



New ASCENDER Products

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The TCC is excited to announce the launch of the new ASCENDER CareerPortal and EmployeePortal applications! Check out the ASCENDER Resources page for training guides and marketing materials.

CareerPortal

The CareerPortal application uses the new ASCENDER user interface (UI) and it is now included.

❑ **New URL:** <https://yourdomain.com/CareerPortal/home?distid=CCCDDD>

Example: <https://ascendertx.com/CareerPortal/home?distid=009010>

Default login information:

- Username: madmin
- Password: D3faultPassword

EmployeePortal

The EmployeePortal application uses the new ASCENDER user interface (UI), offers a Spanish language translation, and has a new calendar view for Leave Requests.

❑ **New URL:** <https://yourdomain.com/EmployeePortal/login?distid=CCCDDD>

Example: <https://ascendertx.com/EmployeePortal/login?distid=009010>

District Administration

District Administration > Tables > Electronic Signatures

❑ Corrected the issue that caused an error to occur when trying to upload a signature on a new database.

Bank Reconciliation

Bank Reconciliation > Maintenance > Bank Transactions > Create Transactions

☐ Corrected the program to extract the original and voided check transactions even if the original and voided check transactions have the same date.

☐ Corrected the program to extract JV entries for credit card transactions.

Finance

Finance > Maintenance > Pending Payables

☐ Renamed the **Submit** button to **Submit/Return**. The functionality is the same as the original **Submit** button. After completing the required fields and then clicking **Submit/Return**, the check transaction is created, the pending payable transaction is deleted and you are returned to the main page.

☐ Added the **Submit/Stay** button. This functionality does not delete the pending payable transaction but instead adds a submit date to the record and you remain on the same page (PO details page). The Document Attachment functionality becomes available and the **Inv Documents** button is displayed allowing you to upload documents. The Document Attachments functionality is not available for bundled requisitions.

Maintenance > Pending Payables SessionTimer: 239 min and 19 sec

Buttons: **Submit/Return**, **Submit/Stay**, Cancel, Delete

Type & Number: PURCHASE ORDER 181979 Whse Cd: 0 Purchasing Received Date: 11-20-2019 Original Amount: 300.50
 Vendor: 95000 123 EZ TEES INC Received Amount: 49.75 Balance Amount: 0.00
 Received By:

Maintenance > Pending Payables SessionTimer: 239 min and 58 sec

Buttons: Submit/Return, Submit/Stay, Cancel, Delete, **Inv Documents**

Transaction Successful

Type & Number: PURCHASE ORDER 181993 Whse Cd: 0 Purchasing Received Date: 09-13-2019 Original Amount: 375.00
 Vendor: 95000 123 EZ TEES INC Received Amount: 50.00 Balance Amount: 375.00
 Received By:
 Originator:

☐ Added the read-only Document Attachments functionality for requisition documents if a purchase order has documents attached. The read-only Document Attachments functionality is not available for bundled requisitions.

Maintenance > Pending Payables SessionTimer: 239 min and 27 sec

Buttons: Submit/Return, Submit/Stay, Cancel, Delete, Req Documents

Type & Number: PURCHASE ORDER 181963 Whse Cd: 0 Purchasing Received Date: 12-03-2019 Original Amount: 435.00

Vendor: 39461 AMERICAN BOTTLING COMPANY Received Amount: 155.00 Balance Amount: 435.00

46 BRAUNER PKWY, Alamo City, TX 54887

Received By: Originator:

- ☐ Modified the program to allow this page to handle bundled requisitions/purchase orders.
- ☐ Corrected the issue that prevented posting in the Next accounting period.

Finance > Maintenance > Check Processing > Print Checks

- ☐ Changed the Vendor Check Transaction Detail Report to sort by the invoice number and then account code when the invoice number is the same.

Finance > Utilities > Move Current to New File ID

- ☐ Modified the program to prevent a fund from being moved or copied if a pending payable record is tied to it.

