



HUMAN RESOURCES

RELEASE NOTES – MARCH 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows HUMAN RESOURCES system.

1095-C REPORTING



Affordable Care Act reporting changes continue to be added to the AUC system. The changes are not itemized nor documented here as they are being covered during Webinar training sessions. ADMINS Support continues to work with the IRS and as changes are needed, they are installed on your site. Future webinars will be scheduled in March/April as soon as electronic file testing is ready with the IRS.

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1. PAYROLL PROCESSING

Select and Calculate Warrants
Payroll Register
Site Payroll Reports - OPTIONAL
Check Register
Print Checks
Print Deposit Advices
Create Direct Deposit File
Create Vouchers in A/P
Post Labor Distribution/Email Advices
Create HR Check Download File

Some **Process Paychecks menu steps** were renamed to describe their use more accurately. *“Print/Email Deposit Advices”* was renamed to *“Print Deposit Advices”* as the emailing of the deposit advice is now performed in a subsequent step. *“Post Labor Distribution”* was renamed to *“Post Labor Distribution/Email Advices”*.

Changes were also made to three of the **Process Paychecks** steps to speed processing. In addition, checking was added to the first step, **Select and Calculate Warrants**, to produce a new **Cost Code Accounting Errors** report.

1.1. Select and Calculate Warrants [to run faster]

Additional work has been done on this process to reduce the time required to calculate a payroll.

[ADM-AUC-HR-9743]

1.1.1. Cost Code Accounting Errors Report [see errors earlier in process]

Deduction and benefit accounting errors were not being reported until the “Post Labor Distribution” step. This required ADMINS intervention to resolve. Account checking is now performed and reported in the “Select and Calculate Warrants” step so that errors can be corrected by the user before getting too far into the payroll cycle.

If there are reportable errors, a report will be generated along with an on-screen message prompt. If you receive reportable errors, please be sure to:

- Correct the errors, and
- Re-run the Select and Calculate Warrants step again

6457-HR1ANDSTERR.REP Printed 03-Mar-2016 at 14:43:57 by THERESA Page 1
 Tom of ADMINS
 Labor Distribution Timesheet Account Errors

Payroll Batch: 1499

Employee	Transaction Date	Debit	Credit	Error	Source
Fiscal Year: 2016					
1000-450-0000-000-00-21520					
005155 BOKOSKI, MICHAEL D	17-Mar-2016		16.27	DIS-AF	Invalid/Inactive Account
1000-450-0000-000-00-21520			16.27		
Fiscal Year 2016					
			16.27		

6457-HR1ANDSTERR.REP Printed 03-Mar-2016 at 14:43:57 by THERESA Page 2



[ADM-AUC-HR-9704]

1.2. Check Register [to run faster]

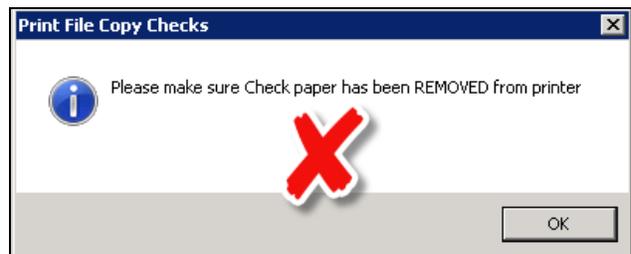
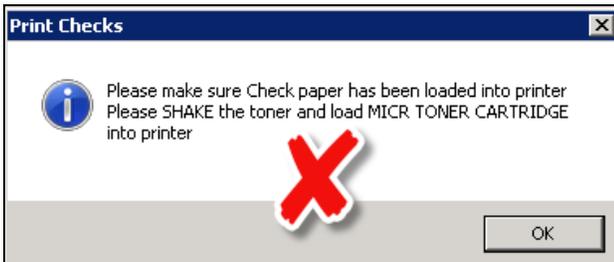
Additional work has been done on this process to reduce the time required to produce a paycheck register.



[ADM-AUC-HR-9743]

1.3. Print Checks/Deposit Advice [remove messages]

Prior to this update the **Print Checks** and **Print Deposit Advices** steps displayed messages about checking the MICR Toner cartridge and/or changing the printer to/from check paper. Sometimes these prompts were hidden behind displayed reports causing the user to think that the process was “frozen” when it was just waiting for the user to click OK.



These messages are now suppressed to prevent the appearance of these procedures being “frozen”.

[ADM-AUC-HR-97772]

1.4. Post Labor Distribution/Email Advices

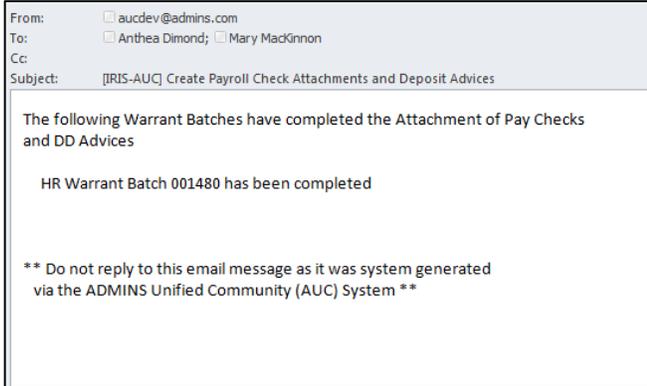
In addition to being renamed, the step called “Post Labor Distribution/Email Advices” has been enhanced to include some new features; most notably to reduce the overall time it takes to run the process.



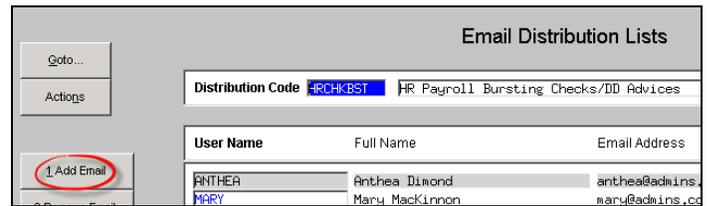


1.4.1. Post Labor Distribution [to run faster]

The **Post Labor Distribution** step now runs faster because the attachment of payroll check images was removed from the process and now runs as a background task at designated times twice a day. When the background task has completed, designated users will receive an email similar to the image below indicating that the Check Images are available for viewing.



To designate email recipients to be notified when the check images are available, select **Human Resources** ▶ **Module Maintenance** ▶ **Email Distribution Lists** ▶ **HRCHKBST** and click on **Add Email**.



This means that when you run the step called “Post Labor Distribution”, you will now receive 2 email messages:

- 1 message for the completion of the process,
- 1 message for the completion of the attachments



IMPORTANT

You should manage these email messages to be sure that you are receiving both for each payroll cycle you run. If you are missing any messages then please contact ADMINS Support immediately for assistance.



WHERE ARE THE ATTACHMENTS?

Check images will *not* be immediately available in the query screen once the posting is complete. The images will be viewable after the scheduled task that attaches the images is run at the the end of each day or the beginning of the following day.

We are rolling this change out slowly to a couple of sites to begin with, once they are up and running we will be incorporating this change on other sites during late March and early April. You will be notified as these changes are implemented.

[ADM-AUC-HR-9684]



1.4.2. Issue Email upon Completion [NEW]

The step called “Post Labor Distribution” has been enhanced to send an email notification to the person who ran the process. This message will be issued upon completion of the process but BEFORE the attachments are completed.

The email resembles the following:

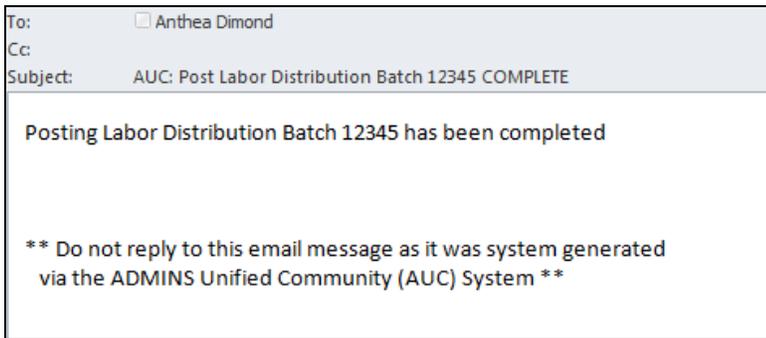
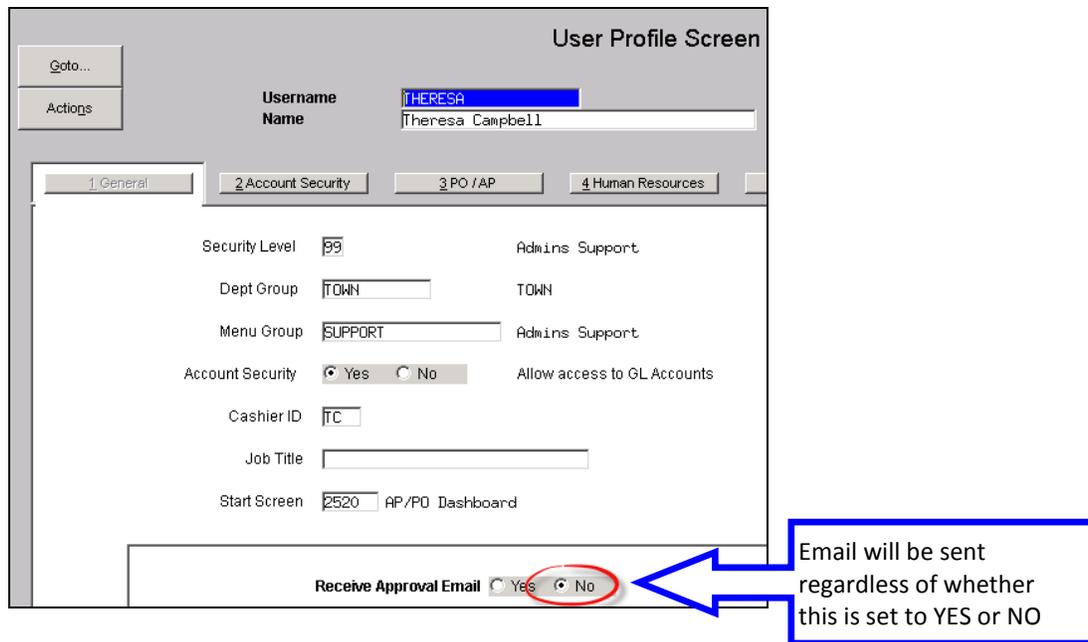


Figure 1 Sample of the email that will be sent



1.4.3. Issue Email after Attaching PDFs [NEW]

The step called “Post Labor Distribution” has been enhanced to send an email notification when the attachments for the payroll cycle have been created and attached to the employee records.

The email resembles the following:



[IRIS-AUC] Create Payroll Check Attachments and Deposit Advices

aucdev@admins.com

Extra line breaks in this message were removed.

Sent: Mon 3/14/2016 6:31 PM

To: Anthea Dimond; Mary MacInnon; support

The following Warrant Batches have completed the Attachment of Pay Checks and DD Advices

HR Warrant Batch 001501 has been completed

HR Warrant Batch 001502 has been completed

HR Warrant Batch 001503 has been completed

**** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System ****

[ADM-AUC-HR-9720]

2. VOID/MANUAL FIGURE PAYCHECK

2.1. Void Check Register [remove spurious characters]

Removed the stray characters being displayed under the **Base Buckets 31 thru 40** column on the Void Check register.

Void/Manual Pay Register

Warrant: [REDACTED]
 Check Date: [REDACTED]
 Employee: [REDACTED]

Gross Pay:	1,259.50	Federal Tax Wages	1,259.50
Deductions:	156.71	Medicare Wages	1,259.50
Net Pay:	1,102.79	State Taxable Wages	1,259.50
		Gross Pay	1,259.50
Benefits:	18.26		
Net Direct Deposit:			

Work Date	Pay Code	Hours	Days	Rate	Flat Amt	Pay Amount	Position	Account
07-Dec-2015	Stipend - Athletic	1.00		1,259.500		1,259.50	015-01460-02	1010-110-3000-910-51721-00000

Wages		Deductions		Benefits		Hours/Days	
Stipend - Athlet1	1,259.50	CT TAX	53.45	MEDICARE	18.26	Stipend - Athlet1	1.00 Day
Other		FEDERAL TAX	85.00			Other	Hrs
		MEDICARE	18.26				

Base Buckets 1 thru 20		Base Buckets 21 thru 40	
Federal Tax Wages	1,259.50		
Medicare Wages	1,259.50		
State Taxable Wages	1,259.50		
Retirement Wages			
Gross Pay	1,259.50		
FICA Wages			
Workers Compensation Wages			

000278		
P		
11-Dec-2015		
1,259.50	000-00000-00	
156.71		1,102.79
		18.26
M		
1,259.50		1,259.50
		1,259.50
		1,259.50



Figure 2 Before



Void/Manual Pay Register

Warrant: _____
 Check Date: _____
 Employee: _____

Gross Pay:	699.65	Federal Tax Wages	699.65
Deductions:	138.63	Medicare Wages	699.65
Net Pay:	561.02	State Taxable Wages	699.65
Benefits:	53.53	Retirement Wages	699.65
Net Direct Deposit:		Gross Pay	699.65
		FICA Wages	699.65

Work Date	Pay Code	Hours	Days	Rate	Flat Amt	Pay Amount	Position	Account
08-Feb-2016	Personal	3.00		19.9900		59.97	002-00650-99	2388-000-1000-000-51110-00000
12-Feb-2016	Regular	32.00		19.9900		639.68	002-00650-99	2388-000-1000-000-51110-00000

Wages	Deductions	Benefits	Hours/Days
Regular 639.68	CT TAX 30.44	FICA - NON-OPERAT 43.38	Regular 32.00 Hrs
Other 59.97	FEDERAL TAX 54.46	MEDICARE NON-OPER 10.15	Other Hrs
Personal	FICA - NON-OPERAT 43.38		Personal 3.00 Hrs
	MEDICARE NON-OPER 10.15		

Base Buckets 1 thru 20	Base Buckets 21 thru 40
Federal Tax Wages 699.65	
Medicare Wages 699.65	
State Taxable Wages 699.65	
Retirement Wages 699.65	
Gross Pay 699.65	
FICA Wages 699.65	
Workers Compensation Wages	

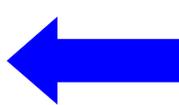


Figure 3 After

[ADM-AUC-HR-9666]

3. BILLING & INVOICING

3.1. Adjustments [correct Aging report to reflect adjustments]

Adjustments were not working properly. The corrected balance was showing on the customer account, however the change was not appearing in the Aging Report. This was fixed in the software update.

