



HUMAN RESOURCES

RELEASE NOTES – SEPTEMBER 2020

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

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1 EMPLOYEE MAINTENANCE [Enhancement]

Human Resources ► Maintenance ► Employee Maintenance

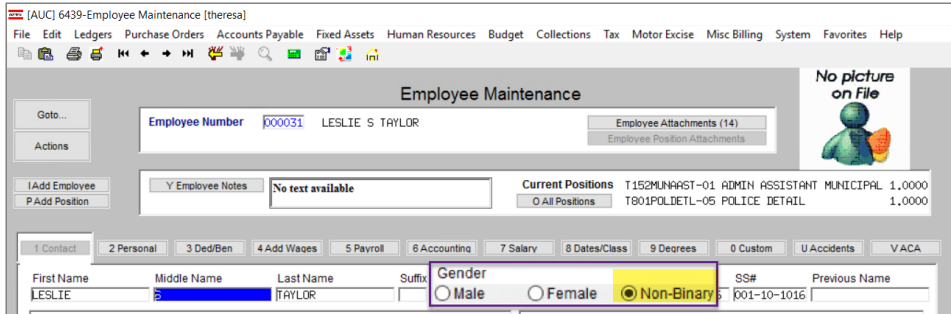


Figure 1 ☉ Non-Binary radio button added to the Employee Maintenance ► [1 Contact] tab

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 | <ul style="list-style-type: none"> #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 | <ul style="list-style-type: none"> #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

Emp#	Name	Position#	BargUnit	Entity	PavGrp	TimeshtGrp	M/F	Position HireDate	EEO/Original Hire Date	Race	Cat	Type	Err
2417	070381 TAPPAN, MARIE	S009SPDOOCT-01	MTA-26	1	26	SCHOOL-SOUT	F	05-Nov-2012	05-Nov-2012	Caucasian	11	01	
2418	#Emps:	1 #Positions:		1									
2419	010202 TAVARES, MICHAEL J.	S006TEABHS-01	MTA-26	1	26	SCHOOL-BHS	M	30-Aug-1999	30-Aug-1999	Caucasian	06	01	
2420	#Emps:	1 #Positions:		1									
2421	006010 TAYLOR, KAREN	S005CAFLEAD-01	AFL10M-AF10	1	WE	SCHOOL-CAFE	F	07-Oct-1996	07-Oct-1996	Caucasian	16	01	
2422	#Emps:	1 #Positions:		1									
2425	000031 TAYLOR, LESLIE S	T152MUNAAS-01	MGMT-TH	1	TW	TOWN-TOWN	N	10-Jan-2020	10-Jan-2020	Caucasian	01	01	
2427	000031 TAYLOR, LESLIE S	T992RE11095-01	RET-RE	1	1095C	TOWN-TOWN	N	01-Jan-2015	01-Jan-2015	Caucasian	00	00	
2428	000031 TAYLOR, LESLIE S	T801POLDETL-05	NON-NO	1	1095C	TOWN-POL	N	01-Oct-2012	01-Oct-2012	Caucasian	00	03	
2429	#Emps:	1 #Positions:		3									
2430	071099 TAYLOR, LYNN	S009ILASUBS-01	NON-NO	1	WE	SCHOOL-SCHOOL	F	26-Oct-2017	26-Oct-2017	Caucasian	03	02	
2432	071099 TAYLOR, LYNN	S009SPDUBUS-04	NON-NO	1	12 MTH	SCHOOL-SCHOOL	F	16-Nov-2017	26-Oct-2017	Caucasian	03	02	
2433	#Emps:	1 #Positions:		2									
2434	070376 TAYLOR, LYNN J	S012ABATECH-01	AFLBHV10-MOEL	1	12 MTH	SCHOOL-ABA	F	29-Aug-2017	12-Oct-2012	Caucasian	15	01	
2436	#Emps:	1 #Positions:		1									

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

If site-specific reports 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]

Batch # PR903345
Voucher# 438229

Vendor: 026481 01
RHODE ISLAND FAMILY COURT
RI CHILD SUPPORT PAYMENT SERVC
P.O. BOX 5073
HARTFORD CT 06102-5073

Invoice#: PR 903345 026481 01
Inv Date: 20-Jul-2020
Customer#:
Dept Code: ADM TOWN ADMINISTRA
Vou Date: 20-Jul-2020 FY 2021
Due Date: 20-Jul-2020 Terms DUR

Print: Manual ACH Wire No Chk
Check Date: **Bank:** EAST
Separate Check:
Hold Check:
Type: PR Payroll Payment

Amount to Pay Vendor: 25,00

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1,0000		Payroll for checks dated 20-Jul-2020	50,0000				50,00
			1000-000-0000-000-00-21830					
			1099 FA					
2	1,0000		Payroll for checks dated 20-Jul-2020	-25,0000				-25,00
			1000-000-0000-000-00-21900					
			1099 FA					

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.

Batch # PR903346
Voucher# 438242

Vendor: 026481 01
RHODE ISLAND FAMILY COURT
RI CHILD SUPPORT PAYMENT SERVC
P.O. BOX 5073
HARTFORD CT 06102-5073

Invoice#: PR 903346 026481 01
Inv Date: 30-Jul-2020
Customer#:
Dept Code: ADM
Vou Date: 30-Jul-2020 FY 2021
Due Date: 30-Jul-2020 Terms DUR

Check Type Printed: **Bank:** EAST
Check #:
Separate Check:
Hold Check:
Type: PC Payroll Credit

Amount to Pay Vendor: 25,00

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1,0000		Payroll for checks dated 30-Jul-2020	50,0000				50,00
			1000-000-0000-000-00-21830					
			1099 FA					
2	1,0000		Payroll for checks dated 30-Jul-2020	-25,0000				-25,00
			1000-000-0000-000-00-21900					
			1099 FA					

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]

Line	Account Number	Description	Summarize Postings?
2	1000-000-0000-000-00-00-39100	Revenues	<input type="checkbox"/>
3	1000-000-0000-000-00-00-39300	Expenditures	<input type="checkbox"/>
4	1000-000-0000-000-00-00-39200	Encumbrances	<input type="checkbox"/>
5	1000-000-0000-000-00-00-38200	Reserve For Encumbrance	<input type="checkbox"/>
6	1000-000-0000-000-00-00-32112	F/B RESERVE FOR PY SCHOOL ENCUMBRANCES	<input type="checkbox"/>
7	1000-301-0000-000-00-00-52085	SCHOOL PRIOR YEAR EXPENSES	<input type="checkbox"/>
8	1000-000-0000-000-00-00-20200	PAYABLE	<input type="checkbox"/>
11	1000-000-0000-000-00-00-88888	Suspense	<input type="checkbox"/>
12	1000-000-0000-000-00-00-88888	Suspense	<input type="checkbox"/>
13	1000-000-0000-000-00-00-20200	ACCOUNTS PAYABLE	<input type="checkbox"/>
14	1000-000-0000-000-00-00-20210	PAYROLL	<input checked="" type="checkbox"/>
15		Payroll Expenditure Control	<input type="checkbox"/>

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.

Figure 5 General Ledger Controls line 14 instead of line 8

[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.

6207-HRPAYREGVOID.REP Printed 14-Sep-2020 at 17:07:58 by THERESA City of ADMINS Page 1
Void/Manual Pay Register

Warrant: 000000
Check Date: 14-Sep-2020
Employee: 071345 GONZALES-BALISSARO, LAWRENCE Q

Gross Pay:	7,082.80	Federal Tax Wages	5,325.19	State Taxes	-298.20
Deductions:	1,985.85	Medicare Wages	5,970.40	Pension Plan Flag	-645.21
Net Pay:	5,096.95	State Taxable Wages	5,970.40		
		Retirement Wages	5,970.40		
Benefits:	86.57	Total Wages	5,970.40		
Net Direct Deposit:		Federal Taxes	-955.87		

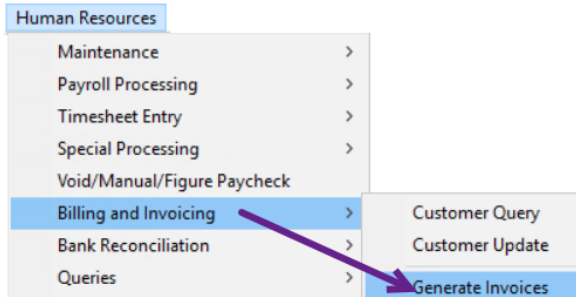
Work Date	Pay Code	Hours	Days	Rate	Flat Amt	Pay Amount	Position	Account
01-Jun-2020	REGULAR - days	1.00		220.0000		220.00	S005ABATECH-01	1000-300-2330-124-05-00-51401
01-Jun-2020	REGULAR - days	1.00		111.2400		111.24	S005ABATECH-01	1000-300-2330-124-05-00-51401
01-Jun-2020	REGULAR - days	1.00		111.2400		111.24	S005ABATECH-01	1000-300-2330-124-05-00-51401
01-Jun-2020	REGULAR - days	1.00		111.2400		111.24	S005ABATECH-01	1000-300-2330-124-05-00-51401
30-Jun-2020	REGULAR - days	1.00		111.2400		111.24	S005ABATECH-01	1000-300-2330-124-05-00-51401
30-Jun-2020	REGULAR - days	1.00		111.2400		111.24	S005ABATECH-01	1000-300-2330-124-05-00-51401
30-Jun-2020	REGULAR - days	1.00		111.2400		111.24	S005ABATECH-01	1000-300-2330-124-05-00-51401
30-Jun-2020	REGULAR - days	1.00		111.2400		111.24	S005ABATECH-01	1000-300-2330-124-05-00-51401

**** There are more than 40 timesheet entries ****

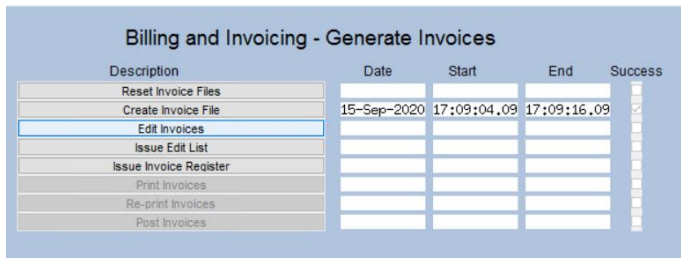
[ADM-AUC-HR-10327]



