

# Enhancement Release Guide Fall 2020

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#### **Document Release**

RELEASE: 9.44 -1020

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# What is included in this release?

#### 9.44 Avanti Enhancement Release Guide

• Includes details of the enhancements that are contained in this release.

### Request a Feature

Included in this release are some client feature suggestions. Thank you to everyone who contributed ideas for changes to the Avanti software.

Avanti has partnered with UserVoice – a third-party service designed to collect product ideas and suggestions. We call it the Product Feedback Forum. For more information on getting started, please see the <u>Avanti</u> <u>Feedback Forum</u>.

Help us make it a fantastic experience! We appreciate your input on how we can improve the Avanti experience for everyone involved.



Any of the features in this release document that were added as a result of your suggestions will be identified with this icon.

Additional Menu Items

There are no new menu items included in 9.44. For additional information on how to add previously released menu items, please refer to <u>the</u> <u>following article in our Help Centre</u>.



## Microsoft Sign-On

**Benefits:** Reduces the number of login steps and login credentials users need to remember.

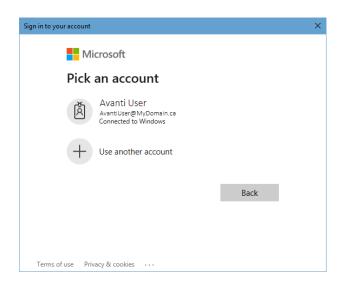
Avanti now supports Microsoft Sign-On to authenticate your users on the Avanti Desktop, the Avanti Self-Service Portal and Avanti Go.

If you are currently using Azure Active Directory to authenticate your employees throughout your organization, this <u>Help Center Article</u> can guide you through setting up Azure Active Directory in Avanti.

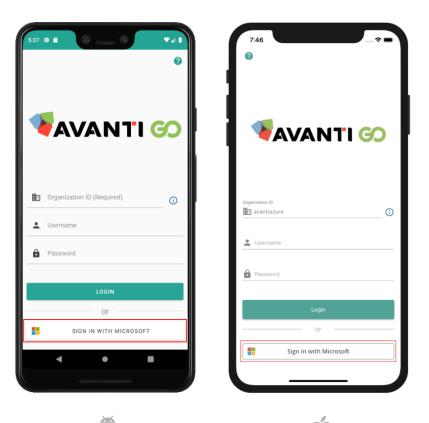
Additionally, this <u>Help Center Article</u> will help guide your users on what to expect when logging into Avanti using Microsoft Sign-On.

Are you running into issues setting this up in Avanti? We have two Help Center Articles to guide you through any issues you may experience.

- <u>Microsoft Sign-On: No Employees Can Sign In</u>
- Microsoft Sign-On: An Employee Cannot Sign In









# Canadian Payroll



## Update Employees in Different Default Groups

**Benefits:** Saves time when applying changes to multiple employees across the organization.

Re-apply Employment Defaults can now update employees regardless of their Employment Default Group.

**Reapply to all filtered employees** can now be selected when reapplying the defaults, which will apply the change to all employees that meet the filter criteria – not just those in the selected default group.

Previously, Employment Defaults could only be applied to employees in the selected default group.

Want to learn more about how to use Reapply to all filtered employees? Our <u>Help Center Article</u> will guide you through changing an employment default group and applying the change to all filtered employees.

We recommend using 'Report Changes Only' to ensure you are updating the correct employees.

Once it is correct, select 'Report And Apply Changes' to update employees.

Defaults Group 02	Semi-Monthly Reapply to	all filtered employees
ployment Data Earnings	Deductions Positions	
ìeld	New Value	
Province of Employment	AB - Alberta	
Employment Status	01 - Working	
Job Status	FT	
FTE Value	1.0000	
Salaried/Hourly	Salaried	
Payment Option	Deposit And Statement	
Enable Web Services	No	
Electronic Tax Slips	No	
OT Exempt	No	
Target Bonus \$	0.00	
Flex Spending \$	3000.00	
RRSP %	0.00	
Crew		
Health Care #		
2nd Manager Pos		
Part Time Union		
Preferred Loc		
Transport Method		

#### Canadian Payroll ENHANCEMENT RELEASE GUIDE: FALL 2020





### Process Pay Run - Show Formula Details

**Benefits:** Helps troubleshoot formulas by displaying details of the employee's data used for calculation

Payroll Administrators can now see the details of their formula calculations once they run payroll.

