# Release Notes

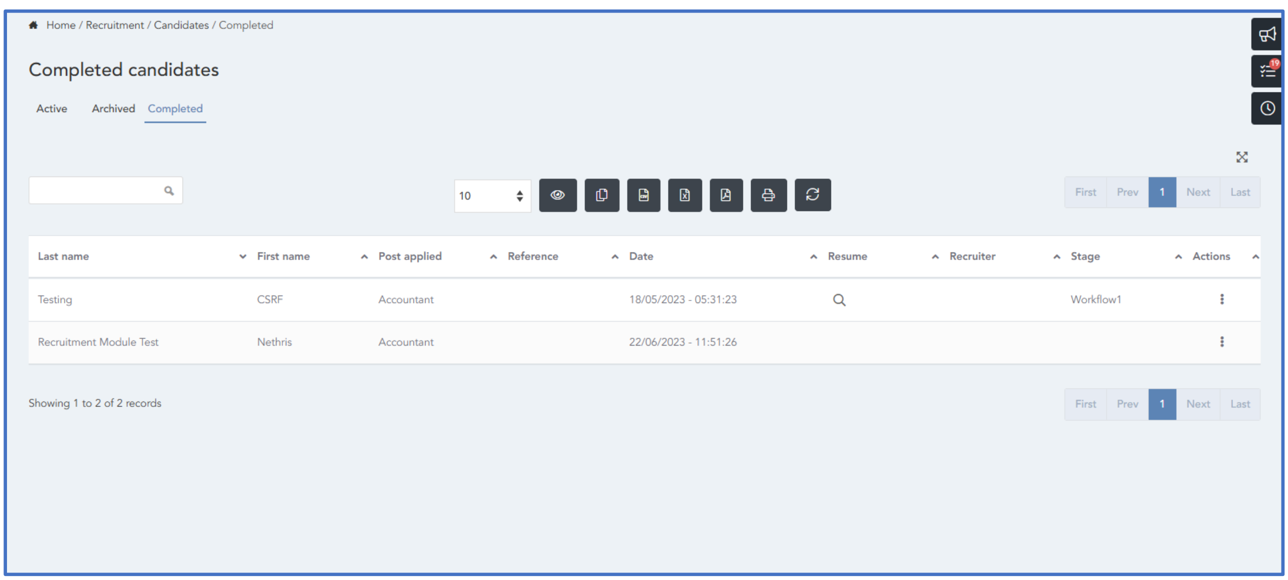
## Release Date: 01.05.25

## Version: 23.19.0

# Enhancements

**Ability to view Completed Candidates**

- Following customer feedback, we have made changes to allow users to view the records of a Candidates which have been Completed (hired) in the Recruitment Module.
- Previously, once a Candidate had been Completed, the Candidate record was no longer visible.
- These records can now be found by clicking on the ‘Completed’ tab on the Candidates table.
- From here, Candidates can be returned to the ‘Active’ status or Deleted.
- This has no impact on any Employee records generated as the result of hiring the Candidate.



**Recruitment Roles available in Requisition Workflows**

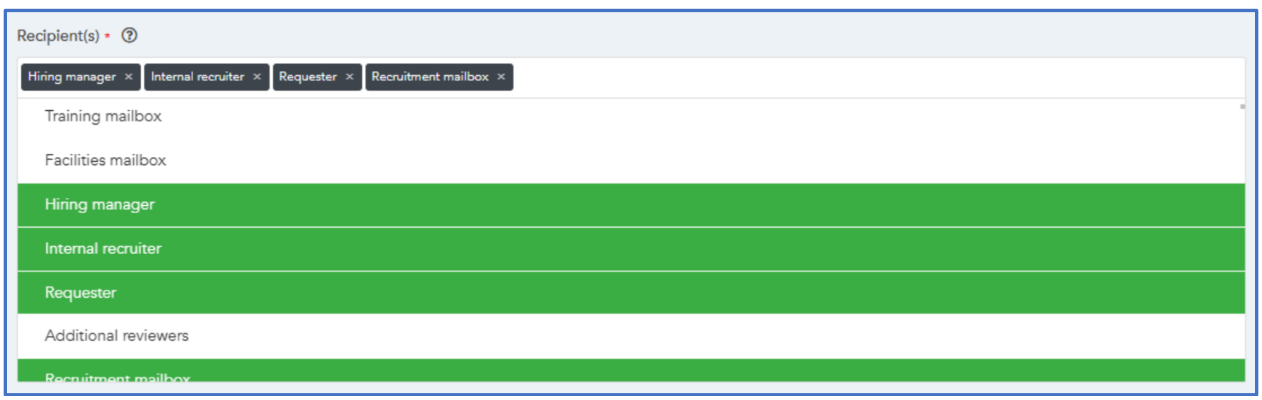
- Following customer feedback, we have made changes to allow steps in Requisition Approval Workflows to be assigned to people with specific Recruitment Roles.

