

Hello,

UAN has discovered three minor issues with UAN Version 2014.1. Depending on your particular circumstances, these issues may or may not have affected your software.

A downloadable **2014.1 Patch** required for ALL UAN users is available on the UANLink website as described at the end of this document. **This required patch is *not* being mailed, but is available upon request.**

Issue 1

While working in 2014 during Temporary Mode, employee leave(s) cannot be edited and saved in Payroll > Maintenance > Employees. This issue will automatically resolve after 2013 is closed. However, the 2014.1 Patch will correct the temporary mode issue, allowing employee leaves to be edited and saved while working in 2014 *before* closing 2013.

Issue 2

In rare cases, posting a Wage Adjustment to refund a withholding deduction, then clearing that refund in the Unpaid Withholding Clear utility, may cause the OCBOA Budgetary Statement's final budget amount, and the Appropriation Status' final appropriation amount(s), to be deflated (*i.e. under-reported*). This issue results from the cleared withholding incorrectly decreasing the final appropriation amounts for the accounts used on the withholding refund.

Please note: *If you have already filed your 2013 Annual Financial Reports, or will do so before installing the patch, UAN will correct your submitted data and you will NOT have to resubmit your AFR. However, If you have printed paper copies OR saved electronic copies (PDFs) of the Appropriations Status or OCBOA Budgetary Statements, please recreate those copies after installing the patch if you have used the Wage Adjustment utility.*

Issue 3

In rare cases, wages with an employee earning set to be paid from multiple appropriation accounts in the following specific manner in the **Employee Earnings** maintenance area may have calculated the gross earning incorrectly:

- 1) An earning charged to **multiple** appropriation account codes,
- 2) Distributed using the **Percentage** account split method.

Important: These criteria apply to *individual* earnings paid on *individual* wages. The only users who **may** have encountered this issue are those who have *manually* added or edited an employee earning (*in Payroll > Maintenance > Employees*) in any version of the software (*2013.1 or greater*) **1)** set to be charged to multiple appropriation accounts **2)** distributed using the Percentage split method.

You would *not* have encountered the issue if you have never added or edited your employee earnings in any 2013.x version of UAN, or if you have but did *not* set any earnings to the Percentage account split method.

Please Note: You do *not* have to make any changes to your employee setup to correct the issue detailed in this document. Simply follow the instructions below to install the patch.

Issue 3 Cause

For any earnings set up in the manner described above, the UAN payroll software *may* incorrectly calculate the gross earning amounts – by rounding the subtotal calculations for each individual account using insufficient decimal precision. Depending on the earning total, and the particular number of decimal places entered for the account percentages in the employee’s earning setup, the precision issue may or may not actually affect the earning’s calculations.

Issue 3 Effects

If the precision issue *does* affect the calculations for an earning paid in this manner, there are 3 possible results:

1. Wages Added and Posted without Editing

If an affected earning is added to a batch wage that is then posted without first being edited, the subtotals encumbered and charged to the individual appropriation accounts may be incorrect. Also, depending on the amount and “direction” of each rounding error, the gross earning may total differently than the amount established in the employee’s Employee Earning setup.

- a. If the individual account charges result in an *inflated* overall gross for the earning, the employee earning would be overpaid by that inflated amount.
- b. If the individual account charges result in a *deflated* overall gross for the earning, the employee earning would be underpaid by that deflated amount.

2. Wages Added and Posted after Editing

If an affected earning is added to a batch wage that is then edited and saved, the subtotals encumbered and charged to the individual appropriation accounts may be incorrect. However, if the earning type is a Salary type (1xxx), editing the wage initiates a “smoothing” function that corrects the overall gross for the earning by distributing the rounding variances to one of the appropriation accounts. This means that the gross salary earning is correct, but charged to the

appropriation accounts at incorrect percentages. Note: The smoothing function only corrects the gross earning for Salary type earnings. Other affected earning types would not be automatically corrected.

