



Ciphr HR Update 2024-2

Release Notes

23 July 2024 | V1.1

Ciphr Limited

3rd Floor, 33 Blagrove Street, Reading, RG1 1PW | +44 (0)1628 814000 | info@ciphr.com | ciphr.com

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Existing Functionality Changes

System Time Out – Login returns you to page you were working on (PROD-6644)

When you log back in after an automatic time out you will now be returned to the page you were working on. The return page will be remembered for the current day and then reset to the home page the following day.

Click on the video below to see it in action:



Note: If your session on a desktop site times out and the next time you login is on a mobile device, you will be returned to the mobile version of the page (if available).

If the page you were viewing is not available on the mobile site, you will experience a page layout issue, and should click back on your browser to login again and go to the mobile home page (known issue PROD-7325).

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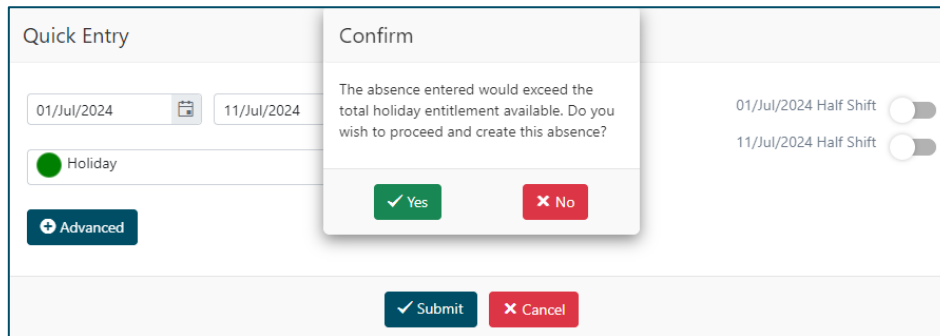
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Absence Planner Quick Entry new warning message where holiday request exceeds entitlement (PROD-2686)

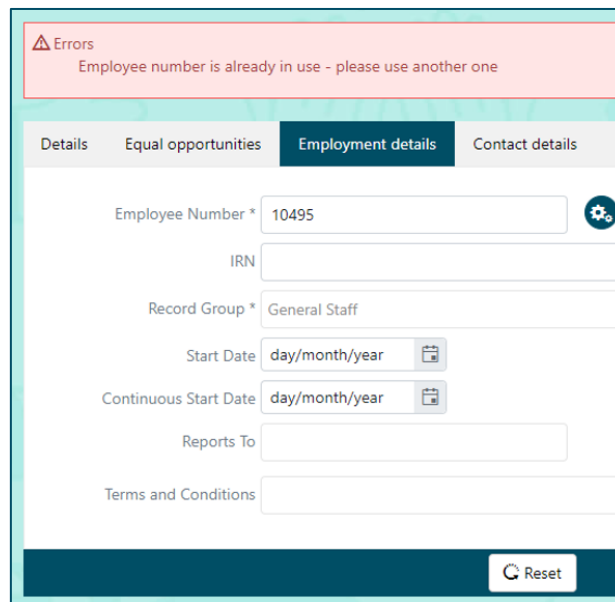
Employees requesting holiday via the Absence Planner page will now see the same message as the Time Off page, if the number of days/hours requested exceeds their remaining entitlement.



The screenshot shows the 'Quick Entry' form for requesting holiday. The start date is 01/Jul/2024 and the end date is 11/Jul/2024. The absence type is 'Holiday'. A confirmation dialog box is displayed in the center, asking: 'The absence entered would exceed the total holiday entitlement available. Do you wish to proceed and create this absence?'. The dialog has 'Yes' and 'No' buttons. Below the dialog, there are 'Submit' and 'Cancel' buttons. On the right side of the form, there are two toggle switches for '01/Jul/2024 Half Shift' and '11/Jul/2024 Half Shift', both currently turned off. An 'Advanced' button is located below the absence type dropdown.

Error message bar now automatically extended to display the message (PROD-1540)

Visibility of errors has been improved so you no longer need to click on the red bar to view the message as it will be automatically expanded.



The screenshot shows the 'Employment details' form. At the top, there is a red error message bar that is automatically expanded, displaying: 'Errors Employee number is already in use - please use another one'. Below the error bar, the form has tabs for 'Details', 'Equal opportunities', 'Employment details' (selected), and 'Contact details'. The 'Employee Number' field contains '10495' and has a gear icon. Other fields include 'IRN', 'Record Group' (General Staff), 'Start Date' (day/month/year), 'Continuous Start Date' (day/month/year), 'Reports To', and 'Terms and Conditions'. A 'Reset' button is located at the bottom right of the form.

