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## 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:

Employee Maintenance Employee Maintenan	ce No picture on File
Actions Position S003ABATECH-02 ABA TECH DIPLETRO 11 MONTH BEN 1 OF	Employee Attachments     Employee Poston Attachments
PAdd Position  1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 6 Accounting 7 Salary	8 Dates/Class 9 Degrees 0 Custom U Accidents VACA
Pay Classification         Y Salary Chance           Bargaining Unit AFLABA10-MOEL         10 mth aba elementar         Effective Date         01-Jurn-2022           Grade Schedule ABATECH         ABA Technician         Period Salary         556.20           Grade 1         Daily Salary         111.24           Step 1         Hourly Rate         16,4800           FTE 1,0000         Per Diem         111.24	Group Information Entity 1 Timesheet Group TOWN -FT Part Time Town Emplo Pay Group RE 52.00 10 month School Week FLSA Code NONE NO FLSA Lump Sum Indicator
Work Schedule Shift Work Schedule Day Hours Days Day Hours Days	1     Frain     Dictionary Format Error       2     3       4     5   Invalid Timesheet Group
Total # Hours Total # Days	1099-R Information       Box 2b       Box 7       Box 8       Box 8       Box 8       Box 8       Box 9a       Box 8       Box 9a       Box 8       Box 10       Box 12 FATCA filing requirement       Bot
Added 06-Jun-2022 By LUANN Changed 28-Jun-2022 by THERESA	

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:

🚥 [AUC] 6448-Employee Maintenance	3	[AUC] 6448-Employee Maintenance	2
Employee	Maintena	Employee Maintenan	ce
Goto Employee Number 071597 SALLY S. SALARIED		Goto Employee Number 071597 SALLY S. SALARIED	
Actions		Actions	
IAdd Employee P Add Postion	Curren	Add Employee Current PAdd Position OAIP	t Pos
1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payrol 6 Accounting	7 Salary	1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payrol 6 Accounting 7 Salary	8 Da.
Reporting Location       Location Grade       Date Married       Fingerprinted       Date of Physical       Surviving Spouse       Primary Timesheet Group SCHOOL-ADRI       TOWN         Check Error       Employee Photograph         Employee Photograph         OK	FORM W4	Reporting Location       FORM W4         Image: constraint of the second sec	box 2c t box 2c atus Coel tode on Cul

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]

							Emp	oloyee Main	tenance				on File
Goto Actions	Empl Posit	oyee Numb ion T	er   137SE	000004 M NSRAB-00 S	ARIE F R/VET	REZZI ABA1	JTI FEMENT F	PROGRAM	3 Of 4	Employee Attac Employee Positor	chments (9) Attachments		
Add Employee													
PAdd Protion D Delete Recor	rd												
PAdd Peolion D Delete Record 1 Contact 2 Pe	rd	3 Ded/Ben	4	Add Wages	5 Pa	iyroll	6 Ac	counting 7 Sa	lary 8 Dates	/Class 9 Degre	es 0 C	ustom	Accidents VACA
PAdd Pootion D Delete Recor 1 Contact 2 Pe iffective Date Entry I	rd ersonal Date	3 Ded/Ben Bargaining l	4	Add Wages	5 Pa Grade	ayroll Stp	6 Ac	counting 7 Sa	8 Dates Period Salary	/Class 9 Degre Daily Salary	es 0 C Hourly Rate	ustom U Per Diem Ti	Accidents VACA er# Entry User
D Delete Record 1 Contact 2 Pe ffective Date Entry I 11-Jan-2013 31-Ja	rd ersonal Date an-2013	3 Ded/Ben Bargaining L SABT	4. Jnit SA	Add Wages Schedule SR ABATE	5 Pa Grade	stp	6 Ac FTE 1,0000	Counting 7 Sa Annual Salary 1.00	8 Dates Period Salary 1,00	/Class 9 Degre Daily Salary 1,00	es 0 C Hourly Rate 1,0000	Ustom U Per Diem Ti 1.00 1	Accidents VACA er# Entry User LVALANZOLA
Add Pootion D Delete Recon 1 Contact 2 Pe ffective Date Entry I 11-Jan-2013 31-Ja 5-Oct-2012 04-De	rd ersonal Date an-2013 ec-2012	3 Ded/Ben Bargaining I SABT	Jnit SA NO	Add Wages Schedule SR ABATE SR ABATE	5 Pa Grade 1	Stp 1	6 Ac FTE 1,0000 1,0000	Counting 7 Sa Annual Salary 1,00 1,00	Period Salary 1,00	/Class 9 Degre Daily Salary 1,00 1,00	es 0 C Hourly Rate 1,0000 1,0000	Ustom U Per Diem Ti 1.00 1 1.00 1	Accidents VACA er# Entry User LVALANZOLA LVALANZOLA
Add Position           D Delete Recol           1 Contact         2 Pe           Effective Date         Entry I           11-Jan-2013         31-Je           55-Oct-2012         04-De           02-Fe         02-Fe	rd ersonal Date an-2013 ec-2012 eb-2022	3 Ded/Ben Bargaining I SABT NDN SABT	4, Jnit SA NO SA	Add Wages Schedule SR ABATE SR ABATE SR ABATE	5 Pa Grade 1 1	Stp 1 1	6 Ac FTE 1,0000 1,0000 1,0000	Counting 7 Sa Annual Salary 1,00 1,00 1,00	Period Salary 1,00 1,00	/Class 9 Degre Daily Salary 1,00 1,00 1,00	es 0 C Hourly Rate 1,0000 1,0000 1,0000	Per Diem Ti 1.00 1 1.00 1 1.00 1	Accidents VACA er# Entry User LVALANZOLA LVALANZOLA MASS-HIRE

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

Golo         Employee Number         Excool         MARIE REZZUTI         Employee Attachments (9)           Actions         Position         [T375ENSRAB-00]         SR/VET ABATEMENT PROCRAM         3 Of 4         Employee Postion Attachments           IAdd Employee         Position         [T375ENSRAB-00]         SR/VET ABATEMENT PROCRAM         3 Of 4         Employee Postion Attachments           Padd Pactors         Position         [T375ENSRAB-00]         SR/VET ABATEMENT PROCRAM         3 Of 4         Employee Postion Attachments           Delete Salary Line         1         Delete Salary Line         0         O Custom         U Accidents           1 Contact         2 Personal         3 Ded/Ben         4 Add Wages         5 Payrol         6 Accounting         7 Starry         8 Dates/Class         9 Decrees         0 Custom         U Accidents           1 - Jam-2013         Schedule         Grade Stap         TE         Annual Stap         Dates/Class         9 Decrees         0 Custom         U Accidents           0 - Jam-2013         Ja-3-ar-2013         Schedule         Grade Stap         TE         Annual Stap         Dates/Class         9 Decrees         0 Custom         U Accidents           05-Oct-2012         Jah-2-ar-2013         Schere         Sen Opert         1 <t< th=""><th>ture e</th></t<>	ture e
Actions         Public Bodie         Other Public Bodie         Othere Public Bodie         Other Public Bodie <td></td>	
IAdd Emboyee         PAdd Pestor           PAdd Pastor         Padd Pastor           1 Contact         2 Personal         3 Ded/Ben         4 Add Wages         5 Parrol         6 Accounting         7 Starry         8 Dates/Class         9 Degrees         0 Custom         U Accidents           1 Contact         2 Personal         3 Ded/Ben         4 Add Wages         5 Parrol         6 Accounting         7 Starry         8 Dates/Class         9 Degrees         0 Custom         U Accidents           Effective Date         Entry Date         Bargaining Unit         Schedule         Grade         Stp         FTE         Annual Salary         Daily Salary/Hourly Rate         Per Diem/Terre         Entry Die           01-Jam-2013         31-Jam-2013         SABIT         -SA         RA PABTE         1         1,0000         1,000 <td< td=""><td></td></td<>	
Indef Historeset Centre         Delete Salary Line         O Delete Salary Line         O Delete Salary Line         O Custom         U Accidents           1 Collact         2 Personal         3 DedBen         4 Add Wages         5 Payrol         6 Accounting         7 Salary         8 Dates/Class         9 Degrees         0 Custom         U Accidents           Effective Date         Entry Date         Bargaining Unit         Schedule         Grade Stp         FTE         Annual Salary         Daily         Salary         Daily         Salary         Daily         Salary         Daily         1,000<	
D Delete Salary Line           1 Contact         2 Personal         3 Ded/Ben         4 Add Wages         5 Payrol         6 Accounting         27 Salary         8 Dates/Class         9 Degrees         0 Custom         U Accidents           1 Contact         2 Personal         3 Ded/Ben         4 Add Wages         5 Payrol         6 Accounting         27 Salary         8 Dates/Class         9 Degrees         0 Custom         U Accidents           1 Contact         1 Intro         1 Contact         1 Intro         1 Loo	
I Contact         2 Personal         3 Ded/Ben         4 Add Wages         5 Payrol         6 Accounting         7 Salary         8 Dates/Class         9 Degrees         0 Custom         U Accidents           Effective Date         Entry Date         Bargaining Unit         Schedule         Grade         Stp         FTE         Annual Salary         Period Salary         Daily SalaryHourly Rate         Per Diem/Ter*         Entry Use           0G=-0ar-2013         S1=Jan-2013         SPABT         SR         RBHTE         1         1,000	
Effective Date         Entry Date         Bargaining Unit         Schedule         Grade         Stp         FTE         Annual Salary         Period Salary         Daily Salary/Hourly Rate         Per Diem/Tier#         Entry Use           01Jan-2013         S1-Jan-2013         SABT         -SA         SR         RBHTE         1         1,000         1,00         1,000 <td< td=""><td></td></td<>	
Effective Date         Entry Date         Bargaining Unit         Schedule         Grade         Stp         FE         Annual Salary         Period Salary         Daily Sa	VACA
01-Jan-2013 [31-Jan-2013 [SABT -SA SR ABATE 1 1 11.0000 1.00 1.00 1.00 1.000 1.00	VACA
05-0ct-2012 04-Dec-2012 NON -ND SR ABATE 1 1 1.0000 1.00 1.00 1.00 1.00 1.00 1.	VACA
	V ACA ier IZOLA
02-rep-2022 pmbi -3H [ak HBHIC] 1 [ 1 [ 1 [ 1,0000 ] 1,00 ] 1,00 [ 1,000 ] 1,00 [ 1,000 ] 1,00 [ 1,00 [ 1,00 ] 1,00 ]	V ACA ser IZOLA IZOLA

