



HUMAN RESOURCES

RELEASE NOTES – SEPTEMBER 2019

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

1	PAYROLL PROCESSING [ENHANCEMENT]	2
1.1	#7001 Timesheet Error Report [Enhancement]	2
1.2	#7220 Deduction Register [Site Payroll Reports – Optional] Step	2
1.3	#7224 Payroll Calculation Negative Vendor Check Report [New]	3
1.4	#7282, #7283, #7285 Split FY Labor Distribution Posting Reports Legend	3
1.5	Year End Processing GL Batches [Fix].....	4
2	VOID / MANUAL	5
2.1	Cost Codes ▶ Non-Direct Deposit Account Entry [Fix]	5
3	REPORTS	6
3.1	#6604 Cost of Leave as of a Date – Default Fund [Enhancement]	6
3.1.1	Report Prompt Filtering Fields Description.....	6
3.1.2	Sample Reports	7
3.1.3	Report Columns Description	8
3.2	#6711 Employee List with Notes [Enhancement & Fix]	8
3.3	#6715–Employee List – Salary Level for Date Range [Enhancement]	9
3.3.1	Report Prompt Filtering Fields Description.....	10
3.3.2	Sample Report Output	11
3.3.3	Report Columns Description	12
3.4	#6718 & #6719 Employee List – GL Home Coding Excel® Reports	12
4	TABLES ▶ ADDING A NEW BANK ACCOUNT DOCUMENT [ENHANCEMENT]	13
4.1	Create New Bank Code	13
4.2	Copy the Data from the Old to the New	13
4.3	Ask ADMINS to Set the Beginning Check Number & Refresh Training	14
4.4	Inactivate the Old Code When the New Bank is LIVE	15
5	MODULE MAINTENANCE	15
5.1	7222 – # Days +/- From Today’s Date for Checking Next Evaluation Date	15
5.2	7223 – # Days +/- From Today’s date for checking Termination Date	16
6	INTERFACES/IMPORTS ▶ NOVATIME TIMESHEET IMPORT [FIX]	17
7	SITE SPECIFIC ▶ NORFOLK COUNTY RETIREMENT SYSTEM EXPORT	17
8	HELP REFERENCE LIBRARY	18
8.1	New and Updated Documentation	18



1 PAYROLL PROCESSING [Enhancement]

ADMINS enhanced a number of reports and added a new report to the calculation process. ADMINS also corrected an error with general ledger batches created when posting a payroll that spans two fiscal years.

1.1 #7001 Timesheet Error Report [Enhancement]

7001-HRCHKLC_TIM.REP Printed 07-Aug-2019 at 09:41:36 by THERESA Town of Adina Timesheet Error Report Page 1

Batch: 2861

Warrant	Timesheet Group	Emp#	Name	Pay Code	Work Date	Amount	Account
903205	SCHOOL-BMS	000023	LARIVIERE, KAREN M	DREG	18-Jul-2019	295.59	1000-300-2305-110-12-00-51260
903205	SCHOOL-BMS	000023	LARIVIERE, KAREN M	LNG MTRS	31-Jul-2019	65.38	1000-300-2305-110-12-00-51260

Selection Legend:
Warrant period ending date is used to determine the fiscal year in account validation

Payroll Calculation
Errors Found and Error Report Produced
Correct the Errors then Run this Process
OK

ADMINS added error checking to ensure that the timesheet group in the timesheets is the same as the current timesheet group on the employee maintenance screen. The error must be corrected before the warrant is processed.

[ADM-AUC-HR-10109]

1.2 #7220 Deduction Register [Site Payroll Reports – Optional] Step

Batch: 2865 Process Paychecks

Description
Select and Calculate Warrants
Payroll Register
Site Payroll Reports - OPTIONAL
Print Checks
Print Deposit Advices
Create Direct Deposit File
Create Vouchers in A/P
Post Labor Distribution/Email Advices
Create HR Check Download File

Site Payroll Reports - OPTIONAL
Description
Wage Summary
Deduction Register
Timesheet Entry Detail by TS Group/Leave
Payroll Register - By Timesheet Group

To make it easier to verify totals, ADMINS added the Excel® option for the [Site Payroll Reports Optional] ▶ [Deduction Register].

Task 7220: Deduction Register

Deduction Register

Print Benefit Information: Yes No

Sort Report By: Employee Number Deduction Code Category

Print Report as: Detail Summary

Run as Preview Print PDF

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Task 7220: Deduction Register

Deduction Register

Print Benefit Information: Yes No

Sort Report By: Employee Number Deduction Code Category

Print Report as: Detail Summary

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Figure 1 Before & After prompts for the Deduction Register – now Excel® is available as a “Run as” option

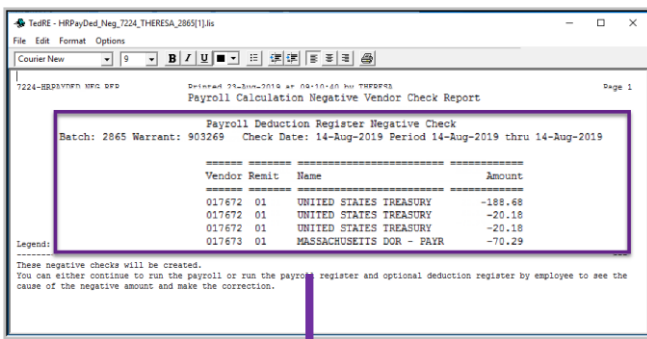


Empl#	Employee Name	Benefit Code	Cost Code	Cost Description	Deduction Amount	Holdover Amount	Dropped Amount	Reportable Benefit	Reportable Benefit Only	Distribution Type	Vendor R#	Vendor Name
070423		DE	ALT552	ALTUS FAM TOWN 52	-27.48	0.00	0.00	0.00	0.00			
070423		FED	FED	FEDERAL TAX	39.26	0.00	0.00	0.00	0.00			
070423		FSA	FSA	FLEXIBLE SPENDING ACCOUNT HEAL	-51.93	0.00	0.00	0.00	0.00			
070423		FSA	FSA AC	FLEXIBLE SPENDING ANNUAL CHARG	-1.16	0.00	0.00	0.00	0.00			
070423		IN	INS-TW	TOWN LIFE INS - AFSOCME UNION 1	0.00	0.00	0.00	0.00	0.00			
070423		MA	MA	STATE TAX	4.01	0.00	0.00	0.00	0.00			
070423		ME	MEDI	MEDICARE	1.15	0.00	0.00	1.15	0.00			
070423		NC	NC-PN9	NORFOLK CTY PEN 9%	-90.50	0.00	0.00	0.00	0.00			
070423		NC	NC2%	NORFOLK CTY 2%	-8.57	0.00	0.00	0.00	0.00			
070423		UD	UD-AFL	UNION DUES-AFL	0.00	0.00	0.00	0.00	0.00			
Entity 1 TOWN OF ADMINS					-135.22	0.00	0.00	1.15	0.00			
Warrant 903269					-135.22	0.00	0.00	1.15	0.00			
Report Total					-135.22	0.00	0.00	1.15	0.00			

