

## CTAS 2024 Enhancements

CTAS 2024 enhancements include updates to leave functionality (sick, vacation, comp time, and Earned Sick and Safe Time), updates for the PERA Annual Exclusion Report, adding 1096 reports for each type of 1099, allowing the clicking of the checkbox in the Chart of Accounts to activate/inactivate items, and adding new Enterprise Fund Types.

<u><a href="#">Section 1:</a></u>	Update to Vacation, Sick, Comp Time and ESST (Earned Sick and Safe Time)	Pages	2 – 4
<u><a href="#">Section 1.A.</a></u>	Employee Section (Payroll tab, Employee icon, Individual Employee Record)	Page	2
<u><a href="#">Section 1.A.1.</a></u>	Sick Accrual, Vacation Accrual, Comp Accrual	Page	2
<u><a href="#">Section 1.A.2.</a></u>	ESST Accrual	Page	2
<u><a href="#">Section 1.B.</a></u>	Entering and Processing a Payroll (Payroll tab, Payroll Icon)	Page	3
<u><a href="#">Section 1.B.1.</a></u>	Gross Pay Tab	Page	3
<u><a href="#">Section 1.B.2.</a></u>	Sick, Vacation, Comp, ESST (F8) Tab	Page	3
<u><a href="#">Section 1.B.3.</a></u>	Payroll Register	Page	4
<u><a href="#">Section 1.B.4.</a></u>	Payroll Checks/Paystubs	Page	4
<u><a href="#">Section 2:</a></u>	Update for the PERA Annual Exclusion Report	Pages	4 – 6
<u><a href="#">Section 2.A.</a></u>	System Information (Admin tab, Admin icon, System Information/Edit System Information tabs)	Page	5
<u><a href="#">Section 2.B.</a></u>	Employee Section (Payroll tab, Employee icon, Individual Employee Record, Demographics and Job (F3) tab)	Page	5
<u><a href="#">Section 2.C.</a></u>	Employee Section (Payroll tab, Employee icon, Individual Employee Record, Other and Employer (F5) tab)	Page	5
<u><a href="#">Section 2.D.</a></u>	Entering a Payroll (Payroll tab, Payroll icon, Add Payroll, Create/Update Payroll Roster button)	Page	6
<u><a href="#">Section 2.E.</a></u>	Running the Report (Reports tab, Payroll (Year to Date) icon, PERA Annual Exclusion Report)	Page	6
<u><a href="#">Section 3:</a></u>	1096 Reports for both types of 1099's	Page	6
<u><a href="#">Section 3.A.</a></u>	Reports Section (Reports tab, Vendor Icon)	Page	6
<u><a href="#">Section 4:</a></u>	Deleting Employees	Page	7
<u><a href="#">Section 5:</a></u>	Clicking the Checkbox in the Chart of Account to active/inactive items	Page	7
<u><a href="#">Section 6:</a></u>	Add New Enterprise Fund Types	Page	7

## **SECTION 1: Update to Vacation, Sick, Comp Time, and ESST (Earned Sick and Safe Time)**

The functionality for vacation time, sick time, comp time, and ESST has been added to both the Employee section of the Payroll module and the Payroll section of the Payroll module.

*Note: There are a few items that have not been updated yet but will be soon. First, the ESST law includes maximum accruals and maximum balances, but we have not worked those into CTAS yet. There is a place to enter the maximum information in an employee's record, but the balances aren't currently being restricted by the maximums entered. In addition, we have not worked out the functionality of how these balances will be rolled over/re-started in the next year. There is also one report that has not been updated. The Employee's Sick Leave/Vacation Leave Report in the Reports Module does not include the additional types of leave (comp time and ESST). These items are being worked on and we plan to include them in the next release this year, along with many other enhancements!*

### **Section 1.A.**

#### **Employee Section (Payroll tab, Employee icon, Individual Employee Record):**

Whether adding a new employee or opening an existing employee, the Sick and Vacation (F7) tab has been changed to say Sick, Vacation, Comp, ESST (F7). Once on this tab, the sick and vacation sections have been updated by removing the Current Balance field and the Payroll Period field. Any amount entered in the Current Balance field in an old version of CTAS will be carried forward into the new version when CTAS is updated; it will just be displayed in a different location. New sections have also been added for Comp Time and ESST.

