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FROM THE EXECUTIVE DIRECTOR



As the holidays approach, I would like to take the time to extend our team's appreciation for allowing us to work with you. We are thankful to each of our member districts for being valued partners. NEOnet's team is committed to providing the information you need to keep you up-to-date on the latest news and technology trends to improve student education through the use of technology. Throughout this newsletter, you will find useful information that will help you in your role to provide students with the educational experience they deserve.

The security of your data and network is our number one priority. It is important that you understand that all Internet Service Providers (ISP) are not created equally. NEOnet ISP service includes advanced firewall protection, Denial of Service (DDoS) with customized rules and detailed reporting, 24-7 monitoring, proactive customer alerts, advanced malware capabilities, and lastly, we troubleshoot down to the port level. This means if you have an issue we won't just stop at our equipment. We will track the issue down as far as we can in the network and provide the customer guidance on what the resolution might be. Our ISP service is the cornerstone of our organization. You can learn more about the value of our ISP service on page two of the newsletter.

I am excited to report that we now have twenty-four school districts live on DataMap. DataMap is a data analytics solution that helps educators make sense of student assessment data in order to improve instruction and enhance student learning. Districts receive everything they need to leverage their data and support achievement, including tools for managing Student Learning Objectives (SLOs) and Interventions. You can read more about DataMap including a list of enhancements on page seven of the newsletter.

Teachers now have the ability to import created assignments and sync assignment marks from Google Classroom to GradeBook. The link is located under assignments and marks on the class dashboard. Google Classroom Sync is being used by 29 districts and during the first quarter a total of 6,018 assignments and 384 staff have used the tool. Page ten of the newsletter includes a more information and a link to a "How Teachers use Google Classroom Sync" video.

NEOnet and its member schools are excited to present the 11th annual NEOTech Conference on March 16 & 17 at the John S. Knight Center of Akron. The first day, March 16, is for district leadership teams and the second day, March 17, is dedicated to assisting educators with integrating technology into the classroom. In the Spirit of St. Patrick's day and the urgency for school districts to reduce paper the theme of the conference is "Go Green". NEOnet has pledged to eliminate all paper timesheets, employee applications, onboarding documents, evaluation forms and the central office voucher packets by the end of January, 2020. Once complete we will begin recruiting school districts to join our fight. You can learn more about the conference at www.neotechconference.org/ or follow us on Twitter @NEOTechConf.

I have highlighted just a few of the important topics that are covered throughout this newsletter edition. As always, please don't hesitate to contact me by phone at 330.926.3902 or by email at gdovin@neonet.org. I hope everyone has a wonderful holiday season with their family and friends.

Remember without you, there would be no NEOnet!
 Matthew Gdovin, Executive Director

FROM THE TECH DIRECTOR

Not all ISPs are created equal. This is the theme we want our customers to understand this E-Rate season, and it starts by breaking down what is included in the traditional ISP service. When you buy Internet service from a vendor, that is all you get unless you specifically ask for other services. There is no firewall protecting your traffic. There are no DDoS prevention services actively watching your circuit for unwanted traffic that will affect service. If the circuit and the ISPs equipment are up and functional, that is where their commitment ends regarding your service. The value of being a NEOnet ISP customer comes in all the additional value we bring that truly takes the ISP service hassles off the district. I have broken down the value-add services providing a wholistic view of how we support our customers and the service.

We monitor 24-7 and provide proactive alerts to our customers. The NEOnet technical team works together after hours and during the day to actively watch for circuit issues. Most times, if it is a singular incident, we are contacting the customer prior to them calling the helpdesk. We also address these circuit issues on weekends and after hours, preventing early morning disasters and making the school day start much smoother.

We troubleshoot down to the port level. If we have a customer with an issue, assuming we have access to the local network, we will troubleshoot all the way down to the port level. Meaning, if you have an issue we won't just stop at our equipment. We will track the issue down remotely as far as we can in the network and provide the customer guidance on what the resolution might be. If the issue is our circuit, NEOnet handles opening the ticket with our provider and if needed we will drive to the location with new equipment.

We provide advanced firewall services. Our new Next Gen firewall has given us the opportunity to provide an individual firewall for each customer and service. This not only allows us to better segment the network and protect NEOnet assets, it also allows us to provide better security for each customer. The firewall provides detailed

reporting at a district level and can be integrated with LDAP to provide user-based reporting. The advanced malware capabilities can help stop threats at the door, providing a new level of protection that we previously did not have. This new service goes live in December.

We provide DDoS protection. We have DDoS appliances in both of our data centers to help protect our traffic and maintain the level of ISP service our customers have grown accustomed to. The appliances give us that additional level of protection that a traditional ISP does not provide, with customizable rules and detailed reporting. We generally inform the customer they were attacked without any evidence at the district level of the attack taking place.

All of this is included in our ISP service. Can you get ISP services cheaper? Absolutely. Can you get better ISP services? I do not believe you can. The NEOnet team is dedicated to providing exceptional ISP services and support. Our service level matters to us and we believe we can provide it better than any other ISP. Our two datacenters and multiple ISPs give us the redundancy and survivability we need to provide internet services, and our staff takes care of the rest. We hope all of you continue to use NEOnet as your provider and we welcome any new customers who wish to embrace a hassle free approach to internet services. If you have any questions or need any additional information please don't hesitate to reach out via email zolla@neonet.org.

