HUMAN RESOURCES

RELEASE NOTES – SEPTEMBER 2020

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

Contents

1 EMPLOYEE MAINTENANCE [Enhancement]

Human Resources ▶ Maintenance ▶ Employee Maintenance
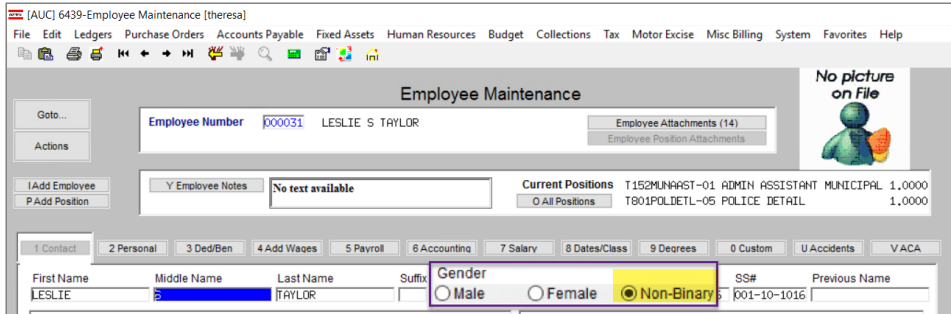
Figure 1 ⊙ Non-Binary radio button added to the Employee Maintenance ▶ [1 Contact] tab

The gender field has been updated from ⊙**Male** and ⊙**Female** to include ⊙**Non-Binary**.

1.1 Reports Changed to Show the Non-Binary Value

These standard reports of the system have been updated. Some of these reports are run from the **Reports** library. Others are produced during warrant processing.

Reports Library	#5732 Employee Profile Card
	#6113 Employees Paid - Date Selection
	#6716 Employee Listing - Cost Codes per Employee
	#6744 Skills List (Employee by Skill Code)
	#7214 Payroll Register History
Warrant Processing	#6022 Warrant Employee Count Report
	#7209 Payroll Register
	#7210 Payroll Register

The Employee List report is shown in **Figure 2** as an example.

Human Resources ▶ Reports ▶ #6710 Employee List

Figure 2 Employee reports will use the new value "N" for employees identifying as non-binary

If site-specific reports or exports include gender, please consider using this new value. For assistance with any changes to site-specific reports or exports that include gender, please contact support@admins.com.

[ADM-AUC-HR-10074]

2 PAYROLL PROCESSING – AP Voucher Batches [Fix]

Some sites opt to create **Accounts Payable** vouchers for deductions from employee paychecks, such as insurance, child support, or taxes, that are paid to a third party. The payroll process creates an **Accounts Payable** batch with a voucher for each payee.

Figure 3 Before – voucher with a credit line was set to Type "PR" – Payroll Payment

Users cannot change the voucher types in the **Accounts Payable** voucher entry screen.

In the rare case that there was a negative on any line of a voucher created from **Payroll**, **ADMINS** had to intervene to allow processing the voucher.

Now if there is a negative amount on any line on vouchers created via the payroll process, the process will set the **voucher type** to **"PC"** (for **Payroll Credit**). This will allow the vouchers to be processed without intervention.

Figure 4 After – voucher with a credit line is set to Type "PC" – Payroll Credit

[ADM-AUC-HR-1264]

2.1 Posting Payroll [Fix]

Prior to the software update, users had to exit the employee maintenance screen during the payroll posting step. If a user were updating a record for an employee, and another user was posting a payroll that included the employee, the payroll posting would stop until the data entry user exited from the record. **ADMINS** corrected this and now the posting will finish even if a user is maintaining an employee record.

[ADM-AUC-HR-10173]

2.2 Accrued Payroll instead of Accounts Payable Control Account [Fix]

Figure 5 General Ledger Controls line 14 instead of line 8

To report the amount due more accurately between the *expense* date and the *check* date, the **Accrued Payroll control account** will be used instead of the **Accounts Payable control account** setup in the control table. Select **Ledgers▸ Account Maintenance▸ General Ledger Controls** to access the table. Enter a **Accrued Payroll** account on line 14 for every fund that is used for payroll.

[BLG-SUP-SAPLAUC-1304]

3 MANUAL PAY REGISTER LINE LIMITS INCREASED [Enhancement]

Prior to the software update, the manual pay register would print no more than 25 lines of detail per manual check. This limit was increased to 40 lines of detail per check. If a manual check requires more than 40 lines of detail, consider using a second check with the additional lines and print a pay register for each if this report is needed for audit purposes.

[ADM-AUC-HR-10327]

4   BILLING AND INVOICING [Enhancements]
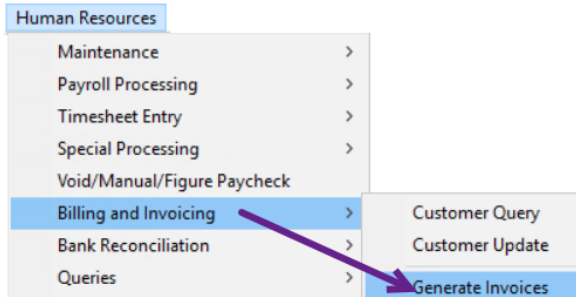
Invoices are created from posted timesheets that use a pay code set up for billing. Once a warrant containing timesheets with these pay codes is posted, run the **Billing and Invoicing → Generate Invoices** command as shown at left to display a convenient steps menu.
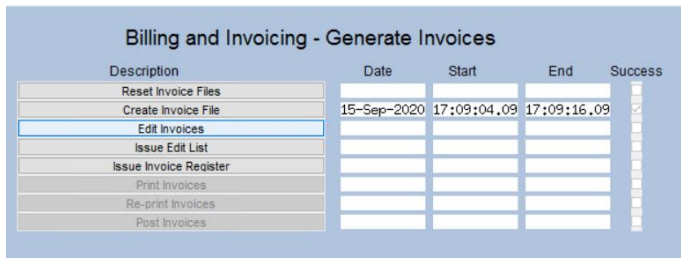
Run the **[Create Invoice File]** step and select the warrant(s) with invoices ready for billing. Then, click on the **[Edit Invoices Step]** to display the **Edit Invoices** screen.

4.1   Adding a Category to an Invoice

There is a new button, **[4 Add Category]** on the screen. Use this button to add a category to the edit screen. Select from the available categories presented on the lookup and click on **[OK]**.
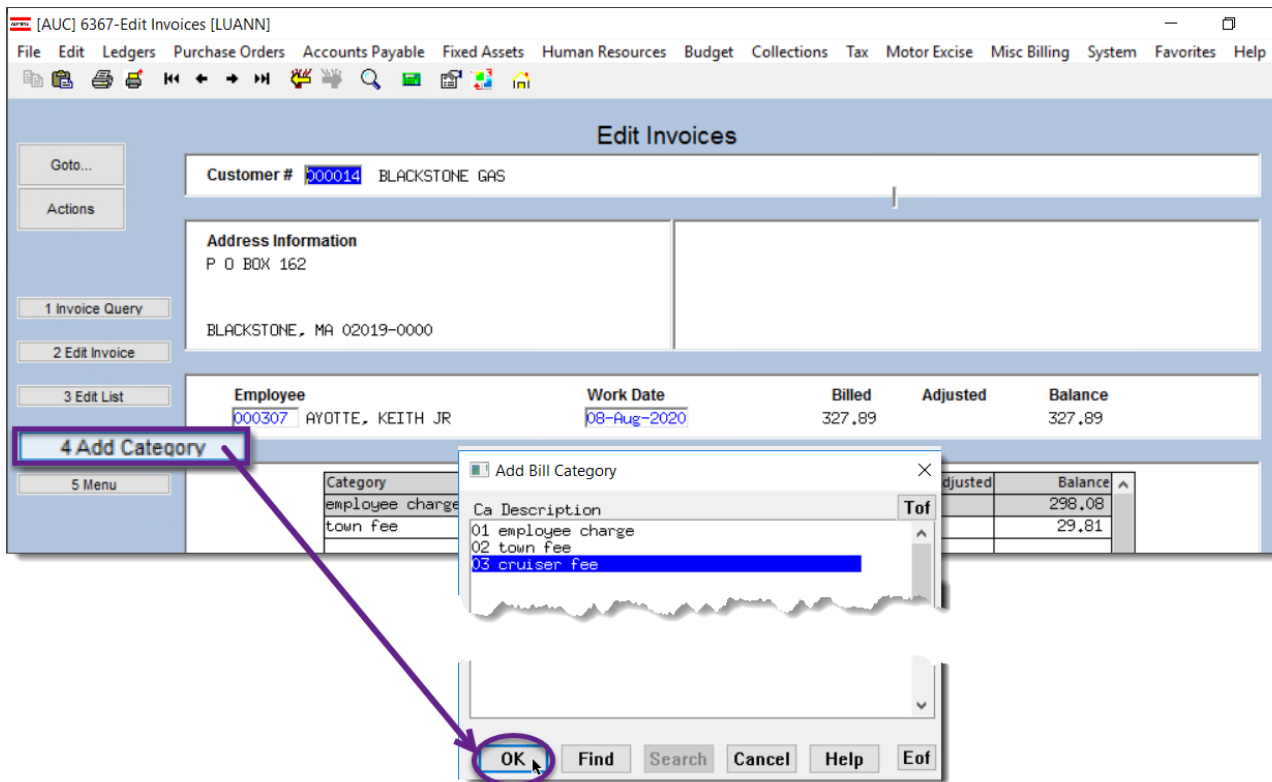
The added item will appear in the category list and may be edited and adjusted in the same manner as the entries created via the timesheets.
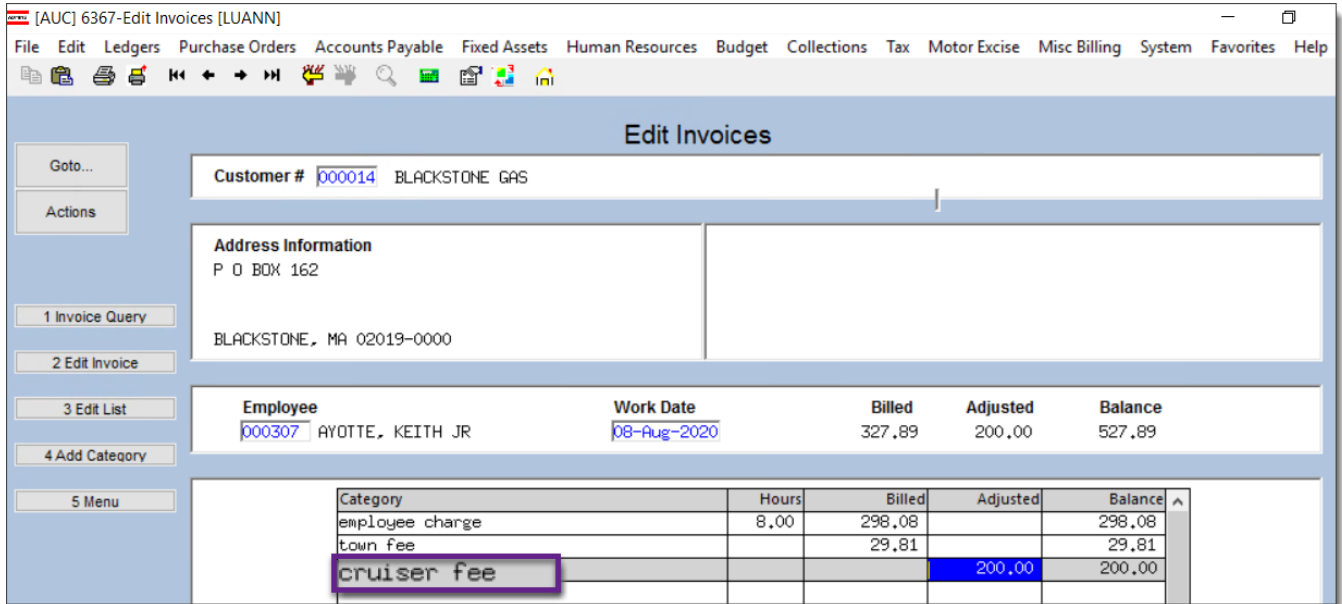
Figure 6 The added cruiser fee is shown in the category table

[BLG-SUP-SAPLAUC-1308]

4.2 Prior Balance Amount on Invoices [Fix]

The prior balance amount on the detail billing invoices was sometimes overstated for customers with many outstanding invoices. This has been corrected.

