



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

CONTENTS

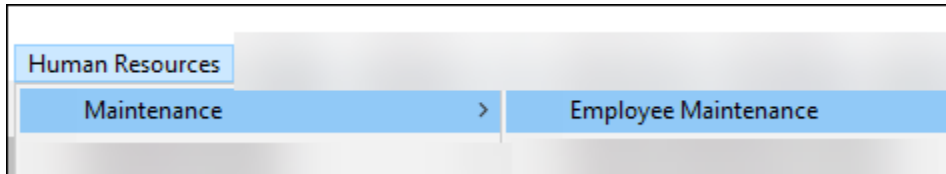
1	REACTIVATION OF A TERMINATED EMPLOYEE	2
2	TIMESHEET (TS) GROUP CHANGES [ENHANCEMENT]	4
1.	Modifications to the TS Group on the Payroll Tab	5
2.	Adding a New Position in Another TS Group to the Employee	5
3	QUERIES	5
3.	#7226 Benefit Category Report	6
4	REPORTS [ENHANCEMENTS]	6
4.	Option 1 – from the Report Library	6
5.	Option 2 – from the Bargaining Unit table [Salary Schedule] tab	8
6.	Option 3 – from the Quick Report Selector	8
5	CONCEAL INITIAL 5 DIGITS OF SS# IN MA QUARTERLY REPORT	9
6	USER ACCOUNT SECURITY QUERY	10
7	SITE SPECIFIC	11
7.	Bellingham, MA	11
8.	Cranston, RI	11
8	HELP REFERENCE LIBRARY	11
9.	New or Updated in the Help Reference Library	11



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:

[AUC] 6445-Employee Maintenance

Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Employee Number: 6445 MARIE A ADILETTO
Position: 6009SA CURR-01 ASST Supt FOR CURR. INST & ASS 2 Of 2

Employee Attachments (21)
Employee Position Attachments

Terminated 30-Jun-2024

1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 S **8 Dates/Class** 9 Custom 10 Accidents 11 VACA

Employee	Age	Position Dates	LOS	Eligible for...	Eligibility Date
Date of Birth	05-Mar-1970	Date Applied		Medicare	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date of Death		Offer Date		Retirement	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date of Marriage		Position Hire Date	01-Jul-2017 Yr:6 Mo:11 Dy:29	Pension	<input type="radio"/> Yes <input checked="" type="radio"/> No
Fingerprint		Position Hire Reason		Sick Bank	<input type="radio"/> Yes <input checked="" type="radio"/> No
Physical Completed		Anniversary Date	02-Jul-2012 Yr:11 Mo:11 Dy:28	Civil Service(Seniority Date)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Last Processed		Longevity Date	02-Jul-2012 Yr:11 Mo:11 Dy:28	ERI	<input type="radio"/> Yes <input checked="" type="radio"/> No
Last Payroll Posted Date	05-Apr-2024	Probation End Date		Perfect Attendance	<input type="radio"/> Yes <input checked="" type="radio"/> No
Last Perfect Attendance		Retirement Date		Union Dues	<input type="radio"/> Yes <input checked="" type="radio"/> No
Last Annual Attendance		EEO/Orig Hire Date	02-Jul-2012 Yr:11 Mo:11 Dy:28	Custom Dates	
Other		FT Date	02-Jul-2012 Yr:11 Mo:11 Dy:28	Spouse D.O.B.	
Leave of Absence Start		Final COBRA Date		Recall Date	
Leave of Absence End		Layoff Date		Seasonal Rehire Date	
Adjusted Seniority Date		Recall Date		Current Position	01-Jul-2017
Tenure Date		CT PT Sick Leave Date		Other Date #5	
		Evaluations Date of Last Eval		Other Date #6	
		Date of Next Eval		Other Date #7	
				Other Date #8	
				Other Date #9	
				Other Date #10	

Classifications

Employee Status	SE	sub no longer accepting/resigned
Employee Type	F	Full-Time
EEO Employment Category	01	Officials/Administr.
EEO Employment Type	01	Full-Time
Workers Compensation Code	8868	SCHOOL TEACH & CLERK
Accrual Group	A 25 VAC	adm 150 sick 25 vac

Termination Date 30-Jun-2024
Reason Resigned

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 is clicked.