Technology in education opens up so many new ways to create unique learning experiences. However, we often overlook the fact that we need to teach our students how to effectively, safely, and responsibly use technology inside and outside of school. Media Literacy Week just passed, and it is worth noting that there are complete curriculums created by organizations to ensure students build strong Digital Citizenship skills. Two such organizations are Google and Common Sense Media. Google has created an engaging Digital Citizenship Curriculum called “Be Internet Awesome.” It comes with lesson plans, slide shows, and activities which are all free to use for any teacher. To get started go to: beinternetawesome.withgoogle.com.

Common Sense also has a large library of free lesson plans and activities, which can be found at commonsense.org/education/digital-citizenship.

Students would also greatly benefit from day to day activities that encourage them to develop digital skills. Google has created a program called Applied Digital Skills, which is a website that includes over 80 different projects where students create budgets, If-then adventure stories, planning events, computer programming, and more! To get started go to: applieddigitalskills.withgoogle.com.

You don't have to be a computer teacher to model or teach digital skills or digital citizenship! Any teacher can pull in a short lesson on digital citizenship into any grade level or content area with the great free resources out there!

Customers utilizing NEOnet's Active Directory infrastructure have the option to apply Fine Grained Password Policies to groups of users. By default, there are no password restrictions. These FGPPs will allow you to enforce password complexity, length, history and lockout times based upon security group membership. Basic settings can be configured free of charge as demonstrated below:

The screenshot shows the 'Password Settings' configuration window. It includes fields for Name and Precedence, both marked with a red asterisk. Under 'Enforce minimum password length', the minimum length is set to 7 characters. Under 'Enforce password history', the number of passwords remembered is set to 24. Under 'Password age options', 'Enforce minimum password age' is set to 1 day, and 'Enforce maximum password age' is set to 42 days. Under 'Enforce account lockout policy', the number of failed logon attempts allowed is 30, and the account will be locked out for a duration of 30 minutes. The 'Until an administrator manually unlocks the account' option is selected.

For a nominal fee, we can expand the policies and create complex settings such as:

- Policy relaxation at 16+ characters
- Keyboard pattern recognition
- Repeating character recognition
- Compromised password verification against the HIBP database
- The ability to display the exact policy requirements and why a password did not meet those requirements on a Windows device.

More information is available by emailing networkhelp@neonet.org.

5 Ways to Safeguard Student Information

Follow these five guidelines to ensure you're doing everything you can to safeguard student information.

(by Mike Chapple, published in EdTech magazine)

Schools handle a **wide variety of sensitive information** concerning students and their families. Laws, regulations and ethical obligations require administrators to take active measures to protect that information from unauthorized disclosure.

That warrants a combination of technical and process controls designed to **facilitate legitimate use of student records** while safeguarding them against intruders. Let's take a look at five ways that schools can better protect their student records.

1. Minimize Data Collection of Student Information

The single most important step schools can take to lower the risk of unintentional or malicious disclosure of sensitive student information is to **reduce the amount of information collected** in the first place. That's a tried-and-true practice known in the privacy field as minimization. When schools don't collect sensitive data elements, there is **no risk they will lose control of that information** if a data breach occurs.

Social security numbers are low-hanging fruit for minimization efforts. Many schools began a practice years ago of **collecting student and/or parent SSNs for identification purposes**. While almost every school has moved beyond the use of SSNs as a student identifier, many still ask for student and parent SSNs on registration forms. There is no good reason to do that. Guidance from the U.S. Department of Education clearly states that parents are **not required to disclose SSNs to schools**. The risks associated with storing such sensitive information are too great, and there is no clear benefit. Schools should review all of their data collection practices and remove any fields not required for a specific, legitimate business purpose.

2. Purge Unnecessary Student Records

In addition to minimizing the information collected, schools should also **take actions to purge sensitive information** when it's no longer used for its original purpose. Purging old records serves a similar purpose as minimizing data collection: lowering the impact of a potential breach.

Schools should set **standardized record retention policies** that specify the length of time different categories of records should be preserved. For example, a school might decide to retain course-level grades permanently to generate transcripts, but purge student disciplinary records seven years after graduation. Exceptions might be made for students who were expelled from school or other specific circumstances.

Some retention periods might be quite short. For example, public schools **often collect documentation from parents to prove their residency** in a particular school district.

Once those records are validated and approved by an administrator, is there any valid reason to maintain copies of the records themselves? It may suffice to maintain a record created by the administrator **documenting the evidence was received, reviewed and validated**.

3. Encrypt Data at Rest and in Transit

After completing minimization and purging efforts, chances are schools will still need to **retain some sensitive information about students and their parents**. Those records should be secured carefully, using a mix of technical and administrative controls.

The most important technical control schools may apply to information is the use of strong encryption technology to protect information that is either at rest; stored on a server or device; or in transit, being sent over a network. Schools should **identify devices that store sensitive information and apply encryption** at both the file and disk level.



"It may seem obvious, but reducing the number of people with access to sensitive information helps keep that information more secure."

