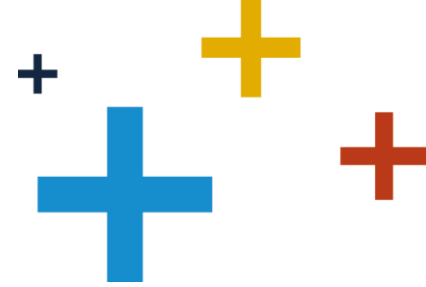


Ciphr HR 9.6

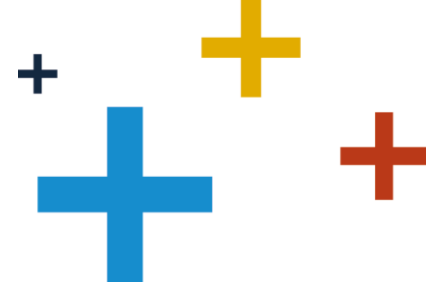
Release notes – 9.6.8

Date	12.04.2023
Version	1.3



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New Functionality

Holiday Year Update – new pro rata option on carry forward limit

It's now possible to pro rate the limit of carry forward holiday during the holiday rollover process, for people who don't work a standard full time Work Pattern, or where their pattern has changed during the past year.

To view the new option go to **System> System Administration> Code Tables> Absence> Holiday Year:**

- Update the start and end dates and then click **Update Holiday Entitlements**
- Select **Limit holidays brought forwards to days/hours**
- The **Limit Holidays** box appears and the new **Pro-rata Limit** slider is available underneath
- Enable **Pro-rata Limit** slider to apply a pro rata calculation to the **Limit Holidays** figure

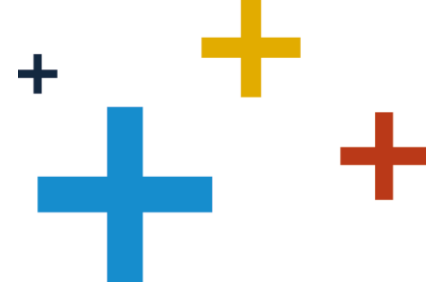
The pro rata calculation will vary depending on whether an individual is on a **Days** or **Hours** **Holiday Entitlement** type.

Note: To view pro rata calculations and export a list go to **People Admin > Time Management> Pro Rata Holiday Entitlement** (see next section for additional information). The Pro-rata notes recommend exporting the list **BEFORE** the **Holiday Year** update, as the figures will be updated to the new year as part of the holiday rollover process so **you will not be able to run it retrospectively**.

Note: The **Pro Rata** calculation (**System> System Configuration> System Configuration**) keys will affect the **Pro Rata Carry Forward Limit** so it is recommended to check these before applying any updates.

System Configuration			
Group Name	Name	Description	Value
General	Pro Rata calculation decimal places	Number of decimals for the value of pro-rated holiday entitlementRounding to X decimal places	3
General	Pro Rata Tool days precision	Rounding of pro-rated holiday entitlement when HolEntitlementDaysorHours is 0 (i.e. days)Entitlement will round up to X days	0.5
General	Pro Rata Tool Hours precision	Rounding of pro-rated holiday entitlement when Entitlement will round up to X hoursHolEntitlementDaysorHours is 1 (i.e. hours)	1

A **Holiday Rollover Toolkit** is available in the Academy which details all the steps required during this process so please refer to this for full guidance.



Pro Rata Export Average FTE/WDF Through Year column

Within People Admin > Time Management> Pro Rata Holiday Entitlement there is an option to Export to view the calculations.

On the Header worksheet the third column has been updated to show **Average Work Days Factor (WDF) Average** in addition to **Average FTE**.

Surname	Known As	Average FTE/WDF Through Year	Pro Rata Holiday Entitlement	Proposed Adjustment	Proposed Entitlement
Adam	Richard	0.60	12.00	-10.5	9.50
Adamms	Amanda	0.60	12.00	-10.5	9.50
Adcock	Tony	1.00	20.00	0	20.00
Airey	Linda	0.63	15.30	-18	12.00
Alberici	Elizabeth	1.00	30.00	0	30.00
Anderson	Andrew	1.00	30.00	0	30.00
Anderson	Mary	1.00	30.00	0	30.00
Andretti	Richard	1.00	30.00	0	30.00
Archer	George	1.00	30.00	0	30.00
Artuso	Dave	1.00	30.00	0	30.00
Ash	Bob	1.00	30.00	2	32.00
Baelz	Ian	1.00	30.00	0	30.00
Baker	Martin	1.00	25.00	0	25.00
Baker	Olivia	1.00	30.00	0	30.00
Baker	Teresa	1.00	18.00	0	18.00
Bannister	Ken	1.00	30.00	0	30.00
Bargh	Katherine	1.00	30.00	0	30.00
Bargh	Leigh	1.00	30.00	0	30.00

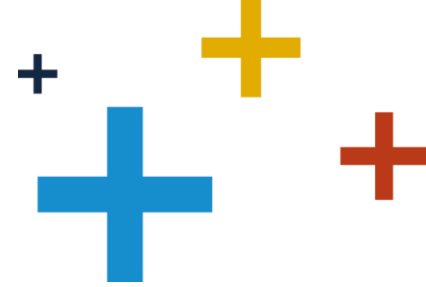
The figure shown will vary depending on whether an individual is on a Days or Hours Holiday Entitlement type:

- **Days** uses the **WDF** (the number of days the person works per week, divided by the 'normal' number of days, usually set to 5). Eg someone working 4 days per week ($4 \div 5$) = **0.8 WDF**
- **Hours** uses the person's **FTE** (full time equivalent) from their **Job and Pay** record

