



## **EmployeePortal**

**Release Date: TxEIS/ASCENDER Update: 3.5.XXXX**

## Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

### Finance > Inquiry > GL Inquiry > GL Inquiry

☐ Updated the default Retrieve function to only display active account codes. Also, added the **Include Inactive Accounts** check box to display the inactive account codes in the inquiry.

The screenshot shows the 'General Ledger Inquiry' screen. At the top, it says 'Inquiry > General Ledger Inquiry' and 'SessionTimer: 239 min and 55 sec'. Below the title bar are four tabs: 'General Ledger Inquiry', 'General Ledger Account Summary', 'Employee Distribution List Inquiry', and 'Over Expended Account Summary'. Under the 'General Ledger Inquiry' tab, there are several checkboxes: 'Processed' (checked), 'Current Period: 04' (checked), 'Next Period: 05' (checked), 'Include soft encumbrances when POs exist' (checked), 'Exclude Objects 61XX' (unchecked), and 'Include Inactive Accounts' (unchecked, highlighted with a red circle). There is also a 'Show Details' checkbox (checked) with a note 'Report will display Transaction Details'. Below these are two radio buttons for 'Description': 'Reason' (unchecked) and 'Vendor Name' (checked). At the bottom, there are input fields for 'Fund', 'Func', 'Obj', 'Subj', 'Org', and 'Prog' with sample values like 'XXX', 'XX', 'XXXX', 'XX', 'XXX', 'X', 'XX', 'X', 'XX'. There are 'Retrieve' and 'Reset' buttons.

The screenshot shows the 'GL Inquiry' screen. At the top, it says 'Inquiry > GL Inquiry' and 'SessionTimer: 239 min and 16 sec'. Below the title bar are three tabs: 'GL Inquiry', 'GL History - Accounting Period', and 'GL History - EOM'. Under the 'GL Inquiry' tab, there is a 'Retrieval Options' section with checkboxes: 'Processed' (checked), 'Current Period: 04' (checked), 'Next Period: 05' (checked), 'Include soft Encumbrances when POs exist' (checked), and 'Include Inactive Accounts' (unchecked, highlighted with a red circle). To the right of this section are 'Exclusions' checkboxes: 'Exclude Objects 61XX' (unchecked) and 'Exclude Accounts with No Transactions' (unchecked). There is also a 'Description' section with radio buttons: 'Reason' (unchecked) and 'Vendor Name' (checked). At the bottom, there are input fields for 'Fund', 'Func', 'Obj', 'Subj', 'Org', and 'Prog' with sample values like 'XXX', 'XX', 'XXXX', 'XX', 'XXX', 'X', 'XX', 'X', 'XX'. There are 'Retrieve' and 'Reset' buttons.

## Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2050 - 1099 Report

☐ **(Mandated Change)** Added the **For Tax Year > 2019, Print 1099-MISC (M), 1099-NEC (N), or blank for ALL** parameter to report the following for tax years greater than 2019:

- Report all 1099-MISC (M) transactions in the 1099 work file except those tied to an object code with a **Type Payment** of *N - Non-employee compensation*.
- Report all 1099-Nonemployee Compensation (N) transactions in the 1099 work file that are tied to an object code with a **Type Payment** of *N - Non-employee compensation*.
- Leave blank to report all transactions in the 1099 work file.

Reports > Finance Reports > Vendor/Purchase Order Reports > 1099 Report SessionTime

[Return to Reports](#)

Report ID: **FIN2050**  
 File ID:  
 User ID:  
 Curr Per:  
 Next Per:

Parameter Description	Value
Sort by Alpha (A), EIN/SSN (N)	<input type="text"/>
Print Account Nbr (A), Reason (R)	<input type="text"/>
Include EIN/SSN on Report? (Y/N)	<input type="text"/>
For Tax Year > 2019, Print 1099-MISC (M), 1099-NEC (N), or blank for ALL	<input type="text"/>
From Date (MMDDYYYY), or blank for ALL	<input type="text"/>
To Date (MMDDYYYY), or blank for ALL	<input type="text"/>
Select Vendor(s), or blank for ALL	<input type="text"/> <a href="#">...</a>

## Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2100 - Printing 1099-MISC Form

- ☐ **(Mandated Change)** Renamed this report from Printing 1099-MISC Form to 1099 Forms.
- ☐ **(Mandated Change)** Added the **For Tax Year > 2019, Print 1099-MISC (M) or 1099-NEC (N)** parameter to print the 1099-MISC or 1099-NEC forms for tax years greater than 2019.

