



# Release Notes

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ZingHR Web Application

Attribute Version 10.6

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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

### **LMS:**

**Leave cancellation** - This is new feature enhancement . Earlier, if an employee wished to change dates of approved leaves, he had to cancel the approved leave and apply new leave with the new required dates. Now, if an employee's leave is approved from 1<sup>st</sup>-10<sup>th</sup> Dec and the employee needs to cancel leave from 8<sup>th</sup>-10<sup>th</sup> Dec then he can modify Start and End date from transaction history and new transaction will be triggered to manager for approval .

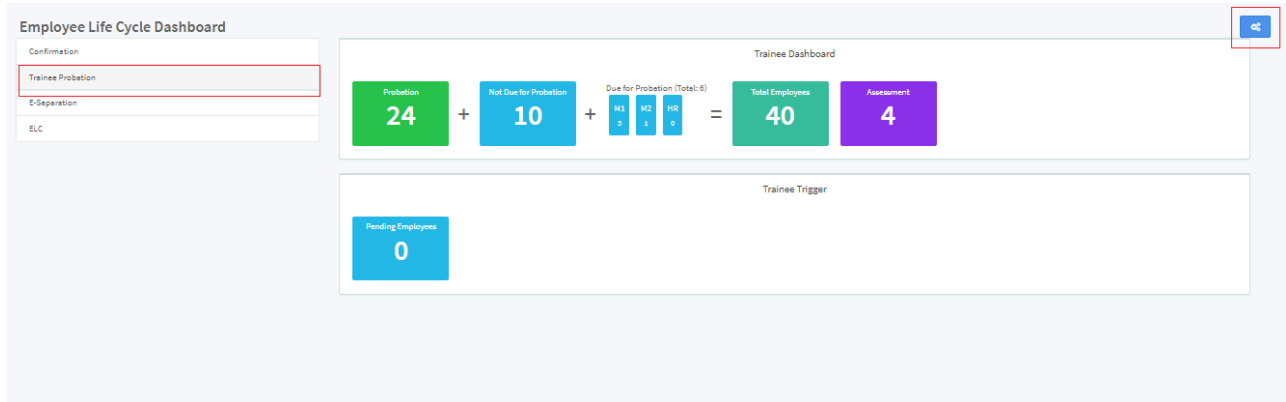
### **Email:**

**Employee Dossier** – This is a new feature enhancement. Previously, no email alerts were triggered to employee in case of any document expiry. Now, for e.g. an employee's Passport is getting expired in 30 days then an email alert will be triggered to employee in advance. Same is the case with other documents like Visa expiry, driving license expiry. We have an option to Keep Multiple Email id's in CC in the Email (Separated By ";"). Email will Trigger to the Employee and for CC we can add the required email id's. Report has also been created to check for which employees emails has been triggered, on which date and other details. Report name is All Documents Expiry Email Transaction Report.

**Note** - This configuration is handled from back-end; therefore, in order to avail this functionality, a JIRA ticket has to be raised. Also, the number of days of email trigger will be set from back-end. For e.g. For passport expiry email should be triggered before 30 days of expiry and for Driving license before 20 days of expiry date.

### **ELC:**

**Trainee to Probation Process**- This is new feature enhancement. Earlier, when an employee was created he was kept on probation period and later was moved to confirmation after approvals and based on his performance. Now a new workflow has been added, i.e Trainee to Probation . An employee will be created with employee status as Trainee, he will work as a Trainee based on number of days kept in the configuration . Then he will be moved to probation process based on his performance and after approvals.



You can also set the workflow here. Please refer the images

This image shows the configuration interface for the Employee Life Cycle Dashboard. It is divided into three main steps:

- Step 1: Define Confirmation Workflow:** This step involves configuring initiation forms for various managers (Manager 1 through Manager 5 and an additional manager). Each form has a checkbox and a status indicator (green or grey).
- Step 2: Define Masters:** This step includes configuring common masters such as Common Masters, Assessment Form, Trainee Assessment Form, Email, SMS, Role Mapping, and Manager Mapping. The 'Trainee Assessment Form' is highlighted with a red box.
- Step 3: Define Trainee Probation Work-Flow:** This step involves configuring initiation forms for five different managers (Manager 1 through Manager 5). The 'Trainee Assessment Form' is also highlighted with a red box.

**Group Definition** - Here, we have introduced the new screen functionality for configuration of training period through group definition .

