



CTAS 2026 Update 1

The CTAS 2026 Update 1 enhancements include CTAS 2026 Paid Leave bug fix, Minnesota Paid Leave additions, and the corrections of three known issues.

Post any unposted payroll prior to updating CTAS

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Section 1: CTAS 2026 Paid Leave Bug Fix

A bug was introduced in CTAS 2026 that may have affected posted payrolls that have PFML calculations. Data in posted payrolls may have changed after posting. CTAS was only saving the employee premium amounts and not the employer premium amounts. This means CTAS needed to recalculate the employer amounts based on the current data in the Admin/Employee sections. If a change was made to the employer size in the Admin tab or a change to the employee data (enable/disable PFML or employee/employer percentage split), the employer amounts would be recalculated based on the new variables and therefore, could change, even though the payroll had been posted. **This could affect PFML premiums, net pay, and tax information for every person on every payroll until you update to CTAS 2026 Update 1.** A Corrections (F9) tab was created to correct this issue. In posted payrolls with a check date of 2026, the Corrections (F9) tab will appear. (It will not appear on unposted payrolls or payrolls that get posted in CTAS 2026 Update 1).

*****Please post any unposted payrolls prior to updating to CTAS 2026 Update 1. *****

A Corrections (F9) tab has been created in payroll, below is a screenshot of the new Corrections (F9) tab.

Payroll Check Information

Employee #: [REDACTED] This payroll has been posted.
Only changes to the Account Distribution can be made.

Gross Pay (F3) Taxes (F4) Employee Deduction (F5) Employer's Share (F6) Acct. Dist (F7) Sick,Vacation,Comp,ESST (F8) **Corrections (F9)**

A bug was introduced in CTAS 2026 that may have caused posted payrolls to change after posting. The bug could affect PFML premiums, net pay, and tax information. This Corrections (F9) tab was created to correct the issue. See the instructions below to verify the payroll data as it currently shows in CTAS is correct or if edits need to be made to correct the data. You will need **original printed out paystubs** from when the payroll was run to verify the current CTAS data.

There are three PFML variables that affect the calculation of the PFML premiums, net pay and tax information. Those

Paid Family Medical Leave

Employee Amount	\$0.00	Employer-Required Amount	\$4.28
		Employer-Additional Amount	\$8.56
Net Pay	\$1,384.05		

Step 1: Compare the net pay amount listed here to the original paystub. If they match,
• Check the Employer-Required amount. If the amount listed here doesn't match the paystub, change the employer size in the next section until the Employer-Required amount matches the paystub.
• Finally, double-check the Employee amount and the Employer-Required amount listed here match the paystub.

Step 2: If the net pay amount listed here doesn't match the original paystub,
• Check the Employee and the Employer-Additional amounts listed here compared to the paystub.

PFML Qualified Entity Employer Size: Small

Paid Family Medical Leave

Enable Paid Family Medical Leave

Employee Percentage 0.00 Employer Percentage 100.00

Save Close

The Corrections tab has two sections. The first section lists the PFML premium amounts (employee, employer – required, and employer – additional amounts) and the net pay. These values are listed based on the data (employer size, PFML enabled/disabled, and employee/employer percentage split) as it appears in the bottom section. If you make changes to the bottom section, the amounts on the top section will change. The goal of this tab is to change the variables on the bottom of the tab back to the original values at the time the payroll was posted (if they have changed since then). The data will then be permanently saved to the database correcting the bug for past payrolls. (This bug has also been corrected so this will not continue to be an issue on any payrolls posted in CTAS 2026 Update 1).

To aid in the process, we have attempted to pre-fill the Corrections tab, the best we could, with what the data may have been when the payroll was run. The pre-filled data should be correct in most situations but there are some situations that we were unable to account for.

Situations the Corrections tab will be pre-filled in with correct data:

- 1) You did not make any changes to the variables (Employer size in the Admin tab, PFML enabled/disabled in the Employee record, employee/employer percentage split in the Employee record).

Situations the Corrections tab will **NOT** pre-filled in with correct data:

- 1) If you made changes, the employee doesn't have Medicare withheld, and the employee premium contribution was 0, CTAS will not be able to correctly fill in the Corrections tab information. It will assume that there was 100% employer contribution and that may be incorrect – PFML could have been disabled. It may get the information correct by coincidence but it **MUST BE** checked.