[PCT-SUP-SAPLAUC-164]

4.3 Bill Information in GL Transaction Query [Enhancement]

Ledgers ▶ Queries ▶ Transaction History ▶ Notes
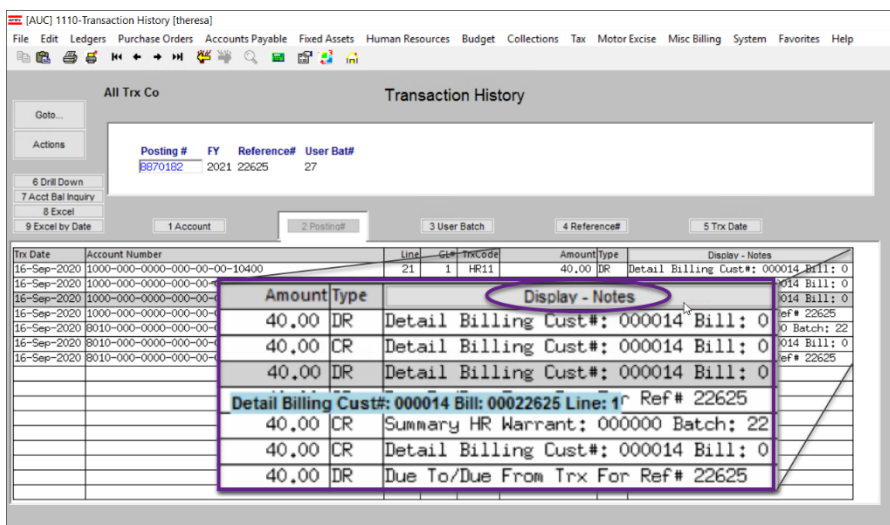
ADMINS added Billing Customer number, Bill number, and line information to the transaction history Notes when the Police Billing transactions are posted to the General Ledger.

This information can be used reconciling revenues.

[BLG-SUP-SAPLAUC-1296]

4.4 Payment Batch Processing [Enhancement]

Some sites want departmental staff to enter payment batches (decentralized data entry) but reserve the review and posting of the payment batches for the treasury department (centralized control). Users can be ***restricted from submitting & posting*** payment batches.

To prevent a user from submitting a batch, select

System ▶ User Menu ▶ User Profile ▶ [Collections]

to restrict access to the **Batch Entry screen – Set button to "⦿ Send To"** for the user. See
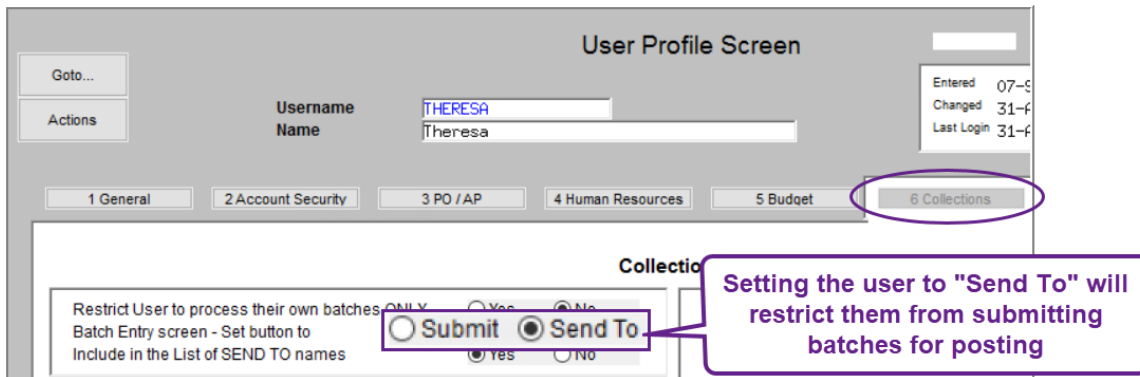
Figure 7 The User Profile Screen → [6 Collections] tab

To prevent a user from accessing the Post batches screen, go to

System ▶ Menu Maintenance ▶ Menu Group/User Menu Maintenance

for the menu group to which the user belongs. Set the **Post Batches** radio button to ⦿ **Hide**. Contact support@admins.com to restrict the posting to one user and not the entire menu group, as a new menu group might need to be added.

[BLG-SUP-SAPLAUC-1295]

4.4.1 Submit Payment Batch Report #6387 [Fix]

ADMINS corrected this report that was showing wrong ticket numbers when multiple ticket numbers appeared on the same invoice.

[ADM-AUC-HR-10281]

5 REPORTS

ADMINS enhanced a report **(#6802 Paycheck Cost Code Report by Employee / Cost Code**) to run faster.

5.1 #6802 Paycheck Cost Code Report by Employee / Cost Code [Enhancement]

ADMINS improved the performance on the report to provide results more quickly.

5.2 #6783 Employee Deductions with Notes [Enhancement]

Cost codes may have notes associated with them, unique to each employee.

A cost code is flagged as having a note if the right-most column on the **[3 Ded/Ben]** screen has the word "NOTE" on the line for that cost code.

As shown, this employee has three cost codes that have notes; the note for the **OVER50KLI** cost code is used for the example.

Figure 8 Entering a note on a cost code

ADMINS added a report that includes these notes:

Reports ▶ Report Library ▶ By Employee ▶ 6873-Employee Deductions with Notes

Click on **[Run]** and fill in the optional prompts. The report runs as **Excel®**.

Optional filters are available on **Cost Code, Categories, Bargaining Units, Timesheet Groups, Pay Groups,** and **Employee Type Codes**.

The report can include deductions stopped prior to the current date.

Figure 9 The Employee Deductions with Notes report sample showing the note for the OVER50KLI cost code

[ADM-AUC-HR-10178]

6   TABLES ▶ Salary Schedules

ADMINS made two corrections to the way the Salary Schedule data entry works.

Human Resources ▶ Tables ▶ Bargaining Units ▶ [5 Salary Sched]

6.1   Deleting Unused Salary Schedules [FIX]

ADMINS fixed the deletion of unused salary schedules. If a new bargaining unit salary schedule is created in error, it can be deleted if there are no employees who have a related salary history record for that effective date. See ❶ in **Figure 10**.
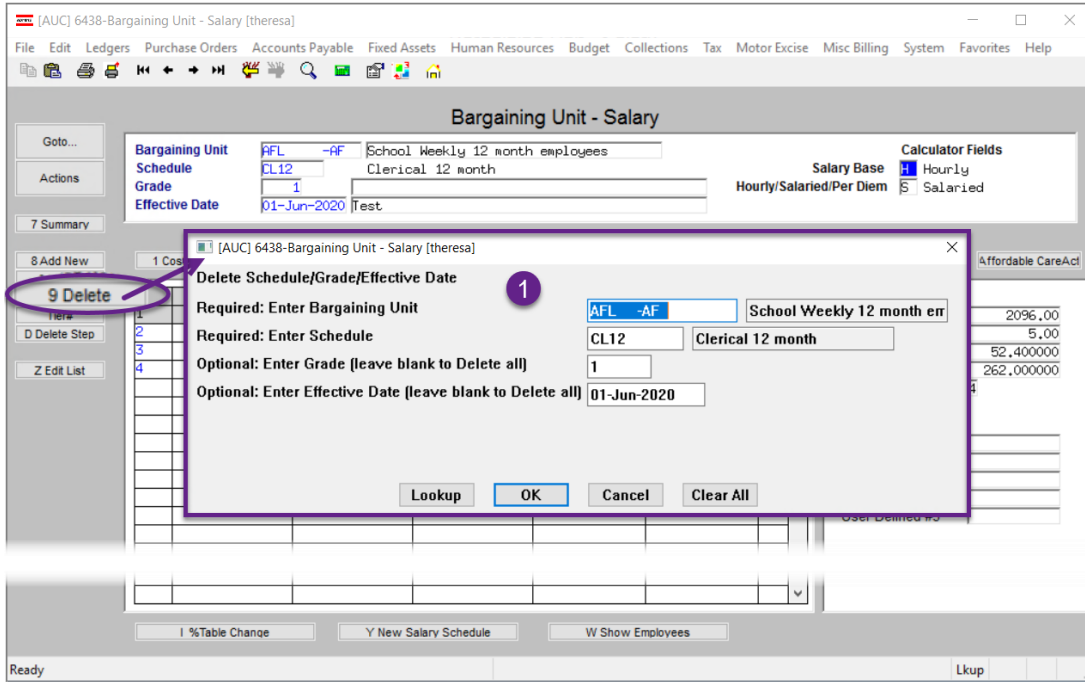
Figure 10 The Bargaining Unit Salary Schedule Screen

If there are employees assigned, the system will display this message:
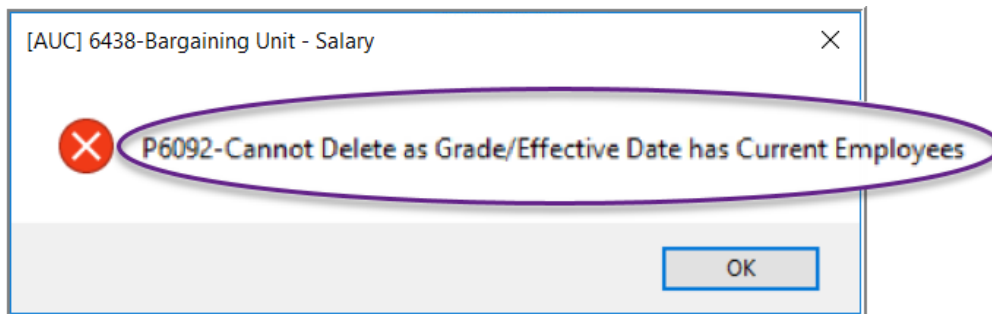
[ADM-AUC-HR-10249]

6.2   Editing the Notes Field [Fix]

ADMINS fixed the data entry for the notes fields. The notes will be available once entered instead of having to do a **{Page Down}** or **{Page Up}** to commit changes made to the field. See ❷ in **Figure 11** for the location of the notes fields.