You can compare this against the respective column on the **Pro Rata Holiday Entitlement** page:

Name	Holiday Entitlement	Includes Public Holidays?	FTE	Work days Factor	Pro Rata Holiday Entitlement	Public Holiday Adjustment	Works Public Holidays?	Proposed Adjustment	Proposed Entitlement
Richard Adam	20	✗	1	0.6	12.00	-2.60	✗	-10.5	9.50
Amanda Adamms	20	✗	0.5	0.6	12.00	-2.60	✗	-10.5	9.50
Tony Adcock	20	✗	1.04	1	20.00	0.00	✗	0	20.00
Linda Airey	30	✗	0.66	0.63	19.02	-2.20	✗	-13	17.00
Elizabeth Alberici	30	✗	1.07	1	30.00	0.00	✗	0	30.00

Note: Where someone has multiple **Job and Pay** records during the previous **Holiday Year** the pro rata calculation will be based on an average across the records.



Holiday Entitlement - new Brought Forward Deadline

Where it is permitted to carry forward holiday during the **Holiday Year** update (see above), it is now possible to apply a deadline for when any carried forward holiday must be taken.

For example you may allow employees to carry forward up to 5 unused holidays during the holiday rollover, but they must take them within 3 months of the start of the **Holiday Year**.

The **BF Deadline** (brought forward) can be set in the **Holiday Entitlement Code Table**.

Go to **System > System Administration > Code Tables > Absence > Holiday Entitlement** and select the relevant **Code**.

The **BF Deadline** can be set in **Days, Weeks** or **Months**. Adding a number and selecting the relevant timeframe will then calculate the deadline date based on the linked **Holiday Year Start Date**.

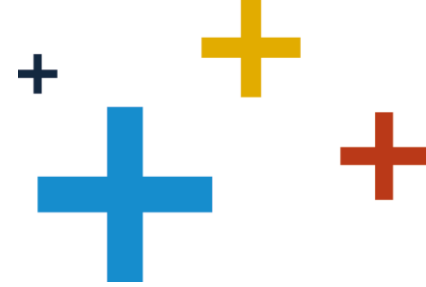
Note: The **BF Deadline** date must fall within the start and end of the associated **Holiday Year** so you will not be able to enter a period that calculates a date outside of the range.

The deadline should be set **before** you update the associated **Holiday Year** and **Entitlements** to apply it to everyone who is assigned. The deadline date will update automatically (eg 30/Jun/2022 becomes 30/Jun/2023) when the **Holiday Year** is updated.

Important: You must click **Update** on the **Holiday Year** to save the new dates and update any associated **BF Deadline(s)** **before** clicking **Update Holiday Entitlements** to ensure the correct dates are applied to the associated holiday records.

If you wish to add a **BF Deadline** after the **Update Holiday Entitlements** process has been run, you can do this via **Bulk Change** (see page 14) as the **Holiday Entitlement Code Refresh** button only applies to **Total Entitlements**.

Note: For more information on **Holiday Entitlement** and **Holiday Years** please refer to the relevant help guides.



Absence Summary Totals

The **BF Deadline** will show on individual records in **People Admin > Time Management > Absence Summary Totals**, above another new slider field: **BF To Action**. The slider will be enabled when the employee's **Holiday Entitlement** is updated and it has a **BF Deadline**.

Elizabeth Alberici
Human Resources Director
Human Resources

Holiday Entitlement * Standard Change Holiday Entitlement

Holiday Year * Standard

Holiday Year Start * 01/Jan/2023

Holiday Year End * 31/Dec/2023

Holiday Entitlement 30.00

Holiday BF 5.00

BF Deadline 31/Mar/2023

BF To Action

Holiday Taken 0

Holiday Left 35.00

Holiday Entitlement

Holiday Entitlement * Standard

Holiday BF 5.00

BF Deadline 31/Mar/2023

BF To Action

Holiday Entitlement 30.00

Manual Holiday Adjustment 0.00

Manual Adjustment Reason Individual change

Holiday Year * Standard

Holiday Year Start * 01/Jan/2023

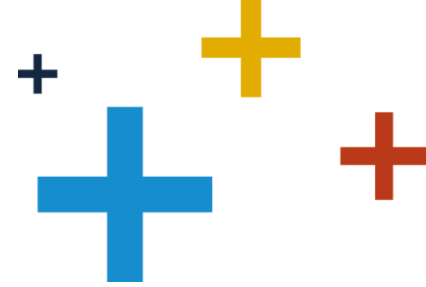
Holiday Year End * 31/Dec/2023

The **BF Deadline** also displays in the **Time Off** page summary bar on the right as a useful reminder for employees.



When the **BF Deadline** passes, if the employee has not taken their full **Holiday BF** amount, the difference between what has been taken and the BF amount will be deducted during an overnight system update.

Eg Elizabeth above has taken 3 of her 5 brought forward days before the deadline. When the deadline passes, her **Holiday BF** figure will be updated to 3 days, and the 2 outstanding days will be removed.



Note: If applying the **BF Deadline** it is recommended to clearly advise employees that BF holiday must all be **taken** by the deadline, as where an employee's holiday overlaps the **BF Deadline**, only days up to and including the deadline date will be counted.

Example: Holiday Year - January to December

An employee has 5 days BF with a deadline of 31 March 2023.

They book leave 30 March to 5 April (5 working days) as the first holiday taken that year.

After the deadline has passed, the Holiday BF would be updated from 5 to 2, as only 2 days were taken up to 31 March. The remaining 3 would be deducted from remaining overall entitlement.

The BF fields can be amended on an individual basis by clicking **Change Holiday Entitlement**. If the **BF To Action** slide is disabled, no change will be applied when the deadline passes.

