



Human Resources

Release Notes March 2024

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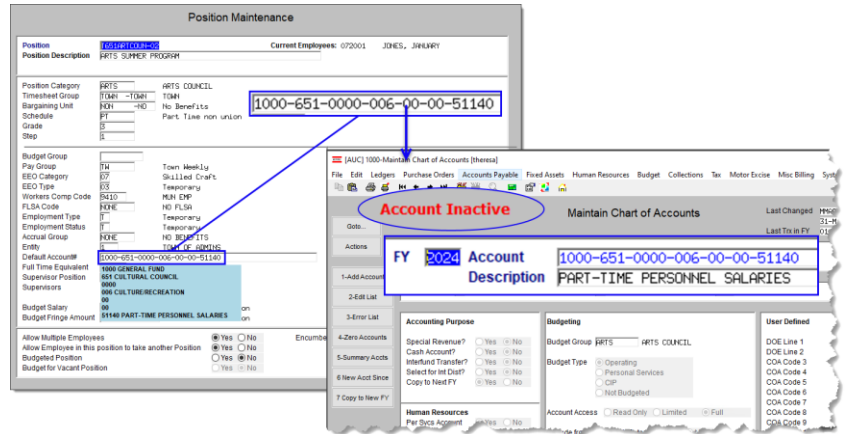
1 Adding a Position – Verify GL Account is Valid [Enhancement]

Positions can be set up far in advance of them being used – a position can be “dormant” for years if it is not filled or used by an employee. An issue came up when a dormant position was added to an employee in the current fiscal year. The account on the position was not valid in the current fiscal year, but the system did not check that the account being brought in by the value on the position was still valid. **ADMINS** added error checking to identify this error and prevent using an invalid account.

For example, Employee #72001 has taken an additional position with the Arts Council, Position T651ARTCOUN-02. This position was established long ago but has been unused until now.

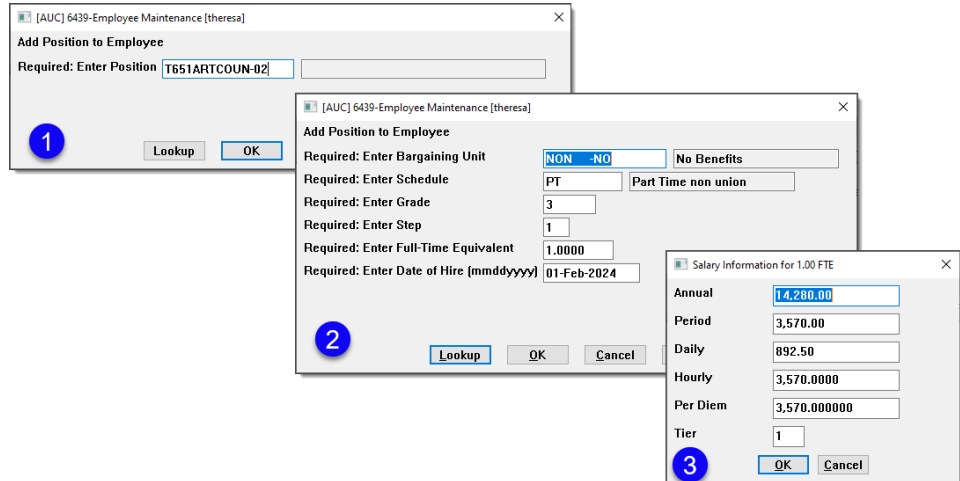
As seen here, the default account assigned on the Position Maintenance is **Inactive in the Chart of Accounts** for the current Fiscal Year.

Now when adding a position to an employee the system checks that the account being brought in to the employee record is valid.

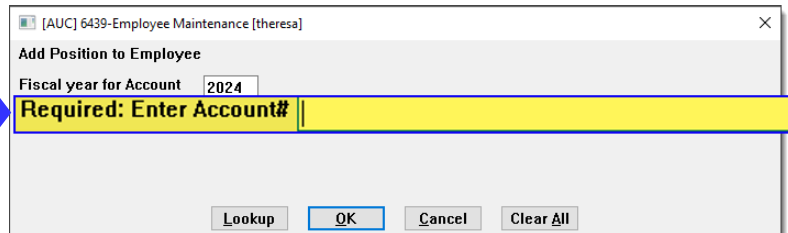


Note: All positions do not have a default account. If there is no account on the position, enter one when adding the position to an employee.

Adding the position will prompt for the required salary information as usual.



If the account in the position table is not valid for the current fiscal year, a valid account number will be required in the prompt:



[ADM-AUC-HR-10593]



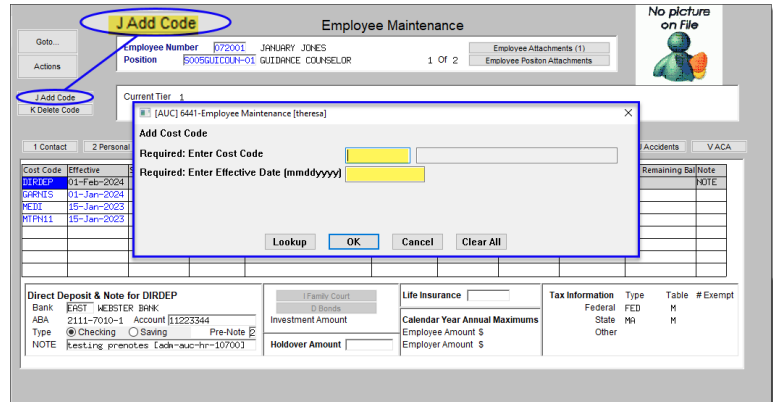
2 Employee Maintenance–Duplicate Deduction Code [Fix]

When adding a deduction to employee maintenance deduction screen, sometimes the code would be duplicated. This has been fixed.

To add a code, from the menu, select:

HR ► Employee Maintenance ► [3 Ded/Ben]

Choose **J Add Code** on the left side of the screen.

