# Deltek Costpoint® Cloud

## May 2018 Hot Fix Release Notes

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**May 9, 2018**

While Deltek has attempted to verify that the information in this document is accurate and complete, some typographical or technical errors may exist. The recipient of this document is solely responsible for all decisions relating to or use of the information provided herein.

The information contained in this publication is effective as of the publication date below and is subject to change without notice.

# Contents

# Overview

This document is a compilation of regulatory enhancements and defect corrections made April 10-20, 2018.

# Enhancements

## Ability to Establish Limit for Year to Date (YTD) Leave Accrued Hours/Amount

Executive Order 13706 requires a parties that enter into government contracts with the Federal Government to provide covered employees with up to seven days of paid sick leave annually, including paid leave allowing for family care. To comply with the Executive Order, Costpoint now allows you to establish a limit to the hours/amount that an employee may accrue during the leave year.

The following Costpoint screen were updated to support this enhancement:

### Compute Leave Accruals (LDPCLHF)

The application can now apply period-accrual and year-accrual ceilings based on Leave Type's **Accrual Ceiling Method** (in addition to existing period-balance and year-balance ceiling).

### Manage Leave Codes (LDMLVTAB)

- The application now allows you to specify a ceiling that will limit the number of hours (or amount for leave types being tracked by amount) an employee may accrue during the leave year. Use the new **Year Accrual Ceiling** field to specify an annual accrual limit.

- The field label changed from "Leave Period Ceiling" to "Period Balance Ceiling."

- The field label changed from "Year Ceiling" to "Year Balance Ceiling."

### Manage Leave Types (LDMLVTP)

- You can now whether or not a ceiling should be applied to the number of hours (or amount for leave types being tracked by amount) accrued for a given employee during the leave year and/or a given leave period. For this purpose, the screen provides a new **Accrual Ceiling Method** drop-down list with the following options: **Period and Year**, **Year**, and **No Ceiling**.

- The group box label changed from "Leave Balance Ceilings" to "Leave Ceilings."

- The drop-down list label changed from "Ceiling Method" to "Balance Ceiling Method"

- You can now specify whether the Period and/or Anniversary Leave Year ceiling is applied before or after the period's accrual is calculated. For this purpose, the screen provides the following **Ceiling Timing** group box options: **Before Accrual**, **After Accrual**, and **Not Applicable**.

- You can now specify whether excess leave is tracked as lost leave, transferred to an Excess Leave Type, or neither. For this purpose, the following changes were applied:

  - The Balance **Ceiling Method** drop-down list no longer lists the **Lost Leave Tracking** option. The screen now contains a **Track as Lost Leave** check box.

  - The screen contains new **Track as Lost Leave** and **Transfer Balance in Excess of Year Ceiling** check boxes for **Excess Leave Handling**.

## New York and San Francisco Paid Family Leave

The state of New York and city of San Francisco, California both implemented forms of Paid Family Leave in which eligible employees will receive compensation from their employers for specific leave based on family care.

The New York State Paid Family Leave Program provides New Yorkers job-protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service.

The San Francisco Paid Parental Leave Ordinance (SF PPLO) requires employers who have employees working in San Francisco to provide Supplemental Compensation to employees who are receiving California Paid Family Leave (PFL) benefits to bond with a new child, so that the employees receive up to 100% of their normal weekly wages during 6 weeks of parental leave.

If either or both are applicable to your company, the enhancements in this Costpoint release will allow you to comply with the Paid Family Leave requirements.

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The information in this section is taken from the New York state website. For more information, please see:

- New York Paid Leave: https://www.ny.gov/new-york-state-paid-family-leave/new-york- state-paid-family-leave-employers.
- San Francisco Paid Parental Leave Ordinance (PPLO): https://sfgov.org/olse/sites/default/files/FAQ%20March%202017.pdf.

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# New York Paid Family Leave

Nearly all private employees in New York State will be eligible for Paid Family Leave. Insurance coverage for Paid Family Leave must be available to employees beginning January 1, 2018, and generally will be included under an employer's existing disability benefits policy.

Paid Family Leave coverage is funded by employee payroll contributions.

Public employers may opt into the program. Public employees represented by a union may be covered if Paid Family Leave is collectively bargained.

Employees are guaranteed:

- Wage replacement for 8 weeks in 2018, increasing to 12 weeks by 2021;
- Job protection upon return from Paid Family Leave; and
- Continuation of health insurance while out on Paid Family Leave.

## New York Paid Family Leave – Employee Payroll Contributions

Paid Family Leave coverage is funded by employee payroll contributions. Use the ny.gov/pflcalculator to get an estimate of an employee's weekly deduction.

The 2018 payroll contribution is 0.126% of an employee's weekly wage and is capped at an annual maximum of $85.56. If an employee earns less than the New York State Average Weekly Wage ($1305.92 per week), they will have an annual contribution amount less than the cap of $85.56, consistent with their actual weekly wages.

For example, in 2018, if an employee earns $27,000 a year ($519 a week), they will pay 65 cents per week.

The employee contributions that are withheld for Paid Family Leave are to be used to pay for the insurance.

