Year 2010 Web Enhancements
Job Connect and Employee Connect
(January 1 – August 23rd)

(Aug 24 – Sept 14th – September 21st)
(September 22 – October 13)
(October 14th – October 28th)
(October 29 – November 5th)
(November 6 – December 20 then January 11th)

New Feature – Job Connect

Applicant Application

- Web app will now do some validation on the email address to help ensure accurate email addresses.
- Upon hitting <apply> system will also do an auto-save for profile information and categories. The user may have updated something did not save, then apply thinking that their information is OK
- Applicant education and experience comment text are displaying nicer
- As applicant applies, looks at new job posting option (auto shortlist Y/N) for that posting and marks Y if it should. This will allow administrators to see applications right away for those types of postings where short listing does not make sense.
- Allow applicants to post .docx (microsoft office 2007)
- CONVENIENT - users who 'click' on the right hand side now while at attachments, references, instructions etc. will now launch into that area. Previously you needed to use the top tabs – now you don't. We are still working on why the pointing hand does not appear – but the main thing is for non-users clicking in the area it will now listen and take them to the options they seek.

Corrections:

- September 14: Issue with attaching .docx for resume and job cover documents .. resolved.
- October 28: Reviewed all screens and adjusted boxes and text to make them safari friendly. In some situations the boxes would mis-shaped or cutoff due to styling in firefox – resolved.

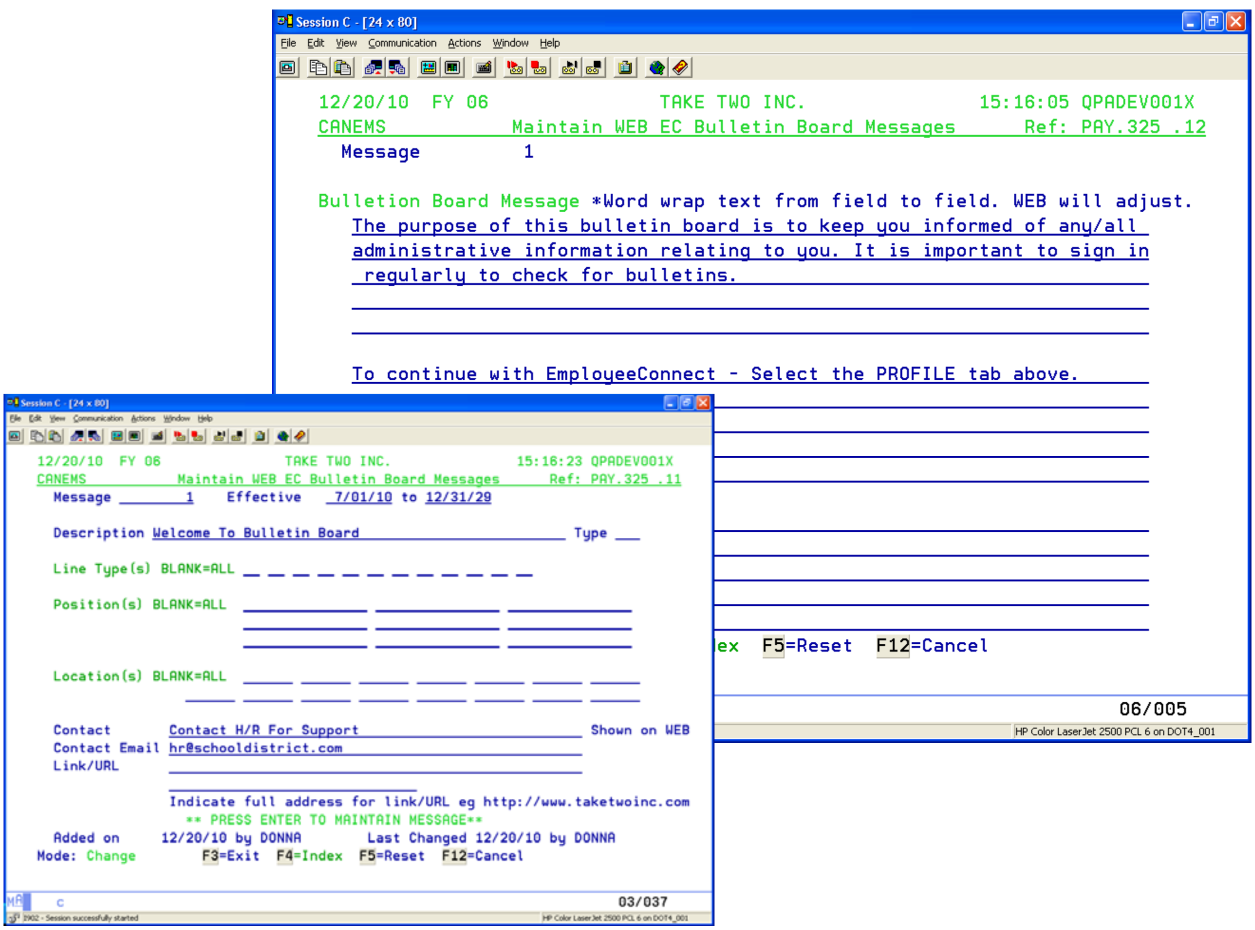
New Feature – Employee Connect

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.

