

CIPHR HR 9.4 release notes – 9.4.2

NEW FEATURES	2
Verification Audit Page (System Admin Licence Required)	2
Nominations for Training events	2
Subscribe to a Training event	4
Disability Data Monitoring.....	5
Long Term Absence	7
EXISTING FUNCTIONALITY CHANGES	7
Training – Access to Primary/Secondary Records	7
Policy Documents	8
Reinstating secondary employee records	8
Leavers	8
Job Select dialog in Job and Pay	8
Talent Management Review Types (full module required).....	9
Language Translation.....	9
Reporting - Verifications	10
SUPPORT	10

NEW FEATURES

Verification Audit Page (System Admin Licence Required)

It is now possible to view past Verification records through the new "Verification Audit" page. This page requires a system admin licence to view it and can be made accessible to relevant user roles via **System > Security > Role Management > [select user role] > Pages**.

The default location for this page is under the Security menu, and it will show details about each verification as listed below:

- **Details** - about the verification itself such as the creator and approval status.
- **History** - where Multi Level Verification is enabled, the user will be able to view the history of the verification, with information about its current verification level and if any approvers have already Approved/Declined in earlier levels.

Unlike the history tab found in a Verifiable page such as Personal Details, this history tab will only show what has already occurred for audit purposes, and therefore won't show future approvers.

- **Entity Change** – shows details of the requested change if declined. This tab will be empty for approved records as the change has been processed.

Verification Level	Date	Status	Approver	Approval Notes
1	20/Jan/2022 14:42:02	Created	Jo Duffield	
	20/Jan/2022 14:43:00	Declined	Elizabeth Alberici	

The page list can also be exported into Excel.

Nominations for Training events

Managers now have the ability to nominate a subordinate team member for a training event.

From the **Events Finder** page click on the event required.

Title	Training Type	Training Method	Start Date	End Date	Total Days	Venue	Places Left
CIPHR iRecruit Familiarisation	Skills	Course	15/Feb/2022	16/Feb/2022	2	CIPHR Ltd	3

CIPHR iRecruit Familiarisation - RWF/42

Details | Related Events

Code * RWF/42

Title * CIPHR iRecruit Familiarisation

Start Date * 15/Feb/2022 End Date * 16/Feb/2022

Duration (days) * 2 Duration (hours) * 15

Places Left 3 CPD 6

Training Type Skills

Training Method Course

Supplier CIPHR Ltd

Venue CIPHR Ltd

Tutor

Click Nominate

The screen will display subordinate records to the manager.

Click on the required employee record and then click to confirm.

Confirm

Are you sure you want to book Jo Gardner on this event?

The event booking will be made as a provisional pending verification.

Success

Jo Gardner have been provisionally booked on "CIPHR iRecruit Familiarisation - RWF/42" from 15/Feb/2022 to 16/Feb/2022.

Subscribe to a Training event

CIPHR Introduction For Managers - INTROMGR/4

Details

Code * INTROMGR/4

Title * CIPHR Introduction For Managers

Start Date * 01/Feb/2022 End Date * 01/Feb/2022

Duration (days) * 1 Duration (hours) * 7.5

Places Left 10 CPD 0

Training Type Management

Training Method Course

Supplier CIPHR Ltd

Venue CIPHR Ltd

Tutor

The **Sign Up** button allows the logged in user to book onto an event.

Confirm

Are you sure you want to book on this event?

The event booking will be made for the logged in user as a provisional pending verification.

Success

You have been provisionally booked on "CIPHR Introduction For Managers - INTROMGR/4" from 01/Feb/2022 to 01/Feb/2022.

Disability Data Monitoring

The disability data that can be recorded has been expanded. There is now a dropdown allowing users to select their disability status.

