



HUMAN RESOURCES

RELEASE NOTES – MARCH 2019

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

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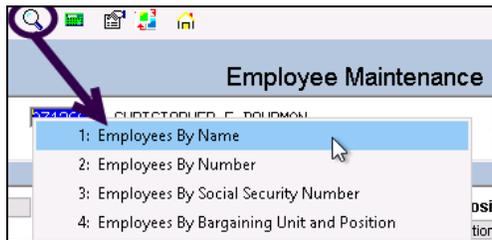
1 MAINTENANCE

When an employee was added, the file used for doing a lookup was not being updated properly. This caused confusion when trying to use the lookup to find this employee right after they were added. **ADMINS** corrected this, so now after adding an employee, they will be immediately available via the lookup window.

1.1 Employee Maintenance Screen [Fix]

The screenshot shows the 'Employee Maintenance' window for employee #071266, Christopher E. Bourman. The window includes fields for Employee Number, Name, Current Positions, and various tabs for different HR functions. A 'No picture on file' warning is visible in the top right corner.

For example, the employee # 071266, Christopher Bourman is added in the Employee Maintenance screen:



Exit the screen and return later to add or change data; use the lookup (this example uses name, but any lookup applies) to find the employee:

The screenshot shows the 'Employees By Name' lookup window. The list of employees does not include Christopher E. Bourman, indicating he was not found in the lookup.

Name	Emp#	Position	Description	TS Group	TS Access	TernDate	PreviousName	SS#	Tot
BOUCHER, MICHAEL H	002004	T801POLDET-05	POLICE DETAIL	TOWN -POL	Yes	28-Feb-2018			001-10-1287
BOUCHER, MICHAEL H JR	006004	X999TERM-01	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	22-Apr-1998			001-10-1999
BOUDREAU, LAWRENCE M	002695	X999TERM-01	UNASSIGNED POSITION	TOWN -POL	Yes	31-Dec-2004	TERMINATED		001-10-1378
BOUDREAU-HALSTEY, LYNN L	070493	S002BMS-02	APPLIED BEHAVIOR ANALYSIS TECHNICIAN	SCHOOL-SCHOL	Yes	22-Jun-2016			001-10-4138
BOUTENHOUSE, KEITH W	003000	T172PLNBOD-01	PLANNING BOARD	TOWN -TOWN	Yes	30-Jun-2010			001-10-1676
BOUTENHOUSE, LYNN M	007785	X999TERM-01	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	30-Jun-2008	TERMINATED		001-10-2506
BOULTON, KEITH J	070712	S006SLSPED-06	TLA - 10 MONTH	SCHOOL-BMS	Yes	07-Jan-2015			001-10-4388
BOULTON, KEITH J	070713	S006SABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIAN	SCHOOL-STAL	Yes	04-Aug-2015			001-10-4388
BOULTON, LAWRENCE E	003017	X999TERM-01	UNASSIGNED POSITION	TOWN -IPW	Yes	15-Aug-2008	TERMINATED		001-10-1693
BOURGEIS, LYNN	071099	S009SPBUSM-01	SUBSTITUTE TLA	SCHOOL-SCHOOL	Yes				001-10-4744
BOURGEIS, LYNN	071099	S009SPBUSM-04	BUS MONITOR SUB	SCHOOL-SCHOOL	Yes				001-10-4744
BOURQUE, MARIE	010093	X999TERM-01	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	10-Jun-1998	TERMINATED		001-10-2014
BOUVIER, KAREN L	070578	S006SPMATH-01	MATH SPECIALIST 21 PAY	SCHOOL-STAL	Yes	21-Aug-2014			001-10-4223
BOUVIER, MICHAEL R.	009991	X999TERM-01	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	01-Jan-2001	TERMINATED		001-10-2718
BOWLES, LYNN M	070127	S009TERSUBS-01	SUBSTITUTE TEACHER	SCHOOL-SCHOOL	Yes	30-Sep-2011			001-10-3772
BOXOLD, LAWRENCE E.	010063	X999TERM-01	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	01-Jan-2001	TERMINATED		001-10-2785
BOYAN, KEITH A	002206	X999TERM-01	UNASSIGNED POSITION	TOWN -POL	Yes	15-Dec-1999			001-10-1325
BOYAN, KEITH F	007701	X999TERM-01	UNASSIGNED POSITION	TOWN -POL	Yes	29-Dec-1999			001-10-2423
BOYAN, LAWRENCE A	007186	X999TERM-01	UNASSIGNED POSITION	SCHOOL-KEOU	Yes	31-Aug-2005	TERMINATED		001-10-2311

Figure 1 Before – The new employee “Bourman” was not found in the lookup

The screenshot shows the 'Employees By Name' lookup window after the employee has been added. Christopher E. Bourman is now visible in the list, highlighted in yellow.