Reports > Finance Reports > Vendor/Purchase Order Reports > 1099 Forms SessionTimer: 239 min and 56 sec

[Return to Reports](#)

Report ID: **FIN2100**  
 File ID:  
 User ID:  
 Curr Per:  
 Next Per:

Parameter Description	Value
Sort by Alpha (A), EIN/SSN (N), Zip Code (Z)	<input type="text"/>
Print 1099 Form only (1), 1099 form including 1099 file (2), Non-preprinted Copy B and C (3)	<input type="text"/>
Tax Year (####)	<input type="text"/>
For Tax Year > 2019, Print 1099-MISC (M) or 1099-NEC (N)	<input type="text"/>
Control Name (4 char, only required for 1099 file)	<input type="text"/>
Contact Name (40 char, only required for 1099 file)	<input type="text"/>
Control Code (5 char for 1099 file)	<input type="text"/>
Select Vendor(s), or blank for ALL	<input type="text"/> <a href="#">...</a>

☐ **(Mandated Change)** Per IRS requirements, updated the 1099 form/instructions and all 1099 functionality to support the 2020 tax year.

## Human Resources > Tables > Tax/Deductions > Income Tax

☐ Modified the **But less than** field to allow seven characters and to be automatically populated with 9,999,999 to accommodate the tax rates being changed to annual amounts.

## Human Resources > Maintenance > Calendar YTD Data > Calendar YTD

☐ **(Mandated Change)** Added the **FFCRA** (Families First Coronavirus Response Act) **Payments** section allowing users to view and modify year-to-date FFCRA payment amounts for the 2020 calendar year. This section includes the following:

- **EPSLA Regular** (Emergency Paid Sick Leave Act regular rate)
- **EPSLA Two-Thirds** (Emergency Paid Sick Leave Act two-thirds rate)
- **EFMLEA** (Emergency Family and Medical Leave Expansion Act)

You can either manually update the fields on the Calendar YTD page or use the new **Update Cal YTD** button on Human Resources > Utilities > FFCRA Payments page to update the fields.

**NOTE:** If any of these amounts are greater than zero, the field and amount are displayed in Box 14 on the employee's W-2.

Maintenance > Calendar YTD Data SessionTimer: 239 min and 53 sec

[Save](#)

Calendar Year:  Employee:  [Retrieve](#) [Dir](#)

[Calendar YTD](#) [Third Party Sick Pay](#) [W2 Inquiry](#)

**Calendar YTD Data**

Contract Pay:	4,238.83	Withholding Tax:	13.00
Non-Contract Pay:	1.00	Medicare Gross:	4,238.83
Supplemental Pay:	2.00	Emp Medicare Tax:	61.46
TRS Supplemental:	3.00	FICA Gross:	14.00
Tax Emplr Ins Contr:	4.00	Emp FICA Tax:	15.00
Non-TRS Bus Allow:	5.00	457 Emplr Contr:	16.00
Non-TRS Reimbr Excess:	6.00	Emp Business Expense:	17.00
N-TRS N-Pay Bus Allow:	7.00	Earned Income Credit:	0.00
Tax Emplr Grp Ins Contr:	8.00	TRS Deposit:	353.94
457 Withdraw:	0.00	Non-TRS Reimbr Base:	18.00
Annuities:	9.00	Non-TRS Non-Tax Bus Allow:	19.00
Cafeteria 125:	10.00	N-TRS N-Tax N-Pay Allow:	20.00
TRS Salary Red:	326.39	Health Ins:	21.00
457 Emp Contr:	11.00	Unemployment Tax:	22.00
Emplr Depend Care Taxable:	12.00	Unemployment Gross:	4,238.83
Taxable Gross:	3,930.44	Taxed Fringe Benefits:	6.60
<a href="#">Refresh Taxable Gross</a>		Dependent Care:	24.00

**Unemployment Data**

	Gross	Tax
First Quarter:	4,238.83	
Second Quarter:	0.00	
Third Quarter:	0.00	
Fourth Quarter:	0.00	

Please select the pay date to be used for t

[Preview](#)

**FFCRA Payments**

EPSLA Regular:	40,000.00
EPSLA Two-Thirds:	40,000.01
EFMLEA:	40,000.02

## Human Resources > Utilities > FFCRA Payments

☐ **(Mandated Change)** Added the **Update Cal YTD** button to recalculate the FFCRA Payment amounts for processed pay dates where the leave transmittals still exist.

This utility can be used to update the FFCRA Payment amounts on the Human Resources > Maintenance > Calendar YTD Data > Calendar YTD for W-2 processing. Additional information can be found in Help.

Utilities > FFCRA Payments SessionTimer: 239 min and 55 sec

This utility will create Extra Duty Transmittals based on the criteria entered here in accordance with the Families First Coronavirus Response Act. Please review Help for detailed information.

Pay Date:

[Execute](#) [Update Cal YTD](#)

## Human Resources > Reports > HR Reports > Quarterly/Annual Reports > HRS5100 - W-2 Forms

☐ **(Mandated Change)** Per IRS requirements, updated the W-2 form/instructions and all W-2 functionality to support the 2020 tax year.



