ReadyPay Online™

ReadyTime Release Notes

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Release Information

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

Administrator

Administrators in ReadyTime will notice the following enhancements and problem resolutions.

Enhancements

The following enhancements have been added to ReadyTime for administrators.

ReadyTime Administration Menu

- Under ⚙ **Company Setup**, ReadyTime accrual configuration has been moved from the ESS Configuration section to a new ReadyTime section. To configure accruals, navigate to ⚙ **Company Setup > ReadyTime > Time Off (PTO)**.

Accrual Policies

- On the **Accrual Rules** window, under **Accrual Policies**, fields in the **Hours to Accrue** section have been enhanced to display up to 6 decimals from 4 decimals.

Miscellaneous Settings

- On the ⚙ **Company Setup > ReadyTime > Time Off (PTO) > Miscellaneous Settings** page, new options were added to manually auto-assign accrual policies and the manually sync data from ReadyTime to ReadyPay Online.
  - Under **Accrual Policy Auto-Assignment**, select **Request…** to run the Accrual Policy Auto-Assignment process immediately instead of waiting for the daily overnight process.
  - Under **Accrual RPO Sync**, select **Request…** to immediately sync `CAccr`, `EAccr`, and `EccrHist` data from ReadyTime to ReadyPay Online.

Problem Resolutions

The following issues have been resolved.

Accrual Policies

- Under **Accrual Policies**, on the **Accrual Rules** window, a rounding issue occurred when the **Per Year** selection was used. This issue has been resolved.

Employee Policies

- When no accrual policies were configured for a company and the `RT-TimeOff` service was enabled, an error occurred on the **Employee Policy** page. A `You do not have accrual policies configured for this company.` message now displays. This issue has been resolved.
- The employee count on the **Employee Policy** page was not always correct. This issue has been resolved.

Supervisor

ReadyTime users with a role of Supervisor, will notice the following enhancements and problem resolutions.

Enhancements

The following enhancements have been added to ReadyTime.

Accrual History

- The **Employee > Accrual History** page has been enhanced to display additional data. It now displays **Avail Hours**, **Hours Used**, and **Last Accrued** information for each accrual policy.

ReadyTime Terminology Updates

- Terminology used in ReadyTime, has been updated to use consistent naming across the application.

Previous Name	Updated Name	Affected Pages
Employee	Employee (ID)	◦ **Pending Requests**
Name	Employee (ID)	◦ **Balance** ◦ **Pending Requests**
Policy	Accrual Policy	◦ **Balance**
Policy Name	Accrual Policy	◦ **Accrual History**
Policy Type	Accrual Type	◦ **Accrual History** ◦ **Balance**
Time Off Policy	Accrual Policy	◦ **Accrual Policies** filter ◦ **Balance** filter ◦ **Employee Policy**
Type	Accrual Type	◦ **Balance** ◦ **Pending Requests** ◦ **Projected Balance**

Time Off Increments

- For accrual policies where time off requests are restricted to a specific number of hours and minutes, the warning message that displays on the **Employee > Pending Requests** page was enhanced to display hours and minutes (for example, 1 hour 30 minutes instead of 90 minutes).

Problem Resolutions

The following issues have been resolved.

Time Off Requests

- The **Employee > Time Off > Pending Requests** page now automatically adjusts the **Start** and **End** dates when days are added to or removed from a request.

  When an employee removes time off days in between the start and end dates of a time off request, the following warning message was added:

  ```
  You may cancel individual days associated with a pending PTO requests. If you cancel
   any individual day, to request that day off again you will need to cancel the entire
   request and resubmit your request spanning the appropriate days.
  ```

- Accrual and granted hours were not displayed correctly on the **Employee > Accrual History** page. This issue has been resolved.

Employee

Employees will notice the following enhancements and problem resolutions in ReadyTime.

Enhancements

The following enhancements have been added to ReadyTime.

Time Off Increments

- For accrual policies where time off requests are restricted to a specific number of hours and minutes, the warning message that displays on the **My Time > Request** page was enhanced to display hours instead of minutes.

Problem Resolutions

The following issues have been resolved.

Time Off Requests

- The **My Time > Request** page now automatically adjusts the **Start** and **End** dates when days are added to or removed from a request.

  When an employee removes time off days in between the start and end dates of a time off request, the following warning message was added:

  ```
  You may cancel individual days associated with a pending PTO requests. If you cancel
   any individual day, to request that day off again you will need to cancel the entire
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