



# **Version 2.048**

# **Release Notes**

*June 22, 2013*



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## Table of Contents

Version 2.048 Checklist.....	1
Overview .....	3
Manager Services New Functions .....	4
Manager Services New Features.....	11
Benefits .....	11
Human Resources .....	11
Payroll .....	13
Security .....	19
Employee Self Service.....	20
iCON Tools New Functions.....	21
iCON Tools New Features.....	23
Benefits .....	23
Human Resources .....	23
Payroll .....	24

## Version 2.048 Checklist

Certain new features in Version 2.048 require set-up steps. Use the checklist below to update your system for each applicable area.

	Completed By	Date Completed
If you give access to your employees to the Retirement Deductions function in Employee Self Service, the ability to round the eligibility date according to your plan rules will be added. If eligibility for retirement plans has any date rounding, such as the next first of month or next first of year, use the <b>Retirement Plan Preferences</b> function in Manager Services to set up the "Date Rounding Option" field.		
In <b>Deduction Definition</b> , a field called "Populate Amount/Percent when Manually Adding Deduction" will be added. If you want the system to automatically populate the Fixed and Supplemental Amounts, Fixed and Supplemental Percentages or Rate Per Hour when a user manually adds this deduction for an employee, select this checkbox.		
If you want the Notes Category to be mandatory in the <b>Employee Notes</b> function, select the new checkbox in <b>HR System Defaults</b> called "Require Notes Category".		
If you wish to display employer deduction amounts such as the company's 401(k) contribution in <b>Paycheck Information</b> in Employee Self Service and Manager Services, go to <b>Employer Deduction Contributions</b> and select the "Display Employer Amount" checkbox. By doing so, the system will store the employer deduction year-to-date amount the next time a payment is created. When a payment has a year-to-date amount for an employer deduction, it will display both the employer deduction for that payment as well as the year-to-date amount. If the payment has at least one employer deduction to be displayed, two additional columns will appear in the Deduction section: Employer Paid and Employer Year To Date.		
In <b>Messaging Setup</b> , you will have the ability to set up messages for the following Processes: MS Absences (Manager Services) and Employee Absences (iCON Tools).		
In <b>Messaging Setup</b> , you will have the ability to set up messages for when the MS Organization Restructure process has been submitted from Manager Services and when it has completed.		
In <b>Messaging Setup</b> , you will have the ability to set up messages for FMLA Certifications and leave requests entered in FMLA Details.		

	Completed By	Date Completed
Assign <b>Function Security</b> to the following new functions in Manager Services to applicable users. <ul style="list-style-type: none"><li>• Benefit Cost Report</li><li>• Benefit Update By Plan</li><li>• Employee Labor Distribution</li><li>• Organization Restructure</li><li>• Organization Restructure Reset</li><li>• Remove Messaging Notification Entries</li><li>• Retirement Wage Plan Adjustment</li><li>• Retirement Wage Plan Adjustment Log</li><li>• Retirement Wage Plan Adjustment Report</li></ul>		
If your users have access to the iCON Tools module, contact your Security Administrator to assign access to the following new functions as needed. <ul style="list-style-type: none"><li>• Benefit Cost Report</li><li>• Organization Restructure Reset</li></ul>		

## Overview

Version 2.048 contains several new functions as well as additional functionality throughout the product. The Release Notes contain a description of each feature in detail.

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

- Employee Labor Distribution
- Organization Restructure
- Organization Restructure Reset

The following function will be added to the Benefit Actions menu:

- Benefit Update By Plan

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

- Retirement Plan Wage Adjustment
- Retirement Plan Wage Adjustment Log

The following functions will be added to the Reports menu:

- Benefit Cost Report
- Retirement Plan Wage Adjustment Report

The following function will be added to the Tools menu:

- Remove Messaging Notification Entries

## Manager Services New Functions

This section describes the new functions that will be added to Manager Services.

**Employee Labor Distribution** will be added to the HR Actions menu. This function is used to enter and maintain the percent amount(s) for employees who regularly work in more than one organization level. The total percentage must equal 100%. When payments are created, the system will automatically store payment information based on the percentages that are found in this function for records whose Organization levels are equal to the employee's home Organization levels (as found in Work Profile). If any records from Time and Attendance, Lump Sums or Manual Payments have Organization levels that are different from the employee's home Organization, the system considers these levels to be overrides, and the percentage split will not be applied. The Labor Distribution Report can be used to print hours and dollars for each organization where employees worked. Note that the Employee Labor Distribution function is separate from the Account Distribution function, which splits employee hours and wages for General Ledger purposes only.

Customer: 2000 Live (2000) | User: carol | Reports | WebReportHR | My Employees | My Account | Home | About | Help | Log Off

**Judi Baxter**  
 Employee Number: 612  
 Job Title: Vice President  
 Organization: Cons. Group / Value Sol. / Pequannock  
 Employment Status: Active  
[Click to send e-mail message to employee](#) [Quick Links](#)

**Employee Labor Distribution** [+ add](#)

To update, click on information in the left column.

Corp Code	Comp Code	Level 3	Level 4	Level 5	Level 6	Level 7	Percent of Distribution	Action
YANKS	VF	PEQ					80.0000	<a href="#">X delete</a>
YANKS	VF	WAYNE					20.0000	<a href="#">X delete</a>

**Employee Distribution Percentage**  
 100.0000

[+ add](#) [→ submit](#) [cancel ←](#)

**Organization Restructure** will be added to the HR Actions menu. This function allows you to modify organization structure information when changes are made to your company's reporting lines. For example, if your company decides to combine several departments into one, you may move employees in those departments into another department. Or, a department may be moved from one division to another. You may add and update organization levels in this function. An organization level may be deleted from this function if there is no information associated with it.

To use this function, select the organization levels to be used as the originating levels, and then click on Set From Level. Next, select the new organization levels; click on Set To Level. If you need to add a new organization, click on the Add button next to the corresponding level.

