ASCENDER Business Release Notes

ASCENDER Business Release Notes

ASCENDER Release 6

ASCENDER 6.0350

Release Date: 11/12/21 **ASCENDER Update**: 6.0350

Payroll > Payroll Processing > TRS Processing > Extract

❑ Corrected the issue that prevented the extract from being processed. This issue occurred if the logged-on user had a work email address listed on the Personnel > Maintenance > Staff Demo > Demographic Information or District Administration > Maintenance > Non-Employee pages.

Prior Release Notes for ASCENDER 6

Update: 6.0200

ASCENDER 6.0200

Release Date: 9/28/21 **ASCENDER Update**: 6.0200

❑ Updated the color contrast across all ASCENDER Enterprise applications for ease of readability.

❑ Modified the portals to meet WCAG 2.0AA accessibility standards.

- CareerPortal
- EmployeePortal
- MemberPortal

Accounts Receivable > Maintenance > Credit Memo

❑ Corrected the program to properly change an invoice status from open to closed when a credit memo is applied to zero out the invoice. Previously, the invoice status remained open and was still displayed on the Customer Statement and Detail Aging reports.

Finance > Utilities > Fiscal Year Processing

❑ Modified the Out of Balance Correction utility and the FIN1600 - Batch Process Balance Error Listing to correctly report out of balances.

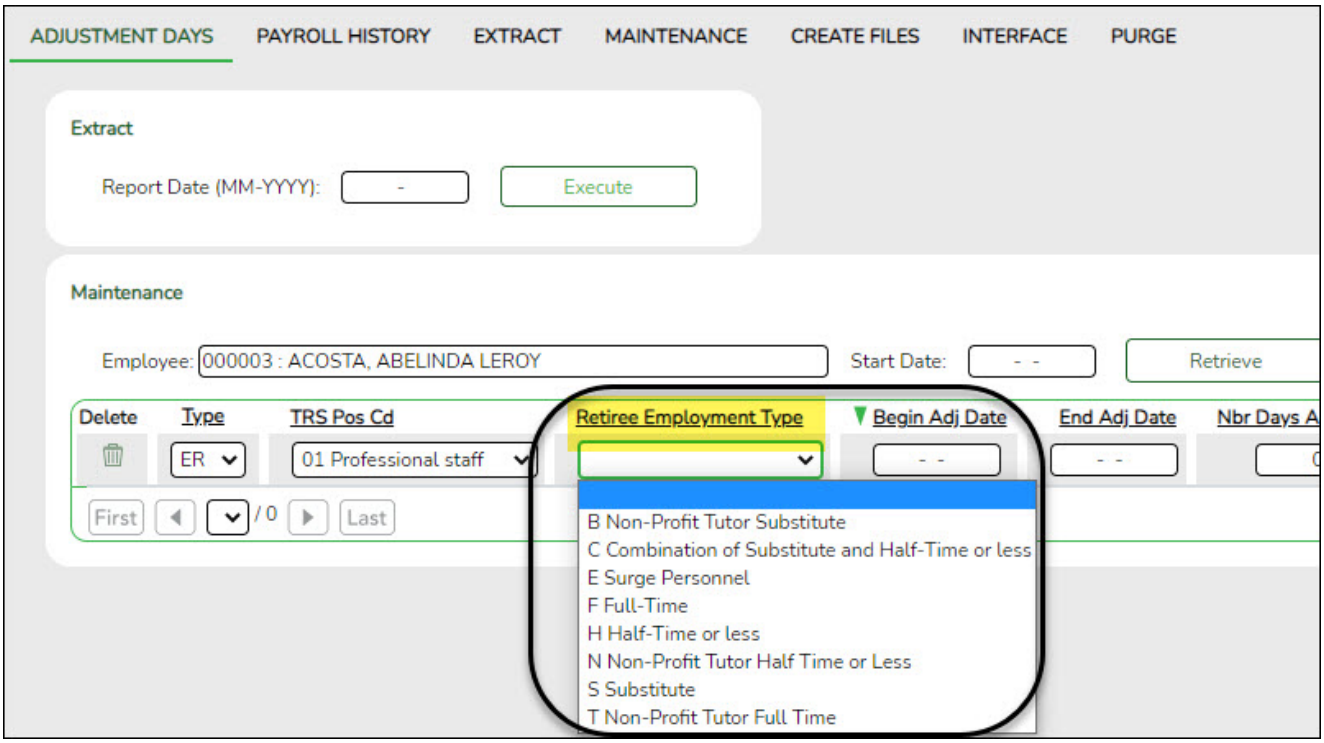
Payroll > Payroll Processing

❑ Corrected the issue that caused the Retiree Pension Gross to be updated with an incorrect amount.