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.

•••• [AUC] 6441-Er	mployee Maii	ntenance							-	٥	×
			Em	nploye	e Maintena	ance			No pic on l	ile ile	
Goto Actions	Employee Numb Position S	er 071602 012CAFWRKR-02	SALLY MARIE COLL CAFETERIA MIDDLE	.INS SCHOOL	. 1	Of 1 Em	Employee Attachi ployee Positon Att	nents achments			
J Add Code K Delete Code	Current Tier 1										
1 Contact 2 Perso	onal 3 Ded/Ben	4 Add Wages	5 Payroll 67	Accounting	a 7 Salary	8 Dates/Clas	s 9 Degrees	0 Custom	U Accidents	] <b>V</b> /	ACA
Cost Code Effective	Stop Date	Table Amount Mes	sage		Additional Amt	Start Date	Stop Date	Original Amt	Remaining	Bal Note	
DIRDEP 30-Aug-202	2	999,999,99								NOTE	
NC-PN9 30-0 (g=202	2	9.0000%								_	-
NC2% 30-Aug-202	2	2.0000%									-
											-
Direct Deposit Bank ALLY ABA 1240	t & Note for ALLY BAN	r <b>DIRDEP</b> K	156789	Pr 0 1 2	e-Note tes Send mor Send 1 mo Send first	t to verify ney to Ban ore test to t of 2 tests	bank acco k bank befo to the bar	unt informa ore activatin ık	ition Ig live		
Type OCh NOTE ADM-6	ecking () AUC-HR-105	Saving 23 39	Pre-No	te 🚹	Holdove	r Amount		Emplo Emplo	yee Amou yer Amou	nt\$ nt\$	
				Status: P	osition Active					EOF	UP

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.



Human Resources

🚾 [AUC] 6200-Time	sheet Entry	-	o ×
	Timesheet Entry		
Goto Warrant Actions Employee Position	903603         01-Sep-2022         14-Sep-2022         Annual         54742.00         Bargaining Unit         M           (Group         SCHOOL-SOUT         dipietro school         Period         1992.70           071468         0 Note         BLISS, LYNN R         Per-Dien         297.51           S003TEASOUT-03         DIPIETRO SCHOOL TEACHER         Daily         199.27         Manually Added T           Hourty         49.5851         199.27         Manually Added T	1TA -26 Timesheet	
Jay         Pay Coc           01-Sep-2022         Thu           Image: Sep-2022         Thu	AUC J 6200-Timesheet Entry [theress]  Add Employee Required: Enter Employee# Required: Enter Position Required: Enter From Work Date 14-Sep-2022 Required: Enter To Work Date Lookup OK Cancel Clear All	Customer	Reason
Notes for this line Notes for this line 00	Paid NOT EQUAL Salary      Accrual Group     Accrual Group	Salary:	1992.70
1 Add Line DAdd Range 2	Delete Line 3 Reports 4 Splt Day 5 Replace PayCode 6 Remove Empl. Pos 7 Add Employee Overies 5	9 Adjust Salary	96/4% Split
		Lkup	UP

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:

Goto							Time	eshe	et Entry						
Actions         Timesheet Group         ECHOL-CUST 971593         School. veekly custodians HOURLY, HRRQLD S. CUSTODIAN         Period         800,00 Per-Dien         Endown 160,00 Hourty         20,000           Work Date         Day         Code         Hours         HOURLY, HRRQLD S. CUSTODIAN         Day         Customer         Customer         Reson           01-Sep-2022         Tru KEG         7,00         20,0000         140,00         E510-000-0000-000-000-005-1140         1           02-Sep-2022         Tru KEG         7,00         20,0000         140,00         E510-000-0000-000-000-005-1140         1           05-Sep-2022         Tru KEG         7,00         20,0000         140,00         E510-000-0000-000-000-51140         1           05-Sep-2022         Tru KEG         7,00         20,0000         140,00         E510-000-0000-000-00-51140         1           05-Sep-2022         Tru KEG         7,00         20,0000         140,00         E510-000-0000-000-00-51140         1           12-Sep-2022         Tru KEG         7,00         20,0000         140,00         E510-000-0000-000-00-51140         1           12-Sep-2022         Tru KEG         7,00         20,0000         140,00         E510-000-0000-000-00-51140         1           13-Sep-202	Goto	Warrant	903	603	_	01-Sep-3	2022 :	14-Se	p-2022	Annual	41760.00	Bargaining U	J <b>nit</b> AFL	AF	
Prosition         project         Provide         Product J, FHRCLI S.           Wat Date         Day         CustopIAN         Day         Date         Day         Date	Actions	Timesheet G	roup SCHO	DOL-CUST	r scho	ol weekly	y custodia	ans		Period	800.00				
Hourty         20.0000           Work Date         Day         Pay Code         Hours         Days         Rate         Filet S         Amount/SelAccount Number         Customer         Reson           01-569=-2022         Filet S         7.00         20.0000         140.00         6510-000-0000-00-00-00-51140         Image: Customer         Reson           02-569=-2022         Filet S         7.00         20.0000         140.00         6510-000-0000-000-00-00-051140         Image: Customer         Reson           06-569=-2022         Filet REG         7.00         20.0000         140.00         6510-000-0000-000-000-00-51140         Image: Customer         Reson           06-569=-2022         Filet REG         7.00         20.0000         140.00         6510-000-0000-000-000-51140         Image: Customer         Reson           03-569=-2022         Filet REG         7.00         20.0000         140.00         6510-000-0000-000-00-51140         Image: Customer         Image: Customer         Image: Customer         Reson         Image: Customer		Position	5006	6CUSCUST	INTE HUUR	RLY, HHRUU TODIAN	LD 5.			Daily	160.00	l I			
Work Date         Day         Pay Code         Hours         Days         Rate         Filt S         Amount[SelAccount Number         Customer         Reson           01-5ep=-2022         Thu         REG         7.00         20,0000         140,00         6510-000-0000-00-00-051140         Image: Colored Science Sc			,							Hourly	20,0000	L. C.			
01-5ep-2022         Fri PEG         7.00         20,0000         140,00         E510-000-000-000-000-00-00-51140           02-5ep-2022         Fri PEG         7.00         20,0000         140,00         E510-000-0000-000-00-00-51140           03-5ep-2022         Mon PEG         7.00         20,0000         140,00         E510-000-0000-000-00-00-51140           03-5ep-2022         Ive PEG         7.00         20,0000         140,00         E510-000-0000-000-00-00-51140           03-5ep-2022         Ive PEG         7.00         20,0000         140,00         E510-000-0000-000-00-00-51140           03-5ep-2022         Fix PEG         7.00         20,0000         140,00         E510-000-0000-000-00-51140           03-5ep-2022         Fix PEG         7.00         20,0000         140,00         E510-000-0000-000-00-51140         E510-000-0000-000-00-00-51140           12-5ep-2022         Fix PEG         7.00         20,0000         140,00         E510-000-0000-000-00-51140         E510-000-0000-000-00-51140         E510-000-0000-000-00-51140         E510-000-000-000-00-51140         E510-000-000-000-00-51140         E510-000-000-000-00-51140         E510-000-000-000-00-00-51140         E510-000-000-000-00-00-51140         E510-000-000-000-00-00-51140         E510-000-000-00-00-51140         E510-000-0000-00-00-51140         E510-000-000-00-00-51140	Work Date	Day Pay Code	Hours	Days	Rate	Flat \$	Am	ountS	e Account Numb	er				Customer	Reason
00-5ep=-2022         Fix   REG         7.00         20,0000         140,00           6510-000-000-00-00-51140           00-5ep=-2022         Iwe REG         7.00         20,0000         140,00           6510-000-000-00-00-51140           00-5ep=-2022         Twe REG         7.00         20,0000         140,00           6510-000-000-00-00-51140           00-5ep=-2022         Twe REG         7.00         20,0000         140,00           6510-000-000-00-00-51140           00-5ep=-2022         Twe REG         7.00         20,0000         140,00           6510-000-000-00-00-51140           6510-000-000-00-00-00-51140           12-5ep=-2022         Twe REG         7.00         20,0000         140,00           6510-000-000-00-00-051140           6510-000-000-00-00-00-051140           12-5ep=-2022         Twe REG         7.00         20,0000         140,00           6510-000-000-00-00-00-051140           12-5ep=-2022           13-5ep=-2022         Twe REG         7.00         20,0000         140,00           6510-000-000-00-00-00-051140           12-5ep=-2022           13-5ep=-2022         Twe REG         7.00         20,0000         140,00           6510-000-000-00-00-00-051140           12-5ep=-2022           13-5ep=-2022         Twe REG         7.00         20,0000         1120,00	01-Sep-2022	Thu <mark>REG</mark>	7.00		20,0000		140	.00	6510-000-00	00-000-00-	00-51140				
06-569-2022         Non         PEG         7.00         20,0000         140,00         [6510-000-000-00-00-051140           06-569-2022         Twe PEG         7.00         20,0000         140,00         [6510-000-0000-000-051140           06-569-2022         Twe PEG         7.00         20,0000         140,00         [6510-000-0000-000-051140         140,00           09-569-2022         True PEG         7.00         20,0000         140,00         [6510-000-0000-000-051140         140,00           12-569-2022         True PEG         7.00         20,0000         140,00         [6510-000-0000-000-051140         140,00           13-569-2022         Twe PEG         7.00         20,0000         140,00         [6510-000-0000-000-051140 </td <td>02-Sep-2022</td> <td>Fri REG</td> <td>7,00</td> <td></td> <td>20,0000</td> <td></td> <td>140</td> <td>.00 E</td> <td>6510-000-00</td> <td>00-000-00-</td> <td>00-51140</td> <td></td> <td></td> <td></td> <td></td>	02-Sep-2022	Fri REG	7,00		20,0000		140	.00 E	6510-000-00	00-000-00-	00-51140				
Vb=5sp=2022         Lue         PkE 5         7.00         20,0000         140,00         Je510-000-000-000-000-00-51140           Vb=5sp=2022         Fix JkE 5         7.00         20,0000         140,00         Je510-000-000-00-00-51140           Vb=5sp=2022         Fix JkE 5         7.00         20,0000         140,00         Je510-000-0000-000-00-51140         Image: 100 minipage 5000           12-5sp=2022         Fix JkE 5         7.00         20,0000         140,00         Je510-000-0000-000-00-51140         Image: 100 minipage 500           13-5sp=2022         Tue         kE 6         7.00         20,0000         140,00         Je510-000-0000-000-00-00-51140         Image: 100 minipage 500           13-5sp=2022         Tue         kE 6         7.00         20,0000         140,00         Je510-000-0000-000-00-051140         Image: 100 minipage 500           13-5sp=2022         Tue         kE 6         7.00         20,0000         140,00         Je510-000-000-000-051140         Image: 100 minipage 500           13-5sp=2022         Tue         kE 6         7.00         20,0000         140,00         Je510-000-000-000-051140         Image: 100 minipage 500           13-6sp=2022         Tue         kE 6         Tue         Je510         Je510         Je510         Je510<	05-Sep-2022	Mon REG	7.00		20,0000		140	.00 E	6510-000-00	00-000-00-	00-51140				
VB-5ep-2022         Inci McLs         7.00         20,0000         140,00         Be510-000-000-00-00-51140           VB-5ep-2022         Fnix REG         7.00         20,0000         140,00         Be510-000-000-00-00-51140           12-5ep-2022         Mon REG         7.00         20,0000         140,00         Be510-000-000-00-00-051140           13-5ep-2022         Tue REG         7.00         20,0000         140,00         Be510-000-000-00-00-051140           13-5ep-2022         Tue REG         7.00         20,0000         140,00         Be510-000-000-00-00-51140           13-5ep-2022         Tue REG         7.00         20,0000         140,00         Be510-000-000-00-00-051140           13-5ep-2022         Tue REG         7.00         20,0000         140,00         Be510-000-000-00-00-051140         Image: Comparison of the state of the	06-Sep-2022	Tue REG	7,00		20,0000		140	.00	6510-000-00	00-000-00-	00-51140				
Of Sep2202         Fri RLS         7.00         20,0000         140.00         BeS10-000-000-000-000-00-051140           12-Sep-2022         Tue REG         7.00         20,0000         140.00         BeS10-000-000-000-00-00-51140           13-Sep-2022         Tue REG         7.00         20,0000         140.00         BeS10-000-0000-000-00-00-51140           13-Sep-2022         Tue REG         7.00         20,0000         140.00         BeS10-000-0000-000-00-00-51140           140.00         BeS10-000         Hours/Days OVER Schedule         Salary:           56,00         1120,00         Hours/Days OVER Schedule         Salary:           Vorking For         [000         -00         Accrual Group         [SEEA         testing for MAH           1Add Line         DAdd Range         2 Delete Line         3 Reports         4 Solt Day         5 Replace PayCode         6 Remove Empl Postion         7 Add Employee	08-Sep-2022	Thu REG	7.00		20,0000		140	.00	16510-000-00	00-000-00-	00-51140				
L2-Sep-2022         Tue         PELS         7.00         20,0000         140.00         [BS10-000-000-000-000-000-00-00-051140]           L3-Sep-2022         Tue         PEG         7.00         20,0000         140.00         [BS10-000-000-000-000-000-00-00-051140]           S6.00         1120.00         Hours/Days OVER Schedule         Salary:           Notes for this line         Notes for this line         Notes for this line         Accrual Group         FSEA           Notes for this line         000         -00         Accrual Group         FSEA         testing for MRH of the second s	09-Sep-2022	Fri REG	7.00		20,0000		140	.00	16510-000-00	00-000-00-	00-51140				
13-Sep2222     Ide REA     7.00     20,000     140.00     Des10=00=000=00=0140       56.00     1120.00     Hours/Days OVER Schedule     Salary:       Notes for this line     Notes for this line     Notes for this line     Accrual Group     ESEA       Vorking For     000     -00     Accrual Group     ESEA     testing for MAN of the second	12-Sep-2022	non REG	7.00		20,0000		140		16510-000-00	00-000-00-	00-51140				
56,00     1120,00     Hours/Days OVER Schedule     Salary:       Notes for this line     Notes for this line     Accrual Group     CSEA     testing for MAN       Working For     000     -00     Accrual Group     CSEA     testing for MAN       1 Add Line     D Add Range     2 Delete Line     3 Reports     4 Split Day     5 Replace PayCode     6 Remove Empl. Position     7 Add Employee     8 Employee Queries     9 Adjust Salary     96/4%	13-36p-2022		7.00		20,0000		140	•••• F	19310-000-00	00-000-00-	00-51140				
Solution     Solution     Solution     Solution       Notes for this line     Notes for this line     Accrual Group     CSEA     testing for MAN of MAN			<b>Fa a a</b>						Harry (Davis O	UPD Colorado				Calanut	
Notes for this line         Notes for this line         Accrual Group         CSEA         testing for MAN           Working For         000         -00         1         Add Line         D Add Rance         2 Delete Line         3 Reports         4 Splt Day         5 Replace PayCode         6 Remove Empl. Position         7 Add Employee         8 Employee Queries         9 Adjust Salary         96/4%			56.00				1120	.00	Hours/Days O	VER Schedu	le			salary:	_
1 Add Line D Add Rance 2 Delete Line 3 Reports 4 Split Day 5 Replace PayCode 6 Remove Empl. Position 7 Add Employee 8 Employee Queries 9 Adjust Salary 96/4%	Notes for t Working F	this line Note	-00	ō							Acc	rual Group 🛛	SEA	testing H	'or MAN err
	1 Add Line D A	dd Range 2 Del	ete Line	3 Reports	s 4 Split Da	y 5 Replac	ce PayCode	6 Re	move Empl. Positio	n 7 Add E	mployee	8 Employee Quer	ries 9A	djust Salary	96/4% Split
Lkup														Lkup	UP

