



HUMAN RESOURCES

RELEASE NOTES – SEPTEMBER 2018

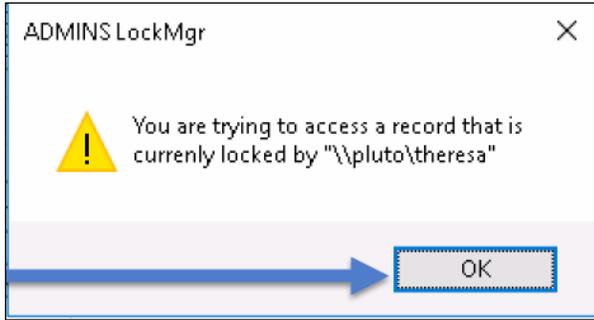
This document explains new product enhancements added to the ADMINS Unified Community for Windows **HUMAN RESOURCES** system.

1.	WHO IS LOCKING A RECORD ON THE UPDATE SCREEN? [New]	2
2.	PAYROLL PROCESSING ▶ Upload Positive Pay (Recon) File [Fix]	2
3.	EMPLOYEE MAINTENANCE ▶ [7 Salary] Add Historical Change [Fix]	3
4.	BANK RECONCILIATION [Fix]	3
5.	REPORTS	4
5.1.	6710–Employee List [Enhancement – Columns added to Excel [®] Version].....	4
5.2.	6714–Employee List - Grade Schedules [Enhancement – Columns added]	5
6.	TABLES ▶ Pay Code Table ▶ Allow Higher % of Hourly Rate [Fix]	5
7.	SITE SPECIFIC ▶ CT Teachers Retirement Bureau (TRB)	6
8.	HELP REFERENCE LIBRARY	6
8.1.	New and Updated Documentation	6



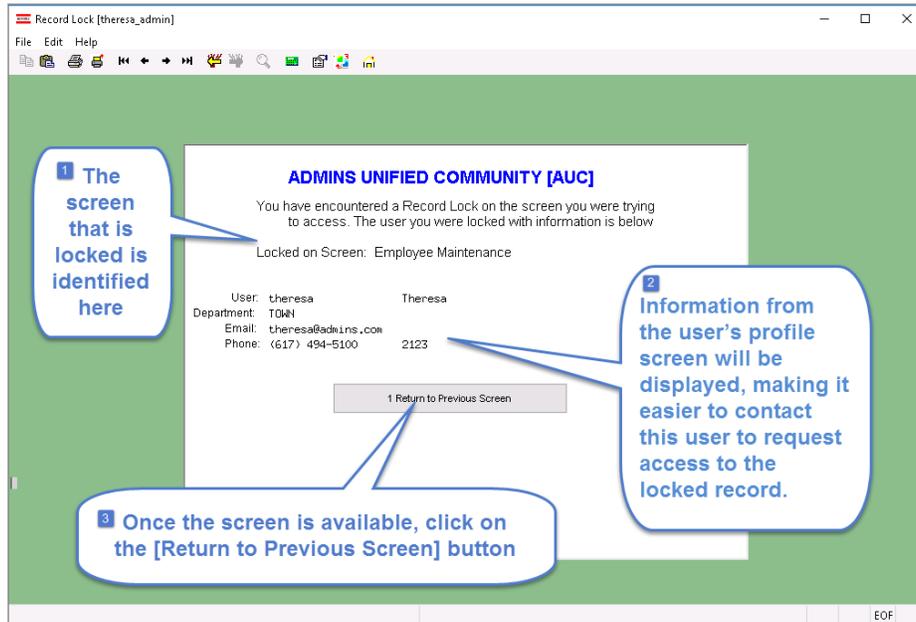
1. WHO IS LOCKING A RECORD ON THE UPDATE SCREEN? [New]

ADMINS is pleased to announce a new feature that will identify who you are record-locked with on a new record-locking screen. When a record-lock occurs, a popup screen will appear as shown in Figure 1. Click on **[OK]**.



1. The system will display a new screen providing information needed to contact the user who is locking the record. The screen name will be supplied. See Figure 2.
2. Contact the user locking the record to ask them to exit the screen.
3. Click on the **[Return to Previous Screen]** button to return to the same record that was previously locked.

