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# 1 Employee Maintenance Screens [Enhancements]

Three of the tabs on the employee maintenance screens were enhanced; see details below.

## 1.1 Personal Tab Exemptions Field [Enhancement]

This tab has a section for entering W4 information. When an employee is hired or an existing employee provides a new W4, there is more flexibility for the Federal Exemptions field, depending on which of the form W4 radio buttons is selected.

<b>FORM W4</b> <input type="radio"/> >= 2020 box 2c checked <input checked="" type="radio"/> >= 2020 box 2c not checked <input type="radio"/> <=2019 Step 3 <input type="text"/> Step 4a <input type="text"/> Step 4b <input type="text"/> Step 4c <input type="text"/>	<b>Tax Information</b> <table border="1"> <thead> <tr> <th></th> <th>Tax Type</th> <th>Tax Table Exemptions</th> </tr> </thead> <tbody> <tr> <td>Federal</td> <td>FED</td> <td>M <input checked="" type="checkbox"/></td> </tr> <tr> <td>State</td> <td>MA</td> <td>M <input type="checkbox"/> 1</td> </tr> <tr> <td>Other State</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Tax Type	Tax Table Exemptions	Federal	FED	M <input checked="" type="checkbox"/>	State	MA	M <input type="checkbox"/> 1	Other State	<input type="text"/>	<input type="checkbox"/>
	Tax Type	Tax Table Exemptions											
Federal	FED	M <input checked="" type="checkbox"/>											
State	MA	M <input type="checkbox"/> 1											
Other State	<input type="text"/>	<input type="checkbox"/>											

If the FORM W4 radio button was not set to <= 2019 no tax exemption could be entered into the Federal Exemption box.

Figure 1 Before

<b>FORM W4</b> <input type="radio"/> >= 2020 box 2c checked <input checked="" type="radio"/> >= 2020 box 2c not checked <input type="radio"/> <=2019 Step 3 <input type="text"/> Step 4a <input type="text"/> Step 4b <input type="text"/> Step 4c <input type="text"/>	<b>Tax Information</b> <table border="1"> <thead> <tr> <th></th> <th>Tax Type</th> <th>Tax Table Exemptions</th> </tr> </thead> <tbody> <tr> <td>Federal</td> <td>FED</td> <td>M <input checked="" type="checkbox"/></td> </tr> <tr> <td>State</td> <td>MA</td> <td>M <input type="checkbox"/> 1</td> </tr> <tr> <td>Other State</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Tax Type	Tax Table Exemptions	Federal	FED	M <input checked="" type="checkbox"/>	State	MA	M <input type="checkbox"/> 1	Other State	<input type="text"/>	<input type="checkbox"/>
	Tax Type	Tax Table Exemptions											
Federal	FED	M <input checked="" type="checkbox"/>											
State	MA	M <input type="checkbox"/> 1											
Other State	<input type="text"/>	<input type="checkbox"/>											

Enter # of Exemptions for Form <=2019 or 99 for Exempt.

Now, exemptions of "99" can be entered for exempt from Federal Tax no matter what form is selected. If the form selected is from 2019 or earlier the number of exemptions may be entered in this box.

Figure 2 After

[ADM-AUC-HR-10650]

## 1.2 Deductions and Benefits Tab [Enhancement]

ADMINS made changes to enhance the deduction/benefits tab of the employee maintenance screen. To access the screen, from the menu, select:



Human Resources ► Maintenance ► Employee Maintenance ► [3 Ded/Ben]

### 1.2.1 Direct Deposit Pre-Notes

Cost Code	Effective	Stop Date	Table Amount	Message	Additional Amt	Start Date	Stop Date	Original Amt	Remaining Bal	Note
DIRDEP	01-Jun-2023		999,999.99							
DIRDEP	01-Jun-2023				5.00	01-Jul-2023	01-Jul-2023			
MEDI	15-Jan-2023		1,45000							
NC-PN9	15-Jan-2023		9,00000							
NC2X	15-Jan-2023		2,00000							
OVERBOK	01-Jun-2023									
WG-BEN	01-Jun-2023		5.00							

Sometimes employees with a direct deposit go on hospitalization or workers comp leave and are paid from an insurance policy instead of municipal funds.

The direct deposit was going through with a zero-dollar amount to the bank from the ACH file. The bank requested that these zero-dollar amounts be suppressed from the ACH file.

ADMINS changed the ACH File creation process to suppress zero-dollar prenote amounts for employees who are on hospitalization or worker’s compensation.

Note: If prenotes are required for when an employee first enrolls in direct deposit, the zero dollar amounts for those will continue to be included in the file.

[ADM-AUC-HR-10646]

### 1.2.2 Hover Text on “Original Amount” [Enhancement]

Cost Code	Effective	Stop Date	Table Amount	Message	Additional Amt	Start Date	Stop Date	Original Amt	Remaining Bal	Note
DEFVOL	01-Jul-2002				520,00	01-Mar-2022		27,000,00	6,720,00	
DIRDEP	01-Jul-2002		999,999.99							
EFTSV1	01-Jul-2002				600,00	01-Sep-2021				
EFTSV2	20-Jan-2011				150,00	01-Jun-2017				
EFTSV3	01-Feb-2016				25,00	01-Jan-2020				
EFTXMS	01-Feb-2016				25,00	01-Jan-2020				
ER BC F	01-Nov-2019				30,215.45	01-Nov-2021		30,215.45		
FSA	01-Jun-2019				28,85	29-Jun-2022		1,500.00	1,124.95	
FSA AC	29-Jun-2022		1.16					60.00	44.92	
HMOF TWN	15-Jun-2019		121.46		25,00	14-Aug-2023		6,315.55	4,736.57	NOTE
INS-PU	01-Jul-2002		.30							
MA+	01-Jan-2016				10,00	01-Jan-2016				
MEDI	01-Jul-2002		1,45000							
NC-PN9	01-Jul-2002		9,00000							
NC2X	28-Jun-2012		2,00000							
WG-BEN	30-Nov-2017		5,00							

Now, the hover text clarifies that the “Original amount” is for the entire deduction amount, not just the additional amount.

There are several cost codes for this employee that show an Original Amount. We will look at one that uses only an Additional Amount, another that uses only the table amount, and a 3<sup>rd</sup> that uses both.



**Cost Code Table**

Cost Code: DEFVOL FULLTIME 046001084

Calculation

Method 1 Use Tax Rate Table

Method 2 Flat Amount \$

Method 3 Base Bucket%   Period Annualized Over Annual \$

Base Bucket#   YTD Amount

**Method 2 Flat Amount \$**

The DEFVOL code uses only an **“Additional Amount”** of **\$520** per pay period. There is no amount set for the cost code on the cost code table.

This code is identified with an **A**. The system will deduct \$520 per pay period for DEFVOL until the original amount of \$27,000 is met and the remaining balance is zero.

**Cost Code Table**

Cost Code: FSA AC FLEXIBLE SPENDING ANNUAL CHARGE

Calculation

Method 1 Use Tax Rate Table

Method 2 Flat Amount \$ 1.16

Method 3 Base Bucket%   Period Annualized Over Annual \$

Base Bucket#   YTD Amount

**Method 2 Flat Amount \$ 1.16**

The **FSA AC** cost code has a table amount of \$1.16, and there are no additional amounts on this code. This employee will not have more than \$60 deducted for the **FSA AC** code. The **“Original Amount”** of \$60 will be drawn down over the course of each paycheck until the remaining balance is zero.

Then the deductions will no longer be taken for the **FSA AC** code. The **FSA AC** code is highlighted with a **B**.

**Cost Code Table**

Cost Code: HMOF TWN HMO BLUE FAMILY TOWN

Calculation

Method 1 Use Tax Rate Table

Method 2 Flat Amount \$ 121.46

Method 3 Base Bucket%   Period Annualized Over Annual \$

Base Bucket#   YTD Amount

**Method 2 Flat Amount \$ 121.46**

For the cost code **HMOF TWN**, the flat **“Table Amount”** is \$121.46. This employee has an **“Additional Amount”** of \$25.00 taken out per pay period. Each pay period, the two amounts (\$121.46 + \$25.00 = \$146.46) will be deducted from the Original Amount until the remaining balance is zero. Both the table amount and the additional amount with this code are designated with a **C**.

$\$121.46 + \$25.00 = \$146.46$

[ADM-AUC-HR-10647]



### 1.2.3 Additional Deductions Stop Date Extended [Enhancement]

The screenshot shows the 'Employee Maintenance' interface. At the top, it displays 'Employee Number 071826 EMILY W. FOX' and 'Position I1376SRADM-01 ADMINISTRATIVE ASSESSOR'. Below this is a table of deductions with columns for 'Cost Code', 'Effective', 'Stop Date', 'Table Amount', 'Message', 'Additional Amt', 'Start Date', 'Stop Date', 'Original Amt', and 'Remaining Bal'. A specific row shows a deduction with a stop date of '01-Jul-2043'. A warning dialog box is open, stating: '[AUC] 6441-Employee Maintenance' and 'P6178-The end date is more than 30 days ago or more than 2 years in the future.' A callout box points to the 'Stop Date' column with the text: 'Deduction stop dates many years in the future are now allowed, with a warning. Applies to both Cost Code Stop Date and Additional Amt Stop Date'.

The cost code “stop date” or “additional amount stop date” previously would allow entry up to two years in advance.



Now, a future date of more than two years can be entered, but a warning will be displayed.

This might be used for pensioners who will terminate health coverage on their 65<sup>th</sup> birthday, for example.

Click OK on the warning to use the stop date far into the future.

[ALLEN-SUP-SAPLAUC-260]

### 1.3 Dates and Class Tab [Enhancement]

The screenshot shows the 'Employee Maintenance' interface for 'Employee Number 071826 SHADY SALARIED' and 'Position I450DPWMEC-01 DPW ASSISTANT MECHANIC'. The '8 Dates/Class' tab is selected. The 'Last Processed' section is highlighted with a callout box containing the text: 'Last Payroll Posted Date 31-Aug-2023'. Another callout box points to the '8 Dates/Class' tab label.

The Posting Date of the last payroll posted for this Employee  
This is not the Check Date of the last posted payroll

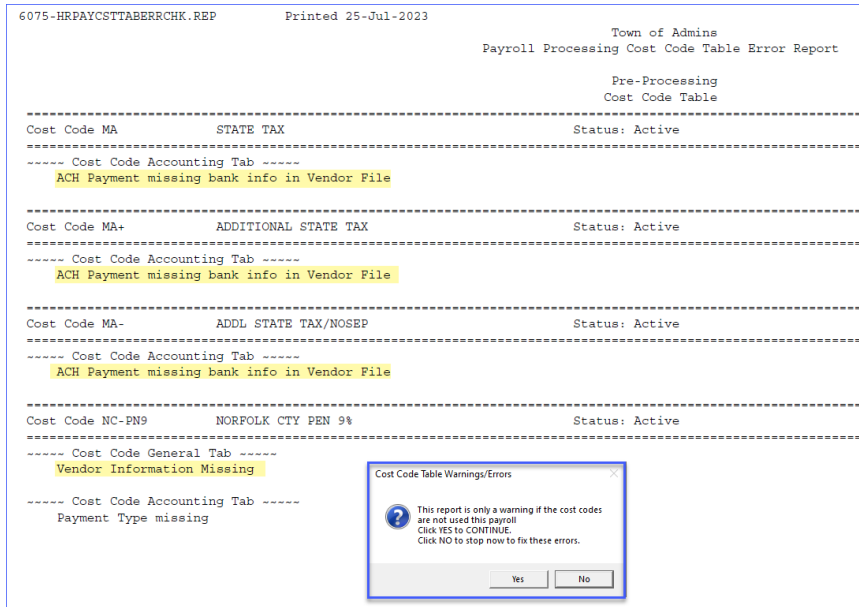
ADMINS changed the label of the posted date to the last payroll posted date to make it clearer when the last posted payroll for the employee was processed. This is not the check date of the last posted payroll. This does not mean it was the final payroll for this employee, just the most recent one processed.

