



**ASCENDER**<sup>®</sup>  
ELEVATING TECHNOLOGY SOLUTIONS

# **ASCENDER Business Release Notes - 7**

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# ASCENDER Business Release Notes

## ASCENDER Release 7

### ASCENDER 7.1100

**Release Date:** 07/11/2023 **ASCENDER Update:** 7.1100

#### Payroll > Utilities > Transfer Transaction Processing > Mass Update/Delete

Corrected the issue that prevented users from successfully deleting a range of transactions. Previously, the drop-down arrow was not displayed for the **To Pay Date** field and if the user entered a pay date in the field, the following error message was displayed: "Please enter valid To Pay Date in MM-dd-YYYY format."

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#### Finance

Corrected the issue that prevented vendor EFT notification emails from being generated and emailed.



#### EmployeePortal

##### Login

Corrected the issue that prevented a Supervisor from successfully logging on if one of their direct report employees (current or former) did not have a leave type assigned on the Payroll > Maintenance > Staff Job/Pay Data > Leave Balance tab.

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## EmployeePortal > Calendar (Supervisor)

Corrected the supervisor calendar **All Requests** view to only display requests from direct report employees. Also, corrected the supervisor calendar to display the correct hours and/or days for leave requests.

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## EmployeePortal > Supervisor > Approve Leave Request

Corrected the issue that prevented the selected employee's leave balance details from being displayed in the Leave Balance Summary pop-up window (spyglass icon).

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# Prior Release Notes for ASCENDER 7

Update: 7.1000

## ASCENDER 7.1000

**Release Date:** 6/9/23 **ASCENDER Update:** 7.1000



Removed the **Provide feedback** button from all application pages. The following statement will be posted in the ASCENDER News Section to explain: “The client feedback button was introduced when the TCC transitioned from TxEIS to ASCENDER. We have removed the button and welcome your feedback through your local ESC ASCENDER support team.”

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## Budget > Utilities > Clear Move NYR Requisitions To CYR

Corrected the issue that caused account elements for the encumbrance offset (4310) to duplicate the subobject and organization resulting in an account code longer than 20 characters and preventing the process from being completed.

## Finance > Maintenance > Pending Payables

Corrected the program to prevent purchase orders with more than one line item and the same account for all line items from being fully liquidated when only partially received.

Also, corrected the program to properly calculate the Net Expense Amount based on the Actual Cost Amount when the PO has one item split between three or more accounts.

## Finance > Inquiry > Travel Reimbursement Inquiry

Modified the program to display the **Documents** button in the travel details pop-up window if documents are attached to the travel request.

The screenshot shows a web-based interface for a Travel Reimbursement Inquiry. At the top, it displays the following information: "Travel Req Nbr : 000013 Vendor : 39483 - Brenda Caballero Travel Req Date : 04-10-2023 Travel Req Total : 104.00". Below this, there are three buttons: "Cancel", "Print", and "Documents". A large black arrow points to the "Documents" button. To the right of the buttons is a small table with two columns: "Account Code" and "Amount". The table contains one row: "199-00-1101.02-000-800000" with an amount of "104.00", and a total row: "Travel Request Total" with an amount of "104.00". Below the buttons and table is a form with several sections: "Date of Travel Time" (04-11-2023), "Point of Origin" (ESC 20), and "Destination" (ESC 10). There are also fields for "Contact" (Testing doc), "Purpose" (Testing doc), "City", "State", "Zip", "Misc Amt" (20.00), and "Bus". At the bottom left, there are fields for "Mileage" (0.0), "Mileage Total" (150.0), "Mileage Rate" (0.560), and "Total Mileage Amount" (84.00). At the bottom right, it says "Daily Total: 104.00".

## Finance > Utilities > Fiscal Year Close

Corrected the program to generate the final Fiscal Year Close report instead of a program error.

Corrected the issue that prevented the **Current Finance Fiscal Year** and **Previous Year File ID** fields from being properly updated after successfully running the Fiscal Year Close process.

## Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > FIN3750 - Statement of Activities

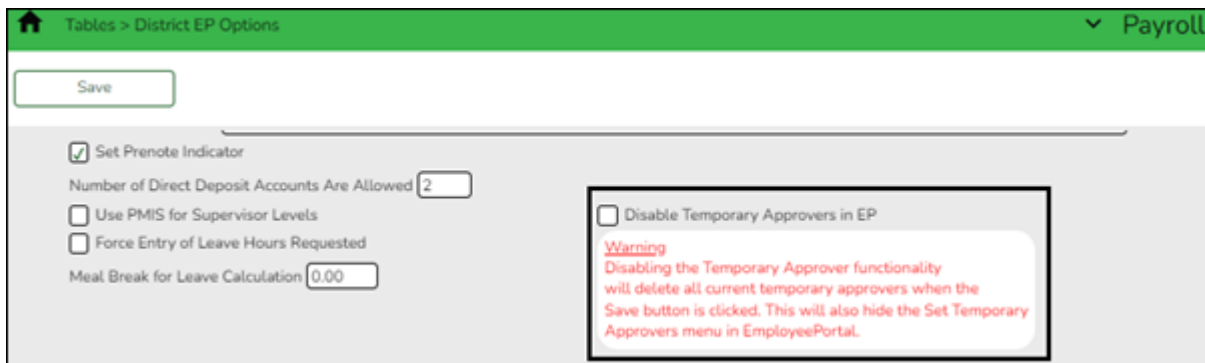
Corrected the issue that prevented all fund balance objects (excluding 37XX) from being included in the **Net Assets, beginning of year** line.

## Grants and Projects > Maintenance > Approval Dashboard

Corrected the issue that prevented the request details from being displayed in the spyglass pop-up window. Previously, only the **Approve** and **Cancel** buttons were displayed in the pop-up and if the user clicked either button, a program error occurred.

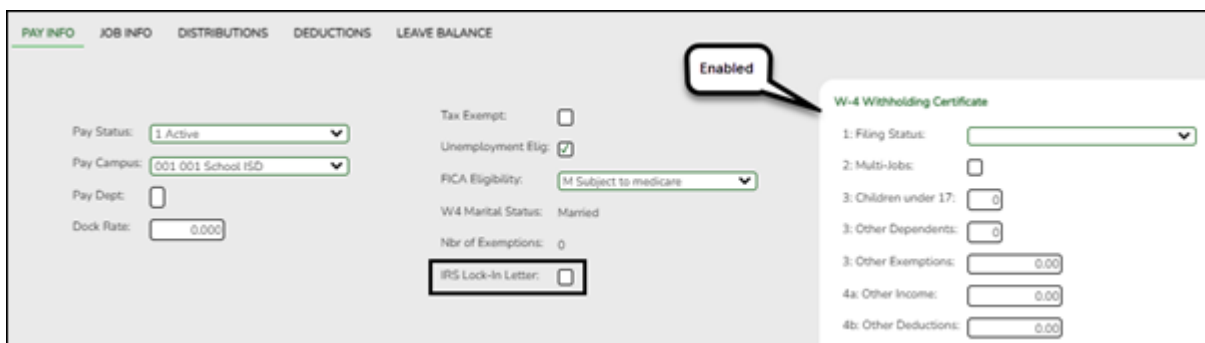
## Payroll > Tables > District EP Options > EmployeePortal Options

Added the **Disable Temporary Approvers in EP** field to disable the Temporary Approver functionality. After the record is saved, all current temporary approvers are deleted and the Set Temporary Approvers menu is hidden from the Supervisors menu in EmployeePortal.



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

Added the **IRS Lock-In Letter** field to indicate that the IRS has determined that an employee does not have sufficient withholding and has issued a Lock-in Letter to restrict changes to the employee's W-4 information.



The screenshot shows the 'PAY INFO' tab with various fields for employee information. A red box highlights the 'Disabled' checkbox, which is currently unchecked. A callout bubble points to this checkbox. To the right, a 'W-4 Withholding Certificate' pop-up is displayed, containing the following fields:

- 1: Filing Status:
- 2: Multi-Jobs:
- 3: Children under 17: 0
- 3: Other Dependents: 0
- 3: Other Exemptions: 0.00
- 4a: Other Income: 0.00
- 4b: Other Deductions: 0.00

Modified the program to display a message prompting users to update W-4 Info/FSP Staff Salary Data changes in the current year or next year pay frequency based on the logged-on pay frequency where the changes are being saved. This message is displayed when changes are made to the **Tax Exempt**, **W-4 Withholding Certificate**, or **FSP Staff Salary Data** fields.

The image shows two examples of a confirmation dialog box. The top dialog asks: "Would you like to update W-4 Info/FSP Staff Salary Data on Pay Info tab in **Current Year?**" with "Yes" and "No" buttons. The bottom dialog asks: "Would you like to update W-4 Info/FSP Staff Salary Data on Pay Info tab in **Next Year?**" with "Yes" and "No" buttons.

**Payroll > Maintenance > Leave Account Transaction > Staff Leave Maint**

Added validation to the **Absence/Earned** date field to prevent invalid dates or dates prior to 01/01/2000 from being entered.

**Payroll > Payroll Processing > TRS Processing > Extract**

Corrected the issue that caused the following erroneous error to be displayed on the Error Report: "Error inserting errs 3."

## Payroll > Self-Service > Payroll Approval & Payroll Approval by Alternate

Modified the program to display the following warning message if trying to approve pending W-4 changes and a Lock-in Letter has been issued for the employee (i.e., **IRS Lock-in Letter** field is selected on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab): "W-4 changes cannot be processed because an IRS Lock-in Letter has been issued. You can disapprove the changes to remove them from the approval queue or contact an administrator for further information."

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

Added the **IRS Lock-in Letter** field to the report.

