



HUMAN RESOURCES

RELEASE NOTES

MARCH 2023

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1 Timesheet Entry GL Account Changes [Fix]

Some sites pay salaried employees their entire salary listed as a single day within the pay period. The pay code and payroll shifts are set up to work this way so that there is a single entry for the salaried employee on the timesheet entry screen.

Before the software update when making a GL account change in the timesheet entry screen, the dollar **amount** was recalculated based on **one day** times the **daily rate**.

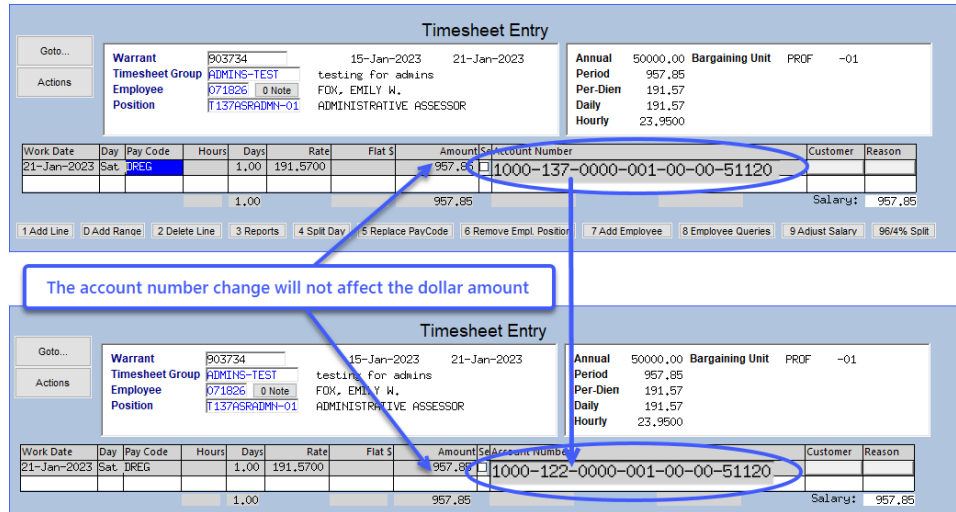


Figure 1 Example of a salaried employee with an account change

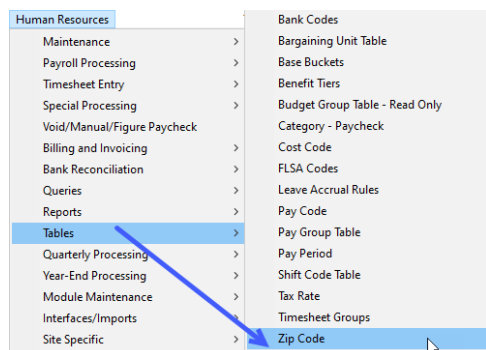
Now, when making a GL account change, the existing **amount** will remain “as is”.

[ADM-AUC-HR-10565]

2 Tables

Added access to the Zip Code table and hover text on the cost code table screens.

2.1 New Zip Code Table Access

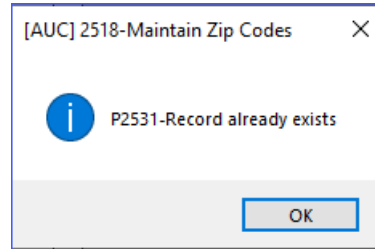
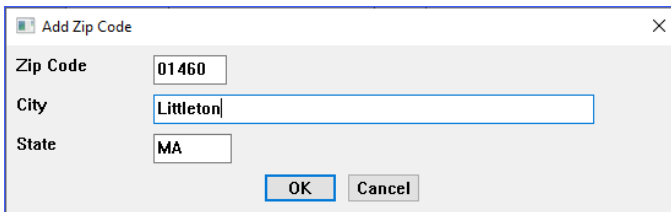
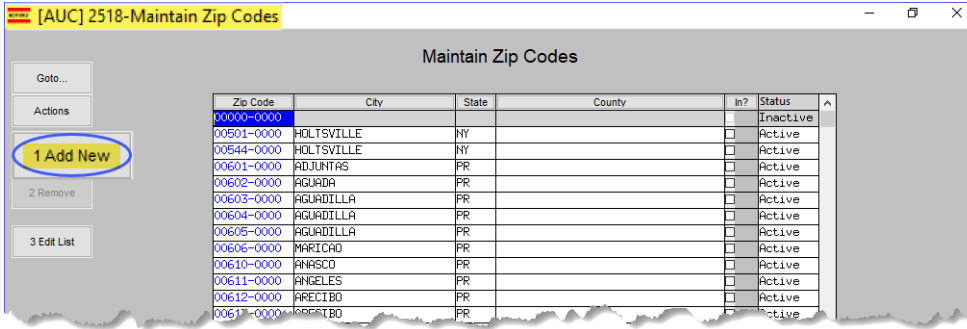


Entering a zip code in the address entry fields on the employee maintenance screen will fill in the city and state.

Before the software update, access for adding or editing a zip code was limited to the Purchasing or Accounts Payable menu. Now, to access the Zip Code table, from the menu, select:

Human Resources ▶ Tables ▶ Zip Code


Click on the **[1 Add New]** button to add a new zip code.

