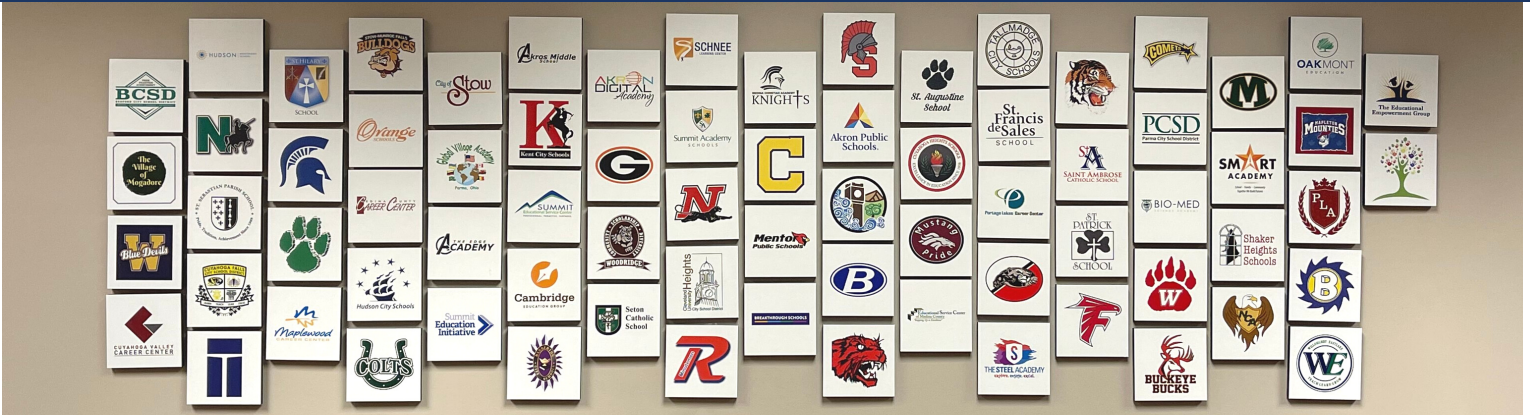




SPRING 2022 NEWSLETTER



FROM THE EXECUTIVE DIRECTOR

MATTHEW GDOVIN

As the school and fiscal year soon come to a close, I wish you all an enjoyable summer. As you are enjoying the summer weather, please keep in mind some of the activities and resources available at NEOnet, highlighted in this newsletter.

NEOnet would like to welcome our new Fiscal Officer, Bonnie Manchester. Bonnie has replaced Kim Fassnacht as the next Fiscal Officer of the council. We are excited to have Bonnie join our team. She brings over fifteen years of Information Technology Center (ITC) experience, eight of those serving as Assistant Treasurer of ACCESS, an ITC in Canfield, Ohio.

NEOnet has added Chelsea Kerr to the fiscal software support team in response to our continued growth in the fiscal department. Chelsea will join the eight other NEOnet support personnel responsible for assisting the school district central offices with software support and training.

Twelve years ago, a group of Technology Directors had an idea to create a local conference where educators could share best practices and learn from each other. In 2010, at University of Akron's Quaker Square, NEOnet was born. Over the last 12 years, a lot has changed, but the desire to learn and grow has remained constant. This year, the three-day hybrid conference concluded on March 16, 2022. The conference featured 50 separate sessions, and we had 595 individuals register for the event. You can find more information, including the video streams and documentation at www.neontechconference.org.

NEOnet has launched the newly created Ohio Education Job Board. You can learn more about this free service, including how to post or find Ohio education job opportunities, on page three of the newsletter. Looking for tools or professional development opportunities to assist with integrating technology into the classroom? Page 6 discusses the benefits of Jamboard, an interactive whiteboard tool, as well as lists the free spring and summer technology integration training opportunities. Lastly, you can find information on the FY2023 free INFOhio electronic resources on page seven.

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 email at gdovin@neonet.org if you have any questions about the newsletter contents or to learn more about our services. And remember that without you, there would be no NEOnet!

Matthew Gdovin, Executive Director

New Employees

CHELSEA KERR, FISCAL SERVICES SUPPORT SPECIALIST



Chelsea Kerr received a Bachelor of Science in Education from Kent State University, and has 7 years of combined teaching experience working with students of all ages from Pre-K through 10th grade. Prior to coming to NEOnet, Chelsea worked for 2 years as a Fiscal Support Liaison with focus on the State Software Redesign. She greatly enjoys learning about new technology and it's application withinschools. Chelsea is a life-long fan of the Cleveland Guardians, and in her spare time, she enjoys reading, hiking, and collecting minerals.

JAKE SELL, DTS DESKTOP SUPPORT SPECIALIST



Jake Sell is currently studying at Stark State College in Canton. His major is Help Desk/IT Specialist. Jake has a deep love and admiration for technology and computers. He loves to fix things and troubleshoot PC problems. He firmly believes receiving a smile from a happy customer makes his day 100% better.

OHIO EDUCATION JOB BOARD

Unified Talent
SchoolSpring

Ohio's Resource for Jobs in Education
Your education career takes off when you land in Ohio

Connected by the Management Council

Jobs About

Search Jobs Search City, State, or Zip Category Grade Level Job Type Search Reset Hide Map

All 1317 results Sort by Date: F

Intervention Specialist (East Middle School)
Teays Valley School District
Ashville, Ohio
Today

RTI Math Teacher
Lancaster City School District
Lancaster, OH
Yesterday

Basketball (Girls) Assistant Coach (2 positions)
North Fork Local School District
Utica, OH
Yesterday

Basketball (Boys) Assistant Coach

You may have heard that the Ohio Education Computer Network (OECN) and NEOnet have launched the newly created **Ohio Education Job Board** for K-12 jobs in Ohio. Built specifically for the education industry, the Ohio Education Job Board is the hub for Ohio K-12 jobs. Not only is it a central location for you to post your job openings, but applicants from teachers to bus drivers to support personnel looking for a position in an Ohio school district can search by zip code, job category, grade level, and job type. No longer is there a need to post positions in multiple places. The Ohio Education Job Board is Ohio's inclusive website for education jobs.