Payroll Name & Primary Address		Former Name & Alternate Address		P
Last: *HAINES		Last:		P
First: AARON		First:		In
Middle: BROOKE		Middle:		R
Title: MS. Gen:		Title: Gen:		Li
Street: 175077 SUMMIT RIDGE		Street:		Li
City/St: Alamo City, TX		City/St:		D
Zip Cd: 47806-0		Zip Cd:		D
Country:				Ti
Phone: (555) 348-2258 Cell: ( )		Bus Ph: ( )	Bus Ext:	
Wk E-mail:		Hm E-mail:		H
Supplemental Address:				A
Country:				
Delivery Name:				W
Emergency Contact:		Relation:		B
Phone: ( )	Ext:			
Emergency Notes:				
Pay Status:	2 - Inactive	FSP Staff Salary Data		
Pay Campus:	044 - 044 School	Health Ins Code:	Y - Eligible par	
Pay Dept:	0	FSP Staff Data Code:		
Dock Rate:	.000	W4 Multi-Jobs:	<input type="checkbox"/>	
Tax Exempt:	<input type="checkbox"/>	W4 Children under 17:		
Unemployment Elig:	<input type="checkbox"/>	W4 Other Dependents:		
FICA Eligibility:	N - Not subject to FICA	W4 Other Exemptions:	100	
W4 Marital Status:	S - Single	W4 Other Income:		
Nbr of Exemptions:	99	W4 Other Deductions:		
<b>IRS Lock-in Letter:</b>	<input checked="" type="checkbox"/>			
W4 Filing Status:	H - Head of household			

## Payroll > Reports > User Created Report

Added the **IRS Lock-in Letter** field.

Reports > User Created Reports

Save Create Report Delete Reset

Report Title

Employee Nbr: [dropdown]  Active Employees Only

Employment

<input type="checkbox"/> Employee Status Code	<input type="checkbox"/> Yrs Non-Professional Experience	<input type="checkbox"/> Original Emp Date
<input type="checkbox"/> Highest Degree Achieved	<input type="checkbox"/> Yrs Non-Professional in District	<input type="checkbox"/> Latest Re-Employ Date
<input type="checkbox"/> Percent Day Employed	<input type="checkbox"/> Creditable Year of Service	<input type="checkbox"/> Retirement Date
<input type="checkbox"/> Est Annual Salary	<input type="checkbox"/> Contract Class	<input type="checkbox"/> Termination Date
<input type="checkbox"/> Yrs Professional Experience	<input type="checkbox"/> Contract Term	<input type="checkbox"/> Extended Leave Begin
<input type="checkbox"/> Yrs Professional in District	<input type="checkbox"/> Contract Year	<input type="checkbox"/> Extended Leave End
<input type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Grades Taught	<input type="checkbox"/> IRS Lock-In Letter

## Personnel > Maintenance > Staff Demo > Demographic Information

Added validation to the **Phone** section (**Hm, Bus, Cell** fields) to prevent phone numbers less than ten digits from being saved.

## Personnel > Utilities > Mass Update > Responsibility

Added the following Responsibility fields to the mass update process:

- **Staff Service**
- **ESC/SSA**

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

Added the **IRS Lock-in Letter** field to the report.



Payroll Name & Primary Address		Former Name & Alternate Address		P
Last: *HAINES		Last:		P
First: AARON		First:		In
Middle: BROOKE		Middle:		R
Title: MS. Gen:		Title: Gen:		Li
Street: 175077 SUMMIT RIDGE		Street:		Li
City/St: Alamo City, TX		City/St:		D
Zip Cd: 47806-0		Zip Cd:		D
Country:				Ti
Phone: (555) 348-2258 Cell: ( )		Bus Ph: ( )	Bus Ext:	H
Wk E-mail:		Hm E-mail:		H
Supplemental Address:				A
Country:				W
Delivery Name:				B
Emergency Contact:		Relation:		B
Phone: ( )	Ext:			
Emergency Notes:				
Pay Status:	2 - Inactive	FSP Staff Salary Data		
Pay Campus:	044 - 044 School	Health Ins Code:	Y - Eligible par	
Pay Dept:	0	FSP Staff Data Code:		
Dock Rate:	.000	W4 Multi-Jobs:	<input type="checkbox"/>	
Tax Exempt:	<input type="checkbox"/>	W4 Children under 17:		
Unemployment Elig:	<input type="checkbox"/>	W4 Other Dependents:		
FICA Eligibility:	N - Not subject to FICA	W4 Other Exemptions:	100	
W4 Marital Status:	S - Single	W4 Other Income:		
Nbr of Exemptions:	99	W4 Other Deductions:		
IRS Lock-in Letter:	<input checked="" type="checkbox"/>			
W4 Filing Status:	H - Head of household			

## Personnel > Reports > User Created Reports

Added the **IRS Lock-in Letter** field.

Reports > User Created Reports

Save
Create Report
Delete
Reset

Public Retrieve

Report Title

Employee Nbr:   Employed Only

Employment

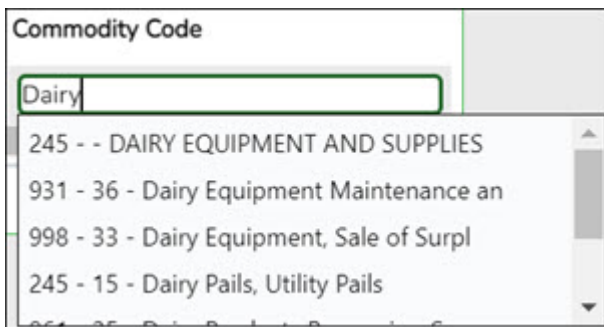
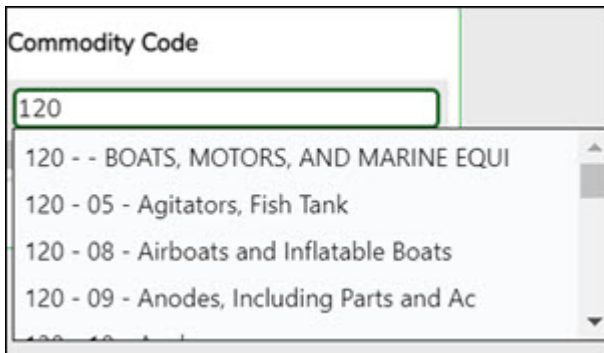
<input type="checkbox"/> Employee Status Code	<input type="checkbox"/> Yrs Non-Professional Experience	<input type="checkbox"/> Original Emp Date
<input type="checkbox"/> Highest Degree Achieved	<input type="checkbox"/> Yrs Non-Professional in District	<input type="checkbox"/> Latest Re-Employ Date
<input type="checkbox"/> Percent Day Employed	<input type="checkbox"/> Creditable Year of Service	<input type="checkbox"/> Retirement Date
<input type="checkbox"/> Est Annual Salary	<input type="checkbox"/> Contract Class	<input type="checkbox"/> Termination Date
<input type="checkbox"/> Yrs Professional Experience	<input type="checkbox"/> Contract Term	<input type="checkbox"/> Extended Leave Begin
<input type="checkbox"/> Yrs Professional in District	<input type="checkbox"/> Contract Year	<input type="checkbox"/> Extended Leave End
<input type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Grades Taught	<input type="checkbox"/> IRS Lock-in Letter

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## Purchasing > Maintenance > Create/Modify Contract Requisition

Added the auto-suggest feature to the **Commodity Code** field.

- If a number is entered, the drop-down list is displayed in numerical order.
- If a letter is entered, the drop-down list is displayed in alphabetical order.



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## Warehouse > Maintenance > Inventory Maintenance

Corrected the scroll bar display on the right side of the page to only display one scroll bar instead of two.

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## Warehouse > Reports > Bid Processing Reports > BWH2050 - Bid Tabulation Report

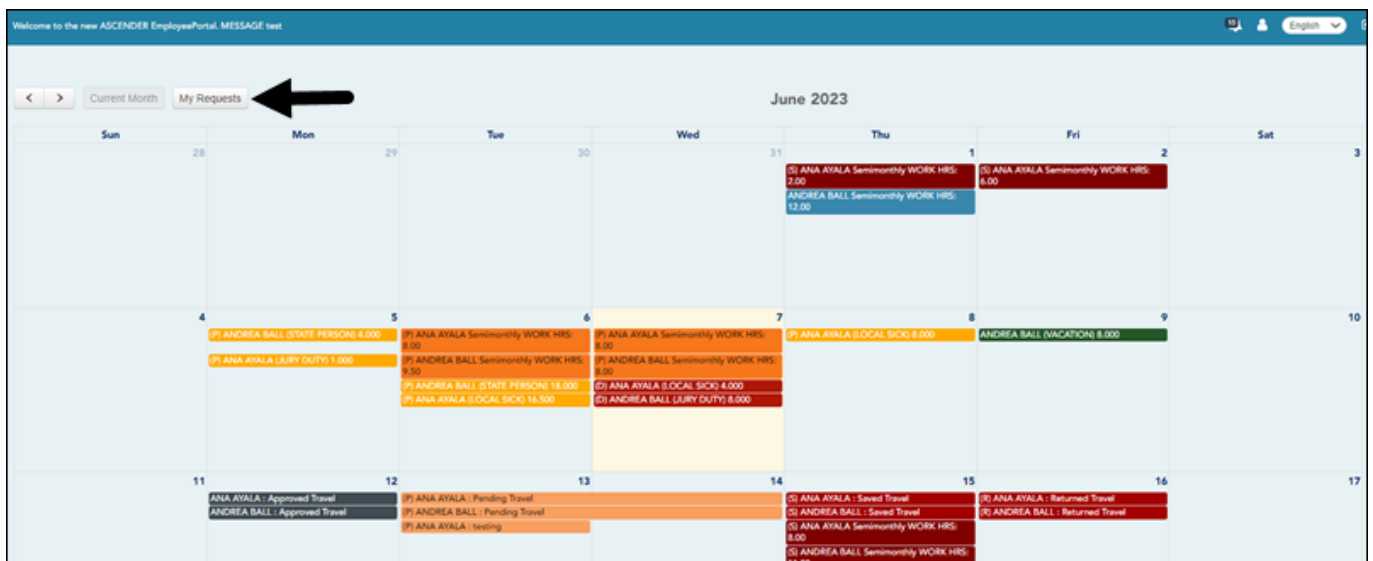
Removed the CSV option. As a result, the CSV button was disabled on the report parameters page and the CSV icon was removed from the report.

