



# HUMAN RESOURCES

## RELEASE NOTES – MARCH 2018

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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 ► DEDUCTIONS

### 1.1. Inactive Cost Codes [Fix]

Inactive cost codes were not available in the lookup, but an inactive code could be entered directly on the deduction screen of the employee record. Direct entry of an inactive cost code is no longer allowed and an informational message will appear to notify the user that the code is not active. In the example, the Cost Code **"01BENS" is Inactive** – and when attempting to enter it into an employee deduction record the error message will appear.

The first screenshot shows the 'Cost Code Table' with '01BENS' selected, labeled 'MEDICARE BENEFIT - CONVERSION'. The status at the bottom is 'Status: Cost Code Inactive'. The second screenshot shows the 'Employee Maintenance' screen for 'MARIE R. GENEUX' with '01BENS' entered in the 'Cost Code' field. A blue arrow points from the '01BENS' field to a small error dialog box that says 'P6142-Cost Code is not active'. The third screenshot shows the error dialog box with an 'OK' button.

[ADM-AUC-HR-9968]

## 2. TIMESHEET ENTRY

### 2.1. No \$ Allowed for Unpaid Pay Codes on Manual Entry [Fix]

The screenshot shows the 'Pay Code' screen with 'CAR' selected, labeled 'CAR ALLOWANCE'. Under 'Pay Code Type', 'Unpaid' is selected.

Prior to the software update, a dollar amount could be entered in the manual time sheet entry for an "Unpaid" pay code type. This was corrected and now neither the **Rate** nor **Flat \$** amount fields allow entry for unpaid pay code types. In the example, the **CAR** pay code is shown. No

The screenshot shows the 'Manual Entry-Timesheets' screen. A table displays time sheet entries:

Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Position
01-Mar-2018	CAR		1.00				S006SCHCLRK-02
02-Mar-2018	REG	8.00		21,2600		170.08	S006SCHCLRK-02
05-Mar-2018	REG	8.00		21,2600		170.08	S006SCHCLRK-02

[MDT-SUP-SAPLAUC-1251]



## 2.2. Error Message [Fix]

When adding a pay code for a work date prior to the date of hire, the error message **“E6221–Bargaining Unit Salary Table has no Dollars for this Grade/Step”** was displayed.

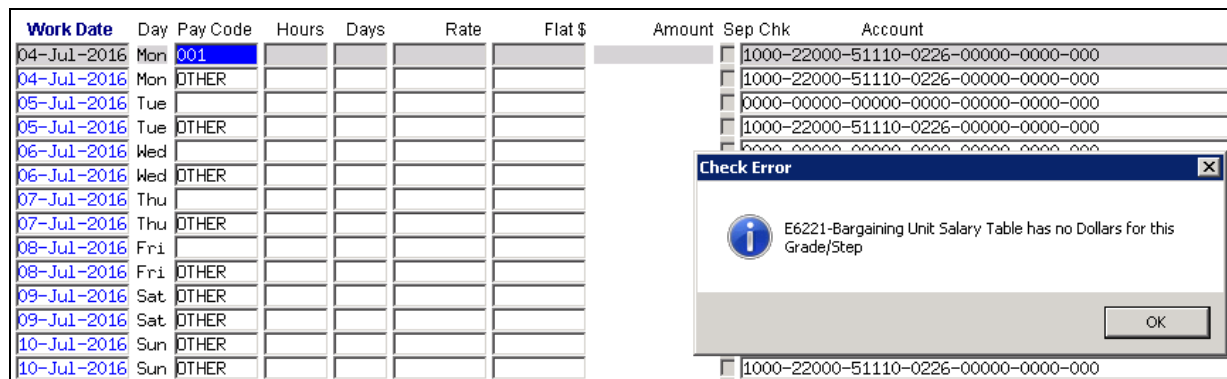


Figure 1 Before

This check error message was replaced with a more helpful message: **“E6286–No Employee Salary Record for this Work Date”**.