Figure 11 Editing the notes on the Effective Date for the Salary

[ADM-AUC-HR-10258]

7 QUARTERLY PROCESSING – FEDERAL FORM 941

Figure 12 Before – Human Resources ▶ Quarterly Processing ▶ Federal Quarterly Reporting – 941

```
6323-HRREP:HR941WAG*.REP          Printed 14-Sep-2020 at 15:11:30 by THERESA          Page 1
                                         City of ADMINS
                               Form 941 For The Quarter Ending 31-Mar-2020
                                        and Schedule 941 B

                                    Entity: 1       TOWN OF ADMINS
                              Warrant Check Dates: 01-Jan-2020 to 31-Mar-2020


  1  Number of employees employed in the pay period......................
        3/12, 6/12, 9/12 or 12/12                              1            74

  2  Wages, tips, and other compensation................................  2    2,974,808.03

  3  Federal income tax withheld from wages, tips, and other compensation. 3      323,746.27

  4  If no wages, tips, and other comp are subject.......................  Check and go to line 6

                                Column 1              Column 2
 5a Taxable SS wages .........   4,542.72 X .124  =     563.30
 5a (1)  Qualified sick leave wages
 5a (11) Qualified family leave wages
 5b Taxable SS tips...........            X .124  =
 5c Taxable Medi wages & tips.  3,315,304.88 X .029  =   96,143.84
 5d Addl Medicare Taxable.....            X .009  =

 5e Add Columns 2 from lines 5a, 5b, 5c and 5d.........................  5e      96,707.14

 5f Section 3121(q) Notice and Demand - Tax due on unreportes tips.......  5f  _____

  6  Total taxes before adjustments (lines 3 + 5e and 5f)................  6     420,453.41

  7  Current quarter adjustment for fractions of cents...................  7        -563.08

  8  Current quarter's adjustment for sick pay...........................  8  _____

  9  Current quarter's adjustments for tips and group-term life insurance. 9  _____

 10  Total taxes after adjustments.......................................  10    419,890.33

 11a Qualified small business payroll tax credit for increasing research.. 11a _____

 11b Nonrefundable portion of credit for qualified sick and family leave.. 11b _____
     wages from Worksheet 1

 11c Nonrefundable portion of employee retention credit from Worksheet 1.. 11c _____

 11d Total nonrefundable credits. Add lines 11a, 11b and 11c............. 11d _____

 12  Total taxes after adjustments and credits...........................  12    419,890.33

 13a Total tax deposits for this quarter, including adjustments applied... 13a    419,890.33

 13b Deferred amount of the employer share of social security tax......... 13b _____

 13c Refundable portion of credit for qualified sick and family leave wages
     from Worksheet 1..................................................... 13c _____

 13d Refundable portion of employee rtention credit from Worksheet 1...... 13d _____

 13e Total deposits, deferrals and refundable credits.
     Add lines 13a, 13b, 13c and 13d..................................... 13e    419,890.33

 13f Total advances received from filing Form(s) 7200 this quarter........ 13f _____

 13g Total deposits, deferrals, and refundable credits less advances.
     Subtranct line 13f from line 13e................................... 13g    419,890.33

 14  Balance due.  If line 12 is more than line 13g, enter the difference
     here and see instructions........................................... 14 _____

 15  Overpayment. If line 13g is more than line 12, enter the difference   15 _____
                 Check one:  __ Apply to next return. __ Send a refund


Actual tax deduction amounts from employee records:
  FICA:            MEDI: 48,072.03 ADDL MEDI:        FWITH: 323,746.27  EIC:

Actual tax deduction amounts from employer benefit:
  FICA:            MEDI: 48,072.03
```

Figure 13 After - Form 941 with new lines and renumbered lines

The **IRS** has added new lines and renumbered some of the existing lines on the form **941**.

To assist in filing the Federal Form 941, **ADMINS** populates the information related to federal taxable wages/taxes, social security wages/taxes and Medicare wages/taxes.

There are new lines related to worksheet 1 that **ADMINS** is showing with "_____".

The new form is shown in Figure 13 with the changes highlighted.

Select **Human Resources▶ Quarterly Processing ▶ Federal Quarterly Reporting – 941** to produce the report.

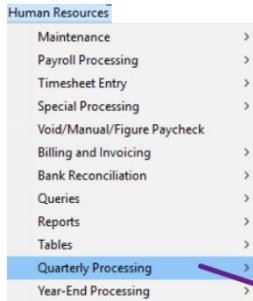Links to the relevant IRS pages are below:

https://www.irs.gov/instructions/i941#idm139649110712272

https://www.irs.gov/pub/irs-pdf/f941.pdf

[BLG-SUP-SAPLAUC-1297]

7.1   RI Quarterly – 941

"Form RI-941 is a new form intended to be filed starting in 2020 by … employers eligible to remit, on a Quarterly basis, the Rhode Island state income tax withheld from employees' wages. Form RI-941 will be used by Quarterly payers to accompany the Quarterly withholding payment, as well as serve as a Quarterly Reconciliation. For those Quarterly payers, Form RI-941 replaces Form WTQ (RI-941Q) previously used."

ADMINS offers an **RI Quarterly 941** report to assist in the preparation of the state mandated tax filing. To run the report, select:

Human Resources ▶ Quarterly Processing ▶ RI Quarterly 941

Fill in the required date range – the report is usually run for each quarter; in this case, the first quarter of 2020. The report sample is shown in **Figure 14**.

```
6874-HR941WAGRI.REP          Printed 17-Sep-2020 at 13:28:00 by                                          Page 1
                                              City of ADMINS
                               Form 941-RI For The Quarter Ending 03312020

                                     Entity: 1        TOWN OF ADMINS
                               Warrant Check Dates: 01012020 to 03312020

               MONTH Check Date    1st MONTH OF QUARTER 2nd MONTH OF QUARTER 3rd MONTH OF QUARTER
               ===== ============= ==================== ==================== ====================
                 1 01-Jan-2020           2,170.55
                 1 09-Jan-2020          31,143.02
                 1 15-Jan-2020          28,204.17
                 1 31-Jan-2020           3,455.68
                 2 06-Feb-2020                               43,529.74
                 2 14-Feb-2020                                2,180.09
                 2 20-Feb-2020                               43,539.54
                 3 04-Mar-2020                                                    4,554.69
                 3 13-Mar-2020                                                    1,399.94
                 3 16-Mar-2020                                                    1,502.77
                 3 20-Mar-2020                                                    1,421.13
                                   -------------------- -------------------- --------------------
                                         64,973.42            89,249.37             8,878.53
                                   ==================== ==================== ====================

  1  Sate income tax withheld from wages, tips and other compensation for this quarter ................ 1      163,101.32

  2  State income tax withholding payments made to the RI Division of Taxation to date for this quarter. 2     163,101.32

  3  State income tax withholding amount due and paid with this return.  Subtract line 2 rom line 1..... 3           0.00

  4  Number of employees who received wages, tips and other compensation for this quarter.............. 4             523

  5  Total amount of wages, tips and other compensation for this quarter............................... 5    3,322,594.71
```

Figure 14 Sample Rhode Island Quarterly 941

Find instructions and the state form at:

http://www.tax.ri.gov/forms/2020/Withholding/RI-941%20Instructions.pdf.
http://www.tax.ri.gov/forms/2020/Withholding/941%20Quarterly%20Return_m.pdf

[CRI-SUP-SAPLAUC-905]

8   YEAR END PROCESSING [Enhancements]

On the employee attachment screen, if the form is a **W2, 1095C**, or a **1099R**, and the employee has both an email address and a consent date, the form can be emailed to the employee at the email address on the employee maintenance record. See **HR-575** for more information on obtaining consent.

8.1   Email a Single W2, 1095C, or 1099R form to the employee
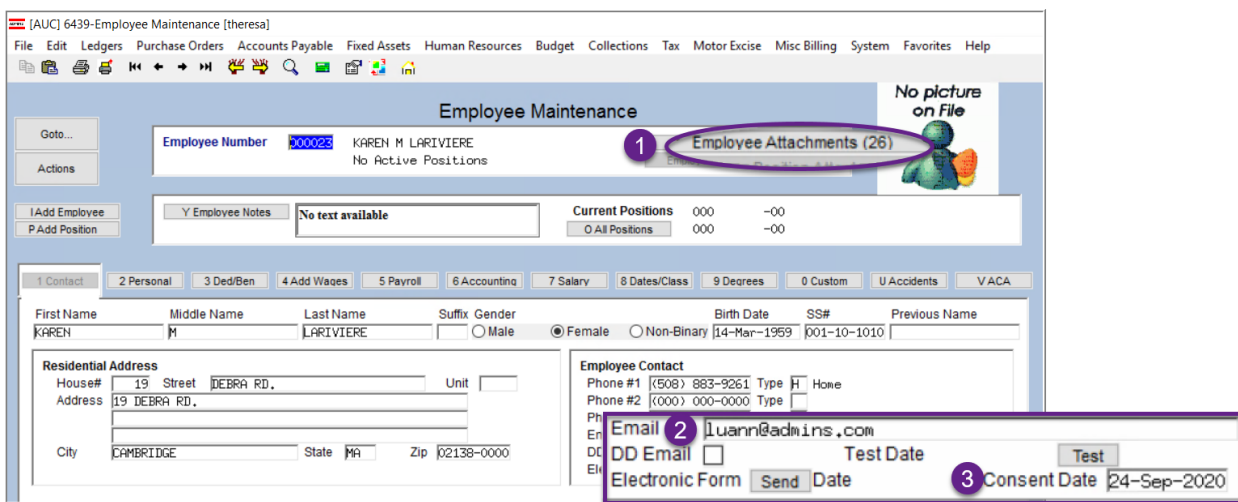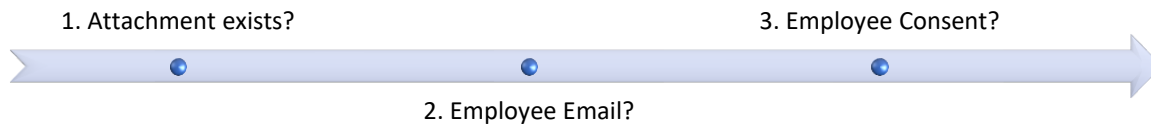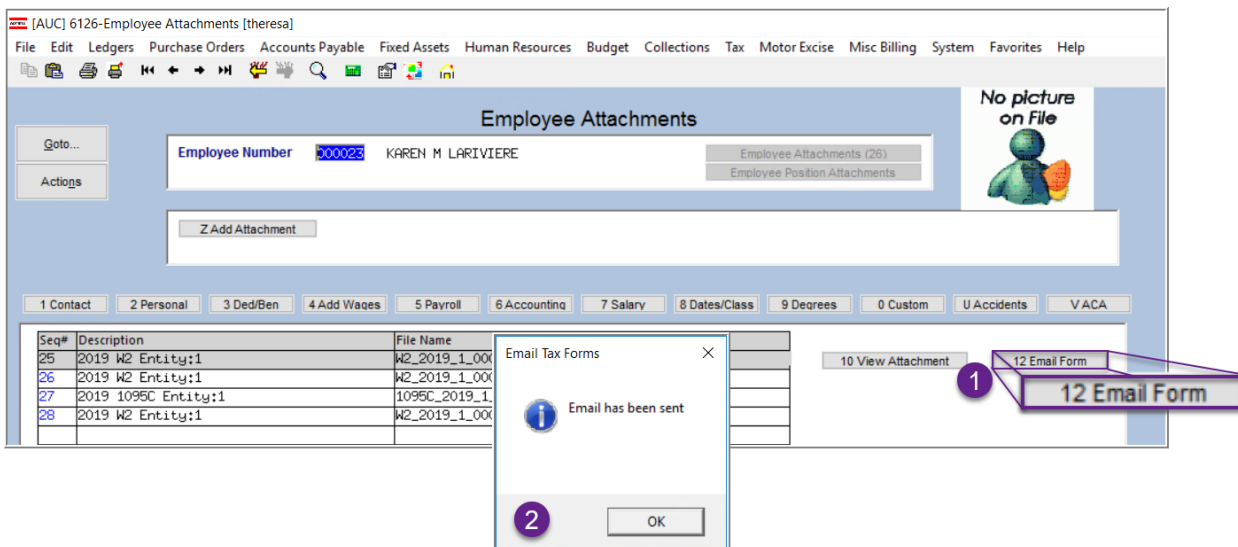

Figure 15 An employee with attachments and an email address who has provided consent

After checking that the above criteria are met, select the **[Employee Attachments]** button to access the **Employee Attachments** screen. 1. Select the form and then click on the **[12 Email Form]** button.