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.

numan Resources 🖌 Module Maintenance 🖌 numan Resources Module Control 🖌 #601	Human Resources 🕨	Module Maintenance	Human Resources Module	e Control 🕨 #601
--	-------------------	--------------------	------------------------	------------------

📼 [AUC] 79	990-Human Resources Module Control	
	Human Resources Module Control	
<u>G</u> oto		
Actions	Seq# Description	Answer
	6013 Direct Deposit Email From Address Override	payroll@admins.com
	6017 Enter Y if positions flagged in the position masterfile are e Y	

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]

Human Resources		
Maintenance	>	ADIVIIN
Payroll Processing	>	Summar
Timesheet Entry	>	line and
Special Processing	>	
Void/Manual/Figure Paycheck		
Billing and Invoicing	>	Customer Query
Bank Reconciliation	>	Customer Update

[AUC] 6353-Customer Query [theresa]

**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 ine and totals.

To access the report, from the menu, select:

HR ▶ Billing and Invoicing ▶ Customer Query

Goto				,	<ul> <li>Active</li> </ul>	Only	Customers
A	-	2.Cust#	3 Name	4 Second Name	5 City	Balance Due	#invoices
Actions	1 View	000157	MIRRA CO., INC.		GEORGETOWN		8
		800191	STOP & SHOP SUPERMARKET CO.	RBS CARLISLE SUPPORT	CARLISLE		6
		000204	J. H. LYNCH		MILLBURY		11
		000238	LEWIS TREE SERVICE		WEST HENRIETTA		7
6 Add New		000249	TREE TECH		FOXBORO		
		000253	BELLA CONSTRUCTION CORP.		FRANKLIN		1
7 Statement		000261	PHDENIX COMMUNICATIONS		SHREWSBURY		11
		000269	ACADEMY OF TAP		CUMBERLAND		1
9 Customer List		000272	CONTROL POINT ASSOC		SOUTHBOROUGH	250,80	2
		000277	CHARRON TREE SERVICE		BELLINGHAM	752.40	29
		000280	TOWN FIREWORKS		BELLINGHAM		
		000282	TOWN OF FRAMINGHAM		FRAMINGHAM		

Select the desired customer from the multirecord Customer Query screen by selecting the customer and clicking on the **[1 View]** button.

Figure 7 Customer Query Multi-Record screen



Human Resources

Release Not	es – Version	22.3
	September	2022

🚥 [AUC] 6351	-Invoice S	ummary									
			1	Invoice Sumn	nary -	All					
Goto	Custome	er# 000157	Customer Name MIRRA CO	D., INC.	Se	cond Name				_	
Actions	1										
4 Add New 5 Query 6 Enter Payment	Address Address Address Address City State Country	Information 1 6 NORINO 2 P.O. BOX 3 2 Zip GEORGETON	WAY 399 WN, MA 01833-0000		Contact Info Contact Phone 1 Phone 2 Refund Info Vendor	rmation (978) 352-71 (000) 000-00 rmation (000000 00	379 Type XXX Type				
7 Statement		0 All Invoid	1 By Invoice	# 2 By	Detail/Ticket#	Tran	saction History	3 Update	e Customer		
8 Single Invoice					Character	A discolarization	December 1	Defend	Dalar	_	
9 Invoice Details	A.France	Free 1	Invoice#	Invoice Date	Charges	Adjustments	Payments 501_60	Refunds	Balance		
	View	Email By	Invoice# 00006383 0	01-Jun-2020	360.90		301,60				
Invoice Lietoo			00006378	09- Jan-2020	1007.20		1007.20				
Inv. Summary	Listing 🔵		00006264	00 Jan 2020	1003.20		1003.20				
Open Oper		-	00006256	25-Dec-2019	1504.80		1504.80				
Open Only			00006212	14-Tec-2019	1002 72		1002 72				
			00006194	26-Nov-2019	501.36		501.36				
			00006186	20-Nov-2019	1002.72		1002.72				
	1		TOTAL	OPEN	6770,40		6770,40	ļ			
El 5. c≥. ≠				PB_Cust_InvSum_List_693	31_THERESA(1]am	nl - Excel		_		œ –	• ×
He Home Inse	ert Page Layou	it Formulas	Data Kevnew Vnew ∨[lell	I me what you want to do						Theresa Campbell	K, Share
A	в	С	D	E		F		G		н	
1 MIRRA CO.,	INC.										
3 Inv#	nv Date	Due Date	Charge Amount	Adjust Amount	P	avment Amo	unt	Refund Amour	nt	Balan	ce Due
4 00006383	)1-Jun-2020	01-Jul-2020	501.60	)	0.00		501 60		0.00		0.00
5 00006376	1-Jun-2020	01-Jul-2020	250.80	)	0.00		250.80		0.00		0.00
6 00006272 0	18- Jan-2020	07-Eeb-2020	1 003 20		0.00		1 003 20		0.00		0.00
7 00006264 0	1- Jan-2020	31- Jan-2020	1,003.20	2	0.00		1,003.20		0.00		0.00
1 0000204 (	1-001-2020	01-001-2020	1,003.20	·	0.00		1,003.20		0.00		0.00

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

Click on the Inv. Summary Listing button to generate the Excel<sup>®</sup> report:

E	<b>. 5</b> •∂~:				PB_Cust_InvSum_List_6931_THERESA[1	Jaml - Excel		80 – C ×			
Fi								Theresa Campbell 🔒 Share			
124		$\times  \checkmark  f_{\mathbf{x}}$									
	A	В	С	D	E	F	G	н			
1	MIRRA CO	D., INC.									
2											
3	Inv#	Inv_Date	Due Date	Charge Amount	Adjust Amount	Payment Amount	Refund Amount	Balance Due			
4	00006383	01-Jun-2020	01-Jul-2020	501.60	0.00	501.60	0.00	0.00			
5	00006376	01-Jun-2020	01-Jul-2020	250.80	0.00	250.80	0.00	0.00			
6	00006272	08-Jan-2020	07-Feb-2020	1,003.20	0.00	1,003.20	0.00	0.00			
7	00006264	01-Jan-2020	31-Jan-2020	1,003.20	0.00	1,003.20	0.00	0.00			
8	00006256	25-Dec-2019	24-Jan-2020	1,504.80	0.00	1,504.80	0.00	0.00			
9	00006212	04-Dec-2019	03-Jan-2020	1,002.72	0.00	1,002.72	0.00	0.00			
10	00006194	26-Nov-2019	26-Dec-2019	501.36	0.00	501.36	0.00	0.00			
11	00006186	20-Nov-2019	20-Dec-2019	1,002.72	0.00	1,002.72	0.00	0.00			
12	Total			6,770.40	0.00	6,770.40	0.00	0.00			
13											
14											
	-> H	robinysumIst	<b>(</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]

