



From the Executive Director

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There is also another new options we are looking into setting up called SSL Web VPN, which requires no software be installed. This VPN setup will allow you to open a webpage for the firewall, and then hop from there to other internal websites. This will potentially be very useful for 3rd party vendors that want to access HVAC and fire alarm systems, but do not need access to your entire district. It can also potentially allow maintenance staff to access things like cameras or control systems without needing to install and use the full VPN client.

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

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Wright, Catherine	601126
Zolla, Chris	601110

New Employees

Bob Bird



As a double alum of The University of Akron, Bob brings his 10+ years of IT experience to Stow-Munroe Falls City School District and NEOnet as a Technology Coordinator. Focused in the areas of IT Leadership, Project Management, and Data Driven Decision Making, Bob is leading the district to a new era of technology adoption and use.

Anthony Freimuth



Before joining NEOnet as a desktop support specialist for Tallmadge Schools Anthony worked as an IT field tech for Constellation schools Parma district. Having been working on and with computers since the mid 90's Anthony has always enjoyed maintaining, building, and repairing computer hardware, which he continues to make his focus on.

Tyler Huendorf



Prior to becoming a desktop support specialist for NEOnet, Tyler worked at Spectrum Cable Company and an internet and phone support agent. Tyler has many years of customer service and enjoys working in technology. Tyler earned his Associates degree of Arts and Sciences at Lakeland Community College, and finished his Bachelors of Foreign Language at The Ohio State University

Tristan Smith



Tristan obtained his Bachelor of Science in Computer Information Systems from the University of Akron in 2015. He spent 5 and a half years working in the Cuyahoga Falls City School technology department. Tristan is thrilled to be joining the Technical Services team at NEOnet, as a technical support specialist. Tristan enjoys exploring the local metro parks with his family and as a recent home buyer stays busy with home improvement projects.

New Employees



Rick Klainer

Rick joins the NEOnet team as a Student Database and Application Support Specialist. He has 30 years in database administration and has a MS degree in Economics from the University of Akron. Rick has lived in the local area most of his life.



Miriam Lattimer

Miriam joined the NEOnet Fiscal Team after 3 years of working in both the non-profit and charter schools accounting sectors. She holds a BA in accounting from Malone University and is currently pursuing her Ohio School Treasurer's License. In her free time, you will most likely find Miriam singing at a gig with her husband or crafting a new project on her Cricut.



Alan Smith

Alan has joined the NEOnet team as a desktop support specialist for the Medina County Career Center. Prior to joining NEOnet, he worked primarily with internet service providers including Time Warner Cable as a Tier 3 technical support agent and technical support for Windstream Communications. He is in his final semester to finish his associate degree and plans to continue his education into a bachelor's degree as well as gain industry certifications. In his free time, Alan enjoys jamming to growling metal albums while tinkering around with new (and old) technologies in his home lab.



Dustin Stoll

Dustin started his technology career at a local manufacturing facility and assisted the system administrator with various deployments. He furthered his knowledge with Geek Squad, expanding his technical skills into mobile devices and computer issues that people face every day. With this foundation working with all types of technology and people, Dustin hopes to solidify his career in the education system; the perfect mix of repairing technology and educating the public about new technologies that will be used to further the learning of our students at Stow-Munroe Falls Schools.



Aly Woolmaker

Aly has joined the NEOnet team as the new Receptionist. She graduated from Kent State University with a Bachelor of Arts in Communication Studies. Prior to NEOnet, Aly worked as a Marketing Coordinator at an IT Managed Services Provider. In her spare time, Aly enjoys hanging out with family, walking her dogs, and gaming.

From the Tech Director

I think I can speak for all of us when I say this has been the most eventful start to a new calendar year in Northeast Ohio K-12 education in a very long time. We have seen and are attempting to conquer many challenges revolving around remote working, remote learning, access to resources and how we maintain our commitment to the students in our consortium. The purpose of my article this quarter is to send a clear message that NEOnet understands the unprecedented challenges our customers are facing, and we are dedicated to supporting you in these efforts. Our priority right now is to focus on any remote collaboration tools that are available to our customers and make sure those work as seamlessly as possible.