2. A popup will confirm that the email has been sent. Click on **[OK]**.
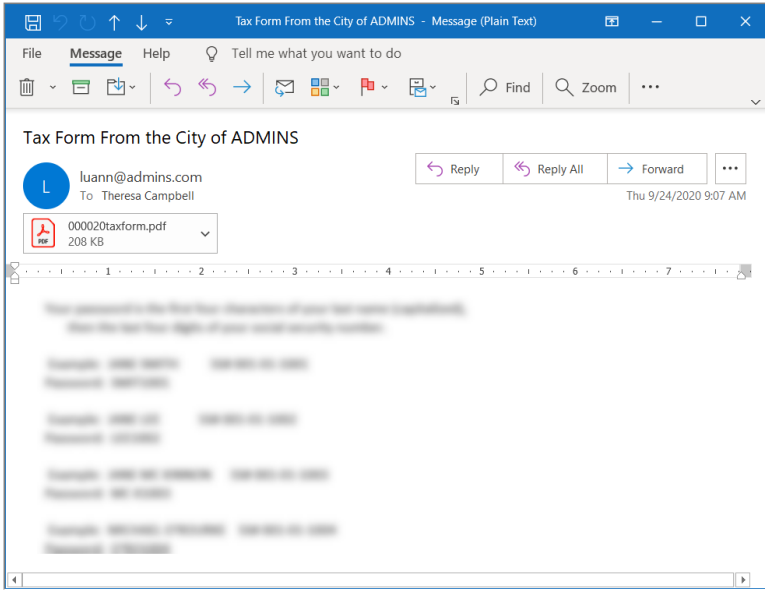

Figure 16 Sample Email with an attached form

The email will be sent to the email address on the employee record, with the form included as a password-protected attachment with instructions on how to open the attachment, as shown in **Figure 16**.

The instructions are intentionally obscured here.
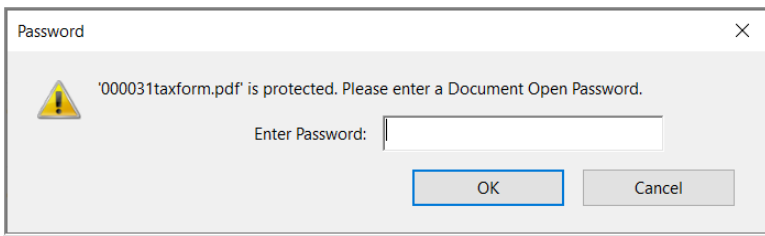
Figure 17 Password prompt to open the encrypted, password protected document

When the recipient receives the email and clicks on the attachment, the prompt for the password will appear as shown in **Figure 17**.
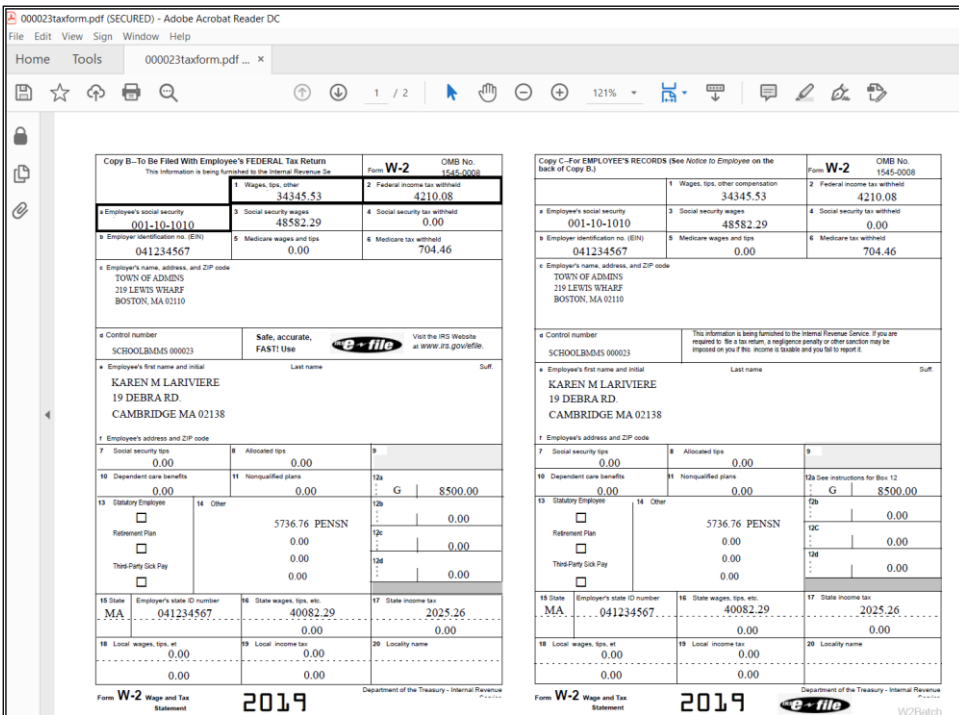
Figure 18 The requested document will be displayed for the email recipient to view, save, or print

The form will be displayed as shown in **Figure 18.**

This example is for a **W2**; comparable results will be achieved for forms **1095C** and **1099R** when selected for emailing.

[ADM-AUC-HR-10227]

8.2 Update Holiday Tab Bargaining Units [Reminder]

This step may be done at any time before the first payroll of the new year; if it is run after the first holiday of the new year, the timesheets will have to be updated manually with any holiday hours. Select:

HR ▶ Tables ▶ Bargaining Unit Tables ▶ [2 Holidays]

Figure 19 Bargaining Unit – [Holidays]

Verify the holidays are correct. Copy current year holidays to the new year using the **[W Create New Year]** button. Check the results. Copy the holidays to other bargaining units or select each bargaining unit in turn and click on **[W Create New Year]**.

[ADM-AUC-HR-10020]

8.3 W2 Steps–Save W2 Forms as Employee Attachments/Archive [Enhancement]

To access the steps menu, select:

Human Resources ▶ Year End Processing ▶ W2 Processing

The last step in the process will now use an overnight batch job to create the attachments.

Add the users to be notified about this batch job to the **HRW2BST** email distribution list.

[ADM-AUC-HR-10261]

To add email addresses, select:

Human Resources ▶ Module Maintenance ▶ Email Distribution Lists ▶ HRW2BST
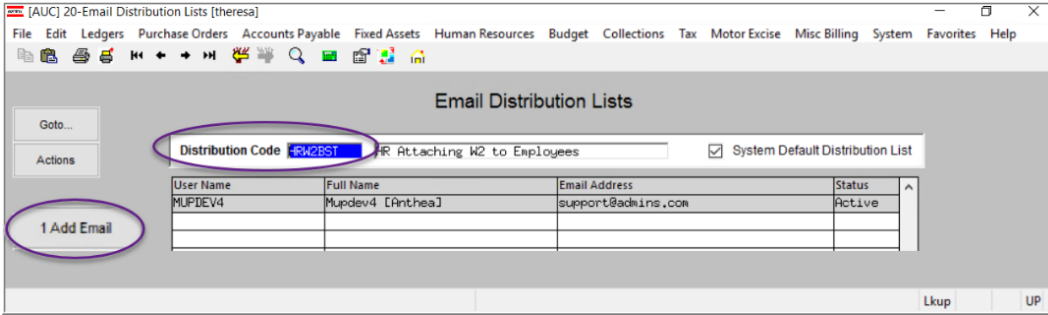
Read **HR–870 Email Distribution Lists** for details on how to maintain the distribution lists.

The email will look like this, with a description of the work that was done.
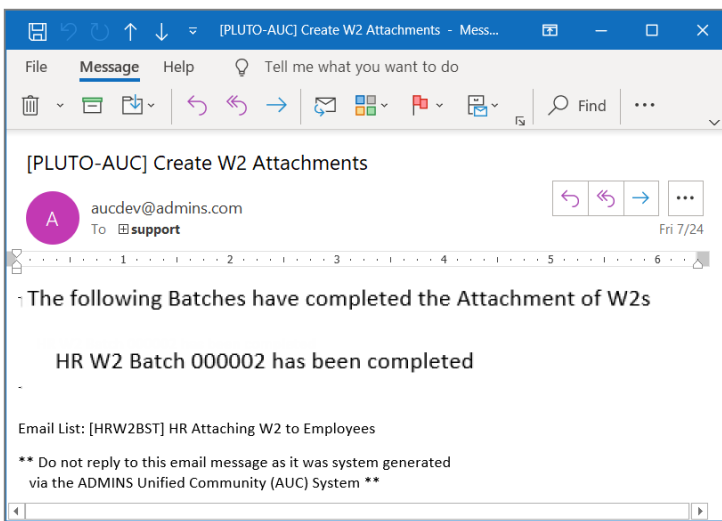
[ADM-AUC-HR-10265]

8.4   1099R Steps–Save 1099R Forms as Employee Attachments/Archive [Enhancement]
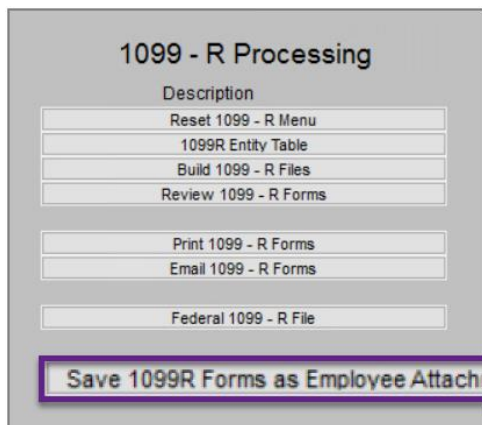
To access the steps menu, select:

Human Resources ▶ Year End Processing ▶ 1099R Processing

The last step in the process will now use an overnight batch job to create the attachments.

Add the users to be notified about this batch job to the **HR1099RBST** email distribution list.

To add email addresses, select:

Human Resources ▶ Module Maintenance ▶ Email Distribution Lists ▶ HR1099RBST
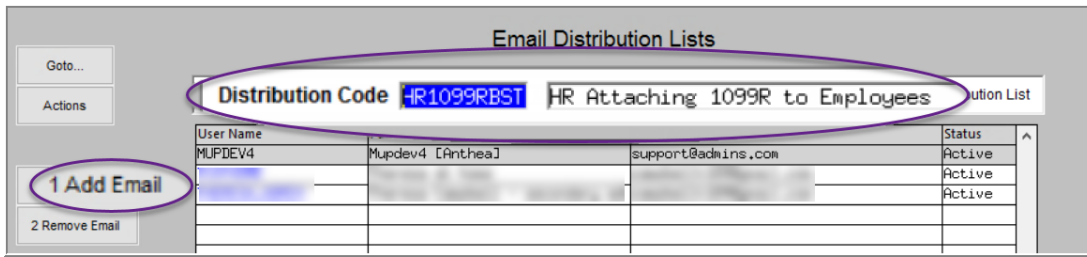
Read **HR–870 Email Distribution Lists** for details on how to maintain the distribution lists.

