# B HUMAN RESOURCES RELEASE NOTES – SEPTEMBER 2016

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

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# **1. MAINTENANCE**

#### **1.1. Employee Maintenance**

On the employee maintenance screens, adding a position or new employee would only allow a hire date 30 days in advance of the current date. Now a new employee or position for an existing employee may be entered up to 30 days in arrears or up to 60 days in advance. In the example, a date of December 25, 2016 is entered, while the current date is August 2, 2016.

	🔣 [AUC] 6439-Employee Maintenance [theresa]	X
	Add Position to Employee	
	Required: Enter Bargaining Unit POLU -PO	DLICE UNION
	Required: Enter Schedule PO Police Off	icers
	Required: Enter Grade	
	Required: Enter Step 1	
	Required: Enter Full-Time Equivalent 1.00	
R	Required: Enter Date of Hire (mmddyyyy) 12252016	
	Lookun OK Cancel Cle	ar All

This error message will appear if a date outside the acceptable range is entered; clicking on either **OK** or **Cancel** will re-display the dialog box so that a date within the acceptable range may be entered.

	💽 [AUC] 6439-Employee Maintenance [theresa]			×
	Add Position to Employee			
	Required: Enter Bargaining Unit	POLU -PO	POLICE UNION	
	Required: Enter Schedule	P0	Police Officers	
	Required: Enter Grade	1		
	Required: Enter Step	1		
×	Required: Enter Full-Time Equivalent	1.00		
	Required: Enter Date of Hire (mmddyyyy)		_	
P6164-Effective date must be in the range of today - 30 days or + 60 days		-		
OK Cancel	Lookup 0	K Canc	clear All	

[ADM-AUC-HR-9815]

#### 1.2. FTE Changed to Four Decimal Places

The Human Resource FTE has been changed to a 4 decimal place field to interface with the budget module. This value is entered in the **Full Time Equivalent** field on the **Position Maintenance Screen** and is displayed on the **Payroll** tab of the **Employee Maintenance Screen**.



		Position Mainte	nance						
Position Position Description	5009ATHADIR-0 ATHLETIC DIRE	1 CTOR	Current Em,						
Position Category Timesheet Group Bargaining Unit	ATHD SCHOOL-BHS NON -NO	Athletic Director HIGH SCHOOL No Benefits		Goto	Employee N	umber hoozos	Employ	ee Maintena	ance
Grade Step	1 1	Hthletic coach		Actions	Position	5009ATHADIR-01	ATHLETIC DIRECTOR	1	Of 3
Budget Group Pay Group EEO Category EEO Type	DISTRICT 26 01 02	DISTRICT 26 Pays Officials/Administr. Part-Time		I Add Employee					
FLSA Code Employment Type		NO FLSA Part-Time		1 Contact 2 Perso	onal <u>3</u> Dec	d/Ben 4 Add Wages	<u><u>5</u>Payroll <u>6</u>Accounti</u>	ng <u>7</u> Salary	
Accrual Group Entity	NONE	NO BENEFITS TOWN OF ANYWHERE		Pay Classificatio	n	) No Popolito	Effective Date	Y Salary Change 29-Sep-2016	1
Full Time Equivalent Supervisor Position Budget Salary	.8755 000 -0	0 For FY 0000 Posted on		Grade Schedule Grade Sten	COACH 2	Athletic coa	ch Period Salary Daily Salary Hourty Rate	1545,59 1545,59 1765,7946	
Budget Fringe Amount	191	For FY 0000 Posted on	F	FTE	.8755		Per Diem Tier#	1753,3848 1545,59 1	

[ADM-AUC-HR-9799]

# 2. PAYROLL PROCESSING

## 2.1. Check Printing

#### 2.1.1. Benefit Time on Pay Stubs [Blank lines suppressed]

Benefit time categories with no activity were printing on the pay stubs. In the image below, the categories "Comp Time", "Personal 6 Months", "Vac 21+a" and "Vac 21+j" all appeared on the pay stub. Now categories without activity will not print on the pay stub.

