Release Notes

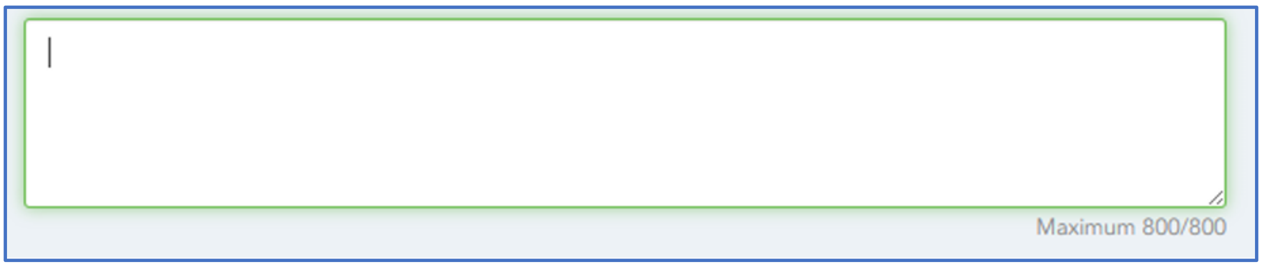
Release date: 18.09.25

Version: 24.3.0

Enhancements

Character Limit for Custom Multi Line Text Fields

- Issue resolved where users were able to type more than 800 characters in a custom multi line text field on the Additional Information page. A character countdown has been added to inform users of the remaining characters and prevent them from exceeding the limit.



Category-Based Training Selection for Employees

- Following client feedback, we've introduced an optional feature that enables employees to request training by first selecting a category, then choosing from a filtered list of training courses within that category.

- This enhancement streamlines the training request process, especially for clients with large training libraries, making it easier for employees to find relevant courses.

- We have introduced a new setting "**Enable category-based training selection**" accessible only to Administrator users:

  Administration > Company > Company settings > Training

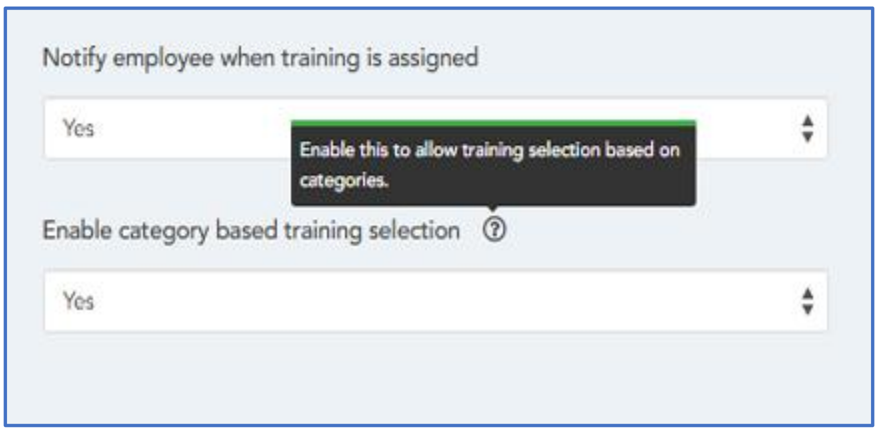
- When enabled, employees will see a new two-step dropdown on the **Training Request** screen:
  - First, select a Training Category
  - Then, select a Training Course filtered by that category

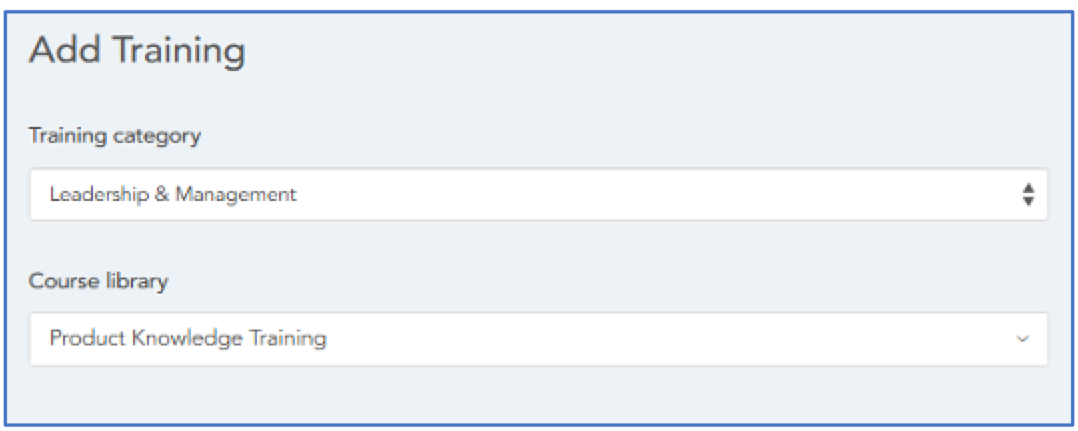
- The **Training Category** dropdown is positioned above the existing Course Library field and updates dynamically 2024 as users interact with it.

- Employees will only see categories and courses they are allowed to access, and the dropdowns will remain empty if nothing is available based on their permissions.

- The Training Category field appears (as non-editable) in the View and Edit screens for training records, displaying the linked category or staying empty if none is assigned.

- This functionality supports training requests, course library interactions, employee development tracking, and training record management for employees, admins and HR users.

