# Release Notes

## Affinity ERP

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Release Notes

Affinity ERP 2018.1 (Revision 1)

June 2018

This 2018.1 release is a cumulative release that includes the following major Enhancements in addition to a number of other Enhancements and Corrections.

System Management

- A new ERP Web Menu allowing you to access your web-enabled procedures using a consolidated browser page which provides options for you to organize/customize the menu as you like.

Finance Management

- A new AP Invoice Approval Workflow allowing you to define how you want AP Invoices routed for online approval, including a new Workflow Manager tool.

Human Capital Management

- A new Payroll Accrual feature which automates the journal entry posting across the GL periods based on criteria you define.
- A new SQL view to support writing reports for a specific user/employee. Employees can now access these reports from a My Reports link directly from ESS.

Supply Chain Management

- eCommerce has been redesigned so it now manages messages directly from ERP instead of using ORMED-X website.

Please note that all items have an Initial Release listed. This release includes all of the updates previously released in 2017.2.X patches; so you may already have those fixes if you kept up-to-date on hotfix releases since 2017.2.
System Management
The following System Management Enhancements and Corrections are included in this release.

System Management Enhancements

ERP Web Menu Enhancements

**Overview**
A new ERP Web Menu is now available. This feature allows for the user-defined creation and display of default and customized multi-level web-based menus.

- The menu includes collapse/expand all buttons at the top.
- Warning prompts display if you are deleting a menu item or resetting the menu.
- Only menu items you have security access to display on your menu. Also, you are only able to add menu items that you have access to.
When loading your menu, the system checks to see if you already have a customized menu defined. If no customized menu is found, the default menu loads.

The title of the menu item that has been selected is easily identified in the tab and header of every screen.

Tabs and Headers
The title of the menu item that you select is easily identified in the tab and header of every screen.

The header includes the standard Logout, About and Preferences options. The link is visible in the drop down menu adjacent to your user name. Additionally, the My Reports link is also accessible directly from the header. When clicked, a web session is launched displaying the My Reports page with any reports defined for your user/security group.

Footer
When a system message is added via the System Messages menu option in Systems Management/IT Manager, it now also displays in the footer of the ERP Web Menu as it does in the other browser-based procedures throughout ERP.
Right Click to Open Menu Item in a New Window
When you right click on a menu item and then select **Open in New Window**, the system displays the appropriate menu item screen on the left-hand side. A new browser tab opens and displays the menu item name.

Exit Confirmation
When attempting to leave a screen, the system detects if any edits have been made. If so, an exit confirmation popup window displays which prompts you to save or exit without filing the changes.

There are three ways to leave a screen:
- Select the Refresh icon on the browser
- Select another menu option from the ERP Web Menu
- Close the tab

To cancel / not save your changes, select **Leave this page**.
To go back to Save your changes, select **Stay on this page**.

Edit Mode
You are able to customize your ERP Web Menu in the following ways:
- Rearrange/reorder menu items
- Change the label on a menu item
- Delete menu items
- Add a new menu item
- Add a new menu group
- Add menu item duplicates
Rearrange/Reorder Menu Items

1. Click the Edit button. The Web Menu displays in edit mode.

2. Hover over the Grid icon for the item you want to move and drag it to where you want it to appear in your custom menu.

3. Click the Save button to save your changes.

Change Menu Label on Item

1. Click the Edit button. The Web Menu displays in edit mode.

2. Click in the menu item field and edit the label text as needed.

3. Click the Save button to save your changes.

Delete a Menu Item

1. Click the Edit button. The Web Menu displays in edit mode.

2. Click on the Trash Can icon for the menu item you want to delete.

3. A message displays asking you to confirm the deletion. Click OK. The item is deleted.

If the menu item is at a Group level, all items associated to that group are also deleted.

Add a New Menu Item

1. Click the Edit button. The Web Menu displays in edit mode.

2. Click on the +Add button.

3. Select New Item option.
If there are no menu items available to be added, the following informational message displays: Based on your user security settings, there are no menu items available to be added at this time.

4. Select the new item to add from the list displayed.
   - If the system recognizes the appropriate location in your customized menu, it inserts the menu item.
   - If the system cannot recognize the location, it inserts the entire tree structure at the bottom of the user menu. You then need to make subsequent edits to delete unneeded procedures and move the menu item to your desired location.

5. Click the Save button to save your changes.

Add a New Group

1. Click the Edit button. The Web Menu displays in edit mode.
2. Click on the +Add button.
3. Select the New Group option.
4. Enter a custom name in the Menu Group field (i.e. My Favorites).
5. Click the Save button to save your changes.

Add a New Custom URL

1. Click the Edit button. The Web Menu displays in edit mode.
2. Click on the +Add button.
3. Select the New Custom URL option.
4. Enter the custom name for this URL in the Menu Label field.
5. Enter the full URL for this item in the Menu URL field. You are able to define a URL with unlimited length as a menu item.

When adding a URL, https:// or https://.www. is added to the front of the website address if it has not been included.

6. Click the Save button to save your changes.
Add a Duplicate of an Existing Item
You can customize your menu by defining the same menu item in multiple locations, for example, one in its usual location (group/menu Item), and another in a location such as a My Favorites group that you may have created.

1. Click the Edit button. The Web Menu displays in edit mode.
2. Hover over the item you want to duplicate and right-click. Select the Duplicate option.
3. Drag the newly created duplicate menu item to the location you want. i.e. My Favorites group.
4. Click the Save button to save your changes.

Reset
The Reset button allows you to delete your customized menu and return to the default menu. The button is only available if the menu currently displayed has been customized.

When the menu currently displaying has been customized, and the Reset button is clicked, the following warning message displays. Click OK to have the system display the default menu.

Installer
The installer has been modified to deploy the ERP Web Menu shortcut to all Suite folders: HCMS, SCMS, ARMS, FMS, DSS, and SMS.
New Security Item Added to Security Manager for ESS Taxes

**TICKET #: ERP-804**

A new security item has been added to Security Manager in the Self Service rights group. To complement the new Taxes tab found on the Employee Self Service Personal Information screen, this new security right controls whether or not employees are permitted to edit the new tax fields.

If you wish to monitor the employee-initiated edits to these new fields, use the new ESS Tax Changes report that is now found in the Crystal Library. Contact Support Services for a copy of this new template if you do not already have it.

**ACTION REQUIRED**

All employees now see the new (read-only) Taxes tab in Employee Self Service, however if you wish to allow staff to modify their tax elections (such as extra tax, federal and state allowances), then it is necessary to modify the security rights and add this new element to the EMPLOYEE security group.

System Management Corrections

There are no System Management Corrections in this release.
Finance Management
The following Finance Management Enhancements and Corrections are included in this release.

Accounts Payable Enhancements

Retrieval of 1099 Codes From New Table

**Ticket #: ERP-290, 291**  
**Initial Release: 2018.1**

An update has been made to retrieve 1099 codes from a new table rather than from the .ini file. Affected areas are:

- AP Manager - Vendor setup (default 1099 code on the vendor)
- AP Invoice - Invoice Entry (1099 code on the accounting detail line). This is now VB6 and web.
- AP Invoice - Edit 1099 (same screen as the VB6 screen)

ACH Migrated from OrmedX to the ERP Server

**Ticket #: ERP-316, ERP-337, ERP-983, ERP-1001, ERP-1002, ERP-1003, ERP-1004, ERP-1005, ERP-1013, ERP-1024**  
**Initial Release: 2018.1**

The ACH process in ERP can now be run directly from your ERP server instead of using the separate OrmedX server. Please contact Support to coordinate this transition and obtain corresponding documentation.

System Slowness in Tag Payment Process using Tag All Due Feature

**Ticket #: ERP-667**  
**Initial Release: 2018.1**

The Tag All Due process has been improved to address issues with system slowness.
New Accounting Setup to Add Default Bank

**TICKET #: ERP-697  INITIAL RELEASE: 2018.1**

In Accounts Payable and bank accounts, new settings have been added to Facility setup allowing you to define and require a default bank.

New Invoice Preview Tab/Posting

**TICKET #: ERP-699  INITIAL RELEASE: 2018.1**

A new Invoice Preview tab has been added to the Web version of AP allowing you to preview what the invoice posting looks like in the AP web page. The report is similar to the current report with the addition of the following:

- Effective Date at each line (to accommodate the prepaid)
- Posted by (after entered by)
- Due date (by invoice date)

There is a report preview and then a sub report. The first report includes the header information and the sub report includes the detail.

![Invoice Preview Tab/Posting](image)

AP Interfaces Now Validates Systemname Field

**TICKET #: ERP-714  INITIAL RELEASE: 2017.2.16**

Each AP interface now checks the AP import settings to confirm the proper system name from the following entries:

- HL7 inbound - ForeignInvoice
- HL7 refund inbound - RCMRefund
- HL7 confirmation outbound - RCMRefund
- Flat file inbound - PatcomAP
- Flat file confirmation outbound - RefundExport
Added New Validation to AP HL7 Imports for Incoming Totals

**Ticket #: ERP-728**  
**Initial Release: 2018.1**

Some invoices coming inbound from 3rd party systems had an invoice total that did not match the distribution detail. This caused an issue in payments (validation error). This has been corrected so it now checks for discrepancies as it processes the messages and marks invoices with an error so that they cannot be posted.

Add an AP Vendor Warning/Flag When Updating the Vendor Address

**Ticket #: ERP-802**  
**Initial Release: 2018.1**

In AP Manager/Vendor on the General tab if the vendor address is updated, a new warning/flag prompts if you want to update the **Pay To address** also. Place a checkmark for **Yes** or blank for **No**.

Additionally, another flag prompts you if you want to also update the 1099 address. Place a checkmark for **Yes** or blank for **No**.

Vendor Import Spreadsheet Updated

**Ticket #: ERP-957**  
**Initial Release: 2018.1**

The Vendor Import spreadsheet has been updated. The columns labeled **Bank ID** and **Transit ID** have been replaced with one column, **Routing #**.

Change 5 Record in ACH to Use Payment Date vs. Current Date

**Ticket #: ERP-1350**  
**Initial Release: 2018.1**

The Effective Date of the ACH payment that is contained in the “5” record of the ACH output file has been changed to use the payment date selected during the AP payment posting process (the “Check Date” field) rather than the current date.

This only applies if you have switched over to the ACH process that is new with this release.

New Prepaid Invoice Functionality

**Ticket #: ERP-415, 418, 420, 659**  
**Initial Release: 2018.1**

**Summary**

A new feature has been added to support defining prepaid invoices in AP and the system then posts all the appropriate journal entries automatically according to the settings you define.
Setup
In Accounts Payable/Bank Accounts select a bank and complete the new Default Prepaid General Ledger Account field. This account represents the default account that is prefilled when a prepaid invoice is entered.

Enhancements to AP Invoice Entry
A new Prepaid tab has been added to the AP Invoice Entry screen. For invoices representing prepaid expenses, you can now define the information as follows:

◆ Complete the Invoice Info tab as usual and include the detail section with the GL account expense code.

◆ Select the new Prepaid tab and complete the fields:

- Check the Prepaid checkbox to indicate that this invoice is prepaid.