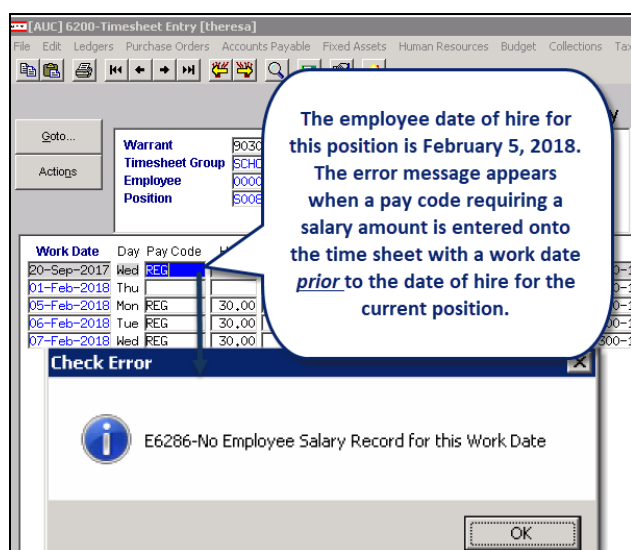
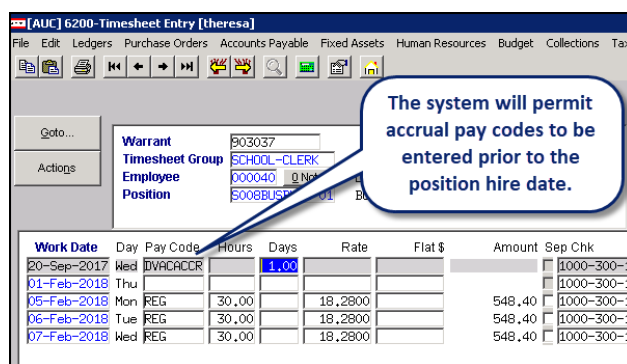


Figure 2 After



[ADM-AUC-HR-9814]

## 3. BANK RECONCILIATION

### 3.1. Bank Account Management [Fix]

Users encountered errors when clearing checks due to typographical errors on the cleared date. This would cause the Excel® report to fail and require ADMINS intervention. Error checking was added to limit the date to within five years of the current date.



Figure 3 Example of a typo that would cause the report to fail

Figure 4 Error Message

Now, an error message indicates that the clear date must be within 5 years of today's date, prompting the user to adjust the date. The error checking applies for checks cleared using the **[4 Man Clear]** button as well as for checks cleared one at a time in the screen (when clearing multiple checks with different cleared dates).

[ADM-AUC-HR-9984]

## 4. QUERIES

### 4.1. Warrant History Screen ► Payroll Register [Fix]

The wrong version of the payroll register was being attached to the Warrant History Query screen. This was corrected and installed on sites in January; it is mentioned here to document the change.

[ADM-AUC-HR-9966]

## 5. REPORTS

### 5.1. [By Paychecks/Other]

#### 5.1.1. 6801 Paycheck Cost Code Summary–By Category/Cost Code [Fix]

The Paycheck Cost Code Summary–By Category/Cost Code Report was enhanced to run faster.

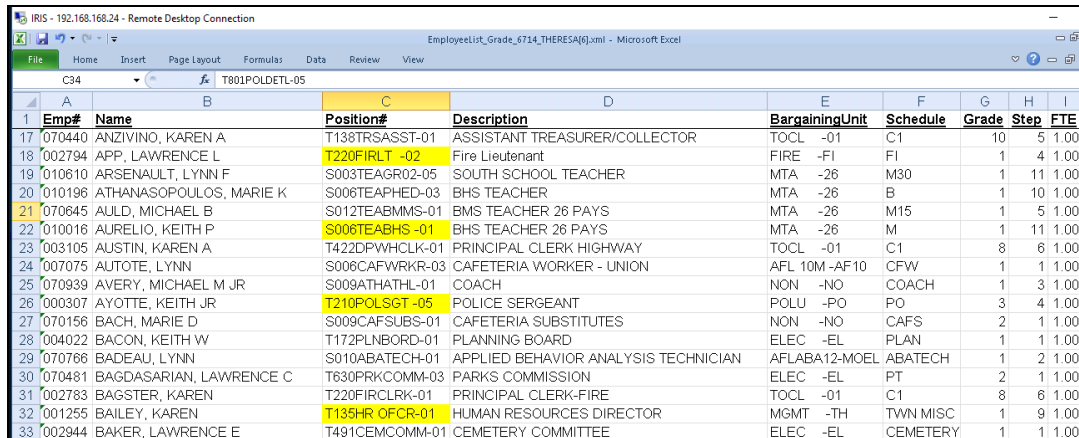
[ADM-AUC-HR-9981]