[ADM-AUC-HR-9762]

3.2. Print Aging Report [alignment issues]

The **Summary By Customer Aging Report** columns were misaligned. The format was corrected. To run this report, select **Billing & Invoicing ▶ Print Aging Report** and select **Summary by Customer**:

Task 6390: Print Aging Report

Print Aging Report

Report By: Summary by Customer Detail by Customer Detail by Age

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

6390-HRCUSAGE.REP Printed 21-Mar-2016 at 11:53:53 by THERESA Tom of ADMINS
 Print Aging Report Page 1

Summary by Customer

Customer	Invoice#	Inv Date	Due Date	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Inv Count
20TH CENTURY HOMES	000410			1,200.00	1,200.00		1		
A. ANDREASSI	000159			1,014.42	1,014.42		1		
A. DIMARTINO CONSTRUCTION	000289			2,996.46	2,996.46		3		

Figure 4 Before



6390-HRCUSAGE.REP Printed 21-Mar-2016 at 11:41:23 by THERESA Tom of ADMINS
Print Aging Report
Summary by Customer

Customer#	Cust#	Invoice#	Bill#	Bill Date	Due Date	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total Due	Count
LAPUSO CONSTRUCTION	000150					.00	.00	.00	648.00	648.00	
LEWIS TREE SERVICE	000238					.00	.00	.00	566.53	566.53	
LAPUSO CONSTRUCTION CO	000028					.00	.00	.00	707.48	707.48	
MASS ELECTRIC CO (LINE)	000043					.00	.00	.00	5,627.28	5,627.28	
MASS ELECTRIC CO (TREE)	000074					.00	.00	.00	362.40	362.40	
MASS ELECTRIC CO (TREE)	000083					.00	.00	.00	400.00	400.00	
TOYS R US	000397					.00	.00	.00	355.84	355.84	
TRAFFIC SYSTEMS	000147					.00	.00	.00	144.60	144.60	
VERIZON	000113					.00	.00	.00	33,284.23	33,284.23	
VERIZON (PLANT) FRAMINGHAM	000063					.00	.00	.00	3,248.00	3,248.00	
VERIZON-SPRINGFIELD RI	000333					.00	.00	.00	5,591.36	5,591.36	
VERIZON/WYMEK	000164					.00	.00	.00	470.08	470.08	
VFW POST 7272	000126					.00	.00	.00	200.00	200.00	
W.W. CONTRACTING	000463					.00	.00	.00	736.00	736.00	
WALMART	000065					.00	.00	.00	889.60	889.60	
WALPOLE COOPERATIVE BANK	000273					.00	.00	.00	324.00	324.00	
WHITE MOUNTAIN CABLE	000156					.00	.00	.00	226.24	226.24	
Report Total						854.00	.00	.00	418,682.71	419,536.71	94

6390-HRCUSAGE.REP Printed 21-Mar-2016 at 11:41:23 by THERESA Tom of ADMINS
Print Aging Report
Summary by Customer

Figure 5 Excerpt of the Summary by Customer Aging Report

[ADM-AUC-HR-9603]

3.3. Invoice Transaction History Report [NEW]

A new report of Invoice Transaction History is available with this software update.



Task 6338: Invoice Transaction History

Invoice Transaction History

Required: Enter Pay-Trx Date Range From: To:

Optional: Enter up to 9 Customer#

Optional: Enter up to 9 Invoice#

Report All Transactions By Date and Category

Run as Preview Print PDF

If Printing use Duplex Yes No

- Date Range** **Description**
Selects ALL transactions between the date range entered. If an invoice pre-dates the “from” date then only transactions made after the “from” date will be included
- Optional: Customer#** Allows you to optionally select up to 9 customer numbers.
- Optional: Invoice#** Allows you to optionally select up to 9 invoices.
- Report**
 - All Transactions** Lists every single transaction against this invoice.
 - Date and Category** Summarizes transactions for an Invoice/Line Date to a single value.

An excerpt of the report is provided below:



6155-HRPBTWHHS.REP Printed 21-Mar-2016 at 10:53:18 by THERESA Page 85

Town of ADMINS
Invoice Transaction Listing
Transaction History between 01012012 and 03222016

Customer #: 000500 1060 ANDREW DR, SUITE 130
COMMUNICATIONS CONSTR, GROUP WEST CHESTER, PA 19380-0000
CCG

Invoice#	Line#	InvoiceDate	Due Date	Location Address	Work Date	Detail/Tickets#	Description	Trans Date	Hours	Charges	Adjustment	Payments	Refunds	Balance Due
00022651	1	08-Aug-2014	07-Sep-2014	pulaski blvd	22-Jul-2014	3845	Employee Charge	08-Aug-2014	16.00	320.00				
00022651	1	08-Aug-2014	07-Sep-2014	pulaski blvd	22-Jul-2014	3845	Town Fee	08-Aug-2014		48.00				
00022651	2	08-Aug-2014	07-Sep-2014	mechanic street	22-Jul-2014	3838	Employee Charge	08-Aug-2014	24.00	320.00				
00022651	2	08-Aug-2014	07-Sep-2014	mechanic street	22-Jul-2014	3838	Town Fee	08-Aug-2014		48.00				
00022651	3	08-Aug-2014	07-Sep-2014	mendon st	16-Jul-2014	3789	Employee Charge	08-Aug-2014	8.00	176.00				
00022651	3	08-Aug-2014	07-Sep-2014	mendon st	16-Jul-2014	3789	Town Fee	08-Aug-2014		24.00				
00022651	4	08-Aug-2014	07-Sep-2014	mendon rd	22-Jul-2014	3839	Employee Charge	08-Aug-2014	16.00	352.00				
00022651	4	08-Aug-2014	07-Sep-2014	mendon rd	22-Jul-2014	3839	Town Fee	08-Aug-2014		48.00				
00022651	5	08-Aug-2014	07-Sep-2014	mendon rd	16-Jul-2014	3788	Employee Charge	08-Aug-2014	12.00	160.00				
00022651	5	08-Aug-2014	07-Sep-2014	mendon rd	16-Jul-2014	3788	Town Fee	08-Aug-2014		24.00				
00022651	6	08-Aug-2014	07-Sep-2014	toni road	21-Jul-2014	3834	Employee Charge	08-Aug-2014	16.00	352.00				
00022651	6	08-Aug-2014	07-Sep-2014	toni road	21-Jul-2014	3834	Town Fee	08-Aug-2014		48.00				
									Invoice# Total	92.00	1,920.00			1,920.00
									Customer Total	92.00	1,920.00			1,920.00

Selection Legend:
Select Date Range: 01012012 to 03222016
Total By Category within Date and Invoice

Figure 6 By Date/Category

[ADM-AUC-HR-9679]

4. BANK RECONCILIATION

4.1. Bank Account Management Listing [identify bad dates]

Enhanced the Bank Account Management Listing to check for errors in the **Cleared On** date that prevents the Excel® version of the report from displaying properly. Excel® does not display dates prior to 01-Jan-1900 and will issue a “**Table Load**” error. To access the report, select **Human Resources** ► **Bank Reconciliation** ► **Bank Account Management** and click on the **Listing** button.

Bank Account Management

Go to...
Actions

Bank: **PAYR**

PAYROLL - CITIZENS BANK Last Ck# 0080384

00000-0000

View

All Checks
 Outstanding Checks
 Cleared Checks
 Voided Checks

3 Listing (circled in red)
4 Man Clear
5 To Bank

To help identify problems in your dates, the **Bank Account Management Listing** has been modified to check the “year” specified in the Cleared On date. To see the errors, you must run the report in Preview or Print mode to see the specific checks.



7111-HRENKACTMGT.REP Printed 30-Nov-2015 at 15:07:36 by MARY
Town of ADMINS
Bank Management Account Listing

Bank Check#	Check Date	Type	Warnt#	Payable To	Check Amount	Cleared On	Error
PAYR 0080274	01-Oct-2015	Printed	902883	CARRIERE, LAWRENCE L	598.20	01-Dec-2105	A
PAYR 0080275	01-Oct-2015	Printed	902883	CHUPA, KAREN P.	481.93	01-Oct-0215	B
PAYR 0080276	01-Oct-2015	Printed	902883	EGAN, MARIE M	1,808.69	05-Nov-2015	
PAYR 0080277	01-Oct-2015	Printed	902883	GERRIOR, LAWRENCE R.	570.26	05-Nov-2015	
PAYR 0080278	01-Oct-2015	Printed	902883	BLADES, KRITH S	589.65	05-Nov-0214	B
PAYR 0080279	01-Oct-2015	Printed	902883	HARVEY, KAREN L	586.69	01-Nov-0215	B
PAYR 0080280	01-Oct-2015	Printed	902883	MARTINIS, KEITH A	821.25	01-Nov-2105	A
PAYR 0080281	01-Oct-2015	Printed	902883	ALTUS DENTAL 7277-0002	23.42	01-Nov-2106	A
PAYR 0080282	01-Oct-2015	Printed	902883	UNITED STATES TREASURY	6,650.70		
*** Total for Bank PAYROLL - CITIZENS BANK					12,130.79		
*** Grand Total ***					12,130.79		

Errors on the YEAR of the Cleared On field. Correct the CLEARED ON date:
A: Cleared On date is greater than current year
B: Cleared on date is more than 3 years earlier than the current year

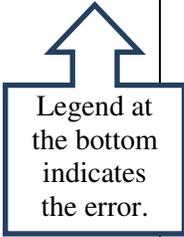


Figure 8 After

To correct the problem, return to the Bank Account Management screen and update the **CLEARED ON** date with a valid date.

Once done, you may successfully issue the Excel® output.

Bank Check#	Check Date	Type	Warnt#	Payable To	Check Amount	Cleared On
PAYR 0080274	10/1/2015	Printed	902883	CARRIERE, LAWRENCE L	598.20	11/3/2015
PAYR 0080275	10/1/2015	Printed	902883	CHUPA, KAREN P.	481.93	10/1/2015
PAYR 0080276	10/1/2015	Printed	902883	EGAN, MARIE M	1,808.69	11/5/2015
PAYR 0080277	10/1/2015	Printed	902883	GERRIOR, LAWRENCE R.	570.26	11/5/2015
PAYR 0080278	10/1/2015	Printed	902883	BLADES, KRITH S	589.65	11/5/2015
PAYR 0080279	10/1/2015	Printed	902883	HARVEY, KAREN L	586.69	11/1/2015
PAYR 0080280	10/1/2015	Printed	902883	MARTINIS, KEITH A	821.25	11/2/2015
PAYR 0080281	10/1/2015	Printed	902883	ALTUS DENTAL 7277-0002	23.42	11/3/2015
PAYR 0080282	10/1/2015	Printed	902883	UNITED STATES TREASURY	6,650.70	
PAYROLL - CITIZENS BANK					12130.79	
					12130.79	

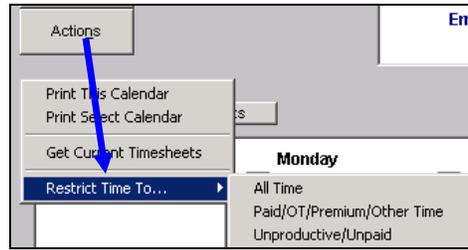
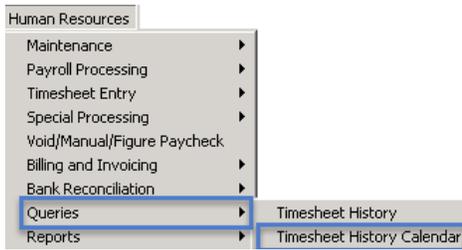
[ADM-AUC-HR-9685]

5. QUERIES

5.1. Timesheet History Calendar [Add Filtering By Pay Type]

The **Timesheet History Calendar** query screen has been enhanced to give the user the ability to restrict the display of pay types into productive and unproductive time. This allows you to quickly see the days for which employees have been paid versus the days that have used against their benefit leave.

To access the calendar, select **Human Resources** ► **Queries** ► **Timesheet History Calendar**. The **Actions** button has been modified to add filtering.



The filtering uses the **Pay Code Type** from the **Pay Code Table** to group productive and unproductive time separately. There are three options available:

- 1.) All Time,
- 2.) Paid/OT/Premium/Other Time, and
- 3.) Unproductive/Unpaid time (which includes codes showing the accrual of benefit time).