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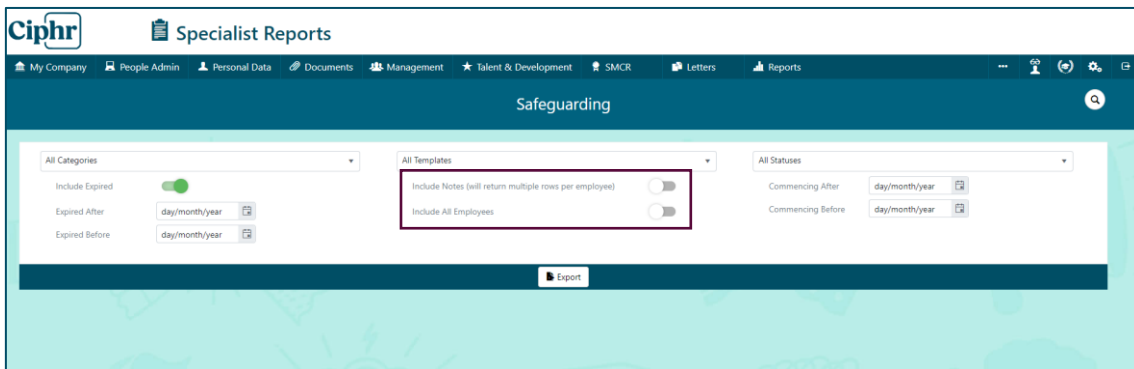
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Optional Modules

Safeguarding Report Improvements

Additional configuration has been added to **Reports > Specialist Reports > Safeguarding Report** to improve control over data output.

New slider toggles have been added as detailed below, and all settings on this page will now be remembered as the user's preference when they next run the report.



New Safeguarding 'Include Notes' slider toggle (PROD-7086)

A new '**Include Notes (will return multiple rows per employee)**' slider toggle has been added which provides a choice of whether to include the Notes column.

Disabling the toggle means the Notes column will be excluded and therefore only one row per employee will be included in the report export.

| | A | B | C | D | E | F | G | H |
|---|-----------------|------------------------------|-------------|----------------------|-------------|-------------|--|--------------------------|
| 1 | Employee Name | Job Title | Start Date | FP - Commencing Date | FP - Expiry | FP - Status | FP - Honesty, Integrity and Reputation | FP - Financial Soundness |
| 2 | Richard Adam | Distribution Control Manager | 01-May-1990 | 27-Jun-2024 | | incomplete | | |
| 3 | Andrew Anderson | HR Manager | 16-Dec-1995 | 28-Jun-2024 | | incomplete | | |

New Safeguarding 'Include all employees' slider toggle (PROD-7146)

A new '**Include all employees**' slider toggle has been added which can be enabled if the user wishes to report on people who don't have the relevant safeguarding check on record.

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API – Absence Key Improvements (PROD-6822)

An update has been made to the API key for Absence data, in order to restore the expected functionality for customers in the Azure environment.

Note: This improvement is separate to the HR software but is included in the release notes for reference, as it will be updated as part of the 2024-2 release.

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General Enhancements and Fixes

The list below covers fixes and other general enhancements included in this release.

| Ticket | Area |
|-------------|---|
| | Job and Pay |
| PROD-4973 - | Allowances: Job and Pay Total Pay calculation error related to Allowances for employees on a 0 Hours Contract (0.00 FTE) will now display a warning message: <i>This record's Hours are set to 0 and an Allowance record exists for this Employee that will prevent the calculation of the Employee's Total Pay. Continuing may cause record data to be inaccurate.</i> Note: System Administrators will receive an email alert where a record is saved with the above warning. |
| | System typo corrections |
| PROD-317 - | Time Off Approved email: 'Your new Absence record type [Absence Type] that starts on [Start Date] and finishes on [End Date] <i>has</i> been approved' |
| PROD-4859 - | New Review Employee email: 'You have been asked to take part in a review for [Employee] as <i>an</i> employee' |
| | Talent Management |
| PROD-6977 - | Peer Reviews: Enhanced Security now applies |
| | General |
| PROD-3691 - | Tables and Fields: Personal Details Name (PerName) field can no longer be made mandatory (Required in UI) as this is a calculated field (visible on page headers etc) and was causing an error in the New Employee Wizard when made mandatory |

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| Ticket | Area |
|-------------|---|
| | Optional Modules |
| PROD-6581 - | Multi Entity: Company Documents no longer display when inaccessible to users |
| PROD-6718 - | Multi Entity: Case Management filtering access now applies correctly |
| PROD-7101 - | Esign: Signed Documents now upload correctly |

Note: If you use the additional **Languages** feature, the new messages added in this release are available in the **Export** for translation.

Support

For more details on general functionality please refer to the related help guides on CiphR Academy.

Where there is a ticket number against an item, you can reference this with [Customer Care](#) if it is an area you have been affected by.