

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.

area [AUC	C] 6821-	-Leave	Histo	ry Det	ail											-	٥	×			
	Leave History Detail																				
							Lea		story L	etall											
Goto Employee					6 KATZ, LA	WRENCE	L		Current	Positions	T610LIB	CUST-06	LIE	RARY CU	STODIAN						
Actions			-					0 All Po	sitions	000	-00	I									
Actions																					
1 Summary			Γ	2 Summary	Accrual	Sroup			3 Trans	actions				4 Calend	lar						
	. commany	,			2.00111101.91					e num											
					Beg Baland	:e	Accr	ued	Tak	en	Forfe	ted	Paid	Out	E	nding Ba	alance				
Accr Grp	Leave		.	As ()f Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	As Of	OTER			
CL03		Comp	lime	1			E4.00		E4.00								TERMIN	ATED			
CL 03	HULTDHY	Holid	ay	01/01/	17		51,00	11.00	51,00	4.00		7.00									
CL 03	STCKLEA	Sick	leave	01/01/	13 900.00		-660.00	11,00		4,00	240.00	7,00					TERMIN				
CL03	VACATIO	Vacat	ion	01/01/	13	10.00	000.00	151.00		84.50	240.00	76,50					TERMIN	ATED			
CL09	HOLIDAY	Holid	ay			1			K												
CL09	PERSONAL	- Perso	nal					2,00								2,00	07/17/	14			
CL09	SICKLEA	Sick	Leave			/	909.75						260,00		649.75		09/04/	14			
CL09	VACATIO	N Vacat	ion					38,50		$\mathbf{\Lambda}$				38,50			01/29/	15			
NONE	HOLIDAY	Holid	ay					(7				TERMIN	ATED			
NONE	PERSONAL	Perso	nal	<u> </u>	+												TERMIN	ATED			
NONE	VOCOTTO	S1CK	Leave	<u> </u>	+/-		\vdash						<u> </u>								
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							/	L													
			<u>.</u>			1 /	^														
vacat	ion		Orig		orrected																
Begini	ning Ba	alance	10	0.00	0.00			Thio	ovom	le ch	owo th	o torr	ninata	d loo	o hala			JP			
Accru	ed		189	9.50	38.50		hiał	nliaht	examp ed in r	ed a	nd the	curre	nt leav	u ieav ve bal	ances	in ar	een				
Taken			-84	1.50	0.00		The	man	ual ch	eck w	as con	nbiniı	ng the	termi	nated	balar	nces				
Forfei	ted		-76	5.50	0.00		wi	th the	curre	nt to	displa	y leav	ve bala	nces	on the	che	ck.				
Paid C	Dut		-38	3.50	-38.50	<u>ا</u> ا															
Ending	g Balar	nce		0	0																

[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

Clear Checks This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. You cannot undo this step. This will physically clear the checks and issue a report.
Required: Enter Bank Code PAYC PAYROLL - CITIZENS BANK NEW
Required: Enter Range First Check#: Last Check#:
Required: Enter Cleared Date (mmddyyyy) 12312020
Run as Preview Print PDF Excel If Printing use Duplex Yes No
Lookup OK Cancel Clear All

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.

Actions reen Listing	PAYROLL - CIT	TIZENS BRYK NEW Last Ck# 0001231 View Restrict View to Check Date All Checks From To	
Man Clear ually clear a ran	age of obecks	Outstanding Checks Octeared Checks Octeared Checks Ovtided Checks	
1 Check	2 Warrant Cherk Date	Printed CkDate Type Warrant Pavable To Amount (Cleared
0001224	20-Feb-2021	20-Feb-2021 Printed 903465 CARRIERE, LAWRENCE L 613.56	
0001225	20-Feb-2021	SQ-Feb-2021 Printed 903465 THOMAS, KAREN J 151.12	
0001226	20-Feb-2021		×
0001227	20-Feb-2021	Clear Checks	~
o o o and i			
0001228	20-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting	
0001228	20-Feb-2021 20-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting	
0001228 0001229 0001230	20-Feb-2021 20-Feb-2021 20-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report	
0001228 0001229 0001230 0001231	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered.	
0001228 0001229 0001230 0001231 0001222	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 13-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered.	
0001228 0001229 0001230 0001231 0001222 0001223	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 13-Feb-2021 13-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered. Required: Enter Bank Code PAYC PAYROLL - CITIZENS BANK NEW	
0001228 0001229 0001230 0001231 0001222 0001223 0001223	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 13-Feb-2021 13-Feb-2021 06-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered. Required: Enter Bank Code PAYC PAYROLL - CITIZENS BANK NEW Required: Enter Range First Check#: 1214 Last Check#: 1224	
0001228 0001229 0001230 0001231 0001222 0001223 0001205 0001206	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 13-Feb-2021 13-Feb-2021 06-Feb-2021 06-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered. Required: Enter Bank Code PAYC PAYROLL - CITIZENS BANK NEW Required: Enter Range First Check#: 1214 Last Check#: 1224	
0001228 0001229 0001230 0001231 0001222 0001223 0001223 0001205 0001206	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 13-Feb-2021 13-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered. Required: Enter Bank Code PAYC PARQUIEd: Enter Bank Code PAYC Paryc PAYROLL - CITIZENS BANK NEW Required: Enter Range First Check#: 1214 Last Check#: 1224	
0001228 0001229 0001230 0001231 0001222 0001223 0001205 0001205 0001206 0001207	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 13-Feb-2021 13-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered. Required: Enter Bank Code Required: Enter Bank Code Required: Enter Range Required: Enter Cleared Date (mmddyyyy) 26-Feb-2021	
0001228 0001229 0001230 0001231 0001222 0001223 0001205 0001205 0001206 0001207 0001208 0001209	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 13-Feb-2021 13-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered. Required: Enter Bank Code PAYC PAYROLL - CITIZENS BANK NEW Required: Enter Range First Check#: 1214 Last Check#: 1224 Required: Enter Cleared Date (mmddyyyy) 26-Feb-2021 Enter Cleared Date (mmddyyyy)	
0001228 0001229 0001230 0001231 0001222 0001223 0001205 0001205 0001207 0001208 0001208 0001209	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 13-Feb-2021 13-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered. Required: Enter Bank Code PAYC PAYROLL - CITIZENS BANK NEW Required: Enter Range First Check#: 1214 Last Check#: 1224 Required: Enter Cleared Date (mmddyyyy) 26-Feb-2021	
0001228 0001229 0001230 0001231 0001222 0001223 0001205 0001205 0001206 0001207 0001208 0001209 0001210 0001210	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 13-Feb-2021 13-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered. Required: Enter Bank Code PAYC PAYROLL - CITIZENS BANK NEW Required: Enter Range First Check#: 1214 Last Check#: 1224 Required: Enter Cleared Date (mmddyyyy) 26-Feb-2021 Ban as @ Preview O Print OPDF	
0001228 0001229 0001230 0001231 0001232 0001233 0001205 0001205 0001206 0001207 0001208 0001209 0001210 00001211 00001212	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 13-Feb-2021 13-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered. Required: Enter Bank Code PAYC PAYC PAYROLL - CITIZENS BANK NEW Required: Enter Range First Check#: 1214 Last Check#: 1224 Required: Enter Cleared Date (mmddyyyy) 26-Feb-2021 Run as @ Preview O Print OPDF Excel If Printing use Duplex Yrs	
0001228 0001229 0001230 0001231 0001231 0001222 0001205 0001205 0001206 0001207 0001208 0001209 0001210 0001211 0001212	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 13-Feb-2021 13-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered. Required: Enter Bank Code PAYC PAYROLL - CITIZENS BANK NEW Required: Enter Range First Check#: 1214 Last Check#: 1224 Required: Enter Cleared Date (mmddyyyy) 26-Feb-2021 Run as @ Preview O Print ODF Excel H Printing use Duplex @ Yes No	
0001228 0001229 0001230 0001231 0001223 0001223 0001205 0001205 0001205 0001207 0001208 0001208 0001210 0001211 0001211 0001213 0001214	20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 20-Feb-2021 13-Feb-2021 13-Feb-2021 13-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021 06-Feb-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered. Required: Enter Bank Code PAYC PAYROLL - CITIZENS BANK NEW Required: Enter Range First Check#: 1214 Last Check#: 1224 Required: Enter Cleared Date (mmddyyyy) 26-Feb-2021 Image: Cleared Date (mmddyyyy) Run as © Preview Print PDF Excel If Printing use Duplex Yes No Lookup OK Cancel	
0001228 0001229 0001230 0001231 0001223 0001225 0001205 0001205 0001207 0001208 0001209 0001210 0001211 0001212 0001213 0001214 0001215	20-Fab-2021 20-Fab-2021 20-Fab-2021 20-Fab-2021 20-Fab-2021 13-Fab-2021 13-Fab-2021 06-Fab-2021 06-Fab-2021 06-Fab-2021 06-Fab-2021 06-Fab-2021 06-Fab-2021 06-Fab-2021 06-Fab-2021	This process will set the CLEAR DATE on HR Checks meeting the criteria you specify below. A pre-processing report will print, allowing you to verify the CLEAR DATE entered. Required: Enter Bank Code PAYC PAYROLL - CITIZENS BANK NEW Required: Enter Range First Check#: 1214 Last Check#: 1224 Required: Enter Cleared Date (mmddyyyy) 26-Feb-2021 Run as @ Preview Print PDF Excel If Printing use Duplex @ Yes No Lookup OK Cancel	

Figure 2 New message on prompt



2.1.1 Pre-Clearing Verification Report



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.