	Begin Balance	Accrued Amt	Used Amt	Paid Out Amt	Forfeited Amt	Ending Balance		Begin Balance	Accrued Amt	Used Amt	Paid Out Amt	Forfeited Amt	Ending Balance
Comp Time							Personal		2.00 Days				2.00 Days
Personal 6 M	onths						Sick	158.25 Days	1.25 Days				159.50 Days
Vacation	10.00 Days	15.00 Days			10.00 Da	15.00 Deys	vec 21-j						
'igure 1 Before													
<u>BENE</u>	FIT TIME												

DENTELL	<u></u>												
	Begin Balance	Accrued Amt	Used Amt	Paid Out Amt	Forfeited Amt	Ending Balance		Begin Balance	Accrued Amt	Used Amt	Paid Out Amt	Forfeited Amt	Ending Balance
Personal	2.00 Days					2.00 Days	Sick Leave	4.50 Days					4.50 Days
Vacation	25.00 Days					25.00 Days							

**Figure 2 After** 

[ADM-AUC-HR-9790]

#### 2.1.2. Direct Deposit Advice Images [Tabbing Issue Corrected]

Some sites reported that the Direct Deposit Advice and the attached images were displaying the data on the top of the stub improperly. This was a tabbing issue that surfaced when the default printer of the user sending the email was different from the printer normally in use. This was corrected. A similar change was made to correct the display of benefit time.



RNINGS STATEMEN	EMPLOYEE EAR				
Location: TN-13					
Year to Date	Current	<u># of</u>	Status	919755	Direct Deposit #:

**Figure 3 Before** 

							Location: TN-13
Direct Deposit #: 920	312		<u>Status</u>	# of Exemptions		<u>Current</u>	Year to Date
Issue Date: 07-3 Period Ending: 07-3	21-2016 6-2016	FEDERAL TAX M A STATE TAX	M	0	Gross Pay Withholding	1,625.00	53,320.65 50,395.21

**Figure 4 After** 

[MBE-SUP-SAPLAUC-307] [DNV-SUP-SAPLAUC-235]

## 2.2. E-Mailing Direct Deposit Advice ["From" address]

The emailed Direct Deposit Advice sent to employees had a **"From"** address that resulted in **"bounced"** or **"undeliverable"** email notifications being sent to the support staff at ADMINS. This will now use the **"From"** email address of the user posting the labor distribution. This helps to ensure that the posting user will receive notifications of bounced emails due to invalid email addresses and out–of–office replies in a timely manner. The payroll department will then be able to take corrective action, such as providing a hardcopy to the employee.

[ADM-AUC-HR-9790]

# **3. LEAVE ACCRUAL ROLLOVER**

The leave rollover occurs based on the leave accrual rules annual rollover date, as defined in the Leave Accrual Rules Table. This accrual group receives 20 vacation days on July 1 of each year. On June 30, the leave is rolled over and up to 5 days can be carried forward. Any remaining days will be forfeited. Forfeitures are created as part of the timesheet creation. The rollover occurs during the payroll posting.



Le	ave Accrual Rules
Accrual Group 150 ADMIN 2 PER/150 SICK Leave Type Code MACATION Vacation	Time Sheet Periods to Apply Month Day       Field         © Every Pay Period       © This Date Every Month         Image: This Date Every Month       To accuration Field-Monthly         © Calculation Field-Monthly       Contactrued
From To % of Seq# Month Month Days Hours Hours.Day 1 1 999 20.00 2 3 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Accrue During Probation       Allow Use During Probation       Apply FTE            • Yes         • No           • Yes         • No           • Yes         • No             Accrual Information           Accrual Information           PretData           PretData             Maximum Accrual           PretDat           PretDat           PretData             Maximum Accrual           PretDat           PretDat           Anniversary Date             Time Sheet Accrual Code           PretDat           Anniversary Date             Action on negative balance           Warn           Stop           No Action             Payout Code             Stopies on           None           Calculation Date           Employee Date          Expiration Date Field           None           Calculation Date           Employee Date
Annual Rollover	Beginning Month Maximum Carryover     6     Day     30       Perrect Attenu     uay     5,0000     or     Times Annual       Perrodic Annual     Collendar © Work     Days     Hours Hrs/Day Pay Code

