

# Release Notes

Release date: 08.01.26

Version: 24.11.0





## Enhancements

### Training Bulk Upload: Add “Training Private” Column

#### Overview:

Admins can now specify whether training records are Public or Private when uploading Training Records in Bulk.

#### Benefits:

- Private training records will not appear on the calendar.
- Public training records will display as usual.

#### Configuration:

- New column added to CSV template: Training Private
- 0 = No (Public)
- 1 = Yes (Private)
- Path: Administration → Company → Bulk Upload → Training

#### Behaviour:

- Records marked as Private will not appear on calendars.
- Public records will display as usual.



## Keyboard Navigation in Search Bar

### Overview:

Users can now navigate and select search results in the search bar using the keyboard.

### Benefits:

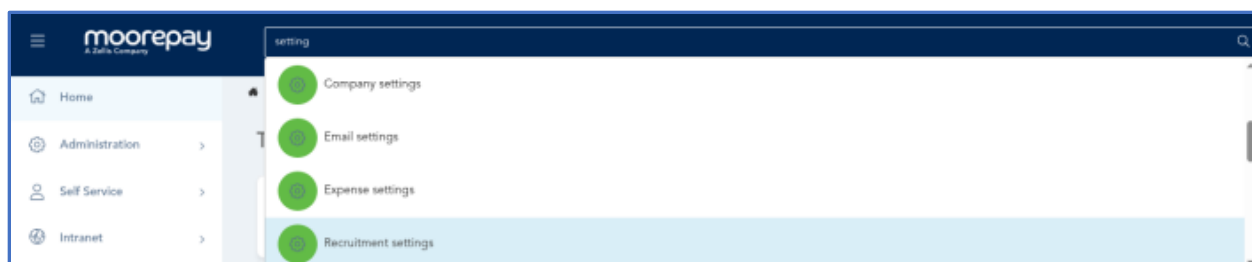
- Faster navigation without switching to a mouse.

### Configuration:

- No setup required;S available by default to users with access to the Search function.
- Use the Up/Down arrow keys to select your chosen result and click Enter (Return) to navigate to that result.

### Behaviour:

- Arrow keys highlight results in the same style as mouse hover.
- Pressing Enter navigates to the selected result.



**Screenshot:** Showing a search which can be navigated using the keyboard.



## Streamlined Training Outcome Section

### Overview:

Admins can control which evaluation fields appear on add and Edit training requests and ensure consistent layout across pages.

### Benefits:

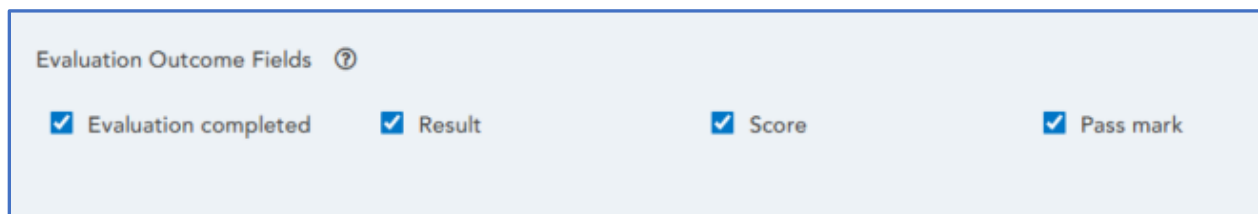
- Cleaner UI, reduced confusion.
- Logical field placement for better user experience.

### Configuration:

- Path: Administration → Company → Settings → Company settings → Training
- New section: "Evaluation Outcome Fields" with checkboxes for visibility

### Behaviour:

- Checked fields appear on Add/Edit/View/Approve pages and does not reflect on self-service training request page.
- Unchecked fields are hidden but data remains stored.
- 'Request training feedback' field moved for logical flow.



**Screenshot:** Showing company settings with newly added section



## Workflow Recipients: Send Email to All Active Employees

### Overview:

New workflow action allows sending emails to all active employees automatically.

### Benefits:

- Simplifies company-wide communication.
- Automatically includes new starters and excludes leavers.

### Configuration:

- Path: Administrator → HR → Workflows → Add/Edit Workflow Step
- New option: "Send email to all active employees"

### Behaviour:

- Dynamically includes all active employees with valid email addresses.
- Automatically updates for new starters and leavers.

The screenshot displays the HRwize workflow configuration interface. At the top, there is a dropdown menu labeled 'Type' with a warning icon, showing the selected option 'Send email to all active employees'. Below this is a table with the following columns: Order, Type, Name, Assignee(s), When, and Actions. The table contains one row with the following data:

Order	Type	Name	Assignee(s)	When	Actions
1	Email to all	Employee Onboard	Send to all active employees	On Start date	⋮

**Screenshot:** Showing new workflow step type



## Time Off: Cross-Year Booking for “No” Allowance Types

### Overview:

Employees can now book time off spanning multiple calendar years for types without allowance limits.

