B HUMAN RESOURCES RELEASE NOTES – SEPTEMBER 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **HUMAN RESOURCES** system and installed on your site in September 2015.

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1. MAINTENANCE

1.1. Access to Timesheet Groups When Maintaining Employees and Positions

When an employee or position is added or edited, the user making the change must have access to the timesheet group. Prior to the update, a user could enter a timesheet group for which they had no access.

Now, if the user adds a new employee or position, or tries to change the timesheet group for an existing employee or position, the system will perform an error check. If they do not have access to the timesheet group, an informational message will appear.

In the example below, the user attempts to change the existing timesheet group to a new timesheet group named **"TEST"**. Since the user does not have access to the **"TEST"** timesheet group, the change is not made, a message is displayed, and the timesheet group reverts to the original value.

Employee Maintenance	
PH OWENS SPECIALIST 1 Of 1 Employee Positon Attachments	
	Position Maintenance
6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom	Position S003ABATECH-01 Current Position Description APPLIED BEHAVIOR ANALYSIS TECHNICIAN Current
Salary Change Group Information Effective Date 31-Aug-2015 Annual Salary 40000.00 Timesheet Group TEST - H Pe Check Error X	Resilien Category DD LICT School Adjustment Counselor Timesheet Group TEST
E6232-No Access to this timesheet group	Grade Step Budget Group Budget Group
CK Rate Label	EEO Category EEO Type Workers Comp (

[ADM-AUC-HR-9531]

1.2. Date Checking

More error checking was added for dates on employee maintenance screens. To access the screen, select Human Resources Maintenance Employee Maintenance Dates/Class.

ADMINS Unified Community Human Resources

	No picture on File	
Actions	Employee Number 070634 Employee Attachments Position S00568BATECH-01 APPLIED BEHAVIOR ANALYSIS TEC 1 Of Employee Position	
I Add Employee		
1 Contact 2 Pers	onal <u>3</u> Ded/Ben <u>4</u> Add Wages <u>5</u> Payroll <u>6</u> Accounting <u>7</u> Salary <u>8</u> Dates/Class <u>9</u> Degrees <u>0</u> Custom	UAccidents

Evaluation Date

Termination Date



Next Evaluation Date



More error checking was added to the **Degrees** tab. To access the feature, select **Human Resources** Maintenance **Employee Maintenance** Degrees Add Skill. The date range must be within forty years back to one year forward.

			Employee	Maintenanc	е		on File
<u>G</u> oto	Employee Number	070634			En	nployee Attachments	
Actions	Skill Code				Employ	yee Position Attachments	
Add Employee	V Add Skill			Curr	ont Dositions	2 SOOFOROTEC OPPLITED PE	
J Add Line		Category			All Positions		SINYIOK HUNCIJIJ I 1.00
<u>K</u> Delete Line <u>Q</u> Skill Profile							
<u>1</u> Contact <u>2</u> Perso	onal <u>3</u> Ded/Ben	4 Add W. res 5 Payroll	6 Accounting	<u>7</u> Salary <u>8</u>	Dates/Class	<u>9</u> Degrees <u>0</u> Custom	UAccidents VACA
🔜 [AUC] 6446-Employee	Maintenance [theresa	a]					
Add Skill Code							
Required: Enter Skill	Code	17	PHYSICS		[AUC] 6	446-Employee Maintenar	nce 2
Required: Enter Effec	tive Date (mmddyy	yy) 08151968					
						P6162-Date can be FORT	Y years back or ONE year forward.
	Lo	okup OK	Cancel	Clear All			ОК

[ADM-AUC-HR-9543]

1.3. Employee Maintenance Deduction / Benefit Tab

1.3.1. Copy Bank, Account Type and Prenote to All Positions

On a net direct deposit deduction, if the bank, bank account or prenote are updated on one position, and if there is more than one position for that employee, the system will ask if this change should be copied over to **ALL** positions. If the answer is **Yes**, the system will either **add** the cost code or **update** the information for the net deposit for all positions.

Similarly, if a **STOP** date is set for a net direct deposit, all positions will be updated with the **STOP** date for the direct deposit.

	Employee M	aintenance	
Goto Employee Number 070329 H Actiogs Position S009CAFNDNU-01 H	KAREN J THOMAS CAFETERIA NON UNION	2 Of 4 Employee	ee Attachments (1) e Positon Attachments
UAdd Code Current Tier 1			
1 Contact 2 Personal 3 Ded/Ben 4 Add Wages	5 Payroll 6 Accounting	<u>7</u> Salary <u>8</u> Dates/Class	9 Degrees 0 0 Custom 0
Table CostCode Effective Stop Date Amoun	t Message	Additional Addition Amount Start Di	nal Additional Orig ate Stop Date Amo
DITREF B1-Ag=2015 999.993.993 MEDI [11-Jul-2012] 1.45007		P6149-Do you want to copy l positions?	this direct deposit record to all
			<u>Yes</u> <u>N</u> o
Direct Deposit for DIRDEP Bank BA11 BANK DF AMERICA 1221-0170-6 Account 4455422458	Earrily Court	Life Insurance Calendar Year Annual Maxin	Tax Information Type Federal FED State MA
Type 🖲 Checking C Saving Pre-Note 🧕	Holdover Amount	Employee Amount \$ Employer Amount \$	Other

This is in effect for both Active and Inactive positions for a given employee.

[ADM-AUC-HR-9622]

2. AFFORDABLE CARE ACT (ACA) – REPORTING

Added new functionality to capture Employer-Provided Health Insurance Offer and Coverage Information for annual ACA reporting. A new tab called "ACA" has been added to the Employee Maintenance screen.

	Employee Maintenance
Goto Actions	Employee Number D000000 Employee Attachments No Active Positions Employee Position Attachments
Add Employee	Y Employee Notes No text available Current Positions 000 -00 Q.All Positions 000 -00
1 Contact 2 Pers	onal <u>3</u> Ded/Ben <u>4</u> Add Wages <u>5</u> Payroll <u>6</u> Accounting <u>7</u> Salary <u>8</u> Dates/Class <u>9</u> Degrees <u>0</u> Custom <u>U</u> Accidents <u>(V</u> ACA)

ADMINS, Inc. staff will be conducting webinar session(s) to introduce this new feature to our clients. Please watch for the invitiation coming out in mid-September.



	No picture on File		
Coto Actions Employee Number	000012 MARIE R HOLMES	Employee Attachments (1) Employee Position Attachments	
LAdd Employee		Current Positions S009SPDSPE SPEECH THER	APIST 1.00
1 Contact 2 Personal 3 Ded/Ben	4 Add Wages 5 Payroll 6 Accounting	7 Salary 8 Dates/Class 9 Degrees 0 Custom	UAccidents ACA
Reporting Entity #1 or Reporting Bargaining Unit Dates: ACA Offer Start / End ACA Employment Start / End ACA Full Time Start / End ACA Coverage Declined	#2	#3 #4 [
Add Line Covered Individuals: Line First Name Clear 1	Middle Initial Last Name	Suffix SS# Birth Date Coverage 000-00-0000 #1 #2 #2 #3 *3	Start Coverage End
2		#1 #2 #3	
3		000-00-0000 #1 #2 #3	
4		000-00-0000 #1 #2 #2 #3	

Figure 1 ACA Entry Screen

In addition to capturing the data elements, tax form and reporting features will be available for year-end reporting requirements. In October, clients will receive a letter from ADMINS, Inc. outlining the paper stock requirements needed to order stock for producing the tax forms.