The email will look like this, with a description of the work that was done.
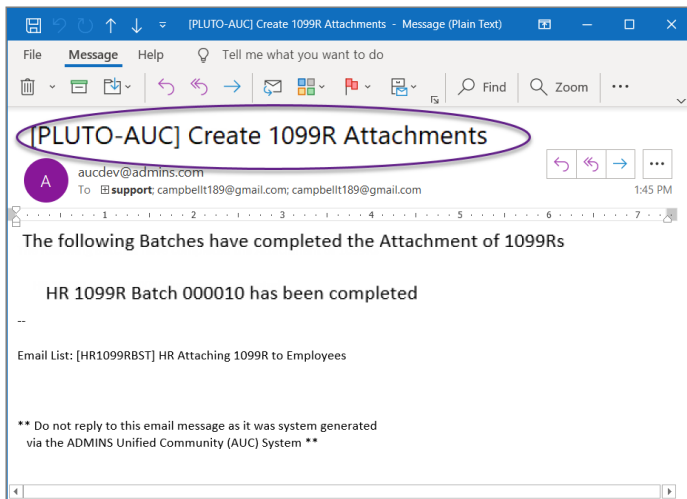
[ADM-AUC-HR-10273]

9 105C PROCESSING [Enhancements]

ADMINS made several enhancements to the **1095C / ACA** processing.
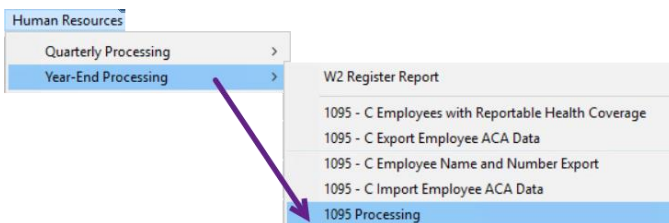
9.1 New 1095 Batch Selection Screen

Human Resources ▶ Year End Processing ▶ 1095 Processing

ADMINS added a screen to allow batches to be accessed by multiple users. This will allow user **"Anthea"** to create a batch and another user **"Theresa"** to complete the batch. There are four batches listed below in Figure 20. The screen components are described in the table.
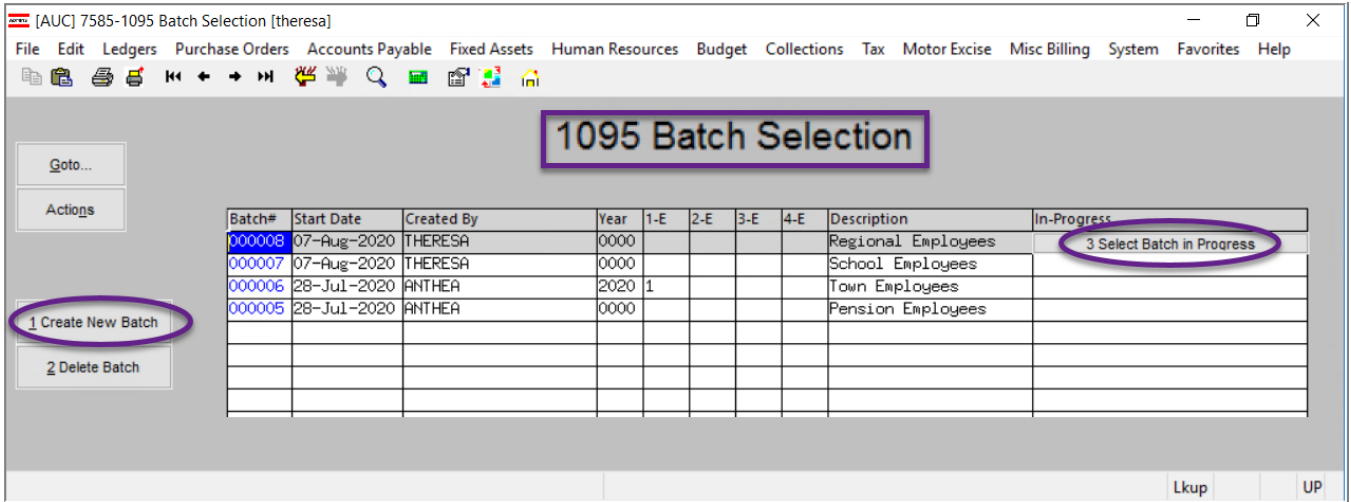
Figure 20 New 1095 Batch Selection screen

Table 1

Screen Component	Description
[1 Create New Batch]	Use this button to create new batches for different entities within the municipality. This is helpful if multiple users are doing 1095s for their responsibility area. A user can have multiple batches running at the same time, and the previous batch need not be complete before starting a new batch. If desired, a batch number may be entered, or the system will assign the next available number. Enter the **Required Description** when creating the batch; it will allow for easily finding the correct batch when returning to the steps menu to continue processing.
[2 Delete Batch]	Allows deleting an existing batch and starting again. Batches may be deleted up to the point where the 1095 forms are printed. Once 1095 forms are printed, the batch cannot be deleted. Attempting to delete a batch that has already been printed will result in the error message:
[3 Select Batch in Progress]	This button displays the steps menu for 1095 processing. Use the up and down arrows to select the desired batch and click on the button to bring up the steps menu for the batch to be worked on.

Screen Component	Description
Batch #	Either enter a numeric batch number or allow the system to assign a batch number. Once the batch is created the sequence number cannot be changed by the user. The batch number is a unique sequence number assigned so that multiple 1095 processes can be run simultaneously and allow different users to access the same process.
Start Date	Indicates the date the batch was created.
Created By	Shows which user created the batch. ALL users that have access to this menu item can access any of these batches. There is no restriction on who can see which batch.
Year	This value will be filled in once the step in the menu is run that identifies the year for the processing.
1-E –4-E	If multiple entities are specified in the steps menu, up to four entities will be shown on the screen. If all entities are selected, these field will not be populated.
Description	The description as entered when creating the batch. It cannot be edited after the batch is created

9.1.1 Completed Batches

This will be available *after* closing the 2020 year (so after the first cycle is complete)–select:

[Actions] ▶ Closed Batches

The result will show all the closed batches as of the current date. This is a simple lookup; no drill down is available from the screen. The fields are described below:

Table 2

Column Header	Description
Batch #	The batch # assigned when the batch was created
Archive Date	This is the date the last step was run – the save archive/attach
Start date	Date this batch was created
Create by	The user who created the batch
Description	The description of the batch as entered when the batch was created (see Table 1)
Year	The year for which the process was run
1-Entity/2-Entity	Up to two entities will be shown if any entity selection was made

[ADM-AUC-HR-10222]

9.2 Steps Menu

Figure 21 Updated 1095 Processing Steps Menu
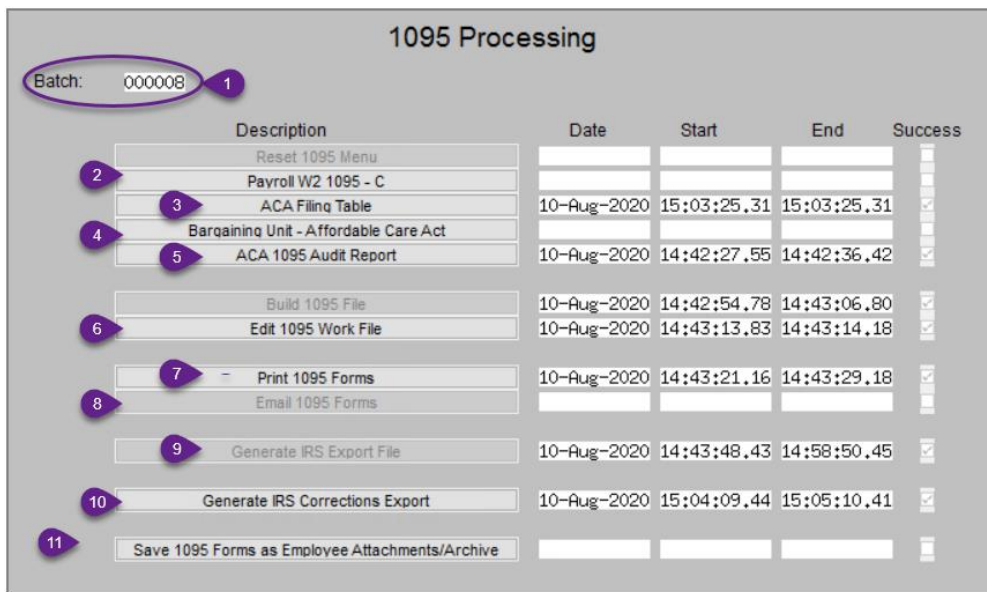
ADMINS made several changes to the functions called from the steps menu.

Each is detailed below and corresponds to the numbered items in **Figure 21**.

9.2.1 Batch Number [Enhancement]

1 ▶ The batch number will be displayed at the top of the steps menu. The batch number will also appear on the reports generated during the steps process.

[ADM-AUC-HR-10222]

9.2.2 Payroll W2 1095-C Table [Enhancement]

2 ▶ **ADMINS** added the **Employer Affordability Safe Harbor 2G (FPL) Annual Percentage** to the **ACA** tabs for the Payroll W2 1095 C table.

Figure 22 Payroll W2 1095-C Table

[ADM-AUC-HR-10269]
[ADM-AUC-HR-10205]

9.2.3   ACA Filing Table – Tax Year, Receipt & Correction Receipt #s [Enhancement]

3 The receipt number or a correction receipt number must not contain a space or the export to the IRS will

Figure 23 ACA Filing Table does not allow spaces in the receipt numbers

fail. **ADMINS** added error checking to display an error message if a space was entered. Try again without entering any spaces.

Either the receipt number or the correction receipt # must be entered in the table *before* the process will create the corrections export file for the IRS.
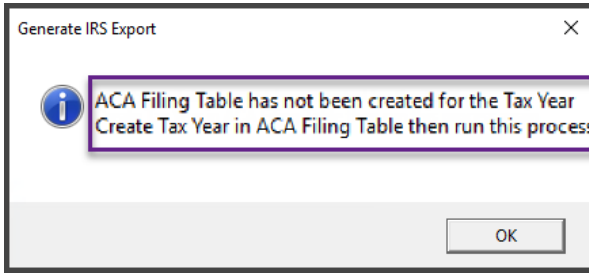
The system will check that the **tax year** has been set up before the **Export** step is run (see **9.2.9 below**). If the tax year is not set up, an information message will be displayed with instructions to create the tax year and run the export again.

