



Release Notes
JULY 2017

Enhancements – Overview

- **Target Employee displayed in ToDo > Actions**
- **More details in Action Quick View**
- **Other Action changes**
- **Workflow Admins to approve Time Cards in Planner**
- **Upcoming Events dashlet on Home page**
- **Specifications for Employee Groups**
- **Quick Add Skills from Employee Skill Gap**
- **Extended Asset Interfaces**

New Features – Overview

- **WHS Incident and Hazard Report Configuration**
- **WHS Investigation and Sign-off allocation**
- **Tile View option in Company > Document Store**

Minor Changes

- **Employee Birthdays & Service Anniversaries displayed in Planner**
- **Ability to reopen completed WF (admin)**
- **Custom notifications now from two pages in Recruitment**
- **Block Alerts for archived Specifications**
- **Allow deletion of Interviewees on Schedule Interview page**

- Enable employee selection in Ad hoc Training Request and Qualification Change workflows
- Configure the number of digits in employee payroll number

Enhancements - In Detail

Target Employee displayed in ToDo > Actions

Based on your feedback, we have re-added Target Employee as a column on the ToDo > Actions form.

This also means you can now filter based on Target Employee.

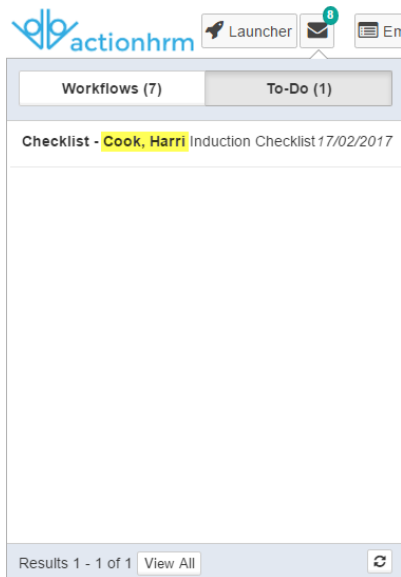
We hope this makes it easier to search for specific actions.

The screenshot shows the 'ToDo > Actions' interface. At the top, there is a search bar with 'Target Employee' selected. Below the search bar, there are options for 'Perform an action ...', 'Completed actions', and 'My actions only'. The main table has the following columns: Target Date, Requested At, Requested by, Employees to action, Type, Target Employee, Title, and Completed. The 'Target Employee' column is highlighted in yellow. The table contains one row with the following data: Target Date: 17/02/2017, Requested At: 14/02/2017 01:22 PM, Requested by: Cooper, Milly, Employees to action: Cooper, Milly, Type: Induction Checklist, Target Employee: Cook, Harri, Title: Checklist, Completed: Incomplete. At the bottom, there are navigation buttons: First, Prev, 1, Next, Last.

More details in Action Quick View


In line with re-adding the Target Employee in the ToDo > Actions form, we have also added Target Employee in the Action Quick View box. This means that if you have multiple actions of the same type (e.g. Induction Checklists for three new starters), you will be able to tell the Actions

apart. The Quick View box will also show other details if applicable, like Comments.



Other Action changes

In addition to adding Target Employee, and more details in the Action Quick View, we made some other table display changes to the Actions area.

Instead of having two separate buttons on the left of Actions (one for the Action content and one for the Action history), we now just have our standard 'View Details' symbol ().

Once you click on this, you will be able to view / complete content, upload attachments, leave comments, and view action history (by

clicking on the )

Manager Checklist

Meet & Greet * - Completed?

Start Date * - When? 06/03/2017

ATO Tax Withholding Declaration - Completed?

Locations? *

Attachments



Comments

Rich text editor toolbar with icons for bold, italic, underline, text color, list, link, unlink, and source code.



[Set as Complete](#)



We have also included Custom Fields in the Action table now (Read Only), so you will be able to quickly view (not edit / add) information from the main Action form

Target Date	Requested At	Requested by	Employees to action	Type	Target Employee	Title	Completed	Custom Fields
17/02/2017	14/02/2017 01:22 PM	Cooper, Milly	Cooper, Milly	Induction Checklist	Cook, Harri	Checklist	Complete	Confirm Start Date * 14/03/2017 Conducted Introductions to Team * Yes Provided WHS Safety Basics * Yes Provide and issue assets * N/A Meet & Greet * Yes Start Date * 06/03/2017 ATO Tax Withholding Declaration <input checked="" type="checkbox"/> Locations? * <input type="text" value="Bondi"/>

If you have filtered for only one type of Action (e.g. Induction Checklists), these custom fields will appear as separate columns.