[ADM-AUC-HR-9598]

3. PAYROLL PROCESSING

3.1. Cost Code Warning Message

The payroll process checks for Cost Code errors and provides a report and warning if there are cost code errors. The warning message prompt will allow the payroll processor to either stop the process to correct any errors relevant to the current payroll, or to continue.



TedRE - CostCode_Errors_WENDY[4]	
File Edit Format Options	
Courier New ▼ 8 ▼ B I U ■ ▼ Ξ 雪 Ξ ④	
411S 6075-HEPAYCSTTABEERCHE, REP Printed 12-Aug-2015 at 15:33:27 by WENDY Payroll Proce:	Y Town of ADMINS ssing Cost Code Table Error Report
	Pre-Processing Cost Code Table
Cost Code ALT211 ALTUS IND SCHOOL 21 St	tatus: Active
E.	ost Code Table Warnings/Errors
	This report is only a warning if the cost codes are not used this payroll Click YES to CONTINUE. Click NO to stop now to fix these errors.
	Yes No

Prior to the software update, the warning message prompt would appear even when the report showed no errors. This was corrected. Now the report will be produced, and if it shows that No Records are Selected, then no warning message and prompt will appear.

Center - CostCode_Errors_WENDY[3]	
File Edit Format Options	
Courier New ▼ 8 ▼ B / U ■ ▼ 注 詳譯 ≣ 事 君 🚇	
4115	
6075-HRPAYCSTTABERRCHK.REP Printed 12-Aug-2015 at 15:29:57 by WENDY	Page 1
Town of ADMINS	
Payroll Processing Cost Code Table Error Report	
Pre-Processing	
Cost Code Table	
No Records Selected	

[ADM-AUC-HR-9611]

3.2. Terminated Employee Timesheet Report

Sites create timesheets for payroll warrants some time prior to the payroll actually being calculated. A new report is produced during the **payroll calculation** step to identify when a termination date is entered on an employee record after a warrant was created and timesheets generated. The report is generated when payroll is **calculated** to alert you of current **timesheets that have already been created for a newly terminated employee**.

For example, the employee # 70589 below has a timesheet created in the current warrant #081515. The warrant was created on August 5, for the pay period from August 12 through August 18.

e Edit Ledgers	Furchase Orders	Accounts Pay	able Fixed Assets	5 Human Resources	Budget Collections	Tax	Motor Excise	Misc Billing	System Help	
Timesheet Entry										
Goto Actions	Warrant Timesheet Gro Employee Position	081515 Dup TOWN -1 070589 T422DPW	PW PUBL <u>© Note</u> HART ROP-01 Driv	12-Aug-2015 .IC WORKS E, LAWRENCE A er/Operator/Pi	18-Aug-2015 pefitter UNL		Annual Period Per-Dien Daily Hourly	47257,60 908,80 181,76 181,76 22,7200	Bargaining Un	it Df
Work Date	Day Pay Code	Hours Da	rs Rate	Flat \$	Amount Sep Chk		Account			
12-Aug-2015	Wed REG	8.00	22,7200		181.76 0200-4	50-00	00-004-00-	-00-51130		
13-Aug-2015	Thu REG	8.00	22,7200		181.76 🗌 0200-4	50-00	000-004-00-	-00-51130		
14-Aug-2015	Fri REG	8.00	22,7200		181.76 🗌 0200-4	50-00	000-004-00-	-00-51130		
17-Aug-2015	Mon REG	8,00	22,7200		181,76 🗌 0200-4	50-00	000-004-00-	-00-51130		
18-Aug-2015	Tue REG	8.00	22,7200		181.76 🗌 0200-4	50-00	00-004-00-	-00-51130		



The employee was terminated with a date of August 11, which falls within the pay period of the warrant for which time sheets already exist.

Employee Maint	enance	
Employee Number 070589 LAWRENCE A HARTE Position T422DPWDROP-01 Driver/Operator/Pipefitter UNL	1 Of 1	Employee Attac Employee Positon
Terminated 11-Aug-2015		

The warrant is calculated and the report is generated showing that the employee was terminated on 11-August-2015 and lists all the open warrants with timesheets for the employee.

6243-HRTMSEMPDE	L.REP	Printed	12-Aug-2015 at 14:33:0	7 by WENI	γ			
			Town of ADMINS					
			ferminaced smploye	e limesne	ec keporc			
Employee: 07058	9 HARTE, LAWREN	ICE A						
Position: T422D	PWDROP-01							
Termination Dat	e: 11-Aug-2015							
Warrant Timeshe	etGrp Work Dat	e Pay Code	PC Description	Rate	Flat Amt	Hours	Days	Pay Amount
081515 TOWN -1	DPW 12-Aug-2	2015 REG	REGULAR - hours	22.7200		8.00		181.76
081515 TOWN -1	DPW 13-Aug-2	2015 REG	REGULAR - hours	22.7200		8.00		181.76
081515 TOWN -1	DPW 14-Aug-2	2015 REG	REGULAR - hours	22.7200		8.00		181.76
081515 TOWN -1	DPW 17-Aug-2	015 REG	REGULAR - hours	22.7200		8.00		181.76
081515 TOWN -1	DPW 18-Aug-2	015 REG	REGULAR - hours	22.7200		8.00		181.76
081515				Employe	e Total:	40.00		908.80
902549 TUWN -1	DPW Z4-Jul-Z	UI4 REG	REGULAR - hours	22.7200		8.00		181.76
902549 TOWN -I	DPW 25-Ju1-2	014 REG	REGULAR - hours	22.7200		8.00		181.76
902549 TOWN -I	DPW 28-Jul-2	:014 REG	REGULAR - hours	22.7200		8.00		181.76
902549 TOWN -I	DPW 29-Jul-2	:014 REG	REGULAR - hours	22.7200		8.00		181.76
902549 TOWN -I	DPW 30-Jul-2	014 REG	REGULAR - hours	22.7200		8.00		181.76
902549				Employe	e Total:	40.00		908.80

As shown above, the report lists any timesheets, dated before or after the termination date. A message prints at the bottom of the report notifying the payroll processor that the terminated employee will be paid unless the timesheets are manually removed from the entry file.

Legend:			
Employee will be paid for the	above timesheets unless they	y are deleted from the timesheet a	entry file

If the termination date for the employee does not fall within an open warrant pay period, the employee timesheet records will not be listed on this report.

