



# HUMAN RESOURCES

## RELEASE NOTES – SEPTEMBER 2022

### CONTENTS

<b>1</b>	<b>EMPLOYEE MAINTENANCE</b> .....	<b>2</b>
1.1	[5 Payroll] Screen [Enhancement].....	2
1.2	[7 Salary] Tab [Enhancement].....	3
1.3	Duplicate Social Security Number Checking [Enhancement].....	4
<b>2</b>	<b>PAYROLL PROCESSING</b> .....	<b>4</b>
2.1	Prenote Updates on the Employee Record [Fix].....	4
2.2	#6927 Work Date Fiscal Year Report .....	4
2.3	Labor Distribution Reports #7282, 7283, 7285 .....	5
<b>3</b>	<b>TIMESHEET ENTRY–ADD EMPLOYEE</b> .....	<b>5</b>
<b>4</b>	<b>DIRECT DEPOSIT ADVICE EMAIL “FROM” [ENHANCEMENT]</b> .....	<b>6</b>
<b>5</b>	<b>BILLING &amp; INVOICING INVOICE SUMMARY LISTING [ENHANCEMENT]</b> .....	<b>7</b>
5.1	Added Invoice Date to the Invoice List Report [Enhancement] .....	8
<b>6</b>	<b>REPORT #6710 EMPLOYEE LIST [ENHANCED]</b> .....	<b>9</b>
6.1	Employee Listing Reports added to Reports Library screen .....	9
6.2	#6926 Salary History Step Change Report .....	10
6.3	#6940 FOIA Report.....	12
6.4	Identify Changes to Deductions & Additional Wages [Enhancement].....	13
6.4.1	#6924 Employee List of Changed Deductions [Enhancement] .....	14
6.4.2	# 6925 Employee List of Changed Additional Wages [Enhancement] .....	14
<b>7</b>	<b>LEAVE ACCRUALS TABLE [FIX]</b> .....	<b>15</b>
<b>8</b>	<b>COST CODE TABLE EDIT LIST [ENHANCEMENT]</b> .....	<b>16</b>
<b>9</b>	<b>QUARTERLY PROCESSING – CT 941 [ENHANCEMENT]</b> .....	<b>16</b>
<b>10</b>	<b>PRINT A W2 FORM FROM THE REVIEW SCREEN [ENHANCEMENT]</b> .....	<b>17</b>
<b>11</b>	<b>INTERFACES/IMPORTS</b> .....	<b>18</b>
<b>12</b>	<b>SITE-SPECIFIC</b> .....	<b>18</b>
12.1	#6293 Paycheck Listing-Multiple Employees .....	18
<b>13</b>	<b>HELP REFERENCE LIBRARY</b> .....	<b>19</b>
13.1	New or Updated Documents in the Help Reference Library.....	19
13.2	ADMINS.com Documents & Videos .....	19



# 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

The screenshot shows the 'Employee Maintenance' screen for employee 071600. The '5 Payroll' tab is active. In the 'Group Information' section, the 'Timesheet Group' is set to 'TOWN -FT'. A dialog box titled 'Dictionary Format Error' is displayed, with the message 'Invalid Timesheet Group' circled in purple. The dialog box has an 'OK' button at the bottom right.

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

The screenshot shows a 'Check Error' dialog box with a blue information icon and the message 'E6232-No Access to this timesheet group'. There is an 'OK' button at the bottom right of the dialog box.



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

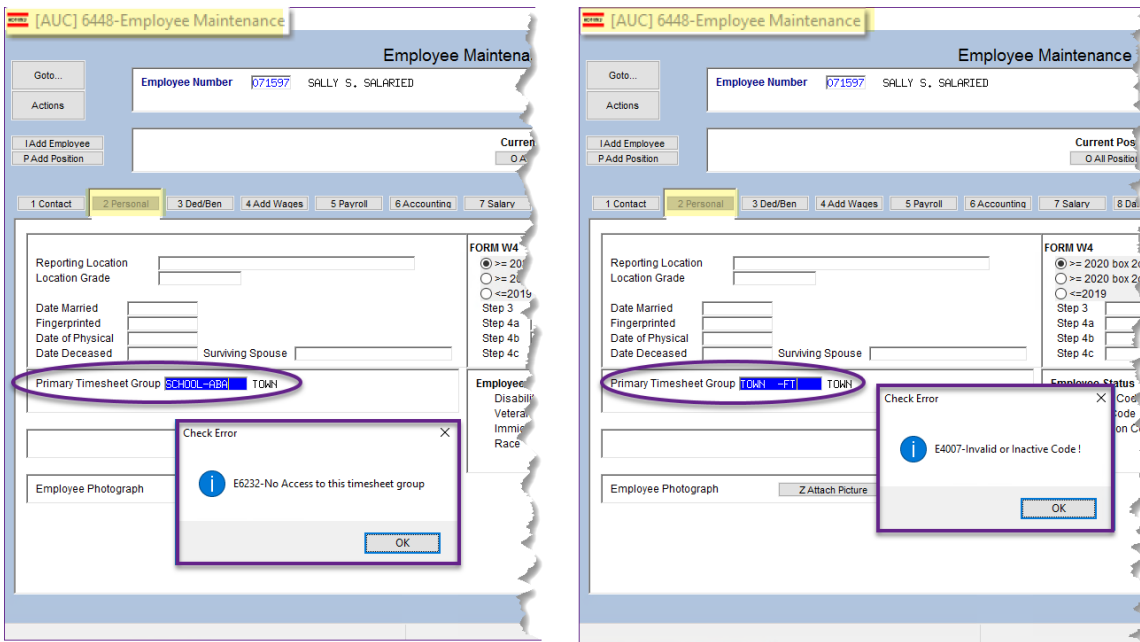
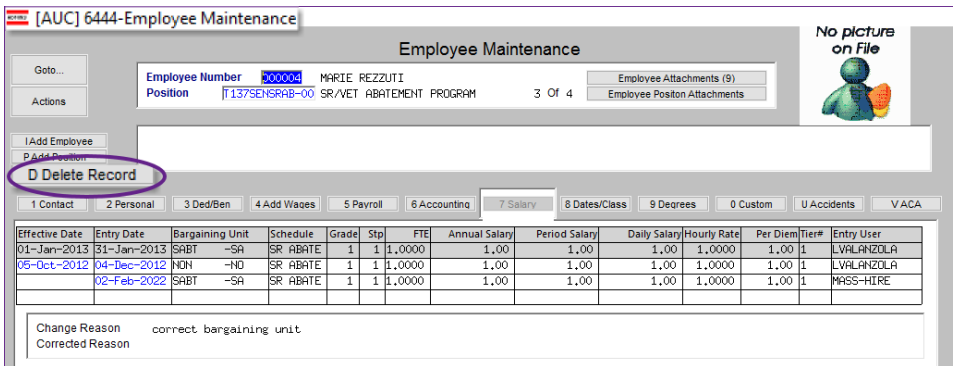


