



Ciphr HR Update v9.10

February 2024 Release Notes

20 February 2024 | V1.3

Ciphr Limited

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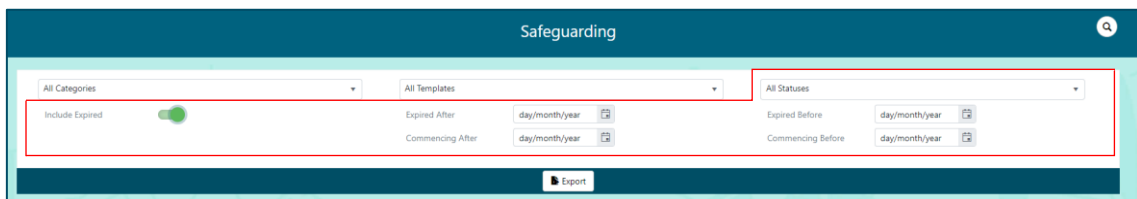
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New Functionality

Optional Module – Safeguarding (Eligibility & Certification) improvements

Safeguarding Report new filters and option to include expired checks (PROD-1633)

Reports > Specialist Reports > Safeguarding template has been improved so you can now choose to include expired records and there are some additional filters to improve your search options.



The items in the red box above are new:

- The Status dropdown allows you to filter by:
 - All Statuses
 - Awaiting
 - Completed
 - Incomplete
 - Rejected
- **Include Expired** slider allows you to include expired records in the overall list (alongside current records)
- When you enable the **Include Expired** slider the two **Expired After/Before** date filters appear
- **Commencing After/Before** date filters

When you **Export** the records, the **Notes** field is now included as a column.

The date fields in the Export are now recognised as dates in Excel to improve the sorting and filtering options.

Click the video below to view the new features in action:



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Safeguarding Single Central Register Export Improvements (Notes column and Date formatting)

Reports > Specialist Reports > Single Central Register > Export now includes the **Notes** field, plus Date field formatting to mirror the **Safeguarding** report improvements.

Employee Name	Job Title	Start Date	Notes	ROLE - Commencing Date	ROLE - Expiry
Richard Adam	Distribution Control Manager	01-May-1990			25-Jan-2024
Richard Adam	Distribution Control Manager	01-May-1990	complete		
Richard Adam	Distribution Control Manager	01-May-1990	Safeguarding record created by CIPHR Background Checks		
Richard Adam	Distribution Control Manager	01-May-1990	Safeguarding record created by CIPHR Background Checks		
Amanda Adams	Driver Large Goods Vehicle C E	07-Aug-1999			
Tony Adcock	Mortgage Adviser	23-Aug-1991			
Linda Airey	Systems Analyst	25-Jan-1993	Safeguarding record created by CIPHR Background Checks		
Elizabeth Albertici	Human Resources Director	14-Aug-1988			
Alan Alexis	Account Manager	03-Feb-2020			
Dawn Amber	Sous Chef	12-May-2020			
Dawn Amber	Sous Chef	18-Feb-2002			
Andrew Anderson	College Principal	01-May-2013			
Mary Anderson	College Principal	01-Jan-1995	duwvedw		
Richard Andretti	Technology Director	01-Jul-2000			
Richard Andretti	Technology Director	01-Jul-2000	Safeguarding record created by CIPHR Background Checks		
George Archer	Mortgage Adviser	01-May-1995			
Rashid Artiss	Marketing Manager	01-Jun-2022			
Rashid Artiss	Marketing Manager	23-May-1999			
Dave Arturo	Marketing Assistant	15-Apr-1988			
Bob Ash	Production Operative	14-May-1986			
Kelly Ashton	Financial Advisor	11-May-2020	Re-Occuring Record created Automatically by CIPHR Background Checks		
Henry Atkins	Personnel Clerk	05-Jan-1998			
Matthew Austin	Production Operative	02-Aug-2019			
Matthew Austin	Production Operative	02-Aug-2019	Safeguarding record created by CIPHR Background Checks		
Ian Baelz	Despatch Shift Leader	03-May-2000			
Jenny Beer	Copying Technician	30-Jul-1991			

New column in the Safeguarding Checking summary to identify specific checks (PROD-4961)

A new **Label** column has been added to the **Safeguarding Checking** summary page so that approvers can identify what they are reviewing more easily. The column will display the specific name label of an **'Employee Select with Checking'** field type, which is configured for each check within **System > Other Module Configuration > Safeguarding Template**.

