



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 (**) are included in the Release Webinar AND a technical document available on Team Support and in the online help.

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

[Play recording](#) (42 min)

New Feature

- **AptaFund Timekeeping**
 - Holiday hours from AptaFund Timekeeping, when properly added to the payroll register, now appear on the paycheck stub. APTAWEB-11945

Improvements

- **1095-C Form:** 1095-C has been updated to meet current requirements. APTAWEB-11981, APTAWEB-11983
- **1099 Form Changes:** Updated the 1099 NEC and MISC forms for the 2021 Tax Year. APTAWEB-11704
- **** 1099 NEC and MISC Data Export changes:** Updated with new requirements based on IRS Publication 1220, to meet standards for 2021 Tax year. Also, the two data exports have been merged into one which has all 1099 NEC and MISC records on it. APTAWEB-11239, APTAWEB-11841
- **1099 NEC:** ONLY the 1099 NEC has been updated to print three forms on a page for 2021. Previous years will still be printed as two forms per page. 1099 MISC is not impacted by this. APTAWEB-11933
- **Affordable Care Act:** Added a Mass Update option under the “More” tab. All selected records prior to hitting this will be updated. Users can make changes to Coverage Offer Code, Employee Share of Lowest Premium, and Safe Harbor Code. APTAWEB-11269
- **Approval Warning:** Added a warning if a higher-level approver attempts to approve a Reimbursement or Leave request before all lower-level approvers have approved. Users can still approve and skip lower levels but are now aware approvers are being skipped. APTAWEB-11761, APTAWEB-11762
- **Reports:** Changed the formats of all reports in Excel to .xlsx which fixes big report overflows. APTAWEB-8618
- **Run old 1099 MISC forms:** Users can now run previous year 1099 MISC forms. APTAWEB-11263

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Improvements, continued...

- **State Specific**
 - **Maine**
 - ** PERS ESS Report to Grid: Now only shows the employees who have the deductions set in the report parameters. Also added the following fields to the grid: Time Paid, Time Unit Code, and Rate of Pay. **NOTE:** HR > Employee Jobs > select job must have PERS Reportable field set to "Yes" for the job to appear on the report. This replaces the current requirement that it is just marked as "Primary". APTAWEB-11504
 - ** PERS Report: We have two new fields *PERS Reportable* and *FTE Annual Amount* located on the employee Jobs screen. PERS Reportable is a Yes/No field that replaces the current requirement of Primary Job to appear on the PERS Report. This new field is also located on Master Positions. FTE Annual Amount overrides the Total Salary on the PERS Report if it exists. **NOTE:** Keep in mind that contributions to the PERS Retirement and PERS Addl Retirement deductions are not determined by this new field. In order for the Contribution amount to be correct, the jobs marked as PERS Reportable need to be the same jobs that the PERS deduction(s) are using to calculate which are located in the Deduction Details under *Jobs/Addenda*. APTAWEB-11550
 - **Missouri**
 - W2 Export: Added a new Export format for the W-2 Exports specific to Missouri. This keeps up-to-date with the state's requirements for W-2's. APTAWEB-7295
 - 1099-NEC & MISC: Created a new export format for Missouri that is updated to state specific requirements. APTAWEB-8756
 - **Nebraska**
 - Fixed an issue with incorrect hours on the NPERS report. APTAWEB-9132
 - NPERS Wage and Contribution Report: Since schools will be required to provide the actual number of hours worked on retirement reports, these reports now have the ability to read hours for salary employees from payroll registers. APTAWEB-11854
 - **Pennsylvania**
 - PA PSERS Report (non-Voya) to Grid received some new action buttons and validation changes. The Edit button has been added to the grid on the Contract tab, and the Add and Delete buttons have been added to the grid on the Work tab and the Work Adjust tab. Add and Delete buttons were also added to the PSERS Voya Retirement Report. APTAWEB-8967
 - PA PSERS Report: Updated the add button so only enabled employees appear on the employee list. APTAWEB-11939
- **State W-4 Changes for 2021** APTAWEB-11858, APTAWEB-11859, APTAWEB-11860
 - **Arizona:** The employee instructions have changed slightly.
 - **California:** The form has two items added just below the personal information section.
 - **Hawaii:** Minor changes in the employee instructions.
 - **Iowa:** Minor changes in the employee instructions.
 - **Maine:** The employee instructions have changed.

Improvements, continued...

- **State W-4 Changes for 2021, continued...**
 - **Massachusetts:** Minor changes in employee information.
 - **Oregon:** The entire documentation/explanation section has been removed. Only the form itself remains.
- **W-2:** W-2s (ESS and printed form) have been updated for the 2021 Tax Year. APTAWEB- 11856, APTAWEB-11857
- **W-2 Data Export (multiple EIN):** New export that is a copy of the regular W-2 Export, but with two new added parameters, Paycheck Site and Department. If either of these fields are empty, an error message will appear. APTAWEB-11883
- **W-4 Signature warning:** Now gives a warning saying, "The Signature field cannot be empty." when attempting to save the W-4 without signing. APTAWEB-11560