[ADM-AUC-HR-10568]



## 2 Error Checking Enhanced During Payroll Calculation

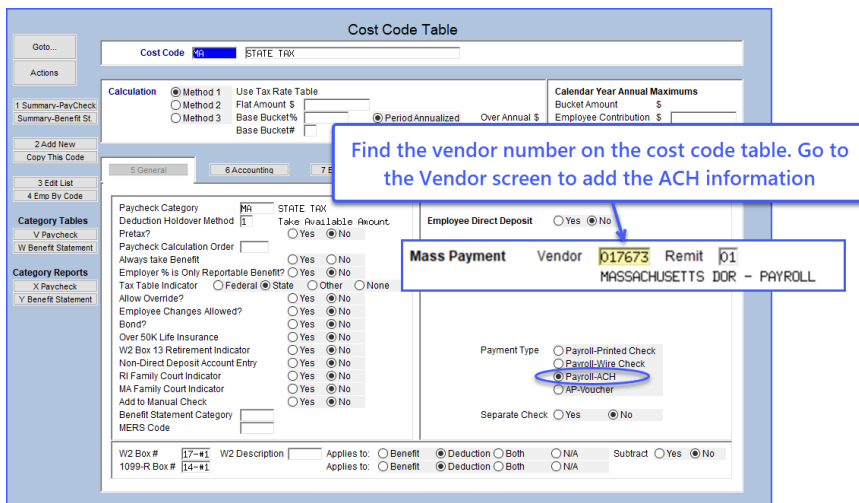
The Payroll Processing Cost Code Table Error Check runs each time payroll is calculated. Before the software update, there was no error checking on the vendor bank information, resulting in payroll stopping once it reached the ACH file creation step.



Check this report and if ACH Payment information is reported as missing, or Vendor Information is missing,



**stop** processing payroll, go to the Cost Code table, and look at the vendor number.



To access the cost code table, from the menu select:

**Human Resources ▶ Tables ▶ Cost Code**

Once the vendor number is known, proceed to the Vendors screen to check for missing information.



To access the vendor table, from the menu select:

**Accounts Payable ▶ Vendors ▶ Enter Vendors ▶ [3 Classification Tab]**

This error was due to the lack of Bank information. Add the information and run the calculation again.

The report will also identify any cost codes that lack vendor information. Add the vendor number for the cost code and calculate payroll again.

After adding the missing information on the cost code and vendor screens, the Payroll Processing Cost Code Table Error Report shows "No Records Selected"

[ADM-AUC-HR-10584]

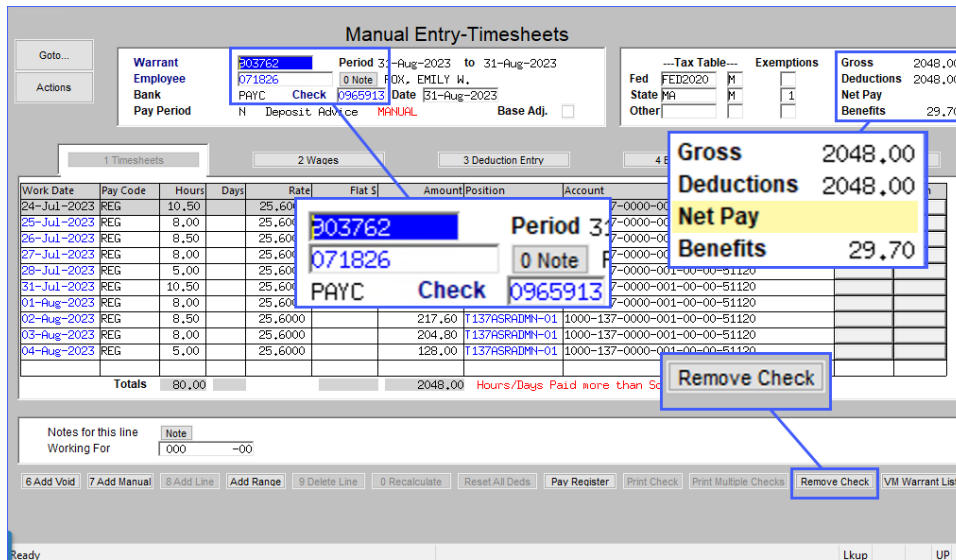


### 3 Remove a Zero Net Manual Check after Printing [Enhancement]

On occasion, after printing a manual direct deposit, it must be deleted, e.g., the employee wants a printed check instead of a direct deposit. **ADMINS** added the ability for users to remove a manual direct deposit advice (or any **zero net** manual paycheck) after it is printed.



In the image, the Warrant number and Check # are already assigned, indicating that the manual has already been printed.



The **[Remove Check]** button will be available after printing for a manual check that has a zero net pay.

(The **[Remove Check]** button was **always available** for a void or an unprinted check/Direct Deposit Advice.)

Before the software update, the payroll staff had to contact [support@admins.com](mailto:support@admins.com) to remove the printed direct deposit from the warrant.

Figure 3 The Manual Entry – Timesheets screen now allows removing a net zero check that was already printed

Now a direct deposit advice can be removed from the Manual entry screen after printing using the **[Remove Check]** button. This is only available **if the warrant is not calculated**. Once the warrant is calculated, to remove a net zero manual, **uncalculate the warrant**. Then follow the instructions above.

If the warrant is calculated and the check register step is complete, to remove the direct deposit advice, first post the warrant and then void the manual net zero check/direct deposit advice.



If a printed manual check must be removed, contact [support@admins.com](mailto:support@admins.com) for assistance.

[ADM-AUC-HR-10634]

### 4 Manual Check [Fix]

When a manual check was created for a schedule with days greater than 1, the pay amount was only being set for one day. This has been corrected.

[ADM-AUC-HR-10663]





## 5 Billing and Invoicing Report #6769 [Enhancement]

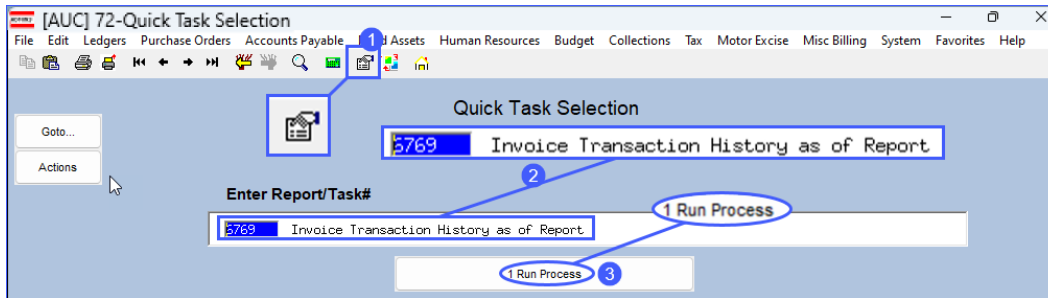
To assist with GL cash reconciliation, **ADMINS** added a new column of payments as of the payment date but with a later revenue date.

### 5.1 Invoice Report for Cash Reconciliation with GL

6769-HRPBTRNHISASOF2.REP		Printed 25-Jul-2023		Town of Admins				Page 3		
Invoice Transaction History as of Report										
Transaction History as of 06302019										
Payments as of 06302019										
Cust#	Name	Categ	Description	Charges	Adjustments	Payments	Refunds	30-Jun-2019 Balance	After 30-Jun-2019 Refunds/Payments	Adjusted Balance
000191	STOP & SHOP SUPERMARKET CO.	01	Employee Charge	9,151.09	.00	8,735.09	.00	416.00	.00	416.00
000191	STOP & SHOP SUPERMARKET CO.	02	Town Fee	915.11	.00	873.51	.00	41.60	.00	41.60
000191	STOP & SHOP SUPERMARKET CO.			10,066.20	.00	9,608.60	.00	457.60	.00	457.60
000204	J. H. LYNCH	01	Employee Charge	21,174.18	.00	10,565.27	.00	10,608.91	.00	10,608.91
000204	J. H. LYNCH	02	Town Fee	1,500.82	.00	1,306.73	.00	194.09	.00	194.09
000204	J. H. LYNCH			22,675.00	.00	11,872.00	.00	10,803.00	.00	10,803.00

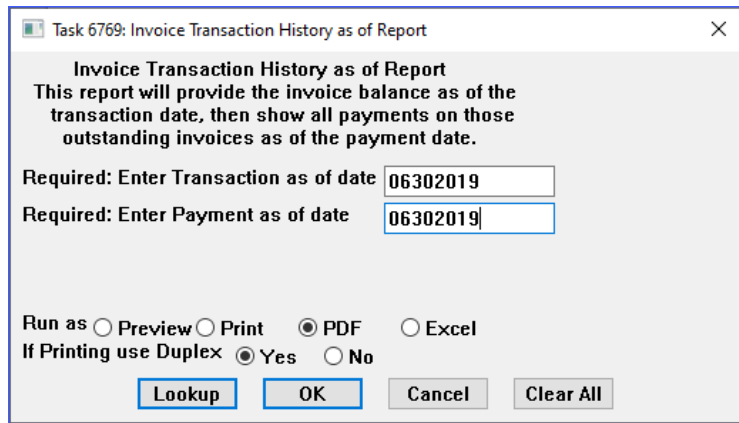
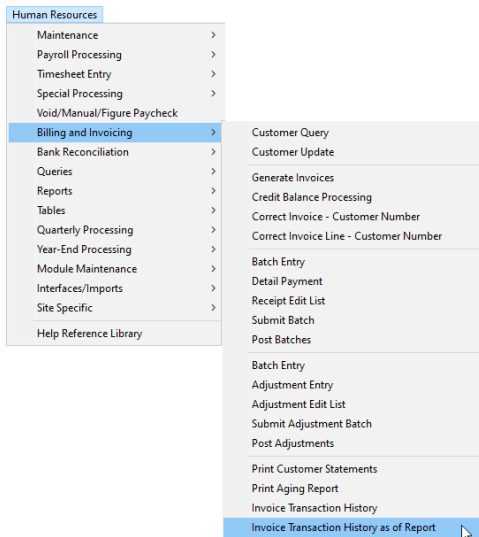
Figure 4 Before – without the additional column of payments with a later revenue date

To run the report, use the Quick Task Selector button:



Or select it from the menu (the same report is produced using either method):

Human Resources ► Billing and Invoicing ► Invoice Transaction History as of Report





6769-HRPBTRNHIGASOP2.REP Printed 25-Jul-2023 Page 3

Town of Admins  
Invoice Transaction History as of Report  
Transaction History as of 06302019  
Payments as of 06302019

Cust#	Name	Categ	Description	Charges	Adjustments	Payments	Refunds	30-Jun-2019 Balance	After 30-Jun-2019 Refunds Payments	Adjusted Balance	Deposited After 30-Jun-2019
000191	STOP & SHOP SUPERMARKET CO.	01	Employee Charge	9,151.09	.00	8,735.09	.00	416.00	.00	416.00	.00
000191	STOP & SHOP SUPERMARKET CO.	02	Town Fee	915.11	.00	873.51	.00	41.60	.00	41.60	.00
000191	STOP & SHOP SUPERMARKET CO.			10,066.20	.00	9,608.60	.00	457.60	.00	457.60	.00
000204	J. H. LYNCH	01	Employee Charge	21,174.18	.00	10,565.27	.00	10,608.91	.00	10,608.91	278.00
000204	J. H. LYNCH	02	Town Fee	1,500.82	.00	1,306.73	.00	194.09	.00	194.09	278.00
000204	J. H. LYNCH			22,675.00	.00	11,872.00	.00	10,803.00	.00	10,803.00	556.00

New column shows money deposited  
after the Payments "as of date".

