

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

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ADMINS Unified Community

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]

		Employee I	Maintenance	No	picture n File
Goto	Employee Number 071266	CHRISTOPHER E BOURMAN	Employee Attachments		2
Actions			Employee Position Attachme		
I Add Employee P Add Position	Y Employee Notes No text	available	Current Positions S012TEASST6-04 Bt O All Positions 000 -00	MMS TEACHER	1,0000
1 Contact 2 Pers	onal 3 Ded/Ben 4 Add Waqe	s 5 Payroll 6 Accounting	7 Salary 8 Dates/Class 9 Degrees	0 Custom UAccider	nts VACA
First Name CHRISTOPHER	Middle Name Last N	ame Suffix Gr RN I	ender Birth Date SS# Male O Female 23-Jul-1975 987-65-4	Previous Name	

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:

📧 Employees By Name								×
Name	Emp# Positio	n Desription	TS Group	TS Access	TermDate	PreviousName	SS#	Tof
BOUCHER, MICHAEL H	002004 T801POL	DETL-05 POLICE DETAIL	TOWN -POL	Yes	28-Feb-2018		001-10-1287	^
BOUCHER, MICHAEL H JR	006004 X999TER	FERM-01 UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	22-Apr-1998		001-10-1959	
BOUDREAU, LAWRENCE M	002695 X999TER	FERM-01 UNASSIGNED POSITION	TOWN -POL	Yes	31-Dec-2004	TERMINATED	001-10-1378	
BOUDREAU-MCALISTER, LYNN L	070493 S012ABA	ABAS-02 APPLIED BEHAVIOR ANALYSIS TECHNICI	AN SCHOOL-SOUT	Yes	22-Jun-2016		001-10-4138	
BOULTENHOUSE, KEITH W	003000 T172PLN	BORD-01 PLANNING BOARD	TOWN -TOWN	Yes	30-Jun-2010		001-10-1676	
BOULTENHOUSE, LYNN M	007785 X999TER	FERM-01 UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	30-Jun-2008	TERMINATED	001-10-2506	
BOULTON, KEITH J	070713 S006ILA	SPED-06 ILA - 10 MONTH	SCHOOL-BHS	Yes	07-Jan-2015		001-10-4358	
BOULTON, KEITH J	070713 S005ABA	FECH-01 APPLIED BEHAVIOR ANALYSIS TECHNICI	AN SCHOOL-STAL	Yes	04-Aug-2015		001-10-4358	
BOULTON, LAWRENCE E	003017 X999TER	FERM-01 UNASSIGNED POSITION	TOWN -DPW	Yes	15-Aug-2008	TERMINATED	001-10-1693	
BOURGEOIS, LYNN	071099 S009ILA	SUBS-01 SUBSTITUTE ILA	SCHOOL-SCHOOL	Yes			001-10-4744	
BOURGEOIS, LYNN	071099 S009SPD	BUSM-04 BUS MONITOR SUB	SCHOOL-SCHOOL	Yes			001-10-4744	
BOURQUE, MARIE	010093 X999TER	FERM-01 UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	10-Jun-1998	TERMINATED	001-10-2814	
BOUVIER, KAREN L	070578 S005SPC	MATH-01 MATH SPECIALIST 21 PAY	SCHOOL-STAL	Yes	21-Aug-2014		001-10-4223	
BOUVIER, MICHAEL R.	009991 X999TER	FERM-01 UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	01-Jan-2001	TERMINATED	001-10-2718	
BOWLES, LYNN M	070127 S009TER	SUBS-01 SUBSTITUTE TEACHER	SCHOOL-SCHOOL	Yes	30-Sep-2011		001-10-3772	
BOXOLD, LAWRENCE E.	010063 X999TER	FERM-01 UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	01-Jan-2001	TERMINATED	001-10-2785	
BOYAN, KEITH A	002206 X999TER	FERM-01 UNASSIGNED POSITION	TOWN -POL	Yes	15-Dec-1999		001-10-1325	
BOYAN, KEITH F	007701 X999TER	FERM-01 UNASSIGNED POSITION	TOWN -POL	Yes	29-Dec-1999		001-10-2423	
BOYAN, LAWRENCE A	007186 X999TER	FERM-01 UNASSIGNED POSITION	SCHOOL-KEOU	Yes	31-Aug-2005	TERMINATED	001-10-2311	~
					OK	Find Search	Cancel Help	Fof