[ADM-AUC-HR-9501]

4. TIMESHEET ENTRY

4.1. Splitting a Day to Add Leave

Leave accrual is based on an employee's position. To view the accrual, look at the position specified on the employee record. Go to the **Position Maintenance** screen to see the **Accrual Group**.



Employee	Maintenance [TRAINING]	
	Employee Attachments (6	5)
Position 310-0480-003 Ma tainer I	1 Of 1 Employee Positon Attachme	ents

In this example the Accrual Group is **PWD1**. Looking at the accrual group setup in the **Leave Accrual Rules** table, the leave is accrued in **DAYS**.

				🚥 [PCT] 6434-Leave	Accrual Rule	s [TRAIN	NING] [tmupd	ev3]			
				File Edit Ledgers Pu	urchase Orders	Accoun	its Payable Hu	iman Resources	Collections	System	Favorites
		Position Maintenance	÷	м 🔒 🗿 м	← → H	44	Q 🖬 🛛	<u>A</u>			
Position	310-0480-003	0	q						Leave A	Accrua	l Rules
Position Description	Maintainer I			<u>G</u> oto							
				Actions	Accrual Gro	up 📔	JD1	Public Work	s		
Position Category					Leave Type	Code 🚺	AC	Vacation			
Timesheet Group	310-01	Buildings & Grounds									
Bargaining Unit	PW -00	Public Works									
Schedule	MAINTI	Maintenance Man I		<u>1</u> Add Leave							
Sten	1			2 Delete Leave							
	2			3 Add Sea#	From	То			% of	Accrue	Durina Pr
Budget Group	UNCL	Unclassified		4 Delete Seq#	Seq# Month	Month	Days	Hours	Hours/Day	Yes	Ó No
Pay Group	26	BI-WEEKLY			1 1	59	10,00			<u> </u>	
EEO Category	00			<u>5</u> Clear Matrix	2 60	119	15,00			Accrua	il Informat
Workers Comp Code				6 Edit List	3 120 4 240	259 L	20,00			Meas	sure Date
FLSA Code	NONE	NONE		7 Emp by Code	5 253	263	22,00			Time	e Sheet Ac
Employment Type	FT	Full Time			<mark>6</mark> 264	275	23,00				
F proyment Status	А	HCCIVE		Accrual Groups	7 276	287	24,00			Action	on negativ
Accrual Group	PWD1	Public Works		Leave type Codes	8 288	laaa	25,00			Pannut	Code
Entity	-	Town of Plainville, CT	1							- ayout	0000

Prior to the software update, during timesheet entry, the system allowed splitting a day using a **leave** code that was calculated for **hours** when the employee's **leave** code accrual was based on **days**. Restrictions have been added so that when splitting a day, the correct pay code must be used.

If an employee accrues leave in **"days"**, a **"day based"** pay code for splitting a day must be used for leave. For example, if the employee's leave is based on **days**, an error message is displayed if a pay code based on **hours** is used when splitting a day.

Check Err	or	X
1	E6261-Leave Time must be in DAYS for this Accrual Group/Leave Type	
	ОК	

Conversely, if an employee accrues leave in **hours**, an **hour-based** pay code must be used for splitting a day.

[ADM-AUC-HR-9617]

5. VOID/MANUAL/FIGURE PAYCHECK

5.1. Recalculate Check

When processing a void or manual check, the recalculated check was out of balance. Individual deductions and benefits did not match the check total. This was corrected. To access the screen, select **Human Resources Void/Manual/Figure Paycheck**.

[ADM-AUC-HR-9609]



5.2. Void Manual Edit List

The edit list was printing the literal "day" instead of the day of the week after the pay date. This was corrected.

6208-HRWOIDMANUALEDT.REP Printed 30-Jun-2015 at 13:30:42 by THERESA	6208-HEVOIDMANUALEDT.REP Printed 14-Aug-2015 at 18:34:15 by WENDY
Town of ADMINS	Town of ADMINS
Timesheet Void and Manual Edit List	Timesheet Void and Manual Edit List
Work Date Day Pay Code Account#	Work Date Day Pay Code Account#
Warrant: 902875 Period Ending : 25-Mar-2015	Warrant: 081515 Period Ending : 18-Aug-2015
Kmployee: OUL255 CHEASIA, KAREN Position: T135HR OFCR- HUHAN RESOURCES DIRECTOR	Employee : 000152 CARIFY, KRITH C Position : T123TWNADMD- TOWN ADMINISTRATOR 01-Apr-2015 Wed DREG 1000-123-0000-001-00-00-51110
02-Apr-2015 day DREC 1000-135-0000-001-00-00-51115	02-Apr-2015 Thu DEEG 1000-123-0000-001-00-00-51110
03-Apr-2015 day DREC 1000-135-0000-001-00-00-51115	03-Apr-2015 Fri DEEG 1000-123-0000-010-00-00-51110
06-Apr-2015 day DREC 1000-135-0000-001-00-00-51115	06-Apr-2015 Hon DEEG 1000-123-0000-01-00-00-51110
07-Apr-2015 day DREC 1000-135-0000-001-00-00-51115	07-Apr-2015 Tue DEEG 1000-123-0000-001-00-00-51110
Total \$ record for Position 5	Total \$ record for Position 5
Total \$ record for Employee 5	Total \$ record for Employee 5
Total \$ record for Employee 5	Total # record for Employee 5 Figure 3 After

[ADM-AUC-HR-9618]

5.3. Void Manual Pay Register

The Void Manual Pay Register was printing the account numbers without the hyphens. This was corrected.

