



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]

Add Position to Employee

Required: Enter Bargaining Unit POLU -PO POLICE UNION

Required: Enter Schedule PO Police Officers

Required: Enter Grade 1

Required: Enter Step 1

Required: Enter Full-Time Equivalent 1.00

Required: Enter Date of Hire (mmddyyyy) 12252016

Lookup OK Cancel Clear 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.

P6164-Effective date must be in the range of today - 30 days or + 60 days

OK Cancel

[AUC] 6439-Employee Maintenance [theresa]

Add Position to Employee

Required: Enter Bargaining Unit POLU -PO POLICE UNION

Required: Enter Schedule PO Police Officers

Required: Enter Grade 1

Required: Enter Step 1

Required: Enter Full-Time Equivalent 1.00

Required: Enter Date of Hire (mmddyyyy)

Lookup OK Cancel 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 Maintenance

Position 5009ATHADIR-01 Current Em

Position Description ATHLETIC DIRECTOR

Position Category: ATHD Athletic Director
 Timesheet Group: SCHOOL-BHS HIGH SCHOOL
 Bargaining Unit: NON -NO No Benefits
 Schedule: COACH Athletic coach
 Grade: 1
 Step: 1

Budget Group: DISTRICT DISTRICT
 Pay Group: 26 26 Pays
 EEO Category: 01 Officials/Administr.
 EEO Type: 02 Part-Time
 Workers Comp Code: 0101 SCHOOL ALL OTHER
 FLSA Code: NONE NO FLSA
 Employment Type: P Part-Time
 Employment Status: 1Y one year position only
 Accrual Group: NONE NO BENEFITS
 Entity: 1 TOWN OF ANYWHERE
 Default Account#: 1000-300-3510-108-09-00-51262

Full Time Equivalent .8755
 Supervisor Position: 000 -00
 Budget Salary: For FY 0000 Posted on
 Budget Fringe Amount: For FY 0000 Posted on

Employee Maintenance

Employee Number 300205 MICHAEL R. DOUGLAS

Position 5009ATHADIR-01 ATHLETIC DIRECTOR 1 Of 3

[Add Employee]
[Add Position]

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

Pay Classification

				Y Salary Change
Bargaining Unit	NON	-NO	No Benefits	Effective Date 29-Sep-2016
Grade Schedule	COACH		Athletic coach	Annual Salary 40185.45
Grade	2			Period Salary 1545.59
Step	1			Daily Salary 1545.59
FTE	.8755			Hourly Rate 1765.3946
				Per Diem 1545.59
				Tier# 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 “Vac21+j” all appeared on the pay stub. Now categories without activity will not print on the pay stub.

BENEFIT TIME											
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 Months						Sick	158.25 Days	1.25 Days			159.50 Days
Vac 21+a						Vac 21+j					
Vacation	10.00 Days	15.00 Days			10.00 Days						15.00 Days

Figure 1 Before

BENEFIT TIME											
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.



EMPLOYEE EARNINGS STATEMENT						
						Location: TN-1350
Direct Deposit #:	919755		<u>Status</u>	<u># of</u>	<u>Current</u>	<u>Year to Date</u>
Issue Date:	07-14-2016	<u>Exemptions</u>			Gross Pay 1,625.00	51,695.65
Period Ending:	07-09-	FEDERAL TAX	M	0	Withholding 1,625.00	48,770.21

Figure 3 Before

EMPLOYEE EARNINGS STATEMENT						
						Location: TN-1350
Direct Deposit #:	920312		<u>Status</u>	<u># of Exemptions</u>	<u>Current</u>	<u>Year to Date</u>
Issue Date:	07-21-2016	FEDERAL TAX	M	0	Gross Pay 1,625.00	53,320.65
Period Ending:	07-16-2016	M A STATE TAX	M	0	Withholding 1,625.00	50,395.21
Warrant #:	001635				Net 0.00	2,925.44

Figure 4 After

[MBE-SUP-SAPLAUC-307]
[DENV-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.



