



# HUMAN RESOURCES

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## RELEASE NOTES – SEPTEMBER 2021

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

### Contents

<b>1</b>	<b>EMPLOYEE MAINTENANCE [ENHANCEMENT]</b> .....	<b>2</b>
1.1	Additional Wage Notes .....	2
1.2	New Process to Update Additional Rates en masse [Enhancement] .....	3
1.3	Allow Entry in Step 3, 4a, 4b, 4c for New W4s [Enhancement] .....	4
<b>2</b>	<b>REPORTS</b> .....	<b>5</b>
2.1	[1 By Employee] #6714 Employee List – Grade Schedules [Enhancement] .....	5
2.2	[1 By Employee] #6902 Employee List as of A Date [Enhancement] .....	5
2.2.1	#6873 Employee Notes [Fix] .....	12
2.3	[3 By Timesheet] #6904 Timesheet History Detail Notes by Date [Enhancement] .....	12
<b>3</b>	<b>SALARY SCHEDULE CALCULATOR FIELDS [ENHANCEMENT]</b> .....	<b>14</b>
<b>4</b>	<b>ATTACHMENTS [ENHANCEMENT]</b> .....	<b>15</b>
4.1	Prevent Attaching Files Residing on Local Workstations .....	15
4.1.1	Screens Using the New Feature .....	16
4.2	Weekly Error Check Report .....	16
<b>5</b>	<b>HELP REFERENCE LIBRARY</b> .....	<b>17</b>
5.1	New or Updated Documents .....	17

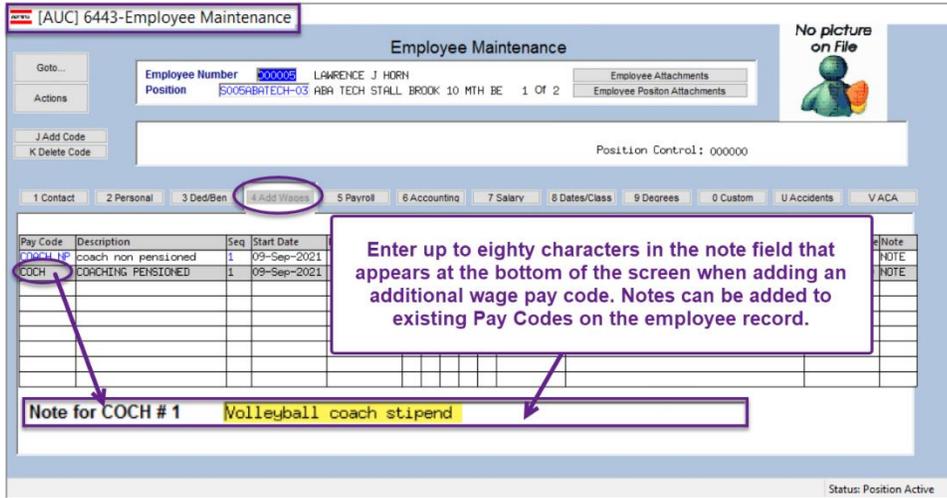


# 1 EMPLOYEE MAINTENANCE [Enhancement]

ADMINS added the ability to provide a note specific to an employee and pay code on the additional wages tab. Select:

Maintenance ▶ Employee Maintenance ▶ [Add'l Wages]

## 1.1 Additional Wage Notes



Click on the **[NOTE]** button in the row for the additional wage that needs a note, as shown in Figure 1.

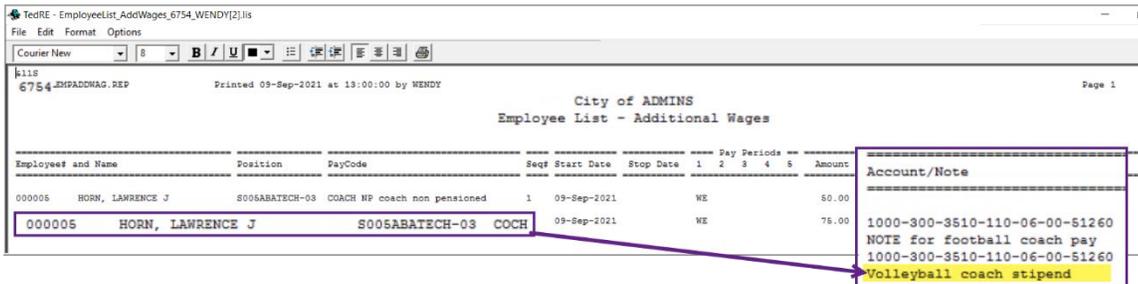
A note for each additional wage can be entered.

Enter the note directly in the field at the bottom of the screen; up to 80 characters of text can be entered.

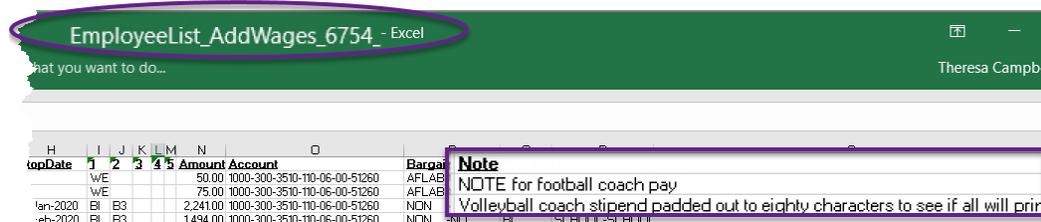
Figure 1 Entering a note on the Employee Maintenance ▶ Additional Wage for a Pay Code

To see a list of Employees with Additional Wages and the notes, run report # 6754 Employee List – Additional Wages.

Reports ▶ Report Library ▶ [1 By Employee] ▶ #6754 Employee List – Additional Wages



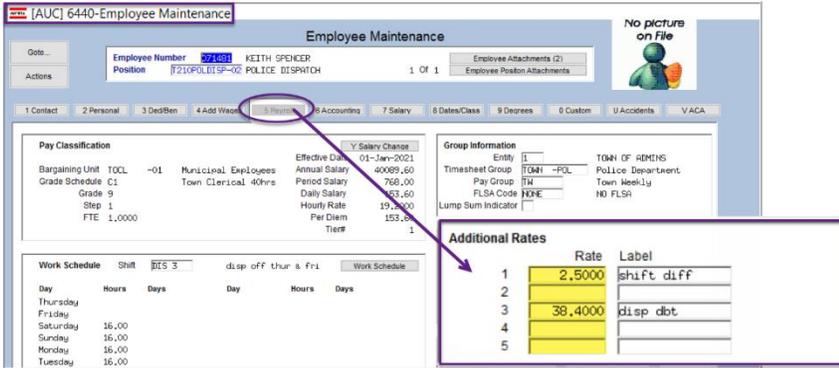
Any notes added for the pay code will appear under the Account number for the pay code; up to fifty characters of text will print on the report for each note when the report is "Run as" Preview/Print/PDF® format; eighty will print in Excel®.