When the **date** is within the period of the warrant and the warrant uses a **pay period** for the pay group, the rollover is triggered:

	Warrant	Pay Groups	
Warrant         320003           Period Start         25-Jun-2016           End         01-Jul-2016	Bank Period WE	#Pays/Deds 1 Check Date 08-Jul-2016	<u>© Notes</u> Status Checks Printed Unposted Void/Manual

Since the employee's pay group is **TW**, and the warrant matches a regular pay period (**WE**) and the warrant period includes June 30, leave will be rolled over.

		Pay Grou	ıp Perioo	ds	No. of Street, or other
Pay Group	Description		Pay Frequency	Periods in Year For Tax Calc	3
TW	Town Weekly		M	52,000000	Ì
			Pay Peri	ods	3
		☐ B3 - Bi-weekly 3 ☐ BI - Bi-weekly ☐ FN - Fire no time			<
		LS - Lump Sum M - MONTHLY N - No Time			\$
	F	₩ W5 - Week 5 WE - Weekly			*

In the past, leave was rolled over as of all time posted in the warrant. This programming change will roll the leave over as of the rollover date and any leave accrued or taken *after* the accrual date will appear in the accrual/taken



columns of the employee leave screen. This employee had minus four days of vacation on the rollover date. On the accrual date, 20 days were accrued, and the employee took six days of vacation after the accrual date. The ending balance is 10 days as of the date of the warrant.

	<b>[AUC]</b> 6	821-Leave His	tory Detai	il [theresa]												_ 🗆 ×
F	ile Edit I	Ledgers Purch	ase Orders	Accounts Payable	Fixed Assets	Human R	Resources Bud	get Collections	; Tax	Motor Excise	Misc Billing	) System	Help			
	<b>B</b>	🖶 🛏 🗲	→ H (	ي کے 🛒 🕊	a 🔒											
								liston / De	انصغ							
L																
	<u>G</u> oto		Employee	e 005142	BEAULIEU,	KEITH										
	Actions	5														
		,		_												
		<u>1</u> Summary			2 Summary/Ac	crual Grou	p		<u>3</u> Transi	actions				<u>4</u> Calenda	ar	
															ice	
	Accr Gr	p Leave		As Of	Hours	Days I	Hours Day	: Hours	Days	Hours	Days H	lours	Days	Hours	Days As	Of
	A150	PERSONAL	Personal	l 07/01/1	5										C	7/29/16
	A150	SICKLEA	Sick Lea	ave 06/30/1	5										C	7/29/16
	A150	VACATION	Vacation	n 06/30/1	6	-4.00	20,	)0	6,00						10.00 0	7/29/16

Figure 5 After the warrant is posted

The transactions tab shows the detail with the dates the leave was rolled over, accrued, and taken, and illustrates how the balance is calculated for each date.

