# HUMAN RESOURCES RELEASE NOTES – MARCH 2017

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

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# 1. MAINTENANCE • EMPLOYEE MAINTENANCE • [DATES/CLASS] TAB

When adding a new position to an existing employee, only the original hire date (EEO/Orig Hire Date) was brought into the new position **[Dates/Class]** tab.

	Employee Maintenance			En	nployee Maintenance
Qoto         Employee Number         200307         KEITH SAVOI           Actions         Position         T210P0LSGT -05         POLICE SERGE	E JR FANT 1 Of 1 E	Goto Actions	Employee Number 00 Position T210P0LL	0307 KEITH SAVOIE JR T -02 POLICE LIEUTENA	
Add Employee		LAdd Employee			
1 Contact 2 Personal 2 Ded/Ben 4 Add Wages 5 Payroll	<u>§Accounting</u> <u>Z</u> Salary	<u>1</u> Contact	2 Personal 3 Ded/Ben 4 Ad	d Wages 5 Payroll 6	Accounting Zalary BDates/Ol
Employee Age Position Dates	LOS	Employee	Ag	e Position Dates	LOS
Date of Diriti 08-100-1999 97 Date Applied		Date of Bit	un 06-Nov-1959 5	/ Date Applied	
Date of Marriage Position Hire Date	01-Jul-1999 Yr:17 Mot8 Du:13	Date of Ma	rriane	Position Hire Date	01-Man=2017 Vot Mot Dut17
Fingerprint Anniversary Date	25-Sep-1986	Eingerprin	t	Anniversary Date	01-Mac-2017
Physical Completed Longevity Date	02-May-1988 Yr:28 Mo:10 Dy:12	Physical C	ompleted	Longevity Date	01-Mar-2017 Yr: Mo: Du:13
Probation End Date				Probation End Date	01-Mar-2017
Last Processed Retirement Date		Last Proc	essed	Retirement Date	
Last Payroll 27-Feb-2017 EEO/Orig Hire Date	02-May-1988 Yr:28 Mo:10 Dy:12	Last Payro	11	EEO/Orig Hire Date	02-May-1988 Yr:28 Mo:10 Dy:12
Last Perfect Attendance FT Date	02-May-1988 Yr:28 Mo:10 Dy:12	Last Perfe	ct Attendance	FT Date	01-Mar-2017 Yr: Mo: Dy:13
Last Annual Attendance Final COBRA Date		Last Annu	al Attendance	Final COBRA Date	
Layoff Date		I II.		Layoff Date	
Other Recall Date		Other		Recall Date	
Leave of Absence Start CT PT Sick Leave D	ate	Leave of A	bsence Start	CT PT Sick Leave Date	
Leave of Absence End Evaluations		Leave of A	bsence End	Evaluations	
Adjusted Seniority Date Date of Last Eval	02-May-1988	Adjusted S	eniority Date	Date of Last Eval	
Tenure Date Date of Next Eval		Tenure Da	te	Date of Next Eval	

Figure 1 Before – the new position only carried forward the EEO/Orig Hire Date

With the software update the option is now available to set the position hire date but retain some/most of the others.



Any field may be typed over and replaced with a date of your choosing on this screen when creating a new position. Overtyping dates may result in unintended consequences when reports or queries are run.

# 1.1. Carry Forward Position Dates [New Option]

		Emp	oloyee Ma	aintenance	Fleet Maintenance Supervis	sor. Click on [P Add Posi
Goto Employee Position	Number 0003 T801POLAUX	10 MICHAEL AYOTTE JR -06 AUXILARY POLICE		1 Of 1 E	1	•
Actions					[AUC] 6445-Employee Maintenance [theresa]	X
Redel Employang					Add Position to Employee	
Add Position					Dequired: Enter Depities	
					Required. Enter Position 1210MAICOOH-01	POLICE FLEET MAINTENANCE COORDINA
1 Contact 2 Personal 3 E	Ded/Ben 4 Add V	Vages <u>5</u> Payroll <u>6</u> Acc	counting	Z Salary 8 Dates/Cla		
Employae	1 co	Docition Dates		1.05	Lookup OK	Cancel Clear All
Date of Birth 24	1-Mar-1945 71	Date Applied		203		
Date of Death	101 1040 71	Offer Date				
Date of Marriage		Position Hire Date	1-May-1995	Yr:21 Mo:10 Dy:15		
Fingerprint		Anniversary Date	1-May-1995		[AUC] 6445-Employee Maintenance [theresa]	×
Physical Completed		Longevity Date	1-May-1995	Yr:21 Mo:10 Dy:15	Add Position to Employee	
		Probation End Date			Bequired: Enter Bargaining Unit	NO Na Papafita
Last Processed		Retirement Date			NON	NO Dellellits
Last Payroll 08	8-Dec-2015	EEO/Orig Hire Date	1-May-1995	Yr:21 Mo:10 Dy:15	Required: Enter Schedule PT	Part Time non union
Last Perfect Attendance		FT Date 0:	<mark>1-May-1995</mark>	Yr:21 Mo:10 Dy:15	Required: Enter Grade	-
Last Annual Attendance		Final COBRA Date			Dequired: Enter Step	
041		Layoff Date			Required. Liner step 2	
Lagya of Abcorpos Stort		CT PT Rick Loove Date			Required: Enter Full-Time Equivalent .5	
Leave of Absence End		Evaluations			Required: Enter Date of Hire (mmddywy) 030120	17
Adjusted Senjority Date		Date of Last Eval			,, 030120	
Tenure Date		Date of Next Eval				
		Date of How Even				
ploybe Si	and the second second	Detrine				
						Cancel Clear All



