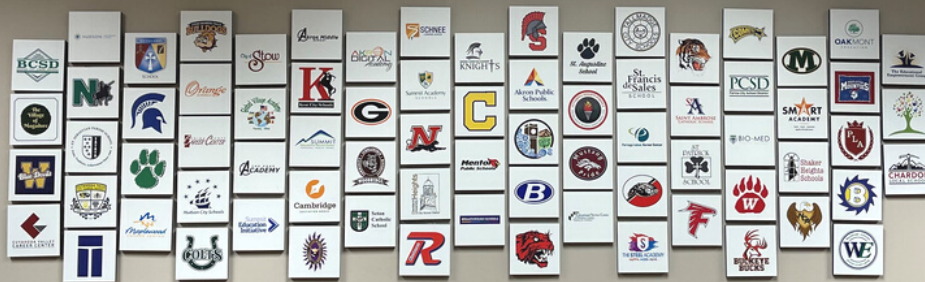




WINTER 2023 NEWSLETTER



FROM THE EXECUTIVE DIRECTOR

Greetings everyone! I hope you enjoy this edition of NEOnet's newsletter, which is filled with exciting news and updates from our teams. Our staff is fully committed to meeting your needs, and as a reminder of our commitment to you, our valued owners, we're pleased to provide you with our organizational statements.

The organization's purpose is to improve student education through the use of technology, and our mission statement is to provide internet, network, and application service and support.

The organization believes that:

- Technology can improve student education by enhancing teaching and learning for all students.
- Participating districts data will be secure.
- Participating districts have the right to accurate information.
- Participating districts have the right to a timely response to their questions from knowledgeable, courteous, and helpful staff.
- NEOnet can provide valuable and cost-effective services to our participating districts.

Finally, our core values, courteous, helpful, knowledgeable, prompt, and concerned, are the foundation for NEOnet's beliefs and actions. These values not only shape our beliefs but serve as a guide for our interactions with our owners so we can provide the support you deserve.

As many of you already know about the plans for a merger between NEOnet and NCOCC, we are excited to report that we have completed the discovery and testing phases of the project. We are now beginning the migrating phase with the goal of recommending the merger for approval at the May 8, 2023, Assembly meeting.

The merger will bring together the expertise and resources of both IT centers and benefit our owners by improving response times and customer service, enhancing cybersecurity, reducing costs, and providing better access to the latest technologies.

To keep up with the latest merger news, you can access the website, www.ncocc.net/merger, which is updated weekly and includes the completed tasks, frequently asked questions, the merger project plan, and the timelines for the merger and asset exchange agreements.

Please mark your calendars as I am excited to report that the Annual NEOtech Conference and robotics competition will be held on March 14, 2023, at the NEOnet offices. This free hybrid conference, with sessions presented in-person, through live-stream, and on-demand on the NEOtech website, is designed for Teachers, Administrators, and Technology Staff interested in using a wide variety of technologies in Teaching and Learning in grades K-12. You can find more information on the conference, including registration details, on the website at www.neotechconference.org.

In this newsletter, you will learn how our staff continues to work with all our owners to provide innovative and creative ways of improving education with technology. I feel communication with our owners is essential, so as you read through the information in this newsletter, if you have any questions, ideas, or district needs that you would like to share, please do not hesitate to contact me. You can contact me at 330-926-3902 or gdovin@neonet.org.

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

New Employees

LEE BORING, DTS TECHNOLOGY COORDINATOR



Prior to joining NEOnet, Lee Boring worked at R.G. Drage Career Technical Center and then Rootstown Local Schools as a Technology Coordinator for the last 7 years. Lee is currently the Technology Coordinator of Stow-Monroe Falls City School District.

JULIE COMBS, STUDENT SERVICES SENIOR SPECIALIST



Julie Combs joins the Student Services Team with 4 years of ITC experience. Prior to coming to NEOnet, she worked as a Student/EMIS Support Liaison with a focus on the Infinite Campus SIS. She has a passion for helping others and takes pride in providing high-level support & training to each school district. In her spare time, Julie enjoys biking, hiking & kayaking with her golden retriever.

YVONNE FISHER, EMIS SERVICES SUPPORT LIAISON



Yvonne Fisher joined NEOnet in 2022 as an EMIS Services Support Liaison. Yvonne supports NEOnet districts with reporting their EMIS data to ODE. Prior to joining NEOnet, Yvonne was an elementary school teacher at Crestwood Local Schools and an Extended EMIS Support team member at Connect, ITC. She is a graduate of the University of Akron with degrees in Elementary Education and Psychology. She is an active member of the Ohio Association of EMIS Professionals.

CHRIS MITCHEL, DTS DESKTOP SUPPORT SPECIALIST



Chris Mitchel began his career in IT in 2018 after many years in manufacturing as a lead mold injector and shift team lead. Chris started attending COMPTIA certification classes at Cuyahoga Community College, then began working at Cleveland Clinic as a field technician in break/fix. Soon after, Chris worked at TRG as an electronic tech and a Desktop Support Engineer. Chris's future career plans in IT are to pursue networking and software engineering.

JACOB SEILER, DTS SENIOR DESKTOP SUPPORT SPECIALIST



Jacob Seiler graduated from Green High School and Portage Lakes Career Center in 2018. After graduating, he continued to work at Geek Squad as both a Consultation Agent and an Advanced Repair Agent. After gaining experience in both repairing devices and assisting users, he came to NEOnet to broaden his knowledge of enterprise technology and provide a world-class experience for those in need of support.

Contact Us

Phone: 330-926-3900

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Campfield, Pam	601143
Claussen, Ben	601125
Combs, Julie	601142
Conrad, Lori	601129
Cottrill, Jennifer	601114
Dolis, Mary	601102
Dugan, Tamra	601128
Elder, Cyrus	601116
Fisher, Yvonne	601104
Foster, Steven	601156
Gdovin, Matt	601100
Hart, Gabriella	601141
Hayes, Janet	601112
Heller, Ben	601122
Himes, Noah	601117
Hoffman, Mike	601108
Ingersol, Michelle	601136
Johnson, Lillian	601124
Kerr, Chelsea	601146
Ladich, Bethany	601138
Lyons, Cody	601119
Jones, Justice	601151
Manchester, Bonnie	601120
Marrali, Denise	601101
Milliron, Jay	601417
Nash, Lisa	601121
Niessen, Dan	601106
Peters, Kathy	601107
Powell, Aly	601145
Prekop, Joe	601134
Roberts, Emily	601118
Sanfrey, Beth	601132
Searl, Susanne	601153
Smith, Jason	601115
Smith, Tristan	601149
Tracy, Tim	601109
Wright, Catherine	601126
Zolla, Chris	601110
Zolla, Spencer	601127

From the Tech Director

CHRIS ZOLLA

With the ever-changing landscape of cyber security, it is difficult for a school district to navigate the requirements of liability insurance carriers while filtering through the noise of an endless sea of security vendors. Where do I start my security journey? What is MFA, and how does it work? Do I need AV, EDR, MDR, or XDR? What is the most important thing to focus on? Where do I begin?!

These questions are familiar to us because we started down the same path just a few short years ago. Being stewards of sensitive data for all of our customers comes with a requirement to protect that data. The journey of security is a long one that can be overwhelming if not broken down into smaller, more palatable chunks. While I can't address a comprehensive security plan in a short newsletter article, I can provide some of the basics.

1. Choose and adopt a security framework to build your security program. For schools, this will likely be NIST CSF.
2. Develop a security team to implement the policies and respond to incidents.
3. Break down the security initiatives into phases focusing on the most important pieces first
4. Cyber Liability Insurance requirements may drive this
5. Develop a Cyber Security budget

While this is not a comprehensive list, it gives some structure around where to start developing your security program.

We also understand that Technology Coordinators and staff are already overwhelmed with supporting teachers, devices, and every other technology a school uses on a daily basis. NEOnet is committed to helping our schools move forward in adopting a security posture that will help protect staff and student data. Our goal is to expand our staff and service offerings and to provide hands-on implementation assistance, using our power as a consortium to purchase the right tools and help our members implement them. We will be discussing this in more depth in the coming months with our Technology Advisory Committee as well as with our Superintendents and Treasurers.

We fully understand the increasing pressure schools feel when it comes to security, and we will do everything we can to ease that burden. If you have any questions about what NEOnet currently provides, please don't hesitate to reach out to me at zolla@neonet.org.

