



ASCENDER Business Release Notes

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ASCENDER Release 6

ASCENDER 6.0400

Release Date: 12/10/2021 **ASCENDER Update:** 6.0400

☐ Corrected various pages in the following applications to only display the **Provide Feedback** link once:

- Budget
- Finance
- Payroll
- Personnel
- Position Management
- Purchasing

Finance > Maintenance > Vendor Information > Vendor Miscellaneous

☐ Modified the **Copy from Payroll** button functionality to use the Finance bank code instead of the Payroll bank code.

- If the bank code does not exist in Finance, an error message is displayed prompting the user to add a new bank code in Finance.
- If the employee does not have a bank record in Payroll, an error message is displayed informing the user.

☐ Corrected the **Copy from Payroll** button to only display if the vendor and employee SSN records are valid and match.

☐ Corrected the program to display the vendor number and name in the **Vendor** field at all times. Previously, the vendor number no longer displayed after changes were saved to other fields on the page.

Finance > Maintenance > Create Chart of Accounts

☐ Corrected the issue that prevented account codes with a 99 function code and an 8XXX object code

from being created.

Finance > Maintenance > Postings > Check Processing-PA & Check Processing-PO

- ☐ Corrected the trashcan icon to remain displayed when adding a new line item.
-

Finance > Maintenance > Postings > Journal Actual

- ☐ Added the **Ignore for Grants and Projects** check box to the Duplicate JV pop-up window to ignore JV entries for the Grants and Projects application. This check box is only enabled if duplicating an Actual JV transaction.
-

Finance > Inquiry > GL Inquiry > GL Inquiry

- ☐ Corrected transaction and balance issues within the spyglass pop-up window.
-

Finance > Inquiry > GL Inquiry > GL Account Summary

- ☐ Corrected the spelling of Revenue in the Estimated and Realized Revenue column headings on the report preview and PDF.
-

Finance > Utilities > Out of Balance Correction

- ☐ Corrected the program to prevent incorrect balances to be calculated and saved.
-

Finance > Utilities > Positive Pay Export

- ☐ Corrected the export to prevent the value in the **Vendor Name** field from being used as the **Pay To** value if a DBA or Remittance Name and Address is available when using the Pending Payables and the PO/PA processes together. Previously, a single check transaction was separated into two transactions and although the check numbers were the same, the Pending Payable transaction amounts were populated with the value from the **Vendor Name** field on the Vendor Information page

and the other transaction amounts processed through PO/PA were populated with the value from the **Vendor Remittance** field.

Finance > Reports > Finance Reports > Vendor/Purchase Order Reports > FIN2100 - 1099 Forms

☐ Per IRS requirements, updated the 1099-MISC/1099-NEC forms/instructions and all 1099-MISC/1099-NEC functionality to support the 2021 tax year.

Grants and Projects > Tables > Manage Users

☐ Corrected the **Module** column in the database to display GRT2160 Manage Users when adding or updating grant type information for a user.

Grants and Projects > Maintenance > Member Grants > Grant Maintenance

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

☐ Corrected the **Module** column in the database to display GRT3010 Mbr Grant Maint for deleted transactions.

Grants and Projects > Maintenance > Approval Dashboard

☐ Corrected the **Module** column in the database to display GRT3020 Approval Dashboard for approved/returned transactions.

Payroll > Tables > District EP Options

☐ Corrected the issue that prevented changes to the **W-2 Information** message field from being successfully saved and displayed in EmployeePortal.

Payroll > Maintenance > Calendar YTD Data > Calendar YTD

☐ Added the following **FFCRA Payment** fields for the 2021 calendar year:

- **EPSLA Regular**
 - **EPSLA Two-Thirds**
 - **EFMLEA**
-

Payroll > Maintenance > Calendar YTD Data > W2 Inquiry

☐ Added the following **FFCRA Payment** fields for the 2021 calendar year:

- **EPSLA Regular**
 - **EPSLA Two-Thirds**
 - **EFMLEA**
-

Payroll > Next Year > Copy CYR Staff to NYR & Copy NYR Staff to CYR

☐ Added the **TRS Retiree Exception** field to the process and preview report.

