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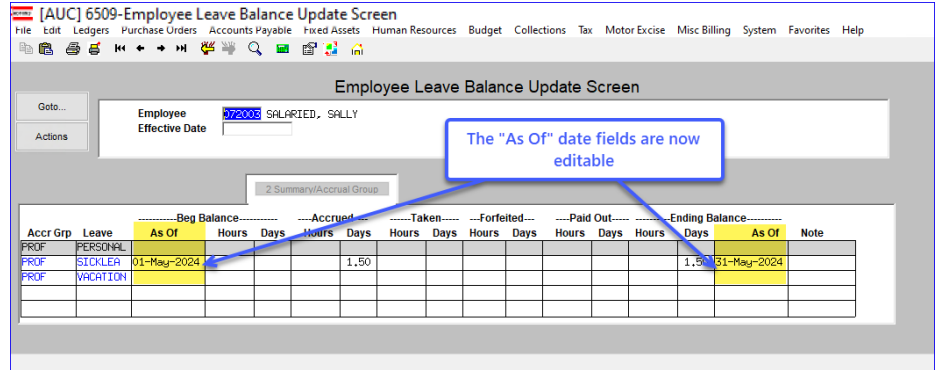
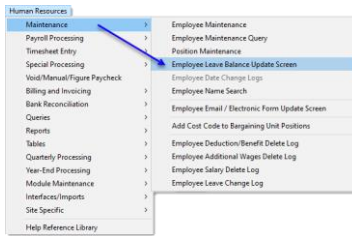


1 Employee Leave Balance Update Screen [Enhancement]

There are times when the Beginning Balance “As Of” date and the Ending Balance “As Of” dates need to be updated.

The screen now allows these changes. To access the screen, from the menu, select:

Human Resources ►
Maintenance ► Employee Leave
Balance Update Screen



To change the date for the “As Of” beginning balance or the “As Of” ending balance field, type the date on the line for the leave that you want to modify. For example, the original “As Of” date was empty; here I have changed it to May 1, 2024.

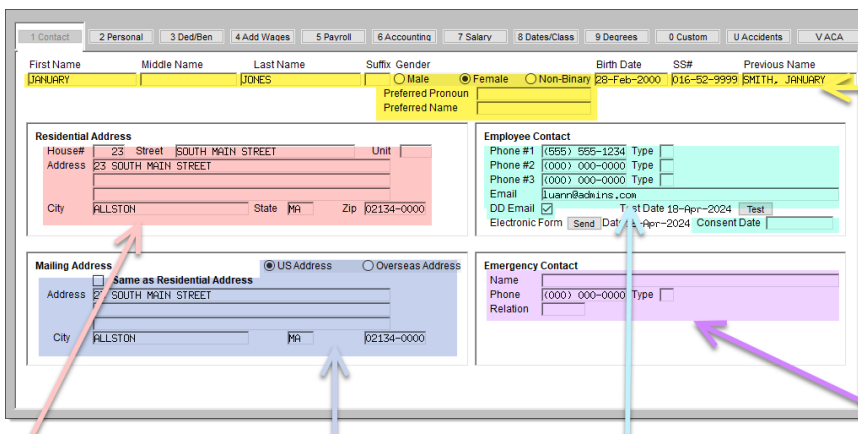
[ADM-AUC-HR-10748]

2 Field Logging Changes on the Employee Maintenance Screen

ADMINS added field logging in the [1 Contact] and [2 Personal] sections of the Employee Maintenance screens.

1.1 Contact Tab Fields Will Have Changes Logged

The fields that will be tracked for changes are marked yellow in the pictures below. The field names are to the right and below the image.



Name Information:

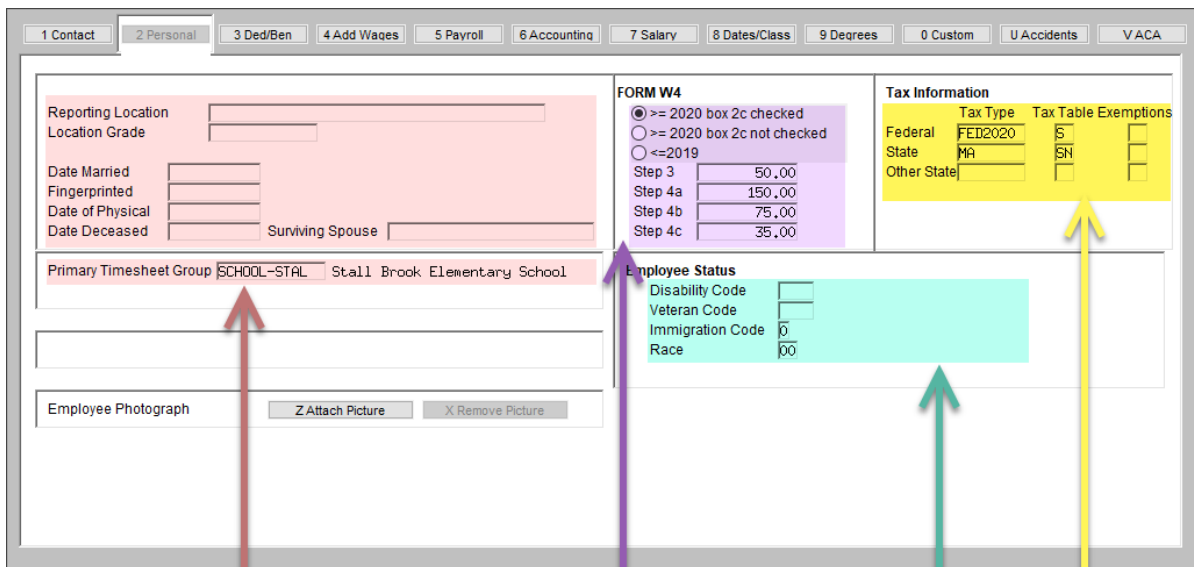
- First Name
- Middle Name
- Last Name
- Suffix
- Gender
- Birth Date
- Social Security Number
- Previous Name



Residential Address:	Mailing Address:	Employee Contact:	Emergency Contact:
House #	US Address	Phone #1 <input type="checkbox"/> Type	Name
Street	Overseas Address	Phone #2 <input type="checkbox"/> Type	Phone <input type="checkbox"/> Type
Unit	Same as Residential Address	Phone #3 <input type="checkbox"/> Type	Relation
Address 1	Mailing Address Line 1	Email Address	
Address 2	Mailing Address Line 2	DD Email	
Address 3	Mailing Address Line 3	Test Date	
City	City	Electronic Form	
State	State	Consent Date	
Zip	Zip		

1.2 Personal Tab Fields Will Have Changes Logged

The fields that will be tracked for changes are marked yellow in the pictures below. The field names are listed below the image.