KEY BENEFITS

- Built specifically for education
- Post openings to one location
- Attract applicants from across Ohio
- Provide a positive applicant experience
- Use on its own or integrate with Applicant Tracking and AppliTrack

Unified Talent
SchoolSpring

Jobs About

Search Jobs Search City, State, or Zip Category Grade Level Job Type Search Reset

All 1317 results Sort by Date: F

High School (and) Basketball Coach
Educational Service Center of Eastern Ohio (ESC of Eastern Ohio)
Cantfield, OH
Mar 16, 2022

Elementary Teacher
Educational Service Center of Eastern Ohio (ESC of Eastern Ohio)
Cantfield, OH
Mar 16, 2022

6 & High-Rise Art Teacher
Educational Service Center of Eastern Ohio (ESC of Eastern Ohio)
Cantfield, OH
Mar 16, 2022

Elementary Technology Teacher
Educational Service Center of Eastern Ohio (ESC of Eastern Ohio)
Cantfield, OH
Mar 16, 2022

Math Teacher
Educational Service Center of Eastern Ohio (ESC of Eastern Ohio)
Cantfield, OH
Mar 16, 2022

Science Teacher
Educational Service Center of Eastern Ohio (ESC of Eastern Ohio)
Cantfield, OH

Elementary Teacher
Educational Service Center of Eastern Ohio (ESC of Eastern Ohio)
Cantfield, OH

Apply for this job Tell a friend Post job

Job Details
Job ID: 3810296
Application Deadline: Apr 29, 2022
Posted: Mar 16, 2022

Job Description
Potential Opening: Elementary Teacher
Liberty Local School District
Work Site: District/Elementary

Position Type: Full-time
Job Categories:
Elementary Teacher > Elementary

Contact Information

QUESTIONS?
CONTACT: MICHELE BAKER
EMAIL: BAKER@NEONET.ORG
PHONE: 330-926-3900 EXT. 601113

From the Tech Director

CHRIS ZOLLA

Security remains our number one priority here at NEOnet. As the security landscape continues to change for K-12 and data becomes ever more valuable, we all need to change along with it. NEOnet is no exception to that rule. As a result of the increasing requirements to obtain cyber liability insurance, NEOnet has decided to end its local hosted Exchange service offering and move to Office 365 (O365). The persistent local threats email hosting presents and higher security demands make it clear that it is a perfect time to move the service to the cloud. What does this mean for our customers? We will have two options our customers can take to facilitate this migration.

Option one is to move to Gmail. While NEOnet does not offer migration services to Gmail, we can provide some guidance and access to the data that our customers will need to make the move. This is the same procedure we have followed for our previous customers when they migrated to Gmail. We provide credentialed access a school district would need to successfully migrate data to Gmail using the tools Google provides.

Option two is to move to O365 with NEOnet's help for the migration. We have been actively testing and moving NEOnet employees to the cloud and setting up Exchange online with multifactor authentication. Gaining this experience will allow us to help migrate each customer to their own O365 tenant and maintain the same user experience, if not better, than they have today. We will facilitate the migration of the data and communicate with the customer on the intended cutover date. After the cutover date, the customer will be responsible for managing and maintaining the Exchange online environment from that point forward. If a customer should still want NEOnet to manage the environment, we can continue to do that for the seven dollars per year cost we currently charge for our locally hosted Exchange service. In either scenario, all customers will be able to continue to use our Jatheon cloud-hosted archiving service, as it is available for Gmail or O365.

When we started hosting Exchange almost twenty years ago, it was out of necessity for a cohesive email experience for all our customers. Today, we are choosing this path for the same reasons. Cloud email is more secure, better hosted, and more feature-rich than what we can offer as a service. For this reason, we look forward to this move and to continuing to help our customers improve student education through the use of technology. If you have any questions or concerns, please don't hesitate to reach out to me via email zolla@neonet.org.

Wifi 7 Standard and AP Generations

BEN HELLER

The newest Wifi standard has been announced and devices supporting it will soon be on the way. While it will still be a few years until it really starts to hit its stride, it's good to look back on what we have and how things will improve going forward. Currently, most districts have APs (access points) in the 4th or 5th generation, with 6th just starting to be more actively deployed. However, the APs themselves are not the only concern, since clients also need to support newer standards to fully see positive results.

Each generation brings new features, but the truly important one for schools is client density. APs are much like walkie-talkies and use radio waves to send data, but if multiple devices try to talk at once, they overlap and ruin the signal. Now that most districts are 1:1 and the use of devices by students has skyrocketed, it becomes a problem when so many devices are actively trying to talk at once. Every new generation of APs adds new features to make transfer speeds faster and section off how devices communicate to allow more devices to talk at once. The newer standards are up to three different radio bands that can all be used and sectioned off to talk to many clients at once. Higher speeds also allow each conversation to transfer faster, leaving more free airtime for other clients.

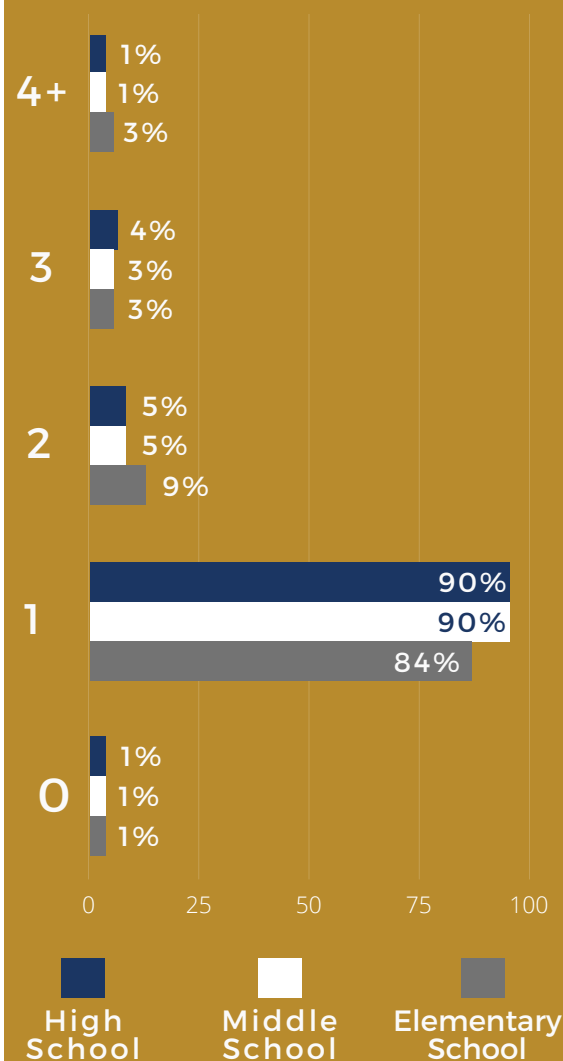
When planning for and purchasing hardware, it is important to take into consideration what wireless standards they support and the expected lifetime/support the device will receive. Cisco's general recommendation is to upgrade APs every 3-5 years, but paying attention to hardware generation and user client compatibility is much more important. A room full of old Chromebooks that only support an 8+-year-old standard may still have issues even on a cutting-edge AP. Keeping up with these newer standards will help reduce issues in high traffic classes and during testing. As 1:1 and device use continues to grow, keeping up to date will help ensure your students and teachers have the best experience possible for their learning journeys.