Of high importance on this list is Jabber. Jabber is the Cisco remote phone client that can extend your NEOnet voice service at home just as if you were in the office. We have offered Jabber for a very long time, but it was on a very limited basis as this was not a technology needed by many users in our consortium. As you can image, that need has changed and we are focused on revamping our Jabber offering to not only make it something accessible to all our customers, but to make it easier to deploy and manage. The great part about Jabber is it can work on a cell phone, tablet, or a workstation without a VPN. The Call Manager upgrade we just did expanded Jabber to support multiple lines, which it previously lacked that capability. Our next focus is to make logging in easier and more intuitive for our users. As we move forward with these changes, we will continue to communicate our progress to our members.

VPN services is also at the top of that list. If you are unfamiliar with what a VPN does, its purpose is to provide a remote user the capability of connecting to district resources as if they were sitting at a computer at their desk. While our new Firewall has been in place for a few months, we were not in the deployment phase of the new VPN service quite yet. We have since made that a focus, rolling out the new VPN service to a very large amount of our customer base over the last week and a half. We will continue to move forward with the rollout and set a date for removing the old VPN.

Remote Collaboration tools, such as Zoom and Google Meet, have become an absolute must for our customers now. We have been providing documentation on how to use both platforms and currently offer premium zoom licensing at five dollars per host account for use up until the end of June. Please look to use as a resource in not only choosing a platform, but also understanding how to use it. We don't want there to be any lack of resources to help our customers provide remote learning to their students.

We will continue to work hard to support you and the technologies you need to weather this storm in these uncertain times. If you find any technical challenges you are currently facing or you see on the horizon, we encourage you to reach out to us and we will dedicate time to finding solutions that work for all our customers. We may not be at our facility, but NEOnet is here 100% to support our customers just as we always have been. We wish you all good luck and good health.

Technology

Teamwork

Usually these articles are meant to share technology news with our customers. With COVID-19 we are in an unusual place. During times like this it is important to take a minute and acknowledge some of the positive things that have happened and say thank you.

Over the past years we have witnessed NEOnet customers reaching out to support each other. Sometimes this support is a simple email where one district helps another solve a similar problem. At other times districts are sharing resources to support each other. These selfless acts are refreshing to see because they just don't happen enough in the world today. Over the past few weeks with COVID-19 affecting our day to day activities, we have seen customers go the extra mile to check-in with each to see how they can help. It is important to take a moment and acknowledge what a great job everyone has done helping each other.

This year many of our internet customers had their internet contracts come up for renewal. We have already received

notifications from the vast majority of our customers letting us know they want to renew their contracts with NEOnet. We would say thank you for selecting NEOnet as your internet provider. We appreciate you trusting us and we will continue to deliver many excellent services. We look forward to working together to bring the right technology to your environment. Over the past year we have worked with our customers to deploy.

- 124 – Switches
- 951 – Wireless Access Points
- 33 – Uninterruptable Power Supplies (UPS)
- 545 – Phones
- Several miles of fiber and copper cabling

There is a famous quote that says "If you want to go fast, go alone. If you want to go far, go together." Working together has allowed us all to come so far.

Technology Integration

With the closing of all K-12 schools in the state, many schools are moving to online or distance learning. Obviously, this can be a real challenge for teachers who have never taught in this manner before, not to mention the challenges for students. We are providing as many resources as possible for teachers to effectively deliver instruction remotely at training.neonet.org, under "School Closing Resources." This list is constantly updated with Help Videos, Technology Tools, and other resources. Dan Niessen, the Technology Integration Specialist, will still host the training sessions under the "Training Menu" tab as normally scheduled, but only available online via video chat. These sessions will also be recorded and uploaded to the training.neonet.org website and our YouTube Channel, "NEOnet Tech Integration". Our Technology Integration subscribing districts can contact Dan at dniessen@neonet.org or at **330-926-3900 ext.601106** to organize custom webinars for any sort of educational technology that teachers need to know to help deliver instruction during this time.

Please see the graphics that provide 7 different ways for Teachers to deliver online instruction, the comparison between Google Meet and Zoom, and please keep an eye on the training.neonet.org website for all updates.