Payroll > Payroll Processing > TRS Processing > Payroll History

☐ Corrected the program to retrieve pay date information for the TRS month instead of the pay date month.

Payroll > Utilities > Import HR tables from Database Tables

☐ Added a new WorkJournal Comparison Report to display a list of WorkJournal records that were imported but no longer exist as payroll transmittals due to the import.

Payroll > Utilities > Import WorkJournal Requests

☐ Modified the program to prevent WorkJournal request records from being selected if the job code no longer exists on the employee's master job record.

Payroll > Reports

☐ Corrected the email content (subject/body) to mirror the letter case entered by the user. Previously, all letters were converted to uppercase.

- HRS1250 - Employee Data Listing
 - HRS1650 - Employee Salary Information
 - HRS2050 - Proof List of Payroll Transactions
 - HRS2500 - Wage and Earning Statement
 - HRS2600 - Employee Substitute Report
 - HRS3500 - YTD Wage and Earning Statements
 - HRS6400 - Salary Verification Report
-

Payroll > Reports > Personnel Reports

☐ Added the **Creditable Year of Service** field to the following reports:

- HRS1100 - Employee Verification
 - HRS1250 - Employee Data Listing
 - HRS1650 - Employee Salary Information
-

Payroll > Reports > Quarterly/Annual Reports > HRS5100 - W-2 Forms

☐ Per IRS requirements, updated the W-2 form/instructions and all W-2 functionality to support the 2021 tax year.

Payroll > Reports > User Created Report

☐ Added the **Creditable Year of Service** check box to the **Employment** section.

Reports > User Created Reports Payroll

Save Create Report Delete Reset

<input type="checkbox"/> Middle Name	<input type="checkbox"/> City	<input type="checkbox"/> Former Last Name	<input type="checkbox"/> Bus Ext	<input type="checkbox"/> Local Use 1	<input type="checkbox"/> Emer Phone Nbr	<input type="checkbox"/> Pacific Islander
<input type="checkbox"/> Last Name	<input type="checkbox"/> State	<input type="checkbox"/> Former Generation	<input type="checkbox"/> Cell Area Cd	<input type="checkbox"/> Local Use 2	<input type="checkbox"/> Emer Ext	<input type="checkbox"/> White
<input type="checkbox"/> Generation	<input type="checkbox"/> Zip	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Cell Phone Nbr	<input type="checkbox"/> Email		
<input type="checkbox"/> Sex	<input type="checkbox"/> Zip+4	<input type="checkbox"/> DL State	<input type="checkbox"/> Local Restriction	<input type="checkbox"/> Home Email		
<input type="checkbox"/> DOB	<input type="checkbox"/> Addr Country	<input type="checkbox"/> DL Expir Date	<input type="checkbox"/> Public Restriction	<input type="checkbox"/> Employee Notes		

☐ Certification

<input type="checkbox"/> Cert Type	<input type="checkbox"/> Specialty Area
<input type="checkbox"/> Cert Date	<input type="checkbox"/> Teaching Spec
<input type="checkbox"/> Date Expire	

☐ Responsibility

<input type="checkbox"/> Campus	<input type="checkbox"/> Pop Served	<input type="checkbox"/> Class ID	<input type="checkbox"/> Job Code	<input type="checkbox"/> Days Wk 3	<input type="checkbox"/> Min Wk 2	<input type="checkbox"/> Grade Level
<input type="checkbox"/> Role ID	<input type="checkbox"/> Nbr Of Students	<input type="checkbox"/> Class Type	<input type="checkbox"/> Days Wk 1	<input type="checkbox"/> Days Wk 4	<input type="checkbox"/> Min Wk 3	
<input type="checkbox"/> Service ID	<input type="checkbox"/> Monthly Minutes	<input type="checkbox"/> ESC/SSA	<input type="checkbox"/> Days Wk 2	<input type="checkbox"/> Min Wk 1	<input type="checkbox"/> Min Wk 4	