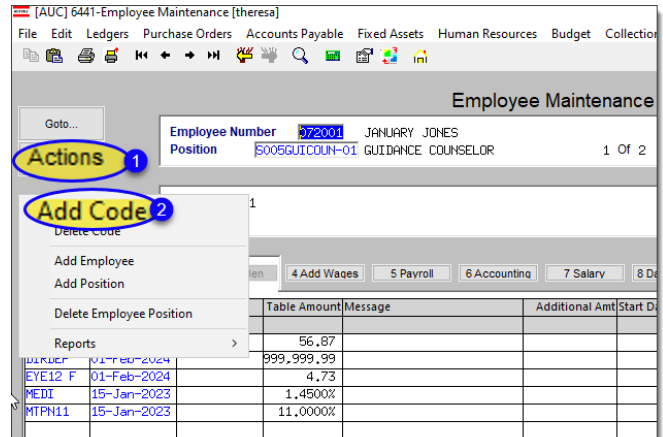


Click on **OK**; the new code will be visible in the grid in the middle section of the screen. Codes are listed in alphabetical order.

| Cost Code | Effective | Stop Date | Table Amount | Message |
|-----------|-------------|-----------|--------------|---------|
| ACC-AFL | 01-Feb-2024 | | | |
| ALT ADMF | 01-Feb-2024 | | 56.87 | |
| DIRDEP | 01-Feb-2024 | | 999,999.99 | |
| EYE12 F | 01-Feb-2024 | | 4.73 | |
| MEDI | 15-Jan-2023 | | 1,4500% | |
| MTPN11 | 15-Jan-2023 | | 11,0000% | |

Another option is to click on the **[Actions]** button and select Add Code from the drop-down menu.

Both methods will display the same prompt requiring a **Cost Code** and the **Effective Date**.



[ADM-AUC-HR-10706]

2.1 Positions Set for Multiple Employees [Fix]

There was an issue when terminating an employee from a position set for multiple employees. While the position was listed on the report of vacant positions, the position was not available to add to a different employee. This has been corrected.

[ADM-AUC-HR-10718]



3 #6970 Direct Deposits Not Transmitted to Bank Prenote [Fix]

When processing a payroll, report #6970 is produced listing Direct Deposits not transmitted to the bank (e.g., an employee has provided the bank information, but it has not been tested via a prenote, or the deposit amount is less than or equal to zero).

Employees without a prenote were listed in the report in error. The report was corrected and installed on site early in January 2024, and is mentioned here to document the change.

Employee Maintenance
Employee Number: 072001 JANUARY JONES
Position: \$209501100-01 GUIDANCE COUNSELOR 1 of 2

| Cost Code | Effective | Stop Date | Table Amount | Message | Additional Amt | Start Date | Stop Date | Original Amt | Remaining Bal | Note |
|-----------|-------------|-----------|--------------|---------|----------------|-------------|-------------|--------------|---------------|------|
| DIRDEP | 01-Feb-2024 | | 999,999.99 | | | | | | | |
| GNRHS | 01-Jan-2024 | | 312.96 | | -938.88 | 01-Feb-2024 | 07-Mar-2024 | | | NOTE |
| MEDI | 15-Jan-2023 | | 1,450.00 | | | | | | | |
| MIPN1 | 15-Jan-2023 | | 11,000.00 | | | | | | | |

Direct Deposit & Note for DIRDEP
Bank: FIRST WEBSTER BANK
ABA: 2111-7010-1 Account: 11223344
Type: Checking Saving Pre-Note 2
NOTE: Testing prenotes (code=auc-hr=10700)

Figure 1 This employee #072001 will be listed on the report as having a prenote in the Reason column

6970-HRBANKNODD.REP
Town of Admins
Direct Deposits not Transmitted to the Bank
Batch: 4103 Warrant: 903916 Check Date: 09-Feb-2024 Period 28-Jan-2024 thru 10-Feb-2024

| Employee | Code | Cost Code | Amount | Reason |
|-----------------------|--------|-----------|----------------|---------|
| 072001 JONES, JANUARY | NETDIR | DIRDEP | DIRECT DEPOSIT | Prenote |

Figure 2 report #6970 identifies the reason for the error as the Prenote

[ADM-AUC-HR-10700]

4 Pay Period on Manual Void/Reissue Checks [Enhancement]

Originally, the “void and reissue” feature was intended to replace a lost check. This use of this feature has expanded to include corrections that are not a “one-for-one” replacement of the voided check. Before the software update, when a void/manual was done, the pay period was based on the pay period of the void check being replaced and could not be changed on the reissued check. Now the pay period can be updated on the **Figure Check Entry – Timesheets** screen.

While an in-process warrant is required when voiding a check, the **warrant for the re-issued check is not assigned** until the check is printed.

Cost Code Table
Cost Code: 000000
Description: FIRE NO TIME
Pay Period: Bi-weekly 3

Pay periods are set on each cost code, so it can be necessary to use a different pay period on the reissued check.

Select the new pay period from the lookup or enter it directly.

Figure Check Entry-Timesheets
Warrant: 000000 Employee: 072001 Period: 02-Feb-2024 to 29-Jan-2024
Employee: 072001 Note: JONES, JANUARY
Bank: PAYC Check: 000000 Date: 02-Feb-2024
Pay Period: Bi-weekly 3 Figure Check: REISSUED Base Adj:

| Work Date | Pay Code | Hours | Day | Code | Description | Status | Tot |
|-------------|----------|-------|-----|------|---------------|--------|-----|
| 15-Jan-2024 | DREG | 1.00 | | B3 | Bi-weekly 3 | A | |
| 16-Jan-2024 | DREG | 1.00 | | B1 | Bi-weekly 3 | A | |
| 17-Jan-2024 | DREG | 1.00 | | FN | Fire no Time | A | |
| 18-Jan-2024 | DREG | 1.00 | | LS | Lump Sum | A | |
| 19-Jan-2024 | DREG | 1.00 | | N | No Time | A | |
| 20-Jan-2024 | DREG | 1.00 | | RT | retro warrant | A | |
| 22-Jan-2024 | DREG | 1.00 | | M5 | Week 5 | A | |
| 23-Jan-2024 | DREG | 1.00 | | WE | Weekly | A | |

