



# HUMAN RESOURCES

## RELEASE NOTES – MARCH 2021

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

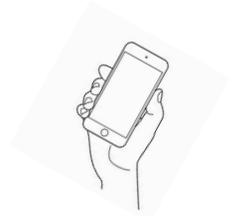
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# 1 PAYROLL PROCESSING [Enhancement]

ADMINS produces emailed, encrypted, password protected Direct Deposit Advice, W2, and 1095C documents that employees may print from their smartphone (iPhone or Android).



[ADM-AUC-HR-10361]

## 1.1 Leave Balances on a Manual Check [Fix]

ADMINS corrected an error on manual checks that was combining the active and terminated amounts for leave balances.

[AUC] 6821-Leave History Detail

Leave History Detail

Employee: 001166 KATZ, LAWRENCE L      Current Positions: T610LIBCUST-06 LIBRARY CUSTODIAN  
0 All Positions      000      -00

1 Summary      2 Summary/Accrual Group      3 Transactions      4 Calendar

Accr Grp	Leave	Description	-----Beg Balance-----		-----Accrued-----		-----Taken-----		-----Forfeited-----		-----Paid Out-----		-----Ending Balance-----		As Of	Status
			As Of	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours		
CL03	COMPTIM	Comp Time				51.00		51.00								TERMINATED
CL03	HOLIDAY	Holiday					11.00		4.00		7.00					TERMINATED
CL03	SICKLEA	Sick Leave	01/01/13	900.00		-660.00			240.00							TERMINATED
CL03	VACATION	Vacation	01/01/13		10.00		151.00		84.50		76.50					TERMINATED
CL09	HOLIDAY	Holiday					2.00							2.00		07/17/14
CL09	PERSONAL	Personal														09/04/14
CL09	SICKLEA	Sick Leave				909.75					260.00		649.75			01/29/15
CL09	VACATION	Vacation					38.50					38.50				01/29/15
NONE	HOLIDAY	Holiday														TERMINATED
NONE	PERSONAL	Personal														TERMINATED
NONE	SICKLEA	Sick Leave														TERMINATED
NONE	VACATION	Vacation														TERMINATED

Vacation	Original	Corrected
Beginning Balance	10.00	0.00
Accrued	189.50	38.50
Taken	-84.50	0.00
Forfeited	-76.50	0.00
Paid Out	-38.50	-38.50
Ending Balance	0	0

This example shows the terminated leave balances highlighted in red, and the current leave balances in green. The manual check was combining the terminated balances with the current to display leave balances on the check.

[MAN-SUP-SAPLAUC-753]



## 2 BANK RECONCILIATION [Enhancement]

ADMINS provides a manual method to clear checks, described below. ADMINS changed the message on the prompt, and now provides a pre-clearing report to allow a review prior to setting the cleared date on the checks.

### 2.1 Manual Clear Button

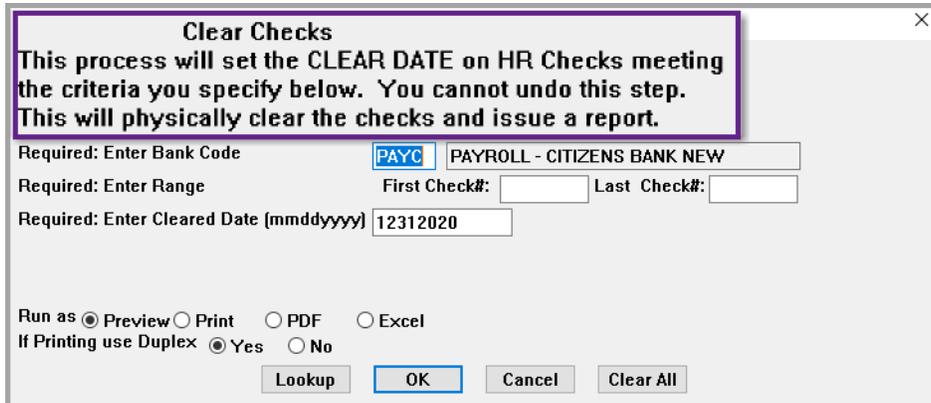


Figure 1 Before – the message on the prompt

ADMINS changed the message on the prompt to clarify what will happen during the manual clearing process.

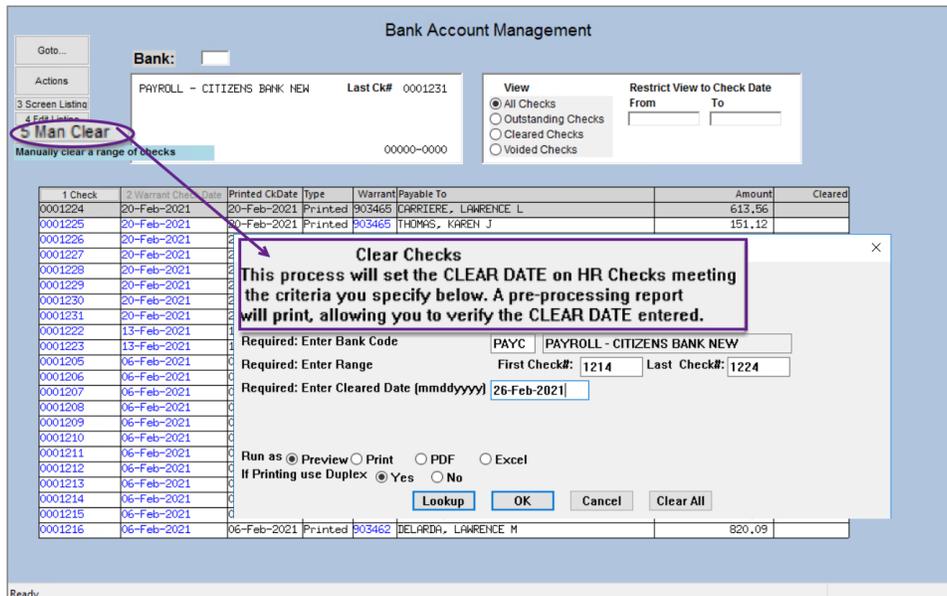


Figure 2 New message on prompt



### 2.1.1 Pre-Clearing Verification Report

7109-HRBNKACTMGIMC\_VERIFY.REP Printed 26-Feb-2021 at 12:08:14 by City of ADMINS Page 1

**Check Clear Verification Report**

PREPROCESSING

Bank Check#	Check Date	Type	Warrnt#	Payable To	Check Amount	Proposed Clear Date	Note
PAYC 0001214	06-Feb-2021	Printed	903462	DROHAN, MARIE ELAINE	852.54	26-Feb-2021	
PAYC 0001215	06-Feb-2021	Printed	903462	CLINTON, MICHAEL L JR	2,045.37	26-Feb-2021	
PAYC 0001216	06-Feb-2021	Printed	903462	DELARDA, LAWRENCE M	820.09	26-Feb-2021	
PAYC 0001217	06-Feb-2021	Printed	903462	DUCHARME, KEITH	615.64	26-Feb-2021	
PAYC 0001218	06-Feb-2021	Printed	903462	DUQUETTE, KEITH W	1,690.12	26-Feb-2021	
PAYC 0001219	06-Feb-2021	Printed	903462	GIROUARD, MARIE	626.88	26-Feb-2021	
PAYC 0001220	10-Nov-2020	Printed	903451	EGAN, MARIE A	249.26	26-Feb-2021	
PAYC 0001221	10-Nov-2020	Printed	903451	EGAN, MARIE A	69.93	26-Feb-2021	
PAYC 0001222	13-Feb-2021	Printed	903463	TRUDEAU, KAREN A	16.26	26-Feb-2021	
PAYC 0001223	13-Feb-2021	Printed	903463	DUCHARME, KEITH	615.64	26-Feb-2021	
PAYC 0001224	20-Feb-2021	Printed	903465	CARRIERE, LAWRENCE L	613.56	26-Feb-2021	
*** Total for Bank PAYROLL - CITIZENS BA					8,215.29		
*** Grand Total ***					8,215.29		

Verify checks to clear. Click Yes to Post this Date. Click No to stop.

Checks have been updated! Click OK to Finish

A **Check Clear Verification Report** is displayed, with a prompt to post the cleared date to the checks.

Click **[No]** to return to the screen without making changes; Click **[Yes]** to enter the cleared date on the checks as shown in the **“Proposed Clear Date”** on the report.

Another prompt will announce that the Checks have been updated. Click on **[OK]**.

### 2.1.2 Results

The system will display the Bank Account Management screen and the cleared date column will show the cleared dates for each check.