#### **Section 1.A.1.**

##### **Sick Accrual, Vacation Accrual, Comp Accrual:**

All of these sections work similarly. There is a checkbox to either enable or disable the type of leave. If you would like to be able to track balances, accrue amounts, and enter used amounts in a particular payroll period, the leave type must be enabled in this section. The accrual amount entered here will accrue each pay period. If you want to accrue manually or on a basis other than on a pay period basis (such as hours worked), check the box to enable the leave type but leave the accrual amount as 0. You will then be able to manually enter the amount accrued each pay period.

#### **Section 1.A.2.**

##### **ESST Accrual:**

This section has a few options. First, there is a box to enable this leave type, similar to the sick, vacation, and comp time sections. Once the leave type is enabled, there are two options of how ESST will be accrued. The law allows ESST to be accrued either annually or based on hours worked. If you are using the annual method, check the Annual Accrual check box. When this is checked, the fields below it will be grayed out except for the Max Accrual per year field. Enter the number of hours of the annual accrual. If you are using the accrual based on the number of hours worked, do not check the Annual Accrual check box. The fields below the check box will

be automatically pre-filled with the minimum requirements per the ESST law. However, these fields can be changed if your entity is using different accrual rates.

## Section 1.B.

### Entering and Processing a Payroll (Payroll tab, Payroll icon):

When entering a new payroll, the check date is now required (indicated in blue font and with an asterisk) before saving the payroll. When entering hours, the Gross Pay section on the Gross Pay tab now includes columns for not only sick and vacation hours used but also comp and ESST hours used. In addition, there is a new tab (last tab) called Sick, Vacation, Comp, and ESST (F8). This tab tracks the beginning balance, accrued, used, and ending balance for each type of leave for that payroll period. It also allows adjustments to various balances to be entered in case changes to the balances need to be made. The pay stub also has been adjusted so that the sick, vacation, comp, and ESST balances can be shown. This required formatting the pay stub to fit on a whole page.

#### **Section 1.B.1.**

##### **Gross Pay Tab:**

This tab will function in the same way as before, with the exception of being able to add the hours that have been used in the applicable leave type column. Once the information has been added into the gross pay tab, it will flow into the calculations on the Sick, Vacation, Comp, ESST (F8) tab.

\*Note: If you have an employee that has not worked any hours/used any hours of leave enter 0s instead of leaving the lines blank. If you leave it blank, you will receive an error message when trying to post the payroll.\* You may also notice that any pay types that have been entered in the employee record with the overtime box checked, have the overtime box checked here but it is grayed out so that it cannot be edited. This was necessary to make the payroll register function properly. For any pay types added in a particular pay period, the checkbox for overtime is not grayed out and can be checked/unchecked.

#### **Section 1.B.2.**

##### **Sick, Vacation, Comp, ESST (F8) Tab:**

This tab was created to track the balances of the different leave types for each pay period. Leave types that are enabled in the Employee tab will be active in this tab and the leave types that are not enabled in the Employee tab will be grayed out in this tab. For the first pay period that is created with this new CTAS version, for new employees, the beginning balance should be 0. For existing employees, the beginning balance should be what was listed in the Current Balance field on the Employee tab in the previous version of CTAS. The accrued balance for sick, vacation, and comp time will pull from what is entered in the Employee tab. The accrued balance for ESST will calculate based on what was entered in the Employee tab. If the annual accrual option was not checked, then CTAS will calculate the number of hours accrued based on the number of hours worked that pay period. CTAS is calculating the accrual based on partial hours worked. For example, if an employee worked 20 hours and was accruing 1 hour for every 30 hours, CTAS would accrue .67 hours that pay period. The used amount comes from what is entered on the

Gross Pay tab. The ending balance is a calculation of the beginning balance plus the accrued balance minus the used amount.