Finance > Utilities > Mass Change Account Codes > Mask Crosswalk

- ☐ Modified the program to include the pending payable distribution table when crosswalking from one account code to another.

Finance > Utilities > Fiscal Year Processing > Fund Close 5XXX-8XXX and Fund Close 1XXX-4XXX

- ☐ Modified the program to prevent a fund from being deleted or closed if a pending payable record is tied to it.

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1750 - Year to Date Check Payments List

- ☐ Corrected the published report to sort data according to the sort option selected in the **Sort by Ck#/Acct (1), Acct/Ck# (2), Vendor#/Ck#/Acct (3), Vendor#/Acct/Ck# (4)** parameter.

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2100 - Printing 1099-MISC Form

- ☐ Per IRS requirements, updated the 1099-MISC Forms to support the 2019 tax year.
- ☐ Changed the **Print 1099 Form only (1), 1099 form including 1099 file (2), Non-preprinted Copy B (B) or Copy C (C)** parameter to **Print 1099 Form only (1), 1099 form including 1099 file (2), Non-preprinted Copy B and C (3)**. Option 3 prints Copies B and C on one page for the

same vendor and includes the instructions for both copies on the back of the page.

Reports > Finance Reports > Vendor/Purchase Order Reports > Printing 1099-MISC Form SessionTimer: 239 min and 52 sec

[Return to Reports](#)

Report ID: **FIN2100**
 File ID: **C**
 User ID:
 Curr Per:
 Next Per:

Parameter Description	Value
Sort by Alpha (A), EIN/SSN (N), Zip Code (Z)	<input type="text"/>
Print 1099 Form only (1), 1099 form including 1099 file (2), Non-preprinted Copy B and C (3)	<input type="text"/>
Tax Year (####)	<input type="text"/>
Control Name (4 char, only required for 1099 file)	<input type="text"/>
Contact Name (40 char, only required for 1099 file)	<input type="text"/>
Control Code (5 char for 1099 file)	<input type="text"/>
Select Vendor(s), or blank for ALL	<input type="text"/> <input type="button" value="OK"/>

[Run Preview](#)
[Clear Options](#)

Human Resources

☐ Per IRS requirements, added the new [W-4 fields](#) to the following pages/reports:

Be sure to review [Publication 15-T](#), which contains the withholding tax calculations.

- Human Resources > Tables > EA Self-Service Assignments > Payroll
- Human Resources > Next Year > Copy CYR Staff to NYR
- Human Resources > Next Year > Copy NYR Staff to CYR
- Human Resources > Self-Service > Payroll Approval
- Human Resources > Self-Service > Payroll Approval by Alternate
- Human Resources > Reports > HR Reports > Payroll Reports > HRS2500 - Wage and Earning Statement
- Human Resources > Reports > HR Reports > Payroll Information Reports > HRS1250 - Employee Data Listing
- Human Resources > Reports > HR Reports > Payroll Information Reports > HRS1650 - Employee Salary Information
- Human Resources > Reports > Payroll Reports > HRS2200 - Payroll Earnings Register
- Human Resources > Reports > YTD Reports > HRS3200 - YTD Payroll Earnings Register
- Human Resources > Reports > YTD Reports > HRS3500 - YTD Wage and Earnings Statement
- Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing
- Human Resources > Reports > Self-Service Reports > HRS8000 - Self-Service Requests

☐ Removed the withholding status and exemptions from payroll check forms:

- Human Resources > Payroll Processing > Run Payroll > Print Checks
- Human Resources > Inquiry > Payroll Inquiry

☐ Per IRS requirements, updated the 1095-B/1095-C forms and all ACA functionality to support the 2019 tax year.