Reporting Location
Grade

Date Married
Fingerprinted
Date of Physical
Date Deceased Surviving Spouse (Name)

Primary Timesheet Group

Form W4

>= 2020 box 2c checked
 >= 2020 box 2c not checked
 <=2019
 Step 3 (Claim Dependents Amount)
 Step 4a (
 Step 4b
 Step 4c

Tax Information

Tax Type Tax Table
 Exemptions
 Federal
 State
 Other State

Employee Status

Disability Code
 Veteran Code
 Immigration Code
 Race



1.3 New Menu Option to Access Log of Changes

Access the new field logging screen from the menu by clicking:

Human Resources ▶ Module Maintenance ▶ Field Logging

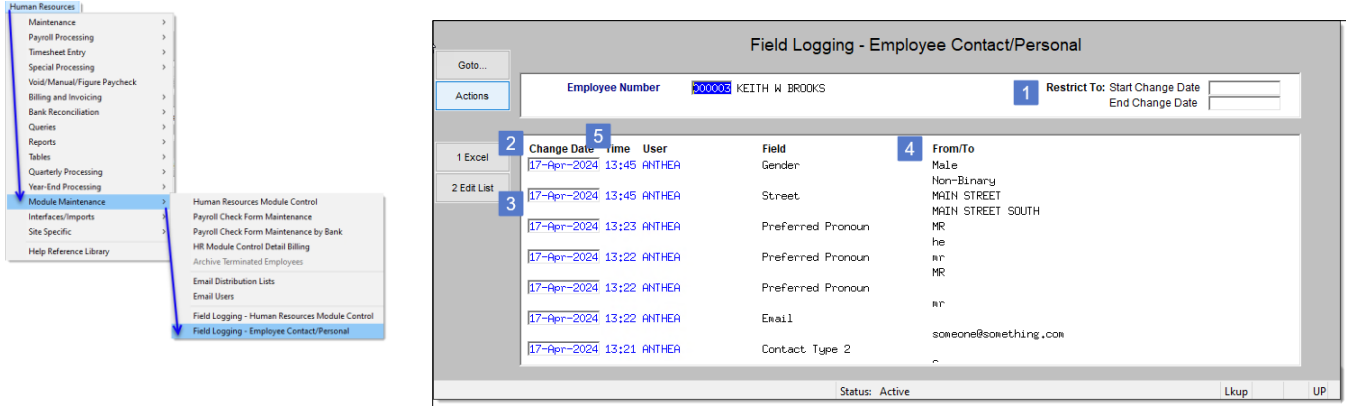
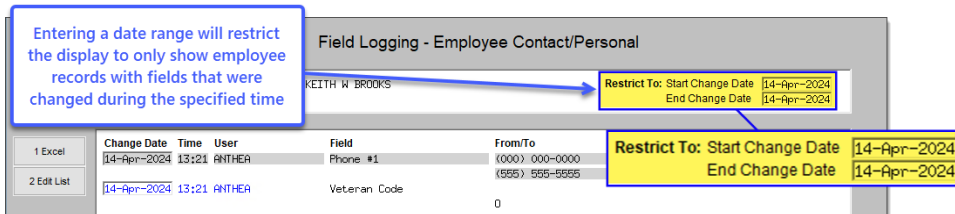


Figure 1 Access the Field Logging – Employee Contact/Personal screen

Only those employees for whom you have primary timesheet group access will be shown. No changes will be visible for employees for whom you do not have primary timesheet group access. The numbered list below corresponds to the numbers in the image in the figure above.

1.3.1 Restrict To ¹

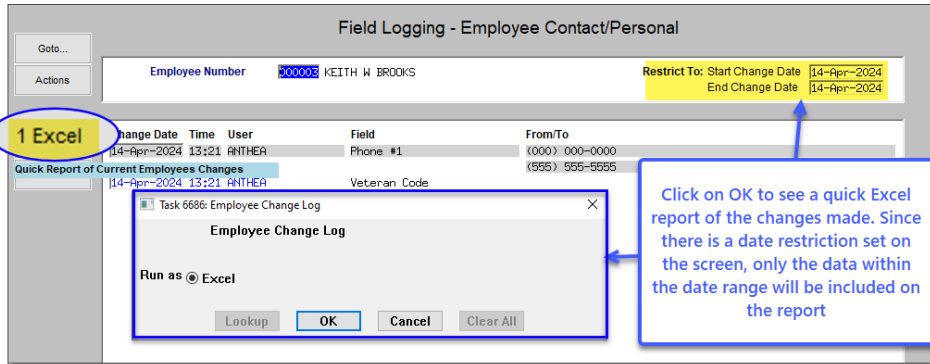


Enter a date range to show data only for the employee records that were changed between those dates.

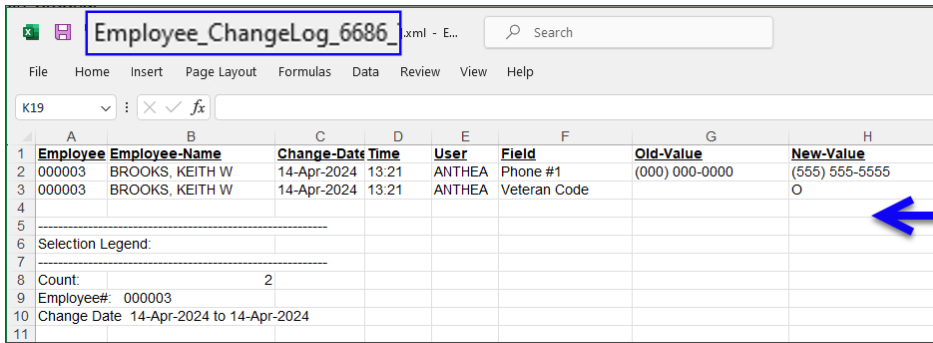
If there are other employees who have changes, but the changes are **not** in that range, the changes will not be shown on the screen with the restriction applied.



1.3.2 Excel Report 2



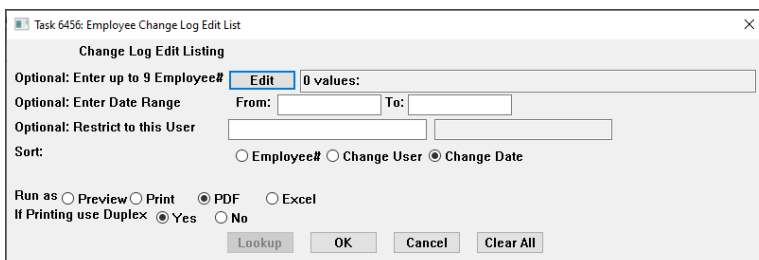
This will show all the changes for **one** employee (*the one on the screen*). Any date range entered on the “Restrict To” fields will also apply to the report. To see this report, click on [1 Excel]. Press [OK] on the prompt.