Name	Emp#	Position	Description	TS Group	TS Access	TernDate	PreviousName	SS#	Tot
BOURGEIS, LYNN	071099	S009SPBUSM-04	BUS MONITOR SUB	SCHOOL-SCHOOL	Yes				001-10-4744
BOURMAN, CHRISTOPHER E	071266	S012TERST6-04	BMS TEACHER	SCHOOL-STAL	Yes			987-65-4321	
BOURQUE, MARIE	010093	X999TERM-01	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	10-Jun-1998	TERMINATED		001-10-2814
BOUVIER, KAREN L	070578	S006SPMATH-01	MATH SPECIALIST 21 PAY	SCHOOL-STAL	Yes	21-Aug-2014			001-10-4223
BOUVIER, MICHAEL R.	009991	X999TERM-01	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	01-Jan-2001	TERMINATED		001-10-2718
BOWLES, LYNN M	070127	S009TERSUBS-01	SUBSTITUTE TEACHER	SCHOOL-SCHOOL	Yes	30-Sep-2011			001-10-3772
BOXOLD, LAWRENCE E.	010063	X999TERM-01	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	01-Jan-2001	TERMINATED		001-10-2785
BOYAN, KEITH A	002206	X999TERM-01	UNASSIGNED POSITION	TOWN -POL	Yes	15-Dec-1999			001-10-1325
BOYAN, KEITH F	007701	X999TERM-01	UNASSIGNED POSITION	TOWN -POL	Yes	29-Dec-1999			001-10-2423
BOYAN, LAWRENCE A	007186	X999TERM-01	UNASSIGNED POSITION	SCHOOL-KEOU	Yes	31-Aug-2005	TERMINATED		001-10-2311
BOYAN, LYNN H	000208	X999TERM-01	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	28-Nov-2000			001-10-1057
BOYD, MICHAEL S	070174	T801POLDET-05	POLICE DETAIL	TOWN -POL	Yes	01-Nov-2012			001-10-3819
BOYER, KAREN J	071250	S006SPSPED-01	STALL BROOK SPED 26 PAY	SCHOOL-STAL	Yes				001-10-4895
BOYLE, LAWRENCE E	070457	S012TERBMS-02	BMS TEACHER 21 PAYS	SCHOOL-BMS	Yes				001-10-4702
BOYLE, LAWRENCE E	071057	S012TERBMS-01	BMS TEACHER 26 PAYS	SCHOOL-BMS	Yes	01-Aug-2018			001-10-4702
BOYLE, LAWRENCE L	009812	X999TERM-01	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	30-Jun-1996			001-10-2629
BOYLE-EREN, KEITH J	070599	S009TERSUBS-01	SUBSTITUTE TEACHER	SCHOOL-SCHOOL	Yes	18-May-2015			001-10-4244
BOYNTON-HALSEY, LYNN	010137	X999TERM-01	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	01-Jan-2001	TERMINATED		001-10-2857
BRACKEN, MICHAEL J	070816	T801POLDET-05	POLICE DETAIL	TOWN -POL	Yes				001-10-4461

Figure 2 After – the new employee “Bourman” appears in the lookup immediately after being added or edited

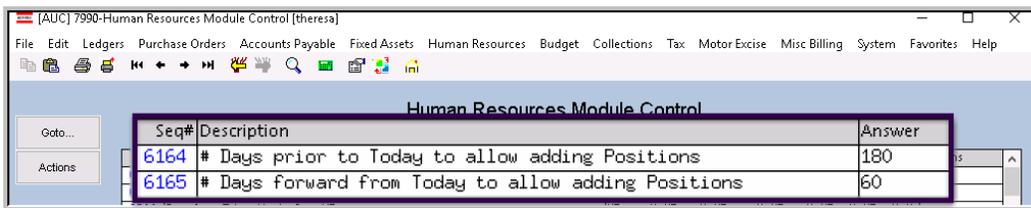
[ADM-AUC-HR-10061]



1.2 Allowable Date Range when Adding Positions [Enhancement]

When adding a position, the date of hire must be entered, and entry is restricted to a defined date range. To work around this, the user adding the position could enter a date within the defined range, and then go to the dates/class tab to enter the actual date.

