

SchoolFront Software Release Notes

February 2024 – Release 2

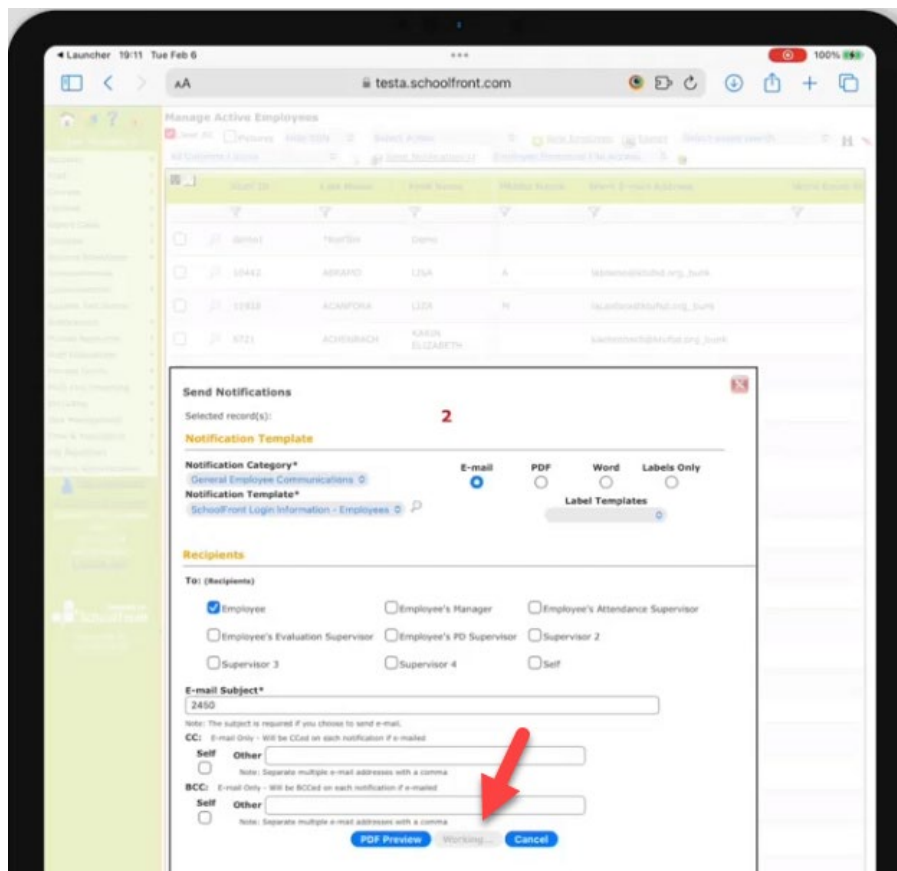
SchoolFront Common Features & Capabilities.....	2
Resolved Issues	2
Notifications / Mail Merge	4
New Features & Enhancements.....	4
Employee Attendance & Timekeeping	5
Resolved Issues	5
New Features & Enhancements.....	5
Employee Information	6
New Features & Enhancements.....	6
Process Forms.....	7
Resolved Issues	7
New Features & Enhancements.....	7
System Infrastructure & Security	8
Resolved Issues	8
File Repository.....	8
New Features & Enhancements.....	8
Multi-Doc Parsing	9
New Features & Enhancements.....	9
System Support Information	10
SchoolFront & RecruitFront Administrators & Candidate Reviewers.....	10
RecruitFront Job Applicants.....	10
Report an Issue	10
Request a New Feature / Enhancement.....	10
Request a Demo or More Info About Release Content	10
Training Videos.....	10