Next, indicate how you want to update records in the selected units: select the Remove Levels option to copy the records in the selected units into existing units in the new organization structure. If you are copying the same number of organization levels, you must select the Remove Levels option. Otherwise, a level will be added to the "To Level" organization. For example, if you want to move employees in the Accounting Department at level 4 to the Finance Department at level 4, enter all four levels in both the "From Level" and "To Level" sections. Select the Remove Levels option, and the Selected Only option. If instead you wish to move employees in all departments (level 4, for instance) to a different level 3, enter only the first 3 levels in the "From Level" and "To Level" selections. This will replace the organization path for all lower levels that are linked to the selected level. In this instance, if you choose the "Selected and Lower" option, the system will replace the organization path for the 3<sup>rd</sup> level and all levels beneath it.

The screenshot shows the iCON web application interface for the 'Organization Restructure' function. The top navigation bar includes 'Customer: 2000 Live (2000)', 'User: carol', and links for 'Reports', 'WebReportHR', 'My Employees', 'My Account', 'Home', 'About', 'Help', and 'Log Off'. The left sidebar contains a menu with options like 'Employee Search', 'Menu Search', 'Job Allocation Dates', 'Job Review', 'Job Review Import', 'New Hire', 'Organization Restructure' (highlighted), 'Organization Restructure Reset', 'OrgPlus Export', 'PIN Assignment', 'Position Assignment', and 'Position Control'. The main content area is titled 'Organization Restructure' and features a table for mapping 'From Level' to 'To Level'. The table has columns for 'Cons. Group', 'Value Sol.', and 'Madison'. Each row has '+ add', 'update', and 'delete' buttons. Below the table, there are radio button options: 'Remove Levels' (selected), 'Retain Levels', 'Selected and Lower' (selected), 'Lower Only', and 'Selected Only'. At the bottom right are 'Set From Level' and 'Set To Level' buttons. At the very bottom are 'process' and 'cancel' buttons.

Next, specify the Unit Selection option. Select the Selected and Lower option to modify the selected unit and the level(s) below it. Select the Lower Only option to modify only the level(s) below the selected unit. Select the Selected Only option to modify only the selected unit.

Since data is being changed by this function, it is recommended that you run this process when users are not on the system.

Make sure to check the report that will be produced in Report Master Listing to let you know of any errors that have occurred. No Error Found will appear in most situations. However, if an error did appear during processing, it will be shown on the report.

A new Process will be added to **Messaging Setup** so that you can be notified when the Organization Restructure job is submitted and when it completes. Because this process runs outside of the Job Server Queue, we recommend that you set up messaging so that you know when the job has completed. Note that only one Organization Restructure job can be run at a time. If you attempt to submit another job, a message will appear to let you know that a process is already running.

**Organization Restructure Reset** will be added to the HR Actions menu. In the rare scenario where an Organization Restructure job does not complete normally, use this function to reset the system setting that indicates that an Organization Restructure job is running. Do not submit this request unless you are sure that the Organization Restructure job is no longer running. Keep in mind that when much data is being updated, the job may take some time to complete.

The screenshot displays the iCON web application interface. At the top, a navigation bar includes links for 'Customer: 2000 Live (2000)', 'User: carol', 'Reports', 'WebReportHR', 'My Employees', 'My Account', 'Home', 'About', 'Help', and 'Log Off'. The main content area is titled 'Organization Restructure Reset'. Below the title, a message states: 'Click on the Submit button if an Organization Restructure process was submitted but did not complete normally. This will reset the flag that allows another Organization Restructure process to be run.' A green 'submit' button is positioned to the right of this message. On the left side, there is a sidebar menu with sections for 'Employee Search' (containing an 'Employee Number' dropdown and a 'GO' button) and 'Menu Search' (containing a search box with 'Organization Restructure' entered). Below these are several menu items: 'Increase', 'Job Allocation Dates', 'Job Review', 'Job Review Import', 'New Hire', 'Organization Restructure', and 'Organization Restructure Reset'.



**Benefit Update By Plan** will be added to the Benefit Actions menu. This function is similar to the Benefit Update function, allowing you to select the benefit plans to be updated. All active benefits in all Benefit Groups will be shown on the page. Rather than updating the selected plan(s) in only the selected Benefit Group, the Benefit Update By Plan process will update the selected plan(s) in all Benefit Groups in which the plans are defined. The function will prompt you for an effective date, as well as a date on which to base age costing. If any costs have changed, records will be created for the employee and/or employer deductions. For each change, a record will be written to Benefit History, including the Benefit Change Reason that you select.

Customer: 2000 Live (2000) | User: carol

Reports | WebReportHR | My Employees | My Account | Home | About | Help | Log Off

**ICON**

Employee Search

Employee Number

Menu Search

Benefit Update by Plan

Personal Information

Employment Info.

Benefit Setup

Benefit Actions

Benefit Enrollment

Benefit History

Benefit Plan End Date Listing

Benefit Statement

Benefit Update

Benefit Update By Group

Benefit Update by Plan

Flexible Spending Accounts

Health Savings Accounts

**Benefit Update by Plan**

\* = Required

\*Effective Date:

\*Ages Based On:

\*Benefit Change Reason:

Start deduction on Pay Period End Date corresponding to the first Check Date on or after the Effective Date: ☐

Active Only: ☒

\*Report Identifier:

Click check boxes to select. Select All Unselect All

Select	Benefit Plan	Benefit Option	Benefit Category	Cost By Age	Smoker Rates Apply	Cost Method
<input type="checkbox"/>	1X Salary	Employee Only	Co. Paid Life	no	no	Amount
<input type="checkbox"/>	Salary Rounding	Employee Only	Co. Paid Life	no	no	Amount
<input type="checkbox"/>	Dental	EE + Children	Dental	no	no	Amount
<input type="checkbox"/>	Dental	EE + Sp + Child	Dental	no	no	Amount
<input type="checkbox"/>	Dental	Emp. + Sp. + Ch.	Dental	no	no	Amount
<input type="checkbox"/>	Dental	Emp. + Child	Dental	no	no	Amount
<input type="checkbox"/>	Dental	Emp. + Children	Dental	no	no	Amount
<input type="checkbox"/>	Dental	Emp. + Family	Dental	no	no	Amount
<input type="checkbox"/>	Dental	Emp. + Spouse	Dental	no	no	Amount
<input type="checkbox"/>	Dental	Employee + One	Dental	no	no	Amount

**Retirement Plan Wage Adjustment** will be added to the Payroll Actions menu. This function allows you to make adjustments to the pay types that have been flagged as retirement plan wages for employees who have the Accumulate Retirement Wages checkbox selected in Misc. Payroll. Select the Year and Month that you wish to update; click on the Update button. Enter the new Hours and/or Amounts. The system will automatically update the corresponding Quarter and Year To Date amounts. You may also enter Comments associated with the changes that you are making. Click Submit to save the changes.