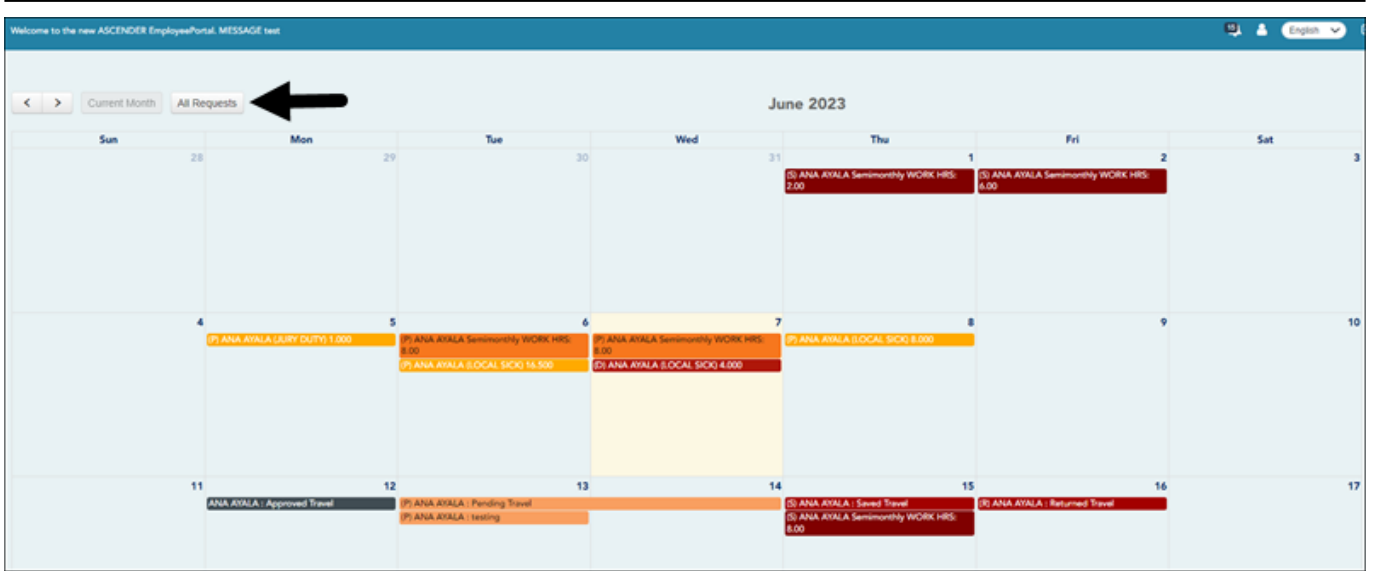


## EmployeePortal

### EmployeePortal

- Modified the program to generate an email message to supervisors to notify them that an employee has deleted an approved leave request.
- Modified the calendar view on the landing page to improve the user experience for Supervisors.
  - Added the **All Requests** and **My Requests** buttons to the top of the page. The default view for supervisors is **All Requests**, which displays all of their employees' Leave, Travel, and WorkJournal requests. The supervisor can then click **My Requests** to toggle to their personal requests view.
  - Removed the Calendar sub-menu from the Supervisor menu.
  - Updated the background color for each request type as follows:
    - Approved Leave Requests - Green
    - (P) Pending Leave Requests - Yellow
    - (D) Disapproved Leave Requests - Red
    - Approved Travel Requests - Gray
    - (P) Pending Travel Requests - Orange
    - (R) Returned Travel Requests - Red
    - (S) Saved Travel Requests - Red
    - Approved WorkJournal Requests - Blue
    - (P) Pending WorkJournal Requests - Orange
    - (S) Saved WorkJournal Requests - Red

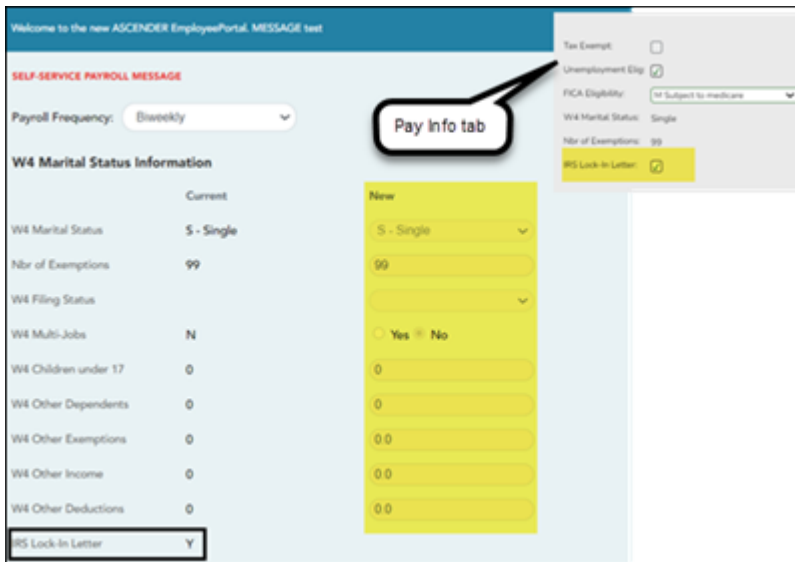




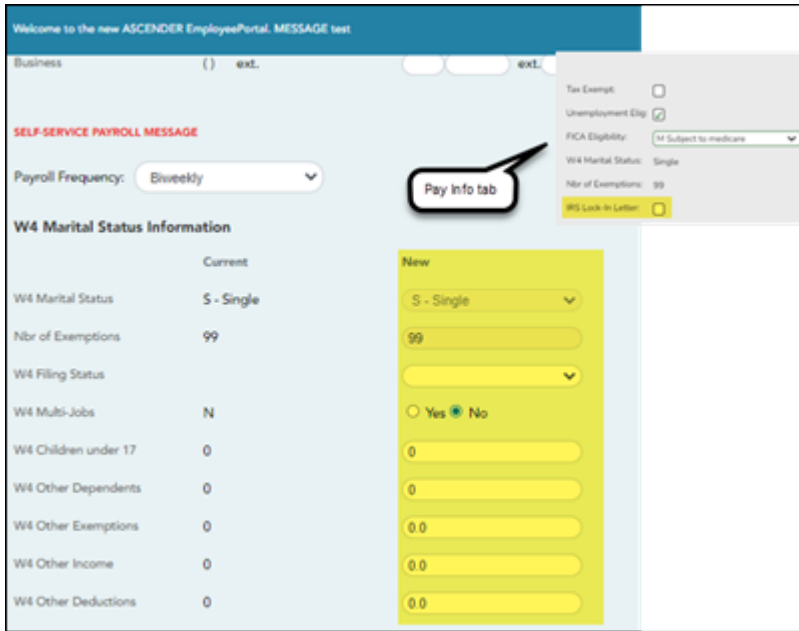
## EmployeePortal > Self-Service

☐ Added the **IRS Lock-In Letter** field under **W4 Marital Status Information**.

- If the **IRS Lock-In Letter** field is selected for the employee on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab, the field is set to Y on this page and the **W4 Marital Status Information** fields are disabled preventing employees from requesting/making changes.



- If the **IRS Lock-In Letter** field is not selected for the employee on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab, the field is not displayed on this page and the **W4 Marital Status Information** fields are enabled as usual allowing employees to request/make changes.



**EmployeePortal > Supervisor > Set Temporary Approvers**

☐ Modified the program to hide this menu item if the new **Disable Temporary Approvers in EP** field is selected on the Payroll > Tables > District EP Options > EmployeePortal Options page. The **Disable Temporary Approvers in EP** field is used to disable the Temporary Approver functionality and delete all temporary approvers upon saving the record.

Update: 7.0700

**ASCENDER 7.0700**

**Release Date:** 3/03/23 **ASCENDER Update:** 7.0700

**ASCENDER Homepage**

☐ Corrected the Approval Summary dashboard to only display payroll approvals if the user has access to the pay frequency for a pending approval.

**Finance > Maintenance > Create Chart of Accounts**

☐ Corrected the program to allow accounts without account activity to be deleted. Previously, a

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message was displayed indicating that the account was being used in the general ledger history table and could not be deleted.

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### **Finance > Maintenance > Postings > Check Processing - PA**

Corrected the program to prevent the computer check and reversal transaction from being marked for deletion (highlighted red) when changing a computer check to a district check.

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### **Finance > Maintenance > Vendor Information > Vendor Misc - Copy from Payroll**

Corrected the functionality of the **Copy from Payroll** button. Previously, in certain scenarios, a program error could occur when adding a bank code to Finance.

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### **Finance > Inquiry > GL Inquiry > GL Inquiry**

Added pagination to the JV detail pop-up window allowing users to view all accounts associated with the JV.

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### **Finance > Inquiry > Vendor Inquiry**

Modified the program to retain the originator's user ID details on the original transaction. For example, if a user creates a PO/PA transaction and then another user voids, reverses, or deletes that transaction, the originator's user ID will remain associated with the original transaction and the user ID of the subsequent user will be associated with the subsequent transaction(s).