  If you check the Prepaid box but haven't entered an account on the Invoice Info screen, a warning displays - Please enter Invoice Details on the Invoice Info so the prepaid account will populate the default prepaid account.

- Select the Start Date for when you want the posting to begin.

- Enter the Number of Periods you want to spread the amount over.

  The invoice can only be spread over open GL periods.

- The Prepaid GL Account is automatically populated with the GL account number defined in the AP/Bank Accounts entry screen under Default Prepaid Account. You can edit this field if you want to use a different account.
When the invoice is saved, a journal entry is created in the specified period (based on the invoice Effective Date) to debit the Prepaid Account and credit Accounts Payable Trade (as defined in AP setup). Future dated journal entries are posted to each period beginning with the Start Date over the Number of Periods specified to debit the Expense Account and credit the Prepaid Account. The general ledger journal entry information can be viewed on the new invoice preview posting tab in AP web or the VB6 preview report.

New Prepaid Report

**TICKET #: ERP-421**

**INITIAL RELEASE: 2018.1**

A new **Prepaid Report** is now available in AP that displays a list of the prepaid invoices and the balance of the prepaid general ledger account(s). There is an As of date for the month you would like to see and the prepaid account, additional accounts can be added.

The columns are AP batch #, Vendor Number, Vendor description, Invoice #, Invoice date, Prepaid Start Date, Prepaid End date, Invoice Amount, Amount Expensed as of the report date, and the remaining balance, which should tie to the general ledger balance at the bottom of the report.
New Accounts Payable Approval Process

New tools are now available to allow you to distribute AP Invoices electronically for approval prior to being posted. The process includes:

- A customizable Workflow engine for you to specify rules for how to route invoices for approval.
- Ability to define your Position Hierarchy (if you are not using ERP Payroll module).
- An email notification process to alert staff that they have items awaiting their approval.
- An Assigned Items page from which you can view your assigned items and can approve, edit or decline them as appropriate.

Please contact Harris Healthcare for detailed information regarding this new functionality.

Accounts Payable Corrections

Updated Error When Trying to Process Payments via EFT from Ormed X

TICKET #: ERP-953 INITIAL RELEASE: 2018.1

With this release we’ve updated the error message produced when processing all EDI payments and when the bank information is not completed for the vendor in the vendor file.
General Ledger Enhancements

Facility Security Change

TICKET #: ERP-44  INITIAL RELEASE: 2018.1

Previously, the Facility Security option was not working as expected. The functionality has been updated and it now works the following way:

1. If no facility security is setup for individual users and facility security is not enabled, all facilities and accounts are available to users unless department security is used.

2. If some facility security is setup for users and facility security not enabled, all facilities and accounts are available to users unless department security is used.

3. If some facility security is setup for users and facility security is enabled, only the accounts and facilities that are assigned to the user are available to them.

General Ledger Corrections

Stop Period Not Respected in GL Detail Report

TICKET #: ERP-854  INITIAL RELEASE: 2018.1

The GL Detail report has been corrected so a date range can be entered for the start and end dates. Previously, it would only display data from the start month.

GL Tab Insertion When More Than One JV Description Copied Into Cell

TICKET #: ERP-882  INITIAL RELEASE: 2018.1

Previously, if data from two different cells was copied into the comment field of a journal entry, it caused a report error. This issue has been corrected so the copy/paste functionality ignores the separate cells and prints properly on reports.
Asset Management Enhancements

There are no Asset Management Enhancements in this release.

Asset Management Corrections

There are no Asset Management Corrections in this release.
Decision Support
The following Decision Support Enhancements and Corrections are included in this release.

Discovery Enhancements

Drill Down into Budget

**TICKET #: ERP-30**

Drill down into budget has been added for all clients that have the Budget and Payroll modules installed. With this release, you can now drill down into the payroll budget and get data by Period to Date (PTD) Actual, PTD Budget, PTD Variance, Year to Date (YTD) Actual, YTD Budget and YTD Variance. Data can be displayed by budget group, payroll group, class or position.

Write Budget Option Now Available

**TICKET #: ERP-31**

The Write budget functionality is now available in Discovery to post a budget directly to a GL budget year. The data can be posted into any open fiscal year. Also, data must contain an account number, 12 periods of budget, and be in the following format:

```
F1711 6300 10 10 10 10 10 10 10 10 10 10 10
F1711 6301 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000
S1711.1000 9 9 9 9 9 9 9 9 9 9 9 9
```

- **F** needs to be the first character for all financial accounts
- **S** needs to be the first character for all statistical accounts
Discovery Corrections

Add Summary Heading Correction

**TICKET #: ERP-305**

The Description in Add Detail and Add Secondary has been corrected so it contains the appropriate description and no longer says *add Summary*.

Discovery Report Doubling Payroll Drill Down Amounts

**TICKET #: ERP-1000**

The Discovery drill down to Payroll has been corrected so it no longer reports double values in some accounts.
Cost Accounting Enhancements

There are no Cost Accounting Enhancements in this release.

Cost Accounting Corrections

Roll-up Button Removed from Cost Accounting Tool Bar

TICKET #: ERP-540

INITIAL RELEASE: 2018.1

The Roll-up button has been removed from the tool bar in Cost Accounting as it is a feature for Budgeting only.
Human Capital Management

The following Human Capital Management Enhancements and Corrections are included in this release.

Employee Self Service Enhancements

Taxes Tab Added to ESS Personal Information Screen

** TICKET #: ERP-642, 803 **

** INITIAL RELEASE: 2017.2.9 **

A new tab, Taxes, has been added to the Employee Self Service’s Personal Information window. Situated next to Address, Contacts, and Dependents, the new Taxes tab allows employees to see their federal and state Tax setup from ESS.

There are separate sections for Federal and State, which include fields to indicate any Allowances and/or Extra Tax in place for either jurisdiction. States differ as to the number and naming conventions of these Allowance fields. To accommodate this, the labels for the state fields fluctuate based on the employee’s State, and in some cases, one or more of these fields are hidden from view entirely.

By default, employees see these new tax fields initially, but they are read only. Sites have the option to allow employees to edit these new fields if desired. To enable the edit option, a new security item has been added to the Self Service rights grouping in the Security Manager. Review ** Modify Personal Info-Taxes ** under the Self Service section in the Security Manager.

** ACTION REQUIRED ** If you wish to allow your staff to modify their tax elections (such as extra tax, federal and state allowances), then it is necessary to modify the security rights and add this new element to the security group that is assigned to your employee profiles. Typically this might be the EMPLOYEE security group, but it differs from site to site.

Sites wishing to monitor the employee-initiated edits to these new fields are invited to use the new ESS Tax Changes report that has been added to the Crystal Library. Contact Support Services for a copy of this new template if you do not already have it.
Report Dashboard Now Includes an ESS Link to My Reports

**TICKET #: ERP-906**

To assist those of you who are not yet familiar with the ERP Web Menu, a quick link to the My Reports screen is also included in the Employee Self Service portal. Employees can click on their name in the upper right hand corner of the ESS screen and see the My Reports option listed there. This takes you to the same location as the My Reports menu item on the ERP Web Menu. The goal is to provide multiple pointers to the report listing, in an effort to make report access as convenient as possible for you and your employees.

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**ACTION REQUIRED**

Setup for the My Reports link is handled in the System Management suite.

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New SQL View to Support Specific USER Reporting

**TICKET #: ERP-921**

If you are not already aware, the Report Library feature in the new ERP Web Menu tool can be used in conjunction with Employee Self Service to allow employees to pull pre-defined reports at their convenience. Provided that the report is designed correctly, it can be published as a link within My Reports, which is available to be launched directly from Employee Self Service, and is filtered to show ONLY the employee's unique information.

We will begin to build up a library of ESS Employee Filtered Reports so that sites can attach them to the Report Library web link.

To use this approach in a report that you design yourself, simply follow the protocol below:

1. Include the **DIS_USER** view in your report. This table indicates who is logged in to ESS and is essential for ensuring that the results are filtered and only include that employee's own information.
2. Link any other tables (e.g. EMP_MAST) to the right of OIS_USER. For example, a link from OIS_USER.EMPNO to EMP_MAST.EMPNO or VW_EMP_Contact.EMPNO. You can add any number of additional tables as long as the OIS_USER table is the start of the chain.

3. Add a parameter to the report named UserID. This parameter should be a String type and can be left as a Static value (it does not need to be linked as a Dynamic parameter).

4. Add a filter to the report to restrict data and only include records that correspond to the person logged in to ESS. The filter appears as follows:

   \{OIS_USER.USERID\} = {?UserID}

These steps may sound complicated, but they are really quite easy to implement once you have a report in mind. With this technique, you can create virtually any report and publish it in a filtered manner to employees via the ESS portal.

Examples include Education Listing, Professional Development Lists, Certification Hours, etc. Common requests that you receive in HR or Payroll and that can be designed as a standard report can be addressed in this fashion.

As a sample, a Confirmation of Employment report has been created. Contact Harris for a copy of this report if you would like to use it as a model.

We also encourage you to build your own reports and share them with other users by submitting them back to us so that we can add them to the Harris Crystal Library.
Employee Self Service Corrections

Denied PTO Requests Appear Correctly in TA User Administration

**TICKET #: ERP-896**

An update has been made to Employee Self Service to correct an issue where a denied Time Off Request was appearing in TA User Administration as approved.

In addition, the **Shift ID** field now displays the appropriate ID number, rather than a **0**.

**ESS W-2 Report Now Includes all 4 Box 14 Positions**

**TICKET #: ERP-974**

The W-2 report that comes bundled with the ESS product now accommodates up to four Box 14 pairings of Amount and Description. The prior version of the report only accommodated 2 pairs of values in Box 14 (Other Information).
Human Resources Enhancements

Additional Allowance Field for State Taxes

**Ticket #: ERP-541, 639, 640, 641, 643, 645, INITIAL RELEASE: 2017.2.9**

A new field has been added to the Employee Manager Demographics window to track a second state tax allowance or exemption value when needed. This facilitates more accurate tax results for jurisdictions that have multiple inputs into the state tax calculation (for example, Illinois, Puerto Rico, and others).

The new field is located in the **EMP_MAST** table and is named **ALLOWANCE2_ST**.

The Tax tab on the Employee Manager Personal window has been rearranged to reinforce the relationship between the employee’s State and the **State Tax** field labels. The State field now appears in the same box as **State Marital Status** and **State Additional Tax**.

This positioning of the **State** field enables a customized label next to the **Allowance/Exemption** fields that are in place for that particular state. Depending on the state selected, one or more additional fields may appear below State Marital Status.

To streamline setup, the additional fields are hidden for states that do not require them. An internal table named **EMP_TAXLABELS** has been added to control the labels associated with the state allowance(s) fields as well as whether they are hidden or displayed. If desired, you can also access these custom labels in their own reports by adding the **EMP_TAXLABELS** table to a report and linking it based on the employee’s state.