Deposited After 30-Jun-2019
.00
.00
.00
278.00
278.00
556.00

[BLG-SUP-SAPLAUC-1342]

## 6 Queries [Enhancements]

Two of the query screens were enhanced.

### 6.1 Analyze Split Payroll Activity with Report #7279 in Excel

This report will assist analysis efforts on payrolls that cross a fiscal year.



The reports for each warrant are stored on the payroll disbursement warrant history screen which allows for easy retrieval after the fact.

Now a labor distribution by employee in excel format will be included on the screen.

The report will not be displayed during the processing of the warrant only saved in the warrant history screen.

[AUC] 6815-Payroll Disbursement Warrant History

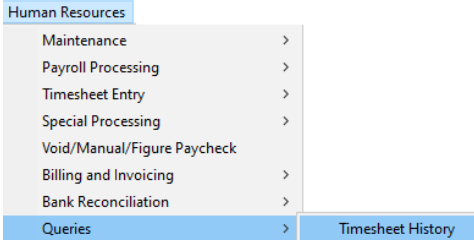
Warrant# 203765 Batch# 3841 Check Date 25-Jul-2023 Period Start 01-Jul-2023  
Bank PWYC PAYROLL - CITIZENS BANK NEW Posted Date 11-Sep-2023 Period End 07-Jul-2023

Seq#	Description	Filename	Buttons
1	Warrant Employee Count Report	Hr_Warrant_Empcnt_6022_LURNN_3841.pdf	7 View 8 Email
2	Fica Limit Report	Ficalimit_6162_LURNN_3841.pdf	
3	Warrant Summary Report	HRWarrant_6199_LURNN_3841.pdf	
4	Labor Distribution Q: Posting Report	HR_Posted_to_Q_6221_LURNN_3841.pdf	
5	Work Date Fiscal Year Report	CheckCalcFY_6927_LURNN_3841.pdf	
6	Wage Summary	CalcChkSummary_7200_LURNN_3841.pdf	
7	Payroll Register	Payroll_Register_7210_LURNN_3841.pdf	
8	Deduction Register - Cost Code Summary	HRPaid_7220_CODE_LURNN_3841.pdf	
9	Payroll Check Register	HRPaycheck_Register_7231_LURNN_3841.pdf	
10	Deduction Register - Employee Detail	HRPaid_7220_EMP_LURNN_3841.pdf	
11	Deduction Register - Paycheck Category S	HRPaid_7220_CAT_LURNN_3841.pdf	
12	Payroll Voucher - Preliminary	Vouchers_7271_LURNN_3841.pdf	
13	Voucher Batches Created in Accounts Paya	Voucher_Batches_7272_LURNN_3841.pdf	
14	Labor Distribution Detail - By Employee	Labor_Distribution_By_Employee_7279_3841.xml	
15	Labor Distribution Detail	Labor_Distribution_Detail_7282_LURNN_3841.pdf	
16	Labor Distribution Detail - By Employee	Labor_Distribution_By_Employee_7283_LURNN_3841.pdf	
17	Labor Distribution Summary	Labor_Distribution_Summary_7285_LURNN_3841.pdf	

[ADM-AUC-HR-10662]

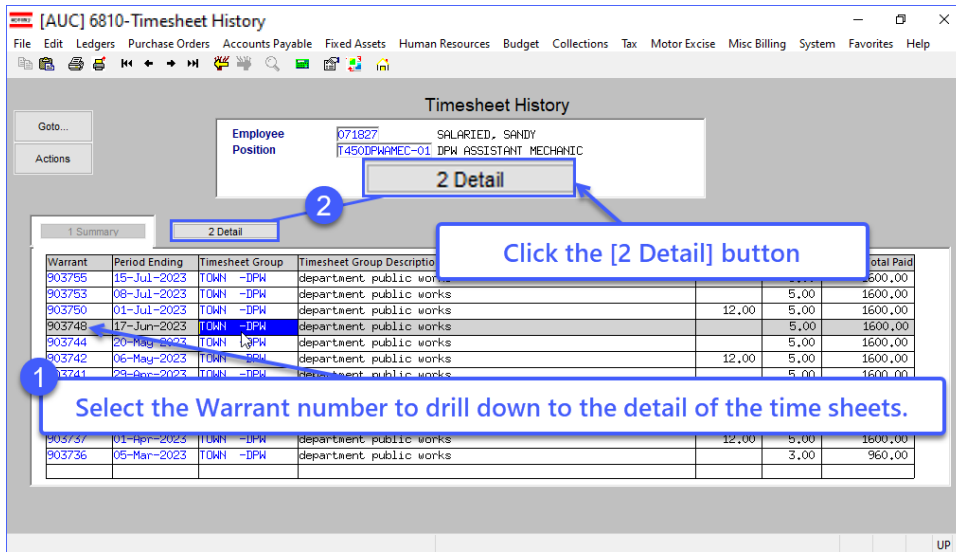


## 6.2 Timesheet History Query

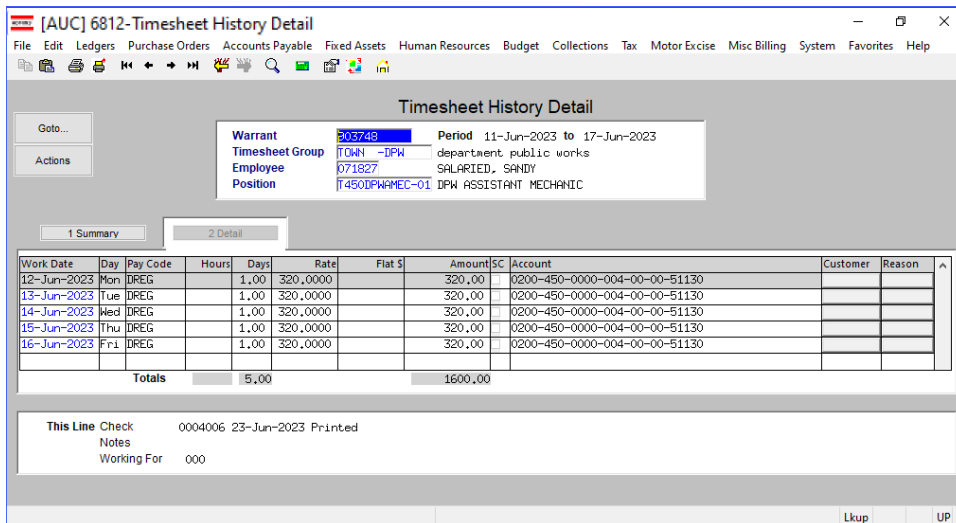


The Timesheet History Query screen was enhanced to present the timesheet details for the selected warrant more quickly. To access the screen, from the menu, select:

**Human Resources ▶ Queries ▶ Timesheet History**



Select the warrant in the list and highlight it; then click on the detail button to drill down to the detail of the time sheets.



In a few seconds, the detail list of timesheets for the warrant is displayed:

[ADM-AUC-HR-10658]



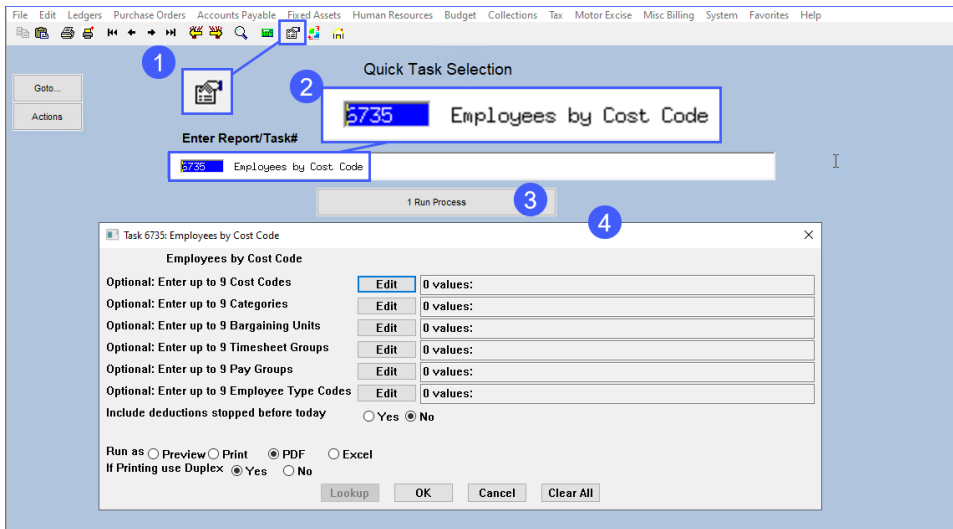
## 7 Reports

To provide a complete list of employee health deductions, **ADMINS** added the Bargaining unit to the Excel version of the Employee by Code report. There are three ways to run this report.



### 7.1 Run Report from the Quick Report Selection Button

Many reports can be run from the Quick Report Selection Button. We have a [video demonstration](#) available on the **ADMINS.com** website, under [Videos and Quick Tips](#) ▶ Getting Started ▶ Quick Task and Report button. This is often the quickest way to run a task.



