Content

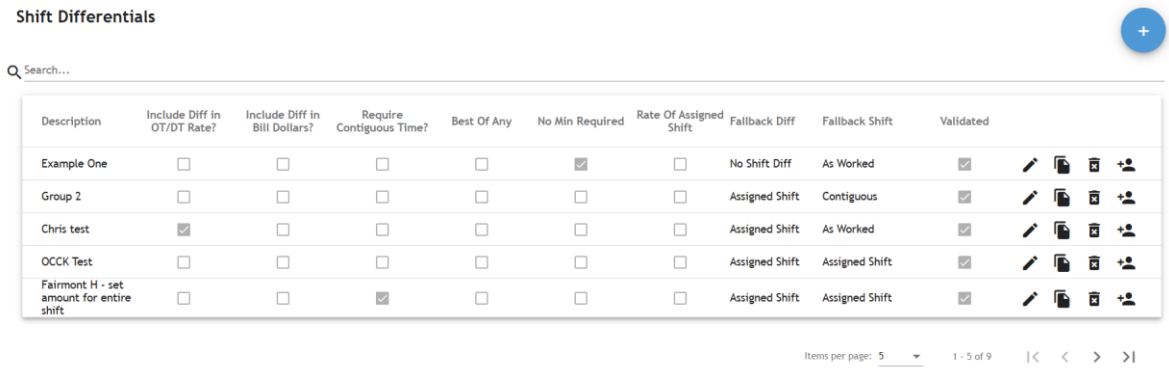
RELEASE NOTES FOR VERSION 8.0.66.HF3

RULES

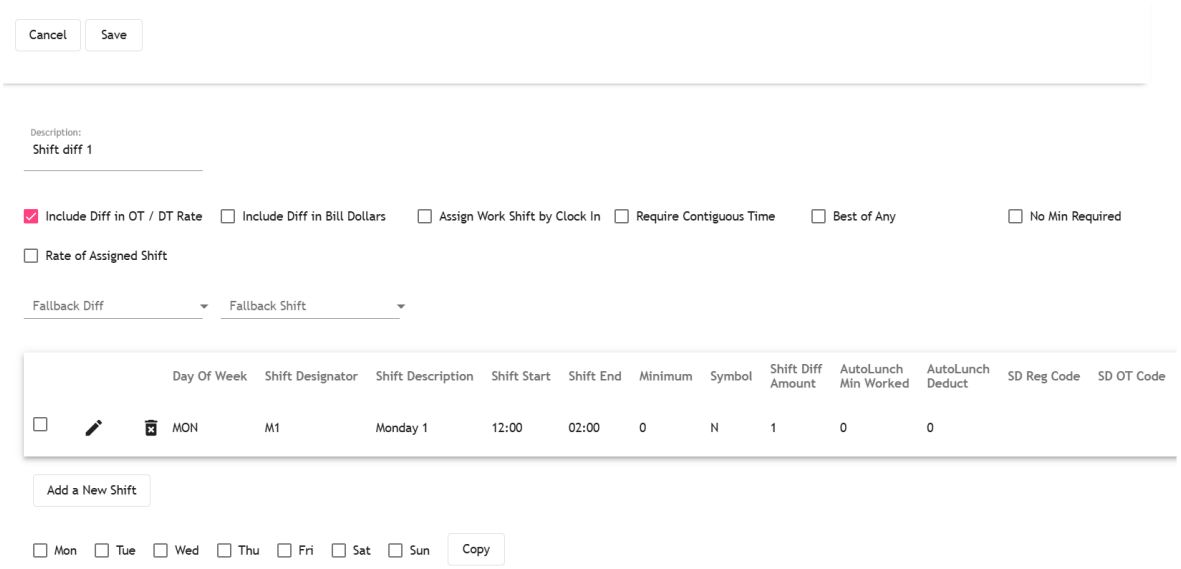
#567 – Shift Differentials migration

As part of the system improvement the configuration pages for Shift Differentials have been refactored.

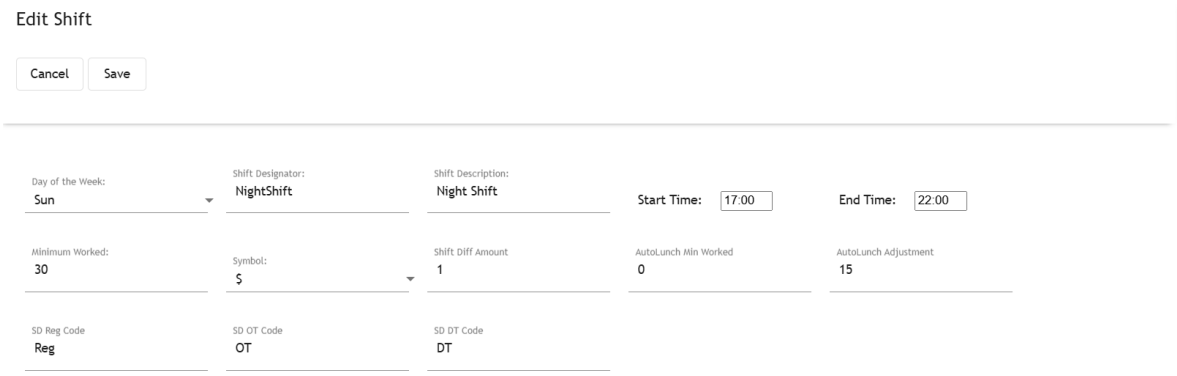
List



Add/Edit



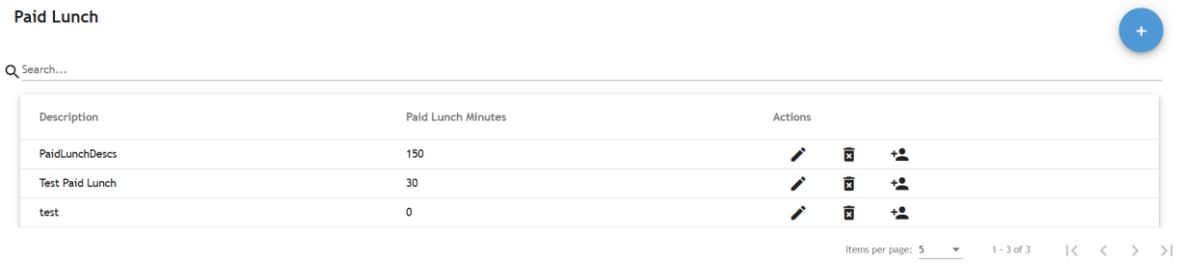
Add/Edit particular shift



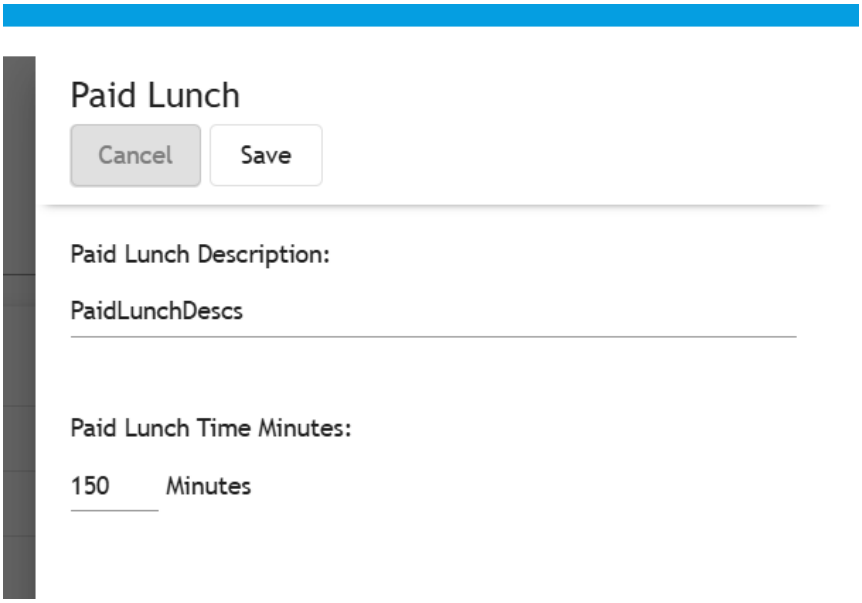
#567 – Paid Lunch migration

Paid lunch configuration page has been migrated to the new APIs and styling.