One Time Setup

1 COMPANY DETAILS		2 ORG LEVELS & ATTRIBUTES		3 ROLES DEFINITION		4 PACKETS DEFINITION		5 GROUP DEFINITION	
Modules								Group Details	
Notice Period								<input checked="" type="checkbox"/>	
Packets								<input checked="" type="checkbox"/>	
PF Applicability								<input checked="" type="checkbox"/>	
Probation Period								<input checked="" type="checkbox"/>	
Profession Tax								<input checked="" type="checkbox"/>	
Profession Tax Applicability								<input checked="" type="checkbox"/>	
Roles								<input checked="" type="checkbox"/>	
Training Period								<input checked="" type="checkbox"/>	
Wage Code								<input checked="" type="checkbox"/>	

**Employee Master Screen** - In **My Profile** section, Probation Date has been added under **About Me** -> **Employment details** -> **Expand Global Standard**

Employment Details

Global standard ^		
Employee code	Employee Status	Reporting Manager Code
Admin	Active	Akshita Mistry (AK1003)
Matrix Manager	Work Permit ID.	Work Permit Expiry Date
	54789	02 Apr 2040
Date of Joining	Tenure	Date of Confirmation
01 Jul 2019	1 yrs 4 months	11 Jul 2019
Date Of Separation	Date of Superannuation	Re-Employed
-	28 Aug 2050	Yes
Old Employee Code	Date Of Resignation	Last Working Day
WWW555	11 Nov 2020	12 Nov 2020
Reason For Resignation	Notice Period	Additional Remarks
Behavior Issue	60	-
Separation Type	Date Of Probation	
-	-	

**Letter Generation** - Separate letters will be generated for trainee to probation and probation to confirmation . For this Probation has been added under the drop-down list of action .

Deemed Confirmation Configuration:  If the Approver does not take any action, then the Confirmation application should be automatically  at the Manager1 approver level after  at the Manager2 approver level after  days. Save

Common setting for confirmation letter  Attribute wise confirmation letter Submit

Action:  Letter Name:  Letter Upload (Note: Please Upload only ".doc" & ".docx" file with no blank spaces in file name.)  Save

Type	LetterName	Document
1	letter2	CONF.docx
2	LETTER3	CONF.docx
3	COnfiff	CONFFF.docx
4	COnfirmationttt	CONTTTT.docx
5	offerletternew	offerletter.docx

Select Applicable Letters:

**Checklist Clearance Process** - To meet the requirement of Maker checker concept, approval level has been added in checklist clearance process . Maximum approvers can be set to set up to 5 levels.

**Note-** The number of approvals will be set from back-end . A JIRA ticket has to be raised to set the number of approval for clearance process .

**Confirmation Process** - In confirmation process, one level approver has been added while the employee is getting configured . In case if there is an extension , then there will be 2<sup>nd</sup> level of approver . You can add this 2<sup>nd</sup> level of approver through Confirmation tab--> Common Masters.

**Common Masters**


Probation extension can be done minimum  days prior to Date of Confirmation. Save

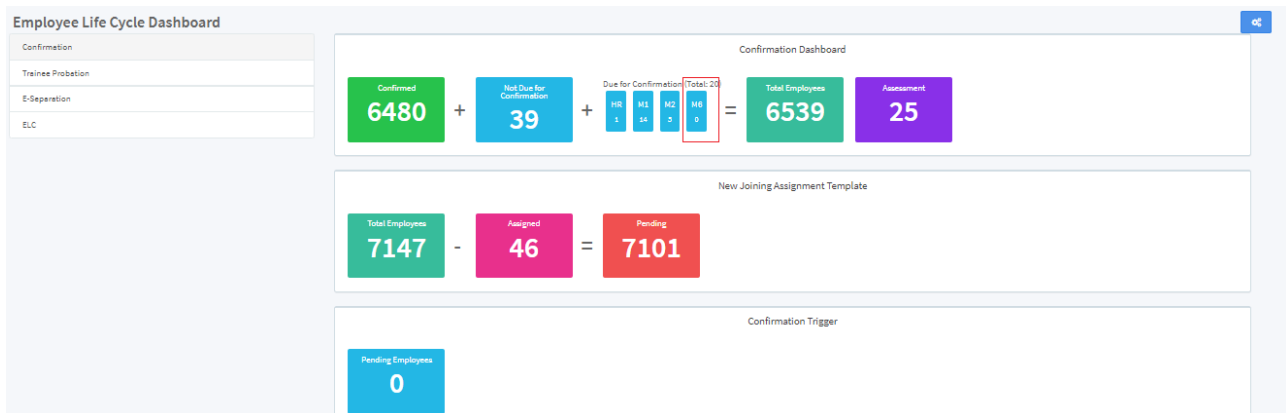
Probation extension can be done maximum  times. Save

Confirmation LG based on Role:  Save

Common setting for Extension Period  Attribute wise for Extension Period Submit

Confirmation Default Extension Period:  Save

Is Confirmation Extension Approver Process :  No  Yes Download Excel  (Note: Please Upload only ".xls" or ".xlsx" file.)



You can also map the 2<sup>nd</sup> level approver by clicking on Download excel button and filling the template and then upload the same .

Common Masters

Probation extension can be done minimum  days prior to Date of Confirmation.

Save

Probation extension can be done maximum  times.

Save

Confirmation LG based on Role:

M1

Save

Common setting for Extension Period

Attribute wise for Extension Period

Submit

Confirmation Default Extension Period:

Save

Is Confirmation Extension Approver Process :

No

Yes

Download Excel



(Note: Please Upload only ".xls" or ".xlsx" file.)