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

Employees By Name								×
Name	Emp# Position	Desription	TS Group	TS Access	TermDate	PreviousName	SS+	Tof
BOURGEOIS, LYNN	071099 S009SPDBUSM-04	BUS MONITOR SUB	SCHOOL-SCHOOL	Yes			001-10-474	4 0
BOURMAN, CHRISTOPHER E	071266 S012TEASST6-04	BMMS TEACHER	SCHOOL-STAL	Yes			987-65-432	21
BOURQUE, MARIE	010093 X999TERTERM-0:	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	10-Jun-1998	TERMINATED	001-10-281	4
BOUVIER, KAREN L	070578 S005SPCMATH-0:	MATH SPECIALIST 21 PAY	SCHOOL-STAL	Yes	21-Aug-2014		001-10-422	.3
BOUVIER, MICHAEL R.	009991 X999TERTERM-0:	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	01-Jan-2001	TERMINATED	001-10-271	.8
BOWLES, LYNN M	070127 S009TEASUBS-0:	. SUBSTITUTE TEACHER	SCHOOL-SCHOOL	Yes	30-Sep-2011		001-10-377	2
BOXOLD, LAWRENCE E.	010063 X999TERTERM-0:	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	01-Jan-2001	TERMINATED	001-10-278	5
BOYAN, KEITH A	002206 X999TERTERM-0:	UNASSIGNED POSITION	TOWN -POL	Yes	15-Dec-1999		001-10-132	5
BOYAN, KEITH F	007701 X999TERTERM-0:	UNASSIGNED POSITION	TOWN -POL	Yes	29-Dec-1999		001-10-242	/3
BOYAN, LAWRENCE A	007186 X999TERTERM-0:	UNASSIGNED POSITION	SCHOOL-KEOU	Yes	31-Aug-2005	TERMINATED	001-10-231	.1
BOYAN, LYNN H	000208 X999TERTERM-0:	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	28-Nov-2000		001-10-105	57
BOYD, MICHAEL S	070174 T801POLDETL-05	5 POLICE DETAIL	TOWN -POL	Yes	01-Nov-2012		001-10-381	.9
BOYER, KAREN J	071250 S005SPDSPED-0:	L STALL BROOK SPED 26 PAY	SCHOOL-STAL	Yes			001-10-489	5
BOYLE, LAWRENCE E	071057 S012TEABMMS-02	2 BMS TEACHER 21 PAYS	SCHOOL-BMMS	Yes			001-10-470	2
BUYLE, LAWRENCE E	071057 S012TEABMMS-0:	. BMS TEACHER 26 PAYS	SCHOOL-BMMS	Yes	01-Aug-2018		001-10-470	12
BOYLE, LAWRENCE L	009812 X999TERTERM-0:	UNASSIGNED POSITION	SCHOOL-SCHOOL	Yes	30-Jun-1996		001-10-262	9
BOYLE-EREN, KEITH J	070599 S009TEASUBS-0:	SUBSTITUTE TEACHER	SCHOOL-SCHOOL	Yes	18-May-2015		001-10-424	14
BUYNIUN HALSEY, LYNN	010137 X999TERTERM-0	UNASSIGNED PUSITION	SCHUUL-SCHUUL	Yes	01-Jan-2001	TERMINATED	001-10-285	16
BRACKEN, MICHAEL J	070816 T801POLDETL-05	POLICE DETAIL	TOWN -POL	Yes			001-10-446	∍1 ¥
					OK	Find Search	Cancel Help	Eof

