



The document outlines recent updates and enhancements to the ADMINIS Unified Community (AUC) for Windows **Human Resources** module.

- **Mid-Payroll Cycle Salary Changes:** Special attention is provided for mid-period salary adjustments for salaried employees, including a note on the timesheet entry screen and a generated report to notify payroll processors of these changes.
- **Employee Maintenance Updates:** Improvements include fixing the "Over 50K Life Insurance" cost code entry loop and extending the accident date entry to three years.
- **Terminated Employee Distribution List:** A new feature allows the creation of an email distribution list to notify relevant individuals or departments upon employee termination, with a report attached.
- **Additional Enhancements:** Other updates include a column for DedACH on the Manual Check Pay register, accurate selection of positions for leave reports, changes to Connecticut part-time sick leave accrual rules, and notifications for account suspension due to inactivity.

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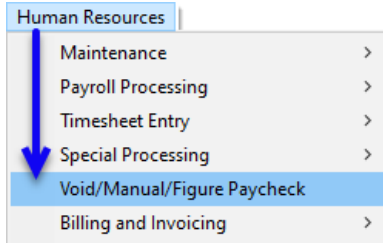
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1 Manual Check Register [Enhancement]

When a manual check is entered without complete bank information, the deduction will not be included in the ACH file. Despite this information being displayed on the Void/Manual Check screen, it sometimes goes unnoticed. To see how this works, from the menu, select:

Human Resources ► Void/Manual/Figure Paycheck



Select the **3 Deduction Entry** tab to view the direct deposit.

Click on the Pay Register button to review the report:

A new column, "DedACH," has been added to report 6207 – Void/Manual Pay Register.

When adding a manual check that uses a direct deposit, check the value on the Void/Manual Pay Register to confirm that the DedACH amount is present.

Conversely, to suppress the direct deposit and instead create a paper check, remove the bank and account information from this manual check.

If there are no \$\$ here, the deposit will not be in the ACH file

[ADMAUCHR10766]



2 Mid-Payroll Cycle Salary Changes [Enhancement]

When salaried employees experience a mid-period salary adjustment, pay special attention to the calculation of daily or period amounts. The timesheet entry screen shows a **Mid Period Salary Change** note in the upper right corner when there is such a change.

Additionally, a report will be generated when timesheets are created detailing these mid-period salary adjustments for salaried employees identified as "Salaried" in the bargaining unit salary schedule, as opposed to "Hourly".

Work Date	Day	Pay Code	Hours	Days	Rate	Flat \$	Amount	Account Number
08-Jul-2024	Mon	DREG	1.00		207,5900		207,59	1000-300-2710-110-05-00-51260
09-Jul-2024	Tue	DREG	1.00		207,5900		207,59	1000-300-2710-110-05-00-51260
10-Jul-2024	Wed	DREG	1.00		207,5900		207,59	1000-300-2710-110-05-00-51260
11-Jul-2024	Thu	DREG	1.00		207,5900		207,59	1000-300-2710-110-05-00-51260
12-Jul-2024	Fri	DREG	1.00		207,5900		207,59	1000-300-2710-110-05-00-51260
15-Jul-2024	Mon	DREG	1.00		213,4000		213,40	1000-300-2710-110-05-00-51260
16-Jul-2024	Tue	DREG	1.00		213,4000		213,40	1000-300-2710-110-05-00-51260
17-Jul-2024	Wed	DREG	1.00		213,4000		213,40	1000-300-2710-110-05-00-51260
18-Jul-2024	Thu	DREG	1.00		213,4000		213,40	1000-300-2710-110-05-00-51260
19-Jul-2024	Fri	DREG	1.00		213,4000		213,40	1000-300-2710-110-05-00-51260
					10.00		2104,95	

Notes for this line: Note 000 -00

Accrual Group: []

1 Add Line 0 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% Split

ADMINS generates a report of mid-period salary adjustments when timesheets are generated. This report will notify the payroll processor to examine the timesheets of employees who experienced a salary change during the period.

If there is a mid-period salary adjustment **after** the timesheets have been generated, please regenerate the timesheet for the affected employee.

