Human Resources

Release Notes   September 2024

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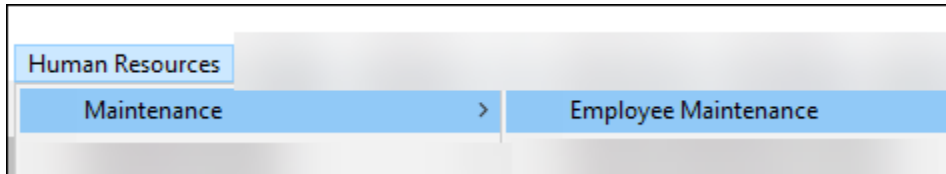
CONTENTS

1   Reactivation of a Terminated Employee

When a position is reactivated, is it now possible to remove all stop dates that match the termination date. This would expedite the reactivation of a terminated employee.

HR ▸ Maintenance ▸ Employee Maintenance ▸ [8 – Dates/Class]

Below screen shows an employee with a termination date:

When the termination date is removed, the following prompt will appear:

For *deductions* with stop dates that match the termination date, it will display "**Start Deductions and Additional Wages Stopped on [Date].**"

Click [Yes] to re-instate the deductions.

The deduction/benefits tab **[3 Ded/Ben]** shows the Cost Codes that have a Stop Date applied. These match the termination date. The stop date will be removed when the employee is reactivated if [Yes] is clicked.

For ***additional wages*** with stop dates that match the termination date, it will ask **"Start Additional Wages Stopped on [Date]?"**

Click [Yes] to re-instate the additional wages.

The Additional Wages tab will show any additional wages with an End Date that matches the termination date.

If there are stop date(s) for ***additional wages*** that match the old termination date and stop dates for ***deduction***(s) that match the old termination date, the message will be:

Click [Yes] to re-instate the additional wages.

If there are no stop dates in the deduction or additional wage screen that match the termination date, this message will not appear.

[ADM-AUC-HR-10763]

2   Timesheet (TS) Group Changes [Enhancement]

ADMINS added a feature to prompt for a change to the Primary Timesheet Group when changing the Position Timesheet Group, preventing oversight when an employee changes positions and the timesheet group needs updating.

Timesheet groups for individual positions can differ from Primary TS Groups. Employees have a primary timesheet group assigned to them, and this is the group to which their paycheck is sent. Usually, an employee's primary timesheet group corresponds to their active job position's timesheet group.

If an employee holds two active positions at distinct locations, the primary timesheet group designated on the **[2 Personal]** tab is based on where they are located on the payroll distribution day. See the image below, on the left.

The Position TS group defined on the **[5 Payroll]** tab defines the group in which this position will be included for purposes of electronic timesheet entry.

Each TS Group has security that allows only designated users to do data entry for the TS Group. The image below on the right shows the **[5 Payroll]** tab.

Upon assigning a new role ("position") to an employee, such as when they transfer departments, if there is a different TS Group associated with the new position, it is updated in the **[5 Payroll]** tab.

1. Modifications to the TS Group on the Payroll Tab

If modifications are made to the TS Group within the **[5 Payroll]** tab, the system now prompts to confirm whether the primary timesheet group should be updated as well.

Enter "**Y**" to update the Primary Timesheet Group and click on [OK]. Enter "**N**" and click on [OK] to leave the Primary Timesheet Group as is.

2. Adding a New Position in Another TS Group to the Employee

If an employee gets a new position with a different timesheet group from their previous one, the system will ask to update the Primary Timesheet group.

Important: Changing the Primary TS Group in the [2 Personal] tab **will not** affect the Position TS Group in the [5 Payroll] tab – it will stay the same**.**

[ADM-AUC-HR-10567]

3   Queries

ADMINS maintains all reports related to a specific warrant in the Warrant History. From this interface, users can either view or send reports via email. Reports containing Social Security Numbers will no longer be available for emailing.

