

Ref: TK2.550  
Date: 10/27/08  
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CIMS PRODUCT RELEASE NOTES  
YEAR 2008 RELEASE 2 PRODUCT(S) EMS

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PROD	ITEM	NEW	PROV	CUSTOM	DESCRIPTION	REQ BY	COMPLETED
EMS	BCP.203				BC Build Ministry 2003 File		
			BC		DELTA Changed maximum step to 10 from 11	DELTA	2008/10/02
EMS	BCP.382				BCPSEA District Table Maintenance		
		Y	BC		New option to maintain table of BCPSEA positions for BCP.860 transmission file		2008/07/31
EMS	BCP.860				BC Create BCPSEA Data Transmission File(s)		
		Y	BC		New option to build PBCP860 transmission file for BCPSEA quarterly data collection		2008/07/31
EMS	EIS.325				Employee Accident/Injury Maintenance		
				FMCM	PRINT: Setup provincial format for Alberta	FMCM	2008/05/21
EMS	EIS.332				Employee Email Address Maintenance		
					Allow email address to be removed/left blank		2008/08/28
EMS	EIS.380				H/R Employee Information		
					REFERENCES: Added title/relationship field for description of who the reference is to the applicant/employee	BSD	2008/05/22
EMS	EIS.493				Employee CAR/CRC Status Report		
					Added 5 more line type fields for selection	WINNI	2008/10/03
				WINNI	Customized defaults with group & line types		2008/10/03
EMS	EIS.516				Active PRO.300 Emps Last Date Paid Report		
		Y			New report to list employees based on PRO.300 lines and specify the last date they were paid for the specified job codes; assignment must be active	WINNI	2008/10/27
EMS	EIS.560				Employee Evaluations Listing		
					Corrected problem with follow-up code not getting filled in properly	RIVER	2008/05/27
					Corrected problem with email letter to evaluator not working	RIVER	2008/06/02
					Added MULTIPLE EMPLOYEES option	RIVER	2008/10/14
EMS	EIS.580				Employee Tag Report Writer Submittal		
					Corrected problem where letters don't include PRO.300 lines AFTER you've run PAY.492 unless you signoff first	BSD	2008/03/31
EMS	EIS.621				H/R Build Emerg Contact 1 & 2 Download File		
		Y			New option to build a download file of employee name, address and phone information along with first 2 emergency contact records for merge into renewal/verification documents	BSD	2008/03/31
					Added effective date range and letter type selection fields	BSD	2008/05/21
				BSD	Default 1st letter type to FILED	BSD	2008/05/21
EMS	EIS.995				Employee Roster/FTE Listing PRO.300		
					Added new format #9; same as 5 but without the comment and with only 7 subjects and FTEs. Subjects and FTEs print on the same line so report is shorter	BSD	2008/05/23
					Corrected heading on secondary pages of summary report to print the same as first page	WINNI	2008/06/06
EMS	EIS.996				School Configuration Listing PRO.300		
				BSD	Print running sub-total of FTEs with sub-total by sort	BSD	2008/05/23