[BLG-SUP-SAPLAUC-1417]



## 1.2 New Process to Update Additional Rates en masse [Enhancement]



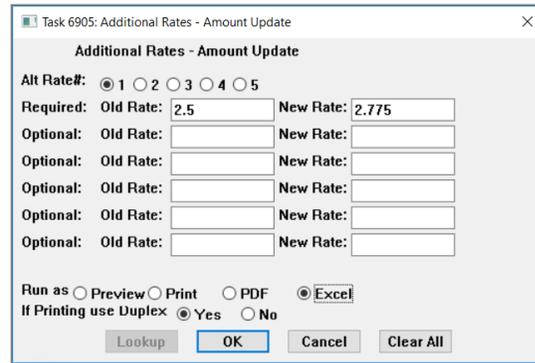
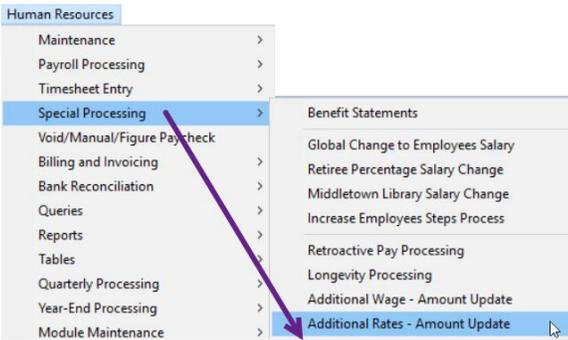
Each employee may be assigned up to five additional Rates on the **Employee Maintenance** ▶ **Payroll** tab.

Updating these rates for individual employees can be time consuming if there are many affected employees, such as a group of union firefighters who are all due an increase with a new contract.

Figure 2 The Additional Rates are set for each employee on the [5 Payroll] tab

ADMINS added the ability to update **Additional Rates** using this command from menu:

**Human Resources** ▶ **Special Processing** ▶ **Additional Rates – Amount Update**



Select the additional rate to update and enter the old/new amounts; each can be up to four decimal places. Click **[OK]**.

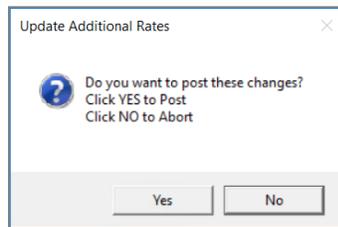
Employee# and Name	Position	Alternate Rate #	Old Rate	New Rate
071481 SPENCER, KEITH	T210POLDISP-02	1 shift diff	2.5000	2.5700
071537 MAGILL, LYNN	T210POLDISP-02	1 shift diff	2.5000	2.5700
071540 TANDEL, LYNN	T210POLDISP-02	1 shift diff	2.5000	2.5700
071568 MACNEIL, KEITH	T210POLDISP-02	1 shift diff	2.5000	2.5700
Total:		4		

The system will produce a report of the amounts to be updated.

Review the report; if the change should be completed, click on **[Yes]** to post the changes; if the changes should not be applied, click on **[No]** to try again.

This command cannot be run from the Employee Maintenance screen.

The “new” rate must be more than the old rate.



[ADM-AUC-HR-10393]



### 1.3 Allow Entry in Step 3, 4a, 4b, 4c for New W4s [Enhancement]

ADMINS changed the **FORM W4** boxes on the **Employee Maintenance ▶ Personal** screen, to allow entry of a \$ amount in Step 3 for the exemptions and to enter the adjustment \$ amounts from line four (a, b, and c) of the W4. This allows the payroll staff to enter values just as the employee has entered them on the W4. Refer to the link to the Income Tax Withholding Assistant to check the effect on employees. Depending on the values set on the 2020 Form W4, the system will set the **Federal Tax Type** value. Even if the employee has submitted a new W4, **if box 2c is not checked, the Federal Tax Type will show as FED** rather than FED2020 (see [2021 Publication 15-T \(irs.gov\)](https://www.irs.gov/publications/p15) top of page 6). There is also a spreadsheet issued by the IRS that allows verifying individual employees:

[Income Tax Withholding Assistant for Employers | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/individuals/income-tax/withholding-assistant-for-employers)

Radio Button Setting	Based on the W4 Form year & W4 Box 2(c)	Form W4	Form W4	Form W4
		After or Equal to 2020 Box 2 checked	After or Equal to 2020 Box 2 not checked	Before or Equal to 2019
1 Tax Table		FED2020	FED	FED
2 Exemptions Box		No	No	Yes
3 Dependents amount (W4 Box 3)		Yes	Yes	No
4 Other Income (W4 Box 4(a))		Yes	Yes	No
5 Deductions (W4 Box 4(b))		Yes	Yes	No
6 Extra Withholding (W4 Box 4 (c))		Yes	Yes	No

If an employee furnishes a W4 for any year from 2020 on, fill in the fields for Step 3, 4a, 4b, & 4c based on the values provided on the W4.

Enter positive numbers only; the plus and minus signs show the impact on withholding.

Human Resources ▶ Employee Maintenance ▶ [2 Personal]

All **newly hired employees** must furnish a new W4.

See also **HR-605 W4 Percentage Method Tables** in the Help Reference Library for complete information.

For reference, a W4 is excerpted here:

**W-4 Employee's Withholding Certificate** (Rev. December 2020) OMB No. 1545-0074 **2021**

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.

**Step 2: Multiple Jobs or Spouse Works**  
Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following:  
(a) Use the estimator at [www.irs.gov/W4App](https://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or  
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or  
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

**TIP:** To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

**Step 3: Claim Dependents**  
If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):  
Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$  
Multiply the number of other dependents by \$500 . . . . ▶ \$  
Add the amounts above and enter the total here . . . . . 3 \$

**Step 4 (optional): Other Adjustments**  
(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. 4(a) \$  
(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here. 4(b) \$  
(c) **Extra withholding.** Enter any additional tax you want withheld each pay period. 4(c) \$

**Claim Dependents:**  
Enter the amount claimed for dependents in **Step 3** to **reduce** the tax withheld.

**Make Other Adjustments:**  
Enter the amount of "Other Income" in **Step 4(a)** to **increase** the tax withheld.

Enter deductions in **Step 4(b)** to **decrease** the tax withheld.

Enter extra withholding in **Step 4(c)** to **increase** the tax withheld **per pay period**.

Figure 3 Excerpt from a 2021 W4 form

[ADM-AUC-HR-10406]



## 2 REPORTS

Report Name	View	Report	
6680-Employee Roster Schedule	Sample	Run	
6710-Employee List	Sample	Run	
6711-Employee List with Notes	Sample	Run	
6712-Employee List - Phone Directory	Sample	Run	
6714-Employee List - Grade Schedules			
6902-Employee List - Grade Schedule - As of a Date			
6716-Employee List - Deductions	Sample	Run	
6662-Employee List - Benefits	Sample	Run	
6708-Employee List - Benefits with Annual Amounts	Sample	Run	
6718-Employee List - Gl...	Sample	Run	

### 2.1 [1 By Employee] #6714 Employee List – Grade Schedules [Enhancement]

ADMINS added **Date of Birth (DOB)** and **Gender** columns to the Grade Schedules – **Excel®** report. Employee type already existed on the **Excel®** version of the report. Use filtering, sorting and column removal to get only the desired fields from this report.



BE	BF	BG	BH	BI	BJ
EmpType	PeriodHrs	DOB	Gender	PositionCtr#	
F	33.75	16-Feb-1975	M	000000	
F	35.00	15-Dec-1993	F	000000	
F	33.75	08-Nov-1995	M	000000	
F	33.75	27-Sep-1958	F	000000	
F	33.75	12-Dec-1959	F	000000	
F	33.75	03-Jan-1979	F	000000	

[AVON-SUP-SAPLAUC-511]

### 2.2 [1 By Employee] #6902 Employee List as of A Date [Enhancement]

Salary and position information is based on the “as of” date. In the prompt shown in Figure 4, the “As of Date” is specified as July 6, 2021. The report was run on a different date. Employment type, timesheet group, pay group and shift are as of the **report run** date.