**Show Formula Details** is now available under Options in Process Pay Run. This will display all the amounts used to calculate the formulas in the Results.

Once the pay run is processed, the results will display the details for any formulas included in the pay run, including:

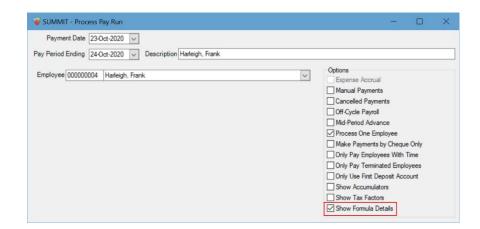
- Each variable
- Each SQL parameter
- Each formula line

Want additional information on how to use Show Formula Details? Check out our <u>Help Center Article</u>.



Selecting 'Show Formula Details' may impact the performance of Process Pay Run, depending on the number of employees and formulas included in the pay, as well as the complexity of the formulas.

We recommend only processing for one employee when this is selected.





User Defined Variables - User Defined Column

**Benefits:** Allows you to create variables based on a broader range of employee information for use in formulas.

User Defined Variable now has the ability to create variable values based on information found on the Employee Profile.

These are set up with effective dates, allowing you to update the values used in formulas before it is in use.

Want additional information on setting these up? Go to the Canadian Payroll Reference Guide for more details.

#### Example

If there is a formula that uses the coverage amount for Accidental Death & Dismemberment, and Coverage Class is a text field on the employees' profile, this new functionality can track the maximum coverage for each group.

Changing your maximum coverage? You can pre-emptively enter the new amounts with the future effective date as soon as the amounts are finalized, ensuring payroll continues to run smoothly.

💗 Modify - U	ser Defined	Variables			×		
Variable	LIFEMAX						
Name	Life - AD&D	Coverage Maximum					
Comment	Maximum for	executives and non e	xecutives				
		Employee User Defin					
User Defi OtherText1	User Defined	Effective Date Ex 01-Jan-2020	piry Date Comm Non-B		Value 500,000.00000		
		🥡 Paste - User De	fined Variables				×
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		Effective Date		~			
		Expiry Date		$\sim$			
Modify Ir	nsert Dek	Comment	Executive Maxir	mum Coverage			
Help							
		Value	1,000,000.0000	00			
		Help					OK Cancel



## Workflows

Only applicable for clients with Workflows. Clients who do not have these can skip to <u>Time & Attendance</u>.

## Anniversary Date and Birthday Notifications Not Sent

Previously there was an issue where the following workflows would not send notifications in late December:

- Anniversary Date
- Birthday Greeting
- Birthday Date

If you have one of these workflows in your company with the following default Workflow IDs, Avanti has automatically updated your workflow, and it will send notifications as expected in December. There is no action required on your part.

Workflow	Default Workflow ID
Anniversary Date	Anniversary
Birthday Greeting	BdayGreeting
Birthday Reminder	BdayReminder

Note: If you have edited the Workflow ID, you will need to replace the existing workflow with a new workflow.

The Workflow ID can be confirmed in Workflows >> Maintain Workflows.

Please see the <u>Help Center Article</u> for more information on confirming whether your workflow needs to be replaced and replacing the workflow.

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Workflow ID 💦 💧	Workflow Name	Active	Start Dat	е	
Anniversary	Anniversary Date	Yes	26-Jun-20	020 00:00	
BdayGreeting	Birthday Greeting	Yes	30-Apr-20	20 00:00	
BdayReminder	Birthday Reminder	Yes	26-Jun-20	020 00:00	
Onboarding	Onboarding	Yes	13-Dec-2	018 00:00	
ReportEmail	Generate and Send Report on Email	Yes	15-May-2	015 00:00	



## Time & Attendance

Only applicable for clients with Time and Attendance.