NEOnet Standard Offerings

These are the standard security services we provide each school district:

1. Advanced NextGen firewall managed service
2. Remote VPN with multifactor authentication
3. Weekly external security vulnerability scans
4. Distributed Denial of Service (DDoS) protection
5. Coming Soon
 - A. Internal vulnerability scanning
 - B. CIS benchmarking

NEONET DISTRICT MINIMUM RECOMMENDATIONS

Here are our standard district security minimums:

1. Develop a list of what the district considers Personally Identifiable Information (PII).
2. Understand where all sensitive PII information is stored and utilized. This includes all servers and district-owned devices.
3. Adopt a policy that prohibits any staff member from downloading or storing any PII on a personal device.
4. Ensure all assets have AV/Anti Malware protection.
5. Implement a complete and thorough backup strategy with offsite protection
6. Deploy and maintain a staff Security Awareness Training program.
7. Provide data encryption on any devices leaving the network with PII data on them.
8. Identify the members of the incident response team and their corresponding roles.

Adopt an incident response plan to use in the event of an incident and record all third-party contact information for agencies the district would leverage if an incident occurred.
9. Obtain Cyber Liability Insurance.
10. Obtain Cyber Liability Insurance.

NEOnet Hosted Server Offerings

Here are our standard district security minimums:

1. Servers are hosted on state of the art hardware at fully redundant data centers.
2. Data is backed up daily with a retention of 45 days onsite and replicated offsite for security.
 - A. Immutable backups are copied to read only cloud storage
3. In addition to daily backups, any server can be restored to an hourly point in time for up to 48 hours
4. All hosted servers sit behind an additional east-to-west firewall, providing an extra layer of protection inside the network
5. All hosted servers are protected with Microsoft Advanced Malware Protection, if a customer uses NEOnet Active Directory (AD)
6. All hosted servers are logged and monitored by our 24 hour Security Operations Center for potential breaches
7. All hosted servers are part of NEOnet's annual security penetration test
8. All hosted servers follow the same NIST security framework that NEOnet has implemented
9. AD is standardized to best practice and security is closely maintained and aligned to NEOnet's NIST policies

OTHER SECURITY OFFERINGS

These are the security products and service we provide:

Product Name	Cost	Product Type	Professional Services
DUO	\$12.75/user	Multifactor Authentication	None at this time
LastPass	\$40/user	Password Manager	None at this time
NIST Assessment	\$11,000	Security Assessment	NEOnet Partner
PhishingBox	\$4.25/user	Security Awareness Training	NEOnet Managed Campaigns

Is Artificial Intelligence Dangerous?

TRISTAN SMITH

The concept of artificial intelligence (AI) has been around since the 1950s, but only in recent years has the technology become advanced enough for everyday applications. From medical diagnosis to autonomous vehicles to facial recognition, AI is transforming our lives in countless ways. Despite its many benefits, AI also poses a number of dangers that should not be overlooked.

One of the most prominent dangers of AI is its potential to create job losses. As AI technology becomes increasingly sophisticated, many jobs that once required human labor can now be done by machines. While this could lead to more efficient production and a better quality of life in some cases, it also means that many people will be out of work and unable to find new jobs. This could create a significant economic disparity, as those with the resources to invest in AI technology will be able to reap its rewards while those without will suffer the consequences.

Another danger of AI is its potential to limit human creativity. As AI technology becomes more sophisticated, it could lead to a situation where humans are no longer needed to create artistic works. This could be detrimental to the creative industries, as well as to our culture as a whole, as creativity is a key component of the human experience.

AI could also be used to manipulate people in several ways. For example, AI algorithms could target certain individuals with ads or other content tailored to their preferences, potentially influencing their opinions and decisions. Additionally, AI could be used to track people's online activities and even predict their behavior, which could manipulate them in ways they are unaware of.

Finally, AI poses a threat to privacy. With the rise of AI-powered facial recognition technology, tracking people's movements and activities has become increasingly easy. This could lead to an infringement on people's right to privacy, as well as a potential for misuse of the collected data.

Overall, AI has the potential to revolutionize our lives in many ways. However, it is important to recognize and understand the potential dangers of AI to ensure that its use is responsible and ethical. By understanding the risks and creating safeguards, we can ensure that AI is used for the betterment of society rather than to its detriment.

Everything prior to this sentence was written by an AI. I gave it one single sentence; "Write a 1000-word article about the dangers of AI."

It took the software roughly 35 seconds to produce the article you just read. These tools are readily available and currently don't cost anything. They can be used to create all kinds of things from book reports and news articles to snippets of code.

These entities will only continue to evolve and become more efficient. I'm terrified and excited all at the same time. Over the next few years, we will see more AI being part of your day-to-day. I, for one, hope Skynet is kind to us.

Technology Integration

DAN NIESSEN

Educational technology tools are so abundant that some teachers can easily become overwhelmed with choices. In recent years, many schools have adopted the use of interactive touch displays for their classrooms, but there are so many features and tools that can be used with them that teachers may need help knowing where to start. I decided to look at the most popular online whiteboard tools that can be used with any interactive touch display. I wanted to give educators a simple way to see which is right for them. See it below or on [Twitter](#).



Dr. Torrey Trust, a professor at UMass Amherst, posted a wonderful summary of how Open AI's ChatGPT can be applied to education on [Twitter](#). She explains that this AI tool can be used to generate essays, lesson plans, quizzes, rubrics, and more. You can view the whole slideshow she created [here](#). Surely, educational technology will continue to incorporate more AI as this technology develops. NEOnet schools can also expect to see more Professional Development opportunities that integrate AI in the near future. But for now, teachers, administrators, and support staff can rely on NEOnet to continue providing quality, relevant learning opportunities at the NEOnet office and at [PD On-Demand on neonet.org](#).

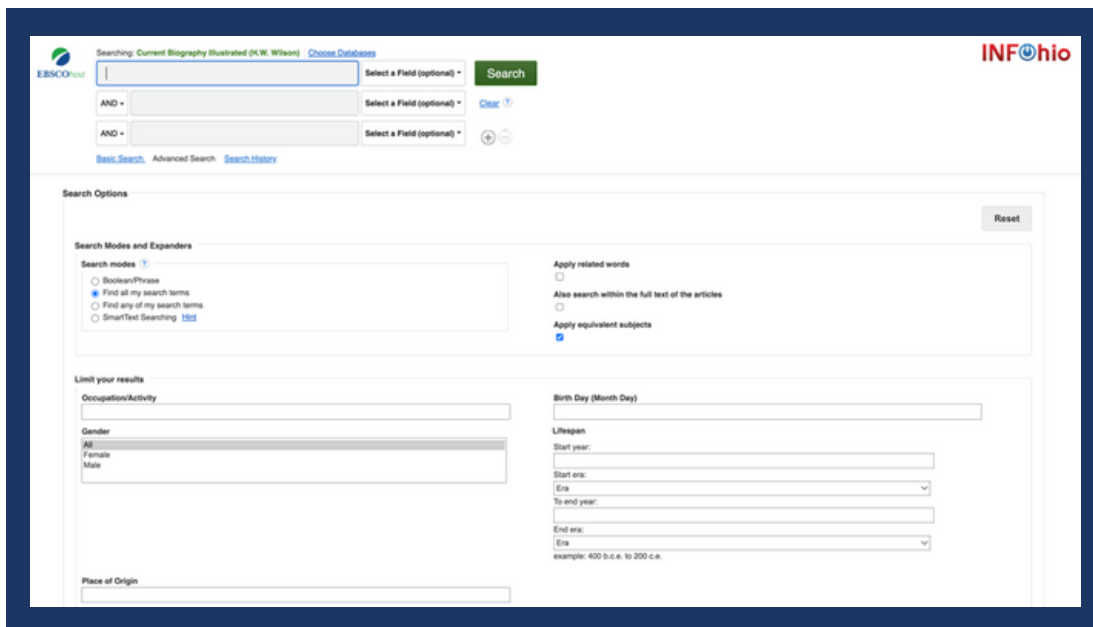
NEOTech 2023 will be held again this year at the NEOnet office on March 14th. It will feature dozens of sessions targeting teachers, principals, technology directors, curriculum directors, and other educational professionals. If you cannot make it in-person on March 14th, NEOTech will be a hybrid conference, meaning every live session will be simultaneously live-streamed through Zoom, and each session will be recorded and added to [neotechconference.org](#). The Robotics Competition will return to the Summit ESC on the same day as NEOTech. If your school has a robotics club or class, please fill out [this form](#) to join the competition! Tickets to NEOTech are free. Registration will open on the website soon. Visit [neotechconference.org](#) for more information.