Mike Chapple associate teaching professor of IT, analytics and operations, University of Notre Dame.

That is particularly important for notebooks and other mobile devices that might be lost or stolen when outside of school. Schools should also identify cases where they send or receive sensitive information over a network connection and ensure that the connection is encrypted.

For example, standard email does not use encryption and should never be used for sending sensitive information to parents or students. Secure messaging portals that use HTTPS-encrypted websites are a much better alternative.

4. Follow the Principle of Least Privilege

The security principle of least privilege states that each user should be assigned the **minimum level of access necessary to perform his or her job functions**. That principle is often unintentionally violated in schools as a matter of convenience. For example, a school IT administrator might grant all faculty and staff access to student records stored on a server. That may make administrative tasks easier, but it also **exposes those records to unnecessary risk**.

A least-privilege approach here would create access control groups that limit each user's access to only those records required for his or her job. For example, the school nurse and principal might be the only two individuals with access to health records.

A student's current course grades might be available only to teachers who have that student in class, the student's guidance counselor and senior administrators. It may seem obvious but **reducing the number of people with access to sensitive information** helps keep that information more secure.

5. Monitor User Activity on School Networks

Finally, schools should **monitor the activity of any users granted access to sensitive information**. That doesn't require elaborate monitoring systems; most likely, changes to settings in existing software will be sufficient. For example, Windows file servers include robust auditing capabilities that allow tracking and logging of all successful or unsuccessful attempts to access files.

Any records gathered through user monitoring can also help to **identify suspicious activity and also aid in tracking down the source of leaks of sensitive information**. For example, if a high-profile student's educational records are leaked to the media, administrators may look at the access logs to determine who recently viewed those records.

Schools must exercise more caution and discretion to protect students' and families' information from unauthorized uses. Following a few simple security practices will go a long way toward preserving the public trust in educational institutions.

FortiDDoS – Traffic Protection and Attack Mitigation

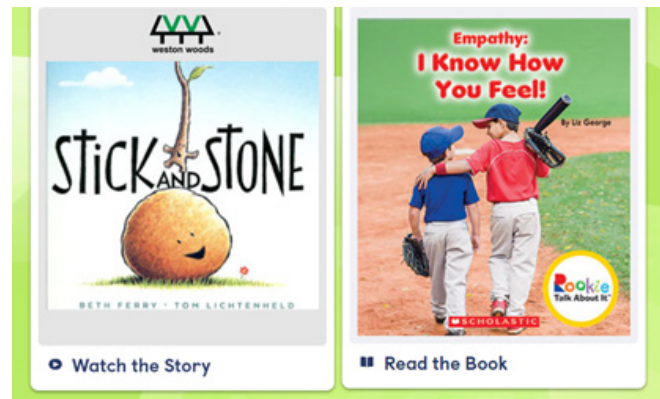
As part of our security initiative and firewall update we have installed new DDoS (Distributed Denial of Service) protection appliances. Due to the nature of our services it is not uncommon to receive attacks trying to take our internet services down, in particular during testing windows. These appliances are designed to monitor traffic for suspicious trends and block floods to prevent overloading services.

Our previous appliances served us well for many years, but the new ones from Fortinet have many beneficial new features that are more suited to us as an ISP for school districts. Traffic trends are split up by district/bandwidth size to more steadily track usage and protected in different ways depending on type and importance. This allows us to more accurately prevent attacks while reducing chances of throttling legitimate traffic.

As of our first big attack of the year the system has been actively protecting the districts and our hardware. Many large spikes with millions of packets per second that would have otherwise affected our service availability have been completely mitigated. You can rest assured we have systems in place and are prepared for this years testing windows.

Develop Social Emotional Learning in K-2 with INFOhio's Digital Content

In June 2019, the Ohio Board of Education adopted the [Social Emotional Learning Standards](#) which were developed by Ohio teachers, school counselors, and educational personnel. The Ohio Department of Education encourages the integration of these standards into regular classroom activities. They will not be assessed, and schools are able to choose the best approaches for teaching and monitoring for mastery. INFOhio partnered with Ohio Department of Education through the advisory and development process of the Social Emotional Learning Standards. We believe that our resources and digital content can support the growth of Ohio students not only academically, but also mentally and emotionally. This blog series will highlight the resources available from INFOhio which can be used to support the Ohio Social and Emotional Learning Standards for Ohio schools.



[INFOhio Resources Support Social Emotional Learning: K-2](#)

[INFOhio Resources Support Social Emotional Learning: Grades 3-5](#)

[INFOhio Resources Support Social Emotional Learning: Grades 6-8](#)



[INFOhio Resources Support Social Emotional Learning: Grades 9-12](#)



NEOnet and its member schools are excited to present the 11th annual NEOTech Conference on March 16 & 17, 2020 at the John S. Knight Center of Akron. The first day, March 16, is for district leadership teams and the second day, March 17, is dedicated to assisting educators with integrating technology into the classroom. Below is the history of NEOTech;

NEOTech is Northeast Ohio's premier Educational Technology Integration Professional Development Conference. Founded in 2010, NEOTech has been offering educational technology workshops, personalized sessions, robotics competitions, and much more to Northeast Ohio education professionals. The NEOTech conference has grown from a one day event, for educators interested in improving the classroom experience with the use of technology, to a two day event designed as a leadership conference to cater to district administrators needs revolving around security, policy and emerging technologies. We have also hosted a Robotics Competition every year since 2015.