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### **Finance > Inquiry > Travel Reimbursement**

Increased the size of the travel request details pop-up window (spyglass icon) to prevent scrollbars from being displayed.

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### **Finance > Utilities > Positive Pay Export**

Corrected the program error that occurred when clicking the **Print** button. This issue was caused

by a bank account group with a blank **Bank Account Nbr** on the Bank Reconciliation > Tables > Bank Account Fund Groups tab.

Corrected the program error that occurred when clicking the **Print** button. This issue was caused by a blank **Employer Offset Account** on the Payroll > Tables > Bank Codes > EFT tab.

**Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1360 - Travel Request Report**

Added this new report to provide a list of travel requests by vendor with all available travel details.

Reports > Finance Reports > Journals, Checks, Detail Ledgers > Travel Request Report

Preview PDF CSV Clear Options

File ID: C  
 User ID:   
 Curr Per: 04  
 Next Per: 05

Journals, Checks, Detail Ledgers

- [FIN1000 - Cash Receipts Journal](#)
- [FIN1050 - Expenditure and Liquidation Journal](#)
- [FIN1100 - Encumbrance Journal](#)
- [FIN1150 - General Journal](#)
- [FIN1200 - Capital Outlay Expenditure Report](#)
- [FIN1250 - Check Register](#)
- [FIN1300 - Check Payments List](#)
- [FIN1350 - Check Transaction List](#)
- [FIN1360 - Travel Request Report](#)
- [FIN1400 - Detail General Ledger](#)
- [FIN1450 - Detail General Ledger by Acct Per](#)
- [FIN1500 - Detail Budget Status by Organization](#)
- [FIN1550 - Detail Budget Status by Program Intent](#)
- [FIN1600 - Batch Process Balance Error Listing](#)
- [FIN1650 - Selective Detail General Ledger](#)
- [FIN1700 - Accounts Payable Listing](#)
- [FIN1750 - Year to Date Check Payments List](#)
- [FIN1800 - Year to Date Check Register List](#)
- [FIN1850 - Student Activity Fund Report](#)
- [FIN1900 - Inventory Distributions Journal](#)
- [FIN1950 - Credit Card Payment Listing](#)

FIN1360 - Travel Request Report

Parameter Description	Value
Select Travel Number(s), or blank for ALL	<input type="text"/>
Select Vendor(s), or blank for ALL	<input type="text"/>
Select Paid checks (P), Unpaid checks (U), or blank for ALL	<input type="text"/>
From Entry Date (MMDDYYYY), or blank for ALL	<input type="text"/>
To Entry Date (MMDDYYYY), or blank for ALL	<input type="text"/>
Page Break by Vendor? (Y/N)	<input type="text"/>

**Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > FIN3800 - Statement of Financial Position**

Corrected out-of-balance issues that were caused by missing object codes. Also, added the missing object codes to prevent future out-of-balance issues.

**Payroll > Maintenance > Staff Job/Pay Data > Deductions**

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Modified the program to allow 30 or more deduction codes to be saved.

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### **Payroll > Reports > User Created Reports**

Corrected the spelling of Contract in **Contract Balance** under **Job Information**.

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### **Personnel > Maintenance > Staff Demo**

Modified the display of error messages on each tab to improve the user experience.

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

Corrected the format of the value in box 17 Employer identification number (EIN) from XXX-XXXXXX to XX-XXXXXX.

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### **Purchasing > Maintenance > Approve Requisition**

Corrected the issue that prevented requisitions from being returned to the originator if the vendor number or account number was blank.

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### **Warehouse > Maintenance**

Corrected the functionality of the **Uniform Acct Distr** button to retain the percent and/or amount entered upon clicking **+Add** to add a row.

- Create/Modify Warehouse Requisitions
  - Create/Modify Inventory Restock Requisitions
  - Approve Warehouse Requisitions
  - Approve Inventory Restock Requisitions
-





## CareerPortal

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



## EmployeePortal

### EmployeePortal

- Modified the size of the **Version** and **Host** display in Safari to prevent overlapping with other elements on a page.
- Modified the program to display the **Version** and **Host** information on all pages and expand/collapse with the main menu as applicable.

### EmployeePortal > W-2

- Changed the email subject line for W2 electronic consent from "A MESSAGE FROM W2 ELECTRONIC CONSENT" to "A Message from W2 Electronic Consent" to prevent emails from being blocked by certain email security tools.



# MemberPortal

## MemberPortal > Budget Revision Request & Reimbursement Request

Changed the date format in approval emails from MM/DD/YYYY to MM-DD-YYYY for consistency.

Update: 7.0420

## ASCENDER 7.0420

**Release Date:** 1/13/2023 **ASCENDER Update:** 7.0420

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

Modified the 1099-NEC and 1099-MISC forms to print the two-digit year in the **Calendar Year** field to satisfy the new “fill in the blank” format (20\_\_) when the report is run with the **Print 1099 Form only (1), 1099 form including 1099 file (2), Non-preprinted Copy B and C (3)** parameter set to 1.

**Note:** The two-digit year is retrieved from the **Tax Year** parameter beginning with the 2022 tax year.

Corrected the alignment issue when printing 1099-NEC forms (**Non-preprinted Copy B and C (3)**).

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

Corrected the functionality of the **Consent for Terminated Employees? (Y/N)** parameter. Previously, if the report was run with the parameter set to N, W-2s were printed for all active employees with an electronic consent of Y. Now, the parameter is only used to filter terminated employees, not active employees.

Update: 7.0415

## ASCENDER 7.0415

**Release Date:** 1/5/2023 **ASCENDER Update:** 7.0415

## Payroll > Reports > TRS Reports > HRS4150 - TRS On-Behalf Payment Journal

Corrected the issue that prevented the report from being generated.

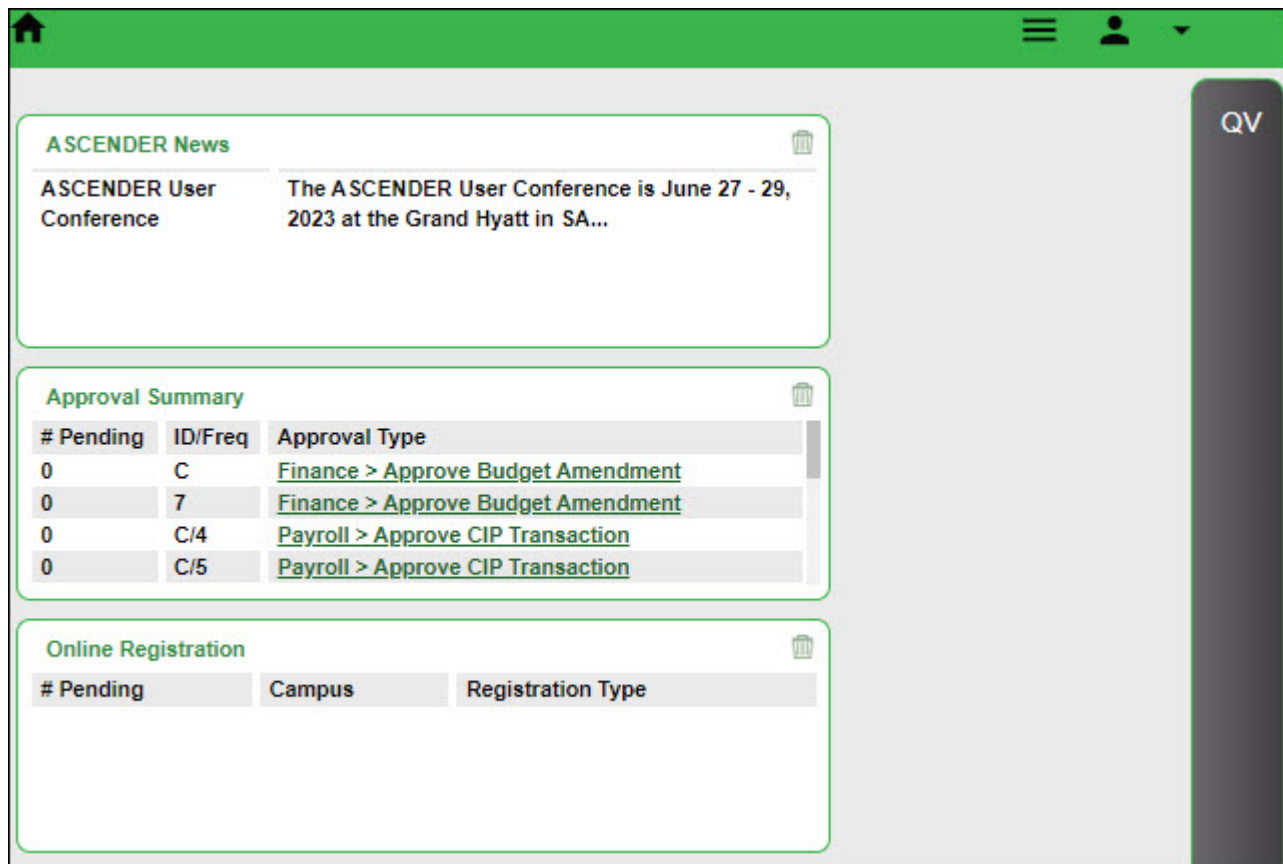
Update: 7.0400

## ASCENDER 7.0400

**Release Date:** 12/14/22 **ASCENDER Update:** 7.0400

### ASCENDER Homepage

Added the ASCENDER News dashboard element to display important announcements or upcoming events. Each dashboard element tile has the drag-and-drop feature enabled along with column x row layout options to allow the logged-on user to customize the layout of their dashboard elements. The user's selected layout preferences are automatically saved upon logging out of the software.



