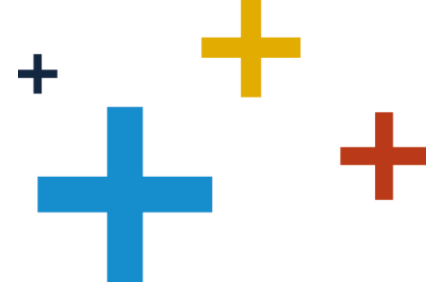




all about people

+

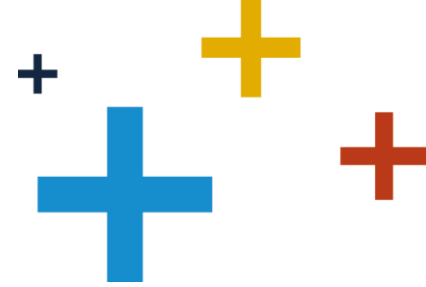
Ciphr HR release notes



Ciphr HR Update v9.9

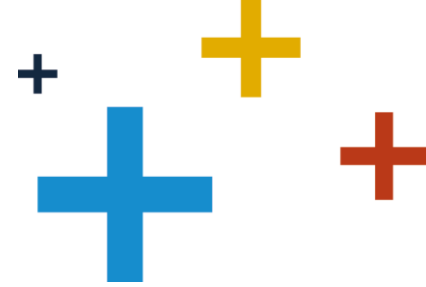
November 2023 Release Notes

| | |
|---------|------------|
| Date | 17.11.2023 |
| Version | 1.0 |



Index

| | |
|--|----------|
| New Functionality | 3 |
| New session expiry warning ahead of logout due to inactivity | 3 |
| General Enhancements and Fixes | 4 |
| Absence | 4 |
| Job and Pay | 4 |
| Letters | 4 |
| Personal Details | 5 |
| Reports | 5 |
| Security | 6 |
| Subsets | 6 |
| Talent and Development | 6 |
| General | 7 |
| Optional Modules | 7 |
| Support | 7 |



New Functionality

New session expiry warning ahead of logout due to inactivity

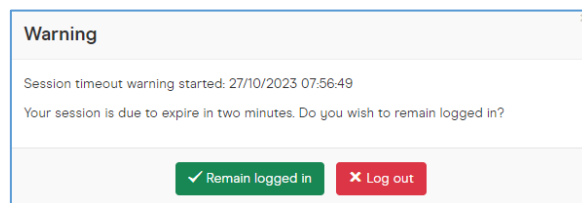
A new pop-up will show when the system is approaching session timeout due to inactivity so you can click to **Remain logged in** if you wish to prevent this. (Associated ticket PROD-6062).

Click the **video** below to see it in action:



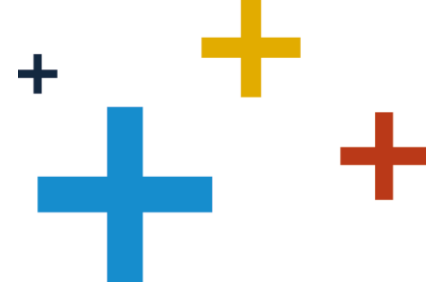
You can click **Remain logged in** to close the pop-up and this will restart your session so you can continue working.

If you take no action during the warning period the system will log you out automatically and then display the login page, or you can click **Log out** on the pop-up to log out immediately.



Where you have logged out of the system, any unsaved changes will be lost, with the exception of the **Talent Management Review Form** page which autosaves every minute so any unsubmitted comments will be saved in draft mode.

Note: Using multiple tabs in your browser to view the HR system is **not recommended** as there is a risk that you may miss the pop-up warning in an inactive tab and when this times out it will log you out of any other tabs you may be working in.



General Enhancements and Fixes

This release has focused on defect 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 Area Ticket

Absence

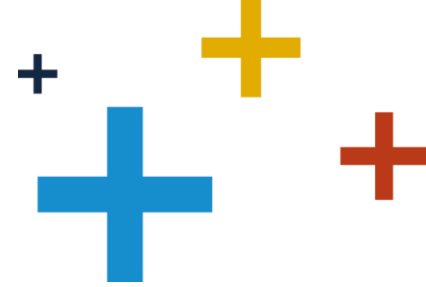
- PROD-4380 - **Absence Planner/Time Off:** Absence Summary on right hand side now displays accurately for starters and leavers. Where an employment period is not current (eg start date is in the future/leave date has past) the optional top 'Accrued Absence' section will be hidden
- PROD-4783 - **Absence Planner:** Scrolling down the planner is now limited to the content of the page

Job and Pay

- PROD-657 - **Currencies Code Table:** improved messaging to advise 'Pay cannot be updated using the system's home currency' when attempting to Update Pay following a conversion.
Note: Users must process Update Pay from the converted Currency code - ie the currency you pay the employee(s)
- PROD-6012 - **Jobs:** Department (OrgUnit1) dropdown now displays correctly when Multi Entity is configured on the Code Table
- PROD-6026 - **Job and Pay:** New starters with PerCurrencyID Showing as NULL will no longer prevent JobPay Housekeeping from running
Note: Where an issue is encountered it will not stop Housekeeping from running but system administrators will receive an email alert to contact Ciphr support

