Release Notes

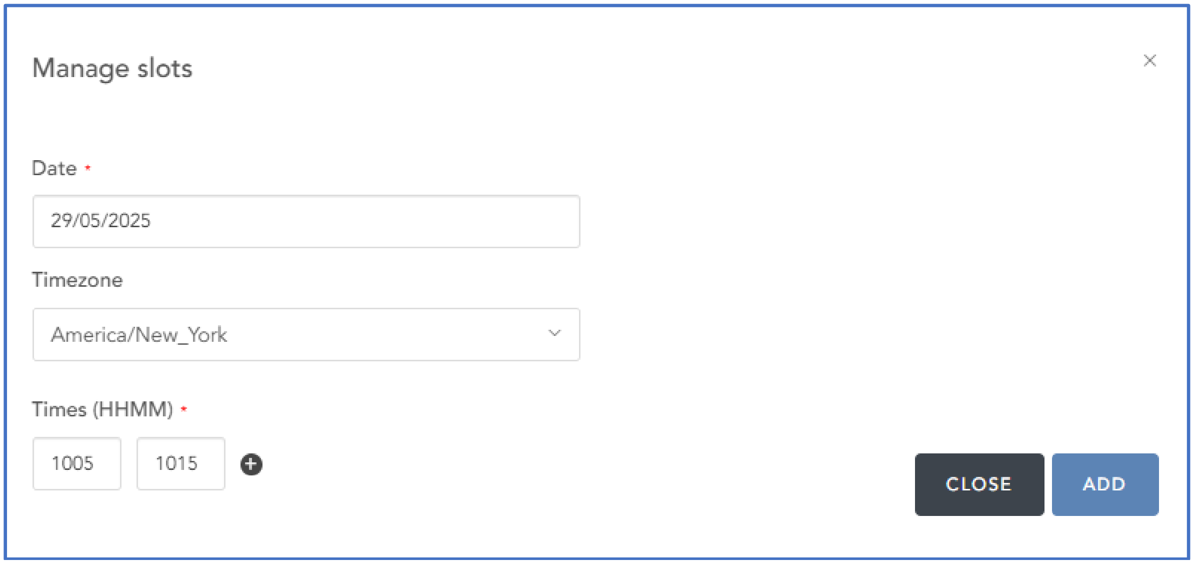
Release date: 29.05.25

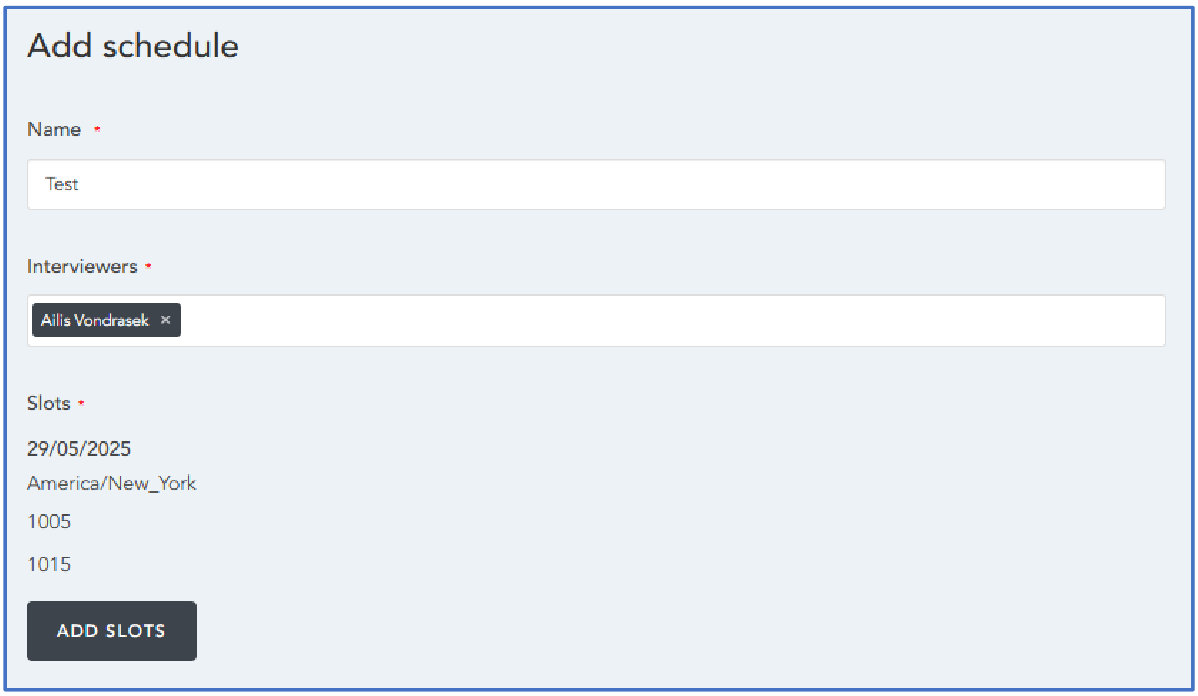
Version: 23.21.0

Enhancements

Ability to select a Timezone for a Recruitment Schedule

- Following customer feedback, we have added the ability to specify a Timezone when adding Interview Slots into a Schedule.
- This change only affects customers who use Multiple Interview Slots (Schedules) in the Recruitment module.
- This allows users who are adding and editing Interview Schedules to specify the Timezone for the slots.
- The Timezone is then consistently displayed wherever the Interview time appears, including in emails to Candidates, on the page where the Candidate accepts an Interview, and in the Recruitment module itself.
- This ensures that all parties involved in the process have a clear understanding of the times available and selected for the Interview.





Screenshots: Showing the Timezone selection in Recruitment Schedules

