



HUMAN RESOURCES

RELEASE NOTES – MARCH 2022

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

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1 POSITION MAINTENANCE [0 ALL EMPLOYEES] [ENHANCEMENT]

There is a new [0 All Employees] button added to the HR position maintenance screen. Prior to the software update, the screen showed a maximum of two employees; now *all* employees assigned to the position will be listed when clicking [0 All Employees].

HR ► Maintenance ► Position Maintenance

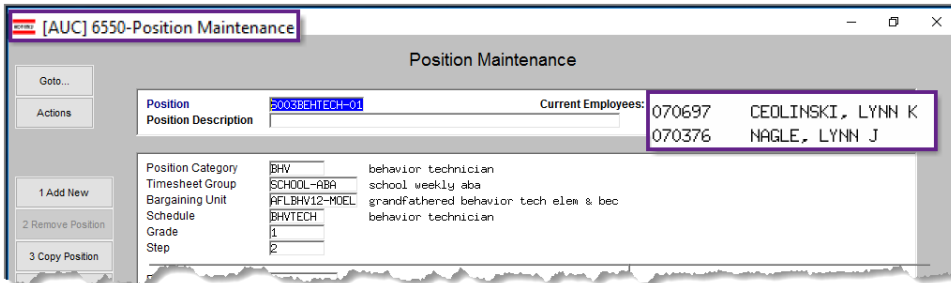


Figure 1 Before – only two employees were shown on the Position Maintenance screen

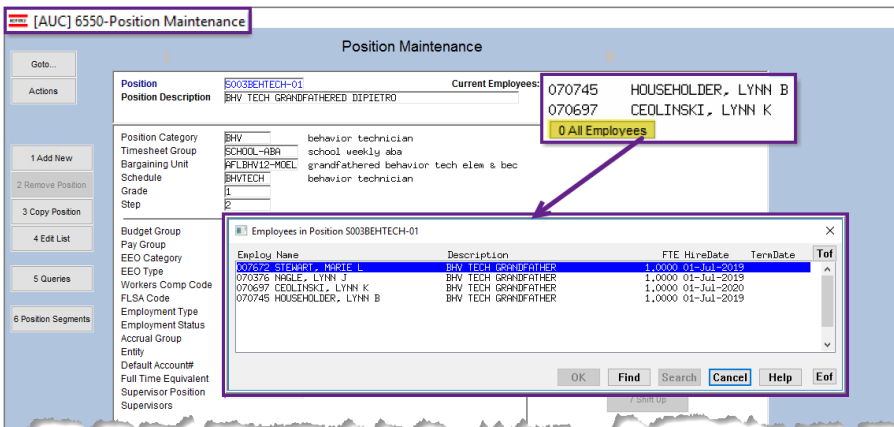


Figure 2 After – all employees for the position are listed when clicking on the new [0 All Employees] button

[ADM-AUC-BU-3965]

2 EMPLOYEE MAINTENANCE SCREEN [Enhancement]

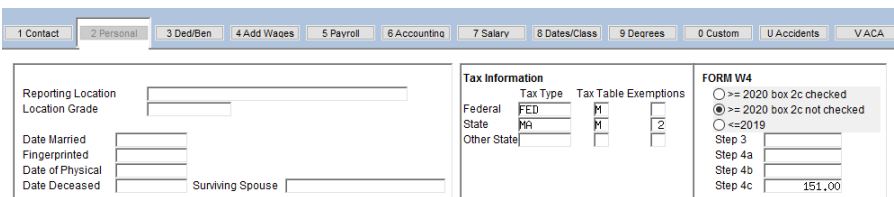


Figure 3 Before

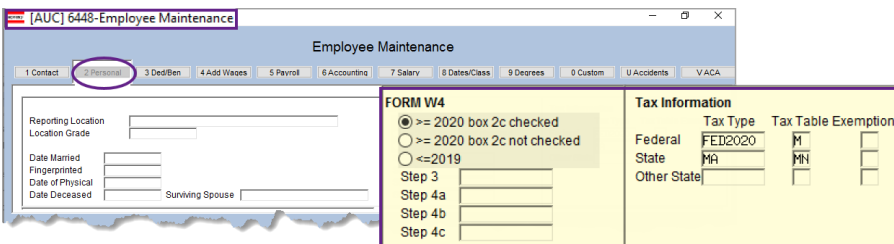


Figure 4 After

HR ► Maintenance ► Employee Maintenance ► [2 Personal]

ADMINS changed the [2 Personal] tab of the Employee Maintenance Screen to better represent how the W4 information should be entered.

All the same fields remain; the screen is reorganized to track with the W4 more easily.

[ADM-AUC-HR-10488]



2.1 Reinstating Employees [Fix]

Prior to the software update, the Employee Reinstatement prompt had the title “Employee Termination”. This was corrected.

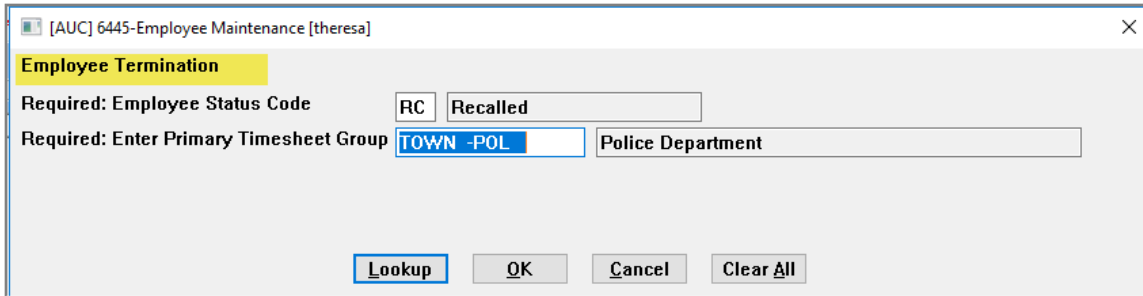


Figure 5 Before – the reinstatement prompt showed an “Employee Termination” label

