



Version 2.075 Release Notes



25B Hanover Road * Florham Park, NJ 07932
Phone: 800-343-6844 * Fax: 973-360-0699
www.unicornhro.com

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New Manager Services Functions

This section describes new functions in Manager Services.

Salary Change Import Reversal

This new function, which appears under the HR Actions menu, provides the ability to delete Salary Change records that were imported into the system using the Salary Change Import function. The iCON baseline Salary Change Import function only currently imports Standard Compensation Method salary changes, so this reversal will similarly only reverse Standard Compensation Method salary changes done by import.

Please assign this function to the appropriate users in Function Security. **Please Note:** The “Delete” option in Function Security for this function controls the appearance of the “Reverse” button next to the path of the file name in the list screen for the function. This option must be checked for users to actually perform the reversal of an import.

This function will also delete any related Compensation Method records and Salary History records that were created with the initial import.

The system displays the import date, time and full path of the import source with the name of files that were imported. Click on the Reverse button next to the desired file to delete all of the salary change records that were added when this file was imported. To refresh the list of imported files, click Refresh.

You will be asked to confirm that you are sure you want to process the reversal. Click OK to proceed or click Cancel to exit without reversing any data.

If you click OK, the system will proceed to remove any data records created by the file you selected, and will confirm that the Salary Change import entries have been removed.

Salary Change Import Reversal

Click on the Reverse button next to the selected file to delete all the Employee Salary records that were added when this file was imported.

Import Date	Import Time	Import Source	Action
04/25/2023	10:47:40	/pdf/uploads/2000-4541SalImportReverseStaging.csv	 reverse

 refresh

Message from webpage

 Employee Salary entries have been removed.

Updated Manager Services Functions

This section describes updated functions in Manager Services.

Benefit Statement

On this screen report, under certain data conditions, the Employer Cost column for the selected Health Savings Account plan was not displaying “N/A” as it should. This has been corrected.

Benefit Cost Import

Previously, users could only complete Benefit Cost Import for Benefit Plans that were costed by Standard Costing methods. This function has been enhanced so that it now allows for Benefit Cost Import for Benefit Plans that are costed By Age or By Salary.

Here is an example of a *Benefit Plan Costed By Age* that has not yet had Benefit Costs entered.

Update Benefit Plans

* = Required

* Group: SGM Benefits * Category: Suppl. Life Ins
* Plan: Suppl. Life * Option: Employee Only

Click on each tab to enter information about the benefit plan. When you have entered all information, click on the Submit button to save the data. The system will also save the benefit plan when you click on either the Zip Code Availability or Benefit Costs tabs.

Plan Definition Coverage Calc. Eligibility G/L & Admin. Costs On-Line Enroll. Options Zip Code Avail. Benefit Costs

Plan Definition:

* Carrier: Cigna Policy ID:

Active Defined Contribution
 Taxable Group Term Life Insurance Medical Coverage for State New Hire Reporting Purposes
 Allow beneficiaries to be specified Display plan on Benefit Statement
 High Deductible Health Plan
 ACA Compliant Plan
 Self-Insured Plan
 Wellness Plan

Costing:

Use pay frequency to calculate deduction Cost Method: Amount
 Cost by age Employee Deduction: Suppl. Life
 Cost by tobacco user status Employer Deduction: Suppl. Life
 Report cost on W-2

→ submit ← cancel

Update Benefit Plans

* = Required

* Group: SGM Benefits * Category: Suppl. Life Ins

* Plan: Suppl. Life * Option: Employee Only

To add a record, enter information and click Done. Click Reset if you need to clear the data that was entered. To update a record, click on the information in the left column. This will highlight the record and display the information in the right hand section where it can be modified. When you have finished changing the data, click Done to save your changes. When you are finished entering all data, you may click on another tab to work with other areas of the benefit plan, or click on either the Submit or Cancel button to go to the main list page.

Plan Definition | Coverage Calc. | Eligibility | G/L & Admin. Costs | On-Line Enroll. Options | Zip Code Avail. | **Benefit Costs**

Benefit Costs by Amount by Age:

Effective Date	From Age	To Age	Action

* Effective Date: From Age:

* To Age:

Employer Cost per Employee: Employer Cost per Dependent:

Cost:

Frequency: *no value *no value

Units of Coverage:

Employee Cost per Employee: Employee Cost per Dependent:

Cost:

Frequency: *no value *no value

Units of Coverage:

In the Benefit Cost Import function – there are now three radio buttons that allow the user to select whether they are importing for a Standard Cost benefit plan, a benefit plan with Cost Based on Age, or a benefit plan with Cost Based on Salary. Select the radio button for the type of Costs you are importing for. In this example – select Cost Based on Age.

Benefit Cost Import

* = Required

*File Name: No file chosen

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

Standard Cost Cost Based on Age Cost Based on Salary Range

For Benefit Plans Costed By Age – the following is the layout of the import CSV file (opened in Excel) – please note the fields **From Age** and **To Age**.

Update Benefit Plans

* = Required

* Group: SGM Benefits * Category: Medical

* Plan: PPO Medical * Option: EE + Child(ren)

Click on each tab to enter information about the benefit plan. When you have entered all information, click on the Submit button to save the data. The system will also save the benefit plan when you click on either the Zip Code Availability or Benefit Costs tabs.

