



Version 2.066

Release Notes

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Table of Contents

| | |
|--|----|
| New Manager Services Functions | 1 |
| EEO-1 Reporting | 1 |
| Updated Manager Services Functions | 6 |
| Benefit Enrollment..... | 6 |
| Benefit Update | 7 |
| Common Object Dictionary – Payroll Deductions | 8 |
| Dependents..... | 8 |
| Employee Audit Report | 9 |
| Employee Positions..... | 10 |
| Flexible Spending Account Plans | 10 |
| Health Savings Accounts | 10 |
| Manual Payment | 11 |
| Organization Setup..... | 11 |
| Pay Code Definition – Pay Process Control | 12 |
| Retirement Plan Wage Adjustment..... | 13 |
| W-2 Data Generation, W-2 Data Generation for Administrators | 13 |
| W-2 Healthcare Cost Report..... | 13 |
| Updated Employee Self Service Functions | 14 |
| Address Information, Enrollment Functions (First Time Enrollment / Open Enrollment) – Verify Personal Information..... | 14 |
| Dependents, Enrollment Functions (First Time Enrollment / Life Events / Open Enrollment) – Dependent Verification..... | 14 |
| Updated iCON Tools Functions | 15 |
| Employer Benefit Plans | 15 |
| HR Common Object Dictionary – Payroll Deductions..... | 15 |
| Manual Payments..... | 15 |
| Reconciliation Tax Summary | 15 |
| W-2 Data Generation, W-2 Data Generation for Administrators | 15 |
| Updated Customer Management Module Functions | 16 |
| Generate RTS Export File..... | 16 |
| Global Deduction Limits..... | 16 |
| Record 6 Adjustment | 16 |

New Manager Services Functions

This section describes new functions in Manager Services.

EEO-1 Reporting

This function has been added to Manager Services in the Reports menu. This function will replace the functions EEO-1 Reports, EEO-1 File Creation, and EEO-1 File Inquiry, and will allow the user to, from one prompt screen, produce either a PDF document or an upload file for EEO-1 reporting, or both. This function also will produce the newly required Component 2 data for this government survey.

The data for this survey is taken from Organization Setup, Demographics, Job Titles, Work History, Employment Status, Tax Accumulators and Pay Distribution.

Based on the organization structure and workforce snapshot From and To dates that you enter, the system will get all employees who were employed during that workforce snapshot. The system looks at each employee's Employment Status and Work History to determine where he or she was working and which position was occupied as during the workforce snapshot. Based on the Job Title and Organization Level on the relevant work history record, and the employees' gender and race in Demographics, counts are accumulated for each organization level.

As instructed by the EEOC, the salary band for an employee will be the amount from the employee's W-2 Box 1 for the year in the From and To dates, which comes from year to date tax base for Federal Income Tax in the Tax Accumulator function. The Total Number of Hours will be the hours for Pay Codes that have been flagged with the indicator "Include in EEO-1 Hours" in Pay Process Control within Pay Code Definition. The system will add up the year to date hours for those Pay Codes from Pay Distribution, for the year selected in the From and To dates. The release process will default all pay codes with the checkbox *selected* for "Include in EEO-1 Hours" – and **each Hosted and On-Premise customer will need to deselect** those pay codes that do not represent hours worked (such as Sick Pay, Vacation Pay, Bereavement, Jury Duty, etc...). **For customers who Outsource their payroll processing to Unicorn HRO, please contact PaySupport** if you have pay codes that should have the "Include in EEO-1 Hours" box deselected.

Tax Accumulators for 2017

To View, click on information in the left column.

| Federal: | | | | | |
|----------------|-------------|------------------|---------|--------------|--------|
| Tax Type | Pending Tax | Pending Tax Base | YTD Tax | YTD Tax Base | |
| Federal Income | 0.00 | 0.00 | 71.51 | | 736.54 |
| FICA/Medicare | 0.00 | 0.00 | 11.15 | | 769.23 |
| FICA/OASDI | 0.00 | 0.00 | 47.69 | | 769.23 |

| State: | | | | | |
|--------------|--------------|-------------|------------------|---------|--------------|
| State | Tax Type | Pending Tax | Pending Tax Base | YTD Tax | YTD Tax Base |
| Pennsylvania | Income Tax | 0.00 | 0.00 | 23.08 | 751.92 |
| Pennsylvania | Unemployment | 0.00 | 0.00 | 0.62 | 769.23 |

| Local: | | | | | | |
|----------|-------|----------|-------------|------------------|---------|--------------|
| Locality | State | Tax Type | Pending Tax | Pending Tax Base | YTD Tax | YTD Tax Base |

