

ComVida Software

ComVida Application Suite 5.1.0.9 What's New

September 2019

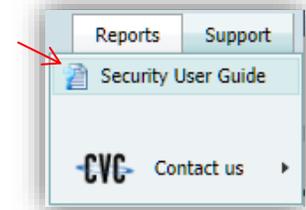
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Main

****New**** Setup and Security Guides

The **User Guides** for both **Setup** and **Security** have been added to the Support Menu(s). To access either Guide, open a respective page in Setup or Security. From there, click on the new Support menu to the right of Reports and then click on the User Guide. Please note that the usability described in the opening chapters is fully transferable to all other CVC51 modules. (#3055)



****New**** Background Jobs for HR Fields and Time Clock Imports

New Background jobs can be set up to automatically alert a group of users when an **employee date reaches a specific milestone**, either as anniversary check or when it falls within a range of days, months or years of the current date. Number fields can also be configured to **raise an alert when specified values are reached**.

Self-hosted sites that regularly poll Time Clocks can configure a background job to **automatically import and process swipes** at regular intervals.

Please contact Helpdesk for more details on using these handy new features. (#3015)

A screenshot of a configuration window titled 'HR Anniversary Check Job Details'. It contains several fields with dropdown menus and checkboxes:

- Field: StartDate
- Check Type: Anniversary
- Interval Type: Months
- Interval Before: 1
- Interval After: 0
- Employee Filter: Active
- Notify Employee
- Email Notifications
- Notification Type: HR Date
- Employee Notification Type: (No Value)

Schedule Periods Setup

Sites with Monthly or Semi-monthly pay cycles will now be able to match their scheduling periods to their pay periods with the new option to **use a Start Date other than the 1st of the month** for Monthly and Semi-Monthly Schedule periods. (#2925)

Security Reports

The **Operator Security Groups** report will now include the Main Security groups (#3003) and the **Operators** report will no longer intermittently print the operator code in each column (#2997).

Communications

****New**** Partial Response in Notifications

Notifications that allow recipients to accept or decline a shift (or other request) have a **new option to accept partial as well**. The Notification will look for “@Accept/Decline/Partial@” and when a recipient responds with “Partial” and the Notification ID, the Notification Status will show “Info Supplied” and a note that a response of Partial was received (#3074).

Managing Notifications will also be easier with the **new delete button** on the grid that allows the user to delete multiple rows and review those rows before saving changes (#2332).

Reports

The **Call Records Report** criteria options have been enhanced to allow for multiple Call Types and Responses, the Shift selector is a drop-down list, and the sort options will be applied more consistently (#2970, #2981 & #2971).

The **Call Records Report by Shift** will print the correct Call Time as well (#2998).

The **Notifications Reports** provide an accurate count of the notifications and the summary version includes shading to make the report easier to read (#2413 & #2986).

Self Serve

****New**** Assignment Filter on Department Monthly

A new Company Setting, "PersDeptMonthlyCountedOnly", will filter the assignments displayed in the Department Calendar so that employees **only see Counted (Worked) assignments** for the other employees in their department (#2980).

Shift Handle Defaults

The Shift Handle tool will now automatically default the **new shift's Start, Stop and Hours** when changing shifts (#3029).

Pay Slip Printing

Copies of Pay Slips printed in the Self Serve area will now include the **Company Logo** when that option is set in the Payment Register (#3079).

Human Resources

Operator Page

Copying Security in the Operator page will **display a confirmation** after successfully updating the current operator's security profile (#2470 & #2678).

Reports

The **Employee Count** report has been added to the HR Reports list. Note that the HR Security Groups will need to be updated to include access to this report for the appropriate operators (#2631).

The **BirthDay Report** will now calculate the employee's age based on the date for which the report is run (#2511).

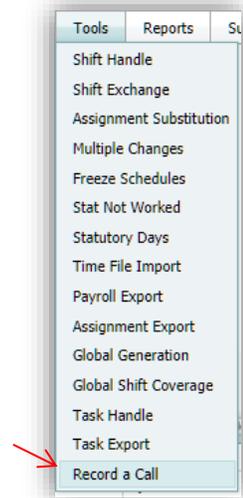
Scheduling

****New**** Record a Call Quick Link

The Scheduling pages have a new **quick link to Call Records** by opening Scheduling | Tools | Record a Call (at the bottom of the menu list). (#3046)

Clicking on the new link will **automatically open the Call Records** page with a new record defaulted to the current date and time.