Release Details

SchoolFront Common Features & Capabilities

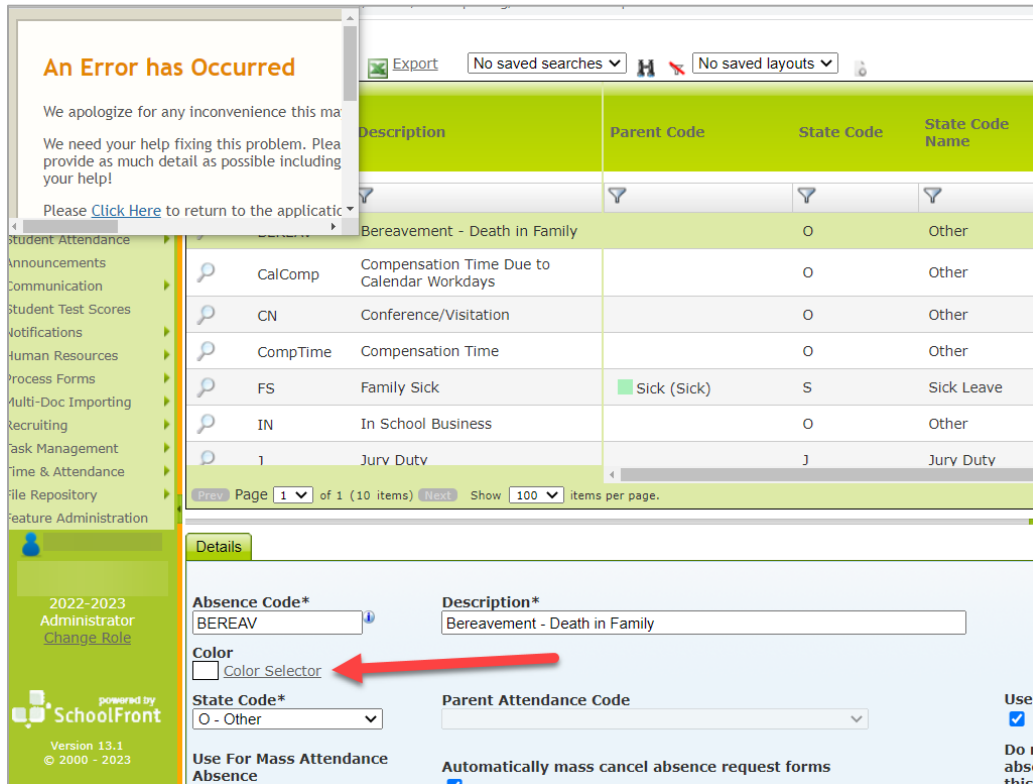
Resolved Issues

- #2450 – SchoolFront Button Function Inconsistent between iPad to Browser When Notification Created**
 When a user creates a notification using SchoolFront via their web browser, the button says “working” to show the user the notification is being created. If a user creates a notification in SchoolFront using an iPad, the button does not say “working” when it is clicked. Users familiar with the web browser interface often think the button did not work so they click again and again to try to make the button show “working.” Both buttons now work the same way, showing the “working” message when the button is clicked.



- **#4813 – Error on Color-Selector Pop Up Window**

In areas of SchoolFront where a color can be configured, an error is resulting when the color selector is opened. An example of where this occurred is in the absence code configuration section where a color can be chosen for the absence code.