4 BILLING AND INVOICING [Enhancements]



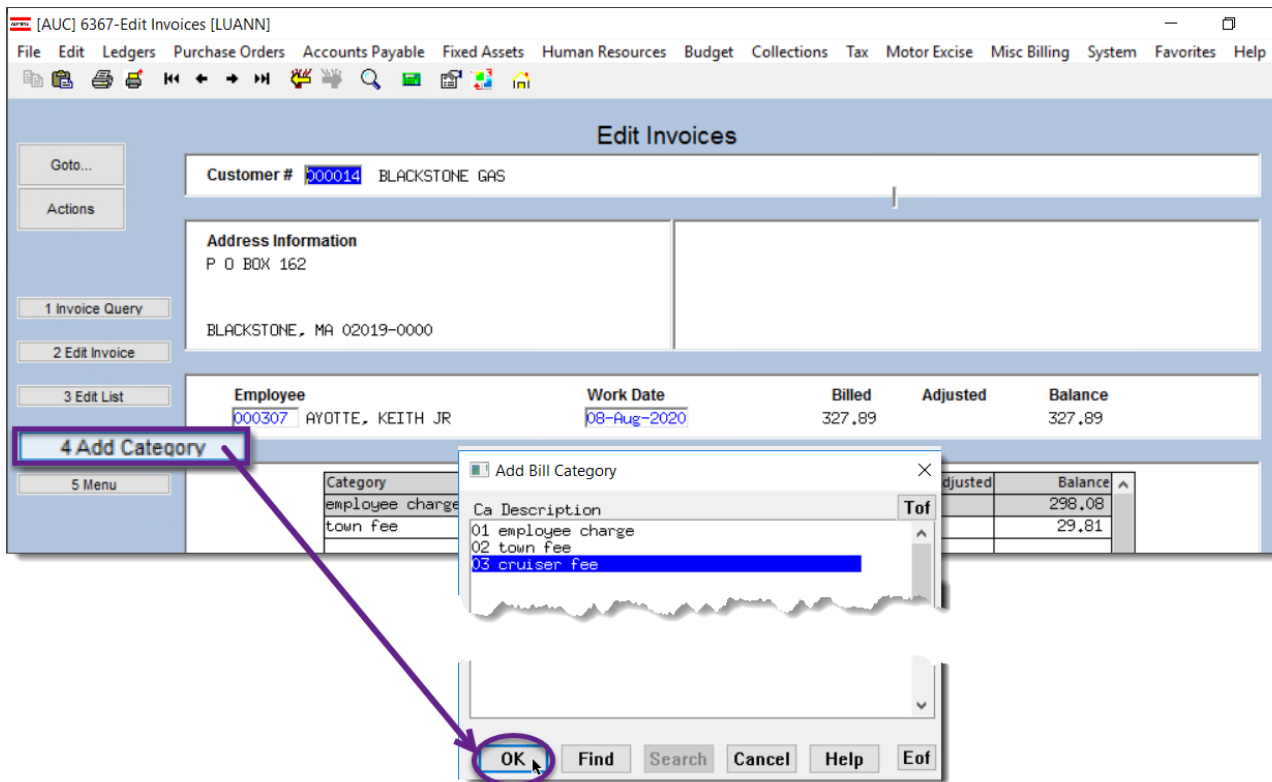
Invoices are created from posted timesheets that use a pay code set up for billing. Once a warrant containing timesheets with these pay codes is posted, run the **Billing and Invoicing** → **Generate Invoices** command as shown at left to display a convenient steps menu.



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.

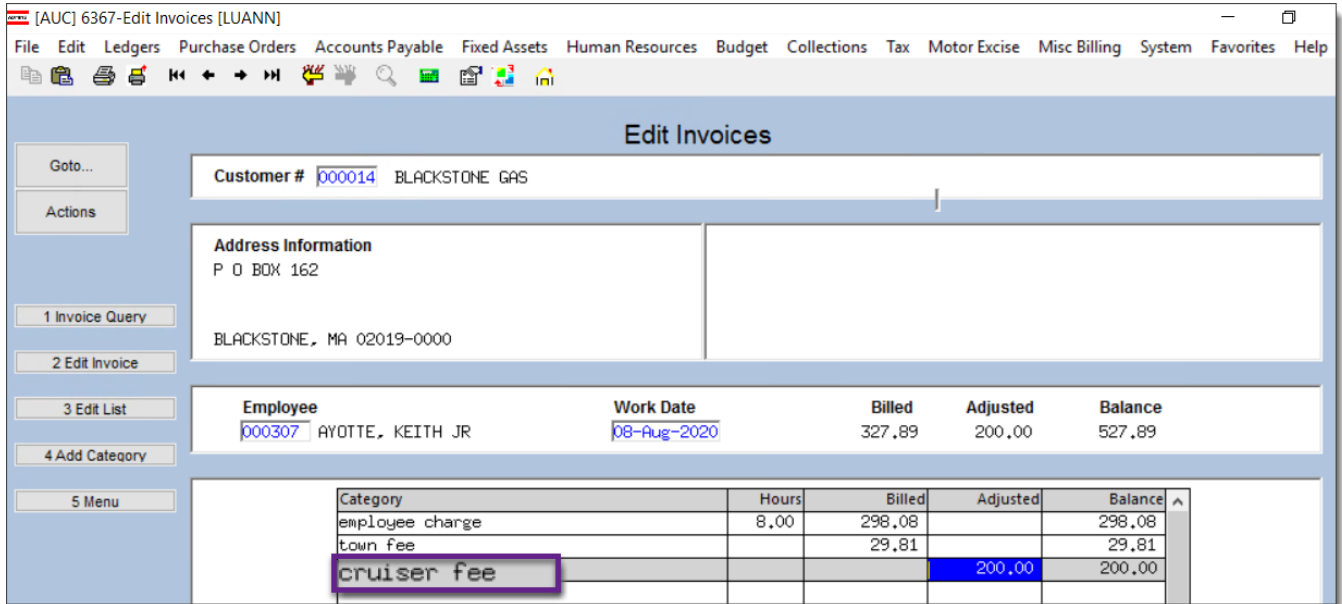


Figure 6 The added cruiser fee is shown in the category table

[BLG-SUP-SAPLAUC-1308]

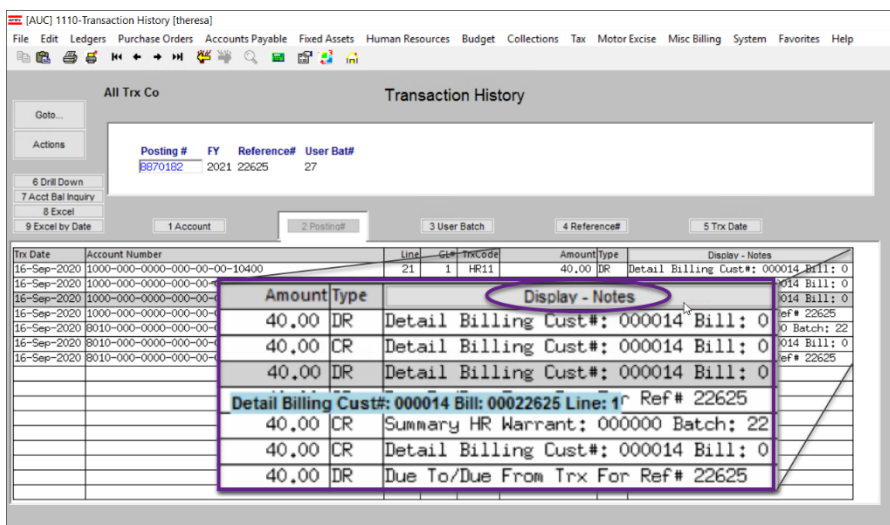
4.2 Prior Balance Amount on Invoices [Fix]

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

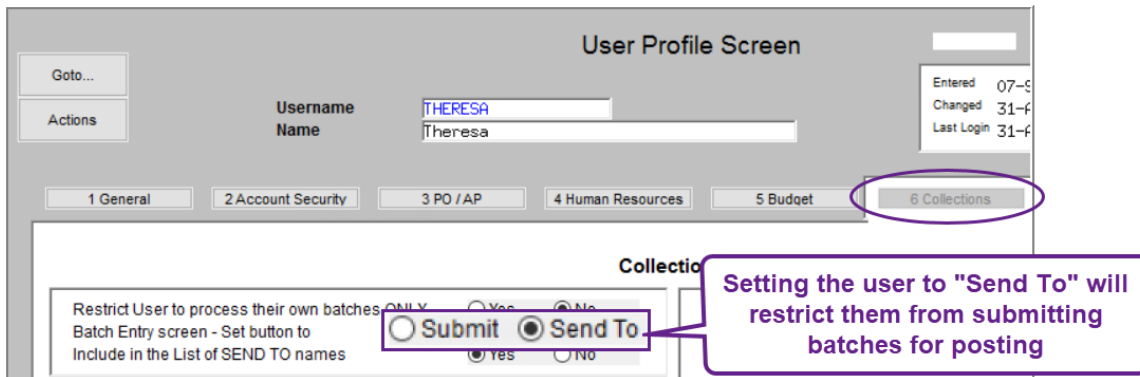


Figure 7 The User Profile Screen → [6 Collections] tab

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.

Menu	Display	Hide	Gray	Task Menu Action
Customer Update	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Generate Invoices	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Credit Balance Processing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Batch Entry	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Detail Payment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Receipt Edit List	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Submit Batch	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Post Batches	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

[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.

Report Name	View	Report
6799-EEO Reports	Sample	Run
7225-Benefit Categories	Sample	Run
6464-Employee Conversion Demographics	Sample	Run
6463-Tables Audit Reports	Sample	Run
6465-History Audit Reports	Sample	Run
----- Paycheck History Reports -----		
7211-Employee Paycheck History Register	Sample	Run
7216-Employee Paycheck History Summary	Sample	Run
7213-Historical Paycheck Register - Warrant Detail	Sample	Run
7219-Historical Paycheck Register - Employee Totals	Sample	Run
6831-Paycheck Listing	Sample	Run
6801-Paycheck Cost Code Summary - By Category/Cost Code	Sample	Run
6802-Paycheck Cost Code Report by Employee / Cost Code		
6800-Paycheck Cost Code Summary - by Timesheet Group	Sample	Run
6803-Paycheck Pay Code Summary - By Category/Pay Code	Sample	Run
6804-Paycheck Pay Code Summary - By Employee/Pay Code	Sample	Run
6663-Paycheck Summary - By Employee/Account	Sample	Run
6727-Paycheck Summary - By Employee / Pay Code Type	Sample	Run
7600-Register of O/S Uncleared Checks	Sample	Run
6188-Payroll Warrant List	Sample	Run
----- YEHR END - Fiscal & Calendar -----		
6795-List of Cost Codes by W2/1099R Box	Sample	Run
7560-ACA 1095 Audit Report	Sample	Run

Task 6802: Paycheck Cost Code Report by Employee / Cost Code

Paycheck Cost Code Report - By Employee/Cost Code
**** EXCEL LINE LIMITS ****
 Do not choose DETAIL if you are selecting ALL employees in EXCEL.

