



FALL 2021 NEWSLETTER



FROM THE EXECUTIVE DIRECTOR

MATTHEW GDOVIN

Another school year has begun and I hope everyone is settling in and excited about the upcoming months! As always, NEOnet is happy to be partners with each and every district to provide the technology needed for innovative and creative solutions for student learning and district efficiency. I know this upcoming school year will be another great one as we work together to improve student education through the use of technology.

I would first like to welcome five new staff members to the NEOnet team. Lori Conrad and Beth Sanfrey will be joining the Student Services Team, and Patrick Goclano will be responsible for providing software support and training on the fiscal software applications. In addition, Marcus Schmidt and Dennis Tu will be delivering local technical support to school districts as part of our District Technology Service. You can learn more about these employees on page three of the newsletter.

The ParentAccess Mobile application is now available to view grades, schedules, and assignments. The instructions for downloading and accessing the mobile app can be located on page 8 of the newsletter.

The Board of Directors approved the FY22 Continuous Improvement Plan (CIP) and one-year initiatives at the September meeting. The CIP is located on the NEOnet website under the "LATEST NEWS" tab at the top of the webpage. The one-year initiatives are listed below.

1. Migrate remaining school districts off of classic state software
2. Select Student Information Record System(s) of the future
3. Upgrade physical security and environmental controls
4. Collect professional development data and implement a storage repository for all documents and videos
5. Modernize data extracts and determine which processes can be automated to improve school district efficiencies
6. Increase system infrastructure resiliency and availability
7. Establish a data dashboard for school district administrators
8. Implement multi factor authentication and Password Manager for all NEOnet staff and provide a service offering for school districts
9. Deploy Vivantio service desk software
10. Map remaining business processes and complete function accountability chart

I have highlighted a few of the important activities happening at NEOnet, but there is much more information within this edition. Please feel free to contact me by phone at 330.926.3902 or by email at gdovin@neonet.org if you have any questions about the newsletter contents or would like to learn more about our services. And remember that without you there would be no NEOnet!

Matthew Gdovin, Executive Director

From the Tech Director

CHRIS ZOLLA

When it comes to choosing an Internet Service Provider (ISP), there are many options available to schools. Each E-Rate year, the cost for Internet seems to be getting lower and lower, but that low price tag you see is not representative of the actual costs involved in providing Internet service to all students and staff. NEOnet's ISP service includes all the following benefits:

- Connectivity to both NEOnet Data Centers at speeds up to 10Gbit
- Managed ISP service with troubleshooting down to the port level
- Managed firewall services
- DDoS Protection
- DNS/DHCP
- Support and upgrades on hardware

When you purchase ISP services from an entity other than an ITC, you then have a whole list of questions that need to be answered. What firewall will we be using and who will install and manage it? Where will we get our content filtering? Are we protected from DDoS attacks? And of course, how much will this cost to not only procure but to maintain? Who do we call when we have a problem we cannot resolve? NEOnet has always provided an end-to-end solution that solves all of these headaches for schools. The design of our circuits provides every customer highly available connectivity to both NEOnet data centers.

We manage and monitor the circuits and will proactively contact our customers when there is an issue. NEOnet also provides firewall services and will make changes to the firewall as requested. We are also there to make sure the schools don't open dangerous services that will put them at risk for a security incident. We remove the hassles in ISP and truly make it a utility service for the schools. When there is a problem, we will help our customer troubleshoot it all the way down inside their network if needed. While this in and of itself is of great value, there are also additional benefits. The most obvious benefit is the funding tied to connecting to an ITC, and in turn, the K-12 network. This connectivity is required in order to qualify for the state subsidy money of \$1,800 per building. In addition, NEOnet has been continuously improving our network to provide Advanced Firewall and DDoS protection to our customers as well as external vulnerability scanning. These advanced technologies help better protect our data, secure our network, and provide customers insight into their traffic.

These talking points are what sets NEOnet apart from the other options available to schools. We will continue to be advocates for our customers from a service and support perspective as we look to the future of educational technology. We appreciate your participation in our consortium, and we thank you for your continued support.

New Employees



LORI CONRAD, STUDENT SERVICES SUPPORT LIAISON

Lori Conrad received a Bachelor of Arts in English from Heidelberg University/University of Akron. Prior to coming to NEOnet, Lori worked with EMIS, attendance and truancy for parochial, online, and community schools.

In her spare time, Lori enjoys spending time with her family. She has three children: Chalker, Piper, and Thatcher. An avid hockey fan, her favorite teams are the Pittsburgh Penguins and Columbus Blue Jackets.



DENNIS TU, DTS DESKTOP SUPPORT SPECIALIST

Dennis Tu was born and raised in Texas. He started off with 2 years at the University of Texas studying Computer Science but graduated from the University of Houston with a bachelor's in Computer Information Systems. While at UH, he worked part-time as a Student Technician at the College of Technology. He has been coding and fixing computers for over 8 years. In his spare time, he enjoys technology, baseball, and video games.



BETH SANFREY, EMIS SERVICES SUPPORT LIAISON

Beth Sanfrey joined the NEOnet team in July 2021. Beth comes with experience from Chagrin Falls Exempted School District where she worked as their EMIS Coordinator and Administrative Assistant to the Pupil Services Director for 4 years. Prior to that, she worked for Streetsboro City Schools as the Administrative Assistant to the Superintendent for 10 years.



MARCUS SCHMIDT, DTS DESKTOP SUPPORT SPECIALIST

Marcus Schmidt is 31 years old and grew up in the greater Cincinnati area. He is a Bengals fan, but also enjoys following the Packers, Cyclones, and Penguins. He enjoys learning and working with technology. In his free time, he enjoys fishing, hiking, playing video games with friends and tending to his tarantulas.



PATRICK GOCLANO, FISCAL SERVICES SUPPORT SPECIALIST

Patrick Goclano received his bachelor's in general studies with a focus in Business and Communications. Prior to joining NEOnet, Patrick worked in aquatics as a lifeguard, WSI, Water Aerobics instructor and managed pools in Hubbard and Beachwood, Ohio. Patrick is from Youngstown, Ohio and moved to Macedonia in March of 2020 with his partner and their two dogs, a Collie Lab, and a Siberian Husky. He also loves going on cruises while traveling the world. When he is not traveling, Patrick loves entertaining at his home and going out on the town trying out new restaurants.

