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 1: WorkJournal

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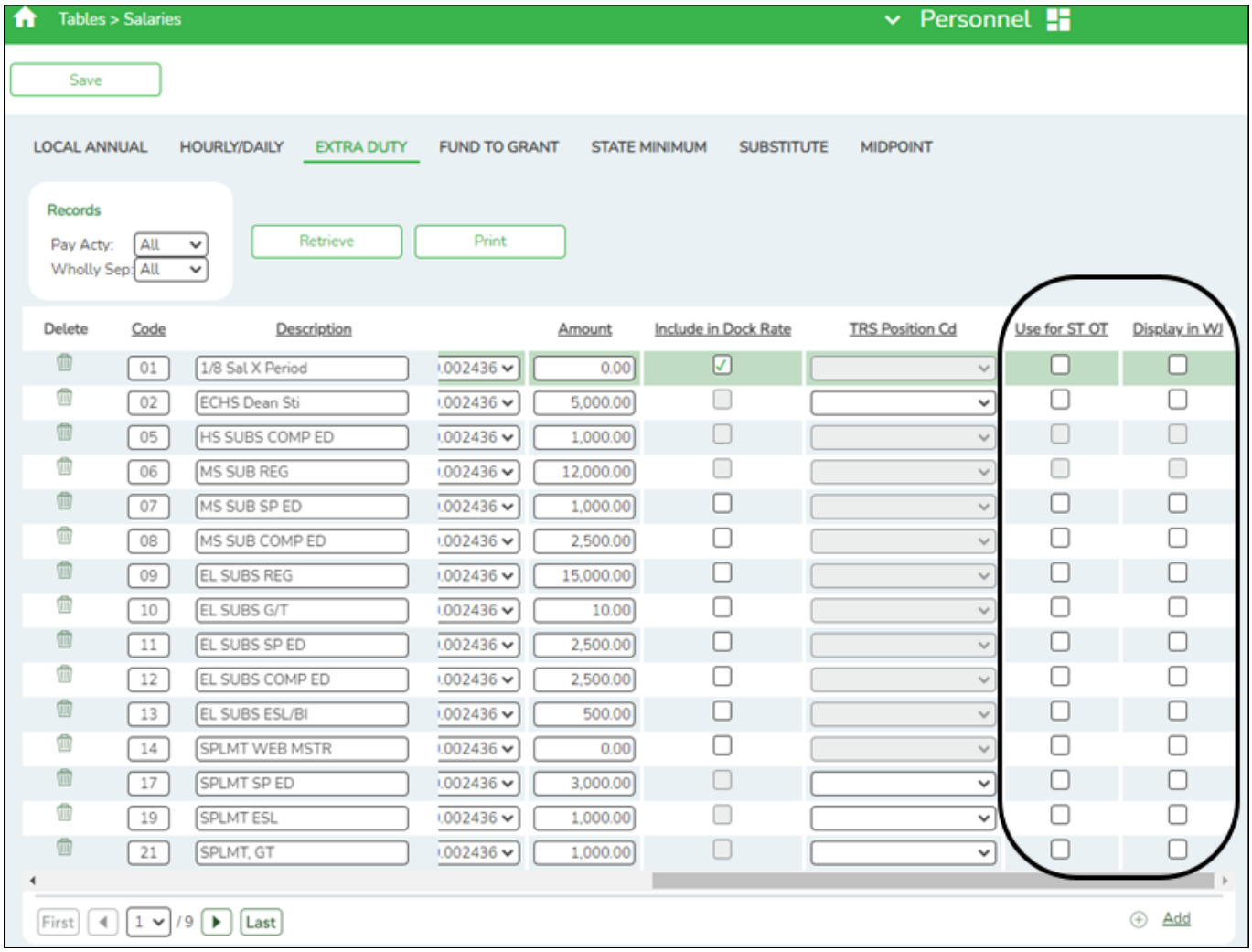
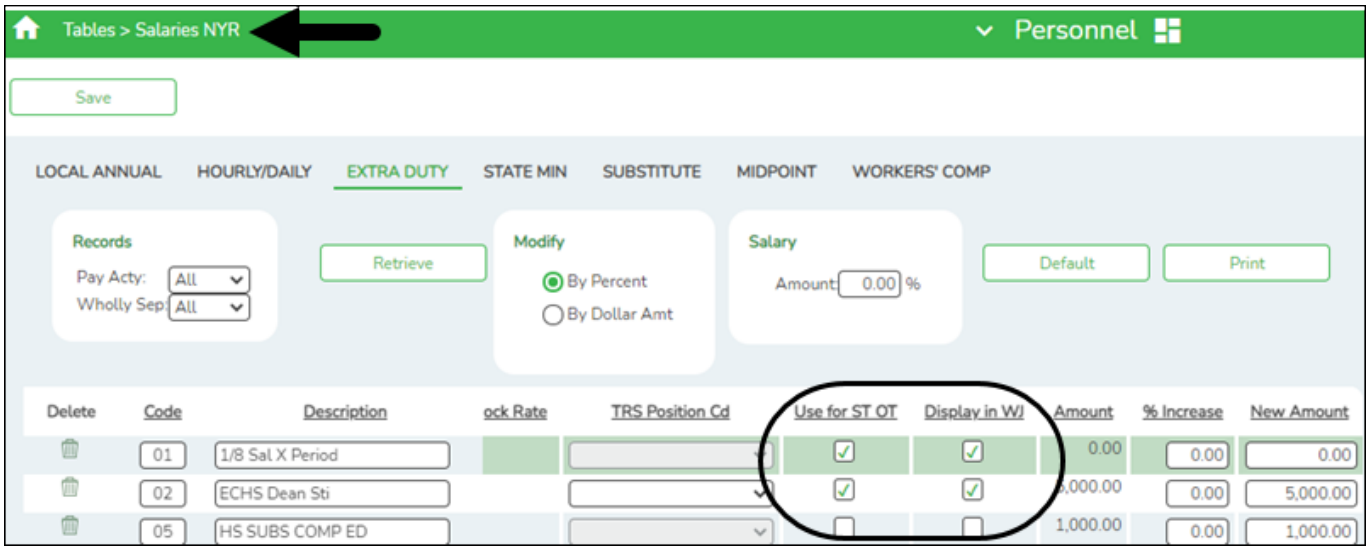
Personnel > Tables > Salaries > Extra Duty & Salaries NYR > Extra Duty