Plan Definition Coverage Calc. Eligibility G/L & Admin. Costs On-Line Enroll. Options Zip Code Avail. Benefit Costs

Plan Definition:

* Carrier: Blue Cross Policy ID: PPOEE+Child

Active Defined Contribution

Taxable Group Term Life Insurance Medical Coverage for State New Hire Reporting Purposes

Allow beneficiaries to be specified Display plan on Benefit Statement

High Deductible Health Plan

ACA Compliant Plan

Self-Insured Plan

Wellness Plan

Costing:

Use pay frequency to calculate deduction Cost Method: Salary Pct Base

Cost by age Employee Deduction: Medical

Cost by tobacco user status Employer Deduction: Medical

Report cost on W-2

→ submit ← cancel

Update Benefit Plans

* = Required

* Group: SGM Benefits * Category: Medical

* Plan: PPO Medical * Option: EE + Child(ren)

To add a record, enter information and click Done. Click Reset if you need to clear the data that was entered. To update a record, click on the information in the left column. This will highlight the record and display the information in the right hand section where it can be modified. When you have finished changing the data, click Done to save your changes. When you are finished entering all data, you may click on another tab to work with other areas of the benefit plan, or click on either the Submit or Cancel button to go to the main list page.

Plan Definition Coverage Calc. Eligibility G/L & Admin. Costs On-Line Enroll. Options Zip Code Avail. **Benefit Costs**

Benefit Costs by Salary Percent:

Effective Date	Action

* Effective Date:

Total Cost per Employee Total Cost per Dependent

Cost:

Frequency: *no value *no value

Units of Coverage:

→ done ↻ reset

Up To Salary	EE Pays %	ER Pays %	Action

Salary Percent:

* Salary Up To: 0.00

Employee Pays %:

→ done ↻ reset

→ submit ← cancel

To import costs for this Benefit Plan, in the Benefit Cost Import function – select Cost Based on Salary.

Benefit Cost Import

* = Required

*File Name: 2000 Ben C...ing-MR.csv
 The File Name must contain your Customer Number and be in .csv format

Standard Cost
 Cost Based on Age
 Cost Based on Salary Range

For Benefit Plans Costed By Salary – the following is the layout of the import CSV file (opened in Excel) – please note the columns **Employee Pays %** and **Max Salary**.

Benefit Group	Benefit Plan	Benefit Option	Effective Date	Total DEP Cost	Total DEP Per	Total DEP Coverage Amount	Total EE Cost	Total EE Per	Total EE Coverage Amount	Employee Pays %	Max Salary
SCM	PPO	ECH	1/1/2023				10000	12		2.5	55000
SCM	PPO	ECH	1/1/2023				10000	12		3	65000
SCM	PPO	ECH	1/1/2023				10000	12		3.5	75000
SCM	PPO	ECH	1/1/2023				10000	12		4	85000
SCM	PPO	ECH	1/1/2023				10000	12		10	999000

Importing the above file results in the following on the Benefit Costs tab for this Benefit Plan:

Update Benefit Plans

* = Required

* Group: * Category:

* Plan: * Option:

To add a record, enter information and click Done. Click Reset if you need to clear the data that was entered. To update a record, click on the information in the left column. This will highlight the record and display the information in the right hand section where it can be modified. When you have finished changing the data, click Done to save your changes. When you are finished entering all data, you may click on another tab to work with other areas of the benefit plan, or click on either the Submit or Cancel button to go to the main list page.

Plan Definition | Coverage Calc. | Eligibility | G/L & Admin. Costs | On-Line Enroll. Options | Zip Code Avail | **Benefit Costs**

Benefit Costs by Salary Percent:

Effective Date	Action
01/01/2023	<input type="button" value="view"/> <input type="button" value="delete"/>

* Effective Date:

Cost:	Total Cost per Employee	Total Cost per Dependent
	<input type="text" value="10,000.0000"/>	<input type="text" value="0.00"/>

Frequency: *no value

Units of Coverage:

Up To Salary	EE Pays %	ER Pays %	Action
55,000.00	2.5000	97.5000	<input type="button" value="view"/> <input type="button" value="delete"/>
65,000.00	3.0000	97.0000	<input type="button" value="view"/> <input type="button" value="delete"/>
75,000.00	3.5000	96.5000	<input type="button" value="view"/> <input type="button" value="delete"/>
85,000.00	4.0000	96.0000	<input type="button" value="view"/> <input type="button" value="delete"/>

Salary Percent:

* Salary Up To:

Employee Pays %:

Common Object Dictionary – E-Mail Address Type

Users were previously able to delete a record from the COD Table for E-Mail Address Type, even if the E-Mail Address Type code was in use in the **E-Mail Addresses** function. This has been corrected.