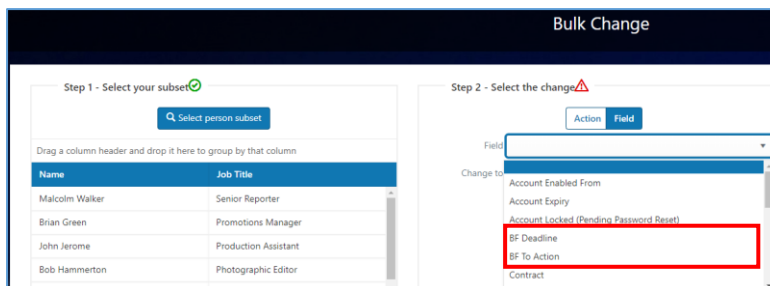
Eg where there are special circumstances where someone was unable to take their BF leave by the deadline and you wish to disable the slider so no action is taken. Alternatively you could extend the deadline date but keep the action slider enabled to allow them additional time to take the BF leave.

Tip: As the **Holiday BF** field is overwritten, it is recommended to run the **Holiday Left** report after you have updated the **Holiday Year** and **Entitlements** so you have a record of the original figures before any changes are made.

Note: If you manually backdate a **BF Deadline**, the **Holiday BF** won't update until the overnight update process has run so check it the following day to see the change.

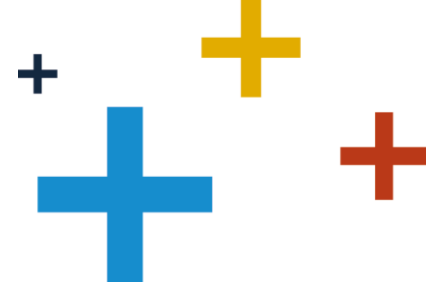
Bulk Change

The new fields are also available in **Bulk Change** if you wish to add them after a holiday update, via **People Admin > Tasks > Bulk Change**.



Note: Entering a **BF Deadline** via **Bulk Change** will not automatically enable **BF To Action**, so this should also be updated in **Bulk Change** to turn the slider on in each record as required.

For more information on **Bulk Change** please refer to the related help guides.



Additional new functionality

Multi Entity now applies to Organisational Unit 1 Code Table

If you have **Multi Entity** configured, restrictions can now be applied to the **Organisational Unit 1 Code Table** (the name will depend on your system configuration but is often known as **Department** or **Team**).

Department	Division	Group	Manager	Cost Centre	Ceased	
Board	Board	Global				Translations Multi Entity
Building Services	Central Services	UK Engineering	Nikki Jarratt	UK Engineering		Translations Multi Entity
Business and Science	Education	Central Services	Mary Anderson	Central Services		Translations Multi Entity
Catering Services	Central Services	UK Company	Sharon Wallace	UK Company		Translations Multi Entity
Chief Executive Office	Head Office	UK Company	Charles Jack	UK Company		Translations Multi Entity
Company Secretarial	Head Office	Central Services	Sally Jarratt	Central Services		Translations Multi Entity
Data Programming and Systems	Head Office	Central Services	Jim Feltham	Central Services		Translations Multi Entity
Distribution	Operations	UK Operations	Richard Adam	UK Operations		Translations Multi Entity
Education	Education	Central Services	Mary Anderson	Central Services		Translations Multi Entity
Engineering Services	Operations	UK Engineering	David Reece	UK Engineering		Translations Multi Entity

When your system is updated the **Codes** will be assigned to all **Entities** to mirror the previous access. Permissions can then be updated to each **Org Unit 1 Code** in **System> System Administration> Code Tables> Job and Pay> Org Unit 1 (Department/Team etc)** to restrict as necessary.

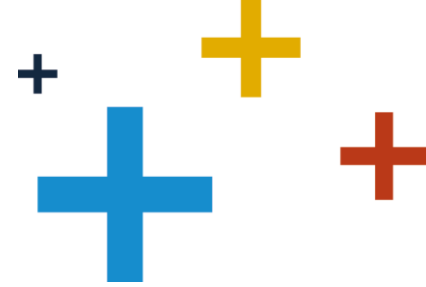
Note: Where permissions are restricted you may experience a read only error when attempting to update records if the person's **Department** is no longer assigned to the **Multi Entity**.

This could occur where the field appears in the following pages:

- Time Off
- Jobs
- Job and Pay
- Allowances
- Payments
- Training

It is therefore recommended to check your records in a **Report** before making any changes, to ensure everyone is assigned to the correct areas.

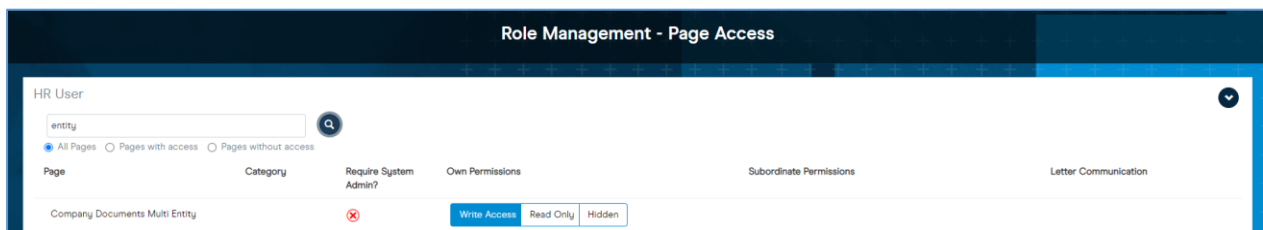
For more information on **Multi Entity** and the **Org Unit 1 Code Table** please refer to the related help guides.