	₽ 4	<b>5・ ♂</b>										<b>0</b> –						
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1			COMP	ANY														
2	Dill No.	mbor: 000074	06															
4	Dill Nu	Inder. 000074																
5	Line#	Inv Date	Due Date	Location Address	Empl#	Work Date	Detail Ticket#	Description	Hours	Charge Amt	Adjust Amt	Payment Amt	Refund Amt	Balance Due				
6	1	29-Apr-2022	29-May-2022	160 MECHANIC ST	000311	23-Apr-2022	13940	Employee Charge	4.00	348.00	0.00	348.00	0.00					
7								Town Fee	0.00	34.80	0.00	34.80	0.00					
8								Cruiser Fee	0.00	140.00	0.00	140.00	0.00					
9								Line Total	4	522.80	0.00	522.80	0.00	0.00				

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1	MIRRA	CO., I	NC														
2																	
3	Invoi	ce	ie#	Inv Date	Due Date	Location Address	Empl#	Work Date	Detail Ticket#	Description	Hours	Charge Amt	Adjust Amt	Payment Amt	Refund Amt	Balance Due	
4										Employee Charge	0.00	911.56	0.00	911.56	0.00		
5										Town Fee	0.00	91.16	0.00	91.16	0.00		
6	1		1	20-Nov-2019	20-Dec-2019		000000			Line Total	0.00	1,002.72	0.00	1,002.72	0.00	0.00	
7	0000	6186															
8	0000									Employee Charge	0.00	455.76	0.00	455.76	0.00		
9										Town Fee	0.00	45.60	0.00	45.60	0.00		
10			1	26-Nov-2019	26-Dec-2019		000000			Line Total	0.00	501.36	0.00	501.36	0.00	0.00	
11			ŀ		and a		-		in star	and the state				A			-
	0000	6194	1														

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

8								EmployeeList_6710_THE	RESA[1]									
File				Data Review Vi													Theresa Campbell - Adm	in 🤉 Shar
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1										Position	EEO/Original							
2	Emp#	Name		Position#	BargUnit	Entity	PayGrp	TimeshtGrp	M/F	HireDate	Hire Date	Race	Cat	Туре	Errors	Reporting Location	Location Grade	1
3	071579	ACHIN-HOUSMAN,	LYNN F	S003ABATECH-02	2 AFLABA10-MOEL	1	WE	SCHOOL-SOUT	M	12-May-2022	12-May-2022		13	01	R			
4	071590	ADILETTO, LYNN A	ι	S003KNDTCH-01	MTA-26	1	26	SCHOOL-SOUT	М	17-May-2022	17-May-2022		05	01	R			
5	071591	ALBRECHT, KEITH	P	S003ABATECH-02	2 AFLABA10-MOEL	1	WE	SCHOOL-SOUT	M	17-May-2022	17-May-2022		13	01	R			
6	071593	ALLARD, LYNN T.		S003KNDTCH-01	MTA-26	1	26	SCHOOL-SOUT	Μ	01-May-2022	01-May-2022		05	01	R			
7	071593	ALLEN, LAWRENCE	E	T422DPWHCLK-0	TOCL-01	1	DPW	TOWN-DPW	M	05-May-2022	05-May-2022		15	01	R			
8	071594	ALWARD, LYNN L		S003CAFLEAD-01	AFL10M-AF10	1	WE	SCHOOL-CAFE	М	30-Apr-2022	30-Apr-2022		16	02	R			
9	071596	ANASTASIA, LYNN	М	S003KNDTCH-01	MTA-26	1	26	SCHOOL-SOUT	Μ	05-May-2022	05-May-2022		05	01	R			
10	071596	ANDERSON, KARE	N	T450DPWGENL-0	DPW-DP	1	TW	TOWN-DPW	Μ	06-Jun-2022	06-Jun-2022		07	01	R			
11	071600	AUGER, MICHAEL S	S	S003ABATECH-02	AFLABA10-MOEL	1	WE	SCHOOL-SOUT	Μ	01-Jun-2022	01-Jun-2022		13	01	R			
12	#Emps:		7	#Positions:	9													

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

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File	Home Insert Page Lay	out Formulas	Data	Review View	♀ Tell me what you									
Z31	• : × √ f <sub>x</sub>													
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1 2 Emp#														-
3 002678	<u>Email</u>			<u>Birth Date</u>	Primary TS	Grp	Hom	ne Ph	none	Cell Phor	<u>1e</u>	Bus	iness Phone	
4 003005	kdrew@admins.cor	m		05-Apr-1974	TOWN-DPW				-0000		0765	(000)	000-0000	
6 005143	lturcotte@admins.c	com		17-Dec-1944	TOWN-DPW				-7205		4131	(000)	000-000	
7 005155	kboiteau@admins.	com		15-Nov-1966	TOWN-DPW				-2140		1469	(000)	000-0000	-
9 007213	mgagne@admins.c	om		13-Feb-1961	TOWN-DPW				-1506		6074	(000)	000-0000	
10 070284	mbokoski@admins	.com		20-Apr-1967	TOWN-DPW				-7681		5610	(000)	000-0000	
12 070740	mcarlisle@admins.	com		28-Dec-1967	TOWN-DPW				-7279		5830	(000)	000-000	
13 070978	llevesque@admins.	.com		17-Jul-1960	TOWN-DPW				-2241		0027	(000)	000-000	
15 071239	ksassin@admins.c	om		20-Apr-1987	TOWN-DPW				-6891		0203	(000)	000-000	
16 071292	ksalisbury@admins	s.com		09-Oct-1980	TOWN-DPW				-0000		1008	(000)	000-000	
18 071298	kcasavant@admins	s.com		18-May-1961	TOWN-DPW				-0000		2126	(000)	000-000	
19 071328	PRAY MICHAEL D	T422DPWDROP-02	DPW-D	P mprav@admins	com	09-Ma	r-1984	TOWN	DPW	(000) 000-0000	(401) 4	86-0450	(000) 000-0000	
21 071345	MCGOVERN, LAWRENCE	T450FACASST-01	DPW-D	P Imcgovern@admi	ins.com	07-Oct	-1981	TOWN	DPW	(000) 000-0000	(617) 4	38-8066	(000) 000-0000	
22 071435	FARRELL, LAWRENCE	T422DPWDROP-01	DPW-D	P Ifarrell@admins.c	com	20-Jun	-1992	TOWN	DPW	(000) 000-0000	(401) 7	87-0545	(000) 000-0000	
23 071456	56 PHAKHANSA, LAWRENCE T422DPWDROP-01 DPW-		DPW-D	P lphakhansa@adr	nins.com	10-Dec	ec-1996 TOWN-DPW		(000) 000-0000	(774) 2	77-1608	(000) 000-0000		
24 071457	BRADY, KEITH B	1450DPWAMEC-01	DFM-D	P kbrady@admins.	com	19-Jul-	1981	TOWN	DPW	(000) 000-0000	(774) 2	48-5612	(000) 000-0000	
25 #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

Goto		Report Librar	y By Employee					
		Report Name	View	Report	^			
Actions	Actions 6680-Employee Roster Schedule Sample Run							
	6710-Employee List Sample							
		6711-Employee List with Notes	Sample	Run	1			
		6712-Employee List - Phone Directory	Sample	Run	1			
Renort Categoric	)C	6714-Employee List - Grade Schedules	Sample	Run	٦.			
1 By Employ	ee	6902-Employee List - Grade Schedule - As of a Date	Sample	Run	1			
2 By Positio	n	6754-Employee List - Additional Wages	Sample	Run	1			
3 By Timeshe	eet	6716-Employee List - Deductions	Sample	Run	1			
4 By Paychecks	/Other	6662-Employee List - Benefits	Sample	Run	1			
		6708-Employee List - Benefits with Annual Amounts	Sample	Run	1			
and the second		6718-Emplo	2 mple	Run	1			