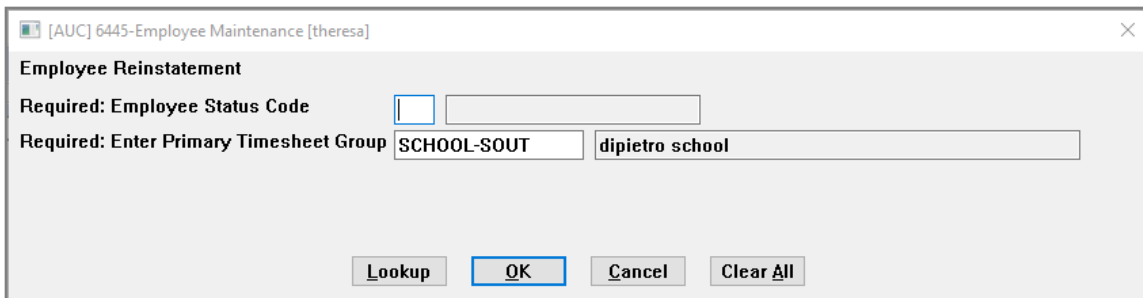
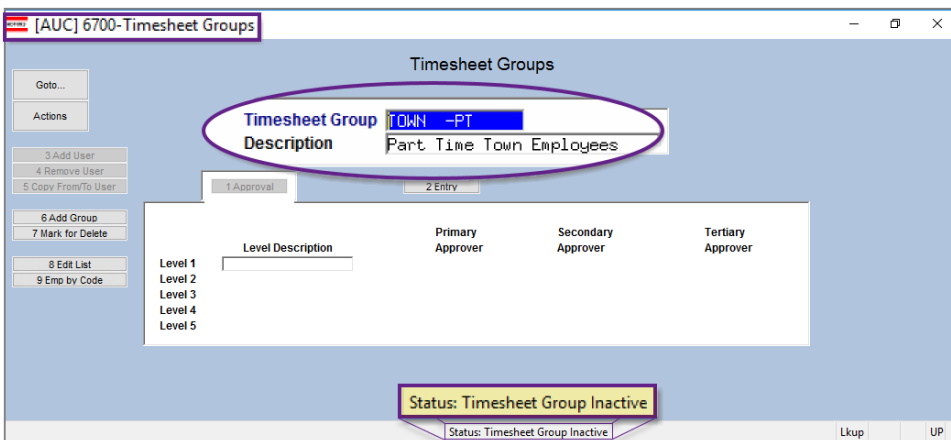


Figure 6 After – the prompt is labelled “Employee Reinstatement”

[ADM-AUC-HR-10468

3 TERMINATED EMPLOYEE – Inactive Timesheet Group [Fix]



This terminated employee belongs to the inactive timesheet group “TOWN-PT”.

The employee record is still available.

If a timesheet group was inactivated, any terminated employee in that timesheet group was not available for viewing in the employee maintenance screens.

This has been corrected. This example uses the inactive timesheet group “TOWN-PT”.



Employee Maintenance

Employee Number: 071572 KEITH PADULA
Position: 009TERSUBS-01 SUBSTITUTE TEACHER 1 Of 1

Terminated 15-Feb-2022

Position Control: 000000

Group Information:
Entity: 1
Timesheet Group: TOWN -PT

[ADM-AUC-HR-10490]

4 VOID/MANUAL

The void/manual screen pay register was not printing all the deductions if there were over 20 deductions/benefits. The report was enhanced to include more deductions and to sort in the same order as the screen.

4.1 Pay Register with more than 20 Deductions

[AUC] 6203-Void/Manual/Figure Paycheck

3 Deduction Entry

Cost Code	Description	Amount	Pretax	Account	Type	Additional Information
NC-PH9	NORFOLK CITY PEN 9X	95.33	Y	100		NOT EDITABLE - % OF BASEBU
NC27	NORFOLK CITY 2X	9.65	Y	100		NOT EDITABLE - % OF BASEBU
PHOE TWH	HMO BLUE FAMILY TOWN	200.00	Y	102		NOT EDITABLE - % OF BASEBU
BH-HM	AMERICAN FUNDS	10.00	Y	104		
BH-FIN	AMEX FINANCL 0139600 (AMERIPRISE)	35.00	Y	104		
BH-VAL	VALIC ANNUITY	14.00	Y	104		
A575B	VOL DEFERRED SEC BEN	10.00	Y	105		
DEFVOL	FULLTIME 046001084	16.00	Y	105		
EYE10 F	VISION FAMILY 10 MONTH	6.31	Y	105		
PRECNT	PRETAX CANCER TOWN-89519	5.00	Y	105		
MEDI	MEDICARE	12.37	Y	106		
FED	FEDERAL TAX	41.05	N			
FED*	ADDITIONAL FED TAX	20.00	N			
FSA AC39	FLEXIBLE SPENDING ANNUAL 39 DEDUCTIONS	1.54	N			
INS-TH	TOWN LIFE INS - AFSCME UNION 10K 1K	.30	N			
LIF-BM	BOSTON MUTUAL W- WEEKLY 100X EMPLOYEE	14.07	N			
MA	STATE TAX	38.14	N			
MA-	ADDL STATE TAX/NOSEP	25.00	N			
UD-AFL	UNION DUES-AFL	10.00	N	3		
UD-PAR	ADMIN. DUES	5.00	N	3		
Totals		649.76				

Pay Register

6207-HRPAYREGVOID.REP Printed 09-Mar-2022 at 16:51:31 by LUANN

City of ADMINS
Void/Manual Pay Register

Warrant: 000000
Check Date: 09-Mar-2022
Employee: 005143 GAGNE, MICHAEL

Category	Amount
Gross Pay	1,059.20
Deductions	649.76
Net Pay	409.44
Benefits	12.37
Net Direct Deposit	1,059.20

