

# Release Notes

## ZingHR Core Web Application

### Attribute Version

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# ZingHR Release Notes

## • Introduction

This document communicates the new features and enhancements in this release of the ZingHR Web Application Attribute Version It also documents known problems and workarounds.

## • About This Release

This release aims at making the end user self-sufficient to configure the system as per requirements and seamlessly use the feature functionalities. It focuses on the end user experience for ease of usage and simplicity in work flows.

## • Compatible Browsers

This product has been tested on the following browsers Except Recruitment Module.

- ▢ Chrome
- ▢ Firefox

## • Features

### ZingCore

- **Login Disable Base on Shift Hours.** We have built a configuration where we can define, By when employees Login will be disabled on his/her last working days Either it is on day end or Shift End of his/her LWD.
- **Employee Connect Display based on attributes** - We can now display the employee connects data based on attribute on dashboard. The configuration has been incorporated in a setup circle under 'Portal section'
- **Reset Password** – We have now changed the Reset Password message content. The new content is '**The Password for your ZingHR Account is Reset. Please login with your new Password: <<Password>> to continue.**'
- **Code of Conduct** - We have revamp the design of code of conduct page. We have added 'YES/NO' option against each policy item, also we have added an attachment option. We also can set mandatory/non-mandatory option for required policies.

### Claims

- **Claims Rule Builder Screen** – We have built a front end screen where we can set field Configuration and claim packet. Configuration screen has been incorporated in setup circle under 'Travel and Expense' Tab.
- **Eligibility View on Claim Application Form** - We have developed functionality on Claim Application form to View Eligibility. Now user can able see the claim eligibility, Carry forwarded amount, claim balance amount etc. for month, year, and Daily Eligibility.  
If Claim is defined as Eligibility Deduction on 'Claim Type Wise' and Claim frequency as 'Yearly' then user will not able to see View eligibility button as it is viewed in dashboard only
- **Back dated claim** –Back dated claim application configuration has been incorporated under claim configuration screen. You can set the configuration based Calendar Year OR Financial Year  
  
For calendar year - user can select upto jan month date  
For Financial year - user can select upto april month date
- **View all Approver Remarks Functionality**- If a claim is approved, rejected and return to employee then the user will be able to see all the comments under transaction history which is filled by an all level manager for a same claim type.

## Employee Life Cycle Change

- **Quick Replace** – We have introduced a new check box called 'Common Manager ' from where you have to just select a single check box and choose a new manager and it will apply against each module.
- **Transfer Employee with Net Gap Validation** - We have introduced a configuration where we can define whether the system allows transferring any employee after checking the net gap in the system.
- **Reason Option In Transfer** – We have introduced a new drop down called 'Reason' based on the active selection. You can define any reason as per action selection.

## Configuration (Setup)

- **Configuration Screen Access Via OTP** – As soon as authorized user land on a setup screen system will ask to send the OTP on registered mobile no. Once user entered valid OTP then only system will allows entering the configuration screen. We have also captured audit for each action. This is a configuration based feature we can enable as per the client request.

## Confirmation

- **Auto Generate Letter** – As soon as confirmation forms submission completed in the system, letter will be directly push in 'My Profile -> My Document' section against an employee.

## Separation

- **Email to HR on Exit Feedback** – Now email will be triggered to Respective HR will get an email notification that an employee has submitted the feedback
- **E-Resign** – We have built the configuration in the system where you can set, 'Leave details', 'Transaction details', 'Attendance view' to be Enabled/Disabled in E-separation form as per the client request.
- **Status Configuration on Separation**- We have built a status, configuration under a common master from where we will set at what stage Employee status will be changed to 'FnF Initiated'

## TNA/LMS

- **TNA/LMS Application** – On pending application, we have highlighted the approval details so that user can know at what stage application is pending.
- **Outdoor/WFH** – We have built a configuration in such way as per customer requirement we can display either Outdoor as a label on dashboard OR WFH OR we can display an both

- **Punch IN Request** – We have developed the configuration where we can define the Punch In should be Restricted/Available on Weekly Off OR holiday.
- **Remarks Option in Regularization** – We have built a configuration for remarks filed, As per customer requirement you can make a Remarks field mandatory OR non-mandatory while selecting Other option from drop down.
- **Shift Count/Team Strength Email and SMS alerts-** Here Manager will receive the SMS and Email on a daily basis with respective defined shift count and actual manpower present for current day. We can define the SMS and Email time on the day as per client requirement.

