



CTAS 2024 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
- Provide instruction links for the enhancements where necessary



CTAS 2024 ENHANCEMENTS

- Update leave functionality, add Earned Sick and Safe Time
- Improve PERA Annual Exclusion Report
- Addition of 1096 NEC and MISC Reports
- Upgraded activate/inactivate Chart of Account codes
- Addition of New Enterprise Fund Types



LEAVE FUNCTIONALITY/EARNED SICK AND SAFE TIME (ESST)

- Addition of Comp and ESST
 - ESST time can be tracked by accrual or annual leave
- Leave time displayed on paycheck/stub per law
- Link to instructions for implementing ESST: [ESST Setup Instructions](#)



IMPROVE ANNUAL PERA EXCLUSION REPORT

- Addition of the following fields:
 - Employer PERA#
 - Exclusion Code
- Per Users this will aid in reporting to PERA
- Users will need to update all employees after updating to CTAS 2024.
- Link to Implementing PERA Updates: [PERA Update Instructions](#)



ADDITION OF 1096 NEC AND MISC. REPORTS

- Per User request: 1096 NEC and MISC. Reports added
- Ability to print 1096 NEC and MISC. Reports to preprinted forms



UPGRADED ACTIVATE/INACTIVATE CHART OF ACCOUNT CODES

- Easier activation/inactivation of Fund, Account, Object, and Program Account Codes
- Account coding can now be activated/inactivated by simply checking or unchecking the box in the Active column



ADDITION OF NEW ENTERPRISE FUND TYPES

- Addition of the following enterprise fund types:
 - Fund 610 – Transit System Fund 612 - Airport
 - Fund 613 – Golf Course Fund 617 – Broadband
 - Fund 618 – Ambulance Fund 619 – Deputy Registrar
- *** Enterprise Types are only required for funds in the 600 to 799 range ***





Additional Resources

[CTAS Main Webpage](#)

www.osa.state.mn.us

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