Work Date	Pay Code	Hours	Days	Rate	Flat Amt	Pay Amount	Position	Account
08-Sep-2021	REGULAR - hours	8.00		26.4800		211.84	T422DPWDROP-02	0200-450-0000-004-00-00-51130
09-Sep-2021	REGULAR - hours	8.00		26.4800		211.84	T422DPWDROP-02	0200-450-0000-004-00-00-51130
10-Sep-2021	REGULAR - hours	8.00		26.4800		211.84	T422DPWDROP-02	0200-450-0000-004-00-00-51130
13-Sep-2021	REGULAR - hours	8.00		26.4800		211.84	T422DPWDROP-02	0200-450-0000-004-00-00-51130
14-Sep-2021	REGULAR - hours	8.00		26.4800		211.84	T422DPWDROP-02	0200-450-0000-004-00-00-51130

Wages	Amount	Deductions	Benefits	Hours/Days
REGULAR - hours	1,059.20	457 ROTH SMART PL 75.00	EMPLOYER HMO FPMI 12.37	REGULAR - hours 40.00 Hrs
		VOL DEFERRED SEC 10.00		
		AMERICAN FUNDS 10.00		
		AMEX FINANCL 0139 35.00		
		VALIC ANNUITY 14.00		
		FULLTIME 04600108 16.00		
		AMER HRTG #89524 6.00		
		VISION FAMILY 10 6.31		
		FEDERAL TAX 41.05		
		ADDITIONAL FED TA 20.00		
		FLEXIBLE SPENDING 1.54		
		HMO BLUE FAMILY T 200.00		
		TOWN LIFE INS - A 30		
		BOSTON MUTUAL W- 14.07		
		STATE TAX 38.14		
		ADDL STATE TAX/NO 25.00		
		MEDICARE 12.37		
		NORFOLK CITY PEN 9 95.33		
		NORFOLK CITY 24 9.65		
OTHER		20.00		



4.2 Pay Register & Screen Sort Order for Deductions Match

The screenshot shows the 'Manual Entry' screen for a payroll warrant. On the left, a table lists the pay register entries with columns for Cost Code, Description, Amount, and Rate. On the right, a table lists the deductions with columns for Description, Amount, and Rate. The two tables are highlighted in purple to show they match.

Cost Code	Description	Amount	Rate
NC-PNS	NORFOLK CTY PEN 8%	199.88	
NC2X	NORFOLK CTY 2%	38.43	
PLGF THN	PILGRIM FAMILY TOWN	114.49	
DEFVOL	FULLTIME 046001084	265.00	
MEDI	MEDICARE	34.57	
FED	FEDERAL TAX	311.11	
INS-PU	TOWN LIFE INS- PROF UNION 10K 10K		
MA	STATE TAX	100.76	
BS-COL	ADDL STATE TAX/NOSEP		
MG-BEN	COLONIAL LIFE		
DIRDEP	NEXTEL GARNISH		
	DIRECT DEPOSIT	1434.26	

Description	Amount	Rate
NORFOLK CTY PEN 8	199.88	
NORFOLK CTY 2%	38.43	
PILGRIM FAMILY TO	114.49	
FULLTIME 04600108	265.00	
MEDICARE	34.57	
FEDERAL TAX	311.11	
TOWN LIFE INS- PR		
STATE TAX	100.76	
ADDL STATE TAX/NO		
COLONIAL LIFE		
NEXTEL GARNISH		
DIRECT DEPOSIT	1,434.26	

This enhancement will make it easier to verify the pay register prior to printing the manual check.

[ADM-AUC-HR-10485]

4.3 Manual Direct Deposit Advices [Clarification]

The top screenshot shows the 'Manual Entry-Timesheets' screen with a 'Direct Deposit' line in the deductions table. The bottom screenshot shows the same screen after the 'Direct Deposit' line has been deleted, resulting in a higher net pay amount.

Cost Code	Description	Amount	Rate
NC-PNS	NORFOLK CTY PEN 8%	199.88	
NC2X	NORFOLK CTY 2%	38.43	
PLGF THN	PILGRIM FAMILY TOWN	114.49	
DEFVOL	FULLTIME 046001084	265.00	
MEDI	MEDICARE	34.57	
FED	FEDERAL TAX	311.11	
INS-PU	TOWN LIFE INS- PROF UNION 10K 10K		
MA	STATE TAX	100.76	
BS-COL	ADDL STATE TAX/NOSEP		
MG-BEN	COLONIAL LIFE		
DIRDEP	NEXTEL GARNISH		
	DIRECT DEPOSIT	1434.26	
Totals		2498.50	

Cost Code	Description	Amount	Rate
NC-PNS	NORFOLK CTY PEN 8%	199.88	
NC2X	NORFOLK CTY 2%	38.43	
PLGF THN	PILGRIM FAMILY TOWN	114.49	
DEFVOL	FULLTIME 046001084	265.00	
MEDI	MEDICARE	34.57	
FED	FEDERAL TAX	311.11	
INS-PU	TOWN LIFE INS- PROF UNION 10K 10K		
MA	STATE TAX	100.76	
BS-COL	ADDL STATE TAX/NOSEP		
MG-BEN	COLONIAL LIFE		
DIRDEP	NEXTEL GARNISH		
	DIRECT DEPOSIT	1434.26	
Totals		1064.24	

Frequently, when creating a manual check for an employee, the Direct Deposit line on the Deductions tab is cleared out, to provide the employee a printed check.

Figure 7 Before & After – the Direct Deposit Cost Code can be deleted to produce a cashable check.

Or, if desired, the manual check is produced as a **Direct Deposit** advice. Print the **Direct Deposit Advice** and provide to the employee, *even if they normally receive an emailed advice. It will not be emailed.* The direct deposit will be included in the bank file when the **[Create Direct Deposit File]** step is run in the Process Paychecks steps menu.



Employees who receive direct deposit advice via **email** in a regular payroll warrant will receive a **printed** deposit advice. No emails are sent with the manual process as these are considered “one offs”.

