Version 2.043
Release Notes

September 24, 2011

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Table of Contents

Version 2.043 Checklist

Certain new features in Version 2.043 require set-up steps. Use the checklist below to update your system for each applicable area.

	Completed By	Date Completed
Assign Function Security to new functions to applicable users. New function names are shown on pages 3 to 5.		
To display Annualized Salary and Hourly Rate in Salary Change and Salary History, select a calculation method in HR System Defaults and run Rebuild Annualized Salary. See pages 24 to 28.		
If you want to set up different menu security or home pages in Employee Self Service for different employee groups, assign HR COD Security to the new common object ESS Login Groups. This will be used in conjunction with new functions ESS Login Groups and ESS News Upload. See pages 31 to 37.		
In the Phone Number Type common object, add values that may be needed for the five additional phone numbers that can be added in the ESS Address Information function and the MS Address function. See page 57.		
In Benefit Plans, a field called "Report Cost on W-2" has been added. This must be entered prior to creating 2012 W-2s (in 2013). Prior to January 1, 2012, all employee and employer costs must be entered in Benefit Plans in order to track health care costs starting on January 1, 2012. See page 60.		

	Completed By	Date Completed
Links and Instructions can be added to on-line enrollment functions (such as Open Enrollment) for Flexible Spending Accounts and Health Savings Accounts. See pages 61 to 62.		
If you offer Health Savings Accounts to employees, make sure that the Family and Self-Only checkboxes are correct in the Health Savings Accounts common object, since a new edit will make sure the correct HSA is selected, based on whether or not the selected high deductible health plan allows dependents. See page 62.		
Prior to creating W-2 files for the 2011 tax year, change the Employment Code in Legal Entity Definition if your company has a designation other than "Regular (All others - Form 941)" or "Railroad". Select Kind of Employer if other than "None Apply". See pages 71 to 72.		

Version 2.043 Overview

iCON Version 2.043 provides new functions in Manager Services, as well as new features throughout the product. The Release Notes contain a description of each feature in detail.

The following function will be added to the HR Setup menu:

- Agency Information

The following functions will be added to the HR Actions menu:

- Employee Address Import
- Job Review Import
- Salary Change Import
- Training Enrollment History Import
- Position Control
- Position Assignment
- Rebuild Annualized Salary

The following function will be added to the Payroll Information menu:

- W-2 History Log

The following functions will be added to the Reports menu:

- Quarterly Taxable Wage Balancing Report
- W-2 Data Generation

The following functions will be added to the Tools menu:

- ESS Login Groups
- ESS News Upload
- Messaging Setup Copy

The following functions will be added for clients who process their own payroll.

Payroll Setup menu:

- W-2 Additional State Taxes
- W-2 Local File Manager

Payroll Actions menu:

- New Year Administration
- Tax Adjustment

Reports menu:

- SUI Data Generation
- SUI File Creation
- SUI File Inquiry
- W-2 Data Generation For Administrators
- W-2 File Creation
- W-2 File Inquiry
- W-2 Local Data Generation
- W-2 Local File Creation

- W-2 Local File Inquiry

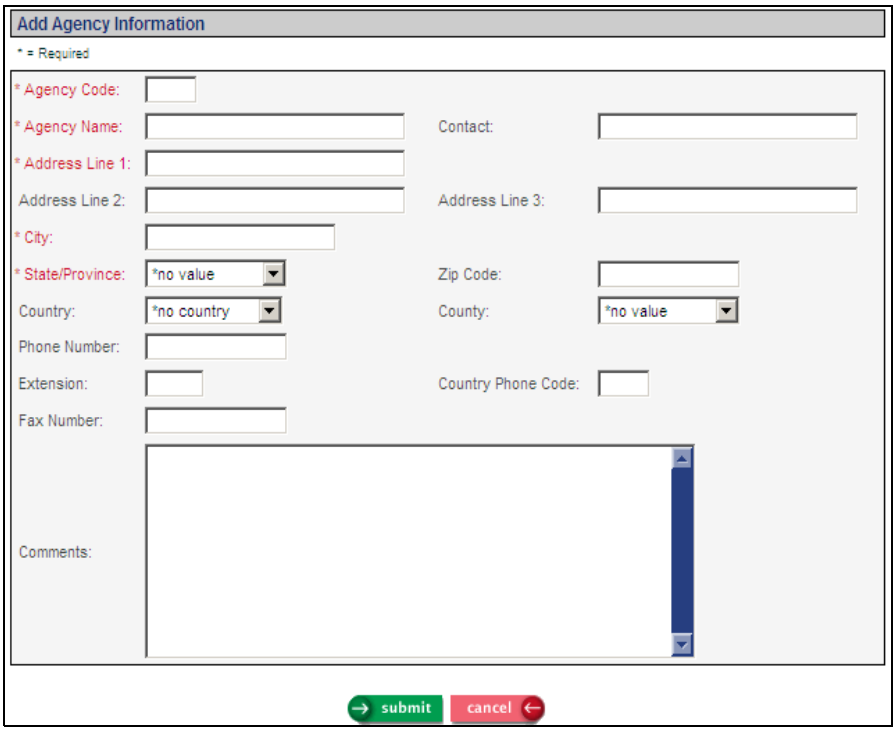
Tools menu:

- Workers Comp Policy Copy

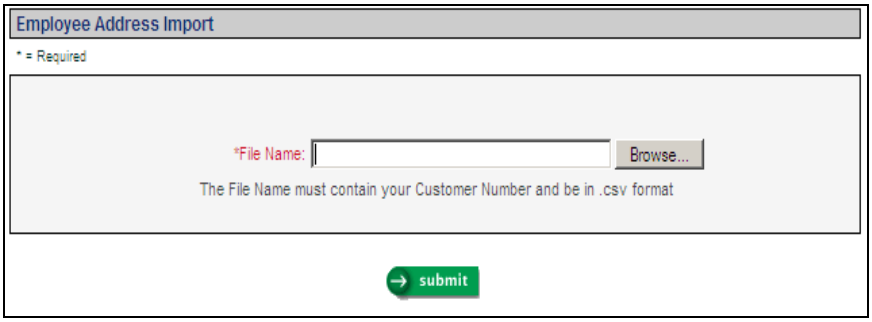
New iCON Manager Services Functions

This section describes all of the functions that have been added to **i**CON Manager Services. Function Security must be assigned to users as needed.

- **Agency Information** has been added to the **HR Setup** menu. This function allows you to store information about the resources that your company uses to search for new employees. These may include recruiting firms, websites, etc. An Agency may be associated with an employee in the **Add Employee, New Hire** or **Work Profile** function.



- **Employee Address Import** has been added to the **HR Actions** menu. This function allows you to import records into the **Address** function.



If you wish to import a file, it must be in CSV format and the file name must contain your Customer Number. Leading zeroes must be included in the employee number if applicable. The file must contain one header row. You only need to enter the fields you wish to populate, but at least the mandatory fields must exist on the file. The mandatory fields are: Emp#, Address Type Code and Eff Date. If the Address Type Code is classified as Standard Information (meaning that it represents a physical address) in the Address Types common object, the following fields will also be mandatory: Address Line 1, City, State Code, Postal Code and Country Code. Optional fields can be added as needed. The fields on the file do not need to be in any special order, but the field names in the header record must be exactly as shown below.

- Emp#
- Address Type Code
- Eff Date
- Address Line 1

- Address Line 2
- City
- State Code
- Postal Code
- Country Code
- County Code
- Phone#
- Cell Phone#
- Cell Carrier
- Fax#
- Country Access Code
- Instructions
- Alt Phone 1
- Alt Phone Type 1
- Alt Phone 2
- Alt Phone Type 2
- Alt Phone 3
- Alt Phone Type 3
- Alt Phone 4
- Alt Phone Type 4
- Alt Phone 5
- Alt Phone Type 5

Below is a portion of a sample file:

emp#	Address Type	Eff Date	Address Line 1	City
335	8	7/17/2011	1000 Ocean Ave.	Surfside Beach
336	1	7/9/2011	729 Mountain Dr.	Washington
337	8	7/17/2011	801 Main St.	Surfside Beach
338	8	8/1/2011	732 Spruce St.	Surfside Beach
339	8	7/2/2011	28 1st Ave.	Surfside Beach
340	8	7/17/2011	308 Magnolia Ln.	Surfside Beach
341	8	7/17/2011	47 8th Ave.	Surfside Beach

If the header row contains optional fields but no data is to be imported into those fields, a comma must be inserted as a placeholder for that field.

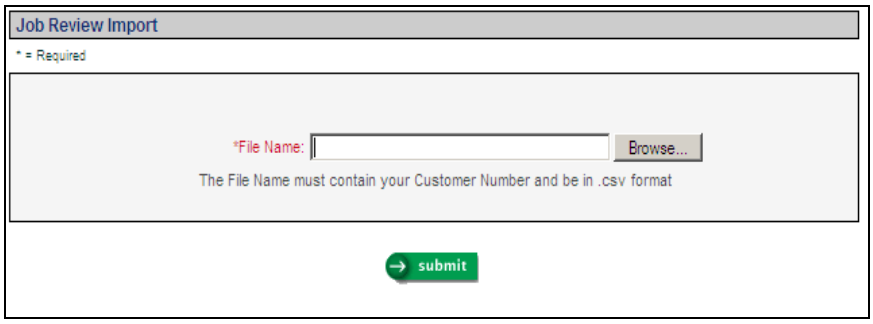
When the job completes, check the Employee Address Import Errors report in **Report Master Listing**. If any errors were found, the report will tell you which employees were affected and the reasons for the errors. No records will be imported if there are any errors. Correct the data and import the file. Records will be created with an Active status. If no errors were found, the report will show No Errors Found.

If Address Line 1 is not present, the system will copy Address Line 1, Address Line 2, City, State Code, Postal Code, Country Code and County Code from the employee's most recent address record of the same type. If Address Line 1 is not present, other address fields (Address Line 2, City, State Code, Postal Code, Country Code and County Code) are not allowed.

If any of these fields are not present, the system will copy the values from the employee's most recent address record of the same type.

- Phone#
- Cell Phone# and Cell Carrier
- Fax#
- Country Access Code
- Instructions
- Alternate Phone Numbers and Alternate Phone Types

- **Job Review Import** has been added to the **HR Actions** menu. This function allows you to import records into the **Job Review** function.



If you wish to import a file, it must be in CSV format and the file name must contain your Customer Number. Leading zeroes must be included in the employee number if applicable. The file must contain one header row. You only need to enter the fields you wish to populate, but at least the mandatory fields must exist on the file. The mandatory fields are: Emp#, Sched Review Date and Review Type Code. Optional fields can be added as needed. If you do not enter the organization levels or job title, the system will populate these fields

with information from Work Profile. The fields on the file do not need to be in any special order, but the field names in the header record must be exactly as shown below.

- Emp#
- Sched Review Date
- Review Type Code
- Job Title Code
- Corp Code
- Comp Code
- Level 3
- Level 4
- Level 5
- Level 6
- Level 7
- Review Matrix
- Work Period Begin
- Work Period End
- Rating Code
- Next Review Date
- Salary Amount
- Per Code
- Percent
- Comment

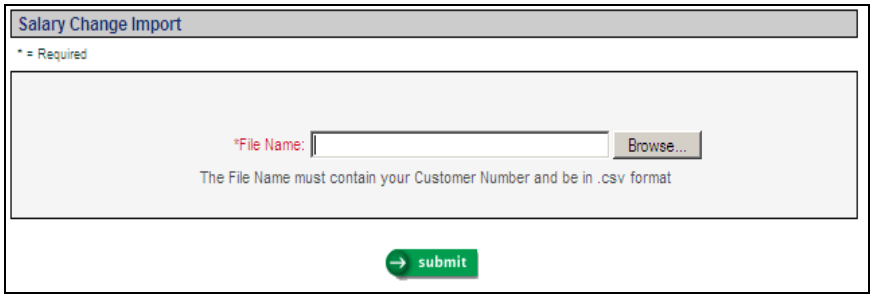
Below is a portion of a sample file:

Emp#	Sched Review Date	Review Type Code	Actual Date	Reviewed By Emp#
170123	1/1/2011	an	1/5/2011	170200
170124	2/1/2011	mer	2/5/2011	170200
170308	3/1/2011	mm	3/5/2011	170200
170309	4/1/2011	pf	4/5/2011	170201
170402	5/1/2011	int	5/5/2011	170201
170508	6/1/2011	abc	6/5/2011	170201
170125	7/1/2011	qt	7/5/2011	170201

If the header row contains optional fields but no data is to be imported into those fields, a comma must be inserted as a placeholder for that field.

When the job completes, check the Job Review Errors report in **Report Master Listing**. If any errors were found, the report will tell you which employees were affected and the reasons for the errors. No records will be imported if there are any errors. Correct the data and import the file. If no errors were found, the report will show No Errors Found.

- **Salary Change Import** has been added to the **HR Actions** menu. This function allows you to import records into the **Salary Change** function for employees paid by the Standard compensation method.



If the employee's current compensation method is not Standard, the import will add a compensation method record for Standard with the same Effective Date as the salary change record. When records are imported, a corresponding record is added to **Salary History** also; the Source of Change will be populated as "Salary Import".

If you wish to import a file, it must be in CSV format and the file name must contain your Customer Number. Leading zeroes must be included in the employee number if applicable. The file must contain one header row. The fields on the file do not need to be in any special order, but the field names in the header record must be exactly as shown below. All fields are mandatory.

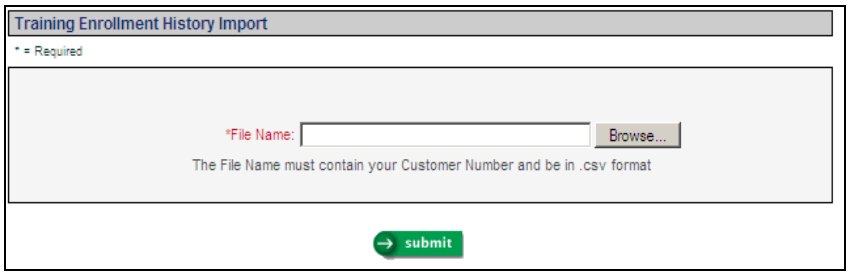
- Emp#
- Eff Date
- Salary
- Per Code
- Reason Code
- Currency Code

Below is a sample file:

Emp#	Eff Date	Salary	Per Code	Reason Code	Currency Code
315	9/15/2011	34250	Y	MER	DOL
316	9/30/2011	12.7582	H	MER	DOL
317	9/15/2011	50715	Y	ANN	DOL
318	9/30/2011	50815	Y	MER	DOL

When the job completes, check the Salary Change Errors report in **Report Master Listing**. If any errors were found, the report will tell you which employees were affected and the reasons for the errors. No records will be imported if there are any errors. Correct the data and import the file. If no errors were found, the report will show No Errors Found.

- **Training Enrollment History Import** has been added to the **HR Actions** menu. This function allows you to import records into the **Training Enrollment** function. If the employee's Complete Status is "COM" (signifying that the course has been completed), a record will also be added to **Training History and Enrollment.**



If you wish to import a file, it must be in CSV format and the file name must contain your Customer Number. Leading zeroes must be included in the employee number if applicable. The file must contain one header row. You only need to enter the fields you wish to populate, but at least the mandatory fields must be entered. The mandatory fields are: Emp#, Course Code, Facility ID and Start Date. If the Course Code does not exist in **Training Schedule** for the selected Start Date, the system will create a course record. It will increase Minimum Enrollees and Maximum Enrollees by one for each employee record that is added. If the Course Code and Start Date already exist in **Training Schedule,** the import will populate any

corresponding fields that exist on the file, such as Instructor Name. Optional fields can be entered as needed.

The fields on the file do not need to be in any special order, but the field names in the header record must be exactly as shown below.

- Emp#
- Course Code
- Facility ID
- Start Date
- End Date
- Complete Status
- Grade
- Purchase Order
- Tuition Cost
- Instructor Employee (yes or no, to indicate if the instructor is an employee)
- Instructor Name
- Reimbursed Tuition
- Currency

Below is a sample file where new enrollments will be added:

A	B	C	D	E	F	G	H	I	J
Emp#	Course Code	Facility ID	Start Date	Purchase Order	Tuition Cost	Instructor Employee	Instructor Name	Reimbursed Tuition	Currency
324	5286	aan	7/27/2011		895	no	Mr. Gates	858.75	DOL
323	5286	ava	7/27/2011	1234566	895	no	Mr. Gates	825.75	DOL
322	5286	ava	7/27/2011						
321	5286	amg	7/27/2011						
320	5286	amg	7/20/2011						

Below is a sample file where existing enrollment records will be updated with a completion status.

Emp#	Course Code	Facility ID	Start Date	Complete Status	Grade
170300	5286	amg	7/19/2011	COM	PASS
170301	5286	amg	7/27/2011	COM	PASS
170302	5286	amg	7/27/2011	COM	PASS
170303	5286	amg	7/27/2011	com	pass
170304	5286	amg	7/20/2011	com	pass
170305	5286	amg	7/19/2011	COM	PASS
170306	5286	amg	7/27/2011	COM	PASS

If the header row contains optional fields but no data is to be imported into those fields, a comma must be included as a placeholder for that field.

If prerequisites exist for the course, the employee must have completed the prerequisite course(s) in order for the new training record to be imported. If the prerequisites have not been completed, an error will be shown on the report.