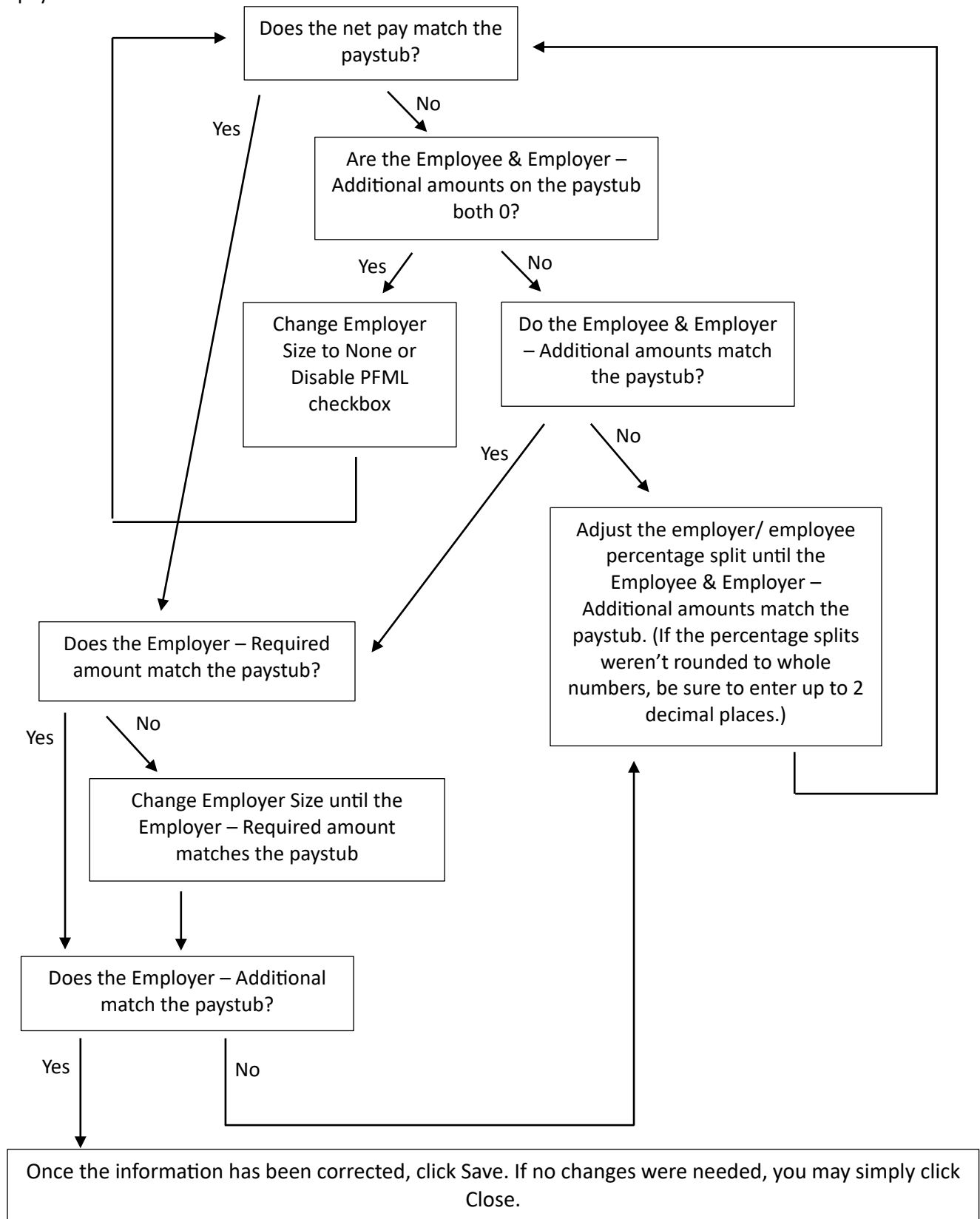
In most other situations, the pre-filled information should be correct but there are a few other scenarios that should be double-checked.

- 1) If you did not use whole numbers for the employee/employer percentage split in the Employee record. The pre-filled information is rounding the percentages to whole numbers (i.e. 62/38). If you used decimals in your percentage split (i.e. 62.75/37.25), then the information could be slightly off.
- 2) If there was an employee adjustment to the premium on a payroll, then the information should be correct but it should be double-checked.
- 3) CTAS can't tell the difference between if the employer size was set as None or PFML was disabled for an employee. It may have inconsistent pre-filled in data for these two cases BUT both cases result in the same PFML premiums, net pay, and taxable wages so it does not matter which option is picked. You can adjust the pre-filled information if you know which case was accurate at the time the payroll was run but it is not necessary. CTAS will pick one of these two options (depending on a number of factors) and either is ok. It does not need to be adjusted if one of these two cases was accurate at the time.

