

ReadyPay Online Release Notes

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Overview

This Guide introduces important new features as well as fixes to ReadyPay Online. All user guides will be updated with these release items as applicable.

ReadyPay Online

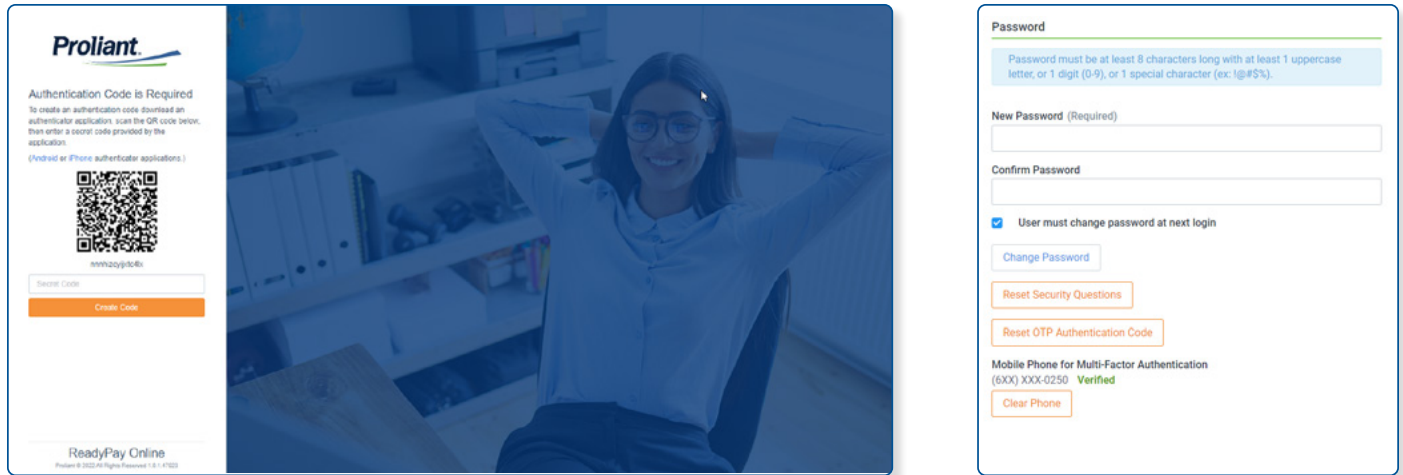
- After saving a new map in Data Management, whether created in the Maps page or using the Import/Export process, the map will immediately be available in the Maps drop-down.
- An Export button has been added to the Change Log page (Employee | Personal Info | Change Log) so clients can export their results into Excel.

The screenshot displays the 'Change Log' page for an employee. At the top, there are navigation tabs: Home, Employee, Payroll, Time/Labor, Reports/Analytics, HR, Talent Acquisition, Talent Mgmt, and System. Below these, the 'Personal Info' section is active, with sub-tabs for Information, Demographics, Employment, Additional Addresses, Emergency Contacts, and Change Log. The employee's name 'Sample, Julie A (730157)' is shown in a search bar. Below the search bar, there are fields for 'Start Date' (04/04/2022), 'End Date' (06/03/2022), and 'Log Source' (Employee). There are also checkboxes for 'Insert', 'Update', and 'Delete'. A 'Search' button and an 'Export' button (highlighted with a red box) are visible. Below the buttons is a table with the following data:

↓Date	Field	Old Value	New Value	Changed By	Type	Key Field
06/02/2022 03:52:10 PM	overrideCc1Supervisor	9676		ePayEntry II	U	730157
05/31/2022 08:37:05 AM	homePhone	(123) 123-1234	(234) 234-2344	employeeess	U	730157

- My Service Team page will now display Benefits Administration and contact information under the “Service Contacts” section for the following benefits services: BerniePortal, Plansource, or Selerix.
- **Company Setup | ESS Configuration | Approvals | Approval Groups** has been updated to use a searchable page drop-down for improved performance.
- **Employee | Department | Supervisor** page has been updated: When a checkbox is selected next to a Cost Center Level for Supervisor/Hiring Mgr, that level will automatically highlight, allowing the selection of the supervisor/hiring mgr by cost center in the grid below.
- Password minimum length has increased to 8 characters.

