



# Release Notes

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ZingHR Web Application

Attribute Version 7.13

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## Features

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.

- GoogleChrome
- MozillaFirefox

### **Base ESS:**

- ***Switch User Option with OTP Feature*** – We have added OTP option to use the SWITCH User option. Please refer the User guide document which is available on ZingHR Support Portal.
- ***COC (Code of Conduct) Front-End*** – We have incorporated the front-end screen to configure the code of conduct. Option will be enable roles wise in left menu. You can enable the option from setup -> Organization -> Roles & Definition screen. User guide document is available on ZingHR Support Portal.
- ***Employee Master API*** – We have added new field in our Employee Master API. Field Name Listed Below. We can refer the API from ZingHR Support Portal
  - Offer Letter Reference No.
  - First Name
  - Aadhar Number
  - Confirmation Status
  - Attendance Manager Attribute
  - Attendance Manager Status
  - FNF Processed Month
  - FNF NetPay
  - FNF Status
  - Recovery Status
  - Ecode Generated By
  - Separation Remarks
- ***Salary Register API***- We have introduced new API called Salary Register. API, Input parameter and others details are available in support portal.

- **CMM Effective Date** - We have included the effective date feature in Common Manager Mapping Screen. The manager mapping can now be updated in the system selecting an effective date.
- **Name as per Aadhar** – New field has been added called “Name as per Aadhar” in my profile section. You can enable the field from ED setup and same field will reflect in report as well, Name as per Aadhar includes First Name, Middle Name and Last Name. We have not provide an option to edit the Field.
- **My Profile** - we have added an attachment option in My profile -> My coordinate section to upload the document in image format.
- **Notice period day's updation** – Notice period editing incorporated on the employee master screen, there would be Resigned Icon against the employee searched on the page which would allow to change/map notice days to the employee.

### **Leave & TNA:**

- **Special Leaves** – We have added an option to have a prolonged period of application for Special leaves (birthday and anniversary). Rules has been added in Leave Configuration section under Setup.
- **Leave Group** – We have incorporated a configuration in Group definition, where we can define a leave group after confirmation period.
- **Extra Time Cancellation Workflow** – We have added the workflow to cancel the extra time application and it will flow for approval and accordingly changes will be done in the system.
- **Proxy Regularization Screen** – We have added a filter option to select a shift from the list.
- **Proxy Regularization Screen** – Packet Option has been added in proxy regularization screen. We can configure the packet from setup screen.
- **Proxy Regularization Screen** – Shift change option has been incorporated in proxy regularization screen. User can select the shift and apply the application.
- **Leave reversal option on OAS** – We have added a new option in OAS screen from where we can reverse the leave application if applied, Option can be configured from OAS Setup

## **Claims:**

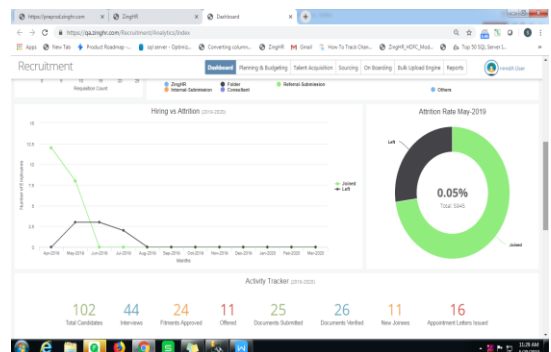
- **Daily Claim Type** – Below Changes has been incorporated in daily claim type
  1. If the employee has applied the leave which is final approved .Then System will not calculate claim eligibility for those days.
  2. If Employee have worked on weekdays or week off or holiday then only system will calculate eligibility.
  3. We can configure separate eligibility for Week days and week off which is applicable for daily claim type.
- **CTC Claim Payhead** - We have incorporated functionality to CTC claim head value pay with salary and it is based on configuration.
- **Claim Batch Generation page** – Attribute search filter has been added in claim batch generation page.
- **LTA Claim front-end Configuration** – We have added front-end screen to configure the LTA Claim form, Option will be visible in Claim rule section.

## **Recruitment:**

- **Dashboard**

Dashboard would be seen as soon as the logged in user goes to Recruitment Module as it would be a default tab from now, its role wise information displayed on the dashboard, it will display the information as mentioned in the list it would be role wise so a recruiter logs in would be able to view his dashboard activities whereas from Admin role point of view that would show all recruiters dashboard input.

- ✓ Hiring Vs. Attrition & Attrition Rate
- ✓ Job Aging
- ✓ Top 5 Sources
- ✓ Hired by Sources
- ✓ No of Requisitions
- ✓ Score Card
- ✓ Application Stage Wise & Action based dashboard

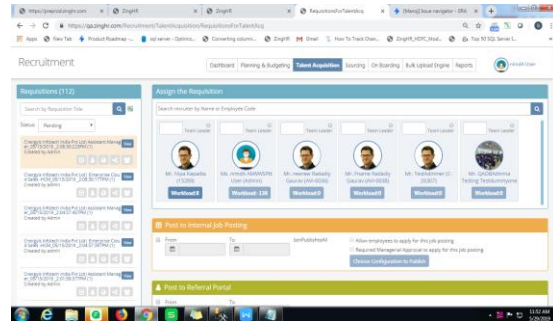


- ✓ Pending for Interviews
- ✓ Pending for Joining Confirmation

- **TA Screen Recruiter Search**

To easy the searching of recruiters the large amount of recruiters list, with is and fast and assignment of positions becomes much faster.

