



# **Version 2.068**

# **Release Notes**



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## Table of Contents

Version 2.068 Checklist.....	1
Overview.....	2
New Manager Services Functions .....	3
CARES Employee Retention Credit Amounts and CARES Employee Retention	
Credits Processing.....	3
Dependents Import.....	5
Employee Benefit Enrollment Import.....	6
Updated Manager Services Functions .....	8
Benefit Enrollments .....	8
Benefit Enrollment Defaults .....	8
Benefit Plans .....	8
Benefit Statement.....	8
Flexible Spending Accounts .....	8
I-9 Forms.....	9
Misc. Payroll.....	9
Payroll Funding Statement.....	9
Updated Employee Self Service Functions .....	10
Benefit Statement.....	10
Enrollment Functions (First Time Enrollment / Open Enrollment / Life Events)....	10
I-9 .....	10
Onboarding .....	10
Updated iCON Tools Functions .....	11
Benefit Enrollment.....	11
Employer Benefit Plans .....	11
Flexible Spending Accounts .....	11
Payroll Funding Statement.....	11
State Withholding Tax .....	11
Maryland Income Tax Withholding.....	11

## Version 2.068 Checklist

The new features in Version 2.068 include Benefit related items, and Employee Retention Credit related items. Use the checklist below to update your system for each applicable area.

	Completed By	Date Completed
Assign <b>Function Security</b> to the following new functions in Manager Services for applicable users.		
• CARES Employee Retention Credit Amounts		
• CARES Employee Retention Credit Processing		
• Dependents Import		
• Employee Benefit Enrollment Import		

## Overview

Version 2.068 contains 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 in the Benefits Actions menu in Manager Services:

- Dependents Import
- Employee Benefits Enrollment Import

The following functions will be added in the Payroll Actions menu in Manager Services:

- Cares Employee Retention Credit Amounts
- Cares Employee Retention Credit Processing

## New Manager Services Functions

This section describes new functions in Manager Services.

### CARES Employee Retention Credit Amounts and CARES Employee Retention Credits Processing

As part of the CARES (Coronavirus Aid, Relief, and Economic Security) Act of 2020, to encourage employers to keep employees on their payroll, when their company operations has been suspended by government order, or they have experienced a significant decline in gross receipts, the IRS is allowing employers to take credits against these payments towards their Federal tax liability.

The rules are different for employers based on number of employees, and the credits are generally limited to 50% of total wages and 50% of allocable health costs associated with those wages, up to \$10,000.00 for each employee.

It is the employer's/customer's responsibility to determine if they qualify for the Employee Retention Credits based on the rules in the Act, and exactly how much in wages qualify. They are also responsible for determining how much in health costs is allocable to the retention wages paid.

If UnicornHRO processes your payroll and files your tax returns, the following will take place:

- Before a payroll is run, you - the customer - will enter total Qualified Employee Retention Wages and total Allocable Healthcare Costs amounts by Legal Entity, Payroll Processing Group, and Pay Period End Date. (Please note: the total of these amounts should already consider the \$10,000.00 limit per employee – it is the responsibility on the customer for the integrity of these amounts.)
- After Close Payroll has been run – but before the Payroll Tax Summary Information function is run by UHRO for Tax Filing – the CARES Employee Retention Credits Processing function is run to calculate the total possible credit for the Legal Entity, Payroll Processing Group, and Pay Period at 50% of the total amounts entered in the CARES Employee Retention Credit Amounts function.
- The total possible credit amounts will then appear in the CARES Employee Retention Credit Amounts function in the Total Retention Credit column.
- UnicornHRO will process pay period data for Tax Depositing, and as part of this process, the system will determine how much of the Employee Retention Credit is being applied to the Federal Tax Liability for that Legal Entity, Payroll Processing Group, and Pay Period, taking into account any other credits the employer is allowed to take, and if the employer has elected to defer Employer FICA. Once this is completed, any credits applied will appear in the Applied column of the CARES Employee Retention Credit Amounts function.
- The Payroll Funding Statement for a Legal Entity, Payroll Processing Group, and Pay Period will contain the total Employee Retention Credit amounts and the Allocable Health Cost Credit amounts, in the section at the end of the statement, which lists the other Coronavirus related credit amounts for the pay period. These

are total amounts calculated for the period – not the credits applied. The credits applied will be part of the CARES Act Credits Applied amount in the Taxes section of this statement.

