNN D		-124-12-00-51401 ABA TEC	H WAGES - BMS	0.00			139.93 AF						_
3 SCHOOL-ABA	DPER	PERSONAL DAY					VORCE, LYNN LEE		-124-06-00-51401 ABA TEC		0.00			139.93 AF	P	Q	R	S	Т	
SCHOOL-ABA	DPER	PERSONAL DAY					VORCE, LYNN LEE		-124-06-00-51401 ABA TEC		0.0			139.93 AF	FTE	Hourly Rate	Daily Rate	Per Diem	Period Salary	
5 SCHOOL-ABA	DPER	PERSONAL DAY					VORCE, LYNN LEE REGO, KAREN		-124-06-00-51401 ABA TEC -124-06-00-51401 ABA TEC		0.0			139.93 AF						
6 SCHOOL-ABA 7 SCHOOL-ABA	DPER DPER	PERSONAL DAY PERSONAL DAY					DUSSAULT, KEITH I		I-124-06-00-51401 ABA TEC I-124-06-00-51401 ABA TEC		0.0			139.93 AF	1.00	19.99	139.93	139.93	699.65	5
8 SCHOOL-ABA	DPER	PERSONAL DAY		108	903727	0/1631	DUSSAULT, KEITHT	1000-300-2330	-124-00-00-51401 ABA 1EC	IN WAGES - ITS	0.0		00	139.93 AF 839.58	1.00	19.99	139.93	139.93	699.65	5
a school-AbA	UPEN	FERSONAL DAT	LLAVL - U								0.01	, 0.		033.00	1.00	19.99				
															1.00	19.99	139.93	139.93		
															1.00	19.99	139.93	139.93	699.65	5

Figure 8 After - report #6249 with additional columns to aid in balancing budget to actuals

Ø

U Annual Salar 31,274.30 30,574.7 30,574.7 30,574.7

30 574 7



## 2.5 # 6882 Timesheet *Entry* Detail with Reason

🔳 Task 6882: Timesheet Entry Detail - Reason	×
Timesheet Entry Detail - Reason	
Required: Enter Unposted Warrant # 903734	
Sort Report By:      Timesheet Group/Name	
Run as O Preview O Print © PDF O Excel If Printing use Duplex © Yes O No Lookup OK Cancel Clear All	

To satisfy a customer request to include additional columns to be used for budget tracking, ADMINS added Hours, Days, Pay Amount, and Account Number columns to the Excel<sup>®</sup> version output for this report. The new columns are highlighted in the figure below.

File	Home Insert	Page Layout Formulas	Data Review V	iew Help							
121	• 1 × 1	/ fx								5	
	A	В	С	D	E	F	G	н	1		J
		Employee Name CORREIA, LAWRENCE	Timesheet Group ADMINS-TEST		te Pay Co 023 DREG	de Hour		2,052.04	Account 1000-300-2710-110-06-00-51260	Notes line note for tes	t
7071	1774	LUKASEK, LAWRENCE	ADMINS-TEST	16-Jan-2	23 FIRE H	DOC	0 1.00	295.26	1000-220-0000-002-00-00-51530	line note for tes	ting
					F	G		Н	L		
					Hours	Days	Pay /	Amount	Account		
Sel	lection Legend:				0.00	1.00		2,052.04	1000-300-2710-110-06-	-00-51260	
WA	ARRANT: 903734										0
					0.00	1.00		295.26	1000-220-0000-002-00-	00-51530	a sample note that will be on a shown on the reports
	rted:	Timesheet Group/Name									

Figure 9 Report #6882 Timesheet Entry Detail with Hours, Days, Pay Amount, and Account Number columns

#### 2.6 # 6883 Timesheet *History* Detail – Reason

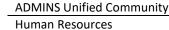
Task 6883: Timesheet History Detail - Reason	×
Timesheet History Detail - Reason	
Required: Enter Posted Warrant # 903735	
Sort Report By:	
Run as O Preview O Print O PDF ® Excel If Printing use Duplex ® Yes O No	
Lookup OK Cancel Clear All	

Added columns for hours, days, pay amount & account number to Excel output.

