



## **ASCENDER Business Release Notes**

# ASCENDER 6.0.100

**Release Date:** 9/3/21 **ASCENDER Update:** 6.0100

## Approval Summary

☐ Added pending approvals from the Grants and Projects > Maintenance > Approval Dashboard page to the Approval Summary list.



| Approval Summary |         |                                                                       |
|------------------|---------|-----------------------------------------------------------------------|
| # Pending        | ID/Freq | Approval Type                                                         |
| 0                | C       | <a href="#">Finance &gt; Approve Budget Amendment</a>                 |
| 0                | 7       | <a href="#">Finance &gt; Approve Budget Amendment</a>                 |
| 5                |         | <a href="#">Grants &amp; Projects &gt; Approval Dashboard</a>         |
| 0                | C/4     | <a href="#">Payroll &gt; Approve CIP Transaction</a>                  |
| 1                | C/5     | <a href="#">Payroll &gt; Approve CIP Transaction</a>                  |
| 0                | C/6     | <a href="#">Payroll &gt; Approve CIP Transaction</a>                  |
| 0                |         | <a href="#">Payroll &gt; Self-Service Payroll Approval</a>            |
| 0                |         | <a href="#">Personnel &gt; Self-Service Demographic Approval</a>      |
| 0                | C/4     | <a href="#">Position Management &gt; PMIS Payroll Rejections</a>      |
| 0                | C/5     | <a href="#">Position Management &gt; PMIS Payroll Rejections</a>      |
| 0                | C/6     | <a href="#">Position Management &gt; PMIS Payroll Rejections</a>      |
| 0                |         | <a href="#">Purchasing &gt; Approve Bundle Requisitions</a>           |
| 0                |         | <a href="#">Purchasing &gt; Approve Requisitions</a>                  |
| 0                |         | <a href="#">Purchasing &gt; Next Year Approve Requisitions</a>        |
| 0                | 1       | <a href="#">Warehouse &gt; Approve Inventory Restock Requisitions</a> |
| 0                | 1       | <a href="#">Warehouse &gt; Approve Warehouse Requisitions</a>         |

## Grants and Projects > Tables > Manage Users

☐ Corrected the issue where changes were made to an existing user's Member or Grant Type access, and then when the user tried to log on to MemberPortal, they were prompted to change their password even though no password changes were made.

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

☐ Added validation for submitting a reimbursement request with zero values for final approval.

☐ Corrected an issue where a check was voided and reposted and the new final reimbursement check was set to a Pending status; however, instead of restricting new reimbursements from being

submitted, the Grant Maintenance record reopened allowing new reimbursement requests to be submitted.

## Grants and Projects > Utilities > Copy Payment Dates

☐ Added this page to copy payment dates from one grant type to another grant type. Payment information can be copied to multiple grant types.

## Grants And Projects > Reports > SSA Grants Reports

☐ Enabled the **Preview** button for all SSA Grants Reports to allow users to preview a report prior to downloading the Excel or PDF file.

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

☐ Modified the **Grant Year (YYYY) or blank for ALL** parameter to only accept a four-digit numeric value.

☐ Modified the sorting on the PDF file to match the sorting on the Excel file by sorting from newest to oldest when sorting by **Year**. Previously, the PDF sorted from oldest to newest.

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

- ☐ Corrected various user interface issues to improve the user experience.
- ☐ Corrected the report to generate the appropriate error when the **From Date** parameter value is greater than the **To Date** parameter value.
- ☐ Modified the approval date (**Appr Date**) format (MM-DD-YYYY) to match on both the Excel and PDF files.

## Grants and Projects > Reports > SSA Grant Reports > GP1200 - Past Final Date Without Final Report

- ☐ Corrected various user interface issues to improve the user experience.
- ☐ Modified the CSV file to display the complete **Grant Year** column heading. Previously, only **Year** was displayed.
- ☐ Corrected the document Help path for GP1200 - Past Final Date Without Final Report to link to the Production environment.

## Finance > Inquiry > Travel Reimbursement Inquiry

- ☐ Added this page to retrieve a listing of travel reimbursement requests for each vendor. Only requests that have been processed in Finance are displayed.

The screenshot shows the 'Inquiry > Travel Reimbursement Inquiry' page within the 'Finance' module. The page has a green header bar with a home icon, the breadcrumb 'Inquiry > Travel Reimbursement Inquiry', and the 'Finance' module name with a window icon. Below the header, there is a 'Retrieve' button on the left and a 'File' button on the right. The main content area contains search filters: 'Travel Request Nbr:' with a text input field, 'Vendor:' with a text input field, and 'Request Dates' with 'From:' and 'To:' date pickers, both showing '00-00-0000'. Below these filters is a section titled 'Travel Information' which contains a table. The table has columns: 'Details', 'Travel req Nbr', 'Vendor', 'Date Requested', 'Request Total', 'Purpose', and 'Check Number'. The table currently displays 'No Rows'. A 'File' button is also visible on the right side of the page.