It's being added to pending, assigned all categories.



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- **Assessment:** Assessment form the pdf which is generated should have the remarks added by the interviewer to be seen was the request to its being added.
- **IJP Attribute wise publish, with role based functionality** - This function attribute wise publish indicates that if a job position is created by the recruiters which they want to publish across the attributes which was not available earlier so that flexibility is being introduced, also if the user does not configure to publish indicates it's to be visible to all the attributes on which IJP is set into. This option is role based introduced so that only that employees who has got that role can publish to specific items / values from the IJP Attribute defined. (Role: IJP Publish)
- **Referral Configuration On / Off available on front end** - The referral dashboard on the Home page to make it On / Off the front end is provided in the portal tab in setup circle, which has removed the dependency of backend request.
- **SMS and Email Notification for all round in interview scheduling** - All round Email notify to candidate was available, but there are scenarios where the user want to send sms as well along with email to the candidate so that has being added in the interview scheduling screen. Also if the mobile number is not available against the candidate then SMS check option would be disabled.
- **Exit Count** - Request from the team was to update the exit count number if the employees LWD is matched to the current date so in planning and budgeting the exit count should be reduced if employees LWD is exceeded the current system date.

## **ELC:**

- *Email alerts and Push Notification would now trigger to the employee even on probation Extension.*
- *Employees would also get a notification now in the transaction history screen for both the actions, Confirmation and Extension.*
- *Confirmation action and confirmation assessment form would now go in a consolidated form (assessment to whoever applicable to fill in). Configuration is available to activate the new form.*
- *Transfers initiated by HR would not follow the approval matrix now (if any), the transaction would be save in the system as soon as Saved storing the Effective Date selected.*
- *Transfer transactions having approval workflow set will see the notification in the bell icon without the Approve/Reject buttons. The approver will have to view the transaction and the buttons would be available on that page.*
- *Date of resignation (reported) Postdate of leaving, for a date prior to date of leaving*
- *Remarks Field Configuration – Incorporated the configuration, where you can make Remarks Field Mandatory or Non-Mandatory at the time of approval at all level.*
- ***Auto Cancellation Leave Application*** – *We have incorporate the logic where if any resignation will happen then system will check the future dated leave application if any application there, then system will auto cancel the leave application.*
- ***Checklist Sub Category*** – *Introduced an option where multiple sub category can be mapped against a single checklist item.*
- ***Auto Moved Checklist Transaction*** – *If any point of time, Checklist approver will get changed then all pending checklist transaction will moved to new manager.*

## **Reports:**

- *HR will now be able to extract a report for the My Profile section showing the completeness of the profile. There is a new report available in the setup, which can be enabled.*
- *Probation Extension report is now available in the Reports Gallery, need to be assigned from Packets Definition.*

## **Fixes:**

*We identified a few fixes that were needed to strengthen the product functionality. We have incorporated the below list of fixes along with this release.*

- *Mobile Application – Leave Cancellation workflow now working for approved leave application in mobile app.*
- *Budget values are getting reseted to zero - There was scenario where in if the user is using the create requisitions button at the bottom of the screen, then the budget was getting reset to zero which has been resolved, so if multiple requisitions are created then it will remain intact.*
- *Onboarding App - (Candidate Duplicate logic similar to candidate application form checks with candidate and employee basis the employee status as well.) Duplicate check in onboarding app was on Name / Mobile / Email but that check was only at the candidate level so now we have added the check with employee as well along with the status of (Existing and NewJoinee) so excluding this status if the details are entered then candidate gets added to the system else it will prompt with the duplicate message also some details with whom match is found will be seen.*
- *Salary Approval email was triggered to wrong employees at the assignment of recruiters has now been rectified.*
- *Send mail if selected in the checklist stage then while submitting the checklist the error was prompted so that has being rectified. At any checklist process there is an option of send mail to the verification team that when was selected the recruiter was facing issue getting error alert and candidate was not moving to next stage, so this is being rectified now so mail will be triggered and error will not come.*
- *Search option is disabled in appointment and offer letter stage. (Forwarded, Rejected, Black list and Send to Internal Database options). Search control was disabled at the stages mentioned above so if the recruiter wants to recheck the candidate it was difficult for them to search the candidate so that is being enabled so that the recruiter will filter the candidate with ease.*
- *Upload of assessment was not happening that is being rectified. Assessment stage there is an option to upload the assessment feedback file but that was not function so that has being rectified now the file will be successfully uploaded.*



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- *Workload count in Talent Acquisition is loading wrong data. Workload count against the recruiter was displayed wrongly if the recruiters are from the list which is not in the first five then data was not reflecting correctly which has been resolved.*
- *Bulk Create Requisition does not work. Bulk create requisition was not functioning indicates the number of indents raised was getting disappeared post the unfreeze budget so that has been resolved.*
- *E-Recruitment Masters --> Assessment (Update Units) Update units button is not provided in the assessment configuration as its interlinked to interview stage but the impact of update units in interview was not reflecting in assessment which is being resolved.*
- *Upload of Minimum wage from Payroll - Minimum wages upload was having issue and amount against the combination units where not getting updated correctly, so we have resolved the same. So now Minimum wages can be uploaded from the front end if any*