

More4apps

Functional Impact Document

Employee Wizard

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Release 4.01.100 – 21/09/21

The following includes details of the incremental fixes, functionality changes and or additions to the Employee Wizard as part of its development and release process.

Whilst we at More4Apps have tried to maintain the same look and user interaction, some functionality has been modified. You can still use your current template worksheets in the new version, provided they were created in version 14.01.59 or later. We have implemented a new color scheme in version 4.01.76 of the Wizard so whilst you **can** use your previous template/worksheets in this version, we recommend that your templates are updated to incorporate the new color scheme.

Release 4.01.96 – 19/04/21

The following includes details of the incremental fixes, functionality changes and or additions to the Employee Wizard as part of its development and release process.

Whilst we at More4Apps have tried to maintain the same look and user interaction, some functionality has been modified. You can still use your current template worksheets in the new version, provided they were created in version 14.01.59 or later. We have implemented a new color scheme in version 4.01.76 of the Wizard so whilst you **can** use your previous template/worksheets in this version, we recommend that your templates are updated to incorporate the new color scheme.

For information on the changes, please see below:

1.1. Added Descriptive Flexfields for the Payment Method Section	
Version: 4.01.93	Date: 10/03/2020
The Employee Wizard can be used to upload and download Descriptive Flexfields against a personal payment method for an employee assignment's record.	

Personal Payment Method(Smith13, Mr. Eric13)

Name Type Priority

Balance Currency Balance Amount Percentage

Additional PPM Details

Context

Name as on Account

IFSC

OK Cancel Clear Help

Effective From To

Further Information

Select Template Columns

Medical Assessment | Absence | Assignment | Assignment Extra Info | Salary Proposal | Costing | **Payment Method** | Budget | Grade Step | Review | Performance Review | US State Tax | US Federal Tax

<input checked="" type="checkbox"/> Payment Method	Custom Column Name	Mandatory?
<input checked="" type="checkbox"/> Update Mode		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Payment Method ID		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Payment Method Name		<input checked="" type="checkbox"/>
<input type="checkbox"/> Priority		<input type="checkbox"/>
<input type="checkbox"/> Balance Amount		<input type="checkbox"/>
<input type="checkbox"/> Balance Percentage		<input type="checkbox"/>
<input type="checkbox"/> Bank Details KFF		<input type="checkbox"/>
<input type="checkbox"/> Payee Type		<input type="checkbox"/>
<input type="checkbox"/> Payee		<input type="checkbox"/>
<input type="checkbox"/> Payment Method DFF Context		<input type="checkbox"/>
<input type="checkbox"/> Attribute1		<input type="checkbox"/>
<input type="checkbox"/> Attribute2		<input type="checkbox"/>
<input type="checkbox"/> Attribute3		<input type="checkbox"/>
<input type="checkbox"/> Attribute4		<input type="checkbox"/>
<input type="checkbox"/> Attribute5		<input type="checkbox"/>
<input type="checkbox"/> Attribute6		<input type="checkbox"/>
<input type="checkbox"/> Attribute7		<input type="checkbox"/>
<input type="checkbox"/> Attribute8		<input type="checkbox"/>

Accept and Close Accept and Create Cancel

1.2. Employee Number and Assignment Number can be Updated/Corrected if they are set to Manual Numbering

Version: 4.01.92

Date: 01/03/2021

If the Employee Number Generation is set to 'Manual' in Oracle EBS, the Employee Number and Assignment Number can be Updated/Corrected via the Employee Wizard.

1.3. Approved Salaries without components can be corrected

Version: 4.01.86

Date: 16/10/2020

Use the 'Correct' in the Salary Proposal section mode to correct the Amount of approved salaries without components. The correction of the salary will update the Element Entry 'Regular Salary'.



Release 4.01.84 – 02/09/20

The following includes details of the incremental fixes, functionality changes and or additions to the Employee Wizard as part of its development and release process.

Whilst we at More4Apps have tried to maintain the same look and user interaction, some functionality has been modified. You can still use your current template worksheets in the new version, provided they were created in version 14.01.59 or later. We have implemented a new color scheme in the previous version of the Wizard so whilst you **can** use your previous template/worksheets in this version, we recommend that your templates are updated to incorporate the new color scheme.

There are no functional changes to the layout and forms in this release.

Release 4.01.76 – 05/03/20

The following includes details of the incremental fixes, functionality changes and or additions to the Employee Wizard as part of its development and release process.