## Deductions and Employee Deductions Setup for New York Paid Family Leave

Apply the following Deductions and Employee Deductions setup for New York Paid Family Leave:

1. On the Manage Deductions (PRMDED) screen, set up a Deduction with the following settings to be used to deduct the New York Paid Family Leave employee contribution:
   - **Deduction Type** — MISC
   - **Deduction** — Select this check box.
   - **Computation Method** — FIXAMT
   - **Amount** — This value will need to be set at the employee level since it's based on a percentage of

each employee's average weekly wage, which can vary by employee.  However, if most of your employees have an average weekly wage that is greater than  1,305.92 and have the same pay frequency, you may want to enter this value as follows to  alleviate some data entry at the employee level:

- If the pay frequency is 'Weekly' for most employees then populate this field with 1.65  (Note that you will need to override this value for any employees that don't have an  average weekly wage greater than 1,305.92 and/or have a pay frequency that is not  'Weekly')

- If the pay frequency is 'Bi-Weekly' for most employees then populate this field with 3.30  (Note that you will need to override this value for any employees that don't have an  average weekly wage greater than 1,305.92 and/or have a pay frequency that is not 'Bi-  Weekly')

- If the pay frequency is 'Semi-Monthly' for most employees then populate this field with  3.575 (Note that you will need to override this value for any employees that don't have an  average weekly wage greater than 1,305.92 and/or have a pay frequency that is not  'Semi-Monthly')

- If the pay frequency is 'Monthly' for most employees then populate this field with 7.15  (Note that you will need to override this value for any employees that don't have an  average weekly wage greater than 1,305.92 and/or have a pay frequency that is not  'Monthly')

- **Ceiling Method** — Payroll Year

- **Ceiling Amount** — 85.80

- **W-2 Box 14 Usage** — Set this value so the amount will be included in Box 14 of the W-2.

- Enter other required data.

2. On the Manage Employee Deductions (PRMEDED) screen, set up an Employee Deductions  record with following settings for each affected employee:

- **Deduction** — New York Paid Family Leave Deduction

- **Method** — FIXAMT

- **Rate** — Use the following guidelines:

  - If the employee's Average Weekly Wage is **greater** than 1,305.92 and the employee's  pay frequency is 'Weekly' then populate this field with 1.65

  - Else, if the employee's Average Weekly Wage is **greater** than 1,305.92 and the  employee's pay frequency is 'Bi-Weekly' then populate this field with 3.30

  - Else, if the employee's Average Weekly Wage is **greater** than 1,305.92 and the  employee's pay frequency is 'Semi-Monthly' then populate this field with 3.575

  - Else, if the employee's Average Weekly Wage is **greater** than 1,305.92 and the  employee's pay frequency is 'Monthly' then populate this field with 7.15

  - Else, if the employee's Average Weekly Wage is **less** than 1,305.92 and the employee's  pay frequency is 'Weekly' then populate this field with the result of this calculation:

### Employee's Average Weekly Wage x 0.126%

  - Else, if the employee's Average Weekly Wage is **less** than 1,305.92 and the employee's  pay frequency is 'Bi-Weekly' then populate this field with the result of this calculation:

### ((Employee's Average Weekly Wage x 0.126%) x 52) / 26

  - Else, if the employee's Average Weekly Wage is **less** than 1,305.92 and the employee's  pay frequency is 'Semi-Monthly' then populate this field with the result of this calculation:

### ((Employee's Average Weekly Wage x 0.126%) x 52) / 24

- Else if the employee's Average Weekly Wage is **less** than 1,305.92 and the employee's pay frequency is 'Monthly' then populate this field with the result of this calculation:

$$((Employee's\ Average\ Weekly\ Wage\ x\ 0.126\%)\ x\ 52)\ /\ 12$$

- **Limit**: 85.80
- **Start Date:** Set, if needed
- **End Date:** Set, if needed

# Employee and Leave Setup for New York Paid Family Leave

Apply the following Employee and Leave settings for New York Paid Family Leave:

1. Ensure the **Allow Overtime for Salaried, FLSA Exempt Employees** check box is selected in Configure Labor Settings. In order to use this functionality, you will need to use an Overtime pay type to pay salaried, exempt employees.

   If the check box is already selected, proceed to the next step. If the check box is not already selected, select the box, save the record, and then run the Rebuild Global Settings (SYPSTNG) application for the Labor module.

2. Set up a pay type to be used for New York Paid Family Leave with the following settings:

   - **Factor** — 1
   - Additional Calculation Based on an Amount **group box**
   - **Select the Add pay type amount to timesheet line** — Select this option.
   - **Amount** — 0.00
   - Pay Type Categories group box
     - **Overtime** — Select this check box
     - **Exclude from Salary Caps** — Select this check box.
   - **Employee Eligibility** group box
     - **Exempt** — Select this check box.
     - **Non-Exempt check box** — Select this check box.
     - **Salaried check box** — Select this check box.
   - **Overtime Premium Recasting** group box
     - **Eligible for overtime premium recasting** — Clear this check box.
   - **Allocate Compensate Overtime** group box
     - **Calculate overtime premium on this pay type** — Clear this check box.
     - **Allocate overtime premium to this pay type** — Clear this check box.
   - **Weighted Averages** – Not applicable

3. Set up a leave type to be used for New York Paid Family Leave (Expense Account only) and flag as Paid Family Leave.

   - **Use for Paid Family Leave** – Select this check box.
   - **Balance Ceiling Method** – No Ceiling
   - **Pay Balance Upon Termination** — Clear this check box.
   - **Leave Balance Floor** — 0.00

- **Floor Edit Method** — Error

4. Set up a leave code to be used for New York Paid Family Leave.

   - **Leave Type** — Select the leave type that you set up for New York Paid Family Leave (step #3).

   - I**nclude Negative Balances in Leave Year Carryover** – Clear this check box.

