HUMAN RESOURCES

RELEASE NOTES – SEPTEMBER 2022

CONTENTS

1 Employee Maintenance

ADMINS changed the behavior of two of the Employee Maintenance tabs to clarify the meaning of messages and button labels and added an additional check on duplicate social security numbers.

1.1 [5 Payroll] Screen [Enhancement]

ADMINS changed the error message when an invalid or inactive timesheet group is entered on the Payroll tab **Timesheet Group** field. Prior to the software update, the message read "No Access to this timesheet group". Now, if the timesheet group is *inactive or invalid* the message provides a more precise message. To access the employee maintenance screen, from the menu, select:

Human Resources ▶ Maintenance ▶ Employee Maintenance ▶ [5 Payroll] tab

If the user has *no access* to the timesheet group, this message will be displayed:

Similar changes were made to the **[2 Personal]** tab for the primary timesheet group field:
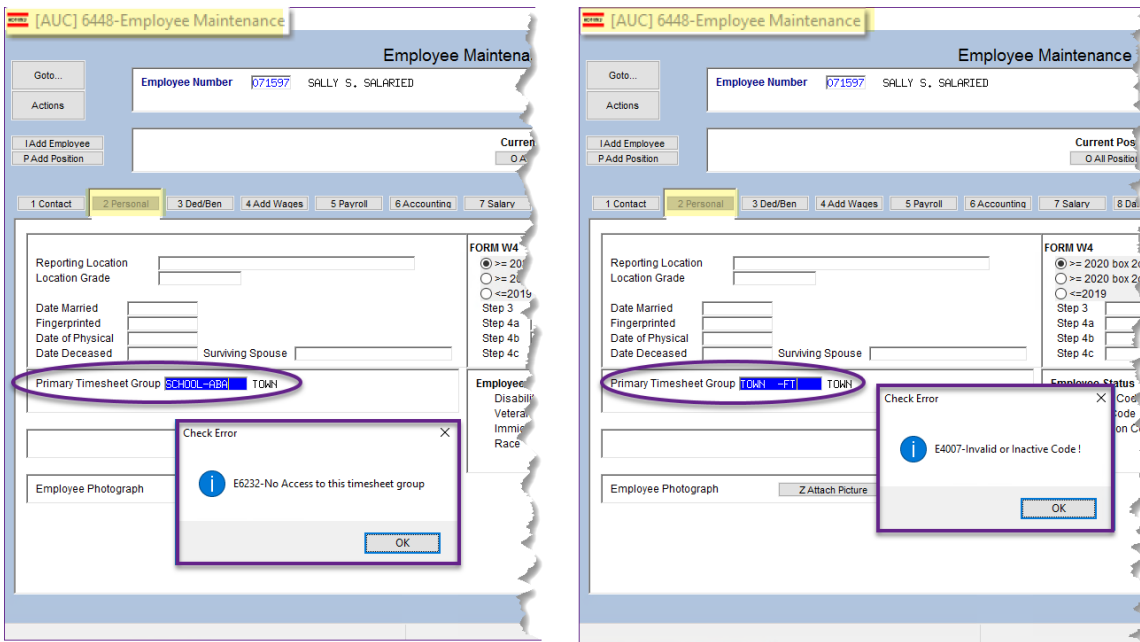

Figure 1 Popup messages for access to timesheet groups and invalid or inactive timesheet groups

[ADM-AUC-HR-10491]

1.2 [7 Salary] Tab [Enhancement]
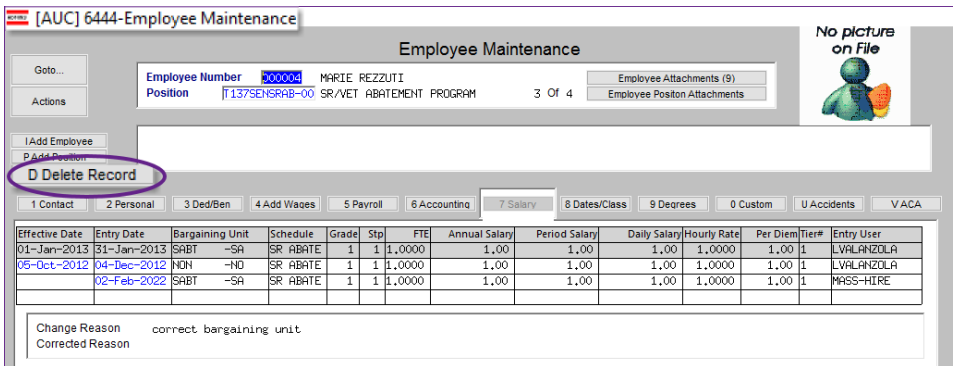
Users expressed concern that clicking the **[D Delete Record]** would delete the position from the employee's screen.