List



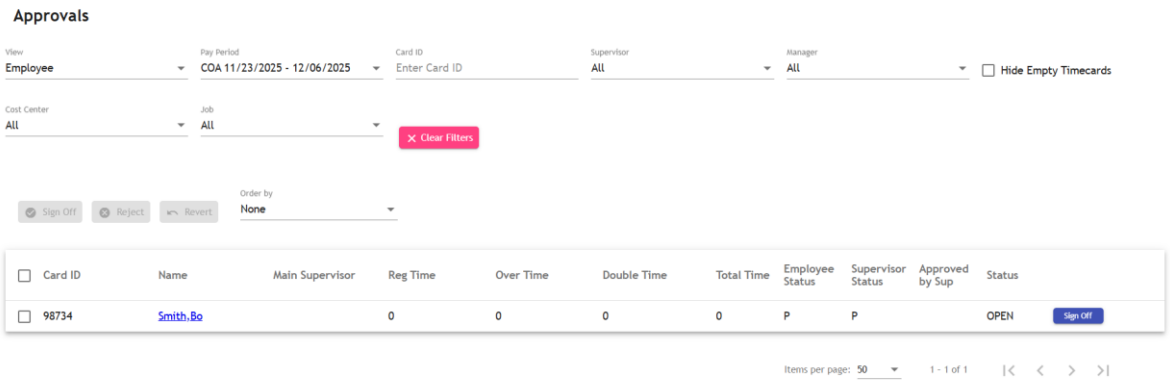
Add/Edit



TIME MANAGEMENT

#556 – Administrator/Supervisor Approval migration

The page for the sign off by administrators or supervisors has also been migrated.

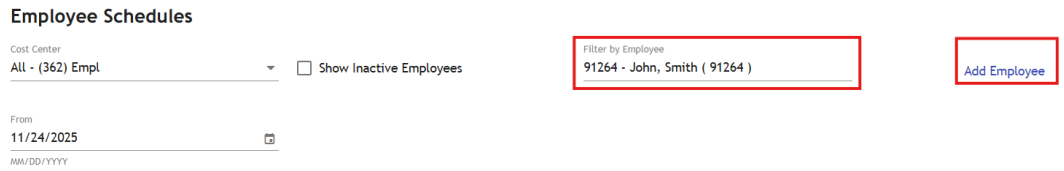


SCHEDULING

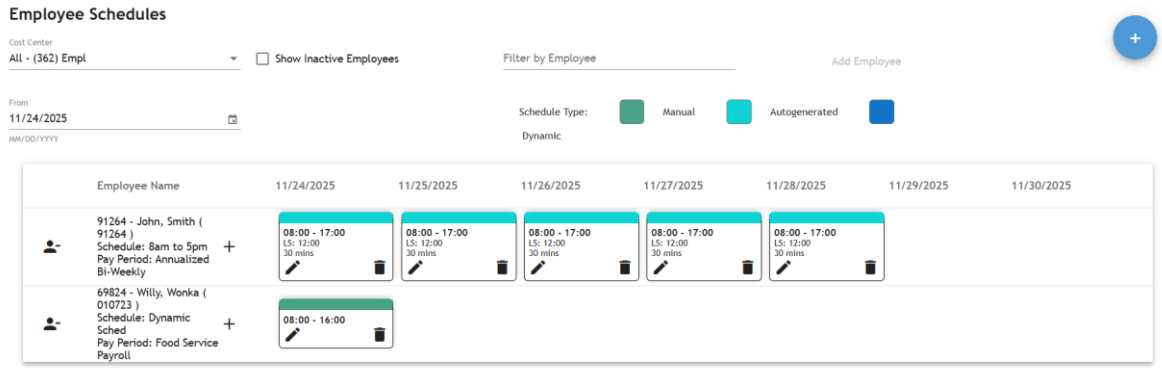
#536 – Employee Scheduling migration

The page used to view/edit the employee schedules has been re-designed to make it easier to edit an employee schedule and also as a tool to be able to work on multiple employees' schedules at the same time.

When the page opens the user will see a screen asking for the employee to view and the date "From"

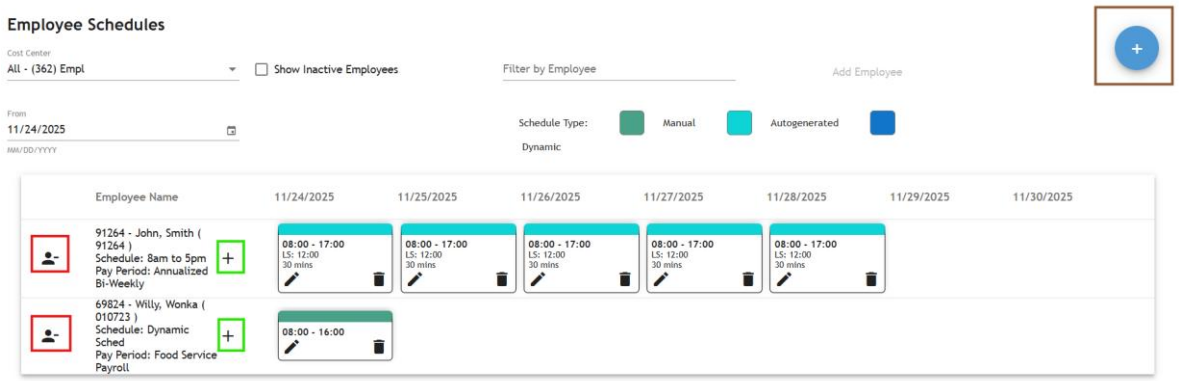


Once the employee is added to the view, a grid displaying the selected employees is displayed with the schedules for the selected **from** date and the next 7 days.

