



# ASCENDER 6.0400

**Release Date: ASCENDER Update: 6.0400**

## State Reporting Class Roster Winter 2022

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☐ Corrected various pages in the following applications to only display the **Provide Feedback** link once:

- Budget
  - Finance
  - Payroll
  - Personnel
  - Position Management
  - Purchasing
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☐ Corrected the program to display the vendor number and name in the **Vendor** field at all times. Previously, the vendor number no longer displayed after changes were saved to other fields on the page.

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## Finance > Maintenance > Create Chart of Accounts

☐ Corrected the issue that prevented account codes with a 99 function code and an 8XXX object code from being created.

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

☐ Corrected the trashcan icon to remain displayed when adding a new line item.

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## Finance > Maintenance > Postings > Journal Actual

☐ Added the **Ignore for Grants and Projects** check box to the Duplicate JV pop-up window to

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ignore JV entries for the Grants and Projects application. This check box is only enabled if duplicating an Actual JV transaction.

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

☐ Corrected transaction and balance issues within the spyglass pop-up window.

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### **Finance > Inquiry > GL Inquiry > GL Account Summary**

☐ Corrected the spelling of Revenue in the Estimated and Realized Revenue column headings on the report preview and PDF.

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### **Finance > Utilities > Out of Balance Correction**

☐ Corrected the program to prevent incorrect balances to be calculated and saved.

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

☐ Corrected the export to prevent the value in the **Vendor Name** field from being used as the **Pay To** value if a DBA or Remittance Name and Address is available when using the Pending Payables and the PO/PA processes together. Previously, a single check transaction was separated into two transactions and although the check numbers were the same, the Pending Payable transaction amounts were populated with the value from the **Vendor Name** field on the Vendor Information page and the other transaction amounts processed through PO/PA were populated with the value from the **Vendor Remittance** field.

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### **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 2021 tax year.

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

- ☐ Corrected the **Module** column in the database to display GRT2160 Manage Users when adding or updating grant type information for a user.
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## **Grants and Projects > Maintenance > Member Grants > Grant Maintenance**

- ☐ Corrected various user interface issues to improve the user experience.
  - ☐ Corrected the **Module** column in the database to display GRT3010 Mbr Grant Maint for deleted transactions.
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## **Grants and Projects > Maintenance > Approval Dashboard**

- ☐ Corrected the **Module** column in the database to display GRT3020 Approval Dashboard for approved/returned transactions.
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## **Payroll > Tables > District EP Options**

- ☐ Corrected the issue that prevented changes to the **W-2 Information** message field from being successfully saved and displayed in EmployeePortal.
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## **Payroll > Maintenance > Calendar YTD Data > Calendar YTD**

- ☐ Added the following **FFCRA Payment** fields for the 2021 calendar year:
    - **EPSLA Regular**
    - **EPSLA Two-Thirds**
    - **EFMLEA**
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## **Payroll > Maintenance > Calendar YTD Data > W2 Inquiry**

- ☐ Added the following **FFCRA Payment** fields for the 2021 calendar year:
  - **EPSLA Regular**
  - **EPSLA Two-Thirds**
  - **EFMLEA**

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

☐ Added the **TRS Retiree Exception** field to the process and preview report.

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## **Payroll > Payroll Processing > TRS Processing > Payroll History**

☐ Corrected the program to retrieve pay date information for the TRS month instead of the pay date month.

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## **Payroll > Utilities > Import HR tables from Database Tables**

☐ Added a new WorkJournal Comparison Report to display a list of WorkJournal records that were imported but no longer exist as payroll transmittals due to the import.

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## **Payroll > Utilities > Import WorkJournal Requests**

☐ Modified the program to prevent WorkJournal request records from being selected if the job code no longer exists on the employee's master job record.

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## **Payroll > Reports**

☐ Corrected the email content (subject/body) to mirror the letter case entered by the user. Previously, all letters were converted to uppercase.

