

Release Notes

Release date: 07.08.25

Version: 23.26.0





Enhancements

Driving License Number: Bulk Upload & Reporting Support

- Following customer feedback, we've introduced support for the Driving License Number field in both the Add Employees and Update Employees bulk upload templates.
- This enhancement allows Admin and HR users to update driving license numbers in bulk, reducing manual effort for large employee groups.
- A new column for Driving License Number is now available:
 - At the end of the Employees Bulk Upload template
 - Before the Change Date column in the Update Employees Bulk Upload template
- Uploaded values are saved to Employee Edit > Job Details > Other Details, in line with other personal data fields.
- The field 'Driving License Number' is also now available in Report Builder under Employee - Personal Details, allowing it to be included in reports.

Employee - Personal Details

Employee ID	Works ID	Title	First name
Known as	Middle name	Surname	Full name
Full name (inc Work...)	Initials	Pronouns	National Insurance
Address	Address 2	Town	County
Post Code	Country	Address - single line...	Address - single line i...
Address - multi line ...	Address - multi line i...	Driving license	Skills
Education	Work experience		

Screenshot:
Showing Driving License Number added to Report

COPY	CSV	PDF	10	
Employee ID	Full Name	Driving License		
1008885	Mark Williams	LICS29S06055XXX		
1009229	DrivingL Upload 1	LICS29S06075XXX		
1009230	DrivingL Upload 2	DRIV706031XXX		
1009231	DrivingL Upload 3	DRIV706030XXX		
1009233	DrivingL Upload 5	DRIV706032XXX		



	CN	CO	CP	CQ	CR	CS	CT	CU	CV	CW	CX
1	Desk	First aider	Mental he	Fire ward	Key holder	Data prote	Head of H	HR Busine	Login ID	Usergroup	Driving license number
2	JD	1	0	1	0	1					
3											

	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ	CA	CB
1	Data prote	Key holder	Slack	Employee	Is Head o	Is HR Bus	Head of H	HR Busine	Driving license number	Change d	Change reason	
2	0	1	slackUser	Status	0	0	John McG	Fiona Joh	JASON706030XXX	#####	Promotion	
3												

Screenshot: Showing Driving License Number added to Bulk upload for add and update employee

Enhancements

New Time Off Accrual Type - Length of Service (Year One)

- Following customer feedback, we've introduced a new Time Off Type: Accrued on Length of Service (Year One).
- This enhancement allows Admin and HR users to define a waiting period (1–12 months) after an employee's start date before a Length of Service allowance becomes available to book.
- It supports scenarios such as post-probation eligibility, where time off should accrue from day one but only become bookable after a defined number of months.
- A new mandatory setting "Length of service allowance available after (months)" is available when configuring this type under:

Admin > HR > Time Off Management > Time Off Types



When used:

- If accrual is enabled, allowance accrues from start date but becomes visible/bookable only after the defined period.
- If accrual is disabled, the full allowance becomes available at once after the defined period.
- Before this period is met, the balance remains hidden in balances, donuts, reports, and request options.
- Once the period is reached, the balance is released and functions normally.
- This new type can be used in combination with other standard Length of Service types to manage year-one entitlements separately from future years.
- Functionality such as site/company restrictions, assigning to employees, and reporting works as with existing types.

A screenshot of a web form titled "Deduct from employee allowance". The form has a light blue background. At the top, there is a dropdown menu with the selected option "Accrued on length of service (Year One)". Below this, there is a section labeled "Accrual rule" with a red asterisk. It contains two input fields: a text box with the placeholder "Number" and a dropdown menu with the placeholder "Please choose". At the bottom, there is a section labeled "Length of service allowance available after (months)" with a red asterisk and a help icon. It contains a text box with the value "1-12".

Screenshot: Showing new option 'Accrued on length of service (Year One)' and corresponding fields



Enhancements

Email Alerts When Training is Assigned

- Following customer feedback, we've introduced a new automated email notification to inform employees when training is assigned to them by Admin, HR, or Manager users.
 - This enhancement improves communication and ensures employees are aware of new training added to their profile, allowing them to log into Self-Service to review details and take necessary action.
 - A new setting is now available under Company Settings > Training "Notify employee when training is assigned"
- Options: Yes / No (default: No)
 - When set to 'Yes', employees receive an automated email each time training is assigned.
 - Triggered when training is assigned via employee profile, training module, or bulk assignment. No emails are sent for edits or deletions of training.
 - The system won't send emails to employees missing a work email and will display a count of those users.
 - This update improves communication and accountability by keeping employees promptly informed of assigned training.

A screenshot of the HRwize settings interface. On the left is a sidebar menu with options: 'Back To Top Of Page', 'Notifications', 'Self Service', 'Training', 'Performance Management', 'Asset Management', 'Financial', and 'Google Calendar'. The main content area is titled 'Auto archive expired training' with a help icon. It contains two dropdown menus. The first dropdown is set to 'No'. The second dropdown, labeled 'Notify employee when training is assigned', is open, showing options 'No', 'No' (highlighted in blue), and 'Yes'.

Screenshot: Showing new field 'Notify employee when training is assigned' and email notification



Hotfixes

Calendar: Localization settings ignored when menu restrictions are applied.