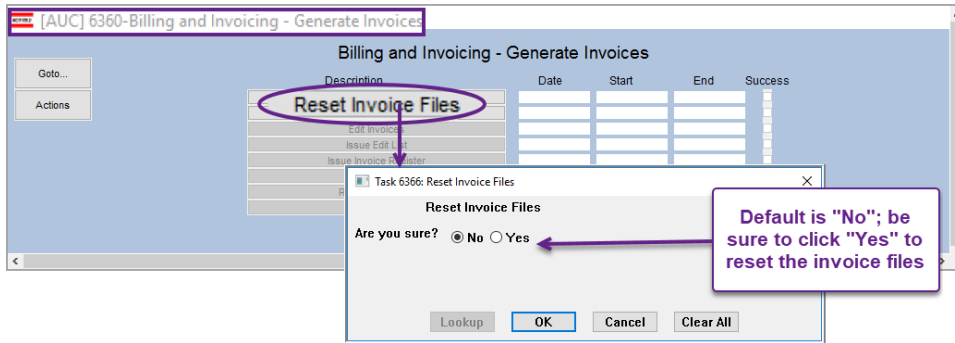
[ADM-AUC-HR-10494]



5 BILLING & INVOICING [Fix]

There was an issue in the Billing and Invoicing - **Generate Invoices** steps menu. The **[Reset Invoice Files]** step was not working properly; **ADMINS** corrected this with the software update.

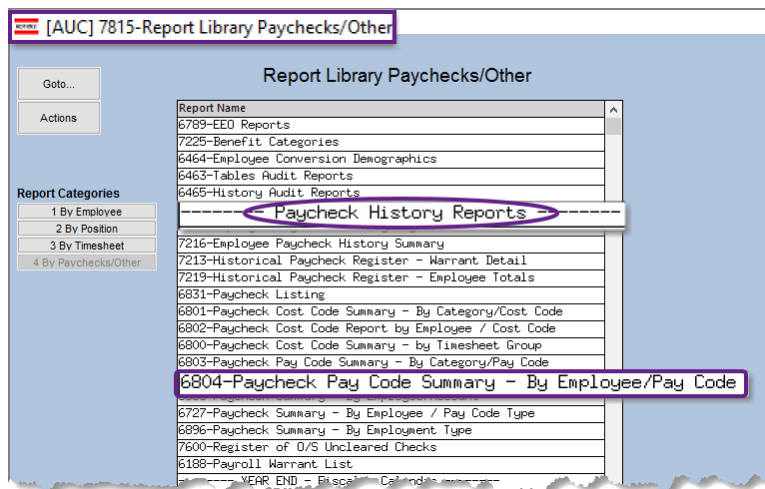
HR ► Billing and Invoicing ► Generate Invoices



[ADM-AUC-HR-10441]

6 REPORTS

HR ► Reports ► Report Library ► [By Paychecks/Other] ► {Page Down}



ADMINS added a filter to the prompt for the **#6804 Paycheck Pay Code Summary – By Employee/Pay Code** report. There is now an option to **“Print Only Employee Total Line”**:

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



6.1 Report #6804 – Paycheck Pay Code Summary – By Employee/Pay Code

Is there a report by year that will show a combined total of overtime per employee?

This is needed for a FOIA request and should show the overall total of overtime per employee for each year.



Task #804: Paycheck Pay Code Summary - By Employee/Pay Code

Paycheck Pay Code Summary - By Employee/Pay Code

Required: Check Date Range (mmddyyyy) From: 01012021 To: 01312021

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

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

Optional: Enter up to 9 Categories Edit 1 values: OVERTL

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

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

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

Optional: Enter up to 9 Bargaining Units Edit 0 values:

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

Optional: Enter up to 9 Employee Type Codes Edit 0 values:

Print Only Employee Total Line: Yes No

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

Figure 8 Print Only Employee Total Yes/No option added to the prompt

6.1.1 Run as Excel® Format

Employee	Name	Pay Code	Description	Category	Description	Hours	Days	Amount
000286	MINCHILLO, MICHAEL J JR					38.00	0.00	1,953.03
000307	SAVOIE, KEITH JR					8.00	0.00	460.68
000314	PERRY, LAWRENCE L					64.00	0.00	2,624.60
001596	KELLY, LAWRENCE T					8.00	0.00	401.16
002012	MAZZOLA, MICHAEL P					24.00	0.00	1,373.04
002697	KUTCHER, MARIE E					20.00	0.00	261.68
002702	KAUKER, KEITH W					32.00	0.00	1,496.24
002740	WALL, LYNN A					4.25	0.00	149.62

Figure 9 Report #6804 run with the Employee Summary Total Line set to Yes – Excel® format

Frequently a FOIA request will ask for the information in an Excel® format. The report is shown in Figure 9 above.



6.1.2 Run as Print/Preview/PDF®

6804-HRPAYCHKLST_PAYEMP.REP Printed 31-Jan-2022 at 11:42:36 by THERESA
City of ADMINS
Paycheck Pay Code Summary - By Employee/Pay Code

Page 6

Employee	Name	Pay Code	Description	Category	Description	Hours	Days	Amount
071342	JONES, LAWRENCE					50.00	.00	2,020.84
071452	ITANI, MICHAEL	DISP OVT	dispatchers overtime	OVERTI	OVERTIME	8.00	.00	229.28
071452	ITANI, MICHAEL	HOLWD	holiday worked police dispatch	OVERTI	OVERTIME	32.00	.00	305.68
071452	ITANI, MICHAEL					40.00	.00	534.96
071481	SPENCER, KEITH	DISP OVT	dispatchers overtime	OVERTI	OVERTIME	24.00	.00	707.44
071481	SPENCER, KEITH	HOLWD	holiday worked police dispatch	OVERTI	OVERTIME	16.00	.00	152.84
071481	SPENCER, KEITH					40.00	.00	860.28
071482	CLARK, MICHAEL	FIRE OVT	Fire Overtime	OVERTI	OVERTIME	72.00	.00	2,908.94
071482	CLARK, MICHAEL					72.00	.00	2,908.94
						1,875.48	.00	73,565.85

Selection Legend:
Checks Dated: 01012021 to 01312021
Category: 'OVERTI'
Employee Summary Only: 'N'

6804-HRPAYCHKLST_PAYEMP.REP Printed 31-Jan-2022 at 11:42:36 by THERESA
City of ADMINS
Paycheck Pay Code Summary - By Employee/Pay Code

Page 2

Employee	Name	Pay Code	Description	Category	Description	Hours	Days	Amount
071452	ITANI, MICHAEL					40.00	.00	534.96
071481	SPENCER, KEITH					40.00	.00	860.28
071482	CLARK, MICHAEL					72.00	.00	2,908.94
						1,875.48	.00	73,565.85

Selection Legend:
Checks Dated: 01012021 to 01312021
Category: 'OVERTI'
Employee Summary Only: 'Y'

Restricted to 'OVERTI' category; top shows detail; bottom shows summary

Figure 10 Report #6804 run with the Employee Summary Total Line set to ☉ Yes – Print/Preview/PDF® format

The report was installed on the requesting site in January and is included in the March 2022 software update for the remaining sites.

