SchoolFront Release Notes

March 25th, 2020

Coronavirus Update: SchoolFront will continue to provide uninterrupted support and be available to all customers/users throughout this period of time. Our support staff is diligently working from home and will have all the tools necessary to continue business as usual. If you experience any problems please submit a ticket request or call our support line.

Support Site: Support.SchoolFront.com

Support Hotline: 877-841-0228

Email Address: Support@schoolfront.com

Release Highlights

High-level Summary of this SchoolFront / RecruitFront Release:

- nVision Stored Procedure update

- Mileage Claim Forms are now available for use on the Process Forms menu

- Various new enhancements within the Benefits Module

- SchoolFront has now updated Process Form options

- Upgraded RecruitFront Applicant interface options

For detailed information about the resolved issues, new features and enhancements, and completed customer requests in this release, please see "Release Details" below.

Release Details

Resolved Issues

PDF Generation

PDF files that were previously created through Process Forms and saved to a personnel folder were experiencing a kid error when attempting to download and open. The PDF files are now fixed to generate and download with the appropriate content within the employee's personnel folders.

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by FrontEdge Inc.
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Third-Party Services/User Experience

Any Documents converted to PDF during PDF Package or Document Groups are now cached for improved performance.

New Features & Enhancements

If you are a current SchoolFront Customer and are interested in seeing a demonstration of any of the new features and enhancements below, please contact your Account Manager / Solution Architect to set up a meeting. If you are not a current SchoolFront Customer please contact sales@schoolfront.com.

Employee Management System

nVision Stored Procedure

nVision has updated their stored procedures to allow for set up of a scheduled job on the SQL server to automatically create a .csv file containing demographic information for all employees with an active appointment. The steps to complete this update can be found within the January 2020 nVision release notes. If you have not received these, please contact Finance Manager or your local Regional Information Center. Once this has been completed, please contact your Solution Architect/BOCES for further information.

Future Onboarding Interface: SchoolFront has added the ability to export new employees that have been onboarded and have an NH in the employee ID. This will allow for the importing of new hires into nVision, which we expect to have available in the near future.

Benefits

SchoolFront has updated the procedures on how to create and setup Benefits Enrollment Profiles and Plans. Please see our corresponding Knowledge Base Article on how to complete the new setup requirements.
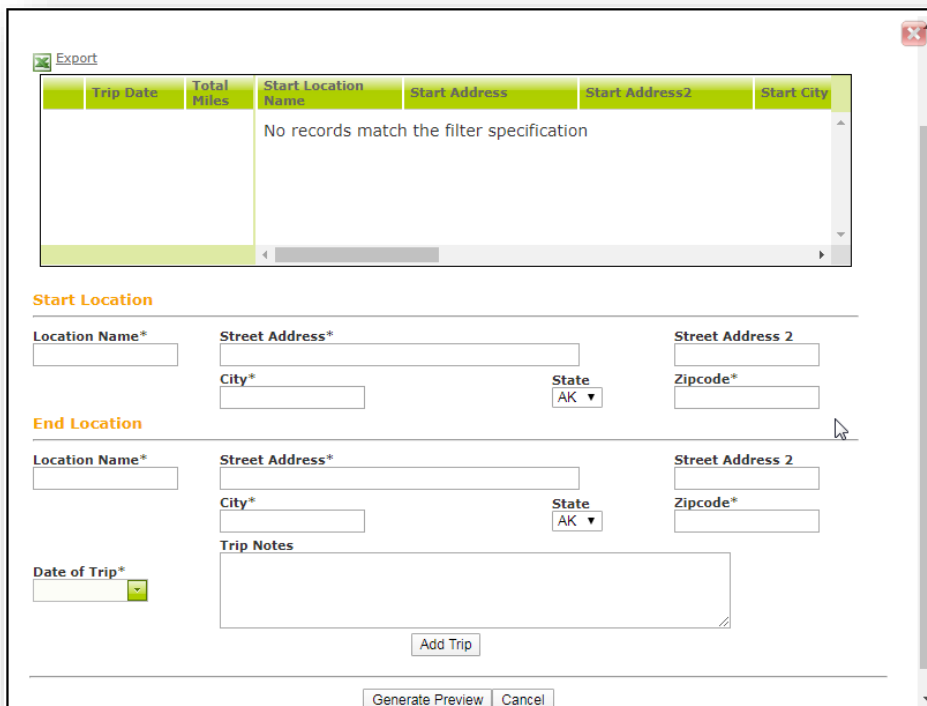
- Benefit Plans now have the ability to add a start date and allow users to define the overall monthly plan costs by coverage type.

- Benefit Profiles - Plan Definitions now allow for users to enter an effective date of plan / coverage type, define monthly employer / employee costs and payroll deduction. Users can now create calculations based upon plan costs that have been defined within the Benefit Plans.