Figure 1 Pop up messages for access to timesheet groups and invalid or inactive timesheet groups

[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

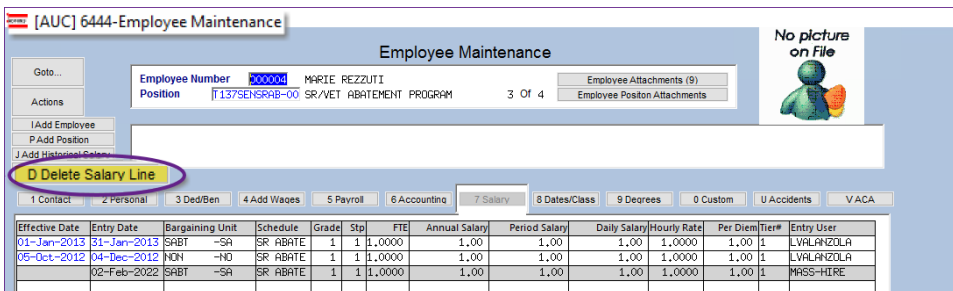


Figure 3 After – The button is now labelled [Delete Salary Line] to clarify how it is used

[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.



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.

The screenshot shows the 'Employee Maintenance' interface. A table lists various cost codes and their effective dates. The 'DIRDEP' row is circled in red. Below the table, a 'Direct Deposit & Note for DIRDEP' form is visible, containing fields for bank information, account details, and pre-note settings. The 'Pre-Note' field is set to '1'.

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.

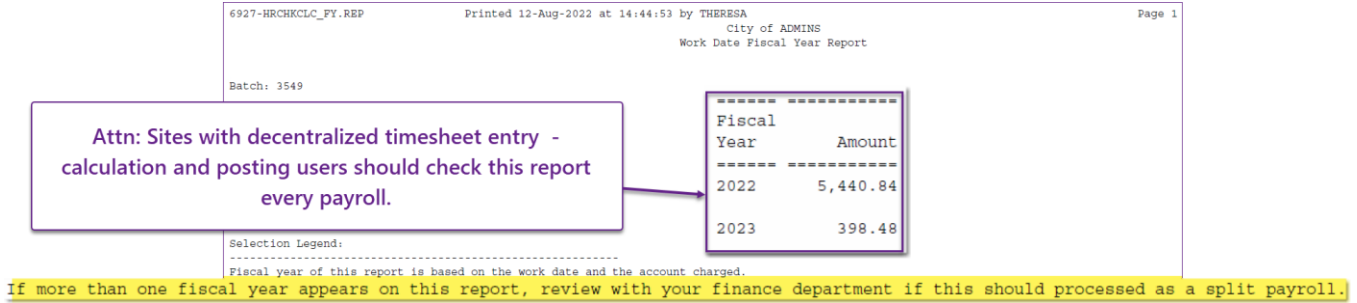
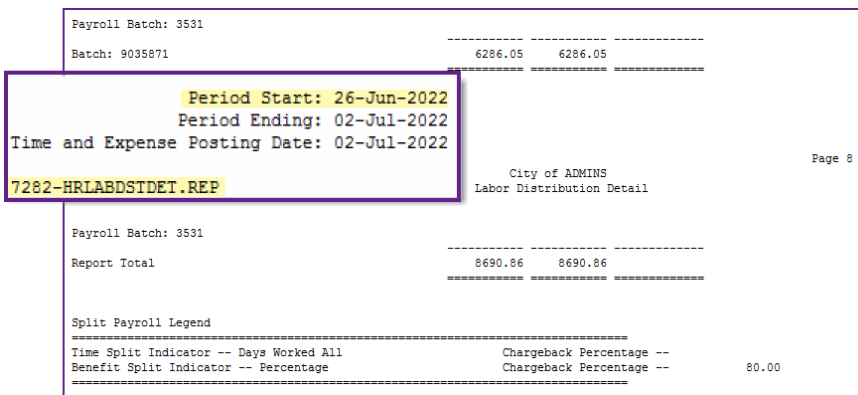


Figure 4 New report should be reviewed every payroll

[ADM-AUC-HR-10550]

### 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.

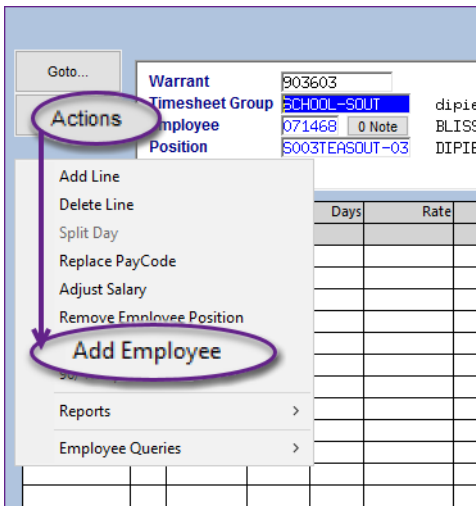
The Period Ending Date and Time & Expense Posting Dates were already shown on the reports; adding the Period Start date provides complete information.

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.

[ADM-AUC-HR-10537]

### 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.



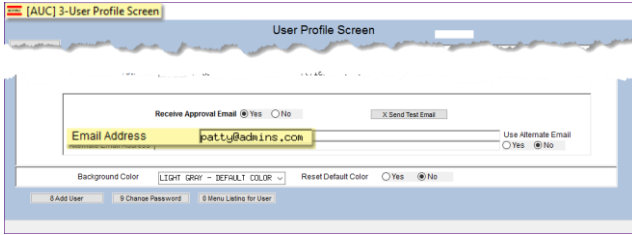
As shown above, work dates are prepopulated with the warrant dates. The result will look like this if the employee has a shift code set:

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.

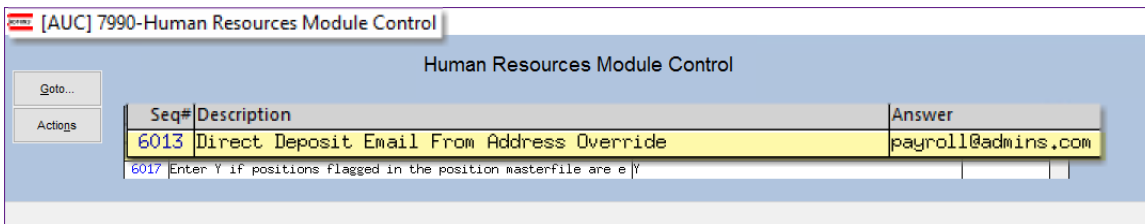


From: **Patty@admins.com**  
Sent: Thursday, September 1, 2022 10:24 AM  
To: Theresa Campbell <theresa@admins.com>  
Subject: 01 September 2022 Direct Deposit Advice From the Town of ADMINS

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.

