



## **ASCENDER Business Release Notes**

# ASCENDER Business Release Notes

## ASCENDER Release 6.0

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

☐ Modified the program to create a End User License Agreement (EULA) for ASCENDER. Users must accept the agreement in order to proceed with account creation and/or first log in and on an annual basis.

- ParentPortal
- StudentPortal
- TeacherPortal
- EmployeePortal
- CareerPortal
- MemberPortal
- ASCENDER Enterprise

## 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.

☐ Corrected the issue that required users to first click the **Save** button and then the **Submit** button instead of just clicking the **Submit** button to submit a budget revision or budget adjustment request.

☐ Added the **Cancel Trans** column under the **Transactions** section allowing users to click the trashcan icon to cancel applicable transactions. Only transactions with a Pending, Returned, or Saved status can be canceled.

| Transactions |        |     |            |                   |        |               |                      |           |              |                          |
|--------------|--------|-----|------------|-------------------|--------|---------------|----------------------|-----------|--------------|--------------------------|
| Cancel Trans | Detail | Doc | Date       | Type              | Status | Budget Amount | Reimbursement Amount | Check Nbr | Payment Date | Final Report             |
|              |        |     | 08-19-2021 | Budget Adjustment | Posted | 3,000.00      | 0.00                 |           |              | <input type="checkbox"/> |
|              |        |     | 08-19-2021 | Budget Adjustment | Posted | 5,100.00      | 0.00                 |           |              | <input type="checkbox"/> |
|              |        |     | 08-19-2021 | Budget Adjustment | Saved  | 656.00        | 0.00                 |           |              | <input type="checkbox"/> |

## 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.

Utilities > Copy Payment Dates
 

Grants And Projects

Copy Pay Dates from Grant Type

Grant Type: 

Retrieve

Grant Type: 

Cut Off Date

Payment Date

No Rows

Copy Pay Dates to Grant Types

Select All

☐

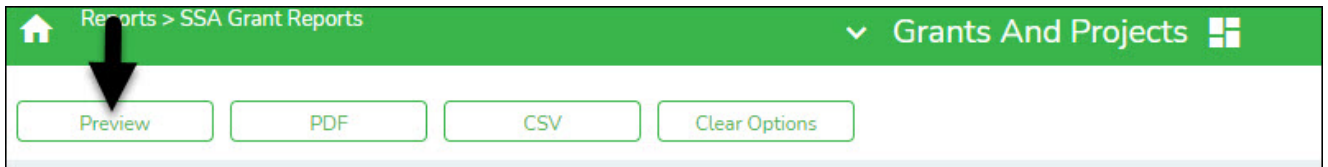
Grant Type

Description

Execute

## 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' screen within the 'Finance' application. At the top, there is a green header bar with a home icon, the breadcrumb 'Inquiry > Travel Reimbursement Inquiry', and the application name 'Finance' with a window icon. Below the header, there is a 'Retrieve' button on the left and a 'File' button on the right. The main area contains search criteria: 'Travel Request Nbr:' with a text input field, 'Vendor:' with a text input field, and 'Request Dates' with 'From:' and 'To:' date pickers, both set to '00-00-0000'. Below these fields is a section titled 'Travel Information' containing a table with columns: 'Details', 'Travel req Nbr', 'Vendor', 'Date Requested', 'Request Total', 'Purpose', and 'Check Number'. The table currently displays 'No Rows'.

## Finance > Maintenance > Check Processing > Void Check

- ☐ Modified the program to properly handle voided reimbursement check transactions with the **Final Report** check box selected from the Grants and Projects application.