Leave Accrual Rules

Accrual Group: 1150 ADMIN 2 PER/150 SICK
Leave Type Code: VACATION Vacation

Time Sheet Periods to Apply: Month Day Field
 Every Pay Period
 This Date Every Month
 This Month and Day 7 1
 Calculation Field-Monthly
 Not Accrued

Seq#	From Month	To Month	Days	Hours	% of Hours/Day
1	1	999	20.00		
2					
3					
4					
5					

Accrue During Probation: Yes No
Allow Use During Probation: Yes No
Apply FTE: Yes No

Accrual Information:
 Maximum Accrual: 20,0000 or Times Annual
 Measure Date Field: ANNDAT Anniversary Date
 Time Sheet Accrual Code: DVACACCR VACATION ACCRUAL DAYS

Action on negative balance: Warn Stop No Action

Payout Code:

Expiration Information:
 Forfeit Code:
 Expires on: None Calculation Date Employee Date
 Expiration Date Field:

Annual Rollover:
 Beginning Month: 6 Day: 30
 Maximum Carryover: 5,0000 or Times Annual

Period	Attend	Day	Counter	Type of Days	Days	Hours	Hrs/Day	Pay Code
Periodic				<input type="radio"/> Calendar <input type="radio"/> Work				
Annual				<input type="radio"/> Calendar <input type="radio"/> Work				

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 **Bank:** F **Period:** WE **#Pays/Deds:** 1 **Check Date:** 08-Jul-2016 **Status:** Checks Printed
End: 01-Jul-2016 **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 Group Periods

Pay Group	Description	Pay Frequency	Periods in Year For Tax Calc
TW	Two Weekly	W	52,000000

Pay Periods

- B3 - Bi-weekly 3
- BI - Bi-weekly
- FN - Fire no time
- LS - Lump Sum
- M - MONTHLY
- N - No Time
- 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.

Accr Grp	Leave	As Of	Beg Balance	Accrued	Taken	Forfeited	Paid Out	Ending Balance
			Hours	Days	Hours	Days	Hours	Days
A150	PERSONAL Personal	07/01/16						07/29/16
A150	SICKLEA Sick Leave	06/30/16						07/29/16
A150	VACATION Vacation	06/30/16	-4.00	20.00	6.00			10.00 07/29/16

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.

Leave Date	Type	Accrual	Used/For	Calculated Balance	Warrant	Posted Balance	Posted Date	Notes
08-Jul-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		.50	11.50	930002	11.50	29-Jul-2016	Used
06-Jul-2016	days		.05	12.00	930002	12.00	29-Jul-2016	Used
06-Jul-2016	days		.45	12.05	930002	12.05	29-Jul-2016	Used
06-Jul-2016	days		.50	12.50	930002	12.50	29-Jul-2016	Used
05-Jul-2016	days		.05	13.00	930002	13.00	29-Jul-2016	Used
05-Jul-2016	days		.45	13.05	930002	13.05	29-Jul-2016	Used
05-Jul-2016	days		.50	13.50	930002	13.50	29-Jul-2016	Used
04-Jul-2016	days		.05	14.00	930002	14.00	29-Jul-2016	Used
04-Jul-2016	days		.45	14.05	930002	14.05	29-Jul-2016	Used
04-Jul-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		.45	-3.95	930002	-3.95	29-Jul-2016	Used
30-Jun-2016	days		.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]



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 than 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.

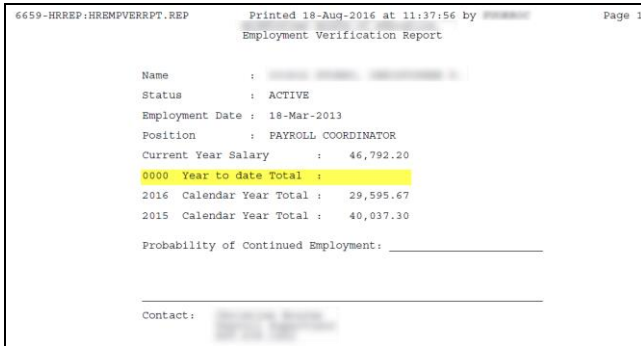


Figure 6 Before

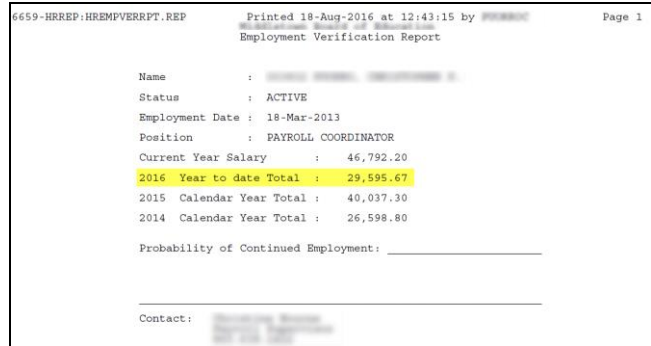
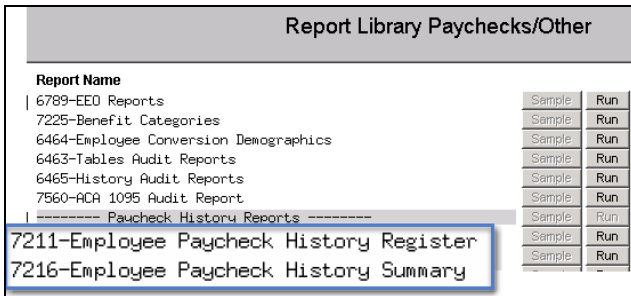