To eliminate these extra steps, **ADMINS** added two new module control values that will define the allowable date range when adding positions in the employee maintenance screen; each may be modified to suit the needs of your location. Select **Human Resources ► Module Maintenance ► Human Resources Module Control** to access the feature (which may be used only by “**Super Users**” with a security level of 20 or above – contact the local **Super-User** or support@admins.com):



Seq#	Description	Answer
6164	# Days prior to Today to allow adding Positions	180
6165	# Days forward from Today to allow adding Positions	60

Figure 3 Module Control #s 6164 and 6165 control date range for adding employees

If a position is added with a date outside of the range limits, a message will be displayed:

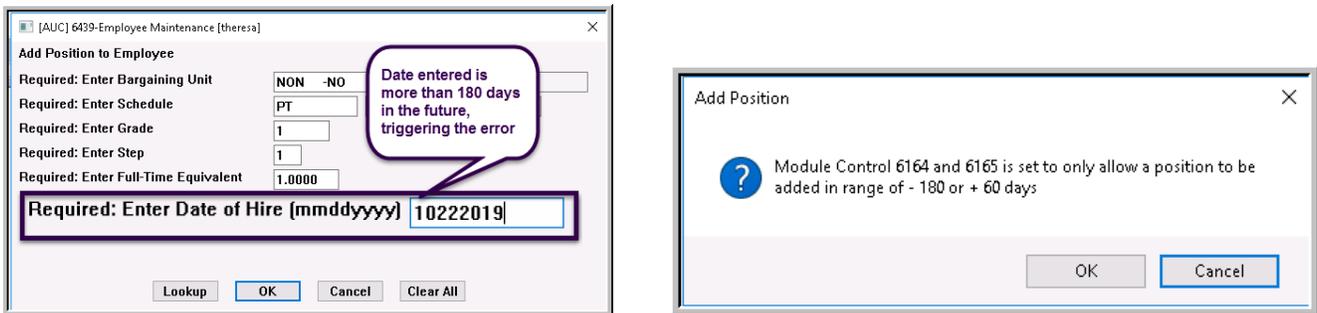


Figure 4 Example of entering a date outside the defined limits

The system will redisplay the prompt, allowing the entry of a date within the limits. Or, the operation may be cancelled, and the module control values set to expand the allowable dates. When installed with the software update, the values will be set to 180 days prior and 60 days forward as shown in Figure 3.

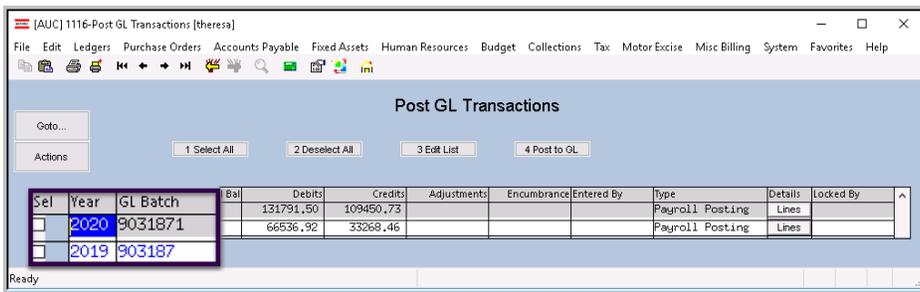
[ADM-AUC-HR-10068]



2 POSTING PAYROLL (HR01) BATCHES FOR SPLIT YEAR [Fix]



ADMINS changed how the GL batch numbers are created from the warrant for split year payrolls. For example, in calendar year 2019, for sites that pay from Thursday to Wednesday each week, there will be transactions dated **June 27 – June 30**, posted under batch number “#####”, and transactions dated **July 1 – July 3** posted under batch “#####1”. This will make the posting easier to track through the system when there is a pay period that spans fiscal years.

