

CTAS 2024 Update 1 Enhancements

CTAS 2024 Update 1 enhancements include ability to add employee reimbursements to payroll, Earned Sick and Safe Time (ESST) maximum limits, voiding a check in a prior fiscal year, Leave Time Report updated to include comp. and ESST time, and a Holiday Pay column added in payroll. In addition to these enhancements, some minor known issues have also been corrected.

Section 1:	Ability to Add Employee Reimbursements to Payroll	Pages 2-12
Section 2:	Earned Sick and Safe Time (ESST) Maximum Limits	Pages 13-16
Section 3:	Voiding A Check in a Prior Fiscal Year	Pages 17-21
Section 4:	Leave Time Report Updated to Include Comp. and ESST Time	Page 22
Section 5:	Holiday Pay Column Added in Payroll	Page 23
Section 6:	Employee Name Added to Lower Section of Paycheck/Paystub	Page 23
Section 7:	Minor Known Issues Corrected	Page 24

Section 1: Adding a Reimbursement to Payroll

In CTAS, click on the Accounting tab, Claims icon, and then the Add Claims tab.

Enter the claim number and date. Select the Employee Reimbursement box. Selecting this box will limit the “Pay to the order of” box to only list employees that have been entered in the Payroll module. Regular vendors will not be listed.

The screenshot shows the 'Add Claims' form in the CTAS system. The 'Add Claims' tab is selected. The form includes the following fields and options:

- Claim Number:** 4
- Claim Date:** 12/29/2023
- Employee Reimbursement:**
- Pay to the order of:** New
- Notes:** (empty text box)
- Occurrence Date:** (dropdown menu)
- Check Memo:** (empty text box)
- Summary:**

* Total	\$ 0.00
Distributed	
Difference	
- Account Distribution:**

Fund Number	Account Number	Object Code	Program Code	Amount	Debt
*					

Buttons for 'New', 'Edit', 'Delete Selected Records', 'Save', and 'Cancel' are visible.

With the Employee Reimbursement box checked, a new option will appear below it labeled “Process in Payroll after Approval”. When this is checked, the claim will be available in the next few steps of the claim process (Print Claims, Claims List for Appr, and Approve Claims). Once the claim is approved, it will no longer be available to be processed the rest of the way in the claims process in the Claims module. Instead, it will show up when a payroll is created in the Payroll module to be added to the check, the check printed, and posted to disbursements. If you wish to pay an employee but do not want to process it in payroll/don’t use the payroll module, leave the Process in Payroll after Approval box unchecked to finish processing that claim in the Claims module with the rest of the vendor claims. This portion of the process is unchanged from previous versions of CTAS.

To have the reimbursement claim added to the payroll check, click the Process in Payroll after Approval box.

The screenshot shows the 'Add Claims' form in a financial software application. The form is titled 'Claims' and has a sub-tab 'Add Claims'. The form includes the following fields and options:

- * Claim Number: 4
- * Claim Date: 12/29/2023
- Employee Reimbursement
- Process in Payroll after Approval (highlighted with a red box)
- * Pay to the order of: [Dropdown menu]
- Address: [Text field]
- * Description: [Text field]
- Notes: [Text field]
- Occurrence Date: [Dropdown menu]
- Check Memo: [Text field]
- Summary:
 - * Total: \$ 0.00
 - Distributed: [Text field]
 - Difference: [Text field]

At the bottom of the form, there is an 'Account Distribution' table with the following columns: Fund Number, Account Number, Object Code, Program Code, Amount, and Debt. The table is currently empty. Below the table is a 'Delete Selected Records' button. At the bottom right of the form are 'Save' and 'Cancel' buttons.

With the Employee Reimbursement and Process in Payroll after Approval boxes checked, select the dropdown arrow in the Pay to the order of field. The dropdown will now display active employees from the payroll module. Select the employee associated with the reimbursement. Fill in the remaining claim information and save it.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Claims 8:37 AM

Claims List **Add Claims**

* Claim Number 4 Notes

* Claim Date 12/29/2023

Employee Reimbursement Occurrence Date

Process in Payroll after Approval

* Pay to the order of John Doe 1

Last_Name	FirstMiddleName	Address 1	Address 2	City	State	Zip
Doe 1	John	1 Main St.		Here	MN	1111...
Doe 2	John	2 Main St.		Here	MN	4444...
Doe 3	John	3 Main St.		There	MN	7777...
Doe 4	John	4 Main St.		Here	MN	8888...
Doe 5	John	5 Main St.		Here	MN	9999...

* Description

\$ 0.00

Account Distribution

Fund Number	Account Number	Object Code	Program Code	Amount	Debt
201: Road and Bri...	43122: Unpaved Streets	300: PROFESSIONAL...			\$0.00
100: General Fund	41940: General Governmen...	201: Office Supplies:...			\$0.00

Delete Selected Records

Save Cancel

Once all claims have been entered, click on the Claims List tab. As in the past, all the claims entered will be listed here. An additional column has been added (boxed) that shows which claims were selected as being processed in payroll after approval. Follow the claims process.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Claims 10:39 AM

Claims List **Add Claims**

Search By

Claim Date 08/12/2024 To 06/14/2025 Search

Date	Claim N	Vendor	Description	Amount	Approved	Process in Payroll	Posted	Check Num	Void	Occurrence D
09/19/20...	1	Vendor 1	Payment	\$80.00	Yes	No	No		No	
09/19/20...	2	Vendor 2	Payment 2	\$20.00	Yes	No	No		No	
09/19/20...	3	Vendor 3	Gravel	\$1,500.00	Yes	No	No		No	
09/19/20...	4	John Doe 1	Reimbursement	\$50.00	Yes	Yes	No		No	

Claims Processing

Print Claims

Claims List For Appr

Approve Claims

Print Checks

Enter Check #'s

Post Paid Claims To Disbursements

2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV

The claims list for approval will include all claims (vendor claims and employee reimbursement claims - both those selected to be processed in payroll and those not selected to be processed in payroll) for the Board to approve.

New Township		Claims List for Approval					7/5/2024
Date Range: 12/1/2023 To 7/5/2024							
Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
12/29/2023	New Vendor	Vendor	3	\$50.00	201-43122-212-	Unpaved Streets	\$50.00
12/29/2023	John Doe1	Supplies	4	\$50.00	201-43122-300- 100-41425-201-	Unpaved Streets Clerk	\$25.00 \$25.00
12/29/2023	Vendor2	Supplies	5	\$10.00	100-41940-201-	General Government Buildings and Plant	\$10.00
12/29/2023	Vendor3	Fuel	6	\$100.00	201-43122-212-	Unpaved Streets	\$100.00
Total For Selected Claims				\$210.00			\$210.00

John Doe 1	City Council/Town Board	Date
------------	-------------------------	------

With board approval, approve the claims in the CTAS program. When printing checks you will notice that only vendor claims and employee claims not to be processed with payroll will be printed. Reimbursement claims that are to be processed with payroll will not be printed. Those claims will be processed in payroll and associated with checks posted from payroll.