[ADM-AUC-HR-10480]

7 TAX RATE TABLES/FICA MAXIMUMS

Please check the Tax Rate Tables and Cost Code Tables to ensure that the most up to date information is listed.

7.1 Tax Rate Tables



ADMINS uses the “2022 Percentage Method Tables for Automated Payroll Systems” as found on page 10 of the [2022 Publication 15-T \(irs.gov\)](https://www.irs.gov/publications/p15-999901-22-00001). Find the “Annual Per Exemption” amount of \$4300 for use with the FED table for W4s prior to 2019 on page 61.

IRS Publication 15 [2022 Publication 15 \(irs.gov\)](https://www.irs.gov/publications/p15-999901-22-00001) shows the 22% supplemental wages percentage on page 20.



Tables ▶ Tax Rate Tables

Figure 11 Tax Rate Tables for Federal Withholding

[ADM-AUC-HR-10446]

7.2 FICA Maximums

Set the Social Security Taxable Wages (FICA) maximum on the Base Bucket Table. For 2022, the FICA maximum is \$147,000.

HR ▶ Tables ▶ Base Bucket Tables

Figure 12 Base Bucket Table – Social Security Taxable Wages Maximum for 2022

HR ▶ Tables ▶ Cost Code Tables

If social security taxes are withheld, set the annual employee and employer maximums of \$9114.00 for calendar year 2022 on the cost code.

Figure 13 Social Security Taxes are withheld, set the maximums

[ADM-AUC-HR-10446]



8 YEAR END 1095C PROCESSING [Enhancement]

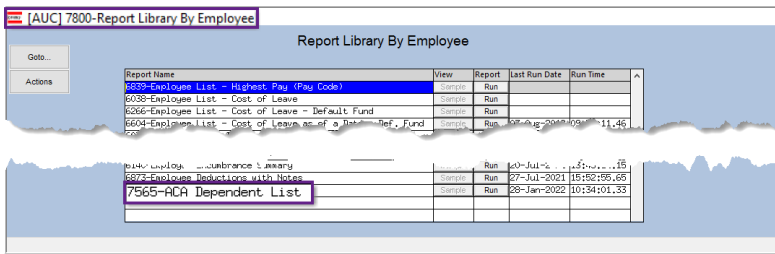
- Instructions are provided on how to supply forms for terminated employees electing to take **COBRA**.
- A filtering option was added when printing 1095C forms.
- The **Edit Work File** screen **ACA Register** now has an option for filtering on bargaining unit.
- There is a new **[7 Print Single Form]** button on the **1095C Edit Work File** screen to allow producing a single printed form on demand for any employee, no matter if the employee is setup to receive a printed or emailed form.

See the sections below for a description of how to use each of these features.

8.1 #7565 ACA Dependent List with Social Security #s [Enhancement]

To access the report from the menu, select:

HR ► Reports ► Report Library ► [By Employee] ► {Page Down}



The report has six optional filters for Entity Code, Bargaining Unit, Timesheet Group, Status Code, Type Code, and ACA Reportable.

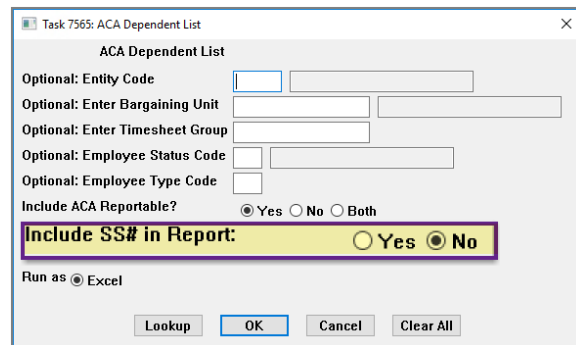
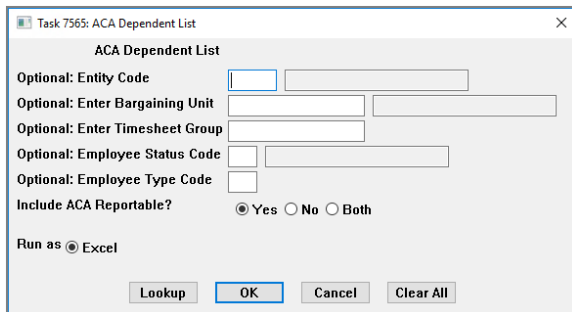


Figure 14 Before & After – the Default for including the SS# is “No”; select “Yes” to include the full SS# in column P

If access to this report should be restricted to only authorized users, this can be handled in the menu options. Please contact AUC support to help make these changes.