Figure 2 Sample Payroll Deduction Register run to Excel®

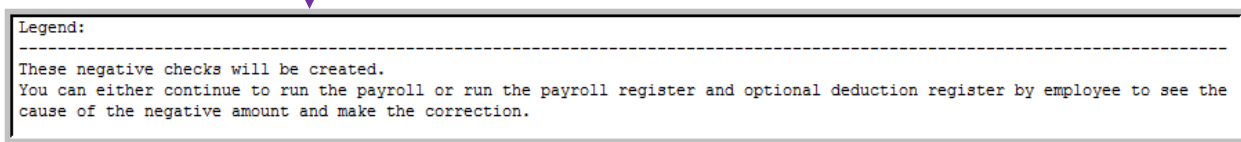
[ADM-AUC-HR-10016]

1.3 #7224 Payroll Calculation Negative Vendor Check Report [New]



At times a void can result in a net negative deduction check within the new warrant in which the void will be processed. **ADMINS** added a report, **#7224 Payroll Calculation Negative Vendor Check Report**, to alert the user that a "Payroll Deduction Register Negative Check" exists. For more information, run the payroll register and the optional deduction register (described in section 1.2 in this document).

There are 17 reports produced by the payroll calculation process; take time to review the reports to ensure that the payroll is accurate.



[ADM-AUC-HR-10110]

1.4 #7282, #7283, #7285 Split FY Labor Distribution Posting Reports Legend

ADMINS offers an almost infinite number of options when posting a payroll that straddles the fiscal year. To help keep track of the options selected, the **Labor Distribution Posting Reports** now include a legend if the **[Split FY?]** radio button is set to **"☉ Yes"**.

The image in **Figure 3** shows that the **Time Split** option **"C"** was selected and the **Benefit Chargeback "P"** was selected. Those selections are reflected on the report legend as shown in **Figure 4**.



Warrant	Post?	Period Ending	Posting Date	Split FY?	Fiscal YE	Indicator	Chargeback Percentage	Indicator	Chargeback Percentage
903202	<input type="radio"/> Yes <input checked="" type="radio"/> No		03-Jul-2019	<input checked="" type="radio"/> Yes <input type="radio"/> No	03-Jul-2019	C	75.0000	P	25.0000

Figure 3 The Split FY? Radio button is set to Yes, with % values entered for Time and Benefits

Split Payroll Legend			
Time Split Indicator -- Hourly-Days Worked or Salaried--	Chargeback Percentage --		75.00
Benefit Split Indicator -- Percentage	Chargeback Percentage --		25.00

Figure 4 The legend appears on Reports #7282 Detail, #7283 Detail by Employee, and #7285 Summary reports

If the [Split FY?] radio button is set to “ No”, *no legend* will be shown on the **Labor Distribution Posting Reports**.

[ADM-AUC-HR-10120]

1.5 Year End Processing GL Batches [Fix]

ADMINS corrected an error with split payroll batches in July of 2019. Instead of two batches, three were created. This was corrected and patched in July of 2019 and is noted here to record the change. The batch number for the labor distribution for a payroll with time worked over two fiscal years, *or* with **time worked in one fiscal year and a check date in the next**, will be:

- warrant1 for **new** fiscal year – as shown in Figure 5, #9031981 for FY2020
- warrant for **old** fiscal year – as shown in Figure 5, #903198 for FY2019

Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details	Locked By
2020	9031981		278468.45	213090.43		-369.24		Payroll Posting	Lines	
2019	903198		87381.58	43813.87		-246.16		Payroll Posting	Lines	

Figure 5 Two Payroll Posting batches



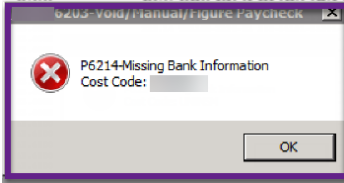
The two batches will be created for any payrolls with split labor or benefit distribution, as well as any payrolls with a check date in the **new** fiscal year and days or time worked in the **old** fiscal year.

[ADM-AUC-HR-10117]

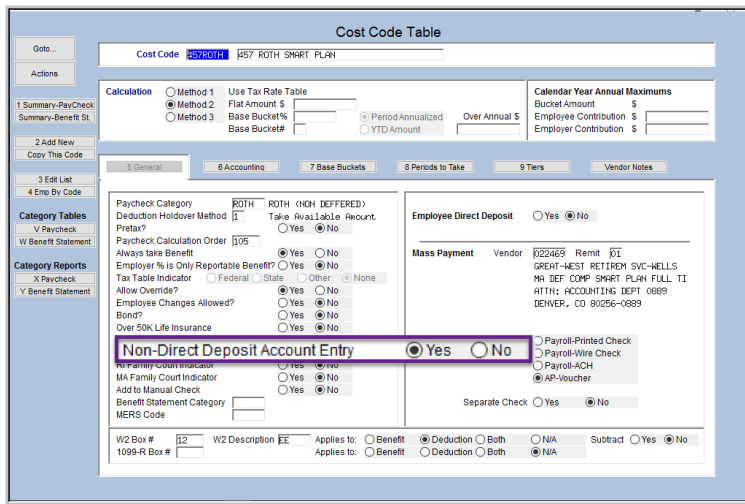


2 VOID / MANUAL

2.1 Cost Codes ▶ Non-Direct Deposit Account Entry [Fix]



Some cost codes such as Roth IRA codes require an account number to be entered on the cost code table. These are **not bank codes used for direct deposit**, and do not require any bank information. Prior to the software update, when issuing a manual check that used the code, it was triggering a stop error. This was corrected.



An example of this cost is shown in **Figure 6**, showing the **Yes** radio button is selected for the “**Non-Direct Deposit Account Entry**” for the code **457ROTH**.

When the cost code is marked for **Non-Direct Deposit Account Entry**, and subsequently used on the **Employee Maintenance ▶ [3 Ded/Ben]** screen, the account number may be entered, as shown in **Figure 7**.

