SchoolFront Software Release Notes

July 2022

Release Summary / Table of Contents

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Release Details

Employee Information Management

Resolved Issues

- **#2729 – Employee Email Address with Apostrophe Character Cannot be Saved**
  If a user had an apostrophe in their email address, the email address could not be saved in the user's profile/details in SchoolFront.

New & Updated KB Articles

- [Legal Flag](#)

- [Adding Notes to Employee](#)

- [Employee Groups](#)

Employee Attendance & Time-Keeping

New Features & Enhancements

- **#3073 – Import Staff Work Schedules**
  Added ability to mass-update work schedules via an import process.
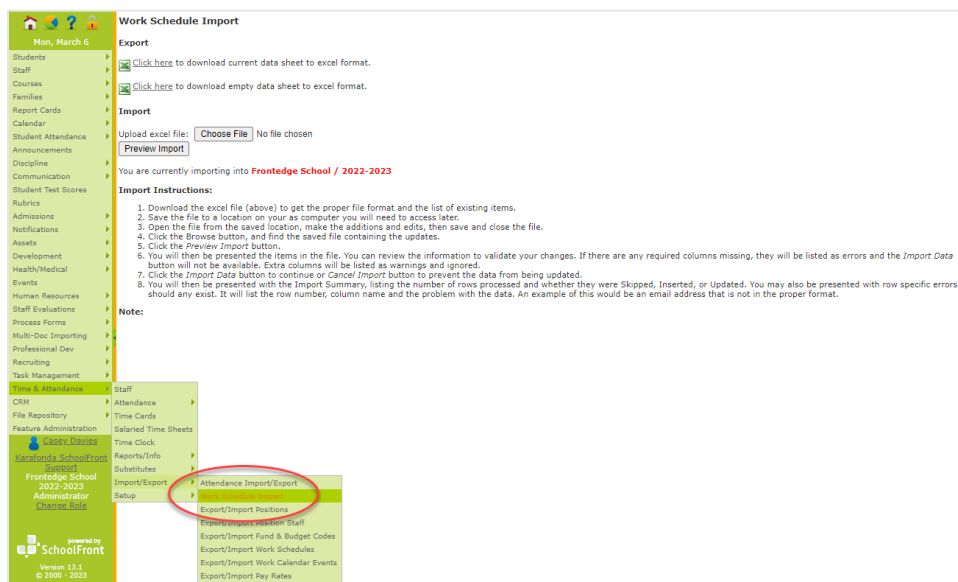
- **#1653 – Ability to Override Schedule for a Period of Time**
  This feature gives users the ability to override a schedule for a specific period of time. Example = override schedule for the summer.

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- **#1658 – Ability to Carry Over from More Than One Code**
  System can now be configured to carry over from more than just one code (e.g., multiple codes can be configured for sick).

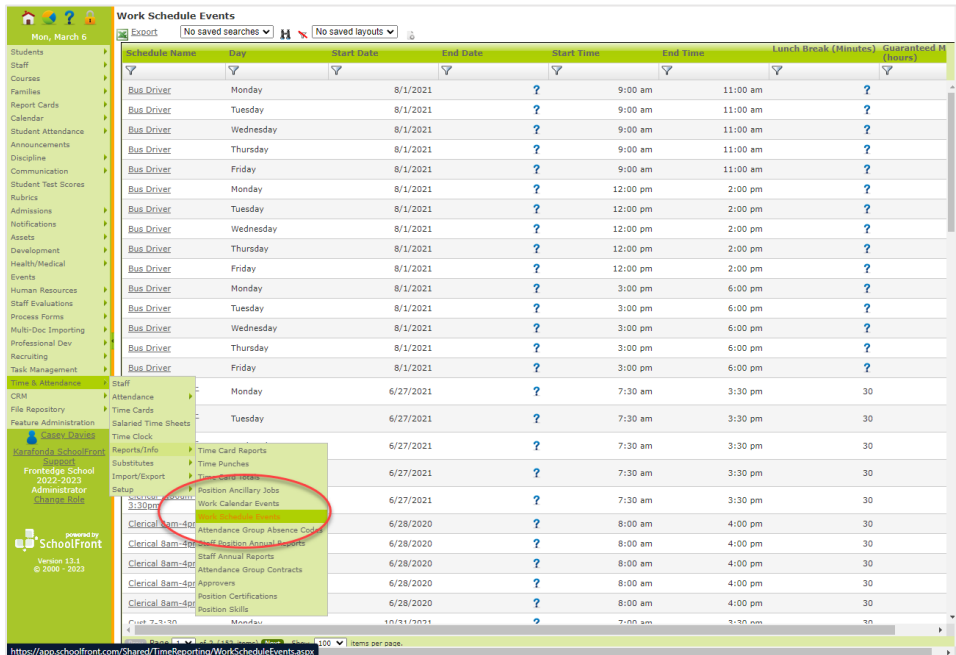- **#2260 – New Time-Keeping Report: Work Schedules**
  View all work Schedules and associated events. This report was created to make reviewing and troubleshooting time-keeping configuration easier. The report can be found by going to Time & Attendance > Reports / Info > Work Schedule Events.

- **#2262 – Time Keeping Report, Position Skills**
  SchoolFront allows you to add Position Certification requirements for job postings, as well as generate a report for all positions and their required certificates. The report can be found by going to Time & Attendance > Reports / Info > Position Skills.

- **#2460 – Lunch Minute Calculation & Display Improvements**
  Lunch minutes only appear when they are being deducted from an employee's work hours. If the employee does not work over 6 hours a day, the 30-minute lunch deduction is hidden (not displayed) to reduce confusion. If an employee's scheduled time is less than 6 hours a day, but they work over 6 hours for the day, the system automatically deducts the 30-minute lunch.

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- **#2522 – Improved Handling of Pre-Existing Absence Requests When an Employee Changes Positions**
  When an employee changes from one position to new position, the user goes to Staff Position and enters in an end date on the old position. If there are any absence requests after the end date, it does not allow the position to be ended. The HR admin then needs to either delete the requests or move them to the new position/attendance group. When this happens, the HR admin is now prompted with a warning and asked if they want to delete the transactions.

- **#2635 – Ability to Mass Lock a Pay Period on Timecards**
  Users managing payroll in SchoolFront have the ability to export payroll without the timecard fully approved and/or locked. This feature adds the ability to lock a pay period en-mass so that associated records get locked and no additional changes can be made. Before this feature was implemented, locking had to be done on each employee, one at a time, which could be extremely time-consuming.

- **#2701 – Tab that Displays Employee Attendance Balances**
  Added a tab that displays employee attendance balances so that approvers can more easily review and override the attendance of their employees as necessary.

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- **#2714 – Approval Not Allowed When Timecard Missing Punches**
  Approvers are prevented from approving timecards with missing punches because doing so will cause the calculations on the timecard to be incorrect.