❑ 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.

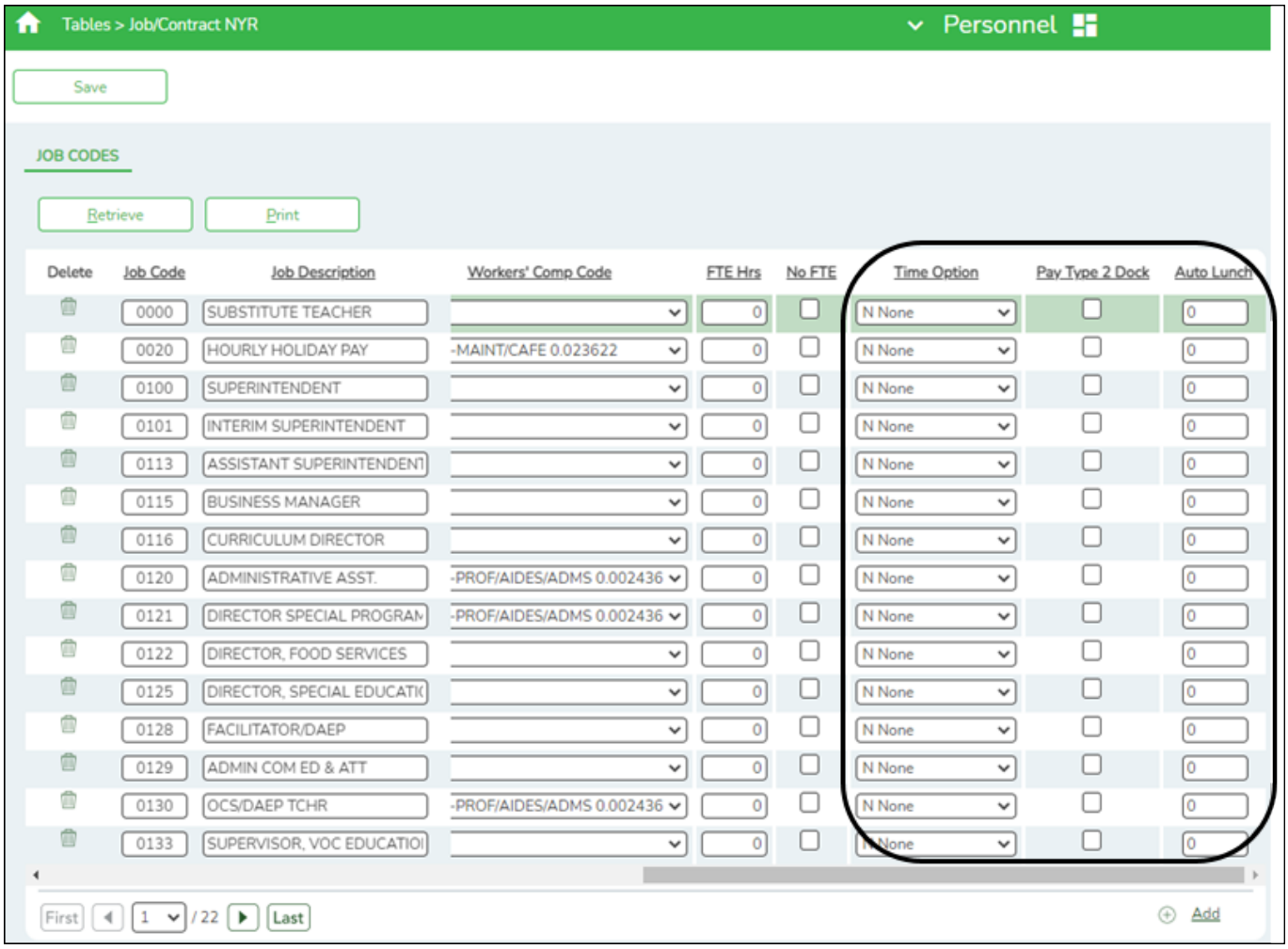




Personnel > Tables > Job/Contract > Job Codes & Job/Contract NYR > Job Codes

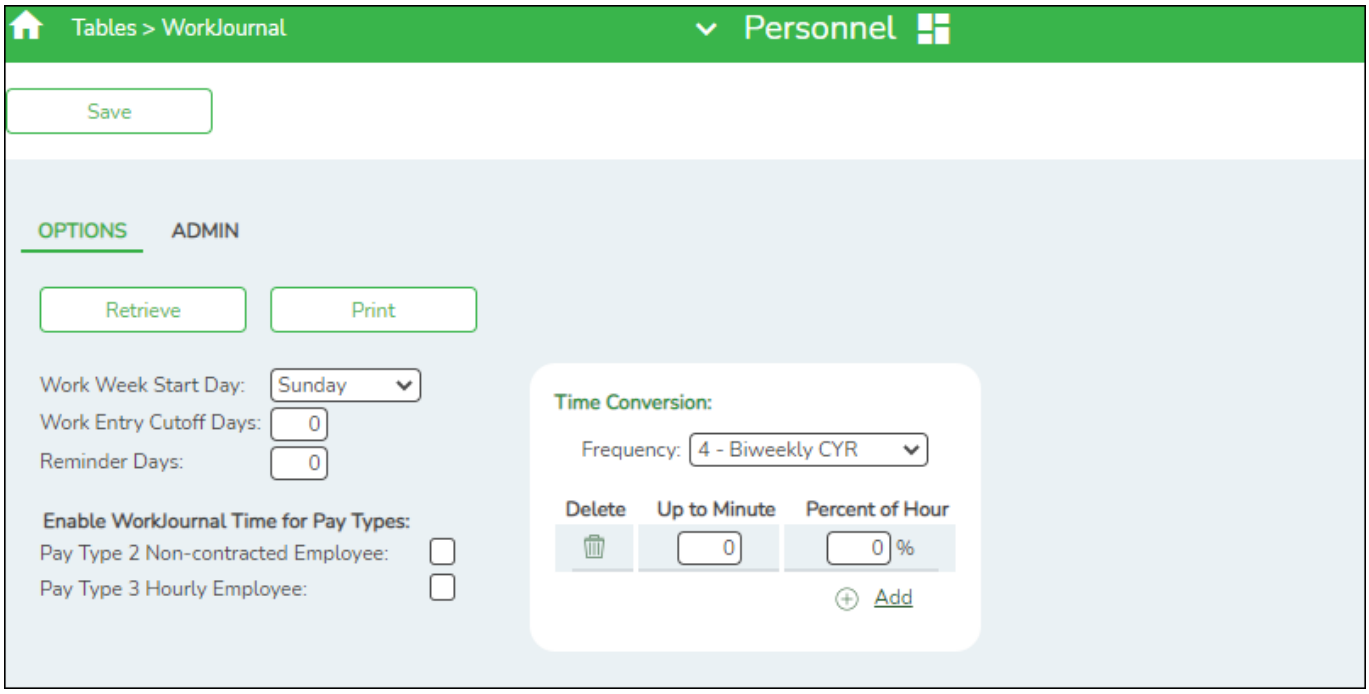
❑ Added the **Time Option**, **Pay Type 2 Dock**, and **Auto Lunch** columns to identify how employees with certain job codes enter their time and how their time is calculated for the WorkJournal feature in EmployeePortal.

