

# SchoolFront Software Release Notes

May 31, 2022

## Release Summary / Table of Contents

---

<b>Employee Information Management</b> .....	<b>3</b>
New Features & Enhancements.....	3
<b>Recruiting &amp; Applicant Tracking</b> .....	<b>4</b>
New Features & Enhancements.....	4
Resolved Issues .....	9
New / Recently Updated Knowledge Base (KB) Articles .....	9
<b>Document Management</b> .....	<b>10</b>
New Features & Enhancements.....	10
<b>Employee Assessment / Performance Evaluation</b> .....	<b>11</b>
New Features & Enhancements.....	11
Resolved Issues .....	14
<b>Employee Attendance &amp; Time-Keeping</b> .....	<b>15</b>
New Features & Enhancements.....	15
Resolved Issues .....	20
<b>SchoolFront HR Hub / Kiosk</b> .....	<b>20</b>
New Features & Enhancements.....	20
<b>New Employee On-boarding</b> .....	<b>22</b>
New Features & Enhancements.....	22
<b>Personnel Folders &amp; Files</b> .....	<b>22</b>
New Features & Enhancements.....	22
Resolved Issues .....	22
<b>Process Forms &amp; Notifications</b> .....	<b>22</b>
New Features & Enhancements.....	22
Resolved Issues .....	25
New / Recently Updated Knowledge Base (KB) Articles .....	26
<b>User Interface / Data Grids</b> .....	<b>26</b>



---

New Features & Enhancements.....	26
New / Recently Updated Knowledge Base (KB) Articles.....	26
<b>Security, Roles, &amp; Permissions.....</b>	<b>26</b>
New Features & Enhancements.....	26
Resolved Issues.....	27
New / Recently Updated Knowledge Base (KB) Articles.....	27
<b>System Integration / Data Export and Import.....</b>	<b>27</b>
New Features & Enhancements.....	27
Resolved Issues.....	27
New / Recently Updated Knowledge Base (KB) Articles.....	28
<b>BOCES Customer Relationship Management (CRM).....</b>	<b>28</b>
New Features & Enhancements.....	28
Support for SchoolFront & RecruitFront Administrators and Candidate Reviewers.....	29
Support for RecruitFront Job Applicants.....	29
<b>Report an Issue.....</b>	<b>29</b>
<b>Request a New Feature / Enhancement.....</b>	<b>29</b>
<b>Request a Demo or More Info About Release Content.....</b>	<b>29</b>
<b>Training Videos.....</b>	<b>30</b>

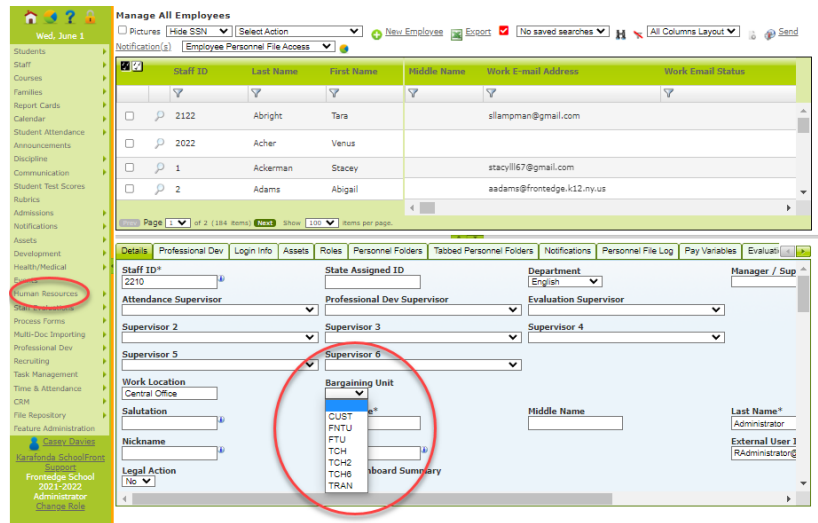
# Release Details

## Employee Information Management

### New Features & Enhancements

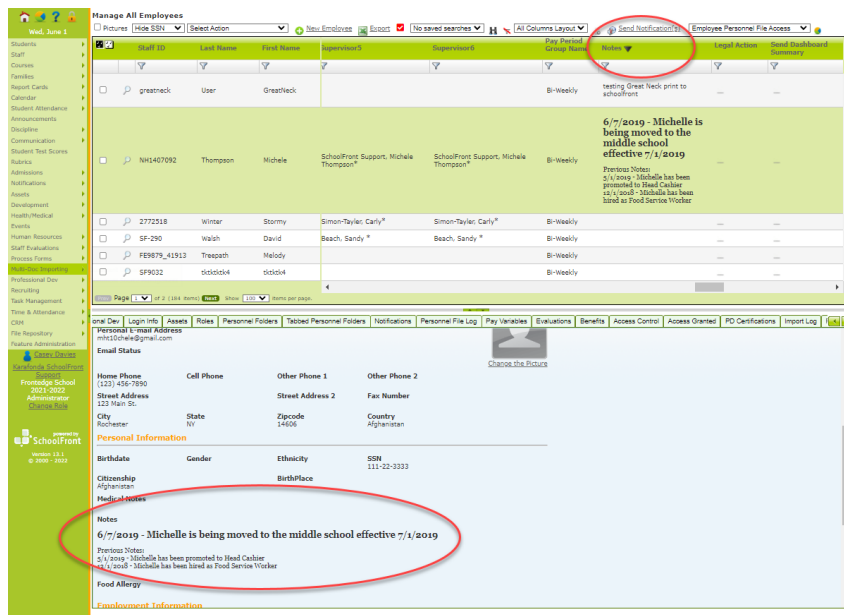
- #2265 – Employee Bargaining Unit Select List

The text box on “employee edit / new” has been changed to a drop-down list of all available Bargaining Units.



- #1591 – Ability to Search Notes Entered for Active Employees

A searchable, sortable, filterable “Notes” column has been added to the Active Employees grid so that the contents of Employee notes can be searched like other Active Employee data elements in the system.

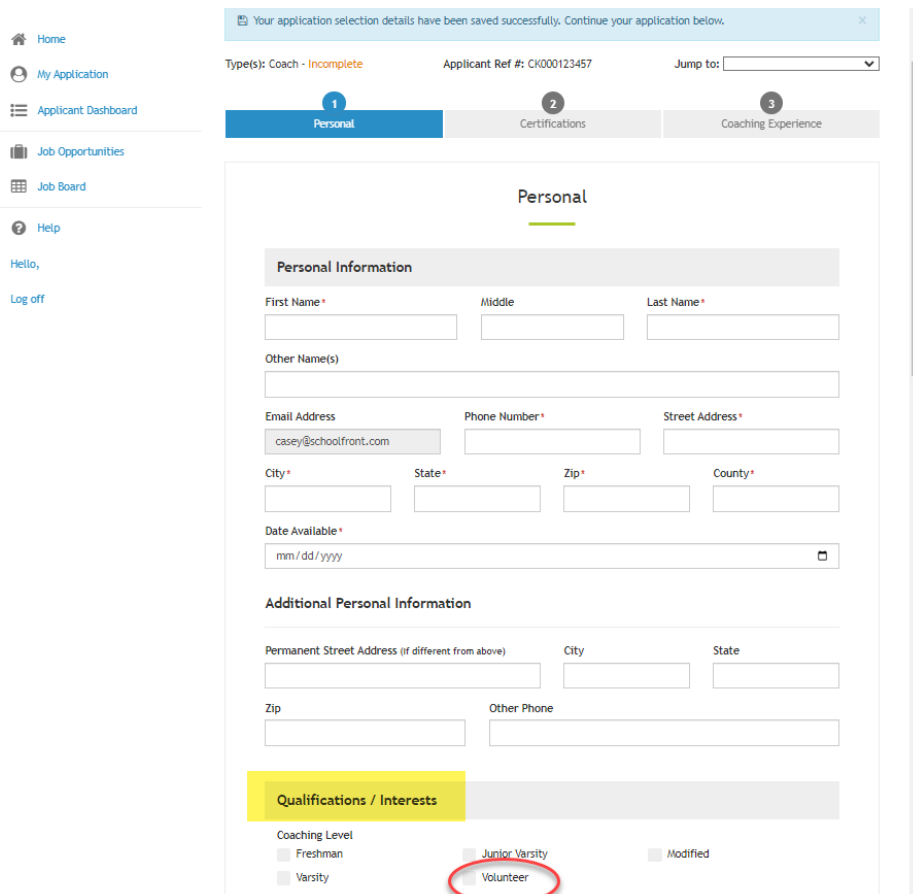


- **#1697 – Enable Bargaining Unit and Location Edits on Employee Grid**  
 Added Work Location and Bargaining Unit fields in the insert and edit template sections. Added Bargaining Unit to the Item template section. Both are now editable. This functionality is intended to update information for new employees. If you attempt to update the information for an existing employee and you are using SchoolFront with an integration into your financial management system, the employee’s information will revert to the information from the financial management system (the source of record) when the systems sync.

## Recruiting & Applicant Tracking

### New Features & Enhancements

- **#2357 – Add Volunteer Option to Coach Application**  
 A checkbox labeled “Volunteer” has been added to the options available under “Coaching Level” in the Qualifications/Interests section of the Coach Application in RecruitFront. Available options now include:
  - Freshmen
  - Junior Varsity
  - Modified
  - Varsity
  - Volunteer



Your application selection details have been saved successfully. Continue your application below.