- **#2746 – Improved Debug View**
  In order to troubleshoot more efficiently, the following columns have been added when Debug View is selected on a timecard: Shift Diff 1 hours calculated Shift Diff 2 hours calculated Shift Diff 3 hours calculated

- **#2783 – Attendance Export File Created for nVision Integration**

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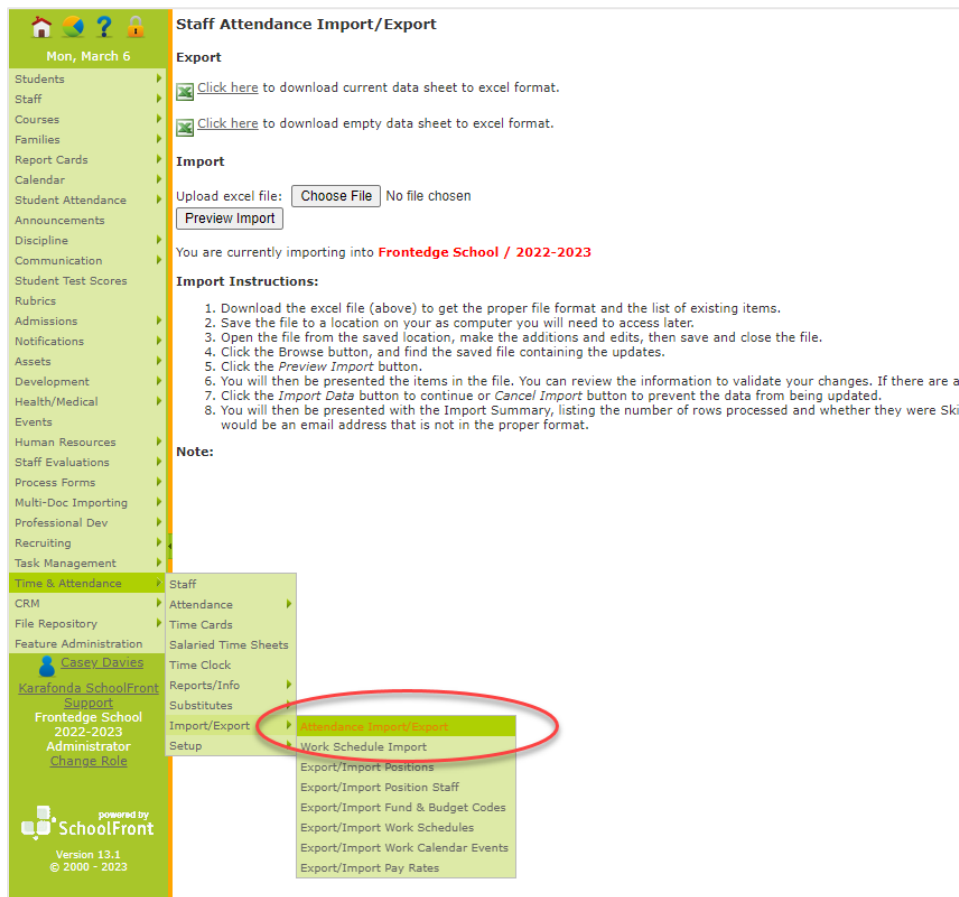
- **#1572 – Staff Attendance Report**
Ability to generate the Staff Attendance Level 0 extract for NYS SIRS reporting purposes.

Resolved Issues

- **#2099 – "Working" Message on Button Not Appearing When Clicked on Apple Devices**
When an iPad user clicks on the Notification Send Button, it does not change to "Working" and, since users expect this behavior because of their experience on a web browser, they do not know it is working and they click multiple times which causes duplicate notifications to be sent. The same occurs when mass generating forms.

- **#2799 – Cannot Delete Incorrectly Configured Attendance Groups**
Error resulted when you attempted to delete incorrectly configured attendance groups.

- **#2813 – Single Staff Barcode Export to Word is Blank**
Multi-person barcode export to Word was working, but single person exports to Word resulted in a blank barcode image.

- **#2819 – Position Import Error**
Import failed when positions were imported.

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- **#2826 – Override Budget Code Not Exported**
  Overridden budget code showed in time card totals but the overridden budget code was not in the payroll export file.

- **#2948 – Locked Time Card Not Displaying Ancillary Job**

- **#3072 – Work Calendar Imports Failing**
  When a parenthesis is used in the naming of work calendar items, those items failed to import.

- **#2703 – Comments Required Functionality on Attendance Codes not Requiring Comments**
  Attendance codes configured to require comments when selected where not forcing users to add comments before submission.

- **#2709 – Color Coding Malfunction on Employee Calendar**
  Color coding configured for the display of vacation and sick days wasn't working on employee calendars.

- **#2658 – Pay Period Group Missing**
  Pay Period Group added (to Active Employees > Time and Attendance tab) so HR users can perform updates.

- **#2696 – Attendance Override Allowing Resulting Negative Balance**
  SchoolFront allowed approver staff attendance overrides resulting in a negative balance. Validation of override actions has been added to prevent negative balances when they are not allowed.

- **#2598 – Process Form Multi-Review Erro**r
  When reviewing multiple forms for approval, some users were receiving error messages. The condition would occur when the user selected forms on the grid, reviewed and approved those forms, then upon returning to the grid, selected more forms without clearing selections. This would cause an error because the forms selected in the already approved form list would not show an approval level option for the already approved forms.

- **#3080 – Automatic Input of Lunch Minutes based on Hours Worked**
  Added the ability to configure lunch minutes. This is useful when an employee is scheduled to work 4 hours per day and their schedule does not have a lunch deduction, but they work 8 hours that day (i.e., over the 6-hour rule). The time could not be added to the schedule because the scheduled hours would have been made incorrect.

- **#2729 – Employee Email Address with Apostrophe Character Cannot be Saved**
  If a user had an apostrophe in their email address, the email address could not be saved in the user's profile/details in SchoolFront.

- **#2721 – Improved Performance (Speed) on Time Card Processing**

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New & Updated KB Articles

- Attendance Coordinator Time Card Instructions
- Viewing Your Time Card
- Move Time Punches
- Time Cards - Comp Time
- Change Staff Position
- Time Card PDF
- Employee Calendars
- Managing Absence Codes
- Mass Update Pay Rates
- Work Locations
- Attendance Supervisor Time Card Instructions
- Creating and Editing Employee Accruals
- Import/Export Position Staff

- Work Schedules
- Work Calendars
- Export Attendance for Wincap
- Attendance Groups
- Position Certifications/Skills
- Ancillary Jobs
- Positions
- Using Document Groups
- Managing Tracker Candidates
- Process Forms: Custom Fields
- Read Only Grid Access
- Process Forms: Approvers
- Process Forms: Form Access

HR Hub (Employee HR Kiosk)