@Dan_EdTech | @NEOnetEdTech

10 Ways To Become A Better Online Teacher

1. Ask students A LOT of formative questions!
This keeps students engaged and you can ask the class for feedback, i.e. what students think would help them to learn online. You can ask these questions while in a live video chat or while they are working independently.

2. Get comfortable with your Learning Management System (LMS).
This will be students' "one-stop-shop" for everything they need for the class. Learn how to post, collect, grade, and communicate!

3. Don't rely solely on live classes
Some students will forget to join or will be unable to connect. Record yourself teaching and post the video for students to view in your LMS.

4. Make engaging, personal, and concise lectures!
Include your webcam and plenty of visuals, take a moment to talk to your students about non-school things, and make recorded lectures short, about 1-2 minutes per grade level. (5-10 minutes for 5th grader, 9-18 minutes for a 9th grader). If you have a large topic to get through, break it into multiple videos, each keeping to the time limits above.

5. Have clear due dates with plenty of space between them
Some families will have multiple students sharing one device for online learning. It may be an issue of access, not negligence when students are falling behind in their work.

6. Learn the difference between "Synchronous" and "Asynchronous."
Activities or assignments that don't NEED to be live shouldn't be live.

7. Use a safe messaging service for announcements and communication
Services like Remind can help teachers keep in contact with students without using any personal phone numbers.

8. Identify and check on struggling students
If they are falling behind in their work, develop an individual plan of action for submitting their work.

9. Give students activities that allow them to interact with each other or be creative!
Discussions in Flipgrid or creating digital posters in Canva are great ways to start!

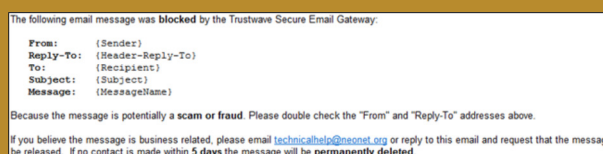
10. Hold open help video chat sessions
Hold a standing appointment for "office hours" where students can drop in for some extra help. Post the link to join in your LMS.

Technology

Business Email Compromise (BEC) Fraud

There has been a recent rise in BEC fraud attempts in the world and among NEOnet customers. These fraud attempts are generally targeted towards those who have control over money. Attackers will research their target victims on the Internet to obtain any information they can use to spoof emails and pretend to be someone they are not... Generally, they pretend to be a supervisor or someone important to the victim. The emails are also urgent in nature, asking the victim to do something quickly such as make a wire transfer, buy a gift card, or send sensitive information.

We have a rule on our Trustwave Secure Email Gateway to detect and block these messages. If a message is blocked, you will receive a notification like the email below:



This filter has caught over 40 messages in the past week asking for payroll changes, gift cards, and transfers. Of course, no filter is perfect, so if you suspect a message is legitimate, you may reply to that notification and we can release the message for you. Please remain vigilant with released messages as they could potentially be attempted fraud. For more information on CEO and BEC Fraud, visit https://bit.ly/BEC_Fraud

Technology

Forticlient VPN and Connectivity Options

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Esports

With the growing popularity of Esports in the K-12 environment there are many considerations that should be taken into account when starting an Esports program. The first thing to consider is what games you want your school to participate in. Secondly you should exam what the hardware requirements for those games are, and finally what the networking requirements for the game and hardware are.

A good place to start when deciding what games you want to play is to see what leagues are already available to compete in. For example here in Ohio there is an organization called Esports Ohio, a free-to-join nonprofit Esports league that provides leagues for Ohio schools playing the following games:

- League of Legends (PC)
- Rocket League (PC or Console)
- Overwatch (PC)
- Super Smash Brothers Ultimate (Nintendo Switch)
- Fortnite (PC or Console)
- Hearthstone (Cross-Platform)

Once you've determined what games your school will participate in next decide what gaming platforms you would want to use. Depending on your games of choice you would choose either PC, Xbox one, PlayStation 4 or Nintendo switch. Once you've settled on the game, and platform you will have a roadmap for determining your network requirements.

Esports requires very low latency connectivity and thus a wired connection is superior to a Wi-Fi. Those wired connection are best to be set-up on their own subnet so as not to interfere with other network traffic, and most importantly so that other network traffic does not interfere with your competitive gamers. Good luck on your Esports venture!