- UnicornHRO will file quarterly Form 941 for Outsource clients. As part of this process, the system will report the total Qualified Employee Retention Wages and the Total Allocable Health Costs associated with those wages, for the quarter, and year to date.

When you add the first Employee Retention Amount record for a legal entity and pay period end date, the system will automatically create a separate 'End of Quarter' record. This record will accumulate all amounts that you enter for pay periods in the quarter.

### CARES Employee Retention Credit Amounts

+ add

To update, click on information in the left column.

Tax Year:  Legal Entity:  refresh

Tax Year	Legal Entity	Pay Processing Group	Pay Period End Date	Qualified Retention Wages	Allocable Healthcare Costs	Total Retention Credit	Quarter	Applied	End of Quarter	Action
2020	Olympics, Inc.	Semi-Monthly	09/30/2020	155,254.00	10,000.00	82,627.00	3	6,479.73	Yes	<span>view</span>
2020	Olympics, Inc.	Semi-Monthly	07/31/2020	155,254.00	10,000.00	82,627.00	3	6,479.73	No	<span>view</span> <span>delete</span>

+ add

### Add CARES Employee Retention Credit Amounts

\* = Required

\*Tax Year:  \*Legal Entity:

\*Payroll Processing Group:

\*Pay Period End Date:

Quarter:

☐ 1 (March 13 - March 31, 2020)

☐ 2

☒ 3

☐ 4


\*Qualified Retention Wages:


\*Allocable Healthcare Costs:


submit cancel

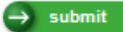
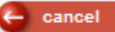
**CARES Employee Retention Credit Processing**

\* = Required

\*Legal Entity: Olympics, Inc. 

Payroll Processing Group: Semi-Monthly 

\*Pay Period End Date: 08/15/2020 

## Dependents Import

This function is used to import Dependents. After performing a successful import with no errors, a file will be displayed in Report Master Listing named DepImport-<JobNumber>.pdf. If the process had any errors, this file will be named DepImportErrors-<JobNumber>.pdf. The Errors file will tell you if any data was not imported, and if so, what the reasons were (such as Invalid Employee Number, Dependent record already exists, etc...). The successful report file includes:


- Date of the import
- Time of the import
- Path of the file imported
- User that performed the import
- Number of records imported

**Dependents Import**

\* = Required

\*File Name:  No file chosen

The File Name must contain your Customer Number and be in .csv format



Click on the Choose File button to go to a Browse screen. Select the file that you wish to import and click Open.

The system will display the file you have selected. When you are ready to import the data in the selected file, click on the Submit button.

File layouts for the import file is shown below.

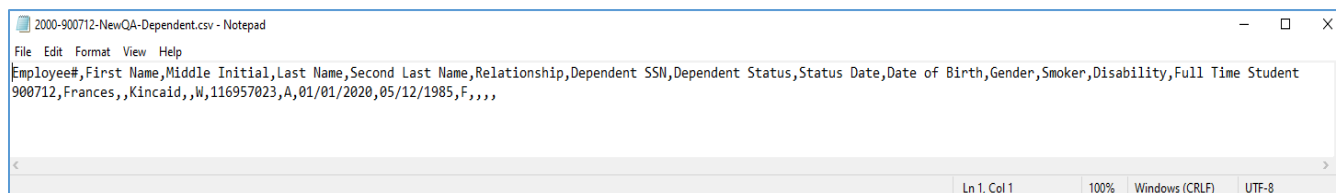
The file name of the import file must include your customer number and must be in CSV format.