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EMS	EIS.998	Monthend Board Report for Trustees		
	RIVER	Moved leave type SEC from LEAVES PENDING APPROVAL section to LEAVE OF ABSENCE section	RIVER	2008/05/07
	WINNI	Changed font on detail section to be same as what is on job postings	WINNI	2008/05/14
	WINNI	Removed RETIREMENT and RESIGNATION sections and put those records in the APPOINTMENT section	WINNI	2008/05/14
	WINNI	Sort LEAVE OF ABSENCE sections by first character of leave type (I, L) then by employee	WINNI	2008/05/14
		Sort APPOINTMENT section by sector, location name and employee		
	WINNI	Removed comment and put effective stop date next to effective start date	WINNI	2008/05/14
	RIVER	Added sub-totals by position and grand total for each section	RIVER	2008/05/14
	WINNI	Removed RESIGNATION and RETIREMENT sections since no records now print in them	WINNI	2008/05/15
	WINNI	Changed APPOINTMENT to ASSIGNMENT	WINNI	2008/05/15
	WINNI	Changed print order to ASSIGNMENT then LEAVE OF ABSENCE	WINNI	2008/05/15
		Allow LINE TYPES to be left blank and include all line types for the SAR# range	WINNI	2008/05/15
	WINNI	Print FTE vs HOURS based on line type; ?A and ?G print hours all else print FTE (ignores option on prompt screen)	WINNI	2008/05/16
		Added switch creating EIS.998A that has option to INCLUDE AUTHORIZATON OVERLAY which prints AUTH998 overlay (signature) on first page of report	BSD	2008/09/05
EMS	EME.900	Email CIMS Reports (Output) PDF		
		Corrected problem where multiple copies of same report wasn't storing spooled file# properly so wasn't sending correct output	NCOLL	2008/06/13
		Added .25" left margin adjustment		2008/10/06
EMS	MAN.828	MB Build TRAF TCH Monthly Records		
	SEVEN	Added default job code CLINIC and changed days in working year to 196	SEVEN	2008/09/24
EMS	NOR.841	Assignment Form Maintenance		
	NCOLL	Added new ADDITIONAL DUTIES option that displays a line screen to maintain additional duties for the assignment record	NCOLL	2008/06/24
EMS	PAI.420	Payroll Cheque Lookup		
		Changed index to payroll cheques to include period end date and run number; removed bank id and account fields	BSD	2008/03/31
EMS	PAI.501	Time and Attendance Listing		
		Added totals at the bottom of the report for inactive employees (main or assignment) to help balance absence totals to what is running from payroll	KELOW	2008/05/29
EMS	PAI.502	Employee Time Absent/Worked Detail Listing		
		Added options to include/exclude by tag	RIVER	2008/04/23

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		Detail absences for current year now print SFE or subfinder call# on lines	WINNI	2008/06/27
		Enhancement to be able to print REASON totals at bottom of report		2008/07/07
EMS	PAI.504	Find Me Who Absence Report		
		Absence detail now displays a "D" if the absence had a dock	DELTA	2008/05/15
EMS	PAI.505	Employee Pay Detail/Summary Report		
		Added HOUR totals for bottom of report and for employee summary	KELOW	2008/04/22
		If date range for 2/3 selection is within the same calendar year, check that file members exist for that year else give date error. Report bombs if member doesn't exist as it tries to be smart and use specific year's files instead of ALLMEMBS so report will run faster for single year		2008/06/02
EMS	PAI.580	Print Employee General Letters		
		NS? formats enhanced to print Employee#	WINNI	2008/05/13
		Setup green sheet format with overlay; prints for letter form GRN only	CAMPB	2008/05/22
		Added logic for UNTIL FURTHER NOTICE date to be 11/11/29 instead of 11/11/11 as we are only 3 yrs from that date; 11/11/11 is still valid but will be phased out so districts should start using the new 11/11/29 in PRO.300	WINNI	2008/09/16
EMS	PAI.600M	Payroll Processing--Actual and Pro Forma		
		Stamp the absence code on the end of the dock description so you can tell what absence caused the dock	BSD	2008/09/05
		PDF OCSD691 (Update Employee Experience), OPAI6541 (Cheque Register Standard) and OPAI6542 (Cheque Register Direct Deposit)		2008/10/16
EMS	PAI.603	Pay Proc - Rewrite ACTUAL Reports NO EMAIL		
		Now recreates(creates) the image files for OPAI625 OPAI631 OPAI681 (can catch up previous years !!!)		2008/07/30
		PDF OCSD691 (Update Employee Experience), OPAI6541 (Cheque Register Standard) and OPAI6542 (Cheque Register Direct Deposit) if selected to build for old years		2008/10/16
EMS	PAI.609	Payroll Run# History & Register Image Lookup		
		Display text information (messages) from payroll on the screen	WINNI	2008/10/14
		Added function keys F8, F9 and F10 to display OCSD691 (Update Employee Experience), OPAI6541 (Cheque Register Standard) and OPAI6542 (Cheque Register Direct Deposit)		2008/10/16
EMS	PAI.804	Payroll Deduction Register Listing		
		Correction for hours listed on the deduction report - include docks, include "REG" hours	FMCM	2008/05/09
EMS	PAY.112	Leave Sub-Types		