Figure 6 A cost code that allows Account Entry but is not a Direct Deposit code

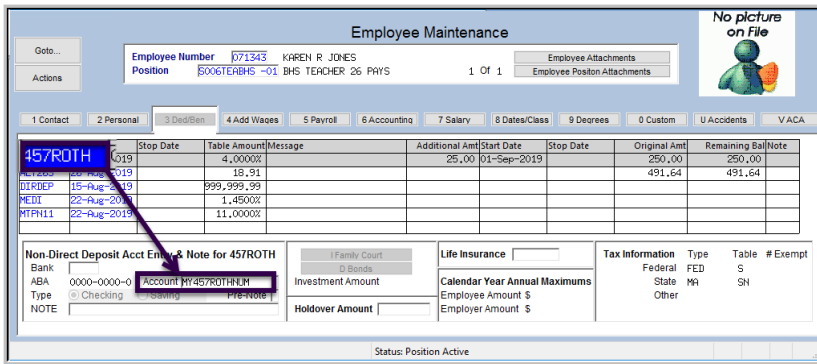
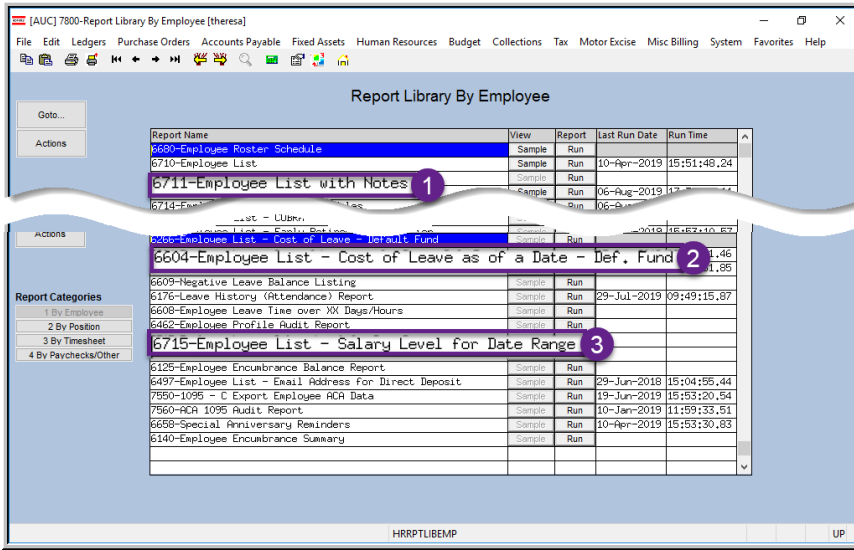


Figure 7 Adding a 457ROTH code account number to the Employee Maintenance [3 Ded/Ben] screen

[ADM-AUC-HR-10119]



3 REPORTS

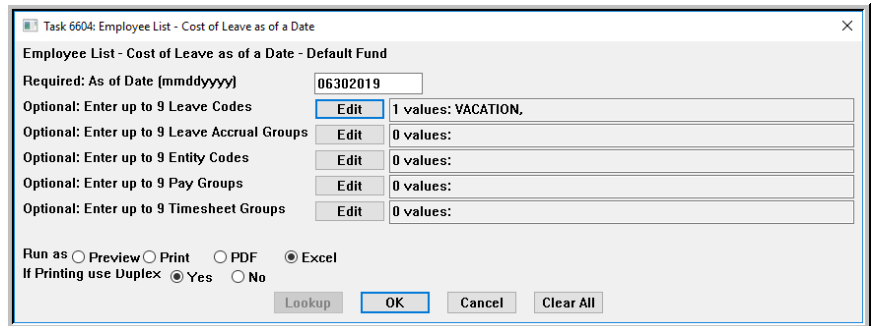


ADMINS corrected an error and enhanced the **#6711 Employee with Notes** report, added a new report **#6604 Cost of Leave as of a Date – Default Fund**, and enhanced **#6715 Employee List – Salary Level for Date Range** by adding additional selection criteria.

3.1 #6604 Cost of Leave as of a Date – Default Fund [Enhancement]

Run this *new report* via the menu:
Reports ▶ Report Library ▶ {Page Down} ▶ #6604 Employee List – Cost of Leave as of a Date – Def. Fund.

The fields to run the report are described below:



3.1.1 Report Prompt Filtering Fields Description

Field (required entries are in Bold)	How Used
As of Date (mmddyyyy)	Limit the data to the leave balances/costs as of the entered date ; the date used in the example is 30 June 2019, specified as 06302019. The date must be entered directly or selected from the [Lookup] .
Enter up to 9 Leave Codes	Each site defines Leave Codes ; the data may be entered directly or selected from a [Lookup] . Leave this filter field blank to generate the report for All Leave Codes .



Field (required entries are in Bold)	How Used
Enter up to 9 Leave Accrual Groups	Each site defines Leave Accrual Groups ; the data may be entered directly or selected from a [Lookup] . Leave this filter field blank to generate the report for All Leave Accrual Groups .
Enter up to 9 Entity Codes	Each site defines Entity Codes ; the data may be entered directly or selected from a [Lookup] . Leave this filter field blank to generate the report for All Entity Codes .
Enter up to 9 Pay Groups	Each site defines Pay Groups ; the data may be entered directly or selected from a [Lookup] . Leave this filter field blank to generate the report for All Pay Groups .
Enter up to 9 Timesheet Groups	Each site defines Timesheet Groups ; the data may be entered directly or selected from a [Lookup] . Leave this filter field blank to generate the report for All Timesheet Groups .
Run as: <input type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF <input checked="" type="radio"/> Excel	Select the desired format from the radio buttons.
If Printing use Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No	The default value is determined by each site; the other value may be selected

3.1.2 Sample Reports

Emp#	Name	Fund	Department	Code	Accrual Description	Leave Code	Leave Description	Hours Balance	Days Balance	Value
007749	FALCIONI, KAREN L	1000	145		VACATION	Vacation		2.00		391.36
070440	ANZIVINO, KAREN A	1000	145	CL01	CLERICAL 40 HRS	VACATION	Vacation		6.00	1,174.08
070854	LEONG, KAREN A	1000	145	PROF	PROFESSIONAL UNION	VACATION	Vacation		15.00	4,201.65
	Leave Total	1000	145			VACATION	Vacation		23.00	5,767.09
	Department Total	1000	145						23.00	5,767.09
071078	GOLDSTEIN, LYNN A	1000	152	CA	TWN ADMN SECRETARY	VACATION	Vacation	181.50		4,174.50
001255	BAILEY, KAREN	1000	152	PROF	PROFESSIONAL UNION	VACATION	Vacation		31.50	10,419.26
	Leave Total	1000	152			VACATION	Vacation	181.50	31.50	14,593.76
	Department Total	1000	152					181.50	31.50	14,593.76

Figure 8 Sample of the Employee List Cost of Leave as of a Date Report as run to Excel®

Emp#	Name	Fund	Department	Code	Accrual Description	Leave Description	Hours Balance	Days Balance	Value
003105	AUSTIN, KAREN A	0100	430	DPMC	DPM CLERICAL 40HRS	COMP TIM	9.89		1,750.13
	#Employees: 1	0100	430		Leave Code Total	COMP TIM	9.89		1,750.13
003105	AUSTIN, KAREN A	0100	430	DPMC	DPM CLERICAL 40HRS	SICKLEA	336.00		7,432.32
	#Employees: 1	0100	430		Leave Code Total	SICKLEA	336.00		7,432.32
003105	AUSTIN, KAREN A	0100	430	DPMC	DPM CLERICAL 40HRS	VACATION	14.75		326.27
	#Employees: 1	0100	430		Leave Code Total	VACATION	14.75		326.27
	#Employees: 1	0100	430		Department Total		350.75	9.89	9,508.72

Figure 9 Sample of the Employee List Cost of Leave as of a Date Report as run to Print/Preview/PDF®



3.1.3 Report Columns Description

Column Header	Description
Emp#	The Employee number
Name	The Employee name in the format Last name, First name
Fund	The default fund for the employee
Department	The department number for each employee
Code / Accrual Description	The accrual codes and descriptions
Leave / Description	The leave codes and the descriptions
Hours Balance	The leave balances accrued in hours
Days Balance	The leave balances accrued in days
Value	The dollar value of the leave

The report subtotals by **leave, department** and **fund**. A Grand Total is supplied on the last page of the report. The “As of Date” specified by the user is shown in the upper left corner of the **Preview/Print/PDF®** version of the report.