3.   #7226 Benefit Category Report

The "Email" button is now no longer available for the Benefit Category Report as it might include Social Security Numbers. Users can only view this report.

HR ▶ Queries ▶ Warrant History

Figure 1 Screen before - Email button available

Figure 2 Screen after – no Email button available

[ADM-AUC-HR-10611]

4   Reports [Enhancements]

Occasionally, users inquire about locating the latest version of a report for which they have a physical copy. Identifying such reports can be challenging if they originate from a table screen. Some reports produced from these table screens are now accessible in the Human Resources Report Library.

4.   Option 1 – from the Report Library

One example is report # 6648, the Bargaining Unit Salary Listing. To run this report, from the menu, select:

HR ▶ Reports ▶ Report Library ▶ [By Employee] ▶ #6648 Bargaining Unit Salary Listing
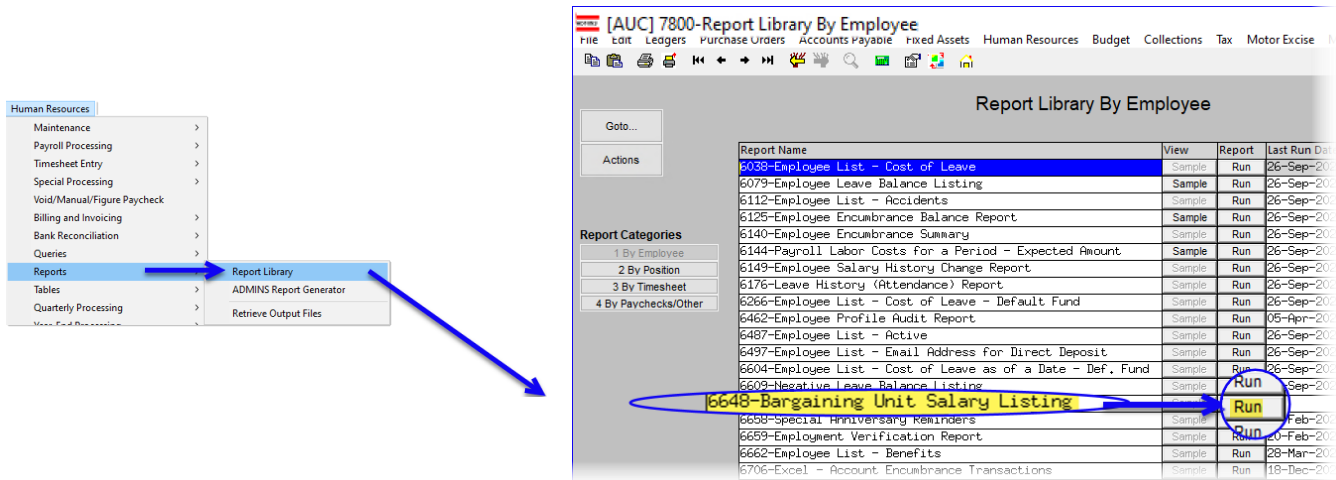
If desired, enter a Bargaining Unit and Effective date to filter the list. Run as ⊙ **PDF** or⊙ **Excel**; Excel excerpt is shown below.

If neither Bargaining Unit nor Effective Date is supplied, the list will include all Bargaining Units for all dates.

Figure 3 The prompt for running the Bargaining Unit Salary Listing
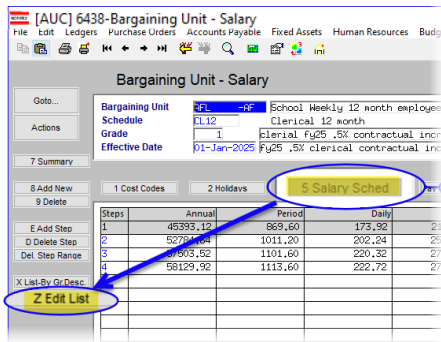

