

ComVida Software

ComVida Application Suite 5.1.10

What's New

December 2019

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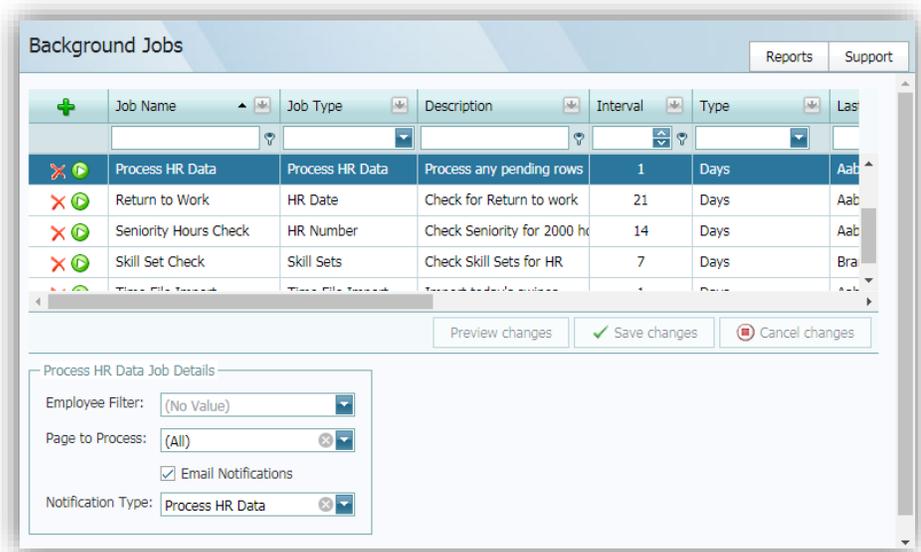
Overview

This release of CVC51 focused on improving functionality as well as several new features, along with T4 and T4A slip updates for the 2020 reporting year. Highlights are described below.

Main

****New**** Background Jobs for Processing HR and Resource Object Data

To ensure that HR and Resource Object data is always up to date, new Background Jobs are available to automatically process pending changes. The new Background Jobs can be configured to run daily for all or a specific page, depending on your site's needs.



Please contact Helpdesk for more details on using these handy new features. (#3110)

****New**** Export Reports to Excel

The data used to generate reports in CVC51 can now also be **exported to an Excel spreadsheet for quick and easy manipulation**. Sites that previously used the XML Format that was available for export in EMS42 reports will find that this functionality replaces and improves upon that process by eliminating the long (GUID) codes from the data and ensuring the remaining data is readable.

Note that the exported data is raw, and we will continue to improve the contents in future releases. (#3128)

Pro Tip: Numeric columns are automatically exported as text. To manipulate them as numeric values, select the column, and use the Data | Text to Columns wizard (hit Next twice and then Finish).

Type Blocks and Filter displays

To simplify Type Block and Filter usage, the Type Block labels along with the Type Block and Filter dialogs will display fields in a **consistent order**, and the **numeric position** will be shown next to the label. Type

Block fields that don't have an associated look-up will also have a tooltip with the available wildcards. (#3117)

Communications

****New**** Full Access (No Message) Response Type in Notifications

To include staff members in a notification without sending them a text or email message, you can now set their Recipient Type to **Full Access (No Message)**. This will allow these recipients to see and update the Notification without being inundated with messages. (#3144)

Notification Enhancements

Several other improvements have been made to ensure that Notifications are easy to manage and review.

- The "Object Reference" error that occurred when an employee had a **Text** CommsType, but **no associated phone number**, will no longer prevent the notification from being sent. Employees with a missing phone number will instead be highlighted in the History. (#3136)
- A new macro has been added to auto-insert the **end date** of a notification. Use @EndDate@ in a Notification Type's Title and/or Message to automatically include the end date when a request may span multiple days. (#3083)
- Recipients that are **Respond Only** will only have access to the responses that are appropriate for the notification. (#3145)
- **Status icons** will be displayed correctly in the Notification drop-down lists. (#3127)
- When a message status is returned as **Queued**, the application will continue to check for a status update and then set it to **Sent** when the message has been successfully sent. (#3163)
- The Message **Recipient list** will be sorted in alphabetical order to make it easier to confirm recipients. (#3101)

Call Record Management

Modifications to Call Records will now automatically update the Modified By and When values. (#3106)

Self Serve

****New**** Assignment List with Employee Verification options

A brand-new Assignment List page has been added to the Self Serve area. With appropriate security rights, an employee can now see and/or **update their assignments in an easy to use grid format**. A report is also available from that page, allowing employees to **print their assignments** as needed.