[ADM-AUC-HR-10210]

9.2.4   Bargaining Unit Table [Enhancement]

4 ▶ **ADMINS** added the **Employer Affordability Safe Harbor 2G (FPL) Annual Percentage** to the **ACA** tabs on the Bargaining Unit Table.
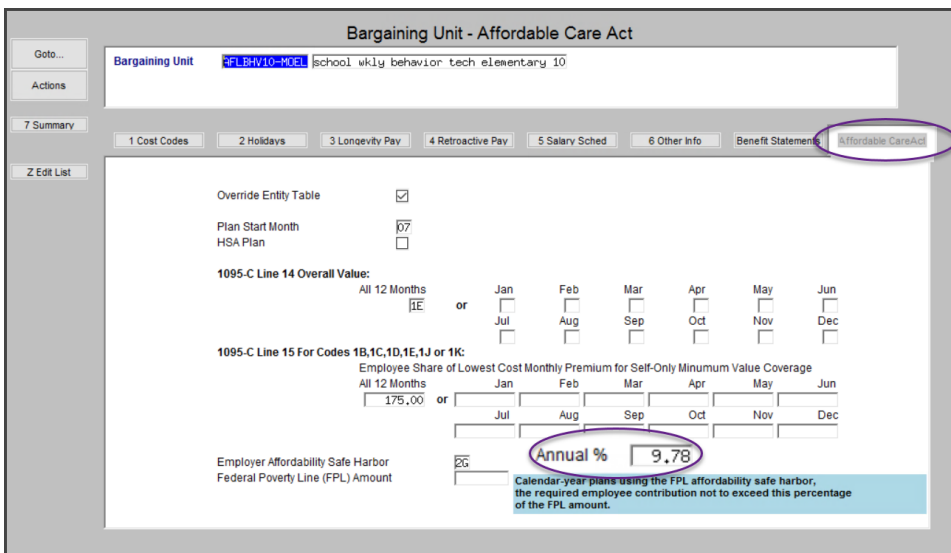
[ADM-AUC-HR-10269]

9.2.5   Audit Reports [Enhancement]

5 ▶ There are four audit reports produced; each will include the batch number (as shown in 9.2.1 above) in the header of the report. The reports are available to Run as **Excel®** or Print/Preview/**PDF®** – samples are shown below.
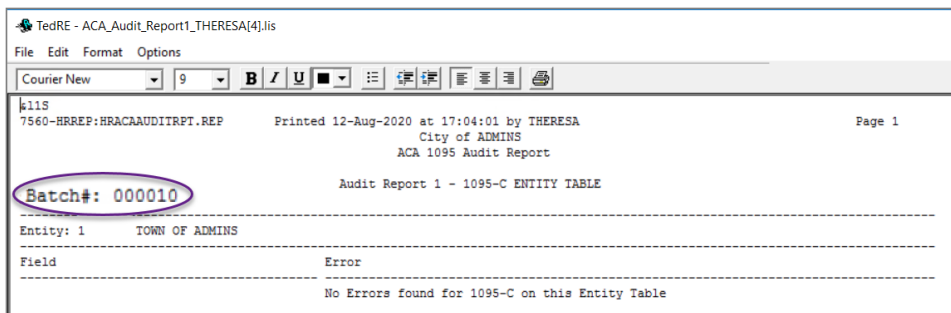
Figure 24 Audit Report #1 1095-C Entity Table

Figure 25 Audit Report #2 Bargaining Unit Tables

Figure 26 Audit Report #3 Employee ACA

Figure 27 Audit Report #4 New Hires / Terminations

[ADM-AUC-HR-10276]

9.2.6 Edit 1095 Work File Screen shows Email Address for Consenting Employees [Fix]

6 ▶ Prior to the software update, the **Edit Work File Screen** would display the email address for any employee with an email address on their employee record.

The *email address* and the *consent date* must be present for an employee to receive an emailed form. With the software update, only employees that have *consented* to an emailed delivery of the 1095C form will have an "Emailed to email@address" displayed at the top of the employee record in the **Edit 1095 Work File** screen.
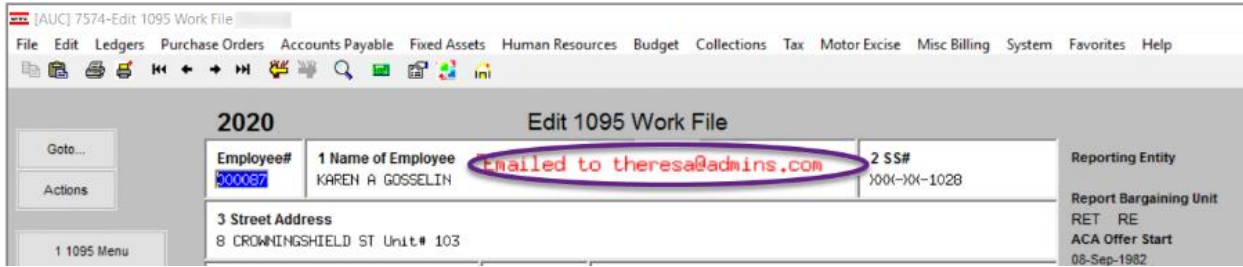
Figure 28 Edit 1095 Work File screen shows "Emailed to …."

The consent date is entered on the **Employee Maintenance ▶ [1 Contact]** tab in the Employee Contact area on the right side of the screen. The consent date may also be entered on the **Maintenance Employee Email/Electronic Form Update** screen.
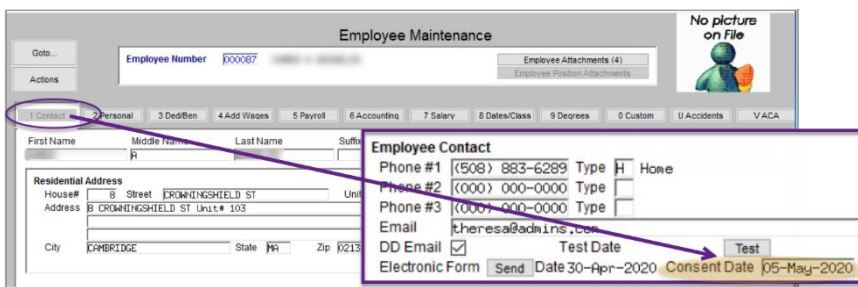
Figure 29 Employee Maintenance ▶ Contact tab shows consent date
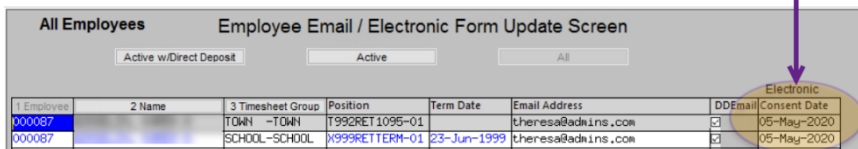
Figure 30 Employee Email/Electronic Form Update Screen shows consent date

[ADM-AUC-HR-10274]

9.2.7   Print 1095 Forms [Fix]

7   Sites that are *not self-insured* experienced errors during the printing phase. The error check will now ignore the check on covered individuals' end dates for sites that *do not self-insure*. Set the self-insured flag on the **[Payroll W2 1095C]** entity table (see **Figure 22** above).

[ADM-AUC-HR-10205]

9.2.8   Email 1095 Forms [Enhancement]

8   The **[Email 1095 Forms]** button will be in focus only if there are employees consenting to have forms emailed. If there are no forms to be emailed, the step will be grayed out and will not be available to click; continue to the **[Generate IRS Export File]** step.
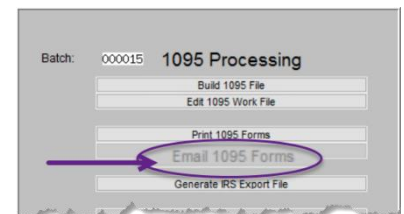
[ADM-AUC-HR-10206]

[ADM-AUC-HR-10275]

Property of ADMINS, Inc. No unauthorized use, distribution or reproduction permitted.

Page 26 of 34

9.2.9   Generate IRS Export File [Enhancement]

9 **ADMINS** added a new **Excel®** report to the **[Generate IRS Export File]** (and correction) steps that maps the **AUC Employee#** to the **IRS Record ID#**. This will allow for more rapid identification and resolution of errors when the **IRS** sends an error report.

Figure 31 Employee # and IRS Record ID map

[ADM-AUC-HR-10270]

9.2.10   Generate IRS Corrections Export File [Enhancement]

10 **ADMINS** added a button on the steps menu to generate the corrections export file. This step checks that at least one record has been marked for a correction export. The process also checks that the original or correction receipt number has been entered on the ACA filing table.

All sites must run this step when corrections are made; however, for locations (e.g., Middletown City and Board of Education) that require a combined file, run the step and notify support@admins.com to create the corrections file.

Do not run the **[Save 1095 Forms as Employee Attachments/Archive]** step until the corrections file has been accepted.
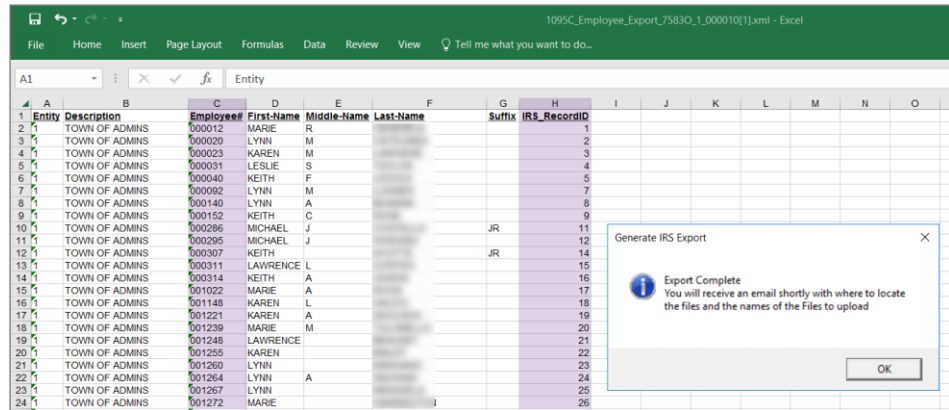
[ADM-AUC-HR-10225]

9.2.11   Save 1095 Forms as Employee Attachments/Archive [Enhancement]

11 **All sites** should run this step *after* the IRS file has been accepted – read and respond to the three prompts to ensure that the step is ready to run. This step will run overnight as a scheduled task, freeing up the user and the system for other tasks.

Add email addresses to the **HR1095BST** distribution list for users who should receive notice that the step has been run and that the forms are attached to the employee records. Learn about **Email Distribution Lists** in the **Help Reference Library** in document **HR–870 Email Distribution Lists**.
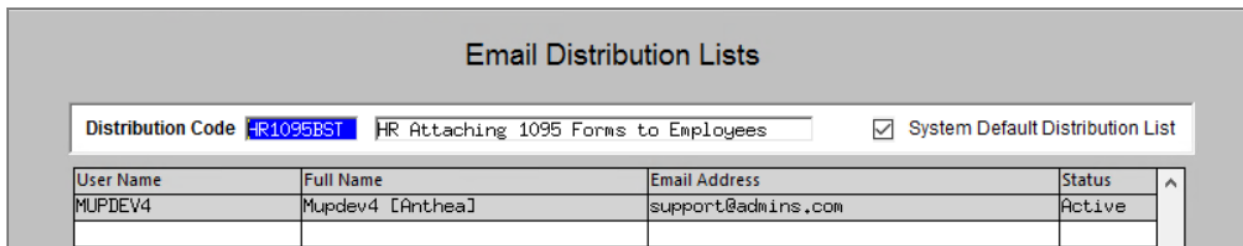
[ADM-AUC-HR-10262]

9.3 Reporting on Employees Declining Coverage

If the employee is offered coverage and they decline coverage:

1. Set the employee as reportable
2. Set the declined date
3. If the declined date is **prior to the start of the calendar year being reported on**, the covered individual should be set on line one but the start/end dates can be blank.

    If the declined date **is after the start of the calendar year being reported on**, the covered individual should be set on line one, and the start/end dates must be set
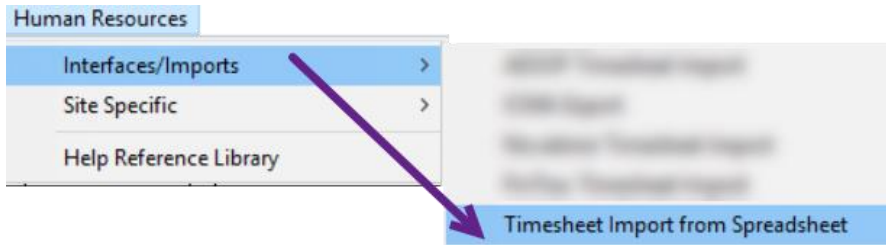
HELP   **The Edit 1095 Work file Screen always displays the *employee* on line 17 of the covered individuals - but the printed or emailed forms will not show a covered individual on line 17 if the coverage is declined for the entire year.**

[ADM-AUC-HR-10223]

10 INTERFACES / IMPORTS [Enhancement]

10.1 Timesheet Import from Spreadsheet

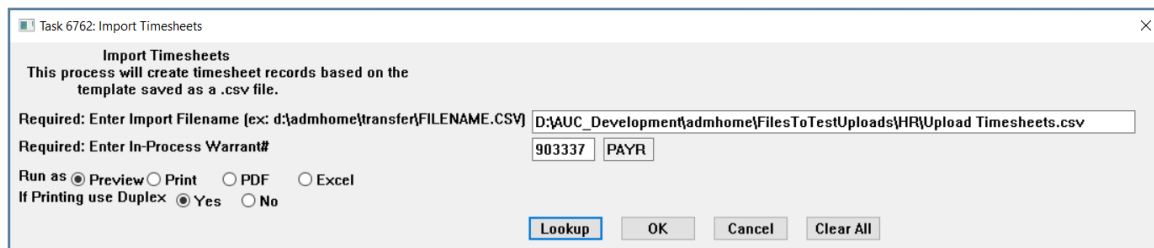The import timesheets process now accepts spaces in both file names and folder names.