Safeguarding

Jo Duffield
Warehouse Supervisor
Distribution

791 Records Found

Maternity Leave HR Checklist

Commencing Date: 23/Jan/2024
Date Notified: 23/Jan/2024
Expiry: 26/Nov/2023
Notes: [Empty]

MAT B1 Uploaded: [Select files...]
Employee taking holiday before leave?: Yes
Pre-leave holidays added to Time Off: [On]
Job Related?: [Off]

Meeting held with: Carol Smith
Risk Assessment completed: Paul Green

Update Delete Summary

Safeguarding Checking

Checking Required History

Drag a column header and drop it here to group by that column

Type	Label	Employee Name	Commencing Date	Expiry	Accept	Reject
Maternity Leave HR Checklist	Risk Assessment completed	Jo Duffield	23/Jan/2024		✓	✗

In the above example Paul Green (named approver) can easily see what item(s) he needs to **Accept/Reject** on the **Safeguarding Checking** summary screen without having to click into the check.

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General Enhancements and Fixes

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

Ticket	Area
	Absence
PROD-5018 -	Time Off: Records can now be saved without error where Sickness Reason has been made a mandatory field ('Required in UI?' is enabled in Tables and Fields)
PROD-6727 -	Holiday Year: Update now rolls over 2000+ records successfully
	Job and Pay
PROD-1473 -	People Admin > Tasks > Spine Increment: FTE rounding issue resolved so correct FTE displays on new Job and Pay record following an increment increase
	Reports
PROD-373 -	Turnover Report: Filter now displays the correct ORGUNIT1 name (eg Department)
PROD-4012 -	Job and Pay Point in Time Filter: Reports now only display the latest record where there are multiple Job and Pay records with the same 'From' date Note: Existing reports with a saved custom Job and Pay Point in Time filter may need to be recreated to apply the fix if your report displays duplicate entries on the same 'From' date
	Security
PROD-5551 -	Verifications: Training Course title now displays correctly (rather than being hidden) when field security is set to read-only




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Ticket	Area
	Talent and Development
PROD-4799 -	<p>Employee Dashboard > Insert Reviews: Emails will now be sent to all reviewers (Employee, Manager, Peer(s)), regardless of who creates the review.</p> <p>Note: the emails won't trigger when inserting multiple reviews via Bulk Change</p>
PROD-6692 - (PROD-5919)	<p>Employee Dashboard: Manager Review now displays correctly for employee where Review Type permissions are set to 'Show Manager Reviews to Employee?' and Enhanced Security is enabled and set to Accessible</p>
	General
PROD-486 -	<p>Company Org Chart: Open positions now display correctly when viewing 1 Level of the hierarchy</p>
PROD-4918 -	<p>Letters: Employees no longer shows twice in Point in Time Filter within Letters where they have multiple Job and Pay records with the same 'From' date. Resolved by PROD-4012 in Reports section above</p>
	Optional Modules
PROD-5171 -	<p>Safeguarding - Reports > Specialist Reports > Single Central Register: Check codes starting with a number no longer prevent the icons    from displaying</p>
PROD-5815 -	<p>Timesheets: Reports using Timesheets Master Table no longer error</p>
PROD-6482 -	<p>Languages: Filter Form headers are now translatable on the following report types:</p> <ul style="list-style-type: none"> • Audit Log Filter Form (eg 'Audit Log' report) • Turnover Report Filter Form (eg 'Turnover' report) • Warnings Filter Form (eg 'Warnings Report' report) • Job Detail Filter Form (eg 'Job Details' report) • Training Evaluation Filter Form (eg using 'Training Evaluations' master table)

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

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Support

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