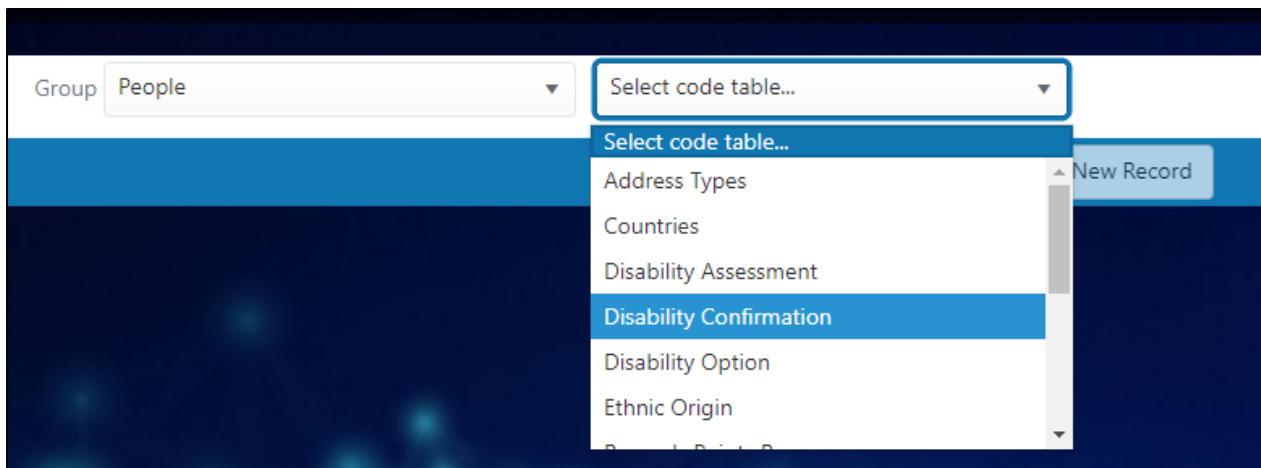
It is our policy not to discriminate on the grounds of any protected characteristic, including: sex, marital or civil partner status, race, age or disability. In order to check the effectiveness of this policy, we invite employees to provide the following details.
 If you are willing to supply these, please use the form below to ensure that we are holding accurate data. The information on this form will be used for monitoring purposes only and will not be used in any decision affecting you.
 A disability is a physical or mental impairment which has a substantial and long term effect upon a person's ability to carry out normal activities. You can find out more information on GOV.UK (<https://www.gov.uk/definition-of-disability-under-equality-act-2010>).
 'Substantial' is more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed
 'Long-term' means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection.
 There are special rules about recurring or fluctuating conditions, e.g. arthritis, and progressive conditions. You automatically meet the disability definition under the Equality Act 2010 from the day you're diagnosed with HIV, cancer or multiple sclerosis.

Gender	Male	Do you have a physical or mental health condition, illness, impairment or disability?	No	Gender Identity	
Marital Status	Widowed	Disability Notes		Gender Reassignment	
Birth Date	12/Oct/1966			Religion Or Belief	
Nationality	British			Sexual Orientation	
Ethnic Origin	English/Welsh/Scottish/Northern Irish/British				

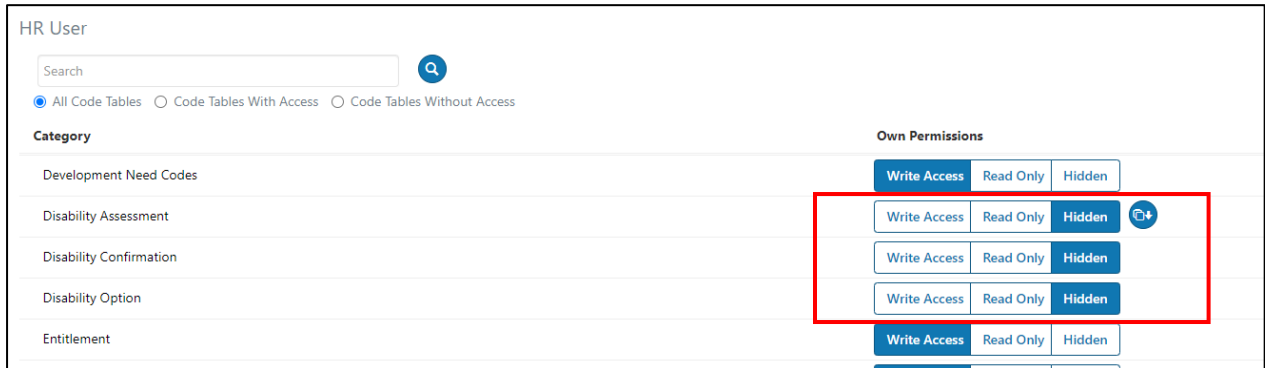
Note: where employees have previously confirmed a disability, the dropdown will show **Yes**. Notifications linked to this field will be unaffected by the update.