🔝 Salary Info	rmation for 1.00 FTE	×
Annual	20.40	
Period	20.40	
Daily	20.40	
Hourly	20.4000	
Per Diem	20.400000	
Tier	1	
	OK Cancel	

Enter the Salary Information. The next prompt was updated to allow **DATES** to be copied from a previous position.

🔟 [AUC] 6445-Employee Maintenance [theresa]		×
Copy Deductions, Additional Wages and Dates from Ex	kisting Po	
Optional: Copy DEDUCTIONS from this position		
Optional: Copy ADDITIONAL WAGES from this position		
Optional: Copy DATES from this position	T801POLAUX -06	AUXILARY POLICE
Lookup	OK Cancel	Clear All

If the **"Copy DATES from this position"** field is left blank, the **Position Hire, Anniversary, Longevity, Probation End, EEO/Orig Hire and FT Dates** will be set to the **Position Hire Date**. If a position is selected, the dates from the selected position are copied into the new position.

The dates that will be copied (if present in the selected "old" position) include:

<u>Other</u> Leave of Absence Start Leave of Absence end Adjusted Seniority Date Tenure Date

#### **Position Dates**

Anniversary Date Longevity Date Probation End Date EEO/Orig Hire Date Final Cobra Date Layoff Date Recall Date CT PT Sick Leave Date

#### <u>Evaluations</u> Date of Last Eval Date of Next Eval

Eligible for... Medicare Retirement Pension Sick Bank Civil Service (Seniority Date) ERI Perfect Attendance Union Dues

#### Custom Dates

(Ten are available and will vary depending on options selected on each site)

[MBE-SUP-SAPLAUC-402]



# **2. PAYROLL PROCESSING**

The file created for Automated Clearing House processing (ACH) as part of payroll processing is now separating the "**PPD**" records from the "**CCD**" records. A single file will be created but processed as distinct batches by the Automated Clearing House. Select **Human Resources > Payroll Processing > Process Paychecks > Create Direct Deposit File**:



# 2.1. Create ACH File [Fix]

When using the SEC code **PPD** customers have 60 days to dispute or return the item as unauthorized. When using the SEC code **CCD** customers have 48 hours to dispute or return the item as unauthorized. In the image below, the payments to Vantage and the Bank of New York were not identified as "CCD" (commercial) records.

Mr. Louis Condensate March Street	PEOPLE'S	BANK TOWN OF	100.0
LONG THE OF MARKET CO. S.	decountry of the	PPDPAYROLL	1221172180000001
ALC: UNDER CONTRACTOR OF A DESCRIPTION O	And Address of Concession, Name	ADDRESS, SAMET A.	Access Transmission
ALCONT OF MUCH MEMORY (ALCONT)	Annual Law Teach (1.11)	aparts, Bachers a.	Adding Transmission
ALCOHOL: NAME AND CONTRACTORS	And a second	BRUND, MICHAEL 7	Addition from the second second
And in the Manhood Print Party	And 10 1 1 1 1 1 1 1 1 1 1 1 1 1	roman, manuality a	ACCESS TO A MARKET AND
ALCONT OF TAXABLE PARTY.	Anna 1, 11 Anna 1, 19 Anna 1, 19	strongs, main a class	And the Parameters
ALCORE DESIGNATION CONTRACTOR	And the second s	tions and concepts thereit	Address Transmission
ALCONDO VINE MERCENCE	designed and the second residues of the	AMERICAL CONTINUES	And a state of the second state of the
ALCORE DRIVEN AND A TAXABLE	And a second sec	time series and there	And the Parameters of
ALCONE DESCRIPTION OF	and the second second	VANTAGE TRANSFER AGEN	0221172180000554
ALCORE AND CONTRACTORS AND CARD	second of the second	THE BANK OF NEW YORK I	0221172180000555
And the second second second second	and some of the second second	the local sectors	and the second s

Figure 3 Before

Now, the Commercial records are correctly identified, as shown in the image below:



**Figure 4 After** 

[ADM-AUC-HR-9875]



# 3. VOID/MANUAL FIGURE PAYCHECK SCREEN [FIX]

When adding a void or manual check, and using the optional **Employee Shift Code Override** field, the system allowed typing lower case letters into the find or search box. This resulted in no matching record found. Now the system forces any find or search term to all caps so that the matching code will be found.

