



CTAS 2026 Update 2

CTAS 2026 Update 2 enhancements include a new Paid Family Medical Leave (PFML) quarterly report, updates to several existing reports, and corrections of known issues.

Post any unposted payroll prior to updating CTAS.

Table of Contents

Section 1: New Paid Family Medical Leave Premium Contributions Report (Quarterly Report)	2
Section 2: Updated Reports	3-5
MW-1 Report	3
Payroll Register (Portrait) Report	4
Employee's Earnings Record Report.....	5
Section 3: Other Known Issues Corrected	6
Leave Balance Adjustments Not Flowing to Reports.....	6
PFML Adjustment Boxes Displaying for Employees Not Enabled for PFML	6
Payroll Register Not Displaying Gross Pay (Prior to 2023).....	6
Error When Adding Multiple Employees to Payroll Roster	6

Section 1: New Paid Family Medical Leave Premium Contributions Report (Quarterly Report)

A new Paid Family Medical Leave report, the PFML Premium Contribution Report, has been added to the CTAS program. This quarterly report can be accessed from the Reports tab, Payroll (Year to Date) icon. It will create a report of the gross wages and the PFML contributions for the quarter selected. Example below:

The screenshot shows the CTAS program interface. The 'Reports' tab is selected, and the 'Payroll (Year to Date)' icon is highlighted. A dialog box titled 'PFML Premium Contribution' is open, showing the selection of Quarter 3 (07/01 to 09/30). The 'PFML Premium Contribution' option is highlighted in the list of report names.

PFML Quarterly Premiums

New Township

7/9/2026

For the quarter ending 9/30/2026

Gross wages	\$18,990.00
Employee Premiums Withheld	\$48.99
Employer Required Premiums	\$41.79
Employer Additional Premiums	\$34.58
Total Employer Premiums	\$76.37
Total Premiums	\$125.36

Section 2: Updated Reports

MW-1 Report

The MW-1 Report now includes the additional employer contributions for PFML in the taxable wage calculations.

Accounting Payroll Investments Indebtedness **Reports** Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors Financial Reports Tax Filing Payroll (Year to Date) Investments Indebtedness

Accounting Investments Indebtedness

Tax Filing MN Withholding Return (MW-1) 7:38 AM

Report Name

Information for Form 941/941E
Information for Form 944
MN Annual Tax Information (MW-3)
MN Unemployment Insurance
MN Withholding Return (MW-1)
W-2 Wage and Tax Statements
W-3 Transmittal of Wage and Tax Statements

Quarter

☐ Quarter 1 01/01 to 03/31
☐ Quarter 2 04/01 to 06/30
☒ Quarter 3 07/01 to 09/30
☐ Quarter 4 10/01 to 12/31

Preview Close

Run

State Quarterly Income Tax Withholding Information

New Township 7/9/2026

For the quarter ending 9/30/2026

State: MN

<u>Employee #</u>	<u>Employee Name</u>	<u>Taxable Wages</u>	<u>Income Tax</u>
5	Do e 5, Jane	\$6,088.50	\$321.97
6	Do e 6, John	\$5,412.54	\$133.39
Total For Quarter		\$11,501.04	\$455.36

Return Summary

Wages: 11,501.04

Number of Employees: 2

Minnesota Tax Withheld: 455.36

Quarterly Payroll Schedule

<u>Payroll Date</u>	<u>Check Date</u>	<u>Tax Withheld</u>
07/01/2026	07/01/2026	110.95
07/07/2026	07/07/2026	114.39
07/09/2026	07/09/2026	230.02
Total:		455.36

Payroll Register (Portrait) Report

The Payroll Register (Portrait) Report has been updated to display the same information as the landscape version.