Required: Check Date Range (mmdyyyyy) From: 01-Jan-2020 To: 30-Jun-2020

Optional: Enter up to 9 Employee# Edit 0 values:

Optional: Enter up to 9 Warrant#'s Edit 0 values:

Optional: Enter up to 9 Categories Edit 0 values:

Optional: Enter up to 9 Cost Codes Edit 0 values:

Optional: Enter up to 9 Entity Codes Edit 0 values:

Optional: Enter up to 9 Pay Groups Edit 0 values:

Optional: Enter up to 9 Bargaining Units Edit 0 values:

Optional: Enter up to 9 Timesheet Groups Edit 0 values:

Print Report as: Summary Detail

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

[ADM-AUC-HR-9982]

5.2 #6783 Employee Deductions with Notes [Enhancement]

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

The screenshot shows the 'Employee Maintenance' screen for Lawrence Q. Gonzales-Balissaro. The 'Ded/Ben' tab is active, displaying a table of cost codes. The cost code 'OVR50KLI' is highlighted with a red circle and labeled '1'. A pop-up window (labeled '2') is open for 'Non-Direct Deposit Acct Entry & Note for OVR50KLI', showing fields for Bank (ABA), Type (Checking/Saving), and a 'NOTE' field. The note field contains the text 'A sample note for the Cost Code for t' and is highlighted with a red circle and labeled '3'. The main table also has a 'NOTE' column, with a red circle and label '3' next to the 'NOTE' entry for the OVR50KLI cost code.

Cost Code	Effective	Stop Date	Table Amount	Message	Additional Amt	Start Date	Stop Date	Original Amt	Remaining Bal	Note
FED+	01-Jul-2019	31-Dec-2019								
MEDI	01-Jan-2020		1,4500%							NOTE
NC-PN9	01-Jan-2020		9,0000%							NOTE
NC2X	01-Jan-2020		2,0000%							
OVR50KLI										NOTE

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 OVR50KLI 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



Report Name	View	Report
6839-Employee List - Highest Pay (Pay Code)	Sample	Run
6038-Employee List - Cost of Leave	Sample	Run
6266-Employee List - Cost of Leave - Default Fund	Sample	Run
6604-Employee List - Cost of Leave as of a Date - Def. Fund	Sample	Run
6079-Employee Leave Balance Listing	Sample	Run
6609-Negative Leave Balance Listing	Sample	Run
6176-Leave History (Attendance) Report	Sample	Run
6608-Employee Leave Time over XX Days/Hours	Sample	Run
6462-Employee Profile Audit Report	Sample	Run
6715-Employee List - Salary Level for Date Range	Sample	Run
6144-Payroll Labor Costs for a Period - Expected Amount	Sample	Run
6126-Employee Encumbrance Balance Report	Sample	Run
6497-Employee List - Email Address for Direct Deposit	Sample	Run
6709-Electronic Tax Form Consent List	Sample	Run
P560-1095 - C Export Employee RCA Data	Sample	Run
P560-RCA 1095 Audit Report	Sample	Run
6658-Special Anniversary Reminders	Sample	Run
6140-Employee Encumbrance Summary	Sample	Run
6706-Excel - Account Transactions	Sample	Run
6707-Excel - Employee Transactions	Sample	Run
6873-Employee Deductions with Notes	Sample	Run

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.

Task 6873: Employee Deductions with Notes

Employee Deductions with Notes

Optional: Enter up to 9 Cost Codes Edit 1 values: OVR50KLI

Optional: Enter up to 9 Categories Edit 0 values:

Optional: Enter up to 9 Bargaining Units Edit 0 values:

Optional: Enter up to 9 Timesheet Groups Edit 0 values:

Optional: Enter up to 9 Pay Groups Edit 0 values:

Optional: Enter up to 9 Employee Type Codes Edit 0 values:

Include deductions stopped before today Yes No

Run as Excel

Lookup OK Cancel Clear All

CostCode	Description	Category	Description	#Emp	Position	Effective	Stop Date	Original	Notes
OVR50KLI	GROUP TERM LIFE INSU	LI	LIFE INSURANCE	071345	S005ABATECH-01	01-Jan-2020		0.00	A sample note for the Cost Code for this employee

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 **1** in **Figure 10**.

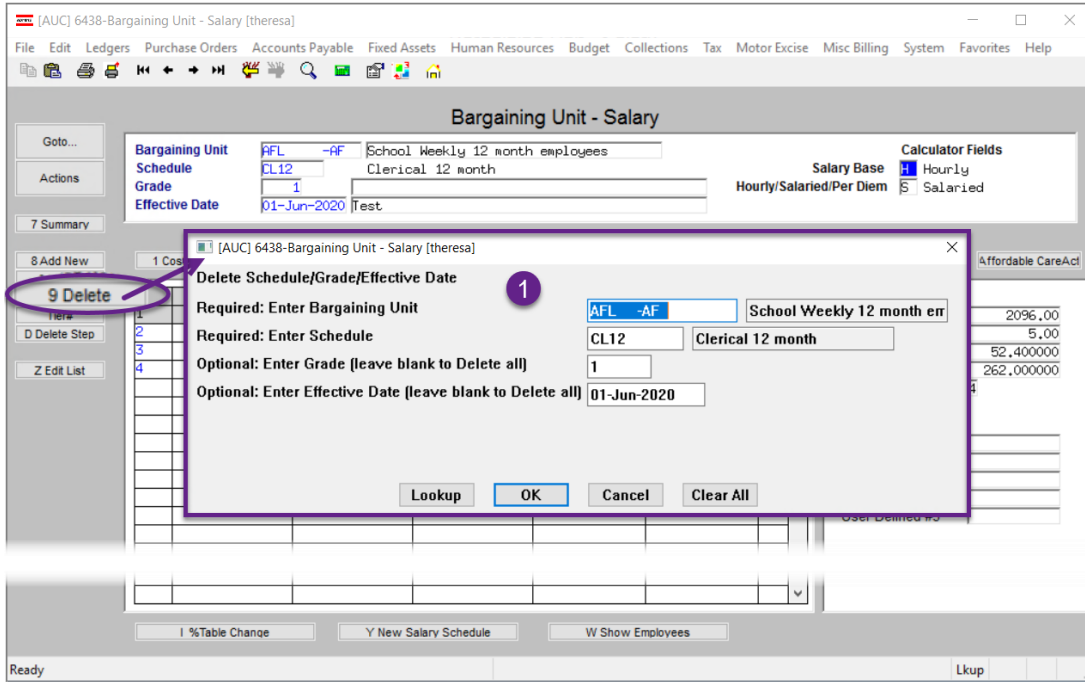
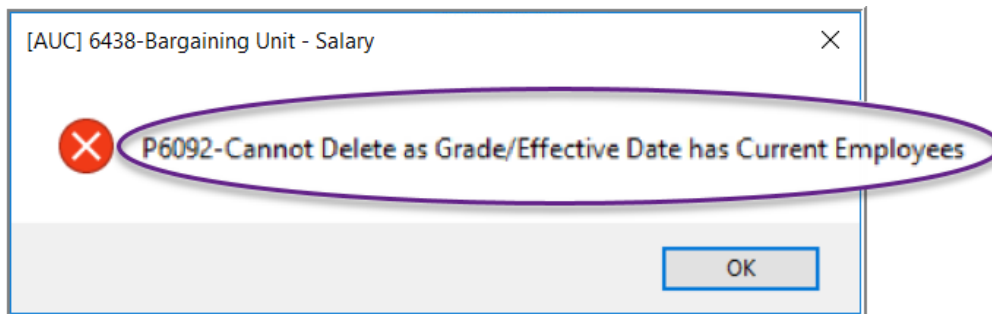


Figure 10 The Bargaining Unit Salary Schedule Screen

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 2 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

City of ADMINS	
Form 941 For The Quarter Ending 03312020 and Schedule 941 B	
Entity: 1 TOWN OF ADMINS	
Warrant Check Dates: 01012020 to 03312020	
1. Number of employees employed in the pay period..... 3/12, 6/12, 9/12 or 12/12	74
2. Wages, tips, and other compensation.....	2,974,808.03
3. Federal income tax withheld from wages, tips, and other compensation.....	323,746.27
4. If no wages, tips, and other comp are subject.....	
5. Taxable social security & medicare wages and tips:	
5a. Taxable SS wages (FICA) ... 4,542.72 X .124 =	563.30
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.....	96,707.14
5f. Section 3121(q) Notice and Demand - Tax due on unreported tips.....	
6. Total taxes before adjustments (lines 3 + 5e and 5f).....	420,453.41
7. Current quarter adjustment for fractions of cents.....	-563.08
8. Current quarter's adjustment for sick pay.....	
9. Current quarter's adjustments for tips and group-term life insurance	
10. Total taxes after adjustments.....	419,890.33
11. Qualified small business payroll tax credit for increasing research..	
12. Total taxes after adjustments and credits.....	419,890.33
13. Total tax deposits for this quarter, including adjustments applied...	419,890.33
Actual tax deduction amounts from employee records:	
FICA: MEDI: 48,072.03 ADL MEDI: FWITH: 323,746.27 EIC:	
Actual tax deduction amounts from employer benefit:	
FICA: MEDI: 48,072.03	

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 City of ADMINS Form 941 For The Quarter Ending 31-Mar-2020 and Schedule 941 B Page 1

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 unreported 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.. wages from Worksheet 1	11b	
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 retention 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. Subtract 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 Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund	15	

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

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>

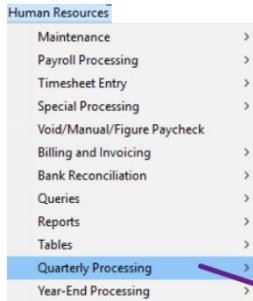
<https://www.irs.gov/pub/irs-pdf/f941.pdf>

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

[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**.

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	State income tax withheld from wages, tips and other compensation for this quarter			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 from 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

