



**ASCENDER**

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# ASCENDER

Release Date: ASCENDER Update:

[Phase 2: WorkJournal](#)

## Phase 2: WorkJournal

### Payroll > Next Year > Copy CYR Tables to NYR > Copy Current Year Tables

☐ Added the **Use ST OT** and **Use WrkJl** columns to the Extra Duty Pay table. Also, added these columns to the report previews.

☐ Added the **Time Opt**, **Pay Type 2 Dock**, and **Auto Lunch** columns to the Job Code table. Also, added these columns to the report previews.

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### Payroll > Next Year > Copy NYR Tables to CYR > Copy Next Year Tables

☐ Added the **Use ST OT** and **Use WrkJl** columns to the Extra Duty Pay table. Also, added these columns to the report previews.

☐ Added the **Time Opt**, **Pay Type 2 Dock**, and **Auto Lunch** columns to the Job Code table. Also, added these columns to the report previews.

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☐ Changed the report preview PDF and CSV icons to improve readability.

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### Finance > Tables > District Finance Options 2

☐ Modified the program to disable the **Mileage** (Start, Stop, and Map) fields, **Point of Origin**, and **Destination** fields on the EmployeePortal > Travel Reimbursement > Travel Requests page when the **Location Locking** check box is selected.

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### Finance > Tables > Travel

- ☐ Corrected various issues to improve the user experience.
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### **Finance > Maintenance > Check Processing > Void Check**

- ☐ Modified the program to allow district check transactions from the Grants and Projects application to be voided.
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### **Finance > Maintenance > EFT Processing**

- ☐ Modified the program to perform EFT processing in the logged-on file ID instead of only file ID C.
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### **Finance > Utilities > Fiscal Year Close**

- ☐ Modified the program to properly manage the new travel columns (Travel Accounting Period & Trip Number).
  - ☐ Modified the program to ensure that the account code components (function, org, pgm, ed span, and project detail) are zero when creating opening entries for 3600 or 3700 object codes.
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### **Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1250 - Check Register & FIN1800 - Year to Date Check Register List**

- ☐ Modified the program to include transactions processed in the Grants and Projects application.
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### **Grants and Projects > Tables > Manage Users**

- ☐ Modified the program to set the change password date to 01/01/2000 when creating a new user or resetting a user's password, which requires the user to change their password upon logging on to MemberPortal.
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### **Grants and Projects > Tables > SSA Grants > Grant Types**

- ☐ Corrected the delete functionality to prevent users from having to click the trashcan twice to select and highlight the row for deletion.
- ☐ Corrected various user interface issues to improve the user experience.
- ☐ Corrected the program to display an unsaved data warning message when applicable.

## Grants and Projects > Maintenance > Member Grants > Grant Maintenance

The screenshot shows the 'Grant Maintenance' interface. At the top, there is a green header bar with a home icon, the text 'Maintenance > Member Grants', and a dropdown menu labeled 'Grants And Projects' with a grid icon. Below the header, there are several buttons: 'Save', 'Add', 'Budget Adjustment' (circled), 'Budget Revision', and 'Reimbursement' (circled). Below these buttons, there are input fields for 'Year' (2020), 'Grant ID' (987GRANT), 'Retrieve', 'Directory', and 'Documents'. There is also a 'Grant Type' dropdown menu showing 'PEP : ESC-20 PEP'. Below this, there are input fields for 'Expense Account' and 'Fund' (199), 'Func' (51), 'Obj' (6299), 'Sobj' (00), 'Org' (990), 'Prog' (8), '99', '0', and '00'. Below these fields, there are three sections: 'Dates' with 'Begin Date' (01-15-2020) and 'End Date' (01-15-2021); 'Reserve' with 'Reserved Percent' (25%) and 'Reserved Amount' (2,500.00); and 'Final Report' with 'Due Date' (01-18-2021) and 'Processed Indicator' (checkbox). Below these sections, there is a 'Summary' section with 'Total Award' (110,000.00), 'Eligible Remaining' (110,000.00), 'Reimbursements' (0.00), 'Matching Funds' (0.00), and 'Pending Reimbursements' (0.00). At the bottom, there is a 'Transactions' section with a table showing transaction details. The table has columns: 'Cancel', 'Trans', 'Detail', 'Doc', 'Date', 'Type', 'Status', 'Budget Amount', 'Reimbursement Amount', 'Check Nbr' (circled), 'Payment Date', and 'Final Report' (circled). The first row shows a transaction on 07-01-2019, Original, Posted, with a Budget Amount of 170,000.00 and a Reimbursement Amount of 0.00. Below the table, there are navigation buttons: 'First', 'Previous', '1: 07-01-2019 / 1', 'Next', and 'Last'.