Figure 32 Import Timesheets prompt now allows spaces in the folder and file name

Select **Human Resources ▶ Interfaces / Imports ▶ Timesheet Import from Spreadsheet** to run this process. Learn about importing timesheets in the **Help Reference Library** in document **# HR–345 Import Timesheets from a Spreadsheet.**

[ADM-AUC-HR-10248]

10.2 Duplicate Entries Allowed
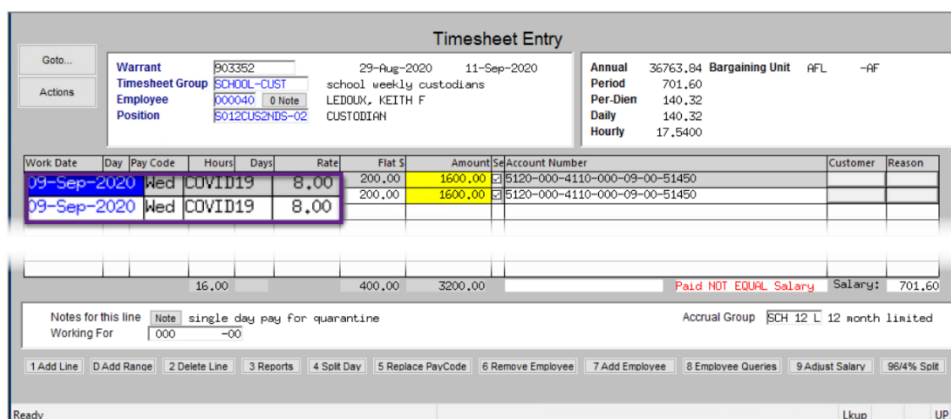
The process allows duplicate entries – for example, if employee #7861 has an entry for 09-Sep-2020, for pay code **COVID19**, and timesheets are uploaded, the process will upload a second timesheet record for that day and pay code.

Figure 33 Timesheet entry screen as updated by the Import from a Spreadsheet process

[ADM-AUC-HR-10251]

11 QUICK REPORT SELECTOR [ENHANCEMENT]

The **Quick Report/Task Selector** button is in the toolbar on all **AUC** screens. This feature allows a user to run any report in **AUC** quickly from any module instead of going to the report library for each module. Read **SY–117 Quick Report Selector** in the Help Reference Library for details on how to use this feature.

[ADM-AUC-DOC-183]

12 CHANGE / SET AUC PASSWORDS [ENHANCEMENT]

ADMINS added a **[Reset Password]** button on the login screen that allows users to reset their own **AUC** passwords. The feature requires an email address on the user profile for the user account.
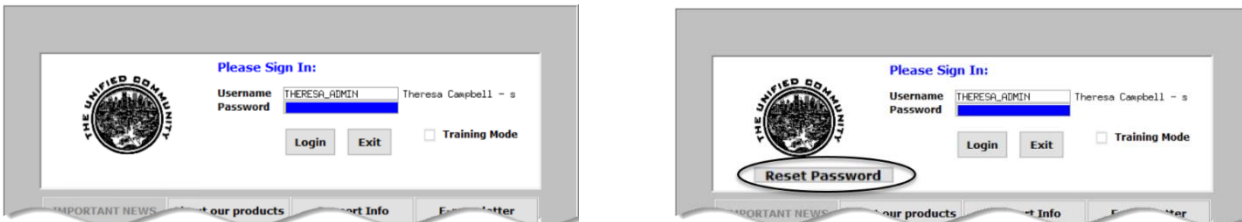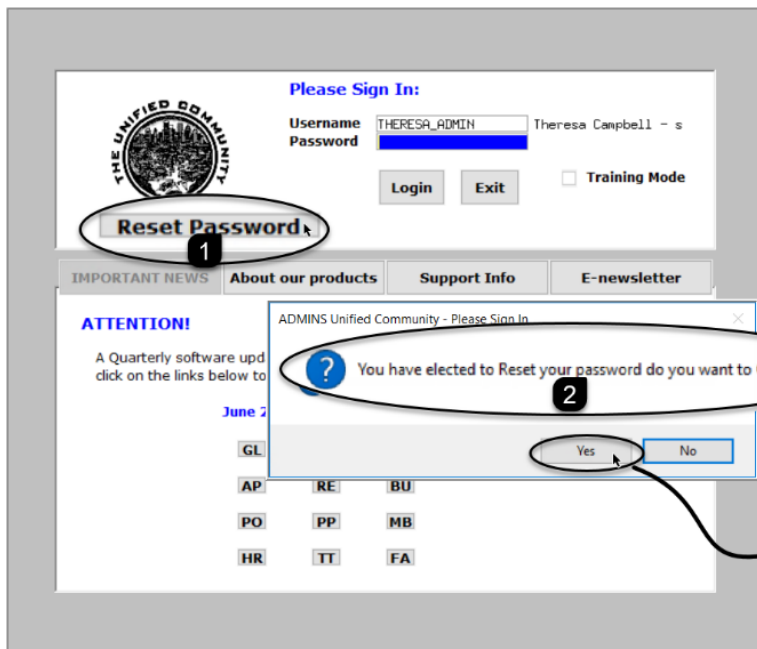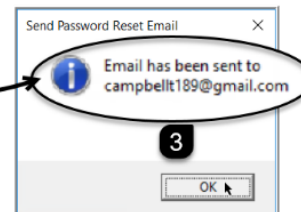

Figure 34 Before and After – the new Reset Password button on the login screen

Use this feature if the password is forgotten.

1. Click the **Reset Password** button to initiate setting a new password.

2. Click **[Yes]** to the **"You have elected to Reset your password do you want to Continue?"** prompt.

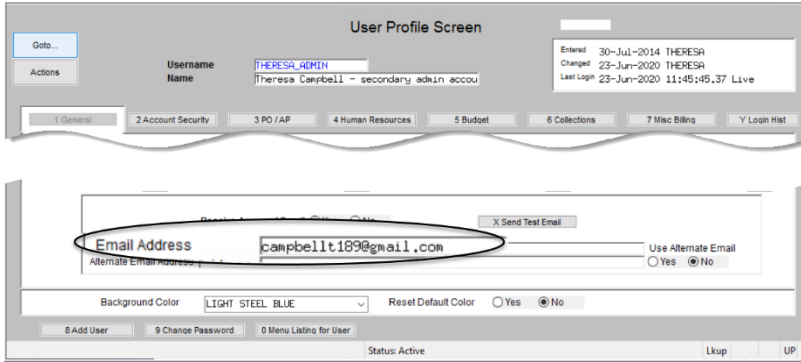3. Click **[OK]** to the popup showing where the email has been sent.

Figure 35 Set up email addresses for AUC users

The email will be sent to the email address on the contact tab of the user profile table. The prompt will show which email address will be used. Check the email account for the new password for **AUC**.
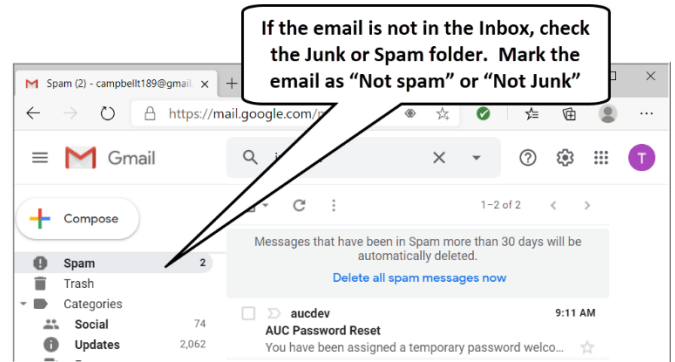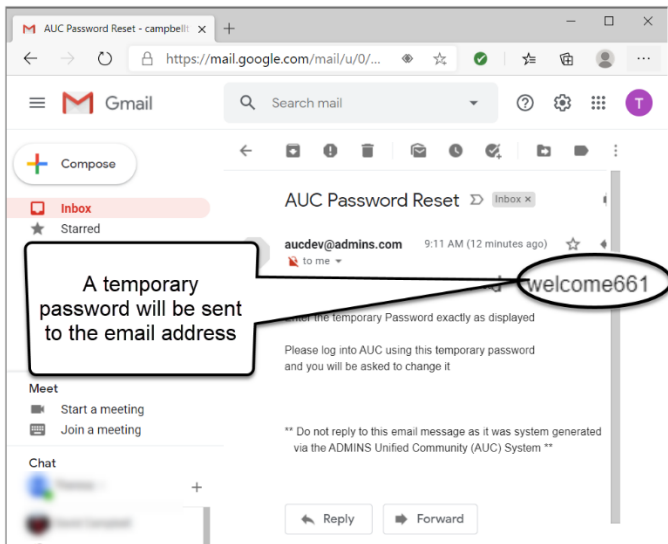

Figure 36 Sample email sent with temporary password
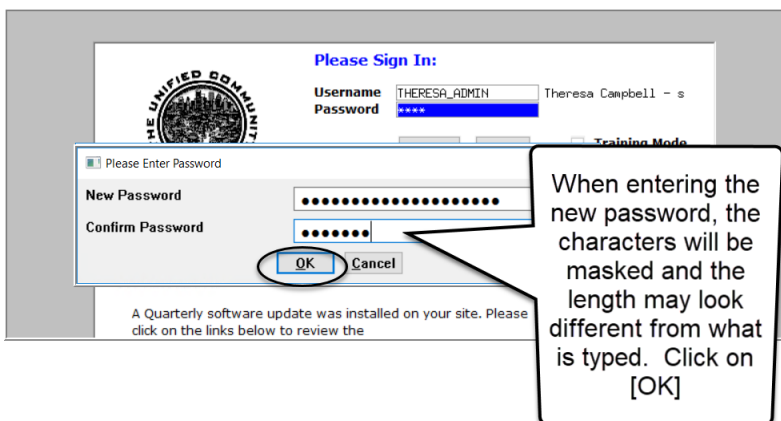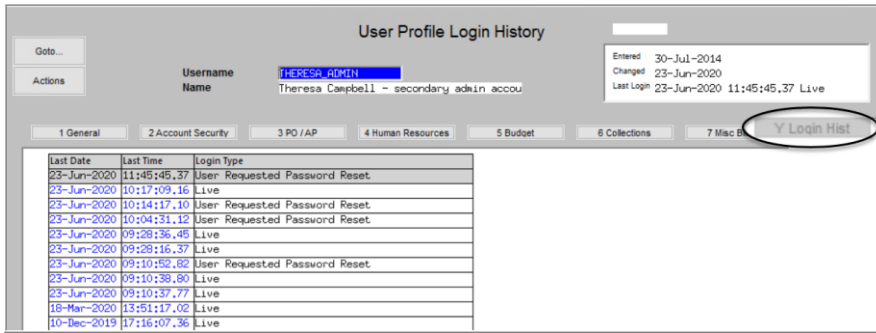

Figure 37 Entering a new password

If the email is not found in the inbox, check the spam or junk folder. Use the password in the email exactly as shown (case sensitive). The system will immediately prompt for a new password.