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):

🔤 [AUC] 7990-Hum	an Resources Module Control [theresa]	- 🗆 X
File Edit Ledgers	Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing Sys	stem Favorites Help
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	Human Resources Module Control	
Goto	Seq# Description Al	nswer
Actions	6164 # Days prior to Today to allow adding Positions 18	80 15 ^
	6165 # Days forward from Today to allow adding Positions 60	0

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:

🔳 [AUC] 6439-Employee Maintenance [theresa		×		
Add Position to Employee				
Required: Enter Bargaining Unit	NON -NO Date entered is			
Required: Enter Schedule	PT in the future.		Add Position	×
Required: Enter Grade	1 triggering the error			
Required: Enter Step			Madula Cantural 6165 in order and called in a state	
Required: Enter Full-Time Equivalent	1.0000		added in range of - 180 or + 60 days	
Required: Enter Date of H	ire (mmddyyyy) 10222019			
	10222013			
		_		-
Lashun			OK Cancel	
Lookup	Cancer Clear All			

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 – July3 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.

 Interpretation (AUC) Interpretation (Interpretation (Interpretation) Interpretation (Interpretation) In	resa) Accounts Payable 🛛 Fixed Assets Huma 🎽 🎬 🔍 📾 📾 🚼 🔒	n Resources Budget Collections Ta	 Motor Excise Misc Billing 	− □ × System Favorites Help
Goto Actions	Ct All 2 Deselect All	Dest GL Transactions		
Sel Year GL Batch 2020 9031871 2019 903187	Bal Debits Credits 131791,50 109450,73 66536,92 33268,46	Adjustments Encumbrance Entered	By Type Payroll Posting Payroll Posting	Details Locked By

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 903187<mark>1</mark> for the <mark>new</mark> fiscal year

[ADM-AUC-GL-8298]

3 SPECIAL PROCESSING ▶ ADDITIONAL WAGE-AMOUNT UPDATE [New]

Maintenance	>	
Payroll Processing	>	
Timesheet Entry	>	
Special Processing	>	Benefit Statements
Void/Manual/Figure Paycheck		Global Change to Employees Salary
Billing and Invoicing	>	Retiree Percentage Salary Change
Bank Reconciliation	>	Increase Employees Steps Process
Queries	>	
Reports	>	Retroactive Pay Processing
Tables	>	Longevity Processing
Quarterly Processing	>	Additional Wage - Amount Update
- 3		
Additional Wage Update all active addition	- Amou Tal wai	unt Update ge records with a new amount.
Additional Wage Update all active addition Required: Enter Pay Cod	- Amou nal way e Q	unt Update ge records with a new amount. IUN QUINN BILL
Additional Wage Update all active addition Required: Enter Pay Cod Required: Enter New Amo	- Amou nal way e Q ount 3	unt Update ge records with a new amount. IUN QUINN BILL 25

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.



