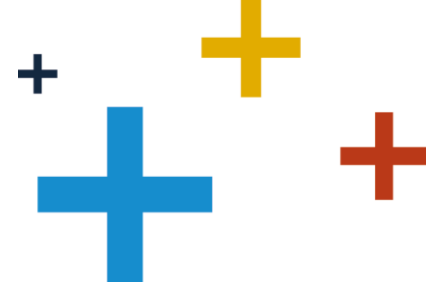


Ciphr HR 9.5 release notes – 9.5.5

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NEW FUNCTIONALITY

Talent Management Fundamentals: multiple managers can now contribute to an individual review

When inserting a review, the manager field will now display all managers in the management role, plus any enabled deputies.

In this example there are three people in the manager role plus a deputy (Paul Green), that are listed in the Manager field.

Employee Dashboard

Steven George
Warehouse Assistant
Distribution

Description * Appraisal 2022
Review Date 25/Jul/2022

Review Type * Annual Appraisal
Next Review Date 24/Jul/2023

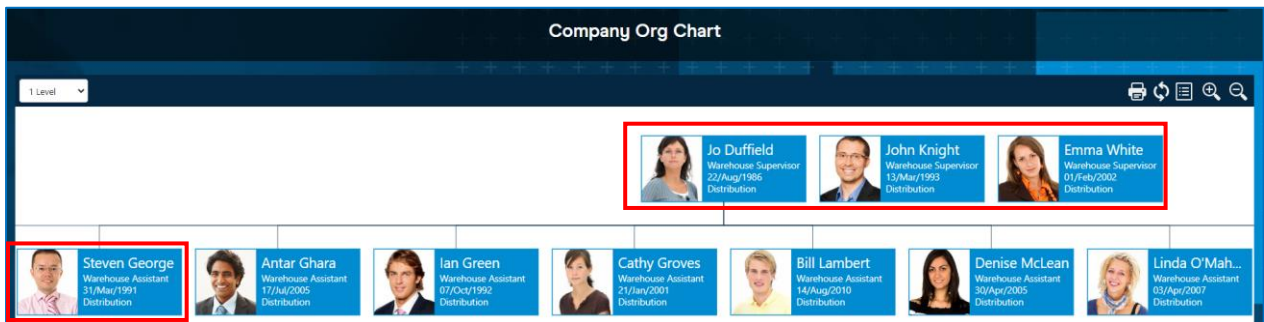
Employee

Employee Steven George
Employee Form Annual Review Employee

Manager

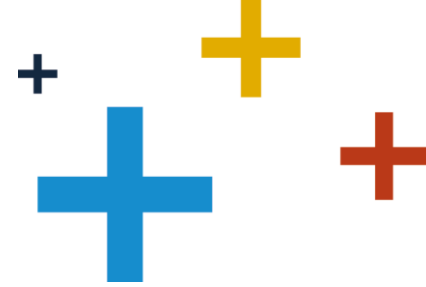
Manager Jo Duffield, Paul Green, John Knight, Emma White
Manager Form Annual Appraisal Manager

The reporting structure is displayed below which shows three people in the Warehouse Supervisor role (with Jobs File enabled).





Ciphr HR release notes 9.5



All managers can contribute to the review (subject to the appropriate Employee Dashboard page permissions). The manager that signs off the review as complete will then be the manager named in the dashboard and any reports: in the example below, Emma White signed off the form.

Reviews						
Creation Date	Description	Next Review Date	Reviewer Name	Reviewer Type	Signed Off	Overall Performance
25 Jul 2022	Appraisal 2022	24 Jul 2023	Steven George	Employee	✗	
25 Jul 2022	Appraisal 2022	24 Jul 2023	Emma White	Manager	✓	

Note: Only the primary (reports to) manager will receive the email to invite them to take part in the review when it is inserted. When reporting on reviews that have not been signed off, the primary manager will also be listed as the manager reviewer.

If a manager reviewer moves roles or their deputy status changes during a review (before sign off), their names will be added to/removed from the associated review accordingly.

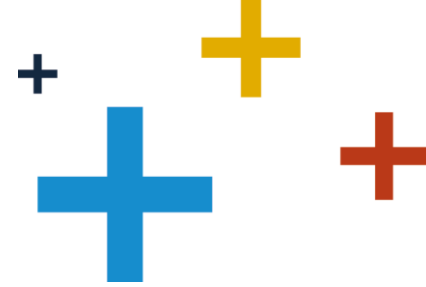
Note: The manager(s) is/are linked by the job they are in, so if a system administrator needs to **change manager**, the new manager selected will be linked by their job. Therefore changing the manager changes the job the employee reports into for this particular review, so if there are multiple managers in the job they will also be updated accordingly. For more information on the **change manager** function please refer to the relevant information sheet on Ciphr Academy.