☐ Employment

<input type="checkbox"/> Employee Status Code	<input type="checkbox"/> Yrs Non-Professional Experience	<input type="checkbox"/> Original Emp Date	<input type="checkbox"/> Take Retiree Surcharge	<input type="checkbox"/> W-2 Elec Consent	<input type="checkbox"/> Termination Reason
<input type="checkbox"/> Highest Degree Achieved	<input type="checkbox"/> Yrs Non-Professional in District	<input type="checkbox"/> Latest Re-Employ Date	<input type="checkbox"/> NY Take Retiree Surcharge	<input type="checkbox"/> 1095 Elec Consent	<input type="checkbox"/> Termination Reason Descr
<input type="checkbox"/> Percent Day Employed	<input type="checkbox"/> Creditable Year of Service	<input type="checkbox"/> Retirement Date	<input type="checkbox"/> Extract ID	<input type="checkbox"/> ERS Retiree Health Elig	<input type="checkbox"/> Full Semester
<input type="checkbox"/> Est Annual Salary	<input type="checkbox"/> Contract Class	<input type="checkbox"/> Termination Date	<input type="checkbox"/> Fingerprint Status	<input type="checkbox"/> NY ERS Retiree Health Elig	<input type="checkbox"/> PEIMS Auxiliary Role ID
<input type="checkbox"/> Yrs Professional Experience	<input type="checkbox"/> Contract Term	<input type="checkbox"/> Extended Leave Begin	<input type="checkbox"/> Fingerprint Extract Date	<input type="checkbox"/> Employment Type	<input type="checkbox"/> Highly Qualified
<input type="checkbox"/> Yrs Professional in District	<input type="checkbox"/> Contract Year	<input type="checkbox"/> Extended Leave End	<input type="checkbox"/> Fingerprint Date	<input type="checkbox"/> Retiree Employment Type	<input type="checkbox"/> Paraprofessional Certification
<input type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Grades Taught				

Personnel

☐ Added the ability to import data into the Personnel application through an automated process. Instructions for this process are located on the TCC Technical Documentation > ASCENDER Personnel Import page in the ASCENDER Wiki.

Personnel > Tables > WorkJournal > Options

☐ Modified the program to display the Unsaved Data Warning pop-up window when applicable.

☐ Corrected the issue that caused the time conversion table to inadvertently default to pay frequency 4 even though it was not created in pay frequency 4. This issue occurred in databases with only one pay frequency.

Personnel > Tables > WorkJournal > Admin

☐ Modified the Unsaved Data Warning pop-up window to set the cursor focus on the **Cancel** button.

Personnel > Maintenance > Staff Demo > Credentials

☐ Added the **Teacher Incentive Allotment Designation** section, which includes the following allotment codes and descriptions:

- 01 Active National Board Certified Teacher
- 02 Active Teacher Incentive Allotment Designation
- 03 LEA Submitted Designation Pending

Personnel > Maintenance > Employment Info

☐ Added the **Creditable Year of Service** check box to the **Years Experience** section.

☐ Corrected the page to only display the applicable scroll bars.

Personnel > Self-Service > Pending by Alternate

☐ Corrected the issue that caused an error to occur when an employee submitted changes to their phone number via EmployeePortal.

Personnel > Utilities > Mass Update > Employee

☐ Added the **Creditable Year of Service** field under **Reset** to reset the employee's creditable year of service. Also, added the **Creditable Year of Service** column to the Employee Mass Update Report.

Utilities > Mass Update Personnel

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Pay Type:

Job Code:

Accrual Code:

Pay Grade:

Prior Yr Emp Date:

Primary Campus:

Pay Campus:

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency:

Salary Concept:

Extract ID:

Employee Nbr:

EMPLOYEE

Reset

☐ Extract ID

☐ Unemployment Eligibility (ICESA Report)

☐ Take Retiree Surcharge

☐ NY Take Ret Surchg

☐ Employment Type

☐ Retiree Employment Type

☐ Creditable Year of Service

Update Experience

☐ Total (Prof) Experience

If Employment Date <

☐ District (Prof) Experience

If Employment Date <

☐ District (Non-Prof) Experience

If Employment Date <

☐ Total (Non-Prof) Experience

If Employment Date <

Modify

From To

Area Code:

Zip Code:

Personnel > Utilities > Mass Delete > Employee Data

- ☐ Modified the program to include the Teacher Incentive Allotment designation in the mass deletion process.