Totals: 10.00 2075.88

[ADM-AUC-HR-10574]



5 Email Replacement Stubs to Employees [Enhancement]

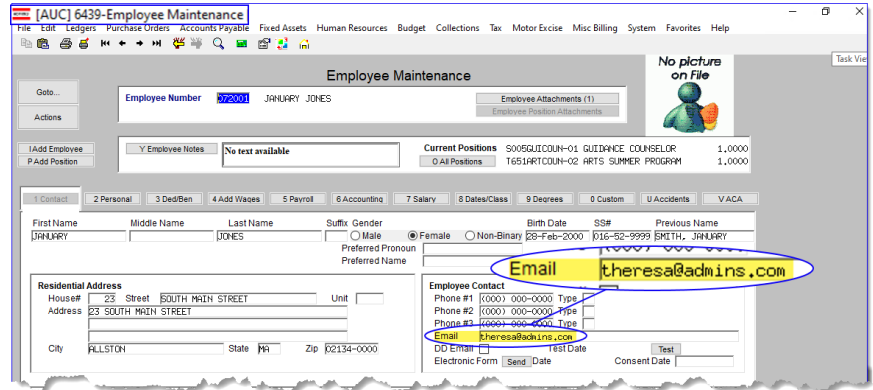
Employees sometimes request a copy of the Direct Deposit advice or check stub. **ADMINS** provides a way to email an **encrypted and password protected copy** of an employee’s direct deposit or paycheck.



To use this feature, the employee’s email must be set on the employee maintenance screen in the **Employee Contact** section on the right. To access this screen, from the menu, select:

Human Resources > Maintenance > Employee Maintenance

HR > Maintenance > Employee Maintenance

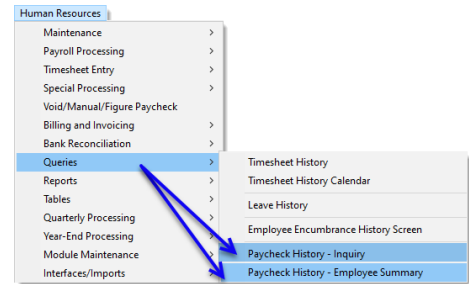


To email a check stub or deposit advice, from the menu, select:

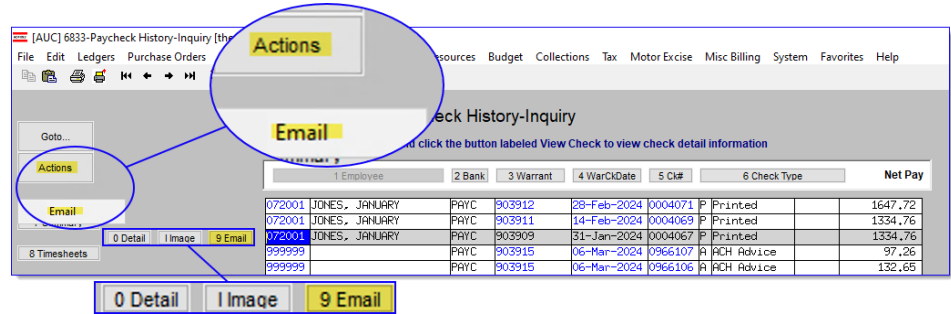
Human Resources > Queries > Paycheck History – Inquiry

or

Human Resources > Queries > Paycheck History – Employee Summary

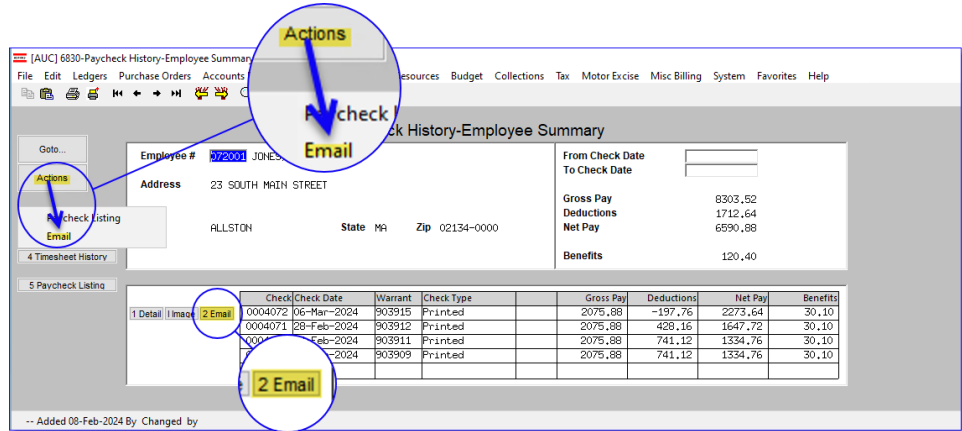


A new button **[9 Email]** as well as an **Email** option under the **[Actions]** button has been added to the **# 6833 Paycheck History Inquiry** screen.

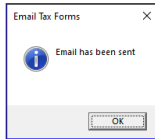
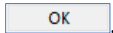




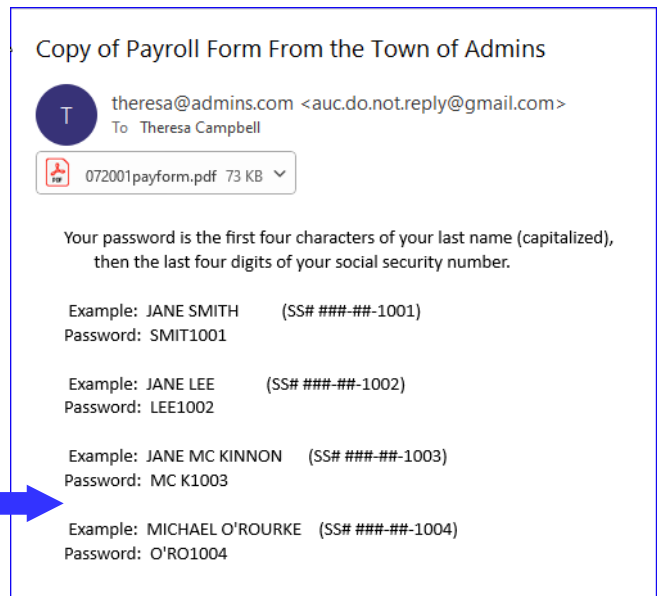
The same feature is available on the # 6830 Paycheck History–Employee Summary screen.