Library Services

OELMA Digital Learning Resources

OELMA (Ohio Educational Library Media Association) has curated a LiveBinder of Digital Learning Resources for librarians and teachers (<http://www.livebinders.com/b/2645047>) to assist with the move to delivering content online. Resources are broken down by grade bands and include everything from ebooks and author/illustrator sharing links to digital tools like BreakoutEDU and WeVideo.

Over 30 Virtual Field Trips with Links
(Click on colored text for links. Safe Travels!)

San Diego Zoo		The San Diego Zoo has a website just for kids with amazing videos, activities, and games. Enjoy the tour!
Yellowstone National Park Virtual Field Trip		Mud Volcano , Mammoth Hot Springs , and so much more. Tour Yellowstone National Park!
MARS!!!		Explore the surface of Mars on the Curiosity Rover. They are updating from WEBVR to WEBXR now, but 360 Mode offers a digital view!
Animal Cameras		Live Cams at the San Diego Zoo Monterey Bay Aquarium live cams Panda Cam at Zoo Atlanta 8 Animal Cams at Houston Zoo Georgia Aquarium has Jellyfish, Beluga Whales, and more
Virtual Farm Tour		This Canadian site FarmFood 360 offers 11 Virtual Tours of farms from minks, pigs, and cows, to apples and eggs.

There is also a category for Digital Teaching Tips and Resources that collects many of the tools and sites being shared on social media in one convenient place. The site has a helpful search box to assist in finding exactly what you're looking for as well. If you have suggestions for additions, please email Ashley Aldrich at aldrich728@gmail.com.

BreakoutEDU
FUN@HOME

In the event that your school is closed for an extended period of time as a result of recent events, we've put together a collection of digital games that students can play at home. Students can click on any game and start playing!

If you are a parent or teacher, you can learn how to share these or any digital game on the Breakout EDU Platform by clicking [here](#).

K-2



SCIENCE 1st Grade

TOPIC: THE SOLAR SYSTEM'S EFFECT ON EARTH

- CONTENT AREA: Science, Earth Science
- GRADE LEVEL(S): 1
- STANDARD(S): NGSS.1.ESS.1.B

Keep Calm and Carry On with INFOhio

School closures because of COVID-19 have made internet-based educational resources more important than ever. Luckily, INFOhio is your one-stop-shop for quality curated educational resources, as well as webinars and tips on how educators can use video conferencing software like Zoom.

INFOhio has created a website *Keep Calm and Carry On with INFOhio* <https://bit.ly/infohiocalm> that brings access to a wide variety of resources into one page. Here you'll find webinars on using Zoom with students, resources for Remote Learning, Instructional bags, Educational Databases, Open Educational Resources, Genius Hours, Webquests, and more. Broken down by grade bands, you're sure to find something for every student and subject.

The website will be continually updated to help support you and your students as long as the need exists. If you have questions about these resources, NEOnet is here to help. Please send an email to library@neonet.org and remember, Keep Calm, Wash Your Hands, and Carry On. <https://bit.ly/infohiocalm>



DASL was recently updated to version 19.5, below are several of the EMIS features included in the release:

Industry Credentials - Due to new ODE requirements, CTE Industry Credential (GW) process has been updated to accommodate the Required Test Type of IPD - Cost Paid by LEA or INP - Cost NOT Paid by LEA for records in FY20 and forward (07/01/19 or later). All prior records must have a test type of STR.

New industry credentials for FY20 and forward are now available. For a list of the new options, see "CTE Industry Credential on page 30 the release notes.

KRA Assessments - New ODE requirement - Score Not Reported Reasons 'L, Q & M' for KRA Assessments are removed

Student membership additions include 235023-English as Second Language (ESL), 235025-Transity Bilingual Education program (TBE), and 410010 -CTSO State Competition Participation.

ODDEX files

DASL users can now import ODDEX files from the Ohio District Data Exchange for ACT, AP, and PS ELA assessments.

To import ODDEX files, only the SSID must match with a student. The ODDEX File import currently supports only ACT, AP, and PS ELA assessments. At SIS-Assessment-Assessment Imports you will now see an option for ODDEX File.