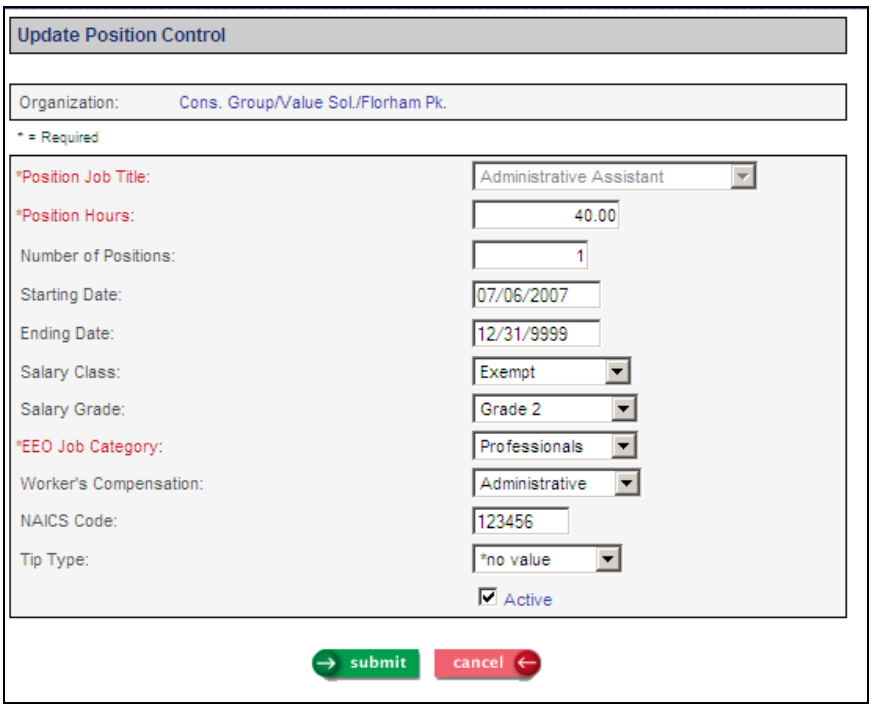
When the job completes, check the Training Enroll History Import Errors report in **Report Master Listing**. If any errors were found, the report will tell you which employees were affected and the reasons for the errors. No records will be imported if there are any errors. Correct the data and import the file. If no errors were found, the report will show No Errors Found.

- **Position Control** will be added to the **HR Actions** menu. This function is used to enter and maintain position information for your organization. Use this function to:
  - add positions for your organization's job titles and associate them with units in your organization structure
  - keep track of the total number of positions, the number of occupied positions, and the number of open positions for each job title (you may also use the **Open Position Report**)
  - assign employees to existing positions
  - enter job evaluation points to positions that use a point factor system of salary compensation
  - view salary ranges for positions that use a point factor system or organization levels

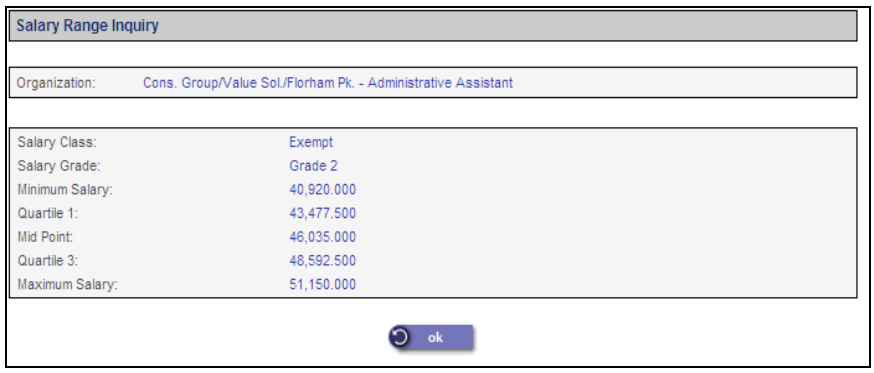
Position Job Title	Total Positions	Positions In Use	Open Positions	Total Hours	Hours In Use	Action
Administrative Assistant	1.00	2.00	0.00	40.00	80.00	
Assistant Manager	9.00	10.00	0.00	360.00	400.00	
Associate	2.00	2.00	0.00	80.00	80.00	
Business Analyst I	1.00	3.00	0.00	40.00	120.00	
Cashier	13.00	18.00	0.00	520.00	720.00	
Craft Worker	1.00	1.00	0.00	40.00	40.00	
Delivery	1.00	1.00	0.00	40.00	40.00	
Director	1.00	1.00	0.00	40.00	40.00	
Driver	4.00	3.00	1.00	160.00	120.00	
Manager - Intermediate Level	7.00	7.00	0.00	280.00	280.00	
Office Manager	2.00	0.00	2.00	80.00	0.00	
Payroll Manager	2.00	2.00	0.00	80.00	126.67	

Select the organization that you wish to work with. The existing positions will be displayed. When you create a position, you associate it with a job title and a unit in your organization structure. This makes it possible for you to use a job title in different organization units and keep the positions in one unit separate from the positions in the other units. Positions must be assigned to level 2 or lower. Positions may be at the same level as the employee's home organization, or at a higher level or a lower level. For example, an employee's home organization could be at level 4, but their position could be at level 3.

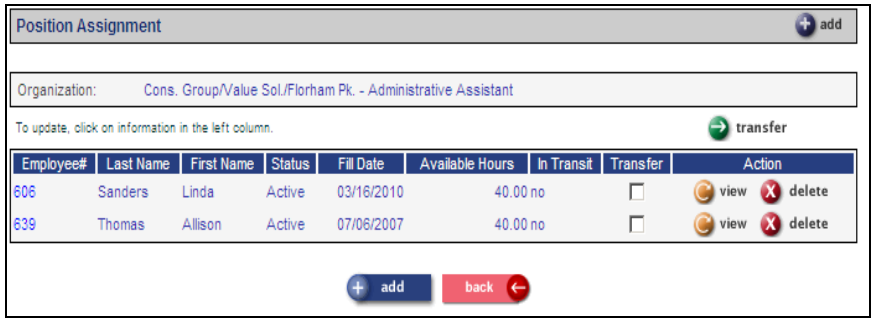
If you are using the Auto Generate Positions feature in **HR System Defaults**, the system automatically creates a position when a new hire is entered if a matching position is not found.



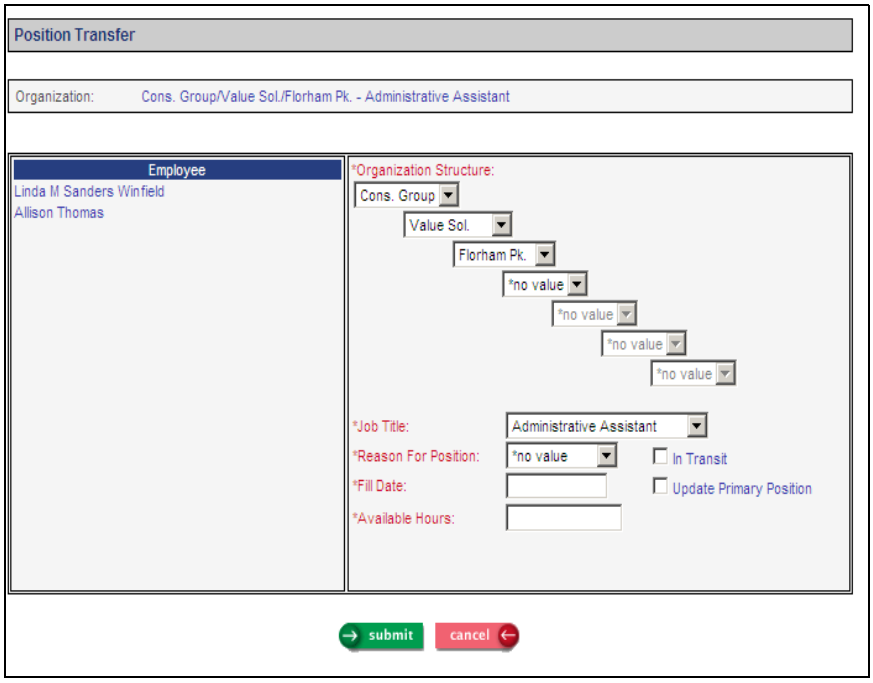
If a position has a Salary Class and Salary Grade, and there is a matching entry in **Salary Ranges**, you may view the salary range by clicking on the Salary Range button. A page similar to the following will appear.



From the main Position Control page, you may assign an employee to a position by clicking on the Assign button. Employees who have already been assigned to this position will be displayed, as shown in the following example. To assign a new employee, click on the Add button. Note that Function Security for **Position Assignment** will be used when working with employees.



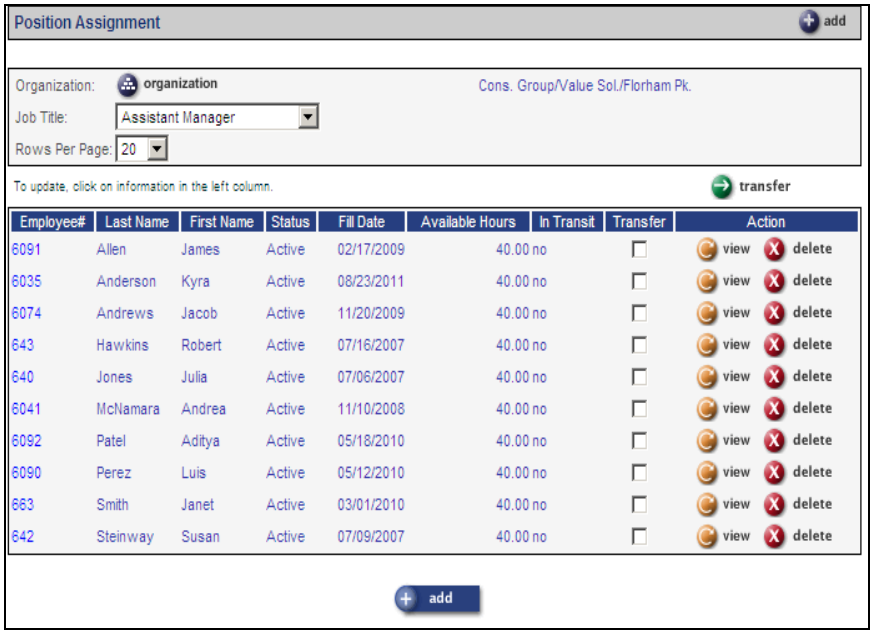
If you wish to transfer employees from one position to another, select the Transfer box next to each employee on the Position Assignment page, and then click on the Transfer button. A page similar to the following will appear. Enter the information corresponding to the transfer.



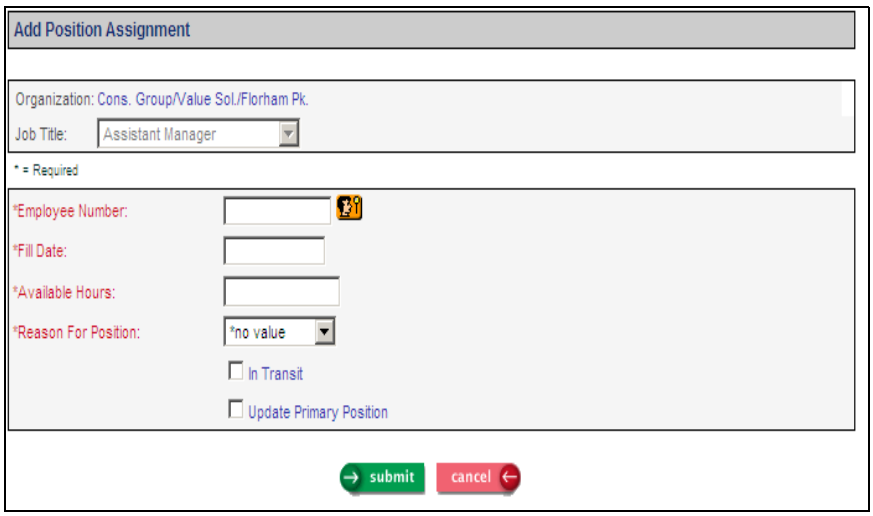
- **Position Assignment** will be added to the **HR Actions** menu. This function is used to assign an employee to a position or to transfer one employee or a group of employees from one position to another. New employees will be automatically assigned to positions if you have selected the Auto Generate Positions option in **HR System Defaults**.

  An employee can be assigned to an unlimited number of positions. However, only one position may be the employee's primary position.

  When you access this function, select the organization and job title that you wish to work with. A list of employees in this position will be displayed, similar to the following example.

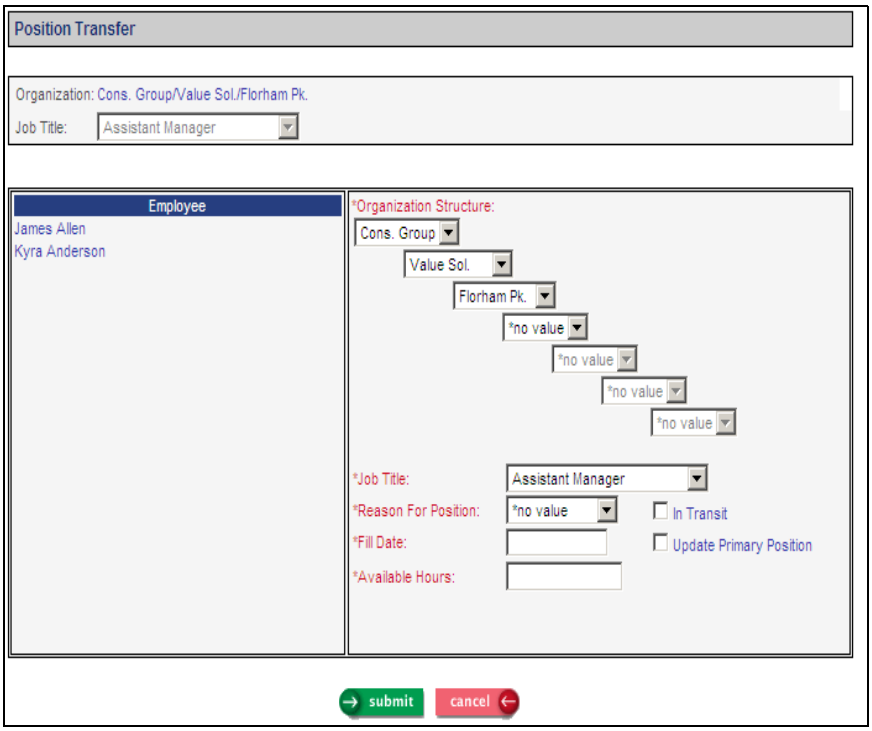


You may add an employee to the position, update an existing position, or transfer employee(s) to another position. When adding an employee to a position, a page similar to the following will appear. You may update the primary position if applicable.

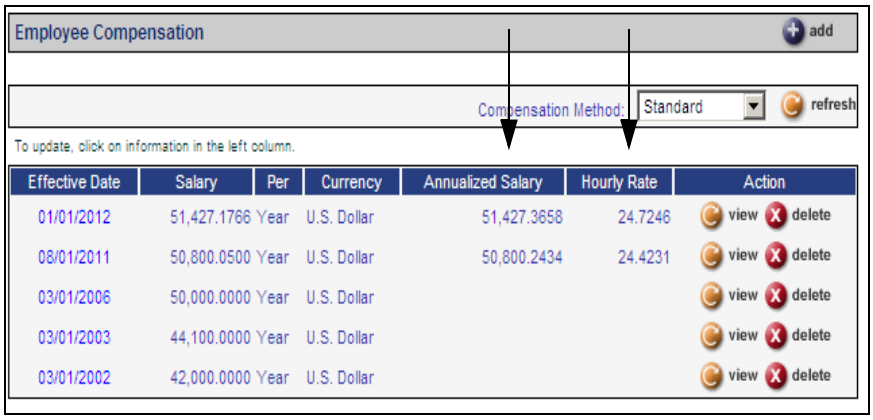


To transfer employees, select the checkbox in the Transfer column next to each employee to be transferred; click on the Transfer button. A page similar to the following will appear. In this example, two employees were selected for transfer, as shown in the left column.

If you select Update Primary Position, a field will appear in order for you to change the employee's Reports To if needed.



- **Rebuild Annualized Salary** will be added to the **HR Actions** menu. After Version 2.043 is applied, you will have the ability to display an employee's annualized salary and hourly rate in both the **Salary Change** and **Salary History** functions for employees paid by the Standard compensation method, as shown in these examples.

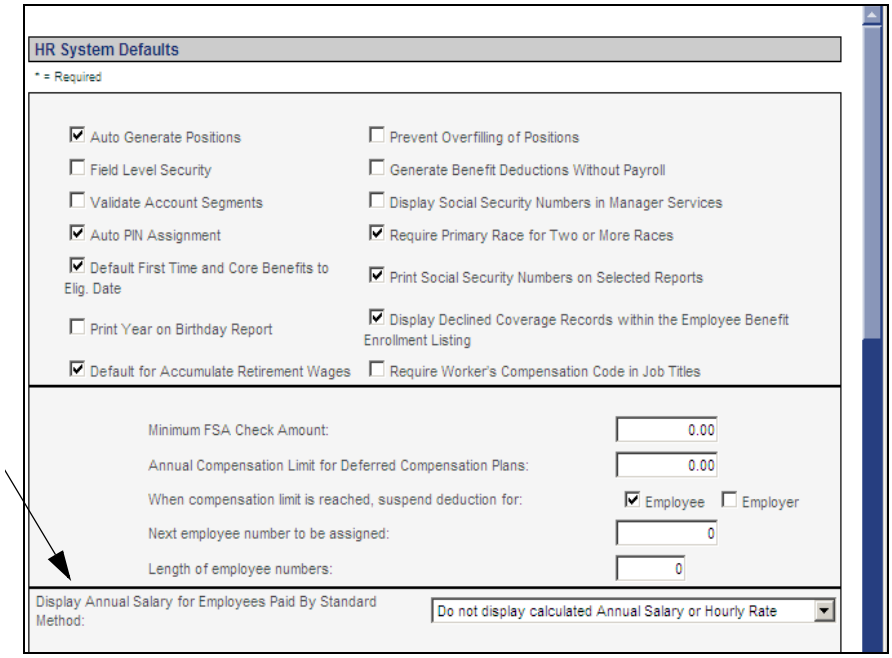


Effective Date	Salary	Per	Currency	Annualized Salary	Hourly Rate	Action
01/01/2012	51,427.1766	Year	U.S. Dollar	51,427.3658	24.7246	view delete
08/01/2011	50,800.0500	Year	U.S. Dollar	50,800.2434	24.4231	view delete
03/01/2006	50,000.0000	Year	U.S. Dollar			view delete
03/01/2003	44,100.0000	Year	U.S. Dollar			view delete
03/01/2002	42,000.0000	Year	U.S. Dollar			view delete

Effective Date	Salary	Per	Reason	Annualized Salary	Hourly Rate	Action
01/01/2012	51,427.1766	Year	Annual Increase	51,427.3658	24.7246	delete
08/01/2011	50,800.0500	Year	Merit	50,800.2434	24.4231	delete
03/01/2006	50,000.0000	Year	Performance			delete
03/01/2003	44,100.0000	Year	Annual Increase			delete
03/01/2002	42,000.0000	Year	New Hire			delete

If you give employees access to the **Salary History** function in Employee Self Service, these two amounts will also be shown there. Note that future-dated entries are not shown in Employee Self Service.

