# Newsletter

INTRODUCING PAYMENT ENCUMBERING

Payment Encumbering is now available in the new Accounts Payable application! This new feature provides the ability to encumber funds for Pay Voucher and Travel Claim transaction types. In addition, districts not using the Purchasing application can encumber Manual Purchase Orders.

Using the payment encumbering feature allows an allocated amount to be recorded as an encumbrance to a specific vendor in the general ledger. Payments against an encumbrance are assigned the same reference number for ease of tracking payments and maintaining the encumbrance balance. Once established, modifications can be made to the encumbrance document to increase or decrease the amount and add additional accounts.

Manual entry of multiple payments made to a single vendor on a regular basis is minimized by populating the vendor information and account lines. This is especially useful for utility payments and employee travel reimbursements.

Welcome to Payment Encumbering!
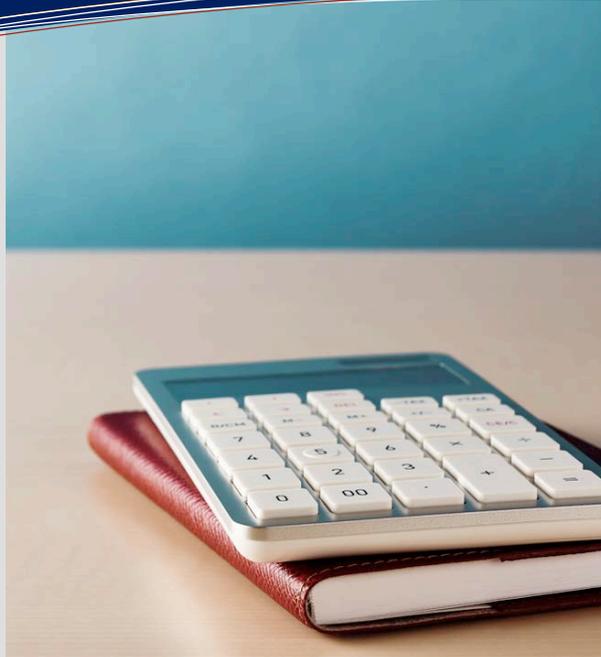
NEW ACCOUNTS PAYABLE IMPLEMENTATIONS ARE UNDERWAY!

Alpine, Mono and Inyo counties are now live on the new Accounts Payable (APY) application. Alpine implemented on January 23, 2019, Mono followed on February 19, 2019, and Inyo went live on March 11, 2019. With the support of our members, and through careful planning, implementations have been a success.

Trainings for each county were performed in different stages. Phase one consisted of an overview of the application, providing a general review of functionality and features. Phase two reviewed functionality and features in detail. Phase 3 provided the opportunity for hands-on access to a test environment. This training plan has contributed to a smooth transition to the new application.

The Technology JPA is gearing up for the implementation of San Bernardino in early July, Humboldt in August, and San Mateo in December 2019. Training sessions for San Bernardino began in early April.

Excitement continues to build as new APY implementations bring us closer to moving off the HP3000.

ELTS/ESS SELF CERTIFICATION PROJECT – PREPARATION IS THE KEY TO SUCCESS

The Technology JPA is excited to announce that Chaffey Joint Union High School District, Cucamonga School District, and Victor Elementary have been selected to join the ELTS/ESS Self Certification Pilot! Implementations will begin this summer.

This new model has proven to promote operational efficiencies such as the elimination of paper affidavits, a simple 5-click process to certify attendance, an electronic communication between supervisor and employee, a shortened processing time, and a trackable electronic history and status. These efficiencies allow district personnel to focus more on their staff and students' needs.

The pilot will be expanding to include additional districts soon. In preparation for the implementation, interested districts are encouraged to perform these required tasks:

- Within the EPICS Edit Position > Position Hierarchy screen:

    o   Designate supervisors by checking the 'Supervisor' checkbox for the appropriate positions
    o   Once all supervisors are designated, select the appropriate supervisor for each employee position

- Within the EPICS Employee Attributes screen:

    o   Complete the 'Work Email' address for each supervisor.