   - **Report Leave to Employee in Days** — Clear this check box.

   - **Basis for Leave Deferral** group box

     - **Leave Hire Date** — Select this option.

     - **Days to Defer Leave Usage** — 0

   - **Leave Modifier** — This field should be blank.

   - **Base Hours worked on Eligible Labor Locations** — Clear this check box.

   - **Leave Table Details**

     - Months of Service — 0

     - **Compute Method** — F-Block Grant on Paid Family Leave Date

     - Unit of Hours — 0

     - **Annual (C) Block Grant Date** — This field should be blank.

     - **One-Time (D) Block Grant Date** — This field should be blank.

     - **Accrual Rate** — Populate with the average number of hours the employee worked per week during the PPL.

5. Assign the leave type to the employee.

   - **Family Paid Leave Information** — This is required because the **Compute Method** is **F- Block Grant on Paid Family Leave Date**.

   - **Paid Family Leave Date/Satisfaction of Preconditions Date** — *Supplemental Compensation should be paid on the payday for the next full pay period following the employee's satisfaction of all preconditions.

   - **EDD Maximum Benefit Amount** — The amount EDD pays to the EE. From EDD Notice of Computation.

   - **EDD Weekly Benefit Amount** — The amount EDD pays to the EE. From EDD Notice of Computation.

   - **EDD Daily Benefit Amount** — The amount EDD pays to the EE. From EDD Notice of Computation.

   - **EDD Claim Effective Date** — From EDD Notice of Computation.

   - **Employee's Normal Weekly Wage** — If greater than the CA Maximum Weekly Benefit Amount, then replace with the CA Maximum Weekly Benefit Amount.

   - **Weekly Supplemental Compensation Amount** — This is equal to: Normal Weekly Wage – EDD Weekly Benefit Amount

   - **Average number of hours that employee worked per week during the PPLO Lookback Period** — This will be used to determine the Hourly Supplemental Compensation.

   - **Hourly Supplemental Compensation Amount** — Weekly Supplemental Compensation Amount / Average Number of Hours per Week.

   - **EE's Normal Daily Wage** — This is equal to: EE's Normal Weekly Wage / Days per Week

   - **Pay Period Compensation Amount** — This is equal to: (Weekly Supplemental

Compensation Amount x 52) / Pay Period Frequency

▪ **End Date of Leave** — The last day the employee can use the paid family leave.

# San Francisco PPLO Processing

San Francisco employers will be responsible for the completing the following steps in Costpoint:

1. On the Manage Leave Types screen, set up a leave type to be used for San Francisco Employer- Funded Paid Parental Leave.

   Under the SF PPLO, employers are required to provide employees receiving state PFL for new child bonding with "Supplemental Compensation" equal to the difference between the employee's PFL benefit amount and the employee's normal gross weekly wages such that the employee receives up to 100% of their weekly wages, subject to a weekly maximum benefit amount, for up to 6 weeks. Select the **Use for Paid Family Leave** check box if you are not paying the employee his/her full wages for the leave.

2. On the Manage Leave Codes screen, set up a leave code to be used for San Francisco Employer-Funded Paid Parental Leave. If the specified leave type's **Use for Paid Family Leave** check box is selected in Manage Leave Types, the **Compute Method** will default to **F-Block Grant on Paid Family Leave Accrual Date** and you will not be able to use any other Compute Method.

3. Determine the employee's eligibility for coverage

4. Determine the following values in order to calculate an Hourly Supplemental Compensation Amount (This would come from the **Notice of Computation** from the State EDD):

   ▪ EDD Maximum Benefit Amount (currently 2133.00)

   ▪ Employee's Normal Weekly Wage (up to limit of EDD Maximum Benefit Amount)

   ▪ EDD Weekly Benefit Amount (from EDD Notice of Computation)

   ▪ SF PPLO Supplemental Compensation Limit (currently $960 (45% of 2133.00)

   ▪ Multiple Employer flag

   ▪ Normal Weekly Wage from other Employer(s)

   ▪ Average number of hours that employee worked per week during the PPLO Lookback Period (will be used to determine the Hourly Supplemental Compensation

   ▪ Weeks Covered by Year (currently 6 weeks)

5. Calculate the Hourly Supplemental Compensation Amount
   EE Normal Gross Weekly Wage for this Employer = Determine the employee's average weekly wage

   ▪ If weekly wages are constant then use the amount for the week immediately preceding the leave period

   ▪ If weekly wages are not constant, they must be calculated based on the Paid Parental Leave lookback period. The lookback period is defined as "immediately preceding the start of the employee's California [Dec 2016 Rev] Paid Family Leave Period (or immediately preceding pregnancy disability leave for women transitioning directly to Paid Family Leave)." The period contains six bi-weekly or semi-monthly, or 12 weekly pay periods and is codified at 3300H.4(b)1(B).

   For more information, please see: http://sfgov.org/olse/PAID-PARENTAL-LEAVE- CALCULATIONS.

6. On the Manage Employee Leave screen, assign the company's San Francisco Paid Family Leave - leave type and leave code to the employee.

> The Leave Hire Date must be set to the effective date of the Paid Family Leave.

7. Compute and post leave for the employee to give the employee the block grant.

8. To charge Paid Family Leave on a timesheet, the employee must do the following:

   ▪ Use the leave type's account (Accrual Account if the leave was accrued and posted to the GL as a liability or use the Expense Account if used Paid Family Leave is expensed)

   ▪ Use the appropriate pay type on the timesheet so that the correct rules are applied

9. Before posting timesheets, run the Apply Timesheet Adjustments in Batch Mode (LDPAUTO) utility for Paid Family Leave so that the appropriate labor cost adjustments are made to the timesheets.