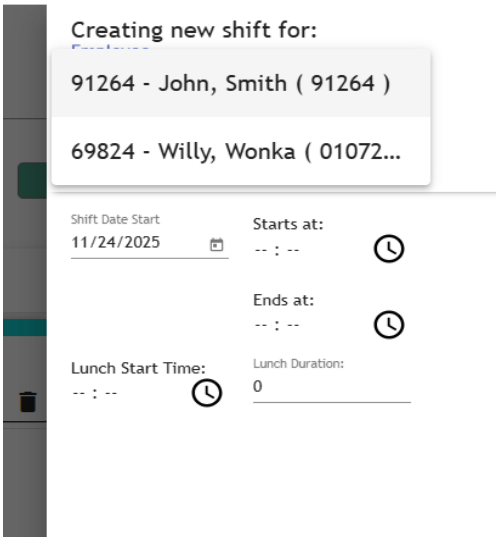


This view allows to perform the schedule maintenance actions

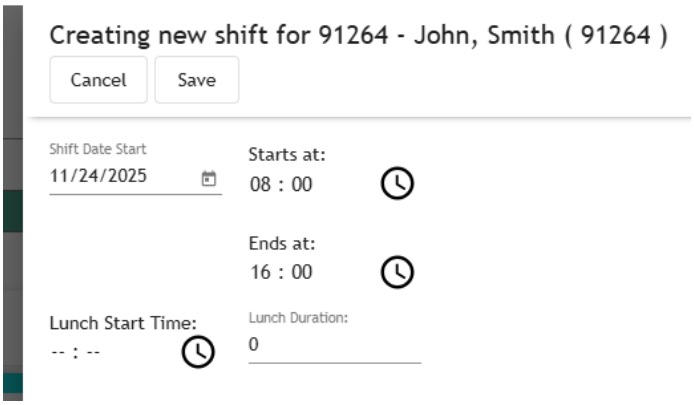
- The icon highlighted in **red** will remove the employee from the view
- The icon highlighted in **green** will open the dialog to enter a new schedule for that employee
- The icon highlighted in **brown** will open the dialog to enter a new schedule for any of the employees selected in the view



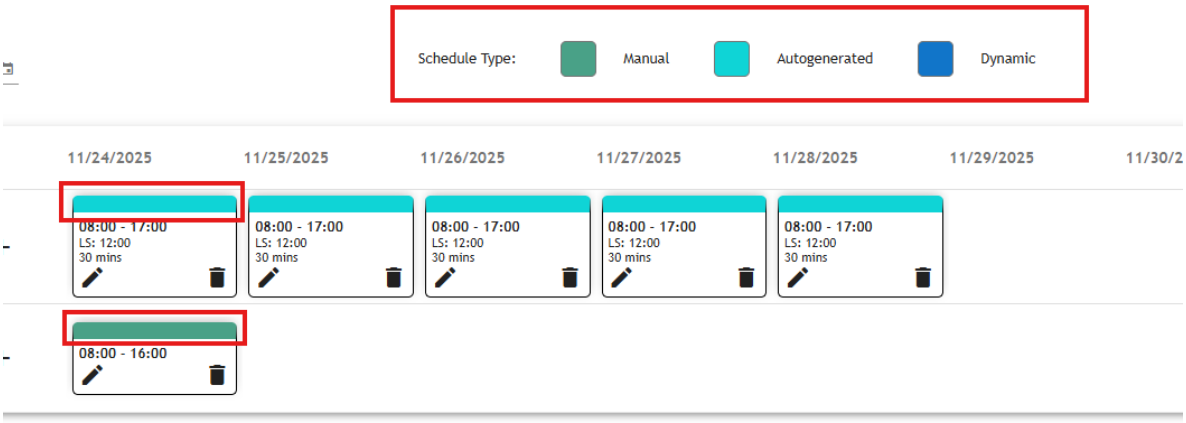
When the icon for adding a schedule for any employee is selected, it will open the dialog allowing to pick the employee from the list of displayed employees



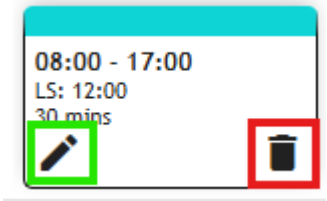
When the schedule is added for a particular employee, that information will be pre-populated



The different schedule types are color coded as described in the legends.



On each schedule the user will see 2 icons, one for **edit** (highlighted in **green**) and one for **delete** (highlighted in **red**)

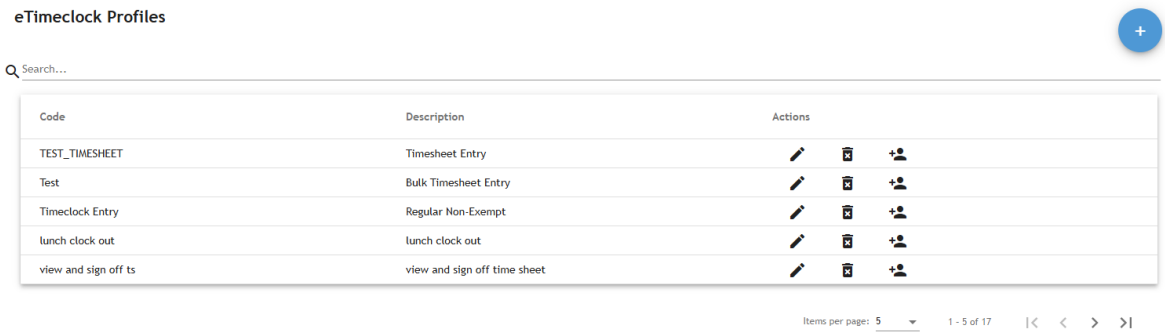


ETIMECLOCK PROFILE

#508 – eTimeclock Profile migration

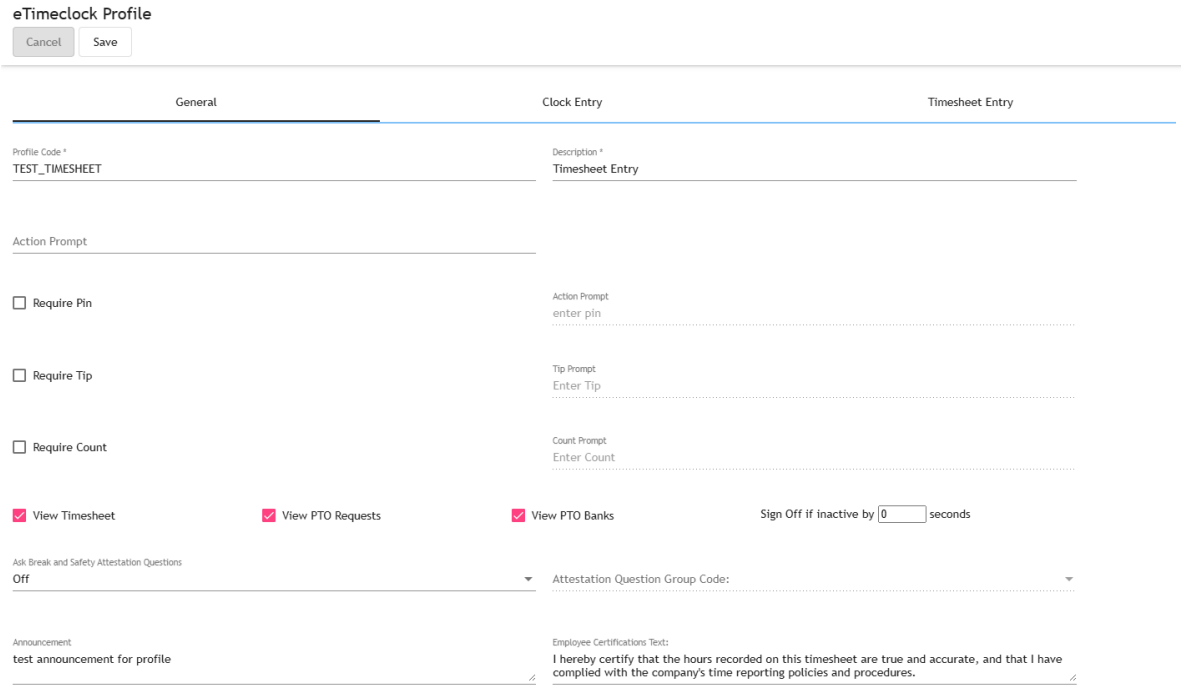
The page to view/edit the eTimeclock profiles has been migrated as well and the information has been reorganized in different tabs grouped by functionality.