Actions

+ Add Employee Filter + Add Extra Filter

Match All

Type Equal Induction Checklist

Target Employee Equal Cook, Harri - (ActionHRM)

Perform an action Completed actions My actions only Multi Sort

Target Date	Requested At	Requested by	Employees to action	Type	Target Employee	Title	Completed	Confirm Start Date	Conducted Introductions to Team	Provided WHS Safety Basics	Provide and issue assets	Meet & Greet	Start Date	ATO Tax Withholding Declaration	Locations?
17/02/2017	14/02/2017 01:22 PM	Cooper, Milly	Cooper, Milly	Induction Checklist	Cook, Harri	Checklist	Complete	14/03/2017	Yes	Yes	N/A	Yes	06/03/2017	<input checked="" type="checkbox"/>	<input type="button" value="Bondi"/>

Results 1 - 1 of 1

First Prev 1 Next Last

Workflow Admins to approve Time Cards in Planner

Prior to this release, only Managers / Supervisors have been able to approve employees Time Cards in the Planner.

In this release, we have also given Workflow Administrators the ability to approve or deny employees Time Cards from the Planner. We hope this makes the process quicker and easier.

Search Filter

19/05/2017 - 09/06/2017 Summary View Detailed View Attendance Calendar Approve 1

Month May 2017

Week 20 21

Day 19 20 21 22 23 24 25 26 27

Employee	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Bell, Hannah - (ActionHRM) <i>Environmental & Sustainability Consultant</i>									
Cook, Harri - (ActionHRM) <i>Engineer - Water Infrastructure</i>									
Cooper, Milly - (ActionHRM) <i>Sustainability Manager</i>									
Cunningham, Jo - (ActionHRM) <i>Environmental & Sustainability Consultant</i>									
Jane, Mikhaila - (ActionHRM) <i>Environmental & Sustainability Consultant</i>									
Jones, Georgie - (ActionHRM) <i>Environmental & Sustainability Consultant</i>									
Marley, Bob - (ActionHRM) <i>Sustainability Advisor</i>									
McBean, Kasey - (ActionHRM) <i>Environmental & Sustainability Consultant</i>									
McManus, Emily - (ActionHRM) <i>Engineer - Water Infrastructure</i>									
Rohanna, Finn - (ActionHRM) <i>Sustainability Advisor</i>									
Rohanna, Ruby - (ActionHRM)									