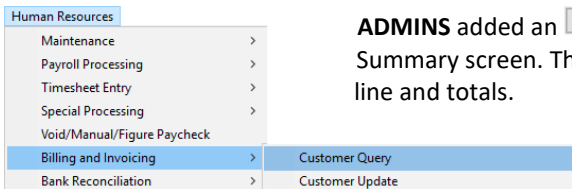
**Human Resources ▶ Module Maintenance ▶ Human Resources Module Control ▶ #6013**



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]

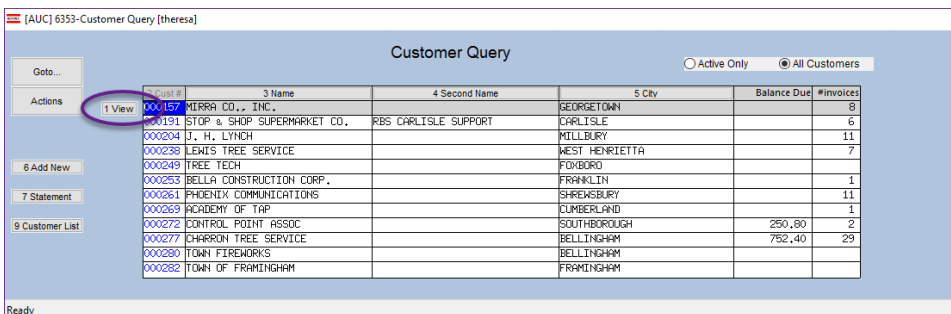
## 5 Billing & Invoicing Invoice Summary Listing [Enhancement]



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**



**Invoice Summary - All**

Customer # 000157 Customer Name MIRRA CO., INC. Second Name

Address Information  
Address 1 6 HORENO WAY  
Address 2 P.O. BOX 399  
Address 3  
City State Zip GEORGETOWN, MA 01833-0000  
Country

Contact Information  
Contact  
Phone 1 (978) 352-7879 Type  
Phone 2 (000) 000-0000 Type  
Refund Information  
Vendor 000000 00

0 All Invoices | 1 By Invoice# | 2 By Detail/Ticket# | Transaction History | 3 Update Customer

Invoice#	Invoice Date	Charges	Adjustments	Payments	Refunds	Balance
00006383	01-Jun-2020	501,60		501,60		
00006376	01-Jun-2020	250,80		250,80		
00006272	08-Jan-2020	1,003,20		1,003,20		
00006264	01-Jan-2020	1,003,20		1,003,20		
00006256	25-Dec-2019	1,504,80		1,504,80		
00006212	04-Dec-2019	1,002,72		1,002,72		
00006194	26-Nov-2019	501,36		501,36		
00006186	20-Nov-2019	1,002,72		1,002,72		
<b>TOTAL OPEN</b>		<b>6770,40</b>		<b>6770,40</b>		

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:

Inv#	Inv Date	Due Date	Charge Amount	Adjust Amount	Payment Amount	Refund Amount	Balance Due
00006383	01-Jun-2020	01-Jul-2020	501,60	0,00	501,60	0,00	0,00
00006376	01-Jun-2020	01-Jul-2020	250,80	0,00	250,80	0,00	0,00
00006272	08-Jan-2020	07-Feb-2020	1,003,20	0,00	1,003,20	0,00	0,00
00006264	01-Jan-2020	31-Jan-2020	1,003,20	0,00	1,003,20	0,00	0,00
00006256	25-Dec-2019	24-Jan-2020	1,504,80	0,00	1,504,80	0,00	0,00
00006212	04-Dec-2019	03-Jan-2020	1,002,72	0,00	1,002,72	0,00	0,00
00006194	26-Nov-2019	26-Dec-2019	501,36	0,00	501,36	0,00	0,00
00006186	20-Nov-2019	20-Dec-2019	1,002,72	0,00	1,002,72	0,00	0,00
<b>Total</b>			<b>6,770.40</b>	<b>0.00</b>	<b>6,770.40</b>	<b>0.00</b>	<b>0.00</b>

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

[ADM-AUC-HR-10559]

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

Line#	Inv Date	Due Date	Location Address	Emp#	Work Date	Detail Ticket#	Description	Hours	Charge Amt	Adjust Amt	Payment Amt	Refund Amt	Balance Due
1	25-Apr-2022	29-May-2022	160 MEGHAINC ST	003111	25-Apr-2022	13940	Employee Charge	4.00	345.00	0.00	345.00	0.00	0.00
							Town Fee	0.00	34.80	0.00	34.80	0.00	0.00
							Cruiser Fee	0.00	140.00	0.00	140.00	0.00	0.00
							Line Total	4	522.80	0.00	522.80	0.00	0.00

Invoice#	Inv Date	Due Date	Location Address	Emp#	Work Date	Detail Ticket#	Description	Hours	Charge Amt	Adjust Amt	Payment Amt	Refund Amt	Balance Due
	1	20-Nov-2019	20-Dec-2019	000000			Employee Charge	0.00	911.56	0.00	911.56	0.00	0.00
							Town Fee	0.00	91.16	0.00	91.16	0.00	0.00
							Line Total	0.00	1,002.72	0.00	1,002.72	0.00	0.00
00006186							Employee Charge	0.00	455.76	0.00	455.76	0.00	0.00
							Town Fee	0.00	45.60	0.00	45.60	0.00	0.00
							Line Total	0.00	501.36	0.00	501.36	0.00	0.00

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

In addition to the new report, the **invoice number** was added to the report produced by clicking

**Invoice Listing**

[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

Emp#	Name	Position#	BargUnit	Entity	PayGrp	TimeshtGrp	M/F	HireDate	EEO/Original Hire Date	Race	Cat	Type	Errors	Reporting Location	Location Grade
071579	ACHIN-HOUSMAN, LYNN F	S003ABATECH-02 AFLABA10-MOEL		WE		SCHOOL-SOUT	M	12-May-2022	12-May-2022	13	01	R			
071590	ADILETTO, LYNN A	S003KNDTCH-01 MTA-26		WE	26	SCHOOL-SOUT	M	17-May-2022	17-May-2022	05	01	R			
071591	ALBRECHT, KEITH P	S003ABATECH-02 AFLABA10-MOEL		WE		SCHOOL-SOUT	M	17-May-2022	17-May-2022	13	01	R			
071593	ALLARD, LYNN T.	S003KNDTCH-01 MTA-26		WE	26	SCHOOL-SOUT	M	01-May-2022	01-May-2022	05	01	R			
071593	ALLEN, LAWRENCE	T422DPWHCLK-01 TOCL-01		DPW		TOWN-DPW	M	05-May-2022	05-May-2022	15	01	R			
071594	ALWARD, LYNN L	S003CAFLEAD-01 AFL10M-AF10		WE		SCHOOL-CAFE	M	30-Apr-2022	30-Apr-2022	16	02	R			
071596	ANASTASIA, LYNN M	S003KNDTCH-01 MTA-26		WE	26	SCHOOL-SOUT	M	05-May-2022	05-May-2022	05	01	R			
071596	ANDERSON, KAREN	T450DPWGLEN-0 DPW-DP		TW		TOWN-DPW	M	06-Jun-2022	06-Jun-2022	07	01	R			
071600	AUGER, MICHAEL S	S003ABATECH-02 AFLABA10-MOEL		WE		SCHOOL-SOUT	M	01-Jun-2022	01-Jun-2022	13	01	R			
#Emps:		7 #Positions:		9											

