Harris School Solutions has an issue tracking system, named JIRA, to monitor program enhancements and defects. The APTAWEB numbers refer to the issues in JIRA that were resolved in this release.

To submit an idea for product enhancements/improvements, click here.

Release webinar & technical documents

Issues marked with two asterisks (**) will have a technical document available on Team Support and in the online help.

Click the **Play recording** link below to open the release webinar. Registration with your name & email address is required, but no password is required.

Play recording (38 min)

New Feature

- **AptaFund Timekeeping**
  - AptaFund Timekeeping is a new add-on module that incorporates a time clock system for hourly employees to record their hours worked and have those hours included in a payroll register when it is time to pay the employees. APTAWEB-11155
  - Master positions and individual jobs can be designated as AptaFund Timekeeping jobs.
  - Employees will be able to log into ESS to punch in & out and to review their time worked.
  - A preview feature in Manage Payroll > Payroll Register will allow the payroll user to review any exceptions before importing the hours into the register.
  - For more information about adding AptaFund Timekeeping to your AptaFund suite, please enter a Support Ticket.
- **State & Federal W-4s**
  - My AptaFund > Employee Self-Service > My Deductions: Added the ability to fill out a state W-4 form online and submit it to the payroll administrator, as well as printing a copy. Employee name, address, and SSN fields are pre-filled based on the employee record and are not editable. The state W-4 form that is displayed matches the state code in the employee's home address. APTAWEB-11100, APTAWEB-11115
  - Dashboard: Approvers now have the ability to display the My Deduction Change Request Approvals grid on their home page. Clicking the My Deduction Change Request Approvals link opens that window, while clicking one of the Request Date links opens the W-4 request form for approval. Only Submitted requests are included in the grid. APTAWEB-11185

Improvements

- **Affordable Care Act**
  - Manage Employee Health Coverage: Added new coverage offer codes to the Coverage Offer Code drop-down in the Employee Health Coverage Details popup. APTAWEB-11159
  - Manage Export > Form 1095-C Employee Coverage
    - Employee's Age as of January 1: This new field was added to Form 1095-C Employee Coverage and is automatically calculated by subtracting the employee's birth date from January 1 of the reporting year. It can be updated using the Mass Update command. APTAWEB-11160, APTAWEB-11213
    - Form printing: Made the required changes to the IRS and Employee formats. APTAWEB-11162, APTAWEB-11216
    - Plan Start Month: Added this newly required 2-digit field. APTAWEB-11163, APTAWEB-11214
    - Zip Code: This new field stores the zip code used for identifying the lowest cost silver plan used to calculate the employee required contribution. APTAWEB-11161
- **** COA > Chart of Accounts**: When all accounts — revenue, expenditure, and balance sheet — have the same structure, the user is now allowed to override the controlling element value and change the account type when creating new accounts. APTAWEB-10720
- **General Ledger > Transaction Journal**: User is now presented with a warning when trying to void a transaction that has already been voided. APTAWEB-9913
- **Human Resources > Manage Employees**: Added a system filter for Enabled employees. APTAWEB-9953
- **My AptaFund > Employee Self-Service > My Deductions**
  - Dollar signs: W-4 data entry no longer allows the user to enter dollar signs since the dollar signs are pre-printed on the form. APTAWEB-11189
  - Email: The email sent from an approver now tells the user if their W-4 was approved or denied and includes the rejection comment when the approver has left one. APTAWEB-11187
  - Signature: The signature text box on the federal W-4 has been lengthened to fit the Signature line. APTAWEB-11221
- **Payroll**
  - Deduction Assignment
    - Exemption reason: Added a drop-down to record the reason for employees who are exempt from state withholding, for states that require a reason. APTAWEB-11231
    - Exempt status: When an employee has entered a W-4 change request with a change in the Exempt status, that status is now updated when the request is approved. APTAWEB-11191
    - W-4 printing: Added the ability to print W-4s from More menu the on the grid and added a new column called W4 Form, which tells the user if there is a W-4 form for that deduction set. APTAWEB-11118
  - Deduction Change Requests
    - Moved the menu item to the Payroll menu under Deduction Assignment. APTAWEB-11186
    - Improved the grid by adding an Approval Status column and including W-4 change requests that have been processed. The grid defaults to show just Submitted requests, but the pinned Approval Status filter may be edited to show requests with other statuses. APTAWEB-11200
  - Manage Deductions > Deduction Details: The Jobs / Addenda control has been converted to a popup window that allows you to designate selected master positions to be added to a deduction. You are still allowed to select all master positions and to automatically include new master positions when they are added. APTAWEB-10890

