

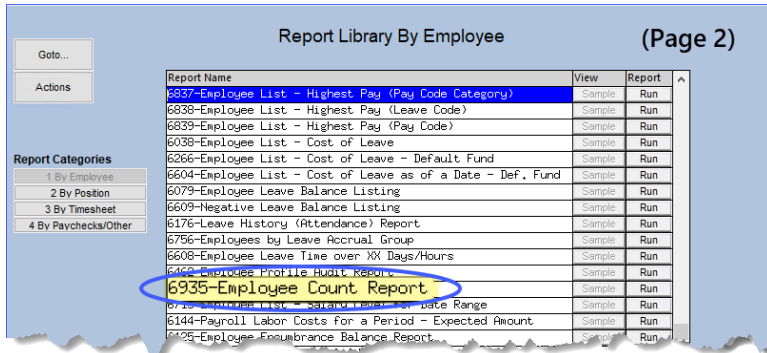


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1 Reports by Employee [Enhancement]



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® report, from the menu, select:

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

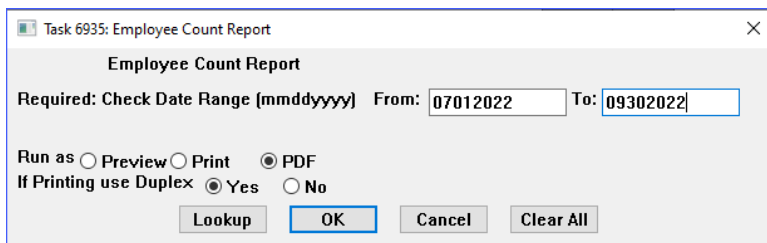


Figure 1 A date range is required – provide a “From” and “To” date on the prompt

6935-HREMPCOUNTREP_AUC.REP Printed 05-Apr-2023 at 11:37:42 Page 1
Town of Admins
Employee Count Report

Employment Type	Male	Female	Non-Binary	Total
BC appointed board or committee	7	4		11
EL elected official	4	3		7
F 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
T Temporary	40	88		128
TT tutors	1	2		3
Total	304	602	1	907

Selection Legend:

From checkdate: 07012022
To checkdate: 09302022

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:

Human Resources ▶ Tables ▶ Employment Types

1 Code	2 Description	ACA Type	Status
BC	appointed board or committee	<input type="radio"/> Full-Time <input checked="" type="radio"/> Non Full-Time	Inactive
EL	electd official	<input type="radio"/> Full-Time <input checked="" type="radio"/> Non Full-Time	Active
F	Full-Time	<input checked="" type="radio"/> Full-Time <input type="radio"/> Non Full-Time	Active
FF	Full-Time Faculty	<input checked="" type="radio"/> Full-Time <input type="radio"/> Non Full-Time	Active
P	Part-Time	<input type="radio"/> Full-Time <input checked="" type="radio"/> Non Full-Time	Active
PT	Part-Time Faculty	<input type="radio"/> Full-Time <input checked="" type="radio"/> Non Full-Time	Active
RE	1095c retiree insurance reporting	<input type="radio"/> Full-Time <input checked="" type="radio"/> Non Full-Time	Active
S	substitute	<input type="radio"/> Full-Time <input checked="" type="radio"/> Non Full-Time	Active
SA	senior/vet abatement program	<input type="radio"/> Full-Time <input checked="" type="radio"/> Non Full-Time	Active
T	Temporary	<input type="radio"/> Full-Time <input checked="" type="radio"/> Non Full-Time	Active
TT	tutors	<input type="radio"/> Full-Time <input checked="" type="radio"/> Non Full-Time	Active

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:

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

Classifications

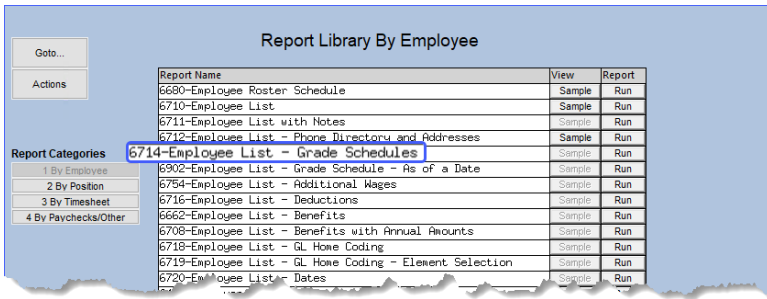
Employee Status	A	Active
Employee Type	F	Full-Time
EEO Employment Category	E4	service-maintenance
EEO Employment Type	01	Full-Time
Workers Compensation Code	B015	BLD. MAINTENANCE
Accrual Group	EL03	CLERICAL 30 HRS/WK

