



Web TimeOff Release Notes

Version 2.4

Welcome to Version 2.4 of Web TimeOff. These release notes provide information on the new features and enhancements that have been included in Version 2.4.

For further information on these or any other issues, contact Replicon Customer Support using one of the following methods:

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What's New in Web TimeOff Version 2.4

The following new features are available in Version 2.4 of Web TimeOff:

- **Effective date and initial balance set by default for new employees**
When adding a new employee, if the time off type has an accrual or reset schedule defined at the system level, the employee's default record will be automatically set with an effective date equal to the employee's hire date and an initial balance of zero. Setting these values by default will ensure that the employee's time off balance can be immediately tracked.
- **Projected balance now takes into account future accruals and maximums**
For improved visibility, the projected balance shown within a request now takes into account future accruals, approved banked time scheduled for the future and, if enabled, the maximum the balance is capped at.
- **E-mail notifications for approved or rejected requests can now be forwarded to substitute users**
When a user's request is approved or rejected, their substitute can be forwarded the e-mail notification informing the user of the result of their request. This option is available when adding or editing a substitute user. (53423)
- **Web TimeOff URL to display in e-mail notifications can now be specified**
Previously, the values for the \$URL and \$IMPORTTOOUTLOOK tags available in e-mail notifications were created using the address automatically provided by the server machine. Now, if desired, users can enter a URL in the **System Preferences** that will be used as the base for these tags. This feature is especially useful for administrators using DNS to create more user-friendly URLs. (53815, 53822, 49983)

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Fixed in Version 2.4, Service Release 4

The following issues are fixed in Service Release 4 for Version 2.4 of Web TimeOff:

- Accruals that occurred on an initial balance or reset day are now included in calculations of earned days, as expected. In addition, a **Lost to maximum cap as of** row now displays in the time off type information summary on the **My Time Off Status** page if any balance has been lost to a maximum cap. (58856)
- Now only enabled users' time off requests display in the time off calendar and in all graphical reports. (57652, 58984)
- In Firefox, the required field asterisk next to **E-mail** now disappears if all **E-mail Notifications** are cleared on the **Edit Employee** or **Add Employee** page. (58841)
- Holiday icons that the user saves in their **Holidays** folder now display in the **Icon** drop-down list on the **Add Holiday** or **Edit Holiday** page as soon as they refresh the page, without them having to restart the Web TimeOff service. (59011)
- Fixed issue that caused remaining days off to reset to 0, even if the carryover balance was less than the maximum reset amount (for example, if the carryover was 4 days, and the maximum reset was 5 days). (58887)
- Resets now occur before accruals for a time off type if both occur on the same day. (58122)
- The apostrophe (') and accent grave (`) symbols can now be included in the user's e-mail address. (58377)
- The date format selected in **System Preferences** is now used for all employees imported into Web TimeOff. (58121)
- User names can now include spaces, for those using either built-in or Windows authentication. (50212)

Fixed in Version 2.4, Service Release 3

The following issues are fixed in Service Release 3 for Version 2.4 of Web TimeOff:

- Resolved issue with importing new employees, occurring when the employee defined in the previous row has a time off type effective prior to the next employee's **DateHired**. (57212)
- When adding a substitute user, all employees are listed in the Select Employee pop-up window (accessed by selecting More... from the Employee drop-down list). (56804)

Fixed in Version 2.4, Service Release 2

The following issues are fixed in Service Release 2 for Version 2.4 of Web TimeOff:

- The **Employee ID** field is now available on all Web TimeOff text reports. (54887, 55037)
- The time off balance count now re-starts on the scheduled reset date, even if the reset maximum has not been reached, and therefore the balance was not actually reset. (55563*)
- If Outlook Integration is enabled, the export from the Calendar feature can now be independently enabled or disabled using the new **Export Requests from Calendar View to Outlook** permission type option.

- ☐ For users upgrading to version 2.4 SR 2 from earlier versions of Web TimeOff:
 - The upgraded version will retain the user's existing Outlook Integration setting status.
 - If Outlook Integration was enabled in the old version, the **Export Requests**



from Calendar View to Outlook option is enabled by default for all permission types.

