

Release Notes

Release Date: 04.12.2025

Version: 24.9.1





Enhancements

134639 – Advanced Filters and Employee Access for Time Overview

Overview:

Introduces a new *Time Overview* page that provides a centralised view of employee time and time off data. Includes advanced filtering options and controlled visibility through a system setting.

Benefits:

- Enables admin, managers, HR, and finance users to quickly review attendance and time off records.
- Improves efficiency by allowing targeted filtering by date, employee details, department, site, and manager.
- Maintains security by respecting existing role-based access permissions.

Configuration:

- Navigate to Administration → Company → Settings → Display Settings.
- Locate the new "Enable Time Overview" dropdown.
- Select 'Yes' to activate the "Time Overview" page under Home → Time and Attendance → Time Overview.
- Use filters on the page to refine results:
 - Date Range (Start and End Date) defaults to the current week.
 - Dropdown filters for Full Name + Work ID, Manager, Department, Site, etc.
- Apply filters using the 'Filter' button or reset to defaults using 'Reset'.

Behaviour:

- When enabled, the "Time Overview" page appears in the menu; when disabled, it is hidden.
- Selected date range and filters persist when switching employees or navigating within the page.
- Filters always apply together with the date range. If only dates are selected, all accessible employees are shown.



- Managers, HR users, approvers, and finance users only see employees they are permitted to access based on their role and permissions.
- No changes to existing role-based access; permissions remain consistent with Time Tracking and Time Off modules.

A screenshot of the 'Time Overview' page in the HRwize system. The page has a light blue header with a breadcrumb trail 'Home / Time overview'. Below the header, the title 'Time Overview' is displayed. The main content area contains two date input fields: 'Start Date * (Week Start)' with the value '01/12/2025' and 'End Date * (Week End)' with the value '07/12/2025'. Below these are six input fields for filtering: 'Full Name', 'First Name', 'Last Name', 'Manager', 'Department', and 'Site'. At the bottom left of the filter section are two buttons: a green 'FILTER' button and a white 'RESET' button with a blue border.

Screenshot: Showing advanced filters on 'Time Overview' page



134799 – Time Overview Report Table & Weekly Calculations

Overview:

Adds a detailed report table to the Time Overview page, displaying daily and weekly time data for employees. Includes totals and highlights discrepancies against standard working patterns.

Benefits:

- Provides clarity on time worked, time off, and holidays for each day.
- Weekly summaries allow quick analysis of total hours and patterns.
- Supports large datasets with pagination and scrolling for usability.

Configuration:

- Apply filters on the "Time Overview" page and click 'Filter' to generate results.
- Data sources include 'Time Tracking' and 'Timesheets' modules.
- Weekly summaries appear after each employee's data block.
- Pagination controls allow navigation across employees and weeks.

Behaviour:

- Rows highlight discrepancies in red if total hours differ from standard working patterns.
- Hovering over a row highlights the entire row for clarity.
- Data is grouped by employee, with multi-week continuity before moving to the next employee.
- Employee-level pagination appears when more than 25 employees match filters.
- Week-level pagination appears when date range spans more than 5 weeks.
- Data refreshes only when the Filter button is clicked; no auto-refresh occurs.
- Pulls data from Time Tracking and Timesheets; duplicates may appear if both systems are used simultaneously.
- Holiday and Time Off definitions are based on approved requests and bank holidays defined in the system



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Per Week
Date	15/12/2025	16/12/2025	17/12/2025	18/12/2025	19/12/2025	20/12/2025	21/12/2025	Aimee Hancock (G7LQE7)
Time Worked	9.50 h	0.00 h	9.50 h	0.00 h	0.00 h	0.00 h	0.00 h	19.00 h
Time Off	0.00 h	0.00 h	0.00 h	0.00 h	0.00 h	0.00 h	0.00 h	0.00 h
Holiday	0.00 h	0.00 h	0.00 h	0.00 h	0.00 h	0.00 h	0.00 h	0.00 h
Total Day	9.50 h	0.00 h	9.50 h	0.00 h	0.00 h	0.00 h	0.00 h	19.00 h

Screenshot: Showing Time Overview Report Table

134815 – Quick Module Shortcuts and Navigation

Overview:

Introduces quick-access buttons for related modules directly from the Time Overview page, improving navigation and workflow efficiency.

Benefits:

- Allows users to switch to Time Tracking, Time Off, TOIL, and Timesheets without losing applied filters.
- Reduces time spent navigating between modules and maintains context for multi-week data analysis.

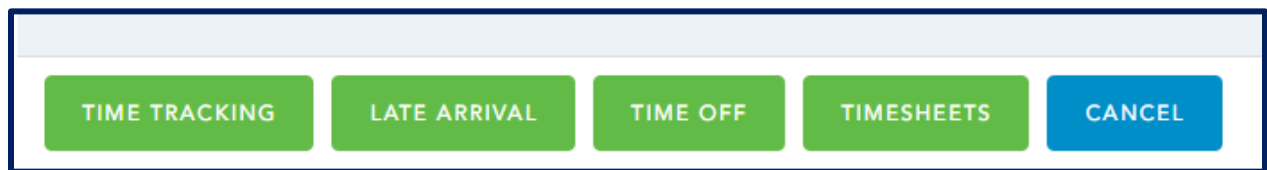
Configuration:

- Shortcuts appear at the bottom of the Time Overview page.
- Clicking a shortcut opens the respective module in a new tab.
- Access is based on existing role permissions (e.g., TOIL shortcut visible only to HR/Admin roles).



Behaviour:

- Clicking a module shortcut opens the module in a new tab without clearing filters on the "Time Overview" page.
- Cancel button returns the user to the Home page.
- Updated data in linked modules reflects on Time Overview after a browser refresh.
- Modules with restricted access are hidden for users without permissions.



Screenshot: Showing Quick Module toggle buttons