ADMINS changed the button label to clarify how to use the button.

Figure 2 Before – The Delete Record could be mistaken as deleting the employee instead of the selected salary record

Figure 3 After – The button is now labelled [Delete Salary Line] to clarify how it is used

[ADM-AUC-HR-10538]

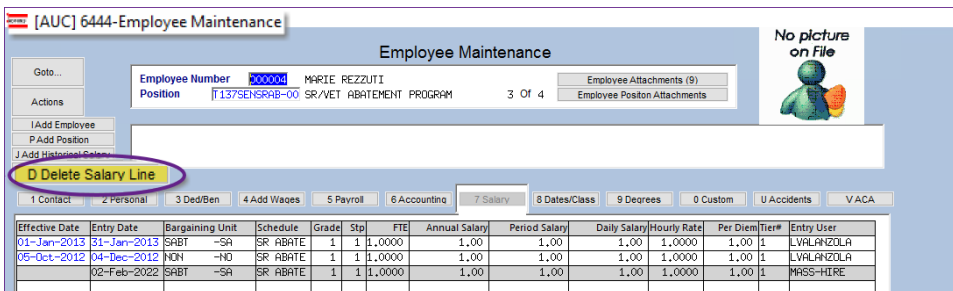## 1.3 Duplicate Social Security Number Checking [Enhancement]

When adding a new employee, the system will check that the Social Security number entered does not belong to another employee. If a duplicate Social Security number is found, a message will be displayed indicating the Social Security number belongs to another employee. This will prevent adding a second employee number for an employee when a second *position* should be added instead.

HELP   A person can have two employee numbers if they retire and have a different # for retirement. One number will be for the employee positions(s) and one for the retiree position.

[ADM-AUC-HR-10541]

2 Payroll Processing

ADMINS fixed a pre-note issue, added a report to alert users when two fiscal years are in timesheets, and enhanced some reports produced on the post labor distribution step of the Payroll Processing menu.

2.1 Prenote Updates on the Employee Record [Fix]

Pre-notes are used to establish a test of the system when an employee elects to receive their pay via Direct Deposit instead of a printed check.

When the direct deposit code is added to the Employee Maintenance record, the prenote is set to either 2, 1, or 0 depending on the site.

As each warrant is processed the prenote counter is decremented by one. Once the value is zero, the system will issue a direct deposit advice instead of a paper check.

There was an issue prior to the software update that the pre-note for a direct deposit deduction was not being updated. **ADMINS** fixed this and the pre-notes are working properly now.

[ADM-AUC-HR-10539]

2.2 #6927 Work Date Fiscal Year Report

ADMINS added this report to help sites with decentralized timesheet entry. The new report is produced at the beginning of payroll calculation to show amounts to be paid for each fiscal year. The finance dept or payroll posting user should **check this report every payroll**, especially around fiscal year end, to determine if the warrant should be processed as a split payroll.
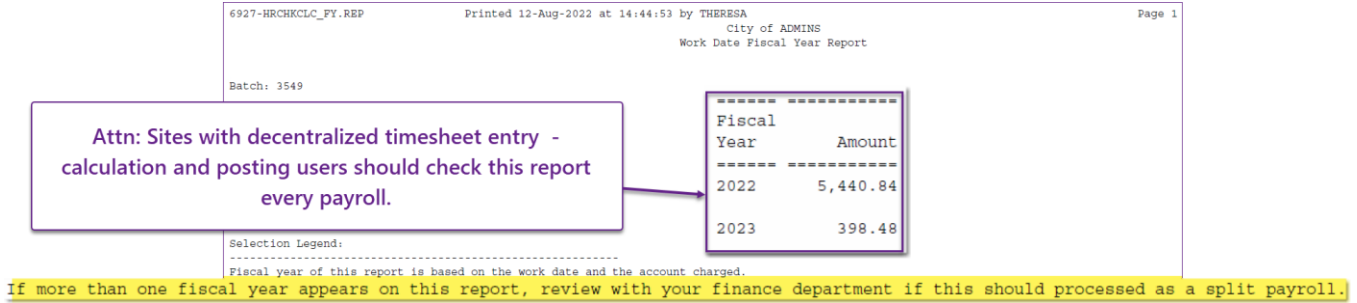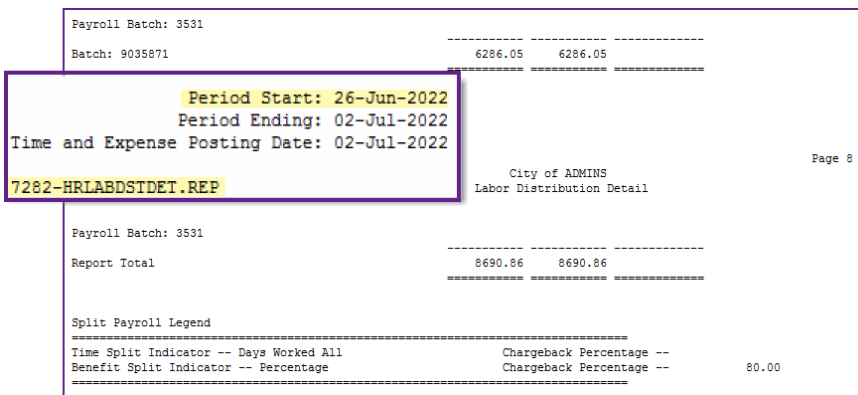
Figure 4 New report should be reviewed every payroll