The future of NEOTech is bright as we continue to grow as a conference and as a collective of people who support the motives and efforts of NEOTech to provide quality professional development to all professional educators. We are coming up on our 11th year providing this high quality technology integration and educational leadership conference and our hope is that you can continue to learn from your peers, your community, and yourself. We look forward to seeing you at the 11th annual NEOTech and beyond!

10 Years of NEOTech	Location	Sessions	Attendees	Graduate Credits	Robotics Students
	University of Akron Station Conference Center	40	248	20	-
2011 NEOTech	University of Akron Station Conference Center	40	289	22	-
2012 NEOTech	University of Akron Quaker Square Inn	40	377	30	-
2013 NEOTech	Kent State University Student Center	40	411	105	-
2014 NEOTech	Kent State University Student Center	45	414	130	-
2015 NEOTech	Kent State University Student Center	45	442	90	26 2 Schools
2016 NEOTech	Kent State University Student Center	45	516	128	32 3 Schools
2017 NEOTech	Kent State University Student Center	45	539	130	46 3 Schools
2018 NEOTech	Kent State University Student Center	45	563	132	74 4 Schools
	Huntington Convention Center of Cleveland 10 Year Anniversary!	120	885	180	122 7 Schools
4 Different Locations	500+ Sessions Taught	4500+ Attendees	900+ Grad Credits	300+ Students	

We are so excited to now have 24 school districts part of our DataMap family at NEOnet! We also have 2 additional school districts currently on the DataMap free 60 Day Trial. This has more than doubled our DataMap school districts from last school year!

Of those 26 school districts, 6 districts are taking advantage of the new NEOnet Data Services. NEOnet Data Services is an additional service where NEOnet will load your data into DataMap weekly for a small cost of \$0.50 per student. This services includes loading all of your State Assessment Data (OST, AASCD, etc), Third Party Assessment Data (ACT/SAT, MAP, STAR, DIBELS etc) as well as your custom District Assessments, which can be time-consuming.

A few enhancements we have seen with DataMap in the 19/20 school year:

- MAP scores loaded in DataMap can be included on the GradeBook Standards-Based report card.
- Total Excused and Unexcused Attendance Hours now display on the Student Roadmap along with the Total Days Absence to keep in line with HB410.
- STAR Renaissance
 - A new file layout was introduced by STAR last school year. Not all districts have upgraded to the new layout however, if your district has the new file layout, this is now supported in DataMap and easily loaded.
- RIMPS
 - If a student was previously retained in the prior school year, this is now indicated on the General tab of the RIMP for the student.
- WebHelp
 - Has been greatly improved and is now topic specific. Meaning, when you click the ? for help, the help will direct you to information regarding the page you are currently on in DataMap
- Data Point Assessment Search and Multiple Measures
 - Both of these pages have been correct, so now the columns all sort regardless of the type of assessments that has been loaded for your district.

If you are interested on more information regarding DataMap or the free 60 Day Trial, please contact NEOnet at **StudentServices@NEOnet.org**. We look forward to hearing from you!

Easy Attendance Letters

As we progress through the school year, students start meeting attendance hour thresholds. Per House Bill 410 regulations when a student hits an Excessive threshold of 38 hours missed in one month, or 65 hours in the school year, a letter must be sent home to the guardians.

DASL makes this easy for you by auto populating all your attendance information needs into a letter to send home. Once your district or building uploads a template(s), letters can be generated quickly at SIS-Student-Attendance-Student Absence Intervention page. Districts have also used this feature for absence warning letters for students approaching House Bill 410 thresholds, attendance truancy letters, discipline letters and more.

To find out more about how attendance templates that can be used in DASL please contact us at studenthelp@neonet.org or refer to the documentation listed under the ? Icon in DASL.

One of the changes for this year is that an EMIS Advisory Council has been established to make recommendations to improve EMIS. The council will provide a forum for communication and collaboration between the Department of Education and EMIS coordinators. Four groups were established to each of the four domains of EMIS.

- **EMIS Manual and Data Requirements**
- **District Software and EMIS Data Collector**
- **Department Data Processing & ODDEX**
- **Reports and Impact**

NEOnet is a member of the EMIS advisory committee and is a participant in EMIS Professional Qualifications and Development Workgroup. The next EMIS workgroup meeting is scheduled for December 4th.

Home > Topics > EMIS > EMIS Advisory Council



EMIS Advisory Council

- » [About EMIS Advisory Council](#)
- » [Council Meeting Documents](#)
- » [Council Members](#)
- » [Council Workgroups](#)
- » [Council Meeting Dates](#)

In response to suggestions from the EMIS Advisory Council ODE has revised the process for how they will manage the EMIS change process, including the release schedule and the change-related communications. Changes will now be assigned to a particular release. The releases are scheduled every two weeks, on Thursdays. The EMIS changes page will be updated on at least a weekly and will list changes by release date. At this time, this page will be updated on at least a weekly basis. The date last updated will appear at the top of the page. As changes are completed and released, the information about them will move to the “Completed and Released” section at the bottom of the page.