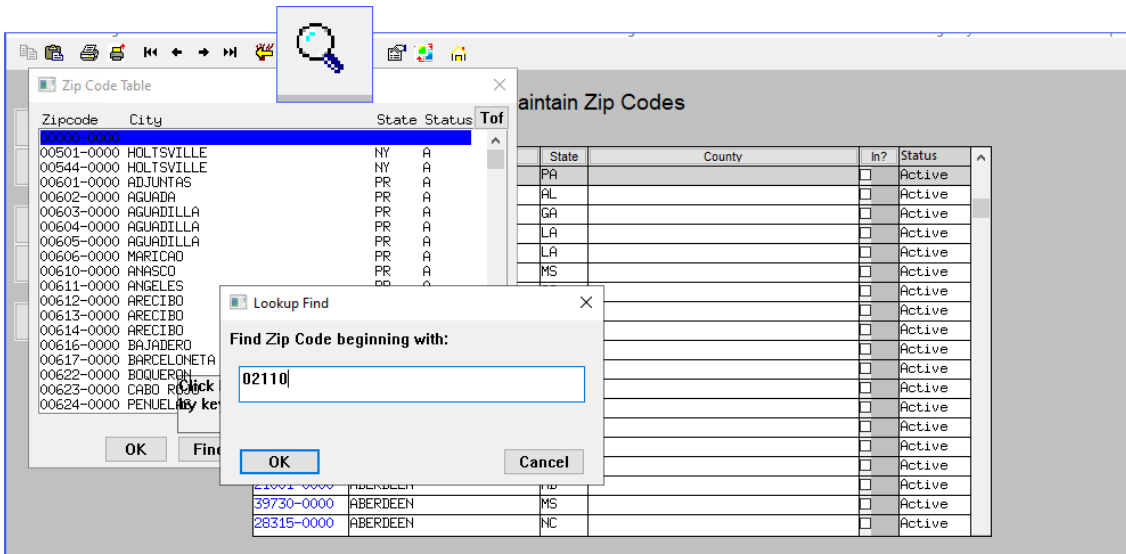


Enter the zip code, city, and state; click on **[OK]**. If the zip code already exists in the table, the system will pop up a message that reads **"Record already exists"** and will not update the existing record with new information.

To update an existing zip code, first **[Remove]** the zip code, and then click on **[Add New]** to create a new record with the correct information.

Enter the county if desired once the zip code is available in the table.

To find a zip code, position the cursor in the zip code column and click the find button in the toolbar.  Enter the first few numbers of the zip code to bring that range to the top of the lookup screen.



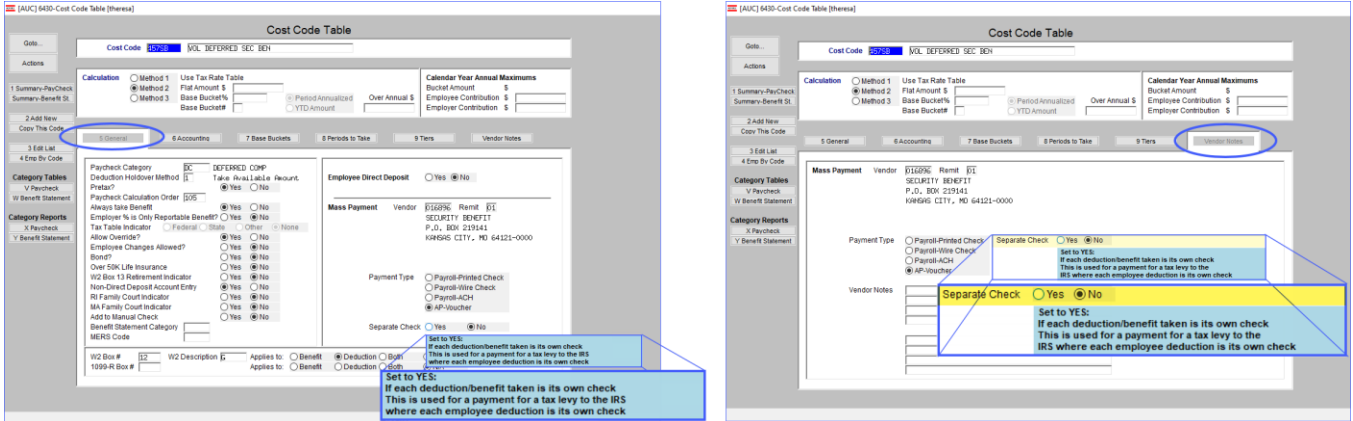
The first record matching the searched for zip code will be shown at the top of the screen.

[ADM-AUC-HR-10594]



2.2 Cost Code Separate Check Hover Text

ADMINS added hover text to the **Separate Check** Yes / No radio buttons on the cost code table to remind users what happens depending on which radio button is selected. This is evident in the **[1 General]** and **[Vendor Notes]** tabs.



[ADM-AUC-HR-10592]

3 Reports

ADMINS enhanced reports by adding columns based on our customer requests.

3.1 #6735 Employees By Cost Code

ADMINS added the Date of Birth to the **Excel**® version of report #6735. This will help sites identify payees who are approaching age 65 for whom deductions would stop or to anticipate when employees receiving Life Insurance will move to a new premium amount.

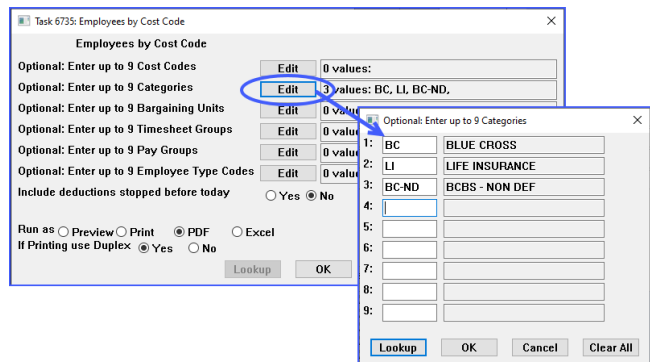
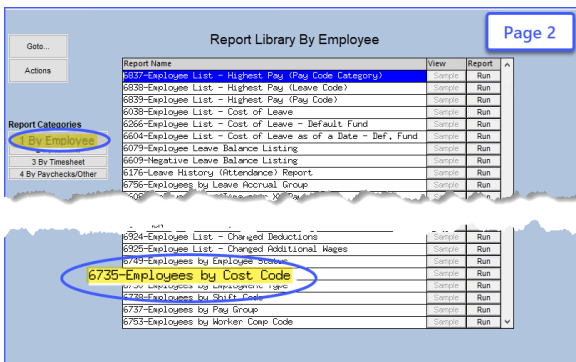