- Determine a small group of department/site personnel that will be included in the initial implementation pilot group. Note: this group should include all District Leave Attendants and the ELTS Administrator.

Interested districts should submit their interest to the Technology JPA at ms.helpdesk@sbcss.net or call (909)386-9600.

CECC 2018 W2, 1099 and 1095-C Statistics

W2's – 96,623

Alpine County: 71
Humboldt County: 5,549
Inyo County: 994
Mono County: 543
San Bernardino County: 72,539
San Mateo County: 16,927

1099's – 5,696

Alpine County: 12
Humboldt County: 534
Inyo County: 305
Mono County: 55
San Bernardino County: 3,128
San Mateo County: 1,662

1095-C's – 25,709

Humboldt County, 15 districts: 1,938
Inyo County, 3 districts: 422
Mono County, 2 districts: 214
San Bernardino County, 23 districts: 20,273
San Mateo County, 11 districts: 2,862

Another successful year processing W2's, 1099's, and 1095-C's for participating districts!
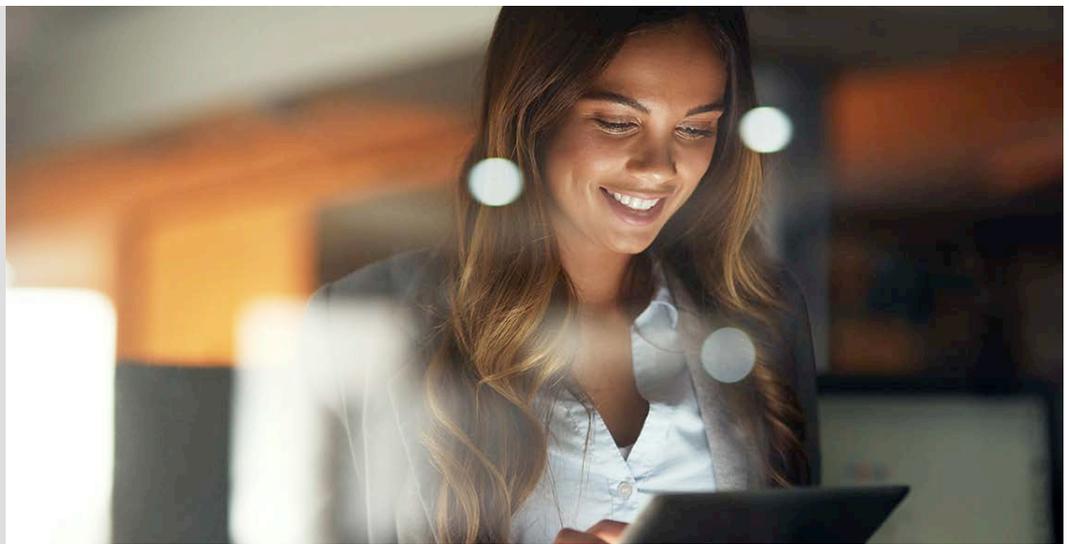
SPEED UP THE PROCESS BY TURNING OFF DATA PREVIEW IN MONARCH

The Table Design window within Monarch versions 13 and 15 offers a new data preview feature which allows you to preview your information as you are creating filters, formulas, and other columns.

Although this feature can be very helpful, many users have experienced Monarch shutting down unexpectedly while trying to modify a template. This is mainly caused when the Data Preview is trying to refresh while closing the Table Design window, especially when working with large amounts of data. It can be both frustrating and slow when trying to make changes to your model.

We contacted Datawatch and they provided us with the solution below. Note: by changing this setting, you will no longer have the preview at the bottom when working in the table design view; all other features will remain the same.

1. Open Monarch
2. On the Home Tab, click Options
3. Click View
4. Remove the checkmark from Automatically Refresh Data Preview and click Make these the default settings
5. Click Accept

This setting change will be applied to all models and projects and will be automatically saved in your preferences. If you have any questions, please email the Technology JPA at ms.helpdesk@sbcss.net.