The screenshot shows the ASCENDER homepage dashboard with a green header bar containing a home icon, a menu icon, a user profile icon, and a dropdown arrow. On the right side, there is a vertical sidebar with the letters 'QV'. The main content area features three dashboard tiles, each with a trash icon in the top right corner:

- ASCENDER News:** Contains an announcement titled 'ASCENDER User Conference' with the text 'The ASCENDER User Conference is June 27 - 29, 2023 at the Grand Hyatt in SA...'.
- Approval Summary:** A table with columns '# Pending', 'ID/Freq', and 'Approval Type'. It lists four pending items:
 

# Pending	ID/Freq	Approval Type
0	C	<a href="#">Finance &gt; Approve Budget Amendment</a>
0	7	<a href="#">Finance &gt; Approve Budget Amendment</a>
0	C/4	<a href="#">Payroll &gt; Approve CIP Transaction</a>
0	C/5	<a href="#">Payroll &gt; Approve CIP Transaction</a>
- Online Registration:** A table with columns '# Pending', 'Campus', and 'Registration Type'. The table is currently empty.

## Accounts Receivable > Utilities > Print Invoices

Added the **Sort Invoices by Alpha or Numeric** drop-down field to select a sort order for printed invoices. The following options are available:

- **Alpha** - Sort invoices alphabetically by customer name.
- **Numeric** - Sort invoices numerically by invoice number.

Utilities > Print Invoices

Generate/Print

Invoice Number:  Customer Name:  Customer Nbr:

Accounting per: 04 Date Range: From: 00-00-0000 To: 12-12-2022 Invoice Date: 12-12-2022

Sort Invoices by Alpha or Numeric: Alpha

Retrieve

### Accounts Receivable > Reports > Accounts Receivable Reports > BAR7500 - Reprint Invoices Report

Added the **Sort by Customer Name (A) or Invoice Number (N)** parameter to select a sort order for printed invoices.

Reports > Accounts Receivable Reports > Reprint Invoices Report

Preview PDF CSV Clear Options

Accounts Receivable Reports

BAR7500 - Reprint Invoices Report

Parameter Description	Value
Select Copy to Print	<input type="text"/>
Select Printed Status to Print	<input type="text"/>
Select Invoice(s), or blank for ALL	<input type="text"/>
Select Customer(s), or blank for ALL	<input type="text"/>
From Invoice Date (MMDDYYYY), or blank for ALL	<input type="text"/>
To Invoice Date (MMDDYYYY), or blank for ALL	<input type="text"/>
From Requested Date (MMDDYYYY), or blank for ALL	<input type="text"/>
To Requested Date (MMDDYYYY), or blank for ALL	<input type="text"/>
Sort by Customer Name (A) or Invoice Number (N)	<input type="text"/>

### Budget > Maintenance > Budget Data

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Modified the program to allow an account with object code 8XXX to be added with any valid function code. Previously, accounts with object code 8XXX were restricted to a 00 function code.

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### **Finance > Maintenance > Vendor Information > Vendor Misc - Copy from Payroll**

Modified the **Copy from Payroll** button functionality to compare the employee's bank information from Payroll to Finance, and automatically add the bank record to the Finance > Tables > Bank Codes > Bank Codes tab if it does not already exist. The bank record in Finance may be added with a different bank code than Payroll as it uses the next available bank code when adding the new record. Previously, if the bank information in Payroll did not exist in Finance, an error message was displayed prompting the user to manually add the bank information in Finance.

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### **Finance > Maintenance > Create Chart of Accounts**

Modified the program to allow an account with object code 8XXX to be added with any valid function code. Previously, accounts with object code 8XXX were restricted to a 00 or 99 function code.

---

### **Finance > Maintenance > Postings**

Corrected the program to only display the **Documents** button after retrieving a valid record. Previously, the **Documents** button was displayed after clicking **Retrieve** even if a valid record was not retrieved.

- Journal Budget
  - Purchase Order
  - Cash Receipt
  - Journal Actual
- 

### **Finance > Maintenance > Postings > Check Processing-PO**

Corrected the trashcan icon to remain displayed on the page after changing the **Type** on a line item from *Computer* to *District*.

---

### **Finance > Maintenance > Pending Payables**

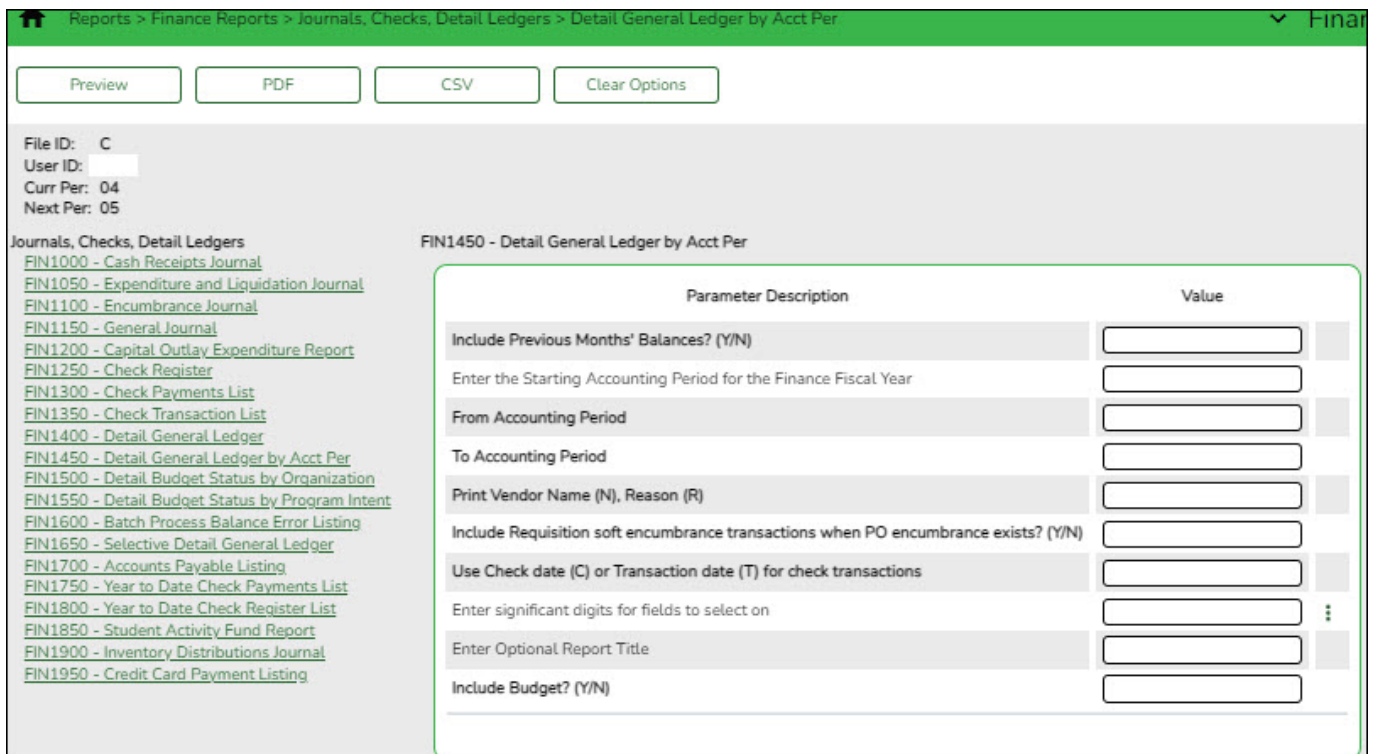
Corrected the program to maintain the **EFT** selection when processing payments. Previously, if **EFT**

was selected for the vendor, the payment records did not maintain the **EFT** selection.

**Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1450 - Detail General Ledger by Acct Per**

Added the **Include Budget? (Y/N)** parameter with the following options:

- Y - Include all accounts
- N - Exclude 5XXX-8XXX accounts



**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 2022 tax year.

**Grants and Projects > Tables > Manage Users**

Corrected various user interface issues to improve the user experience.

---

## Grants and Projects > Utilities > Copy Payment Dates

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

## Payroll > Maintenance > Staff Job/Pay Data > Deductions

- Modified the program to display 15 rows in the grid instead of 10 before adding a scrollbar.
- 

## Payroll > Payroll Processing > Deduction Checks > Process Deduction Checks

- Modified the program to display the menu breadcrumbs on subsequent processing pages.
- 

## Payroll > Payroll Processing > Payroll Adjustments > Check Void

- Corrected the primary key error that occurred when voiding a check.
- 

## Payroll > Utilities > Transfer Transaction Processing > Process Transfer Checks

- Modified the program to display the menu breadcrumbs on subsequent processing pages.
- 

## Payroll > Reports > Payroll Reports > HRS2400 - Bank Account Listing

- Added the **Include SSN on Report? (Y/N)** parameter with the following options:
    - Y - Include the employee's social security number on the report.
    - N - Do not include the employee's social security number on the report.
- 

## Payroll > Reports > WorkJournal Reports

- Modified the reports to include leave total amounts in the **Total Hours** calculation and display the

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value in decimal format.

---

## **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 2022 tax year.

Added the **Consent for Terminated Employees? (Y/N)** parameter with the following options:

- Y - Use the W-2 electronic consent selection for each terminated employee (from EmployeePortal) to determine whether or not to print a W-2.
  - If the W-2 electronic consent is Y for a terminated employee, a W-2 is not printed.
  - If the W-2 electronic consent is N for a terminated employee, a W-2 is printed.
  - If the W-2 electronic consent is blank for a terminated employee, a W-2 is printed.
- N - Print W-2s for all terminated employees regardless of W-2 electronic consent selection.
  - If the W-2 electronic consent is blank for a terminated employee, a W-2 is not printed.