Bank Account Management

Bank: **PAYC**

PAYROLL - CITIZENS BANK NEW Last Ck# 0001231

View:  All Checks  Outstanding Checks  Cleared Checks  Voided Checks

Restrict View to Check Number From: 0000000 To: 0000000

1 Check	2 Warrant Check Date	Printed CkDate	Type	Warrant#	Payable To	Amount	Cleared
0001214	06-Feb-2021	06-Feb-2021	Printed	903462	DROHAN, MARIE ELAINE	852.54	26-Feb-2021
0001215	06-Feb-2021	06-Feb-2021	Printed	903462	CLINTON, MICHAEL L JR	2045.37	26-Feb-2021
0001216	06-Feb-2021	06-Feb-2021	Printed	903462	DELARDA, LAWRENCE M	820.09	26-Feb-2021
0001217	06-Feb-2021	06-Feb-2021	Printed	903462	DUCHARME, KEITH	615.64	26-Feb-2021
0001218	06-Feb-2021	06-Feb-2021	Printed	903462	DUQUETTE, KEITH W	1690.12	26-Feb-2021
0001219	06-Feb-2021	06-Feb-2021	Printed	903462	GIROUARD, MARIE	626.88	26-Feb-2021
0001220	10-Nov-2020	10-Nov-2020	Printed	903451	EGAN, MARIE A	249.26	26-Feb-2021
0001221	10-Nov-2020	10-Nov-2020	Printed	903451	EGAN, MARIE A	69.93	26-Feb-2021
0001222	13-Feb-2021	13-Feb-2021	Printed	903463	TRUDEAU, KAREN A	16.26	26-Feb-2021
0001223	13-Feb-2021	13-Feb-2021	Printed	903463	DUCHARME, KEITH	615.64	26-Feb-2021
0001224	20-Feb-2021	20-Feb-2021	Printed	903465	CARRIERE, LAWRENCE L	613.56	26-Feb-2021
0001225	20-Feb-2021	20-Feb-2021	Printed	903465	THOMAS, KAREN J	151.12	
0001226	20-Feb-2021	20-Feb-2021	Printed	903465	WERNIG, LYNN	244.29	
0001227	20-Feb-2021	20-Feb-2021	Printed	903465	MAGLE, LYNN J	101.72	
0001228	20-Feb-2021	20-Feb-2021	Printed	903465	RYDER, KEITH G	719.37	
0001229	20-Feb-2021	20-Feb-2021	Printed	903465	BLADES, KEITH S	551.85	
0001230	20-Feb-2021	20-Feb-2021	Printed	903465	CHUPA, KAREN P.	543.79	
0001231	20-Feb-2021	20-Feb-2021	Printed	903465	DUCHARME, KEITH	615.64	

To “unclear” a check, position the cursor in the Cleared field and hit **{spacebar}{enter}**.

This will remove the cleared date for a check that was cleared in error.

Figure 3 Result of the Manual Check Clear of a range of check numbers

[ADM-AUC-HR-10350]



### 3 QUERIES

ADMINS enhanced two of the Query screens.

#### 3.1 PAYCHECK HISTORY DETAIL SCREEN [Enhancement]

ADMINS added the position number on the **Paycheck History Detail** screen to show what position was paid for the selected check. Go to:

Queries ▶ Paycheck History Inquiry



Enter the employee # and click on the **[0 Detail]** button to get to the detail screen. This employee was paid for two positions on the same date, in two separate checks.

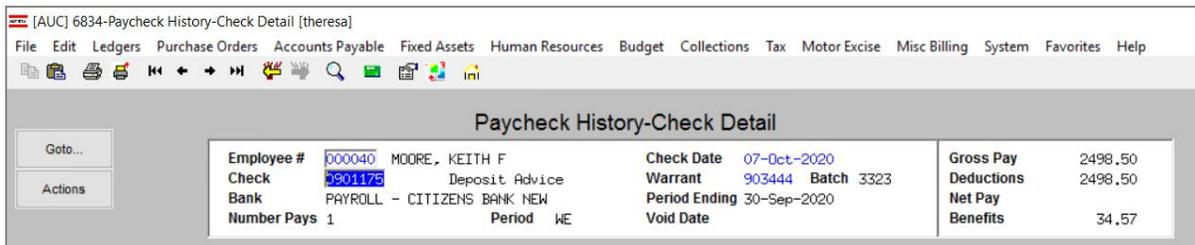


Figure 4 Before – no Position number on the Paycheck History Detail screen



**Paycheck History-Inquiry**

Highlight desired check and click the button labeled View Check to view check detail information

0 Detail	1 Image	1 Employee	2 Bank	3 Warrant	4 WarCkDate	5 Ck#	6 Check Type	Net Pay	
		009846	TRUDEAU, KAREN A	PAYC	903463		Deposit Advi	1405,91	
		009846	TRUDEAU, KAREN A	PAYC	903463		Printed	16,26	
		009846	TRUDEAU, KAREN A	PAYC	903463	13-Feb-2021	0904072	Deposit Advi	1405,91
		009846	TRUDEAU, KAREN A	PAYC	903463	13-Feb-2021	0001222	Deposit Advi	1405,91

**Paycheck History-Check Detail**

1

Employee #	009846	TRUDEAU, KAREN A	Check Date	13-Feb-2021	Gross Pay	2382,35	
Check	0904072	Deposit Advice	Warrant	903463	Batch	3341	
Bank	PAYROLL - CITIZENS BANK NEW		Period Ending	07-Feb-2021		Deductions	2382,35
Number Pays	1	Period	WE	Date		Net Pay	33,16
			Pos	S006NURSCHO-01		Benefits	

**Paycheck History-Check Detail**

2

Employee #	009846	TRUDEAU, KAREN A	Check Date	13-Feb-2021	Gross Pay	16,50	
Check	0001222	Printed	Warrant	903463	Batch	3341	
Bank	PAYROLL - CITIZENS BANK NEW		Period Ending	07-Feb-2021		Deductions	,24
Number Pays	1	Period	WE	Date		Net Pay	16,26
			Pos	T634COAVAN -01		Benefits	,24

Figure 5 After – added the Position number to the screen

[ADM-AUC-HR-10339]

### 3.2 Warrant History Screen [Enhancement]

[AUC] 6815-Warrant History

**Warrant History**

Warrant#	303485	Batch#	3344	Check Date	20-Feb-2021	Period Start	08-Feb-2021
Bank	PAYC	PAYROLL - CITIZENS BANK NEW	Posted Date	18-Feb-2021	Period End	14-Feb-2021	

Description	Filename	Buttons
Warrant Employee Count Report	Hr_Warrant_Export_6022_THERESA_3344_PDF	7 View 8 Email
Warrant Summary Report	HRWarrant_6199_THERESA_3344_PDF	
Labor Distribution GL Posting Report	HR_Posted_to_GL_6221_THERESA_3344_PDF	
Wage Summary	CalcChkSummary_7200_THERESA_3344_PDF	
Payroll Register	Payroll_Register_7210_THERESA_3344_237_PDF	
Payroll Register - Exception Report	Calculation_Exception_7215_THERESA_3344_PDF	
Deduction Register - Cost Code Summary	HRPayDed_7220_CODE_THERESA_3344_PDF	
Payroll Check Register	HRPaycheck_Register_7231_THERESA_3344_PDF	
Deduction Register - Employee Detail	HRPayDed_7220_EMP_THERESA_3344_PDF	
Deduction Register - Paycheck Category S	HRPayDed_7220_CAT_THERESA_3344_PDF	
Payroll Voucher - Preliminary	Vouchers_7271_THERESA_3344_PDF	
Voucher Batches Created in Accounts Paya	Voucher_Batches_7272_THERESA_3344_PDF	
Labor Distribution Detail	Labor_Distribution_Detail_7282_THERESA_3344_PDF	
Labor Distribution Detail-By Employee	Labor_Distribution_By_Employee_7283_THERESA_3344_P	
Labor Distribution Summary	Labor_Distribution_Summary_7285_THERESA_3344_PDF	

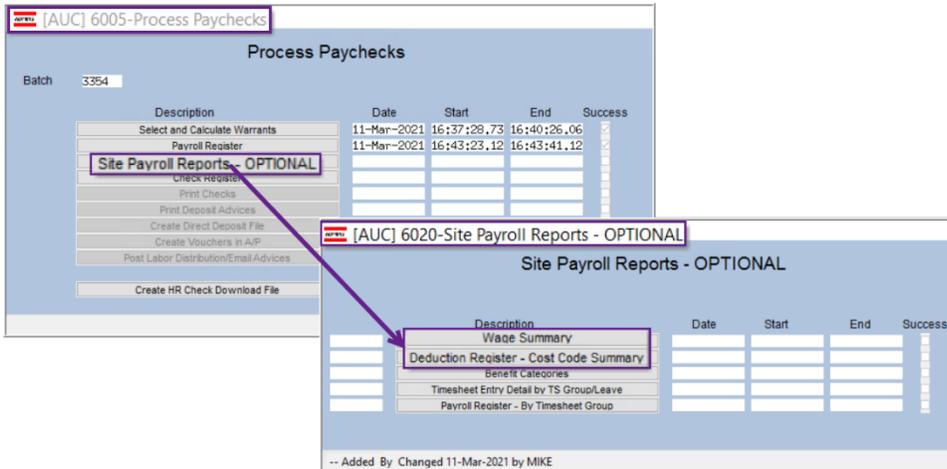
6 Add Attachment

Two additional optional reports were added to **Warrant History** screen.

If the two reports are run during **Payroll Processing**, the output will be available in the **Warrant History** once the warrant is posted.

Select [**Site Payroll Reports – Optional**] to run the optional reports.