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

[ADM-AUC-HR-10626]



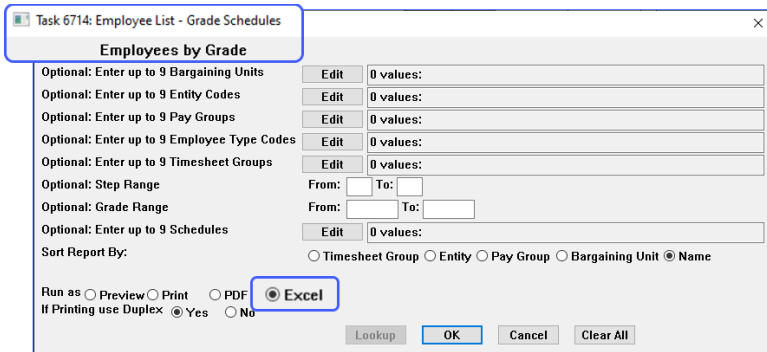
1.2 #6714 Employee List – Grade Schedules [Enhancement]



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

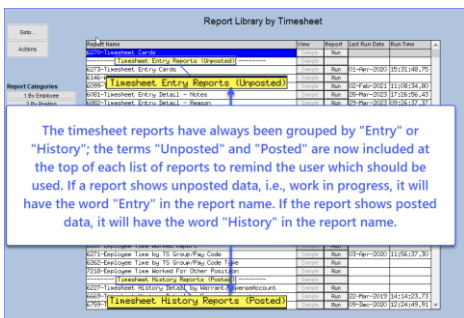


In the example below, other columns are hidden to show the Email column.

Emp#	Name	Position#	GLPct	Typ	Budget Amt#3	EmpType	PerHrs	DOB	Gender	BudgetGrp	Budgeted?	Email
95	000199 BOYAN, KAREN M	T162TWPOLL-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	T220FIRFTR-01				F	2,184.00	28-Nov-1990	M	FIRE	Yes	theresa@admins.com
684	071430 NOLAN, KEITH	T220FIRFTR-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

Report Library by Timesheet Page 1

Report Name	View	Report
6270-Timesheet Cards	Sample	Run
----- Timesheet Entry Reports -----		
6273-Timesheet Entry Cards	Sample	Run
6146-Warrant Labor Costs - Expected vs. Actual	Sample	Run
6099-Timesheet Entry Detail - Changed Timesheets	Sample	Run
6081-Timesheet Entry Detail - Notes	Sample	Run
6882-Timesheet Entry Detail - Reason	Sample	Run
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 TS Group/Date	Sample	Run

Report Categories

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

Report Library by Timesheet Page 2

Report Name	View	Report
6882-Timesheet History Detail - Notes		
6883-Timesheet History Detail - Reason		
6247-Timesheet History Detail by TS Group/Employee	Sample	Run
6607-Timesheet History by TS Grp/Emp Unproductive/Unpaid	Sample	Run
6248-Timesheet History Detail by TS Group/Date	Sample	Run
6249-Timesheet History Detail by TS Group/Pay Code	Sample	Run
6252-Timesheet History Summary by TS Group/Employee	Sample	Run
6253-Timesheet History Summary by TS Group/Date	Sample	Run

Report Categories

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

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



Why only the Excel® version? Page width limits the PDF® versions. The Excel® 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

Task 6081: Timesheet Entry Detail - Notes

Timesheet Entry Detail - Notes

Required: Enter Unposted Warrant #

Sort Report By: Timesheet Group/Name Timesheet Group/Employee# Employee# Name

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

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® version output for this report.