"Access to computers and the Internet has become a basic need for education in our society"

Kent Conrad

STUDENTS PER DEVICE

EdWeek Research Center Survey, 2021



Technology Integration

DAN NIESSEN

Educational technology is meant to make teachers' lives easier, improve student learning, and be shareable. This article will share a few resources in EdTech that do all three. The first comes from the Texas Computer Education Association, TCEA, which created a shared Google Doc that lists 1,000+ Jamboard templates. This document can be found at: <http://ly.tcea.org/JamboardFreebies>. Jamboard is a simple but powerful interactive whiteboard tool that allows students to interact with content. Jamboard can easily be used with an interactive display or Chromebooks, and the files can be shared through Google Classroom! Speaking of Google Classroom, a new feature allows teachers to schedule assignments to multiple separate classrooms at one time, which can be a massive time-saver! Finally, Clipchamp has added the ability to export 1080p video for free, opening the door for more student-created video projects. If you are unfamiliar with Clipchamp, they are a web-based video editing tool recently acquired by Microsoft.

Educational Technology is a massive and growing industry, but educators do not have to navigate it alone. The Technology Integration service at NEOnet offers many different live and On-Demand courses that help make education easier for teachers and better for students. Stay tuned to NEOnet.org for an updated PD On-Demand experience with our new Learning Management System coming soon. As always, feel free to reach out to Dan Niessen, the Technology Integration Specialist, for any EdTech questions at dniessen@neonet.org.

SPRING AND SUMMER TRAINING OPPORTUNITIES

MAY

Tech Tools for Instant
Feedback
5.4.2022

Station Rotations with Tech
5.11.2022

End of Year Google Cleanup
5.18.2022

JUNE

Google Certified Educator
Workshop
6.22.2022

Creating a
Paperless Classroom
6.29.2022

Streamlined Lesson Prep
with Google Sheets & Forms
6.29.2022

INFOhio FY2023 Resource Collection Update

INFOhio purchases and licenses free, high-quality, digital, teaching and learning content that all Ohio PreK-12 students, parents, and teachers can use at school, at home, and on the go. Here are the new resources and changes for the 2022-2023 school year.

Through the RemotEDx initiative, INFOhio has acquired the GenYES student technology leadership platform and instructional content for Ohio schools. The [GenYES program](#) provides an introduction to computer science, coding, and STEM careers, as well as careers in teaching and education. Students learn through action while supporting others and completing projects that demonstrate their learning. The program is flexible and is designed to support school technology integration goals while building the next generation of technology leaders. Learn more about INFOhio's purchase of GenYES [here](#). INFOhio will provide free access to the GenYES student technology leadership platforms and instructional content beginning with the 2022-2023 school year.

INFOhio has renewed access to the following resources licensed through RemotEDx for the 2022-2023 school year:

- [PebbleGo Next](#), [Capstone Interactive eBooks](#), and [Capstone Connect](#)
- [Today's Science](#), [The World Almanac for Kids](#), and [The World Almanac for Kids Elementary](#)
- Transparent Language Online [teacher licenses](#)

Scholastic will be retiring its [Storia](#) platform, but Ohio users will be able to access all the eBooks included in Storia and more through Scholastic's Literacy Pro platform in the 2022-2023 school year. All schools that have rostered students in Storia will be receiving additional information in the coming months about this transition. Storia will continue to be accessible through August 31, 2022.

INFOhio has purchased new digital resources through RemotEDx. These resources focus on science, technology, and careers and are appropriate for middle and high school students:

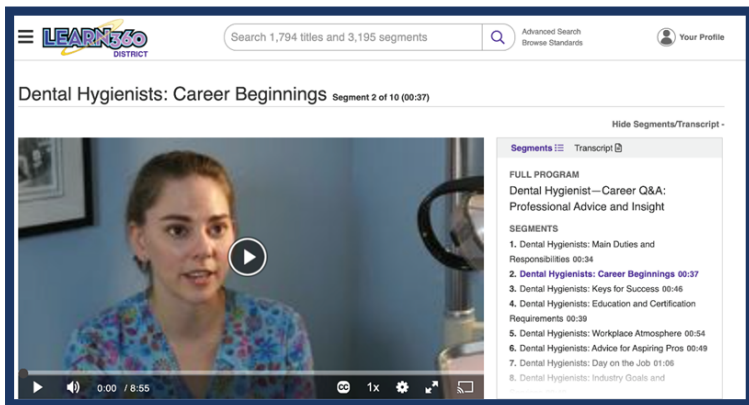
- [Gale eBooks](#)
- [Infobase Learn360 Video Collection](#)

[Be the first to know](#) about all high-quality, digital, instructional resources and materials from INFOhio and [Libraries Connect Ohio](#) by joining the [INFOhio Community group](#) on Open Space.

INFOhio Video Resources

More than 1700 videos on careers, science, and technology from Infobase have been purchased and are available on [Infobase's Learn360](#) platform. These videos have also been added to [INFOhio's Digital Video Collection](#) (DVC).

Save time and avoid the hassle of searching the internet for videos or other content to enhance lessons. Use Learn360 and INFOhio's DVC to find standards-aligned videos organized for educators from the industry's top producers.



In Learn360, a search bar at the top of the page allows for keyword searching. The videos can also be filtered by subject and grade level. Below is an example of a video clip on the career of a Dental Hygienist.