2.3 Labor Distribution Reports #7282, 7283, 7285

There are three Labor Distribution Reports produced by each payroll warrant.

ADMINS added the Period start date to the Labor Distribution reports.

The Period Ending Date and Time & Expense Posting Dates were already shown on the reports; adding the Period Start date provides complete information.

Figure 5 #7282 Labor Distribution Detail by Account - #7283 & 7285 were changed as well

This is helpful when analyzing the reports when a Fiscal Year is crossed; the information will appear for every warrant.

3 Timesheet Entry–Add Employee
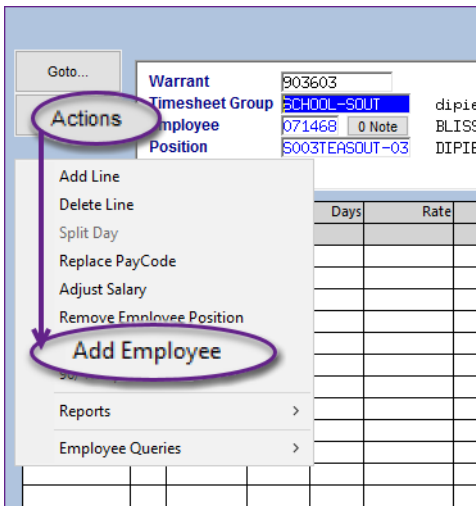
Before the software update, when adding an employee in the timesheet entry screen, the workdays, pay code, and accounting entries were not included, and had to be entered for each workday after adding the employee.

Now, when using either the **Actions ▶ Add Employee** or the **[7 Add Employee]** button, if employee has schedule, it will bring in all workdays with the pay code, salary information and GL Account.

If the employee does not have a schedule (no SHIFT code on the Payroll screen) it will bring in the selected workdays ONLY.
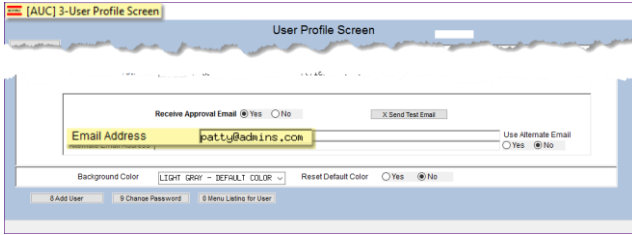
Property of ADMINS, Inc. No unauthorized use, distribution or reproduction permitted.

Page 5 of 19

As shown above, work dates are prepopulated with the warrant dates. The result will look like this if the employee has a shift code set:

Figure 6 A added employee with all the information brought in based on the master file

[ADM-AUC-HR-10529]

4 Direct Deposit Advice Email "From" [Enhancement]

By default, direct deposit advices are sent via email from the user *posting* the payroll, based on the email address set in their user profile, e.g., the user *posting* the payroll has an email address of "patty@admins.com", and when the direct deposit advice is received, it shows "patty@admins.com" as the **"From"** email address. Some sites have multiple payroll users or would prefer using a specific email account as the **"From"** address for all emailed direct deposit advices.

There is a new feature that allows sites to send out the direct deposit emails from a specified email address that will override the email address in the user profile.

To use this feature, contact the local IT department and ask them to create an email account for this purpose, for example – **"payroll@yoursite.com"**. If preferred, use an existing email address. Add the email address to use for sending out DD emails to mod control #6013.