Current Biography Illustrated for Middle and High School students

Current Biography Illustrated

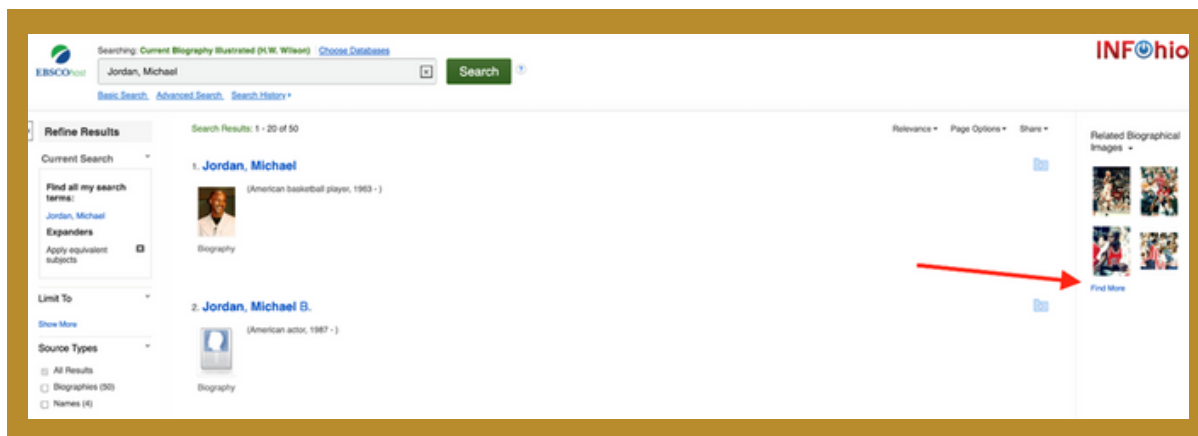
INFOhio recently added EBSCO's **Current Biography Illustrated** to the middle and high school resource collections. This resource provides more than 30,000 full-text biographies and 35,000 images from H.W. Wilson Company's printed magazine. Access to this resource can be found in the **Grades 6-8** or the **Grades 9-12** buttons on the INFOhio homepage.

Advanced search allows users to limit their search by occupation, activity, birthday, place of origin, and more.



The screenshot displays the INFOhio search interface. At the top, there is a search bar with the text "Searching: Current Biography Illustrated (H.W. Wilson)" and a "Search" button. Below the search bar are three "AND" search fields. The "Search Options" section includes "Search Modes and Expanders" with radio buttons for "Boolean/Phrase", "Find all my search terms", "Find any of my search terms", and "SmartText Searching". There are also checkboxes for "Apply related words", "Also search within the full text of the articles", and "Apply equivalent subjects". The "Limit your results" section has filters for "Occupation/Activity", "Gender" (All, Female, Male), "Place of Origin", "Birth Day (Month Day)", and "Lifespan" (Start year, Start era, To end year, End era). A "Reset" button is located in the top right of the search options area.

Many biographies also feature multiple images of the person being researched.



As with all EBSCO resources, results can be translated into 40+ different languages or utilize the read aloud function, helping a wider variety of learners access the materials.

EMIS Support

As we leave one holiday season, we move right into another season..... the 2023 Roster Verification season! Roster Verification is the process that facilitates the validation of each teacher and what subject they teach to which students in support of value-added student growth measures. Teachers can review and refine their class rosters during roster verification to ensure that their classroom time is linked to the correct students for the correct subjects and the proper amount of time. The system allows for complex situations, such as when multiple teachers must claim instructional time for an individual student.

The scope of courses this year include the following:

- Grades 4, 5, 6, 7 and 8 mathematics and English language arts
- Grades 5 and 8 science
- Algebra I for high school credit
- American Government for high school credit
- American History for high school credit
- Biology for high school credit
- English II for high school credit
- Geometry for high school credit
- Integrated Mathematics I and II for high school credit

TIMELINE:

The timeline for the 2022-2023 school year has already begun! Superintendents who intend to participate this year indicated to OECN back in December 2022. Loading the required data files will begin in February and continue through March. Starting on March 21, principals (and support teams, as desired) will gain access to verify the staff list and staff assignments. Teachers will begin on April 12 by verifying their class rosters and claiming instructional responsibility for the students they taught. Lastly, principals will return to the linkage software on May 3 to complete the final approval process.



DATA LOAD

The data load consists of 4 separate files; organization; employee; student; and roster. While the organization file includes a field for principals, please note that principal names and email addresses are pulled from the OEDS site: <https://oeds.ode.state.oh.us/SearchOrg>. For districts that use ProgressBook DASL/StudentInformation, the four files get automatically uploaded to Linkage for you. The NEOnet support team has already begun reaching out to the EMIS Coordinators of DASL districts who may have load errors discovered in our pre-loading process. If you have not been contacted so far, your data has been clean. However, it is best practice to review the extracted files to ensure you have no questions or concerns. This can be done at Management-Import/Export-Battelle for Kids.

For districts that use Eschool, Infinite Campus, or PowerSchool, we will begin contacting you about your data load files at the beginning of March.

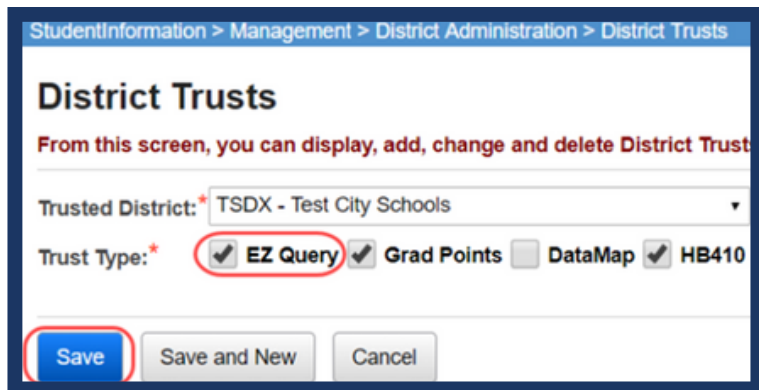
VIDEOS AND DOCUMENTS!

If you have new principal staff or new teachers that are unsure of the Roster Verification process, there are several very beneficial online courses and resources they can review to ensure this season goes smoothly: <https://www.ohio-k12.help/roster/learning-center/>

If you have any questions, please contact RVLink@neonet.org

Student Services

Do you have students in your district that you share with another district or entity like an ESC, Career Center, or Career Compact? There are quite a few neat features* available in the ProgressBook Suite if you share a student with another NEOnet entity! Even if you have students enrolled from another district, this article will show you several time-saving modules when the districts use the same softwares with NEOnet.



***Note:** to use any of DASL or DataMap features, a District Trust must be set up by both districts, and the districts must report the same SSID on the student's profile. This setup is done in DASL at Management-District Administration-District Trusts

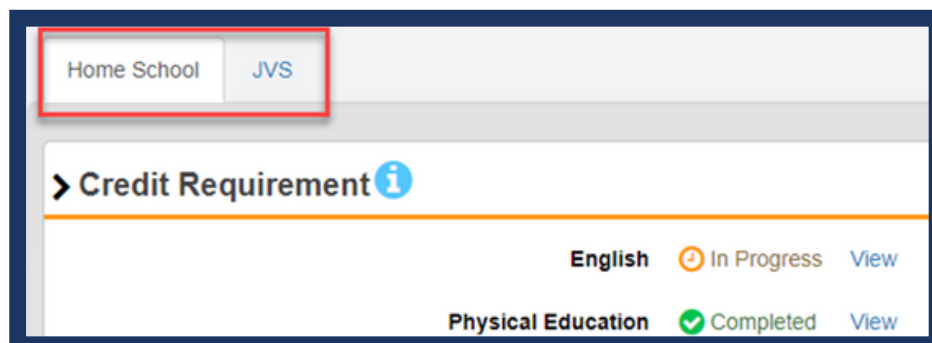
IN DASL/STUDENT INFORMATION:

Shared Student Data screen (EZ Query-EZ Students- Shared Student Data)

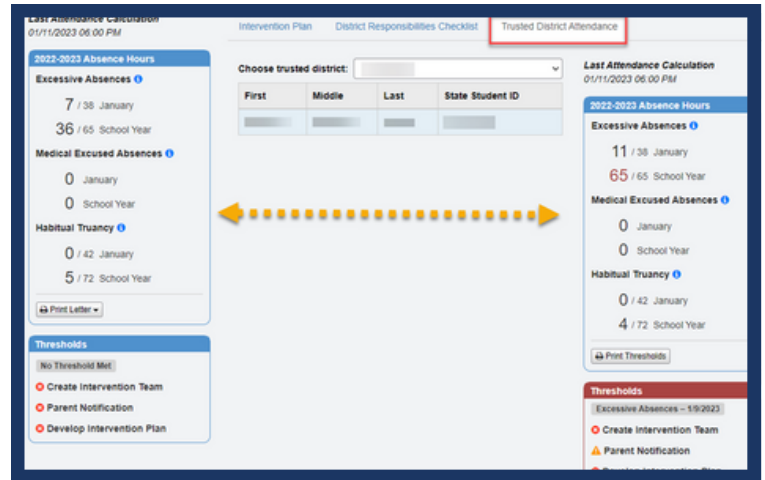
By using this screen, you can compare the following types of read-only data with what you have in your school and what the other school(s) may have in their SIS:

- Addresses and Primary Contact
- Daily Absences
- General/Additional Tab info
- EMIS - FS, FD, and FN
- Schedule
- Assessments
- Course History
- Special Education Events

Graduation Points Summary (SIS-Student-Grad Points Summary) Users at both the students home school and the shared school are able to review the students progress towards graduation and the elements they have met or still need to meet at each district location.




