

## DATA ENCRYPTION AND SECURITY ON SHAREPOINT

Have you ever wondered where your shared documents are stored and how the data is protected?

The Technology JPA SharePoint services for BEST NET uses both Security Sockets Layer (SSL) for encryption during the transfer of data to and from the SharePoint server, and an additional encryption layer for the information residing on the server.

There are many tools and methods for securing Personally Identifiable Information (PII), encryption being one of the most versatile tools for stored data. Encryption adds an extra layer of protection for the confidential information residing on a computer or storage device, by converting data from plain readable text into encoded or encrypted data. This process makes the data unreadable by a human or computer without the proper decryption algorithm.

Security Sockets Layer (SSL) is the standard security technology for establishing an encrypted link between a web server and a browser. This ensures that all data passed between the web server and browsers remain private and integral.



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## A HARMONIOUS UNION – ELTS/ESS SELF-CERTIFICATION PROJECT

The union of the Employee Leave Tracking System (ELTS) and Employee Self Service (ESS) provides districts a new paperless model within ELTS. This highly anticipated project is in the final phases of testing, and will soon become a reality!

The design has been enhanced to provide districts the option to phase in select groups of employees, or all employees at once. This means that districts can process printed paper affidavits and electronic affidavits at the same time! For ease in transition, the electronic affidavits in ESS have been designed to look like the paper ELTS affidavits that employees are currently signing. Employees will log into ESS to access their Attendance page where they can approve or reject their absences. Employees will also be provided the ability to print electronic Affidavits from within ESS, if desired.

Using Configurations, districts can customize rejection reasons, verbiage on the automated email notifications to employees, and certification verbiage on the electronic affidavit.

Upon roll out of this new Self-Certification Model, a 'Receive All' option, as well as the ability to only display Affidavits that have been Received or not Received will be available within the Affidavit Review screen. An Affidavit Note history captures all activity, including Rejection reasons and associated comments, Employee Actions and Supervisor Actions. Electronically certifying attendance affidavits will not only speed up the approval process, but it will also save space, time, and money! Districts interested in implementing this extremely exciting new configuration option when it becomes available should contact the Technology JPA ELTS helpdesk at [elts.helpdesk@sbcss.net](mailto:elts.helpdesk@sbcss.net).



# 1099 YEAR END CALENDAR AND INDEPENDENT CONTRACTOR FLAGS RESET SCHEDULE FOR 2017 PROCESSING

As a reminder, the 1099 Prelist (APST99) and the 1099 Miscellaneous Entry Program (APYT99) need to be enabled before entries can be made within the 2017 calendar year. The 1099 Maintenance screen should be enabled and available for flagging and unflagging individual payments by warrant for the 2017 reporting year.

Please note the following Year End Tasks that should be completed in the list below. Contact your County office for the specific dates, times or deadlines for each task.

- 1099 Programs enabled:
  - APYT99= 1099 Misc Entry Program;
  - APST99 = 1099 Prelist.
- Independent Contractor Flag is reset in INC (Automated);
- Last day districts can access the 1099 Programs;
- District 1099 Extract Parameters due;
- 1099 On-line Programs need to be disabled;
- Final 1099 Extract; 1099 post lists will go to the district's PQ after the extract is complete;
- 1099 Warrant Maintenance Program/Enable – AAUPDT;
- 1099 Forms due to Vendors and Postmarked by 01/31/2018.



## **DID YOU KNOW THAT INDEPENDENT CONTRACTOR REPORTING IS AVAILABLE IN VENDORS?**

*The Employment Development Department (EDD) requires all California school districts, county offices of education, and community colleges to report independent contractor information within 20 days of either making payments totaling \$600 or more or entering into a contract for \$600 or more in any calendar year, whichever is earlier.*

*The Vendors application provides an easy way to meet this requirement by providing a report format that may be uploaded to the EDD website. Details on generating the Independent Contractor report can be found in the Vendors documentation under the Financial 2000 Main Menu Documentation Tab.*



# Financial Servers Weekend Maintenance Plan

The Financial Servers will be unavailable during the following weekends to perform overall maintenance and install new software as needed:

December – none

January – none

February – none

March 10 – 11, 2018

April 14 – 15, 2018

May – none

June – none

Please coordinate the dates above with your District's leadership for any impact these dates may have on planned events within your district.



## NEW APY DEVELOPMENT IS IN FULL FORCE!

Excitement and anticipation continues to build as we forge our way toward the completion of the new Accounts Payable system in Financial 2000.