- The roles included are:

    - Hiring Manager
    - Internal Recruiter
    - Recruitment Mailbox
    - Requester

- These roles will appear in the 'Recipients' field, under the 'Roles' heading, when Adding or Editing a Workflow Step.

- When a Workflow Step becomes due for one of these Roles, the user will be informed by an Email and/or a notice in their 'To Do' pane in the usual way.

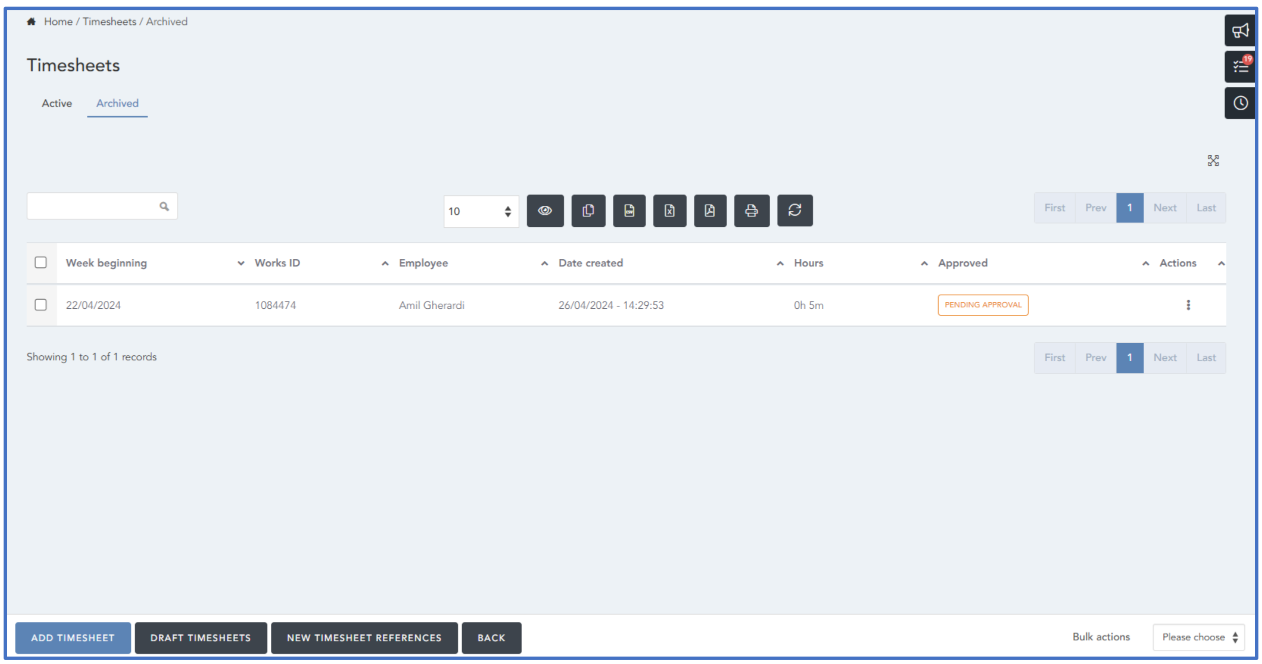


## Ability to Archive Timesheets

- Following customer feedback, we have made changes to allow Timesheets to be Archived.

- Consistent with other modules in the system, Timesheets can now be moved between ‘Active’ and ‘Archived’ Tables.