Time Card Request

Date: 25/05/2017

Start Time: 05:30 AM

End Time: 02:30 PM

Time zone: Australia/Sydney

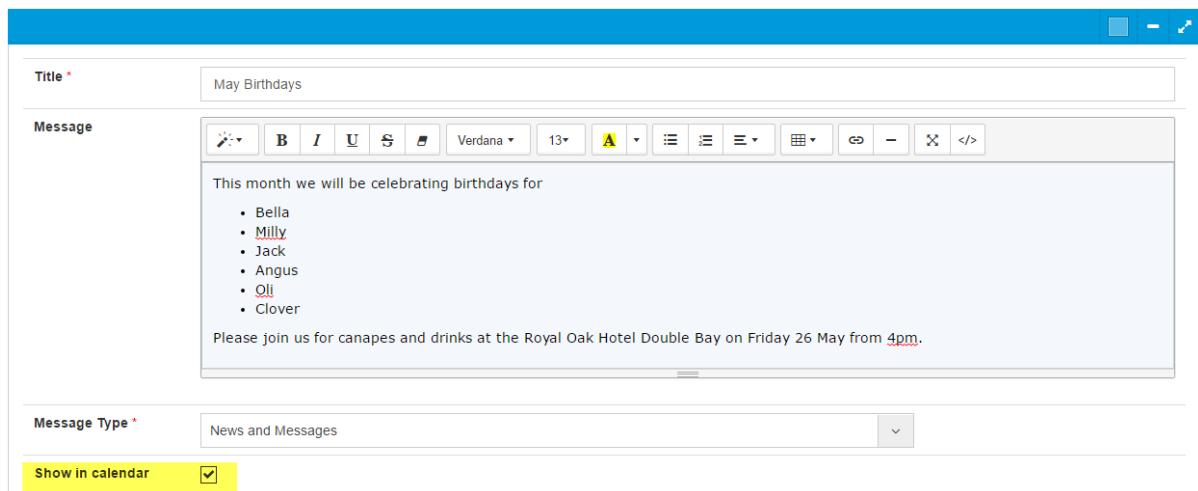
Hours Worked: 8.00

Upcoming Events dashlet on Home page

We have added a new dashlet on the Home page so that employees can view Company Events.

To add Events here, go to Home > Admin > Messages > 

You will need to check the box to “Show in Calendar”



Title * May Birthdays

Message

This month we will be celebrating birthdays for

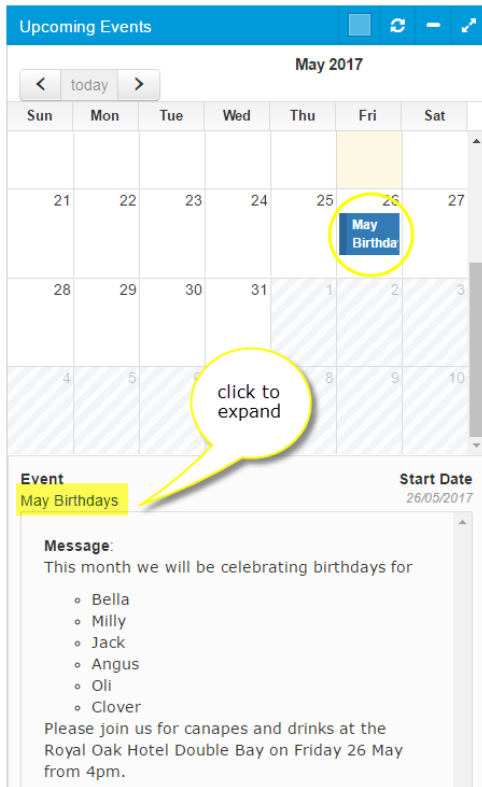
- Bella
- Milly
- Jack
- Angus
- Oli
- Clover

Please join us for canapes and drinks at the Royal Oak Hotel Double Bay on Friday 26 May from 4pm.

Message Type * News and Messages

Show in calendar

The Event dashlet will look like this. Click on the event title to view details




Specifications for Employee Groups

Recently we added the ability to add specifications to Jobs, Locations, and Position Identifiers, in this release we have expanded this capability to also include Employee Groups.

To add specifications to Employee Groups, you will have to have an Employee Group set up first.

To add a new Employee Group, go to System > Emp Groups > 

Click on  under Criteria, to add filters for your Group (e.g. Department, Company, Employment Condition)

Employee Group

Employee Group

Name *

Sustainable business

Criteria *

+

Match All

Department	x	Equal	Environmental Consultancy	+	x
Company	x	Equal	ActionHRM	+	x
Employment Condition	x	Equal	Salary FT	+	x

Save Preview Cancel

Click 'Preview' to view a list of all Employees who qualify for this Group.

Click Save.

Once your Employee Group has been set up, click into it using the magnifying glass symbol. You will see a new tab at the top with 'Specifications'. Inside this tab, click + to add a specification. You can copy specifications from other Employee Groups once a few of these have been set up.

You will also need to specify the Importance for Job, and (if applicable) Level Required.

Employee Group Specifications

Copy Employee Group Specifications : -- Select one -- Save

Specifications

Confidentiality Agreement

Type	Importance To Job	Level Required
Qualification	Preferred	
Qualification	Needed for Succession	

Showing 1 to 2 of 2 entries

Quick Add Skills from Employee Skill Gap

Another feature we have developed to improve the Employee Specification / Skills area, is Quick Add from the Employee Skill Gap page.

Previously, you had to add Specifications / Skills to employee profiles from the All Skills tab (Development > All Skills).