Figure 2 Employees by Cost code Excel® report will include Date of Birth

Figure 3 Before – no Date of Birth information was shown on the report



CostCode	Description	Category	Description	#Emp	Name	Position	Effective	Stop Date	%	Amount	Addl Amt	Start Date	Stop Date	Original	Balance	Vendor	Order	PreTax	Hold	Over	DOB
582	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	571865	BLACK, MARIE	S0307D VAN -01	28-Feb-2022			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	22-Aug-1978
584	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	571674	CAMPANO, MARIE M	S012ABATECH-02	18-Oct-2021			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	14-Jul-1995
585	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	507094	DESCHAMPS, KAREN	S006LASPED-03	17-Feb-2017			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	21-Sep-1949
586	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	571631	DUSSEALT, KEITH J	S006BATECH-02	27-Aug-2021			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	09-Jun-1995
587	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	506113	FORTIN, KAREN J	S005BASST-02	01-Mar-2022			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	03-Mar-1965
588	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	571638	FRASSA, MARIE E	S012BEHTECH-02	15-Dec-2021			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	18-Jun-1999
589	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	571805	GARZA, KAREN E	S003BEHTECH-02	29-Aug-2022			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	08-May-1997
590	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	506095	GOOBOUT, KAREN R	S006LASPED-05	16-Jan-2019			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	02-Oct-1957
591	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	571658	GRENON, KAREN J	S006BATECH-02	01-Dec-2021			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	31-Jul-1993
592	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	571377	HALEY, MARIE	S003BEHTECH-02	01-Nov-2021			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	14-Nov-1995
593	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	571581	HOWLEY, MARIE C	S012ABATECH-02	27-Aug-2021			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	02-Jul-1994
594	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	571361	MAHOTRA, KAREN	S009TEAST-01	08-Sep-2020			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	27-Sep-1986
595	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	571654	PADDEN, LYNN	S003BEHTECH-02	07-Sep-2021			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	28-Nov-1967
596	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	507084	PASCIUTO, LYNN E	S005ABATECH-01	01-Mar-2017			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	12-Dec-1959
597	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	570301	PIPER, LYNN J	S006BATECH-02	17-Aug-2022			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	09-Mar-1978
598	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	571659	SHUMAKER, LYNN M	S006ABATECH-02	17-Aug-2022			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	21-Jul-1962
599	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	570796	SPAZIANO, LYNN D	S012BEHTECH-01	20-Aug-2015			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	07-Sep-1966
600	HMO542	HMO BLUE SNGL 10MTH	BC BLUE CROSS	571011	VATER, MARIE M	S006ABATECH-01	01-Feb-2020			\$ 60.66	0.00			2,426.20	2,244.22	002928-01	102	Yes		0.00	02-Jan-1994
601				#Emps: 18																	
602				#Emps: 1																	
604	LIF-AF	AFLAC LIFE GA 100% E	LI LIFE INSURANCE	571482	LOHMANN, MICHAEL	T220FRFGR-01	01-Jun-2022			0.00	6.55	01-Jun-2022		0.00	0.00	006929-01	0	No		0.00	
605				#Emps: 1																	
606	LIF-BB	BOSTON MUTL W-BI 10	LI LIFE INSURANCE	570657	HARTEN, MICHAEL S	S123PBMMIS-01	01-Dec-2018			0.00	16.00	01-Sep-2019		0.00	0.00	013545-01	0	No		0.00	
607	LIF-BB	BOSTON MUTL W-BI 10	LI LIFE INSURANCE	570335	LACROK, KEITH	S006SPCLAS-01	01-Dec-2018			0.00	15.38	01-Dec-2018		0.00	0.00	013545-01	0	No		0.00	
608	LIF-BB	BOSTON MUTL W-BI 10	LI LIFE INSURANCE	571186	MURPHY, LYNN M	S006PRPRN-01	01-Dec-2018			0.00	17.77	01-May-2019		0.00	0.00	013545-01	0	No		0.00	
609	LIF-BB	BOSTON MUTL W-BI 10	LI LIFE INSURANCE	571623	RENNIE, MARIE L	S012SCHPYL-01	12-Aug-2021			0.00	4.86	12-Aug-2021		0.00	0.00	013545-01	0	No		0.00	
610	LIF-BB	BOSTON MUTL W-BI 10	LI LIFE INSURANCE	501031	SURPRENANT, LYNN M	S006TEABHS-01	01-May-2013			0.00	10.32	01-May-2013		0.00	0.00	013545-01	0	No		0.00	
611				#Emps: 5																	

Figure 4 After – the Date of Birth is shown in column “U” of the Excel® version of the report

The date of birth will not be shown on the PDF® version of the report due to page size limitations.

[ADM-AUC-HR-10617]

3.2 #6740–Position List – Vacant

The GL account # was added to the Excel® version of this report. To access this report, from the menu, select:

Human Resources ▶ Reports ▶ By Position ▶ #6740- Position List – Vacant

The screenshot shows the 'Report Library by Position' menu with '6740-Position List - Vacant' selected. The configuration dialog for this report is open, showing options for 'Optional: Enter up to 9 Bargaining Units', 'Optional: Enter up to 9 Entity Codes', 'Optional: Enter up to 9 Position Categories', and 'Optional: Enter up to 9 Timesheet Groups'. Under 'Position Selection', 'All' is selected. Under 'Sort Report By', 'Position#' is selected. At the bottom, 'Run as' options include 'Preview', 'Print', 'PDF', and 'Excel' (which is selected). There are also checkboxes for 'If Printing use Duplex'.

This field will not be shown on the PDF® version of the report due to page size.