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1 Empl	lovee#	Name	Position	PayCode	Description	Seq#	<u>StartDate</u>	StopDate 1	2	<u>3 4 5</u>	<u>Amount</u>	New Amount	Account	
2 00009	92	LUSSIER, LYNN M	T210POLDET -01	QUN	QUINN BILL	4	7/1/2017	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	
3.000		COSTELLO, MICHAEL J JR	T210POLOSS		QUINN BILL	4	7/1/2017	LO R	W5		325.00	325.00	10-0000-002-00-00-51800	
		CHAEL B			WINN BILL	1	10			the state of the s	325.00		^	
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6 00030	02	ROLLS, MICHAE	T210POLSGT -01	QUN	QUINES -	J	//1/2017	VVE	W5			325.00	1000-210-0000-002-00 ა	
7 00030	D7	AYOTTE, KEITH JR	T210POLSGT -05	QUN	QUINN BILL	4	7/1/2017	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	
8 00031	11	CORTES, LAWRENCE L	T210POLOFF -01	QUN	QUINN BILL	4	7/1/2017	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	
9 00201	12	U			INN BILL	4	7/1/2017	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	
10 00201	12	U Update Additional Wag	ge Amount		INN BILL	5	6/28/2018	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	
11 00219	90	M			INN BILL	2	7/1/2017	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	
12 00221	12	M			INN BILL	4	7/1/2017	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	=
13 00224	40	D 🛛 🔊 Do you wan	it to post these ch	anges?	INN BILL	1	12/7/2009	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	
14 00224	44	G 🚺 🚺 Click YES to	Post		INN BILL	3	7/1/2017	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	
15 00270	02	T/ Click NO to	Abort		INN BILL	4	7/1/2017	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	
16 00278	82	M			INN BILL	4	7/1/2017	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	
17 00633	30	Di			INN BILL	3	7/1/2017	VVE	W5		325.00	325.00	1000-210-0000-002-00-00-51800	
18 00932	26	D			INN BILL	4	7/1/2017	VVE	W5		325.00	325.00	1000-210-0000-002-00-00-51800	
19 00933	31	M	N/		INN BILL	1	11/2/2010	VVE	W5		325.00	325.00	1000-210-0000-002-00-00-51800	
20 00933	31	M	Yes 🦰 💦	No	INN BILL	1	11/2/2010	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	
21 00933	31	м			INN BILL	2	1/1/2015	VVE	: W5		325.00	325.00	1000-210-0000-002-00-00-51800	
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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.

FALICI 6443-Employ	ee Maintenance Ither	ecal							—
		- 101	D 11 5						
File Edit Ledgers	Purchase Orders Ac	count:	s Payable Fixe	d Assets Hum	ian R	esou	urces	Bu	udget Collections Tax Motor Excise Misc Billing System Favorites Help
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0	Position	210P0	OLSGT -01 PC	LICE SERGEAN	٩T				2 Of 2 Employee Positon Attachments
Actions									
J Add Code									
K Delete Code									
	1								
			_						
1 Contact 2 F	ersonal 3 Ded/Ber	1 4	4 Add Wages	5 Payroll	6 Ac	cour	nting		7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents V ACA
		-				_		_	
						Pay	Perio	ds	
Pay Code Descripti	on .	Seq	Start Date	End Date	1	2	3 4	5	Amount Enc. Balance
		1	01-Jul-2016	30-Jun-2017					128,64 1000-210-0000-002-00-00-51800
		2	01-Jul-2017	01-Jul-2017				-	131,20 1000-210-0000-002-00-00-51800
QUINN I	ILL	5	01-Ju1-2017		WE	M2			325.00 1000-210-0000-002-00-00-51800
[¹									
					S	tatu	s: Pos	ition	n Active I kun I IP
L									

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

[ADM-AUC-HR-10041]

4 QUERIES > EMPLOYEE ENCUMBRANCE HISTORY [Enhancement]



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 التوا	summary	added	to the screen	
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ADMINS Unified Community