## 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 displays the 'Maintenance > Staff Job/Pay Data' screen for Employee 000113 BROWN, BILLY E. The interface includes a 'Save' button, a 'Year: C' dropdown, and a 'Frequency: 6' dropdown. Below these are buttons for 'Retrieve', 'Directory', and 'Documents'. The main section contains fields for 'Daily Rate' (225.071), 'Pay Rate' (4,238.83), 'Contract Total' (50,866.00), '# of Days Empld' (226), '# Days Off' (0.0), 'Vacant Job' (checkbox), 'Reg Hrs Worked' (0.00), 'OVTM Elig' (checkbox), 'OVTM Rate' (0.00), 'Hrly Rate' (0.00), 'Exempt Status' (checkbox), 'EEOC' (dropdown), 'State Step' (01), 'Yrs in Career Ladder' (dropdown), 'TRS Year' (checkbox), 'TRS Member Pos' (09 Summer School), 'Wholly Sep Amt' (0.00), 'State Min Salary' (0.00), 'Foundation Daily Rate' (152.336), 'X % Assigned' (100%), 'X # of days Empld' (226), 'Calendar/Local Options' (dropdown), 'Begin Date' (07-01-2017), 'End Date' (06-30-2018), and '# of Days Empld' (22). A dropdown menu for 'Retiree Exception' is open, showing options: B Non-Profit Tutor Substitute, E Surge Personnel, N Non-Profit Tutor Half Time or Less, and T Non-Profit Tutor Full Time.

## Payroll > Maintenance > Leave Account Transaction > Staff Leave Maint

☐ Corrected the program error that occurred when attempting to enter leave for an employee without assigned leave codes. Now, an informational error message is displayed instead.

## Payroll > Payroll Processing > Run Payroll

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

☐ Modified the program to allow the maximum dependent care deduction to be \$10,500 for calendar year 2021.

## Payroll > Payroll Processing > Payroll Adjustments > Check Issue

☐ Modified the program to allow the maximum dependent care deduction to be \$10,500 for calendar year 2021.

## 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.

## 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.

## Personnel > Tables > WorkJournal > Options

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

## Personnel > Tables > WorkJournal > Admin

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



# EmployeePortal

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

[NEW: WorkJournal](#)

## WorkJournal

The new WorkJournal feature allows pay type 2 and 3 employees to create and submit timesheet entries for time (hours) worked on a specific day. This feature offers a summary/detailed view of WorkJournal requests to both employees and supervisors. The following functionality was added:

### 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 > Supervisor > Calendar

☐ Modified the page to display the logged-on supervisor's employees' WorkJournal entries (total hours worked) for each day.

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### EmployeePortal > Supervisor > Calendar

☐ Modified the page to display the logged-on supervisor's employees' WorkJournal entries (total hours worked) for each day.



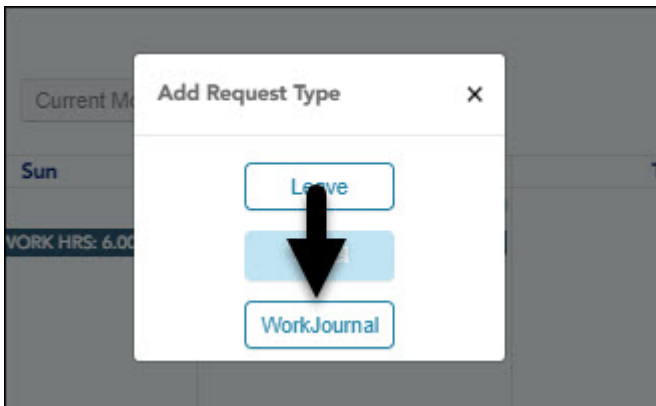
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## EmployeePortal > Login

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

## EmployeePortal > Homepage Calendar

- ☐ Added the **WorkJournal** button to the Add Request Type pop-window to allow users to create a WorkJournal request.



- ☐ 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.
- 

## 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.
  - ☐ Corrected the issue that caused blank mileage start and end times to be recorded and displayed as 12:00 AM when the **Require Start/End Times** check box was unselected on the Finance > Tables > District Finance Options 2 page.
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## EmployeePortal > Approve Travel Requests

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

## 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 > Budget Revision Request

- ☐ Corrected various user interface issues to improve the user experience.
  - ☐ Corrected the Grant ID lookup to automatically refresh the page and retrieve the data for the selected grant ID.
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## MemberPortal > Reimbursement Request

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

- ☐ Corrected the Grant ID lookup to automatically refresh the page and retrieve the data for the selected grant ID.
- 

## **MemberPortal > Manage Users**

- ☐ 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.



## **Back Cover**