[MAN-SUP-SAPLAUC-633]

3.2 #6711 Employee List with Notes [Enhancement & Fix]

ADMINS added the option to enter up to nine employee numbers on the **#6711 Employee List with Notes Report**:

Task 6711: Employee List with Notes

Employee List with Notes

Optional: Enter up to 9 Bargaining Units 0 values:

Optional: Position Hire Date Range (mmddyyyy) From: To:

Optional: EEO / Original Hire Date Range (mmddyyyy) From: To:

Optional: Enter up to 9 Entity Codes 0 values:

Optional: Enter up to 9 Pay Groups 0 values:

Optional: Enter up to 9 Timesheet Groups 0 values:

Sort Report By: Timesheet Group Entity Pay Group Bargaining Unit Name

Run as Preview Print PDF
If Printing use Duplex Yes No

Figure 10 Before – no option for filtering by employee number(s)

Task 6711: Employee List with Notes

Employee List with Notes

Optional: Enter up to 9 Employee# 1 values: 71343,

Optional: Enter up to 9 Bargaining Units 0 values:

Optional: Position Hire Date Range (mmddyyyy) From: To:

Optional: EEO / Original Hire Date Range (mmddyyyy) From: To:

Optional: Enter up to 9 Entity Codes 0 values:

Optional: Enter up to 9 Pay Groups 0 values:

Optional: Enter up to 9 Timesheet Groups 0 values:

Sort Report By: Timesheet Group Entity Pay Group Bargaining Unit Name

Run as Preview Print PDF
If Printing use Duplex Yes No

Figure 11 New option to run the report for up to nine employee number

[ADM-AUC-HR-10126]



The screenshot shows the 'Employee Maintenance' window for employee 010745. A note 'lane change b to b+15 13/14 sy' is highlighted in the 'Y Employee Notes' field. Below, a report titled '6711-HREMPNOTE.REP' shows the employee list with notes. The report entry for employee 010745 includes the notes: 'lane change b to b+15 13/14 sy' and 'lane change step 10 B+15 to step 11 B+30 17/18 sy'. A red box highlights these notes in the report, and a red arrow points from the note in the maintenance screen to the report.

Emp#	Name	Position#	Bargaining Unit	Entity	Pay Group	Time Group	Notes
010040		S0030THOTH-01	MTA-26	1	26	SCHO	Notes: lane change b to m+45 13/14 sy
010745		S003SPDRSRC-01	MTA-26	1	26	SCHO	Notes: lane change b to b+15 13/14 sy lane change step 10 B+15 to step 11 B+30 17/18 sy

The report sometimes lacked the notes that were visible on the employee maintenance screen. This was corrected and notes appear properly on the report now.

Figure 12 #6711 Employee List with Notes now shows all notes

[BLG-SUP-SAPLAUC-1218]

3.3 #6715–Employee List – Salary Level for Date Range [Enhancement]

The dialog box 'Task 6715: Employee List - Salary Level for Date Range' contains the following fields and options:

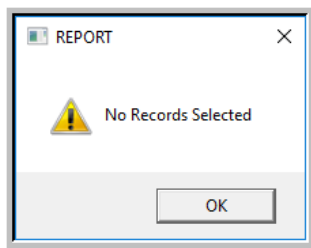
- Required: Effective Range (mmddyyyy) From: [] To: []
- Sort Report By: Timesheet Group Entity Pay Group Bargaining Unit Name
- Run as: Preview Print PDF Excel
- If Printing use Duplex: Yes No
- Buttons: Lookup, OK, Cancel, Clear All

Figure 13 Before - the only selection was the Required: Effective Date Range



Figure 14 After – Optional filters added for Bargaining Unit, Entity, Pay Groups, Timesheet Groups, and Employee #

3.3.1 Report Prompt Filtering Fields Description



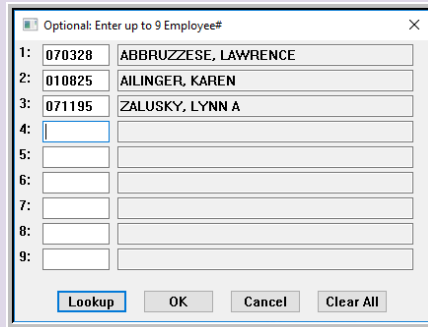
The filtering delivers data that meets all of the entered criteria, described below. If a wide Effective Date range is input, there may be multiple records per employee. If filters conflict, a message will be displayed “**No Records Selected**”:

Field (required entries are in Bold)	How Used
Enter up to 9 Bargaining Units	Each site defines Bargaining Units ; the data may be entered directly or selected from a [Lookup] . Leave this filter field blank to generate the report for All Bargaining Units that also meet any additional criteria as entered.
Enter up to 9 Entity Codes	Each site defines Entity Codes ; the data may be entered directly or selected from a [Lookup] . Leave this filter field blank to generate the report for All Entity Codes that also meet any additional criteria as entered.
Enter up to 9 Pay Groups	Each site defines Pay Groups ; the data may be entered directly or selected from a [Lookup] . Leave this filter field blank to generate the report for All Pay Groups that also meet any additional criteria as entered.



Field (required entries are in Bold>)	How Used
Enter up to 9 Timesheet Groups	Each site defines Timesheet Groups ; the data may be entered directly or selected from a [Lookup] . Leave this filter field blank to generate the report for All Timesheet Groups that also meet any additional criteria as entered.