New Features & Enhancements

- **#2634 – View Punches on Kiosk**
  Added a screen and navigation path for viewing past 30 days of punches on a kiosk.
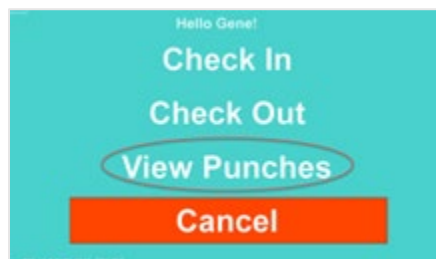
New & Updated KB Articles
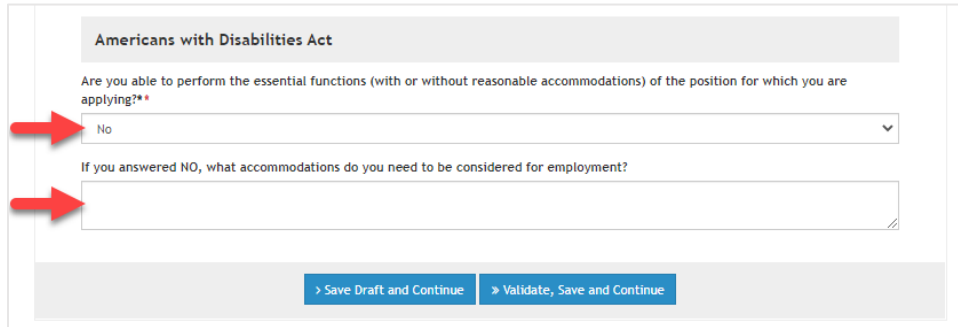
- How To Calibrate Kiosk Touchscreen
- Kiosks: See Your Punches

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Employee Recruiting & Applicant Tracking

New Features & Enhancements

- **#2745 – Change to Display of ADA Questions on RecruitFront Applications**
  The two ADA questions on the RecruitFront application did not make sense together, so the 2nd question is hidden when an applicant selects Yes in response to the first question.

- **#2643 – Added Speak Other Languages to Applications**
  RecruitFront applications now allow applicants to indicate that they are able to speak languages other than English.

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- **#2504 – Footer Icons for Email and/or Phone Number Hidden if Not are Configured**
  If a telephone number or email address are not configured for a school district for RecruitFront, the telephone and email icons are hidden in the footer of the school district's RecruitFront job portal. Before, the icons would have remained with no content.
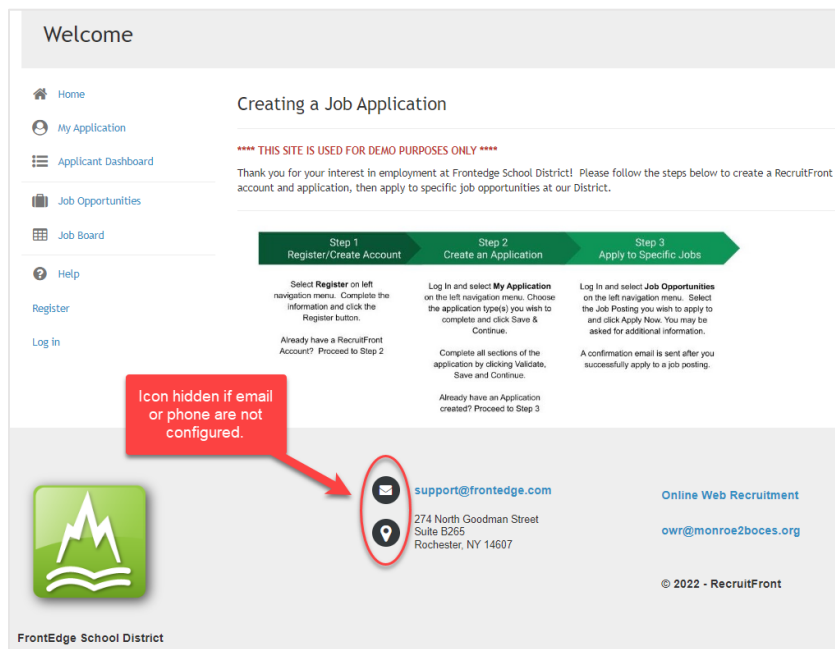
- **#2506 – Make Internal Job Postings Only Available to Eligible Employees**
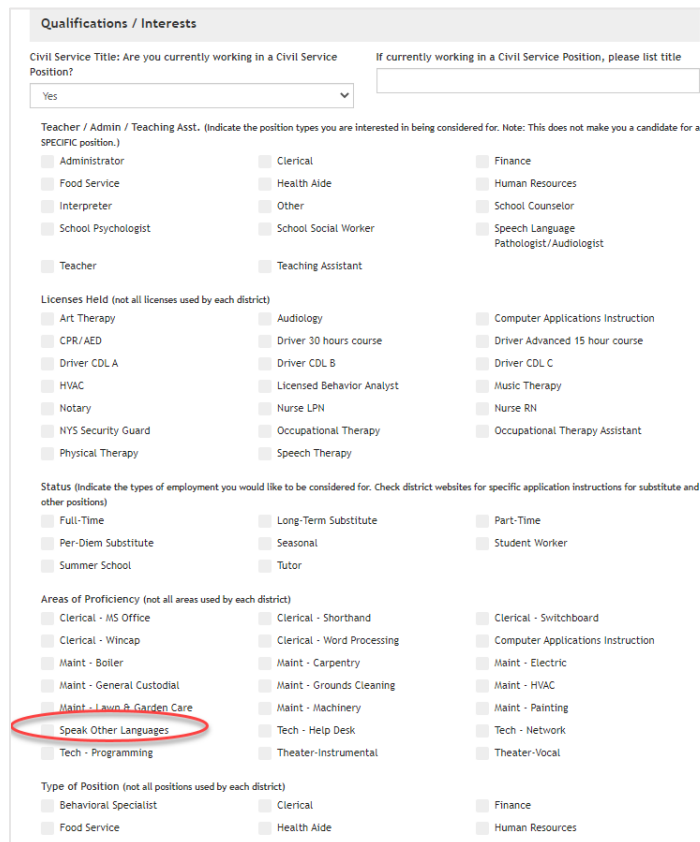 Internal job postings can now be restricted to specific groups of eligible employees so that ineligible employees neither see nor apply to such jobs.

- **#2947 – Filter Job Board Using a Location and Radius in Miles**
  Applicants who have logged into RecruitFront and configured their home address can now filter the job board to only show postings with a specified mile-radius of their address.