Tax Year: 2017 Legal Entity: Outback Group ☒ Employee ☐ Employer refresh

Pay Process Control

| | | | |
|-----------------------------------|---------------|---------------------------------|---------------|
| Legal Entity: | Outback Group | Type Of Pay: | Regular Wages |
| Hourly Rate Override: | 0.000 | Algorithm Method 1: | *no value |
| Use Hourly Rate: | 0 | Algorithm Method 2: | *no value |
| Accrue Paid Time Off Hours: | yes | Algorithm Method 3: | *no value |
| SUI Labor Hours: | yes | No Pay Pay Type: | no |
| Include in Base Wage: | yes | Average Rate Overtime: | no |
| Taxable Life: | no | Include in Average Rate Hours: | yes |
| Include in SUI Weeks Worked: | yes | Include Pay in Average Rate: | yes |
| Eligible for Retro Pay: | yes | Use Shift to Calculate Pay: | yes |
| Include In Lifetime Hours Worked: | yes | Third Party Sick Pay: | no |
| New York Other Wages: | no | Include in Workers Comp. Hours: | yes |
| Include In EEO-1 Hours: | yes | Tip Credit: | no |
| Declared Tip: | no | | |

update back

Summary

Alika Kahale
 Busser
 Cons. Group / Outback / Pennsylvania

Employee Details
Number: 170PA501
Status: Active
Hire Date: 01/01/2017
Reports To:
Direct Reports: 0

| Pay Distribution for 2017 | | | | | |
|---|----------------|---------------|------------|-----------|--|
| To View, click on information in the left column. | | | | | |
| Pay Type | Pending Amount | Pending Hours | YTD Amount | YTD Hours | |
| Double Time | 0.00 | 0.00 | 192.31 | 8.00 | |
| Overtime | 0.00 | 0.00 | 180.29 | 10.00 | |
| Regular Wages | 0.00 | 0.00 | 961.54 | 80.00 | |
| Vacation Pay | 0.00 | 0.00 | 480.77 | 40.00 | |

Tax Year: 2017 Legal Entity: Outback Group

The first screen of the EEO-1 Reporting function will allow the user to select to create either a Single Establishment report or a Multi-Establishment report, and either a Component 1 report or a Component 2 report. Component 2 reports will contain data categorized by Salary Bands for Employee Counts by Job Category and Gender-Race, and data categorized by Salary Bands for Number of Hours by Job Category and Gender-Race.

- **Single-Establishment** This selection is for a company with all employees located in one physical location.
- **Multi-Establishment** This selection is required for companies which have multiple locations. This report will include the Headquarters Data and the Individual Establishment Data. A Consolidated Report will also print for Multi-Establishment employers.

The Levels of Organization that need to be selected when you run this function are the Population, Parent Company, and Establishment (Single Establishment) or Headquarters (Multi-Establishment).

For Single Establishment:

EEO-1 Reporting
 * = Required

Organization Selection:

Report Type: ☒ Single-Establishment ☐ Multi-Establishment

Component Type: ☐ Component 1 ☒ Component 2

Population: Select an organization level below: [dropdown]

***Parent Company:** Select an organization level below: [dropdown]

***Establishment** Select an organization level below: [dropdown]

For Multi-Establishment:

EEO-1 Reporting
 * = Required

Organization Selection:

Report Type: ☐ Single-Establishment ☒ Multi-Establishment

Component Type: ☐ Component 1 ☒ Component 2

Population: Select an organization level below: [dropdown]

***Parent Company:** Select an organization level below: [dropdown]

***Headquarters** Select an organization level below: [dropdown]

Establishments at Organization Structure Level: [2] [dropdown]

When Selecting Multi-Establishment, you will also be required to indicate at which specific Organization Level the headquarters is located, and at which Level of Organization your Establishments are located. Any employees below these levels will have their data summarized at the establishment level for the purposes of the EEO-1 survey.