Voi	Town of <i>B</i> d/Manual Ps	ADMINS ay Register		Void	Town of A 1/Manual Pa	DMINS Ny Register	
ss Pay: ctions: at Pay: nefits: eposit:	932.00 932.00 13.51 658.36	Federal Tax Wages Hedicare Wages State Taxable Wages Retirement Wages Total Wages Federal Taxes	841.02 State Tax 932.00 Pension P. 932.00 932.00 932.00 -119.75	ss Pay: tions: st Pay: hefits: sposit: Rate	1,221.11 298.21 922.90 23.09 Flat Amt	Federal Tax Wages Medicare Wages State Taxable Wages Retirement Wages Federal Taxes Padral Taxes Padral Taxes	1,115.17 State Taxes 1,226.42 Pension Plan Flag 1,226.42 1,221.11 1,221.11 -83.62 Account
Rate	Flat Amt	Pay Amount Position	Account	245.1100		122.56 T421DPWFORE-01	1000-421-0000-004-00-00-51122
23.3000 23.3000 23.3000 23.3000 23.3000 23.3000 23.3000 23.3000 23.3000 23.3000		186.40 T210P0L0FF 01 186.40 T210P0L0FF 01	100021000000200051150 100221000000200051150 1002210000002200051150 1000210000002200051150 1000210000002200051150 1000210000002200051150 1000210000002200051150	245.1100 245.1100 245.1100 245.1100 245.1100 245.1100 245.1100 245.1100 245.1100 245.1100		110.30 T421DPWF0R-01 12.25 T421DPWF0R-01 122.56 T421DPWF0R-01 10.30 T421DPWF0R-01 12.25 T421DPWF0R-01 12.25 T421DPWF0R-01 110.30 T421DPWF0R-01 12.25 T421DPWF0R-01 12.35 T421DPWF0R-01 12.30 T421DPWF0R-01	$\begin{array}{c} 2200-450-0000-004-00-00-51122\\ 0300-460-0000-004-00-00-51122\\ 1000-421-0000-004-00-00-51122\\ 0200-450-0000-004-00-00-51122\\ 1000-421-0000-004-00-00-51122\\ 0300-460-0000-004-00-00-51122\\ 0300-460-0000-004-00-00-51122\\ 0300-460-0000-004-00-00-51122\\ 0300-460-0000-004-00-00-51122\\ 0300-460-0000-004-00-00-51122\\ 0300-460-0000-004-00-00-51122\\ 0300-450-0000-004-00-000-51122\\ 0300-450-0000-004-00-000-51122\\ 0300-450-0000-004-000-000-51122\\ 0300-450-0000-004-000-000-51122\\ 0300-450-0000-004-000-000-51122\\ 0300-450-0000-004-000-000-51122\\ 0300-450-0000-004-000-000-51122\\ 0300-500-500-500-500-500\\ 0300-500-500-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500-500\\ 0300-500-500-500\\ 0300-500-500-500\\ 0300-500-500-500\\ 0300-500-500\\ 0300-500-500-500\\ 0300-500-500\\ 0300-500-500-500\\ 0300-500-500\\ 0300-500-500\\ 0300-500-500\\ 0300-$
Figure	4 Befor	e		Figure	5 Afte	r	

[ADM-AUC-HR-9618]

6. SPECIAL PROCESSING

Longevity Calculation Corrected 6.1.

If longevity is based on a period of time (see longevity table) and the employee had more than 100 historical paychecks, the calculation was not correct. This has been corrected. To access this table, select Human Resources ▶ Tables ▶ Bargaining Unit ▶ Longevity Pay tab or select Human Resources ▶ Special Processing ▶ Longevity Processing ▶ Bargaining Unit Table –Longevity.

ADMINS Unified Community Human Resources	Release Notes – Version 6.2 September 2015
	Longevity Processing
	Description Date
Special Processing Benefit Statements	Reset Longevity Pay Files 17-Aug-2015
Global Change to Employees Salary	Bargaining Unit Table - Longevity 17-Aug-2015
Increase Employees Steps Process	Calculate Longevity Pay
	Longevity Pre - Posting Report
Retroactive Pay Processing	Maintain Selected Employees
	Wove congevity to oncaconated warrant
Bargaining Unit Table - Longevity Item Statements of the second	er Info Benefit Statements
Pay Code Longovity Pay Options Measure Date Concerning Concerning Calculate Salary for this Period C New Pay Period C New Pay Period Period End Date [01-Jul-2014] C Automatically on this Date Override Gross with Base Ducket [5] Override % with User Defined D2 Field Calculate as of Solution [01-Jul-2014] Description Calculate as of Solution [01-Jul-2014] Coverride % with User Defined D2 Field Calculate as of	Nonth Day 5 ** Optional ** 80-Jun-2015
Length of Svc Percentage Longevity Months #Years of Gross Longevity Mamount 268 22 13.00 954,885.73 124,135.65 Figure 6 Before	Length of Svc Percentage Longevity #Months #Years of Gross Longevity Mamount 268 22 13.00 88,958.64 11,564.67 Figure 7 After

7. QUERIES

7.1. Check History Screen

There was a limit on the detail check history screen that has been fixed to now correctly show all wages. Before, if the wage records were over a certain limit, they were not displayed properly. To view this screen, select Human Resources > Queries > Paycheck History – Inquiry > Detail.

[ADM-AUC-HR-9616]



	Paycheck History-Check Detail							
Employe Check Bank Number	e # 000092 CUMBERB 0950808 1 PAYROLL - CITIZE Pays 1	ATCH, BENEDICT M Deposit Advice ENS BANK Period WE	Check Date 0 Warrant 9 Period Ending 0 Void Date	19-Feb-2005 101213 Batch 12-Feb-2005	Gross Pay Deductions Net Pay Benefits	1021.44 1021.44 14.81		
	5 Wages/Deductions/Benefit	8	<u>6</u> Base Buckets	1				
	Wages	Amount	Deductions	Amount	Benefits	Amount		
	QUINN BILL	170.24 D	EFERRED COMP	30.00	MEDICARE	14.81		
	REGULAR	212,80	IRECT DEPOSIT	400,00		1		
	SICK LEAVE	638,40	FEDERAL TAX	98.01				
🔳 Catego	ry Detail for SICK LEAVE					×		
Code	Description	Check Wararnt	Date Accoun	t		Amount Tof		
SIC	SICK LEAVE - HOURLY	0950808 901213 (9-Feb-2005 1000-2	10-0000-002-00-00-511	.50	638,40		
	Total for This Cate	gory				638,40		

[ADM-AUC-HR-9614]

8. REPORTS

8.1. Timesheet Group/Pay Code Reports Modified

There are four timesheet reports by Timesheet Group/Pay Code.

- 6222 Timesheet Entry Detail by Timesheet Group/Pay Code
- 6234 Timesheet Entry Summary by Timesheet Group/Pay Code
- 6249 Timesheet History Detail by Timesheet Group/Pay Code
- 6254 Timesheet History Summary by Timesheet Group/Pay Code

These reports have been modified to include selection on account number and pay categories.

🛄 Task 6254: Timesheet History Summary by TS	Group/Pay Code
Timesheet History Summary by Pay	Code
Required: Work Date Range (mmddyyyy)	From: 01012014 To: 12312014
Optional: Enter Posted Warrant #	
Optional: Enter up to 9 Timesheet Groups	Edit 0 values:
Optional: Enter up to 9 Employee#	Edit 0 values:
Optional: Enter up to 9 Bargaining Units	Edit 0 values:
Optional: Enter up to 9 Pay Codes	Edit 0 values:
Run as © Preview C Print C PD	F C Excel

Figure 8 Before

Task 6254: Timesheet History Summary by TS Group/Pay Code									
Timesheet History Summary by Pay Code									
Required: Work Date Range (mmddyyyy)	From: 07012014 To: 07312014								
Optional: Enter Up to 9 Posted Warrant #	Edit 0 values:								
Optional: Enter up to 9 Timesheet Groups	Edit 0 values:								
Optional: Enter up to 9 Employee#	Edit 0 values:								
Optional: Enter up to 9 Bargaining Units	Edit 0 values:								
Optional: Enter up to 9 Pay Codes	Edit 0 values:								
Optional: Enter up to 9 Accounts	Edit 0 values:								
Optional: Enter up to 9 Categories	Edit 0 values:								
Run as © Preview © Print © PD	F C Excel								

Figure 9 After

[MAN-SUP-SAPLAUC-301]

8.2. Retrieve Output Files Email Option Added

Prior to the software update, the Retrieve Output Files function offered options to:



View a Report Print a Report Save & View a Report as a PDF Download a Report

2 Saled Fie AP_Invalid_FY_ANTHEACIJ.lis	
3 View Report 4 Print Report 5 Save/View PDF	Driving Report

Figure 10 Before

1 Select Module Revenue Collections	
2 Select File PartialPag_Edit_THERESA[4].lis	
3 View Report 5 Save/View PDF	6 Download Report

Figure 11 After

Now existing reports may be emailed as a PDF file to anyone with a valid email address. To use this feature, select **Reports ▶ Retrieve Output Files** from the menu.

