



# ASCENDER 7.1000

**Release Date:** 6/8/2023 **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 > Maintenance > Pending Payables**

- Corrected the program to prevent purchase orders with more than one line item and the same account for all line items from being fully liquidated when only partially received.

Also, corrected the program to properly calculate the Net Expense Amount based on the Actual Cost Amount when the PO has one item split between three or more accounts.

## **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



Account Code	Amount
199-00-1101.02-000-800000	104.00
Travel Request Total	104.00

Date of Travel/Time		Point of Origin		Destination	
04-11-2023	Contact: Testing doc	ESC 20		ESC 10	
07:00 AM	04:00 PM				
Round Trip: <input type="checkbox"/>	Commute: <input type="checkbox"/>	Purpose: Testing doc	City:	City:	
Mileage: 0.0	0.0	150.0	State:	State:	Zip: Bus
Mileage Total: 150.0			Misc Amt: 20.00		
Mileage Rate: 0.560					
Total Mileage Amount: 84.00					
Daily Total: 104.00					

## Finance > Utilities > Fiscal Year Close

- Corrected the program to generate the final Fiscal Year Close report instead of a program error.
- Corrected the issue that prevented the **Current Finance Fiscal Year** and **Previous Year File ID** fields from being properly updated after successfully running the Fiscal Year Close process.

## 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 > Tables > District EP Options > EmployeePortal Options

- Added the **Disable Temporary Approvers in EP** field to disable the Temporary Approver functionality. After the record is saved, all current temporary approvers are deleted and the Set Temporary Approvers menu is hidden from the Supervisors menu in EmployeePortal.

Tables > District EP Options ▼ Payroll

Set Preno Indicator

Number of Direct Deposit Accounts Are Allowed

Use PMIS for Supervisor Levels

Force Entry of Leave Hours Requested

Meal Break for Leave Calculation

Disable Temporary Approvers in EP

**Warning**  
Disabling the Temporary Approver functionality will delete all current temporary approvers when the Save button is clicked. This will also hide the Set Temporary Approvers menu in EmployeePortal.

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

Added the **IRS Lock-In Letter** field to indicate that the IRS has determined that an employee does not have sufficient withholding and has issued a Lock-in Letter to restrict changes to the employee's W-4 information.

**PAY INFO** **JOB INFO** **DISTRIBUTIONS** **DEDUCTIONS** **LEAVE BALANCE**

Pay Status:  Tax Exempt:

Pay Campus:  Unemployment Elig:

Pay Dept:  FICA Eligibility:

Dock Rate:  W4 Marital Status: Married

Nbr of Exemptions: 0 IRS Lock-In Letter:

**W-4 Withholding Certificate**

1: Filing Status:

2: Multi-Jobs:

3: Children under 17:

3: Other Dependents:

3: Other Exemptions:

4a: Other Income:

4b: Other Deductions:

**Enabled**

**PAY INFO** **JOB INFO** **DISTRIBUTIONS** **DEDUCTIONS** **LEAVE BALANCE**

Pay Status:  Tax Exempt:

Pay Campus:  Unemployment Elig:

Pay Dept:  FICA Eligibility:

Dock Rate:  W4 Marital Status: Married

Nbr of Exemptions: 0 IRS Lock-In Letter:

**W-4 Withholding Certificate**

1: Filing Status:

2: Multi-Jobs:

3: Children under 17:

3: Other Dependents:

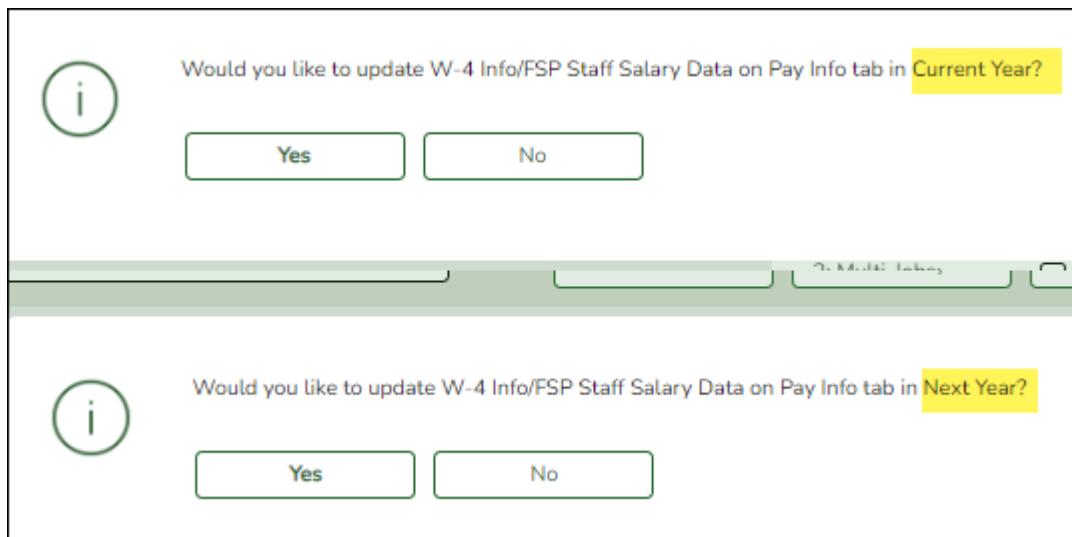
3: Other Exemptions:

4a: Other Income:

4b: Other Deductions:

**Disabled**

Modified the program to display a message prompting users to update W-4 Info/FSP Staff Salary Data changes in the current year or next year pay frequency based on the logged-on pay frequency where the changes are being saved. This message is displayed when changes are made to the **Tax Exempt**, **W-4 Withholding Certificate**, or **FSP Staff Salary Data** fields.



## 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 > Payroll Processing > TRS Processing > Extract

- Corrected the issue that caused the following erroneous error to be displayed on the Error Report: "Error inserting errs 3."

## 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	
First: *HAINES	Last: AARON
Middle: BROOKE	First: In
Title: MS. Gen: L	Middle: R
Street: 175077 SUMMIT RIDGE	Title: Gen: L
City/St: Alamo City, TX	Street: Li
Zip Cd: 47806-0	City/St: D
Country: United States	Zip Cd: D
Phone: (555) 348-2258 Cell: ( )	Bus Ph: ( ) Bus Ext: T
Wk E-mail:	Hm E-mail: H
Supplemental Address:	
Country: United States	A
Delivery Name:	W
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: <input type="checkbox"/>
FICA Eligibility: N - Not subject to FICA	W4 Other Dependents: <input type="checkbox"/>
W4 Marital Status: S - Single	W4 Other Exemptions: 100
Nbr of Exemptions: 99	W4 Other Income: <input type="checkbox"/>
IRS Lock-In Letter: <input checked="" type="checkbox"/>	W4 Other Deductions: <input type="checkbox"/>
W4 Filing Status: H - Head of household	

## Payroll > Reports > User Created Report

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

Home 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

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

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## Personnel > Utilities > Mass Update > Responsibility

Added the following Responsibility fields to the mass update process:

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

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

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

Date Run: 01-20-2023 8:04 AM		Employee Data Listing	
Inty Dist: 001-905		TEXAS ISD	
Emp Nbr: 000003	Emp Name: *HAINES, AARON BROOKE	Former Name & Alternate Address	P
Payroll Name & Primary Address		Former Name & Alternate Address	
Last: *HAINES	First: AARON	Middle: BROOKE	P: R
Title: MS.	Gen: Gen:	Title: Street:	Li: Li
Street: 175077 SUMMIT RIDGE	City/St: Alamo City, TX	City/St: Zip Cd:	D: D
Zip Cd: 47806-0	Country:		Ti:
Phone: (555) 348-2258	Cell: ( )	Bus Ph: ( )	Bus Ext:
Vk E-mail:		Hm E-mail:	H
Supplemental Address:		A	
Country:	Delivery Name:		W
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			

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## Personnel > Reports > User Created Reports

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

Reports > User Created Reports

Save Create Report Delete Reset

Report Title

Employee Nbr:   Employed Only

Employment

Employee Status Code     Yrs Non-Professional Experience  
 Highest Degree Achieved     Yrs Non-Professional in District  
 Percent Day Employed     Creditable Year of Service  
 Est Annual Salary     Contract Class  
 Yrs Professional Experience     Contract Term  
 Yrs Professional in District     Contract Year  
 Yrs Prior Teaching     Grades Taught

Original Emp Date  
 Latest Re-Employ Date  
 Retirement Date  
 Termination Date  
 Extended Leave Begin  
 Extended Leave End  
 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.