### 7.2 Run Report from the Cost Code Table

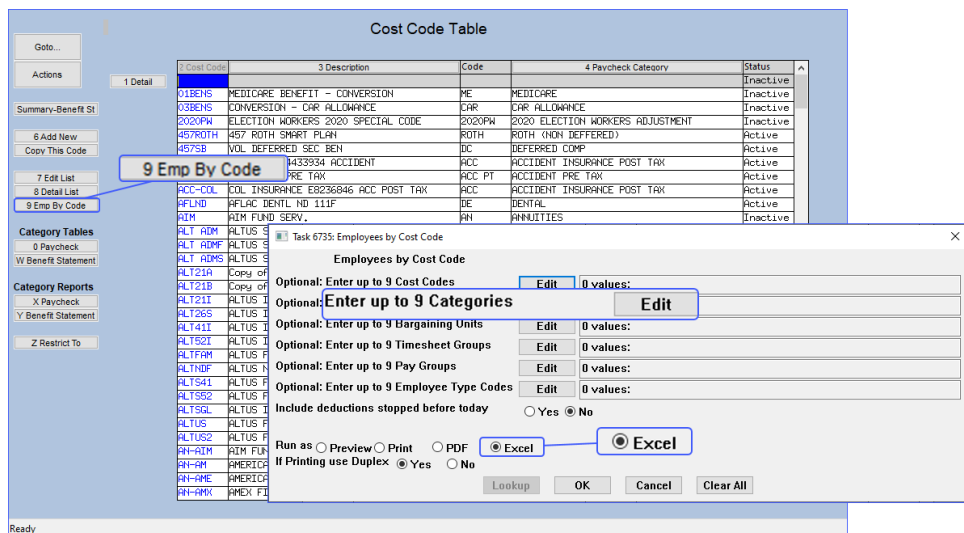
To run the report from the Cost Code table, from the menu, select:

**Human Resources ▶ Tables ▶ Cost Code**

Once the Cost Code Table is shown on the screen, click on the **9 Emp By Code** button.

Use the Optional Categories filter to select only employee health deduction categories.

(While up to nine cost codes can be selected at a time, running the report by category may be faster than filtering by cost code if there are more than nine employee deduction health cost codes.)

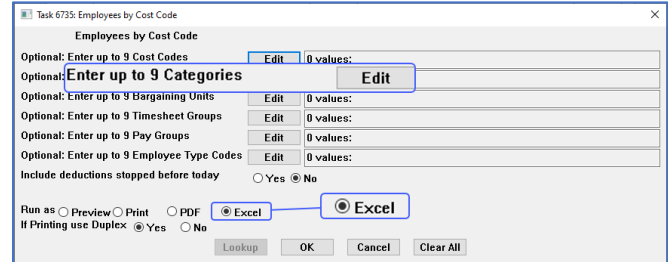
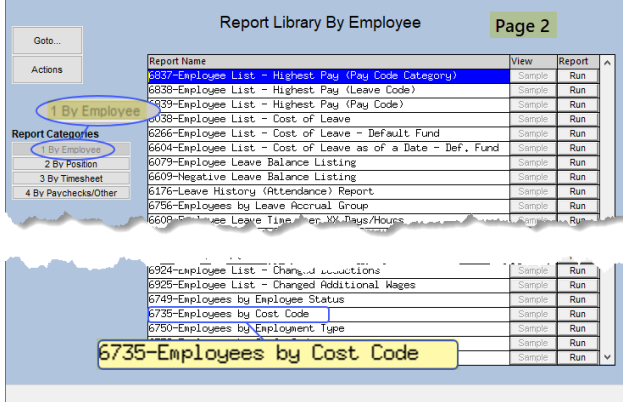




### 7.3 Run Report from the Report Library

Another way to run the report is from the Report Library. From the menu, select:

**Human Resources ▶ Reports ▶ By Employee ▶ {Page Down}**



Once the Excel output is displayed, use standard MS Excel tools to further sort and filter the report.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V		
1	CostCode	Description	Category	Description	#Emp	Name	Position	Effective	Stop Date	%	Amount	Addl Amt	Start Date	Stop Date	Original	Balance	Vendor#	Order	PreTax	Hold	Over	DOB	Barg Unit
305	ER BC S	EMPLOYER HMO SINGLE	BC	BLUE CROSS	607084	PASCIUTO, LYNN E	S005ABATECH-01	01-Dec-2018		0.00	11,607.50	0.00	01-Nov-2021		11,607.50	0.00	0000000-00	0	No	0.00	0.00	12-Dec-1959	AFLABA12-MOEL
306	ER BC S	EMPLOYER HMO SINGLE	BC	BLUE CROSS	606900	PELLETIER, MARE E	S006RECORD-01	01-Dec-2018		0.00	11,607.50	0.00	01-Nov-2021		11,607.50	0.00	0000000-00	0	No	0.00	0.00	06-Oct-1957	SNGL SCH-12MT
307	ER BC S	EMPLOYER HMO SINGLE	BC	BLUE CROSS	600152	PETERSON, KEITH C	T1237WINDM-01	01-Dec-2018		0.00	11,607.50	0.00	01-Nov-2021		11,607.50	0.00	0000000-00	0	No	0.00	0.00	30-Apr-1960	MGMT -TH
308	ER BC S	EMPLOYER HMO SINGLE	BC	BLUE CROSS	607031	PEPER, LYNN J	S006HEITECH-01	01-Dec-2018		0.00	11,607.50	0.00	01-Nov-2021		11,607.50	0.00	0000000-00	0	No	0.00	0.00	09-Mar-1978	AFLBHV12-MSEC
309	ER BC S	EMPLOYER HMO SINGLE	BC	BLUE CROSS	6071893	RIZOLI, LYNN	S0095CHLPI-01	01-Nov-2021		0.00	3,947.77	0.00	01-Nov-2021		3,947.77	0.00	0000000-00	0	No	0.00	0.00	08-Jul-1968	SNGL -01
310	ER BC S	EMPLOYER HMO SINGLE	BC	BLUE CROSS	6070796	SPAZIANO, LYNN D	S0128HEITECH-01	01-Dec-2018		0.00	11,607.50	0.00	01-Nov-2021		11,607.50	0.00	0000000-00	0	No	0.00	0.00	07-Sep-1966	DPW -DP
311	ER BC S	EMPLOYER HMO SINGLE	BC	BLUE CROSS	602878	THE ESTATE OF, KEITH D	T496AS FAC -01	01-Nov-2021		0.00	1,968.29	0.00	01-Nov-2021		1,968.29	0.00	0000000-00	0	No	0.00	0.00	05-Apr-1974	AFLBHV12-MSEC
312	ER BC S	EMPLOYER HMO SINGLE	BC	BLUE CROSS	6071157	VAL, KAREN	T220FRUIT -04	01-Nov-2019		0.00	11,607.68	0.00	01-Nov-2021		11,607.68	0.00	0000000-00	0	No	0.00	0.00	06-Mar-1966	FIRE -FI
313	ER BC S	EMPLOYER HMO SINGLE	BC	BLUE CROSS	6070182	VAN STEERTEGHEM, KEITH A	T810LBYTH -01	30-Nov-2020		0.00	8,777.44	0.00	01-Mar-2022		8,777.44	0.00	0000000-00	0	No	0.00	0.00	26-Jun-1979	MGMT -TH
314	ER BC S	EMPLOYER HMO SINGLE	BC	BLUE CROSS	6071011	VATER, MARE M	S006ABATECH-01	30-Nov-2020		0.00	11,607.50	0.00	01-Mar-2022		11,607.50	0.00	0000000-00	0	No	0.00	0.00	02-Jan-1994	AFLABA10-MOEL
315	ER BC S	EMPLOYER HMO SINGLE	BC	BLUE CROSS	6071543	WALSH, LAURENCE	T220FRUITR-01	01-Nov-2021		0.00	8,568.68	0.00	01-Nov-2021		8,568.68	0.00	0000000-00	0	No	0.00	0.00	13-Nov-1994	FIRE -FI
316	#Emps: 46																						
317																							
318	EYE10 -1	VISION +1 10 MONTH	VISION	VISION INSURANCE EYE	607002	JENSEN, LYNN T.	S006LASPED-02	15-Nov-2019		\$	4.30	0.00			167.40	150.20	028839-02	105	Yes	0.00	0.00	11-Dec-1957	MGMT -TH
319	EYE10 -1	VISION +1 10 MONTH	VISION	VISION INSURANCE EYE	607074	HORTON, KAREN	S003SCHLRK-01	22-Jun-2022		\$	4.30	0.50	01-Sep-2022		195.30	167.68	028839-02	105	Yes	0.00	0.00	17-Jan-1974	AFLABA12-MSEC
320	EYE10 -1	VISION +1 10 MONTH	VISION	VISION INSURANCE EYE	6071072	VILLENEUVE, LYNN A	S012ABATECH-02	12-Aug-2021		\$	4.30	0.00			167.40	150.20	028839-02	105	Yes	0.00	0.00	24-Jul-1973	FIRE -FI
321	#Emps: 3																						
322																							
323	EYE10 F	VISION FAMILY 10 MON	VISION	VISION INSURANCE EYE	6071111	ALDRICH, LYNN	S303TD VAN -01	20-Feb-2022		\$	6.31	0.00			245.76	220.52	028839-02	105	Yes	0.00	0.00	13-Jul-1977	AFL 10M -AF10
324	EYE10 F	VISION FAMILY 10 MON	VISION	VISION INSURANCE EYE	610527	NICKERSON, MARIE	S006LASPED-01	15-Nov-2019		\$	6.31	0.00			245.76	220.52	028839-02	105	Yes	0.00	0.00	18-Feb-1968	AFL 10M -AF10
325	EYE10 F	VISION FAMILY 10 MON	VISION	VISION INSURANCE EYE	6071655	WALSH, KAREN	S003ABATECH-02	01-Sep-2022		\$	6.31	0.00			245.76	220.52	028839-02	105	Yes	0.00	0.00	27-Jun-1984	AFLABA10-MOEL
326	EYE10 F	VISION FAMILY 10 MON	VISION	VISION INSURANCE EYE	6070772	WILLIAMSON, MARIE M	S005SCHLRK-01	15-Nov-2019		\$	6.31	0.00			245.76	220.52	028839-02	105	Yes	0.00	0.00	17-Sep-1964	AFLABA10-MOEL
327	#Emps: 4																						
328	Hr																						

Figure 5 The Employee by Cost Code Report– the Bargaining Unit is in column “V”

[ADM-AUC-HR-10639]



## 7.4 #6720 Employee List with Dates [Enhancement]

The employee listing with dates report is a workhorse that offers selecting and filtering by date fields. **ADMINS** added another field to run the report for a single timesheet group or up to nine selected timesheet groups. The timesheet groups will appear on the Excel output.

Added selection of timesheet group to this report and added the timesheet group field to output of Excel version.

Emp#	Full Time Regular	Evaluation Date	Next Eval Date	Cobra Date	Last Paid	Spouse D.O.	Recall Date	Seasonal Re	Current Posi	Other Date #	Other Date #	Other Date #	Other Date #	Other Date #	Other Date #	Time Sheet Group
000040	07-Feb-1991		01-Jul-2023		11-Sep-2023											TOWN -DPW
000062					05-Apr-2023											SCHOOL-SCHOOL
000087																TOWN -TOWN
000152	17-Dec-1987				31-Aug-2023											TOWN -TOWN
000199					15-Sep-2022											TOWN -TOWN
000205																TOWN -TOWN

[ADM-AUC-HR-10657]

## 7.5 #6940 Employee List – Bank Information [Enhancement]

Payroll staff frequently enter bank information for employees to allow payments via ACH. A customer asked if there is a way to run a report that would show direct deposit to Milford bank with a different ABA number as originally set up? This was because new hires wanted direct deposit to the bank but provided a different ABA number.





