

TemplaCMS Newsletter

V6.1.0 | Update 2024.11 | November 2024

COMMERCIAL STATEMENT

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TABLE OF CONTENTS

Introduction	
Training	
EMPLOYEE PORTAL P60 EXPORT	5
Background	5
P60 Export	5
Employee Plan Events Grid Filter	6
Background	6
Employee Plan	
P&L REPORT - EXPORT	
Background	8
P&L Report Export	8
Invoice Batch Import/Export	10
Background	
Invoice Batches	
Service Request Contacts	11
Background	11
Contact Types	
Service Requests	11
CASHBOOK BATCH NET/VAT TOTALLING	12
BUDGET ROSTER VACANCY PROCESSING	13
Budget Roster Vacancy Processing Background	13 13
Budget Roster Vacancy Processing Background Datasource Details	13
Budget Roster Vacancy Processing. Background Datasource Details. Employee Details.	13 13 13 13 14
Budget Roster Vacancy Processing. Background. Datasource Details. Employee Details. Roster Manager.	13 13 13 13 14 14
Budget Roster Vacancy Processing. Background. Datasource Details. Employee Details. Roster Manager. Timegate Duty Export.	13 13 13 14 14 15 15
Budget Roster Vacancy Processing. Background Datasource Details. Employee Details. Roster Manager. Timegate Duty Export. Automated Leave.	13 13 13 14 15 15 16
Budget Roster Vacancy Processing. Background. Datasource Details. Employee Details. Roster Manager. Timegate Duty Export. Automated Leave. Background.	13 13 13 14 15 15 15 16
Budget Roster Vacancy Processing. Background. Datasource Details. Employee Details. Roster Manager. Timegate Duty Export. Automated Leave. Background. System Control – Payroll.	13 13 13 14 15 15 16 16 16
Budget Roster Vacancy Processing. Background Datasource Details Employee Details Roster Manager Timegate Duty Export. Automated Leave. Background System Control – Payroll Calendars.	13 13 13 14 15 15 16 16 17
Budget Roster Vacancy Processing. Background. Datasource Details. Employee Details. Roster Manager. Timegate Duty Export. Automated Leave. Background. System Control – Payroll. Calendars. Contract Calendars.	13 13 13 14 14 15 15 15 16 16 16 17 18
Budget Roster Vacancy Processing. Background. Datasource Details. Employee Details. Roster Manager. Timegate Duty Export. Automated Leave. Background. System Control – Payroll. Calendars. Contract Calendars. Contract Schedule.	13 13 13 14 14 15 15 15 16 16 16 17 18 18
Budget Roster Vacancy Processing. Background. Datasource Details. Employee Details. Roster Manager. Timegate Duty Export. Automated Leave. Background. System Control – Payroll. Calendars. Contract Calendars. Contract Schedule. Timesheet Generation.	13 13 13 14 15 15 15 16 16 16 17 18 18 19
Budget Roster Vacancy Processing. Background. Datasource Details. Employee Details. Roster Manager. Timegate Duty Export. Automated Leave. Background. System Control – Payroll. Calendars. Contract Calendars. Contract Schedule. Timesheet Generation. Timesheet Fixup.	13 13 13 14 15 15 15 16 16 16 17 18 18 19 19 19
Budget Roster Vacancy Processing. Background. Datasource Details. Employee Details. Roster Manager. Timegate Duty Export. Automateb Leave. Background. System Control – Payroll. Calendars. Contract Calendars. Contract Schedule. Timesheet Generation. Timesheet Fixup. T&A Shift Export.	13 13 13 14 15 15 15 16 16 16 16 17 18 18 19 19 19 19
Budget Roster Vacancy Processing. Background Datasource Details. Employee Details. Roster Manager. Timegate Duty Export. Automated Leave. Background System Control – Payroll. Calendars Contract Calendars Contract Schedule. Timesheet Generation Timesheet Fixup. T&A Shift Export Roster Manager.	13 13 13 14 14 15 15 15 16 16 16 16 17 18 18 19 19 19 19 19 19
Budget Roster Vacancy Processing Background Datasource Details Employee Details Roster Manager Timegate Duty Export Automated Leave Background System Control – Payroll Calendars Contract Calendars Contract Schedule Timesheet Generation Timesheet Fixup T&A Shift Export Roster Manager Timesheets	13 13 13 14 15 15 15 16 16 16 16 17 18 18 19 19 19 19 19 20
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INTRODUCTION

This document details changes made to TemplaCMS and features added this month as an update release following the formal release of version 6.1.0.