Figure 1 Popup notification that a record is locked



If the user cannot be contacted to exit the record, proceed to another task by clicking on the  **([Home] button)**. From the home screen, use the menu to select another task.



Detailed information and examples are available in the new document, **HR-805 Locking Screen.**

Figure 2–New screen with information about who is locking a record and how to contact them

[ADM-AUC-SY-8063]

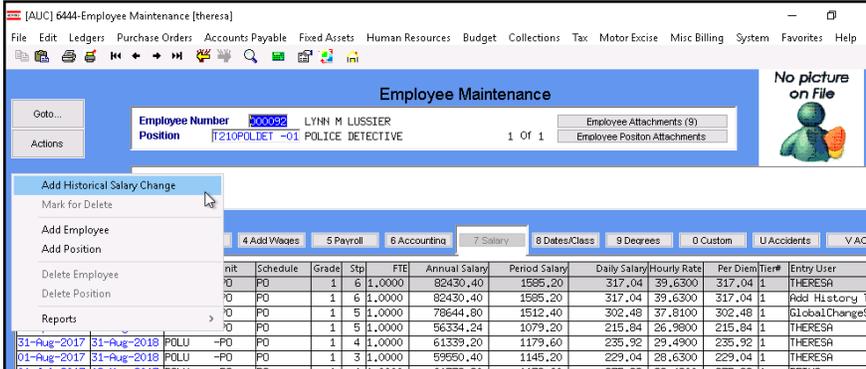
2. PAYROLL PROCESSING ▶ Upload Positive Pay (Recon) File [Fix]

ADMNS corrected an error in the positive pay file that appeared when a check was issued and voided on the same date.

[MDT-SUP-SAPLAUC-1750]



3. EMPLOYEE MAINTENANCE ▶ [7 Salary] Add Historical Change [Fix]



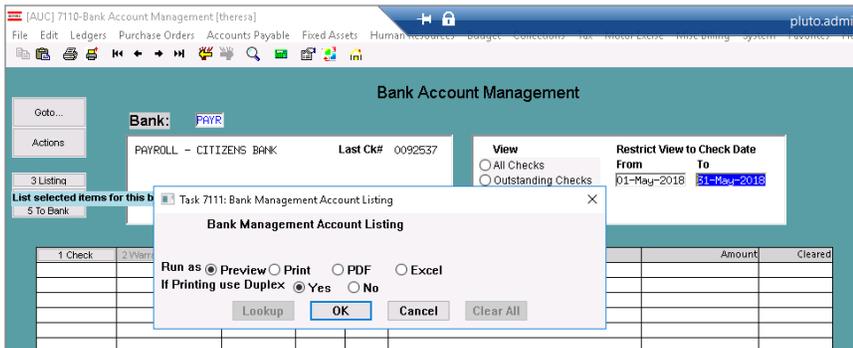
Prior to the software update, sites were using this feature to make changes to the **current salary**.

Changes to the **current salary** should only be made on the [5 Payroll] tab.

Now, only **historical** changes can be made on the [7 Salary] screen.

[ADM-AUC-HR-10,024]

4. BANK RECONCILIATION [Fix]



With the last software update, a change was made to the **Bank Account Management Listing** so that the report selection was dependent on the [View] shown in the screen; that is, one of the following:

- All Checks
- Outstanding Checks
- Cleared Checks
- Voided Checks

Figure 3 Before–the [3 Listing] button listed only the records available to view on the screen

Some sites reported that a cleared check report used for checkbook balancing were no longer available. A new button was added to the screen to allow the reports to be run in a similar way as before.

There are now two buttons on the screen – the [3 Screen Listing] button will produce a report that may be run to Excel® or Print/Preview/PDF® and will list the same records that are on the screen. This report will be subject to the currently selected [View] radio button and any **Check Date restriction**.