٩	🖬 TS_No	otes_6883_[1].xml - Excel					₽ Search						
F	ile Home	Insert Page Layout Formulas Da	ta Review View Help										
13	2 ~ 3	$\times \sqrt{f_x}$											
	A	В	С	0		E /	F	G	н	1		J	K
1	Employee	Employee Name	Timesheet Group	Work [		ay Códe		Days	Pay Amount		Notes		
2	071820	GEMMA, KEITH	ADMINS-TEST	03-Mar	-2023 F	RE ACD	8.00	0.00	-11.25	1000-220-0000-002-00-00-51160	Adjusted to match sa	alary	
3	_				/	·							
4	071823	LINGLEY, KEITH	ADMINS-TEST	03-Mar	-2023 F	RE PRD	8.00	0.00	-11.25	1000-220-0000-002-00-00-51160	Adjusted for salary n	natch	
0	071774	LUKASEK, LAWRENCE	ADMINS-TEST	02 Мак	-2023 F		8.00	0.00	11.05	1000-220-0000-002-00-00-51160	Adjustment		
7	0/1//4	LUNASEN, LAWRENCE	ADMING-TEST	03-Mai	-2025 P	RE PRU	0.00	0.00	-11.23	1000-220-0000-002-00-00-31100	Adjusument		
8				- 1		- /	G	_	ш				
9					r	. /	~		п.				
10	Selection Le	egend:			Ho	urs	Days	Pa	<u>y Amount</u>	Account			
11		-				/8.00	0.0	0	-11.2	5 1000-220-0000-002-0	0-00-51160		
12	WARRANT:	903735			1								
13					/			_					
14						8.00	0.0	0	-11.2	5 1000-220-0000-002-0	0-00-51160		
15 16	Sorted:	Timesheet Group/Name			/								
_10				-	/	8.00	0.0	0	11.24	5 1000-220-0000-002-0	0.00.51160		

Figure 10 Report # 6883 Timesheet History Detail – Reason with additional Hours, Days, Pay Amount, & Account Columns

[BLG-SUP-SAPLAUC-1509]



# 3 Accruals & the Calculator Fields on the Salary Schedule [Info]

		E	mployee Maintenance		
1 Contact 2 Personal	3 Ded/Ben 4 Add 1	Nages 5 Payrol [	6 Accounting 7 Salary 8 Dates/0	Class Personnel D Custom UA	ccidents VACA
Employee Date of Birth	Age 16-Aug-1980 42	Position Dates Date Applied	LOS	Eligible for Medicare O Yes 🖲	
Date of Death Date of Marriage Fingerprint		Offer Date Position Hire Date Position Hire Reason	13-Jan-2020 Yr:3 Mo:4 Dy:2	Retirement Ores  Pension Yes  Sick Bank Ores	No
Physical Completed		Anniversary Date Longevity Date Probation End Date	01-Jul-2022 01-Jul-2022 Vr: Mo:10 Dy:14 01-Jul-2022	Civil Service (Seniority Date) Yes  ERI Yes  Perfect Attendance Yes	No
Last Payroll Last Perfect Attendance	10-Mag-2023	Retirement Date EEO/Orig Hire Date FT Date	15–Jun–2017 Yr:5 Mo:11 Dy: 15–Jun–2017 Yr:5 Mo:11 Dy:	Union Dues O Yes Custom Dates Pension Date	
Other		Final COBRA Date Layoff Date Recall Date	19-JUN-2017 TR:5 Mo:11 Dg:	Tension Date Tenure Date Transfer Date AAP Demotion Date	
Leave of Absence Start Leave of Absence End Adjusted Senjority Date		CT PT Sick Leave Date		AAP Promotion Date AAP Transfer Date	
ssifications Employee S Employee T			Active . Part Time	EE0/AAP OverrideDate Other Date #8 Other Date #9	
	ment Category	21	Part-Time All Other	Other Date #10	
EEO Employ Workers Co	ment Type npensation Cod		Part-Time	Termination Date Reason	
Accrual Grou			20-34.5 HRS	11	

		Leav	ve Accrual Rules
Goto	Group AFSCMEPT	20-34.5 HRS	Time Sheet Periods to Apply Month Day Field
	ype Code <mark>BICK</mark>	Sick	This Date Every Month     31
1 Add Leave			C rins womm and bay Calculation Field-Annually C Calculation Field-Monthly NotAccrued
2 Delete Leave	From To	% of	Accrue During Probation Allow Use During Probation Apply FTE
4 Delete Seq#	Seq#Month Month Days 1 999		● Yes O No O Yes O No O Yes O No
5 Clear Matrix	3	125,0000	Accrual Information Maximum Accrual 9999,0000 or Times Annual
6 Edit List 7 Emp by Code	5		Measure Date Field LONGDAT Longevity Date Time Sheet Accrual Code SACCR SICK HOURS ACCRUED
Accrual Groups eave Type Codes			Action on negative balance O Warn     Stop O No Action
cure type codes			Payout Code

Bargaining Unit Schedule	AFSCME	-25 AFSCME - Part line				Base Calc Salary Base H Hourly	ulator Fields
Grade     5       Effective Date     01-Jul-2023     2023-245Y							
1 Cost Codes	2 Ho	idays 3 Longev	ity Pay 4 Retroact	tive Pay 5 Salary	Sched 6	Calculator Fields	
	2 Ho Annual	idays 3 Longev Period	ity Pay 4 Retroact	tive Pay 5 Salary Hourly	Sched 6	Calculator Fields Hours in Year	1300.00
Steps	Annual 3790.00	Period 457,50	Daily 91,50	Hourly 18,3000	Per Diem 91.50		1300.00
Steps 1 2 2 2 3 2	Annual 23790.00 6078.00 8379.00	Period 457.50 501.50 545.75	Daily 91.50 100.30 109.15	Hourly 18.3000 20.0600 21.8300	Per Diem 91,50 100,30 109,15	Hours in Year	
Steps 1 2 3 3 4 3	Annual 23790.00 6078.00	Period 457.50 501.50	Daily 91.50 100.30	Hourly 18,3000 20,0600	Per Diem 91,50 100,30	Hours in Year Days in Period	5.0

1300 ÷ <mark>5</mark> ÷ 52 = <u>5</u> × 1.25 = <mark>6.25</mark>

If the accruals for an employee are not correct when the timesheets are created, check that the calculator fields on the **Bargaining Unit** ▶ Salary Schedule are correct.