Figure 7 After

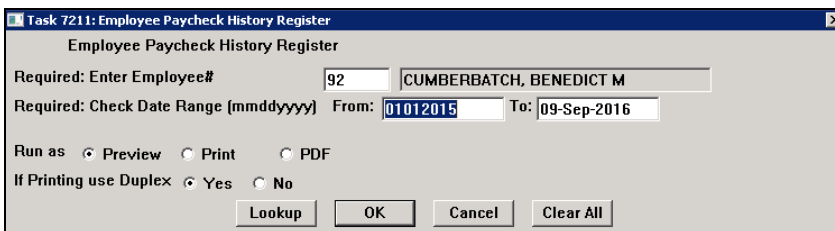
[ADM-AUC-HR-9831]

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:



5.3.1. 7211 Employee Paycheck History Register





7212-HRPAYRCHIS.REP Printed 09-Sep-2016 at 15:44:10 by THERESA Page 6
Town of ADMINS
Employee Paycheck History Register
Employee: 000092 CUMBERBATCH, BENEDICT M
Warrant Check Dates between 01/01/2015 and 09-Sep-2016

Employee: 000092 CUMBERBATCH, BENEDICT M		Gross Pay:	190.00	Federal Tax Wages	190.00	Medicare Wages	190.00
Timesheet Group: FEMS - Pensioners/Retirees		Deductions:	190.00	State Taxable Wages	190.00	Total Wages	190.00
Pri. Timesheet Group: TOWN --POL Police Department		Net Pay:		Federal Taxes	-2.75	State Taxes	-10.07
Warrant: 902673 Check Number: 0949617 Net Direct Deposit:		174.42					
Warrant Check Date: 21-Mar-2015 Check Type: S ACH Benefits:		2.76					
Wages	190.00	Deductions	174.42	FEDERAL TAX	2.75	MEDICARE	2.76
Police Detail Pay	190.00	DIRECT DEPOSIT	174.42	FEDERAL TAX	2.75	MEDICARE	2.76
Police Detail Pay	190.00	STATE TAX	10.07	MEDICARE	2.76	Police Detail Pay	4.00 Hrs

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

7212-HRPAYRCHIS.REP Printed 29-Sep-2016 at 09:36:04 by THERESA Page 1
Town of ADMINS
Employee Paycheck History Register
Employee: 000092 CUMBERBATCH, BENEDICT M
Warrant Check Dates between 01-Jan-2015 and 30-Sep-2016

Figure 9 User without access to the timesheet group runs the report – no records are shown

5.3.2. 7216 Employee Paycheck History Summary

Task 7216: Employee Paycheck History Summary

Employee Paycheck History Summary

Required: Enter Employee# CUMBERBATCH, BENEDICT M

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

Run as Preview Print PDF

If Printing use Duplex Yes No

7216-HRREP:HRMPCRHIS.REP Printed 09-Sep-2016 at 14:52:33 by THERESA Page 1
Town of ADMINS
Employee Paycheck History Summary
Employee: 000092 CUMBERBATCH, BENEDICT M
Warrant Check Dates between 01/01/2015 and 09-Sep-2016

Employee: 000092 CUMBERBATCH, BENEDICT M		Gross Pay:	18,857.52	Federal Tax Wages	17,391.67	Medicare Wages	14,646.32
Deductions:		15,161.28	State Taxable Wages	18,257.52	Retirement Wages	14,107.52	
Net Pay:		3,696.24	Total Wages	18,857.52	Federal Taxes	-1,549.47	
Deposit:		6,522.79	State Taxes	-967.67	Pension Plan Flag	-865.85	
Benefits:		212.34	Deferred Comp Wages	-600.00	EFT Deductions	-4,443.16	
Wages	3,802.48	Deductions	600.00	EFT SAVINGS	4,443.16	MEDICARE	212.34
Police Detail Pay	315.84	FULLTIME 04600108	1,549.47	FEDERAL TAX	967.67	MEDICARE	212.34
Police Detail Pay	210.56	MEDICARE	212.34	NORFOLK CTY PEN 8	791.70		
out of town polic	210.56	NORFOLK CTY 24	74.15	DIRECT DEPOSIT	6,522.79		
Detail Pay w/Car	210.56						
police town detai	13,054.72						
REGULAR - hours	1,052.80						
SICK LEAVE - HOUR							
SICK ACCRUAL							