10. If you want to reverse the Paid Family Leave adjustments on timesheets that have not yet been posted or processed for leave or payroll, complete the following steps:

    ▪ Select the **Reverse Paid Family Leave** option on the Apply Timesheet Adjustments in Batch Mode screen.

    ▪ On the **Selection Ranges** group box, select the timesheets which need to be processed

    ▪ Print the Apply Timesheet Adjustments in Batch Mode report

    ▪ Process.

# Screen Updates

## Import Timesheets (AOPUTLTS)

When the application adds a timesheet line to an existing timesheet that has at least one existing Paid Family Leave timesheet line, the application will not auto-adjust the timesheet.

Validations for the following were added to the application:

▪ To prevent entry or import of a timesheet where at least one of the timesheet lines has a timesheet line date that is not within the employee's Paid Family Leave period.

▪ To prevent entry or import of a timesheet where there are no timesheet line dates and the timesheet date is less than the employee's Paid Family Leave period.

▪ To prevent entry or import of a C-Correcting or D-Correcting timesheet where there are no timesheet line dates and the Reference Date is less than the employee's Paid Family Leave period.

▪ To prevent entry or import of a timesheet where there are no timesheet line dates and the timesheet date is greater than the employee's Paid Family Leave period start date and does not fall within a timesheet period that overlaps with the Paid Family Leave period.

For example, an employee has the following:

▪ Paid Family Leave period is 01/01/2018 to 04/13/18.

▪ Timesheet frequency is semi-monthly.

A timesheet is entered or imported in April 2018 with a date of 04/15/18, but no timesheet line dates to indicate what day each charge was incurred. Without timesheet line dates, Costpoint will assume the timesheet includes the entire timesheet period. Therefore, it will assume the timesheet may include hours charged between 04/01/18 and 04/13/18 (the last 13 days of the employee's Paid Family Leave period).

Therefore, any charges to Paid Family Leave within this timesheet will pass validation.

▪ To prevent entry or import of a C-Correcting or D-Correcting timesheet where there are no timesheet line

dates and the Reference Date is greater than the employee's Paid Family Leave period start date and does not fall within a timesheet period that overlaps with the Paid Family Leave period.

- To prevent users from charging hours to an Account that's linked to a Paid Family Leave - leave type if the pay type does not have the following setup in the **Manage Pay Types** screen:

  - **Factor** — 1

  - **Additional Amount** — 0.00

  - **Overtime check box** — Unchecked

  - **Cost-only check box** — Unchecked

  - **Leave Without Pay (LWOP) check box** — Unchecked

  - Leave Without Pay (LWOP) Negative check box — Unchecked

  - Severance check box — Unchecked

  - Eligible for overtime premium recasting check box — Unchecked

  - Allocate overtime premium to this Pay Type check box: Unchecked

  - **Weighted Averages option** — **Not Applicable (do not include or recalculate)** option
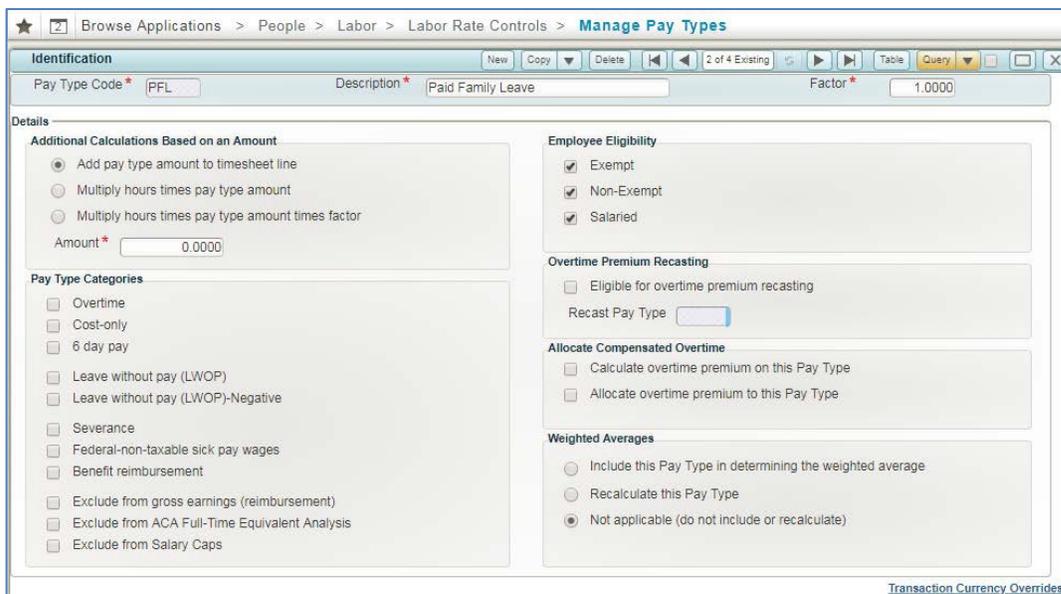


# Manage Timesheets (LDMTIME)/Manage Correcting Timesheets (LDMCTIME)

The Manage Timesheets and Manage Correcting Timesheet screens have new validations to prevent adjustments and changes on certain fields if the timesheet has been adjusted for Paid Family Leave.

