



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.

- ▢ Chrome
- ▢ Firefox

• Features

ZingCore

- **User Info Dashboard** – We have built a Module called 'Users Status' which is available in the left menu. By using this screen you can Lock / unlock any user password at any point of time. Also you can search a user who has not logged in the system from so and so days. As a policy of our system, If user has not logged in since last 3 months, then system will lock that user, by using this screen you can unlock the user from the front end.
- **Help Desk Email** – We have incorporated two new email alerts in the Helpdesk module on 'Viewed' and 'Forwarded' stage. Whenever any query will be viewed OR Forwarded an email will be triggered to concern person.
- **Notification Page** – We have introduced the pagination option In notification page in the form of drop down. Now Approver can select 8, 10, 15 and 20 record per page and take a action accordingly.
- **Employee Photo** - We have changed the 'No Picture' Image everywhere in the product to 'New Image'
- **Punch In/Out on LWD** – We have disabled Punch IN and out option for employee who's Last working days already been passed.

Claims

- **From date and To date validation based on claim month** – Now we have built a configuration in the system by using this configuration you can restrict a claim application within a month. For e.g if you have defined Jan Month in the configuration against claim type and if the user chooses from date in March month then system will not allow to apply a claim. The User has to select a date range from 1st to 31st of Jan month.
- **Level of approver based on applied amount against claim type** – We have incorporated the changes from where you can set the approver level based on claimed amount and also you can set the rule accordingly.
- **Claims Rule Builder** - Option to set claim allowed once in a year or once in a tenure. This configuration has been added under Claim Rule Builder.
- **No. Of Nights Field** - A new field called "No. of Nights" has been added in field configuration section.
- **Batch Paid Screen** – Added a new field called 'Batch Name' which is a free text field now you can put any name in the field whichever you want and same will be reflected in bank report.

- **Force to Apply Claim** – We have added a new configuration called 'force to apply' you can choose claim type and configure force to apply rule. It will accept full balance amount eligibility at the time of claim application.
- **New Claim Application Form** - Claim sub type wise field configuration we have included in the new claim application form.

ELC

- **Exit Feedback form on Attribute wise** – In E-sep, now we can configure an exit feedback form based on Attribute.
- **Checklist Clearance auto close** – Now you can configure the checklist clearance form based on day, This will be auto closed after the specific No. of days which we will be set in the configuration.
- **Checklist Clearance Parallel Approver Workflow** –We have built a configuration for checklist clearance form. Now you can configure the Checklist clearance based on Attributes.
- **LWD falls on Weekly OFF/Holiday** - We have Incorporated the configuration in E-Sep for Last Working Days (LWD). Now we can configure LWD as per client request and set the configuration which ever required either pre and post, accordingly Notice Period days to be served and Notice days to be recovered calculation will be reflected.
- **Note has been added in E-Resign Popup** – After Employee Resign the organization along with successful message we have added Note ' Please make sure, all the pending transactions are being approved by your respective manager, prior to the last working day.'
- **Backdate Resignation and Spot Resignation checklist** – Earlier we don't have a provision to trigger a checklist for backdated resignation. But now we have incorporated the checklist triggered functionality for backdated and spot resignation cases.
- **Assessment based on Employee wise** – Earlier There was only one assessment form for an entire company, now you can configure different different assessment form based on employee from the front end.

Configuration (Setup)

- **New Joinee Process Automate**– In Configuration screen under Organization we have introduced New setup called 'Group Definition'. By using this screen you can set the Attendance Group, Leave Group, Calendar Group and Notice Period for New Joinee. Whenever any new joinee will be created in the system it will map all the group which you have configured in Group Definition.
- **Setup – Organization** - We have removed the Employee Master Tab in Organization section.

TNA/LMS

- **Future Dated Leave Application Configuration** – We have incorporated the new rule under Time and Attendance section, by using this rule, we can restrict the future dated leave against the leave type basis on 'Application Date' and 'Leave Start Date'.
- **Maternity Leave (ML) New Rule** – We have built a new rule under Maternity Leave '**In case Maternity leave is taken for more than two times, then from third time onwards the limit will "No. of days" '.** By using this configuration you can restrict the ML from the third child onwards. The System will read the Relation details from My Dossier.
- **Remarks on Regularization** – If Approver Reject any regularization request by putting remarks, then employee now will be able to see those remarks under transaction History.
- **Transaction History** – Under Transaction History, We have incorporated the against date field in Comp-Off Transaction.

Recruitment

- **Referral Submission Report** – Submitted Applications against the Employee Referral requisitions are viewed in this report.
- **Candidate Profile Report** - Recruitment work-flow through which candidate is being processed can be viewed in this report, starting from which requisition its being tagged to who is the recruiters who has added the candidate and then candidates basic, qualification, experience, coordinates along with shortlisted by whom, interviewed by panel on which date and for which interview round feedback of the candidate whether selected or rejected, salary details, offer details, checklist details, joining details, appointment details.
- **Requisition wise TAT Report** – Requisition which are created, its details along with status and number of offers and joined in that report with tat against created date and closed date.
- **Planning and Budgeting and Candidate Form the Attribute Control should be in set order** – Attributes which are visible in the requisition form and the candidate form should be in sorting form along with mandatory and non mandatory attributes.
- **DOJ configuration not to accept future date** – Provision to restrict the user to have a future dated date of joining against the employee generated on the joining confirmation screen.
- **Offer Letter Complete Email Body and Subject Dynamic** – Offer Letter static text was not able to be changed as per the request so that is made as dynamic including the subject and body. For example the Subject was showing Dear which was to be removed so it can be changed.

- **Letter New Columns request** – In Offer Letter and Appointment Letter request from various team was coming to have the reference code in full form so now it will have Company / Location / Month / Financial Year / Random candidate ID, also the pay heads currently are coming as a normal number so we have introduced the new columns for monthly and yearly values which will have formatting of decimal and comma separated numbers.
- **Candidate Checklist (Sourcing, On boarding, Post Appointment Checklist)** – Checklist items currently was viewed from the forward section against the requisition which now is linked to Employee Dossier module so once the candidate becomes an employee it will be viewed in Documents tab under My Profile and which will be classified as Offer Checklist, Appointment Checklist and documents which have attachment will be viewed but not allowed to delete and those checklist which are not having attachment employee can upload the documents against it and it's based on current configuration if the approval process is there then those documents will go for approval to the manager else will be viewed directly.
- **Bulk Upload with and without salary breakup** – Candidate in the recruitment flow can be uploaded from excel template in bulk upload earlier it was not having the option to attach to which requisition and salary break up which is being added.
- **Bulk Offer letter download** – The Offer Letter can be generated in bulk, but download was individually done, which is not having the option of bulk downloading.

- **Limitations**

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

Revision History

Version	Date	Summary of Changes	Author	Revision Marks (Yes/No)
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
7.1	20 Jan 2018	Attribute Version 7.1	Arshad Ansari	No