

Release notes

Release date: 20.03.25

Version: 23.15.0





Enhancements

Sensitive Document Categories

- Following customer feedback, we have added the ability to specify that an Employee Document Category contains 'Sensitive' documents, and to restrict access to Documents in that Category to specific HR users.
- This category could be used to store medical or disciplinary documents which should only be available to a senior person in the HR team, for example.
- A category can be marked as Sensitive by setting the Access Restricted permission to Employee and Manager cannot view – Sensitive Documents.
- A HR User can be given access to view Documents stored in such categories by checking the Sensitive Document Access checkbox on their User account.

Home / Employee document categories / Category add

Add employee document category

Category name *

Category description

Parent category

Please choose

Access restricted

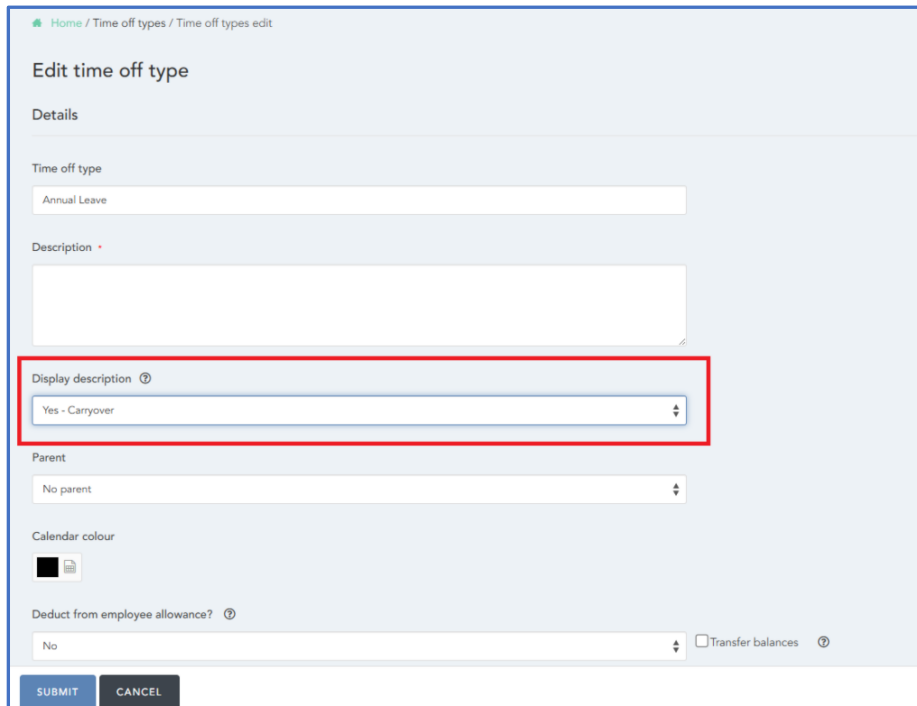
Employee and Manager cannot view - Sensitive Documents

Finance access? ⓘ

No

Automated Carryover Message

- Following customer feedback, we have made a change to the 'Warning Banner' functionality already available when configuring a Time Off Type.
- The change allows for a warning banner to be displayed when an Employee requests Time Off of an Individual Allowance type only if they have allowance remaining on their Carryover type which has not expired.
- This can be used to prompt users to use their Carryover allowance, rather than their Individual Allowance (ex-Annual Leave), whilst it is still valid.
- This can be achieved by setting Display Description to Yes – Carryover when adding or editing a Time Off Type
- With this option enabled, when the Employee makes a request for Time Off using the Individual Allowance type, the system checks whether a Carryover allowance remains and, if so, displays the message. This will not prevent the user making the request using the Individual Allowance type – it will only present the message