For sites that actively build their own reports, and/or use a customized pay stub in Employee Self Service, we have also updated two of our data views as follows:

- **VW_EMP_CONTACT** now includes the new **ALLOWANCE2_ST** field.
- **OV_PAYSTUBS** now includes not only the new **ALLOWANCE2_ST** field, but also the related state-specific labels for the two state allowance fields (Tax1Label and Tax2Label) and the indicators that determine whether or not those fields are included for that employee’s specific state (Tax1Hide and Tax2Hide). If desired, a custom pay stub can reference these fields for display in Employee Self Service.

The Payroll Manager Formula Builder tool has also been enhanced to allow formulas to access the new **State Allowance 2** field. This allows certain jurisdictions (such as Illinois, Louisiana, Puerto Rico), to calculate more accurate state tax results.

The New Hire Wizard’s Tax screen has been updated to include a second State Allowance field when required. Consistent with the Employee Manager screens, the State Allowance fields display or are hidden, depending on the State chosen in the employee’s setup. Some states require one or both fields (which are displayed with state-specific labeling). For other states, these fields are not relevant and are hidden from view.
Human Resources Corrections

Affordable Care Act Form 1094-C and 1095-C Updates

**TICKET #: ERP-647, 671**

The Affordable Care Act 1094-C and ACA 1095-C report templates now reflect minor changes in the form for 2017. Notably, a few fields now appear as **Reserved** because they no longer apply. The ACA 1094-C template better accommodates those of you who submit a subset of forms apart from the Authoritative Transmittal. That option was not previously offered in the ACA Wizard.

Updates to ACA XML File Format for Reporting Year 2017

**TICKET #: ERP-1018**

Several key changes were made to the ACA XML files to support electronic filing of Forms 1095-C and 1094-C for the 2017 reporting year. This does not impact sites filing via paper.

Changes to the details file include:

- Change to schema reference in header to:
  ```xml
  ```

- Tag change from `AnnlShrLowestCostMthlyPremAmt` to `AnnlEmployeeRequiredContriAmt`

- Tag change from `MonthlyShrLowestCostMthlyPremGrp` to `MonthlyEmployeeRequiredContriGrp`

Changes to the manifest file include:

- Change to schema reference in header to:
  ```xml
  ```

- Checksum algorithm changed to SHA-256 standard

**ACTION REQUIRED**

If you process tax in one of the affected jurisdictions, contact Support Services for assistance activating this new field in your state tax formula. States that only use a single Allowance (such as Wisconsin) are not affected by this enhancement.
Alternate Capacities Screen Display Updated

**Ticket #: ERP-46**

The Alternate Capacities screen display in Payroll Employee Manager and Human Resources Employee Manager has been updated to display properly. Previously, (1) the screen always opened up maximized, and (2) when restoring the window size, the display was mismatched for its contents. Both of these display issues have been corrected.
Online Recruitment Enhancements

There are no Online Recruitment Enhancements in this release.

Online Recruitment Corrections

There are no Online Recruitment Corrections in this release.
Payroll Enhancements

Payroll Accrual Feature

**Overview**

Periodically, you need to close the General Ledger period to create board reports BEFORE the last days of the month have been processed in Payroll. Our previous design created two sets of journal entries for the first pay period of every month, sending actuals into each of the months depending on the date that the shifts were worked. But if the pay period ends later in the month (e.g. 13th), then this can cause an unacceptable delay to the financial statements. An Accrual must be used to cover those unprocessed days.

Our new Accrual functionality automates this process for you. When implemented, the system creates prorated accrual journal entries (with a BatchID prefix of AC) and posts them to the month that is ending. It also posts a reversing accrual entry (BatchID prefix is RA) to the following pay ending date. The first pay period of the following month is then posted entirely into the next month instead of its natural split. This allows you to close out the month that is ending even though the next period has not been processed yet.

**Payroll Accrual Setup**

Payroll Manager >> Process tab>> Pay Periods screen

No change is needed for the existing process for populating the grid with the splits when a schedule for a new year is generated. This allows you to see which dates may create timing issues.

Not every month requires an accrual; you can continue to post actuals for months that have an early pay period end date. For example, if a pay period ends on the 3rd of the month, then it will likely be processed in time to allow the actuals to split into the respective months. This new feature is provided to allow you to indicate which months to post the accrual for, and which ones to let fall naturally.

When accruals are needed, changes to the setup of Pay Period Schedules make this process very user-definable. Accruals always affect a pair of pay periods. The first period of the pair is the trigger period, which sends the accrual. The second period of the pair is the first payroll of the following month which contains the actuals for the final days of that month.

**Revised Treatment of Trigger Pay Period**

You can choose to create an automatic accrual Journal Entry along with the final pay period of any month. This accrual entry is generated as a prorated percentage of a regular journal entry and is automatically reversed in the following month when the actuals are posted. You choose whether or not to trigger an accrual Journal Entry, what percentage to use as the proration factor, and which pay period to use as the model for the accrual.
Revised Treatment of Next Payroll

The first pay of the month following the accrual is posted entirely into one month, rather than being split into actuals as it would normally be. Several new flags/fields have been added to trigger the treatment.

Four new fields (columns) have been added at the end of each line in the grid, which are either all blank, or all filled in (you cannot use one without the other).

- The **Accrual** checkbox allows you to trigger the optional accrual for remaining days in the month - on the *first pay period of the pair*. The checkmark initially appears on the *trigger* pay period (the first of the pair), but the two are bound together and are both updated when the first one is edited. Only periods that are within 13 days of the end of the month can be set up as accrual triggers.

  A warning message displays when this checkbox is activated - *Adding an accrual will cause the split for the next pay period to be removed. Are you sure you want to continue?*

- The **Ratio** field allows you to indicate what % of prior payroll to accrue. To assist you with the setup, this value is pre-filled with end of month minus pay period end date divided by 14. (e.g. 30-29 = 1 1/14 = 7% )

- The **Accrued From** field is the model pay period that is used (i.e. 10% of what - just in case it is not the immediately prior period). You can use any period prior to or including the trigger period as an Accrued From value. It is not possible to select a future period as the Accrue From period (if you haven’t processed it yet, the prorated accrual would also be empty.)

- The **Accrue For** field is the trigger period. That is, the pay period that precedes month end, after which there are still unprocessed days which need to be accounted for in the proper period.

For example:

**Before**

```
<table>
<thead>
<tr>
<th>Period</th>
<th>End Date</th>
<th>Pay Date</th>
<th>Cycle</th>
<th>First Fiscal Year Period</th>
<th>Split Date</th>
<th>Second Fiscal Year Period</th>
<th>Accrual</th>
<th>Ratio %</th>
<th>Accrue From</th>
<th>Accrue For</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>4/28/2017</td>
<td>5/2/2017</td>
<td>3</td>
<td>1710</td>
<td>4/29/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>5/13/2017</td>
<td>5/15/2017</td>
<td>1</td>
<td>1710</td>
<td>4/30/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

**After**

```
<table>
<thead>
<tr>
<th>Period</th>
<th>End Date</th>
<th>Pay Date</th>
<th>Cycle</th>
<th>First Fiscal Year Period</th>
<th>Split Date</th>
<th>Second Fiscal Year Period</th>
<th>Accrual</th>
<th>Ratio %</th>
<th>Accrue From</th>
<th>Accrue For</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>4/28/2017</td>
<td>5/2/2017</td>
<td>3</td>
<td>1710</td>
<td>4/29/2017</td>
<td></td>
<td>✔️</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>5/13/2017</td>
<td>5/15/2017</td>
<td>1</td>
<td>1710</td>
<td>4/30/2017</td>
<td></td>
<td>✔️</td>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Several changes are made to the second line of the pair:

- The **First Fiscal Year Period** now holds the value that was previously in the **Second Fiscal Year Period** field.
- The **Split Date** now reflects the actual pay period end date, rather than the last day of the month that was previously listed.
- The **Second Fiscal Year Period** is now blank.
Payroll Processing
If you are processing a Regular batch for a period that is using the optional Accrual logic, you see a reminder when you get to the Post screen that shows the accrual entries that are to be posted along with the batch that is underway.

The message references the **Accrue From** period and the **Accrual Percentage** as indicated in the Pay Period Schedule parameters. If adjustments are needed, simply close the Post screen without posting, and fix the accrual setup in Payroll Manager before returning to Payroll to wrap up the batch.

The message appears only for RG batches on periods that are set up with accruals, and provides an opportunity to proceed *without* generating the accrual if needed. To bypass the additional accrual entries, simply remove the checkmark next to the warning and continue with your Posting.

Validation has been added to the Calculation and Posting screens when accruals are active. If you have calculated a batch that is set up for Accruals, but the **Accrue From** period does not have any posted batches, you receive a warning. If this occurs, you have likely used an incorrect period in your pay period setup. Simply correct the Pay Period accrual setup and continue with your batch.

In preparation for the release of our new Accrual functionality, we removed the now obsolete Accrual tab from the menu and navigator in the Payroll module. The previous Accrual tab is now unrelated to the new functionality, so to eliminate any confusion between the old and new methods for accruing month end journal entries, it’s been removed.

The new Accrual function does not require a separate batch to be run; it is integrated into the Regular batch processing for sites that have completed the initial configuration in Payroll Manager.

**BatchID Assignment Logic for Accrual & Reversing Entries**
The batch numbering sequence for Accrual Entries has been designed to ensure that they are always unique values. The AC and RA BatchIDs use the stem from the RG batch that triggered them. Since Accruals are only triggered by RG batches, and there cannot be two RG batches with the same suffix, this should ensure that AC & RA BatchIDs are also unique in all cases.

The **content** of the AC & RA journal entries are pulled from the material in the Accrue From batch, but their **label** is derived from the Accrue For batch.

When selecting journal entries from the Accrue From pay period, the query considers only RG batches, and always uses the one with the highest BatchID.

In order to facilitate reporting and employee inquiries, the RA entries are dated for the pay period following the **Accrue From** trigger period. That is, if an accrual is processed along with Pay Ending April 28, the Accrual (AC) entries for fiscal April will be dated April 28, while the Reversal (RA) entries for fiscal May will be dated May 12 (the **next** pay ending date).
Journal Entry Text Export Files
The optional Journal Entry Text Export feature now includes the optional Payroll Accrual batches if both features are in use. When an Accrual is generated, there are three files (one for each of the RG, AC, and RA batches).

As before, the JE text export files contain the Batch ID, so you can easily isolate the accrual entries as they have AC or RA in their filenames.

Additionally, we have updated the filename in all cases to reflect the current HCMS naming convention. Previously, the filename included the discarded HRMS suite reference.

State Tax Updates

**Ticket #: ERP-541, 639, 640, 463, 645**  
**Initial Release: 2018.1**

A new field, **State Allowance 2**, has been added to the Employee Demographics screen to track a second state tax allowance or exemption value when needed. This facilitates more accurate tax results for jurisdictions that have multiple inputs into the state tax calculation (for example, Illinois, Puerto Rico, and others).

If you wish to include this new field on reports, it is found in the **EMP_MAST** table and is named **ALLOWANCE2_ST**.