<u>G</u> oto	Bank: PAY	6				0			
Actio <u>n</u> s creen Listing Edit Listing Man Clear To Bank	PAYROLL - CIT	IZENS BANK NE	W L	.ast Ck# 00	0001231	View All Checks Outstanding Checks Cleared Checks Voided Checks 	Restrict V From	ew to Check Num To 0000000	ber
1 Chaok	2 Warrant Chack Date	Printed CkDate	Type	Warrant	Pavable To			Amount	Clear
0001214	06-Eeb-2021	06-Eeb-2021	Printed	903462	TROHAN. MAR	TE ELATNE		852.54	26-Eeb-202
0001215	06-Feb-2021	06-Feb-2021	Printed	903462	CLINTON, MI	CHAEL L JR		2045.37	26-Feb-202
0001216	06-Feb-2021	06-Feb-2021	Printed	903462	DELARDA, LA	WRENCE M		820.09	26-Feb-202
0001217	06-Feb-2021	06-Feb-2021	Printed	903462	DUCHARME, K	EITH		615,64	26-Feb-202
0001218	06-Feb-2021	06-Feb-2021	Printed	903462	DUQUETTE, K	EITH W		1690.12	26-Feb-202
0001219	06-Feb-2021	06-Feb-2021	Printed	903462	GIROUARD, M	ARIE		626,88	26-Feb-202
0001220	10-Nov-2020	10-Nov-2020	Printed	903451	EGAN, MARIE	A		249,26	26-Feb-202
0001221	10-Nov-2020	10-Nov-2020	Printed	903451	EGAN, MARIE	A		69,93	26-Feb-202
0001222	13-Feb-2021	13-Feb-2021	Printed	903463	TRUDEAU, KA	REN A		16,26	26-Feb-202
0001223	13-Feb-2021	13-Feb-2021	Printed	903463	DUCHARME, K	EITH		615,64	26-Feb-202
0001224	20-Feb-2021	20-Feb-2021	Printed	903465	CARRIERE, L	AWRENCE L		613,56	26-Feb-202
0001225	20-Feb-2021	20-Feb-2021	Printed	903465	THOMAS, KAR	EN J		151,12	
0001226	20-Feb-2021	20-Feb-2021	Printed	903465	WERNIG, LYN	N		244,29	
0001227	20-Feb-2021	20-Feb-2021	Printed	903465	NAGLE, LYNN	J		101.72	
0001228	20-Feb-2021	20-Feb-2021	Printed	903465	RYDER, KEIT	НG		719,37	
0001229	20-Feb-2021	20-Feb-2021	Printed	903465	BLADES, KEI	TH S		551,85	
0001230	20-Feb-2021	20-Feb-2021	Printed	903465	CHUPA, KARE	N P.		543,79	
0001231	20-Feb-2021	20-Feb-2021	Printed	903465	DUCHARME, K	EITH		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

	Paych	eck History-Inqui	ry		
	Highlight desired check and clic	ck the button labeled View	v Check to view check deta	il information	
	1 Employee	2 Bank 3 Warrant	4 WarCkDate 5 Ck#	6 Check Type	Net Pay
0 Detail I Image	009846 TRUDEAU, KAREN A	PAYC 903463	13-Feb-2021 0904072	E Deposit Advi	1405.91
	009846 TRUDEAU, KAREN A	PAYC 903463	13-Feb-2021 0001222	P Printed	16.26
	009846 TRUTEOU KOPEN O	PAYC 903462	06-Feb-2021 0903575	E Deposit Advi	1405.91
	CODENO, MALEN H				

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.

🚾 [AUC] 6834-Paycheck History	-Check Detail [theresa]										
File Edit Ledgers Purchase	e Orders Accounts Payable	Fixed Assets Human Resources	Budget Collections	Tax Motor Excise	Misc Billing System	Favorites Help					
Ъ 🛍 🎒 🧉 ні 🔶 -	• м 🖑 👋 🔍 🔳	🖆 🛃 🔒									
Paycheck History-Check Detail											
Goto	Employee # 000040	MOORE, KEITH F	Check Date 07-	-Oct-2020	Gross Pay	2498,50					
Actions	Check 0901175 Bank PAYROLL	Deposit Advice - CITIZENS BANK NEW	Warrant 903 Period Ending 30-	3444 Batch 3323 -Sep-2020	3 Deductions Net Pay	2498,50					
	Number Pays 1	Period WE	Void Date		Benefits	34,57					

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



	Payche Highlight desired check and click	eck History-Inc	quiry /iew Check to view c	heck detail info	ormation					
	1 Employee	2 Bank 3 Wa			6 Check Type	Net Pa				
0 Dotoil		PAYC 903463	4 WarCkDate	5 Ck#	osit Advi	1405 91				
0 Detail 1 Inlage	009846 TRUDEAU, KAREN A	PAYC 903463			nted	16.26				
	009846 TRUDEAU, KAREN A	PAYC 903462	L3-Feb-2021	0904072	osit Advi	1405,91				
	009846 TRUDEAU, KAREN A	PAYC 903454	Z-Eab-2021	0001222	osit Advi	1405,91				
Paycheck History-Check Detai										
Check 090 Bank PAY	146 IRUDEHU, KHREN H 1072 Deposit Advice 2011 - CIIIZENS BANK NEW	Warrant Period End	103463 Batch	3341	Deductions Net Pay	2382,35				
Number Pays 1	Period WE Pos S006NUR	SCHO-01 Date			Benefits	33,16				
	Paycheck I	History-Check	Detail							
Employee # 009	346 TRUDEAU, KAREN A	Check Date	• 13-Feb-2021		Gross Pay	16,50				
2 Check 000	222 Printed	Warrant	903463 Batch	3341	Deductions	,24				
Bank PAYE	ROLL - CITIZENS BANK NEW	Period End	ing 07-Feb-2021		Net Pay	16,26				
Number Pays 1	Period WE Pos T634COA	WAN -01 Pate			Benefits	.24				

Figure 5 After – added the Position number to the screen

[ADM-AUC-HR-10339]

3.2 Warrant History Screen [Enhancement]

	Warrant#	303465		Batch#	3344		Check Date	20-Feb-2021	Period Start	08-Feb-2021	
	Bank	PAYC PAY	80LL -	CITIZENS	5 BANK NEW		Posted Date	18-Feb-2021	Period End	14-Feb-2021	
Description				Filename					Buttons		
mrant Empl	oyee Count H	Keport		Hr_Warrar	nt_Empont_	6022_T	HERESH_3344	-PDF	7 View	8 Email	
mrant Summ	ary Report			HKWarrant	C_6199_THE	RESH_3	344.PDF	1.0			
bor Distri	bution GL Pa	osting Repor	2	HR_Posted_to_GL_6221_THERESA_3344,PDF							
ige Summary	1			Calcunksu	ummary_720	U_THER	SH_3344.PD		_		
yroll Regi	ster			Payroll_R	Register_7	210_TH	_				
yroll Regi	ster - Exce	otion Report		Laiculation_Exception_/215_IMERESH_3344.PUF							
eduction Re	egister - Cos	st Code Sunn	ary	HRPayDed_7220_CODE_THERESA_3344,PDF							
yroll Cheo	k Register			HRPayched	ck_Registe	r_7231	_THERESA_33	44.PDF			
duction Re	gister - Eng	oloyee Detai	L	HRPayDed_	_7220_EMP_	THERES	A_3344.PDF		_		
duction Re	gister - Pa	ycheck Categ	ory S	HRPayDed_	_7220_CAT_	THERES	A_3344.PDF				
wroll Vouc	her – Prelin	ninary		Vouchers_	_7271_THER	ESA_33	44.PDF		_		
ucher Bato	hes Created	in Accounts	Paya	Voucher_E	Batches_72	72_THE	RESA_3344.P	'DF			
bor Distri	bution Deta:	il		Labor_Dis	stribution	_Detai.	L_7282_THER	ESA_3344.PDF			
bor Distri	bution Detai	il-By Employ	e	Labor_Dis	stribution	_By_Em	loyee_7283	_THERESA_3344	.P		
abor Distri	bution Summa	ary		Labor_Dis	stribution	_Summa	ry_7285_THE	RESA_3344.PDF			