To populate these new fields, first go to **HR System Defaults** and select the calculation method you wish to use. When Version 2.043 is applied, this value will be set to "Do not display calculated Annual Salary and Hourly Rate." In order to display the Annualized Salary and Hourly Rate, you will need to change this field, and then run **Rebuild Annualized Salary**.

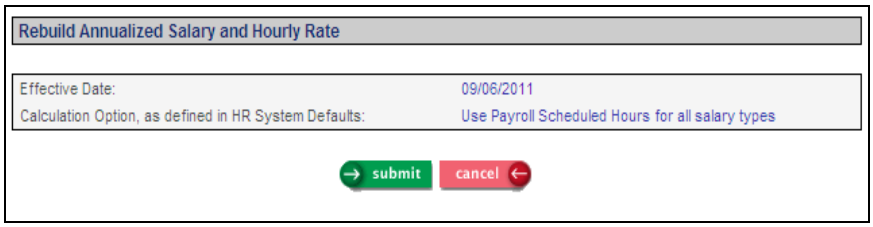


Step 1: If you wish to populate the Annualized Salary and Hourly Rate fields whenever a record is entered through **Add Employee, New Hire, Salary Change** or **Global Salary Increase** in Manager Services (as well as **Employee Direct, Employee Compensation** and **Global Salary Increase** in iCON Tools) for employees paid by the Standard compensation method, select one of the following options in **HR System Defaults** in the field called Display Annual Salary for Employees Paid By Standard Method:

- **Use Payroll Scheduled Hours only if Salary is Hourly amount:** If the salary is not entered as an hourly amount, the Hourly Rate will be calculated as: Salary times Number of Periods (such as 26 for Bi-Weekly, as defined in the **Salary Type** function) divided by the Annualized Hours (such as 2080, as defined in **Salary Type**). To get the Annualized Salary for an hourly salary amount, the system will multiply it times the Scheduled Hours in **Misc. Payroll**, and then multiply this amount times the Pay Periods Per Year from the employee's Pay Frequency in **Misc. Payroll**. For example, if an employee is paid $10 per hour, has Scheduled Hours of 72 and is paid Bi-weekly, the system will multiply $10 * 72 * 26 for an annualized salary of $18,720. For an employee whose salary is not an Hourly amount, Annualized Salary is the salary amount times Number of Periods (as defined in **Salary Type**).
- **Use Payroll Scheduled Hours for all salary types:** This option works the same as the option described previously, except that all salary types (Hourly, Bi-Weekly, Annual, etc.) will have their Annualized Salary calculated by taking the Hourly Rate times Scheduled Hours times the Pay Periods Per Year from the employee's Pay Frequency in **Misc. Payroll**.

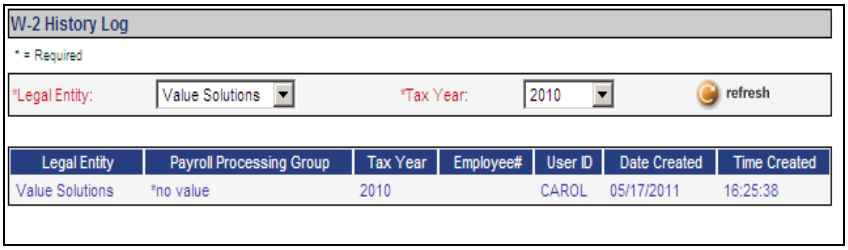
- **Do not use Payroll Scheduled Hours:** If salary is not an hourly amount, the Hourly Rate will be calculated as: Salary times Number of Periods (such as 26 for Bi-Weekly, as defined in **Salary Type**) divided by the Annualized Hours (such as 2080, as defined in **Salary Type**). Annualized Salary is the hourly amount times Number of Periods (as defined in **Salary Type**).

Step 2: Go to the **Rebuild Annualized Salary** function. Verify that the correct calculation option is displayed, and click Submit to submit the job. This will populate the Annualized Salary and Hourly Rate fields for each employee paid by the Standard compensation methods, based on the method you selected in **HR System Defaults**. It will update the employee's current record and any future-dated salary records. When the job completes, you may view these fields in **Salary Change** and **Salary History**.



If you select either the "Use Payroll Scheduled Hours only if Salary is Hourly amount" or "Use Payroll Scheduled Hours for all salary types" option in **HR System Defaults,** the system will recalculate Annualized Salary if needed whenever Scheduled Hours or Pay Frequency is changed in the **Misc. Payroll** or **Company Transfer** functions (or in **Employee Payroll** in iCON Tools).

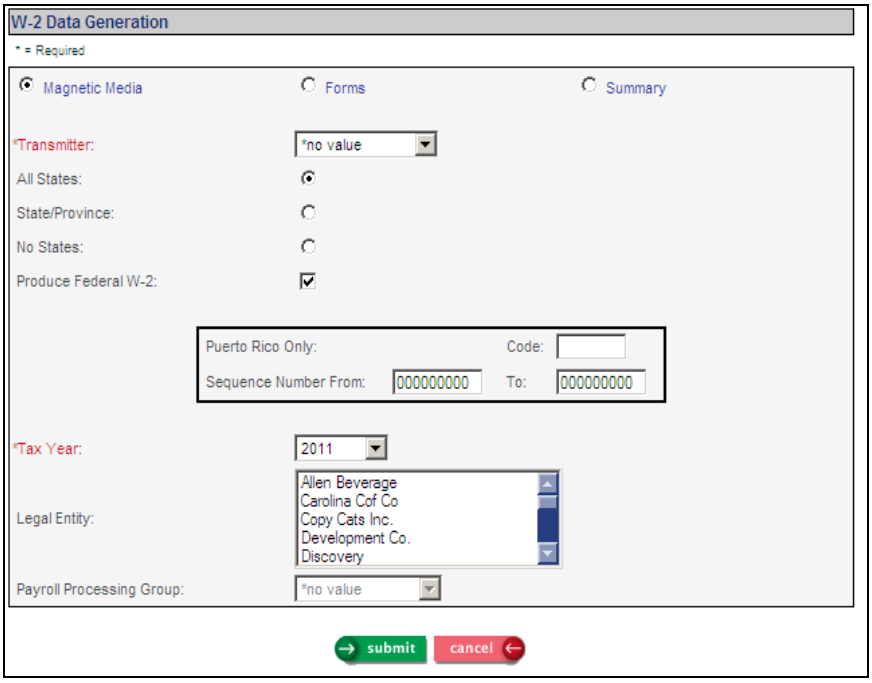
- **W-2 History Log** will be added to the **Payroll Information** menu. This function is used to view when W-2 History information for Employee Self Service was generated. This information is generated by selecting the "Official Employee Copies Available on Employee Self Service" checkbox in **W-2 Data Generation For Administrators**. By generating this data, you can allow employees to view PDF copies of their W-2 forms in the **W-2 History** function in Employee Self Service. Select the Legal Entity and Tax Year that you wish to view; click Refresh. The system will display when the W-2 data was generated. Below is a sample entry in this function.



- **W-2 Data Generation** will be added to the **Reports** menu. Three options are available:
  - If you select the Magnetic Media option, data will be generated based on the federal and/or state criteria that you select. To create files after the job has completed, go to **W-2 File Creation**. Once a file has been created, it may be viewed or recreated using **W-2 File Inquiry** (note that these two functions are available only to clients processing their own payroll; Unicorn HRO handles W-2 reporting for Outsource clients).
  - If you select the Forms option, three reports will be generated in **Report Master Listing:** one for federal/state/local W-2 forms, one for Puerto Rico 499 R-2/W-2 forms, and a report

showing the totals by legal entity, employee count, forms count and grand totals.

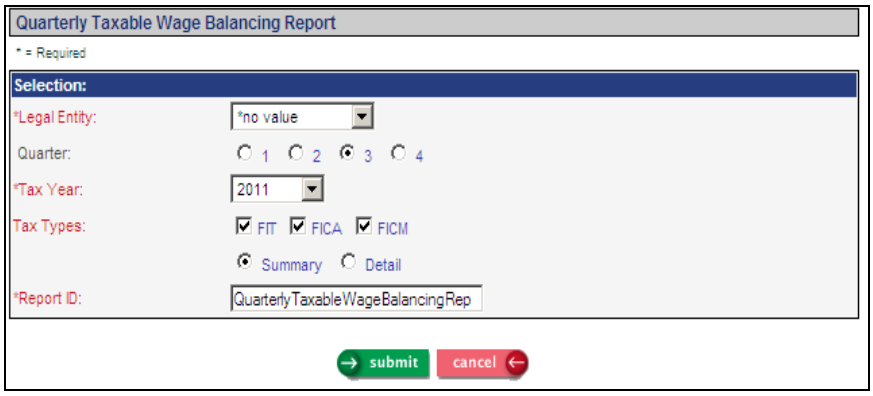
- If you select the Summary option, only the report showing the totals by legal entity, employee count, forms count and grand totals will be generated.



If a legal entity that is defined as a common paymaster is selected, all of the entities within that common paymaster will be included.

- **Quarterly Taxable Wage Balancing Report** will be added to the **Reports** menu. This report can be used to balance your gross payroll to the wage amounts on Form 941 for FIT, FICA and FICM. the Summary report will print Total Gross Wages, minus Non-Taxed Pay Types and Pre-Tax Deductions. Taxable Wages will then be calculated

and shown, and compared to the amount in the system. If a difference exists, it will be printed. Typically there will be no difference, but this report will allow you to check for differences in case the pre-tax definition was changed mid-year and adjustments were not made to employee totals, for example. If any differences are shown on the Summary report, run the Detail report to see which employees are affected.



- **ESS Login Groups** and **ESS News Upload** will be added to the **Tools** menu. This allows you to set up the Employee Self Service menu and home page for a specific group of employees, based on their home organization level and their employment status. For example, you could have one ESS Login Group for all active employees, and one ESS Login Group for terminated employees. Or, you could have an ESS Login Group for one organization level 2, and another ESS Login Group for a different organization level 2. You can set up the hierarchy in which the rules are applied in order to determine which menu and home page each group of employees will see.

In order to use this functionality, there are three set-up steps. Follow these steps in the order shown here:

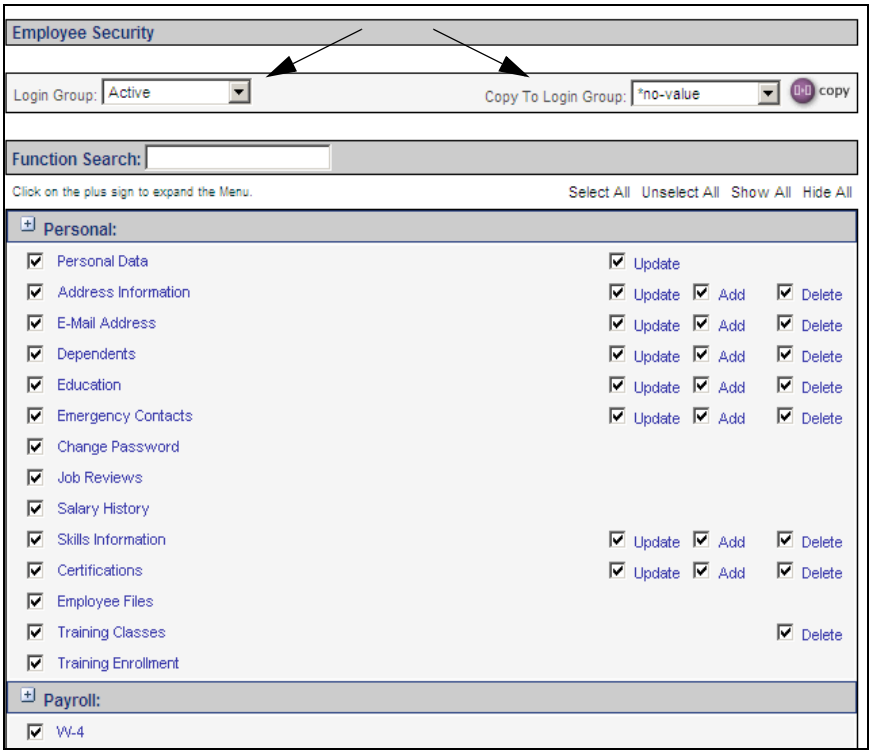
- **Step 1:** In **Common Object Dictionary**, add the groups you wish to use in the ESS Login Group common object. Below is a sample listing. You may define as many groups as needed. Note that each group can be used more than once when defining ESS Login Groups. For example, an "Active 1" group can be defined for Organizations A, B and C, and an "Active 2" group can be defined for Organizations D, E and F. Both groups can be set up with their own Employee Security rules and home page.

Common Object Dictionary for ESS Login Groups — add

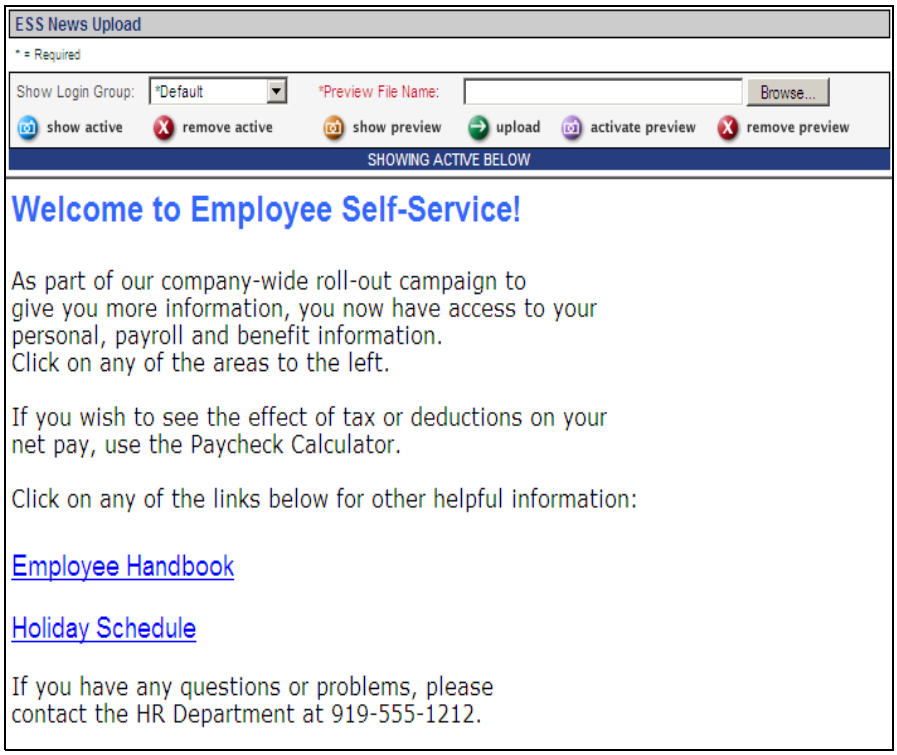
Code	Short Description	Long Description	Required	Action
	*no-value	*no-value	yes	
ACTIVE	Active	Active Employees	no	delete
CHW2ONLY	Checks W2s Only	Checks and W-2s Only	no	delete
NOPR	No Payroll	No Payroll Functions	no	delete
OLYMPICS	Olympics	Olympic Committee	no	delete
OUTBACK	Outback Group	Outback Group	no	delete
RETIREES	Retiree Default	Default for Retirees	no	delete
TERM	Terminated Emps	Terminated/Retired Emp.	no	delete
TRONONE	Test Group	Test Group	no	delete
VALACTIV	Value Active	Value Active Employees	no	delete

add

- **Step 2:** In **Employee Security**, a field for Login Group has been added. When Version 2.043 is applied, your current settings in **Employee Security** will be linked to the "*Default" Login Group. Set up the menu for each new ESS Login Group. You may use the "Copy to Login Group" feature to help set up your groups. You must set up Employee Security for groups before you add entries in the **ESS Login Groups** function. Otherwise, an employee in an ESS Login Group will have no access to any functions in Employee Self Service if he or she should log on before the Employee Security entries are set up.

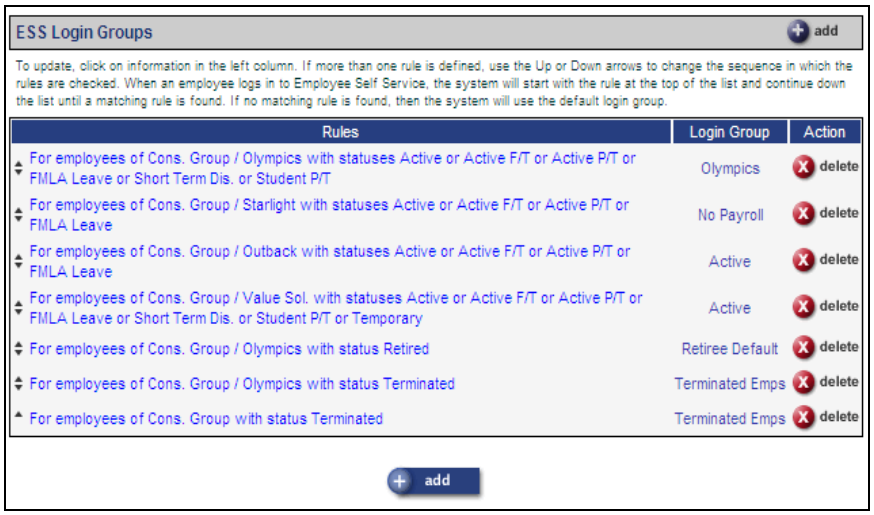


- **Step 3** (optional): In **ESS News Upload**, upload the home page files if you wish to display a different home page in Employee Self Service for employees in a particular ESS Login Group. Note that you will need to compress and encode your files before uploading them. Full instructions for creating your home page files can be found by clicking Help in Manager Services, and then clicking Index. Next, click on ESS News Upload. After your files have been created, go to the **ESS News Upload** function. If you already have a home page, it will be displayed with the *Default Login Group, as shown in the example.