The Excel output will look like this. If there was a date range restriction, the change dates will reflect that in the selection legend at the bottom left side of the screen. This quick report is only for the currently selected employee.

To produce a report that includes change information for more employees, run the Edit List.

1.3.3 Edit List 3



The Edit List has the same layout as the Excel report – but allows the selection of multiple employees, date ranges, who made the change, and sort output options.

PDF and Excel output are available.



6456-BRENEMPLOG.REP Printed 19-Apr-2024 at 14:38:53 by THERESA Town of Admins Employee Change Log Edit List Page 1

Employee Name	Change Date	Time	User	Field	Value
072001 JONES, JANUARY	19-Apr-2024	12:30	THERESA	State Tax Table	Old: M New: SN
072001 JONES, JANUARY	19-Apr-2024	12:30	THERESA	Federal Tax Table	Old: M New: S
072001 JONES, JANUARY	19-Apr-2024	12:29	THERESA	Step 4c	Old: New: 35.00
000003 BROOKS, KEITH W	17-Apr-2024	14:23	ANTHEA	Address Type	Old: Overseas Address Type New: US Address Type
000003 BROOKS, KEITH W	17-Apr-2024	14:23	ANTHEA	Address Type	Old: US Address Type New: Overseas Address Type
000003 BROOKS, KEITH W	17-Apr-2024	13:45	ANTHEA	Gender	Old: Non-Binary New: Male

1.3.4 Understanding the Display – “From” & “To” Fields 4

Field Logging - Employee Contact/Personal

Employee Number: 000003 KEITH W BROOKS Restrict To: Start Change Date [14-Apr-2024] End Change Date [14-Apr-2024]

Change Date	Time	User	Field	From/To
14-Apr-2024	13:21	ANTHEA	Phone #1	(000) 000-0000 (555) 555-5555
14-Apr-2024	13:21	ANTHEA	Veteran Code	0

Labels: Before (points to first line), After (points to second line)

For example, the employee provided a new Business phone number, and notified HR that they were a veteran as shown below.

This lists the field value “From” (before) and “To” (after) the change. The “From” value is the first line, the “To” value is the second line and will show the most recent data.

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

First Name: KEITH Middle Name: Last Name: BROOKS Suffix: Gender: Male Birth Date: SS#: Previous Name: RETIRED 10-22-97

Residential Address: House# 96 Street MAIN STREET SOUTH Unit Address 96 MAIN STREET SOUTH City CAMBRIDGE State MA Zip 02138-0000

Employee Contact: Phone #1 (555) 555-5555 Type B Business Phone #2 (555) 444-4444 Type C Cell Phone #3 (000) 000-0000 Type DD Email someone@something.com DD Email Test Date Electronic Form Send Date Consent Date

Phone #1 (555) 555-5555 Type B Business

The Phone #1 field is shown on the Contact screen in the Employee Contact section.

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 VACA

Reporting Location Location Grade Date Married Fingerprinted Date of Physical Date Deceased Surviving Spouse Primary Timesheet Group TOWN -DPW department public works

FORM W4: >= 2020 box 2c checked <= 2019 <= 2020 box 2c not checked Step 3 Step 4a Step 4b Step 4c

Tax Information: Federal FED M State MA HI Other State Tax Type Tax Table Exemptions

Employee Status: Disability Code Veteran Code Other Veteran Immigration Code Race 01 caucasian (non hispanic or latino)

Veteran Code Other Veteran

The Veteran Code is on the [2 Personal] screen in the Employee Status section.



1.3.4.1 Radio Buttons and Checkbox Fields

For fields on the screen that are either **radio buttons** or **checkboxes** allow choosing from more than one option, the field logging screen will display more useful information:

The screenshot shows the 'Employee Contact' section of a form. The 'Gender' field has three radio buttons: Male (selected), Female, and Non-Binary. Below it, the 'DD Email' checkbox is checked. Other fields include First Name (KEITH), Middle Name (K), Last Name (BROOKS), Birth Date, SS#, and Previous Name (RETIRED 10-22-97).

Gender– Radio Button.

Field Logging - Employee Contact/Personal
Employee Number: 000003 KEITH W BROOKS

Change Date	Time	User	Field	From/To
17-Apr-2024	13:45	ANTHEA	Gender	Male Non-Binary
17-Apr-2024	13:45	ANTHEA	Street	MAIN STREET MAIN STREET SOUTH
17-Apr-2024	13:23	ANTHEA	Gender	Male Non-Binary

Rather than just showing “M”, “F”, or “N” it shows the label for the radio button from the screen e.g., Male, Female and Non-Binary.

Field Logging - Employee Contact/Personal
Employee Number: 000193 KAREN BAKER

Change Date	Time	User	Field	From/To
17-Apr-2024	16:01	ANTHEA	DD Email	Print Direct Deposit Send Direct Deposit via Email
17-Apr-2024	16:01	ANTHEA	ENAIL	enail@something.com
17-Apr-2024	15:53	ANTHEA	DD Email	Print Direct Deposit Send Direct Deposit via Email

DD Email– Checkbox.

Rather than display “T” or “Blank” – it will display “Print Direct Deposit” – if it is not checked and “Send Direct Deposit via Email” if checked.

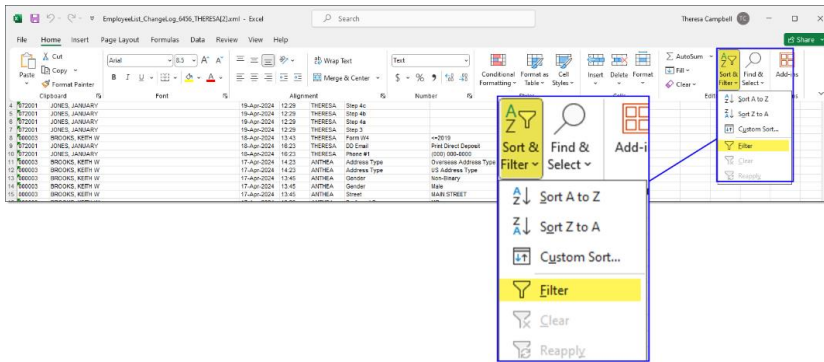
1.3.5 Change Date & Time 5

This section will show the date and time of the change, and the user who performed the change.

