



## **ASCENDER 7.1000**

# ASCENDER 7,1000

**Release Date:** 6/2/2023 **ASCENDER Update:** 7.1000



Removed the **Provide feedback** button from all application pages. The following statement will be posted in the ASCENDER News Section to explain: "The client feedback button was introduced when the TCC transitioned from TxEIS to ASCENDER. We have removed the button and welcome your feedback through your local ESC ASCENDER support team."

## **Budget > Utilities > Clear Move NYR Requisitions To CYR**

Corrected the issue that caused account elements for the encumbrance offset (4310) to duplicate the subobject and organization resulting in an account code longer than 20 characters and preventing the process from being completed.

## Finance > Tables > TSDS Crosswalks

Added the *SYR Actual - Short Year Fund/YR* option to the **Crosswalk Type** drop-down. Also, added validation to the **From** and **To** fields to require four numeric values and to restrict the **From** field value from being the same as the **To** field value.

Crosswalk Type:		Retrieve	Print
045 Budget - Fund/SO to Pgm			
046 Budget - Fund to Fund			
047 Budget - Obj to Obj			
048 Budget - Func to Func			
049 Budget - Funds to Omit			
055 Budget - Fund/Func/SO to Pgm			
056 Budget - Fund to Pgm			
059 Actual - Fund/SO to Pgm			
060 Actual - Fund to Fund			
061 Actual - Org to Org			
062 Actual - Obj to Obj			
063 Actual - Fund to Pgm			
064 Actual - Func to Func			
066 Actual - Fund/Func/SO to Pgm			
067 Actual - Funds to Omit			
069 Budget - Fund/Pgm to Pgm			
070 Actual - Fund/Pgm to Pgm			
041 Budget - From Pgm to Pgm			
071 Actual - From Pgm to Pgm			
<b>SYR Actual - Short Year Fund/Yr</b>			

Finance > Inquiry > Travel Reimbursement Inquiry

Modified the program to display the **Documents** button in the travel details pop-up window if documents are attached to the travel request.

Travel Req Nbr : 000013 Vendor : 39483 - Brenda Caballero Travel Req Date : 04-10-2023 Travel Req Total : 104.00

Cancel Print Documents

Account Code	Amount
199-00-1101.02-000-800000	104.00
<b>Travel Request Total</b>	<b>104.00</b>

**Date of Travel Time**

04-11-2023 07 : 00 AM 04 : 00 PM Round Trip :  Commute :

Mileage : 0.0 0.0 OR 150.0

Mileage Total: 150.0 Mileage Rate: 0.560 Total Mileage Amount: 84.00

**Point of Origin**

ESC 20 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Destination**

ESC 10 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Misc Amt: 20.00 Bus: \_\_\_\_\_ Daily Total: 104.00

## Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > FIN3750 - Statement of Activities

Corrected the issue that prevented all fund balance objects (excluding 37XX) from being included in the **Net Assets, beginning of year** line.

## Grants and Projects > Maintenance > Approval Dashboard

Corrected the issue that prevented the request details from being displayed in the spyglass pop-up window. Previously, only the **Approve** and **Cancel** buttons were displayed in the pop-up and if the user clicked either button, a program error occurred.

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

Added validation to the **Absence/Earned** date field to prevent invalid dates or dates prior to 01/01/2000 from being entered.

## Payroll > Self-Service > Payroll Approval & Payroll Approval by Alternate

Modified the program to display the following warning message if trying to approve pending W-4 changes and a Lock-in Letter has been issued for the employee (i.e., **IRS Lock-In Letter** field is selected on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab): "W-4 changes cannot be processed because an IRS Lock-in Letter has been issued. You can disapprove the changes to remove them from the approval queue or contact an administrator for further information."