Enter up to 9 Employee #s	The employee number may be entered directly or selected from a [Lookup] . Once the number is entered or selected, the employee name will appear on the right side of the lookup. Leave this filter field blank to generate the report for All Employees that also meet any additional criteria as entered.
---------------------------	--



Enter Effective Date Range (mmddyyyy)	Limit the data to the entered Effective date range . Enter the date range in the format mmddyyyy or select the “From” and “To” dates from the lookup.
---------------------------------------	---

Run as: <input type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF <input checked="" type="radio"/> Excel	Select the desired format from the radio buttons.
--	---

If Printing use Duplex <input checked="" type="radio"/> Yes <input type="radio"/> No	The default value is determined by each site; the alternative value may be selected
--	---

3.3.2 Sample Report Output

Emp#	Name	Position#	Description	Barg Unit	Schedule	Grd	Step	FTE	AnnualSalary	PeriodSalary	DailySalary	Hourly Rate	Per Diem Rate	Timesht Group	Effective Date
010447	ROONEY, KEITH J	S006TEABHS-21	BHS TEACHER 21 PAYS	MTA-21	M	1	11	1.0000	77,560.00	3,699.33	369.33	70.2636	421.520000	SCHOOL-BHS	01-Aug-2018
010832	COLE, MARIE C	S006TEABHS-21	BHS TEACHER 21 PAYS	MTA-21	M	1	11	1.0000	77,560.00	3,699.33	369.33	70.2636	421.520000	SCHOOL-BHS	01-Aug-2018
010358	CARR, LYNN J	S006TEASCIE-07	BHS TEACHER	MTA-21	ML5	1	11	1.0000	62,428.14	3,468.23	346.82	69.8700	427.590000	SCHOOL-BHS	02-Aug-2018

#Emps: 3 #Positions: 3

Selection Legend:
 Sorted by: Timesheet Group
 Beginning Effective Date Range: 01-Jul-2018
 Ending Effective Date Range: 31-Jul-2019
 Bargaining Unit: MTA 21
 Timesheet Group: SCHOOLBHS
 Pay Group: 21

The legend shows the filter selections.

Figure 15 Report #6715 as run to Print/Preview/PDF® format showing multiple employees



Emp#	Name	Position#	Description	Bargaining Unit	Grd	Schedule	Step	FTE	Annual Salary	Period Salary	Daily Salary	Hourly Rate	Per Diem Rate	Timesheet Group	Effective Date
071195	ZALUSKY, LYNN A	S006TEABHS-01	BHS TEACHER 26 PAYS	MTA-26	1	M	9	1.00	70,646.00	2,717.15	271.72	63.99	383.95	SCHOOL-BHS	15-Aug-2018
#Emps:		0 #Pos:													
#Emps:		0													
#Pos:		1													

Figure 16 Report #6715 as run to Excel® for one employee

3.3.3 Report Columns Description

Column Header	Description
Emp#	The Employee Number
Name	The Employee Name in the format Last name, First name
Position	The employee’s Position Number
Description	The Position Description
Bargaining Unit	The Bargaining Unit to which this employee is assigned
Grd	The Grade within the bargaining unit and salary schedule
Schedule	The Salary Schedule for the employee
Step	The salary Step within the grade and schedule
FTE	The Full Time Equivalent – 1.0 is Full Time; values less than that are a percentage of the Full Time value
Annual Salary	The employee’s Annual Salary as of the effective date
Period Salary	The employee’s Period Salary (for the pay period)
Dailey Salary	The employee’s Daily Salary
Hourly Rate	The employee’s Hourly Rate
Per Diem Rate	The employee’s Per Diem Rate
Timesheet Group	The Primary Timesheet Group to which the employee belongs
Effective Date	The Effective Date of the salary level reported

[ADM-AUC-HR-10122]

3.4 #6718 & #6719 Employee List – GL Home Coding Excel® Reports

6718-Employee List - GL Home Coding
6719-Employee List - GL Home Coding - Element Selection

Access the reports by selecting **Human Resources** ▶ **Reports** ▶ **Report Library** ▶ **#6718**

Emp#	Position#	Account#	Acct Description	Actual Amount	Enc. Balance
070745	S003ABATECH-01	1000-300-2330-124-03-00-51401	ABA TECH-SOUTH	0.00	0.00
070802	S005ABATECH-01	1000-300-2330-124-05-00-51401	ABA TECH WAGES - STALL	0.00	0.00
071016	S005ABATECH-01	1000-300-2330-124-05-00-51401	ABA TECH WAGES - STALL	0.00	0.00
071063	S005ABATECH-01	1000-300-2330-124-05-00-51401	ABA TECH WAGES - STALL	0.00	0.00
071070	S003ABATECH-01	1000-300-2330-124-05-00-51401	ABA TECH WAGES - STALL	0.00	0.00
071235	S005ABATECH-01	1000-300-2330-124-05-00-51401	ABA TECH WAGES - STALL	0.00	0.00
070761	S006ABATECH-01	1000-300-2330-124-06-00-51401	ABA TECH WAGES - HS	0.00	0.00
070941	S012ABATECH-01	1000-300-2330-124-06-00-51401	ABA TECH WAGES - HS	0.00	0.00
070997	S012ABATECH-01	1000-300-2330-124-06-00-51401	ABA TECH WAGES - HS	0.00	0.00
071043	S012ABATECH-01	1000-300-2330-124-06-00-51401	ABA TECH WAGES - HS	0.00	0.00
071210	S012ABATECH-01	1000-300-2330-124-06-00-51401	ABA TECH WAGES - HS	0.00	0.00

Figure 17 New “Actual Amount” and “Enc Balance” columns

ADMINS added an **Actual Amount** and an **Encumbrance Balance** column to these reports.



The data for these columns is taken from the **[6 Accounting]** tab of the **Employee Maintenance** screen.

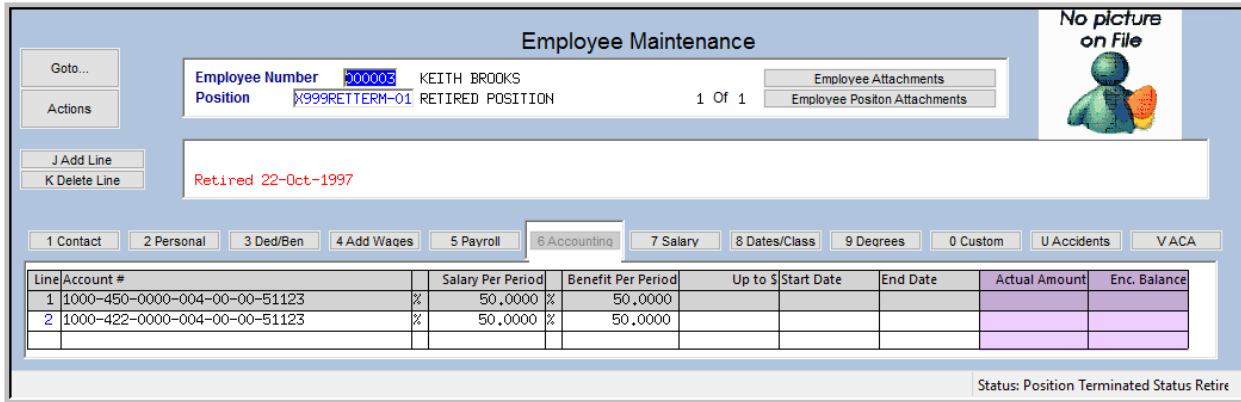


Figure 18 Actual Amount and Enc Balance columns shown on the Employee Maintenance [6 Accounting] tab

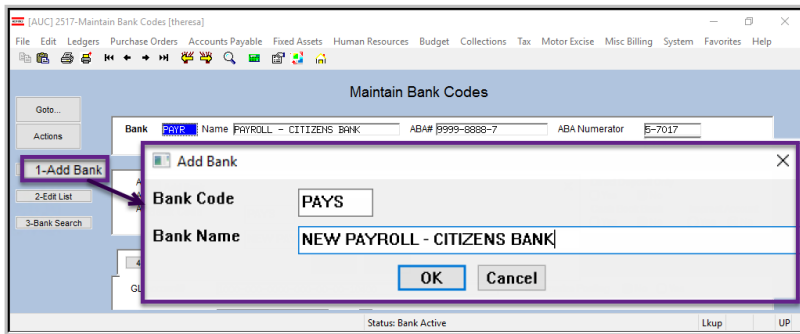
[ADM-AUC-HR-10132]

4 TABLES ► Adding A New Bank Account Document [Enhancement]

Some sites retain their current bank but need to use a new account number. **ADMINS** advises that the following procedure be followed. This will delineate between the two bank accounts for audit purposes.