Home > Data > EMIS > Documentation > EMIS Changes



EMIS Documentation

- » [EMIS Changes](#)
- » [Ohio EMIS Software Vendor Conference Calls](#)
- » [EMIS Manual](#)
- » [Secure Data Center – Status of Reports](#)
- » [EMIS Release Notes](#)
- » [EMIS Documentation Quick Link](#)
- » [EMIS Validation and Report Explanations](#)
- » [EMIS Technical Documentation Quick Link](#)
- » [EMIS ITC Conference Calls](#)

For each change, you will see a Change Number, a Short Title and Description, and a Reason for Change. The short title and description column may include a short description of the change, new or revised elements or options, or direction on where to find more information. The reason for the change will most often be policy change, new federal law, new state law, or other.

ODE will also begin publishing changes that have been submitted but are not yet scheduled for a release. Those changes will appear on a separate, linked page that is currently under development. When that page goes live, you will receive information via Newsflash. As ODE continues to refine this new process there may be additional changes made.

New! Visit the new [EMIS Changes webpage](#) for information on upcoming changes. Also, visit the [EMIS Training Videos page](#) to view two newly posted videos, [EMIS Manual: The Basics](#) and [Data Collector: An Introduction](#).

ODDEX CCP – Most of the HEI’s have loaded CCP into ODDEX. You will want to watch the “Earliest Age Out” date to make sure you flag or approve the students before they are auto approved. Also, remember you can export payment reports to verify that you will be charged for the correct students. Using the Export buttons, you have the ability to export Course or Payment data for each student course included in the current selections. The data is exported in a TAB delimited format that can be saved and imported into a spreadsheet and filtered.

CCP Files – New versions released to reflect updated data from colleges, flags, etc. up through 24th or 25th of October (file date will reflect which date it is through).

FY20L Initial Staff/Course collection – ODE started releasing CTE funding reports, which are important for districts to review for issues. FY20L has been open for a month now and ODE has released a version 2. Version 1 had a bug that ODE corrected in Version 2. It is important that staff and course data has been submitted with Version 2 since ODE will begin running the TLC - Teacher Licensure Course report.

There will be another change when Version 3 released. This version will include a STAT-001 Level 2 Status Report to show how many rows of data you have, like what is in the “S” collection. Districts may see this Level 2 reports error until it is released:

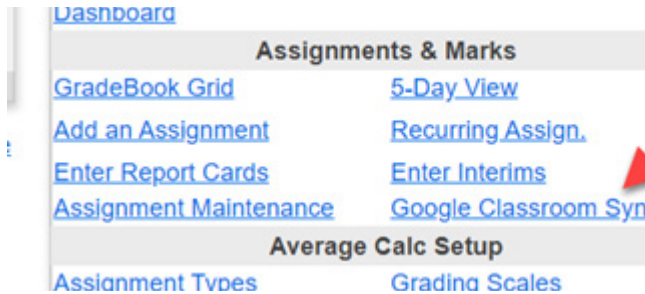
Errors found while assembling the list of Level 2 Reports

Collection Request	Error(s)
Staff and Course Collection - Initial (FY20) (2020L1STR)	Found Level 2 Report counts for Report not found in the Collection Request: 2020L1STR, Record Type: STAT-001, LEA IRN:

FY20C Final Calendar collection – There are currently some issues with Calendar Type and IRN not passing through, so a new version to be released to fix that bug [Level 1 DN_C_CLDRTYPE Fatal error DN.0016(A) - Record reported is not within hierarchy of district reporting].

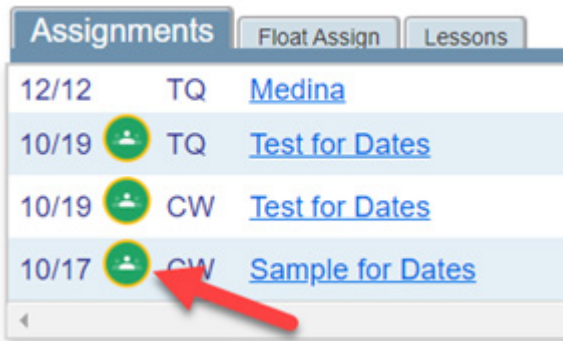
Data Collector – A hotfix for Version 40 applied to the data collector so when ODE creates archives the report names include the level 2 report name visibly on the archive page (like they did for Community School payment reports). Version 39 doesn’t include what the actual Level 2 report is (e.g., FTE Detail or FTE Summary), it only shows multiple reports labeled “October Payment” and they need to be opened in order to see the report codes to know which-is-which. Version 40 adds additional columns to the display to show what the report actually is. Currently not paying any Traditional districts on current year data yet but will be relatively soon.

Google Classroom Sync with GradeBook is now available. Teachers have the ability to import created assignments and sync assignment marks from your Google Classroom to GradeBook. The link is located under assignments and marks on the class dashboard.



Currently, there are 29 districts using the Google Sync feature. During first quarter, August 1st – October 25th a total of 6018 Assignments and 384 Staff have used Google Classroom Sync.