- HRS1250 - Employee Data Listing
  - HRS1650 - Employee Salary Information
  - HRS2050 - Proof List of Payroll Transactions
  - HRS2500 - Wage and Earning Statement
  - HRS2600 - Employee Substitute Report
  - HRS3500 - YTD Wage and Earning Statements
  - HRS6400 - Salary Verification Report
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## **Payroll > Reports > Personnel Reports**

❑ Added the **Creditable Year of Service** field to the following reports:

- HRS1100 - Employee Verification
- HRS1250 - Employee Data Listing
- HRS1650 - Employee Salary Information

## 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 2021 tax year.

## Payroll > Reports > User Created Report

❑ Added the **Creditable Year of Service** check box to the **Employment** section.

The screenshot shows the 'Reports > User Created Reports' interface. The 'Employment' section is active and highlighted. It contains the following fields:

<input type="checkbox"/> Employee Status Code	<input type="checkbox"/> Yrs Non-Professional Experience	<input type="checkbox"/> Original Emp Date	<input type="checkbox"/> Take Retiree Surcharge	<input type="checkbox"/> W-2 Elec Consent	<input type="checkbox"/> Termination Reason
<input type="checkbox"/> Highest Degree Achieved	<input type="checkbox"/> Yrs Non-Professional in District	<input type="checkbox"/> Latest Re-Employ Date	<input type="checkbox"/> NY Take Retiree Surcharge	<input type="checkbox"/> 1095 Elec Consent	<input type="checkbox"/> Termination Reason Descr
<input type="checkbox"/> Percent Day Employed	<input type="checkbox"/> Creditable Year of Service	<input type="checkbox"/> Retirement Date	<input type="checkbox"/> Extract ID	<input type="checkbox"/> ERS Retiree Health Elig	<input type="checkbox"/> Full Semester
<input type="checkbox"/> Est Annual Salary	<input type="checkbox"/> Contract Class	<input type="checkbox"/> Termination Date	<input type="checkbox"/> Fingerprint Status	<input type="checkbox"/> NY ERS Retiree Health Elig	<input type="checkbox"/> PEIMS Auxiliary Role ID
<input type="checkbox"/> Yrs Professional Experience	<input type="checkbox"/> Contract Term	<input type="checkbox"/> Extended Leave Begin	<input type="checkbox"/> Fingerprint Extract Date	<input type="checkbox"/> Employment Type	<input type="checkbox"/> Highly Qualified
<input type="checkbox"/> Yrs Professional in District	<input type="checkbox"/> Contract Year	<input type="checkbox"/> Extended Leave End	<input type="checkbox"/> Fingerprint Date	<input type="checkbox"/> Retiree Employment Type	<input type="checkbox"/> Paraprofessional Certification
<input type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Grades Taught				

## Personnel > Tables > WorkJournal > Options

❑ Modified the program to display the Unsaved Data Warning pop-up window when applicable.

❑ Corrected the issue that caused the time conversion table to inadvertently default to pay frequency 4 even though it was not created in pay frequency 4. This issue occurred in databases with only one pay frequency.

## Personnel > Tables > WorkJournal > Admin

- ☐ Modified the Unsaved Data Warning pop-up window to set the cursor focus on the **Cancel** button.

## Personnel > Maintenance > Staff Demo > Credentials

- ☐ Added the **Teacher Incentive Allotment Designation** section, which includes the following allotment codes and descriptions:

- 01 Active National Board Certified Teacher
- 02 Active Teacher Incentive Allotment Designation
- 03 LEA Submitted Designation Pending

The screenshot displays the 'Staff Demo' interface for 'Credentials'. At the top, there's a 'Save' button and an 'Employee' field containing '000006 : ADAMS, ADAM E.'. Below this are buttons for 'Retrieve', 'Directory', and 'Documents'. The main section has tabs for 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS' (selected), 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. Under the 'CREDENTIALS' tab, there's an 'Education' section with a table-like structure for adding credentials. It includes columns for 'Delete', 'College', 'Year', 'Major', 'Minor', and 'Degree'. A 'Refresh College' link is at the bottom left of this section. On the right, a 'Teacher Incentive Allotment Designation' dropdown menu is open, showing three options: '01 Active National Board Certified Teacher', '02 Active Teacher Incentive Allotment Designation', and '03 LEA Submitted Designation Pending'.

## Personnel > Maintenance > Employment Info

- ☐ Added the **Creditable Year of Service** check box to the **Years Experience** section.