Letters

- PROD-5790 - **Letters:** If amending a letter template via the Communication button, changes will no longer be retained on the template where the letter has not been distributed immediately
- PROD-5951 - **Letters:** Formatting issue in delete letter pop-up resolved
- PROD-6053 - **Letters:** Templates accessed via the Communication button will no longer error when closing mid-workflow



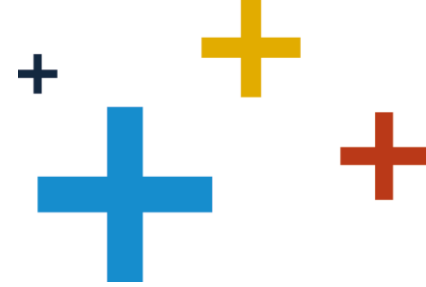
Associated Area Ticket

Personal Details

- PROD-122 - **Reports To (Manager Name) Field:** Leaver manager name now removed correctly in line with their leave date
- PROD-5274 - **Personal Details/Emergency & Other Contact Details:** When a phone number with validation (eg UK) is saved, the international code no longer changes to 'Other' when the input is too long
- When using phone number validation the 0 should be removed from the beginning of the number to avoid exceeding the digit limit**
- PROD-5275 - **Personal Details/Emergency & Other Contact Details:** Phone number validation (eg UK) now permits spaces within a number
- Note: More than one consecutive space within, or space(s) on the end of a number will trigger the validation error**
- PROD-5640 - **Personal Employment Details:** A future start date now correctly displays service in negative days

Reports

- PROD-740 - **Custom Data Report (Employee Additional Info):** American date format conversion error when specifying a day date greater than 12 resolved
- PROD-5094 - **Absence Detail Master Table:** When editing this type of report you can now add additional fields from the original linked tables selected (such as Personal Details) as expected
- PROD-5573 - **Data Retention Dashboard:** Purged record names are now immediately updated in Advanced Search



Associated Area Ticket

Security

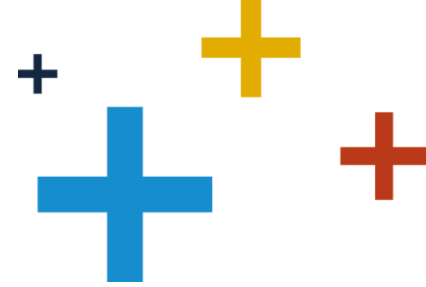
- PROD-921 - **Objective Tracking:** Field Group Security now applies correctly
- PROD-4553 - **Verification:** Option to copy updated Personal Contact Details to Home Address in Emergency and Other Contact Details now displays correctly when approving one record
- Note: Where approving multiple verifications at once, the option to copy will not show**
- PROD-5110 - **Verification:** Record and Field Group Security restrictions will no longer override Subordinate Field Group Security settings for HR Users with direct Subordinates (that they line manage). This issue was preventing Subordinate requests from displaying on the Verification page
- PROD-663 - **New Employee Wizard:** Having no 'Default User Role' set in System Settings will no longer error at the Security stage of the Wizard.
- Note: Access to the following System > Security > Role Management areas is necessary to allow a User role to be able to assign new starters to anything other than the Default User Role:**
- Pages > Role Management User Access > Write Access
 - Roles > Make relevant Role(s) Accessible

Subsets

- PROD-5483 - **Subsets:** The Filter condition 'Date left is blank' now displays records as expected
- PROD-5755 - **Subsets:** Filtering on 'Reports to Manager Name' now loads correctly

Talent and Development

- PROD-5919 - **Review Types:** Enabling Enhanced Security no longer hides a manager form from an employee where 'Show Manager Reviews to Employee?' is enabled
- PROD-6056 - **Review Types:** Enhanced Security Record Group restrictions now applying correctly for HR user roles



Associated Area Ticket

General

- PROD-5656 - **Employee Additional Info:** 255 character limit now applies correctly for users adding data to a text field where page verification is required
- PROD-681 - **Picklists:** Can no longer be deleted when in use (where data is stored against them)

Optional Modules

- PROD-1408 - **Safeguarding:** Fields disabled from a Check will now disappear from existing employee records without causing an error
- PROD-2899 - **Safeguarding:** Long Text Box details now outputting correctly to the Safeguarding Report
- PROD-2389 - **Safeguarding:** Templates marked 'Read Only After Insert' now display Picklist answers correctly once the employee check is marked as Completed
- PROD-5683 - **Safeguarding Specialist Report:** Template dropdown list now displaying correctly
- PROD-4967 - **Talent Management full module:** Talent Dashboard no longer includes leavers
- PROD-5119 - **Candidate Importer:** 'Update All' button error resolved by adding a timeout value of one hour
- PROD-5186 - **Paylink:** Payroll Configuration navigation footer bar no longer obstructs records by displaying in the middle of page
- PROD-5420 - **Languages:** Changing the default language from en-GB in System Configuration no longer prevents the language being switched via the flag button

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

Support

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