						Lea	ave Histor	y Transa	actions	
Goto Actions		Employed Accrual ( Leave Co	e <mark>þo</mark> Group <u>A1</u> Ide VA	5142 BEA 50 A CATION V	ULIEU, KE DMIN 2 PE acation	ITH R/150 SI	CK			
<u>1</u> Su	mmary			<u>2</u> Su	mmary/Accru	ual Group	1	3	Transactions	
			С	alculated		Posted	Posted	Notes		
Leave Date	Туре	Accrual	Used/For	Balance	Warrant	Balance	Date			
08-Ju1-2016	days		.05	10,00	930002	10,00	29-Jul-2016	Used		
08-Jul-2016	days		.45	10.05	930002	10.05	29-Jul-2016	Used		
08-Jul-2016	days		.50	10,50	930002	10,50	29-Jul-2016	Used		
07-Jul-2016	days		.05	11.00	930002	11.00	29-Jul-2016	Used		
07-Jul-2016	days		.45	11,05	930002	11,05	29-Jul-2016	Used		
07-Jul-2016	days		,5U	11,50	930002	11,50	29-Jul-2016	Used		
06-Jul-2016	days		.05 4E	12,00	930002	12,00	29-Jul-2016	Used		
06-Jul-2016	days		.40 E0	12,00	930002	12,00	29-Jul-2016	Used		
05-Jul-2016	days		-00 05	17.00	930002	17.00	29-Jul-2016	Used		
05 Jul 2016	days		.00 45	13.00	930002	13.05	29 Jul 2016	lleed		
05-Jul-2016	daus		+=0 50	13,50	930002	13 50	29-Jul-2016	llsed		
04-Jul-2016	daus		.05	14.00	930002	14.00	29-Jul-2016	Used		
04-Ju1-2016	daus		.45	14.05	930002	14.05	29-Jul-2016	Used		
04-Ju1-2016	days		.50	14,50	930002	14,50	29-Jul-2016	Used		
01-Jul-2016	days	20,00		15,00	930002	15,00	29-Jul-2016	Accrual		
01-Jul-2016	days		.05	-5,00	930002	-5,00	29-Jul-2016	Used		
01-Jul-2016	days		.45	-4.95	930002	-4,95	29-Jul-2016	Used		
01-Jul-2016	days		.50	-4,50	930002	-4,50	29-Jul-2016	Used		
30-Jun-2016				-4.00	930002		29-Jul-2016	ROLLOVER		
30-Jun-2016	days		.05	-4,00	930002	-4,00	29-Jul-2016	Used		
30-Jun-2016	days		<b>.</b> 45	-3,95	930002	-3,95	29-Jul-2016	Used		
30-Jun-2016	days		<b>.</b> 50	-3,50	930002	-3,50	29-Jul-2016	Used		
29-Jun-2016	days		.05	-3,00	930002	-3,00	29-Jul-2016	Used		

[ADM-AUC-HR-9821]



# 4. QUERIES

# 4.1. Paycheck History–Inquiry [Missing Payroll Check Images]

Human Resources		
Maintenance	•	
Payroll Processing	•	
Timesheet Entry	•	
Special Processing	•	
Void/Manual/Figure Paycheck		
Billing and Invoicing	•	
Bank Reconciliation	•	
Queries	Timesheet History	
Reports	<ul> <li>Timesheet History Calendar</li> </ul>	Developed by the set of the set o
Tables	I apus History	Paycheck History-Inquiry
Quarterly Processing	Leave history	
Year-End Processing	<ul> <li>Employee Encumbrance History Screen</li> </ul>	Highlight desired check and click the button labeled view Check to view check deta
Module Maintenance		
Interfaces/Imports	Paycheck History - Inquiry	1 Employee 2 Bank 3 Warrant 4 WarCkDate 5 Ck#
Site Specific	**	
Help Reference Library	Vendor Check History	Detail   Image 10645 FOOLS, APRIL PAYR 920003 08-Jul-2016 0080651
	Employee Maintenance Query	070617 MARTINIS, KEITH A PAYR 920003 08-Jul-2016 0080652

Images of payroll checks and direct deposit advice are available via the **Queries** Paycheck History – Inquiry screen. Some images were missing when an employee received more that two checks in a warrant. A correction was installed on sites on July 21, 2016 and is noted here to document the change.

[ADM-AUC-HR-9819]

## **5. REPORTS**

#### 5.1. 6714–Employee List – Grade Schedules

This report prints the current salary for an employee as of the current date. For employees who have not yet begun work, incorrect salary information was shown. Now, if the employee's **position** hire date is in the future, the correct hire date salary information is printed. (This was happening if teachers, for example, were hired and entered in the system mid-summer, with a start date of 1 September – the system was picking up salary information from the previous employee's record and displaying it on the report.)