Select the Login Group that you wish to work with. If you have a Default home page, it will be shown. Click on Browse and select the .uue file that you have created. Then click on Upload. The system will display a preview of the home page. Note that if you are uploading a new copy of the same folder, refresh your page to see the new information. This can be done by right clicking and then clicking on Refresh from the menu that appears. Then click on Activate Preview.

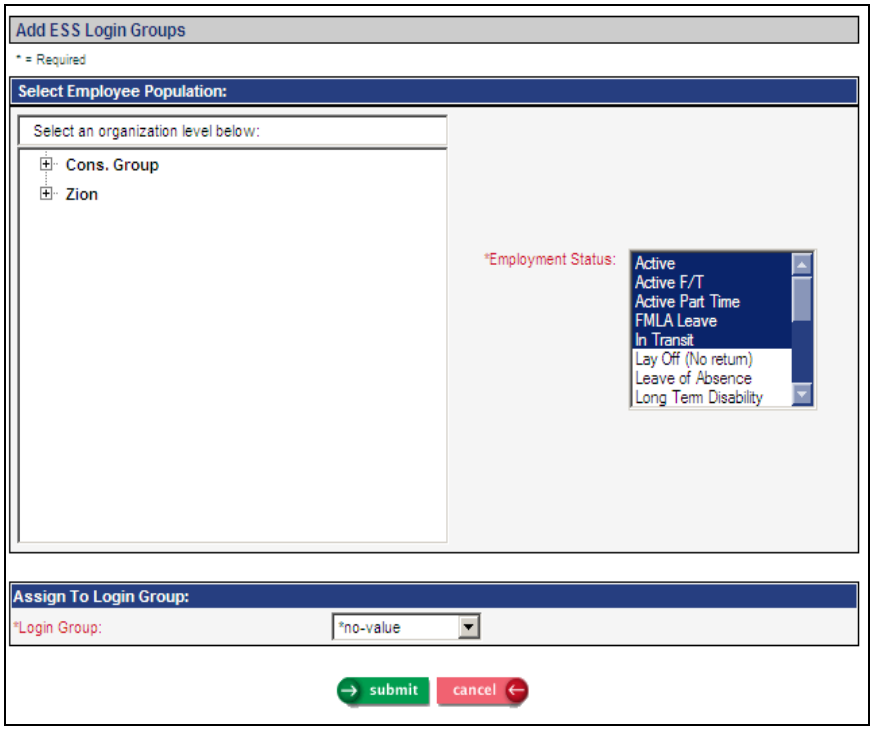
- **Step 4:** After the previous steps have been completed, go to **ESS Login Groups**. Add a record for each group, selecting the organization and employment status(es). Below is a sample list of groups. When an employee logs in to Employee Self Service, the system will check the first record in the list to see if the employee meets the criteria for that group. If not, it will check the second record, etc., until it finds the record the employee belongs to. If the employee does not meet the criteria for any ESS Login Group, settings for the *Default group are used.



Once the system knows which group to use, it will use that group to display the functions in the menu, as defined in **Employee Security.** It will display the home page for the employee's group, as defined in **ESS News Upload.**

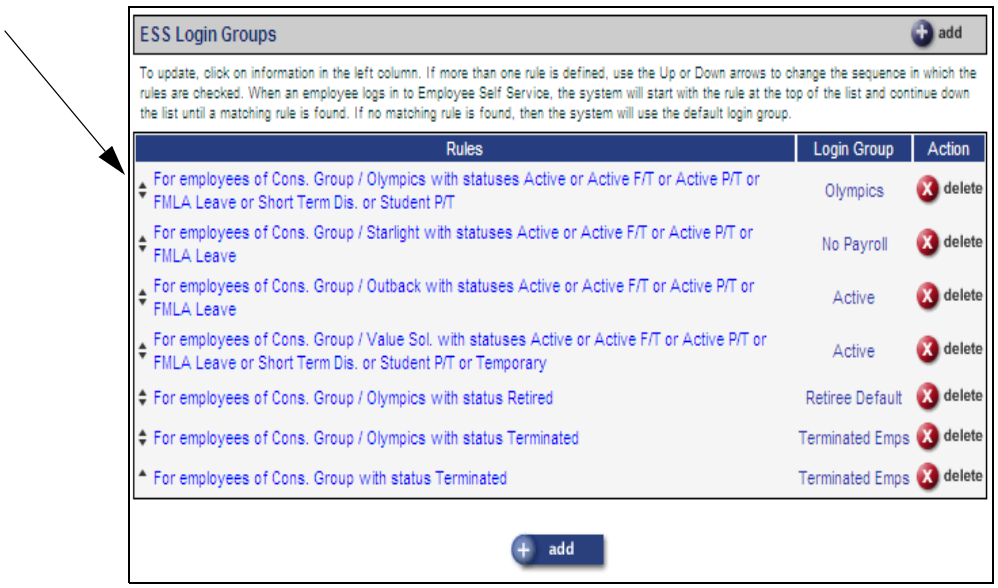
As soon as you add an entry in this function, it will be used when employees log on to Employee Self Service. For this reason, it is recommended that you determine the criteria for each group prior to entering information in this function.

Click on Add to set up an ESS Login Group. A page similar to the following will appear.



Select at least one organization level. You may select as many levels as needed in order to define the employee population for this ESS Login Group. Next, select the Employment Status(es) for this group. The system automatically highlights the statuses that are defined as Active in your system. These may be changed as needed. Select the Login Group for these selections and save the record.

After you have defined ESS Login Groups and are on the page that displays the list of groups, you may click the up and down arrows to the left of each group in order to sequence them in the order in which they should be applied when an employee logs on to Employee Self Service.



- **Messaging Setup Copy** has been added to the **Tools** menu. If you have Messaging Setup entries in iCON Tools, you may use this new function to copy the setup from iCON Tools to the corresponding messages in Manager Services.

  The system will display the messages that can be copied. Select each message you would like to copy. You may use Select All or Unselect All. Click Submit after you have made your selections. If any changes need to be made to the new messages, use the **Messaging Setup** function.

Messaging Setup Copy

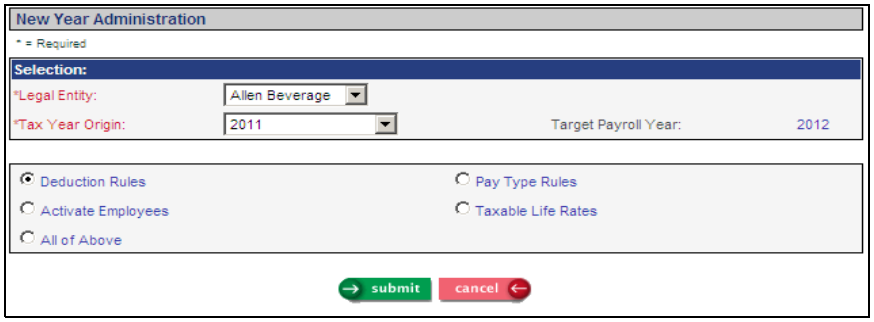
Select each iCON Tools message setup to be copied to the corresponding Manager Services message setup.

Select All Unselect All

Select	From Process	From Event	To Process	To Event
☐	Employee Address	After Add	MS Address	After Add
☐	Employee Address	After Delete	MS Address	After Delete
☐	Employee Address	After Update	MS Address	After Update
☐	Employee Compensation	After Add	MS Salary Change	After Add
☐	Employee Compensation	After Change	MS Salary Change	After Update
☐	Employee Injuries	After Add	MS Employee Injury	After Add
☐	Employee Injuries	After Delete	MS Employee Injury	After Delete
☐	Employee Injuries	After Update	MS Employee Injury	After Update
☐	Employee Job Reviews	After Add	MS Job Review	After Add
☐	Employee Job Reviews	After Change	MS Job Review	After Update
☐	Employee Name	After Change	MS Employee Name	After Update
☐	Employee Position	After Change	MS Employee Position	After Change
☐	Employee Tax Option	After Add	MS Tax Elections	After Add
☐	Employee Tax Option	After Change	MS Tax Elections	After Update
☐	Employment Status	After Add	MS Employment Status	After Add
☐	Function Security	After Authorization	MS Function Security	After Submit
☐	Function Security	After Copy	MS Function Security	After Copy
☐	New Employee	After Add	MS New Hire	After Add

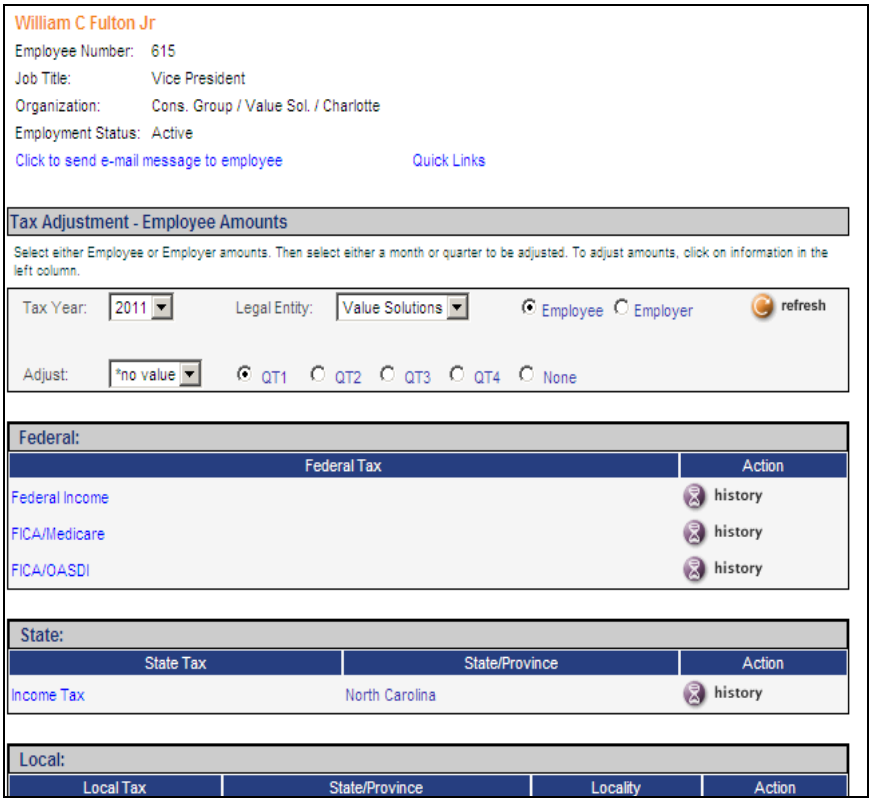
The following functions have been added to Manager Services for clients who process their own payroll. If Unicorn HRO processes your payroll, these functions will be run for you.

- **New Year Administration** has been added to the **Payroll Actions** menu. Use this function to copy data from one tax year to the next. Once the information is copied, you can make changes to the new year data. If changes are made to the current year after this function is run, you must also make the changes in the new year's records if applicable. If you run this function more than once for the same tax year, the existing records won't be updated; instead, only records that don't exist will be created. Run this function as close as possible to your first payroll of the new year. This will capture any new hires that were entered into the system in December, and eliminate the need to update records for both years. The following data is copied:
  - Deduction Rules: Employer Deduction Contributions, Deduction Taxation Exemptions
  - Pay Type Rules: Pay Taxation Exemptions
  - Activate Employees: Misc. Payroll, Employee Wages
  - Taxable Life Rates: Taxable Life Rates

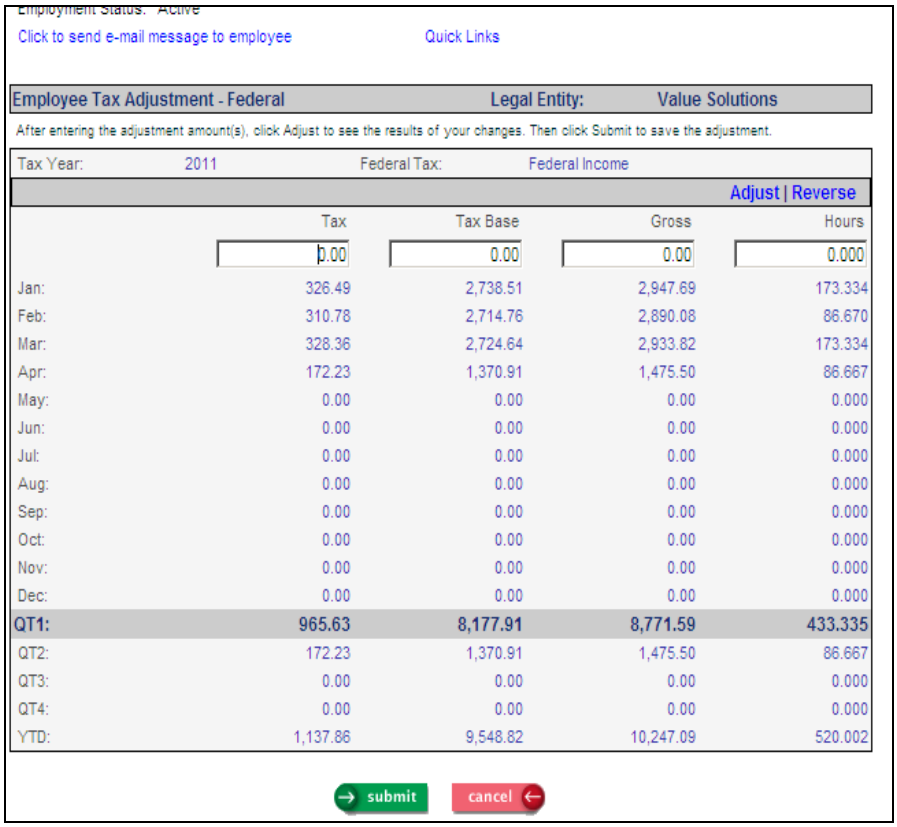


- **Tax Adjustment** has been added to the **Payroll Actions** menu. This function allows you to make adjustments to the wage amounts, hours or tax associated with an employee tax or employer tax record. You may also view the details about adjustments that have been made by clicking on the History button next to the tax you wish to work with.

  Select the tax year, legal entity, employee or employer designation, and the month or quarter to be adjusted. Then click on the tax you wish to work with.



Enter the adjustment amount(s) and click Adjust. The system will add or subtract the adjustment into the corresponding amounts. If you need to clear the adjustments, click Reverse. If the adjusted amounts are correct, click Submit. If you adjust a month's amount, it will automatically adjust the quarter and year-to-date amounts. If you adjust a quarter's amount, it will automatically adjust the year-to-date amount.



Employment Status: Active

Click to send e-mail message to employee Quick Links

Employee Tax Adjustment - Federal Legal Entity: Value Solutions

After entering the adjustment amount(s), click Adjust to see the results of your changes. Then click Submit to save the adjustment.

Tax Year: 2011 Federal Tax: Federal Income

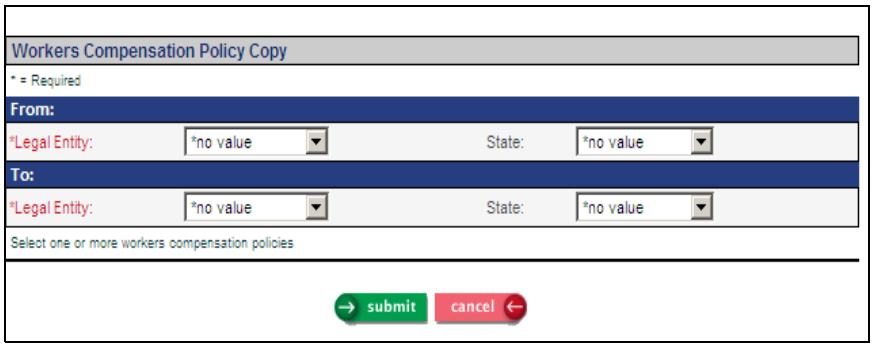
Adjust | Reverse

	Tax	Tax Base	Gross	Hours
	0.00	0.00	0.00	0.000
Jan:	326.49	2,738.51	2,947.69	173.334
Feb:	310.78	2,714.76	2,890.08	86.670
Mar:	328.36	2,724.64	2,933.82	173.334
Apr:	172.23	1,370.91	1,475.50	86.667
May:	0.00	0.00	0.00	0.000
Jun:	0.00	0.00	0.00	0.000
Jul:	0.00	0.00	0.00	0.000
Aug:	0.00	0.00	0.00	0.000
Sep:	0.00	0.00	0.00	0.000
Oct:	0.00	0.00	0.00	0.000
Nov:	0.00	0.00	0.00	0.000
Dec:	0.00	0.00	0.00	0.000
QT1:	965.63	8,177.91	8,771.59	433.335
QT2:	172.23	1,370.91	1,475.50	86.667
QT3:	0.00	0.00	0.00	0.000
QT4:	0.00	0.00	0.00	0.000
YTD:	1,137.86	9,548.82	10,247.09	520.002

submit cancel

- **Workers Comp Policy Copy** has been added to the **Tools** menu. If you store information in the **Workers Comp Policies** function, you may use this function to copy policy information from one legal entity or state to another.

  Select the Legal Entity that you will be copying from. The system will display all active workers compensation policies currently in effect. You may select a State; if you do so, the system will display only the policies for that state. Select the Legal Entity to which the policies will be copied. Click in the checkbox next to each policy to be copied. Click Submit to copy the policy information. If you wish to copy a policy to a different state, only one policy can be copied at a time.