Payroll > Payroll Processing > TRS Processing > Adjustment Days

❑ Added the **Retiree Employment Type** field. This field is only enabled for ER records. The drop down contains the following values:

- *B - Non-Profit Tutor Substitute*
- *C - Combination of Substitute and Half-time or less*
- *E - Surge Personnel*
- *F - Full-Time*
- *H - Half-time or less*
- *N - Non-Profit Tutor Half Time or Less*
- *S - Substitute*
- *T - Non-Profit Tutor Full Time*



Payroll > Payroll Processing > TRS Processing > Extract

❑ Modified the program to allow multiple ER20 records to be extracted for an employee based on the value in the TRS **Retiree Exception** field in the job history. ER20 records will be extracted per Primary Job and per Retiree Exception. Any extra duty pay (XTRA job) that is not attached to the job with the Retiree Exception will be reported with the Primary Job.

Payroll > Payroll Processing > TRS Processing > Maintenance

❑ Modified the program to allow multiple ER20, ER25, and ER27 records to be entered and saved for an employee.

❑ Added the following options to the **Retiree Employment Type** drop down for ER20, ER25, and ER27 records:

- *B - Non-Profit Tutor Substitute*
- *E - Surge Personnel*
- *N - Non-Profit Tutor Half Time or Less*
- *T - Non-Profit Tutor Full Time*

Payroll > Next Year > Copy NYR Tables to CYR

❑ Corrected the issue that prevented some tables from being copied over even though they were selected.

Payroll > Utilities > TRS Maintenance > Employment After Retirement (ER)

❑ Modified the program to allow multiple ER20, ER25, and ER27 records to be entered and saved for an employee.

❑ Added the following options to the **Retiree Employment Type** drop down for ER20, ER25, and ER27 records:

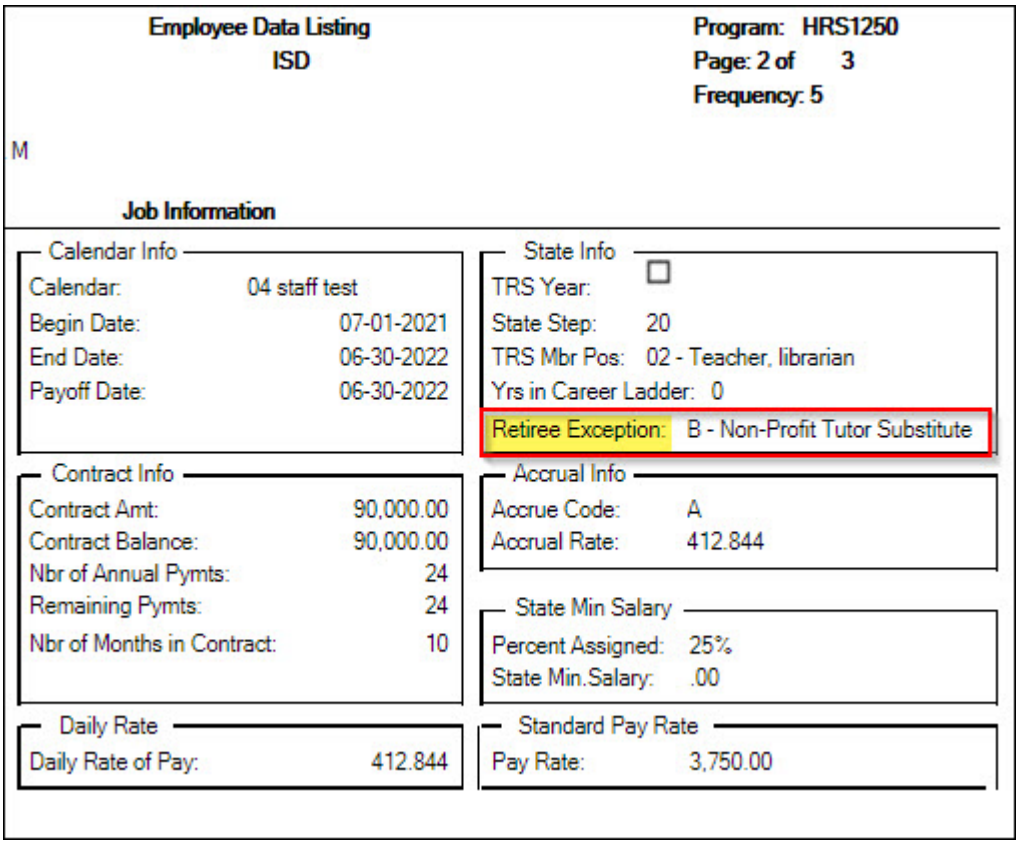
- *B - Non-Profit Tutor Substitute*
- *E - Surge Personnel*
- *N - Non-Profit Tutor Half Time or Less*
- *T - Non-Profit Tutor Full Time*

Payroll > Utilities > Import WorkJournal Requests

❑ Corrected overtime and straight overtime calculations for pay type 2 employees.

Payroll > Reports > Personnel Reports > HRS1250 - Employee Data Listing

❑ Added the **Retiree Exception** field to the **State Info** section on the report.