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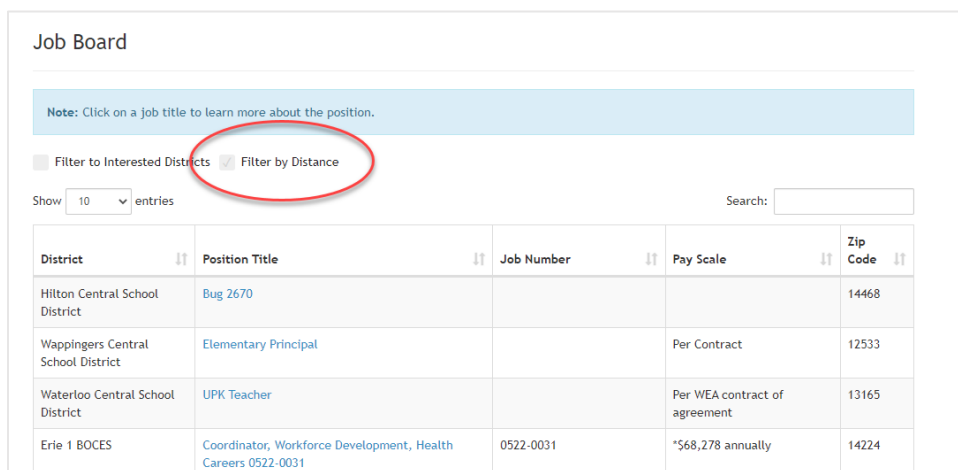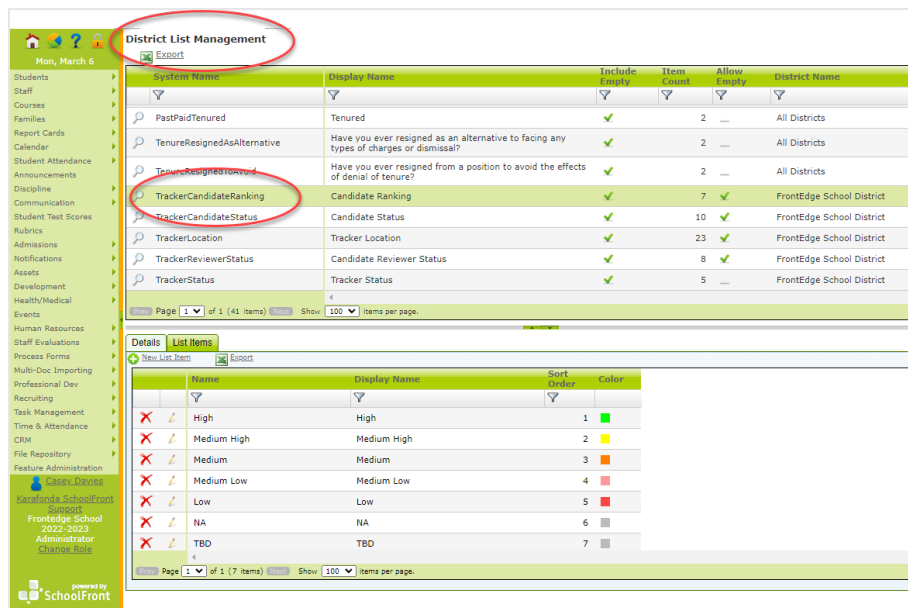
- **#1212 – Added Number of Notes Associated with Candidate Columns**
  Added # of notes associated with candidate column throughout recruiting functions.

- **#1229 – Rank Candidates on a Pre-Defined Scale**
  Gives tracker reviewers the ability to rank candidates on a scale setup by the district. To configure go to Recruiting > Recruiting Configuration > District List Management then locate TrackerCandidateRanking in the grid and select it to configure it.

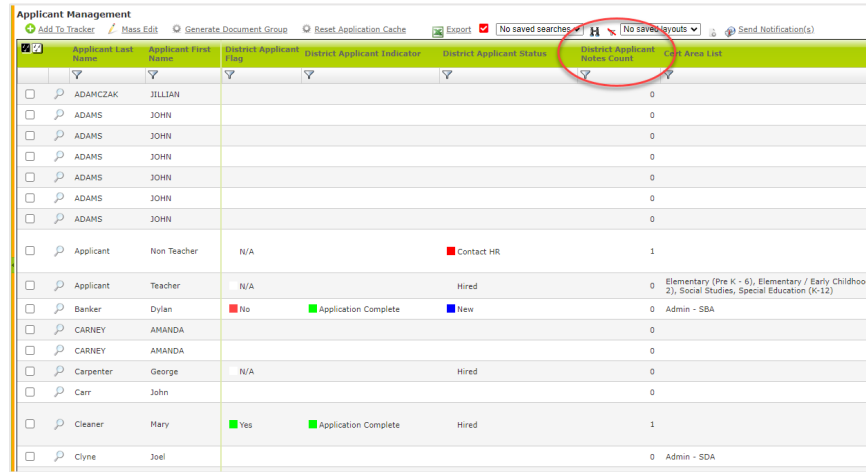- **#1252 – Prevent Deletion of Trackers & Job Postings with Associated Candidates**
  SchoolFront now only allows the deletion of Trackers and Job postings with zero associated applicants and candidates.

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- **#1307 – Added a Column for Tracker Name to the District Applicant Notes Tab**
  District Notes that resulted from Trackers with Auto Add Notes to Applicant selected will include the name of the tracker.
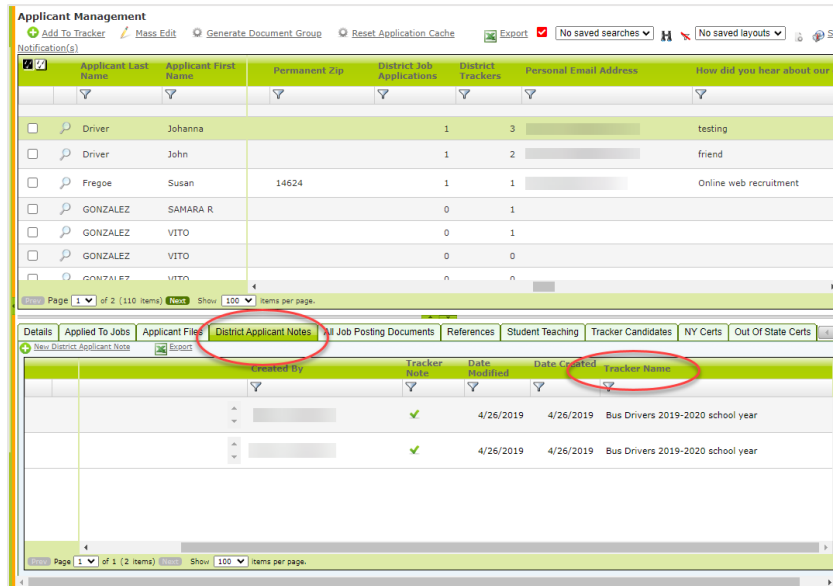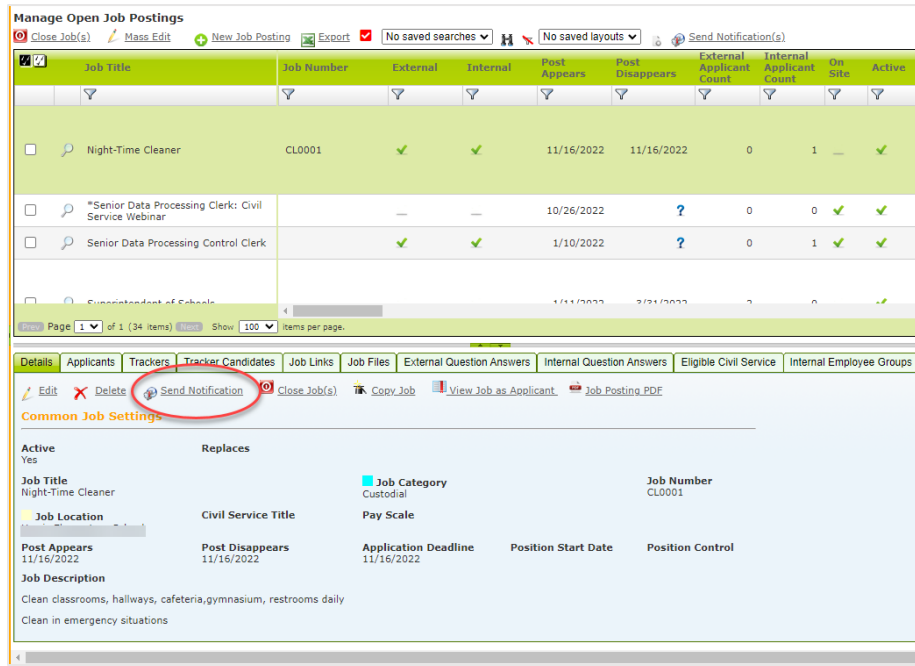
- **#2631 – Add Individuals to Civil Service Lists Manually**
  Previously individuals could only be added to a district's civil service lists by importing the list. Now individuals can be added to the list individually (with manual data entry into provided fields).