Changes to Reporting Permissions for HR Users

- Following customer feedback, we have made changes to the Reporting Permissions available to HR Users.

- This change allows a Secondary User Group to be specified for a HR User, for use in the Report Builder only. This Secondary User Group could be any one of: **Finance, Recruiter, Trainer, Facilities.**

- This setting is labelled **Secondary User Groups (Reporting)** and can be found when Adding or Editing a User under **People > Users** or under the **Administration** menu.

- This resolves an issue where HR Users restricted by Site, Company or Job Role Level were unable to report on data which they had uploaded using the Bulk Upload tools.

- Where a HR User is given a Secondary User Group for Reporting, they will then be able to produce reports which contain all Employees, as though that Secondary User Group was their User Group.

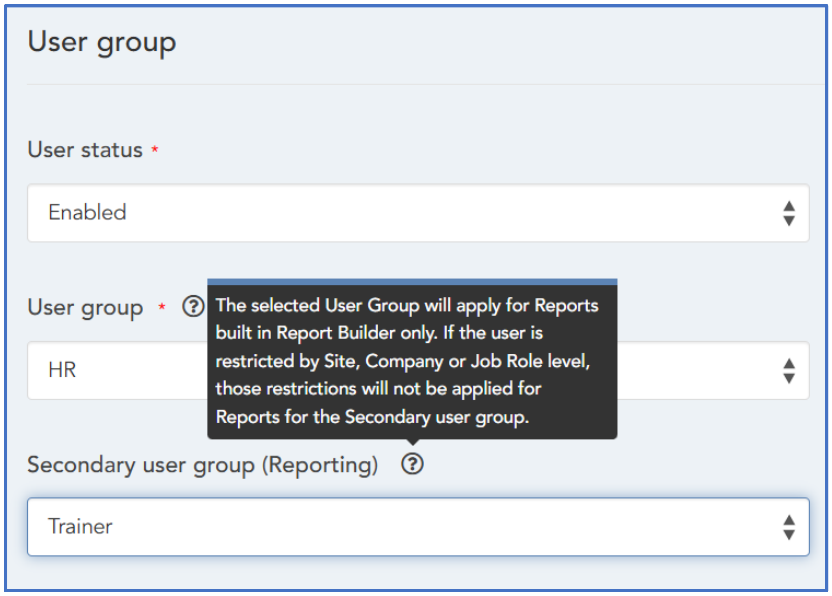
- For example:

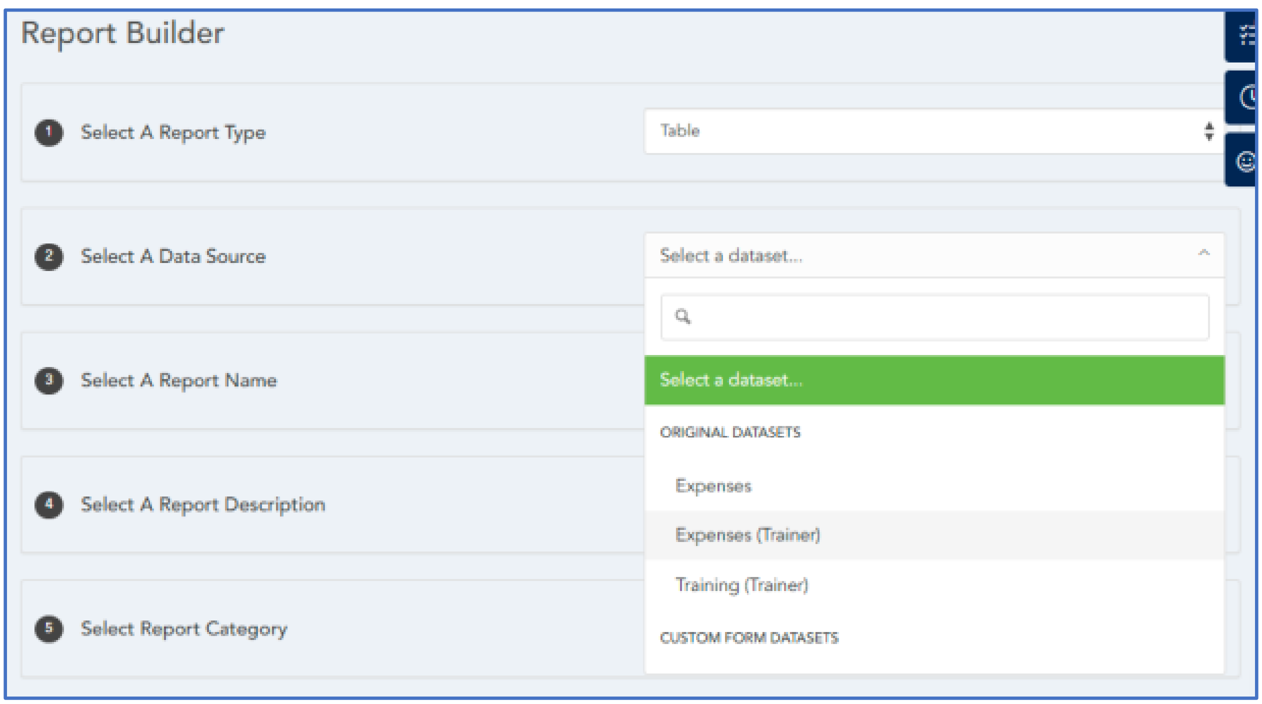
    - User Jane is a HR User and is restricted to site London.
    - User Jane has the Secondary User Group (Reporting) set to Finance.

    - The Employees reporting data set is available to the HR user group.
    - The Expense Lines reporting data set is available to the Finance user group.

    - If Jane runs a report based on the Employees data set, their HR User restrictions are applied, and they only see information for Employees in the London site.

    - If Jane runs a report based on the Expense lines (Finance) data set, their HR User restrictions are not applied, and they see Expense Lines information for Employees in all sites, as though they were a Finance user.





Screenshots: Showing the new options for Secondary User Group (Reporting) and the User Building a Report with the Data Sources available to their Secondary User Group

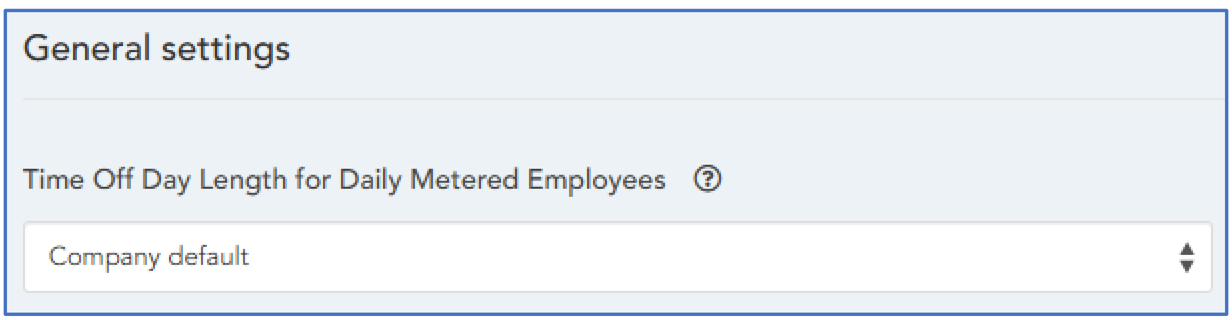
Alternate method to determine Working Day in Timesheets

- Following customer feedback, we have added a setting which allows the selection of an alternate method for calculating the Length of a Working Day in the **Timesheets** module. This setting applies specifically to Employees who have a Days meter and who do not have a Working Pattern configured.