Human Resources ▶ Module Maintenance ▶ Human Resources Module Control ▶ #6013
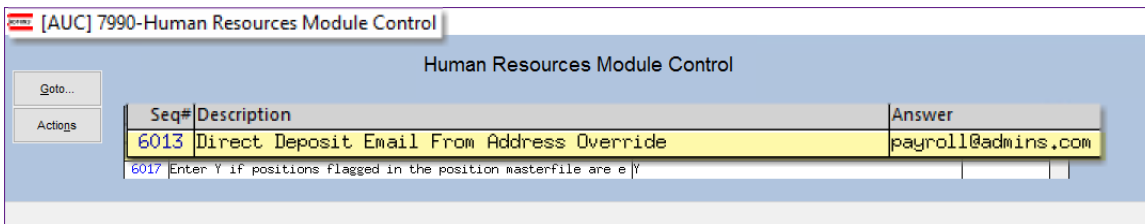
If there is an email address in module control #6013, it will be used for **all** payroll direct deposit advice emails. Leave the value of module control #6013 blank to continue having direct deposit advice emails show the **"From"** email address as the user posting the payroll.

[ADM-AUC-HR-10542]

5 Billing & Invoicing Invoice Summary Listing [Enhancement]
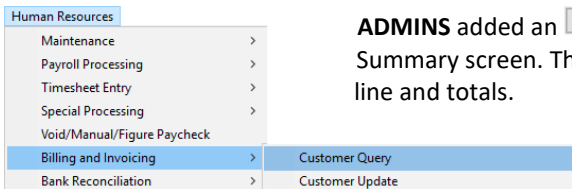
ADMINS added an [Inv. Summary Listing] *(Invoice Summary Listing)* button to the Invoice Summary screen. This produces an **Excel®** report that lists invoices, with one invoice per line and totals.

To access the report, from the menu, select:

HR ▶ Billing and Invoicing ▶ Customer Query
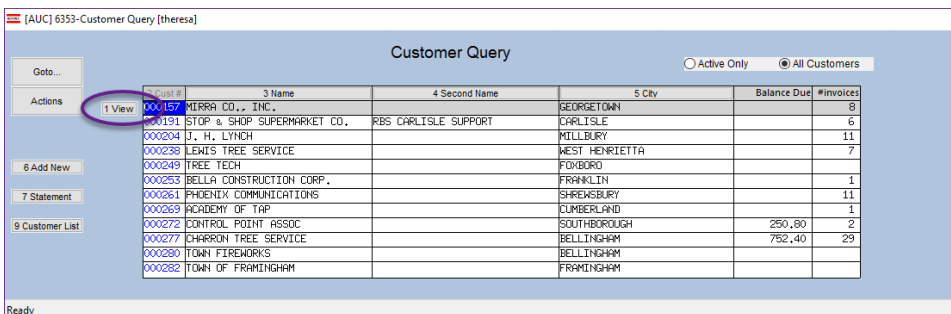
Select the desired customer from the multi-record Customer Query screen by selecting the customer and clicking on the **[1 View]** button.

Figure 7 Customer Query Multi-Record screen

Figure 8 Report #6931 Invoice Summary Listing with Dates & Amounts as shown on the [0 All Invoices] screen

The **[0 All Invoices]** tab shows all the invoices for the selected customer.

Click on the [Inv. Summary Listing] button to generate the **Excel®** report:

[ADM-AUC-HR-10559]

5.1 Added Invoice Date to the Invoice List Report [Enhancement]

In addition to the new report, the **invoice number** was added to the report produced by clicking [Invoice Listing].

Figure 9 Report #6155 Invoice Transaction Listing has the Invoice Dates

[ADM-AUC-HR-10561]

6 Report #6710 Employee List [Enhanced]

ADMINS added email, date of birth, home phone, cell phone, business phone, and primary timesheet group fields to the **Excel®** version of **Report #6710, Employee List**. From the menu, select:

HR ▶ Reports ▶ Report Library ▶ By Employee ▶ #6810 Employee List

Figure 10 Before –Report 6710 with columns A through P only

Home and Cell Phone numbers on the *image* are partially obscured. The report will have the entire phone number in columns T, U, and V.

Figure 11 After – added columns Q – V -Email, Birth Date, Primary TS Group, Home, Cell, and Business Phone

[ADM-AUC-HR-10540]

6.1 Employee Listing Reports added to Reports Library screen

Before the software update, some reports were accessible only via on-screen buttons. For example, the Employees by Cost code report was only found on the Cost code table screen. It is now also available on the report library. **ADMINS** added these reports to the **Report Library By Employee** reports menu:

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

Page 9 of 19

Human Resources ▶ Reports ▶ Report Library▶ By Employee

#6756 - Employee by Leave Accrual Group
#6749 - Employees by Employee Status
#6735 - Employee by Cost Code
#6750 - Employees by Employment Type
#6738 - Employees by Shift Code
#6737 - Employees by Pay Group
#6753 - Employees by Works Comp Code
#6736 - Employees by FLSA Code

[ADM-AUC-HR-10545]

6.2 #6926 Salary History Step Change Report

ADMINS added a report that captures employees' wages and scheduled step movements by bargaining unit. From the menu, select:

HR ▶ Reports ▶ Report Library ▶ Report By Employee ▶#6926 - Employee Salary History Step Change Report

The only required entry is the effective date range; however, if running the report to Excel®, use the selection criteria to avoid generating a report with more than the maximum lines that Excel® will allow.