## 5.2. [By Employee]

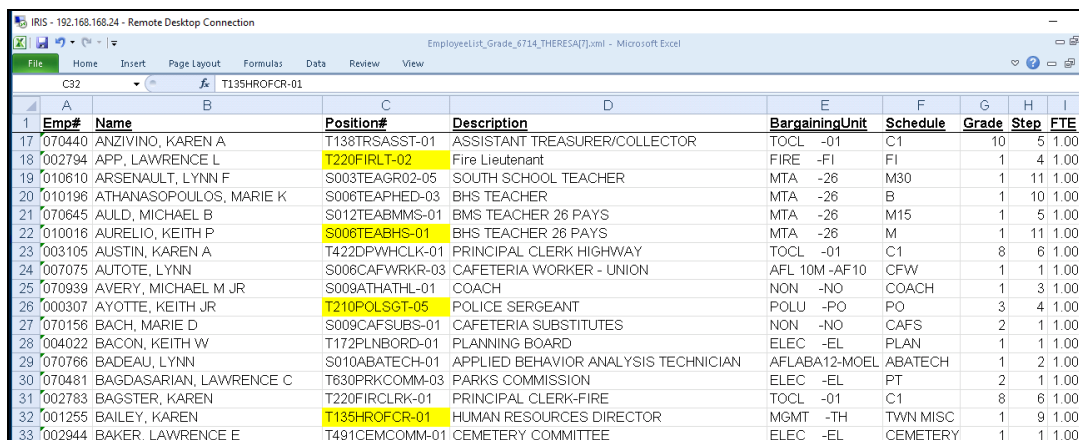
### 5.2.1. 6714 Employee List–Grade Schedules (Fix)

The Grade Schedules table has been modified to remove spaces in the Position # field. This enhances the ability to make easy comparisons from one report to another. It also makes it easier to sort by the Position # column.



Emp#	Name	Position#	Description	BargainingUnit	Schedule	Grade	Step	FTE
070440	ANZIVINO, KAREN A	T138TRSASST-01	ASSISTANT TREASURER/COLLECTOR	TOCL -01	C1		10	5 1.00
002794	APP, LAWRENCE L	T220FIRLT -02	Fire Lieutenant	FIRE -FI	FI		1	4 1.00
010610	ARSENAULT, LYNN F	S003TEAGR02-05	SOUTH SCHOOL TEACHER	MTA -26	M30		1	11 1.00
010196	ATHANASOPOULOS, MARIE K	S006TEAPHED-03	BHS TEACHER	MTA -26	B		1	10 1.00
070645	AULD, MICHAEL B	S012TEABMMS-01	BMS TEACHER 26 PAYS	MTA -26	M15		1	5 1.00
010016	AURELIO, KEITH P	S006TEABHS -01	BHS TEACHER 26 PAYS	MTA -26	M		1	11 1.00
003105	AUSTIN, KAREN A	T422DPVHCLK-01	PRINCIPAL CLERK HIGHWAY	TOCL -01	C1		8	6 1.00
007075	AUTOTE, LYNN	S006CAFWRKR-03	CAFETERIA WORKER - UNION	AFL 10M -AF10	CFW		1	1 1.00
070939	AVERY, MICHAEL M JR	S009ATHATHL-01	COACH	NON -NO	COACH		1	3 1.00
000307	AYOTTE, KEITH JR	T210POLSGT -05	POLICE SERGEANT	POLU -PO	PO		3	4 1.00
070156	BACH, MARIE D	S009CAFSUBS-01	CAFETERIA SUBSTITUTES	NON -NO	CAFS		2	1 1.00
004022	BACON, KEITH W	T172PLNBORD-01	PLANNING BOARD	ELEC -EL	PLAN		1	1 1.00
070766	BADEAU, LYNN	S010ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIAN	AFLABA12-MOEL	ABATECH		1	2 1.00
070481	BAGDASARIAN, LAWRENCE C	T630PRKCOMM-03	PARKS COMMISSION	ELEC -EL	PT		2	1 1.00
002783	BAGSTER, KAREN	T220FIRCLRK-01	PRINCIPAL CLERK-FIRE	TOCL -01	C1		8	6 1.00
001255	BAILEY, KAREN	T135HROFCR-01	HUMAN RESOURCES DIRECTOR	MGMT -TH	TWN MISC		1	9 1.00
002944	BAKER, LAWRENCE E	T491CEMCOMM-01	CEMETERY COMMITTEE	ELEC -EL	CEMETERY		1	1 1.00

Figure 5: Before–Grade Schedule Report had spaces in the Position # field.