Once you choose the type of report you want to create – enter data in the fields on the prompt screen such as information about the certifying official, contact information, and answers to required questions. If you check question 3, you will be required to enter the Dun and Bradstreet number for the company you are reporting for.

| Certifying Official: | |
|---|---|
| *Certifying Official: | <input type="text"/> |
| *Certifying Official Title: | <input type="text"/> |
| *Phone Number: | <input type="text"/> |
| Email: | <input type="text"/> |
| Contact Person: | |
| Contact Name: | <input type="text"/> |
| Contact Title: | <input type="text"/> |
| Phone Number: | <input type="text"/> |
| Email: | <input type="text"/> |
| Address: | <input type="text"/> |
| City: | <input type="text"/> |
| State: | *no value <input type="button" value="v"/> |
| Zip: | <input type="text"/> |
| Section C - Employers Who Are Required To File: | |
| <input type="checkbox"/> | 1. Does the entire company have at least 100 employees in the payroll period for which you are reporting? |
| <input type="checkbox"/> | 2. Is your company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more? |
| <input type="checkbox"/> | 3. Does the company or any of its establishments (a) have 50 or more employees AND (b) is not exempt as provided by 41 CFR 60-1.5, AND either (1) is a prime government contractor or first-tier subcontractor, and has a contract, subcontract, or purchase order amounting to \$50,000 or more, or (2) serves as a depository of Government funds in any amount or is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Saving Notes? |







The next section is where you will enter the information regarding the range of dates you are including for the workforce snapshot. Per the instructions from the EEOC – this range should include a payroll period that occurs between October 1 and December 31 for the reporting year, what they call the “workforce snapshot.” This is the period that will be used by the system to determine which employees were active during that time period, their demographic and job information, wages for the year, and hours worked for the year.

| Report Parameters: | |
|---|---|
| *From Date: | <input type="text"/> |
| *To Date: | <input type="text"/> |
| *EEO-1 User ID: | <input type="text"/> |
| *Report Name: | <input type="text" value="EEO1Report"/> |
| Output Type: | <input checked="" type="radio"/> Both File and Report <input type="radio"/> File Only <input type="radio"/> Report Only |
| <input type="button" value="→ submit"/> <input type="button" value="← cancel"/> | |

You will need to enter the EEO-1 User ID if creating a Component 2 report or file, as this is required now that Component 2 data is being captured by a new reporting system. This should be an 8-digit user id that you received when registering for the new system.

In this section, you can use the default report name or enter a different report name. You can also choose to output both the file and report, or the file only, or report only.

Once you have entered your data and made your selections, the job can be viewed in the Job Server Queue, and once complete, the results will appear in report master listing. There will be one PDF document and one upload file. Below is an example of the files that will appear if the report for Multi-Establishment Component 2 is run. The names of both the upload file and the PDF document will be appended by the Job Number.

| Open/Save | Report Name | Date Run | Time Run | Select |
|---|--|------------|----------|--------------------------|
|   |  UploadFile2017EEO1USER-98917.txt | 08/12/2019 | 11:10 AM | <input type="checkbox"/> |
|   |  EEO1Report-98917.pdf | 08/12/2019 | 11:10 AM | <input type="checkbox"/> |

The EEOC system for collecting Component 2 data for Multi-Establishment employers in 2019 gives the employer the option of reporting establishments with under 50 employees as:

- Type 6 records, only reporting information on the establishment and total employment (not categorized by Job Category, Gender-Race and Salary Band)
- Type 8 records, which will report the information categorized, the same as the establishments with over 50 employees.

For the Component 2 upload file and PDF document, **iCON only supports Type 8**. The PDF document for Multi-Establishment Component 2 will print the employment data in the respective categories. For users who are entering the data into the EEOC system through manual entry, they can still use the printed PDF document and enter those “Under 50 Employee Establishments” as Type 6, and only enter employment totals uncategorized.

Updated Manager Services Functions

This section describes updated functions in Manager Services.

Benefit Enrollment

- If a user's Benefit Deduction Defaults record is not defined, the user will receive a message that their Benefit Deduction Defaults Tax Year needs to be defined to run the process.