To assist with this issue, **ADMINS** added a new Employee Bank Information report. To run the report, from the menu, select:

**Human Resources ▶ Reports ▶ Report Library ▶ [By Employee]**

Report Name	View	Report
6590-Employee Roster - Schedule	Sample	Run
6710-Employee List	Sample	Run
6711-Employee List with Notes	Sample	Run
6712-Employee List - Phone Directory and Addresses	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 - GL Home Coding	Sample	Run
6719-Employee List - GL Home Coding - Element Selection	Sample	Run
6720-Employee List - Dates	Sample	Run
6487-Employee List - Active	Sample	Run
6112-Employee List - Accidents	Sample	Run
6722-Mailing Label CSV File	Sample	Run
6724-Employee Profile Cards	Sample	Run
6726-Employee List - New Hires	Sample	Run
6728-Employee List - Terminations	Sample	Run
6940-Employee List - Bank Information	Sample	Run
6729-Employee List - OBP Dates	Sample	Run
<b>6940-Employee List - Bank Information</b>		
6731-Employee List - Workers Comp Code	Sample	Run
6769-Employee List - Report Timesheets	Sample	Run
6732-Employee Skill Profile Card	Sample	Run
6149-Employee Salary History Change Report	Sample	Run
6926-Employee Salary History Step Change Report	Sample	Run
6770-Employee Salary Difference Report	Sample	Run
6659-Employment Verification Report	Sample	Run
7500-Employee List - Custom Fields	Sample	Run

Task 6940: Employee List - Bank Information

**Employee Bank Information Listing**

Optional: Enter up to 9 Employee#   0 values:

Optional: Enter up to 9 Timesheet Groups   0 values:

Optional: Enter up to 9 Bargaining Units   0 values:

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

For maximum flexibility, run the report as Excel. Use the Sort & Filter function to sort the report by any of the columns. Here, the sort is by Bank Code. *(The ABA numbers and accounts are intentionally obscured in the image below.)*

Employee#	Employee Name	Position	Cost Code	BANK	Bank Name	ABA#	Account#
070118	CARR, LYNN M	S008BUSBKPR-02	DIRDEP	BA10	BK OF AM 011500010		
070140	PACHECO, KEITH	S007SPDCLAS-02	DIRDEP	BA10	BK OF AM 011500010		
070140	PACHECO, KEITH	S007TEASOCS-01	DIRDEP	BA10	BK OF AM 011500010		
001311	BRACKETT, KAREN P	X999TERTERM-01	DIRDEP	BB	BAY-MIDDLESEX		
006330	OZGILLER, KEITH M	T210POLSGT -06	DIRDEP	BF	ROCKLAND TRUST		
006330	OZGILLER, KEITH M	T210POLSGT -06	EFTSV1	BF	ROCKLAND TRUST		
077845	VORCE, LYNN LEE	S009ILASUBS-01	DIRDEP	BF	ROCKLAND TRUST		
00077	DEVLIN, KAREN M.	S003TEAKIND-03	DIRDEP	BF	ROCKLAND TRUST		
010077	DEVLIN, KAREN M.	S003TEAKIND-03	EFTCK1	BF	ROCKLAND TRUST		
010202	SOUFY, MICHAEL J.	S012TEMLDR -08	DIRDEP	BKN	TD BANK		
010447	STROUT, KEITH J.	S009EXTTUTR-01	DIRDEP	BO	BANKBOSTON		
010447	STROUT, KEITH J.	S012CCHCRCT-01	DIRDEP	BO	BANKBOSTON		
010447	STROUT, KEITH J.	S012CCHINTR-01	DIRDEP	BO	BANKBOSTON		
003126	PARZIALE, KEITH W	T220FIRFGTR-07	DIRDEP	BOA9	BOA 011000138		
003126	PARZIALE, KEITH W	T220FIRFGTR-07	EFTCK1	BOA9	BOA 011000138		
003126	PARZIALE, KEITH W	T220FIRLT -04	DIRDEP	BOA9	BOA 011000138		

Run this report to identify all the employees using a particular bank.

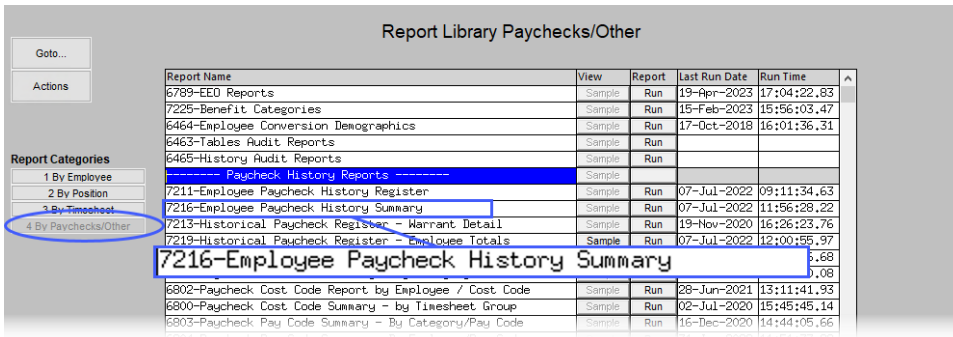
[ADM-AUC-HR-10651]



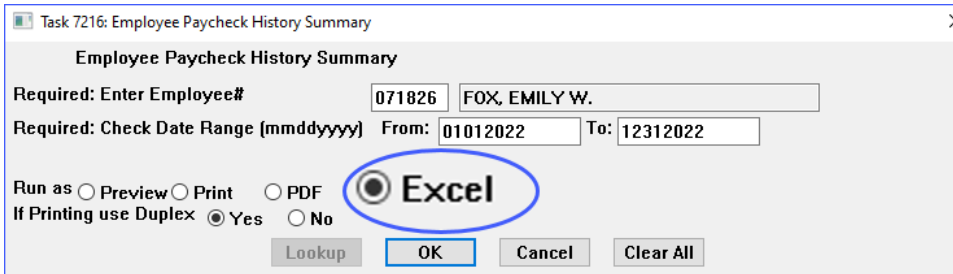
## 7.6 #7216 Employee Paycheck History Summary Report [Enhancement]

To access the report, from the menu, select:

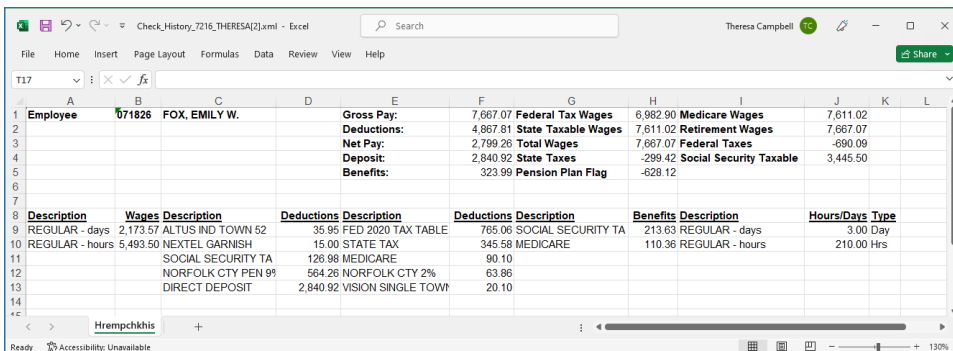
**Human Resources ▶ Reports ▶ Report Library ▶ [By Paychecks/Other] ▶  
[# 7216 Employee Paycheck History Summary.]**



To allow sites to perform pension calculations more readily and W2 calculations for verification this is now available as an Excel report.



After filling in the employee number and the check date range, select the  Excel radio button and click on OK.



The format for the new excel output is shown at left.

[ADM-AUC-HR-10564]



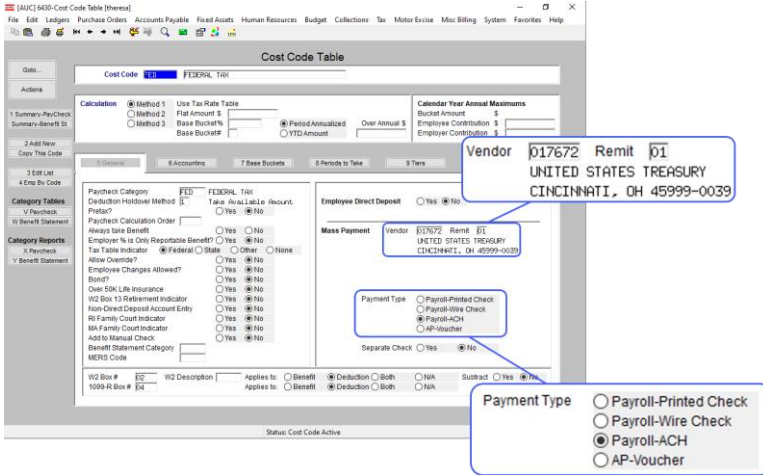


# 8 Tables [Enhancement]

The Vendor file is shared by the finance and human resources modules. Because vendors can be paid differently via the HR module than the finance module, **ADMINS** clarified the labelling on the Vendor table.

## 8.1 Cost Code Table Vendor Payments [Enhancement]

### Human Resources ▶ Tables ▶ Cost Code Tables



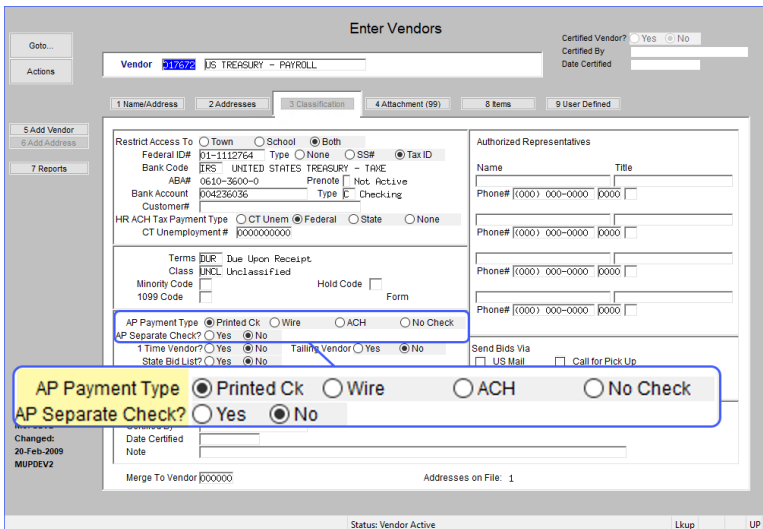
Vendors are used throughout the AUC system and the vendor database is shared by many modules.

Payroll vendors are marked for a payment type on the cost code screen.

As shown at the left, Vendor #17672 will receive ACH payments when the cost code FED is used.

The Separate Check radio button is set to **No** on the vendor for this cost code.

### Accounts Payable ▶ Vendors ▶ [3 Classification]



On the Vendors screen, classification tab, there is a payment type and a separate check radio button.

To make it clear, the Payment type is now labelled as an "AP" Payment Type, as well as an "AP" separate check.

To find vendor payment types for HR, look at the cost code.