Personnel > Utilities > ACA 1094/1095 Correction/Replacement

- ☐ Per IRS requirements, updated the utility to support the 2021 tax year.
- ☐ Removed transmitter control code (TCC) validation from the ACA file creation process.

Personnel > Reports > Personnel Reports

- ☐ Added the **Creditable Year of Service** field to the following reports:

- HRS1100 - Employee Verification
- HRS1250 - Employee Data Listing
- HRS1650 - Employee Salary Information

Personnel > Reports > Personnel Reports > HRS1750 - Teacher Incentive Allotment Designation Report

☐ Added this report to provide a list of employees with their Teacher Incentive Allotment Designation codes and descriptions.

Reports > Personnel Reports > Teacher Incentive Allotment Designation Report

Preview PDF CSV Clear Options

Personnel Reports

- [HRS1000 - Roster of Personnel](#)
- [HRS1050 - Employee Birthday List](#)
- [HRS1100 - Employee Verification Report](#)
- [HRS1200 - Federal EEOC Report](#)
- [HRS1250 - Employee Data Listing](#)
- [HRS1400 - Teacher Service Record](#)
- [HRS1450 - Employee Mailing Labels](#)
- [HRS1500 - Employee Education Report](#)
- [HRS1550 - New Hire Report](#)
- [HRS1600 - Certification Report](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS1700 - Social Security Number Verification](#)
- [HRS1750 - Teacher Incentive Allotment Designation Report](#)**

HRS1750 - Teacher Incentive Allotment Designation Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>
Select Frequency	<input type="text"/>

Personnel > Reports > Payroll Information Reports > HRS5250 - 1095-B Forms

☐ Per IRS requirements, updated the 1095-B form/instructions and all 1095-B functionality to support the 2021 tax year.

☐ Removed transmitter control code (TCC) validation from the ACA file creation process.

Personnel > Reports > Payroll Information Reports > HRS5255 - 1095-C Forms

☐ Per IRS requirements, updated the 1095-C form/instructions and all 1095-C functionality to support the 2021 tax year.

☐ Removed transmitter control code (TCC) validation from the ACA file creation process.

Personnel > Reports > TRS Reports

☐ Corrected the issue that prevented the following reports from being generated:

- HRS4300 - Health Insurance Participation Report
- HRS8900 - Employee Data (ED)
- HRS8905 - Regular Payroll (RP)

Personnel > Reports > User Created Reports > Personnel

☐ Added the **Creditable Year of Service** check box to the **Employment** section.

The screenshot shows the 'Reports > User Created Reports' interface. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below these are input fields for 'Report Template' and 'Report Title', along with a 'Public' checkbox and 'Retrieve'/'Directory' buttons. Further down is an 'Employee Nbr' field and an 'Active Employees Only' checkbox. The 'Employment' section is highlighted in yellow and contains a grid of checkboxes. The checkbox for 'Creditable Year of Service' is circled.

Employment					
<input type="checkbox"/> Employee Status Code	<input type="checkbox"/> Yrs Non-Professional Experience	<input type="checkbox"/> Original Emp Date	<input type="checkbox"/> Take Retiree Surcharge	<input type="checkbox"/> W-2 Elec Consent	<input type="checkbox"/> Termination Reason
<input type="checkbox"/> Highest Degree Achieved	<input type="checkbox"/> Yrs Non-Professional in District	<input type="checkbox"/> Latest Re-Employ Date	<input type="checkbox"/> NY Take Retiree Surcharge	<input type="checkbox"/> 1095 Elec Consent	<input type="checkbox"/> Termination Reason Descr
<input type="checkbox"/> Percent Day Employed	<input type="checkbox"/> Creditable Year of Service	<input type="checkbox"/> Retirement Date	<input type="checkbox"/> Extract ID	<input type="checkbox"/> ERS Retiree Health Elig	<input type="checkbox"/> Full Semester
<input type="checkbox"/> Est Annual Salary	<input type="checkbox"/> Contract Class	<input type="checkbox"/> Termination Date	<input type="checkbox"/> Fingerprint Status	<input type="checkbox"/> NY ERS Retiree Health Elig	<input type="checkbox"/> PEIMS Auxiliary Role ID
<input type="checkbox"/> Yrs Professional Experience	<input type="checkbox"/> Contract Term	<input type="checkbox"/> Extended Leave Begin	<input type="checkbox"/> Fingerprint Extract Date	<input type="checkbox"/> Employment Type	<input type="checkbox"/> Highly Qualified
<input type="checkbox"/> Yrs Professional in District	<input type="checkbox"/> Contract Year	<input type="checkbox"/> Extended Leave End	<input type="checkbox"/> Fingerprint Date	<input type="checkbox"/> Retiree Employment Type	<input type="checkbox"/> Paraprofessional Certification
<input type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Grades Taught				