Run the report to **Excel®** to see all the columns of information; due to page size, when run as **PDF®**, only a subset of the information is presented.



Reports ▶ Report Library ▶ By Employee ▶ #6902 Employee List – Grade Schedule – As of a Date

Figure 4 Filtering and Sorting options for the #6902 Employee List – Grade Schedule – As of a Date Report

Field	Description
<b>As of Date (mmdyyy)</b>	Enter the date or select a date from the lookup
<b>Enter up to 9 Bargaining Units</b>	Select up to nine bargaining units to be reported on – all bargaining units will be reported if no filter selection is made
<b>Enter up to 9 Entity Codes</b>	Select up to nine Entity Codes to be reported on – all Entity Codes will be reported if no filter selection is made
<b>Enter up to 9 Pay Groups</b>	Select up to nine Pay Groups to be reported on – all Pay Groups will be reported if no filter selection is made
<b>Enter up to 9 Employee Type Codes</b>	Select up to nine bargaining units to be reported on
<b>Enter up to 9 Timesheet Groups</b>	Select up to nine Timesheet Groups to be reported on – all Timesheet Groups will be reported if no filter selection is made
<b>Step Range</b>	Enter a “From” and “To” range – the “From” value must be less than or equal to the “To” value
<b>Grade Range</b>	Enter a “From” and “To” range – the “From” value must be less than or equal to the “To” value
<b>Enter up to 9 Schedules</b>	Select up to nine bargaining units to be reported on
<b>Sort Report By</b>	The report may be sorted and subtotaled by <input checked="" type="radio"/> <b>Timesheet Group</b> , Entity, Pay Group, Bargaining Unit, or Name by selecting the radio button. Timesheet group is the default.
<b>Run as:</b>	Run the report to <b>Excel</b> ® for all columns of information as described below and shown in the image; due to page size, when run as Print/Preview/PDF®, only a subset of the information is presented. In the table below, if the column description is in italics, the column is available only when the report is Run as <b>Excel</b> ®
<b>If Printing use Duplex:</b>	<input checked="" type="radio"/> Yes/No – this default is set on each site and can vary



Emp#	Name	Position#	Description	BargainingUnit	Schedule	Grade
000005		S005ABATECH-03	ABA TECH STALL BROOK 10 MTH BENEFITS	AFLABA10-MOEL	ABATECH	1
071555		S006ABATECH-02	ABA TECH BHS 10 MONTH BENEFITS	AFLABA10-MSEC	ABATECH	1
071557		S005ABATECH-03	ABA TECH STALL BROOK 10 MTH BENEFITS	AFLABA10-MOEL	ABATECH	1
007073		S010ABATECH-01	ABA TECH GRANDFATHERED BECP	AFLABA12-MOEL	ABATECH	1
007084		S005ABATECH-01	ABA TECH GRANDFATHERED SB	AFLABA12-MOEL	ABATECH	1
007852		S005ABATECH-01	ABA TECH GRANDFATHERED SB	AFLABA12-MOEL	ABATECH	1
007867		S005ABATECH-01	ABA TECH GRANDFATHERED SB	AFLABA12-MOEL	ABATECH	1
070130		S005ABATECH-01	ABA TECH GRANDFATHERED SB	AFLABA12-MOEL	ABATECH	1
070225		S012ABATECH-01	ABA TECH GRANDFATHERED BMS	AFLABA12-MSEC	ABATECH	1
070249		S006ABATECH-01	ABA TECH GRANDFATHERED BHS	AFLABA12-MSEC	ABATECH	1
070301		S006ABATECH-01	ABA TECH GRANDFATHERED BHS	AFLABA12-MSEC	ABATECH	1
070537		S012ABATECH-01	ABA TECH GRANDFATHERED BMS	AFLABA12-MSEC	ABATECH	1
070615		S012ABATECH-01	ABA TECH GRANDFATHERED BMS	AFLABA12-MSEC	ABATECH	1