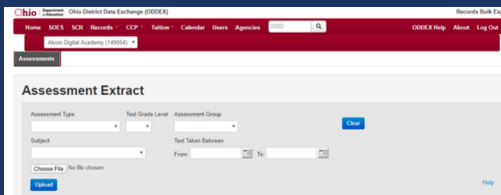


ODDEX Export Files - ODDEX Help

Dashboard / Ohio District Data Exchange (ODDEX) / Records

Bulk Export

The bulk export option provides a means for an LEA to mass export data for any given number of students at one time. The user will be required to provide a comma separated value (csv) file that contains the SSID's of the students to be included in the data export. Currently assessment data is the only bulk export option available. The data is exported in flat file format.



ODDEX EXPORT FILES

A comma separated value (CSV) file will need to be uploaded to the application to indicate the students to be included in the export.

- Column 1 = SSID, required
- Column 2 = Local student id, optional
- File must have a .txt or .csv extension

If the local student ID is included, that value will be used in the resulting flat file export for the student id element. If a local student ID is not provided, the SSID will be used for the student id element of the extract file.

Filter Options

For the export of assessment data, the type of assessments to be included in the export may be defined using the filter options.

The **Clear** button will reset all the filter options to an empty state, resulting in all assessments for the students being included in the export.

Assessment Type allows for selection of a specific assessment type. This includes assessments that may have been given in the past and are no longer assessed. The drop down list includes all available assessment types, past and present.

Subject allows for selection based on a subject area. The list of available subjects will include all available subject areas for all assessment types, past and present. Care will need to be taken to select the appropriate subject area based on the assessment type being targeted. For example, there are several math related subject areas.

Test Grade Level allows for selection by test grade level. The list includes all possible testing grade levels.

Assessment Group allows for selection of assessments based on a grouping category.

Process/Save Export File

After selecting any filter options and selecting the CSV upload file, clicking on the **Upload** button will begin the export process

Grad Pathway Reports

On February 19, ODE released the first set of Grad Pathway reports in the **RECEIVED FILES** tab in the data collector. Access your Grad Cohort report in the Level 2 reports. This report will give you information about where the students count. Verify this information is correct.

- Students counted at your LEA (this will include students that were withdrawn and not re-enrolled at another district and/or students that have been reported with a dropout code)
- Students that moved to another LEA
- Students that count at the state but not the LEA
- Students that exited Ohio rate

The pathway reports are usually updated monthly. They are updated by ODE manually. Each pathway report should have every student and an indication of meeting that pathway. Start checking on students

that have not met a pathway, share the reports with relevant staff such as Guidance to make sure you are communicating about these students. The largest number of students will have met the pathway by EOC assessment. Know that students can count as a graduate even though they have not met a pathway.

To access the file descriptions for the pathway reports, follow the help link at the end of the report in the data collector or, follow this link:

<https://bit.ly/3dtIsHm>

You can find the graduation requirements here:

<https://bit.ly/2QFbSc4>

Fiscal Services

eFinancePLUS 19.4 Upgrade Features Highlights

- **EAC** – Under the administration features, it will be mandatory for users to have security questions. Prior to the upgrade it was optional. Administrator can still reset password and security questions. There is an option to have users Mask Direct Deposit Account Number. This feature requires users to confirm their current masked account number before they can change the account information.
- EAC Administrators can create disclaimer messages to instruct users how to use: Continuing Education, Security Questions, and Password Change.
- **Forms Manager** - we have the ability to run multiple formats and print from different printers at the same time. Defaults can also be set for specific users.
- **FAM** - There is a new feature to have the option to convert requisitions automatically to PO's once approved. If there are no approvers assigned to the workflow, the PO will automatically post.
- **Automated Payroll Interface** - Error messages will be stored in a common repository from which different API endpoints can access error messages that are universally used across all API's. This will be a pre-set list of error messages stored in one place from where appropriate messages will be retrieved for any given scenario.
- **Budget Prep.** -Under the requested tab, there will be additional columns. For example, this year there would be a column FY19 Actual, FY20Budget, FY20 YTD Actual, FY20 Est to Complete, FY21 Requested Base, and FY Requested New. This gives the user(s) a snapshot of past, present and what they request for the futures