EXCELLENT CUSTOMER SERVICE IS OUR GOAL

The Technology JPA takes pride in providing districts with excellent customer service. Our experience staff members work diligently to address support requests in a timely manner.

The following information will expedite a response and help us determine the best resource for the issue.

Please take the following into consideration when submitting a request:

- The application you are using
- The action you are performing (Add, Edit, Delete, Generate, etc.). If the issue is regarding a report, please specify the report you are attempting to generate
- State any specific details to aid in our research (EIN, Employee Name, account codes, etc.). *Note: for security reasons, please do NOT send any portion of an SSN or other Personally Identifiable Information (PII). Screenshots should also be reviewed for SSNs and PII as well.*
- If an error was received, or issue encountered, please include a screenshot with your request.

When requesting assistance or reporting an issue, please remember to email the Technology JPA at ms.helpdesk@sbcss.net in lieu of emailing an individual staff member as they may not be available.

We look forward to working together with you soon!

Tips on how to identify employees via email:

When submitting a request for assistance to the Technology JPA about a specific employee, please always include the employee's full name and Employee Identification Number (EIN). This helps us to begin our research right away and respond to requests in a timely manner.

Protecting everyone's Personally Identifiable Information (PII) is our top priority. For security purposes, it is important to remember to never send any portion of a Social Security Number (SSN) in emails, not even the last four digits. Screen shots that are submitted with your correspondence should also be carefully evaluated. Please double-check all emails prior to sending to ensure that all PII is protected!

Tax Ret Tips:

When updating an employee's Tax/Retirement record, it is important to determine which cycle the change should go into effect before entering a new Effective Date. In most instances, the Cycle number should equal the Effective Date. As an example, if a certificated contract employee wants to change their withholdings for their pay on 5/1/19, a 5/1/19 Effective Date should not be used because earnings paid on 5/1/19 are truly Cycle 04 earnings. In this case, a 4/1/19 effective date would be required: Cycle 04 = 04/01/2019.

PERSONNEL ROLL SEASON HAS ARRIVED!

The EPICS Personnel Roll is required to bring personnel data into the new Fiscal Year. The Holiday Masters, Work Calendars, Salary Schedules, Positions and Position Accounts, and Attachment data are included in the roll process. Communication between Budget staff and Human Resources is essential for ensuring a smooth transition as Budget Rolls are disabled once the first Personnel Roll is performed.

Comprehensive resources are available within the Financial 2000 Main Menu:

- Documentation Tab: The SAMS/BDV/Personnel Refresher document covers each of the Personnel Rolls beginning on page 74

- Training Tab: The EPICS Fiscal Year End video demonstrates the entire roll process in detail, and includes screen shots for each step

Once Personnel Rolls have been completed, it is important to keep in mind that future Effective Dates may need to be considered when records are updated in the current fiscal year. A propagation message will display in EPICS allowing the option to update only the selected Effective Date, or the selected Effective Date and future Effective Dates. Records should be analyzed prior to propagating the changes, when applicable.

Reminder - After the first Personnel Roll has been processed, subsequent rolls will not roll over records that have been updated in the new Fiscal Year.

For assistance with the Personnel Roll, please contact your County Office.

ELTS/ESS SELF CERTIFICATION PROJECT – NEW TRAINING VIDEOS ARE IN THE WORKS!

Coming soon to the Financial 2000 training website are instructional videos for the recently piloted ELTS/ESS Self Certification model! This series is designed to guide users through the release and certification of electronic attendance.

The first video will step Local Leave Attendants through all new features as well as outline the differences within current screens and functions. Users will be able to confidently release electronic affidavits to their employees for certification.

The second video will walk employees through the process of digitally certifying their attendance. Viewers will be guided step by step through the process of approving, rejecting, or flagging an affidavit as incomplete.