- The setting can be found under Admin > Company > Settings > Timesheets > Timesheets Settings and is labelled '**Time Off Day Length for Daily Metered Employees**'. When this is set to '**Employee values**' the alternate method is enabled.

- This calculates the Working Day length by dividing the employee's '**Hours per week**' by the number of days selected under '**Normal working days**'. Both settings are found on the **Benefits** page of the Employee's record.

- This calculation is used to determine the value displayed in the **Total hours** column of a Timesheet Summary for any day where the employee has Time Off.



Screenshot: Showing the new option for Time Off Day Length in Timesheet Settings

Ability to include Full Year Time Off Allowance in Reports

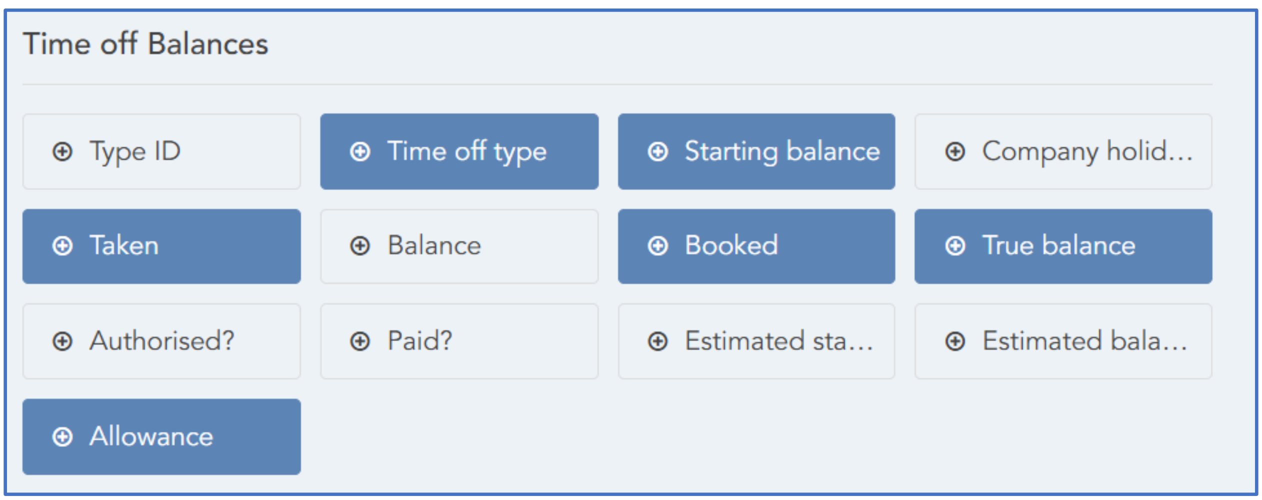
- Following customer feedback, we have added the ability to report on the full, entered Allowance for Time Off Types, in Report Builder reports based on the **Time Off Balances*** data set.

- Previously, the **Starting Balance** field applied calculations for proration (for mid-year starters, leavers or changes) and/or accrual to the entered Allowance.

- It was previously not possible to report on the entered allowance without applying the calculations for proration and/or accrual.

- We have added the field **Allowance** to the available fields in this data set.

- When included in a report this will display the full, entered Allowance for the Employee for a Time Off Type, without applying proration or accrual.



Screenshot: Showing the new Allowance field available for selection in Report Builder

Improved messaging when submitting Forms

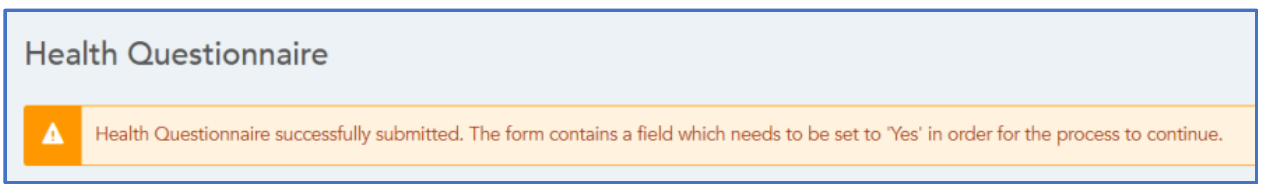
- Following customer feedback, we have made changes to the messaging displayed when a user submits a Form which is part of an ongoing Workflow or process.

- When a user completes a Form, they are often required to indicate that they have completed their part of the form, by setting a 'Completed' field to 'Yes', or by providing a Signature.