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Employee#	Employee-Name	Reportable?	Line	Dependent-Last	First	Middle	Sufx	DOB	AGE	Entity	Bargaining-Unit	Timesheet-Group	Employee-Status	Employee-Type	SS#	
000023	OSTEGREN, KAREN M	Yes	2	POWERS	RONALD	O		1/24/1960	62	AFLA10-MOEL	SCHOOL-ABA		Retired	Full-Time	001-10-5002	
000031	BUSSEY, KEITH S	Yes	2	WHITTEN	PAULA			1/9/1955	67	NON -NO	TOWN -POL		Police Detail	Temporary	001-10-5003	
000040	MOORE, KEITH F	Yes	2	DMARTINO	CHRISTINE			5/10/1957	64	MGMT -TH	TOWN -DPW		Active	Full-Time	001-10-5004	
000140	KLBURN, LYNN A	Yes	2	LAMARRE	KENNETH			8/30/1958	63	SNGL SCH-12MT	SCHOOL-SOUT		Retired	Full-Time Faculty	001-10-5006	
000152	GAREPY, KEITH C	Yes	2	FRANIE	JOYCE	A		6/17/1961	60	MGMT -TH	TOWN -TOWN		Active	Full-Time	001-10-5009	
000152	GAREPY, KEITH C	Yes	3	FRANIE	ANDREW	M		2/25/1988	33	MGMT -TH	TOWN -TOWN		Active	Full-Time	001-10-5010	
000295	DOUGLAS, MICHAEL R	Yes	2	BAKER	LINDA			7/5/1962	59	NON -NO	SCHOOL-BHS		coach	Part-Time	001-10-5011	
000228	MELANSON, KAREN E	Yes	2	BOYAN	WILLIAM	J		2/13/1953	69	AFL -AF	SCHOOL-CLERK		Retired	Full-Time	001-10-5012	
000286	MINCHILLO, MICHAEL J JR	Yes	2	MELANSON	HEDI			5/5/1972	49	POLU -PO	TOWN -POL		Active	Full-Time	001-10-5013	
000286	MINCHILLO, MICHAEL J JR	Yes	3	MELANSON	EMMA			3/14/2002	19	POLU -PO	TOWN -POL		Active	Full-Time	001-10-5014	
000286	MINCHILLO, MICHAEL J JR	Yes	4	MELANSON	ZANE			5/23/2007	14	POLU -PO	TOWN -POL		Active	Full-Time	001-10-5015	
000295	VATER, MICHAEL J	Yes	2	CORRIVEAU	CELESTE	S		9/16/1962	59	NON -NO	TOWN -POL		Police Detail	Part-Time	001-10-5016	
000295	VATER, MICHAEL J	Yes	3	CORRIVEAU	MATTHEW	S		7/5/1990	31	NON -NO	TOWN -POL		Police Detail	Part-Time	001-10-5017	
000295	VATER, MICHAEL J	Yes	4	CORRIVEAU	ALLISON	M				NON -NO	TOWN -POL		Police Detail	Part-Time	001-10-5018	
000299	WHIDDEN, LAWRENCE	Yes	2	VATER	JEANINE			12/22/1951	70	TOCL -01	TOWN -TOWN		Retired	Full-Time	001-10-5019	
000299	WHIDDEN, LAWRENCE	Yes	3	SMONSON VATER	ERIC			11/27/1991	30	TOCL -01	TOWN -TOWN		Retired	Full-Time	001-10-5020	
000307	SAVOIE, KEITH JR	Yes	2	ROLLS	KAREN	M		2/23/1962	59	POLU -PO	TOWN -POL		Active	Full-Time	001-10-5021	
000311	PERRY, LAWRENCE L	Yes	2	AYOTTE	COLBY	D		11/19/2001	20	POLU -PO	TOWN -POL		Active	Full-Time	001-10-5022	
000311	PERRY, LAWRENCE L	Yes	2	PERRY	DEBRA			11/7/1981	40	POLU -PO	TOWN -POL		Active	Full-Time	001-10-5023	

Figure 15 New column “P” is an option on the ACA Dependents report

A site wants to use this report as a source for Other Post-Employment Benefits (OPEB) compliance reporting, so ADMINS added an option to include a column of social security numbers on the #7565 ACA Dependent List. The report is available in Excel®.

Column Letter	Column Label	Description
A	Employee#	Employee number
B	Employee-Name	Employee Name (Last, First MI)
C	Reportable?	Does the employee record have Reportable set to Yes or No
D	Line	Line number the dependent is listed on the employee screen
E	Dependent Last	Last name of the dependent
F	First	First name of the dependent
G	Middle	Middle initial of the dependent
H	Sufx	Suffix for the dependent, if any (i.e., JR.)
I	DOB	Date of birth in DD/MM/YYYY format
J	AGE	Age of the dependent
K	Entity	Entity for the employee
L	Bargaining-Unit	Bargaining unit of the employee
M	Timesheet-Group	Employee belongs to this default timesheet group
N	Employee-Status	Status of the employee
O	Employee-Type	Employee type e.g., Temporary, Part-Time, Full-Time
P	SS#	Social Security number of the dependent



Never email a report with Social Security numbers!

[ADM-AUC-HR-10478]

8.2 Terminated Employees that Elect COBRA [Enhancement]

Employees often retire or are terminated mid-year, and some elect **COBRA** to continue with the site’s health care plan. To report on these employees for the purposes of ACA, set the **ACA Full Time End** date, but **do not** set a **Coverage End** date:



The 1095C form will show the COBRA in line 14 as “1H”, in line 15 as “2A”, and there will be an “X” for all the months the employee was covered. This example shows all 12 months.

Form 1095-C	Employer-Provided Health Insurance Offer and Coverage		OMB No. 1545-2251										
Department of the	Do not attach to your tax return. Keep for your records.		2021										
Part I Employee		Applicable Large Employer Member(Employer)											
1 Name of Employee (first name, middle initial, last name)	2 Social security number (SSN) ***-**-2074	7 Name of employer	8 Employer identification number (EIN)										
3 Street address (including apartment no.)	6 Country and ZIP or foreign postal code	9 Street address (including room or suite no.)	10 Contact telephone number										
4 City or town	5 State or province	11 City or town	12 State or province CT										
Part III Employee Offer of Coverage		Plan Start Month (Enter 2-digit number): 01											
	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)		1E	1E	1E	1E	1E	1E	1H	1H	1H	1H	1H	1H
15 Employee Required Contribution (see instructions)		\$114.76	\$114.76	\$114.76	\$114.76	\$114.76	\$114.76						
16 Sections 4980H Safe Harbor and Other Relief (enter code, if applicable)		2C	2C	2C	2C	2C	2C	2A	2A	2A	2A	2A	2A
17 Zip Code	06238												