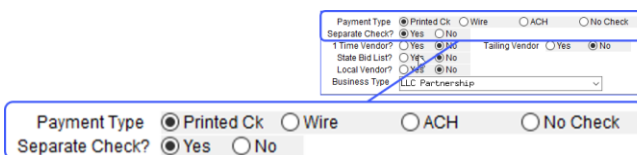
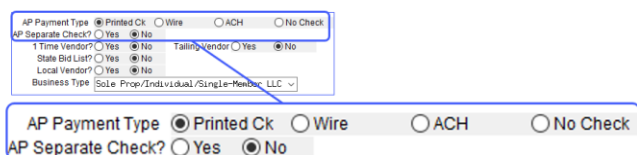


Figure 6 Before – the label did not include "AP"



After – the labels include "AP"

[ADM-AUC-AP-1198]



## 9 Timesheet Reports Library

With the hundreds of available reports, it can be hard to find one. To make it easier to find Timesheet Reports, the library is listed in numerical order by report number.

The reports are still categorized as “Entry” (unposted) reports and “History” (posted) reports, but within each list the reports are shown in numerical order.

If the AUC user community finds this helpful, we can do the same with the other reports in the Human Resources Help Reference Library.

Report Library by Timesheet		
Report Name	View	Report
6270-Timesheet Cards	Sample	Run
----- Timesheet Entry Reports -----	Sample	
6273-Timesheet Entry Cards	Sample	Run
6146-Warrant Labor Costs - Expected vs. Actual	Sample	Run
6099-Timesheet Entry Detail - Changed Timesheets	Sample	Run
6081-Timesheet Entry Detail - Notes	Sample	Run
6882-Timesheet Entry Detail - Reason	Sample	Run
6226-Timesheet Entry Detail by Expense Account	Sample	Run
6220-Timesheet Entry Detail by TS Group/Employee	Sample	Run
6606-Timesheet Entry by TS Grp/Emp Unproductive/Unpaid	Sample	Run
6222-Timesheet Entry Detail by TS Group/Pay Code	Sample	Run
6223-Timesheet Entry Detail by TS Group/Expense Account	Sample	Run
6225-Timesheet Entry Detail by TS Group/Date	Sample	Run
6078-Timesheet Entry Detail by TS Group/Leave Type	Sample	Run
6230-Timesheet Entry Summary by TS Group/Employee	Sample	Run
6232-Timesheet Entry Summary by TS Group/Date	Sample	Run
6234-Timesheet Entry Summary by TS Group/Pay Code	Sample	Run
6236-Timesheet Entry Summary by TS Group/Expense Account	Sample	Run
6240-Timesheet Hours/Earning TS Group Summary Report	Sample	Run
6242-Timesheet Earnings Report By Category	Sample	Run
6250-Timesheet FLSA Hours	Sample	Run
6208-Timesheet Void and Manual Edit List	Sample	Run
6260-Employee Time Worked Report	Sample	Run
6271-Employee Time by TS Group/Pay Code	Sample	Run
6262-Employee Time by TS Group/Pay Code Type	Sample	Run
7218-Employee Time Worked For Other Position	Sample	Run
----- Timesheet History Reports -----	Sample	
6227-Timesheet History Detail by Warrant/ExpenseAccount	Sample	Run
6669-Timesheet History Detail by Expense Account	Sample	Run
6759-Timesheet History Detail - Changed Timesheets	Sample	Run

Figure 7 Before –not ordered numerically

Report Library by Timesheet		
Report Name	View	Report
6270-Timesheet Cards	Sample	Run
----- Timesheet Entry Reports -----	Sample	
6078-Timesheet Entry Detail by TS Group/Leave Type	Sample	Run
6081-Timesheet Entry Detail - Notes	Sample	Run
6099-Timesheet Entry Detail - Changed Timesheets	Sample	Run
6146-Warrant Labor Costs - Expected vs. Actual	Sample	Run
6208-Timesheet Void and Manual Edit List	Sample	Run
6220-Timesheet Entry Detail by TS Group/Employee	Sample	Run
6222-Timesheet Entry Detail by TS Group/Pay Code	Sample	Run
6223-Timesheet Entry Detail by TS Group/Expense Account	Sample	Run
6225-Timesheet Entry Detail by TS Group/Date	Sample	Run
6226-Timesheet Entry Detail by Expense Account	Sample	Run
6230-Timesheet Entry Summary by TS Group/Employee	Sample	Run
6232-Timesheet Entry Summary by TS Group/Date	Sample	Run
6234-Timesheet Entry Summary by TS Group/Pay Code	Sample	Run
6236-Timesheet Entry Summary by TS Group/Expense Account	Sample	Run
6240-Timesheet Hours/Earning TS Group Summary Report	Sample	Run
6242-Timesheet Earnings Report By Category	Sample	Run
6244-Timesheet Hours Report by Category	Sample	Run
6250-Timesheet FLSA Hours	Sample	Run
6260-Employee Time Worked Report	Sample	Run
6262-Employee Time by TS Group/Pay Code Type	Sample	Run
6271-Employee Time by TS Group/Pay Code	Sample	Run
6273-Timesheet Entry Cards	Sample	Run
6606-Timesheet Entry by TS Grp/Emp Unproductive/Unpaid	Sample	Run
6882-Timesheet Entry Detail - Reason	Sample	Run
7218-Employee Time Worked For Other Position	Sample	Run
----- Timesheet History Reports (Posted) -----	Sample	
6039-Workers Compensation Salary Report	Sample	Run
6082-Timesheet History Detail - Notes	Sample	Run
6121-Timesheet History Summary by Employee/Warrant	Sample	Run
6227-Timesheet History Detail by Warrant/ExpenseAccount	Sample	Run
6247-Timesheet History Detail by TS Group/Employee	Sample	Run
6248-Timesheet History Detail by TS Group/Date	Sample	Run
6249-Timesheet History Detail by TS Group/Pay Code	Sample	Run
6251-Timesheet History Detail by TS Group/Expense Account	Sample	Run
6252-Timesheet History Summary by TS Group/Employee	Sample	Run
6253-Timesheet History Summary by TS Group/Date	Sample	Run
6254-Timesheet History Summary by TS Group/Pay Code	Sample	Run
6255-Timesheet History Summary by Expense Account/Warrant	Sample	Run
6607-Timesheet History by TS Grp/Emp Unproductive/Unpaid	Sample	Run
6669-Timesheet History Detail by Expense Account	Sample	Run
6759-Timesheet History Detail - Changed Timesheets	Sample	Run
6883-Timesheet History Detail - Reason	Sample	Run
6904-Timesheet History Detail - Notes By Date	Sample	Run
7228-History Employee Time Worked For Other Position	Sample	Run

After – the reports in numerical order within the category

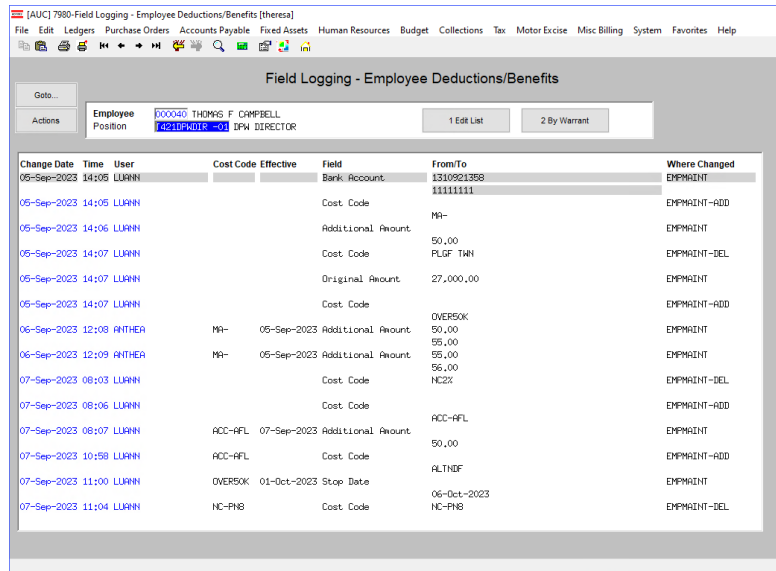
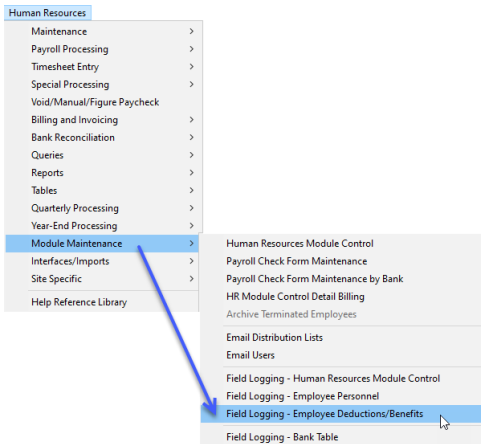
[ADM-AUC-HR-10619]

## 10 Field Logging When Deductions or Benefits Are Changed

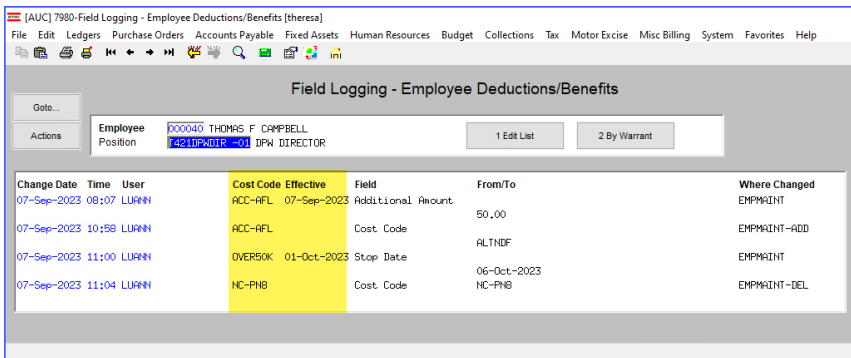
While users making changes will see no difference in the Employee Maintenance DED/BEN screen, the changes will be logged here. To access the screen from the menu, select:



Human Resources ▶ Module Maintenance ▶ Field Logging–Employee Deductions/Benefits

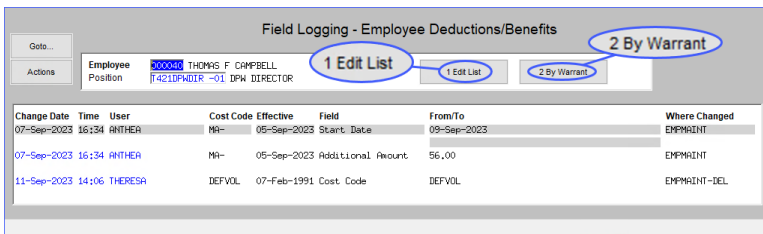


### 10.1 Screen Features



The columns on the screen are:  
Change Date  
Time  
User  
Cost Code  
Effective Date  
From / To  
Where Changed

To match the change with the cost code quickly – the Cost Code and Effective date are shown on the screen. If either the “From” or “To” field is blank, no data will be shown on that line. For example, the change on September 7 at 8:07 for the cost code ACC-AFL did not have an original additional amount but now has an additional amount of \$50.00.



Two buttons on the screen allow printing a list of the changes. The first is the edit list button.



### 10.1.1 Edit List

Click on the [1 Edit List] button to run this report.

Task 7981: Field Logging - Deduction/Benefit Edit List

Field Logging - Edit List

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

Optional: Include Only Changes by this User

Optional: Change Date Range (mmddyyyy) From:  To:

Run as  Excel

The edit list can be filtered to use only selected employee numbers; it can list changes made by a particular user and it can list changes only within a specified date range.