> If you need to adjust the labor cost on a timesheet line that charges Paid Family Leave, use Apply Timesheet Adjustments in Batch Mode to reverse the Paid Family Leave adjustments. After reversing, you may edit the timesheet.
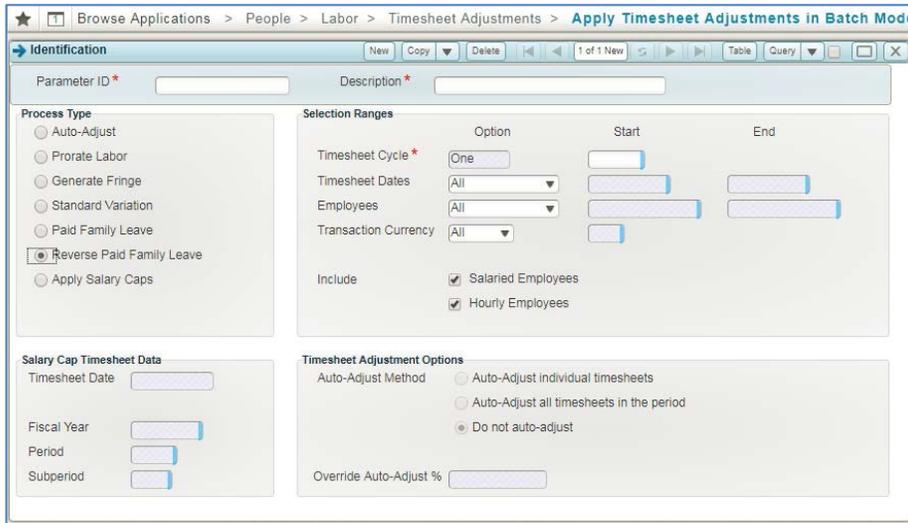
The applications were updated so that when adding a timesheet line to an existing timesheet and that existing timesheet has already has at least one Paid Family Leave timesheet line, the applications will not auto-adjust the timesheet.

Validations were also added to the screen for the following:

- To prevent entry or import of a timesheet where at least one of the timesheet lines has a timesheet line date that is not within the employee's Paid Family Leave period.

- To prevent entry or import of a timesheet where there are no timesheet line dates and the timesheet date is less than the employee's Paid Family Leave period.

- To prevent entry or import of a C-Correcting or D-Correcting timesheet where there are no timesheet line dates and the Reference Date is less than the employee's Paid Family Leave period.

- To prevent entry or import of a timesheet where there are no timesheet line dates and the timesheet date is greater than the employee's Paid Family Leave period start date and does not fall within a timesheet period that overlaps with the Paid Family Leave period.

For example, an employee has the following set up:

- Paid Family Leave period is 01/01/2018 to 04/13/18.
- Timesheet frequency is semi-monthly.

A timesheet is entered or imported in April 2018 with a date of 04/15/18, but no timesheet line dates to indicate what day each charge was incurred. Without timesheet line dates, Costpoint will assume the timesheet includes the entire timesheet period. Therefore, it will assume the timesheet may include hours charged between 04/01/18 and 04/13/18 (the last 13 days of the employee's Paid Family Leave period).

Therefore, any charges to Paid Family Leave within this timesheet will pass validation.

- To prevent entry or import of a C-Correcting or D-Correcting timesheet where there are no timesheet line dates and the Reference Date is greater than the employee's Paid Family Leave period start date and does not fall within a timesheet period that overlaps with the Paid Family Leave period.

- To prevent users from charging hours to an Account that's linked to a Paid Family Leave - leave type if the pay type does not have the following setup the **Manage Pay Types** screen:

  - **Factor** — 1
  - **Additional Amount** — 0.00

- **Overtime check box** — Unchecked

- **Cost-only check box** — Unchecked

- **Leave Without Pay (LWOP) check box** — Unchecked

- **Leave Without Pay (LWOP) Negative check box** — Unchecked

- **Severance check box —** Unchecked

- **Eligible for overtime premium recasting check box** — Unchecked

- **Allocate overtime premium to this Pay Type check box** — Unchecked

- **Weighted Averages option** — Not Applicable (do not include or recalculate)
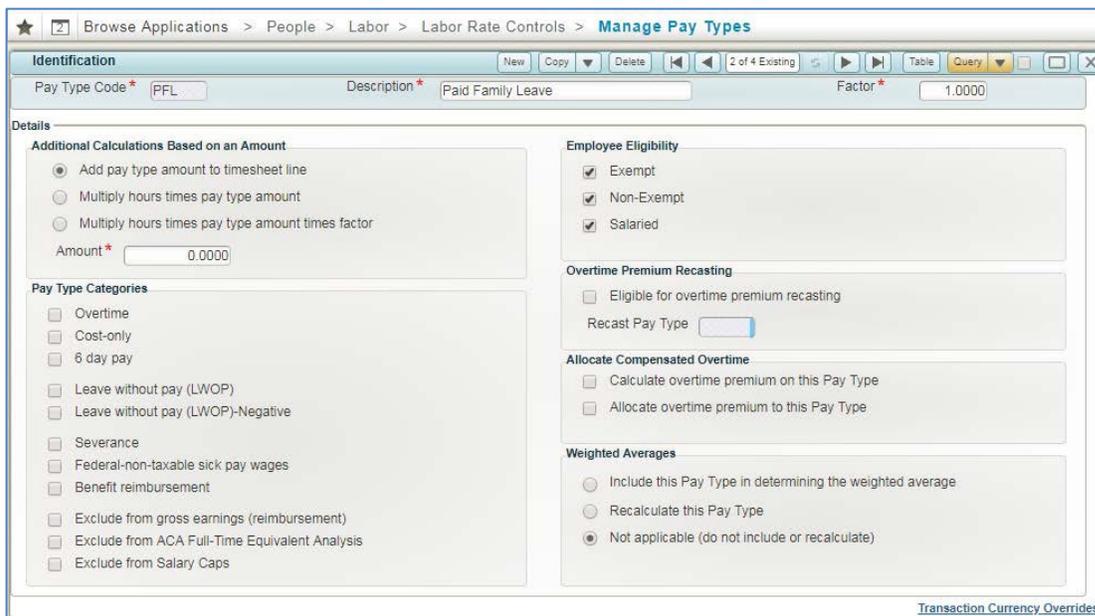