J Add Code

K Delete Code

Current Tier 1

Terminated 30-Jun-2024

1 Contact

2 Personal

3 Ded/Ben

4 Add Wages

5 Payroll

6 Accounting

7 Salary

8 Dates/Class

9 Degrees

0 Custom

U Accidents

V ACA

Cost Code	Effective	Stop Date	Unit	Message	Additional Amt	Start Date	Stop Date	Original Amt	Remaining Bal	Note
457ROTH	01-Jan-2024	30-Jun-2024			50.00	01-Jan-2024				
457SB	01-Jan-2024	30-Jun-2024	87					1,478.40	966.57	NOTE
ALT ADMF	01-Jun-2022	30-Jun-2024	99							
DIRDEP	02-Jul-2012	30-Jun-2024			31,121.58	10-Nov-2022		31,121.58		
ER BC F	01-Dec-2018	30-Jun-2024	63					6,568.17	4,294.50	
HMO ADMF	01-Jun-2019	30-Jun-2024	0X							
			0X							
MEDI	13-Jun-2012	30-Jun-2024								
MTPN11	13-Jun-2012	30-Jun-2024								

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

[X] [AUC] 6445-Employee Maintenance

Start Additional Wages Stopped on 30-Jun-2024?

Click to re-instate the additional wages.

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

J Add Code

K Delete Code

Terminated 30-Jun-2024

1 Contact

2 Personal

3 Ded/Ben

4 Add Wages

5 Payroll

6 Accounting

7 Salary

8 Dates/Class

9 Degrees

0 Custom

U Accidents

V ACA

Pay Code	Description	Seq	Start Date	End Date	Amount	Account	Enc. Balance	Note
ADIR	Athletic Director Pay	1	01-Jan-2024	30-Jun-2024	1234.00	1000-300-3510-108-09-00-51262		

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:

[X] [AUC] 6445-Employee Maintenance

Start Deductions and Additional Wages Stopped on 30-Jun-2024?

Click 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 screenshot shows the 'Employee Maintenance' form for Employee Number 072004, HENRY HOURLY. The '2 Personal' tab is selected. The 'Primary Timesheet Group' is highlighted as 'TOWN -TOWN TOWN'. Other tabs include 1 Contact, 3 Ded/Ben, 4 Add Wages, 5 Payroll, 6 Accounting, 7 Salary, 8 Dates/Class, 9 Degrees, 0 Custom, U Accidents, and V ACA.

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.

The screenshot shows the 'Employee Maintenance' form for Employee Number 072004, HENRY HOURLY, Position T51080HSCLK-01 SENIOR CLERK- BOARD OF HEALTH 1 Of 1. The '5 Payroll' tab is selected. The 'Group Information' section is highlighted, showing 'Timesheet Group' as 'TOWN -TOWN TOWN'. Other tabs include 1 Contact, 2 Personal, 3 Ded/Ben, 4 Add Wages, 6 Accounting, 7 Salary, 8 Dates/Class, 9 Degrees, 0 Custom, U Accidents, and V ACA.



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.

The screenshot displays the 'Group Information' tab in the ADMINS system. The 'Timesheet Group' is set to 'TOWN -DPW'. A confirmation dialog box titled 'ASKSCR' is open, asking 'Update Primary Timesheet Group? [Y/N]'. The user has entered 'Y' and clicked 'OK'. The '2 Personal' tab is also visible, showing the 'Primary Timesheet Group' as 'TOWN -DPW'.