Figure 5 #6902 Grade Schedule – As of a Date Report – Run as Excel®

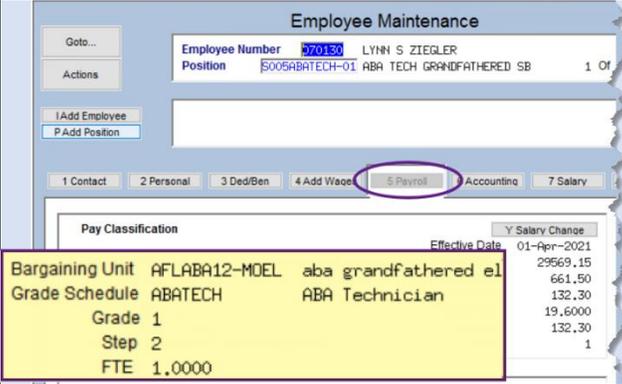
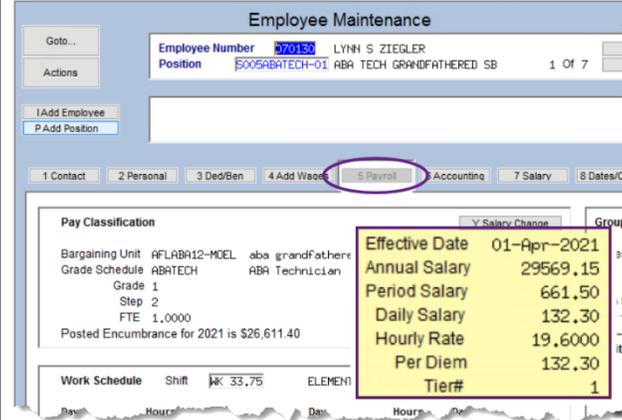
Emp#	Name	Position#	Description	Barg Unit	Type	Schedule	Grade	Step	FTE	Annual Salary	Period Salary	Daily Salary	Hourly Rate Per	Per Diem Timesheet Rate Group	06-Jul-2021 WayGroup	Shift	Hire Date
071555	HAMMANN DEFFLEY, L	S006ABATECH-0	ABA TECH BHS 10 MON AFLABA10-MO F	AFLABA10-MOEL	F	ABATECH		1	1.0000	25,206.16	576.80	115.36	16.4800	115.36000	SCHOOL-ABA WE	WELY 35	12-Apr-2021
071557	SALVATORE, MICHAEL	S006ABATECH-0	ABA TECH STALL BROOK AFLABA10-MO F	AFLABA10-MOEL	F	ABATECH		1	1.0000	24,306.02	556.20	111.24	16.4800	111.24000	SCHOOL-ABA WE	WK 39.75	12-Apr-2021
007073	STUBBS, KAREN KIM	S010ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA12-MOEL	F	ABATECH		1	1.0000	29,569.15	661.50	132.30	19.6000	132.30000	SCHOOL-ABA 12 MTH	WK 39.75	31-Aug-2010
007084	LUSKIE, LYNN E	S005ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA10-MOEL	F	ABATECH		1	1.0000	29,569.15	661.50	132.30	19.6000	132.30000	SCHOOL-ABA 12 MTH	WK 39.75	01-Jul-2018
007867	HATCH, KAREN B	S005ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA10-MOEL	F	ABATECH		1	1.0000	29,569.15	661.50	132.30	19.6000	132.30000	SCHOOL-ABA 12 MTH	WK 39.75	01-Jul-2019
007867	BENNETT, KAREN M	S005ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA10-MOEL	F	ABATECH		1	1.0000	29,569.15	661.50	132.30	19.6000	132.30000	SCHOOL-ABA 12 MTH	WK 39.75	01-Jul-2019
070130	ZIEGLER, LYNN S	S005ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA10-MOEL	F	ABATECH		1	1.0000	29,569.15	661.50	132.30	19.6000	132.30000	SCHOOL-ABA 12 MTH	WK 39.75	01-Jul-2019
070225	CORSE, MARIE	S012ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA12-MOEL	F	ABATECH		1	1.0000	30,664.20	686.00	137.20	19.6000	137.20000	SCHOOL-ABA 12 MTH	WELY 35	01-Jul-2018
070249	ZAPPALA, MICHAEL N	S006ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA12-MOEL	F	ABATECH		1	1.0000	30,664.20	686.00	137.20	19.6000	137.20000	SCHOOL-ABA 12 MTH	WELY 35	30-Aug-2016
070301	LECLAIR, LYNN J	S006ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA12-MOEL	F	ABATECH		1	1.0000	30,664.20	686.00	137.20	19.6000	137.20000	SCHOOL-ABA 12 MTH	WELY 35	01-Jul-2019
070537	BENNETT, MARIE B	S012ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA12-MOEL	F	ABATECH		1	1.0000	30,664.20	686.00	137.20	19.6000	137.20000	SCHOOL-ABA 12 MTH	WELY 35	01-Jul-2019
070615	CROWLEY, MARIE A	S012ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA12-MOEL	F	ABATECH		1	1.0000	30,664.20	686.00	137.20	19.6000	137.20000	SCHOOL-ABA 12 MTH	WELY 35	01-Jul-2019
070766	GOULD, LYNN	S005ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA10-MOEL	F	ABATECH		1	1.0000	29,569.15	661.50	132.30	19.6000	132.30000	SCHOOL-ABA 12 MTH	WK 39.75	13-Jul-2015
070802	PETERS, LYNN	S005ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA10-MOEL	F	ABATECH		1	1.0000	29,569.15	661.50	132.30	19.6000	132.30000	SCHOOL-ABA 12 MTH	WK 39.75	08-Jul-2016
071011	GEARHART, MARIE M	S006ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA12-MOEL	F	ABATECH		1	1.0000	30,664.20	686.00	137.20	19.6000	137.20000	SCHOOL-ABA 12 MTH	WELY 35	20-Mar-2017
071070	CURRAN, KAREN D	S005ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA10-MOEL	F	ABATECH		1	1.0000	29,569.15	661.50	132.30	19.6000	132.30000	SCHOOL-ABA 12 MTH	WK 39.75	01-Jul-2019
071153	DUTIL, LYNN	S005ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA10-MOEL	F	ABATECH		1	1.0000	29,569.15	661.50	132.30	19.6000	132.30000	SCHOOL-ABA 12 MTH	WK 39.75	27-Aug-2018
071285	MARCOUX, KAREN E	S010ABATECH-0	ABA TECH GRANDFATHE AFLABA10-MO F	AFLABA12-MOEL	F	ABATECH		1	1.0000	29,569.15	661.50	132.30	19.6000	132.30000	SCHOOL-ABA 12 MTH	WK 39.75	01-Jul-2020
071351	SCARBORO, LYNN	S005ABATECH-0	ABA TECH STALL BROOK AFLABA10-MO F	AFLABA10-MOEL	F	ABATECH		1	1.0000	28,907.65	661.50	132.30	19.6000	132.30000	SCHOOL-ABA WE	WK 39.75	26-Aug-2019
071355	MARTON, KAREN N	S006ABATECH-0	ABA TECH BHS 10 MON AFLABA10-MO F	AFLABA10-MOEL	F	ABATECH		1	1.0000	29,978.20	686.00	137.20	19.6000	137.20000	SCHOOL-ABA WE	WELY 35	26-Aug-2019
071373	FLAHERTY, KAREN	S012ABATECH-0	ABA TECH BMS 10 MON AFLABA10-MO F	AFLABA12-MOEL	F	ABATECH		1	1.0000	29,978.20	686.00	137.20	19.6000	137.20000	SCHOOL-ABA WE	WELY 35	26-Apr-2021

Figure 6 #6902 Grade Schedule – As of a Date Report – Run as Print/Preview/PDF®

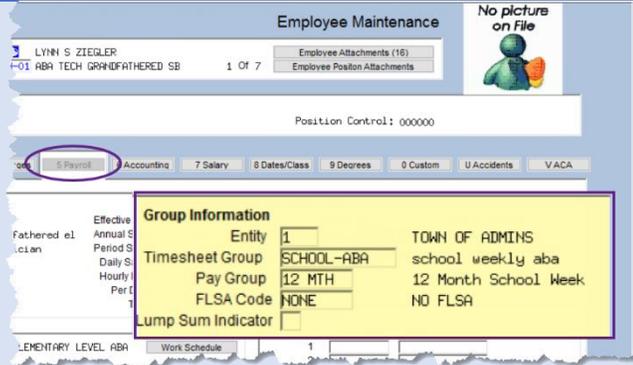
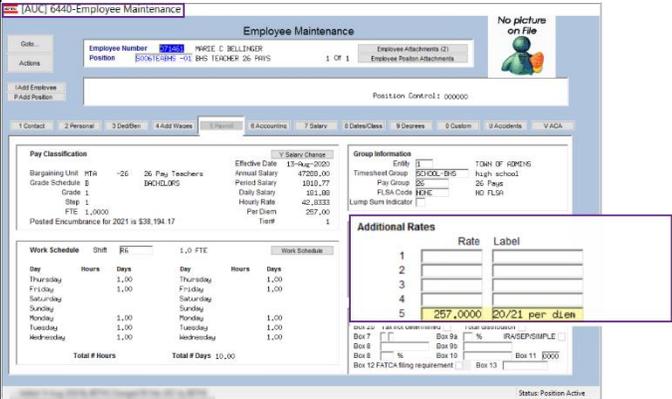
The following table describes the columns available on the report.

Column	Column Name	Description/How Used.
A	Emp#	Employee number from the Employee Maintenance screen (all tabs)
B	Name	Employee name from the Employee Maintenance screen (all tabs) – see #2 above
C	Position#	Employee position (based on the As of date) – (see #3 above)
D	Description	Position description of the position in column D – (see #3 above)

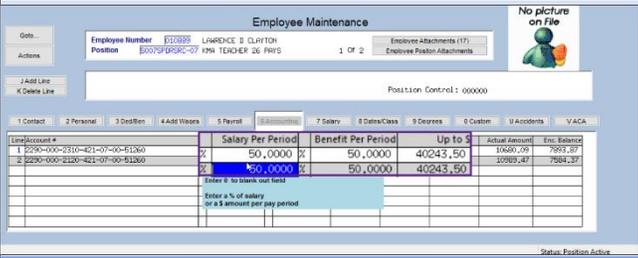


Column	Column Name	Description/How Used.
E	BargainingUnit	 <p>The bargaining unit to which the employee belongs as shown on the [5 Payroll] tab of the Employee Maintenance screen.</p>
F	Schedule	The schedule to which the employee is assigned as shown on the [5 Payroll] tab of the Employee Maintenance screen.
G	Grade	The grade to which the employee is assigned as shown on the [5 Payroll] tab of the Employee Maintenance screen.
H	Step	The step to which the employee is assigned as shown on the [5 Payroll] tab of the Employee Maintenance screen.
I	FTE	The Full Time Equivalent as shown on the [5 Payroll] tab of the Employee Maintenance screen – “1” represents a full time position; fractions thereof are possible values.
J	Annual Salary	 <p>The Annual Salary for the employee as of the specified “As of” date, found on the [5 Payroll] tab of the Employee Maintenance screen</p>
K	Period Salary	The Period Salary for the employee as of the specified “As of” date found on the [5 Payroll] tab of the Employee Maintenance screen
L	Daily Salary	The Daily Salary for the employee as of the specified “As of” date found on the [5 Payroll] tab of the Employee Maintenance screen
M	Hourly Rate	The Hourly Rate for the employee as of the specified “As of” date found on the [5 Payroll] tab of the Employee Maintenance screen
N	Per Diem Rate	The Per Diem Rate for the employee as of the specified “As of” date found on the [5 Payroll] tab of the Employee Maintenance screen