67cu-Employee List Import Timesmusts	Sanipie	Run	h
6732-Employee Skill Profile Card	Sample	Run	
6149-Employee Salary History Change Report.	Sample	Run	
6926-Employee Salary History Step Change Report	Sample	Run	
0/70 Emproyee Jarary Briterence Kepord	Sample	Run	
6659-Employment Verification Report	Sample	Run	
7500-Employee List - Custom Fields	Sample	Run	
6836-Employee List - Highest Pay (Pay Type)	Sample	Run	$\mathbf{v}$

The only required entry is the effective date range; however, if running the report to Excel<sup>®</sup>, use the selection criteria to avoid generating a report with more than the maximum lines that Excel<sup>®</sup> 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	e Report	:							
Employee Salary History Step Chang When running in Excel, be sure to use se to avoid Excel table errors.	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: 07	012020 To: 09012022							
Optional: Enter up to 9 Bargaining Units	Edit	0 values:							
Optional: Enter up to 9 Pay Groups	Edit	0 values:							
Optional: Enter up to 9 Timesheet Groups	Edit	0 values:							
Optional: Enter up to 9 Employee#	Edit	0 values:							
Optional: Enter up to 9 Entity Codes	Edit	0 values:							
Select Terminated Positions (Y/N):	⊖Yes ●	No							
Sort Report By:	Timesh	eet Group 🔿 Entity 🔿 Pay Group 🔿 Bargaining Unit 🔿 Name							
Run as O Preview O Print O PDF ( If Printing use Duplex () Yes O No	Excel	Lookup OK Cancel Clear All							

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

6926-HREMPSALSTEP.REP	Printed	12-Aug-2022 at 10:	10:23 by TH	ERESA													Page 2
						Cit	y of AD	MINS									
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	A
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	D
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	В

### 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
Α	Empl#	Employee Number
В	Name	Employee Name
С	Position	Employee Position
D	Description	Position Description
Е	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
Н	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
К	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%
М	Annual	The annual salary for the employee
Ν	Period	The period salary for the employee
0	Daily	The daily salary for the employee
Р	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]

## 6.3 #6940 FOIA Report

	Report Name	View	Report
Actions	6789-EED Reports	Sample	Run
	7225-Benefit Categories	Sample	Run
	6464-Employee Conversion Demographics	Sample	Run
	6463-Tables Audit Reports	Sample	Run
port Categories	6465-History Audit Reports	Sample	Run
1 By Employee	Paycheck History Reports	Sample	
2 By Position	7211-Employee Paycheck History Register	Sample	Run
3 By Timesheet	7216-Employee Paycheck History Summary	Sample	Run
4 By Paycheck	Other storical Paycheck Register - Warrant Detail	Sample	Run
4 by ray chook	storical Paycheck Register - Employee Totals	Sample	Run
	6831-Paycheck Listing	Sample	Run
	6801-Paycheck Cost Code Summary - By Category/Cost Code	Sample	Run
	6802-Paycheck Cost Code Report by Employee / Cost Code	Sample	Run
	6800-Paycheck Cost Code Summary - by Timesheet Group	Sample	Run
	6803-Paycheck Pay Code Summary - By Category/Pay Code	Sample	Run
	6804-Paycheck Pay Code Summary - By Employee/Pay Code	Sample	Run
	6663-Paycheck Summary - By Employee/Account	Sample	Run
	6727-Paycheck Summary - By Employee / Pay Code Type	Sample	Run
	6896-Paycheck Summary - By Employment Type	Sample	Run
	7600-Register of O/S Uncleared Checks	Sample	Run
	6188-Payroll Warrant List	Sample	Run
0	6930-FOIA Report	Sample	Run
	Calendar	Sample	
	6755-List of cost Codes by W2/1099R Box	Sample	Run
	7560-ACA 1095 Audit Report	Sample	Run

Anyone can ask for information on employee salary under the <u>Freedom of Information Act (FOIA)</u>. 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

📧 Task 6930: FOIA Report	×
FOI Report	
Required: Work Date Range (mmddyyyy) From: 01012022 To: 123	12022
Optional: Entity Code	
Optional: Enter up to 9 Pay Groups Edit 0 values:	
Optional: Enter up to 9 Bargaining Units Edit 0 values:	
Run as ® Excel	
Lookup OK Cancel	Clear All

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
Α	Year	The calendar year
В	Emp No	The Employee number
С	First Name	First Name of the Employee
D	Middle Name	Middle Name or initial of the employee
Ε	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)
Н	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
К	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
М	HOLIDAY LEA	Holiday pay
Ν	LONGEVITY	Longevity pay
0	NON-PENSION	Non-pensioned pay
Р	OTHER-PENSI	Other Pensioned pay
Q	PARENTAL LE	Parental leave pay
R	PERSONAL LE	Personal Leave pay
S	PHONE COVER	Phone coverage pay
Т	QUINN BILL	Quinn bill pay – Massachusetts Police Career Incentive Program
U	REGULAR	Regular pay
V	SHIFT-DIFFE	Shift differential
W	SICK LEAVE	Sick pay
Х	STIPENDS/PE	Stipends
Y	SUBSTITUTE	Substituting for a higher pay grade pay



ADMINS Unified Community Human Resources

	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.

	В	С	D	E	F	G	Н	1	J	K	L	М	N	0
1	neck Hi	story												
2	Dates: 0	1012022 to 1	2312022											
3														_
4	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-PET
5	000004	MARIE		REZZUTI	01-20-2022	26	DIPIETREO KINDERGARTEN TEACHER	MTA -26	0.00	0.00	0.00	0.00	0.00	
6	000040	KEITH	F	MOORE	02-07-1991	ADMTEST	DPW DIRECTOR	MGMT -TH	252,492.50	0.00	0.00	0.00	0.00	
7	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	
8	000152	KEITH	C	GARIEPY	12-17-1987	TW	TOWN ADMINISTRATOR	MGMT -TH	6,611.30	0.00	0.00	0.00	0.00	
9	000205	MICHAEL	R	DOUGLAS	07-01-2013	TW	ATHLETIC DIRECTOR	NON -NO	7,137.00	0.00	0.00	0.00	0.00	7
10	000205	MICHAEL	R	DOUGLAS	01-01-2010	TW	COACH	NON -NO	-2,212.40	0.00	0.00	0.00	0.00	
11	000286	MICHAEL	J	MINCHILLO	10-04-1993	POLICE	POLICE PATROL OFFICER	POLU -PO	6,325.28	0.00	0.00	0.00	0.00	-
12	000288	KEITH		CORRIVEAU	04-26-2021	TW	POLICE PATROL OFFICER	POLU -PO	1,934.40	0.00	0.00	0.00	0.00	- L.
13	000307	KEITH		SAVOIE	05-02-1988	POLICE	POLICE SERGEANT	POLU -PO	1,535.60	0.00	0.00	0.00	0.00	
14	000311	LAWRENCE	L	PERRY	09-25-1995	POLICE	POLICE PATROL OFFICER	POLU -PO	1,264.00	0.00	0.00	0.00	0.00	
15	001148	KAREN	L	HARVEY	09-07-1993	TW	MIS	PROF -01	4,038.90	0.00	0.00	0.00	0.00	3
16	001239	MARIE	M	POTTER	07-01-1997	TW	LIBRARY TECHNICIAN	TOCL -01	1,540.50	0.00	0.00	0.00	0.00	
17	001248	LAWRENCE		PLOUFFE	04-20-1990	TW	PLUMBING & GAS INSPECTOR	TOCL -01	1,095.60	0.00	0.00	0.00	0.00	- N.
18	001255	KAREN		CREASIA	07-01-2002	TW	HUMAN RESOURCES DIRECTOR	MGMT -TH	1,915.70	0.00	0.00	0.00	0.00	
19	001260	LYNN		DANIEL	03-20-2000	POLICE	PRINCIPAL CLERK - POLICE	TOCL -01	948.00	0.00	0.00	0.00	0.00	
20	001264	LYNN	A	BOUCHER	08-16-1993	TW	ADMINISTRATIVE ASSISTANT	PROF -01	3,880.80	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]



The reports are described in detail below.