A behind-the-scenes table named **EMP_TAXLABELS** has been added to the system to control the labels associated with the state allowance(s) fields displayed on the Employee Manager tax screen. Some states have multiple allowances/exemptions, while other states have a single value and some other states do not require this field at all. In order to streamline your employee setup, the labels attached to the allowance field(s) displayed are pulled from this table. If your state does not require any allowances, the field is noted as hidden and is suppressed from the screen accordingly.

Because of the strong relationship between an employee's state and the Tax Allowance labels, the **State** field now appears in the same box as **State Marital Status, State Additional Tax**, and **State Allowance(s)** (if any). This repositioning assists in the logic required for the state-specific labels that are in use.

The Payroll Manager Formula Builder tool can also access this new **State Allowance 2** field. Certain jurisdictions (such as Illinois, Louisiana, Puerto Rico) rely on this second allowance field when calculating State Taxes.

- To assist with specialized reporting, two related data views now include the new field as well. **VW_EMP_CONTACT** now includes the new **Allowance2_st** field.
- **OV_PAYSTUBS** includes not only the new **Allowance2_st** field, but also the related state-specific labels for the two state allowance fields (**Tax1Label** and **Tax2Label**) and the indicators that determine whether or not those fields are included for that employee's specific state (**Tax1Hide** and **Tax2Hide**). If desired, a custom paystub can utilize these fields for display in Employee Self Service.
ACADEMIA / AFFINITY ERP Release Notes
Payroll Enhancements

Harris Healthcare / Affinity ERP - Confidential and Proprietary

**ACTION REQUIRED** If you process tax in one of the affected jurisdictions, contact Support Services for assistance activating this new field in your state tax formula. States that only use a single Allowance (such as Wisconsin) are not affected by this enhancement.

ACADEMIA Wizard Modified for Paper (non-XML) Submission Method

**TICKET #: ERP-372, 648**

Previously, the Affordable Care Act (ACA) Wizard expected that all sites would be using the XML file submission method. However, for those of you who are below the threshold for requiring the XML file submission, we now offer a paper-based file format as well. However, this required some minor changes to the product.

Step 4 of the ACA Wizard now asks you to declare whether or not you are using XML files for submission.

- If **Yes** is selected, the **Next** button continues to Step 5 for the **File Creation**.
- If **No** is selected, then the system skips directly to Step 6 to **Post** the batch.

During the batch posting, the **Receipt ID** field is now required only if you are submitting via the XML file format. If you are a paper submitter, you are no longer required to record a Receipt ID in order to post.

The ACA History screen has also been modified. If your original submission was paper-based, then it is not possible to issue Replacement or Correction XML files because there is no Receipt ID on file. In such cases, Replacements or Corrections must also be issued via paper, likely using a second pass through the original ACA Wizard. For batches filed via paper, the **Correction** and **Replacement** buttons are disabled, and the **Reprint** options are the only ones available.

ACADEMIA Wizard Updated to Accommodate Non-Authoritative Transmittals

**TICKET #: ERP-646**

If you share an Employer Identification Number (EIN) with a parent employer, you can now submit Forms 1095-C for your subset of employees, while allowing your main employer to submit the overall Authoritative Transmittal for the EIN. The Fill Parameter step now accepts an answer of **No** to the question of whether this is the authoritative transmittal. For most sites, the answer is set to **Yes**, however, it is now also possible to complete the wizard even if the answer is **No**.
Toggle for 627 Entry Detail Record in ACH File

**Ticket #: ERP-676, 682, 1285, 1286**

**Initial Release: 2017.2.1**

A new field has been added to Global Setup's General tab for sites using Bank Number 116. The new checkbox allows sites to control whether or not the balancing entry is included in the ACH file. Sites that wish to use a balanced file can insert a checkmark in the new **Include 627 Entry Detail Record** field, while sites that wish to continue using the original unbalanced file can leave the field unchecked. This option is compatible with Bank Number 116 format, so the field is hidden from view if other Bank Numbers are in use.

If the optional **Include 627 Entry Detail Record** is not used, then the Batch Control Footer (800) and File Control Record (900) now contain zeros in the total debit amount to reflect that it is an unbalanced file. Previously, it reported a matched set of debits and credits even if the 627 settlement line was suppressed.

Sites using other bank style numbers are not impacted by this change.

Optional Company ID Override Value for ACH File

**Ticket #: ERP-1068**

**Initial Release: 2017.2.13**

The Direct Deposit Information section found on the General Tab of Payroll Manager Global Setup now offers an optional Company ID field for sites using Bank Number 116.

Previously, the file format for Bank Number 116 automatically used the EIN number as the Company ID. Now there is an option to indicate an alternate Company ID value instead.

The Direct Deposit File Format associated with Bank Number 116 gathers the Company ID from Global Setup (if present) or continues to use the EIN value in the following field locations:

- File Header (101...) Positions 14-23.
- Batch Header (5200...) Positions 41-50.
- Batch Control Footer (820...) Positions 45-54.

If you also use Bank Number 116, you do not notice any change. We continue to report your EIN in the **Company ID** field, preceded by a space to fill the 10 character field. But if your bank prefers a different Company ID value, that is now an option. If the Global Setup Company ID is filled in, it replaces the EIN in your ACH file.

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It is recommended that you submit a test direct deposit file to your bank for approval whenever you switch to a different ACH file format.
Add Company ID Field to Global Setup for Use with Bank 116

**Ticket #: ERP-1069**  
**Initial Release: 2017.13**

The Direct Deposit Information section found on the General tab of Payroll Manager Global Setup has been modified to offer an optional **Company ID** field for sites using Bank Number 116. Previously, the file format for Bank Number 116 automatically used the EIN number as the Company ID. If the new **Company ID** field is left blank, this continues to be the case. But sites now have the option to specify a different value for use in the Company ID fields within the ACH file if required by their bank.

It is recommended that you submit a test direct deposit file to your bank for approval whenever you switch to a different ACH file format.

Updates to Bank & Branch Display for Routing Number

**Ticket #: ERP-532**  
**Initial Release: 2018.1**

Based on feedback relating to the Routing Number fields in the ACH setup, Financial Institutions screen and Employee Direct Deposit screen, we have made several changes to how bank routing data is stored. Previously, these screens all had two stacked fields, one for **Bank/Federal Reserve Number** and another for **Branch/Institution Identifier**. This did not accurately display your familiar Routing Number data and could lead to complications when setting up new values.

Ultimately, our plan is to combine the two fields into a single Routing Number value, and allow you to key in the entire sequence of digits in one field. This will be fully addressed in a future release. However, as an interim measure, we have improved the screen display of the existing dual-field storage in the following ways:

- If a short value is entered, it zero fills in the main display grid as soon as you click out of the field, tab out of the field, or save the record.
- The two fields display side by side which increases the resemblance to the full Routing Number for easier verification after entry.

The goal of these display changes are to assist in reviewing the data after keying. In cases where you split short routing numbers at the wrong digit, this preview does NOT match the sample that you are keying from, and the mismatch is visually apparent. You can then correct it immediately without any risk of sending incorrect direct deposit data.
New Refresh Option on Pay Period Schedule Maintenance Screen

**TICKET #: ERP-635**

A *Refresh* button has been added to the Pay Period Schedule Maintenance screen. Use this button to populate first year period, second year period, and split date values for the remainder of the calendar year once your GL schedule is built. The deposit dates and pay cycle numbers remain intact if the period is refreshed and manual edits made are not lost if the accrual check box is selected. Individual pay periods can still be manually edited. For example: move a specific pay date or modify the split treatment as needed.

To use the *Refresh* button, first populate the Payroll Ending Date of First Payroll of Year, Payroll Pay Date of First Payroll of Year and the Number of Payroll Periods at the top of the screen. Those values determine which (if any) years are refreshed.

New Audit Trail for Pay Period Schedule

**TICKET #: ERP-636**

Any changes made to the Pay Period Schedule are now tracked and audit trail details can be viewed in the PAYDATE_AUDIT table. The table displays details regarding modifications related to items such as - manual edits, new schedule builds, deletion of a row (or entire year) as well as refresh.

While this history is not yet displayed on the screen, you can access the PAYDATE_AUDIT table in reports to review edits that have been made.

Payroll Corrections

Alternate Capacities Screen Display Issue Corrections

**TICKET #: ERP-46**

The Alternate Capacities screen display in Payroll Employee Manager and Human Resources Employee Manager has been updated to display properly. Previously, (1) the screen always opened up maximized, and (2) when restoring the window size the display was mismatched for its contents. Both of these display issues have been corrected.

Error Popup Title Revisions

**TICKET #: ERP-62**

The title for the error message pop up window that displays throughout Payroll Manager has been updated to ‘Affinity ERP’.
Affordable Care Act Form 1094-C and 1095-C Updates

**Ticket #: ERP-647, 671**

The Affordable Care Act 1094-C and ACA 1095-C report templates now reflect minor changes in the form for 2017. Notably, a few fields now appear as **Reserved** because they no longer apply. The ACA 1094-C template better accommodates those of you who submit a subset of forms apart from the Authoritative Transmittal. That option was not previously offered in the ACA Wizard.

Updates to ACA XML Format for Reporting Year 2017 File Submissions

**Ticket #: ERP-1018**

Several key changes have been made to the ACA XML files to support electronic filing of Forms 1095-C and 1094-C for the 2017 reporting year. This does not impact sites filing via paper.

Changes to the detail file include:

- Change schema reference in header to:
  ```xml
  ```
- Tag change from `AnnShrLowestCostMthlyPremAmt` to `AnnlEmployeeRequiredContriAmt`
- Tag change from `MonthlyShrLowestCostMthlyPremGrp` to `MonthlyEmployeeRequiredContriGrp`

Changes to the manifest file include:

- Change schema reference in header to:
  ```xml
  ```
- Checksum algorithm changed to SHA-256 standard

Generate XML Button Issue with PBJ XML Wizard

**Ticket #: ERP-884**

The Payroll Based Journal (PBJ) XML wizard has been modified to eliminate an issue with the **Generate XML** button. Previously, you could not generate a file without first clicking on View Errors. Now, the file creation works as expected.
Proper Handling of Negative Hours in PBJ View

**Ticket #: ERP-1025**

The Payroll Based Journal (PBJ) reporting specification requires overnight shifts to be reported in two pieces, with the actual hours worked on each of the dates reported separately. The PBJ Wizard uses a special view to split overnight shifts into the pre-midnight and post-midnight portions for this purpose.

A negative hour is not a valid activity for PBJ reporting, but sometimes a negative hour might appear in time sheet history due to a reversal or correction of previously posted time. Negative overnight shifts must still be split into their respective dates, but the original logic in the underlying view did not prorate the hours accurately. As such, it occasionally led to an overall negative hours value in the XML file, which would be rejected during file submission.

The behind-the-scenes view used by the PBJ wizard has been enhanced to properly split negative overnight entries, accurately prorating them into the proper dates.

New Fields Added for Filing Future W-2 Files

**Ticket #: ERP-929**

The W-2 output file has been modified to conform to new AccuWage formatting for tax year 2017. RW positions 474-484 and RT positions 400-414 are now zero-filled instead of containing the blank spaces that were previously found in these records.

Issue when Switching Employees and Retaining Weekly Groupings

**Ticket #: ERP-1020**

You are now able to switch from one employee to another and retain weekly groupings on the View Tab in payroll.

