

GHG Corporation 5.8.1 Release Notes

November 20, 2009

ROLE: EMPLOYEE

Menu Item: Timesheet

1. Enhancement: Tasks listed on the timesheet are now listed in alphabetical order.
2. Enhancement: Timesheet will now prompt user if the user attempts to leave timesheet page before saving updates.
3. Bug Fix: Un-checking "Use Default Charge Codes" will now stay unchecked for the entire timesheet session

Menu Item: Leave Balance

1. Enhancement: The leave balance screen has been reformatted to a more user-friendly view.

Menu Item: Leave Request

1. Enhancement: Leave request will now take into account future accruals when employees are requesting leave (for system managed leave only).
2. Enhancement: Leave request will now allow employees to request for leave even though they don't have the balance if customer allows the employees to go into the negative for that particular type of leave.
3. Enhancement: A comment field has been added to the Request Leave Feature.
4. Enhancement: A time stamp has been added to the Request Leave Feature.

Menu Item: Pay Stub/Direct Deposit

1. Enhancement: The employee may now access past direct deposit stubs from a pull down list box that contains all previously loaded stubs
2. Enhancement: Employees with multiple direct deposit stubs may now view all loaded stubs.

ROLE: SUPERVISOR

Menu Item: Review Timesheets

1. Bug Fix: The Review Timesheet Printer Friendly now will display the employee number on the timesheet if the box is checked on the configuration page.
2. Enhancement: The filter for the default view of timesheets displayed and been changed to exclude "Approved Without Signature"

GHG Corporation 5.8.1 Release Notes

November 20, 2009

3. Enhancement: A new filter has been added "Include Previous Timesheets". This filter is not checked by default.
4. Enhancement: When viewing two users that have the same name (e.g., John Smith) you can now use the employee ID to distinguish between the similar names in the Review Timesheet page.

Menu Item: View Leave Balance Report

1. Enhancement: The format has been changed so that a large numbers of employee leave data can be displayed with the headings remaining static.

Menu Item: Mass Timesheet Update

1. Enhancement: A date range has been added with a start and end date so that the mass timesheet update would update timesheets between two dates entered

ROLE: ADMINISTRATOR

Menu Item: Main Menu

1. Enhancement: A show/hide button has been added to the left menu, allowing the menu to be temporarily hidden.

Menu Item: Employee/Assign to Group

1. Bug Fix: Assigning charge codes to an employee, by checking "Apply all Charge Codes" will no longer add inactive charge code associations to employee

Menu Item: Employee/Profile

1. Bug Fix: Canadian Provinces have been added to the State drop down list on the employee profile page.
2. Bug Fix: System will alert user when entering employee device IDs if the device ID being entered is a duplicate.
3. Enhancement: Office location field length has been increased from 25 to 35 characters

Menu Item: Client

1. Enhancement: Start and Stop dates have been added to the Create Client page.

Menu Item: Notifications

1. Enhancement: The notifications have been reorganized with heading by the various eEMS components and functionality.

GHG Corporation 5.8.1 Release Notes

November 20, 2009

2. Bug Fix: The system is no longer sending notifications to inactive (terminated) managers.

Menu Item: Reports

1. Enhancement – The Standard Report menu has been reformatted and grouped by type of report.
 2. Enhancement – Custom reports will now default to open in Microsoft Excel
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Role: Accounting

Menu Item: Group

1. Bug Fix: - When an employee association is ended from a group, the end date for the group is now entered as the end date for all authorized charge codes for that employee for that group.

Menu Item: Pay Type

1. Enhancement: A Miscellaneous field has been created for the Pay Type Item.

Menu Item: Group

1. Enhancement: A Miscellaneous field has been created for the Group Item.

Menu Item: Task

1. Enhancement: Task name has been increased to 80 characters
2. Enhancement: Task description has been increased to 150 characters

Menu Item: Pay Stub

1. Enhancement: Employees can now have multiple pay stubs with the same pay date.

Menu Item: W-2

1. Enhancement: Created a standard mechanism to bring in local and state information within GHG's supported EFW2 format
2. Enhancement: Employee may have multiple W-2's for the same year.