Purchasing > Inquiry > GL Inquiry > GL Account Summary

☐ Corrected the spelling of Revenue in the Estimated and Realized Revenue column headings on the report preview and PDF.

Purchasing > Maintenance > Create/Modify Requisition

☐ Modified the **Refresh Totals**, **Calculate Amounts**, and **Calculate Percent** links to correctly

calculate amounts and percentages when creating a requisition that has one line item with multiple accounts. This change is also effective for the Uniform Account Distribution.

Purchasing > Reports

☐ Corrected the email content (subject/body) to mirror the letter case entered by the user. Previously, all letters were converted to uppercase.

- REQ1450 - Print Purchase Orders
 - REQ1500 - Reprint Purchase Orders
 - REQ2000 - Request for Quotation Report
-

Warehouse > Reports > Warehouse Reports > BWH1450 - Print Purchase Order Form & BWH1500 - Reprint Purchase Order Form

☐ Corrected the **PO Signature** button pop-up window to display and function as intended.



EmployeePortal

Release Date: 12/10/2021 **ASCENDER Update:** 6.0400

☐ Modified the program to ensure that the applicable Employee/Supervisor reminder emails are sent daily around 6:00 AM.

EmployeePortal > Inquiry > Calendar Year to Date & W-2 Information

☐ Added the following **FFCRA Payment** fields for the 2021 calendar year:

- **EPSL1** (Emergency Paid Sick Leave Act (EPSLA) regular rate)
- **EPSL2** (Emergency Paid Sick Leave Act (EPSLA) two-thirds rate)
- **EFMLEA** (Emergency Family and Medical Leave Expansion Act)

NOTE: If any of these amounts are greater than zero, the field and amount are displayed in Box 14 on the employee's W-2.

EmployeePortal > Inquiry > W-2 Information

☐ Per IRS requirements, updated the W-2 form/instructions and all W-2 functionality to support the 2021 tax year.

EmployeePortal > Inquiry > 1095 Information

☐ Per IRS requirements, updated the 1095-B/1095-C forms/instructions and all 1095-B/1095-C functionality to support the 2021 tax year.

EmployeePortal > Leave Requests

☐ Modified leave requests to display as follows:

- Leave requests with an *Approved* or *Pending Approval* status are displayed on the employee homepage calendar and the Leave Requests page, and can be edited.
- Leave requests with an *Import into Payroll* or *Processed* status are displayed on the employee homepage calendar and the Leave Requests page, and cannot be edited.

Note: All employee leave requests in the above statuses are displayed as read-only on the supervisor's homepage calendar.

☐ Added the **Outlook Calendar** and **Google Calendar** links to leave approval emails allowing employees to add approved leave requests as Outlook/Google calendar events.

☐ Corrected the program to prevent duplicate leave requests from being displayed under **Unprocessed Leave Requests** and on the homepage calendar.

EmployeePortal > Travel Reimbursement Requests > Travel Requests

-
- ☐ Added maximum length limits to various fields.
 - ☐ Corrected the issue that caused all inline error messages to be displayed upon accessing the page.
-

EmployeePortal > Travel Reimbursement Requests > Approve Travel Requests

- ☐ Corrected various functionality and user interface issues including the select all check box and the document attachments icon to improve the user experience.
-



MemberPortal

Release Date: 12/10/2021 **ASCENDER Update:** 6.0400

MemberPortal > Login

- ☐ Corrected the Oops error page to display MemberPortal instead of EmployeePortal.
-

MemberPortal > Forgot Password

- ☐ Modified the functionality and user interface to meet ASCENDER portal standards.
-

MemberPortal > Budget Revision Request & Reimbursement Request

- ☐ Corrected the program to ensure that all approvers in an approval path receive automated email notifications for pending budget or reimbursement requests.
- ☐ Corrected the **Module** column in the database to display the originating page name for submitted

requests.