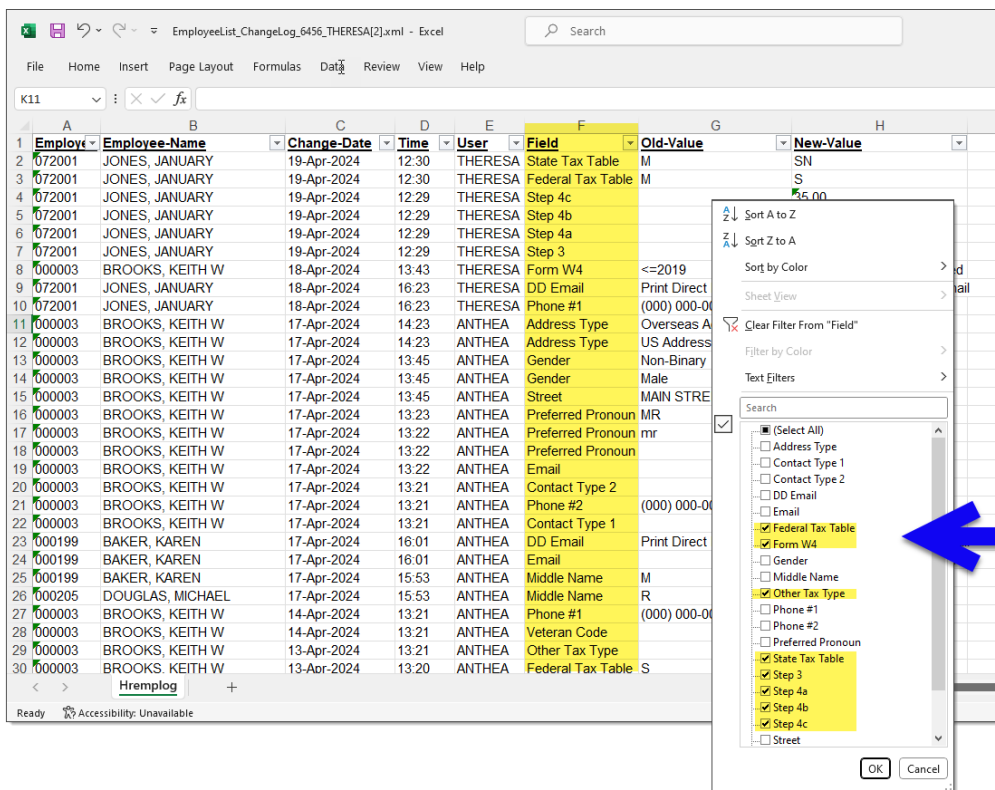
1.4 Identify Employees with W4 or Tax Changes [Enhancement]

To find out which employees have made a change in a certain field within a certain period, use this feature. For instance, get a list of all the employees who have updated their tax information.

[Run the edit list as Excel for the desired date range from the Field Logging – Personal/Contact screen.](#) Then, in Excel, use the Filter feature to choose, for example, the fields for Tax Information.



Select the entire sheet, and from the Home ribbon, select “Sort & Filter” ▶ Filter.



Use the drop down filter to select the Tax Information fields, as shown.



Employee	Employee-Name	Change-Date	Time	User	Field	Old-Value	New-Value
072001	JONES, JANUARY	19-Apr-2024	12:30	THERESA	State Tax Table	M	SN
072001	JONES, JANUARY	19-Apr-2024	12:30	THERESA	Federal Tax Table	M	S
072001	JONES, JANUARY	19-Apr-2024	12:29	THERESA	Step 4c		55.00
072001	JONES, JANUARY	19-Apr-2024	12:29	THERESA	Step 4b		75.00
072001	JONES, JANUARY	19-Apr-2024	12:29	THERESA	Step 4a		150.00
072001	JONES, JANUARY	19-Apr-2024	12:29	THERESA	Step 3		50.00
000003	BROOKS, KEITH W	18-Apr-2024	13:43	THERESA	Form W4	<=2019	>=2020 Box 2c Not Checked
000003	BROOKS, KEITH W	13-Apr-2024	13:21	ANTHEA	Other Tax Type		
000003	BROOKS, KEITH W	13-Apr-2024	13:20	ANTHEA	Federal Tax Table	S	M

The result shows the employees for whom changes were made regarding Tax Information (a change in marital status, an increase or decrease to an amount in the steps for the Form W4; a new W4, and so on).

[ADM-AUC-HR-10738]

3 Retroactive Pay for Employees with Multiple Positions [Fix]

Previously, the retroactive payroll process sometimes added amounts to positions that employees no longer worked in, which caused errors in the expected deductions when the warrant was computed.

Now, if an employee has more than one position in a bargaining unit during the retro period, the retroactive payroll will use the timesheets of the active position.

[ADM-AUC-HR-10569]

4 Manual Check Printing – Single & Multiples [Enhancement]

The software update has improved the speed of printing multiple manual checks. Instead of taking several minutes, it now takes less than a minute for checks to show up on the screen for printing. To access this feature, from the menu, choose:

Human Resources ► Void/Manual/Figure Paycheck

Once the manual entry is complete and the check is calculated, the [Print Check] or [Print Multiple Checks] buttons are available to click.

Manual Entry-Timesheets

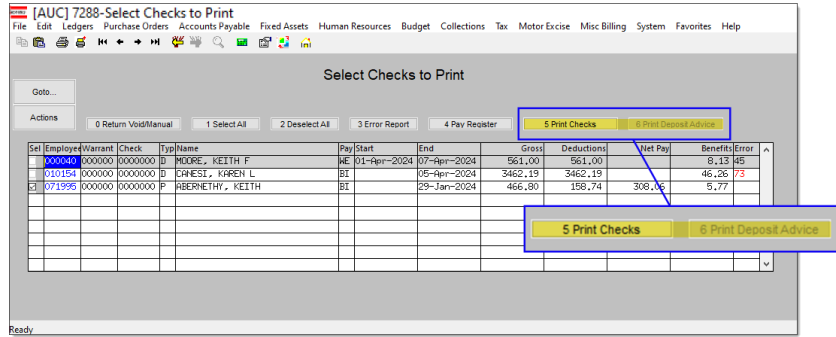
Warrant: 000000, Employee: 000040, Bank: Check, Pay Period: 000000, Date: []

Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Position	Account	Customer	Reason
01-Apr-2024	REG	6.00		18,7000		112.20	5003CFLEAD-01	2020-000-3400-000-09-00-12001		
02-Apr-2024	REG	7.00		18,7000		130.90	5003CFLEAD-01	2020-000-3400-000-09-00-12001		
03-Apr-2024	REG	7.00		18,7000		130.90	5003CFLEAD-01	2020-000-3400-000-09-00-12001		
04-Apr-2024	REG	3.00		18,7000		56.10	5003CFLEAD-01	2020-000-3400-000-09-00-12001		
05-Apr-2024	REG	7.00		18,7000		130.90	5003CFLEAD-01	2020-000-3400-000-09-00-12001		
Totals		30.00				561.00				Hours/Days Paid more than Scheduled

