



HUMAN RESOURCES

RELEASE NOTES – MARCH 2020

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

CONTENTS

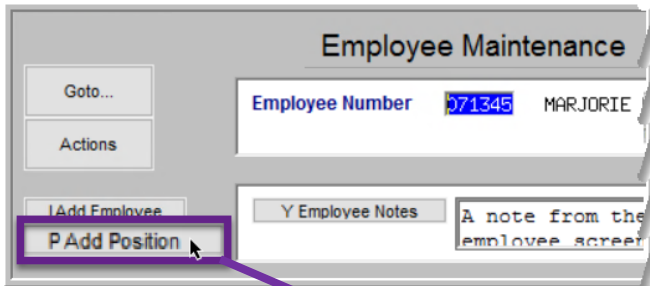
1	EMPLOYEE MAINTENANCE	2
1.1	[1 Contact] Screen ▶ [Add Position] ▶ Copy Deductions [Fix]	2
1.2	[2 Personal] Screen ▶ Tax Information [Enhancement]	3
1.3	[8 Dates / Class] Tab [Fix]	4
2	PAYROLL PROCESSING	4
2.1	Timesheet Holidays [Enhancement]	4
2.2	Email Direct Deposit Advice [Enhancement]	5
2.3	W4 With a value in Box 3 [Fix]	5
3	PRINTING MULTIPLE MANUAL CHECKS [ENHANCEMENT]	5
4	SPECIAL PROCESSING ▶ GLOBAL CHANGE TO EMPLOYEES SALARY [FIX]	6
5	REPORTS	6
5.1	Timesheet Reports ▶ #2662 Timesheet Entry Detail by Expense Account [Fix]	6
5.2	#6727 – Paycheck Summary - By Employee / Pay Code Type [Enhancement]	7
5.3	#6759 Timesheet History Detail - Changed Timesheets [Enhancement]	8
5.4	Paycheck Cost Code Summary Reports [Enhancement]	9
6	QUERIES ▶ EMPLOYEE ENCUMBRANCE HISTORY [ENHANCEMENT]	11
7	TABLES ▶ TAX RATE TABLES ▶ NEW FIELDS [ENHANCEMENT]	12
7.1	IRS Tools for the New W4 [Enhancement]	13
7.1.1	Online Withholding Estimator for Employ ^{EE} s Furnishing a New W4	13
7.1.2	Employ ^{ER} s Tax Calculation Spreadsheet	14
8	VENDOR CHECK HISTORY ▶ VOID DATE COLUMN [ENHANCEMENT]	14
9	YEAR END PROCESSING	15
9.1	W2 & 1099R Processing [Enhancement]	15
9.2	1095C ▶ [Edit 1095 Work File] Screen [Fix]	15
9.3	HSA (Health Savings Account) Plans [Clarification]	16
9.4	Emailing 1095C Forms to Employees [Enhancement]	17
10	SITE SPECIFIC ▶ ATTENDANCE REPORT [ENHANCEMENT]	17
11	COPY LIVE TO TRAINING [ENHANCEMENT]	18
12	WANT FASTER RESPONSE ON SUPPORT REQUESTS?	18
13	HELP REFERENCE LIBRARY	19
13.1	New or Updated Documents	19



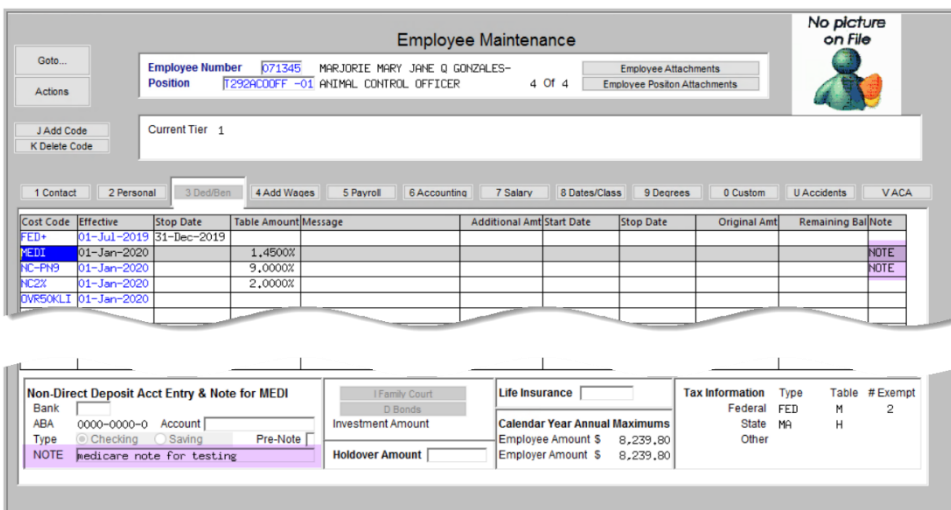
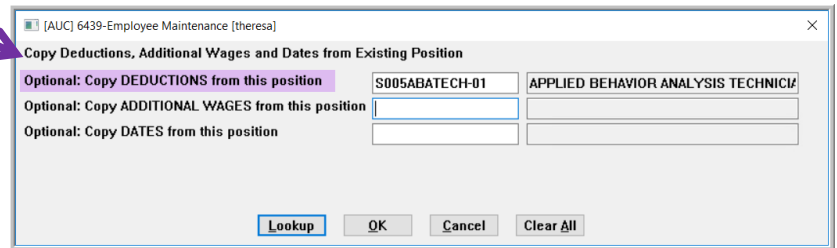
1 EMPLOYEE MAINTENANCE

- improved the **[Add Position]** function to include copying notes, life insurance and family court fields
- added new fields on the **[2 Personal]** tab
- fixed the alignment on the age field on the **[8 Dates Class]** tab

1.1 [1 Contact] Screen ▶ [Add Position] ▶ Copy Deductions [Fix]



When adding a position to an employee, there is an option to copy deductions from an existing position. Prior to the software update, the **notes** for the deductions were not copied with the deductions.



As shown in **Figure 1**, the **NOTE** on the **MEDI** deduction is now carried forward, as will any other notes fields for deductions.

Any existing **Life Insurance amount** and **Family Court Case Number** will also be copied.

Figure 1 The new position with the copied notes

[ADM AUC-10188]



1.2 [2 Personal] Screen ► Tax Information [Enhancement]

The [2 Personal] tab Tax Information block was changed to incorporate the new fields on the 2020 W4:

Figure 2 BEFORE: the [2 Personal] tab Tax Information section on the Employee Maintenance screen

Go to **Human Resources ► Employee Maintenance ► [2 Personal]** to update the Tax Information for each employee furnishing a **2020 W4**.