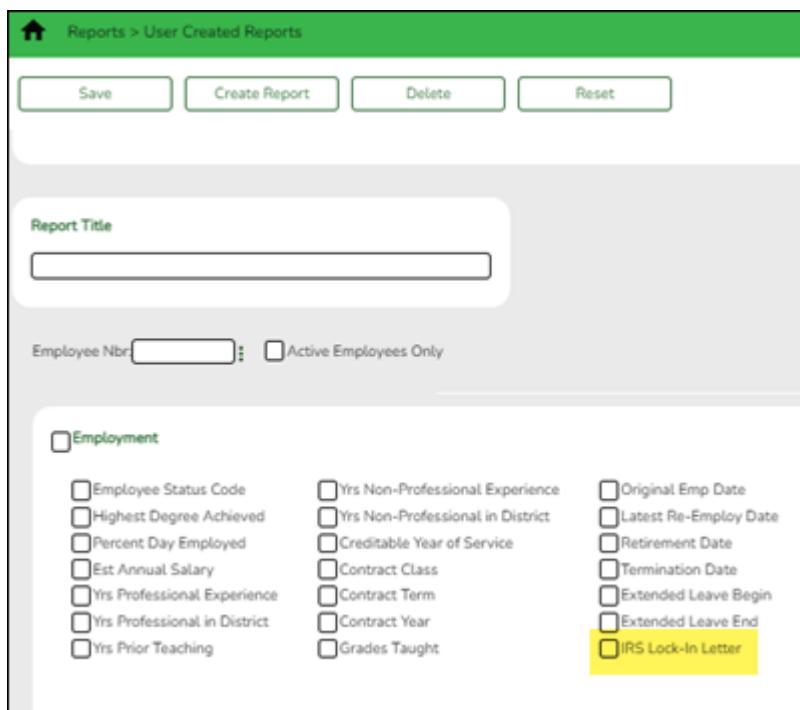
## Payroll > Reports > Personnel Reports > HRS1250 - Employee Data Listing

Added the **IRS Lock-in Letter** field to the report.

Employee Data Listing			
TEXAS ISD			
Emp Nbr: 000003	Emp Name: *HAINES, AARON BROOKE		
Payroll Name & Primary Address			
Last: *HAINES	Former Name & Alternate Address		
First: AARON	Last:		
Middle: BROOKE	First:		
Title: MS. Gen:	Middle:		
Street: 175077 SUMMIT RIDGE	Title: Gen:		
City/St: Alamo City, TX	Street:		
Zip Cd: 47806-0	City/St:		
Country:	Zip Cd:		
Phone: (555) 348-2258	Cell: ( )	Bus Ph: ( )	Bus Ext:
Wk E-mail:		Hm E-mail:	H
Supplemental Address:			
Country:		A	
Delivery Name:		V	
Emergency Contact:	Relation:	B	
Phone: ()	Ext:		
Emergency Notes:			
Pay Status: 2 - Inactive	FSP Staff Salary Data		
Pay Campus: 044 - 044 School	Health Ins Code:	Y - Eligible par	
Pay Dept: 0	FSP Staff Data Code:		
Dock Rate: .000			
Tax Exempt: <input type="checkbox"/>	W4 Multi-Jobs:	<input type="checkbox"/>	
Unemployment Elig: <input type="checkbox"/>	W4 Children under 17:		
FICA Eligibility: N - Not subject to FICA	W4 Other Dependents:		
W4 Marital Status: S - Single	W4 Other Exemptions:	100	
Nbr of Exemptions: 99	W4 Other Income:		
IRS Lock-In Letter: <input checked="" type="checkbox"/>	W4 Other Deductions:		
W4 Filing Status: H - Head of household			

## Payroll > Reports > User Created Report

Added the **IRS Lock-in Letter** field.



Reports > User Created Reports

Save Create Report Delete Reset

Report Title

Employee Nbr:  Active Employees Only

Employment

Employee Status Code  Yrs Non-Professional Experience  Original Emp Date  
 Highest Degree Achieved  Yrs Non-Professional in District  Latest Re-Employ Date  
 Percent Day Employed  Creditable Year of Service  Retirement Date  
 Est Annual Salary  Contract Class  Termination Date  
 Yrs Professional Experience  Contract Term  Extended Leave Begin  
 Yrs Professional in District  Contract Year  Extended Leave End  
 Yrs Prior Teaching  Grades Taught  IRS Lock-in Letter

## Personnel > Maintenance > Staff Demo > Demographic Information

Added validation to the **Phone** section (**Hm**, **Bus**, **Cell** fields) to prevent phone numbers less than ten digits from being saved.

## Personnel > Utilities > Mass Update > Responsibility

Added the following Responsibility fields to the mass update process:

- **Staff Service**
- **ESC/SSA**

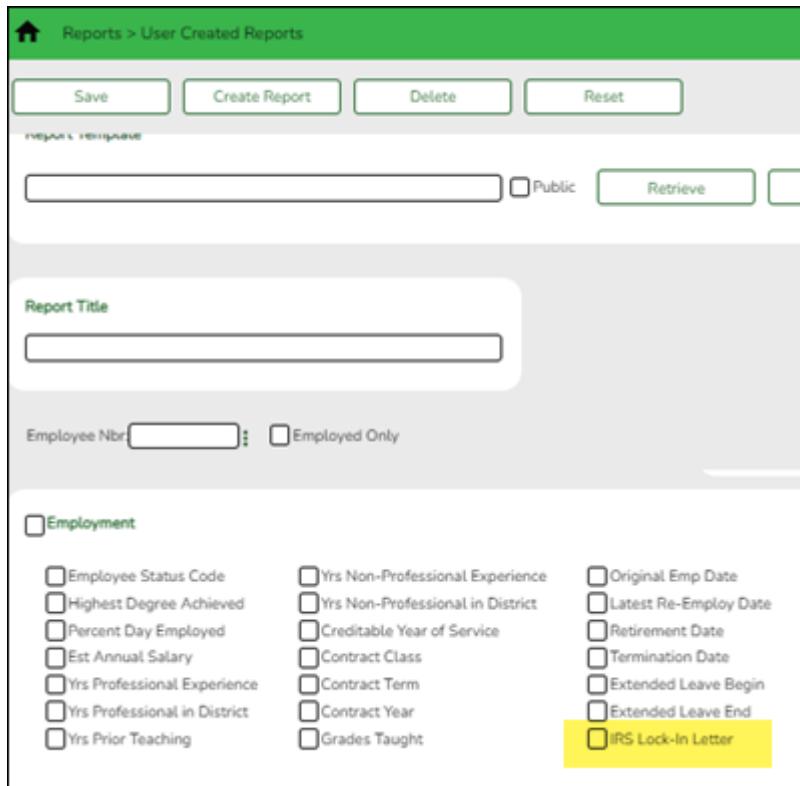
## Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing

Added the **IRS Lock-in Letter** field to the report.

Employee Data Listing	
TEXAS ISD	
Emp Nbr: 000003 Emp Name: *HAINES, AARON BROOKE	
Payroll Name & Primary Address	
Last: *HAINES	Former Name & Alternate Address
First: AARON	First: In
Middle: BROOKE	Middle: R
Title: MS. Gen: L	Title: Gen: L
Street: 175077 SUMMIT RIDGE	Street: Li
City/St: Alamo City, TX	City/St: D
Zip Cd: 47806-0	Zip Cd: D
Country: Ti	
Phone: (555) 348-2258 Cell: ( )	Bus Ph: ( ) Bus Ext:
Vk E-mail:	Hm E-mail: H
Supplemental Address: A	
Country: W	
Delivery Name: B	
Emergency Contact: Relation:	
Phone: ( ) Ext:	
Emergency Notes:	
FSP Staff Salary Data	
Pay Status: 2 - Inactive	
Pay Campus: 044 - 044 School	
Pay Dept: 0	Health Ins Code: Y - Eligible par
Dock Rate: .000	FSP Staff Data Code:
Tax Exempt: <input type="checkbox"/>	W4 Multi-Jobs: <input type="checkbox"/>
Unemployment Elig: <input type="checkbox"/>	W4 Children under 17:
FICA Eligibility: N - Not subject to FICA	W4 Other Dependents:
W4 Marital Status: S - Single	W4 Other Exemptions: 100
Nbr of Exemptions: 99	W4 Other Income:
IRS Lock-in Letter: <input checked="" type="checkbox"/>	W4 Other Deductions:
W4 Filing Status: H - Head of household	

## Personnel > Reports > User Created Reports

Added the **IRS Lock-in Letter** field.



Reports > User Created Reports

Save Create Report Delete Reset

Report Name:   Public Retrieve

Report Title:

Employee Nbr:   Employed Only

Employment

<input type="checkbox"/> Employee Status Code	<input type="checkbox"/> Yrs Non-Professional Experience	<input type="checkbox"/> Original Emp Date
<input type="checkbox"/> Highest Degree Achieved	<input type="checkbox"/> Yrs Non-Professional in District	<input type="checkbox"/> Latest Re-Employ Date
<input type="checkbox"/> Percent Day Employed	<input type="checkbox"/> Creditable Year of Service	<input type="checkbox"/> Retirement Date
<input type="checkbox"/> Est Annual Salary	<input type="checkbox"/> Contract Class	<input type="checkbox"/> Termination Date
<input type="checkbox"/> Yrs Professional Experience	<input type="checkbox"/> Contract Term	<input type="checkbox"/> Extended Leave Begin
<input type="checkbox"/> Yrs Professional in District	<input type="checkbox"/> Contract Year	<input type="checkbox"/> Extended Leave End
<input type="checkbox"/> Yrs Prior Teaching	<input type="checkbox"/> Grades Taught	<input checked="" type="checkbox"/> IRS Lock-in Letter

## Purchasing > Maintenance > Create/Modify Contract Requisition

Added the auto-suggest feature to the **Commodity Code** field.

- If a number is entered, the drop-down list is displayed in numerical order.
- If a letter is entered, the drop-down list is displayed in alphabetical order.