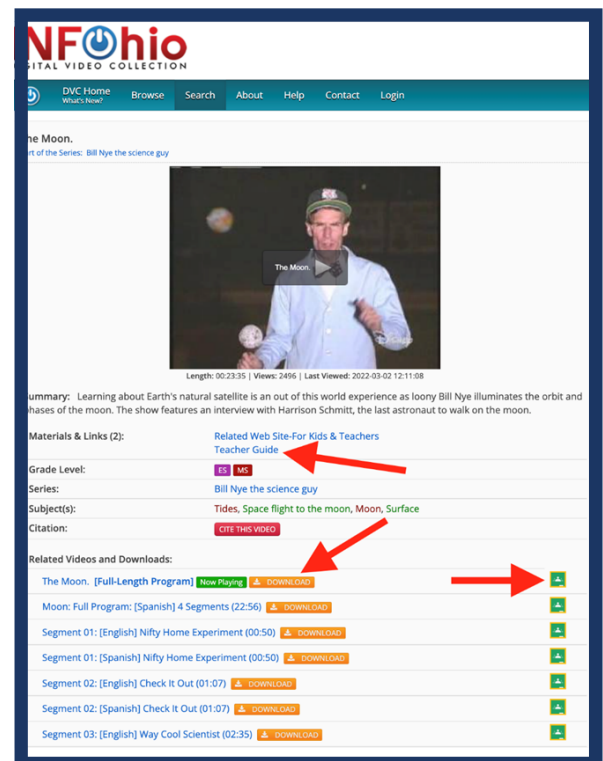
In addition to the 1700 newly purchased videos from Infobase, INFOhio's Digital Video Collection (VC) also includes thousands of

additional streaming educational videos supporting all curriculum areas and Ohio's Learning Standards.

The videos are segmented and downloadable and most include teacher guides. Videos can be shared with others by using the URL in the address bar or can be shared directly to Google Classroom.

To learn more about using INFOhio's DVC in your classroom read examples in these blogs, [Using Science Online to Support Blended Learning](#) and [3 Tips for INFOhio in the Blended Learning Classroom](#).

To learn more about the Learn360 platform check out this article, [Searching for Video Content](#) and familiarize yourself with this new platform.



Special Services Product Features

SPECIAL SERVICES PRODUCT FEATURES

NEOnet now offers SameGoal (IEPAnywhere) and SpecialServices Refresh. Take a look at some of the features available. If you see a component that you are not currently using or would like more information, contact the Special Services team!



SpecialServices

SPECIALSERVICES (REFRESH SOFTWARE):

- SpecialServices EMIS Extract
- Case Management - Caseload (assign or self-assign)
- Collaboration Portal/Electronic Signatures
- Medicaid Parental Consent form
- District Banks
- Gifted forms (WEP/WAP)
- Copy From Existing Document
- District 2 District Transfer



samegoal

SAMEGOAL (IEPANYWHERE):

- SIS State Reporting EMIS Import
- Caseload (Owner/Collaborator team)
- Collaboration/Electronic Signatures
- District Banks
- Gifted forms (WEP/WAP)
- Copy From Existing Document (the exception of dates, signatures, and other select fields)
- District Transfer
- RIMP's
- RTI's (Spring 2022)
- Advanced Learner/504/RIMP reports
- Automated Translation (15 languages)
- Calendar View of Document Deadlines
- Data Validation Error check (before completing doc)
- Data Collection Sheets (quick print)
- Online colleagues chat
- Progress Monitoring charts

GradeBook Product Features

There are many different features within and uses for GradeBook. Take a look at some of the features available to see if you are getting the most out of GradeBook.



- **Google Classroom Integration** – Create and grade assignments in Google Classroom with the ability to sync the information to GradeBook.
- **Discipline** – GradeBook users can report discipline incidents.
- **Class Notifications** – Teachers can send emails to students, parents, or both who have registered an email in ParentAccess.
- **Alerts** – Provide an icon to alert staff to medical/custody/disability issues for a student.
- **Lesson Plans** – Create and bank lesson plans and templates.
- **Standards Based Report Cards** – Show grading that is standards based
- **Lunch counts** – Teachers can take lunch counts in the classroom and the cafeteria will be able to see the count in GradeBook.
- **Custom Report Cards** – Districts can submit requests for specific report card features/wording.
- **ParentAccess accounts for Parents** – Gives parents the ability to view assignments, grades, past report cards, and fees.
- **ParentAccess accounts for Students** – Students can look for assignments due, keep up with their grades, and see class information.
- **ParentAccess District Login Page** – The district can post messages, links, calendars
- **Finalized Electronic Report Cards (paperless)** – Districts can finalize/vault report cards so the information is saved and viewable on ParentAccess.
- **ParentAccess Notifications** – Parents can set up notifications to be alerted to a missing assignment or low grade.
- **Daily and Period Attendance** – Attendance can be taken in an assigned homeroom or in each class period.
- **GradeBook Annual Integration (NEOnet Completed)** – Districts can opt to have the GradeBook team complete their beginning of the year setup.

If you see a feature that you are not currently using or about which you'd like more information, contact the GradeBook team!

New Exiting Student Follow-up Record & Collection for FY23

MARY DOLIS

The FY23 EMIS Changes webpage has been updated, and several changes have been posted for public comment. Among those changes for FY23 is change #23-94, New Exiting Student Follow-up Record and Collection, which is a reasonably significant change due to State law and the biggest change for FY23 EMIS reporting.

With updates to the report card law ([ORC 3302.03\(D\)\(2\)\(f\)](#)), ODE is required to include follow-up information for post-graduate outcomes on school and district report cards for students who earn diplomas in the prior year.

Graduates receiving a diploma in FY22 will consist of this follow-up data on the Fall FY23 LRC. This measure will be listed on the LRC as a 'report only' measure and is not rated. The report card post-graduate outcomes include information related to post-secondary enrollment, apprenticeship programs, employment, and military enlistment.

Many of these data points are also required for the CTE Workforce Development Follow-up and a follow-up on special education students currently conducted outside of EMIS by the Office for Exceptional Children. There would be a high degree of overlap in the students included in these three follow-up collections. Due to these overlaps, EMIS will be eliminating the current March (D) Follow-up Collection and the CTE Workforce Development (GV) Record. Replacing them with a new record type (FW) and a new collection that includes the students and data needed for all three follow-ups.

The initial collection for this combined follow-up will start in fall 2022 and be based on student enrollment and graduation status during the 2021-2022 school year. The idea is that once the Graduate (G) collection ends, ODE will publish the list of students who need follow-up information reported, so districts can start reporting the data. One of the changes the Feds have made for CTE follow-up under Perkins is that it must be completed and submitted by the end of January. So, ODE will have to collect the CTE follow-up data either before Christmas break or the first week after the holidays to allow time for an appeal window since this is the data that Federal Perkins appeals are based on. This collection will need to close in late December or the first week of January, follow-up by a quick appeals process for ODE to get CTE follow-up data to the Feds by January 31st. The follow-up collection will re-open sometime in February. It will remain open through the summer to report Graduate follow-up, Special Ed follow-up, and CTE updates if needed.