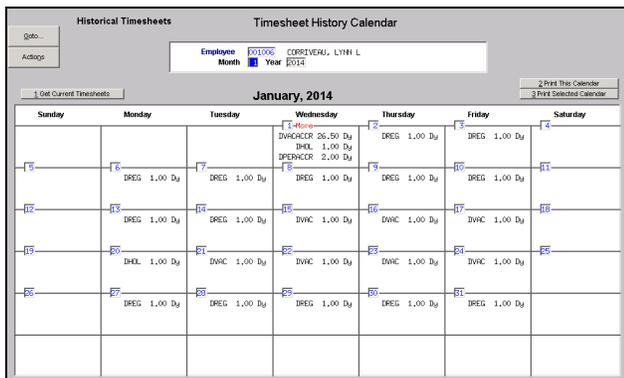


Figure 9 Showing All Time Time

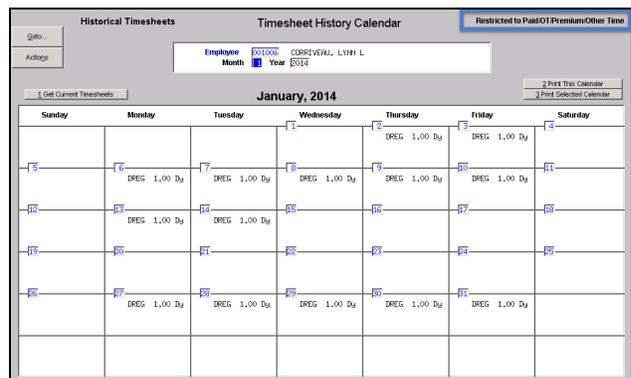


Figure 10 Showing Paid/Overtime/Premium and Other Time

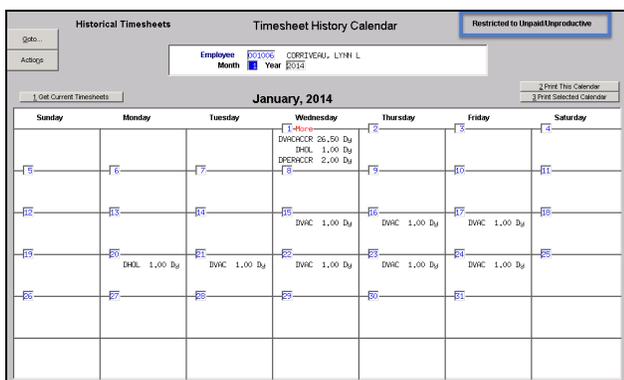


Figure 11 Showing Unpaid/Unproductive Time

The **Print This Calendar** and **Print Selected Calendar** options have also been modified to include the filtering. This means that it will print only the data displaying on your screen at the time you selected the Print option.



In addition, if you have restricted the display of the calendar on the screen that filter will be reflected in the calendar report. The legend at the top of the report will display the restriction type, if any.

Town of ADMINS
Print This Calendar

Employee: 007167 BERTOLINO, MICHAEL E.
Bargaining Unit: AFL -AF
Date Range: 01-May-2012 through 31-May-2012

Restricted to Unpaid/Unproductive Time

May 2012	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 FDSICK 1.00 Day DSICKAC 1.25 Day	2			
6	7	8	9	10	11 DVAC 1.00 Day	12	
13	14	15	16 CLT 1.00 Day	17	18 DVAC 1.00 Day	19	
20	21	22	23	24	25	26	
27	28 DHOL 1.00 Day	29	30	31			

Note: Those prefixed with * are current Timesheet Entry records

This will indicate any restriction on the report. If there is no text in this area, then the calendar report is showing all time without any restrictions.

Figure 12 Report restricted to Unpaid/Unproductive Time

Date Range: 01-Sep-2015 through 30-Sep-2015 Restricted to Paid/OT/Premium/Other Time

Figure 13 Legend example for report restricted to paid time

5.1.1. Print This Calendar [add PDF Option]

Prior to this update, the **Print This Calendar** would automatically display the calendar report to the screen in preview mode. Now sites may select the output type from Preview, Print or PDF.

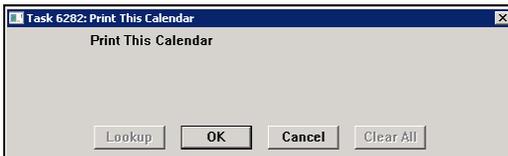


Figure 14 Before

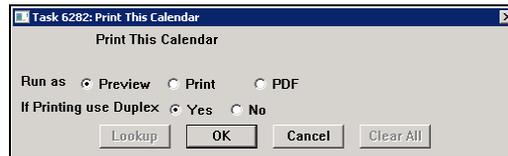


Figure 15 After

5.1.2. Print Selected Calendar [use new filters from screen]

The prompt for this report has been enhanced to include the same filtering options:

- 1.) All Time,
- 2.) Paid/OT/Premium/Other Time, and
- 3.) Unpaid/Unproductive time (which includes codes showing the accrual of benefit time).

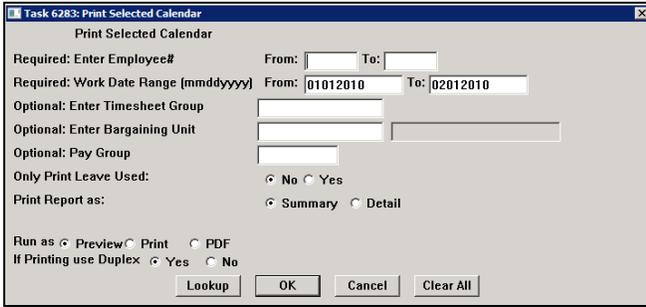


Figure 16 Before

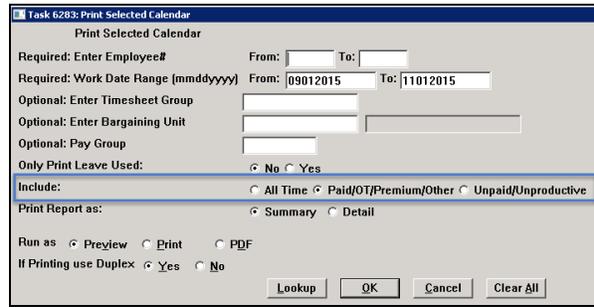
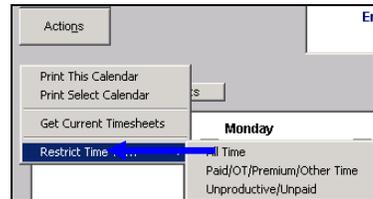
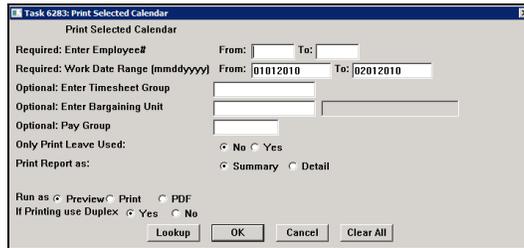


Figure 17 After

IMPORTANT NOTE:

If printing where the option of “**Only Print Leave Used**” is set to **Yes**, then be sure to select data showing in your screen to “**All Time**” or you will get No Records Selected



[ADM-AUC-HR-9742]

5.2. Paycheck History–Employee Summary [to run faster]

Additional work has been done on this screen to reduce the time required to display the data.

To view this screen, select **Human Resources** ► **Queries** ► **Paycheck History–Employee Summary**. The view may be filtered by check date range.

Paycheck History–Employee Summary

Employee # **210610** ACHIN-HOUSMAN, LYNN F From Check Date **01-Jan-2014**
 Address 43 BENJAMIN LANDING LANE To Check Date **31-Dec-2014**

City CAMBRIDGE State MA Zip 021 Gross Pay 47078.42 Deductions 47078.42 Net Pay 626.98

Check	Check Date	Warrant	Type	Gross Pay	Deductions	Net Pay	Benefits
0948126	13-Aug-2014	902544	Deposit Advice	671.00	671.00		9.73
0946256	02-Jul-2014	902524	Deposit Advice				
0944989	18-Jun-2014	902522	Deposit Advice	2578.19	2578.19		34.30
0944560	18-Jun-2014	902512	Deposit Advice	12890.95	12890.95		171.47
0943977	04-Jun-2014	902518	Deposit Advice	2578.19	2578.19		34.29
0943011	21-May-2014	902513	Deposit Advice	2578.19	2578.19		34.29
0942062	07-May-2014	902507	Deposit Advice	2578.19	2578.19		34.29
0941118	23-Apr-2014	902504	Deposit Advice	2578.19	2578.19		34.29
0940311	09-Apr-2014	902497	Deposit Advice	2578.19	2578.19		34.29
0939242	26-Mar-2014	902492	Deposit Advice	2578.19	2578.19		34.29
0938496	12-Mar-2014	902487	Deposit Advice	2578.19	2578.19		34.29
0937432	26-Feb-2014	902482	Deposit Advice	2578.19	2578.19		34.29
0936662	12-Feb-2014	902478	Deposit Advice	2578.19	2578.19		34.29
0935788	29-Jan-2014	902470	Deposit Advice	2578.19	2578.19		34.29
0934714	15-Jan-2014	902463	Deposit Advice	2578.19	2578.19		34.29
0933782	01-Jan-2014	902458	Deposit Advice	2578.19	2578.19		34.29

[ADM-AUC-HR-9743]



6. TABLES

6.1. Bank Code Table ▶ Human Resources ACH Tab

6.1.1. Direct Deposit File Name [Add Date and Time stamp]

Some sites required ADMINS assistance in locating Direct Deposit files when processing multiple warrants in a single day.

To allow sites to process multiple warrants and readily identify and access their Direct Deposit files, ADMINS recommends that the file name specified on the **ACH tab ▶ Full File Path & Name** field be changed to include the %b, %d, and %t symbols, which will include the bank, date, and time in the file name. ADMINS staff will be reaching out to sites after this software update to assist in making this change.

Maintain Bank Codes

Bank: **FRYR** Name: **FRYROLL - CITIZENS BANK** ABA#: **2110-7017-5** ABA Numerator: **2110-7017-5** ABA Denominator: **2110-7017-5**

Address 1: Address 2: Address 3: City: State: Zip Code: **00000-0000**

Direct Deposit: Yes No
Cash Book: Yes No

Optional:
Signon Line 1:
Signon Line 2:
Signon Line 3:
Signon Line 4:
Signon Line 5:

Required:
Full File Path & Name: **hrwrk:deposit.dat**

Company Name: **TOWN OF RHYTOWN**
Company Identification: **046001088**
Immediate Origin Name: **TOWN OF RHYTOWN**
Immediate Origin Route: **046001088**
Immediate Destination Name: **CITIZENS BANK**
Immediate Destination Route: **211070222**
Originating DFI Route: **21107022**

Reconciliation Layout

Maintain Bank Codes

Bank: **FRYR** Name: **FRYROLL - CITIZENS BANK** ABA#: **2110-7017-5** ABA Numerator: **2110-7017-5** ABA Denominator: **2110-7017-5**

Address 1: Address 2: Address 3: City: State: Zip Code: **00000-0000**

Optional:
Signon Line 1:
Signon Line 2:
Signon Line 3:
Signon Line 4:
Signon Line 5:

Required:
Full File Path & Name: **hrwrk:deposit_%b_%d_%t.txt**

Company Name: **TOWN OF RHYTOWN**
Company Identification: **046001088**
Immediate Origin Name: **TOWN OF RHYTOWN**
Immediate Origin Route: **046001088**
Immediate Destination Name: **CITIZENS BANK**
Immediate Destination Route: **211070222**
Originating DFI Route: **21107022**

Reconciliation Layout

[ADM-AUC-HR-9755]

6.2. Bargaining Unit – Retroactive Pay [lookup by Descr or Code]

An enhancement has been made to the **Add New** button on the retroactive pay tab of the bargaining unit table. Prior to the update when adding a new code, it would display a list of available pay codes by Description. You now have the option to find a pay code by Description *or* Code.

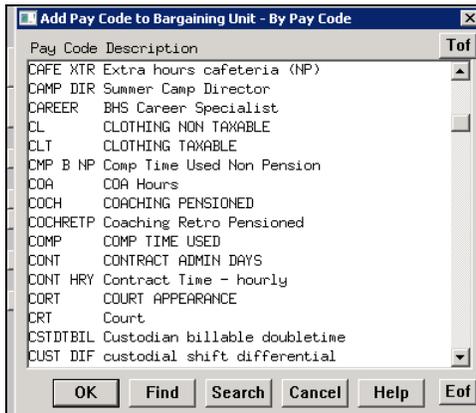
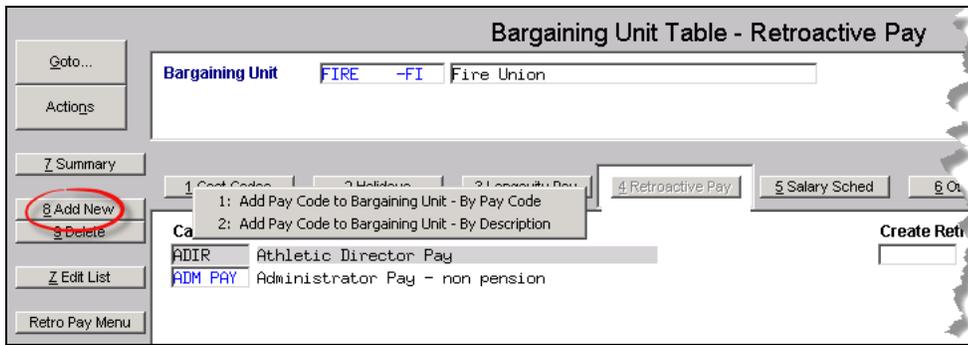


Figure 18 By Pay Code

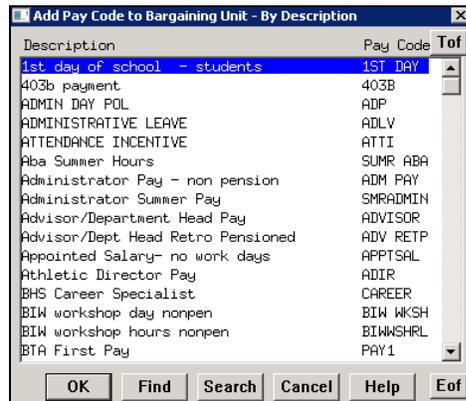


Figure 19 By Pay Code Description

[ADM-AUC-HR-9745]

6.3. Bargaining Unit – Reminders [NEW]

The **Human Resources** ► **Tables** ► **Bargaining Unit Table** ► **Other Info** tab now offers a section for two optional reminders, which operate independently of each other. The first allows the selection of a **Measurement Date** from the **Date Fields** lookup. This measurement date is used to issue a reminder on a specific date each year.