Issue resolved where, enabling "Apply Menu Restrictions" in Company Settings caused the public calendar display to ignore Localization criteria. Now, regardless of HR User Restrictions, only Employees meeting the Localization Settings will be shown, as configured.

Calendar: Admin Users restricted by Public Calendar Permissions Override.

Issue resolved where, Admin users could only view their own team on the Calendar when Public Calendar Permissions Override was applied. Admins can now see all Employees across the business, regardless of Site, Department, or Manager restrictions set in the override.



Fixes

Time Tracking : Update branding on QR Login page.

Issue resolved where an old logo was displayed on the QR Login Screen. The QR Page now correctly displays the updated branding logo as configured in Display Settings, ensuring brand consistency across login experiences.

Time Off : Employee and Manager Comments missing from CSV Export.

Issue resolved where, Employee and Manager Comments were not included when exporting Time Off records as a CSV from the Time Off screen. The CSV export now accurately captures all relevant Comments fields, ensuring complete data visibility for Admin, HR, and Manager users.

Time Off : Length of Service types not Prorating for Mid-Year Starters and Leavers.

Issue resolved where, Length of Service-based Time Off Types did not prorate Allowances for Mid-Year Starters and Leavers, even when the Prorate Setting was enabled. The system now correctly adjusts Allowances based on the Employee's Start and Leave Dates as configured.

Time Off : Editing Time Off record gives error stating 'Time Off type is required'.

Issue resolved where, editing a Time Off Record by changing only the Start Date triggered errors related to End Date and missing Time Off Type. The system now clears the End Date automatically when the Start Date is modified, ensuring the form can be submitted smoothly.

Timesheets : Negative delta displayed for non-working day when week starts on Sunday.

Issue resolved where, a negative delta was incorrectly shown on non-working days when Work Week Begins On was set to Sunday in Timesheet Settings. Now, no delta is calculated for non-working days with no hours entered, ensuring accurate display of employee timesheets.

Time Off : 'Transfer To Carryover' option incorrectly displays for Length Of Service Types.

Issue resolved where the 'Transfer To Carryover If Available' setting incorrectly appeared when editing a Length Of Service Time Off type. The setting did not save and caused confusion. It now no longer appears for Length Of Service types, as it is intended only for Individual Allowance types.



Recruitment: Interview Time Slot not re-opening when Interview has been Declined.

Issue resolved where, Interview Time Slots remained Unavailable after a candidate Declined the invitation. Now, when a candidate Declines, the previously selected Time Slot reopens, allowing other candidates to book it without encountering the 'Slot Taken' message.

Reporting: Report Shows No Data When Using 'Full Name (Incl Works ID)' .

Issue resolved where, reports containing the Full Name (Incl Works ID) or Send To Payroll fields displayed no data. Reports now correctly retrieve employee records when these fields are included. The 'Send to Payroll' field is available in Payroll enabled (All-in-One) environments.

Bulk Upload: Default Probationary Period not applied when field left blank during a Bulk Add.

Issue resolved where, when using the 'Bulk Add New Employees' uploader, the Probationary Period field remained blank if not manually filled, even if a default was set. The Probationary Period now auto-populates based on Company Settings when left blank in the upload template.

System: The toggle in the To-do list is labelled incorrectly.

Issue resolved where, the toggle in the To-Do List labelled as 'My Tasks' displayed All Tasks instead of only user-specific tasks. The Toggle now correctly filters and displays Tasks based on the selected option, improving clarity and task management for HR and Admin users.

Compliance: Compliance Searches are crashing if trying to download as PDF with a high volume of data.

Issue resolved where, Compliance Searches failed to download as PDF for Employees with a high volume of Records such as Time Off Bookings, Workflow Assignments, and Form Submissions. The system now handles large data exports correctly, ensuring PDF downloads complete successfully without generating errors.

Social: Social Recognition posts are being incorrectly flagged for moderation.

Issue resolved where, Social Recognition Posts were incorrectly flagged for Moderation even when no words from the Profanity List were present. The system now accurately checks against both the Default and Custom Profanity Lists, ensuring valid Recognition Posts are not blocked unnecessarily.



Employees: No validation on the Add Option on the Change page for Job Roles.

Issue resolved where, the Add Job Role option on the Employee Change Page allowed duplicate Job Role Names without validation. The system now prevents adding Job Roles with identical names, ensuring consistency with Validations applied on the Job Roles page and during Bulk Upload.

Employees: Probationary Period, if left blank, autofilled with 1970 when adding an Employee.

Issue resolved where, leaving the Probationary Period field blank during Employee creation defaulted the End Date to 01/04/1970. The system now respects the Default Probationary Period settings in Company Settings or leaves the field blank, as intended, for both Add and Quick Add options.

Documents: Document Category count doesn't reflect user-based access restrictions.

Issue resolved where, the Document Count on a Parent Document Category did not respect Site or Department level restrictions on Child Categories, causing users to see an inaccurate count. The number now correctly reflects only the Documents the user has permission to view.

Calendar: Incorrect date displayed for Time & Attendance events in Upcoming Events.

Issue resolved where, Upcoming Events displayed an incorrect Start Date for T&A Events when using the MM/DD/YYYY Date Format. The system now accurately interprets and displays the Event Date regardless of format selection in Localization Settings.