❑ 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.



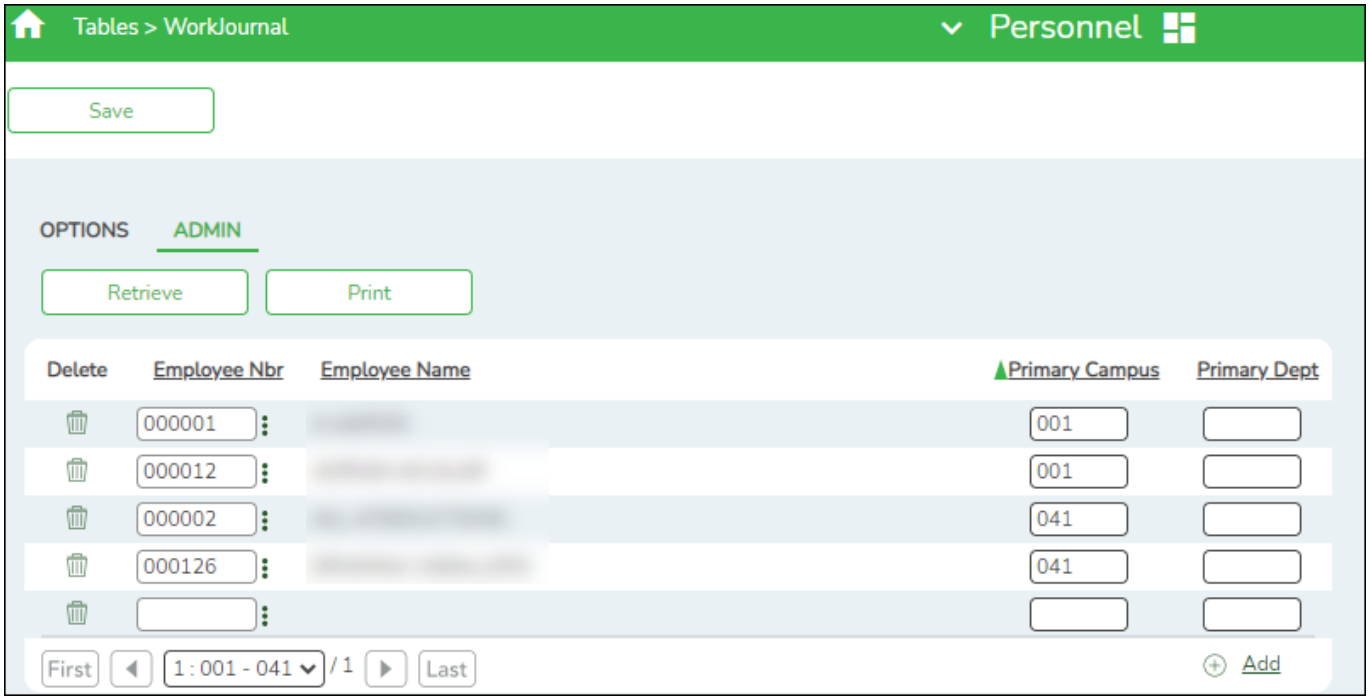
Personnel > Tables > WorkJournal > Options

❑ 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.



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.