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

[AUC] 6815-Payroll Disbursement Warrant History

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Payroll Disbursement Warrant History

Goto... Actions

Warrant# 303912 Batch# 4101 Check Date 28-Feb-2024 Period Start 11-Feb-2024
Bank PAYC PAYROLL - CITIZENS BANK NEW Posted Date 08-Feb-2024 Period End 24-Feb-2024

Seq#	Description	Filename	Buttons
1	Warrant Employee Count Report	Hr_Warrant_Empcnt_6022_THERESA_4101.pdf	
2	Fica Limit Report	FicaLimit_6162_THERESA_4101.pdf	
3	Warrant Summary Report	HRWarrant_6199_THERESA_4101.pdf	
4	Labor Distribution GL Posting Report	HR_Posted_to_GL_6221_THERESA_4101.pdf	
5	Work Date Fiscal Year Report	CheckCalcFY_6927_THERESA_4101.pdf	
6	Wage Summary	CalcChkSummary_7200_THERESA_4101.pdf	
7	Wage Summary	CalcChkSummary_7200_THERESA_4101.pdf	
8	Deduction Register - Cost Code Summary	HRPayDed_7220_00_THERESA_4101.pdf	
9	Payroll Register - By Timesheet Group	Payroll_Register_TSG_7209_THERESA_4101.pdf	
10	Payroll Register	Payroll_Register_7210_THERESA_4101.pdf	
11	Deduction Register - Cost Code Summary	HRPayDed_7220_CODE_THERESA_4101.pdf	
12	Benefit Categories	BenDedCat_7226_THERESA_4101.pdf	7 View 8 Email
13	Payroll Check Register	HRPaycheck_Register_7231_THERESA_4101.pdf	
14	Deduction Register - Employee Detail	HRPayDed_7220_EMP_THERESA_4101.pdf	
15	Deduction Register - Paycheck Category S	HRPayDed_7220_CAT_THERESA_4101.pdf	
16	Payroll Voucher - Preliminary	Vouchers_7271_THERESA_4101.pdf	
17	Voucher Batch Created in Accounts Pay	Number_Batches_7272_THERESA_4101.pdf	

Figure 1 Screen before - Email button available

[AUC] 6815-Payroll Disbursement Warrant History

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Payroll Disbursement Warrant History

Goto... Actions

Warrant# 303912 Batch# 4101 Check Date 28-Feb-2024 Period Start 11-Feb-2024
Bank PAYC PAYROLL - CITIZENS BANK NEW Posted Date 08-Feb-2024 Period End 24-Feb-2024

Seq#	Description	Filename	Buttons
1	Warrant Employee Count Report	Hr_Warrant_Empcnt_6022_THERESA_4101.pdf	
2	Fica Limit Report	FicaLimit_6162_THERESA_4101.pdf	
3	Warrant Summary Report	HRWarrant_6199_THERESA_4101.pdf	
4	Labor Distribution GL Posting Report	HR_Posted_to_GL_6221_THERESA_4101.pdf	
5	Work Date Fiscal Year Report	CheckCalcFY_6927_THERESA_4101.pdf	
6	Wage Summary	CalcChkSummary_7200_THERESA_4101.pdf	
7	Wage Summary	CalcChkSummary_7200_THERESA_4101.pdf	
8	Deduction Register - Cost Code Summary	HRPayDed_7220_00_THERESA_4101.pdf	
9	Payroll Register - By Timesheet Group	Payroll_Register_TSG_7209_THERESA_4101.pdf	
10	Payroll Register	Payroll_Register_7210_THERESA_4101.pdf	
11	Deduction Register - Cost Code Summary	HRPayDed_7220_CODE_THERESA_4101.pdf	
12	Benefit Categories	BenDedCat_7226_THERESA_4101.pdf	7 View
13	Payroll Check Register	HRPaycheck_Register_7231_THERESA_4101.pdf	
14	Deduction Register - Employee Detail	HRPayDed_7220_EMP_THERESA_4101.pdf	
15	Deduction Register - Paycheck Category S	HRPayDed_7220_CAT_THERESA_4101.pdf	
16	Payroll Voucher - Preliminary	Vouchers_7271_THERESA_4101.pdf	
17	Voucher Batch Created in Accounts Pay	Number_Batches_7272_THERESA_4101.pdf	

Figure 2 Screen after – no Email button available

[ADM-AUC-HR-10611]