Commodity Code
120
120 - - BOATS, MOTORS, AND MARINE EQUI
120 - 05 - Agitators, Fish Tank
120 - 08 - Airboats and Inflatable Boats
120 - 09 - Anodes, Including Parts and Ac

Commodity Code
Dairy
245 - - DAIRY EQUIPMENT AND SUPPLIES
931 - 36 - Dairy Equipment Maintenance an
998 - 33 - Dairy Equipment, Sale of Surpl
245 - 15 - Dairy Pails, Utility Pails

---

## Warehouse > Maintenance > Inventory Maintenance

Corrected the scroll bar display on the right side of the page to only display one scroll bar instead of two.

---



# CareerPortal



# EmployeePortal

## EmployeePortal

- Modified the program to generate an email message to supervisors to notify them that an employee has deleted an approved leave request.

## EmployeePortal > Self-Service

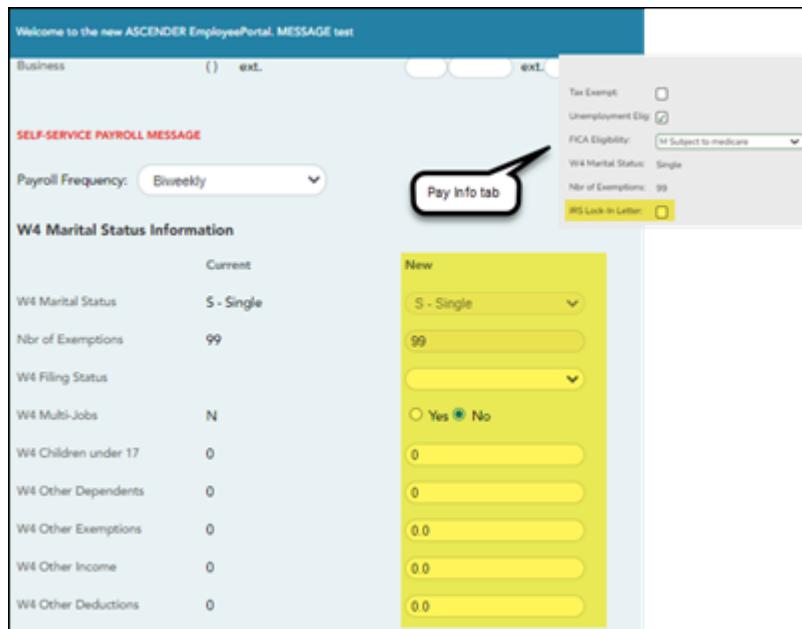
- Added the **IRS Lock-In Letter** field under **W4 Marital Status Information**.

- If the **IRS Lock-In Letter** field is selected for the employee on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab, the field is set to Y on this page and the **W4 Marital Status Information** fields are disabled preventing employees from requesting/making changes.

The screenshot shows the EmployeePortal interface. On the left, there's a 'SELF-SERVICE PAYROLL MESSAGE' section with a dropdown for 'Payroll Frequency' set to 'Biweekly'. On the right, under 'W4 Marital Status Information', there are several fields: 'Tax Exempt' (unchecked), 'Unemployment Elig' (checked), 'FICA Eligibility' (set to 'M Subject to medicare'), 'W4 Marital Status' (disabled and set to 'Single'), 'Nbr of Exemptions' (disabled and set to '99'), and an 'IRS Lock-In Letter' checkbox (checked and set to 'Y'). A callout bubble points to the 'Pay Info tab' button, which is located in the top right corner of the W4 section. The entire 'W4 Marital Status' section is highlighted with a yellow box.

- If the **IRS Lock-In Letter** field is not selected for the employee on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab, the field is not displayed on this page and the **W4 Marital**

**Status Information** fields are enabled as usual allowing employees to request/make changes.



Welcome to the new ASCENDER EmployeePortal. MESSAGE test

Business ( ) ext. ext.

**SELF-SERVICE PAYROLL MESSAGE**

Payroll Frequency: Biweekly

**W4 Marital Status Information**

	Current	New
W4 Marital Status	S - Single	S - Single
Nbr of Exemptions	99	99
W4 Filing Status		
W4 Multi-Jobs	N	<input type="radio"/> Yes <input checked="" type="radio"/> No
W4 Children under 17	0	0
W4 Other Dependents	0	0
W4 Other Exemptions	0	0.0
W4 Other Income	0	0.0
W4 Other Deductions	0	0.0

Tax Exempt:   
Unemployment Elig:   
FICA Eligibility:  Subject to medicare  
W4 Marital Status: Single  
Nbr of Exemptions: 99  
IRS Lock In Letter:



## MemberPortal



## Back Cover