Emp#	Name	Position#	Description	BargainingUnit	Schedule	Grade	Step	FTE
070440	ANZIVINO, KAREN A	T138TRSASST-01	ASSISTANT TREASURER/COLLECTOR	TOCL -01	C1		10	5 1.00
002794	APP, LAWRENCE L	T220FIRLT-02	Fire Lieutenant	FIRE -FI	FI		1	4 1.00
010610	ARSENAULT, LYNN F	S003TEAGR02-05	SOUTH SCHOOL TEACHER	MTA -26	M30		1	11 1.00
010196	ATHANASOPOULOS, MARIE K	S006TEAPHED-03	BHS TEACHER	MTA -26	B		1	10 1.00
070645	AULD, MICHAEL B	S012TEABMMS-01	BMS TEACHER 26 PAYS	MTA -26	M15		1	5 1.00
010016	AURELIO, KEITH P	S006TEABHS-01	BHS TEACHER 26 PAYS	MTA -26	M		1	11 1.00
003105	AUSTIN, KAREN A	T422DPVHCLK-01	PRINCIPAL CLERK HIGHWAY	TOCL -01	C1		8	6 1.00
007075	AUTOTE, LYNN	S006CAFWRKR-03	CAFETERIA WORKER - UNION	AFL 10M -AF10	CFW		1	1 1.00
070939	AVERY, MICHAEL M JR	S009ATHATHL-01	COACH	NON -NO	COACH		1	3 1.00
000307	AYOTTE, KEITH JR	T210POLSGT-05	POLICE SERGEANT	POLU -PO	PO		3	4 1.00
070156	BACH, MARIE D	S009CAFSUBS-01	CAFETERIA SUBSTITUTES	NON -NO	CAFS		2	1 1.00
004022	BACON, KEITH W	T172PLNBORD-01	PLANNING BOARD	ELEC -EL	PLAN		1	1 1.00
070766	BADEAU, LYNN	S010ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIAN	AFLABA12-MOEL	ABATECH		1	2 1.00
070481	BAGDASARIAN, LAWRENCE C	T630PRKCOMM-03	PARKS COMMISSION	ELEC -EL	PT		2	1 1.00
002783	BAGSTER, KAREN	T220FIRCLRK-01	PRINCIPAL CLERK-FIRE	TOCL -01	C1		8	6 1.00
001255	BAILEY, KAREN	T135HROFCR-01	HUMAN RESOURCES DIRECTOR	MGMT -TH	TWN MISC		1	9 1.00
002944	BAKER, LAWRENCE E	T491CEMCOMM-01	CEMETERY COMMITTEE	ELEC -EL	CEMETERY		1	1 1.00

Figure 6: After – The Grade Schedule report has the spaces removed in the Position # field to match other reports

[PCS-SUP-SAPLAUC-588]



## 6. TABLES

### 6.1. FLSA ▶ Error Checking [Fix]

6640-HRFLSACHK.REP Printed 15-Mar-2018 at 09:22:18 by YHERRSA Town of Adams Page 1  
FLSA Timesheet Group Error Check

FLSA Code	FLSA Description	TimesheetGroup	TS Description	Start Date	Cycle Days	Hours	Pay Code
40HOURS	40 Hours	SCHOOL-CUST	school weekly custodians		7	40.00	FLSA

Selection Legend:  
Missing Start Date, Cycle Days, Hours or Pay Code

**Post FLSA**  
Errors on report.  
Correct and rerun  
OK

Error checking was added to the FLSA calculation step to notify the user if data is missing. In the example, the “Start Date” field was left blank for the 40HOURS FLSA code, and the system displayed the error report when the **[Calculate FLSA]** step was run.