Up to nine Bargaining Units, Pay Groups, Timesheet Groups, Employee #s, and Entity Codes can be specified to filter the data. Exclude terminated positions via the radio button. Sort by TS Group, Entity, Pay group, Bargaining Unit, or Name.

Table 1 Enter prompts for the Employee Salary History Step Change Report

Figure 12 Employee Salary history Step Change Report run as PDF

In the example above, Ⓐ employee #071129 shows three step changes within the specified period, and Ⓑ employee #071559 has only two.

Table 2 Description of the Columns on the report

Excel Col	Column Header	Description
A	Empl#	Employee Number
B	Name	Employee Name
C	Position	Employee Position
D	Description	Position Description
E	TS Group	Timesheet Group
F	BargainingUnit	The Bargaining Unit for this employee and position
G	Schedule	The Salary Schedule within the Bargaining Unit for this employee and position
H	Grade	The Grade for this employee and position
I	Step	The Step within the Grade and Salary Schedule for this position
J	Effective	The effective date of the salary schedule
K	Entered	The date the salary schedule, grade, and step were entered for this employee/position
L	FTE	The Full Time Equivalent (expressed as a percentage, 1.0000=100%
M	Annual	The annual salary for the employee
N	Period	The period salary for the employee
O	Daily	The daily salary for the employee
P	Hourly	The hourly salary for the employee
Q	Per Diem	The per diem amount for the employee
S	Term_Date	The termination date (if the employee was terminated for the position)

[ADM-AUC-HR-10544]

Page 11 of 19

6.3 #6940 FOIA Report

Anyone can ask for information on employee salary under the Freedom of Information Act (FOIA). To comply with requests (which can vary), **ADMINS** provides the #6930 FOIA report.

To run the report, from the menu, select:

HR ▶ Reports ▶ Report Library ▶ [4 By Paychecks] ▶ #6930 FOIA Report

Fill in the required work date range. As shown, the report will be limited to calendar year 2022. There are three optional filters, on Entity Code, up to nine Pay Groups, and up to nine Bargaining units. Leave the optional filters blank to include all employees. The fields on the report are:

	Column Label	How used
A	Year	The calendar year
B	Emp No	The Employee number
C	First Name	First Name of the Employee
D	Middle Name	Middle Name or initial of the employee
E	Last Name	Last name of the employee
F	Hire Date	Employee Date of Hire
G	Pay Group	Employee pay group (useful if using filters; usually FOIA requests do not ask for this)
H	Position Description	Position description from the employee master file
I	Bargaining Unit	Bargaining unit for the employee from the employee master file
J	Total Pay	Total pay for the period being reported
K	DETAIL PAY	Detail pay (a portion of the total – all the pay types below add up to the total pay)
L	FAMILY LEAV	Family leave
M	HOLIDAY LEA	Holiday pay
N	LONGEVITY	Longevity pay
O	NON-PENSION	Non-pensioned pay
P	OTHER-PENSI	Other Pensioned pay
Q	PARENTAL LE	Parental leave pay
R	PERSONAL LE	Personal Leave pay
S	PHONE COVER	Phone coverage pay
T	QUINN BILL	Quinn bill pay – Massachusetts Police Career Incentive Program
U	REGULAR	Regular pay
V	SHIFT-DIFFE	Shift differential
W	SICK LEAVE	Sick pay
X	STIPENDS/PE	Stipends
Y	SUBSTITUTE	Substituting for a higher pay grade pay

|	Column Label	How used
Z	UNPAID TIME	Unpaid time
AA	VACATION LE	Vacation pay

The report is run as **Excel®** and there are additional blank columns beyond those listed above that may be used to tailor the information to satisfy the FOIA request.