- **Reports > Banking > Positive Pay File**
  - Kansas > Bennington Bank: Added the CSV file format. APTAWEB-11052
  - Maine > Partners Bank: Added the CSV file for A/P, Payroll, and Payroll Liability. APTAWEB-11308
- **State Specific**
  - Illinois > TRS Pay Period Earnings Report: Added this new report to meet 2021 requirements using the Report to Grid format. APTAWEB-10820, APTAWEB-11319
    - New system tags were added to be used in Employee record — TRS Balanced Calendar, TRS Contribution Category, and TRS Job Category — and a new system tag, TRS Payment Reason, was added to be used in the Employee Job and Master Position.
    - A new custom field, TRS Eligible Date, was added to the Employee record.
    - Added a new Payroll Configuration parameter, IL TRS Code.
  - New Mexico
    - ERB Member Detail Report & Export: Added a new option, Hired/Terminated, to the Employee Status parameter. Added a new parameter, Include Employees Hired/Terminated On or After. APTAWEB-11144
    - PED OBMS Actuals Import - Report & PED OBMS Actuals Import - Data Export: The report & export have a new parameter called "Show all Program Codes for Expenditures in Account Expression". When the user enters an expression into this parameter, AptaFund will break out all program codes for all accounts which match that subset, in addition to all the other account codes that are already included. If the parameter is left blank, then AptaFund will roll up program codes to 0000 for the codes that were already rolling up. APTAWEB-11127
- **** Vendor > Vendor Management**: Changed the Payment Method *descriptions* from Credit, Debit, and Printed Warrant to EFT Payment, External Payment, and Printed Warrant. EFT Payment, formerly Credit, describes an EFT that's added to an export to generate a file in ACH format. External Payment, formerly Debit, describes a payment that's manually handled outside of the software, but still must be recorded in the software — for example a bill pay from a bank website. APTAWEB-10504
- **W-2s**
  - Exports > Payroll > W2 Data Export: Positions 122-143 of the RO record are now zero-filled. APTAWEB-10373
  - My AptaFund > My W-2 Forms: Updated to print the 2020 form. APTAWEB-11203
  - Reports > Payroll > Form W-2 Wage and Tax Statement: When running this report for an employee who worked in more than one state, the report now generates overflow page(s) for the additional state data. APTAWEB-10449

Bugs Fixed

- **Accounts Payable**
  - Payment Management > Warrant Printing
    - When verification of warrants is prevented, more descriptive errors are now displayed. APTAWEB-10891
    - When the value, Print Check Number, is unchecked in Purchasing Configuration > A/P Warrants, printing a warrant after the first printing now correctly retains the original check number. Clicking Reprint will issue a new check number as it has before. APTAWEB-10858
- **Accounts Receivable > Invoices**: Fixed an error in rounding that was preventing the approval of invoices when the unit cost contained more than two decimals. APTAWEB-10989
- **Chart of Accounts > Element Value Maintenance**: The Manage Hierarchy function is again working correctly. APTAWEB-11121
- **GL > Transaction Journal**
  - Add Journal Entry > Add Journal Entry Lines: Users no longer have to enter hyphens when searching account codes. APTAWEB-10051
  - Voiding transactions: Fixed a bug when voiding certain transactions that resulted in a new unposted transaction in a closed period that couldn't be posted. APTAWEB-11178
- **My AptaFund > Employee Self-Service > My Deductions**: Long text entries, such as addresses, now properly fit the fields in read-only mode. APTAWEB-11108
- **My Dashboard**: New users no longer see a blank notifications popup when they first log in. APTAWEB-10969
- **Payroll**
  - Deduction Change Requests: Clicking Review Changes without selecting any requests now generates a message requesting the user to select one or more records. APTAWEB-11190
  - Deduction Assignment > Deduction Details
    - Deduction set now works correctly when the selected state is Florida. APTAWEB-11207
    - GTL Factor is now displayed when the GTL type is Multiple of Actual Pay or Multiple of Salary. APTAWEB-10555
  - Manage Payroll > Print Payroll Checks & Manage Payroll Vouchers > Print Liability Checks: When the value, Print Check Number, is unchecked in Payroll Configuration > Payroll Checks or Payroll Configuration > Liability Checks, printing a payroll check or liability check after the first printing retains the original check number. Clicking Reprint will issue a new check number as it has before. APTAWEB-10858
  - Payroll Configuration: Removed duplicates of configuration value, Allow Editing of Payroll Encumbrance Transaction Date When Submitting and Removing Jobs From Payroll. APTAWEB-10110
- **Reports > Banking > Bank Account Reconciliation Report**: Reprinted void checks dated in a later month than the original check date no longer show as outstanding. APTAWEB-11158
- **State Specific > Maine > PERS ESS Reporting**: Fixed issues that were causing validation errors. APTAWEB-11153
  - Non-numeric characters in the Primary Phone Number found in System Configuration are excluded from the file.
  - When an employee's Retirement Plan Participation Status in Manage Employees is set to "N - Not Eligible", the employee is not included in the file.
  - The custom fields, Position Classification Code and Benefit Plan Class, are now editable in the Report to Grid > Details tab, and when saved, the values will be included in the file.