- Human Resources > Utilities > ACA 1094/1095 Correction/Replacement > 1094/1095-B
- Human Resources > Utilities > ACA 1094/1095 Correction/Replacement > 1094/1095-C
- Human Resources > Reports > HR Reports > Quarterly/Annual Reports > HRS5250 - 1095-B Forms
- Human Resources > Reports > HR Reports > Quarterly/Annual Reports > HRS5255 - 1095-C Forms

Human Resources > Tables > District Options

☐ Added the **W-2 Print Options** section allowing you to select the amounts to be printed on the employee W-2 form. The following options are available:

- TRS
- HLTH
- CAF
- NTA
- TXA
- TFB

Tables > District HR Options SessionTimer: 239 min and 42 sec

Save

HR Options

Retrieve Print

TRS District ID: 3885

Federal ID Number (EIN): 51-9128683

Payroll Clearing Fund/Year: 863/8

TWC District ID: 699939322

Use Direct Deposit (Y,N, or E): E - Electronic Funds Transfer

TRS Cost Education Index: 1.0800

Distributions Built By Amt or %: A - Amount

Apply Leave Used or Earned First: E - Earned First

Leave Code for State Sick: 07 STATE SICK

Leave Code for State Personal: 08 STATE PERSON

Update Actual Hours From Payroll Processing: ☒

Calculate Accrual Salaries: ☒

Check Amount - Alpha: ☒

Summarize Benefits Interface: ☐

Supplemental Tax Rate: 25.00%

Standard Hours per Workday: 8.0

Max Gross Amt for District: 25,000.00

Auto Assign Employee Number: ☒

Next Available Employee Number: 001161

School Year for PEIMS Codes: 2018

Use Emp Nbr or SSN in EFT File: S - Social Security Nbr

Set Demo Alpha Fields to Uppercase: ☐

Automatically Compute

Pay Rate: ☐

Daily Rate: ☐

Dock Rate: ☐

Accrual Rate: ☐

Overtime Rate: ☒

W-2 Print Options

TRS: ☒

HLTH: ☒

CAF: ☒

NTA: ☒

TXA: ☒

TFB: ☒

Default Overtime Object Code

Professional:

Para-Professional/Hourly: 6121

Other:

Human Resources > Tables > Tax/Deductions > Exemptions

☐ Per IRS requirements, exemptions will no longer be used as of the 2020 calendar year. As a result, all data fields were removed from this tab for calendar years greater than 2019 and the following message is displayed: Exemption data is no longer valid.

Tables > Tax/Deductions SessionTimer: 239 min and 57 sec

Save

Calendar Year: 2020 Retrieve Delete

Exemptions Income Tax FICA Tax Unemployment TRS Rates 457 Def Comp Workers' Comp Deduction Cd

Print

Exemption data is no longer valid.

Human Resources > Tables > Tax/Deductions > Income Tax

Per IRS requirements, modified this tab to accommodate the income tax guidelines for calendar years greater than 2019.

- ☐ For tax years less than or equal to 2019, the original data fields are displayed (except for the table column headers, which changed per IRS documentation) and data is saved per marital status and per pay frequency.
- ☐ For tax years greater than or equal to 2020, the new data fields are displayed and data is saved per the following guidelines:


The pay frequency for these rate tables will be empty as the rate tables are now stored as annual amounts. When payroll calculations are processed, the rates will be divided by 26, 24 and 12 for each of the respective pay frequencies (4, 5, and 6).

- A - Standard / Married filing jointly
- B - Standard / Single or Married filing separately
- C - Standard / Head of household
- D - Higher / Married filing jointly
- E - Higher / Single or Married filing separately
- F - Higher / Head of household

Codes G, H, and I are used for individual exemption or credit amounts:

- G - Allowance amount
- H - Credit amount for qualifying children under age 17
- I - Credit amount for other dependents

Tables > Tax/Deductions SessionTimer: 239 min and 36 sec

Save  Calendar Year: 2020 Retrieve Delete







Exemptions Income Tax FICA Tax Unemployment TRS Rates 457 Def Comp Workers' Comp Deduction Cd

Print

Allowance amount: 4,200.00
 Credit amount for qualifying children under age 17: 2,000.00
 Credit amount for other dependents: 500.00