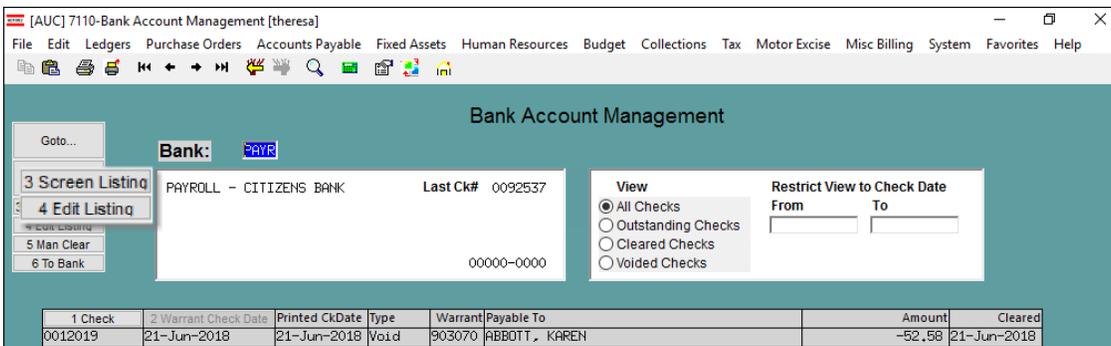


Figure 4 After– [3 Screen Listing] and [4 Edit Listing] buttons

The [4 Edit Listing] button will **require** the user to enter the **Warrant Check Date** range. If desired, an **optional** cleared date range may be entered, useful for creating clearing reports when reconciling bank statements. This



report selects records without respect to the on-screen selections above. The **Warrant Check Date** range is now required to make the report run much **faster**.

Note: it is possible to have a **printed** check date that is after the **cleared** date. (The check may be cashed prior to the printed check date.)

[ADM-AUC-HR-10,017]

5. REPORTS

The [2 Personal] tab on the employee maintenance screen has two fields available, **Reporting Location** (a 50 character alphanumeric field) and **Location Grade** (a 20 character alphanumeric field).

These fields are free form text fields; as such, no lookup is available. The use of these fields varies from site to site.

5.1. 6710–Employee List [Enhancement – Columns added to Excel® Version]

ADMINS added the **Reporting Location** and **Location Grade** as the last two columns to the Excel® version of **6710–Employee List**.