On the class dashboard, The Google Sync Icon is available indicating that Google Sync was completed.



Please note, Google Classroom Sync is not compatible at this time with Custom Setup 2 – Standards Based grading.

"How Teachers use Google Classroom Sync", The YouTube video provides additional instructions: <http://bit.ly/GoogleClassroomSync>

Sps Refresh Update: Migration

The first phase of the Special Services Refresh migration is Complete. Three pilot districts; Coventry, Cuyahoga Heights, and Maplewood Career Center started the 2019-2020 school year in the new software. Global Village and NEOnet demo database migrated in October and Twinsburg migrated November 1st.

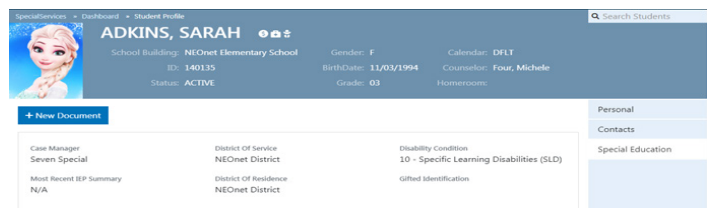
NEOnet has been contacting districts and setting up migration dates. The districts slated to migrate in the next three months, are Buckeye, Wadsworth, Norton, Mogadore, Tallmadge, Edge/Akros, Medina, and Summit Academies.

The goal is to move as many districts voluntarily over before the end of the school year. The remaining schools will all migrate over for the 2020-2021 school year.

Special Services Refresh Release 19.3

The 19.3 Release brought changes to the software and include the following:

- The ability to turn on and off District Configuration Settings
- The Manifestation Determination has been added to the 504 Plan as an Additional Form
- The Student Profile Special Education section now has the following features added:
 - Create New Document
 - Disability Code
 - Gifted Identification
 - Most Recent IEP Summary



Special Services Meeting:

Date: Friday, January 10, 2020

Time: 9:00 – 11:00

Where: NEOnet Room B

Employer FAQs on new W-4

Starting January 2020 all employers are required to give new employees the updated W-4 form. Here are some FAQ's that the IRS put out for employers.

1. Does this mean our software will need two systems—one for forms submitted before 2020 and another for forms submitted after 2019?

Not necessarily. The same set of withholding tables will be used for both sets of forms. You can apply these tables separately to systems for new and old forms. Or, rather than having two separate systems, you may prefer to use a single system based on the redesigned form. To do this, you could enter zero or leave blank information for old forms for the data fields that capture the information on the redesigned form but was not provided to you under the old design. Additional guidance will be provided on the payroll calculations needed based on the data fields on the new and old forms.

2. How do I treat employees hired after 2019 who do not submit a Form W-4?

New employees who fail to submit a Form W-4 after 2019 will be treated as a single filer with no other adjustments. This means that a single filer's standard deduction with no other entries will be taken into account in determining withholding. The IRS and the Treasury Department anticipate issuing guidance consistent with this approach.

3. Are employees hired after 2019 required to use the redesigned form?

Yes. Beginning in 2020, all new employees must use the redesigned form. Similarly, any employees hired prior to 2020 who wish to adjust their withholding must use the redesigned form.

4. What about employees hired prior to 2020 who want to adjust withholding from their pay dated January 1, 2020, or later?

Employees must use the redesigned form.

5. May I ask all of my employees hired before 2020 to submit new Forms W-4 using the redesigned version of the form?

Yes. You may ask, but as part of the request you should explain that:

- they are not required to submit new Form W-4 and
- if they do not submit a new Form W-4, with holding will continue based on a valid form previously submitted.

For those employees who furnished forms before 2020 and who do not furnish a new one after 2019, you must continue to withhold based on the forms previously submitted. You are not permitted to treat employees as failing to furnish Forms W-4 if they don't furnish a new Form W-4. Note that special rules apply to Forms W-4 claiming exemption from withholding.

6. Will there still be an adjustment for nonresident aliens?

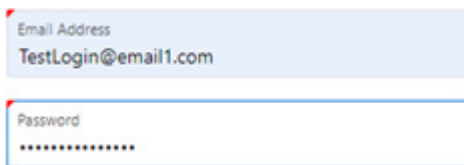
Yes. The IRS will provide instructions in the 2020 Publication 15-T, Federal Income Tax Withholding Methods on the additional amounts that should be added to wages to determine withholding for nonresident aliens. Additionally, nonresident alien employees should continue to follow the special instructions in Notice 1392 when completing their Forms W-4.

Kiosk Frequently Asked Questions

What are the steps to change an employee's email address?

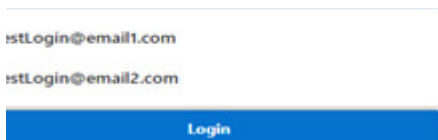
Start by making sure the employee can log into Kiosk with their current email address and password. If they don't remember their password, reset it and have the employee login with the temporary password. Logging in with a temporary password will force the employee to set a new password. Once that is complete follow the steps below.

- Update USPS with the new email address.
- Have employee log into Kiosk with old email address and current password.