After the claim checks have been printed, select the Enter Check #'s button in CTAS. Notice that in this example Claim 4 is not listed, as it is an employee reimbursement and will be processed in payroll.

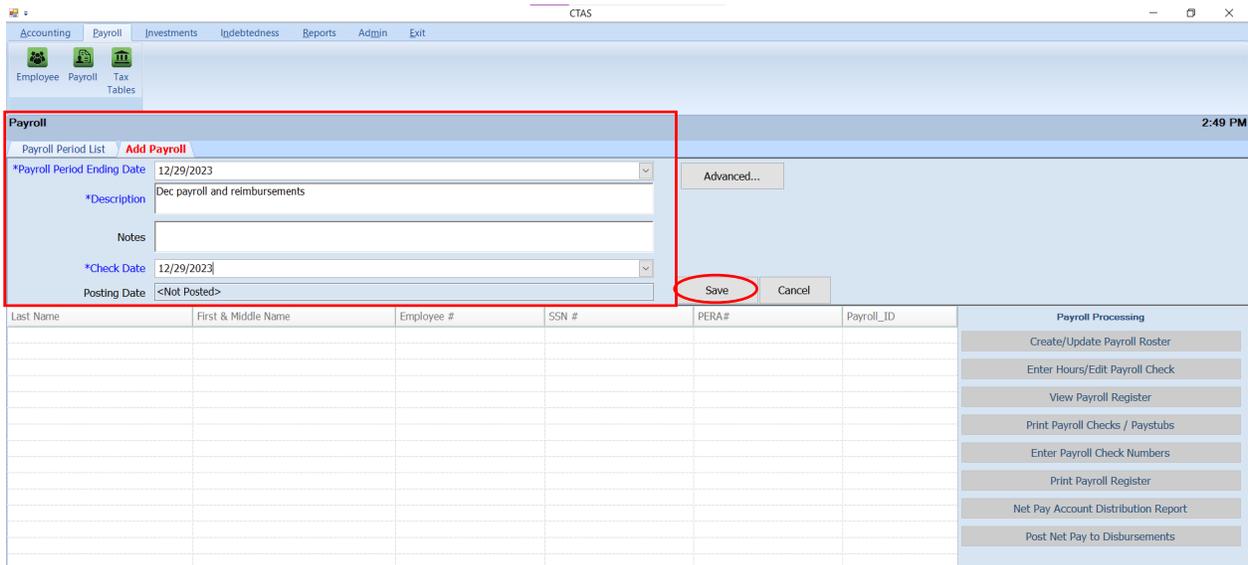
Enter Check Number

Person Verifying Claims: Date: 07/05/2024

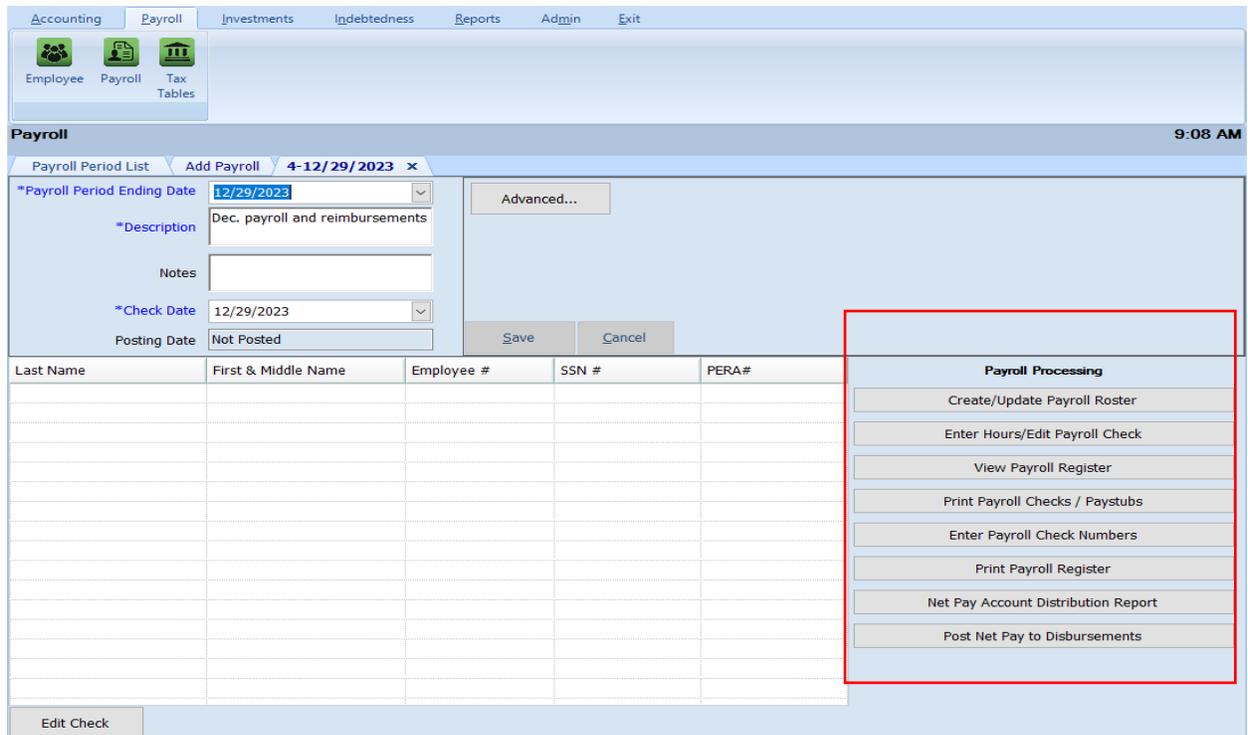
Claim Information			
Claim #	Vendor	Total	Check Number
3	New Vendor	50.00	
5	Vendor 2	10.00	
6	Vendor 3	100.00	

Enter the claim verification, date, check numbers and save. Post the claims to complete the process for these claims.

To complete the employee reimbursement claims that need to be processed in payroll, go to the Payroll Module (Payroll tab, Payroll icon, Add a payroll tab). Fill in the Payroll Period Ending Date, Description, and Check Date and click Save.



Follow the Payroll Processing steps.