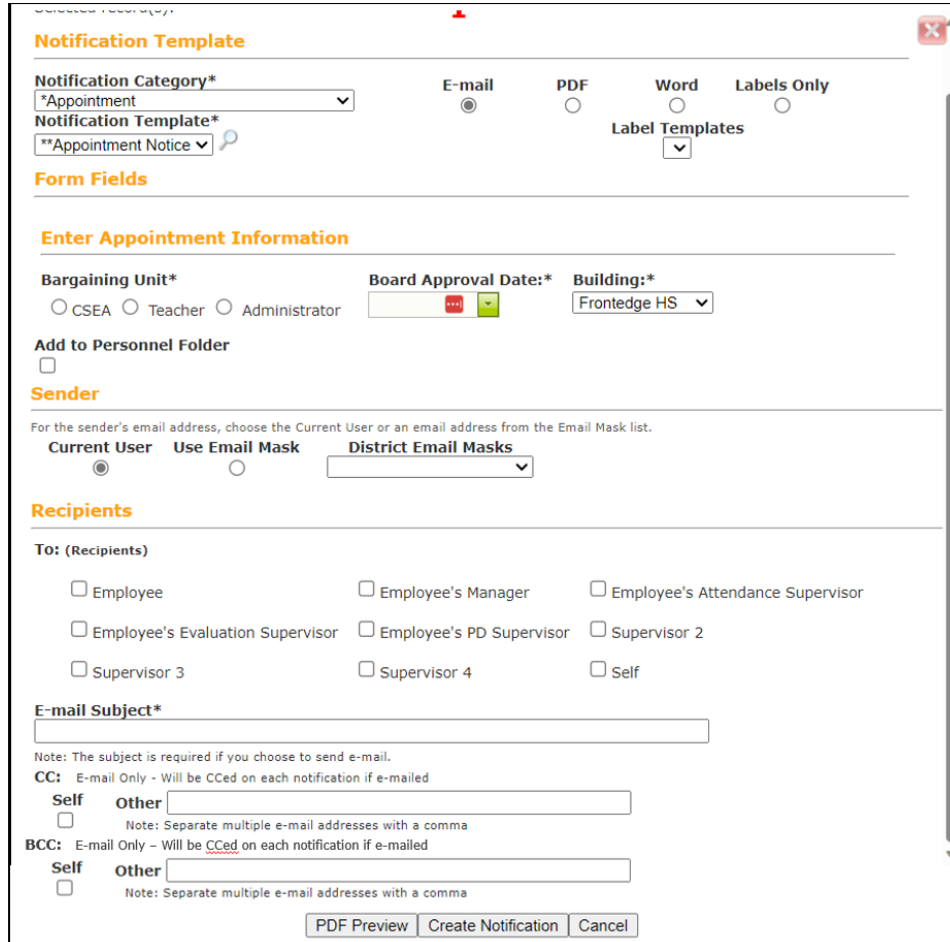
The screenshot shows a web application interface with a sidebar on the left and a main content area. An error message box is overlaid on the top left of the main content area. The error message reads: "An Error has Occurred. We apologize for any inconvenience this may cause. We need your help fixing this problem. Please provide as much detail as possible including your help! Please [Click Here](#) to return to the application." Below the error message is a table listing absence codes. The table has columns for Description, Parent Code, State Code, and State Code Name. The row for "Bereavement - Death in Family" is highlighted. Below the table is a "Details" section for the selected absence code. The "Absence Code*" field contains "BEREAV" and the "Description*" field contains "Bereavement - Death in Family". The "Color" section has a checkbox labeled "Color Selector" which is currently unchecked. A red arrow points to this checkbox. The "State Code*" field is set to "O - Other". The "Parent Attendance Code" field is empty. The "Use For Mass Attendance Absence" checkbox is checked. The "Automatically mass cancel absence request forms" checkbox is also checked. The sidebar on the left contains a navigation menu with items like "Student Attendance", "Announcements", "Communication", "Student Test Scores", "Notifications", "Human Resources", "Process Forms", "Multi-Doc Importing", "Recruiting", "Task Management", "Time & Attendance", "File Repository", and "Feature Administration". At the bottom of the sidebar, it says "2022-2023 Administrator Change Role" and "powered by SchoolFront Version 13.1 © 2000 - 2023".

Notifications / Mail Merge

New Features & Enhancements

- **#7072 – BCC Recipients When Sending Notifications**

Ability to BCC recipients when sending notifications. Before you could only CC other recipients. Now you can BCC recipients as well.



Notification Template

Notification Category* E-mail PDF Word Labels Only

Notification Template* Label Templates

Form Fields

Enter Appointment Information

Bargaining Unit* CSEA Teacher Administrator Board Approval Date:* Building:*

Add to Personnel Folder

Sender

For the sender's email address, choose the Current User or an email address from the Email Mask list.

Current User Use Email Mask District Email Masks

Recipients

To: (Recipients)

Employee Employee's Manager Employee's Attendance Supervisor
 Employee's Evaluation Supervisor Employee's PD Supervisor Supervisor 2
 Supervisor 3 Supervisor 4 Self

E-mail Subject*

Note: The subject is required if you choose to send e-mail.