Types(s): Coach - Incomplete    Applicant Ref #: CK000123457    Jump to: [dropdown]

1 Personal    2 Certifications    3 Coaching Experience

### Personal

**Personal Information**

First Name\*    Middle    Last Name\*  
       

Other Name(s)

Email Address    Phone Number\*    Street Address\*  
       

City\*    State\*    Zip\*    County\*  
           

Date Available\*

**Additional Personal Information**

Permanent Street Address (if different from above)    City    State  
       

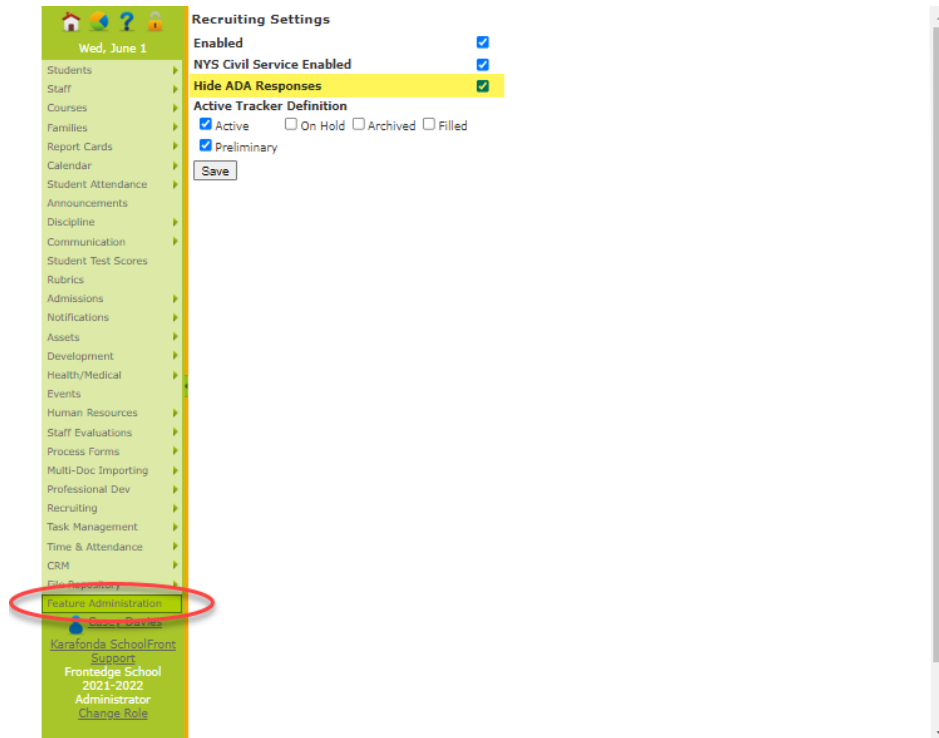
Zip    Other Phone  
   

**Qualifications / Interests**

Coaching Level

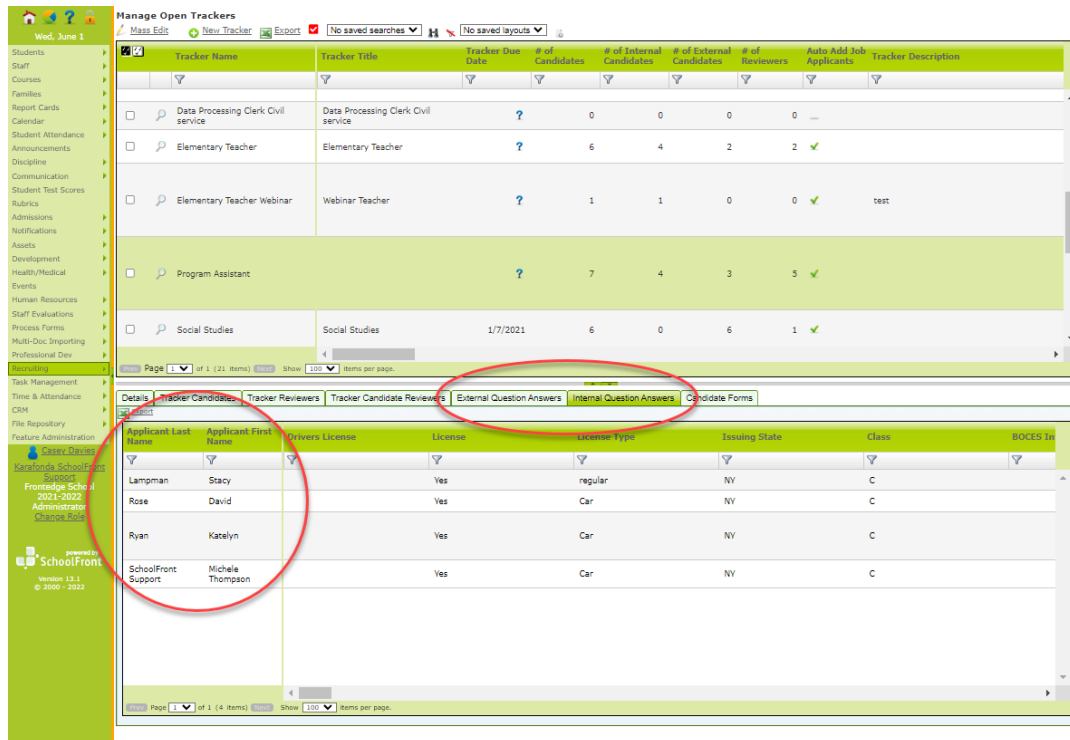
Freshman     Junior Varsity     Modified  
 Varsity     Volunteer

- **#1894 – Notification Markers Related to Job Posting Added to Tracker Reviewer**  
 For example, Job Posting URL and Replacing Name.
- **#1906 – Ability to hide ADA Questions and Responses in Grid and Application**  
 Added the option to hide ADA-related questions and candidate responses in grid and submitted applications. Also added disclaimer for employers who choose to hide ADA questions stating that the employer cannot view this information in SchoolFront. The functionality is available in the Feature Administration section under “Recruiting.”

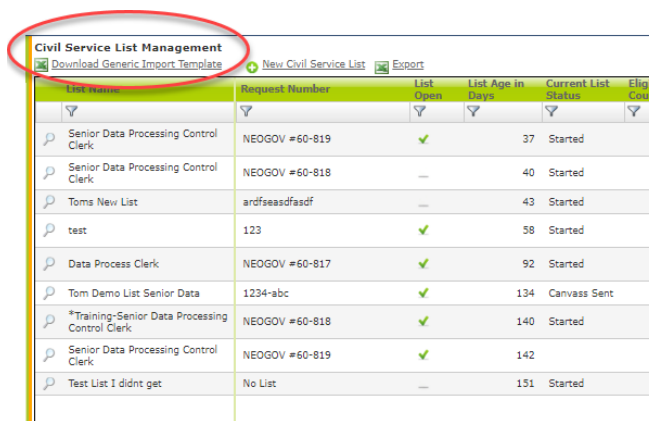


- **#2125 – Applicants Can Unsubscribe from RecruitFront Emails (Except Those Related to Active Applications)**  
 Ability to unsubscribe from RecruitFront emails has been added. Note: Applicants who unsubscribe still receive emails related to their *active* job applications. If an applicant unsubscribes and has no active job applications, they will receive no further emails from RecruitFront or from employers via RecruitFront.
- **#1983 – Job Posting URL Marker and QR Code Marker for Job Posting**  
 Generate URLs or QR Codes to link to job postings.
- **#1986 – Added Links to Job Postings in the Emails Sent to RecruitFront Candidates Who Have Completed their Generic Application but Have Not Yet Applied to Specific Job Posting(s)**  
 RecruitFront emails applicants a list of jobs that they indicated they were interested in but have not yet applied to, telling them that they can now apply because they completed their application. The email includes the URLs to the job postings so that they can go directly to the postings and submit their application if they want to.

- **#2020 – Sort External and Internal Question Answers by Candidate Name on Tracker Tab**  
 Before the implementation of this feature, answers were not logically sorted and it was more difficult to navigate the content.

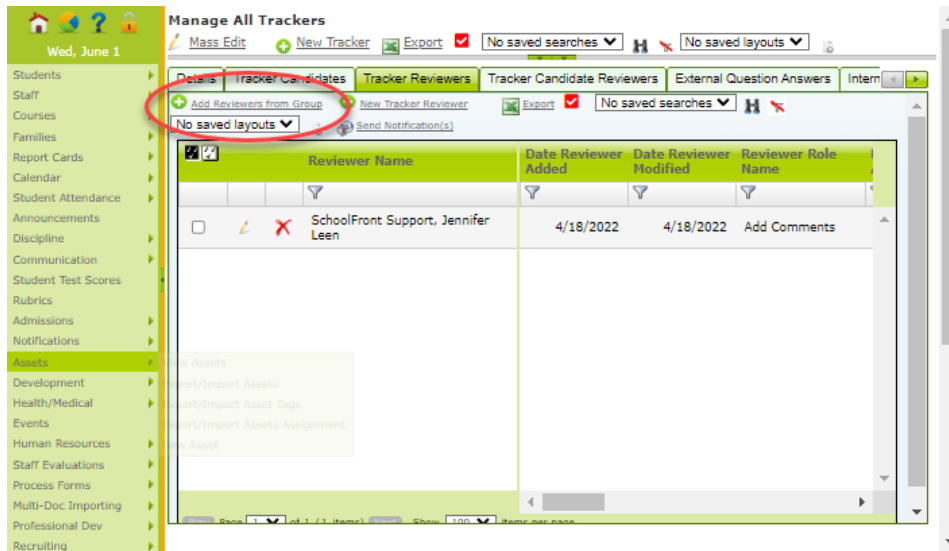


- **#2211 – Civil Service Generic Template**  
 Import template that can be used to import civil service candidates received from the county into SchoolFront for candidate tracking, communication, and management purposes.

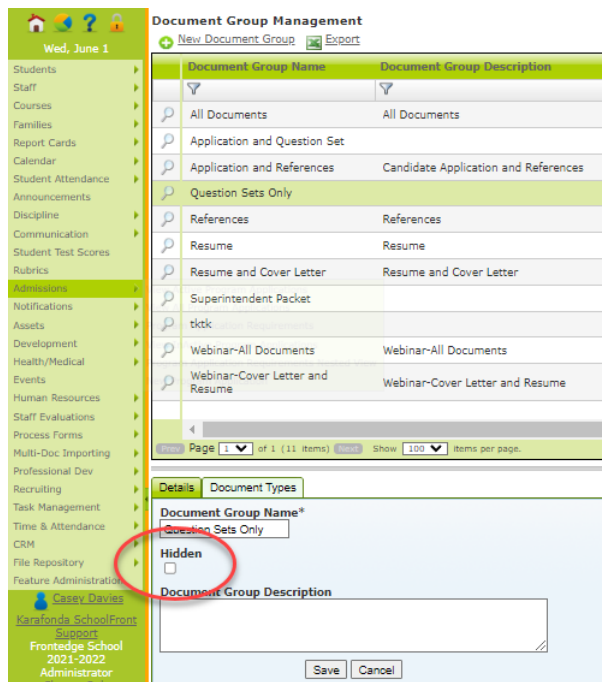


- **#1249 – "Email to a Friend" feature to RecruitFront**  
 Ability to email a job posting to someone who might be interested in it.