- Setting this field to 'Yes' often results in a Workflow Step being marked as Complete, allowing a Workflow or a standard process to continue to the next step in the sequence. Setting it to 'No' means that the Workflow or process does not continue.

- Where there is a field which a user needs to set to 'Yes' in order for a Workflow or Process to continue, and the user submits the form with the field set to 'No', then the user will be informed that:

The form contains a field which needs to be set to 'Yes' in order for the process to continue



Screenshot: Showing the new messaging when submitting a form

Fixes

Bulk upload : Customers receive a validation error when trying to using the Update existing Employees Bulk Upload.

Issue resolved where, HCM-only customers encountered validation errors related to payroll fields (e.g. Birth Gender, Work Email) when using the Update Existing Employees Bulk Upload, even though Payroll functionality was not enabled. The system now correctly recognizes HCM only configurations and no longer applies payroll-related validations during Bulk Uploads.

Workflows : Having a step sending to a specific recipient in a Workflow is failing to assign the assignee of the workflow step.

Issue resolved where, Workflow Steps assigned to specific Employees were not correctly assigning the Workflow step to the selected recipient. This caused actions like Send Email and Assign To steps to be left without a Recipient, rendering the Workflow incomplete. The system now correctly assigns the step to the selected Employee(s)

Allow for auto increment Works ID when bulk uploading new Employees.

Issue resolved where, Works IDs were not automatically generated during Bulk Uploads even when auto-generation was enabled. A new option, ‘Auto increment Works ID?’, has been added to the second step of the Bulk Upload process.

Workflows : Completing an escalated step in a Performance Review Workflow doesn't send the next step.

Issue resolved where, a Workflow containing a Performance Review form failed to progress to the next step when the initial step had been escalated. Previously, if a Workflow step involving a Performance Review form escalated, the Workflow would not proceed even after the step was completed. As a result, the next assignee did not receive the expected notification or assignment.

Time off : Unable to book Time Off when Carryover Expiry set in Weeks.

Issue resolved where, Employees were unable to book Time Off when the Holiday Year was set to ‘Employee Start Date’ and Carryover Expiry set in Weeks

Time Off : Time off request are going straight to approved when submitted.

Issue resolved where, Time Off requests submitted by a manager on behalf of an Employee were automatically marked as approved, bypassing custom Workflow approval steps. Previously, when managers submitted Time Off requests for employees, Workflows configured to require approval were not respected - the request was immediately marked as approved

Employees : Managers cannot make leaver changes.

Issue resolved where, a Manager user attempting to perform a 'Change Leaver' action was unable to do so. This occurred when 'Make Leaver' was enabled and 'Change Employees' was disabled in Display Settings. Managers can now successfully update leaver details for their employees as expected.

Workflows : Requests still shows as pending when the workflow is completed.

Issue resolved where, a request continued to display as 'Pending' even after the associated Workflow was completed, if the approval step had previously escalated. This affected multiple approval Workflow types, including Training, Mileage, Timesheets, and Expenses. Approved requests now correctly reflect their status upon Workflow completion, regardless of escalation.

Time Off : Site Restrictions on time off type (reasons) are ineffective.

Issue resolved where, a user was able to book a restricted child Time Off Type via Self Service, despite the restriction being based on the employee's assigned Site. Employees can no longer book Time Off Types that are restricted by Site or Company if they do not meet the restriction criteria

Workflows : Second 'Trigger Workflow' step doesn't trigger after the first one has been completed.

Issue resolved where, sequential Trigger Workflow steps were not triggering correctly when configured to follow one another within a single Workflow. Workflows now correctly trigger subsequent workflow steps when the prior trigger step is fully completed, ensuring consistent workflow progression and automation.

Directory : Specific Employee Work Statuses extend past the border of the Employee tile on the Directory.

Issue resolved where, in the Directory view, long `Employee Work Status` values extended beyond the border of the tile, making them partially unreadable. The layout now automatically wraps longer statuses onto a second line, ensuring consistent display across all screen sizes and zoom levels.

Reporting : Unable to sort Bar Chart using the Label Axis.

Issue resolved where, bar Chart reports using Full Name on the Label Axis were not sorting alphabetically (A–Z or Z–A) as expected in Report Builder. Chart reports now correctly respect the selected sorting order for label fields, improving report readability and usability for users.

Employees : Profile images on the Employee View page are compressed to fit.

Issue resolved where, Employee profile images with non-standard aspect ratios appeared compressed on the Employee View page. Images now retain their original aspect ratio, ensuring consistent and accurate display across the Employee View, Directory, and Profile sections.