Figure 13 Partial image of the FOIA report

[BLG-SUP-SAPLAUC-1458]

6.4 Identify Changes to Deductions & Additional Wages [Enhancement]
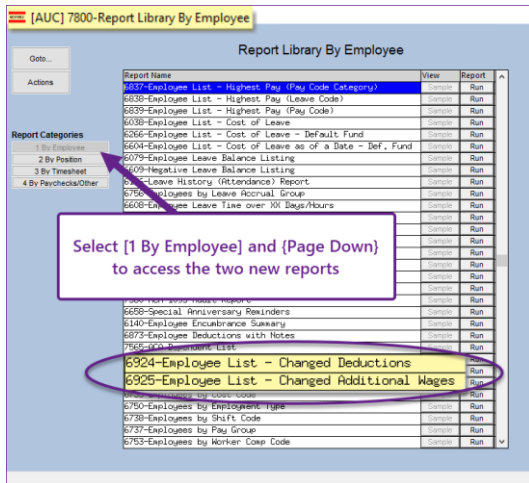
ADMINS added two new reports to identify changes to deductions and additional wages, intended to be run prior to processing a payroll *(especially helpful to payroll supervisors who may not be the ones making the changes)*.

HR ▶ Reports ▶ Report Library ▶ [1 By Employee] ▶ {Page Down}

These reports can be run prior to creating a warrant, identifying changes that impact the payroll, and the *expected control totals** for deductions and wages.

Payroll supervisors keep control totals in a separate spreadsheet, to allow balancing payroll each period to a target amount.

The reports are described in detail below.

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

Page 13 of 19

6.4.1 #6924 Employee List of Changed Deductions [Enhancement]

The new report of Changed Deductions can be run prior to processing a warrant to see a list of any added/changed employee deductions. Enter the required date range, and if needed, restrict the report to up to nine pay groups by clicking on the **[Edit]** button. The report may be run as **PDF®** or **Excel®**.

Figure 14 Employee List of Changed Deductions run as PDF®

Figure 15 Employee List of Changed Deductions run as Excel®

6.4.2 # 6925 Employee List of Changed Additional Wages [Enhancement]

The new report of Changed Additional Wages can be run prior to processing a warrant to see a list of any added/changed additional wages. Enter the required date range, and if needed, restrict the report to up to nine pay groups by clicking on the **[Edit]** button. The report may be run as **PDF®** or **Excel®**.

**Figure 16 Employee List of Changed Additional Wages run as PDF®**

Figure 17 Employee List of Changed Additional Wages run as Excel®

[ADM-AUC-HR-10525]

7   Leave Accruals Table [Fix]

Before the software update, a leave accrual rule code could be deleted with employees assigned to it. Since the update, the system will do a check and only allow the deletion of a leave code with no active employees assigned. To access the Leave Accruals Table, from the menu, select:

Human Resources ▶ Tables ▶ Leave Accruals Table
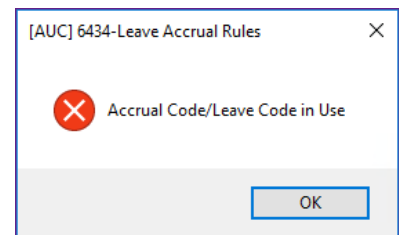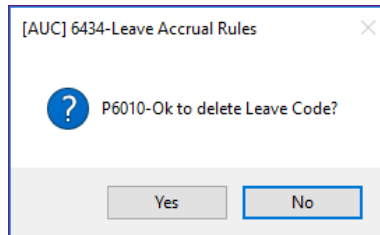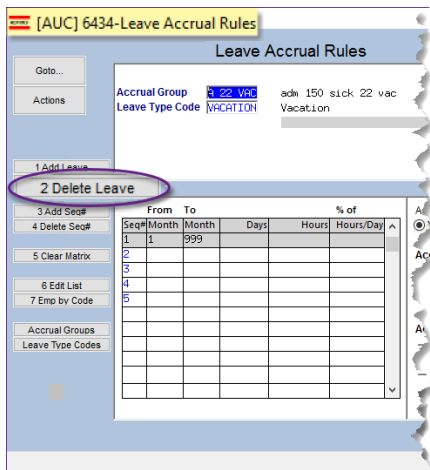
When deleting a leave type code, the system will first ask if it is OK to delete the Leave Code. Click on **[Yes]**, if the code is in use, the system will display the message above and will not delete the code.

Leave codes with history cannot be deleted.

[ADM-AUC-HR-10500]

8   Cost Code Table Edit List [Enhancement]

Before the software update, when an edit list was run from the Cost Code table, it did not include the "periods to take" for each cost code. To make it easier to see more information about the cost codes on the edit list, **ADMINS** added the "periods to take" to both the **PDF®** and **Excel®** versions of the report.