Figure 6 Before – the Warrant History Screen did not include the optional reports

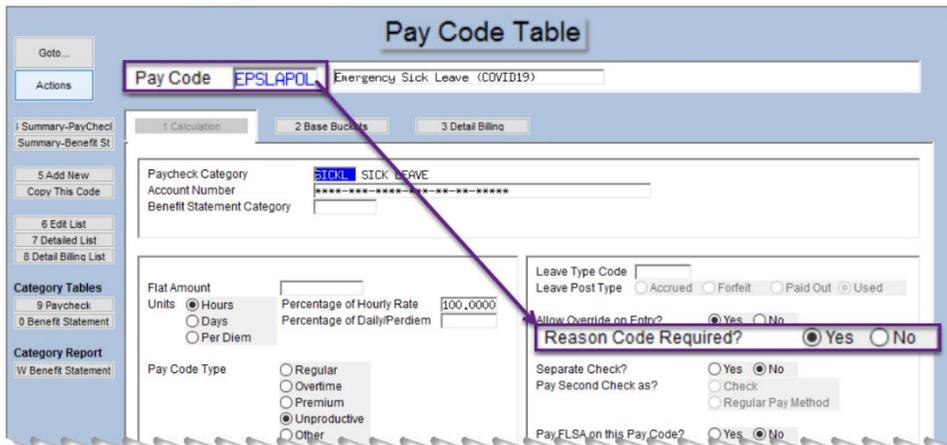


Once the warrant is posted, the optional reports will be included on the warrant history screen.

[ADM-AUC-HR-10141]

## 4 REPORTS ON “REASON” [Enhancement]

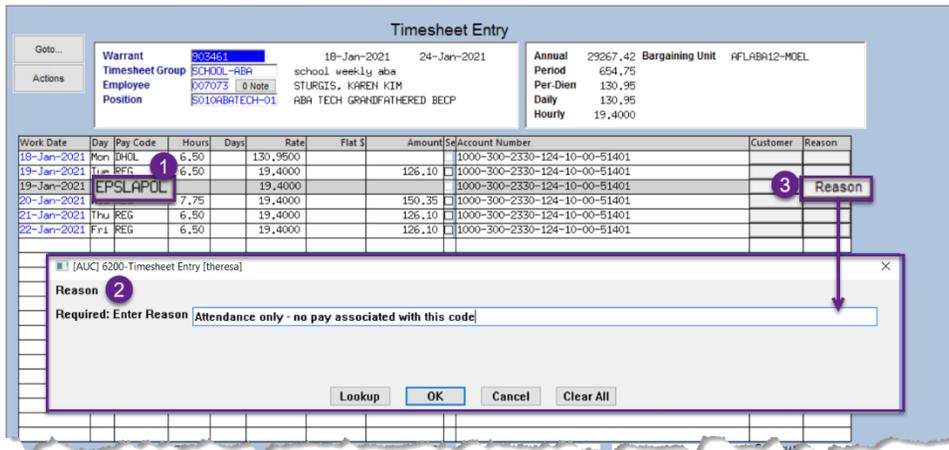
ADMINS added two new reports to the Timesheet report library to list timesheets which have a “Reason” note entered on a pay code. Reports are available for in-progress timesheets and for posted timesheets. Pay codes may require a “Reason” when a designated pay code is used.



For example, a pay code may require additional information to help explain why the pay code was used. Some sites have used this for new pay codes that use Federal Covid19 relief grants for funding sources.

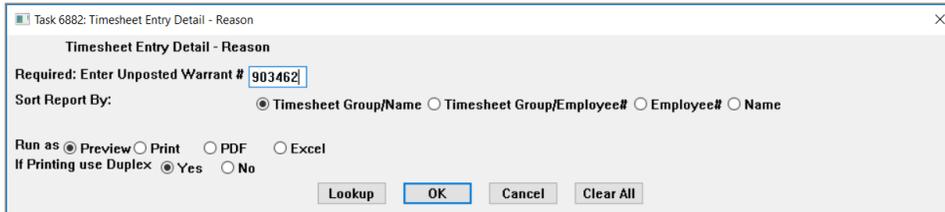
This example uses Pay Code **EPSLAPOL**, with the “Reason Code Required” box checked.

Figure 7 Pay Code table with a “Reason Code Required?” set to  Yes



When the **EPSLAPOL** <sup>1</sup> code is used on the timesheet entry screen, a <sup>2</sup> prompt is presented, requiring a text entry. After entering the text, the <sup>3</sup> **Reason** button in the “Reason” column is clickable to allow viewing or changing the stated reason.

## 4.1 #6882 Timesheet Entry Detail – Reason



ADMINS added this entry report to show *in-progress timesheets* with a “Reason” notation. The prompt requires entry of an unposted warrant number, and allows

sorting by  Timesheet Group/Name, Timesheet Group/Employee #, Employee #, or Employee Name.

### Human Resources ▶ Reports ▶ Report Library ▶ [By Timesheet] ▶ #6882 Timesheet Entry Detail

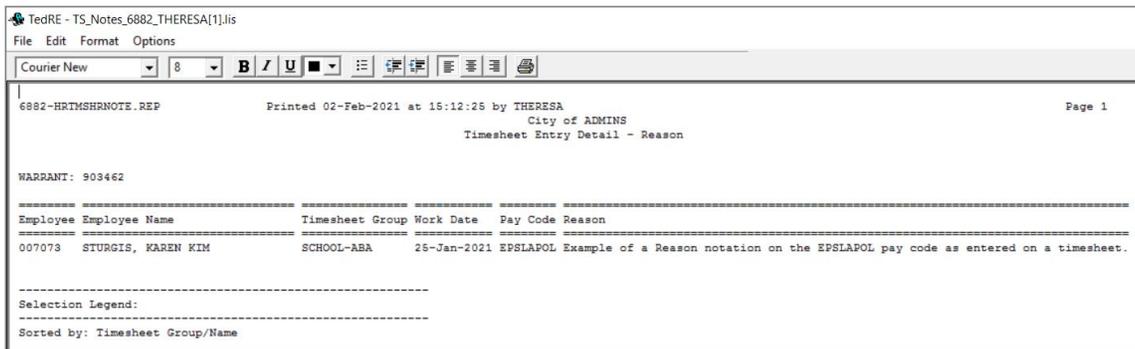


Figure 8 Timesheet Entry Detail – Reason report run as Print/Preview/PDF®

[ADM-AUC-HR-10320]

## 4.2 #6883 Timesheet History Detail – Reason

ADMINS added this history report to show *posted timesheets* with a “Reason” note.



Human Resources ▶ Reports ▶ Report Library ▶ [By Timesheet] ▶ #6883 Timesheet History Detail

6883-HRTMSHRNOTE.REP Printed 02-Feb-2021 at 14:55:28 by THERESA City of ADMINS Timesheet History Detail - Reason Page 1

WARRANT: 903461

Employee	Employee Name	Timesheet Group	Work Date	Pay Code	Reason
000031	BUSSEY, KEITH S	TOWN -POL	19-Jan-2021	POL EDUC	Add in educational incentive pay - masters degree
001260	DANIEL, LYNN	TOWN -POL	18-Jan-2021	EPSLAPOL	Covid 19

Selection Legend:  
Sorted by: Timesheet Group/Name

Figure 9 Sample of Timesheet History Detail – Reason report run as Print/Preview/PDF®

TS\_Notes\_6883\_THERESA[1].xml - Excel

Employee	Employee Name	Timesheet Group	Work Date	Pay Code	Reason
000031	BUSSEY, KEITH S	TOWN -POL	19-Jan-2021	POL EDUC	Add in educational incentive pay - masters degree
001260	DANIEL, LYNN	TOWN -POL	18-Jan-2021	EPSLAPOL	Covid 19

Selection Legend:  
WARRANT: 903461  
Sorted: Timesheet Group/Name

Figure 10 Sample of Timesheet History Detail – Reason report run as Excel®

[ADM-AUC-HR-10320]

## 5 REPORTS [Enhancement]

In addition to the above, **ADMINS** made enhancements to three reports.

### 5.1 #6254 Primary Timesheet Group vs. Timesheet Group

**ADMINS** added a **Primary Timesheet Group** column to #6254 Timesheet History Summary by TS Group/Pay Code to identify productive and unproductive time by employee and pay code and/or location. A **Timesheet Group** may encompass multiple **Primary Timesheet** groups. **Primary Timesheet** groups can be used to group employees logically based on location or some other characteristic.

As shown on the tabs of the employee maintenance screen, an employee has a **Primary Timesheet** group designated on the [2 Personal] tab that may differ from the **Timesheet Group** on the [5 Payroll] tab. **Timesheet Groups** are used to collect timesheets from multiple **Primary Timesheet groups** in logical sets when processing payroll.



**Employee Maintenance**

Employee Number: 006089 KAREN TRUDEAU

Current Positions: S010SCHCLRK-01 CLERK 10 MONTH BECP 1.0000

1 Contact 2 Personal 3 Ded/Ben 4 Add Waives 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents V ACA

Reporting Location: \_\_\_\_\_  
Location Grade: \_\_\_\_\_  
Date Married: \_\_\_\_\_  
Fingerprinted: \_\_\_\_\_  
Date of Physical: \_\_\_\_\_  
Date Deceased: \_\_\_\_\_ Surviving Spouse: \_\_\_\_\_

Tax Information  
Federal: FED M  
State: MA MN  
Other State: \_\_\_\_\_

2020 FORM W4  
Step 2c checked:  Yes  No  
Step 3: \_\_\_\_\_  
Step 4a: \_\_\_\_\_  
Step 4b: \_\_\_\_\_  
Step 4c: \_\_\_\_\_

Primary Timesheet Group: SCHOOL-PRE early childhood program

Employee Status: \_\_\_\_\_  
Immigration Code: 0  
Race: 01 caucasian (non hispanic or latino)

Employee Photograph: Z Attach Picture X Remove Picture

**Employee Maintenance**

Employee Number: 006089 KAREN TRUDEAU  
Position: S010SCHCLRK-01 CLERK 10 MONTH BECP 2 Of 3

Position Control: 000000

1 Contact 2 Personal 3 Ded/Ben 4 Add Waives 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents V ACA

Pay Classification

		Y Salary Change
Bargaining Unit	AFL 10M -AF10 School Weekly 10 mon	Effective Date 01-Jul-2000
Grade Schedule	CL10 Clerical 10 month	Annual Salary 26532.00
Grade	1	Period Salary 663.30
Step	1	Daily Salary 132.66
FTE	1.0000	Hourly Rate 22.5600
		Per Diem 122.66

Group Information  
Entity: TOWN OF ADMINS  
Timesheet Group: SCHOOL-CLERK school weekly cleric  
FLSA Code: NONE NO FLSA  
Lump Sum Indicator:

**Figure 11 Primary Timesheet Group on the Personal tab can differ from the Timesheet Group on the Payroll Tab**

In this example, as shown on the payroll register for warrant 903458, employees were paid from a **Timesheet Group** that differed from the **Primary Timesheet group**.