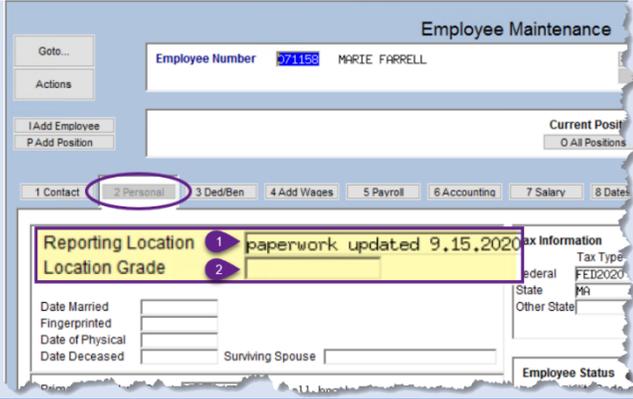
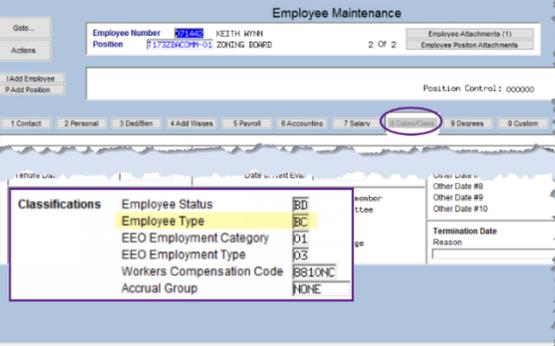
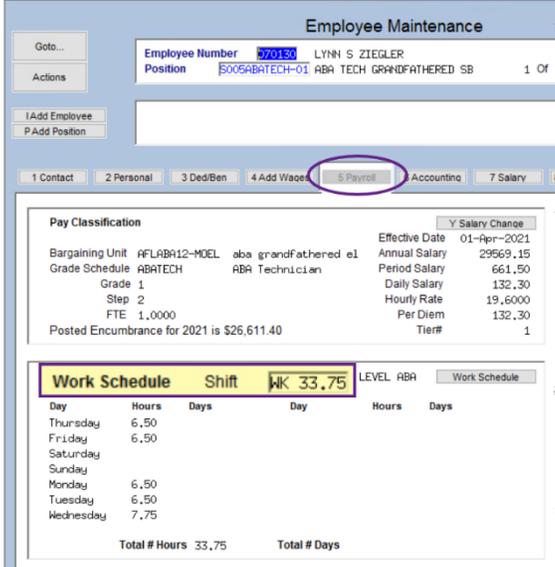


Column	Column Name	Description/How Used.
O	*TimesheetGrp	 <p>The timesheet group the employee belongs to as of the date the report was produced – the data comes from the Group Information section of the [5 Payroll] tab of the Employee Maintenance screen.</p>
P	*PayGrp	The pay group the employee belongs to as of the date the report was produced– the data comes from the Group Information section of the [5 Payroll] tab of the Employee Maintenance screen.
Q	*ShiftCd	The shift code the employee belongs to as of the date the report was produced – see <a href="#">BF</a> below for an illustration.
R	OrigHireDt	The original hire date for the employee
S	PosHireDate	The date the employee was hired for the position in column C
T	*AltRate1	 <p>An alternate rate as shown on the [5 Payroll] tab of the employee maintenance record. This section of the employee maintenance record is the source for the Alt Rate and Alt Rate Descriptions found in columns</p>
U	*AltRate1 Desc.	The description of the Alternate rate as shown on the [5 Payroll] tab of the employee maintenance record (see illustration above).
V	*AltRate2	An alternate rate as shown on the [5 Payroll] tab of the employee maintenance record.
W	*AltRate2 Desc.	The description of the Alternate rate as shown on the [5 Payroll] tab of the employee maintenance record (see illustration above).
X	*AltRate3	An alternate rate as shown on the [5 Payroll] tab of the employee maintenance record.
Y	*AltRate3 Desc.	The description of the Alternate rate as shown on the [5 Payroll] tab of the employee maintenance record (see illustration above).
Z	*AltRate4	An alternate rate as shown on the [5 Payroll] tab of the employee maintenance record.
AA	*AltRate4 Desc.	The description of the Alternate rate as shown on the [5 Payroll] tab of the employee maintenance record (see illustration above).
AB	*AltRate5	An alternate rate as shown on the [5 Payroll] tab of the employee maintenance record.
AC	*AltRate5 Desc	The description of the Alternate rate as shown on the [5 Payroll] tab of the employee maintenance record (see illustration above).
AD	*Account#1	The first (and sometimes only) general ledger account number used for payroll for this employee



Column	Column Name	Description/How Used.
AE	*GL%	 <p>If multiple accounts are specified, the % to be applied to the 1<sup>st</sup> account as shown on the Employee Maintenance screen [6 Accounting Tab]</p>
AF	*Typ	The split may be specified using a percentage or a dollar amount. % is shown for percentage; \$ is shown for a dollar amount.
AG	*BudgetAmt#1	The dollar amount in the “Up to \$” column of line one of the accounting screen
AH	*ActualAmt#1	The actual dollar amount applied for the salary to the account on line one as of the “As of” date
AI	*Account#2	If multiple accounts are specified, the % to be applied to the account on line two as shown on the Employee Maintenance screen [6 Accounting Tab]
AJ	*GL%	The percentage of salary to be applied to the account on line two of the Employee Maintenance screen [6 Accounting Tab]
AK	*Typ	The split may be specified using a percentage or a dollar amount. % is shown for percentage; \$ is shown for a dollar amount.
AL	*BudgetAmt#2	The dollar amount in the “Up to \$” column of line two of the accounting screen
AM	*ActualAmt#2	The actual dollar amount applied for the salary to the account on line two as of the “As of” date
AN	*Account#3	If multiple accounts are specified, the % to be applied to the account on line three as shown on the Employee Maintenance screen [6 Accounting Tab]
AO	*GL%	The percentage of salary to be applied to the account on line three of the Employee Maintenance screen [6 Accounting Tab]
AP	*Typ	The split may be specified using a percentage or a dollar amount. % is shown for percentage; \$ is shown for a dollar amount.
AQ	*BudgetAmt#3	The dollar amount in the “Up to \$” column of line three of the accounting screen
AR	*ActualAmt#3	The actual dollar amount applied for the salary to the account on line three as of the “As of” date
AS	*Account#4	If multiple accounts are specified, the % to be applied to the account on line four as shown on the Employee Maintenance screen [6 Accounting Tab]
AT	*GL%	The percentage of salary to be applied to the account on line four of the Employee Maintenance screen [6 Accounting Tab]
AU	*Typ	The split may be specified using a percentage or a dollar amount. % is shown for percentage; \$ is shown for a dollar amount.
AV	*BudgetAmt#4	The dollar amount in the “Up to \$” column of line four of the accounting screen
AW	*ActualAmt#4	The actual dollar amount applied for the salary to the account on line four as of the “As of” date
AX	*Account#5	If multiple accounts are specified, the % to be applied to the account on line four as shown on the Employee Maintenance screen [6 Accounting Tab]
AY	*GL%	The percentage of salary to be applied to the account on line four of the Employee Maintenance screen [6 Accounting Tab]
AZ	*Typ	The split may be specified using a percentage or a dollar amount. % is shown for percentage; \$ is shown for a dollar amount.
BA	*BudgetAmt#5	The dollar amount in the “Up to \$” column of line four of the accounting screen
BB	*ActualAmt#5	The actual dollar amount applied for the salary to the account on line five as shown on the Employee Maintenance screen [6 Accounting Tab] as of the “As of” date