Manu	al Entry-Times	sheets								
[AUC] 6201-Void/Manual/Figure Paycheck [theres	a]					>	1			
Add Manual										
Required: Enter Employee#	007129 CACI, LA	WRENCE	м.		_					
Required: Enter Position	S006CUSMAIN-03				_		_			
Required: Enter Beginning Date (mmddyyyy)	17-Jan-2017	Shift Loc	les	_	_				I	Tof
Required: Enter Ending Date (mmddywy)	17-lap-2017	Lode 7R	Jescripti	on		#Days Pay 7 DRF	Code1	Hours1	Jays1 .70	
Bequired: Enter Pay Period		39,5 HRS	m 10.5; t	.w,th 8;	fr 5	7 REG		8,00	÷. •	-
Optional: Enter Employee Shift Code Override		5HR3 6MWT ADIR-PT	3days5hou MON/WED/T part time	r HURS 6HR athletic	: direct	7 7 REG 1 ADI	R	6,00	1.00	
		ART B195 BAKER	,5 TUES A REGULAR 1 Baker reg	L FRI 9.50 HOUR hours/ad	?S Mmin pay	7 7 REG 14 REG		4.00		
Lookup	OK Can	BUS BUS 15.5	Brunelle bus monit bus monit	or 19.5 k or 15.5 k	Iours Iours	7 BUS 7 BUS	MTR MTR	4.00 4.00		
		BUS 17.5 BUS 2 C19	Monique K Bethany H CONS19 HR	illion- 1 amm- 2 hr 5	l7.5 hr `per we	7 BUS 7 7 REG	MTR	4.00		
		CAFE OVT	cafe 6.5	reg with	.5 ovt	7 REG		6,50		_
		ICAR ADJ	Car Allow	ance Year	end Ad	1				<b>•</b>
				ок	Find	Search	Cance	I He	lp 🛛	Eof
					ļ	Lealure Field				
					Fi	nd Shift Cod	e begi	nning w	ith:	
					ſ	DISP				
					[	ОК				Cancel

[ADM-AUC-HR-9857]

# 4. REPORTS

Access reports by selecting Human Resources ▶ Report ⊾ Report Library.

#### 4.1. Employee Reports

Select **Human Resources** Reports Report Library [1] By Employee] to select from the list of reports based on employee data. The **6770–Employee Salary Difference Report** now offers the option to enter a minimum employee salary amount:

ADMINS Unified Community Human Resources	Release Notes – Version 17.1 March 2017
Report Library By Employee         Report Library By Employee         Sample         6731-Employee List - Workers Comp Code       Sample         6732-Employee Skill Profile Card       Sample         6149-Employee Salary Difference Report       Sample         67700-Employee Salary Difference Report       Sample         6500-Employee List - Custom Fields       Sample	Task 6770: Employee Salary Difference Report       ×         Employee Salary Difference Report       •         Optional: Enter Employee#       •         Optional: Enter Bargaining Unit       •         Run as Oreview       •         Optional: Enter Bargaining Unit       •         Enter Bargaining Unit       •         Optional: Enter Bargaining Unit       •         Run as Oreview       •         OK       Cancel         Clear All       •         Figure 5 Before       •
	🔟 Task 6770: Employee Salary Difference Report
	Employee Salary Difference Report
	Optional: Enter Employee#
	Optional: Enter Bargaining Unit
	Optional: Enter Minimum Employee Salary Amount 5000
	Run as © Preview C Print C PDF
	If Printing use Duplex © Yes O No
	Lookup OK Cancel Clear All

**Figure 6 After** 

#### 4.1.1. 6770 Employee Salary Difference Report [Enhancement]

Using the minimum employee salary amount suppresses reporting on part time employees with varying hourly rates and focuses on employees with variances that may impact budgeting.