ODE will be discussing this more on the Change Calls and at the OAEP Conference.

This change will be subject to the 90-day comment and review process.

Ohio Law requires EMIS to create a process by which users of the system can review and provide public comments on new or updated EMIS Guidelines. EMIS changes subject to this process must be posted on the website for 30 days for public comment, 30 days for the Department's response to comments, and then another 30 days for public review before changes are considered "final".

Report Card Reform- Starting with the 2021-2022 school year, the report card will include six components: Gap Closing, Achievement, Progress, Graduation, Early Literacy and College, Career, Workforce and Military Readiness.

2022_RPTCRD FILE

Districts recently received a **2022_RPTCRD File** that contains preliminary information related to the new College, Career, Workforce, and Military Readiness (CCWM) measure that will replace the Prepared for Success measure beginning with the 2022 report card. The new measure is based on students in the 4-year graduation cohort only. This file includes assessment information as well as credits, credentials earned, CCP courses, and their approval status.

You will find information on what is included in this file by going to: [Home](#) > [Data](#) > [EMIS](#) > [Documentation](#) > [EMIS Validation and Report Explanations](#)

2022 File Descriptions - 2022_RPTCRD_CCWMRdy_<file date>.xls

For more information on the report card reform please visit:

<https://education.ohio.gov/Topics/Data/Report-Card-Resources/Upcoming-Report-Card-Reforms>

Staff EMIS

CHELSEA KERR

As districts get ready to submit their data for the Final L Staff and Course Collection, EMIS coordinators and Payroll staff should be reviewing position and compensation records for reporting accuracy. The EMIS reports available in USPSr will help determine if there will be any errors in the collection.

For any staff that have had a Mid-Year contract change, the override fields on the Position screen can be used to report the total Contract Amount, number of Contract Work Days, Hours In The Day and Full Time Equivalence to reflect the original contract plus mid-year contract values.

To update these fields, you can navigate to Core>Position or go to the Positions screen from the Employee Dashboard. Click the edit button on the position associated with the mid-year contract, and you will find the override fields under the 'EMIS Related Information' section.

EMIS Related Information							
<input checked="" type="checkbox"/> Reportable to EMIS	Position Code 230 (Teacher Assignment)	State Reporting Appointment Type 1 (Certificated)	Position Type R (Regular)	Position Status C (Active/Continuing employee)	Full Time Equivalence 1.000	Special Education Full Time Equivalence 0.00	
Low Grade KG (Kindergarten)	Separation Reason * (Not Applicable)	Paraprofessional * (NA (not valid for PosCode=	Contract Amount 64,500.00	Contract Work Days 184,000	Hours In The Day 8.00	High Grade 03 (Third Grade)	
Separation Date <input type="text"/>	Paraprofessional Hire Date <input type="text"/>	Building IRN 016261	Experience Current Class <input type="text"/>				

Once these fields have been updated, you will click [Save] on the position record. These values will be reported for the CK record for the employee when the collection is pulled for the EMIS fiscal year that is closing.

It is important to note that these override fields should be cleared out before the Initial L reporting of the next fiscal year, or they will override the new compensations that should be reported. A Mass Load or Mass Change can be processed in USPSr to revert each field back to 0 if the district wishes to update multiple records at once.

eFP ODE Certification Data File

SUSANNE SEARL

Good News! You can now obtain your ODE Certification Data File without Management Council loading it into your e-files in eFP.



The Certification Upload page allows users to import teacher certification data from a file provided by the ODE (Ohio Department of Education). The data file is posted on the ODE website with updates every Monday morning. These certifications include teaching certifications, endorsements, and any sort of limitations on certifications.

1. Select **Human Resources > State > State > OH Certification Upload** to display the OH Certification Upload page.
2. The District IRN is defaulted from the EMIS Profile reference table. Click **Submit** to upload the District IRN.

***Please note:** This may take several minutes to complete.

This option will retrieve a file containing certification information from an ODE website and import the data into eFinancePlus

Upload Criteria

District IRN Required

Submit

3. The text file is transferred as a .txt to your files. Select **e-Forms & Tools > Tools > View Files**.

In File Mask add upload* and click on the blue check mark.

Selection Criteria

Directory * H:/Susanne.Searl/rpt

File Mask upload*

Reports Logs

System Locks: Check Processing Locks and How to Avoid a Recurring System Warning

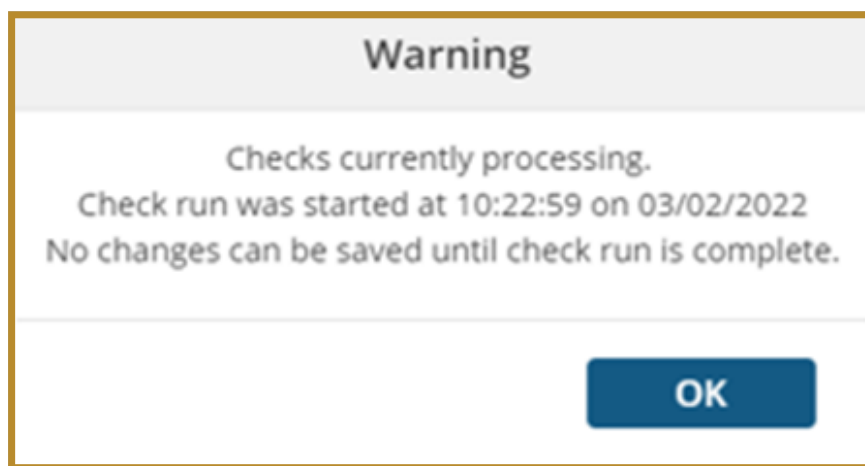
TIFFANY MURPHY

Have you ever experienced a system lock that you cannot seem to get rid of when processing checks?

This can occur when the system is not exited properly.

For example, a **VENCHK lock**, created from processing items in **Fund Accounting > Entry & Processing > Vendor Checks** can be a reoccurring issue if a screen is not closed properly.