**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*<sup>\*</sup> for deductions and wages.



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



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

Task 6924: Employee List - Changed Deductions	×										
Employee List - Changed Deductions											
Required: Change Date Range (mmddyyyy) From: 08022022 To: 08262022											
Optional: Enter up to 9 Pay Groups Edit 0 values:	٦										
Run as O Preview O Print  PDF O Excel If Printing use Duplex  Yes O No											
Lookup OK Cancel Clear All											

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**<sup>®</sup> or **Excel**<sup>®</sup>.

6924-HRCSTCOD_CHG.REP	Printed 31-J	Aug-2022 at 09:3	32:01 by W	WENDY										Page 1
_					City of ADM	INS								
				Employ	yee List - Chang	ged Deduction	18							
Changes Between: 08202022 and 0	8262022													
Empl# Name	PrimaryTSGroup	Position	CostCode	CostCode Description	Effective Date	End Date	тур	EE Amount	Add Amount	Add.Start Date	Add EndDate	Orig. Amt	Balance	e HoldOver
071377 BELISLE, MARIE	SCHOOL-SOUT	S003BEHTECH-02	DIRDEP	DIRECT DEPOSIT	30-Sep-2019		\$	999,999.99						
071377 BELISLE, MARIE	SCHOOL-SOUT	S003BEHTECH-02	EFTSV1	EFT SAVINGS	30-Sep-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	DIRDEP	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	MTPN11	MASS TCH PEN 11%	01-Sep-2022			11.00						
071605 ,	SCHOOL-SOUT	S003READREC-01	DIRDEP	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	MTPN11	MASS TCH PEN 11%	02-Sep-2022			11.00						

#### Figure 14 Employee List of Changed Deductions run as PDF®

A2	×	√ <i>f</i> <sub>x</sub> 07137	7												
- A	в	с	D	E	F	G	н	111	J	к	L	м	N	0	Р
1 Emp	# Name	PrimaryTSGroup	Position	CostCode	CostCode Description	Effective	End Date	Тур	EE Amount	Add Amount	Add.Start Da	t Add End Date	Orig. Amt	Balance	Hold
2 0713	7 🚯 ISLE, MARIE	SCHOOL-SOUT	S003BEHTECH-02	DIRDEP	DIRECT DEPOSIT	9/30/2019		\$	999,999.99						
3 0713	7 BELISLE, MARIE	SCHOOL-SOUT	S003BEHTECH-02	EFTSV1	EFT SAVINGS	9/30/2019				100.00	9/1/2022				
4 0713	7 BELISLE, MARIE	SCHOOL-SOUT	S003BEHTECH-02	MA+	ADDITIONAL STATE TAX	9/2/2022				15.00	9/2/2022				
5 0714	8 BLISS, LYNN R	SCHOOL-SOUT	S003TEASOUT-03	DIRDEP	DIRECT DEPOSIT	8/13/2020		S	999,999.99						
6 0714	8 BLISS, LYNN R	SCHOOL-SOUT	S003TEASOUT-03	457SB	VOL DEFERRED SEC BEN	9/1/2022				400.00	9/1/2022				
7 0716	14 ,	SCHOOL-SOUT	S003MTHSPEC-01	MEDI	MEDICARE	9/1/2022		%	1.45						
8 0716	14 ,	SCHOOL-SOUT	S003MTHSPEC-01	MTPN11	MASS TCH PEN 11%	9/1/2022		%	11.00						
9 0716	15 ,	SCHOOL-SOUT	S003READREC-01	DIRDEP	DIRECT DEPOSIT	9/2/2022		S	999,999.99						
10 0716	15 .	SCHOOL-SOUT	S003READREC-01	MEDI	MEDICARE	9/2/2022		%	1.45						
11 0716	15 ,	SCHOOL-SOUT	S003READREC-01	MTPN11	MASS TCH PEN 11%	9/2/2022		%	11.00						
12															
13															
14															
15 Selec	tion Legend:														
16															
17 Chan	ges Between: 08202022 a	and 08262022													
18															
40															

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 (mmddyyyy) From: 08022022 To: 08312022											
Optional: Enter up to 9 Pay Groups Edit 0 values:											
Run as O Preview O Print  PDF O Excel If Printing use Duplex  Yes O No											
Lookup OK Cancel Clear All											

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**<sup>®</sup> or **Excel**<sup>®</sup>.

	6925-HRADDWAG_CHG.REP	rinted 31-Aug-2022 at	at 09:33:28 by WENDY						Page 1				
1				City	y of ADMINS								
1	Employee List - Changed Additional Wages												
1													
	Changes Between, 08202022 and 082120	22											
I	changes between: 06202022 and 063120	22											
I													
I	Empl# Name	TS Group Posi	sition Pay Code	Description	Effective Date	Ending Date	Per Per Per Per Per	Amount Account					
I	000005 HORN, LAWRENCE J	SCHOOL-ARA SOOS	SARATECH.03 COACH NE	coach non nensioned	09-Sep-2021		WE	75.00.1000-300-3510-110-06-00-51260					
I	AND	oction and oct	ADDITION OF CORCIN	couch non pensioned	00-000-0000								
1	071377 BELISLE, MARIE	SCHOOL-ABA S003	3BEHTECH-02 QUN	QUINN BILL	26-Aug-2022		WE	200.00 1000-210-0000-002-00-00-51800					
I	000004 REZZUTI, MARIE	SCHOOL-SCHOOL S003	3KNDTCH -01 REG	REGULAR - hours	15-Mar-2022	15-Apr-2022	WE	-200.00 1000-300-2305-111-03-00-51260					
1													

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



_																
	Clip	board 🕞	Font	rs -	Alignment	ra N	lumber 🗔	-					:	Styles		
А	2	▼ : × ✓	<i>f</i> <sub>x</sub> 000005													
А	А	В	с	D	E	F	G	н	1	J	к	L	м	N	0	
	Empl#	Name	TS Group	Position	Pay Code	Description	Effective Date	Ending Date	Per	Per	Per	Per	Per	Amount	Account	
2	000005	N, 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	
F	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	
5																
5																
Ł																
8	Selection	n Legend:														
0	Changes	Between: 08202022 and 083	12022													
1																
2																
3																
4																

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:

🚾 [AUC] 6434	I-Lea	ve Ac	crual	Rules			
1	_		L	_eave A	Accrual F	Rules	
Goto		_					_
Actions	Accru Leave	al Grou Type C	p <mark>A</mark> ode VA	22 VAC CATION	adm 150 Vacation	sick 22 v	ас
1 Add Leave							
2 Delete Le	ave						
3 Add Seg#		From	То			% of	
4 Delete Seg#	Seq#	Month	Month	Days	Hours	Hours/Day	^
	1	1	999				
5 Clear Matrix	2						
	3						
6 Edit List	4						
7 Emp by Code	5						]
Accrual Groups							
Leave Type Codes							
							~
	1						_

#### 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**<sup>®</sup> and **Excel**<sup>®</sup> versions of the report.