Figure 18 Before – the Cost Code Edit list did not include columns for the periods to take

Figure 19 After – the Cost Code Edit list with columns for Periods to Take

[MAN-SUP-SAPLAUC-842]

9   Quarterly Processing – CT 941 [Enhancement]

ADMINS has a process for CT 941 that produces *two reports*; use these reports to complete the CT 941 filing requirement each quarter. Go to the MyConnect portal to file electronically. Prior to the software update, the entity was a required field. It is now optional, so that all entities may be reported on at the same time.
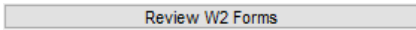

[ADM-AUC-HR-10524]

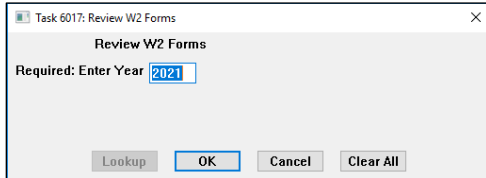# 10 Print a W2 Form from the Review Screen [Enhancement]

To print a single W2 quickly, from the menu, select:

HR ▶ Year End Processing ▶ W2 Processing

From the steps menu, select:

Review W2 Forms

The system will prompt for the year:

Enter the desired year and click **[OK].**

On the Review W2 Forms screen, enter the entity and employee number for the W2, or select the employee from the lookup by name or employee number:
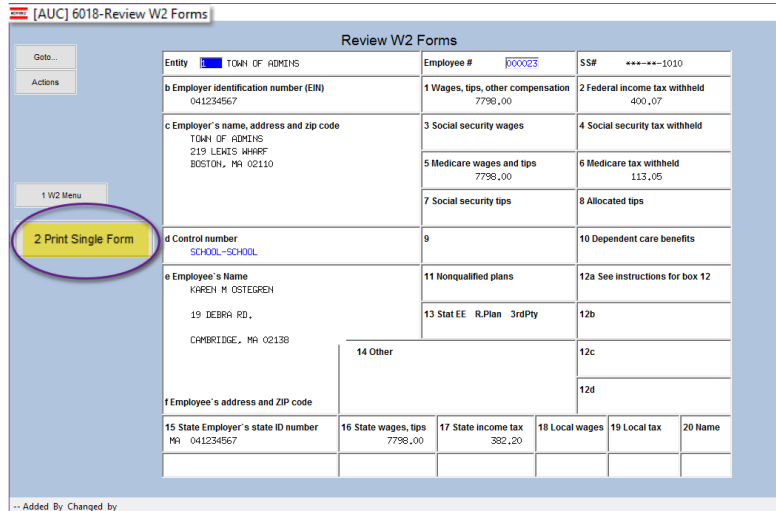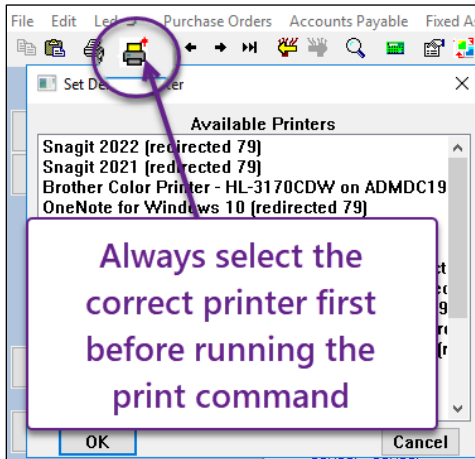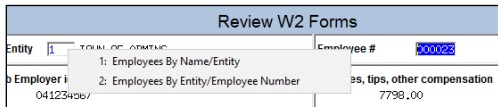
Once the employee information is displayed on the screen, click the

2 Print Single Form

button on the left side of the screen.
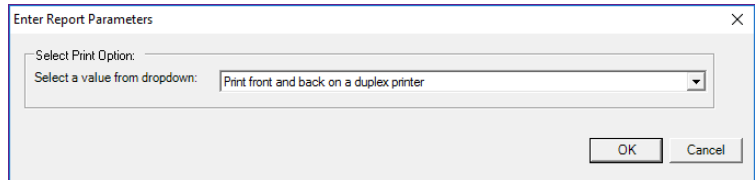
Make the printing selection on the prompt. Print using the print button in the AdmCrv screen.

The W2 will display in the AdmCrv viewer. Print using the print button.