Buttons: Print Check, Print Multiple Checks

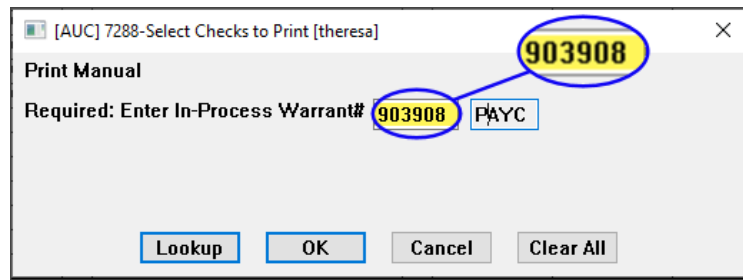


Click on the Print Multiple Checks button to see the Select Checks to Print screen; choose the checks using the checkboxes and click on the **[Print Checks]** button.



This is the prompt that shows up when the **[Print Checks]** button is clicked:

Enter the required In-Process Warrant # or select it from the lookup and click on **[OK]**.



[ADM-AUC-HR-10711]

5 Reports [Enhancement]

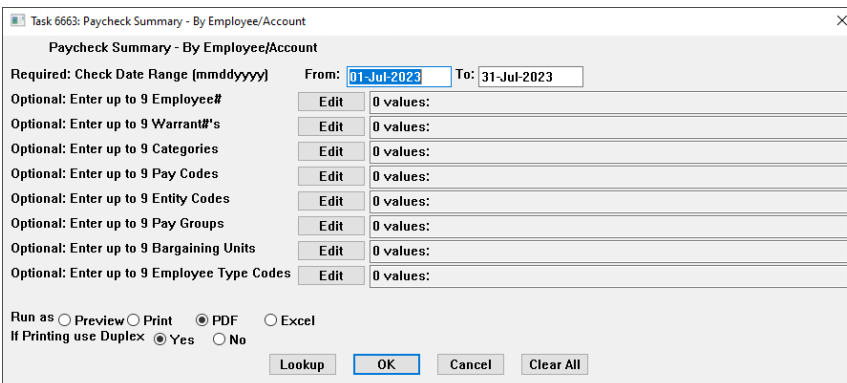
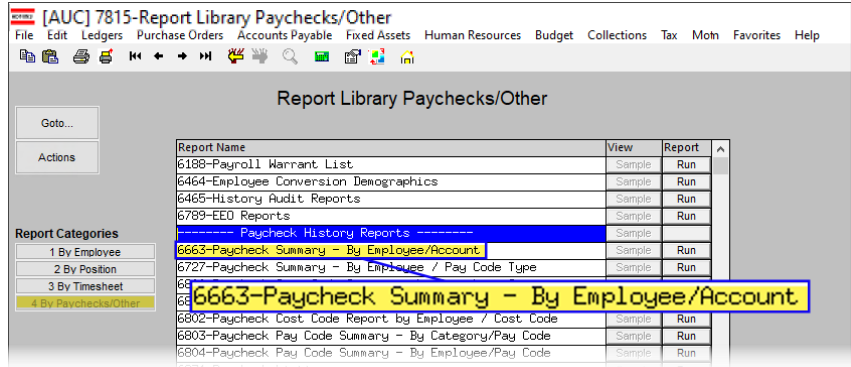
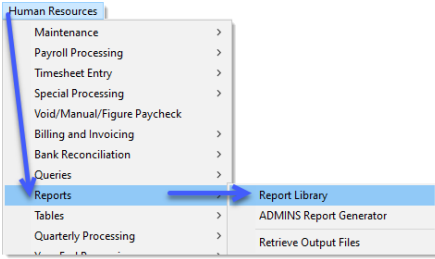
Each quarter, **ADMINS** enhances or updates existing reports and creates new ones for the Human Resources Report Library. Below is a description of the reports.

1.5 #6663 Paycheck Summary - By Employee/Account

The #6663 Paycheck Summary - By Employee/Account report is available as of the June 2024 Software Update. To run the report, from the menu, select:

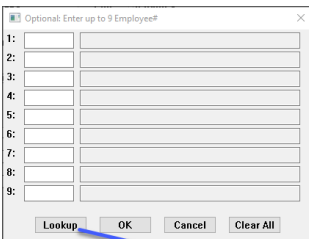


Human Resources ▶ Reports ▶ Report Library ▶ [4 By Paychecks / Other]



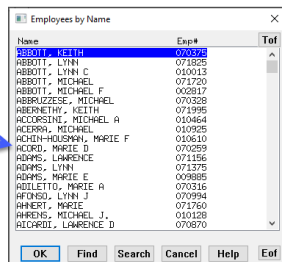
Enter the Check Date Range on the prompt. This is a Required field, but there are also other optional filter fields that let you narrow down the data that will show up on the report.

Enter up to nine Employee #s, Warrants, Categories, Pay Codes, Entity Codes, Pay Groups, Bargaining Units, and Employee Type codes by clicking on the Edit button and either entering them directly or using the lookup.



To filter the report by specific codes, click on the **Edit** button and enter them or use the lookup.

The data will only appear in the report if it matches all the filters that are applied.



If some data is not showing, check the filters, or run the report without any filters first, then narrow down the results by running the report again with appropriate filters.

Once all the filters are set, choose either PDF or Excel for the output file format.



6663-REPORTLIST_PAYACT.REP Printed 19-Apr-2024 at 18:24:01 by THERESA Tom of Admins
Paycheck Summary - By Employee/Account Page 1