Common Object Dictionary – Relationship Type

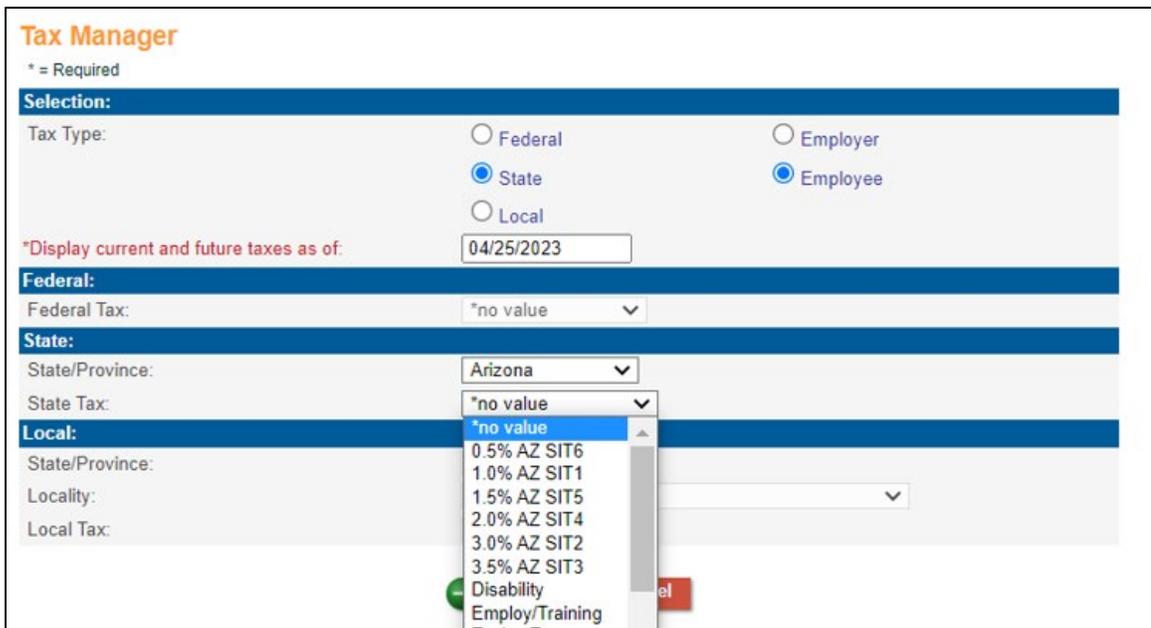
Users were previously able to delete a record from the COD Table for Relationship Type, even if the Relationship Type code was in use in the **Emergency Contacts** function. This caused errors in the **Employee Direct** function in iCON Tools. This has been corrected.

Common Object Dictionary – State Tax Types

The required State Tax Types codes SIT1, SIT2, SIT3, SIT4, SIT5, and SIT6 – which represent the Arizona State Income Tax percentage rates – have had their Short Description and Long Description changed to the following throughout the application. These descriptions now represent only the state income tax percentage rates in effect for 2023.

- 0.5% AZ SIT6
- 1.0% AZ SIT1
- 1.5% AZ SIT5
- 2.0% AZ SIT4
- 3.0% AZ SIT2
- 3.5% AZ SIT3

Here are examples of how the rates will now look in MS-Tax Manager and MS-Tax Elections:

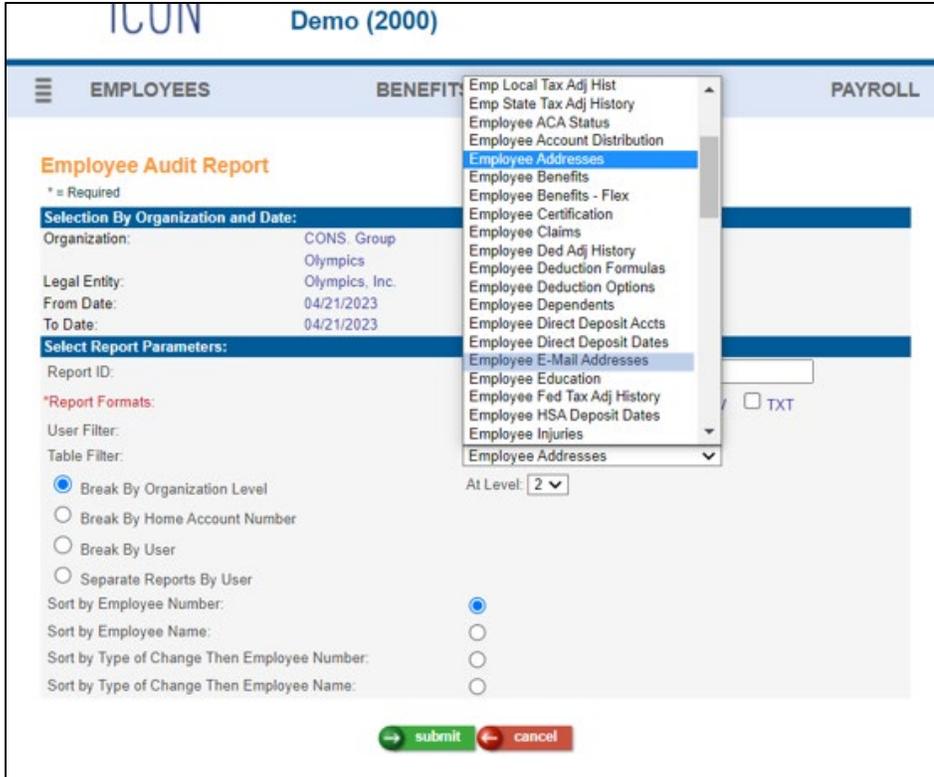


Summary	Address	Education	Employee Positions	Employee Overview	Employment Status	Paycheck																																																																									
Diamond Arizona Human Resources Assistant CONS. Group / Olympics / USA / Alpine Ski / Womens Team / California / Northern	Tax Elections To update, click on information in the left column. Click to access the address lookup site for: New York City/Yonkers, Ohio cities, Ohio school districts, Pennsylvania localities																																																																														
Employee Details Number: 3212 Status: Active Hire Date: 01/01/2021 Reports To: Direct Reports: 0	Federal: + add <table border="1"> <thead> <tr> <th>Eff. Check Date</th> <th>Tax Type</th> <th>Filing Status</th> <th>Exempt.</th> <th>Active</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>01/15/2023</td> <td>Federal Income</td> <td>Married</td> <td>000</td> <td>yes</td> <td> </td> </tr> <tr> <td>01/01/2021</td> <td>Fed. Unempl.</td> <td>*no value</td> <td>000</td> <td>yes</td> <td> </td> </tr> <tr> <td>01/01/2021</td> <td>FICA/Medicare</td> <td>*no value</td> <td>000</td> <td>yes</td> <td> </td> </tr> <tr> <td>01/01/2021</td> <td>FICA/OASDI</td> <td>*no value</td> <td>000</td> <td>yes</td> <td> </td> </tr> </tbody> </table> State: + add <table border="1"> <thead> <tr> <th>Eff. Check Date</th> <th>State</th> <th>Tax Type</th> <th>Filing Status</th> <th>Exempt.</th> <th>Active</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>12/05/2022</td> <td>Arizona</td> <td>1.5% AZ SIT5</td> <td>Single</td> <td></td> <td>no</td> <td> </td> </tr> <tr> <td>12/05/2022</td> <td>Arizona</td> <td>Income Tax</td> <td>*no-value</td> <td></td> <td>000 yes</td> <td> </td> </tr> <tr> <td>01/01/2021</td> <td>Arizona</td> <td>Unemployment</td> <td>*no-value</td> <td></td> <td>yes</td> <td> </td> </tr> <tr> <td>01/01/2021</td> <td>Arizona</td> <td>WorkersComp Ins</td> <td>*no-value</td> <td></td> <td>yes</td> <td> </td> </tr> </tbody> </table> Local: Resident Locality: *no value + add Work Locality: *no value save <table border="1"> <thead> <tr> <th>Eff. Check Date</th> <th>Locality</th> <th>State</th> <th>Tax Type</th> <th>Filing Status</th> <th>Exempt.</th> <th>Active</th> <th>Action</th> </tr> </thead> <tbody> </tbody> </table> Effective Check Date: 04/25/2023 Legal Entity: Olympics, Inc. Status: Active						Eff. Check Date	Tax Type	Filing Status	Exempt.	Active	Action	01/15/2023	Federal Income	Married	000	yes		01/01/2021	Fed. Unempl.	*no value	000	yes		01/01/2021	FICA/Medicare	*no value	000	yes		01/01/2021	FICA/OASDI	*no value	000	yes		Eff. Check Date	State	Tax Type	Filing Status	Exempt.	Active	Action	12/05/2022	Arizona	1.5% AZ SIT5	Single		no		12/05/2022	Arizona	Income Tax	*no-value		000 yes		01/01/2021	Arizona	Unemployment	*no-value		yes		01/01/2021	Arizona	WorkersComp Ins	*no-value		yes		Eff. Check Date	Locality	State	Tax Type	Filing Status	Exempt.	Active	Action
Eff. Check Date	Tax Type	Filing Status	Exempt.	Active	Action																																																																										
01/15/2023	Federal Income	Married	000	yes																																																																											
01/01/2021	Fed. Unempl.	*no value	000	yes																																																																											
01/01/2021	FICA/Medicare	*no value	000	yes																																																																											
01/01/2021	FICA/OASDI	*no value	000	yes																																																																											
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12/05/2022	Arizona	1.5% AZ SIT5	Single		no																																																																										
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01/01/2021	Arizona	Unemployment	*no-value		yes																																																																										
01/01/2021	Arizona	WorkersComp Ins	*no-value		yes																																																																										
Eff. Check Date	Locality	State	Tax Type	Filing Status	Exempt.	Active	Action																																																																								

Employee Audit Report

The **Employee Audit Report** will now report on records that were added to the **Address** function and **E-Mail Addresses** function using the import functions **Employee Address Import** and **E-Mail Address Import**.

To select the specific tables for these records in the Employee Audit Report, choose Employee Addresses or Employee E-Mail Addresses in the Table Filter field on the prompt screens for the report.

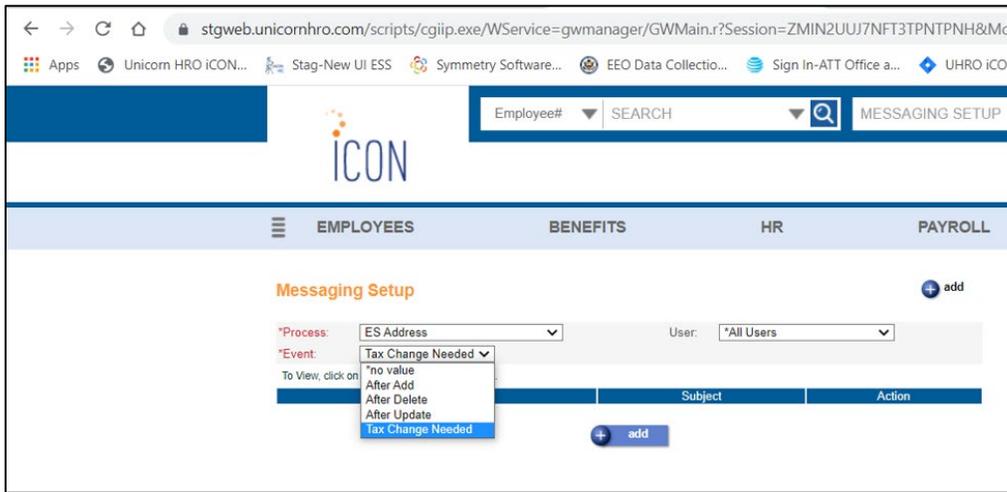


When the report prints, records added using these two imports will display “Job” for the App (Application) – instead of “MS” for Manager Services or “iCON Tools.”