Column	Column Name	Description/How Used.
BC	*ReportingLocation	 <p>The text entered in the [2 Personal] tab of the <b>Employee Maintenance</b> screen “Reporting Location” field. (see #1 in the illustration at left).</p>
BD	*LocationGrade	<p>The text entered in the [2 Personal] tab of the <b>Employee Maintenance</b> screen “Location Grade” field. (see #2 in the illustration for column “BC” above)</p>
BE	*EmpTyp	 <p>The employee type is the value shown in the Employee Type field of the Employee Maintenance ▶ [8 Dates/Class] screen.</p>
BF	Period Hours	 <p>The period hours value is taken from the total # of hours for the Shift code set in the <b>Employee Maintenance</b> ▶ [5 Payroll] tab.</p>

[ADM-AUC-HR-10392]



### 2.2.1 #6873 Employee Notes [Fix]

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
6125-Employee Encumbrance Balance Report	Sample	Run
6497-Employee List - Email Address For Direct Deposit	Sample	Run
6709-Electronic Tax Form Consent List	Sample	Run
7550-1095 - C Export Employee ACA Data	Sample	Run
7560-ACA 1095 Audit Report	Sample	Run
6658-Special Anniversary Reminders	Sample	Run
6140-Employee Encumbrance Summary	Sample	Run
<b>6873-Employee Deductions with Notes</b>	Sample	Run
7900-HLH dependent List	Sample	Run

ADMINS corrected the screen so that the report is available – prior to the correction, the #6873 Employee Deductions with Notes report was not visible on the Report Library. This was patched to sites in July and is mentioned here to document the change.

[ADM-AUC-HR-10395]

### 2.3 [3 By Timesheet] #6904 Timesheet History Detail Notes by Date [Enhancement]

[AUC] 7810-Report Library by Timesheet

**Report Library by Timesheet**

Report Name	View	Report
6082-Timesheet History Detail - Notes	Sample	Run
6883-Timesheet History Detail - Reason	Sample	Run
<b>6904-Timesheet History Detail - Notes By Date</b>	Sample	Run
6247-Timesheet History Detail by TS Group/Employee	Sample	Run
6607-Timesheet History by TS Grp/Emp Unproductive/Unpaid	Sample	Run
6248-Timesheet History Detail by TS Group/Date	Sample	Run
6249-Timesheet History Detail by TS Group/Pay Code	Sample	Run
6251-Timesheet History Detail by TS Group/Expense Account	Sample	Run
6252-Timesheet History Summary by TS Group/Employee	Sample	Run
6253-Timesheet History Summary by TS Group/Date	Sample	Run
6254-Timesheet History Summary by TS Group/Pay Code	Sample	Run
6255-Timesheet History Summary by Expense Account/Warrant	Sample	Run
6121-Timesheet History Summary by Employee/Warrant	Sample	Run
7228-History Employee Time Worked For Other Position	Sample	Run
6039-Workers Compensation Salary Report	Sample	Run

HRRPTLIBTMS

ADMINS added this report to satisfy a customer request. The report includes information on all notes for a given time for each employee.

Task 6904: Timesheet History Detail - Notes By Date

**Timesheet History Detail - Notes By Date**

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

Sort Report By:  Timesheet Group/Name  Timesheet Group/Employee#  Employee#  Name

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Figure 7 Filtering and Sorting options for the #6904 Timesheet History Detail – Notes by Date Report



Field	Description
<b>Work Date Range</b>	Enter dates in the format MMDDYYYY or select each date from the lookup: From: 01012021 To: 01312021
<b>Sort Report by:</b>	Sort the report by one of the following options: <input type="radio"/> Timesheet Group/Employee Name <input type="radio"/> Timesheet Group/Employee Number <input type="radio"/> Employee Number <input type="radio"/> Employee Name
<b>Run as</b>	Select the “Run as” from the following options: <input type="radio"/> Preview <input type="radio"/> Print <input checked="" type="radio"/> PDF® <input type="radio"/> Excel®
<b>If Printing use Duplex</b>	Choose whether to print on both sides of the page: <input type="radio"/> Yes <input type="radio"/> No

Enter the required work date range; choose from the four sorting options and click on **[OK]**. The report may be Run as Preview/Print/PDF® or as an Excel® spreadsheet.