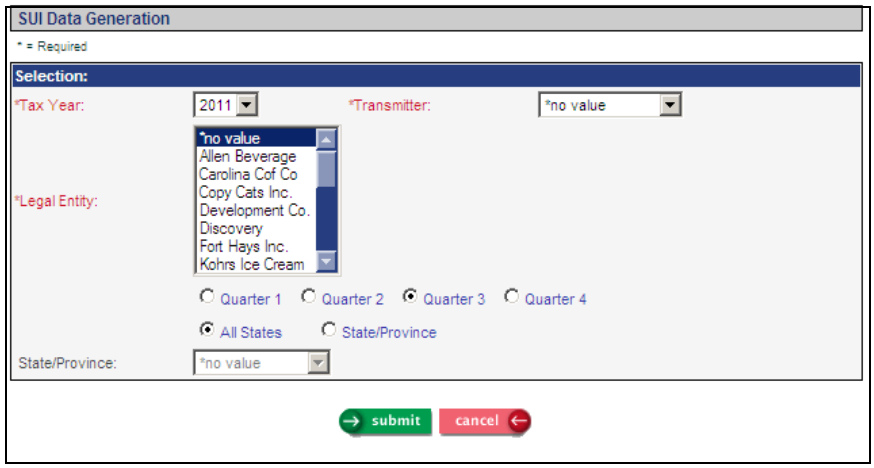


- **SUI Data Generation** has been added to the **Reports** menu. Use this function to create data that will be submitted to the states for quarterly wage reporting either electronically or on magnetic media. All payments for the selected quarter must be closed prior to generating data.

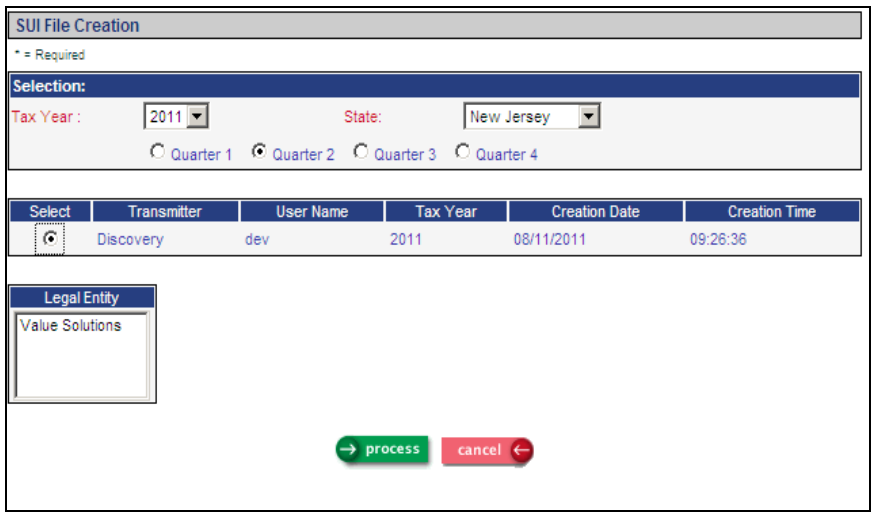
  If you select a legal entity that is defined as a Common Paymaster, the system will generate data for all of the entities within that common paymaster.

  If you select a legal entity that is defined as a Tax Reporting Entity, employees in all of the linked entities will be included on the file. These employees will only be included for the Tax Reporting Entity; they will not be included when the file is created for the linked entities.

  Select the Tax Year, Transmitter, Quarter and State information. Select one or more legal entities to be included. Click Submit to send the job to the queue. When it has completed, use the **SUI File Creation** function to copy the data to a file. Files can be viewed in **Report Master Listing**.

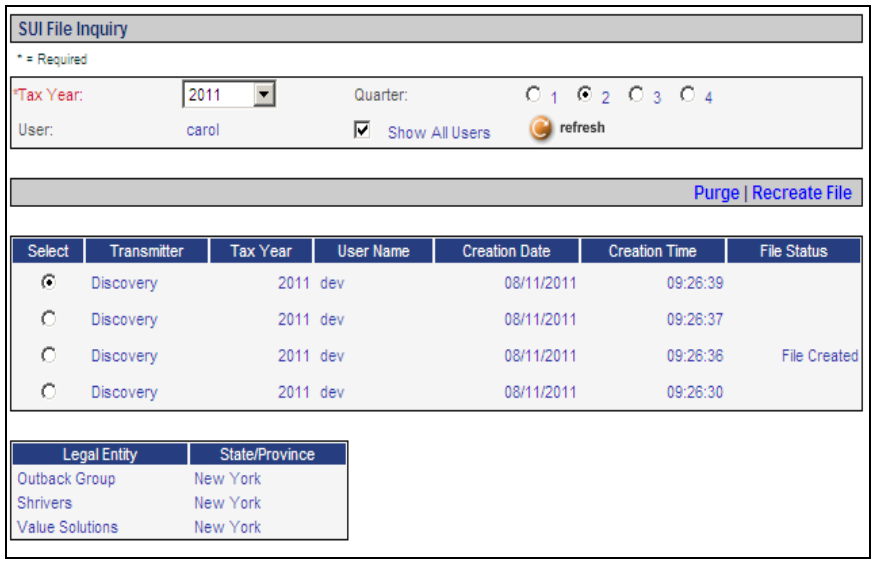


- **SUI File Creation** has been added to the **Reports** menu. Use this function after running **SUI Data Generation** to create state quarterly wage files. Select the Tax Year, State and Quarter that you wish to work with. The available data will be shown in the list. Click in the Select column next to the entry you wish to process; the legal entity or entities to be included in the file will be shown. Click Process to create the file. When the job has completed, go to **Report Master Listing** to see the file. It is recommended that you open the file and save it to your computer or network folder before creating the next file, since many states require the same file name. If a file name is the same as an existing file in **Report Master Listing**, it will be replace the original file.

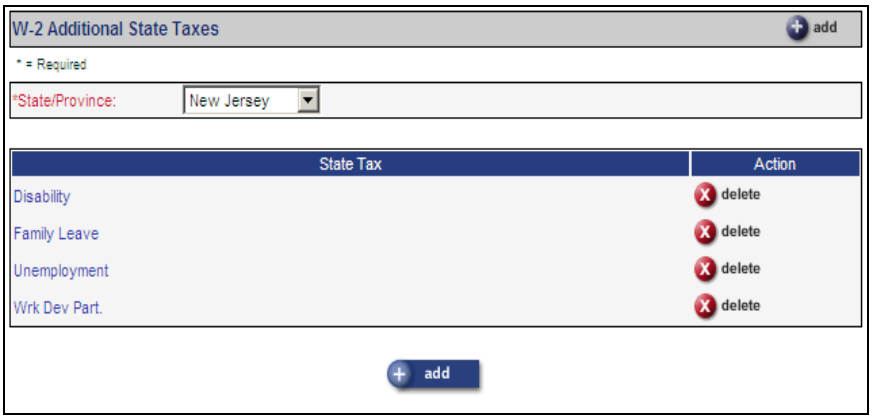


- **SUI File Inquiry** has been added to the **Reports** menu. You may use this function to determine if a SUI file was created for a specific legal entity, quarter and year. The function displays the User ID of the person who created the data using **SUI Data Generation,** along with the date and time it was created. If the file was created using the **SUI File Creation** function, the File Status column will display "File Created". If a file has already been created, you can recreate it if needed. You may also purge data that is no longer needed. Note that you may only purge data that you created; you may not purge data that was created by a different User ID.

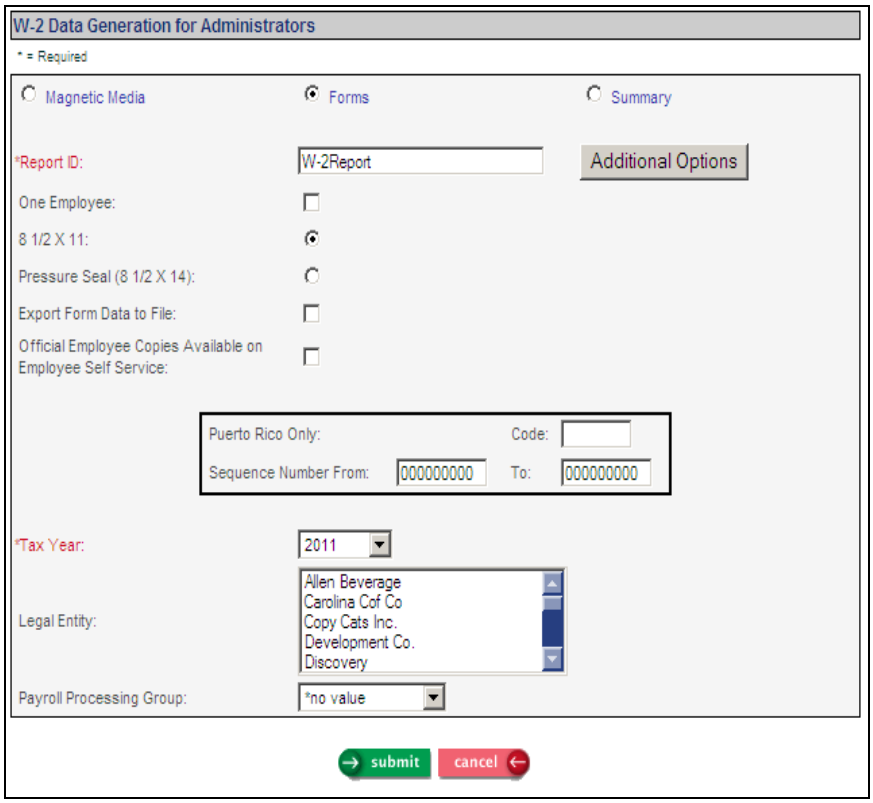
  Select the Tax Year, Quarter and whether or not to display data generated by all users. Click on Refresh. Next, click in the Select column next to the information you wish to view. The legal entities and states will be shown in the bottom section of the page. You may click on Recreate File or Purge.



- **W-2 Additional State Taxes** has been added to the **Payroll Setup** menu. Use this function to define any state taxes, other than income tax, which must print on W-2 forms. The year-to-date amounts from Tax Accumulators will print in box 14. Currently, the following additional state taxes are required to be printed on W-2 forms. You may also enter additional optional taxes that you want to print on W-2 forms.
    - California Disability
    - New Jersey Disability
    - New Jersey Family Leave Insurance
    - New Jersey Unemployment
    - New Jersey Workforce Development Partnership



- **W-2 Data Generation For Administrators** will be added to the **Reports** menu. This is similar to **W-2 Data Generation**, but also includes the ability to do the following when the Forms option is selected:
  - Export Form Data to File: If Unicorn HRO prints your W-2 forms, select this option to create the data that will be used to print the forms.
  - Official Employee Copies Available on Employee Self Service: Select this option to create information that is shown in Employee Self Service in the **W-2 History** function.

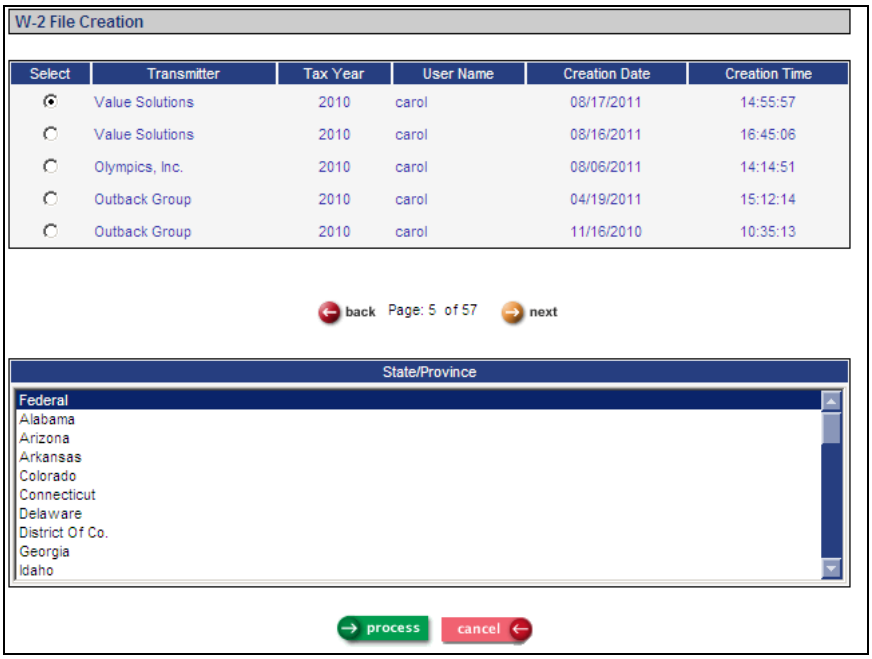


Three types of information may be requested in this function:

- If you select the Magnetic Media option, data will be generated based on the federal and/or state criteria that you select. To create files after the job has completed, go to **W-2 File Creation**. Once a file has been created, it may be viewed or recreated using **W-2 File Inquiry**.
- If you select the Forms option, three reports will be generated in **Report Master Listing:** one for federal/state/local W-2 forms, one for Puerto Rico 499 R-2/W-2 forms, and a report showing the totals by legal entity, employee count, forms count and grand totals.
- If you select the Summary option, only the report showing the totals by legal entity, employee count, forms count and grand totals will be generated.

If a legal entity that is defined as a common paymaster is selected, all of the entities within that common paymaster will be included.

- **W-2 File Creation** has been added to the **Reports** menu. After magnetic media data has been generated using either the **W-2 Data Generation** or **W-2 Data Generation For Administrators** function, go to **W-2 File Creation** to create the file(s). This function will display data in descending order by Tax Year, and then by date and time created. Click in the Select column next to the data you wish to work with. The system will display the federal and/or state data that is available. Click on one of the entries in the lower section of the page to create the file; click Process. When the job completes, you may view the file in **Report Master Listing.** It is recommended that you open the file and save it to your computer or network folder before creating the next file, since many states require the same file name such as W2REPORT.txt. If a file name is the same as an existing file in **Report Master Listing**, it will be replace the original file.



- **W-2 File Inquiry** has been added to the **Reports** menu. Use this function to determine which W-2 data was generated and whether data has been written to a file. You can also delete files that you created that are no longer needed. If you need to create or recreate files, use the **W-2 File Creation** function. This function will display data in descending order by Tax Year, and then by date and time created. Click in the Select column next to the data you wish to work with. The system will display the federal and/or state data that is available. If a file was created, the table in the lower section of the page will display the last date and time the file was created.

- **W-2 Local File Manager** has been added to the **Payroll Setup** menu. Use this function to indicate which local taxes are to be written to W-2 files. Information for each tax authority is stored here. Currently, files for the following tax authorities are supported in **i**CON.
  - Battle Creek, Michigan
  - Central Collection Agency, Ohio
  - Columbus, Ohio
  - Dayton, Ohio
  - Detroit, Michigan
  - Findlay, Ohio
  - Grand Rapids, Michigan
  - Lancaster County, Pennsylvania
  - Philadelphia, Pennsylvania
  - Pittsburgh, Pennsylvania
  - Reading (earned income tax), Pennsylvania
  - Reading (local services tax), Pennsylvania
  - St. Louis, Missouri
  - West Shore, Pennsylvania
  - York (earned income tax), Pennsylvania

To create W-2 files for any of these local tax agencies, first enter information in this function. If a tax agency accepts W-2 information for more than one locality (such as the Central Collection Agency in Ohio), an entry must be made for each locality. If the agency requires an Account Number, add an entry for each legal entity that will be reported. Once entries exist here, create data for the files using **W-2 Local Data Generation**. Then, create files using **W-2 Local File Creation.** After files have been created, they may be viewed using the **W-2 Local File Inquiry** function.

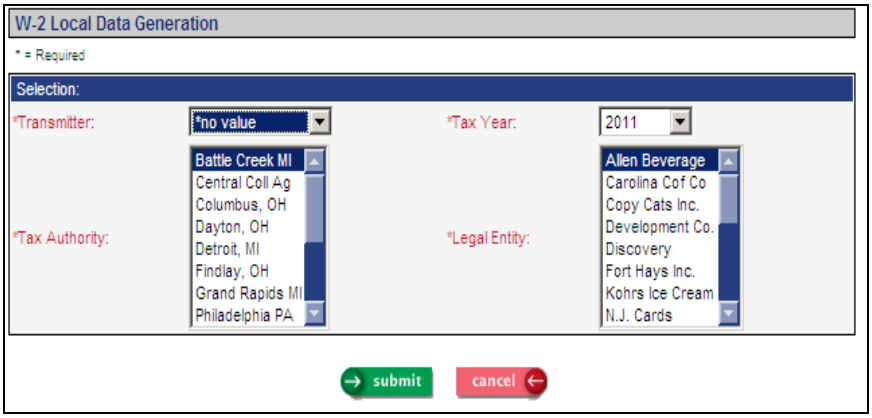
W-2 Local File Manager add

To update, click on information in the left column.