Phase 2: SSA Fiscal Agent Management

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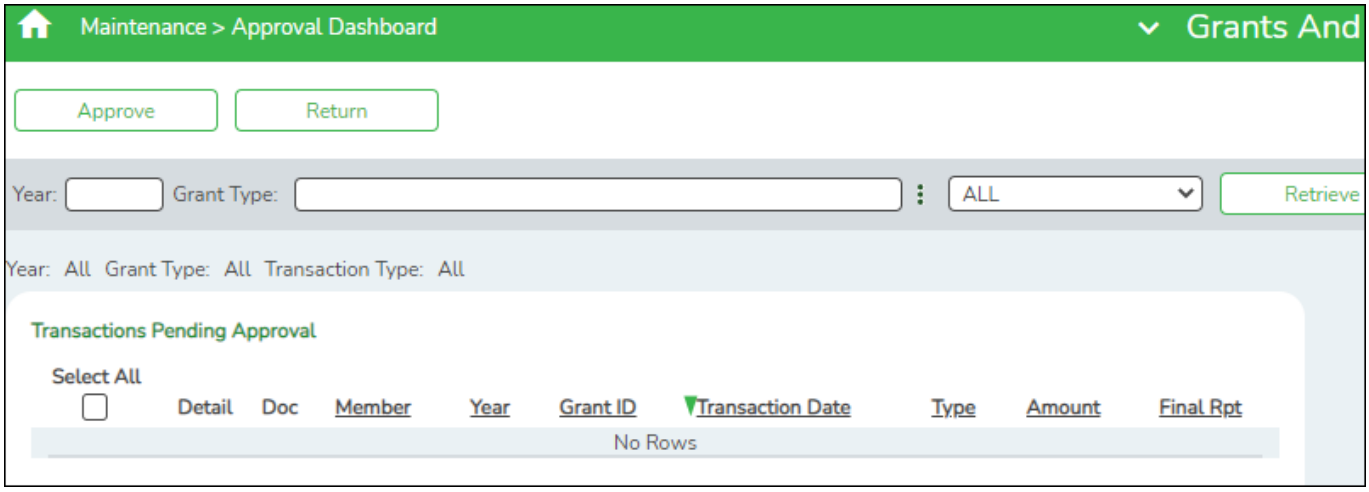
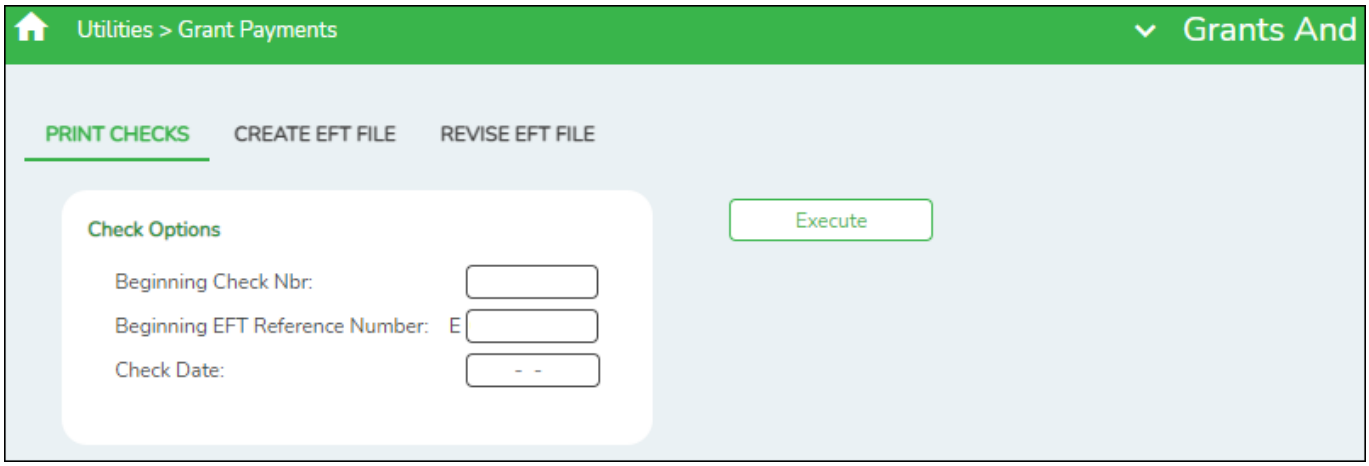
Grants and Projects > Maintenance > Approval Dashboard