Human Resources

File Home Inset Page Layout Formulas Data Review © A2 f _2 2019 Page Layout Support Page Layout Annual-Statery Stater Charout Annual-Statery Stater Charout Page Layout Support Support Support Page Layout Support Span Support Support Support Support Page Layout Support Top Layout Support Span Support Support Support Support Support	() - 2 X
A2 - A2 B C D E E Commerce Account F Annuel Salary Section Description Description Description Description Description Description 1 1 1 1 000 300-2320 125-09-00-51260 DEBA -AUTISM COORDNATOR 71,000 35,499 39 00.00 - 4,512231 27,	L A
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385 2019 37/1197 SOLOMON, MARIE J S009SPDBCBA-03 BCBA BOARD CERTIFIED BEHAVIOR ANALYST 1000-300-2320-126-09-00-51260 BCBA -AUTISM COORDINATOR 71,000.00 35,499.99 0.00 -8,192.31 27,	
	307.68
386 2019 071198 JAMES, LYNN M S012TEABMMS-02 BMS TEACHER 21 PAYS 1000-300-2305-110-12-00-51260 TEACHER SALARY - BMS 53,561.00 30,606.32 0.00 -7,651.56 22	954.76
387 2019 071199 ROHALD, KAREN E S012TEABMMS-01 BMS TEACHER 26 PAYS 1000-300-2305-110-12-00-51260 TEACHER SALARY - BMS 45,568.00 29,794.42 0.00 -5,257.86 24	536.56
388 2019 071200 O'CONNELL, MICHAELW S012TEABMMS-01 BMS TEACHER 26 PAYS 1000-300-2305-110-12-00-51260 TEACHER SALARY - BMS 58,710.00 38,387.28 0.00 -6,774.24 31	613.04
389 2019 701201 PELLETER, LAWRENCE A S006TEABHS -01 BHS TEACHER 26 PAYS 1000-300-2305-110-06-00-51260 TEACHER SALARY - HS 48,890.00 31,966.58 0.00 -5,641.14 26	325.44
390 2019 071204 CATALDO, LAWRENCE J S006TEABHS -01 BHS TEACHER 26 PAYS 1000-300-2305-110-06-00-51260 TEACHER SALARY - HS 45,568.00 29,969.68 0.00 -5,257.86 24	711.82
391 2019 071205 CASEY, KAREN S009SPD0CCT-02 OCCUPATIONAL THERAPIST 1000-300-2320-120-03-00-51260 SPEECHIOTMED-THERAPEUTIC-SOUTH 30,700.20 20,073.18 0.00 -3,542.34 16	530.84
392 2019 701210 HASLAM, LAWRENCE S012ABATECH-01 APPLIED BEHAVIOR ANALYSIS TECHNICIAN 1000-300-2330-124-12-00-51401 ABA TECH WAGES - BMS 29,993.60 20,556.74 -7,613.76 -3,463.31 9	479.67
393 2019 571211 SENDER, KETH S005ABATECH-01 APPLIED BEHAVIOR ANALYSIS TECHNICIAN 2100-002-2330-423-05-00-51401 ABA TECH - STALL 28,922.40 20,155.04 -8,009.28 -3,291.06 8	854.70
394 2019 071216 GRIMALDI, LYNN S006SPDTEAM-01 TEAM CHAIR BHS 26 PAYS 1000-300-2120-126-06-00-51260 SPED COORD/TEAM LEADER - HS 63,165.91 44,440.55 0.00 -7,842.45 36	598.10
395 2019 7071219 CARROLL, LAWRENCE M S012SPDCLAS-02 BMS SPED TEACHER 26 PAYS 1000-300-2305-120-12-00-51260 SPED TEACHER - BMS 51, 167.00 36, 514.22 0.00 -5, 903.88 30	610.34
395 2019 7071225 KELLEHER, LYNN M S006TEABHS -01 BHS TEACHER 26 PAYS 1000-300-2305-110-06-00-51260 TEACHER SALARY - HS 70,690.00 55,055.32 0.00 -7,817.34 47	237.98
397 2019 571235 HORGAN, KAREN E S005ABATECH-01 APPLIED BEHAVIOR ANALYSIS TECHNICIAN 1000-300-2330-124-05-00-51401 ABA TECH WAGES - STALL 28,922.40 23,710.60 -11,568.96 -3,071.46 9	070.18
398 2019 071243 CHATTERTON, LYNN S012ABAABAS-02 APPLIED BEHAVIOR ANALYSIS TECHNICIAN 1000-300-2330-124-12-00-51401 ABA TECH WAGES - BMS 29,993.60 26,632.08 -13,227.66 -3,184.76 10	219.66
399 2019 071250 CALNAN, KAREN J S005SPDSPED-01 STALL BROOK SPED 26 PAY 1000-300-2310-120-05-00-51260 SPED SPECIALIST TEA-STALL 36,706.76 31,200.74 0.00 -5,506.02 25	694.72
400 2019 071265 BOURMAN, KAREN H S012SPDCLAS-02 BMS SPED TEACHER 26 PAYS 1000-300-2305-120-12-00-51260 SPED TEACHER - BMS 38,423.75 36,289.05 0.00 -6,403.95 29	865.10
401 2019 7071276 CAMPBELL, LAWRENCE S009TECHAST-01 TECHNOLOGY ASSISTANT 8 1000-300-2330-146-03-00-51270 TECHNOLOGY ASSIST-SOUTH 1.00 0.00 21,200.53 -2,302.86 18	897.67
402 2019 7071278 BANKS, MICHAEL G JR S012GUICOUN-01 GUIDANCE COUNSELOR 1000-300-2710-110-12-00-51260 GUIDANCE COUNSELOR- BMS 46,924.80 0.00 26,512.78 -1,767.50 24	745.28
403 2019 071282 S010ABATECH-01 APPLIED BEHAVIOR ANALYSIS TECHNICIAN 1000-300-2330-124-10-00-51401 ABA TECH WAGES-BECP 0.00 0.00 28,922.40 0.00 28	922.40
404 2019 071283 S006ILASPED-01 ILA - 10 MONTH 1000-300-2330-124-06-00-51400 SPED TEA AIDES-HS 0.00 0.00 14,647.43 0.00 14	647.43
405 Total 22,052,379.51 13,754,752.80 -123,795.67 -2,572,167.10 11,058	790.03
405	
407	
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	Ó 🔶