Home / Time off types / Time off types edit

Edit time off type

Details

Time off type
Annual Leave

Description

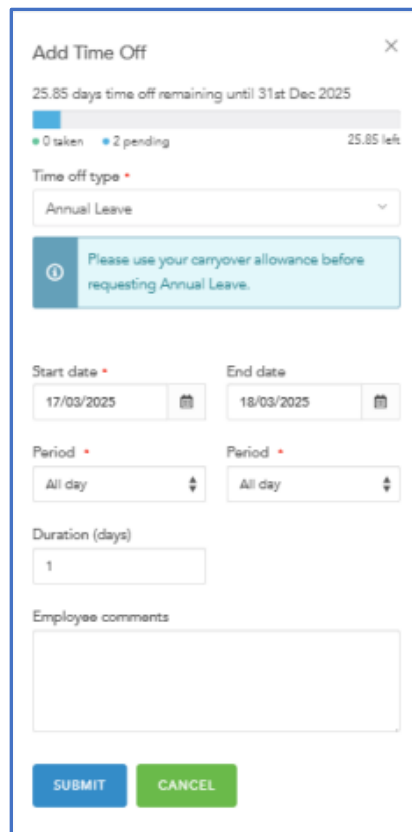
Display description ⓘ
Yes - Carryover

Parent
No parent

Calendar colour
[Color swatch]

Deduct from employee allowance? ⓘ
No Transfer balances ⓘ

SUBMIT CANCEL

A screenshot of a web application form titled 'Add Time Off'. At the top, it shows '25.85 days time off remaining until 31st Dec 2025' with a progress bar. Below this, it indicates '0 taken' and '2 pending' with a total of '25.85 left'. The 'Time off type' is set to 'Annual Leave'. A light blue notification box contains the text: 'Please use your carryover allowance before requesting Annual Leave.' The 'Start date' is '17/03/2025' and the 'End date' is '18/03/2025'. Both dates have trash icons. The 'Period' for both start and end dates is 'All day'. The 'Duration (days)' is set to '1'. There is an empty text area for 'Employee comments'. At the bottom, there are 'SUBMIT' and 'CANCEL' buttons.

Options for Custom Fields to be Read Only in Self Service

- Following customer feedback, we have made a change to the Employee Custom Fields functionality so that Custom Fields can be made Read only in an Employee Self Service context.
- This allows Custom Fields to be configured so that Employees can see the values of Custom Fields in the Additional Information page in Self Service but not edit those values.
- This is achieved by setting the Self-Service option on the Employee Custom Fields page to Yes – Read Only.
- Setting this to Yes – Editable will result in the field being editable in Self Service and setting it to No will result in the field not appearing in Self Service.

Employee custom fields

		Required	Self service ?	
Field 1	<input type="text" value="Yes/No Test"/>	<input type="text" value="Yes/No"/>	<input type="text" value="No"/>	<input type="text" value="Yes - Editabl"/>
Field 2	<input type="text" value="Rattachement Secondaire"/>	<input type="text" value="Select dropdown"/>	<input type="text" value="No"/>	<input type="text" value="Yes - Read O"/>
Field 3	<input type="text"/>	<input type="text" value="Single line text"/>	<input type="text" value="No"/>	<input type="text" value="No"/>
Field 4	<input type="text"/>	<input type="text" value="Single line text"/>	<input type="text" value="No"/>	<input type="text" value="No"/>

Home / Self service / Additional

Additional Information

Editable Field

Read Only Field ?



Improved text on Job Alert Subscription emails

- Following customer feedback, we have made changes to the text included in an email which is sent when a prospective Candidate subscribes to Job Alerts.
- This email invites the prospective Candidate to confirm that they wish to receive the Job Alert emails.
- The change makes it clearer which Company sent the email and therefore whose Job Alert emails they are confirming that they wish to receive.