All menu paths provided are based on the standard UK menu structure, as such certain options may be found in different locations where the menu navigator has been altered by the client.

Training

Note: Where new functionality has been introduced, it is imperative that a full understanding of the implications for set-up and use are resolved by the client.

In some instances, where the new functionality is minimal, the TEAM Software Customer Success Manager can cover this with the client. However, where the functionality is not minimal or has implications elsewhere in the system, training must be provided by the TEAM Software implementation team to the client, a note to this effect will be added to the relevant sections.

EMPLOYEE PORTAL P60 EXPORT

Background

Previously, when P60s were exported to the Employee Portal, current employees and those that have left in the previous year were exported. It is now possible to exclude P60s for all employees who have left.

P60 Export

A new checkbox has been added to the P60 export when licensed for Employee Portal.

			×
Gen	ral		
📁 🍊	•		
Close Proc	255		
Navigate			
P60 Export			
Datasource	Demo payroll.		•
	Exclude leavers?		
This process v	vill export P60 information.		
The following a	teps must have been completed in payroll before P60s can be exported:		
Final Payrur Statutory Re Final Nomin	i Period End Run turn Run al Update Perfomed		
Process option	Process on batch		•
P60Process	© 2024 Workw	vave UK L	imited //

When the P60 export is processed, whether online or on batch, the selected leavers option is taken into account and leavers excluded as required.

EMPLOYEE PLAN EVENTS GRID FILTER

Background

The number of staff plan events on the Events tab of a staff plan can gradually build up over the length of an employee's service. While the in-grid filter row was available previously, information relating to the holiday year (for example) could not easily be filtered. A new taskbar option allows additional filtering to be achieved.

Employee Plan

New taskbar options are now available on the Events tab of the employee plan.

	.	Empl	oyee Plann	er - Mr Iv	or Tanner						×
General											
📁 🔶 🖬		**************************************		<							
Close Previous No	ext Save Sav	e and Year	Print	Excel	Expand	Collapse	Change	Clear			
Navigate	Save	e Other	r		List		Filte	er			
General Events Caler	nder view Timelin	eview Dates									
Drag a column head	der here to group	p by that column									
🚰 Todate 🛛 Da	te Typ	e Details									
04/11/2024 04/	11/2024 Abs	ent									
Add Ren											
StaffPlanDetail								© 2024	Workwa	ve UK Lii	mited

When selected, the Staff Plan Events Filter is displayed.

] ,			Staff	Plan Eve	ents Filt	er Detail						×
Gener	al												
Close	Save	Default criteria											
Navigate	Save	Filter											
Filtering criteria													
Date range Holiday year Site Contract Employee type	(no 20)	t set) 24	•	(not set)	•			8 8	Include e any Absent Holiday Cover Change	ntry types			
StaffPlanEventsFi	ilterDetail	1							(9 2024 Wa	orkwa	ve UK L	imited

When a filter is applied, the events on the grid are then filtered to those relevant.

Please note the following details of the employee plan event filter:

- The filter only applies to the employee plan event you have open. Clicking next/previous or closing and opening a new employee plan clears the filter. This filter is therefore not saved to the database.
- As the filter only restricts what is already visible on the grid, no function permissions are applied to the visibility or use of the new filter.

P&L REPORT – **E**XPORT

Background

Previously, when exporting a P&L report that contains multiple tabs to Excel, each tab was exported to its own worksheet within a single Excel file. Users are now prompted to optionally merge to a single worksheet with a user-definable sort.