The email is sent as an encrypted attachment. The attachment can only be opened with the normal password convention of first four letters of the last name, all CAPS, plus the last four digits of the social security number. The password instructions and examples are shown in the body of the email. The sender will see a progress bar and a pop up will announce that the Email has been sent. Click on



The email will look like this:



[ADM-AUC-HR-10694]

6 Reports by Employee

ADMINS has thousands of reports and continues to add and enhance reports with each software update. In Human Resources, the four report library sections are sorted numerically to make it easier to find a report. The new and enhanced reports are described below.



6.1 #6722 Phone Numbers on the “.CSV” Labels Report [Enhancement]

ADMINS added phone numbers to the CSV labels report to satisfy a customer request.



Up to three phone number fields may be populated on the Employee Maintenance screen, and subsequently included on this report.

Employee Maintenance

Employee Number: 00012 KAREN A PERCET
No Active Positions

Employee Contact

Phone #1 (508) 278-6089 Type H
Phone #2 (774) 280-6615 Type E
Phone #3 (000) 000-0000 Type E

To run this report, from the menu, select:

- Human Resources ▶ Reports
- ▶ Report Library ▶ [1 By Employee]
- ▶ #6722 Mailing Label CSV file.

Report Library By Employee

1 By Employee

| Report Name | View | Report |
|---|--------|--------|
| 6064-Employee List - Cost of Leave | Sample | Run |
| 6079-Employee Leave Balance Listing | Sample | Run |
| 6112-Employee List - Accidents | Sample | Run |
| 6126-Employee Encumbrance Balance Report | Sample | Run |
| 6140-Employee Encumbrance Summary | Sample | Run |
| 6144-Payroll Labor Costs For a Period - Expected Amount | Sample | Run |
| 6149-Employee Salary History Change Report | Sample | Run |
| 6176-Leave History (Attendance) Report | Sample | Run |
| 6266-Employee List - Cost of Leave - Default Fund | Sample | Run |
| 6462-Employee Profile Audit Report | Sample | Run |
| 6487-Employee List - Active | Sample | Run |
| 6497-Employee List - Cost of Leave - Direct Dept Yr | Sample | Run |
| 6722-Mailing Label CSV file | Sample | Run |
| 6726-Employee Profile Audit Report | Sample | Run |

The report offers optional filtering on Entity Codes, Bargaining Units, Timesheet Groups, and Pay Groups, and is available to Run as **CSV**.

Task 6722: Mailing Label CSV file

Comma Separated Values file only. You can import this data into most 3rd party applications to generate mailing labels.

Optional: Enter up to 9 Entity Codes 0 values:

Optional: Enter up to 9 Bargaining Units 0 values:

Optional: Enter up to 9 Timesheet Groups 0 values:

Optional: Enter up to 9 Pay Groups 0 values:

Run as CSV

Lookup OK Cancel Clear All

By default, the file is saved in the Admhome\AUC\HRMOD\Mis\Lis folder on the AUC server.

The default report name is Mailing_Labels_6722_*.csv (the * is replaced by the username of the person running the report.)

CSV Save File Name

admhome > auc > HRMOD > Mis > Lis

| Name | Date modified | Type | Size |
|-------------------------------|-------------------|----------------------|--------|
| Mailing_Labels_6722_WENDY.csv | 2/7/2024 2:37 PM | Microsoft Excel C... | 264 KB |
| mailinglist_Wendy.csv | 2/1/2024 12:23 PM | Microsoft Excel C... | 217 KB |

File name: Mailing_Labels_6722_THERESA.csv
Save as type: CSV files (*.csv)



The screenshot shows an Excel spreadsheet with columns labeled A through Y. Columns Z, AA, and AB are highlighted with a blue box and are currently empty.

Figure 3 Before – the columns Z, AA, and AB did not have data

The screenshot shows the same Excel spreadsheet, but now columns Z, AA, and AB contain phone numbers. A blue box highlights these columns.

| Z | AA | AB |
|----------------|----------------|----------------|
| Phone1 | Phone2 | Phone3 |
| (508) 883-7782 | (508) 259-4917 | (000) 000-0000 |
| (508) 883-6289 | (000) 000-0000 | (000) 000-0000 |
| (508) 278-6089 | (774) 280-6615 | (000) 000-0000 |

Figure 4 After – the phone numbers from the Employee Maintenance Screen are shown in columns Z, AA, and AB

[ADM-AUC-HR-10171]

6.2 #6799 Employee List with Grade Schedule & Address

The screenshot shows a form titled "Employee List - Grade Schedule / Address". It has various fields for optional information like Bargaining Units, Entity Codes, Pay Groups, etc., with "0 values:" next to them. There are "Edit" buttons for each field. At the bottom, there are "Lookup", "OK", "Cancel", and "Clear All" buttons.

ADMINS added this report to satisfy a customer enhancement request.



The report can be run as Excel®. A sample of the output and a description of the columns is provided below.