- Timesheet records can be moved between these views by checking the checkboxes for the items to be moved and using the Bulk Actions menu to change the status of those records.



**Ability to Mark Timesheets 'Paid'**

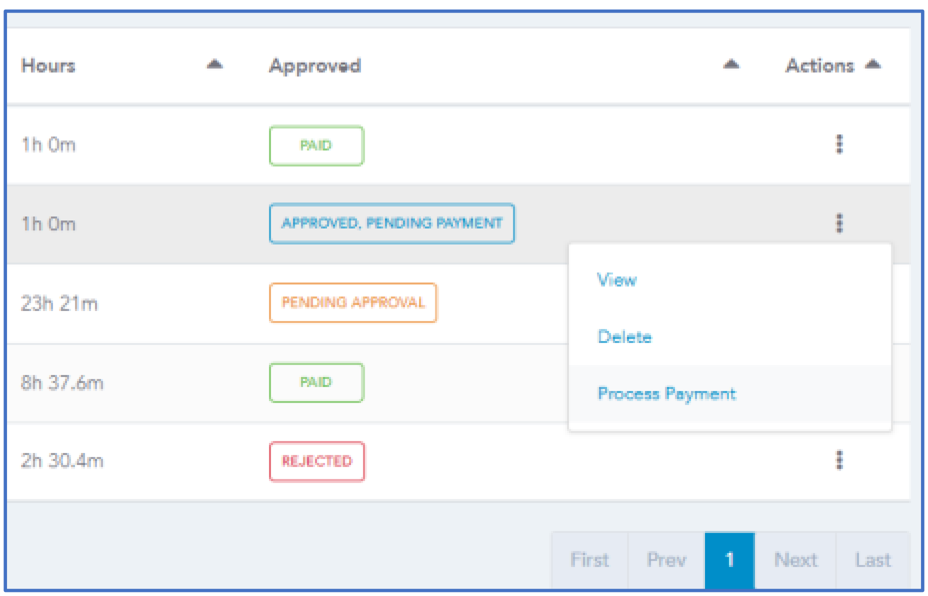
- Following customer feedback, we have made changes to allow Timesheets to be marked as 'Paid'.

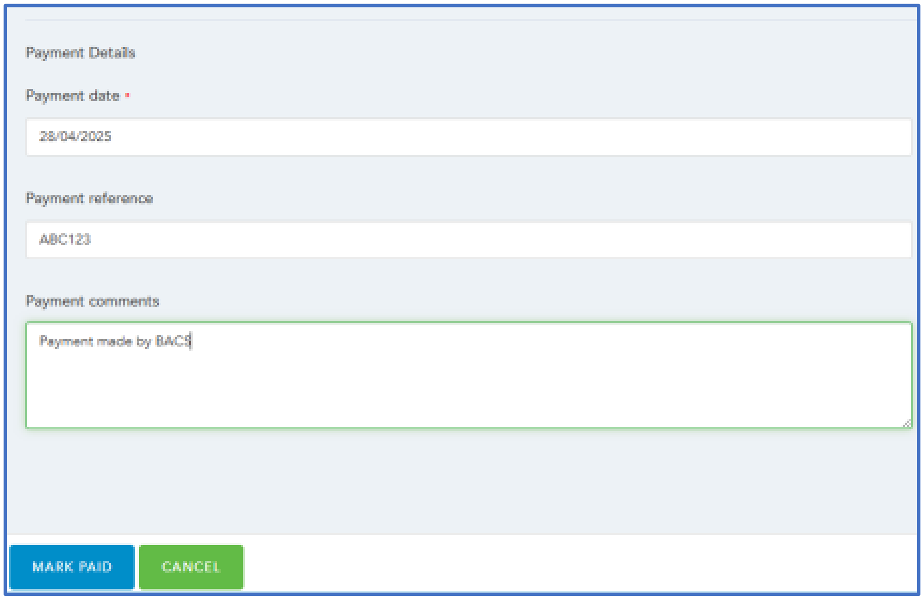
- To enable this feature, an Administrator user should navigate to Admin > Company > Settings > Timesheets > Timesheet Settings and set Record timesheet payments to either 'Yes – manager can process' or 'Yes – manager cannot process'.