P&L Report Export

When exporting all tabs (sections) to Excel, a new prompt allows the user to merge all sections to a single worksheet with options to sort the grids by:

- Section name ascending
- Section name descending

Confirm action			
	Do you want to merge all sections to a single worksheet? If so, select the required sorting and click yes.		 Section name ascending Section name descending
?			
		Yes	No

Each individual grid then exports to a single worksheet, with the exception of the ALL tab.

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Materiale			64	0%			20	0%			0%			03	4			03			03			03			i.

When a user has selected a single numeric cell on the P&L report prior to exporting, new options display to allow sorting by the selected cell in ascending or descending order.

Confirm action	Do you want to merge all sections to a single worksheet? If so, select the required sorting and click yes.		● Sec ○ Sec ○ Sel ○ Sel	ction name ascending ction name descending ected cell ascending ected cell descending
		Yes		No

Again, all tabs then export to a single worksheet sorted by the value of the selected cell across each tab, with the exception of the ALL tab.

In this way, it is now possible to create (for example) a single worksheet containing a P&L for each Area Manager, ranked by their gross profit variance to budget.

INVOICE BATCH IMPORT/EXPORT

Background

An existing process allows the bulk export, edit and reimport of the Client order ref field from within an invoice batch. This process has been extended to allow import of the Our ref field as well.

Invoice Batches

Within the existing Export PO refs on an invoice batch, a new column is available for Our ref.

1 Bulk invoice PO ref change Index Index <th>L</th>	L
2 02 December 2024 Indianal State S	
3 A	
4 A	
5 Client code Client name Site code Site name Invoice text Type Dated Net value Gross value Client order ref Our 7 186938 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 0.00 0.00 wefwef WS 8 186939 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 0.00 0.00 wefwef WS 9 186940 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 2.00 2.40 wefwef WS 10 186941 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 10.00 wefwef WS 10 186941 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 10.00 wefwef WS 11 186942 WSB013 Winstonlead Ltd BH/02B <td></td>	
6 Id Client code Client name Site code Site name Invoice text Type Dated Net value Gross value Client order ref Our 7 186938 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 0.00 0.00 wefwef WS 8 186939 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 0.00 0.00 wefwef WS 9 186940 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 2.00 2.40 wefwef WS 10 186941 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 10.00 wefwef WS 10 186941 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 10.00 wefwef WS 11 186942 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef In	
7 186938 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 0.00 0.00 wefwef WS 8 186939 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 0.00 0.00 wefwef WS 9 186940 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 2.00 2.40 wefwef WS 10 186941 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 2.00 2.40 wefwef WS 10 186941 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 10.00 wefwef WS 11 186942 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 12.00 wefwef WS 11 186942 WSB0	r ref
8 186939 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 0.00 0.00 wefwef WS 9 186940 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 2.00 2.40 wefwef WS 10 186941 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 10.00 wefwef WS 11 186942 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 10.00 wefwef WS 11 186942 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 12.00 wefwef WS 11 186942 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 12.00 wefwef WS	3B013-1
9 186940 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 2.00 2.40 wefwef WS 10 186941 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 10.00 wefwef WS 11 186942 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 12.00 wefwef WS 11 186942 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 12.00 wefwef WS	B013-2
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11 186942 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 12.00 wefwef WS	\$B013-4
	3B013-5
12 186943 WSB013 Winstoniead Ltd BH/U2B Bill's billy goat sned wef Invoice 31/12/2023 10.00 10.00 wefwef WS	3B013-6
13 186944 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 12.00 wefwef WS	B013-7
14 186945 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 10.00 wefwef WS	B013-8
15 186946 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 10.00 12.00 wefwef WS	3B013-9
16 186947 WSB013 Winstonlead Ltd BH/02B Bill's billy goat shed wef Invoice 31/12/2023 0.00 0.00 wefwef WS	B013-10
17 186953 WSB013 Winstonlead Ltd BH/02 Bill's goat shed test Invoice 31/12/2023 0.00 0.00 wefwef WS	3B013-11
18 186954 WSB013 Winstonlead Ltd BH/02 Bill's goat shed test Invoice 31/12/2023 0.00 0.00 wefwef WS	3B013-12
19 186955 WSB013 Winstonlead Ltd BH/02 Bill's goat shed test Invoice 31/12/2023 1.00 1.18 wefwef WS	3B013-13
20 186956 WSB013 Winstonlead Ltd BH/02 Bill's goat shed test Invoice 31/12/2023 2.00 2.40 wefwef	B013-14
21 186957 WSB013 Winstonlead Ltd BH/02 Bill's goat shed test Invoice 31/12/2023 0.00 0.00 wefwef	B013-15
22 188609 WSB013 Winstonlead Ltd BH/02C Bill's new goat barn test Invoice 31/12/2023 1.00 1.20 yesplease WS	3B013-16
23 188610 WSB013 Winstonlead Ltd BH/02C Bill's new goat barn bill ing Invoice 31/12/2023 0.00 0.00 no WS	B013-17