One may see a system Warning message such as the one below:



In the haste of the working day, one may be tempted to just close the browser window to go about other tasks. However, the lock will only be removed if the following methods of closing the eFP window are followed:

- Using the red back arrow button in the toolbar
- Using the black/gray X in the same toolbar
- Using the X in the blue menu bar to exit Vendor Checks

The lock would **NOT** be removed if:

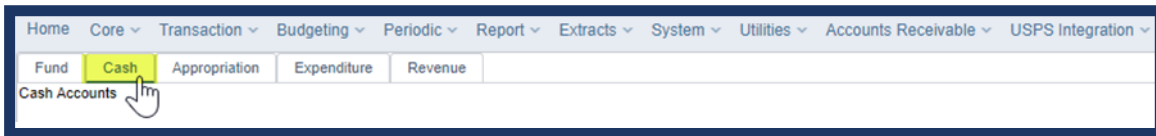
- The browser X is selected to close eFP
- Your session is ended unexpectedly (i.e., internet failure, browser crash, etc.)

In addition, the system has the ability to create multiple locks. It is imperative that each user exit screens properly to avoid any hang-ups.

As always, if you experience this or other issues, please contact fiscalhelp@neonet.org and we would be happy to assist you.

Did you know you can mass add your account codes for the next fiscal year in one step?

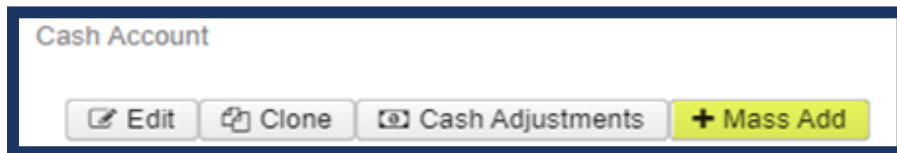
From the Core>Accounts Menu, Click on the Cash tab.



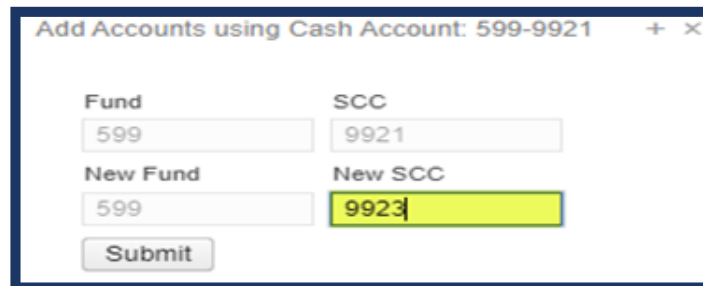
Find the cash account you desired to change and click on the eyeball.

			599	9920	MISCELLANEOUS FED. GRANT FUND	true
			599	9921	MISCELLANEOUS FED. GRANT FUND	true

Choose +Mass Add from the view options.

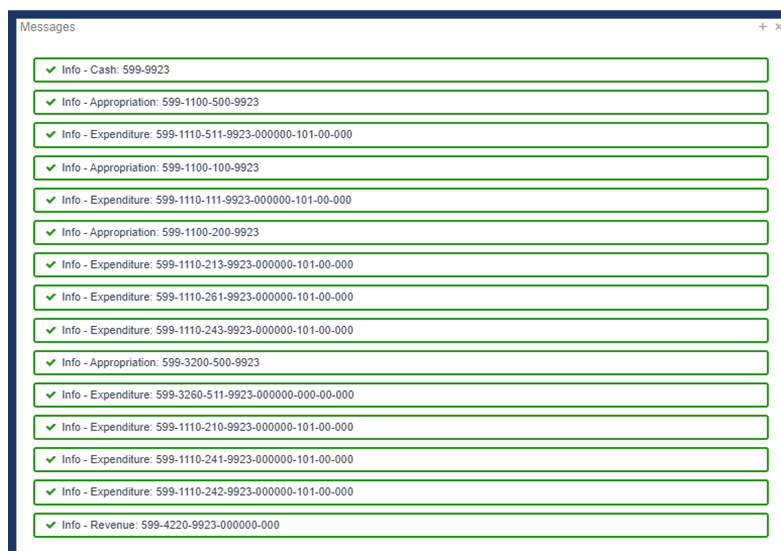


The systems will prompt you to choose the new SCC.



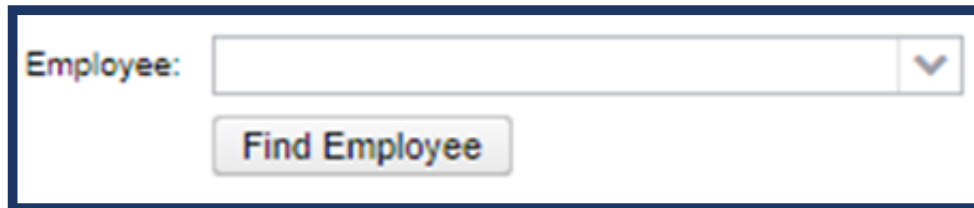
A dialog box titled 'Add Accounts using Cash Account: 599-9921'. It contains two columns of input fields: 'Fund' and 'SCC'. The 'Fund' field has '599' and 'New Fund' has '599'. The 'SCC' field has '9921' and 'New SCC' has '9923'. A 'Submit' button is at the bottom.

When you click submit, the new cash account and all expenditure and revenue account under the umbrella will create at once.