### Alberta Holiday Pay Calculation - Bill 32

**Benefits:** Ensure compliance for employees in Alberta when calculating holiday rules.

<u>Bill 32 - Restoring Balance in Alberta's Workplaces Act</u> introduces new methods to calculate average daily wage for holiday pay, effective November 1<sup>st</sup>, 2020.

Two new Holiday pay rules are now available in Holiday Rules:

- Average Daily Wage of Last 28 Days
- Average Daily Wage of Last 28 Days (Prior Pay Period)

Additionally, holiday wage calculations no longer need to include previous holiday or vacation pay.

For more information on adjusting the holiday rule, check out our <u>Help</u> <u>Center Article</u>.

Bill 32 also introduces changes to Averaging Arrangements, extending the allowed overtime period to 52 weeks. These changes are can be accommodated with existing Avanti functionality. If you currently have an Averaging Arrangement or are planning to adopt one, please see our <u>Help Center Article</u> about updating your Overtime Rule in Avanti.

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Holid	day Rule	AB STAND		
Des	scription	AB Full Time		
Holiday	Dates D	etails Qualifications	Disentitlements	
		Holiday pay rule	Last 28 days wages / 20 🗸	
Eami	ing codes i	included for holiday w	Use Employee Base Rate A Version A V	
	Earn Coo	le	4 weeks wages / 20 (Include Vacation Pay)	
<b>V</b>	001	Regular Earnings	4 weeks wages / 20 (Include Vacation Pay)-Daily 12 weeks wages / 60	
	002	Overtime 1.5	Base Hourly Rate * Average Hours in last 30 days	
	003	Doubletime 2.0	Base Hourly Rate * Average Hours in last 3 weeks	
	004	Training	Average Daily Wage of last 30 days Average Daily Wage of last 30 days (Include Vacation Pay)	
	005	Paid Break	Average Daily Wage of last 9 weeks	
	006	Unpaid Break	Average Wage of last 9 weeks (Same day of week)	
ΙĒ	007	Responsibility Pa	Average Daily Wage of prior pay period (Work Group Hours)	
L IT	008	11	Average Daily Wage of prior pay period (Average Hours) Average Daily Wage of Last 28 Days	
	010		Average Daily Wage of Last 28 Days (Prior Pay Period)	
lie	011	Stat Worked	Base Hourly Rate * Scheduled Hours	1

Requirements Schedule - Assign to the First



Available Employee
Benefits: Assigning employees to Requirement Schedules is now more
efficient.

Are you using Requirements Schedule to manage your employees' schedule? You can now easily schedule the next available employee without having to select them in Assign.

An **Assign to First Available Employee** is now on the right-click menu in Schedule Requirements. When selected, this will assign the schedule to the first available employee based on your Sort Options in Assign/Re-assign.

Want to learn more about setting up your Sort Options and using this new feature? Check out our <u>Help Center Article</u>.

_		Nov-2020 V 30-Nov-2020		Refresh	Auto Refresh	Show Only UnAss	signed one	w Times
	Position Descriptior Assembly Line	Work Group Description AB Prod Hourly Eve Shift	Total 161.00	Sun, Nov 01	Mon, Nov 02 23:00 - 6:00	Tue, Nov 03 23:00 - 6:00	Wed, Nov 04	Thu, Nov 05
ĺ	Assembly Line	AB Prod Houriy Eve Shift	161.00		23:00 - 6:00	23:00 - 6:00		
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	Building B Cleaner	AB Prod Hourly Reg Shift			Paste From Tem	nplate		
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	riequienterit	ssign		_	Insert Modify		Ct	Del
	cess: Assign/Re-A	ssign			Insert Modify Delete Roll Forward			Del save
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## Assign From Requirement



**Benefits:** You can now assign Requirement Schedules directly from employees' schedule, without having to open Schedule Requirements.

A new option is now available in Schedules (By Group) in the Avanti Desktop and Schedule Approval on the Avanti Self-Service Portal that allows managers to assign an employee to a schedule from Requirement Schedules.