❑ 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

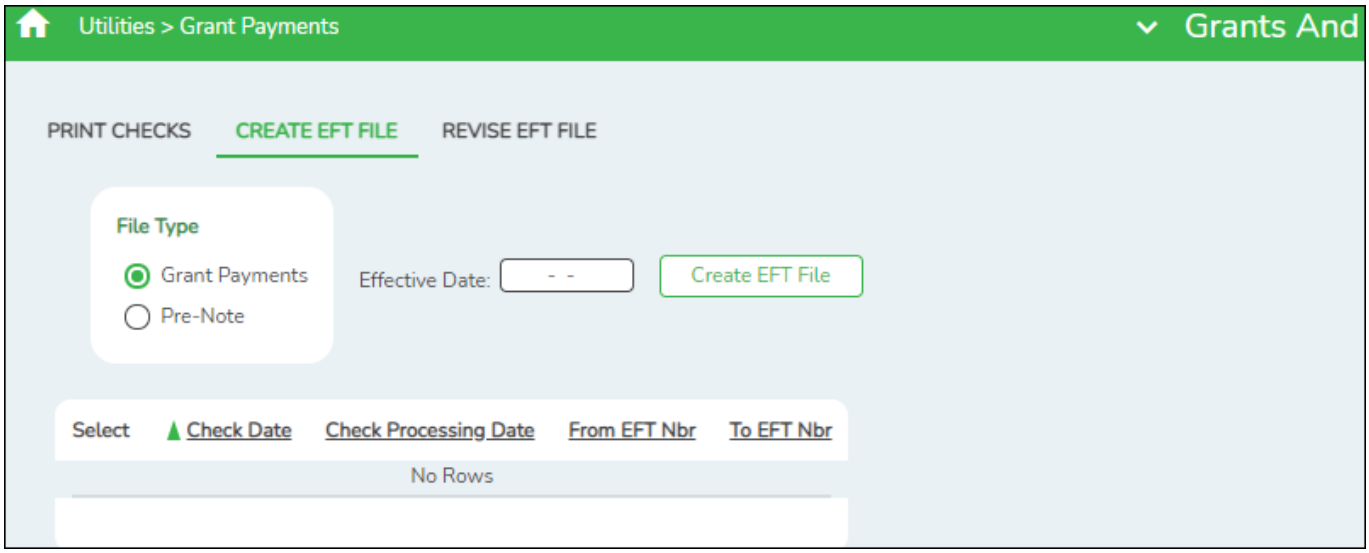
❑ Added this tab to process member reimbursement request payments to the member's vendor via check or electronic funds transfer, and then post the transactions to Finance.



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

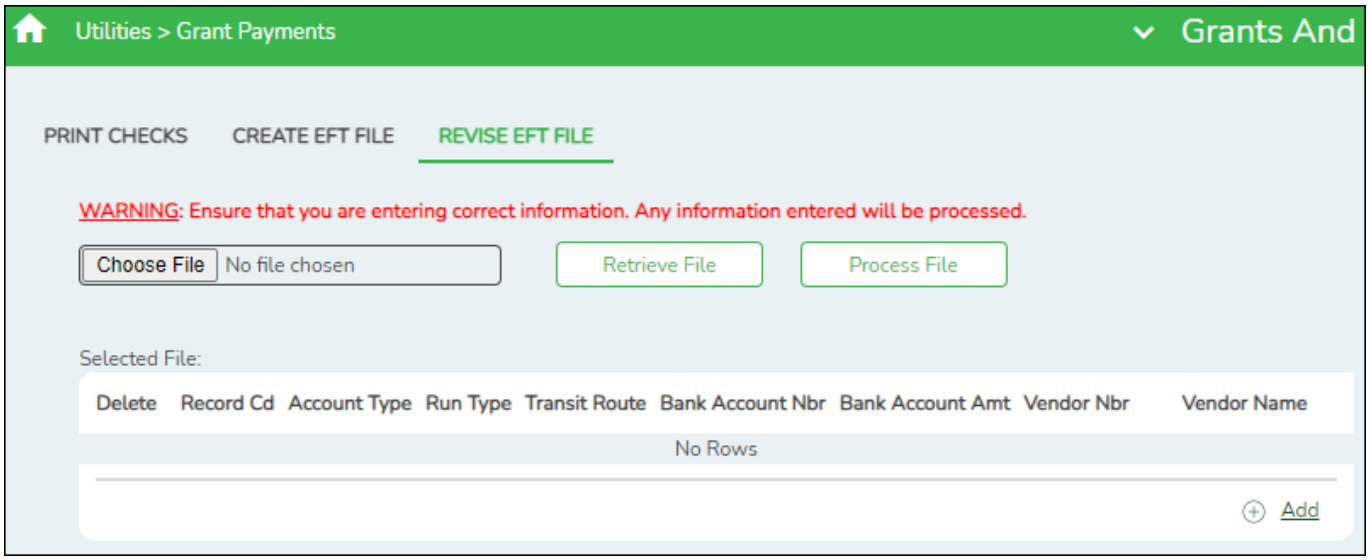
❑ Added this tab to create an EFT file to send to the bank for electronic funds transfer of grant

reimbursement payments.