Date: 04/21/2023		Employee Audit Report				Page: 1
Time: 14:33:27		For All Employee Tables, From 04/21/2023 To 04/21/2023				User: mruberto
For Organization Levels: YANKS / OLYMP						
Organization Level: YANKS / OLYMP						
Date	User	Employee Number	Table	Key Information	Old Value	New Value
Time	App	Name	Field Description		Act	
04/21/2023	mruberto	3181	Addresses	Work Address / 06/01/2021 / Active	A	
11:11:43	Job	Connors, Chuck	Address			56 Wendt Ln
			Address Type			Work Address
			City			Wayne
			Country			U.S.A.
			Effective Date			06/01/2021
			Employee Number			3181
			State/Province			Florida
			Status Of Address			Active
			Zip Code			77721- -
04/21/2023	mruberto	3181	E-Mail Addresses	Home E-Mail	A	
14:32:42	Job	Connors, Chuck	E-Mail Address			MR1@gm.com
			E-Mail Address Type			Home E-Mail
			Employee Number			3181
04/21/2023	mruberto	3182	E-Mail Addresses	Alternate EMail	A	
14:32:42	Job	Shields, Yarnell	E-Mail Address			MR1@yahoo.com
			E-Mail Address Type			Alternate EMail

Messaging Setup – Process: ES Address, Event: Tax Change Needed

A new Messaging Event has been added in this release, under the Process: ES Address – the event is “Tax Change Needed.” This Messaging Event can now be configured so that when changes happen in Employee Self Service related to employee Address Information changes and related Tax Election changes, the appropriate HR / Payroll team members can be notified. These staff members can then notify the employee to coordinate any forms needed for the Tax Change.



The message can then be set up like any other Messaging Setup Record with the relevant e-mail addresses on the Notification List.

*****Please note:** the trigger for this event message can only occur for employee users who **do not have access to the Employee Self Service function “W-4 Forms (Federal and State)”** based on their ESS Login Group and Employee Security setup.

Add Message

* = Required

Process: ES Address	Event: Tax Change Needed
* Message ID: <input style="width: 80%;" type="text" value="ESAddrTxChg"/>	User: *All Users

Subject:

Message:

On `EventDate` at `EventTime` user `EventUser` made an address change that requires a tax change.

Please contact employee number `Emp#`, `EmpName` at Org `Orglvl` to coordinate the necessary paperwork.}]

Add Data and/or Event Element:

Click on Element Description in order to add it to the bottom of the Message.

<p>Event Elements:</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>User Causing Event ▲</p> <p>Date of Event</p> <p>Time of Event ▼</p> </div>	<p>Data Elements:</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Employee Name ▲</p> <p>Employee Number</p> <p>Org/Level ▼</p> </div>
---	---

Pay Code Definition / Pay Process Control – Include in Total Hours Worked

A new field has been added to the Pay Code Definition / Pay Process Control tab – Include in Total Hours Worked. This checkbox should be "on" if this pay code represents actual hours worked (for example – Vacation or Sick pay codes would have this field not checked, but Regular Wages and Overtime pay codes would have this field checked). If this checkbox is on, the hours worked will be accumulated in a separate column on the screen for an employee payment in Employee Self Service, on the Paycheck Information function. This is a requirement only for companies that have California Employees to provide the employees with information that separates Total Hours Worked from Total Hours for payroll payments.

This new field in Pay Process Control will be – by default – unchecked for all Pay Codes in all Legal Entities when the release is deployed.

If you are a **Hosted** customer and your organization is under this California Requirement – please make sure this field is appropriately checked or unchecked in the system before your next payroll for all Legal Entities and all Pay Codes.

If you are an **Outsource** customer and your organization is under this California Requirement – please email PaySupport@unicornhro.com a list of pay codes, by legal entity, that should have this setting checked.

Pay Code Definition | Pay Taxation Exemptions | Pay Rate Overrides | Eligible Retirement Plan Earnings

Update Pay Process Control

Legal Entity:	Olympics, Inc.	Type Of Pay:	Overtime
Hourly Rate Override:	<input type="text" value="0.000"/>	Algorithm Method 1:	<input type="text" value="Pay Type Diff. v"/>
Use Hourly Rate:	<input type="text" value="2"/>	Algorithm Method 2:	<input type="text" value="Special Rates v"/>
Accrue Paid Time Off Hours:	<input checked="" type="checkbox"/>	Algorithm Method 3:	<input type="text" value="Shift Diff. 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 checked="" type="checkbox"/>	Third Party Sick Pay:	<input type="checkbox"/>
New York Other Wages:	<input type="checkbox"/>	Include in Workers Comp. Hours:	<input checked="" type="checkbox"/>
Include in EEO-1 Hours:	<input checked="" type="checkbox"/>	Include in Total Hours Worked:	<input checked="" type="checkbox"/>
Declared Tip:	<input type="checkbox"/>	Tip Credit:	<input type="checkbox"/>
COVID-19 Leave Type:	<input style="border: 1px solid black;" type="text" value="*no value"/>		

Paycheck Information				Rodney Arizona Blinkman	
 <input type="button" value="ok"/>					
Pay Period Start Date	Pay Period End Date	Issuance Date	Payment Number	Gross Amount	Net Amount
04/01/2023	04/14/2023	04/14/2023	24298	2,864.08	2,230.53
Type Of Pay	Total Hours	Hours Worked	Rate	Amount	Year To Date
Overtime	2.000	2.000	49.0055	98.01	98.01
Regular Wages	68.670	68.670	32.6703	2,243.35	2,243.35
Vacation	16.000		32.6703	522.72	522.72
Gross Pay:				2,864.08	2,864.08
Total All Hours:	86.670				
Total Hours Worked:		70.670			
Tax Type	State	Locality	Taxable Wages	Tax Amount	Year To Date
Federal Income			2,864.08	342.85	342.85
FICA/Medicare			2,864.08	41.53	41.53
FICA/OASDI			2,864.08	177.57	177.57
Income Tax	Arizona		2,864.08	71.60	71.60
Tax Totals:				633.55	633.55
Deduction			Employee Deduction Amount	Year To Date	
Deduction Totals:				0.00	0.00

Rehire (HR) and Rehire (Payroll)

A reminder message has been added to these two functions.