When **Assign From Requirement** is selected, you can select a Requirement Schedule for the employee to work. Only the schedules the employee can work will display.

For more information on using this feature, go to our Help Center Articles.

- <u>This article</u> will guide you through using this feature on Schedule (By Group) in the Avanti Desktop.
- <u>This article</u> will guide you through using this feature on Schedule Approval on the Avanti Self-Service Portal.

7	SUMMIT -	Schedules (By Group	o)					-		×
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Da	ate Range	◀ 01-Nov-2020 ∨	30-Nov-2020		Refresh	Auto Refresh Show	Availability	Show	Hours	~
	Employee	Employee Name	Work Group		Sun, Nov 01	Mon, Nov 02 Tue, Nov 03	Wed, Nov 04 Thu,	Nov 05	Fri, Nov 06	Sat, MA
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	00000005	Wycliffe, Norah	00001	168.00	7.	Cut	Ctrl+X		8.00	- 1
•	00000005	wychne, woran	00001	100.00	<i>.</i>	Сору	Ctrl+C		0.00	
-	00000007	Thompson, Jared H	00002			Paste	Ctrl+V			
						Paste From Day Default				
	00000009	O'Rourke, Liam P	00001	160.00		Paste From Template		8.00	8.00	
						Select All	Ctrl+A			~
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						Delete By Pay Code		ON · Vac	ation Time	
						Roll Forward				
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						Approve				
						Unapprove				>
In	sert Emp	Modify Emp Delet	te Emp To	tals/Rules	Roll Fwd	Cancel		Prir	t	Exit
					_	Undo cancel		-		
						Totals/Rules	Ctrl+T			
						Find	Ctrl+F			
						Find Next	F3			
						Sort	15			
						Post				
						Unpost				
						Re-Assign	Ctrl+R			
						UnAssign	Ctrl+U			
						Exchange	Ctrl+S			
						Assign From Requireme				
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Approvals - Edit - Assi	gnment -	Roll Schedules -	Totals/Rules	Check Leave Er	titlements ECove	rage		
III Grid III Results								
Employee	Total	Sun, 01-Nov-2020	Mon, 02-Nov-2020	Tue, 03-Nov-2020	Wed, 04-Nov-2020	Thu, 05-Nov-2020	Fri, 06-Nov-2020	Sat, 07-Nov-20
000000002 - Fleeting, Susan			Add					
000000003 - York, Susan	168.00	23:00 - (	Edit Edit Pay Code	3:00 - 6:00			12:00 - 20:00	12:00 - 20:
000000004 - Harleigh, Frank	7.00		Delete					
000000010 - Lamas, Tracy	168.00	23:00 - (	Delete By Pay Code	3:00 - 6:00			12:00 - 20:00	12:00 - 20:
000000011 - Mellache, Paula	168.00	23:00 - (	Copy Paste	3:00 - 6:00			12:00 - 20:00	12:00 - 20:
000000012 - Gilmour, Nancy	168.00	23:00 - (	Paste From Day Defaul	t 3:00 - 6:00			12:00 - 20:00	12:00 - 20:
000000018 - Harris, Georgia	168.00	23:00 - (	Paste From Template	3:00 - 6:00			12:00 - 20:00	12:00 - 20:
000000021 - Hansen, Josee	168.00	23:00 - (	Approve Unapprove	3:00 - 6:00			12:00 - 20:00	12:00 - 20:
000000022 - Markham, Jim	168.00	23:00 - (	Cancel	3:00 - 6:00			12:00 - 20:00	12:00 - 20:
000000023 - Samson, James	168.00	23:00 - (	Undo cancel	3:00 - 6:00			12:00 - 20:00	12:00 - 20:
000000028 - Devon, Francis			Roll Forward Roll Back					
000001005 - Mogill, George	96.00		Totals/Rules	:00 - 18:00	14:00 - 18:00	14:00 - 18:00	14:00 - 18:00	
	1,447.00	51	Re-Assign	60.00	4.00	4.00	68.00	64.
			UnAssign					
			Exchange Assign From Requireme					