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## **Warehouse > Reports > Bid Processing Reports > BWH2050 - Bid Tabulation Report**

- Removed the CSV option. As a result, the CSV button was disabled on the report parameters page and the CSV icon was removed from the report.

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# **EmployeePortal**

## **EmployeePortal**

- Modified the program to generate an email message to supervisors to notify them that an employee has deleted an approved leave request.
- Modified the calendar view on the landing page to improve the user experience for Supervisors.
  - Added the **All Requests** and **My Requests** buttons to the top of the page. The default view for supervisors is **All Requests**, which displays all of their employees' Leave, Travel, and WorkJournal requests. The supervisor can then click **My Requests** to toggle to their personal requests view.
  - Removed the Calendar sub-menu from the Supervisor menu.
  - Updated the background color for each request type as follows:
    - Approved Leave Requests - Green
    - (P) Pending Leave Requests - Yellow
    - (D) Disapproved Leave Requests - Red
    - Approved Travel Requests - Gray
    - (P) Pending Travel Requests - Orange
    - (R) Returned Travel Requests - Red
    - (S) Saved Travel Requests - Red
    - Approved WorkJournal Requests - Blue
    - (P) Pending WorkJournal Requests - Orange
    - (S) Saved WorkJournal Requests - Red

Welcome to the new ASCENDER EmployeePortal. MESSAGE test

English

Current Month My Requests

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
			<div><p>(S) ANA AYALA Semimonthly WORK HRS: 2.00</p><p>ANDREA BALL Semimonthly WORK HRS: 12.00</p></div>	<div><p>(S) ANA AYALA Semimonthly WORK HRS: 8.00</p></div>		
4	5	6	7	8	9	10
<div><p>(P) ANDREA BALL (STATE PERSON) 4.500</p><p>(P) ANA AYALA (LURY DUTY) 1.000</p></div>	<div><p>(P) ANA AYALA Semimonthly WORK HRS: 8.00</p><p>(P) ANDREA BALL Semimonthly WORK HRS: 9.50</p></div>	<div><p>(P) ANDREA BALL (STATE PERSON) 18.000</p><p>(P) ANA AYALA (LOCAL SICK) 16.500</p></div>	<div><p>(P) ANA AYALA (LOCAL SICK) 8.000</p><p>(P) ANDREA BALL Semimonthly WORK HRS: 8.00</p></div>	<div><p>(P) ANA AYALA (LOCAL SICK) 4.000</p><p>(P) ANDREA BALL (LURY DUTY) 8.000</p></div>	<div><p>ANDREA BALL (VACATION) 8.000</p></div>	
11	12	13	14	15	16	17
<div><p>ANA AYALA : Approved Travel</p><p>ANDREA BALL : Approved Travel</p></div>	<div><p>(P) ANA AYALA : Pending Travel</p><p>(P) ANDREA BALL : Pending Travel</p></div>	<div><p>(P) ANA AYALA : testing</p></div>	<div><p>(S) ANA AYALA : Saved Travel</p><p>(S) ANDREA BALL : Saved Travel</p><p>(S) ANA AYALA Semimonthly WORK HRS: 8.00</p><p>(S) ANDREA BALL Semimonthly WORK HRS:</p></div>	<div><p>(R) ANA AYALA : Returned Travel</p><p>(R) ANDREA BALL : Returned Travel</p></div>		

Welcome to the new ASCENDER EmployeePortal. MESSAGE test

English

[Current Month](#) [All Requests](#) 