See the instructions in the Help Reference Library titled:

	OTHER
I forgot	to print my reports

Click on Email Report and fill in the blanks (only the email address is required; the four notes fields are optional):

🔜 Task 360: Email Reports	×
Email Reports	
Required: Enter Email Address	support@admins.com
Optional: Enter Note 1	This note field is optional and will appear in the body of the email sent.
Optional: Enter Note 2	
Optional: Enter Note 3	
Optional: Enter Note 4	
	Lookup OK Cancel Clear All

In the example above, the report will be sent as a **pdf** file to the email address <u>support@admins.com</u>. A message will appear confirming that the report was emailed. The body of the email message will include the text "Please find attached the report requested to be emailed" followed by any optional note text entered by the user. In addition, the body of the email will include the complimentary close "Thank you" and the name of the user sending the report as specified in the User Profile table in the AUC system. Finally, there will be a message instructing the recipient not to reply to the message as it was automatically genrated from the system.

Retrieve Output file 🛛 🗙
Report has been Emailed
(OK)

From:	aucdev@admins.com	Sent:	Tue 8/11/2015 12:51 PM
To:	support support		
Cc:			
Subject:	Sending Report from AUC		
🖂 Messag	e 📆 PartialPay_Edit_THERESA[1].PDF	(6 KB)	
Please f	ind attached the report reques	sted to be emailed	
This not	e field is optional and will app	ear in the body of the	e email sent.
Thank y Theresa	ou Campbell		
** Do n via the	ot reply to this email message • ADMINS Unified Community	as it was system gen (AUC) System **	erated

Figure 12 Example of email with an attached report





If you wish to print a retrieved report, you may do so by first clicking <u>3 View Report</u> and then selecting File | Print from the menu. This allows you to preview and confirm that you have selected the correct report prior to printing.

[ADM-AUC-SY-7966]

8.3. Default Report Format

The default format for reports generated from commands is now PDF. This will make it easier for users to email reports to any user and allow for printing to any available printer.

[ADM-AUC-FM-8115]

9. TABLES

9.1. Cost Codes

9.1.1. Cost Code Edit List

A column for Flat Amount was added to the Cost Code Listing. Run this report from the Cost Code Table by selecting Edit List.



O-HRCSTCOD.RH	3P Printed 11-Aug-2015 at	15:54:4 Town of	40 by WENDY ADMINS			Page 1
	Co	st Code	Listing			
Code	Description		Category	Order#	Pretax	Status
OIBENS	MEDICARE BENEFIT - CONVERSION	ME	MEDICARE	0	N	Inactive
OBBENS	CONVERSION - CAR ALLOWANCE	CAR	CAR ALLOWANCE	1	Y	Inactive
457ROTH	GREAT WEST 457 ROTH	ROTH	ROTH (NON DEFFERED)	105	N	Active
457SB	VOL DEFERRED SEC BEN	DC	DEFERRED COMP	105	Y	Active
AFLND	AFLAC DENTL ND 111F	DE	DENTAL	0	N	Active
AIM	AIM FUND SERV.	AN	ANNUITIES	4	N	Inactive
ALT211	ALTUS IND SCHOOL 21	DE	DENTAL	102	Y	Active
ALT26S	ALTUS IND SCHOOL 26	DE	DENTAL	102	Y	Active
ALT41I	ALTUS IND SCHOOL 42	DE	DENTAL	102	Y	Active
ALT52I	ALTUS IND TOWN 52	DE	DENTAL	102	Y	Active

Figure 13 Before

ADMINS Unified Community Human Resources

30-HRCSTCOD.REP Printed 11-Aug-2015 at 16:16:11 by WENDY Page 1 Town of ADMINS Cost Code Listing							
Code	Description		Category	Flat Amt	Order#	Pretax	Status
					=====		
OIBENS	MEDICARE BENEFIT - CONVERSION	ME	MEDICARE	.00	0	N	Inactive
OBBENS	CONVERSION - CAR ALLOWANCE	CAR	CAR ALLOWANCE	.00	1	Y	Inactive
457ROTH	GREAT WEST 457 ROTH	ROTH	ROTH (NON DEFFERED)	.00	105	N	Active
457SB	VOL DEFERRED SEC BEN	DC	DEFERRED COMP	.00	105	Y	Active
AFLND	AFLAC DENTL ND 111F	DE	DENTAL	.00	0	N	Active
AIM	AIM FUND SERV.	AN	ANNUITIES	.00	4	N	Inactive
ALT21I	ALTUS IND SCHOOL 21	DE	DENTAL	23.42	102	Y	Active
ALT26S	ALTUS IND SCHOOL 26	DE	DENTAL	18.91	102	Y	Active
ALT41T	ALTUS IND SCHOOL 42	DE	DENTAL	12.61	102	Y	Active

Figure 14 After

[ADM-AUC-HR-9621]

9.1.2. Cost Code Detail List

The detail list that runs off the Cost Code Table was fixed. To access this list, select Human Resources > Tables > Cost Code Table > Detail List.

<u>G</u> oto		Cost Code Ta	able
Actions	<u>2</u> Cost Code	<u>3</u> Description	
Summary-Benefit St	1 Detail 01BENS 03BENS	MEDICARE BENEFIT - CONVERSION CONVERSION - CAR ALLOWANCE	ME CAR
<u>2</u> Edit Liot <u>8</u> Detail List <u>9</u> Emp By Code	457ROTH 457SB AFLND AIM	GREAT WEST 457 ROTH VOL DEFERRED SEC BEN AFLAC DENTL ND 111F AIM FUND SERV.	Roth DC DE AN

🛄 Task 6633: Cost Code Detail Listing	×					
Cost Code Detail Listing						
Optional: Enter up to 9 Categories	Edit 0 values:					
Optional: Enter up to 9 Benefit Statgemetn Categories	Edit 0 values:					
Restrict on Pre-Tax Codes	○ Yes Only ○ No Only ⊙ Show Both					
Run as © Preview © Print © PDF If Printing use Duplex © Yes © No Look 1 OK Cencel Clear All						