6998-HRTIMMIDPER.REP Printed 30-Sep-2024 at 16:58:25 Town of Admins Salaried Employees with a Mid Period Salary Change Page 1

Warrant	Work Date	Day	Pay Code	Accounts	Hours	Days	Rate	Flat \$	Amount
Warrant: 903938 Period Ending: 20-Jul-2024									
Timesheet Group: SCHOOL-STAL Stall Brook Elementary School									
Employee: 072001 JONES, JANUARY Position: 8006GUIDCOUN- GUIDANCE COUNSELOR									
903938	08-Jul-2024	day	DREG	1000-300-2710-110-05-00-51260	.00	1.00	207,5900	.00	207,59
903938	09-Jul-2024	day	DREG	1000-300-2710-110-05-00-51260	.00	1.00	207,5900	.00	207,59
903938	10-Jul-2024	day	DREG	1000-300-2710-110-05-00-51260	.00	1.00	207,5900	.00	207,59
903938	11-Jul-2024	day	DREG	1000-300-2710-110-05-00-51260	.00	1.00	207,5900	.00	207,59
903938	12-Jul-2024	day	DREG	1000-300-2710-110-05-00-51260	.00	1.00	207,5900	.00	207,59
903938	15-Jul-2024	day	DREG	1000-300-2710-110-05-00-51260	.00	1.00	213,4000	.00	213,40
903938	16-Jul-2024	day	DREG	1000-300-2710-110-05-00-51260	.00	1.00	213,4000	.00	213,40
903938	17-Jul-2024	day	DREG	1000-300-2710-110-05-00-51260	.00	1.00	213,4000	.00	213,40
903938	18-Jul-2024	day	DREG	1000-300-2710-110-05-00-51260	.00	1.00	213,4000	.00	213,40
903938	19-Jul-2024	day	DREG	1000-300-2710-110-05-00-51260	.00	1.00	213,4000	.00	213,40
Employee: 072001 JONES, JANUARY					Records:	10	.00	10.00	.00 2,104.95
Timesheet Group: SCHOOL-STAL Stall Brook Elementary School					Records:	10	.00	10.00	.00 2,104.95
Warrant: 903938 Period Ending: 20-Jul-2024					Records:	10	.00	10.00	.00 2,104.95
Legend: Warrant 903938									

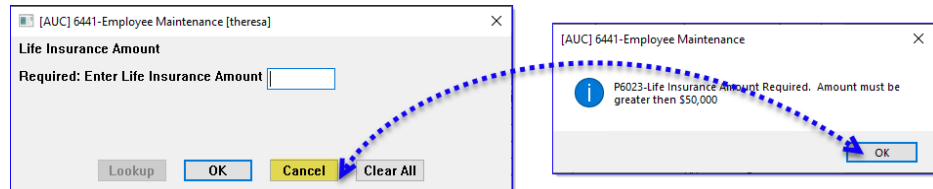
[ADM-AUC-HR-10776]



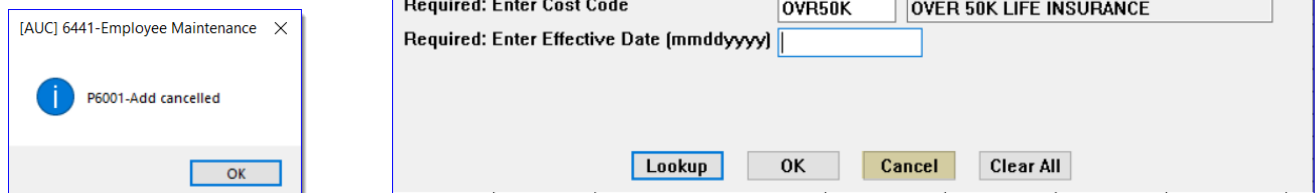
3 Employee Maintenance 3 Ded/Ben (Over50K) [Fix]

Prior to the software update, the system required additional information when entering the "**Over 50K Life Insurance**" or "**State Child Court**" cost codes.

If the user selected cancel, the prompt for the amount would reappear and continually loop. This process required intervention from support@admins.com.



Now you can now cancel out of the code if needed. Click on the Cancel button.