View the [CTAS 2026 Update 1 Enhancements Video](#) for examples of how to make edits in the Corrections (F9) tab.

We have created a flow chart, below, (and steps are listed in the Corrections tab (F9) itself) to walk through the process of checking the data on the Corrections tab (F9). **You will need original paystubs from when the payroll was run to verify the data.**

Using the original paystub from when the payroll was run, compare the Corrections (F9) tab to the paystub:



Section 2: Minnesota Paid Leave Additions

Employer Adjustment Boxes

Employer adjustment boxes (fields) have been added to the CTAS payroll module to accommodate adjustments that may need to be made in association with Minnesota Paid Leave.

If you need to make an employer adjustment, the new fields can be found in an individual payroll (In CTAS, Payroll tab, Payroll icon, create an individual payroll and select the Employer's Share (F6) tab (Boxed).)

Payroll Check Information

Employee #: _____ Name: John Doe

Gross Pay (F3)
Taxes (F4)
Employee Deduction (F5)
Employer's Share (F6)
Acct. Dist (F7)
Sick, Vacation, Comp, ESST (F8)

Select an Employee (Payroll Period Ending 4/7/2026) Check Number: _____

Last Name	First & Middle Name	Employee #	Pay Frequency
Doe	John		Bi-Weekly
Doe	Jane		Bi-Weekly

Gross Pay										Summary	
Name	Reg Hrs	Sick Hrs	Vac Hrs	Comp Hrs	ESST Hrs	Holiday Hr	Amount	Overtime	Gross Pay		
▶ Wage	80.00	0.00	0.00	0.00	0.00		\$83,340	<input type="checkbox"/>	\$6,667.20	Employer Contribution	\$29.34
* _____								<input type="checkbox"/>		Tips	\$0.00
										Regular Pay	\$6,667.20
										Overtime Pay	\$0.00
										Gross Earnings	\$6,667.20
										Total Deductions	\$1,933.41
										Net Pay	\$4,733.79
										EIC Amount	\$0.00
										Reimbursements	\$0.00
										Total	\$4,733.79

Reimbursements

Claim Date	Process	Description	Amount
No Outstanding Claims found for this Employee			

Adjustment boxes have been added to the right of the Employer – Required and Employer – Additional fields (Boxed). Adjustments for both the Employer Required and Additional fields can be either a positive or negative adjustment (as displayed in the example below). CTAS users can now make any necessary adjustments to the employer portion of MN Paid Leave, if needed.

Payroll Check Information

Employee #: _____ Name: John Doe

Gross Pay (F3) Taxes (F4) Employee Deduction (F5) **Employer's Share (F6)** Acct. Dist (F7) Sick, Vacation, Comp, ESST (F8)

Employer's Share

Health Insurance Amount

Dental Insurance Amount

Life Insurance Amount

PFML Premiums

Employer - Required	<input type="text" value="\$29.34"/>	Adjustment <input type="text" value="\$ -2.00"/>
Employer - Additional	<input type="text" value="\$29.34"/>	<input type="text" value="\$ 3.00"/>

Deduction Name	Employer Share
▶ Deferred Income	\$0.00
Cafeteria	\$0.00
* _____	

Retirement Rate

Regular Percentage

Additional Percentage

TOTAL

When an adjustment is made it will flow into reports. The example below is for the Payroll Register. In the above scenario, John Doe had \$29.34 calculated for Employer – Additional and needed a \$3.00 adjustment. The total for Employer Contribution PFML Taxable non-wages should now be \$32.34 (\$29.34 + \$3.00), as shown below. (Boxed).

Employee		Hours						Taxable non-wages				Earnings						
ID	Name	Regular	OT	Hol	Sick	Vac	Comp	ESST	Cont. PFML	Tips	Regular	OT	Hol	Sick	Vac	Comp	ESST	Gross
	Doe, Jane	80.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2.05	\$0.00	\$1,840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,840.00
	Doe, John	80.00	0.00	0.00	0.00	0.00	0.00	0.00	\$32.34	\$0.00	\$6,667.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,667.20
TOTALS		160.00	0.00	0.00	0.00	0.00	0.00	0.00	\$34.39	\$0.00	\$8,507.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,507.20