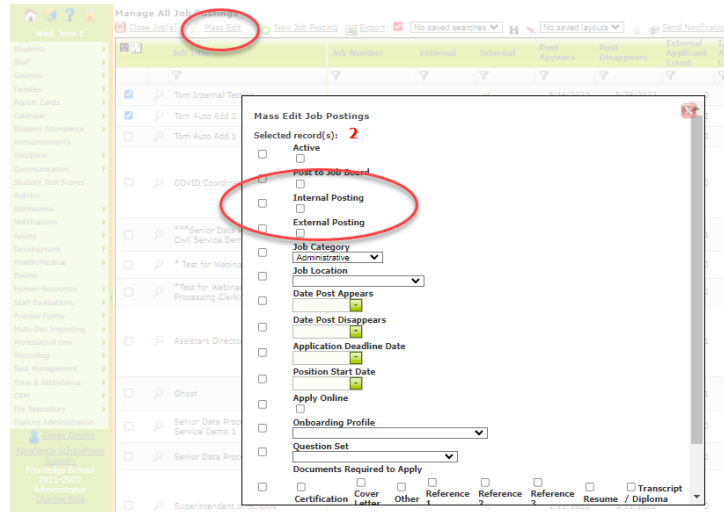
- #1299 – Reviewer Groups  
 Ability to create Reviewer groups that can be added to Trackers.



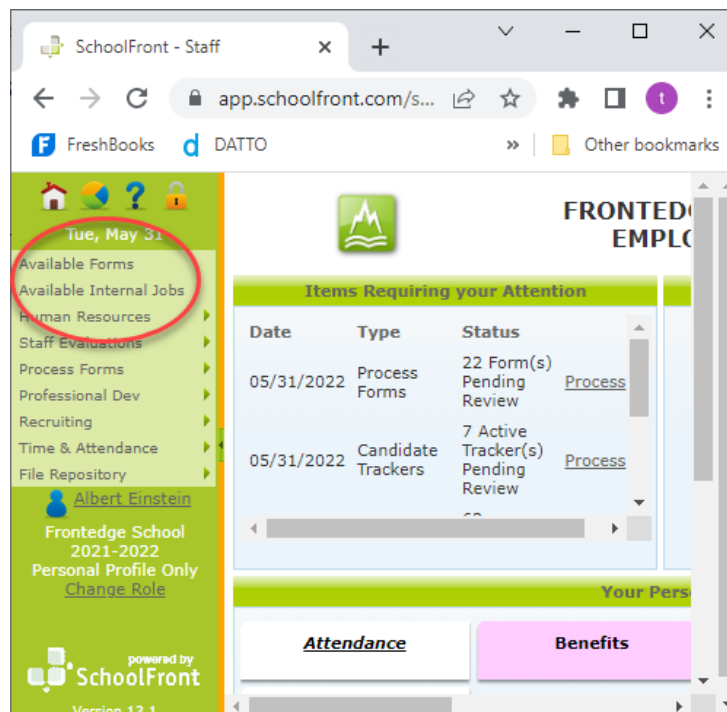
- #1312 – Reviewer Notes in Grid  
 A new grid has been added to display Tracker Reviewer notes. Before this feature was implemented, there was no easy way to see notes reviewers entered for candidates/applicants.
- #1413 – Document Groups: Add Checkbox to Hide from Tracker Reviewers with “Personal Profile Only” Role  
 Added a checkbox to the Document Groups table that represents “Hide from Personnel Profile” Role. If checked, when a user has the Personal Profile Role and attempts to generate Document Groups, the hidden group will not be available.



- **#2135 – Ability to (Mass) Edit the Internal/External Checkboxes of Multiple Job Postings at Once**  
 The External and Internal checkboxes on Job Postings can now be edited on multiple selected job postings at a one time (i.e., “mass edit”).



- **#2186 – Moved Internal Job Postings to Top of Left Menu for Personal Profile Role**  
 Internal job postings used to 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.





## Resolved Issues

- **#1604 – Question Set Answers Added to Document Groups with Job Title**  
Added Job Title to the Question Set Answers in the Document Groups.
- **#1850 – Total Number of Candidates Should Not Include Hidden Candidates in the Tracker Grid**  
The Tracker grid shows total number of candidates, which included hidden candidates. If the user is an Add Comments or View Only role, the count for the “number of candidates” *does not* include hidden candidates anymore.
- **#2323 – PDF Multi-Doc Scrambled**  
Applications were functional in standard view from the application dashboard, but were getting distorted within document group view.
- **#1995 – “Hidden” Does Not Hide from External Question Answers in Tracker Candidates**  
This fix hides a tracker candidate’s External Questions when a tracker candidate is “hidden.” This applies only when in the “Personnel Profile Only” role.
- **#1215 – Job Posting Grid Missing Position Control Column**  
Added Position Control Number data field (column) to Job Posting grid.
- **#2464 – Available Sub-Jobs Not Displaying**  
Subs were unable to see available sub positions when they logged in.

## New / Recently Updated Knowledge Base (KB) Articles

- [Applicant PDF Not Appearing Correctly](#)
- [Indeed.com Integration Frequently Asked Questions \(FAQ\)](#)
- [Best Practices for Job Postings Fed to Indeed.com](#)
- [Reset Application Cache](#)

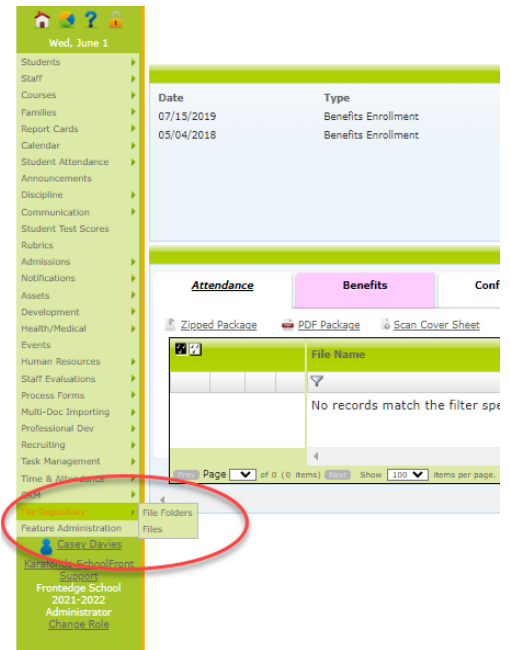
## Document Management

Document Management is a new module added to SchoolFront. It gives people with the Administrator, HR Admin, HR Team, Business, and IT Administrator role(s) the ability to create folders which can be shared to specific roles with specific permissions. It also allows people in the role(s) to upload files into those folders, resulting in a highly customizable, shareable digital library for documents with flexible accessibility and permissions.

### New Features & Enhancements

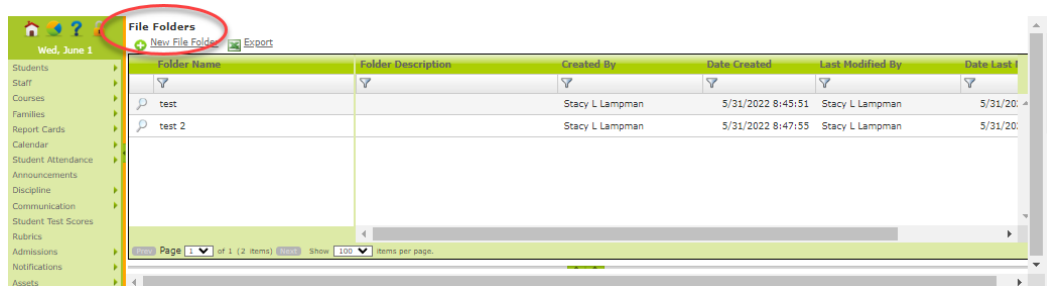
- #2395 – “File Folders” Sub-Menu Data Grid

A new root menu option has been added to the left vertical menu in SchoolFront called “File Repository.” It is accessible to Roles Administrator, HR Admin, HR Team, Business and IT Administrator. A sub-menu item under “File Repository” is “File Folders.” Selecting File Folders takes you to new page with the master / detail grid displaying: DistrictID, CreatedByUserID, Date Created, Folder Name. When a folder is selected in the grid, you can see the details of the folder and a new tab called “Role Access” where permissions can be added to the roles with access to folders. Permission options are Read, Write, and Delete.



- #2396 – File Repository Master Grid

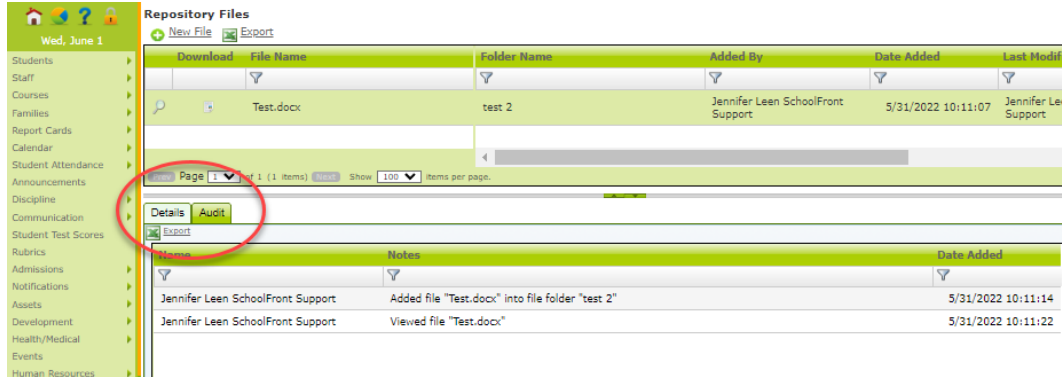
When you select “Files” under “File Repository” from the menu in SchoolFront, a page with a new grid displaying information about all files that have been uploaded to folders in the repository opens. The information in the grid includes: file name, who uploaded it, the date uploaded, and the folder it is in. The grid only displays files that the logged in user’s role has read or write access to. Users are bound by the view/read/write/delete permissions applied to their role on the folder in which the file is stored (configured on the “Role Access” tab of the folder).