4.1 Create New Bank Code

Create a new bank account code following the instructions in **HR-599 Implementing a New Bank Account**. It will



It will be easier to replicate the data if the new bank account code immediately follows the old bank account code alphabetically, for example, if the current bank code is **EAST**, the new bank coded could be **EASU**, ensuring that the new code will be just after the old. (Bank codes are limited to four alphanumeric characters).

4.2 Copy the Data from the Old to the New

Take a screen shot of the old bank code record and replicate the entries manually. Be sure to edit the field labeled **Bank Account #** to use the new account number.



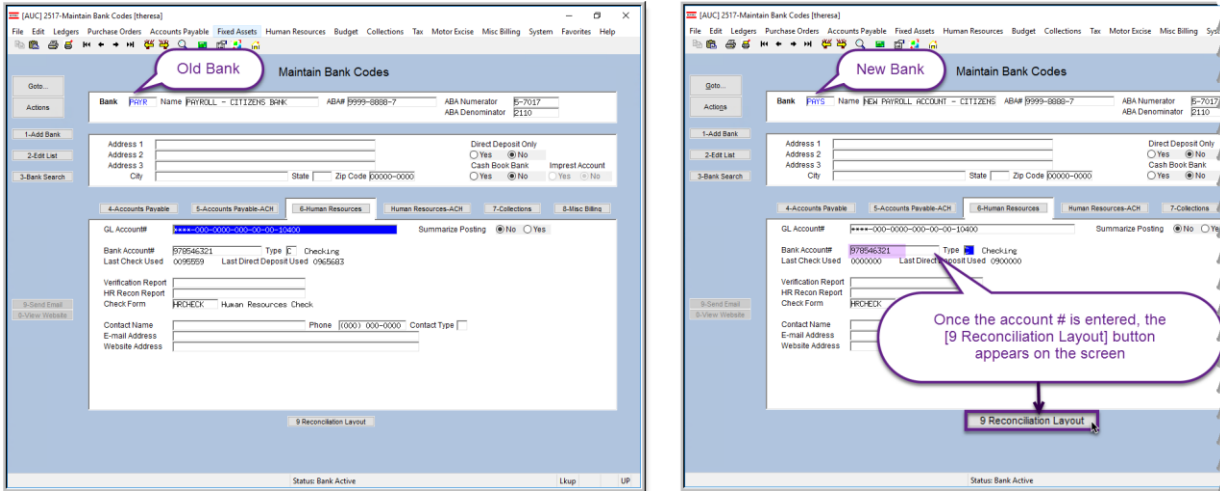
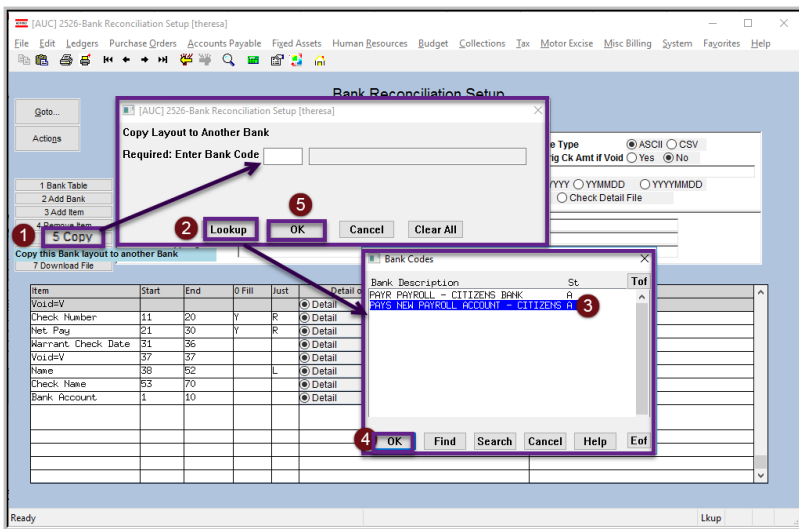


Figure 19 Old bank code and new bank code

Save time using **{CTRL|C}** on each field to copy the data from the old bank code to the new bank code. **Using this timesaver will only work if the new code is the next record.** **{CTRL|C}** copies whatever is in the same field on the prior record into the current record.



Click on the **[9 Reconciliation Layout]** button to populate the Reconciliation Layout Table for the new account. Use the **[5 Copy]** button on the **Bank Reconciliation Setup** screen copy the setup from an old account to a new account. Start on the old bank code screen and select **[5 Copy]**. Select the new bank and click on **[OK]**.

If the Bank Account number on this screen is entered as a **literal**, first note the characteristics (start, end, zero fill, and justification), and then **remove the literal entry**. Replace it with field **#75 Bank Account** available from the lookup by using **[3 Add Item]** to add a

field. Use the same values for start, end, zero fill, and justification.

4.3 Ask ADMINS to Set the Beginning Check Number & Refresh Training

The check number can only be set by **ADMINS** staff. When setup is complete, notify **ADMINS** and ask that **LIVE** be copied to training so that the reconciliation file may be tested with the bank using the new account number.



4.4 Inactivate the Old Code When the New Bank is LIVE

When the new bank code is ready for use, inactivate the old code following the steps in **HR-599 Implementing a New Bank Account**.

[ADM-AUC-DOC-169]

5 MODULE MAINTENANCE

Two new sequence numbers were added to Module Control, which allow sites to control the upper limits on certain dates. Access the screen by selecting **Human Resources ▶ Module Maintenance**.

Seq#	Description	Answer	Buttons
7222	# Days +/- From Today date for checking Next Evaluation Date	32767	1 Edit
7223	# Days +/- From Today date for checking Termination Date	29000	

Figure 20 HR Module Control Table showing new sequence #7222

5.1 7222 – # Days +/- From Today’s Date for Checking Next Evaluation Date

This module control #7222 specifies the upper limit of the date range for the **Date Of Next Eval** found on the

[8 Dates/Class] tab of the **Employee Maintenance Screen**. The minimum is 1; the maximum is 32767. If an out-of-range date is entered, a message will pop up.