With the payroll saved and payroll roster created, select the Enter Hours/Edit Payroll Check button. Notice in the Payroll Check Information box, if an employee is associated with a reimbursement, it will be listed under the Reimbursements heading. In this section there is a column labeled "Process" with a checkbox. If you check the box, the claim will be added to the Reimbursements box on the right (circled) and added into the check total. If the box is not checked, the reimbursements will not be included in this payroll. It will continue to show up in future payrolls.

Payroll Check Information

Employee #: 1 Name: John Doe 1

Gross Pay (F3) Taxes (F4) Employee Deduction (F5) Employer's Share (F6) Acct. Dist (F7) Sick.Vacation,Comp,ESST (F8)

Select an Employee (Payroll Period Ending 9/6/2024) Check Number:

Last Name	First & Middle Name	Employee #	Pay Frequency
Doe 1	John	1	Bi-Weekly
Doe 2	John	2	Bi-Weekly
Doe 3	John	3	Bi-Weekly

Name	Reg Hrs	Sick Hrs	Vac Hrs	Comp Hrs	ESST Hrs	Holiday Hrs	Amount	Overtime	Gross Pay
▶ Rate 1							\$20,000	<input type="checkbox"/>	\$0.00
*								<input type="checkbox"/>	

Claim Date	Process	Description	Amount
▶ 9/6/2024	<input type="checkbox"/>	Reimbursement	\$50.00

Summary	
Tips	\$ 0.00
Regular Pay	\$0.00
Overtime Pay	\$0.00
Gross Earnings	\$0.00
Total Deductions	\$0.00
Net Pay	\$0.00
EIC Amount	\$ 0.00
Reimbursements	\$0.00
Total	\$0.00

Save Close

Enter the employee hours worked and check the process box in the Reimbursement section to process the reimbursement in this payroll.

Payroll Check Information

Employee #: 1 Name: John Doe 1

[Gross Pay \(F3\)](#)
[Taxes \(F4\)](#)
[Employee Deduction \(F5\)](#)
[Employer's Share \(F6\)](#)
[Acct. Dist \(F7\)](#)
[Sick, Vacation, Comp, ESST \(F8\)](#)

Select an Employee (Payroll Period Ending 9/6/2024) Check Number:

Last Name	First & Middle Name	Employee #	Pay Frequency
Doe 1	John	1	Bi-Weekly
Doe 2	John	2	Bi-Weekly
Doe 3	John	3	Bi-Weekly

Gross Pay										Summary	
Name	Reg Hrs	Sick Hrs	Vac Hrs	Comp Hrs	ESST Hrs	Holiday Hrs	Amount	Overtime	Gross Pay	Tips	
▶ Rate 1	80.00						\$20,000	<input type="checkbox"/>	\$1,600.00	\$0.00	
*								<input type="checkbox"/>		Regular Pay	\$1,600.00
										Overtime Pay	\$0.00
										Gross Earnings	\$1,600.00
										Total Deductions	\$317.51
										Net Pay	\$1,282.49
										EIC Amount	\$0.00
										Reimbursements	\$50.00
										Total	\$1,332.49

Reimbursements			
Claim Date	Process	Description	Amount
9/6/2024	<input checked="" type="checkbox"/>	Reimbursement	\$50.00

To see the detailed account coding behind the reimbursement, select the Acct. Dist (F7) tab. This account coding is filled in based on the coding that was entered on the claim in the Claims module. This is displayed as information only here. To change the coding, go back to the Claims module (Accounting tab, Claims icon, Claim List tab), locate the claim, open it, update the coding and save it.

Payroll Check Information

Employee #: 1 Name: John Doe 1

Gross Pay (F3) Taxes (F4) Employee Deduction (F5) Employer's Share (F6) **Acct. Dist. (F7)** Sick, Vacation, Comp, ESST (F8)

Remaining Percentage to Distribute **0.000**

Payroll Account Distribution

Fund Number	Account Number	Object Code	Percent
100: General Fund	41115: Town Supervisor	100: WAGES AND SALARIES (1...	1.000
*			

Employee Claims Distribution

Fund #	Account #	Object Code	Program Code	Amount
100: General Fund	41425: Clerk	201: Office Supplies: Accessori...		\$25.00
201: Road and Bridge	43122: Unpa...	300: PROFESSIONAL SERVICE...		\$25.00

Edit Claims Distribution in the Claims Module

Delete Save Close

Continue with the Payroll process. View the Payroll Register. Notice the reimbursement has been added to the check total.

.23535 Payroll Register - Landscape 7/22/2024

Payroll Period Ending: 07/01/2024

Employee		Hours							Earnings								
ID	Name	Regular	OT	Hol	Sick	Vac	Comp	ESST	Regular	OT	Tips	Hol	Sick	Vac	Comp	ESST	Gross
1	Doe 1, John	80.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00
2	Doe 2, John	80.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00
3	Doe 3, John	80.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00
TOTALS		240.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 4,800.00	\$ 0.00	\$ 4,800.00						

Employee		Pretax Deductions				Taxable Wages		Federal WHTax	FICA	Medicare	State WHTax
ID	Name	PERA	Def. Income	Cafeteria	Other						
1	Doe 1, John	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00	\$ 115.69	\$ 99.20	\$ 23.20	\$ 79.42	
2	Doe 2, John	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00	\$ 115.69	\$ 99.20	\$ 23.20	\$ 79.42	
3	Doe 3, John	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00	\$ 115.69	\$ 99.20	\$ 23.20	\$ 79.42	
TOTALS		\$ 0.00	0.00	0.00	0.00	\$ 4,800.00	\$ 347.07	\$ 297.60	\$ 69.60	\$ 238.26	

Employee		Insurance							Net Pay	EIC	Reimbursements	Total	Check #
ID	Name	Health	Dental	Life	Union	Others 1	Others 2	Others 3					
	Doe 1, John	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,282.49	\$ 0.00	\$ 50.00	\$ 1,332.49	
	Doe 2, John	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,282.49	\$ 0.00	\$ 0.00	\$ 1,282.49	
	Doe 3, John	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,282.49	\$ 0.00	\$ 0.00	\$ 1,282.49	
TOTALS		\$ 0.00	\$ 3,897.47	\$ 0.00	\$ 50.00	\$ 3,947.47							

Print the Paycheck or Stub, reimbursements will now display on these reports.