The screenshot shows the 'Benefit Enrollment' interface. At the top, there is a dropdown menu for '*Benefit Group:' set to '* No Benefit'. Below it is a checkbox for 'Show Legacy' and a button labeled 'Assign Core'. A table with columns: Benefit Category, Benefit Plan, Benefit Option, Enrollment Date, Coverage End, Core Benefit Class, and Action is visible. A modal message box titled 'Message from webpage' is displayed in the center, containing a yellow warning icon and the text: 'Tax Year must be set up in Benefit Deduction Defaults.' with an 'OK' button at the bottom.

- If the employee did not have Benefit History in iCON, the Benefit Group and Select Benefit Group to Add Benefit Enrollments fields were blank. The program has been improved as follows:
 - If the employee has a Primary Benefit Group defined in Work Profile, but Benefit History does not exist, then the Primary Benefit Group defined in Work Profile will be displayed in the Benefit Group field, and in the Select Benefit Group to Add Benefit Enrollments field. The user will then be instructed to add Benefit Enrollments by clicking the Add button.

The screenshot shows the 'Benefit Enrollment' interface. The '*Benefit Group:' dropdown is now set to 'F/T Employees'. The 'Assign Core' button is still present. The table structure remains the same. Below the table, there is a field 'Select Benefit Group to Add Benefit Enrollments:' with a dropdown set to 'F/T Employees' and an 'add' button. A modal message box titled 'Message from webpage' is displayed, containing a yellow warning icon and the text: 'Employee does not have benefit history in Primary Benefit Group F/T Employees. If you would like to add benefit enrollment records, please click on the Add button.' with an 'OK' button at the bottom.

- If the Primary Benefit Group has not been defined for the employee in Work Profile, then the null value *No Benefit will be displayed in the Benefit Group field, and the user will be instructed to select a Benefit Group in Work Profile.

Benefit Enrollment

*Benefit Group: * No Benefit Assign Core

☐ Show Legacy

To update, click on information in the left column. Click on column label to sort.

| Benefit Category | Benefit Plan | Benefit Option | Enrollment Date ▼ | Coverage End | Core Benefit Class | Action |
|--|--------------|----------------|-------------------|--------------|--------------------|--------|
| <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 80%;"> <p>Message from webpage</p> <div style="display: flex; align-items: center;"> <div> <p>Work Profile function does not have Benefit Group assigned.</p> <p>Please assign Benefit Group in the Work Profile function.</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> OK </div> </div> | | | | | | |

Benefit Update

If a user's Benefit Deduction Defaults record is not defined, the user will receive a message that their Benefit Deduction Defaults Tax Year needs to be defined to run the process.

Benefit Update

* = Required

*Benefit Group: * No Benefit

*Benefit Change Reason: *no value

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

*Report Identifier: BenefitUpdateReport

*Report Formats: ☒ PDF ☐ XLS ☐ XML ☐ CSV ☐ TXT

*Effective Date: 08/19/2019

*Ages Based On: 08/19/2019

Active Only: ☒

Click check boxes to select. Select All Unselect All

| Select | Benefit Plan | Benefit Option | Benefit Category | Cost By Age | Tobacco User Rates Apply | Cost Method |
|--|--------------|----------------|------------------|-------------|--------------------------|-------------|
| <div style="display: flex; justify-content: center; margin-bottom: 10px;"> → submit ← cancel </div> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 80%;"> <p>Message from webpage</p> <div style="display: flex; align-items: center;"> <div> <p>Tax Year must be set up in Benefit Deduction Defaults.</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> OK </div> </div> | | | | | | |

Common Object Dictionary – Payroll Deductions

Two new items have been added to the list box for the field Deduction Type: 1081.01(d) PR Only Plan, 1081.01(d) PR Only Plan Catch-Up, which allow a user to define deductions as this type, so that the Default Annual Maximums entered in Global Deduction Limits can be used for these Puerto Rico Employee Thrift Plan Deductions in the Employee Deductions functions. For Hosted and Outsource clients, Unicorn HRO maintains these Global Limits, and we will be setting the amounts to \$15,000 for 1081.01(d) PR Only Plan, and \$1,500 for 1081.01(d) PR Only Plan Catch-Up.