For Rehire (HR) – when a user selects the Organization, and the Org Level 2 is different from their home Org Level 2, a message will appear that will remind the user to use the Payroll Activation function to activate an employee for payroll in a new Legal Entity.

Click the OK button in the message box to continue processing.

Summary

Martina McBride
 Manager
 CONS. Group / Yellowbird / Operations

Employee Details

Number: 3333
Status: Active
Hire Date: 01/15/2014
Reports To: Sarah M Sanchez

Direct Reports: 0

Rehire (HR)

Message from webpage

If Employee is being rehired into a new Legal Entity, use the "Payroll Activation" feature to complete the rehire process.

Reports To:

Benefit Start Date:

FLSA Type:

Paid Time Off Eligibility Date:

Enroll in Onboarding

For Rehire (Payroll) – the reminder message appears immediately when accessing the function.

Click the OK button in the message box to continue processing.

Payroll Status Misc. Payroll

Martina McBride
 Manager
 CONS. Group / Yellowbird / Operations

Payroll Status

To update, click on information in the left column.

Company	Payroll Status	Effective Date	Action
Yellowbird	Active	06/12/2014	delete
Yellowbird	Active	01/15/2014	delete

Legal Entity:

Message from webpage

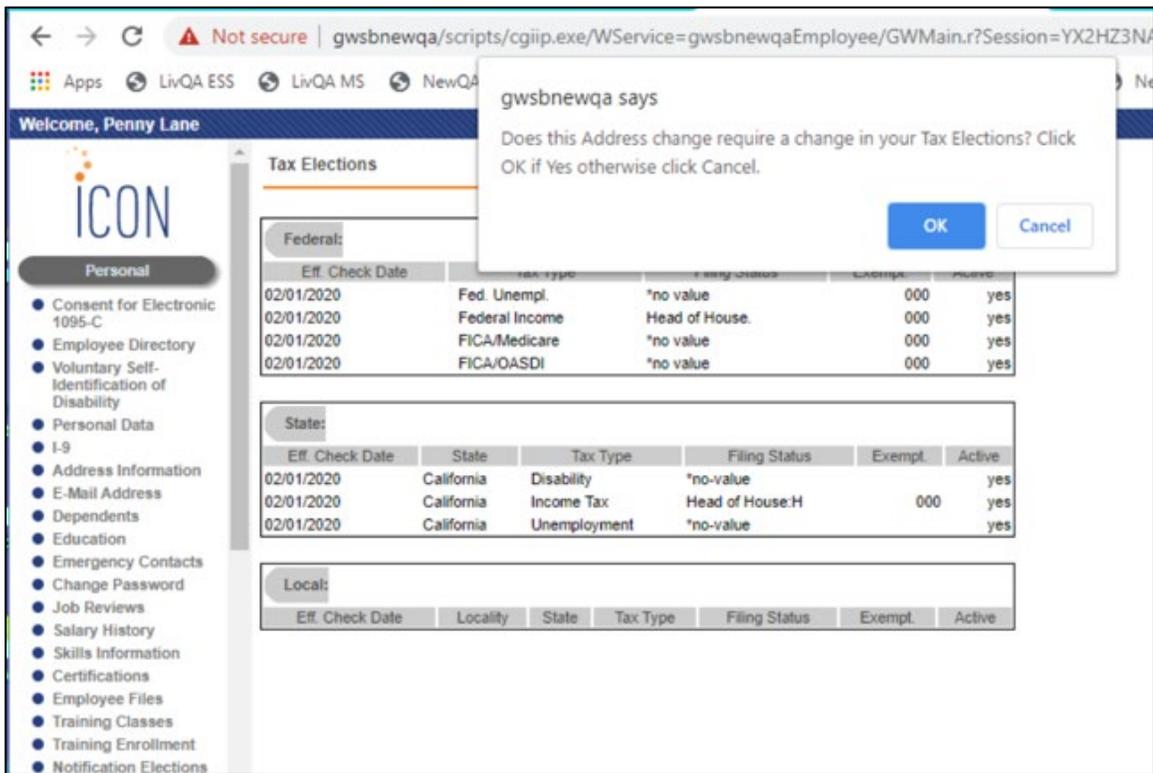
If Employee is being rehired in a new Legal Entity, use the "Payroll Activation" feature to complete the Rehire.