The second, the **Service Length Reminder**, can be used for up to twenty reminders, each for a specified number of months. For example, if the municipality hires employees with a contract that requires a review at six month intervals from the **position hire date**, the reminders could be set for 6, 12 and 18 months, and so on.

The system does not automatically issue you a report of these notifications – because oftentimes these are dates that you want to be alerted of “in advance”. Therefore, if you are currently in January and you want to see a list of employees with Birthdays in March, you may run the report on demand. This is typically done as part of your Monthly or Quarterly cycle where you may get a list of these special dates as upcoming ticklers. See the **Special Anniversary Reminder Report** in Section 8.1.6 of this document.

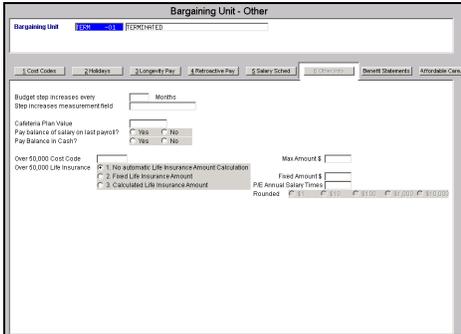


Figure 20 – Before

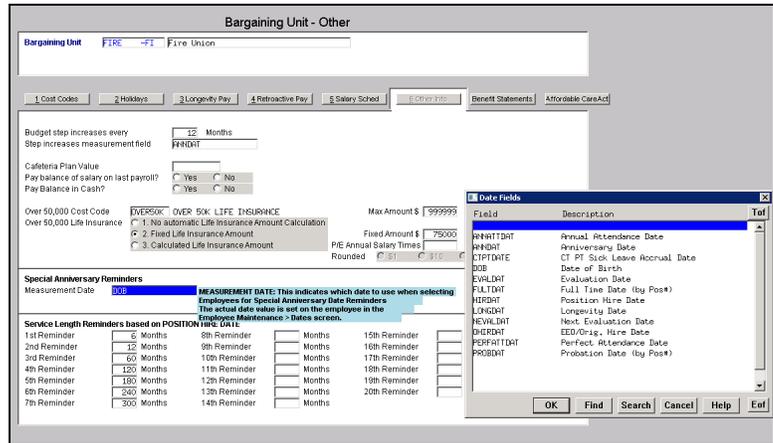


Figure 21 After Bargaining Unit Other Tab

Measurement Date

On this date every year, issue an reminder. This is not required and if left blank will not issue a reminder. Any of the date fields shown in the lookup may be selected.

For example,

I want to be notified on upcoming birthdays (use DOB) or

I want to be notified of upcoming next evaluation Dates (use NEVALDAT)

**Service Length Reminders
1st through 20th**

This allows for up to 20 different service length reminders. This uses the **Position Hire Date (HIRDAT)** for active positions.

You may specify any number of months to issue a reminder.

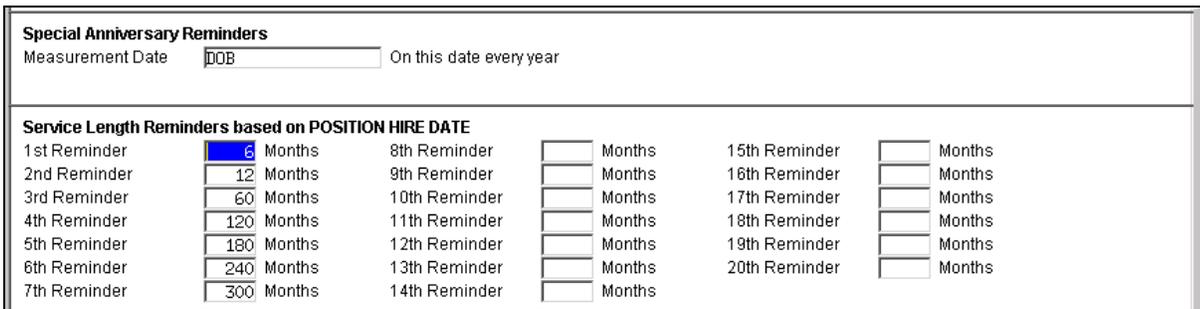


Figure 22 Reminders example

In this example, this bargaining unit is using the **Employees Date of Birth (DOB)** as the base to set the reminders on this date every year. It will remind you of upcoming birthdays for the month.

In addition, this bargaining unit is also set to issue **Service Length Reminders** on the **Position Hire Date** anniversary. The first reminder will be issued 6 months from date of hire, the next at 12 months and so on.

Using the above example if the employee has both a birthday and a Service Length Anniversary Date in the same month, both reminders for this employee will be included on the **Special Anniversary Reminder Report**. An example of the **Special Anniversary Reminder Report** is shown in see Section 8.1.6 of this document.

[ADM-AUC-HR-9692]



6.4. EEO Race Table

6.4.1. Update Race Category [compliance change]

The Equal Employment Opportunity (EEO) Commission has modified the allowable race categories effective for 2015. There are six categories for “Not Hispanic or Latino” races and a seventh category for “Hispanic or Latino”. Only the Race/Ethnicity categories used on the EEO-1 Survey Form may be used. All employees must be assigned one of these valid codes. There are no “OTHER” or “UNKNOWN” race/ethnicity categories allowed anymore.

D. EMPLOYMENT DATA AS OF JUNE 30																
(Do not include elected/appointed officials. Blanks will be counted as zero)																
1. FULLTIME EMPLOYEES (Temporary employees are not included)																
JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	RACE/ETHNICITY														Total Col A-N
		HISPANIC OR LATINO		NON-HISPANIC OR LATINO								FEMALE				
		MALE	FEMALE	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or more races	
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	1. 40.115.9															

You will need to update your EEO Race table accordingly. The values should resemble the following:

- Tables
- Quarterly Processing
- Year-End Processing
- Module Maintenance
- Interfaces/Imports
- Site Specific
- Help Reference Library

- Budget Group Table - Rea
- Category - Paycheck
- Cost Code
- FLSA Codes
- Leave Accrual Rules
- Pay Code
- Pay Group Table
- Pay Period
- Shift Code Table
- Tax Rate
- Timesheet Groups
- EEO Category
- EEO Race**

➔

EEO Race	
Code	Description
00	
01	White (Not Hispanic or Latino)
02	Black / African American (Not Hisp/Lat)
03	Asian (Not Hispanic or Latino)
04	Native Hawaiian / Pacific Islander (NHL)
05	American Indian / Alaskan Native (NHL)
06	Two or more races (Not Hisp. or Latino)
07	Hispanic or Latino

To update an employee profile, go to the PERSONAL tab of the employee maintenance screen:



Employee Maintenance

Employee Number: 000004 MARIE REZZUTI
No Active Positions

Current Positions: 000 --00
All Positions: 000 --00

Reporting Location: [Empty]
Location Grade: [Empty]

Date Married: [Empty]
Fingerprinted: [Empty]
Date of Physical: [Empty]
Date Deceased: [Empty] Surviving Spouse: [Empty]

Primary Timesheet Group: SCHOOL-SCHOOL SCHOOL DEPARTMENT

Tax Information

Tax Type	Tax Table	Exemptions
Federal: FED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
State: MA	<input type="checkbox"/>	<input type="checkbox"/>
Other State:	<input type="checkbox"/>	<input type="checkbox"/>

Employee Status

Disability Code: [Empty]
Veteran Code: [Empty]
Immigration Code: 0
Race: 01 White (Not Hispanic or Latino)



The link below is available for more information, and there is an updated document in the Help Reference Library.
http://www.eeoc.gov/employers/eo1survey/sample_self_identification.cfm

To confirm whether you have got employees coded properly, you will need to issue your EEO reports and review the results. Be sure to make changes to your employees and re-run these reports iteratively until all corrections have been made. However, beware of unintended consequences. See section 8.3.1 in this document for how this change is reflected on reports.

Report Library Paychecks/Other

Report Name	Sample	Run	La
6789-EEO Reports	Sample	Run	19
7225-Benefit Categories	Sample	Run	15
6464-Employee Conversion Demographics	Sample	Run	
6463-Tables Audit Reports	Sample	Run	19
6465-History Audit Reports	Sample	Run	
7560-ACA 1095 Audit Report	Sample	Run	
----- Paycheck History Reports -----	Sample	Run	
7211-Employee Paycheck History Register	Sample	Run	31
7216-Employee Paycheck History Summary	Sample	Run	

[ADM-AUC-HR-9626]

6.4.2. Report on Employees by Code

Increased the width of the race code on the EEO Employee By Code Reports, which now allows for 2 digit race codes to be used. To run these reports, select **Human Resources** ► **Tables** ► **EEO Race, Category or Type** and select the **Emp By Code** button when viewing each table.

EEO Race

Code	Description
00	
01	White (Not Hispanic or Latino)
02	Black / African American (Not Hisp/Lat)
03	Asian (Not Hispanic or Latino)
04	Native Hawaiian / Pacific Islander (NHL)
05	American Indian / Alaskan Native (NHL)
06	Two or more races (Not Hisp, or Latino)
07	Hispanic or Latino

Buttons: 3 Add New, 4 Edit List, 5 Emp By Code (circled in red), X Restrict To



```

6747-HRRACE_RMP5.DEP      Printed 01-Mar-2016 at 15:58:31 by THERESA      Page 1
                          Town of ADMINS
                          Employees by Race

Race: 0 White
=====
Emp#  Name
=====
010926 ACERRA, KEITH L
004142 ALTOMONTE, KEITH J
010769 AMBLER, MARIE A
070013 ANDERSON, LYNN S
009304 ANDREWS, LAWRENCE J
003005 ARCAND, LAWRENCE
009222 ARMSTRONG, KEITH A
    
```

Figure 23 Before–EEO Race–Employees By Code

```

6747-HRRACE_RMP5.DEP      Printed 01-Mar-2016 at 15:05:56 by THERESA      Page 1
                          Town of ADMINS
                          Employees by Race

Race: 00
=====
Emp#  Name
=====
000000
070634
070643
070633
070626
070421 DEARY, LAWRENCE P
070455 FISKE, KEITH N
070489 GLENN, MARIE L
070635 HIGGINS, SUSIE LEE
070631 HOURLY, HELEN
    
```

Figure 24 After–EEO Race–Employees By Code

6.5. EEO Type Table

6.5.1. Report on Employees by Code

Corrected the Race Code column in the EEO Type Table Employees by Code report (to show 2 digits not just 1):

EEO Type	Description	Emp#	Name	Position#	Job Title	Categ	Description	Race	Description
01	Full-Time	070149		S005ABATECH-01	Stall Brook	05	Para-Professionals	0	Hispanic
01	Full-Time	010926	ACERRA, KEITH L	S007TEAARTS-01	007	02	Professionals	0	White
01	Full-Time	004142	ALTOMONTE, KEITH J	T220FIRFGTR-01	Fire Department	04	Protective Services	0	White
01	Full-Time	010769	AMBLER, MARIE A	S012TEACP78-01	Middle School	05	Para-Professionals	0	White
01	Full-Time	010088	ANDERSON-SPENCER, LYNN	S012TEAMUSC-01	Middle School	02	Professionals	0	Black
01	Full-Time	003005	ARCAND, LAWRENCE	T422DPWDROP-01	422	08	Service/Maintenance	0	White
01	Full-Time	010198	ATHANASOPOULOS, KAREN M	S005TEAGR03-01	Stall Brook	02	Professionals	0	White

Figure 25 Before–Employees by EEO Type–Excel® Output

EEO Type	Description	Emp#	Name	Position#	Job Title	Categ	Description	Race	Description
01	Full-Time	070501	ANDES, MARIE	S009SPDOCT-02	OCCUPATIONAL THERAPIST	02	Professionals	01	White (Not Hispanic
01	Full-Time	005003	ARCAND, LYNN R	S008BUSCORD-01	BUSINESS COORDINATOR	06	Office/Clerical	01	White (Not Hispanic
01	Full-Time	003004	ARCAND, MICHAEL	T422DPWDROP-07	Driver/Operator/Pipefitter UNL	08	Service/Maintenance	01	White (Not Hispanic
01	Full-Time	001373	ARIEL, LYNN C	S012TEASCIS-01	BMMS TEACHER	02	Professionals	06	Two or more races (
01	Full-Time	070498	ATWATER-RHODES, MICHAEL R II	T220FIRFGTR-01	Firefighter	04	Protective Services	01	White (Not Hispanic
01	Full-Time	007076	AUTOTE, KAREN M	S007ILASPED-01	ILA - 10 MONTH	05	Para-Professionals	01	White (Not Hispanic
01	Full-Time	001256	BAILEY, MARIE F	T123ADMASST-01	TOWN ADMINISTRATOR SECRETARY	06	Office/Clerical	01	White (Not Hispanic