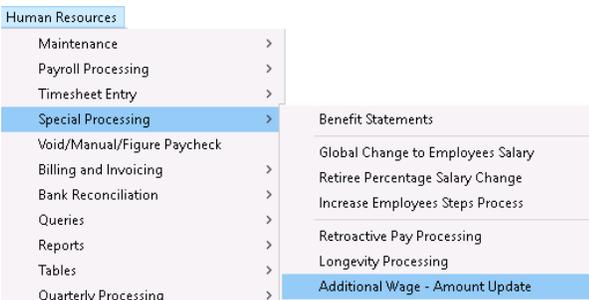


The “old” year will use the warrant # for the GL batch number; the “new” year will use the warrant # with a “1” appended.

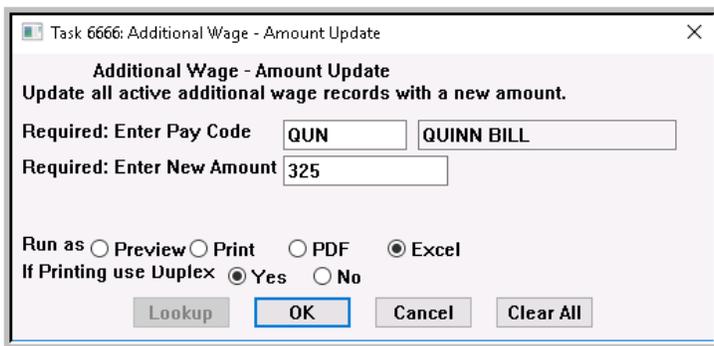
Figure 5 GL Transactions showing batch number 903187 for the old fiscal year and 9031871 for the new fiscal year

[ADM-AUC-GL-8298]

3 SPECIAL PROCESSING ► ADDITIONAL WAGE–AMOUNT UPDATE [New]



To facilitate annual amount changes for wages paid as an additional wage, ADMINS added a process to update all active additional wage records with a new amount. All employee records with an additional wage set up can be updated en masse via this process. Select **Human Resources ► Special Processing ► Additional Wage–Amount Update**.



A prompt will pop up and require the pay code and the new amount. Decimal places are allowed; if none are entered, the system will set the amount as whole dollars, so entering 325 will result in the wage being set to \$325.00 on the Additional Wages tab of the Employee Maintenance screen.