Multi Entity new Company Documents Configuration page

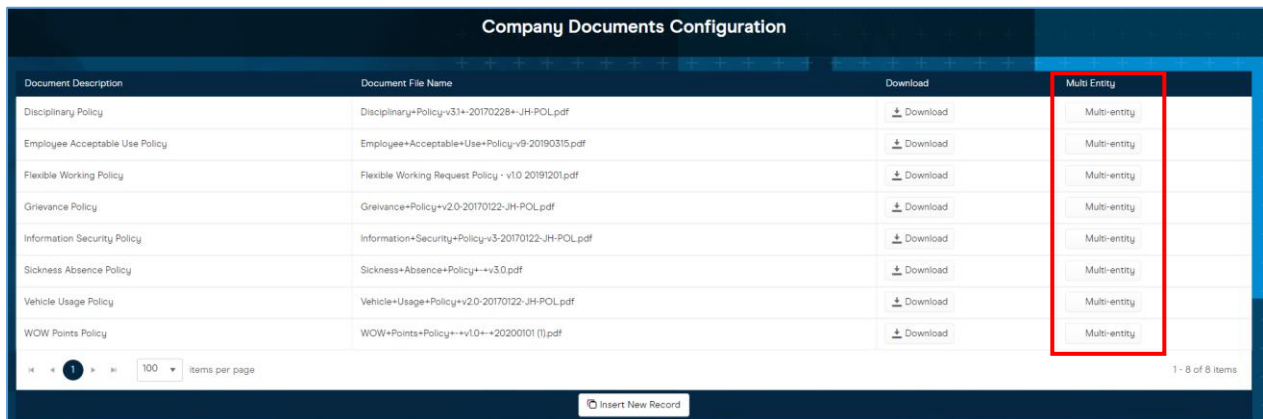
If you have **Multi Entity** configured, restrictions can now be applied to the **Company Documents** page.

Firstly, a new **Company Documents Multi Entity** page must be made accessible (**Write Access**) to the relevant **User Roles** via **System> Security> User Role Management> [select User Role]> Pages**.

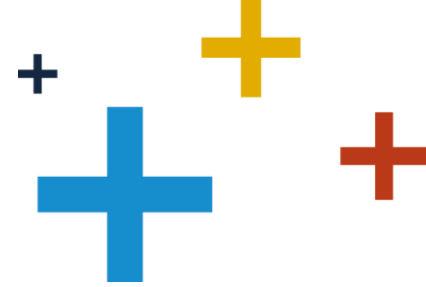


For more information on **User Role management** please refer to the related help guides.

Once the new page is accessible, go to **System> Document Configuration> Company Documents Configuration**, and you will see a new **Multi Entity** column so you can apply restrictions as necessary against the relevant **Company Document(s)**.



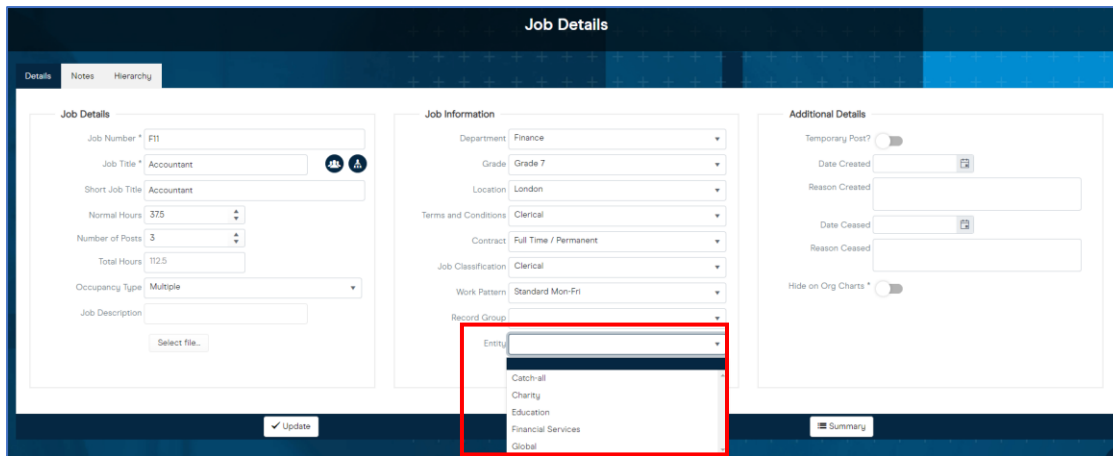
For more information on **Multi Entity** and **Company Documents** please refer to the related help guides.



Multi Entity now applies to Job search filters

If you have **Multi Entity** configured, filtering restrictions can now be applied to the **Jobs** area.

Within **Job Details (People Admin > Jobs)** the **Entity** field now links to the **Select Job** windows when searching for a **Job** (such as assigning a **Job** or changing a **Manager**).

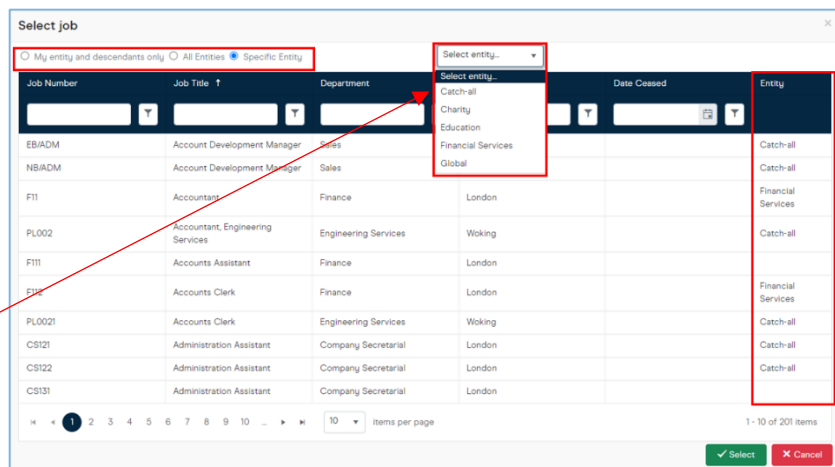


Note: The **Entity** field is not a new field, but previously the functionality linked to the **Candidate Importer** only (for transferring data from a recruitment system).