- #2397 – Audit Tab and Summary Columns

An “Audit” tab has been added to files listed in the File Repository master grid. The tab shows who added the file, who has edited it, and who has viewed it. “Viewing” it means the user downloaded the file, not that they just looked at its Details tab in SchoolFront. We also added columns to grids to make monitoring and auditing usage of the File Repository easier, including:

- A “File Count” column on the File Folders grid that displays how many files are in the folder, and
- A “Downloads” column on the File Repository Master grid that displays how many times the files have been downloaded.

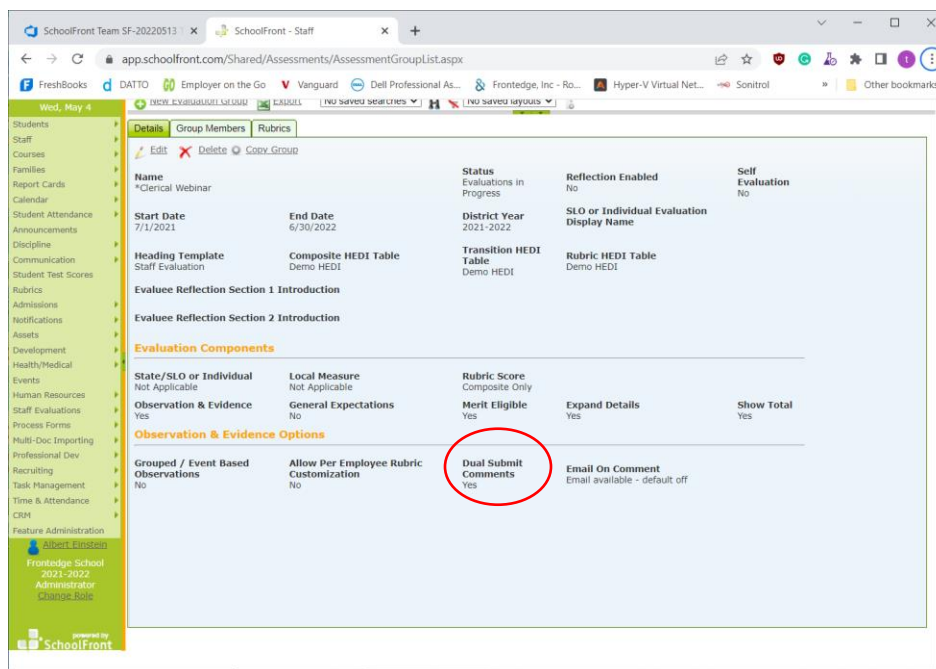


## Employee Assessment / Performance Evaluation

### New Features & Enhancements

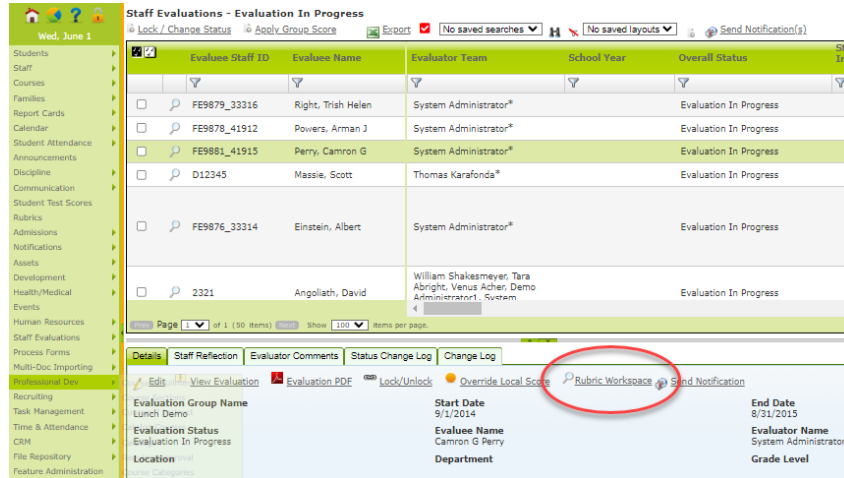
- #2239 – **Faster Data Entry for Evaluation Rubric**

New evaluation group configuration option called "Dual Submit Comments" that enables 2 separate options to submit comments: One will not ask you for any text and the other will. This feature is defaulted to "off" for all customers, so there will be no change in operability unless the configuration is changed.



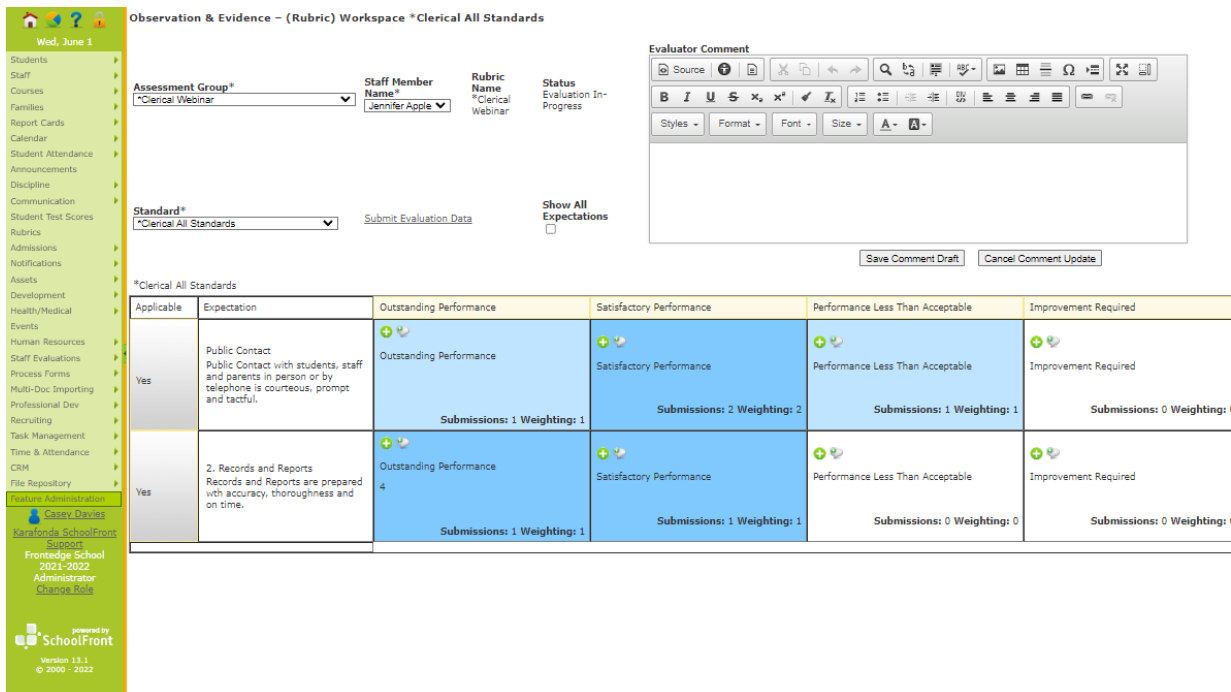
- **#0138 – Evaluation Takes You Directly to the Rubric**

Added a link to the top of the details tab of an evaluation that opens the workspace. Before you had to hit a small magnifying glass icon to open the workspace and users found the operability confusing.

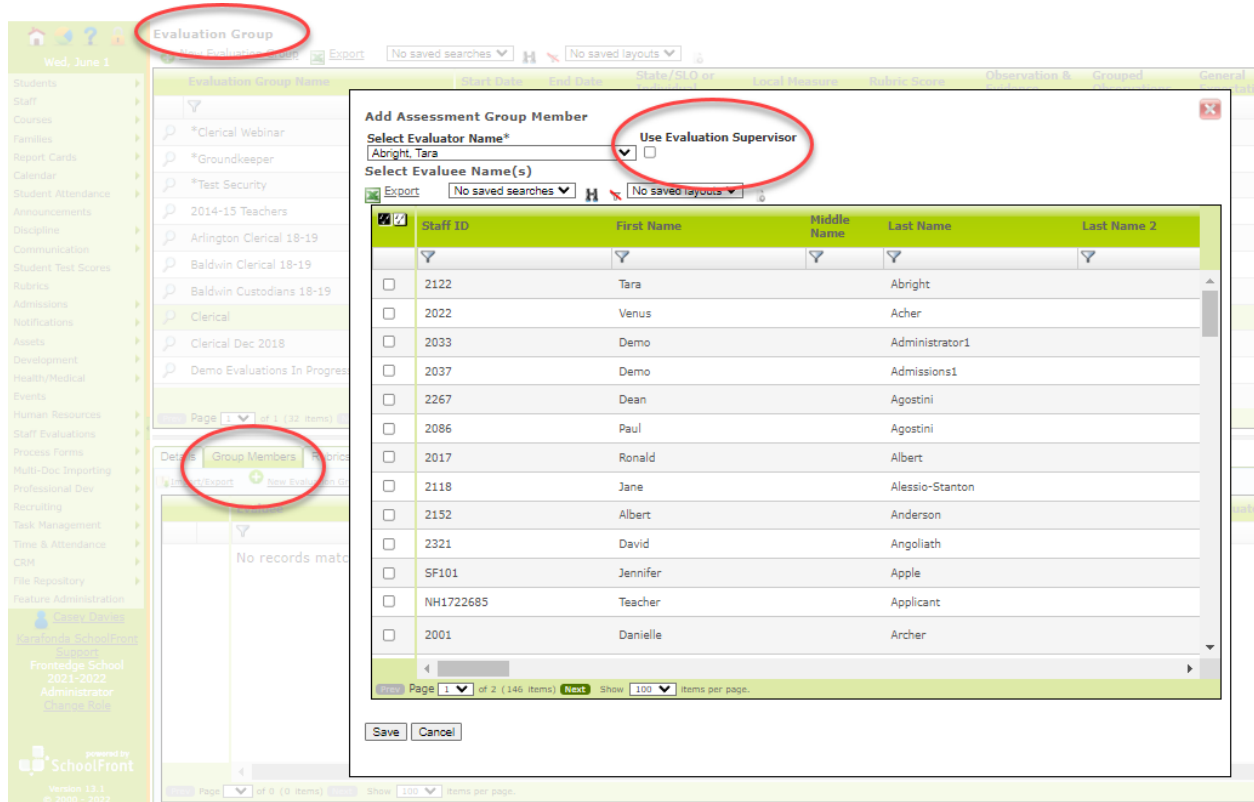


- **#2519 – General (Non-Cell Specific) Comment Can be Entered in Evaluation-Rubric Workspace**

Added an area of the Evaluation Rubric Workspace for general comments of an Evaluator. Evaluators can comment both on an individual criterion (cell), AND they can now comment with an overall comment.