## Manage Employee Leave (LDMELV)

The following are updates to the Manage Employee Leave screen:

- A new **Used for Paid Family Leave** check box indicates whether the leave type selected is flagged as **Use for Paid Family Leave** on the Manage Leave Types screen.

- A new Paid Family Leave subtask allows you to enter leave charging details that will be used in Paid Family Leave processing. You must enter at least one row in this subtask if the leave type selected is flagged as **Used for Paid Family Leave**. This subtask contains the following fields:

  - **Effective Date** — This is the effective date of the employee's Paid Family Leave period.

  - **End Date** — This is the end date of the employee's Paid Family Leave period.

  - **Accrual Date** — This is the date on which the employee should receive the Paid Family Leave accrual.

  - **Jurisdiction** — This is the city or State which mandated the paid family leave.

  - **Allows Hourly Charging** — This is an information-only field.

  - **Average Weekly Wage** — This is determined by employer based on State/City rules.

  - **Average Weekly Hours** —This is determined by employer based on State/City rules.

- **Average Hourly Compensation Rate** — Disabled field. This is automatically calculated by dividing the **Average Weekly Wage** by the **Average Weekly Hours.**
- **Override Accrual Rate** — The accrual rate to be used if the employer needs to override the accrual rate assigned to the leave code. This field is needed since accrual rates can vary from employee-to-employee.

## Reconcile Leave Balances (LDPLVREC)

If leave types are flagged as **Use for Paid Family Leave**, the reconciliation process will not include the corresponding employee/leave type.

## Apply Timesheet Adjustments in Batch Mode (LDPAUTO)

The **Process Type** group box includes the following options for Paid Family Leave processing:

- **Paid Family Leave** — Select this option to apply labor cost adjustments for hours charged to a **Paid Family Leave** - leave type.
- **Reverse Paid Family Leave** — Select this option to reverse Paid Family Leave adjustments on timesheets within the specified screen parameters.

## Close Leave Year (LDPLYCLS)

If you enable the Multicurrency functionality, the application will not process gains and losses for **Paid Family Leave** - leave types.

## Compute Leave Accruals (LDPCLHF)

The Compute Leave process will now apply the following when processing leave types that are flagged as **Use for Paid Family Leave** on the Manage Leave Types screen:

- If the employee's leave type is flagged as **Use for Paid Family Leave** in Manage Leave Types, the application will only select employee/leave Type for processing if:
  - The employee/leave type combination exists in the Paid Family Leave subtask of the Manage Employee Leave screen.
  - The employee's Paid Family Leave - Accrual Date is between the open leave period's start date and the open leave period's end date
- If Paid Family Leave is being processed, then the Paid Family Leave-Average Hourly Compensation Rate, instead of the employee's Hourly Amount, will be used to determine the Accrual Amount.

## Create Retroactive Timesheet Adjustments (LDPRETRO)

The Create Retroactive Timesheet Adjustments processing will not include timesheet lines with accounts that are linked to a leave type that is flagged as **Use for Paid Family Leave**.

## Import Timesheets from Deltek Time and Expense (LDPUPET)

When the application adds a timesheet line to an existing timesheet that has at least one existing Paid Family Leave timesheet line, the application will not auto-adjust the timesheet.

Validations for the following were added to the application:

- To prevent users from importing a timesheet where at least one of the timesheet lines is charging Paid Family Leave and a Timesheet Line Date is specified, but the timesheet line date is not within the employee's Paid Family Leave period.
- To prevent users from importing a timesheet where at least one of the timesheet lines is charging Paid Family Leave, there are no timesheet line dates and the timesheet date is less than the employee's Paid Family

Leave period.

- To prevent users from importing a C-Correcting or D-Correcting timesheet where at least one of the timesheet lines is charging Paid Family Leave, there are no timesheet line dates and the Reference Date is less than the employee's Paid Family Leave period.
- To prevent users from importing a C-Correcting or D-Correcting timesheet where at least one of the timesheet lines is charging Paid Family Leave, there are no timesheet line dates and the Reference Date.

- To prevent users from importing an R-Regular timesheet where at least one of the timesheet lines is charging Paid Family Leave, there are no timesheet line dates, and the timesheet date is greater than the employee's Paid Family Leave period start date and does not fall within a timesheet period that overlaps with the Paid Family Leave period.

  For example, the employee has the following:

  - Paid Family Leave period is 01/01/2018 to 04/13/18.

  - Timesheet frequency is semi-monthly.

  A timesheet is entered or imported in April 2018 with a date of 04/15/18, but no timesheet line dates to indicate what day each charge was incurred. Without timesheet line dates, Costpoint will assume the timesheet includes the entire timesheet period. Therefore, it will assume the timesheet may include hours charged between 04/01/18 and 04/13/18 (the last 13 days of the employee's Paid Family Leave period).