Figure 3 AFTER - The new Tax Information section on the [2 Personal] Tab with fields for the new W4



If the employee does not provide a new W4 for 2020 and beyond, there is nothing to update in the Tax Information for the employee. The N/A radio button will be set and none of the Step 3 through 4c fields will be editable.

For each employee providing a new W4 for 2020, fill in the **Tax Information** section of the [2 Personal] tab of the **Employee Maintenance** screen. Fill in the fields based on the **W4** provided by the employee.



Check for any additional federal withholding for ongoing employees that provide a new W4 with extra withholding. Set the stop date for additional withholding on the [3 Ded/Ben] tab of the employee maintenance screen and confirm that the extra withholding shows only on the [2 Personal] tab.

The **HR-605 W4 Percentage Method Tables** document in the **HR Help Reference Library** has more detailed instructions.

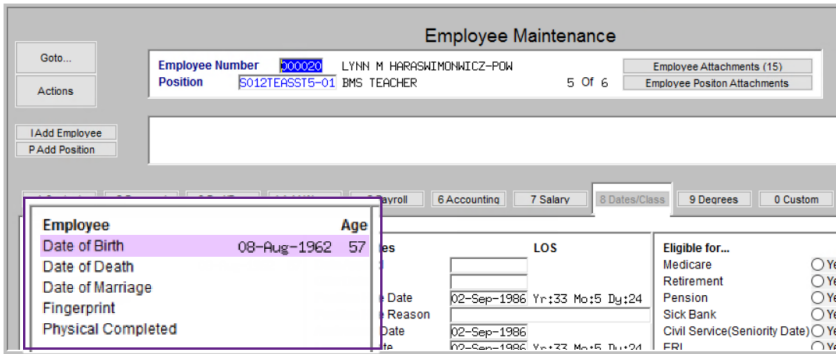
The **AUC** screen has error checking to ensure that the codes are used properly, as shown in the table below:

Box 2C Checked on 2020 W4 form?	Based on the Tax Type & Box 2c radio button, is the field editable?	Tax Type Selected / Box 2c Radio button		
		FED2020 <input checked="" type="radio"/> Yes	FED <input checked="" type="radio"/> No	FED <input checked="" type="radio"/> N/A
Exemptions Box		No	No	Yes
Dependents amount (Box 3 on the W4)		Yes	No	No
Other Income (Box 4(a) on the W4)		Yes	No	No
Deductions (Box 4(b) on the W4)		Yes	No	No
Extra Withholding (Box 4(c) on the W4)		Yes	Yes	No

[ADM-AUC-HR-10186]



1.3 [8 Dates / Class] Tab [Fix]



ADMINS corrected the alignment of the age field on the [8 Dates / Class] tab. The current age is now listed on the Date of Birth line.

[ADM-AUC-HR-10188]

2 PAYROLL PROCESSING

- improved the handling of holidays on timesheets
- added an email notice if an email address is invalid when sending direct deposit advice

2.1 Timesheet Holidays [Enhancement]

There are times when an hourly employee is paid a daily rate in the timesheet creation. One instance would be in the shift code table, the other in the holiday table. In the past, the employee would come in with zero dollars for that work date, requiring the payroll staff to find and key in the dollar amount.

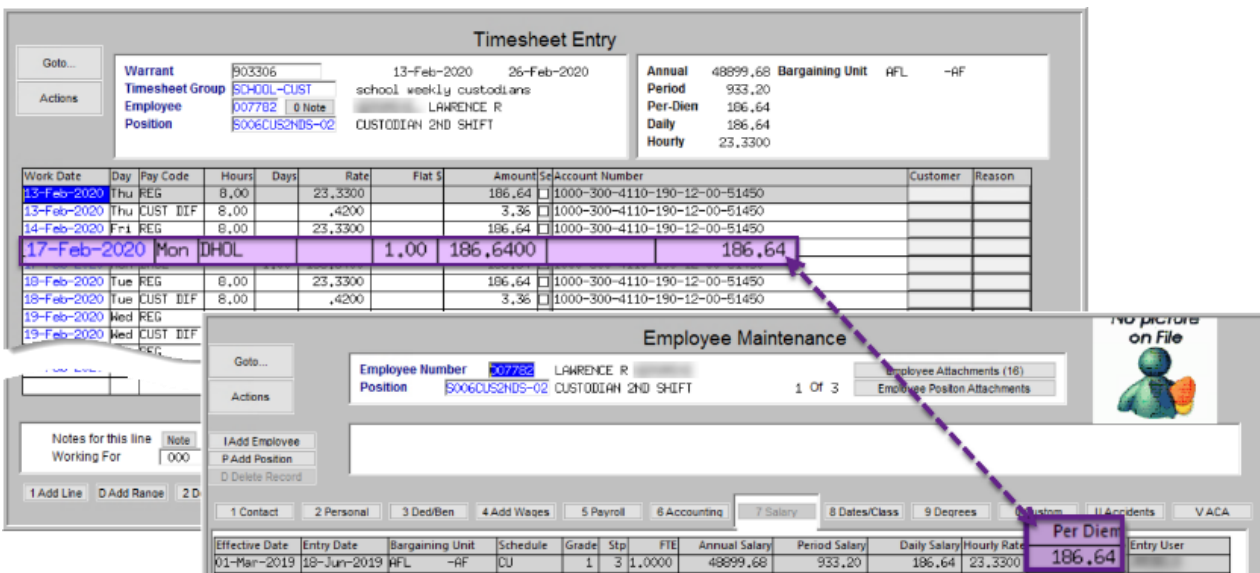


Figure 4 Timesheets bring in the holiday paid in days with the per-diem dollar amount instead of zero dollars

Now, the daily or per-diem rate (based on the pay code) will be used.

[BLG-SUP-SAPLAUC-1254]



2.2 Email Direct Deposit Advice [Enhancement]

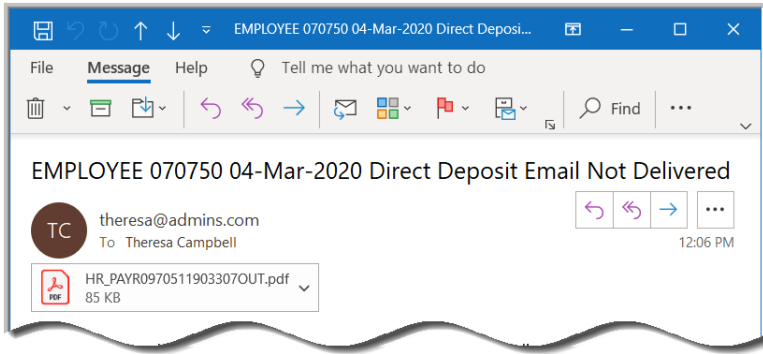


Figure 5 Sample of email sent to the user posting the payroll

ADMINS continues to update the product to check email addresses during entry. There are times when an email address (that was working previously) is rejected and this has caused the process to not complete.