Habitual Attendance/Truancy (SIS-Student-Arrival-Student Absence Intervention) By selecting the Trusted District Attendance tab users can see student's absence excessive hours, truancy hours and thresholds crossed at the shared district.

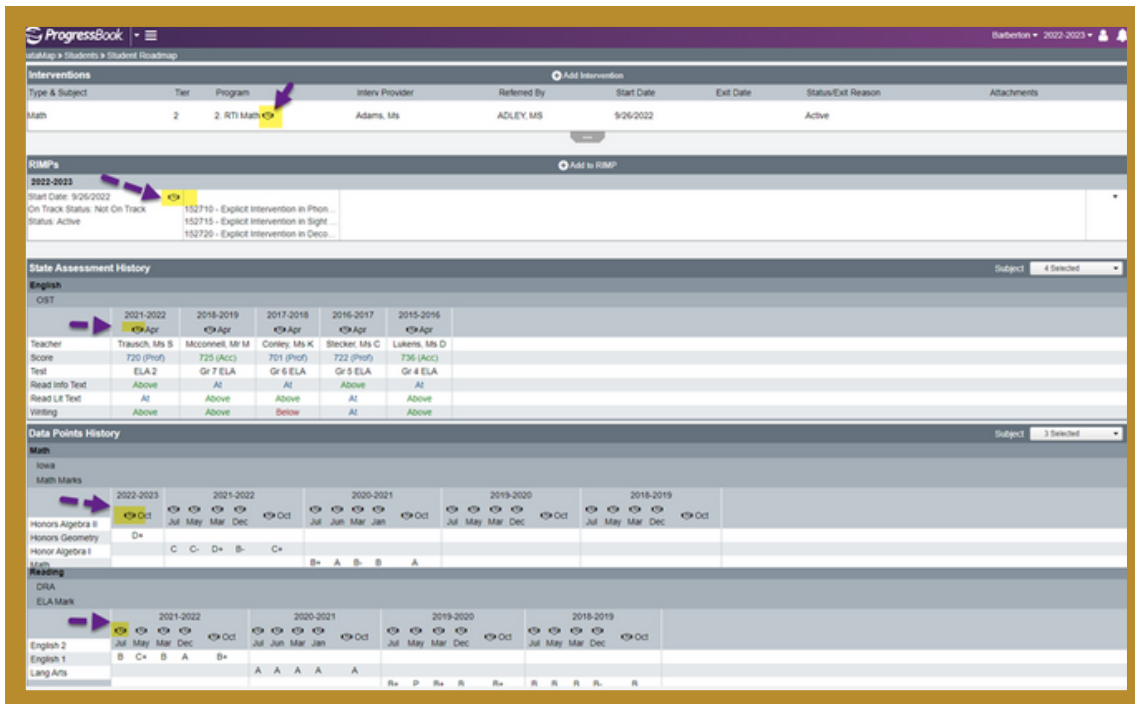


IN DATAMAP:

District Trust allows you to view DataMap data from your district and the shared district, similar to the SIS items mentioned above. This will allow the district you are sharing data with to view data on the Student Roadmap.

Once the home school enables the trust, the district that shares the student will be able to view that student's assessment, Intervention, and RIMP information. The  icon next to the data indicates this is shared information from the home school.

Note: The shared information will display even if the student has withdrawn from the Home School and is enrolled at the new(shared) district.



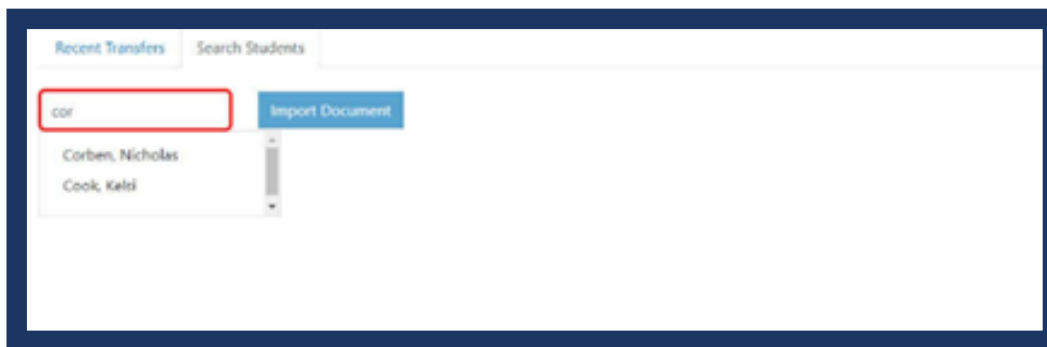
IN SPECIAL SERVICES:

In the Special Services softwares offered by NEOnet it is not necessarily a shared student feature that will save you time, but their district to district transferring of Special Ed Documents!

Special Services Refresh: The Document Import screen lets you import a transfer student's documents from another district into your district. When you import a document, all of its associated forms and attachments are also imported. You can import a transfer student's documents on the "Recent Transfers tab" or the "Search Students tab."

On the Document Import screen Search Students tab, you can search for the students for whom you want to import documents.

1. On the Student Search tab, in the search field, enter 2 or more letters of a student's first or last name



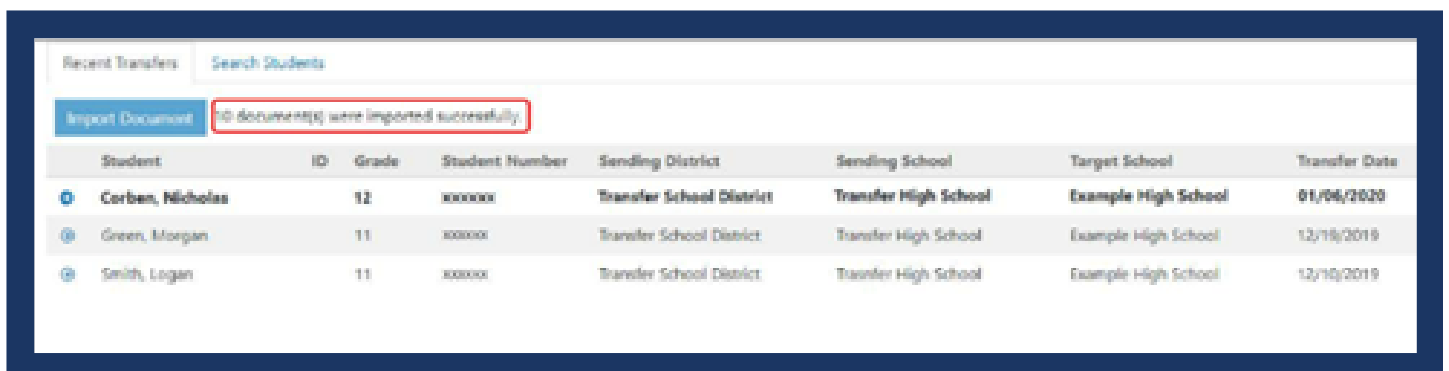
2. When the results list displays, click the name of the appropriate student. The student's name now displays in the field.

Note: To clear the field, click the "X".

3. Click Import Document.

Note: If a student has no special education documents to import, a message displays to indicate that there are no documents available for that student.

A message displays with the number of documents that were successfully imported.