If you have any field group security applied to the former 'disabled?' field, the new disability fields will be added to the same field group.

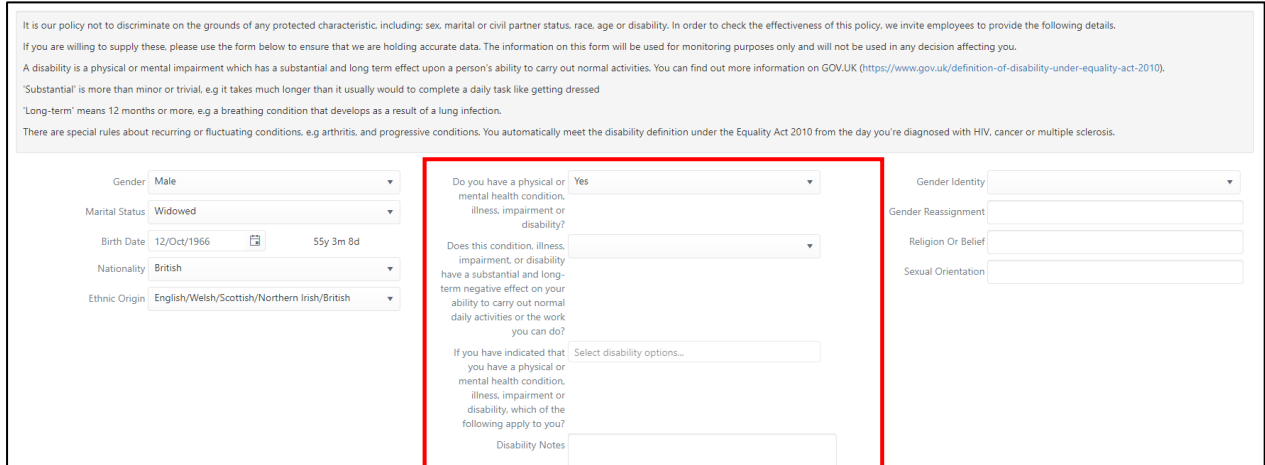
Options appearing on this list are configured in the new code table **System > System Administration > Code Tables** and from the group **People** selecting the codes tables for disability.



Note: security permissions to access these codes tables may need to be given to the role. **System > Security** choose the role and then click on **Code Tables**. The code tables in relation to disability will need to be changed to **Write Access**.



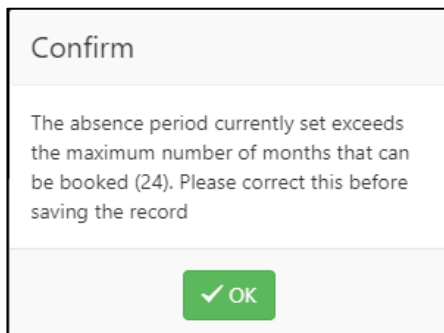
If **Yes** is selected for the initial disability question then other drop down fields, again populated from the codes table, are presented.



The **Disability Notes** field has been increased in size to 2000 characters.