Single/ Biweekly

Withholding Rate Schedule
☒ Standard
☐ Higher
Filing Status
☒ Married filing jointly
☐ Single or Married filing separately
☐ Head of household

Delete	At least	But less than	The tentative amount to withhold is	Plus this percentage	of the amount that the Adjusted Annual Wage exceeds
	0	11,800	0.00	0.0%	0
	11,800	31,200	0.00	10.0%	11,800
	31,200	90,750	1,940.00	12.0%	31,200
	90,750	180,200	9,086.00	22.0%	90,750
	180,200	333,250	28,765.00	24.0%	180,200
	333,250	420,000	65,497.00	32.0%	333,250
	420,000	624,150	93,257.00	35.0%	420,000
	624,150	999,999	164,709.50	37.0%	624,150

Refresh Details + Add

Human Resources Tables > Tax/Deductions > Earned Income Credit

- ☐ Removed this tab as it is obsolete.

Human Resources > Tables > Workday Calendars > Accrual Calendar

- ☐ Corrected the sorting issue on the report.

Human Resources > Maintenance > Staff Job/Pay Data > Pay Info

- ☐ Removed the **EIC Code** field as it is obsolete.
- ☐ Per IRS requirements, added the **W-4 Withholding Certificate** section with the following fields:
 - **1: Filing Status**
 - **2: Multi-Jobs**
 - **3: Children under 17**
 - **3: Other Dependents**
 - **3: Other Exemptions**
 - **4a: Other Income**
 - **4b: Other Deductions**

Maintenance > Staff Job/Pay Data SessionTimer: 238 min and 38 sec

Save

Employee: 000006 : ADAMS, ADAM E. Retrieve Directory Documents

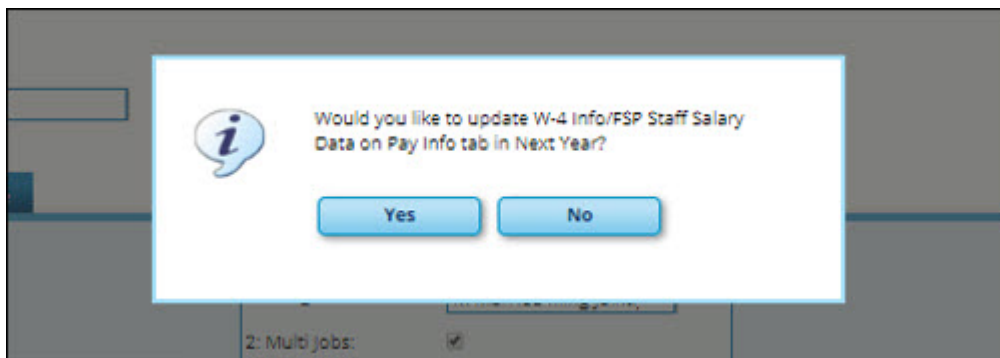
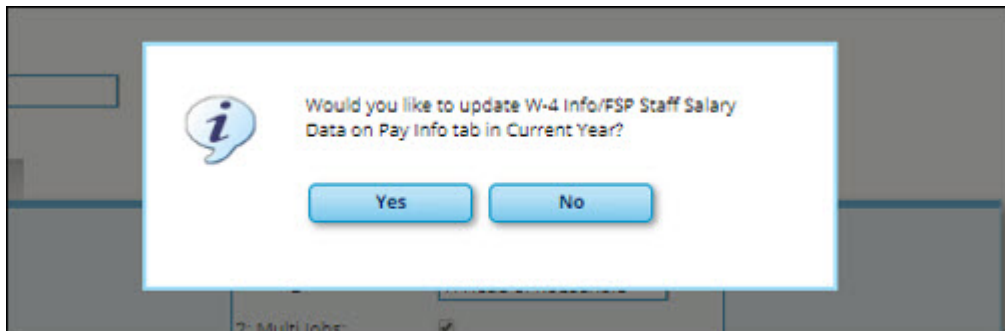
Employment Info Pay Info Job Info Distributions Deductions Leave Balance