Customer: 2000 Live (2000) | User: carol | Reports | WebReportHR | My Employees | My Account | Home | About | Help | Log Off

**Judi Baxter**  
 Employee Number: 612  
 Job Title: Vice President  
 Organization: Cons. Group / Value Sol. / Pequannock  
 Employment Status: Active  
[Click to send e-mail message to employee](#) [Quick Links](#)

**Retirement Plan Wage Adjustment**

Legal Entity: **Value Solutions** Tax Year: 2013 Month: \*none [refresh](#)

To adjust, click on Update. [update](#)

January Hours:	173.334	January Amount:	5,282.48
February Hours:	166.667	February Amount:	5,079.30
March Hours:	86.667	March Amount:	2,641.24
April Hours:	173.334	April Amount:	5,282.48
May Hours:	173.334	May Amount:	10,512.48
June Hours:	86.667	June Amount:	2,641.24
July Hours:	0.000	July Amount:	0.00
August Hours:	0.000	August Amount:	0.00
September Hours:	0.000	September Amount:	0.00
October Hours:	0.000	October Amount:	0.00
November Hours:	0.000	November Amount:	0.00

**Retirement Plan Wage Adjustment Log** will be added to the Payroll Actions menu. This function allows you to view the details of entries made in the Retirement Plan Wage Adjustment function. Information in this function is view-only.

Customer: 2000 Live (2000) | User: carol | Reports | WebReportHR | My Employees | My Account | Home | About | Help | Log Off

**Peter Rittenburg**  
 Employee Number: 0631  
 Job Title: Assistant Manager  
 Organization: Cons. Group / Value Sol. / Pequannock  
 Employment Status: Active  
[Quick Links](#)

**Retirement Plan Wage Adjustment Log**

Legal Entity: **Value Solutions** Tax Year: 2013 [refresh](#)

Adjustment Date	Adjustment Time	User	Action
05/24/2013	14:27:09	choward	<a href="#">view</a>
05/24/2013	14:24:09	carol	<a href="#">view</a>
05/24/2013	13:15:01	carol	<a href="#">view</a>

**Retirement Plan Wage Adjustment Report** will be added to the Reports menu. This report prints the details of entries made in the Retirement Plan Wage Adjustment function.

The screenshot shows the iCON web interface. The top navigation bar includes: Customer: 2000 Live (2000) | User: carol | Reports | WebReportHR | My Employees | My Account | Home | About | Help | Log Off. The left sidebar contains: Employee Search, Menu Search, Retirement Plan Wage Adjus, Personal Information, Employment Info., and Benefit Setup. The main content area is titled "Retirement Plan Wage Adjustment Report". It includes a "Selection:" section with the following fields:
 

- \*Legal Entity: [no value] (dropdown)
- \*Tax Year: 2013 (dropdown)
- From Change Date: [ ] To Change Date: [ ]
- \*Report ID: RetirePlanWageAdjustmentReport

 At the bottom of the form are "submit" and "cancel" buttons.

**Benefit Cost Report** will be added to the Reports menu. Use this report to print active benefits for the selected Benefit Groups, Benefit Categories and Benefit Plans. For benefits costed using the standard method or age-based method, the current cost (and any future-dated costs) as of the Effective Date will print. This report can be used to verify that new benefit costs have been entered correctly.

The screenshot shows the iCON web interface for the "Benefit Cost Report". The top navigation bar is the same as the previous screenshot. The left sidebar now includes: Employee Search, Menu Search, Reports, Absence Report, Acceptance Policy Report, Audit Report, Benefit Comparison, Benefit Cost Report, Benefit Participation, and Benefit Premium. The main content area is titled "Benefit Cost Report". It includes a "Select Benefits" section with three columns:
 

- Benefit Groups:** Radio buttons for "All" and "Select". A list box contains: Exempt Group, F/T Employees, F/T Empl Copy, F/T Grp NC, Fenner Benefits, Flex Group, and Four Decimals.
- Benefit Categories:** Radio buttons for "All" and "Select". A list box contains: Co. Paid Life, Dental, Dependent Life, Dependent Med, Disability, Group Legal, and HD Health Plan.
- Benefit Plans:** Radio buttons for "All" and "Select". A list box contains: 1X Salary, 401(k) plan, AD&D, AFLAC Medical, CIGNA HMO, Dental, and Dep. Life 2.

 Below these columns are fields for:
 

- \*Effective Date: [ ]
- \*Report Name: BenefitCostRpt

 At the bottom of the form are "submit" and "cancel" buttons.

**Remove Messaging Notification Entries** will be added to the Tools menu. This can be used for testing purposes, when you do not wish e-mail messages to be sent. By submitting this job, all Notification e-mail addresses in the Messaging Setup function will be deleted. Note that there is no "Undo" feature with this function. It is only recommended to be used in a Test database.

The screenshot displays the iCON web application interface. At the top, a navigation bar shows the user is logged in as 'carol' and provides links to 'Reports', 'WebReportHR', 'My Employees', 'My Account', 'Home', 'About', 'Help', and 'Log Off'. The main content area is titled 'Remove Messaging Notification Entries'. It features two dropdown menus: 'Process' set to '\*All Processes' and 'User' set to '\*All Users'. Below these, an 'Event' dropdown is set to '\*All Events'. At the bottom of the form are two buttons: a green 'submit' button with a right-pointing arrow and a red 'cancel' button with a left-pointing arrow. On the left side of the interface, there is a sidebar with the iCON logo, an 'Employee Search' section with a text input and a 'GO' button, a 'Menu Search' section with a text input, and a 'Personal Information' section with links to 'Employment Info.', 'Benefit Setup', and 'Benefit Actions'.

## Manager Services New Features

This section describes the new features that will be added to Manager Services.

### ***Benefits***

In **Benefit Enrollment**, a column will be added to the Dependents section of the Update page for Coverage Amount. This will allow you to see the coverage amount for each dependent without having to go to the Dependents page.

