

# SchoolFront Software Release Notes

May 2023

## Release Summary / Table of Contents

<b>SchoolFront User Interface &amp; Common Features</b> .....	<b>2</b>
New Features & Enhancements .....	2
Resolved Issues .....	2
<b>Document Management</b> .....	<b>3</b>
Resolved Issues .....	3
<b>Employee Timekeeping &amp; Attendance</b> .....	<b>3</b>
New Features & Enhancements .....	3
Resolved Issues .....	3
<b>Recruiting &amp; Applicant Tracking</b> .....	<b>5</b>
Resolved Issues .....	5
<b>Employee Information Management</b> .....	<b>5</b>
New Features & Enhancements .....	5
<b>Employee Onboarding</b> .....	<b>9</b>
Resolved Issues .....	9
<b>Process Forms</b> .....	<b>9</b>
New Features & Enhancements .....	9
Resolved Issues .....	9
<b>Substitute Finding &amp; Management</b> .....	<b>10</b>
New Features & Enhancements .....	10
Resolved Issues .....	10
<b>System Support Information</b> .....	<b>11</b>
SchoolFront & RecruitFront Administrators & Candidate Reviewers .....	11
RecruitFront Job Applicants.....	11
Report an Issue .....	11
Request a New Feature / Enhancement.....	11
Request a Demo or More Info About Release Content.....	11
Training Videos .....	11

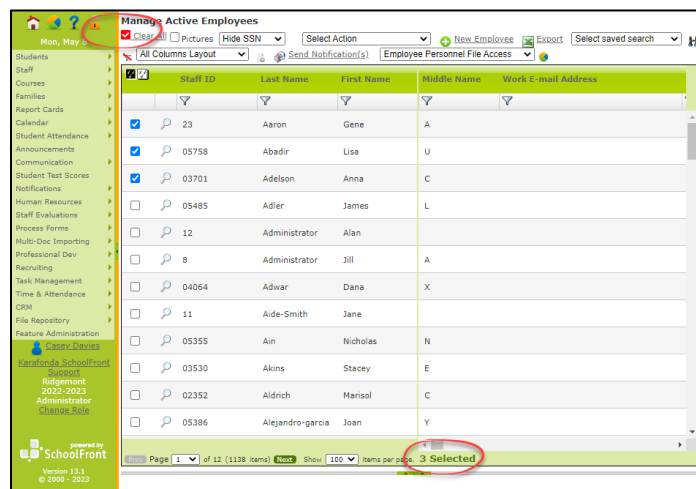
# Release Details

## SchoolFront User Interface & Common Features

### New Features & Enhancements

- **#3774 – Relocate the Red Check Mark Deselect**

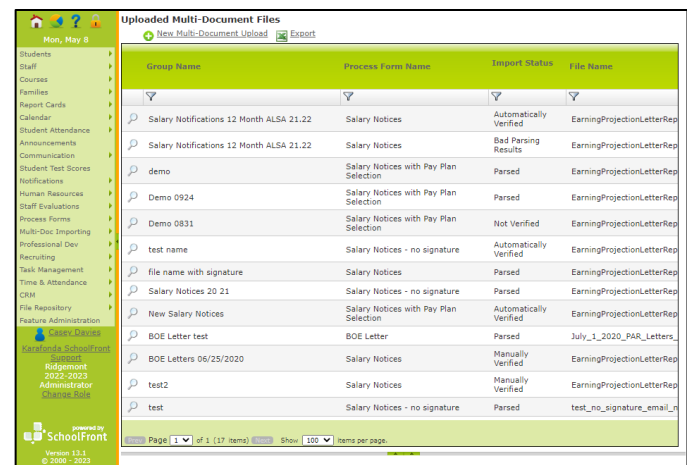
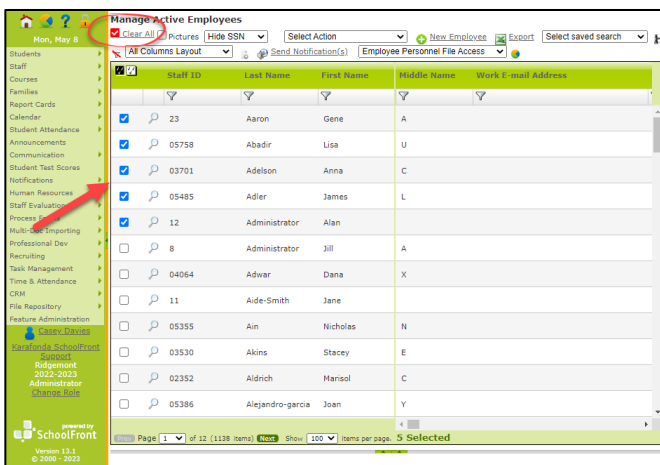
Many users did not see the red check for deselecting items in data grids. Some users did not know the purpose of the red check icon. To improve user experience, we moved the location of the red X and made the number selected more visible.