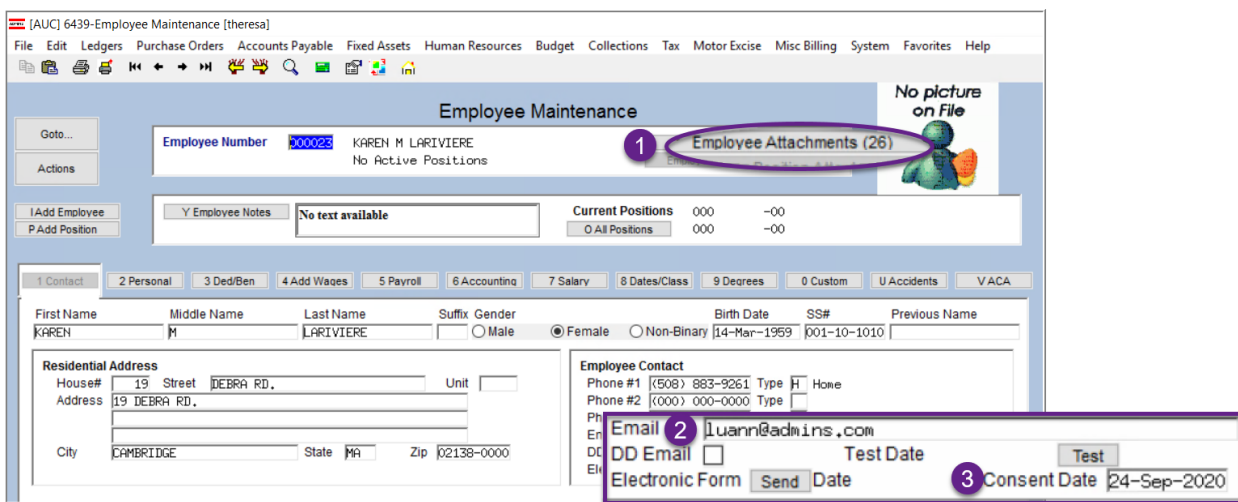
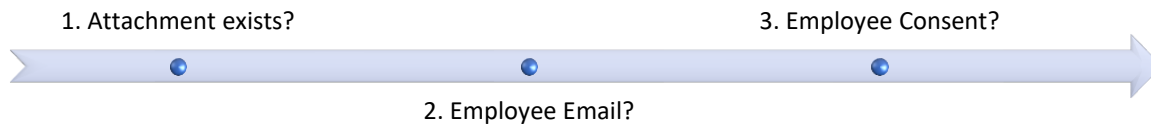
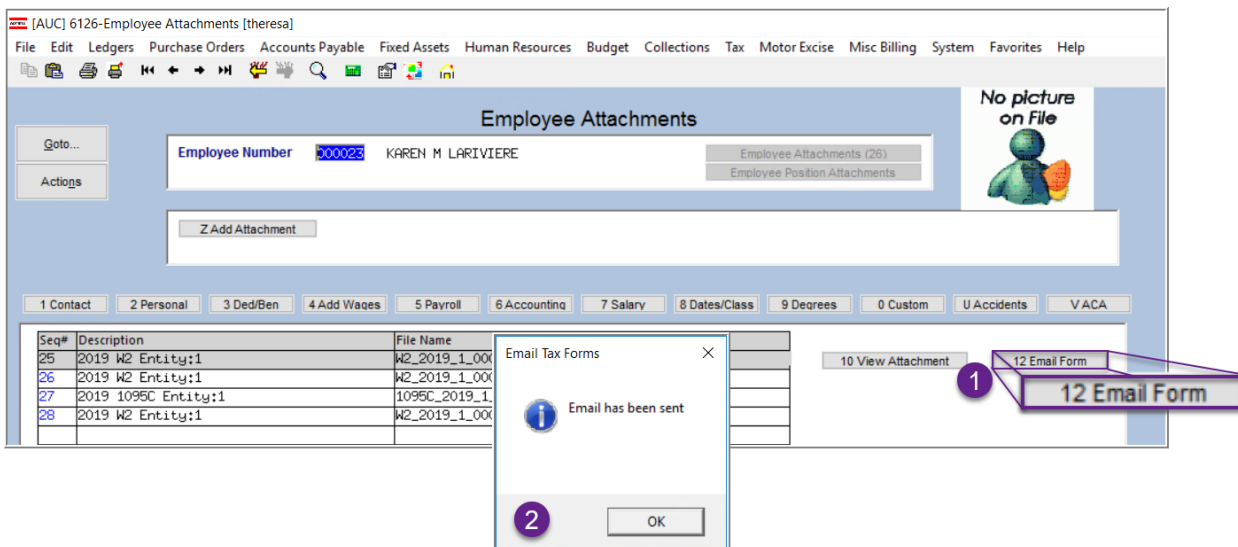


Figure 15 An employee with attachments and an email address who has provided consent

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]**.

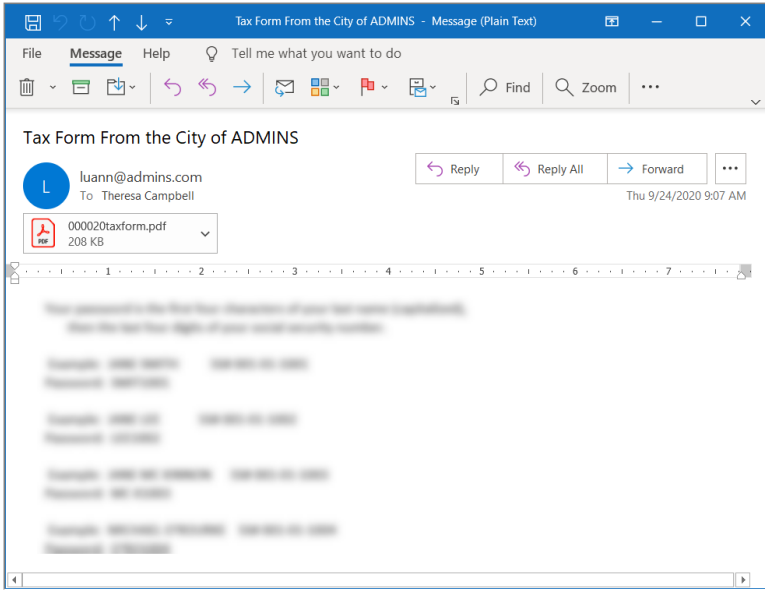


Figure 16 Sample Email with an attached form

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.

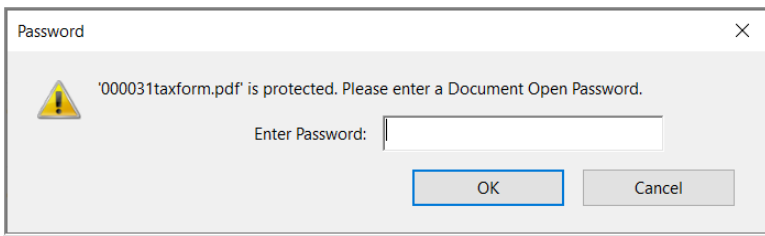


Figure 17 Password prompt to open the encrypted, password protected document

When the recipient receives the email and clicks on the attachment, the prompt for the password will appear as shown in **Figure 17**.

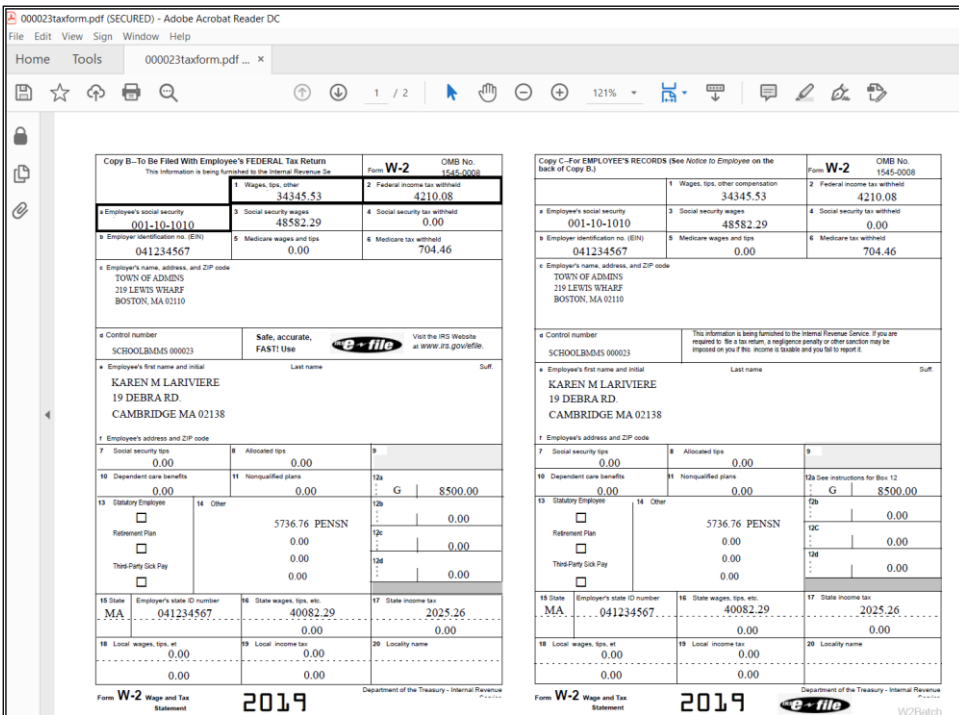


Figure 18 The requested document will be displayed for the email recipient to view, save, or print

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]

Date	Description	Pay Code	Hours	Days	Add, Substitute or Ignore	Only if Worked	Recur	Month	Week	Day of Week
01-Jan-2020	New Years Day	DHOL	1.00		<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No	N			
20-Jan-2020	MLK Day	DHOL	1.00		<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No	N			
17-Feb-2020	Presidents Day	DHOL	1.00		<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No	N			
10-Apr-2020	Good Friday	DHOL	1.00		<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No	N			
20-Apr-2020	Patriots Day	DHOL	1.00		<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No	N			
25-May-2020	Memorial Day	DHOL	1.00		<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No	N			
04-Jul-2020	Independence Day	DHOL	1.00		<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No	N			
07-Sep-2020	Labor Day	DHOL	1.00		<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No	W	9	First	Monday
12-Oct-2020	Columbus Day	DHOL	1.00		<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No	W	10	Second	Monday
26-Nov-2020	Thanksgiving Day	DHOL	1.00		<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No	W	11	Fourth	Thursday
25-Dec-2020	Christmas Day	DHOL	1.00		<input type="radio"/> Add <input checked="" type="radio"/> Sub <input type="radio"/> Ignore	<input checked="" type="radio"/> Yes <input type="radio"/> No	F			

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]

Description	Date
Reset W2 Menu	
W2 Entity Table	
Build W2 File	
W2 Audit Report	
Review W2 Forms	
Print W2 Forms	
Federal W2 File	
CT W2 File	
MA W2 File	
RI W2 File	
Save W2 Forms as Employee Attachments/Archive	

To access the steps menu, select:

Human Resources ▶ Year End Processing ▶ W2 Processing

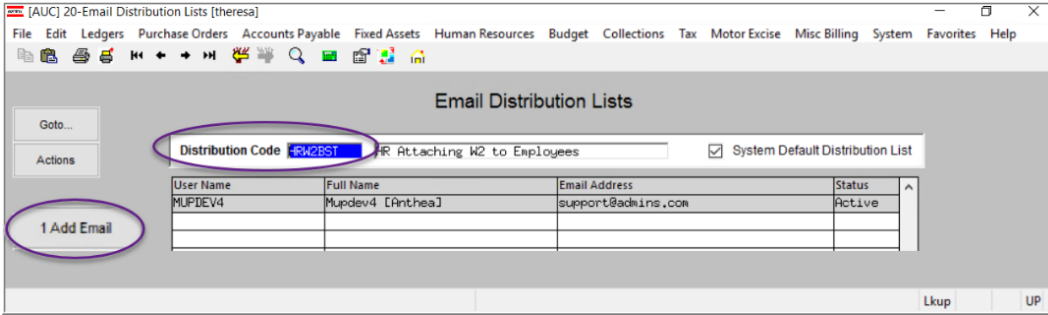
The last step in the process will now use an overnight batch job to create the attachments.