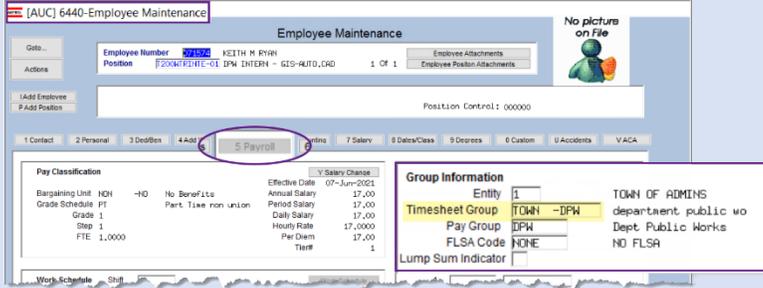
Employee	Employee Name	Timesheet Group	Warrant	Work Date	Pay Code	Hours	Days	PayAmt	Line Note	Check Note
007867	BENNETT, KAREN M	SCHOOL-ABA	003492	21-Jan-2021	REG	6.50	0.00	125.10	Check: 1/27 Longevity, Congrats!	
007867	BENNETT, KAREN M	SCHOOL-ABA	003492	22-Jan-2021	REG	6.50	0.00	126.10	Check: 1/27 Longevity, Congrats!	
007075	CEURVELS, LYNN	SCHOOL-CAFE	003482	01-Jan-2021	HOL	4.00	0.00	68.76	Check: Reduced pay by 33.23 due to workers comp check	
007075	CEURVELS, LYNN	SCHOOL-CAFE	003482	01-Jan-2021	DSICKACCC	0.00	1.25	0.00	Check: Reduced pay by 33.23 due to workers comp check	
007075	CEURVELS, LYNN	SCHOOL-CAFE	003482	04-Jan-2021	FURLO	0.00	1.00	0.00	Check: Reduced pay by 33.23 due to workers comp check	
007075	CEURVELS, LYNN	SCHOOL-CAFE	003482	05-Jan-2021	FURLO	0.00	1.00	0.00	Check: Reduced pay by 33.23 due to workers comp check	
007075	CEURVELS, LYNN	SCHOOL-CAFE	003482	06-Jan-2021	FURLO	0.00	1.00	0.00	Check: Reduced pay by 33.23 due to workers comp check	
070648	FERREIRA, MICHAEL M	TOWIN -POL	003486	14-Jan-2021	REG	8.00	0.00	260.24	Check: 1/15/2021-#12223	
070648	FERREIRA, MICHAEL M	TOWIN -POL	003486	15-Jan-2021	DTP1	8.00	0.00	456.00	Check: 1/17/2021- 4 HRS STOP THE BLEED & NARCAN TRAINING	
071315	GARTEN, LAWRENCE S	TOWIN -POL	003491	28-Jan-2021	HOL HRS	8.00	0.00	160.96	Check: 1/15/2021-#12223	
071315	GARTEN, LAWRENCE S	TOWIN -POL	003491	28-Jan-2021	SHDF	8.00	0.00	12.88	Check: +1.5 vac days for no sick Nov-Dec-Jan	
071315	GARTEN, LAWRENCE S	TOWIN -POL	003491	29-Jan-2021	REG	8.00	0.00	160.96	Check: +1.5 vac days for no sick Nov-Dec-Jan	
071315	GARTEN, LAWRENCE S	TOWIN -POL	003491	29-Jan-2021	SHDF	8.00	0.00	12.88	Check: +1.5 vac days for no sick Nov-Dec-Jan	
071315	GARTEN, LAWRENCE S	TOWIN -POL	003491	30-Jan-2021	REG	8.00	0.00	160.96	Check: +1.5 vac days for no sick Nov-Dec-Jan	
071315	GARTEN, LAWRENCE S	TOWIN -POL	003491	30-Jan-2021	SHDF	8.00	0.00	12.88	Check: +1.5 vac days for no sick Nov-Dec-Jan	
071315	GARTEN, LAWRENCE S	TOWIN -POL	003491	31-Jan-2021	SHDF	8.00	0.00	12.88	Check: +1.5 vac days for no sick Nov-Dec-Jan	
071315	GARTEN, LAWRENCE S	TOWIN -POL	003491	31-Jan-2021	REG	8.00	0.00	160.96	Check: +1.5 vac days for no sick Nov-Dec-Jan	
071452	ITANI, MICHAEL	TOWIN -POL	003486	01-Jan-2021	DPERACCR	0.00	-1.00	0.00	Check: +5 vac days for 6 mo anniv	
071452	ITANI, MICHAEL	TOWIN -POL	003486	14-Jan-2021	REG	8.00	0.00	153.60	Check: +5 vac days for 6 mo anniv	
071452	ITANI, MICHAEL	TOWIN -POL	003486	14-Jan-2021	SHDF	8.00	0.00	12.32	Check: +5 vac days for 6 mo anniv	
071452	ITANI, MICHAEL	TOWIN -POL	003486	15-Jan-2021	SHDF	8.00	0.00	12.32	Check: +5 vac days for 6 mo anniv	
071452	ITANI, MICHAEL	TOWIN -POL	003486	18-Jan-2021	REG	8.00	0.00	153.60	Check: +5 vac days for 6 mo anniv	
071452	ITANI, MICHAEL	TOWIN -POL	003486	18-Jan-2021	HOLID	8.00	0.00	76.80	Check: +5 vac days for 6 mo anniv	
071452	ITANI, MICHAEL	TOWIN -POL	003486	20-Jan-2021	DVACACCR	0.00	5.00	0.00	Check: +5 vac days for 6 mo anniv	
002740	WALL, LYNN A	TOWIN -TOWIN	003483	01-Jan-2021	DVACACCR	0.00	1.50	0.00	Check: 1.5 vacation days Oct, Nov, Dec	
002740	WALL, LYNN A	TOWIN -TOWIN	003483	13-Jan-2021	REG	9.00	0.00	213.32	Check: 1.5 vacation days Oct, Nov, Dec	

Figure 8 Timesheet History Detail Notes by Date Run as Excel®

The following table describes the columns available on the report.

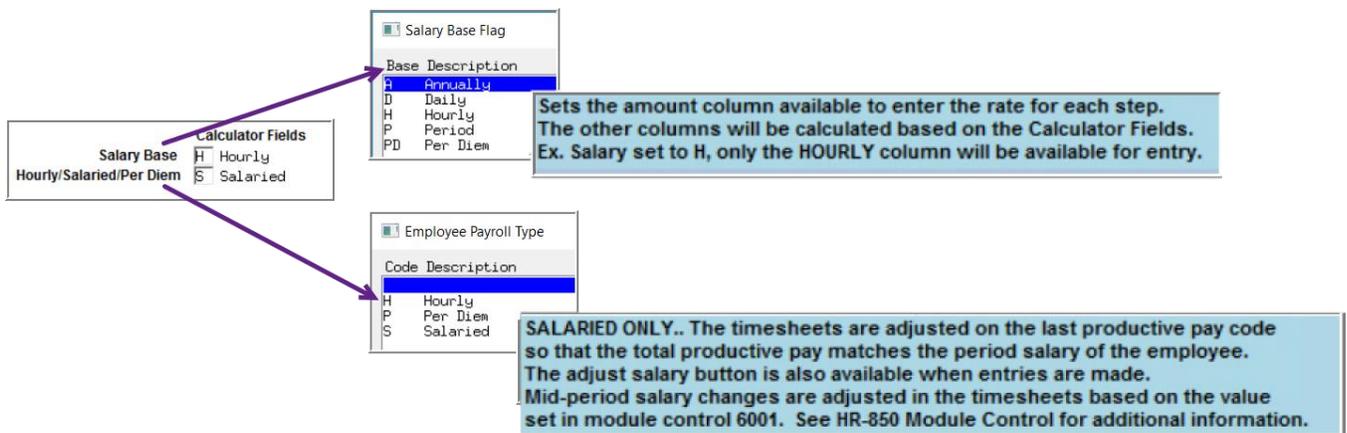
Column	Column Name	Description/How Used.
<b>A</b>	<b>Emp#</b>	Employee number from the Employee Maintenance screen (all tabs)
<b>B</b>	<b>Employee Name</b>	Employee name from the Employee Maintenance screen (all tabs)



Column	Column Name	Description/How Used.
C	Timesheet Group	The timesheet group as shown on the [5 Payroll] tab of the Employee Maintenance screen. 
D	Warrant	The payroll warrant number for which the notes appear
E	Work Date	The date worked that is associated with the note
F	Pay Code	The pay code associated with the note (some pay codes require notes)
G	Hours	The number of Hours worked
H	Days	The number of Days worked
I	Pay Amount	The amount paid for the hours/days worked
J	Line Note/Check Note	This indicates if the note is a “Line” note, if it relates only to the line shown, or if it is a “Check” note, indicating the note applies to the check in entirety.

[ADM-AUC-HR-10396]

### 3 SALARY SCHEDULE CALCULATOR FIELDS [Enhancement]



**Salary Base**  
Hourly/Salaried/Per Diem

**Calculator Fields**  
H Hourly  
S Salaried

**Salary Base Flag**  
Base Description  
A Annually  
D Daily  
H Hourly  
P Period  
PD Per Diem

**Employee Payroll Type**  
Code Description  
H Hourly  
P Per Diem  
S Salaried

**Annotation 1:** Sets the amount column available to enter the rate for each step. The other columns will be calculated based on the Calculator Fields. Ex. Salary set to H, only the HOURLY column will be available for entry.

**Annotation 2:** SALARIED ONLY.. The timesheets are adjusted on the last productive pay code so that the total productive pay matches the period salary of the employee. The adjust salary button is also available when entries are made. Mid-period salary changes are adjusted in the timesheets based on the value set in module control 6001. See HR-850 Module Control for additional information.