3. Wages Added and Posted after Editing and Manually Correcting

If an affected earning is added to a batch wage that is then edited, the subtotals encumbered and charged to the individual appropriation accounts may be incorrect. However, if the user manually corrects the account or quantity subtotals to reflect the desired percentages and then saves the wage, both the gross earning and the appropriation account charges will be correct.

Issue 3 Report

After installing the 2014.1 Patch, a report will be displayed listing any wages that may have been affected by issue 3. The report will contain information to assist you in determining whether you were affected by issue 3, and to what extent. The report will be broken into 2 sections.

- The first section lists salaried earnings that were definitely paid at a gross amount that did not match the amount established in the employee's salary earning setup.
 - If no earnings fall into this category, the report will inform you that none were affected. Of the approximately 800 payroll users who have filed their AFR by the date of this email, only about **4%** have been affected by the salary rounding issue, and the *majority* of those mis-paid affected employees by **just a few cents** per employee over the entire year 2013.
- The second section lists *non-salary* earnings that *MAY* have been affected, and will require a manual review on your part. For example, UAN cannot programmatically determine whether a biweekly hourly earning paid as 79.99 hours is a result of a rounding issue, or if those hours actually represent a correctly-entered timecard. You will need to review the Wages and Overtime Detail report for these listed employees in: Payroll > Reports & Statements > Wages Reports.
 - If no earnings fall into this category, the report will inform you that none were affected. Of the approximately 800 payroll users who have filed their AFR by the date of this email, only about 6% **MAY** have been affected by the rounding issue for non-salary earnings.

2014.1 Patch

A downloadable **2014.1 Patch** required for ALL UAN users is available on the UANLink. **This required patch is *not* available by mail.** You must download the patch regardless of whether or not your application is in temporary mode, regardless of whether or not you have already closed 2013, and regardless of whether you use the Payroll application.

If your UAN computer does not have internet access, follow the steps below using any computer with internet access, but in step **5** choose to [Save] the file to a flash drive or CD. Transfer the file to your UAN computer, open the file there, and resume from step **7**.

Instructions

- 1) Perform a UAN Backup in: General > Maintenance > Backups > UAN Backup. Label the disc and/or name the backup file: '**Before 2014.1 Patch**'.
Note: In multi-user environments, only one computer must perform the UAN Backup.
- 2) Using **Internet Explorer**, click *Profile Login* on the top right of the UANLink website (<http://uanlink.auditor.state.oh.us>). Your username is your 4-digit **UAN Entity ID**, and your password is your 5-character Auditor of State invoice **customer number**.
- 3) Click *Software Patches*.
- 4) Click *2014.1 Patch*.
- 5) On the *File Download – Security Warning* window, click **[Run]**.
- 6) On the *Internet Explorer – Security Warning* window, click **[Run]**.
- 7) If you see a *Symantec* window, choose to **[Allow this file]**, and then click **[OK]** to allow the file.
- 8) '*Install the 2014.1 Patch?*' will be displayed. Click **[Yes]**. The installation process should take less than 1 minute.
- 9) When the installation is complete, a '*2014.1 Patch Results*' report will be displayed for you to print. In the top menu bar of the Notepad window, select **[File]**, and then select the option to **[Print]**. On the Print window that is displayed, click **[Print]**. Once the report has been printed, close it by clicking on the **[x]** in the top right corner of the Notepad window. **Please note:** If you were unable to print the report, the report file (2014.1 Patch Results.txt) has been saved to your computer and can be accessed under C:_UAN_EFiles.
- 10) '*The 2014.1 Patch has been completed successfully.*' will be displayed. Click **[OK]**.

Important: Only wages created *after* loading the patch will reflect the processing corrections. If wages are already in batch (saved but not posted) during the patch install, those wages will **not** be changed. Any existing batch wages should be deleted and then added again after the patch.

Please note: This patch **does not change the UAN software version number**. If you wish to double-check that the patch is installed, view the Transaction Log Report in the software in General > Reports & Statements. This report is ordered from oldest transaction (*at the top*) to newest (*at the bottom*). You will find a transaction labeled **Software Update Complete – Name: 2014.1 Patch** near the bottom of the report.

Respectfully,
UAN Support