Our collaborative goal setting for a state-of-the-art application is nearing realization with continued efforts to provide the latest technology in an easy-to-use format. The most significant changes make the new application invoice driven. For users, this means the ability to pay an invoice from multiple funds/accounts within a single document.

The new Accounts Payable system is enhanced with many new features. In the payment screens, a duplicate invoice message will be displayed indicating an invoice has previously been paid. A message will also be displayed in the Purchase Order payment screen when there is a change order in process. Another enhancement is a new history tab, which tracks changes made to a document logged with a date/time stamp. This provides a detailed document audit trail.

Need to close a PO? No problem! A [Close PO] is available in the search screen to conveniently close a purchase order directly from Accounts Payable, provided there are no payments or change orders in process. A user can also check an account balance directly from the payment screen by selecting [Check Balance].

The new Electronic Funds Transfer (EFT) payment method will allow a vendor to be paid through direct deposit. This method provides convenience to the vendor through timely payment, and eliminates the possibility of a check getting lost in the mail. We are in the final phases of testing and San Bernardino County's District Financial Services and County Auditor-Controller testing is scheduled to begin in the first quarter of 2018. Implementation for San Bernardino County will follow, with Alpine, Humboldt, Inyo, Mono and San Mateo counties to be scheduled thereafter. Be on the lookout for more exciting updates as news becomes available!

# WHAT IS SITE-BASED BUDGETING, AND WHAT CAN IT DO FOR ME?

Are you a Budget Development District Administrator who is looking for a method that allows budget site users the ability to modify their specific budget amounts electronically in a single system? If so, you may be interested in implementing Site-Based Budgeting at your district.

Site-Based Budgeting is a feature available in the Budget Development application which allows a Budget District Administrator the ability to create allocations of funds by site. Once allocations are established, site users can be granted access to modify defined accounts in the allocation within Budget Development.

Site-Based Budgeting can minimize and alleviate the need for the use of spreadsheets and/or handwritten reports to transmit budget data between district and site budget staff.

The main components of the Site-Based Budgeting feature are:

- District office staff can create allocations of funds by site;
- Allocation rules can be created for each allocation to determine which accounts can be viewed and/or modified by a site user;
- A workflow process controls when allocations are made available to Site Users and provides the ability to lock each allocation;
- An approval process allows a district user to review and accept site changes for each allocation;
- Reporting tools are available by allocation;
- Email functionality within the Budget Development application is provided to assist users in communicating on allocation status.

Districts interested in implementing Site-Based Budgeting are encouraged to contact the Technology JPA Budget Development helpdesk at [bdv2k.helpdesk@sbcss.net](mailto:bdv2k.helpdesk@sbcss.net).



## GL.NET HELPFUL HINT

*Simple Steps to Reprinting a Transmittal:*

1. Click on Financial Menu > Transmittal Management
2. Then click on the Transmittal tab
3. Select Document Type needed and click [Search]
4. Highlight the row that needs to be reprinted
5. Click [Reprint]
6. Wait for the PDF report to display. Note: PDF Window may be hidden behind other windows. It may also take a few moments for the report to appear.
7. Look for the printer icon on the PDF to print the Transmittal Report.

# KEEPING YOUR DISTRICT'S DATA SECURE

Many of us work with very sensitive district and employee information on a daily basis. Reports, screenshots, and other documents can contain SSN's, names, addresses, and other personal information and it is important that they are not easily accessed. We are all responsible for making sure it stays secure!

Here are a few ways you can help do your part:

- Use a secure password and do not share it with anyone. The best passwords contain uppercase and lowercase letters, numbers, and special characters. According to the 2017 Verizon Data Breach Investigations report, 80% of hacking-related breaches leveraged either stolen passwords and/or weak or guessable passwords;
- Don't save files that contain sensitive information to the Desktop or C drive. Instead, they should be saved to a network drive that requires a login and password to access;
- Don't leave information lying on a desk. Be mindful of the printed papers or notes we have that we leave out. When your desk is not occupied or if you leave for the day, make sure these papers are in a locked drawer or in a designated shredder container;
- Log off the computer. Simply hold down Ctrl+Alt+Delete and choose 'Lock' so that a password is required to access your computer.
- Don't email sensitive data. Emails should never contain employee information in the body of the email or in an attachment. Instead save the information to a shared network drive or remove the sensitive information before sending;

Implementing these simple yet effective security measures emphasizes the importance of meaningful data security practices.