Long Term Absence

A new system configuration setting has been added to prevent excessive absence accidentally being added, for example if the year is added incorrectly. The default setting is 24 months, and if an absence exceeds this period, the following pop up box will appear:



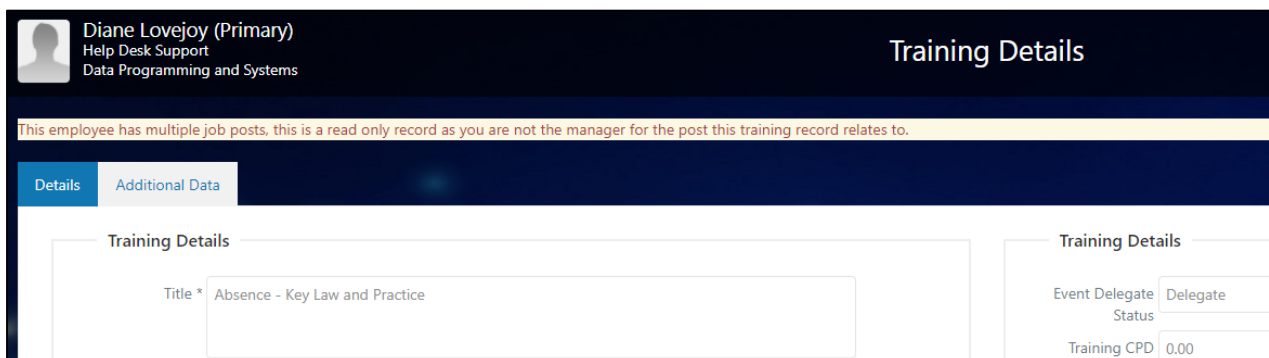
Note: If you require the limit to be amended, please raise a ticket to service desk, specifying the limit in months that you wish to apply to your system.

EXISTING FUNCTIONALITY CHANGES

Training – Access to Primary/Secondary Records

Training record visibility has been enhanced so where a user has more than one role (i.e. primary/secondary), a manager can now view the subordinate's full training record, even where some of the training relates to a role outside of the manager's remit.

The manager can view all the training in the Training Details summary, but when selecting a specific record that relates to a role outside of their remit, the record will be read-only and show the following message:



The full visibility will also apply to reports, so where training records relate to primary/secondary roles not included in the subset, filter form or security, they will still be included in the report.

Policy Documents

Names of documents can now be up to 100 characters.

Reinstating secondary employee records

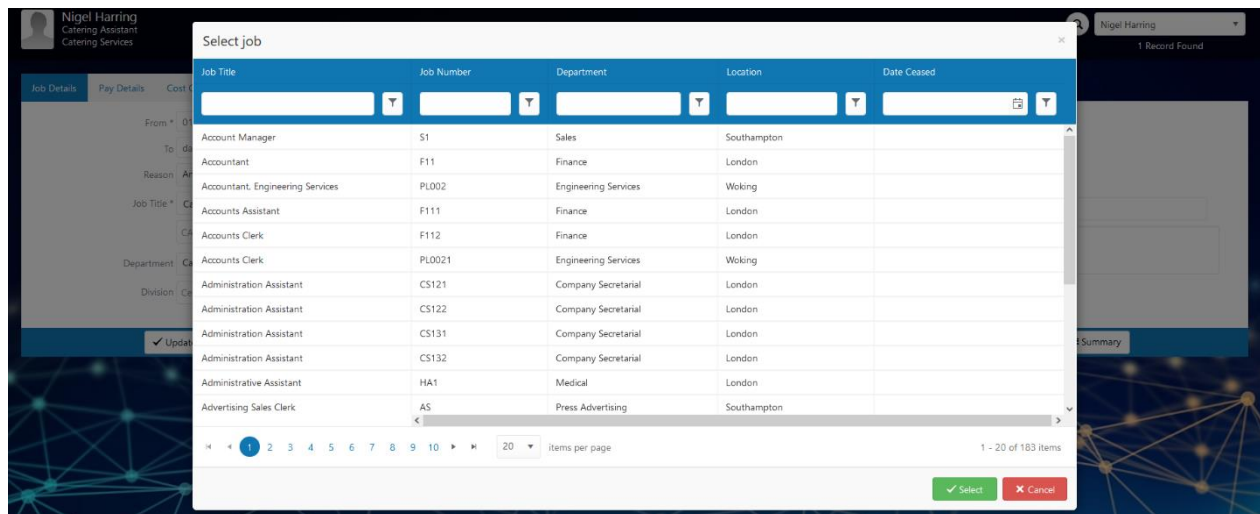
Taking a secondary record through the reinstate wizard when the primary record is already marked as a leaver will now automatically assign the reinstated secondary record to be the new primary record.

