



CTAS 2026 Update 2

CTAS 2026 Update 2 enhancements include a new Paid Family Medical Leave (PFML) quarterly report, updates to several existing reports, and corrections of known issues.

Post any unposted payroll prior to updating CTAS.

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Section 1: New Paid Family Medical Leave Premium Contributions Report (Quarterly Report)

A new Paid Family Medical Leave report, the PFML Premium Contribution Report, has been added to the CTAS program. This quarterly report can be accessed from the Reports tab, Payroll (Year to Date) icon. It will create a report of the gross wages and the PFML contributions for the quarter selected. Example below:

The screenshot shows the CTAS program interface. The 'Reports' tab is selected, and the 'Payroll (Year to Date)' icon is highlighted. A modal window titled 'PFML Premium Contribution' is open, showing a list of quarters with 'Quarter 3 07/01 to 09/30' selected. The 'PFML Premium Contribution' option is also highlighted in the main menu.

PFML Quarterly Premiums

New Township

7/9/2026

For the quarter ending 9/30/2026

Gross wages	\$18,990.00
Employee Premiums Withheld	\$48.99
Employer Required Premiums	\$41.79
Employer Additional Premiums	\$34.58
Total Employer Premiums	\$76.37
Total Premiums	\$125.36

Section 2: Updated Reports

MW-1 Report

The MW-1 Report now includes the additional employer contributions for PFML in the taxable wage calculations.

The screenshot shows the software's main menu with 'Reports' selected. A list of report options is displayed, including 'MN Withholding Return (MW-1)'. A modal dialog titled 'MN Withholding Return (MW-1)' is open, showing a 'Quarter' selection screen. The options are: Quarter 1 01/01 to 03/31, Quarter 2 04/01 to 06/30, Quarter 3 07/01 to 09/30 (selected), and Quarter 4 10/01 to 12/31. 'Preview' and 'Close' buttons are at the bottom of the dialog. Below the dialog, a 'Run' button is visible.

State Quarterly Income Tax Withholding Information
New Township 7/9/2026
For the quarter ending 9/30/2026
State: MN

Employee #	Employee Name	Taxable Wages	Income Tax
5	Do e 5, Jane	\$6,088.50	\$321.97
6	Do e 6, John	\$5,412.54	\$133.39
Total For Quarter		\$11,501.04	\$455.36

Return Summary

Wages: 11,501.04

Number of Employees: 2

Minnesota Tax Withheld: 455.36

Quarterly Payroll Schedule

Payroll Date	Check Date	Tax Withheld
07/01/2026	07/01/2026	110.95
07/07/2026	07/07/2026	114.39
07/09/2026	07/09/2026	290.02
Total:		455.36

Payroll Register (Portrait) Report

The Payroll Register (Portrait) Report has been updated to display the same information as the landscape version.

Portrait Report:

Payroll Register		7/9/2026
Payroll Period Ending: 07/01/2026		
5	Doe 5, Jane	
	Extra Meeting	0.00
	Hourly	80.00
	Meeting	0.00
		0.00
	Holiday Hours	0.00
	Sick Hours	0.00
	Vacation Hours	0.00
	Comp Hours	0.00
	ESST Hours	0.00
	Employer Contributions - Taxable non-wages	\$3.52
	Tips - Taxable non-wages	\$0.00
	Regular Earnings	\$1,600.00
	Overtime Earnings	\$0.00
	Holiday Earnings	\$0.00
	Sick Earnings	\$0.00
	Vacation Earnings	\$0.00
	Comp Earnings	\$0.00
	ESST Earnings	\$0.00
	Total Gross Earnings	\$1,600.00
	PERA	\$160.00
	Deferred Income	\$20.00
	Cafeteria Plan	\$0.00
	Pretax Other	\$0.00
	Taxable Wages	\$1,420.00
	Federal Withholding	\$126.67
	FICA	\$99.42
	Medicare	\$23.25
	State Withholding	\$66.49
	PFML	\$3.52
	Health Insurance	\$0.00
	Dental Insurance	\$0.00
	Life Insurance	\$0.00
	Union Dues	\$0.00
	Others1.	\$0.00
	Others2.	\$0.00
	Others3.	\$0.00
	Net Pay	\$1,100.65
	Earned Income Credit	\$0.00
	Reimbursements	\$0.00
	Total	\$1,100.65
	Check Number	

Report Totals can be found on the final page of the Portrait Report.

Employee's Earnings Record Report

The Employee's Earnings Record has been updated to include the same data and align with the format of the landscape Payroll Register. Newly added columns include: Holiday, Sick, Vacation, Comp, ESST, Reimbursements, and PFML columns.

Employee Earnings Record (for one employee):

New Township

For the Period 7/10/2026 to 7/10/2026

Name: John Doe 8

Employee Number: 8

Effective Date: 01/01/2017

Retirement Plan: Defined Contribution Plan (DCP)

Social Security #: 1

Employment Date: 01/01/2017

PERA Number:

Tax Status: Single

Separation Date:

Here there, MN 00000

Number of Exemptions

Federal State

1

Additional Withholdings

Federal State

\$0.00

Type: Monthly

Salary Rate Name

Rate

Hourly

20.00

Hourly OT

30.00

Hours

Taxable non-wages

Earnings

Pay Period

Check Date

Regular

Overtime

Hol

Sick

Vac

Comp

ESST

Employer Cont. PFML

Tips

Regular

Overtime

Hol

Sick

Vac

Comp

ESST

Gross

07/10/2026

07/10/2026

72.00

1.00

8.00

0.00

0.00

0.00

0.00

0.00

\$0.00

\$0.00

\$1,440.00

\$30.00

\$160.00

\$0.00

\$0.00

\$0.00

\$0.00

\$1,630.00

Total

72.00

1.00

8.00

0.00

0.00

0.00

0.00

0.00

\$0.00

\$0.00

\$1,600.00

\$30.00

\$160.00

\$0.00

\$0.00

\$0.00

\$0.00

\$1,630.00

Pretax Deductions

Pay Period

Check Date

PERA

Def. Income

Cafeteria

Pretax Other

Taxable Wages

Federal WH Tax

FICA

Medicare

State WH Tax

PFML

07/10/2026

07/10/2026

\$81.50

\$0.00

\$0.00

\$0.00

\$1,548.50

\$56.52

\$101.06

\$23.64

\$38.26

\$7.17

Total

\$81.50

\$0.00

\$0.00

\$0.00

\$1,548.50

\$56.52

\$101.06

\$23.64

\$38.26

\$7.17

Insurance

Pay Period

Check Date

Health

Dental

Life

Union Dues

Other 1

Other 2

Other 3

Net Pay

EIC

Reimbursement

Total Pay

Check Number

07/10/2026

07/10/2026

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$1,321.85

\$0.00

\$0.00

\$1,321.85

Section 3: Other Known Issues Corrected

Leave Balance Adjustments Not Flowing to Reports

Adjustments for sick, vacation, comp, and ESST were not flowing properly to the Paycheck/Stub and Leave Reports. This issue has been corrected.

PFML Adjustment Boxes Displaying for Employees Not Enabled for PFML

PFML adjustment boxes were incorrectly enabled for employees without PFML enabled in their employee record. These boxes have now been disabled for those employees.

Payroll Register Not Displaying Gross Pay (Prior to 2023)

Gross pay was displaying as \$0.00 on the Payroll Register reports for years prior to 2023. This issue has been corrected.

Error When Adding Multiple Employees to Payroll Roster

Users were receiving the general error message when adding multiple employees to the Payroll Roster. This issue has been corrected.