6770-HERENFSALDIF.REP Printed 13-Feb-2017 at 15:51:29 by THERESA Town of ADMINS Employee Salary Difference Report															Page 1
Bargaining Unit: AFL -AF	3argaining Unit: AFL -AF School Weekly 12 month employees 														
Employee	Bogition	Schedule	Grada S	ton	Annual	Beriod	Deily	Wourly	Box Dien	Appus 1	Period	Dailu	Hourly	Bor Dien	Sched Data
rmproyee	10310101	schedure	orade 5	cep	Ainiuai	rerrou	Darry	nourry	rer Diem	Annoar	reriod	Daily	nourry	TEL DIEM	Sched. Date
002612 PLOUFFE, LAWRENCE	S003CUSHEAD-03	CII	1	6	49,441,60	950.80	190.16	23,7700	190.160000	52,416,00	1.008.00	201.60	25,2000	201.600000	01-Ju1-2016
003094 DALPE, MARIE	S009BUSPAY-01	CL12	1	3	42.078.40	809.20	161.84	20,2300	161.840000	44,595,20	857.60	171.52	21.4400	171.520000	01-Ju1-2016
004009 HARPIN, LYNN 3	S008SPDCLRK-02	CL12	1	4	44,928,00	864.00	172.80	21,6000	172,800000	47,632,00	916.00	183.20	22,9000	183,200000	01-Ju1-2016
004084 GABOURY, MARIE R	S006SCHCLRK-01	CL12	1	2	41,246.40	793.20	158.64	19.8300	158.640000	43,721.60	840.80	168.16	21.0200	168.160000	01-Jul-2016
006006 CARRIERE, LAWRENCE L	S006CUS1STS-01	CU	1	4	44,387.20	853.60	170.72	21.3400	170.720000	47,049.60	904.80	180.96	22.6200	180.960000	01-Jul-2016
006036 DROUIN, MICHAEL	S004CUSHEAD-03	CU	1	6	49,441.60	950.80	190.16	23.7700	190.160000	52,416.00	1,008.00	201.60	25.2000	201.600000	01-Jul-2016
006099 BUSSAGLIA, MICHAEL F.	S006CUSHEAD-07	CU	1	6	49,441.60	950.80	190.16	23.7700	190.160000	52,416.00	1,008.00	201.60	25.2000	201.600000	01-Jul-2016
006137 KELLY, KEITH	S005CUSHEAD-02	CU	1	6	49,441.60	950.80	190.16	23.7700	190.160000	52,416.00	1,008.00	201.60	25.2000	201.600000	01-Jul-2016
007008 AMBLER, LAWRENCE V.	S012CUS1STS-01	CU	1	4	44,387.20	853.60	170.72	21.3400	170.720000	47,049.60	904.80	180.96	22.6200	180.960000	01-Jul-2016
007037 CHUPA, KAREN P.	S006CUS2NDS-02	CU	1	4	44,387.20	853.60	170.72	21.3400	170.720000	47,049.60	904.80	180.96	22.6200	180.960000	01-Jul-2016
007045 GERRIOR, LAWRENCE R.	S189CUSMCUS-01	CU	1	4	44,387.20	853.60	170.72	21.3400	170.720000	47,049.60	904.80	180.96	22.6200	180.960000	01-Jul-2016

These employees are excluded when the report is run with the optional minimum salary amount:

070459 REED, MARIE E	SUU4SUMSSCH-UI SMR CAMP	1	3	15.00	15.00	15.00	15.0000	15.000000	20.40	20.40	20.40	20.4000	20.400000 01-Jul-2016
070464 LISTER, KAREN D	T251INSCLRK-01 PT	1	1	10.00	10.00	10.00	10.0000	10.000000	25.50	25.50	25.50	25.5000	25.500000 01-Jul-2016
070468 RYAN, MICHAEL J	T630PRKSEAS-01 PARK	1	3	3,200.00	400.00	80.00	10.0000	22.860000	3,264.00	408.00	81.60	10.2000	23.310000 01-Jul-2016
070469 COLLINS, LAWRENCE G	T630PRKSEAS-01 PARK	1	3	3,200.00	400.00	80.00	10.0000	22.860000	3,264.00	408.00	81.60	10.2000	23.310000 01-Jul-2016
070476 BRIGHAM, KAREN J	S009EXTSUMR-01 ESY PRGM	1	5	25.00	25.00	25.00	25.0000	25.000000	25.50	25.50	25.50	25.5000	25.500000 01-Jul-2016

[ADM-AUC-HR-9873]

### 4.2. Timesheet Reports

Select **[3 By Timesheet]** to view the list of reports based on timesheet entry and history. An Excel version of the Timesheet Entry Detail by TS Group/Employee report was fixed to align the column headers with the data.