In the **Census Report**, you will have the ability to select Race and Supervisor Name. These fields will be added to the list of available items in the Demographic Information section.

In **Open Enrollment**, if a benefit plan had separate employee-paid costs for dependents, the system automatically added any cost for the employee as well as any cost for the dependent(s) when creating the deduction record. However, the employee cost on Step 4 only included the cost for employee coverage. The program will be changed to show the total employee cost on Step 4, including costs for the employee and/or dependent(s).

### ***Human Resources***

In the **Acceptance Policy Report**, you will have the option to print the text of the Acceptance Policies when you run the report for a particular employee. When you select the "By Employee Number" option, a checkbox will display called "Print Acceptance Policy Text." If you select this checkbox, the Text from Login Acceptance Policies will be included on the report.

In the **Add Employee**, **New Hire** and **Work Profile** functions, the "Benefit Eligibility Date" will be renamed "Benefit Start Date", to more accurately reflect how this field is used. If any Benefit Plans have eligibility rules, this field is used as the starting date for calculating the eligibility date for each plan. No benefit eligibility date calculations have been changed; only the field name has been changed.

In **Demographics** and **Work Profile**, if an employee's organization level is in Indiana, and you change the Adjusted Hire Date, the system will only ask if the employee is a rehire if the Adjusted Hire Date is 60 or more days past the termination date. Indiana will be following the Federal rules for reporting new hires. In addition, if you enter a hire date in **Rehire (HR)** that is 60 or more days after the termination date for an Indiana employee, the system will automatically

set the Pending State New Hire Reporting to "yes"; if it is less than 60 days, this flag will not be set.

In the **EEO-4 Report** function, radio buttons will be added to allow you create a file or a report. Previously, only a file could be created from this function. You may create a report if you wish to review the information that will be written on the file. This includes company information as well as the employee counts for each category and annual salary range. It is formatted in a layout similar to the official EEO-4 form, but it is not in the approved format and therefore cannot be submitted to the government agency. It is to be used for internal purposes only; the file should be sent to the agency for your official submission.

If more than one employee picture existed in **Employee Files**, the system did not always display the most recent photo in the heading of employee-related functions. The program has been changed to display the employee's latest photo in these functions.

If you want the Notes Category to be mandatory in the **Employee Notes** function, select the new checkbox in **HR System Defaults** called "Require Notes Category". If you are using Notes Category Authorization, consider making the Notes Category mandatory, so that no records are inadvertently added with a blank Notes Category, and can therefore be seen by all users.

In **Messaging Setup**, you will have the ability to set up messages for the following Processes: MS Absences (Manager Services) and Employee Absences (iCON Tools). Note that messages will only be sent when Absence records are manually added, updated or deleted. Messages will not be sent when Absence records are automatically created when a pay cycle is processed and Time and Attendance records contain Absence codes.

In **Messaging Setup**, you will have the ability to set up messages for the following processes: MS FMLA Certifications and MS FMLA Details-Leave Requests.

In the **Paid Time Off** function, on the Update page, the system displayed the latest Comment made by your User Name. The program has been changed to display the latest Comment, regardless of the User Name. All Comments may still be viewed by using the History button.

In **Report Master Listing**, the From and To Dates will default to displaying the last week's reports. These dates may be changed if needed.

In the **Terminations Report**, the system would only allow you to submit the report if you had Organization Security to the selected organization levels. The program has been changed to allow you to submit the report regardless of your



security; it will check your User Security when actually processing the report, and will print information for authorized employees only.

Formatting for Phone Number and Zip Code fields will be changed. Currently, you must highlight the field and click Delete in order to enter a new value or change the existing value. The programs will be changed so that an existing value may be replaced by tabbing into the field or highlighting the field; the Delete key no longer needs to be used. This affects fields in both Manager Services and Employee Services. The affected Manager Services functions are: **Add Employee, Address, Agency Information, Benefit Enrollment, Demographics, EEO-1 Report, Emergency Contacts, Garnishment Payees, Injuries, Medical Visits, New Hire, Organization Setup, State New Hire Report, SUI and W-2 Manager, Training Facilities** and **VETS-100 Data Generation**.

Space for the User Name field has been expanded to allow for the maximum field length in the following reports: **Course Schedule Report, Employee Absence Report, Employee Salary Report, G/L Report By Date** and **Security Reports**.

## ***Payroll***

In **Deduction Data Import**, if there is an employer match set up in Employer Deduction Contributions, the system automatically adds a record for the employee in the Employer Deductions function. If the system found an Employer Deduction Contribution record for the year of the deduction Start Date, and the employer match fields were zero, the system looked at the previous year's records and used those employer match fields. The program has been changed to use the employer match fields of the Employer Deduction Contribution record for the year of the deduction Start Date, whether or not they are zero. If the fields are zero, no Employer Deductions record will be created. Note that if no Employer Deduction Contribution record exists for the year of the deduction Start Date, the system will continue to use the previous year's Employer Deduction Contribution record; this logic has not changed.

In **Deduction Definition**, a field called "Populate Amount/Percent when Manually Adding Deduction" will be added. If you want the system to automatically populate the Fixed and Supplemental Amounts, Fixed and Supplemental Percentages or Rate Per Hour when a user manually adds this deduction for an employee, select this checkbox. This can be used, for example, if the deduction amount is the same for all employees in the same Deduction Group. If you add a deduction for an employee and the default values are populated, you may still override them if needed.

In **Deduction Taxation Exemptions** and **Pay Taxation Exemptions**, when some of the following taxes are selected but not all of them, a message appears to tell you that all of the taxes will be either added or removed, depending on the action

you are taking: Disability, Family Leave, Unemployment and Workforce Development Partnership. This is to ensure, for states such as New Jersey that have more than one tax type, that all of the related taxes are set up in the same manner. The program has been changed to also include the Massachusetts Medical Tax (tax type SMT). This will insure that this tax is set up the same way that the Unemployment tax is set up.

In **Garnishment Check Register**, the ability to run the report for an individual employee will be added.

In the **Global Employee Deduction Update**, the program has been changed to write an error to the log in the following scenario: when the record in Deduction Definition has a Date Rounding Option but there are no calendar dates set up for the new deduction Start Date. Previously, the system created a Deduction Formula with a blank Start Date. After Version 2.048 is applied, an error will be written to the log and no Deduction Formula will be created in this scenario.