Now you can add them quickly from the Skill Gap tab.

Development / All Skills Cooper, Milly

Skill Gap All Skills Documents Skill Log

Show Skill Gap for Job: Sustainability Manager

Cooper, Milly - Sustainability Manager

		Critical					
		Project Management	Sales - Closing Leads	Sales - Lead Generation	Negotiation	Sales - Presentation	Budgeting
68%		✓ (Aware)	✗	✓ (Expert)	✗	✗	✓ (Expert)

hover mouse over x to select

Hover your mouse over the x and click to view details i.e. Job, Importance to Job, and Level Required.

Sales - Closing Leads - Skill ✗

Job	Importance
Sustainability Manager	Critical
Level	
Expert	

[Add](#)

Click Add to input specification details i.e. Date Obtained, Level, Notes

Job
Sustainability Manager

Importance
Critical

Level
Expert

Date Obtained *
26/05/2017

Level *
Proficient

Notes

Save

Click Save. The Specification / Skill will immediately show as obtained (with Level obtained if applicable). It will also be added to the Employees 'All Skills' page.

Development / All Skills Cooper, Milly

Employee qualification has been modified successfully

Skill Gap All Skills Documents Skill Log

Skill Gap

Show Skill Gap for Job: Sustainability Manager

Cooper, Milly - Sustainability Manager

		Critical					
		Project Management	Sales - Closing Leads	Sales - Lead Generation	Sales - Negotiation	Sales - Presentation	Budgeting
73%		✓ (Aware)	✓ (Expert)	✓ (Expert)	✗	✗	✓ (Expert)

Extended Asset Interfaces

Extending on the Asset changes we made in the last release, we have re-modelled the main Asset page and added a series of dashlets. The dashlets include -

- A table for 'Overdue Review Dates' with Date, Asset Type, and Allocated to Employee,
- A calendar for 'Upcoming Review Dates' (can click Review Dates on Calendar to view more info),
- A table for 'Terminated Employee Assets' with Terminated Employee Name, Asset Type, Serial Number, and Details
- A 'Summary of Assets' with a list of Asset Types, and figures e.g. number of Overdue Review Dates, Number of Assets from Terminated Employees, and Total Sum of Assets

The screenshot displays the 'Employee Asset' interface. On the left is a table of assets with columns for 'Allocated to Employee', 'Asset Type', 'Serial No', 'Details', 'Asset Review Dates', and 'Custom Fields'. Each row includes a 'Return' button. On the right, there are two dashlets: 'Overdue Review Dates' showing a table with columns for 'Asset Review Dates', 'Asset Type', and 'Allocated to Employee'; and 'Upcoming Review Dates' showing a calendar for May 2017 with a tooltip for 'Mobile Phone - New Contract End Date' on May 11th.

Allocated to Employee	Asset Type	Serial No	Details	Asset Review Dates	Custom Fields
McBean, Kasey	Parking Sticker	PS121			
McBean, Kasey	Other	IP001	IPad		
Bell, Hannah	Parking Sticker	PS001			
Cooper, Milly	Car	CAR001			
Rawson, Bella	Access Card	qrqrqr			
Cooper, Milly	Parking Sticker	PS003			
Cunningham, Jo	Access Card	AC001			

Asset Review Dates	Asset Type	Allocated to Employee
Contract End Date	Mobile Phone - New	Cunningham, Jo

Upcoming Review Dates - May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6	7
7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
28	29	30	31	1	2	3	4

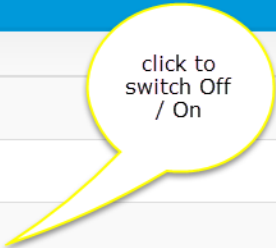
New Features - In Detail

WHS Incident and Hazard Report Configuration

One of our biggest updates in this release has been adding configuration to the WHS module. Similar to the New Employee Wizard Configuration (in the Employee module), you can now turn WHS fields and forms off / on and change the workflow order (e.g. instead of our standard Quick Report, Lodgement, Investigation, and Review forms, you might just have a Lodgement and a Review, instead of having 11 standard fields on the Quick Report page, you might just have two, and add three of your own custom fields).