Leavers

Leavers now remain in their user role until after their last day.

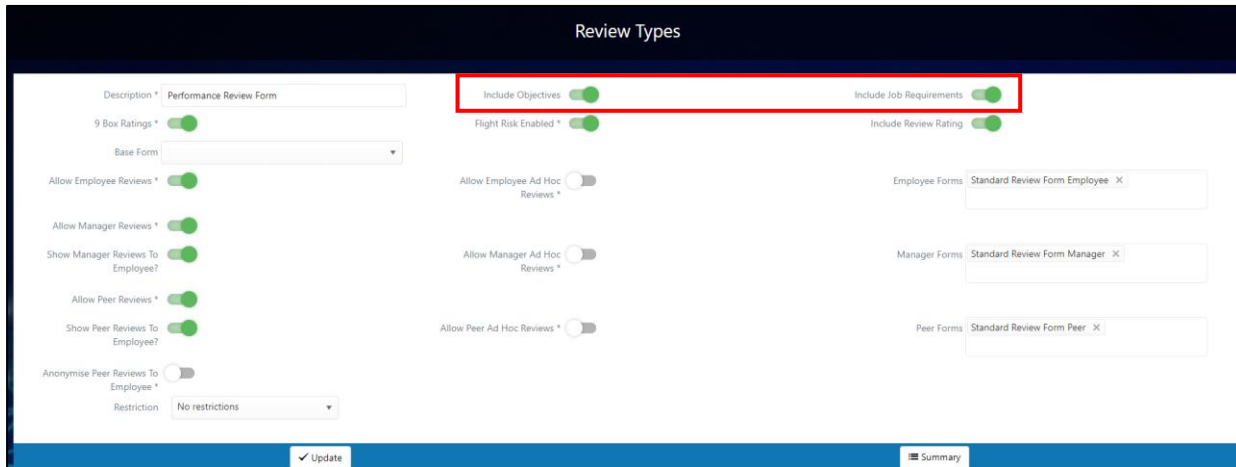
Job Select dialog in Job and Pay

The Job Select dialog's grid, which is presented when you click on the job search icon in the **Job and Pay** screen can now be customised by contacting the service desk.



Talent Management Review Types (full module required)

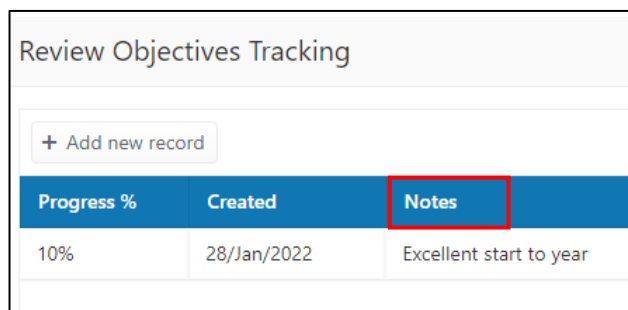
Within review type configuration, there is no longer a requirement for a base form, to include objectives and job requirements in your review form workflow.



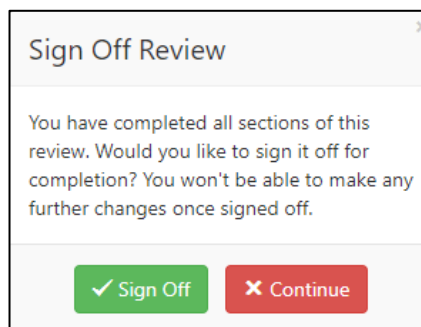
Language Translation

The following messages have been added to the language export so you can amend them as required:

- Objective Tracking Notes



- Talent Management Review Form – Sign Off Review pop up message



Reporting - Verifications

You can now report on the time taken for verifications to be approved/declined, using the Verification Time Taken base table in report designer.

SUPPORT

For more details on functionality refer to the information pages available on CIPHR Academy.