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



ADMINS Unified Community

Human Resources

When the **EPSLAPOL 1** code is used on the timesheet entry screen,

a ² prompt is presented, requiring a text entry. After entering

the text, the 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 *inprogress 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

ile Edit Format Options					
Courier New 💌 8 💌 🖪 🖊 💆			8		
6882-HRTMSHRNOTE.REP Prir	ted 02-Feb-2021 at	15:12:25 by	THERESA		Page 1
			City	of ADMINS	
		Timesh	leet Entr	y Detail - Reason	
Employee Employee Name	Timesheet Group Wo	ork Date P	Pay Code	Reason	
Employee Name 007073 STURGIS, KAREN KIM	Timesheet Group Wo SCHOOL-ABA 25	ork Date P	Pay Code	Reason Example of a Reason notation on the EPSLAPOL pay code as entered on	a timesheet.
Employee Employee Name	Timesheet Group Wo	ork Date P	Pay Code	Reason Example of a Reason notation on the EPSLAPOL pay code as entered on	a timesheet.
Employee Employee Name 007073 STURGIS, KAREN KIM Selection Legend:	Timesheet Group Wo SCHOOL-ABA 25	ork Date P	Pay Code	Reason Example of a Reason notation on the EPSLAPOL pay code as entered on	a timesheet.

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

1 6883-HRTMSHRNOTE.REP Printed 02-Feb-2021 at 14:55:28 by THERESA Pa City of ADMINS Timesheet History Detail - Reason								
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	n Legend:							
Sorted b	y: Timesheet Group/Name							

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

6	5 .92	÷		TS_No	tes_6883_THERES	A[1].xml - Excel
Fil	e Home	Insert Page Layout Formulas Data Re	eview View 🛛 Tell me			
G16		$\times \checkmark f_x$				
	А	В	С	D	E	F
1	Employee	Employee Name	Timesheet Group	Work Date	Pay Code	Reason
2	000031	BUSSEY, KEITH S	TOWN -POL	19-Jan-2021	POL EDUC	Add in educational incentive pay - masters degree
3						1,7
4	001260	DANIEL, LYNN	TOWN -POL	18-Jan-2021	EPSLAPOL	Covid 19
5						
6						
7						
8	Selection L	egend:				
9						
10	WARRANT	903461				
11						
12						
13	Sorted:	Timesheet Group/Name				
14						

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.



No picture Employee Maintenance on File Goto. Employee Number 006089 KAREN TRUDEAU Employee Attachments (17) Actions Current Positions S010SCHCLRK-01 CLERK 10 MONTH BECP 1,0000 Add Employee P Add Position O All Positions 000 -00 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents VACA 1 Cont 3 E Ben Tax Information 2020 FORM W4 Reporting Location Tax Type Tax Table Exemptions Step 2c checked () Yes () No () N/A Location Grade Federal FED Step 3 MN State MA Step 4a Date Married Other State Step 4b Fingerprinted Step 4c Date of Physical Date Deceased Surviving Spouse Primary Timesheet Group SCHOOL-PRE early childhood program Race 01 caucasian (non hispanic or latino) Employee Photograph Z Attach Picture X Remove Picture

				Employe	ee Maintenanc	e	No picture on File	•		
Goto		Employee Numb	Der DOGO89 KAREN TRU	JDEAU	0.0f 7	Employee Attachments (17)				
Actio	ins	Position	SOTOSCHEERK-OT CEERK TO	MUNIH BEUP	2 01 3	Employee Positon Attachments				
I Add E P Add F	mployee Position					Position Control: 000000	,			
1 Con	ntact 2 Pers	sonal 3 Ded/Ber	Add Wag S Payro	oll 6 Accountin	ng 7 Salary 8	Dates/Class 9 Degrees 0 Custor	m U Accidents	V ACA		
Р	ay Classificati	on		Effective Date	Y Salar / Change	Group Information	TOUN OF ODMING			
В	Bargaining Unit	AFL 10M -AF10	School Weekly 10 mon	Annual Salary	26532,00	Timesheet Group SCH	OOL-CLERK s	chool	weekly	cleric
	Grade	1	Clerical IV Month	Daily Salary	132.66	FLSA Code NONE	NO FLSA			
	Step FTF	1 0000		Hourly Rate Per Diem	22,5600 172,66	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.

1	1	
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1	-	

ADMINS Unified Community

Human Resources

			== Regu	alar =====	Ove:	rtime ===	==== Pres	nium =====	== Unprod	suctive =	== Othe
Pay Code	TimesheetGroup	PrimaryTSGroup	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Houi
Warrant: 903458 09-Jan-2021											
BUS MTR Bus Monitors - non union			21.50								
BUS MIR Bus Monitors - non union			4.00								
p	SCHOOL-OA/MON	SCHOOL-SCHOOL	25.50								
	SCHOOL-OA/MON	SCHOOL-STAL									- A
CUST DIF custodial shift differentia							3.00				
CUST DIF custodial shift differentia CUST DIF custodial shift differentia	v Code Total:						2.00				- 5
CUST DIF custodial shift differentia	y code rotar.						2.00				
CUST DIF custodial shift differentia							3.00				1
	SCHOOL-CUST	SCHOOL-BHS									
	SCHOOL-CUST	SCHOOL-BMMS					11.00				
DHOL HOLIDAY LEAVE - daily rate	SCHOOL-CUST	SCHOOL-PJP							58.50		
DHOL HOLIDAY LEAVE - daily rate	SCHOOL-CUST	SCHOOL-SOUT							45.50		
DHOL HOLIDAY LEAVE - daily rate	SCHOOL-CUST	SCHOOL-STAL							16.25		
DHOL HOLIDAY LEAVE - daily rate	Benool Coll	JOHOOL SIAL							13.25		
DHOL HOLIDAY LEAVE - daily rate									26.00		
DHOL HOLIDAY LEAVE - daily rate	y Code Total:									8.00	3
DHOL HOLIDAY LEAVE - daily rate									6.50	1.00	
	SCHOOL-ILA	SCHOOL-BHS	<u> </u>	_							-
	SCHOOL-ILA	SCHOOL-BMMS		· ·	The T	imesh	eet ar	oun fo	or the	nav	
	SCHOOL-ILA	SCHOOL-PJP					- Duin		in and	~~y	
	SCHOOL-ILA	SCHOOL-PRE		יר	code a	and th	e Prin	ary i	imesr	ieet	
	SCHOOL-ILA	SCHOOL-SOUT			group	may	not be	the s	ame;	this	
	SCHOOL-ILA	SCHOOL-STAL			rei	port p	rovide	s bot	h now		
	SCHOOL-KEOU	SCHOOL-KEOU				p	rue				
	SCHOOL-KEOU	SCHOOL-STAL									
	SCHOOL-OA/MON	SCHOOL-BMMS									

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

	-⊘•ر• 🖬	÷			TS	_Summary_PayCode	e_6254_THERESA[1].	xml - Excel				E
	File Home	Insert Page	e Layout Form	ulas Data Review Vie	ew 🛛 🖓 Tell me what you v							There
L2	25 -	X V	$f_x = 0$									
	A	В	С	D	E	F	G	н	I.	J	к	L
1	Warrant	Check Date	Paycode	Description	Time SheetGrp	Primary TSGrp	Wages	RegHours	RegDays	OvtHours	OvtDays	PremHours
2	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
3	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
4				Pay Code Total:			354.96	25.50	0.00	0.00	0.00	0.00
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	1			-								