- Once enabled, any Timesheets which are Approved will have the Status 'Approved – pending payment'

- Users can then click on Actions > Process payment to enter details of the Payment and mark the Timesheet as Paid.

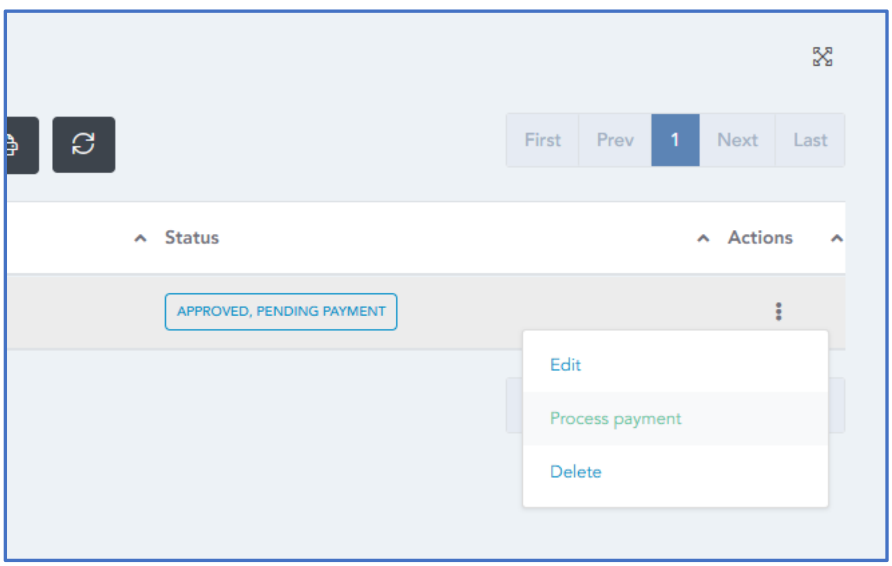
- The entered Payment details can then be included in Report Builder reports using the Timesheets Data Source by including the Payment date, Payment reference and Payment Comments fields

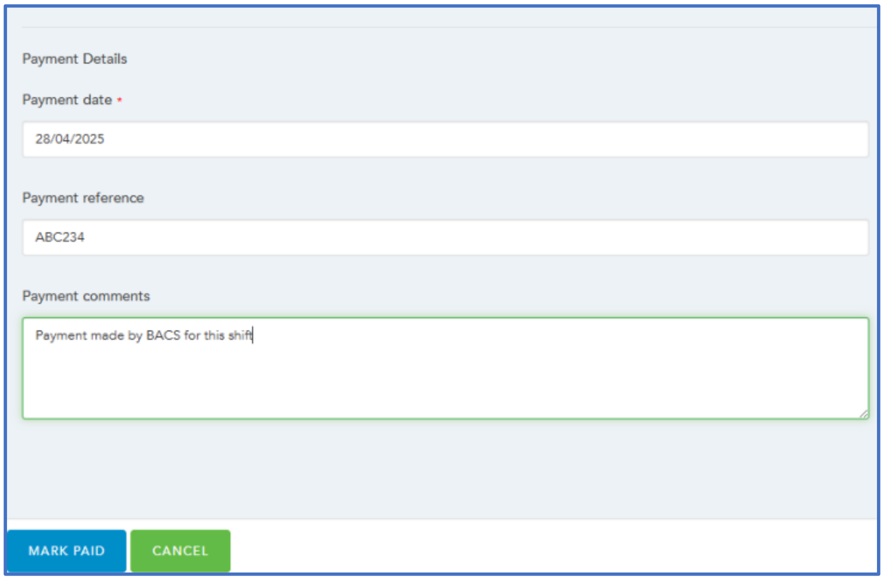



Payment Details
Payment date *
28/04/2025
Payment reference
ABC123
Payment comments
Payment made by BACS
MARK PAID
CANCEL

**Ability to Mark Time Tracking Records 'Paid'**

- Following customer feedback, we have made changes to allow Time Tracking Records to be marked as 'Paid'.
- To enable this feature, an Administrator user should navigate to Admin > Company > Settings > Time Tracking Settings and set Record Time Tracking payments to either 'Yes – manager can process' or 'Yes – manager cannot process'.
- Once enabled, any Time Tracking Records which are Approved will have the Status 'Approved – pending payment'
- Users can then click on Actions > Process payment to enter details of the Payment and mark the Time Tracking Record as Paid.
- The entered Payment details can then be included in Report Builder reports using the Time Tracking Data Source by including the Payment date, Payment reference and Payment Comments fields.