Menu Item: Leave Management

1. Enhancement: Each leave type can be configured to either system managed or flat leave managed.
2. Enhancement: Each leave variable can now be associated with its own rollover value

GHG Corporation 5.8.1 Release Notes

November 20, 2009

3. Enhancement: Rollover Periods can now support the following selections (Annual, 52-weeks, Hire Date and No Rollover)
4. Enhancement: The Earned Leave type can now have multiple pay types that are associated with both the "Earned" and "Used" options.
5. Enhancement: Employee Leave Setup – Start date will now determine either the date that the employee can begin accruing or earning the specified leave type.
6. Enhancement: Weekly and Biweekly accruals can now be associated with a day of the week instead of a specific date.

Menu Item: Business Rules

1. Enhancement: The Business Rule List has been removed from the Admin role access. Contact the eEMS Help desk (eems_support@ghg.com) to add new business rules to your site. Existing business rules can still be managed by the Business Rules Management page.

Menu Item: Business Rules (NEW BUSINESS RULES)

1. Employee Must Take Full Break Time - A user cannot clock "In" prior to the completion of his/her defined break time.
2. No Clocking IN Prior to Scheduled Time - A user cannot clock "In" prior to his/her scheduled In time, less the defined grace period **number** minutes.
3. A Task Number is Required for Pay Type(s) - A task number is required for **pay type(s)**.
4. In Punch Threshold Rounding - If employee IN time is between **number** minutes before and **number** minutes after scheduled IN time, then replace the IN time in IN/OUT row on
5. Out Punch Threshold Rounding - If employee OUT time is between **number** minutes before and **number** minutes after scheduled OUT time, then replace the OUT time in IN/OUT row
6. Restrict hours entered for pay types based on employee - For **pay type(s)** restrict the number of hours to the employees defined percentage times **number**.
7. Ratio Based Overtime Distribution - Ratio Based Overtime Distribution.
8. Minimum Lunch Time Rule - If Employee worked for equal or greater than **number** hours and took Lunch break less than **number** minutes, then the whole break period should be
9. Negative pay types - If employee has **pay type(s)**, then the hours charge should be negative.
10. Assign Task Number to specific pay types - If Employee charges **pay type(s)** then assign **task number** to the pay type.
11. Restrict Overlapping Punches - Restrict Overlapping Punches.
12. Break Time Deduction - If the break time is **operator** to **number** of minutes then do not deduct that time from the hours worked.
13. Semi-Monthly Time Allocation - Check from **day** to **day** of the week for **pay type**, if hours exceed **number**, put excess hours to **pay type**, if hours exceed **number**, put excess hours to **pay type**.
14. Scheduled IN/OUT calculation with optional guaranteed Scheduled hours flag. - If IN punch is **x minutes** before or **x minutes** after Scheduled IN and OUT punch is **x minutes**

GHG Corporation 5.8.1 Release Notes

November 20, 2009

before or **x minutes** after Scheduled OUT then calculate total hours worked from Scheduled IN/OUT time, otherwise calculate actual hours worked. OPTIONAL: **[YES/NO]** If IN punch is before or at exact Scheduled start time, then user is guaranteed all hours of scheduled shift no matter when they punch OUT.

15. Cross timesheet transfer hours from pay type to pay types - If an employee works **operator number** hours of **pay type** and over **number** hours of **pay type**, then transfer remainder of hours to **pay type** on second timesheet.
16. Pay Type Deducted From In/Out Hours - If **pay type** used, deduct amount from In Out total.
17. Dock Time Tracking - If an employee clocks in late, based on their defined schedule, add time to **Doc pay type** and to regular pay type(s) (Regular, OT, DOT as example).

Menu Item: Import

1. New Feature: Hours Worked Import - A standard format has been designed so that a customer can import a csv file format that contains hours worked by employees.
2. New Feature: Import Charge Code- A standard format has been designed so that a customer can import a csv file format that contains charge codes.
3. . New Feature: Import Authorized Charges - A standard format has been designed so that a customer can import a csv file format that employee's authorized charges.

Role: Client

1. Enhancement: Start and Stop dates have been added to the Create Client page.

Role: Human Resource

Menu Item: Employee

1. Bug Fix: Compensation/Action Date is now a required field
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