Issue Template	
Template Name * <input type="text" value="Physical Hazard"/>	Issue Category * <input type="text" value="Physical"/>

Steps	
	Name
<input type="checkbox"/> Off	Quick Report
<input checked="" type="checkbox"/> On	Lodgement
<input type="checkbox"/> Off	Investigation
<input checked="" type="checkbox"/> On	Review



To turn WHS fields and forms off / on, go to **WHS > Admin > Issue Templates > click the magnifying glass beside the template you want to adjust > under Fields Configuration click off / on box.**

From here you can also choose which form the field will appear on (e.g. Lodgement, Quick Report, Investigation etc.), and whether the field is **Optional / Mandatory / Preferred**. This page will also display which field group this field belongs to (column on the right hand side).

<input checked="" type="checkbox"/> On	Time Reported	Lodgement × Quick Report	Optional	Common Details
<input type="checkbox"/> On	Reported By	Quick Report × Lodgement	Mandatory	Common Details

WHS Investigation and Sign-off allocation

Along with the other WHS improvements, we have extended the Investigation Sign-off / allocation. This means that now you can specify the employee / group of employees who should be signing off on each step.

To define WHS sign-off / allocation, go to WHS > Admin > Issue

Templates > to open template > under Steps, check box for who that step can be allocated to e.g. Lodgement can be allocated to any member of the Safety Team, or any member of the HR Team group, Investigation must be allocated to a member of the Safety Team, and Review must be allocated to a member of the HR Team.

Steps		
	Name	May be assigned to
<input type="checkbox"/> On	Quick Report	
<input type="checkbox"/> On	Lodgement	<input type="checkbox"/> Any Active Employee <input type="checkbox"/> Logged In Employee <input checked="" type="checkbox"/> Safety Team Member <input checked="" type="checkbox"/> Group Member HR Team x v
<input type="checkbox"/> On	Investigation	<input type="checkbox"/> Any Active Employee <input type="checkbox"/> Logged In Employee <input checked="" type="checkbox"/> Safety Team Member <input type="checkbox"/> Group Member -- Select one -- v
<input type="checkbox"/> On	Review	<input type="checkbox"/> Any Active Employee <input type="checkbox"/> Logged In Employee <input type="checkbox"/> Safety Team Member <input checked="" type="checkbox"/> Group Member HR Team x v

When employees are completing a WHS Incident / Hazard workflow, they will only be able to allocate their workflow to Safety Team members or Group members that you have specified.

Lodgement Configuration

Lodgement allocation *

-- Select one -- v

Bell, Emily - (SAVOIE WINES)

Johnson, Jack - (SAVOIE WINES)

Blake, James - (SAVOIE WINES)

Mansfield, Ivy - (SAVOIE WINES)

Henri, Angus - (SAVOIE WINES)

Mee, Mikhaila - (SAVOIE WINES)