Whilst we at More4Apps have tried to maintain the same look and user interaction, some functionality has been modified. You can still use your current template worksheets in the new version, provided they were created in version 14.01.59 or later. We have implemented a new color scheme in this version of the Wizard so whilst you **can** use your previous template/worksheets in this version, we recommend that your templates are updated to incorporate the new color scheme.

For information on the changes, please see below:

1.1. Added New Color Scheme	
Version: 4.01.75	Date: 14/02/2020
New More4apps brand applied. This will have no functional impact on users and is purely a cosmetic update.	

Existing templates with previous styles will work with this version, please note, however, the colors may change in these sheets when invoking Wizard functionality. See below for an example:

Employee Wizard										
Status					Override	Employee				
Upload Status	Rejection Reason	Employee Status	Employee Address	Assignment Status	Upload Effective Date	Update Mode	Emp Start Date	Employ Person ID	Employee Number	Last Name
Default Values										
Processed		Loaded	Loaded	Loaded		Update	01/01/2018	34372	2638	Ahmed
Processed		Loaded	Loaded	Loaded		Update	01/01/1997	59	40	Baker
Processed		Loaded	Loaded	Loaded		Update	25/01/2016	33450	2484	Blackburn
		Validated	Validated	Validated		Update	01/01/2003	27759	1886	Campbell
		Validated	Validated	Validated		Update	04/01/2000	2159	225	Copeland
		Validated	Validated	Validated		Update	01/01/2006	32577	2382	Fernandez

1.2. Approved Salaries can be changed

Version: 4.01.69

Date: 18/12/2019

Approved Salaries can be updated in this version under two conditions:

- If Salary Components do not exist for the Approved Salary.
- If there is more than one Salary Proposal against an employee.

The example below shows the Salary Proposal section where the details can be edited with the Update Mode Salary of **Correct** and the Approved Salary Approval is set to **Yes**.

Salary Proposal					Salary Approval		
Update Mode	Sal: Pay Proposal ID	Proposal Change	Proposed Salary	Proposal Reason	Forced Ranking	Next Salary Revie	Update Mode Sal: Approved Salary
Correct	217055	13/05/2019	4000	Agreement Change		13/05/2020	Yes
Correct	217056	01/05/2019	5000	Cost of Living		01/05/2020	Yes
Correct	217057	01/05/2019	4900	Cost of Living		01/05/2020	Yes
Correct	217058	01/05/2019	9500	Cost of Living		01/05/2020	Yes

Note: API limitation exists for employees with only one Approved Salary Proposal where they cannot be updated using the Employee Wizard. An error message will not be given despite a failed change. An example below shows a correction to the Proposed Salary from 2000 to 2400. The upload message shows a successful upload, however, when the record is downloaded back to the sheet, the Proposed Salary reverted to the original value of 2000. This is because only one Salary Proposal exists for the employee. Oracle SR to be logged by the customer to get this resolved by Oracle.