CC: E-mail Only - Will be CCed on each notification if e-mailed

Self Other

Note: Separate multiple e-mail addresses with a comma

BCC: E-mail Only - Will be CCed on each notification if e-mailed

Self Other

Note: Separate multiple e-mail addresses with a comma

Employee Attendance & Timekeeping

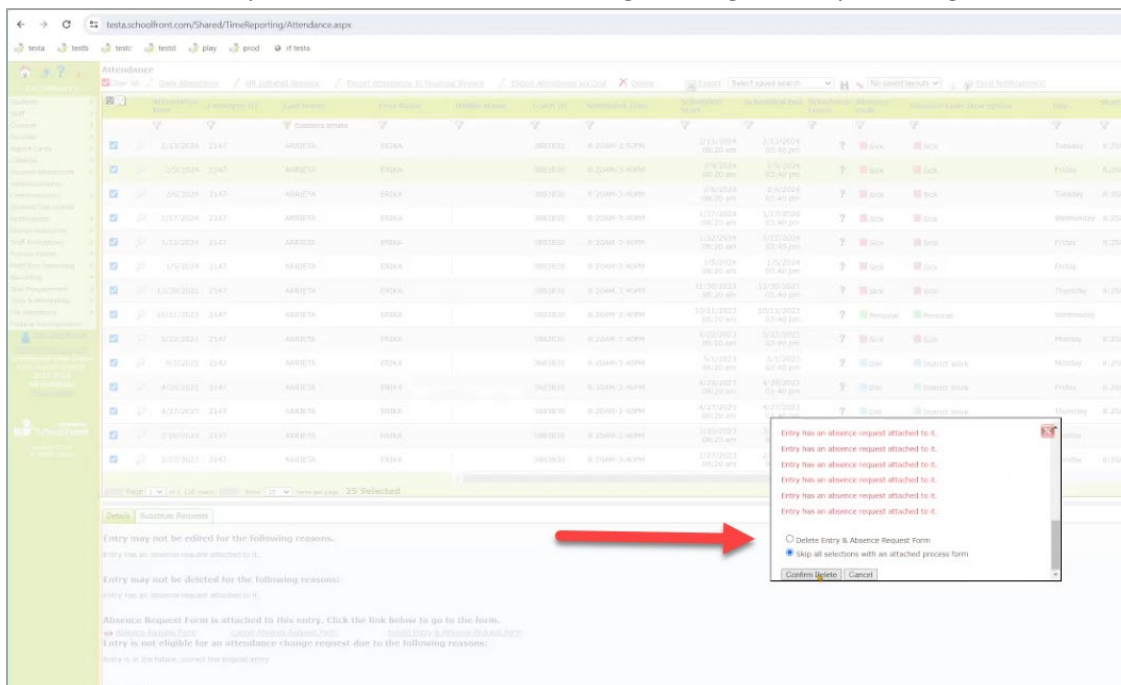
Resolved Issues

- **#4830 – “Hide Schedule from Viewer” Not Working**
 With "Hide Schedule from Viewer" enabled, the user should not be able to see the work schedule.
- **#6794 – Accrual Entry for Leave Bank Withdrawal Issue**
 In an organization using Leave Banks a Balance Adjustment Date was added for a specific date and amount of time. They then needed to do an accrual for an employee who will do a Sick Bank withdrawal. They received an error message that there was not enough balance. SchoolFront now allows for leave bank withdrawal manual grants.
- **#6943 – Change Absence Allows Multiple Changes for the Same Day**
 SchoolFront was allowing a user to do a Change Absence Request Form for the same date multiple times. SchoolFront now prevents this with a message, “There is already a change request pending on this date.”

New Features & Enhancements

- **#2004 – Ability to Delete One or Multiple Absence Requests Created by a Process Form**
 This feature allows users with appropriate permissions to delete one or more absence requests with the following options:
 - Delete Entry & Absence Request Form
 - Skip all selections with an attached process form

This allows the user to wipe mistakes on the attendance grid along with any resulting issues in associated forms.



- **#5952 – Accrued Liability/Compensated Absence Report**

Districts in NY must assign a monetary value to PTO (most typically Sick) in the event they must pay employees (usually at retirement). This new feature is a report that outputs accrued liability in \$dollars (available in both Excel and PDF formats). The report allows organizations to better plan for future payouts of funds from the district budget to retiring employees for their accrued PTO:

- As of Date: calendar date field
 - Historical
 - Future
- By Employee(s).
- By Attendance Group
- By Attendance Code
- By Age on "As of Date" is >= <Age>
- By employees hired on or before: xx/xx/xxxx

This data can be accessed by going to Time & Attendance > Reports/Info > Accrued Liability.