With additional security rights and minimal setup, a new Verification feature can also be enabled, allowing **employees to verify their assignments online**, eliminating the need to print and sign time sheets.

Please contact Helpdesk for assistance with configuring the Verification option. (#3149)

	Verified	Date	Shift	Start Time	End Time	Hours	Pay Code	Department	Unit	Position	Cost Centre	Assignment Type
	<input checked="" type="checkbox"/>	13/Aug/2019	PRAdm	08:00	16:00	7.50	RegPay	CARSON	/	AccAsc - Accounti	CENADM - Centra	.Sched
	<input checked="" type="checkbox"/>	14/Aug/2019	PRAdm	08:00	16:00	7.50	RegPay	CARSON	/	AccAsc - Accounti	CENADM - Centra	.Sched
	<input checked="" type="checkbox"/>	15/Aug/2019	PRAdm	08:00	16:00	7.50	RegPay	CARSON	/	AccAsc - Accounti	CENADM - Centra	.Sched
	<input checked="" type="checkbox"/>	16/Aug/2019	PRAdm	08:00	16:00	7.50	RegPay	CARSON	/	AccAsc - Accounti	CENADM - Centra	.Sched
	<input checked="" type="checkbox"/>	17/Aug/2019	xx	00:00	00:00	0.00	No Pay	CARSON	/	AccAsc - Accounti	CENADM - Centra	xDayOff
	<input checked="" type="checkbox"/>	18/Aug/2019	xx	00:00	00:00	0.00	No Pay	CARSON	/	AccAsc - Accounti	CENADM - Centra	xDayOff
	<input checked="" type="checkbox"/>	19/Aug/2019	PRAdm	08:00	16:00	7.50	RegPay	CARSON	/	AccAsc - Accounti	CENADM - Centra	.Sched
	<input checked="" type="checkbox"/>	20/Aug/2019	PRAdm	08:00	16:00	7.50	RegPay	CARSON	/	AccAsc - Accounti	CENADM - Centra	.Sched
	<input checked="" type="checkbox"/>	21/Aug/2019	PRAdm	08:00	16:00	7.50	RegPay	CARSON	/	AccAsc - Accounti	CENADM - Centra	.Sched
	<input checked="" type="checkbox"/>	22/Aug/2019	PRAdm	08:00	16:00	7.50	RegPay	CARSON	/	AccAsc - Accounti	CENADM - Centra	.Sched
	<input checked="" type="checkbox"/>	23/Aug/2019	PRAdm	08:00	16:00	7.50	RegPay	CARSON	/	AccAsc - Accounti	CENADM - Centra	.Sched
	<input checked="" type="checkbox"/>	24/Aug/2019	xx	00:00	00:00	0.00	No Pay	CARSON	/	AccAsc - Accounti	CENADM - Centra	xDayOff
	<input checked="" type="checkbox"/>	25/Aug/2019	xx	00:00	00:00	0.00	No Pay	CARSON	/	AccAsc - Accounti	CENADM - Centra	xDayOff
	<input checked="" type="checkbox"/>	26/Aug/2019	PRAdm	08:00	16:00	7.50	RegPay	CARSON	/	AccAsc - Accounti	CENADM - Centra	.Sched
	<input checked="" type="checkbox"/>	27/Aug/2019	PRAdm	08:00	16:00	7.50	RegPay	CARSON	/	AccAsc - Accounti	CENADM - Centra	.Sched

Counted: 82.50

Preview changes Save changes Cancel changes

New Assignment List Report

Employees with access to the new Assignment List page will also have the option of printing the displayed assignments by clicking the **View Report icon**  at the top left of the grid. (#3149)

Human Resources

Employee Notifications

Creating new Notifications for a specific employee within HR was also simplified in this update. When the Copy or Add button is clicked on an employee's Notification grid, a new Notification will be displayed in a dialog for easy manipulation. (#3089, #3085)

Import Employee Tool

Employees that do not have an associated phone number or email address will **no longer have a default Comms Type set** during the import process. (#3116)

Employee Skill Sets

Modifications to Skill Sets will now automatically update the Modified By and When values. (#3087)

Scheduling

****New**** Call-out Responses in Shifts to be Filled

Quite possibly the most exciting new feature in this release is the addition of **employee responses** in the Shifts to be Filled page. Both the employee's response and the time it was received will be displayed in the Available Employees grid, allowing the rows to be sorted by response time and/or response type. The Last Contacted, Response and Responded When values will also **link directly to the Notification or Call Record History** for that response. (#3096, #3042)