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

[ADM-AUC-HR-10261]

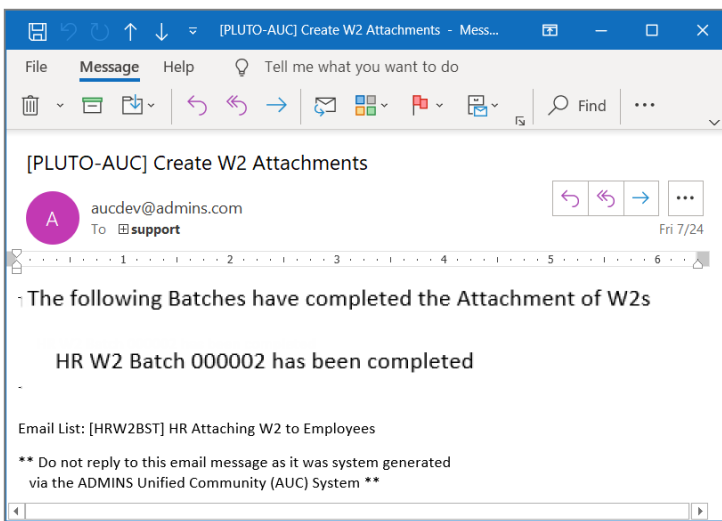
To add email addresses, select:

Human Resources ▶ Module Maintenance ▶ Email Distribution Lists ▶ HRW2BST



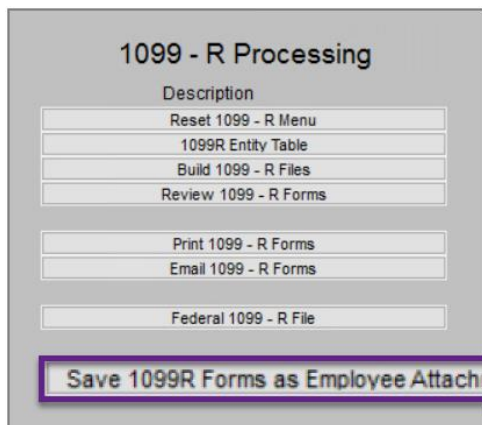
Read **HR-870 Email Distribution Lists** for details on how to maintain the distribution lists.

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**

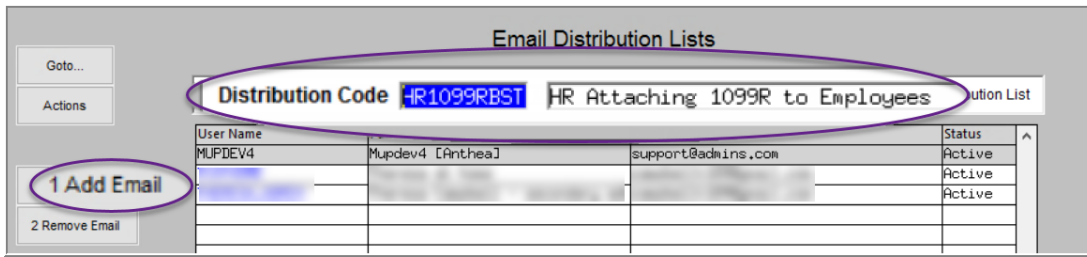
The last step in the process will now use an overnight batch job to create the attachments.

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



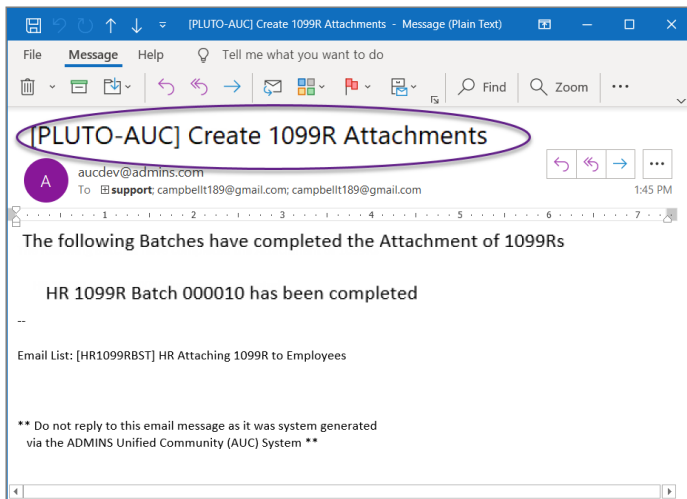
To add email addresses, select:

Human Resources ▶ Module Maintenance ▶ Email Distribution Lists ▶ HR1099RBST



Read **HR-870 Email Distribution Lists** for details on how to maintain the distribution lists.

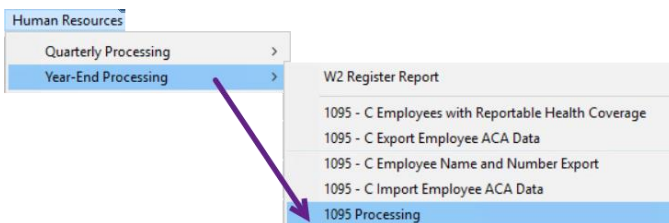
The email will look like this, with a description of the work that was done.



[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.

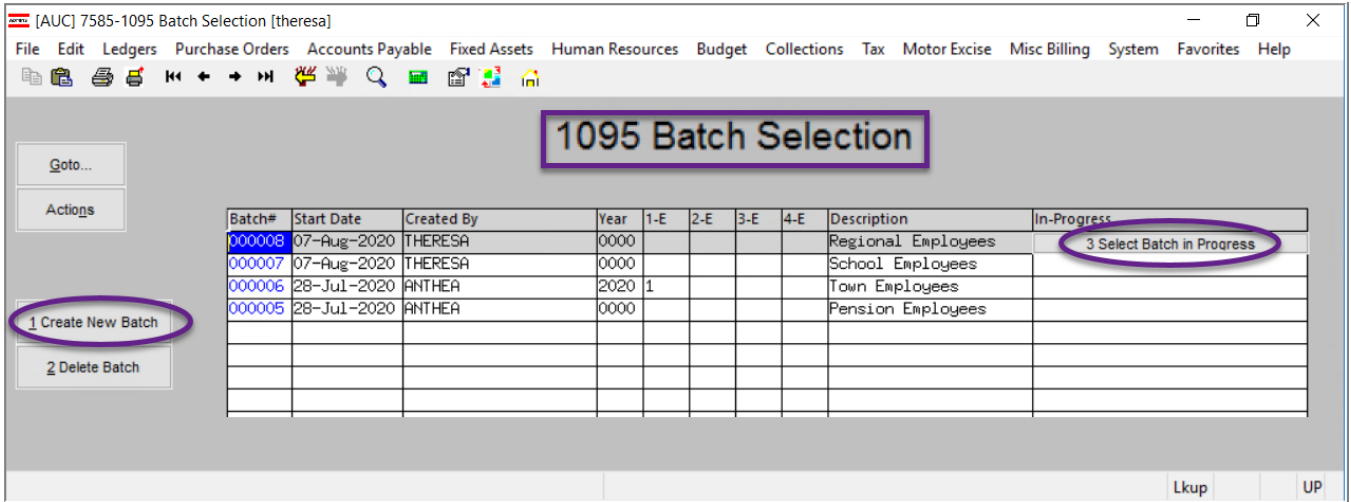


Figure 20 New 1095 Batch Selection screen

Table 1

Screen Component	Description
[1 Create New Batch]	<p>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.</p>
[2 Delete Batch]	<p>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:</p>
[3 Select Batch in Progress]	<p>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.</p>



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 screenshot shows the '1095 Batch Selection' window. The 'Actions' menu is open, highlighting 'Closed Batches'. A dialog box titled 'Closed Batches' is displayed, showing a list of batches with columns for Batch#, Archive Date, Start Date, Created By, Description, Year, 1-Entity, 2-Entity, and Total (Tot). The following table represents the data in the 'Closed Batches' dialog:

Batch#	Archive Dat	Start Date	Created By	Description	Year	1-Entity	2-Entity	Tot
000015	16-Aug-2020	16-Aug-2020	THERESA	post cleanup run for 2019	2019	1		
000013	14-Aug-2020	14-Aug-2020	THERESA	1095C report dissociated	2020	1		
000012	14-Aug-2020	14-Aug-2020	THERESA	set default printer 4 auc	2020	1		
000011	14-Aug-2020	14-Aug-2020	THERESA	Not Self Insured on Entit	2020	1		
000010	13-Aug-2020	11-Aug-2020	THERESA	try a 2021 batch to test	2021	1		
000008	12-Aug-2020	07-Aug-2020	THERESA	Regional Employees	2019	1		
000006	14-Aug-2020	28-Jul-2020	ANTHERA	Town Employees	2020	1		
000001	20-Mar-2020	12-Dec-2019	ANTHERA	All Employees	2019			



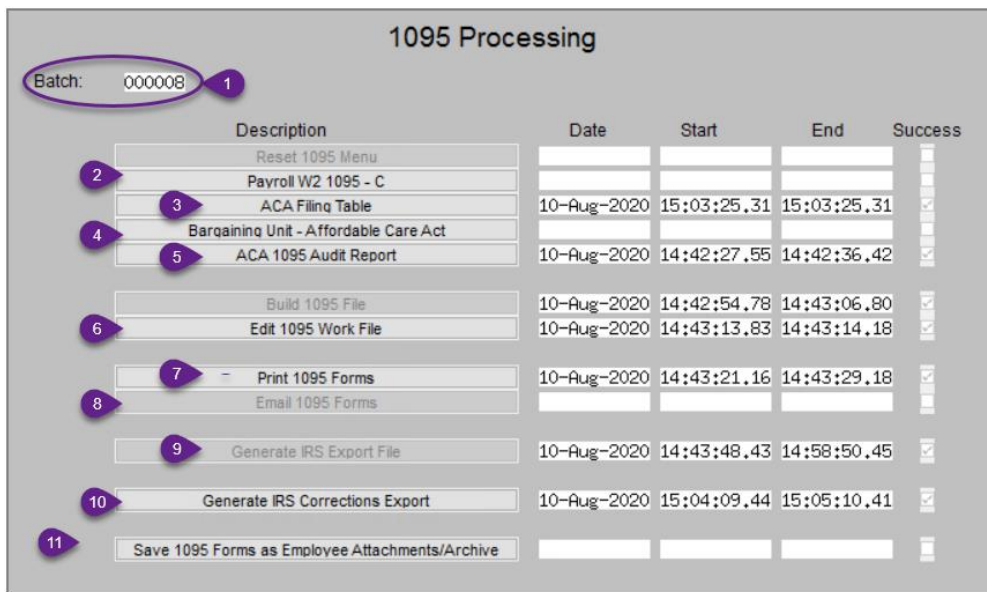
The result will show all the closed batches as of the current date. This is a simple lookup; no drill down is available from the screen. The fields are described below:

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



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**.

Figure 21 Updated 1095 Processing Steps Menu

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.