Employee Data Listing
ISD

Program: HRS1250
Page: 2 of 3
Frequency: 5

M

Job Information

Calendar Info
Calendar: 04 staff test
Begin Date: 07-01-2021
End Date: 06-30-2022
Payoff Date: 06-30-2022

State Info
TRS Year:
State Step: 20
TRS Mbr Pos: 02 - Teacher, librarian
Yrs in Career Ladder: 0
Retiree Exception: B - Non-Profit Tutor Substitute

Contract Info
Contract Amt: 90,000.00
Contract Balance: 90,000.00
Nbr of Annual Pymts: 24
Remaining Pymts: 24
Nbr of Months in Contract: 10

Accrual Info
Accrue Code: A
Accrual Rate: 412.844

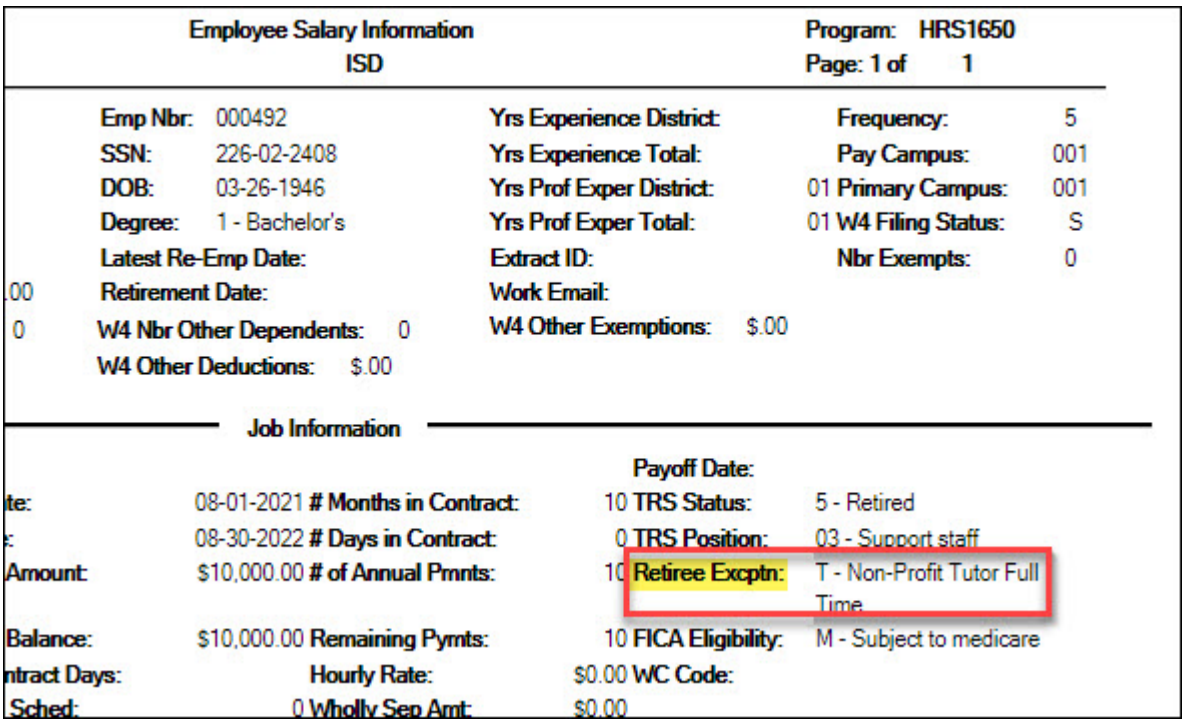
State Min Salary
Percent Assigned: 25%
State Min.Salary: .00

Daily Rate
Daily Rate of Pay: 412.844

Standard Pay Rate
Pay Rate: 3,750.00

Payroll > Reports > Personnel Reports > HRS1650 - Employee Salary Information

❑ Added the **Retiree Excptn** (Retiree Exception) field to the Job report.



Employee Salary Information
ISD

Program: HRS1650
Page: 1 of 1

Emp Nbr: 000492
SSN: 226-02-2408
DOB: 03-26-1946
Degree: 1 - Bachelor's
Latest Re-Emp Date:
Retirement Date:
W4 Nbr Other Dependents: 0
W4 Other Deductions: $.00

Yrs Experience District:
Yrs Experience Total:
Yrs Prof Exper District:
Yrs Prof Exper Total:
Extract ID:
Work Email:
W4 Other Exemptions: $.00

Frequency: 5
Pay Campus: 001
01 Primary Campus: 001
01 W4 Filing Status: S
Nbr Exempts: 0

Job Information

Payoff Date:
08-01-2021 # Months in Contract: 10 TRS Status: 5 - Retired
08-30-2022 # Days in Contract: 0 TRS Position: 03 - Support staff
$10,000.00 # of Annual Pmnts: 10 Retiree Excptn: T - Non-Profit Tutor Full Time
$10,000.00 Remaining Pymts: 10 FICA Eligibility: M - Subject to medicare
Hourly Rate: $0.00 WC Code:
0 Wholly Sep Amt: $0.00