Pay Code	TimesheetGroup	PrimaryTSGroup	Regular Hours	Overtime Hours	Premium Hours	Unproductive Hours	Other Hours
Warrant: 903458 09-Jan-2021							
BUS MTR Bus Monitors - non union			21.50				
BUS MTR Bus Monitors - non union			4.00				
	SCHOOL-OA/MON	SCHOOL-SCHOOL					
	SCHOOL-OA/MON	SCHOOL-STAL	25.50				
CUST DIF custodial shift differentia					3.00		
CUST DIF custodial shift differentia					2.00		
CUST DIF custodial shift differentia					1.00		
CUST DIF custodial shift differentia					2.00		
CUST DIF custodial shift differentia					3.00		
	SCHOOL-CUST	SCHOOL-BHS					
	SCHOOL-CUST	SCHOOL-BMMS			11.00		
	SCHOOL-CUST	SCHOOL-PJP				58.50	
	SCHOOL-CUST	SCHOOL-SOUT				46.50	
	SCHOOL-CUST	SCHOOL-STAL				6.50	
						16.25	
						13.25	
						26.00	
							8.00
							1.00
						6.50	1.00
	SCHOOL-ILA	SCHOOL-BHS					
	SCHOOL-ILA	SCHOOL-BMMS					
	SCHOOL-ILA	SCHOOL-PJP					
	SCHOOL-ILA	SCHOOL-PRE					
	SCHOOL-ILA	SCHOOL-SOUT					
	SCHOOL-ILA	SCHOOL-STAL					
	SCHOOL-KEOU	SCHOOL-KEOU					
	SCHOOL-KEOU	SCHOOL-STAL					
	SCHOOL-OA/MON	SCHOOL-BMMS					

The Timesheet group for the pay code and the Primary Timesheet group may not be the same; this report provides both now

Figure 12 Report #6254 run as Print/Preview/PDF® now shows both the Timesheet Group and Primary Timesheet group

Warrant	Check Date	Paycode	Description	TimeSheetGrp	PrimaryTSGrp	Wages	ReqHours	ReqDays	OvtHours	OvtDays	PremHours
1 903458	09-Jan-2021	BUS MTR	Bus Monitors - non union	SCHOOL-OA/MON	SCHOOL-SCHO	299.28	21.50	0.00	0.00	0.00	0.00
2 903458	09-Jan-2021	BUS MTR	Bus Monitors - non union	SCHOOL-OA/MON	SCHOOL-STAL	55.68	4.00	0.00	0.00	0.00	0.00
3 903458	09-Jan-2021	BUS MTR	Bus Monitors - non union	SCHOOL-OA/MON	SCHOOL-STAL	354.96	25.50	0.00	0.00	0.00	0.00
4			Pay Code Total:								
5											
6 903458	09-Jan-2021	CUST DIF	custodial shift differentia	SCHOOL-CUST	SCHOOL-BHS	50.40	0.00	0.00	0.00	0.00	3.00
7 903458	09-Jan-2021	CUST DIF	custodial shift differentia	SCHOOL-CUST	SCHOOL-BMMS	33.60	0.00	0.00	0.00	0.00	2.00
8 903458	09-Jan-2021	CUST DIF	custodial shift differentia	SCHOOL-CUST	SCHOOL-PJP	16.80	0.00	0.00	0.00	0.00	1.00
9 903458	09-Jan-2021	CUST DIF	custodial shift differentia	SCHOOL-CUST	SCHOOL-SOUT	33.60	0.00	0.00	0.00	0.00	2.00
10 903458	09-Jan-2021	CUST DIF	custodial shift differentia	SCHOOL-CUST	SCHOOL-STAL	46.20	0.00	0.00	0.00	0.00	3.00
11			Pay Code Total:			180.60	0.00	0.00	0.00	0.00	11.00
12											

Figure 13 Report #6254 run as Excel® now shows both the Timesheet Group and Primary Timesheet group

[ADM-AUC-HR-10320]

### 5.1.1 #7210 Payroll Register

Employee	Timesheet Group	Primary Timesheet Group	Description	Gross Pay	Federal Tax Wages	Medicare Wages	Retirement Wages	State Taxable Wages	Total Wages	Federal Taxes	State Taxes	Pension Plan Flag
06089 TRUDEAU, KAREN	SCHOOL-CLERK	SCHOOL-PRE	school weekly clerical	541.44	343.87	392.60	392.60	541.44	541.44	-10.93	-48.73	
06091 LAVIGNE, LYNN ANN	SCHOOL-ILA	SCHOOL-BHS	school weekly ila	441.48	401.75	441.48	441.48	441.48	441.48	-26.89	-39.73	
06095 COOK, KAREN R.	SCHOOL-ILA	SCHOOL-BMMS	high school	441.48	331.96	371.69	371.69	441.48	441.48	-18.58	-39.73	

Figure 14 The Payroll Register shows both the Timesheet Group and Primary Timesheet group



## 5.2 #6754 Employee List – Additional Wages [Enhancement]



ADMINS added three new optional filters to the report. Now, up to nine Bargaining Units, up to nine Pay Groups, up to Nine Timesheet Groups may be used as criteria. The report is available to run as Print/Preview/PDF® or Excel®.

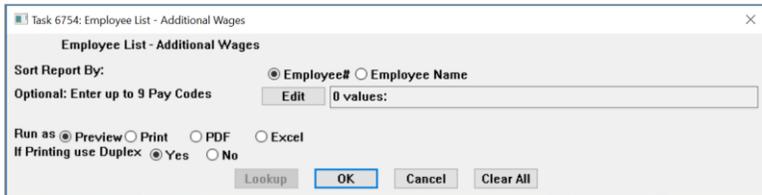


Figure 15 Before – the only selection criteria was on Pay Code

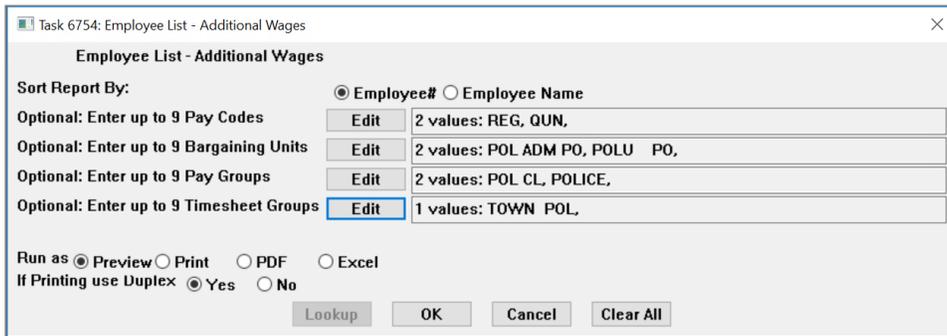


Figure 16 After – three additional selection criteria

Employee#	Name	Position	PayCode	Description	Seq#	StartDate	StopDate	Amount	Account	Bargaining Unit	Pay Grp	Timesheet Grp
9 000286	LO, MICHAEL J JR	T210POLOFF -14	QUN	QUINN BILL	2	01-Jul-2016	30-Jun-2017	224.56	1000-210-0000-002-00-00-51800	POLU	-PO	POLICE TOWN -POL
10 000286	LO, MICHAEL J JR	T210POLOFF -14	QUN	QUINN BILL	3	01-Jul-2017	01-Jul-2017	229.04	1000-210-0000-002-00-00-51800	POLU	-PO	POLICE TOWN -POL
11 000286	LO, MICHAEL J JR	T210POLOFF -14	QUN	QUINN BILL	4	01-Jul-2017	28-Feb-2019	235.92	1000-210-0000-002-00-00-51800	POLU	-PO	POLICE TOWN -POL
12 000286	LO, MICHAEL J JR	T210POLOFF -14	QUN	QUINN BILL	5	01-Mar-2019	30-Jun-2019	240.64	1000-210-0000-002-00-00-51800	POLU	-PO	POLICE TOWN -POL
40 002702	KEITH W	T210POLSGT -01	QUN	QUINN BILL	4	01-Jul-2017	28-Feb-2019	137.84	1000-210-0000-002-00-00-51800	POLU	-PO	POLICE TOWN -POL
41 002702	KEITH W	T210POLSGT -01	QUN	QUINN BILL	5	01-Mar-2019	30-Jun-2019	140.60	1000-210-0000-002-00-00-51800	POLU	-PO	POLICE TOWN -POL
42 002702	KEITH W	T210POLSGT -01	QUN	QUINN BILL	7	27-Jun-2020	31-Dec-2020	143.40	1000-210-0000-002-00-00-51800	POLU	-PO	POLICE TOWN -POL
43 002702	KEITH W	T210POLSGT -01	QUN	QUINN BILL	8	01-Jan-2021		144.84	1000-210-0000-002-00-00-51800	POLU	-PO	POLICE TOWN -POL