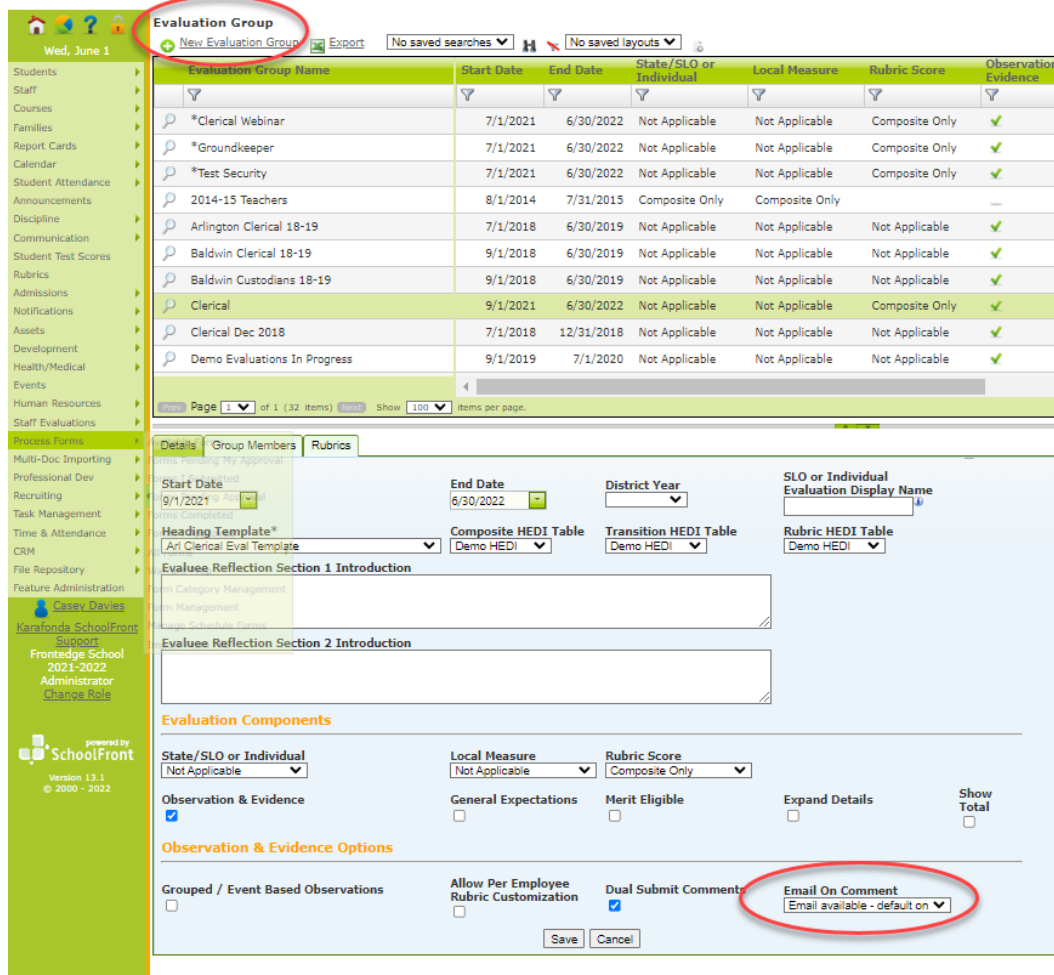
- #2216 – Use the Evaluators Used from the Active Employees Grid when Adding Evaluations**  
 A “Use Evaluation Supervisor” checkbox has been added to the “Add Assessment Group Member” window that, when checked, will use the evaluatee’s assigned Evaluation Supervisor as the evaluatee’s Primary Evaluator. If the evaluatee does not have an assigned Evaluation Supervisor, then a Evaluator Name must be selected from the drop-down menu to add them as the Primary Evaluator.



- #2217 – Turn off Email Feature at the Group Level

When you provide comments on an evaluation standard expectation, there is a popup where you can enter comments and there was a box that allowed you to email the employee with the comment, rating, and rubric. Now you can make this feature:

- Available off by default (you can send an email, but you have to check a box when you enter your comment/rating in order to send it)
- Available on by default (an email will be sent unless you uncheck the box when you enter your comment/rating)
- Mandatory (emails are always sent)
- Hidden (sending emails is turned off completely)



The screenshot shows the 'Evaluation Group' settings page in SchoolFront. The 'Email On Comment' dropdown is circled in red, showing 'Email available - default on'. The page includes a table of evaluation groups and a detailed configuration section for a selected group.

Evaluation Group Name	Start Date	End Date	State/SLO or Individual	Local Measure	Rubric Score	Observation Evidence
*Clerical Webinar	7/1/2021	6/30/2022	Not Applicable	Not Applicable	Composite Only	✓
*Groundkeeper	7/1/2021	6/30/2022	Not Applicable	Not Applicable	Composite Only	✓
*Test Security	7/1/2021	6/30/2022	Not Applicable	Not Applicable	Composite Only	✓
2014-15 Teachers	8/1/2014	7/31/2015	Composite Only	Composite Only		—
Arlington Clerical 18-19	7/1/2018	6/30/2019	Not Applicable	Not Applicable	Not Applicable	✓
Baldwin Clerical 18-19	9/1/2018	6/30/2019	Not Applicable	Not Applicable	Not Applicable	✓
Baldwin Custodians 18-19	9/1/2018	6/30/2019	Not Applicable	Not Applicable	Not Applicable	✓
Clerical	9/1/2021	6/30/2022	Not Applicable	Not Applicable	Composite Only	✓
Clerical Dec 2018	7/1/2018	12/31/2018	Not Applicable	Not Applicable	Not Applicable	✓
Demo Evaluations In Progress	9/1/2019	7/1/2020	Not Applicable	Not Applicable	Not Applicable	✓

Configuration details for the selected group:

- Start Date: 9/1/2021, End Date: 6/30/2022, District Year: [Dropdown]
- SLO or Individual Evaluation Display Name: [Text Field]
- Heading Template: Art Clerical Eval Template, Composite HEDI Table: Demo HEDI, Transition HEDI Table: Demo HEDI, Rubric HEDI Table: Demo HEDI
- Evaluatee Reflection Section 1 Introduction: [Text Area]
- Evaluatee Reflection Section 2 Introduction: [Text Area]
- Evaluation Components: State/SLO or Individual: Not Applicable, Local Measure: Not Applicable, Rubric Score: Composite Only
- Observation & Evidence:  Observation & Evidence,  General Expectations,  Merit Eligible,  Expand Details,  Show Total
- Observation & Evidence Options:  Grouped / Event Based Observations,  Allow Per Employee Rubric Customization,  Dual Submit Comments,  Email On Comment (Email available - default on)

## Resolved Issues

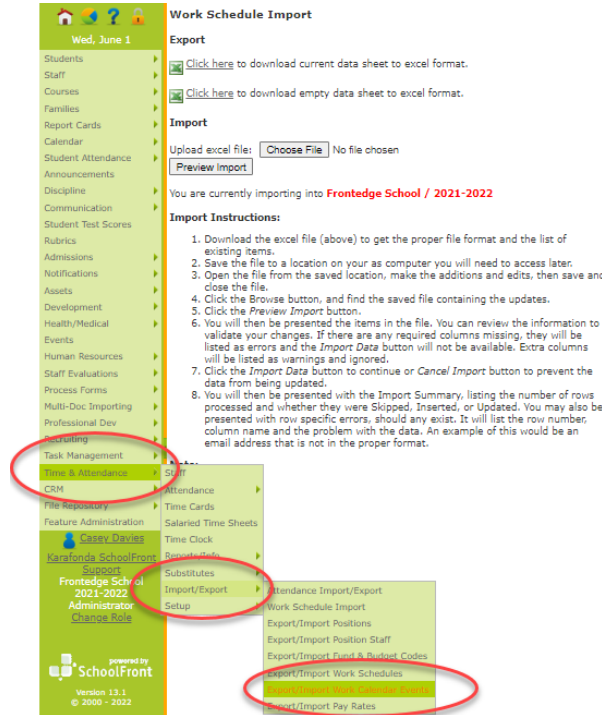
- #2201 – Admin and HR Role Don’t Get Green Pluses

Before this fix, if you were assigned as an evaluator of an employee but were trying to update an evaluation with the Administrator or HR roles, the green plus symbol icons required to enter information were not appearing/available.

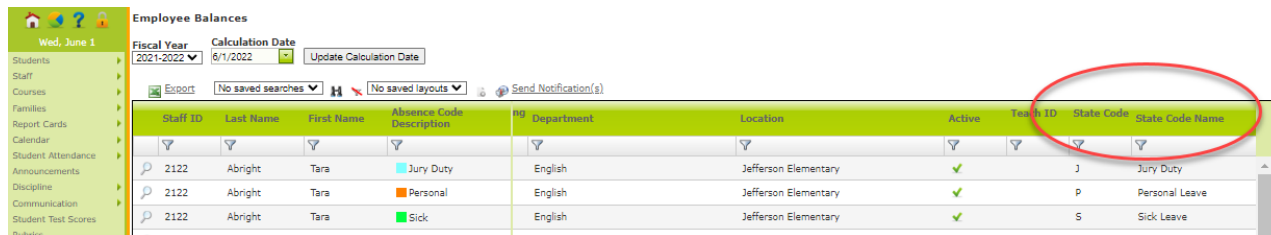
# Employee Attendance & Time-Keeping

## New Features & Enhancements

- #1646 – Ability to Mass Add Events into Multiple Work Calendars via Import



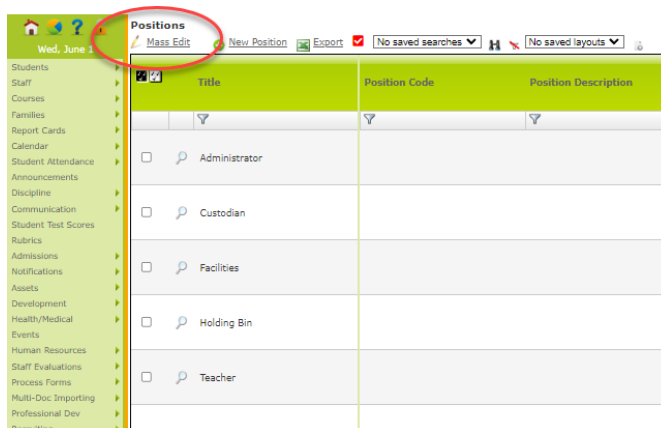
- #1659 – Add Attendance State Code Field (from Absence Code table) to Employee Balances Grid