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

7210-HRPAYREG.REP		Printed 29-Jan-2021	at 13:34:29	by THERESA						Page 21
				City	of ADMIN	5				
Detab 2222 N		Check Date 0	0 Tem 0001	Payrol.	Regist	BE OA TO	n 2021			
Balch: 3332 W	arrant: 903458	Check Date: 0	9-0an-2021	Period: 29-De	2-2020 L	ILU 04-JA	11-2021			
Employee: 006089 TRU	DRAU KAREN			Gross Dav.	541.44	Federal	Tax Wades	343.87 Mo	dicare Wages	392.60
Timesheet Group.	SCHOOL-CLERK	school weekly cleri	cal	Deductions:	541 44	State Ta	vable Wages	392 60 Ro	tirement Wages	541 44
Pri Timesheet Group	SCHOOL - PRE	early childhood pro	gram	Net Pav:		Total Wa	des	541.44 Fe	deral Taxes	-10.93
Taxes - FED M	Semie	nce: 0001217	Net Direct	Deposit	297 55	State Ta	YAS	-19 63 Do	nsion Plan Flag	-48 73
MA MN	Check 7	VDe: E Deposit A	dvice	Benefite	5 69	beace ra		17105 10	inoron rran rrag	10170
Wages		Deductio	ns	Denerico.	ductions		Ben	efits	Hours/Dave	
HOLIDAY LEAVE - d		DIRECT DEPOSIT	297 55	PEDERAL TAX	440010110	10.93	MEDICARE	5.69	HOLIDAY LEAVE - d	6.00 Day
SICK ACCRUAL DAY		TOWN LIFE INS 10	.07	STATE TAX		19.63	THEFT GITTE	5105	SICK ACCRUAL DAY	1.25 Day
REGULAR - hours	541.44	MEDICARE	5.69	NORFOLK CTY PE	9	48,73			REGULAR - hours	24.00 Hrs
		PILGRIM FAMILY 10	148.84	UNION DUES-AFL		10.00				
Employee: 006091 LAV	IGNE, LYNN ANN	1		Gross Pav:	441.48	Federal	Tax Wages	401.75 Me	dicare Wages	441.48
Timesheet Group:	SCHOOL-ILA	school weekly ila		Deductions:	441.48	State Ta	xable Wages	441.48 Re	tirement Wages	441.48
Pri. Timesheet Group:	SCHOOL - BMMS	memorial school		Net Pay:		Total Wa	ges	441.48 Fe	deral Taxes	-35.27
Taxes: FED S	Seque	nce: 0001218	Net Direct	Deposit:	327.94	State Ta	xes	-22.07 Pe	nsion Plan Flag	-39.73
MA SN	Check 7	VDe: E Deposit A	dvice	Benefits:	6,40					
Wages		Deductio	ns	Dec	ductions		Ben	efits	Hours/Days	
HOLIDAY LEAVE - d		DIRECT DEPOSIT	327.94	FEDERAL TAX		35.27	MEDICARE	6.40	HOLIDAY LEAVE - d	6.50 Day
SICK ACCRUAL DAY		TOWN LIFE INS 10	.07	STATE TAX		22.07			SICK ACCRUAL DAY	1.25 Day
REGULAR - hours	441.48	MEDICARE	6.40	NORFOLK CTY PE	N 9	39.73			REGULAR - hours	26.00 Hrs
		UNION DUES-AFL	10.00							
Employee: 006095 COC	K, KAREN R.			Gross Pay:	441.48	Federal	Tax Wages	331.96 Me	dicare Wages	371.69
Timesheet Group:	SCHOOL-ILA	school weekly ila		Deductions:	441.48	State Ta	xable Wages	371.69 Re	tirement Wages	441.48
Pri.Timesheet Group:	SCHOOL-BHS	high school		Net Pay:		Total Wa	ges	441.48 Fe	deral Taxes	-26.89
Taxes: FED S	Seque	nce: 0001219	Net Direct	Deposit:	271.03	State Ta	Xes	-18.58 Pe	nsion Plan Flag	-39.73
MA SN	Check 1	Ype: E Deposit A	dvice	Benefits:	5.39					
Wages		Deductio	ns	Det	ductions		Ben	efits	Hours/Days	\$
HOLIDAY LEAVE - d		ALTUS IND SCHOOL	12.61	DIRECT DEPOSIT		271.03	MEDICARE	5.39	HOLIDAY LEAVE - d	6.50 Day
SICK ACCRUAL DAY		FEDERAL TAX	26.89	HMO BLUE SNGL	10M	57.18			SICK ACCRUAL DAY	1.25 Day
REGULAR - hours	441.48	TOWN LIFE INS 10	.07	STATE TAX		18.58			REGULAR - hours	26.00 Hrs
		MEDICARE	5.39	NORFOLK CTY PE	9 9	39.73				
		UNION DUES-AFL	10.00							

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

5.2 #6754 Employee List – Additional Wages [Enhancement]

= [AUC 7800-Rep	port Library By Employee	
Goto	Report Library By Employee	
Actions	Report Name	
Actions	6680-Employee Roster Schedule	
	6710-Employee List	
	6711-Employee List with Notes	
	6712-Employee List - Phone Directory	
Report Categories	6714-Employee List - Grade Schedules	
1 By Employee	6754-Employee List - Additional Wages	
2 By Position	OLIO ENPIOSO ELOS DOGOCIONO	
3 By Timesheet	6662-Employee List - Benefits	
4 By Paychecks/Othe	er 6708-Employee List - Benefits with Annual Amounts	
	6718-Employee List - GL Home Coding	
	6719-Employee List - GL Home Coding - Element Selection	
	6720-Employee List Dates	and the second sec

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**[®].



I Task 6754: Employee List - Additional Wages			×
Employee List - Additional Wages	6		
Sort Report By:	Emplo	yee# 🔿 Employee Name	
Optional: Enter up to 9 Pay Codes	Edit	0 values:	
Run as ⊛ Preview ◯ Print ◯ PDF If Printing use Duplex ⊛ Yes ◯ No	⊖ Excel		
Lo	ookup	OK Cancel Clear All	

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

🔳 Task 6754: Employee List - Additional Wages		×
Employee List - Additional Wages		
Sort Report By:	Emplo	yyee# 🔿 Employee Name
Optional: Enter up to 9 Pay Codes	Edit	2 values: REG, QUN,
Optional: Enter up to 9 Bargaining Units	Edit	2 values: POL ADM PO, POLU PO,
Optional: Enter up to 9 Pay Groups	Edit	2 values: POL CL, POLICE,
Optional: Enter up to 9 Timesheet Groups	Edit	1 values: TOWN POL,
Run as ⊛ Preview ◯ Print ◯ PDF ◯ If Printing use Duplex ⊚ Yes ◯ No) Excel okup	OK Cancel Clear All



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	А		в		с		D	E	F	G	н	I.	J	KLN	N		0		Р	Q		२
1	Employ	ee# Nam	e		Position		PayCode	Description	n Seq	# StartDate	StopDate	1	2	<u>345</u>	Amount	Account		Barga	ining_U	nit Pay_Grp	Timesh	eet_Grp
9	000286		LO, MIC	CHAEL J JR	T210POLOF	F -14	QUN	QUINN BILL		2 01-Jul-2016	30-Jun-2017				224.56	1000-210-0	000-002-00-00-5180) POLU	-PO	POLICE	TOWN ·	POL
10	000286		LO, MIC	CHAEL J JR	T210POLOF	F -14	QUN	QUINN BILL		3 01-Jul-2017	01-Jul-2017				229.04	1000-210-0	000-002-00-00-5180) POLU	-PO	POLICE	TOWN ·	POL
11	000286		LO, MIC	CHAEL J JR	T210POLOF	FF -14	QUN	QUINN BILL		4 01-Jul-2017	28-Feb-2019				235.92	1000-210-0	000-002-00-00-5180) POLU	-PO	POLICE	TOWN -	POL
12	000286		A.O. MIC	CHAEL J.IR	T210POLO	E1/	QUN	OUINNEPILL	1	019° ۱۹ S	30-Jun-2019	WF	W5		240.64	1000-210-0	000-002-00-09-5180	Por	-PC	POLICE	TOWN	POL
	-																					
الع ال	002102		, KEITH	H Vs	T2 IUPULSU	a01	QUN	QUIL N DILL		4 01-Jul-2017	28-Feb-2019				100.12	1000-2 ⁻ J	1006-002-00-00-010	/ OLU		POLICE	IOWN -	PUL
40	002702		, KEITH	1 W	T210POLSO	T -01	QUN	QUINN BILL		5 01-Mar-2019	30-Jun-2019	WE	W5		137.84	1000-210-0	000-002-00-00-5180) POLU	-PO	POLICE	TOWN -	POL
41	002702		, KEITH	1 W	T210POLSO	GT -01	QUN	QUINN BILL		6 14-Jun-2019	30-Jun-2020	WE	W5		140.60	1000-210-0	000-002-00-00-5180) POLU	-PO	POLICE	TOWN -	POL
42	002702		, KEITH	1 W	T210POLSO	T -01	QUN	QUINN BILL		7 27-Jun-2020	31-Dec-2020	WE	W5		143.40	1000-210-0	000-002-00-00-5180) POLU	-PO	POLICE	TOWN -	POL
43	002702		, KEITH	1 W	T210POLSO	GT -01	QUN	QUINN BILL		8 01-Jan-2021		WE	W5		144.84	1000-210-0	000-002-00-00-5180	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.