Tax Authority	State	Locality	Locality Code	Local Tax	Legal Entity	Account Number	City Code	Action
Battle Creek MI	AL	Adams County		City Tax	Carolina Design			view delete
Battle Creek MI	MI	Battle Creek		City Tax	*no value			view delete
Central Coll Ag	OH	Andover, OH		City Tax	*no value		006	view delete
Central Coll Ag	OH	Cleveland, OH		City Tax	Starlight Group	999888777	200	view delete
Central Coll Ag	OH	Cleveland, OH		City Tax	Olympics, Inc.	123456789	200	view delete
Central Coll Ag	OH	Liberty Ctr OH		City Tax	Starlight Group	999888777	408	view delete
Central Coll Ag	OH	Liberty Ctr OH		City Tax	Olympics, Inc.	123456789	408	view delete
Central Coll Ag	OH	N. Perry Vlg OH		City Tax	Starlight Group	999888777	555	view delete
Central Coll Ag	OH	N. Perry Vlg OH		City Tax	Olympics, Inc.	123456789	555	view delete
Columbus, OH	OH	Columbus, OH		City Tax	*no value		01	view delete
Dayton, OH	OH	Dayton, OH		City Tax	*no value		DAYTO	view delete
Detroit, MI	MI	Detroit, MI		City Tax	*no value			view delete
Findlay, OH	OH	Findlay, OH		City Tax	*no value		FINDL	view delete

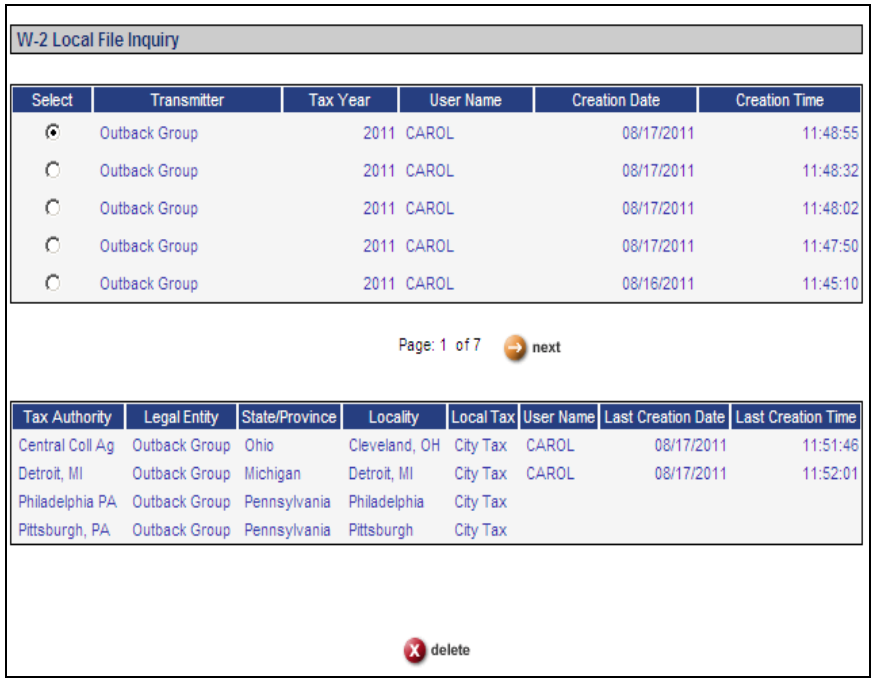
- **W-2 Local Data Generation** has been added to the **Reports** menu. Use this function to generate data that will then be used to create files using the **W-2 Local File Creation** function. Prior to using this function, you must set up local tax agencies in **W-2 Local File Manager**.

  Select the Transmitter and Tax Year that you wish to process. Select one or more Tax Authority and one or more Legal Entity. Click Submit to send the job to the queue. Once the job has completed, you may use the **W-2 Local File Creation** function to create files.



- **W-2 Local File Creation** has been added to the **Reports** menu. After you create a file in the **W-2 Local Data Generation** function, use this function to create a file to be sent to the local tax agency. This function will display data in descending order by Tax Year, and then by date and time created. Click in the Select column next to the data you wish to work with. The system will display the tax authority data that is available. Click on one of the entries in the lower section of the page to create the file; click Process. When the job completes, you may view the file in **Report Master Listing.** It is recommended that you open the file and save it to your computer or network folder before creating the next file, since many tax authorities require the same file name such as W2REPORT.txt. If a file name is the same as an existing file in **Report Master Listing**, it will be replace the original file.

- **W-2 Local File Inquiry** has been added to the **Reports** menu. Use this function to determine which W-2 local data was generated and whether data has been written to a file. You can also delete files that you created that are no longer needed. If you need to create or recreate files, use the **W-2 Local File Creation** function. This function will display data in descending order by Tax Year, and then by date and time created. Click in the Select column next to the data you wish to work with. The system will display the local tax authority data that is available. If a file was created, the table in the lower section of the page will display the last date and time the file was created.



Select	Transmitter	Tax Year	User Name	Creation Date	Creation Time
◉	Outback Group	2011	CAROL	08/17/2011	11:48:55
○	Outback Group	2011	CAROL	08/17/2011	11:48:32
○	Outback Group	2011	CAROL	08/17/2011	11:48:02
○	Outback Group	2011	CAROL	08/17/2011	11:47:50
○	Outback Group	2011	CAROL	08/16/2011	11:45:10

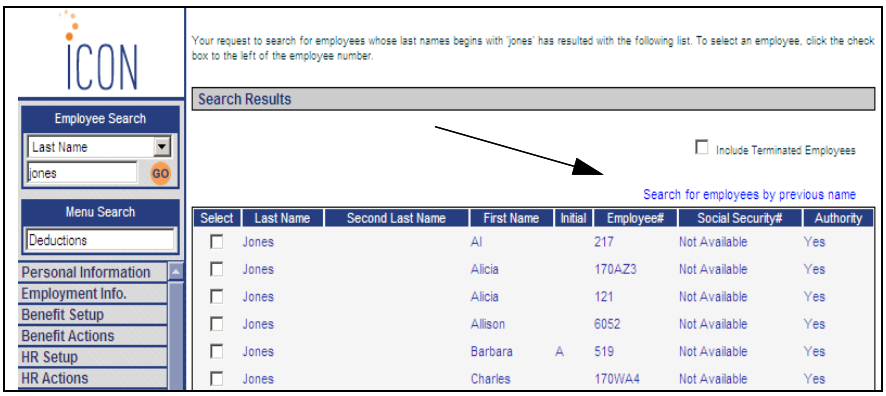
Tax Authority	Legal Entity	State/Province	Locality	Local Tax	User Name	Last Creation Date	Last Creation Time
Central Coll Ag	Outback Group	Ohio	Cleveland, OH	City Tax	CAROL	08/17/2011	11:51:46
Detroit, MI	Outback Group	Michigan	Detroit, MI	City Tax	CAROL	08/17/2011	11:52:01
Philadelphia PA	Outback Group	Pennsylvania	Philadelphia	City Tax			
Pittsburgh, PA	Outback Group	Pennsylvania	Pittsburgh	City Tax			

iCON Manager Services Features

The following features have been added to **i**CON Manager Services.

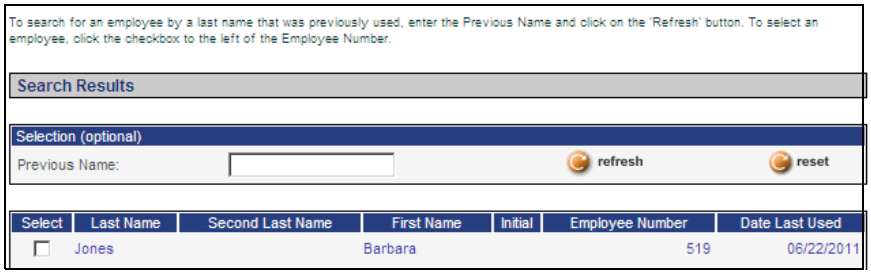
- In the menu bar, **Report Master Listing** has been changed to **Reports**, to allow for more space after the addition of WebReportHR.

- When using the Employee Search feature, the ability to search by previous last name has been added to the Search Results page.

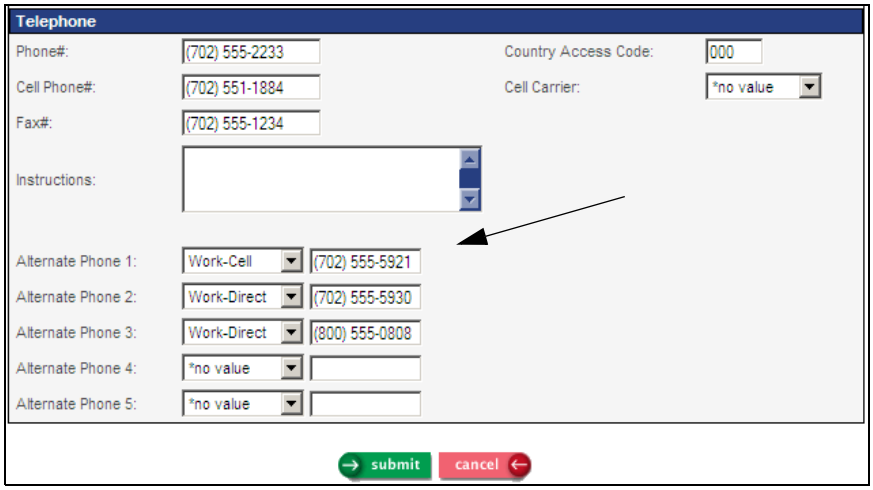


When displaying the Search Results, click "Search for employees by previous name".

You may select an employee from the previous name search results or change the search criteria and click Refresh to perform a new search.

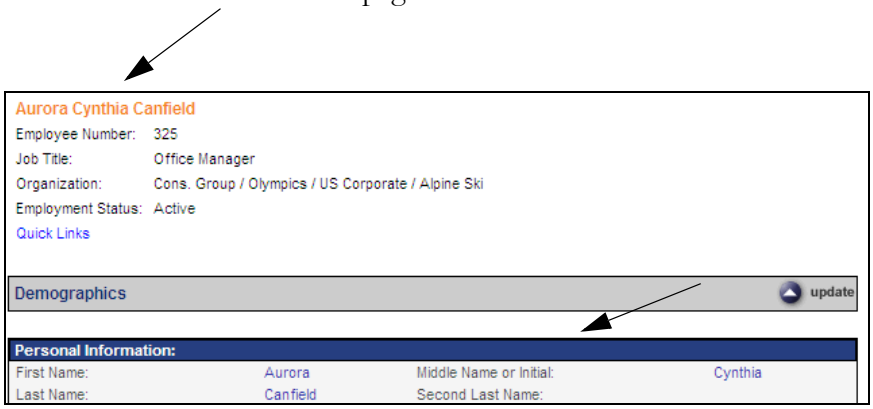


- In the **Address** function, five alternate phone numbers and phone types have been added. If you need to add more available phone types, use the Phone Number Type common object. The new fields have been added to the Employee Profile Report, and to Messaging Setup for ES Address and MS Address. These fields will also appear in **Address Information** in Employee Self Service. The fields will be added to WebReportHR after Version 2.043 is applied.

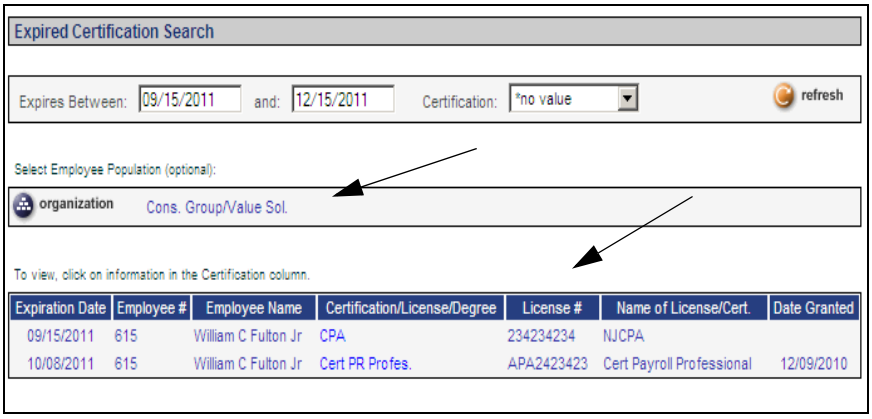


- A field called Middle Name Or Initial will replace the Initial field in the functions shown below. The Initial field remains in the database but will no longer be displayed. Whenever a middle name is added, updated or deleted, the middle initial field will be automatically updated. The middle initial will continue to be written to reports and files such as W-2 files and SUI files. For most functions, the middle name will now be displayed instead of the middle initial. This includes the header section for all employee-related functions, as well as:
  - **Add Employee**
  - **New Hire**
  - **Demographics**
  - **Previous Names**

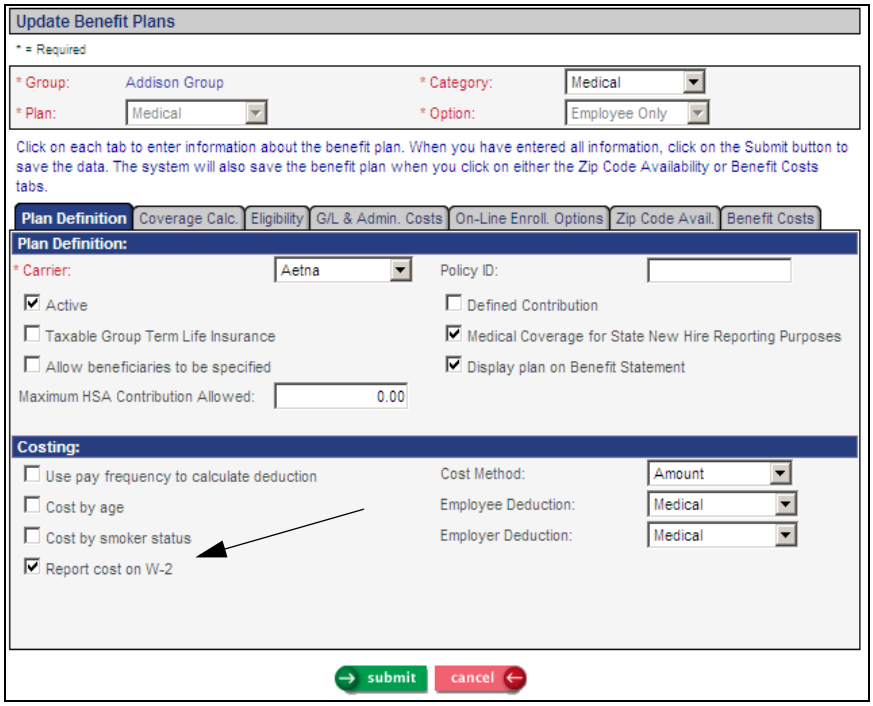
  When Version 2.043 is applied, the existing middle initial values will be copied to the new middle name field. Here is a sample section of the **Demographics** function showing the new field in both the header section as well as the main page:



- As part of supporting the regulations of the New York Wage Theft Protection Act, a field for Primary Language has been added to the **Add Employee, Demographics** and **New Hire** functions. To add more languages to this drop down field, use the Language Codes common object. This field will be added to WebReportHR after Version 2.043 has been applied.
- In the **Expired Certification Search** function in the Employment Information menu, a column for License Number has been added to the search results. Also, the ability to select employees by their home organization has been added. This is an optional selection. Click on the Organization button in order to select an organization level. After you click Select, the system will display employees in the selected organization level and below who meet the expired certification criteria.



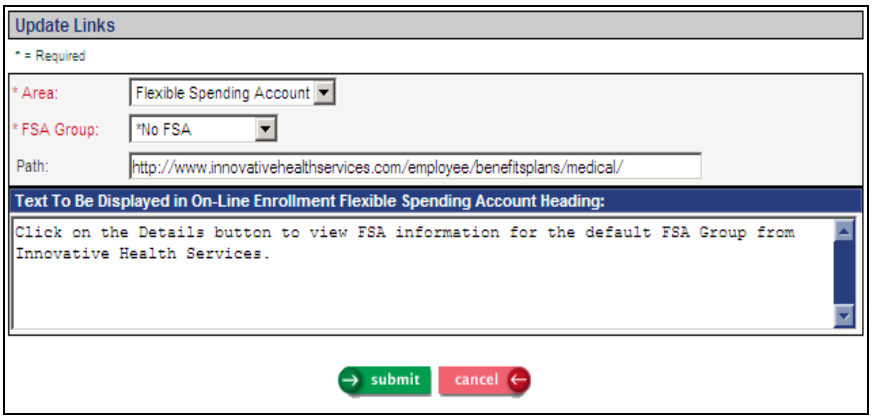
- In **Benefit Plans** in the Benefit Setup menu, a field called "Report cost on W-2" has been added. Starting with W-2s for the 2012 tax year, the cost of employer sponsored health coverage must be reported with code DD in Box 12. You may begin marking this checkbox at your convenience; it will not be used for the 2011 W-2 forms, but will be used to print the cost of health coverage on the 2012 W-2 forms. For more information (as of this writing), refer to IRS Notice 2011-28 for instructions on the type of plans that must be included.



- In **Benefit Plans Copy**, when the mouse pointer was over a drop down list field, the hourglass did not appear. The hourglass will now be displayed to indicate that the system is copying the information.

- In the **Links** function, the ability to set up text and/or a Details button for Flexible Spending Accounts (FSAs) and Health Savings Accounts (HSAs) has been added. If either a website or text is set up in the Links function, it will be displayed in all of the on-line enrollment functions. This includes **First Time Enrollment, Life Events** and **Open Enrollment** in Employee Self Service, and **Open Enrollment** in Manager Services. In the Area drop down list, select either Flexible Spending Accounts or Health Savings Accounts. You can set up Links for all groups, or a particular FSA Group or HSA Group. If you set up only a website for an FSA Group, and a Link for the default group exists and it includes Text, an employee in that FSA Group will see the website for the FSA Group, and the Text for the default group. Likewise, if only Text exists for an FSA Group, and a website exists for the default group, the employee will see the Text for the FSA Group and the website for the default group. The same holds true for HSA links.

  Here is an example of a link for FSAs for the default group:



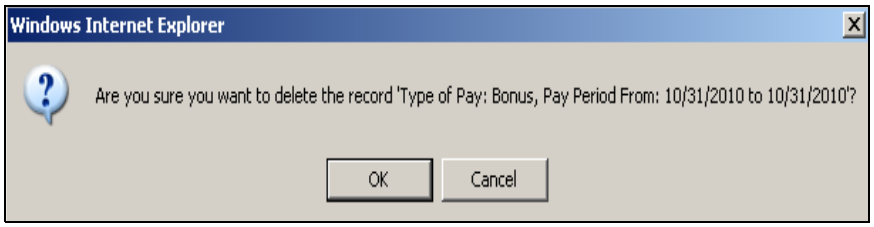
The text and Details button will be shown at the top of the Flexible Spending Accounts section, as shown in this example:

If a Link with a website has been setup, the Details button will also appear in the **Benefit Statement** in Employee Self Service if the employee has selected an FSA or HSA.