Update Common Object Dictionary for Payroll Deductions

| | |
|--|---|
| * Payroll Deduction Codes: | 181 |
| * Short Description: | 1081.01(d)PR |
| Long Description: | 1081.01(d)PR Only Plan |
| Garnishment?: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Reduces Disposable: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| W-2 Box 10: Dependent Care: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| W-2 Box 11: Nonqualified Plans: | <input type="button" value="v"/> |
| (up to 2000: W-2 Box 12 Fringe Benefits): | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| W-2 Box 12: Employee: | <input type="button" value="v"/> |
| W-2 Box 14: Other: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| W-2 Def Comp (use Annual Comp Limit or PR CODA): | <div style="border: 1px solid black; padding: 5px;"> *no value 401(k) 401(k) Catch-up 403(b) 403(b) Catchup 457 457 Catch-up 457(b) 3Yrs Ret. Catch-up Roth 401(k) Roth 401(k) Catch-up Roth 403(b) Roth 403(b) Catch-up Roth 457(b) Roth 457(b) Catch-up 1081.01(d) PR Only Plan 1081.01(d) PR Only Plan Catch-Up </div> |
| W-2 Retirement Plan: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Puerto Rico W-2 Box: | |
| Savings Bond: | |
| Benefit?: | |
| Kansas Retirement System: | |
| Display in Paycheck Calculator: | |
| W-2 Box 12: Employer: | |
| W-2 Box 12: Prior Year: | |
| Deduction Type: | |
| Employer Match SUI Taxable: | |

Dependents

The Dependents functionality has been enhanced to generate an error message if the dependent's SSN matches the employee's SSN.

Add Dependents

* = Required

| Dependent Information | |
|-----------------------|-------------|
| *First Name: | Raymond |
| *Last Name: | Wildwood |
| *SSN: | 274-94-9495 |
| *Date of Birth: | 09/05/2016 |
| Initial: | |
| Second Last Name: | |
| *Relation: | Son |
| *Gender: | Male |

| Status Information | |
|--------------------|--------|
| *Status: | Active |
| Status Date: | |
| Full Time Student: | |
| Tobacco User: | |

| Insurance Information | |
|-----------------------|--|
| Education Est.: | |
| Employer City: | |
| Carrier Name: | |
| Policy Number: | |
| Insurance City: | |

Message from webpage

! -> Dependent's Social Security Number cannot be the same as the employee's Social Security Number.

OK

Employee Audit Report

- This report has been enhanced to include Time and Attendance entries that are manually made in the iCON application. Two new items have been added to the list box for the field Table Filter in the Report Parameters section of this function: **T/A Exception Data** – which includes Time and Attendance data for exempt employees, and **Time and Attendance** – which includes data for non-exempt employees.

Select Report Parameters:

Report ID: EmployeeAuditReport

*Report Formats: ☐ TXT

User Filter:

Table Filter:

☒ Break By Organization Level
☐ Break By Home Account Number
☐ Break By User
☐ Separate Reports By User

Sort by Employee Number:

Sort by Employee Name:

Sort by Type of Change Then Employee Number:

Sort by Type of Change Then Employee Name:

submit

Employee Tax Option - Local

Employee Tax Option - State

Employee Taxable Life Detail

Employee W4/Tax Information

Employee Work History

Employee Workforce Data

Employer Deduction Formulas

Employer Fed Tax Adj History

Employer Local Tax Adjustment

Employer State Tax Adj History

Employment Eligibility

Employment Status Assignment

Flex Bft. Employee Beneficiary

Flex Dependent Benefit

Flexible Spending Account Decline

Flexible Spending Account plan

Forms Distribution

FSA Contributions

Health Savings Account Decline

Health Savings Account Plan

HSA Employee Deposit Account

I-9 Form Information

PIN Assignment Information

Process Authorization

Slot Master

T/A Exception Data

Time And Attendance

User Defined Employee Data

Voluntary SelfID of Disability

Workforce Mgmt. Employee Data

- In the Employee Self Service On-Line Enrollment Modules (First Time Enrollment / Open Enrollment / Life Events) Step 4, if the employee declined the Flexible Spending Account or the Health Savings Account Plan, the Declined record transaction was recorded in the database but was not being displayed on the Employee Audit Report. This has been corrected.

Employee Positions

If two users were in the Employee Positions function at the same time, adding new positions to two different employees, the wrong position could have been saved to an employee. This has been corrected.