- OTP (One Time Password) Login Authentication option has been added to ReadyPay Online. When enabled, this will require ESS users logging in to download an Authenticator app to generate codes that will be validated during the login process. Users can use a QR code to obtain the required app. Options to reset OTP Authentication Code and Clear Mobile Phone number for Multi-Factor Authentication have also been added to **Company Setup | ESS Setup | User Administration** as well.



- Employee Grouping functionality has been added to **Company Setup | Resources | Employee Grouping**. Users can now create groups based on filters using drop-down menus to add employees to the group, or manually selecting or deselecting individual employees to the group. This functionality allows admins to create groups themselves directly in RPO without reaching out to their Account Manager.



Employee Grouping **Employee Grouping**

1. Group Information Editing Group: GA Active Employees

2. Group Eligibility

3. Group Members

4. Confirmation

Employee Filters

Find By State Equal GA - Georgia

AND Emp Status Equal A - Active

Filtered By: (State = "GA - Georgia") and (Emp Status = "A - Active") [Clear Filters]

Save & Evaluate Filters Delete < Previous Next >

Employee Grouping **Employee Grouping**

1. Group Information Editing Group: GA Active Employees

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4. Confirmation

Members

Search... Add Search Existing Members... Search Clear

Status	Employee Name (Id)	Member Since	Override Date	Delete
<input checked="" type="checkbox"/> Included	Henry I. Aaron (9805)	06/03/2022		
<input checked="" type="checkbox"/> Included	Christine Applebee (730149)	06/03/2022		
<input checked="" type="checkbox"/> Included	Justin Bartha (0202)	06/03/2022		
<input checked="" type="checkbox"/> Included	David Bowie (0902)	06/03/2022		
<input checked="" type="checkbox"/> Included	Glenn Campbell (1207)	06/03/2022		
<input checked="" type="checkbox"/> Included	Johnny Carson (1342)	06/03/2022		
<input checked="" type="checkbox"/> Included	Erod Courlee (2236)	06/03/2022		

K < 1 > X 10 Rows Found 22 results | 3 pages

Save Delete < Previous Next >

- Employee filters will now sort alphabetically based on description.
- Cost Centers on the Supervisor page (**Employee | Department | Supervisors**) will now sort by Cost Center, then description.

- The SC W-4 has been updated to the 2022 version in Employee Self Service, E-Hire, and mobile.
- New options have been added to Advanced Report Writer for Override Supervisor CC1 – CC5; users can now select Override CC1 – CC5 Supervisor ID, and middle initial has been added to Override Supervisor name.
- Company Search will now also sort companies by active status, moving all termed companies to the end of the list and indicating that they are “termed”.
- **Company Setup | Company | Deductions or Earnings | Agencies** was updated:
 - State field was restricted to two characters.
 - When payment method is ACH or ACH-Child Support, the change will not save until “3rd Part Account” and “3rd Party’s ABA” is filled out.
 - Payroll Group and FIPS code are required for ACH-Child Support, and will enforce 5 – 7 characters for FIPS code.
 - Bank information will now be verified prior to saving.
- Time Clock specific fields have been added to Advanced Filtering in Employee Search, and will include the following:
 - Attendance On Demand: pay class, clock group, schedule pattern
 - NOVATime: EWS access, holiday, shift, pay class, clock group
- **Employee | Personal Information | Information | Departments and Position** will now show descriptions for CC1 – CC5, EEO Class, and Workers Comp.
- **Company Setup | ESS Setup | Employee Directory** screen has been updated: Default fields of Employee ID, Last Name, First Name, and Position can now be deselected, but new logic will require that at least one of the first three fields (ID, Last, First) must be selected.
- **HR | Compliance | COVID-19 Vaccination** has been updated to include an Unvaccinated option with an optional Comment box.
- Dashboard Widgets and PDF/Excel exports were updated: When displaying grouped data in the table format, item description will now show as well as item code, and any exports will also show this data. Unknown has been added to the data fields as well to list empty values that may be stored in the database.
- **Company Setup | HR Setup | Documents** filter options have been updated to include additional options for COVID-19 Tests and Vaccinations.
- My Pay widget will now default to always hide payment amount.
- Users will be blocked from adding links to the My Links widget via Dashboard Management, and will only allow links to be added to the widget directly in a published dashboard as intended. Links added under Dashboard Management do not show to the user, as the widget is intended to allow the user to add links for their own personal use.
- Employee search widget functionality will now give priority to the current company when loading, and only then will it provide employees from other companies that the user has access to, improving load time.