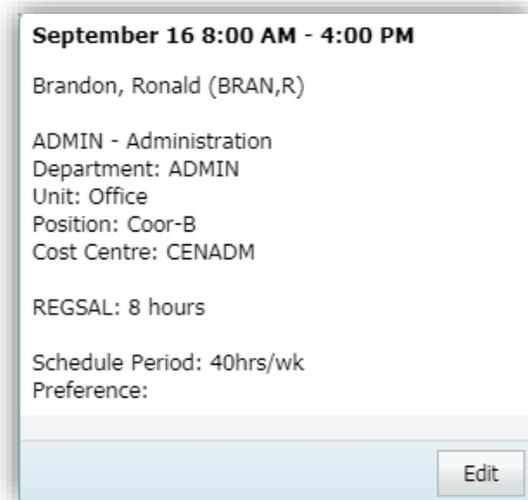
Note that only operators with access to Call Records in the Communications hub will see the new menu option.



Enhanced Tooltips for the Department and Employee Calendars

Reviewing a Department's Monthly schedule will be even easier with expanded tooltips that show **all of the pertinent details** for each employee, including position, pay code and total hours. To simplify the page, a row will be shown for each unique Shift, Employee, Start Time and Stop Time using the first pay code alphabetically.

The Employee Monthly calendar will show the same detailed information. The calendar will **display a row for each assignment detail** for at-a-glance confirmation. (#3064)



Assignment History

Modifying an assignment on any Scheduling page or tool will record a history record with the operator and a timestamp to record the **exact modified date and time** (#3050).

With the appropriate permissions, an operator can now **modify transferred assignments** in the Assignment Editor pop-up (#3071).

Time File Import Tool

Swipes within the **Overwrite** window will be treated as duplicates and will no longer be recorded during the import (#2994).

The Time File Import now includes a link to the **Time Management Report** making it easier to review swipes and identify exceptions before performing the import (#2697).

Reports

The **Rotations Report** will no longer include a page break between Rotations, and the **Sign-In Sheet** now has a page break after each Department (#2721 & #2449).

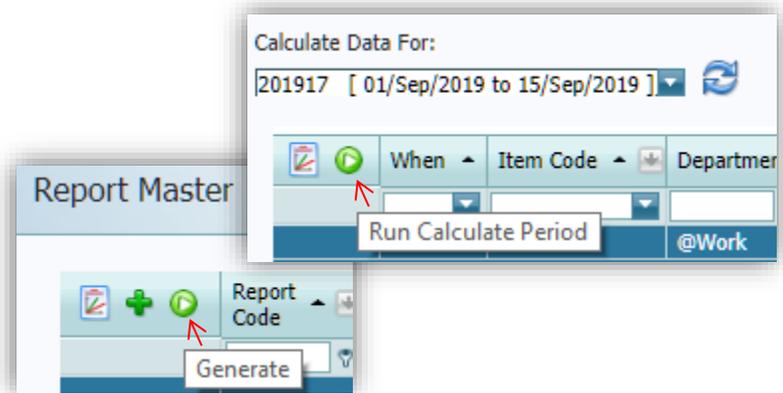
The **Payroll Data Report** will no longer display an error message when reporting on historical assignments with Shifts that no longer exist (#2721).

Payroll

****New**** Run Buttons for Calculate Period and Report Writer

Users with access to the PR | Employee | Employee Calculate Period page and the Calculate period tool now have a short cut on the Command bar of the Calculate Period page.

We added the same great feature to the Setup | Reports page so when finished writing the report, the Generate button will take you directly to the Report Writer tool. (#3048)



Pay Status Balance Total

Reviewing the pay period's payment status is even easier with the new Balance column total on the Pay Status grid (#2267).

Transaction Handling

Transaction pages will now default the pay rate on new rows using the date of the transaction and zero rate transactions will prompt for confirmation before saving (#2475 & #2960).

Pay Slip & Cheque Processing

Pay Slips now print the (optional) Payment **message at the bottom** of the slip and they no longer include extra 0.00 rows or empty header field rows in **the information box** (#2979, 2965 & #3035).

The **Creation Number** will no longer be incremented when exporting payments until the bank file is actually created (#3058).

Payment Print and Email counts will correctly record the number of times a payment is printed or exported (#2594).

Amounts Management

When deleting Amounts that are no longer in use, only Transactions and Adjustments in the **current or future pay periods** will prevent the Amount from being deleted (#3028).

Manually changing a Payout Amount after payments have been processed will **no longer affect the Paid amount** in subsequent Calculate Period runs (#3078).

Tools

Files exported through the **Report Writer** tool will now default to an extension of “csv” to simplify opening the file in Excel or a Text Editor (#2978).

Pay Details will be ordered correctly in the **Export ROE** report, and the tool is even easier to use (#2942 & #3002).

The **Calculate Period** will match Transactions, Adjustments to Amounts using case insensitive checking so that both Mixed-case and Uppercase codes are calculated correctly (#3057).

The **Adjustment Import** tool has been enhanced to report the details of any errors that are encountered, both in the grid and the error report (#2795).

Setup

The **Items** Setup page has a new option of clearing the Cheque columns to stop an Item from appearing in the cheque advice (#2936).

The **Reports** Setup page now includes the pay period details in the Item and Item Summary column definitions and Reports Definition Report will print the Master Sort values (#2952 & #3000).