



CTAS 2024 Update 1 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 instruction for the enhancements, where applicable



CTAS 2024 UPDATE 1 ENHANCEMENTS

- Employee reimbursements can be added to payroll
- Earned sick and safe time maximums
- Voiding a check in a prior fiscal year
- Employee's Sick/Vacation Report updated
- Holiday Pay Column & Paycheck/Paystub Additions



EMPLOYEE REIMBURSEMENTS ADDED TO PAYROLL

- Claim for employee reimbursements processed in payroll
 - Employee reimbursement amount displayed on paycheck/stub
 - Eliminates the printing of a separate check for an employee reimbursement
- Employee reimbursement claims still can be processed through disbursements, if desired



EARNED SICK AND SAFE TIME (ESST) MAXIMUMS

- CTAS limits:
 - Maximum hours earned per year
 - Maximum hours carried over



VOIDING A DISBURSEMENT IN A PRIOR FISCAL YEAR

- In previous versions of CTAS, when a disbursement was voided in a prior fiscal year, the beginning fund balance of the current fiscal year was not updated. Additional approvals/edits were needed to update the current fiscal years fund balance.
- Now when voiding a disbursement from a prior fiscal year, user will receive a message that the current fiscal year's fund balances will be updated. Eliminating the need for additional steps after the voiding process.



VOIDING A DISBURSEMENT IN A PRIOR FISCAL YEAR

- Being that CTAS now updates the current year's beginning balances when a check is voided in a previously closed fiscal year, *it is recommended that this information be included in the meeting minutes (as now the previous year's ending balances will not match the current year's beginning balances).* A simple statement should be read into the meeting minutes.
- Example of this Statement will be included in this video and in the written instructions.



VOIDING A DISBURSEMENT IN A PRIOR FISCAL YEAR

Disbursement #180 issued in 2023 was lost and voided. CTAS updates the current fiscal year's beginning balance to reflect the change in the fund balance due to the voided disbursement. Disbursement #180 was issued from the Road and Bridge Fund for \$25,000.00; the Road and Bridge Fund's beginning balance has increased by \$25,000.00 due to a voided disbursement issued in a previously closed fiscal year.



EMPLOYEE'S SICK/VACATION REPORT UPDATED

- Report name updated
- Addition of comp. and earned sick and safe time



HOLIDAY PAY COLUMN & PAYCHECK/PAYSTUB ADDITION

- Holiday Pay Column Added in a Created Payroll
- Payroll End Date and Employee Name Added to Bottom Section of Paycheck/Paystub



OTHER FIXES

- PERA Number Not Saving in Demographic and Job (F3) tab of Employee Record (corrected)
- Last Hire Date for New Employees, Inserting Date for Next Employee (corrected)
- PERA Plan Type (now required)

For more information on these items go to the CTAS webpage on the OSA website www.osa.state.mn.us and look for the CTAS 2024 Update 1 Enhancements or use the following link: [CTAS 2024 Update 1 Enhancements](#)





Additional Resources

[CTAS Main Webpage](https://www.osa.state.mn.us/training-guidance/guidance/ctas/)

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

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