| Emp# | Name | Position# | Description | Bargaining Unit | Schedule | Grade | Step | ET | Annual Salary | Period Salary | Daily Salary | Hourly Rate | Per Diem Rate | Timesheet Group | Pay Group | ShiftCode | OriginalDate | PosthireDate |
|--------|------------------|----------------|---------------------|-----------------|----------|-------|------|-----|---------------|---------------|--------------|-------------|---------------|-----------------|-----------|-----------|--------------|--------------|
| 071963 | COMEALX, LYNNA A | S0005TEABHS-01 | BHS TEACHER 26 PAYS | MTA -26 | B | 1 | 2 | 100 | 53,875.00 | 1,995.37 | 199.54 | 48.80 | 292.80 | SCHOOL-BHS | 57 | R6 | 8/28/2023 | 8/10/2023 |
| 071786 | YASKOFF, KEITH W | S0005TEABHS-01 | BHS TEACHER 26 PAYS | MTA -26 | B | 1 | 3 | 100 | 56,571.00 | 2,095.22 | 209.52 | 51.24 | 307.45 | SCHOOL-BHS | 57 | R6 | 8/29/2022 | 8/24/2022 |

| Address1 | Address2 | City | State | Zip | Phone 1 | Typ | Phone 2 | Typ | Emergency | Contact Name | Reporting Location | Location Grade | EmpType | PerHrs | DOB | Gender | BudgetGrp | Budgeted? | Email |
|------------------|----------|--------------|------------|------------------|----------------|-----|---------|-----|----------------|------------------|--------------------|----------------|---------|----------|------------|--------|-----------|-----------|-------|
| 202 GLENFIELD RD | | CAMBRIDGE MA | 02138-0000 | (508) 933-4761 C | (000) 000-0000 | | | | (508) 212-7974 | Misty Shultz | | | FF | 1,104.00 | 2/4/2001 | F | No | | |
| 105A VICTORY ST | | CAMBRIDGE MA | 02138-0000 | (401) 439-4500 C | (000) 000-0000 | | | | (774) 216-6341 | Jaclyn Dembshack | | | FF | 1,104.00 | 12/16/1990 | M | No | | |

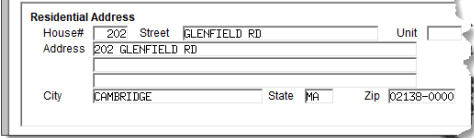
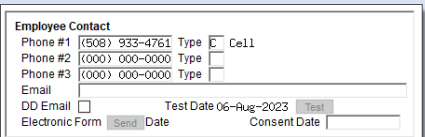
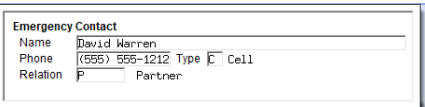
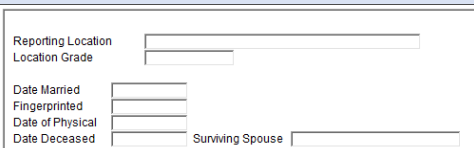
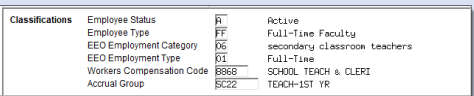
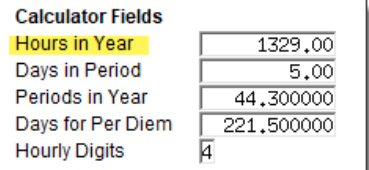
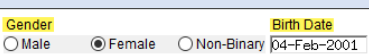
The data listed on the report comes from the Employee Maintenance screens. To access Employee Maintenance, from the menu, select:



Human Resources ► Maintenance ► Employee Maintenance

| Column Header | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--------------------|----------------------------|-----|-----------------|-----------------|----------------|-----------------|----------------------------|----------------|---|-------------|------------------------|----------------------|------|---------|-----------------------|--------------------------|---|----------------|---------------------|----------------|--------------------|--|---------------------|-----------------|--|--|---|-------------|----------------|---------|-------------|----------------|------------------|--|--|-------------|--|--|-------------|--|--|-----------------------|--|--|-------------------------------|--|--|-------------------|--|--|
| Emp# | Employee Number from the Employee Maintenance screen (all tabs) <div data-bbox="1003 289 1430 401" style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="text-align: center; margin: 0;">Employee Maintenance</p> <p>Employee Number 071963 LYNN A COMEAUX Position 5006TERBHS -01 BHS TEACHER 26 PAYS</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | Employee name, in Last Name, First Name, Middle Initial format | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position# | Position number from the Employee Maintenance screen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | Position description from the Position Maintenance screen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BargainingUnit | <div data-bbox="381 520 1421 562" style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> 1 Contact 2 Personal 3 Ded/Ben 4 Add 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents </div> <div data-bbox="906 564 1442 709" style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Pay Classification</th> <th style="text-align: right;">Y Salary Change</th> </tr> </thead> <tbody> <tr> <td>Bargaining Unit</td> <td>MTA -26</td> <td>26 Pay Teachers</td> <td style="text-align: right;">Effective Date 10-Aug-2023</td> </tr> <tr> <td>Grade Schedule</td> <td>B</td> <td>BACHELORS</td> <td style="text-align: right;">Annual Salary 53875.00</td> </tr> <tr> <td>Grade</td> <td>1</td> <td></td> <td style="text-align: right;">Period Salary 1995.37</td> </tr> <tr> <td>Step</td> <td>2</td> <td></td> <td style="text-align: right;">Daily Salary 199.54</td> </tr> <tr> <td>FTE</td> <td>1.0000</td> <td></td> <td style="text-align: right;">Hourly Rate 48.7998</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">Per Diem 292.80</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">Tier# 1</td> </tr> </tbody> </table> </div> <p>Bargaining Unit from the Employee Maintenance screen Payroll Tab, Pay Classification Section</p> | Pay Classification | | | Y Salary Change | Bargaining Unit | MTA -26 | 26 Pay Teachers | Effective Date 10-Aug-2023 | Grade Schedule | B | BACHELORS | Annual Salary 53875.00 | Grade | 1 | | Period Salary 1995.37 | Step | 2 | | Daily Salary 199.54 | FTE | 1.0000 | | Hourly Rate 48.7998 | | | | Per Diem 292.80 | | | | Tier# 1 | | | | | | | | | | | | | | | | | | | |
| Pay Classification | | | Y Salary Change | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bargaining Unit | MTA -26 | 26 Pay Teachers | Effective Date 10-Aug-2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grade Schedule | B | BACHELORS | Annual Salary 53875.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grade | 1 | | Period Salary 1995.37 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Step | 2 | | Daily Salary 199.54 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FTE | 1.0000 | | Hourly Rate 48.7998 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Per Diem 292.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Tier# 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Schedule | Grade Schedule from the Payroll tab of the Employee Maintenance screen (as above) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grade | Grade from the Payroll tab | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Step | Step from the Payroll tab | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FTE | Full Time Equivalent from the Payroll tab | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Annual Salary | Annual Salary from the Payroll tab | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Period Salary | Period Salary as shown above | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Daily Salary | Daily Salary as shown above | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hourly Rate | Hourly Rate as shown above | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Per Diem Rate | Per Diem Rate as shown above | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TimesheetGroup | <div data-bbox="381 1056 1421 1098" style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> 1 Contact 2 Personal 3 Ded/Ben 4 Add 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents </div> <div data-bbox="1019 1100 1442 1224" style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Group Information</th> </tr> </thead> <tbody> <tr> <td>Entity</td> <td>1</td> <td>TOWN OF ADMINS</td> </tr> <tr> <td>Timesheet Group</td> <td>SCHOOL-BHS</td> <td>High Scho</td> </tr> <tr> <td>Pay Group</td> <td>27</td> <td>27 pays</td> </tr> <tr> <td>FLSA Code</td> <td>NONE</td> <td>ND FLSA</td> </tr> <tr> <td>Lump Sum Indicator</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> </div> <p>Timesheet Group as shown in the Group Information section of the Employee Maintenance Screen Payroll Tab</p> | Group Information | | | Entity | 1 | TOWN OF ADMINS | Timesheet Group | SCHOOL-BHS | High Scho | Pay Group | 27 | 27 pays | FLSA Code | NONE | ND FLSA | Lump Sum Indicator | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Group Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entity | 1 | TOWN OF ADMINS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Timesheet Group | SCHOOL-BHS | High Scho | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pay Group | 27 | 27 pays | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FLSA Code | NONE | ND FLSA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lump Sum Indicator | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PayGroup | Pay group, as above | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ShiftCod | Shift code, as shown in the Work Schedule section of the Employee Maintenance Screen Payroll Tab <div data-bbox="954 1289 1372 1331" style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> <p>Work Schedule Shift R6 1.0 FTE</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OrigHireDt | <div data-bbox="381 1394 1421 1436" style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> 1 Contact 2 Personal 3 Ded/Ben 4 Add Waqes 5 Payroll 6 Accounting 7 Sa 8 Dates/Class 9 Degrees 0 Custom U Accidents </div> <div data-bbox="1068 1438 1442 1730" style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Position Dates</th> <th style="text-align: right;">LOS</th> </tr> </thead> <tbody> <tr> <td>Date Applied</td> <td></td> <td></td> </tr> <tr> <td>Offer Date</td> <td></td> <td></td> </tr> <tr> <td>2 Position Hire Date</td> <td style="background-color: yellow;">10-Aug-2023</td> <td style="text-align: right;">Yr: Mo:6 Dy:10</td> </tr> <tr> <td>Position Hire Reason</td> <td></td> <td></td> </tr> <tr> <td>Anniversary Date</td> <td>28-Aug-2023</td> <td></td> </tr> <tr> <td>Longevity Date</td> <td>28-Aug-2023</td> <td style="text-align: right;">Yr: Mo:5 Dy:23</td> </tr> <tr> <td>Probation End Date</td> <td></td> <td></td> </tr> <tr> <td>Retirement Date</td> <td></td> <td></td> </tr> <tr> <td>1 EEO/Orig Hire Date</td> <td style="background-color: yellow;">28-Aug-2023</td> <td style="text-align: right;">Yr: Mo:5 Dy:23</td> </tr> <tr> <td>FT Date</td> <td>28-Aug-2023</td> <td style="text-align: right;">Yr: Mo:5 Dy:23</td> </tr> <tr> <td>Final COBRA Date</td> <td></td> <td></td> </tr> <tr> <td>Layoff Date</td> <td></td> <td></td> </tr> <tr> <td>Recall Date</td> <td></td> <td></td> </tr> <tr> <td>CT PT Sick Leave Date</td> <td></td> <td></td> </tr> <tr> <td>Evaluations Date of Last Eval</td> <td></td> <td></td> </tr> <tr> <td>Date of Next Eval</td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>The original Hire date from the Dates/Class tab of the Employee Maintenance screen (#1 in the image)</p> | Position Dates | | LOS | Date Applied | | | Offer Date | | | 2 Position Hire Date | 10-Aug-2023 | Yr: Mo:6 Dy:10 | Position Hire Reason | | | Anniversary Date | 28-Aug-2023 | | Longevity Date | 28-Aug-2023 | Yr: Mo:5 Dy:23 | Probation End Date | | | Retirement Date | | | 1 EEO/Orig Hire Date | 28-Aug-2023 | Yr: Mo:5 Dy:23 | FT Date | 28-Aug-2023 | Yr: Mo:5 Dy:23 | Final COBRA Date | | | Layoff Date | | | Recall Date | | | CT PT Sick Leave Date | | | Evaluations Date of Last Eval | | | Date of Next Eval | | |
| Position Dates | | LOS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Applied | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Offer Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Position Hire Date | 10-Aug-2023 | Yr: Mo:6 Dy:10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position Hire Reason | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Anniversary Date | 28-Aug-2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Longevity Date | 28-Aug-2023 | Yr: Mo:5 Dy:23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Probation End Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Retirement Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 EEO/Orig Hire Date | 28-Aug-2023 | Yr: Mo:5 Dy:23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FT Date | 28-Aug-2023 | Yr: Mo:5 Dy:23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Final COBRA Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Layoff Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recall Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CT PT Sick Leave Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Evaluations Date of Last Eval | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Next Eval | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PosHireDate | The Position Hire date from the Dates/Class tab of the Employee Maintenance screen (#2 in the image) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