4 Reports [Enhancements]

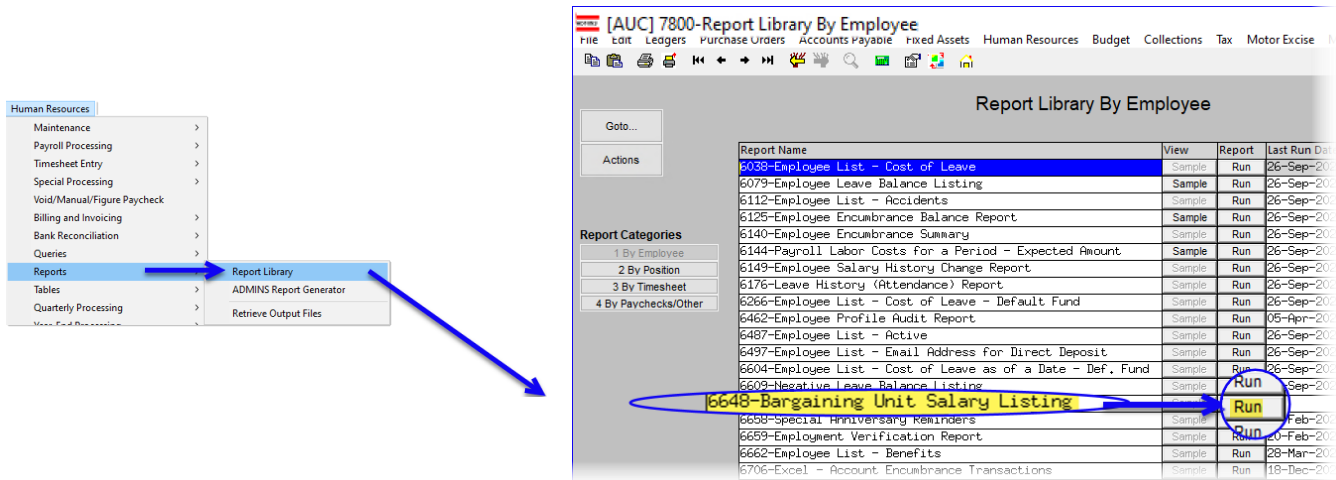
Occasionally, users inquire about locating the latest version of a report for which they have a physical copy. Identifying such reports can be challenging if they originate from a table screen. Some reports produced from these table screens are now accessible in the Human Resources Report Library.

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.

Task 6648: Bargaining Unit Salary Listing

Bargaining Unit Salary Listing

Optional: Enter Bargaining Unit

Optional: Enter Effective Date (mmddyyyy)

Run as ☐ Preview ☐ Print ☐ PDF ☒ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

Figure 3 The prompt for running the Bargaining Unit Salary Listing

BargUnit	Description	GradeSch	Grade	Note	Effective	Step	Annual	Period	Daily	Hourly
ABA SCH -12MT	inactive	ABATECH		1 Elem & BECP 33.75 h/w 6.	16/17 2% increase 12mth 6.75 h/d 33.75 h/w	01-Jul-2016	1	28,922.40	556.20	111.24
ABA SCH -12MT	inactive	ABATECH		1 Elem & BECP 33.75 h/w 6.	16/17 2% increase 12mth 6.75 h/d 33.75 h/w	01-Jul-2016	2	31,467.15	605.14	121.03
AFL -AF	School Weekly 12 month emp	CL12		1	12 month 5 days 8 hour days	30-Jun-2006	1	32,906.88	630.40	126.08
AFL -AF	School Weekly 12 month emp	CL12		1	12 month 5 days 8 hour days	30-Jun-2006	2	38,273.04	733.20	146.64
AFL -AF	School Weekly 12 month emp	CL12		1	12 month 5 days 8 hour days	30-Jun-2006	3	39,003.84	747.20	149.44
AFL -AF	School Weekly 12 month emp	CL12		1	12 month 5 days 8 hour days	30-Jun-2006	4	41,655.60	798.00	159.60
AFL -AF	School Weekly 12 month emp	CL12		1	10/11 contract 12 mo 5day 8 hours	01-Jul-2010	1	33,408.00	640.00	128.00
AFL -AF	School Weekly 12 month emp	CL12		1	10/11 contract 12 mo 5day 8 hours	01-Jul-2010	2	38,836.80	744.00	148.80
AFL -AF	School Weekly 12 month emp	CL12		1	10/11 contract 12 mo 5day 8 hours	01-Jul-2010	3	39,588.48	758.40	151.68
AFL -AF	School Weekly 12 month emp	CL12		1	10/11 contract 12 mo 5day 8 hours	01-Jul-2010	4	42,282.00	810.00	162.00
AFL -AF	School Weekly 12 month emp	CL12		1	11/12 contract 12 mth 5 days 8 hours	01-Jul-2011	1	33,909.12	649.60	129.92
AFL -AF	School Weekly 12 month emp	CL12		1	11/12 contract 12 mth 5 days 8 hours	01-Jul-2011	2	39,421.44	755.20	151.04
AFL -AF	School Weekly 12 month emp	CL12		1	11/12 contract 12 mth 5 days 8 hours	01-Jul-2011	3	40,173.12	769.60	153.92
AFL -AF	School Weekly 12 month emp	CL12		1	11/12 contract 12 mth 5 days 8 hours	01-Jul-2011	4	42,908.40	822.00	164.40