Why You Should Use a Password Manager

JAY MILLIRON

Every few weeks, we hear the news that another major website has been hacked. Often these hacks mean your personal information has also been compromised. If you use the same email address and passwords for multiple websites that you log into, what happens when one of those websites gets hacked?

Your email address and password is now on a list that will be used to try to log into other websites around the internet. If you use the same email address and password for all your websites, the hacker will be able to log into all your accounts at once.

Once your password has been compromised, you now have the challenge of updating your information individually on every single website that has the same login information. Do you even remember them all? If you use the same email and password again on each one, you're probably going to have to repeat this process again in the future.

In many cases, hackers can figure out or break these passwords rather easily. The longer and more complex your password is, using a mix of uppercase and lowercase characters, numbers, symbols, and punctuation – the harder it is for hackers to unscramble or figure out your password.

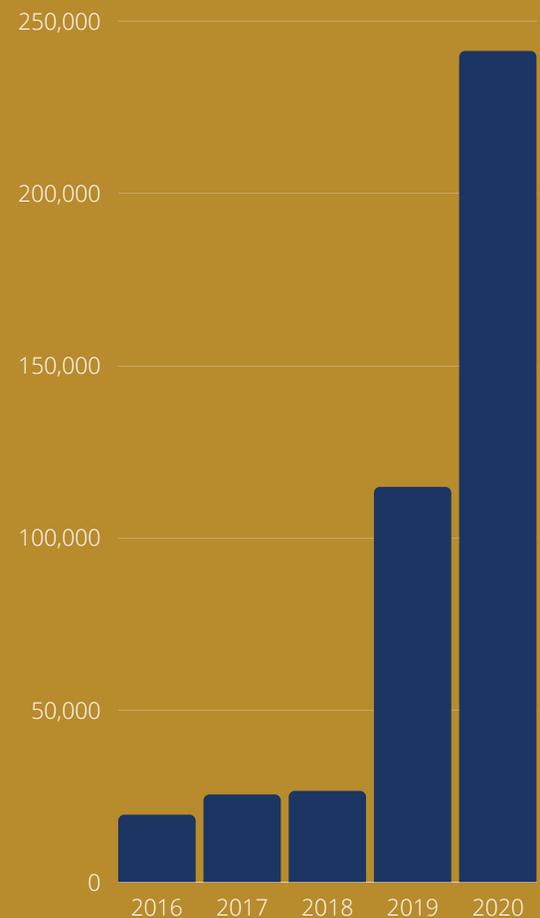
Using a password manager to generate new completely random passwords prevents you from using variations on your usual theme or making them similar to previous passwords you have used.

With a password manager, you don't have to worry about remembering all the unique and complex passwords you are using, or worse, writing them down somewhere. All you need to remember is the one master password you use to access all your stored passwords. On modern devices, you can also unlock your vault with biometric authentication – like Face ID or Touch ID on iPhones and Android devices. Just make sure your master password is incredibly strong, change it out as often as you see fit, and if possible, add 2-factor authentication.

"Treat your password like your toothbrush. Don't let anybody else use it, and get a new one every six months."

Clifford Stoll

PHISHING SCAMS 2016-2020



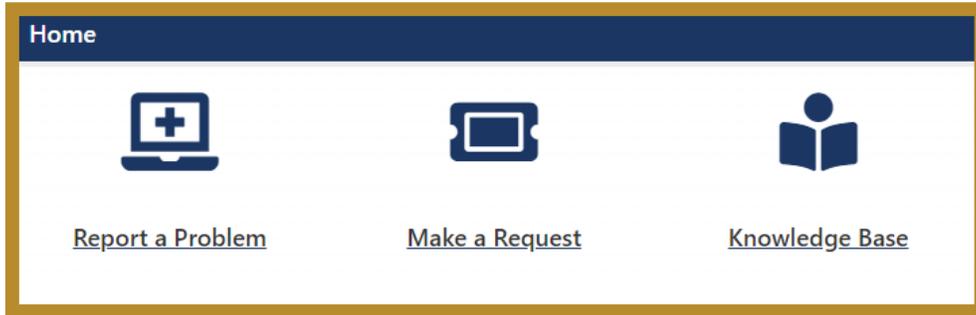
Vivantio

CODY LYONS

NEOnet is transitioning from Cherwell Service Management to Vivantio. Vivantio is an intuitive, flexible service management platform that helps us focus on what matters most - our districts.



Self Service Portal



WHAT CAN NEONET DO WITH THE NEW HELPDESK?

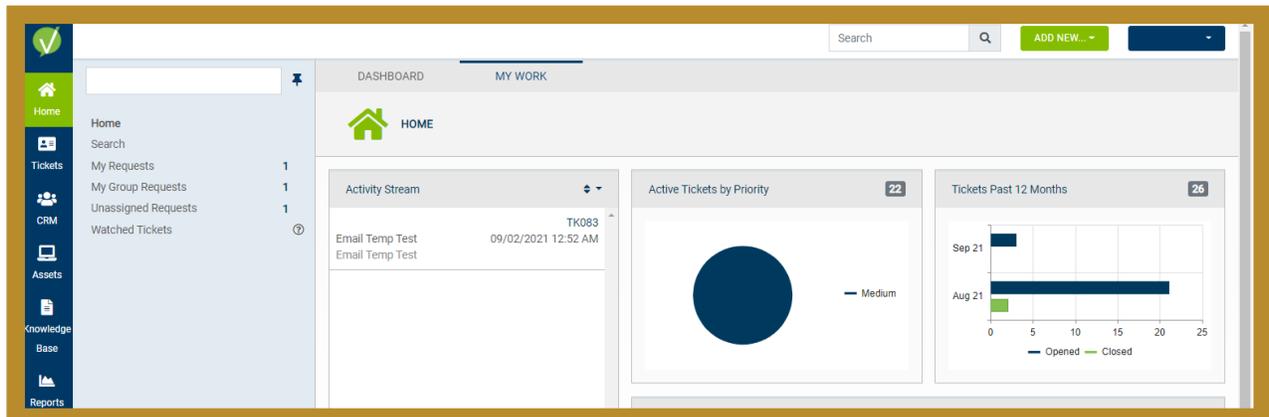
- Create customizable ticket types and business units
- Route tasks to various teams using roles and permissions
- Manage business processes across teams, departments, and even customers
- View a snapshot of essential operational data from Vivantio's home area
- Prioritize work using customizable ticket views, a load balancer and service details and history