| Column Header | Description |
|--------------------|--|
| Address1 | <p>1 Contact 2 Personal 3 Ded/Ben 4 Add Waives 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents</p> <p>The 1st Address line of the Residential Address section of the Employee Maintenance Screen [1 Contact] tab.</p>  |
| Address2 | The 2 nd Address line of the Residential Address section of the Employee Maintenance Screen [1 Contact] tab. |
| City | The City field from the Residential Address section of the [1 Contact] tab. |
| State | The State field from the Residential Address section of the [1 Contact] tab. |
| Zip | The Zip field from the Residential Address section of the [1 Contact] tab. |
| Phone_1 | <p>The Phone #1 on the Employee Contact section of the Employee Maintenance Screen [1 Contact] tab.</p>  |
| Typ | The phone # 1 type (Business, Cell, Fax, Home, Pager) type |
| Phone_2 | The Phone # 2 on the Employee Contact section of the Employee Maintenance Screen [1 Contact] tab. |
| Typ | The phone # 2 type (Business, Cell, Fax, Home, Pager) type |
| Emergency | <p>Telephone number of the person identified to contact in an emergency, from the Emergency Contact section of the [1 Contact] tab.</p>  |
| Contact_Name | Name of the emergency contact |
| Reporting Location | <p>2 Personal 1 Co Ben 4 Add Waives 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents</p> <p>The reporting location from the [2 Personal] tab of the Employee Maintenance screen.</p>  |
| Location Grade | The Location Grade from the [2 Personal] tab |
| EmpType | <p>1 Contact 2 Personal 3 Ded/Ben 4 Add Waives 5 Payroll 6 Accounting 7 Sa 8 Dates/Class ees 0 Custom U Accidents</p> <p>Employee Type from the Classifications section of the [8 Dates/Class] tab of the Employee Maintenance screen.</p>  |
| PerHrs | <p>PerHrs is based on the Bargaining Unit for the employee. This is the hours in a year from the Calculator Fields on the:</p> <p style="text-align: center;">Bargaining Unit Table ▶ Salary Schedule</p> <p>.</p>  |
| DOB | <p>1 Contact 2 Personal 3 Ded/Ben 4 Add Waives 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents</p> <p>Date of Birth from the [1 Contact] tab</p>  |

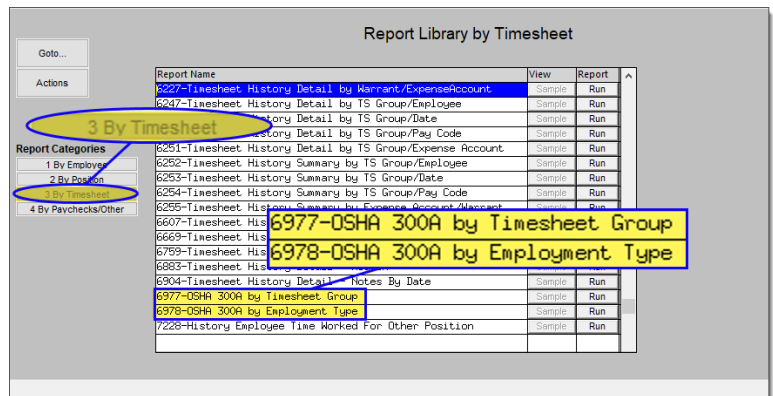
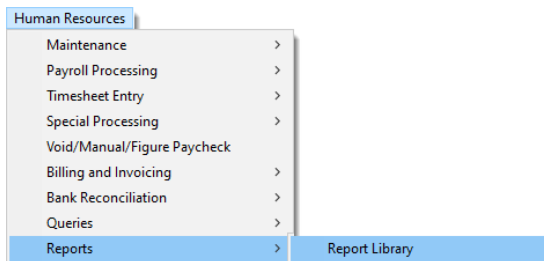


| Column Header | Description |
|------------------|--|
| Gender | Gender from the [1 Contact] tab |
| BudgetGrp | <p>The account that is set up on the [6 Accounting] tab.</p> <p>The Budget Group and Budgeted? Information for the account is taken from the Chart of Accounts under Ledgers ▶ Account Maintenance ▶ Chart of Accounts screen, in the Budgeting section.</p> |
| Budgeted? | The Budgeted? “Yes/No” is taken from the Chart of Accounts under Ledgers ▶ Account Maintenance ▶ Chart of Accounts screen, in the Budgeting section of the screen. |
| Email | The Email address is found in the [Employee Contact section of the [1 Contact] tab. |

7 Reports by Timesheet

ADMINS complies with the new [OSHA 300A report requirements](#) for employee count using the number of employees and totaling hours for the selected period. The hours do not include unproductive or unpaid hours. To run the reports, from the menu, select:

Human Resources ▶ Reports ▶ Report Library ▶ [4 By Timesheet] ▶ {Page Down}



Note the hovertext that describes each of the two new reports.



7.1 # 6977 OSHA 300A Report by Timesheet Groups [Enhancement]

OSHA 300A by Timesheet Group
The report excludes unpaid and unproductive pay codes.
It totals employees, hours and days.

Task 6977: OSHA 300A by Timesheet Group

OSHA 300A by Timesheet Group
The report excludes unpaid and unproductive pay codes.
It totals employees, hours and days.

Required: Work Date Range (mmddyyyy) From: 01012023 To: 01312023

Run as Preview Print PDF Excel
If Printing use Duplex Yes No

Lookup OK Cancel Clear All

This option produces a report broken out by timesheet group, including the Timesheet Group, Description, the number of Employees, the number of Hours, and the number of Days. A total of Employees, Hours, and Days is shown at the bottom of the report.

