

# Release Notes

Release date: 24.07.25

Version: 23.25.0





## Enhancements

### Ability to add Approver Comments in Training Workflows

- Following customer feedback, we've introduced a new email tag [training\_comments] in Training Approval Workflows.
- This enhancement allows approver comments to be included in email notifications sent to employees when a training request is Approved or Declined in a Workflow
- The tag dynamically populates with the comment entered by the approver at the time of action. If no comment is provided, the tag resolves to a blank value and the email still sends.
- [training\_comments] is now available in the Message Content section of workflow email templates.
- Admins can insert the tag anywhere in the message for flexible formatting.
- Example: Your training request has been approved. Approver Comment: [training\_comments]
- This update also supports Notify Only steps to maintain consistent communication throughout all training workflow actions.



## Display External Email Address in Workflow Steps

- Following customer feedback, we've enhanced how external recipients are displayed when using the "Send to external email address" step in workflows.
- Previously, these steps showed "None" in both the Workflow Builder and Workflow Progress View, leading to confusion about whether a recipient was configured.
- **Key Improvements:**
  - **Workflow Builder View** (Administration → HR → Workflow → Change Workflow)
    - The Assignee(s) column now displays the actual external email address entered in the Recipient(s) field.
    - If multiple emails are configured, they appear as a comma-separated list.
    - Email addresses are shown exactly as entered, If no email is entered, the display will continue to show "None".
  - If the step is deleted or replaced, the email address will no longer be shown in either view.
  - **Workflow Progress View** (Administration → HR → Workflow → View Responses)
    - The external email recipient(s) are now clearly shown in the step view of submitted workflows.
    - Supports multiple emails in a comma-separated format.
    - Displays the email address(es) exactly as entered, If no email is configured, the view still shows "None".

Order	Type	Name	Assignee(s)	When
1	Email	External Approval	RubyMB@yopmail.com	On Creation date

**Screenshot:** Showing External Email Address in Workflow Builder

## Approval Workflow

Employee

David Rose

Started date

22/07/2025

External Approval

22/07/2025

RubyMB@yopmail.com

✓

**Screenshot:** Showing External Email Address in Workflow Progress View



## Fixes

### **Time Off : Having no 'Other' Types bookable by Employees displays the Other Types Category.**

Issue resolved where, the Time Off modal displayed the Other Types heading in the Time Off Type dropdown, even when no Time Off Types under that category were bookable by Employees. The heading will now only appear if relevant Time Off Types are available for Employee selection.

### **Time Off: Some users can bypass the 'Maximum booked limit' setting in Self Service.**

Issue resolved where, Administrators, HR Users, and Managers could override Maximum Booked Limit via Self Service, contrary to intended behaviour. Now, overrides for Time Off Booking Limits are only permitted when booking or approving on behalf of others, ensuring Self-Service requests respect the configured limits.

### **Time Off: Length Of Service Expiry not respected when booking across Multiple Holiday Years.**

Issue resolved where, booking a Length Of Service allowance across the Holiday Year incorrectly triggered a error, even when the Expiry Date was valid. This now works correctly for Length of Service types with both Specific Date and Start Date Anniversary expiries via Self Service and Time And Attendance.

### **Employees : Some fields displayed incorrectly in the French Canadian Language.**

Issue resolved where, in environments using the French Canadian Language, the Head Of Department, Approver, and Super Approver fields on the Employee Card View incorrectly displayed 'Main Admin Account' when values were not assigned.

### **HR Tickets : Unread Tickets no longer appear in bold on Tickets page.**

Issue resolved where, Unread Tickets no longer appeared in bold for Admin and HR Users on the Tickets Page, causing confusion when identifying new submissions.

### **UI : Zooming in when you have less that 3 Modules to display causes the Actions shortcuts to disappear.**

Issue resolved where, zooming in on the Homepage with fewer than three active Modules caused the Actions options — such as Timeoff or Timesheets — to disappear for users.