ADMINS Unified Community Human Resources

September 2015

Data Data Data Data Data Data Data Data	6633-HRCSTCODDET.REP	Pri	inted 14-Aug-2015 at 16:57:2	11 by THERESA			Page 1
Cost Code Detail Listing Cost Code Detail Listing Cost Code Detail Listing Cost Code: ME MEDICARE ENERTIT - CONVERSION Category Code: ME MEDICARE ENERTIT - CONVERSION Cost Code: Cost Cod				Town of ADMINS			_
Cost Code: ULEENS MEDICARE ERNFIT - CONVERSION Category Code: HE MEDICARE ENCLORE MEDICARE MEDICARE Wendor: 000000 remit: 00 Status: hastive Separate Check: No VE Box: Annual Flat Amount: VE Description: Applies to: BaseBucket: * Over Annual Amt: Annual Antimum Ant: Baployee Contr: Employee Contr: Employee Contr: Employee Contr: Employee Contr: Employee Contr: Description: Control Medicare Mo Medicare Medicare Mo Medicare Medicare Mo Clothing non taxable Mo Medicare Mages Mo Clothing non taxable Mo Medicare Mages Mo State Taxable Mages Mo Clothing non taxable Mo Medicare Mages Mo State Taxable Mag			Cos	st Code Detail Listing			
Cost Code: ULEREN MEDICLARE PERPETF - CONVERSION Category Code: MEDICLARE PERPETF - CONVERSION Pendo:: 00000-000-000-000-000-000-000-000-000							
Category Code: NEIEDICAXEExpense Acct: 0000-000-000-000-000-000-000-000-000-0	Cost Code: 01BEM	IS MEDIO	CARE BENEFIT - CONVERSION	Liability Acct	t: 0000-000-0000-000-00	D-00-00000	
Benefit Statement Code: Wahor: 00000 remit:0 Status: Inactive Separate Check: No 2 Bos: Annual Flat Amount: BaseBucket: * 1099-R Bos: Over Annual Calc: Period Annualized 1099-R Description: Applies to: Over Annual Amt: Employer Contr: Employer Contr: Employer Contr: Holdover Method: 1 Take Available Amount Employer Contr: Employer Contr: Market Confer: Paycheck Order: Always take Benefit: No Paycheck Order: Exployer Contr: Market Confer: Employer Contr: Market Confer: Paycheck Order: Market Confer: Paycheck Order: Paycheck Order: Pay	Category Code: ME	MEDIO	CARE	Expense Acct:	0000-000-0000-000-00-0	00-00000	
Yendor: 000000 renit: 00 V2 Dox: Annual Plat Amount: V2 Box: BaseBucket: % 1099-R Description: Applies to: Over Annual Ant: 1099-R Description: Applies to: Torei Annual Ant: 1099-R Description: Applies to: BaseBucket: % 1099-R Description: Applies to: Torei Annual Ant: Applies to: Status: Baployee Contt: Employee Contr: Employee Contr: Balower Method: 1 Take Available Amount Employee Contr: Holdover Method: 1 Take Available Amount Fapilover Amound Amount Eros Allow Over Solution: No Tier 1 % 50.0000 50.0000 V2 penton In	Benefit Statement Code:						
Status: Inactive Separate Check: No U 2 Description: BaseBucket: Annual Flat Amount: U 2 Description: Descrip	Vendor: 000000 1	emit: 00					
Annual Pitt Anount: V2 Description: Applies to: BasePucket: i V2 Description: Applies to: Over Annual Calc: Period Annualized 1099-R Description: Applies to: Over Annual Ant: Employee Conta: Employee Conta:	Status: Inactive	Separate	e Check: No				
Annual Flat Auount: U2 Description: Applies to: BaseBucket: i Over Annual Ant: Employee Contr: Employee Contr: Employee Contr: Employee Contr: Employee Contr: Employee Contr: Employee Contr: Employee Contr: Always take Benefit: No Psycheck Dide: Exployee Contr: Always take Benefit: Yes Pretax: No Always take Benefit: Yes Pretax: No Et Chys Allowed: No Over SW Life Ins: No Et Chys Allowed: No Over SW Life Ins: No Tier 1 % 50.0000 EE Chys Allowed: No Over SW Life Ins: No Tier 3 % 100.0000 EE Chys Allowed: No Tier 3 % 100.0000 E Chys Allowed: No Tier 3 % 100.0000 Frede Sinder Family Court: No Hassechusetts Family Court: No Hassechusetts Family Court: No Hassechusetts Family Court: No Hassechusetts Family Court: No State Taxable Wages No Clothing toxable No State Taxable Kages No State Taxable Kages No State Taxable Kages No Reportable Haelt Care Co No TaxABLE BENEFITS No Pretion In Care Co No TaxABLE BENEFITS No Pretion In Care Co No TaxABLE BENEFITS No Pretion In Care Co No TaxABLE BENEFITS No Pretion Plan Flag No Pretion Plan Flag No Person Plan Flag No				W2 Box:			
BaseBucket: i 1099-R Dex: Over Annual Cai: Period Annual Ant: Applies to: Annual Matinam Ant: Applies to: Applies to: Annual Matinam Ant: Support Contr: Employer Contr: Employer Contr: Employer Contr: Employer Contr: Employer Contr: Fagloyer Contr: Employer Contr: Augys take Emefit: Yes Pretax: No Tier 1 % 50.0000 Allow Override: No Tier 3 % 100.0000 Feriods To Contr: Wights Family Court: No Tier 5 % 100.0000 Feriods To take:	Annual Flat Amount:			W2 Description:	Applies to:		
Over Annual Act: Applies to: Over Annual Maximum Ant: Annual Maximum Ant: Employee Contr: Employee Contr: Employer Tontc:: Employee Contr: Employer State Senefit: No Employee Employee Alwaye take Benefit: Yes Pretax: No Tier 1 % 50,0000 Alwaye take Benefit: Yes Pretax: No Tier 2 % 100,0000 EE Chags Allowed: No Tier 3 % 100,0000 Over Annual Courts Tier 5 % 100,0000 Wigension Ind.: No Tier 5 % 100,0000 Resolute: Feriods to take:	BaseBucket:	÷		1099-R Box:			
Over Annual Aut: Annual Maxima Aut: Employee Contr: Employee Contr: Holdover Method: 1 Take Available Amount Employer Contr: Employee Employer Holdover Method: 1 Take Available Amount Employer's is Only Reportable Benefit: No Paycheck Order: Employee Employer Aluays take Benefit: Yes Pretax: No Tier 1 % S0.0000 Allow Override: No Bond: No Tier 2 % 100.0000 Over SOK Life Ins.: No Tier 4 % 100.0000 Over SOK Life Ins.: No Tier 5 % 100.0000 W2 pension Ind.: No Tier 5 % 100.0000 Rhode Island Family Court: No Tier 5 % 100.0000 Massachusetts Family Court: No Tier 5 % 100.0000 Massachusetts Family Court: No Tier 5 % 100.0000 Massachusetts Family Court: No State Taxable Wages No Clothing non taxable No Medicace Wages No Clothing non taxable No State Taxable Wages No State Taxable Wages No State Taxes No No Predical Tax Wages No State Taxes No Renior Tax Net No State Taxel	Over Annual Calc: Period Ar	nualized		1099-R Description:	Applies to:		
Annual Maxiaum Ant: Employer Contr: Employer Contr: Employer Schull Reportable Benefit: No Paycheck Order: Always take Benefit: Yes Pretax: No Allow Override: No Ef Chys Allowed: No Ef Chys Allowed: No Over SOK Life Ins.: No Tier 3 % 100.0000 W2 pension Ind.: No Tier 5 % 100.0000 Periods to take: Federal Tax Mages No Olothing non taxable No Redicte Wages No Clothing non taxable No Retirement Wages No Clothing taxable No Retirement Wages No State Taxable Benefits No Pension Fian Fian No	Over Annual Amt:						
Employee Contr: Employee Contr: Employer Contr: Employer Contr: Employee Contribute Benefit: No Paycheck Order: Employee Employer Always take Benefit: Yes Pretax: No Allow Override: No Bond: No Tier 1 % 50.0000 S0.0000 Over SOK Life Ins.: No U2 pension Ind.: No Rode Island Family Court: No Periods to take: 	Annual Maximum Amt:						
Employer Contr: Holdover Method: 1 Take Available Amount Employer's is Only Reportable Benefit: No Paycheck Order: Always take Benefit: Yes Pretax: No Tier 1 % 50.0000 Solonon Allow Override: No Down Sol Life Ins.: No Over SOK Life Ins.: No Tier 3 % 100.0000 Over SOK Life Ins.: No Tier 4 % 100.0000 W2 pension Ind.: No Tier 5 % 100.0000 Fe Chash Ind.: No The 4 % 100.0000 Fe Chash Ind.: No The 5 % 100.0000 Fe Chash Ind.: No State Taxes No Roth Contribution No State Taxes No Reportable Health Care Co No TaxABLE EBMEPTIS No Pension Flan Flag No Deferred Comp Wages No The Ferred Comp Wages No Fe	Employee Contr:						