A screenshot of the 'Document Import' interface. At the top, there are two tabs: 'Recent Transfers' and 'Search Students'. Below the tabs is a blue button labeled 'Import Document'. To the right of the button, a message box displays the text '10 document(s) were imported successfully'. Below the message box is a table with the following columns: Student, ID, Grade, Student Number, Sending District, Sending School, Target School, and Transfer Date. The table contains three rows of data.

Student	ID	Grade	Student Number	Sending District	Sending School	Target School	Transfer Date
Corben, Nicholas		12	xxxxxxx	Transfer School District	Transfer High School	Example High School	01/04/2020
Green, Morgan		11	xxxxxx	Transfer School District	Transfer High School	Example High School	12/10/2019
Smith, Logan		11	xxxxxx	Transfer School District	Transfer High School	Example High School	12/10/2019

SAMEGOAL:

Administrators may transfer documents to any district that uses SameGoal.

<https://samegoal.com/iep/g/support/online-guides/administrative-guide/district-to-district-transfer>

To use the district-to-district transfer document process:

1. District requesting an IEP, SP, or ETR be transferred to them (**RECEIVING DISTRICT**) first add the student(s) to SameGoal in their district. If the receiving district integrates SameGoal with their student information system (SIS), this usually happens automatically one day after the student has been entered in the SIS.
2. **RECEIVING DISTRICT** communicates the following information to the district it requires the document(s) from (**SENDING DISTRICT**):
 - Student Name
 - Documents to be sent
 - **Email** or **Username** of the new owner in the **RECEIVING DISTRICT** that the document should be transferred to
 - SIS Student ID in the **RECEIVING DISTRICT**
3. **SENDING DISTRICT** administrator logs into SameGoal and transfers the document(s) via the DTD transfer procedure (instructions below).
4. **RECEIVING DISTRICT** administrator logs into SameGoal to ensure documents were transferred successfully.

If you have any questions on the features described above please contact studenthelp@neonet.org.



eFP Non-Cash Earning Pay Codes

This article shows the setup for creating non-cash earnings pay codes. These pay codes can be utilized in your payrun processing throughout the year, or at year end to process any fringe benefit amounts. For questions concerning fringe benefits please consult <https://www.irs.gov/pub/irs-pdf/p15b.pdf>.

STEP-BY-STEP GUIDE

1. Navigate to Human Resources > Reference Tables > Payroll> Pay Codes
2. Click + in the Action Bar to create a new Pay Code.
 - A. Best Practice would be to keep all Non-Cash Pay Codes in a series (600s for example)
 - B. It is also recommended to create a unique Non-Cash Pay Code for each different type of fringe benefit. This allows the fringe benefit amounts to be tracked easily on reports, get pulled into box 14 codes on the W2 (optional), and show with unique paycheck titles to employees (if you choose to display these pay codes on the paycheck).
3. Setup of the Pay Code
 - A. General Tab (make title and check title fields whatever makes sense for the fringe benefit)

The screenshot shows the 'General Data' tab for a new pay code. The fields are as follows:

- Pay Code *: 601
- Title *: NON CASH EARNINGS - NC3
- Check Title *: NC3
- Pay Type *: P - Per Period Rate
- Rate *: 1.0000
- Account: (empty)
- OH Retirement System *: NONE - Does not apply
- SERS Earning Code: (empty)
- Exclude from Quarterly Wage:
- Continuous:

B. Taxes Tab

The screenshot shows the 'Taxes' tab for the pay code setup. The fields are as follows:

- Subject to FICA/Medicare:
- FICA/Medicare *: P - From Primary Pay
- Exempt From Taxes:
- Federal Tax:
- State Tax:
- Local Tax:

C. Deduction Tab (Include all SERS and STRS deductions that the district has on this tab)

D. Payroll Tab (important to set "Pay Time Type" as N-Non- Cash)

4. Now you are ready to use this pay code in employee payrates, edit employee time, or timecard import spreadsheet to process non-cash benefits. You can use primary job class to process. Unit amount=1 and Rate=amount of the non-cash benefit to be processed.

5. Total Non-Cash Earnings processed through payroll can be viewed if you go to Human Resources > Entry & Processing > Employee Information > Earnings Tab

	Current	Month	Quarter	Year	Fiscal
Total Gross	0.00	0.00	0.00	0.00	0.00
Federal Gross	0.00	0.00	0.00	0.00	0.00
FICA Gross	0.00	0.00	0.00	0.00	0.00
Medicare Gross	0.00	0.00	0.00	0.00	0.00
State Gross	0.00	0.00	0.00	0.00	0.00
Local Gross					
Allowance Gross	0.00	0.00	0.00	0.00	0.00
Non-Cash Gross	0.00	0.00	0.00	0.00	0.00
Employer FICA Gross	0.00	0.00	0.00	0.00	0.00
Employer Medicare Gross	0.00	0.00	0.00	0.00	0.00

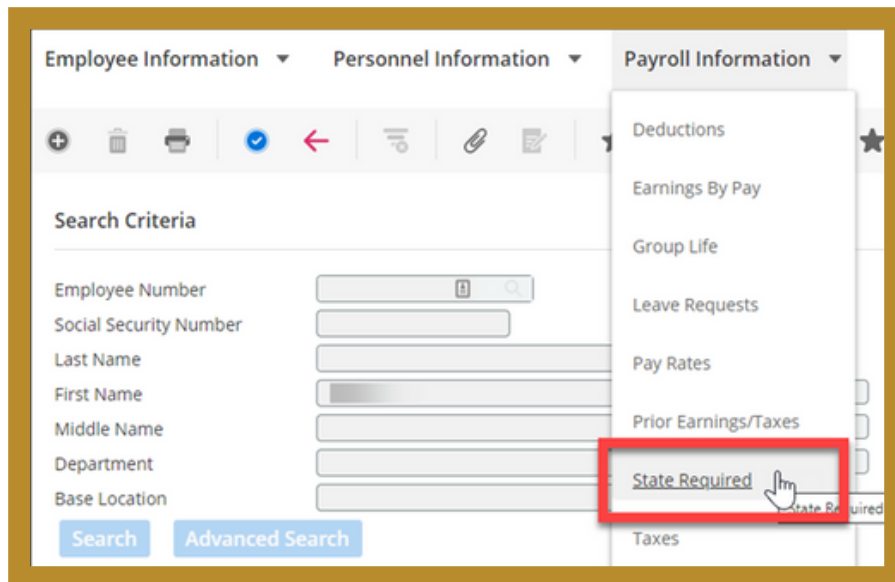
eFP Ohio New Hire Report

This document describes the setup for employees to be reported to Ohio New Hire Reporting Center using the New Hire Report.

OH NEW HIRE SETUP

Please note: The New Hire Rpt field shows whether each employee was reported in a previous New Hire report. **You do not need to enter anything into the New Hire Rpt field.** The only two employee types that would not need to be on the report would be student workers or paid as a board member. This field will be updated by the software automatically to 'Y' when the electronic file is run to create the state submission, as described below.

To access the employee state required page for an employee, select **Menu > Human Resources > Payroll > Employee > Employee Information**. Search for the employee you wish to update and click on the 'State Required' button from the 'Details' tab at the top of the page.



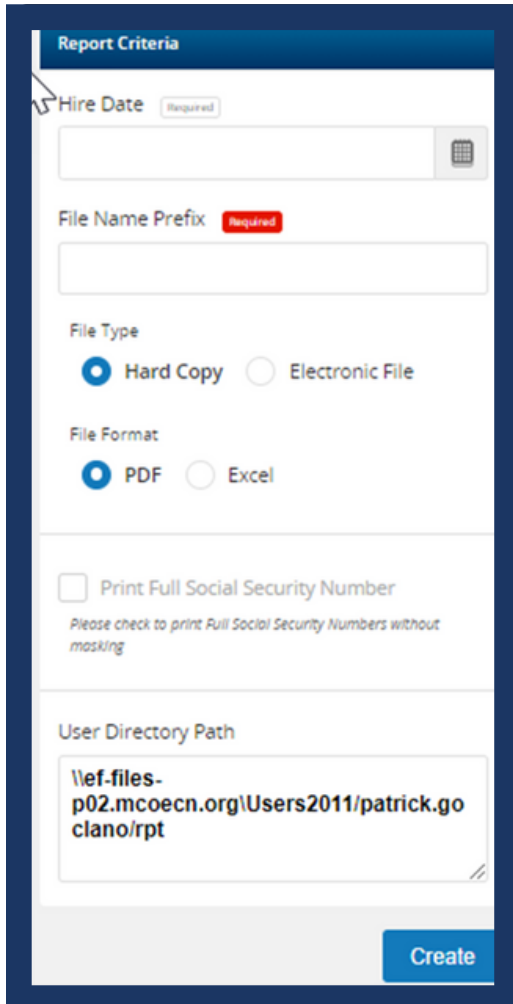
The following page will appear:

The screenshot shows the 'Ohio State Reports' page with various fields for reporting. The 'New Hire Rpt' field is highlighted with a red box and contains the value 'Y'. Other fields include SERS Days MTD (22), SERS Days Curr (10), Weeks Paid Tot (13), Weeks Paid Cur (0), Member Type, No Medicare, Default Weeks (13), Worksite Code (0), Mult Worksite, SERS Days Curr (0), STRS Days FTD (0), SERS Hours/Day (8), Qtrwage Rpt (Y), SERS Xtra Hrs (0), SERS Emp Stat, SERS Emp Date, EMIS Term Code, EMIS Term Date, and Rpt to EMIS (Y). The 'New Hire Rpt' field is the focus of the setup.