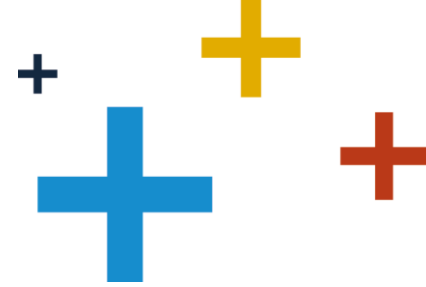
For more information on the **Candidate Importer** please refer to the related help guide.

When selecting a **Job** such as when assigning a person in their **Job and Pay** record, there are some new **Multi Entity** filters, and the right hand column shows the **Job Entity** (where populated).

If choosing to filter on a **Specific Entity**, a dropdown will appear to select the **Entity**.



Note: Your filter choice will be remembered for next time you search for a **Job** (although with **Specific Entity** you will need to select the **Entity** from the dropdown each time) and can be amended as necessary.

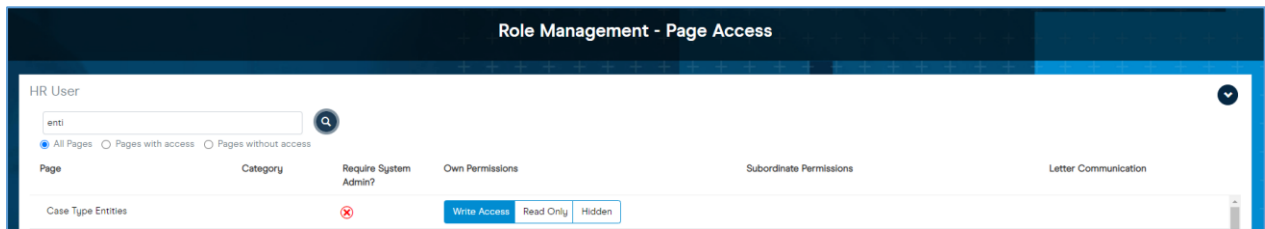


Multi Entity Case Management filtering

If you have **Multi Entity** configured, further restrictions can now be applied to **Case Types** beyond **User Role Permission Types**, to filter the list of available **Case Types** when creating a **New Case**, based on the **User's Entity**.

Note: For more information on **Case Management** configuration please refer to the related help guides.

Firstly, a new **Case Type Entities** page must be made accessible (**Write Access**) to the relevant **User Roles** via **System> Security> User Role Management> [select User Role]> Pages**.

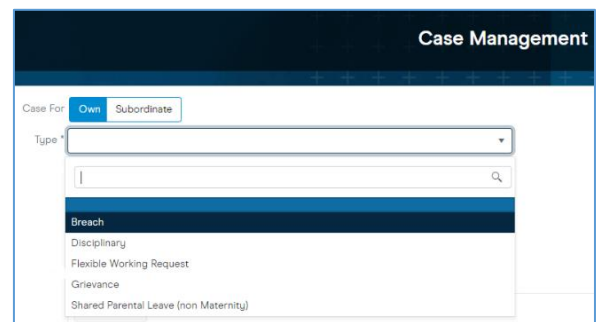


Note: For more information on **User Role management** please refer to the related help guides.

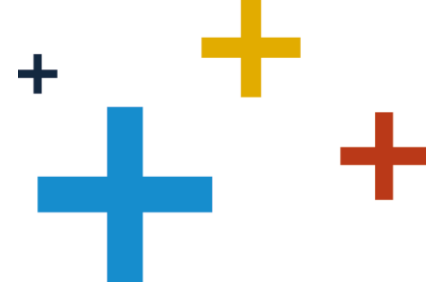
Once the new page is accessible, go to **System> Case Management Configuration> Case Types**, and you will see a new column containing **Entity Filtering** buttons so you can apply restrictions as necessary against the relevant **Case Type(s)**.



The **Entity Filtering** means that when **Users** create a **New Case**, they will only see **Case Types** assigned to their **own Entity**, as available to select in the dropdown list (regardless of whether it is **Own** or **Subordinate Case**).

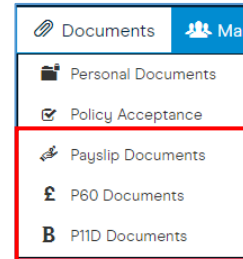


The new configuration does not affect access to existing **Cases** or any **Case** where a **User** is assigned to a **Case** as a specific **Employee, Owner, Escalator** or **Contributor**.



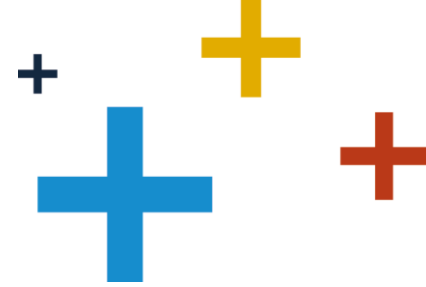
Payroll Documents

- **Ciphr Payroll Documents** can now be configured to use multiple APIs, meaning different payroll sources can be linked to the Documents area



- **Paylink: Payslip Importer** can now link to separate directories so access to Payslips can be controlled by **Role Management - Payroll Access**

These changes will require Ciphr Implementation Support. Please contact [customer care](#) for a quote to add this configuration.