All the criteria are optional. If no criteria is entered, the field logging edit list will include all changes for all time.

[AUC] 6441-Employee Maintenance [theresa]

Employee Maintenance

Employee Number: 000040  
Position: T421DPWDIR -01 DPW

Current Title: 1

**K Delete Code**

Cost Code	Effective	Stop Date	Table Amount	Message	Additional Amt	Start Date	Stop Date	Original Amt	Remaining Bal	Note
HCC-FPL	07-Sep-2023				50,00	07-Sep-2023				
HLTNEF	01-Oct-2023				265,00	01-Jan-2023				
DEFVOL	07-Feb-1991									NOTE
DTRREP	07-Feb-1991		999,999,99							
DS-CIL	07-Feb-1991				4,24	07-Feb-1991				
ER PFG IN	01-Dec-2019	01-Jan-2023			30,296,63	01-Jan-2021	01-Jan-2023	30,296,63		
LNS-FU	01-Jan-2020		,30							NOTE
NI-	05-Sep-2023									
NI-	07-Feb-1991									
RELI	07-Feb-1991		1,4500X							
DVER50K	01-Oct-2023	06-Oct-2023								
MG-BEN	07-Feb-1991		5,00							

Non-Direct Deposit Acct Entry & Note for DEFVOL

Bank: ABA 0000-0000-0 Account:

Type:  Checking  Saving Pre-Note:

NOTE: Increase requested 03/2021

Life Insurance:

Investment Amount:

Holdover Amount:

Tax Information: Type:  Federal FED2020 H 99  State MA M 2  Other

[AUC] 6441-Employee Maintenance

? Delete Cost Code: DEFVOL Effective: 07-Feb-1991?

The edit list is always run as excel and shows the employee number, name, position, change date, time, the change user, the cost code that was changed, the effective date, the field that was changed, the old value and the new value, and where the change was made.

Emp#	Name	Position	Change Date	Time	Change User	Cost Code	Effective	Field	Old	New	Where
14 000040	CAMPBELL, THOMAS F	T421DPWDIR -01	9/7/2023	11:00	LUANN	OVER50K	10/1/2023	Stop Date		06-Oct-2023	EMPMANT
15 000040	CAMPBELL, THOMAS F	T421DPWDIR -01	9/7/2023	11:04	LUANN	NC-PN8		Cost Code	NC-PN8		EMPMANT-DEL
16 000040	CAMPBELL, THOMAS F	T421DPWDIR -01	9/7/2023	16:34	ANTHEA	MA-	9/5/2023	Start Date		09-Sep-2023	EMPMANT
17 000040	CAMPBELL, THOMAS F	T421DPWDIR -01	9/7/2023	16:34	ANTHEA	MA-	9/5/2023	Additional Amount	56.00		EMPMANT
18 000040	CAMPBELL, THOMAS F	T421DPWDIR -01	9/11/2023	14:06	THERESA	DEFVOL	2/7/1991	Cost Code	DEFVOL		EMPMANT-DEL
19	<b>Total Changes for Employee</b>		<b>17.00</b>								

DEFVOL 2/7/1991

EMPMANT-DEL

Selection Legend:

Employee: 40  
Change Date: 09012023 to 09302023

For example, if the change was the result of deleting a cost code it will show that the change was made on the employee maintenance (EMPMANT) screen using the (DEL) [K Delete Code] button.



## 10.1.2 By Warrant

Warrant/Create Timesheet Screen

1 Details	Warrant#	Check Date	Post Date	Pay Period	Bank	Batch#	Start	End	Status
	903763	14-Sep-2023		WE	PHYC		04-Sep-2023	13-Sep-2023	No
	903762	31-Aug-2023		N	PHYC		31-Aug-2023	31-Aug-2023	No
	903761	03-Aug-2023	29-Aug-2023	WE	PHYC	3860	01-Aug-2023	31-Aug-2023	Pos
	903760	11-Aug-2023	31-Aug-2023	BI	PHYC	3853	23-Jul-2023	05-Aug-2023	Pos
	903759	28-Jul-2023	04-Aug-2023	N	PHYC	3851	28-Jul-2023	28-Jul-2023	Pos
	903758	04-Aug-2023	28-Jul-2023	WE	PHYC	3848	16-Jul-2023	22-Jul-2023	Pos

The [By Warrant] Button will generate a report that lists all changes to employees between the start and end dates of a warrant.

Task 7982: Field Logging - Deduct/Benefit Changes by Warrant

Field Logging - Deduction Changes by Warrant

Required: Enter Warrant#

Run as  Excel

Buttons: Lookup, OK, Cancel, Clear All

Multiple changes to multiple employees by multiple users will be shown on the report.

DedBen\_Changes\_ByWarrant.nl - Excel

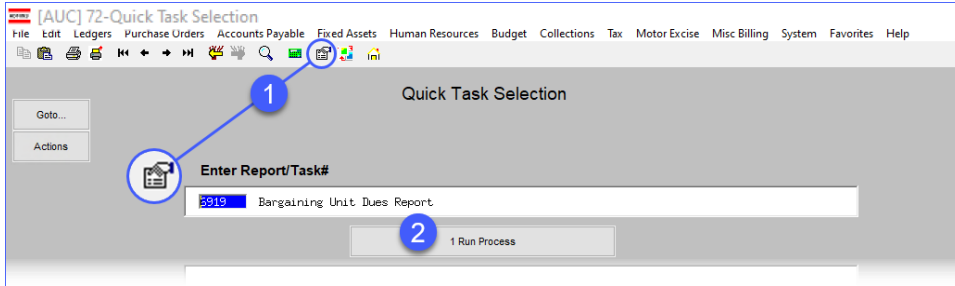
Emp#	Name	Position	Change Date	Time	Change User	CostCode	Effective	Stop-Date	Start-Date	Stop-Date	Field	Old	New	Where
000040	CAMPBELL, THOMAS F	T421DPWDIR -01	9/7/2023	16:34	ANTHEA	MA-	9/5/2023				Start Date	09-Sep-2023	9/5/2023	EMPMANT
000040	CAMPBELL, THOMAS F	T421DPWDIR -01	9/7/2023	16:34	ANTHEA	MA-	9/5/2023				Additional Amount	56.00		EMPMANT
000040	CAMPBELL, THOMAS F	T421DPWDIR -01	9/11/2023	14:06	THERESA	DEFVOL	2/7/1991				Cost Code	DEFVOL		EMPMANT-DEL
Total Changes for Employee				9.00										
000199	BOYAN, KAREN M	T162TWNPOL-01	9/7/2023	11:25	ANTHEA	AN-MASML	10/1/2023				Cost Code	AN-MASMU		EMPMANT-DEL
000199	BOYAN, KAREN M	T162TWNPOL-01	9/7/2023	15:42	LUANN	DIRDEP	5/25/2021				Cost Code	DIRDEP		EMPMANT-DEL
Total Changes for Employee				2.00										
007788	CATALANO, LYNN	S012SCHCLRK-01	9/5/2023	14:10	WENDY						Cost Code	EFTCK1		EMPMANT-DEL
Total Changes for Employee				1.00										
071824	LINGLEY, MARIE	S009TEASUBS-01	9/5/2023	14:11	THERESA						Cost Code	DIRDEP		EMPMANT-DEL
071824	LINGLEY, MARIE	S012TEABMS-01	9/5/2023	14:11	THERESA						Cost Code	DEF-OB		EMPMANT-DEL
Total Changes for Employee				2.00										
071825	GIANGRANDE, HARRIET X BRILLANT	T422DPWDROP-01	9/5/2023	14:07	THERESA						Cost Code	BLXS26		EMPMANT-DEL
Total Changes for Employee				1.00										
Selection Legend:														
Changes for Warrant 903763 between 9/4/2023											9/13/2023			

[ADM-AUC-HR-10660]

## 11 Site-Specific #6919 Bargaining Unit Dues [Enhancement]

Specify the directory when this report is run. This allows the user running the report to know precisely where it is located when it is time to send it on to the intended recipient. To run the Bargaining Unit Dues report, either select # 6919 from the Quick Task and Report Selector:





Or from the menu, select:

**Human Resources ▶ Site Specific ▶ {Scroll to the bottom of the list} ▶ Bargaining Unit Dues Report**

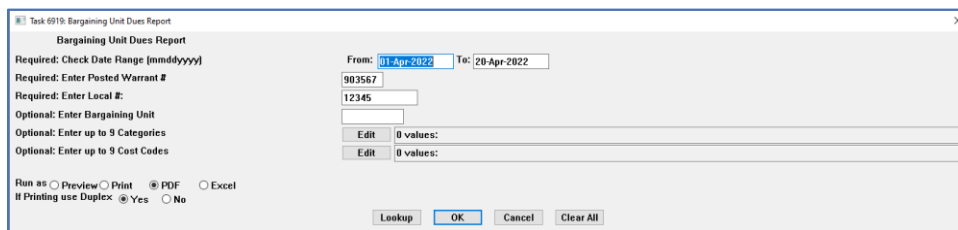
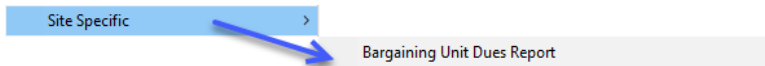


Figure 8 Before – There was a hard-coded directory location

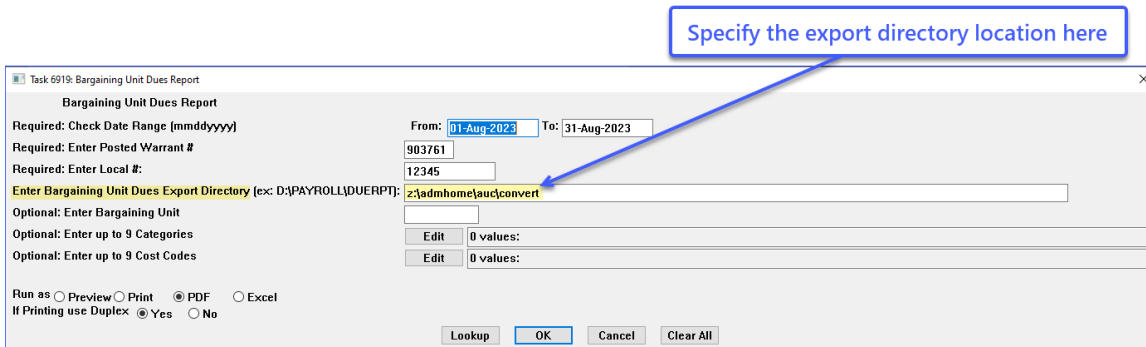
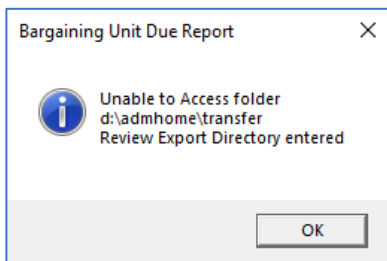


Figure 9 After – Specify the export directory



If the folder that is entered does not exist, it will display this message and stop the process.

The specified directory will be saved, and will appear on the prompt the next time the report is run.