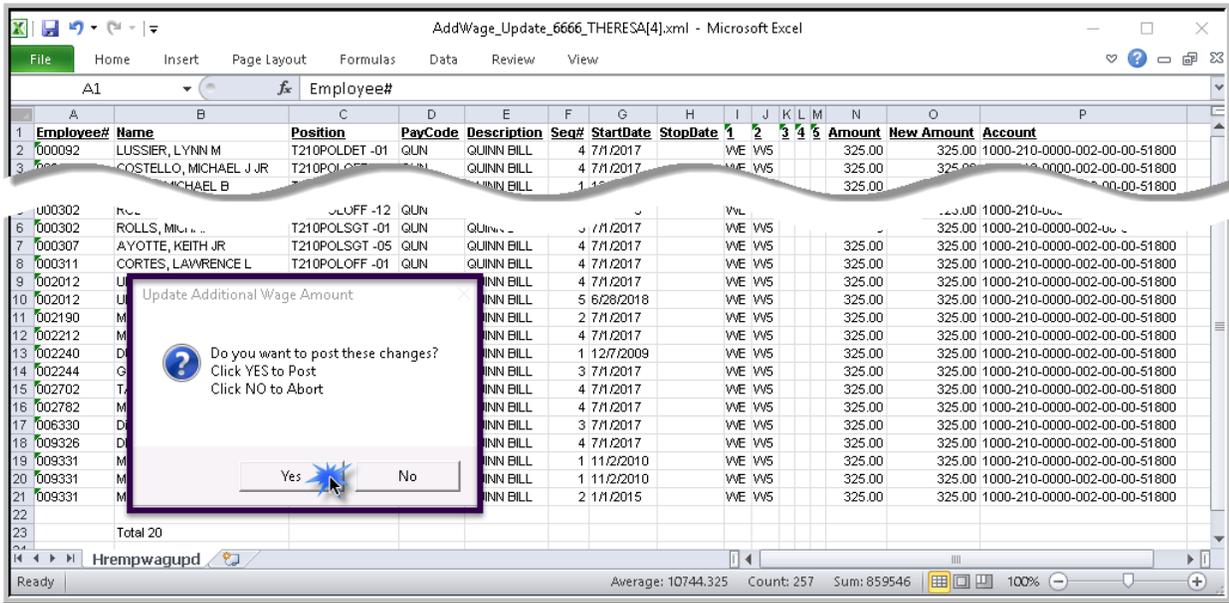


Figure 6 The process produces a report, and prompts to review before posting the changes

Once posted, the change is evident on the **Employee Maintenance** ► [4 Add Wages] screen.

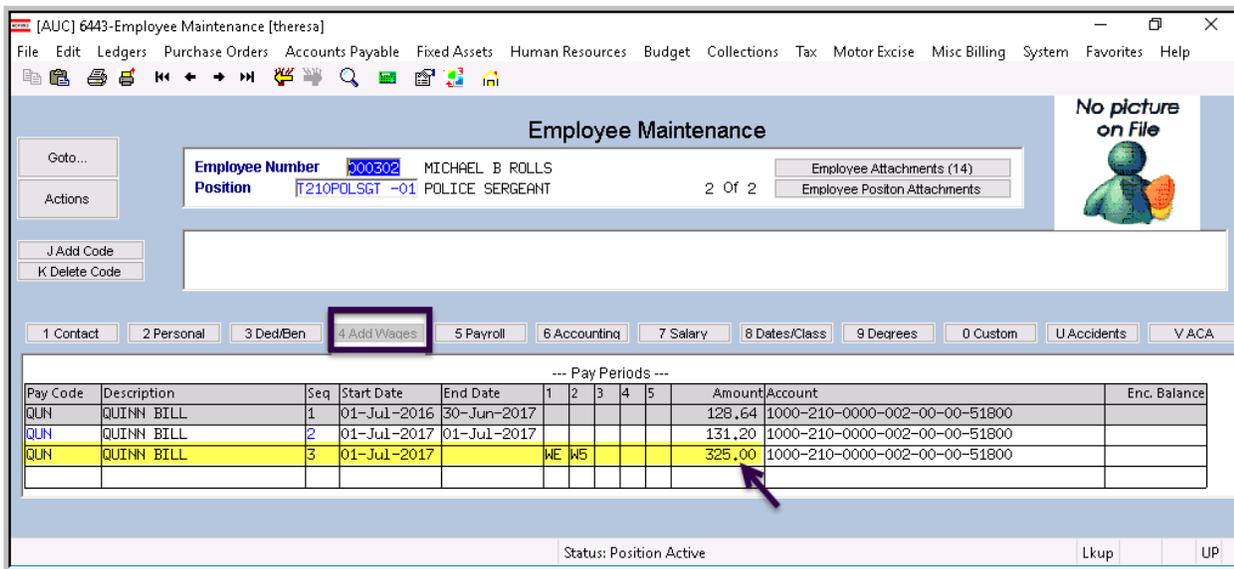


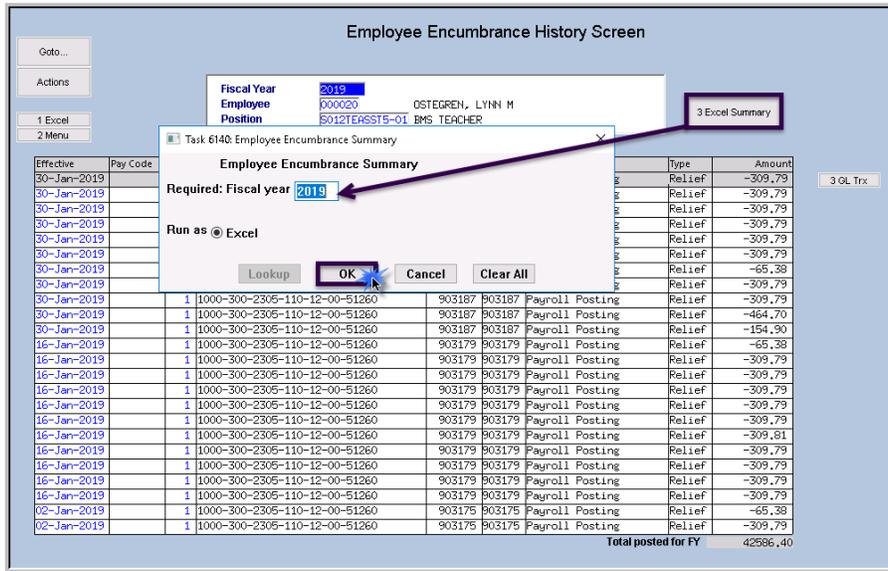
Figure 7 [4 Add Wages] tab shows the new amount applied for each employee