List

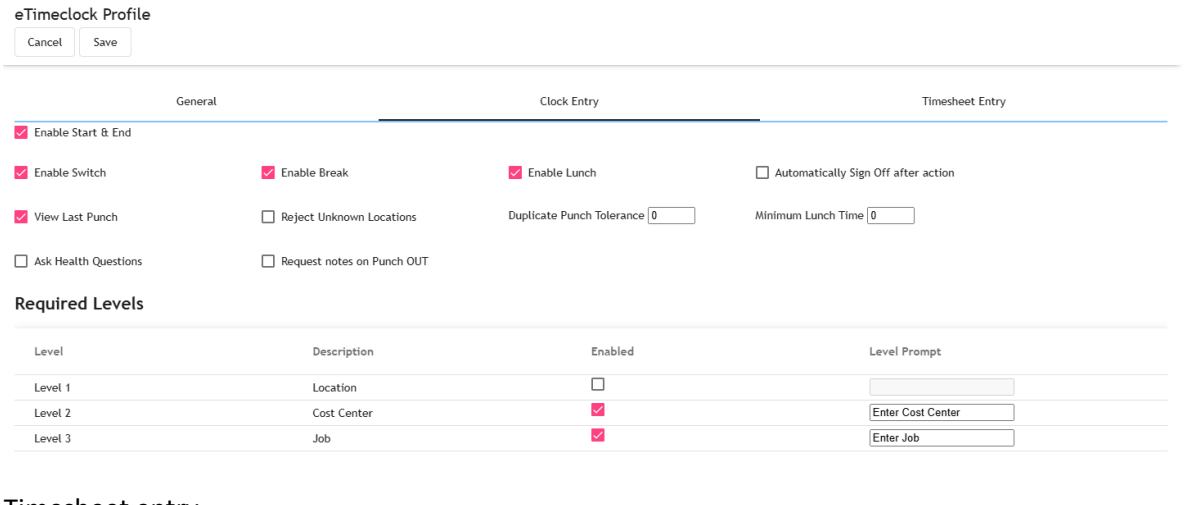


Add/Edit pages

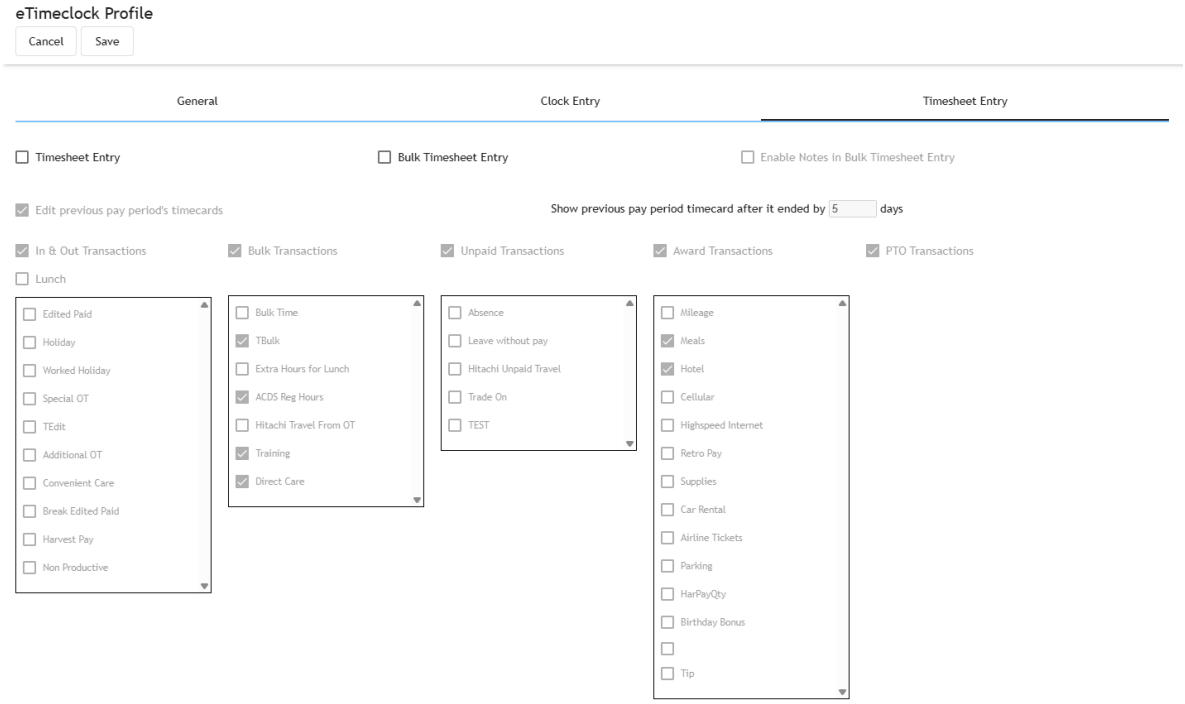
General configuration



Clock entry



Timesheet entry



MOBILE PROFILE AND WORKGROUPS

#569 – Add "Employee certification text"

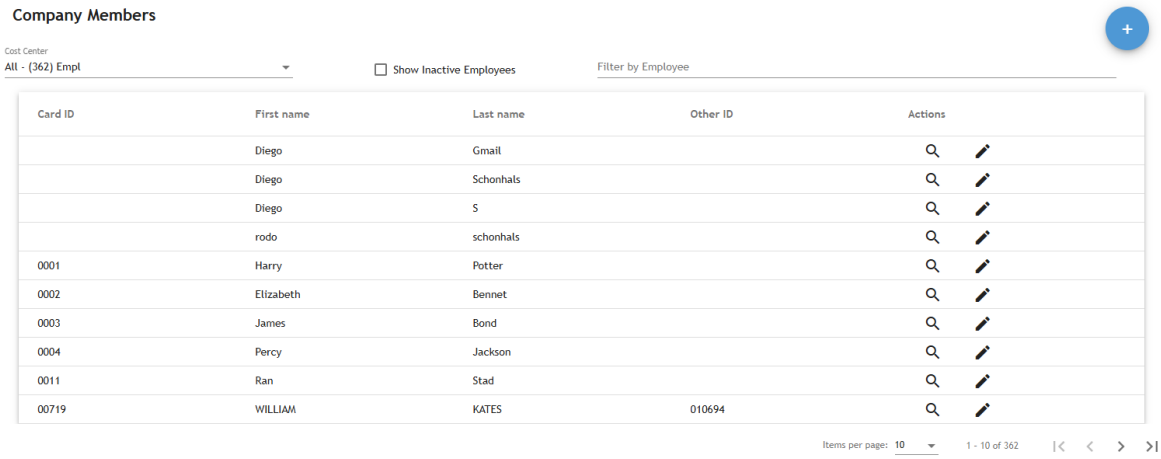
A field has been added both to **workgroups** and to **employee mobile profile** to allow the entry of the "employee certification text" to be prompted upon a timecard approval by the employee.