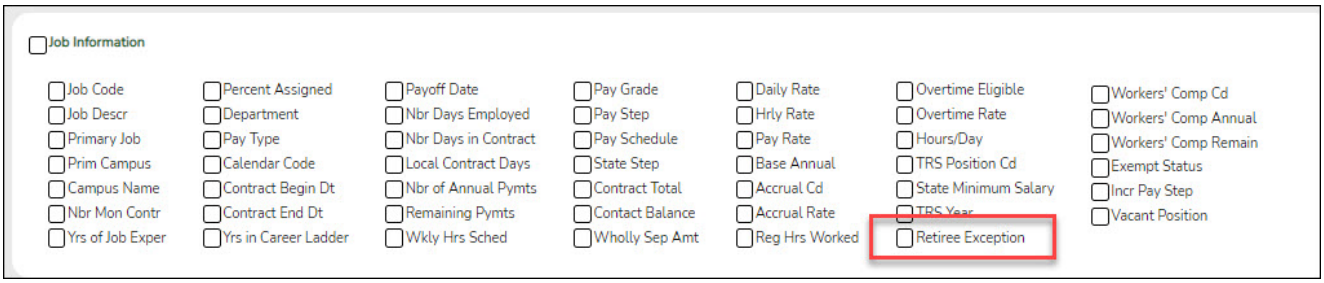
Payroll > Reports > TRS Reports > HRS8910 - Employment After Retirement (ER)

❑ Modified all reports (ER20, ER25, and ER27) to include the TRS Retiree Exception codes and descriptions.

❑ Corrected the issue that prevented the report from being generated.

Payroll > Reports > User Created Reports

❑ Added the **Retiree Exception** check box to the **Job Information** section.



Personnel > Tables > Job/Contract > Job Codes

❑ Corrected the issue that prevented the selected **Time Option** code description from being displayed on the report.

Personnel > Tables > WorkJournal

❑ Corrected the functionality of the **Enable WorkJournal Time for Pay Types** options. Previously, these options were not functioning as intended, and all pay type 2 and 3 employees were available for WorkJournal purposes in EmployeePortal.

Personnel > Tables > WorkJournal > Options

❑ Corrected the program to remain in the same frequency when time conversion table updates are saved and errors are generated.

❑ Corrected various user interface issues to improve the user experience.

Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing

❑ Added the **Retiree Exception** field to the **State Info** section on the report.

Personnel > Reports > Personnel Reports > HRS1650 - Employee Salary Information

❑ Added the **Retiree Excptn** (Retiree Exception) field to the Job report.

EmployeePortal

Release Date: 9/28/21 **ASCENDER Update**: 6.0200

❑ Updated the background image on the Login page.

❑ Modified the program to automatically sync WorkJournal and Leave workflows for Alternate Approvers.

EmployeePortal > Homepage Calendar

❑ Modified the program to disable the WorkJournal menu and the **WorkJournal** button on the Add Request Type pop-up window when the **WorkJournal** option is unselected under **Enable** on the Payroll > Tables > District EP Options > EmployeePortal Options page.

EmployeePortal > Travel Requests

❑ Corrected the program to reference the account codes tied to a submitted travel request in order to determine the appropriate approval path.

❑ Removed the **Location Locking** functionality for extended travel requests.

❑ Corrected the status (enabled/disabled) of the **Retrieve** button when entering and clearing **Date** fields.

EmployeePortal > WorkJournal

❑ Corrected the program to automatically retrieve data on the page when a value is selected in the **Pay Frequency** and **Work Week Start Date** fields. If the user manually enters the **Work Week Start Date**, they must tab out of the field in order to retrieve data on the page.

❑ Corrected the program to prevent users from saving overlapping time entries. For example, if a user saves a time entry from 8:00 AM to 4:00 PM, then another time entry can only be saved if it is before 8:00 AM or after 4:00 PM.

❑ Corrected the issue that caused the total hours worked calculation to be incorrect when the **Percent of Hour** was not set up for 100% in the Time Conversion Table on the Personnel > Tables > WorkJournal > Options tab.

❑ Corrected the program to display the **Total Hours** field on the **Weekly Totals** row after the **Leave** field.

Update: 6.0105

EmployeePortal

Release Date: 9/12/21 **ASCENDER Update**: 6.0105

EmployeePortal > Login

❑ Corrected the issue that prevented some employees from creating a new account or logging in to

their existing account.