  Therefore, any charges to Paid Family Leave within this timesheet will pass validation.

- To prevent users from importing a C-Correcting or D-Correcting timesheet where at least one of the timesheet lines is charging Paid Family Leave, there are no timesheet line dates, the Reference Date is greater than the employee's Paid Family Leave period start date and does not fall within a timesheet period that overlaps with the Paid Family Leave period.

- To prevent users from charging hours to an Account that's linked to a Paid Family Leave - leave type if the pay type is not set up as follows in the **Manage Pay Types** screen:

  - **Factor** — 1

  - **Additional Amount** — 0.00

  - **Overtime check box** — Unchecked

  - **Cost-only check box** — Unchecked

  - **Leave Without Pay (LWOP) check box** — Unchecked

  - Leave Without Pay (LWOP) Negative check box — Unchecked

  - Severance check box — Unchecked

  - Eligible for overtime premium recasting check box — Unchecked

  - Allocate overtime premium to this Pay Type check box — Unchecked

  - **Weighted Averages option** — Not Applicable (do not include or recalculate)
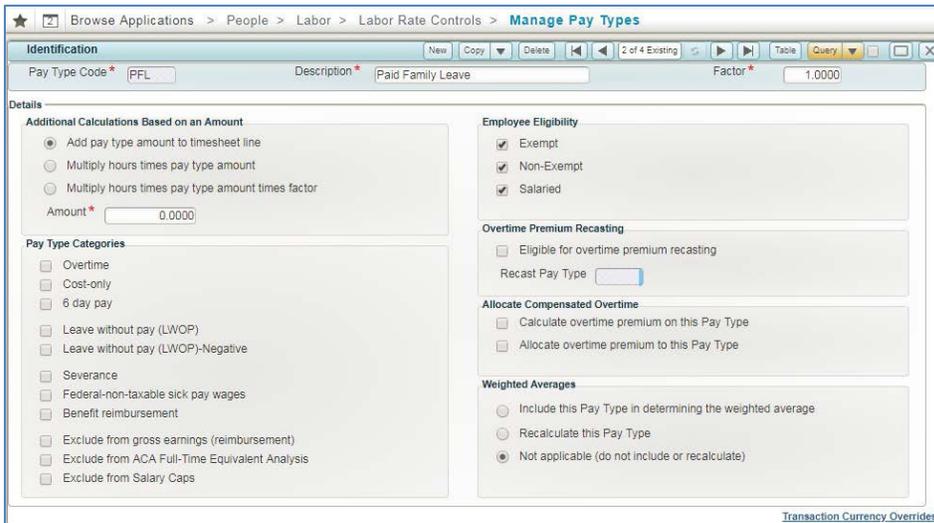
## Manage Leave Codes (LDMLVTAB)

The **Compute Method** drop-down list displays a new option, **F-Block Grant on Paid Family Leave  Accrual Date**, which is used specifically for only leave types that are flagged as **Use for Paid Family  Leave**.

## Manage Leave Types (LDMLVTP)

- A new **Use for Paid Parental/Family Leave** check box in the **Details** group box allows you to  indicate that the leave type will be used to track paid family or paid parental leave.

- A new **Paid Family Leave Pay Type** field to the **Details** group box allows you to select the pay  type to be used to adjust Paid Family Leave labor cost for Salaried employees.

## Post Labor (LDPLDJ)

If you enable the Multicurrency functionality, the application will not process gains and losses for  timesheet lines that have been adjusted by or generated for Paid Family Leave.

# State Filing Status of Exempt

This Costpoint enhancement adds a state filing status of **Exempt** which would allow you to calculate the   state taxable wages of employees without withholding the state taxes for a particular state. This new   functionality would be applicable to employees who must track their taxable wages for a state but do not   need state taxes withheld. For example, employees who are U.S. citizens but are not based in the U.S.

> The new **Exempt** status will only be available if you have previously run the Update State Filing  Statuses  (RPUSFS) toolkit. If you have not run the toolkit before applying this update, the  **Exempt** filing status will be  available once you run the toolkit.

The following are updates to the Costpoint screens when you apply this enhancement:

## Compute Payroll (PRPCPR)

When an employee's state filing status is **Exempt**, the application will not apply state taxes. Taxable  wages are the same if the status is Exempt or any other status.

## Configure State Tax Settings (AOMESSST)

When you select a filing status of Exempt, the application will display a warning message indicating that the employees will be able to exempt their wages from state taxes through Employee Self Service.

## Life Events/New Hires (ESMLIFEEVENT)

The application will allow employees to select an **Exempt** filing status if it is set up for their state in the Configure State Tax Settings screen.

## Manage Employee Earnings (PRMERF)

When an employee's state filing status is **Exempt**, the application will not apply state taxes. Taxable wages are the same if the status is Exempt or any other status.

## Manage Employee Information (LDMEINFO)

The application allows you to select the new **Exempt** filing status after you run the Update State Filing Statuses toolkit.

## Manage Employee Taxes (PRMETAX)

The application allows you to select the new **Exempt** filing status after you run the Update State Filing Statuses toolkit.

## Manage Payroll Records (PRMPTF)

When an employee's state filing status is **Exempt**, the application will not apply state taxes. Taxable wages are the same if the status is Exempt or any other status.

