



Release Notes

ZingHR Web Application
Attribute Version 7.8
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Release Overview

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

These features have been tested on the following browsers.

- Google Chrome
- Mozilla Firefox

Module – Zing Core

Release Features (New)

Feature 1 - (ICICI HFC)

Functional Point -

ADFS Integration.

Business Impact -

ZingHR supports ADFS integration for single sign-on for on-premise 'Active Directory'.

Feature 2 - (ICICI HFC)

Functional Point -

Mandrill integration (Normally e-mail sent by using ZingHR domain).

Business Impact -

Going forward system generated e-mail will be sent by using customer specific domain.

Enhancements

Enhancement 1 -

Functional Point -

Australia instance to be made Live with Xero integration.

Business Impact -

Integration ZingHR with Xero application (Employee integration for payroll purpose).

Fixes-

1. API - API data should provide exact / accurate data. API is not giving data based exit dates properly. Last working day is updated after approval from HR but system showing Last modified date as different.

Module - Employee Master

Enhancements

Enhancement 1-

Functional Point-

New employee e-mail notification should contain all attributes which is assign to particular employee.

Business Impact -

Employee will get the details information like (Designation, Grade, Company location etc.)

Enhancement 2-

Functional Point-

Medical Policy should be bulk upload in 'Employee Master' during the joining of the employee and only viewing option to be provided to employee in 'My Profile' section.

Business Impact -

This will help HR team to reduce their manual work and it will improve the efficiency.

Enhancement 3-

Functional Point-

E-separation should be initiated by HR / Manager using 'Employee Master' (Lock Icon) for those who are not in the E-separation workflow (Edit last working day, date of resignation and revoke the resignation).

Business Impact -

In case of absconding HR / Manager will initiate the E-separation through employee master without E-Separation workflow.

Enhancement 4-

Functional Point-

At the time of employee creation HR will get option to select the guest user and employee in 'Employee Master'.

Business Impact -

This will helps HR to restrict the Access of organization.

Module - Employee Dossier

Enhancements

Enhancement 1-

Functional Point-

Salutation master – We have built salutation master where as per the business requirement we can add multiple salutation as per their requirements.

Business Impact -

This will help organization to add different salutation.

Enhancement 2-

Functional Point-

Attribute view to be restricted role wise in my dossier.

Business Impact -

This will help to restrict employee's attribute details.

Fixes

1. Identical Issue-After Approval is done, old and new value is showing identical in Notification page.

Module - Leave N Time Attendance

Fixes

1. Shift Changed Automatically - By default shift gets changed automatically and different shift gets assigned due to which rostering gets affected now this has been fixed and default shift will be assign only those employees and dates for which rostering is not available and existing shift will not replace by default shift.
2. Leave Applied is not matching with the Leave Balance shown in the Leave Application screen, in leave application page, all the leaves were reflecting now it will reflect cycle wise January to December, March to April.
3. Packet definition on attributes not working in rostering screen, now we can do the shift roster based on attribute wise.
4. Pending since shows wrong count on the page on notification page, **now** the pending since count will be shown properly in notification bell.
5. Bank details are approved by Approver but in My Transaction History it reads as Pending Since, Nomenclature to be changed.

Module - Employee Life Cycle

Enhancements

Enhancement 1-

Functional Point -

Exit feedback should go to the HR after employee action. HR should be able to put his comments on the exit feedback form. HR comments should not be visible to the employee.

Business Impact -

This will help to HR team to give the comments on the employee's 'Exit Feedback Form'.

Enhancement 2-

Functional Point -

Field name change required in Confirmation page, from 'Actual date of Confirmation' to 'Due date of confirmation' and 'Date of confirmation' to 'Actual Date of confirmation'

Business Impact -

This change will help HR, easy to understand and avoid the confusion on the confirmation page.

Enhancement 3-

Functional Point -

'Confirmation report' and 'Due date of confirmation' added in report gallery.

Business Impact -

Confirmation report - Business will get the all Confirm employee list

Due date of confirmation - Business will get the list of those employees whose 'Confirmation' is pending for approval and will be initiated in future.

Fixes

1. Employee Status is getting changed from FnF in process to existing without any updation by the users, as per the audit log Employee's status was updated and FnF in process on 18th May 2018 through 'Payroll Master Update' post which the status is not changed as existing from any uploads.
2. Following E-Separation data not flow to Payroll process :
 - Leave encashment days,
 - Notice Period Recovery days,
 - Allowance and deduction amount.
3. Exit e-mail – Not triggering for back dated LWD cases which has been updated on current date. Customization to be done, to check on current date if any back dated LWD

is updated and if no exit mail triggered already and then for those cases exit email should trigger.

