Maine New Hire Report and . CSV Export

Aptafund-3540

Introduction

The State of Maine requires Employer's to report information relating to a newly-hired or rehired employee within 7 days of the date of hire. In addition to reporting new hires, they have a requirement that if more than 25 New Hires are being report they must be reported electronically. Per Maine state guidelines, Harris clients can now generate a report and/or export for use in reporting their new hires and terminations.

Steps to create the .CSV export:

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Per the Maine guide, there are two acceptable formats for the New Hire Export file. The export file created in AptaFund 5 is in the .CSV file format. This export file is available by going to "My AptaFund" on the dashboard and to Reports and Exports. Select the Exports option.

Fig. 1 My AptaFund Menu for Generating the .CSV Export file

	MY REPORTS	EMPLOYEE SELF-	MY APPROVALS
Budget & G/L	Payroll Register Payments Report	My Information	My Purchase Requisition Approvals
Panking & COA		My Paychecks	My Leave Request Approvals
Banking & COA	USER	My W-2 Forms	my contented activity of the outeridat
Purchasing & Pavables	My Dashboard	My W-2 Consent Elections	
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Receivables	Security Question	My Documents	Reports
	My Job Queue	My Leave Requests	Exports
HR, Payroll & ESS		My Leave Balances	
	HELP	My Deductions	

From the Exports screen locate the "Maine – New Hire Export". Enter the start and end dates to be covered on the report and select "EXPORT to FILE". The export will start.

Fig. 2 Prompt Screen for Maine New Hire Export

Home Exports	
Modules [A8] Exports Maine - New Hire Export [Unnamed Settings] • Save Clear • • • • • • • • • • • • • • • • • • •	

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When the export file is opened, the following pop-up warning may be displayed. Please DO NOT select convert file as this will remove the leading zeros and the guide specifically states NOT to remove the leading zeros.

Fig. 3 Export Warning Pop Up Message



Note: this warning may pop up. Please select "Don't Convert" as the guide specifically states NOT to remove leading zeros.

The following .CSV file will be created.

Fig. 4 Sample of the .CSV file

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Steps to create the Report:

The Maine New Hire Report can be generated by going to "My AptaFund" on the dashboard and to Reports and Exports. Select the Reports option.

My AptaFund →	MY REPORTS	EMPLOYEE SELF-	MY APPROVALS
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	My Job Queue	My Leave Requests	Exports
HR, Payroll & ESS		My Leave Balances	
17	HELP	My Deductions	

Fig. 5 My AptaFund Menu for Generating Either a "PDF" or "Excel Format Report

From the Reports screen locate the "Maine – New Hire Report". Enter the start and end dates to be covered on the report and click the Report to Excel button. The report will generate.

Fig. 6 Prompt Screen for Maine New Hire Report

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	-> Start Date				
	-> End Date				
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The report generated will have two tabs, an Employer and an Employee tab. The Employer tab will contain information related to the employer. The Employee tab will have information related to the employee.



Fig. 7 Sample of the Employee Data when the Employee Tab is Selected on the Excel Format Report

Fig. 8 Sample of the Employer Data when the Employer Tab is Selected on the Excel Format Report

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