



**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.

Maintenance > Approval Dashboard
Grants And

Approve
Return

Year:  Grant Type:  : ALL

Year: All Grant Type: All Transaction Type: All

**Transactions Pending Approval**

☐ Select All

Detail	Doc	Member	Year	Grant ID	Transaction Date	Type	Amount	Final Rpt
No Rows								

## 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.

Utilities > Grant Payments
Grants And

PRINT CHECKS
CREATE EFT FILE
REVISE EFT FILE

**Check Options**

Beginning Check Nbr:   
Beginning EFT Reference Number: E   
Check Date:  -

## 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.

Utilities > Grant Payments
Grants And

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.

Utilities > Grant Payments
Grants And

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.

Reports > SSA Grant Reports > Grant Summary Status Report

Grants And Projects

Preview PDF CSV Clear Options

Grants And Projects

GP1000 - Grant Summary Status Report

GP1000-Grant Summary Status Report

Parameter Description	Value
Sort By Grant (T) or Member (M) or Grant Year (Y)	
Select Status for Grant Year & Grant ID Active (A), Closed (C), Cancelled (X) or Blank for ALL	
Select Grant Year (YYYY) or Blank for ALL	
Select Grant Type(s) or Blank for ALL	
Select Member(s) or Blank for ALL	

## 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

FINANCE OPTIONS ACCOUNTING PERIODS CLEARING FUND MAINTENANCE

Retrieve Print

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.

Tables > Salaries

Personnel

Save

LOCAL ANNUAL   HOURLY/DAILY   **EXTRA DUTY**   FUND TO GRANT   STATE MINIMUM   SUBSTITUTE   MIDPOINT

Records

Pay Acty: All

Wholly Sep: All

Retrieve

Print

Delete	Code	Description		Amount	Include in Dock Rate	TRS Position Cd	Use for ST OT	Display in WJ
	01	1/8 Sal X Period	0002436	0.00	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	02	ECHS Dean Sti	0002436	5,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	05	HS SUBS COMP ED	0002436	1,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	06	MS SUB REG	0002436	12,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	07	MS SUB SP ED	0002436	1,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	08	MS SUB COMP ED	0002436	2,500.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	09	EL SUBS REG	0002436	15,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	10	EL SUBS G/T	0002436	10.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	11	EL SUBS SP ED	0002436	2,500.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	12	EL SUBS COMP ED	0002436	2,500.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	13	EL SUBS ESL/BI	0002436	500.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	14	SPLMT WEB MSTR	0002436	0.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	17	SPLMT SP ED	0002436	3,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	19	SPLMT ESL	0002436	1,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	21	SPLMT, GT	0002436	1,000.00	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

First

1 / 9

Last

Add

Tables > Salaries NYR

Personnel

Save

LOCAL ANNUAL

HOURLY/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	ock 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"/>	1,000.00	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 EDUCATION		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 EDUCATION		0	<input type="checkbox"/>	N None	<input type="checkbox"/>	0

First

1 / 22

Last

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: Sunday

Work Entry Cutoff Days: 0

Reminder Days: 0

Enable WorkJournal Time for Pay Types:

Pay Type 2 Non-contracted Employee: ☐

Pay Type 3 Hourly Employee: ☐

Time Conversion:

Frequency: 4 - Biweekly CYR

Delete

Up to Minute

Percent of Hour

0

0 %

+

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
	000001 ::		001	
	000012 ::		001	
	000002 ::		041	
	000126 ::		041	
	::			

First

◀

1: 001 - 041

/ 1

▶

Last

+

Add

## Personnel > Utilities > Mass Update > Employee

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

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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 > Pending Payables**

- ☐ Modified the **Invoice Nbr** field to increase the number of characters allowed from 10 to 15.
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## **Finance > Maintenance > EFT Processing**

- ☐ Modified the program to improve the amount of time it takes to load/retrieve data.
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# **EmployeePortal**

**Release Date: ASCENDER Update:**



## **Back Cover**