Payment Details
Payment date *
28/04/2025
Payment reference
ABC234
Payment comments
Payment made by BACS for this shift
MARK PAID
CANCEL

**Option to transfer Time Off Requests to Carryover**

- Following customer feedback, we have added a feature to automatically transfer Time Off Requests made for an Individual Allowance type (eg 'Annual Leave') to the Carryover type.

- This only occurs if the Employee has a valid, unexpired Carryover balance which can be used to fulfil all, or part, of the Request.

- When an Employee makes a Request for Time Off using the Individual Allowance type, with this option enabled:

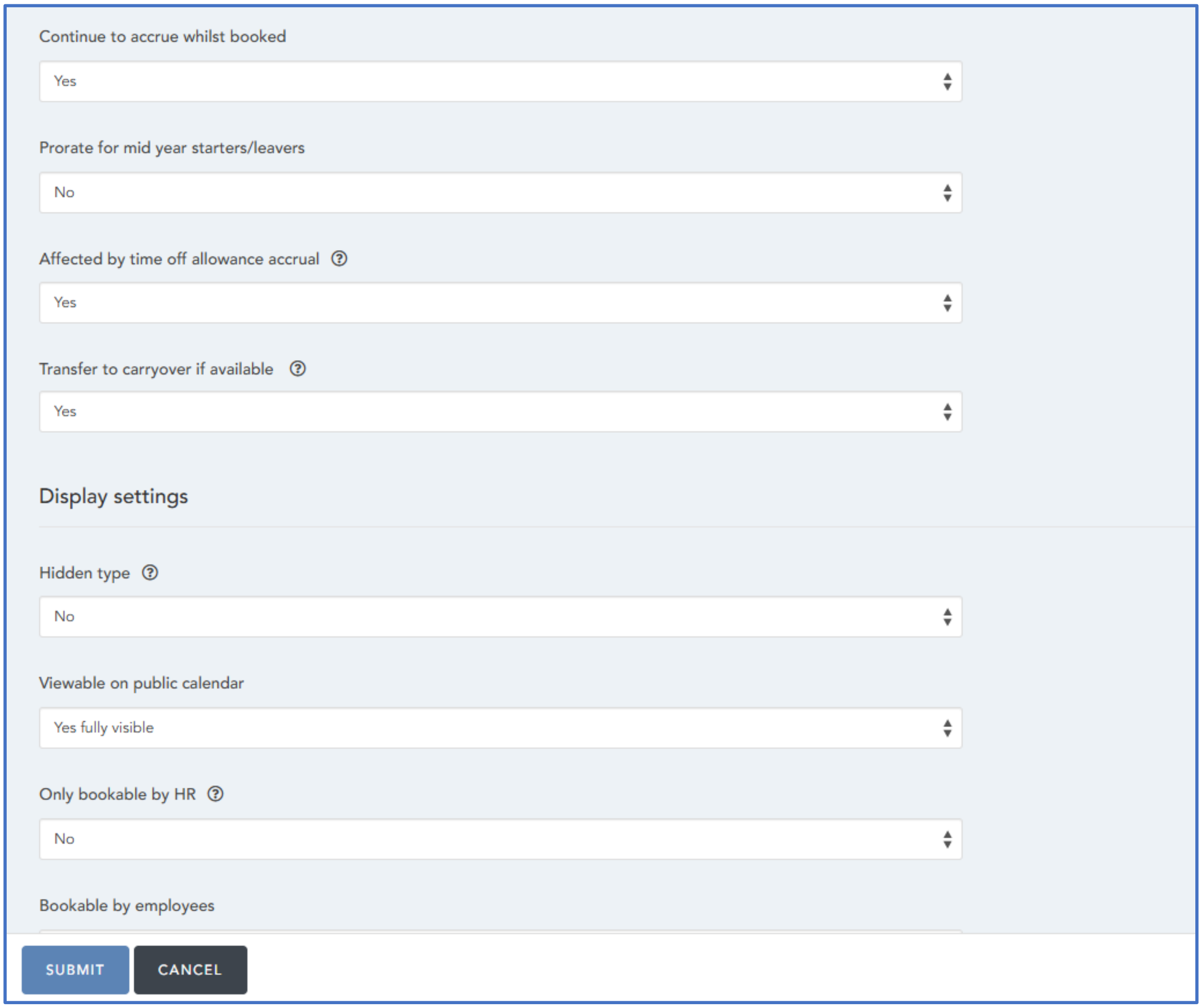
    - If the remaining Carryover balance is sufficient to fulfil the entire request, then the Request is added using the Carryover type.