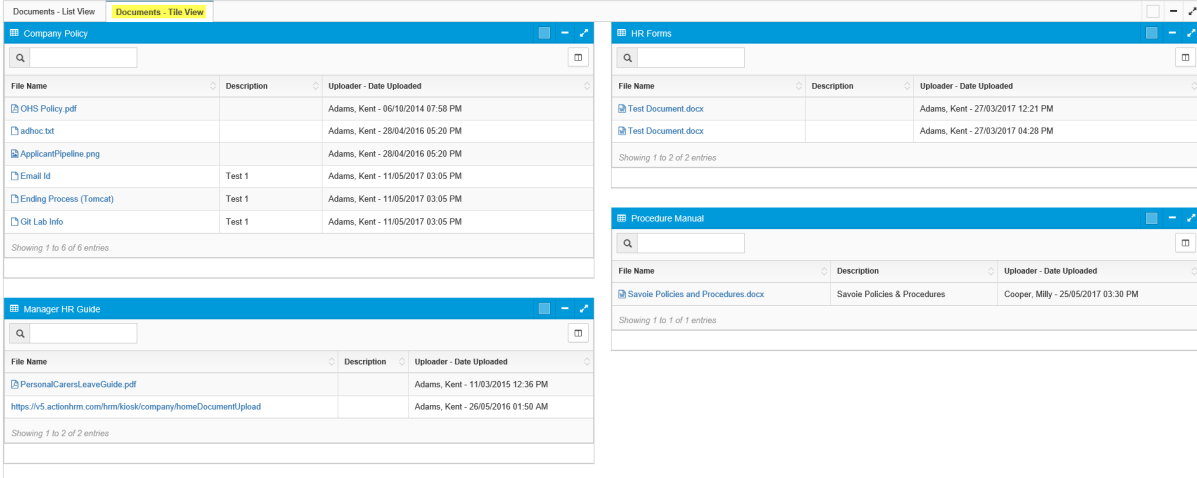
Upload

Tile View option in Company > Document Store

Another new feature we have in this release is an updated view in the Company > Document Store. Previously we just had a list view, and while this list was filterable by 'Document Type', some of you found it hard finding specific documents when there were hundreds to search through. Hopefully you will like our new Tile View.

The Tile View displays the Document Types in separate areas, with all associated documents listed underneath the heading.

These tiles / boxes can be minimised or expanded using the  buttons



The screenshot displays three document type tiles in a tiled view. Each tile has a search bar and a table of documents. The tiles are: Company Policy, HR Forms, and Manager HR Guide.

File Name	Description	Uploader - Date Uploaded
OHS Policy.pdf		Adams, Kent - 06/10/2014 07:58 PM
adhoc.txt		Adams, Kent - 28/04/2016 05:20 PM
ApplicantPipeline.png		Adams, Kent - 28/04/2016 05:20 PM
Email.txt	Test 1	Adams, Kent - 11/05/2017 03:05 PM
Ending Process (Tomcat)	Test 1	Adams, Kent - 11/05/2017 03:05 PM
GIT Lab Info	Test 1	Adams, Kent - 11/05/2017 03:05 PM

Showing 1 to 6 of 6 entries

File Name	Description	Uploader - Date Uploaded
Test Document.docx		Adams, Kent - 27/03/2017 12:21 PM
Test Document.docx		Adams, Kent - 27/03/2017 04:28 PM

Showing 1 to 2 of 2 entries

File Name	Description	Uploader - Date Uploaded
PersonalCarersLeaveGuide.pdf		Adams, Kent - 11/03/2015 12:36 PM
https://v5.actionhcm.com/hcm/ikiosk/companyhomeDocumentUpload		Adams, Kent - 26/05/2016 01:50 AM

Showing 1 to 2 of 2 entries

File Name	Description	Uploader - Date Uploaded
Savoie Policies and Procedures.docx	Savoie Policies & Procedures	Cooper, Milly - 25/05/2017 03:30 PM

Showing 1 to 1 of 1 entries

Minor Changes - In Detail

Employee Birthdays and Service Anniversaries displayed in Planner

One change we have wanted to make for ages, is to include employee birthdays and service anniversaries on the Planner. We now support this.

Note: The employees birthday must be recorded on either the Employee > Establishment form, or the Employee > Additional Information / Employee Profile form. The birthday symbol on the planner is a bell.

< Month >	May 2017											
< Week >	20			21								
< Day >	18	19	20	21	22	23	24	25	26	27	28	
Employee	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Bell, Hannah - (ActionHRM) <i>Environmental & Sustainability Consultant</i>												
Cook, Harri - (ActionHRM) <i>Engineer - Water Infrastructure</i>												
Cooper, Milly - (ActionHRM) <i>Sustainability Manager</i>												
Cunningham, Jo - (ActionHRM) <i>Environmental & Sustainability Consultant</i>												
Jane, Mikhaila - (ActionHRM) <i>Environmental & Sustainability Consultant</i>												
Jones, Georgie - (ActionHRM) <i>Environmental & Sustainability Consultant</i>												
Marley, Bob - (ActionHRM) <i>Sustainability Advisor</i>												
McBean, Kasey - (ActionHRM) <i>Environmental & Sustainability Consultant</i>												
McManus, Emily - (ActionHRM) <i>Engineer - Water Infrastructure</i>												
Rohanna, Finn - (ActionHRM) <i>Sustainability Advisor</i>												
Rohanna, Ruby - (ActionHRM) <i>Environmental & Sustainability Consultant</i>												
Smith, Tori - (ActionHRM) <i>Environmental & Sustainability Consultant</i>												
Thomas, Daniel - (ActionHRM) <i>Environmental & Sustainability Consultant</i>												

