CTAS 2025 Enhancements

Minnesota Office of the State Auditor

Government Information Division (GID)

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OVERVIEW

- List the enhancements to CTAS

- Overview details of the enhancements

- Written instructions for the enhancements, where applicable

CTAS 2025 ENHANCEMENTS

- Encryption of sensitive data

- Toaster notifications to inform users of activation/inactivation of codes in the Chart of Accounts

- Program code option added to payroll module and related reports (claims and payroll)

- Check number added to paystub

- Update to the W3 report

- Clarified column headings in the Proposed Budget Report

ENCRYPTION OF SENSITIVE DATA

- Upon update/installation of CTAS 2025, user will be required to initiate encryption

  - Data to be encrypted: employee social security number, date of birth, and address

  - User will be instructed to create a Restore Key. This key must be stored in a secure location (**not on the computer**), as it will be needed to restore encrypted data.

TOASTER NOTIFICATIONS OF ACTIVATED/INACTIVATED ACCOUNT CODES

- Currently, codes in the chart of the accounts (fund, account, object, and program codes) can be activated/inactivated by checking or unchecking the box in the Active column

  - User will now receive a toaster pop up notification to confirm that the code is activated or inactivated

PROGRAM CODE OPTION ADDED TO PAYROLL MODULE

- Program code option added to the account distribution in the Employee and Payroll sections

  - Allow users to track wages related to grants/aids/projects, for those who use program codes

  - Program codes added to claims and payroll reports

  - Program codes are still optional

CHECK NUMBER ADDED TO PAYSTUB

- By law, the addition of leave time to the paystub created limited space on paychecks, eliminating the ability to detach the bottom two sections (paystubs). Users now print paystubs after the check is issued. Per user request, the check number has been added to the paystub.

UPDATED REPORTS

- W3 – Added federal and state ID's, State abbreviation, and total number of W2's being reported

OTHER FIXES

- 1099s no longer include voided disbursements

- No longer allows activation of restricted account codes

- Ability to delete multiple claims

For more information on these items and other fixes go to the CTAS webpage on the OSA website www.osa.state.mn.us and look for the CTAS 2025 Enhancements or use the following link: CTAS 2025 Enhancements update.

Additional Resources

CTAS Main Webpage

https://www.osa.state.mn.us/training-guidance/guidance/ctas/

www.osa.state.mn.us

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