[ADM-AUC-HR-10041]



4 QUERIES ► EMPLOYEE ENCUMBRANCE HISTORY [Enhancement]

ADMS added a new report to the Employee Encumbrance History screen.



Note: this button produces an Excel[®] report of *all* employees; the columns provided are described in the table below Figure 8.

Timesheet security ensures that records will only be visible to authorized users with access to the employee's timesheet group.

Figure 8 New Excel[®] summary added to the screen

Column	Header	Description/How Used
A	FY	Fiscal Year
B	Emp#	Employee number
C	Employee Name	Employee name
D	Position	The position number for the employee
E	Position Description	The description as defined by the position number
F	Encumbered Account	The account number and description for the encumbered amount
G	Annual Salary	The current annual salary for each employee
H	Salary-Encum	The encumbered amount
I	Adjustment	Any adjustments to encumbrance amounts
J	Paid	The amount paid to-date for the fiscal year
K	Balance	The remaining encumbrance

[ADM-AUC-HR-10067]



5 REPORTS

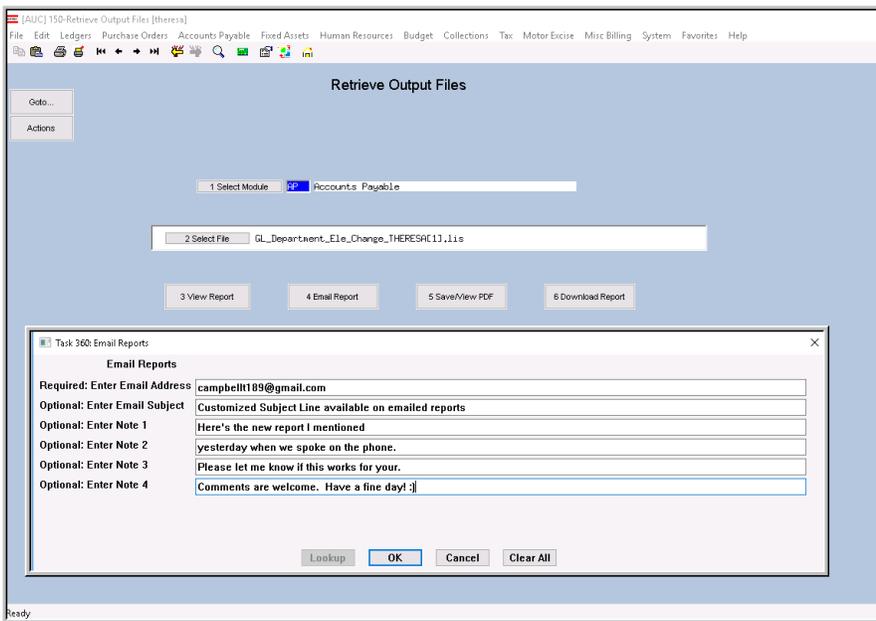


turned this feature off for now and will reinstate it at a later time.

A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue with some **Excel®** reports; **ADMINS**

[ADM-AUC-SY-8093]