Update: 6.0100

ASCENDER

Release Date: 9/3/21 **ASCENDER Update**: 6.0100

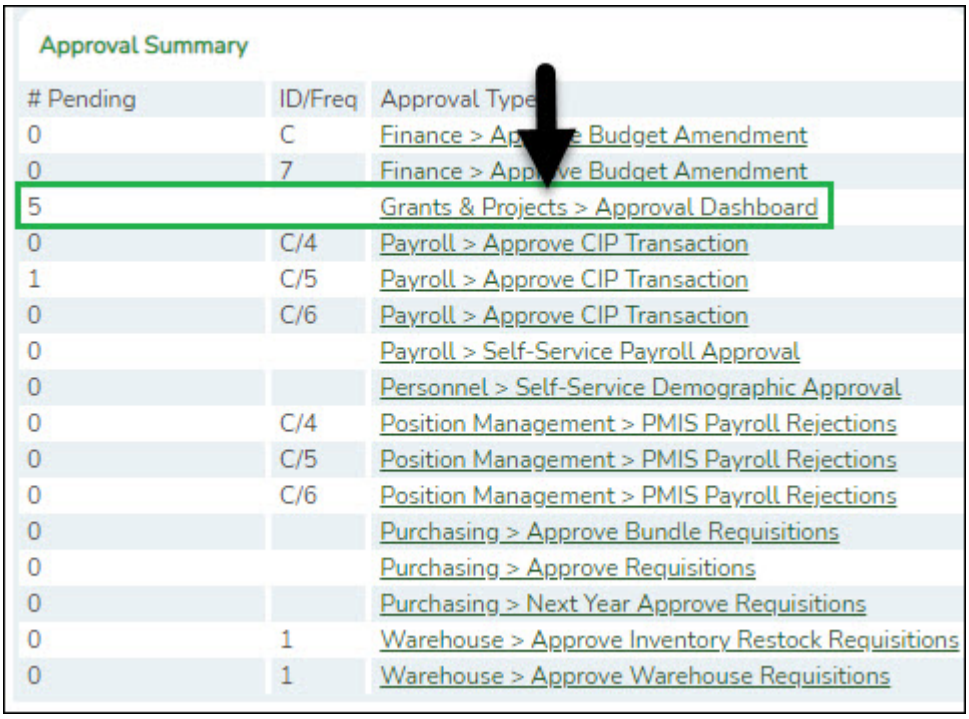
Business Known Issues

❑ Modified the program to create a End User License Agreement (EULA) for ASCENDER. Users must accept the agreement in order to proceed with account creation and/or first log in and on an annual basis.

- ParentPortal
- StudentPortal
- TeacherPortal
- EmployeePortal
- CareerPortal
- MemberPortal
- ASCENDER Enterprise

Approval Summary

❑ Added pending approvals from the Grants and Projects > Maintenance > Approval Dashboard page to the Approval Summary list.



Approval Summary

# Pending	ID/Freq	Approval Type
0	C	Finance > Ap[illegible] Budget Amendment
0	7	Finance > App[illegible]ve Budget Amendment
5		Grants & Projects > Approval Dashboard
0	C/4	Payroll > Approve CIP Transaction
1	C/5	Payroll > Approve CIP Transaction
0	C/6	Payroll > Approve CIP Transaction
0		Payroll > Self-Service Payroll Approval
0		Personnel > Self-Service Demographic Approval
0	C/4	Position Management > PMIS Payroll Rejections
0	C/5	Position Management > PMIS Payroll Rejections
0	C/6	Position Management > PMIS Payroll Rejections
0		Purchasing > Approve Bundle Requisitions
0		Purchasing > Approve Requisitions
0		Purchasing > Next Year Approve Requisitions
0	1	Warehouse > Approve Inventory Restock Requisitions
0	1	Warehouse > Approve Warehouse Requisitions

Grants and Projects > Tables > Manage Users

❑ Corrected the issue where changes were made to an existing user's Member or Grant Type access, and then when the user tried to log on to MemberPortal, they were prompted to change their password even though no password changes were made.

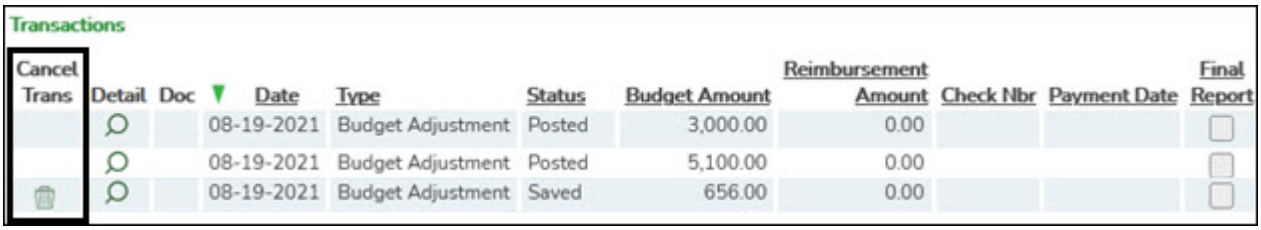
Grants and Projects > Maintenance > Member Grants > Grant Maintenance

❑ Added validation for submitting a reimbursement request with zero values for final approval.

❑ Corrected an issue where a check was voided and reposted and the new final reimbursement check was set to a Pending status; however, instead of restricting new reimbursements from being submitted, the Grant Maintenance record reopened allowing new reimbursement requests to be submitted.