Existing Functionality Changes

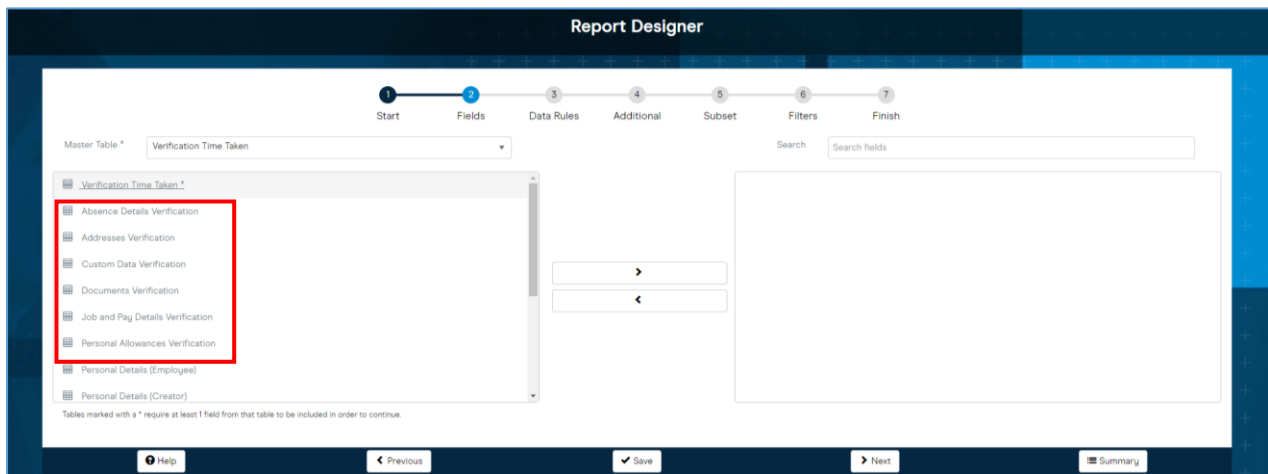
Verification Data Tables now linked for Reporting (Report Designer Licence required)

The **Verification Time Taken** table is now linked to the relevant pages to be able to report on **Verification** details from each area.

Go to **Reports> Report Admin> Report Designer**. You will need a **Report Designer Licence** to access this page.

Click **Insert New Record> Design a New Report**

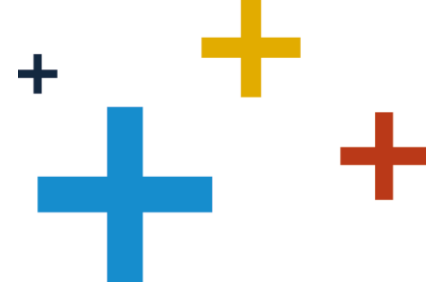
Select **Verification Time Taken** as the **Master Table**. In addition to the **Personal Details** tables, a number of **Verification Page** linked tables will now appear in the list below so you can select the fields for your report.



Linking one Verification Table

Adding fields from one linked **Verification Table** will display the fields as columns in the **Base Data**.

Change made by	Employee Record	Area	Change Date	Verification Approved or Declined	Verification Status	Verification Declined Reason	Days To Approve or Decline	Verification Level	Absence Reason	Sickness Reason	Absence Start	Absence End
Jo Duffield	Jo Duffield	Absence	12-Jan-23	12-Jan-23	Approved		0	1	Holiday		03-Jul-23	07-Jul-23
Jo Duffield	Jo Duffield	Absence	22-Nov-22	22-Nov-22	Approved		0	1	Holiday		28-Nov-22	28-Nov-22
Jo Duffield	Jo Duffield	Absence	22-Nov-22	22-Nov-22	Approved		0	1	Holiday		28-Nov-22	28-Nov-22
Jo Duffield	Jo Duffield	Absence	03-Nov-22	16-Nov-22	Declined	Your Time Off record of type Holiday	13	1	Holiday		21-Nov-22	21-Nov-22
Jo Duffield	Jo Duffield	Absence	03-Nov-22	16-Nov-22	Approved		13	1	Holiday		21-Nov-22	21-Nov-22
Jo Duffield	Jo Duffield	Absence	02-Nov-22	16-Nov-22	Approved		14	1	Holiday		07-Nov-22	08-Nov-22
Jo Duffield	Jo Duffield	Absence	02-Nov-22	02-Nov-22	Approved		0	1	Self Cert	Gastrointestin	14-Nov-22	18-Nov-22
Carol Smith	Carol Smith	Absence	20-Oct-22		Pending			1	TOIL Taken		14-Oct-22	14-Oct-22
Carol Smith	Carol Smith	Absence	20-Oct-22		Pending			1	Holiday		20-Oct-22	20-Oct-22
Carol Smith	Carol Smith	Absence	20-Oct-22		Pending			1	TOIL Taken		20-Oct-22	20-Oct-22
Carol Smith	Carol Smith	Absence	20-Oct-22		Pending			1	TOIL Accrued		20-Oct-22	20-Oct-22



Linking multiple Verification Tables

Adding fields from **multiple linked Verification Tables** will split the fields across multiple worksheets in the same manner as adding **Additional Tables**, so you will need to **VLOOKUP** data using the **Verification ID** field if you wish to pull in specific data to the **Base Data** relating to **Verifications**.