Holdover Method: 1 Take Available Amount Employer% is Only Reportable Benefit: No Paycheck Order: Employer Always take Benefit: Yes Pretax: No Allow Override: No Bond: No Tier 1 % 50.0000 50.0000 Over 50K Life Ins.: No Tier 3 % 100.0000 Over 50K Life Ins.: No Tier 4 % 100.0000 W2 pension Ind.: No Rebot Island Family Court: No Periods to take: 	Employer Contr:						
Boldover Method: 1 Take Available Anount Employers is Only Reportable Benefit: No Employer Employer Paycheck Order: Employer Employer Alleways take Benefit: Yes Pretax: No Tier 1 % 50.0000 Allow Override: No Bond: No Tier 2 % 100.0000 0ver SOK Life Ins.: No Tier 3 % 100.0000 W2 pension Ind.: No Tier 5 % 100.0000 W2 pension Ind.: No Tier 5 % 100.0000 Rassachusetts Family Court: No Tier 5 % 100.0000 Massachusetts Family Court: No Feriods to take:							
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Paycheck Order: Employee Employer Always take Benefit: Yes Pretax: No Tier 1 % 50.0000 50.0000 Allow Override: No Bond: No Tier 2 % 100.0000 50.0000 EE Chys Allowed: No Tier 3 % 100.0000 50.0000 Over SOK Life Ins.: No Tier 4 % 100.0000 50.0000 Rhode Island Family Court: No Tier 5 % 100.0000 50.0000 Resachusetts Family Court: No Tier 5 % 100.0000 50.0000 Periods to take:	Employer% is Only Reportable	Benefit:	No				
Always take Benefit: Yes Pretax: No Tie 1 % \$0,0000 Allow Override: No Bond: No Tier 2 % 100.0000 Der SOK Life Ins.: No Tier 3 % 100.0000 Over SOK Life Ins.: No Tier 4 % 100.0000 W2 pension Ind.: No Tier 5 % 100.0000 Rhode Island Family Court: No Tier 5 % 100.0000 Massachusetts Family Court: No Tier 5 % 100.0000 Periods to take:	Paycheck Order:				Employee	Employer	
Allow Override: No Bond: No Tier 2 % 100.0000 EE Chgs Allowed: No Tier 3 % 100.0000 Over SOK Life Ins.: No Tier 4 % 100.0000 W2 pension Ind.: No Tier 5 % 100.0000 Rhode Island Family Court: No Tier 5 % 100.0000 Massachusetts Family Court: No Tier 5 % 100.0000 Periods to take:	Always take Benefit: N	les.	Pretax: No	Tier l %	50.0000	50.0000	
EE Chys Allowed: No Tier 3 % 100.0000 Over SOK Life Ins.: No Tier 4 % 100.0000 W2 pension Ind.: No Tier 5 % 100.0000 Rhode Island Family Court: No Tier 5 % 100.0000 Massachusetts Family Court: No Tier 5 % 100.0000 Periods to take:	Allow Override: N	Io	Bond: No	Tier 2 %	100.0000		
Over SOK Life Ins.: No Tier 4 % 100.0000 W2 pension Ind.: No Tier 5 % 100.0000 Rhode Island Family Court: No Nassachusetts Family Court: No Periods to take:	EE Chgs Allowed: N	Io		Tier 3 %	100.0000		
W2 pension Ind.: No Tier 5 % 100.0000 Rhode Island Family Court: No No No Massachusetts Family Court: No No No Periods to take:	Over 50K Life Ins.: M	Io		Tier 4 %	100.0000		
Rhode Island Family Court: No Massachusetts Family Court: No Periods to take:	W2 pension Ind.: M	Io		Tier 5 %	100.0000		
Massachusetts Family Court: No Periods to take: Apply to Base Buckets: Federal Tax Wages No OJI/111F wages No Medicare Wages No Clothing non taxable No State Taxable Wages No Clothing taxable No Retirement Wages No Clothing taxable No Retirement Wages No Clothing taxable No Retirement Wages No Senior Tax Gross Pay No Workers Comp No Senior Tax Net No Federal Taxes No Roth Contribution No State Taxes No Reportable Health Care Co No TaXABLE BENFFITS No Pension Plan Flag No Deferred Comp Wages No	Rhode Island Family Court: N	Io					
Periods to take: 	Massachusetts Family Court: N	Io					
Periods to take: 							
Apply to Base Buckets: 	Periods to take:						
Apply to Base Buckets: Federal Tax Wages No Old Medicare Wages No Clothing non taxable No State Taxable Wages No Clothing non taxable No Retirement Wages No Clothing taxable No Total Wages No Vorkers Comp No Senior Tax Net No Federal Taxes No Reportable Health Care Co No TaXABLE ERNFFITS No Pension Plan Flag No Deferred Comp Wages No Public Productions No Pension Plan Flag No							
Apply to Base Buckets: 							
Federal Tax Wages No 0JI/111F wages No Medicare Wages No Clothing non taxable No State Taxable Wages No car allowance No Retirement Wages No Clothing taxable No Total Wages No Clothing taxable No Total Wages No Senior Tax Gross Pay No Workers Comp No Senior Tax Net No Federal Taxes No Roth Contribution No State Taxes No Reportable Health Care Co No TAXABLE BENFFITS No Pension Plan Flag No Deferred Comp Wages No	Apply to Base Buckets:						
Federal Tax Wages No 0JI/llF wages No Medicare Wages No Clothing non taxable No State Taxable Wages No car allowance No Retirement Wages No Clothing taxable No Total Wages No Senior Tax Gross Pay No Workers Comp No Senior Tax Net No Federal Taxes No Senior Tax Net No State Taxes No Roth Contribution No Reportable Health Care Co No Federal Taxes No Pension Plan Flag No Federal Taxes No							
Medicare WagesNoClothing non taxableNoState Taxable WagesNocar allowanceNoRetirement WagesNoClothing taxableNoTotal WagesNoSenior Tax Gross PayNoWorkers CompNoSenior Tax NetNoFederal TaxesNoRoth ContributionNoState TaxesNoRoth ContributionNoReportable Health Care CoNoFederationTAXABLE EENEFITSNoFederationPension FlagNoFederationDeferred Comp WagesNo	Federal Tax Wages	No	OJI/111F wages	No			
State Taxable Wages No car allowance No Retirement Wages No Clothing taxable No Total Wages No Senior Tax Gross Pay No Workers Comp No Senior Tax Met No Federal Taxes No Roth Contribution No State Taxes No Roth Contribution No Reportable Health Care Co No Federal Taxes No Pension Plan Flag No Pension Plan Flag No Deferred Comp Wages No Federal Flag No	Medicare Wages	No	Clothing non taxable	No			
Retirement Wages No Clothing taxable No Total Wages No Senior Tax Gross Pay No Workers Comp No Senior Tax Net No Federal Taxes No Roth Contribution No State Taxes No Roth Contribution No Reportable Health Care Co No Reportable EREFITS No Pension Plan Flag No Ferred Comp Wages No	State Taxable Wages	No	car allowance	No			
Total Wages No Senior Tax Gross Pay No Workers Comp No Senior Tax Net No Federal Taxes No Roth Contribution No State Taxes No Reportable Health Care Co No TAXABLE BENEFITS No Pension Plan Flag No Deferred Comp Wages No No	Retirement Wages	No	Clothing taxable	No			
Workers Comp No Senior Tax Net No Federal Taxes No Roth Contribution No State Taxes No Reportable Health Care Co No Reportable Health Care Co No No TAXABLE BENEFITS No Pension Plan Flag No Deferred Comp Wages No	Total Wages	No	Senior Tax Gross Pay	No			
Federal Taxes No Roth Contribution No State Taxes No Reportable Health Care Co No TAXABLE EENEFITS No Pension Plan Flag No Deferred Comp Wages No	Workers Comp	No	Senior Tax Net	No			
State Taxes No Reportable Health Care Co No TAXABLE EENEFITS No Pension Plan Flag No Deferred Comp Wages No	Federal Taxes	No	Roth Contribution	No			
Reportable Health Care Co No TAXABLE BENEFITS No Pension Plan Flag No Deferred Comp Wages No	State Taxes	No					
TAXABLE BENEFITS No Pension Plan Flag No Deferred Comp Wages No	Reportable Health Care Co	No No					
Pension Plan Flag No Deferred Comp Wages No FET Deductions	TAXABLE BENEFITS	No					
Deferred Comp Wages No	Pension Plan Flag	No					
	Deferred Comp Wages	No					
FULDEDUCCIONS NO	EFT Deductions	No					