Additional Banking Fields added to Bulk Upload tools

- Following customer feedback, we have made changes to the Upload New Employees and Update Bank Details Bulk Uploaders.
- These changes allow the following Banking fields to be populated and updated using these Bulk Upload tools
 - IBAN
 - SWIFT
 - Account Currency
 - Beneficiary Name
 - Bank Country
 - Notes

New API Endpoints for Localisation Records

- Following customer feedback, we have added Endpoints which will allow API users to Create, Read and Update selected fields in Employee Localisation Records.
- The following fields have been made available in the Localisation Endpoint:
 - Timezone
 - Date Format
 - Language
 - Public Holidays



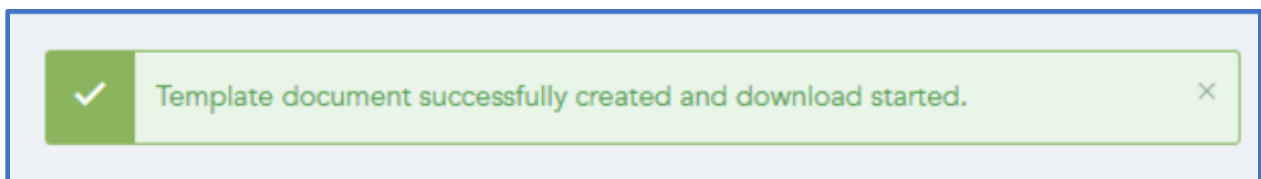
- API keys for this and any other Endpoint can be managed by Administrator users by navigating to: Administration > Company > Settings > API > API Settings

Changes to HR Users with Job Role level Restrictions

- Following customer feedback, we have applied new restrictions to a small subset of users.
- The users affected are HR Users who are restricted to specific Job Role Levels.
- These users will no longer be able to manage Job Roles that are outside their Job Role Level restrictions.
- They will also no longer be able to assign a Job Role Level to a Job Role that is outside their Job Role Level restrictions.
- They will also be unable to add new Job Role Levels

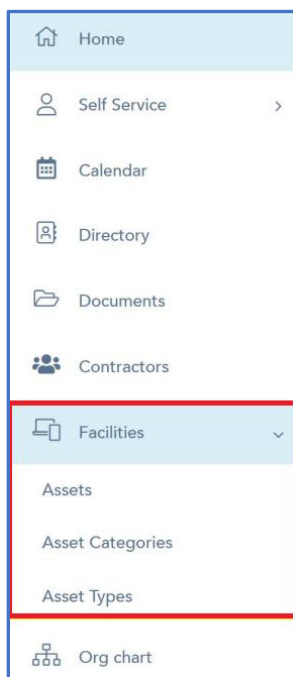
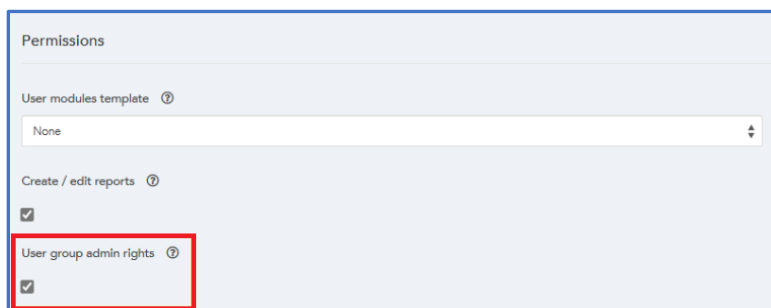
Improved messaging when using Template Documents

- Following customer feedback, we have improved the messaging when a user generates a Document using a Template.
- The new messaging will indicate whether the new Document has been:
 - Successfully created and a download initiated.
 - Successfully created and added to the Employee's documents.
 - Successfully created, downloaded, and added to the Employee's documents



User Group Admin Rights for Facilities Users

- Following customer feedback, we have added the ability to grant the User Group Admin Rights permission to Facilities users.
- This allows users with this permission to manage items relevant to the Facilities User Group.
- In the case of Facilities users, the items they can manage are:
 - Asset Categories
 - Sub-Categories
 - Types





Fixes

Workflows : Effective Date tag not populating correctly in Change Approval Workflows.

Issue resolved where the [effective_date] tag was not correctly populating the effective date of a change when used in Change Approval Workflows