07/01/2024

John Doe 1

*****1,332.49

One Thousand Three Hundred Thirty-Two Dollars And Forty-Nine Cents

John Doe 1
1 Main St
Here, MN 111111111

John Doe 1		Payroll End Date: 07/01/2024					Check Date: 07/01/2024		PayType: Hourly	
	Gross Pay	Social Security	Medicare	Federal Tax	State Tax	Total Deductions	Reimbursements		Net Pay	
Current	\$1,600.00	\$99.20	\$23.20	\$115.69	\$79.42	\$317.51	\$50.00		\$1,332.49	
Year To Date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00		\$1,332.49	
Description	PayRate	Regular Hrs	Sick Hrs	Vacation Hrs	Comp Hrs	ESST Hrs	Holiday Hrs	OT	Amount	
Rate 1	\$20.00	80.00	0.00	0.00	0.00	0.00	0.00		\$1,600.00	
Employee Before-Tax Deductions		Employee After-Tax Deductions				Employer Contributions				
Deferred Income	\$0.00	Health Insurance	\$0.00	Health Insurance	\$0.00	Health Insurance	\$0.00		\$0.00	
Cafeteria Plan	\$0.00	Dental Insurance	\$0.00	Dental Insurance	\$0.00	Dental Insurance	\$0.00		\$0.00	
PERA	\$0.00	Life Insurance	\$0.00	Life Insurance	\$0.00	Life Insurance	\$0.00		\$0.00	
Other Pretax	\$0.00	Union Dues	\$0.00	PERA	\$0.00	PERA	\$0.00		\$0.00	
		Other After Tax	\$0.00		\$0.00					
Employer	.23535	100 Main St. Here, MN11111-1111				(222) 222-2222				
Reimbursements										
07/01/2024		Reimbursement							\$50.00	
Total									\$50.00	
Sick		Vacation		Comp		ESST				
Beginning	0.00	Beginning	0.00	Beginning	0.00	Beginning	0.00		0.00	
Accrued	4.00	Accrued	4.00	Accrued	4.00	Accrued	2.67		2.67	
Used	0.00	Used	0.00	Used	0.00	Used	0.00		0.00	
Ending	4.00	Ending	4.00	Ending	4.00	Ending	2.67		2.67	

Continue to complete the payroll process by entering the check numbers, printing the payroll register and the net pay acct. distribution report, then post the payroll.

Once the payroll is posted, you will see the claim will now display as posted back in the Claims Module in the Claims List tab (Accounting tab, Claims icon). It will also list the check number that was entered in payroll.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Claims 7:48 AM

Claims List Add Claims

Search By: Claim Date (dropdown) Search by Claim Date: 06/22/2024 To 07/22/2024 Search

Date	Claim No	Vendor	Description	Amount	Approved	Posted	Check Number	Void	Occurrence Date
07/01/2024	2	John Doe 1	Reimburseme...	\$50.00	Yes	Yes	10	No	

Claims Processing: Print Claims, Claims List For Appr, Approve Claims, Print Checks, Enter Check #'s, Post Paid Claims To Disbursements

2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV

The Disbursement List tab in the Disbursements module (Accounting tab, Disbursements icon) will display the entire check amount and the check number as entered in payroll.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Disbursements 8:17 AM

Disbursements List Add Disbursement

Search By: Disbursement Date (dropdown) Search by Disbursement Date: 06/27/2023 To 07/22/2024 Search

Check Date	Check Numb	Claim Numbe	Vendor Name	Description	Check Total	Void	Cleared	Occurrence D
07/19/2023	189726	1	Vendor 1	***VOID\$25000.00***Payment	\$0.00	Yes	No	
07/01/2024	10		Payroll Period Ending 07/01/2024	test	\$1,332.49	No	No	
07/01/2024	11		Payroll Period Ending 07/01/2024	test	\$1,282.49	No	No	
07/01/2024	12		Payroll Period Ending 07/01/2024	test	\$1,282.49	No	No	

2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV 5) Print

When you View/Edit the disbursement, it will display the account coding detail, which includes the regular payroll and the reimbursement account coding.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Disbursements 8:19 AM

Disbursements List Add Disbursement 10 x

* Check Number Notes

* Check Date 07/01/2024 Cleared

*Pay to the order of Payroll Period Ending 07/01/2024 Occurrence Date

*Description Summary

Check Memo

* Total \$ 1,332.49
 Distributed \$1,332.49
 Difference \$0.00

Account Distribution

Fund Number	Account Number	Object Code	Program Code	Amount	Investment ID	Debt ID
100: General Fund	41115: Town Supervisor	100: WAGES AND S...		\$1,282.49		
100: General Fund	41425: Clerk	201: Office Supplies:...		\$25.00		
201: Road and Bridge	43122: Unpaved Streets	300: PROFESSIONA...		\$25.00		
*						

Section 2: Earned Sick and Safe Time Max Accrual per Year, Max Balance, and Annual Accrual Max Balance

Definitions:

Max Accrual per Year: maximum hours of ESST that an employee can earn in a year.

Max Balance: maximum hours of ESST that an employee can accumulate.

Annual Accrual Max Balance: hours an employee is given at the beginning of each fiscal year.

Example 1 - Hours Worked Accrual option:

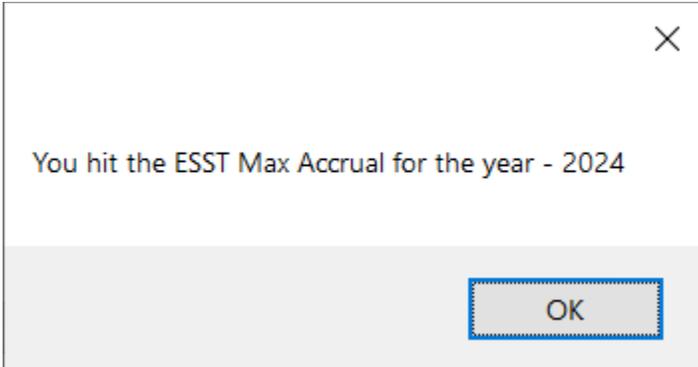
Under the Payroll tab (circled), Employee icon (boxed), View/Edit an individual employee, and on the Sick/Vacation, Comp, ESST (F7) tab (indicated with a hexagon), user selects the Enable ESST Accrual checkbox (indicated with a diamond).

The screenshot displays the 'Employee' management interface. At the top, the 'Payroll' tab is circled in red. Below it, the 'Employee' icon is boxed in red. The 'Sick, Vacation, Comp, ESST (F7)' tab is highlighted with a red hexagon. In the 'ESST Accrual' section, the 'Enable ESST Accrual' checkbox is checked and marked with a red diamond. Other fields in this section include 'Accrual Amount' set to 1.00, 'Every' set to 30.00, 'Max Accrual per year' set to 48.00, and 'Max Balance' set to 80.00. The 'Sick Accrual' and 'Vacation Accrual' sections are also visible, both with 'Enable' checkboxes unchecked and 'Accrual Amount' set to 0.00.