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

Emp#	Email	Birth Date	Primary TS Grp	Home Phone	Cell Phone	Business Phone									
002678	kdrew@admins.com	05-Apr-1974	TOWN-DPW	-0000	0765	(000) 000-0000									
003005	turcotte@admins.com	17-Dec-1944	TOWN-DPW	-7205	4131	(000) 000-0000									
005143	kboiteau@admins.com	15-Nov-1966	TOWN-DPW	-2140	1469	(000) 000-0000									
005690	mgagne@admins.com	13-Feb-1961	TOWN-DPW	-1506	6074	(000) 000-0000									
007213	mbokoski@admins.com	20-Apr-1967	TOWN-DPW	-7681	5610	(000) 000-0000									
070284	mcarisle@admins.com	28-Dec-1967	TOWN-DPW	-7279	5830	(000) 000-0000									
070978	llevesque@admins.com	17-Jul-1960	TOWN-DPW	-2241	0027	(000) 000-0000									
071239	ksassin@admins.com	20-Apr-1987	TOWN-DPW	-6891	0203	(000) 000-0000									
071292	ksalisbury@admins.com	09-Oct-1980	TOWN-DPW	-0000	1008	(000) 000-0000									
071294	kcasavant@admins.com	18-May-1961	TOWN-DPW	-0000	2126	(000) 000-0000									
071328															
071344	PRAY, MICHAEL D	T422DPWDROP-02 DPW-DP	mpray@admins.com	09-Mar-1984	TOWN-DPW	(000) 000-0000 (401) 486-0450 (000) 000-0000									
071345	MCGOVERN, LAWRENCE	T450FACASST-01 DPW-DP	lmcgovern@admins.com	07-Oct-1981	TOWN-DPW	(000) 000-0000 (617) 438-8066 (000) 000-0000									
071435	FARELL, LAWRENCE	T422DPWDROP-01 DPW-DP	lfarell@admins.com	20-Jun-1992	TOWN-DPW	(000) 000-0000 (401) 787-0545 (000) 000-0000									
071456	PHAKHANSA, LAWRENCE	T422DPWDROP-01 DPW-DP	lphakhansa@admins.com	10-Dec-1996	TOWN-DPW	(000) 000-0000 (774) 277-1608 (000) 000-0000									
071457	BRADY, KEITH B	T450DPWAMEC-01 DPW-DP	kbrady@admins.com	19-Jul-1981	TOWN-DPW	(000) 000-0000 (774) 248-5612 (000) 000-0000									
#Emps:		22 #Positions:		22											

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:



Human Resources ▶ Reports ▶ Report Library ▶ By Employee

Report Library By Employee		
Report Name	View	Report
6756-Employees by Leave Accrual Group	Sample	Run
6749-Employees by Employee Status	Sample	Run
6735-Employees by Cost Code	Sample	Run
6750-Employees by Employment Type	Sample	Run
6738-Employees by Shift Code	Sample	Run
6737-Employees by Pay Group	Sample	Run
6753-Employees by Worker Comp Code	Sample	Run
6736-Employees by FLSA Code	Sample	Run

- #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

[AUC] 7800-Report Library By Employee

Report Library By Employee

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	Sample	Run
6902-Employee List - Grade Schedule - As of a Date	Sample	Run
6754-Employee List - Additional Wages	Sample	Run
6716-Employee List - Deductions	Sample	Run
6662-Employee List - Benefits	Sample	Run
6708-Employee List - Benefits with Annual Amounts	Sample	Run
6718-Employee List - Sick Home Coding	Sample	Run
6719-Employee List - Import Timesheets	Sample	Run
6732-Employee Skill Profile Card	Sample	Run
6149-Employee Salary History Change Report	Sample	Run
<b>6926-Employee Salary History Step Change Report</b>	Sample	Run
6770-Employee Salary Difference Report	Sample	Run
6659-Employment Verification Report	Sample	Run
7500-Employee List - Custom Fields	Sample	Run
6836-Employee List - Highest Pay (Pay Type)	Sample	Run

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.



Task 6926: Employee Salary History Step Change Report

**Employee Salary History Step Change Report**  
When running in Excel, be sure to use selection criteria to avoid Excel table errors.

Required: Effective Range (mmddyyyy) From: 07012020 To: 09012022

Optional: Enter up to 9 Bargaining Units  0 values:

Optional: Enter up to 9 Pay Groups  0 values:

Optional: Enter up to 9 Timesheet Groups  0 values:

Optional: Enter up to 9 Employee#  0 values:

Optional: Enter up to 9 Entity Codes  0 values:

Select Terminated Positions (Y/N):  Yes  No

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

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

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

6926-HREMPALSSTEP.REP Printed 12-Aug-2022 at 10:10:23 by THERESA City of ADMINS Page 2  
Employee Salary History Step Change Report