EXISTING FUNCTIONALITY CHANGES

Talent Management Fundamentals: employee/manager comments button for all users

Accessibility and visibility of the button to switch between employee and manager review forms has been improved.

The button name will now change depending on which form you are viewing.



The example below shows the employee viewing their own form with the option to **View Manager Comments**.

The name will change when clicking into the manager form so it is clear that clicking it again will take the user back to the employee form.

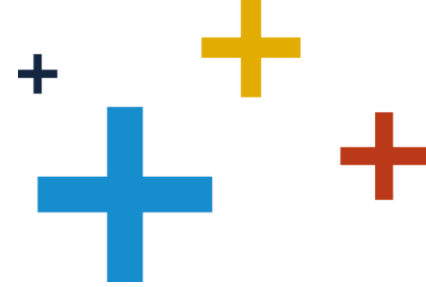


Documents and Reports: new download disclaimer

The following pages will now show a confirmation pop up box informing the user about their responsibility for the information in the document they are downloading:

- Personal Documents
- Policy Documents Configuration page
- Policy Acceptance
- Reporting
- Report Designer
- SMCR Regulatory Reference Requests (optional module)
- SMCR Download (optional module)
- PBS Documents (optional module)

The example shown below is from the Personal Documents page.



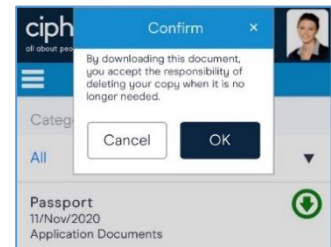
The user must select Yes to enable the download. If the user selects No then the box will close and no download occurs.

The message in the box is translatable via the languages tool. For more information on this area please refer to the relevant information sheets on Ciphr Academy.

Mobile view documents

The following pages in mobile view will also display the message:

- Personal Documents
- P11D
- Payslips



Employee Additional Information column sort

It's now possible to sort the items stored in Employee Additional Information based on the columns in the grid view.

Go to **Personal Data > Personal Information > Personal Details > Employee Additional Information** and click into a record.

Within the item's summary grid, click on the column you wish to sort by. Clicking the column header will scroll through the sort options:

1. ↑ Ascending
2. ↓ Descending
3. No icon clears the sort order

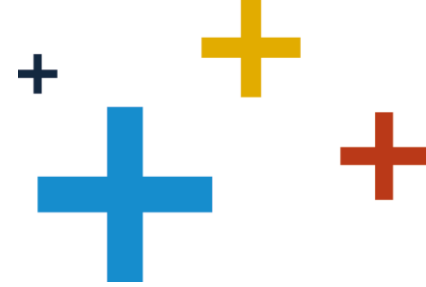
Your sort choice will be saved in your cache to remember this each time you visit the page.

You can refine the sort order by more than one column, but the first column sorted will take priority. Subsequent columns sort order will only apply where there are matching entries in the first column.

The example below is sorted by **Permit Number** as the first column selected. The **Date from** column has then been selected in descending order, but this only applies to the two matching permit numbers, as the overall sort is driven by the first column selected (Permit Number).

To sort by **Date from**, the **Permit Number** column sort should be cleared to give the date column priority.

Permit Number	Date from	Date To	Space allocated
125	13/Feb/2020	12/Feb/2021	675
535	01/Jan/2002	31/Dec/2002	A25
535	01/Jan/2001	31/Dec/2001	1 to 30 (as available)
564	01/Jul/2022	31/Jul/2023	125



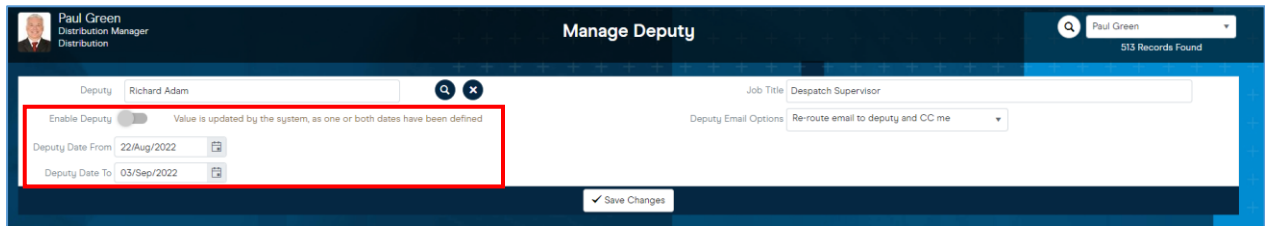
Manage Deputy: date range for deputising period

It's now possible to set a date range for a deputy to be enabled, such as to cover a holiday period.