Type a new password and confirm the new password.

Figure 38 Login History Screen for super-users

The super-user on the site may view the **User Profile ▶ [Y Login History]** tab to see logon and password reset activity.

If the user profile does not have an email set up, the system will display this message. Contact the super user on your site or **ADMINS** to add an email address to the user profile.

If no email should be associated with the username, contact support@admins.com to reset the password.

[ADM-AUC-SY-8130]
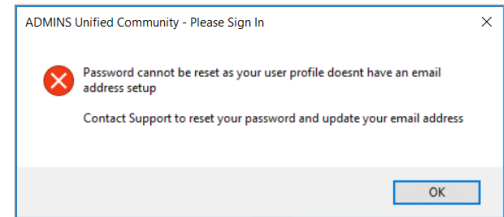
12.1 New Message on Password Errors [Enhancement]

ADMINS changed the invalid password message to reflect the availability of the Reset Password button and to let users know that they may try again after five minutes.
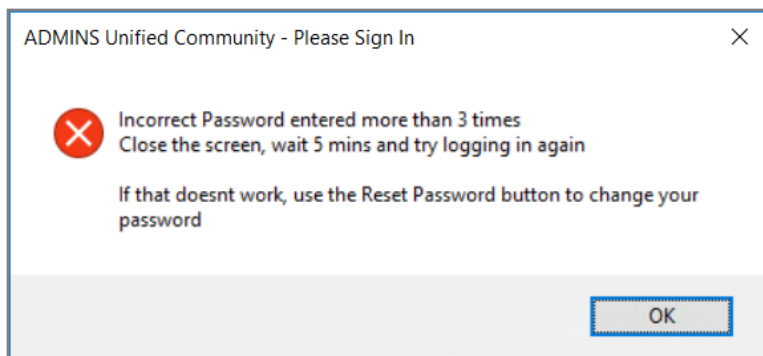
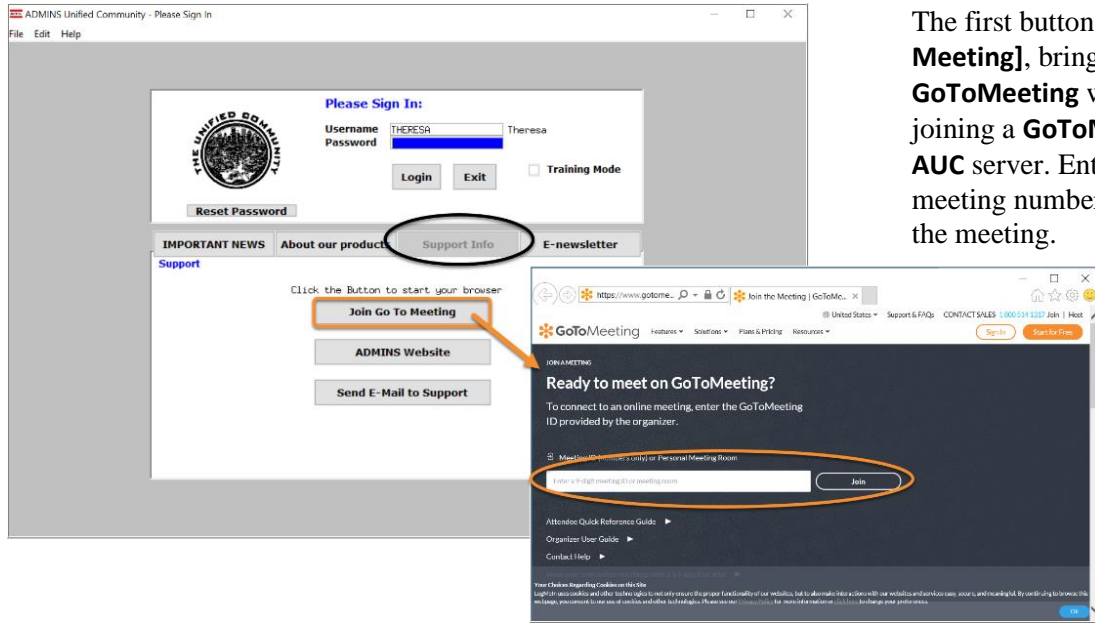

Figure 39 New Incorrect Password message

[ADM-AUC-SY-8159]

13 LOGIN SCREEN SUPPORT INFO TAB [ENHANCEMENT]

Many users only use this screen to log in – but there are other features available. Click on the **[Support Info]** tab. There are 3 buttons on this screen to easily join a **Go To Meeting**, access the **ADMINS** website or email **ADMINS** support.

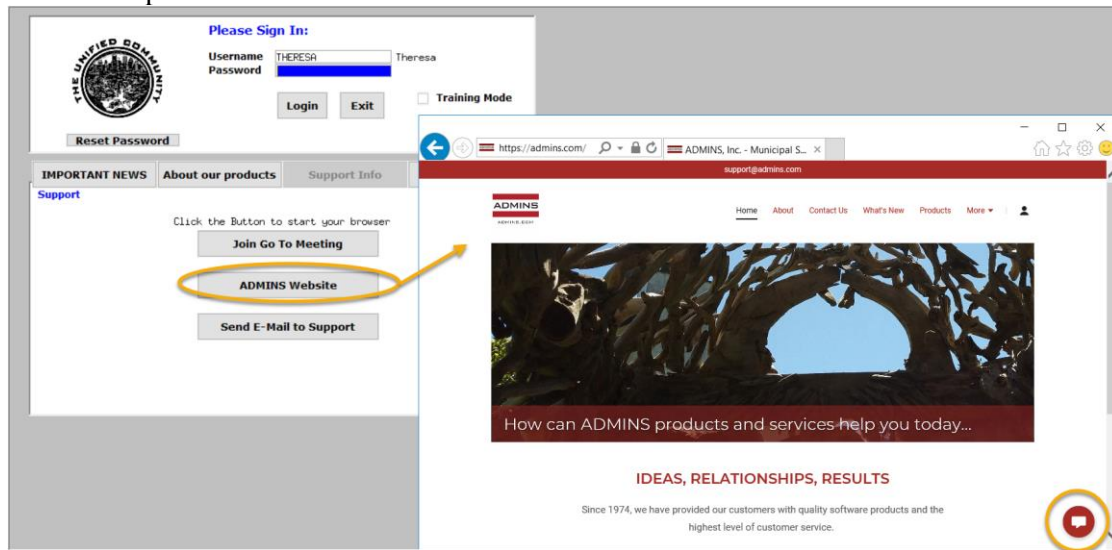## 13.1 [Join Go To Meeting]

The first button, **[Join Go To Meeting]**, brings up the **GoToMeeting** website, to allow joining a **GoToMeeting** from the **AUC** server. Enter the nine-digit meeting number to be joined to the meeting.
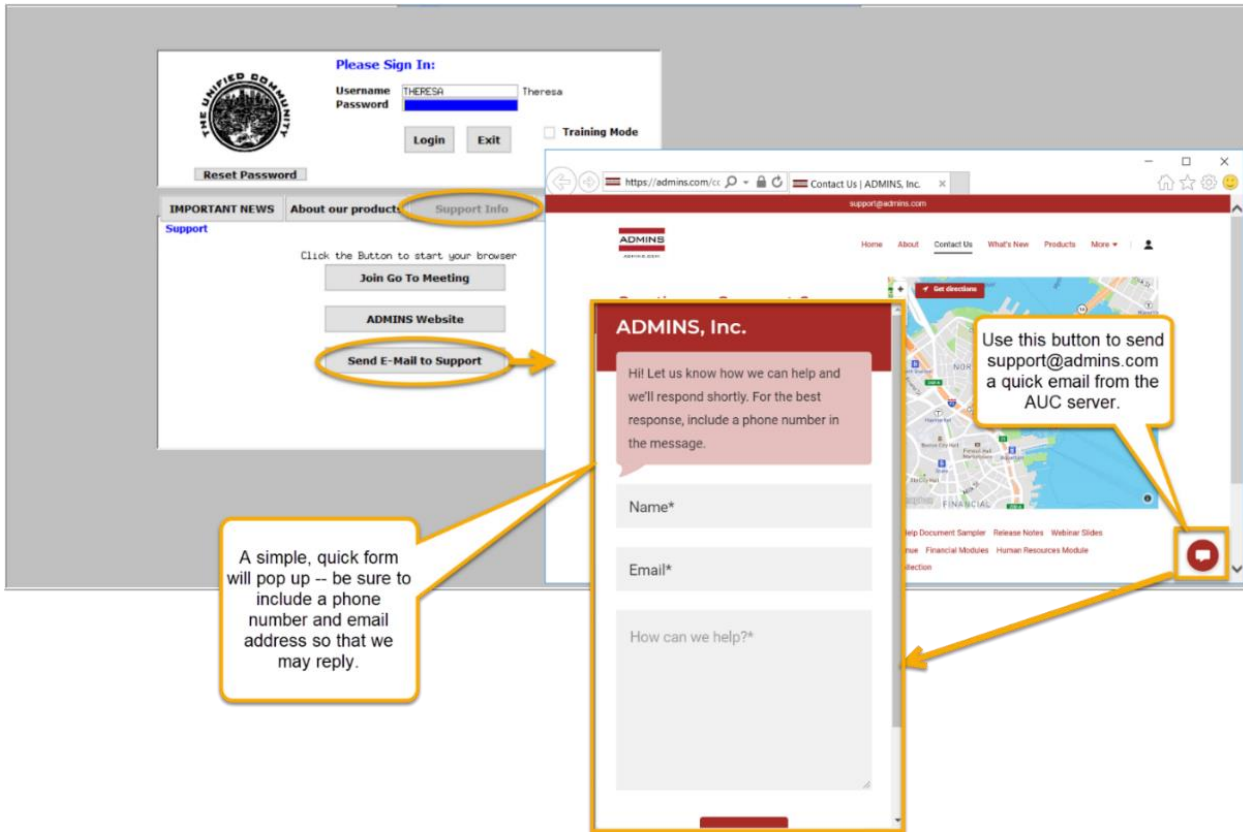
13.2 [ADMINS Website]

The second button will bring up the **ADMINS** website home screen. Access news, release notes, webinars, and selected help documents here.

13.3 [Send E-Mail to Support]

The third button opens the **ADMINS "Contact Us"** page to instantly send an email to **ADMINS** support. Every page on the website has the button to allow emailing support instantly.

[ADM-AUC-SY-8154]

14 HELP REFERENCE LIBRARY

In addition to the following new or updated documents added to the Help Reference Library, the **"SYSTEM"** sections of each library were standardized for the help documents that are not specific to the module. See the "System" bullet below for an example.

14.1 New or Updated Documents

• ----- Top Level -----	HR–100 HELP DOCUMENTS INDEX	[Updated]
• PAYROLL PROCESSING	HR–345 Import Timesheets from a Spreadsheet	[Updated]
• SPECIAL PROCESSING	HR–490 Billing and Invoicing	[Updated]
• YEAR END PROCESSING	HR–620 W2 Processing	[New]
	HR–635 Email W2s, 1095Cs, 1099Rs	[New]
• SYSTEM	SY–117 Quick Report Selector	[New]
	SY–145 Reset Password	[New]