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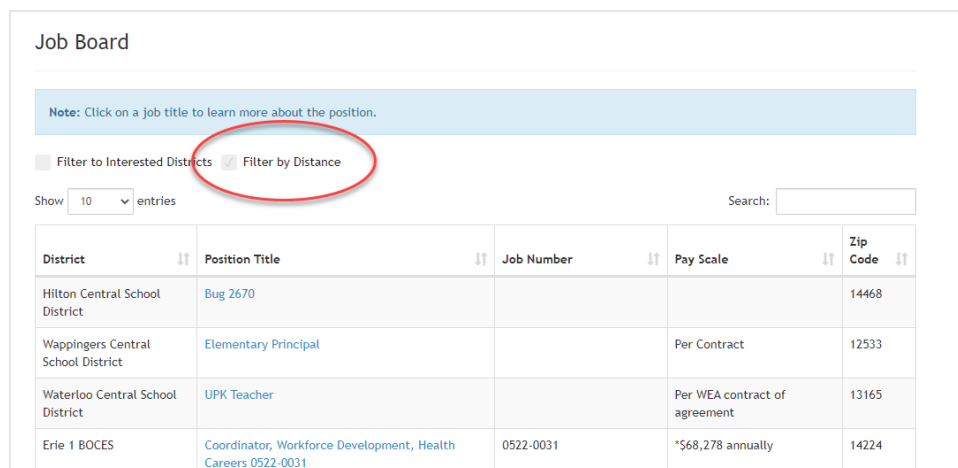
- **#2371 – Send notifications from the Job Posting Details Tab**
  Previously you could only send in mass from above the grid. This allows you to quickly generate the job posting PDF from the details tab.

- **#1793 – Applicants Can Remove All Postings from a Specific District from Their Job Board**
  Job seekers (applicants) on RecruitFront can quickly filter to only those districts they are interested in working for. Districts of interest can be selected by the applicant on the Applicant Dashboard page.

- **#2186 – Added link to Internal Job Postings to Top of Left Menu for Personal Profile Role**
Internal job postings used to only be located under Recruiting in left vertical navigation menu when users accessed SchoolFront using Personal Profile Only. We received feedback that it was difficult to find so it is now located at the top of the menu as well.
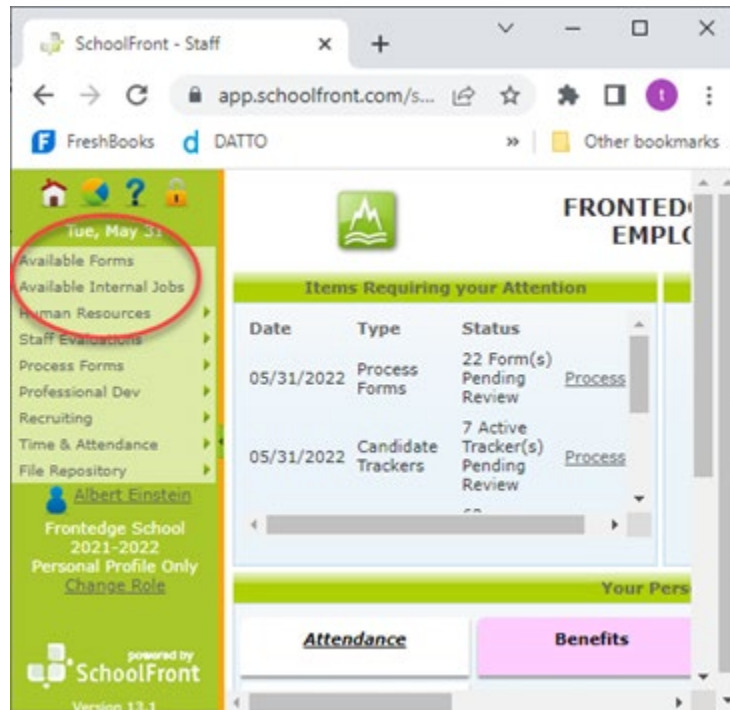
- **#1336 – Added Ability to Sort Order of Rubric Standards**
Standards added to rubrics were being sorted alphabetically. You can now change the order they display in.

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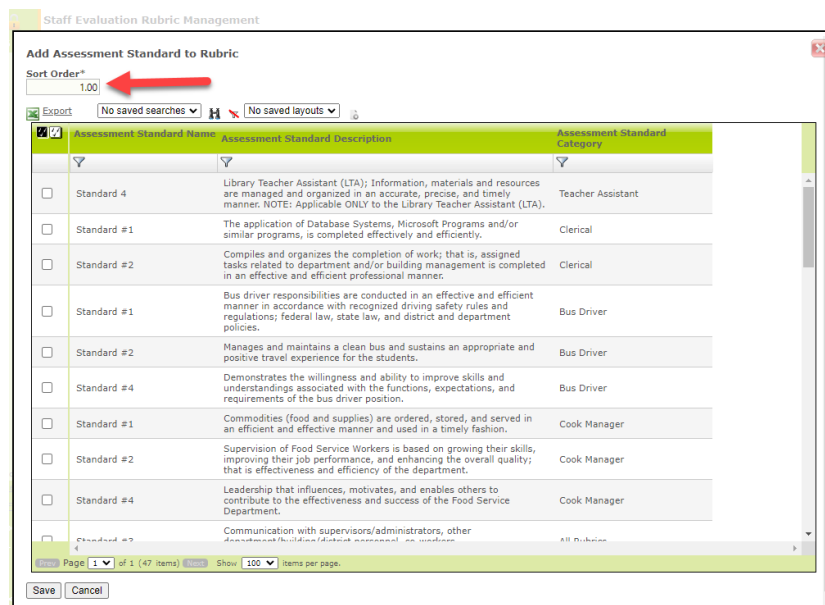
Resolved Issues

- **#3266 – RecruitFront Footer Show/Hide Functionality Not Operating Properly**
  The visibility rules for RecruitFront footer elements were not functioning as expected.

- **#3226 – Adding a Civil Service Eligible Applicant with a Score over 999 Caused an Error**
  When a civil service applicant was manually added with a score over 999, an error resulted when the eligible applicant was saved. The score is now limited to a maximum of 100.