Employee	Position	Description	TS Group	Barg. Unit	Schedule	Grade	Step	Effective	Entered	FTE	Annual	Period	Daily	Hourly	Per Diem	Term Date
070532	LOCHHEAD, LYNN M	S009CAFNONU-01 CAFETERIA NON UNI SCHOOL-CAF NONU	-NU	CPW	1	3	01-Jul-2020	02-Jul-2020	1.0000	8,590.00	214.75	42.95	17.180	42.950000		
071129	FAGAN, LYNN	S009CAFNONU-06 CAFETERIA NON UNI SCHOOL-CAF NONU	-NU	CPW	3	4	01-Apr-2021	06-Apr-2021	1.0000	12,145.00	303.63	60.73	17.360	60.730000		
071129	FAGAN, LYNN	S009CAFNONU-06 CAFETERIA NON UNI SCHOOL-CAF NONU	-NU	CPW	3	3	11-Jan-2021	12-Jan-2021	1.0000	12,026.00	300.65	60.13	17.180	60.130000		
071129	FAGAN, LYNN	S009CAFNONU-06 CAFETERIA NON UNI SCHOOL-CAF NONU	-NU	CPW	2	3	01-Jul-2020	02-Jul-2020	1.0000	10,308.00	257.70	51.54	17.190	51.540000		
071246	MCCARTHY, LYNN	S009CAFNONU-06 CAFETERIA NON UNI SCHOOL-CAF NONU	-NU	CPW	1	4	01-Apr-2021	06-Apr-2021	1.0000	8,675.00	216.88	43.38	17.360	43.380000		
071246	MCCARTHY, LYNN	S009CAFNONU-06 CAFETERIA NON UNI SCHOOL-CAF NONU	-NU	CPW	1	3	01-Jul-2020	02-Jul-2020	1.0000	8,590.00	214.75	42.95	17.190	42.950000		
071559	SILVEN, KAREN	S009CAFSUBS-01 CAFETERIA SUBSTIT SCHOOL-CAF NON	-NO	CAFS	2	3	06-May-2021	17-May-2021	1.0000	15.00	15.00	15.00	15.000	15.000000		
071559	SILVEN, KAREN	S009CAFSUBS-01 CAFETERIA SUBSTIT SCHOOL-CAF NON	-NO	CAFS	2	2	26-Apr-2021	26-Apr-2021	1.0000	12.00	12.00	12.00	12.000	12.000000		

**Figure 12 Employee Salary history Step Change Report run as PDF**

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

**Table 2 Description of the Columns on the report**

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

[ADM-AUC-HR-10544]



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



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

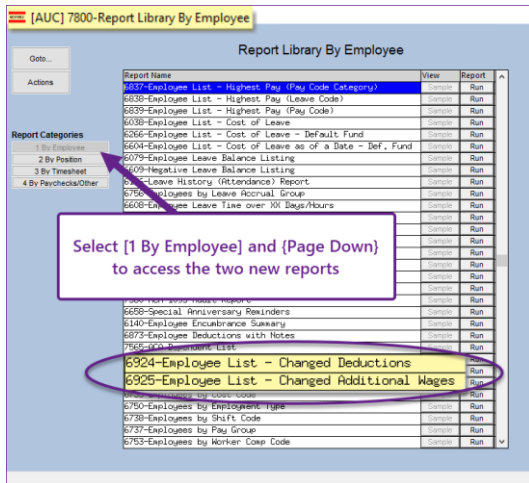
The report is run as **Excel®** and there are additional blank columns beyond those listed above that may be used to tailor the information to satisfy the FOIA request.

Emp No	First Name	Middle	Last Name	Hire Date	Pay Group	Position Description	Bargaining Unit	Total Pay	DETAIL PAY	FAMILY LEAV	HOLIDAY LEA	LONGEVITY	NON-PE
000004	MARIE		REZZUTI	01-20-2022	26	DIETREO KINDERGARTEN TEACHER	MTA -26	0.00	0.00	0.00	0.00	0.00	0.00
000040	KEITH	F	MOORE	02-07-1991	ADMTEST	DPW DIRECTOR	MGMT -TH	252,492.50	0.00	0.00	0.00	0.00	0.00
000092	LYNN	M	THE ESTATE OF	12-29-1993	POLICE	POLICE DETECTIVE	POLU -PO	1,264.00	0.00	0.00	0.00	0.00	0.00
000152	KEITH	C	GARIEPY	12-17-1987	TW	TOWN ADMINISTRATOR	MGMT -TH	6,611.30	0.00	0.00	0.00	0.00	0.00
000205	MICHAEL	R	DOUGLAS	07-01-2013	TW	ATHLETIC DIRECTOR	NON -NO	7,137.00	0.00	0.00	0.00	0.00	0.00
000205	MICHAEL	R	DOUGLAS	01-01-2010	TW	COACH	NON -NO	-2,212.40	0.00	0.00	0.00	0.00	0.00
000286	MICHAEL	J	MINCHILLO	10-04-1993	POLICE	POLICE PATROL OFFICER	POLU -PO	6,325.28	0.00	0.00	0.00	0.00	0.00
000288	KEITH		CORRIVEAU	04-26-2021	TW	POLICE PATROL OFFICER	POLU -PO	1,934.40	0.00	0.00	0.00	0.00	0.00
000307	KEITH		SAVOIE	05-02-1988	POLICE	POLICE SERGEANT	POLU -PO	1,535.60	0.00	0.00	0.00	0.00	0.00
000311	LAWRENCE	L	PERRY	09-25-1995	POLICE	POLICE PATROL OFFICER	POLU -PO	1,264.00	0.00	0.00	0.00	0.00	0.00
001148	KAREN	L	HARVEY	09-07-1993	TW	MIS	PROF -01	4,038.90	0.00	0.00	0.00	0.00	0.00
001239	MARIE	M	POTTER	07-01-1997	TW	LIBRARY TECHNICIAN	TOCL -01	1,540.50	0.00	0.00	0.00	0.00	0.00
001248	LAWRENCE		PLOUFFE	04-20-1990	TW	PLUMBING & GAS INSPECTOR	TOCL -01	1,095.60	0.00	0.00	0.00	0.00	0.00
001255	KAREN		CREASIA	07-01-2002	TW	HUMAN RESOURCES DIRECTOR	MGMT -TH	1,915.70	0.00	0.00	0.00	0.00	0.00
001260	LYNN		DANIEL	03-20-2000	POLICE	PRINCIPAL CLERK - POLICE	TOCL -01	948.00	0.00	0.00	0.00	0.00	0.00
001264	LYNN	A	BOUCHER	08-16-1993	TW	ADMINISTRATIVE ASSISTANT	PROF -01	3,880.80	0.00	0.00	0.00	0.00	0.00

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.



### 6.4.1 #6924 Employee List of Changed Deductions [Enhancement]

**Task 6924: Employee List - Changed Deductions**

**Employee List - Changed Deductions**

Required: Change Date Range (mmdyyyyy) From:  To:

Optional: Enter up to 9 Pay Groups

Run as  Preview  Print  PDF  Excel  
If Printing use Duplex  Yes  No

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®**.