[ADM-AUC-HR-9620]

9.2. Timesheet Groups

9.2.1. Add Timesheet Group

When adding Timesheet groups, the **sub group** is no longer required. It is now an optional entry. To add a timesheet group, select **Human Resources** > **Tables** > **Timesheet Groups**. Click on <u>EAdd Group</u>.



ADMINS Unified Community Human Resources	Release Notes – Version 6.2 September 2015
🖪 [AUC] 6700-Timesheet Groups [luann]	🖪 [AUC] 6700-Timesheet Groups [luann]
Add Timesheet Group	Add Timesheet Group
Required: Enter Group	Required: Enter Group
Required: Enter Sub Group	Optional: Enter Sub Group
Optional: Enter Description	Optional: Enter Description
,	
Figure 15 Before	Figure 16 After

[ADM-AUC-HR-9513]

10. INTERFACES/IMPORTS

10.1. ICMA Export

The ICMA export file was updated to provide the source of ROTH (After Tax) IRA 457 plan entries. The updated specification shows that a code of RT is now required in positions 15-16 of record #2.

15 - 16	Source Code for Contribution Type	Alpha 401 or RHS value: Employer = ER Mandatory Pre-Tax = EE Voluntary Pre-Tax = EE	2
		Mandatory After-Tax = EE Voluntary After-Tax = EV	
		Roth = RT	
		457 value:	
		Pre-Tax - Blank	
		(Roth (After-Tax) = RT)	

To run the report, select Interfaces/Imports ICMA Export and fill in the required fields as shown below.

		1	🛄 Task 6098: ICMA Export	×
			ICMA Export	
			Required: Enter Posted Warrant #	150820
			Required: Enter output Filename (ex: q:\icma\icma091010.txt)	C:\ADMHOME\AUC\CONVERT\ICMA.TXT
			Required: Enter up to 9 Categories (at least one) for ICMA	Edit 1 values: ROTH,
			Required: Enter an ICMA Loan Category	Edit 1 values: 401A,
			Run as C Preview C Print © PDF	
Interfaces/Imports	AESOP Timesheet Import		In Printing use Duplex () Yes () No	
Site Specific 🔹 🕨	ICMA Export		OK	Cancel Clear All

ROTH contributions will be designated as such in the data file submitted to ICMA with the **RT** as shown in the excerpt below:

300668020002 RD487438660000020000			3	
705258010001	066002064			3
705258010002	0660020640000367450	03	08202015C	3

Selection Lege	nd.
Warrant: Category: Loan Category: File:	150820 ROTH 401A C:\ADMHOME\AUC\CONVERT\ICMA.TXT

[ADM-AUC-HR-9625]

11. SITE SPECIFIC

11.1. CT TRB Reporting

This only applies to Connecticut sites.



Users running the CT TRB Reporting step were seeing an "Invalid Keyword: LKUP" message before the report was produced. This was corrected.

[ADM-AUC-SY-7965]

12. HELP REFERENCE LIBRARY

12.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

• OTHER I forgot to print my reports...