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# SchoolFront Software Release Notes

February 2024

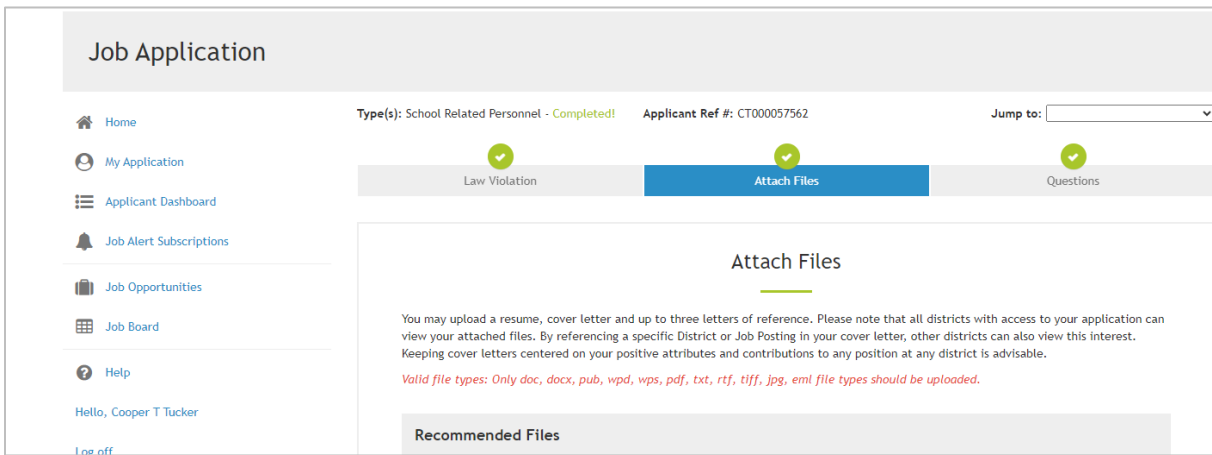
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## Release Details

### Employee Recruiting & Applicant Tracking

#### New Features & Enhancements

- **#6934 – Prevent Job Applicants from Attaching Unsupported File Types to Applications**  
Prevent unsupported documents/files from being uploaded and attached to Job Applications in RecruitFront so that HR Administrators do not have to contact applicants to request replacements for unsupported files. Applicants are notified via error message if they attempt to upload an unsupported file.



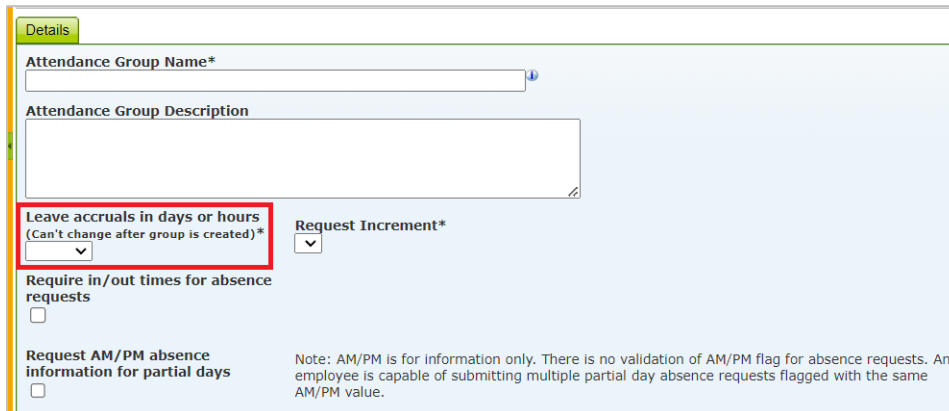
- **#6942 – Email Reminder to Applicants Who Start but Do Not Complete Job Application**  
If a person begins the application process for a job on RecruitFront but does not complete it, RecruitFront will automatically email the applicant to remind them to complete their application until they have completed the application. Email notifications stop when the job posting deadline passes.

### Employee Timekeeping & Attendance

#### Resolved Issues

- **#4053 – Error When Editing an Accrual Generated from a Timecard**
- **#4243 – "Automatically Mass Cancel Absence Request Forms" Functionality Not Working Correctly**  
When a district marked a group of employees absent "en masse" (for example, due to a snow day) and selected the "automatically mass cancel absence request forms" checkbox, only the employees with an active absence request form for the day were being marked absent. To mark the rest of the employees absent, districts then had to reapply the mass absence to the other employees without active absence requests with the "automatically mass cancel absence request forms" checkbox unchecked. Now, when the checkbox is selected, the selected employees will all be marked absent and any applicable absence request forms for employees in the group will be cancelled at the same time.

- **#6878 – End/Change Staff Position Error When Accrual Amounts Changed**  
 When entering accrual amounts up to 3 decimal places on the End/Change Staff Position screen, user was not able to enter or save without error.
- **#6931 – Day/Hour Leave Accrual Drop Down Value Editable After creating Attendance Group**  
 Users can edit the Day/Hour Leave Accrual drop-down menu value after creating an Attendance Group as well as after assigning the Attendance Group to one or more employees. After an accrual is created for an employee in the Attendance Group, the drop-down is no longer available and displays the text “Leave accruals in days or hours. (Can’t change the accrual units because accruals exist for this group)”