Form 1095-C	Covered Individuals		OMB No. 1545-2251									
Department of the	If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in the coverage, including the employee. <input type="checkbox"/>		Page 3									
(a) Name of covered individual(s) First Name, middle initial, last name	(b) SSN or other TIN	(c) DOB (if SSN or other TIN is not available)	(d) Covered all 12 months									
18	XXX-XX-2674		<input checked="" type="checkbox"/>									
(e) Months of Coverage												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[ADM-AUC-HR-10465]

8.3 Printing/Emailing Forms by Bargaining Unit [Enhancement]

The state of Rhode Island adopted an individual mandate in 2020 and requires that 1095C forms be supplied to employees no later than January 31, 2022. The federal deadline to supply forms to the IRS is March 2, 2022. To supply forms by the January 31 deadline to Rhode Island residents, and to the remaining employees by March 2, (without reprinting the Rhode Island resident forms), ADMINS added options to the prompts for printing and emailing forms.



Bargaining Unit - Affordable Care Act

Bargaining Unit RIACA -1 Rhode Island Resident 1095C Forms

1 Cost Codes 2 Holidays 3 Longevity Pay 4 Retroactive Pay 5 Salary Sched 6 Other Info Benefit Statements Affordable Care Act

Override Entity Table

Plan Start Month 07

While these instructions use Rhode Island as an example, this applies to any state with an individual mandate that opts to use 1095C forms for compliance.

Figure 16 Establish a Bargaining Unit for employees residing in a state that has adopted an individual mandate

Employee ACA

Employee Number 000205 MICHAEL R DOUGLAS

Current Position All Position

1 Contact 2 Personal 3 Ded/Ben 4 Add Waives 5 Payroll 6 Accounting 7 Salary 8 Dates/Cl

Reportable? Yes No

Reporting Entity #1 RIACA -1 #2 #3

or Reporting Bargaining Unit RIACA -1

Dates: ACA Offer Start / End 01-Jul-2013
ACA Reporting Start / End 01-Jul-2013
ACA Full Time Start / End 01-Jan-2013 31-Dec-2013
ACA Coverage Declined

To use this feature, establish a bargaining unit such as “RIACA-1”.

Set up the ACA tab with the same selections as the Entity table. On the ACA tab, check the “Override Entity Table ” box.

Set the Bargaining Unit on each Rhode Island resident maintenance screen ACA tab to use the “RIACA-1” bargaining unit.

Figure 17 Set the Bargaining Unit on selected employees

[AUC] 7570-1095 Processing

1095 Processing

Batch: 000022

Task 7570: Print 1095 Forms

Print 1095 Forms

Required: Entity Code 1 TOWN OF ADMINS

Optional: Enter up to 9 Employee# Edit 0 values

Optional: Enter up to 9 ACA Bargaining Units Edit

Optional: Exclude up to 9 ACA Bargaining Units Edit

Group/Employee# Name

Optional: Enter up to 9 ACA Bargaining Units

1: 2: 3: 4: 5: 6: 7: 8: 9:

Lookup OK Ca

ACA Bargaining Units

Description	Barg Unit	Tof
Rhode Island Resident 1095C Forms	RIACA -1	TH
Town Management & Singletons	MGMT	-TH

OK Find Search Cancel Help Eof

When printing or emailing from the steps menu, the prompt has an option to **include** up to 9 ACA Bargaining Units, and a second option to **Exclude** up to 9 ACA Bargaining Units.

If printing just the Rhode Island resident forms, select the Rhode Island ACA bargaining unit.

When printing the remainder, use the second option to **exclude** the Rhode Island ACA bargaining unit, since they were already printed.

Figure 18 Selecting a Bargaining Unit from the Lookup for Printing/Emailing



In Figure 18, the Bargaining Unit **RIACA-1** and two other bargaining units are listed in the lookup and can be selected. *Only bargaining units with the “Override Entity Table ” box checked are available for selection in the lookup.*



Site is out of state, but I employ RI residents. Am I required to report?

“Yes, if you employ RI residents, you are subject to the reporting requirements. You may submit the same IRS Mandate reporting to us for your employees that are RI residents.”

[Health Insurance Mandate | RI Division of Taxation](#)

[ADM-AUC-HR-10466]

8.3.1 Edit Work File Screen 1095 Register [Enhancement]

Printing a 1095 Register from the edit work file screen now offers the option to select up to nine bargaining units, as well as the option to exclude up to nine bargaining units.

HR ▶ Year End Processing ▶ 1095C Processing ▶ Edit Work File ▶ [3 1095 Register]

The screenshot displays the 'Edit 1095 Work File' interface for the year 2021. The main window shows employee information for CARL JUNG (Employee# 71573) and a '1095-C ACA Register' dialog box. The dialog box contains two optional filters: 'Optional: Enter up to 9 ACA Bargaining Units' (with 1 value: RIACA 1) and 'Optional: Exclude up to 9 ACA Bargaining Units' (with 1 value: MGMT TH). A legend box on the right states: 'Legend on the report will show selections and exclusions'. At the bottom right, summary statistics are shown: '*** Total # Employees for Entity TOWN OF ADMINS: 4' and '*** Total # Entities: 1'. A legend at the bottom right indicates: 'Select Reporting Bargaining Unit: RIACA 1' and 'Exclude Reporting Bargaining Unit: MGMT TH'.

Figure 19 The 1095 Register with optional filters



**City of ADMINS
1095 - C ACA Register**

Printed 26-Jan-2022 at 09:21:49 by THERESA

Batch#: 000022

Entity: 1 TOWN OF ADMINS

Employee#	Employee First Name	Middle Name	Last Name	Suffix SS#	Mailing Address	City	State-Zipcode
000023	KAREN	M	OSTEGREN	xxxxx1010	19 DEBRA RD.	CAMBRIDGE	MA 02138-0000

Line 14 All 12 Months 10 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Print Bargaining Unit
Line 15 RIACA -1
Line 16 20
Line 17 02110 Age as of Jan 1: 61

COVERED INDIVIDUALS

Line First Name	Middle Name	Last Name	Suffix SS#	Birth Date	AllMon	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
18	KAREN	M	OSTEGREN	xxxxx1010	X												

*** Total # Employees for Entity TOWN OF ADMINS 4

*** Total # Employees: 4
Total # Entities : 1

Select Reporting Bargaining Unit: RIACA 1
Exclude Reporting Bargaining Unit: MGMT TH

Figure 20 Generating the 1095-C – ACA Register from the Edit Workfile Screen

If the fields are left blank, all bargaining units will be printed.