4. Multiple Manager Mapping - If Manager mapping is updated only for one or two level and not being updated for all levels, then screen shows multiple approvers details in screen.

Module - Claim

Enhancements

Enhancement 1 -

Functional Point -

Travel Claims - In case the Sponsor Trip is checked, it reflect on the claim settlement form as well. As a disclaimer or captured in a field that is freeze. In Travel there would be configuration which will mention which section would be freeze, and those freeze flag will be provided to claims, based on that while claiming against that travel request those line of sub types would not be allowed to edit for the user.

Business Impact -

Sponsored trip will not allow to employee to apply the same travel claim request.

Enhancement 2-

Business Impact -

Based on configuration, approver can edit the claim transaction details submitted by the employees.

Enhancement 3 - (Novartis)

Functional Point -

1. In Travel claim, we can set the calendar month as current month or next month for travel claim application and also restrict the date in which user will be able to fill the claim application.

Fixes

1. After travel is closed and converted to Claims, Fields from travel will be coming in Claims by default. If Travel Desk has not entered the amount, employee will not know the amount spent by Travel desk. But system will not allow the employee to enter Zero in Claim Amount. Zero should be allowed.
2. If the claim applied is approved by the 1st level of approver than 2nd level approver was not able to approve the same.
3. Common Manager Mapping - While mapping the claim approver and the verifier, user has to feed the verifier details only in the verifier column than only the notification will get trigger to verifier (For example if there are only 2 level of approver in company than the user has two fill the 1st level and 2nd level column rest column should be blank & in

the last column verifier details should be updated) and the parallel approver concept is resolved now. (If user replaces the approver it will not change the parallel approver for claim sub types.)

Module - Payroll

Enhancements

Enhancement 1 -

Functional Point -

Kindly makes changes, the date format which we are uploading the same should be seen in the final saving batch screen and downloading of batch data too as it is creating confusion. (Alignment issue in front end).

Business Impact -

Date format will be reflecting same as user has uploaded from template. This will help business to keep consistency and avoid the confusion.

Enhancement 2-

Functional Point -

Unable to upload PF, ECR file on EPF Site, before uploading need to delete the extra row of ECR file.

Business Impact -

This will help HR to reduce manual work (Not require to do correction in ECR file).

Enhancement 3-

Functional Point -

Attendance Period is from 21st to 20th. Payroll will be process for employees as per the Attendance Period. Employees Joining on or after from 20th will be considered in next month payroll processing. Recruitment module is live and being used by customer. New Employee creation happens in recruitment module.

Business Impact -

Employees who will join after 20th, that employee name will be reflect in the next month for payroll process, this will help to reduce the manual work for Payroll team.

Enhancement 4-

Functional Point -

Bank Master Cleanup - HDFC Bank ('HDFC Bank' and 'HDFC Bank ltd.' both are the same bank but showing twice because of this HR can't able to process the salary process).

Business Impact -

Whenever HR will download the Bank File then 'HDFC Bank Ltd.' will be updated as the 'HDFC Bank'. This will help to reduce the manual work and confusion.

Fixes -

1. FnF employee reflecting in Salary Register again, despite no input from Payroll.

Module - Investment

Enhancements

Enhancement 1 -

Functional Point -

Interest on Housing loan for self-occupied duplicate entry allowing, Loan account number validation required to avoid duplicate entry.

Business Impact -

System will not allow to update the same loan number.

If someone is try to upload same loan no details then system will through error message 'this loan account no is already exists in the system'.

Module - Recruitment

Release Features (New)

Feature 1 -

Functional Point -

Bulk upload of Minimum wages (Current Process - This is totally dependent process on ZingHR team where team upload this minimum wages data from the backend).

Business impact -

1. Dependency will removed and HR team will upload the same using front end option.
2. Bulk upload of minimum wages on 4 attributes based on the salary structure, in that 4 attributes 1 is mandatory which is to be provided in excel.

Enhancements

Enhancement 1-

Functional Point -

Master Configuration (Planning Budgeting, Checklist) - Change in to the attributes by the User / Admin / HR which is impacted on the already configured workflow.