Figure 26 After–Employees by EEO Type–Excel® Output

6.6. EEO Category Table

6.6.1. Report on Employees by Code

Corrected the Race column in the EEO Category Table Employees by Code report (to show 2 digits not just 1):

Category	Description	Emp#	Name	Position#	Job Title	Type	Description	Race	Description
01	Officials/Administr.	001001	SALARIED, SALLY S	T135FINCFO-01	135	01	Full-Time	0	White
01	Officials/Administr.	010885	SHERIDAN, MARIE H	S009FOODDIR-01	District - wide	01	Full-Time	0	White
01	Officials/Administr.	010743	SLANEY, LYNN D	S004PRIPRIN-01	Macy	01	Full-Time	0	White
01	Officials/Administr.	010895	TESSIER, LYNN D	S009CURRDIR-01	District - wide	02	Part-Time	0	White
01	Officials/Administr.	010894	WILLIAMS, MICHAEL	S004OTHOTH-01	Macy	01	Full-Time	0	White
01	Officials/Administr.	010675	WILSON, MARIE D	S003PRIPRIN-01	South	01	Full-Time	0	White
#Emps:		32							
02	Professionals	070158		S003SPDRSRC-01	South	01	Full-Time	9	
02	Professionals	010458	BAKAS, LYNN M	S009NURSUBS-01	District - wide	03	Temporary	9	
02	Professionals	010275	BAKER, MICHAEL R JR	S009STHATHL-01	District - wide	00		9	
02	Professionals	070095	BARROS, KAREN A	S009NURSUBS-01	District - wide	02	Part-Time	9	
02	Professionals	010787	BECK, MICHAEL R	S006ADVADVS-02	High School	03	Temporary	0	White
02	Professionals	009837	BEKSHA, MICHAEL D	S009TEASUBS-01	District - wide	03	Temporary	0	White



Figure 27 Before–Employees by EEO Category–Excel® Output

Category	Description	Emp#	Name	Position#	Job Title	Type	Description	Race	Description
01	Officials/Administr.	070316	ADILETTO, LYNN A	S005PRIPRIN-01	PRINCIPAL	01	Full-Time	01	White (Not Hispanic)
01	Officials/Administr.	003067	ASHLEY, MARIE A	T510BOHCOMM-01	BOARD OF HEALTH	03	Temporary	01	White (Not Hispanic)
01	Officials/Administr.	009307	BENMAOR, LAWRENCE C	T137ASRBORD-03	BOARD OF ASSESSORS	02	Part-Time	01	White (Not Hispanic)
01	Officials/Administr.	002959	BROWN, MICHAEL B	S009SCHCOMM-02	SCHOOL COMMITTEE	02	Part-Time	01	White (Not Hispanic)
01	Officials/Administr.	070495	CAMPBELL, MICHAEL D	S012ADMVPRJ-01	MIDDLE SCHOOL VICE PRINCIPAL	01	Full-Time	01	White (Not Hispanic)

Figure 28 After–Employees by EEO Category–Excel® Output

[ADM-AUC-HR-9698]

6.7. Cost Code

6.7.1. Over 50K Life Insurance [manage employee benefit amounts]

A change was made to add flexibility to the set up of Over 50K Life Insurance when using Method 2, for a Fixed Life Insurance amount. An **Allow Override** box was added to the **Bargaining Unit – Other** screen.

If the **Allow Override** box is checked on the Bargaining Unit table then the life insurance amount on the employee’s deduction/benefit tab may be changed. The benefit calculation will be based on the amount specified on the **Employee Maintenance ▶ Deduction/Benefit Tab** rather than the amount on the **Bargaining Unit – Other** screen.

Figure 29 Before

Figure 30 After

For example, as shown above, the Fire Union contract calls for a fixed amount of Life Insurance of \$75,000 for most employees. The **OVER50K** cost code has been set up to account for this. However, for some employees, a different amount is provided. To accommodate those situations, the **Allow Override** box must be checked. When



setting up an employee in the Fire Union bargaining unit, the amount may be changed on the **Employee Maintenance ▶ Benefit/Deduction** tab. Click on Add Code and select the cost code defined on your site for over 50,000 life insurance. Once you have added the code, enter an amount in the Life Insurance box to over ride the default amount.

The screenshot shows the 'Employee Maintenance' form for Keith J. Loughman, a Firefighter. The 'Benefit/Deduction' tab is active. A table lists cost codes with their effective dates and table amounts:

CostCode	Effective	Stop Date	Table Amount	Message	Additional Amount	Additional Start Date
RLT592	01-Aug-2013		27.88			
NC22	11-Jul-2013		2.0000%			
OVER50K	01-Mar-2016					
JD-TIF	11-Jul-2013		14.98			
DN-FIR	11-Jul-2013		5.00			

Below the table, the 'Life Insurance' field is set to 85,000. The 'Non-Direct Deposit Acct Entry for OVER50K' section is also visible.

To run a report of employees with this benefit, select **Human Resources ▶ Reports ▶ By Paychecks/Other** and select **6802 Paycheck Cost Code Report by Employee / Cost Code**:

The screenshot shows the 'Report Library Paychecks/Other' window. The 'Report Name' list includes:

- 7211-Employee Paycheck History Register
- 7216-Employee Paycheck History Summary
- 7213-Historical Paycheck Register - Warrant Detail
- 7219-Historical Paycheck Register - Employee Totals
- 6831-Paycheck Listing
- 6801-Paycheck Cost Summary - By Category/Cost Code
- 6802-Paycheck Cost Code Report by Employee / Cost Code**

The '6802-Paycheck Cost Code Report by Employee / Cost Code' report is highlighted.

Click on Edit Cost Codes and select the Over 50K cost code uses on your site:

The screenshot shows the 'Task 6802: Paycheck Cost Code Report by Employee / Cost Code' window. The 'Optional: Enter up to 9 Cost Codes' field is highlighted with a red circle, and the 'OVER50K' cost code is selected in the list below.

Optional: Enter up to 9 Cost Codes

1: OVER50K OVER 50K LIFE INSURANCE



Selecting Detail and Excel will result in a report similar to the one below:

Employee	Name	CostCode	Date	Category	Description	Employee Amt	Employer Amt
Print report as: Detail							
Checks Dated: 01012015 to 12312015							
Cost Code: 'OVER50K'							
001148	HARVEY, KAREN L	OVER50K	13-Jul-2015	LI	LIFE INSURANCE	0.00	2.31
001148	HARVEY, KAREN L	OVER50K	01-Oct-2015	LI	LIFE INSURANCE	0.00	2.31
001148	HARVEY, KAREN L	OVER50K	12-Dec-2015	LI	LIFE INSURANCE	0.00	2.31
001148	HARVEY, KAREN L	OVER50K	OVER 50K LIFE INSURANCE	LI	LIFE INSURANCE	0.00	6.93
						0.00	6.93
001255	O'DELL, JANE	OVER50K	01-Jul-2015	LI	LIFE INSURANCE	0.00	25.20
001255	O'DELL, JANE	OVER50K	13-Jul-2015	LI	LIFE INSURANCE	0.00	9.92
001255	O'DELL, JANE	OVER50K	01-Oct-2015	LI	LIFE INSURANCE	0.00	9.92
001255	O'DELL, JANE	OVER50K	12-Dec-2015	LI	LIFE INSURANCE	0.00	9.92
001255	O'DELL, JANE	OVER50K	OVER 50K LIFE INSURANCE	LI	LIFE INSURANCE	0.00	54.96
						0.00	54.96
001264	BOUCHER, LYNN A	OVER50K	13-Jul-2015	LI	LIFE INSURANCE	0.00	9.92
001264	BOUCHER, LYNN A	OVER50K	01-Oct-2015	LI	LIFE INSURANCE	0.00	9.92
001264	BOUCHER, LYNN A	OVER50K	12-Dec-2015	LI	LIFE INSURANCE	0.00	9.92
001264	BOUCHER, LYNN A	OVER50K	OVER 50K LIFE INSURANCE	LI	LIFE INSURANCE	0.00	29.76
						0.00	29.76

More detail is available in the **Group–Term Life Insurance Over 50K** document found under **Human Resources** ► **Help Reference Library** ► **Special Processing**:

Human Resources Help Reference Library			
Reference Card		View	Email
30K Deduction		View	Email
Taxable Fringe - In Lieu of Taxes		View	Email
Group - Term Life Insurance Over 50K		View	Email

[ADM-AUC-HR-9632]

7. QUARTERLY PROCESSING

7.1. Connecticut Unemployment Reports

Updated the process to properly report the taxable and excess wages. A new column showing excess wages was added to the CT Quarterly report. Taxable wages in excess of \$15,000 are shown in this column. Gross wages and taxable wages are not always the same. Column 2 (taxable wages) are CT taxable wages. There may be pre-tax deductions, such as health care premiums, that reduce the gross to get to the taxable wages. The export has been changed to report only up to \$15,000 of taxable wages per calendar year.



Town of ADMINS
CT Quarterly Reporting

FOR CHECKS DATED: 01-Jan-2012 to 31-Mar-2012
 QUARTER ENDING: 31-Mar-2012
 FED ID #: 123456789
 ENTITY: 1 TOWN OF ANYWHERE
 STATE UNEMPLOYMENT #: 1000000
 FILE LOCATION AND NAME: d:\auc_production\admhome\LASTUPD\HRMOD\mis\lis\1-2A1000000
 SORTED BY: Employee Number

SOC SEC #	EMPLOYEE # AND NAME	GROSS	TAXABLE WAGES
001101030	000092 GOSSELIN LYNN	1,143.90	1,143.90
001101062	000295 CORRIVEAU MICHAEL	2,295.13	2,024.96
001101065	000302 LAMARRE MICHAEL	1,118.48	1,016.14
001101067	000307 ROLLS KEITH	1,351.72	1,012.38

Figure 31 Before

6321-HRREP:HRCTQTRLY.REP Printed 16-Mar-2016 at 13:04:12 by THERESA Page 1
 Town of ADMINS
 CT Quarterly Reporting

FOR CHECKS DATED: 01-Jan-2012 to 31-Mar-2012
 QUARTER ENDING: 31-Mar-2012
 FED ID #: 113456789
 ENTITY: 1 TOWN OF ANYWHERE
 STATE UNEMPLOYMENT #: 0000004
 FILE LOCATION AND NAME: D:\AUC_DEVELOPMENT\ADMHOME\TRANSFER\112t0000004
 SORTED BY: Employee Number

SOC SEC #	EMPLOYEE # AND NAME	GROSS	TAXABLE WAGES	EXCESS WAGES
001101005	000012 HOLMES MARIE	20,202.28	15,000.00	4,100.62
001101009	000020 POWERS LYNN	19,670.63	15,000.00	2,873.97
001101010	000023 OSTEGREN KAREN	18,467.61	15,000.00	2,365.95
001101019	000040 MOORE KEITH	25,839.57	15,000.00	8,711.57
001101024	000062 MCDONOUGH LYNN	1,650.00	1,650.00	
001101025	000068 MOHAN KEITH	23,234.43	15,000.00	6,904.99
001101030	000092 CUMBERBATCH BENEDICT	15,770.62	15,000.00	770.62
001101036	000115 O'MALLEY LAWRENCE	300.00	300.00	
001101046	000152 GARIEPY KEITH	30,579.39	15,000.00	13,119.26
001101048	000155 PETERSON LYNN	18,756.83	15,000.00	2,655.17
001101054	000176 JACQUES LYNN	85.00	85.00	

Figure 32 After

[ADM-AUC-HR-9767]

8. REPORTS

Several changes and additions have been included in the Human Resources report library during this software update. To access the reports, select **Human Resources ▶ Reports ▶ Report Library**.

8.1. By Employee

8.1.1. Employee List –Grade Schedule #6714 [show CURRENT pay rate]

There was an issue with the display of Schedule/Grade/Step and FTE when salary changes were applied in advance to an employee. This has been corrected.



Employee Maintenance

Employee Number: 001022 MARIE A JONES
Position: S003ABATECH-01 APPLIED BEHAVIOR ANALYSIS TEC 1 Of 2

Employee Attachments (1)
Employee Position Attachments

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

Effective Date	Entry Date	Bargaining Unit	Schedule	Grade	Step	FTE	Annual	Period	Daily	Hourly Rate	Per Diem	Tier#	Entry User	
01-Jul-2016	12-Feb-2016	AFL	-AF	ABATECH	1	2	1.00	29940.30	575.78	115.16	17.0600	115.16	1	LUANN
01-Feb-2015	12-Feb-2015	AFL	-AF	ABATECH	1	1	1.00	28501.20	548.10	109.62	16.2400	109.62	1	LUANN

This shows that a salary increase was entered for this employee in advance. Prior to this update, the **Employee List –Grade Schedule** report would display the information from the future salary schedule instead of the current salary schedule.

Emp#	Name	Position#	Description	BargainingUnit	Schedule	Grd	Step	FTE	Annual Salary	Period Salary	Daily Salary	Hourly Rate	Per Diem Rate	
001022	JONES, MARIE A	S003ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIAN	AFL	-AF	ABATECH	1	2	1.00	28,501.20	548.10	109.62	16.24	109.62

Figure 33 Before

Emp#	Name	Position#	Description	BargainingUnit	Schedule	Grade	Step	FTE	Annual Salary	Period Salary	Daily Salary	Hourly Rate	Per Diem Rate	
001022	JONES, MARIE A	S003ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIAN	AFL	-AF	ABATECH	1	1	1.00	28,501.20	548.10	109.62	16.24	109.62

Figure 34 After

[ADM-AUC-HR-9749]

8.1.2. Employment Verification Report [NEW]

Added a new report called **#6659-Employment Verification Report** that will issue a summary of the wages paid to an employee for the past three years. Select **Human Resources ▶ Reports ▶ Report Library ▶ By Employee** to issue this report.