MemberPortal > Manage Users

- ☐ Corrected various user interface issues in the Unsaved Data Warning pop-up window.
 - ☐ Corrected the **Module** column in the database to display GRT2160 Manage Users when adding or updating grant type information for a user.
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Prior Release Notes for ASCENDER 6

Update: 6.0350

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.

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*

ADJUSTMENT DAYS PAYROLL HISTORY EXTRACT MAINTENANCE CREATE FILES INTERFACE PURGE

Extract

Report Date (MM-YYYY):

Maintenance

Employee: Start Date:

Delete	Type	TRS Pos Cd	Retiree Employment Type	Begin Adj Date	End Adj Date	Nbr Days A
<input type="button" value="First"/>	ER	01 Professional staff	<input type="button" value="Retiree Employment Type"/>	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="0"/>

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 <input type="checkbox"/> 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 Excpn** (Retiree Exception) field to the job report.

Employee Salary Information ISD		Program: HRS1650 Page: 1 of 1	
Emp Nbr: 000492	Yrs Experience District:	Frequency:	5
SSN: 226-02-2408	Yrs Experience Total:	Pay Campus:	001
DOB: 03-26-1946	Yrs Prof Exper District:	01 Primary Campus:	001
Degree: 1 - Bachelor's	Yrs Prof Exper Total:	01 W4 Filing Status:	S
Latest Re-Emp Date:	Extract ID:	Nbr Exempts:	0
Retirement Date:	Work Email:		
W4 Nbr Other Dependents: 0	W4 Other Exemptions: \$0.00		
W4 Other Deductions: \$0.00			
Job Information			
te: 08-01-2021	# Months in Contract: 10	Payoff Date:	
e: 08-30-2022	# Days in Contract: 10	TRS Status:	5 - Retired
Amount: \$10,000.00	# of Annual Pmnts: 10	0 TRS Position:	03 - Support staff
		Retiree Excpn:	T - Non-Profit Tutor Full Time
Balance: \$10,000.00	Remaining Pymts: 10	FICA Eligibility:	M - Subject to medicare
ntract Days:	Hourly Rate: \$0.00	WC Code:	
Sched: 0	Wholly Sep Amt: \$0.00		

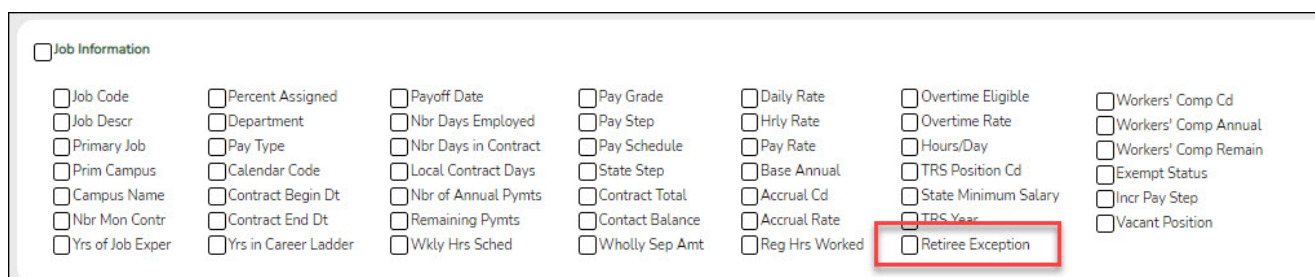
Payroll > Reports > TRS Reports > HRS8910 - Employment After Retirement (ER)

☐ 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.