Complete the setup by selecting the accrual amount and Max Accrual per year and Max Balance (carrying balance). In this example, the employee has an accrual amount of 1 hour for every 30 hours worked, max accrual per year of 48 hours and a max balance (carrying balance) of 80 hours. Once the employee earns the Max Accrual per year (in this example, 48 hours) in a fiscal year, CTAS will not allow them to earn more ESST hours.

Let's say the employee has worked 80 hours for the first 17 payroll periods in the year 2024. Based on their accrual rate, the employee would have accrued 45.33 hours (80*17/30) of ESST so far. In payroll period 18, the employee has worked 85 hours. Based on the accrual rate, the employee would accrue 2.83 hours (85/30) but if 2.83

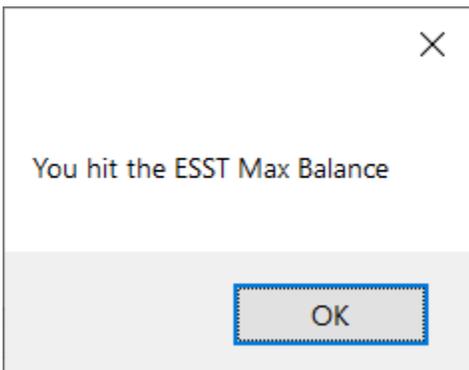
hours is added to the 45.33 hours that were already accrued, the number of hours accrued would be 48.16 hours. Since the max accrual is set at 48 hours, the employee can't accrue the full 2.83 hours, instead they can only accrue 2.67 hours. In CTAS, the accrued amount will be capped at 2.67 and a pop-up will be received.



ESST Balance							
Beginning	45.33	Accrued	2.67	Used	0.00	Ending	48.00
Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	0.00
Adjusted Beginning	45.33	Adjusted Accrued	2.67	Adjusted Used	0.00	Adjusted Ending	48.00

The employee will not be able to earn any more hours for the rest of 2024, regardless of if they use any hours.

Let's say the employee did not use any of their hours so their balance was 48 hours at the end of the fiscal year. In the next fiscal year, if they worked another 11 payroll periods and continued to not use any hours, their balance would be 77.33 hours ($11 \times 80 / 30 + 48$). In payroll period 12, the employee has worked 85 hours. Based on the accrual rate, the employee would accrue 2.83 hours ($85 / 30$) but if 2.83 hours is added to the 77.33 balance, the balance would be 80.16 hours. Since the max balance is set at 80 hours, the employee can't accrue the full 2.83 hours, instead they can only accrue 2.67 hours. In CTAS, the accrued amount will be capped at 2.67 and a pop-up will be received.

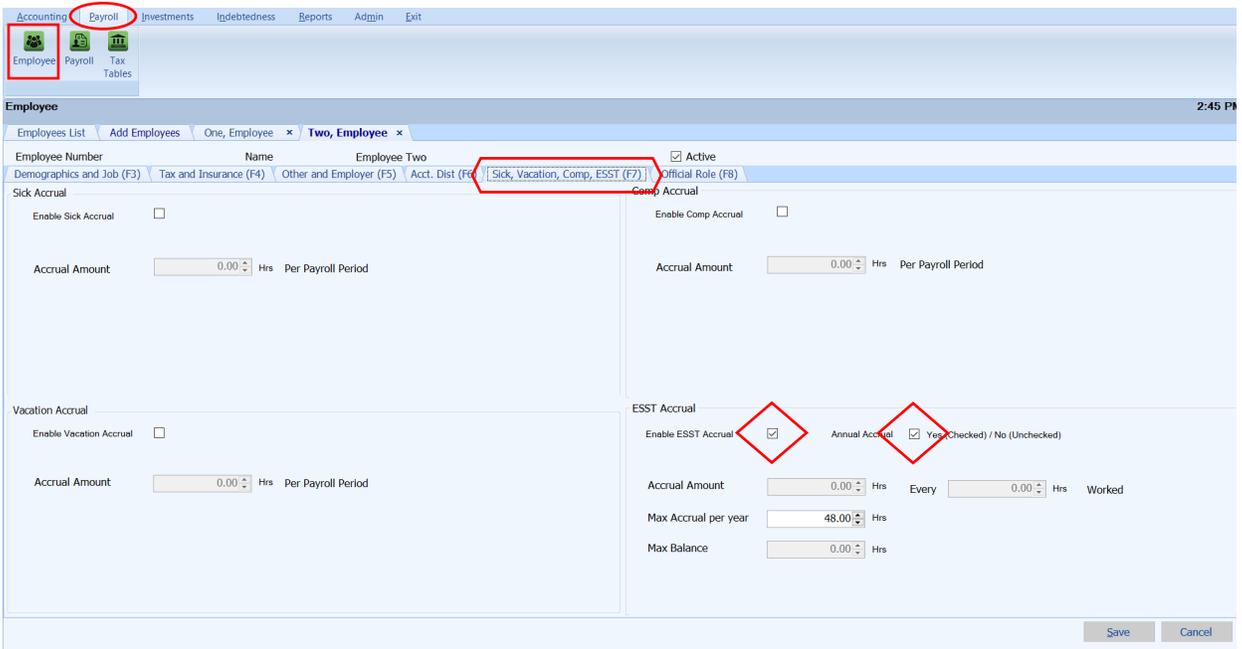


ESST Balance							
Beginning	77.33	Accrued	2.67	Used	0.00	Ending	80.00
Adjustment	0.00	Adjustment	0.00	Adjustment	0.00	Adjustment	0.00
Adjusted Beginning	77.33	Adjusted Accrued	2.67	Adjusted Used	0.00	Adjusted Ending	80.00

If ESST is used, the employee can earn more hours up to either the 48-hour max accrual per year or the 80-hour max balance.

Example 2 - Annual Accrual:

Under the Payroll tab (circled), Employee icon (boxed), View/Edit an individual employee, and on the Sick/Vacation, Comp, ESST (F7) tab (indicated with a hexagon), user selects the Enable ESST Accrual checkbox AND the Annual Accrual checkbox (both indicated with a diamond).



Complete the set up by entering the Max Accrual per year (48 hours for this example). The employee will be given the Max Accrual per year at the beginning of every fiscal year.

ESST Balance							
Beginning	48.00	Accrued	0.00	Used	0.00	Ending	48.00
Adjustment	0.00	Adjustment	0.00	Adjustment	0.00	Adjustment	0.00
Adjusted Beginning	48.00	Adjusted Accrued	0.00	Adjusted Used	0.00	Adjusted Ending	48.00

Let's say the employee used 12 hours during the year so they had a remaining balance of 36 at the end of the fiscal year.