ENHANCE SERVICE OPERATIONS WITH AUTOMATION

- Streamline tasks and approvals for standard workflow processes
- Remove bottlenecks with intelligent routing and SLA-driven escalations
- Schedule reporting on KPIs associated with a change

EMPOWER OUR CUSTOMERS – SELF SERVICE PORTAL

- Easily access service tickets, record contracts, and log purchased services
- Enable customers to find their answers quickly in a searchable online knowledge base



Technology Integration

DAN NIESSEN

When teachers effectively and efficiently integrate technology into their teaching, they can not only save time on tedious tasks, they can deliver instruction that engages and inspires students to learn on a deeper level. The purpose of Technology Integration is not to force teachers to use a certain technology tool. Rather it is to learn about instructional tools that help teachers and students reach their learning objectives. Some technology tools even make gathering and analyzing data much easier, which can demonstrate student growth. NEOnet is here to help teachers learn about these tools and strategies to improve student education.

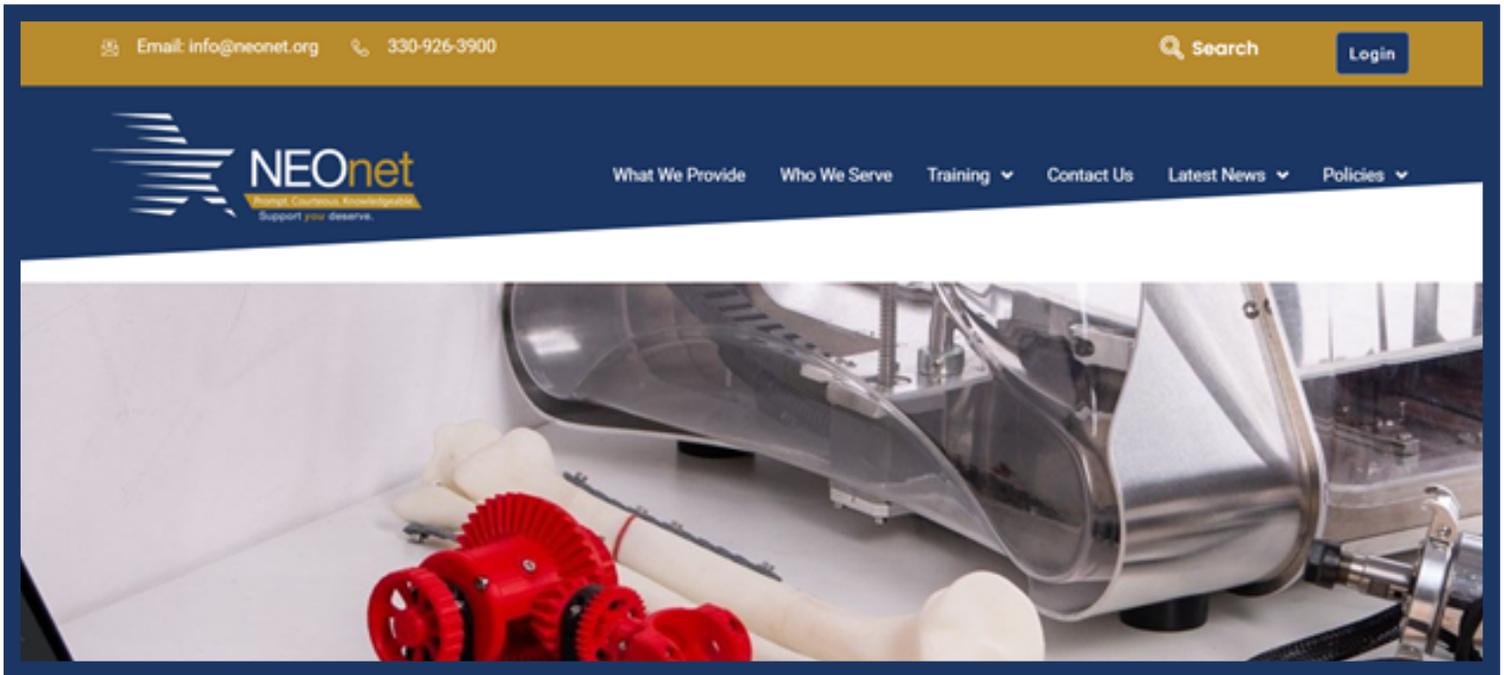
81% OF US EDUCATORS STATED THAT THEIR ABILITY TO USE EDTECH IMPROVED DURING SCHOOL BUILDING CLOSURES IN RESPONSE TO COVID-19 IN 2020

- Kevin Bushweller, EdWeek

We are happy to say the Technology Integration service has continued to expand in scope and flexible training opportunities to help educators make the most of classroom technology. A few of the new additions to the PD On-Demand series include a tutorial of GoGuardian, Technology Tools to “Never” Grade Again, and 30 Ways to Use Google Slides. Those sessions and more are available to watch at any time, along with CEU hours or Graduate Credit. Dan Niessen will also host free weekly Technology Integration training sessions at NEOnet and through video chat nearly every Wednesday of the school year starting at 3:30 pm. All of these training sessions will be recorded and added to the PD On-Demand series to watch at your convenience. Visit training.neonet.org for more information and follow us on Twitter @NEOnetEdTech and @Dan_EdTech.



UPDATED NEONET WEBSITE COMING SOON



A new and improved NEOnet website is coming soon! The site will combine the current neonet.org and portal.neonet.org sites and will be found at neonet.org.