Emp#	Name	Position#	Barcln#	Entity	PayGrp	TimeshtGrp	M#	Position	HireDate	EEO/Original	Race	Reporting Location	Location Grade
007073	GELINAS, KAREN KM	S010ABATECH-01	AFLABA12M0EL	F	12 MTH	SCHOOL-ABA	F	31-Aug-2010	05-Sep-2001	Cauc		SOUTH STREET SCHOOL	P
007094	MANDOSA, LYNN E	S010ABATECH-01	AFLABA12M0EL	F	12 MTH	SCHOOL-ABA	F	27-Sep-2010	27-Sep-2010	Cauc		HIGH SCHOOL	9-12
007672	HALLMELL, MARIE L	S003ABATECH-02	AFLABA12MSEC	F	12 MTH	SCHOOL-ABA	F	27-Aug-2013	22-Jun-2004	Cauc		ELEMENTARY SCHOOL	3-8
007784	BOUTTENHOUSE, MARIE A	S005ABATECH-02	NON-NO	F	WE	SCHOOL-ABA	F	01-Sep-2010	08-Mar-2006	Cauc		SHAKER LANE PRIMARY SCHOOL	P-2
007852	LANDRY, KAREN B	S010ABATECH-01	AFLABA12M0EL	F	12 MTH	SCHOOL-ABA	F	26-Aug-2010	04-May-2009	Cauc		RUSSELL STREET ELEMENTARY SCHOOL	3-5
007957	GUERN, KAREN M	S010ABATECH-01	AFLABA12M0EL	F	12 MTH	SCHOOL-ABA	F	31-Aug-2010	10-Apr-2009	Cauc		RUSSELL STREET ELEMENTARY SCHOOL	3-5
010650	MAYER, KAREN M	S005ABATECH-02	NON-NO	F	WE	SCHOOL-ABA	F	11-Oct-2015	11-Oct-2015	Cauc		RUSSELL MIDDLE SCHOOL	6-8
010697	COMPTON, LYNN K	S009HOMESER-01	NON-NO	F	WE	SCHOOL-ABA	F	01-Jul-2010	01-Jul-2010	Cauc		HIGH SCHOOL	9-12
010699	TRVEDI, MARIE A	S005ABATECH-02	NON-NO	F	WE	SCHOOL-ABA	F	04-Feb-2015	04-Feb-2015	Cauc		HIGH SCHOOL	9-12
010862	LEGENZA, MARIE	S009ABASUBS-01	NON-NO	F	WE	SCHOOL-ABA	F	01-Oct-2017	03-Dec-2013	Asia		LITTLETON HIGH SCHOOL GYMNASIUM	9-12
070101	FREDRICKSON, KAREN E	S005ABATECH-01	AFLABA12M0EL	F	12 MTH	SCHOOL-ABA	F	13-Sep-2012	13-Sep-2012	Cauc		SHAKER LANE PRIMARY SCHOOL	P-2
070130	GRAY, LYNN S	S010ABATECH-01	AFLABA12M0EL	F	12 MTH	SCHOOL-ABA	F	18-May-2015	14-Dec-2010	Cauc		RUSSELL STREET ELEMENTARY SCHOOL	3-5
070184	HAGERTY, LYNN C	S005ABATECH-02	NON-NO	F	WE	SCHOOL-ABA	F	18-Sep-2017	18-Sep-2017	Cauc		RUSSELL STREET ELEMENTARY SCHOOL	3-5
070225	LONG, MARIE	S005ABATECH-01	AFLABA12M0EL	F	12 MTH	SCHOOL-ABA	F	30-Aug-2011	06-Sep-2011	Cauc		MIDDLE SCHOOL	6-8
070249	GRAVEL, MICHAEL N	S009HOMESER-01	NON-NO	F	WE	SCHOOL-ABA	M	23-Jun-2014	23-Jun-2014	Cauc			
070249	GRAVEL, MICHAEL N	S006ABATECH-01	AFLABA12MSEC	F	12 MTH	SCHOOL-ABA	M	30-Aug-2016	17-Oct-2011	Cauc			
070282	VADENNAIS, MARIE	S005ABATECH-01	AFLABA12M0EL	F	12 MTH	SCHOOL-ABA	F	09-Feb-2012	09-Feb-2012	Cauc			

If no data is entered in the field(s) on the employee maintenance record, the row will be blank on that field. No selection is available on the prompt for these fields, as free-form text fields are not based on a table.



5.2. 6714–Employee List - Grade Schedules [Enhancement – Columns added]

ADMS added four columns to the Excel® version of 6714–Employee List–Grade Schedules. (The image below hides some of the columns in the spreadsheet to show the four new columns.)

1. EEO/Original Hire Date (column “R”)
2. Position Hire Date (column “S”)
3. Reporting Location (column “BC”)
4. Location Grade (column “BD”)

	1	2	3	4
	R	S	BC	BD
	OrigHireDt	PosHireDate	Reporting Location	Location Grade
	01-Jul-2010	01-Jul-2010	HIGH SCHOOL	9-12
1				
2	18-Sep-2017	18-Sep-2017		
3	23-Jun-2014	23-Jun-2014		
4				
5	08-Mar-2006	01-Sep-2010	ELEMENTARY SCHOOL	3-8
6	11-Oct-2016	11-Oct-2016	RUSSELL MIDDLE SCHOOL	6-8
7				
8	04-Feb-2015	04-Feb-2015	LITTLETON HIGH SCHOOL GYMNASIUM	9-12
9	26-Sep-2017	26-Sep-2017		
10	16-Mar-2015	16-Mar-2015		
	07-Mar-2017	07-Mar-2017		

Figure 5 Report #6714, Employee List–Grade Schedules with four new columns

[PCS-SUP-SAPLAUC-610]
[MBE-SUP-SAPLAUC-967]

6. TABLES ▶ Pay Code Table ▶ Allow Higher % of Hourly Rate [Fix]

To allow for a vacation code calculation for employees working 21 hour shifts, the limit on the % of the hourly rate field was changed to 2400.000.