- **#6919 – Accrual Automation: Verify Accruals for Fiscal Year, Display Accruals Given, Do Not Repeat Accruals**

When ending a position and migrating accruals to a new position, if the new position's start date is after 7/1, SchoolFront will assume that the accrual balances migrated with the position, include the 7/1 yearly accruals, and the system will not run any yearly rule automation on the new position, so as to not grant/account for them twice.

- **#6572 – Warrant Support for Wincap**

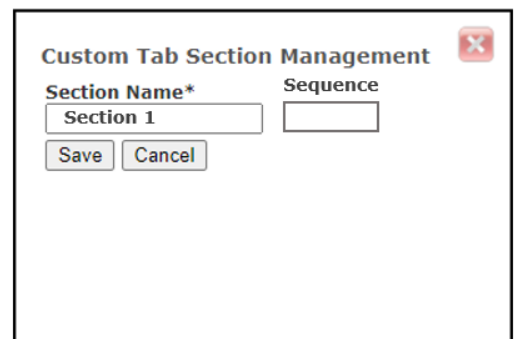
Business users or Administrators can export completed claim form transactions in an appropriate format. The export allows the user to associate a paycheck date that will then be displayed on the Process Form Submission Grid for the related transaction/claim form. The user cannot export the same transaction twice, so the transaction disappears after being exported from the warrant preparation screen.

Employee Information

New Features & Enhancements

- **#6134 – Sequence Custom Tab Sections**

Ability to put sections in a sequence other than the default (alphabetical) order on the Feature Administration > Custom Tabs > Tab Sections page. A "Sequence" field has been added to the "Custom Tab Section Management" dialogue when adding or editing a custom tab and a "Sequence" column has been added to the grid. Sections without a user-defined sequence will be ordered alpha numerically by Section Name with sections with a user-defined sequence taking precedence (listed before) sections



Section Name*	Sequence
Section 1	

Save Cancel

without. If a user assigns the same sequence number to 2 sections, those sections will be ordered alpha numerically by Section Name.

Process Forms

Resolved Issues

- #5644 – Approvers Should Not Be Able to Skip Required Levels of Approval**
 When a multi-level approval process is defined, approvers who are members of multiple groups associated with different levels of the approval process should be prevented from skipping required approval levels. For example, if an approver is a member of both employee groups assigned to approve levels 3 and 4, and the process form is currently awaiting a level 3 approval, the approver should not see or be allowed to select level 4 when completing the approval. Before this issue was fixed, it resulted in an error message.

New Features & Enhancements

- #7103 – Streamlined the Signing of Forms Submitted on Behalf of Someone Else**
 When a user submits a form on behalf of another user, either via the employee grid or the tracker grid, and only one user is selected and the first approver is specified as the submitter, the user submitting the form will be able to sign the form like the available forms experience.
- #6959 – Items Requiring My Attention Dashboard Forms Information Grouped by Status**
 The Items Requiring Your Attention dashboard now separates process forms into two separate categories, one including those in draft and one including those requiring approval. This change has also been made to daily summary emails. The goal of this feature is to prevent users from thinking draft forms require approval.