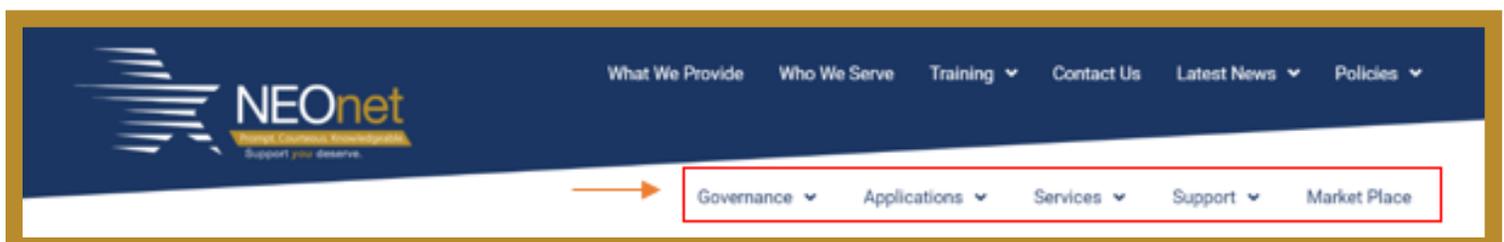
Content such as application links, training registration, and documentation will be limited to NEOnet members and will be located behind an LDAP/Active Directory login screen. Bookmarked application links will not be affected by this change. NEOnet staff will communicate with members prior to the launch regarding login information and the site will also include a password resetting tool.

NEW WEBSITE BENEFITS INCLUDE:

- Quicker, easier event registration due to passthrough of login information
- Enhanced site search functionality
- Improved site security
- Cleaner user interface

Login

Please login with your NEOnet account.



GradeBook

BETHANY LADICH

PARENTACCESS MOBILE APPLICATION

The ParentAccess Mobile app is now available to view grades, schedules, assignments, etc.

Download the Mobile App

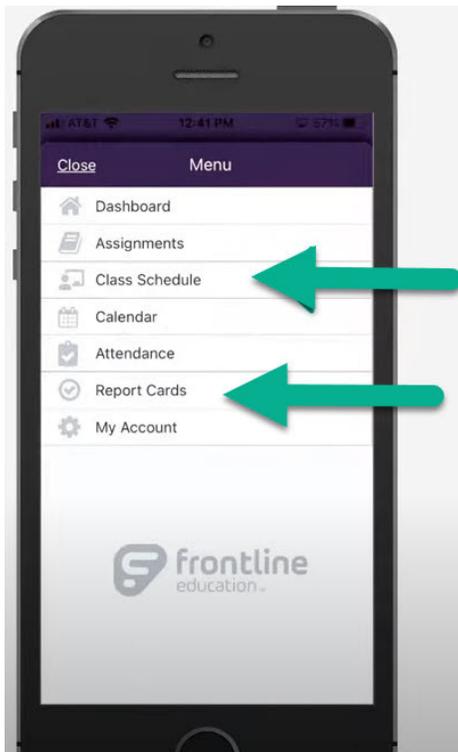
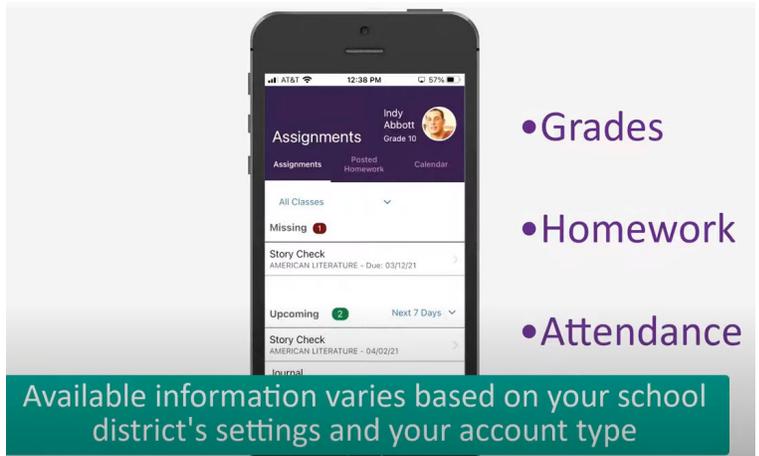
Go to the Apple App store or Android Apps on Google Play and search for “ProgressBook Parent/Student” to locate and download the app.

If You Already Have an Account

Whether you are a parent/guardian or student, you can use your current ParentAccess username and password to log in to the ParentAccess app.

- Open the mobile app.
- Tap Login.
- When redirected to the website, begin typing your district name.
 - In the results list that displays, select your district
 - Tap Go
 - Enter your username and password
 - Tap Sign In

Note: Your selected district is saved for future log ins. If you are a parent/guardian with students attending different districts, you can switch districts as needed.



If you are a student using “Google Single Sign-On”

- Tap Login
 - When redirected to the website, begin typing your district name.
 - In the results list that displays, select your district
 - Tap Go
3. Scroll down and tap Students Sign in with Google
4. Follow the prompts to log in with your Google account

If You Have a Registration Key

- Open the mobile app.
- Tap Login.
- When directed to the website, begin typing your district name.
 - In the results list that displays, select your district
 - Tap Go
- Scroll down to the New ProgressBook? Section
- Tap Create Account
- On the next screen, tap New Parent Account or New Student Account
- Follow the prompts on the screen to complete registration

Video: <https://bit.ly/ParentAccessApp>

Student Information (DASL)

JENNIFER COTTRILL

During the summer months, the student team was busy adding a new feature to your High School custom transcripts. The long awaited Graduation Seals are now printing on the students transcripts once earned by the pupil during their high school career. For the class of 2022, the earning of a seal is an option towards satisfying graduation requirements. However, for the classes of 2023 and beyond it is part of the requirements in achieving graduation by showing readiness. According to Ohio Department of Education, the seals give the student the chance to demonstrate academic, technical and professional skills and knowledge that align to their passions, interests and planned next steps after high school.

The seals will display on the transcript by following these steps:

- Navigate to SIS > Student > Graduation Points > Student Exemptions / Requirements
- Check the appropriate box State System of Diploma Seals Earned area

Earned Seals



NOTE: *The College-Ready Seal gets automatically checked when a student's ACT or SAT scores have been entered into DASL, and they meet remediation free score.

*** For the Ohio Seal of Biliteracy you must also navigate to the student's FN-Graduate tab to pull over the language(s) the student is proficient in. This will ensure the proficiency statement will also print on the transcript.

Each high schools DASL custom transcript has been adjusted to automatically print the seal at the bottom once the above steps are completed. If your district does not want the seals to print on the transcript until the class of 2023, please submit a request to studenthelp@neonet.org to have the seals temporarily removed.

Sps

DENISE MARRALI

REPORTS

October EMIS Reporting is just around the corner and there are reports available that can be run from the documents written in Sps. The Report Builder and the Analytic Hub both have reports that pull from the forms.