(\* = Required Field)

## Dependents Import

Column	Data	Format/Description
A*	Employee#	iCON Employee#
B*	First Name	First Name of Dependent - Required
C	Middle Initial	Middle Initial of Dependent - Optional
D*	Last Name	Last Name of Dependent - Required
E	Second Last Name	Second Last Name of Dependent - Optional
F*	Relationship	COD > Relationship Type
G	Dependent SSN	999999999 (should be required for ACA)
H*	Dependent Status	A (active) or S (suspended)
I*	Status Date	99/99/9999
J*	Date of Birth	Date of Birth of Dependent - 99/99/9999
K*	Gender	F/M
L	Smoker	Y/N (default N)
M	Disability	COD > Disability Codes
N	Full Time Student	Y/N

Below is a sample file:



## Employee Benefit Enrollment Import

This function is used to import Employee Benefit Enrollments. After performing a successful import with no errors, a file will be displayed in Report Master Listing named BftEEImport-<JobNumber>.pdf. If the process had any errors, this file will be named BftEEImportErrors-<JobNumber>.pdf. The Errors file will tell you if any data was not imported, and if so, what the reasons were (such as Invalid Employee Number, Benefit is not defined in Benefit Plans, etc...). The successful report file includes:

- Date of the import
- Time of the import
- Path of the file imported
- User that performed the import
- Number of records imported



### Employee Benefit Enrollment Import

\* = Required

\*File Name:  2000-900712-NewQA.csv

The File Name must contain your Customer Number and be in .csv format

Click on the Choose File button to go to a Browse screen. Select the file that you wish to import and click Open.

The system will display the file you have selected. When you are ready to import the data in the selected file, click on the Submit button.

File layouts for the import file is shown below.

The file name of the import file must include your customer number and must be in CSV format.

(\* = Required Field)

#### Employee Benefit Enrollment Import

Column	Data	Format/Description
A*	Employee#	iCON Employee#
B*	Benefit Group	Employee's Benefit Group Code
C*	Benefit Plan	Employee's Benefit Plan Code
D*	Benefit Option	Employee's Benefit Option Code
E	Coverage Amount	999999999.99 (decimal – no commas)
F*	Enrollment Date	99/99/9999
G	Coverage End Date	99/99/9999 (if history data is included)

Below is a sample file:

```

2000-900712-NewQA.csv - Notepad
File Edit Format View Help
Employee#,Benefit Group,Benefit Plan,Benefit Option,Coverage Amount,Enrollment Date,Coverage End Date
900712,FUL,MED,EE,,01/01/2020,|
Ln 2, Col 31    100%    Windows (CRLF)    UTF-8

```

## Updated Manager Services Functions

This section describes updated functions in Manager Services.

### Benefit Enrollments

- The message that appears when a user clicks delete on a Benefit Enrollment for an employee has been updated. This message will now include the name of the Benefit Plan/Benefit Option in the confirmation message. For example, when deleting an enrollment in a Dental Plan with the Employee Only option, the message will state “Are you sure you want to delete **Dental/Employee Only** enrollment?” The user should click OK to delete the enrollment or Cancel to return to the Benefit Enrollment list screen. Please note that if the enrollment has already had payroll deductions applied, the enrollment cannot be deleted.
- When a Benefit Group was changed for an employee, the Assign Core button was not active for the new Benefit Group. This has been corrected.

### Benefit Enrollment Defaults

When the field “Date Range that Open Enrollment is available to Employees” is blank but the fields “Effective date of new benefit costs to be displayed during Open Enrollment” and “Effective date of benefit elections made during Open Enrollment” were defined, and the Open Enrollment function was selected in the Employee Security functionality, the Open Enrollment function was displayed in Employee Self Service. The benefit program has been modified to display the Open Enrollment function **only** if the field “Date Range that Open Enrollment is available to Employees” has values defined in the field.

### Benefit Plans

If the Employee and Employer Deduction Description is equal to No Value, a confirmation will be displayed to the user when the record is submitted - “Deduction is not defined. Are you sure you want to save policy definition changes?”

### Benefit Statement

In some instances, the benefit deduction calculation logic was retrieving the benefit plan that was defined in the benefit category instead of the employee benefit enrollment record to calculate the number of pay periods when determining the amount of the benefit deduction. This has been corrected.

### Flexible Spending Accounts

The Flexible Spending Accounts function will now display an error message – “FSA Amount is less than the Minimum Contribution Amount” - if the user tries to submit a contribution amount that is less than the Minimum Contribution defined in the Flexible Spending Account Plans function.

