



HR-ON STAFF

Schedule and/or approve data changes



Scheduled changes

What does it mean?

Changes can be set to apply on a specific date. You decide from which date a change should apply when the value of the field is changed. The date can be set both in the past and future.

Where to set it up.

To set up a field so it can handle scheduled changes, go to Settings -> Employee data card set-up.

- If you already have created the field, then edit the field and enable "Can receive scheduled changes".
- If you do not have the field, then create a new one and enable "Can receive scheduled changes"

Edit field [X]

Name*
Salary

Description / Help text [?]
[]

Number formatting [?]
[]

Use thousand separator

Decimal scale [?]
[]

Unique

Default value [?]
[]

Settings

Mandatory [?]
 Sensitive [?]
 Changes must be approved [?]
 Can receive scheduled changes [?]

Cancel [Save & close



Scheduled changes

Set up notifications

For scheduled changes we have added a notification. You can find it under Settings->Notifications and then under Employees. The new notification is:

- Creation of scheduled changes.
 - Here you can set-up a notification that will be send out once a new scheduled changed has been created.



1. How to use

If there is a field on the employee data card, where you need to be able to schedule a change, the steps are:

1. Select the field.
2. Type in the new value.
3. Enter the date on which the new value should apply.
4. Submit by clicking "Done"

If you select the field again, you can see a list of scheduled changes, which include the date and the value.

Salary

Salary Valid from

Type new value... YYYY _ MM _ dd

+ Add more

Scheduled changes 1

2022/10/26	20.000	✓
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Cancel Done

Approval of changes

What does it mean?

Changes must always be approved by someone with the right permissions. The change will become effective once it has been approved.

Where to set it up.

To set up field approval, go to Settings -> Employee data card set-up.

- If you have already created the field, then edit the field and enable "Changes must be approved". Now you can select who can approve.
- If you do not have the field, then create a new one and enable "Changes must be approved". Now you can select who can approve.

It is possible to choose between relations, roles and users.

Edit field [X]

Name*
Salary

Description / Help text ?
[]

Number formatting ?
[]

Use thousand separator

Decimal scale ?
[]

Unique

Default value ?
[]

Settings

Mandatory ?

Sensitive ?

Changes must be approved ?

Choose who can approve
None selected [v]

Can receive scheduled changes ?

Cancel [Save & close



Approval of changes

Set up notifications

For approval of changes we have added two notifications. You can find them under Settings->Notifications and then under Employees. The two new notifications are:

- Approval of field value changes
 - Here you can set-up a notification for when a change has been approved.
- Rejection of field value changes
 - Here you can set-up a notification for when a change has been rejected.



1. How to use

If there is a field on the employee data card that needs changes, and these changes must be approved then the steps are:

1. Select the field.
2. Type in the new value.
3. Enter the date on which the new value should apply.
4. Submit by clicking "Done"

If you select the field again you can see a list of changes that need to be approved, and when the changes are scheduled to apply. The icon next to the value shows if the changes have been approved, are pending or have been rejected.

Salary


Salary

Indtast ny værdi...

Planlagte ændringer 1

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Skal godkendes af




















Fortryd Færdig

2. How to use

If there are changes that need your approval, then you can find them under “approvals” in the sidebar.

On the approval site you can find all changes as well as changes you have rejected, approved or that are pending. From this table you can see:

- The employee that the change has been applied to..
- The date the changes were created.
- Which field there has been made changes to. .
- The previous value and the new value.
- The date the change is valid from. (If a field does not accept scheduled changes and only requires approval of data changes, the change takes effect once approved.)
- The user(s) who can approve the change, and the user who has requested the change.
- The status of the approval. Here it is possible to change the status between approved, pending and rejected.

	Employee	 Date created 	 Field	Previous value	New value	Valid from	Can approve	 Requested by	Status
<input type="checkbox"/>	 Bente Hansen	10/6/2022	Salary	No value	20.000	10/26/2022		 Darlene Dilla Frandsen	Rejected by Sisse Møller Rejected 
<input type="checkbox"/>	 Bente Hansen	10/6/2022	Salary	No value	20.000	10/18/2022		 Darlene Dilla Frandsen	Pending 
<input type="checkbox"/>	 Helle J. Kvistborg	10/6/2022	Salary	No value	22.000	10/25/2022		 Henriette Elsemarie Jensen	Approved by Sisse Møller Approved 

Scheduled changes // approval


It is possible to have both scheduled changes and approval flow on a field. If that is the case the steps are:

1. Select the field.
2. Type in the new value.
3. Set the date where the value should be scheduled to change.
4. Submit by clicking "Done"

If you select the field again you can see a list of changes that need to be proved. The icon next to the value shows if the changes have been approved, are pending or have been rejected.


Salary

Salary Gyldig fra


Indtast ny værdi... YYYY . mm . dd ✕ 

+ Add more

Planlagte ændringer 1 ▲

2022/10/26	20.000	
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Skal godkendes af

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