Figure 4 Report #6648 Bargaining Unit Edit list run as Excel

5.   Option 2 – from the Bargaining Unit table [Salary Schedule] tab

Run the Edit list from the Bargaining Unit Table, Salary Schedule Tab. To access the table, from the menu, select:

HR ▶ Tables ▶ Bargaining Unit Table ▶ *Select a Bargaining Unit* ▶ [1 Detail] ▶ [5 Salary Schedule]

Click on the **[Z Edit list]** button to see the same prompt as shown in *Figure 3.*

Figure 5 Report #6648 Bargaining Unit Salary Listing run as ⊙ PDF

6.   Option 3 – from the Quick Report Selector

To run a report quickly without having to navigate to the report library or a screen using the **Quick Report Selector** button.
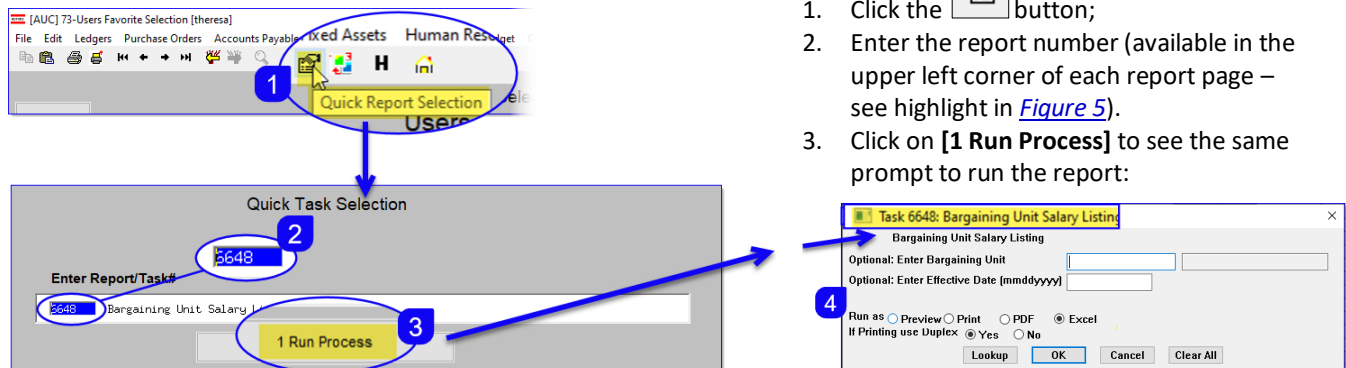

1. Click the [button icon] button;
2. Enter the report number (available in the upper left corner of each report page – see highlight in *Figure 5*).
3. Click on **[1 Run Process]** to see the same prompt to run the report:

Figure 6 Run report #6648 from the Quick Report Selection screen

To see this in action, view the Quick Task & Report Button (2:12) in our Video Library on the **ADMINS**.com website.

[ADM-AUC-HR-10758]

5 Conceal Initial 5 Digits of SS# in MA Quarterly Report
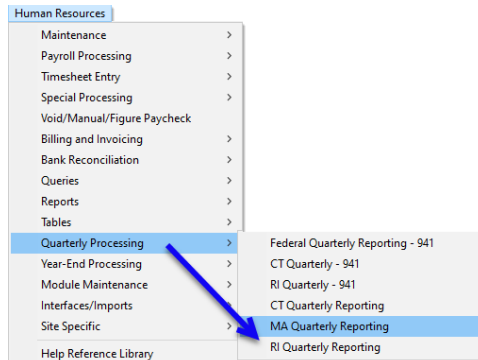
MA Quarterly 6322- MA Quarterly Reporting report now does not show the first 5 digits of SSN. To run the report from the menu, select:

HR ▶ Quarterly processing ▶ MA Quarterly Reporting

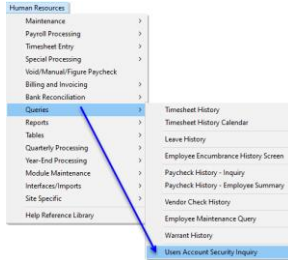**Figure 7 Screen before – full SSN is displayed**

Figure 8 Screen after – only last four digits of SSN are displayed

[ADM-AUC-HR-10759]
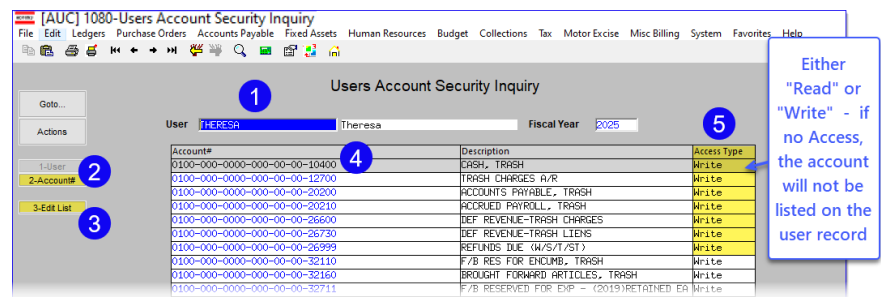
6   User Account Security Query

Users often ask why they cannot access a specific GL account. To clarify their access rights, **ADMINS** has included the account user security inquiry in all modules.

Find the information from the menu by selecting the module then:

Queries ▶ User Account Security Inquiry

1. The username is shown at the top of the screen

The account Number is shown, with the description within the grid. The Access Type will be either "Write" or "Read" – if there is no access, the account will not appear in the user's list.

When the screen is displayed by "Account #", users and their permissions are listed.

2. Click on the **[2 Account#]** to re-display the screen, displaying the account number at the top of the screen, with a list of users and their respective access shown in the grid.
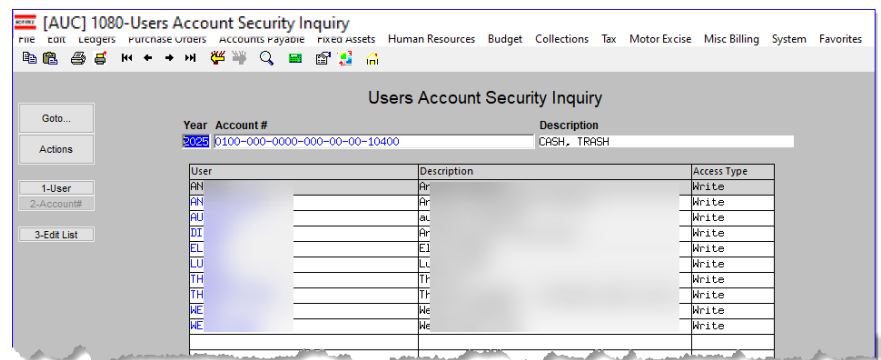
3. The **[3 Edit List]** button will produce a listing; the username and fiscal year range are required fields. The list can be run as **Excel®** or **PDF®**.

With this feature all users will be able to see a precise list of the accounts to which they have access.

[ADM-AUC-SY-8350]

7 Site Specific

The following are changes made to the HR module for the listed sites; all other sites can safely disregard this section.

7. Bellingham, MA

The HR–1006 Bellingham, MA CrewSense Police Timesheets Import document was installed in the Help Reference Library.

[ADM-AUC-HR-10756]

8. Cranston, RI

The HR–1008 Cranston Police Timesheets Import document is available in the Human Resources Help Reference Library.

[CRI-ADD-TSIMPORT-2]

8 Help Reference Library

The Help Reference Library has new or updated documents and content:

9. New or Updated in the Help Reference Library

Site Specific   HR–1006 Bellingham, MA CrewSense Police Timesheets Import   [New]
                             HR–1008 Cranston, RI Police Timesheets Import   [New]