[ADM-AUC-HR-10636]

ADMINS updated the <u>HR–210</u> <u>Accruals</u> document in the Help Reference Library with a new chapter that explains the relationship between the calculator fields on the Bargaining Unit Salary Schedule and how they impact the accruals.

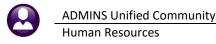
When accruals are calculated using a percentage, the Calculator Fields on the Bargaining Unit – Salary Schedule tab are used.

For example, this salary schedule is for a part time employee, who is to accrue 125% each month.

The Dates/Class tab of the employee maintenance screen shows that the employee is in the **AFSCMEPT** accrual group.

The <u>hours per day</u> are calculated by dividing the Hours In Year, by the Days In Period, by the Periods In Year.

Then the <u>hours per day</u> result is multiplied by the accrual rate to arrive at the <u>number of hours to</u> be accrued per month.



# 4 Interfaces/Imports [Fix]

Field Logging - Bank Table

Corrected an issue in the HR CrewSense timesheet import process when there was a space in the import file. Now the import file can contain spaces.

[ADM-AUC-HR-10616]

# 5 Bank Table Field Logging [Enhancement]

Module Maintenance Interfaces/Imports Site Specific Help Reference Library

Module

table, they are tracked and reportable. To access the field logging table, from the menu, select:

ADMINS added field logging to the bank table. This means that when changes are made to the bank

Maintenance 🕨 Field logging – Bank Table

Goto		Field Logging - I	Bank Table						
Actions	Bank 0001 HR DIRECT DEPOSIT	HR DIRECT DEPOSIT							
	Change Date Time User	Field	From/To						
1 Excel	22-May-2023 17:26 THERESA	Address 1 Numerator ABA Number	1 ROCK ROAD						
2 Edit List	22-May-2023 17:26 THERESA	Denominator ABA#	1234						
	22-May-2023 17:26 THERESA	ABA#	5675 2115-7483-3 1234-5678-0						

N

The table will show the Change Date and Time, the Field that was Changed, the username of the person making the change, and the "From" (before) and "To" (after) values. The Edit List can be run as PDF or Excel.

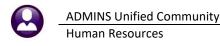


Note: The screen is sorted by date, with the most recent date at the top. Within each date, the sort is in ascending order by time (so if a change was made in the morning, and another in the afternoon, the change made in the morning will appear first on the screen.)

2542-S	YBANKFLG.REP	Printed 22-May-2023 at 17:28:36 by THERE	SA		Page 1
			Town of Admins Field Logging Report - Bank Ta	able	
===== Bank	 Name	Change Date Time User	Field	Value	
0001	HR DIRECT DEPOSIT	22-May-2023 17:26 THERESA	ABA#	Old: 2115-7483-3 New: 1234-5678-0	
0001	HR DIRECT DEPOSIT	22-May-2023 17:26 THERESA	Denominator ABA#	Old: New: 5675	
0001	HR DIRECT DEPOSIT	22-May-2023 17:26 THERESA	Numerator ABA Number	Old: New: 1234	
0001	HR DIRECT DEPOSIT	22-May-2023 17:26 THERESA	Address 1	Old: New: 1 ROCK ROAD	

Figure 11 Bank Table Field Logging Edit List showing "old" (before) and "new" (after) values

[ADM-AUC-SY-8286]



# 6 Help Reference Library

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

#### 6.1 New or Updated in the Help Reference Library

Employee Positions

HR–210 Accruals

[Updated]

#### 6.2 New or Updated Content on ADMINS.com

Attachments in AUC	[New]
Adjust a Cost Code on the Employee Maintenance Screen	[New]
Maintaining Email Distribution Lists	[New]
Printing to the Local Printer	[New]
	[ADM-AUC-DEMO-49]

#### 6.2.1 Adjusting a Cost Code [Video]

**ADMINS** added a video to the <u>Videos and Quick Tips</u> library to demonstrate how to make an adjustment to a cost code, e.g., if an employee was not contributing for health care or was contributing the wrong amount. Find it here: <u>Adjust a Cost Code</u> on the Employee Maintenance Screen.

#### 6.2.2 ADMINS Video Library

Please check out these <u>Videos & Quick Tips (admins.com</u>), a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for "once in a while" tasks. The videos provide "just-in-time" training when new staff are coming aboard.

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.