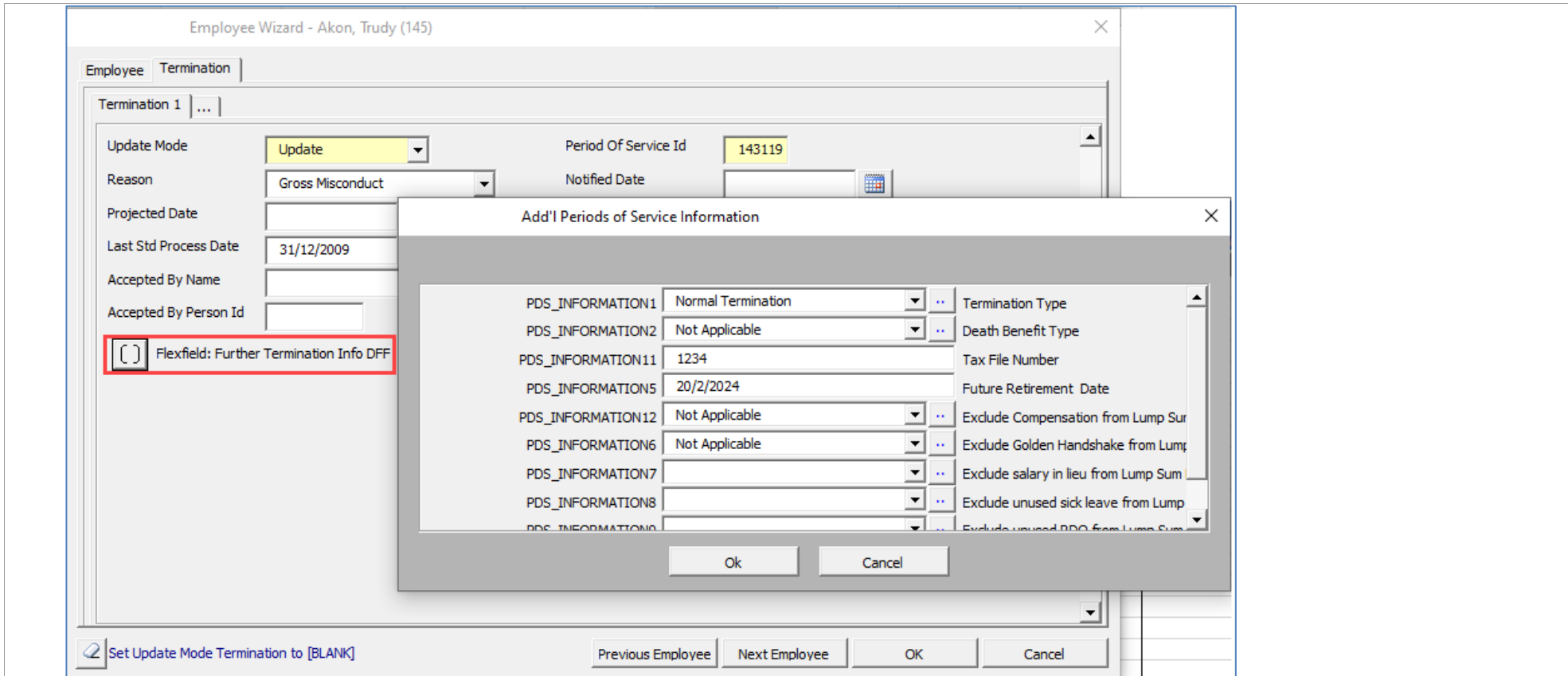
Salary Proposal					Salary Approval		
Update Mode	Sal: Pay Proposal ID	Proposal Change	Proposed Salary	Proposal Reason	Forced Ranking	Next Salary Revie	Update Mode Sal: Approved Salary Approval
Correct	219056	01/01/2020	2400	Agreement Change			Yes
	219056	01/01/2020	2000	Agreement Change			Yes

1.3. Update the Further Termination Info DFF for Terminated Employees

Version: 4.01.67

Date: 04/12/2019

Further Termination Info DFF (Add'l Periods of Service Information) can be updated for Terminated employees. The Employee Wizard form can be used to update the Further Termination Info DFF details for the terminated employees:



Employee Wizard - Akon, Trudy (145)

Employee Termination

Termination 1 ...

Update Mode: Update
 Reason: Gross Misconduct
 Period Of Service Id: 143119
 Notified Date: [Calendar Icon]
 Projected Date: [Empty]
 Last Std Process Date: 31/12/2009
 Accepted By Name: [Empty]
 Accepted By Person Id: [Empty]

[] Flexfield: Further Termination Info DFF

Add'l Periods of Service Information

PDS_INFORMATION1	Normal Termination	Termination Type
PDS_INFORMATION2	Not Applicable	Death Benefit Type
PDS_INFORMATION11	1234	Tax File Number
PDS_INFORMATION5	20/2/2024	Future Retirement Date
PDS_INFORMATION12	Not Applicable	Exclude Compensation from Lump Sum
PDS_INFORMATION6	Not Applicable	Exclude Golden Handshake from Lump Sum
PDS_INFORMATION7		Exclude salary in lieu from Lump Sum
PDS_INFORMATION8		Exclude unused sick leave from Lump Sum
PDS_INFORMATION9		Exclude unused PPO from Lump Sum

Ok Cancel

Set Update Mode Termination to [BLANK] Previous Employee Next Employee OK Cancel

An example below shows how the Further Termination Info DFF can be updated for terminated employees using the **Update** in the Update Mode Termination column.