### 4.2.1. 6220–Timesheet Entry Detail by TS Group/Employee [Fix]

(X	• 🚽 ا	<b>ŋ</b> -	(21 -  ∓									TS_Detail_Employee_	6220_THERESA	
	File	ŀ	Home Ir	isert Pa <u>c</u>	ge Layout	Formul	as Data	a Reviev	v View					
	A2 • (* fx 010287													
	A			В				с	D	E	F	G		
1	Emp	#	Name		Positio	n#	Work Da	te Warra	nt Pay Cod	e Descri	ption	Expense Account		
5	01028	7	BERGERON	MICHAEL K		:	S006TEAHIS	T-03	17-Jan-2017	201701	DREG	REGULAR - days		
6	01028	7	BERGERON	MICHAEL K		:	S006TEAHIS	T-03	18-Jan-2017	201701	DREG	REGULAR - days		
7	01028	7	BERGERON	MICHAEL K			S006TEAHIS	T-03	19-Jan-2017	201701	DREG	REGULAR - days		
8	01028	7	BERGERON	MICHAEL K		:	S006TEAHIS	T-03	20-Jan-2017	201701	DREG	REGULAR - days		
9	01028	7	BERGERON	MICHAEL K		:	S006TEAHIS	T-03	23-Jan-2017	201701	DREG	REGULAR - days		
10	01028	7	BERGERON	MICHAEL K			S006TEAHIS	T-03	24-Jan-2017	201701	DREG	REGULAR - days		

#### **Figure 7 Before**

X		9 - (≃ -   -						TS_Detail_Employee_6220_THERESA[3].xml - Microsoft Exc	:el						
	File Home Insert Page-Layout Formulas Data Review View														
	N25 $\bullet$ ( <i>n</i> $f_x$														
	A	B	С	D	E	F	G	Н	1	J	K				
1	Emp#	<u>Name</u>	Position#	Work Date	<u>Warrant</u>	Pay Code	<b>Description</b>	Expense Account	Hours	<u>Days</u>	Wages Paid				
2	010287	7 BERGERON, MICHAEL K	S006TEAHIST-03	01-Feb-2017	930004	DVAC	Vacation - Days	1000-300-2305-110-06-00-51260 TEACHER SALARY - HS		1.00	266.17				
3	010287	7 BERGERON, MICHAEL K	S006TEAHIST-03	02-Feb-2017	930004	DBRV	Bereavement - Salari	1000-300-2305-110-06-00-51260 TEACHER SALARY - HS		1.00	266.17				
4	010287	7 BERGERON, MICHAEL K	S006TEAHIST-03	03-Feb-2017	930004	DJUR	JURY DUTY - SALARIED	1000-300-2305-110-06-00-51260 TEACHER SALARY - HS		1.00	266.17				
5	010287	7 BERGERON, MICHAEL K	S006TEAHIST-03	06-Feb-2017	930004	DREG	REGULAR - days	1000-300-2305-110-06-00-51260 TEACHER SALARY - HS		1.00	266.17				
6	010287	7 BERGERON, MICHAEL K	S006TEAHIST-03	07-Feb-2017	930004	DREG	REGULAR - days	1000-300-2305-110-06-00-51260 TEACHER SALARY - HS		1.00	1,597.01				

**Figure 8 After** 

[ADM-AUC-HR-9867]

#### 5. TABLES

# 5.1. Cost Code Table [New] "Subtract (from W2)" Field Added

Cost Code Table									
Cost Code	457-50+ 50+ CATCH-UP	CONTRIBUTION							
Cal 1			لتجورسه		a grant of	*36a			
	11 - A.H			۰.	× .		401		
W2 Box# 1099-R Box#	12 W2 Description	G	Applies to: Applies to:	C Benefit C Benefit	Deduction C     Deduction C	Both Both	C N/A © N/A		
Figure 9 l	Before								



**Figure 10 After** 

In most instances, cost code deductions or benefits are added together to be reported on the W2. In the case of over 50K life insurance, the employee's contribution *reduces* the taxable benefit.

To accommodate this reduction in the taxable benefit, the **Cost Code Table** has a new field at the bottom right in the **W2 box section**. To denote this, set the **[Subtract]** radio button to "**Yes**". The employee contributions will be deducted from the benefit amount shown on the W2.

[ADM-AUC-HR-9883]



# 6. YEAR END

This section addresses items found under Human Resources > Year End Processing.

Human Resources		
Maintenance	•	
w Year-End Proce	ssing	W2 Register Report
Module Maintenance		W2 Register by Warrant
Interfaces/Imports	•	W2 Processing
Site Specific	•	Form 945 - Federal Annual Report
Help Reference Library		1099 - R Register Report
	_	1099 - R Register by Warrant
		1099 - R Processing
		List of Cast Cades by W2/1000P Ray
		Res Reset Cost Code Annual Maximums

# 6.1. Reset Cost Code Annual Maximums [Fix] & [Update]

Use the **Reset Cost Code Annual Maximums** process to reset the remaining balance for employee deductions to the amount of the cost code table annual maximum or the employee's original amount.