Now, an email will instead be sent to the user who posted the payroll indicating that the employee direct deposit was not delivered.

This will allow the processor to contact the employee to get the corrected email and manually forward the email.



Note: the posting and emailing occurs on a schedule – based on site-specific times. If the posting and emailing takes place at 6:30PM and 8:30AM each day, any notification of non-delivery will arrive shortly after the posting is complete.

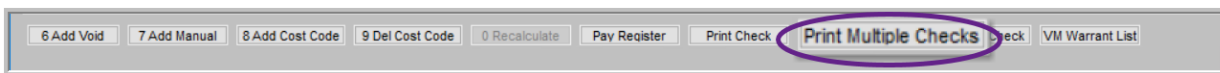
[ADM-AUC-HR-10147]

2.3 W4 With a value in Box 3 [Fix]

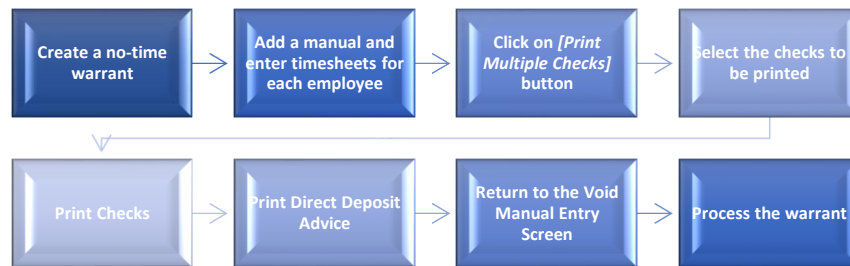
If the employee had completed a new **W4** form and entered a value in box 3, the **Federal tax** was sometimes calculating a value *less than zero*. This has been corrected.

[ADM-AUC-HR-10219]

3 PRINTING MULTIPLE MANUAL CHECKS [Enhancement]



This is a process for printing multiple manual checks (for example, at the end of the year to account for the personal use of a municipal vehicle for multiple employees). The steps are as follows:



Section 8 was added to the **HR-430 Manual Checks** document that fully describes this new feature.

[MDT-SUP-SAPLAUC-1894]



4 SPECIAL PROCESSING ► Global Change to Employees Salary [Fix]

The global salary increase step was sometimes not setting the salary change records in the correct order if the employee had salary records on or after the salary change date.

This has been corrected.

[ADM-AUC-HR-10202]

5 REPORTS

- corrected the report selections criteria and name lookup on an existing report.
- added report #6727 to help sites comply with FOIA requests for salary data
- added report #6759 - Timesheet History Detail - Changed Timesheets

5.1 Timesheet Reports ► #2662 Timesheet Entry Detail by Expense Account [Fix]

The optional filter on employee number has an embedded lookup on employee by name. Prior to the software update, the lookup was sorted and searched by employee number. This was changed to sort and search by employee name. ADMINS also corrected selection criteria and the name lookup.

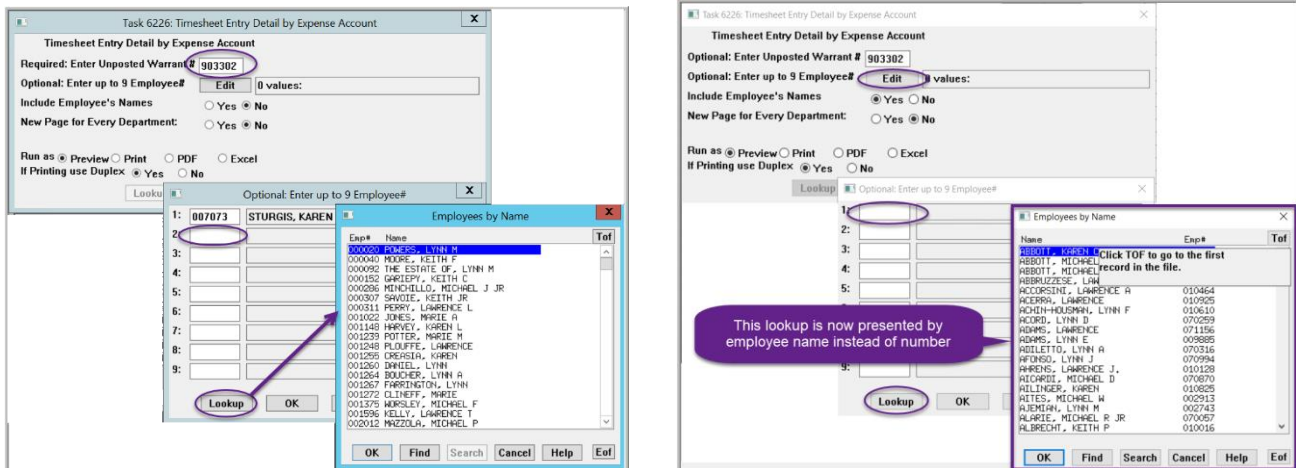


Figure 6 Before & After – embedded lookup is sorted and searched by employee name instead of employee number

[ADM-AUC-HR-10192]



5.2 #6727 – Paycheck Summary - By Employee / Pay Code Type [Enhancement]

ADMINS added a new report to the Human Resources ► Reports ► Report Library ► [Paychecks Other] ► Paycheck History Reports. This report may be used to satisfy FOIA requests for salary data.

The **Check Date Range** field is required; all other fields are optional and allow filtering by **Posted Warrant #**, **Timesheet Group**, **Employee #**, and **Bargaining Unit**.

The screenshot shows the 'Report Library Paychecks/Other' window with a list of reports. The report '#6727-Paycheck Summary - By Employee / Pay Code Type' is highlighted. A configuration dialog for this report is open, showing the following fields:

- Required:** Check Date Range (mmddyyyy) From: 01-Jan-2019 To: 31-Dec-2019
- Optional:** Enter Posted Warrant # (empty)
- Optional:** Enter up to 9 Timesheet Groups (0 values)
- Optional:** Enter up to 9 Employee# (0 values)
- Optional:** Enter up to 9 Bargaining Units (0 values)
- Run as:** Preview, Print, PDF, Excel
- If Printing use Duplex:** Yes, No