- **#2829 – Tracking Last Edited by on Job Postings**
  Last Edited By is now updated when a job posting is created and any time anyone changes the job posting via edit, or mass edit.

- **#1580 – District Not Removed from Participating Districts List When Unchecked**
  If a job applicant unchecked a previously checked school district from his or her Participating Districts list in RecruitFront, the applicant still showed up in the districts that were previously selected.

New & Updated KB Articles

- Tracker Candidate Notes
- Using the Tracker Candidate Dashboard
- Attach a File to an Assigned Candidate
- Getting Started / Overview: Recruiting from a Civil Service List
- Add Candidates Who Respond to Civil Service Canvasing to Tracker
- Track Civil Service Candidate Responses & Recruiting Status
- Civil Service: Manually Enter Candidates
- Create Canvas Letters (and Mailing Labels) for Civil Service List Candidates
- Design a Canvas Letter Mail-merge Template
- Associate a Civil Service List with a Tracker

- Civil Service List Upload
- Enable/Disable Civil Service List Management Functionality
- How to Apply to Job Postings
- View Job Opportunities
- Generating Job Postings For Print
- Creating a New Job Posting
- Delete Job Posting/Tracker
- Mass Editing - Job Postings
- Details Tab - Editing a Job Posting
- Candidate Ranking
- Creating Document Groups
- Register / Create an Account on RecruitFront
- Unsubscribe from RecruitFront Emails

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Employee On-Boarding

Resolved Issues

- **#2777 – On-boarding Task Not Marked Complete When Completed**
  The on-boarding task, Queue for Financial Feed (WinCap), was not updating the task as completed after an employee was been on-boarded to WinCap.

- **#2529 – Error Resulting When Approving Recommend to Hire Form**
  Issue caused by an error in the custom Notification Template configured to send in the Email Rules.

New & Updated KB Articles

- [All Tasks Grid Options](#)

- [Deactivating New Hires](#)

"Mail-Merge" Functionality (e.g., Notifications & Process Forms)

New Features & Enhancements

- **#850 – Retain History of Notification Template Changes**
  Whenever the save is pushed on the Notification Template Builder, an entry is placed in a new Template History Tab. The log captures the name of the user who made the change, the date and time of the change, and updated HTML from the notification builder.

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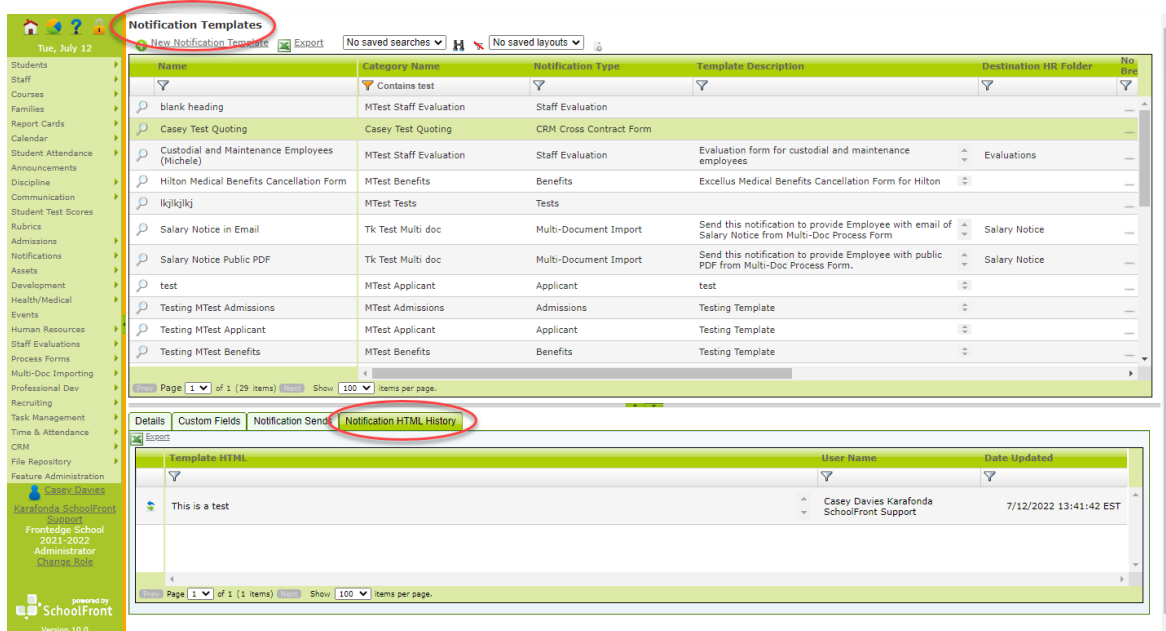
- **#851 – Ability to "Rollback" Changes Made to HTML in Template Builder**
  All changes to the HTML in the template builder are now logged on a tab with the Notification Template Details (see #850, above). Users can now "rollback" changes they made to an earlier version of the HTML by clicking the rollback icon on the row in the change log grid.
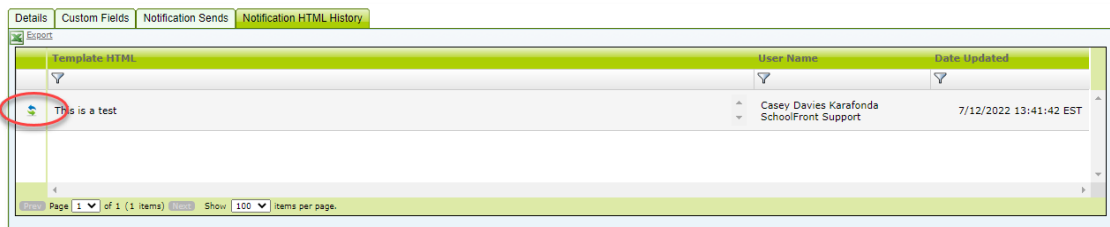
- **#2614 – Ability to See Number of Forms Associated with a Form Category**
  Added ability to see the number of forms that are associated with a selected form category in the forms grid.
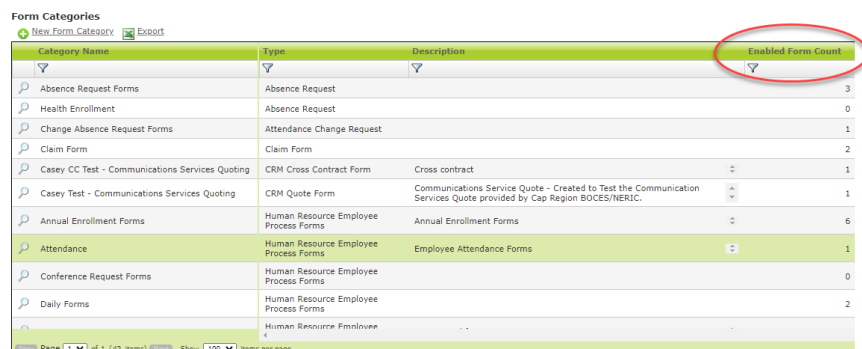
- **#2615 – Manage All Forms Associated with a Form Category**
  Added ability to manage all of the forms associated with a specific form category from a tab on the form category details. This is a time-saving feature, philosophically in line with our 360-degree approach to navigating SchoolFront, making information available in multiple ways, right where it's needed.