During the reset process, items deselected were still posted, but not reported as posted. This has been resolved.

In addition, an option for cost code category was added to allow users to select up to nine cost code categories.



Create Cost Code Annual Maximum Re	eset File				
Optional: Enter up to 9 Cost Codes				Edit	0 values:
Optional: Enter up to 9 Cate	gories			Edit	0 values:
Update Employee Uriginal Amount with Cos	α σοσε επριά	vee Annual M	laximum:	G Vec C	No
, .	•	.,		0 165 0	140
		,,		0 165 0	140

[ADM-AUC-HR-9852]

### 6.2. Tool to Help Research and Resolve ACA Filing Errors [New]

The most frequent ACA filing errors are the result of TIN Validation failure due to a bad social security number/name match. The link below allows employers to validate Social Security Numbers against names. This link may be used when adding a new hire or covered individuals in the **Human Resources** Maintenance **Employee Maintenance** to verify and validate the data.

#### https://www.ssa.gov/employer/ssnv.htm

Employees must verify their data for you by producing their Social Security card or a letter of confirmation from the Social Security Administration.

[ADM-AUC-DOC-118]



# 6.3. 1095C Processing Entity Table Screen [Update]

Year-End Processing	W2 Register Report W2 Register by Warrant W2 Processing	1095 Processin			
	WZ Processing	Description	Date		
	1095 - C Employees with Reportable Health Coverage	Reset 1095 Menu	20-Jan-2017		
	1095 - C Export Employee ACA Data	P Payroll W2 1095 - C			
	1095 - C Employee Name and Number Export	ACA Hiing Table			
	1095 - C Import Employee ACA Data	Bargaining Unit - Affordable Care Act			
	1) 1095 Processing	ACA 1095 Audit Report			

#### 6.3.1. Payroll W2 1095C [Entity Table Changes]

The Payroll W2 1095-C screen was updated to incorporate new changes to the law for tax year 2016 reporting and installed on sites in January; this notice is included here to document the change.

- 1. The Plan Start Month requires a two-digit number between "01" and "12"-if the plan starts in January, enter "01", if the plan starts in July, enter "07".
- 2. The HSA Plan check box, when selected, allows the values in Line 15 to be blank.
- 3. The description for Line 15 codes was updated to include Codes 1J and 1K.



[ADM-AUC-HR-9851]

### 6.3.2. Upload 1095C Data [Fix]

The upload process was not including all records in the spreadsheet. This was corrected.

[ADM-AUC-HR-9860]



#### 6.3.3. 1095C Forms – Social Security Numbers [Update]

Part Employee	n <b>1090-C</b> arment of the Treasury mai Revenue Service	Do no Inforr
	arti Employee	
1 Name of Employee 2 Social security number (SSIT) 1 Net 001-10-1371	me of Employee	

**Figure 14 After** 

In **Part 1 Employee** information, the social security number was printing in its entirety. With the software update, the social security number printed on the forms is masked and only the last four digits will print.

[ADM-AUC-HR-9880]

#### 6.3.4. Bargaining Unit Table [Update]

A similar change was made to the [Affordable Care Act] tab of the Bargaining Unit Table:

			Bargainin	g Unit - Affordable Care Act			
		Bargaining Unit	ACA -HSA HSA for HDHP Part	icipants			
		1 Cost Codes	2 Holidays 3 Longevity Pay	4 Retroactive Pay 5 Salary Sched	6 Other Info Ben	eft Statements	dable CareAct
			Overri Plan Start Month	01	1		
			Plan : HSA Plan HSA F		1		
			1095-C Line 14 Overal	ll Value:	1		
			1055-	All 12 Months	Apr	May Jun	
				1E or	Oct	Nov Dec	
1005 Drace	aaina		1095-				
1095 Proce	ssing		1095-C Line 15 For Co	des 1B,1C,1D,1E, <mark>1J or 1K:</mark>	If-Only Minumum Valu Apr	ie Coverage May Jun	
Description	Date			Jul Aug S	ep Oct	Noy Dec	
Reset 1095 Menu	20- Jan-2017						
Pavroll W2 1095 - C	20 5011 2017		Employer Affordability Safe Harbor Federal Prwerty Line (EPL) Amount				
ACA Filing Table				1			
Bar Bargaining Unit - Affordable C	are Act						
ACA 1095 Audit Report							
		,					

#### 6.3.5. Audit Reports [Fix]

The Employee Audit Report #3 was changed to properly describe social security number mismatches–the explanation was updated and installed on sites in January; this notice is included here to document the change.