## Payroll > Maintenance > Staff Job/Pay Data > Job Info

❑ Added the **Retiree Exception** field to select the applicable retiree exception code. This field is used in conjunction with the **Employment Type** and **Take Retiree Surcharge** fields to determine whether or not to calculate a retiree surcharge for the employee. A value cannot be saved if the employee's **TRS Status** is set to *1 Eligible* on the Pay Info tab. This field is disabled for XTRA jobs. The drop down contains the following values:

*E Surge Personnel*

*B Non-Profit Tutor Substitute*

*N Non-Profit Tutor Half Time or Less*

*T Non-Profit Tutor Full Time*

The screenshot shows the 'Maintenance > Staff Job/Pay Data' screen in the Payroll module. The 'Retiree Exception' dropdown menu is open, displaying the following options:

- B Non-Profit Tutor Substitute
- E Surge Personnel
- N Non-Profit Tutor Half Time or Less
- T Non-Profit Tutor Full Time

## Payroll > Payroll Processing > Run Payroll

❑ Modified payroll calculations to properly handle TRS Retiree Employment exception processing.

## Payroll > Utilities > Import WorkJournal Requests

❑ Added this page to import approved employee WorkJournal requests for each of the work weeks in the selected pay period that were submitted through EmployeePortal. This process creates a pay transmittal to be processed by payroll.

The screenshot shows the 'Utilities > Import WorkJournal Requests' screen in the Payroll module. The screen includes buttons for 'Retrieve', 'Execute', and 'Reset'. Below these are fields for 'Pay Date (MM-DD-YYYY)' and 'Pay Date Range'. At the bottom, there is a table with the following columns: Status, Emp Nbr, First Name, Middle Name, Last Name, Generation, Job Code, Primary Camous, Dept, Begin Work Week Ds, Total Time, and Supervisor. The table currently displays 'No Rows'.

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

☐ Modified the program to only allow the **Use for ST OT** check box to be enabled for S-type extra duty codes. In addition, this check box can only be selected for one S-type extra duty code.

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## Personnel > Tables > WorkJournal > Options

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

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## Personnel > Tables > WorkJournal > Admin

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

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# MemberPortal

**Release Date:** 9/3/21 **ASCENDER Update:** 6.0100

## MemberPortal > Login

☐ Modified the program to require the user to reset their password upon expiration.

☐ Corrected the **Help** button to display the question mark icon to the left of the word Help instead of below.

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## MemberPortal > Grant List

☐ Corrected the Document Attachments functionality in the transaction details pop-up window to display/hide the paper clip icon accordingly as documents are added/removed.

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## MemberPortal > Manage Users

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- ☐ Corrected various user interface issues to improve the user experience.
  - ☐ Corrected the issue where changes were made to an existing user's Member or Grant Type access, and then when the user tried to log on to MemberPortal, they were prompted to change their password even though no password changes were made.
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# EmployeePortal

**Release Date:** 9/3/21 **ASCENDER Update:** 6.0100

## EmployeePortal > WorkJournal

- ☐ Added this page to allow employees to create and submit timesheet entries for time (hours) worked on a specific day.
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## EmployeePortal > Supervisor > Approve WorkJournal

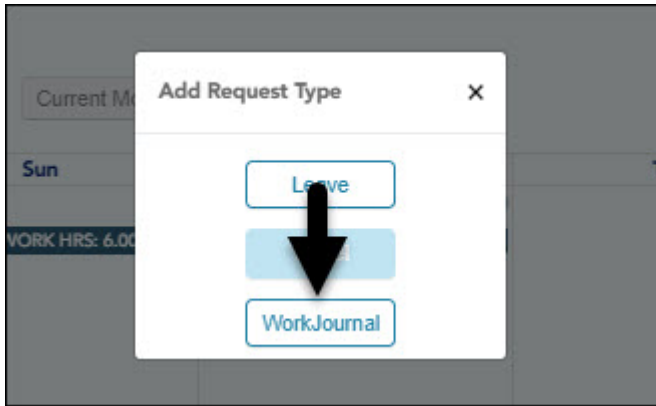
- ☐ Added this page to allow supervisors to approve/return employee WorkJournal requests.
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## EmployeePortal > Login

- ☐ Corrected the issue that prevented some users with multiple pay frequencies in the current year from being able to log on to EmployeePortal.
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## EmployeePortal > Homepage Calendar

- ☐ Added the **WorkJournal** button to the Add Request Type pop-window to allow users to create a WorkJournal request.
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- ☐ Modified the program to display the total hours worked for each WorkJournal entry on a day, up to three entries. If an entry is more than five hours for a job code that has an automatic lunch set up in Personnel, the amount of time (in minutes) is automatically deducted from the total time worked for that job code on that work day.

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## EmployeePortal > Travel Requests

- ☐ Corrected the program to display all validation errors at the same time upon clicking the **Save** button. This allows the user to correct all errors in one instance.

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## EmployeePortal > Approve Travel Requests

- ☐ Corrected the sequence of the cursor focus when tabbing through the page.



## **Back Cover**