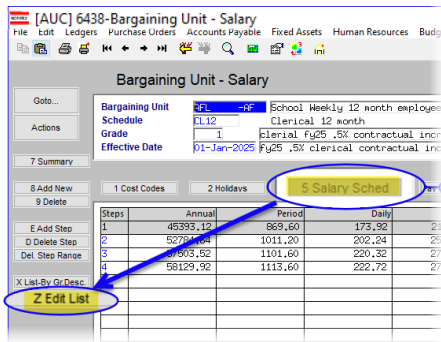
Figure 4 Report #6648 Bargaining Unit Edit list run as Excel



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]



6648-HRBARGSALARY.REP Aug-2024 at 16:58:13 by THERESA Town of Admins Bargaining Unit Salary Listing Page 1

Bargaining Unit:	ABA SCH -12MT inactive	Salary Base:	H	UDF Calculator 1	.00
Schedule:	ABATECH	Pay Type:	Salaried	UDF Calculator 2	.00
Grade:	1	Elem & BECP	33.75 h/w 6.75 h/d	Hours in Year:	1,755.00
Effective Date:	01-Jul-2016	Days in Period:	5.00	User Defined #3	.00
	16/17 2% increase 12mth 6.75 h/d 33.75 h/w	Periods in Year:	52.000000	User Defined #4	.00
		Per Diem Days/Year:	260.000000	User Defined #5	.00

Step	Annual	Period	Daily	Hourly	PerDiem	Tier#
1	28,922.40	556.20	111.24	16.4800	111.24	1
2	31,467.15	609.14	121.03	17.9300	121.03	1

Bargaining Unit:	AFL -AF School Weekly 12 month employee	Salary Base:	H	UDF Calculator 1	.00
Schedule:	CL12	Pay Type:	Hourly	UDF Calculator 2	.00
Grade:	1	Hours in Year:	2,088.00	User Defined #3	.00
Effective Date:	30-Jun-2006	Days in Period:	5.00	User Defined #4	.00
	12 month 5 days 8 hour days	Periods in Year:	52.000000	User Defined #5	.00
		Per Diem Days/Year:	261.000000		

Step	Annual	Period	Daily	Hourly	PerDiem	Tier#
1	30,906.88	630.40	126.08	18.7600	126.08	1
2	39,273.04	733.20	146.64	18.3300	146.64	1
3	39,003.84	747.20	149.44	18.6800	149.44	1
4	41,455.60	798.00	155.60	19.9500	155.60	1

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.

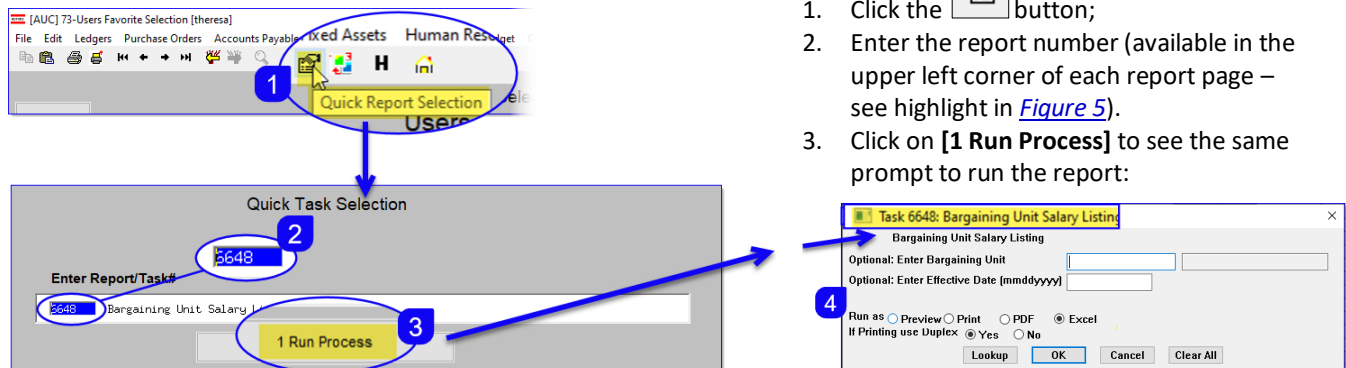


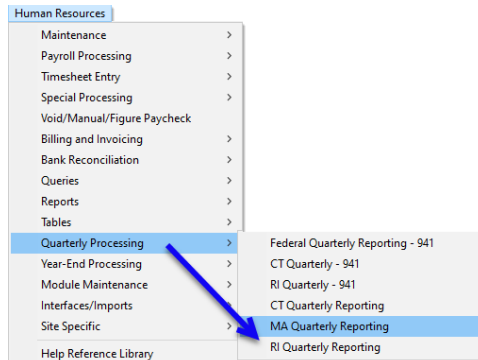
Figure 6 Run report #6648 from the Quick Report Selection screen

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

6322-HRREP:HRMAQTRLY.REP Printed 10-Jul-2024 at 14:55:59 by WENDY
Town of Admins
MA Quarterly Reporting

Page 1

FOR CHECKS DATED: 01-Jan-2024 to 31-Mar-2024
QUARTER ENDING: 31-Mar-2024
FED ID #: 041234567
ENTITY: 1 TOWN OF ADMINS
STATE ID #: 041234567
EMPLOYER ACCT #: 225
FILE LOCATION AND NAME: D:\AUC_DEVELOPMENT\ADHHOME\AUC\HRMOD\dat\wrk\MAQTRLYDATA.TXT

SOC SEC #	EMPLOYEE #	NAME	REPORTABLE GROSS	REPORTABLE TAXABLE WAGES	REPORTABLE AMOUNT WITHHELD	HOURS	NON-REPORTABLE GROSS	NON-REPORTABLE TAXABLE WAGES	NON-REPORTABLE AMOUNT WITHHELD
001-10-1002	00004	REZZUTI MARIE	1.00	0.00	0.00	1	0.00	0.00	0.00
001-10-1046	00152	GARIEPY KEITH	3615.40	3663.48	177.02	0	0.00	0.00	0.00
001-10-1059	00286	MINCHILLO MICHAEL	1532.40	1434.95	71.75	80	0.00	0.00	0.00
001-10-1061	00288	CORRIVEAU KEITH	1315.20	1266.67	59.10	80	0.00	0.00	0.00
001-10-1069	00311	PERRY LAWRENCE	1725.20	1425.20	71.26	88	0.00	0.00	0.00
001-10-1103	01148	HARVEY KAREN	2259.45	2209.45	106.24	0	0.00	0.00	0.00
001-10-1131	01239	POTTER MARIE	833.63	658.63	32.93	65	0.00	0.00	0.00
001-10-1138	01248	POUFFE LAWRENCE	592.80	592.80	0.00	40	0.00	0.00	0.00
	01255	CREASIA KAREN	2403.85	1855.70	92.79	0	0.00	0.00	0.00
	01260	DANIEL LYNN	1134.80	1134.80	52.51	80	0.00	0.00	0.00
	01264	BOUCHER LYNN	2136.45	1716.45	85.82	0	0.00	0.00	0.00
	01267	FARRINGTON LYNN	833.63	710.10	0.00	65	0.00	0.00	0.00
	001-10-1203 001375	WORSLEY MICHAEL	3234.67	2982.04	139.10	0	0.00	0.00	0.00