Correct YRPRD Assignment for STTU Stat Holiday Entries at Import

**Ticket #: ERP-1267**

The Payroll import contains functionality that can insert a paid stat holiday (STTU or STHU) if this optional feature is in use and employees are correctly configured. The logic has been modified to ensure that the correct fiscal period (YRPRD) is attached to these entries during the import.

Previously, the system periodically attached the YRPRD of the pay ending date instead of the YRPRD of the actual holiday date, which resulted in some STTU holidays being expensed to the wrong month. This issue only occurred when the holiday was in a prior month and the pay ending date was in the next month. This issue has been corrected and the STTU/STHU entries are now imported into the right month.
Time & Attendance (TA) Manager Enhancements

Topup Rules added to Time & Attendance

**Ticket #: ERP-84, 805, 962**

**Initial Release: 2018.1**

**Overview**
A new feature has been added to Time & Attendance that allows you to configure automatic topups for short shifts if your policy provides for a minimum number of hours paid. This applies primarily to callback activity, but topup rules can technically be set up for any hours-type code.

For example, you may offer employees a minimum of 2 hours pay when called in for short assignments on evenings or weekends.

Previously, this was often handled using Payroll Formulas, in which case the topup hours were not inserted until *after* timesheets were imported. When topups are configured in Time & Attendance, Timekeepers see both the worked AND topup portion of the shift in the Search Time Entries screen, which gives them better visibility for auditing purposes.

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*If you currently use payroll-based topups and wish to start using the TA method, don't forget to disable the topup formula logic in Payroll or you will double-dip and overpay your employees!*

**Security**
Before you can review the new screens, you need to obtain security permissions for the screens for your User profile in Security Manager.

Your IT staff can add View and/or Modify rights to the new screens in Security Manager. They appear in the Time and Attendance Manager section under the View and Modify headings:

- Modify Topup Rules
- Modify Topup Rules Assignment
- View Topup Rules
- View Topup Rules Assignment

Without any of the four security rights, you are unable to access the screens at all. With View rights, you are able to check the rule definition and assignments, but not edit them. With Modify rights, you have full control to define new rules and change the rules assignment for any group.

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**Action Required**
Please contact your IT Department for assistance setting up user rights in Security Manager if you do not have sufficient access to these new screens.
Rule Definition
Use the new Topup Rules screen to configure the mechanics of a topup rule. You may already have TA Topup logic in place that was inserted manually by Harris staff using SQL queries. If so, the new setup screen now offers you the ability to review and edit those rules.

There are 6 fields, all of which are required except the Default indicator.

- **Rule code**: A short code to identify the rule. Example: 2HR
- **Description**: A longer description to explain the details of the rule. Example: 2 hour minimum for CBWU
- **Minimum Hours**: The minimum hours the employee will be paid for a short activity.
- **Default rule**: Indicates that the rule is the main rule if checked. Only one Default rule is allowed.
- **Trigger Accum**: The accumulator that is topped up to the minimum if a short shift is entered. Often it is CBWU (Callback Worked Hours) but may differ slightly at your site.
- **Topup Accum**: The accumulator that the unworked portion is coded to. Often CBTU (Callback Topup Hours) but may differ slightly at your site.

Rule Assignment
Use the new Topup Assignment screen to control whether or not a group receives the topup automation, and which rule applies to short duration shifts (if any).

A group can be treated in one of three ways:

- Use the default rule - which ever rule is defined as the default at the time of Timesheet Import will apply to the group.
- Use a different topup rule - specify a topup rule other than the default one to apply to that group on an exception basis
- Use no rule - no topups are in place if no rule is assigned. Short periods of work are NOT topped up if no rule is assigned.

Streamlined Options in System Preferences
**TICKET #: ERP-491, 755, 832, 1106**

**Shift Gap Threshold**
A new field, **Shift Gap Threshold**, has been added to the System Preferences screen in TA Manager. This new field allows you to control the default handling of two sessions that are close to one another.
This gap threshold factors into the default behavior of whether or not two sessions are saved as the same shift or separate shifts. When two sessions are separated by more than the indicated gap threshold, they default to separate Shift ID values, but if the gap between them is less than the threshold hours, they default to the same Shift ID value. This applies to entries made via TA Terminal and TA User Administration alike.

Keep in mind that the DEFAULT handling is just the starting point. Employees can override the Shift ID during TA Terminal clock in/out for special circumstances, and Timekeepers can override the default handling when adding/editing shifts in TA User Administration.

**Shift Gap Rounding**

We have streamlined the setup for the optional Shift Gap Rounding feature. For those who are unfamiliar with this feature, it factors in the minutes gained/lost to rounding on the clock out of one session when rounding the next session’s clock in. This is primarily intended to increase accuracy of meal break rounding. Consider the scenario where a meal deduction rounds in the employee’s favor on clock out and again at clock in, or oppositely, when the employee loses minutes on both ends of a meal break. The overall break may not be reflected once both sides of it have been rounded.

For example, with 15 minute rounding, if an employee goes for lunch from 12:07 to 12:38, it would round to 12:00 and 12:45, which deducts a 45 minute break (even though the employee was only gone for 31 minutes). The opposite would be the case if the meal break was taken from 12:08 to 12:37. It would round to 12:15 and 12:30, which deducts a 15 minute break (for a 29 minute absence). If enabled, Gap Rounding would eliminate this: The post-break clock in would round the opposite direction to ensure that the break between rounded sessions is 30 minutes.

Previously, there was a threshold value that controlled whether or not this revised rounding would occur. Now, with the introduction of Shift IDs, sites simply have to enable or disable the Gap Rounding feature globally. If enabled, Gap Rounding is used on the clock in for a second or subsequent session in the SAME SHIFT as the one before it. Regular rounding is used if the second session is a New Shift, or if you have opted not to use Gap Rounding at all.

**ACTION REQUIRED** If you wish to use Shift Gap Rounding, please open TA Manager System Preferences and insert a checkmark into the “Activate gap rounding within same shift” field. Your previous threshold settings are irrelevant; this field is now the ONLY indicator of whether or not the revised rounding will be used.

Previous Day Time Entries and Shift Lead Time Fields

Now that the Shift ID is used to associate multiple sessions together into a single Shift, we no longer require the Previous Day Time Entries field on TA Manager’s System Preferences screen. To streamline setup, this field has been removed from the screen, and the underlying database field (TA_System_Preferences.same_day_gap_minutes) has been deleted from the HCMS database.
In cases where an employee works an overnight session, followed by another clock session, the second session’s date is determined exclusively by the Shift ID. The prior date is assigned if the session is the SAME SHIFT as the pre-midnight session, while the current date is assigned for sessions designated as NEW SHIFT (unrelated to the pre-midnight session).

The Shift Lead Time fields have also been removed from System Preferences. These fields were rendered obsolete following the redesign of TA Terminal in 2017.2.

Revised Security for Position and LDC Float Options

 TICKET #: ERP-917  INITIAL RELEASE: 2018.1

The security protocols for the Positions and Labor Distributions screen have been refined. Previously, you could only view and modify floating options for cost centers for which you also had LDC Access rights (i.e. those cost centers that you were a designated Timekeeper for).

Our revised logic addresses the fact that setting up floating rights and approving timeclock data are two completely separate tasks, and might be assigned to different individuals. We have now disconnected the two screens so that it is possible for an administrative staff member in Payroll or HR to manage the floating combinations for all staff without requiring rights to modify the actual timeclock data itself.

**ACTION REQUIRED** To manage rights to the Positions and Labor Distributions screen, use the Modify Floating Options item in Security Manager. Users without modify rights do not have access to the screen at all. Users with modify rights are able to view existing floating options, as well as add/delete to manage the list as needed.

Further, for those of you who have rights to set up new options, the new options screen now includes ALL labor distribution codes, not just the ones you are a Timekeeper for.

Time Adjustment Tab Removed

 TICKET #: ERP-1107  INITIAL RELEASE: 2018.1

The Time Adjustment tab (and its two related screens) no longer appear in TA Manager. In the past, this tab and its two related screens relied on the use of Standard Shifts to be engaged. We no longer include that option, so the field is rendered obsolete. This option has therefore been removed to streamline the product and avoid any confusion.

Time & Attendance (TA) Manager Corrections

There are no Time and Attendance Manager Corrections in this release.
Time & Attendance (TA) Terminal Enhancements

Redesigned View Time Records Grid to Match TA User Administration

**Ticket #: ERP-829**

The View Records function in TA Terminal now uses the same design as the Search Time Entries screen in TA User Administration. This allows employees to see Clock, Absence and System data co-mingled in a single screen for easy auditing within the pay period.

Some notable changes from the original screen include the following:

- A new column for Shift ID has been added to help employees review the Same Shift versus New Shift defaults that occurred when clocking in.

- The In/Out times and Durations display on the main grid to reduce the need for drill down. Staff can still drill into the next level down if they wish to view the audit trail on edited records. Unedited records have the drill down disabled.

- Lunch deductions (if any) are reported in the main grid as well, so employees can quickly see if they have been automatically deducted for a meal break.

- Deleted records still appear in red font, but the default display has them hidden from view. Employees have the option to use the new **Include Deleted Records** checkbox to call up deleted records for verification purposes. If no action is taken, they are hidden from view to streamline the display.

- Unrepaired Automatic clockouts appear in orange font. This is an indicator that the timekeeper has not yet corrected the clock out time. Once it has been repaired, the session changes to normal black font.

- In some cases, a regular clock out can also result in identical In and Out times due to rounding. These **zero-length** sessions are also presented in orange font, similar to an automatic clock out. Employees that see this type of session should communicate with their Timekeepers to adjust rounding results if needed.

- An earlier flaw whereby multi-session shifts were duplicated in the display has been resolved. Each session appears independently, even if the shift has multiple pieces.
Time & Attendance (TA) Terminal Corrections

False LDC Lock Error Caused by Stale Browser Eliminated

**TICKET #: ERP-1108**  
**INITIAL RELEASE: 2018.1**

LDC Lock validation in TA Terminal has been modified to give more accurate results immediately following the end of the pay period. Previously, if the TA Terminal browser was left open for several days, it could produce false LDC Lock errors when employees attempted to clock in on the first days of the following (unlocked) pay period.

This was particularly common for sites using wall-mounted tablets that had TA Terminal as the home page. The browser was storing the date that it was last refreshed, and validating THAT date rather than the current date against the LDC Lock list.

We have adjusted this validation to use the CURRENT date when checking for pay period locks, which should eliminate the need to refresh the browser at the start of each new pay period.

Employee Time Card View Now Recognizes Badge Numbers

**TICKET #: ERP-1368**  
**INITIAL RELEASE: 2018.1**

A modification has been made within the Employee Time Card View in TA Terminal/View Records to correct an issue where employee numbers rather than the badge numbers were being used. This issue caused blank time cards when the badge number was different from the employee number.
Time & Attendance (TA) User Admin Enhancements

Time Entry Lock Screen Rewritten

**TICKET #: ERP-333**

The Time Entry Lock screen in TA User Administration has been rewritten into a newer web technology to eliminate the previous Silverlight screen. The new screen has been renamed for clarity. It is now called TA Terminal Lock to reinforce the fact that this lock temporarily renders the entire TA Terminal function offline. Previously, timekeepers occasionally confused this screen with the Pay Period Locks that they set after each pay period. To avoid this, we renamed the screens in an effort to eliminate the similar sounding screen labels. We also added a note at the top of the screen reinforcing that this would disable all of TA Terminal to reduce any inadvertent use of the lock.