Updated Employee Self Service Functions (Classic ESS)

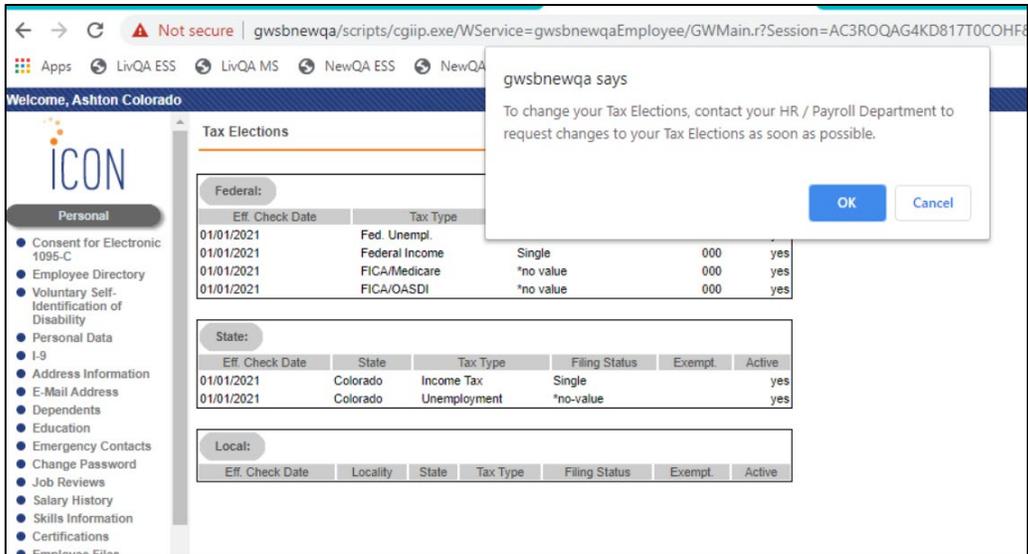
This section describes updated functions in Classic Employee Self Service.

Address Information

This function has been updated to now – on change or add of an address that includes proper address fields (Address Line 1, Address Line 2, City, State, Zip, Country, County) – prompt the employee user to question whether this change in address also requires a change in Tax Elections. Their current Tax Election will be displayed in the background of this message box. If the employee user has access to the W-4 Forms function in Employee Self Service, then clicking OK for Yes will take the user to that function. Clicking Cancel to this message will return the employee user to the landing screen for the Address Information function.



If the employee user does not have access to the W-4 Forms function, clicking OK for Yes will prompt another message to appear, directing the employee to contact their HR or Payroll Department to request the necessary tax election changes made. Clicking OK or Cancel on that message will also return the employee user to the landing screen for the Address Information function.



A related change has been made in Manager Services Messaging Setup function (see details above), so that when an employee user does not have access to the W-4 Forms function, and clicks on OK for Yes to the question about a tax change being required, then OK to the message about contacting their HR / Payroll Department, a Messaging Setup record can be created for Process: ES Address, Event: Tax Change Needed, that will alert HR or Payroll Staff on the Messaging Notification List who would be responsible for contacting the employee to coordinate any forms needed for the Tax Change.

Paycheck Information

As mentioned above, based on the new checkbox in Manager Services Pay Code Definition / Pay Process Control – “Include in Total Hours Worked” - the system will display a “Total Hours” column and an “Hours Worked” column for each payment in the Paycheck Information function detail. For Pay Codes that have the “Include in Total Hours Worked” checked, the hours for these Pay Codes will appear in the “Hours Worked” column and will be included in the “Total Hours Worked” that appears on the payment detail.

Paycheck Information				Rodney Arizona Blinkman		
 						
Pay Period Start Date	Pay Period End Date	Issuance Date	Payment Number	Gross Amount	Net Amount	
04/01/2023	04/14/2023	04/14/2023	24298	2,864.08	2,230.53	
Type Of Pay	Total Hours	Hours Worked	Rate	Amount	Year To Date	
Overtime	2.000	2.000	49.0055	98.01	98.01	
Regular Wages	68.670	68.670	32.6703	2,243.35	2,243.35	
Vacation	16.000		32.6703	522.72	522.72	
Gross Pay:				2,864.08	2,864.08	
Total All Hours:		86.670				
Total Hours Worked:		70.670				
Tax Type	State	Locality	Taxable Wages	Tax Amount	Year To Date	
Federal Income			2,864.08	342.85	342.85	
FICA/Medicare			2,864.08	41.53	41.53	
FICA/OASDI			2,864.08	177.57	177.57	
Income Tax	Arizona		2,864.08	71.60	71.60	
Tax Totals:				633.55	633.55	
Deduction			Employee Deduction Amount	Year To Date		
Deduction Totals:				0.00	0.00	

Updated iCON Tools Functions

This section describes updated functions in iCON Tools.

HR Common Object Dictionary – Relationship Type

Users were previously able to delete a record from the HR COD Table for Relationship Type, even if the Relationship Type code was in use in the **Employee Emergency Contacts** function. This caused errors in the **Employee Direct** function in iCON Tools. This has been corrected.