The final video within the series will ease Supervisors through the validation and approval process of the electronically certified affidavits submitted for their staff. Each certification feature is described in detail, as well as the basic attendance reports.

This series will be released with the deployment of the highly anticipated ELTS/ESS Self Certification model.

PAYROLL FISCAL YEAR 2019 IS COMING TO AN END WHICH MEANS 2020 IS ALMOST HERE!

The County Payroll Year End meeting was held on April 24, 2019, to assist the county staff with preparing their districts for the year-end tasks.

Payroll is the last piece of the setup process for the new fiscal year. All necessary steps need to be completed and signed off before the district generation and rolls can be processed.

The Technology JPA will provide updated templates of county and district checklists, as well as a sample Welcome to the New Year Letter with reminders for the districts to allow enough time to audit and activate their payrolls.

Please contact your County Office should you have any questions.

HOLD ON TO THAT MONARCH LICENSE!

In December 2018, Datawatch (Monarch software) was purchased by Altair, a global technology company that provides software and cloud solutions in the areas of product development, high performance computing (HPC), and data intelligence.

Altair has informed us, via Software Announcement, of pricing changes effective immediately for any new licenses or existing licenses where the annual maintenance agreement has expired:

> Monarch Software Announcement
> License Changes with Acquisition of Datawatch by Altair:
>
> Districts can purchase new and/or additional annual subscription licenses of Monarch V15 at a 10% discounted rate of $1,795 per user per year or purchase a three-year term license for $4,000 per user. Perpetual licenses (license & maintenance) are no longer offered.
>
> Districts that already have existing Monarch licenses on support can continue to renew support as a perpetual license.

If you have any questions regarding your existing licenses, please contact Datawatch at support@datawatch.com. If you have questions regarding the purchase of new licenses, please contact Mark Burns at Mark_Burns@datawatch.com or (978) 275-8251. Be sure to mention "SBCSS" for discounted pricing.

Districts that have a perpetual license(s) should continue to pay the annual maintenance fees to retain current pricing.

If you have any additional questions, please email the Technology JPA at ms.helpdesk@sbcss.net.

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:

July 13-14, 2019
September 7-8, 2019
October 12-13, 2019
March 7-8, 2020
April 11-12, 2020

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

TECHNOLOGY JPA SUMMER HOURS

The San Bernardino County Superintendent of Schools will be implementing its annual energy conservation plan that begins on Monday, June 10, 2019 and will last through Monday, September 2, 2019. The office hours will be from 7:30 a.m. to 4:00 p.m. Monday through Friday. The Technology JPA will be providing phone support during these same hours.

PROCESSING A RETRO THIS YEAR?

Have you ever used Payroll Import to process a retro? You will be surprised at the amount of invaluable time that can be saved!

The same information that is collected to manually enter the earnings into Payroll can alternatively be entered into the Payroll Import Retro Excel template. Required fields include:

- SSN
- EIN
- Rate
- Units
- Rate Type
- Work Date
- Either a position code or an account code
- Retirement Code
- From and To dates

Once completed, the Excel file is imported into the Payroll Import application where it is validated using the same rules as Payroll. Once the file is without error, it is loaded into the Payroll application. The imported lines are identified on the Earnings Prelist report and can easily be audited. The user's time is spent on compiling the information and auditing, instead of manually entering the earnings. Monarch can also be used to help gather the information based on Earning Prelists and EPICS data, as well as calculate retro amounts.

If you have any questions, please email the Technology JPA at ms.helpdesk@sbcss.net.

ELTS/ESS SELF CERTIFICATION – NEW FEATURE ADDED AS A RESULT OF PILOT!

Being a part of a pilot group has many benefits – one being the ability to relay suggestions for new features or enhancements to streamline processes. The Employee Self Service (ESS) Attendance page has been enhanced to provide employees the ability to enter missing dates, hours, and notes on Incomplete affidavits. Upon submission, the missing dates are automatically added to the affidavit and sent back to the Local Leave Attendant for review. A great timesaver!