Pay Status: 1 Active Tax Exempt: ☐
 Pay Campus: 001 001 School Unemployment Elig: ☒
 Pay Dept: ☐ FICA Eligibility: M Subject to medicare
 Dock Rate: 252.981 W4 Marital Status: M Married
 Nbr of Exemptions: 3

W-4 Withholding Certificate

1: Filing Status: M Married filing jointly
 2: Multi-jobs: ☒
 3: Children under 17: 2
 3: Other Dependents: 1
 3: Other Exemptions: 500.00
 4a: Other Income: 15000.00
 4b: Other Deductions: 250.00

□ Modified the program to provide an option to update the W-4 fields (new and existing) in the alternate pay frequency. For example, if the employee has an existing pay info record in the alternate pay frequency (CYR to NYR or NYR to CYR), a message is displayed prompting you to update the alternate pay frequency. If you accept the update, the new **W-4 Withholding Certificate** fields and the existing **W-4 Marital Status** and **Exemptions** fields are updated for the employee in the alternate pay frequency.



Human Resources > Maintenance > Staff Demo > Responsibility

□ Added validation to allow the following PE service IDs. Also, included the service IDs in the **Service ID** ellipsis.

- 02530004
- 02530005
- 02530006
- 02530007

- 02530008
- 82210XXX
- 82931XXX
- 83210XXX

Human Resources > Maintenance > Hours/Pay Transmittals > Abs Ded

☐ Corrected the issue that caused an error message about having a salary adjust code to be displayed when using the duplicate feature to duplicate absence deduction and coded absence deduction transmittals.

Human Resources > Payroll Processing

☐ Modified the payroll calculations to handle the withholding tax calculations based on the new IRS W-4 requirements. These changes are effective for pay dates beginning 1/1/2020.

Human Resources > Payroll Processing > TRS Processing > Extract

☐ Corrected the RP20 extract to include the correct number of actual hours worked when the pay date has duplicate reported hours.

Human Resources > Utilities > Install Salary/Tax Tables

☐ Per IRS requirements, the following changes were made to accommodate the new W-4 guidelines.

- Removed the **Fed Income Exempt** field from the **Tables** section.
- Removed the **Frequency** section as it is no longer applicable.
- Modified the **Fed Income Tax** table to accept import files without a pay frequency and with **Tax Rate Codes A-I**.

Utilities > Install Salary/Tax Tables SessionTimer: 239 min and 47 sec

Tables

- ☐ State Salary
- ☐ Job Code
- ☐ Fed. Income Tax
- ☐ FICA Tax Rates
- ☐ TRS Rates

Process Specifications

School Year: 2020
Import Path: None
(e.g. c:\rsccc2k\datafile.txt)

Current-Next Year

- ☒ Current Year
- ☐ Next Year

Browse Execute

Human Resources > Reports > HR Reports > Quarterly/Annual Reports > HRS5100 - W-2 Forms

☐ Per IRS requirements, updated the W-2 forms and all W-2 functionality to support the 2019 tax year.

- ☐ Removed the **W2 Forms - 3 Up (U)** parameter option as this version of the form is no longer available.
- ☐ Modified the **Non-preprinted 3 Up (N)** parameter option to print the W-2 form instructions on the back of the form three times per page.
- ☐ Added the **Tax Year > 2018, Include instructions (Y/N) or Print instructions only (I)** parameter to indicate your printing preference for the W-2 form instructions when the **Non-preprinted 3 Up (N)** parameter option is selected and the tax year is greater than 2018. If the tax year is less than or equal to 2018, no instructions are printed on the back of the form regardless of the selection in this parameter.