The service anniversary symbol on the planner is a sun (and is linked to the Start Date on the Employee > Establishment / Employee > Employment forms)

< Month >	May 2017										
< Week >	21										22
< Day >	22	23	24	25	26	27	28	29	30	31	
Employee	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Bell, Emily - (SAVOIE WINES) <i>HR Manager</i>											
Blake, James - (SAVOIE WINES) <i>Credit Manager</i>											
Castle, Emma - (SAVOIE WINES) <i>Vineyard Manager</i>											
Charlotte, Ruby - (SAVOIE WINES) <i>Sustainability Advisor</i>											
Clark, George - (SAVOIE WINES) <i>Director</i>											
Cunningham, Jo - (SAVOIE WINES) <i>CEO</i>											

Employee Anniversary ✕

Years of service
2 years

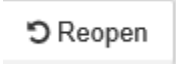
Ability to reopen completed WF (admin)

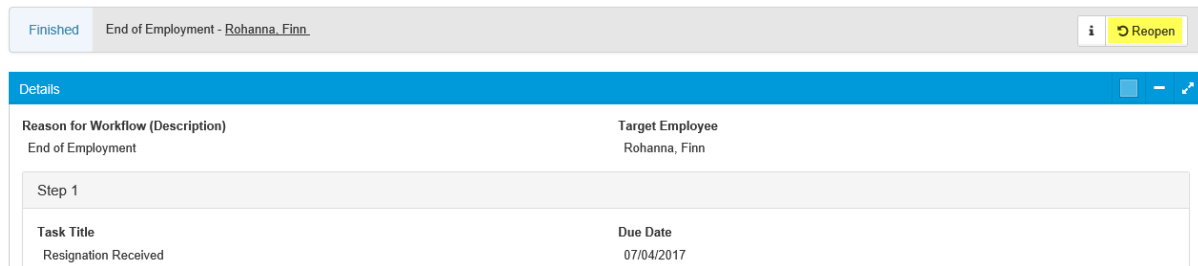
We have added functionality so that HR admins can re-open completed workflows. Once re-opened, workflows can be sent back or escalated, attachments can be added, and comments can be changed. Workflows can also be cancelled or deleted.

For Administrators to have access to this function, they will need to have HR Admin access in the Workflow Admin form.

To add, go to System > Users and Security > Access tab > select system (module) and workflow admin (form) > next to Administrator, check box for HR Admin

Users		Access	Password Settings				
Select Form & Module							
Select Module				Select Form			
system				workflow admin			
Permissions							
Name	Read	Update	Create	Delete	View Report	Create Workflows	HR Admin
2IC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once you / your Administrators have this access, go to System > Workflow Admin > All Completed Workflows tab > use the magnifying glass to open workflow > click the  button on the top right corner of the workflow



Custom notifications now from two pages in Recruitment

One of our clients helped point out to us, that you could only send Custom notifications from the Applicant area, by going to Perform an Action > Send Notifications.

We have expanded this so that now you can also send Custom notifications from the Schedule Interview form.

Individual Group

Candidate List

Name	Status	Interview Date *	Starting Time *	Time Zone *
Jones, Jack	Applied	31/05/2017	10:00 am	Australia/Sydney
Thompson, Daisy	Applied	31/05/2017	12:00 pm	Australia/Sydney

Notification

Enable notification

Interview

Interview

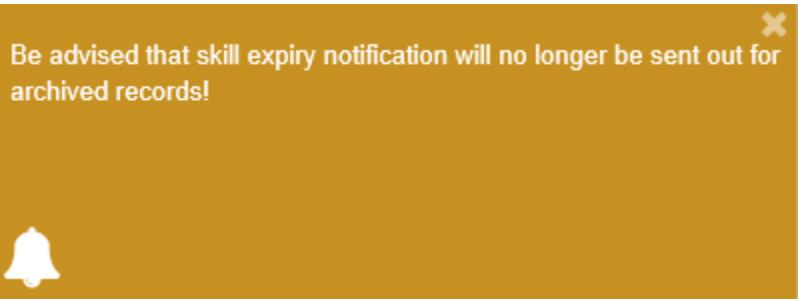
Custom

Back Continue


Block Alerts for archived Specifications

Another minor update in this release, is that we are now blocking alerts for archived skills / specifications / certifications etc. We had some feedback that these were still going out and causing confusion around which specifications were still valid, which needed renewal etc.