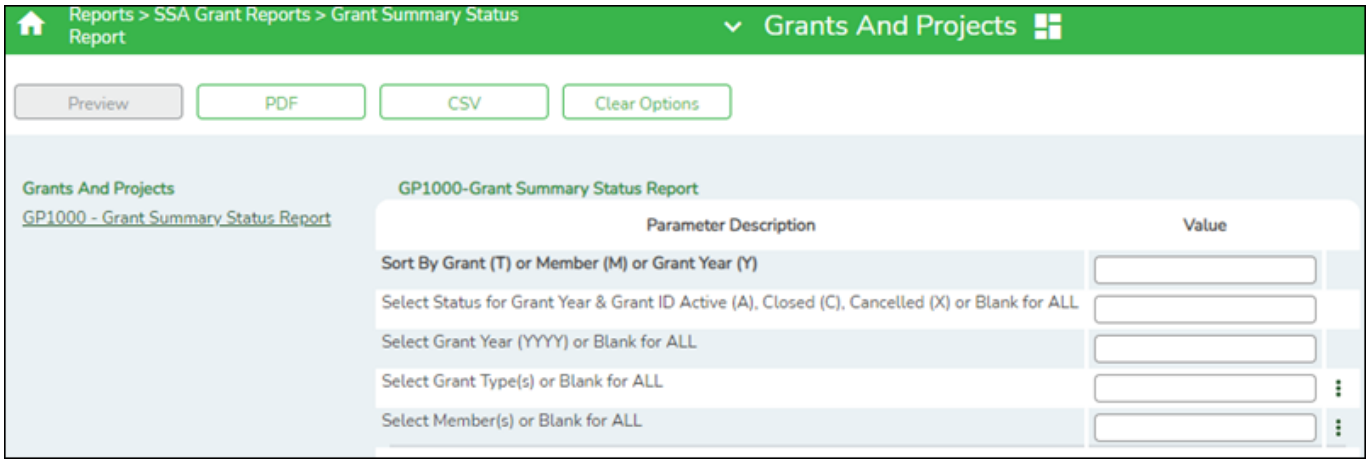
Grants and Projects > Utilities > Grant Payments > Revise EFT File

❑ 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.