COMPANY MEMBERS

#326 – Company Members migration and enhancements

Company members page has been migrated, reorganized and also new data has been added to allow tracking of HR information.

List



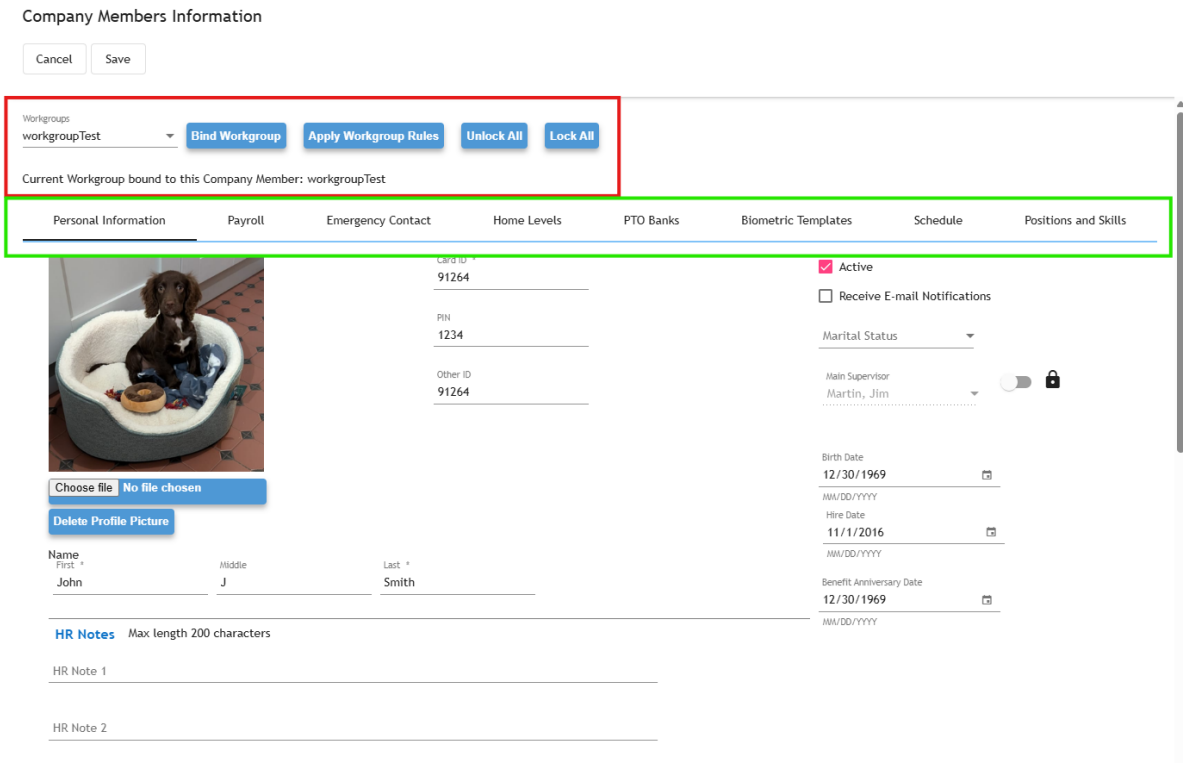
Add/Edit Company Member

Tabs and workgroups

Workgroups integration (highlighted in **red**) has been implemented to improve the handling of rule updates across multiple employees.

The employee information has been organized in different tabs (highlighted in **green**):

- Personal Information
- Payroll
- Emergency Contact
- Home Levels
- PTO Banks
- Biometric Templates
- Schedule
- Position and Skills



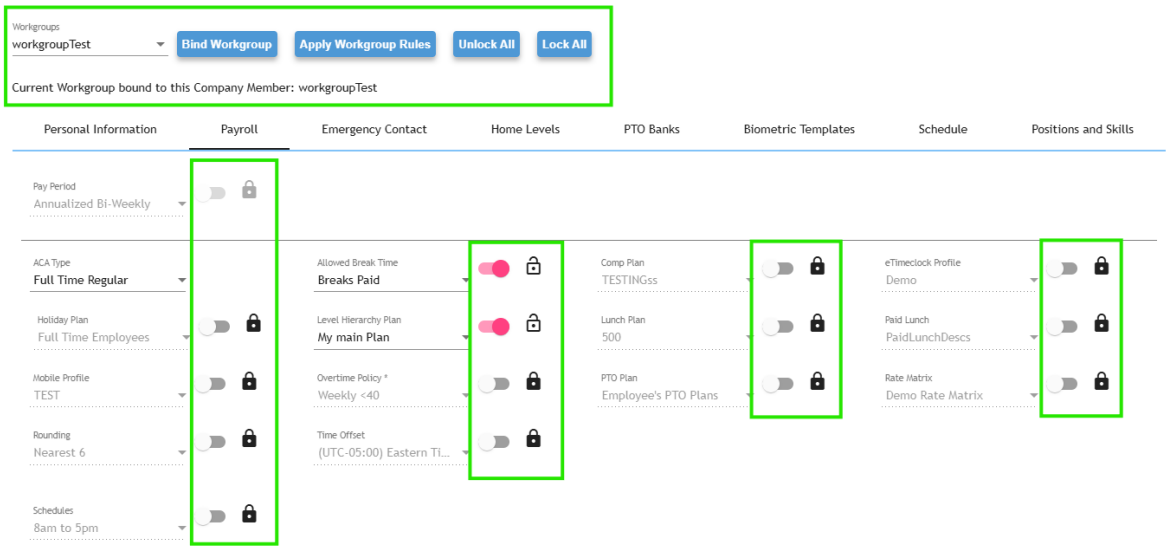
<u>Workgroups</u>

Workgroups have been enhanced and integrated into Company members to allow handling rules updates more smoothly.

NOTE: Using workgroups is optional

On the workgroup section the user has a dropdown to pick a workgroup and 4 actions:

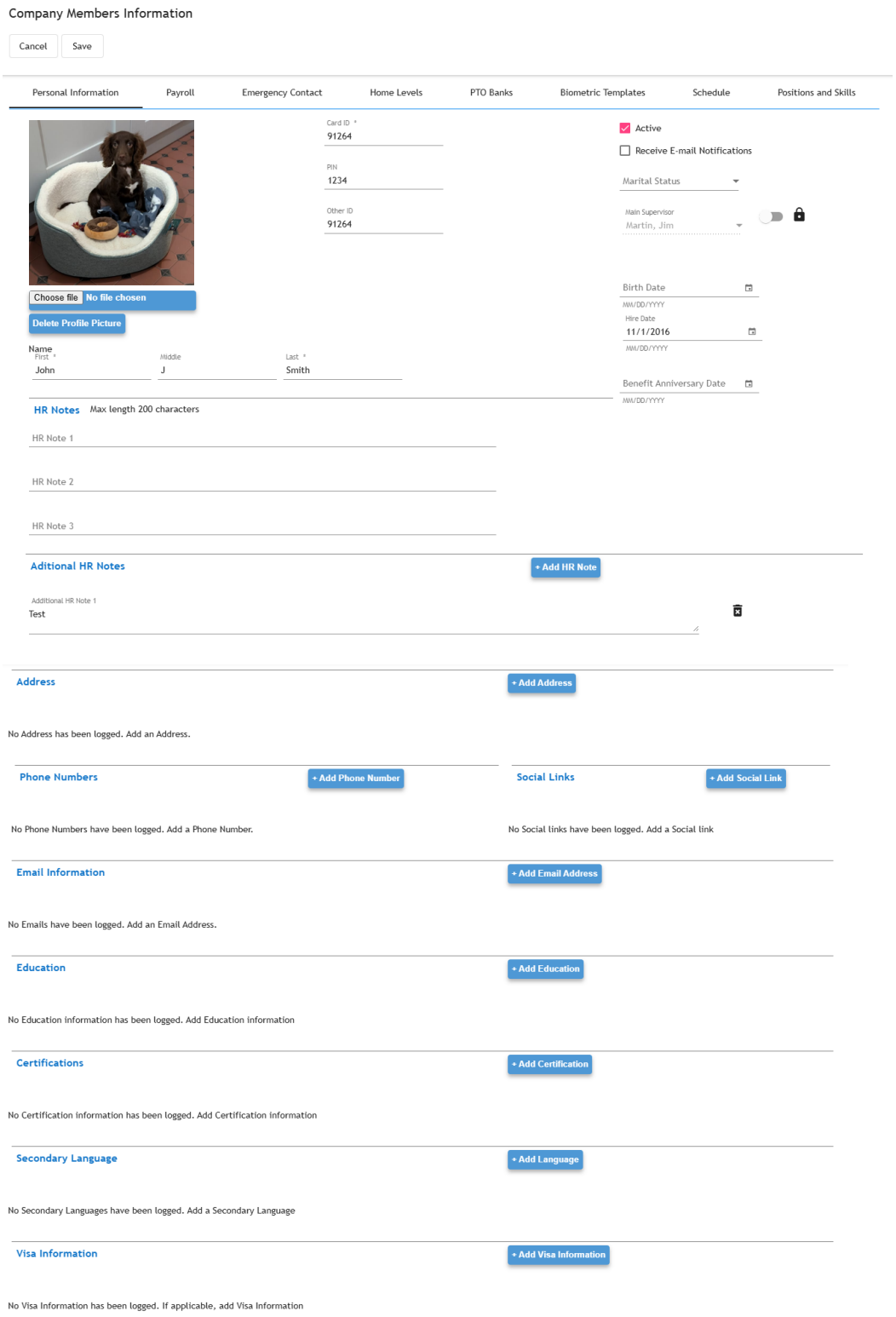
- **Bind Workgroup**: The employee will be associated with the workgroup and any change to a rule or configuration in the workgroup will be replicated on the employee unless that particular rule is overridden at employee level (the lock icon for the rule should be unlocked, which means “manual override”)
- **Apply Workgroup rules:** This option replaces the “Default Profiles”. Allows to apply Workgroup rules to the employee **only one time**. The employee is not bound to the Workgroup and <u>any future change will have no impact on the employee</u>.
- **Unlock All:** Switches all locks to “unlocked” position.
- **Lock All:** Switches all locks to “locked” position.



In the example above, the employee is bound to the workgroup “wokgroupTest”, all rules are locked (bound to the workgroup) except **Allowed Break Time** and **Level Hierarchy Plan**. In this case any change to rules done in the workgroup will be reflected on the employee, except for the 2 rules with the manual override turned on (unlocked).

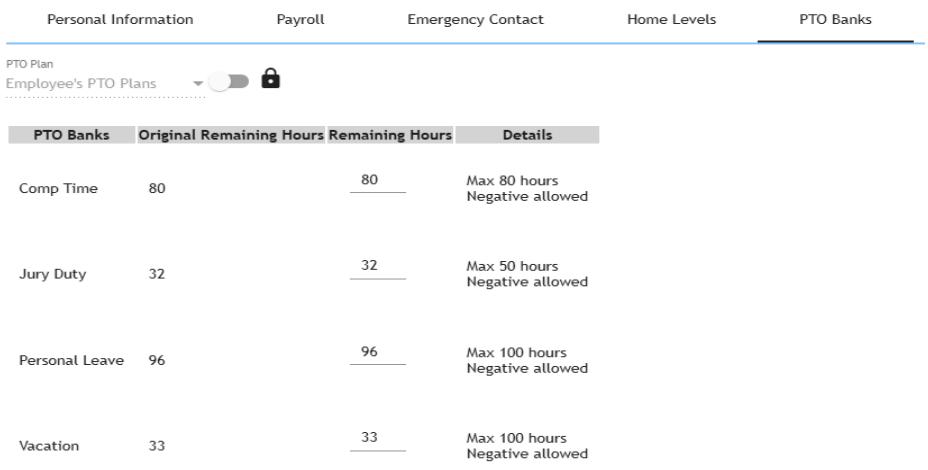
Personal Information

This section has been extended to allow uploading pictures of the employee, additional HR notes and HR information



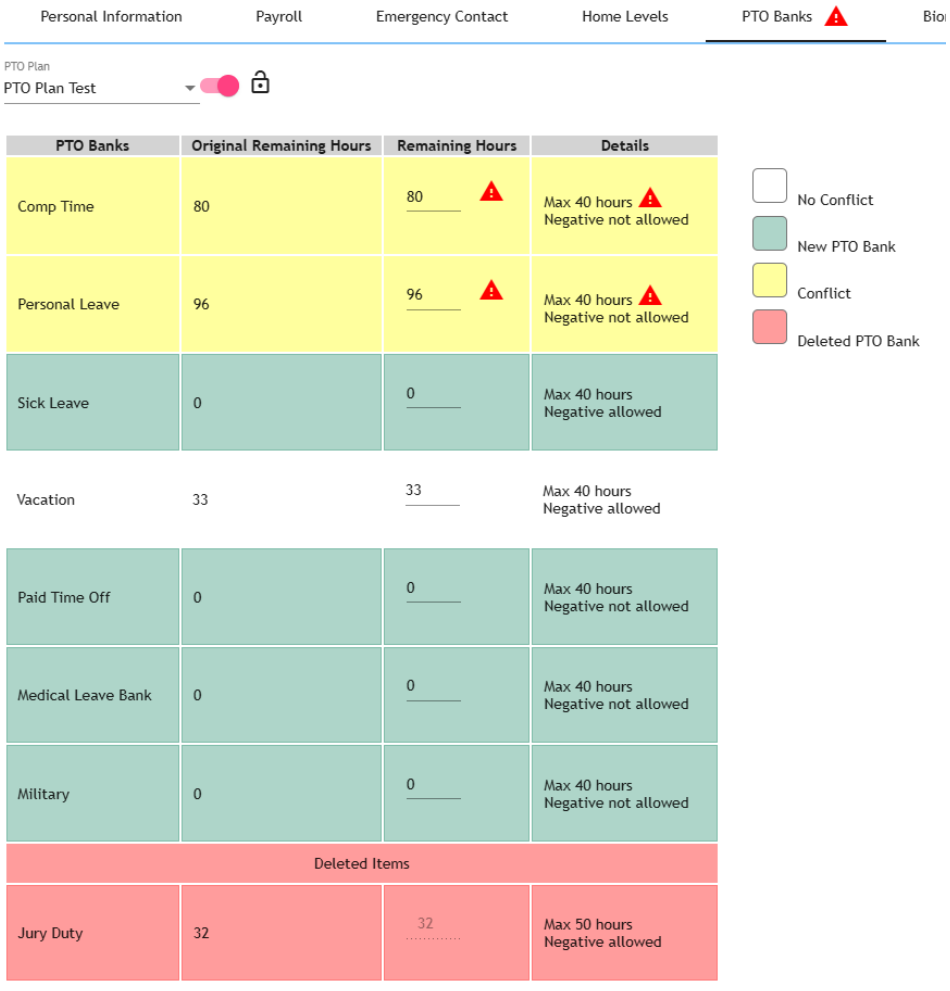
PTO Banks

PTO section has been modified to display information related to restriction on the banks