In **Lump Sums**, two fields will be added: Tax Over Number of Periods and Tax At Frequency. When a lump sum has a Check Print Option of Separate Payment or On Demand Payment, these new fields will be available. You may use the field called Tax Over Number of Periods, for example, when an employee is being paid three weeks advance vacation pay and you wish to have the system calculate taxes as if three weekly payments are being made. You may use the field called Tax At Frequency, for example, when a monthly, quarterly or annual bonus is being paid and taxes should be calculated using the specified frequency. These two fields are optional, and are mutually exclusive. These fields are not available if you enter a Number of Checks other than zero. The fields only affect the calculation of taxes: they do not affect the number of checks that will print, nor will they affect the frequency in which the lump sum is processed.

**Add Lump Sum**

\* = Required

Legal Entity: Value Solutions (Home Company)

\* Type of Pay: \*no value

\* From Pay Period:

Hours Related To Earning:

\* Frequency: \*no value

From Work Date:

Check Print Option: Separate Paymt

Override Direct Deposit: ☐ Yes ☒ No

Tax Over Number of Periods: 0

Active: ☒ Yes ☐ No

\* To Pay Period:

Payment Amount:

Type of Absence: \*no value

To Work Date:

Number of Checks:

Account #:

Tax At Frequency: \*no value

From Date If Earned In Prior Period (NY Only):

To Date If Earned In Prior Period (NY Only):

submit cancel



In **Manual Payments**, the system always processed arrears when applicable. The program will be changed to only put deductions into arrears, or take existing arrears where possible, when the Standard Payment checkbox is selected. When this checkbox is not selected, deductions will not be put into arrears if there is not enough net pay, and no existing arrears will be taken on the payment.

In **Manual Payments**, if an employee has a deduction for a Health Savings Account (HSA) and has an HSA Direct Deposit account, the system will ask if the HSA amount should be direct deposited. Select Yes if the amount should be processed through direct deposit, or select No if the amount should not be direct deposited.

If you wish to display employer deduction amounts such as the company's 401(k) contribution in **Paycheck Information** in Employee Self Service and Manager Services, go to **Employer Deduction Contributions** and select the "Display Employer Amount" checkbox. By doing so, the system will store the employer deduction year-to-date amount when payments are created. When a payment has a year-to-date amount for an employer deduction, it will display both the employer deduction for that payment as well as the year-to-date amount. If the payment has at least one employer deduction to be displayed, two additional columns will appear in the Deduction section: Employer Paid and Employer Year To Date. Note that payments that were created prior to this checkbox being selected will not display employer amounts, since the system does not have the employer year-to-date amount for those payments.

Customer: 2000 Live (2000) | User: carol | Reports | WebReportHR | My Employees | My Account | Home | About | Help | Log Off

**Update Employer Deduction Contributions**

Legal Entity: Value Solutions | Tax Year: 2013

\* = Required

Payroll Deduction: 401(k) Plan

Fixed Deduction Amount:	0.00	Minimum Per Pay Period:	0.00
Fixed Amount - Supplemental:	0.00	Maximum Per Pay Period:	99999999.99
Percent of Regular Wages:	0.0000	Maximum Per Month:	99999999.99
Percent of Supplemental Wages:	0.0000	Maximum Per Quarter:	99999999.99
Percent of Employee Contribution:	50.0000	Maximum Per Year:	99999999.99
Maximum Employee Percent:	6.0000	Maximum Per Fiscal Year:	99999999.99
*Frequency:	Each Pay Period	Maximum Total:	99999999.99

Start Number of Days After Hire: 90

Date Option: Next 1st of the Year

Allow Auto Switch To: 401(k) Catch-up

On the payment where the employee reaches the retirement deduction maximum:

- ☒ Take the full amount of the catch-up deduction.
- ☐ Do not take a catch-up deduction. Wait until the next payment to start taking the catch-up deduction.
- ☐ Calculate the catch-up deduction and subtract the retirement deduction from it; only take the remainder.

☒ Allow ESS Enrollment

☐ Tier Formula

☐ Display Employer Amount

Here is a sample of the employer deduction amounts in Employee Self Service:

Welcome, Judi Baxter Home | Print | Log Off

Payroll Information

ok next

Pay Period Start Date	Pay Period End Date	Check Date	Check No	Gross Amount	Net Amount
05/16/2013	05/31/2013	05/31/2013	507007	5,230.00	2,893.16

Pay Type	Hours	Rate	Amount	Year To Date
Regular Wages	0.000		5,230.00	23,718.68
Group Term Life				47.25
Vacation Pay				2,438.06
<b>Gross Pay:</b>			<b>5,230.00</b>	<b>26,203.99</b>

Tax Type	State	Locality	Amount	Year To Date
Federal Income			578.92	2,048.24
FICA/Medicare			75.84	379.99
FICA/OASDI			324.26	1,624.65
Disability	New Jersey		26.15	131.02
Family Leave	New Jersey		3.14	15.72
SIT NJ Rate D	New Jersey		179.41	663.97
Unemployment	New Jersey		20.00	100.23
Wrk Dev Part.	New Jersey		2.23	11.14
Income Tax	Utah		235.37	1,072.36
<b>Tax Totals:</b>			<b>1,445.32</b>	<b>6,047.32</b>

Deduction	Amount	Year To Date	Employer Paid	Employer Year To Date
401(k) Plan	307.52	462.83	153.76	231.41
Dental	7.92	71.28	22.92	206.28
Group Term Life		47.25		
Medical	95.84	862.56		
Non-Qual. Def.	104.60	523.10		
Optional Life	6.76	60.84		
Student Loan	368.88	1,929.43		
<b>Deduction Totals:</b>	<b>891.52</b>	<b>3,957.29</b>	<b>176.68</b>	<b>437.69</b>

If you give access to your employees to the **Retirement Deductions** function in Employee Self Service, the ability to round the eligibility date according to your plan rules will be added. If retirement plan eligibility contains any date rounding, such as the next first of month or next first of year, use the **Retirement Plan Preferences** function in Manager Services to set up the date rounding options for each applicable plan.