This allows printing just a bargaining unit that was set up for a state that has adopted an individual mandate, and uses the Federal 1095C form, but requires an earlier deadline.

If, for example, the RIACA 1 Bargaining unit forms were due January 31, and the remainder are due in March, this register can be printed first to include only RIACA 1, and then later printed to exclude the RIACA 1 bargaining unit.

[ADM-AUC-HR-10472 & 10477]

8.3.2 Print Single Form [Enhancement]

HR ► Year End Processing ► 1095C Processing ► [Select Batch] ► [Edit 1095C Work File]

2021 Edit 1095 Work File

Employee# 1000006 1 Name of Employee LAWRENCE J HORN 2 SS# 1000-00-1003 Reporting Entity 1 Report Bargaining Unit

3 Street Address 23 VILLAGE CIRCLE ACA Offer Start 01-Feb-2021
4 City or Town CAMBRIDGE 5 State MA 6 Zipcode 02138-0000 ACA Reporting Start/End 01-Feb-2021 15-May-2021
7 Name of Employer TOWN OF ADMINS 8 Employer ID (EIN) 041234567 ACA Full Time Start/End 01-Feb-2021 15-May-2021
9 Street Address 219 LENOX WARRF 10 Contact Phone (617) 494-5100 x 2116 ACA Declined

11 City or Town BOSTON 12 State MA 13 Zipcode 02110-0000 **7 Print Single Form**

EMPLOYEE OFFER AND COVERAGE Employees Age on January 1 Plan Start Month 07

14 Offer of Coverage	12 Mths	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
15 Employee Share			189,75	189,75	189,75	189,75		195,25	195,25	195,25	195,25	195,25	195,25
16 Applicable Section		2A	2C	2C	2C	2C	2A	2C	2C	2C	2C	2C	2C

COVERED INDIVIDUALS If Employer provided self-insured coverage, check the box (a) Name of Covered (b) SS# (c) DOB (d) 12 Mth Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

18	LAWRENCE J HORN	1000-00-1003															
				X	X	X	X	X	X	X	X	X	X	X	X	X	X

Figure 21 The new [7 Print Single Form] button on the Edit 1095 Work File screen

Prior to the software update, producing a printed form for an employee who had previously been sent an emailed form required several steps.

Now, any form in the work file can be printed using the new [7 Print Single Form] button on the Edit 1095 Work File screen.

[ADM-AUC-HR-10489]



9 YEAR END W2 PROCESSING

ADMINS enhanced the lookup when selecting a form to reprint or email. Until now, the lookup allowed selecting from all employees, even if they did not receive a printed or emailed W2. Now the lookups are restricted to employees who receive a W2, and further by the distribution method, either printed or emailed.

9.1 Printing Selected W2s

W2 Processing

Description	Date	Start	End	Success
Reset W2 Menu	18-Feb-2022	10:49:35,05	10:49:35,05	
W2 Entity Table				
Build W2 File	18-Feb-2022	10:49:50,67	10:51:34,04	
W2 Audit Report	18-Feb-2022	10:52:17,88	10:52:19,87	
Print W2 Forms	02-Mar-2022	15:22:04,40	15:22:04,40	
Email W2 Forms	18-Feb-2022	11:21:45,22	11:21:49,22	
	18-Feb-2022	11:23:41,74	11:23:50,78	

Task 610: Print W2 Forms

Required: Enter Year: 2021

Required: Entity Code: 1 TOWN OF ADMINS

Optional: Enter up to 9 Employee#

Sort W2 Forms By Entity then:

Options: Enter up to 9 Employee#

1: [] []

2: [] []

3: [] []

4: [] []

5: [] []

6: [] []

7: [] []

8: [] []

9: [] []

Employees by Name

LastName	FirstName	Emp#	Tof
SCHIN-HOUSHGH	LYNN	010610	
ADAMS	LAWRENCE	071196	
ADAMS	LYNN	071375	
ALBANESE	KAREN	071469	
ALBERTO	MARIE	071371	
ALBRECHT	KEITH	010016	
ALL			
ALL			
ALL			
ALL			
ALL			
ALL			
ALL			
BAKRS	MARIE	010457	
BAKER	KAREN	000199	
BAKER	KAREN	070203	
BAKER	KEITH	010274	
BALI	LYNN	010029	

The lookup is limited to only employees receiving a printed W2

9.2 Emailed W2s

W2 Processing

Description	Date
Reset W2 Menu	18-Feb-
W2 Entity Table	
Build W2 File	18-Feb-
W2 Audit Report	18-Feb-

Task 668: Email W2 Forms

Required: Enter Year: 2021

Required: Entity Code: 1 TOWN OF ADMINS

Optional: Enter up to 9 Employee#

Options: Enter up to 9 Employee#

1: [] []

2: [] []

3: [] []

4: [] []

5: [] []

6: [] []

7: [] []

8: [] []

9: [] []

Employees by Name

LastName	FirstName	Emp#	Tof
SOLFIELL	LAWRENCE	071570	

The lookup is limited to only employees receiving an emailed W2

[ADM-AUC-HR-10454]



10 HELP REFERENCE LIBRARY

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

10.1 New or Updated Documents

- Maintenance HR-125 Terminating & Reactivating an Employee [New]
- Special Processing HR-477 Rehire Employees En Masse [New]
[ADM-AUC-HR-10469]
- Year End Processing HR-765 Calendar Year End ACA Slides [Updated]
HR-620 W2 Processing [Updated]
HR-625 Issue a Corrected W2 [New]
[ADM-AUC-DOC-182]