Figure 7 Running the paycheck summary report for the 2019 calendar year

J	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	U	V	W	
1																					
2	Emp#	Name	Timesheet Gr	Position	Position Description	RegHours	ReqDays	RegPaid	OvtHours	OvtPd	OvtPaid	PremHrs	PremPd	PremPaid	Unprod	Unprod	UnprodPd				
835	070654	CAMERON, MICHAEL	TOWN -POL	T210POLOFF-04	POLICE PATROL OFFICER	1,323.00	0.00	47,506.29	98.00	0.00	4,726.51	24.00	1.00	3,066.53	17.00	63.00	18,344.32	.20	1,566.00	90.00	74,007.85
836	070676	NORTON, LAWRENC	TOWN -POL	T801POLDETL-05	POLICE DETAIL	40.00	0.00	2,140.00	0.00	0.00	0.00	4.00	0.00	312.00	0.00	0.00	0.00	1.00	44.00	0.00	2,452.00
837	070816	BRACKEN, MICHAEL	TOWN -POL	T801POLDETL-05	POLICE DETAIL	23.00	0.00	1,231.00	0.00	0.00	0.00	9.00	0.00	739.50	0.00	0.00	0.00	10	32.00	0.00	1,970.50
838	070845	HOLE, KEITH P	TOWN -POL	T210POLOFF-04	POLICE PATROL OFFICER	1,909.00	0.00	69,539.62	101.50	0.00	5,199.90	79.00	34.00	10,882.53	25.00	19.00	7,046.88	1.00	2,194.50	79.00	92,678.93
839	070846	KIRBY, MICHAEL	TOWN -POL	T210POLOFF-04	POLICE PATROL OFFICER	1,456.00	0.00	50,382.76	187.25	0.00	8,938.21	13.00	34.00	6,197.28	17.00	23.00	7,869.20	1.00	1,753.25	83.00	73,387.45
840	070847	PADULA, LYNN C	TOWN -POL	T210POLOFF-04	POLICE PATROL OFFICER	1,299.00	0.00	37,494.62	137.75	0.00	6,999.77	4.00	1.00	2,262.00	1.00	36.00	9,946.36	1.00	1,529.75	63.00	56,817.27
841	070848	BARRY, KEITH J	TOWN -POL	T210POLOFF-04	POLICE PATROL OFFICER	1,968.00	0.00	67,014.40	48.25	0.00	2,161.62	73.00	1.00	5,419.78	1.00	22.00	7,230.68	.20	1,886.25	49.00	82,074.20
842	070889	FRIBERG, LAWREN	TOWN -POL	T801POLAUX-01	AUXILIARY POLICE	96.00	0.00	5,252.00	0.00	0.00	0.00	7.00	0.00	553.50	0.00	0.00	0.00	1.00	103.00	0.00	5,805.50
843	070924	RICHEL, MARE	TOWN -POL	T210POLSRCL-01	SENOR CLERK - POLICE	1,047.00	0.00	19,172.24	0.00	0.00	0.00	0.00	0.00	78.00	16.00	2,455.84	1.00	1,299.00	31.00	21,628.08	
844	070973	BOUCHER, LAWREN	TOWN -POL	T210POLDISP-02	POLICE DISPATCH	428.00	0.00	8,465.84	67.50	0.00	1,429.95	576.00	0.00	910.08	56.00	18.50	4,035.12	10	1,275.50	32.00	14,840.99
845	071086	MITCHELL, MARE	TOWN -POL	T210POLDISP-02	POLICE DISPATCH	1,448.00	0.00	26,428.16	437.50	0.00	11,131.88	1,592.00	0.00	2,388.00	97.00	7.00	2,552.24	1.00	3,806.50	20.50	42,500.28
846	071206	CASEY, MICHAEL	TOWN -POL	T801POLDETL-05	POLICE DETAIL	16.00	0.00	832.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	16.00	0.00	832.00
847	071300	DESANTIS, LAWRE	TOWN -POL	T801POLDETL-05	POLICE DETAIL	8.00	0.00	416.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	8.00	0.00	416.00
848	071312	CARTER, LAWRENC	TOWN -POL	T210POLDISP-02	POLICE DISPATCH	648.00	0.00	10,746.00	12.00	0.00	149.00	0.00	0.00	0.00	25.00	0.00	13.44	1.00	733.00	0.00	10,908.44
849	071315	GARTEN, LAWRENC	TOWN -POL	T210POLDISP-02	POLICE DISPATCH	532.00	0.00	8,674.16	8.00	0.00	71.64	0.00	0.00	0.00	25.00	0.00	13.44	1.00	601.00	0.00	8,759.24
850	071319	ALLAM, KEITH	TOWN -POL	T801POLDETL-05	POLICE DETAIL	16.00	0.00	912.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	16.00	0.00	912.00
851		Timesheet Group	TOWN -POL			49,447.80	549.50	1,844,463.10	5,571.50	0.00	238,693.72	5,709.50	#####	256,213.59	#####	#####	425,665.69	16	67,941.20	4,215.90	2,772,656.90
852	000152	GAREPY, KEITH	TOWN -TOWN	T123TWNADMN-0	TOWN ADMINISTRATOR	0.00	167.00	95,790.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.00	17,214.21	1.00	0.00	210.00	113,004.99
853	001006	CORRVEAU, LYNN	TOWN -TOWN	T137ASRBORD-0	BOARD OF ASSESSORS	0.00	0.00	0.00	0.00	0.00	0.00	7.00	0.00	700.00	0.00	0.00	700.00	1.00	7.00	0.00	700.00
854	001006	CORRVEAU, LYNN	TOWN -TOWN	T137ASRCLRK-01	PART TIME CLERK ASSES	44.50	0.00	667.50	0.00	0.00	0.00	0.00	0.00	44.50	0.00	0.00	667.50	1.00	44.50	0.00	667.50
855	001022	JONES, MARE A	TOWN -TOWN	T292ACOOFF-01	ANIMAL CONTROL OFFIC	0.00	168.00	33,195.94	0.00	0.00	0.00	1.00	20.00	1,875.00	0.00	36.50	6,750.10	1.00	1.00	268.50	41,731.04
856	001148	HARVEY, KAREN L	TOWN -TOWN	T154MISUMS-01	MIS	0.00	171.75	59,163.05	0.00	0.00	0.00	1.00	25.00	3,750.00	0.00	29.75	8,937.66	1.00	1.00	262.50	71,850.73
857	001239	POTTER, MARE M	TOWN -TOWN	T610LBTECH-02	LIBRARY TECHNICIAN	1,126.00	0.00	24,044.44	0.50	0.00	11.06	0.00	0.00	0.00	74.75	16.50	3,306.94	1.00	1,201.25	46.50	27,362.44

Figure 8 New report #6727 – Paycheck Summary - By Employee / Pay Code Type run as Excel®



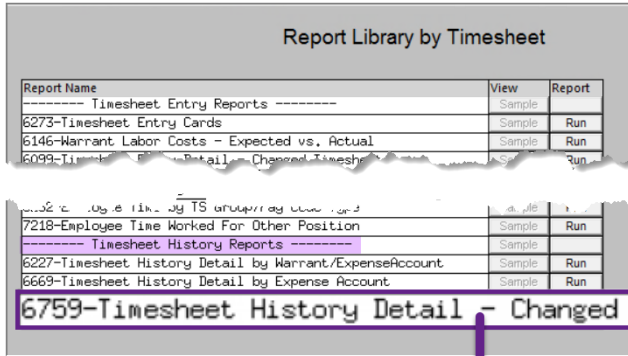
Note: Categorizing the pay codes is site-specific. Check the pay code type on the pay code table for information about the pay code types.