## EmployeePortal

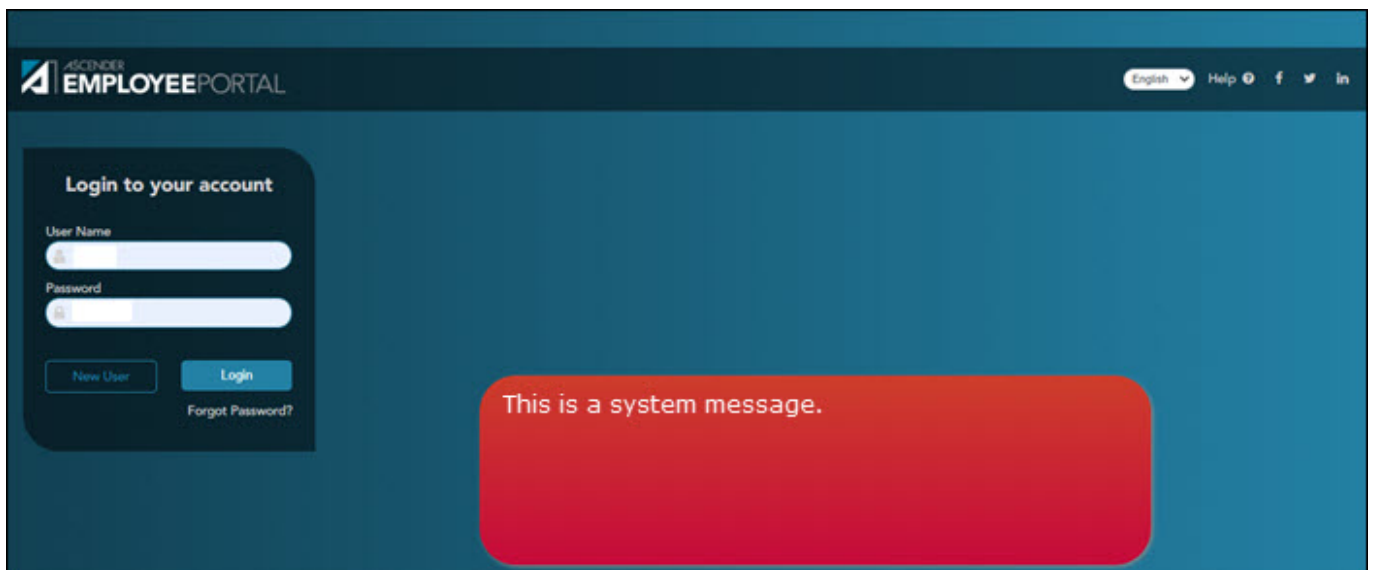
**Release Date: TxEIS/ASCENDER: EmployeePortal Update:**

### EmployeePortal

☐ Corrected the program to properly display the **Help** button in the lower right corner of each page in the application.

### EmployeePortal > Login

☐ Added a system message section to the page.



### EmployeePortal > Self-Service Profile

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☐ Corrected the program to properly handle changes submitted by the employee when the **Alternate Address** option is set to *N* on the Human Resources > Tables > EA Self-Service Assignments > Demographic page. Previously, an “Oops” message was displayed.

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## **EmployeePortal > Inquiry > Earnings**

☐ Corrected the PDF to include complete bank, leave, and address information.

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## **EmployeePortal > Inquiry > W-2 Information**

☐ (**Mandated Change**) Per IRS requirements, updated the W-2 form/instructions and all W-2 functionality to support the 2020 tax year.

☐ (**Mandated Change**) Added the following fields for the 2020 calendar year:

- **EPSL1** (Emergency Paid Sick Leave Act (EPSLA) regular rate)
- **EPSL2** (Emergency Paid Sick Leave Act (EPSLA) two-thirds rate)
- **EFMLEA** (Emergency Family and Medical Leave Expansion Act)

**NOTE:** If any of these amounts are greater than zero, the field and amount are displayed in Box 14 on the employee's W-2.

## W-2 Information

### W-2 INFO MESSAGE

Please select a calendar year: 2020 ▼

Taxable Gross Pay	1,426.77	Withholding Tax	143.98	Pension	Y
FICA Gross	0.00	FICA Tax	0.00		
Medicare Gross	0.00	Medicare Tax	0.00		
Earned Income Credit	0.00	Dependent Care	0.00		
Annuity Deduction	0.00	457 Withdraw	0.00	457 Annuities - Box 12	0.00
Cafeteria 125	216.94	Roth 403B After Tax	0.00		
Non-TRS Business Expense	0.00	Taxable Allowance	0.00	Emp Business Expense	0.00
Moving Expense Reimbursement	0.00	Emplr Sponsored Health Coverage	357.00	Annuity Roth 457b	0.00
TRS Salary Reduction	137.12				
Taxed Life Contribution	0.00	Health Insurance Deduction	0.00	Taxable Fringe Benefits	0.00
Health Savings Account	0.00	Non-Tax Sick Pay	0.00	HIRE Exempt Wages	0.00
EPSL1	0.00	EPSL2	0.00	EFMLEA	0.00

## EmployeePortal > Leave Requests

☐ Corrected the program to automatically populate the **End Date** field with the same date entered or selected in the **Start Date** field.

☐ Corrected the program to allow employees to edit or delete a submitted leave request at any point prior to the transmittal being created in payroll.

## EmployeePortal > Supervisor > Approve Leave Requests

☐ Corrected the program to display the correct Absence Reason description as originally selected by the requestor.



## **Back Cover**