### Resolved Issues

- **#5072 – Red Checkmark Should be Consistently Applied on Grids**

The red checkbox is now being consistently displayed or hidden in the SchoolFront user interface. The red checkbox appears on any grid that contains checkboxes. The red checkbox does not appear on grids that do not have checkboxes.



## Document Management

### Resolved Issues

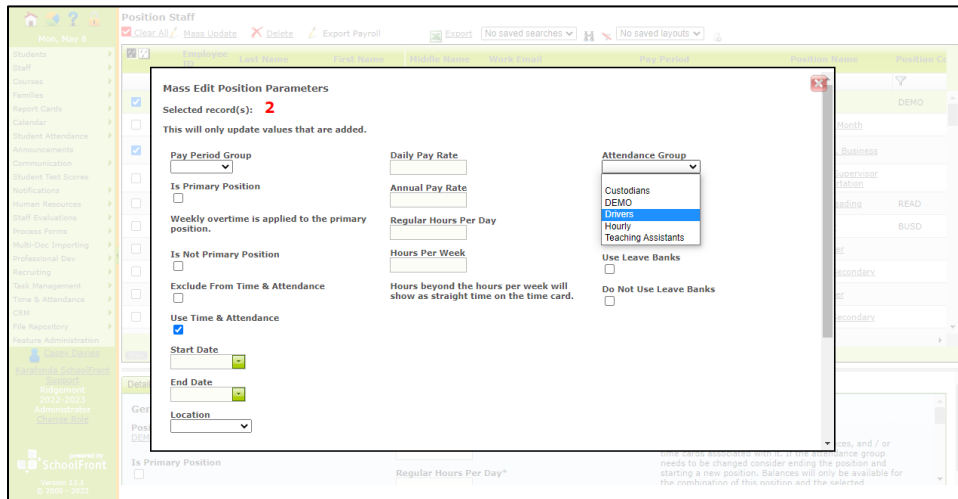
- **#4007 – Need Ability to Include .HEIC files When PDF Packaging**  
 PDF packaging was not recognizing .HEIC files and such files could not be included when PDF packaging.

## Employee Timekeeping & Attendance

### New Features & Enhancements

- **#3789 – Need Ability to Change Attendance Groups Without Changing Positions and Accrual Balances**  
 Ability to move a position staff currently assigned to an Attendance Group to a new Attendance Group and have accrual balances correctly carry over so that Admins can move users between Attendance Groups without losing data.

**Knowledge Base Article:** <https://support.schoolfront.com/hc/en-us/articles/13319033018779-Change-Staff-Position>



### Resolved Issues

- **#5116 – Error When Completing Partial Day Absence Request for Individual Missing Work Schedule**  
 Now instead of a cryptic error message, users receive a message indicating a work schedule must be added to complete the absence request.
- **#5140 – Unable to Change Attendance Group for an Employee**  
 Cryptic error message resulted when attendance group was changed for an employee.
- **#5144 – Change Absence Request Deducting Accrual**  
 After making a change request, the employee balance reflected an additional deduction of accrual.