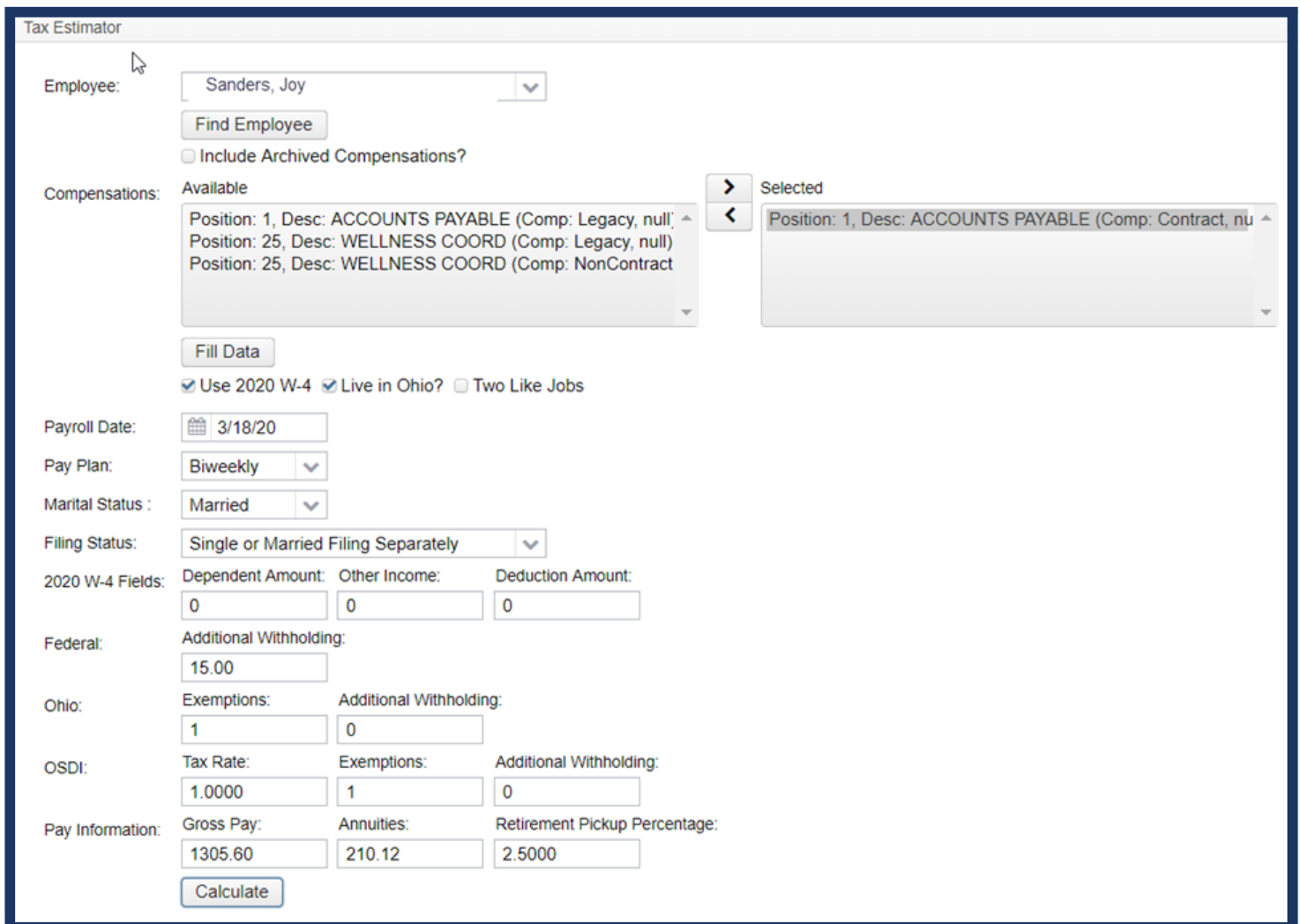
Tax Estimator

There's a new module under Utilities 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.



The screenshot shows a search interface for finding an employee. It features a text input field labeled "Employee:" with a dropdown arrow on the right. Below the input field is a button labeled "Find Employee".

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.



The screenshot displays the full Tax Estimator application window. The interface is organized into several sections:

- Employee:** A dropdown menu showing "Sanders, Joy" and a "Find Employee" button. Below it is a checkbox for "Include Archived Compensations?".
- Compensations:** Two list boxes. The "Available" list contains three items: "Position: 1, Desc: ACCOUNTS PAYABLE (Comp: Legacy, null)", "Position: 25, Desc: WELLNESS COORD (Comp: Legacy, null)", and "Position: 25, Desc: WELLNESS COORD (Comp: NonContract)". The "Selected" list contains one item: "Position: 1, Desc: ACCOUNTS PAYABLE (Comp: Contract, nu)".
- Buttons:** A "Fill Data" button is located below the compensation lists.
- Options:** Three checkboxes: "Use 2020 W-4" (checked), "Live in Ohio?" (checked), and "Two Like Jobs" (unchecked).
- Payroll Date:** A date picker set to "3/18/20".
- Pay Plan:** A dropdown menu set to "Biweekly".
- Marital Status:** A dropdown menu set to "Married".
- Filing Status:** A dropdown menu set to "Single or Married Filing Separately".
- 2020 W-4 Fields:** Three input fields for "Dependent Amount", "Other Income", and "Deduction Amount", all set to "0".
- Federal:** An "Additional Withholding" input field set to "15.00".
- Ohio:** "Exemptions" input field set to "1" and "Additional Withholding" input field set to "0".
- OSDI:** "Tax Rate" input field set to "1.0000", "Exemptions" input field set to "1", and "Additional Withholding" input field set to "0".
- Pay Information:** Three input fields for "Gross Pay" (1305.60), "Annuities" (210.12), and "Retirement Pickup Percentage" (2.5000).
- Calculate:** A button at the bottom of the form.

Click on **Fill Data** to bring in the employees Tax information from Payroll Items.

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

Fill Data

Use 2020 W-4 Live in Ohio? Two Like Jobs

Payroll Date:

Pay Plan:

Marital Status:

Filing Status:

2020 W-4 Fields: Dependent Amount: Other Income: Deduction Amount:

Federal: Additional Withholding:

Ohio: Exemptions: Additional Withholding:

OSDI: Tax Rate: Exemptions: Additional Withholding:

Pay Information: Gross Pay: Annuities: Retirement Pickup Percentage:

Calculate

Change the desired criteria, then 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** button.

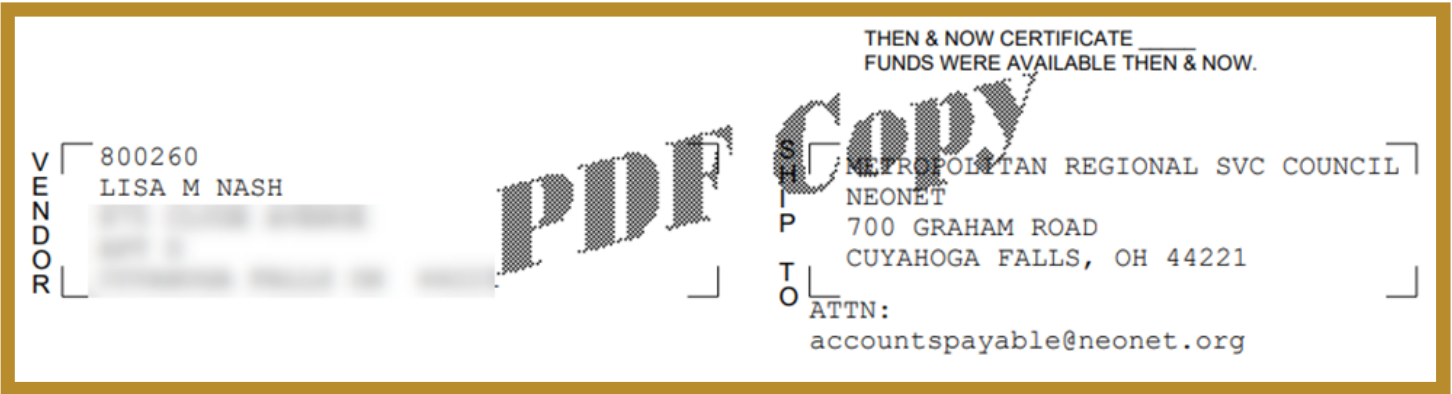
	Current Estimation:	Previous Estimation:
Federal:	<input type="text" value="25.90"/>	<input type="text" value="77.71"/>
Ohio:	<input type="text" value="20.24"/>	<input type="text" value="20.24"/>
School District:	<input type="text" value="10.38"/>	<input type="text" value="10.38"/>