ESST Balance							
Beginning	48.00	Accrued	0.00	Used	12.00	Ending	36.00
Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	0.00
Adjusted Beginning	48.00	Adjusted Accrued	0.00	Adjusted Used	12.00	Adjusted Ending	36.00

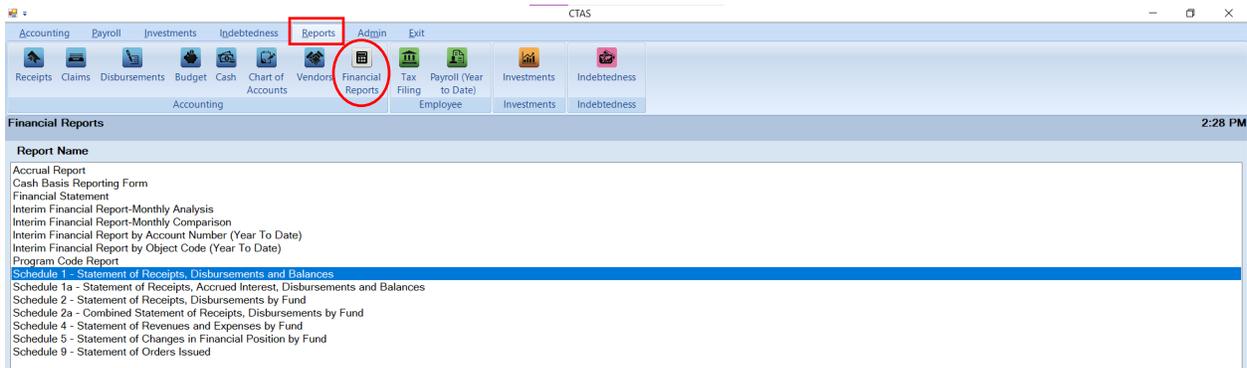
Any unused hours at the end of the fiscal year are forfeited (in this example, 36 hours) and the employee will receive the Max Accrual per year (in this example, 48 hours) at the beginning of the next fiscal year to use.

ESST Balance							
Beginning	48.00	Accrued	0.00	Used	0.00	Ending	48.00
Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	0.00
Adjusted Beginning	48.00	Adjusted Accrued	0.00	Adjusted Used	0.00	Adjusted Ending	48.00

Section 3: Voiding a Check/Disbursement from a Previously Closed Fiscal Year

In prior versions of CTAS when voiding a check/disbursement from a previously closed fiscal year, CTAS did not update the beginning fund balances of the current fiscal year. Per user request, CTAS will now update current year fund balances when voiding checks/disbursements from a previously closed fiscal year. (Note: There has been no change to how current year voids work).

Verify Funds' beginning balances for the current year. Select the Reports Tab (boxed), Financial Reports icon (circled) and create a Schedule 1 for the current fiscal year.



(For these instructions 2024 is the current fiscal year):

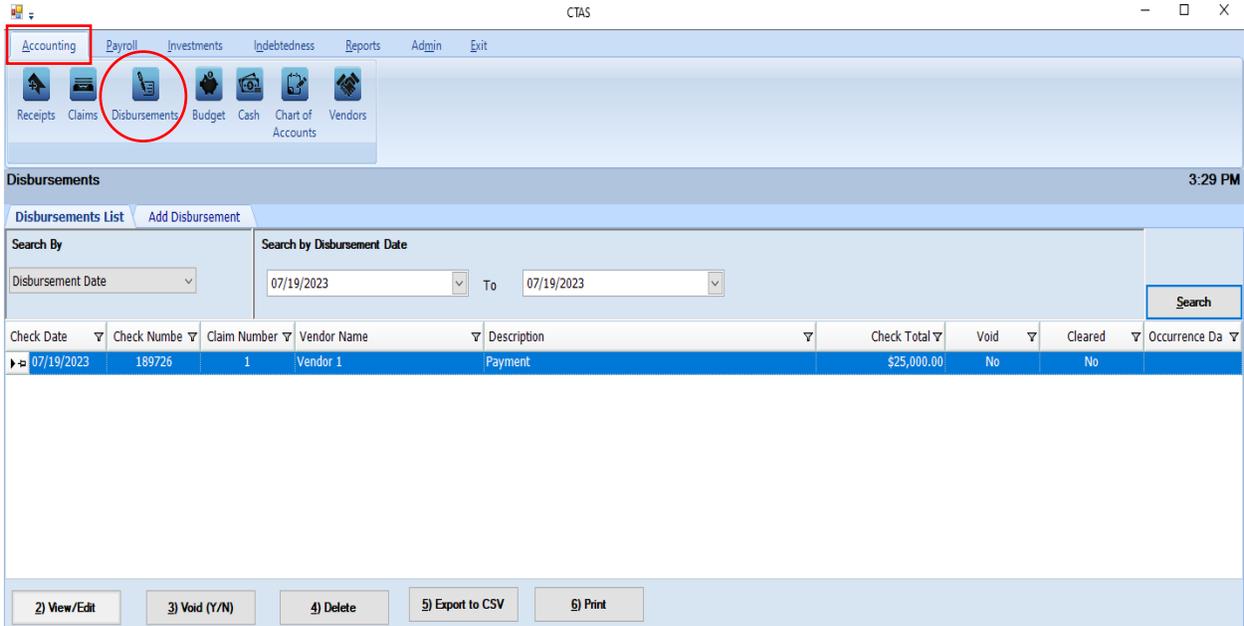
23535 Statement of Receipts, Disbursements and Balances (Schedule 1) 7/22/2024