The report that is produced and displayed will show the export location. In this case, **Union\_Dues\_6919\_WENDY.csv** is the file name, and it is located in the directory **z:\admhome\auc\convert\** that was specified when the user ran the process.



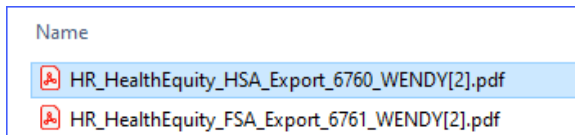
Empl#	Name	Position	Description	Dues	Hire Date	HR Rate	Sched.Hrs
000000		000	-00				
000040	CAMPBELL, THOMAS F	T421DPWDIR -01	DPW DIRECTOR	981.44	07-Feb-1991	66.5700	R6
000062	DAY, LYNN E	S009TEASUBS-01	SUBSTITUTE TEACHER		29-Aug-2022	110.0000	
000074	PROVOST, MICHAEL	X999RETTTERM-01	RETIRED POSITION		03-May-1978	55.7962	
000087	THE ESTATE OF, KAREN A	T999RETI095-01	RETIREE ACA 1095C REPORTING		01-Jan-2015	1.0000	
000152	PETERSON, KEITH C	T123TWNADMN-01	TOWN ADMINISTRATOR		17-Dec-1987	85.9500	TOWN SAL
000199	BOYAN, KAREN M	T162TWNPOLL-01	ELECTION/TOWN MEETING WORKERS		01-Dec-2020	1.0000	
000205	MELANSON, MICHAEL R	S009ATHATHL-01	COACH		01-Jan-2010	1.0000	

Figure 10 Sample of the Bargaining Unit Dues Report

[ADM-AUC-HR-10566]

## 12 Site-Specific Danvers Health Equity Reports [Enhancement]

There are two exports. One for HSA and one for FSA. Each export report has been updated with a legend that shows the warrant number and all of the selection criteria.



Name	SS#	Code	Amount
AGGANIS, SIOBHAN	xxxxxx2338	HCRA	25.00
AVERY, GAIL	xxxxxx8861	HCRA	118.75
BALTIMORE, HANNAH	xxxxxx7047	HCRA	20.00
BEAULIEU, MEGHAN A	xxxxxx4710	HCRA	76.92
BENCAL, MATTHEW	xxxxxx0529	HCRA	75.00
BLACK, AMANDA	xxxxxx8786	HCRA	105.77
BOUCHARD, AMY	xxxxxx4940	HCRA	45.45
BOUDREAU, KELLEEE	xxxxxx5195	HCRA	84.62
BUCCO, JACLYN	xxxxxx4475	HCRA	76.92
CARLSON, KRISTOPER	xxxxxx1607	HCRA	57.00
D'ENTREMONT, KRISTEN	xxxxxx6414	HCRA	109.62
DEMASI, KATHARINE	xxxxxx1886	HCRA	15.38
DEMERS, KERI L	xxxxxx7198	HCRA	30.00

To access the reports, from the menu, select:

**Human Resources ▶ Interfaces Imports ▶ Danvers Healthequity HSA or FSA Export**

The legend will include the warrant for this report and list each of the selected categories.

```

-----
Selection Legend:
-----
Warrant: 903758
Selected Categories: BC
Selected Categories: CH
Selected Categories: AN
Selected Categories: CI
Selected Categories: FSA DC
  
```

[ADM-AUC-HR-10563]



## 13 Help Reference Library

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

### 13.1 New or Updated in the Help Reference Library

Employee Positions                      HR-110 Employee Maintenance Screens                      [Updated]  
[ADM-AUC-HR-10588]

### 13.2 New or Updated Content on ADMINS.com

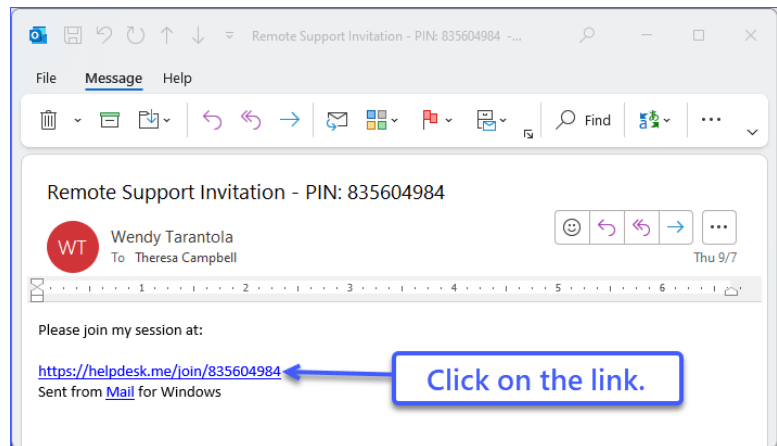
[How to Void a Payroll Check and Replace it with a Manual Check \(5:25\)](#)                      [New]

## 14 Using GoToResolve



AUC support staff will use a new tool called “GoToResolve” to allow users to share their screens more easily.

We will telephone you first to review the problem. Then we will send an e-mail with a link to click on.

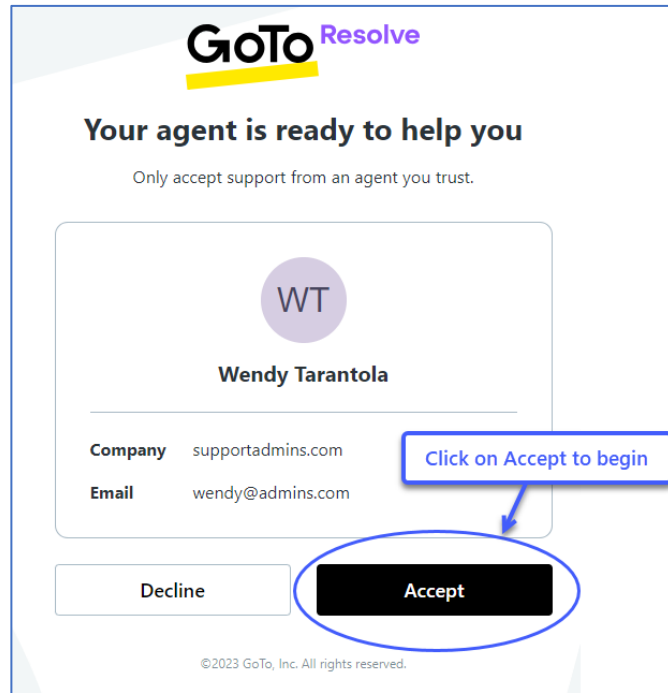






Clicking on the link will open a browser window that looks like this.

Click on the accept button to begin.

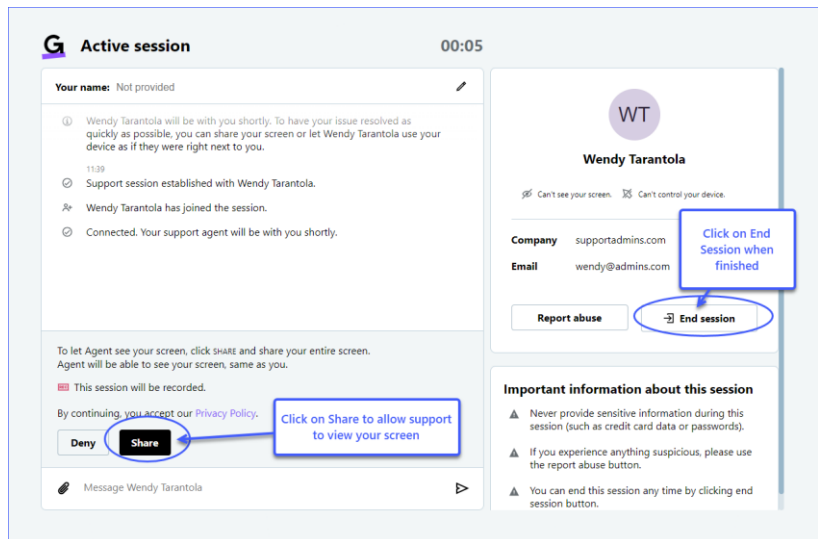


A browser window with instructions opens.

Click on the **Share** button.

During the support session you may be asked to provide additional access. The support team member will walk you through that process if we need to control your screen instead of just view it.

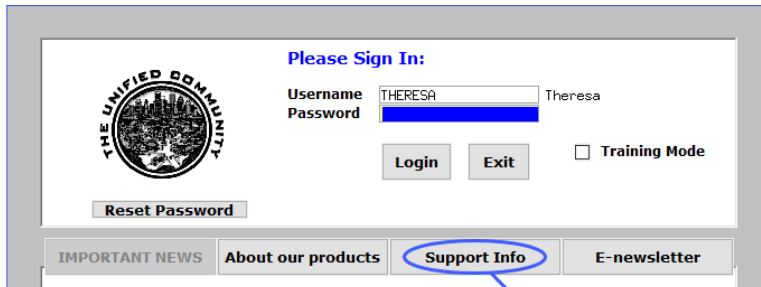
Click on end session when finished.



[ADM-ADM-ADM-6500]

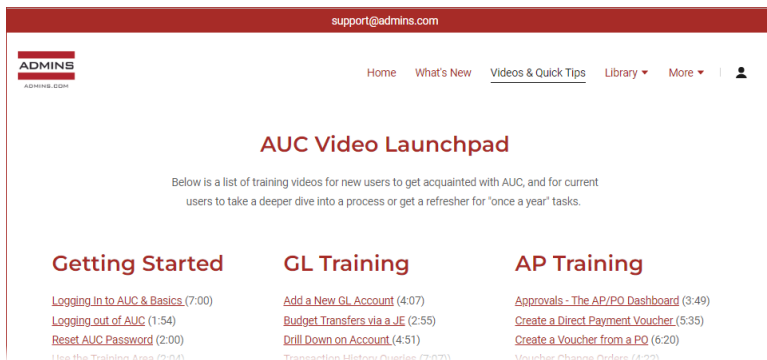
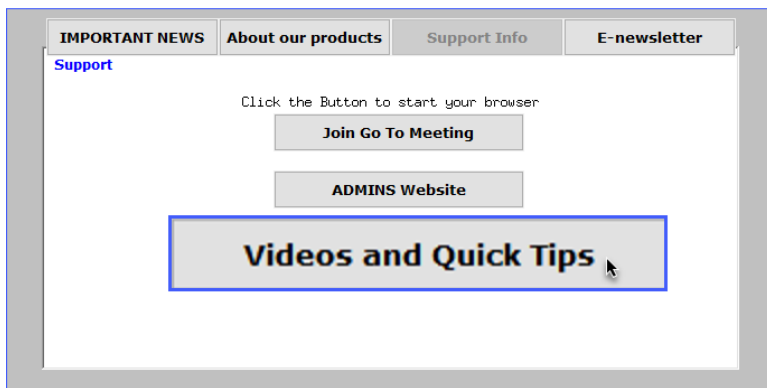


# 15 Access Videos & Quick Tips from the AUC Login Screen



Click on the link to go to the [Video Launchpad](#) on the [ADMINS website](#).

The [website direct address](#) is above. The link on the AUC home page shown at left is a quick option if the site allows direct access from the AUC server.



We are adding content all the time so check back often; we also send out a “Featured Video of the Month” email.

[ADM-AUC-SY-8305]