This tab also includes places to enter adjustments. The adjusted balances are shown on the paycheck/paystub and other reports. Sick, vacation, and comp time allow for adjustments in any of the balances (beginning, accrued, or used). ESST does not allow for adjustments in the beginning balance. This is because there are maximum accruals set by the law and if adjustments are allowed to be made through the beginning balance instead of through the accrued/used balances, the maximum accruals would not calculate correctly. If the annual accrual option is enabled, ESST also does not allow adjustments to the accrued balance. This is because the total balance is given upfront and therefore, no other hours should accrue that year. ***\*\*If you have been tracking the ESST earned thus far manually (through a spreadsheet or another method), to enter the existing balance you will need to enter the number of hours accrued thus far as an adjustment in the accrued balance and the number of hours used thus far as an adjustment in the used balance. DO NOT NET THE ACCRUED BALANCE WITH THE USED BALANCE AND ENTER THE CURRENT EXISTING BALANCE IN THE ACCRUED COLUMN. THIS WILL CAUSE THE MAXIMUM ACCRUALS TO NOT CALCULATE PROPERLY!\*\****

#### **Section 1.B.3.**

##### **Payroll Register:**

The payroll register has been updated to expand the columns so that sick, vacation, comp time, and ESST could be included in this report. The expanded number of columns did require some reformatting of the report but nothing else in the report changed.

#### **Section 1.B.4.**

##### **Payroll Checks/Paystubs:**

The ESST law requires the balances to be present on the paystub. As a result, the paystub has two updates. The used amount for all leave types, not just ESST, was added to the pay rate section. Another section was also added at the bottom to display the adjusted beginning balance, the adjusted accrued balance, the adjusted used balance, and the adjusted ending balance for each leave type. With the additional information, the pay stub was reformatted to a whole page.

## **SECTION 2: Update for the PERA Annual Exclusion Report**

The PERA Annual Exclusion report in previous versions of CTAS was missing information required by PERA. The report has been updated to be formatted more closely to the PERA report and to include the missing information – the PERA employer number and the codes of exclusion. In order to update this report, several changes were needed to CTAS.

## Section 2.A.

### System Information (Admin tab, Admin icon, System Information/Edit System Information tabs):

A box has been added (below the OSA Code) where the PERA Employer ID can be entered. The numbers entered will be formatted in the same manner as PERA's Employer ID (####-##). Although this information is not a required field in CTAS, it is necessary to enter it here for it to be pulled into the Annual Exclusion Report.

## Section 2.B.

### Employee Section (Payroll tab, Employee icon, Individual Employee Record, Demographics and Job (F3) tab):

Under the Job Information section, the hire date field was updated, and another hire date was added to correspond to the information requested on the exclusion report. The Date Employed field in previous versions of CTAS has been renamed to Original Hire Date. Below this field, a field has been added for Last Hire Date.

## Section 2.C.

### Employee Section (Payroll tab, Employee icon, Individual Employee Record, Other and Employer (F5) tab):

On this tab, updates were made to the Other Deductions section. The PERA Plan Type was made a required field and was changed to a drop-down box instead of a text box. This will allow the entry of the plan type to be standardized across entities and users. With the standardization, the plan type will pull into the Annual Exclusion Report in a meaningful way. Because this was changed from a text box to a drop down, it will need to be updated for existing employees (more information below about this). To aid in updating this appropriately, existing employees should have information listed to the right of the box that denotes what was previously typed in that box. The drop-down options are: Excluded from PERA, General (Basic or Coordinated), Police and Fire, Correctional, Statewide Volunteer Firefighter, and Defined Contribution Plan (DCP). When the Excluded from PERA option is selected, the Exclusion Code box becomes active and one of PERA's exclusions codes can be entered. (The exclusion codes are not programmed into CTAS. You will need to look up the proper exclusion code from PERA's information). The Exclusion Code box is formatted to accept codes in the same format as PERA's codes (###) and the range is restricted to the current range of codes (000-399). However, the exclusion code is not a required field. Finally, a warning is displayed in this section if the PERA Employer ID hasn't been entered in the Admin section. The warning is informational only and does not restrict you from proceeding.

When adding a new employee, if the Save button is clicked but the PERA Plan Type has not been selected a warning message will appear since this is now a required field.