## New Features & Enhancements

- **#1885 – Data Export for nVision**  
 Ability to export attendance to nVision in proper format for nVision and have the exported data marked as “exported” in SchoolFront.
- **#4941 – Automated Accrual (Monthly, Fiscal Year, Anniversary, September 1<sup>st</sup>) Allocation Refactoring**  
 When SchoolFront was set up to automate accruals we were back-dating accruals without accounting for employees who did not start at the beginning of the accrual period, for example, if an employee didn’t start at the beginning of a fiscal year, SchoolFront allotted an accrual as if they were. Correct accruals had to be entered manually.
- **#6618 – Allow User with Administration Permission to Transact on a Timecard and Add Users to Timekeeping**  
 To prevent users from having to toggle between the “Administrator” and “Business Office” roles in SchoolFront, the ability to update/lock a timecard has been added to the Administrator role. Now users logged into SchoolFront with the Administrator role have access to all buttons on the Timecard screen that users with the Business Office role have.
- **#5945 – Accrual Calculation for Employees with Greater than Zero “Years of Service” at Beginning of Position**  
 When a new employee is hired or starts a new position, they may begin with greater than zero “years of service.” For accruals to be properly allocated using years of service, SchoolFront must comprehend the employee’s actual years of service and not just calculate from their “anniversary date.” For this reason, a “Prior Years of Service” field has been added to the create/edit staff form that allows authorized users to enter years

of service predating the employee’s position anniversary. When calculating accruals, SchoolFront will backdate the position anniversary date by the number of years in the years of service at start.

Details	Ancillary Jobs	Pay Rates	Budget Codes	Work Schedules
<p><a href="#">Edit</a> <a href="#">Delete</a> <a href="#">End or Change Position</a></p>				
<p><b>JOHN ADAM</b>  <b>Position</b>            CLERK TYPIST CORE</p>		<p><b>Daily Pay Rate</b>   <b>Annual Pay Rate</b>   <b>Regular Hours Per Day</b>            8.000  <b>Hours Per Week</b></p>		<p><b>Attendance Group</b>            CSCORE</p>
<p><b>Is Primary Position</b>            No            Weekly overtime is applied to the primary position.</p>		<p>Hours beyond the hours per week will show as straight time on the time card.</p>		<p><b>Work Calendar</b>            10mo CS</p>
<p><b>Exclude From Time &amp; Attendance</b>            No</p>				<p><b>Anniversary Date</b>            1/1/2024</p>
				<p><b>Prior Years Of Service</b>            11.000</p>
				<p><b>Use Leave Banks</b>            No</p>

## Employee Information

### Resolved Issues

- #6938 – Support for Special Characters Added to Column Filters on Active Employees Grid
- #6906 – Missing “Visible to Supervisor 5 & 6” Missing from Personnel Folder Template Management

**Personnel Folder Template Management**


Clear All

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**Details** | **Additional Roles Granted Access**

[Edit](#) [Delete](#)

**Folder Name**  
Worker's Comp

**Tab Color**  


**Display Order**  
21.00


**Folder Description**

**Parent Folder**

**Security Settings**

**Visible To Employees**  
No

<b>Visible To Manager/Supervisor</b> No	<b>Visible To PD Supervisor</b> No	<b>Visible To Attendance Supervisor</b> No	<b>Visible To Evaluation Supervisor</b> No
<b>Visible To Supervisor2</b> No	<b>Visible To Supervisor3</b> No	<b>Visible To Supervisor4</b> Yes	

 **Missing Supervisor5 & Supervisor6**

## Task Management

### New Features & Enhancements

- **#6664 - Task Management > Ability to Send Notifications from My Incomplete Tasks Screen**  
Ability to send notifications to employees from the My Incomplete Tasks screen and Employee Task List screen. This reduces the need for users to navigate back and forth between the Tasks and Active Employees and/or Process Forms in SchoolFront when following up with employees regarding incomplete tasks.

## SchoolFront Email Notifications (with Mandrill)

SchoolFront and RecruitFront can send emails on behalf of employees at the districts we support. We do this through an email service called Mandrill. Mandrill has recently updated their domain authentication requirements in response to upcoming mandatory requirements from large email providers such as Yahoo and Google. You can read [Google's](#) and [Yahoo's](#) announcements for the full details.

Google and Yahoo recently announced new sending requirements that will go into effect on February 14th, 2024. To comply, your domain administrator(s) will have to update their DKIM records and enact a DMARC policy. Failure to update your domain's authentication will result in emails being rejected (not sent) once the change goes live. Similar notifications are expected for other email providers.

Here's is what we need your IT department, and particularly those responsible for DNS management to do:

### **DKIM**

Create two CNAME records: one with the name [mte1. domainkey.yourdomain.com](#) with the value `dkim1.mandrillapp.com`, and another with the name [mte2. domainkey.yourdomain.com](#) and the value `dkim2.mandrillapp.com`.

### **DMARC**

If your domain already contains a DMARC record, you may skip this step. If your domain does not already contain a DMARC record, create and save a TXT record in your DNS with a name of [\\_dmarc.yourdomain.com](#) and a minimum value of `v=DMARC1; p=none`

\* Replace [yourdomain.com](#) with the domain you're setting up. Some domain hosts automatically add [yourdomain.com](#) after the initial value—contact your domain provider for any specifics.

Contact at [support@schoolfront.com](mailto:support@schoolfront.com) and let us know that these changes have been made and we will verify.

To maintain email deliverability, including time-sensitive notifications to your users, job applicants and new hires, we are asking that your IT department make these changes as soon as possible but no later than February 10th. We will be making sure all our customers have made these changes prior to when the new email authentication requirements go into effect. You can read more about our email authentication requirements [here](#).

## 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](#)