Reports > Quarterly/Annual Reports > W-2 Forms

Preview PDF CSV Clear Options

Quarterly/Annual Reports  
[HRS5000 - 941 Worksheet](#)  
[HRS5050 - TWC Wage List](#)  
[HRS5100 - W-2 Forms](#)  
[HRS5150 - FICA Annual Report](#)  
[HRS5200 - Third Party Sick Pay Report](#)

HRS5100 - W-2 Forms

Parameter Description	Value
Validation Rpt (V); W2 Forms - Copy A (A), Non-preprinted 3 Up (N); or W2REPORT File (F)	<input type="text"/>
For Tax Year > 2018, Include instructions (Y/N) or Print instructions only (I)	<input type="text"/>
Final Run - Create W-2 Historical Record? (Y/N)	<input type="text"/>
Sort by Alpha (A), SSN (S), or Pay Campus (C)	<input type="text"/>
Tax Year (####)	<input type="text"/>
Select Frequency(ies), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>
Company Name (up to 57 characters)	<input type="text"/>
Company Street (up to 22 characters)	<input type="text"/>
Company Location Address (up to 22 characters)	<input type="text"/>
Company City (up to 22 characters)	<input type="text"/>
Company State : (2 characters)	<input type="text"/>
Company Zip : #####-####	<input type="text"/>
Resubmit W2 Indicator (0) or (1)	<input type="text"/>
Resubmit WFID sent by SSA	<input type="text"/>
Problem Notification Code (1) or (2)	<input type="text"/>
Preparer Code (A), (L), (S), (P) or (O)	<input type="text"/>
User ID (8 characters)	<input type="text"/>
Contact Name (up to 27 characters)	<input type="text"/>
Contact Phone Number (###-###-####)	<input type="text"/>
Contact Phone Extension (#####)	<input type="text"/>
Contact E-mail (up to 40 characters)	<input type="text"/>
Contact Fax (###-###-####)	<input type="text"/>
Business Terminated? (Y/N)	<input type="text"/>
Kind of Employer (F), (S), (T), (Y), (N)	<input type="text"/>
Use Consent for Terminated Employees? (Y/N)	<input type="text"/>

**Payroll > Reports > TRS Reports**

Added the **File ID Current (C) or Previous Year File ID (P) (only for Worksheet and General Journals)** parameter to retrieve and calculate data for the current and previous year file IDs.

- HRS7810 - TRS Statutory Minimum Report 373
- HRS7815 - TRS Non-OASDI Employer Contribution

Reports > TRS Reports > TRS Statutory Minimum Report 373

Preview PDF CSV Clear Options

TRS Reports

HRS4150 - TRS On-Behalf Payment Journal  
 HRS4250 - TRS Eligible Employees List  
 HRS4300 - Health Insurance Participation Report  
 HRS4450 - FSP Staff Salary Report  
 HRS4550 - Payroll Benefits Expense Distribution  
 HRS7810 - TRS Statutory Minimum Report #373  
 HRS7815 - TRS Non-OASDI Employer Contribution  
 HRS7820 - TRS 3 Report  
 HRS7825 - TRS 489 Report  
 HRS7840 - TRS Federal Grant Report  
 HRS7850 - TRS Adjustment Days Report  
 HRS8900 - Employee Data (ED)  
 HRS8905 - Regular Payroll (RP)  
 HRS8910 - Employment After Retirement (ER)  
 HRS9865 - Payments for New Member  
 HRS9870 - Retiree Pension Surcharge  
 HRS9875 - Retiree TRS Care Surcharge

HRS7810 - TRS Statutory Minimum Report #373

Parameter Description	Value
Print TRS373 Worksheet only (1) or TRS373 and General Journals (2)	<input type="text"/>
Report Month (01-12)	<input type="text"/>
Report Year (YYYY)	<input type="text"/>
Select Frequency(ies), or blank for ALL	<input type="text"/>
File ID Current (C) or Previous Year File ID (P) (only for Worksheet and General Journals)	<input type="text"/>

## Personnel

Updated the automated batch processing in Personnel. Instructions for this process are located on the TCC Technical Documentation > ASCENDER Personnel Import page in the ASCENDER Wiki.

## Personnel > Maintenance > Employment Info

Corrected the issue that prevented validation from occurring simultaneously for the **Auxiliary Role ID** and **Paraprofessional Certification** sections.

Corrected the issue that prevented an **Auxiliary Role ID** from being completely deleted from all required tables.

Corrected the issue that prevented the **Paraprofessional Certification End Date** from being properly saved to the employee's record.

## Personnel > Maintenance > Staff Demo > Responsibility

Modified the program to allow days and minutes weekly values to be saved for the following service IDs: PES00051 and PES00056. Previously, an error message was displayed.

## Personnel > Utilities > Mass Delete > Employee Data

- 
- Added the paraprofessional certification and auxiliary role ID data to the mass deletion process.
- 

### **Personnel > Utilities > ACA 1094/1095 Correction/Replacement**

- Per IRS requirements, updated the utility to support the 2022 tax year.
- 

### **Personnel > Reports > Personnel Reports > HRS1550 - New Hire Report**

- Renamed the output file from New\_Hire\_MMDDYYYY.txt to EINnhMMDDYYYY.txt where EIN is the **District Federal ID Number** on the Finance > Tables > District Finance Options > Finance Options tab, nh is new hire, and MMDDYYYY is the current system date.
- 

### **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 2022 tax year.
- 

### **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 2022 tax year.
- 

### **Personnel > Reports > User Created Reports**

- Corrected the **Employed Only** field to function as intended by including employees who are currently employed based on the current date, employment date, reemployment date, and term date.
- 

### **Position Management**

- Corrected the Employee Directory functionality. Previously, users could not select and retrieve records for employee numbers tied to employee names with an apostrophe.
-

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**Warehouse > Maintenance > Bid Processing > Request Vendor Quote**

Corrected the program error that occurred when selecting a bid from this page.

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**Warehouse > Maintenance > Bid Processing > Vendor Response**

Corrected the issue that prevented some **Bid Nbrs** from displaying after retrieving a bid.

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**Warehouse > Reports > Warehouse Reports > BWH1450 - Print Purchase Order Form**

Corrected the program error that occurred when printing individual purchase orders.

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**CareerPortal****CareerPortal**

Added the Document Attachments functionality to view and download documents (e.g., resumes) that were uploaded during the application process.

- Core Questions
  - Profile
  - Application
  - Search Applicant
- 

**CareerPortal > Help**

Corrected the **Help** button to function as intended.

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## EmployeePortal

### EmployeePortal > Help

- Corrected the program to display all appropriate Help content in Spanish when selected.

### EmployeePortal > Inquiry > W-2 Information

- Per IRS requirements, updated the W-2 form/instructions and all W-2 functionality to support the 2022 tax year.
- Removed the following Families First Coronavirus Response Act (FFCRA) fields for the 2022 tax year and beyond as it is now obsolete.

**Note:** These fields will still be displayed for the 2020 and 2021 calendar years.

- **EPSL1**
- **EPSL1**
- **EFMLEA**

### 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 2022 tax year.

### EmployeePortal > Travel Reimbursement Requests > Travel Requests

- Modified the **Purpose** field to only allow letters, numbers, commas, periods, and dashes.



## MemberPortal

### MemberPortal > Grant List

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

[Update: 7.0300](#)

## ASCENDER 7.0300

**Release Date:** 11/3/2022 **ASCENDER Update:** 7.0300

### ASCENDER > Homepage

- Increased the 60-minute session timer on the homepage (Main Menu) to 300 minutes.

[Update: 7.0200](#)

## ASCENDER 7.0200

**Release Date:** 10/18/2022 **ASCENDER Update:** 7.0200

### Finance > Maintenance > Vendor Information > Vendor Miscellaneous

- Corrected the **Copy from Payroll** functionality to copy the complete bank account number from Payroll instead of only the last four digits.

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## Payroll > Maintenance > Staff Job/Pay Date > Job Info

Corrected the **Exclude Days for TEA** checkbox to default to 0 (not selected) instead of 1 (selected) when adding a new job record.

---

## Payroll > Reports > Year To Date Reports > HRS3500 - YTD Wage and Earning Statements

Corrected the **E-mail** functionality to only include the year-to-date statements that coincide with the dates entered in the **From Pay Date (MMDDYYYY)**, or **blank for ALL** and **To Pay Date (MMDDYYYY)**, or **blank for ALL** parameters. Previously, all year-to-date statements for an employee were included.

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## Personnel > Maintenance > Staff Demo > Responsibility

Removed the validation that required the **Begin Date**, **Staff Service**, and **Monthly Minutes** to be entered if the **Role ID/Staff Classification** was selected.

---

## Personnel > Maintenance > Employment Info

Removed the Paraprofessional Certification records that were erroneously created for employees without a certification.

Removed all validations related to the **Estimated Annual Salary (Hourly Employees Only)** section as it is now obsolete.

Update: 7.0100

## ASCENDER 7.0100

**Release Date:** 9/30/2022 **ASCENDER Update:** 7.0100

## ASCENDER > Homepage

Added a 60-minute session timer to the homepage (Main Menu). This timer redirects the user to the ASCENDER Login page and requires them to log on again if they attempt to launch an application after being inactive on the homepage for more than 60 minutes.

**Note:** This timer is separate from the individual application session timers that are set up in District Administration.