**Branding: Incorrect Email Logo applied in Workflows despite Branding Template Settings.**

Issue resolved where, Emails triggered by workflows such as Approval - Time Off and Task - Recruitment were displaying the Company Settings Logo instead of the Branding Template Logo set at the Company or Site level.

**Bulk Upload: Accented Characters in Time Tracking References not Populating.**

Issue resolved where, Time Tracking records failed to populate the Reference field during Bulk Upload if it contained accented characters, despite the upload appearing to be successful.

**Expenses: Approver level users do not get a To-Do Notice to approve Expenses and Mileage.**

Issue resolved where, Approver-level users did not receive a To-Do Notice for Expense or Mileage approvals when default approver was set to Employee's Manager.

**Forms: Page fails to load when all Forms are set to 'Only Usable in Workflow' in some circumstances.**

Issue resolved where, the Forms page failed to load and returned an error when all Forms were marked as 'Only Usable In Workflow', set to 'Visible To Employee', and contained Submissions. The page now correctly redirects to a 'No Forms Found' screen under these conditions.

**Payroll Integration : Leavers report not displaying final holiday values.**

Issue resolved where, the 'Holidays' field in the Payroll Integration Leavers Report was not displaying the remaining Holiday Entitlement. The field now correctly populates with the final Holiday value, ensuring accurate data is included when generating Leavers Reports for Payroll Processing.

**Training: Non-Mandatory Training Questions incorrectly displayed as Mandatory.**

Issue resolved where, non-mandatory Training Questions appeared with an asterisk during approval, misleading Managers into thinking responses were required. The system now correctly displays only truly Mandatory fields, avoiding confusion during the Training Request approval process



**Recruitment : Interviews showing incorrect time in Calendars.**

Issue resolved where, Interviews scheduled without using Multiple Interview Slots displayed an incorrect time on the Recruitment Calendar. The time now correctly matches the value entered during scheduling, ensuring accurate visibility and avoiding confusion or missed meetings for Recruiters, HR, and Admin users.

**Recruitment : When receiving a Candidate Application email, the Job Title is duplicated in the email.**

Issue resolved where, the Job Title appeared twice in the Candidate Application notification email. Now, recipients configured in the Email Notification settings will receive emails with the Job Title displayed correctly under the Post heading, avoiding redundancy and improving clarity for Recruiter, HR, and Manager users.

**Workflows: 'Trigger new workflow' step not editable in Task Workflows.**

Issue resolved where, the 'Trigger new workflow' step in Task, Onboarding, Offboarding, or Recruitment workflows could not be edited after creation, due to the Submit button being unresponsive. Users can now make updates to these steps without needing to delete and recreate them.

**Calendars: Birthdays and Anniversaries on 29th February Display incorrectly on non-leap Years.**

Issue resolved where, Birthdays and Anniversaries set on 29th February did not display on the Calendar and appeared incorrectly in Upcoming Events during non-leap years. These events will now display as occurring on 28th February in such years.

**Calendars: Time Off Types with Parent Associations disappear when unrelated Item Types are unchecked.**

Issue resolved where, Time Off Types with Parent associations were removed from the Homepage Calendar view when unrelated Item Types were unchecked. Time Off bookings now remain visible regardless of unrelated Item Type selections.

**Forms: Managers & Employees cannot re-order Form Data on the first column.**

Issue resolved where, Manager and Employee level users could not sort Form Submissions using the first column, such as System Datestamp. All user groups can now organise Form Data using all visible columns.



**Time Off :** The message that appears when booking Length of Service includes an incorrect Expiry date.

Issue resolved where, the Time Off modal for Length Of Service types displayed an incorrect expiry date when the expiry was set to 'Start Date Anniversary' or 'Specific Date'. Messaging now accurately reflects the correct end date, avoiding confusion while booking time off.

**Performance:** Miscellaneous issues related to the performance of Calendars and Time Off.

Issues resolved connected to the performance of Calendars and on various pages related to Time Off. Calendar filters now correctly respect Site, Department, and Manager settings, ensuring only relevant employees are shown. Backend queries have been optimised to reduce load time, especially for large organisations.