Release Notes
Self Service

Business

Release 2017-02

Version 1.0

Contents

This document contains a description of the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages from our customers. Where relevant, we have included a number to refer to our internal system in which we record messages from customers.

Important message

1. Security

Security is important to people who go onto internet and, of course, this also applies to Youforce users. Because we attach the highest priority to the security of your information we work continuously to improve our product. Not only do we integrate security measures into the software, but we also consider other possible issues we can advise you on.

For instance, it is possible for Youforce to alert employees if changes – either desired or undesired – are made to their details. You may have encountered this with other internet applications, such as web shops or internet providers. Such a notification is quite a useful way of alerting employees to changes to details that are recorded without any further checks, but that may have adverse consequences if they are not correct. Examples are changes to personal details, address details or a bank account number.

Self Service offers the option of having a notification sent to employees if changes are made to certain details. Employees are then informed automatically of which details have been changed, even if they were changed by managers, instead of by the employees themselves. Employees can then check their information at all times and respond if something is wrong.

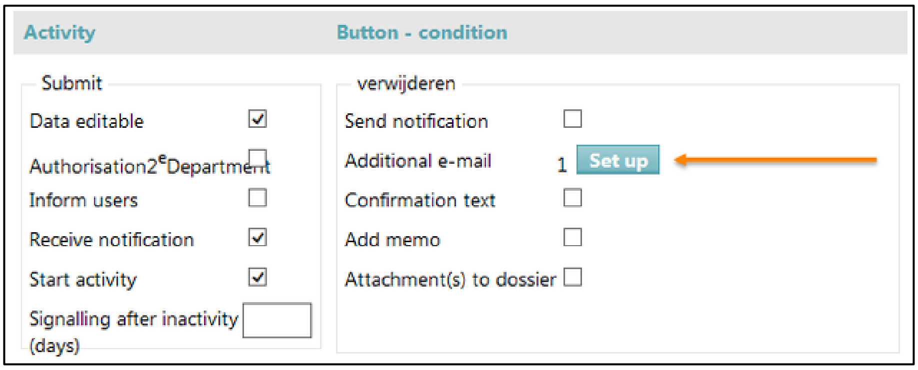
We strongly recommend using this extra security measure for personal details, such as bank details. You only have to create an email template once, in which you tell the employee that their details have changed. Further information on how you can do so is provided below.

Start by creating a template in Document Generator for the workflow for which you wish to configure the notification. An example of the text you could use for this is:

> *Some information in your personal details has been changed. It is important that your records are correct, so that your salary can be paid properly. The following details are currently known to us:*
>
> . . . .
>
> *If any of this information is incorrect, please contact the HR department on tel. 0123-456789*

Include the details that are on the form and/or that have been changed on the form.

Now go to Self Service where you link the template to a workflow. The third step of a workflow enables you to configure a supplementary email. You do so by clicking on the ‘Set up’ button.



You will now see a pop-up where you can indicate that you wish to send an extra email to the employee whose details have been changed. Select ‘Employee’ in the ‘Email to’ column.

Select the template that you have created for the notification in the Document Generator under ‘Template’ and select a subject for the email under ‘Subject’.

As you can see, this is really not very complicated. This notification to employees adds an extra security measure to the records of their personal details. A comforting thought, both for you and for your employees.

New

2. Hierarchical pop-ups

Why

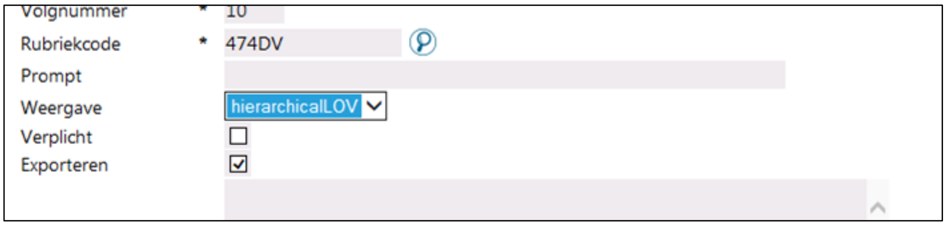
There have been several requests to provide values that depend on previously entered values in a form. An example is the possible cost center for a certain project in an expense claim. This prevents managers and employees from selecting cost centers that are not available for the project in question.

Youforce

If you have set *Dependent data elements* (see release notes Payroll Business 2017-02), you can add these categories to the form in Self Service.

Your action

After adding the categories from HR Core Business to a form, select '`hierarchical-LOV`' under View .



(screen in English not available)

Note: The dependent data elements are created in HR Core Business for a certain employer. If you select another employer's employee, all the values of this category will be visible. They do not depend on previous categories. In the example of the cost centers, the employee can then see all cost centers instead of only the cost centers that depend on a previously selected project.

The hierarchical pop-ups are available on type G and type DE forms.

Messages resolved

3. Double quotes in an operation sometimes caused an invalid script (change 3802)

Message

Scripts were truncated if the way in which categories were displayed was changed. This problem occurred in categories with (pre-)operation that features double quotes.