[ADM-AUC-HR-9827]

#### 5.2. 6659–Employee Verification Report

The employee verification report was using the fiscal year instead of the calendar year to report wages, resulting in no data reported for the current year. This was corrected.

ADMINS Unified Community Human Resources		Release Notes – Version 7.2 September 2016
6659-HRREP:HREMPVERRPT.REP Printed 18-Aug-2016 at 11:37:56 by Employment Verification Report	Page 1 6659	-HRREP:HREMPVERRPT.REP Printed 18-Aug-2016 at 12:43:15 by Page 1 Employment Verification Report
Name : Status : ACTIVE Employment Date : 18-Mar-2013 Position : PAYROLL COORDINATOR Current Year Salary : 46,792.20 000 Year to date Total : 2016 Calendar Year Total : 29,595.67 2015 Calendar Year Total : 40,037.30 Probability of Continued Employment:		Name : Status : ACTIVE Employment Date : 18-Mar-2013 Position : PAYROLL COORDINATOR Current Year Salary : 46,792.20 2016 Year to date Total : 29,595.67 2015 Calendar Year Total : 40,037.30 2014 Calendar Year Total : 26,598.80 Probability of Continued Employment :
Contact:		Contact:

Figure 6 Before

Figure 7 After

[ADM-AUC-HR-9831]

#### 5.3. Timesheet Security Added to Reports

Security was added to reports to ensure that only authorized users could access employee paycheck history information. If an employee has access to the timesheet group for a given employee, then the employee paycheck history reports will display data for the employee. These two reports were affected:

Report Library Paychec	ks/Othe	r
Report Name		
6789-EEO Reports	Sample	Run
7225-Benefit Categories	Sample	Run
6464-Employee Conversion Demographics	Sample	Run
6463-Tables Audit Reports	Sample	Run
6465-History Audit Reports	Sample	Run
7560-ACA 1095 Audit Report	Sample	Run
Paucheck History Reports	Sample	Run
7211-Employee Paycheck History Register	Sample	Run
	Sample	Run
/216-Employee Paycheck History Summary		_

## 5.3.1. 7211 Employee Paycheck History Register

🔣 Task 7211: Employee Paycheck History Register	×
Employee Paycheck History Register	
Required: Enter Employee# 92 CUMBERBATCH, BENEDICT M	
Required: Check Date Range (mmddyyyy) From: 01012015 To: 09-Sep-2016	
Run as 📀 Preview C Print C PDF	
If Printing use Duplex 📀 Yes 🔿 No	
Lookup OK Cancel Clear All	