The screenshot shows the 'Pay Code Table' configuration window. The 'Pay Code' field is set to '0200 Administrative Leave day'. The 'Pay Code Type' is set to 'Unproductive'. Other options include Regular, Overtime, Premium, and Unpaid. There are also checkboxes for 'Separate Check?', 'Play Second Check as?', 'Pay FLSA on this Pay Code?', and 'Is this an annual FLSA Code?'. The 'Use biweekly FLSA Calculation' checkbox is checked.

[BLG-SUP-SAPLAUC-1261]



5.3 #6759 Timesheet History Detail - Changed Timesheets [Enhancement]



Run the report to know who made a change to a timesheet after a warrant has been posted:

HR ▶ Reports ▶ Report Library ▶ By Timesheet ▶ #6759 Timesheet History Detail - Changed Timesheets

The only **required field** is a **Posted Warrant #**, which may be entered directly or selected from a lookup.

The report may be **sorted by Employee Name within Timesheet Groups**, or by **Employee Name**.

The report may be run to **Preview/Print/PDF®** or to **Excel®**.

This is only available on timesheets posted after this software update.



6759-HRTMSEMPCHG.REP Printed 17-Mar-2020 at 16:35:12 by THERESA Town of Admins Page 1

Timesheet History Detail - Changed Timesheets

For Warrant Number: 903308

Work Date	Warrant	Pay Code	Hours	Days	HourlyRate	Flat Amt	Wages	Expense Account	Change User	Change Date	

070225	CHASE, MARIE	S005ABATECH-01									
01-Jan-2020	903308	SUMR ABA ABA Summer Hours	5.00		18.6500		93.25	1000-300-2330-124-09-00-51471 ESY SUMMER PROG-ABA	THERESA	17-Mar-2020	
02-Jan-2020	903308	SUMR ABA ABA Summer Hours	5.00		18.6500		93.25	1000-300-2330-124-09-00-51471 ESY SUMMER PROG-ABA	THERESA	17-Mar-2020	
06-Jan-2020	903308	SUMR ABA ABA Summer Hours	5.00		18.6500		93.25	1000-300-2330-124-09-00-51471 ESY SUMMER PROG-ABA	THERESA	17-Mar-2020	
07-Jan-2020	903308	SUMR ABA ABA Summer Hours	5.00		18.6500		93.25	1000-300-2330-124-09-00-51471 ESY SUMMER PROG-ABA	THERESA	17-Mar-2020	
08-Jan-2020	903308	REG REGULAR - hours	12.00		15.5000	186.00	1000-300-2330-124-09-00-51471 ESY SUMMER PROG-ABA	THERESA	THERESA	17-Mar-2020	
09-Jan-2020	903308	SUMR ABA ABA Summer Hours	5.00		18.6500		93.25	1000-300-2330-124-09-00-51471 ESY SUMMER PROG-ABA	THERESA	17-Mar-2020	
13-Jan-2020	903308	SUMR ABA ABA Summer Hours	5.00		18.6500		93.25	1000-300-2330-124-09-00-51471 ESY SUMMER PROG-ABA	THERESA	17-Mar-2020	

071345	GONZALES-BALISSARO, MARJORIE M	S005ABATECH-01									
31-Jan-2020	903308	DREG REGULAR - days	1.00		1500.0000	1500.00	1000-300-2330-124-05-00-51401 ABA TECH WAGES - STALL	THERESA	THERESA	27-Feb-2020	

Total Timesheet Group: SCHOOL-ABA school weekly aba											

Figure 9 The Timesheet History Detail – Changed Timesheets Run as PDF®



TS_Detail_Employee_6759_THERESA[1].xml -

Emp#	Name	Position#	Work Date	Warrant	Pay Code	Description	Expense Account	Hours	Days	HourlyRate	Flat Amt	Wages	Change User	Change Date
070225	CHASE, MARIE	S005ABATECH-01	01-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	02-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	06-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	07-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	08-Jan-2020	903308	REG	REGULAR - hours	1000-300-2330-124-09-00-51471	12.00		15.50	0.00	186.00	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	09-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	13-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	14-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	15-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	16-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	20-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	21-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	22-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	23-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	27-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	28-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	29-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
070225	CHASE, MARIE	S005ABATECH-01	30-Jan-2020	903308	SUMR ABA	Aba Summer Hours	1000-300-2330-124-09-00-51471	5.00		18.65	0.00	93.25	THERESA	17-Mar-2020
071345	GONZALES-BALISSARO, MARJORIE M	S005ABATECH-01	31-Jan-2020	903308	DREG	REGULAR - days	1000-300-2330-124-05-00-51401	1.00		1,500.00	0.00	1,500.00	THERESA	27-Feb-2020
Total TimeSheetGroup			SCHOOL-ABA											
Legend:														
For Warrant Number:			903308											
Sorted by:			Timesheet Group/Employee Name											

Figure 10 The Timesheet History Detail – Changed Timesheets Run as Excel®

[ADM-AUC-HR-10172]

5.4 Paycheck Cost Code Summary Reports [Enhancement]

ADMINS added two more optional filters to several of the Paycheck Reports:

- #6831 Paycheck Listing
- #6801 Paycheck Cost Code Summary – By Category / Cost Code
- #6802 Paycheck Cost Code Summary – By Employee / Cost Code
- #6800 Paycheck Cost Code Summary – By Timesheet Group
- #6803 Paycheck Cost Code Summary – By Category / Pay Code
- #6804 Paycheck Cost Code Summary – By Employee / Pay Code
- #6727 Paycheck Cost Code Summary – By Employee / Pay Code Type



Access the reports by selecting **Human Resources ▶ Reports ▶ Report Library ▶ [4 By Paychecks/Other]**.