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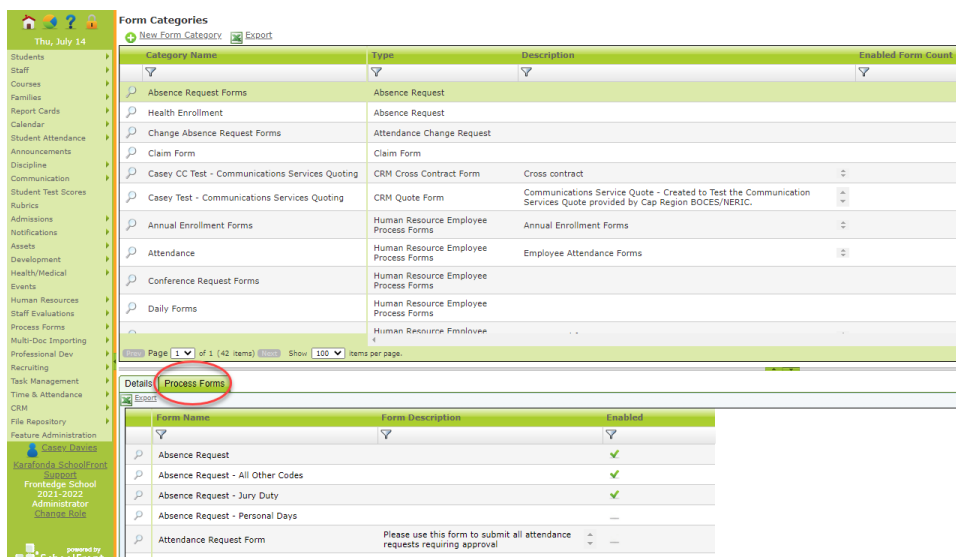
- **#3028 – Assign Backup Approvers**

  HR can specify backup approvers to approve process forms when the main approver is absent. Backup approvers are included in notifications resulting from the Email Rules on the process forms. The main approver will still be available to approve the form while a backup approver is assigned.
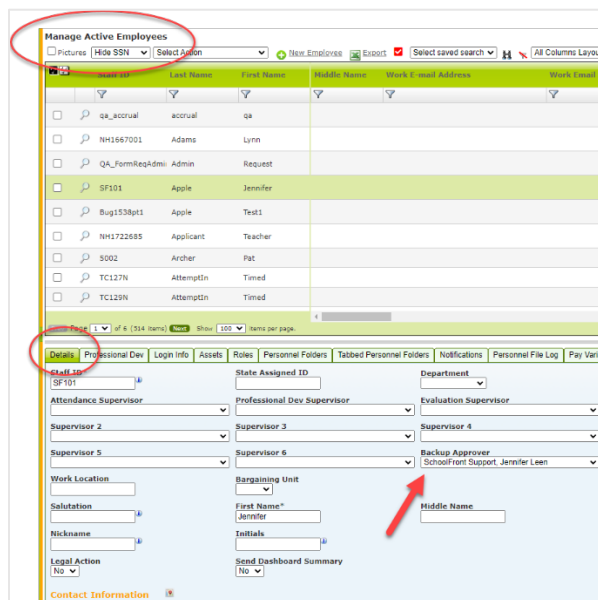
- **#3299 – Process Form Approval via Email**

  Added ability to click a link to approve a form from a customizable Form Pending Approval notification email. Users who access approval functionality from the link are given the same functionality as they do if they accessed the Review link from the Details tab of a process form submission. This functionality is configurable when setting up approver(s). Email links of this type expire. When approvals of this nature are completed IP Address of the approver is logged along with other identifying information. The link does not allow for approving the same level twice. The users are not required to login therefor this feature should not be used for forms that contain sensitive information.

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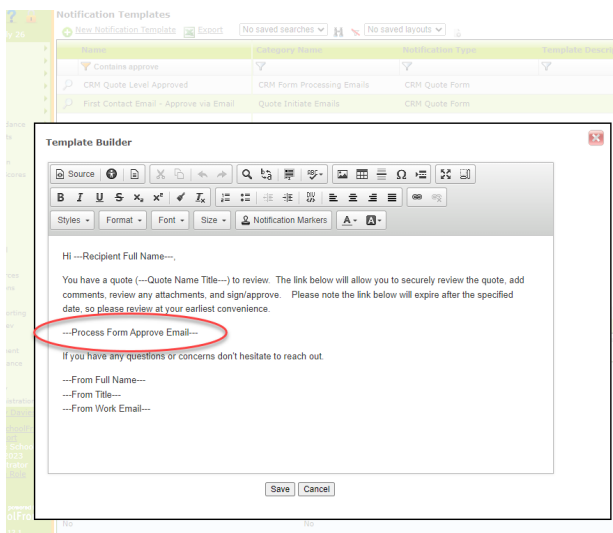
Resolved Issues

- **#1033 – Make Preview Template on Screen Match What Prints**
  When a notification or process form template is previewed in SchoolFront, the preview now matches the final output—before this fix, the preview on the details tab was influenced by the CSS in the SchoolFront user interface and didn't always match the final system output which reduced the value of the preview functionality.

- **#2355 – Notification Custom Fields Should Prevent Two Fields with the Same Name**
  When a user would navigate to a read only grid associated with a process form that contained common named fields, they would get an error.

- **#2472 – Send Email Notifications does not Change Subject When Selecting Other Notification Templates**
  For notification templates that have a default email subject, when going to send notifications the default subject appears for the selected template. If you change to a different template, the default subject does not change to the new selected template.

- **#2750 – Default Subject Not Working in Email Notifications**
  Despite specifying a default subject in the notification template, the default subject was not being used when emails were sent, requiring a subject be specified again.

New & Updated KB Articles

- How to Submit a Mileage Claim Form

- Mileage Claim Form Setup

- Mileage Claim

- Daily Dashboard Summary Email

- Using an Email Mask as the "From" Email Address When Sending Email Notifications via SchoolFront