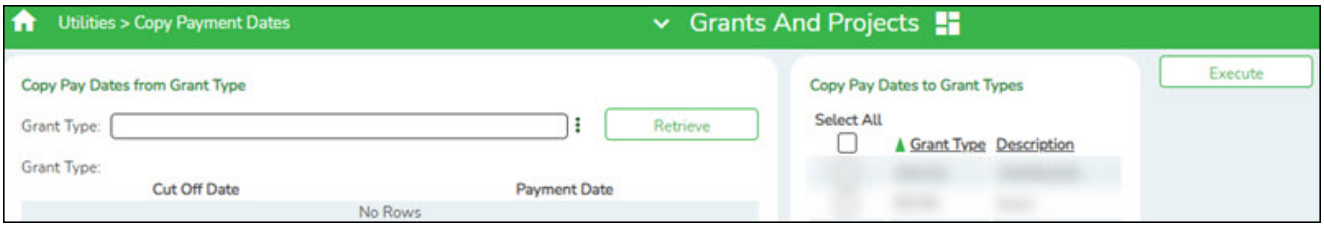
❑ Corrected the issue that required users to first click the **Save** button and then the **Submit** button instead of just clicking the **Submit** button to submit a budget revision or budget adjustment request.

❑ Added the **Cancel Trans** column under the **Transactions** section allowing users to click the trashcan icon to cancel applicable transactions. Only transactions with a Pending, Returned, or Saved status can be canceled.



Grants and Projects > Utilities > Copy Payment Dates

❑ Added this page to copy payment dates from one grant type to another grant type. Payment information can be copied to multiple grant types.



Grants And Projects > Reports > SSA Grants Reports

❑ Enabled the **Preview** button for all SSA Grants Reports to allow users to preview a report prior to downloading the Excel or PDF file.

Grants And Projects > Reports > SSA Grants Reports > GP1000 - Grant Summary Status Report

❑ Modified the **Grant Year (YYYY) or blank for ALL** parameter to only accept a four-digit numeric value.

❑ Modified the sorting on the PDF file to match the sorting on the Excel file by sorting from newest to oldest when sorting by **Year**. Previously, the PDF sorted from oldest to newest.

Grants And Projects > Reports > SSA Grants Reports > GP1100 - Grant Payment Transaction Report

❑ Corrected various user interface issues to improve the user experience.

❑ Corrected the report to generate the appropriate error when the **From Date** parameter value is greater than the **To Date** parameter value.

❑ Modified the approval date (**Appr Date**) format (MM-DD-YYYY) to match on both the Excel and PDF files.

Grants and Projects > Reports > SSA Grant Reports > GP1200 - Past Final Date Without Final Report

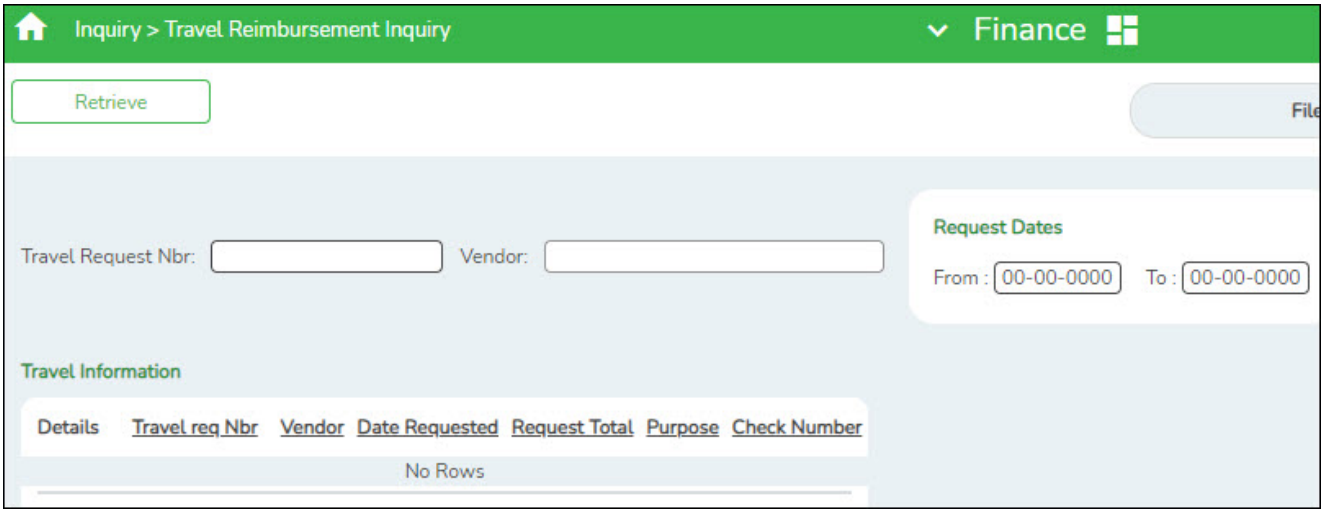
❑ Corrected various user interface issues to improve the user experience.

❑ Modified the CSV file to display the complete **Grant Year** column heading. Previously, only **Year** was displayed.

❑ Corrected the document Help path for GP1200 - Past Final Date Without Final Report to link to the Production environment.