TS_Notes_6081_...[1].xml - Excel

Employee	Employee Name	Timesheet Group	Work Date	Pay Code	Hours	Days	Pay Amount	Account	Notes
071798	CORREIA, LAWRENCE A	ADMINS-TEST	20-Jan-2023	DREG	0.00	1.00	2,052.04	1000-300-2710-110-06-00-51260	line note for test
071774	LUKASEK, LAWRENCE	ADMINS-TEST	16-Jan-2023	FIRE H/D	0.00	1.00	295.26	1000-220-0000-002-00-00-51530	line note for testing
Selection Legend:									
WARRANT: 903734									
Sorted: Timesheet Group/Name									

Figure 5 # 6081 Timesheet Entry Detail with Notes



2.5 # 6882 Timesheet Entry Detail with Reason

Task 6882: Timesheet Entry Detail - Reason

Timesheet Entry Detail - Reason

Required: Enter Unposted Warrant #

Sort Report By: Timesheet Group/Name Timesheet Group/Employee# Employee# Name

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons:

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® version output for this report. The new columns are highlighted in the figure below.

Employee	Employee Name	Timesheet Group	Work Date	Pay Code	Hours	Days	Pay Amount	Account	Notes
071798	CORREIA, LAWRENCE	ADMINS-TEST	20-Jan-2023	DREG	0.00	1.00	2,052.04	1000-300-2710-110-06-00-51260	line note for test
071774	LUKASEK, LAWRENCE	ADMINS-TEST	16-Jan-2023	FIRE HLD	0.00	1.00	295.26	1000-220-0000-002-00-00-51530	line note for testing

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 #

Sort Report By: Timesheet Group/Name Timesheet Group/Employee# Employee# Name

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons:

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

Employee	Employee Name	Timesheet Group	Work Date	Pay Code	Hours	Days	Pay Amount	Account	Notes
071620	GEMMA, KEITH	ADMINS-TEST	03-Mar-2023	FIRE ACD	8.00	0.00	-11.25	1000-220-0000-002-00-00-51160	Adjusted to match salary
071823	LINGLEY, KEITH	ADMINS-TEST	03-Mar-2023	FIRE PRD	8.00	0.00	-11.25	1000-220-0000-002-00-00-51160	Adjusted for salary match
071774	LUKASEK, LAWRENCE	ADMINS-TEST	03-Mar-2023	FIRE PRD	8.00	0.00	-11.25	1000-220-0000-002-00-00-51160	Adjustment

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]

Employee Maintenance - Dates/Class

Employee: 16-Aug-1980, Age: 42

Position Dates: 13-Jan-2020 Yr:3 Mo:4 Day:2

Accrual Group: **AFSCMEPT 20-34,5 HRS**

Employee Status: **A Active**

Employee Type: **PT Part Time**

Workers Compensation Code: **8868**

ADMINS updated the **HR-210 Accruals** 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.

Leave Accrual Rules

Accrual Group: **AFSCMEPT 20-34,5 HRS**

Leave Type Code: **SICK Sick**

Time Sheet Periods to Apply: **This Date Every Month 31**

% of Hours/Day: **125,00000**

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.

Bargaining Unit - Salary

Schedule: **PT Part Time**

Grade: **5**

Effective Date: **01-Jul-2023 2023-24SY**

Steps	Annual	Period	Daily	Hourly	Per Diem
1	23790,00	457,50	91,50	18,3000	91,50
2	26078,00	501,50	100,30	20,0600	100,30
3	28378,00	545,75	109,15	21,8300	109,15
4	30641,00	589,25	117,85	23,5700	117,85
5	32955,00	633,75	126,75	25,3500	126,75
6	35230,00	677,50	135,50	27,1000	135,50
7					

Calculator Fields:

- Hours in Year: **1300,00**
- Days in Period: **5,00**
- Periods in Year: **52,000000**
- Days for Per Diem: **260,000000**
- Hourly Digits: **2**
- Tier#: **1**

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

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

$$1300 \div 5 \div 52 = 5 \times 1.25 = 6.25$$

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]



4 Interfaces/Imports [Fix]

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]



ADMINS added field logging to the bank table. This means that when changes are made to the bank table, they are tracked and reportable. To access the field logging table, from the menu, select:

Module

Maintenance ▶ Field logging – Bank Table

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

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-SYBANKFLG.REP		Printed 22-May-2023 at 17:28:36 by THERESA			Town of Admins		Page 1
Field Logging Report - Bank Table							
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 [Videos and Quick Tips](#) 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: [Adjust a Cost Code on the Employee Maintenance Screen](#).

6.2.2 ADMINS Video Library

Please check out these [Videos & Quick Tips \(admins.com\)](#), 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.