Bargaining Unit	Description	Position#	Description	Category	Budget_Grp	Schedule	Grade	FTE	Entity	EEO	Category	EEO	Type	Status
NON-NO	No Benefits	S003SPDNONU-03	NON UNION CLERK 19.5 HOURS	CLERK	CL	1	1.00	1	15	administrative	02	Part-Time	Active	
MTA-21	21 Pay Teachers	S003TEAGRO3-04	DIPIETRO SCHOOL TEACHER 21 P	TEACH	M45	1	1.00	1	05	elementary clas	02	Part-Time	Active	
NON-NO	No Benefits	S005ABATECH-02	ABA TECH SUBSTITUTES	SUB	SUBS	1	1.00	1	33	substitutes	02	Part-Time	Active	
MTA-21	21 Pay Teachers	S005ELLTCH-02	ENGLISH LANGUAGE LEARNER 21	TEACH	M	1	1.00	1	12	other professio	01	Full-Time	Active	
NON-NO	No Benefits	S005ILANONU-01	ILA - 10 MTH STALL BROOK NON	AIDES	ILA NON	1	0.00	1	00		00			
NON-NO	No Benefits	S005SPDCLRK-01	SPED CLERK 19.5 HW	CLERK	PT	3	1.00	1	15	administrative	01	Full-Time	Active	
MTA-21	21 Pay Teachers	S005SPDSB-01	STALL BROOK ABA TEACHER 21 P	TEACH	M	1	1.00	1	05	elementary clas	01	Full-Time	Active	
NON-NO	No Benefits	S006ASCTUTR-01	ACADEMIC SUPPORT TUTOR	ASP	TUTR	1	1.00	1	34	tutors	03	Temporary	Active	
MTA-21	21 Pay Teachers	S006BMHCL-01	BRIDGES MENTAL HEALTH CLINIC	SOCIAL	B	1	1.00	1	09	psychologists	01	Full-Time	Active	
AFL10M-AF10	School Weekly 10 month employe	S006CAFWRKR-03	CAFETERIA WORKER - UNION	CAFE	CFW	1	1.00	1	16	service workers	01	Full-Time	Active	
AFL-AF	School Weekly 12 month employe	S006CUS1STS-01	CUSTODIAN	CUST	CU	1	1.00	1	16	service workers	01	Full-Time	Active	
SNGL-01	school singleton contractual d	S006ELAINTY-01	ENGLISH LANGUAGE ARTS INTERV	TEACH	SA	14	1.00	1	12	other professio	01	Full-Time	Active	
MTA-26	26 Pay Teachers	S006ELLTCH-01	.5 ENGLISH LANGUAGE LEARNER	TEACH	B	1	0.50	1	12	other professio	02	Part-Time	Active	
MTA-21	21 Pay Teachers	S006GJICOUN-03	.4 & 6 Guidance Counselor	GUIDE	M	1	1.00	1	08	guidance	01	Full-Time	Active	
MTA-21	21 Pay Teachers	S006TEAMATH-03	BHS TEACHER	TEACH	B	1	1.00	1	02	principals	01	Full-Time	Active	

Figure 5 Before–No account number column was listed on the Vacant Positions report



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Bargaining Unit	Description	Position#	Description	Category	Budget_Grp	Schedule	Grade	FTE	Entty	EEO	Category	EEO	Type	Account	Status
2	NON-NO	No Benefits	S003SPDNOMJ-03	NON UNION CLERK 19.5 HOURS	CLERK		CL		1.00	1	05	administrative	02	Part-Time	1000-300-2315-127-03-00-51232	Active
3	MTA-21	21 Pay Teachers	S003TEAGR03-04	DIPIETRO SCHOOL TEACHER 21 P	TEACH		M45		1.00	1	05	elementary clas	02	Part-Time	1000-300-2305-110-03-00-51260	Active
4	NON-NO	No Benefits	S005ABATECH-02	ABA TECH SUBSTITUTES	SUB		SUBS		1.00	1	03	substitutes	02	Part-Time	2100-000-2330-423-06-00-52400	Active
5	MTA-21	21 Pay Teachers	S005ELLTCH-02	ENGLISH LANGUAGE LEARNER 21	TEACH		M		1.00	1	02	other professio	01	Full-Time	1000-300-2305-110-05-00-51260	Active
6	NON-NO	No Benefits	S005ILANONJ-01	ILA - 10 MTH STALL BROOK NON	AIDES		ILA NON		1.00	0	00		00	Full-Time	0000-000-0000-000-00-00-00000	Active
7	NON-NO	No Benefits	S0055PDCLRK-01	SPEED CLERK 19.5 HW	CLERK		PT		3.00	1	05	administrative	01	Full-Time	1000-300-2120-127-12-00-51232	Active
8	MTA-21	21 Pay Teachers	S0055PDSB-01	STALL BROOK ABA TEACHER 21 P	TEACH		M		1.00	1	05	elementary clas	01	Full-Time	1000-300-2305-120-05-00-51260	Active
9	NON-NO	No Benefits	S006ASCUTTR-01	ACADEMIC SUPPORT TUTOR	ASP		TUTR		1.00	1	04	tutors	03	Temporary	1000-300-2305-123-06-00-51260	Active
10	MTA-21	21 Pay Teachers	S006BMHCL-01	BRIDGES MENTAL HEALTH CLINIC	SOCIAL		B		1.00	1	09	psychologists	01	Full-Time	1000-300-2710-126-06-00-51260	Active
11	AFL10M-AF10	School Weekly 10 month employe	S006CAFWRKR-03	CAFETERIA WORKER - UNION	CAFE		CFW		1.00	1	06	service workers	01	Full-Time	2020-000-3400-000-09-00-51130	Active
12	AFL-AF	School Weekly 12 month employe	S006CUS1STS-01	CUSTODIAN	CUST		CU		1.00	1	06	service workers	01	Full-Time	1000-300-4110-190-06-00-51450	Active
13	SINGL-01	school singleton contractual d	S006ELANTY-01	ENGLISH LANGUAGE ARTS INTERV	TEACH		SA		14.00	1	02	other professio	01	Full-Time	1000-300-2305-110-06-00-51260	Active
14	MTA-20	20 Pay Teachers	S006ELLTCH-01	5 ENGLISH LANGUAGE LEARNER	TEACH		B		1.00	0.50	02	other professio	02	Part-Time	1000-300-2305-110-09-00-51260	Active
15	MTA-21	21 Pay Teachers	S006GUCOUN-03	4 & 6 Guidance Counselor	GUIDE		M		1.00	1	08	guidance	01	Full-Time	1000-300-2710-110-08-00-51260	Active
16	MTA-21	21 Pay Teachers	S006TEAMATH-03	BHS TEACHER	TEACH		B		1.00	1	02	principals	01	Full-Time	2040-000-2305-401-06-00-51260	Active