- **Report Builder - StudentInformation > Local > Report Builder**

- **Special Education Summary Report**

Gives a summary of the special education currently in effect at the district or a school, as of the report date selected. In SIS put either the District Name or a Building Name in context before running the report. This report includes IEP & ETR due dates as well as calculations for OT, PT and Speech Related Services.

TR	Event Date	Date	IEP	Date	Date	Dates	Hrs	Hrs	Hrs	Hrs	Type	Out	Plan	se Date	Recent Sch Yr	Adm Date	al Date	Status
ETR	09/09/2019	09/09/2021	RIEP	09/09/2020	09/09/2021	09/09/2020 - 09/09/2021	IE13				STA	10	TFYG	No	2020-2021	09/09/2021	09/09/2021	J
ETR	09/09/2020	09/09/2022	RIEP	09/09/2021	09/09/2022	09/09/2021 - 09/09/2022	IE14	AID,ATT	0	0	0	0	ATT (7Mths)	No	2021-2022	09/09/2022	09/09/2022	A
ETR	09/09/2020	09/09/2022	RIEP	09/09/2021	09/09/2022	09/09/2021 - 09/09/2022	IE13		0	0	0	0	OT (100mo)	No	2021-2022	09/09/2022	09/09/2022	A
ETR	09/09/2021	09/09/2024	RIEP	09/09/2022	09/09/2024	09/09/2022 - 09/09/2024	IE14	OT	0	0	0	0	OT (100mo)	No	2021-2022	09/09/2022	09/09/2022	R
ETR	02/09/2020	02/09/2023	RIEP	02/09/2021	02/09/2023	02/09/2021 - 02/09/2023	IE13	OTH,SLP	240	0	0	0	OTH (200mo), SLP (240mo)	No	2021-2022	09/09/2022	09/09/2022	A
ETR	09/09/2021	09/09/2024	RIEP	09/09/2022	09/09/2024	09/09/2022 - 09/09/2024	IE10	OT,PT,SLP	90	90	90	0	OT (90mo), PT (90mo), SLP (90mo)	No	2021-2022	09/09/2022	09/09/2022	PS
ETR	09/09/2019	09/09/2022	RIEP	09/09/2020	09/09/2022	09/09/2020 - 09/09/2022	IE13	SLP	90	0	0	0	SLP (90mo)	No	2021-2022	09/09/2022	09/09/2022	A
ETR	09/09/2020	09/09/2023	RIEP	09/09/2021	09/09/2023	09/09/2021 - 09/09/2023	IE13	OTH	0	0	0	0	OTH	No	2021-2022	09/09/2022	09/09/2022	A
ETR	02/09/2021	02/09/2022	RIEP	02/09/2022	02/09/2022	02/09/2022 - 02/09/2022	IE13		0	0	0	0		No	2021-2022	09/09/2022	09/09/2022	R
ETR	09/09/2020	09/09/2023	RIEP	09/09/2021	09/09/2023	09/09/2021 - 09/09/2023	IE13	SLP	120	0	0	0	SLP (120mo)	No	2021-2022	09/09/2022	09/09/2022	A
ETR	09/09/2019	09/09/2022	RIEP	09/09/2020	09/09/2022	09/09/2020 - 09/09/2022	IE14	OTH,SLP	120	0	0	0	OTH (120mo), SLP (120mo)	No	2021-2022	09/09/2022	09/09/2022	A

- **Analytic Hub - StudentInformation > Local > Analytics Hub Select Special Education**

- **Special Ed Event**

A listing of special education events (documents written) per student for the School Year(s) and Date Type(s) selected that is in Sps

Last Name	First Name	Student Number	Date Type	Event Date
			TETR	08/16/2021
			TETR	08/10/2021
			TIEP	08/10/2021
			TETR	08/17/2021
			TIEP	08/17/2021
			TETR	08/01/2021
			TIEP	08/01/2021
			TETR	08/01/2021
			TIEP	08/01/2021
			RIEP	08/19/2021
			TETR	08/01/2021
			TIEP	08/01/2021
			TETR	08/01/2021
			TIEP	08/01/2021
			TETR	08/11/2021

- **Analytic Hub - StudentInformation > Local > Analytics Hub Select Special Education**

- **Special Education Verification Detail Report:**

In a spreadsheet format, provides a current list of students and their latest IEPs and ETRs and the associated dates. Also includes assessments from which the student is exempt.

10	02/09/2021	RIEP	IE13	**	02/10/2021	02/08/2022	STA	TFYG	9			
15	01/05/2021	RIEP	IE13	**	01/06/2021	01/04/2022	STA	TFYG	12	BIOL	Y	
15	01/05/2021	RIEP	IE13	**	01/06/2021	01/04/2022	STA	TFYG	12	ELA1	Y	
15	01/05/2021	RIEP	IE13	**	01/06/2021	01/04/2022	STA	TFYG	12	ELA2	Y	
15	01/05/2021	RIEP	IE13	**	01/06/2021	01/04/2022	STA	TFYG	12	GEOM	Y	
15	01/05/2021	RIEP	IE13	**	01/06/2021	01/04/2022	STA	TFYG	12	HIST	Y	
15	01/05/2021	RIEP	IE13	**	01/06/2021	01/04/2022	STA	TFYG	12	ALG1	N	
15	01/05/2021	RIEP	IE13	**	01/06/2021	01/04/2022	STA	TFYG	12	GOVM	N	
15	01/05/2021	RIEP	IE13	**	01/06/2021	01/04/2022	STA	TFYG	12	MTH1	N	
15	01/05/2021	RIEP	IE13	**	01/06/2021	01/04/2022	STA	TFYG	12	MTH2	N	
15	01/05/2021	RIEP	IE13	**	01/06/2021	01/04/2022	STA	TFYG	12	PHYS	N	
10	01/19/2021	RIEP	IE13	**	01/19/2021	01/18/2022	STA	TFYG	11			
10	02/17/2021	RIEP	IE13	**	02/22/2021	02/16/2022	STA	TFYG	9			
10	11/05/2020	RIEP	IE13	**	11/10/2020	11/04/2021	STA	TFYG	9			
15	05/04/2021	RIEP	IF14	**	05/06/2021	05/03/2022	STA	TFYG	12			

EMIS EXTRACT

The EMIS Extract is a process where EMIS reportable data is pulled from the documents written in Sps. A file is generated in Student Information, which can be imported to update the Student Special Education Records, Related Services, Graduation Exemptions & FD record. This process can be done by individual student, by building and/or district.