- In the on-line enrollment functions, an edit has been added when an employee selects a Health Savings Account. It will only allow a Family HSA (defined as Family in the Health Savings Accounts common object, and not defined as a Catch-up plan in **Health Savings Account Plans**) if a high deductible health plan (HDHP) has been selected that allows dependents (as set up in **Benefit Plans**). It will only allow a Single HSA (defined as Self-Only in the Health Savings Accounts common object, and not defined as a Catch-up plan in **Health Savings Account Plans**) if a high deductible health plan has been selected that does not allow dependents. This affects the **First Time Enrollment, Life Events** and **Open Enrollment** functions in Employee Self Service, and the **Open Enrollment** function in Manager Services.

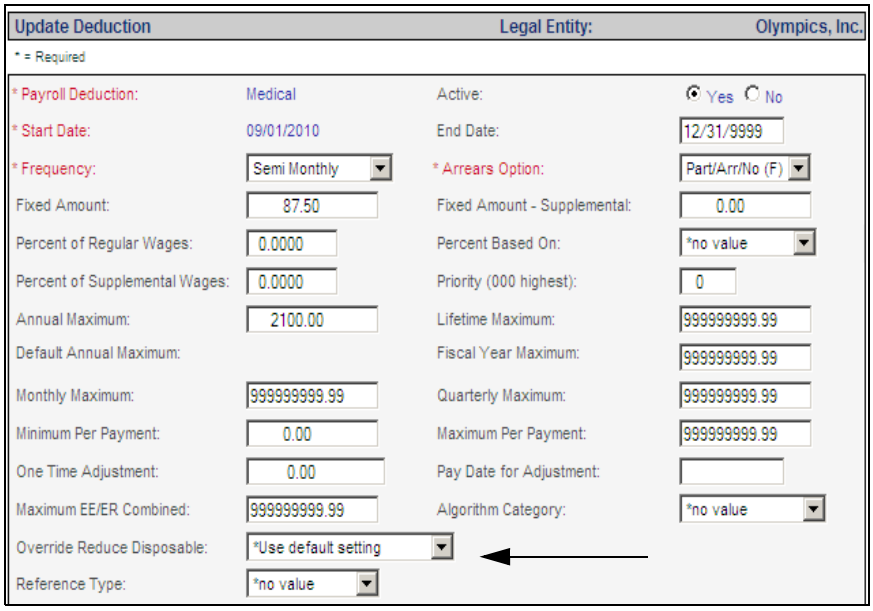
An error will appear when clicking Next on Step 4 if the type of HSA does not match the type of HDHP.

- Under certain circumstances, when a record was added in **Salary Ranges** in the HR Setup menu, an error appeared, saying that the record was modified by another user. This has been corrected; the error message will no longer appear.
- On the main page of **Job Review** in the HR Actions menu, columns for Review Rating and Review Performed By have been added.
- In **Deductions, Employer Deductions, Lump Sums** and **Tax Elections** in the Payroll Actions menu, when you click Delete, the deletion confirmation message will now include a description of the record to be deleted. This will make it easier to determine that the correct record has been selected for deletion. Here is an example of a message shown after clicking Delete in the **Lump Sums** function:



- In **Deductions,** the ability to override the Reduce Disposable value in the Payroll Deductions common object has been added. This new field can be used, for example, when the Medical deduction must reduce disposable wages for garnishment purposes in most states, but not for employees in other states. In this example, leave the checkbox for Reduce Disposable selected in the Payroll Deductions common object, and select "Do Not Reduce Disposable" in the new Override Reduce Disposable field in **Deductions.**

Here is an example of the new field:



When Version 2.043 is applied, this field will be set to "*Use default setting" for all deductions. By so doing, no deduction calculations will be changed, since all deductions will still use the Reduce Disposable setting found in the Payroll Deductions common object. To override that setting, choose either "Reduce Disposable" or "Do Not Reduce Disposable" in this field. Note: Do not change the Reduce Disposable checkbox in Payroll Deductions, since that will affect all employee deductions. Rather, change the Override Reduce Disposable field in the **Deductions** function.

Under most scenarios, the Override Reduce Disposable field will not need to be changed. However, it is now available should the need arise. Here are two scenarios showing how this field would affect the calculation of a Child Support deduction.

Scenario 1:

- The employee has a $100 Medical deduction that is marked as Reduce Disposable in the Payroll Deductions common object.
- The Medical deduction is prioritized before the Child Support deduction.
- In Example A, the employee's Medical deduction has "*Use default setting" in the Override Reduce Disposable field. The Medical deduction will therefore reduce disposable income prior to calculating the Child Support deduction, since the Reduce Disposable field in Payroll Deductions is "yes".
- In Example B, the employee's Medical deduction has "Do Not Reduce Disposable" in the Override Reduce Disposable field. The Medical deduction will not reduce disposable income prior to calculating the Child Support deduction.

	Example A	**Example B**
Gross Pay	1000.00	1000.00
Taxes	- 300.00	- 300.00
Disposable Income after taxes	700.00	700.00
Disposable Income after Medical deduction is taken	600.00	700.00

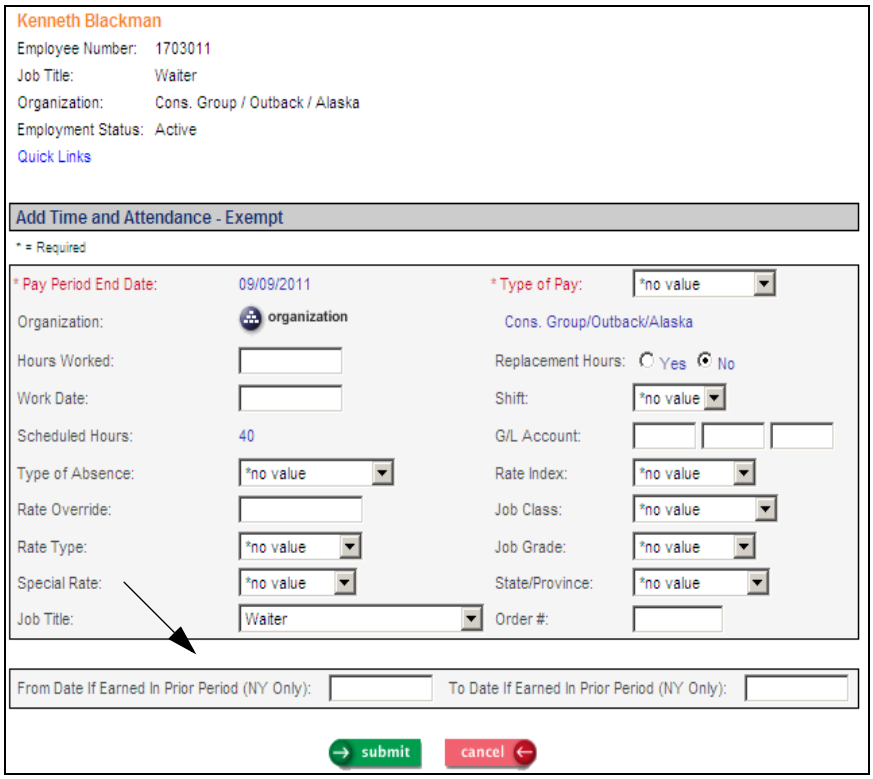
Scenario 2:

- The employee has a $100 Medical deduction that is marked to *not* Reduce Disposable in the Payroll Deductions common object.
- The Medical deduction is prioritized before the Child Support deduction.
- In Example A, the employee's Medical deduction has "*Use default setting" in the Override Reduce Disposable field. It will not reduce disposable in this example, since the default setting in Payroll Deductions is "no"
- In Example B, the employee's Medical deduction has "Reduce Disposable" in the Override Reduce Disposable field. This will override the default setting of "no", and will therefore reduce disposable income.

	Example A	**Example B**
Gross Pay	1000.00	1000.00
Taxes	- 300.00	- 300.00
Disposable Income after taxes	700.00	700.00
Disposable Income after Medical deduction is taken	700.00	600.00

- In **Misc. Payroll**, the sorting has been changed. After sorting the entries in descending sequence by year, the primary legal entity will be shown first, and then other legal entities will be sorted by Short Description. Previously, legal entities were sorted in alphabetical order by year.
- In **Deduction Accumulators** in the Payroll Information menu, amounts for each month have been added to the Employee and Employer pages. Previously, you had to select a Month on the main page. The selection for Month has been removed, since amounts for all months are now shown.
- In **Lump Sums** in the Payroll Processing menu, if entitlement pay such as unused paid time off was paid to an employee and the number of checks was greater than one, the system correctly rounded the number of hours in **Payment History** but not Units Used in **Paid Time Off**. As a result, Units Used and therefore the Balance in **Paid Time Off** was sometimes off by a difference of .001 hour. This has been changed to correctly handle rounding issues.
- When paying amounts earned in earlier time periods to employees who work in New York, the Wage Theft Prevention Act requires that the date range be provided to the employee on the payment document. To accommodate this requirement, a field called Paystub Additional Information Usage has been added to **Legal Entity Definition** in iCON Tools to specify if you are a New York employer. This field also has a setting for California employers who need to show Hourly Rates in **Paycheck Information** in Employee Self Service for employees who choose the "Do Not Print Direct Deposit Vouchers" option. If you are an Outsource client with employees working in either New York or California, please contact your Pay Support Representative to set this flag for you. If you do not have employees in either California or New York, no action is necessary.

When the flag is set to New York, the **Lump Sums** and **Time and Attendance** functions will display additional fields called "From Date If Earned In Prior Period (NY Only)" and "To Date If Earned In Prior Period (NY Only)". Shown here is an example from **Time and Attendance:**

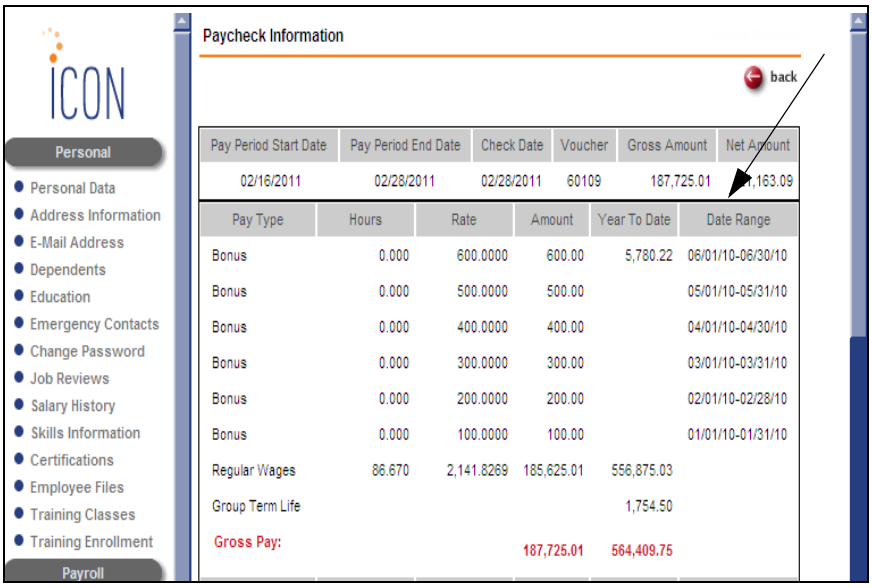


Enter these dates only when the pay represents an amount earned in a prior period. When these dates exist, they will print next to the pay amount on the check or voucher stub. They will also appear in **Paycheck Information** in Employee Self Service and Manager Services. If the flag is not set to New York, the extra column for this

date range will not be shown. A separate line will appear for each pay type/date range combination, as shown in this example:

PAY TYPE	RATE	HOURS	AMOUNT	YEAR TO DATE	DATE RANGE
Bonus	600.0000	0.00	600.00	5,780.22	06/01/10-06/30/10
Bonus	500.0000	0.00	500.00		05/01/10-05/31/10
Bonus	400.0000	0.00	400.00		04/01/10-04/30/10
Bonus	300.0000	0.00	300.00		03/01/10-03/31/10
Bonus	200.0000	0.00	200.00		02/01/10-02/28/10
Bonus	100.0000	0.00	100.00		01/01/10-01/31/10
Regular Wages	2,141.8269	86.67	185,625.01	556,875.03	
Group Term Life	0.0000	0.00	0.00	1,754.50	
		PAY TOTALS:	187,725.01	564,409.75	

Below is an example of how the Date Range is shown in **Paycheck Information** in Employee Self Service:



- In the **Absence Report, New Hires Report** and **Salary Report** in the Reports menu, the system previously checked the user's security clearance when submitting the job. Depending on the user's security setup, he or she was sometimes prevented from submitting the report, even though security was granted to a subset of the selected organization levels. These reports have been changed so that the security check is not performed when the report is submitted, but rather only when the report job is being run.
- In the **Benefit Comparison** report, the following options have been added so that you may select only the information that you wish to include:
    - Coverage Category selection: one Category or all Categories can be included
    - List all benefits regardless of whether there have been changes from the current year to the next year
    - List benefit enrollment and costing/contribution changes only
    - List benefit enrollment changes only
    - List costing/contribution changes only
- In the **Employee Profile** report, the following data has been added: Home Phone, Cell Phone and Carrier, Home and Work E-Mail Address, Seniority Date and the Alternate Phone Numbers and Phone Types.
- In the **Length of Service Report**, the ability to search by Adjusted Hire Date, Original Date or Seniority Date has been added. Previously, the system used each employee's Adjusted Hire Date. The report will now calculate years of service based on the type of date you choose. If an employee does not have a Seniority Date, the report will use his or her Adjusted Hire Date.

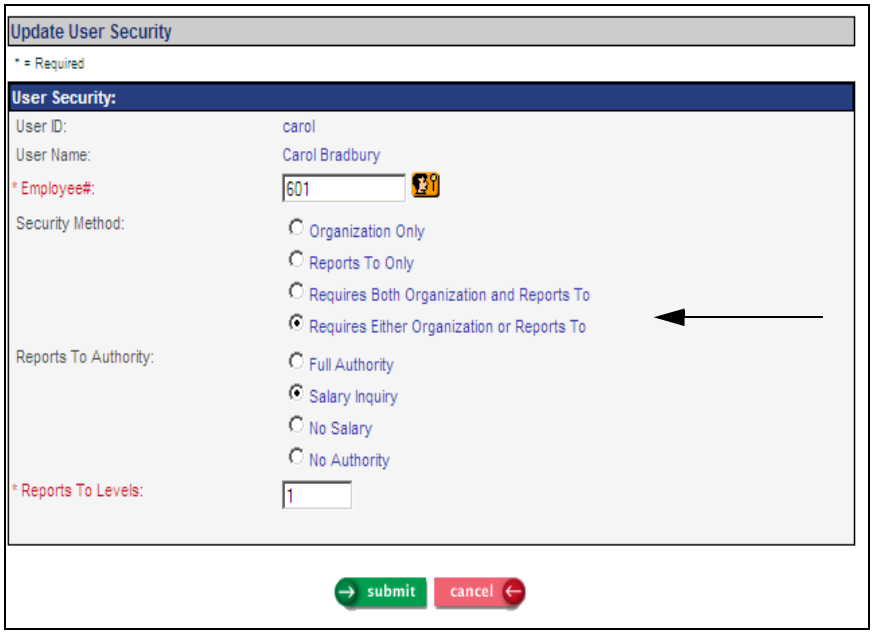
- In **W-2 Data Generation**, the following changes have been made for 2011 reporting. Where a change to the federal file is noted, the same change will apply to any state or local files that follow the federal format.
  - Starting with tax year 2011, the advance earned income credit was eliminated. Box 9 of the W-2 form will be blank and the corresponding fields on the W-2 file will be zeroes.
  - Starting with tax year 2011, HIRE Act exempt wages were eliminated. No amounts will be written to Box 12 with code CC, and the corresponding fields on the W-2 file will be zeroes.
  - Code EE was added to the field "W-2 Box 12: Employee" in the Payroll Deductions common object. Select EE in this field for any deduction representing Designated Roth Contributions Under a Governmental Section 457(b) plan. This will print in Box 12 of the W-2 form and will be written to new fields on the RO and RU records on the federal W-2 file.
  - In **Legal Entity Definition** in iCON Tools, two fields were added: Employment Code and Kind of Employer. These are written to the RE record of the federal W-2 file. The Employment Code field will default to "Regular (All others - Form 941)". The other designations are Agriculture, Household, Military, Medicare Qualified Government Employment, Railroad and Regular (Form 944). The Kind of Employer field will default to "None Apply". The other designations are Federal Government, State and Local Governmental Employer, Tax Exempt Employer and State and Local Tax Exempt Employer. See the EFW2 instructions on SSA's website for more information: http://www.socialsecurity.gov/employer/efw/11efw2.pdf. If Unicorn HRO processes your payroll and your company has a

different designations than the default values, contact your Pay Support Representative to have the changes made. Note that the Railroad designation in the Employment Code field will still be written if the NAICS code in **Organization Setup** is 482110.

- A new field was added to the RW and RT records called Cost of Employer-Sponsored Health Coverage. This field is optional for the 2011 tax year. **i**CON will write zeroes to these fields for 2011. The amounts will be written to the file for the 2012 tax year.

- In **Common Object Dictionary** in the Tools menu, a field for Political Subdivision Code has been added to the Localities common object. This is part of the ongoing changes being made to the system to accommodate Pennsylvania Act 32 changes for local taxes. If your system is hosted by Unicorn HRO, this field will be populated after Version 2.043 is applied.
- In **Messaging Setup**, the ability to set up messages for ES Education, MS Education and Employee Education (iCON Tools) has been added.
- In **User Security,** an additional Security Method has been added called "Requires Either Organization or Reports To". If you select this security method, the system will check to see if the user has Organization Security or Reports To security to the employee. If the user has only Organization Security, it will use that security clearance. If the user has only Reports To security, it will use the Reports To Authority that has been defined in User Security. If the user has both Organization Security and Reports To Security to the employee, the security level with greater access will be used (for example, if Organization Security is set up as Salary Inquiry, and Reports To security is set up as Full Authority, the system will grant Full Authority to the employee). Note that the existing Security Method that was

called "Both Organization and Reports To Security" has been renamed to "Requires Both Organization and Reports To". This will better describe this Security Method, which only allows you access to an employee if you have Organization Security, *and* the employee reports to you (according to the number of Reports To Levels). This security setting has not changed; only the description has been changed. The new Security Method requires that you have Organization Security *or* Reports To security.