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	Y	New option to define and maintain sub-types for use in PAY.114 - Leave Request Types		2008/10/03
EMS	PAY.113	Expense Types		
	Y	New option to define and maintain expense types for use in PAY.114 - Leave Request Types		2008/09/18
EMS	PAY.114	Leave Request Types		
	Y	New option to define and maintain leave request type definitions		2008/09/18
EMS	PAY.190	Employee Audit Record Lookup		
		Changed the index by employee# to sort in descending date order		2008/05/26
EMS	PAY.510	Employee Profiles		
	RIVER	S FORMAT: Print lines 1, 2 and 4 with one blank under CURRENT COMMENTS ON FILE section	RIVER	2008/05/27
EMS	PAY.525	PAY Mass Email Message to Employees		
		Remove Workshop/Job Posting references.		2008/05/23
		Added category and category value select		
EMS	PAY.816	Verify Emp Acct Distribution vs StaffNet File		
	Y	New option to verify employee assignment account distribution information against StaffNet csv file in CIMSINFO	DELTA	2008/09/30
EMS	PAY.845	Build Employee Seniority Hours/Time		
		Automatically build download file of information; includes all 4 locations, current hire date, original hire date, seniority date and seniority#	RIVER	2008/05/21
EMS	PAY.974	Mass Delete EMS Audit Records by Date		
		Enhanced to allow selection by EXIT STATUS ie: clear audit for all expired employees	BSD	2008/05/26
EMS	PAY.975	Mass Inactivate Stale Employees/Assignments		
		Enhanced for report to show active PRO.300 line if it exists.	BSD	2008/05/26
EMS	PAY904C			
	DELTA	Setup customized version of email address upload with default of N for use email address	DELTA	2008/05/20
EMS	PDF*			
		Changed to use system names instead of IP addresses for calls so if IPs change then no program changes are required		2008/10/06
EMS	POS.220	H/R Job Postings Maintenance		
		Expanded for job posting to specify which tabs are required (skills, evaluation, experience, etc.) and also which attachments are required (cover, resume, evaluation, etc.)		2008/04/14
	WINNI	PRINT: Print posting date (with title) underneath VACANCY NOTICE at top of page	WINNI	2008/05/08
		APPLICANT: Displays whether applicant applied and/or withdrew through WEB	WINNI	2008/09/08
		APPLICANT: Corrected problem with overlapping function keys		2008/09/12
		Added field to alternate position field to be used in PRO.300; overrides position on 1st screen of	WINNI	2008/10/03

PROD	ITEM	NEW PROV	CUSTOM DESCRIPTION	REQ BY	COMPLETED
			posting		
EMS	POS.320		H/R Workshop Maintenance Bring back employee name to screen when selected from window	WINNI	2008/08/28
			Setup POS.320P for PDCL workshops; switch #3	WINNI	2008/09/05
EMS	POS.521		H/R Job Postings Report Added option to print unfilled postings only; includes only postings that have no one marked as HIRED (no hire date); single posting selection doesn't listen to this indicator	WINNI	2008/05/16
		WINNI	HIRED LIST: Don't page break by posting	WINNI	2008/05/21
		WINNI	HIRED LIST: Print only postings where someone has been hired	WINNI	2008/05/22
		WINNI	UNFILLED LIST: If applicants are not printed then don't page break by job posting	WINNI	2008/05/22
		WINNI	Sort report alphabetically by posting location name then posting#	WINNI	2008/05/22
			Added option to INCLUDE NOTE 1 on report (prints before posting description)	WINNI	2008/09/04
			Indicate WEB next to applicant name if applicant applied online	WINNI	2008/09/08
			Added * (non-blank) and # (blank) selection logic for ONLY SHORT LIST	WINNI	2008/10/03
			Added APPLIED ON/AFTER "date" ONLY field to include only applicants who applied on or after the date specified	WINNI	2008/10/03
			Shifted fields to left to include new selection		
EMS	POS.525 Y		H/R Mass Email Message to Emps - Job Postings New option to send email messages based on job posting information	BSD	2008/10/14
EMS	POS.526		H/R Job Posting Applicant Profiles Indicate in headings of sections if "required"		2008/04/23
			Added ATTACHMENTS section that shows attachments required/not required and on file/not on file for all 9 attachments	DELTA	2008/04/23
			Added "Title/Relationship" field to references section	BSD	2008/05/22
		DELTA	Exclude district experience (PRO.300) information from report as they aren't maintaining it and it is confusing	DELTA	2008/05/22
			Ensure report page breaks by employee	WINNI	2008/10/20
EMS	POS.541		H/R Workshop Listing Summary & Detail Added switch for RESTRICT TO CLERICAL PD (PDCL) workshops (POS.541P)	WINNI	2008/09/05
EMS	POS.562 Y		H/R Print Workshop Completion Certificates New option to print completion certificates for employees based on workshop records. Requires WSCOMP overlay; generic overlay provided. Copy WSCOMP to districts		2008/10/09
EMS	POS.564		H/R Workshop Attendees VS. Sub Absences Added SFE job number to report as reference	WINNI	2008/10/08