- ☐ Added the **Budget Adjustment** button to allow budget adjustment requests to be created and submitted. A budget adjustment is used to add or subtract balances from a grant year and grant type.
- ☐ Added the **Reimbursement** button to allow reimbursement requests to be created and submitted. A reimbursement request is used to request a reimbursement payment of grant funds from a grant year and grant type.
- ☐ Added the **Budget Revision** button to allow budget revision requests to be submitted. A budget revision is used to move amounts between object classes for a grant year and grant type.

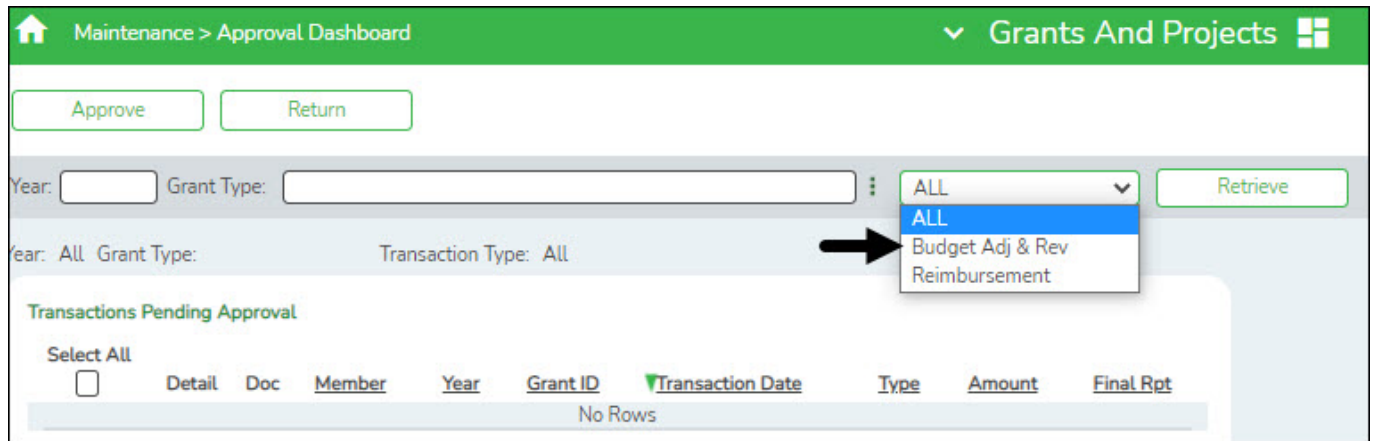
☐ Added the following fields to the **Transactions** section:

- **Check Nbr** - Displays the check or EFT number for a processed reimbursement payment.
- **Final Report** - Indicates that the final reimbursement transaction is paid for a **Year** and **Grant ID**. Once the final transaction is processed, the **Budget Adjustment**, **Budget Revision**, and **Reimbursement** buttons are disabled and no other transactions can be submitted.

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

## Grants and Projects > Maintenance > Approval Dashboard

☐ Renamed the *Budget Revisions* option to *Budget Adj & Rev* in the request type drop-down to accommodate the addition of budget adjustment requests.



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

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

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

## Grants and Projects > Reports > SSA Grant Reports > GP1100 - Grant Payment Transaction Report

☐ Added this report to provide a list of grant payment transactions.

Reports > SSA Grant Reports > Grant Payment Transaction 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

GP1100 - Grant Payment Transaction Report

Parameter Description	Value
Sort by Grant (T), Member (M)	
From Date (MMDDYYYY)	
To Date (MMDDYYYY)	
Select Grant Type(s) or blank for ALL	
Select Member(s) or blank for ALL	

## Payroll > Tables > District EP Options

☐ Added the **Travel Reimbursement Request** check box under **Enable** and **Messages**. This option allows users to access the Travel Reimbursement Request feature in EmployeePortal.

