

Proliant[®]

The logo graphic consists of two curved lines. The top line is dark blue and starts under the 'P' of Proliant, sweeping upwards and to the right. The bottom line is a lighter blue-green color, following a similar path but lower and shorter.

ReadyPay Online[™]

Release Notes

December 2022

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Release Information

This document highlights the new features, enhancements, and problem resolutions to ReadyPay Online that are included in the December 2022 release.

 **Important!** For optimal use of ReadyPay Online, and to ensure that you are using a browser with the latest security updates, Proliant recommends that you always upgrade to the latest browser version when available.

For more information on supported browsers, see the ReadyPay Online Browser Compatibility guide located in ReadyPay Online under  **Company Setup > Documentation**.

ReadyPay Online

The following new features, enhancements, and problem resolutions have been added to ReadyPay Online.



New Features

The following new features have been added to ReadyPay Online.

Performance Log

The ReadyPay Online Performance Log now combines many Talent Management features into a single location.

The Performance Log functions similar to an inbox, where users can send and receive items relating to Performance and Talent Management. Performance Log allows ReadyPay Online administrators, supervisors, and employees to see and respond to all feedback requests, coaching moments, shout outs, and personal notes that a user can create for talent management.

 **Note:** For more information on the full suite of Performance Log functionality, see the ReadyPay Online Talent Management – Performance Log guide located in ReadyPay Online under  **Company Setup > Documentation**.

Performance Log Services

Performance Log features are available in ReadyPay Online with different service packages.

Basic Coaching

Basic Coaching is included for all ReadyPay Online customers.

Feature
Coaching (on page 6)
Coaching approvals (on page 7)

Feature
Employee Feedback Requests (on page 8)

Advanced Coaching

The Advanced Coaching service includes all Basic Coaching features as well as the following:

Feature	Included With
Coaching (on page 6)	Basic Coaching
Coaching approvals (on page 7)	
Employee Feedback Requests (on page 8)	
Shout Outs (on page 9)	Advanced Coaching
Shout Out approvals (on page 9)	
Custom phrases (on page 10)	
Coaching and Shout Out acknowledgment (on page 10)	
Personal Notes (on page 10)	

Performance Management

The Performance Management service includes all Basic Coaching features as well as the following:

Feature	Included With
Coaching (on page 6)	Basic Coaching
Coaching approvals (on page 7)	
Employee Feedback Requests (on page 8)	
Goals (on page 11)	Performance Management
Competencies (on page 11)	
Incidents (on page 11)	
Career Development (on page 11)	
Reviews (on page 11)	

Advanced Coaching with Performance Management

The Advanced Coaching with Performance Management service includes all Performance Log functionality:

Feature	Included With
Coaching (<i>on page 6</i>)	Basic Coaching
Coaching approvals (<i>on page 7</i>)	
Employee Feedback Requests (<i>on page 8</i>)	
Shout Outs (<i>on page 9</i>)	Advanced Coaching
Shout Out approvals (<i>on page 9</i>)	
Custom phrases (<i>on page 10</i>)	
Coaching and Shout Out acknowledgment (<i>on page 10</i>)	
Personal Notes (<i>on page 10</i>)	
Goals (<i>on page 11</i>)	Performance Management
Competencies (<i>on page 11</i>)	
Incidents (<i>on page 11</i>)	
Career Development (<i>on page 11</i>)	
Reviews (<i>on page 11</i>)	
Advanced Coaching integration with Performance Management (<i>on page 12</i>)	Advanced Coaching with Performance Management

Coaching

Coaching allows a supervisor to provide coaching feedback to an employee.

Coaching feedback consists of an emoji which can be positive, negative, or constructive, as well as any relevant notes that the supervisor wishes to share.

Add Coaching

✕

Employee (Required)

👤
Select Employee
▾

Details

Date (Required)

Sep 19, 2022
📅

Emoji & Note

Positive

👍
😊
👉
★
🏆

Constructive

👎
😬
✖
🚩

Neutral

🍏
🎯
🕒
🏌️
🎩

Note 1000 char max

Add note text here.

Save

Cancel

Coaching approvals

You can elect to set up coaching approvals, which will require all coaching messages to be approved by a supervisor.

i **Note:** Approvals are initially set to **Not Required**.

For more information on how to setup and approve pending approvals, please see the Employee Self Service – Administrator or Supervisor guides located in ReadyPay Online under ⚙️ **Company Setup > Documentation**.


Employee Feedback Requests

Feedback requests allow an employee to request feedback from any active employee at your company.


Feedback requests allow an employee to be their own advocate for coaching feedback and reviews. This feedback may be viewed by the employee, the recipient of the request, any assigned supervisors, and system administrators.

Add Feedback Request ✕

Employee (Required)

 Select Employee ▾

Emoji & Note



Note (Required) 1000 char max

Add note text here.


Save **Cancel**

Shout Outs

Shout outs allow any employee to send a message of congratulation, support, or appreciation to another employee.