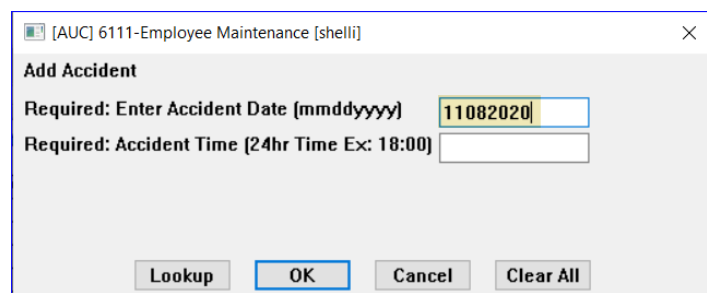


The cost code will not be added. Try again when the dollar amount is known. See [HR-520 Group Term Life Insurance Over 50K](#) in the Help Reference Library for details.)

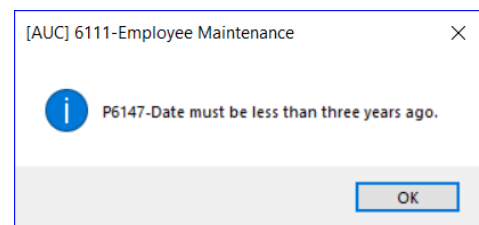
[ADM-AUC-HR-10778]

4 Employee Maintenance [U Accidents] Tab [Enhancement]

When adding an accident, the date can now be up to three years ago (was previously up to one year ago).



This is the error you will see if the date is over three years ago.



[ADM-AUC-HR-10780]



5 Terminated Employee Distribution List [Enhancement]

Upon the termination of an employee, you may now send an email to a distribution list to inform the relevant individuals or departments.

To create the email distribution list, click on Add a new list

Use the code HRTERMDAT as the Email Distribution code and enter a description and your username.

ADMINS will send an email as part of the daily process that runs each morning with the report attached.

ADMINS attaches a report of terminated employees to the email that is sent to the new distribution list.

[ADM-AUC-HR-10709]



6 Cost of Leave Reports [Fix]

Before the software update the reports (6604 and 6932) did not accurately select the correct position if the employee had a new active position. It now selects the active position based on the as of date to calculate the correct rate and value.

	A	B	C	D	E	F	G	H	I	J	K
	Emp#	Name	Fund	Department	Code	Accrual Description	Leave Code	Leave Description	Hours Balance	Days Balance	Value
2	000627	JONES, SALLY	1000	01000	AFSCME20	AFSCME 20 HOURS	SICK	SICK	37.63		1,168.41
3	001369	CONWAY, MICHAEL	1000	01000	NONB40	Non-Bargaining 40 hours	SICK	SICK	9.88		455.57
4	003305	DICKINS, CHARLES	1000	01000	NONB40	Non-Bargaining 40 hours	SICK	SICK	951.29		46,889.08
5	011245	PERRY, MICHAEL	1000	01000	NONB40	Non-Bargaining 40 hours	SICK	SICK	79.70		3,822.41
6	006045	SMITH, JOHN	1000	01000	UPSEU	UPSEU	SICK	SICK	12.15		589.15
7		Leave Total	1000	01000					1,090.65		52,924.62

[ADM-AUC-HR-10786]

7 Connecticut Part Time Sick Leave [Statutory Enhancement]

The Connecticut Part Time sick leave accrual rules are changing. The rate of accrual has been changed to earn 1 hour for every 30 hours worked.

[Connecticut Greatly Expands Paid Sick Leave Law](#)

This will apply to employees with the CT PT Sick Leave accrual code

Leave Accrual Rules			
Accrual Group	PTSICK	Part Time Sick Leave 1/1/12	Time Sheet Periods to Apply
Leave Type Code	PTSICK	Part Time Sick	<input type="radio"/> Every Pay Period
		CT PT Sick Leave	<input type="radio"/> This Date Every Month
			<input type="radio"/> This Month and Day
			<input type="radio"/> Calculation Field-Annually
			<input type="radio"/> Calculation Field-Monthly
			<input checked="" type="radio"/> Not Accrued

[MAN-SUP-SAPLAUC-943]

8 2024 Software ID 24A0020853

The 2024 Filing software ID was updated. If the ID on your filing table is **not 24A0020853**, please notify support@admins.com before filing; we will update the Software ID.