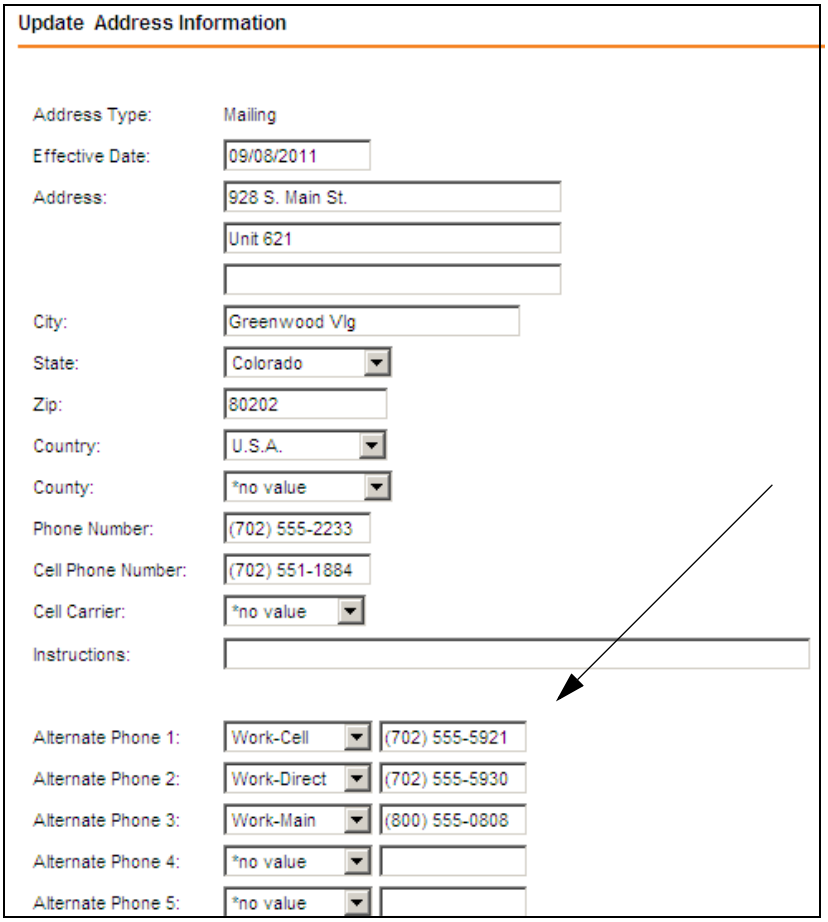


iCON Employee Self Service Features

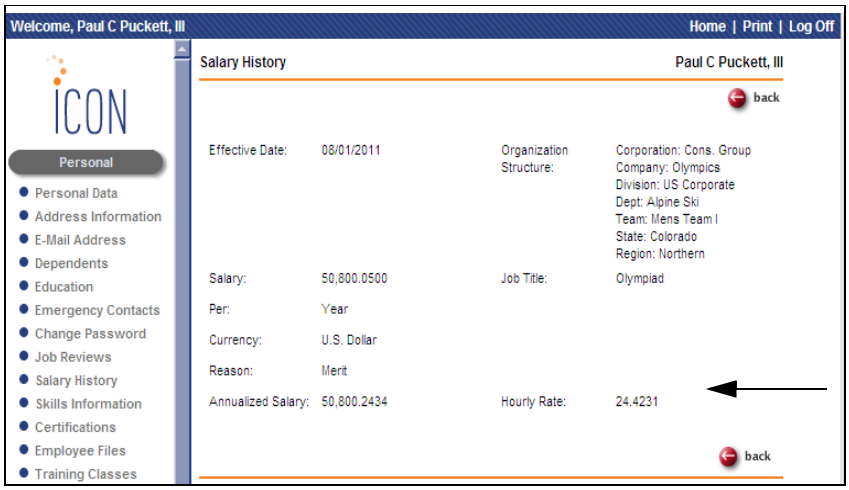
This section describes the changes that have been made to Employee Self Service.

- In the heading section, if the employee's middle name has been entered, it will appear instead of the middle initial.

- In the **Address Information** function, the ability to enter up to five alternate phone numbers and phone types has been added.

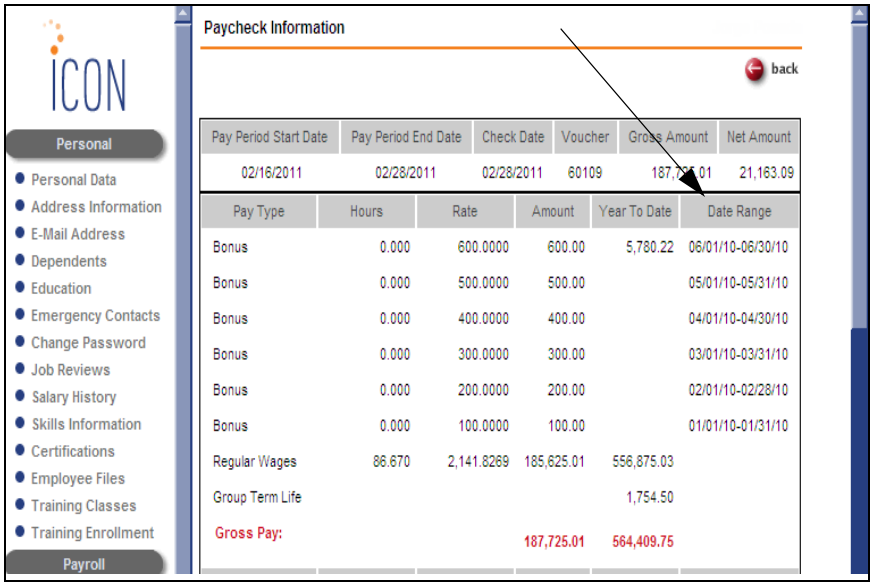


- In **Salary History**, if you select an option in **HR System Defaults** to display Annualized Salary and Hourly Rate, these fields will be displayed on the detail page.



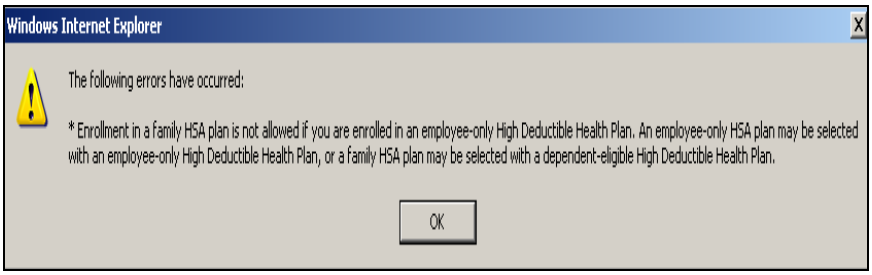
- In **Paycheck Information,** a column for Date Range will be shown in the Pay section for employees who work in New York, who received pay attributable to a prior period, and whose dates were entered either in **Time and Attendance** or **Lump Sums**.

  If these conditions do not exist, the Date Range column will not be shown.

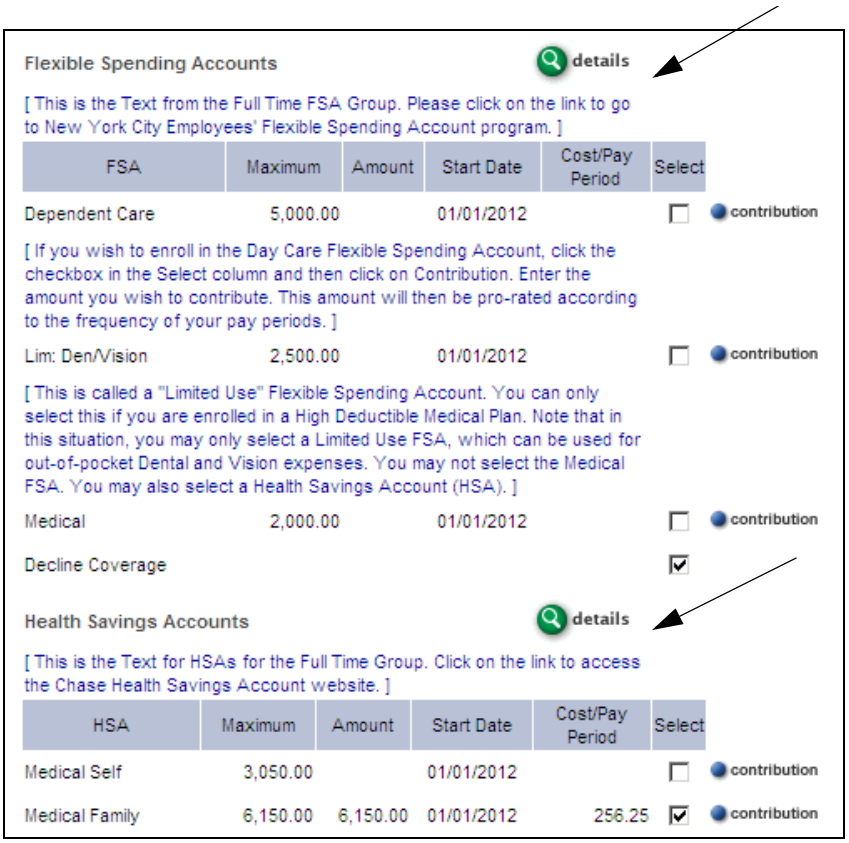


- In **First Time Enrollment, Life Events** and **Open Enrollment,** the headings for the coverage categories on Step 4 will now be shown in light blue instead of light gray. This will differentiate the headings from plans shown in light gray for which the employee is not eligible. An example of a plan that would be shown in light gray would be a Family plan for an employee who has no dependents. In this example, the top arrow shows where the light blue heading appears. The bottom arrow shows plans shown in light gray.

- In **First Time Enrollment, Life Events** and **Open Enrollment,** if an employee selects a high deductible health plan that does not allow dependents (a Single plan), but selects a Family Health Savings Account, an error message will appear. Likewise, if the employee selects a high deductible health plan that allows dependents (a Family plan), but selects a Single Health Savings Account, an error message will appear. If an employee selects an HSA, it must correspond to the selected HDHP before he or she can proceed from Step 4 to Step 5. Below is a sample error message.



- In **First Time Enrollment, Life Events** and **Open Enrollment,** a Details button and instructions will be shown at the top of the Flexible Spending Accounts and Health Savings Accounts sections if you have set them up in the **Links** function. Also, the Details button will appear in **Benefit Statement** if the employee has selected Flexible Spending Accounts or Health Savings Accounts.



iCON Tools Features

This section explains the features that have been added to **i**CON Tools. Where noted, it represents the same change made in Manager Services.

Benefits

Employer Benefit Plans (**i**CON Tools and Manager Services)	A field called "Report cost on W-2" has been added. Starting with W-2s for the 2012 tax year, the cost of employer sponsored health coverage must be reported with code DD in Box 12. You may begin marking this checkbox at your convenience; it will not be used for the 2011 W-2 forms, but will be used to print the cost of health coverage on the 2012 W-2 forms. For more information (as of this writing), refer to IRS Notice 2011-28 for instructions on which plans are to be included on W-2s.

Human Resources

Employee Direct (**i**CON Tools and Manager Services)	As part of supporting the regulations of the New York Wage Theft Protection Act, a field for Primary Language has been added. To add more languages to this drop down field, use the Language Codes common object.

Employee Direct, Employee Previous Names (**i**CON Tools and Manager Services)	A field for Middle Name or Initial has replaced the Initial field in Employee Direct and Employee Previous Names. The Initial field remains in the database but will no longer be displayed on the screen. Whenever a middle name is added, updated or deleted, the middle initial field will be automatically updated. The middle initial will continue to be written to reports and files such as W-2 files and SUI files. When Version 2.043 is applied, the existing middle initial values will be copied to the new middle name field.
HR System Defaults (**i**CON Tools and Manager Services)	The ability to display Annualized Salary and Hourly Rate in **Salary Change** and **Salary History** in Manager Services, and **Salary History** in Employee Self Service has been added. To populate these new fields, first go to **HR System Defaults** and make your selection in the new "Display Annual Salary for Employees Paid By Standard Method" field. When Version 2.043 is applied, this value will be set to "Do not display calculated Annual Salary and Hourly Rate." In order to display the Annualized Salary and Hourly Rate, you will need to change this field to one of the following values, and then run **Rebuild Annualized Salary** in Manager Services. The options are: Use Payroll Scheduled Hours for all salary types, Use Payroll Scheduled Hours only if Salary is Hourly Amount, Do not use Payroll Scheduled Hours
Messaging Setup (**i**CON Tools and Manager Services)	The ability to set up messages for ES Education, MS Education and Employee Education has been added.

Payroll

Legal Entity Definition (iCON Tools) Employee Lump Sum Earnings Time and Attendance (Exempt) Time and Attendance (Non-Exempt) Time and Attendance Express (Exempt) Time and Attendance Express (Non-Exempt) (**i**CON Tools and Manager Services)	A field called Paystub Additional Information Usage has been added to **Legal Entity Definition,** to specify if you are a New York employer. This field also has a setting for California employers who need to show Hourly Rates in **Paycheck Information** in Employee Self Service for employees who choose the "Do Not Print Direct Deposit Vouchers" option. Choose the appropriate value if you have employees in California or New York. If you have employees in both states, select New York in order to utilize both options. If you are an Outsource client with employees working in either New York or California, please contact your Pay Support Representative to set this flag for you. If you do not have employees in either California or New York, no action is necessary. When the flag is set to New York, the **Employee Lump Sum Earnings** and **Time and Attendance** functions will display additional fields called "From Date If Earned In Prior Period (NY Only)" and "To Date If Earned In Prior Period (NY Only)". Enter these dates only when the pay represents an amount earned in a prior period. When these dates exist, they will print next to the pay amount on the check or voucher stub. They will also appear in **Paycheck Information** in Employee Self Service and Manager Services. A separate line will appear for each pay type/date range combination. If the flag is not set to New York, the extra column for this date range will not be shown.

Employee Deduction Formulas (**i**CON Tools and Manager Services)	The ability to override the Reduce Disposable value in the Payroll Deductions common object has been added. This new field can be used, for example, when the Medical deduction must reduce disposable wages for garnishment purposes in most states, but not for employees in other states. In this example, leave the checkbox for Reduce Disposable selected in the Payroll Deductions common object, and select "Do Not Reduce Disposable" in the new Override Reduce Disposable field in **Employee Deduction Formulas.** When Version 2.043 is applied, this field will be set to "*Use default setting" for all deductions. By so doing, no deduction calculations will be changed, since all deductions will still use the Reduce Disposable setting found in the Payroll Deductions common object. To override that setting, choose either "Reduce Disposable" or "Do Not Reduce Disposable" in this field. Note: Do not change the Reduce Disposable checkbox in Payroll Deductions, since that will affect all employee deductions. Rather, change the Override Reduce Disposable field in the **Employee Deduction Formulas** function. The Override Reduce Disposable has also been added to the **Global Employee Deduction Update** function.
Employee Lump Sum Earnings (**i**CON Tools and Manager Services)	If entitlement pay such as unused paid time off was paid to an employee and the number of checks was greater than one, the system correctly rounded the number of hours in **Payment History** but not Units Used in **Employee Entitlement Plans**. As a result, Units Used and therefore the Balance in **Employee Entitlement Plans** was sometimes off by a difference of .001 hour. This has been changed to correctly handle rounding issues.

Reconciliation Tax Summary	The following changes have been made: 1) If the employee's First Name contained characters that represented a suffix, such as JR, the program removed it. This will no longer occur; it will only occur in the Last Name field. 2) In the 000 record, the version number will be changed to 19. 3) A 501 record will be added for the New York MCTM tax, with a count of employees. 4) For Massachusetts SUI, taxable wages will be written instead of gross wages in the detail record. 5) In record 601 for Pennsylvania employees, the PSD code from the employee's current active mailing address will be written. 6) If a Massachusetts employee had only a SUI record and no SIT, only the 501 record was created. The program has been changed to also create the 601 record.

Reporting

Employee Profile Report (**i**CON Tools and Manager Services)	The Home Phone, Cell Phone and Carrier, Home and Work E-Mail Address, Seniority Date, and Alternate Phone Number and Phone Number Type fields have been added.
Length of Service Report (**i**CON Tools and Manager Services)	The ability to search by Adjusted Hire Date, Original Date or Seniority Date has been added. Previously, the system used the employee's Adjusted Hire Date. The report will calculate years of service based on the type of date you choose. If an employee does not have a Seniority Date, the report will use his or her Adjusted Hire Date.

W-2 Data Generation (**i**CON Tools and Manager Services)	Starting with tax year 2011, the advance earned income credit was eliminated. Box 9 of the W-2 form will be blank and the corresponding fields on the W-2 file will be zeroes. Starting with tax year 2011, HIRE Act exempt wages were eliminated. No amounts will be written to Box 12 with code CC, and the corresponding fields on the W-2 file will be zeroes. Code EE was added to "W-2 Box 12: Employee" in the Payroll Deductions common object. Select EE in this field for any deduction representing Designated Roth Contributions Under a Governmental Section 457(b) plan. This will print in Box 12 of the W-2 form and will be written to new fields on the RO and RU records on the federal W-2 file. In Legal Entity Definition in iCON Tools, two fields were added: Employment Code and Kind of Employer. These are written to the RE record of the federal W-2 file. The Employment Code field will default to "Regular (All others - Form 941)". The other designations are Agriculture, Household, Military, Medicare Qualified Government Employment, Railroad and Regular (Form 944). The Kind of Employer field will default to "None Apply". The other designations are Federal Government, State and Local Governmental Employer, Tax Exempt Employer and State and Local Tax Exempt Employer. See the EFW2 instructions on SSA's website for more information: http://www.socialsecurity.gov/employer/efw/11efw2.pdf. If Unicorn HRO processes your payroll and your company has different designations than the default values, contact your Pay Support Representative to have the changes made. A new field was added to the RW and RT records for Cost of Employer-Sponsored Health Coverage. This field is optional for the 2011 tax year. iCON will write zeroes to these fields for 2011. The amounts will be written to the file for the 2012 tax year.