In **Tax Elections**, a Work Locality field will be added beneath the Resident Locality field in the Local Tax section. The Work Locality field will work similar to the Resident Locality field: if you change the value and click Save, the Work Locality will be updated in the employee's Misc. Payroll record for the current year. Also, if the employee's current Work State in Misc. Payroll is Pennsylvania, a window will display and prompt you for the Effective Check Date when the Work Locality is to change. If you enter a date and click Submit, the system will write a new, inactive local tax record for the employee's current Pennsylvania local tax(es), and will also write a new, active local tax record (if defined in Tax Manager) for the applicable local tax(es) for the new Work Locality, since local taxation in Pennsylvania is based on where the employee works. The page will refresh so that you may verify the new local tax elections. Note that this logic does not apply to Philadelphia, since it is not subject to Act 32. Also in

conjunction with this change, if you change the Work Locality in **Misc. Payroll**, and the employee's Work State is Pennsylvania, the system will prompt you for the Effective Check Date. It will suspend any current Pennsylvania local taxes as of this date, and add tax elections for the new Work Locality (with the exception of Philadelphia).

In **Tax Elections**, when adding a record for a local tax and you selected the State, the system displayed all employee-paid local taxes that were set up in Tax Manager. The program has been changed to also display any employer-paid taxes that are set up in Tax Manager. At this time, this change allows the employer-paid Pittsburgh tax to display if any of your employees are subject to this tax.

In **Time and Attendance File Reversal**, the system would take a long time to display entries when there were many files to be displayed. A new index will be added to speed up this process. Also, the From and To Dates will default to displaying the last week's imported files. These dates may be changed if needed.

In **User Defaults**, the following fields will be added in order to streamline the payroll processing functions: Organization, Legal Entity, Payroll Processing Group, Pay Period End Date and Selection.

Customer: 2000 Live (2000) | User: carol | Reports | WebReportHR | My Employees | My Account | Home | About | Help | Log Off

**User Defaults**

State: New Jersey  
Country: U.S.A.  
Currency: U.S. Dollar

Select an organization level below:

- Cons. Group
  - Zion

Organization: ☐ Clear Organization Selection

Legal Entity: Olympics, Inc.  
Payroll Processing Group: Semi-Monthly  
Pay Period End Date: 06/30/2013  
Selection: Legal Entity and Group

submit cancel

If you enter one or more of these fields, the following functions will use them as default values, but can be changed as needed. As you begin processing a particular payroll, you may enter the values in User Defaults so that they do not to be entered in each payroll function.

- Time and Attendance SB Entry
- Time and Attendance Report
- Taxable Life Process
- Payroll Feeder
- On Demand Payment Feeder
- Net To Gross Payment Feeder
- Pending Payment Log
- Pending Payments Over Limit
- Pending Payments Over Limit Report
- Combined Register
- Payment Register
- Pending Payments
- Close Payment Log
- HSA Deposit Creation
- Close Payments Over Limit Report
- Electronic Payment Register
- Employee Payroll Totals Report
- Entitlement Report
- Manual Payment Register
- Net Payment Register
- Payment Register Voids
- HED Register
- G/L Report By Date

As part of the above change, “Scheduled Group” has been changed to “Payroll Processing Group” in Time and Attendance SB Entry, Payroll Feeder and On Demand Payment Feeder, so that the terminology is consistent in all payroll processing functions.

In **W-2 Register**, a difference appeared between the FICA and FICM wage bases and the calculated wage bases if an employee had a 457(b) deduction that was set to have the employer contributions added to the FICA and FICM wage bases. The program has been changed to take this setting into account, as entered in the Payroll Deductions common object for 457(b) deductions.

If a user in iCON Tools is on the Update page of a record in any of the following functions, the system will display the standard "The record is locked" message: **Benefit Enrollment** (in the Deductions section), **Deductions**, **Employer Deductions** and **Lump Sums**. Previously, an error appeared but the reason was not stated.

## ***Security***

In **Auto PIN Assignment**, a section will be added called Reset PINs. You may use this option if you wish to reset all active employees' User IDs and PINs to the default values found in HR System Defaults. Note that if you use this feature and the new PINs will contain letters, they will be created as upper case letters. The existing functionality of Auto PIN Assignment will still be available in the section that is called PIN Assignment.

In **Function Security**, when you copy security from one user to another, you will have the option to only "Add Functions" that don't currently exist for the "To User", or "Replace Existing Security" for the "To User". Currently, the system only adds security for functions which the "To User" does not have access. You may still perform this type of copy by using the "Add Functions" option. However, if you wish to totally replace the Function Security for one user by copying from another user, use the "Replace Existing Security" option.

In **User Setup Copy**, the ability to copy My Employees Functions will be added. If you select this checkbox, entries in My Employees Functions will be copied from the "From User" to the "To User", as long as the "To User" has Function Security to those functions.

## Employee Self Service

The following changes will be made to the Employee Self Service module.

In **First Time Enrollment**, **Life Events** and **Open Enrollment**, if a benefit plan had separate employee-paid costs for dependents, the system automatically added any cost for the employee as well as any cost for the dependent(s) when creating the deduction record. However, the employee cost on Step 4 only included the cost for employee coverage. The program will be changed to show the total employee cost on Step 4, including costs for the employee and/or dependent(s).

In **Paycheck Information**, columns will be added to the Deductions section called Employer Paid and Employer Year To Date if you select the “Display Employer Amount” checkbox in Employer Deduction Contributions. By doing so, the system will store the employer deduction year-to-date amount the next time a payment is created. When a payment has a year-to-date amount for an employer deduction, it will display both the employer deduction for that payment as well as the year-to-date amount. If the payment has at least one employer deduction to be displayed, the two additional columns will appear.

Formatting for Phone Number and Zip Code fields will be changed. Currently, you must highlight the field and click Delete in order to enter a new value or change the existing value. The following areas will be changed so that an existing value may be replaced by tabbing into the field or highlighting the field; the Delete key no longer needs to be used.