			Task 6720: Employee List - Dates		×
			Employee Listing with Dates When selecting dates these use "AND" evaluations. ' dates are entered, the selection will meet ALL criteria.	When	
			Select Terminated Employees (Y/N):	O Yes	D No
			Optional: Enter up to 9 Entity Codes	Edit	0 values:
			Optional: Enter up to 9 Bargaining Units	Edit	0 values:
			Optional: DOB Date Range (mmddyyyy)	From:	To:
			Optional: Position Hire Date Range (mmddyyyy)	Frem:	To:
			Optional: Anniversary Date Range (mmddyyyy)	From:	To:
			Optional: Longevity Date Range (mmddyyyy)	From:	To:
			Optional: Probation Date Range (mmddyyyy)	From:	To:
			Optional: Retirement Date Range (mmddyyyy)	From:	To:
			Optional: Termination Date Range (mmddywy)	From:	To:
			Optional: EEO / Original Hire Date Range (mmddvvvv)	From:	To:
			Optional: Full Time Date Bange (mmddywy)	From:	To:
E [AUC] 7800-Report Librar	y By Employee		Ontional: Evaluation Date Bange (mmddwwd)	From:	Te
			Ontional: Next Evaluation Date Bange (mmddyoog)	From:	Te
Onte	Report Library By Employee		Ontional: COBBA Date Bange (mmddoood)	From:	Te
Goto	Danash Mama	-	Optional: COBRC Date Hange (mmudyyyy)	From:	T.
Actions	6680-Employee Roster Schedule	-	optional. Other Date #1 Range (minudyyyy)	From.	10.
	6710-Employee List	1	Uptional: Uther Date #2 Range (mmddyyyy)	From:	
	6712-Employee List with Notes 6712-Employee List - Phone Directory	-	Optional: Other Date #3 Range [mmddyyyy]	From:	
Report Categories	6714-Employee List - Grade Schedules	1	Optional: Other Date #4 Range (mmddyyyy)	From:	To:
1 By Employee	6754-Employee List - Additional Wages	-	Optional: Other Date #5 Range (mmddyyyy)	From:	To:
3 By Timesheet	6662-Employee List - Benefits	-	Optional: Other Date #6 Range (mmddyyyy)	From:	To:
4 By Paychecks/Other	6708-Employee List - Benefits with Annual Amounts	1	Optional: Other Date #7 Range (mmddyyyy)	From:	To:
	6718-Employee List - GL Home Coding 6719-Employee List - GL Home Coding - Element Selection	-			
	6720-Employee List - Dates	-	BUD as O Brandaw O Brint O DDE		Event
	0407"EMPloyde List = Hetive	1	KD def bereview Oprint Oppr		Excel
	6112-Employee List - Accidents		IT Printing use Duplex Yes N	lo	
		HRRDTLIREMP	Lookup OK	C	Cancel Clear All
		THAT TEIDENT			

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

⊡ 5- ⊂) - 1	Emp	oloyeeList_l	Dates_6720_	ixcel		Ð		×
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41125									
AHSS				1					
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1 2 5 #	Nama	Evaluation	Next	Calura Data	Loot Daid			Concerned Do	
2 000002	RROOKS KEITH	Date	Eval Date	Cobra Date	Last Palo	Spouse D.O.B.	Recail Date	Seasonal Re	Ū.
4 000003	OSTEGREN KARENM				18 Eab 2021				
5 000023	BUSSEY KEITH S				03-Feb-2021				
6 000031	BUSSEY KEITH S				00-1 60-2021				
7 000040	MOORE KEITHE				03-Eeb-2021				
3 000062	MCDONOUGH LYNN F				08-Nov-2019				
000062	MCDONOUGH, LYNN E				25-Sep-2020				
0 000087	PROVOST, KAREN A								
1 000092	THE ESTATE OF, LYNN	29-Dec-1993			03-Feb-2021				
2 000152	GARIEPY, KEITH C				18-Feb-2021				
3 000205	DOUGLAS, MICHAEL R								
000286	MINCHILLO, MICHAEL J	04-Oct-1993			03-Feb-2021				
000295 ز	VATER, MICHAEL J				10-Sep-2020				
3 000295	VATER, MICHAEL J								
7 000304	ROLLS, LAWRENCE J								
3 000307	SAVOIE, KEITH JR	02-May-1988			03-Feb-2021				
9 000311	PERRY, LAWRENCE L	25-Sep-1995			03-Feb-2021				
0 001006	CORRIVEAU, LYNN L				17-Sep-2020				
1 001006	CORRIVEAU, LYNN L				12-Sep-2019				
2 001148	HARVEY, KAREN L				18-Feb-2021				
3 001239	POTTER, MARIE M				18-Feb-2021				
4 001248	PLOUFFE, LAWRENCE				18-Feb-2021				
\rightarrow	Hremplst_dates +				1 4			Þ	

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]



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.

= [AUC 7815-Report Library Paychecks/Other

Goto	Report Library Paychecks/Other
	Report Name
Actions	6789-EEO Reports
	7225-Benefit Categories
	6464-Employee Conversion Demographics
	6463-Tables Audit Reports
Report Categories	6465-History Audit Reports
1 By Employee	Paycheck History Reports
2 By Position	7211-Employee Paycheck History Register
3 By Timesheet	7216-Employee Paycheck History Summary
4 By Paychecks/Other	7213-Historical Paycheck Register - Warrant Detail
	7219-Historical Paycheck Register - Employee Totals
	6831-Paycheck Listing
	6801-Paycheck Cost Code Summary - By Category/Cost Code
	6802-Paycheck Cost Code Report by Employee / Cost Code
	6800-Paycheck Cost Code Summary - by Timesheet Group
	6803-Paycheck Pay Code Summary - By Category/Pay Code
	6804-Paycheck Pay Code Summary - By Employee/Pay Code
	6663-Paycheck Summary - By Employee/Account
-	6727-Paucheck Summary - By Employee / Pay Code Type
6	5896-Paycheck Summary - By Employment Type
	1000 Kestarel ol 0/0 eleterica ca checka
	6188-Payroll Warrant List
	YEAR END - Fiscal & Calendar
	6/55-List of Cost Codes by W2/1099R Box
	/560-ACA 1095 Audit Report

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.