Finance > Inquiry > Travel Reimbursement Inquiry

❑ Added this page to retrieve a listing of travel reimbursement requests for each vendor. Only requests that have been processed in Finance are displayed.



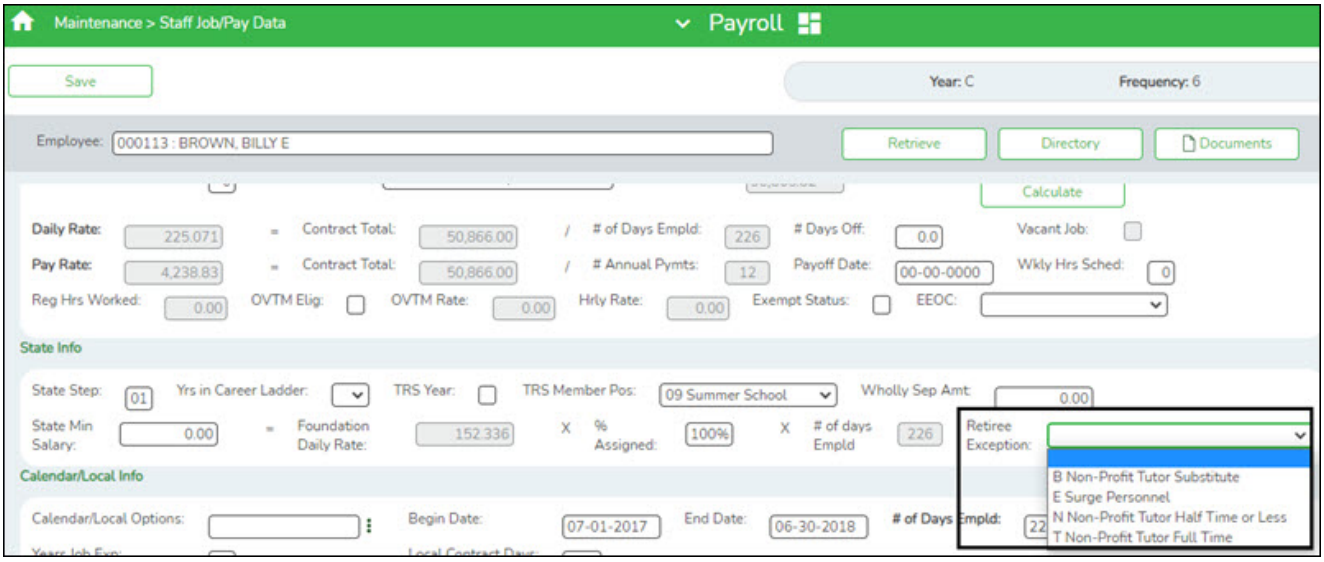
Finance > Maintenance > Check Processing > Void Check

❑ Modified the program to properly handle voided reimbursement check transactions with the **Final Report** check box selected from the Grants and Projects application.

Payroll > Maintenance > Staff Job/Pay Data > Job Info

❑ Added the **Retiree Exception** field to select the applicable retiree exception code. This field is used in conjunction with the **Employment Type** and **Take Retiree Surcharge** fields to determine whether or not to calculate a retiree surcharge for the employee. A value cannot be saved if the employee's **TRS Status** is set to *1 Eligible* on the Pay Info tab. This field is disabled for XTRA jobs. The drop down contains the following values:

E Surge Personnel
B Non-Profit Tutor Substitute
N Non-Profit Tutor Half Time or Less
T Non-Profit Tutor Full Time



Payroll > Maintenance > Leave Account Transaction > Staff Leave Maint

❑ Corrected the program error that occurred when attempting to enter leave for an employee without assigned leave codes. Now, an informational error message is displayed instead.

Payroll > Payroll Processing > Run Payroll

❑ Modified payroll calculations to properly handle TRS Retiree Employment exception processing.

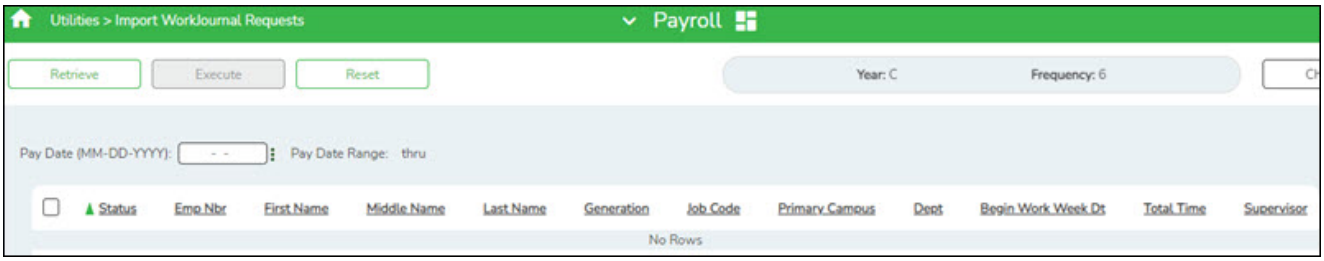
❑ Modified the program to allow the maximum dependent care deduction to be $10,500 for calendar year 2021.