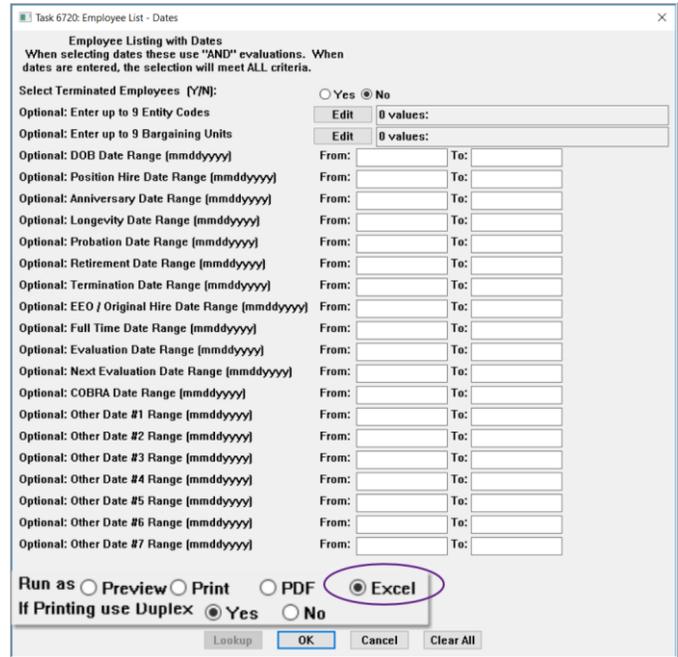
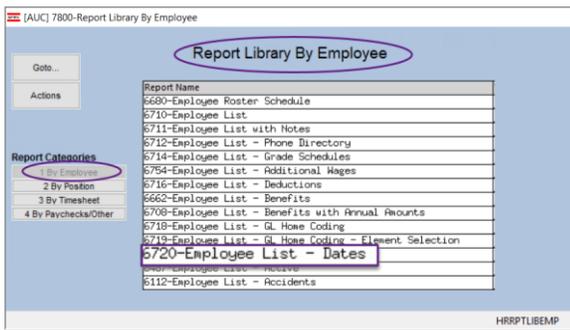
Figure 17 The report run as Excel®

[ADM-AUC-HR-10333]



## 5.3 6720 Employee Dates

ADMINS added a “last paid” date column to the report of employee dates.



This column is available only when run as Excel® due to page width limitations.

Emp#	Name	Evaluation Date	Next Eval Date	Cobra Date	Last Paid	Spouse D.O.B.	Recall Date	Seasonal Reh
000003	BROOKS, KEITH							
000023	OSTEGREN, KAREN M				18-Feb-2021			
000031	BUSSEY, KEITH S				03-Feb-2021			
000031	BUSSEY, KEITH S							
000040	MOORE, KEITH F				03-Feb-2021			
000062	MCDONOUGH, LYNN E				08-Nov-2019			
000062	MCDONOUGH, LYNN E				25-Sep-2020			
000087	PROVOST, KAREN A							
000092	THE ESTATE OF, LYNN	29-Dec-1993			03-Feb-2021			
000152	GARIEPY, KEITH C				18-Feb-2021			
000205	DOUGLAS, MICHAEL R							
000286	MINCHILLO, MICHAEL J	04-Oct-1993			03-Feb-2021			
000295	VATER, MICHAEL J				10-Sep-2020			
000295	VATER, MICHAEL J							
000304	ROLLS, LAWRENCE J							
000307	SAVOIE, KEITH JR	02-May-1988			03-Feb-2021			
000311	PERRY, LAWRENCE L	25-Sep-1995			03-Feb-2021			
001006	CORRIVEAU, LYNN L				17-Sep-2020			
001006	CORRIVEAU, LYNN L				12-Sep-2019			
001148	HARVEY, KAREN L				18-Feb-2021			
001239	POTTER, MARIE M				18-Feb-2021			
001248	PLOUFFE, LAWRENCE				18-Feb-2021			



Figure 18 Report #6720 now includes the “Last Paid Date” in column AB. Some columns hidden for illustration.

[ADM-AUC-HR-10364]



## 5.4 #6896 Paycheck Summary by Employment Type [Enhancement]

The screenshot shows the 'Employee Maintenance' window for employee KAREN M OSTEGREN. The 'Classification' tab is active, and the 'Employment Type' dropdown is set to 'Part-Time'. An 'Employment Type Table' dialog box is open, displaying a list of employment types with their descriptions, status, and total counts. The 'Part-Time' type is highlighted in blue.

Type	Description	Status	Tot
BC	appointed board or committee	A	
EL	elected official	A	
F	Full-Time	A	
FF	Full-Time Faculty	A	
P	Part-Time	A	
PT	Part-Time Faculty	A	
RE	1095c retiree insurance reporting	A	
SR	senior/vet. abatement program	A	
T	Temporary	A	

Employment type is designated on the **Employee Maintenance** [8 Dates/Class]

tab, in the Classification area at the bottom of the screen. Employees can be assigned an employment type here.

The screenshot shows the 'Report Library Paychecks/Other' window. A list of reports is displayed, and '6896-Paycheck Summary - By Employment Type' is highlighted in blue. Other reports include '6789-EEO Reports', '7225-Benefit Categories', and '6464-Employee Conversion Demographics'.

ADMINS added a new report to the [By Paychecks / Other] Report Library. The **Paycheck Summary by Employment** type report requires a check date range and may be filtered by Entity Code, Warrant #, Pay Group, Bargaining Unit, or Timesheet Group.

The dialog box for 'Task 6896: Paycheck Summary - By Employment Type' is shown. It includes a 'Required: Check Date Range (mmddyyyy)' field with 'From: 01-Jan-2020' and 'To: 31-Dec-2021'. There are several optional fields for filtering by Entity Codes, Warrant#, Pay Groups, Bargaining Units, and Timesheet Groups, each with an 'Edit' button and a '0 values:' indicator. At the bottom, there are options for 'Run as @ Preview', 'Print', 'PDF', and 'Excel', along with 'LookUp', 'OK', 'Cancel', and 'Clear All' buttons.

The screenshot shows the report 'Hr EmpTyp 6896' printed on 04-Mar-2021 at 13:59:03. The report title is 'Paycheck Summary - By Employment Type'. The data is presented in a table with columns for Employment Type, Employees, Hours, Days, and Pay.

Employment Type	Employees	Hours	Days	Pay
BC	appointed board or committee	28	257.00	32,690.86
EL	elected official	19	31.00	75,022.54
F	Full-Time	308	345,684.34	14,343,603.52
FF	Full-Time Faculty	240	610.50	12,023,864.77
P	Part-Time	193	40,155.10	973,850.20
PT	Part-Time Faculty	8	145.90	252,983.43
T	Temporary	112	11,848.45	306,844.45
<b>Report Total</b>	<b>908</b>	<b>398,732.29</b>	<b>70,625.95</b>	<b>28,008,859.77</b>

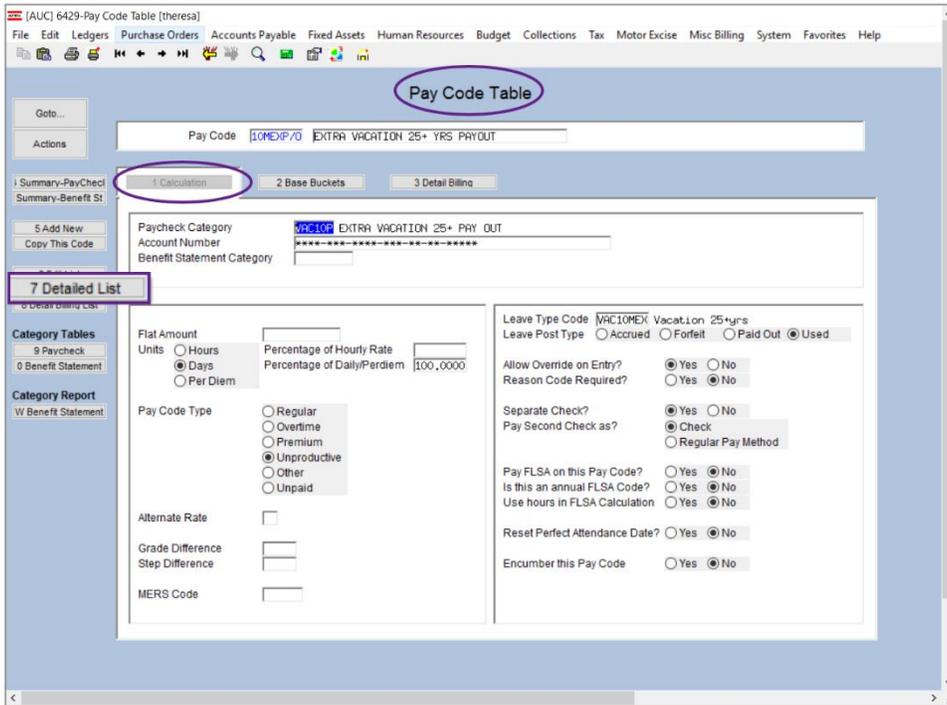
Legend:  
Check Dates 01-Jan-2020 to 31-Dec-2020

The report shows the number of employees, the number of hours, the number of days, and the dollar amount in pay for the specified period broken out by employment type.