Employee		Pretax Deductions				Earnings					
ID	Name	PERA	Def. Income	Cafeteria	Other	Taxable Wages	Federal WH Tax	FICA	Medicare	State WH Tax	PFML
	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$1,840.00	\$176.89	\$114.21	\$26.71	\$94.39	\$4.05
	Doe, John	\$333.36	\$0.00	\$0.00	\$0.00	\$6,333.84	\$721.33	\$415.37	\$97.14	\$367.29	\$0.00
TOTALS		\$333.36	\$0.00	\$0.00	\$0.00	\$8,173.84	\$898.22	\$529.58	\$123.85	\$461.68	\$4.05

Employee		Insurance							Earnings			Check#	
ID	Name	Health	Dental	Life	Union	Others 1	Others 2	Others 3	Net Pay	EIC	Reimbursements	Total	Check#
	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,423.75	\$0.00	\$0.00	\$1,423.75	
	Doe, John	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,732.71	\$0.00	\$0.00	\$4,732.71	
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,156.46	\$0.00	\$0.00	\$6,156.46	

Below is an example of how adjustments flow to the Paycheck/stub in CTAS. In this example, the Employer – Required was calculated at \$29.34 with an adjustment of \$2.00, for a new total of \$31.34 and the Employer – Additional was calculated at \$29.34 with an adjustment of \$-3.00, for a new total of \$26.34. The new totals for these fields will flow to the Employer Contributions section found in the paycheck or paystub. Below is an example of that section from the paycheck/stub.

John Doe		Payroll End Date: 04/07/2026			Check Date: 04/07/2026		PayType: Hourly		
	Gross Pay	Social Security	Medicare	Federal Tax	State Tax	Total Deductions	Reimbursements	Net Pay	
Current	\$6,667.20	\$415.00	\$97.06	\$720.01	\$366.89	\$1,932.32	\$0.00	\$4,734.88	
Year To Date	\$7,935.20	\$415.00	\$115.45	\$1,311.17	\$958.05	\$3,200.32	\$0.00	\$4,734.88	

Description	PayRate	Regular Hrs	Sick Hrs	Vacation Hrs	Comp Hrs	ESST Hrs	Holiday Hrs	OT	Amount
Wage	\$83.34	80.00	0.00	0.00	0.00	0.00	0.00		\$6,667.20

Employee Before-Tax Deductions		Employee After-Tax Deductions		Employer Contributions	
Deferred Income	\$0.00	Health Insurance	\$0.00	Health Insurance	\$0.00
Cafeteria Plan	\$0.00	Dental Insurance	\$0.00	Dental Insurance	\$0.00
PERA	\$333.36	Life Insurance	\$0.00	Life Insurance	\$0.00
Other Pretax	\$0.00	Union Dues	\$0.00	PERA	\$333.36
* Taxable Employer Contributions		Other After Tax	\$0.00	PFML - Required	\$31.34
		PFML	\$0.00	PFML - Additional	\$26.34 *

Employer	Test Township	00 Town Hall Here, MN 00000-0000	(000) 000-0000
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PFML Account Distribution Report

A new report was created to aid in coding the disbursements that are made to the State of Minnesota to pay the employee/employer premiums. This report will work similar to the other account distribution reports in the Payroll (Year to Date) Report section. The report allocates the PFML premiums based on the account distribution that has been entered for each employee in the payroll or the employee record. Below is an example with the calculations and how the report will display.

The employer is a normal employer with 2 employees.

John Doe's gross pay is \$6,667.20 and his premium is \$58.67 ($\$6,667.20 \times .088$) – split 0% employee and 100% employer.

Employee (0%) = \$0.00 ($\$58.67 \times .0$)

Employer – Required (50%) = \$29.34 ($\$58.67 \times .5$)

Employer – Additional (remaining 50%) = \$29.34 ($\$58.67 \times .5$)

His account distribution is as follows: 100-41110-101 23% and 201-41115-101 77%.

Employee = \$0.00 ($\$0.00 \times .23$) to 100-41110-XXX (the object code will not be 101 as this is not a wage but rather the user will need to choose something in the 170 range)

Employee = \$0.00 ($\$0.00 \times .77$) to 201-41115-XXX (the object code will not be 101 as this is not a wage but rather the user will need to choose something in the 170 range)

Employer – Required = \$6.75 ($\$29.34 \times .23$) to 100-41110-XXX (the object code will not be 101 as this is not a wage but rather the user will need to choose something in the 130 range)

Employer – Required = \$22.59 ($\$29.34 \times .77$) to 201-41115-XXX (the object code will not be 101 as this is not a wage but rather the user will need to choose something in the 130 range)

Employer – Additional = \$6.75 ($\$29.34 \times .23$) to 100-41110-XXX (the object code will not be 101 as this is not a wage but rather the user will need to choose something in the 130 range)

Employer – Additional = \$22.59 ($\$29.34 \times .77$) to 201-41115-XXX (the object code will not be 101 as this is not a wage but rather the user will need to choose something in the 130 range)

Jane Doe's gross pay is \$1,840 and her premium is \$16.19 ($\$1,840 \times .088$) – split 50% employee and 50% employer.