Report Library By Employee

Report Name	Sample
6690-Employee Roster Schedule	Sample
6710-Employee List	Sample
6711-Employee List with Notes	Sample
6712-Employee List - Phone Directory	Sample
6714-Employee List - Grade Schedules	Sample
6754-Employee List - Additional Wages	Sample
6716-Employee List - Deductions	Sample
6718-Employee List - GL Home Coding	Sample
6719-Employee List - GL Home Coding - Element Selection	Sample
6659-Employment Verification Report	Sample
7500-Employee List - Custom Fields	Sample

Task 6659: Employment Verification Report

Employment Verification Report

Required: Enter Employee# (2855)

Run as Preview Print PDF

If Printing use Duplex Yes No

Lookup OK Cancel Clear All



6659-HRRPT:HRMPVERRPT.REP Printed 09-Dec-2015 at 17:56:03 by MARY Town of ADMINS Page 1
Employment Verification Report

Name : 002855 MARSH, LL, KEITH R
Status : ACTIVE
Employment Date : 21-Feb-2013
Position : POLICE PATROL OFFICER
Current Year Salary : 48,650.40
2015 Year to date Total : 12,116.00
2014 Calendar Year Total : 55,282.52
2013 Calendar Year Total : 58,805.48
Probability of Continued Employment: _____

Contact: Mary Mackinnon
Payroll Master Supervisor
617.494.5100 ext 2119

The footer information is from the Module Control table – parameters 6100-6102:

Human Resources Module Control		
Seq#	Description	Answer
6100	Payroll Contact Name	Mary Mackinnon
6101	Payroll Contact Title	Payroll Master Supervisor
6102	Payroll Contract Phone#	617.494.5100 ext 2119

See the Help Reference Library for an explanation of this report:

Human Resources Help Reference Lib

Reference Card

----- EMPLOYEE POSITIONS -----

Position Maintenance Screens	View	Email
Add A New Employee	View	Email
Position Maintenance - Add Position to an Employee	View	Email
How Account Numbers are Used	View	Email
Mass Change Employee Salaries	View	Email
PT Sick Leave Accrual	View	Email
How Deductions are Taken	View	Email
Tax Shelter - Matched Benefits	View	Email
Medicare Adjustments	View	Email
Reset Annual Maximum on Employee Cost Codes	View	Email
Leave Accrual	View	Email
Employee Attendance Log (Time Used)	View	Email
Employee Verification (3 yr wages)	View	Email

[ADM-AUC-HR-9693]

8.1.3. Employee Leave Balance #6079 [fixed Excel output]

Prior to this update, the Excel® output option was not working. This has been corrected.

Report Library By Employee

Report Name

7500-Employee List - Custom Fields	Sample
6836-Employee List - Highest Pay (Pay Type)	Sample
6837-Employee List - Highest Pay (Pay Code Category)	Sample
6838-Employee List - Highest Pay (Leave Code)	Sample
6839-Employee List - Highest Pay (Pay Code)	Sample
6038-Employee List - Cost of Leave	Sample
6079-Employee Leave Balance Listing	Sample



Emp#	Name	Accrual Group	Accrual Description	Leave Code	Leave Description	Beginning Balance	Accrual	Taken	Forfeited	Paid Out	Balance	As Of Date
003249	DINEEN, LYNN H	SC23	TEACH-UNLIMITED	PERSONAL	Personal		10.00 Days	10.00 Days				08-Dec-2015
003249	DINEEN, LYNN H	SC23	TEACH-UNLIMITED	SICKLEA	Sick Leave	223.00 Days	75.00 Days	40.50 Days			257.50 Days	08-Dec-2015
004058	FOWLER, KAREN	SCH 10 L	10 month limited	PERSONAL	Personal		7.50 Days	6.50 Days	1.00 Days			08-Dec-2015
004058	FOWLER, KAREN	SCH 10 L	10 month limited	SICKLEA	Sick Leave		132.25 Days	17.00 Days	1.00 Days		114.25 Days	08-Dec-2015
004058	FOWLER, KAREN	SCH 10 L	10 month limited	VACATION	Vacation		50.00 Days	40.00 Days		10.00 Days		08-Dec-2015

[MAN-SUP-SAPLAUC-383]
[ADM-AUC-HR-9671&9705]

8.1.4. Leave History (Attendance) Report [Add Day of Week]

The #6176-Leave History (Attendance) Report now includes the transaction day of the week.

Employee	Accrual Code	Leave Code	Leave Type	Amount	Balance	Units	Date	Day of Week	Varrant	Check Date	Post Date
002674 ZALEWSKI, MARIA MEDINA	AFSCME	PERSONAL	Taken	.25	6.00	Hours	20-Oct-201	Tuesday	60001	30-Oct-2015	29-Oct-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	PERSONAL	Accrual	6.25	6.25	Hours	22-Oct-201		00000		
002674 ZALEWSKI, MARIA MEDINA	AFSCME	PERSONAL	Taken	.25	5.75	Hours	09-Nov-201	Monday	60010	20-Nov-2015	19-Nov-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	PERSONAL	Taken	2.00	3.75	Hours	25-Nov-201	Wednesday	60015	04-Dec-2015	03-Dec-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	PERSONAL			3.75	Hours					
002674 ZALEWSKI, MARIA MEDINA	AFSCME	SICK	Taken	8.00	134.50	Hours	21-Oct-201	Wednesday	60001	30-Oct-2015	29-Oct-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	SICK	Taken	8.00	126.50	Hours	22-Oct-201	Thursday	60001	30-Oct-2015	29-Oct-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	SICK	Accrual	142.50	142.50	Hours	22-Oct-201		00000		
002674 ZALEWSKI, MARIA MEDINA	AFSCME	SICK	Taken	8.00	118.50	Hours	27-Oct-201	Tuesday	60004	06-Nov-2015	05-Nov-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	SICK	Accrual	10.00	128.50	Hours	31-Oct-201		60007	13-Nov-2015	12-Nov-2015
002674 ZALEWSKI, MARIA MEDINA	AFSCME	SICK			128.50	Hours					

[ADM-AUC-HR-9694]

8.1.5. Employee Leave Time Over XX Days/Hours [NEW]

There is a new report that will show employees who have used in excess of a specified number Days/Hours for Personal and Sick Time. HR departments may run this report to identify patterns of absenteeism.



Report Library By Employee	
Report Name	
6609-Negative Leave Balance Listing	Sample
6176-Leave History (Attendance) Report	Sample
6608-Employee Leave Time over XX Days/Hours	Sample
6462-Employee Profile Audit Report	Sample
6715-Employee List - Salary Level for Date Range	Sample
6144-Payroll Labor Costs for a Period - Expected Amount	Sample

Task 6608: Employee Leave Time over XX Days/Hours

This report will print employees who have sick time or personal time over the limit entered.

Required: Work Date Range (mmddyyyy) From: 01012016 To: 03312016

Optional: Enter up to 9 Pay Groups Edit 0 values:

Optional: Enter up to 9 Timesheet Groups Edit 0 values:

Required: Enter Category for SICK Time SICKL SICK LEAVE

Required: Report Sick Time Used Greater than #: 2

Required: Enter Category for PERSONAL Time PERSON PERSONAL LEAVE

Required: Report Personal Time Used Greater than #: 2

Sort Report By: Employee# Employee Name

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup OK Cancel Clear All

Field (Bold=Required Field)

Description

Work Date Range

Enter the Work Date range to be reported on.

Pay Group

Enter up to 9 Pay Groups (optional – leave blank to report on all groups).

Timesheet Group

Enter up to 9 Pay Groups (optional – leave blank to report on all groups).

Report Sick Time Used Greater than #:

This will select the days or hours in excess of the specified number.

Report Personal Time Used Greater than #:

This will select the days or hours in excess of the specified number.

Category for Sick Time

This is the Paycheck Category comprising Pay Codes used for Sick Time.

Pay Code Table

Pay Code SICK SICK LEAVE - HOURLY

1 Calculation 2 Base Buckets 3 Detail Billing

Paycheck Category SICK SICK LEAVE

Category for Personal Time

This is the Paycheck Category comprising Pay Codes used for Personal Time.

Pay Code Table

Pay Code FER PERSONAL DAY LEAVE

1 Calculation 2 Base Buckets 3 Detail Billing

Paycheck Category PERSON PERSONAL LEAVE



Town of ADMINS Employee Leave Time over XX Days/Hours						
Attendance Leave Totals for 01012016 to 03312016						
Pay Group: Police Department						
Employee	Timesheet	Sick	Sick	Personal	Personal	
	Timesheet Grp	Days	Hours	Days	Hours	
000092 CUMBERBATCH, BENEDICT M	TEST -TC	.00	40.00	.00	.00	
000314 CORTES, KEITH A	TOWN -POL	.00	16.00	.00	.00	
001260 DANIEL, LYNN	TOWN -POL	.00	8.00	.00	.00	
001596 KELLY, LAWRENCE T	TOWN -POL	.00	24.00	.00	.00	
Pay Group: POLICE Total Employees: 4		.00	88.00	.00	.00	
Pay Group: Town Weekly						
000152 GARIEPY, KEITH FERN	TEST -TC	3.00	.00	.00	.00	
Pay Group: TW Total Employees: 1		3.00	.00	.00	.00	
Grand Total Employees: 7		13.00	88.00	.00	.00	

Selection Legend:
Work Date : 01012016 to 03312016
Sick Category : SICKL
Sick Time Over # : 2
Personal Category : PERSON
Personal Time Over: 2
Sorted By : Employee#

Figure 35 Example of Preview, Print, PDF Output

	A	B	C	D	E	F	G
	Emp#	Name	Timesheet Group	Sick Days	Sick Hours	Personal Days	Personal Hours
9	000092	CUMBERBATCH, BENEDICT M	TEST -TC	0.00	40.00	0.00	0.00
10	000314	CORTES, KEITH A	TOWN -POL	0.00	16.00	0.00	0.00
11	001260	DANIEL, LYNN	TOWN -POL	0.00	8.00	0.00	0.00
12	001596	KELLY, LAWRENCE T	TOWN -POL	0.00	24.00	0.00	0.00
13	Total Employees: 4 for Police Department			0.00	88.00	0.00	0.00
15	000152	GARIEPY, KEITH FERN	TEST -TC	3.00	0.00	0.00	0.00
16	Total Employees: 1 for Town Weekly			3.00	0.00	0.00	0.00
17	Grant Total Employees: 7			13.00	88.00	0.00	0.00

Selection Legend:
Work Date : 01012016 to 03312016
Sick Category : SICKL
Sick Time Over # : 2
Personal Category : PERSON
Personal Time Over: 2
Employee#

Figure 36 Example of Excel® Output

[ADM-AUC-HR-9691]

8.1.6. Special Anniversary Reminders Report [NEW]

This report lists all Employees with a special anniversary for the selected month and year based on the reminders set in the **Human Resources ► Tables ► Bargaining Unit ► Other Info tab** (see Section 6.3).

Enter the Month and Year to report on Reminders:

Task 6658: Special Anniversary Reminders

Special Anniversary Reminders

Required: Enter Month for Reminder (1-12)

Required: Enter Year for Reminder (YYYY)

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Town of ADMINS Special Anniversary Reminders									
Emp#	Name	Position	Description	Hire Date	Years	Months	Barg Unit	Message	
For June Year: 2016									
006036	DROUIN, MICHAEL	S004CUSHEAD-03	HEAD CUSTODIAN	14-Nov-1994	0	0	AFL -AF	For Date of Birth on the 6th	
007782	GEROMINI, LAWRENCE R	S006CUS2NDS-06	CUSTODIAN	28-Feb-2006	0	0	AFL -AF	For Date of Birth on the 28th	
070133	GAURON, LAWRENCE E	S009MAICLRK-01	CLERK - MAINTENANCE DEPARTMENT	09-Jan-2013	0	0	AFL -AF	For Date of Birth on the 20th	
070437	DIGIAMPAOLO-BOGAN, KAREN M	S005ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNIC	22-Mar-2013	0	0	AFL -AF	For Date of Birth on the 28th	
# Reminders for Bargaining Unit AFL -AF 4									
006032	VERNIG, LYNN	S004CAFLEAD-01	CAFETERIA ELEMENTARY LEAD COOK	21-Sep-2000	0	0	AFL 10M -AF10	For Anniversary Date on the 15th	
# Reminders for Bargaining Unit AFL 10M -AF10 1									
007213	LEVESQUE, LYNN R	T450DPWFOPR-01	FACILITIES OPERATOR/MECHANIC	05-Jun-2006	10	0	DPW -DP	For Service Length	
# Reminders for Bargaining Unit DPW -DP 1									
010142	FISHER, MARIE	S012TEAPHED-02	EMMS TEACHER	18-Jun-2010	0	0	MTA -21	For Position Hire Date on the 18th	
070341	BEAUDREAU, KAREN	S009PHTPHYT-01	PHYSICAL THERAPIST .6	29-Jun-2012	0	0	MTA -21	For Position Hire Date on the 29th	
# Reminders for Bargaining Unit MTA -21 2									
010077	RASCHE, KAREN M.	S005TEAGR01-02	STALL BROOK SCHOOL TEACHER	22-Jun-2011	5	0	MTA -26	For Service Length	
# Reminders for Bargaining Unit MTA -26 1									
001635	FOX, LAWRENCE G	S009TEASUBS-01	SUBSTITUTE TEACHER	13-Mar-2000	0	0	NON -M0	For Date of Birth on the 2nd	
002238	LEMON, MICHAEL	T801POLAUX -01	AUXILIARY POLICE	08-Mar-1983	0	0	NON -M0	For Date of Birth on the 6th	
002832	MAHAN, MICHAEL J	T801POLDET-05	POLICE DETAIL	01-Dec-2010	0	0	NON -M0	For Date of Birth on the 29th	