HR Common Object Dictionary – E-Mail Address Type

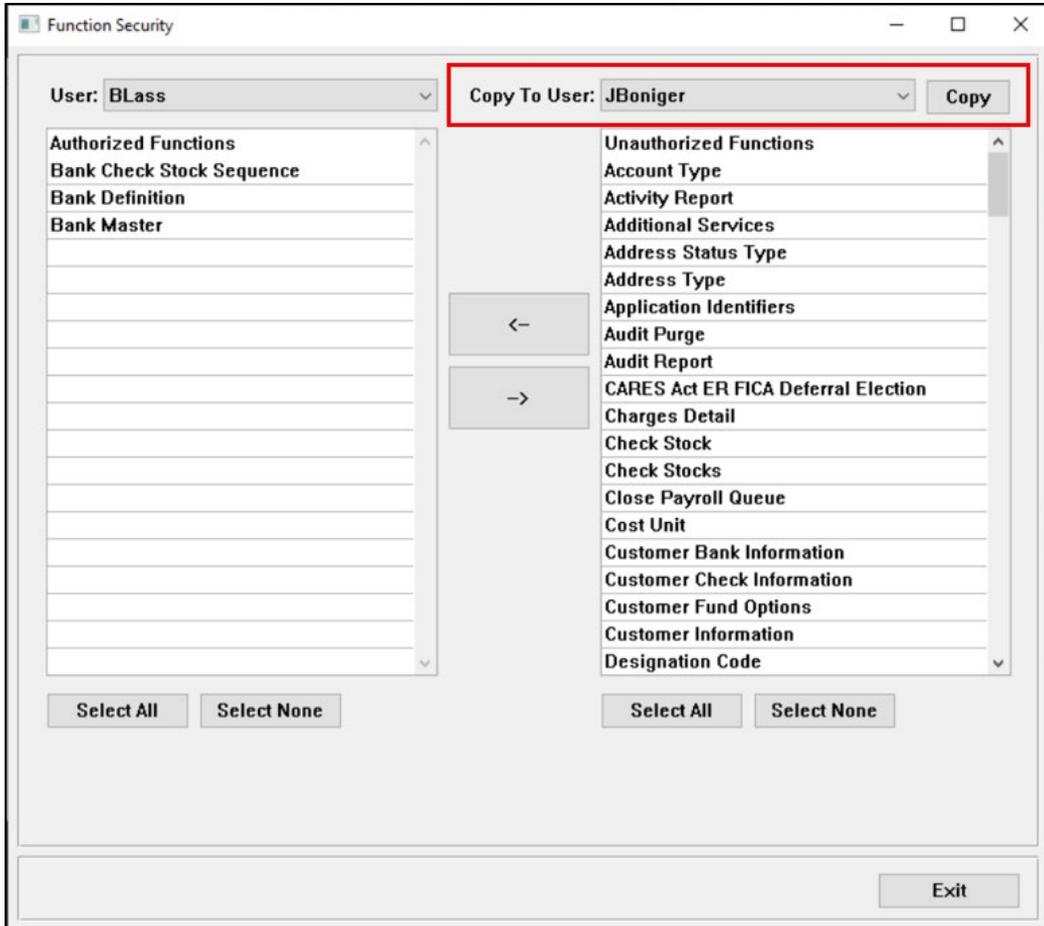
Users were previously able to delete a record from the HR COD Table for E-Mail Address Type, even if the E-Mail Address Type code was in use in the **Employee E-Mail Addresses** function. This has been corrected.

Updated Customer Management Module Functions

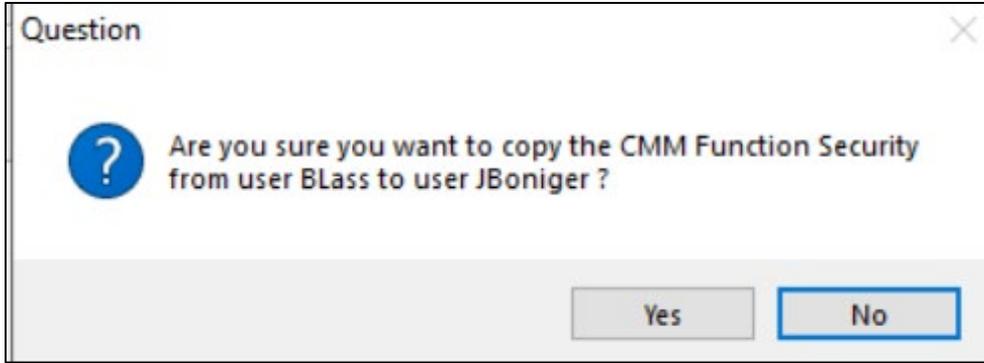
This section describes updated functions in Customer Management Module.

Function Security – Copy Feature Added

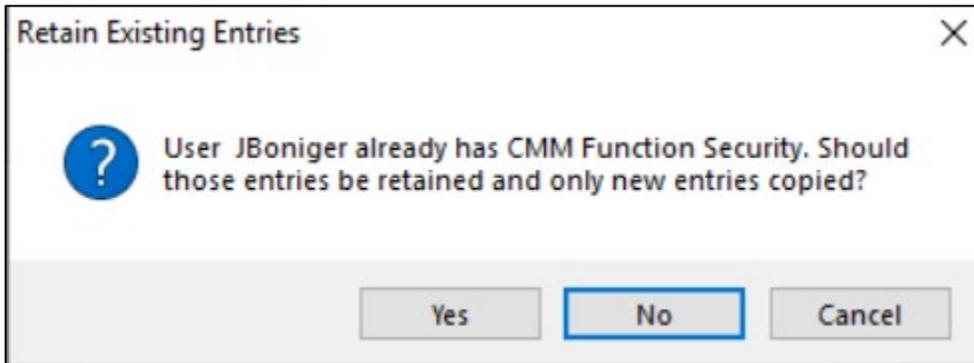
In Function Security in Customer Management Module, users are now allowed to copy the Authorized Functions from one user to another.



The system will prompt you to confirm the copy with a pop-up message. Click Yes to confirm or no to cancel the copy.



The system will also ask you to confirm whether you want to retain any existing function security Authorized Functions on the target user. Click Yes to confirm, or No to completely overwrite the target user's security with that from the source user (so the two users will have exactly the same Authorized Functions) or click Cancel to exit the Copy feature.



Record 6 Inquiry (HOSTED CUSTOMERS)

This function has been updated to allow a user to sort the top table by clicking on a column heading. For example – to click ascending by Effective Date – click the column heading, and then click again to click descending by Effective Date. You can also toggle click to sort by Customer, Override Date, or Impound code.