## Manage State Standard Deductions (PRMSSD)

The State Taxability (STATE_STD_DED) table now has a corresponding record for each state with an **Exempt** status

## Manage State Tax Tables (PRMSTT)

The State Taxability (STATE_TAX_TBL) table now has a corresponding record for each state with an **Exempt** status.

For each state/territory with an effective date of January 1, 2018 (1/1/18), a record with type of Supplemental Tax Rate and a filling status of **Exempt** was added.

## Recompute Taxable Wages (PRPRCOMP)

When an employee's state filing status is **Exempt**, the application will not apply state taxes. Taxable wages are the same if the status is Exempt or any other status.

## State Withholding (ESMSTATEWH)

The application will allow employees to select an **Exempt** filing status if it is set up for their state in the Configure State Tax Settings screen.

## Update State Filing Statuses (PRPUSFS)

The State Withholding Filing Statuses (STATE_FILING_STATUS) table now has an **Exempt** filing status for each state.

The new **Exempt** filing status will be available after you run this toolkit.

# 2018 South Carolina SUTA Electronic Filing

Starting March 26, 2018, South Carolina employers are to use a new portal (SUITS) to electronically file unemployment tax and wage reports and pay unemployment taxes. In line with this new system implementation, several changes

have been made to the EFW2 file format specification. In order for Costpoint to be compliant with South Carolina's requirement, the current format shall be updated to reflect the latest EFW2 file format for the new system.

The following are the notable changes to South Carolina's EFW2 filing format:

| Record | Changes |
|--------|---------|
| **RS** | ▪ The RS record was removed. |
| **RA** | ▪ FEIN was added.<br>▪ Resub Indicator was added<br>▪ Additional submitter details were added/removed.<br>▪ Prepared by Code was removed. |
| **RE** | ▪ Employer Account ID was added<br>▪ Employment Code was removed<br>▪ Employer contact details was added<br>▪ No Wage Report Indicator was added<br>▪ Report Quarter was added |
| **RW** | This new record includes the following fields:<br>▪ Adjustment Reason<br>▪ Owner/Officer Relationship<br>▪ Number of Hours Worked<br>▪ Adjustment Reason Other Explanation<br>▪ SOC Code |
| **RT** | ▪ Count of RS records was removed<br>▪ State Unemployment Insurance Account Number was added<br>▪ Reporting Period was added<br>▪ Gross, Taxable, and Excess Wages was added<br>▪ Employees count on the 12th of the month for Month 1, Month 2, and Month 3 were added |
| **RF** | ▪ Number of RW Records was added<br>▪ Total Wages was added |

# Screen Updates

To support this enhancement, the release updates the following Costpoint screens:

## Create SUTA Quarterly Tax File (PRPSMM)

If you enter **SC** (South Carolina) in the **State** field, the application enables **Month 1 - 3** fields in the **Employee Count** group box.

## Manage SUTA Quarterly Reporting Data (PRMQRD)

You can now display the screen in Form View. Prior to this update, you can only display the screen in Table View. This screen also contains the following new fields:

- **Adjustment Reason Code** — Enter, or use Lookup to select, the reason for adjustment to employee wages.

- **Adjustment Explanation** — If you selected **10 (Other)** in the **Adjustment Reason Code** field, enter the other reason for adjustment in this field.

## Manage SUTA Tax File Data (PRMSMM)

If you enter **SC** (South Carolina) in the SUTA State field, the application enables the following fields:

- Contact Name
- Telephone Number
- Ext
- E-mail
- Reporting ID/UI Account Number
- Industry/Country Code/Location Code/Branch
- Employee Count Method

# Defect Corrections

**Projects >> Cost and Revenue Processing >> Costpool Processing >> Compute Print Pool Rates**

**Defect:** 547801

**Description**: The CUR_BASE_AMT and YTD_BASE_AMT columns of the POOL_SIE_SUPPORT table were rounded off to four decimal places only.

**Customers Impacted**: This defect affects Costpoint users.

**Workaround Before Fix**: None

**Additional Notes**: None.

**People >> Leave >> Leave Controls >> Manage Leave Codes**

**Defect**: 852713

**Description**: When the Compute Method was B or D, the application should disable and populate the Period Balance Ceiling with the accrual rate. In addition, existing B and D rows in the LV_TABLE_SCH table should be set to the accrual rate.

**Customers Impacted**: This defect affects Costpoint Leave users.

**Workaround Before Fix**: None.

**Additional Notes**: None.

**People >> Payroll >> Payroll Utilities >> Update State Filing Statuses**

**Defect**: 920294

**Description**: The description for the State of Maryland (MD) - WICOMICO-MARRIED filing status contained a misspelled word.

**Customers Impacted:** This defect affects Costpoint Payroll users with MS SQL Server database.

**Workaround Before Fix**: None.

**Time & Expense >> Expense >> Expense Reports >> Manage Expense Report**

**Defect**: 912174

**Description**: When Lodging included other expenses with overceiling charges, the overceiling charge type did not default as it should have for other expenses.

**Customers Impacted:** This affects clients who use the Expense module.

**Workaround Before Fix**: None.

**Time & Expense >> Expense >> Expense Reports >> Manage/Approve Expense Reports**

**Defect**: 913662

**Description**: When you searched multiple expense reports in the Manage/Approve Expense Report application, the Expense Class for subsequent expense reports was changed to match the first one.

**Customers Impacted:** This affects clients who use the Expense module.

**Workaround Before Fix**: None.

**Time & Expense >> Expense >> Expense Reports >> Manage/Approve Expense Report**

**Defect**: 915691

**Description**: An Approve Charge task was created even though approval was not required.

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