- **Address Information**
- **Benefit Beneficiaries**
- **Emergency Contacts**
- **First Time Enrollment**
- **Life Events**
- **Open Enrollment**



## iCON Tools New Functions

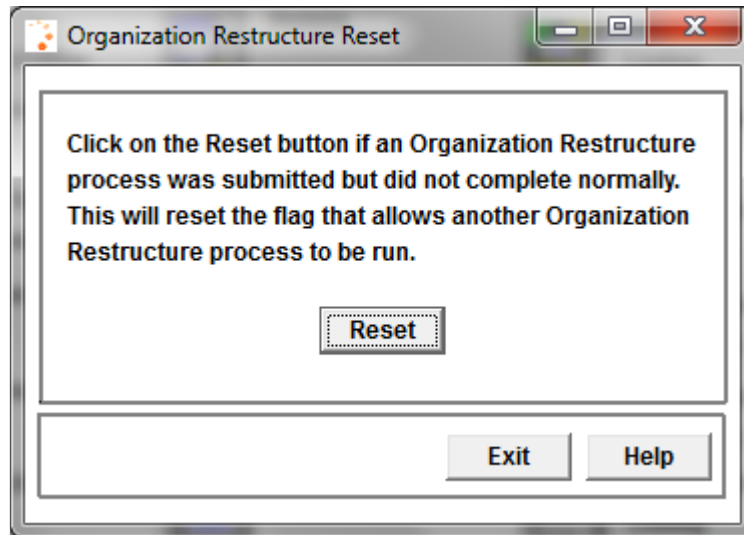
This section describes the new functions that will be added to the iCON Tools module.

**Benefit Cost Report** will be added. Use this report to print active benefits for the selected Benefit Groups, Benefit Categories and Benefit Plans. For benefits costed using the standard method or age-based method, the current cost (and any future-dated costs) as of the Effective Date will print.

The screenshot shows a window titled "Benefit Cost Report". It contains the following fields and controls:

- \*Effective Date:** A text input field.
- \*Report Name:** A text input field containing the text "BenefitCostRpt".
- Benefit Groups:** A section with two radio buttons: "All" (selected) and "Select". Below is a list box containing: Exempt Group, F/T Employees, F/T Empl Copy, F/T Grp NC, Fenner Benefits, Flex Group, Four Decimals, Full Time Emp 2.
- Benefit Categories:** A section with two radio buttons: "All" (selected) and "Select". Below is a list box containing: Co. Paid Life, Dental, Dependent Life, Dependent Med. Disability, Group Legal, HD Health Plan, Life Ins. 2.
- Benefit Plans:** A section with two radio buttons: "All" (selected) and "Select". Below is a list box containing: 1X Salary, 401(k) plan, AD&D, AFLAC Medical, CIGNA HMO, Dental, Dep. Life 2, Dep. Life 3.
- Buttons:** "Generate", "Exit", and "Help" are located at the bottom of the window.

**Organization Restructure Reset** will be added. In the rare scenario where an Organization Restructure job submitted from Manager Services does not complete normally, use this function to reset the system setting that indicates that an Organization Restructure job is running. Do not submit this request unless you are sure that the Organization Restructure job is no longer running. When much data must be updated, the job may take some time to complete.





## iCON Tools New Features

This section describes the new features that will be added to the iCON Tools module.

### ***Benefits***

In the **Census Report**, you will have the ability to select Race and Supervisor Name. These fields will be added to the list of available items in the Demographic Information section.

### ***Human Resources***

In the **EEO-4 Report** function, radio buttons will be added to allow you create a file or a report. Previously, only a file could be created from this function. You may create a report if you wish to review the information that will be written on the file. This includes company information as well as the employee counts for each category and annual salary range. It is formatted in a layout similar to the official EEO-4 form, but it is not in the approved format and therefore cannot be submitted to the government agency. It is to be used for internal purposes only; the file should be sent to the agency for your official submission.

In the **Employee Direct**, the "Benefit Eligibility Date" will be renamed "Benefit Start Date", to more accurately reflect how this field is used. If any Benefit Plans have eligibility rules, this field is used as the starting date for calculating the eligibility date for each plan. No benefit eligibility date calculations have been changed; only the field name has been changed.

In **Employee Direct**, if an employee's organization level is in Indiana, and you change the Adjusted Hire Date, the system will only ask if the employee is a rehire if the Adjusted Hire Date is 60 or more days past the termination date. Indiana will be following the Federal rules for reporting new hires.

If you want the Notes Category to be mandatory in the **Employee Notes** function, select the new checkbox in **HR System Defaults** called "Require Notes Category". If you are using Notes Category Authorization, consider making the Notes Category mandatory, so that no records are inadvertently added with a blank Notes Category, and can therefore be seen by all users.

In **Messaging Setup**, you will have the ability to set up messages for the following Processes: MS Absences (Manager Services) and Employee Absences (iCON Tools). Note that messages will only be sent when Absence records are manually added, updated or deleted. Messages will not be sent when Absence

records are automatically created when a pay cycle is processed and Time and Attendance records contain Absence codes.

In **Messaging Setup**, you will have the ability to set up messages for the following Processes: MS FMLA Certifications and MS FMLA Details-Leave Requests.

In **Report Master Listing**, the From and To Dates will default to displaying the last week's reports. These dates may be changed if needed.

In functions that contain the Employee Number field, the Employee Search field will default the Include Terminated Employees checkbox to off, rather than on. This will speed up the employee lookup process. You may still select Include Terminated Employees if needed.

Space for the User Name field has been expanded to allow for the maximum field length in the following reports: **Course Schedule Report, Employee Absence Report, Employee Salary Report, G/L Report By Date and Security Reports.**

## ***Payroll***

In **Deduction Definition**, a field called "Populate Amount/Percent when Manually Adding Deduction" will be added. If you want the system to automatically populate the Fixed and Supplemental Amounts, Fixed and Supplemental Percentages or Rate Per Hour when a user manually adds this deduction for an employee, select this checkbox. This can be used, for example, if the deduction amount is the same for all employees in the same Deduction Group. If you add a deduction for an employee and the default values are populated, you may still override them if needed.

In **Deduction Taxation Exemptions** and **Pay Taxation Exemptions**, when some of the following taxes are selected but not all of them, a message appears to tell you that all of the taxes will be either added or removed, depending on the action you are taking: Disability, Family Leave, Unemployment and Workforce Development Partnership. This is to ensure, for states such as New Jersey that have more than one tax types, that all of the related taxes are set up in the same manner. The program has been changed to also include the Massachusetts Medical Tax (tax type SMT). This will insure that this tax is set up the same way that the Unemployment tax is set up.