Per the 2022 National Automated Clearing House Association (Nacha) Operating Rules & Guidelines, modified the program to store an encrypted version of bank account and employer offset account values in the database. The encrypted values are decrypted via a stored procedure allowing the entire value to be displayed for viewing, editing, and/or approval purposes on the following pages. Also, modified reports to display only the last four digits of the bank account number.

- Bank Reconciliation > Tables > Bank Account Fund Groups > Bank Account Group
- Finance > Tables > Bank Codes > EFT
- Finance > Maintenance > Vendor Information > Vendor Miscellaneous
- Finance > Maintenance > EFT Processing
- Finance > Utilities > Export Finance Tables
- Finance > Utilities > Import Finance Tables
- Finance > Utilities > Positive Pay Export
- Grants and Projects > Tables > SSA Members > Bank Code
- Grants and Projects > Utilities > Grant Payments > Create EFT File
- Payroll > Tables > Bank Codes > EFT
- Payroll > Maintenance > Staff Job/Pay Data > Pay Info
- Payroll > Payroll Processing > Run Payroll
- Payroll > Payroll Processing > EFT Processing
- Payroll > Self-Service > Payroll Approval
- Payroll > Self-Service > Pending by Alternate
- Payroll > Next Year > Copy CYR Staff to NYR
  - Added the **Bank Acct Nbr Enc** column to the Copy and Delete Bank Deposit reports.
- Payroll > Next Year > Copy NYR Staff to CYR
  - Added the **Bank Acct Nbr Enc** column to the Copy and Delete Bank Deposit reports.
- Payroll > Utilities > Payroll Simulation > Pay Info
- Payroll > Utilities > Positive Pay Export
- Payroll > Reports > Payroll Reports > HRS2400 - Bank Account Listing
- EmployeePortal > Self-Service

## Accounts Receivable > Maintenance > Create/Modify Invoice

Added validation to allow all valid accounts (except 4XXX accounts) in Finance file ID C to be



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displayed in the **Account Code** drop-down. As a result, removed the validation restricting the drop-down to only 5XXX and 7XXX accounts.

**Note:** These changes are also effective on the Accounts Receivable > Maintenance > Invoice Voids/Adjustments, Create/Modify Template, and Credit Memo pages.

Modified the program to default the account codes using the new account code fields on the District Administration > Maintenance > User Profiles > Permissions page. If the District Administration fields are blank, then the **Offset Obj** and **Offset Subj** fields default to the values in the **Accounts Receivable** field on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab and the **Offset Org** field is set to 000.

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### Accounts Receivable > Maintenance > Invoice Payments > Payments

Corrected the **Date Range** parameter to use the invoice date instead of the entry date when retrieving invoices.

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### Accounts Receivable > Utilities > Import Invoices

Added the following fields to the import as they are also included on the Accounts Receivable > Maintenance > Create/Modify Invoice page.

- **Reference**
- **Due Date**
- **Quantity**
- **Unit of Issue**
- **Product Type**
- **Unit Price**

---

### Asset Management > Maintenance > Inventory Maintenance

Corrected the pagination functionality in the Directory to display all available pages when performing a search by **Property Class**. Previously, the pagination feature only displayed the first page of the search results.

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### Finance > Maintenance > Postings > Check Processing - PA and - PO

Modified the program to allow prior year invoices to be processed regardless of the year in which they originated. Previously, an error message was displayed.

## Finance > Tables > TSDS Crosswalks

Added this new page to map financial data (actual and budget) from the LEA's set of accounts to TEA's Chart of Accounts.

The screenshot shows the 'Tables > TSDS Crosswalks' interface. At the top, there is a green header bar with a home icon, the breadcrumb 'Tables > TSDS Crosswalks', and a 'Finance' dropdown menu with a grid icon. Below the header is a 'Save' button. The main area contains a 'Crosswalk Type:' dropdown menu, a 'Retrieve' button, and a 'Print' button. The dropdown menu is open, displaying a list of crosswalk types:

- 040 Budget - From Org to Org
- 045 Budget - Fund/SO to Pgm
- 046 Budget - Fund to Fund
- 047 Budget - Obj to Obj
- 048 Budget - Func to Func
- 049 Budget - Funds to Omit
- 055 Budget - Fund/Func/SO to Pgm
- 056 Budget - Fund to Pgm
- 059 Actual - Fund/SO to Pgm
- 060 Actual - Fund to Fund
- 061 Actual - Org to Org
- 062 Actual - Obj to Obj
- 063 Actual - Fund to Pgm
- 064 Actual - Func to Func
- 066 Actual - Fund/Func/SO to Pgm
- 067 Actual - Funds to Omit
- 069 Budget - Fund/Pgm to Pgm
- 070 Actual - Fund/Pgm to Pgm

## Finance > Inquiry > Travel Reimbursement Inquiry

Corrected the issue that prevented the travel request pop-up window from being displayed when clicking the **Details** spyglass icon.

Changed the **Travel req Nbr** column heading to **Travel Req Nbr**.

## Finance > Utilities > Positive Pay Export

Added the **PNC Bank Format** checkbox to generate a file in a layout that meets the PNC Bank format guidelines. When **PNC Bank Format** is selected, a fixed-width file is generated with a file name of PNCpositive\_MMDDYYYY.txt. Also, added the new PNC Bank Pay File Layout to the Interfaces page: [PNC Bank Positive Pay File Layout](#)

## Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1250 - Check Register

Removed the **Include Void Test Patterns? (Y/N)** parameter as it is now obsolete and should no longer be used.

## Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1800 - Year-to-Date Check Register List

Removed the **Include Void Test Patterns? (Y/N)** parameter as it is now obsolete and should no longer be used.

## Grants and Projects > Tables > Grant/Project Profile

Corrected the program to prevent a grant/project code from being deleted if it is assigned to a user on the District Administration > Maintenance > User Profiles > Grants and Projects page.

## Grants and Projects > Reports > SSA Grant Reports > GP1300 - Grant Detail General Ledger Report

Added this new report to provide a list of detailed transactions from the general ledger for a specified grant code. Users can view grant/project data for the entire grant period regardless of the school year or file ID, or retrieve data based on the school year, file ID, and from/to accounting periods.

Reports > SSA Grant Reports > Grant Detail General Ledger Report Grants And Projects

Preview PDF CSV Clear Options

Grants And Projects

GP1000 - Grant Summary Status Report  
 GP1100 - Grant Payment Transaction Report  
 GP1200 - Past Final Date Without Final Report  
 GP1300 - Grant Detail General Ledger Report

GP1300 - Grant Detail General Ledger Report

Parameter Description	Value
Grant/Project Profile code	<input type="text"/>
From-To Account Period; School Year	<input type="text"/>
Print Vendor Name (N), Reason (R)	<input type="text"/>
Include Requisition soft encumbrance transactions when PO encumbrance exists? (Y/N)	<input type="text"/>
Use Check date (C) or Transaction date (T) for check transactions	<input type="text"/>
Enter significant digits for fields to select on	<input type="text"/>
Enter Optional Report Title	<input type="text"/>

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

Added the **Exclude Days for TEA** checkbox (under **Calendar/Local Info**) to exclude the number of days employed (for the selected job) from TEA reporting. For example, this field would be used for an employee who performs two separate jobs on the same day. Also, renamed the **Calendar/Local Options** field to **Calendar Cd**.

Calendar/Local Info

Calendar Cd:  Begin Date:  End Date:  # of Days Empld:  Exclude Days for TEA:

Years Job Exp:  Local Contract Days:

**Note:** These changes are also effective on the Payroll > Utilities > Payroll Simulation > Job Info tab.

## Payroll > Maintenance > Approve CIP Transaction

Added the **Exclude Days for TEA** checkbox to exclude the number of days employed (for the selected job) from TEA reporting. This field is read-only and displays the selection from the Change in Position transaction.

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

Modified the program to include the Exclude Days for TEA and datetimestamp columns in the copy process.

## Payroll > Utilities > Positive Pay Export

Added the **PNC Bank Format** checkbox to generate a file in a layout that meets the PNC Bank format guidelines. When **PNC Bank Format** is selected, a fixed-width file is generated with a file name of PNCpositive\_MMDDYYYY.txt. Also, added the new PNC Bank Pay File Layout to the Interfaces page: [PNC Bank Positive Pay File Layout](#)

## Payroll > Reports

Removed the **Print Bank Account Number? (Y/N)** and/or the **Include Bank Information? (Y/N)** parameters from the following reports as they are now obsolete and should no longer be used. Now, a masked version (last four digits) of the bank account number is always displayed on the reports.

- HRS1650 - Employee Salary Information
- HRS2500 - Wage and Earning Statement
- HRS3500 - YTD Wage and Earning Statements

**Note:** These changes are also effective for the reports in Personnel.

## Payroll > Reports > Year To Date Reports > HRS3250 - YTD Account Distribution Journal

- Added the **Account Pct** column to the report to display the percentage of the payroll distribution account.

YTD Payroll Account Distribution Journal														Program: HRS3250	
ISD														Page: 1 of 1	
Date Run: _____														Frequency: 5	
City Dist: _____															
For Pay Dates Thru _____															
Employee Name	Emp Nbr	Pay Date	Gross Pay	Contract	Accrued	FICA/Med	Workers	Employer	Unemploy	TEA Hlth	Federal	Emplr			
Account Code	Chk Nbr	Adj Nbr	Ret Pen Surch	Balance	Pay	New TRS Co	Comp	Contrib	Tax	Ins Contrib	Dep/Care	457	Acct	Pct	
Job Cd / Acct Cd / Acct FY / ED Cd	TRC YR			Emplr Care	Care Surch		HSA Emplr	Emplr Misc							

## Payroll > Reports > Quarterly Annual Reports > HRS5050 - TWC Wage List

- Disabled the **PDF** and **CSV** buttons. Previously, a program error occurred when clicking the **PDF** or **CSV** buttons to generate the report.

