



ASCENDER

ASCENDER 5.0.0500

Release Date: ASCENDER Update: 5.0.0500



MemberPortal

The ASCENDER MemberPortal is now available. The MemberPortal allows SSA members to submit grant budget revision requests and reimbursement requests to their respective fiscal agents. This functionality provides fiscal agents a more efficient way to manage grant budget amounts and payments.

[Phase 2: SSA Fiscal Agent Management](#)

Phase 2: SSA Fiscal Agent Management

Grants and Projects > Maintenance > Approval Dashboard

- Added this page to allow signed-on approvers to view a list of all member grant budget revision requests and reimbursement requests awaiting approval for a year/grant type. Approvers can elect to approve all requests, individual requests, or return all requests or individual requests. Additionally, approvers can update the details in an individual request prior to approving or returning the request.

Grants and Projects > Utilities > Grant Payments > Print Checks

Added this tab to process member reimbursement request payments to the member's vendor via check or electronic funds transfer, and then post the transactions to Finance.

Grants and Projects > Utilities > Grant Payments > Create EFT File

Added this tab to create an EFT file to send to the bank for electronic funds transfer of grant reimbursement payments.

PRINT CHECKS **CREATE EFT FILE** REVISE EFT FILE

File Type

Grant Payments Pre-Note

Effective Date: Create EFT File

Select	Check Date	Check Processing Date	From EFT Nbr	To EFT Nbr
No Rows				

Grants and Projects > Utilities > Grant Payments > Revise EFT File

Added this tab to edit an existing EFT file prior to sending the file to the bank for electronic funds transfer of grant reimbursement payments.

PRINT CHECKS **CREATE EFT FILE** **REVISE EFT FILE**

WARNING: Ensure that you are entering correct information. Any information entered will be processed.

Choose File No file chosen Retrieve File Process File

Selected File:

Delete	Record Cd	Account Type	Run Type	Transit Route	Bank Account Nbr	Bank Account Amt	Vendor Nbr	Vendor Name
No Rows								

⊕ [Add](#)

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

Added this report to provide a summary of grant status information.

Grants And Projects

GP1000 - Grant Summary Status Report

Parameter Description	Value
Sort By Grant (T) or Member (M) or Grant Year (Y)	<input type="text"/>
Select Status for Grant Year & Grant ID Active (A), Closed (C), Cancelled (X) or Blank for ALL	<input type="text"/>
Select Grant Year (YYYY) or Blank for ALL	<input type="text"/>
Select Grant Type(s) or Blank for ALL	<input type="text"/>
Select Member(s) or Blank for ALL	<input type="text"/>

Phase 2: Travel Reimbursement Requests

Phase 2: Travel Reimbursement Requests

Finance > Tables > District Finance Options > Accounting Periods

- Added the **Travel Accounting Period** field to accommodate the travel functionality. This accounting period is incremented after completing the EOM and Fiscal Year Close processes.

Tables > District Finance Options

▼ Finance

Save File ID: C Account Period: 04

ACCOUNTING PERIODS

Current (Open) Accounting Period: 04

Next Accounting Posting Period: 04

Purchasing Accounting Period: 04

Accounts Receivable Period: 04

Travel Accounting Period: 04

Lock Current Accounting Period:

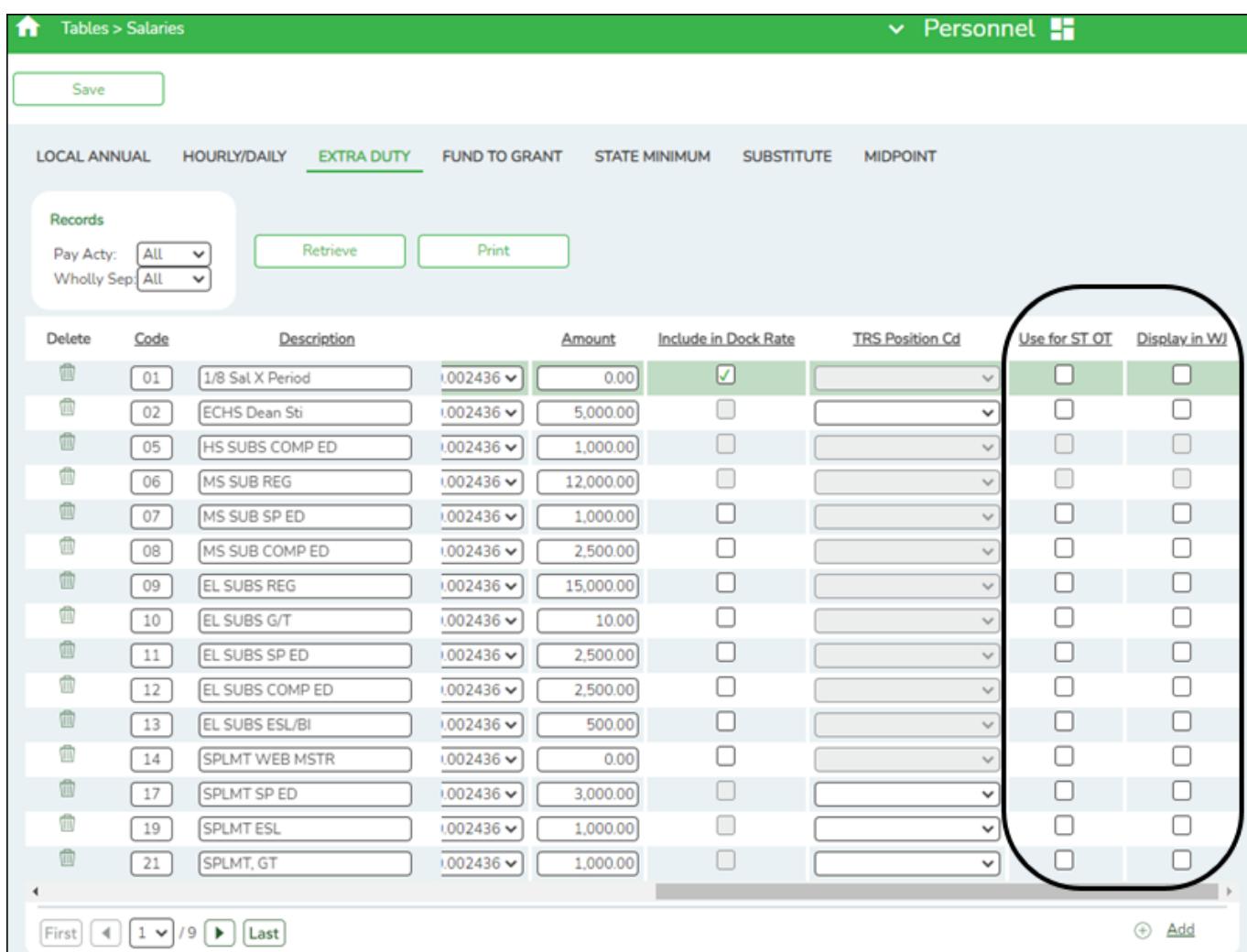
Warehouse ID	Description	Accounting Period
1	Supplies	04