The screenshot shows a login form with two input fields. The first field is labeled 'Email Address' and contains the text 'TestLogin@email1.com'. The second field is labeled 'Password' and contains a series of asterisks '*****'.

- Employee will be prompted with new email address in drop down box.



The screenshot shows a dropdown menu for the email address field. The dropdown is open, showing two options: 'stLogin@email1.com' and 'stLogin@email2.com'. Below the dropdown is a blue button labeled 'Login'.

- Employee needs to click on the Login button.
- Once the employee has successfully logged into Kiosk, from this point forward, they will log into Kiosk with their new email address.

What does it mean when you see Default Approver in the work-flow icon column?

It means that the request did not match the criteria of any leave approval work-flow defined for the District. The request will default to the supervisor listed on the employee's job record in USPSweb for approval.

Why are leave balances on the Staff Leave Analysis report different from USPS?

The balances on the Staff Leave Analysis report are updated when the employee logs into Kiosk and Kiosk receives the new balances from USPS.

Do I need to add a new employee in Kiosk and Aesop?

When you add your employee into USPS, make sure the employee has an active job, email address, phone number, building IRN and supervisor. Once all of that information is in USPS, register the employee in Kiosk. A nightly job will run which will send the employee information to Aesop. Once the employee is in Aesop you will want to login to Aesop and change the employee type and verify the start and end times are correct.

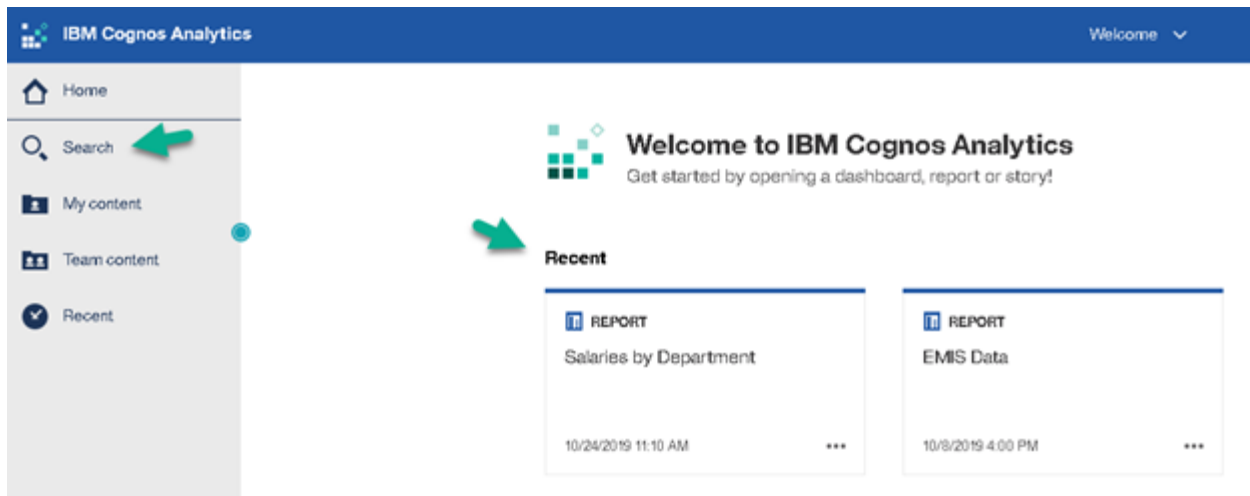
I cancelled my leave in Kiosk why did the cancellation not get sent to Aesop?

Leave cancellation is not sent to Aesop until the leave cancellation has been approved in Kiosk either by the supervisor or leave administrator. Once the cancellation has been approved that cancellation will be sent to Aesop to cancel the request on the Aesop side.

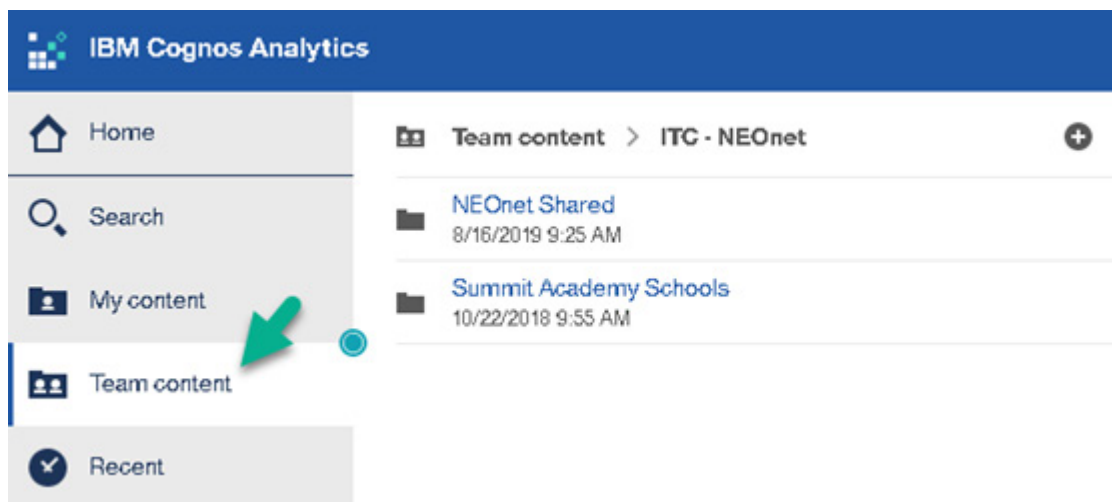
eFP: Cognos 11 Update

Cognos is the advanced report writer within in eFinancePLUS, which was upgraded to Cognos 11 in late September. Although most of do not like change, as it can be unsettling, Cognos 11 retained the same tools and capabilities. Then why upgrade? The upgrade provides a more user-friendly interface.