## Personnel > Maintenance > Staff Demo > Responsibility

- Modified the program to display responsibility records for the current PEIMS year (**School Year for PEIMS Codes**) and the current PEIMS year (**School Year for PEIMS Codes**) minus one.
- Added the trashcan icon to the grid to allow responsibility records to be deleted.
- Restructured the page to accommodate various field updates and additions to be used for state reporting purposes. The fields in the first and second columns are used for reporting on non-instructional employees. The fields in the second and third columns are used for instructional employees.
- Added the **Staff Classification** label to the **Role ID** field to accommodate TSDS' new naming conventions.
  - Added the **Staff Service** field to indicate the services supplied by non-instructional employees.
  - Added the **SPED Student Age Range** field.
  - Added the **Classroom Position** field to indicate the type of position the employee holds in the specific class/section.
  - Added the **Local Course Code** field to indicate the local code assigned by the LEA that identifies the course offering provided for the instruction of students.
  - Added the **Section Identifier** label to the **Class ID** field to accommodate TSDS' new naming conventions.
  - Added the **Session Name** field.

Maintenance > Staff Demo Personnel

Save

Employee: 000183 Retrieve Directory Documents

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2022	041 - 041 School	033 - Educational Aide	SA000003 - INSTR AIDE NONE	0651-18-3-0000000	

Rows: 1 of 1  Add

School Year for PEIMS Codes: 2023

Job Code: 0427 SPECIAL EDUCATION AIDE Campus: 041 041 School Classroom Position:

Role ID / Staff Classification: 033 - Educational Aide Begin Date: 08-09-2017 Local Course Code:

Staff Service: End Date: 00-00-0000 Class ID / Section Identifier: 0651-18-3-0000000

Pop Served: 06 Special Ed Students ESC/SSA: School District Employee Session Name:

SPED Student Age Range: Monthly Minutes: 09600 # of Students: 000

## Personnel > Maintenance > Employment Info

☐ Added the employment status indicator. After retrieving an employee record, the employee's current employment status (**Employed/Not Employed**) is displayed next to the **Employee Status** field. The **Employed/Not Employed** status is based on the current system date and the employee's **Original Emp Date**, **Latest Re-Employ Date**, and **Termination Date**. If changes are made that affect the current employment status, the updated employment status is displayed upon saving the record.

Maintenance > Employment Info Personnel

Save

Employee: 888912 Retrieve Directory

EMPLOYMENT INFO

Employee Status: 1 Active professional **Employed**

**Employment Dates**

Original Emp Date: 01-05-2018

Latest Re-Employ Date: 00-00-0000

Termination Date: 00-00-0000

Termination Reason:  

Eligible for Re-hire:

Percent Day Employed: 100%

**Employment Types**

Employment Type: F Half-Time or more

Sub Type:  

Highly Qualified:

Year Round:

Extract ID:  

Highest Degree: 1 Bachelor's

**Retiree Information**

Retirement Date:  

Retiree Employment T:  

Take Retiree Surcharg:

NY Take Retiree Surch:

Maintenance > Employment Info Person

Save

Employee: 000473 Retrieve Directory

**EMPLOYMENT INFO**

Employee Status: 6 Substitute **Not Employed**

**Employment Dates**

Original Emp Date: 00-00-0000

Latest Re-Employ Date: 00-00-0000

Termination Date: 00-00-0000

Termination Reason:

Eligible for Re-hire:

Percent Day Employed: 0%

**Employment Types**

Employment Type:

Sub Type:

Highly Qualified:

Year Round:

Extract ID:

Highest Degree:

**Retiree Information**

Retirement Date:

Retiree Employment Type:

Take Retiree Surcharge:

NY Take Retiree Surcharge:

Restructured the page to accommodate various field updates for state reporting purposes.

Added the **Employment Dates** section with the following fields:

- **Original Emp Date**
- **Latest Re-Employ Date**
- **Termination Date** (previously named **Date** under the now removed **Termination** section)
- **Termination Reason** (previously named **Reason** under the now removed **Termination** section)
- **Eligible for Re-hire**
- **Percent Day Employed**

Added the **Employment Types** section with the following fields:

- **Employment Type**
- **Sub Type**
- **Highly Qualified**
- **Year Round**
- **Extract ID**
- **Highest Degree**

Added the **Retiree Information** section with the following fields:

- **Retirement Date**
- **Retiree Employment Type**
- **Take Retiree Surcharge**
- **NY Take Retiree Surcharge**

Added the **Electronic Consent** section with the following fields:

- **W-2** (previously named **W-2 Elec Consent**)
- **1095** (previously named **1095 Elec Consent**)



Added the **Service Record** section with the following fields:

- **Full Semester** (previously under the now removed **Termination** section)
- **Grades Taught** (previously under the now removed **Grade(s) Taught** section)

Added the **ERS Retiree Health** section with the following fields:

- **Current Year Elig** (previously named **ERS Retiree Health Elig**)
- **Next Year Elig** (previously named **NY ERS Retiree Health Elig**)

Added the **Auxiliary Role ID** section with the following fields:

- **Auxiliary Role ID**
- **Begin Date** (replaced the now removed **Effective Date** fields)
- **End Date** (replaced the now removed **Effective Date** fields)

Added the **Paraprofessional Certification** section with the following fields:

- **Para Cert**
- **Begin Date**
- **End Date**

Removed the **Estimated Annual Salary (Hourly Employees Only)** section. For hourly employees, use the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab to update contract totals with a zero balance for reporting purposes.

Removed the **Unemployment Eligibility** section. Use the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab to update unemployment eligibility.

The screenshot shows a web-based form for 'Personnel Maintenance > Employment Info'. At the top, there is a 'Save' button and a search field for 'Employee' with the value '000183'. Below this are 'Retrieve' and 'Directory' buttons. The form is organized into several panels:

- Employment Dates:** Includes fields for Original Emp Date (02-20-1995), Latest Re-Employ Date (02-20-1995), Termination Date (00-00-0000), Termination Reason (dropdown), Eligible for Re-hire (checkbox), and Percent Day Employed (100%).
- Employment Types:** Includes Employment Type (F Half-Time or more), Sub Type (dropdown), Highly Qualified (checkbox), Year Round (checkbox), Extract ID (SEP 10 MONTH EMPLOYEES), and Highest Degree (0 No Bachelor's).
- Retiree Information:** Includes Retirement Date (00-00-0000), Retiree Employment Type (dropdown), Take Retiree Surcharge (checkbox), and NY Take Retiree Surcharge (checkbox).
- Years Experience:** Divided into Professional and Non-Professional sections, with Total and In District fields.
- Electronic Consent:** Includes W-2 (Y Yes) and 1095 (dropdown) fields.
- Service Record:** Includes Full Semester (checkbox) and Grades Taught (1,2,3) fields.
- Contract Information:** Includes Class, Term, and Year dropdown menus.
- Extended Leave:** Includes Begin and End date fields.
- Fingerprint Information:** Includes Status (Y Fingerprinted), Extract Date (00-00-0000), and Fingerprint Date (07-16-2008) fields.
- ERS Retiree Health:** Includes Current Year Elig and Next Year Elig checkboxes.
- Auxiliary Role ID:** A table with columns for Delete, Auxiliary Role ID, Begin Date, and End Date. It includes an 'Add' button.
- Paraprofessional Certification:** A table with columns for Delete, Para Cert, Begin Date, and End Date. It includes an 'Add' button.

## Position Management > Maintenance

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Added the **Exclude Days for TEA** checkbox to exclude the number of days employed (for the selected job) from TEA reporting. For example, this field would be used for an employee who performs two separate jobs on the same day.

- PMIS Position Admin > Position Record
- PMIS Position Modify > Position Record
- PMIS Position History > History > Position Record (spyglass pop-up window)
- PMIS Change in Position > Change in Compensation
- PMIS Change in Position > Non-Comp Funding Changes
- PMIS Change in Position > Non-Comp Position Changes
- PMIS Change in Position > Separation
- PMIS Forecast Change

**Note:** The **Exclude Days for TEA** checkbox was also added to the CIP Reports.

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## Position Management > Utilities

Modified the following processes to include the Exclude Days for TEA column.

- Move Forecast to CYR Position and Payroll
- Move Forecast to NYR Payroll
- Create Forecast Positions

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## Warehouse > Maintenance > Fill Back Orders

Corrected the **Detail** spyglass icon pop-up window to display and function as intended. Previously, the pop-up window was blank.



## CareerPortal

### CareerPortal > Homepage

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Modified the program as follows since the portal no longer supports the mobile responsive functionality.

- Removed the blue banner with the following statement: "CAREERPORTAL IS OPTIMIZED TO WORK ON MULTIPLE PLATFORMS. DESKTOP & MOBILE."
  - Removed the "mobile friendly design" label along with the images of the tablet and cell phone.
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## CareerPortal > Login

Corrected the program to allow a SuperAdmin user to log on even if they are an external user not assigned to an LEA.

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## CareerPortal > Job Details

Corrected various user interface issues to improve the user experience. Also, changed the page name from Position Details to Job Details.

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## CareerPortal > Applicant Detail

Corrected the program to display all questions from the application even if the applicant did not answer all questions.

Corrected various user interface issues to improve the user experience.

Added the **Position Details** accordion section to view the details of the job for which the selected applicant has applied.

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## CareerPortal > District Settings (Co-op)

Corrected the program to allow a new co-op to be saved with or without entering an email domain. Previously, if an email domain was entered when adding a co-op, the record was not saved.

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## CareerPortal > Admin Tools > User Management

Corrected the program to allow Admin-only users to edit the Users and User/Group Link pages.

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