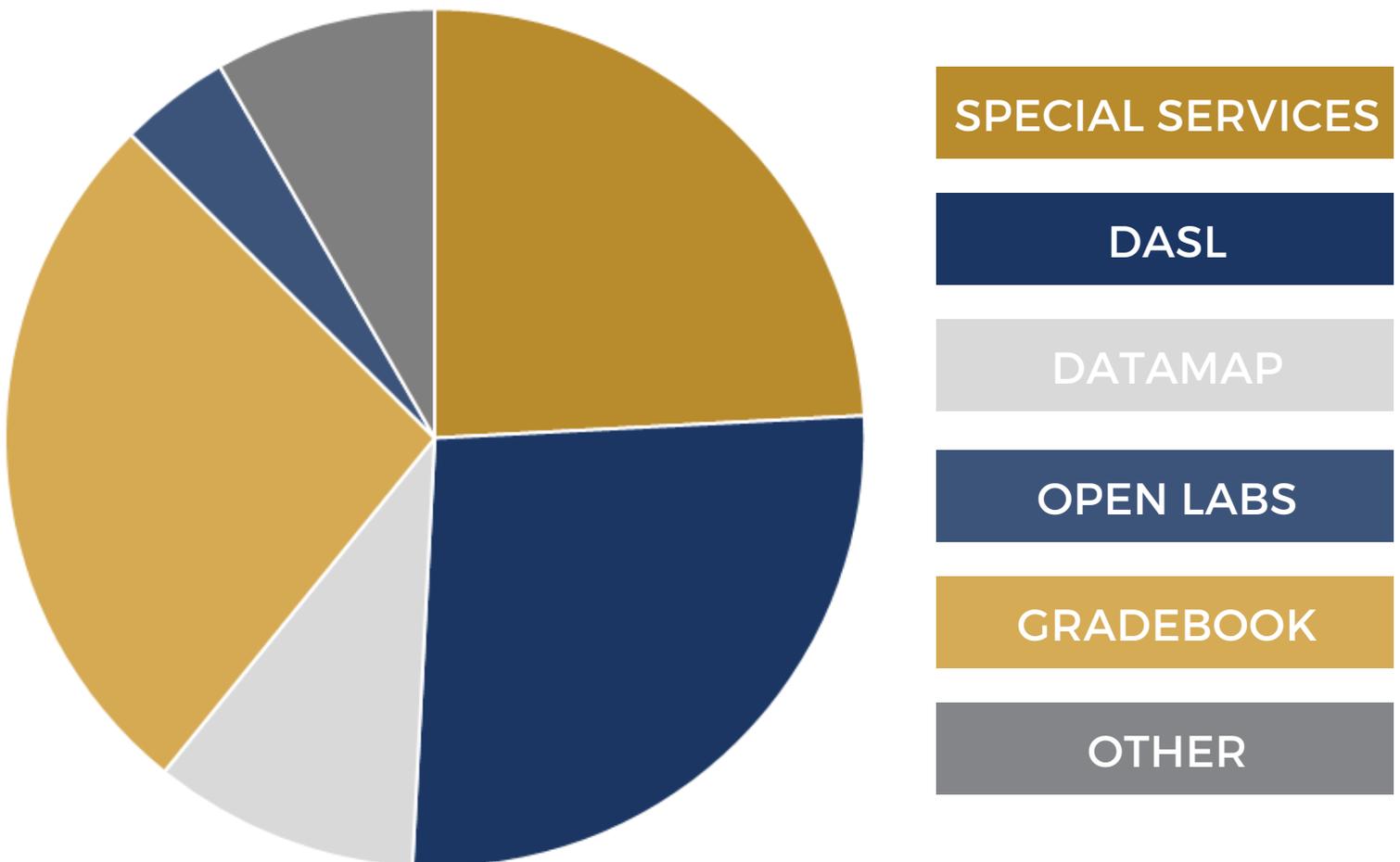
FALL SPS MEETING & EMIS REPORTING MEETING

The fall Special Service Roundtable will be October 1st at 9am in NEOnet Room B. We will also be presenting via Webex at: <https://bit.ly/FallSpsRoundTable>

The Special Services Meeting is for any staff involved in the Special Education process using Frontline Refresh or SameGoal programs. This meeting reviews the software releases, form changes & functionality, EMIS reporting, and a forum to discuss issues.

Please contact Denise Marrali (Marrali@NEOnet.org) or Bethany Ladich (Ladich@NEOnet.org) if you have any questions.

FY21 STUDENT SERVICES TRAININGS



PowerSchool Ideas Portal Website

As of January 15, 2021, UserVoice will no longer be used to share ideas for eFinancePlus. Instead, you will now be able to access the PowerSchool Ideas Portal through a single sign-on option.

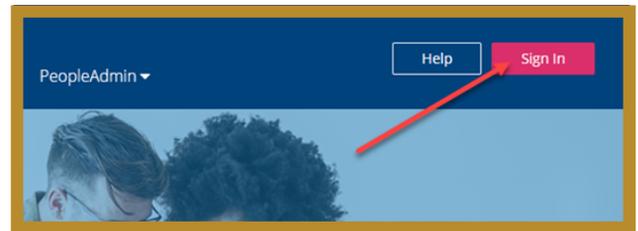
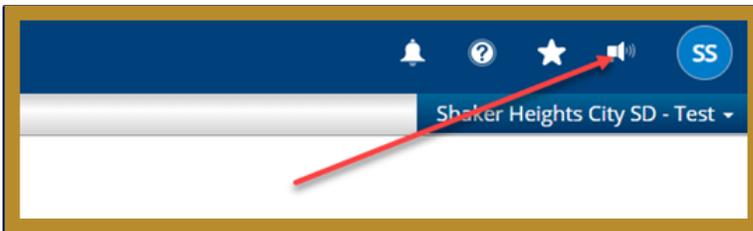
In addition to streamlining the workflow from customer ideas to the eFinancePlus Roadmap, the transition to the Ideas Portal provides the following benefits:

- All ideas entered in UserVoice over the years will be converted to the Ideas Portal by January 31, 2021, including the current vote count for each, so none of your ideas will be lost.
- If you have other PowerSchool products, you may already be familiar with this new portal. Ideas for all PowerSchool products are captured in the same way, so the experience is consistent.
- There are no vote limits! You can now apply a vote to as many ideas as you'd like, although you can only apply one vote per idea.
- All users with access to PowerSchool Community can enter ideas for eFinancePlus.