Employee: 009872	SUELTENFUSS, LYNN A	
Line 1 SS# is not the	Employee SS#	missing when first name set

**Figure 15 Before** 

```
Employee: 009872 SUELTENFUSS, LYNN A
Line 1 SS# is not the Employee SS# SS# must match the employee SS# set on the Contact screen
```

**Figure 16 After** 

[ADM-AUC-HR-9854]

Form 1095-C Department of the Tressury Information about Form 1085-C and its separate instructions is at www.irs.gov/form Information about Form 1085-C and its separate instructions is at www.irs.gov/form Part I Employee I Name of Employee

Figure 13 Before



#### 6.3.6. Who Gets a 1095C Form [Clarification]

The ACA filing is based on calendar year and the examples below are for the calendar year January 1, 2016 - December 31, 2016.

Sites shall provide a 1095C form to:
new employees taking health insurance in 2016
<ul> <li>employees previously declining and now taking health insurance in 2016</li> </ul>
employees continuing health insurance in 2016
employees declining insurance in 2016
<ul> <li>employees with changes to covered individuals in 2016</li> </ul>

If a continuing employee declined insurance prior to 1 January 2016, and has the *offer* to take insurance in 2016 but did not *elect* to take insurance with the municipality they are not reportable, as their *declined status did not change in 2016*. They are reportable by the company providing their health insurance.

[ADM-AUC-HR-9887]

#### 6.3.7. 1095C Forms [Update]

The 1095C form was updated per the IRS instructions and installed on sites in January; this notice is included here to document the change.

Employer-Provided Health Insurance Offer and Coverage

Information about Form 1095-C and its separate instructions is at ww.irs.gov/form1095c

Figure 17 Before

Part II Employee Offer and Coverage								
	All 12 Months	Jan						
14 Offer of coverage (enter required code)	1E							
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage		0.00						
16 Applicable Section 4980 Safe Harbor (enter code, if applicable)								

Figure 19 Before

Employer-Provided Health Insurance Offer and Coverage Do not attach to your tax return. Keep for your records. Information about Form 1095-C and its separate instructions is atprove.irs.gov/form1095c

Figure 18 After

Part II Employee Offer and Coverage							
	All 12 Months	Jan					
14 Offer of coverage (enter required code)	1E						
15 Employee Required Contribution (see instructions )	0.00						
16 Section 4980 Safe Harbor and Other Relief (enter code, if applicable )	2C						

Figure 20 After

[ADM-AUC-HR-9851]

# 7. SCREEN MINIMIZED ON TIMEOUT [FIX]



Users on selected sites were unable to restore an AUC session if the screen was minimized and the time out limit was reached. With the software update, restore an AUC session by double clicking on the ADMINS icon in the taskbar

[ADM-AUC-SY-8001]



# 8. RECORD LOCKS [NEW]



In the example, the user "Theresa" is blocking "Anthea" and the expert user may contact Theresa to ask her to exit the screen to release the lock and allow Anthea to access the record. The expert user now **must** click **File|Exit** to close this report window before they can do anything else in AUC.



The user with a record lock will not be able to use the Help ▶ Check Blocking Locks feature since they are already captive in the locked AUC process. They will need to ask another user, the site "super user" or ADMINS to check for them.

[ADM-AUC-SY-7995]

# 9. PREVENTING "FROZEN" SESSIONS [NEW]

Occasionally, users report that their session has **"Frozen"**. To minimize the chance of this happening, always exit the system using **File > Exit** from the menu.



**"Frozen"** sessions may result if the **X** on the blue connection bar at the top of the screen is used to close the AUC session, or if the session is abandoned at the end of the workday.



Users who will be away from their desks for longer than 30 minutes should exit from the AUC application using **File Exit** from the menu prior to departing. Do the same at the end of the workday, as open sessions on the server may result in unintended consequences.

[ADM-AUC-DOC-120]

# 10. MULTI-RECORD SCREENS [FIX]

Sites using version 9.2 of the ADMINS software were updated to use proportional fonts in the headings of multirecord screens. This allows fixed fonts to be used for the data within the grids, which users report are easier to read, while using variable fonts for the headings, fixing alignment issues.