Task 6896: Paycheck Summary - By Employment Type X								
Paycheck Summary - by Employment Type								
Required: Check Date Range (mmddyyyy) From: 01-Jan-2020 To: 31-Dec-2021								
Optional: Enter up to 9 Entity Codes	Edit	0 values:						
Optional: Enter up to 9 Warrant#'s	Edit	0 values:						
Optional: Enter up to 9 Pay Groups	Edit	0 values:						
Optional: Enter up to 9 Bargaining Units	Edit	0 values:						
Optional: Enter up to 9 Timesheet Groups	Edit	0 values:						
Run as Preview Print PDF If Printing use Duplex Yes No	Excel	OK Cancel Clear All						

FedR Hr EmpTyp 6896_[11,lis File Edit Format Options									
Courier New ▼ 11 ▼ B I U ■ ▼ 注 課 課 座 종 理 🖨									
6896-H	REMPTYPDATES.REP Prim	nted 04-Mar-20 City of AN Summary	021 at 13:59:03 DMINS - By Emp]	loyment Ty	Page 1				
Employ	ment Type	Employees	Hours	Days	Pay				
BC	appointed board or committee	28	257.00		32,690.86				
EL	elected official	19	31.00	273.00	75,022.54				
F	Full-Time	308	345,684.34	29,855.25	14,343,603.52				
FF	Full-Time Faculty	240	610.50	35,195.40	12,023,864.77				
2	Part-Time	193	40,155.10	4,237.00	973,850.20				
PT	Part-Time Faculty	8	145.90	879.30	252,983.43				
P	Temporary	112	11,848.45	186.00	306,844.45				
Report	: Total	908	398,732.29	70,625.95	28,008,859.77				
Legend Check	l: 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]

is	Day Cada			
IS	Day Cada			
	Pay Code	10MEXP/D EXTRA VACATION 25+ YRS PAYO	UT	
-PayChecl	1 Calculation	2 Base Buckets 3 Detail Billing		
Benefit St				
New	Paycheck Category	VACIOP EXTRA VACATION 25+ PAY	OUT	
is Code	Account Number Benefit Statement Cate	00rv		
	Denen otalement oute	2017		
tailed List				
Tables check Statement	Flat Amount Units O Hours Days	Percentage of Hourly Rate Percentage of Daily/Perdiem 100,0000	Leave Type Code VAC10MEX V Leave Post Type Accrued Allow Override on Entry?	acation 25+yrs ○Forfeit ○Paid Out ●Used ●Yes ○No
Report	O Per Diem		Reason Code Required?	Yes No
Statement	Pay Code Type	ORegular	Separate Check?	● Yes ○ No
		Overtime Premium Unproductive	Pay Second Check as?	Check Regular Pay Method
		Other	Pay FLSA on this Pay Code?	O Yes No
		O Unpaid	Is this an annual FLSA Code?	Yes No
	Alternate Rate		Cae noura in Lon Calculation	
			Reset Perfect Attendance Date?	⊖Yes ●No
	Step Difference		Encumber this Pay Code	Yes No
				0
	MERS Code			

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.

	ء د⊘ د	PayCo	deDet_6632	_THERE	SA[5].xm	- Excel	西 一		\times
File	Home Inse	rt Page Layout	Formulas	Data	Review	View 🤇	Tell me Theresa	. 🖓 Sha	re
			1						_
A2		$\times \checkmark f_x$	10MEX	P/O					~
	А		BQ			BR	BS	вт	
1 Pa	yCode	Account				MERS	Reason		
134 DS	SUN	1000-300-2325	5-130-06-0	0-5126	5		No		
135 DS	SUSP	****_***	**_**_****				No		
136 DS	WOP	****_***_****_***	**_**_****				No		
137 DT	P	8010-000-0000	-000-00-0	0-5154	4		Yes		
138 DT	P CMOT	1000-210-0000	-002-00-0	0-5150)		Yes		
139 DT	P COMM	1000-210-0000	-002-00-0	0-5150)		Yes		
140 DT	P NOS	8010-000-0000	-000-00-0	0-5154	1		Yes		
141 DT	'P OVT	8010-000-0000	-000-00-0	0-5154	1		Yes		
142 DT	'P1	8010-000-0000	-000-00-0	0-5154	1		Yes		
143 DT	P1 C	8010-000-0000	-000-00-0	0-5154	1		Yes		
144 DT	P1 COT	8010-000-0000	-000-00-0	0-5154	1		Yes		
145 DT	P1 NOS	8010-000-0000	-000-00-0	0-5154	4		Yes		
146 DT	P1C NO	8010-000-0000	-000-00-0	0-5154	1		Yes		
147 DT	P1C NS	8010-000-0000	-000-00-0	0-5154	1		Yes		
148 DT	'P2	8010-000-0000	-000-00-0	0-5154	1		Yes		
149 DT	P2 NOS	8010-000-0000	-000-00-0	0-5154	4		Yes		
150 DT	'P3	8010-000-0000	-000-00-0	0-5154	1		Yes		
151 DT	P3 NOS	8010-000-0000	-000-00-0	0-5154	1		Yes		
152 DT	'P4	8010-000-0000	-000-00-0	0-5154	1		Yes		
153 DT	P4 NOS	8010-000-0000	-000-00-0	0-5154	4		Yes		
154 DT	°P5	8010-000-0000	-000-00-0	0-5154	1		Yes		
155 DT	P5 NOS	8010-000-0000	-000-00-0	0-5154	1		Yes		
156 DT	'P6	8010-000-0000	-000-00-0	0-5154	1		Yes		
157 DT	P6 NOS	8010-000-0000	-000-00-0	0-5154	1		Yes		
158 DT	PO NOS	8010-000-0000	-000-00-0	0-5154	1		Yes		
159 DU	JLOA	****_***_****_***	** ** ****				No		
160 DL	INI	****_***_****_***	** ** ****				No		
161 DL	JNION	****_***_****_***	**_**_****				No		
162 DV	AC	****_***_****_***	**_**_****				No		-
	Hrpayo	oddet 🕂 🕂			1	4)	F.
Ready						E 🗉		+ 13	0%
				_					

[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								
Goto Bargaining Unit OFW -IP dpw afscme Calculator Fields Actions Schedule IPN Department of Public Works - laborers Salary Base H Hourly Grade 1 fy20 dpw laborers 40 h/w Hourly/Salaried/Per Diem S Salaried								
Effective Date D1-Jul-2019 7.1.2019 2% increase laborers 40 h/w 7 Summary 7 1								
8 Add New	1 Cost	Codes 2 Holid	lays 3 Longe	vity Pay 4 Retroad	tive Pay 5 Salary	Sched 6 Other Info	Benefit Statements	Affordable CareAct
9 Delete	Steps	Annual	Period	Daily	Hourly	Per Diem Tier	Calculator Fields	2000 00
D Delete Step	2	55334,40	1056.00	211,20	26,4000	211.20 1	Davs in Period	5.00
Del. Step F	Range	55606,88 57346,56	1061,20	212,24 218,88	26,5300 27,3600	212,24 1 218,88 1	Periods in Year Days for Per Diem	52,400000
Z Edit List		60008,48	1145,20	229,04	28,6300	229,04 1	Hourly Digits	4
Added a Delete Step Range Button Interference Interference								
I %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.



	File H	्रि - + ome Insert Page Layor	ut Formulas	Data Review	View Q Te	W2 ell me what you wa	2_Payroll_Register_ ant to do	6850_THERESA[2]	.xml - Excel			+ N	ew Column	т] er
Q	37	- : × √ f _x	. F	F	G	н	1		к	l r	м	N	$\neg \land$	
1 2 3	Payroll V Check Dat	V2 Register e(s): 01012021 to 12312021											V	
4	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, etcFirst	State income tax-First	MEDICARE OVER \$200K TAXES	
20 21 22 23	001375 001596 002012 002190	Real Address	-12		-11	101	-11			-1	-11		40.31	
24 25 26	002212 002213 002244	And the second s				1212	12							
27 28	002262 002678													

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.