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

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



Phase 2: Travel Reimbursement Requests

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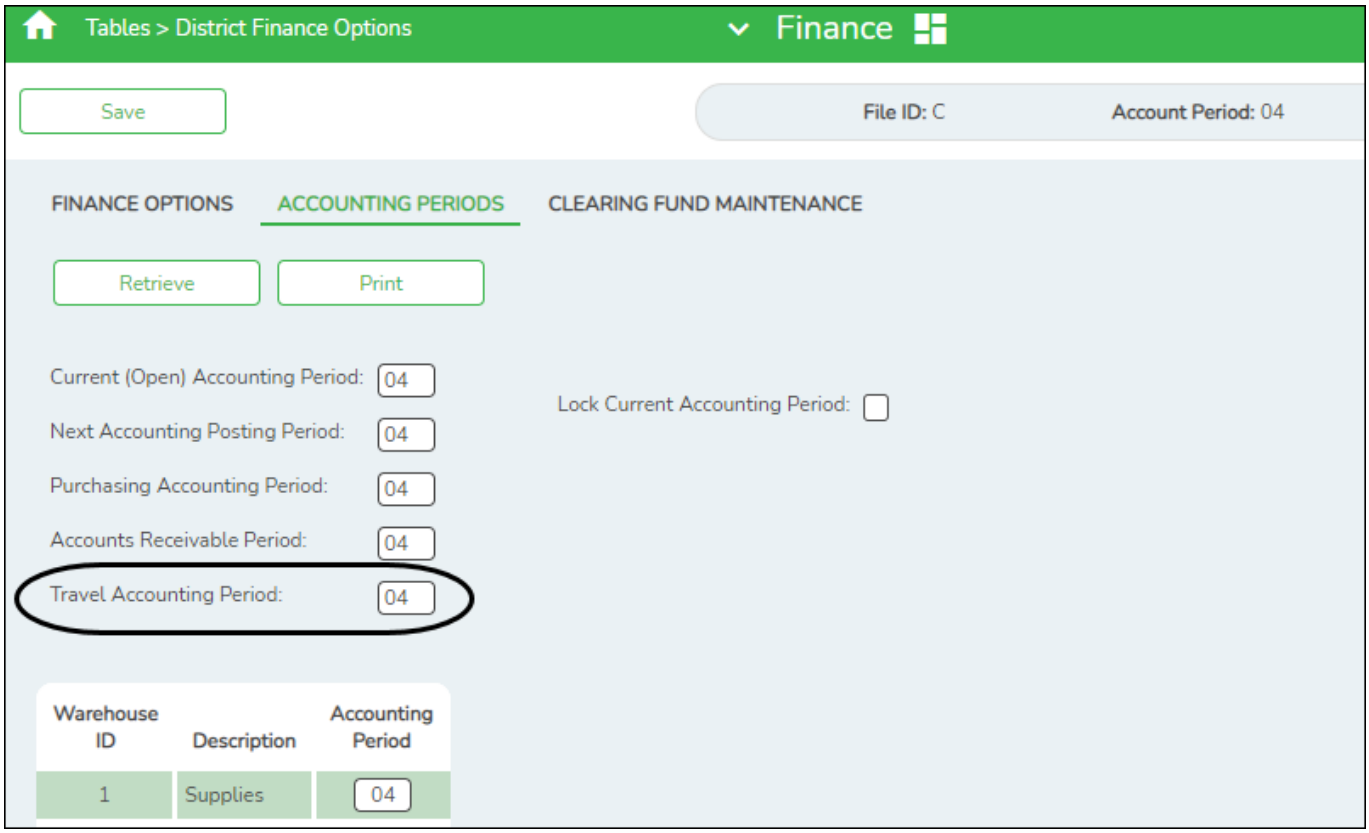
Finance > Tables > District Finance Options > Accounting Periods

❑ 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.



Bank Reconciliation > Tables > Bank Account Fund Groups > Bank Account Group

❑ Renamed the **Extract HR** column to **Extract Payroll**.

Finance > Maintenance > Pending Payables

❑ Modified the **Invoice Nbr** field to increase the number of characters allowed from 10 to 15.

Finance > Maintenance > EFT Processing

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

Payroll > Payroll Processing > Special Adjustments

❑ Modified the program to allow employee and employer 403B FICA Alternative Annuity amounts to be interfaced. Also, added the applicable columns to the necessary reports.

Payroll > Payroll Processing > Special Adjustments > Expense Only

❑ Renamed the **Recalc Grants** button to **Recalc Grts/403B**. Also, added the **Emplr 403B FICA Contrib** field to the list of expenses. This field cannot be modified and is calculated based on the expense pay entered if the original 403B FICA contribution was not zero.

Payroll > Payroll Processing > Special Adjustments > Accruals Only

❑ Added the **Accru Emplr 403B FICA Contr** field to the list of expenses.

Payroll > Utilities > Zero School YTD Accruals

❑ Modified the program to allow employer 403B FICA Alternative Annuity amounts to be zeroed out and interfaced to Finance.

Payroll > Utilities > Payroll Accrual Variance Extract

❑ Modified the program to calculate and interface employer accrual variance 403B FICA Alternative Annuity amounts.

Payroll > Reports > Year To Date Reports > HRS3650 - YTD Special Adjustment Report

❑ Modified the program to include employer 403B FICA Alternative Annuity amount special adjustments.

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.

Position Management > Utilities > Salary Simulation (Next Year)

❑ Corrected the issue that prevented supplemental transactions from being included in the stat min calculations when the **Acct Type** is set to *S Supplemental Pay* and **Exp 373** is selected.

❑ Modified PMIS salary simulations and reports to include 403B FICA Alternative contribution calculations.

EmployeePortal

Release Date: **ASCENDER Update**:

EmployeePortal > Self-Service

❑ Corrected the issue that prevented approvers assigned on the Payroll > Tables > EP Self-Service Assignments Payroll and Personnel > Tables > EP Self-Service Assignments Demographic pages from receiving pending approval email notifications.

EmployeePortal > Supervisor

❑ Corrected the issue that prevented supervisors from receiving pending approval email notifications after a leave request is edited and resubmitted for approval.

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