

ReadyPay Online Release Notes

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Overview

This Guide highlights important new features as well as problem resolutions to ReadyTime which are included in the June 2022 release.

ReadyTime » Enhancements

The following enhancements have been made to ReadyTime:

Accrual Policies

- A new Always enforce qualifications option has been added to allow a system administrator to set up recurring qualifications before granting accrual hours based on average hours worked. This enhancement allows for automatic qualification checks and reduces manual evaluation work.
- By default, the Always enforce qualifications checkbox is not selected and once an employee qualifies in the first evaluation time period, ReadyTime will not check qualifications again before granting subsequent accrual hours.
- When selected, ReadyTime will evaluate the hours worked over the selected time period before automatically granting accrual hours to employees.
- ReadyTime has been enhanced to include an employee's Average hours worked per week when determining the minimum number of hours to qualify for an accrual policy. The Average hours worked per week value can be displayed for 3, 6, 9 and 12 months, as well as 1 year and will calculate the average for all pay periods with a start date that falls within the selected date range.

Qualifications

This policy requires an employee to meet a minimum number of hours worked before they qualify for this policy.

The employee must have worked at least hours over the last (Average hours worked per week: 32.00)

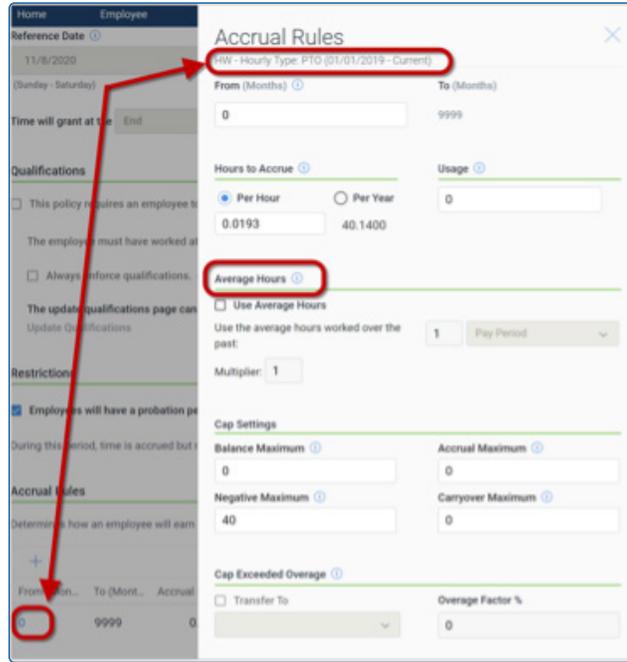
Always enforce qualifications. ⓘ

The update qualifications page can be used to qualify an employee in lieu of the system's automatic qualification process. ⓘ

[Update Qualifications](#)

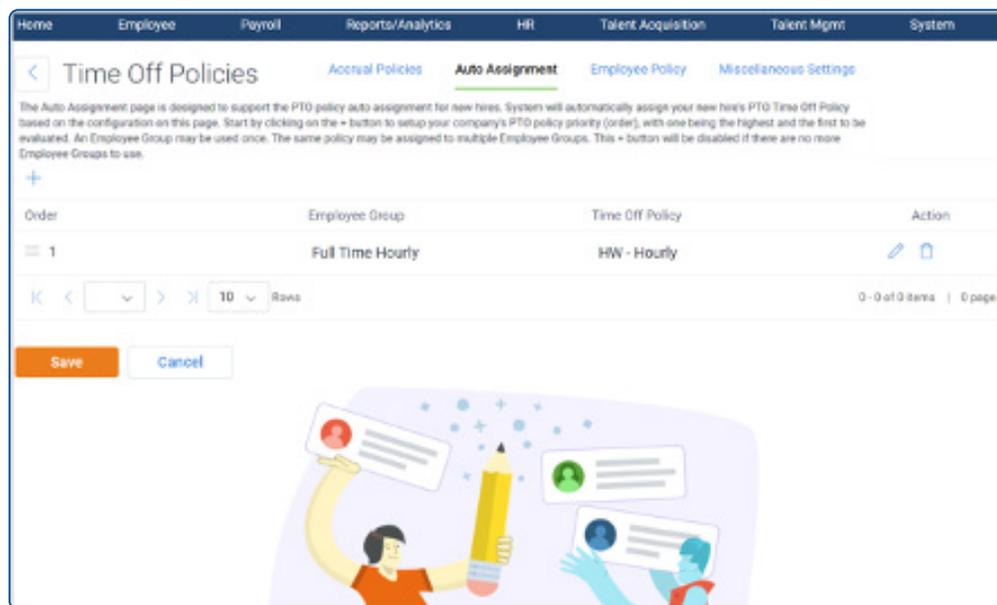
- The Accrual Rules window title now includes both the accrual policy name and accrual type information.

- An information icon was added to the Average Hours section of the Accrual Rules window to explain how average hours are calculated.