### Benefits:

- Simplifies long-term leave requests.

### Configuration:

- Path: Administrator → Company → Settings → Time Off Settings – Global
- New setting: Enable cross-year booking for 'No' Allowance types

### Behaviour:

- When enabled, users can select dates across years in one request.
- Applies only to ‘No’ Allowance types; allowance-based types remain unchanged

A screenshot of a configuration interface. It features a light blue header bar with the text 'Enable cross-year booking for 'No' allowance types' and a help icon (a circle with a question mark). Below the header is a white dropdown menu with 'Yes' selected. The entire interface is enclosed in a blue rectangular border.

**Screenshot:** Showing new setting under time off settings global



## Multiple Bank Details Support

### Overview:

Employees can split salary across multiple bank accounts.

### Benefits:

- Greater flexibility for financial planning.

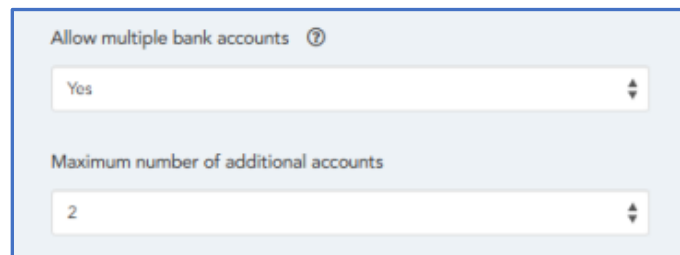
### Configuration:

- Path: Company Settings → Financial
- Enable Allow Multiple Bank Accounts and set max accounts.

### Behaviour:

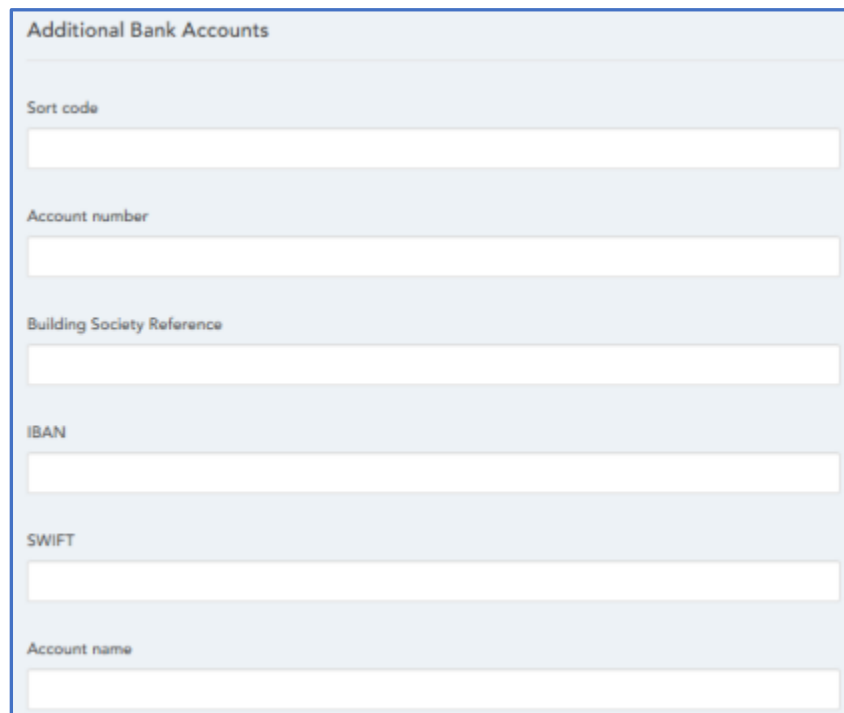
- Employees can add extra bank accounts and choose how much of their salary goes into each account (by amount or percentage).
- The main account always receives any remaining balance automatically.
- Users can swap which account is primary or delete additional accounts easily.
- This feature is not available when Moorepay Payroll integration is enabled.

A screenshot of a web interface for configuring multiple bank details. The interface is light blue with white input fields. At the top, there's a label 'Net split type' above a dropdown menu currently showing 'Amount'. Below this is a label 'Net split value' above a text input field. At the bottom of the main section are two buttons: a blue 'SWAP TO PRIMARY' button and a red 'DELETE' button. Below a horizontal separator line is a green 'ADD ADDITIONAL ACCOUNT' button.



A screenshot of a settings panel with a light blue background. At the top, it says "Allow multiple bank accounts" followed by a question mark icon. Below this is a dropdown menu showing "Yes". Further down, it says "Maximum number of additional accounts" followed by a dropdown menu showing the number "2".

**Screenshot:** Showing the recently added company settings Alongside the bank details page of an employee.



A screenshot of a form titled "Additional Bank Accounts". It contains several input fields, each with a label to its left: "Sort code", "Account number", "Building Society Reference", "IBAN", "SWIFT", and "Account name". Each label is followed by a white rectangular input box.