When importing after export and amendment, changes to Our ref are now imported as per Client order ref.

SERVICE REQUEST CONTACTS

Background

Previously, when a service request was created and assigned, the first relevant contact was selected from the site, client, supplier or contract's site. This contact may not have been relevant for communications relating to service requests.

It is now possible to identify the type of contact that should be used for service requests.

Contact Types

A new checkbox has been added to contact types when licensed for customer service.

	Contact Type Details - SR contact	_		×
General				
📁 🔶				
Close Previous	Next Save			
Navigate	Save			
General Permission	s Dates			
Code	SR			
Description	SR contact			
	Display on mobile?			
	Service request contact?			
ContactTypeDetail	© 202	?4 Workwa	ave UK Li	mited 🖌

Any number of contact types can be set as a service request contact.

Service Requests

When a service request is assigned to a site, client, supplier or contract, the contact selection process now looks for the first contact assigned with a contact type set as Service request contact. If no such contact is found, the first contact is assigned as before.

CASHBOOK BATCH NET/VAT TOTALLING

The totals that are shown on cashbook batches and the cashbook batch list now sum the totals as payments less receipts, rather than a simple sum of the items.

	🗧 🗧 Cashbook Batch Details	– 🗆 X
General		
	Next Save Delete Fr	Post
Navigate	Save Other	Batch
General		
Batch number	66	
Description	Demo accounts batch dated 25/11/2024	
Accounts system	Demo accounts	-
Batch date	25/11/2024 👻	
	Note, whilst this batch is open, all other use opening associated details for amendment.	rs will be prevented from
Financial period	2024 / 8	
	Batch totals	
	Net £0.30	
	VAT £0.06	
	Gross £0.36	
CashbookBatchDetail	6	9 2024 Workwave UK Limited

-			Cashb	ook Re	egister					_		×
General												
Dose 🚸 Excel 🖓 Refresh 📽 Expand	a Auto refresh	 Import wizard 	Open	C New	 View Remove from batch Change posted period Row 	Attachme Other	ents	Filter selected	Un-filter selected Filter	Immediate Dublish forr Select form	filter mat at	© ⊮∩ ¥ Sta
Туре Δ												
🛃 St Log numb Status	Cashbook a/c	Reference			Text	Tax point		Net value	Vat value	Gross valu	e Ente	red by
Type : Payment (2 items)								£3.30	£0.66	£3.9	6	
D Type : Receipt (2 items)								£3.00	£0.60	£3.60	D	
								£6.30	£1.26	£7.5	6	
•												×.
CashbookList 4 rows									0	2024 Workwav	e UK L	imited

BUDGET ROSTER VACANCY PROCESSING

Note: This modification is only relevant to Australian Awards Interpretation, though similar processes for vacancy handling have been in place for UK installations for a number of years.