Payroll W2 1095 - C

Entity: 1099-R W-2

Name: TOWN OF ADMINS
 Address 1: 219 LEWIS WHARF
 Address 2:
 Address 3:
 City: BOSTON Phone: (617) 494-5100
 State: MA Zip Code: 02110-0000 Fed Tax ID: 041234567
 Country: State Tax ID: 041234567

1 Payroll W2 2 Payroll W2-ACA 3 Payroll 1099-R 4 Payroll 1099-R-ACA

Contact Name: LUANN MOORE Phone: (617) 494-5100 Ext: 2116
 Export File Path: hr11s
 Transmitter Control Code: XYZZZ Plan Start Month: 07 HSA Plan:

1094-C Line 22 (select all that apply):
 A. Qualifying Offer Method B. Qualifying Offer Method Transitional Relief
 C. Section 4980H Transitional Relief D. 98% Offer Method

Coverage is Provided Through a Self-Insured Plan? Yes No Employer Affordability Safe Harbor Federal Poverty Line (FPL) Amount: Annual %: 9.78

1095-C Line 14 Overall Value:
 All 12 Months or Jan Feb Mar Apr May Jun
 Jul Aug Sep Oct Nov Dec

1095-C Line 15 For Codes 1B,1C,1D,1E,1J or 1K:
 Employee Share of Lowest Cost Monthly Premium for Self-Only Minimum Value Coverage
 All 12 Months or Jan 179.64 Feb 179.64 Mar 179.64 Apr 179.64 May 179.64 Jun 179.64
 Jul 172.73 Aug 172.73 Sep 172.73 Oct 172.73 Nov 172.73 Dec 172.73

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

ACA Filing Table

Year: 2020 Software ID: 20A0010124

Entity	Description	TCC#	Original Receipt#	Correction Receipt#
1	TOWN OF ADMINS	XYZZZ	123 456 789 A 987	
2	Town of ADMINS Fire Di	222		
3	School of ADMINS	222		
4	Regional School of ADM	BBGRT		

Check Error

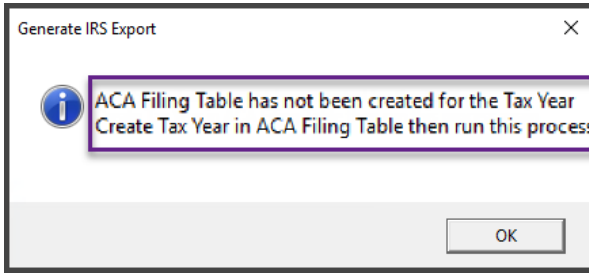
i E7541-Receipt# cannot contain spaces

OK

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

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.

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.

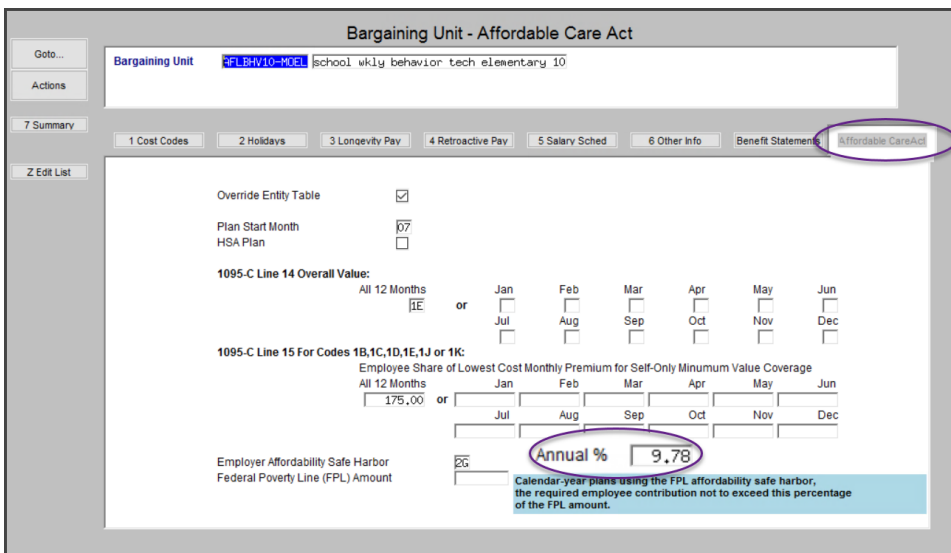


The system will check that the **tax year** has been set up before the **Export** step is run (see **9.2.9** below). If the tax year is not set up, an information message will be displayed with instructions to create the tax year and run the export again.

[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.

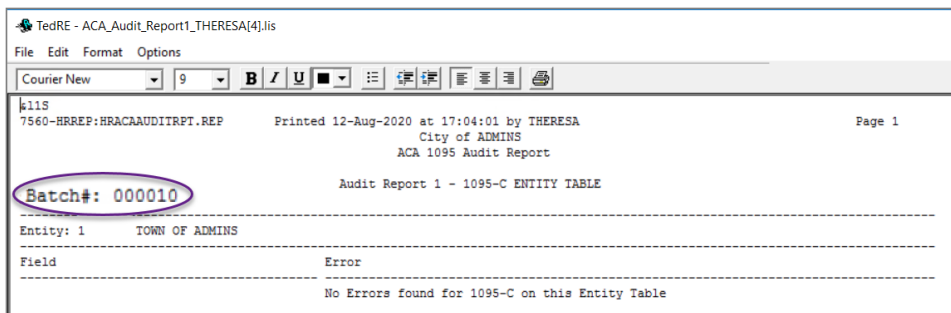


Figure 24 Audit Report #1 1095-C Entity Table



Bargaining-Unit	Description	Field	Error-Message
AFLBHV10-MOEL	school wkly behavior tech elementary	10 Employer Affordability Safe Harbor	Set to 2G and Federal Poverty Line amount not set
DPW -DP	dpw afsme		No Errors found on this Bargaining Unit for 1095-C
RET -RE	retiree aca reporting		No Errors found on this Bargaining Unit for 1095-C

Figure 25 Audit Report #2 Bargaining Unit Tables

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City of ADMINS
ACA 1095 Audit Report
Audit Report 3 - EMPLOYEE ACA

Field	Error

Figure 26 Audit Report #3 Employee ACA

Employee Name	Position	Description	Hire-Date	Termination	Reason
000020 OSTEGREN, LYNN M	S003ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNIC	1/1/2020	5/20/2020	
000020 OSTEGREN, LYNN M	T152HR AAST-01	MUNICIPAL CENTER ADMIN ASSISTANT	1/1/2020	1/1/2020	
000031 TAYLOR, LESLIE S	S003ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNIC	1/10/2020	6/30/2020	
000031 TAYLOR, LESLIE S	T152MUNAAST-01	ADMIN ASSISTANT MUNICIPAL CENTER	1/10/2020		
000040 LEDOUX, KEITH F	S003ADJCOUN-01	ADJUSTMENT COUNSELOR 26 PAYS	1/20/2020		
000040 LEDOUX, KEITH F	S012CUS2NDS-02	CUSTODIAN	1/20/2020	6/2/2020	retired
071343 JINGLEHEIMERSHMICZ, KAREN R	T137ASRBORD-01	BOARD OF ASSESSORS	2/15/2020		
071345 GONZALES-BALISSARO, LAWRENCE Q	S005ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNIC	1/1/2020		
071345 GONZALES-BALISSARO, LAWRENCE Q	S009ATHOTH -01	SPORTS OFFICIAL	2/1/2020		
071345 GONZALES-BALISSARO, LAWRENCE Q	S009HOMESER-01	ABA HOME SERVICES PROVIDER	2/1/2020		
071345 GONZALES-BALISSARO, LAWRENCE Q	T292ACOOFF -01	ANIMAL CONTROL OFFICER	2/1/2020		
Total # Employees		5			

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]



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.

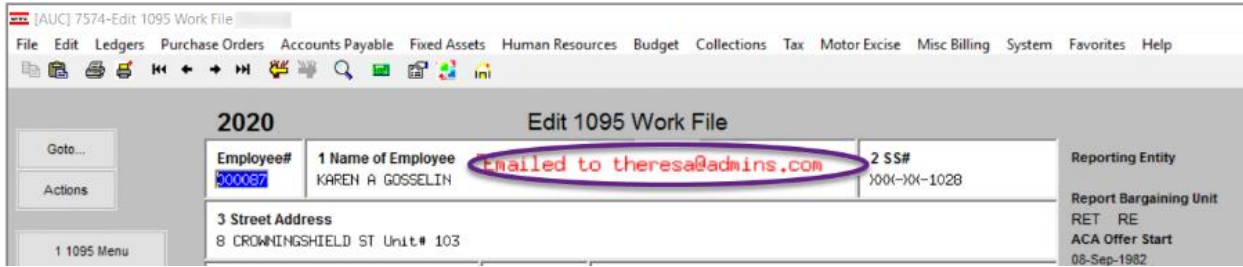


Figure 28 Edit 1095 Work File screen shows “Emailed to”

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.

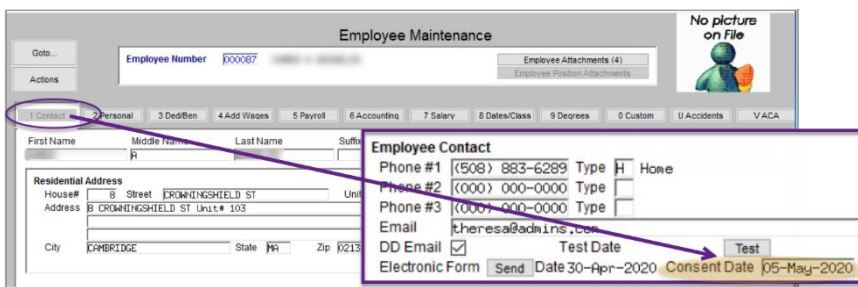


Figure 29 Employee Maintenance ▶ Contact tab shows consent date

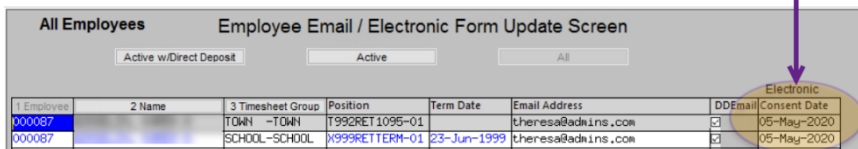


Figure 30 Employee Email/Electronic Form Update Screen shows consent date

[ADM-AUC-HR-10274]

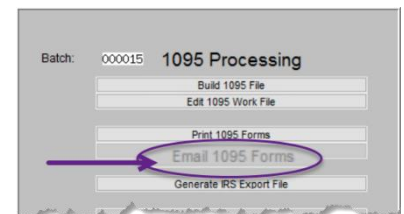
9.2.7 Print 1095 Forms [Fix]

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]



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.

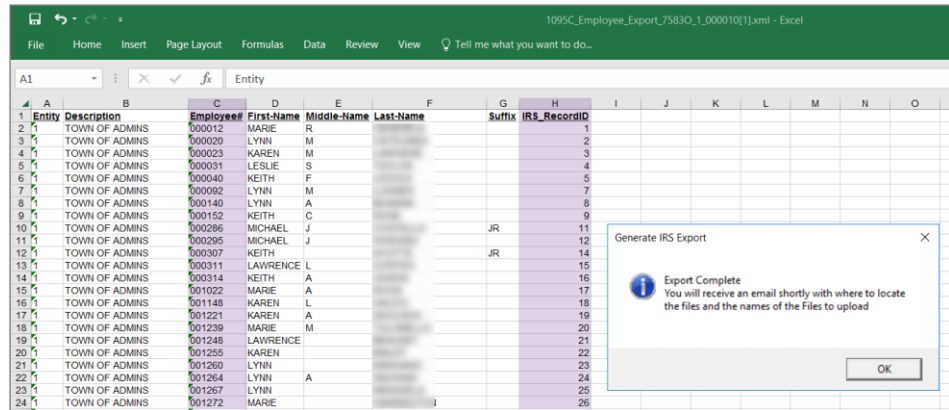


Figure 31 Employee # and IRS Record ID map

[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.