[MAN-SUP-SAPLAUC-752]



## 6 TABLES [Enhancement]



The Pay Code table has a **[7 Detailed List]** button to produce a quick Excel® report of the attributes of the pay codes.

ADMINS added “Account”, “MERS” and “Reason” columns to the report to provide more complete information from the **[1 Calculation]** screen.

This identifies Pay Codes that require a reason note to be added to the timesheets when the pay code is used. See also section 3.2 above.

PayCode	Account	MERS	Reason
134 DSUN	1000-300-2325-130-06-00-5126		No
135 DSUSP	****_****_****_**_****		No
136 DSWOP	****_****_****_**_****		No
137 DTP	8010-000-0000-000-00-00-5154		Yes
138 DTP CMOT	1000-210-0000-002-00-00-5150		Yes
139 DTP COMM	1000-210-0000-002-00-00-5150		Yes
140 DTP NOS	8010-000-0000-000-00-00-5154		Yes
141 DTP OVT	8010-000-0000-000-00-00-5154		Yes
142 DTP1	8010-000-0000-000-00-00-5154		Yes
143 DTP1 C	8010-000-0000-000-00-00-5154		Yes
144 DTP1 COT	8010-000-0000-000-00-00-5154		Yes
145 DTP1 NOS	8010-000-0000-000-00-00-5154		Yes
146 DTP1C NO	8010-000-0000-000-00-00-5154		Yes
147 DTP1C NS	8010-000-0000-000-00-00-5154		Yes
148 DTP2	8010-000-0000-000-00-00-5154		Yes
149 DTP2 NOS	8010-000-0000-000-00-00-5154		Yes
150 DTP3	8010-000-0000-000-00-00-5154		Yes
151 DTP3 NOS	8010-000-0000-000-00-00-5154		Yes
152 DTP4	8010-000-0000-000-00-00-5154		Yes
153 DTP4 NOS	8010-000-0000-000-00-00-5154		Yes
154 DTP5	8010-000-0000-000-00-00-5154		Yes
155 DTP5 NOS	8010-000-0000-000-00-00-5154		Yes
156 DTP6	8010-000-0000-000-00-00-5154		Yes
157 DTP6 NOS	8010-000-0000-000-00-00-5154		Yes
158 DTPO NOS	8010-000-0000-000-00-00-5154		Yes
159 DULOA	****_****_****_**_****		No
160 DUNI	****_****_****_**_****		No
161 DUNION	****_****_****_**_****		No
162 DVAC	****_****_****_**_****		No

[ADM-AUC-HR-10352]



## 6.1 Bargaining Unit Table ▶ Salary Schedules

ADMINS added a Delete Step Range button to delete a range of steps instead of having to delete each individual step.

[AUC] 6438-Bargaining Unit - Salary [theresa]

### Bargaining Unit - Salary

**Bargaining Unit:** DFW -DP dpw afscme  
**Schedule:** DFW Department of Public Works - laborers  
**Grade:** 1 fy20 dpw laborers 40 h/w  
**Effective Date:** 01-Jul-2019 7.1.2019 2% increase laborers 40 h/w

**Salary Base:**  Hourly  Salaried

**Calculator Fields:**  
 Hours in Year: 2096,00  
 Days in Period: 5,00  
 Periods in Year: 52,400000  
 Days for Per Diem: 262,000000  
 Hourly Digits: 4

Steps	Annual	Period	Daily	Hourly	Per Diem	Tier
1	53888,16	1028,40	205,68	25,7100	205,68	1
2	55334,40	1056,00	211,20	26,4000	211,20	1
3	55606,88	1061,20	212,24	26,5300	212,24	1
4	57346,56	1094,40	218,88	27,3600	218,88	1
5	60008,48	1145,20	229,04	28,6300	229,04	1
6	45818,56	874,40	174,88	21,8600	174,88	1

**Del. Step Range** (button)

**Added a Delete Step Range Button** (callout box)

**Calculator Fields:**  
 UDF Calculator 1:   
 UDF Calculator 2:   
 User Defined #3:   
 User Defined #4:   
 User Defined #5:

**Buttons:** %Table Change, Y New Salary Schedule, W Show Employees

[ADM-AUC-HR-10252]

## 7 YEAR END PROCESSING

The Additional Medicare Tax rate for employees earning over \$200,000 per year is 0.9 percent. Learn more about this tax by visiting the IRS web page:

[Topic No. 560 Additional Medicare Tax | Internal Revenue Service \(irs.gov\).](#)

### 7.1 #6850 W2 Register

Prior to the software update, all Medicare taxes including “Additional Medicare Tax for employees earning over \$200,000 per year” were reported in the **Medicare Tax Withheld** column. **ADMINS** added a column to the **W2 Register** to break out the additional Medicare tax that only employees pay to make it easier to balance to the 941.



W2\_Payroll\_Register\_6850\_THERESA[2].xml - Excel

Emp No	Employee Name	Gross Pay	Wages, tips and other compensation	Federal income tax withheld	Medicare wages and tips	Medicare tax withheld	Dependent care benefits	Box 12 Put Code in W2 Description	Other - Category used as description	State wages, tips, etc.-First	State income tax-First	MEDICARE OVER \$200K TAXES
20 001375												
21 001596												40.31
22 002012												
23 002190												
24 002212												
25 002213												
26 002244												
27 002262												
28 002676												

Figure 19 W2 Payroll Register

[ADM-AUC-HR-10347]

## 7.2 #6851 W2 Register by Warrant

ADMINS also added a column to the **W2 Register by Warrant** to make it easier to see the additional Medicare deductions for employees earning over \$200,000 per year. Now it can be more easily balanced to the 941.

W2\_Warrant\_Register\_6851\_THERESA[1].xml - Excel

Warrant	Check Date	Gross Pay	Wages, tips a	Federal incor	Medicare wa	Medicare tax	Dependent c	Box 12 Put C	Other - Cate	State wages,	State income	MEDICARE OVER \$200K TAXES
903458	1/9/2021											
903459	1/16/2021											
903460	1/23/2021											
903461	1/30/2021											40.31
Entity: 1												40.31
Grand Total												40.31

Figure 20 W2 Register by Warrant with a new column showing additional Medicare



Run the **W2 Register by Warrant** after each warrant, and then run the **941** for the calendar year up to the current date. This helps to stay on track with the numbers and swiftly identifies any issues that require attention. The illustrations show that the **941** and **W2 Register** are in balance with the additional Medicare amount of **\$40.31** and the regular Medicare amount of **\$25,6414.66**.

### 7.2.1 Balancing to the 941

6323-HRREP:HR941WAG\*.REP Printed 03-Feb-2021 at 09:04:30 by THERESA City of ADMINS Form 941 For The Quarter Ending 31-Jan-2021 and Schedule 941 B Entity: 1 TOWN OF ADMINS Warrant Check Dates: 01-Jan-2021 to 31-Jan-2021 Page 1

Month	Check Date	Total Liability	Federal Taxes	Employee Fica Taxes	Employer Fica Taxes	Employee Medi Taxes	Employer Medi	Employee Addl Medi				
1	09-Jan-2021	110,864.96	84,580.34			13,140.87	13,1					
1	16-Jan-2021	27,667.49	20,957.31			3,355.09	3,3					
1	23-Jan-2021	25,533.98	19,327.44			3,103.27	3,1					
1	30-Jan-2021	96,808.97	84,737.80			6,015.43	6,0	40.31				
1	Total	260,875.40	209,602.89			25,614.66	25,6	40.31				
Entity Total								260,875.40	209,602.89	25,614.66	25,6	40.31



Figure 21 Schedule 941 B with the “Employee Addl Medi” highlighted

The 941 reports show the over \$200,000 additional Medicare as “Employee Addl Medi” above, and as “ADDL MEDI:” below.

6323-HRREP:HR941WAG+.REP Printed 03-Feb-2021 at 09:04:30 by THERESA Page 2  
City of ADMINS  
**Form 941** For The Quarter Ending 31-Jan-2021 and Schedule 941 B  
Entity: 1 TOWN OF ADMINS  
Warrant Check Dates: 01-Jan-2021 to 31-Jan-2021

14 Balance due. If line 12 is more than line 13g, enter the difference here and see instructions..... 14 \_\_\_\_\_  
15 Overpayment. If line 13g is more than line 12, enter the difference 15 \_\_\_\_\_  
Check one: \_\_ Apply to next return. \_\_ Send a refund

Actual tax deduction amounts from employee records:  
FICA: MEDI: 25,614.66 **ADDL MEDI: 40.31** FWITH: 209,602.89 EIC:  
Actual tax deduction amounts from **ADDL MEDI: 40.31**

Figure 22 Form 941 with Additional Medicare payments emphasized

[ADM-AUC-HR-10347]

### 7.3 #7565 Dependents List Report [Enhancement]

Task 7565: ACA Dependent List

ACA Dependent List

1 Optional: Entity Code  
2 Optional: Enter Bargaining Unit  
3 Optional: Enter Timesheet Group  
4 Optional: Employee Status Code  
5 Optional: Employee Type Code

Include ACA Reportable?  Yes  No  Both

Run as  Excel

Lookup OK Cancel Clear All

Human Resources

- Maintenance
- Payroll Processing
- Timesheet Entry
- Special Processing
- Void/Manual/Figure Paycheck
- Billing and Invoicing
- Bank Reconciliation
- Queries
- Reports
- Tables
  - 1 W2 Entity Table
  - 2 Bargaining Unit Schedule
  - 3 Timesheet Groups
  - 4 Employment Status
  - 5 Employment Type
  - Field Name
  - Certification Code Table
  - Degree Table
  - Disability Code
  - Pay Period
  - Shift Code Table
  - Tax Rate
  - EEO Category
  - EEO Race
  - EEO Salary
  - EEO Type
  - Veteran Code
- Quarterly Processing
- Year-End Processing
- Module Maintenance
- Interfaces/Imports
- Site Specific

The ACA reporting tracks health care coverage for dependents or “covered individuals”.