HR/Payroll Major updates:

- Deductions can be set as priority over taxes. Many times, we've had districts run into issues where the employee has elected to have extra withholdings on their W-4. This can create a problem for the part-timers who may not earn enough to cover retirement, insurance(s), and taxes. This modification prevents mandatory amounts from not being deducted if the gross pay cannot cover all deductions. This also occurs in the IRS Tax Levy and What If Calculator so these options will accurately simulate the gross to net calculation in payroll calculations.
- The system will now track the dock arrears if the employee takes an excess of leave and the pay to be docked is greater than their gross pay. The dock amount owed by the employee will be automatically tracked on the pay rate and deducted from future checks. This also applies to the Summer Load function in Payrun Processing. Users have the ability to override the number of pays to spread the dock arrears over for individual employees. Secondary pay rates will also be part of the calculation and adjustments can be made on the employee pay rate screen if payments or if the amount is stretched over more/few pay runs.
- The employee and employer HSA deductions can now be in the same direct deposit file.
- Redistribute Payroll is updated to provide a preview, vast array of search criteria, and validation report before posting.
- **Benefit Charge Override** - A new Benefit Charge Override table has been created containing the masks to be used for reassigning the financial budget line items used for charging benefits. This page allows users to add, change, and delete entries in the table as well as import and post records. The table will be built based on the fiscal year to accommodate key organization changes from one year to the the next. Users can also copy entries from one year to the next. Allows the cost of the benefits related to a grant to be moved away from the grant if needed.

eFP Notifications

eFinancePLUS provides notifications for a majority of its tasks to users in the system. These notifications can be emailed to the users or listed in the Notifications panel on the eFinancePLUS home page. We recommend eFinancePLUS districts periodically review the notifications setup and which users receive them periodically. The current notifications available to users are listed below. Please contact the NEOnet at "fiscalhelp@neonet.org" with additional questions.

System Notifications

Located in System Notifications (eForms & Tools > System Notifications) are a robust set of notifications which are directly tied to the user's security access in eFinancePLUS. Among other notifications, examples include: human resources users seeing notifications tied to effective date changes and certifications and accounting users seeing notifications regarding low budgets, purchase orders and accounts payable items.

Users have the option to receive an individual email for each notification or a digest to combine those notifications into one digest email. Simply select one of the options for each notification you wish the user to receive.

Subscription Options			
Off	On	On with Email	On with Digest
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accounts Payable			

Important Note: Each employee who needs to receive certifications must have the '**Workflow Notifications**' field set to one of the '**On**' options. Otherwise the system will not send them notifications.

Subscription Options			
Off	On	On with Email	On with Digest
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Workflow			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workflow Notifications			

Notifications for Purchasing and Fund Accounting Tasks

Located in the Workflow Configuration Profile (System Administration > Profiles > Workflow Configuration), eFP has customizable email templates for a variety of accounting tasks including: Purchase Orders, Requisitions, Budget Transfers, Budget Adjustments, Accounts Payable and Change Orders. These notifications appear to users when the corresponding event is submitted for approval, approved, denied or posted.

Districts can also edit the templates for each notification if they feel their users are not receiving optimized information for each instance.

Fiscal Services

Do you need to process a Refund of Deduction?

It is extremely important that when using REFSCN that you are NOT paying the employee a pay check. The REFSCN should ONLY be used if the employee is not receiving any other type of pay. When you process a REFSCN reimbursement you cannot view that employee in UPDCAL_CUR as this will cause the reimbursement to be incorrect.

If you use REFSCN while paying the employee it will cause the incorrect deductions to be taken out, as well as the payroll for that employee will not get posted to USAS. Ultimately this kind of error will cause the employee to owe the district back money.

You can prevent this from happening by verifying in the PAYRPT that the employee(s) receiving a refund of deduction through REFSCN is not getting paid anything else. Here's a screen shot of what it shows when someone is getting paid along with a Refund of Deduction through REFSCN.