(New) Leave Module

- **Home**
  - My Leave Request Approvals APTAWEB-11322
    - When the user is an approver, the My Leave Request Approvals grid is now available.
    - Checking the box, Show My New Leave Request Approvals, in the Configure popup on the Home page makes the My Leave Request Approvals grid visible.
    - Clicking the Request Record number for a leave request opens the View Leave Request popup.
    - Clicking the My Leave Request Approvals title opens the ESS > My Leave Request Approvals page.
  - Quick Links: The New Leave Request link now works to open the Add Leave Request popup. APTAWEB-11299
- **Manage Leave**: Removed Liability Rate from the Employee Group popup and the grid. APTAWEB-11363
- **My Leave Requests & My Leave Request Approvals**: Changing the substitute on one day of a multiple day request no longer changes the substitute on the other days of the request. APTAWEB-11336

Leave Module conversions

We are in the process of converting all AptaFund clients to the new Leave Module. In the first two months of 2021 we brought 25 more customers online with the Leave Module and plan to have all customers activated within the next six to nine months.

Leave Module Features

- All leave management and processes are now in one module, and leave processing is no longer dependent on payroll.
- Leave requests and adjustments post immediately; leave accruals post overnight.
- Leave types are not cycle specific, so they do not roll over and do not need to be enabled or disabled.
- Leave balances roll alone, and no accruals happen on the rollover, providing flexibility.
- All employees must be associated with an employee leave group configured in Human Resource Configuration *and* have an approved primary job to accrue leave.
- For NE customers, leave can be requested in August before the start of the fiscal year, and substitutes can easily be associated with the requested absence.
- For CA customers we have the *hours worked* leave process available. For other states that are accruing leave based on the number of hours worked – configuration is in final stages.

There is no cost. The Leave Module conversion, and 60-90-minutes of live training are provided free of charge. The conversion routine moves over all the leave types and configuration you are currently using *and* all fiscal years of leave data. In the next 6 to 9 months, we plan to move all clients to the Leave Module.

Please submit a **Team Support ticket** to be scheduled for your **Leave Module** implementation.

New & Revised Topics in the Online Help

New topics

- Chart of Accounts Window > About Selecting Account Types Regardless of Controlling Element
- Payroll > Print W-4 Forms

Revised topics

- HR > Deduction Change Requests moved to Payroll > W-4s
- My AptaFund
  - My Dashboard: Added Show My Deduction Change Request Approvals to Configure your Dashboard
  - My Deductions: Edited for the addition of the state W-4
- Payroll
  - Deduction Assignment > Creating a Deduction Set — State Withholding & Group Term Life Information: Added information about the new Exemption Reason field in the State Withholding Information section.
  - Form W-2 Wage and Tax Statement: Added info about generating overflow pages for employees working in more than one state.
  - Manage Deductions > Add Deduction or Benefit - Optional Information: Added info about new popup for including master positions on the deduction.
- Vendor Management > Add a Vendor: Added information about the new descriptions of payment methods — EFT Payment and External Payment instead of Credit and Debit.