



ISSUE
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Newsletter

Employee Self Service (ESS) – Forgot Password Enhancement

The new Forgot Password feature provides an alternate method to reset a user password without the need to enter the Net Pay. This enhancement requires the user to setup three security questions in order to identify the user during the process of resetting a password. The user can answer the security questions during registration, or by logging into ESS. After logging in the Preferences page will display first by default instead of the Home page, allowing the user to answer the security questions as soon as possible. The user can select the Preferences page at any time to update their email address, security questions, or an optional password Hint.

If the user forgets their password, they can either enter their Login Name and then click on the 'Need a hint?' link on the login page to display the password Hint, or click on the 'Forgot your login/password' link to start the Forgot Password process. The process will verify the user account and security questions, and then allow the user to save a new Password and password Hint. Upon completion, the system will send an email to the user confirming that their password was successfully reset. The user can then use their new password to log into ESS.



this issue

ESS Forgot Password P.1

ELTS Changes P.1

BDV Interim Reporting P.2

Upcoming Events P.2

CHANGES ARE COMING TO THE EMPLOYEE LEAVE TRACKING SYSTEM!

The new No Affidavit Generation Model offers districts the ability to initiate leave at the site level, but no longer requires generation of the system-generated Affidavit to process the leave. Districts that desire to use Affidavits will generate a new time efficient Absence Affidavit Report; those that desire to utilize their own existing documentation can opt to do so in lieu of the new Report.

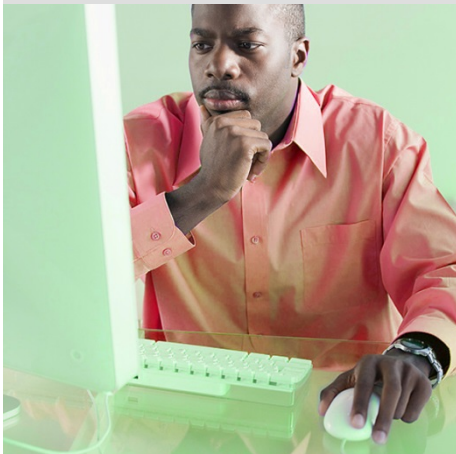
This past May, ELTS Administrators that had shown an interest in converting to the New No Affidavit Generation Model were queried to obtain a projected timeline as to when their district intended to move forward with the conversion. An overwhelming amount of districts responded with timelines in the late August to early September date range. This provided us with the opportunity to add some exciting enhancements to the New Model.

During the ELTS Fiscal Year End Meeting, many constructive suggestions were offered by participants as to how the New Model could be improved to mirror the existing functionality. Due to these responses, we were able to enhance the New Model to perform with features and processes similar to the existing Site Based Affidavit Generation Model:

- The new Absence Affidavits report is more time efficient as it generates faster than the old existing system-generated affidavits

- Affidavits are created through the Report screen like all other ELTS reports, which provides the ability to utilize existing report selection criteria
- The ELTS Administrator can configure up to 5 Banks and associated balances to display on the new Affidavit
- The new Affidavit displays the reported Leave Type and Bank the transaction was charged to
- When the Absence Affidavits report is generated, the Print Date populates in the Print Date field; when changes are made to a printed Affidavit, the Print Date is removed
- Affidavits in an Exception Status cannot be printed
- Absence Affidavits can be quickly reprinted through the Report Initiator Screen
- Addition of a new Affidavit Version Number! The Version number of the Affidavit will display to the right of the Affidavit Number in the Affidavit Detail and Affidavit Review screens as well as on the Absence Affidavit. If a printed Affidavit is modified, the version number will increase thus providing the District Attendant the ability to validate that they have the most current Affidavit in their possession prior to Receiving
- A Print Date must exist before an Affidavit can be Received
- Affidavits are no longer scanned into the system, the Attendant can simply check the Received box

...Continued on Page 2.





USING BUDGET DEVELOPMENT AS A TOOL FOR INTERIM REPORTING

We realize that everyone is just recovering from the budget season and looking anxiously to the new fiscal year. Before you know it, the first interim reporting deadline will be upon us once again. Financial staff will be analyzing the budgets and creating a considerable amount of budget transfers to align the budgets to more realistic positions. Budget Development 2000 can be utilized to streamline the analysis and the resulting data can be used with the Budget Transfer Import process.

Steps are provided in a PowerPoint presentation to assist the user in attaining good data for the BT Import. Users will learn how to use Budget Development 2000 to assist with the calculation and creation of the budget transfer amounts by building the projected budget in Budget Development 2000, and then comparing it to a model with the current revised budget.

The document will also demonstrate how to use a budget development report file for the budget transfer import program, which will be the foundation for interim revisions. This will involve using the Budget Development 2000 Comparative report (Excel format) which can be used to calculate a difference column. This difference column (current revised budget versus projected budget) will provide the values needed for budget transfers.

The PowerPoint presentation may be downloaded from the CECC Shared Document's Meeting Handouts folder and provides the steps a district can take to make use of the flexibility of Budget Development 2000 and the Budget Transfer Import feature. Please follow this link to the presentation which is named Interim Budgeting Tools:

[Home](#) > [CECC](#) > [Shared Documents](#) > [Meeting Handouts](#) > [Budget Development](#) > [_20140901-BDV2000 Interim Reporting](#)

UPCOMING EVENTS Meetings and Trainings for September, October & November

County Office Support Meeting – 9/10/14

Purchasing/Stores User Meeting – 10/17/14

Payroll W2 Year End Meeting – 11/4/14

General Ledger Design Meeting – 11/19/14

[Link to Calendar](#)

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ELTS CHANGES Continued...

These new enhancements will make the conversion over to the New Model seamless as the processes currently in place will not vary much from the processes within the New Model for both the District Leave and Local Leave Attendants. The New Model modifications are set to be deployed with the 2015.01 Release. Once a date is set for the deployment we will schedule video trainings for all interested Members.

With the deployment of the New Model, the previous Affidavit Generation Model will no longer be offered as a configuration option to districts implementing ELTS. The following options will be available:

Districts currently LIVE on ELTS:

- Smaller existing districts may remain on original Site Based Affidavit Generation Model
- Existing districts may remain on District Based Model

New districts not LIVE on ELTS:

- Site-Based Entry: Implement new No Affidavit Generation Model using the Absence Affidavits report
- Site-Based Entry: Implement new No Affidavit Generation Model utilizing existing district documentation (no Affidavits generated through ELTS)
- District Entry (No Site Entry): Implement as the existing District Based Model

For further information, please contact the ELTS_Helpdesk@sbcss.k12.ca.us.