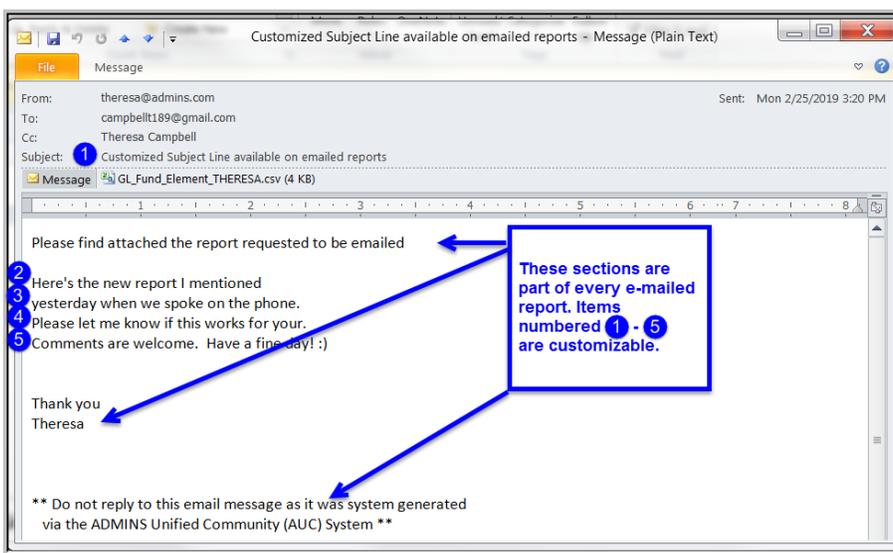
5.1 Retrieve Output Files Customized Subject Line [Enhancement]



ADMINS offers the Retrieve Output file feature on every module, allowing all **AUC** users to send a report to any valid email address. With this software update, **ADMINS** is pleased to announce a **customized subject line** for email reports.

Select the file and click on **[4 Email Report]**. Fill in the prompts as shown in Figure 9.

Figure 9 New Subject Line field is an optional field on the Email Reports form



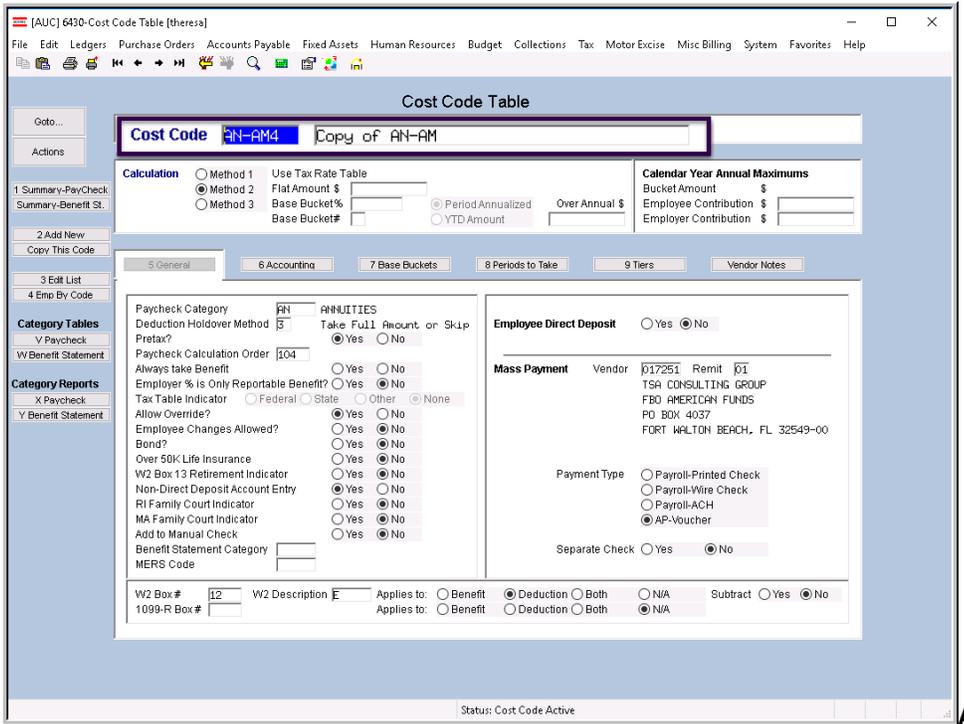
The result is shown in Figure 10. Most output formats (.lis, .xml, .xls) are converted to PDF prior to emailing. If mailing a .csv file, the .csv format is retained.

Figure 10 Email with attached file

[ADM-AUC-SY-8084]



6 COST CODE TABLES [Fix]



ADMINS was alerted to an error that occurred when repeatedly copying cost codes to create new cost codes. This was corrected and installed with the software update.

Now when copying cost codes to create new codes, the new code will be evident in the cost code field on the screen (see Figure 11) and in the edit list (see Figure 12).