## Personnel > Utilities > Mass Update > Employee

- ☐ Added the **Creditable Year of Service** field under **Reset** to reset the employee's creditable year of service. Also, added the **Creditable Year of Service** column to the Employee Mass Update Report.

Utilities > Mass Update Personnel

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**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both

Pay Type:

Job Code:

Accrual Code:

Pay Grade:

Prior Yr Emp Date:

Primary Campus:

Pay Campus:

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency:

Salary Concept:

Extract ID:

Employee Nbr:

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**EMPLOYEE**

**Reset**

☐ Extract ID

☐ Unemployment Eligibility (ICESA Report)

☐ Take Retiree Surcharge

☐ NY Take Ret Surchg

☐ Employment Type

☐ Retiree Employment Type

☐ Creditable Year of Service

**Update Experience**

☐ Total (Prof) Experience

If Employment Date <

☐ District (Prof) Experience

If Employment Date <

☐ District (Non-Prof) Experience

If Employment Date <

☐ Total (Non-Prof) Experience

If Employment Date <

**Modify**

From To

Area Code:

Zip Code:

## Personnel > Utilities > Mass Delete > Employee Data

- ☐ Modified the program to include the Teacher Incentive Allotment designation in the mass deletion process.

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

- ☐ Per IRS requirements, updated the utility to support the 2021 tax year.
- ☐ Removed transmitter control code (TCC) validation from the ACA file creation process.

## Personnel > Reports > Personnel Reports

- ☐ Added the **Creditable Year of Service** field to the following reports:



- HRS1100 - Employee Verification
- HRS1250 - Employee Data Listing
- HRS1650 - Employee Salary Information

## Personnel > Reports > Personnel Reports > HRS1750 - Teacher Incentive Allotment Designation Report

☐ Added this report to provide a list of employees with their Teacher Incentive Allotment Designation codes and descriptions.

Reports > Personnel Reports > Teacher Incentive Allotment Designation Report

Preview PDF CSV Clear Options

Personnel Reports

- [HRS1000 - Roster of Personnel](#)
- [HRS1050 - Employee Birthday List](#)
- [HRS1100 - Employee Verification Report](#)
- [HRS1200 - Federal EEOC Report](#)
- [HRS1250 - Employee Data Listing](#)
- [HRS1400 - Teacher Service Record](#)
- [HRS1450 - Employee Mailing Labels](#)
- [HRS1500 - Employee Education Report](#)
- [HRS1550 - New Hire Report](#)
- [HRS1600 - Certification Report](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS1700 - Social Security Number Verification](#)
- [HRS1750 - Teacher Incentive Allotment Designation Report](#)**

HRS1750 - Teacher Incentive Allotment Designation Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>
Select Frequency	<input type="text"/>

## 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 2021 tax year.

☐ Removed transmitter control code (TCC) validation from the ACA file creation process.

## 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 2021 tax year.

☐ Removed transmitter control code (TCC) validation from the ACA file creation process.

## Personnel > Reports > TRS Reports

☐ Corrected the issue that prevented the following reports from being generated:

- HRS4300 - Health Insurance Participation Report
- HRS8900 - Employee Data (ED)
- HRS8905 - Regular Payroll (RP)

## Personnel > Reports > User Created Reports > Personnel

☐ Added the **Creditable Year of Service** check box to the **Employment** section.

The screenshot shows the 'Reports > User Created Reports' interface. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below these are input fields for 'Report Template' and 'Report Title', along with a 'Public' checkbox and 'Retrieve'/'Directory' buttons. Further down is an 'Employee Nbr' field and an 'Active Employees Only' checkbox. The 'Employment' section is highlighted in yellow and contains a grid of checkboxes. The 'Creditable Year of Service' checkbox is circled.