ADMINS created a report that will list the date of birth for all dependents. This will help sites perform analysis based on the



dependent’s ages. This report is run to Excel®, and has several optional filters. Most of the filters are related to tables that each site controls.

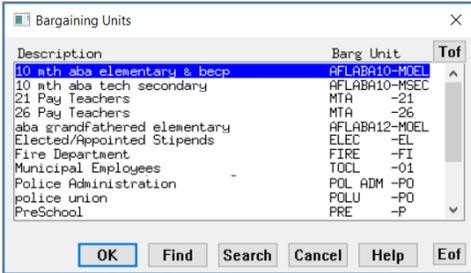
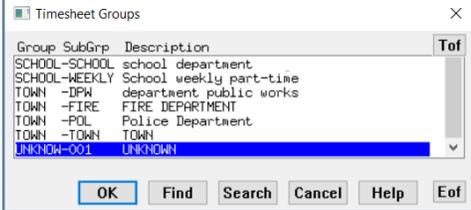
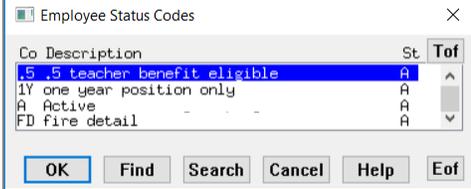
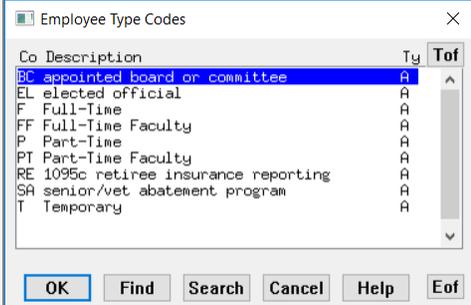
Human Resources ▶ Reports ▶ [Employee Reports] ▶ {page down} ▶7565 ACA Dependent List

Table 1

Field	Description
1 Entity Code	<p>Entity Table</p> <p>Entity Name ToF</p> <p>1 TOWN OF ADMINS 2 ToA Fire District 3 ADMINS Board of Education 4 Regional School District</p> <p>OK Find Search Cancel Help Eof</p>

Restrict the report a single entity code – type the entity code into the field or select it from the lookup.



Field	Description	
2 Enter Bargaining Unit		Restrict the report a single bargaining unit
3 Enter Timesheet Group		Restrict the report to a single timesheet group
4 Enter Employee Status		Restrict the report to an employee status
5 Enter Employee Type Code		Restrict the report to a particular employee type code.
Include ACA Reportable	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both Select Yes for employees marked as ACA Reportable, select No for employees that are marked not ACA reportable, and Both to include employees marked either Yes or No.	

[AVON-SUP-SAPLAUC-484]

## 7.4 Error Checking on 1095C Batch Entity [Enhancement]

ADMINS introduced the batch selection screen for the 2020 1095C filing. This allows multiple 1095C batches to be in process at the same time. In the example below, Batch #21 is in use for Entity #4.



1095 Batch Selection

Goto...  
Actions

Batch#	Sto	Date	Created By	Year	1-E	2-E	3-E	4-E	Description	Batch in Progress
000021		26-Feb-2021	THERESA	2020	4				Entity 4 ADMINS Schoo	
000015		26-Feb-2020	THERESA	2020	1				Entity 1 Town of ADMI	

1 Create New Batch  
2 Delete Batch

If during the Generate IRS Export File step, a selection is made that does not match the entity on the batch screen, the system will display an informational message that the “Entity does not match what has been selected for the Batch” and will not create the export file.

1095 Processing

Batch: 000021

Description	Date	Start	End	Success
Reset 1095 Menu				
Pavroll W2 1095 - C	26-Feb-2021	11:12:17,04	11:12:17,04	
ACA Filing Table	26-Feb-2021	11:12:33,05	11:12:33,05	
Bargaining Unit - Affordable Care Act				
ACA 1095 Audit Report	26-Feb-2021	11:16:44,17	11:16:53,07	
Build 1095 File	26-Feb-2021	11:17:10,75	11:17:20,77	
Edit 1095 Work File	26-Feb-2021	11:17:31,88	11:17:32,31	
Print 1095 Forms	26-Feb-2021	11:17:48,44	11:17:56,51	
Email 1095 Forms				
Generate IRS Export File	26-Feb-2021	11:18:51,55	11:19:16,52	

Task 7578: Generate IRS Export File

Generate IRS Export File

Required: Entity Code

Run as  Preview  Print  PDF  
If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

Generate IRS Export

Entity does not match what has been selected for the Batch  
Review 1095 Batch Selection for selected Entity

OK

Click the step again, select the correct entity, and continue.

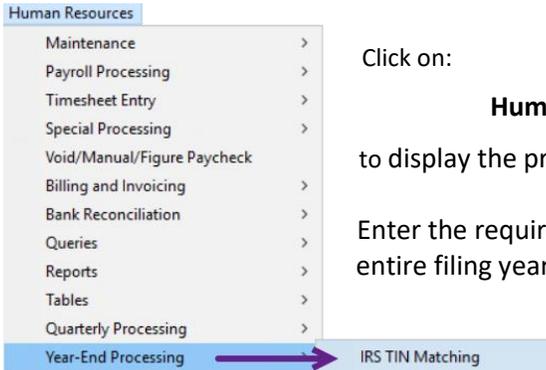
[ADM-AUC-HR-0365]



## 7.5 Bulk Tin Matching

The IRS offers a TIN matching service. Sites wishing to use the service must register with the IRS to participate in the process. There are two options available, Interactive and Bulk. The Interactive TIN Matching process will accept up to 25 input name/TIN combination requests online. Results will be returned to the user in real time. In addition, **ADMINS** offers a file to be used in the bulk matching. Visit the link for instructions.

<https://www.irs.gov/pub/irs-pdf/p2108a.pdf>



Click on:

**Human Resources ▶ Year End Processing ▶ IRS TIN Matching**

to display the prompt.

Enter the required warrant check date range (this ensures capturing data for the entire filing year).

Enter the name of the folder where the file will be created.

Task 6888: IRS TIN Matching

**IRS TIN Matching**  
This process creates a .txt bulk file to submit to the IRS. Anyone paid and their ACA covered individuals will be reported. The field identifier is the empl# and ACA line.

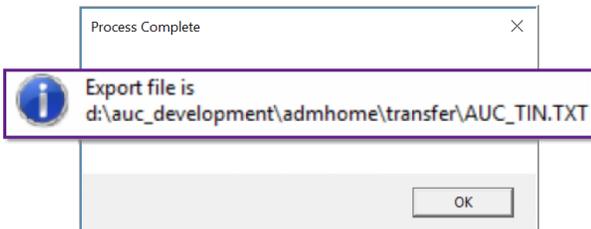
Required: Warrant Check Date Range (mmddyyyy)      From:  To:

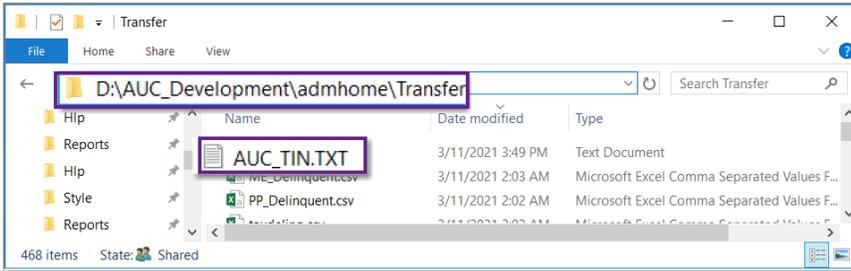
Enter Employee TIN Matching Export Directory (ex: D:\ADMHOME\TRANSFER):

Optional: Entity Code     

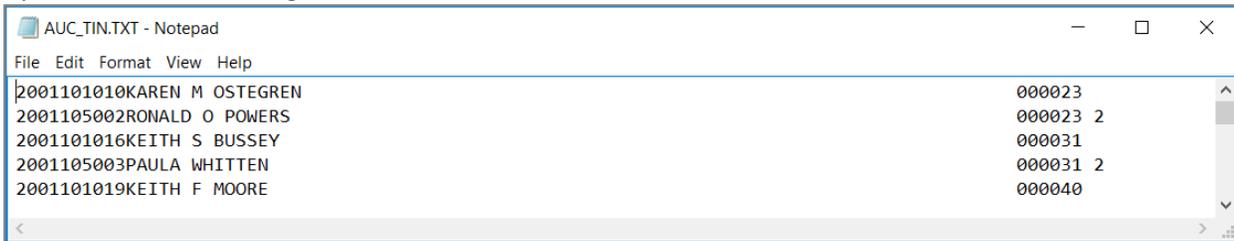
       

When the process is complete, the system will pop up a message showing the location and name of the export file:





Upload the file according to the instructions from the IRS.