Flexible Spending Account Plans

- If the Flexible Spending Account Plan was deleted and employees were enrolled in the plan, a message would be displayed that contained a misspelled word. This has been corrected.
- In the Employee Self Service On-Line Enrollment Modules (First Time Enrollment / Open Enrollment / Life Events) Step 4, if the employee declined the Flexible Spending Account or the Health Savings Account Plan, the Declined record transaction was recorded in the database but was not being displayed on the Flexible Spending Accounts function. This has been corrected and will display as follows:

The screenshot displays the iCON Employee Self Service interface. The top navigation bar includes tabs for EMPLOYEES, BENEFITS, HR, PAYROLL, and REPORTS. The left sidebar shows a summary for Alicia Jones, an Administrative Assistant, with details like her group (Cons. Group / NJ Cardinals / Augusta / Admin.), employee number (121), status (Active), hire date (01/01/2002), and reports to (Sandra Bullock). The main content area is titled 'Flexible Spending Accounts' and includes a table for 'Flexible Spending Account' transactions. The table has columns for 'Flexible Spending Account', 'Effective Date', 'Coverage End Date', and 'Action'. A row shows a 'Declined' transaction with an effective date of 08/15/2019. There are also 'add' buttons for adding new accounts or transactions.

| Flexible Spending Account | Effective Date | Coverage End Date | Action |
|---------------------------|----------------|-------------------|--------|
| Declined | 08/15/2019 | | |

Health Savings Accounts

- If an employee had an HSA Plan and an HSA Catch-up plan, with both employee and employer contributions, on the view and update screens for the HSA Plan, the Actual Employee Contribution field was incorrectly displaying the Actual Employee Contribution amount from the HSA Catch-up plan. This has been corrected.
- In the Employee Self Service On-Line Enrollment Modules (First Time Enrollment / Open Enrollment / Life Events) Step 4, if the employee declined the Flexible Spending Account or the Health Savings Account Plan, the

Declined record transaction was recorded in the database but was not being displayed on the Health Savings Accounts function. This has been corrected and will display as follows:

| EMPLOYEES | BENEFITS | HR | PAYROLL | REPORTS | | | | | | | | |
|--|--|------------------------|--------------------|-------------------|--------|----------|------------|--|--------------------|--|--|--|
| Summary Alicia Jones Administrative Assistant Cons. Group / NJ Cardinals / Augusta / Admin. Employee Details Number: 121 Status: Active Hire Date: 01/01/2002 Reports To: Sandra Bullock Direct Reports: 0 | Demographics Health Savings Accounts + add * = Required HSA Group: SLF Group *Enrollment Year: 2019 To update, click on information in the left column. <table border="1"> <thead> <tr> <th>Health Savings Account</th> <th>Effective Date</th> <th>Coverage End Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Declined</td> <td>08/15/2019</td> <td></td> <td>+ add</td> </tr> </tbody> </table> | Health Savings Account | Effective Date | Coverage End Date | Action | Declined | 08/15/2019 | | + add | | | |
| Health Savings Account | Effective Date | Coverage End Date | Action | | | | | | | | | |
| Declined | 08/15/2019 | | + add | | | | | | | | | |

Manual Payment

Manual Payments were not recognizing if a Pay Code had an Hourly Rate Override set in Pay Code Definition>Pay Process Control. This has been corrected.

Organization Setup

A question has been added in the EEO Information section that is required for the Upload File for Component 2. It is a question about the individual establishment and whether it has certain Federal Contractor or other attributes. This will default to No when the release is deployed for all Organization Levels. If it pertains to any of your establishments, you will need to select Yes.

| EEO Information | |
|---|---|
| Company Number: | 001 |
| Unit#: | 001 |
| Employer ID: | 256664646 |
| DUNS#: | 01 |
| SIC#: | 02 |
| VETS Comp#: | 03 |
| NAICS Number: | 1110 |
| EEO-4 Function: | Natural Res. <input type="button" value="v"/> |
| Major Activity Line (1): | Restaurants |
| Major Activity Line (2): | |
| Major Activity Line (3): | |
| Major Activity Line (4): | |
| Does this Establishment Employ Apprentices? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Was an EEO-1 Report Filed for Company Last Year? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Is this establishment: (1) Not exempt as provided for by 41 CFR 60-1.5; (2) a prime contractor or first-tier subcontractor; and (3) have a contract, subcontract, or purchase order amounting to \$50,000 or more; or serve as a depository of Government funds in any amount; or is a financial institution which is an issuing and paying agents for U.S. Savings Bonds and/or Savings Notes? | |
| <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| <input type="button" value="submit"/> <input type="button" value="cancel"/> | |