- Dashboard Widgets and PDF/Excel exports were updated: When displaying grouped data in the table format, item description will now display as well as item code, and any exports will also show this data. Unknown has been added to the data fields as well to list empty values that may be stored in the database.
- A new “Userfields” service was added that will enable a new page in **Company Setup | HR | Custom** called Custom Fields, which will add more custom fields to extend the **Employment Page | User Defined Fields** area. Users can:
 - Assign field descriptions to each new custom field
 - Assign the field type (date, percentage, number, list, etc.)
 - When List is selected, assign the number of options and the actual options allowed
 - Radio Button and Text options have been added to these new custom field types
 - Mark the field required, and/or active
 - Once defined, these fields can then be populated for employees on the **Employee | Personal Info | Employment Page**.

Employee Self-Service

- An icon next to the User Initials/Profile circle will now indicate which view is being used for Admins and Supervisors. Admins will see either ADMIN/MYSELF, and supervisors will see either MYTEAM/MYSELF.



- **ESS | My Info | Paychecks/W2 | W-2 Instructions** have been updated to 2022.
- Position has been added to Approval Group Filters in **Company Setup | ESS Configuration | Approvals | Approval Groups**.
- **Company Setup | ESS Configuration | Security Configuration | ESS UI Rights** has been updated to only show options for Time and Labor (AOD and NOVATime) when these are active products on the company.
- Approval History page was enhanced with the following:
 - An item limit cap of 989 records has been imposed.
 - Sorting now defaults to most recent first.
- Enhancements have been made to the **Company Setup | ESS Configuration | Approvals | Approval Flow** screen:
 - Under the Completed and Approval Status/History tabs, a default 90 day filter is now applied.

- Sorting now defaults to most recent first.
- A cap of 969 items has been applied to search results. If more items are available, a message will now state that the search is not displaying all items, and to please adjust the search using advanced filters.

Payroll

- Advanced Tab has been added to the Calendar screen to allow clients to change the check date. When changing the check date, it must be on or after the current date, and on or after the period end date.
- A date/time stamp has been added to the bottom of the Verify step of Payroll to show when the verification rules were last run, or will show “Tests Last Run: N/A” if the tests are cancelled.
- An error message will now display in **Payroll | Enter Payroll | Single Employee Payroll Entry** if the Code/DET Code field is left blank with an amount entered on the same line.
- A PayPoll enhancement now allows importing email addresses as part of the QSR file.