    - If the remaining Carryover balance is sufficient to fulfil part of the request, then the Request is split, with the first request consuming the remaining balance of the Carryover type, and the second request using the Individual Allowance type.

    - If there is no remaining Carryover balance, then the Request will be added for the Individual Allowance type as normal.

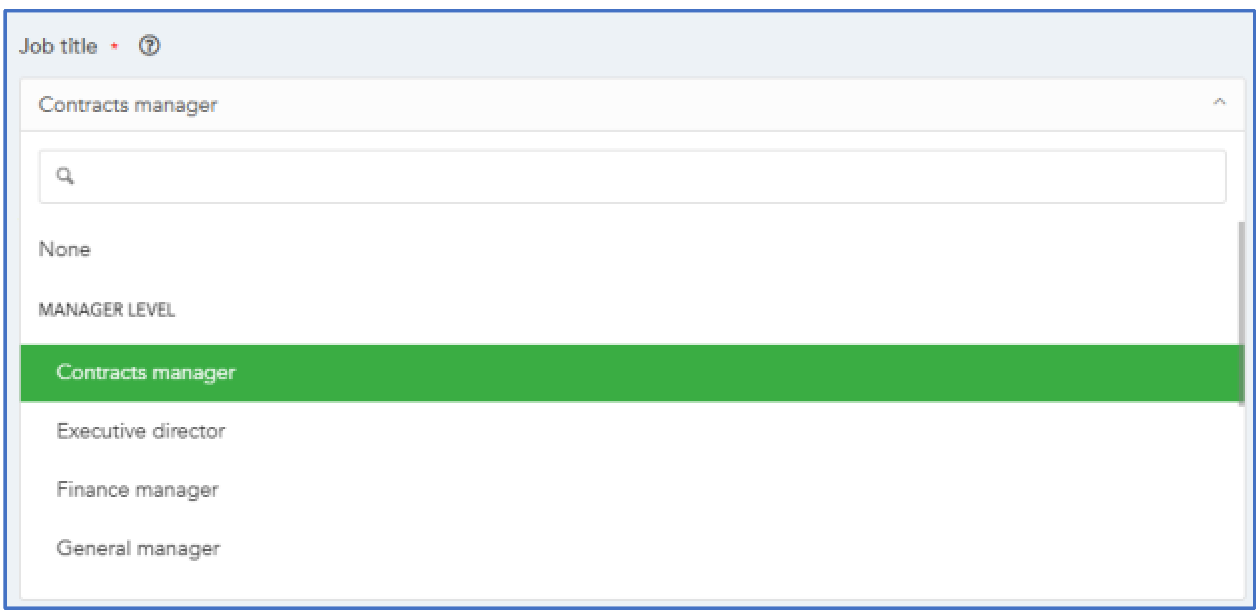
- To enable this feature, navigate to Admin > HR > Time Off Management > Time Off Types and, when adding or editing a Time Off type, set Transfer to Carryover to 'Yes'

HRwize


Continue to accrue whilst booked
Yes
Prorate for mid year starters/leavers
No
Affected by time off allowance accrual
Yes
Transfer to carryover if available
Yes
Display settings
Hidden type
No
Viewable on public calendar
Yes fully visible
Only bookable by HR
No
Bookable by employees
SUBMIT
CANCEL

**Changes to the Display of Job Roles**

- Following customer feedback, we have made changes to the way that Job Roles (Job Titles) are displayed in drop-downs throughout.
- The Job Role drop-down will now display Roles which are 'Manager level' separately from those which are 'Employee level'
- When making a change to a person who is a Manager (having both a Manager level job role and at least one Direct Report), the Job Role drop-down will only show Roles which are Manager level.
- In all other circumstances the Job Role drop-down will show both Employee and Manager level Job Roles.
- This change mitigates a scenario where a user might inadvertently choose an Employee level Job Role for a Manager.
- This, in turn, could previously have caused issues when changes were made to one of that Manager's direct reports.