If your entity is not a PERA employer, you can leave the Employer ID blank in the System Information section. For all employees, you can enter Excluded from PERA in the drop-down and leave the exclusion code blank. The Employer ID warning message will still be displayed but it will not affect updating/adding employees or running payrolls.

#### Section 2.D.

##### Entering a Payroll (Payroll tab, Payroll icon, Add Payroll, Create/Update Payroll Roster button):

As discussed above, existing employees will need to have their PERA Plan Type updated to the appropriate drop-down option. In order to alert you to employees that need to have this information updated, a trigger was introduced into the payroll process. When creating a new payroll and clicking on the Create/Update Payroll Roster button, employees that need to have their PERA information updated will be listed in red font. (A message in red at the bottom of the box also states that “Employees in red are missing PERA information”.) Employees in red can’t be moved to the right column. If you attempt to move them an error message will display. Once their PERA Plan Type is updated in their employee record, their name will change to black font and they can then be moved to the right.

#### Section 2.E.

##### Running the Report (Reports tab, Payroll (Year to Date) icon, PERA Annual Exclusion Report):

The report is set up to include only employees that have the Excluded from PERA option selected in the drop-down box in their employee record and had at least one payroll paid in the year selected. (All payrolls paid in the year would have to have no PERA taken out). The report also has been formatted to align more closely with the report from PERA and should have all the data needed to fill out the PERA report (including the PERA employer number and the codes of exclusion now).

## SECTION 3: Create 1096 report for both types of 1099s

The 1096 is an IRS form, similar to the W3, where it accumulates some of the information on the 1099s. When filing 1099s, a 1096 is required for each type of 1099. Previously CTAS did not have functionality for a 1096 report. The 1096 report has been created so that it will print on a pre-printed 1096 form.

#### Section 3.A.

##### Reports Section (Reports tab, Vendor Icon):

In the list of reports, two reports have been added – one for the 1096 related to the 1099 MISC forms and one for the 1096 related to the 1099 NEC forms. Be sure to first run the 1099s for the corresponding type before you run the 1096 form to ensure that the 1099 data is accurate. Once you have verified the 1099 data, you can click on the corresponding 1096 report to run it. Move

the appropriate vendors over from the left column to the right column and choose the appropriate tax year. The report will run, and it can be printed on a pre-printed 1096 form.

## **SECTION 4: Deleting Employees**

In previous versions of CTAS, there have been frequent changes to which employees can be deleted, if any. In the most recent version of CTAS (CTAS 2023), any employee could be deleted, even if they were included in a payroll. In this case, if the employee was deleted, all of their data would be deleted, including removing them from past posted payrolls. In this current version of CTAS, we have made it so that employees who have not been included in a payroll can be deleted but employees who have been included in a payroll can't be deleted.

## **SECTION 5: Clicking the checkbox in the Chart of Accounts to activate/inactivate items**

In the Chart of Accounts, in order to make a fund number, account number, object code, or program code either active or inactive, the row would have to be highlighted and then either the 4) Active button or the 5) In-Active button at the bottom of the page would have to be clicked for the Active checkbox to check/uncheck and the item to actually activate or deactivate. The functionality in the chart of accounts has been updated so that the checkbox itself can be checked/unchecked to activate/inactivate an item in the chart of accounts. The original functionality of highlighting a row and using the buttons at the bottom has not been removed; that will work in addition to clicking the checkbox.

## **SECTION 6: Add New Enterprise Fund Types**

In the Chart of Accounts a few changes were made to the enterprise funds to allow for more types of enterprise funds. The new enterprise types added are: Transit, Airport, Golf Course, Ambulance, and Deputy Registrar. Note: Fund 610 - Transit System, Fund 612 – Airport, and Fund 613 – Golf Courses already existed in the CTAS Chart of Accounts, but the fund type was listed as Other. You can update the type for these existing funds to the new corresponding types. Also, we have updated the pdf Chart of Accounts on our website to include some new funds. If you would like to update your Chart of Accounts in CTAS, the new funds are: 617 Broadband Type: Broadband, 618 Ambulance Type: Ambulance, and 619 Deputy Registrar Type: Deputy Registrar.

Many changes were made, and we hope that you find them helpful! We will be releasing more enhancements later this year!