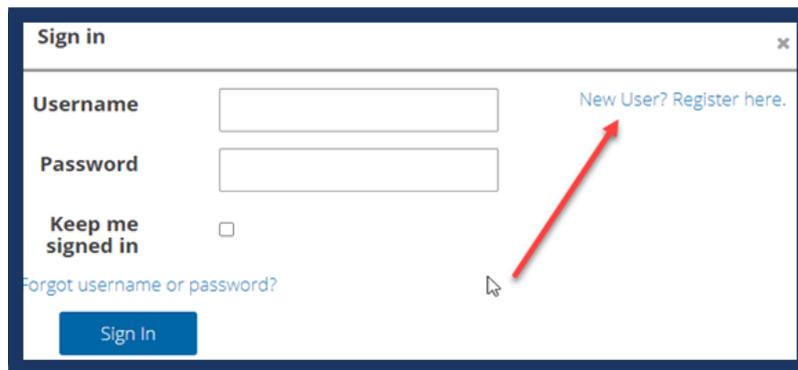
You can access the PowerSchool Ideas Portal Website at:

<https://bit.ly/PowerSchoolIdeasPortal>

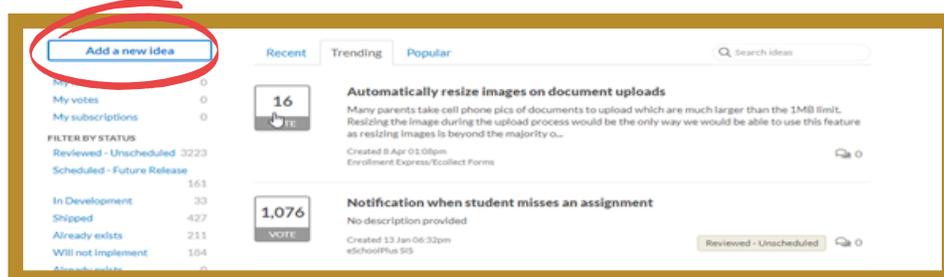
You can also still access it through eFP by clicking on the megaphone:



Register as a New User



Add a new idea or vote on an existing idea



Group Life Insurance Setup

This process is used to set up group life insurance in eFP. Special consideration is needed for employees who receive employer-paid life insurance coverage in excess of \$50,000.

EFP GROUP LIFE INSURANCE CALCULATION

A screenshot from the eFP HR/Payroll manual which describes how eFP calculates group life insurance tax deductions is included below at the end of this how-to article.

SEPARATE DEDUCTION CODES

If you plan to use payroll deductions to create the invoice for paying the life insurance vendor and also for tracking taxable benefits of >\$50,000 life insurance amounts, you need to use separate deduction codes for these unique purposes.

For example: All employees with group life insurance would have an employee deduction code used to create the invoice for paying group life insurance and employees with >\$50,000 of life insurance coverage would have a second employee deduction code.

OPTION TO ONLY CALCULATE TAXABLE GROUP LIFE ONCE A YEAR

If you wish to calculate the taxable group life insurance amount for employer paid coverage over \$50,000 only once at the end of the calendar year, you may follow the process below with two changes. **While this may be a good option for a district's first year on eFinancePlus, it is probably not a good solution for future years.**

Performing the group life calculation during payroll once a month is a better solution going forward and will tax the benefit as it occurs each month. This will allow the benefit to easily be taxed for employees who separate from the district during the tax year.

1. Use a separate deduction frequency for all group life insurance deduction codes. This frequency would be used only once a year.
2. Enter 1 for the number of pays on the Employee Group Life Page. This will cause the additional taxable earnings to calculate as the full year value of eligible premiums when the life insurance frequency is used during that single pay run.

The following is an example of the calculation which will be performed by eFP when calculating the insurance only once a year for an employee who has \$70,000 of life insurance coverage and is in the .15/month premium bracket. This is \$20,000 of taxable coverage.

$(\$20,000 / \$1,000) * .15 * (12 / 1)$ This is 20 units of \$1000 coverage multiplied by .15/\$1000/month premium multiplied by 12 months.

SETUP GROUP LIFE PREMIUM TABLE

1. **Path:** HR>Reference Tables>Payroll>Group Life Insurance - to access the group life insurance reference table.
2. Enter the premiums for each age bracket using the following criteria:
 - o Enter the age at the highest end of the premium bracket.
 - o Enter the monthly premium for each \$1000 of coverage.
 - o The data should be entered based on the Employer's Tax Guide to Fringe Benefits for use in 2021 (IRS Pub. 15-B 2021, Table 2-2).

Table 2-2. Cost Per \$1,000 of Protection for 1 Month

Age	Cost
Under 25	\$ 0.05
25 through 29	0.06
30 through 34	0.08
35 through 39	0.09
40 through 44	0.10
45 through 49	0.15
50 through 54	0.23
55 through 59	0.43
60 through 64	0.66
65 through 69	1.27
70 and older	2.06

You figure the total cost to include in the employee's wages by multiplying the monthly cost by the number of months' coverage at that cost.

Example. Tom's employer provides him with group-term life insurance coverage of \$200,000. Tom is 45 years old, isn't a key employee, and pays \$100 per year toward the cost of the insurance. Tom's employer must include \$170 in his wages. The \$200,000 of insurance coverage is reduced by \$50,000. The yearly cost of \$150,000 of coverage is \$270 ($\$0.15 \times 150 \times 12$), and is reduced by the \$100 Tom pays for the insurance. The employer includes \$170 in boxes 1, 3, and 5 of Tom's Form W-2. The employer also enters \$170 in box 12 with code "C."

Note: Enter the full monthly premium paid for each \$1000 of coverage. If the employee pays a portion of the premium, their deductions will be deducted when eFP calculates the taxable earnings.

