ReadyTime™

Release Notes

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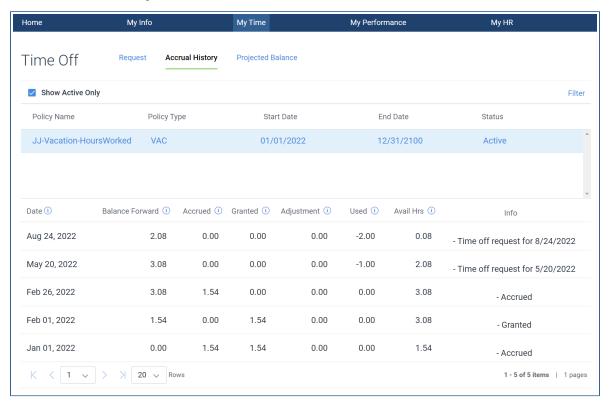www.proliant.com

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Contents

Release Information

This guide highlights ReadyTime enhancements as well as problem resolutions which are included in the August 2022 release.

Enhancements

The following enhancements have been added to ReadyTime.

Accrual History

- Columns were added to the employee **Accrual History** page to include **Accrued**, **Granted**, **Used**, and hours of **Adjustment**.

Home	My Info	My Time	My Performance	My HR

Time Off Request **Accrual History** Projected Balance

☑ Show Active Only   Filter

Policy Name	Policy Type	Start Date	End Date	Status
JJ-Vacation-HoursWorked	VAC	01/01/2022	12/31/2100	Active

Date ⓘ	Balance Forward ⓘ	Accrued ⓘ	Granted ⓘ	Adjustment ⓘ	Used ⓘ	Avail Hrs ⓘ	Info
Aug 24, 2022	2.08	0.00	0.00	0.00	-2.00	0.08	- Time off request for 8/24/2022
May 20, 2022	3.08	0.00	0.00	0.00	-1.00	2.08	- Time off request for 5/20/2022
Feb 26, 2022	3.08	1.54	0.00	0.00	0.00	3.08	- Accrued
Feb 01, 2022	1.54	0.00	1.54	0.00	0.00	3.08	- Granted
Jan 01, 2022	0.00	1.54	1.54	0.00	0.00	1.54	- Accrued

|◁ ◁ 1 ⌄ ▷ ▷| 20 ⌄ Rows   1 - 5 of 5 items | 1 pages

Accrual Policies

- The **Company Setup > PTO > Accrual Policies** page now allows an administrator to configure time off requests for supervisors and employees separately in the **Miscellaneous** section for each accrual policy.

☑ Allow Time Off requests for supervisors

☐ Allow Time Off requests for employees

Auto Policy Transfer

- The **Auto Policy Transfer** page has been enhanced to add a **Missing Policy Assignment** checkbox which allows an administrator to easily identify accrual policies which are missing the configured policy transfer settings.
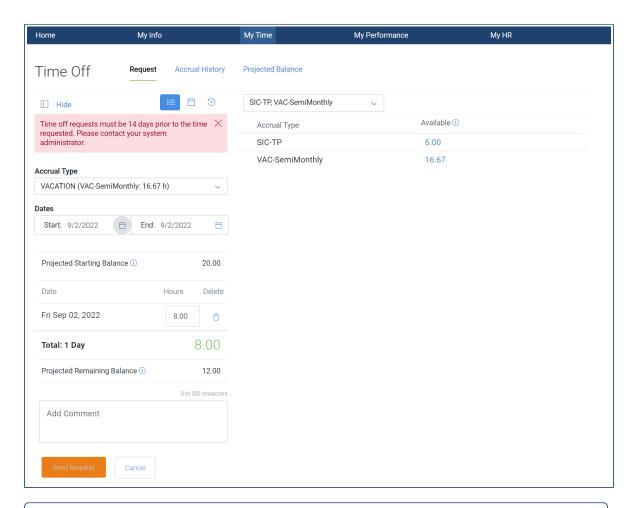
Time Off Requests

- ReadyTime has been enhanced to support an advanced notice requirement for PTO requests.

  You can configure the time off request advanced notice settings for your organization on the **Company Setup > PTO > Accrual Policies** page.
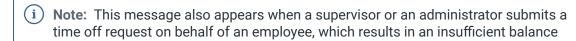

- For an employee, the **My Time > Request** page now displays a warning if a time off request does not meet the minimum number of days of advanced notice. This warning also displays for an administrator on the **PTO > Pending Requests > Accrual Summary** window.

Home	My Info	My Time	My Performance	My HR

Time Off **Request** Accrual History Projected Balance

☐ Hide   ☰ 📅 🕓

❌ Time off requests must be 14 days prior to the time requested. Please contact your system administrator.

Accrual Type
VACATION (VAC-SemiMonthly: 16.67 h) ⌄

Dates
Start: 9/2/2022 📅   End: 9/2/2022 📅

Projected Starting Balance ⓘ   20.00

Date	Hours	Delete
Fri Sep 02, 2022	8.00	🗑

Total: 1 Day   **8.00**

Projected Remaining Balance ⓘ   12.00

0 of 500 characters

Add Comment

Send Request   Cancel

SIC-TP, VAC-SemiMonthly ⌄

Accrual Type	Available ⓘ
SIC-TP	6.00
VAC-SemiMonthly	16.67

ⓘ **Note:** Administrators and Supervisors have the ability to submit time off requests on behalf of employees using the **Employee > Pending Requests** page to bypass a company's specified time off restriction.

- When a time off request is submitted, ReadyTime includes all future time off requests that were previously submitted in the calculation of the employee's available time. ReadyTime has been enhanced to display an error message when an employee has an insufficient balance due to a future time off request:

```
Insufficient balance to cover this time off request, because of an existing future
request.
```

ⓘ **Note:** This message also appears when a supervisor or an administrator submits a time off request on behalf of an employee, which results in an insufficient balance

✓ **Expert Tip:** To resolve an insufficient balance, an employee may need to cancel previously submitted request or adjust the hours in their current request.

Click here for the current running balance was added to allow an employee to access the **Accrual Summary** window which displays their available hours along with a history of their accrual earnings and time used.

• The performance of the **Employee > Balance** page has been enhanced.

Problem Resolutions

The following issues have been resolved.

Accrual Policies

• The employee count for each accrual policy was not always correct. This issue has been resolved.

• After an employee was removed from an accrual policy, the employee continued to have access the **ESS > My Time > Request** and **ESS > My Time > Accrual History** pages. This issue has been resolved.

Accrual Rounding Discrepancies and Consistency

• The **Employee > Pending Requests** and **ESS > Request** pages did not display rounded accrual hours accurately. Neither page will accept decimals if the employee's accrual policy is set to **Restrict time off request to increments of XX hours YY minutes**.

The **Employee > Projected Balance** and **ESS > Projected Balance** pages did not display rounded accrual hours accurately. These issues have been resolved.