Within **Management > Manage Deputy** the **from** and **to** dates can be set to determine the deputising period. One of the dates can be left blank which the system will assume to be open. For example:

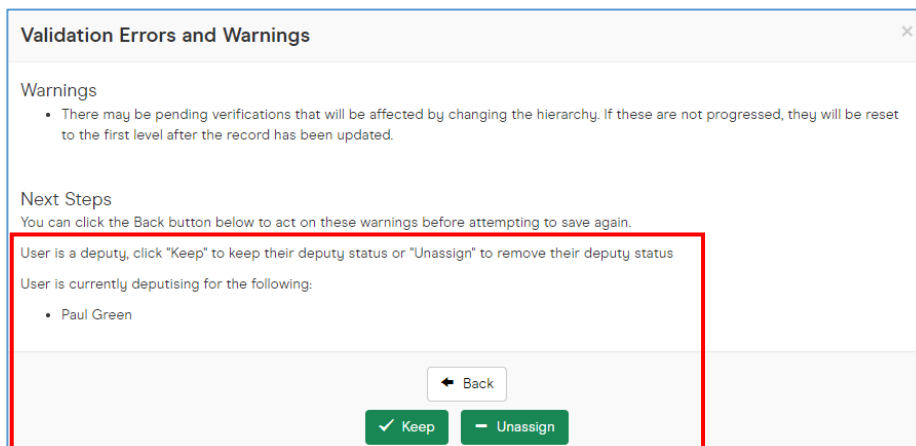
- Adding a **from date** will give an effective date, but leaving the **to date** blank will leave it open-ended
- Leaving the **from** date blank will be immediately effective, whilst adding a **to date** will confirm an expiry date

The Enable Deputy toggle will enable/disable automatically depending on whether the date range is current. Delete the dates to remove the range.

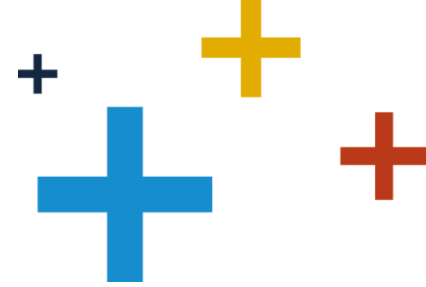


Manage Deputy: warning when a deputy changes job

When a person assigned as a deputy (currently or scheduled to be) changes job role and has a new **job and pay** record inserted, part of the update confirmation message will give the option to **Keep** the deputy status or **Unassign**.



Note: if the deputy is unassigned this is immediate, even where the job change is in the future.



EXISTING FUNCTIONALITY ENHANCEMENTS AND FIXES

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

- | | |
|-----------|---|
| PROD-3009 | Absence: Open-ended absences or absences ending on the current date are now correctly included in the Bradford Factor calculations on Absence Summary Totals page and Bradford Factor Report |
| PROD-2991 | Emails: Verifications will now be sent to all occupants in the same manager role as opposed to the first one |
| PROD-3002 | Job and Pay Details: Communications button has been removed where a record is pending verification to ensure subset functions correctly |
| N/A | Job Requirements: Managers can now see their subordinates in the Job Requirements page when matching employees |
| N/A | Live Chat: Users can no longer "delete" resolutions when the resolution is used by a topic |
| PROD-1412 | New Employee Wizard: now shows error message if further information text fields exceed 50 characters |
| N/A | Re-employ wizard: Columns now display record group security as expected |
| PROD-1523 | Report Scheduler: PDF reports now output as expected |
| PROD-3211 | Talent Management Review Forms: Warning message below will appear if inputting invalid text and will prevent section submission until the text is amended |
| PROD-1662 | Talent Management Review Forms: Warning now appears when the user reaches the maximum character limit of 4000 characters |

Optional Modules

- | | |
|-----------|---|
| PROD-1600 | Paylink: pay data summary report now shows employee name |
| PROD-2800 | Specialist Reports: Safeguarding Templates now display correctly where user has read only access |
| PROD-2617 | Total Reward Statement: Additional Information details and chart now display correctly |
| PROD-3276 | Total Reward Statement: Editing a saved item without refreshing no longer causes a duplicate entry |

SUPPORT

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