Employee Name	Account Description	Pay Code Description	Hours	Days	Amount
071891 CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51120 ASSISTANT DIRECTOR	DHOL HOLIDAY LEAVE - daily rate	.00	.45	205.01
071891 CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51120 ASSISTANT DIRECTOR	DREG REGULAR - days	.00	8.55	3,848.04
071891 CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51120 ASSISTANT DIRECTOR	DSICKACC SICK ACCRUAL DAYS	.00	1.50	0.00
071891 CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51120 ASSISTANT DIRECTOR		.00	10.50	4,053.05
071891 CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51800 EDUCATION INCENTIVE PAY	DPW BFD dpw backflow stipend	.00	1.00	600.00
071891 CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51800 EDUCATION INCENTIVE PAY	DPW D3 dpw d3 distribution license st	.00	1.00	1,000.00
071891 CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51800 EDUCATION INCENTIVE PAY	DPW MOC dpw manager on call stipend	.00	1.00	900.00
071891 CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51800 EDUCATION INCENTIVE PAY	DPW T1 dpw t1 treatment license stipe	.00	1.00	800.00
071891 CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51800 EDUCATION INCENTIVE PAY		.00	4.00	3,300.00
071891 CAVICCHI, LAWRENCE P	0300-460-0000-004-00-00-51120 ASSISTANT DIRECTOR	DHOL HOLIDAY LEAVE - daily rate	.00	.45	205.01
071891 CAVICCHI, LAWRENCE P	0300-460-0000-004-00-00-51120 ASSISTANT DIRECTOR	DREG REGULAR - days	.00	9.00	3,848.04
071891 CAVICCHI, LAWRENCE P	0300-460-0000-004-00-00-51120 ASSISTANT DIRECTOR		.00	9.00	4,053.05
071891 CAVICCHI, LAWRENCE P	0300-460-0000-004-00-00-51800 EDUCATION INCENTIVE PAY	DPW MOC dpw manager on call stipend	.00	1.00	900.00
071891 CAVICCHI, LAWRENCE P	0300-460-0000-004-00-00-51800 EDUCATION INCENTIVE PAY		.00	1.00	900.00
071891 CAVICCHI, LAWRENCE P	0400-490-0000-004-00-00-51120 ASSISTANT DIRECTOR'S SALARY	DHOL HOLIDAY LEAVE - daily rate	.00	.05	22.78
071891 CAVICCHI, LAWRENCE P	0400-490-0000-004-00-00-51120 ASSISTANT DIRECTOR'S SALARY	DREG REGULAR - days	.00	8.55	427.57
071891 CAVICCHI, LAWRENCE P	0400-490-0000-004-00-00-51120 ASSISTANT DIRECTOR'S SALARY		.00	1.00	450.38
071891 CAVICCHI, LAWRENCE P	0400-490-0000-004-00-00-51800 EDUCATION INCENTIVE	DPW MOC dpw manager on call stipend	.00	1.00	100.00
071891 CAVICCHI, LAWRENCE P	0400-490-0000-004-00-00-51800 EDUCATION INCENTIVE		.00	1.00	100.00
071891 CAVICCHI, LAWRENCE P	1000-422-0000-004-00-00-51120 ADMINISTRATIVE PERSONNEL	DHOL HOLIDAY LEAVE - daily rate	.00	.05	22.78
071891 CAVICCHI, LAWRENCE P	1000-422-0000-004-00-00-51120 ADMINISTRATIVE PERSONNEL	DREG REGULAR - days	.00	8.55	427.57
071891 CAVICCHI, LAWRENCE P	1000-422-0000-004-00-00-51120 ADMINISTRATIVE PERSONNEL		.00	1.00	450.35
071891 CAVICCHI, LAWRENCE P	1000-422-0000-004-00-00-51800 EDUCATION INCENTIVE	DPW MOC dpw manager on call stipend	.00	1.00	100.00
071891 CAVICCHI, LAWRENCE P	1000-422-0000-004-00-00-51800 EDUCATION INCENTIVE		.00	1.00	100.00
071891 CAVICCHI, LAWRENCE P			.00	28.50	13,406.83

As you can see in the PDF version of the report on the left for employee #071891, this employee has many records.

They have nine accounts that they use, and each account can have different pay codes.

For each account, the report shows the amount for each pay code.

The report also shows a total for each account for each employee.

The image on the left shows how the Excel output will look.

If the report is run with only the required date range, it will list all the pay codes for each account for each employee.

A	B	C	D	E	F	G	H	I	J
Employee	Name	Account	Description	Pay Code	Description	Hours	Days	Amount	
2	071891	CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51120	ASSISTANT DIRECTOR	DHOL HOLIDAY LEAVE - daily rate	0.00	0.45	205.01	
3	071891	CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51120	ASSISTANT DIRECTOR	DREG REGULAR - days	0.00	8.55	3,848.04	
4	071891	CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51120	ASSISTANT DIRECTOR	DSICKACC SICK ACCRUAL DAYS	0.00	1.50	0.00	
5	071891	CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51120	ASSISTANT DIRECTOR		0.00	10.50	4,053.05	
7	071891	CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51800	EDUCATION INCENTIVE PAY	DPW BFD dpw backflow stipend	0.00	1.00	600.00	
8	071891	CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51800	EDUCATION INCENTIVE PAY	DPW D3 dpw d3 distribution license st	0.00	1.00	1,000.00	
9	071891	CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51800	EDUCATION INCENTIVE PAY	DPW MOC dpw manager on call stipend	0.00	1.00	900.00	
10	071891	CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51800	EDUCATION INCENTIVE PAY	DPW T1 dpw t1 treatment license stipe	0.00	1.00	800.00	
11	071891	CAVICCHI, LAWRENCE P	0200-480-0000-004-00-00-51800	EDUCATION INCENTIVE PAY		0.00	4.00	3,300.00	
13	071891	CAVICCHI, LAWRENCE P	0300-460-0000-004-00-00-51120	ASSISTANT DIRECTOR	DHOL HOLIDAY LEAVE - daily rate	0.00	0.45	205.01	
14	071891	CAVICCHI, LAWRENCE P	0300-460-0000-004-00-00-51120	ASSISTANT DIRECTOR	DREG REGULAR - days	0.00	8.55	3,848.04	
15	071891	CAVICCHI, LAWRENCE P	0300-460-0000-004-00-00-51120	ASSISTANT DIRECTOR		0.00	9.00	4,053.05	
17	071891	CAVICCHI, LAWRENCE P	0300-460-0000-004-00-00-51800	EDUCATION INCENTIVE PAY	DPW MOC dpw manager on call stipend	0.00	1.00	900.00	
18	071891	CAVICCHI, LAWRENCE P	0300-460-0000-004-00-00-51800	EDUCATION INCENTIVE PAY		0.00	1.00	900.00	
20	071891	CAVICCHI, LAWRENCE P	0400-490-0000-004-00-00-51120	ASSISTANT DIRECTOR'S SALARY	DHOL HOLIDAY LEAVE - daily rate	0.00	0.05	22.78	
21	071891	CAVICCHI, LAWRENCE P	0400-490-0000-004-00-00-51120	ASSISTANT DIRECTOR'S SALARY	DREG REGULAR - days	0.00	8.55	427.57	
22	071891	CAVICCHI, LAWRENCE P	0400-490-0000-004-00-00-51120	ASSISTANT DIRECTOR'S SALARY		0.00	1.00	450.38	
24	071891	CAVICCHI, LAWRENCE P	0400-490-0000-004-00-00-51800	EDUCATION INCENTIVE	DPW MOC dpw manager on call stipend	0.00	1.00	100.00	
25	071891	CAVICCHI, LAWRENCE P	0400-490-0000-004-00-00-51800	EDUCATION INCENTIVE		0.00	1.00	100.00	
27	071891	CAVICCHI, LAWRENCE P	1000-422-0000-004-00-00-51120	ADMINISTRATIVE PERSONNEL	DHOL HOLIDAY LEAVE - daily rate	0.00	0.05	22.78	
28	071891	CAVICCHI, LAWRENCE P	1000-422-0000-004-00-00-51120	ADMINISTRATIVE PERSONNEL	DREG REGULAR - days	0.00	8.55	427.57	
29	071891	CAVICCHI, LAWRENCE P	1000-422-0000-004-00-00-51120	ADMINISTRATIVE PERSONNEL		0.00	1.00	450.35	
31	071891	CAVICCHI, LAWRENCE P	1000-422-0000-004-00-00-51800	EDUCATION INCENTIVE	DPW MOC dpw manager on call stipend	0.00	1.00	100.00	
32	071891	CAVICCHI, LAWRENCE P	1000-422-0000-004-00-00-51800	EDUCATION INCENTIVE		0.00	1.00	100.00	
33						0.00	28.50	13,406.83	
34	071891	CAVICCHI, LAWRENCE P				0.00	28.50	13,406.83	
36		Report Total				0.00	28.50	13,406.83	
40	Selection Legend:								
42	Checks Dated 01-Jul-2023 to 07/31/2023								
43	Employee: 071891								