Auto Assignments

- The **Time Off Policies | Auto Assignment** page supports PTO policy auto assignment for new hires. Based on settings on this page, the correct PTO Time Off Policy is now automatically assigned to a new hire. PTO Policy Order is evaluated with a value of 1 being the highest priority. A specific employee group may be used only once, but the same policy may be applied to multiple employee groups.



- The New Hire auto assignment job runs at 2 AM EST and handles any new hires without a time off policy assignment.

Company Sync

- Company Sync on the **Company Setup | PTO | Miscellaneous Settings** page has been enhanced to include employee groups and associated employee group members.

Expert Tip

For companies using the default setting of daily evaluation which performs a nightly synchronization into ReadyTime, Company Sync may be used to force a synchronization of employee grouping data into ReadyTime instead of waiting for the overnight synchronization.

ReadyTime » Problem Resolutions

The following issues have been resolved:

Accrual Calculations

- The Accrual Calculation engine incorrectly reduced hours after time off requests or adjustments were added. This issue has been resolved.
- The Accrual Calculation engine continued to use accrual balances from deleted accrual groups. This issue has been resolved.

Accrual Time Off Workflow

- Orphan PTO requests that were later adjusted did not cancel current accrual workflows, leaving outdated workflow records behind. This issue has been resolved.

Date Display

- Some accrual dates associated with accrual history and policy assignments displayed incorrectly. This issue has been resolved.

ReadyTime » Documentation Enhancements

The following documentation enhancements have been added to ReadyTime:

ReadyTime Accrual Auto Assignments for New Hires

In ReadyTime, the auto assignment of accrual policies for new hires runs as part of a nightly process.

For the nightly process to automatically assign accrual policies, ensure that the following prerequisites are completed:

1. Set up Employee Groups on the **Company Setup | Resources | Employee Grouping** page.
2. Set up the Auto Assignment order on the **Company Setup | PTO | Auto Assignment** page.

Expert Tip

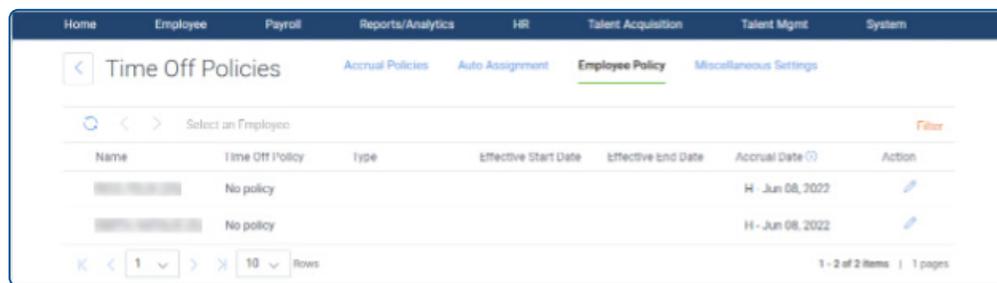
Typically, the Employee Grouping evaluation is set to run daily at midnight and it is strongly recommended to keep the system default setting.

If you modify the daily evaluation schedule, you must ensure that the evaluation is completed prior to the nightly process starting at 2 AM EST to avoid a one day delay for the auto assignment of the accrual policy for any new hire.

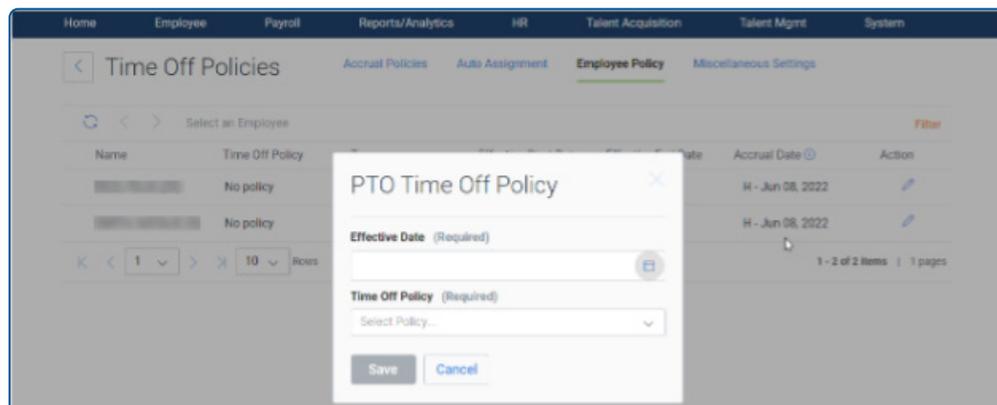
Assign an Accrual Policy to Employees

Employees with no assigned accrual policy can be located using the Employee Policy filter.

1. Access the **Company Setup | PTO | Employee Policy** page.
2. Select **Filter**.
3. Expand Time Off Policy and select the No Policy checkbox.
4. Select **Apply**. A list of employees without assigned accrual policies is displayed.



5. Select  and assign a PTO Time Off Policy for the selected employee.



6. Select **Save**.