PROD ITEM		NEW PROV CUSTOM DESCRIPTION	REQ BY	COMPLETED
EMS	POS.970	Mass Change Old Job Postings to No Web Access Added CANCEL? field and defaulted Y so users don't run it accidentally	WINNI	2008/09/09
EMS	POS220W	Added OPEN ONLY field to window (still defaults Y) but if you want to include all postings in window or postings "open" based on start date then change the "OPEN" field in the window and add a position posting reference	WINNI	2008/09/16
EMS	PRO.300	H/R Position Information WINNI Allow SUPPLY subject for all positions WINNI If position = TEACHER and subtype/job = SUPPT or position = CONSULTANT allow skill to start with 1-9 in addition to regular TEACHER/CONSULTANT skill logic GET POSTING WINDOW: Retrieve alternate position from posting IF specified else retrieve standard position	WINNI WINNI	2008/05/27 2008/10/03
EMS	PRO.525	H/R Mass Email Message to Employees - Allow STATUS selection - Allow category/value selection	BSD	2008/05/23
EMS	SEE.900	Search for Employee Menu Items Display first menu that item appears on for user reference		2008/05/12
EMS	SUB.001	Support Staff Maintenance Added field for A/R customer number to build A/R invoices for sub charges New warning added when changing "X" status records SUB.0005	BSD	2008/04/15 2008/05/14
EMS	SUB.002	BSD Added EMERGENCY E field same as SUB.002 has Substitute/Teacher Maintenance Added field for A/R customer number to build A/R invoices for sub charges New warning when changing "X" status records. SUB.0005	BSD	2008/09/05 2008/04/15 2008/05/14
EMS	SUB.302	Sub Callback Response Maintenance Moved date up next to AM/PM/Both field for easier entry	BSD	2008/10/14
EMS	SUB.305	Search for Available Substitutes RIVER If skill has an group/alt code defined in EIS.132 default it as employee skill instead of skill code	RIVER	2008/10/22
EMS	SUB.332	Replacement Callback Response Maintenance Added S (sick) and W (working) as valid responses same as SUB.302 Moved date field up next to AM/PM/Both field for easier entry Added "ADDED DATE" to display same as SUB.302 has Corrected indexes #1 and #4 to build temporary files at time of index call instead of when program is called else new information is missing	BSD BSD	2008/09/05 2008/10/14 2008/10/23 2008/10/23
EMS	SUB.335	Search for Available Replacements		

