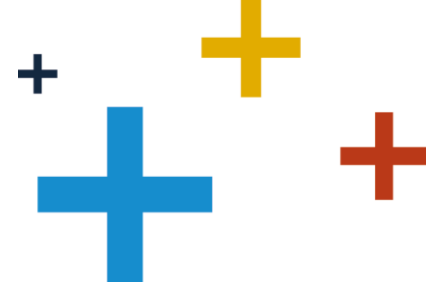


Ciphr HR 9.5 release notes – 9.5.2

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EXISTING FUNCTIONALITY CHANGES

Talent management fundamentals - Undo signed off reviews

HR users can now undo the signed-off status of reviews. This is available to users in an HR-type of user role with the appropriate page access where it is not their own review or they are listed as a reviewer.

In **Talent & Development > Talent Management > Employee Dashboard > Reviews**: click into a review where at least one form has been signed-off.

To undo all signed-off forms, click the **Undo Sign-off** button on the overview of all forms.

Creation Date	Description	Next Review Date	Reviewer Name	Reviewer Type	Signed Off	Annual Performance Review
23 Jul 2020	Annual Review July 2020	22 Jul 2021	Richard Adam	Employee	✓	
23 Jul 2020	Annual Review July 2020	22 Jul 2021	Paul Green	Manager	✓	

100 items per page | 1 - 2 of 2 items

[Delete Review](#) [Undo Sign Off](#)

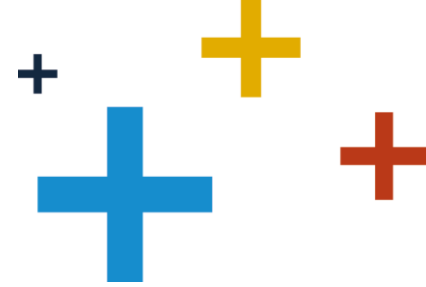
Or: to unlock a specific form, click into it and a button will show **Undo Sign-off**, to un-submit all sections within that form only.

Annual Performance Review | Highlights | Challenges | Company Values | Future Aspirations | Overall Performance | Objectives

Please tick off each point on the checklist to confirm understanding before getting started

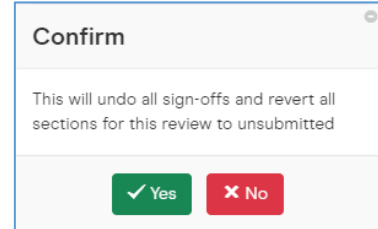
- Review and update the objectives tracking and comments before completing this form
- Employee will complete their section first which can then be printed to PDF for Manager review
- Arrange a meeting to discuss the review
- Manager will sign off the form
- Senior Manager will sign off the form
- Please rate your experience of the annual review process

[Dashboard](#) [Delete](#) [Undo Sign-off](#) [Print Review](#)



Confirming **Yes** will undo the sign-off and revert all green sections back to red, so the reviewer can amend as necessary and will need to submit them all again to sign-off.

Tip: Undoing the sign-off on a manager form would also allow a system administrator to change the manager if this is needed.



Note: This new feature should not be confused with **Lock/Unlock Reviews** where reviews can be locked in bulk and reverted via this same method.

Advanced Search improvements

When including leavers in the search criteria of advanced search, employees who are leavers in the dropdown results will now be identified with an (L) after their name.



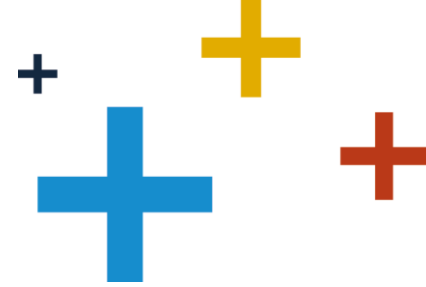
The advanced search dropdown will now also remember search criteria for HR users. Eg when clicking the magnifying glass to search for all staff, the dropdown list of records will remain (760 records illustrated above) and the criteria will be retained for next time you logon, so you can see the number of records in range to easily search from the dropdown list.

Note: The search criteria retained in Advanced Search is separate to the Subsets page criteria.

Manager access to leavers

New configuration allows manager user roles access to leavers within a specified period.

Note: This functionality only applies when the **Jobs File** is enabled in system settings. For more information on **system settings and jobs area** please refer to the relevant information sheets on Ciphr Academy.



System administrators can amend the configuration via **System> System Configuration> System Configuration> filter on 'General' Group or by Name.**

System Configuration			
Group Name	Name	Description	Value
General	Leavers Grace Period Manager Access	Determines the grace period (in number of days) for which Manager User Roles are able to access leavers from the point that they left (applies when jobs file is enabled)	90

The default setting is 0, which can now be increased to set the number of days after a leave date that a manager can view leaver records. Example above illustrates giving managers access to leavers for 90 days past the leave date.

Letter Mapping tables and fields

The mapping screen has been updated to give a clearer distinction between tables and fields.

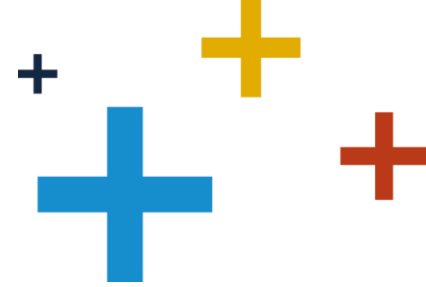
Hovering over the icons next to the names will explain what they are.

Update Template Mappings

Field
<div style="display: flex; align-items: center;"> ▼ Absence Reason ☰ </div>
Absence Code? 🔗
Absence Reason? 🔗
Absent? 🔗
Ceased Date 🔗
Chart Code 🔗
Code 🔗

This icon indicates a parent table. Click the arrow to the left to expand.

This icon indicates a field that can be mapped to your letter.



EXISTING FUNCTIONALITY ENHANCEMENTS AND FIXES

Associated Ticket	Area
-------------------	------

	System
--	--------

- | | |
|------------------------|---|
| PROD-491 | - Code Tables: Manager search in Department (Org Unit 1) now functions correctly |
| PROD-2735
PROD-2738 | - Database field values will now be merged correctly in system emails (net messages) |
| PROD-2858 | - Security: Account Expiry and Password Expiry fields are now updated to leavers' leave date |
| PROD-2723 | - Security: Unrelated field security restrictions no longer cause Holiday Pro-Rata tool to error |
| PROD-2718 | - Security: User roles involved in multi-level verification can now be deleted, as long as they are not the sole approver in a workflow |
| PROD-1672 | - Dashboard: "Who's Off" Widget no longer displays leavers when Jobs File is switched off |
| PROD-2701 | - Letters: Emailing as an attachment now sends successfully to 'other' email address if populated |
| PROD-2647 | - Reports: Jobs master table reports now display jobs with no occupants where required |
| N/A | - Talent Management: Lock Reviews typo corrected in success message |

Optional Modules

- | | |
|-----------|---|
| PROD-2610 | - Security Pass: now uses full photo rather than thumbnail image |
| PROD-2585 | - Talent Management Enhanced Objectives (full module only): Review section layout improved so comment boxes now appear directly below the rating, regardless of objective description length |
| PROD-2654 | - Total Rewards Statement: Additional Information Options configured as percentage or multiplier will now appear with the currency character. Note: Items configured to use the "Amount" data operation will not have a character as these do not consistently have the same meaning |

SUPPORT

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