## **I-9 Forms**

The form and instructions for I-9 have been updated by the US Department of Homeland Security for 2020. The background of the fill in forms and the instructions in Manager Services have been updated to the new documents – expiring 10/31/2022.

## **Misc. Payroll**

The add button has been removed from the Misc. Payroll function. Users should be using the Rehire (Payroll) or Payroll Activation functions to create new records for new Tax Years in Misc. Payroll.

## **Payroll Funding Statement**

The amount for the calculation of the Employer FICM Tax allocable to Paid Sick Leave and Paid Family Leave was at times is not rounding correctly. This has been corrected.

## Updated Employee Self Service Functions

This section describes updated functions in Employee Self Service.

### Benefit Statement

In some instances, the benefit deduction calculation logic was retrieving the benefit plan that was defined in the benefit category instead of the employee benefit enrollment record to calculate the number of pay periods when determining the amount of the benefit deduction. This has been corrected.

### Enrollment Functions (First Time Enrollment / Open Enrollment / Life Events)

- The Welcome Page for the Enrollment functions has been modified. If the employee does not have a benefit group defined in Work Profile a message will be displayed: “Benefit Group is not assigned. Please contact your HR Department.”
- Step 1 > Verify Personal Information: The character limit on the Email Address field did not match the character limit in the function Demographics. This has been corrected.
- If a Benefit Plan/Option record had the field “Both Spouse & Child(ren) enrollment is required” selected, and an employee user added that Benefit Plan/Option in the On-Line Enrollment Modules (First Time Enrollment / Open Enrollment) but did not add Spouse and Children dependents, the employee user was still able to enroll in that Benefit Plan/Option. This has been corrected, so that an error message will appear - “Both Spouse & Child(ren) enrollment required” – if the employee user did not add Spouse & Child(ren) to the applicable benefit plan/option selection.

### I-9

The form and instructions for I-9 have been updated by the US Department of Homeland Security for 2020. The background of the fill in form and the instructions in Employee Self Service have been updated to the new documents – expiring 10/31/2022.

### Onboarding

This functionality has been updated, in that now, the Done button will appear on the last step of Onboarding. If the user clicks Done, and there are other upper steps in Onboarding that have not been completed, the user will see a message “All Steps Not Completed.” This will allow the user to complete any other steps before the last step. Once all upper steps are completed, the user can click Done on the last step. If that last step was not completed – the user will be prompted as to whether they want to mark that step completed.

## Updated iCON Tools Functions

This section describes updated functions in iCON Tools.

### Benefit Enrollment

The message that appears when a user clicks delete on a Benefit Enrollment for an employee has been updated. This message will now include the name of the Benefit Plan/Benefit Option in the confirmation message. For example, when deleting an enrollment in a Dental Plan with the Employee Only option, the message will state “Are you sure you want to delete **Dental/Employee Only** enrollment?” The user should click OK to delete the enrollment or Cancel to return to the Benefit Enrollment list screen. Please note that if the enrollment has already had payroll deductions applied, the enrollment cannot be deleted.

### Employer Benefit Plans

If the Employee and Employer Deduction Description is equal to No Value, a confirmation will be displayed to the user when the record is submitted - “Deduction is not defined. Are you sure you want to save policy definition changes?”

### Flexible Spending Accounts

The Flexible Spending Accounts function will now display an error message – “FSA Amount is less than the Minimum Contribution Amount” - if the user tries to submit a contribution amount that is less than the Minimum Contribution defined in the Flexible Spending Account Plans function.

### Payroll Funding Statement

The amount for the calculation of the Employer FICM Tax allocable to Paid Sick Leave and Paid Family Leave was at times not rounding correctly. This has been corrected.

## State Withholding Tax

### Maryland Income Tax Withholding

Maryland has published an update to the 2020 Withholding Guide. The effective date remains January 1, 2020. The minimum and maximum for the standard deduction is now \$1,550 and \$2,300 (it was \$1,500 and \$2,250 in the previous version of the Withholding Guide). The Employee receives an annualized deduction of 15% of wages, not to be less than \$1,550 or greater than \$2,300. The withholding tax rates have not changed.