In new installations of version 2.4 SR 2:


- Outlook Integration is enabled by default.
 - The **Export Requests from Calendar View to Outlook** option is enabled by default for the *Administrator* permission type only.
- Fixed issue that caused errors to occur when the **Read** option was enabled then cleared multiple times on non-editable **Request**, **Historical Time Off Requests**, or **Pending Approvals** page when using the Firefox browser. (53752, 54844, 53097)
 - The **More...** option is now available in the **Employee** drop-down on the editable **Request** page for substitute users, regardless of the permission type of the primary user. (53797, 54848)
 - The more items icon button now consistently displays in month- and week-view Calendar cells that contain more than four time off requests. (55921)

Fixed in Version 2.4, Service Release 1

The following issues are fixed in Service Release 1 for Version 2.4 of Web TimeOff:

- Fields related to banked time are no longer visible if banked time is not allowed for any enabled time off types and if no banked time requests exist. (54565)
- Previously approved banked time is displayed in the **Time Off Summary** report, even if banked time is now disabled for that time off type. (54648)
- Links provided in e-mail notifications to allow users to add time off requests to Microsoft® Outlook® now work without error. (54604)
- AccrueMax field in employee time off settings import file can now be left blank if a maximum cap is not desired. (54610, 54255)
- Label on **Save** button in request pop-up window changed to **Save as Draft** to clarify purpose. (54563)
- Updated default holidays calendars. (54668)
- Corrected documentation error related to employee import file format. (54423)

Fixed in Version 2.4

 To better reflect the improvements we have made since the last release of Web TimeOff, we are now providing a more comprehensive list of the issues fixed between releases.

The following issues are fixed in Version 2.4 of Web TimeOff.

Reports

- Graphical reports only include submitted or approved time off and exclude all banked time requests. (53167)
- The **Initial Balance** in the **Time Off Summary Report** now takes into account all events that occur before the **Start Date** of the report, and not those that occur on the **Start Date**.
- **Time Off Balance Report** values reflect the employee's **Hours Per Day** setting in effect for each applicable request. (53511)
- Report data displayed for printing is now properly aligned. (53164)



Balances

- Banked time requests that have not been approved are no longer included in balances. (53241)
- Accrued days lost in the past to a maximum cap are no longer added to the balance after a request reduces the balance below the cap.
- Accruals and resets are no longer applied when scheduled for the same day a new record becomes effective, including when the new record is carrying over the existing balance. (53228, 53588)

Request Window

- Banked time requests are no longer reverting to time off requests when viewed by an approver. (52669)
- The type of request (time off or banked time) can now be successfully changed when editing a request from the **Historical Time Off Requests** page. (53453, 53123)
- The request window is now properly updated, without error, when:
 - Another employee is selected. (53277, 53376, 53227)
 - A reset has occurred. (53234)
 - The employee's **Hours Per Day** setting has been edited after the request was previously saved. (53237)
 - The duration of a partial day off is changed after the request was previously saved. (53053)
- Requests can now be approved directly from the request window after the approver has selected the **Edit** button. (53335)
- Improved handling of individual requests with disallowed negative balances. (53235, 53401, 53705)
- Improved consistency when handling decimal hours or days in a request. (53056)

Import and Export

- Resolved issues with handling of invalid data, unit conversion, and case sensitivity when importing data. (53170, 53163, 52602, 53161, 53168)
- Time off records with no accrual schedule are exported correctly, allowing users to successfully import the data back in. (53512)

Miscellaneous

- The day view in the calendar pages is now showing partial day requests that continue from the previous day. (53236, 53182)
- Improved handling when **Save** button on **Edit Employee** page is clicked multiple times. (53284)
- All application options and controls related to requests are now available to substitute users. (52550, 53129, 53741)
- Resolved issues with display of list pages. (53276, 53334)
- Resolved minor access issues related to pending requests and the license key management page. (53671, 53158)
- Resolved error that occasionally occurred after de-selecting an employee from the **Select Specific Employees** filter. (53003)