

SchoolFront Release Notes

May 11th, 2021

Release Highlights

High-level Summary of this SchoolFront / RecruitFront Release:

- SchoolFronts Sub-Finding Module Release is ready for demo, please contact Kevin Hamill at Kevin@SchoolFront.com for demonstration and more information!
- Onboarding Menu Option now named Task Management. This will allow for Task Profiles to be used on existing employees as well as during the Onboarding process of new employees.
- New Task creation of allowing employees to digitally sign their RecruitFront application to be stored in their personnel folder within SchoolFront.

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

Deactivate Employee

Previously when a user would select Deactivate on the Active Employee the Employee would remain Active. This has been resolved.

Form Management

Previously the form copy would not include: Eligible Groups, Parallel Approvers, or check boxes on the employee tab; this has now been resolved.

Zapier Integration

Previously when making a job inactive within SchoolFront, Zapier was reposting the job. This have been resolved.

Applicant Grid

Previously, the District Worked field was not populating in the Applicant Grid. This has been resolved.

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.

Sub-Finding Module Release

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

- Integrate with the SchoolFront Attendance and Time Reporting systems.
- Automate search, notification, and placement of substitute options.
- Email and text notification as a communication option to substitutes.
- Substitute priority and blocking for location, position, or employee which is managed by an attendance coordinator.

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

Attendance

Provide the ability for HR to do HR initiated absences. User needs to have an Administrator or Human Resources role in order to use this function. Please review our Knowledge Base article for instructions.

Tracker Candidate Process Forms

Within the Tracker Candidate Details tab, users will now be able to initiate a process form regarding the Tracker Candidate. Please see our Knowledge Base Article listed below for more information.

Task Management/Profiles

- Onboarding Profiles and Onboarding Task menu options have been changed to Tasks Profiles and Profile Tasks. Task Profiles will allow for selection of Applicant (new hire), Employee, or both. This functionality now allows for Profiles to be created for existing employees.
- SchoolFront has added the ability to have applicants sign their digital RecruitFront application as a profile task during the Onboarding process.
- Users now have the ability to disable tasks through Profile Tasks or Tasks Profiles.

Employee Task Lists Management

New menu option: Employee Task Lists. This is a summary of all tasks associated with a new hire or employee. Users will be able to:

- View all Complete, Incomplete, Cancelled and Total Tasks amounts.

- Select an employee and view all tasks associated with the employee.
- Allow users to initiate an “Employee” Task Profile using the “New Employee Task Lists” option.

Employee Task List Management

[+ New Employee Task List](#) [Export](#)

Staff ID	Last Name	First Name	Middle Name	Last Name 2	Task Profile Name	Incomplete Tasks	Complete Tasks
					Contains A teacher		
NH1402083		Stacy	L		A Teacher	10	4
NH1429290	Teacher	David			A Teacher	13	1
NH1429290	Teacher	David			A Teacher	4	15
NH1402083		Stacy	L		A Teacher	17	2
NH1402083		Stacy	L		A Teacher	19	0
NH1429290	Teacher	David			A Teacher	19	0
NH1429290	Teacher	David			A Teacher	4	15

Roles

HR Admin and HR Team role have been added as options within SchoolFront with specific permissions. Please see the Knowledge Base Article below for more detailed information about the updated roles.

Form Management

- SchoolFront has added the ability to generate a task profile after the form is completed.

Example: Someone completes an available form for a position. Once the form is approved, the Task Profile associated with the form would generate additional tasks to complete the process.

- Additional approver types have been added to the Form Approver Management list. Please see our Knowledge Base Article for more information.

Personnel Folders

Personnel folder permissions are based upon SchoolFront roles starting with this Release. In order to access this, users will have to be granted Administrator rights within SchoolFront. Please see Knowledge Base Article for more information.

Grids

SchoolFront has added the ability to clear all previously selected checkboxes on all grids.

Staff Grid

SchoolFront has added the columns for the missing roles of HR Admin, HR Team, etc.

Employee Grid

Any supervisor assigned to an employee can now see their employees through Active Employees grid. This includes every type of Supervisor. Additionally, if the Supervisor type has been granted access to view their employee folders, they can now see the folders when they go to their employee through the Active Employee grid.

Candidate - Hire

SchoolFront has added the ability to select a box for work location that will be populated from the job posting when hiring a Tracker Candidate

SchoolFront has removed the required fields of district applicant indicator and flag this candidate.

RecruitFront

Fingerprinting

Within the RecruitFront application, the new question of: I have previously been fingerprinted by NYSED for employment in a school district, charter school or BOCES (After July 1st, 2001) with the answer options of Yes, No, Unsure. This will show as a new field called "NYSED Fingerprinted". The previous field labeled "Fingerprinted" will now be called "Has TeachID".

American Disability Act

When selecting "No" users will have an additional text box that states, "If you answered NO, what accommodations do you need to be considered for employment." This new field is called "ADA Accommodations".

*** RecruitFront will be sending content specific emails to applicants in order to inform them of these changes.***

Did You Know?

SchoolFront has created various training videos that can be accessed through the following link: [SchoolFront](#)

New & Updated Knowledge Base Articles

You can view all of the following articles and our entire knowledge base library by visiting our [Knowledge Base](#).

- [Human Resources Initiated Absence](#)
- [Tasks Management Overview](#)

- [Task Management Menu Options](#)
- [Profile Task Management](#)
- [Task Profile Management](#)
- [Task Profiles](#)
- [Profile Tasks: Task Types](#)
- [How to Disable Tasks](#)
- [Understanding Roles for SchoolFront Employee Management System](#)
- [Personnel Folder Permissions](#)
- [Form Management-Task Profile on Complete](#)
- [Process Form Approver Management](#)
- [SchoolFront Training Videos](#)

Completed Customer Requests

Profile Tasks

Allows for a new task to be created that will allow the employee to digitally sign their RecruitFront application which will then be stored in the SchoolFront digital personnel folder.

Job Posting Document Types

SchoolFront has added the option to require up to three references for documents required to apply. It is recommended that these additional reference types are added to the Copy to Personnel Folder task within Profile Tasks.

Documents Required to Apply

Certification Cover Letter Other Reference 1 Reference 2 Reference 3 Resume Transcript

Current Known (Unresolved) Issues

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

There are currently no known unresolved issues at this time.



SchoolFront
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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>

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>