Figure 6 After–The new Account number column is highlighted

[ADM-AUC-HR-10595]

3.3 # 7225–Benefit Category Report [Enhancement]

Description	Field	ToF
Annual Salary	ANNSAL	
Bank Account	BANKACT	
Bank Code	BANK	
Bank Name	NAME	
Benefit Category	BENCODE	
Benefit/Deduction	BENDEDE	
Check Date	WARCKDATE	
Check Number	CHECK	
Cost Code	CSTCOD	
Cost Code DropAmt	DRPAMT	
Cost Code Prenote	PRENOT	
CostCodeBnkActTyp	HRACCTYP	
Date of Birth	DOB	
EEO/Orig. Hire Date	OHIRDAT	
Employee Amt (Ded)	EEAMT	
Employer Amt (Ben)	ERAMT	
Expenditure Acct	EXPACTNUM	
Holdover Amount	HLDOAMT	
Liability Account	LIACCTNUM	
Mailing Address#1	01MADR	
Mailing Address#2	02MADR	
Mailing Address#3	03MADR	
Mailing City	MCITY	
Mailing State	MSTATE	
Mailing Zip Code	MZIPCODE	
Note	NOTE	
Social Security #	SSNO	
Total (Ded & Ben)	TOTAMT	
Warrant	WARRANT	

The **Benefit Category** report is customizable and included in the reports generated for payroll warrants or can be run on demand from the HR reports library.

This will report on all category codes that are set up on the **Paycheck Category** table.

The list of fields is shown via the lookup when adding a field in the **Paycheck Category Detail** screen. The current list is shown on the left.

If there are fields not shown here that you want to include in the report, please contact support@admins.com to request the enhancement.



Our most recent addition to the list was adding the warrant number at the request of one of our sites.

3.3.1 Setting up the Benefit Categories Report

Begin by determining the category for the cost code to be reported on. Each **Cost Code** is associated with a **Paycheck Category**. The **Paycheck Category** code highlighted on the Cost Code table in the image is “BC”. To access the cost code table to see these codes, from the menu, select:

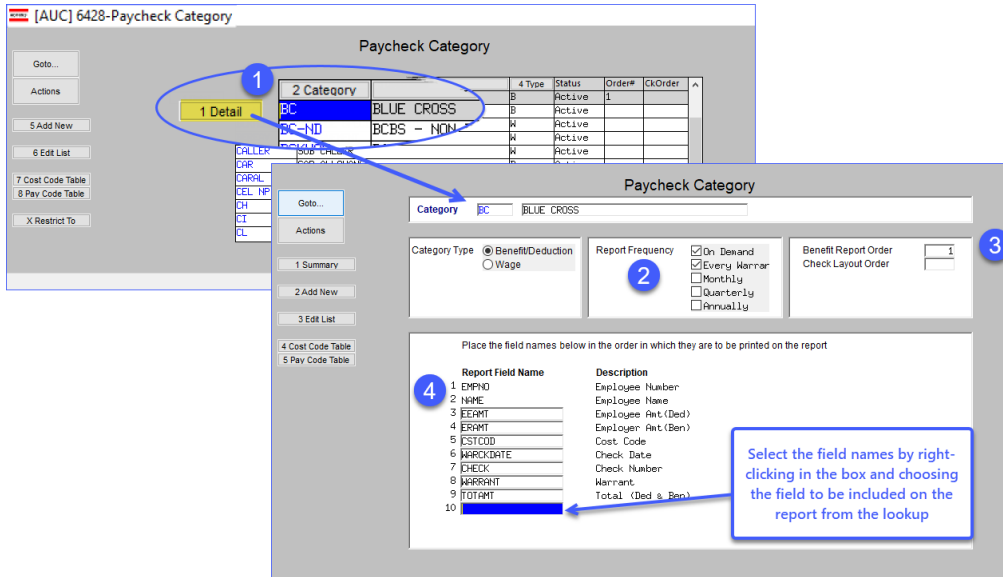
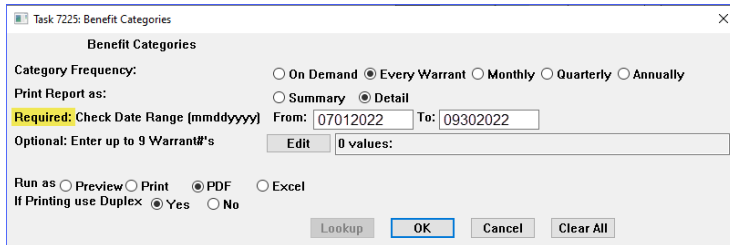


Figure 7 Selecting the options for this code

3.3.3 Run the Report



To run the report on demand, from the menu, select:

Human Resources ▶ Reports ▶ Report Library ▶ By Paychecks/Other ▶ #7225 Benefit Categories

Enter a required check date range to limit the report to only the desired data.

Samples are shown below.