Report Library Paychecks/Other

Report Name	View	Report	Last Run Date	Run Time
6789-EEO Reports	Sample	Run	16-Nov-2018	16:06:59.10
7225-Benefit Categories	Sample	Run	17-Oct-2018	15:59:31.64
6464-Employee Conversion Demographics	Sample	Run	17-Oct-2018	16:01:36.31
6463-Tables Audit Reports	Sample	Run		
6465-History Audit Reports	Sample	Run		
----- Paycheck History Reports -----	Sample			
7211-Employee Paycheck History Register	Sample	Run	04-Feb-2020	17:21:36.02
7216-Employee Paycheck History Summary	Sample	Run		
7213-Historical Paycheck Register – Warrant Detail	Sample	Run	30-Jan-2019	16:46:50.28
7218-Historical Paycheck Register – Employee Totals	Sample	Run	26-Aug-2018	13:22:37.21
6831-Paycheck Listing				1:06:13.15
6801-Paycheck Cost Code Summary – By Category/Cost Code				3:48:12.04
6802-Paycheck Cost Code Report by Employee / Cost Code				3:48:17.17
6800-Paycheck Cost Code Summary – by Timesheet Group				3:48:24.25
6803-Paycheck Pay Code Summary – By Category/Pay Code				3:48:39.97
6804-Paycheck Pay Code Summary – By Employee/Pay Code				3:48:45.00
6727-Paycheck Summary – By Employee / Pay Code Type				3:20:03.81
6755-List of Cost Codes by #2/109K Box	Sample	Run	17-Oct-2018	16:23:46.50
7560-ACA 1095 Audit Report	Sample	Run	08-Jan-2019	14:41:53.34



Task 6801: Paycheck Cost Code Summary - By Category/Cost Code

Paycheck Cost Code Summary - By Category/Cost Code

Required: Check Date Range (mmddyyyy) From: 01-Jan-2020 To: 31-Jan-2020

Optional: Enter up to 9 Employee# Edit 0 values:

Optional: Enter up to 9 Warrant#'s Edit 0 values:

Optional: Enter up to 9 Categories Edit 0 values:

Optional: Enter up to 9 Cost Codes Edit 0 values:

Optional: Enter up to 9 Entity Codes Edit 0 values:

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

Include Employee's Names Yes No

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

- Up to nine Bargaining Units may be selected for the reports.
- Up to nine Timesheet Groups may be specified

Figure 11 Before - six optional filters

Task 6801: Paycheck Cost Code Summary - By Category/Cost Code

Paycheck Cost Code Summary - By Category/Cost Code

Required: Check Date Range (mmddyyyy) From: 01-Jan-2019 To: 01312019

Optional: Enter up to 9 Employee# Edit 0 values:

Optional: Enter up to 9 Warrant#'s Edit 0 values:

Optional: Enter up to 9 Categories Edit 0 values:

Optional: Enter up to 9 Cost Codes Edit 0 values:

Optional: Enter up to 9 Entity Codes Edit 0 values:

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

Optional: Enter up to 9 Bargaining Units Edit 2 values: MTA 21, MTA 26,

Optional: Enter up to 9 Timesheet Groups Edit 2 values: SCHOOLBMMS, SCHOOLBHS,

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

Figure 12 After – added two additional filters on Bargaining Unit and Timesheet Group

All selection criteria must be met for the data to be shown on the report. A sample is shown using the **#6801 Paycheck Cost Code Summary – By Category / Cost Code** report. A legend is provided at the bottom of each report to show what selection criteria was used to generate the data on the report.



Paycheck_Listing_By_Costcode_6801_THERESA[3].xml - Microsoft Excel

Category	Description	CostCode	Description	Employee Name	Employee Amt	Employer Amt
162	PLSRV	PREPAID	PREPAID LEGAL SERVICES		144.28	0.00
163	PLSRV	PREPAID	PREPAID LEGAL SERVICES		144.28	0.00
164						
165	ROTH	457ROTH	457 ROTH SMART PLAN		975.00	0.00
166	ROTH		ROTH (NON DEFFERED)		975.00	0.00
167						
168	UD	UD-26 PT	UNION DUES .5 AND LESS 26 PAYS		30.58	0.00
169	UD	UD-ABAAF	UNION DUES - ABA 12 MTH DUES		2,380.00	0.00
170	UD	UD-AFL	UNION DUES-AFL		5,970.00	0.00
171	UD	UD-BPA	POLICE DUES		2,840.00	0.00
172	UD	UD-IAF	FIRE DUES		1,483.02	0.00
173	UD	UD-PAA	ADMIN. DUES		400.00	0.00
174	UD	UD-PRO	TEACHERS' DUES 26 WEEKS		11,456.03	0.00
175	UD	UD-T21	TEACHER'S DUES 21WK		874.82	0.00
176	UD	UN-FIR	FIRE UNION DEDUCTION		520.00	0.00
177	UD		UNION DUES		25,954.45	0.00
178						
179	UW	UNWAY	UNITED WAY		4.00	0.00
180	UW		UNITED WAY		4.00	0.00
181						
182			Report Total		2,863,739.47	41,478.90
183						
184						
185	Selection Legend:					
186	Bargaining Unit: 'MTA 21'					
187	Bargaining Unit: 'MTA 26'					
188	Timesheet Group: 'SCHOOLBMS'					
189	Timesheet Group: 'SCHOOLBHS'					
190						
191						
192						
193						

Figure 13 the #6801 Paycheck Cost Code Summary – By Category / Cost Code report.

[ADM-AUC-HR-10203]

6 QUERIES ► EMPLOYEE ENCUMBRANCE HISTORY [Enhancement]

ADMINS added filtering by date to the Excel® Account and Employee transaction reports on the encumbrance history screen to make it easier to focus on a set of data. Access the screen via **Human Resources ► Queries ►**

Employee Encumbrance History Screen

Goto...

Actions

1 By Account

2 Excel

3 Menu

Fiscal Year: 2020

Employee: 010873 DAVICCHI, MARIE E

Position: 5009HS DIR -01 ASSISTANT DIRECTOR FOR INSTRUCTIONAL TEC

4 Excel Summary

5 Excel Account Trx

6 Excel Empl Trx

Effective	Pay Code	Line/Account	GL Batch	Warrant	Reason	Type	Amount
19-Feb-2020		1 0100-430-0000-004-00-00-51120	903305	903305	Payroll Posting	Relief	-221.20
19-Feb-2020		1 0100-430-0000-004-00-00-51120	903305	903305	Payroll Posting	Relief	-221.20
19-Feb-2020		1 0100-430-0000-004-00-00-51120	903305	903305	Payroll Posting	Relief	-221.20

3 GL Trx

Employee Encumbrance History Screen. Select

5 Excel Account Trx

or

6 Excel Empl Trx

to see this

new feature.

Figure 14 The Employee Encumbrance History Screen

Prior to the software update, the only field available was the required year.

Task 6706: Excel - Account Transactions

Excel - Account Transactions

Required: Enter Fiscal Year

Run as Excel

Lookup OK Cancel Clear All

Task 6707: Excel - Employee Transactions

Excel - Employee Transactions

Required: Enter Fiscal Year

Run as Excel

Lookup OK Cancel Clear All

Figure 15 Before – the Excel® Account Transactions and Employee Transactions prompts



Figure 16 After - the Effective Date Range Filter

The Excel® output is the same and was described in detail in the December 2019 Release Notes.