SchoolFront has now added the ability for employees to view previous Benefit selections within their Enrollment Selections.

Within the Benefit Enrollment forms, validations have been added to various fields.

Mileage Claim Form

SchoolFront now has the ability to track distance traveled and provide the correct reimbursement to employees per the IRS mileage rate. The new Mileage Claim Form will determine the fastest route based upon Google Maps between start and end locations. Please refer to the Knowledge Base Article to set up this form.

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Process Forms

Within Process Forms, the new menu item of Forms I Submitted has been added. This will allow for all users to view any forms the user has submitted and their status.

Attendance Module

The new Attendance Module for SchoolFront is ready for Demonstration at interested Districts/ BOCES. The Attendance module will allow for districts to:

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- Track employee attendance with optional daily "present" capability

- Create and manage work calendars/schedules associated with specific groups of employees

- Submit leave requests through digital forms with built-in online approval processes with up to 8 approval paths

- Utilize built-in real-time *Current Employee Balances with the ability to import and export balances to/from an existing financial platform.

 * Current Employee balance is real-time based on current or future date taking. It will also take into account future accruals or requests for time off.

To schedule a demo, please contact Kevin Hamill at Kevin@schoolfront.com

Recruiting System

User Interface

Required Job Posting files that have been uploaded by the applicant and were a previously used file are now accessible under the correct Job Posting(s).

Applicant Interface

When an applicant requests to change their email address it will now be checked against SchoolFront users to see if the email address was in use and should not be.

Applicants can now add more than three references on all application types.

Completed Customer Requests

Updated I-9

The I-9 form has been updated to the latest version and will expire 10/31/2022.

New & Updated Knowledge Base Articles

You can view all of the following articles and our entire knowledge base library by visiting our Knowledge Base.

- Benefits Enrollment Setup

- Mileage Claim Request Form Setup

- Approving Absence Request

- Submitting an Absence Request

- Submitting an Absence Request Change

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- [Managing Absence Codes](#)

- [Staff Attendance Setup Overview](#)

- [Feature Administration- Staff Attendance](#)

- [User Roles for Staff Attendance](#)

- [Attendance Groups](#)

- [Work Schedules](#)

- [Work Calendars](#)

- [Absence Codes](#)

- [How to Record Daily Attendance](#)

- [How to check Absence Balance](#)

- [How to Send Notifications within Attendance](#)

- [How to check the status of Attendance Requests](#)

Current Known (Unresolved) Issues

The Support Team is currently aware of the following issues in the system:

Job Postings – Pay Scale

Within various job posting websites (Indeed, Google Jobs, etc.) it has been reported that the salary information that they are displaying is not consistent with what has been entered in SchoolFront. Our support staff can assure you that the Pay Scale entered will populate correctly on RecruitFront or when using Zapier. With these external recruiting sites, we have found that salary information **MAY** appear accurately if the information entered in the Pay Scale field is a specific dollar amount. However, we cannot guarantee this.

Get Help / Get Heard

SchoolFront & RecruitFront Support

Support for SchoolFront & RecruitFront Administrators and Candidate Reviewers

If you are a SchoolFront/Recruiting Administrator or Candidate Reviewer, you can access our SchoolFront Support Center by going to the following link: https://support.schoolfront.com

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By typing in a question or key words, you will be linked directly to articles related to your issue. If you are unable to find an article to address your issue you can request help from the SchoolFront Support Team by "submitting a ticket." (i.e. see the "SUBMIT TICKET" link in the upper-right corner of the screen in the Support Center.)

Support for RecruitFront Job Applicants

If you are a RecruitFront Job Applicant (i.e. someone applying for jobs on RecruitFront), you can access the RecruitFront Applicant Support Center by going to the following link: https://support.recruitfront.com

By typing in a question or key words, you will be linked directly to articles related to your issue. If you are unable to find an article to address your issue you can request help from the SchoolFront Support Team by "submitting a ticket." (i.e. see the "SUBMIT TICKET" link in the upper-right corner of the screen in the Support Center.)

Report an Issue

If you discover bugs or would like to receive assistance from a member of the SchoolFront/RecruitFront Support Team you can submit a request for help (or "ticket") by clicking the "SUBMIT TICKET" link in the upper-right corner of the screen in the SchoolFront and RecruitFront Support Centers.

See above for links to the Support Centers.

Request a New Feature / Enhancement

If you would like to request new SchoolFront features, enhancements, or reports you can submit your request (or "ticket") by clicking the "SUBMIT TICKET" link in the upper-right corner of the screen in the SchoolFront and RecruitFront Support Centers.

See above for links to the Support Centers.

See Past Release Notes

All SchoolFront Release Notes are Available at:
https://www.schoolfront.com/documents-and-files-schoolfront