Always select the correct printer first before running the print command
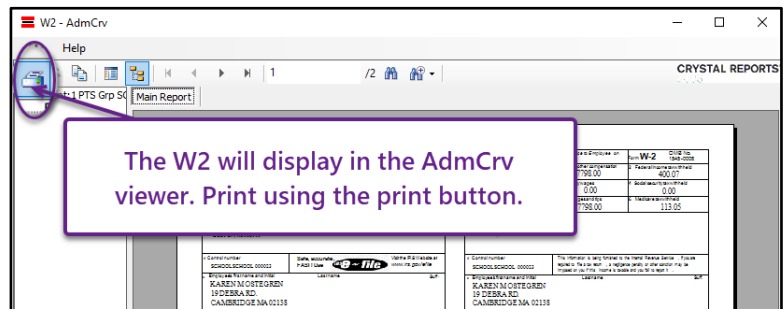
[ADM-AUC-HR-10492]

11 Interfaces/Imports

Human Resources ▶ Interfaces/Imports ▶ Timesheet Import from Spreadsheet

ADMINS provides a way to import timesheets from a spreadsheet.

To make it easier to import accruals, the Timesheet Import Employees report can be filtered by up to nine accrual groups.

For example, a union contract is ratified mid-year that provides additional personal leave accrual. Run the report selecting only the union employee accrual group and use the resulting data to populate the template for uploading timesheets. Learn about importing timesheets by reading HR–345 Import Timesheets from a Spreadsheet in the Help Reference Library.

The image shows that the columns in the report directly correlate with the columns in the template provided in the steps menu.

Copy columns B – E from the report and fill in the remaining data.

Figure 20 Report #6768 can be used to populate columns B-E in the template

[ADM-AUC-HR-10546]

12 Site-Specific

ADMINS added the optional Pay Group and Bargaining Units sorting and selecting fields to the Paycheck Listing – Multiple Employees report. From the menu, select:

Human Resources ▶ Site Specific ▶ Site Specific Paycheck Listing – Multiple Employees

12.1 #6293 Paycheck Listing-Multiple Employees

[MBE-SUP-SAPLAUC-1169]

13 Help Reference Library

Added the following new or updated content to the Help Reference Library and to **ADMINS**.com:

13.1 New or Updated Documents in the Help Reference Library

Payroll Processing	HR–380 Emailing Direct Deposit Advice	[Updated]
Special Processing	HR–457 Update Additional Rates En Masse	[New]
Other	HR–850 Module Control	[Updated]
Site Specific	HR–1090 CT ReEmploy Filing	[New]

13.2 ADMINS.com Documents & Videos

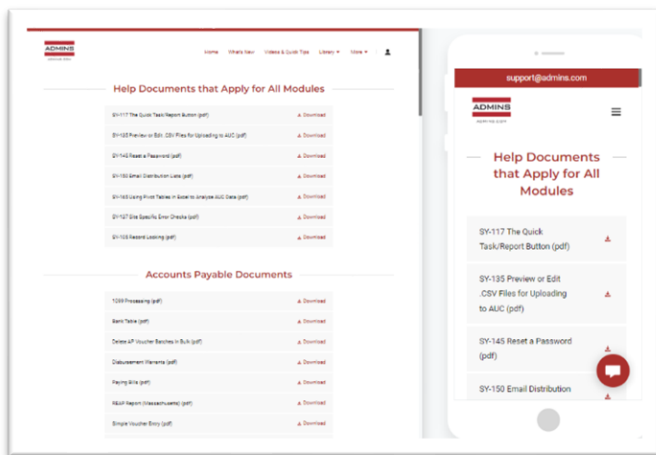|	
HR–1090 CT ReEmploy Filing	[New]
Add Historical Salary Change Record [2:47]	[New]
Optimizing the PDF® Viewer [3:37]	[New]

Figure 21 Before

To allow customers instant access to training videos and documents, the ADMINS.com website no longer requires registration to access the Videos and Quick Tips and Release Notes content.

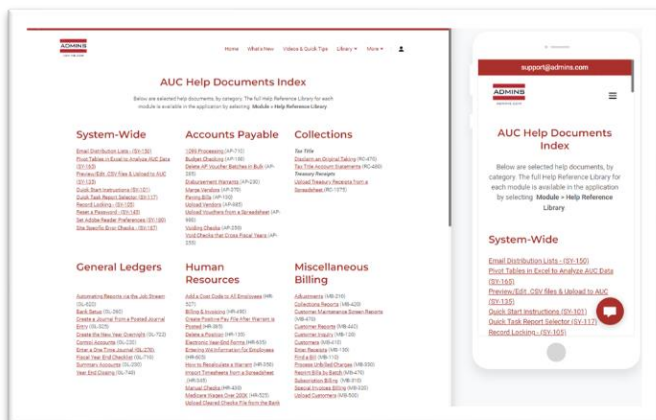We also restructured the help documents index page to make it more compact to allow easier access from mobile devices.

Figure 22 After

[ADM-AUC-WEB-10]

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

Page 19 of 19