OH NEW HIRE REPORT PROCEDURES

To access the OH New Hire Report module, select the following menu path: **Human Resources > State > New Hire Report.**

This will take you to the main page, with options to create hard copy and electronic files and to update employee/contractor information.



The screenshot shows the 'Report Criteria' form with the following fields and options:

- Hire Date:** A date picker field with a calendar icon. A red 'Required' label is next to it.
- File Name Prefix:** A text input field with a red 'Required' label.
- File Type:** Radio buttons for 'Hard Copy' (selected) and 'Electronic File'.
- File Format:** Radio buttons for 'PDF' (selected) and 'Excel'.
- Print Full Social Security Number:** A checkbox that is currently unchecked. Below it is the text: 'Please check to print Full Social Security Numbers without masking'.
- User Directory Path:** A text area containing the path: '\\ef-files-p02.mcoecn.org\Users2011\patrick.goclano\rpt'.
- Create:** A blue button at the bottom right.

REPORT TYPE:

Select which type of report you wish to generate - hard copy report or electronic file with updates to employee and independent contractor records.

HIRE DATE:

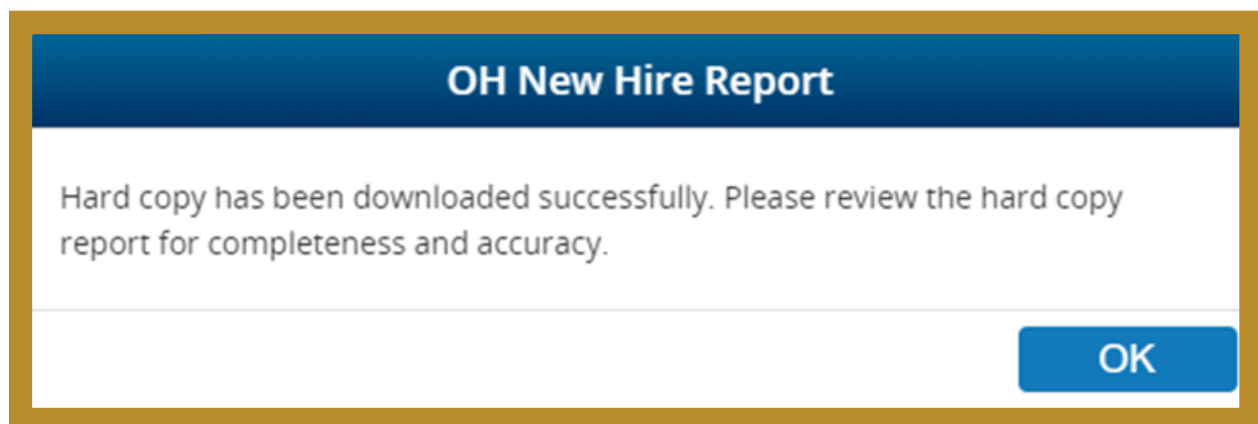
Enter the **starting hire date** of the reporting period.

FILE NAME PREFIX:

User entered. Defaults to the first four characters of the Client field on the Human Resources Profile.

Hit the create button.

The hard copy will download and it will be in the download folder. You must review the Hard Copy Report and verify whether it is correct.

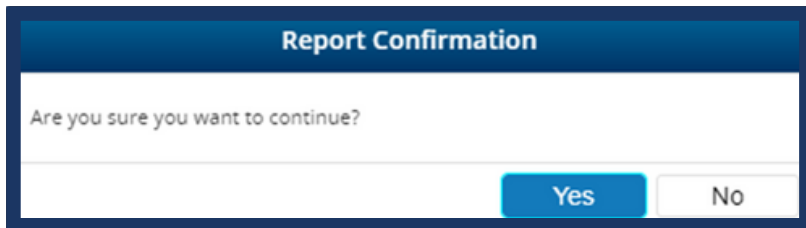


If the Hard Copy Report is correct, You can move on to the electronic file. If the Hard Copy is incorrect, you will need to go and fix those errors.

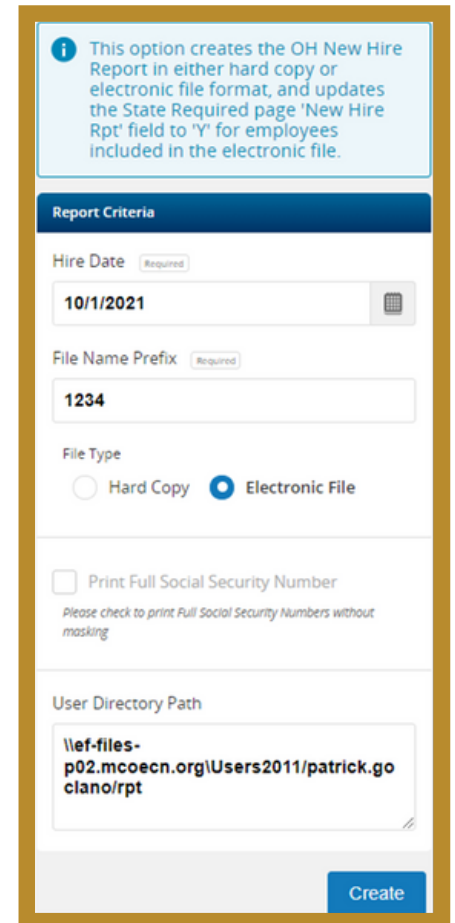
Electronic File/Update option: The electronic file/update option generates an electronic file and updates the New Hire Rpt field to 'Y' on the employee State Required Page for each employee included in the report. If you choose this option but have not run the Hard Copy Report and verified that it is correct, you will receive the message, "File/Update not performed".

Click on the Create button.

A Confirmation popup will ask if you want to continue, click **Yes**.

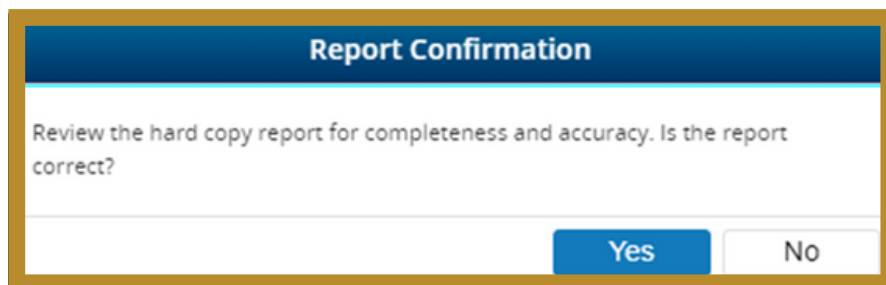


A dialog box titled "Report Confirmation" with a white background and a blue header. The text inside asks "Are you sure you want to continue?". At the bottom, there are two buttons: "Yes" (highlighted in blue) and "No".



A form titled "Report Criteria" with a blue header. It contains several fields: "Hire Date" (10/1/2021), "File Name Prefix" (1234), "File Type" (radio buttons for "Hard Copy" and "Electronic File", with "Electronic File" selected), "Print Full Social Security Number" (checkbox), and "User Directory Path" (\\ef-files-p02.mcoecn.org\Users2011\patrick.goclano\rpt). A "Create" button is at the bottom right. An information box at the top explains that this option creates the OH New Hire Report in either hard copy or electronic file format and updates the State Required page 'New Hire Rpt' field to 'Y' for employees included in the electronic file.

You will want to make sure the report is accurate. If it is, click yes. If it is not, click no and fix. When you click yes, it will download the report as a PDF or an Excel file, whichever you selected.



A dialog box titled "Report Confirmation" with a white background and a blue header. The text inside asks "Review the hard copy report for completeness and accuracy. Is the report correct?". At the bottom, there are two buttons: "Yes" (highlighted in blue) and "No".