When you archive a specification now, you will receive a pop up message to remind you that skill expiry alerts will no longer be sent out for archived specification / skill records.



Allow deletion of Interviewees on Schedule Interview page

We have added to the functionality on the Schedule Interview form, so now you can clear candidates interview details. If you are entering details for multiple candidates, and pick the wrong candidate by mistake, now you can click  instead of clicking 'Back' and having to start again.

The screenshot shows a 'Candidate List' interface with two tabs: 'Individual' and 'Group'. The main table has columns for Name, Status, Interview Date, Starting Time, Time Zone, Interview Location, Interviewers, and Comment. Two candidate rows are visible:

Name	Status	Interview Date	Starting Time	Time Zone	Interview Location	Interviewers	Comment
Jones, Jack	Applied	31/05/2017	10:00 am	Australia/Sydney	Select the Location or enter the Location details below: ActionHRM Sydney Office Suite 111, NIC Building, 4 Cornwallis St, Redfern NSW 2000 Australia phone - 02 9209 4464 for reception / directions	Cooper, Milly - (ActionHRM) Thomas, Daniel - (ActionHRM)	
Thompson, Daisy	Applied	31/05/2017	12:00 pm	Australia/Sydney	Select the Location or enter the Location details below: ActionHRM Sydney Office Suite 111, NIC Building, 4 Cornwallis St, Redfern NSW 2000 Australia phone - 02 9209 4464 for reception / directions	Cooper, Milly - (ActionHRM) Thomas, Daniel - (ActionHRM)	

Enable employee selection in Ad hoc Training Request and Skill / Specification Change workflows

In the 5.27 release, we added an Ad hoc Training Request and Skill / Specification Change workflow. The Ad hoc Training Request workflow was intended to be raised by the employee who has completed the training, and then routed to a Manager / Supervisor for approval, before being sent to HR for sign off. Similarly, the Skill / Specification Change workflow was developed with special access for employees. Generally, employees would only have 'Read' access to the Development > All Skills form which means they couldn't add skills or specifications directly to their profile. However, special access to this workflow meant that they could *request* skills (using the workflow).

In this release, we have updated both these standard workflows so that now Managers / Supervisors can raise on behalf of their subordinates, and select a Target Employee.

The screenshot shows a web application interface for managing employee skills. At the top, a navigation bar contains links for Home, Company, ToDo, Jobs, Recruitment, Employee, Performance, Pay, Leave, Training, Development, and Timesheets &. Below this, a breadcrumb trail reads 'Development / All Skills'. A progress bar at the top of the form shows two steps: '1 Submit new Skill/Specification Change information' and '2 Skill/Specification Change - Cooper, Milly'. A 'Submit' button is located to the right of the progress bar. The 'Employee' dropdown menu is set to 'Jones, Violet - (ActionHRM)'. Below this is a table titled 'All Skills' with columns for Name, Level, Date Obtained, Expiry, and Notes. The table contains one entry: 'Working at Heights' with a date obtained of '26/05/2017' and an expiry of '26/05/2020'. Below the table is a 'Workflow Processing Comments' section with a text input field. At the bottom of the form are 'Cancel (and delete)' and 'Submit' buttons.

logged in employee

target employee

Name *	Level	Date Obtained *	Expiry	Notes
Working at Heights		26/05/2017	26/05/2020	empty

Showing 1 to 1 of 1 entries

Cancel (and delete) Submit

Configure the number of digits in employee payroll number

As requested by one of our clients, we have added the ability to configure the number of digits in your Payroll number on the Employee > Establishment page. This means that where you may have previously had to enter one or more '0's before your Payroll number, you now won't have to.

To configure the number of digits in your Payroll number, give the office a call on [+61 2 9209 4464](tel:+61292094464) or email me at holly.vautin@actionhrm.com, and I can make this change for you.