Portrait Report:

Payroll Register		7/9/2026
Payroll Period Ending: 07/01/2026		
5	Doe 5, Jane	
	Extra Meeting	0.00
	Hourly	80.00
	Meeting	0.00
		0.00
	Holiday Hours	0.00
	Sick Hours	0.00
	Vacation Hours	0.00
	Comp Hours	0.00
	ESST Hours	0.00
	Employer Contributions - Taxable non-wages	\$3.52
	Tips - Taxable non-wages	\$0.00
	Regular Earnings	\$1,600.00
	Overtime Earnings	\$0.00
	Holiday Earnings	\$0.00
	Sick Earnings	\$0.00
	Vacation Earnings	\$0.00
	Comp Earnings	\$0.00
	ESST Earnings	\$0.00
	Total Gross Earnings	\$1,600.00
	PERA	\$160.00
	Deferred Income	\$20.00
	Cafeteria Plan	\$0.00
	Pretax Other	\$0.00
	Taxable Wages	\$1,420.00
	Federal Withholding	\$126.67
	FICA	\$99.42
	Medicare	\$23.25
	State Withholding	\$66.49
	PFML	\$3.52
	Health Insurance	\$0.00
	Dental Insurance	\$0.00
	Life Insurance	\$0.00
	Union Dues	\$0.00
	Others1.	\$0.00
	Others2.	\$0.00
	Others3.	\$0.00
	Net Pay	\$1,100.65
	Earned Income Credit	\$0.00
	Reimbursements	\$0.00
	Total	\$1,100.65
	Check Number	

Report Totals can be found on the final page of the Portrait Report.

The Employee's Earnings Record has been updated to include the same data and align with the format of the landscape Payroll Register. Newly added columns include: Holiday, Sick, Vacation, Comp, ESST, Reimbursements, and PFML columns.

New Township			Employee's Earnings Record										7/9/2026																
For the Period 7/10/2026 to 7/10/2026																													
Name: John Doe 8			Employee Number: 8			Effective Date:			Retirement Plan: Defined Contribution Plan (DCP)																				
			Social Security #:			Employment Date: 01/01/2017			PERA Number:																				
			Tax Status: Single			Separation Date:																							
Heretere, MN 00000																													
Number of Exemptions	Federal State	1	Additional Withholdings	Federal State		\$0.00	Type :	Monthly																					
		1				\$0.00																							
Salary Rate Name			Rate																										
Hourly			20.00																										
Hourly OT			30.00																										
Hours								Taxable non-wages				Earnings																	
Pay Period	Check Date	Regular	Overtime	Hol	Sick	Vac	Comp	ESST	Employer Cont. PFML	Tips	Regular	Overtime	Hol	Sick	Vac	Comp	ESST	Gross											
07/10/2026	07/10/2026	72.00	1.00	8.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$1,440.00	\$30.00	\$160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,630.00											
Total		72.00	1.00	8.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$1,600.00	\$30.00	\$160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,630.00											
Pretax Deductions																													
Pay Period	Check Date	PERA	Def. Income	Cafeteria	Pretax Other	Taxable Wages	Federal WH Tax	FICA	Medicare	State WH Tax	PFML																		
07/10/2026	07/10/2026	\$81.50	\$0.00	\$0.00	\$0.00	\$1,548.50	\$56.52	\$101.06	\$23.64	\$38.26	\$7.17																		
Total		\$81.50	\$0.00	\$0.00	\$0.00	\$1,548.50	\$56.52	\$101.06	\$23.64	\$38.26	\$7.17																		
Insurance																													
Pay Period	Check Date	Health	Dental	Life	Union Dues	Other 1	Other 2	Other 3	Net Pay	EIC	Reimbursement	Total Pay	Check Number																

Section 3: Other Known Issues Corrected

Leave Balance Adjustments Not Flowing to Reports

Adjustments for sick, vacation, comp, and ESST were not flowing properly to the Paycheck/Stub and Leave Reports. This issue has been corrected.

PFML Adjustment Boxes Displaying for Employees Not Enabled for PFML

PFML adjustment boxes were incorrectly enabled for employees without PFML enabled in their employee record. These boxes have now been disabled for those employees.

Payroll Register Not Displaying Gross Pay (Prior to 2023)

Gross pay was displaying as \$0.00 on the Payroll Register reports for years prior to 2023. This issue has been corrected.

Error When Adding Multiple Employees to Payroll Roster

Users were receiving the general error message when adding multiple employees to the Payroll Roster. This issue has been corrected.