Log into the Ohio New Hire- Employer Self Reporting site and upload the Electronic File.



The Ohio New Hire Reporting Employer Services Portal. The header includes the Ohio Department of Job and Family Services logo. The main content area has a "Welcome to the Ohio New Hire Reporting Center" message, an "Attention" warning about login process changes, and a "Login" section with input fields for "Your Email Address" and "Password", and a "Login" button. There are also links for "Need Employer Account? Sign me up" and "Forgot your password?".

eFP W2 Balancing Issue

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
Form W-2 Wage and Tax Statement			2022		Department of the Treasury—Internal Revenue Service	
Copy 1—For State, City, or Local Tax Department						

When a district was trying to balance their W2 and comparing the two reports "Payroll File Totals" and "Calendar YTD" Reports, they noticed that the state was not balancing and wondered why. As shown below in yellow, you have two sets of numbers for the state in YTD filed- \$173.83 and \$855,351.05. To the right, you will see State Tax and under that **. The ** are associated with the \$173.83. This is the difference of what the state taxes were off.

WHAT DOES THIS MEAN:

The ** are telling you that these amounts are not associated with Ohio Tax. In the end, the employee associated with this amount did not have Ohio Tax, and the system was flagging this. We were not able to figure out who the employee was until the district loaded the W2 work file and looked at the error report.

THE FIX

You can fix this within the W2 work file, or you can fix it on the tax screen and purge the W2 work file.

TOTAL GROSS	1,605,377.78	4,916,941.32	11,535,103.51	41,133,830.17	22,193,320.17
EARN INC CRED	0.00	0.00	0.00	0.00	0.00
TOTAL VOL DEDN	1,369,100.23	4,193,365.01	9,900,127.36	35,368,635.12	18,992,973.39
NET PAY	6,271.70				
DIRECT DEPOSIT	1,166,022.37				
FICA	0.00	0.00	0.00	0.00	0.00
FICA GROSS	0.00	0.00	0.00	0.00	0.00
MEDICARE	23,253.04	68,689.27	159,556.90	567,909.34	308,564.58
MEDICARE GROSS	1,603,659.72	4,737,192.55	11,003,926.66	39,166,275.95	21,280,363.42
FEDERAL TAX	137,560.33	396,206.15	911,660.57	3,225,987.84	1,769,290.67
FEDERAL GROSS	1,406,923.85	4,073,353.98	9,436,554.93	33,548,902.51	18,271,369.79
STATE TAX					
**	0.00	0.00	0.00	173.83	29.31
OH	36,352.72	104,602.86	241,241.46	855,351.05	467,875.35
STATE GROSS					
**	0.00	0.00	0.00	12,078.56	2,242.20
OH	1,406,923.85	4,073,353.98	9,436,554.93	33,536,823.95	18,269,127.59
LOCAL TAX					
2801 - OSDI	24.82	72.94	169.18	611.28	333.33
53312 - MUNFALLS	6,885.53	20,162.79	46,574.86	166,002.22	89,872.75
74944 - STOW TAXES	25,903.55	76,802.31	178,908.09	637,296.95	346,393.25
7711 - OSDI	25.86	73.56	176.71	657.34	357.47
LOCAL GROSS					
2801 - OSDI	2,482.39	7,294.41	16,918.45	61,126.52	33,334.92
53312 - MUNFALLS	306,025.06	896,125.42	2,069,994.66	7,377,855.46	3,994,346.95
74944 - STOW TAXES	1,295,179.09	3,840,111.71	8,944,441.12	31,865,094.84	17,319,644.20
7711 - OSDI	5,171.44	14,713.58	35,341.62	131,468.86	71,492.52

Redesign: Report Save and Recall

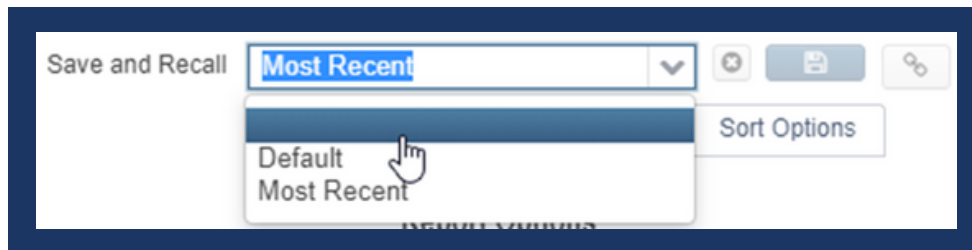
CHELSEA KERR

Template reports and certain canned reports in USPSr and USASr allow users to create a 'Save and Recall' option for a set of entered parameters.

These can save time when generating reports, so the user does not have to continually re-enter the information they wish to pull out of the system. Save and Recalls can be used to quickly and easily populate specific report options when generating reports and/or building report bundles.

The default Save and Recall options available for most reports will include 'Most Recent' or 'Default.' When 'Most Recent' is selected, the system will automatically populate the report options that the user last entered. Choosing the 'Default' option will reset the report parameters to the system default for the chosen report.

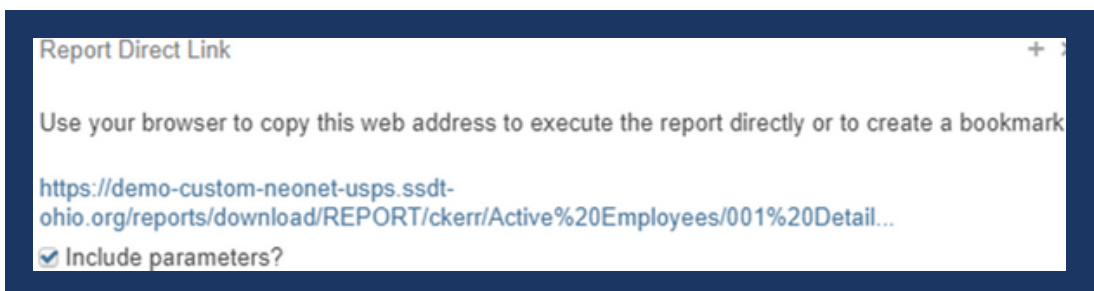
To add a custom Save and Recall option, enter the desired search values on the generate report screen, click the arrow to expand the drop-down menu, and select a blank space in the list.



Type a name into the blank field, and then click or tab out of the text field to make the blue Save button become active. Once a recall option has been saved to the list, the X button can be used to delete, and the link button to the right of the Save icon will generate a Report Direct Link.

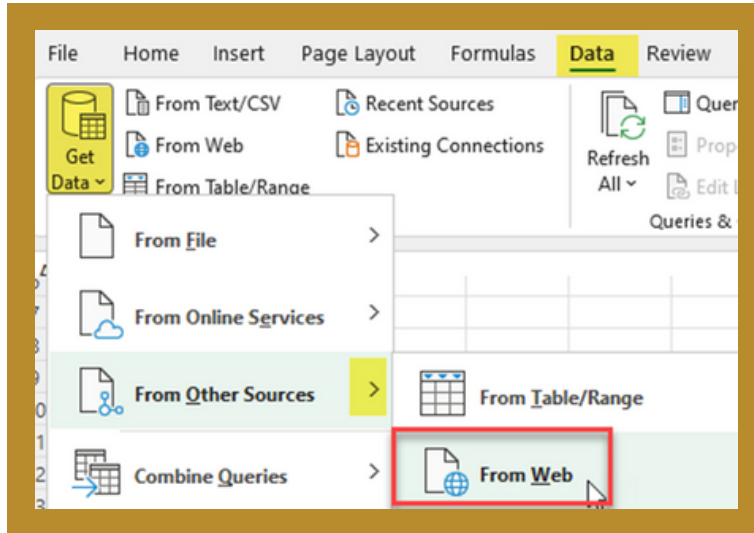


Anyone with credentials to access the system can generate the report on demand through the Report Direct Link. When the link is clicked, the user will be prompted to supply their username and password for the appropriate Redesign application. The report will then download automatically or generate and display on screen depending on the format chosen when the link was established.



Report Direct Links can also be used to connect a report to an Excel worksheet. This allows information to be pulled into a spreadsheet and the data can be updated and refreshed directly from the file as needed.