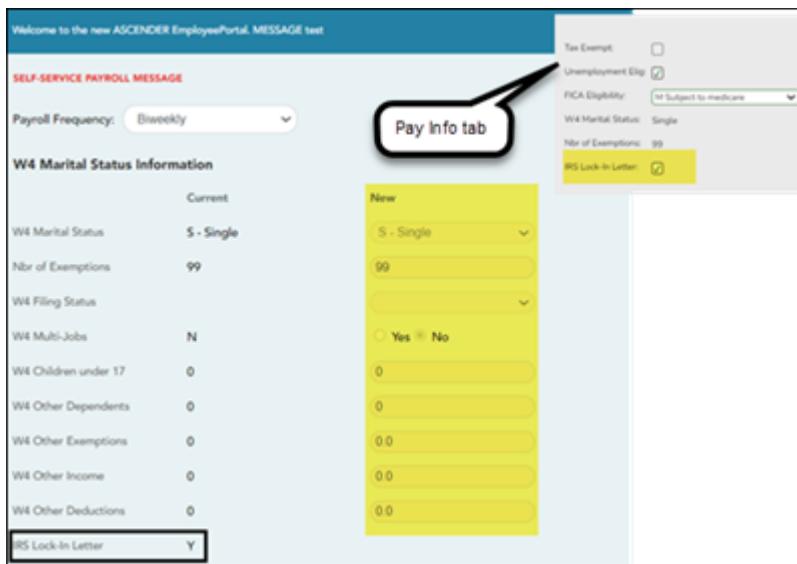
June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
				(S) ANA AYALA : Semimonthly WORK HRS: 8.00	(S) ANA AYALA : Semimonthly WORK HRS: 8.00	
4	5	6	7	8	9	10
(P) ANA AYALA : RPTD OUT (0) 1.000	(P) ANA AYALA : Semimonthly WORK HRS: 8.00	(P) ANA AYALA : Semimonthly WORK HRS: 8.00	(P) ANA AYALA : LOCAL SICK: 8.000			
			(P) ANA AYALA : LOCAL SICK: 16.500	(D) ANA AYALA : LOCAL SICK: 4.000		
11	12	13	14	15	16	17
ANA AYALA : Approved Travel	(P) ANA AYALA : Pending Travel		(S) ANA AYALA : Saved Travel	(R) ANA AYALA : Returned Travel		
	(P) ANA AYALA : testing		(S) ANA AYALA : Semimonthly WORK HRS: 8.00			

**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.



Welcome to the new ASCENDER EmployeePortal. MESSAGE test

SELF-SERVICE PAYROLL MESSAGE

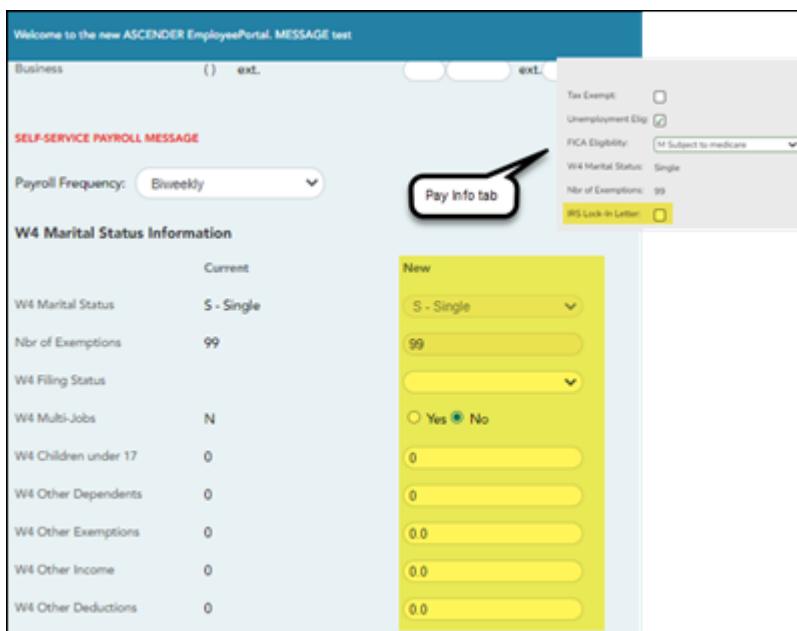
Payroll Frequency: Biweekly

**Pay Info tab**

**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
IRS Lock-In Letter	Y	

- 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

**Pay Info tab**

**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
IRS Lock-In Letter		

## EmployeePortal > Supervisor > Set Temporary Approvers

- Modified the program to hide this menu item if the new **Disable Temporary Approvers in EP** field is selected on the Payroll > Tables > District EP Options > EmployeePortal Options page. The **Disable Temporary Approvers in EP** field is used to disable the Temporary Approver functionality and delete all temporary approvers upon saving the record.



## Back Cover