Add Shout Out ✕

Employee (Required)


 Select Employee ▾

Details

Date (Required)

Sep 19, 2022 

Emoji & Note




Note (Required) 1000 char max


Add note text here.

Save **Cancel**

Shout Out approvals

You can elect to set up shout out approvals, which will require all shout outs to be approved by a supervisor.

 **Note:** Approvals are initially set to **Not Required**.

For more information on how to setup and approve pending approvals, please see the Employee Self Service – Administrator or Supervisor guides located in ReadyPay Online under  **Company Setup > Documentation**.

Custom phrases

Custom phrases provide you the opportunity to restrict coaching or shout out messages to a selection of system configured text.

Coaching and Shout Out acknowledgment


Coaching and Shout Out acknowledgments allow an employee to acknowledge and respond to coaching and shout outs.

Personal Notes

Personal notes allow any employee to record a note for themselves to remind them of one or more action items.

Add Personal Note ✕

About Name(Id) (Required)


 Select Employee ▼

Details

Date (Required)

Sep 19, 2022 📅

Emoji & Note



Note (Required) 1000 char max


Add note text here.

Save Cancel

Goals

Goals, an existing feature in Performance Management, allow an organization to track the progress of their employees on various goals.


Employees, supervisors, and administrators can add journal entries and progress updates on goals, and indicate if a goal has been completed. Goals can also be included in employee reviews, where contributors can enter feedback on employee performance.

For more information on goals, see the ReadyPay Online Talent Management – Goals guide located in ReadyPay Online under  **Company Setup > Documentation**.

Competencies


Competencies, an existing feature in Performance Management, allow an organization to track the skills, attributes, and qualities that employees are expected to have.

Employees, supervisors, and administrators can journal on assigned competencies, and these competencies can also be pulled into reviews to assess an employee's job performance.

For more information on competencies, see the ReadyPay Online Talent Management – Competencies guide located in ReadyPay Online under  **Company Setup > Documentation**.

Incidents


Incidents, an existing feature in Performance Management, allow an administrator or supervisor to log information about an employee which may result in employee discipline or additional monitoring.

For more information on incidents, see the ReadyPay Online Talent Management – Incidents guide located in ReadyPay Online under  **Company Setup > Documentation**.

Career Development

Career Development, an existing feature in Performance Management, allows employees, supervisors, and administrators to manage, track, and complete required and optional development opportunities.


Development opportunities include resources, learning experiences, and engagements designed to enhance an employee's applied skills and competencies, engage an employee to perform better, and enable leaders to advance the people strategies of their organization.

For more information on career development, see the ReadyPay Online Talent Management – Career Development guide located in ReadyPay Online under  **Company Setup > Documentation**.

Reviews

Reviews, an existing feature in Performance Management, allow you to evaluate the performance, efficiency and attitude of your employees over the course of their employment and provide feedback that identifies areas of success and improvement.

Reviews also allow a supervisor to align an employee to corporate goals, ensure an employee is meeting expectations, and identify employee readiness for greater responsibilities.

For more information on reviews, see the ReadyPay Online Talent Management – Reviews guide located in ReadyPay Online under  **Company Setup > Documentation**.

Advanced Coaching integration with Performance Management


When you choose the Advanced Coaching service with the Performance Management service, all coaching is available for use with employee reviews.

Semi-Monthly Weighted Overtime

Overtime pay for semi-monthly payrolls has been enhanced. Previously, either a custom script or manual work was necessary to manage overtime pay for work weeks that span multiple pay periods.

Tracking hours from prior, current, and future pay periods and ensuring they are appropriately accounted for in the blended overtime calculations was no easy task.

ReadyPay Online now has the functionality to automate this calculation and include the overtime pay results directly into payroll processing.

A new  **Company Setup > Master Company Setup > Weighted Overtime** page was created that allows you to build a custom work week schedule and use earning code groups.

← Weighted Overtime

Weighted Overtime

Build Schedule

Work Week Start Day

Friday

Save Start Day

Build Work Week Schedule

Weekly Schedule

Show Active Only

Period Begin	Period End	Active
12/16/2022	12/22/2022	Yes
12/23/2022	12/29/2022	Yes
12/30/2022	01/05/2023	Yes
01/06/2023	01/12/2023	Yes
01/13/2023	01/19/2023	Yes
01/20/2023	01/26/2023	Yes

Code Groups

Please specify earning code groups that should be copied from the previous pay period into the current pay period for the work weeks that span multiple pay periods.

Code Group for copying Hours

SMOT_Hours - SMOT_Hours

Code Group for copying Hours and Amount

SMOT_HD - SMOT_Hours and Dollars

Earnings from the prior pay period will be copied as memo codes into the current pay period. That will allow for a proper calculation of weekly totals. Please specify the mapping between codes. Also, please specify the default memo code to use for earning codes with missing mappings.

Code Mapping

Changing the default Memo Code will change the memo code for all unsaved code mappings.

