Harris School Solutions has an issue tracking system to monitor program enhancements and defects. The APTAWEB numbers refer to the issues in that system that were resolved in this release.

To submit an idea for product enhancements/improvements, click here.

Release webinar & technical documents

Issues marked with an asterisk (*) are included in a Release Webinar. Issues with TWO asterisks (**) are included in the Release Webinar AND a technical document is available on Team Support and in the online help.

Click the **Play recording** link below to open the webinar. Registration with your name & email address is required, but no password is required.

Play recording (24 min)

New Feature

- ****Admin > Manage Users > User Details – Current Permissions & Leave > Leave Calendar:** Added a Leave Calendar "View Only" permission to allow users to view the Leave Calendar without any other access to the Leave Module. APTAWEB-12055
- **AptaFund Timekeeping API:** The suffix appends to the employee's last name field. APTAWEB-12260
- **My AptaFund > My Information -** Added AptaTime PIN to this screen - APTAWEB-12319
- ***SSO (Single Sign On) –** AptaFund is introducing a Single Sign On (SSO) method of authentication, which will allow users who login via a third-party identity provider to log in to AptaFund using their own network accounts. Those users would not need to login to AptaFund separately. This method will also support multi-factor authentication, if that is what the user's existing Identity Provider supports. **Please verify with your Information Technology Department, and if you are interested in configuring AptaFund SSO, please contact AptaFund Client Support.**

Improvements

- ****My AptaFund > Employee Self-Service > My Deductions:** Added employee signature to the W-4. A "Sign" button was added to the bottom of the W-4 document (Federal and State). The signature is uploaded along with the current date. If no signature exists, it will display the employee's legal name in printed form along with the current date. APTAWEB-12047
- ****Human Resources > Employee Contracts**
  - Added "Employee Signature" to bookmarks in Employee Contracts to allow signature(s) on documents. Added a "Sign" button to the My AptaFund > My Documents Grid for signing documents requiring a signature. APTAWEB-12148
  - Removed "Preview" button and renamed "Publish to ESS" button to "Preview/Publish to ESS". APTAWEB-12065
- ***Human Resources > Employee Jobs > Mass Update:** The Add Designation feature will now be allowed for Closed and Approved jobs as well as New. APTAWEB-12195

Improvements (cont'd)

- ***Leave:**
    - Prevent employees from creating a leave request for a negative amount. Users will get a message that the leave request cannot be for an amount less than zero. APTAWEB-11897
    - Added a leave rollover cap schedule to the Leave Types. Rollover caps can now be scheduled like accruals based on years of service. – APTAWEB-11088, APTAWEB 11954 & APTAWEB-11525
- **Payroll > Deduction Assignment:** Added state of Washington to the State dropdown in Deduction Details popup. APTAWEB-12210

Bugs Fixed

- **Accounts Payable > Vendor Invoice:** Ordering Vendor filtering issue corrected when filtering names such as 'Andrew' or 'Anderson' any word that contained 'and'. This includes all grid filtering throughout AptaFund 4.1. APTAWEB-12125
- ***Leave > Leave Details – Add Leave Request:**
    - Fixed the issue of not showing the total hours per day when multiple primary jobs exist for employee. APTAWEB-11800
    - An error message now will display if no approval process is assigned to the leave type. This was also changed in My Leave Requests and Manage Employees. APTAWEB-11898
- ***My AptaFund > Reports - Maine Quarterly Unemployment Contributions and Wages Report:** Corrected to now show Gross Wages reduced by Pre-Social Security deductions. APTAWEB-12245
- **Payroll**
    - ***Manage Deductions - Deduction Rollover:** Fixed the issue where some deduction fields were not set correctly in the new fiscal year after rolling over the deduction. Those fields are 'Is 125 Deduction', 'HSA Support', 'Display on W-2' and 'Allocate To'. APTAWEB-9148
    - **Manage Payroll – Payroll Register:** Fixed the issue causing incorrect detail pay for allocated hourly and OT hourly jobs. This was due to the same account being used, AptaFund now handles this situation. APTAWEB-11931
- **Purchasing > Admin Purchase Requisitions:** E-commerce transfer XML error has been corrected. APTAWEB-12144
- ***State Specific > NPERS Report:** The Nebraska PERS Report will include Leave and Holiday hours from the payroll register in the total hours for employees whose jobs are marked as NPERS Reportable. APTAWEB-12134

New & Revised Topics in the Online Help

Revised topics

My_AptaFund > ESS > My_Deductions > fillable form (shows Sign button for signature)

HR, ESS, & Leave > Employee Self Service > About Leave Request Validation

Payroll > Payroll Liabilities – Manage Payroll Vouchers > Payroll Liability Vouchers > Other Payroll Voucher Functions & Topics > Set Up EFT Payments

Budget & G/L > Banking & COA > Chart of Accounts > Accounting Cycles > Accounting Cycle Overview

HR, ESS, & Leave > Human Resources > Jobs > Fill Position

Budget & GL > Budget > Budget Management > Budget Import > Revise Budgets by Import, Adjust Budget by Import, Import New Budgets