Pay Code Table

Pay Code: V21 Firefighters 21 Day shift

1 Calculation 2 Base Buckets 3 Detail Billing

Paycheck Category: VACATION VACATION LEAVE
Account Number: 1000-300-2310-140-**-00-51260
Benefit Statement Category:

Percent of Hourly Rate: 2400.000

Units: Days Hours Per Diem

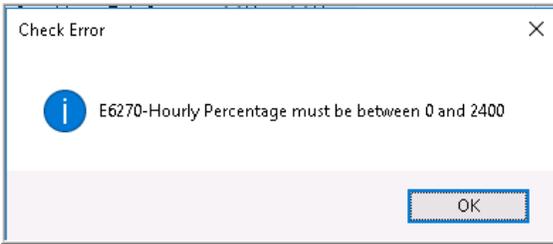
Leave Type Code: VACATION Vacation
Leave Post Type: Accrued Forfeit Paid Out Used

Maximum 2400.000

Category Report

-- Added 16-Feb-2012 By MOORE Changed 31-Aug-2018 by THERESA Status: Pay Code Active Lkup UP

Figure 6 Pay Code Table % of Hourly Rate will accommodate 21 day shifts

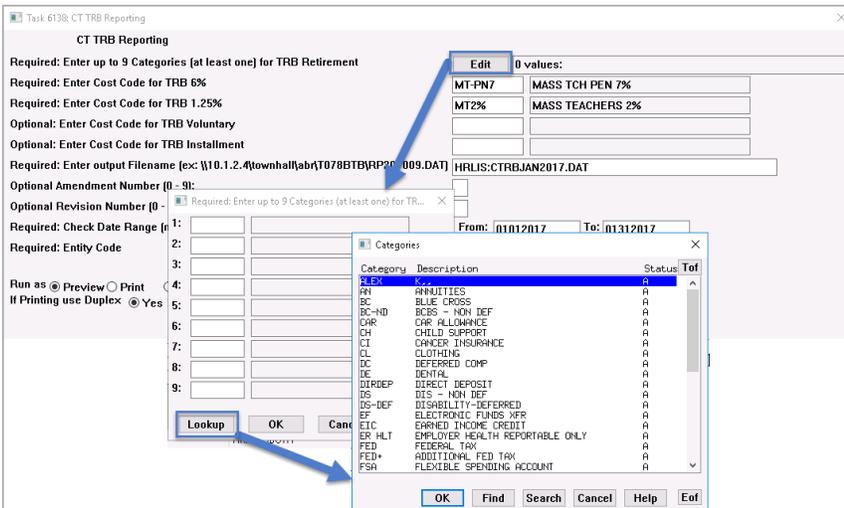
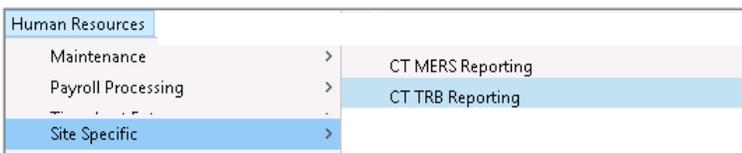


If a value in excess of 2400.000 is entered, an error message will pop up showing the range of allowable values.

[ADM-AUC-HR-10,023]

7. SITE SPECIFIC ► CT Teachers Retirement Bureau (TRB)

Some sites want to show the **CT Teachers Retirement Bureau (TRB)** deductions separately on the payroll checks using different paycheck categories. The **CT TRB** report has been enhanced to allow for multiple **TRB** categories to accommodate this change. Select **Human Resources ► Site Specific ► CT TRB Reporting** to access this feature.



The system will save the categories from the prior run for each user who runs the report.

The report and file format remains the same; the categories are now included to accommodate the additional deduction categories appearing on the payroll checks.

Figure 7 A minimum of one and up to nine categories may be specified

[MAN-SUP-SAPLAUC-578]

8. HELP REFERENCE LIBRARY

The following new and updated documents were added to the help reference library:

8.1. New and Updated Documentation

- OTHER HR-805 Locking Screen [New]
- HR-895 Bank Table [New to this Library]