- **#5090 – Change Request Total Includes Lunch Hour in Work Schedule**  
When a user had an attendance group set to days and increments of 5-minutes, 15-minutes, and 1-hour; they were able to select an additional time in a change request. The additional time was a lunchtime which then required removal.
- **#5091 – Error Importing Position Staff**  
Cryptic error returned when a user attempted to import position staff when the import file had an invalid primary position value. Now if a user attempts to import a position staff file with an invalid value, it will be rejected by SchoolFront with a helpful message explaining the problem with the file.
- **#2710 – Position Staff Import Failure**  
Position Staff not importing when work calendar has special characters / invalid values.
- **#3186 – Absence Code Carryover Dropdown Issue in Attendance Groups**  
When setting up absence code carryover rules, selection in the dropdown was not required for carryover code. When not selected, it caused data issues. Selection is now required.
- **#3258 – Copy Attendance Group does not copy over Carryover code**  
When configuring attendance groups, the Copy Attendance Group feature was not porting the carryover attendance code from the Attendance Group.
- **#3825 – Timecards - Absence Request Hours on Working Day Calendar Events Are Not Deducted**  
If there was a Working Day event on a Work Calendar and an employee took an absence on that day, the hours were not deducted from that day.
- **#4334 – Timecards – Values Wrongly Excluded When Absences and Ancillary Pay Were Overridden**  
Both 8-hours of Snow Day (absence code) and 2-hours of Call-in Pay should be included in the totals at the bottom of timecards.
- **#4394 – User Able to End a Non-Primary Position and Change to Starting New Primary Position while Already having a Primary Position**  
Users could edit a non-primary staff position, initiate the end or change position, and start a new position as primary even though a primary position existed.
- **#4418 – Absence requests Allow Durations of 0-Hours/-Days**  
When submitting an absence request, users were allowed to enter a 0-hour (or 0-day) request. SchoolFront accepted such absence requests and logged deductions of 0 in the employee balance screen. 0 hours/days absence requests are no longer permitted.
- **#4425 – New Accrual Insert Button Appears Too Soon**  
The insert button appeared in the user interface before the required values were displayed. Users could click insert during a system post-back and trigger a cryptic error message.
- **#4583 – Change Absence Request Not Showing**  
When an employee is marked absent, they have the option to request a change to that absence. Change requests are handled via a specially designed form. If an employee was configured absent for a full day, they were not given the option to replace the full day, rather they could only select hours.

## Recruiting & Applicant Tracking

### Resolved Issues

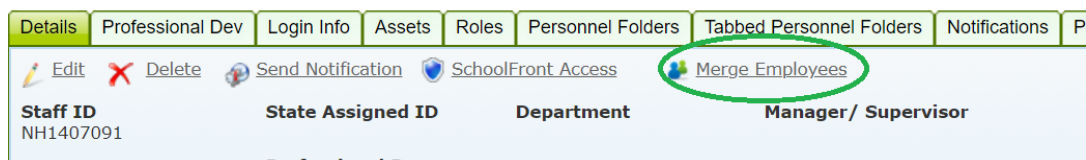
- **#5281 – Unable to Delete Applicant Notes**  
 Administrator level users could not delete tracker candidate notes, despite using elevated role in SchoolFront.
- **#4378 – Manage Double Quotes on RecruitFront Applications When Creating PDF**  
 When trying to create a PDF of an applicant's application with double quotes in their name, an error message was returned and the application PDF was not created.
- **#5097 – Unable to Register as Teacher/Admin in RecruitFront**  
 After registering a new user on RecruitFront and then applying for a job that required a Teacher application, data fields for Teacher / Admin were blocked in the Experience section of the application.
- **#5147 – Missing Tracker Coordinator Option**  
 When adding a new reviewer or editing a reviewer's profile, users should be able to see and utilize the Tracker coordinator role. Tracker Coordinator was not an option when adding a new tracker reviewer or editing a current reviewer's permissions.
- **#5093 – Server Error in RecruitFront Application**  
 Cryptic server error thrown when opening an application in RecruitFront.

## Employee Information Management

### New Features & Enhancements

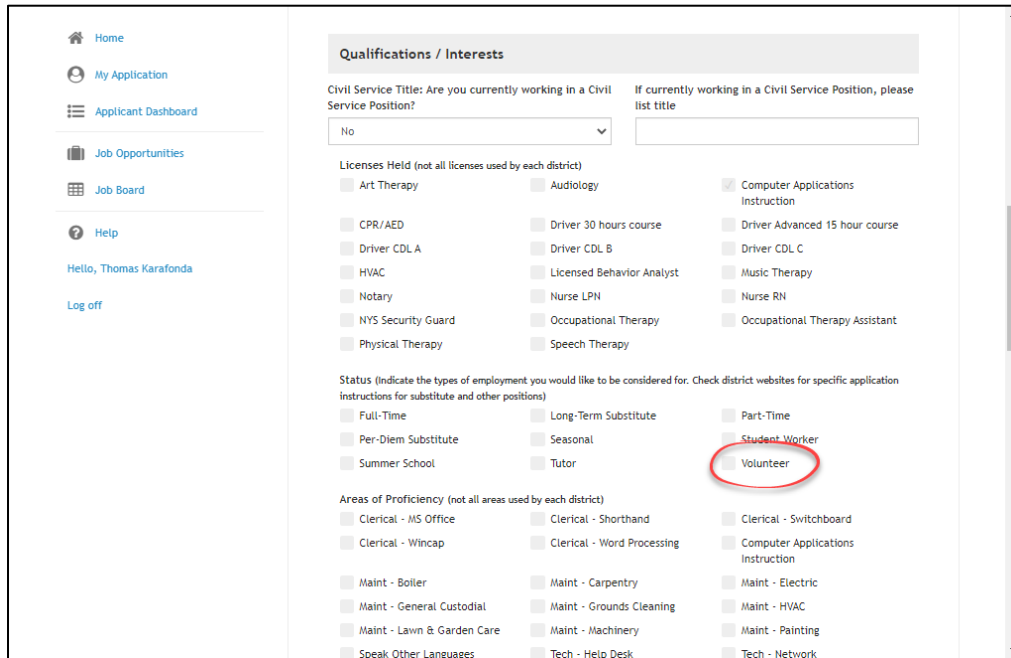
- **#1992 – Improvements on Merge Employee Records Functionality**  
 Ability to merge employee records when there are two entries in the HR grid that represent the same employee. In order for the "Merge Employees" link to appear at the top of the details tab, you must have two employees with the same SSN. You can edit SSNs on the details tab by clicking Edit.

**Knowledge Base Article:** <https://support.schoolfront.com/hc/en-us/articles/13253884400539-Merging-Duplicate-Employee-Entries>



- **#4249 – Add “Volunteer” Option to Qualifications/Interests Section of SRP Application**

Ability for applicants who have job experience in a voluntary (i.e., unpaid, elective) role to indicate that they are a volunteer in the Qualifications / Interests area of the application when completing the job application in RecruitFront.



**Qualifications / Interests**

Civil Service Title: Are you currently working in a Civil Service Position?  If currently working in a Civil Service Position, please list title

Licenses Held (not all licenses used by each district)

<input type="checkbox"/> Art Therapy	<input type="checkbox"/> Audiology	<input checked="" type="checkbox"/> Computer Applications Instruction
<input type="checkbox"/> CPR/AED	<input type="checkbox"/> Driver 30 hours course	<input type="checkbox"/> Driver Advanced 15 hour course
<input type="checkbox"/> Driver CDL A	<input type="checkbox"/> Driver CDL B	<input type="checkbox"/> Driver CDL C
<input type="checkbox"/> HVAC	<input type="checkbox"/> Licensed Behavior Analyst	<input type="checkbox"/> Music Therapy
<input type="checkbox"/> Notary	<input type="checkbox"/> Nurse LPN	<input type="checkbox"/> Nurse RN
<input type="checkbox"/> NYS Security Guard	<input type="checkbox"/> Occupational Therapy	<input type="checkbox"/> Occupational Therapy Assistant
<input type="checkbox"/> Physical Therapy	<input type="checkbox"/> Speech Therapy	

Status (Indicate the types of employment you would like to be considered for. Check district websites for specific application instructions for substitute and other positions)

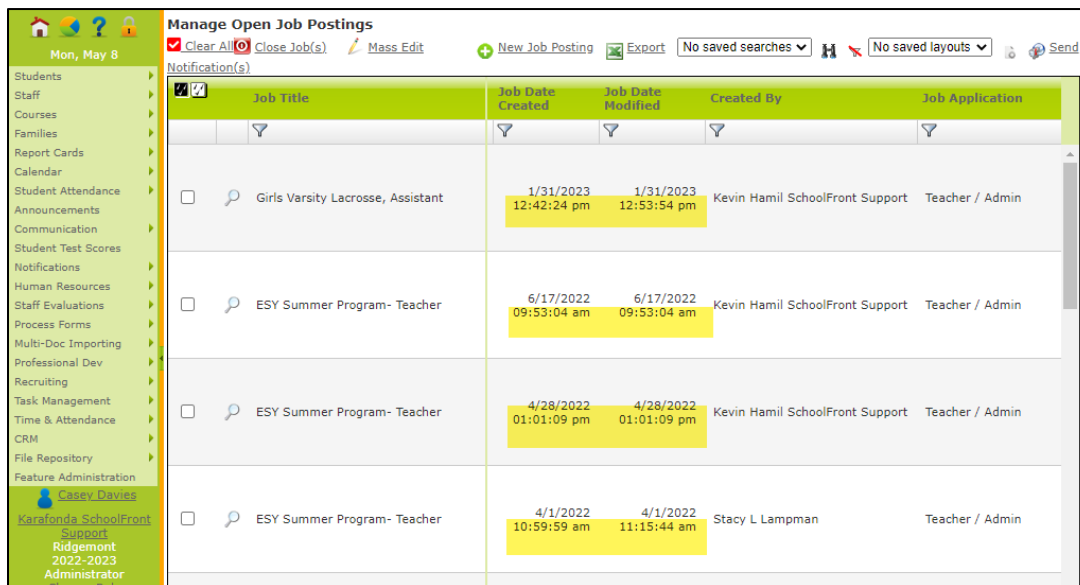
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Long-Term Substitute	<input type="checkbox"/> Part-Time
<input type="checkbox"/> Per-Diem Substitute	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Student Worker
<input type="checkbox"/> Summer School	<input type="checkbox"/> Tutor	<input checked="" type="checkbox"/> Volunteer

Areas of Proficiency (not all areas used by each district)

<input type="checkbox"/> Clerical - MS Office	<input type="checkbox"/> Clerical - Shorthand	<input type="checkbox"/> Clerical - Switchboard
<input type="checkbox"/> Clerical - Wincap	<input type="checkbox"/> Clerical - Word Processing	<input type="checkbox"/> Computer Applications Instruction
<input type="checkbox"/> Maint - Boiler	<input type="checkbox"/> Maint - Carpentry	<input type="checkbox"/> Maint - Electric
<input type="checkbox"/> Maint - General Custodial	<input type="checkbox"/> Maint - Grounds Cleaning	<input type="checkbox"/> Maint - HVAC
<input type="checkbox"/> Maint - Lawn & Garden Care	<input type="checkbox"/> Maint - Machinery	<input type="checkbox"/> Maint - Painting
<input type="checkbox"/> Speak Other Languages	<input type="checkbox"/> Tech - Help Desk	<input type="checkbox"/> Tech - Network

- **#2830 – Display Time of Day in the Job Date Created and Job Date Modified Columns**

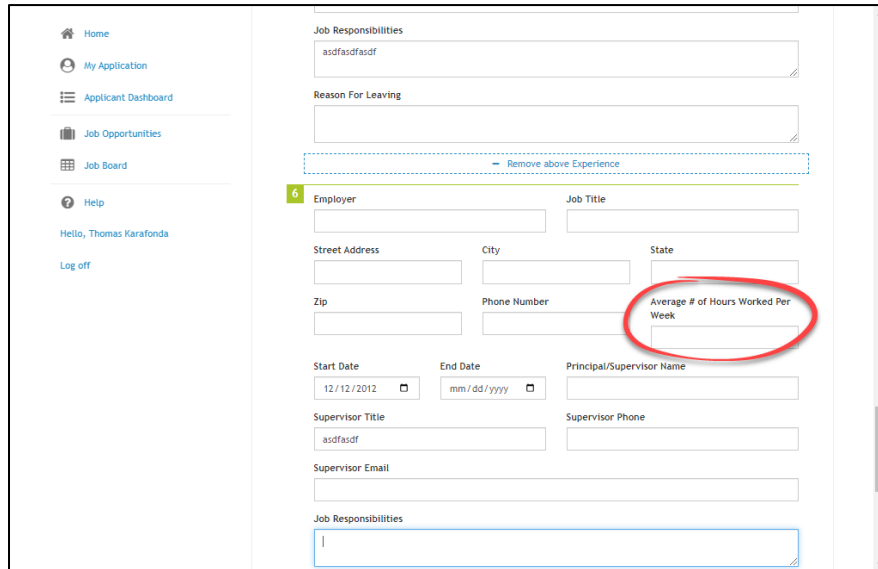
Time now displayed in addition to dates in job postings grids.



Job Title	Job Date Created	Job Date Modified	Created By	Job Application
<input type="checkbox"/> Girls Varsity Lacrosse, Assistant	1/31/2023 12:42:24 pm	1/31/2023 12:53:54 pm	Kevin Hamil SchoolFront Support	Teacher / Admin
<input type="checkbox"/> ESY Summer Program- Teacher	6/17/2022 09:53:04 am	6/17/2022 09:53:04 am	Kevin Hamil SchoolFront Support	Teacher / Admin
<input type="checkbox"/> ESY Summer Program- Teacher	4/28/2022 01:01:09 pm	4/28/2022 01:01:09 pm	Kevin Hamil SchoolFront Support	Teacher / Admin
<input type="checkbox"/> ESY Summer Program- Teacher	4/1/2022 10:59:59 am	4/1/2022 11:15:44 am	Stacy L Lampman	Teacher / Admin

- **#4205 – RecruitFront Application Do Not Allow 0 Entry in Average Hours Field**

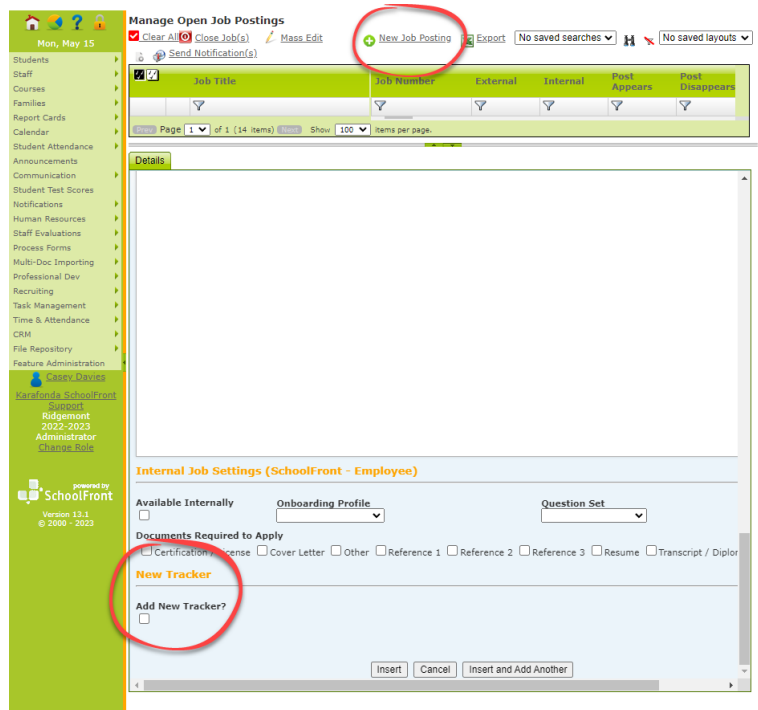
Average hours worked field on the RecruitFront Application is now a required field and does not allow 0 as an entry.



The screenshot shows a web application form for a job application. The form includes fields for Job Responsibilities, Reason For Leaving, Employer, Job Title, Street Address, City, State, Zip, Phone Number, Start Date, End Date, Principal/Supervisor Name, Supervisor Title, Supervisor Phone, and Supervisor Email. The field for 'Average # of Hours Worked Per Week' is circled in red, indicating it is a required field that does not allow a zero entry.

- **#3767 – Creating Tracker Once Job Posting is Created**

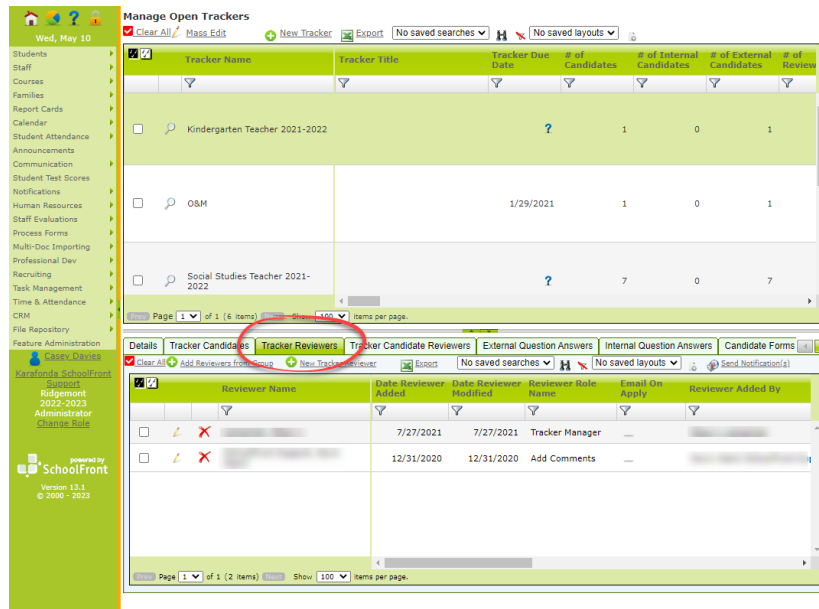
Ability to optionally, automatically create a tracker when a new Job Posting is created. Option appears as a checkbox at the bottom of the New Job Posting form.



The screenshot shows the 'Manage Open Job Postings' interface. At the top, there is a '+ New Job Posting' button circled in red. Below the table of job postings, there is a 'Details' section for an internal job. At the bottom of this section, there is a 'New Tracker' section with an 'Add New Tracker?' checkbox circled in red. The interface also includes a sidebar with navigation options and a top navigation bar with search and layout options.

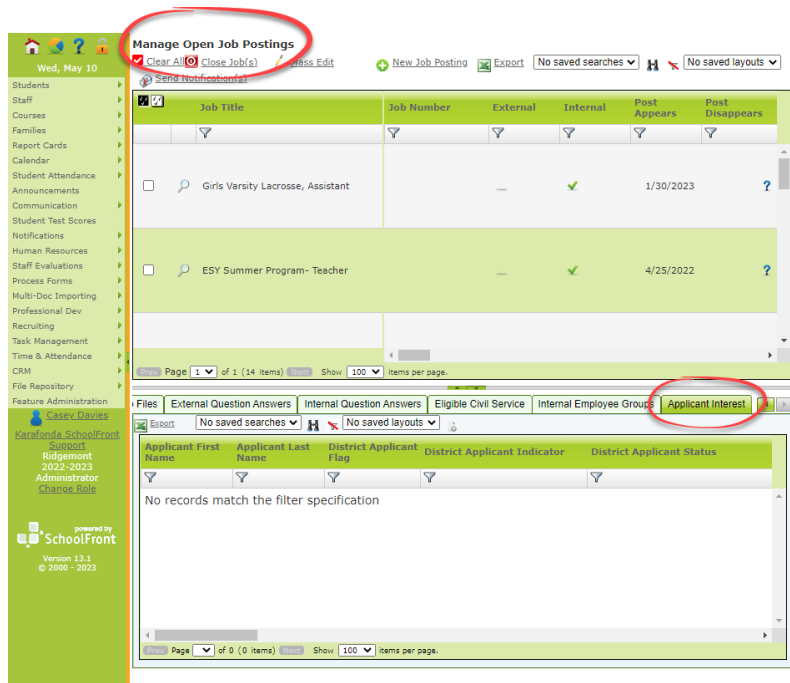
- #1359 – New Tracker Reviewer Role Added**

Added new Tracker Reviewer role that allows users with the role to add comments and access all candidate selection dropdowns. Users with the role cannot update district dropdowns, add/delete candidates, or add/delete reviewers.



- #1416 – Tab for Applicants Who are Interested in Job Posting but Have Not Fully Applied**

Added a new tab to Job Posting details in SchoolFront that displays a list of applicants who said they were interested in a position but did not fully apply.





## Employee Onboarding

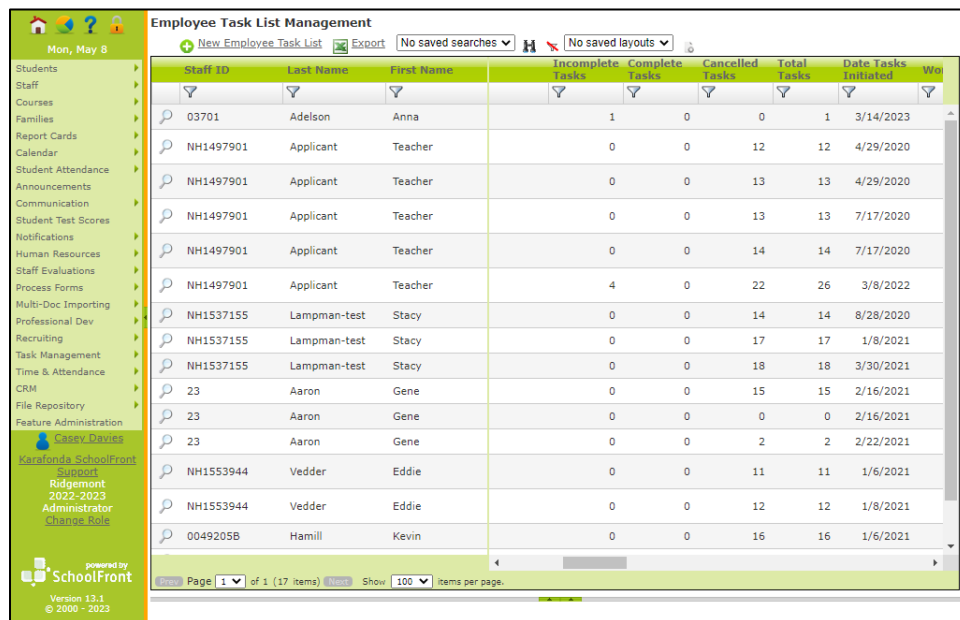
### Resolved Issues

- #4240 – "Completed" Option Not Allowed on Queue to Financial Feed Profile Task**  
 HR Admin made the Queue to Financial System Profile Task manual and assigned themselves to the task. The task appeared on their dashboard to complete, but when the Admin tried to mark it Complete, the task did not get marked Complete and was not removed from the dashboard.

## Process Forms

### New Features & Enhancements

- #3778 – Filter Columns in Employee Task Lists Grid and Save Views**  
 Ability to filter and sort the data columns in employee task lists grid and to save views for reuse.



Staff ID	Last Name	First Name	Incomplete Tasks	Complete Tasks	Cancelled Tasks	Total Tasks	Date Tasks Initiated	Wo
03701	Adelson	Anna	1	0	0	1	3/14/2023	
NH1497901	Applicant	Teacher	0	0	12	12	4/29/2020	
NH1497901	Applicant	Teacher	0	0	13	13	4/29/2020	
NH1497901	Applicant	Teacher	0	0	13	13	7/17/2020	
NH1497901	Applicant	Teacher	0	0	14	14	7/17/2020	
NH1497901	Applicant	Teacher	4	0	22	26	3/8/2022	
NH1537155	Lampman-test	Stacy	0	0	14	14	8/28/2020	
NH1537155	Lampman-test	Stacy	0	0	17	17	1/8/2021	
NH1537155	Lampman-test	Stacy	0	0	18	18	3/30/2021	
23	Aaron	Gene	0	0	15	15	2/16/2021	
23	Aaron	Gene	0	0	0	0	2/16/2021	
23	Aaron	Gene	0	0	2	2	2/22/2021	
NH1553944	Vedder	Eddie	0	0	11	11	1/6/2021	
NH1553944	Vedder	Eddie	0	0	12	12	1/8/2021	
0049205B	Hamill	Kevin	0	0	16	16	1/6/2021	

### Resolved Issues

- #4338 – Error When Cancelling Review of a Change Absence Request**  
 Cancelling review of a change absence request resulted in a cryptic error.
- #3418 – Employee Receiving Absence Request Error Messages**  
 Employee submitting absence request form for multiple days through Available Forms menu received an error message when they did not select the "Continue" button.
- #3501 – Absence Codes Not Copying When Form Copied**  
 When copying a form from Form Management, absence codes did not copy to the new form.

- **#5160 – Eligible Groups when Copied do not Bring Job Title**  
When a form is copied, and that form has an associated eligible group, all fields of the eligible group should be brought over as well. When a form is copied, and that form has an associated eligible group, the job title field is left blank on the new form.
- **#5074 – Error When Cancel Button Pressed**  
A user should be able to cancel reviewing a change absence request. When the cancel button is pressed, an error message is given.
- **#5079 – Error Trying to Access Task Management, Employee Task Lists**  
Attempting to access Task Management Employee Task Lists (/Shared/TaskProfile/default.aspx) getting a cryptic error message.

## Substitute Finding & Management

### New Features & Enhancements

- **#2042 – Sub Request “Cleanup” Required When Absence is Cancelled**  
Eliminated the need for manual “cleanup” of sub requests when absence request is cancelled. When an absence request is canceled, the corresponding sub requests are canceled as well. If a sub has already accepted a position, they will be notified that the job is no longer available via email. They are then made “available” in the system to take an alternative sub job during the now-cancelled position’s timeframe.

### Resolved Issues

- **#4686 – Canceling After Adding Multiple Non-working Times Does Not Refresh Lower Panel**  
When a sub entered non-working times and used the Save & Add Another button, then later decided to cancel using the Cancel button, the bottom panel did not refresh and it appeared that none of the entries were saved.
- **#4719 – Cancelled Absence Requests Still Available for Substitutes to Accept**  
When a teacher submitted an absence request with substitute required, substitutes were notified of the job availability. If the Teacher decided to cancel the request via the Attendance page, or if an administrator cancelled the form, the substitute was still able to interact with the job as if it were not cancelled.
- **#4747 – Making a Date “Unavailable” via Phone Did Not Update Sub's Non-Worktime Dashboard**  
Dates set to “unavailable” via phone call were not displayed as unavailable on the Sub's non-worktime dashboard.
- **#4986 – Phone Read-Back of an Assigned Job Says Zip Code as an Integer**  
When a sub accepted a job and listened to the assignment, the details were read back. However, when reading a zip code, it said it as an integer instead of as individual numbers. For example, “14607” was read “fourteen thousand six hundred and seven,” instead of “one four six zero seven.”
- **#5153 – Unable to Edit Title of a Non-working Calendar Entry**  
Users were unable to edit the titles of existing non-working calendar entries.

## 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](#)