Employee	Shift	Qualified	Current Hours	Start	End	Seniority	Last Contacted	Response	Responded When
Luck, Christine	Avail - Available	<input checked="" type="checkbox"/>	40.00	00:00	00:00	2024.11	22/Nov/2019 08:16	Accepted	22/Nov/2019 08:12
Baksha, Amina	Avail - Available	<input checked="" type="checkbox"/>	16.00	00:00	00:00	1847.32	22/Nov/2019 08:16	InfoSupplied	22/Nov/2019 08:12
Vagay, Charles	Avail - Available	<input checked="" type="checkbox"/>	4.00	00:00	00:00	1081.25	22/Nov/2019 08:16	Declined	22/Nov/2019 08:18
Ashley, Henrietta	Avail - Available	<input checked="" type="checkbox"/>	0.00	00:00	00:00	100.00	22/Nov/2019 08:16	Declined	22/Nov/2019 08:26

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)

****New**** Default Notification for Block-booking Call-outs

To assist with the call out process for longer term vacancies, the Block-booking page will now use a preset default Notification Type that can be populated with the necessary details. When a notification is created from Block-booking and an employee's assignments have been set to Focus, the notification will automatically populate the message with all of the employee's shifts in the date range. (#3083)

Title: Block Booking Notification for dates 23/Nov/2019 to 06/Dec/2019

Description: Block Booking Notification for dates 23/Nov/2019 to 06/Dec/2019

Shifts:
 Sunday, 24 November 2019 (08:00 - 16:00) : DE-D3
 Monday, 25 November 2019 (08:00 - 16:00) : DE-D3
 Tuesday, 26 November 2019 (08:00 - 16:00) : DE-D3

New Date Selection Option in Stat Not Worked

In addition to providing a list of holidays for quick selection, the Stat Not Worked tool now includes the option to select any date, simplifying the process of applying Stat Not Worked hours on an ad-hoc basis. (#3125)

Stat Not Worked (PHP) Shift: StNtWk - Stat Not Worked Pa

Holiday Date: 25/Dec/2019 - Christmas Day (Super Stat) - 25/Dec/2019

Qualifying Cutoff: 25/Nov/2019

Calculation From: 25/Nov/2019 Calculation To: 24/Dec/2019

SkillSet Checks during Assignment Updates

A minor issue with the Skill Set Check was causing a Skill Set warning for the Working date which didn't always coincide with the Assignment being updated, this has been corrected and **Skill Set warnings will only be displayed when the employee's Skill Set is not in effect** as of the Assignment date. (#3121)

Calendar Reports

The Monthly and Department Calendar reports will now include assignments for the same employee and shift when the **start times are different**. (#3165)

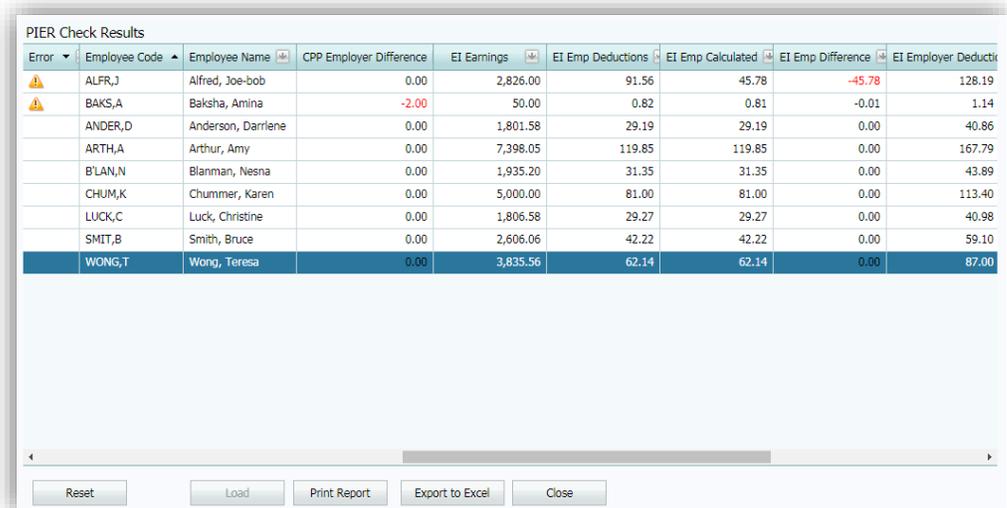
Payroll

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

To assist with the complex process of verifying mandatory deductions and contributions, a new **PIER Check tool** has been added to Payroll. The tool uses Report Writer reports to identify any discrepancies (+/- \$1) for **employee and employer CPP and EI contributions** along with a **quick review of Taxable earnings and tax deducted** for the year. (#3094)