Reports > HR Reports > Quarterly/Annual Reports > W-2 Forms SessionTimer: 235 min and 40 sec

[Return to Reports](#)

Report ID: HRS5100
Frequency: 5
User ID:

Parameter Description	Value
Validation Rpt (V); W2 Forms - Copy A (A), Non-preprinted 3 Up (N); or W2REPORT File (F)	V
For Tax Year > 2018, Include instructions (Y/N) or Print instructions only (I)	N
Final Run - Create W-2 Historical Record ? (Y/N)	N
Sort by Alpha (A), SSN (S), or Pay Campus (C)	A
Tax Year (####)	2019

[Run Preview](#)
[Clear Options](#)

- ☐ Modified the program to reference the **W-2 Print Options** section on the Human Resources > Tables > District HR Options page allowing you to select the amounts to be printed on the employee W-2 form (Box 14). This change also applies to W-2 forms printed from ASCENDER EmployeePortal.
- ☐ Modified the program to use the long version of the employee name when extracting names for W-2 forms. This change applies to the following parameter options: **Validation Report (V), Copy A (A), and Non-preprinted 3 Up (N)**. The program does not truncate characters for the **W2Report File (F)** option.
 - The maximum length allowed for the full name is 28 characters.
 - If the length of the full name exceeds the allowed length, the name is truncated.
 - The middle name always displays a single middle initial.
 - The first name may be truncated to a single initial depending on the length.

Human Resources > Reports > HR Reports > Quarterly/Annual Reports > HRS5250 -1095-B Forms & HRS5255 - 1095-C Forms

- ☐ Corrected the issue that prevented the complete Social Security number from being on the Comparison report even if the **Print SSN (S), or Masked SSN (M)** parameter is set to S.

Human Resources > Reports > User Created Reports > HR Report

☐ Updated the **Pay Information** section as follows:

- Removed the **EIC Code** as it is obsolete.
- Added the new W-4 fields:
 - **Multi Job**
 - **Nbr Children**
 - **Filing Status**
 - **Nbr Other Depend**
 - **Other Deduct Amt**
 - **Other Exempt Amt**
 - **Other Income Amt**

The screenshot shows the 'Reports > User Created Reports > HR Report' interface. The 'Pay Information' section is highlighted with a red circle, containing the following fields:

<input type="checkbox"/> Pay Stat	<input type="checkbox"/> Pay Campus	<input type="checkbox"/> Tax Exempt	<input type="checkbox"/> W4 Marital Status	<input type="checkbox"/> Unemployment Flg	<input type="checkbox"/> TRS Status	<input type="checkbox"/> TRS Begin Date	<input type="checkbox"/> FSP Staff Data Cd
<input type="checkbox"/> Pay Dept	<input type="checkbox"/> Campus Name	<input type="checkbox"/> Other Exempt	<input type="checkbox"/> FICA Eligible	<input type="checkbox"/> Health Ins Code	<input type="checkbox"/> End 90 Day Period	<input type="checkbox"/> Dock Rate	<input type="checkbox"/> W-4 Filing Status
<input type="checkbox"/> W-4 Multi-Jobs	<input type="checkbox"/> W-4 Children under 17	<input type="checkbox"/> W-4 Other Dependents	<input type="checkbox"/> W-4 Other Exemptions	<input type="checkbox"/> W-4 Other Income	<input type="checkbox"/> W-4 Other Deductions		

Purchasing

Purchasing > Maintenance > Create/Modify Requisition

☐ Corrected various page usability issues to improve the user experience.

Purchasing > Maintenance > Receiving

☐ Modified the program to exclude completed pending payable transactions.

☐ Modified the program to display a message indicating that one of the following conditions exists for the purchase order that was retrieved. The message is displayed again when the record is saved.

- The purchase order is fully liquidated.
- The purchase order has check transactions that were created using the Finance > Maintenance > Postings > Check Processing - PO tab.

Purchasing > Maintenance > Receiving > Bundled/Bid Requisitions

☐ Modified the program to create records in the pending payables table instead of the check or credit card transaction tables when receiving bundled requisitions.

Warehouse

Warehouse > Maintenance > Receive Inventory Items

☐ Modified the program to exclude completed pending payable transactions.



Back Cover