Figure 7 Screen before – full SSN is displayed

6322-HRREP:HRMAQTRLY.REP Printed 14-Aug-2024 at 10:57:09 by WENDY
Town of Admins
MA Quarterly Reporting

Page 1

FOR CHECKS DATED: 01-Jan-2024 to 31-Mar-2024
QUARTER ENDING: 31-Mar-2024
FED ID #: 041234567
ENTITY: 1 TOWN OF ADMINS
STATE ID #: 041234567
EMPLOYER ACCT #: 225
FILE LOCATION AND NAME: D:\AUC_DEVELOPMENT\ADHHOME\AUC\HRMOD\dat\wrk\MAQTRLYDATA.TXT

SOC SEC #	EMPLOYEE #	NAME	REPORTABLE GROSS	REPORTABLE TAXABLE WAGES	REPORTABLE AMOUNT WITHHELD	HOURS	NON-REPORTABLE GROSS	NON-REPORTABLE TAXABLE WAGES	NON-REPORTABLE AMOUNT WITHHELD
xxx-xx-1002	00004	REZZUTI MARIE	1.00	0.00	0.00	1	0.00	0.00	0.00
xxx-xx-1046	000152	GARIEPY KEITH	3615.40	3663.48	177.02	0	0.00	0.00	0.00
xxx-xx-1059	000286	MINCHILLO MICHAEL	1532.40	1434.95	71.75	80	0.00	0.00	0.00
xxx-xx-1061	000288	CORRIVEAU KEITH	1315.20	1266.67	59.10	80	0.00	0.00	0.00
xxx-xx-1069	000311	PERRY LAWRENCE	1725.20	1425.20	71.26	88	0.00	0.00	0.00
xxx-xx-1103	001148	HARVEY KAREN	2259.45	2209.45	106.24	0	0.00	0.00	0.00
xxx-xx-1131	001239	POTTER MARIE	833.63	658.63	32.93	65	0.00	0.00	0.00
xxx-xx-1138	001248	POUFFE LAWRENCE	592.80	592.80	0.00	40	0.00	0.00	0.00
	001255	CREASIA KAREN	2403.85	1855.70	92.79	0	0.00	0.00	0.00
	001260	DANIEL LYNN	1134.80	1134.80	52.51	80	0.00	0.00	0.00
	001264	BOUCHER LYNN	2136.45	1716.45	85.82	0	0.00	0.00	0.00
	001267	FARRINGTON LYNN	833.63	710.10	0.00	65	0.00	0.00	0.00
	001375	WORSLEY MICHAEL	3234.67	2982.04	139.10	0	0.00	0.00	0.00
	xxx-xx-1255 001596	KELLY LAWRENCE	4597.20	4367.44	0.00	208	0.00	0.00	0.00

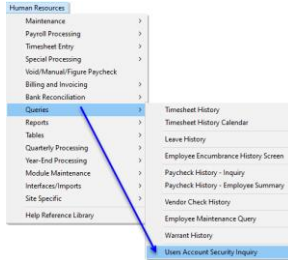
Figure 8 Screen after – only last four digits of SSN are displayed

[ADM-AUC-HR-10759]