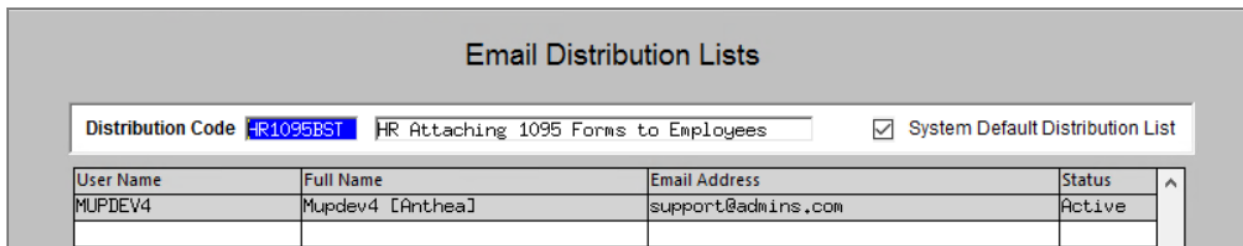
Do not run the [Save 1095 Forms as Employee Attachments/Archive] step until the corrections file has been accepted.

[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

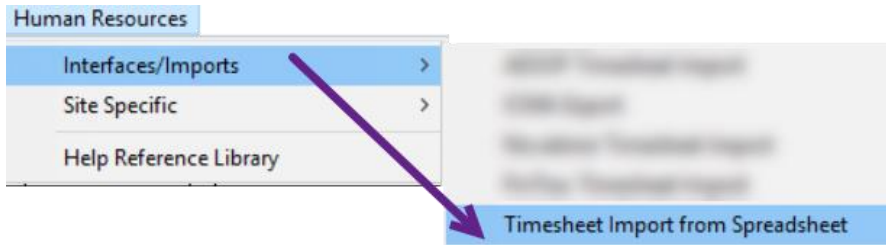


The Edit 1095 Work file Screen always displays the *employee* on line 17 of the covered individuals - but the printed or emailed forms will not show a covered individual on line 17 if the coverage is declined for the entire year.

[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.

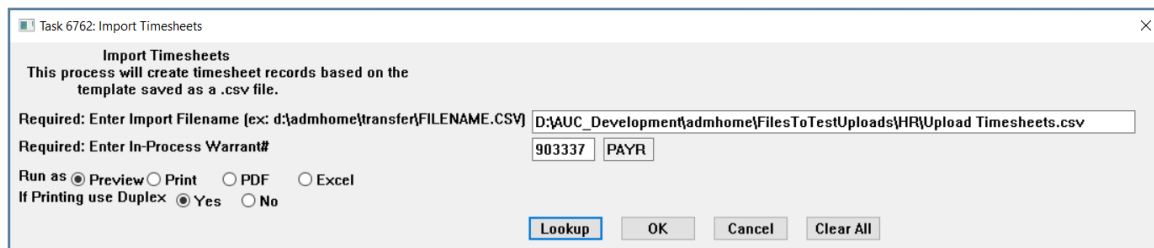
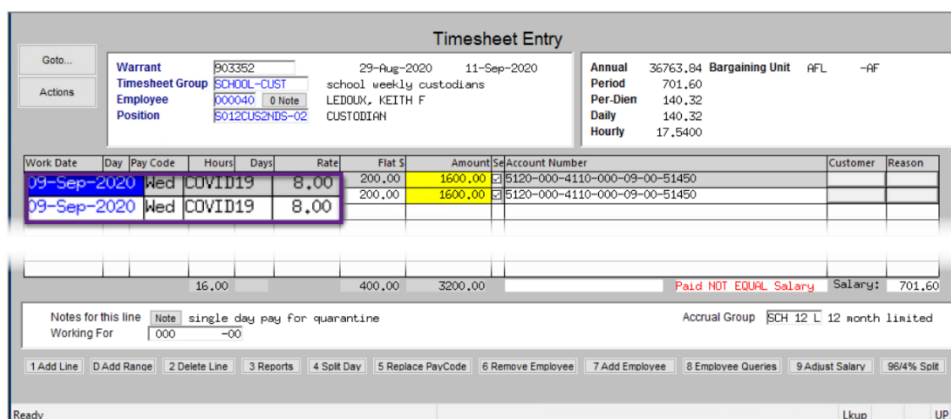


Figure 32 Import Timesheets prompt now allows spaces in the folder and file name

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.

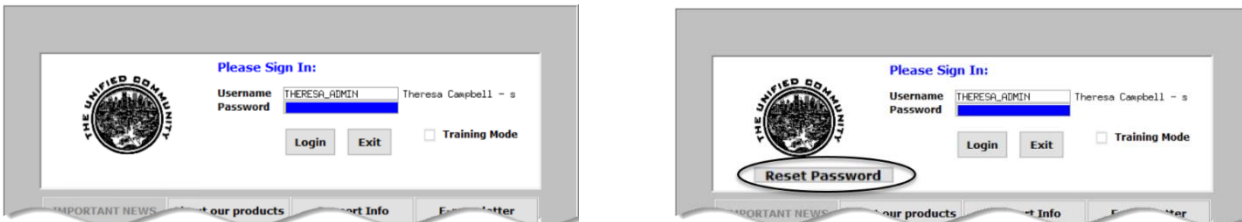
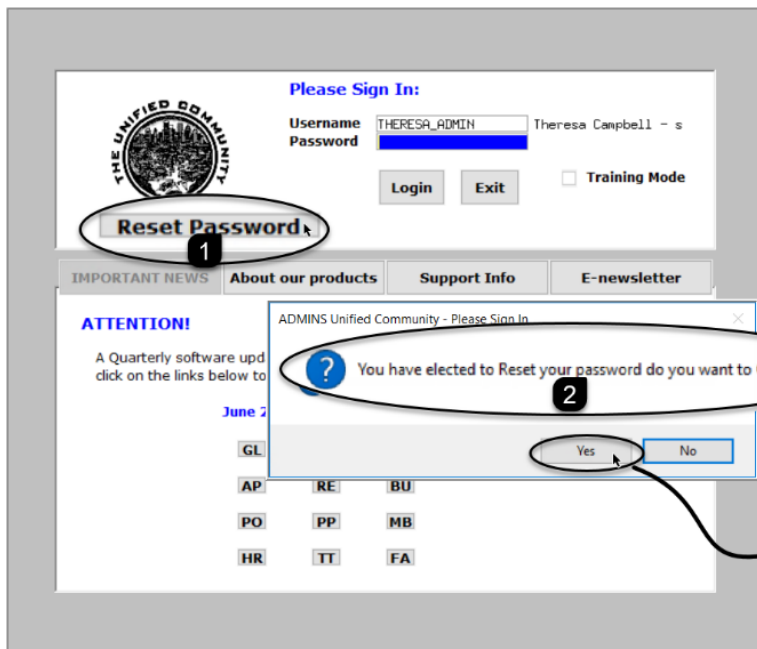
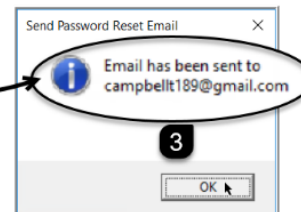


Figure 34 Before and After – the new Reset Password button on the login screen



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.



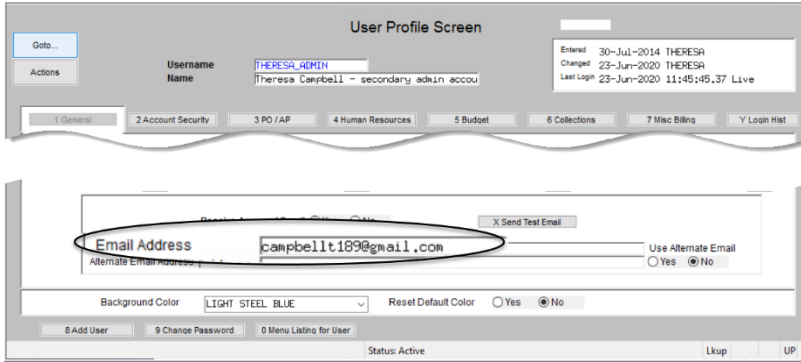


Figure 35 Set up email addresses for AUC users

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**.

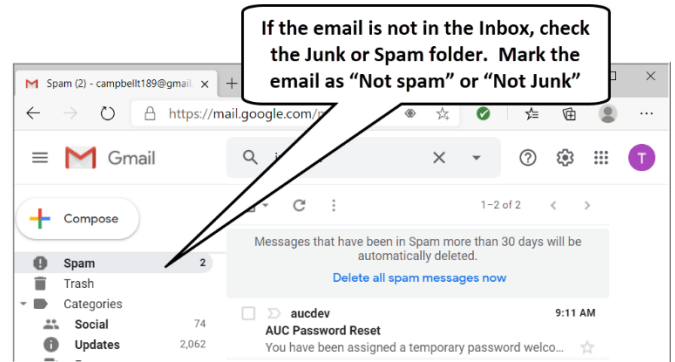
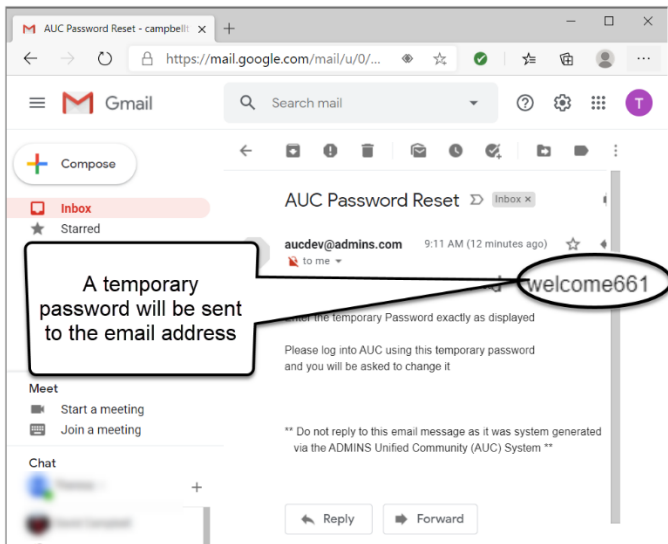


Figure 36 Sample email sent with temporary password

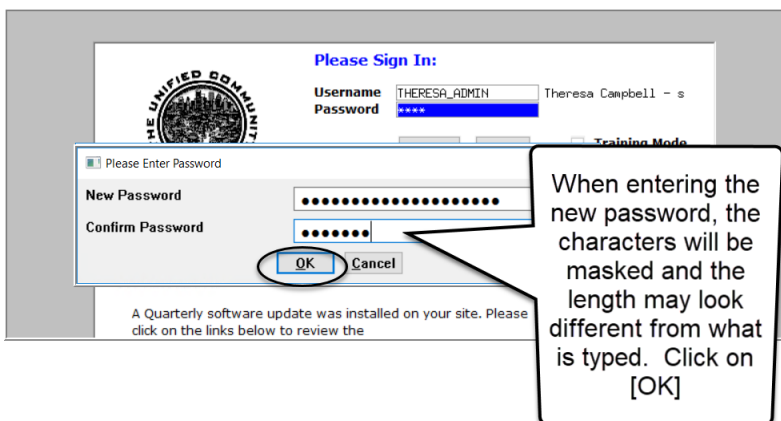
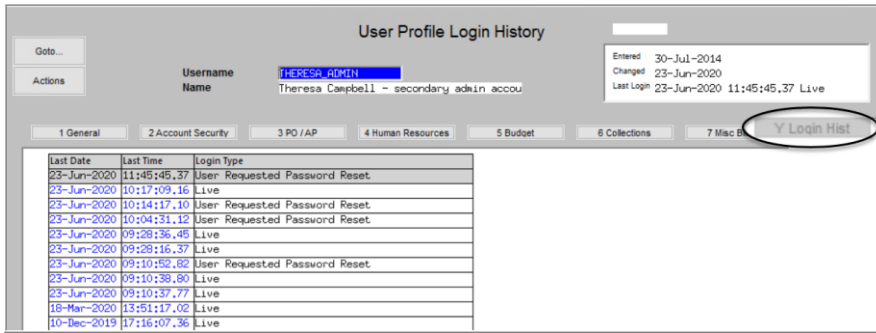


Figure 37 Entering a new password

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.