Employee (50%) = \$8.10 ($\$16.19 \times .5$)

Employer – Required (50%) = \$8.10 ($\$16.19 \times .5$)

Employer – Additional (remaining 0%) = \$0.00 ($\$16.19 \times .0$)

Her account distribution is as follows: 201-41110-101 100%.

Employee = \$8.10 (\$8.10*1) to 201-41110-XXX (the object code will not be 101 as this is not a wage but rather the user will need to choose something in the 170 range)

Employer – Required = \$8.10 (\$8.10*1) to 201-41110-XXX (the object code will not be 101 as this is not a wage but rather the user will need to choose something in the 130 range)

Employer – Additional = \$0.00 (\$0.00*1) to 201-41110-XXX (the object code will not be 101 as this is not a wage but rather the user will need to choose something in the 130 range)

Below is an example of the PFML Account Distribution Report. This report can be found under the Reports tab, Payroll (Year to Date) icon, and is called PFML Account Distribution Report. Notice that fund/account numbers are displayed, along with Employee and Employer portions of the premium.

Test Township		PFML Account Distribution - By Account Number					4/8/2026	
4/3/2026 To 4/8/2026								
<u>Fund #Acct #Object-Program Code</u>	<u>Employee Number</u>	<u>Employee Name</u>	<u>Employee Share</u>	<u>Required Employer Share</u>	<u>Additional Employer Share</u>	<u>Total Employer Share</u>	<u>Total</u>	
100-41110-XXX		Do e, John	\$0.00	\$6.75	6.75	\$13.50	\$13.50	
		Account Total	\$0.00	\$6.75	\$6.75	\$13.50	\$13.50	
201-41115-XXX		Do e, John	\$0.00	\$22.59	22.59	\$45.18	\$45.18	
		Account Total	\$0.00	\$22.59	\$22.59	\$45.18	\$45.18	
201-43125-XXX		Do e, Jane	\$8.10	\$8.10	0.00	\$8.10	\$16.20	
		Account Total	\$8.10	\$8.10	\$0.00	\$8.10	\$16.20	
201-41110-XXX		Un allocated (Due to Rounding)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Total For Period	\$8.10	\$37.44	\$29.34	\$66.78	\$74.88	

As with the other account distribution reports, there may be slight rounding differences.

Section 3: Other Known Issues Corrected

941/944 Reports

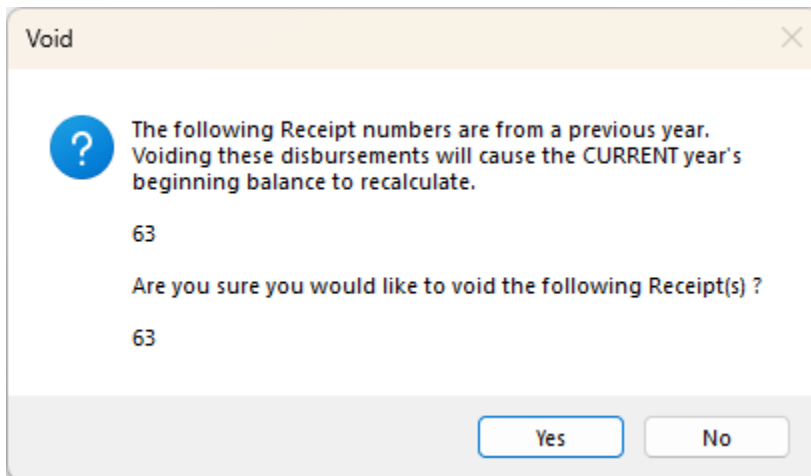
The 941/944 reports did not include the taxable PFML Employer – Additional contributions in the wage amounts subject to withholding, Social Security, and Medicare. Due to this issue, the Social Security and Medicare taxes were calculating lower than they should have. This issue has been corrected in this update.

Federal Taxes Account Distribution Report

In this report, the Social Security and Medicare taxes related to the PFML Employer – Additional contributions were falling into the Unallocated Due to Rounding line. This issue has been corrected in this update.

Incorrect Message When Voiding a Receipt

When voiding a receipt that is in the current fiscal year, users were receiving an incorrect validation message. Example of message:



The message has been corrected, see example below:

