

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

# **SchoolFront Software Release Notes**

May 2023

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## **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.

Mon, May a			Pictures Hide S			New Emp ee Personnel File Ac	
ents P		Johan	Staff ID	Last Name	First Name	Middle Name	Work E-mail Address
lies 🕨			7	7	8	7	7
idar 🔸		٩	23	Aaron	Gene	A	
uncements		۶	05758	Abadir	Lisa	U	
ent Test Scores		۶	03701	Adelson	Anna	с	
an Resources		۶	05485	Adler	James	L	
ss Forms		۶	12	Administrator	Alan		
ssional Dev		۶	8	Administrator	Jill	A	
Management & Attendance		P	04064	Adwar	Dana	х	
epository		P	11	Aide-Smith	Jane		
re Administration		P	05355	Ain	Nicholas	N	
afonda SchoolFront Support		٩	03530	Akins	Stacey	Е	
Ridgemont 2022-2023 Administrator	0	P	02352	Aldrich	Marisol	с	
Change Role		۶	05386	Alejandro-garcia	Joan	Y	
SchoolFront	Prev Pi	age	1 🗸 of 12 (1138	items) Next Show 1	00 🗸 items per pape	3 Selected	

### **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.

	<b>∠</b> _c	ear All Pictures Hide S	ISN V Select		O New Employee Excert Select saved search     v ee Personnel File Access v		U	Ploaded Multi-Document Files			
Students > Staff > Courses > Families >		Staff ID	Last Name	First Name	Middle Name Work E-mail Address	Students Staff Courses Families		Group Name	Process Form Name		File Name
Report Cards  Calendar  Student Attendance		₽ 23	Aaron	Gene	A A	Report Cards Calendar Student Attendance		Salary Notifications 12 Month ALSA 21.22	Salary Notices	Automatically Verified	EarningProjectionLetterRep
Announcements Communication			Abadir	Lisa	U	Announcements Communication		Salary Notifications 12 Month ALSA 21.22	Salary Notices	Bad Parsing Results	EarningProjectionLetterRep
Student Test Scores Notifications Human Resources			Adelson	Anna	c	Student Test Scores Notifications Human Resources		P demo	Salary Notices with Pay Plan Selection Salary Notices with Pay Plan	Parsed	EarningProjectionLetterRep
Staff Evaluation			Adler	James	L	Staff Evaluations Process Forms	÷	Demo 0924     Demo 0831	Selection Salary Notices with Pay Plan	Parsed Not Verified	EarningProjectionLetterRep EarningProjectionLetterRep
Multi-Dec Importing  Professional Dev Recruiting			Administrator	Jill	A	Multi-Doc Importing Professional Dev		P test name	Selection Salary Notices - no signature	Automatically	EarningProjectionLetterRep
Task Management		P 04064	Adwar	Dana	x	Recruiting Task Management Time & Attendance		file name with signature	Salary Notices	Parsed	EarningProjectionLetterRep
CRM File Repository		P 11	Aide-Smith	Jane		CRM File Repository	: 1	<ul> <li>Salary Notices 20 21</li> <li>New Salary Notices</li> </ul>	Salary Notices - no signature Salary Notices with Pay Plan Selection	Parsed Automatically Verified	EarningProjectionLetterRep EarningProjectionLetterRep
Feature Administration Casey Davies Karafonda SchoolFront			Ain	Nicholas	N	Feature Administration		BOE Letter test	BOE Letter	Parsed	July_1_2020_PAR_Letters_
Ridgemont 2022-2023			Akins	Stacey	E	Karafonda SchoolFron Support Ridgemont 2022-2023	Ľ.	P BOE Letters 06/25/2020	Salary Notices	Manually Verified	EarningProjectionLetterRep
Administrator Change Role		₽ 02352 ₽ 05386	Aldrich Alejandro-garcia	Marisol	c v	Administrator Change Role		P test2	Salary Notices	Manually Verified	EarningProjectionLetterRep
SchoolFront		,			· · · · · · · · · · · · · · · · · · ·	SchoolFront		P test	Salary Notices - no signature	Parsed	test_no_signature_email_n
Version 13.1 © 2000 - 2023	Pre	Page 1 V of 12 (1138	items) Next Show	100 V   Items per page	, 5 Selected	Version 13.1 © 2000 - 2023		Rec. Page 1 V of 1 (17 items) Nox Show 100 V	items per page.		



## **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: <u>https://support.schoolfront.com/hc/en-us/articles/13319033018779-Change-Staff-Position</u>

A 3 2 4	Positi	on Staff				
Mon, May 8		r All / Mass Update 🛛 X Delete 🖌 Export Payroll	Export No saved searches 🗸	🛛 🤸 No saved layouts 🗸 💧		
Students	22					
					EXT.	
		Mass Edit Position Parameters				
		Selected record(s): 2			11 and 12	
		This will only update values that are added.			Month	
		Pay Period Group	Daily Pay Rate	Attendance Group	, Business	
	0	~		~	Supervisor	
Notifications		Is Primary Position	Annual Pay Rate	Custodians	rtation	
Human Resources		Weekly overtime is applied to the primary	Regular Hours Per Day	DEMO Drivers	eading	
Process Forms		position.	Regular Hours Per Duy	Hourly Teaching Assistants		
Multi-Dec Importing		Is Not Primary Position	Hours Per Week	Use Leave Banks	er	
Recruiting					econdary	
Task Management		Exclude From Time & Attendance	Hours beyond the hours per week will show as straight time on the time card.	Do Not Use Leave Banks	er	
CRM +		Use Time & Attendance			econdary	
					<u>ccontacty</u>	Ψ.
Feature Administration		Start Date				•
	Detail	End Date				
	Ger	Location				
	Posi	<b>v</b>				
	DEM			time cards associated with it. I	ces, and / or the attendance group	
	Is P	rimary Position	Regular Hours Per Day*			
						V V
	_					

### 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.



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#### • #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: <u>https://support.schoolfront.com/hc/en-us/articles/13253884400539-Merging-</u> Duplicate-Employee-Entries





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• #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.

Home			
2	Qualifications / Interests		
Application			
icant Dashboard	Civil Service Title: Are you current Service Position?	ly working in a Civil If currently list title	working in a Civil Service Position, please
	No	~	
pportunities	Licenses Held (not all licenses used	by each district)	
ard	Art Therapy	Audiology	Computer Applications Instruction
	CPR/AED	Driver 30 hours course	Driver Advanced 15 hour course
	Driver CDL A	Driver CDL B	Driver CDL C
as Karafonda	HVAC	Licensed Behavior Analyst	Music Therapy
	Notary	Nurse LPN	Nurse RN
	NYS Security Guard	Occupational Therapy	Occupational Therapy Assistant
	Physical Therapy	Speech Therapy	
	Status (Indicate the types of employm instructions for substitute and other p		Check district websites for specific application
	Full-Time	Long-Term Substitute	Part-Time
	Per-Diem Substitute	Seasonal	Student Worker
	Summer School	Tutor	Volunteer
	Areas of Proficiency (not all areas	used by each district)	
	Clerical - MS Office	Clerical - Shorthand	Clerical - Switchboard
	Clerical - Wincap	Clerical - Word Processing	Computer Applications Instruction
	Maint - Boiler	Maint - Carpentry	Maint - Electric
	Maint - General Custodial	Maint - Grounds Cleaning	Maint - HVAC
	Maint - Lawn & Garden Care	Maint - Machinery	Maint - Painting
	Speak Other Languages	Tech - Help Desk	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.

🏠 🥌 🏆 🔒 Mon, May 8			New Job Posting	Export No	saved searches 🗸 🕌 🤸 No sav	ed layouts 🗸 🚡 🆓 Send
Students  Staff		Job Title	Job Date	Job Date	Created By	Job Application
Courses 🕨			Created	Modified		
Families 🕨 🕨		$\bigtriangledown$	7	7	$\nabla$	7
Report Cards  Calendar Calendar Student Attendance Communication Student Text Scores	_ <i>p</i>	Girls Varsity Lacrosse, Assistant	1/31/2023 12:42:24 pm	1/31/2023 12:53:54 pm	Kevin Hamil SchoolFront Support	Teacher / Admin
Notifications Human Resources Staff Evaluations Process Forms Multi-Doc Importing	□ ₽	ESY Summer Program- Teacher	6/17/2022 09:53:04 am	6/17/2022 09:53:04 am	Kevin Hamil SchoolFront Support	Teacher / Admin
Professional Dev Professional Dev Professional Dev Professional Dev Professional Professiona Professional Professional Professiona Professional Prof	□ ₽	ESY Summer Program- Teacher	4/28/2022 01:01:09 pm	4/28/2022 01:01:09 pm	Kevin Hamil SchoolFront Support	Teacher / Admin
Feature Administration Casey Davies Karafonda SchoolFront Support Ridgemont 2022-2023 Administrator	_ <i>p</i>	ESY Summer Program- Teacher	4/1/2022 10:59:59 am	4/1/2022 11:15:44 am	Stacy L Lampman	Teacher / Admin