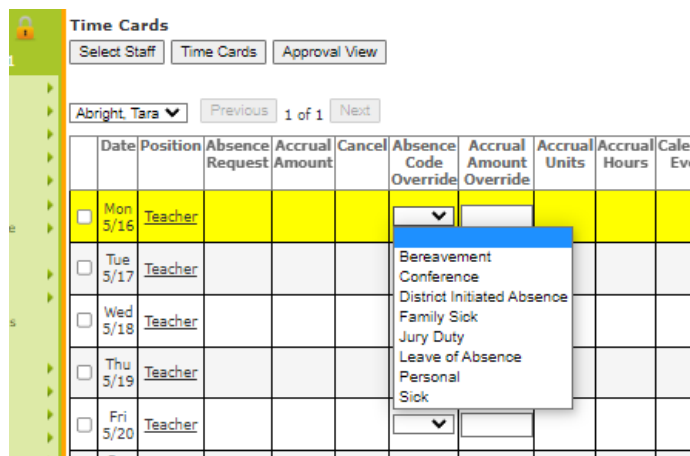
Staff ID	Last Name	First Name	Absence Code Description	Department	Location	Active	Teacher ID	State Code	State Code Name
2122	Abright	Tara	Jury Duty	English	Jefferson Elementary	✓		J	Jury Duty
2122	Abright	Tara	Personal	English	Jefferson Elementary	✓		P	Personal Leave
2122	Abright	Tara	Sick	English	Jefferson Elementary	✓		S	Sick Leave

- #1677 – Default to Sort Pay Period Groups by Pay Date in Reverse Chronological Order

- **#1689 – Need Ability to Mass Edit Fields in Positions Grid**  
 Fields in the position can be updated en-mass.



- **#1702 – Improved Support for Comp Time**  
 Added ability to re-allocate time (e.g., overtime) as time to be used later.
- **#1709 – Reduced Attendance Codes on Timecards to Only Display Available Ones**  
 Only displays absence codes that should be visible.
- **#1726 – Show Absence Code Description in Dropdown (Not Code) on Timecard**





- #1731 – Viewable List of Approvers and the Employees to Whom Each Has Been Given Access

**Approvals**

+ New Approval Export No saved searches H No saved layouts

Name	Approver Last Name	Approver First Name
Director of Facilities	Lampman	Stacy
Elem Principal	Principal	John
Elem Secretary	Ackerman	Stacey
Head Custodian Elem	Albertson	Fernado
Head Custodian HS	Gates	Bill
HS Principal	Einstein	Albert
HS Secretary	Thompson	Michele

- #1736 – Ability to Mass Update Pay Rates  
 Support for a pay rate import has been added.
- #1744 – New Attendance Group Report: Attendance Rules (Contract) Report  
 View all attendance codes that can be used and the configuration of each code. This report was created to make reviewing and troubleshooting attendance group configuration easier.

**Attendance Group Contracts**

Wed, June 1 Report No saved searches H No saved layouts

Attendance Group	Code	Absence Code Description	Start Date	End Date	Maximum Balance	Carry Over Balance To Code	Carry Over Balance To Code Description	Expense Balance Code
Teachers	Sick	Sick	7/1/2019	?	200	Sick	Sick	
Teachers	Personal	Personal	7/1/2019	?	3	Sick	Sick	
Teachers	ID	Jury Duty	?	?	?			
Custodians	ID	Jury Duty	?	?	?			
Custodians	Personal	Personal	7/1/2020	?	?			
Custodians	Sick	Sick	7/1/2020	?	?	Sick	Sick	
Custodians	Vacation	Vacation	7/1/2020	?	?			
Teachers	Conf	Conference	?	?	?			
Teachers	Bereav	Bereavement	7/1/2019	?	5			
Teachers	Fam Sick	Family Sick	7/1/2019	?	5			
Custodians	Conf	Conference	?	?	?			
Custodians	Bereav	Bereavement	?	?	?			
Custodians	Fam Sick	Family Sick	?	?	?			
Administrator	Sick	Sick	5/4/2019	?	250			
Administrator	Personal	Personal	5/4/2019	?	?			
Administrator	Vacation	Vacation	5/4/2019	?	280	Personal	Personal	
Administrator	ID	Jury Duty	5/4/2019	?	?			
Teachers	LOA	Leave of Absence	?	?	?			
Teachers	DI	District Initiated Absence	?	?	?			
Facilities	Sick	Sick	7/1/2020	?	200			
Facilities	ID	Jury Duty	?	?	?			
Facilities	Personal	Personal	7/1/2020	?	?			
Facilities	Vacation	Vacation	7/1/2020	?	?			

- #2140 – Add Status of Request to Attendance Details Tab  
 Request status is now displayed in both the grid and on the Details tab.
- #2191 – Increased Size Limit of the Position Title  
 Increased supported characters count to make matchup easier when doing imports from external systems.
- #2193 – Added Day and Week Views to Employee Calendar for Attendance
- #2195 – Added Work Location and Department to Timecard Report Grid

- **#2231 – Changed “Active” to a Checkbox on Timecard and Position Staff Grids**
- **#2240 – Ability to Expand Modal Windows in User Interface**  
This feature allows the user to increase the size of windows to make them easier to view and interact with.
- **#2245 – Improved Error Display When Importing Employee Attendance Fails**  
Added more user-friendly information to the error displayed when import failed to make troubleshooting easier.
- **#2246 – Added Guaranteed Minimum Hours to Schedule Import**
- **#2256 – New Time-Keeping Report: Work Calendars**  
View all work schedules and their daily schedules. This report was created to make reviewing and troubleshooting time-keeping configuration easier.
- **#2257 – New Time-Keeping Report: Work Schedules**  
View all work calendars and associated events. This report was created to make reviewing and troubleshooting time-keeping configuration easier.
- **#2258 – New Time-Keeping Report: Position Ancillary Jobs**  
View all positions and associated ancillary jobs. This report was created to make reviewing and troubleshooting time-keeping configuration easier.
- **#2259 – New Time-Keeping Report: Position Staff**  
View all positions and their associated staff members. This report was created to make reviewing and troubleshooting time-keeping configuration easier.
- **#2261 – New Time-Keeping Report: Attendance Groups Absence Codes with Contracts**  
View all attendance groups absence codes.
- **#2264, 2263 – Summary Information for Troubleshooting Work Schedule Configuration**  
Ability to view summary information about work schedules for troubleshooting configuration.
- **#2031 – Remove a Punch from a Timecard**  
Ability to remove or delete a punch from a timecard. After this functionality was implemented, #2268, “Delete Time Punch Should Save Snapshot for History,” was also implemented (see details below under “Resolved Issues” in this section of the Release Notes).
- **#2063 – Remove Black Box Export Tool**
- **#2065, 2064, 2139, 2068, 2067, 2066 – Refactor SchoolFront Timecard Design**  
Enhancements made to the timecard. Overview of changes:
  - Remove a Row from the Timecard
  - Verify Data/Manual UI
  - Create Repeater Control
  - Change HTML Snapshot
  - Change History Table
  - Change Notifications

- **#1978 – Accommodation of 1/2-Day Absence Codes**
- **#2001 – Ability to Move Punches When Making Corrections to an Employee in Time Punch**  
This feature allows you to move time punches with the employee if you accidentally set up an employee incorrectly and then need to fix it (e.g., by associating them with the wrong position).
- **#2229 – Wincap Export Adjustments**  
Changes made to timekeeping and attendance date export to improve importability into Wincap.
- **#2233 – Move Timecard Export to Timecard Totals Page**  
Timecard export moved to the Timecard Totals grid view.
- **#2009 – Deleting Accruals for Next Fiscal Year**  
When ending or changing a position, this feature gives users the option to delete any accruals for the following fiscal year.
- **#2041 – Audit to Ensure Proper Data Visibility Rules Across and Within Orgs**
- **#2363 – Calculate Whole and Partial Days Using Hours Logged by Employees**  
This allows employees to enter hours but then converts those hours to fractions of days and/or whole days. This is an optional / configurable feature.
- **#2364 – Allow Filtering of Location for Multiple Locations in the Timecard Data Grid**  
This feature adds Excel-like sorting and filtering to the “Location” column in the Timecard data grid.
- **#2365 – Timecard Data Grid Headers Should Lock When Scrolling**  
This fix locks the header and anything above grid when scrolling.
- **#2368 – Allow Multi-select on Location and Department on Timecard Report**  
Changed to Excel-like filtering instead of single select on the “Location” and “Department” data fields in Timecard report.
- **#2269 – Wincap Attendance Export**  
Ability to export attendance records from SchoolFront for import into Wincap.
- **#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.
- **#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.

## Resolved Issues

- **#2255 – Missing Punches were Displaying as a Cryptic Blank Red Square in History**  
Improved auditability of timecards. Instead of just color-coding red, we now explain the reason for the issue (e.g., “missing punch”).
- **#2062 – Unscheduled shift Lunchbreak after X Hours**
- **#2232 – “Capitalize All Fields” Option Not Working in Profile Task > Queue for Financial Feed**  
Some school districts want to capitalize all fields when data is exported from SchoolFront for import into their financial management system but the functionality was not working in SchoolFront.
- **#2194 – Daily Attendance Grid Ignoring Row Display Preference Settings**  
SchoolFront allows users to set the number of rows displayed in data grids by default—displaying more rows can cause pages to load more slowly but displaying less rows requires pagination. Before this was fixed, the Daily Attendance grid was ignoring default row display settings.
- **#2342 – Ancillary Jobs not Showing Up in the Web Clock**  
Employee ancillary jobs were not available for time-keeping/attendance in the web clock.
- **#2487 – Overtime Being Exported as Wrong Code**  
System was exporting Overtime as H (hourly) instead of O.
- **#2500 – Date Format Incorrect in Export**  
The date format has been corrected to MM/DD/YYYY.
- **#2492 – Military Time Displayed if Actual Punches on Timecards are not Editable**  
Military time has been changed to standard time on timecards where punches are not editable.
- **#2509 – WinCap Attendance Import File Issues**  
In data to be imported, Wincap requires a row representing headings and then a second row with a data type. Before this fix, the wrong data type(s) were being exported from SchoolFront into the second row.
- **#2268 – Delete Time Punch Should Save Snapshot for History**  
When a time-punch is deleted from SchoolFront a record of the time-punch before the deletion is saved for auditing/historical record purposes.
- **#1672 – Deprecated Notifications Categories Deleted**  
Three Notification Category types do not have a grid associated with them so they have been deleted as options in SchoolFront: Attendance Daily, Attendance Dock Pay, and Tests

## SchoolFront HR Hub / Kiosk

### New Features & Enhancements

- **#2379 – Kiosk Reliability Monitoring Enhancement**  
Kiosks installed at customer locations automatically “check-in” with SchoolFront Support monitors hourly so that

the SchoolFront Support Team is made proactively aware when a kiosk goes off-line or otherwise stops performing properly and can more-quickly troubleshoot issues and restore kiosk operability.