Person Type	Termination					Further Termination Info DFF									
	Update	Mode	Ter	Period Of Service	Reason	Actual Terminat	Last Std	Process	Further Terminat	Termination Info	Termination Info	Termination Info	Termination Info	Termination Info	Termination Info
Ex-employee	Update		143119		Gross Miscondu	13/12/2009	31/12/2009		AU	Normal Terminat	Not Applicable			20/2/2024	Not Applicable
Ex-employee	Update		3428			28/11/2019	28/11/2019		AU	Normal Terminat	Not Applicable				Not Applicable
Ex-employee	Update		8769			28/11/2019	28/11/2019		AU	Normal Terminat	Not Applicable			20/2/2024	Not Applicable
Ex-employee	Update		143118		Compensation	04/06/2011	04/06/2011		AU	Normal Terminat	Not Applicable			20/2/2024	Not Applicable
Ex-employee	Update		8774		Benefits	08/01/2002	31/01/2002		AU	Normal Terminat	Not Applicable			20/2/2024	Not Applicable

1.4. Rehire Reason accepts user input

Version: 4.01.64

Date: 11/11/2019

Rehire Reason field in the Employee section of the Employee Wizard now accepts user input of up to 60 characters. If the field is left blank, the default value of "Rehired via More4Apps Employee Wizard" will be included in the upload when an employee is rehired.

Use the Update Mode Employee **Re-hire** and enter the **Re-hire Reason** in the column/form field. An example below shows how to use the Rehire Reason when rehiring an employee.

Employee Wizard - Smith, Peter (2414) [X]

Employee | Termination | Assignment

Update Mode	Re-hire	Start Date	1/07/2013
Person ID	32930	Re-hire Date	1/01/2020
Re-hire Reason	New skill aquired	Employee Number	2414
Last Name	Smith	First Name	Peter
Title	Mr.	Name Prefix	
Name Suffix		Middle Name	
Gender	Male	Person Type	Ex-employee
Person Type Display	Ex-employee	National Identifier	122345
Birth Date	14/03/1960	Email	peter.smith@newcompany.com

Set Middle Name to [BLANK] Previous Employee Next Employee OK Cancel

Employee							
Update Mode Emj	Start Date	Employ Person ID	Re-hire Date	Re-hire Reason	Employee Number	Last Name	First Name
Re-hire	01/07/2013	32930	01/01/2020	New skill aquired	2414	Smith	Peter

Release 4.01.59 – 17/05/19

The following includes details of the incremental fixes, functionality changes and or additions to the Employee Wizard as part of its development and release process.

Whilst we at More4Apps have tried to maintain the same look and user interaction, some functionality has been modified. We have changed the color scheme of the wizard so whilst you **can** use your previous template/worksheets in this version, we recommend that you setup your templates again to incorporate the new color scheme included in this version.

Note: New section 'Medical Assessments' has been added in this version.

There are no changes to the Employee Wizard packages.

For information on the changes, please see below.

1.1. New Color Scheme

Version: 4.01.48

Date: 19/03/2019

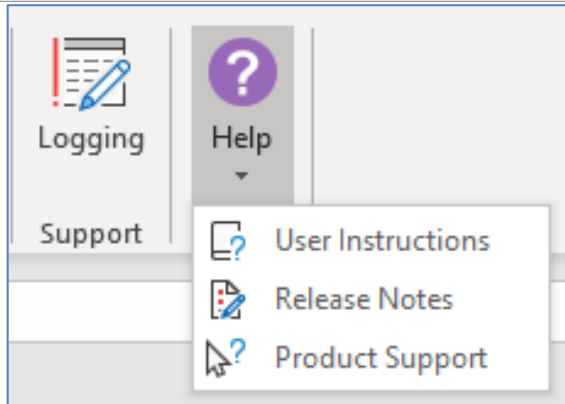
More4Apps has implemented a new color scheme, see below for an example:

Status	Upload Statu	Rejection Re	Employee S	Termination	Employee PI	Employee A	Emp Perform	Contact Stat	Contact Add	Contact Pho	Assignment	Salary Propc	Salary Appr	Payment Me	Review Stat	Performanc	Grade Step	Override	Employee				
Default Values																		Upload Effective D	Update Mode Em	Start Date Empl	Person ID	Re-hire Dat	
Processed			Loaded		Loaded	Loaded					Loaded	Loaded		Loaded	Loaded	Loaded	Loaded	16/03/2016	Create	16/03/2016	36879		
Processed			Loaded		Loaded	Loaded					Loaded	Loaded		Loaded	Loaded	Loaded	Loaded	16/03/2016	Create	16/03/2016	36882		
Processed			Loaded		Loaded													10/06/2016	Create	10/06/2016	36906		