Default Memo Code

SMHours - Semi Monthly WOT Hours

Action	Earning Code	Memo Code	Status
	01Reg - Regular Earnings	SMHours - Semi Monthly WOT Hours	SAVED
	03Salary - Salary	SM_HD - SM OT Hours Dollars	SAVED
	Bonus - Bonus	SMHours - Semi Monthly WOT Hours	SAVED

+

Contact your Account Manager for more information on adding Semi-Monthly Weighted Overtime to your payroll process.

Enhancements

The following enhancements have been added to ReadyPay Online.

- A new calendar control was added to provide an employee the ability to select from a list of check dates. The list includes check dates starting from the current date forward until a customizable limit is reached, usually six to 12 months into the future. The following pages have been enhanced with this new functionality:
 - **Employee > Paycheck Data > Auto Pays - Start Date**
 - **Employee > Paycheck Data > Deductions - Start Date**
 - **Employee > Paycheck Data > Direct Deposit - Start Date**
 - **Employee > Paycheck Data > Earnings - Start Date**
 - **Employee > Paycheck Data > Pay Rates - Start Date**
 - **Employee > Time Off > Pto Class - Start Date**
- The **Forgot Password** page was enhanced to include **First Initial** and **Zip (First 5 Digits)** information.
- ↗ **Fullscreen** mode has been enabled on the **Payroll > Batch Entry Setup** page to enhance the user experience and improve your ability to configure payroll batches.
- The display of personal information in ReadyPay Online has been enhanced to mask the first six digits of employee social security numbers. With this security enhancement, a social security number which used to display as 123-45-6789, now displays as XX-XX-6789.
- In Advanced Report Writer, **Company Filters** on the **Run Report** window have been enhanced to include a **Select All** option under both **Available Companies** and **Selected Companies**. Additionally, to speed up your reporting, your current company will be selected by default.
- In PayPoll, a new option was added to the **Settings - Company** page to ignore null earning codes in the import file when the schema map `det` value is not null. The **UniPoll - Ignore null fields in file when schema map det is not null** option is now available.
- The **My HR > License/Training > Skills** page is now available for employees to add or update one of their skills. As an administrator, you can disable the display of this page in the **ESS UI Exclusions** section of the  **Company Setup > ESS Configuration > Security Configuration > ESS UI Rights** page.
- The **Forgot Password** process was enhanced to provide additional security for a user's credentials.


The updated process works as follows:

1. On the **Forgot Password?** page, enter your username and select **Next**.

The following message appears:

```
If this is a registered username then an email has been sent to the e-mail we have on file for this account. Please check your email for the next steps on resetting your password.
```

If an account exists, an email is sent to the user which contains a **Reset Password** link.

2. Select **Reset Password** in the email message you received.
 3. On the **Forgot Password?** page, enter your **First Name, Last Name, SSN, and Zip Code**.
 4. Enter your **New Password** and enter your password again in the **Confirm Password** field.
 5. Enter the **Captcha Code**.
 6. Select **Change Password**.
- When selecting an employee's birth date, validation logic was added to ensure that a valid date is selected.
 - In Advanced Report Writer, two additional fields, **Is Disabled?** and **Is Veteran?**, were added under **Employee Data > Personal > Demographics**.
 - On the  **Company Setup > Utilities > Tax Compliance** page, the default value for **Show Reviewed?** is now set to **No** to improve your user experience. Previously, the page, by default, displayed records that were already reviewed and did not require any additional action.
 - An updated Arizona Form A-4 Employee's Arizona Withholding Election for 2023 was added to ReadyPay Online.
 - To protect personal information, ReadyPay Online now masks Social Security Numbers by default.

Onboarding

- A **Select All** checkbox has been added to the **Is Active** column on the **Pay Frequencies Settings** page to allow all pay frequencies to be selected or deselected at once instead of individually.

Problem Resolutions

The following problems have been corrected in ReadyPay Online.

- When attempting a search, the enter key refreshed the page instead of executing the search. This issue has been resolved.
- While transferring an employee, it was possible to update the Employee ID field. This issue has been resolved.
- During the Upload QSR File action in PayPoll, if an employee's email address was invalid, error messages were generated for all employees in the QSR file instead of only the single employee with an invalid email address. This issue has been resolved.
- When a time import raised a warning, possibly due to an incorrect earning code or employee ID, the import status prematurely displayed a status of `Finished`. This issue has been resolved.
- It was not possible to import onboarding records for contractors. This issue has been resolved.
- Only five rows were available on the **Record Permission** and **Record Conditions** tabs on the **Company > ESS Configuration > Security Configuration** page. Additional blank rows are now added upon saving. This issue has been resolved.

- In Advanced Report Writer, the **Show Report Filters on Report** option did not function correctly. This issue has been resolved.
- An error occurred when reimporting an employee into payroll from E-Hire. This issue has been resolved.
- Multi-line addresses in the Tip Package occasionally had a problem with spacing. This issue has been resolved.

Onboarding

- Occasionally, the Add to Payroll step was not restricted to a user with the appropriate approval settings. This issue has been resolved.