• **#2247 – Support for the Usage of a Single Kiosk Scanner Device for Check-In and Check-Out**

Customers now have 2 options when choosing kiosk scanner configurations:

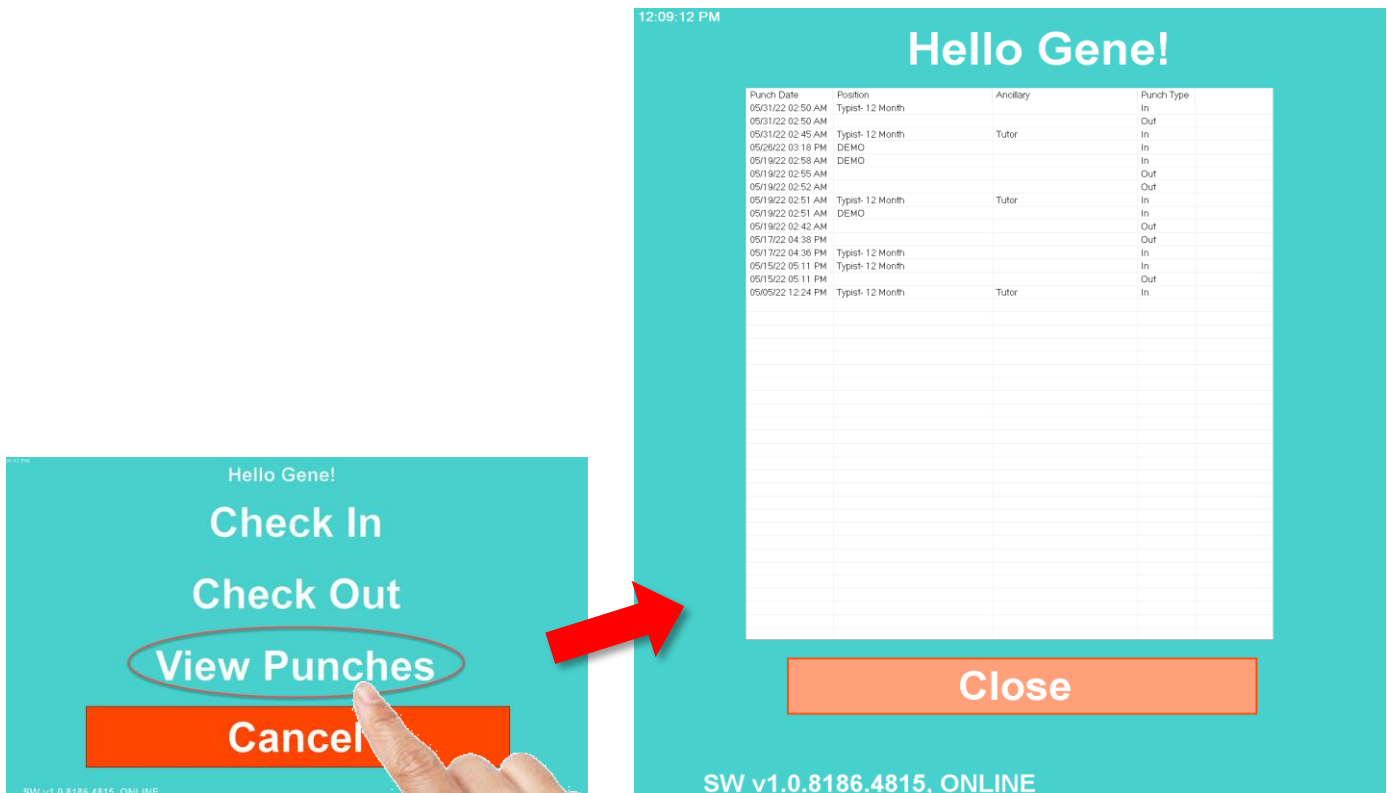
- Touchless Check-In/-Out – This configuration requires the purchase of 2 scanner devices to attach to each kiosk and is therefore slightly more expensive than the alternative single-scanner configuration, but it results in a “touchless” experience when checking-in or -out at the kiosk.
- Check-In/-Out Requiring Screen Touch – This configuration requires the purchase of 2 scanner device to attach to each kiosk and is therefore slightly less expensive than the alternative double-scanner configuration, but checking in with this scanner configuration requires those using the kiosk to push buttons on the kiosk user interface to tell the system if they are performing a check-in or -out.

• **#2248 – Reduce the Time Taken between Check-In/Out**

After performing a check-in, the kiosk screen used to lock while a progress bar moved across the screen for approximately 5 seconds. The progress bar’s time has been reduced to 2-3 seconds AND someone can begin check-in now *before* the progress bar disappears from the previous check-in or -out.

• **#2457 – Ability for Kiosk Users to View Punches**

This allows kiosk users to see all of the punches they’ve entered in the last 30 days.



## New Employee On-boarding

### New Features & Enhancements

- **#1988 – Add Column for Job Title to Employee Task List**  
A sortable and filterable “Job Title” column has been added to the data grid found in Task Management > Employee Task List.
- **#2374 – Prevent Duplicate On-boarding Initiations**  
Users were sometimes initiating employee on-boarding for the same new employee multiple times and it was causing issues in SchoolFront. This has been resolved by preventing duplicate On-boarding initiations.

## Personnel Folders & Files

### New Features & Enhancements

- **#1966 – User-Friendly Error Messages Added to Print-to-SchoolFront Driver Installer**  
When installation of Print-to-SchoolFront driver fails, we have made resulting error messages informative and user-friendly so that the people performing installation can more easily troubleshoot problems.
- **#2394 – Ability to Mark an Employee in SchoolFront as Involved in Legal Matter**  
Added ability to “flag” an employee record in SchoolFront to indicate that they are (or have been) involved in a legal issue, so that it is easier to ensure proper NYS records retention laws are adhered to under such circumstances.

### Resolved Issues

- **#1891 – Print-to-SchoolFront Installation Issues Resolved**  
In addition to resolving installation issues, user-friendly error messages were added to the installer to make troubleshooting easier those installing Print-to-SchoolFront (see Enhancement #1966, above).
- **#1331 – Prevent Deletion of Personnel Folder if On-boarding Task Rule to Copy Personnel Files Associated with the Folder**  
The Delete button will be greyed out in Feature Administration > Personnel Folders (under Human Resources) when that folder has a Copy Personnel Files rule associated with it in one or more On-boarding Tasks. Users must have the “administrator” role in SchoolFront to see Feature Administration link in the left-navigation menu.

## Process Forms & Notifications

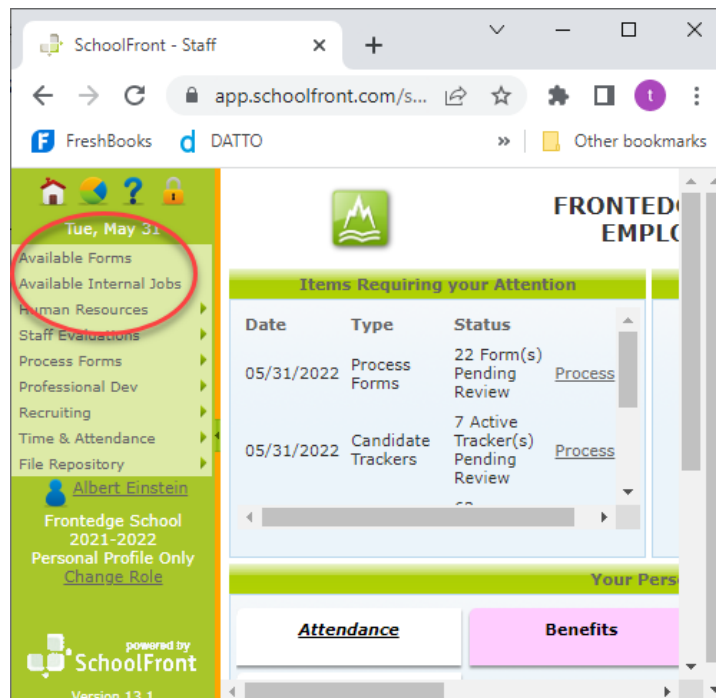
### New Features & Enhancements

- **#1746 – Grant Access Rights on Form-by-Form Basis**  
Access/permissions can be granted to employees on form-by-form basis so that some employees can be allowed to submit forms on behalf of other employees.