## Payroll & Personnel > Tables > District HR Options

☐ Corrected the issues that caused an error to occur when trying to save HR options to a new database.

## Payroll > Tables > Leave > Leave Type

☐ Modified the **Max Balance** field to allow a three decimal value for all leave types.

## Payroll > Maintenance > Leave Account Transaction > Leave Adjustment

☐ Modified the **Leave Used** and **Leave Earned** fields to allow a three decimal value for all leave types.

## Payroll > Payroll Processing > Run Payroll

☐ Modified the **Incr Amt** field to allow a three decimal value for all leave types.

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## Payroll > Utilities > Mass Update > Leave

- ☐ Modified the **Increment** field to allow a three decimal value for all leave types.
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## Payroll > Next Year

- ☐ Modified next year payroll calculations to include 403B FICA calculations and include the amounts in the Annuities columns.
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## Payroll > Utilities > Payroll Accrual Variance Extract

- ☐ Modified the program to calculate and interface employer accrual variance 403B FICA Alternative Annuity amounts.
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# EmployeePortal

**Release Date: ASCENDER Update:**

## EmployeePortal > Calendar

- ☐ Corrected the program to only display one entry for each travel mileage request.
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## EmployeePortal > Travel Reimbursement

- ☐ Corrected various Document Attachment issues.
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## EmployeePortal > Travel Reimbursement > Travel Requests

- ☐ Modified the program to disable the **Mileage** (Start, Stop, and Map) fields, **Point of Origin**, and **Destination** fields when the **Location Locking** check box is selected on the Finance > Tables > District Finance Options 2 page.
- ☐ Corrected the Copy from Previous Day functionality to override any existing data on the copy to day and replace it with copy from day details. If selecting this check box on the last travel day and the day from which you are copying has a dinner amount, the **Dinner** field will not be populated if the return time is not later than the **Dinner Eligible Return Time** as defined in Finance.
- ☐ Modified the program to allow the user to select their applicable pay campus from the **Campus** drop down when creating a travel request.
- ☐ Corrected the mileage rate to adjust accordingly based on the **New Mileage Reimbursement Date** and **New Mileage Reimbursement Rate** fields in Finance.
- ☐ Changed the message that is displayed in the Account Code and account code component pop-windows when there is no account information from “No data available in table” to “No Results Found”.
- ☐ Corrected the program to allow rows to be added using the plus sign (+). Also, corrected the calendar icon functionality to work with one click.



## MemberPortal

**Release Date:** ASCENDER Update:

### MemberPortal > Login

- ☐ Added the Forgot User Name? link allowing users to recover their user name if they forgot it.



- ☐ Added the Forgot Password? link allowing users to reset their password.
  
  - ☐ Modified the user authentication to include CareerPortal access. If the same user has access to both CareerPortal and MemberPortal and is deleted from CareerPortal, the user will continue to have access to MemberPortal but will no longer have access to CareerPortal.
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## MemberPortal > Help

- ☐ Corrected the program to properly connect to the MemberPortal online Help. Previously, an “Oops” message was displayed.
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## MemberPortal > Grant List

- ☐ Corrected the program to restrict users with *Enter and Save Data* accessibility to only update budget revision and reimbursement requests that they created.
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## MemberPortal > Budget Revision Request & Reimbursement Request

- ☐ Corrected the functionality of the **Grant ID** ellipsis.
  - ☐ Corrected various user interface issues to improve the user experience.
  
  - ☐ Modified the program to include the budget adjustment request details in the **Transactions** section. The details are display only and cannot be edited.
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## MemberPortal > Reimbursement Request

- ☐ Added the following fields to the **Transactions** section:
  - **Check Nbr** - Displays the check or EFT number for a processed reimbursement payment.
  - **Final Report** - Indicates that the final reimbursement transaction is paid for a **Year** and **Grant ID**. Once the final transaction is processed, no other transactions can be submitted.



## **Back Cover**