One of the new features is the ability to **Search** all written reports for a specific field within the reports. You also have Recent viewed reports on your main dashboard.



Existing reports can be found within the **Team Content > ITC-NEOnet** which contains the district folder with reports specific to the district as well as a NEOnet Shared folder containing reports shared across the consortium.



We are planning to offer additional trainings for Beginner and Intermediate users in the near future. In the meantime, if there is a specific report you are looking for please submit a helpdesk ticket to fiscalhelp@neonet.org with details on the required fields and other parameters.

eFinancePLUS - Utilizing User Defined Windows

A user-defined page is a page for tracking information not otherwise stored within eFP modules. A common example of a User Defined Windows would be for Ohio School District Income (OSDI) tax. Any employee that resides in a taxing school district is subject to school district income tax. The tax is in addition to and separate from any federal, state, and city taxes. To add a new user defined page, please follow the steps below:

Step 1:

- Add user defined codes (Path: Human Resources>Reference Tables> Personnel>User Defined Codes), Click + to add new user defined table.

Table Code	Code	Title
SD	0000	SCHOOL DISTRICT TAX TABLE
SD	0101	ADAMS CNTY/OH VALLEY LSD
SD	0102	MANCHESTER LSD
SD	0201	ALLEN EAST LSD
SD	0202	BATH LSD
SD	0203	BLUFFTON EVSD
SD	0204	DELPHOS CSD

616 match(es) found.

User Defined Data

Table Code * SD SCHOOL DISTRICT TAX TABLE Continuous

Code * 0000

Title * SCHOOL DISTRICT TAX TABLE

Step 2:

- Add user defined window (Path: System Admin>Admin>Profiles>Human Resources Profile), depending on the User Defined Window you want to create, you may need to set up a Non-verified, Table-verified, and/or comment field.

Page Number: 1000, Description: OSDI Information

Page #: 10000, Description: EMIS Demographic Fields

Page #: 10001, Description: EMIS Employment Fields

Page #: 1000, Title: OSDI Information

Required: eFinancePLUS Defined:

Non-verified: Table-verified:

Label	Table	Type	Help	Validated
OSDI Number	SD		H - Yes	

Step 3:

- Add user defined information for an employee (Path: Human Resources>Entry & Processing>Employee>Employee Information)

OSDI Information

OSDI Number: 7701 AKRON CSD

Enter the Employee's OSDI Tax Code


Other common uses of a User Defined Window would be tracking building key number assignments and asset numbers of laptops. If you are an eFP district and would like assistance in creating User Defined Windows or more information, please email fiscalhelp@neonet.org.

eFinancePLUS – What does the Fund Accounting Interface accomplish?

After completing balancing, check processing and submitting the direct deposit tape, the payroll staff has an additional step to complete the pay. After running post-payroll reports, the often misunderstood 'Fund Accounting Interface' step is required.

Follow-Up Activities

<input type="checkbox"/>	Run All Activities
<input checked="" type="checkbox"/>	Check Register
<input checked="" type="checkbox"/>	Payroll Journal
<input checked="" type="checkbox"/>	Deduction Register
<input checked="" type="checkbox"/>	Fund Accounting Interface
<input checked="" type="checkbox"/>	Distribution Reports
<input type="checkbox"/>	Payroll Encumbrance





eFinancePLUS has the Human Resources module, where payroll is located, separated from the Fund Accounting module, where the budgets and deduction checks are located. For information to flow between the two modules after payroll, users must use the 'Fund Accounting Interface' to transfer wage, deduction and benefit information with the appropriate budget units and liability accounts for budgetary and balancing purposes. Additionally, a separate checkbox is located when voiding checks, cutting Manual checks and Adjustment checks which has the same purpose.


Pay Run:

Pay Run *

Run Description

Period Start Date * 

Period End Date * 

Interface to Fund Accounting * 

So, what does the Fund Accounting Interface option do?

- Creates the Detail Distribution records in Human Resources (Human Resources> Reports>Payroll>Detail Distribution Detail/Detail Distribution Summary) to allow the searching of wage, benefit and deduction information within the Human Resources Module.
- Creates the Automated Payroll Interface batch in Fund Accounting (Fund Accounting>Periodic Routines>Periodic Processing>Automated Payroll Interface) to allow eFinancePLUS to check the expended payroll information against the Expenditure Ledger, General Ledger and Organization chart to ensure there are no errors.
- Creates a Batch Accounts Payable batch (Fund Accounting-Entry & Processing-Payable Entry-Batch Accounts Payable) to allow the processing of vendor deduction checks.



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