7212-HRPAYREGHIS.REP	Printed 09-Sep-2016 at	15:44:10 by THERESA					Page 6
		To New Yourse Day	wn of ADMIN	S 			
		suproyee Pay	check Hisco	ry Negiscer			
		Employee: 000092	CUMBERBAT	CH, BENEDICT N			
		Warrant Check Dates b	etween 0101	2015 and 09-Sep-2016			
Employee: 000092 CUMBERBATCH,	BENEDICT M	Gross Pay:	190.00	Federal Tax Wages	190.00 Medic	are Wages	190.00
Timesheet Group: PENS -	Pensioners/Retirees	Deductions:	190.00	State Taxable Wages	190.00 Total	Uages	190.00
Pri.Timesheet Group: TOWN -P	OL Police Department	Net Pay:		Federal Taxes	-2.75 State	Taxes	-10.07
Warrant: 902873	Check Number: 0949617 N	et Direct Deposit:	174.42				
aurranc check bace. 21-har-2	ors check type. a Ach	Benefics.	2.70 Deductions		Bonofite	Nouve (Dove	
Police Detail Pay 190	00 DIRECT DEPOSIT	174 42 FEDERAL TAX	Deddcoloma	2 75 MEDICARE	2 76	Police Detail Pay	4 00 Hrs
ionic because ray	STATE TAX	10.07 MEDICARE		2.76			
Employee: 000092 CUMBERBATCH,	BENEDICT M	Gross Pay:	1,052.80	Federal Tax Wages	1,052.80 State	Taxable Wages	1,052.80
Timesheet Group: PENS -	Pensioners/Retirees	Deductions:	171.89	Retirement Wages	1,052.80 Total	Uages	1,052.80
Pri.Timesheet Group: TOWN -P	OL Police Department	Net Pay:	880.91	Federal Taxes	-116.09 State	Taxes	-55.80
Warrant: 902884	Check Number: 0080320 N	let Direct Deposit:					
Warrant Check Date: 12-Dec-2	015 Check Type: P Che	ck Benefits:					
new in house in ore	Deductions		Deductions		Benefics	Hours/Days	00.00.10
REGULAR - HOURS 1,052.	OU FEDERAL IXA	116.09 SIXIE IXA		55.00		FIGULAR - HOURS	10.00 Hrs
SICK ACCIONE						SICK ACCROAD	10.00 HES
Employee: 000092 CUMBERBATCH.	BENEDICT M	Gross Pav:	1.052.80	Federal Tax Wages	1.052.80 State	Taxable Wages	1.052.80
Timesheet Group: PENS -	Pensioners/Retirees	Deductions:	171.89	Retirement Wages	1,052.80 Total	Vages	1,052.80
Pri.Timesheet Group: TOWN -P	OL Police Department	Net Pay:	880.91	Federal Taxes	-116.09 State	Taxes	-55.80
Warrant: 902887	Check Number: 0080632 N	let Direct Deposit:					
Warrant Check Date: 09-Jan-2	016 Check Type: P Che	ck Benefits:					
Wages	Deductions		Deductions		Benefits	Hours/Days	
REGULAR - hours 1,052.	80 FEDERAL TAX	116.09 STATE TAX		55.80		REGULAR - hours	80.00 Hrs
SICK ACCRUAL						SICK ACCRUAL	10.00 Hrs
Famlence: 000092 CIMPEDDATCH	PENEDICT M	Croce Dem	1 052 90	Fodovol Tox Morec	1 052 90 95 05	Zouchle Heres	1 052 90
Tipesheat Group: DENS -	Bansioners/Petirees	Deductions:	171 89	Petirement Hages	1,052.00 Scate	Hagas	1 052 80
Pri Tinesheet Group: TOWN -P	01. Police Department	Net. Pay:	880.91	Federal Taxes	-116 09 State	Taxes	-55 80
Warrant: 910015	Check Number: 0080519 N	let Direct Deposit:			110:05 50400		00.00
Warrant Check Date: 05-Jan-2	016 Check Type: P Che	ck Benefits:					
Wages	Deductions		Deductions		Benefits	Hours/Days	
REGULAR - hours 1,052.	80 FEDERAL TAX	116.09 STATE TAX		55.80		REGULAR - hours	40.00 Hrs
SICK ACCRUAL						SICK ACCRUAL	10.00 Hrs