# COMING SOON – 2017 1094/1095-C EMPLOYER-PROVIDED HEALTH INSURANCE OFFER AND COVERAGE REPORTING!

The ACA 1094/1095-C Reporting with Reports 2000 and Microsoft Access meeting was held on December 7, 2017 via videoconference. A demonstration was provided for each step of the processes in the project, which included: employee reporting in Reports 2000, importing employee data into Access, working with employee data in Access, and uploading the completed Access Database into EPICS. Handouts for the meeting are provided on SharePoint:

[Home](#) > [CECC](#) > [Shared Documents](#) > [Meeting Handouts](#) > [ACA 1094 1095-C Reporting with Reports 2000 and Microsoft Access Training](#) > Dec072017

The Affordable Care Act Compliance 1095-C project was updated to comply with IRS changes for 2017 reporting, which included the end of transition relief for employers. 1095-C forms for 2017 must be mailed to employees by January 31, 2018. Submission to the IRS is due by April 2, 2018 if filing electronically.

Districts interested in using the 1095-C project or Documedia for printing future tax year 1095-C forms should contact their County Support Staff.

## CALENDAR YEAR 2017 IS COMING TO A CLOSE!

What does that mean? It's time to work on W-2's! The W-2 meeting was held on Wednesday, October 25, 2017, where County Staff was informed of the new rates, how to process W-2 Add-ons, and how to run and validate prelists. Each County Office determines the dates to enable and disable the W-2 and Pay History programs.

Time is very short and the year is close to an end. Remember to order W2-C's and make sure to clean up any employees that are on the W-2 Prelist with ERRORS, otherwise they will NOT receive a W-2, resulting in the need to produce a manual W-2.

Please contact your County Office for deadlines in processing W-2s, and for additional information.



*Within Purchasing, there are Tooltips that provide valuable details. By simply hovering over an area within Purchasing, important details are displayed to assist the user. For example, when the [Close PO] button on a Purchase Orders is disabled, the ToolTip provides additional details such as "There is an Open Change Order" or "Change Order has Pending Payments."*

*Informative ToolTips also appear in the Workflow Tree Nodes. For example, hovering over the line called "Charge order In-Process" displays the ToolTip "Purchase Orders with a Change Order that has not been fully approved yet". Hovering over any of the other nodes reveals additional Tool Tips for clarification.*

# MEETING STATE AND FEDERAL REPORTING REQUIREMENTS

Monarch is a 3rd party software from the Datawatch Corporation that provides tools for mining data, creating projects and merging report data. Monarch was especially useful when the HP was our only reporting system, and it was a great tool for capturing the report output and converting the data in columns and rows.

With new State and Federal reporting requirements, Monarch has proven to assist us once again. Imagine combining information from personnel, earnings, deductions, benefits and salary schedules manually. With requests such as Government Compensation from the State Controller or files submitted to vendors to comply with the Affordable Care Act, it would take an unreasonable amount of time to compile manually.

CECC has created Monarch models to assist districts in compiling data from different sources to help automate their tasks. One example is the Government Compensation project submitted to the State Controller's office as well as Transparent California. This project can be an overwhelming task each year. The instructions and models used with Payroll prelist reports as well as Reports 2000 will make this task much simpler. This project as well as others are on our SharePoint server available to download.

[Home](#) > [Shared Documents](#) > [Monarch](#)

If there any other projects your district would like to use Monarch for, please send any suggestions to the Technology JPA MS Helpdesk by emailing [ms.helpdesk@sbcss.net](mailto:ms.helpdesk@sbcss.net) or call (909) 386-9600. We look forward to meeting your district's Monarch needs.



## **EMPLOYEE SELF-SERVICE BROCHURES ARE NOW AVAILABLE IN SPANISH**

*The brochures available for users to find quick and easy instructions to access the different documents/information in English on the Employee Self-Service (ESS) are now also available in Spanish. Districts can refer their Spanish-Speaking employees to these brochures and/or print them.*

*The brochures available in Spanish are:*

- *Guía de Referencia Rápida (Quick Reference Guide);*
- *Registración de Servicio De Empleado (ESS Registration);*
- *Saldos de Tiempos Compensatorio (ESS Employee Leave Balances).*

*English and Spanish versions of the ESS brochures can be found on SharePoint in the Shared Documents folder and soon on the Home page within ESS.*

## UPCOMING EVENTS

### Meetings and Trainings for December 2017 through June 2018

Purchasing/Stores User's Meeting – 03/16/2018

Fiscal Year End Meeting – 04/04/2018

Purchasing/Stores Fiscal Year Start-Up Refresher – 05/25/2018

[Link to Calendar](#)

<http://www.cecc.org>

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