Column	Header	Description/How Used
Α	FY	Fiscal Year
В	Emp#	Employee number
С	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
Н	Salary-Encum	The encumbered amount
I	Adjustment	Any adjustments to encumbrance amounts
J	Paid	The amount paid to-date for the fiscal year
К	Balance	The remaining encumbrance

[ADM-AUC-HR-10067]



5 REPORTS

Building the Report	

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]

EAUC) 150-Retrieve Output Files [theresa] File Edit Ledgers Purchase Orders Ac B	scounte Physike Fland Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Fevorites Help 꼭 Q, 🖬 앱 같 🔐
Gato	Retrieve Output Files
Actions	
	1 Select Module Accounts Payable
	Seect Fie GL_Department_Ele_Change_THERESAC13.lis
31	View Report 4 Email Report 5 Save/View PDF 6 Download Report
Task 360: Email Reports	×
Email Reports	
Required: Enter Email Address	s campbellt189@gmail.com
Optional: Enter Email Subject	Customized Subject Line available on emailed reports
Optional: Enter Note 1	Here's the new report I mentioned
Optional: Enter Note 2	yesterday when we spoke on the phone.
Optional: Enter Note 3	Please let me know if this works for your.
Optional: Enter Note 4	Comments are welcome. Have a fine day! :]
	Lookup OK Cancel Clear All
<u>,</u>	
D	
Leany	

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



Figure 10 Email with attached file

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.

[ADM-AUC-SY-8084]