Figure 8 User with access to the timesheet group runs the report



#### 5.3.2. 7216 Employee Paycheck History Summary



7216-HRREP:HREMPCHKHI	S.REP	Printed 09-Sep-2016	at 14:52:33	by THERESA						Page 1
					fown of ADM	INS				
				Employee Pa	aycheck Hist	cory Summar	У			
			Fm	10000-000	מתקפתה בסי	ATCU DENED	TCT N			
			Herrent	Thogh Dotor	botwoon 01	112015 ond	101 H 09-Con-2016			
			warranc .	meck Daces	Decween or	512015 and				
Runlovee: 000092 CUM	BERBATCH BE	VEDICT M	G	ross Pav	18 857 52	Federal	Tax Nages	17 391 67 Medic	are Wages	14 646 32
	,		De	ductions:	15,161.28	State Ta	xable Wages	18,257.52 Retir	ement Wages	14,107.52
				Net Pay:	3,696.24	Total Wa	ges	18,857.52 Feder	al Taxes	-1,549.47
				Deposit:	6,522.79	State Ta	xes	-967.67 Pensi	on Plan Flag	-865.85
			1	Benefits:	212.34	Deferred	Comp Wages	-600.00 EFT D	eductions	-4,443.16
Wages		Deductio	ns		Deduction	ns		Benefits	Hours/Da	ays
Police Detail Pay	3,802.48	FULLTIME 04600108	600.00	EFT SAVIN	38	4,443.16	MEDICARE	212.34	Police Detail Pay	91.00 Hrs
Police Detail Pay	315.84	FEDERAL TAX	1,549.47	STATE TAX		967.67			Police Detail Pay	12.00 Hrs
out of town polic	210.56	MEDICARE	212.34	NORFOLK C	TY PEN 8	791.70			out of town polic	8.00 Hrs
Detail Pay w/Car	210.56	NORFOLK CTY 2%	74.15	DIRECT DE	POSIT	6,522.79			Detail Pay w/Car	8.00 Hrs
police town detai	210.56								police town detai	8.00 Hrs
REGULAR - hours	13,054.72								REGULAR - hours	1,000.00 Hrs
SICK LEAVE - HOUR	1,052.80								SICK LEAVE - HOUR	40.00 Hrs
SICK ACCRUAL									SICK ACCRUAL	70.00 Hrs





Figure 11 Employee running report has no access to the timesheet group

[MDT-SUP-SAPLAUC-1080]



# 5.4. FOIA Request – Report of Employee Ages

Some client sites have received Freedom of Information Act (FOIA) requests asking the age of employees. In the Human Resources Report Library, run the 6720 – Employee List with Dates report to get a list of employees with ages. Select Human Resources Reports Reports Report Library by Employee Employee List – Dates and use the Excel<sup>®</sup> option.

Report Library By Employee			
Report Name			
6680-Employee Roster Schedule	Sample	Run	
6710-Employee List	Sample	Run	
6711-Employee List with Notes	Sample	Run	
6712-Employee List - Phone Directory	Sample	Run	
6714-Employee List - Grade Schedules	Sample	Run	
6754-Employee List - Additional Wages	Sample	Run	
6716-Employee List - Deductions	Sample	Run	
6718-Employee List - GL Home Coding	Sample	Run	
6719-Employee list - GL Home Coding - Flement Selection	Sample	Run	
720-Employee List - Dates	Sample	Run	

Save the report to an Excel<sup>®</sup> file on a local drive and then adapt it (remove any unneeded columns) to fulfill the request.

X	🛃 🤊	7 - 0 -  -			EmployeeList_	Dates_6720_THERESA	[1].xml -	Microsoft Exce	a 🦿
	File	Home Insert Page Layout	Formulas D	ata Review View					1
		N9 🔻 🤄 🎜	19						-
1	A	В	С	D	E	F	G	Н	
1								Position	
2	Emp#	<u>Name</u>	Position#	<b>Description</b>	<u>Bargain Unit</u>	DOB	Age	<u>Hire Date</u>	Hire'
3	000007	7 PUBLIC, JOHN Q	T123TWNADMN-01	TOWN ADMINISTRATOR	SNGL-01	04-May-1961	55	24-Feb-2015	
4	000007	7 PUBLIC, JOHN Q	X999TERTERM-01	UNASSIGNED POSITION	TERM-01	04-May-1961	55	24-Dec-2002	1
5	000012	2 HOLMES, MARIE R	S009SPDSPEE-01	SPEECH THERAPIST	MTA-26	26-Mar-1958	58	07-Sep-1982	1
6	000013	GENEREUX, LYNN	S005CAFWRKR-02	CAFETERIA WORKER - U	AFL10M-AF10	10-Nov-1932	83	24-Sep-1970	
7	000017	WETHEY, MARIE	X999RETTERM-01	RETIRED POSITION	RET-RE	16-May-1936	80	24-Jan-1974	
8	000020	POWERS, LYNN M	S003ABATECH-01	APPLIED BEHAVIOR ANA	AFL-AF	08-Aug-1962	53	15-Jul-2015	

ADM-AUC-HR-9824]

#### 5.5. ADMINS Report Generator

There was an error with the ARG when using the AGE field causing it to display a four digit number; that has been changed to use a two digit number.

