



## The View from Lori's desk...

A look back and a look ahead  
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Feb 8, 2022

Well here it is... February already! I'm finally remembering to write 2022 most of the time, so there's that... Of course Valentine's Day is just around the corner, immediately followed by one of my favorite days, Half-price candy day on February 15<sup>th</sup>! Oh and

before I forget, **Happy Lunar New Year!** It's the year of the Tiger, highlighting bravery, courage, and strength. And then there's Family Day - that long weekend I look forward to every year, yay! Wait, there's Flag Day too? Phew! I never realized just how full this short month is...

So, remember a few months ago when I mentioned that 5.1.15 was coming soon? Well, it took the scenic route and picked up a few more features along the way. It is now poised for release as 5.1.15.4.

We are really proud of all the features in this release, especially the new Assignment Approval page in Scheduling, along with the new Pay Rules Setup table.



In addition to seriously improved **overtime management** options, Pay Rules can be configured to alert you to **banked hours shortfalls** and **hours between violations, before they happen**. The new Assignment Approval page also uses the customized Pay Rules to ensure exceptions that you care about are identified, resolved, and formally approved *before* they go to Payroll.

5.1.15 also includes enhancements in Communications, along with new and improved background jobs to automate even more routine tasks, including:

Assignment Approval

From: 01-Feb-2022 To: 01-Feb-2022   Approve Assignments with No Recommendations

Shifts Feb 1, 2022 - Feb 1, 2022 on the My Emps Filter

Employee	Shift	Shift		Swipes		Breaks		Assignment Hours	Actual Hours	Difference
		Start	End	In	Out	Out	In			
Brandon, Ronald (BRAN,R)	ADMIN - Administration	01-Feb 08:00	01-Feb 16:30	01-Feb 08:15	01-Feb 16:20			8.50	8.08	0.42
Ginet, Lorraine (GINE,L)	CA-A8 - Carson 4pm-12am	01-Feb 16:00	02-Feb 00:00	01-Feb 16:12	02-Feb 00:12			8.00	8	0.00
Jethlow, Matthew (JETH,M)	ADMIN - Administration	01-Feb 08:00	01-Feb 16:00	01-Feb 08:01	01-Feb 15:40			8.00	7.65	0.35
O'Connor, Sandra (CONN,S)	OTBnkTkn - Overtime Bank Paic	01-Feb 00:00	01-Feb 00:00					0	0	0
O'Connor, Sandra (CONN,S)	CO-D3 - Co-Op 7am-3pm	01-Feb 07:00	01-Feb 15:00	01-Feb 07:15	01-Feb 15:10			8.00	7.92	0.08
Repstein, Harold (REPS,H)	xxx - DayOff	01-Feb 00:00	01-Feb 00:00					0	0	0
Smith, Bruce (SMIT,B)	HA-D3 - Harvey 8am-4pm	01-Feb 08:00	01-Feb 16:00					8.00	0	8.00
Smith, Bruce (SMIT,B)	CA-D3 - Carson 8am-4pm	01-Feb 08:58	01-Feb 16:00	01-Feb 08:58	01-Feb 16:45			7.03	7.78	-0.75

Brandon, Ronald (BRAN,R) Recommendations

Exception	Recommendation
Daily Overtime	Daily overtime starts after 8.00 hours. Consider 0.50 hours of overtime.
Clock In Late	Employee swiped In 15 minutes late (5 minutes grace). Consider a 15 minute time reduction.
Clock Out Early	Employee swiped Out 10 minutes early (5 minutes grace). Consider a 10 minute time reduction.
Break Check	Employee should have a 30 minute break after 5 hours. Consider a 30 minute (0.5 hour) time reduction.
Hours Between	Rule requires 16 hours between shifts. Consider 8 hours of overtime for shift ADMIN on 01-Feb-2022

Brandon, Ronald (BRAN,R) Assignments for ADMIN shift on Feb 1, 2022

Approved	Verified	Pay Code	Start Time	End Time	Hours	Assignment Type	Department
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	REGSAL - REG HRS FOR SALARIED EE	08:00	16:30	8.50	Sched	ADMIN - Admini

Counted: 8.50

- FTP Download job – copies files from an external SFTP/FTP server to the CVC51 server
- Anniversary Assignment job – calculates employee entitlements for work anniversaries, birthdays, etc.
- Time File Import job – automatically handles pay-to-actual requirements through Pay Rules configuration

We'll be sending out announcements with detailed information about each new feature over the next week or two, so stay tuned!

Which reminds me... To ensure security is configured appropriately and to minimize disruptions after an update, we typically turn off new features by default. So if there's a feature, a tool, or even a report, that you'd love to see in CVC51, please ask! You'd be surprised how often someone submits a request and the answer is "It already has that ability!"

**A friendly reminder from the Helpdesk:** T4 deadline is coming soon, please complete your T4's and submit before the deadline. Don't forget you can generate your T4's over and over before submitting the file. All information needed on completing and filing T4/T4A Slips and Year End Procedures for 2021 is available on our website at <http://www.comvida.com/policies-and-procedures/>.



*This view features an image of a heart-shaped Canadian flag (time.astrosage.com), a stunning winter scene with a tiger and cub (courtesy of www.chiff.com), a screenshot of the new Assignment Approval page, and an important well-being reminder from Charles M. Schulz (1922-2000).*