- Web app will now do some validation on the email address to help ensure accurate email addresses.
- The T4 Consent checkbox will be display only once a user indicates that YES I will receive my T4 as web only. This will allow you to control that once a user has said Yes, you can rely on your reporting/printing including the right people.
- The Employee T4 instructions appeared directly in the document .. now appropriately opens a separate window to display the additional second page of T4 CCRA instructions
- On Finance tab for employee to review A/P payment details, the line details of that payment are now displayed. This prepares us for moving to employeeconnect for direct deposit rather than to email A/P pay remittance details.
- On Employee Leave, the drop down for employee to select a leave type now sorts by description (instead of code). Board Office should check for impact as this will show things differently to the employee on leave selection (NEW ADD).
- The Employee Folder is now audited. Each time a user accesses a document – it is recorded into a history file (that you inquiry on) and the last viewed is visible.
- Employee Evaluations – New Evaluations tab (PAY.324 Y/N) opportunity for Employees to see evaluations that have been done and be able to <view> attachments to those evaluations if there are any.
- For those using Sub Availability – if board office is inputting entries for a Sub declining or blocking (types D,S,W) then the Sub is able to see those in EmployeeConnect but cannot change them. The Sub can add /manage their own block dates (type U).
- Payroll cheque lookup – when selecting/displaying any cheque the absence bank summary of activity for that period will now appear (ie: Earned 3, used 4)
- July 19: Enhancements to Employee Signon. The popups document used to be a popup so if users had trouble – still couldn't get an answer – resolved. Also, if an employee has two failed sign in attempts – help document automatically displays to assist.
- July 19: New alternate email address field available and in employeeconnect for employee to maintain. This new field is in the audit and is viewable within regular CIMS. This additional email address is not used in any of the CIMS auto-emailing.
- July 19: Minor enhancements to employee directory for view/sort
- September 23: Change password screen no longer asks for userid – user is simply prompted to old and new password.
- October 13: HUGE HUGE HUGE … in the create/forgot password screen there is a new option to 'Email me my current password'. This should have tremendous impact on support as users can now retrieve their own passwords to their email as saved in EIS.380. You can also have CIMS auto-generate passwords for employees nightly and that means that

employees can click the email my password to find out their assigned passwords without having to contact board office.

- October 28: On Employee Leave – if there is more than one absence code/reason then the system will force you to select a reason. Previously it would default to the first reason and there is concern that employee pays NO attention to updating / selecting anything different.
- October 28: In Employee Folder tab – new ability for employee to filter by category (eg: show me all my EVAluations).
- October 28: In employeeconnect folders it used to show a last view date to the employee. This column has been removed.
- October 28: For Sub/Cas signing in and going to block dates. Screen has been enhanced to more clearly show AM/PM/BO when sub is booked so they will see their half day assignments more easily.
- December 20: Enhancements to Employee Leaves as per setup. There is more opportunity to block leaves based on PAY.114 criteria and to include/exclude additional fields (sub Information, Rationale being required)
- December 20: **HUGE HUGE** – New employee bulletin board is now the default when an employee signs in. At the top it shows last workshop, last cheque deposit date, last leave request date AND then bulletin board. Make sure to use PAY.325 and setup an initial message .. something like:



Employee Workshops

- Rewrote the Workshops views. Instead of showing employee list format, calendar format, registered for workshops ALL ON ONE SCREEN – the workshops tab now has options to view my workshops (registered for workshops), view workshops in list format showing great detail, or view workshops as calendar format.
- New additional description information and <view> workshop attachment has been added to the workshop view so user does not have to <select> to see pertinent information
- New 'Start at date' has been added to allow user to start showing workshops as at a certain date.
- On Employee Workshops – view will now listen to 'Post to Web' in POS.320. If you do not post to web for a workshop then employee will not see that workshop (even if he has been registered for it). This allows you to prepare for a workshop and add who should be taking it and still be able to keep it invisible until you are ready to show it.
- New option in Workshop (POS.320) to disable registration. This will allow the workshop to be posted but also allow you to control whether employees can online register/not.
- New Facilitator tab added to employeeconnect to allow Workshop facilitators to manage their workshops, ie: facilitators can
    - View all of the workshops you are running
    - Attach a document to the workshop that will be visible to anyone inquiring about the workshop
    - View all the employees registered for the workshop and Print a List
    - Be able to mark attended/noshow and comment details
- When employee applies for a workshop – different/new message to indicate that class is full and you will be placed on a waitlist.
- Facilitator <view> changed to print in ascending date order as per what classes he is teaching and when
- New selection on workshop listing for employee that limits the list to <only those with room in them, ie: not full>
- When an employee registered for the workshop it was displaying the course deadline date .. is now properly indicating the workshop start date.
- July 19: New checkbox option for facilitator to print either class details OR grid boxes (to take attendance)
- July 19: Workshop view for employee now also shows main facilitator name
- July 19: New workshop status 'I' for ineligible added. This acts/works same as withdrawn but with additional knowledge that person was ineligible to attend.
- July 19: New ability to restrict workshop access by position, subtype, and/or skill. This will allow staff to only see things they can register for. There is also a new "Display all workshops" … any user can see all of the workshops, but with the display all – registration is not allowed
- October 13: There is a new hotspot that will assist the users who don't know how to look for and enable popups as they are applying for a workshop.
- October 28: New <Print> POS.564 added to produce a compare report between the workshop attendees and what exists in SUB records.
- October 28: In My workshops the <Print> has changed. It used to print a simple workshop profile (POS.325) and now it prints a more complete registration profile (POS.563) that includes personal information plus all workshop details.

- November 5: Enhanced workshop maintenance (POS.320) to restrict for up to 3 subtypes to assist in preventing people from seeing/being able to apply for workshops they cannot attend.
- November 5: Enhanced workshop maintenance (POS.320) to restrict people to register for more than X workshops in a day (eg: PD day and want to limit that days workshops to say 4 – employee can only sign up for up to 4 sessions)
- November 5: New <Download> button for workshop facilitator that drops the class list directly to Excel.
- December 20: For Facilitator – now sees internal note so you can use this to communicate to the facilitator without showing it on the workshop for registrants (eg: If you have external applicants).
- December 20: For Facilitator – on class list facilitator now sees comment(s) per registrant so if additional details need to be given, they will be shown.
- December 20: For Facilitator – on class list new approval required status will be shown instead of registered
- December 20: **Great new feature for workshop searching –** Drop down for keywords is available to help users search for workshops by keywords that are used in setting up the workshops

Leaves Committee

- Leave committee members main screen has been enhanced to allow members to <print> a listing of approved/unapproved leaves by type. The listing will include budget remaining and spent information
- When reviewing an individual PD request the Estimate for Expenses is now also shown
- When reviewing an individual PD request the history of all other leave requests for this person is shown at the bottom of the screen.

- July 19: Added 4 more lines for expenses – previously there 5 – now 9
- October 28: Only history of previous PD leaves is shown for committee members rather than a history of all leaves that person has taken.
- October 28: If an expense type has been selected, quantity must be inputted
- October 28: Conference, City, Web or attachment are now required fields that inputter must fill in
- October 28: The Voters vote is now visible on the front screen to help them know people that they have already handled or not.

IMPORTANT CHANGE FOR LINK TO ADMINCONNECT: Previously, employees with future dated H/R history lines would at time of entry now have access through AdminConnect to both/multiple locations as per their HR History. This has been adjusted to cutoff as per a cutoff date entered in PAY.324. If you do not want say next year access granted until next year – go into PAY.324 and set the cutoff date to June 30th. REMINDER that you would also have to go up this in PAY.324 July 1st.

Corrections:

- Was an error on email address in job connect .. resolved.
- July 19: Employe Pay cheques correction for page down on cheque details (did not work)

- August 23: Help document outside of EmployeeConnect has been changed to just show help for the signin process…. Show document employeesignonx.pdf instead of the whole manual.
- September 21: Employee Payroll view changed to indicate either Deposit or Debit. For those districts using direct debit the screen now indicates debit in addition to seeing negative pay.
- September 21: T4 folder only shows T4s. Previously it would show the employees complete folder.
- October 13: Facilitator 2 was not able to bring up and work with the session or attendees – can now.
- October 28: There was an issue with workshop list – was showing/printing 1 blank page at end.
- October 28: Better job on displaying the workshop description/text by wrapping and trimming more appropriately
- October 28: Now consistently display the workshop information (enrollment) in both calendar and list formats.
- October 28: HUGE HUGE HUGE … Found some Safari/Firefox display issues (box appearance was skewed) and reworked that. Also found where calendar selection on those browsers may bring back a bad date.
- November 5: Correction for updating spouse and additional address information – was not saving or allowing you to clear – is now.
- January 11th, 2011: Correction for bulletin board internal/external job postings links
- January 11th, 2011: Correction for bulletin board .jpg covering text