Column Heading	Description
Employee	Employee number
Name	Employee name
Account	The account number used for the pay code
Description	The description of the account
Pay Code	The pay code
Description	The description of the pay code
Hours	The number of hours for which the employee was paid for the pay code
Days	The number of days for which the employee was paid for the pay code
Amount	The dollar amount the employee was paid
Selection Legend	The required date range will always print as the first item in the legend. If any of the optional fields have criteria, the legend will list the fields and criteria.

[ADM-AUC-HR-10744]

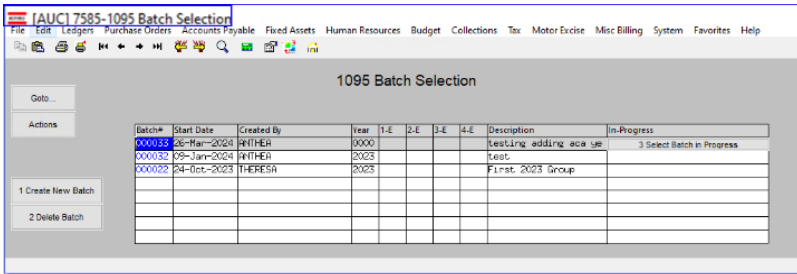


6 1095 ACA Processing [Enhancement]

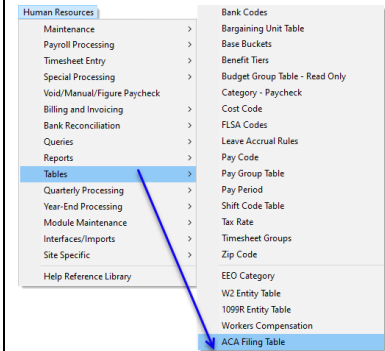
If there is no record for the year being processed in the ACA 1095C filing table, the [Build 1095 File] step will create one. To go to the Filing Table, choose:

Human Resources ▶ Year-End Processing ▶ 1095 C Processing

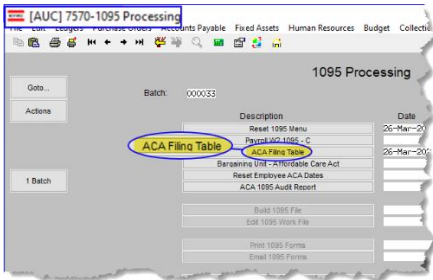
Select or add a batch for the current year. This example will use “2024” as the calendar year being reported. Click the [3 Select Batch in Progress] button.



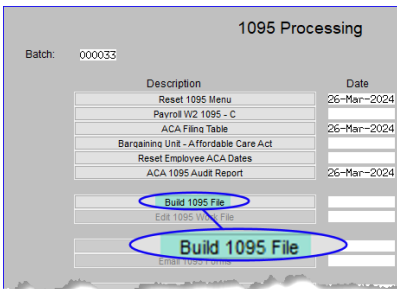
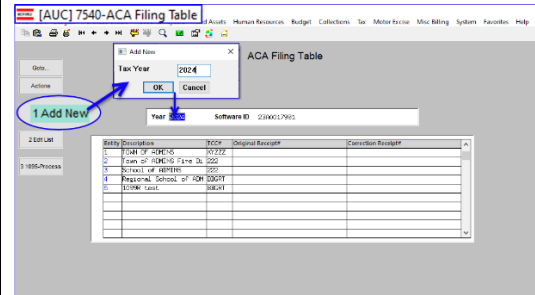
Another option to access the filing table is from the pull-down menu:



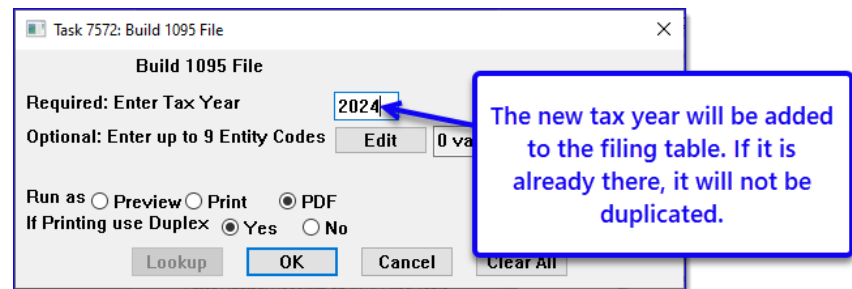
Click on the ACA Filing Table button in the 1095 Processing setps menu. Either option will display the ACA Filing Table:



In the previous version of the software, clicking on the [1 Add New] button, typing in the tax year, and clicking [OK] was needed to create a record for the new reporting year in the filing table.



Now, the Build 1095 File step (which requires a Tax Year be entered on the prompt) will check if the specified year exists, and if it does not, will add the year to the filing table.



[ADM-AUC-HR-10732]



1.6 1095C Forms (Print & Emailed) Social Security Number Masking

Only the last four digits of the Social Security Numbers (SSNs) are shown on the 1095C forms, whether they are printed or emailed. The whole SSN is sent to the IRS. The HR-775 1095 Processing Steps Menu document in the Help Reference Library was updated with this information about the SSN masking.