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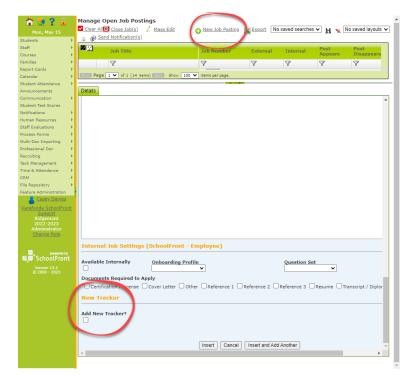
#4205 – RecruitFront Application Do Not Allow 0 Entry in Average Hours Field
 Average hours worked field on the RecruitFront Application is now a required field and does not all

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

Home	Job Responsibilities		<b>^</b>
O My Application	asdfasdf		
Applicant Dashboard	Reason For Leaving		
( Job Opportunities		1	
I Job Board	- Remov	ve above Experience	3
6 Help	Employer	Job Title	
Hello, Thomas Karafonda	Street Address City	State	
Log off		State	
	Zip Phone Num	ber Average # of Hours Worked Per Week	
			/
	Start Date End Date	Principal/Supervisor Name	
	12/12/2012 🗖 mm/dd/yyyy 🗖	1	
	Supervisor Title	Supervisor Phone	
	asdfasdf		
	Supervisor Email		
	Job Responsibilities		
	1		Ţ

#### • #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.

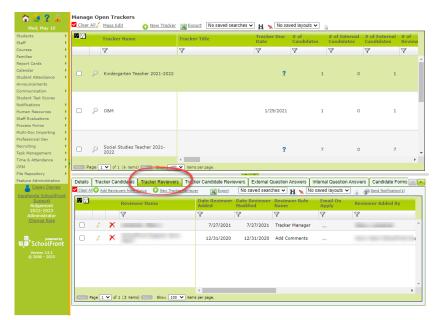




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#### • #1359 – New Tracker Reviewer Role Added

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.

ff Irses		Job Title	Job Nur	nber Externa	l Internal	Post Appears	Post Disappears
nilies oort Cards	*	7	7	$\bigtriangledown$	7	7	7
endar ident Attendance nouncements mmunication ident Test Scores		ho Girls Varsity Lacross	e, Assistant	_	~	1/30/2023	?
iffications man Resources iff Evaluations cess Forms Iti-Doc Importing fessional Dev		₽ ESY Summer Progra	ım- Teacher	-	¥	4/25/2022	?
ressional Dev ruiting k Management ne & Attendance			4				•
Repository	Prev Pa	ige 1 💙 of 1 (14 items) 🗈	iest Show 100 💙 items per p	page.		-	
ture Administration	Files	External Question Answers	Internal Question Answers	Eligible Civil Service	Internal Employee		ant Interest
Lasey Davies				-	Internal Employee	, croup Propriet	int interest
rafonda SchoolFron				ò			
Support Ridgemont	Applic	ant First Applicant L Name	ast District Applicant [ Flag	District Applicant Ind	licator Distr	ict Applicant Sta	itus
2022-2023 Administrator	7	7	7 7	7	7		
Change Role		cords match the filte	-				
Version 13.1 © 2000 - 2023		corus mater the mu	er specification				



## **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
	7	8	7						
, P	03701	Adelson	Anna		1	0	0	1	3/14/2023
: 2	NH1497901	Applicant	Teacher		0	0	12	12	4/29/2020
ndance P	NH1497901	Applicant	Teacher		0	0	13	13	4/29/2020
scores	NH1497901	Applicant	Teacher		0	0	13	13	7/17/2020
irces	NH1497901	Applicant	Teacher		0	0	14	14	7/17/2020
s P	NH1497901	Applicant	Teacher		4	0	22	26	3/8/2022
Dev P	NH1537155	Lampman-test	Stacy		0	0	14	14	8/28/2020
2	NH1537155	Lampman-test	Stacy		0	0	17	17	1/8/2021
dance	NH1537155	Lampman-test	Stacy		0	0	18	18	3/30/2021
<b>،</b> ۵	23	Aaron	Gene		0	0	15	15	2/16/2021
y P	23	Aaron	Gene		0	0	0	0	2/16/2021
<u>y Davies</u>	23	Aaron	Gene		0	0	2	2	2/22/2021
SchoolFront	NH1553944	Vedder	Eddie		0	0	11	11	1/6/2021
2023 strator e Role	NH1553944	Vedder	Eddie		0	0	12	12	1/8/2021
P	0049205B	Hamill	Kevin		0	0	16	16	1/6/2021
powered by colFront	Page 1 💙 of 1	. (17 items) Next Sh	iow 100 🗸 items pe	∢ r page.					

## 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.



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• #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: <u>https://support.schoolfront.com</u>

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: <u>https://support.recruitfront.com</u>

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: <u>https://www.schoolfront.com/contact</u>

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