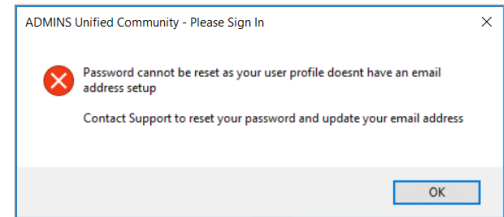
The super-user on the site may view the **User Profile** ► **[Y Login History]** tab to see logon and password reset activity.

Figure 38 Login History Screen for super-users

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.

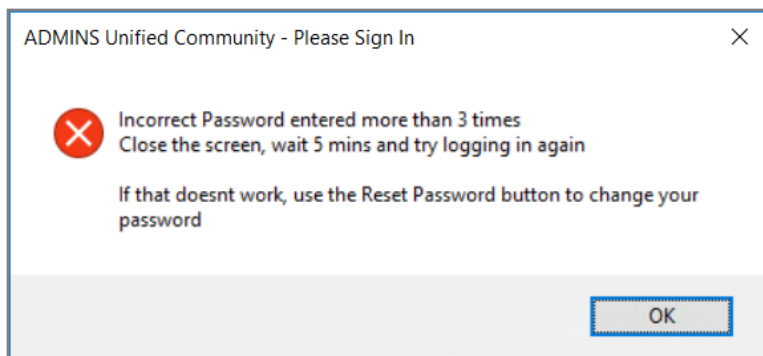


Figure 39 New Incorrect Password message

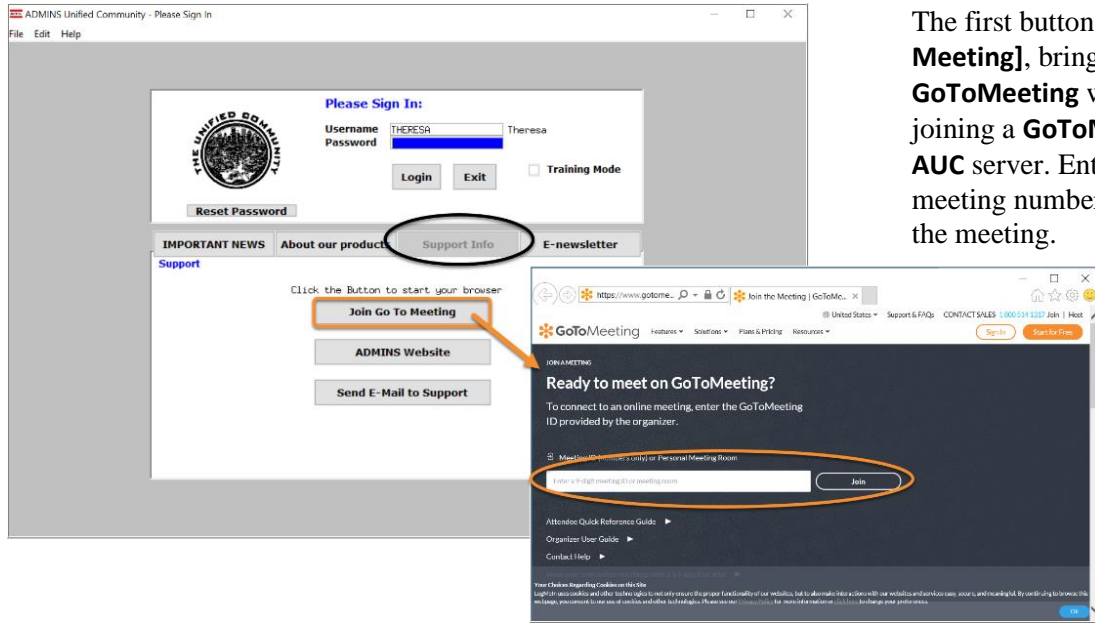
[ADM-AUC-SY-8159]

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.



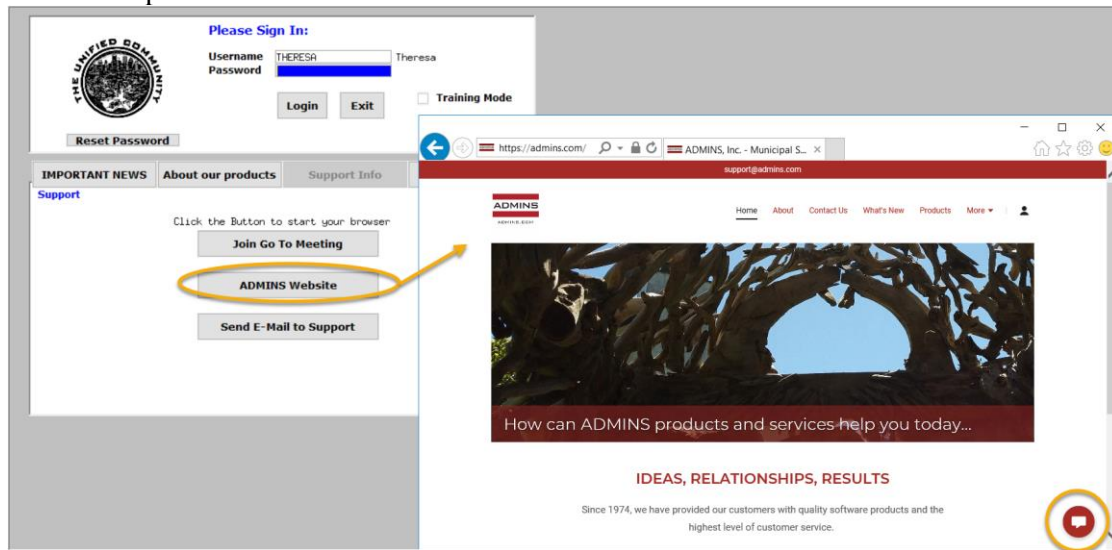
13.1 [Join Go To Meeting]



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]

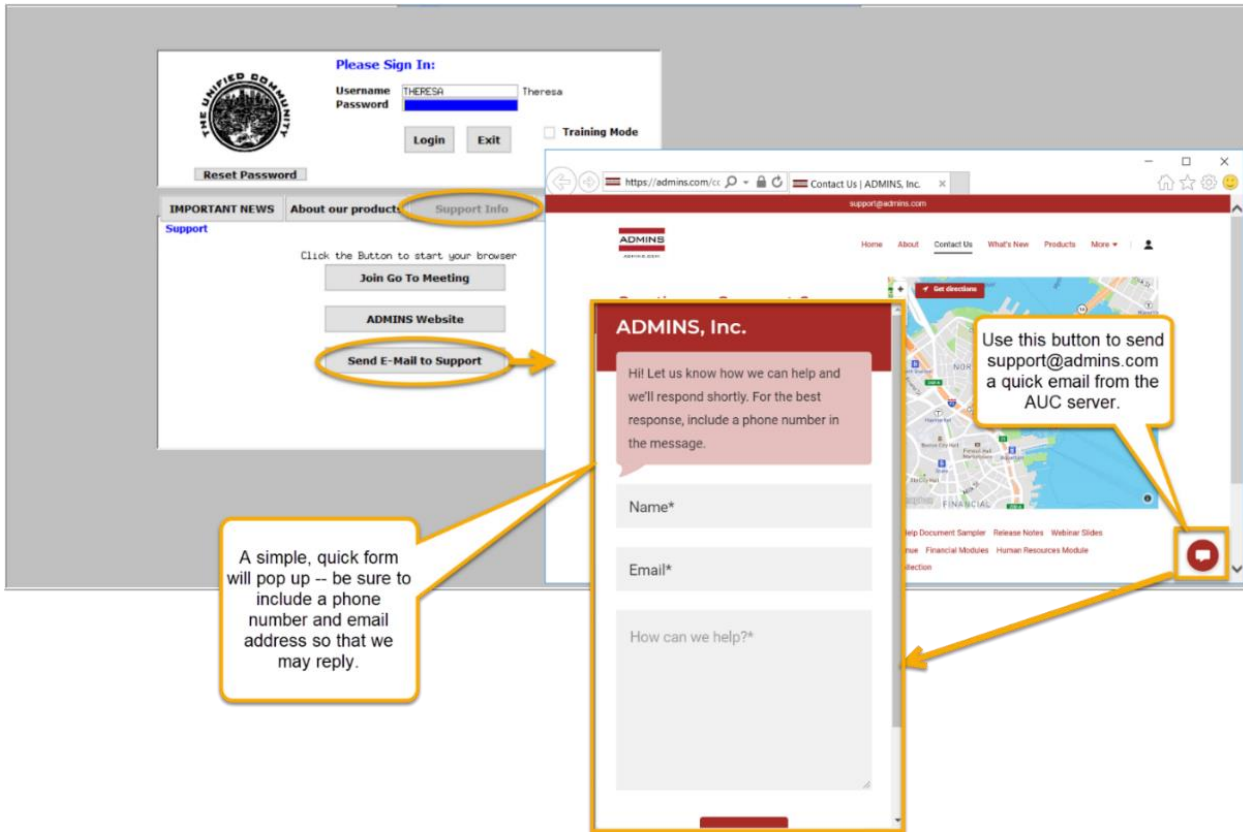
The second button will bring up the **ADMINS** website home screen. Access news, release notes, webinars, and selected help documents here.





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]
- SYSTEM HR-635 Email W2s, 1095Cs, 1099Rs [New]
- SY-117 Quick Report Selector [New]
- SY-145 Reset Password [New]