Figure 11 New cost codes copied properly

Code	Description	Benefit	Category	FlatAmt	Pretax	Order#	Status	Liability Account	Tier I EE	Tier I ER
17 AN-AM	AMERICAN FUNDS	AN	ANNUITIES	0.00	Y	104	Active	1000-000-0000-000-00-00-21810	100.00	0.00
18 AN-AM1	Copy of AN-AM	AN	ANNUITIES	0.00	Y	104	Active	1000-000-0000-000-00-00-21810	100.00	0.00
19 AN-AM2	Copy of AN-AM	AN	ANNUITIES	0.00	Y	104	Active	1000-000-0000-000-00-00-21810	100.00	0.00
20 AN-AM3	Copy of AN-AM	AN	ANNUITIES	0.00	Y	104	Active	1000-000-0000-000-00-00-21810	100.00	0.00
21 AN-AM4	Copy of AN-AM	AN	ANNUITIES	0.00	Y	104	Active	1000-000-0000-000-00-00-21810	100.00	0.00
22 AN-AME	AMERICAN FUND SERVIC	AN	ANNUITIES	0.00	Y	104	Active	1000-000-0000-000-00-00-21810	100.00	0.00

Figure 12 After – adding multiple cost codes using the [Copy Code] button works properly

[ADM-AUC-HR-10059]

7 TAX RATE TABLES [Enhancement]

To accommodate the Rhode Island state changes to the taxation of supplemental wages, ADMINS changed the Tax Rate table to allow a second check percentage. Access the table by clicking on Human Resources ► Tables ► Tax Rate and page down to the records for Rhode Island.



Tax Rate

Tax Type: RI RHODE ISLAND VOL WAGE ASSIGNMENT
 Tax Table: Single
 Base Bucket Number: 3 State Taxable Wages

Second Check Percent: 5.99

4-Clear: 0.01 99999.00
 Amount: 6.00
 Percentage: On Wages Over

-- Added 07-Feb-2019 By LUANN Changed 07-Feb-2019 by LUANN Status: Tax Record Active Lkup UP

Figure 13 Second Check state percentages allowed

Learn more about this change on the Rhode Island tax web site:

<http://www.tax.ri.gov/forms/2019/Withholding/2019%20Withholding%20Booklet>.

[ADM-AUC-HR-10066]

8 YEAR END PROCESSING ► 1099R FORMS [Fix]

The changes to the 1099R form resulted in the TIN number showing in the window envelope. Sites were notified to take corrective action. This was fixed and patched to all sites in January and is noted here to document the change.

[ADM-AUC-HR-10070]

8.1 Edit 1095 Work File screen and 1095C Forms [Fix]

Line 15, **1** Employee share, will not display “0.00” if there are no amounts charged to the employee. The file as submitted to the IRS will be correct.

Form 1095-C Employer-Provided Health Insurance Offer and Coverage
 Department of the Treasury Internal Revenue Service

OMB No. 1545-2251
2018

Part II Employee Offer and Coverage Plan Start Month (Enter 2-digit number): 07

	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)	1G												
15 Employee Required Contribution (see instructions)													

Figure 14 The 1095C form line 15 is correct – it will not show “0.00”, it will be blank

[ADM-AUC-HR-10073]

2018 Edit 1095 Work File

Employee#: 000087 1 Name of Employee: KAREN A GOSSELIN 2 SS#: 000-00-1028 Reporting Entity: STATE OF RHODE ISLAND

3 Street Address: 3 Street Address

EMPLOYEE OFFER AND COVERAGE Plan Start Month: 07

	12 Mths	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
14 Offer of Coverage	1G												
15 Employee Share													
16 Applicable Section													

COVERED INDIVIDUALS If Employer provided self-insured coverage, check the box (e) Months of Coverage

(a) Name of Covered	(b) SS#	(c) DOB	(d) 12 Mth	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
17 KAREN A GOSSELIN	000-00-1028	X													

Figure 15 Edit 1095 Work File screen

ADMINS also changed the screen to match the forms; the **2** 12 Mth label above the list of covered individuals was properly labeled with a **(d)** instead of an **(e)** and the **3** “Months Covered” label was changed to “Months of Coverage”.

[ADM-AUC-HR-10065]

