



Year 2012 Web Enhancements Job Connect and Employee Connect

(Refer to June-Dec document for previous features)

(Dec 16th – January 9, 2012)

(January 10 – February 20, 2012) **Updated April 2



New Feature – Job Connect

- January 9: No modifications to JobConnect since November 10, 2011
- March 23: ****HUGE** New <Subscribe> and <Unsubscribe> feature that allows an applicant to subscribe (like facebook) ... This will automatically notify the applicant of any new new job postings available so that user does not have to constantly check your website. There is a new POS.304 in CIMS to see/manage subscribers.



New Feature – Employee Connect

- January 9: ****SIGNIFICANT – regarding Employee Leaves**** - Previous to this release the system did not force the employee or approver(s) to answer 'Is a Sub Required'. By default it selected "No Sub Required". With this release things have changed. If your setup for the leave (PAY.114) says 'Sub Information Required = Y' then the system will now force the employee to answer the pulldown as to whether a Sub is required or not. Their request will not be saved until they respond to the pulldown.
- February 20: Altered wording of Sub-Type – now reads category as some employees were confusing the word Sub-Type and Substitute Teacher. Also added additional messaging below category indicating that if an appropriate category is not available to consider an alternate leave type. **LASTLY AND MORE IMPORTANTLY:** Category used to auto-fill with the first available type code which was not good. Now system will force the user to make an entry if the leave type has been setup with Sub-Type/Categories (eg: Bereavement).
- February 20: **** New tab**** New tab added for timecard employees to pre-print time sheets. The goal here is to have CIMS print the expected work details (as per SUB, timecard, and addenda) and have employee verify, sign, and submit. This would make reconciliation hugely more efficient. This is a conference topic!
- February 20: Upon employee successfully registering for a workshop – email confirmation message now adds additional 'Pending Admin Approval' wording in cases where the workshop has to go through local admin approval first.
- February 20: Regarding staff with multiple T4's. There is some concern that the employee will only print one and disregard seeing the second T4 (not an issue when you send the paper as you just send two). Now, current year T4's will appear in RED (Until May 1st). The intent is to help people to see/recognize this years T4's separately from all others. We also recommend that all districts PAY.324 and add messaging to EC-0019 ****With T4's watch for 2 separate documents for those who do multiple jobs within the district****

- MARCH 15: NEW LINK in Employee Leaves to link to an instructions document that districts can create to assist the employee to select the appropriate leave type. You must name your document leavedoc.pdf and store it on the webserver /employeeconnect/images. The whole goal is to have a link right there above the add leave type so that if they need more details on what leave type to select they can check this document.
- April 2: Enhanced Evaluation attach. District can decide in EIS.207 whether employee can attach and evaluation and if it should be marked received automatically (so will present directly to approver without H/R interruption).

Corrections:

- February 20: All calendar views changed so that weekend (Sat/Sun) dates are differently coloured. The calendar position is still Mon-Sun .. but with the weekend colour highlighted this should help for staff to recognize appropriate dates!

Technical/Admin Notes:

- February 20: Additional work to ensure that leave record does not get added with blank Employee#. This was a rare occasion, but a problem when phantom records appeared.