LDC/Pay Period Time Entry Lock & Lock Summary Screens Combined

**TICKET #: ERP-334**

In continuing our initiative to rewrite the TA User Administration screens, we have redesigned and combined the LDC Lock screens, offering improvements to the efficiency of both screens in the process. The prior LDC/Pay Period Time Entry Lock and Lock Summary screens were combined into a single screen named Pay Period Locks.

The combination screen is designed with the existing security in mind, so that users who previously had rights to the Lock Summary screen now have access to all of the features on the new screen, while users who only accessed the Pay Period Lock screen have restricted usage of the features on the new screen. No updates to Security Manager are required with this new combined screen design.

The combined Pay Period Locks screen displays a list of all LDCs that you have rights to lock, pre-loaded with details of any locks that have already been placed for the selected pay period. The display defaults to the Previous Pay Period field, with an option to switch to the Current Pay Period field for rare cases where you are processing a period in advance (perhaps due to a bank holiday). There is an option to hide the locked periods by clicking the Show Unlocked Only field, which is useful for super-users who wish to quickly review the unlocked periods as managers complete their TA review. You can also drill down into any LDC to see a listing of any locks placed on prior pay periods simply by clicking on the triangle next to the LDC.

Managers and Timekeepers use this screen to lock their labor distribution codes following their review of the TA data each pay period. This process is streamlined dramatically, because you no longer have to individually select the LDCs. Instead, you can check one or more cost centers and use the Lock Selected button to insert a lock to several at one time. Additionally, the step of selecting the individual period to be locked from the drop down list has also been removed, given that the process always involves locking either the current or previously period. It is expected that this process will be noticeably more efficient for Timekeepers than the original screen was.
The original Lock Summary screen was typically restricted in Security Manager, and offered only to the super-user payroll staff members. This meant that Timekeepers who looked after multiple cost centers had to rely on the LDC/Lock Summary screen and select each of their LDCs one at a time to see if it was locked. Now, all users can view the at-a-glance summary of their LDC Locks. For Timekeepers the list is restricted, and for super-users the list includes ALL cost centers.

Users who had security rights for the original Lock Summary screen now have access to the Lock All and Unlock All buttons on the Pay Period Locks screen. As the name suggests, these buttons allow a user to lock or unlock ALL of the cost centers with a single action. You use the Lock All button when you are preparing to import timesheets, in order to mass-lock any codes that the managers have not yet locked. The Unlock All is used to remove the lock in cases where a Lock All is done in error - this is an option that was not previously offered at all. It is highly recommended that you continue to keep restricted security on this pair of buttons and only offer them to fully trained super-users.

** ACTION REQUIRED ** Please be sure to mention the redesign and new screen name to your Timekeepers so that they are aware of these changes. Otherwise, they most certainly will have questions when their LDC/Pay Period Lock screen disappears following the upgrade.

Validity Check on Date Range/Date Conversions

** TICKET #: ERP-715 **

Validation has been added to the date fields that are entered when preparing to do a search by date range: **Start Date must be before End Date.** When one date is not valid, the full range is replaced by the original value.

In addition, it is now allowable to enter search dates in the following formats:

- MM/DD/YYYY
- YYYY/MM/DD
- YYYY/M/D
- M/D/YYYY
- MM/DD/YY
- YY/M/D
- M/D/YY

Clock In/Out: New Error Message for Future Dates/Times

** TICKET #: ERP-715, 1315 **

A new error message has been added at the entry point of dates/times on the New Clock In/Out and Edit screens in Search Time Entries to alert the user that, **Future dates/times are not permitted.**
In addition, the following new date formats are allowable and used in the determination of whether the date is a future date.

- MM/DD/YYYY
- YYYY/MM/DD
- YYYY/M/D
- M/D/YYYY
- MM/DD/YY
- YY/M/D
- M/D/YY

Time and Attendance Updates for Daylight Savings Time (DST)

Ticket #: ERP-771, 912, 1012

Initial Release: 2017.2.12

Daylight Savings Time Overview

Those familiar with Daylight Savings Time (DST) have likely heard terms such as Spring Forward and Fall Back. This refers to the fact that when Daylight Savings Time begins at 2AM on March 11, 2018, the clock automatically springs forward to 3AM, effectively skipping the entire hour of 2AM - 3AM that day. Oppositely, when Daylight Savings Time ends at 2AM on November 4, 2018, the clock automatically falls back to 1AM and the 1AM - 2AM hour is repeated a second time. This means that anyone working an overnight shift physically works one hour LESS than usual on the morning that DST begins, or one hour MORE than usual on the morning that DST ends.

In order to achieve this result, the system separates shifts that cross the DST date change into two pieces creating a gap between the sessions in March when DST begins, or an overlap between the two sessions in November when DST ends.

Here are examples of how the identical shift would look on each of the three possible date scenarios:

**Normal Day:** (any date except the time change dates)

An employee works 20:00 to 06:30, with a 30 minute automatic lunch deduction. This would appear as a single session:

- 20:00-06:30 with 30 minute meal break (10 paid hours)

**Spring Forward:** On March 11, the clock jumps from 1:59AM to 3AM, so the employee that would normally work 10 hours only works 9 hours that morning. To reach this result, the shift is automatically split into two pieces, with a gap for the non-existent hour between 2AM and 3AM.
The shift appears in two sessions:

- March 10 20:00 to March 11 02:00 (5.5 paid hours)
- March 11 03:00 to March 11 06:30 (3.5 paid hours)

**Fall Back:** On November 4, we lose an hour as the clock reverts back from 1:59AM to 1AM, requiring the employee to work that entire hour a second time. As such, the employee actually works 11 hours. To accomplish this, the shift is broken into two pieces, with an overlap for the repeated hour between 1AM and 2AM.

The shift appears in two sessions:

- November 3 20:00 to November 4 02:00 (5.5 paid hours)
- November 4 01:00 to November 4 06:30 (5.5 paid hours)

**DST Indicator Checkbox**

For the most part, the system can determine whether DST is on or off automatically at TA Terminal based on the server time. But, when Timekeepers manually add or edit shifts using TA User Administration, the system does not have the benefit of the actual time as a frame of reference. On the TA User Administration Add and Edit windows, there is a checkbox next to the In and Out times to indicate whether DST on or off for the clock time being logged. For the most part, this serves as a simple reminder as to whether DST is on or off, and is not editable. Keep in mind that DST is **ON** during summer and **OFF** during winter. The checkbox value is almost always controlled automatically, depending on the date and time chosen. There is one exception to this rule – the *Ambiguous Hour*, which is described below.

**The Ambiguous Hour**

During *Fall Back* the 1AM - 1:59AM hour occurs twice. The first occurrence is before the time change, when DST is still **ON** (indicator is checked). Then, immediately following the November time change, the hour is worked a second time, with DST **OFF** (indicator is unchecked).

To complicate things, it is possible that a shift could start or stop during EITHER pass through of the duplicated 1AM - 1:59AM hour on the Fall Back morning. Just hearing 1:30AM isn’t enough, we need to know if it was 1:30AM (DST ON) or 1:30AM (DST OFF) to determine which 1:30AM is being described. That’s why we refer to it as the *Ambiguous Hour* – the time alone is ambiguous, until it is paired with the checkbox value as well. The checkbox value indicates if it is the first or second time that this particular moment has occurred that morning.

During the *Ambiguous Hour*, the box will be **ON** (checked) during the first occurrence or **OFF** (unchecked) during the second pass through of the repeated hour. Only times that fall between 1:00AM and 1:59AM on the day that DST ends can be ambiguous, all other times occur only once per day.

To illustrate, using 2018 dates, there are several distinct ranges of time in the year:
Prior to 2AM March 11: DST is OFF. The box is automatically unchecked.

March 11 2AM to March 11 2:59AM: Technically, this hour does not exist (it is the skipped hour)

March 11 3AM to 1AM November 4: DST is ON, so the checkbox is automatically checked.

November 4 1AM to 1:59AM: DST is ON during the first pass through of the hour (before the time change) and OFF during the second pass through of the hour (after the time change). During this Ambiguous Hour it is necessary to choose the ON (checked) or OFF (unchecked) setting when registering a Clock In/Out in User Administration to definitively indicate which instance of that hour is being recorded.

November 4 2:00AM and onward: DST is OFF, so the checkbox is automatically unchecked.

**TA Terminal**

Note that employees do not have to take any special action when using TA Terminal. The system automatically detects the time changes and handles the split entries appropriately. This explanation of the gaps and overlaps in the multiple sessions is mainly provided as a reference for those rare circumstances where timekeepers have to intervene by modifying the clock data in TA User Administration. When doing manual edits please pay careful attention to the multiple sessions to ensure the correct final treatment.

**Special Cases**

In rare cases where a shift ends exactly at 2AM on DST date in March, it is possible that you may see a zero-length shift inserted for 3AM. This appears as an orange entry (similar to automatic clockouts) and can simply be deleted. The system is essentially triggering the split shift, but the duration of the inserted piece is zero, which is why it appears in orange. This known issue has been logged (ERP-1073) and will be addressed in the future.

**Absences**

Given that absences do not have In and Out times, it is not possible to enable DST logic on Absences entries. Sites that use Absence entry to record items such as Off-Site Meeting hours or On-Call time should manually adjust the number of hours entered if the shift is impacted by the DST time change.

For example, add or subtract an hour from the On-Call shift if it spanned DST and the employee experienced one hour more or less than usual for that shift.

**Callback Topups**

Special handling of TA callback topups that cross the DST time change was introduced to ensure that the split sessions would only be topped up ONCE, rather than each piece receiving its own complementary topup portion. This only refers to sites using topup logic in Time & Attendance. Topups that are handled via Payroll Formulas are outside of the scope of this enhancement and should be reviewed and adjusted if needed.
Streamlined Time Entry for Clock In/Out and Edit Clock

**Ticket #: ERP-775**

**Initial Release: 2018.1**

Time entry in TA User Administration has been improved to increase data entry efficiency. In both **New Clock In/Out** and **Edit**, the system now assumes that #### is always hours and minutes rather than requiring the #.#:#.# format. That is, we assume an implied colon between hours and minutes AND insert an implied :00 seconds for all manually entered times. Most sites use 15 minute rounding, so you are likely entering a rounded value to begin with, which makes entry of seconds rather irrelevant. As long as you enter HHMM using a 24-hour clock, you can bypass the time picklist when you wish to do so, without having the extra keystrokes for the unnecessary seconds value.

- Times can be entered in HHMM as long as 24-hr clock is used (i.e. no AM, PM is needed.)
- Zero seconds are added to the end of the HHMM that you entered.
- '0000' is valid and is saved as '00:00:00'
- '2400' is not valid. This is best entered as '0000' on the following day.
- A leading zero is required for time prior to 10am. e.g. 0800.