☐ Job Information

<input type="checkbox"/> Job Code	<input type="checkbox"/> Percent Assigned	<input type="checkbox"/> Payoff Date	<input type="checkbox"/> Pay Grade	<input type="checkbox"/> Daily Rate	<input type="checkbox"/> Overtime Eligible	<input type="checkbox"/> Workers' Comp Cd
<input type="checkbox"/> Job Descr	<input type="checkbox"/> Department	<input type="checkbox"/> Nbr Days Employed	<input type="checkbox"/> Pay Step	<input type="checkbox"/> Hrly Rate	<input type="checkbox"/> Overtime Rate	<input type="checkbox"/> Workers' Comp Annual
<input type="checkbox"/> Primary Job	<input type="checkbox"/> Pay Type	<input type="checkbox"/> Nbr Days in Contract	<input type="checkbox"/> Pay Schedule	<input type="checkbox"/> Pay Rate	<input type="checkbox"/> Hours/Day	<input type="checkbox"/> Workers' Comp Remain
<input type="checkbox"/> Prim Campus	<input type="checkbox"/> Calendar Code	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> State Step	<input type="checkbox"/> Base Annual	<input type="checkbox"/> TRS Position Cd	<input type="checkbox"/> Exempt Status
<input type="checkbox"/> Campus Name	<input type="checkbox"/> Contract Begin Dt	<input type="checkbox"/> Nbr of Annual Pymts	<input type="checkbox"/> Contract Total	<input type="checkbox"/> Accrual Cd	<input type="checkbox"/> State Minimum Salary	<input type="checkbox"/> Incr Pay Step
<input type="checkbox"/> Nbr Mon Contr	<input type="checkbox"/> Contract End Dt	<input type="checkbox"/> Remaining Pymts	<input type="checkbox"/> Contract Balance	<input type="checkbox"/> Accrual Rate	<input type="checkbox"/> TRS Year	<input type="checkbox"/> Vacant Position
<input type="checkbox"/> Yrs of Job Exper	<input type="checkbox"/> Yrs in Career Ladder	<input type="checkbox"/> Wkly Hrs Sched	<input type="checkbox"/> Wholly Sep Amt	<input type="checkbox"/> Reg Hrs Worked	<input type="checkbox"/> Retiree Exception	

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 Excpn** (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 > Approve Budget Amendment
0	7	Finance > Approve 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.

Transactions										
<div>Cancel Trans</div>	Detail	Doc	Date	Type	Status	Budget Amount	Reimbursement Amount	Check Nbr	Payment Date	Final Report
			08-19-2021	Budget Adjustment	Posted	3,000.00	0.00			<input type="checkbox"/>
			08-19-2021	Budget Adjustment	Posted	5,100.00	0.00			<input type="checkbox"/>
				08-19-2021	Budget Adjustment	Saved	656.00	0.00		

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.

The screenshot shows the 'Inquiry > Travel Reimbursement Inquiry' page within the 'Finance' module. The page has a green header bar with a home icon, the breadcrumb 'Inquiry > Travel Reimbursement Inquiry', and the module name 'Finance' with a window icon. Below the header, there is a 'Retrieve' button on the left and a 'File' button on the right. The main content area is light blue and contains search filters: 'Travel Request Nbr:' with a text input, 'Vendor:' with a text input, and 'Request Dates' with 'From:' and 'To:' date pickers, both showing '00-00-0000'. Below these filters is a section titled 'Travel Information' containing a table with columns: 'Details', 'Travel req Nbr', 'Vendor', 'Date Requested', 'Request Total', 'Purpose', and 'Check Number'. The table currently displays 'No Rows'.

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

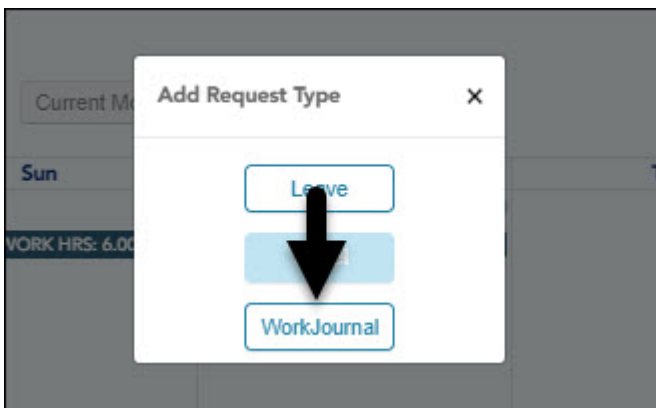
- ☐ Modified the page to display the logged-on supervisor's employees' WorkJournal entries (total hours worked) for each day.

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