- Defining and Editing Form Categories

- Archive a Notification Template

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SchoolFront Grids & Views

New Features & Enhancements

- **#2316 – Shared Grid Layouts and Filters**
  Ability for users with appropriate permissions to save grid layouts and filters and then share them so that other users in their organization can access and use them.
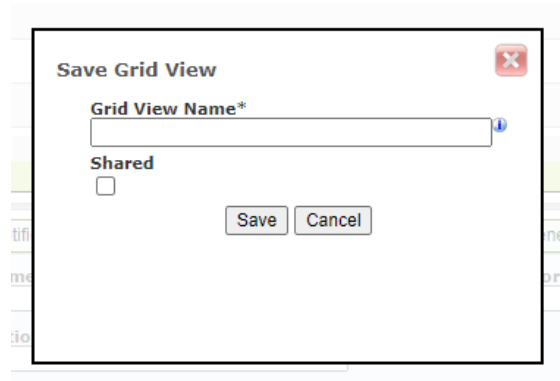
- **#2388 – Ability to Save Sorting & Filtering Views for Later Use on Tracker Candidate Grid**
  Users can now save and reuse grid filters and column sorting on the Tracker Candidate grids.
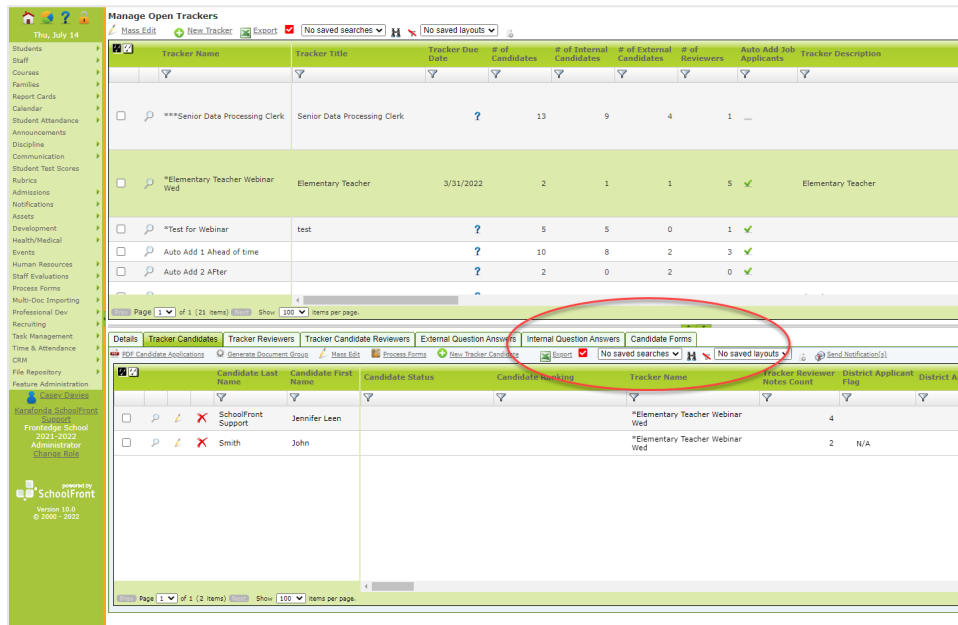
New & Updated KB Articles

- [About Customizing Data Grids (Columns)](#)

- [Create a Custom Data Grid Layout](#)

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System Import/Export & Integration
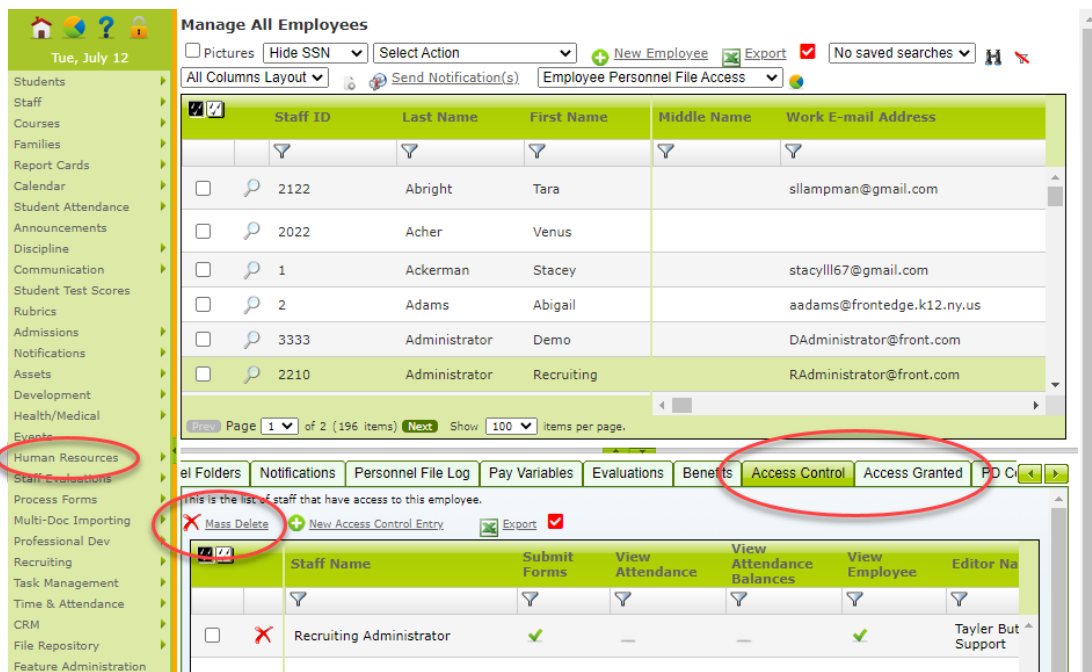
Resolved Issues

- **#2351 – Import Error Grid Rows Should Not be Clickable**
  The system was allowing users to click a row in the Import Error Grid, which caused post-back. There is no reason for rows to be clickable in the Import Error Grid.

- **#1538 – Importing Dates Needs SQL Boundary Check**
  When importing a date that has a valid date format, there was the possibility of still getting an error on final import if the date exceeded the start and end boundaries of the associated SQL Data Type. Checks were added to prevent this type of error.

Security, Roles, & Permissions

New Features & Enhancements

- **#1541 – Add Mass Delete Button to Employee Access Control and Granted Tabs**
  Added ability to mass delete on the Access Control and Granted tabs found in employee profiles from the Employees grid.

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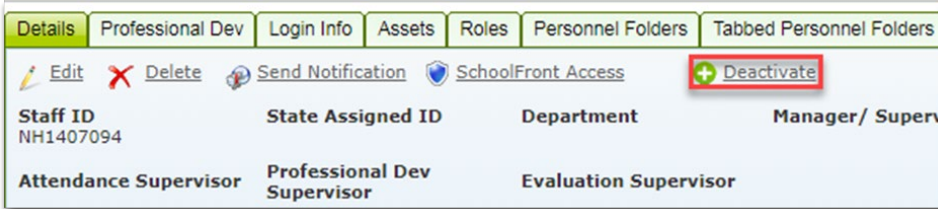Email: support@schoolfront.com

by FrontEdge Inc.
274 North Goodman Street, Suite B265
Rochester, NY 14607
Phone: (585) 568-7813

Resolved Issues

- **#2337 – All Employees Grid > Deactivate New Hires Button Not Working**
  The button to deactivate new hires on Employees Details tab was not available/functional.

New & Updated KB Articles

- Personnel Folders - Managing and Security

District Document Management

New & Updated KB Articles

- File Repository

SchoolFront User Accessibility

New Features & Enhancements

- **#2622 – Browser Version Check & Upgrade Prompt**
  When users access SchoolFront via an unsupported browser, certain functionality will not work. We have added functionality that checks a user's browser version and prompts them to upgrade their browser if they are using an unsupported browser. The user will not be allowed to continue with an unsupported browser.

New & Updated KB Articles

- Finding Your Browser Version

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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