1095 Processing	
Batch: 000022	ACA Filing Table
Description	
Reset 1095 Menu	
Payroll W2 1095 - C	
ACA Filing Table	
Bargaining Unit - Affordable Care Act	
Reset Employee ACA Dates	
ACA 1095 Audit Report	

ACA Filing Table				
Year	2024	Software ID	24A0020853	
Year	2024	Software ID	24A0020853	
Entity	Description	TCC#	Original Receipt#	Correction Receipt#
1	TOWN OF ADMINS	XYZZZ		
2	Town of ADMINS Fire D	222		
3	School of ADMINS	222		
4	Regional School of ADM	BBGRT		
5	1099R test	BBGRT		

[ADM-AUC-HR-10684]



9 Email of Intent to Suspend an Account [Enhancement]

Users are inactivated if they have not logged in before their expiration date.

For instance, on sites with a six month expiration window, users who haven't logged in since 20-May-2024 would be “suspended” or “marked inactive” on 20-November-2024.

The notification period is 14 days from the suspension date, in this example, from 05-November-2024 through 20-November-2024.

Up to two reminder emails are sent: the first ~14 days before account expiration, and the second ~5 days before. If users do not log in when reminded, their accounts will be deactivated.

The notification is sent if there is an email address present on the User Profile screen:

The screenshot shows the 'User Profile Screen' for a user named 'Teresa'. Key details include: User Name: Teresa, Email Address: theresa@admins.com, Last Login: 09-Dec-2024 08:40:22,80 Live. A callout box points to the 'Last Login' status, stating 'This user account is currently active.' Another callout points to the 'Email Address' field, stating 'Receive Approval Email Yes'.

Two emails are sent to allow for users on vacation, etc., to have time to respond. If you will need the account, log in before the expiration date.

The emails include expiration dates, steps to prevent suspension, and instructions for requesting reactivation after suspension.

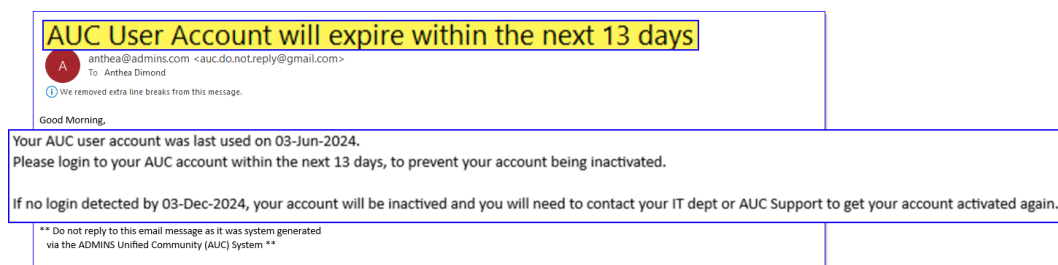


Figure 1 Email example sent two weeks before the username expiration date

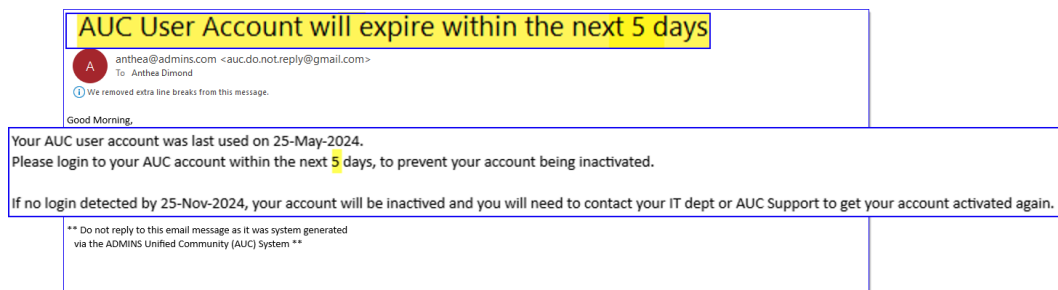


Figure 2 Email example sent the following week

[ADM-AUC-SY-8356]



10 Help Reference Library & ADMINS Website

This section lists the new and updated content available in the Help Reference Library and the ADMINS website.

10.1 New Content on ADMINS.com

[User Account Security Inquiry Screen](#) (2:38)