As on 7/22/2024

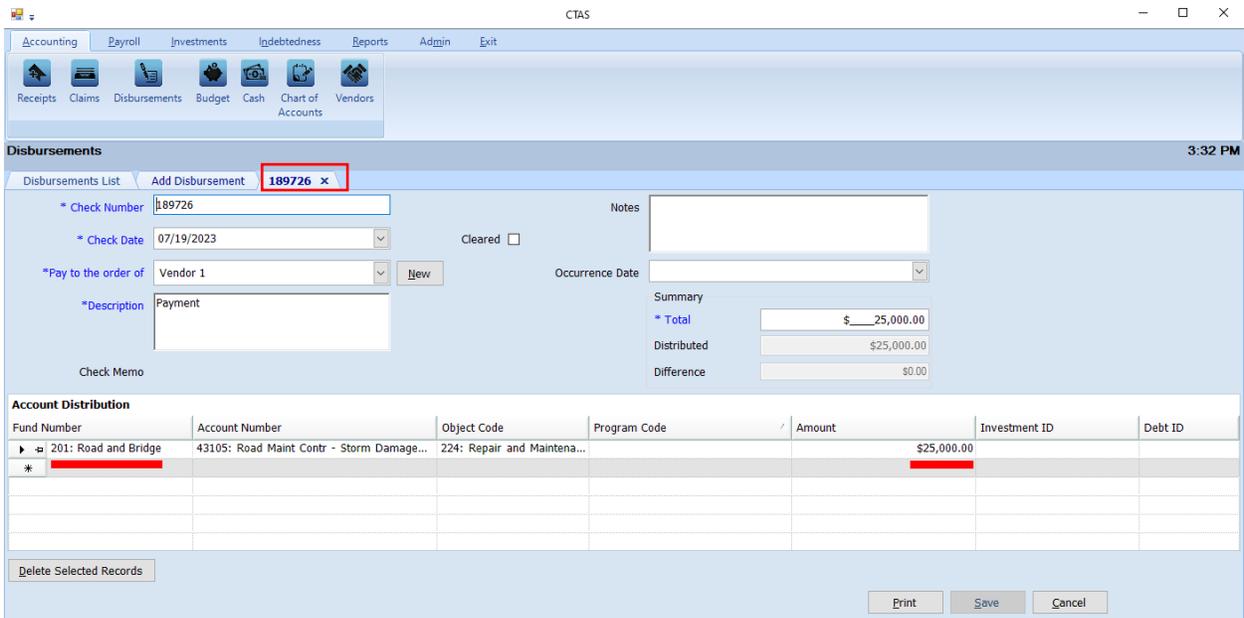
Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	150,000.00
Road and Bridge	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	50,000.00
Total:	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	200,000.00

Print the Schedule 1 or record the beginning balances for reference. Close report.

Select the Accounting tab (boxed), Disbursement icon (circled). Locate the check/disbursement to be voided in the Disbursement List tab.

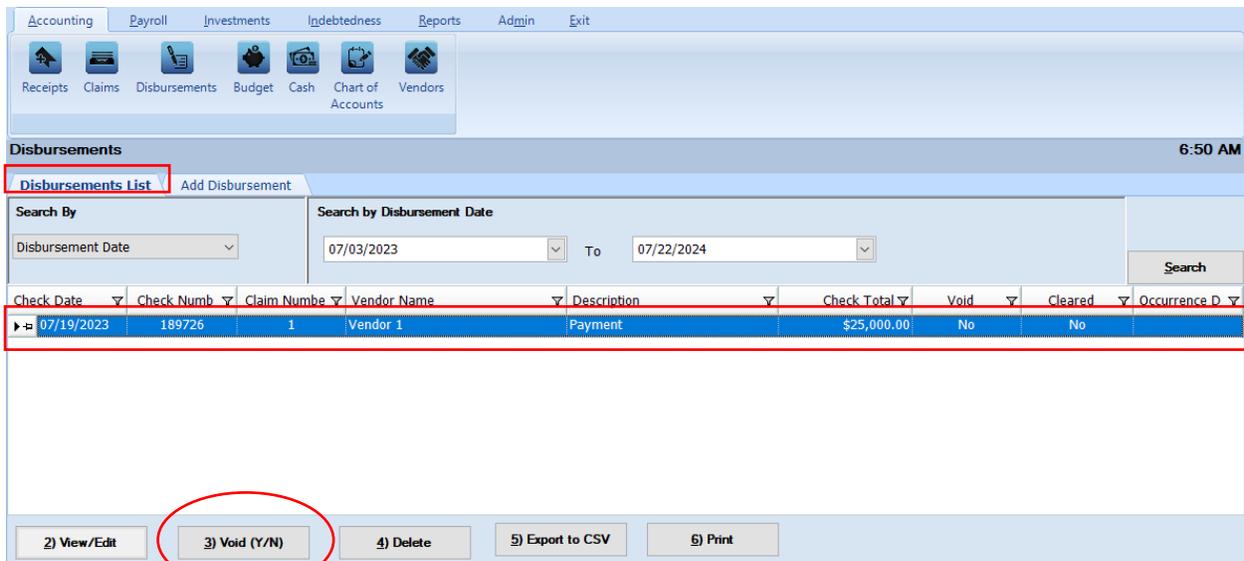


View/edit the disbursement, in a new tab.



Note the fund and amount that was disbursed. Close the individual tab.

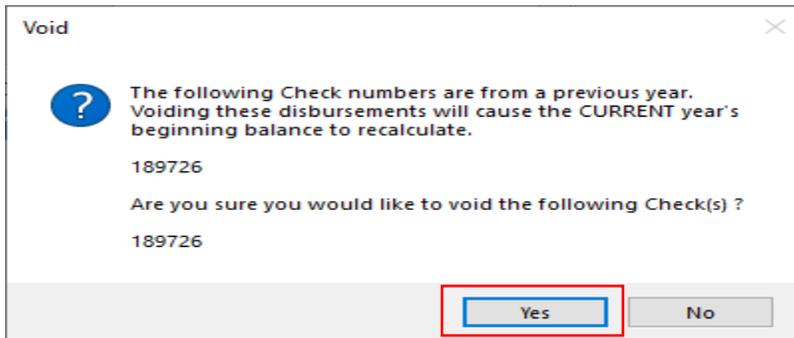
This will bring you back to the Disbursement List tab, where the disbursement in question should be displayed.



Highlight the row of the check/disbursement to be voided.

Select the 3) Void (Y/N) button (circled).

When voiding a check/disbursement from a previous closed fiscal year (example 2023), you will receive the following pop-up message:



To continue with the voiding process, select Yes.

Check will now display as voided in the Disbursement List tab.

The example disbursement was issued from the Road and Bridge Fund. Run the Schedule 1 for a date in the current fiscal year (example year is 2024), verify that the beginning balance of the Fund the check/disbursement was issue from has increased by the amount of the voided item. In this example, the Road and Bridge Fund should increase \$25,000.

.23535 Statement of Receipts, Disbursements and Balances (Schedule 1) 7/22/2024										
As on 7/22/2024										
Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	150,000.00
Road and Bridge	75,000.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	0.00	75,000.00
Total:	225,000.00	0.00	0.00	0.00	0.00	0.00	0.00	225,000.00	0.00	225,000.00

Being that CTAS now updates the current year’s beginning balances when a check is voided in a previously closed fiscal year, ***it is recommended that this information be included in the meeting minutes (as now the previous year’s ending balances will not match the current year’s beginning balances)***. A simple statement should be read into the meeting minutes, stating a disbursement was voided in a previously closed fiscal year, CTAS updates the current year’s beginning balance to reflect the voided amount, the name of fund’s beginning balance has increased by xx amount due to a voided disbursement issued in a previously closed fiscal year.

Example: Current fiscal year 2024: a disbursement issued from the Road and Bridge Fund for \$25,000 from a previously closed fiscal year, has been lost and needs to be voided.