. 5 •∂•						W2_Warrant_Regi	ster_6851_THERES	[1].xml - Excel				<u> </u>
ile Home	Insert Page	Layout Formula:	s Data Revi	ew View 🤇	? Tell me what you	want to do						New Column
- 19	× √	fx										
A	в	С	D	E	F	G	н	I.	J	К	L	м
Payroll W2	Register by	y Warrant										
Check Date(s): 01012021 1	to 12312021										V
Warrant	Check Date	Gross Pav	Wages, tips a	Federal incor	Medicare wac	Medicare tax	Dependent c	Box 12 Put C	Other - Catec	State wages.	State income	MEDICARE OVER \$200K TAXES
903458	1/9/2021	Bass 780 (0)	100.000.00	the state in	100.00° 20	1. M. P.	100 100	10.00 M	10.75.0	-	-	
903459	1/16/2021	100.001 10	the first of	10.000	10.00.00	1.000.000	10.07	1.000.000	10.000.00	100.00.00		
903460	1/23/2021	100.000.000	10.00.00	10.007 44	110000		10.00	1.010	10.071.00	110.000	10.000	
903461	1/30/2021	442,085,18	100.000.07	10.000	er an diele die	6.010.00	10.07	1.216-65	41.788.7	A 12 Million Aug	10.000	40.31
Entity: 1		1.007-078-12	1,000,000,00	100.001.00	1,788,778,481	10.011.00	1,000,007	40.100.00	100,007,00	1,767,071,088	BA. 487 117	40.31
Grand Total		Land and the second		-	1,000,000,000	Sec. 1	1000		100,000,000	, , , , , , , , , , , , , , , , , , , ,	-	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-	021 at 09:04:30 by T	HERESA				Pa	age 1
		Entity: 1 Warrant Check Dates:	TOWN OF AD	4INS 31-Jan-2021			Employee	Addl Medi
Month Check Date Total L	iability Federal Taxe	s Employee Fica Taxes	Employer Fica	Taxes Employee	Medi Taxes	Employer Medi		
1 09-Jan-2021 11	0,864.96 84,580.3				13,140.87	13,1		
1 16-Jan-2021 2	7,667.49 20,957.3	L			3,355.09	3,3		
1 23-Jan-2021 2	5,533.98 19,327.4	l			3,103.27	3,1		
1 30-Jan-2021 9	6,808.97 84,737.8)			6,015.43	6,0		40.31
1 Total 26	0,875.40 209,602.8	•			25,614.66	25,6		
								40.31
Entity Total 26	0 875 40 209 602 8				25 614 66	25 6		
200103 10001								
								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 r 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	
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:	
ADDL MEDI: 40.31	
Actual tax deduction amounts from appropriate and a second s	

Figure 22 Form 941 with Additional Medicare payments emphasized

[ADM-AUC-HR-10347]

7.3 #7565 Dependents List Report [Enhancement]

I task 7565: ACA Dependent List ACA Dependent List Optional: Entity Code Optional: Enter Timesheet Group Optional: Employee Status Code Optional: Employee Type Code Include ACA Reportable? Include ACA Reportable? Include ACA Reportable? OK Cancel	Human Resources Pay Period Maintenance Shift Code Table Timesheet Entry Timesheet Groups Void/Manual/Figure Paycheck EEO Category Billing and Invoicing EEO Category Billing and Invoicing EEO Category Bank Reconciliation EEO Salary Queries 2 Barganing Unit Schedule Quarterly Processing Disability Code Vear-End Processing Disability Code Module Maintenance 3	The ACA reporting tracks health care coverage for dependents or "covered individuals". ADMINS created a report that will list the date of birth for
	Site Specific > Field Name	all dependents. This will help sites perform

elp 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	
Entity Code	Entity Table Entity Name	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	Bargaining Units ×	Restrict the report a single
	Description Barg Unit Tof 10 mth aba tech secondary AFLABRIO-MSEC A 10 mth aba tech secondary AFLABRIO-MSEC A 21 Pay Teachers MTA -21 26 Pay Teachers MTA -26 aba grandfathered elementary AFLABRIO-MSEC A Elected/Appointed SLipends ELEC -ELE Fire Department FIRE -FI Municipal Employees TOLL -01 Police Administration POL ADM -PO PreSchool PRE -P OK Find Search Cancel	bargaining unit
3 Enter Timesheet Group	Timesheet Groups X	Restrict the report to a single
	Group SubGrp Description Tof SCH00L-SCH00L school department SCH00L-MERLY School weekly part-time TOWN -DPW department public works TOWN -TRE FIRE DEPARTMENT TOWN -POL POLICE DEPARTMENT TOWN -TOWN TOWN UNKICK-COIL UNKICKIN V	timesheet group
4 Enter Employee Status	Employee Status Codes X	Restrict the report to an employee
	Co Description St Tof .5 .5 teacher benefit eligible A 1Y one year position only A A A Active A A FD fire detail A V	status
5 Enter Employee Type	Employee Type Codes X	Restrict the report to a particular
Code	Co Description Ty Tof BC appointed board or committee A EL elected official A F Full-Time F Full-Time P Part-Time P Part-Time P Part-Time Faculty A A P Part-Time Faculty A A SA senior/vet abatement program A T Temporary OK Find Search Cancel Help Eof	employee type code.
Include ACA Reportable	● Yes ○ No ○ Both Select Yes for emplo	byees marked as ACA Reportable,
	select no for employees that are marked include employees marked either Yes or	not ACA reportable, and Both to
	include employees marked entiter res of	

[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	Batcl	h Se	lecti	ion				
Goto														
Actions	(Batch#	Stoate	Created By	Year	-E	2-E	3-E	4	-E	Description	1		
		00002:	1 25 t-2020	THERESA	2020						Entity 4	ADMIN	IS Schoo	Batch in Progress
		0001			2020 1	L					Entity 1	Town	of ADMI	
1 Create New B	atch													-
2 Delete Bato	:h													
							<u> </u>							

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.

Batch	1095 Prod	cessing				
	Description	Date	Start	End	Success	
	Deset 1095 Menu	Duto	otan	2.10		
	Payroll W2 1095 - C	26-Eeb-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	20100 2021	11,12,00,00	11,12,00,00		
	ACA 1095 Audit Report	26-Eeb-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-Eeb-2021	11:17:48.44	11:17:56.51		
	Email 1095 Forms		11111 10111			
	Generate IRS Export File	26-Feb-2021	11:18:51.55	11:19:16.52		
	Task 7578: Generate IRS Export File				×	
	Save Generate IBS Export Fi	ile				
	Required: Entity Code 1 T	OWN OF ADMIN	NS .			
	Run as Preview Print F If Printing use Duplex Yes					
	Lookup OK	Cancel	Clear Al	11		
	Lookup OK	Cancel	Clear A			
	Lookup OK	Cancel	Clear A			
	Lookup OK	Generate	I Clear Al	u ↓		
		Generate	I Clear Al	∎ ▼		×
		Generate	e IRS Export	atch what	has been for selec	× selected for the ted Entity
		Generate D Entity of Review	 IRS Export Joes not ma 1095 Batch 	atch what	has been for selec	× selected for the ted Entity
		Generate D Entity of Review	e IRS Export Joes not ma 1095 Batch	atch what	has been for selec	× selected for the ted Entity
	Lookup OK	Generate Cancel	e IRS Export Joes not ma 1095 Batch	atch what	has been for selec	× selected for the ted Entity
		Generate	e IRS Export Joes not ma 1095 Batch	atch what	has been for selec	× selected for the ted Entity
	Lookup OK	Generate	e IRS Export	atch what	has been for selec	× selected for the ted Entity

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

inian Resources		
Maintenance	>	Click op:
Payroll Processing	>	
Timesheet Entry	>	Human Resources > Year End Processing > IRS TIN Matching
Special Processing	>	
Void/Manual/Figure Paycheck		to display the prompt.
Billing and Invoicing	>	
Bank Reconciliation	>	Enter the required memory check data range (this energy explored at far th
Queries	>	Enter the required warrant check date range (this ensures capturing data for th
Reports	>	entire filing year).
Tables	>	
Quarterly Processing	>	Enter the name of the folder where the file will be created
Year-End Processing	>	► IRS TIN Matching

Task 6888: IRS TIN Matching	
IRS TIN Matching This process creates a .bxt 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: 01-Dec-2020 To: 11-Mar-2021
Enter Employee TIN Matching Export Directory (ex: D:\ADMHOME\TRANSFER):	d:\auc_development\admhome\transfer
Optional: Entity Code	
	Lookup OK Cancel Clear All

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

	Process Complete	×	
1	Export file is d:\auc_development\admhome\transfer\AU	C_TIN	ч. тхт
	OK		



📙 🗹 📜 🗢 Tran	nsfer		- 🗆 X	
File Home	Share View		\sim	?
← 📜 D:\Al	JC_Development\adml	nome\Transfer	✓ ひ Search Transfer	
📕 Нір	🖈 ^ Name	Date modified	Туре	^
Reports		3/11/2021 3:49 PM	Text Document	T
I Hip	A Ma Mc_Deinquent	3/11/2021 2:03 AM	Microsoft Excel Comma Separated Values F	
📜 Style	PP_Delinquent.c	sv 3/11/2021 2:02 AM	Microsoft Excel Comma Separated Values F	
Reports	* v K	2/11/2021 2:02 414	N	~
468 items State: 🌡	🖁 Shared			

Upload the file according to the instructions from the IRS.