ADMINS added hovertext to the calculator fields on the [5 Salary Schedule] tab of the **Bargaining Unit** table. To access the screen, select:



Tables ▶ Bargaining Units ▶ [1 Detail] ▶ [5 Salary Schedule]

**Calculator Fields**  
Salary Base  Hourly

Sets the amount column available to enter the rate for each step. The other columns will be calculated based on the Calculator Fields. Ex. Salary set to H, only the HOURLY column will be available for entry.

Steps	Annual	Period	Daily	Hourly	Per Diem	Tier
1	55290.24	1059.20	211.84	26.4800	211.84	1
2	56793.60	1088.00	217.60	27.2000	217.60	1
3	57065.04	1093.20	218.64	27.3300	218.64	1
4	58860.72	1127.60	225.52	28.1900	225.52	1
5	61575.12	1179.60	235.92	29.4900	235.92	1

**Calculator Fields**  
Hours in Year   
Days in Period   
Periods in Year   
Days for Per Diem   
Hourly Digits

UDF Calculator 1   
UDF Calculator 2   
User Defined #3   
User Defined #4   
User Defined #5

Data entry allowed only in the Salary Base column specified in the Calculator Field. All other columns will be calculated based on this calculator field.

Example: Data entry is allowed only in the HOURLY column since H has been set in the Salary Base field. All other columns will be calculated based on this calculator field.

**Calculator Fields**  
Salary Base  Salaried

SALARIED ONLY.. The timesheets are adjusted on the last productive pay code so that the total productive pay matches the period salary of the employee. The adjust salary button is also available when entries are made. Mid-period salary changes are adjusted in the timesheets based on the value set in module control 6001. See HR-850 Module Control for additional information.

Steps	Annual	Period	Daily	Hourly	Per Diem	Tier
1	28922.40	556.20	121.03	17.9300	121.03	1
2	31467.15	605.14	121.03	17.9300	121.03	1

Hours in Year   
Days in Period   
Periods in Year   
Days for Per Diem   
Hourly Digits

Figure 9 Salary Base and Employee Payroll Type Calculator Fields

[ADM-AUC-HR-10400]

## 4 ATTACHMENTS [ENHANCEMENT]

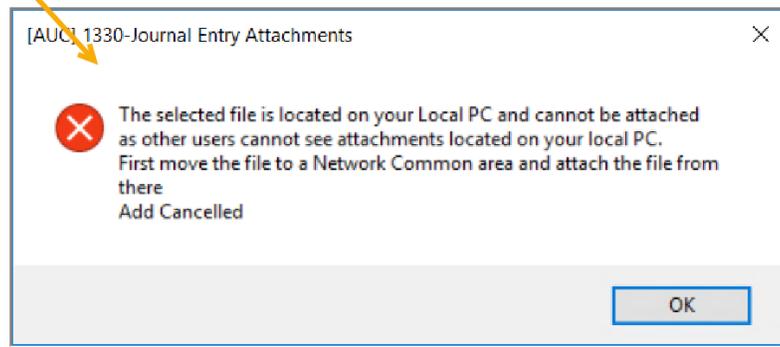
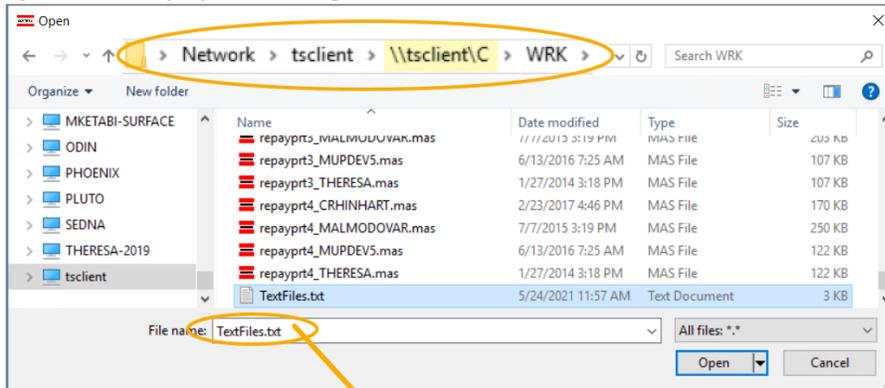
Users occasionally find that an attachment listed on one of the many attachment screens is not available. **ADMINS** found that this frequently is due to the attached file residing on a local client workstation or location that is not available to all users.

### 4.1 Prevent Attaching Files Residing on Local Workstations

**ADMINS** made a change to prevent users attaching files from local workstations:



On the Attachment entry screens, if the file being attached has “TSCLIENT” in the path (or even the filename), the system will reject it and display this message:



Users still need access to the TSCLIENT area to be able to *download* files to their local workstations, such as files to be transmitted to 3<sup>rd</sup> parties.

### 4.1.1 Screens Using the New Feature

Table 1 The following screens will use the new feature:

Task#	Description	Access the screen via the menu path:
6126	Employee Attachments	Maintenance ▶ Employee Maintenance ▶ [Employee Attachments]
6127	Employee Position Attachments	Maintenance ▶ Employee Maintenance ▶ [Employee Position Attachments] (tabs 4-9)
6815	Warrant History	Queries ▶ Warrant History ▶ [6 Add Attachments]

[ADM-AUC-SY-8206]

## 4.2 Weekly Error Check Report

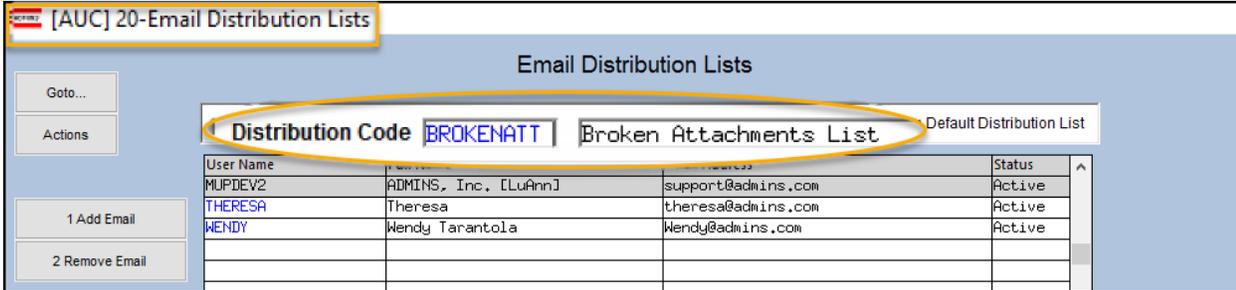
ADMINS changed the weekly error check on attachments to report only selected broken attachments:

1. If attachments are system generated, or
2. If “TSCLIENT” is present in the file name

Note: Attachments from network common areas will not be error checked since each site establishes a network common area to which the ADMINS account running the process does not necessarily have access.



The weekly error check report is sent to the members of the **BROKENATT** email distribution list. To add users to the list, follow the instructions found in **SY-150 AUC Email Distribution Lists** in each Help Reference Library. If the weekly process identifies missing **TSCLIENT** attachments, contact the owner of the source document; if the missing attachments are system generated, contact [support@admins.com](mailto:support@admins.com).



[ADM-AUC-SY-8206]

## 5 HELP REFERENCE LIBRARY

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

### 5.1 New or Updated Documents

- YEAR END HR-650 W4 Percentage Method Tables [Updated]
- SITE SPECIFIC HR-900 Allentown, PA 26/27 Pay Period Processing [New]