The file created will conform to the bulk filing specifications, shown below.

IRS TIN Matching - Bulk Filing			
Field	Starting Position	Ending Position	Note
TIN Type	1	1	2 - SS#
Name	2	91	Name of Employee or ACA Covered Individual
Employee#	92	97	AUC Employee #
ACA Line	99	99	ACA Covered Individual Line Number

The data will include employees and covered individuals for ACA reporting. This TIN matching ensures accurate and timely reporting for W2, 1095C, and 1099R forms.

[BLG-SUP-SAPLAUC-1349]

## 8 EMAIL DISTRIBUTION LISTS [Enhancement]

ADMINS provides system default distribution lists for the Human Resources Module. To add, remove, and view users on the lists, go to:

**Human Resources ► Module Maintenance ► Email Distribution Lists**

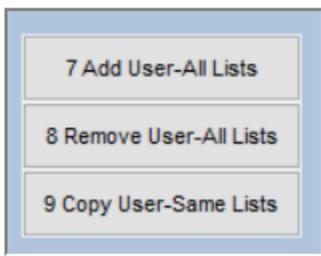
**Table 2 Human Resources Email Distribution System Default Lists**

List Name	Description	Frequency	Notifies recipients that:
HR1095BST	HR Attaching 1095 Forms to Employees	As needed	The 1095C forms are attached to the employee records for viewing, etc.
HR1099RBST	HR Attaching 1099R to Employees	As needed	The 1099R forms are attached to the pensioner records for viewing, etc.
HRAUDIT	HR Audit Reports	Weekly	There are errors on the various HR tables
HRCHKBST	HR Payroll Bursting Checks/DD Advices	Once or twice Daily	Attachments are complete for the most recent payroll warrant. Schedule can vary.
HRW2BST	HR Attaching W2 to Employees	Yearly/As Needed	The W2 forms are attached to the employee records for viewing, etc.



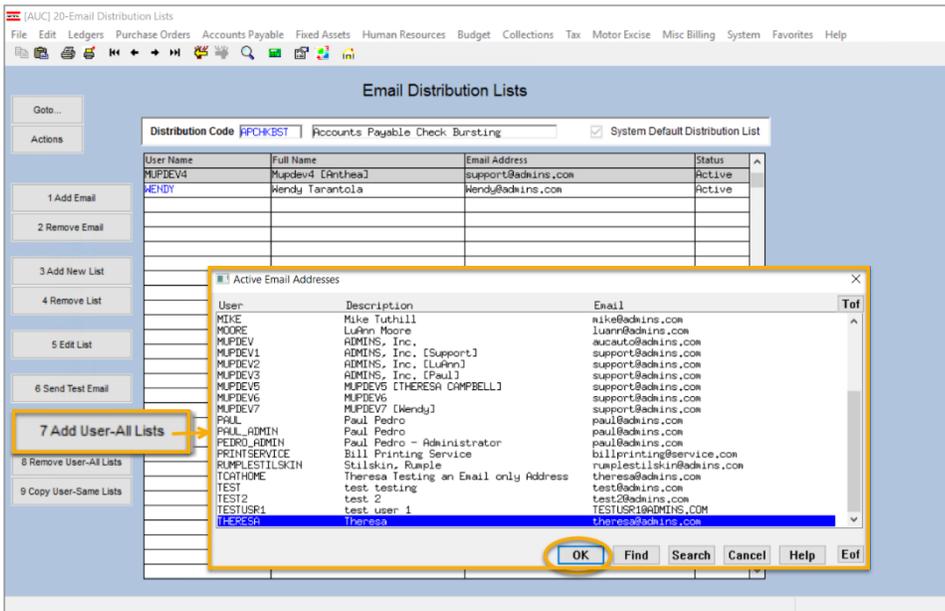
List Name	Description	Frequency	Notifies recipients that:
<b>BROKENATT</b>	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. System generated attachments (check copies, tax forms) reported as missing should be reviewed by <b>ADMINS</b> .
<b>SYUPDTRAIN</b>	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed

## 8.1 New Buttons on Screen



ADMINS added three new buttons to the screen to help manage the lists.

## 8.2 Add User – All Lists



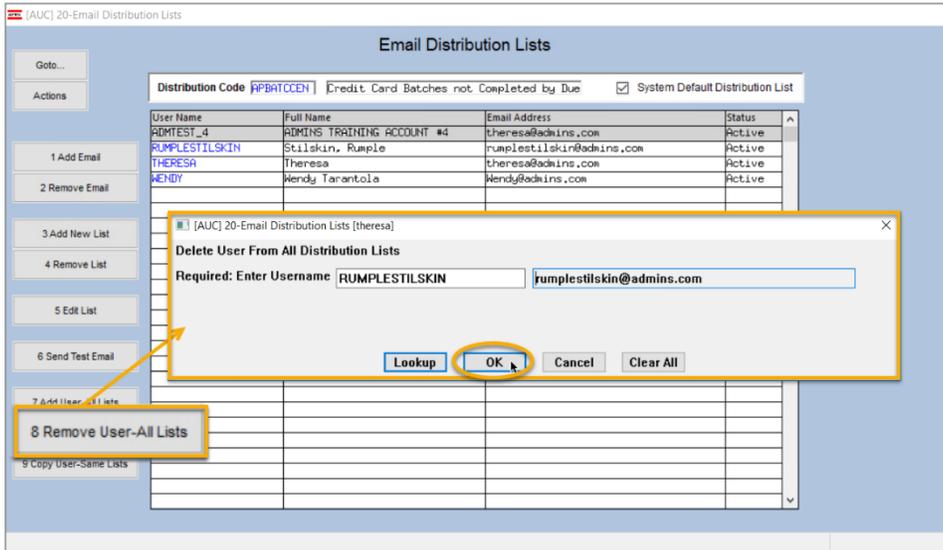
A user may need to receive all emails issued from the system; typically, this would be a “Super User” or a local system administrator.

To add the user at once to all existing email lists, click the **7 Add User-All Lists** button. Select the user from the pick list.

This feature does not offer the **[Add New Email Address]** option.



### 8.3 Remove a Name from All Email Lists

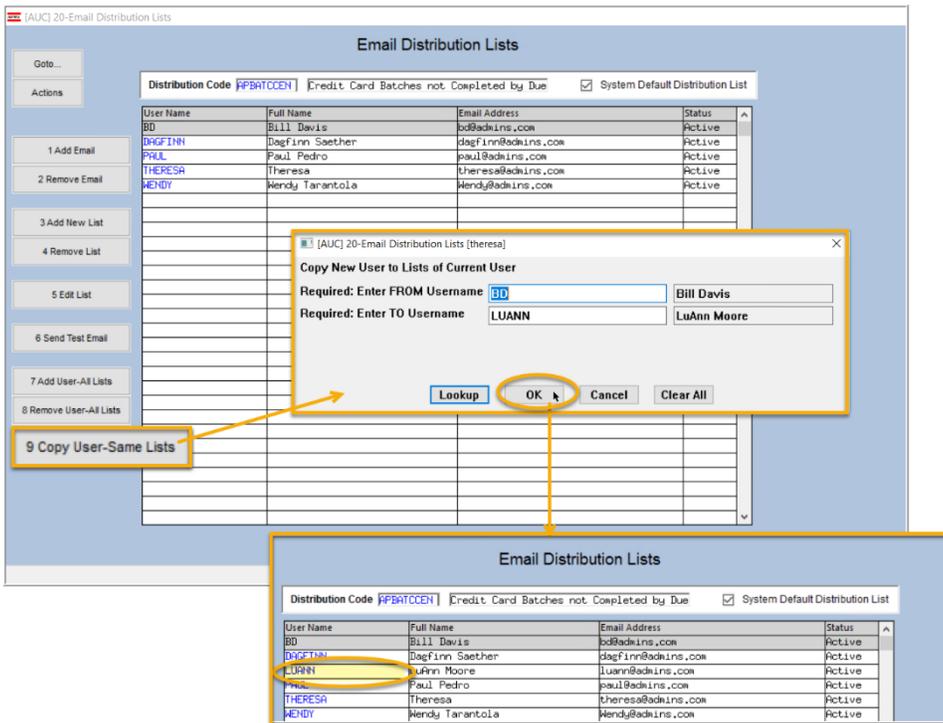


To remove a user from all email distribution lists (for example, due to termination of employment), click on **[8\_Remove User All Lists]**.

This will remove the username from the email distribution lists only; it will not remove or inactivate the user's **AUC** credentials.

[ADM-AUC-SY-8176]

### 8.4 Copy a User to The Same Lists as an Existing User



If a user, **LuAnn**, is replacing another user, **BD**, the new user LuAnn may be added to all the lists on which **BD** is currently included. Click **[9 Copy User-Same Lists]**.

(Do this first before removing **BD** from all lists.)

The existing user is the **FROM** username and the new user is the **TO** username.

Use this to add a new hire to all lists to which current department members belong.

[ADM-AUC-SY-8181]



## 9 HELP REFERENCE LIBRARY

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

### 9.1 New or Updated Documents

- |                       |                                     |           |
|-----------------------|-------------------------------------|-----------|
| • YEAR END PROCESSING | HR-780 Bulk TIN Matching            | [New]     |
| • OTHER               | HR-850 Module Control               | [Updated] |
| • SYSTEM              | SY-150 AUC Email Distribution Lists | [Updated] |
|                       | SY-170 System Administration Kit    | [Updated] |