## Fixes

**Forms : Issue with removing cloned dropdown field.**

Issue resolved where Cloned fields in a Form continued to appear after being removed and the Form re-submitted. Now, when cloned fields are deleted during editing, they are correctly excluded from the submitted Form data and do not display in view or edit mode.

**Expenses : Summary missing from expense approval page.**

Issue resolved where Expense Claim lines were not displaying on the Approval page, despite being visible on the View page. Expense approvers can now see the full Summary of the Claim while approving.

**Time Off : All day AM/PM options appearing incorrectly when booking for a day.**

Issue resolved where incorrect All Day (AM/PM) options appeared when booking Time Off, and where the insufficient allowance error message did not clear when the Booking was within the Employee's Allowance. This fix applies to both days and hours-based Employees

**Announcements : Extra formatting on announcements when using quotation mark symbol " and '.**

Issue resolved where slashes appeared before quotation marks in Announcements. Announcements containing single (') or double (") quotation marks now display correctly without escape characters.

**Announcements : Images no longer display when used within an Announcement.**

Issue resolved where images added to Announcements were not displaying correctly, instead showing a placeholder. Uploaded images and URLs now render as expected within the Announcement content.

**Employees : Derived View puts job changes in the wrong order.**

Issue resolved where changes made to an Employee's job grade or benefits on the Job Changes page were displayed against the wrong change in the Derived View. Now, job grade and Salary History changes will be correctly associated with the appropriate change and displayed in the correct order.

**Finance : Default Mileage approval process skips over the second approver**

Issue resolved where Mileage Claims were being approved prematurely when the approval Workflow included an Admin-level User as the manager. Now, Mileage claims will correctly route to the second approver (e.g., a finance user) even if the manager is an admin-level user, ensuring the two-step approval process is followed.

**Workflows/Forms : Duplicate form submissions being created**

Issue resolved where multiple Workflow steps triggering simultaneously — particularly a 'Send New Form' step alongside a 'Send Email' or 'Assign' step — caused duplicate Form submissions. The system now ensures that only a single Form submission is created when Workflows are triggered at the same time.

**Announcements : Announcement links break when trying to use them.**

Issue resolved where links added to announcement content fields incorrectly prefixed the URL with "https://hr.moorepay.co.uk/", leading to broken links. Links now correctly direct users to the intended external URLs as entered during Announcement creation.

**Reports : Finance users can't see themselves in reports in some circumstances**

Issue resolved where Finance users with Company or Site restrictions were unable to see themselves in reports when the 'Restrict HR users from managing their own records' setting was enabled. Finance users will now appear in Reports if their assigned Site and company match their restrictions, and the HR restriction setting will no longer incorrectly affect them.

**Time Off : Unable to assign Length of service types when Job grades are set to 'Yes - salary only'.**

Issue resolved where assigning a Length of Service (LOS) type to an Employee failed when job grades were configured to manage salary only. Previously, the LOS selection would revert to 'None' upon submission. The LOS type will now correctly save and persist even when job grades are used for salary management only.

**Reports : Certain filters cause Data Tables error when used together with a Time Off periods data source.**

Issue resolved where using 'Reason', 'Request start date', and 'Request duration' filters together in a Time Off periods (by request) report caused a Data Tables error. Reports now correctly generate and return the expected results without error when combining these filters.

**Reporting : Sharing a report to a User with an Accented Character in their name removes the name after submitting.**

Issue resolved where users with accented characters in their names did not appear immediately on the Share screen after sharing a Report, despite a success message. Users with accented characters now correctly display as Viewers or Editors without needing to navigate away and back.