Employment					
<input type="checkbox"/> Employee Status Code	<input type="checkbox"/> Yrs Non-Professional Experience	<input type="checkbox"/> Original Emp Date	<input type="checkbox"/> Take Retiree Surcharge	<input type="checkbox"/> W-2 Elec Consent	<input type="checkbox"/> Termination Reason
<input type="checkbox"/> Highest Degree Achieved	<input type="checkbox"/> Yrs Non-Professional in District	<input type="checkbox"/> Latest Re-Employ Date	<input type="checkbox"/> NY Take Retiree Surcharge	<input type="checkbox"/> 1095 Elec Consent	<input type="checkbox"/> Termination Reason Descr
<input type="checkbox"/> Percent Day Employed	<input type="checkbox"/> Creditable Year of Service	<input type="checkbox"/> Retirement Date	<input type="checkbox"/> Extract ID	<input type="checkbox"/> ERS Retiree Health Elig	<input type="checkbox"/> Full Semester
<input type="checkbox"/> Est Annual Salary	<input type="checkbox"/> Contract Class	<input type="checkbox"/> Termination Date	<input type="checkbox"/> Fingerprint Status	<input type="checkbox"/> NY ERS Retiree Health Elig	<input type="checkbox"/> PEIMS Auxiliary Role ID
<input type="checkbox"/> Yrs Professional Experience	<input type="checkbox"/> Contract Term	<input type="checkbox"/> Extended Leave Begin	<input type="checkbox"/> Fingerprint Extract Date	<input type="checkbox"/> Employment Type	<input type="checkbox"/> Highly Qualified
<input type="checkbox"/> Yrs Professional in District	<input type="checkbox"/> Contract Year	<input type="checkbox"/> Extended Leave End	<input type="checkbox"/> Fingerprint Date	<input type="checkbox"/> Retiree Employment Type	<input type="checkbox"/> Paraprofessional Certification
<input type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Grades Taught				

## Purchasing > Inquiry > GL Inquiry > GL Account Summary

☐ Corrected the spelling of Revenue in the Estimated and Realized Revenue column headings on the report preview and PDF.

## Purchasing > Maintenance > Create/Modify Requisition

☐ Modified the **Refresh Totals**, **Calculate Amounts**, and **Calculate Percent** links to correctly

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calculate amounts and percentages when creating a requisition that has one line item with multiple accounts. This change is also effective for the Uniform Account Distribution.

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## Purchasing > Reports

☐ Corrected the email content (subject/body) to mirror the letter case entered by the user. Previously, all letters were converted to uppercase.

- REQ1450 - Print Purchase Orders
  - REQ1500 - Reprint Purchase Orders
  - REQ2000 - Request for Quotation Report
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# EmployeePortal

**Release Date: ASCENDER Update: 6.0400**

☐ Modified the program to ensure that the applicable Employee/Supervisor reminder emails are sent daily around 6:00 AM.

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## EmployeePortal > Inquiry > Calendar Year to Date & W-2 Information

☐ Added the following **FFCRA Payment** fields for the 2021 calendar year:

- **EPSL1** (Emergency Paid Sick Leave Act (EPSLA) regular rate)
- **EPSL2** (Emergency Paid Sick Leave Act (EPSLA) two-thirds rate)
- **EFMLEA** (Emergency Family and Medical Leave Expansion Act)

**NOTE:** If any of these amounts are greater than zero, the field and amount are displayed in Box 14 on the employee's W-2.

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## EmployeePortal > Inquiry > W-2 Information

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☐ Per IRS requirements, updated the W-2 form/instructions and all W-2 functionality to support the 2021 tax year.

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## **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 2021 tax year.

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☐ Added the **Outlook Calendar** and **Google Calendar** links to leave approval emails allowing employees to add approved leave requests as Outlook/Google calendar events.

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## **EmployeePortal > Travel Reimbursement Requests > Travel Requests**

☐ Added maximum length limits to various fields.

☐ Corrected the issue that caused all inline error messages to be displayed upon accessing the page.

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## **EmployeePortal > Travel Reimbursement Requests > Approve Travel Requests**

☐ Corrected various functionality and user interface issues including the select all check box and the document attachments icon to improve the user experience.

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# **MemberPortal**

**Release Date: ASCENDER Update: 6.0400**

## **MemberPortal > Login**

- ☐ Corrected the Oops error page to display MemberPortal instead of EmployeePortal.
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## **MemberPortal > Forgot Password**

- ☐ Modified the functionality and user interface to meet ASCENDER portal standards.
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## **MemberPortal > Budget Revision Request & Reimbursement Request**

- ☐ Corrected the program to ensure that all approvers in an approval path receive automated email notifications for pending budget or reimbursement requests.
- ☐ Corrected the **Module** column in the database to display the originating page name for submitted requests.



## **Back Cover**