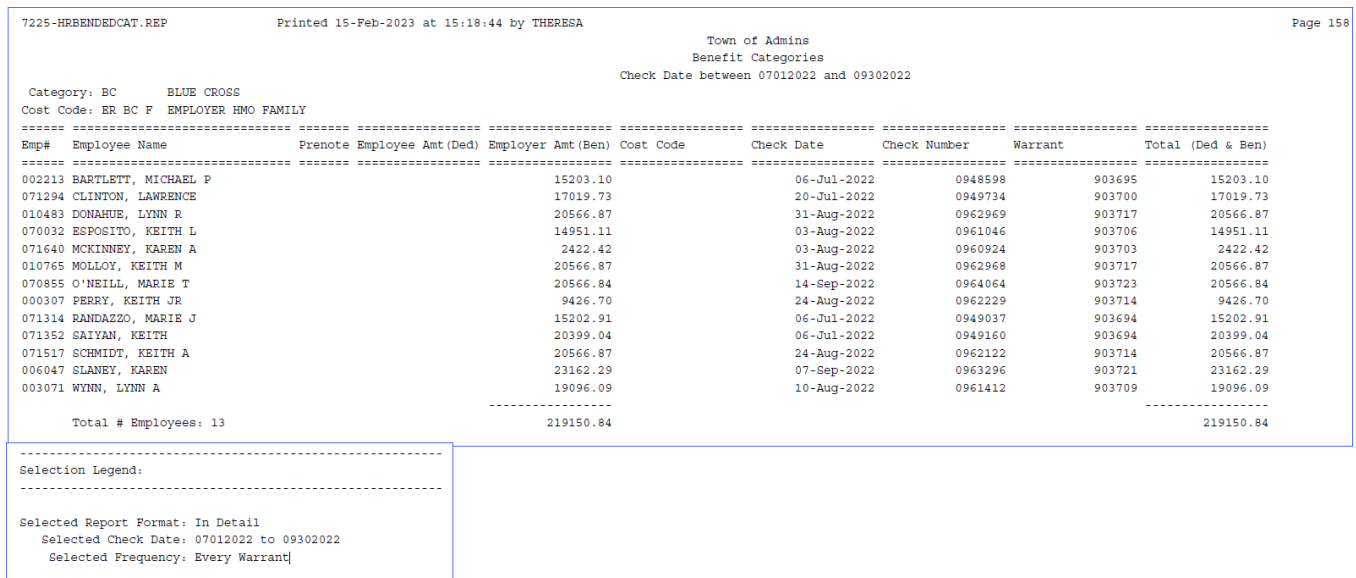


Figure 8 The legend on the last page of the report will show what selections were made – shown is “Run as” PDF

[ADM-AUC-HR-10597]



3.3.4 Excel® Version

ADMINS aligned the headings on the Excel® version of the #7225 Benefit Category Report. To run the report, from the menu, select:

Human Resources ▶ Reports ▶ Report Library ▶ [4 By Paychecks/Other] ▶ #7225–Benefit Categories

The screenshot shows the 'Report Library Paychecks/Other' window with '7225-Benefit Categories' selected. The 'Report Categories' sidebar has '4 By Paychecks/Other' selected. The configuration dialog for 'Task 7225: Benefit Categories' is open, showing 'Category Frequency' set to 'Every Warrant', 'Print Report as' set to 'Detail', 'Required: Check Date Range' from '01-Jan-2023' to '31-Jan-2023', and 'Run as' set to 'Excel'.

Emp#	Employee Name	Prenote	Category	Category Description	CostCode	Cost Code Description	Employee Amt(Ded)	Employer Amt(Ben)	Cost Code	Direct Deposit
6793	BRADY, KAREN B	BC	BLUE CROSS	HMO BCX	HMO BLUE EXTRA PAYMENT		32.87			
671655	WALSH, KAREN	BC	BLUE CROSS	HMO BCX	HMO BLUE EXTRA PAYMENT		12.88			
Total # of Employees: 2							45.75			
6707184	BOYAN, KEITH P	BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A		121.46			
670168	BRODEUR, MICHAEL G	BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A		121.46			
6707149	BURCH, KEITH S	BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A		121.46			
6707788	CATALANO, LYNN	BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A		121.46			
670684	CATANZARITI, MARIE M	BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A		121.46			
6707782	KILDUFF, LAWRENCE R	BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A		121.46			
6707111	LADOUCEUR, LAWRENCE E	BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A		121.46			
6707737	MORO, KEITH P	BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A		121.46			
671167	REHLLARD, MARIE	BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A		121.46			
670447	SALSBURY, MICHAEL R	BC	BLUE CROSS	HMOBF	HMO BLUE FAMILY 12MTH SCHOOL A		121.46			
Total # of Employees: 10							1,214.60			

Figure 9 Report #7225Benefit Category run as Excel®

[EPS-SUP-SAPLAUC-1073]

3.4 FOIA Report

Anyone can ask for information on employee salary under the Freedom of Information Act (FOIA). To comply with requests (which can vary), ADMINS provides the versatile #6930 FOIA report. To run the report, from the menu, select:

HR ▶ Reports ▶ Report Library ▶ [4 By Paychecks/Other] ▶ #6930 FOIA Report

The screenshot shows the 'Report Library Paychecks/Other' window with '6930-FOIA Report' selected. The configuration dialog for 'Task 6930: FOIA Report' is open, showing 'Required: Work Date Range' from '01012022' to '12312022' and 'Run as' set to 'Excel'.

To satisfy a customer request, ADMINS added annual salary as of the report ending date as shown in column J, highlighted below.