1.2. Added 'Logging' and 'Help' buttons to the product ribbon

Version: 4.01.47

Date: 11/02/2019



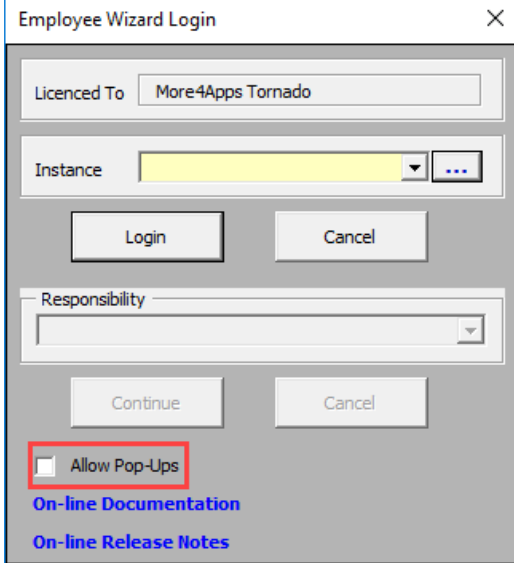
Logging: When you click this button, it will turn on the diagnostics, which will change the button to a grey color. When you want to turn it off just click the button again, the button will change it back to normal and turn off the diagnostics.

When diagnostics is enabled the Wizard will capture all SQL being run into a separate worksheet. This can be useful to determine LOV's issues or sent to More4Apps for support purposes.

Help: This button has three options:

- User Instructions – Link to the More4Apps online User guide for Element Entry Wizard.
- Release Notes – Link to the list of all version releases for the Wizard.
- Product Support – Link to the More4Apps support page where issues/requests can be logged by completing the form details.

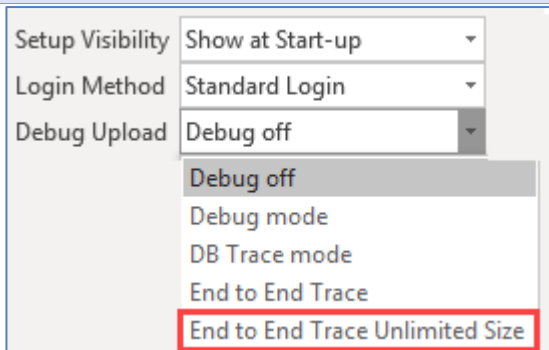
1.3. Added checkbox 'Allow Pop-Ups' to the Login form



This checkbox enables users that require popups as a part of their login process, to log in to their Oracle instance through the Wizard.

Note: If the user does not require any additional popup dialogues as a part of their login process through the Wizard, this checkbox can remain unchecked.

1.4. Added 'End to End Trace Unlimited Size' to Debug Upload option under the Setup Ribbon



This option allows the maximum size of trace files created whilst debugging to become unlimited. This resolves the scenario when trace files are too large that they were being truncated. A message box will be displayed when this option is chosen allowing the user to cancel and not set the trace off:

Note: Only use this under More4Apps advice. A very large trace file may be created. If you are unsure, please use the 'End to End Trace' option rather than the 'End to End Trace Unlimited Size' option.

1.5. Added new section Medical Assessments and 2 Descriptive Flexfields

Version: 4.01.36

Date: 29/11/2018

Added Medical Assessments section for Employee, Applicant, and Contingent Worker modes.

Select Template Columns

Employee | Employee Extra Info | Termination | Employee Address | Employee Phone | Emp Performance | Contact | Contact Address | Contact Phone | Qualification | **Medical Assessment** | Absence | Assignment

<input type="checkbox"/> Medical Assessment	Custom Column Name	Mandatory?
<input checked="" type="checkbox"/> Update Mode		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Medical Assessment Id		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Consultation Date		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Consultation Type		<input checked="" type="checkbox"/>
<input type="checkbox"/> Consultation Result		<input type="checkbox"/>
<input type="checkbox"/> Examiners Name		<input type="checkbox"/>
<input type="checkbox"/> Service Provider		<input type="checkbox"/>
<input type="checkbox"/> Next Consultation Date		<input type="checkbox"/>
<input type="checkbox"/> Incident Reference		<input type="checkbox"/>
<input type="checkbox"/> Description		<input type="checkbox"/>
<input type="checkbox"/> Medical Assessment DFF Context		<input type="checkbox"/>
<input type="checkbox"/> Attribute1		<input type="checkbox"/>
<input type="checkbox"/> Attribute2		<input type="checkbox"/>
<input type="checkbox"/> Attribute3		<input type="checkbox"/>
<input type="checkbox"/> Attribute4		<input type="checkbox"/>
<input type="checkbox"/> Attribute5		<input type="checkbox"/>
<input type="checkbox"/> Attribute6		<input type="checkbox"/>
<input type="checkbox"/> Attribute7		<input type="checkbox"/>

Accept and Close | Accept and Create | Cancel

Additional information can be found [here](#).