6924-HRCTOOD_CHG.REP		Printed 31-Aug-2022 at 09:32:01 by WENDY		City of ADMINS		Page 1									
Employee List - Changed Deductions															
Changes Between: 08202022 and 08262022															
Empl#	Name	PrimaryTSGroup	Position	CostCode	CostCode Description	Effective Date	End Date	Typ	EE Amount	Add Amount	Add Start Date	Add End Date	Orig. Amt	Balance	HoldOver
071377	BELISLE, MARIE	SCHOOL-SOUT	S003BEHTECH-02	DRDEP	DIRECT DEPOSIT	30-Sep-2019		\$	999,999.99						
071377	BELISLE, MARIE	SCHOOL-SOUT	S003BEHTECH-02	EFTSV1	EFT SAVINGS	9/30/2019				100.00	01-Sep-2022				
071377	BELISLE, MARIE	SCHOOL-SOUT	S003BEHTECH-02	MA+	ADDITIONAL STATE TAX	02-Sep-2022				15.00	02-Sep-2022				
071468	BLISS, LYNN R	SCHOOL-SOUT	S003TEASOUT-03	DRDEP	DIRECT DEPOSIT	13-Aug-2020		\$	999,999.99						
071468	BLISS, LYNN R	SCHOOL-SOUT	S003TEASOUT-03	457SB	VOL DEFERRED SEC BEN	01-Sep-2022				400.00	01-Sep-2022				
071604	,	SCHOOL-SOUT	S003MTHSPEC-01	MEDI	MEDICARE	01-Sep-2022		%	1.45						
071604	,	SCHOOL-SOUT	S003MTHSPEC-01	MTRN11	MASS TCH PEN 11%	01-Sep-2022		%	11.00						
071605	,	SCHOOL-SOUT	S003READREC-01	DRDEP	DIRECT DEPOSIT	02-Sep-2022		\$	999,999.99						
071605	,	SCHOOL-SOUT	S003READREC-01	MEDI	MEDICARE	02-Sep-2022		%	1.45						
071605	,	SCHOOL-SOUT	S003READREC-01	MTRN11	MASS TCH PEN 11%	02-Sep-2022		%	11.00						

Figure 14 Employee List of Changed Deductions run as PDF®

A2	071377														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Emp#	Name	PrimaryTSGroup	Position	CostCode	CostCode Description	Effective	End Date	Typ	EE Amount	Add Amount	Add Start Date	Add End Date	Orig. Amt	Balance	HoldOver
1	071377	ISLE, MARE	SCHOOL-SOUT	S003BEHTECH-02	DRDEP	DIRECT DEPOSIT	9/30/2019		\$	999,999.99					
3	071377	BELISLE, MARIE	SCHOOL-SOUT	S003BEHTECH-02	EFTSV1	EFT SAVINGS	9/30/2019				100.00	9/1/2022			
4	071377	BELISLE, MARIE	SCHOOL-SOUT	S003BEHTECH-02	MA+	ADDITIONAL STATE TAX	9/2/2022				15.00	9/2/2022			
5	071468	BLISS, LYNN R	SCHOOL-SOUT	S003TEASOUT-03	DRDEP	DIRECT DEPOSIT	8/13/2020		\$	999,999.99					
6	071468	BLISS, LYNN R	SCHOOL-SOUT	S003TEASOUT-03	457SB	VOL DEFERRED SEC BEN	9/1/2022				400.00	9/1/2022			
7	071604	,	SCHOOL-SOUT	S003MTHSPEC-01	MEDI	MEDICARE	9/1/2022		%	1.45					
8	071604	,	SCHOOL-SOUT	S003MTHSPEC-01	MTRN11	MASS TCH PEN 11%	9/1/2022		%	11.00					
9	071605	,	SCHOOL-SOUT	S003READREC-01	DRDEP	DIRECT DEPOSIT	9/2/2022		\$	999,999.99					
10	071605	,	SCHOOL-SOUT	S003READREC-01	MEDI	MEDICARE	9/2/2022		%	1.45					
11	071605	,	SCHOOL-SOUT	S003READREC-01	MTRN11	MASS TCH PEN 11%	9/2/2022		%	11.00					
12															
13															
14															
15	Selection Legend:														
16															
17	Changes Between: 08202022 and 08262022														
18															

Figure 15 Employee List of Changed Deductions run as Excel®

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

**Task 6925: Employee List - Changed Additional Wages**

**Employee List - Changed Additional Wages**

Required: Change Date Range (mmdyyyyy) From:  To:

Optional: Enter up to 9 Pay Groups

Run as  Preview  Print  PDF  Excel  
If Printing use Duplex  Yes  No

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®**.

6925-HRADWAG_CHG.REP		Printed 31-Aug-2022 at 09:33:28 by WENDY		City of ADMINS		Page 1														
Employee List - Changed Additional Wages																				
Changes Between: 08202022 and 08312022																				
Empl#	Name	TS Group	Position	Pay Code	Description	Effective Date	Ending Date	Per	Per	Per	Per	Per	Per	Per	Per	Per	Per	Per	Per	
000005	HORN, LAWRENCE J	SCHOOL-ABA	S005ABATECH-03	COACH NP	coach non pensioned	09-Sep-2021		WE												75.00 1000-300-3510-110-06-00-51260
071377	BELISLE, MARIE	SCHOOL-ABA	S003BEHTECH-02	QUIN	QUINN BILL	26-Aug-2022		WE												200.00 1000-210-0000-002-00-00-51800
000004	REZZUTI, MARIE	SCHOOL-SCHOOL	S003K2MTCR -01	REG	REGULAR - hours	15-Mar-2022	15-Apr-2022	WE												-200.00 1000-300-2305-111-03-00-51260

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



Emp#	Name	TS Group	Position	Pay Code	Description	Effective Date	Ending Date	Per	Per	Per	Per	Per	Per	Amount	Account
000005	JN, LAWRENCE J	SCHOOL-ABA	S005ABATECH-03	COACH NP	coach non pensioned	9/9/2021		WE						75.00	1000-300-3510-110-06-00-51260
071377	BELISLE, MARIE	SCHOOL-ABA	S003BEHTECH-02	QUN	QUINN BILL	8/26/2022		WE						200.00	1000-210-0000-002-00-00-51800
000004	REZZUTI, MARIE	SCHOOL-SCHOOL	S003KNDTCH -01	REG	REGULAR - hours	3/15/2022	4/15/2022	WE						-200.00	1000-300-2305-111-03-00-51260

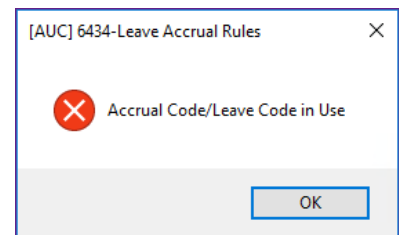
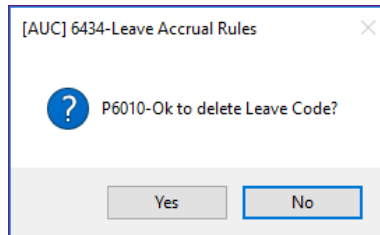
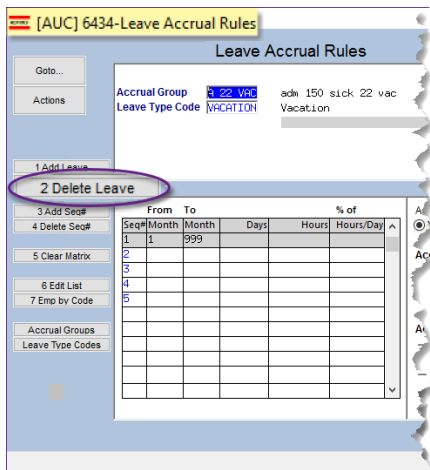
Figure 17 Employee List of Changed Additional Wages run as Excel®