PROD ITEM		NEW PROV CUSTOM DESCRIPTION	REQ BY	COMPLETED
		BSD Changed default skill type to 6	BSD	2008/08/25
		Added option to get current location & skills from PRO.300 records same as SUB.305 does	BSD	2008/09/03
		BSD Added 7AM OK indication to screen	BSD	2008/09/05
		Show line 1 (BSD) or line 4 (other districts) info for replacement	BSD	2008/09/08
		Show *SICK and *WORKING in the working column as appropriate	BSD	2008/09/08
EMS	SUB.732 Y	Mass Add Unavailable Status for a Replacement New option like SUB.702 but that adds to the support staff files instead of the sub/teacher files	BSD	2008/08/25
EMS	SUB.910	Build A/R Invoices from SUB.001/002 Records Added option to override SUB.001/002 rate with a flat rate		2008/05/12
EMS	TSI.ALL	SFE Employee/Substitute Download File KELOW Updated for 10 digit dialing build of phone numbers	KELOW	2008/06/23
EMS	TSIUPR	CAMPB Added new reason code 86 = SUCPLA	CAMPB	2008/09/26
		CAMPB Added new reason code 87 - STRONS	CAMPB	2008/10/20
EMS	WEB-EC	March 24: Start date		2008/03/24
		April 8: Added payroll and HR contacts to send email option from ALL screens.		2008/03/28
		April 8: Changed lookup to JobConnect for internal and external links		2008/03/28
		April 11: Payroll Screen - missing HR and PAY contact links - added	BSD	2008/04/11
		May 12: Employee Signon - catch error if numeric employee number not added		2008/05/09
		- color tabs white for screen currently in		
		May 12: Employee Directory		2008/05/12
		- remove phone#s		
		- initially limit to employee location		
		- better description for location/position		
		- speed up location/selection		
		May 12: Employee Absences		2008/05/12
		- current (*blue) display correction (BSD40)		
		May 12: Job Applied For		2008/05/12
		- New tab to display jobs applied for and applicant profile		
		May 21: Job Postings (Internal & External)		2008/05/13
		- employee#/birthdate passed for automatic signon		
		May 22: Remove PRO.300 from experience DELTA ONLY		2008/05/22
		May 26: From Job Posting List can go directly into the job application for update/change. Bypasses joblist and appsignon.aspx		2008/05/23
		May 28: Correction to auto signon job postings from employee connect (job postings & job applied)		2008/05/28
		June 6: Employee payroll screen		2008/06/04

PROD ITEM	NEW PROV CUSTOM DESCRIPTION	REQ BY	COMPLETED
	- correctly show YTD fiscal amount for deductions		
	- correct rate details for multiple different rates		
	June 6: SD37 custom folder into job posting		2008/06/06
	July 4: Time Worked details added		2008/06/27
	July 4: Rearranged Job Posting information		2008/06/27
	July 4: New signon EmployeeSignonN.aspx	DELTA	2008/07/02
	- allows signon using employee number & password		
	July 4: ALL Employee Signon screens		2008/07/02
	- added HELP next to forgot/create password		
	July 4: Payroll Screen	SEVEN	2008/07/02
	- display ALL deposits BUT show NOT DEPOSITED in different color for future cheques		
	July 4: Employee Main Profile		2008/07/03
	- can now control WEB NOTICE and EMAIL ADDR from PAY.324 (for update/lookup)		
	July 4: Absence Calendar		2008/07/04
	- enhanced to print FISCAL reason totals		
	- display location name instead of code		
	July 7: Addition of Sub/CAS will work at location		2008/07/07
	July 7: Addition of Sub/Cas availability calendar		2008/07/08
	July 29: Employee Absence Details	BSD	2008/07/29
	- correction for *current details not always showing		
	August 12: Workshop Calendar	WINNI	2008/08/12
	- limit display to 7 workshops then ...MORE...		
	- exclude REGISTER on lookup		
	August 25: Emergency - hide LINE# label		2008/08/26
	August 27: Jobs Applied - correct skills display		2008/08/26
	- correction for group code displaying		
	August 27: Workshops		2008/08/27
	- allow workshop VIEW for workshop details		
	September 9: Tidy up narrative box at scenen tops	WINNI	2008/09/08
	- some being hid by the menu bar		
	September 9: Signon screens to display adobe and popup notes.	WINNI	2008/09/10
	September 16: CAR and CRC look for category codes and turn on view based on if they are found or not	WINNI	2008/09/16
	September 29: Employee workshops do not display WLNS workshops	WINNI	2008/09/29
	September 29: Signon tries multiple times and now gives a SYSTEM UNAVAILABLE screen if no connection is made	DELTA	2008/09/29
	October 3: File close problems with a few files corrected		2008/10/01
	October 3: Jobs Applied display applicable certificates and dates	WINNI	2008/10/03
	October 8: Pay Lookup	DELTA	2008/10/08
	- display absence bank info for pay (P only)		
	October 24: Sub Availability expanded to include cas availability	BSD	2008/10/24