PTO Banks	Original Remaining Hours	Remaining Hours	Details
Comp Time	80	80	Max 80 hours Negative allowed
Jury Duty	32	32	Max 50 hours Negative allowed
Personal Leave	96	96	Max 100 hours Negative allowed
Vacation	33	33	Max 100 hours Negative allowed

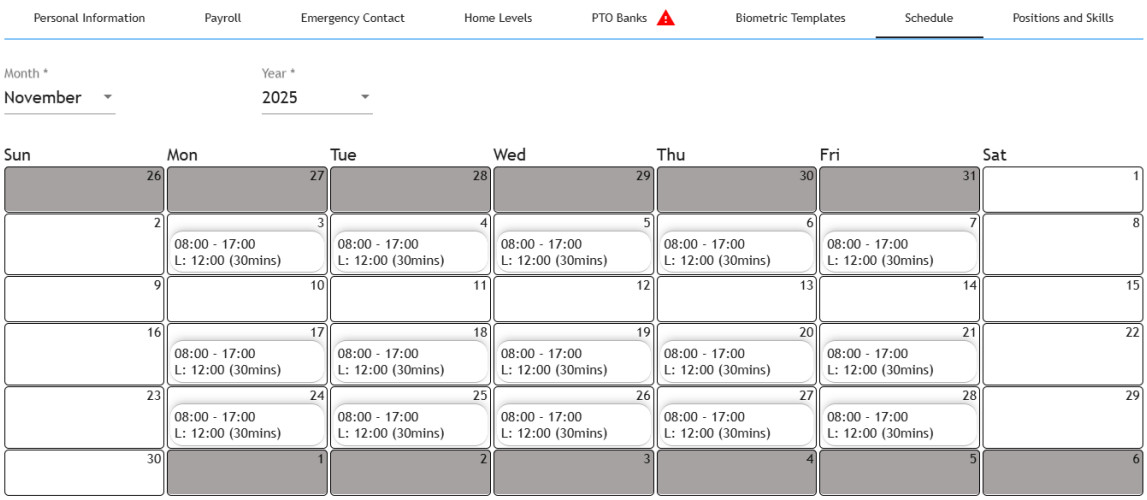
And also improve the impact of a PTO change and potential conflicts to solve.



PTO Banks	Original Remaining Hours	Remaining Hours	Details
Comp Time	80	80	Max 40 hours Negative not allowed
Personal Leave	96	96	Max 40 hours Negative not allowed
Sick Leave	0	0	Max 40 hours Negative allowed
Vacation	33	33	Max 40 hours Negative allowed
Paid Time Off	0	0	Max 40 hours Negative not allowed
Medical Leave Bank	0	0	Max 40 hours Negative not allowed
Military	0	0	Max 40 hours Negative not allowed
Deleted Items			
Jury Duty	32	32	Max 50 hours Negative allowed

Schedule

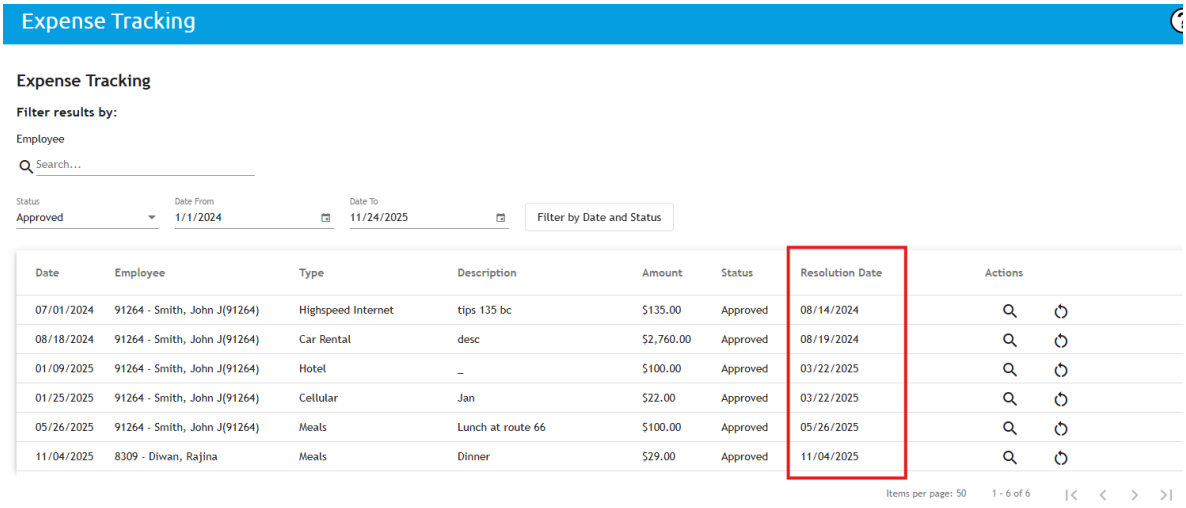
This tab allows to quickly view the schedule for the employee