An example of an operation with double quotes:

if (v_A00001# == "ja") return ('true');

else return('false');

Solution

This release resolves this. If the way in which a category is displayed is changed, any double quotes in (pre-)operations are converted automatically into single quotes.

An example of an operation after this issue was resolved:

if (v_A00001# == 'ja') return ('true');

else return('false');

4. Email is sent in the wrong language (change 252896)

Message

Employees received email in a language they had not configured. This only applies to customers who have purchased the multilingual functionality.

Solution

With effect from this release, email will routinely be sent in the language configured by the user in Youforce. If you have configured templates, the template will be sent.

Release Notes
Self Service

Business

Release 2017-05

Version 2.0

Content

This document contains a description of the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages from our customers. Where relevant, we have included a number to refer to our internal system in which we record messages from customers.

Messages resolved

1. In the e-mails ‘standardnotificationtext’ is displayed in the explanation field (change 401330)

Message

In the e-mails ‘standardnotificationtext’ is displayed in the explanation field, while in the workflow a different text has been entered.

Solution

This release resolves this. The e-mails will show in the explanation field the tekst you have entered in the workflow.

Known issues

When you create a new form, you can choose a form type. Default was form *Type G*. Momentary we have sorted the list on alphabetical order, where *Type G* is no longer default. In an upcoming release we will set the sorting on *Type G* again.

Release Notes
Self Service

Business

Release 2017-06

Version 1.0

Contents

This document contains a description of the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages from our customers. Where relevant, we have included a number to refer to our internal system in which we record messages from customers.

Known issue

1. No info on Leave tab

When using the 'Leave' tab on the employee card, information is not always shown and the screen sometimes remains blank.

As a work-around, you can authorize the users for the 'Leave summary' tile. The employee is then given an extra tile (Leave summary). As a result, the 'Leave' tab on the employee card will also work properly again.

Release Notes
Self Service

Business

Release 2017-08

Version 1.0

Contents

This document contains a description of the new functionality and improvements introduced by this release. Some of these changes have been inspired by messages from our customers. Where relevant, we have included a number to refer to our internal system in which we record messages from customers.

Changed and improved

1. Improvements to interface with Personnel File

Why

Since the interface with Personnel File was somewhat outdated, we have completely revised it. We have implemented both technical and functional improvements. These improvements are listed below.

Documents with a long name

Personnel File could not save names of more than 50 characters. If a document with such a long name was sent to Personnel File, it would not be saved there. Currently, Self Service already truncates documents that have such a long name. The end of the document name is removed, so that the document is saved properly in Personnel File.

Repeated attempts

If technical reasons prevent a document from being sent, e.g. because the connection with Personnel File is temporarily not possible, we try sending it again a couple of times later, so that the document eventually shows up in Personnel File, albeit somewhat later than desired.

Failure report

If a document can definitely not be sent, for instance because we cannot find the relevant employee in Personnel File, this will be logged in a new failure report which you can find in **Settings > System > Failure report.**

The failure report shows a list of all changes for which the relevant documents failed to end up in Personnel File. It consists of the following columns:

- Type (in this case: Personnel file)
- Time of the error message (if the document was permanently not sent)
- the details of the change that the document comes from:
  - Change number
  - Change date
  - Workflow
  - Employee number
- and the Comments field shows the document that was not sent to Personnel File.

You can filter the list by some fields.

Errors will be visible in the failure report for a maximum of 3 months.

Drop-down list

From now on, the drop-down list in the 'To do', 'Completed' and 'Archived' list enables you to view the status of a document. We also added a 'Status' column that shows whether a document was 'Sent' or 'Failed' or whether it is 'In the submission queue' to be resent.

Messages resolved

2. 500 error after automatic upload of annex to Personnel File (change 51034)

Message

If a file was added to Personnel File immediately when submitting it and the next step in the workflow was an end date, carrying out the workflow resulted in a 500 error.

Solution

This error message has been addressed in the improvements to the interface with Personnel File and should not occur anymore.

3. Charging mileage based on postcodes (change 443693)

Message

The calculation of distances between postcodes is not always up to date. Things sometimes also seem to go wrong when there is a space in the postcode.

Solution

This release refreshes the data and solves the problem of spaces in postcodes.

4. Incorrect Route planner calculation (change 450236)

Message

A return trip calculation is not correct. It seems as if, instead of calculating the correct return trip, the distance of the outward leg is doubled.

Solution

We have made sure that the return leg is now calculated correctly as well.

Known errors solved

5. Import Definitions performance has been improved

In June, we changed the software in order to improve the performance of importing definitions (under **Settings > Import Definitions**). This made the question mark icon visible with every form. We have now changed this again so that the icon is only visible if checks are actually linked to forms..

6. Standard type G on new form

In the release notes of May 2017, we indicated that the default type of form for a new form was no longer pre-sorted to type G. This has been corrected in this release. When creating a new form, the selection list for the type of form is now in alphabetical order and the **G** form has been filled in by default.