[ADM-AUC-HR-10177]

7 TABLES ► Tax Rate Tables ► New Fields [Enhancement]

To comply with IRS regulations, the Tax Rate tables were updated with new fields. Select **Human Resources ► Tables ► Tax Rate** tables to see the change.

Figure 17 Before - the "FED" Federal Tax Rate Table

The **2020 W4** annual exemption amount for **H & S** is **\$8,600** and for **M** is **\$12,900** and appears on the **FED** table.

Figure 18 After – the "FED" table with a new field for 2020 W4 Annual Exemption amount – changes highlighted

The **FED2020** exemption amount is part of the employee's **W4** and is on the personal tab.

The **Base Bucket for Period Tax Reduction** field shown at #1 in Figure 18 was moved to the left to make room for the **2020 W4 Annual Exemption Amount** field.

The **2020 W4 Annual Exemption** amount of **\$12,900**, shown in #2 in Figure 18, is taken from [Publication 15-T](#).

The example shown is the dollar value for **M**; **H** and **S** each use \$8600 for Calendar year ending 31 December 2020. These exemption amounts are used with the **FED** tax type.

See also **Human Resources ► Help Reference Library ► Tables ► HR-605 W4 Percentage Method Tables** for more detailed information.



Step 1. Adjust the employee's wage amount		
1a	Enter the employee's total taxable wages this payroll period	1a
1b	Enter the number of pay periods you have per year (see Table 3)	1b
1c	Multiply the amount on line 1a by the number on line 1b	1c
If the employee HAS submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:		
1d	Enter the amount from Step 4(a) of the employee's Form W-4	1d
1e	Add lines 1c and 1d	1e
1f	Enter the amount from Step 4(b) of the employee's Form W-4	1f
1g	If the box in Step 2 of Form W-4 is checked, enter -0-. If the box is not checked, enter \$12,900 if the taxpayer is married filing jointly or \$8,600 otherwise	1g
1h	Add lines 1f and 1g	1h
1i	Subtract line 1h from line 1e. If zero or less, enter -0-. This is the Adjusted Annual Wage Amount	1i
If the employee HAS NOT submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:		
1j	Enter the number of allowances claimed on the employee's most recent Form W-4	1j
1k	Multiply line 1j by \$4,300	1k
1l	Subtract line 1k from line 1c. If zero or less, enter -0-. This is the Adjusted Annual Wage Amount	1l

Figure 19 Excerpt of Page 5 from Publication 15t

Due to changes in law, currently neither personal nor dependency exemptions are valid. Therefore, on the **FED2020** Tax Rate table, no exemption amounts should be entered.

Figure 20 Sample for the new FED2020 Tax Rate Table



See the [IRS Publication 15T](#) for definitive information on the tax withholding methods. See **HR-605** in the **Help Reference Library** for detailed instructions for updating the Tax Rate table.

[ADM-AUC-HR-10186]

7.1 IRS Tools for the New W4 [Enhancement]

The IRS offers

- a withholding estimator for employEES to use when furnishing a new form W4, and
- a withholding assistant for employERS verifying the federal tax withheld from paychecks

7.1.1 Online Withholding Estimator for EmployEES Furnishing a New W4

If employees choose to furnish a new **W4** the best method for filling out the **W4** is to use the withholding estimator found here:

<https://www.irs.gov/individuals/tax-withholding-estimator>

Existing employees are **not required** to furnish a new **W4** if they are not asking for additional withholding. New employees and any employees asking for a change, such as additional withholding, must furnish a new **W4**.

Use the online estimator because it yields more accurate results than manual calculations using the tables on the **2020 W4**.

A copy of the completed **W4** may be saved for each employee and attached to their employee maintenance record.

[ADM-AUC-HR-10208]



7.1.2 Employ^{ER}s Tax Calculation Spreadsheet

When submitting a new form W4, employees may find that the federal tax withheld from their next paycheck yields unexpected or unintended results. To give employees an accurate estimate of the impact of the new **W4**, please use the [Excel® spreadsheet](#) downloaded from the IRS website:

<https://www.irs.gov/pub/irs-utl/IncomeTaxWithholdingAssistantForEmployers2020.xlsx>

The spreadsheet looks like this and may be used for either the **existing W4** provided prior to January 2020 or the **new W4**; follow the instructions in blue in the lower right corner of the spreadsheet:

Figure 21 Image of the Income Tax Withholding Assistant Spreadsheet for Federal Tax Calculation

For each employee submitting a **W4**, a copy of the completed spreadsheet may be saved and attached to their employee maintenance record.

[ADM-AUC-HR-10208]

8 VENDOR CHECK HISTORY ► Void Date Column [Enhancement]

Vendor checks issued during the payroll process sometimes need to be voided. There is a document, **HR-420 Voiding A Vendor Check from a Payroll**, describing how to handle vendor check voids.

ADMINS added a **Void Date** column to the **Human Resources ► Queries ► Vendor Check History** screen. Use this column to enter a void date; entering a date in this column does not affect any of the payroll reports or files, it is only a **note** to help immediately identify the check as void.



Payroll W2 1095 - C

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

Contact Name: LUFANN MOORE Phone: (617) 494-5100 Ext: 2116

Export File Path: hr1is:

Transmitter Control Code: KYZZZ Plan Start Month: 07 HSA Plan:

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

by MUPDEV Changed 19-Nov-2019 by THERESA Status: Entity Active Lkup UP

Figure 23 The Payroll 1095C Entity Table shows if coverage was provided through a self-insured plan

The Edit 1095 Work File screen was showing the checkbox as grayed out even if the Yes radio button was selected. This was a screen display issue that affected neither the printed 1095C forms nor the electronic file submitted to the IRS. ADMINS corrected this and the checkbox will show the correct coverage status on the screen.

Edit 1095 Work File

If Employer provided self-insured coverage, check the box

(c) DOB	(d) 12 Mth	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Edit 1095 Work File

If Employer provided self-insured coverage, check the box

(c) DOB	(d) 12 Mth	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Figure 24 The self-insured checkbox on the Edit 1095 Work File screen – before and after

[ACM-AUC-HR-10194]

9.3 HSA (Health Savings Account) Plans [Clarification]

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

Contact Name: MARY JONES Phone: (617) 494-5850 Ext:

Export File Path: hr1is:

Transmitter Control Code: BBGRT Plan Start Month: 07 HSA Plan:

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
 Jul Aug Sep Oct Nov Dec

1095-C Line 15 For Codes 1B,1C,1D,1E,1J or 1K:
 Employee Share: All 12 Months or Feb Mar Apr May Jun
 Aug Sep Oct Nov Dec

Figure 25 Payroll W2 / 1095C Filing Table

If the site uses an HSA plan, at no cost to the employees, check the HSA Plan , select the correct code from the lookup for line 14 (most sites use "1E") and enter .01 in line 15.