New Report Writer reports are included with the update, along with a new CPP Exempt Date field that can be used to identify employees taking early exemption. Sites with a **Qualified EI rate will use the PIERCU-Q and PIERCU-U** to

check current year values or PIERLA-Q and PIERLA-U to check prior year values. Sites that **do not have two EI Rates (or Business Numbers)** will use the **PIERCU and PIERLA** reports. The **CPP Exempt Date** has been automatically added to the Payroll



Error	Employee Code	Employee Name	CPP Employer Difference	EI Earnings	EI Emp Deductions	EI Emp Calculated	EI Emp Difference	EI Employer Deducti
⚠	ALFR,J	Alfred, Joe-bob	0.00	2,826.00	91.56	45.78	-45.78	128.19
⚠	BAKS,A	Baksha, Amina	-2.00	50.00	0.82	0.81	-0.01	1.14
	ANDER,D	Anderson, Darrlene	0.00	1,801.58	29.19	29.19	0.00	40.86
	ARTH,A	Arthur, Amy	0.00	7,398.05	119.85	119.85	0.00	167.79
	B'LAN,N	Blanman, Nesna	0.00	1,935.20	31.35	31.35	0.00	43.89
	CHUM,K	Chummer, Karen	0.00	5,000.00	81.00	81.00	0.00	113.40
	LUCK,C	Luck, Christine	0.00	1,806.58	29.27	29.27	0.00	40.98
	SMIT,B	Smith, Bruce	0.00	2,606.06	42.22	42.22	0.00	59.10
	WONG,T	Wong, Teresa	0.00	3,835.56	62.14	62.14	0.00	87.00

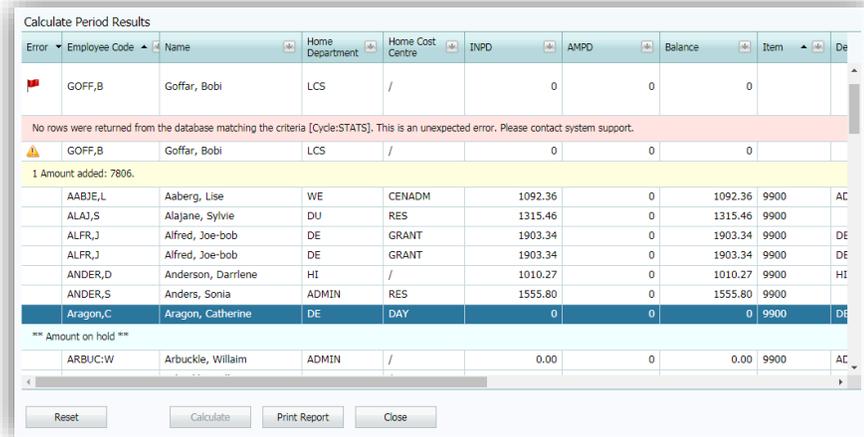
Numbers page in HR. *Please review the report contents appropriate to your organization and update the CPP Exempt Dates as necessary to ensure the tool provides the most accurate information possible.*

An option to Export the results to Excel makes it even easier to review the calculations and correct any errors throughout the year.

Calculate Period Enhancements

The Calculate Period tool, reports, and page were all updated in this release.

- The Calculate Period results grid will identify any **critical issues in red**, **warnings in yellow** and **alerts in blue**, directly below the employee's calculate row. (#2874, #2494)
- The reports will now print column headers when only one employee is included. (#2871, #3022)
- And the **Employee Calculate Period page** now includes the **Item Label** for quick identification of specific earnings and deductions. (#2858)