6977-HROSHA300A_TMSGRP.REP

Town of Admins
OSHA 300A by Timesheet Group

Page 1

For The Period: 01012023 To 01312023

| Timesheet Group | Description | Employee Count | Hours | Days |
|-----------------|--------------------------------|----------------|-----------|----------|
| SCHOOL-ABA | school weekly aba | 46 | 5,418.75 | 1.00 |
| SCHOOL-BHS | Bellingham High School | 85 | 21.00 | 1,560.55 |
| SCHOOL-BMMS | Bellingham Memorial School | 65 | 90.25 | 1,195.30 |
| SCHOOL-CAPE | school weekly cafeteria | 21 | 1,407.50 | |
| SCHOOL-CLERK | school weekly clerical | 21 | 2,436.00 | 21.00 |
| SCHOOL-CUST | school weekly custodians | 25 | 3,708.75 | 1.00 |
| SCHOOL-ILA | school weekly ila | 29 | 2,418.50 | 5.00 |
| SCHOOL-KEOU | Administration | 14 | 16.00 | 252.00 |
| SCHOOL-OA/MON | school weekly other assistant/ | 13 | 1,075.50 | 1.00 |
| SCHOOL-PJP | Keough Memorial Academy | 13 | 17.00 | 250.75 |
| SCHOOL-PRE | Bellingham Early Childhood Pro | 8 | | 145.50 |
| SCHOOL-SC COM | school committee | 4 | | 4.00 |
| SCHOOL-SCHOOL | school department | 75 | 1,838.00 | 353.75 |
| SCHOOL-SNGL | school contractual days - scho | 3 | | 41.00 |
| SCHOOL-SOUT | DiPietro Elementary School | 40 | 258.00 | 731.06 |
| SCHOOL-STAL | Stall Brook Elementary School | 37 | 110.50 | 619.45 |
| TOWN -DPW | department public works | 33 | 4,127.25 | 129.00 |
| TOWN -FIRE | FIRE DEPARTMENT | 29 | 5,587.50 | 186.00 |
| TOWN -POL | Police Department | 43 | 7,599.75 | 128.00 |
| TOWN -TOWN | TOWN | 132 | 5,013.75 | 416.00 |
| Report Total | | 736 | 41,144.00 | 6,041.36 |

7.2 # 6978 OSHA 300A Report by Employment Types

OSHA 300A by Employment Type
The report excludes unpaid and unproductive pay codes.
It totals employees, hours and days.

Task 6978: OSHA 300A by Employment Type

OSHA 300A by Employment Type
The report excludes unpaid and unproductive pay codes.
It totals employees, hours and days.

Required: Work Date Range (mmddyyyy) From: 01012023 To: 01312023

Run as Preview Print PDF Excel
If Printing use Duplex Yes No

Lookup OK Cancel Clear All

This option produces a report totaled by Employment Type, including the Employment Type Code, Description, the number of Employees, the number of Hours, and the number of Days. A total of Employees, Hours, and Days is shown at the bottom of the report.

6978-HROSHA300A_EMPTYTP.REP

Town of Admins
OSHA 300A by Employment Type

Page 1

For The Period: 01012023 To 01312023

| Employment Type | Description | Employee Count | Hours | Days |
|-----------------|------------------------------|----------------|-----------|----------|
| BC | appointed board or committee | 11 | 17.00 | |
| EL | elected official | 8 | 3.00 | 25.00 |
| F | Full-Time | 289 | 34,635.00 | 1,396.20 |
| FP | Full-Time Faculty | 221 | 103.50 | 4,160.41 |
| P | Part-Time | 88 | 5,042.75 | 32.00 |
| PT | Part-Time Faculty | 5 | | 68.80 |
| S | substitute | 40 | 371.50 | 227.25 |
| SA | senior/vet abatement program | 41 | 520.75 | |
| T | Temporary | 29 | 165.50 | 131.70 |
| TT | tutors | 4 | 285.00 | |
| Report Total | | 736 | 41,144.00 | 6,041.36 |

[ADM-AUC-HR-10713]

8 Voiding a Vendor End Check [Enhancement]

The document for voiding a vendor end check was updated to clarify the instructions when voiding a vendor check but *not replacing it with an AP check*. See [HR-420 Voiding a Vendor Check](#) in the Help Reference Library.

[ADM-AUC-HR-10724]



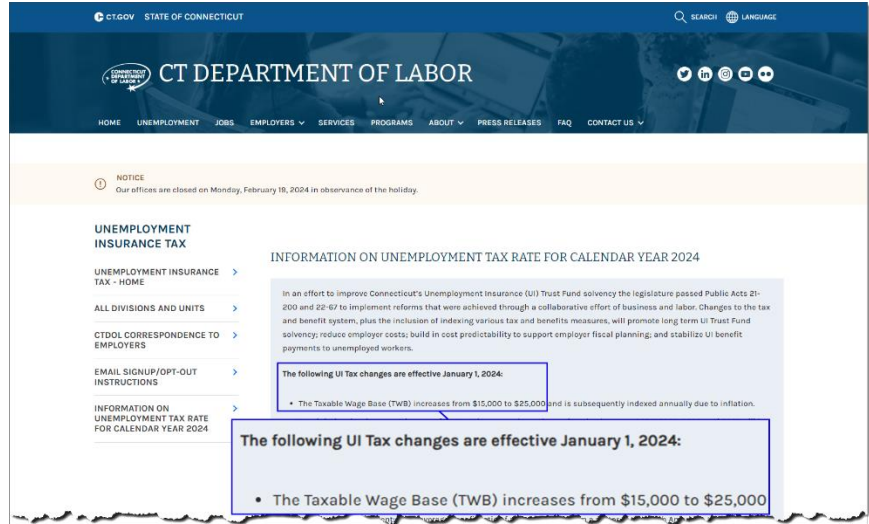
9 Site Specific–CT Quarterly New Limit is \$25,000

ADMINS made changes to comply with the new Taxable Wage Base for Unemployment Insurance.

Learn more about this change from the CT Department of Labor by visiting:

[Information on Unemployment Tax Rate for Calendar Year 2024 \(ct.gov\)](https://www.ct.gov/dol)

Sites will see the effect when the CT Quarterly is run at the end of March 2024.



[ADM-AUC-HR-10701]

10 Help Reference Library

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

10.1 New or Updated in the Help Reference Library

| | | |
|-----------------|---|-----------|
| Void Processing | HR-420 Voiding a Vendor Check | [Updated] |
| Year End | HR-780 Bulk TIN Matching | [Updated] |
| | HR-630 W2 Year-End Training Slides | [Updated] |
| | HR-670 1099R Year End Training Slides | [Updated] |
| | HR-765 Calendar Year-End ACA Training Slides (CY2023) | [Updated] |
| System | SY-170 System Administration Requirements Kit | [Updated] |

10.2 New or Updated Content on ADMINS.com

| | |
|---|-------|
| How to Enter a No-Time Warrant (4:12) | [New] |
|---|-------|

[ADM-AUC-DEMO-60]