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PROD ITEM	NEW PROV CUSTOM DESCRIPTION	REQ BY	COMPLETED
EMS WEB-JC			
	March 24: Start date		2008/03/24
	April 8: APPLY button add/corrected to display based on PAY.324 JC options		2008/03/28
	April 8: Attachments create on web server and on the ISeries		2008/04/08
	April 11: Applicant Signon - be able to signon with SIN or Employee#	DELTA	2008/04/11
	April 11: Applicant now recieves an email indicating application has been successfully submitted.	DELTA	2008/04/11
	April 11: Applicant experience split into 2 tables Permanent & New		2008/04/14
	April 11: Expanded Job posting definition to be able to restrict what is required (skills, exp, etc.) and also what attachments are required (cover, resume, ...)		2008/04/14
	April 11: Applicant entry slight reformat of add/change screens to allow datagrid to expand to be bigger		2008/04/15
	April 22: Applicant Skills & Experience - correction for skill description showing group code	DELTA	2008/04/23
	May 9: Applicant Entry: - SIN changed to ***s and removed from display - Attachments don't accept DOCX - ALL screen head descriptions display properly - Ability to Cancel/Withdraw application - Preference number added to application - SD37_00 only remove GPA and Last attended	DELTA	2008/05/07
	May 9: Applicant Entry: - allow attachments to be deleted - allow employee addr/phone changes based on PAY.324 setup for EC	DELTA	2008/05/07
	May 21: Applicant Entry: - cover letter posting .pdf instead .doc corrected - tabs colored white for active screen - Messages added for successful add/update/delete - Employee#/Birthdate default call from EC - reformat experience so multiple lines display OK		2008/05/09
	May 22: Applicant Entry - added Relationship to Applicant Reference - remove PRO.300 lines for DELTA only		2008/05/22
	May 26: From EC can go directly into a job posting application		2008/05/23
	May 26: Open up applicant address to accept foreign province(state, other). Required for international addresses		2008/05/26
	May 28: Correction to auto signon from employee connect (job posting and jobs applied)		2008/05/28
	June 9: Applicant expereince	DELTA	2008/06/09

PROD ITEM	NEW PROV CUSTOM DESCRIPTION	REQ BY	COMPLETED
	- corrected problem with experience box lengthing over input fields		
	- restrict text entry to 200 characters		
	- correct preference error (3/9s)		
	June 18: Applicant Main	DELTA	2008/06/18
	- Move SAVE Button from APPLY for clarity		
	July 7: Applicant Education	DELTA	2008/07/08
	- restrict comment entry to 300 characters		
	- comment displayed as ++++ if too long so education box will not float into entry area		
	- reformatted slightly		
	August 26: **JOB POSTINGS**	WINNI	2008/08/26
	- Posting date is used ie: job must be IBY and current date must match with posting date		
	September 3: Withdraw/Cancel job postings will now automatically email a message to the applicant.	WINNI	2008/08/28
	September 9: View for attachments cleaner when accessing through Employee Connect (opens new windows)	WINNI	2008/09/08
	September 9: Marks applicant as applied and/or withdrawn WEB		2008/09/08
	September 16: Look at CAR and CRC categories to view if documents are on file	WINNI	2008/09/16
	September 29: CAR CRC correction for attachments		2008/09/29
	September 29: Correction for references as was checking for EQUAL instead of >= to minimum	BSD	2008/09/29
	September 29: Reformat/reword applicant signon to be more clear as to what is required	BSD	2008/09/29
	September 29: Applicant Signon new remember me option for external applicants as only need to signon once and will remember as they apply to multiple postings		2008/09/29
	October 3: Cleanup for files not closing in all situations		2008/10/01
	October 8: Applicant Skills Entry	WINNI	2008/10/08
	- expanded to include the 3rd skill type (allows for more check boxes)		
	October 20: Add prefix to applicant maintenance	BSD	2008/10/20
EMS WIN.401	Pre-Printed Custodian Verification Listing		
	WINNI Changed defaults to CMP08 and CMP08E	WINNI	2008/07/07
EMS WIN.841	Employee Transaction Form Maintenance		
	WINNI Added PROGRAM, TIME, PROM and RETURN as valid comments to a CHANGE OF ASSIGNMENT record	WINNI	2008/06/03