- **#1027 – Enable PDF Preview to be Used Multiple Times**  
When using PDF preview and then going back to make changes, users could not generate another PDF preview. (i.e., it was grayed out). Preview can now be run as many times as needed.
- **#1998 – Support for Special Characters in Custom Field Name**  
When a user added a special character in a custom data field it removed the notification marker from available markers in the Template Builder. Now some special characters are allowed. An explanatory error message will resolve if an unsupported character is used.
- **#1904 – Supervisors will Only Receive One Email instead of Multiple**  
Emails generated by progress through a process form workflow will only be sent 1 time to each configured supervisor, even if one supervisor is entered under multiple supervisory rolls for the employee associated with the form or part of the form process.
- **#1967 – Remaining Fields Need to Be Renumbered When a Custom Field is Deleted**  
When a custom field is deleted from a process form, the remaining custom fields should be renumbered sans the deleted field.
- **#0859 – Notification Templates can be Hidden to Prevent Further Usage and User Interface Clutter**  
Ability to archive/hide templates that have been sent but are no longer needed.
- **#2182 – Template Builder Markers Added for Dir. of Transportation and Dir. of Food Service Signatures**  
Additional signature options added under District Signatures for Director of Transportation and Director of Food Service. The signatures are available in notification markers.
- **#1993 – Custom Field Importer**  
You can import values into custom fields in forms that already exist in the system rather than opening each up and entering the information manually. So far, this is primarily being used to import the outcome of Covid19 test results for employees provided by testing facilities, but there are many other ways the feature can be used.
- **#1985 – Additional Fields Added to Notification Builder Mail-Merge Markers**
  - All Supervisor Titles
  - All Employee Custom fields
- **#1989 – New Notification Marker Added to Template Builder: Last Comment Entered During Processing**  
Before the implementation of this functionality, there was no easy way to communicate the reason for a form being rejected during the approval process, this feature allows the placement of the last-entered comment in the approval process to be added to a notification using a marker in the Template Builder.
- **#2011 – Ability to Subtract Non-Expensable Amount from Mileage Claim Forms**  
Ability to subtract amount to represent mileage not expensable (e.g., from home to main office) on Mileage Claim forms. Configuration entails a text box that can be added 1-time per form, which will subtract that number from the overall total miles.
- **#2315 – Add Option to PDF Form Designs in Form Management**  
This functionality allows users to download a PDF of a form they have created in SchoolFront. A link called “Template” with a PDF icon has been added to the Details tab on Process Forms in the Form Management

section of SchoolFront. Generating a PDF from this link does not result in a mail-merged PDF with dynamic content completed, rather it shows exactly what was created in the Template Builder. This functionality has been added to make it easier to view/review Process Form designs.

- **#1996 – Additional Column (Data Field) Added to Process Forms Grids**
  - Hire Date
- **#0850 – Retain History of Template Changes in Notifications**  
 When the save button is pushed on the Notification Template Builder, an entry is added to a (new) tab called “Template History” in the Notification Template Details. The grid on tab displays the name of the authenticated SchoolFront user that saved it and the date/time it was saved.
- **#0851 – Ability to Rollback Changes in Notifications**  
 The Template History Grid row now allows rollback. When you initiate a rollback, you are asked to confirm that you want to rollback. If you confirm, it will change the current template to one associated with that row as well as put a new entry in the history grid (similar to clicking the “save” button on the notification builder).
- **#2186 – Moved Available Forms to Top of Left Menu for Personal Profile Role**  
 Internal job postings used to 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.



- **#2494 – Ability to Create Form Submissions from an Import**  
 Added the ability to import the contents of a new HR Employee form using a properly configured Excel spreadsheet. This makes much easier to generate a copy of an already-submitted form with revisions.



- **#1746 – Ability to Use Employee Groups for Eligible Groups and Submit on Behalf of Groups**  
Ability to grant rights on form-by-form basis so certain employees can submit forms for other employees.  
Example: Certain department heads need to submit appointment forms for employees.
- **#1947 – Added 2 New Approval Types**
  - **“Previous Approver Selects Next Approver” (via an Employee Group)**  
With this approval type, the approver(s) get to select the next approver from the members of the defined employee group. When the approver goes into SchoolFront to approve the form, they use a drop-down of available “next approvers” to choose from. This approval type is valuable if you do not have a simplified, rules-based approval workflow and want to leave it up to the approvers to determine the approval flow.
  - **Any Approver from an Employee Group**  
With this approval type anyone from the defined Employee Group associated with the form can approve submitted forms.
- **#2815 – Position List Added as a Notification Marker Under Employee as HR Position List**  
Ability to insert position information from Time & Attendance into Notification Markers so that staff position information can be included in the form.

## Resolved Issues

- **1248 – Submission without Signature Permitted When Signature is Cleared on Process Forms**  
When completing Process Forms, if signature was entered and then cleared, SchoolFront was allowing the form to be submitted without a signature.
- **#1033 – Ensure that Preview Template on Screen Match What Prints**  
Before this fix the previewed template didn’t always look the same as it looked when printed. Now the rendered preview should match the print output.
- **#2472 – Default Subject Not Changing When Toggling to Other Notification Templates**  
When sending a notification, if you selected a notification template that had a default email subject defined and then changed your selection to a different template, the default subject from the first-selected template remained as the subject.
- **#2355 – Notification Custom Fields Should Prevent Two Fields with the Same Name**  
This was causing an error when approving a form due to a duplicate entry being added in the Clustered view for custom field values.
- **#2704 – Internet Explorer (Browser) Issue with Signature & Saving**  
People using certain versions of Internet Explorer were not able to sign or save completed forms in SchoolFront. The issue was resolved in this release and a Knowledge Base article has been created with a list of web browsers and versions supported by SchoolFront. The SchoolFront Support Team cannot guarantee that forms will be signable or save-able if they are completed in unsupported web browsers/versions.  
KB Article: <https://support.schoolfront.com/kb/article/905-browser-related-problems/>

## New / Recently Updated Knowledge Base (KB) Articles

- [Supported Browser Types & Versions](#) (impacts the ability of employees to sign digital forms)

## User Interface / Data Grids

### New Features & Enhancements

- **#0007 – Grid Filtering: Dates Support “Weekday” Selection**  
Ability to filter the date columns based on whether or not the day of the week is a weekday. Filter is available under the “By Day of Week” category.
- **#0008 – Grid Filtering: Dates Support “Weekend” Selection**  
Ability to filter the date columns based on whether or not the day of the week is a weekend. Filter is available under the “By Day of Week” category.
- **#0009 – Grid Filtering: Dates Support “This Week”**  
Ability to filter the date columns to dates that are within “this week.”
- **#1623 – Allow Apostrophes in Uploaded File Names**  
When a file is chosen and title contains an apostrophe in the file name, it can now be uploaded to SchoolFront.

## New / Recently Updated Knowledge Base (KB) Articles

- [Using Grids, Filtering and Column Features within SchoolFront](#)
- [Configure Default Grid Display](#)

## Security, Roles, & Permissions

### New Features & Enhancements

- **#2012 – Employee Groups**  
This new feature allows you to create custom groups of employees. Grouped employees can then be added en-masse to other parts of the system. For example, an employee group could be added to a tracker in the Recruiting module to act as candidate reviewers. Before this feature was implemented, employees had to be added one at a time.
- **#2026 – Ability to Manage Employee Groups from an Employee’s Record**  
A tab was added to the employee record with a grid that displays all the groups the selected employee is a member of. The employee’s groups can be managed on the tab.
- **#2188 – Email Triggered When User Password is Changed in SchoolFront**  
When a password is changed in SchoolFront, the system will automatically send an email to the email address associated with the account just before the change to alert the user that the change was made and allow them to secure their account immediately if they were not the person who initiated the change(s).

## Resolved Issues

- **#1605 – Error Thrown on the Roles Tabs of Employees**  
Removed "New User School Role" from any role other than Administrator because it was throwing an error.
- **#1577 – Staff Grid Missing Recently-added SchoolFront Roles in Grid Columns**  
Added the following new(ish) roles:
  - Payroll
  - Psych / Social Worker
  - IEP Supervisor
  - IEP Data Entry
  - IEP Read Only
  - Superintendent
  - Lawyer

## New / Recently Updated Knowledge Base (KB) Articles

- [Reassign Employees](#)
- [Setting Up a Lawyer/Auditor in SchoolFront](#)
- [Assigning A Role to Current Staff/New Hire](#)
- [Grant Access to Selected Employees on the Active Employee Grid](#)

## System Integration / Data Export and Import

### New Features & Enhancements

- **#2212 – Improved Employee Record Matching Between SchoolFront & Integrated Systems (e.g., WinCap)**  
Information systems (that are not SchoolFront) vary in the manner in which they differentiate employee records and information. This new feature improves SchoolFront's ability to match the records of employees in SchoolFront with the employee records housed in an integrated system, so that duplicate records are not generated. Before this enhancement was implemented, SchoolFront administrative users had to manually match and merge many duplicate records following the integration of SchoolFront and another system.

## Resolved Issues

- **#2213 – nVision Stored Procedure Fix**  
The nVision integration script (originally from the Mid-Hudson RIC) has been updated and is once again functional. It has been successfully deployed and tested for multiple SchoolFront customers.
- **#00NA – nVision Feed/Integration**  
nVision has launched the ability to create custom exports. Properly configured nVision exports can be consumed by SchoolFront. See your SchoolFront Solutions Architect for help with this functionality.

- **#2025 – Employee / Staff Position Grids Display Conflicting “Active/Inactive” State**  
In WinCap-integrated districts employees showed as inactive in the details tab but active in the data grid.
- **#1543 – “Select Action” drop-down menu not Resetting after Use**  
“Select Action” drop down menu was not resetting back to "Select Action" after a selected action was completed, so the page had to be refreshed for another action (e.g., a download) to be initiated.
- **#2351 – Import Error**  
Clicking grid row caused a post-back and threw an error.

## New / Recently Updated Knowledge Base (KB) Articles

- [Removing Information from SchoolFront](#)

## BOCES Customer Relationship Management (CRM)

Customer Relationship Management (CRM) is a new module of SchoolFront. The first implemented functionality set released is “Quote Management.” It allows users (with appropriate permissions) to store detailed information about:

- The products and services they offer,
- Current and prospective customers,
- Product/Service Vendors, and
- Purchase approval workflows.

Users can then use the stored information to digitally send, track, and manage the approval process of quotes for products and services as well as report on quote-related information such as quotes sent, quotes in progress, quotes deferred, quotes canceled/rejected, etc.

## New Features & Enhancements

- **#2250 – Ability to Create Quotes that Will be Paid Via Installment Purchase (IP)**  
Ability to send quotes for approval that leverage installation purchasing (IP) so that customers can review and approve the terms and payment schedule for a purchase they plan to finance.
- **#2251 – Ability to Store and Lookup Co-Ser Information in SchoolFront**  
Complete Co-Ser information can now be maintained and looked up in SchoolFront.
- **#2253 – Ability to Add Co-Ser Information to a Quote Line Item via a Searchable List**  
Co-ser information stored in SchoolFront can now be added to a quote line item. Before the information was maintained outside of the system and had to be added to line items manually.
- **#1877 – Ability to Have Quote Line Items with a Total Amount that is a Percentage of the Sum of a Selected Set of Other Line-Item Totals**  
This functionality allows you to add service charges or other fees, the amount of which are a calculated percentage of another set of line items in quote.

---

## System Support Information

---

### 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.

## 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](#)