

ComVida Application Suite 5.1.10

What's New - Clarifications

December 2019

It's that time of year, everything starts feeling rushed and evidently, when we wrote the What's New document for the 5.1.10 update, we missed the boat on a couple of features. We'd like to clarify them here.

Scheduling

Vacant Shifts in Shifts to be Filled

The full Notification dialog will now be displayed when a Message is sent, giving schedulers the opportunity to update the Vacant Shift information before sending it to the employees. (#3205)

This change will mean more clicks to send a Vacant Shift Notification to a group of employees, but it also gives the scheduler more control over the Notification itself and any text entered in the Notification Description will be included with the Message that gets sent to the employees.

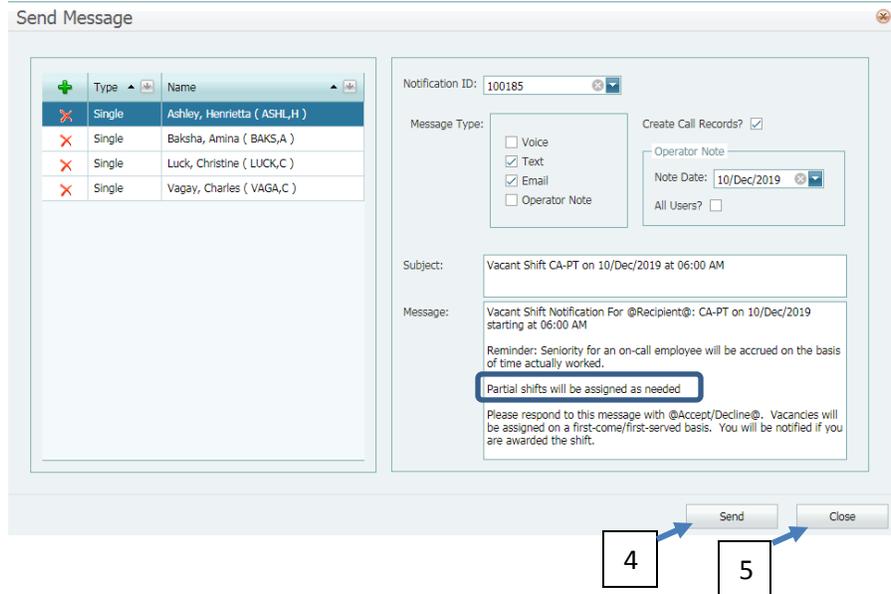
To quickly move through the Notification dialog and send the message:

1. Enter any extra text in the Notification's **Description**.
2. Check the **Create Message** box at the bottom of the dialog.
3. Click **OK** to review the Send Message dialog.

Type	Name	Action
Group	Chetwynd, Patty (CHET,P)	Full No Messag
Single	Ashley, Henrietta (ASHL,H)	Respond
Single	Baksha, Amina (BAKS,A)	Respond
Single	Luck, Christine (LUCK,C)	Respond

Date	Type	Employee	Status	Address	Type	Msg Status	Completed	Comment
No data to display								

4. In the Send Message dialog, click **Send** to send the message.
5. After reviewing the results, click **Close** to close the Send Message dialog.



6. Close the Notifications page to refresh the Shifts To Be Filled page with the Last Contacted details.



Payroll

****New**** PIER Check Tool

The new **CPP Exempt Date** will be added to the Payroll **Dates** page in Payroll. This new field should be completed for any employees that choose to take an early exemption. Note that as of this release, the new date will not be used in the Calculate Period – it is only used in the PIER Check to prevent employees from being flagged for under-paid CPP. (#3094)