Phase 1: WorkJournal

Phase 1: WorkJournal

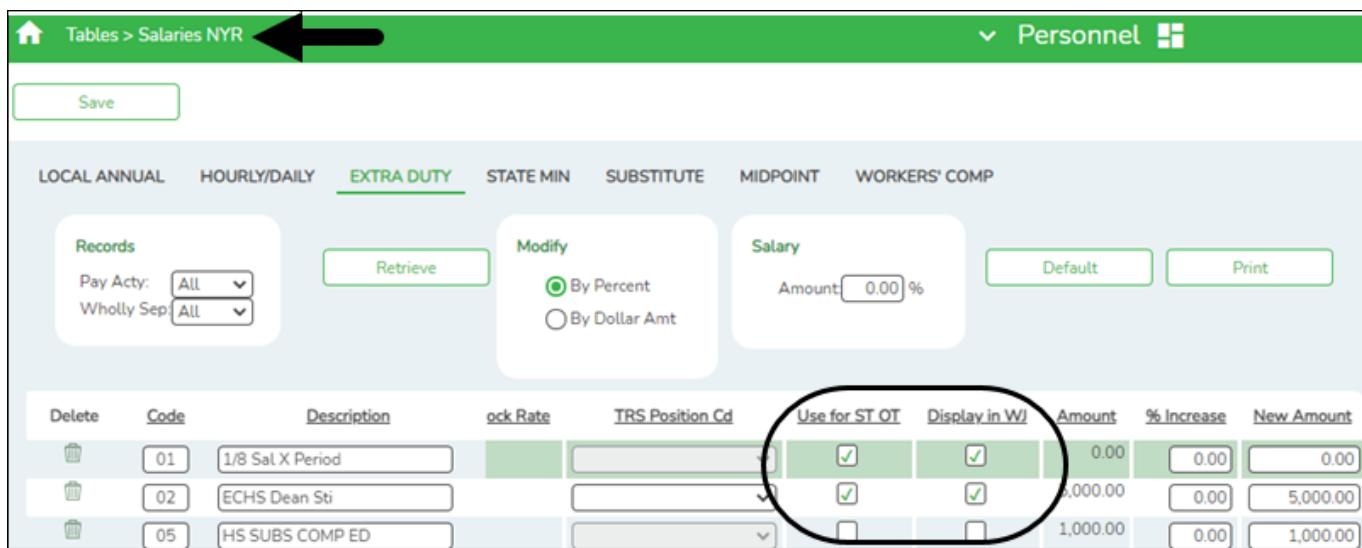
Personnel > Tables > Salaries > Extra Duty & Salaries NYR > Extra Duty

- Added the **Use for ST OT** and **Display in WJ** check boxes to identify which extra duties will use standard overtime rates and be displayed for the WorkJournal feature in EmployeePortal. These fields are only enabled for G-type and S-type extra duty codes.
- Added the functionality to freeze the **Delete**, **Code**, and **Description** columns when using the horizontal scroll bar to scroll left and right to reveal additional columns.



The screenshot shows a table grid with 15 rows of extra duty records. The columns are: Delete, Code, Description, Amount, Include in Dock Rate, TRS Position Cd, Use for ST OT, and Display in WJ. The 'EXTRA DUTY' tab is active. The 'Use for ST OT' and 'Display in WJ' columns are highlighted with a callout box.

Delete	Code	Description	Amount	Include in Dock Rate	TRS Position Cd	Use for ST OT	Display in WJ
01	1/8 Sal X Period	0.002436	0.00	✓		<input type="checkbox"/>	<input type="checkbox"/>
02	ECHS Dean Sti	0.002436	5,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
05	HS SUBS COMP ED	0.002436	1,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
06	MS SUB REG	0.002436	12,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
07	MS SUB SP ED	0.002436	1,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
08	MS SUB COMP ED	0.002436	2,500.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
09	EL SUBS REG	0.002436	15,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10	EL SUBS G/T	0.002436	10.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
11	EL SUBS SP ED	0.002436	2,500.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12	EL SUBS COMP ED	0.002436	2,500.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13	EL SUBS ESL/BI	0.002436	500.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
14	SPLMT WEB MSTR	0.002436	0.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
17	SPLMT SP ED	0.002436	3,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
19	SPLMT ESL	0.002436	1,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
21	SPLMT, GT	0.002436	1,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>



Tables > Salaries NYR █

Save

LOCAL ANNUAL HOURS/DAILY **EXTRA DUTY** STATE MIN SUBSTITUTE MIDPOINT WORKERS' COMP

Records Pay Acty: All Wholly Sep: All Retrieve Modify By Percent By Dollar Amt Salary Amount: 0.00 % Default Print

Delete	Code	Description	Rate	TRS Position Cd	Use for ST OT	Display in WJ	Amount	% Increase	New Amount
	01	1/8 Sal X Period			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	0.00
	02	ECHS Dean Sti			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5,000.00	0.00	5,000.00
	05	HS SUBS COMP ED			<input type="checkbox"/>	<input type="checkbox"/>	1,000.00	0.00	1,000.00

Personnel > Tables > Job/Contract > Job Codes & Job/Contract NYR > Job Codes

- Added the **Time Option**, **Pay Type 2 Dock**, and **Auto Lunch** columns to identify how employees with certain job codes enter their time and how their time is calculated for the WorkJournal feature in EmployeePortal.
- Added the functionality to freeze the **Delete**, **Job Code**, and **Job Description** columns when using the horizontal scroll bar to scroll left and right to reveal additional columns.

