

# Release 8.2.0 Documentation

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## Document Objective

The purpose of this document is to highlight changes made to info:HR for the 8.2 Release. This document is not a user's manual nor intended to be one.

Please make sure that the security Master settings are reviewed and if you were using the document attachment feature that the Document Type Mass Update is completed immediately after IT finishes the conversion.

## Employee Menu Item

### Basic Information

#### Demographics screen:

- Increased the field sizes of Region to 10 characters. This change affects any report which uses the Admin By as selection criteria as well as the Department/Security Matrix.

#### Status/Dates screen:

- Move the "Other Email" from the Demographics/Miscellaneous screen to this screen. All email addresses are now in the same place.

## Position Menu Item

### Position Master

- Position Description has increased to 100 characters from the original 25 characters.
- Added **Position Type** as a new field. This field is only used if you have the info:HR Applicant Tracking Module.

## Reports Menu Item

- No changes yet. More to follow.

## Mass Update Menu Item

### Attendance Mass Add/Update

- Provided the ability to use the employee’s Hours per Day as setup on their Position Master instead of using a fixed number of hours per day.

**Attendance**

Reason

From Date

To Date

Supervisor

Hours   Hours/Day

Shift

Point

Incentive  Incident

Seniority  Emergency Leave

- If Hours/Day is checked, Hours does not need to be entered. When updating the Attendance Master for the employee, the application looks at the employee’s current record to determine what their hours should be.
- This enhancement only applies to clients who do not use the multi-position module.

### Emergency Leave (Ontario Clients only)

- Based on Bill 148, info:HR was modify to incorporate 2 paid emergency leave days are 8 unpaid emergency leave days.
- Refer to the “Additional Manuals – Ontario Emergency Leave Setup” document.

### Holiday Master (Ontario Clients only)

- Based on Bill 148, info:HR was modify to calculate the STAT holiday hours based on the “worked hours” of the previous pay period.
- Refer to the “Additional Manuals – Ontario Statutory Holiday Calculation” document.

### Hourly Entitlement Master

- Added “Position Group” to the Selection Criteria.
- Added “Maximum” to the entitlement rule. The Maximum is only used if the rule is setup for “Accumulate” and not “Replace”.

Division	Department	Union	Category	Entitlement Code	From Date	To Date	Effective Date	Location
				SK+	1/1/2017	12/31/2017	1/15/2017	
				VC	1/1/2017	12/31/2017	1/15/2017	
			FT	ET0+	6/1/2018	12/31/2018	6/1/2018	

Selection Criteria

Division

Department

Union

Location

Employment Status

FT/PT/SE/TR/DT

Entitlement Code  Sick Earned

Position Group

Section

Date Range

Effective Date  Sunday

Exclude from Update All

Update Method  Accumulate  Replace

**Maximum**

Service Ranges (in Months)  <= Service =>

Entitlement   Days  Hours  FTE#

## Setup Menu Item

### Form 7

- Added a new screen Employer Branch Address under Setup menu \ Form 7. This address can be used to print on Form 7 instead of the default Branch Address on “Employer Information” screen under the Setup menu \ Form 7.


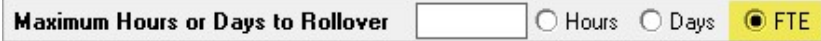



Branch	Address	City	Province	Postal Code	Alternate T												
<div style="border: 1px solid gray; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Branch</td> <td><input type="text"/></td> </tr> <tr> <td>Branch Address</td> <td><input type="text"/></td> </tr> <tr> <td>City / Town</td> <td><input type="text"/></td> </tr> <tr> <td>Province</td> <td><input type="text"/></td> </tr> <tr> <td>Postal Code</td> <td><input type="text"/></td> </tr> <tr> <td>Alternate Telephone</td> <td><input type="text"/></td> </tr> </table> </div>						Branch	<input type="text"/>	Branch Address	<input type="text"/>	City / Town	<input type="text"/>	Province	<input type="text"/>	Postal Code	<input type="text"/>	Alternate Telephone	<input type="text"/>
Branch	<input type="text"/>																
Branch Address	<input type="text"/>																
City / Town	<input type="text"/>																
Province	<input type="text"/>																
Postal Code	<input type="text"/>																
Alternate Telephone	<input type="text"/>																

- Added a new Employer Branch code field on Claim/Medical Information screen under Health & Safety to select alternative Employer Branch address to print on Form 7 instead of the default Branch Address from the “Employer Information” screen under the Setup menu \ Form 7.

<b>CLAIM INFORMATION</b>		<b>Incident Number:</b> 2632	
Claim Number	<input type="text" value=""/>	<b>Filed On</b>	<input type="text" value="03/09/2020"/> Monday
File Closed On	<input type="text" value=""/>	Result	<input type="text" value=""/>
Firm / Account #	F-222986:CLAS:NAICS01	Class/Subclass	<input type="text" value="CLAS"/> CLASS/SUBCLASS
Employer Branch	<input style="background-color: yellow;" type="text" value=""/>	NAICS Code	<input type="text" value="NAICS01"/> NAICS CODE 1

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## Appendix – info:HR Changes after 8.2 Release

Date	Description of Change
April 2018	Added a new option to the Birthday/Age report.  As of Date <input type="text" value="5/15/2018"/> Tuesday <input type="checkbox"/> Exclude Employees Hired after this Date
August 2019	Employee's History now tracks the Position change by Position Start Date instead of Transaction Date.
September 2019	Added a missing employee photo report. This report is found under Employee Information / Missing Employee Photos.
October 2019	Added 'Gender Diverse' gender option to the Demographics screen, also add it to the Birthday/Age Report and Seniority Report selection criteria
January 2020	Added a new FTE option to the Rollover Entitlements \ Vacation, Sick and Overtime screen.  Maximum Hours or Days to Rollover <input type="text"/> <input type="radio"/> Hours <input type="radio"/> Days <input checked="" type="radio"/> FTE
January 2020	Employee/Position and Employee Profile reports now has “Termination Date” option when “Include Termination Employees” is checked.  <input checked="" type="checkbox"/> Include Termination Employees Termination Date <input type="text"/> To <input type="text"/>
February 2020	Vacation Pay Percentage screen now has its own security under Security Master \ Mass Changes.  <input checked="" type="checkbox"/> Vacation Pay Percentage
February 2020	Added two new fields for Form 7, ‘Class/Subclass’ and “NAICS Code” on the Employer Information screen. And it replaced the “Rate Group Number” and “Classification” fields on the Form 7.
March 2020	Added a checkbox “Include Termination Employees”  <input checked="" type="checkbox"/> Include Termination Employees Termination Date <input type="text"/> To <input type="text"/>
April 2020	Added a new field Employer Branch on “Claim/Medical Information” screen under Health & Safety. And a new corresponding Branch Address screen is under Setup menu \ Form 7.