Figure 10 Employee running report has access to the timesheet group

7216-HRREP:HRMPCRHIS.REP Printed 09-Sep-2016 at 15:22:02 by THERESA Page 1
Town of ADMINS
Employee Paycheck History Summary
Employee: 92 CUMBERBATCH, BENEDICT M
Warrant Check Dates between 01/01/2015 and 09-Sep-2016

No Records Selected

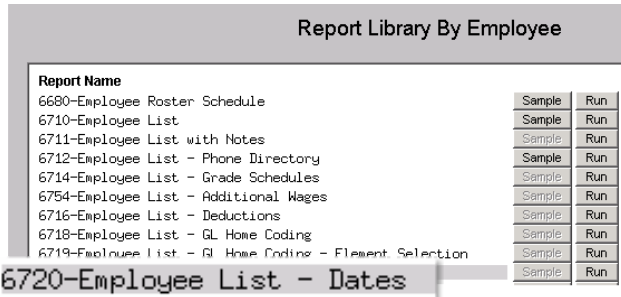
Figure 11 Employee running report has no access to the timesheet group

[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 ▶ Report Library by Employee ▶ Employee List – Dates** and use the Excel[®] option.



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

Emp#	Name	Position#	Description	Bargain Unit	DOB	Age	Hire Date	Position
000007	PUBLIC, JOHN Q	T123TVNADMN-01	TOWN ADMINISTRATOR	SNGL-01	04-May-1961	55	24-Feb-2015	
000007	PUBLIC, JOHN Q	X999TERTERM-01	UNASSIGNED POSITION	TERM-01	04-May-1961	55	24-Dec-2002	
000012	HOLMES, MARIE R	S009SPDSPEE-01	SPEECH THERAPIST	MTA-26	26-Mar-1958	58	07-Sep-1982	
000013	GENEREUX, LYNN	S005CAFWRKR-02	CAFETERIA WORKER - U	AFL10M-AF10	10-Nov-1932	83	24-Sep-1970	
000017	WETHEY, MARIE	X999RETTERM-01	RETIRED POSITION	RET-RE	16-May-1936	80	24-Jan-1974	
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



ACA Filing Table

Year: Software ID: 15A0001502

Entity Description	TCC#	Original Submission Receipt#	Correction Submission Receipt#
1 TOWN OF ANYWHERE	BBBF1		
2 Retirees	BBB2B		
4 Pensioners	B2345		
5 corrections			
6			

[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 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/Archive	

Figure 12 Before – Step unavailable

1095 Processing

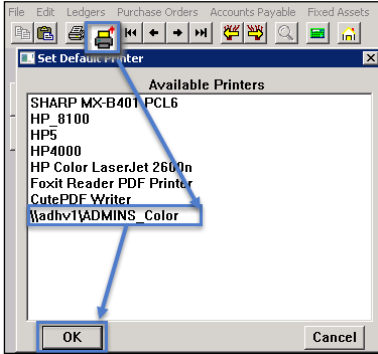
Description	Date
Reset 1095 Menu	21-Apr-2016
Payroll W2 1095 - C	
ACA Filing Table	
Bargaining Unit - Affordable Care Act	
ACA 1095 Audit Report	21-Apr-2016
Build 1095 File	21-Apr-2016
Edit 1095 Work File	21-Apr-2016
Print 1095 Forms	21-Apr-2016
Generate IRS Export File	
Save 1095 Forms as Employee Attachments/Archive	


Figure 13 After – Step is available

ADM-AUC-HR-9826 & 9828]



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

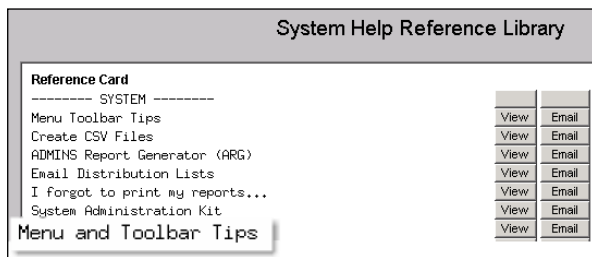


To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**. Find this button next to the  **[Print]** button on the toolbar; click to display 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



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 Add a New Employee
Employee Maintenance Screens
- SPECIAL PROCESSING Voiding a Vendor Check
- SYSTEM Menu and Toolbar Tips