[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.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Code	Description	Benefit	Category	FlatAmt	Pretax	Order#	Status	Liability Account	Liability	Expenditure Account	Exp	Tier_1EE	Tier_1ER	
401-EE	109844 401 PLAN EMPLOYEE	401A	401 A	0.00	Y	10	Active	00-0000-00000		00-0000-00000		100.00	0.00	
401-EEPL	109844 401 PLAN EE POLICE	401A	401 A	0.00	Y	10	Active	00-0000-00000		00-0000-00000		100.00	0.00	
401-EEPW	109844 401 PLAN EE PUBLIC	401A	401 A	0.00	N	0	Active	00-0000-00000		00-0000-00000		100.00	0.00	
401-ER	109844 401 PLAN EMPLOYER	401A	401 A	0.00	N	999	Active	00-0000-00000		**_****-51038		0.00	100.00	
401-ERDP	109844 401 PLAN ER DISPATC	401A	401 A	0.00	N	999	Active	00-0000-00000		**_****-51038		0.00	100.00	
401-ERPL	109844 401 PLAN ER POLICE	401A	401 A	0.00	N	999	Active	00-0000-00000		**_****-51038		0.00	100.00	
401-ERPW	109844 401 PLAN ER PUBLIC	401A	401 A	0.00	N	999	Active	00-0000-00000		**_****-51038		0.00	100.00	
401-MLEE	109844 401 PLAN EE ML	401A	401 A	53.46	Y	10	Active	00-0000-00000		00-0000-00000		100.00	0.00	
401-MLER	109844 401 PLAN ER ML	401A	401 A	53.46	N	999	Active	00-0000-00000		**_****-51038		0.00	100.00	
401A-O	CONVERSION	401A	401 A	0.00	N	0	Inactive	00-0000-00000		00-0000-00000		100.00	0.00	
401EEDP	109844 401 PLAN EMPLOYEE	401A	401 A	0.00	Y	0	Active	00-0000-00000		00-0000-00000		100.00	0.00	
401LOA11	109844 401 LOAN	401N	401 A LO	0.00	N	70	Active	00-0000-00000		00-0000-00000		100.00	0.00	

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

A	B	M	N	O	P	Q	R	S	T	U
Code	Description	Tier_1EE	Tier_1ER	Per	Per	Per	Per	Per	Per	Per
2020PW	ELECTION WORKERS 2020 SPECIAL CODE	0.00	100.00	N						
457ROTH	457 ROTH SMART PLAN	100.00	0.00	FN	B3	BI	LS	W5	WE	
457SB	VOL DEFERRED SEC BEN	100.00	0.00	FN	B3	BI	LS	W5	WE	
AFLND	AFLAC DENTL ND 111F	100.00	0.00	WE						
ALT21I	ALTUS IND SCHOOL 21	100.00	0.00	B3	BI	N				
ALT26S	ALTUS IND SCHOOL 26	100.00	0.00	B3	BI	LS	N			
ALT41I	ALTUS IND SCHOOL 42	100.00	0.00	W5	WE					
ALT52I	ALTUS IND TOWN 52	100.00	0.00	W5	WE					
ALTFAM	ALTUS FAM SCHOOL 52	100.00	0.00	W5	WE					
ALTNDF	ALTUS NONDEFER 111F	100.00	0.00	WE	W5					
ALTS41	ALTUS FAM SCHOOL 42	100.00	0.00	W5	WE					
ALTS52	ALTUS FAM TOWN 52	100.00	0.00	W5	WE					
ALTSGL	ALTUS IND SCHOOL 52	100.00	0.00	W5	WE					
ALTUS	ALTUS FAM SCHOOL 26	100.00	0.00	B3	BI	LS	N			
ALTUS2	ALTUS FAM SCHOOL 21	100.00	0.00	B3	BI	N				
AN-AM	AMERICAN FUNDS	100.00	0.00	B3	BI	LS	W5	WE		
AN-AME	AMERICAN FUND SERVIC	100.00	0.00	B3	BI	LS	N	W5	WE	
AN-AMX	AME...AN...0120600(AMERIPRISE)	100.00	0.00	B3	BI	LS	W5	WE		

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.

Task 6922: CT Quarterly - 941

CT - 941

Required: Check Date Range (mmddyyyy) From: 01-Jan-2022 To: 31-Mar-2022

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

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

[ADM-AUC-HR-10524]



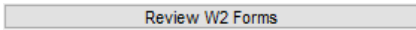


# 10 Print a W2 Form from the Review Screen [Enhancement]

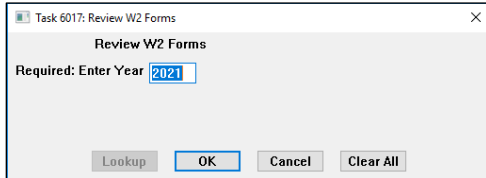
To print a single W2 quickly, from the menu, select:

**HR ▶ Year End Processing ▶ W2 Processing**

From the steps menu, select:

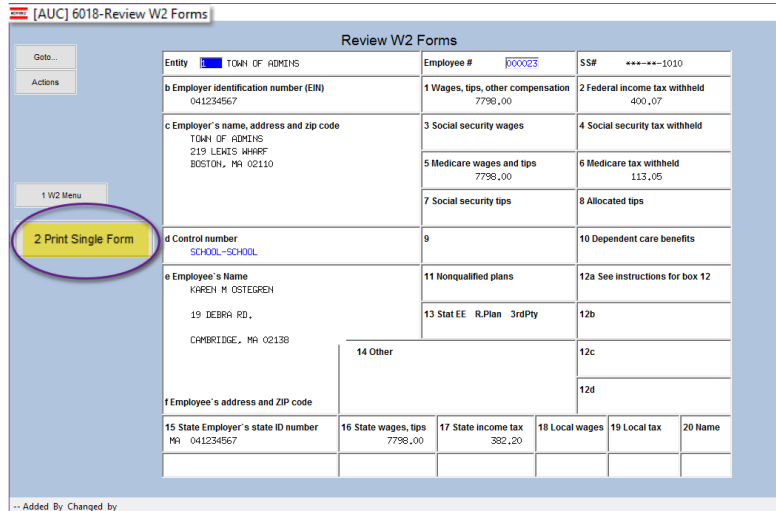
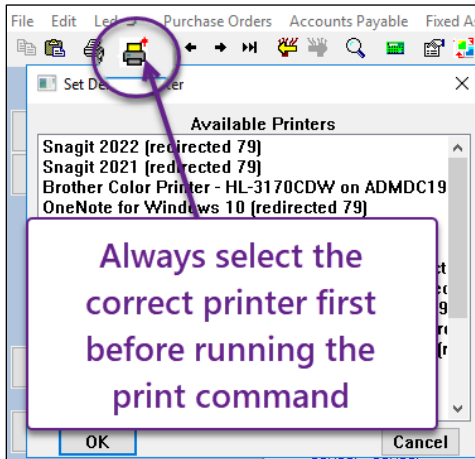
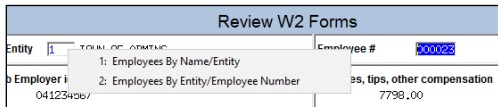