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As times are not entered for Absences, this is not applicable to that area of TA User Administration.

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Auto Fill Employee Number on Register During Single Employee Searches

**Ticket #: ERP-801**

**Initial Release: 2018.1**

In the Search Time Entries screen, when you query an employee it automatically selects the top record when the screen loads the query results. Then, if you click **New Clock In/Out**, it assumes that you wish to create a new entry for that same employee used in the search, and auto fill that employee number. This logic is designed to save you keystrokes when you are doing data entry for the selected employee.

However, if the employee you use in the search does NOT have any records returned for your date range, then there is not a session already selected. We have enhanced the auto fill logic to account for this scenario. Now when you click **New Clock In/Out** in conjunction with a single employee search, it always pre-fills the employee field with that same employee number.

In cases where you need to add a **New Clock In/Out** for someone other than the employee being searched, you are still free to key in an alternate employee number.
New Audit Trail for Absence Entries on Search Time Entries Screen

**Ticket #: ERP-806**  **Initial Release: 2018.1**

We have added an audit trail to the Absence entries displayed on the Search Time Entries screen. Previously, only Clock entries generated an audit log, but we now track changes to the Absences edits made on this screen as well. Edits to Absences now trigger an expandable details line (similar to clock entries) which include the old and new field values(s), edit date, edit reason (if used) and user ID of the editor. Deleted Absences (which were previously physically eliminated altogether) are now displayed in red font whenever the **Include Deleted Records** checkbox is checked.

In order to facilitate this audit trail, the Search screen now includes posted Absences when you enter a date range that has already been processed by Payroll. Previously, these records were being stored in an *after-post* table that was only available using Crystal Reports and only unprocessed Absences displayed on the Search screen.

The audit trail is also viewable on posted absences. But keep in mind that edits made prior to installing build 2018.1 would not have triggered any audit trail, so this functionality is not available until after you post the first batch following your upgrade.

Use Shift for Date Assignment on Clock In

**Ticket #: ERP-830**  **Initial Release: 2018.1**

The new **Max. gap between sessions for shift** field in TA Manager System preferences is now used to set the number of hours between shifts. Users can then accept the default or override it with the Same Shift or New Shift options.

The **Max gap previous day** field that used to determine whether a post-midnight session is dated for today or for yesterday is no longer relevant. That field has been eliminated from the system and now the logic relies solely on the **Shift ID** field. If it is same shift, it is dated with the same date as the other piece of the shift. If it is new shift, then it is dated based on the actual clock in date.

Refined Handling of Lunch Deductions and Partial Shift Premiums

**Ticket #: ERP-895**  **Initial Release: 2017.2.9**

The interaction between lunch deductions and system-generated premiums in TA User Administration has been modified to produce more predictable results for sites using the Actual Hours method in their differential rules. Previously, when a shift straddled a premium and non-premium timeframe (for example had night premium on just the first or last hours), and also had an automatic lunch deduction, the premium would occasionally be reduced by the lunch deduction as well. This was inaccurate more often than not, because it is very unlikely that the meal break would have occurred during the first (or last) hours of the shift.

To reduce the likelihood of this happening, we added logic to only reduce the premium hours by the automatic lunch deduction if the premium applies to at least 50% of the session. Essentially, the premise is that a meal break during the *smaller* piece is less likely.
Keep in mind that with automatic lunch deductions, it is impossible to know exactly when a meal break actually occurred, so it is still possible for the rule-based outcome to differ from reality. In cases where employees work shifts that are more likely to be adversely affected (such as shifts with multiple short sessions due to floating), consider that they can always clock out for lunch to ensure accurate results.

Sites using Majority of Shift or Start Time differential rules are not impacted by this issue, because shifts are always *all or nothing* for holiday and shift differential. If the shift has a differential and a lunch deduction, then of course the differential would need to be reduced by the lunch deduction too.

**Improvements to Time Entry Formats in TA User Administration**

**Ticket #: ERP-1065**

Time Entry in TA User Administration has been updated to accommodate swifter time entry. In both **New Clock In/Out** and **Edit Clock**, the system now assumes that the first two keystrokes are the hours values, without the need for minutes and seconds to be entered unless they are non-zero. The colon separator has also been eliminated.

As long as you enter HH or HHMM using a 24-hour clock, you can bypass the time picklist when you wish to do so, without having the extra keystrokes for the empty minutes and seconds value.

For example, when you enter 08 it is now saved as 08:00:00 and 1015 is saved as 10:15:00.

**Data Entry Tips**

- Times can be entered in HH or HHMM as long as 24-hr clock is used (no AM/PM is needed)
- Two-digit hours are used, which requires a leading zero for time prior to 10AM. For example, 08 for 08:00:00 (8AM).
- Minutes and seconds are optional, and do not need to be entered unless they are non-zero. An automatic ...:00 for seconds is added to the end if you enter HHMM. An automatic ...:00:00 for minutes and seconds is added to the end if you enter HH
- 00 is valid and is saved as 00:00:00
- 24 is not valid. This should be entered as 00 on the following day.

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As times are not entered for Absences, this is not applicable to that area of TA User Administration.
Time & Attendance (TA) User Admin Corrections

Daylight Savings Time (DST) Corrections
As the newly rewritten web version of the Search Time Entries screen made its way through a full Daylight Savings Time season, we made a number of corrections to the logic. While the DST functionality of the skipped hour and reworked hour was generally sound, we encountered some unique scenarios relating to the Ambiguous (reworked) hour in the Fall Back season and the 2-3am session non-gap that occurs during the Spring Forward season. All of these corrections are described individually below.

Edit Clock Session
TICKET #: ERP-912 INITIAL RELEASE: 2018.1
The Edit Clock Session screen has been reconfigured to properly handle edits that involve Spring Forward or Fall Back time change shifts.

Callback Topups
TICKET #: ERP-1012 INITIAL RELEASE: 2018.1
Time and duration is now properly calculated and displayed on the Search Time Entries screen for days which occur during Daylight Savings Time. For extensive details on logic for Daylight Savings Time, see the release notes which accompanied Hotfix Release 2017.1.12.

CBWU Differentials on DST date: Biggest Part of Shift Only
TICKET #: ERP-1078 INITIAL RELEASE: 2018.1
Callback differentials on the Biggest Part of Time Entry method use a special logic to insert a single entry that covers the Worked and Topup pieces together instead of in separate pieces. For example, if there is a 0.5 hr CBWU and a 1.5hr CBTU, the corresponding weekend premium would be a single line of WKU for 2hrs.

However, on Daylight Savings Time (DST) time change day (Spring Forward or Fall Back), if the CBWU bridges the time change, it is split into two pieces.

An update has been made to ensure that when the Differential Rules use the Biggest Part of Time Entry method, short callbacks receive no more WKU, NITU or EVEU than the total of CBWU + CBTU combined, even when worked on the DST time change morning.
Shift Edits to the Opposite Side of Time Change Now Properly Calculate

**TICKET #: ERP-1079**

When a shift that did not originally span the DST time change is edited and extended such that it now DOES cross the time change, one of the pieces was not displaying with the correct times. The durations were accurate, but the times are off by one hour. This could have had implications for premiums if it happened that the shift begins or ends close to the cutoff time.

This was related to the UTC offset on the inserted session. Before the edit, the shift belonged to DST ON or OFF, and after the edit, the opposite is true for this inserted piece. Now, the correct UTC offset value is used, even if the session begins or ends with a different UTC value than what it originally had.

Spring Forward Gap Now Properly Considered in Auto Lunch Calculations

**TICKET #: ERP-1082**

For sites that use automatic lunch deductions, there is an option to use **gaps between sessions as lunch deduction** in the Lunch Rule definition. If the **Use gaps** feature is activated and the shift falls across the March Spring Forward date, the system was not recognizing that the apparent gap between 2am and 3am is not actually a break from work at all. Since the employee worked continuously, a lunch deduction is still required and must be taken. This flaw has been corrected and the lunch deduction now appears as expected. The key is that the pieces before and after 2-3am are technically considered a single session, but the gap is only an illusion. In reality, the employee worked straight through.

Improved Display of Overtime on Search Time Entries Screen

**TICKET #: ERP-68, 1054**

When you review clock data in the Search Time Entries screen, the Overtime (OT) rules are applied, and overtime premium is inserted as a system entry. However, OT rules are based on hours worked within the entire week (or pay period), not just the shifts included in the query range.

For example, if a pay ending date is May 2, then an OT rule of >40 hrs/week would need to consider all shifts worked April 19-25 as one week and those shifts worked April 26-May 2 as the second week.

Since you can select any date range on the view screen, there is no expectation that the range will coincide with an overtime trigger period. Instead, the system may have to retrieve more shifts than just what the date range calls for in order to accurately test for OT triggers.

If you search for just a single day, you still have the expectation that any overtime worked during that day would be displayed. It is irrelevant that the single day window does not exceed 40 hours on its own.
To properly determine if any overtime is involved, the system now does the following:

- Compare the query period to the Pay Period table to determine which pay period(s) this range falls in.
- Retrieve all records for the entire pay period(s) and apply the OT rules to this entire collection. (Rules might be based on hours/day, hours/week or hours/pay period).
- Insert OT premium as a system entry for all applicable dates.
- Hide any results that are outside of the desired date range.

As an example, if the pay period ends May 2, and the search is for May 2 alone, the single day's entries would not tell the full story. Depending on OT rules, the query may need to be expanded to include the preceding week OR the entire pay period in order to accurately reflect overtime premium.

If you use the Hours/Week rule for overtime, it cannot be determined whether or not May 2 has overtime unless the query considers the whole week of April 26-May 2. If you use the Hours/Pay Period trigger for OT, it would require the entire April 19 to May 2 query to determine if the 80 hours have been exceeded.

Since you asked for just May 2, once the extra records have been evaluated to determine if OT applies, the extra days are then hidden so that the query is only returning the requested date range.

The key result is that OT is triggered by days/weeks/pay periods (depending on TA Manager rules). If a certain day triggers OT, then the premium shows up as a system entry on that day, REGARDLESS of the date range included in the query.

A similar issue impacted overtime display if you had limited LDC Access rights that prevented you from seeing all of your employees' shifts in the period. Previously, the Overtime rules were only applied to the records retrieved by the filtered query. The query restricted the results set in such a fashion that the overtime rule was no longer triggered, giving the illusion that no overtime existed, when in fact that was not the case.

Consider the example where an employee works 25 hours per week in one LDC and 20 hours per week in another, but each LDC is managed by a different Timekeeper. Neither Timekeeper would see any overtime and each one would think they have approved the employee's timecard, but yet there would be 5 hours of overtime that neither was aware of. The only person that would have known about the overtime would have been the Payroll Super-user who has full rights to all LDCs. This design shortcoming is no longer an issue.