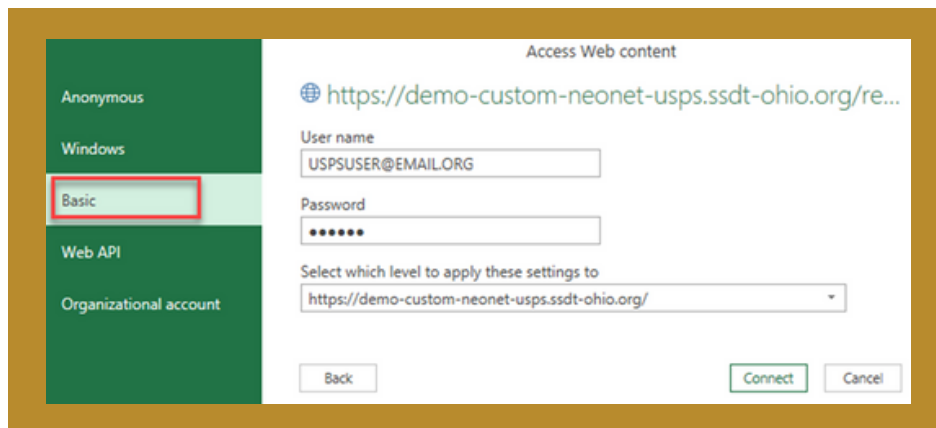
To start the connection, open Excel and go to the 'Data' tab. Then choose 'Get Data' and select From Other Sources>From Web.



In the box that pops up, select 'Basic' and paste the Report Direct Link into the URL box; then click OK.



On the next screen, choose 'Basic' and enter the username and password for the Redesign account. Click 'Connect' to establish the connection to the database. Excel will pull the report and then you can load it into your desired location in the worksheet.



Redesign: Creating & Sending Salary Notices in USPS

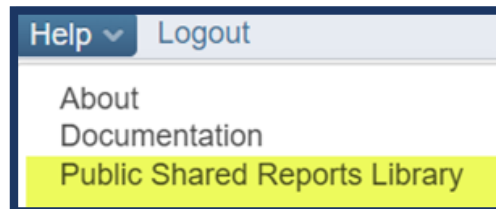
In a recent release, SSDT added a new option in New Contracts that will allow you to create and email or print Salary Notices. You can also go into a specific Compensation record and while in the view status, you can create a Salary Notice there. These are customizable or you can use the current system's default. We hope you are as excited about this as we are!

Date: 06/30/2023	Employee #
Salary Notification for Classified Employees	
To:	
You are hereby notified that your salary for the position of BENEFIT SPECIALIST for the 2023-2024 school year will be \$75,000.00 per year for 260 days.	
Said salary will be payable in 26 installments beginning 08/01/2023.	
The Board of Education	
<hr/>	
President	
By	
<hr/>	
Treasurer	

Redesign Public Report Libraries

The USAS and USPS databases have access to a Public Library that provides several report definitions already customized. These report definitions are contributed from a combination of districts and ITCs using State Software. To access this library from either database, follow the path below:

HOME PAGE > HELP DROP-DOWN MENU > PUBLIC USXS SHARED REPORTS LIBRARY.



They are broken down into categories for easy searching.

FOR USPS, THE BREAKDOWN IS:

- Per pay Reports
- Monthly Reports
- Quarterly Reports
- FYE - Based Reports
- CYE - Based Reports
- EMIS Related Reports
- Miscellaneous USPS-R Reports
- New Hire Employee Templates

FOR USAS, THE BREAKDOWN IS:

- Account-Based Reports
- Budgeting Reports
- Transaction-Based Reports
- Vendor-Based Reports
- Periodic Reports
- Requisition Approval Workflow Reports

When exploring any of these categories, you will find a list that contains a Title - which is a downloadable json file, an example, and the report description.

Let's look at the following report as an example:

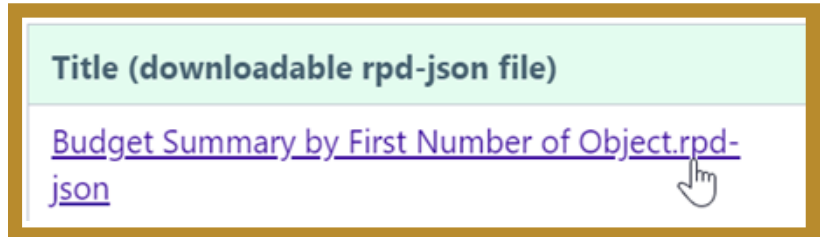
Title (downloadable rpd-json file)	Example	Description
Budget Summary by First Number of Object.rpd-json	Click Here	Subtotal by Object first digit. Ex. All 100s, 200s, 300s, etc. Can be used with Account Filter. Option to exclude zero amounts.

This will give you a Budget Summary broken down by the 1st digit in the Object code, while also excluding all zero amounts. To view the example, you will choose [Click Here](#). Now you can view the PDF of the final report result:


Budget Summary by 1st Digit of Object. Option to exclude accts with all zero's

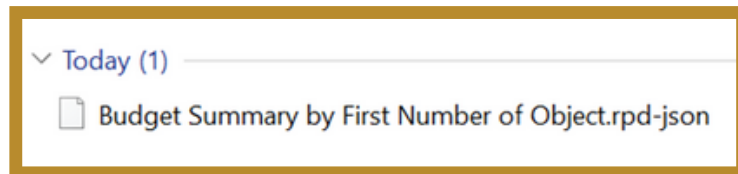
Fund-SCC	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered	Percent Expended/Encumbered
Full Account Code: 001-0000								
Object Group: 100								
001-1100-111-0000-000000-100-04-000	\$ 0.00	\$ 5.00	\$ 5.00	\$ 0.00	\$ 0.00	\$ 5.00	\$ 0.00	100.00 %
001-1100-111-0000-000000-100-01-000	0.00	(10.00)	(10.00)	0.00	0.00	0.00	(10.00)	0.00
	\$ 0.00	\$ (5.00)	\$ (5.00)	\$ 0.00	\$ 0.00	\$ 5.00	\$ (10.00)	
Object Group: 200								
001-2213-231-0000-000000-000-00-000	0.00	885.00	885.00	0.00	0.00	885.00	0.00	100.00
001-2421-280-0000-000000-000-00-000	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	100.00
001-1100-291-0000-000000-000-00-000	0.00	1.18	1.18	0.00	0.00	1.18	0.00	100.00
	\$ 0.00	\$ 3,886.18	\$ 3,886.18	\$ 0.00	\$ 0.00	\$ 3,886.18	\$ 0.00	

If this is a report you would like to use, you can easily add it to your Report > Report Manager grid. This would require you to first click on the Title of the report as seen here:

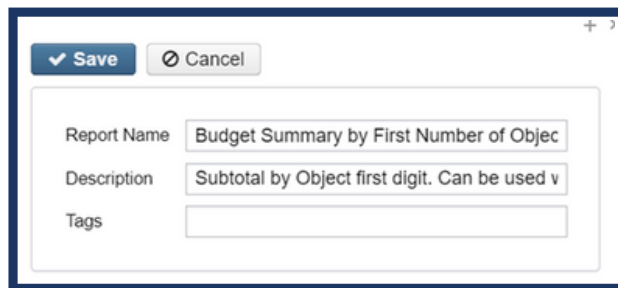





Followed by clicking the  button.

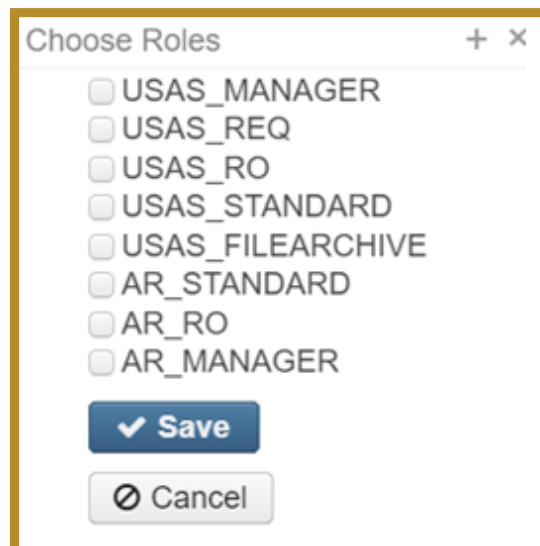
This will add the report definition to your PC downloads. To upload into the Report manager, you will then navigate to Report > Report Manager and click on the  button. Select the json file from your downloads:



You will receive a popup box where you can adjust the report name and description, as well as add a tag:



When ready, click  and your new report will be listed in your reports grid. To share this report with others, click the  button and select the roles of the individuals you would like to give access to, followed by clicking .



These libraries are a great way to find reports that may be helpful, while also saving you time by eliminating the need to customize yourself.