The system will prompt for the year:

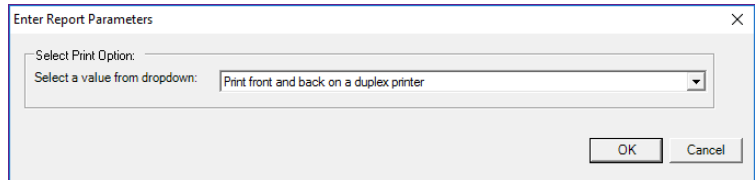


Enter the desired year and click **[OK]**.

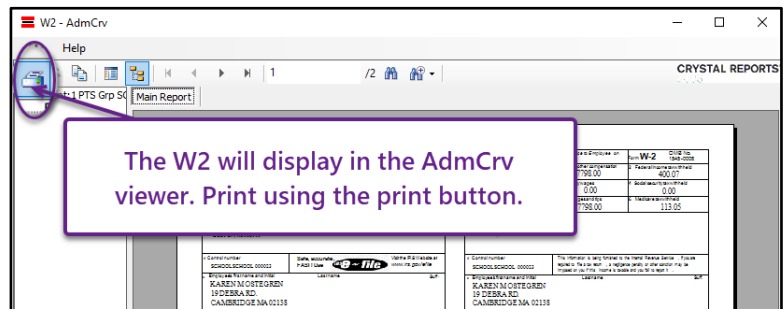
On the Review W2 Forms screen, enter the entity and employee number for the W2, or select the employee from the lookup by name or employee number:



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.



[ADM-AUC-HR-10492]



# 11 Interfaces/Imports

## Human Resources ▶ Interfaces/Imports ▶ Timesheet Import from Spreadsheet

Task 6768: Timesheet Import Employees Report

Timesheet Import Employees Report

Optional: Enter up to 9 Bargaining Units  0 values:

Optional: Enter up to 9 Entity Codes  0 values:

Optional: Enter up to 9 Pay Groups  0 values:

Optional: Enter up to 9 Timesheet Groups  0 values:

Optional: Enter up to 9 Schedules  0 values:

**Optional: Enter up to 9 Leave Accrual Groups**  0 values:

Timesheet Group  Entity  Pay Group  Bargaining Unit  Name

Run as  Excel

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.

1	Work Date	Employee #	First Name	Last Name	Position	Pay Code	Hours	Days	Line Note
2		002678	KEITH	DREW	T450DPWAMEC-01				
3		003005	LAWRENCE	TURCOTTE	T422DPWDROP-01				
4		005143	MICHAEL	GAGNE	T422DPWDROP-02				
5		005155	MICHAEL	BOKOSKI	T490SWPOPR-01				
6		005690	MICHAEL	CARLISLE	T450DPWAMEC-02				
7		00728	LAWRENCE	LEVESQUE	T450DPWFOPR-01				

1	Work Date	Employee	Position	Pay	Hours	Days	Line Note		
2	MM/DD/YYYY	Number	First Name	Last Name	Code	HOURS	DAYS	NOTE	
3	WRKDAT	EMPNO	FRSNAM	LASNAM	XTPOSNO	PAYCOD	HOURS	DAYS	NOTE

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

Task 6293: Site Specific Paycheck Listing - Multiple Employees

Site Specific Paycheck Listing - Multiple Employees

Required: Check Date Range (mmdyyy) From: 04012022 To: 07312022

Optional: Enter up to 9 Employee#  2 values: 071599, 071597,

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

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

Name  Pay Group  Bargaining Unit

Run as  Excel

[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	<a href="#">HR–1090 CT ReEmploy Filing</a>	[New]

## 13.2 ADMINS.com Documents & Videos

<a href="#">HR–1090 CT ReEmploy Filing</a>	[New]
<a href="#">Add Historical Salary Change Record [2:47]</a>	[New]
<a href="#">Optimizing the PDF® Viewer [3:37]</a>	[New]

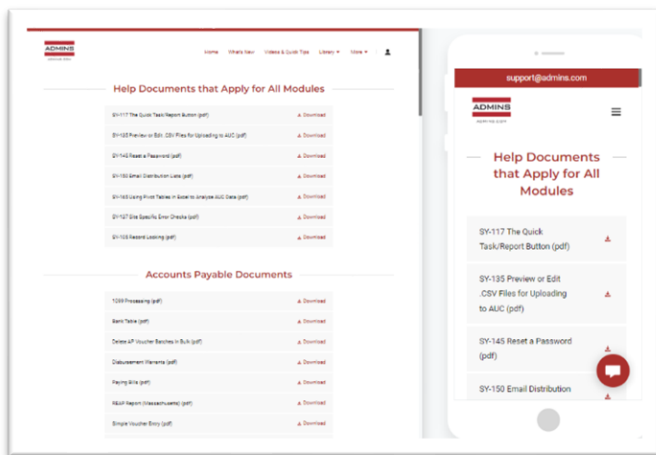


Figure 21 Before

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.

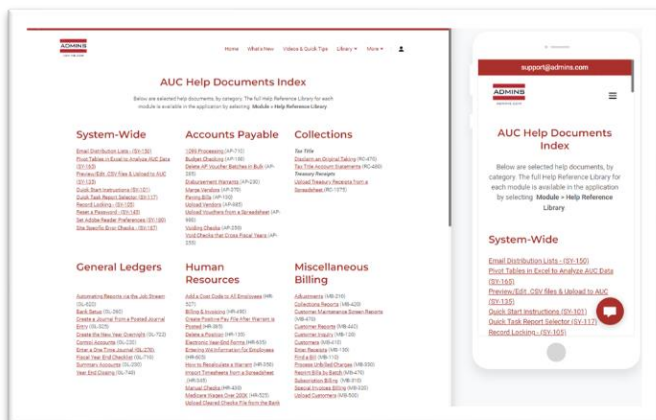


Figure 22 After

[ADM-AUC-WEB-10]