Figure 37 Sample of the Special Anniversary report

[ADM-AUC-HR-9692]



8.2. By Timesheet

8.2.1. Timesheet Entry Detail–Changed Timesheets

The changed timesheets report was incorrectly listing a change on the first day of the warrant for an employee for whom a line was added for a day – when there was no change for the first day. In the example below, a line was added for February 5 for both employees. The changes are listed, along with an incorrect record for February 1.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Emp#	Name	Position#	Work Date	Warrant	Pay Code	Description	Expense	Hours	Days	HourlyRate	Flat Amt	Wages	Change User	Change Date
000152	GARIEPY, KEITH FERN	T123TWNADMIN-01	01-Feb-2016	020516	DREG	REGULAR - days	1000-154		1.00	486.59	0.00	486.59	THERESA	02-Mar-2016
000152	GARIEPY, KEITH FERN	T123TWNADMIN-01	05-Feb-2016	020516	DSIC	SICK LEAVE - daily r	1000-154	0.50		486.59	0.00	243.30	THERESA	02-Mar-2016
000152	GARIEPY, KEITH FERN	T123TWNADMIN-01	05-Feb-2016	020516	DREG	REGULAR - days	1000-154	0.50		486.59	0.00	243.30	THERESA	02-Mar-2016
Total TimeSheetGroup TEST -TC														
003105	BOITEAU, KAREN A	T422DPWHCLK-01	01-Feb-2016	020516	REG	REGULAR - hours	1000-154	0.80		18.19	0.00	14.55	THERESA	02-Mar-2016
003105	BOITEAU, KAREN A	T422DPWHCLK-01	05-Feb-2016	020516	REG	REGULAR - hours	0200-154	3.00		18.19	0.00	54.57	THERESA	02-Mar-2016
003105	BOITEAU, KAREN A	T422DPWHCLK-01	05-Feb-2016	020516	REG	REGULAR - hours	1000-154	0.60		18.19	0.00	10.91	THERESA	02-Mar-2016
Total TimeSheetGroup TOWN -DPW														
Legend:														
For Warrant Number: 020516														
Change Date: 02-Mar-2016														
Sorted by: Timesheet Group/Employee Name														

Figure 38 Before

The report now shows only the changes actually made. This will make it easier to reconcile “last minute” changes made, for example, on the day the payroll is being processed.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Emp#	Name	Position#	Work Date	Warrant	Pay Code	Description	Expense	Hours	Days	HourlyRate	Flat Amt	Wages	Change User	Change Date
001148	HARVEY, KAREN L	T154MISMIS -01	23-Mar-2016	910002	DSIC	SICK LEAVE - daily r	1000-154	0.50		322.41	0.00	161.21	THERESA	14-Mar-2016
001148	HARVEY, KAREN L	T154MISMIS -01	23-Mar-2016	910002	DREG	REGULAR - days	1000-154	0.50		322.41	0.00	161.21	THERESA	14-Mar-2016
Total TimeSheetGroup TEST -TC														
Legend:														
For Warrant Number: 910002														
Change Date: 14-Mar-2016														
Sorted by: Timesheet Group/Employee Name														

Figure 39 After

In addition, records that were changed and now had no hours, days or pay were not being reported. This has been fixed

[BLG-SUP-SAPLAUC-623]
[ADM-AUC-HR-9657]

8.2.2. Timesheet Detail Report #6249 – Added Bargaining Unit

Modified report #6249-Timesheet History Detail by TS Group/PayCode to include a column for the Bargaining Unit in the Excel output only – see Column “L”.

A	B	C	D	E	F	G	H	I	J	K	L
Paycode	Description	Work Date	Weekday	Warrant	Emp#	Name	Expense Account	Hours	Days	Wages	Bargaining Unit
ALLOW-2	POST TAX ANNUITY	13-Nov-2015	Fri	151113	077945		10000000-01100-531-10-2500-51110-2101 SUP-REGULAR	0.00	1.00	277.92	
Total	Other							0.00	1.00	277.92	
SCHCOMM	SCHOOL COMMITTEE SECRET	13-Nov-2015	Fri	151113	019821		10000000-01100-531-10-2500-51110-4109 SUP-REGULAR	0.00	1.00	346.15	
Total	Premium							0.00	1.00	346.15	
SREG	REGULAR - SALARIED	02-Nov-2015	Mon	151113	019821		10000000-01100-531-10-2500-51110-4109 SUP-REGULAR	0.00	1.00	255.98	
SREG	REGULAR - SALARIED	02-Nov-2015	Mon	151113	028538		10000000-01200-222-10-0000-51110-3200 STAFF DEV-REGULAR	0.00	1.00	354.63	
SREG	REGULAR - SALARIED	02-Nov-2015	Mon	151113	077379		10000000-01403-214-10-0000-51110-4661 ATTENDANCE-REGULAR	0.00	1.00	129.35	

Figure 40 Before





A	B	C	D	E	F	G	H	I	J	K	L
Paycode	Description	Work Date	Weekday	Warrant	Emp#	Name	Expense Account	Hours	Days	Wages	Barq/Int
ALLOW-2	POST TAX ANNUITY	13-Nov-2015	Fri	51113	577845		1000000-01100-531-10-2500-51110-2101 SUP-REGULAR	0.00	1.00	277.92	ADMND1 -26
Total	Other							0.00	1.00	277.92	
SCHCOMM	SCHOOL COMMITTEE SECRET	13-Nov-2015	Fri	51113	519821		1000000-01100-531-10-2500-51110-4109 SUP-REGULAR	0.00	1.00	346.15	NC1201 -26
Total	Premium							0.00	1.00	346.15	
SREG	REGULAR - SALARIED	02-Nov-2015	Mon	51113	519821		1000000-01100-531-10-2500-51110-4109 SUP-REGULAR	0.00	1.00	255.98	NC1201 -26
SREG	REGULAR - SALARIED	02-Nov-2015	Mon	51113	528538		1000000-01200-222-10-0000-51110-3200 STAFF DEV-REGULAR	0.00	1.00	354.83	ADMND1 -26
SREG	REGULAR - SALARIED	02-Nov-2015	Mon	51113	577379		1000000-01403-214-10-0000-51110-4661 ATTENDANCE-REGULAR	0.00	1.00	129.35	NC1201 -26
SREG	REGULAR - SALARIED	02-Nov-2015	Mon	51113	577497		1000000-01403-231-10-0000-51110-3200 ATTENDANCE-REGULAR	0.00	0.50	191.07	NC1201 -26
SREG	REGULAR - SALARIED	02-Nov-2015	Mon	51113	577497		1000000-02600-311-10-2500-51110-3200 TRANSP-REGULAR	0.00	0.50	191.07	NC1201 -26
SREG	REGULAR - SALARIED	02-Nov-2015	Mon	51113	577845		1000000-01100-531-10-2500-51110-2101 SUP-REGULAR	0.00	1.00	560.20	ADMND1 -26

Figure 41 After

[ADM-AUC-HR-9700]

8.2.3. Timesheet History By Ts Grp/Emp Unproductive/Unpaid [add Totals]

This report has been modified to add totals by pay code for each employee.

```

6606-HRTMSEMPDETUMP.REP      Printed 11-Dec-2015 at 10:24:08 by LUANN      Page 1
                                Town of ADMINS
                                Timesheet Entry by TS Grp/Emp Unproductive/Unpaid
=====
Work Date  Warrant  Pay Code      Hours  Days  Wages Paid  Expense Account
-----
001148 HARVEY, KAREN L      T154MISMIS -01
-----
13-Mar-2015 902875  DSIC  SICK LEAVE - daily r      1.00      322.41  1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY
16-Mar-2015 902875  DSIC  SICK LEAVE - daily r      1.00      322.41  1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY
20-Mar-2015 902875  DSIC  SICK LEAVE - daily r      1.00      322.41  1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY
23-Mar-2015 902875  DVAC  Vacation - Days              .50      161.21  1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY
24-Mar-2015 902875  DVAC  Vacation - Days              .50      161.21  1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY
25-Mar-2015 902875  DVAC  Vacation - Days              .50      161.21  1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY

                                Hours  Days  Wages Paid
                                -----
Unproductive:                    4.50      1450.86
Employee Total:                   4.50      1450.86

                                Hours  Days  Wages Paid
                                -----
Unproductive:                    4.50      1450.86

Timesheet Group TEST  -TC  Total:                   4.50      1450.86  THERESA TEST GROUP FOR OVER50K

                                Hours  Days  Wages Paid
                                -----
Unproductive:                    4.50      1450.86

**** Grand Total:                   4.50      1450.86
=====
Selection Legend:

```

Figure 42 Before

```

6606-HRTMSEMPDETUMP.REP      Printed 11-Dec-2015 at 10:49:18 by LUANN      Page 1
                                Town of ADMINS
                                Timesheet Entry by TS Grp/Emp Unproductive/Unpaid
=====
Work Date  Warrant  Pay Code      Hours  Days  Wages Paid  Expense Account
-----
001148 HARVEY, KAREN L      T154MISMIS -01
-----
13-Mar-2015 902875  DSIC  SICK LEAVE - daily r      1.00      322.41  1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY
16-Mar-2015 902875  DSIC  SICK LEAVE - daily r      1.00      322.41  1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY
20-Mar-2015 902875  DSIC  SICK LEAVE - daily r      1.00      322.41  1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY
23-Mar-2015 902875  DVAC  Vacation - Days              .50      161.21  1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY
24-Mar-2015 902875  DVAC  Vacation - Days              .50      161.21  1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY
25-Mar-2015 902875  DVAC  Vacation - Days              .50      161.21  1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY

                                Hours  Days  Wages Paid
                                -----
Unproductive:                    4.50      1450.86
Employee Total:                   4.50      1450.86

                                Hours  Days  Wages Paid
                                -----
Unproductive:                    4.50      1450.86

Timesheet Group TEST  -TC  Total:                   4.50      1450.86  THERESA TEST GROUP FOR OVER50K

                                Hours  Days  Wages Paid
                                -----
Unproductive:                    4.50      1450.86

**** Grand Total:                   4.50      1450.86
=====
Selection Legend:

```

Figure 43 After

[ADM-AUC-HR-9699]



8.3. By Paychecks/Other

8.3.1. EEO Reports–Reconciliation Reports

Prior to this update, the EEO reports used six race categories; these reports will now display nine race columns per gender on the reconciliation reports. This will accommodate the seven categories in current use and allow for future additional categories.

Entity.....: 1 Town of Anywhere										
Federal ID#:.....: 123456789										
All Employees Active Between: 01/01/2010 and 12/31/2010										
Job Category	From Salary	To Salary	Total	Male White	Male Black	Male Hispanic	Male Indian	Male Asian	Male Unknown	Male Other
	up to	10,000.00	1	1						
	10,000.01	15,000.00								
	15,000.01	20,000.00								
	20,000.01	25,000.00	1	1						
	25,000.01	30,000.00								
	30,000.01	32,000.00	2							
	32,000.01	40,000.00								
	40,000.01	45,000.00	5	1						
	45,000.00	Plus	17	13	1					1
Officials/Administr.	up to	10,000.00								
	10,000.01	15,000.00								
	15,000.01	20,000.00								
	20,000.01	25,000.00								
	25,000.01	30,000.00								
	30,000.01	32,000.00	1							
	32,000.01	40,000.00	1							
	40,000.01	45,000.00								
	45,000.00	Plus	12	9						

Figure 44 Before

Entity.....: 1 TOWN OF ANYWHERE													
Federal ID#:.....: 11-3456789													
Full Time Employees Hired Between: 01/01/2010 and 12/31/2010													
Job Category	From Salary	To Salary	Total	Male White	Male Black	Male Asian	Male Native	Male Americ	Male Two or	Male Hispan	Male Other	Male F	Male F
	up to	6,587.00											
	6,587.01	15,000.00											
	15,000.01	20,000.00											
	20,000.01	25,000.00											
	25,000.01	30,000.00											
	30,000.01	35,000.00	1										
	35,000.01	40,000.00											
	40,000.00	Plus											
Officials/Administr.	up to	6,587.00											
	6,587.01	15,000.00											
	15,000.01	20,000.00											
	20,000.01	25,000.00											
	25,000.01	30,000.00											
	30,000.01	35,000.00											
	35,000.01	40,000.00											
	40,000.00	Plus											
			10	7									

Figure 45 After

[ADM-AUC-HR-9697]

8.3.2. EEO Reports–Salary Reports [show code and description]

The Excel® versions of the EEO Salary Reports now include the code for the EEO Type, Category and Race in addition to the description.