Tables > Job/Contract NYR

Personnel

Save

JOB CODES

Retrieve Print

Delete	Job Code	Job Description	Workers' Comp Code	FTE Hrs	No FTE	Time Option	Pay Type 2 Dock	Auto Lunch
	0000	SUBSTITUTE TEACHER		0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0020	HOURLY HOLIDAY PAY	-MAINT/CAFE 0.023622	0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0100	SUPERINTENDENT		0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0101	INTERIM SUPERINTENDENT		0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0113	ASSISTANT SUPERINTENDENT		0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0115	BUSINESS MANAGER		0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0116	CURRICULUM DIRECTOR		0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0120	ADMINISTRATIVE ASST.	-PROF/AIDES/ADMS 0.002436	0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0121	DIRECTOR SPECIAL PROGRAM	-PROF/AIDES/ADMS 0.002436	0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0122	DIRECTOR, FOOD SERVICES		0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0125	DIRECTOR, SPECIAL EDUCATI		0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0128	FACILITATOR/DAEP		0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0129	ADMIN COM ED & ATT		0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0130	OCS/DAEP TCHR	-PROF/AIDES/ADMS 0.002436	0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0
	0133	SUPERVISOR, VOC EDUCATIO		0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0

First 1 / 22 Add

Personnel > Tables > WorkJournal > Options

Added this tab to set up WorkJournal options such as the employee work week and time conversion tables to be used for the WorkJournal feature in EmployeePortal.

Tables > WorkJournal Personnel

[Save](#)

OPTIONS **ADMIN**

[Retrieve](#) [Print](#)

Work Week Start Day:

Work Entry Cutoff Days:

Reminder Days:

Enable WorkJournal Time for Pay Types:

Pay Type 2 Non-contracted Employee:

Pay Type 3 Hourly Employee:

Time Conversion:

Frequency:

[Delete](#) [Up to Minute](#) [Percent of Hour](#)

[Add](#)

Personnel > Tables > WorkJournal > Admin

Added this tab to manage a list of WorkJournal admin users who will have access to manage WorkJournal features in EmployeePortal.

Tables > WorkJournal Personnel

[Save](#)

OPTIONS **ADMIN**

[Retrieve](#) [Print](#)

Delete	Employee Nbr	Employee Name	Primary Campus	Primary Dept
<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value="Delete"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="000001"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="001"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="001"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	
<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value="Delete"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="000012"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="001"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="041"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	
<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value="Delete"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="000002"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="041"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="041"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	
<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value="Delete"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="000126"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="041"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="041"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	
<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value="Delete"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value=" "/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value=" "/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value=" "/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px;" type="button" value=":"/>	
<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 50px; height: 20px; margin-right: 10px;" type="button" value="First"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 50px; height: 20px; margin-right: 10px;" type="button" value="◀"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="1 : 001 - 041"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 20px; height: 20px; margin-right: 10px;" type="button" value="▼"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 50px; height: 20px; margin-right: 10px;" type="button" value="1"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 50px; height: 20px; margin-right: 10px;" type="button" value="▶"/> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="Last"/>		<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 100px; height: 20px; margin-right: 10px;" type="button" value="Add"/>		

Personnel > Utilities > Mass Update > Employee

Corrected the issue that caused employee years of experience to be incremented even though the

re-employment date was greater than the date in the **Employment Date** field.

Renamed the **Increment** section to **Update Experience**, and added the **Increment** and **Decrement** check boxes to allow the selected years of employee experience to either be increased or decreased by one.

Finance > Maintenance > EFT Processing

Modified the program to improve the amount of time it takes to load/retrieve data.



EmployeePortal

Release Date: ASCENDER Update:

EmployeePortal > Travel Reimbursement Requests > Travel Requests

Added this page to allow employees to create and submit travel requests.



Back Cover