6 COST CODE TABLES [Fix]

	Cost Code Ta	ble		
Goto	Cost Code AN-AM4 Copy of AN-AM			
Summary-PayCheck	Calculation Omethod 1 Use Tax Rate Table Method 2 Flat Amount 5 Omethod 3 Base Buckett% OPeriod Annua Base Buckett OTD Amount	alized Over Annual \$	Calendar Year Annual Maximums Bucket Amount \$ Employee Contribution \$ Employer Contribution \$	
2 Add New Copy This Code 3 Edit List	5 General 6 Accounting 7 Base Buckets 8 Per	iods to Take 9	Tiers Vendor Notes	
4 Emp By Code Category Tables V Paycheck	Paycheck Category PH PHNUTTIES Deduction Holdover Method 3 Take Full Ancunt or Skip Pretar? Paycheck Calculation Order, frod	nployee Direct Deposit	⊖Yes ⊚No	
Itegory Reports X Paycheck / Benefit Statement	Always take Benefit OYes No Employer % is Only Reportable Benefit OYes No Tax Table Indicator Federal State Allow Override? OYes No Employee Changes Allowed? OYes No Bond? Oyes No	ass Payment Vendor	017251 Remit 01 TSA CONSULTING GROUP FBO AMERICAM FUNDS PO BOX 4037 FORT WALTON BEACH, FL 32549-00	
	Ve3 Box 13 Retirement indicator Ores ● No Non-Direct Deposit Account Entry ● Yes ● No RI Family Court Indicator OYes ● No MAF armily Court Indicator OYes ● No Add to Manual Check OYes ● No	Payment Type	Payroll-Printed Check Payroll-Wire Check Payroll-ACH AP-Voucher	
	Benefit Statement Category MERS Code	Separate Check	< ⊖Yes ●No	
	W2 Box# 12 W2 Description E Applies to: Benefit	Deduction Both Deduction	N/A Subtract O Yes No	

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

	a n					0.10.11		a.c. 1						
	All 27 Y Y Y Y COStUDDELIST DESIGNOSOT EXCEL													
	File	Home Ir	nsert or	rmulas Data Review View										
		O24	- (=											
			Α	В	С		D	Е	F	G	н	I	M	N
	1	Code		Description	<u>Benefit</u>	Category	Fla	<u>tAmt</u>	<u>Pretax</u>	Order#	<u>Status</u>	Liability Account	<u>Tier IEE</u>	<u>Tier IER</u>
L.	17	AN-AM		AMERICAN FUNDS	AN	ANNUITIES		0.00	Y	104	Active	1000-000-0000-000-00-21810	100.00	0.00
Ľ	18	AN-AM1		Copy of AN-AM	AN	ANNUITIES		0.00	Y	104	Active	1000-000-0000-000-00-21810	100.00	0.00
	19	AN-AM2		Copy of AN-AM	AN	ANNUITIES		0.00	Y	104	Active	1000-000-0000-000-00-21810	100.00	0.00
	20	AN-AM3		Copy of AN-AM	AN	ANNUITIES		0.00	Y	104	Active	1000-000-0000-000-00-21810	100.00	0.00
1	21	AN-AM4		Copy of AN-AM	AN	ANNUITIES		0.00	Y	104	Active	1000-000-0000-000-00-21810	100.00	0.00
1	22	AN-AME		AMERICAN FUND SERVIC	AN	ANNUITIES		0.00	Y	104	Active	1000-000-0000-000-00-21810	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.



ADMINS Unified Community Human Resources

Goto Tax Type EI RHODE ISLAND VOL WAGE ASSIGNMENT Minimum Bucket Amount to Process Tax Actions Fingle Single Annual Wages Exempt Amount Base Bucket Number 3 State Taxable Wages Annual Per Exemption Amount 1-Add New Second Check Percent 5,99 Base Bucket Number O.01 2-Edit List 0.01 99999,00 6,00 6,00		Tax Rate		
Actions Base Bucket Number 3 State Taxable Mages Annual Per Exemption Amount 1-Add New Second Check Percent 5,99 Amount Percentage On Wages Over 2-Edit List Second Check Percent 5,99 6.00 6.00 3-Employees Image: Check Percent Percentage Image: Check Percent Percentage Image: Check Percent Percentage Image: Check Percent Percentage	Goto	Tax Type Tax RHODE ISLAND VOL WAGE ASSIGNMENT Minimum Bucket Amount to Process Tax Tax Table S Single Annual Wages Exempt Amount Image: Single Si		
3-Employees	1-Add New	Base Bucket Number 3 State Taxable Wages Annual Per Exemption Amount Second Check Percent 5,99 Amount Percentage 4-Clear 0.01 99999.00 6.00		-
Added 07 Exh. 2010 Do UIANNI Channel 07 Exh. 2010 by UIANNI Channel Anti-	3-Employees		llur	