9 Excel by Dat	e	1 Acc	ount	2 Postin	g#	3 User Batch	4 Reference# 5
Trx Date 31 Dec 9999	Reference#	Line	GL#TrxCode	User Bat#	Posting#	Amount Type	Display - Ve

Figure 21 Before

8 Excel 9 Excel by Date		1 Acc	ount		2 Posting	g#	3 User Batch		4 Reference#	5 Trx Date
Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type		Display - Vendor
03-Jan-2017	017349	Zi	iù	DFOI	730	406699	46,00	JIR		

Figure 22 After

[ADM-AUC-SY-8002]

# 11. SYSTEM ADMINISTRATION KIT [UPDATE] PCL 5

Some printers advertised to be PCL 6 compliant do not include PCL 5 backward compatibility. When deploying printers without PCL 5 backward compatibility, ADMINS recommends that the default for reports is set to **PDF** printing.

# 11.1. Printers [PDF Option]

ADMINS recommends that sites select a default of **"PDF"** for reports. The only impact to the users will be the report displayed in the PDF Viewer instead of the ADMINS Report Viewer (TedRE). If you want your site to default to PDF output please contact <u>support@admins.com</u> to arrange for the change.

# This is a site-wide change that will affect all modules and all users of AUC.

#### 11.1.1. What Will the Users See?

🖪 Task 1610: Trial Balance 🛛 🗙	🄜 Task 1610: Trial Balan
General Ledger Trial Balance Report	General Ledge
Run as C Preview O Print O PDF O Excel	Run as O Preview
If Printing use Duplex 💿 Yes 🔿 No	If Printing use Duple>
Lookup OK Cancel Clear All	Lookup

Figure 23 Preview as the Default

🔝 Task 1610: Trial Balance	×			
General Ledger Trial Balance Report				
But as C Brandow C Brint C BDE C Event				
Tun as O Preview O Print O PDF O Excel				
If Printing use Duplex 🙃 Yes 🔿 No				
LUUKUP OK Calicer Clear All				

Figure 24 PDF as the Default



🚸 TedRE - GL_Trial_E	GL_T	GL_Trial_Balance_MUPDEV4[1].pdf - Adobe Reader			
Function HIF H #		10 m		1 8 1 / 1 10 10 10 10 10 10 10 10 10 10 10 10 1	
0.100 (0.10)(0.100)(0.00)(0.00)	Name of Section and the Sectors		0.76184.1877.18	B Brance if Re- July at 10-10-10 to 80000	

Figure 25 ADM Ted Viewer

**Figure 26 PDF Viewer** 

This default will not prevent users from selecting **Preview**. If a user tries to print the **"\*.lis"** report output using the **TedRE Preview** to a printer that is not PCL 5 compliant the report will not print. Selecting **PDF** will preview the report in a **PDF Viewer** window and will print to any printer.

[ADM-AUC-SY-8008]

# 12. ADOBE ACROBAT PDF VIEWER SETTINGS [Update]

PDF is the default for ADMINS reports on some sites. When the report comes into view, you may customize the appearance of the viewing window by pressing **[CTRL|K]** or selecting **EditPreferences**. From there, you may set your default layout and zoom with the drop down menus.

eferences	x
Categories: Commenting	Default Layout and Zoom Page Layout: Single Page 💌 Zoom: Fit Width
Documents Full Screen General Page Display	Resolution C Use system setting: 96 pixels/inch C Custom resolution: 110 🛫 pixels/inch
3D & Multimedia Accessibility Forms Identity Internet JavaScript Measuring (2D) Measuring (3D) Measuring (Gen)	Rendering Smooth Text: For Laptop/LCD screens Smooth line art Use local fonts Use page cache
Multimedia (legacy) Multimedia Trust (legacy) Online Services Reading Reviewing Search Security Security Security (Enhanced) Spelling	Page Content and Information         Image images       Use smooth zooming         Image images       Image images         Image images       Show transparency grid         Image image images       Always show document page size         Use Overprint Preview:       Only For PDF/X Files
Tracker Trust Manager Units Updater	Reference XObjects View Mode Show reference XObject targets: Only PDF/X-5 compliant ones Location of referenced files: Browse for Location
]	OK Cancel

[ADM-AUC-DOC-118]



# **13. HELP REFERENCE LIBRARY**

#### **13.1.** New or Updated Documentation

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

<ul> <li>EMPLOYEE POSITIONS</li> </ul>	HR-200 Reset Annual Maximums	[Updated]
	HR–210 Leave Accruals	[Updated]
	HR–275 Pay Codes	[New]
SPECIAL PROCESSING	HR-580 Year End Taxable Benefit Adjustments	[New]
YEAR END PROCESSING	HR–630 W2 Processing Slides	[Updated]
	HR-670 1099R Training Slides	[Updated]
	HR–750 ACA January 2017 Webinar	[New]
• SYSTEM	HR-1110 System Administration Kit	[Updated]