Entity	Emp#	Name	EEO Type	EEO Category	Gender	Race	FTE	HireDate	TermDate	Salary	New?
1	002924	DEMATIA, KAREN M	Full-Time		F	White	1.00	9/19/2005		49,206.19	
1	001204	MACLAUGHLIN, KAREN	Full-Time		F	White	1.00	11/19/1981		41,694.75	
1	005005	GERVAIS, MARIE	Full-Time		F	White	1.00	1/26/1995		40,214.88	
1	005168	LOFGREN, MARIE M	Full-Time		F	White	1.00	8/31/1987		44,474.40	
1	002903	PACAK, KAREN J	Full-Time		F	White	1.00	3/14/2005		30,161.16	
1	001278	JOHNSON, MARIE	Full-Time		F	White	1.00	3/21/2011		30,777.12	NEW HIRE
1	000286	MELANSON, MICHAEL J JR	Full-Time		M	White	1.00	10/4/1993	5/30/2011	56,271.60	
1	000295	CORRIVEAU, MICHAEL J	Full-Time		M	White	1.00	5/12/1986		89,698.50	

Figure 46 Before

Entity	Emp#	Name	Code	EEO Type	Code	EEO Category	Gender	Code	Race	FTE	HireDate	TermDate	Salary	New?
1	070635	HIGGINS, SUSIE LEE	01	Full-Time	01	Officials/Administr.	F	00		1.00	8/12/2015		90,000.00	NEW HIRE
1	070316	ADILETTO, LYNN A	01	Full-Time	01	Officials/Administr.	F	01	White (Not	1.00	7/2/2012		93,421.00	
1	070135	MOFFETT, MARIE M	01	Full-Time	01	Officials/Administr.	F	01	White (Not	1.00	7/1/2011		96,820.00	
1	007286	DILL, LYNN L	01	Full-Time	01	Officials/Administr.	F	01	White (Not	1.00	5/7/2008		57,388.51	
1	001221	PETERS, KAREN A	01	Full-Time	01	Officials/Administr.	F	01	White (Not	1.00	4/21/1983		60,000.00	
1	010885	MICALONE, MARIE H	01	Full-Time	01	Officials/Administr.	F	01	White (Not	0.55	7/1/2009		40,249.00	
1	006189	WALDEN, MARIE J	01	Full-Time	01	Officials/Administr.	F	01	White (Not	1.00	1/2/1997		45,053.82	
1	010743	CORDONE, LYNN D	01	Full-Time	01	Officials/Administr.	F	01	White (Not	1.00	7/1/2007		93,556.00	
1	000152	GARIEPY, KEITH FERN	01	Full-Time	01	Officials/Administr.	M	01	White (Not	1.00	12/17/1987		127,000.00	
1	000040	MOORE, KEITH F	01	Full-Time	01	Officials/Administr.	M	01	White (Not	1.00	2/7/1991		107,418.61	

Figure 47 After

[ADM-AUC-HR-9697]



8.3.3. Historical Paycheck Register – Employee Totals [add Totals]

The 7219 Historical Paycheck Register –Employee Totals report was enhanced to include a Report Total section on the last page to provide base buckets totals for the period specified.

7222-HRMPCHRHISALL.REP Printed 18-Mar-2016 at 10:00:08 by THERESA Page 119

Town of ADMINS
Historical Paycheck Register - Employee Totals

Warrant Check Dates between 01012012 and 12312012

Employee: 070133 ROCHE, LAWRENCE R

Gross Pay:	640.00	Federal Tax Wages	581.14	Medicare Wages	640.00
Deductions:	640.00	State Taxable Wages	640.00	Retirement Wages	640.00
Net Pay:	482.79	Total Wages	640.00	457 Wages	-28.42
Deposit:	482.79	Pension Plan Flag	-58.86		
Benefits:	9.28				

Wages	Deductions	Deductions	Benefits	Hours/Days
REGULAR - hours 640.00	FEDERAL TAX 51.59	TOWN INSURANCE-WK .06	MEDICARE 9.28	REGULAR - hours 80.00 Hrs
SICK ACCRUAL DAY	STATE TAX 28.42	MEDICARE 9.28		SICK ACCRUAL DAY 1.25 Day
	NORFOLK CTY. 30+ 1.26	NORFOLK CTY PEN 9 57.60		
	DIRECT DEPOSIT 482.79	UNION DUES-AFL 9.00		

Figure 48 Before

Employee: 070617 MARTINIS, KEITH A

Gross Pay:	1,130.27	Federal Tax Wages	1,038.47	Medicare Wages	1,140.19
Deductions:	309.02	State Taxable Wages	1,140.19	Retirement Wages	1,130.27
Net Pay:	821.25	Total Wages	1,130.27	Federal Taxes	-125.34
Deposit:	821.25	State Taxes	-60.43	Pension Plan Flag	-101.72
Benefits:	26.45				

Wages	Deductions	Deductions	Benefits	Hours/Days
REGULAR - hours 1,130.27	FEDERAL TAX 125.34	STATE TAX 60.43	OVER 50K LIFE INS 9.92	REGULAR - hours 80.00 Hrs
	MEDICARE 16.53	NORFOLK CTY PEN 9 101.72	MEDICARE 16.53	
	ADMIN. DUES 5.00			

7219-HRMPCHRHISALL.REP Printed 18-Mar-2016 at 09:52:58 by THERESA Page 111

Town of ADMINS
Historical Paycheck Register - Employee Totals

Warrant Check Dates between 12012015 and 12312015

Report Total: Warrant Check Dates between 12012015 and 12312015

Deductions:	1,538,709.09	State Taxable Wages	1,338,728.38	Medicare Wages	1,488,662.97
Net Pay:	34,864.81	Total Wages	1,501,201.51	Retirement Wages	1,573,198.26
Deposit:	922,869.45	Federal Taxes	1,573,573.90	Workers Comp	
Benefits:	21,671.96	Reportable Health Care	-242,323.29	State Taxes	-77,500.52
		Deferred Comp Wages		TAXABLE BENEFITS	
		OUI/111F wages	-6,565.37	Pension Plan Flag	-162,473.13
		car allowance		EFT Deductions	-25,728.02
		Senior Tax Gross Pay		Clothing non taxable	
		Roth Contribution		Clothing taxable	
				Senior Tax Net	

Figure 49 After

[ALLEN-SUP-SAPLAUC-22]

9. MODULE CONTROL

9.1. 6026–Summarize Expenses to GL Posting [NEW]

A new module control was added to allow posting expenses in summary to the general ledger.

Module Maintenance	▶	Human Resources Module Control
Interfaces/Imports	▶	Payroll Check Form Maintenance
Site Specific	▶	Payroll Check Form Maintenance by Bank

Human Resources Module Control		
Seq#	Description	Answer
6026	Enter Y to summarize expense account transactions posted to t	



The default value is blank, which will post expenses in detail to the general ledger. To summarize expense posting to the general ledger, enter a value of Y in this field.

With module control #6026 set to blank (the default), expenses are posted in detail and one record is posted for each employee:

Trx Date	Account Number	Line	GL Line	TrxCode	Amount	Type	Display	Notes
07-Mar-2016	0200-000-0000-000-00-10400	1		HR01	3733.59	CR	Summary HR Warrant:	910011 Batch: 15
07-Mar-2016	0200-000-0000-000-00-20200	6		HR01	2486.05	DR	Summary HR Warrant:	910011 Batch: 15
07-Mar-2016	0200-000-0000-000-00-20200	6		HR01	2486.05	DR	Summary HR Warrant:	910011 Batch: 15
07-Mar-2016	0200-000-0000-000-00-39300	7027		HR01	3733.59	DR	Summary HR Warrant:	910011 Batch: 15
07-Mar-2016	0200-450-0000-004-00-00-51110	27		HR01	34.67	DR	Emp: 000152 Pos: T1237NADMIN-01	
07-Mar-2016	0200-450-0000-004-00-00-51110	30		HR01	21.78	DR	Emp: 001148 Pos: T154MISMIS -01	
07-Mar-2016	0200-450-0000-004-00-00-51110	32		HR01	8.97	DR	Emp: 001166 Pos: T610LIBTECH-06	
07-Mar-2016	0200-450-0000-004-00-00-51110	36		HR01	7.94	DR	Emp: 001239 Pos: T610LIBTECH-02	
07-Mar-2016	0200-450-0000-004-00-00-51110	38		HR01	5.58	DR	Emp: 001248 Pos: T253INSPLMB-01	
07-Mar-2016	0200-450-0000-004-00-00-51110	40		HR01	15.30	DR	Emp: 001255 Pos: T129HR OFCR-01	
07-Mar-2016	0200-450-0000-004-00-00-51110	44		HR01	11.23	DR	Emp: 001257 Pos: T139FINASST-01	
07-Mar-2016	0200-450-0000-004-00-00-51110	46		HR01	18.35	DR	Emp: 001264 Pos: T137NADMIN-01	
07-Mar-2016	0200-450-0000-004-00-00-51110	48		HR01	9.11	DR	Emp: 001267 Pos: T610LIBTECH-01	
07-Mar-2016	0200-450-0000-004-00-00-51110	50		HR01	7.63	DR	Emp: 002688 Pos: T541CDWARD -01	
07-Mar-2016	0200-450-0000-004-00-00-51110	52		HR01	17.17	DR	Emp: 002702 Pos: T210POLSGT -01	
07-Mar-2016	0200-450-0000-004-00-00-51110	54		HR01	8.23	DR	Emp: 002740 Pos: T250INSPLCK-01	
07-Mar-2016	0200-450-0000-004-00-00-51110	56		HR01	5.42	DR	Emp: 002791 Pos: T541CDWARD -01	
07-Mar-2016	0200-450-0000-004-00-00-51110	58		HR01	12.22	DR	Emp: 002825 Pos: T172PLNTOWN-01	
07-Mar-2016	0200-450-0000-004-00-00-51110	60		HR01	9.90	DR	Emp: 002874 Pos: T292NCHASST-01	
07-Mar-2016	0200-450-0000-004-00-00-51110	62		HR01	8.97	DR	Emp: 002903 Pos: T610LIBTECH-03	
07-Mar-2016	0200-450-0000-004-00-00-51110	64		HR01	10.00	DR	Emp: 002919 Pos: T139COLSCLK-01	
07-Mar-2016	0200-450-0000-004-00-00-51110	66		HR01	14.10	DR	Emp: 002924 Pos: T541CDWARD -01	

Figure 50 Expenses Not Summarized

Summarized—each expenditure account only has one record, in summary, for each warrant number:

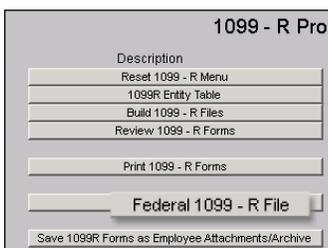
Trx Date	Account Number	Line	GL Line	TrxCode	Amount	Type	Display	Notes
07-Mar-2016	0200-000-0000-000-00-10400	1		HR01	3733.59	CR	Summary HR Warrant:	910012 Batch: 15
07-Mar-2016	0200-000-0000-000-00-20200	6		HR01	2486.05	DR	Summary HR Warrant:	910012 Batch: 15
07-Mar-2016	0200-000-0000-000-00-20200	6		HR01	2486.05	CR	Summary HR Warrant:	910012 Batch: 15
07-Mar-2016	0200-000-0000-000-00-39300	7027		HR01	3733.59	DR	Summary HR Warrant:	910012 Batch: 15
07-Mar-2016	0200-450-0000-004-00-00-51110	27		HR01	670.83	DR	Summary HR Warrant:	910012 Batch: 15

Figure 51 Posted transactions when Module Control is Y-Yes

[MDT-SUP-SAPLAUC-789]

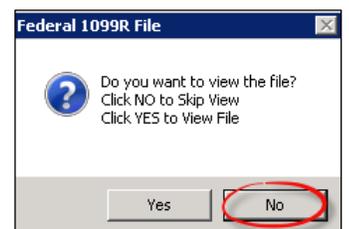
10. YEAR-END PROCESSING

10.1. 1099 R Processing



When creating the Federal 1099-R file, there was an error if the file was not previewed prior to creating it. This was corrected.

[ADM-AUC-HR-9773]





10.2. W2 Errors on Missing ACA Information

Errors were being issued during the W2 processing if information was missing from the Entity Table for ACA. This has been corrected and during the W2 processing it will no longer check for missing ACA information.

Payroll W2 1095 - C

Entity: Description: TOWN OF ANYWHERE C 1099-R W-2

Name: TOWN OF ANYWHERE
 Address 1: 1 MAIN STREET
 Address 2:
 Address 3:
 City: CAMBRIDGE Phone: (555) 555-5555
 State: MA Zip Code: 02138-0000 Fed Tax ID: 11-3456789
 Country: State Tax ID: 111-111-1111

1 Payroll W2 2 Payroll W2.ACA 3 Payroll 1099-R 4 Payroll 1099-R.ACA

Contact Name: SALLY Q. PUBLIC Phone: (555) 321-9876 Ext: 123
 Export File Path: J:\auc_development\adhome\transfer
 Transmitter Control Code: R2345

1094-C Line 22 (select all that apply):
 A. Qualifying Offer Method B. Qualifying Offer Method Transitional Relief
 C. Section 4980H Transitional Relief D. 98% Offer Method

Coverage is Provided Through a Self-Insured Plan? Yes No Employer Affordability Safe Harbor
 Federal Poverty Line (FPL) Amount:

1095-C Line 14 Overall Value:
 All 12 Months or

Jan	Feb	Mar	Apr	May	Jun
<input type="checkbox"/>					
Jul	Aug	Sep	Oct	Nov	Dec
<input type="checkbox"/>					

1095-C Line 15 For Codes 1B, 1C, 1D or 1E:
 Employee Share of Lowest Cost Monthly Premium for Self-Only Minimum Value Coverage
 All 12 Months or

Jan	Feb	Mar	Apr	May	Jun
92.15	97.10	97.10	97.10	101.96	101.96
Jul	Aug	Sep	Oct	Nov	Dec
101.96	101.96	101.96	101.96	101.96	101.96

[ADM-AUC-HR-9725]

11. HELP REFERENCE LIBRARY

11.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- EMPLOYEE POSITIONS Attendance Report (Time Used)
Employment Verification Report (3 yr wages)
- YEAR END PROCESSING W2 Year End Training Slides
- SPECIAL PROCESSING EEO Reporting
Group Term Life Insurance – Over 50K
- OTHER Module Control
- SYSTEM System Administration Kit