**Screenshot:** Showing the additional bank accounts section on the bank details page when activated



## Trigger Recruitment Workflows via Traffic Lights

### Overview:

Admins can assign workflows to traffic light indicators on candidate records.

### Benefits:

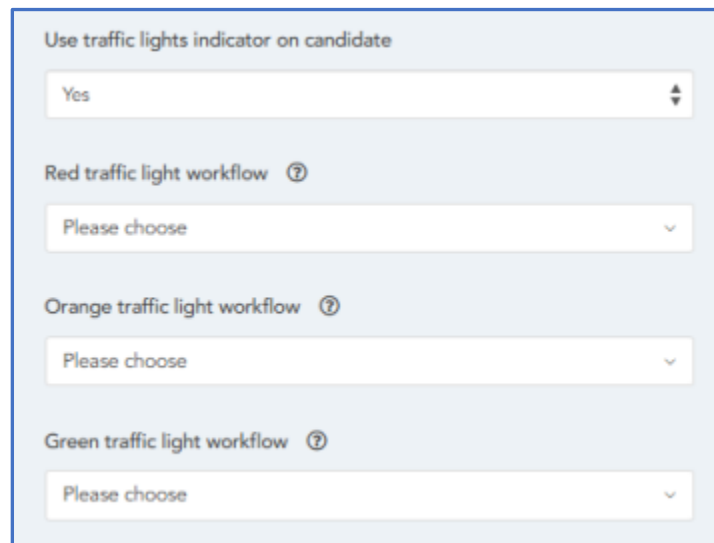
- Faster workflow initiation without stage changes.

### Configuration:

- Path: Administrator → Company → Settings → Recruitment settings → Candidate Display
- Assign workflows to Red, Orange, Green lights.

### Behaviour:

- When a traffic light is updated, the assigned workflow triggers automatically

A screenshot of a web form titled 'Use traffic lights indicator on candidate'. The form has a light blue background and a blue border. It contains four sections, each with a dropdown menu. The first section is 'Use traffic lights indicator on candidate' with a dropdown set to 'Yes'. The second section is 'Red traffic light workflow' with a dropdown set to 'Please choose'. The third section is 'Orange traffic light workflow' with a dropdown set to 'Please choose'. The fourth section is 'Green traffic light workflow' with a dropdown set to 'Please choose'. Each dropdown menu has a small upward and downward arrow icon on the right side. There are also small question mark icons next to the labels for the Red, Orange, and Green workflow sections.

**Screenshot:** Showing new recruitment settings



## **Time Off Grid Calculation for Part-Time Employees**

### **Overview:**

Improved calculation method for mandatory holidays based on actual working patterns.

### **Benefits:**

- Accurate and fair leave allocation.

### **Configuration:**

- Path: Administration → HR → Data Management → Sites
- New option: Grid Method in mandatory days dropdown.

### **Behaviour:**

- Adds back mandatory holidays that fall on employee's working days.
- No impact unless activated



## Fixes

### **Bulk Actions Dropdown Reset**

Issue resolved where the bulk actions dropdown did not reset to “Please choose” after cancelling the confirmation popup.

### **Internal Server Error Page in French**

Issue resolved where the error page was displayed in English for users with French as their preference.

### **Tooltip for Login Name**

Issue resolved where tooltip incorrectly stated login name must be a valid email when bypass was enabled.

### **Expense Module Permissions**

Issue resolved where expense module view permissions were not working as expected.

### **Linked Goals Missing on Homepage**

Issue resolved where linked goals did not appear on the homepage after cascading.

### **Calendar Admin Toggle**

Issue resolved where admin toggle on the homepage calendar did not switch between views correctly.

### **HR Calendar Restrictions**

Issue resolved where HR users could see all time off despite site restrictions.

### **Mileage Report Approver Missing**

Issue resolved where mileage item reports did not display approver details.



### **Time Off Duration Calculation**

Issue resolved where time off duration in hours was calculated incorrectly during approval.

### **Decimal Variance in Allowances**

Issue resolved where decimals appeared on allowances when contract end date matched holiday year end.

### **Ampersand in Account Name**

Issue resolved where ampersand character was encoded incorrectly in payroll sync.

### **Time Off Workflow Escalation**

Issue resolved where escalated workflows did not update time off request status.

### **Expense Module Menu Visibility**

Issue resolved where expense module appeared in menu even when disabled.

### **Apostrophe in Performance Review Names**

Issue resolved where apostrophes displayed as slashes in performance review names.

### **Caching for Admin Home Page**

Issue resolved where caching was not implemented, causing slower load times.

### **QR Login References Display**

Issue resolved where references incorrectly appeared on QR login page even when not mandatory, causing login loops

### **Carryover Process and Length of Service Types**

Issue resolved where Length of Service types were not correctly included in carryover calculations.