Business impact -

1. Freeze the section so User / Admin / HR will not able to make the change in attributes.
2. In case their organization need to change the attributes then User / Admin / HR will change the attributes using 'Change Request' option
3. This will also help to track the change attribute request.

Enhancement 2-

Functional Point -

Master Configuration Development (Front End) - Post Joining Checklist. Uploading of checklist document, stage wise in candidate flow is time consuming and very tedious process.

Business impact -

1. We have provided common screen to add checklist items stage wise (Repository of checklist items)
2. This is time saving process.
3. Also using the 'Copy Template' option you can copy same template to other feature as well.

Enhancement 3-

Functional Point - (ICICI HFC)

Offer & other mail / message content to be revised also looping multiple recruitment manager in all offers at the time of offer

Business impact -

In a large organization recruitment is handled by the multiple recruiters where each one handling by different position, where if someone unable to complete the recruitment process then that position can lead by the other recruiters also.

Enhancement 3-

Functional Point - (Burger King)

Age criteria, 16 years for certain set of employees (Apprentice) - We have provided new option where HR can select the employee age is 16.

Enhancement 4-

Length of interview panel is increased from 250 to 1000.

Fixes

1. Interview panel addition of multiple rounds was not functioning.
2. After the joining confirmation employee get option to choose PF and ESIC with option like on actual or change was not functioning.
3. Planning & Budgeting - (Net Gap = Budget - Actual - Request + Exact) was not functioning.
4. Talent Acquisition - Workload report count was showing wrong results.
5. Dashboard (On Portal) - IJP / Referral was showing closed position also.

Module - Travel

Release Features (New)

Feature 1 -

Functional Point -

Request of 'Arrival and Departure Time' option to maintain the track.

Business Impact -

This will help to employees where employee can suggest or choose their continent Arrival and Departure time to Travel desk.

Enhancements

Enhancement 1-

Functional Point -

If Travel Desk or Travel desk approver mapping is not done then it should through message that travel desk approver mapping is not done.

Business Impact -

If Travel Desk or Travel desk approver mapping is not done or remove due to some reasons, travel request will not create it will prompt 'travel desk mapping is not done'.

Enhancement 2-

Functional Point -

In cases the travel tickets are booked by employee (self) that tickets details will emailed by travel desk team as well.

Business Impact -

This will helps employee and travel desk to keep track of travel booking details and employee no need to submit Physical copy to travel desk. (Mail contain should be travel From Place, To Place, Date and Time.

Module - OAS

Fixes -

1. Manager marked attendance data change in OAS screen- (Case where employee marked attendance from Web punch in and attendance formed as present after that manager changed attendance to absent still next day attendance showing as present).
2. Half Day count in OAS summary section not visible - (Case where if employee updated half day attendance data from web and OAS but half day summery not reflecting in OAS summery screen window).
3. DOL issues on OAS page, FnF employees not reflecting - (Case where employee status is FnF and employee DOL comes in open attendance cycle but the same employee not reflect in OAS screen).
4. Shift Roster Irrespective of the employee's Status, employees should reflect in shift roster screen till their LWD - (Case where FnF status employee is not reflecting in Shift roster window. In shift roster only existing and new employee reflecting).
5. After push to payroll attendance data not pushed in the payroll module - (Case where push to payroll activity done but in payroll window batch details not reflect in attendance tab).
6. In this case required to assign rights -
 - In Organizer - Role allocation - assign payroll module rights.
 - In Payroll and Compliance - Setup circle, assign screen and role access to employee.

Module - PMS

Enhancements

Enhancement 1-

Functional Point -

In Goal Evaluation Form, default Value in List box should be Select Rating currently displayed as rating 1 and rating descriptor. User should mandatory Select Rating and give inputs.

Business Impact -

When User Clicks Evaluate Goal Button to Open Goal Evaluation Form, By default Rating List Box should show Caption as "Select Rating" for each Goals and Goal Evaluation Score is Blank.

Include following Validation for Select Rating in Current Validation Process.

Validation - If for any Goal in Rating List Box, "Select Rating" is selected then include following Message in Consolidated Error Message.

Message - Kindly Select Rating from the List for <Goal Name>.

Module - Flexi Pay

Enhancements

Enhancement 1-

Functional Point -

Flexi pay configuration (House rent all calculated on metro and non- metro city the cap was being considered).

Business Impact -

Provide the flexibility option to the users where users can change the value to any value but will not exceed to metro and non-metro maximum value.