Items Requiring Your Attention

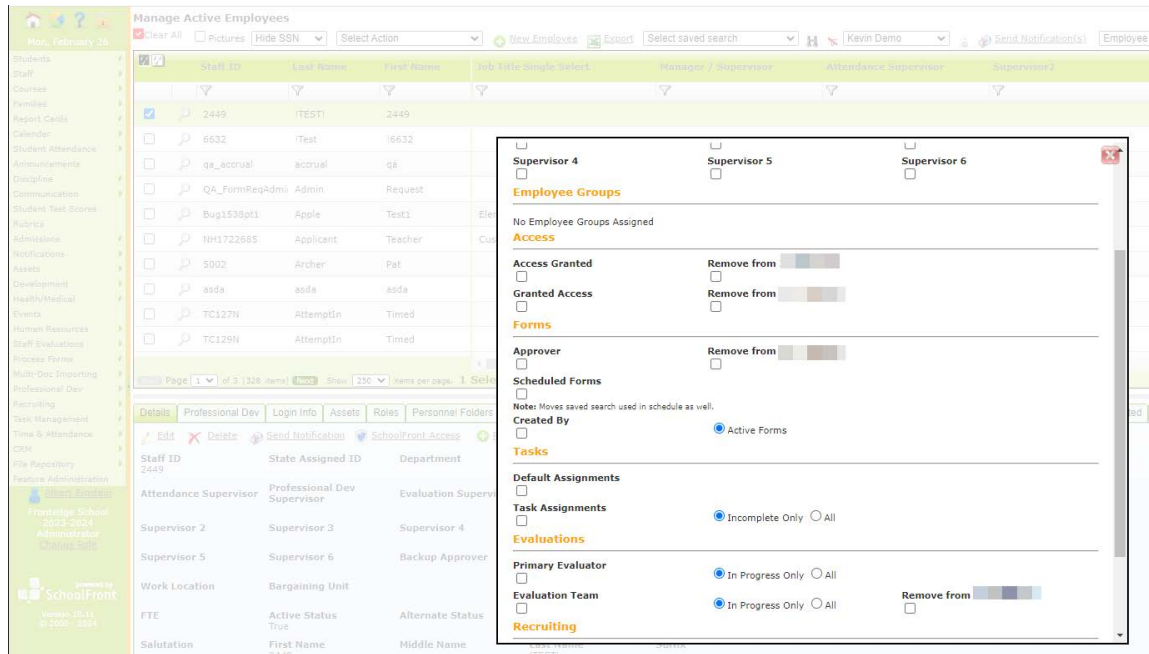
The following items appear on your SchoolFront Homepage Dashboard. Please login to SchoolFront to complete.

Process Forms	Pending Approval:3 Form(s) Pending Review	2/6/2024
Process Forms	Draft:1 Form(s) Pending Review	2/6/2024
Candidate Trackers	1 Active Tracker(s) Pending Review	2/6/2024
Internal Job Postings	13 Active Internal Job Postings Created Since You Last Viewed	2/6/2024
Onboarding Tasks	2 Incomplete Tasks	2/6/2024

- #6400 – Generate “Related” Forms**
 Generate a new form from an existing form and have the values for matching custom fields (with the same name) carry over from the calling (parent) form to the called form (child). There is now a "Generate a Related Form" button when an active form has at least one enabled “child” form. Selecting "Generate Related Form" will open a dialogue where the user can view and select a child form, that form will run and be pre-populated with like fields from the parent form. Called forms become stand-alone once called and both forms (parent and child) follow their own approval process from that point forward.

- **#4246 – Add "Created By" Option When Reassigning Forms from One User to Another**

This feature should only be used if the user to whom the forms are reassigned must participate in the approval process as the submitter. It allows users to reassign all or just active forms from one user to another so that the new user appears to have created the form (i.e., the user is listed as the “created by” user on all grids and pages), so forms created by departing individuals can be reassigned to different users in the organization.



System Infrastructure & Security

Resolved Issues

- **#4763 – Single Sign-On (SSO) Users Unable to Run Reports**

Users who signed in with SSO were unable to run reports. They receive a 404 error if they attempted to run a report.

File Repository

New Features & Enhancements

- **#3964 – File Repository Group Management**

When configuring Access Permission on a new file folder, users can now grant access to user groups instead of just SchoolFront system roles.

Multi-Doc Parsing

New Features & Enhancements

- **#6890 & 6939 – Line/Character Locations May be Used as Start and End Identifiers**

Ability to specify the line number and characters from the left edge of the line in a document for both the start and end identifiers in a multi-doc parse. SchoolFront will consume all text between the 2 defined positions and remove leading and trailing whitespace. It will then parse as before. This functionality was added to support Pay Stub parsing but may be used for other types of documents. This configuration will allow SchoolFront to recognize the Employee Number and connect it to the correct Employee/Personnel Folder when multi-doc parsing Pay Stubs.

System Support Information

SchoolFront & RecruitFront Administrators & 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.)

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.

Request a Demo or More Info About Release Content

If you are interested in learning more about any SchoolFront functionality or module(s) you can request a demo by contacting your SchoolFront Solutions Architect (if you are a current customer) or by completing our online sales engagement forms located here: <https://www.schoolfront.com/contact>

Please mention the reference number(s) listed in this Release document when you initiate your request for a demo or more information.

Training Videos

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