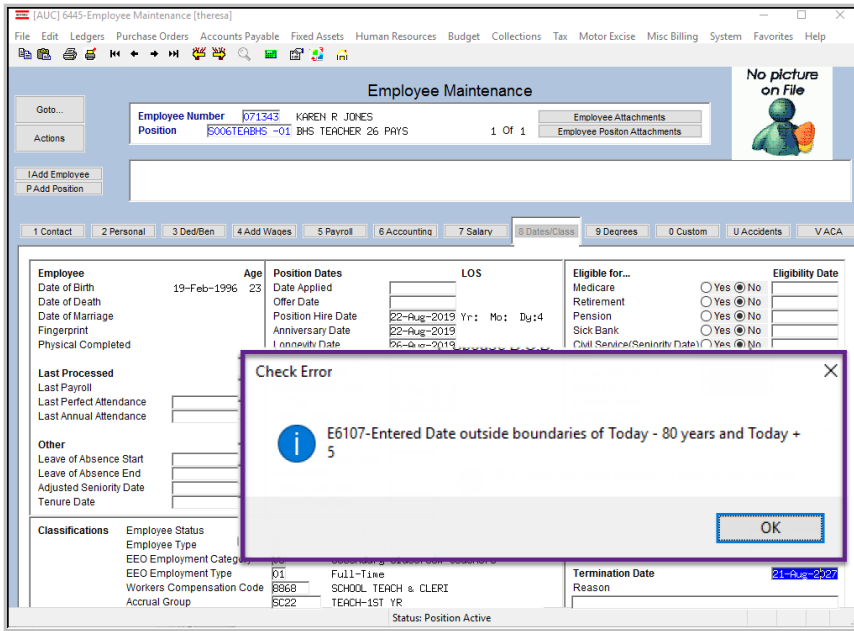
Figure 21 Date of Next Eval field governed by module control #7222

This will allow entering dates far into the future, for example, if a teacher will be due the final pay step at ten years of service. **ADMINS** will set the value to be **3650** during the software update; users authorized to access module maintenance may change the value.

[ADM-AUC-HR-10088]



5.2 7223 – # Days +/- From Today's date for checking Termination Date



As currently implemented, the termination date limits are between 80 years past and 5 years in the future. With the software update, the **upper limit** of the termination date range will instead be defined by the value of module control #7223.

This is used for checking the next evaluation date found on the **[8 Dates/Class]** tab of the **Employee Maintenance Screen**. The minimum is 1; the maximum is 32767. Set the value to a realistic number to trap errors such as entering **2109** instead of **2019**.

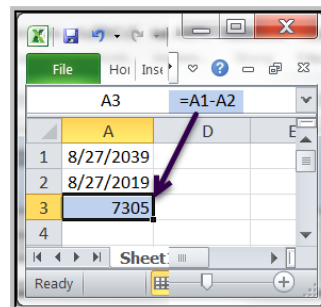
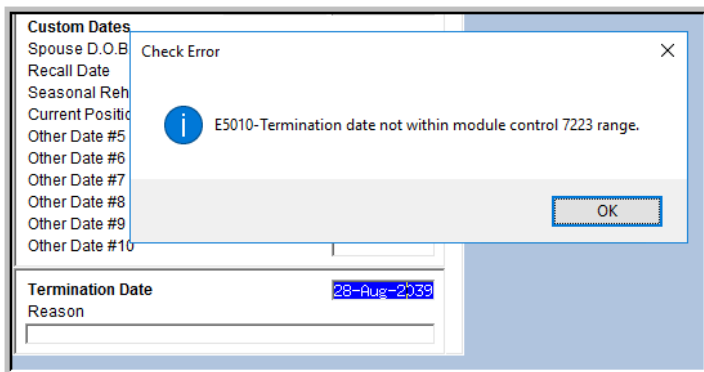
Figure 22 Before – the date range limits are between 80 years past and 5 years in the future

The number will be set to **365** during the software update; users authorized to access **Human Resources ▶ Module Maintenance** may change the value.

Human Resources Module Control			
Seq#	Description	Answer	Buttons
7223	# Days +/- From Today date for checking Termination Date	7305	1 Edit

Figure 23 HR Module Control Table showing new sequence #7223

This example date range was set to 7305 days, or 20 years (including leap years). Entering a date in excess of the 20 years will trigger a check error message identifying that the date is not within the defined range.



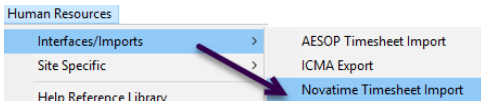
Calculate the desired value using **Excel®**. If the number of years in the future needed is known,

Figure 24 The termination date now allows sites to specify the upper limit via Module Control #7223

[ADM-AUC-HR-10087]



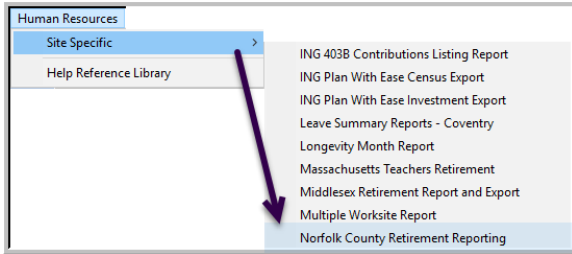
6 INTERFACES/IMPORTS ► Novatime Timesheet Import [Fix]



ADMINS corrected an error when importing timesheets. Now the filename and directory path for importing timesheets may contain spaces in the names.

[ADM-AUC-HR-10104]

7 SITE SPECIFIC ► Norfolk County Retirement System Export



ADMINS installed an update to the **Norfolk County Retirement Reporting** export to comply with the new specification for the **PTG Employer Reporting (ER)** portal. To access the export, select **Human Resources ► Site Specific ► Norfolk County Retirement Reporting**. A prompt will appear as shown in **Figure 25**. The export will be created as a text file called **“NORFOLK.TXT”** in the specified output path.

After entering data in the four required fields, fill in the optional values; all data will be saved for the next time the export is run. (Update the **“From”** and **“To”** date fields on future runs.)

An error report and a list of the selections will be produced. An excel spreadsheet edit list will be produced, with a prompt to review the data and the option to continue or to cancel:

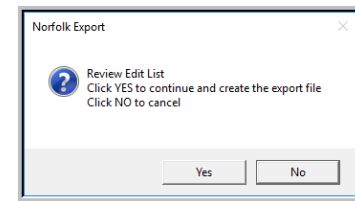


Figure 25 Fill in the fields to produce the Norfolk County Retirement Export

Make note of the file location and name listed on the selection report.