Change made by	Employee Record	Area	Change Date	Verification	Verification ID
Carol Smith	Carol Smith	Absence	20-Oct-22	Pending	10226
Carol Smith	Carol Smith	Absence	20-Oct-22	Pending	10227
Carol Smith	Carol Smith	Absence	12-Oct-22	Pending	10220
Carol Smith	Carol Smith	Absence	09-Aug-22	Pending	10216
Carol Smith	Carol Smith	Absence	20-Oct-22	Pending	10222
Carol Smith	Carol Smith	Absence	20-Oct-22	Pending	10225
Carol Smith	Carol Smith	Qualification:	25-Sep-18	Pending	3
Carol Smith	Carol Smith	Qualification:	25-Sep-18	Pending	4

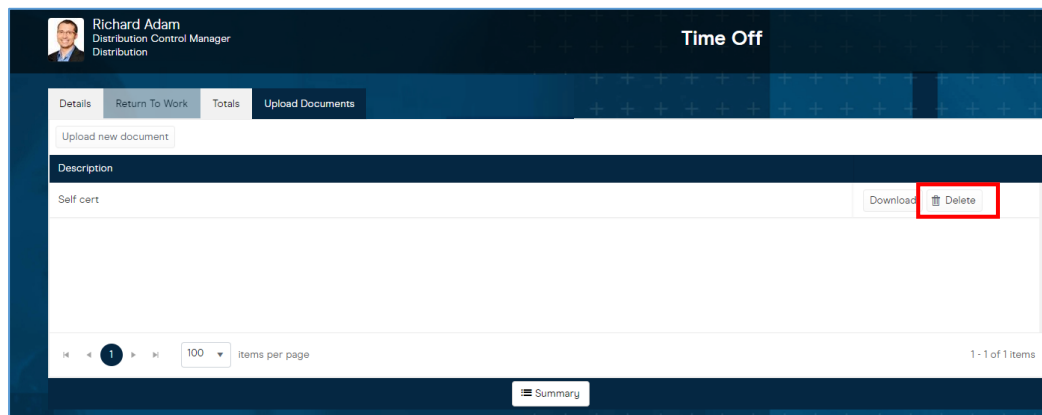
Worksheet tabs: Base Data, Absence Details Verification, Job and Pay Details Verificatio, **Personal Allowances Verificatio**, Documents Verification, Personal Payments

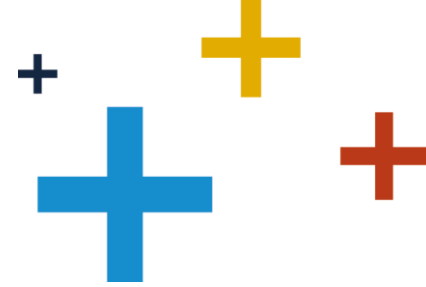
Therefore if you require detailed **Verification Reports** for each area you may find it simpler to create separate **Reports** linked to one **Verification Table** for each area (**Absence, Job and Pay** etc).

Note: For more information on **Reports** please refer to the related help guides.

Absence Documents delete button

HR Users can now delete documents from an Absence record in **Personal Data> Time Management> Time Off**. Other types of user (eg managers) are not permitted to Delete documents.



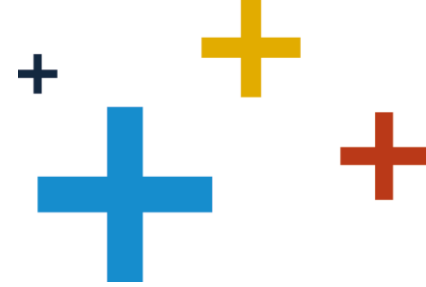


Accessibility Improvements

Pages with a summary view that contain multiple records (such as **Job and Pay**, **Time Off**) will no longer have a fixed length or a scrollbar. This means that if the number of records listed, exceeds the view on screen then you need to click on the page first (anywhere away from individual records and other buttons), to be able to scroll up and down.

Absence Start	Absence End	Absence Reason	Days	Hours	Sickness Reason	Continued?	Return to Work Interview Conducted
17/Oct/2022	19/Oct/2022	TOL Accrued	3.00	71.98			
12/Oct/2022	12/Oct/2022	Holiday	1.00	8.00			
08/Aug/2022	08/Aug/2022	Holiday	1.00	8.00			
06/Apr/2022	25/Apr/2022	COVID-19 Absence	17.00	112.00	COVID-19		
20/Dec/2021	20/Dec/2021	Holiday	1.00	8.00			
20/Dec/2021	23/Dec/2021	Holiday	4.00	28.00			
18/Oct/2021	20/Oct/2021	Holiday	3.00	22.00			
14/Sep/2021	14/Sep/2021	Holiday	1.00	8.00			
27/Aug/2021	27/Aug/2021	Holiday	1.00	6.00			
18/Aug/2021	18/Aug/2021	Holiday	1.00	6.00			
18/Aug/2021	20/Aug/2021	Holiday	5.00	34.00			
30/Jul/2021	30/Jul/2021	Holiday	1.00	6.00			
07/Jul/2021	09/Jul/2021	Holiday	3.00	18.00			
07/Jul/2021	15/Jul/2021	Jury Service	8.00	52.00			
06/Jul/2021	06/Jul/2021	Holiday	2.50	17.00			
06/Jul/2021	06/Jul/2021	TOL Accrued	1.00	24.00			
05/Jul/2021	09/Jul/2021	Holiday	5.00	34.00			
14/Jun/2021	24/Jun/2021	COVID-19 Absence	10.00	68.00	COVID-19		

Time Off and Absence Planner Summary boxes have been improved to enhance accessibility.



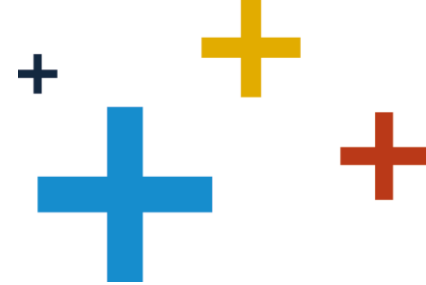
General Enhancements and Fixes

This area relates to bug fixes, general and suggested improvements. Where there is a ticket number you can check if this is an area you have been affected by.