Pay Code Definition – Pay Process Control

As mentioned above in the New Function in Manager Services for EEO-1 Reporting, a new checkbox has been added to the Pay Process Control page. Check this box to indicate that the hours associated with the selected pay code should be included as Hours Worked for the EEO-1 Component 2 report.

| Pay Code Definition Pay Taxation Exemptions Pay Rate Overrides Eligible Retirement Plan Earnings | | | |
|--|-------------------------------------|---------------------------------|-------------------------------------|
| Update Pay Process Control | | | |
| Legal Entity: | Outback Group | Type Of Pay: | Double Time |
| Hourly Rate Override: | 0.000 x | Algorithm Method 1: | *no value v |
| Use Hourly Rate: | 0 | Algorithm Method 2: | *no value v |
| Accrue Paid Time Off Hours: | <input type="checkbox"/> | Algorithm Method 3: | *no value v |
| SUI Labor Hours: | <input checked="" type="checkbox"/> | No Pay Pay Type: | <input type="checkbox"/> |
| Include in Base Wage: | <input checked="" type="checkbox"/> | Average Rate Overtime: | <input type="checkbox"/> |
| Taxable Life: | <input type="checkbox"/> | Include in Average Rate Hours: | <input checked="" type="checkbox"/> |
| Include in SUI Weeks Worked: | <input checked="" type="checkbox"/> | Include Pay in Average Rate: | <input checked="" type="checkbox"/> |
| Eligible for Retro Pay: | <input checked="" type="checkbox"/> | Use Shift to Calculate Pay: | <input checked="" type="checkbox"/> |
| Include In Lifetime Hours Worked: | <input type="checkbox"/> | Third Party Sick Pay: | <input type="checkbox"/> |
| New York Other Wages: | <input type="checkbox"/> | Include in Workers Comp. Hours: | <input type="checkbox"/> |
| Include in EEO-1 Hours: | <input checked="" type="checkbox"/> | Tip Credit: | <input type="checkbox"/> |
| Declared Tip: | <input type="checkbox"/> | | |
| <input type="button" value="submit"/> <input type="button" value="cancel"/> | | | |

Retirement Plan Wage Adjustment

This function has been updated to include Fiscal Hours and Fiscal Amount as amounts that can be adjusted.

Retirement Plan Wage Adjustment

Legal Entity: Olympics, Inc. Tax Year: 2019 Month: *none refresh

To adjust, click on Update. update

| | | | |
|--------------------|---------|---------------------|-----------|
| January Hours: | 0.000 | January Amount: | 0.00 |
| February Hours: | 86.667 | February Amount: | 7,291.67 |
| March Hours: | 0.000 | March Amount: | 0.00 |
| April Hours: | 0.000 | April Amount: | 0.00 |
| May Hours: | 0.000 | May Amount: | 0.00 |
| June Hours: | 0.000 | June Amount: | 0.00 |
| July Hours: | 86.670 | July Amount: | 7,291.95 |
| August Hours: | 0.000 | August Amount: | 0.00 |
| September Hours: | 0.000 | September Amount: | 0.00 |
| October Hours: | 82.670 | October Amount: | 6,955.41 |
| November Hours: | 0.000 | November Amount: | 0.00 |
| December Hours: | 0.000 | December Amount: | 0.00 |
| 1st Quarter Hours: | 86.667 | 1st Quarter Amount: | 7,291.67 |
| 2nd Quarter Hours: | 0.000 | 2nd Quarter Amount: | 0.00 |
| 3rd Quarter Hours: | 86.670 | 3rd Quarter Amount: | 7,291.95 |
| 4th Quarter Hours: | 82.670 | 4th Quarter Amount: | 6,955.41 |
| Y/T/D Hours: | 256.007 | Y/T/D Amount: | 21,539.03 |
| Fiscal Hours: | 256.007 | Fiscal Amount: | 21,539.03 |

Comments:

W-2 Data Generation, W-2 Data Generation for Administrators

These functions have been updated so that when the Forms option is selected, for any W-2 for an employee who works in the state of Oregon, the Oregon Statewide Transit Tax withholding amount will print in Box 14 with the label ORSTT W/H.