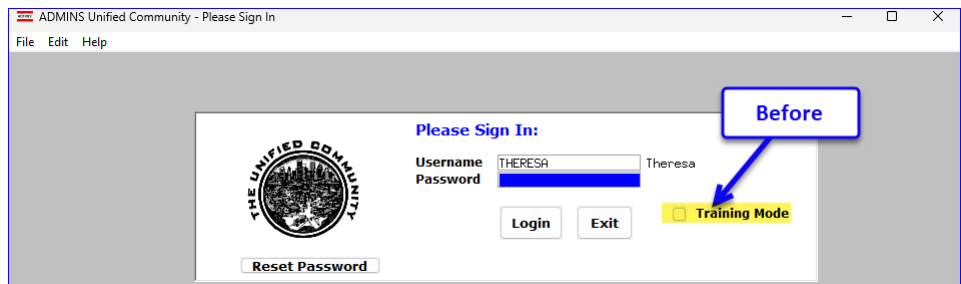
[ADM-AUC-HR-10743]

7 Login to the Training Area [Enhancement]

ADMINS provides a training area, which is a replica of the modules available on the live AUC application. *(The data in the training mode is refreshed on demand overnight by the superuser or on a regular basis, determined by each site.)*

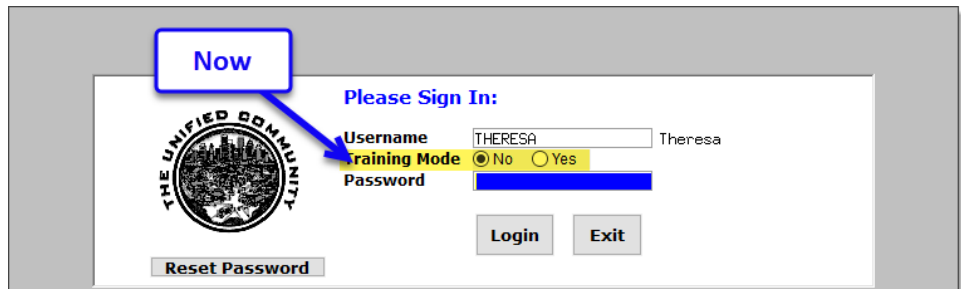
See [SY-175 Copy Live to Training](#) in the Help Reference Library for details.

ADMINS changed the location of the *Training Mode* option to be *above* the Password field, to help users select it before entering the password.



To access the Training area, select the **Yes** option before typing in the password. After entering the password, you cannot switch the radio button for this session.

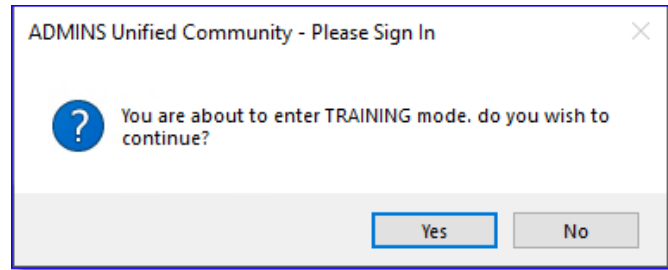
*(The default is **No**; typing the password and {Enter} will go to **Live**).*





To proceed to Training mode, click on . The prompt will default to if the Training mode radio button is Yes, and will go straight to training by pressing **{Enter}** (without clicking on any button).

Press to log in to live.



[ADM-AUC-SY-8323]

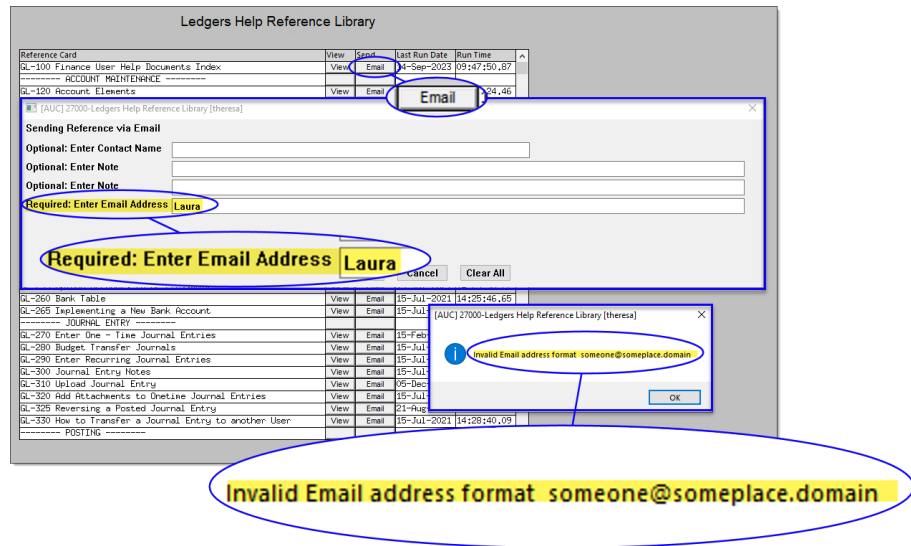
8 Email Address Checking [Enhancement]

When a prompt **requires** an Email or a button triggers a prompt that **requires** for an email address (which is mandatory, not optional), it will verify if it follows a valid email format.

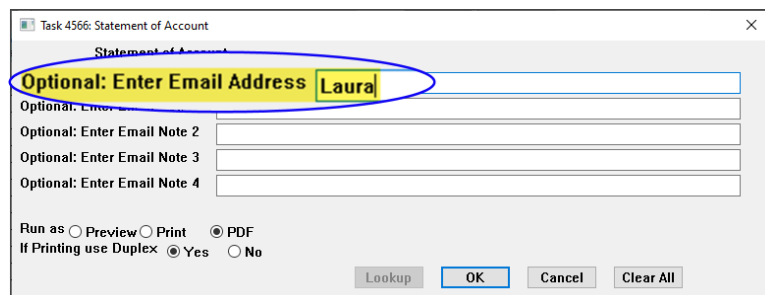
For example, "xxx@ccc.domain".

Here is an example of the error that will appear if an invalid email address is detected:

Click on the prompt and enter a valid email address on the Required field.



The system does not check if an **Optional** field contains a valid email address. In this example, there is no error message even though the email address is invalid. No email will be sent.



[ADM-AUC-SY-8331]



9 Help Reference Library

The Help Reference Library and ADMINS.com have new or updated documents and content:

1.7 New or Updated in the Help Reference Library

Year End Processing

HR-775 1095 Processing Steps Menu

[Updated]