



## Web Enhancements Job Connect and Employee Connect (From July 1, 2009 – Sept 11, 2009)

(From September 11 – September 18)

(September 18 – 25<sup>th</sup>)

(September 26<sup>th</sup> – October 5<sup>th</sup>)

(October 6 – 26<sup>th</sup>)

(October 27<sup>th</sup> – November 13<sup>th</sup>)

(November 13 – December 28<sup>th</sup>)



### New Feature – Job Connect

#### Applicant Application

- Re-wrote the reference, education, and experience screens to work more conveniently for the inputter. Totally same fields and order – just bring up the window differently and are now able to position cursor properly.



### New Feature – Employee Connect

It is critical that employees use <Logout> when you are finished with employee connect. This will unload all session variable and ensure that you (or someone else at your station) must sign in again.

- Employee now sees complete results of the leave request as they are occurring, i.e.: approvals by whom and comments
- Employee can now check on status of workshops for ones that require approval – now indicates that the workshop request has been approved or denied.
- In Employee workshops there is a prompt that indicates ‘Sub Required’. This is a hidden field unless a district requests it – has now been opened up for WSD1.
- In Employee workshops – when an employee submits his request to attend a workshop an email is sent to their CIMS email address as confirmation that they have applied for the workshop.
- HUGE HUGE: From EmployeeConnect a user can launch admin connect. Now the system is much smarter to look in your PRO.300 history and present you with that admin connect ID PLUS if there are any future dated ‘A’ lines at different locations/positions then a pulldown will be available allowing you access to that ID in Admin Connect. The goal here is to provide appropriate future access to admin and staff that are moving.

- <Save> button will not be visible if employee has no ability to make changes (as per PAY.324 setup)
- Sub/Cas Availability will now allow a comment line to be displayed and/or updated by the casual. Use PAY.324 to mark the Sub option with update and the appropriate line# for the comment
- Enhanced Password change. If you are already signed into EmployeeConnect and request to change password it will not ask for the super sensitive information .. will simply ask you for old password and new password. This will allow for better success in environments where an employee refuses to create their initial password... Now you can set them up initially and they can sign in and edit their password. If you have forgotten your password and need to re-create it then the system will re-ask for that sensitive banking and SIN information.
- Physically moved the links to AdminConnect and TeacherConnect higher up in the screen so that the user does not have to scroll down to see those additional product options.
- Adjusted onscreen messaging on employee leaves – if Sub Information is requested text now indicates to ensure employee still goes through normal steps of requesting a sub in addition to ticking it off on the leave.
- Within the Payroll Tab there is new feature <Payroll Folder T4 / TD1> that advances the employee into their personal folder which will contain any T4 or TD1 documents efiled and/or scanned by Payroll. This is where employees will see and be able to print their own T4 (NO PAPER COPY NECESSARY)! There is also an option for the employee to declare that they are OK to go T4 Web Only. This will update a category T4WEB so you can view and/or report on those.
- There is a new PD Committee voting piece available. For particular leave types additional employees can be authorized and this means that from within Employee Connect (not admin connect as these staff are usually teachers) those staff can view appropriate leaves and vote/approve as well as see what other committee members have done. The <Leave Committee> button is available from Leave Requests and will only appear if the person has been authorized in PAY.114
- Added new link for CCRA T4 Instructions (back of T4)

### **Corrections:**

- In experience and other screens where date 11/11/29 is shown – now indicates UFN (until further notice) rather than to display the actual date
- Tightened down security – even if someone knows a URL it will confirm authorities and not present the URL if inappropriate.
- Reformatted the absence balance banks to not run into each other
- In employee leave pulldown, box has been widened to show entire leave description
- There was a leave issue with block dates – resolved.
- Employee rate of penny could have missed by a penny between the pay stub and what would appear in employee connect – resolved.
- Can be an issue in FMS Cheques paid to employee if customer is not using standard PAYCK, DIRDP, DIRCK docids ... have enhanced to exclude PENCK, PAYCQ (FMCM)
- For Brandon Only (Absence balance when shown to an employee will cap at 115)

- Employee pictures were potentially not coming up as the emp# images were padded with zeros (ie: 0098676.jpg rather than 98676.jpg). Program has been adjusted to accommodate the numbers however.
- Corrected view error on T4 when there are no documents to view