Statement in Board meeting:

Disbursement #189726 issued in 2023 was lost and was voided. CTAS updates the current fiscal year's beginning balance to reflect the change in the fund balance due to the voided disbursement. Disbursement #189726 was issued from the Road and Bridge Fund for \$25,000.00; the Road and Bridge Fund's 2024 beginning balance has increased by \$25,000.00 due to a voided disbursement issued in a previously closed fiscal year.

Section 4: Leave Report Updated to Include Comp. and ESST Time

The Leave Report is found under the Reports tab and the Payroll (Year to Date) icon.

The screenshot shows a software interface with a top navigation bar containing tabs: Accounting, Payroll, Investments, Indebtedness, Reports, Admin, and Exit. The 'Reports' tab is circled in red. Below the tabs is a grid of icons for various functions: Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, Vendors, Financial Reports, Tax Filing, Payroll (Year to Date), Investments, and Indebtedness. The 'Payroll (Year to Date)' icon is highlighted with a red box. Below this is a section titled 'Payroll (Year to Date)' with a sub-section 'Report Name' listing various reports. 'Employee's Leave Report' is highlighted in blue.

Leave Report now includes comp. and ESST time.

Test Township		Employee Sick, Vacation, Comp, ESST Leave Report												9/13/2024										
For the Period 1/1/2024 to 7/16/2024														Effective Date:										
Employee Name: John Doe 1																								
Employee Number:																								
Pay Period	Sick						Vacation						Comp						ESST					
	Beg	Accrd	Aj.Accrd	Used	Aj.Used	End	Beg	Accrd	Aj.Accrd	Used	Aj.Used	End	Beg	Accrd	Aj.Accrd	Used	Aj.Used	End	Beg	Accrd	Aj.Accrd	Used	Aj.Used	End
1/2/2024	0.00	4.00	0.00	0.00	0.00	4.00	0.00	4.00	0.00	0.00	0.00	4.00	0.00	4.00	0.00	0.00	0.00	4.00	0.00	2.67	0.00	0.00	0.00	2.67
3/1/2024	8.00	4.00	0.00	1.00	0.00	11.00	8.00	4.00	0.00	1.00	0.00	11.00	8.00	4.00	0.00	1.00	0.00	11.00	2.67	2.53	0.00	1.00	0.00	4.20
4/5/2024	11.00	4.00	0.00	0.00	0.00	15.00	11.00	4.00	0.00	0.00	0.00	15.00	11.00	4.00	0.00	0.00	0.00	15.00	4.20	2.67	0.00	0.00	0.00	6.87
5/3/2024	15.00	4.00	0.00	1.00	0.00	18.00	15.00	4.00	0.00	1.00	0.00	18.00	15.00	4.00	0.00	1.00	0.00	18.00	6.87	2.53	0.00	1.00	0.00	8.40

Report Last Updated: 08/29/2014 Page 1 of 1

Section 5: Holiday Pay Column Added in Payroll

Holiday Pay column added in a created payroll.

Payroll Check Information

Employee #: Name: John Doe 1

Gross Pay (F3) Taxes (F4) Employee Deduction (F5) Employer's Share (F6) Acct. Dist (F7) Sick, Vacation, Comp, ESST (F8)

Select an Employee (Payroll Period Ending 6/6/2024) Check Number:

Last Name	First & Middle Name	Employee #	Pay Frequency
Doe 1	John		Bi-Weekly

Name	Reg Hrs	Sick Hrs	Vac Hrs	Comp Hrs	ESST Hrs	Holiday Hrs	Amount	Overtime	Gross Pay
*1								<input type="checkbox"/>	

Claim Date	Process	Description	Amount
No Outstanding Claims found for this Employee			

Summary	
Tips	\$ 0.00
Regular Pay	\$0.00
Overtime Pay	\$0.00
Gross Earnings	\$0.00
Total Deductions	\$0.00
Net Pay	\$0.00
EIC Amount	\$ 0.00
Reimbursements	\$0.00
Total	\$0.00

Save Close

Section 6: Employee Name Added to Lower Section of Paycheck/Paystub

John Doe 1 *****1,303.21

One Thousand Three Hundred Three Dollars And Twenty-One Cents

John Doe 1
1 Main St
Her, MN111111111

John Doe 1 Payroll End Date: 06/06/2024 Check Date: 06/06/2024 PayType: Hourly

	Gross Pay	Social Security	Medicare	Federal Tax	State Tax	Total Deductions	Reimbursements	Net Pay
Current	\$1,600.00	\$99.20	\$23.20	\$115.69	\$58.70	\$296.79	\$0.00	\$1,303.21
Year To Date	\$6,400.00	\$396.80	\$92.80	\$462.76	\$234.80	\$1,187.16	\$0.00	\$5,212.84

Description	PayRate	Regular Hrs	Sick Hrs	Vacation Hrs	Comp Hrs	ESST Hrs	Holiday Hrs	OT	Amount
Rate 1	\$20.00	80.00	0.00	0.00	0.00	0.00	0.00		\$1,600.00

Employee Before-Tax Deductions		Employee After-Tax Deductions		Employer Contributions	
Deferred Income	\$0.00	Health Insurance	\$0.00	Health Insurance	\$0.00
Cafeteria Plan	\$0.00	Dental Insurance	\$0.00	Dental Insurance	\$0.00
PERA	\$0.00	Life Insurance	\$0.00	Life Insurance	\$0.00
Other Pretax	\$0.00	Union Dues	\$0.00	PERA	\$0.00
		Other After Tax	\$0.00		

Employer TestTownship 2 Main St Here, MN11111-1111 (222)222-2222

John Doe 1 Payroll End Date: 06/06/2024 Check Date: 06/06/2024 PayType: Hourly

Sick	Vacation	Comp	ESST
Beginning 18.00	Beginning 18.00	Beginning 18.00	Beginning 8.40
Accrued 4.00	Accrued 4.00	Accrued 4.00	Accrued 2.67
Used 0.00	Used 0.00	Used 0.00	Used 0.00
Ending 22.00	Ending 22.00	Ending 22.00	Ending 11.07

Employer TestTownship 2 Main St Here, MN11111-1111 (222)222-2222

Section 7: Minor Known Issues Corrected

PERA Number Not Saving in Demographic and Job (F3) tab of Employee Record (corrected)

Last Hire Date for New Employees, Inserting Date for Next Employee (corrected)

ESST Accrual Not Updating When Hours Worked is Saved and then Changed to 0 (Corrected)

PERA Plan Type (now required)

For more information on these items go to the CTAS webpage on the OSA website www.osa.state.mn.us/training-guidance/guidance/ctas and look for the CTAS 2024 Update 1 Enhancements or use the following link: [CTAS 2024 Update 1 Enhancements](#)