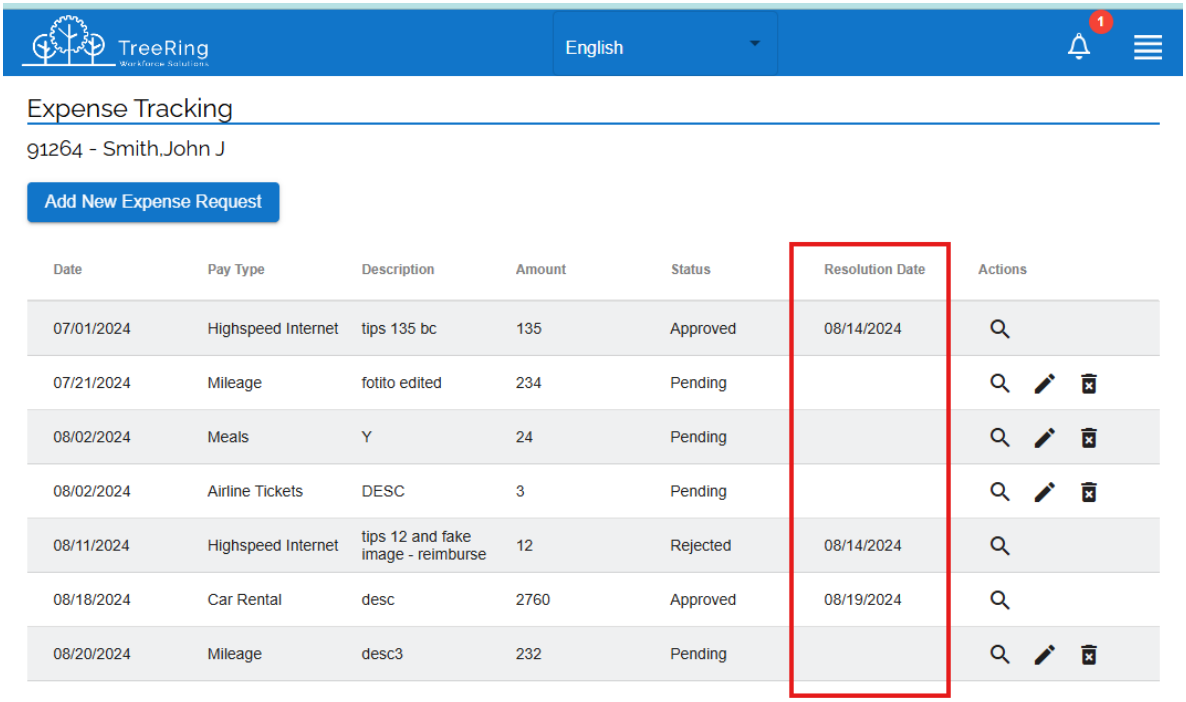
EXPENSE TRACKING

#594 – Add "resolution date"

Resolution Date has been added in the expense tracking list, allowing the user to identify when was an expense request either approved or rejected.



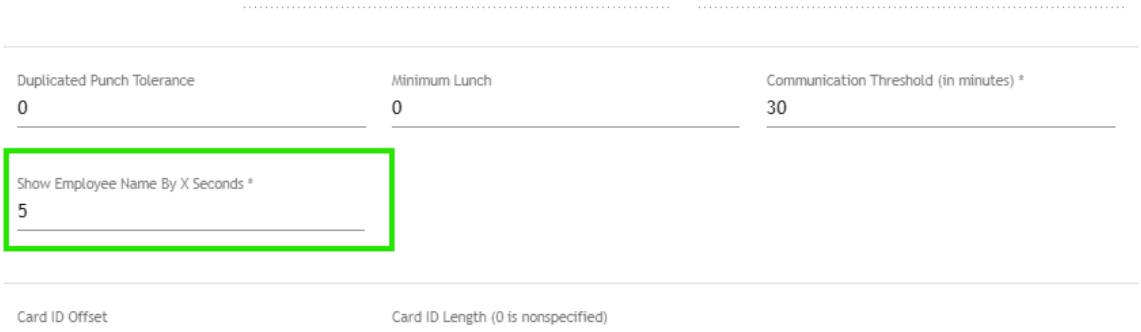
The same information has been added to **eTimeclock** to allow the employees to view the resolution date of their requests



TIME CLOCK SERVICE

#543 – New configuration to set up for how long clock shows the employee names after punch

This field allows to define for how long is the employee name displayed after a punch is accepted

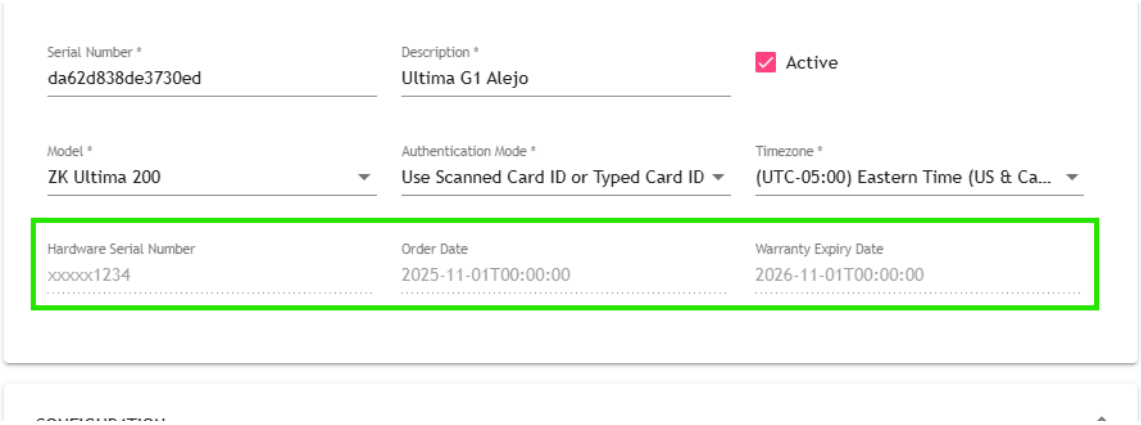


#541 – New event: Sync Firmware Update

This event will tell the clock to look for a firmware update and download it if a new version is found.

#562 – New clock devices fields

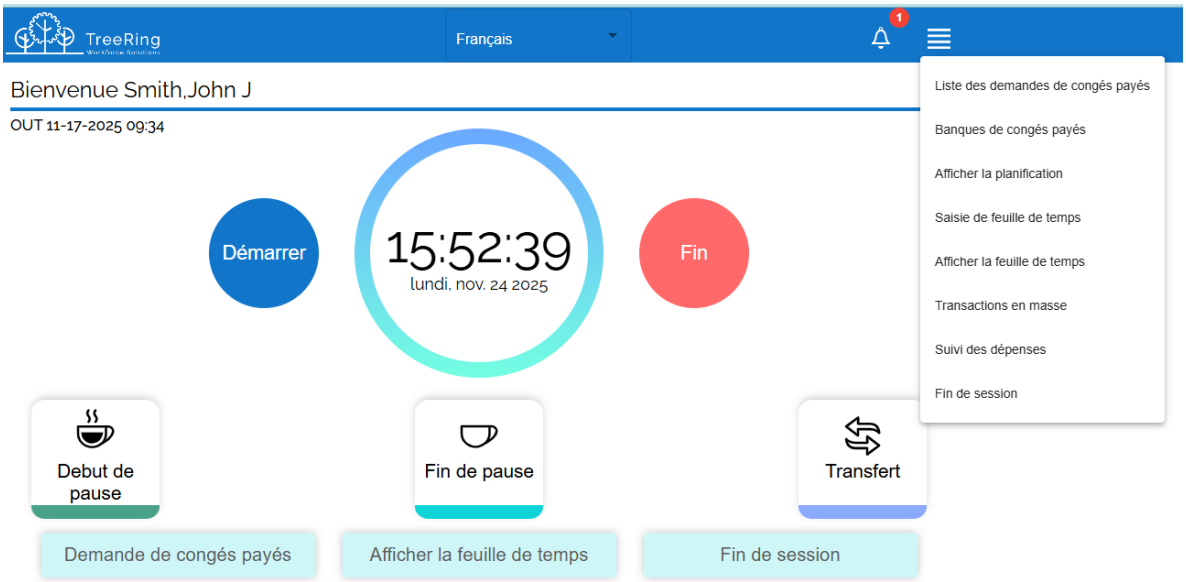
Information regarding the clock, Hardware Serial Number, Order Date and Warranty Expiry Date. This fields are read only and defined after a clock is created



ETIMECLOCK

#557 – French version

Support for French language has been added to eTimeclock.



REPORTS AND NOTIFICATIONS

#531 – Expense Tracking notifications

#559 – Trip Timesheet Report

#532 – Expense Tracking Report