Associated Ticket Area

Absence

- PROD-414 - **Absence Planner:** Late records can now be successfully added from the planner
- PROD-4139 - **Absence Planner:** Amending the absence code from Late to a different reason now updates correctly
- PROD-3571 - **Absence Planner:** Multiple submit button clicks no longer create duplicate entries and associated verification emails. **Note: If support is required to remove duplicate verifications, please raise a ticket to [Customer Care](#)**
- PROD-3236 - **Absence Planner:** Field security now applies
- PROD-786 - **Absence Summary Totals:** Late Minutes now display correctly
- PROD-3171 - **Absence Summary Totals:** Holiday Leaver Entitlement calculation now removed when a record is re-instated
- PROD-2408 - **Time Off:** Absence Summary Bar now displays correctly when total days holiday taken (including adjustments/brought forward) exceeds total standard entitlement
- PROD-454 - **Time Off:** Entry screen now shows Entitlements added via Bulk Change in the summary panel
- PROD-4743 - **Time Off:** Languages - French translation no longer prevents an Absence entry being saved
- PROD-465 - **Dashboard Widget:** My Upcoming Holidays widget now displays in date order rather than database order
- PROD-537 - **Team Who's Off:** Absence Codes with the same colour now display as expected
- PROD-4271 - **Holiday Total:** Automated overnight refresh of figures now matches manual refresh figures as expected
- PROD-596 - **Code Tables:** Holiday Leaver Entitlement of 1 day, 1 month and 0 entitlement now saves correctly
- PROD-4382 - **Code Tables:** Holiday Entitlement update no longer erroring where there are future leavers



Associated Ticket **Area**

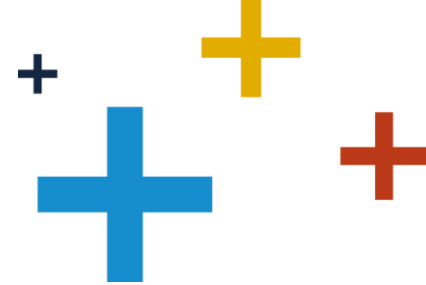
Job and Pay

- PROD-1572 - **Jobs:** Change Manager search now includes new Jobs as expected
- PROD-3573 - **Manage Deputy:** Re-route email to deputy/Re-route email to deputy and CC me now sending correctly
- PROD-3337 - **Job and Pay/Payments:** Hourly Rate hover tooltip now shows unrounded amount
- PROD-906 - **Spine Point** field no longer shows decimal places
- PROD-3251 - **Total Pay** now being refreshed in overnight updates
- PROD-508 - **Pay Review:** Employee number is now included in export when set as an additional field

Pay Review: Starter and Job Change sliders now match the Change Reason on individual Job and Pay records when processed through pay review
- PROD-4022 - **Reemploy wizard:** Reactivate account now provides advisory message rather than error, if there is no User Role assigned to the person
- PROD-4265 - **Job Allowances:** Fixed Amount rates now apply to part time employees as expected (are not pro-rated)
- PROD-4267 - **Job Allowances:** Existing Personal Allowances are now ended where a new Job and Pay record is attached to a Job with a matching Job Allowance (therefore it should replace the previous allowance)

Talent and Development

- PROD-2576 - **Talent Management Fundamentals:** Review Type Review Rating slider can now be enabled to include a rating (from Review Ratings Code Table) in a Manager Review Form
- **Training Admin:** Event Statistics now automatically update when a delegate is added to a training event



Associated Ticket **Area**

General

- PROD-717 - **Audit:** TALENTMANAGEMENTREVREVIEWER (Reviewers) Table is now auditable. View Tables now have an advisory message to explain they are read only
- PROD-2966 - **Report Scheduler:** CSV scheduled reports now download successfully
- PROD-4136 - **Company Org Chart:** List View search now returns results as expected
 - **Code Tables:** Disability Options now requires a Description as expected

Additional Modules

Talent Management (full module):

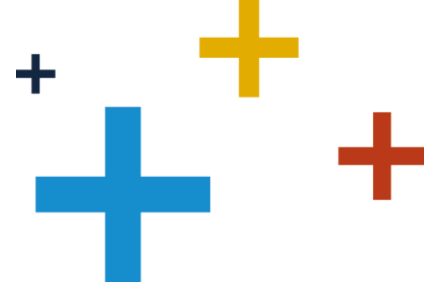
- PROD-2795 - **9 Box Quick Entry** submissions no longer cause duplicate records
- PROD-3036 - **9 box Grids** no longer include leavers

Multi Entity

- PROD-4925 - **Departments:** Ceased Codes now display correctly
- PROD-4933 - **Departments:** New Codes assigned to an Entity (but unassigned to any employees) can be deleted as expected
- PROD-4340 - **Restrict Global Pages** now applies fully to the Company Org Chart so that employees in restricted Entities will be hidden

Other

- **Timesheets:** Field Group Security now applies correctly to the following fields:
 - Description
 - Start Date
 - End Date
 - Worked (calculated field)
- PROD-2564 - **Import Entity (Payments Importer):** 'Close old and insert new' Allowance records can now include records without an existing Allowance
- PROD-2659 - **Safeguarding Checking Page:** Records with 'Requires Sign off' selected now display as expected
- PROD-4603 - **Specialist Reports:** Gender Pay Gap Dashboard no longer available and associated fields have been removed from Allowances and Payments codes. The custom report should now be run from the Reports menu following this release, if you require this installed please contact the **Customer Care** team.



Support

For more details on general functionality please refer to the help guides available on Ciph Academy.