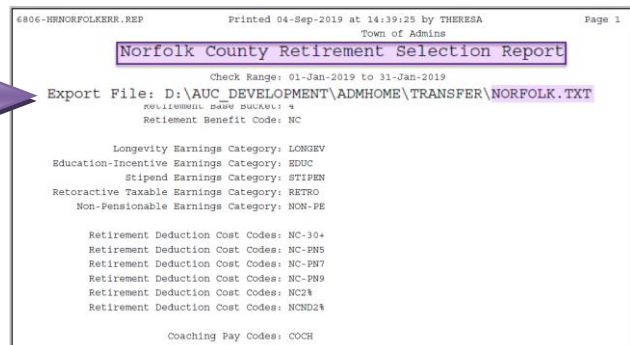
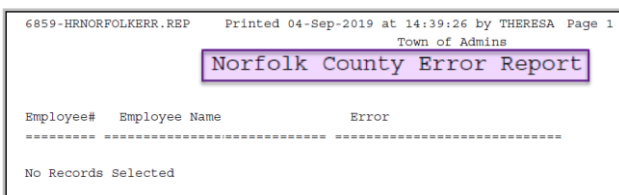


Figure 26 The Norfolk County Retirement Error Report and Selection Report



The image in **Figure 27** shows the **Excel®** edit list (some columns are not shown due to page size limitations).

Employee	Chk Date	Unit	EmpID	Position	SSN	Base	Annual	Retirement	Longevity	Education	Stipend	Pensionable	Retroactive	Non-Taxable	Retirement Deduction	Buyback/IT Deduction	Retirement Deduction	Non-Taxable Deduction	Reason	Additional Reason
194 DROHAR, MARIE ELAN	1/30/2019	BEL	002914	Firefighter	***-1494	1,050.60	65,102.32	1,294.58	-30.00											
195 MARSHALL, KEITH R	1/2/2019	BEL	002855	POLICE SERGEANT	***-1535	1,432.40	74,484.80	1,528.56	96.16											
196 MARSHALL, KEITH R	1/6/2019	BEL	002855	POLICE SERGEANT	***-1535	1,432.40	74,484.80	1,528.56	96.16											
197 MARSHALL, KEITH R	1/16/2019	BEL	002855	POLICE SERGEANT	***-1535	1,432.40	74,484.80	1,528.56	96.16											
198 MARSHALL, KEITH R	1/23/2019	BEL	002855	POLICE SERGEANT	***-1535	1,432.40	74,484.80	1,528.56	96.16											
199 MARSHALL, KEITH R	1/30/2019	BEL	002855	POLICE SERGEANT	***-1535	1,432.40	74,484.80	1,528.56	96.16											
200 PORER, LYNN	1/2/2019	BEL	002874	ASST ANIMAL CONTROL	***-1552	913.00	47,476.00	913.00												
218 TURCOTTE, LAWRENCE	1/23/2019	BEL	003005	Driver/Operator/Pipefitter UN	***-1681	988.80	51,417.60	2,488.80			1,500.00									
219 TURCOTTE, LAWRENCE	1/30/2019	BEL	003005	Driver/Operator/Pipefitter UN	***-1681	988.80	51,417.60	988.80												
220 MARTINS, MICHAEL R	1/2/2019	BEL	003016	Firefighter	***-1692	1,218.42	63,357.84	1,523.03												
221 MARTINS, MICHAEL R	1/6/2019	BEL	003016	Firefighter	***-1692	1,218.42	63,357.84	1,523.03												
222 MARTINS, MICHAEL R	1/16/2019	BEL	003016	Firefighter	***-1692	1,218.42	63,357.84	1,218.42												
223 MARTINS, MICHAEL R	1/23/2019	BEL	003016	Firefighter	***-1692	1,218.42	63,357.84	1,218.42												
224 MARTINS, MICHAEL R	1/30/2019	BEL	003016	Firefighter	***-1692	1,218.42	63,357.84	1,493.03	-30.00											
225 VARTERESHAN, LYNN A	1/2/2019	BEL	003050	ASSISTANT TOWN ACCOUNTANT	***-1726	856.10	44,517.20	856.10												
226 VARTERESHAN, LYNN A	1/6/2019	BEL	003050	ASSISTANT TOWN ACCOUNTANT	***-1726	856.10	44,517.20	868.33												

Figure 27 Norfolk County Retirement Export Edit List

Once the report has been created and displayed, close the report and make sure that the export location is known and available for uploading to the portal. (If the report is left open, it may not be available for the upload.)

ID	Unit	Name	Position	Salary	Retirement	Address
01022019BEL	F	KEITH	MOORE	05291956M	02071991	8 GREENSFIELD ROAD
01092019BEL	F	KEITH	MOORE	05291956M	02071991	8 GREENSFIELD ROAD
01162019BEL	F	KEITH	MOORE	05291956M	02071991	8 GREENSFIELD ROAD
01232019BEL	F	KEITH	MOORE	05291956M	02071991	8 GREENSFIELD ROAD
01302019BEL	F	KEITH	MOORE	05291956M	02071991	8 GREENSFIELD ROAD
01022019BEL	M	LYNN	THE ESTATE OF	03291967F	12291993	274 EAST STREET
01092019BEL	M	LYNN	THE ESTATE OF	03291967F	12291993	274 EAST STREET
01162019BEL	M	LYNN	THE ESTATE OF	03291967F	12291993	274 EAST STREET
01232019BEL	M	LYNN	THE ESTATE OF	03291967F	12291993	274 EAST STREET
01302019BEL	M	LYNN	THE ESTATE OF	03291967F	12291993	274 EAST STREET
01022019BEL	C	KEITH	GARIEPY	04301960M	12171987	20 DUPRE ST
01092019BEL	C	KEITH	GARIEPY	04301960M	12171987	20 DUPRE ST
01162019BEL	C	KEITH	GARIEPY	04301960M	12171987	20 DUPRE ST
01232019BEL	C	KEITH	GARIEPY	04301960M	12171987	20 DUPRE ST
01302019BEL	C	KEITH	GARIEPY	04301960M	12171987	20 DUPRE ST
01022019BEL	E.	KAREN	MELANSON	07171954F	04011987	07172019132 THAYER ST.
01092019BEL	E.	KAREN	MELANSON	07171954F	04011987	07172019132 THAYER ST.
01162019BEL	E.	KAREN	MELANSON	07171954F	04011987	07172019132 THAYER ST.
01232019BEL	E.	KAREN	MELANSON	07171954F	04011987	07172019132 THAYER ST.
01302019BEL	E.	KAREN	MELANSON	07171954F	04011987	07172019132 THAYER ST.

Figure 28 Sample "Norfolk.txt" file for uploading to the PTG Employer Reporting (ER) portal

[ADM-AUC-HR-10128]

8 HELP REFERENCE LIBRARY

The following new and updated documents were added to the Help Reference Library:

8.1 New and Updated Documentation

- PAYROLL PROCESSING HR–335 No-Time Warrant [New]
- SPECIAL PROCESSING HR–430 Manual Checks [Updated]
- TABLES HR–599 Implementing a New Bank Account [Updated]
- SYSTEM HR–815 Training Mode [New]
- HR–850 Module Control [Updated]
- HR–1110 System Administration Kit [Updated]