Year	Emp No	First Name	Middle Name	Last Name	Hire Date	Pay Group	Position Description	Bargaining Unit	Annual Salary	Total Pay	111F
2.022	000040	KEITH	F	DION	02-07-1991	DPW	DPW DIRECTOR	MGMT -TH	139,000.00	101,628.42	
2.022	000092	LYNN	M	DEWITT	12-29-1993	POLICE	POLICE COURT OFFICER	POLU -PO	67,296.24	24,075.11	
2.022	000152	KEITH	C	PETERSON	12-17-1987	TW	TOWN ADMINISTRATOR	MGMT -TH	179,460.00	127,043.54	
2.022	000199	KAREN	M	BOYAN	12-01-2020	TW	ELECTION/TOWN MEETING WORKER	NON -NO	1.00	990.00	
2.022	000205	MICHAEL	R	MELANSON	01-01-2010	BI	COACH	NON -NO	1.00	5,661.00	
2.022	000286	MICHAEL	J	CORRIVEAU	10-04-1993	ADMTEST	POLICE PATROL OFFICER	POLU -PO	71,367.84	122,321.92	
2.022	000288	KEITH		WHIDDEN	04-26-2021	POLICE	POLICE PATROL OFFICER	POLU -PO	54,580.32	64,903.28	
2.022	000307	KEITH		PERRY	05-02-1988	POLICE	POLICE SERGEANT	POLU -PO	81,766.08	148,721.29	
2.022	000307	KEITH		PERRY	07-20-2022	POLICE	POLICE DETAIL	NON -NO	58.00	928.00	
2.022	000311	LAWRENCE	L	GIVENS	09-25-1995	POLICE	POLICE PATROL OFFICER	POLU -PO	67,296.24	52,752.72	
2.022	000311	LAWRENCE	L	GIVENS	09-25-1995	POLICE	POLICE SERGEANT	POLU -PO	81,766.08	36,388.54	
2.022	001006	LYNN	L	EMIDY	11-04-2016	TW	BOARD OF ASSESSORS	ELEC -EL	1,200.00	800.00	
2.022	001006	LYNN	L	EMIDY	10-23-2017	TW	PART TIME CLERK ASSESSORS	NON -NO	15.00	1,070.00	
2.022	001148	KAREN	L	PULTZ	09-07-1993	TW	MIS	PROF -01	100,069.23	76,822.90	
2.022	001239	MARIE	M	EINSTADTER	07-01-1997	TW	LIBRARY TECHNICIAN	TOCL -01	41,005.71	30,725.90	
2.022	002190	MICHAEL	L	KEITH	01-07-1985	POLICE	POLICE CHIEF	MGMT -TH	176,994.24	144,458.50	

Figure 10 New Annual Salary Column on the #6930 FOIA report

[ADM-AUC-HR-10612]

4 Bulk File TIN Matching

The IRS changed the file format for Bulk File TIN matching. **ADMINS** updated the format to meet the new requirements. Full instructions are available in the HR-780 Bulk TIN Matching document in the Help Reference Library.

[COVENTRY-SUP-SAPLAUC-319]

5 Rhode Island Individual Mandate

Before this year, the state of Rhode Island’s deadline for reporting on the offer of healthcare was in advance of the IRS reporting deadline for 1095C.

Rhode Island now follows the same schedule as the IRS, so sites in states other than Rhode Island that employ Rhode Island residents no longer need to segregate the residents for reporting.

In addition, when asked, “Does the state of Rhode Island accept the IRS files that include residents from all states?” the Tax Payer Assistance Representative sent this information:

“Because you have uploaded that information with the IRS, you do not need to provide that information to the state”.

RE: Question on Filing for the Individual Mandate - Message (HTML)

RE: Question on Filing for the Individual Mandate
To: Theresa Campbell
2/2/2023

You forwarded this message on 2/2/2023 9:59 AM.

Because you have uploaded that information with the IRS, you do not need to provide that information to the state.

Thank you,

Amber
Taxpayer Assistance Representative
401-574-8484 | taxportal@tax.ri.gov

One Capitol Hill
Providence, Rhode Island 02908

From: Theresa Campbell <theresa@admins.com>
Sent: Tuesday, January 24, 2023 10:49 AM
To: DOR Tax Portal <Tax.Portal@tax.ri.gov>
Cc: support <support@admins.com>
Subject: Question on Filing for the Individual Mandate

Good Morning,

We have a few customers in Massachusetts and Connecticut who employ residents of Rhode Island. Our software creates a manifest and 1094C file (example below of the file names). These are the files submitted to the IRS, and if I understand correctly, can be used to satisfy the individual mandate.

We do not separate the files by state.

Does the state of Rhode Island accept the IRS files that include residents from all states?

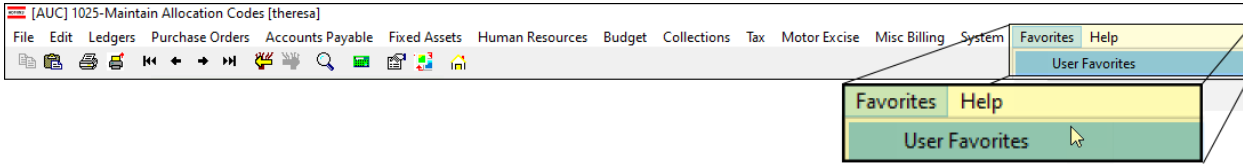
[ADM-AUC-HR-10609]



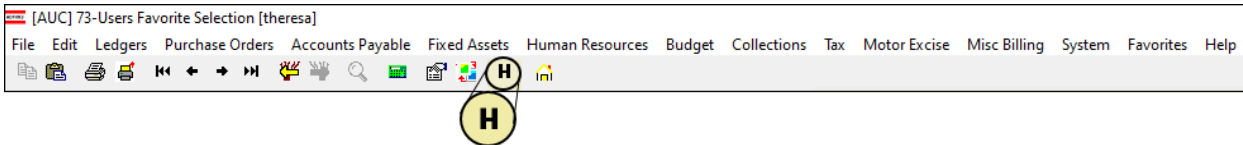
6 Favorites Screen [Enhancement]


ADMINS added a button on the **Favorites** screen to set it as your home screen so that when you click on the home button in the toolbar, you will return to the Favorites screen. To access the **Favorites** screen, from the menu, select:

Favorites ► User Favorites



Once you are on the favorites screen, there will be an **[H]** icon next to the home button. If you want to make the **Favorites** screen your home screen, click on the **[H]** icon. If you want to retain your current home screen, do not click on the **[H]** icon. If you click on the **[H]** icon and change your mind, ask your local super user or support@admins.com to reset your home screen.