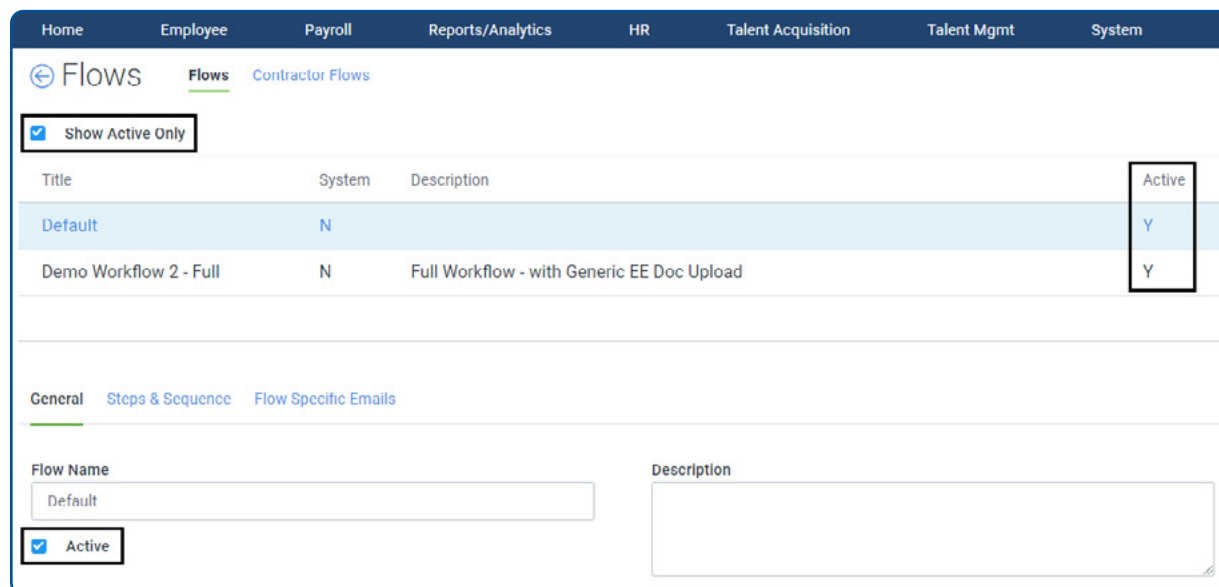
Compensation Management (Still in Beta)

- In **Company Setup | Talent Mgmt | Compensation | Compensation Settings**, users can now select if all Admins are Comp Admins, or select only specific Admins. The list population has also been cleaned up to only include Admins assigned to this company ID, with access to Comp Mgmt via Security or ESS Admins.
- **Talent Mgmt | Compensation | Pay Audit** will now include ratings history as a factor, allowing a column for Most Recent Ratings History, Last 3 (averaged), or Last 5 (averaged).
- **Talent Mgmt | Compensation | Pay Audit** will now exclude terminated employees.

E-Hire (Onboarding)

- Username creation has changed in E-Hire: The system will prompt for SSN and date of birth first to find a matching employee record and related ESS user name if one exists. This is to reduce the need for usernames ending in “1” to keep formatting standard.
- **Talent Acquisition | E-Hire | Employee List** page now has the ability to search by Cost Center field as well as employee ID.

- **Company Setup | E-Hire | Settings | Processes to Activate** menu has been removed. There is now an active checkbox that can be selected under **Company Setup | E-Hire | Flows | Flows** that will activate the flow. There is also now a toggle to “Show Active Only” and an Active column on this page for reference.



- The direct deposit step in onboarding flows will now default to “Yes” to trigger more employees to enter direct deposit information.
- **Company Setup | E-Hire | Flows | Welcome Email** tab was renamed to “Flow Specific Emails”.

Performance Management

- **Talent Management | Performance Mgmt | Reviews | Distributed Reviews** – Send Reminders button has been renamed “Bulk Actions” to better match its functionality of allowing multi-selection and action. Hovering over the button explains “Please select at least 1 record before taking action”. Users can click this to see a drop-down of the available Actions for that page.
- **My Performance | Coaching** now allows regular employees to see all employees, but only with system security rules applied.
- System logic has been updated to distribute reviews where the delivery date is less than the scheduled start date (i.e. if it’s created and scheduled and an employee’s criteria date is less than the scheduled date, it will distribute the review).

Mobile

- With the update to make passwords 8 characters in length, all instructions and error messages related to password length have been updated for Android users.
- Mobile app now has the ability to block the Time & Labor link to the Proliant App in situations where employees/clients should be using the AOD ESS App for their Time & Labor needs.
- Form W-4 has been updated to 2022.
- The SC W-4 has been updated to the 2022 version.
- **Company Setup | ESS Setup | Employee Directory** screen has been updated: Default fields of Employee ID, Last Name, First Name, and Position can now be deselected, but new logic will require that at least one of the first three fields (ID, Last, First) must be selected.