JOB: 01	PAY GROUP: 79	WORK DAYS: 00
JOB: 03	PAY GROUP: LG	WORK DAYS: 00
	0.000	0.000 800.00
JOB: 05	PAY GROUP: SV	WORK DAYS: 00
	0.000	0.000 4,208.64

NET	5,268.59	*TOT GROSS* 5,008.64
		ADJ GROSS 270.72
		SERS HRS 0.00

You can see that the Adjusted Gross is a lot less than the Total Gross. This is because the refund of deduction was for \$270.72, therefore the system only sees that amount getting paid out and doesn't see the \$5,008.64 being paid from the other two jobs.

This is something to put in your Payroll notes when processing your payroll. During the CALCPAY step make a note to verify anyone that could possibly be getting a refund through REFSCN. This is something that happens infrequently, but still a good step to put in your notes so that you don't forget when it does occur.

For the necessary steps to correct this issues in USPS please contact us at fiscalhelp@neonet.org.

Tax Estimator in USPS-R

Under Utilities there's a new module called Tax Estimator. This is comparable to classic's TAXTAB. This program proves helpful to employees wanting to know the impact of tax related changes on their pay amount (e.g. changing exemptions or withholding amounts).

The employee can be found by entering either the SSN, ID or employee name in the Employee field.

Current payroll file data for employees can be called into the program or you can enter the data manually into the fields. This is a full screen format program. No report file is created.

Click on **Fill Data** to bring in the employee's Tax information from Payroll Items.

Click on **Calculate** to calculate current Amount Withheld.

Change the criteria the employee wants to change it to, and after you change the fields you want to compare, click on **Calculate** again and it will show Old Withheld and what the Current withheld will be with the new calculation. Every time new data is entered you will need to recalculate by clicking the **Calculate**

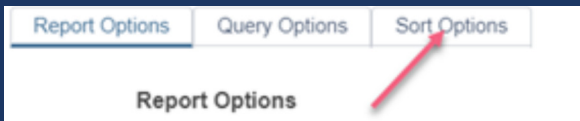
	Current Estimation:	Previous Estimation:
Federal:	25.90	77.71
Ohio:	20.24	20.24
School District:	10.38	10.38

Fiscal Services

USAS-R Report Generation Tips

Sort Options:

Recently, the Generate Report options have changed. This has created an easy way for users to sort their reports for desired results. Under the third tab, you can now find the dynamic sort options.



Here you can customize what you see, how your report is sorted, subtotaled, and where the page breaks will happen. Your **'Sortable Properties'** are all the properties included in your report definition. They can be selected by checking the box in front of the label and dragging them to the **'selected properties'** section. The properties displayed here will determine the order in which the report is sorted.

Below you will see the standard sort for a Financial Detail report. Currently this report will control break on the cash account **'full account code'**.

Sort Options		Selected Properties	
Label		Label	
Function Two Digit	<input type="checkbox"/>	Full Account Code	<input checked="" type="checkbox"/> Ascending <input checked="" type="checkbox"/> Control Break <input type="checkbox"/> Page Break
Object	<input type="checkbox"/>	Date	<input checked="" type="checkbox"/> Ascending <input type="checkbox"/> Control Break <input type="checkbox"/> Page Break
Receipt	<input type="checkbox"/>	Check #	<input checked="" type="checkbox"/> Ascending <input type="checkbox"/> Control Break <input type="checkbox"/> Page Break
Receipt One Digit L	<input type="checkbox"/>	Full Account Code	<input checked="" type="checkbox"/> Ascending <input type="checkbox"/> Control Break <input type="checkbox"/> Page Break
Receipt Two Digit L	<input type="checkbox"/>		
Object One Digit L	<input type="checkbox"/>		

If what you need however, is the cash account as well at the Object code, you can simply select object from the **'Sortable Properties'** and drag it to far right below the Full Account Code in **'Selected Properties'**. The order the labels appear in does matter. Make sure to mark the **'Control Break'** box.