This will display zero dollars on the forms, the screen, and in the file sent to the IRS.

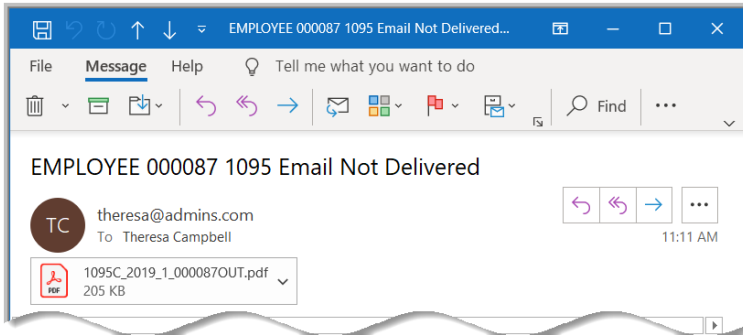
If the plan is in effect for only a portion of the year, check the HSA Plan and enter the .01 in each month the plan is in effect.

[ADM-AUC-HR-10214]



9.4 Emailing 1095C Forms to Employees [Enhancement]

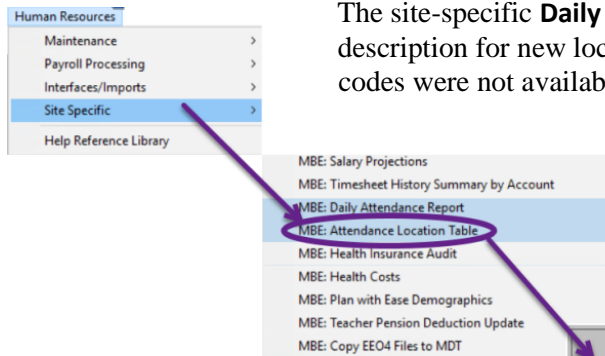
ADMINS continues to update the product to check email addresses during entry. There are times when an email address (that was working previously) is rejected and this has caused the process to not complete. Now, an email will instead be sent to the user who ran the **1095** process indicating that the **1095C** was not delivered.



This will allow the processor to contact the employee to get the email corrected then manually forward the email.

[ADM-AUC-HR-10147]

10 SITE SPECIFIC ► ATTENDANCE REPORT [Enhancement]



The site-specific **Daily Attendance Summary Report** was not printing the description for new location codes (added following the original installation). These codes were not available to be maintained by the end user. ADMINS added an **Attendance Location** table to be maintained by the end user for display on the report.

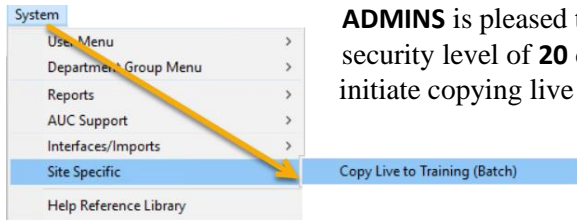
When a new location is used in the district, add it to the **Attendance Location Table**. The code and associated description will be shown on the report.

1 Code	2 Description	Status
		Inactive
HS	High School	Active
JS	Junior High School	Active
MS	Middle School	Active
MS2	Middle School 2	Inactive
PS	Primary School	Active

[MBE-SUP-SAPL-1069]



11 COPY LIVE TO TRAINING [ENHANCEMENT]



ADMINS is pleased to offer this new feature. Now, users with a security level of **20** can initiate a copy of live data to training. To initiate copying live to training, select:

System ▶ Site Specific ▶ Copy Live to Training (Batch)

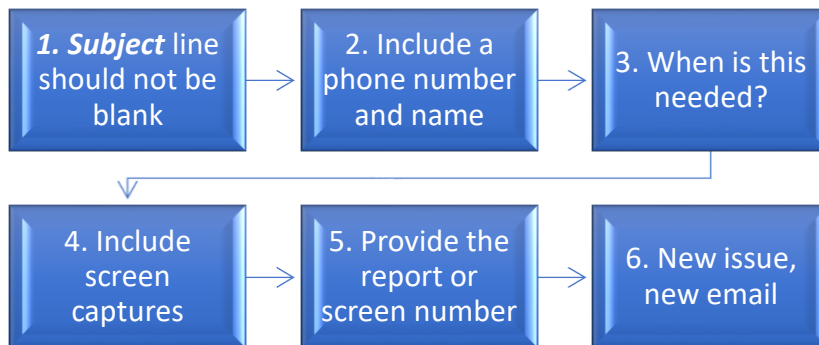
This process will refresh the training module, so verify with other department heads that they are not in the middle of doing any important testing.



Read the detailed instructions in the **SY-175 Copy Live to Training (Batch)** document in the **Help Reference Library**.

[ADM-AUC-SY-8114]

12 WANT FASTER RESPONSE ON SUPPORT REQUESTS?



To improve the user experience when emailing support@admins.com for assistance, please include the following information on the email:

1. A **Subject:** line should briefly describe the request – for example, **Subject: Timesheet Entry Screen help needed**, or **Subject: Posting Disbursements – need assistance**.
2. Include your **full name** and **contact information**, including the **best phone number** to use when support staff call you.
3. How critical is the request? Is it **urgent**, as in trying to make a **4PM deadline for a bank ACH file**? If it is for the next time, let us know the next time the process will be run.
4. We love **pictures** – they are worth a thousand words–include screenshots when relevant.



5. We love words, too, so describe the problem, and include a **report number** or **screen number** if known.
6. Start a **new email for a new issue**. Use **Reply All** to include the entire support team and allow seamless escalation for complex requests.

13 HELP REFERENCE LIBRARY

The following new or updated documents were added to the Help Reference Library.

13.1 New or Updated Documents

- | | | |
|-----------------------|--|-----------|
| • PAYROLL PROCESSING | HR-350 How to Recalculate a Warrant | [New] |
| • SPECIAL PROCESSING | HR-430 Manual Checks – New Chapter 8 | [Updated] |
| | HR-525 Medicare Wages over \$200,000 | [New] |
| • TABLES | HR-605 W4 Percentage Method Tables | [Updated] |
| • YEAR END PROCESSING | HR-648 IRS Pub 15t | [New] |
| | HR-670 Calendar Year End ACA Slides | [Updated] |
| | HR-680 IRS Instructions for Forms 1094 & 1095C | [Updated] |
| • SYSTEM | HR-1110 System Administration Kit | [Updated] |