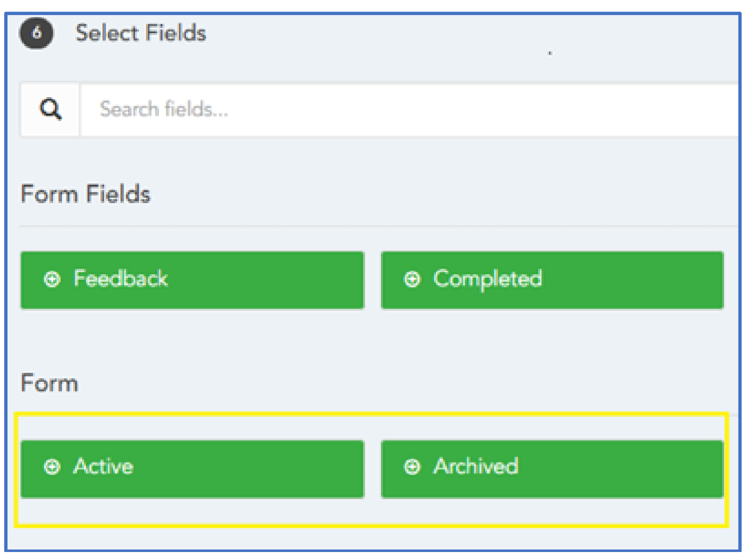




Screenshot: Showing the newly added setting with tooltip, and the Request Training page showing courses filtered based on the selected training category.

Adding Active/Archived Status for Forms in Report Builder

- Following user requests, we've added **Active** and **Archived** status fields for forms in **Report Builder**, allowing users to filter submissions based on their status.
- This update improves the ability to generate reports that focus on either active or archived form submissions, making it easier to analyze relevant data.
- 'Active' and 'Archived' fields are now available in the Report Builder when selecting a Custom Form Dataset. A new "**Form**" section appears above the "Form Fields" section, displaying these two fields.
- Users can now filter, group, and sort form submissions based on their active or archived status.
- The Active/Archived fields will show up correctly across all report types: Table, Pivot Table, Column/Bar/Line/Pie Chart, Tile, Comparison Tile. These fields support all Report Builder features, such as filtering, sorting, and aggregation.
- For "**Other Form**" types, the status will show the actual status of the form - Active/Archived.
- For all other form types, the fields will display a **safe placeholder** - "Not found".



Screenshot: Showing Report Builder with Active and Archived form fields

Fixes

Employees : Changes to Comments Field

Issue resolved where Job 'Comments' were only stored in the Employee job history Data Source under the "History Comments" field. The Comments have been renamed to Change Comments and moved to the section where Change Reason and Change Date are selected.

Employees : Works ID reflecting as Mandatory Field when adding new employees

Issue resolved where the system forced the Works ID field to be mandatory for all HCM-only customers when adding new employees.

Calendar : Half day Time Off records display poorly on time off 'add' calendar

Issue resolved where Time Off records for a half-day appeared poorly and were difficult to read when viewed on the calendar used when adding a Time Off request.

Performance : Managers can request 360 feedback on all employees including those outside of their downline

Issue resolved where managers can request 360 feedback on employees outside of their downline when the organisation depth is set to 'My entire downline'

Performance : Performance module permissions settings is incorrect when set to self service & managers

Issue resolved where, when Performance Module Permissions are set to "Self Service & Managers", HR users who were managers were able able to see employees that don't report to them.

Planner : Planner doesn't load all employees

Issue resolved where the planner only loads 10 employees on the screen, and there are employees missing from the list.

Workflows : Workflow that triggers on the employee's start date is triggering twice

Issue resolved where a continuous trigger date workflow sends duplicate notifications, triggering both a day before and on the Employee's start date.

Workflows : 'Employee service years' tag is displaying the wrong information

Issue resolved where the 'Employee service years' and 'Employee next service years' tags displayed one year less than the employee's actual service when triggered on the anniversary date. Tags now correctly calculate and display service years.

Bulk upload : Bulk uploading goals with an invalid goal option and status combination adds the goals but causes errors

Issue resolved where bulk uploading Employee Goals with invalid Goal Option and Goal Status combinations succeeded but later caused errors on affected pages. Validation has been added to prevent invalid combinations and ensure system stability.

TOIL : Label inconsistency between UI and API

Issue resolved where the API field label 'surplus' was inconsistent with the UI label 'hours'. The API label has now been updated to 'hours' for consistency with the UI.

Expenses : Receipt Button Icon Missing in Expense Approval

Issue resolved where the receipt button icon was missing in the expense approval process when using Edge or Chrome. The button was still functional, but the icon did not appear. The receipt icon now correctly displays where a receipt is present.

UI : Search Bar Visibility Issue for Employee-Level Users

Issue resolved where the search bar appeared for employee-level users when the window was resized to a smaller size. The search bar no longer appears for employee-level users in this scenario.

Announcements : Manager-Level Visibility Issue

Issue resolved where announcements limited to Manager level job roles were showing to non-manager users. The Manager Level toggle now correctly restricts announcements.

Expenses : Currency Symbol Display Issue

Issue resolved where the currency symbol was not displayed correctly on the 'Submit Expense Claim' page when converting expenses. The currency symbol now correctly matches the default current across all relevant pages.

Time-Off : Special Characters & HTML Entities Display Issue

Issue resolved where special characters and HTML entities in time-off comments caused display and formatting issues across multiple pages. They are now rendered and exported correctly.

Timesheets: Bulk Timesheet Upload Issue

Issue resolved where bulk timesheet uploads only processed the first line of the CSV and presented a data integrity error. Now, if all departments are ticked in the 'Departments not requiring approval' setting, any timesheet added, even via bulk upload, is successfully submitted.

Recruitment : Restricted HR users can't view recruitment form data

Issue resolved where HR users restricted by job level were unable to view form data for recruitment forms they should have access to.

Workflow : Workflow steps not triggering on last action

Issue resolved where workflow steps set to trigger on the last action were not generating due dates consistently, causing steps to get stuck and not trigger.