Similar to the date-related query, we now retrieve the entire results set for the employee (regardless of date/LDC filters), apply the overtime rule, and THEN filter the results back down to show only the relevant records based on the filter parameters chosen.
Revisions to Callback Topup Logic - Majority of Shift Method

**TICKET #: ERP-411**

An update has been made to the callback Topup logic and any differentials that are created for the worked and Topup portions of the callback. This change ensures that Actual Hours and Majority of Shift differential rules are more consistently applied to shift differentials.

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**Note that only sites using Topup logic in Time and Attendance see premiums on their Topup activity. If your site has Topup logic triggered by a Payroll formula rather than a TA rule, shift differentials only apply to the worked portion of the callback.**

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Invalid Date Message Revised on Absence Screen

**TICKET #: ERP-716**

The error message that displays on the Absence screen when entering an invalid date in TA User Administration was incorrect. It has been updated to: **Date is not valid**.

(The change was made on the screen which displays when selected via Absence Entry, as well as when selected via Search Time Entries.)

Revisions to LDC Search for Non-Float Employees

**TICKET #: ERP-725**

When adding or editing a Clock In/Out or Absence record, you only see the allowable LDCs for the employee's selected position and float status. For example, if the selected employee is not eligible to float, it is not logical to offer you the floating LDCs for that position. Instead, you will only see the specific LDC associated to the employee. The float LDCs only display if the selected employee **IS** eligible to float.

Edit Clock Record Corrections

**TICKET #: ERP-844**

A modification has been made to the Edit Clock screen in TA User Administration to resolve issues where open clock records triggered an error when an edit was attempted.

Values of Less Than 1 Now Allowed in Absence Entry

**TICKET #: ERP-851**

The New Absence data entry window has been modified to accommodate values of less than one hour. Previously, decimal hours were only accepted if the value was greater than one hour.
Incorrect Record Date for Post-Midnight Sessions

**Ticket #: ERP-877**  
**Initial Release: 2017.2.6**

The logic for assigning Record Date has been adjusted so that post-midnight sessions share the same record date as the pre-midnight portions of the same shift. This affects both TA Terminal and TA User Administration entries.

Revisions to Shift ID Auto Assignment for New Shifts

**Ticket #: 852**  
**Initial Release: 2017.2.4**

A change has been made to the way that the system applies the server time to ensure that clock records are always assigned the correct shift date.

Revisions to the Accumulator Picklist Filter in New Clock In/Out

**Ticket #: ERP-873**  
**Initial Release: 2018.1**

The New Clock In/Out and Edit screens in TA User Administration have been refined to ensure that only the accumulators set up as Clock In Available display in the accumulator picklist. Previously, the Clock In and Absence accumulator lists were co-mingled, which could be confusing to users.

To review or refine your listing of Clock In Available accumulators, refer to the Clock In Accumulators screen in TA Manager or the Accumulator screen in Payroll Manager.

Corrections to Lunch Deduction Edits

**Ticket #: ERP-875**  
**Initial Release: 2017.2.8**

A correction has been made in Search Time Entries such that you are now allowed to edit the Lunch value from 0 to 60 minutes. Previously, the system was interpreting that 60 and 0 were the same value and not permitting the save.

Logic Corrections for Absence Entries

**Ticket #: ERP-878**  
**Initial Release: 2018.1**

You can now enter Absences for employees who have an active Leave of Absence in HR Employee Manager. Previously, Employees on LOA were ineligible for any TA entries. Now they are still locked out of TA Terminal, but you can use the Absences codes to track the hours attributed to them during their leave.
Premiums Duplicated in the Search Time Entries Grid

Ticket #: ERP-879

Updated logic has been added to the TA User Administration, New Clock IN/OUT and Edit buttons, as well as the TA Terminal Clock In function. Now, if a clock session has a different position code than a nearby session, you are required to assign the session to a New Shift. Sessions can only be combined in a single shift if they have matching Position codes.

Cost Center Overrides Flow Through to Differential Rules

Ticket #: ERP-880

The behavior of system-generated differentials on floating shifts has been revised to ensure that the differentials are posted to the same cost center as where the shift was worked. Previously, when employees floated within a single shift, the differentials may have been incorrectly attributed to the home cost center as if no floating occurred.

Default Sort Order for the View Time Records Grid Includes Time In

Ticket #: ERP-881

The default sort for the View Time Records grid has been refined. It now sorts in order by Employee Number, then Shift Date, then Time In. This sorting applies to system generated differentials as well, so it is easier to reconcile multi-session shifts that have multiple layers of premiums on them. Note that Overtime does not have in/out times assigned, so it typically appears at the end of the list for any given date.

If a grouping level is applied (such as grouping by Shift ID) then the clusters of records within any given group maintain their chronological order by Time In within the group.

Automatic Lunch Deductions Not Calculating Properly

Ticket #: ERP-883

An update in the Lunch Deduction logic has been made to correctly calculate an override lunch deduction entry for employees in a group who have a default lunch deduction.
Duplication of Premiums in Payroll After Import from TA

**Ticket #: ERP-885  Initial Release: 2017.2.7**

The differential logic and how it was applied during the import from TA to Timesheets has been modified. This change was necessary to prevent unexpected duplication/triplication of premiums for shifts that contained multiple sessions. Previously, multi-session shifts would have premiums appear multiple times; once for each session in the shift.

Corrections to Shift ID Issues When Editing Existing Clock In

**Ticket #: ERP-898  Initial Release: 2018.1**

The system now assigns a new **Shift ID** whenever you change the **In Time** by a substantial amount of time to where it is no longer within the shift gap of its original time. Before assigning a new **Shift ID**, the system checks to see if the session is the only session for the prior shift ID value. If it is the only session in the record, there is nothing to be gained by assigning a new **Shift ID**, so that logic is skipped. The new **Shift ID** is only required when the edit separates one part of a shift from the rest of it by a material amount of time.

Corrections to Accumulator Override During Shift Edits

**Ticket #: ERP-909  Initial Release: 2017.2.8**

The Edit screen in TA User Administration has been modified. Previously, editing a clock session could result in the accumulator changing unexpectedly to the default accumulator code (usually REGU). This issue has been corrected.

Revisions to Exclude Historical Positions from Position Picklist

**Ticket #: ERP-916  Initial Release: 2018.1**

The Position picklist on TA User Administration Edit and New Clock In/Out screens has been updated to exclude historical positions. Previously, it would occasionally include unexpected picklist entries that could be traced back to historical records within key tables.

Automatic Clockout Functionality Updated

**Ticket #: ERP-936  Initial Release: 2017.2.9**

The Automatic Clockout functionality has been enhanced to better recognize when managers repair automatic clockouts that contain multiple sessions. Previously, a repaired automatic clockout would occasionally remain orange in the display grid which prevented the timekeeper from locking the labor distribution code.
Hours per Day Overtime Rule Updated

**Ticket #: ERP-946**

The logic for sites using an Hours per Day overtime rule in Time and Attendance has been enhanced to consider all sessions in a shift. Previously, it was only generating daily overtime if a single session exceeded the threshold. This change has no impact on sites using the 40 Hours per Week overtime rule.

Daily Overtime Updates to Accommodate Multiple Shifts in Same Day

**Ticket #: ERP-996**

The Overtime logic in TA User Administration has been refined to ensure that Daily overtime rules consider all shifts in a single day when determining whether or not overtime applies. Previously, it was treating separate shifts as being outside of the scope for daily overtime.

For overnight shifts with post-midnight sessions, this means that the session is considered part of the prior day if it shares the same Shift ID as the pre-midnight session, and may draw overtime if the total hours meets the threshold measurement. If a post-midnight session has a different Shift ID than the pre-midnight session, then it is considered a new shift on the following day and generate overtime only if that day reaches the threshold.

This change has no impact on sites using Weekly or Biweekly overtime rule definitions.

Back-to-Back Holiday Premium Calculations and Times

**Ticket #: ERP-969**

The system is now correctly calculating holiday premiums on shifts that straddle two back-to-back holidays. Previously, the shift would generate holiday differentials on the portion that fell on one of the adjacent holidays, but not on the portion falling on the other holiday.
Supply Chain Management
The following Supply Chain Management Enhancements and Corrections are included in this release.

Purchasing Enhancements

PO Edit Report Updated / PO Status Popup to Report Vendor Change

**Ticket #: ERP-502**  
*Initial Release: 2018.1*

You now have the ability to edit the Vendor after a Purchase Order has been printed. A new column, **Previous Account**, has been added to the Purchase Order Edit Report which displays the previous vendor account number.

In addition, the PO Status popup (displays from the PO Edit screen) has been enhanced to display the edited Vendor information: previous vendor, new vendor, edited by, and edited date/time.

New Warning When Changing Vendor Right After Printing PO

**Ticket #: ERP-817**  
*Initial Release: 2018.1*

The warning prompt when changing the vendor on a previously printed PO has been modified. Now, the warning displays after the PO has been printed and if there is an attempt to change the vendor without exiting the record.

Purchase Order Entry Process Now Includes New Messages

**Ticket #: ERP-745, 820, 822**  
*Initial Release: 2018.1*

When creating a new Purchase Order from a Requisition, you now see messages displayed based on the Vendor definition if the following conditions are found:

1. The item has a Vendor Minimum Quantity or Vendor Minimum Dollar Amount that is not reached on the order.
2. The vendor has a Minimum Pre-Paid Amount defined and the order does not reach that minimum amount.
3. If there is a Contract Price defined, but that price is expired.
4. If that is not the Primary Vendor for that item.
Purchase Order Item Entry - Cursor default

**TICKET #: ERP-993**

Updated the default key stroke order while adding new items to a purchase order. After adding a valid item number in the item number field, the cursor will default to the next button for each item added to the order.

Purchasing Corrections

There are no Purchasing Corrections in this release.

Materials Management Enhancements

New Checkbox Added to Item General Tab for OR ITEM in the STOCK Table

**TICKET #: ERP-961**

A new **OR Item** check box has been added to the status section in the General tab of the Item Catalog. This field is to be used to identify items that are to be used in MM interfaces to OR systems.

Materials Management Corrections

Correction for RUNTIME ERROR 13 When Print Previewing for an RGM

**TICKET #: ERP-763**

Previously, a **Type Mismatch** error occurred when the user clicked on Print Preview for a Returned Goods Memo. This error has been corrected.

Error Correction When Adding a User to the User Profile Table

**TICKET #: ERP-919**

An error message has been corrected when saving a new MM User Profile, where the **User Description** field is blank. New profiles can now be saved without a description and without producing an error.
Newly Added User Groups Not Being Populated

**Ticket #: ERP-1055**

An issue has been corrected where newly added user groups in the Security Manager were not displaying in the user group table in the MM Manager User Profile.

### eCommerce Enhancements

#### eCommerce Migrated from OrmedX to the ERP Server

**Ticket #: ERP-543, ERP-544, ERP-547, ERP-549, ERP-628, ERP-629, ERP-649, ERP-687, ERP-689, ERP-690, ERP-691, ERP-733, ERP-754, ERP-764, ERP-810, ERP-816, ERP-823, ERP-824, ERP-999**

eCommerce processing can now be run directly from your ERP server instead of using the separate OrmedX server. Please contact Support to coordinate this transition and obtain corresponding documentation.

### eCommerce Corrections

There are no eCommerce Corrections in this release.