Software Enhancement

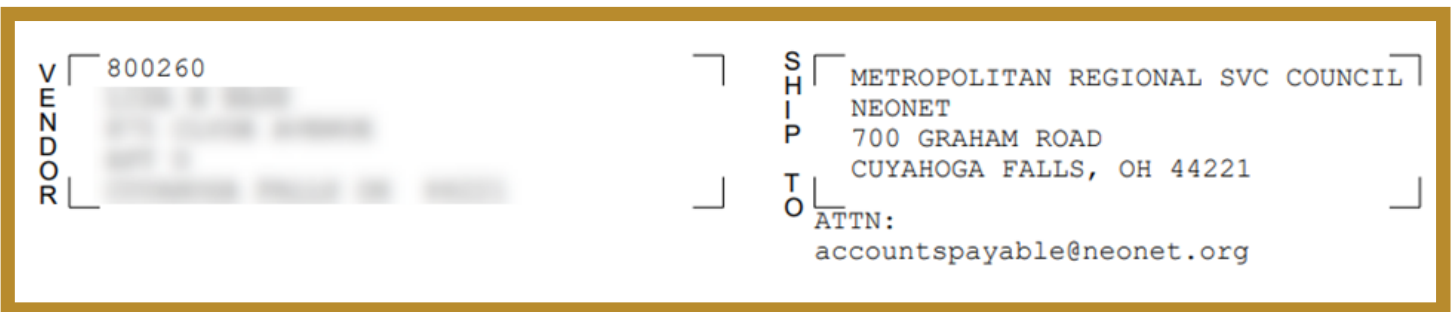
LISA NASH

With the most recent update to eFinancePLUS, PowerSchool released the ability to disable the **PDF Copy** watermark on POs.

BEFORE



AFTER



If this is something you'd like disabled, please contact Lisa Nash at nash@neonet.org.

Issuing a Payroll Check for a Returned Direct Deposit

Use these steps to process an adjustment check to an employee whose direct deposit was returned by the bank.

STEP-BY-STEP GUIDE

Process an adjustment check for the Direct Deposit deduction code (99XX)

1. Go to Employee's check history to get the total gross amount and amount of the direct deposit deduction from the check.

a. HR > Entry & Processing > Employee Information > Find Employee > History > Check History


Pay Type	Hours	Earnings	Deduction	Amount	Benefit
001 - SALARY	0.00000	3,489.96	MEDICARE	48.07	48.07
			FEDERAL	34.23	0.00
			*SOH - OH TAX	74.60	0.00
			LOCAL - STOW TAXE	66.31	0.00
			0450 - BD STRS	0.00	488.59
			0591 - STRS EE	488.59	0.00
			2542 - MED INS	156.54	0.00
			2608 - BD MED INS	0.00	887.05
			3543 - DENT INS	17.98	0.00
			3609 - BD DENT IN	0.00	101.91
			4610 - LIFE	0.00	6.25
			9999 -	2,603.64	0.00


2. Process Adjustment Check


a. HR > Entry & Processing > Payroll > Adjustment Checks

Pay Run:

Pay Run *

Run Description 

Period Start Date * 

Period End Date * 

Interface to Fund Accounting *

b. An adjustment check must be linked to a pay run; the system defaults to the current pay run.

c. Un-check the Interface to Fund Accounting box.

d. Click the blue checkmark.

Question

Are you sure this is the pay run you want to work with?

Yes
No

e. Click Yes.

f. Enter employee number > Click the Blue Check Mark.

g. Enter direct deposit deduction code, negative deduction amount, and negative deduction gross amount.

Employee Number *

Deduction	Title	Deduction Amount	Deduction Gross	Benefit Amount	Benefit Gross
9999	DIR DEP EMP %	-2,603.64	-3,489.96	0.00	0.00
<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	0.00	0.00	0.00	0.00

h. Click the Blue Check Mark.

i. In the Check Info Tab, enter the payroll check number and the check date to be printed on the check.

Check Info
Accruals

Enter Check Information

Check Number *

Issue Date *

j. Check the boxes of the fields that should be updated on the Employee Deduction Accrued Tab. This may be different depending on the timing of when the adjustment check is processed.

Check Info
Accruals

Enter Accruals Information

Current

Month to Date

Quarter to Date

Year to Date

Fiscal to Date

k. Click the Blue Checkmark - verify everything is correct

Deduction	Title	Deduction Amount	Benefit Amount
9999	DIR DEP	-2,603.64	0.00

- l. Click the Blue Check Mark
- m. Click YES to post adjustment check.

Confirmation

Click 'Yes' to post adjustment check or 'No' to exit.

Yes No

- n. Print Adjustment Check Journal to Screen and save for your records
- 1. Print Adjustment Check

Print

Print(Ctrl+Alt+Z)

- a. Select the print button in the Adjustment Check Screen action bar.
- b. Click Next

Information

Use the Print Line Up button to print the check line up. When the checks are aligned properly, select Next to proceed.

Check Format

Format Name * Payroll Checks

Check Print Control


Print Line Up

Controls

Previous Next Finish

- c. Enter the check number in the beginning and ending check number fields.
- d. Select the Print button.

Information

 Enter the manual/adjustment check set up information and select print to generate the checks.

Selection Criteria

Beginning Check Number *

Ending Check Number *

Print Setup

New Check Date

New Check Number

Print

Line Up

Controls

Previous **Finish**

- e. Print to Printer. If the check printed okay, click Yes

Question

Are the checks ok?

Yes **No**

- f. Then hit finish