W-2 Healthcare Cost Report

The W-2 Healthcare Cost Report has been enhanced to display the total annualized cost for Benefit Plans with a Costing Method based on Salary Percentage or Salary Based Percentage.

Updated Employee Self Service Functions

This section describes updated functions in Employee Self Service.

Address Information, Enrollment Functions (First Time Enrollment / Open Enrollment) – Verify Personal Information

The system was creating Messages when only Cell Phone Number or Cell Phone carrier was changed on the address screens in these functions, when messages for changes of address should only be generated if true address fields changed. This has been corrected.

Dependents, Enrollment Functions (First Time Enrollment / Life Events / Open Enrollment) – Dependent Verification

If the employee is required to submit dependent verification documentation, the following text has been added when the employee submits the documentation: “Please note that falsifying information or uploading false documents may result in termination.”


Upload Dependent Verification File for Roseanne Fiala
Jakub Fiala

* = Required. These documents may be viewed in Employee Self Service.

*Description:

Date Loaded: 08/19/2019



Step 1. Select File to Upload (25MB Maximum Size):

Step 2. Upload the file:  upload

Step 3. Click the Submit button below AFTER you have clicked the upload icon.

Please note that falsifying information or uploading false documents may result in termination.

To allow blocked content, click on the yellow bar at the top of your screen, 'Click here for options...', click Display Blocked Content.

 submit
 cancel

Updated iCON Tools Functions

This section describes updated functions in iCON Tools.

Employer Benefit Plans

In the iCON Tools Employer Benefit Plans functionality, the field “Use payroll frequency to calculate deduction” had a blank space in the list box. The blank space has been removed in the “Use payroll frequency to calculate deduction” list box. The values for this field can only be Yes or No, and the system will default to No when a new Benefit Plan is added.

HR Common Object Dictionary – Payroll Deductions

Two new items have been added to the list box for the field Deduction Type: 1081.01(d) PR Only Plan, 1081.01(d) PR Only Plan Catch-Up, which allow a user to define deductions as this type, so that the Default Annual Maximums entered in Global Deduction Limits can be used for these Puerto Rico Employee Thrift Plan Deductions in the Employee Deductions functions. For Hosted and Outsource clients, Unicorn HRO maintains these Global Limits, and we will be setting the amounts to \$15,000 for 1081.01(d) PR Only Plan, and \$1,500 for 1081.01(d) PR Only Plan Catch-Up.

Manual Payments

The system was not allowing the user to enter 0 hours or wages amount for a pay code. This has been corrected.

Reconciliation Tax Summary

This function was including the incorrect quarterly amount for gross wages for second quarter for Washington Employee Family Leave Insurance (WAFLIEE) and Washington Employee Medical Leave Insurance (WAMLIEE). This has been corrected.

W-2 Data Generation, W-2 Data Generation for Administrators

These functions have been updated so that when the Forms option is selected, for any W-2 for an employee who works in the state of Oregon, the Oregon Statewide Transit Tax withholding amount will print in Box 14 with the label ORSTT W/H.

Updated Customer Management Module Functions

This section describes updated functions in Customer Management Module.

Generate RTS Export File

This function was including the incorrect quarterly amount for gross wages for second quarter for Washington Employee Family Leave Insurance (WAFLIEE) and Washington Employee Medical Leave Insurance(WAMLIEE). This has been corrected.

Global Deduction Limits

Two new items have been added to the list box for the field Deduction Type: 1081.01(d) PR Only Plan, 1081.01(d) PR Only Plan Catch-Up and which will allow a user to enter a Default Annual Maximum that can be used for these Puerto Rico Employee Thrift Plan Deductions in the Employee Deductions functions. For Hosted and Outsource clients, Unicorn HRO maintains these Global Limits, and we will be setting the amounts to \$15,000 for 1081.01(d) PR Only Plan, and \$1,500 for 1081.01(d) PR Only Plan Catch-Up.

Record 6 Adjustment

This function has been improved in that it now will no longer include inactive customers or inactive legal entities.