6 User Account Security Query

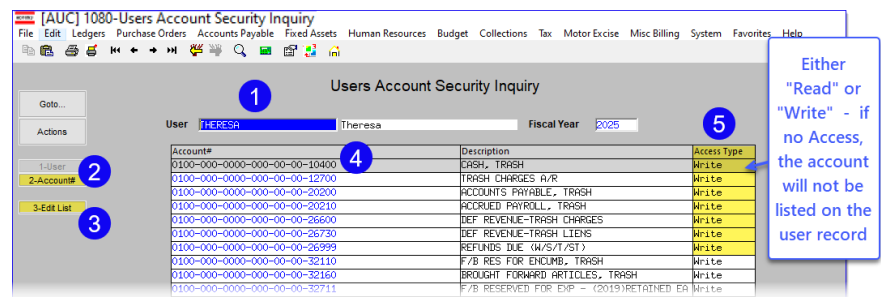
Users often ask why they cannot access a specific GL account. To clarify their access rights, **ADMINS** has included the account user security inquiry in all modules.



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

Queries ► User Account Security Inquiry

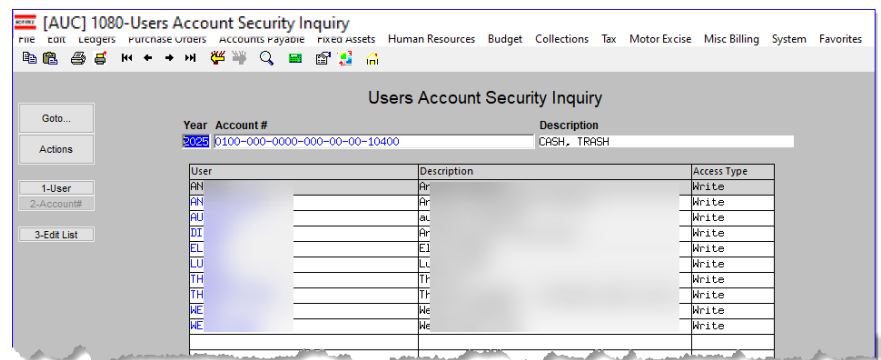
1. The username is shown at the top of the screen



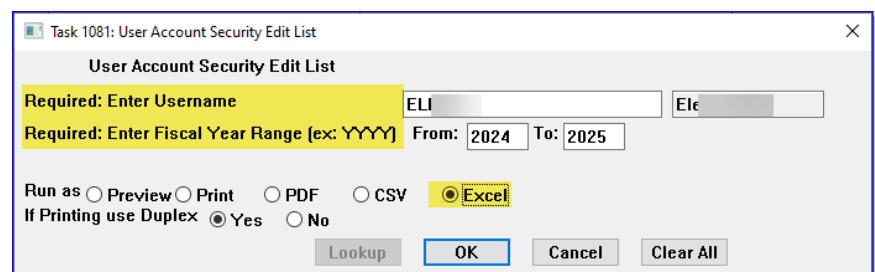
The account Number is shown, with the description within the grid. The Access Type will be either “Write” or “Read” – if there is no access, the account will not appear in the user’s list.

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®**.





User Name	User Description	FY	Account#	Account Description	Access Type
EL	EI	2025	0100-000-0000-00-00-10400	CASH, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-12700	TRASH CHARGES A/R	Write
EL	EI	2025	0100-000-0000-00-00-20200	ACCOUNTS PAYABLE, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-20210	ACCURED PAYROLL, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-26600	DEF REVENUE-TRASH CHARGES	Write
EL	EI	2025	0100-000-0000-00-00-26730	DEF REVENUE-TRASH LIENS	Write
EL	EI	2025	0100-000-0000-00-00-26999	REFUNDS DUE (W/ST/ST)	Write
EL	EI	2025	0100-000-0000-00-00-32110	F/B RES FOR ENCUMB, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-32160	BROUGHT FORWARD ARTICLES, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-32711	F/B RESERVED FOR EXP - (2019)RETAINED	Write
EL	EI	2025	0100-000-0000-00-00-35906	UNDES FUND BALANCE, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-35906	TRASH RETAINED EARNINGS	Write
EL	EI	2025	0100-000-0000-00-00-36200	RES FOR ENCUMB, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-39100	REVENUE, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-42200	EXP. INSURANCE, TRASH	Write

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]