## Recruitment

- **Employee Referral (Recommend a Friend)**– Recommend a friend is removed from the IJP window and a separate dashboard for Employee Referral with a workflow process
- **Apply for Job Openings (Self)** – Now the employee can self apply for the opening in the company which will be seen on the Employee Dashboard and it has managerial workflow and the process
- Few new fields are added to the Add Requisition / Add Description form
  - a. Intended DOJ
  - b. Average CTC
  - c. Replacement is done configuration based so if organizations where replacements are done in bulk choosing the employees against it is difficult so the number of indent will be considered as replacement count and without choosing replacement employees can raise the request.
- **Talent Acquisition Screen**– Now selecting all the consultants and assigning the numbers and in the email the Requisition Title, Job Position Number should not be viewed to the consultants.
- **Joining Confirmation screen** –
  - a. Validation on of DOJ is not the current date then prompt user to either change or proceed with same date.
  - b. Based on the Probation period configured in the Offer Letter stage the Date of Confirmation will be calculated and populated.
  - c. If Contractual Requisition type is chosen the DOJ will be Contract Start date and Contract End date will be auto populated based on the contract term and it's not editable.
- **Salary Fitment Screen** – Now the employee can self apply for the opening in the company which will be seen on the Employee Dashboard and it has managerial workflow and the process
  - a. Previous CTC and Hike if entered then Current CTC will be calculated and if current CTC is changed then revised hike will be populated and the same will be applicable for Gross structure and CTC Structure.
  - b. Now if the values are changed in the payheads then it will be saved and recomputation of the salary will happen.
  - c. Denotion column introduced to know each payheads denotion so that going to compensation to know that will save time.

- d. Profession Tax State wise is being added to the structure but for this the condition is payheadcode should be Profession Tax and not PT.
- e. Excel download was not showing the changed values which will happen now.

● **Post Appointment Letter (Checklist and Verification) Process** –

- a. Checklist will be defined from the masters
- b. Email to consultant who has added the candidate will be sends on the click of Send email to Consultant.
- c. Checklist documents will go as an attachment to consultant.
- d. Verification stage the document received from the consultant can be uploaded along with remarks and color code indication.
- e. Documents can be viewed in forward section which is uploaded by the verifier.

## Reports

- **Employee Life Cycle Change Report** – We have introduced New Report called 'Employee Life Cycle' where we can see all the details against employee like what attribute has changed, when It is change... etc.
- **Notification Report** – New Report has been develop and incorporated under report gallery called 'Notification Report'. Detailed notification data will be available in the report.

- **Limitations**

- No specific limitations are there with reference to current feature releases.



### Revision History

<b>Version</b>	<b>Date</b>	<b>Summary of Changes</b>	<b>Author</b>	<b>Revision Marks (Yes/No)</b>
5.1	31 Jan 2016	Attribute Version 5.1	Arshad Ansari	No
5.2	07 Feb 2016	Attribute Version 5.2	Arshad Ansari	No
5.3	06 Mar 2016	Attribute Version 5.3	Arshad Ansari	No
5.4	27 Mar 2016	Attribute Version 5.4	Arshad Ansari	No
5.5	17 Apr 2016	Attribute Version 5.5	Vaibhav Choudhari	No
5.6	7 May 2016	Attribute Version 5.6	Vaibhav Choudhari	No
5.7	4 June 2016	Attribute Version 5.7	Vaibhav Choudhari	No
5.8	2 July 2016	Attribute Version 5.8	Vaibhav Choudhari	No
5.9	6 Aug 2016	Attribute Version 5.9	Vaibhav Choudhari	No
6.0	19 Sep 2016	Attribute Version 6.0	Vaibhav Choudhari	No
6.1	15 Oct 2016	Attribute Version 6.1	Vaibhav Choudhari	No
6.2	12 Jan 2017	Attribute Version 6.2	Vaibhav Choudhari	No
6.3	09 Mar 2017	Attribute Version 6.3	Vaibhav Choudhari	No
6.4	04 Apr 2017	Attribute Version 6.4	Arshad Ansari	No
6.5	07 May 2017	Attribute Version 6.5	Arshad Ansari	No
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6.7	16 July 2017	Attribute Version 6.7	Arshad Ansari	No
6.8	20 Aug 2017	Attribute Version 6.8	Arshad Ansari	No
6.9	19 Nov 2017	Attribute Version 6.9	Arshad Ansari	No
7.0	17 Dec 2017	Attribute Version 7.0	Arshad Ansari	No