Figure 13 Second Check state percentages allowed

Learn more about this change on the Rhode Island tax web site: <u>http://www.tax.ri.gov/forms/2019/Withholding/2019%20Withholding%20Booklet.</u>

[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 Do not attach to your tax return. Keep for your records.	OMB No. 1545-2251
Department of the Treasury Internal Revenue Service	► Go to www.irs.gov/Form1095C for instructions and the latest information.	2018
	1 (C21).	

Part II Employee Offe		Plan Start Month (Enter 2-digit number): 07											
	All 12 Months	Jan	Feb	Mar	Apr	Мау	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

	2018				Edit 10	95 Worl	File								
Goto	Employee# 000087	1 Name o KAREN A	f Employee GOSSELIN							2 SS# XXX-X)	<-1028			Reporting	; Entity
	3 Street *								_					Report Ba	arganning u E
EMPLOYEE OFFER AND C	OVERAGE		Plan Sta	art Month	07				_			_			
14 Offer of Coverage	12 Mths 1G	Jan	Feb	Mar	Apr	May	Jun	Ju		Aug	Se		Oct	Nov	Dec
15 Employee Share 🛛 🚺															
16 Applicable Section															
COVERED INDIVIDUALS								1							
(a) Name of Covered 17 KAREN A GOSSELIN			(b) SS# XXX-XX-	(c) [1028	DOB	2 (d) 12 X	ath Jan	Feb M	tar Ap	r May	Jun	Jul	Aug S	iep Oct	Nov Dec

Figure 15 Edit 1095 Work File screen



[ADM-AUC-HR-10065]

[ADM-AUC-HR-10073]



8.2 ACA Processing Error Reports [Enhancement]



To accommodate sites transitioning to or from using a **Health Savings Account** (**HSA**) plan, **ADMINS** changed the error checking report produced when building the **1095** file.

The **1095 Form Error Checking** report will issue a warning, prompting the user running the process to check on the employee record to ensure that it is correct. The **1095C** will still be issued; this is a warning, not a hard error.

File Edit Format Options		_
Courier New 🗸 9 🗸 🖪	◢⊻■▾≕ ∰∉ ਙ੩੩ ⊜	
 7568-HR1095CHKERR.REP	Printed 22-Feb-2019 at 10:42:43 by THERESA Town of Admins 1095 Form Error Checking	Page 1
Employee: 000020 OSTEGREN, L	YHN H	
Warning: Line 14 contains 1B,1C,11	D, LE, LJ Warning: Line 15 has some months with no amounts but HSA is	set
Employee: 000023 LARIVIERE, F	KAPEN M	
Warning: Line 14 contains 18 16 11	D IF 1J Warning. Line 15 has some months with no amounts but HSA is	set.

Figure 16 1095 Form Error Checking report showing new warning messages

[ADM-AUC-HR-10073]

9 HELP REFERENCE LIBRARY

The following new and updated documents were added to the help reference library. Updated webinar materials are always available on the **ADMINS** website; go to <u>http://www.admins.com/Pr1v8/customer-webinars.asp</u> to view them.

9.1 New and Updated Documentation

٠	SPECIAL PROCESSING	HR–455 Additional Wage Update	[New]
٠	YEAR END PROCESSING	HR–620 W2 Processing	[Updated]
		HR–765 Calendar Year End ACA Processing Slides	[Updated]
٠	OTHER	HR–850 Module Control	[Updated]
		HR–825 Favorites Screen	[New]