ADD GROUP LIFE DEDUCTIONS IN DEDUCTION REFERENCE TABLE

1. **Path:** HR>Reference Tables>Payroll>Deductions- to access the Deduction Reference table
2. Add a deduction for each unique group life insurance deduction scenario:
 - o If coverage is fully **employer paid**, set the General tab's Method field to None and the Employer tab's Benefit Method field to Record Amount. The system references the employee's deduction record for the employer amount.
 - o If coverage is fully **employee paid**, set the General tab's Method field to Employee Amount and the Employer tab's Benefit Method field to None. The system references the employee's deduction record for the employee amount.
 - o If the **employer and employee share in the cost**, set the General tab's Method field to Employee Amount and the Employer tab's Benefit Method field to Record Amount.
3. If the benefits are not to be expensed - the Employer's tab Benefit Account field should be set to 99999999.
4. On the taxation tab select the appropriate checkboxes.
 - a. Checkboxes under Deduction Tax Exemptions exempt employee contributions from being taxed.
 - b. Checkboxes under Benefit Taxes tax the employer contributions.

PO Repair Option for USAS Redesign

The PO Repair option allows you to update a purchase order date, vendor, and/or item account codes even after it has been invoiced. This tool will also update any invoices that have been issued against the purchase order. The Repair option can be found by choosing  next to the desired purchase order and clicking on the  icon.

There are some ground rules that must be followed to use the repair option:

1. The purchase order and/or purchase order item must not have any payments (disbursements) posted against it. If there are checks already, the transactions linking to those payments must be kept intact! As long as the Payable has not been posted yet, the repair can be used so that is a great point for double checking. The **SSDT Outstanding Invoices by Vendor Name** report can be used to review transactions in the Payables grid before posting.
2. The Repair option adheres to existing posting period rules. For example, if repairing a PO that is dated in a previous posting period that posting period must be opened first to make changes. This is needed in Redesign since previous posting period reports can be regenerated on the fly. If you are changing a purchase order line item from one account to another, this ensures those encumbrances can be reflected appropriately on those account reports.

Once you open up the Repair option, the pop window contains three separate tabs for making updates. Changes will need to be made one tab at a time.

ACCOUNT

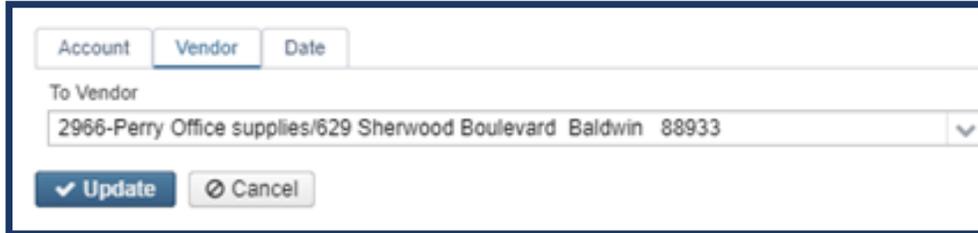
To change the account code on one or more purchase order line items, start by selecting the account that should be changed in the "From Account" drop down. This will populate the grid below with any line items on the purchase order that contain that account code and have not been paid on. Select one, multiple, or all line items to be changed. The "To Account" drop down can be used to select the account that these items should be changed to.

Account	Vendor	Date
From Account		
001-2500-512-0000-0000000-000-00-000 - GENERAL FISCAL SERVICES OFFICES SUPPLIE		
To Account		
001-1100-130-0000-0000000-000-00-000 - GENERAL REGULAR INSTRUCTION CERTIFICAT		
<input type="checkbox"/>	Description	Amount
<input type="checkbox"/>	England Map	50.00

Click  to apply.

VENDOR

The Vendor tab can be used to change the vendor for the purchase order. This is the option that would help in the situation described at the beginning of this section. Simply choose a new vendor from the drop down and click Update! Since this option applies for all items on the purchase order it will only be available if there have been no payments against the PO and it cannot be used to change a purchase order to a Multi-Vendor PO.



Account Vendor Date

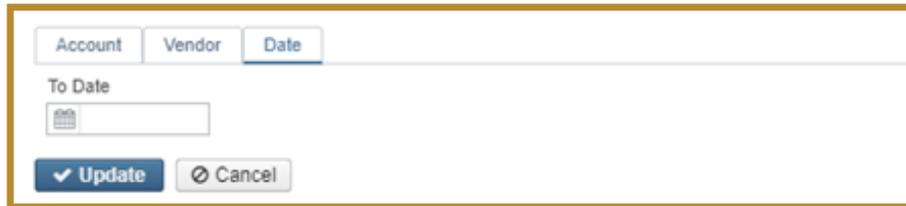
To Vendor

2966-Perry Office supplies/629 Sherwood Boulevard Baldwin 88933

Update Cancel

DATE

The Date tab can be used to change the date on the header of the purchase order. Simply enter a new date to be used and click Update! Again, this option applies to the entire PO so it will only be available if no disbursements have been created for the transaction. The posting periods associated with the original purchase order date and the new purchase order date must be open.



Account Vendor Date

To Date

Update Cancel

CHANGE RESULTS

Once you proceed with changes as described for the different tabs, you will see a pop up window within the software that will show you a grid of all the transactions that were updated for this change. This way, if there are changes to multiple PO Items and/or Invoices there will be a record of all of the updates in one spot. The window gives a summary of how many records were updated, the timestamp for the change, and the option to print a report of the results to keep for your records.



Change Result

Date updated for 11 records on 02/16/2021 12:16:01.477 -0500

Type	Key	From	To
PO	215400	07/01/2020	07/24/2020
PO_ITEM	215400 Small Magenta Books 23.98	07/01/2020	07/24/2020
PO_ITEM	215400 Medium Blue Monitor 116.16	07/01/2020	07/24/2020
PO_ITEM	215400 Tan Pencil 59.40	07/01/2020	07/24/2020
PO_ITEM	215400 Medium Plates 23.98	07/01/2020	07/24/2020
PO_ITEM	215400 Small Tan Monitor 23.95	07/01/2020	07/24/2020
PO_ITEM	215400 Large Green Phone 155.90	07/01/2020	07/24/2020
PO_ITEM	215400 Pink Cooler 599.80	07/01/2020	07/24/2020
PO_ITEM	215400 Small Violet Books 19.95	07/01/2020	07/24/2020
PO_ITEM	215400 Small Green Poster Board 27.90	07/01/2020	07/24/2020

Print Result Close