Bugs Fixed

- **1099 Form Summary Report:** Now correctly shows all Check Detail information. APTAWEB-11289
- **Account Allocations:** Entering two of the same account codes when creating a Purchase Order item now displays an error saying duplicate account codes are being used in the allocation. APTAWEB-11110
- **Affordable Care Act:** Fixed an issue that resulted in a Nullable object error in the Manage Dependents screen. APTAWEB-10460
- **AptaFund Timekeeping**
 - Designations that are the same across multiple jobs were not showing up as intended due to the prevention of duplicates. This has been fixed by adding the job name at the end separated by a slash. APTAWEB-11607
 - Job Names and Designations now properly export from AptaFund to AptaFund Timekeeping. APTAWEB-11793
 - Fixed several issues with the AptaFund Timekeeping import on the payroll register. APTAWEB-11867
 - Fixed an error where the designation would not be enabled in AptaFund Timekeeping when approving the Job from Manage Employees. APTAWEB-11885
 - Resolved an issue with certain days not importing hours correctly with no exception listed. APTAWEB-11972
- **Asset Management:** Fixed an issue where the sub-category drop-down was not working correctly. APTAWEB-11258
- **Group Leave Types:** Fixed an issue where group leave types were deleted from the grid but still existed in the database so the user could not recreate the deleted leave type. This was caused by Group Leave Types still having a record in use. This has been fixed so if any records are active, an error will appear. APTAWEB-11914
- **Manage Employees:** Fixed an issue where after editing an employee and saving, then searching for another employee, and clicking edit would bring up the information of the last edited employee. APTAWEB-10866
- **Manage Payroll:** In Register Details, fixed an issue when attempting to put Dock Days between 0 and 1. APTAWEB-11938

Bugs Fixed, continued...

- **My Purchase Requisition Approvals:** The “Select All” functionality now works when grouping the data before attempting select all. APTAWEB-11833
- **Print Requisitions:** The print window now closes automatically after two seconds of a successful print. APTAWEB-2134
- **W-2**
 - **W-2 Wage and Tax Statement:**
 - resolved an issue where attempting to print by site or department would result in an error. APTAWEB-11304
 - Fixed an issue caused by an apostrophe in the address information. Apostrophe is now an allowable character. APTAWEB-11338
 - **W-2 Box 17:** Box 17 of the W-2 has been fixed to correctly add all deductions from the Manage Deductions screen that have Box 17 selected. APTAWEB-10348
 - **W-2 Export:** If the Ship To address is empty, AptaFund will attempt to use the primary address. If primary address is empty, then it will display a new error message stating it is required and to add a primary address. APTAWEB-10371

(New) Leave Module

- **AESOP import:** Improved the import to handle blank fields that are no longer required. APTAWEB-9081, APTAWEB-11911
- **Approval Warning:** Added a warning if a higher-level approver attempts to approve a requisition before all lower-level approvers have approved. Approvers can still approve and skip the lower levels but are now aware some approvers are being skipped. APTAWEB-11761
- **Duplicate Leave Requests:** Fixed an issue where duplicate leave requests would show up when a user is a leave approver and a backup approver. APTAWEB-11889
- **Employee Benefit Import Export:** Fixed an issue with the export that created errors and produced no export. APTAWEB-11788
- ****HR, Payroll, & ESS:** Added a new Leave Calendar option for users that are allowed to view the Leave column. This is a read only calendar that displays all approved and pending requests regardless of approver status. APTAWEB-11850 Thanks to Lori Carlgren at Pike Valley for adding this idea to our idea portal.
- **Leave Balances:** Fixed an issue where Leave Balances were not appearing on previous paystubs. New logic was put in place that calculates the employee's balances as of the end of the pay period in question. This fixes the issue in ESS and the Paystub Report. APTAWEB-11874
- **Manage Leave:**
 - Added a new column “Active” to the main grid for Manage Leave that will show as active when any Leave Transactions of the selected Leave Type are recorded. Also updated the Active column in the grid for Group Leave Types in the Edit pop-up to show Yes when any Leave Transactions of the selected Leave Type are recorded for any employees of the group. These are not cycle specific and are intended to help identify which rows can be deleted. APTAWEB-11428
 - Added the ability to Enable and Disable Leave Types. Disabling Leave Types will make the specified types not show up in drop down lists and selecting those types will not have functionality until they are enabled again. APTAWEB-11092

(New) Leave Module, continued...

- **My Leave Request Approvals Calendar**
 - ** Added the ability to edit leave requests, adjustments, or accruals. Clicking the leave transaction will display a read-only view. Click the Edit button to edit the Transaction Amount, Transaction Date, and the newly added Additional Comment fields. APTAWEB-11612
 - ** Approvers can now double click an entry on the calendar to bring up the relevant request popup. APTAWEB-11619
- **Payroll Leave Hours Import:** The import includes all edited Leave Transactions in the import. APTAWEB-11865
- **Performance:** Fixed loading times for large data sets in the new Leave Module. APTAWEB-11460
- **Save and Add Button:** These buttons have been fixed on Adjustments and Accruals. APTAWEB-11328

New & Revised Topics in the Online Help

New topics

HR, ESS, & Leave > AptaFund Timekeeping > Set Up AptaFund Timekeeping

HR, ESS, & Leave > Leave – new module > Leave Calendar Window

Revised topics

Payroll > W-2s > W-2 Data Export

HR, ESS, & Leave > Leave – new module > Leave Module Overview

My AptaFund > My approvals > My Leave Request Approvals > New Leave module > Approvers Overview

My AptaFund > My approvals > My Leave Request Approvals > New Leave module > Edit a Leave Request

My AptaFund > My approvals > My Leave Request Approvals > New Leave module > Approve Leave Requests

My AptaFund > My approvals > My Leave Request Approvals > New Leave module > Disapprove a Leave Request