Payroll > Payroll Processing > Payroll Adjustments > Check Issue

❑ Modified the program to allow the maximum dependent care deduction to be $10,500 for calendar year 2021.

Payroll > Utilities > Import WorkJournal Requests

❑ Added this page to import approved employee WorkJournal requests for each of the work weeks in the selected pay period that were submitted through EmployeePortal. This process creates a pay transmittal to be processed by payroll.



Personnel > Tables > Salaries > Extra Duty & Salaries NYR > Extra Duty

❑ Modified the program to only allow the **Use for ST OT** check box to be enabled for S-type extra duty codes. In addition, this check box can only be selected for one S-type extra duty code.

Personnel > Tables > WorkJournal > Options

❑ Corrected various user interface issues to improve the user experience.

Personnel > Tables > WorkJournal > Admin

❑ Corrected various user interface issues to improve the user experience.

EmployeePortal

Release Date: 9/3/21 **ASCENDER Update**: 6.0100

NEW: WorkJournal

WorkJournal

The new WorkJournal feature allows pay type 2 and 3 employees to create and submit timesheet entries for time (hours) worked on a specific day. This feature offers a summary/detailed view of WorkJournal requests to both employees and supervisors. The following functionality was added:

EmployeePortal > WorkJournal

❑ Added this page to allow employees to create and submit timesheet entries for time (hours) worked on a specific day.

EmployeePortal > Supervisor > Approve WorkJournal

❑ Added this page to allow supervisors to approve/return employee WorkJournal requests.

EmployeePortal > Supervisor > Calendar

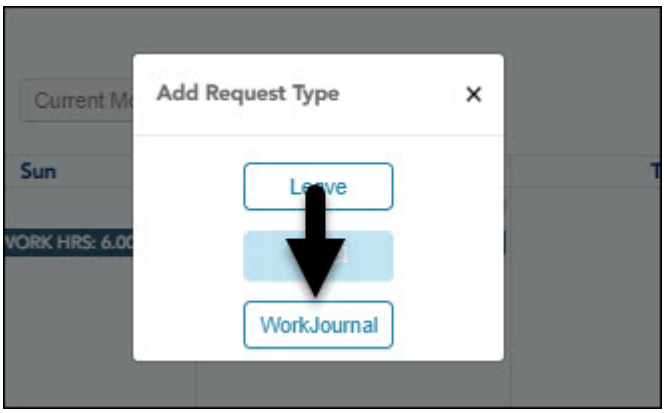
❑ Modified the page to display the logged-on supervisor's employees' WorkJournal entries (total hours worked) for each day.

EmployeePortal > Login

❑ Corrected the issue that prevented some users with multiple pay frequencies in the current year from being able to log on to EmployeePortal.

EmployeePortal > Homepage Calendar

❑ Added the **WorkJournal** button to the Add Request Type pop-window to allow users to create a WorkJournal request.



❑ Modified the program to display the total hours worked for each WorkJournal entry on a day, up to three entries. If an entry is more than five hours for a job code that has an automatic lunch set up in Personnel, the amount of time (in minutes) is automatically deducted from the total time worked for that job code on that work day.

EmployeePortal > Travel Requests

❑ Corrected the program to display all validation errors at the same time upon clicking the **Save** button. This allows the user to correct all errors in one instance.

❑ Corrected the issue that caused blank mileage start and end times to be recorded and displayed as 12:00 AM when the **Require Start/End Times** check box was unselected on the Finance > Tables > District Finance Options 2 page.

EmployeePortal > Approve Travel Requests

❑ Corrected the sequence of the cursor focus when tabbing through the page.

MemberPortal

Release Date: 9/3/21 **ASCENDER Update**: 6.0100

MemberPortal > Login

❑ Modified the program to require the user to reset their password upon expiration.

❑ Corrected the **Help** button to display the question mark icon to the left of the word Help instead of below.

❑ Corrected the issue where changes were made to an existing user's Member or Grant Type access, and then when the user tried to log on to MemberPortal, they were prompted to change their password even though no password changes were made.

MemberPortal > Grant List

❑ Corrected the Document Attachments functionality in the transaction details pop-up window to display/hide the paper clip icon accordingly as documents are added/removed.

MemberPortal > Budget Revision Request

❑ Corrected various user interface issues to improve the user experience.

❑ Corrected the Grant ID lookup to automatically refresh the page and retrieve the data for the selected grant ID.

MemberPortal > Reimbursement Request

❑ Corrected various user interface issues to improve the user experience.

❑ Corrected the Grant ID lookup to automatically refresh the page and retrieve the data for the

selected grant ID.

MemberPortal > Manage Users

❑ Corrected various user interface issues to improve the user experience.

❑ Corrected the issue where changes were made to an existing user's Member or Grant Type access, and then when the user tried to log on to MemberPortal, they were prompted to change their password even though no password changes were made.

Back Cover