[ADM-AUC-HR-9918]

### 6.2. FLSA Document [Updated]

The FLSA document was updated to reflect changes made to the process since the original release. There is no longer a steps menu for the FLSA calculation. See **HR-460 FLSA Processing** in the help reference library.

[ADM-AUC-HR-9918]

## 7. REPORTS “DROPPING OUT OF SIGHT” [FIX]–V92 SITES ONLY

Reports were hidden behind the AUC application, requiring users to minimize the AUC application to view or print reports.

1. Adobe PDF®
2. Excel®
3. Preview/LIS format

Vendor History - Vouchers Payable

Local Vendor: 1099 Code: UNCL Unclassified Entered: 09-Nov-2017 BLYNCH Changed

Beginning Date: Ending Date: Invoice Selection: Clear Invoice Selected

Set Batch	Voucher#	Voucher Date	Department	Invoice#	Invoice Date	Amount	Remaining Bal	Status	Check Type
2482	469868	16-Nov-2017	1202	451701	05-Nov-2017	453.00		Closed	Printed
2482	469869	16-Nov-2017	1202	451702	05-Nov-2017	453.00		Closed	Printed

6 Ven Search 7 Print Down 8 Excel 9 Prev 0 Next

Clicking on this resize button would allow the user to reduce the size of the application window to find the hidden reports.

The user could use **Alt|Tab** or **Insert|Tab** keystroke combinations to toggle between the AUC Application and the hidden report.

**Figure 7 Before – Report “hiding” behind the AUC application**

With the software update, the reports will now remain the focal point until the user closes or minimizes the report.

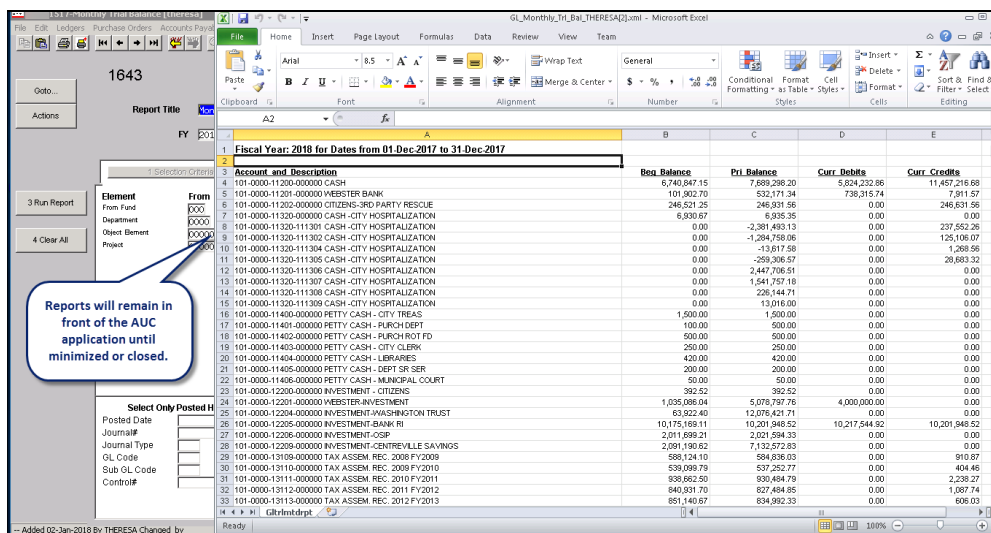


Figure 8 After



If a small window like this appears at the top corner of the AUC application screen after running a report, minimize it using the "minus" sign, **NOT** the "X" in RED-- this will only need to be done once per AUC session

[ADM-AUC-V90-78]

## 8. HELP REFERENCE LIBRARY

### 8.1. New or Updated Documentation

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

- |                      |  |           |
|----------------------|--|-----------|
| • SPECIAL PROCESSING | HR-460 FLSA Processing                           | [Updated] |
| • YEAR END           | HR-630 W2 Year End Training Slides               | [Updated] |
|                      | HR-635 IRS Notice 1036 (2018 Withholding Tables) | [New]     |
|                      | HR-670 1099-R Slides                             | [Updated] |
|                      | HR-760 ACA Webinar January 2018                  | [New]     |