	Α	В	С	D	E	F	G	Н	1	J	К		м	N	0
1	Code	Description	Benefit	Category	FlatAmt	Pretax	Order#	Status	Liability Account	Liability	Expenditure Account	Exp	Tier_IEE	Tier_I ER	
2	401-EE	109844 401 PLAN EMPLOYEE	401A	401 A	0.00	Y	10	Active	00-0000-00000		00-0000-00000		100.00	0.00	
3	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	
4	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	
5	401-ER	109844 401 PLAN EMPLOYER	401A	401 A	0.00	N	999	Active	00-0000-00000		**-****-51038		0.00	100.00	
6	401-ERDP	109844 401 PLAN ER DISPATO	401A	401 A	0.00	N	999	Active	00-0000-00000		**-****-51038		0.00	100.00	
7	401-ERPL	109844 401 PLAN ER POLICE	401A	401 A	0.00	N	999	Active	00-0000-00000		**-****-51038		0.00	100.00	
8	401-ERPW	109844 401 PLAN ER PUBLIC	401A	401 A	0.00	N	999	Active	00-0000-00000		**-***-51038		0.00	100.00	
9	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	
10	401-MLER	109844 401 PLAN ER ML	401A	401 A	53.46	N	999	Active	00-0000-00000		**-****-51038		0.00	100.00	
11	401A-O	CONVERSION	401A	401 A	0.00	N	0	Inactive	00-0000-00000		00-0000-00000		100.00	0.00	
12	401EEDP	109844 401 PLAN EMPLOYEE	401A	401 A	0.00	Y	0	Active	00-0000-00000		00-0000-00000		100.00	0.00	
13	4011.OA11	109844.40 LOAN	401LN	401 A LO/***		N	70	Active	00-0000-00000		00-00 00000	1.00	100.00	0.00	

Figure 18 Before –	the Cost Code	Edit list did not	include columns	for the	periods to take
Inguic to belore	the cost coue	Lait list ala liot	mendae conditing	ioi uic	perious to take

E	• ∽ • •									Cost	CodeLi	
Fi	le Home	Insert Page Layout Formulas Data Review	View ♀ Te	ll me what you	want t							
AI:	sz • :	~ ~ Jx										
	A	В	M	N	0	P	Q	R	S	Т	U	
1	Code	Description	Tier_I EE	Tier_I ER	Per	Per	Per	Per	Per	Per	Per	
2	2020PW	ELECTION WORKERS 2020 SPECIAL CODE	0.00	100.00	N							
3	457ROTH	457 ROTH SMART PLAN	100.00	0.00	FN	B3	BI	S	W5	WE		
4	457SB	VOL DEFERRED SEC BEN	100.00	0.00	FN	B3	BI	LS	W5	WE		
5	AFLND	AFLAC DENTL ND 111F	100.00	0.00	WE							
6	ALT21I	ALTUS IND SCHOOL 21	100.00	0.00	B3	BI	Ν					
7	ALT26S	ALTUS IND SCHOOL 26	100.00	0.00	B3	BI	LS	Ν				
8	ALT41I	ALTUS IND SCHOOL 42	100.00	0.00	W5	WE	ſ					·,
9	ALT52I	ALTUS IND TOWN 52	100.00	0.00	W5	WE						
10	ALTFAM	ALTUS FAM SCHOOL 52	100.00	0.00	W5	WE			C	oct		do Edit list
11	ALTNDF	ALTUS NONDEFER 111F	100.00	0.00	WE	W5			<u> </u>	031		de Luit list
12	ALTS41	ALTUS FAM SCHOOL 42	100.00	0.00	W5	WE		- ir	าดใน	ıde	s p	eriods to take
13	ALTS52	ALTUS FAM TOWN 52	100.00	0.00	W5	WE						
14	ALTSGL	ALTUS IND SCHOOL 52	100.00	0.00	W5	WE						
15	ALTUS	ALTUS FAM SCHOOL 26	100.00	0.00	B3	BI	LS	Ν	-	-	_	
16	ALTUS2	ALTUS FAM SCHOOL 21	100.00	0.00	B3	BI	Ν					
17	AN-AM	AMERICAN FUNDS	100.00	0.00	B3	BI	LS	W5	WE			
18	AN-AME	AMERICAN FUND SERVIC	100.00	0.00	B3	BI	LS	N	W5	WE		
19	ANAMY	AME: "NAN 0129600(AMERIPRISE)	100.00	000	B3-	Bh	<b>≜</b> S	10-	10/5	M		

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 <u>MyConnect</u> 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 O Preview O Print  PDF If Printing use Duplex Yes No 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:										
Review W2 Forms										
The system will prompt for the year:										
Task 6017: Review W2 Forms	×									
Review W2 Forms										
Required: Enter Year 2021										
Lookup OK Cancel Clear All										

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:





		Review W2 F	orms						
Goto	Entity TOWN OF ADMINS		Employee #	00023	SS# ***-**-1010				
Actions	b Employer identification number (EIN) 041234567	1 Wages, tips, other 7798.00	compensation	2 Federal income tax withheld 400,07					
	c Employer's name, address and zip code TOWN OF ADMINS	3 Social security wag	es	4 Socia	al security tax w	ithheld			
	BOSTON, MA 02110	5 Medicare wages an 7798.00	6 Medicare tax withheld 113,05						
1 W2 Menu			7 Social security tips		8 Alloc	ated tips			
2 Print Single Form	d Control number SCHOOL-SCHOOL	9		10 Dependent care benefits					
	e Employee's Name KAREN M OSTEGREN		11 Nonqualified plans	•	12a See instructions for box 12				
	19 DEBRA RD.	13 Stat EE R.Plan	3rdPty	12b					
	CAMBRIDGE, MA 02138	14 Other	I		12c				
	f Employee's address and ZIP code					12d			
	15 State Employer's state ID number MA 041234567	16 State wages, tip 7798.00	s 17 State income t 382.	ax 18 Local	wages	19 Local tax	20 Name		
Added By Changed by									
nce the emr	lovee informatio	n is disr	played or	the s	cre	en cli	ck th		

Enter Report Parameters		×
Select Print Option: Select a value from dropdown:	Print front and back on a duplex printer	•
		OK Cancel

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	Edit	0 values:				
	Optional: Enter up to 9 Entity Codes	Edit	0 values:				
	Optional: Enter up to 9 Pay Groups	Edit	0 values:				
	Optional: Enter up to 9 Timesheet Groups	Edit	0 values:				
	Optional: Enter up to 9 Schedules	Edit	0 values:				
	Optional: Enter up to 9 Leave Accrual Groups	Edit	0 values:				
Optional: Ente	r up to 9 Leave Accrual Groups						
	Run as						
		Lookup	OK Cancel Clear All				

**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 <u>HR-345 Import Timesheets from a Spreadsheet</u> 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

	I Task 6293: Site Specific Paycheck Listing - Mult	ipleEmployees	;	×		
	Site Specific Paycheck Listing - Multipl	e Employees				
	Required: Check Date Range (mmddyyyy	From: 🚺	012022 To: 07312022			
	Optional: Enter up to 9 Employee#	Edit	2 values: 071599, 071597,			
Optional: Ent	ter up to 9 Pay Groups	Edit	0 values:			
Ontional: Ent	ter up to 9 Bargaining Units	Edit	0 values:			
optional. Ent	crup to 5 Darganning Onto	Name ○ Pay Group ○ Bargaining Unit				
	Run as      Excel					
		Lookup	OK Cancel Clear All			

[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	
Special Processing	
Other	
Site Specific	

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

[New]

[New]

[New]

### 13.2 ADMINS.com Documents & Videos

<u>HR–1090 CT ReEmploy Filing</u> <u>Add Historical Salary Change Record [2:47]</u> <u>Optimizing the PDF® Viewer [3:37]</u>

Maria New Vie	ees & Quick Tips — Library = - More = 💄	·	
<ul> <li>Help Documents that Apply for A</li> </ul>	All Modules	support@admins.co	m
\$1-117 The Quick Task/Report Rutten (pdf)	A Download	ADMINS	
SV-100 Preview or Bds. CBV Piles for Uploading to AUC (pdf)	A Download		
21/142 Read a Pasanoni (pdf)	A Download	- Help Docume	nts
\$1150 Email Distribution Lieps (pdf)	A Download	that Apply for	All
\$1450 Using Piret Tables in Reteins Analyse AUC Data (pdf)	A Download	Modules	
01/127 Site Specific Ever Checka (pdf)	A Download		
\$1105 Record Looking (pdf)	A Deveload	SY-117 The Quick Task/Report Button (pdf)	1
Accounts Payable Docum	ents	SY-135 Preview or Edit	
1009 Processing (##)	A Deveload	.CSV Files for Uploading to AUC (odf)	4
Rank Table (pdf)	A Download	(p)	
Delete AP Voucher Banches in Bulk (pdf)	A Download	SY-145 Reset a Password	
Diabusement Waranta (pdf)	A Deveload	(pdf)	
Paying Bills (pdf)	A Download	SY-150 Email Distribution	
	A Download		
serve select (concentration) (but)			

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



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

#### Figure 21 Before



#### Figure 22 After

[ADM-AUC-WEB-10]