ADM-AUC-HR-9824]

# 6. YEAR END PROCESSING

#### 6.1. ACA Filing Table

There was a problem with typing in the year on the ACA Filing table – the screen was bringing the user to a different year than what was typed in. This was corrected

ADMINS Unified Community
Human Resources

	ACA Filing Table	
Year 2015	Software ID 15A0001502	
Entity Description 1 TOWN OF ANYWHERE 2 Retirees 4 Pensioners 5 corrections 6	TCC#     Original Submission Receipt#     Correction Submission Receipt#       BBBF1	omission Receipt#

[ADM-AUC-HR-9830]

#### 6.2. 1095C Attachment Step Now Available

Sites having completed their submissions to the IRS for ACA reporting have had the step enabled so that attachments may be created and archived. This is a required step and must be performed before the step process is reset to allow sites to begin processing for the 2016 reporting year.



Sites that filed 1095Cs with the IRS via another method should complete the "Save 1095 Forms as Employee Attachments/Archive" step to attach the printed copies to the employee records and reset the menu for 2016 processing.

1095 Pr	1095 Processing		
Description	Date		
Reset 1095 Menu			
Payroll W2 1095 - C			
ACA Filing Table			
Bargaining Unit - Affordable Care Act			
ACA 1095 Audit Report			
Build 1095 File			
Edit 1095 Work File			
	_		
Print 1095 Forms			
Generate IRS Export File			
Save 1095 Forms as Employee Attachments	s/Archive		

Figure 12 Before – Step unavailable

1095 Proc	1095 Processing	
Description	Date	
Reset 1095 Menu	21-Apr-2016	
Payroll W/2 1095 - C		
ACA Filing Table		
Bargaining Unit - Affordable Care Act		
ACA 1095 Audit Report	21-Apr-2016	
Build 1095 File	21-Apr-2016	
Edit 1095 Work File	21-Apr-2016	
Print 1095 Forms	21-Apr-2016	
Generate IRS Export File		
Save 1095 Forms as Employee Attachments/Archive		
1 1		

Figure 13 After – Step is available

ADM-AUC-HR-9826 & 9828]

# 7. SETTING DEFAULT PRINTERS (V9.2 SITES ONLY)



To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**. Find this button next to the **Print]** button on the toolbar; click to display the available printers. Click on the desired printer and click on **[OK]** to set the default printer for use in your AUC session.

If you do not see this icon, then this option is not available on your site.

ADM-AUC-SY-7792]

# 8. MENU AND TOOLBAR TIPS

	System Help Reference Library		
	Reference Card		
	SYSTEM		
	Menu Toolbar Tips	View Email	
	Create CSV Files	View Email	
	ADMINS Report Generator (ARG)	View Email	
	Email Distribution Lists	View Email	
	I forgot to print my reports	View Email	
	System Administration Kit	View Email	
1	Menu and Toolbar Tips View Email		

A reference card was updated to help acquaint the user with the menus and toolbars included in the AUC system. This reference card is available in all the Help Reference Libraries.

[ADM-AUC-SY-7991]

# 9. HELP REFERENCE LIBRARY

## 9.1. New or Updated Documentation

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

EMPLOYEE POSITIONS

SPECIAL PROCESSING

• SYSTEM

Add a New Employee Employee Maintenance Screens Voiding a Vendor Check Menu and Toolbar Tips