From anywhere in the AUC system, click on the **[Home]** button  to return to your home screen. If you have clicked on the **[H]** icon, the **Favorites** screen is now your home screen.

[ADM-AUC-SY-8278]

6.1 Workshop

To get started with the favorites screen, **ADMINS** is hosting an interactive workshop, and everyone is invited. Sign up by replying to the email invitation that will be sent out on March 6th, 2023. If you want to participate, include a list of the screens and reports you use most when you accept the invitation. The workshop will be held on Thursday, March 23, 2023, from 2:00 PM - 2:30 PM.

To join us, accept the invitation in the email and mark your calendars.

[ADM-AUC-SY-8278]

6.2 Favorites Video Available Now

The [Favorites](#) video is a 2 ½ minute look at how the favorites screen works. Access it and scores of other [Videos & Quick Tips \(admins.com\)](#) from the **ADMINS** website.

7 Help Reference Library

Added the following new or updated documents to the Help Reference Library and content to **ADMINS.com**:

7.1 New or Updated in the Help Reference Library

Reports	HR-594.1 FOIA Reports	[Updated]
	HR-594.2 Benefit Categories	[New]
Year End	HR-780 Bulk TIN Matching	[Updated]
	HR-610 Fiscal Year-End Split Payroll Slides	[Updated]



HR-630 W2 Year-End Training Slides	[Updated]
HR-635 Email W2s, 1095Cs, 1099Rs	[Updated link]
HR-640 IRS Instructions for W2/W3 (CY2023)	[Updated]
HR-643 IRS-Pub 15-A Employers Supplemental Tax Guide (CY2023)	[Updated]
HR-647 IRS-Pub 15-B Fringe Benefits (CY2023)	[Updated]
HR-645 IRS – Pub 15 (Circular E) Employer’s Tax Guide (CY2023)	[Updated]
HR-648 IRS-Pub 15-T (Federal Tax Withholding Method Instructions) (CY2023)	[Updated]
HR-660 IRS Instructions for 1099R (CY2023)	[Updated]
HR-765 Calendar Year-End ACA Training Slides (CY2022)	[Updated]

7.2 New or Updated Content on ADMINS.com

[HR-594.1 FOIA Reports](#) [Updated]

7.3 ADMINS Video Library

The screenshot shows the ADMINS Video Library page. At the top, there is a navigation bar with links for Home, What's New, Videos & Quick Tips, Library, More, and a user profile icon. The main heading is "AUC Video Launchpad". Below the heading, there is a brief description: "Below is a list of training videos for new users to get acquainted with AUC, and for current users to take a deeper dive into a process or get a refresher for 'once a year' tasks." The page is organized into six columns, each with a category heading and a list of video links with their durations:

- Getting Started**
 - Logging In to AUC & Basics (7:00)
 - Logging out of AUC (1:54)
 - Reset AUC Password (2:00)
 - Use the Training Area (2:04)
 - Clear Data From A Field (1:17)
 - Favorites Screen (2:23)
 - Index Of Help Documents (0:51)
 - Reprinting A Report (4:20)
 - Optimize the PDF Viewer (3:37)
 - Email Signatures (1:36)
 - Quick Task & Report Button (2:12)
 - Check for Record Locks (2:14)
- GL Training**
 - Add a New GL Account (4:07)
 - Budget Transfers via a JE (2:55)
 - Drill Down on Account (4:51)
 - Transaction History Queries (7:07)
 - General Ledger Reports (10:09)
 - Expenditure Summary Report (4:04)
 - Set Up A New Fund (9:17)
 - Automate Reports using Job Stream (24:28)
 - How to Upload a Journal Entry (5:57)
 - How to Reverse a Journal Entry (4:08)
 - Fixed Assets Module (1 hour 21 minutes)
 - User Account Security (6:32)
 - Budget Transfers via a Journal Entry (HVMA) (3:00)
- AP/PO Training**
 - Approvals - The AP/PO Dashboard (3:49)
 - Purchase Order Entry (7:28)
 - Reprint Purchase Order (3:17)
 - PO Change Orders (5:43)
 - Request A PO Liquidation (2:34)
 - Liquidate a PQ (3:11)
 - Create a Direct Payment Voucher (5:35)
 - Create a Voucher from a PO (6:20)
 - Voucher Change Orders (4:22)
 - Liquidate a Voucher (4:16)
 - PO Queries (7:14)
 - PO & Voucher Reports (2:47)
 - Querying Vouchers (5:29)
 - Add a New Vendor (2:54)
 - Vendor Attachments (2:50)
 - Add a Vendor Remit Address (3:20)
 - Voucher Selection Error Report (2:59)
 - AP Disbursement Process (10:45)
- Collections & Tax**
 - Enter Bill Payment Receipts (7:14)
 - Enter Treasury/ Departmental Receipts (10:57)
 - Reprint a Bill (4:01)
 - Bill Inquiry Screen (7:26)
 - Bill Locator Screen (3:30)
- HR Training**
 - Create A Payroll Warrant (3:31)
 - Timesheet Entry (7:34)
 - How To "Uncalculate" A Warrant (2:14)
 - Create A Recon File After Warrant Is Posted (1:10)
 - Add Historical Salary Change Record (2:47)
- Webinar Links**
 - Fiscal Year End
 - PO Rollovers (24:31)
 - Split Labor Distribution (21:18)
 - Calendar Year End
 - AP 1099 Processing (G.Int.MISC.NEC.S) (26:21)
 - HR W2 Processing (28:01)

Don't forget to check out all these other [Videos & Quick Tips \(admins.com\)](#).

These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for "once in a while" tasks.

The videos provide "just-in-time" training when new staff is coming aboard as well.

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.