Error	Employee Code	Name	Home Department	Home Cost Centre	INPD	AMPD	Balance	Item	De
	GOFF,B	Goffar, Bobi	LCS	/		0	0	0	
No rows were returned from the database matching the criteria [Cycle:STATS]. This is an unexpected error. Please contact system support.									
	GOFF,B	Goffar, Bobi	LCS	/		0	0	0	
1 Amount added: 7806.									
	AABJE,L	Aaberg, Lise	WE	CENADM		1092.36	0	1092.36	9900 AC
	ALAJ,S	Alajane, Sylvie	DU	RES		1315.46	0	1315.46	9900
	ALFR,J	Alfred, Joe-bob	DE	GRANT		1903.34	0	1903.34	9900 DE
	ALFR,J	Alfred, Joe-bob	DE	GRANT		1903.34	0	1903.34	9900 DE
	ANDER,D	Anderson, Darriene	HI	/		1010.27	0	1010.27	9900 HI
	ANDER,S	Anders, Sonia	ADMIN	RES		1555.80	0	1555.80	9900
	Aragon,C	Aragon, Catherine	DE	DAY		0	0	0	9900 DE
*** Amount on hold ***									
	ARBUC:W	Arbuckle, Willaim	ADMIN	/		0.00	0	0.00	9900 AC

Amounts Merge

Amounts are now easier to merge, requiring less intervention and manipulation to apply changes when an employee's Amounts are combined. (#3146, #3156)

Pay Slip & Cheque Processing

Pay Slips and Cheques can now be printed in **Department or Cost Centre order** to simplify distribution, and the process of testing cheque alignment has been simplified and corrected for all cheque formats. (#3123, #3119, #3086)

The **Export Payments report** will now use a consistent format for employee bank accounts. (#3126)

Transaction Management

Transactions for Items that have <Blanks Only> Positions now use the preset default pay rate. (#3107)

Tools

Several enhancements to the **Payroll Tools** were included in this release.

- The Copy Amounts results grid will display each Item's Label. (#3143)
- The Multiple Change and Copy Amounts tools have been improved. (#3135, #2862)
- Exporting Adjustments from Amounts will now set the values to zero when that option is selected. (#3038)

- The HBT Extract no longer rounds the report totals. (#3139)
- When the new period's Payment Date hasn't been configured in the Periods table, Initialize Period will use the *PaymentDateAddDays* Setting to set the Payment Date. (#3158)
- The Generate and Print T4 & T4A slip tools now default to all employees. (#3173)

Setup

Managing the **Pay Periods** table has been simplified to accommodate copying and updating a new Payroll Year. (#3170)

Report Column updates will no longer display a [Field] error when making changes to a Summary column, and the column values will be checked for errors during the save process. (#3118, #3081)

Reports

The **Employee Item History and Historical Calculate Period** reports can now be printed for **multiple Payroll years** at one time. (#3009, #3115)

The Employee Item History will also print **item labels**, and Cost Centres will be printed for each group when sorting the results by Cost Centre. (#3166, #3111)

The **Transactions Report** will print all pay periods in the selected range. (#3151)

Employee Item History by Cost Centre											
EMS Type Block: ???-??-??-??-?? Item Type: G??-??-??-??-?? From 201803 to 201902 Non-Zero values										Period: 3/2019 09/Feb/2019	
Item	Label	Dept	Unit	Posn	CostCntr	Cl	Year	Pd	INPD	AMPD	Pool Sub
Cost Centre: CENADM											
Aaberg, Lise (AABJE,L)											
0500	REG PAY	Carson	Office	AccAsc	CENAD M	Q	2019	2	75.00	1,350.00	0.00
0500	REG PAY	Carson	Office	AccAsc	CENAD M	Q	2019	1	67.50	1,215.00	0.00
0700	STAT .5	Carson	Office	AccAsc	CENAD M	Q	2019	1	7.50	67.50	0.00
0799	STAT REG	ADMIN		Coor-A	/	Q	2019	1	7.50	249.53	0.00
3240	STNTWK	CARSON	Office	AccAsc	CENAD M	Q	2019	1	7.88	173.36	0.00
0500	REG PAY	Carson	Office	AccAsc	CENAD M	Q	2018	26	75.00	1,350.00	0.00
3240	STNTWK	CARSON	Office	AccAsc	CENAD M	Q	2018	26	15.00	330.00	0.00
0500	REG PAY	Carson	Office	AccAsc	CENAD M	Q	2018	25	75.00	1,350.00	0.00
0500	REG PAY	Carson	Office	AccAsc	CENAD M	Q	2018	24	75.00	1,350.00	0.00
0500	REG PAY	Carson	Office	AccAsc	CENAD M	Q	2018	23	75.00	1,350.00	0.00

Both the Transactions and Adjustments Reports now support **filtering by EI Class**. (#3137)

The **Amounts Report header** has been expanded to include selected Item and Employee Filters when set. (#3065)

The Pay Period Register report's **performance** has been improved substantially. (#3084)

The **Item Detail report** includes all details for each Item. (#3124)