Employee Wizard - Smith1, Eric1 (3004)

Employee | Employee Address | **Medical Assessment** | Assignment | Salary Proposal

Medical Assessment 1 | ...

Update Mode: Create | Medical Assessment Id: |

Consultation Date: 1/05/2019 | Consultation Type: Disability Assessment

Consultation Result: Able to Work with Restrictions | Examiners Name: Examiner 1

Service Provider: Bell South Clinic | Next Consultation Date: 1/05/2020

Incident Reference: | Description: Test

Flexfield: Medical Assessment DFF

Flexfield: Medical Assessment Further Info

Set Description Medical to [BLANK] | Previous Employee | Next Employee | OK | Cancel

Two descriptive fields added to the Medical Assessment section:

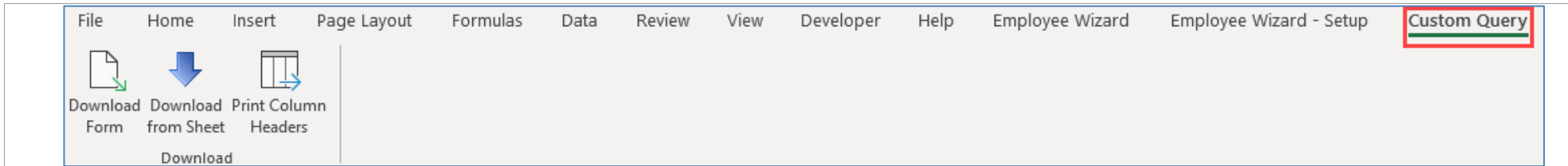
- Medical Assessment DFF
- Medical Assessment Further Info

1.6. Added 'Custom Query' functionality

Version: 4.01.22

Date: 26/06/2018

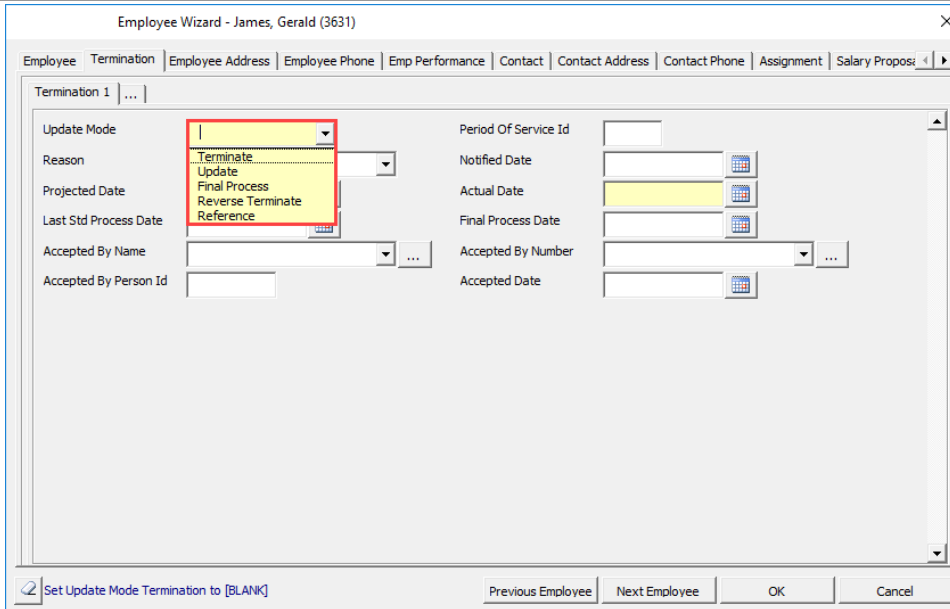
This feature allows users to create, manage and download user-defined queries directly into Microsoft Excel. For further details, refer to [Custom Query Add-In](#)



1.7. Added new update modes to the Termination section

Version: 4.01.21

Date: 25/06/2018



New modes added to the Termination section:

- Final Process: Allow Final Processing update to incomplete Terminations.
- Update: Allow updates to Termination Values.

1.8. Added new profile option 'More4Apps: EMW Restrict Create'

Version: 4.01.11

Date: 13/07/2017

The new profile option 'More4Apps: EMW Restrict Create' can be set at User, Responsibility and Site levels. Set the value to 'Yes' to limit the user so they are unable to create records using the Employee Wizard.