In **Employee Lump Sum Earnings**, two fields will be added: Tax Over Number of Periods and Tax At Frequency. When a lump sum has a Check Print Option of Separate Payment or On Demand Payment, these new fields will be available. You may use the field called Tax Over Number of Periods, for example, when an employee is being paid three weeks advance vacation pay and you wish to have the system calculate taxes as if three weekly payments are being made. You may use the field called Tax At Frequency, for example, when a monthly, quarterly or annual bonus is being paid and taxes should be calculated using the specified frequency. These two fields are optional, and are mutually exclusive. These fields are not available if you enter a Number of Checks other than zero. The fields only affect the calculation of taxes: they do not affect the number of checks that will print, nor will they affect the frequency in which the lump sum is processed.

**Add Employee Lump Sum Earnings for Judi Baxter**

Employee#: 612      Legal Entity: Value Solutions (Home Company)      \*Type Of Pay: [dropdown]

\*From Pay Period: [text]      \*Last Pay Period: [text]

Hours Related To Earning: 0.000

Payment Amount: 0.0000

\*Frequency: [dropdown]

Type Of Absence: \*no value [dropdown]

From Work Date: [text]

To Work Date: [text]

Check Print Option: Separate Paym't [dropdown]

Number of Checks: 0 [text]

Job Class: \*no value [dropdown]

Job Grade: \*no value [dropdown]

Job Title: Vice President [dropdown]

Comp. Div. Loc. [text]

Account#: - -

Override Account#: [text]

Tax Over Number of Periods: 000

Tax At Frequency: \*no value [dropdown]

From Date If Earned In Prior Period (NY Only): / /

To Date If Earned In Prior Period (NY Only): / /

\*Organization ID

Cons. Group [icon]

Value Sol.

Pequannock

☐ Override Direct Deposit

☒ Active?

Save      Cancel      Help

If you change an employee's Work Locality in **Employee Payroll**, and the Work State is Pennsylvania, the system will prompt you for the Effective Check Date. It will suspend any current Pennsylvania local taxes as of this date, and add tax options for the new Work Locality (with the exception of Philadelphia).

If you wish to display employer deduction amounts such as the company's 401(k) contribution in **Paycheck Information** in Employee Self Service and Manager Services, go to **Employer Deduction Contributions** and select the "Display Employer Amount in Paycheck Information" checkbox. By doing so, the system will store the employer deduction year-to-date amount the next time a payment is created. When a payment has a year-to-date amount for an employer deduction, it will display both the employer deduction for that payment as well as the year-to-date amount. If the payment has at least one employer deduction to be displayed, two additional columns will appear in the Deduction section: Employer Paid and Employer Year To Date.

**Update Employer Deduction Contributions**

Legal Entity: Value Solutions    Payroll Deduction: 401(k) Plan    Payroll Year: 2013

Fixed Deduction Amount:	0.00	Min Per Pay Period:	0.00
Fixed Amount - Supplemental:	0.00	Max Per Pay Period:	999,999,999.99
Percent of Regular Wages:	0.0000	Max Per Month:	999,999,999.99
Percent of Supplemental Wages:	0.0000	Max Per Quarter:	999,999,999.99
Percent of Employee Contribution:	50.0000	Max Per Year:	999,999,999.99
Maximum Employee Percent:	6.0000	Max Per Fiscal Year:	999,999,999.99
*Frequency:	Each Pay Period	Max Total:	999,999,999.99
Start Number of Days After Hire:	90	<input checked="" type="checkbox"/> Allow ESS Enrollment	<input type="checkbox"/> Tier Formula
Date Option:	Next 1st of the Year		
Allow Auto Switch To:	401(k) Catch-up	Catch-up Method	
<input type="checkbox"/> Display Employer Amount in Paycheck Information			
Assign Account Numbers		Deduction Tier Formula	

Save    Cancel    Help

In **Garnishment Check Register**, the ability to run the report for an individual employee will be added.

In the **Global Employee Deduction Update**, the program has been changed to write an error to the log in the following scenario: when the record in Deduction Definition has a Date Rounding Option but there are no calendar dates set up for the new deduction Start Date. Previously, the system created an Employee Deduction Formula with a blank Start Date. After Version 2.048 is applied, an error will be written to the log and no Employee Deduction Formula will be created in this scenario.

If you make a change in **Gross Pay Adjustment** or **Pay Distribution Adjustment** for an employee who has Retirement Plan Wages, a message will appear that a corresponding adjustment may also need to be made in the Retirement Plan Wage Adjustment function in Manager Services. If pay types that are set up as retirement plan wages were adjusted, use the Retirement Plan Wage Adjustment function in Manager Services to make the same adjustment as needed.

In **Manual Payments**, the system always processed arrears when applicable. The program will be changed to only put deductions into arrears, or take existing arrears where possible, when the Standard Payment checkbox is selected. When this checkbox is not selected, deductions will not be put into arrears if there is not enough net pay, and no existing arrears will be taken on the payment.

In **Manual Payments**, if an employee has a deduction for a Health Savings Account (HSA) and has an HSA Direct Deposit account, the system will ask if the HSA amount should be direct deposited. Select Yes if the amount should be processed through direct deposit, or select No if the amount should not be direct deposited.

When a file was created from the **Reconciliation Tax Summary Interface**, it would write data from the employee-paid Tax Accumulators, if any, and if there were no employee-paid record, it would write information from employer-paid records. For State Unemployment Insurance, the program will be changed to only look at employee-paid records if Tax Manager contains an employee-paid tax. If no employee-paid tax is set up, the program will retrieve information from the employer-paid Tax Accumulator records.

In **Time and Attendance File Reversal**, From and To Dates will be added to allow you to select entries from a specific date range. These fields will default to displaying the last week's imported files. These dates may be changed if needed.

On the **W-2 Register**, a difference appeared between the FICA and FICM wage bases and the calculated wage bases if an employee had a 457(b) deduction that was set to have the employer contributions added to the FICA and FICM wage bases. The program has been changed to take this setting into account, as entered in the Payroll Deductions common object for 457(b) deductions.