AUC_TIN.TXT - Notepad	- 0	×
File Edit Format View Help		
2001101010KAREN M OSTEGREN	000023	^
2001105002RONALD O POWERS	000023 2	
2001101016KEITH S BUSSEY	000031	
2001105003PAULA WHITTEN	000031 2	
2001101019KEITH F MOORE	000040	
		×.

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

IRS TIN Matching -	Bulk Filing		
Field	Starting Posiiton	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	As needed	The 1095C forms are attached to the employee
	Forms to Employees		records for viewing, etc.
HR1099RBST	HR Attaching 1099R to	As needed	The 1099R forms are attached to the pensioner
	Employees		records for viewing, etc.
HRAUDIT	HR Audit Reports	Weekly	There are errors on the various HR tables
HRCHKBST	HR Payroll Bursting	Once or	Attachments are complete for the most recent
	Checks/DD Advices	twice	payroll warrant. Schedule can vary.
		Daily	
HRW2BST	HR Attaching W2 to	Yearly/As	The W2 forms are attached to the employee records
	Employees	Needed	for viewing, etc.

List Name	Description	Frequency	Notifies recipients that:
BROKENATT	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 ADMINS .
SYUPDTRAIN	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

Goto		Email Dist	ribution Lists			
Actions	Distribution Code APC	HKBST Accounts Payable Che	ck Bursting	🖂 System Default D	istribution List	
	User Name	Full Name	Email Address		Status 🔺	
	MUPDEV4	Mupdev4 [Anthea]	support@admins.com		Active	
	WENDY	Wendy Tarantola	Wendy@admins.com		Active	
1 Add Email						
2 Remove Email						
3 Add New List	Active	e Email Addresses				×
		e Entan Hadresses				~
4 Remove List	User	Description		Enail		Tof
	MIKE	Mike Tuthill		mike@admins.com		
	MOORE	LuAnn Moore		luann@admins.com		
5 Edit List	MUPDEV	ADMINS, Inc.		aucauto@admins.c	DN	
	MUPDEVI	ADMINS, Inc. LS	upporti	support@admins.c	DR	
	MUPDEV3	ADMINS, Inc. [F	aul]	support@admins.c	DN	
6 Send Test Email	MUPDEVS	5 MUPDEVS LTHÉRES	A CAMPBELLI	support@admins.c	DR	
	MUPDEVE	5 MUPDEV6		support@admins.c	DR	
	POLI POLI	Paul Redno		support@admins.co	DN	
7 Add User-All	Lists PAUL AL	MIN Paul Pedro		paul@admins.com		
	PEDRO_A	ADMIN Paul Pedro - Ad	ministrator	paul@admins.com		
8 Remove Liser-All Lists	PRINTSE	RVICE Bill Printing S	ervice	billprinting@ser	vice.com	
o Remove Gaer-Air Llata	RUMPLES	FILSKIN Stilskin, Kumpl	e no Fasil colu Addosco	rumplestilskinda theresadadaips o	dmins.com	
O Casullass Same Lista	TEST	test testing	an LHall Grig Hubiess	test0admins.com		
9 Copy User-Same Lists	TEST2	test 2		test20admins.com		
	TESTUSE	R1 test user 1		TESTUSR10ADMINS.	COM	
	ITERES	1 Theresa		theresa@admins.c	DM	· · ·
				K Find Sea	rch Cancel	Help Eof

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,

7 Add User-All Lists

[Add User–All Lists] button. Select the user from the pick list.

click the

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 [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

0.1		Ema	ail Distribution Lists			
Goto	Distribution Code				labilities that	
Actions	Distribution Code	HPBHILLEN Credit Card B	atches not Completed by Due	System Default D	istribution List	
	User Name	Full Name	Email Address		Status 🔨	
	BD	Bill Davis	bd0admins.com		Active	
	DAGFINN	Dagfinn Saether	dagfinn@admins.c	00	Active	
1 Add Email	PAUL	Paul Pedro	paul@admins.com		Active	
	THERESA	Theresa	theresa@admins.c	2010	Active	
2 Remove Email	WENDY	Wendy Tarantola	Wendy@admins.com	1	Active	
3 Add New List						
4 Remove List		I [AUC] 20-Email	Distribution Lists [theresa]			×
4 Kembye List	L	Copy New User	to Lists of Current User			
5 Edit List		Required: Enter	FROM Username	F	Bill Davis	
o con clor	L	Bequired: Enter				
			LUANN	L	LuAnn Moore	
6 Send Test Email						
	L					
7 Add User-All Lists				L Cancel Cle	ar All	
7 Add User-All Lists			Lookup	Cancel Clea	ar All	
7 Add User-All Lists Remove User-All Lists			Lookup OK	Cancel Clea	ar All	
7 Add User-All Lists Remove User-All Lists			Lookup OK	Cancel Clea	ar All	
7 Add User-All Lists Remove User-All Lists 9 Copy User-Sam	e Lists		Lookup OK	Cancel Clea	ar All	
7 Add User-All Lists Remove User-All Lists 9 Copy User-Sam	e Lists			Cancel Cle	ar All	
7 Add User-All Lists Remove User-All Lists 9 Copy User-Sam	e Lists		Lookup OK	Cancel Clea	ar All	
7 Add User-All Lists Remove User-All Lists Copy User-Sam	e Lists		LookupOK	Cancel Clea	ar All	
r Add User-All Lists Remove User-All Lists Copy User-Sam	e Lists		Lookup OK	k Cancel Clea	ar All	
^r Add User-All Lists Remove User-All Lists Copy User-Sam	e Lists		LookupOK	Cancel Clea	ar All	
7 Add User-All Lists Remove User-All Lists 9 Copy User-Sam	e Lists		Lookup OK	Cancel Cle	ar All	
7 Add User-All Lists Remove User-All Lists 9 Copy User-Sam	e Lists		Lookup OK	e Cancel Cle	ar All	
7 Add User-All Lists Remove User-All Lists 9 Copy User-Sam	e Lists		Lookup OK	Cancel Cle	ar All	
7 Add User-Al Lists Remove User-Al Lists 9 Copy User-Sam	e Lists		Lookup OK	Cancel Clea	ar All	
7 Add User-Al Lists Remove User-Al Lists 9 Copy User-Sam	e Lists	Distribution Code 🕅	Lookup OK	Cancel Cler	ar All	Default Distribut
7Add User-Al Lists Remove User-Al Lists 9 Copy User-Sam	e Lists	Distribution Code Fi	Lookup OK	Cancel Cles	ar All	Default Distribut
7 Add User-At Lists Remove User-At Lists Copy User-Sam	e Lists	Distribution Code Fil	Lookup OK Email D PBATCEH Eredit Card Batch [full Name	Cancel Cless	er All	Default Distribut
7Add User-Al Lists Remove User-Al Lists	e Lists	Distribution Code Fil	Lookup OK	Cancel Cle: Distribution Lists Email Address Joidinduing.com	ar All	Default Distribut Status Pectar
Add User-Al Lists enove User-Al Lists Copy User-Sam	e Lists	Distribution Code Fil	Lookup OK Email D Email D PBMTCEH Eredit Card Batch full Name Bill Davis Bagfinn Sather	Cancel Cless	e System	Default Distribut
Add User-Al Lists enove User-Al Lists Copy User-Sam	e Lists	Distribution Code F4	Lookup OK	Cancel Cle: Distribution Lists Email Address bolladiums.com dagf InniBodiares	ar All	Default Distribu Status Pecta Pecta Pecta
Add User-AI Lists lemove User-AI Lists Copy User-Sam	e Lists	Distribution Code Fil	Lookup OK Lookup OK Email D PEMICEN Eredit Card Batch Full Name Bill Davis DagFan Saether Paul Fedro	Cancel Cless Distribution Lists es not Completed by D. Email Address bolidadisins.com dog Findedisins LuannBedisins LuannBedisins	e System	Default Distribut Status Actis Actis Actis
Add User-AI Lists Iemove User-AI Lists Copy User-Sam	e Lists	Distribution Code F4	Lookup OK	Cancel Cle: Distribution Lists biBachuna.com dagfaniBachuna.com dagfaniBachuna.com dagfaniBachuna.com dagfaniBachuna.com	ar All	Default Distribu Statur Petis Petis Petis Petis

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]



HELP REFERENCE LIBRARY 9

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] • [Updated] OTHER HR-850 Module Control SY-150 AUC Email Distribution Lists SYSTEM •
 - SY-170 System Administration Kit

[Updated] [Updated]