Sort Options		Selected Properties	
Label		Label	
Function One Digit	<input type="checkbox"/>	Full Account Code	<input checked="" type="checkbox"/> Ascending <input checked="" type="checkbox"/> Control Break <input type="checkbox"/> Page Break
Function Two Digit	<input type="checkbox"/>	Object	<input checked="" type="checkbox"/> Ascending <input checked="" type="checkbox"/> Control Break <input type="checkbox"/> Page Break
Receipt	<input type="checkbox"/>	Date	<input checked="" type="checkbox"/> Ascending <input type="checkbox"/> Control Break <input type="checkbox"/> Page Break
Receipt One Digit L	<input type="checkbox"/>	Check #	<input checked="" type="checkbox"/> Ascending <input type="checkbox"/> Control Break <input type="checkbox"/> Page Break
Receipt Two Digit L	<input type="checkbox"/>	Full Account Code	<input checked="" type="checkbox"/> Ascending <input type="checkbox"/> Control Break <input type="checkbox"/> Page Break
Object One Digit L	<input type="checkbox"/>		

To save these selections, you can name your report under Save and Recall at the top of the page before selecting save.

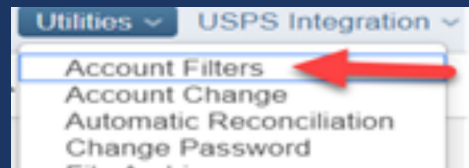


Once the report is generated, you will then have your desired results!

Date	Check #	Receipt #	PO #	Item Description	Fund Account Code	Received Amount	Expended Amount	Remaining Encumbrance
Cash Account: 001-0000								
2/20/20		219731		WEST TOWN BANK-CD INTEREST	001-1410-0000-000000-000	\$ 280.91		
2/6/2020		219734		EL ONLINE STUDENT FEES	001-1740-0000-000000-101	160.00		
2/5/2020		219738		1ST HALF LC RE ADVANCE	001-1111-0000-000000-002	210,000.00		
						\$ 230,380.91		
Object: 410								
2/6/2020		219734		MS ONLINE CAFE-DISTRICT CHRG	001-2500-410-0000-000000-000-000		169.39	
2/6/2020		219734		HS ONLINE CAFE-DISTRICT CHRG	001-2500-410-0000-000000-000-000		124.87	
2/6/2020		219734		EL ONLINE ST. FER-DISTRICT CHRG	001-2500-410-0000-000000-000-000		4.90	
2/6/2020		219734		EL ONLINE CAFE-DISTRICT CHRG	001-2500-410-0000-000000-000-000		118.81	
						\$ 418.97		

Account Filters:

Another great tool to use, along with the dynamic sort option while printing a report is an account filter. While the sort option helps you to break down the way you view your account codes, the account filters can limit your report to include only those account codes you want to see. To create an account filter, you would select Account Filter from the Utilities menu.



Choose **+ Create** and fill in your desired filters. Make sure to include the both budget and expenditure information if desired. You can use the % for wildcards.

File Name	Fund	Func	Revers	Objct	SCC	Subject	OPU	IL	Job	Access
1	02	300			1%	0000				R
2	03	300			1%	0000				R

Once your filter is set up, you can add this to the **Filter Name** under **Filter Name** and generate your desired report information

Date	Check #	Receipt #	PO #	Item Description	Full Account Code	Received Amount	Expended Amount	Remaining Encumbrance
Cash Account: 300-0000								
Object:								
1/27/2020		219712		BOYS BASKETBALL-GATE VS PH	300-1615-0000-000000-512	\$ 1,010.00		
1/09/2020		219724		BOYS BASKETBALL-GATE MS VS DEL	300-1615-0000-000000-512	239.00		
1/09/2020		219724		GIRLS BASKETBALL-GATE VS MAINE	300-1615-0000-000000-512	600.00		
1/31/2020		219730		BOYS BASKETBALL-GATE MS VS LC	300-1615-0000-000000-512	288.00		
1/31/2020		219730		WRESTLING GATE VS AW LC DELTA	300-1615-0000-000000-528	1,536.00		
						\$ 3,673.00		
Object: 142								
1/31/2020		103151		Payroll - pay date 01/31/20	300-4512-142-0000-000000-000-000		84.98	
1/31/2020		103151		Payroll - pay date 01/31/20	300-4528-142-0000-000000-000-000		15.45	
1/31/2020		103151		Payroll - pay date 01/31/20	300-4532-142-0000-000000-000-000		163.00	
						\$ 263.43		
Grand Total						\$ 3,673.00	\$ 263.43	