Background

The Budget Roster of a contract defines the types of operatives required, and their working patterns. Employees are then assigned to these operatives, and it is these assigned employees that drive the build of Roster Manager in TemplaCMS, and the duties exported to Timegate.

Where the Contract Budget Roster has been defined but not all operatives have been assigned specific contracted employees, the duties relating to these operators have not previously been generated. As such it was not possible to fill these vacant duties either within TemplaCMS or Timegate, as they do not exist.

This update introduces a new process to allow these vacant duties to be exported via the definition of a specific Vacancy employee.

Datasource Details

A new checkbox has been added to payroll datasources.

● ● ● ● ●	Datasource	Details - Other payro	oll		-		×
General							
📁 💠 🖨							
Close Previous Next Save	Save and Control new details						
Navigate	Save Other						
General Payroll Pay frequencies	Pay on demand Time & attendance	Email preferences	Payslip detai	ls Dates			
Linked determine (none)			- 14/2	age budget ove	arride tolerar	1085	
Linked datasource (none)			•	Unde	er ()ver	
			- F	Hours	0.00 %	0.00 %	
Timesheet entry style (none)			•	/alue	0.00 %	0.00 %	
Auto-t	ick all shifts?						
Timesheet print seq. Employee	e/Task		•				
Allow basic hours entry No			•				
Generate RTI data review During pa	y batch generation		•				
On cost journal level Detailed			•				
Post F	TI batch during pay batch post?						
Timesheet completion Timeshe	et completion.	4	\$ 0				
Overn	ide monthly pay batch end date?						
Rates supported on payrun interfa	ace?						
Advance workflow on freeze?	Exception stages only?		Allow variat	ole patterns?			
Enable contract extras per week?	Allow pay batch 'Lick all'?						
Allow timesneet weekly freeze?	Lockdown by manager?						
	Use employee award rate	on temp joiners? 🔲	Rostered op	erator require	d for temp jo	iners?	
Vacancy processing							
Enable vacancy processing?							
DatasourceDetail					© 2024 Work	wave UK Lin	nited .

Selecting this checkbox enables the new vacancy process for this payroll.

Employee Details

With the above checkbox selected, it is possible to create an employee with an account type of Vacancy.

	• 🗐 •	Emp	loyee Detail -	vacancy	(-		×
General								
📁 📁 Close	📑 💛 No	otes	📑 Create n	nail 🚆	Planner		Print labe	el 🔻
🔶 🔶 Previous	💴	tachments		Ĩ	Transactio	ons 🔻 湯	Print bad	ge 🔻
si 🔿 Next	ave 📋 Pr	ocess sheets			Quick ema	ail 🧊	Reports	•
Navigate S	ave	Oth	er			Record		
General Right to w	ork Awards	Banking Sit	es Holidays	Propert	ies History	Teams	Furlough/	•
Personal details								^
Name	vacancy							
Address	1					^		
						× .		
Suburb								
Postcode						•		
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Payroll	a b						_	
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Employee group							Ø,	
	Mobile wor	ker?						~
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EmployeeDetail					@ 202	24 Workw	ave UK Lin	nited

Note that it is only necessary to create a single vacancy employee for each payroll datasource, and the vacancy employee does not need to be assigned to any contracts. This employee simply needs to exist to allow the Roster Manager and Timegate duty export to build the vacant duties.

Roster Manager

Where a vacancy employee exists and the contract budget roster has unassigned operatives, the Roster Manager now shows these duties under the vacancy employee, automatically marked as absent. It is therefore possible to assign employees to cover these duties.

A	Roster Manager
General	
Image: Close Refresh Excel Change Select filter Navigate Filter	Save changes Save Include only Variance
Roster manager	
Image: PARK - Park Pharmacy Image: PARK - Park Park Pharmacy Image: Park Park Park Park Park Park Park Park	Tue 07/Jan Wed 08/Jan Thu 09/Jan Fri 10/Jan Sat 11/Jan Sun 12/Jan Mon 13/Jan Tue 14/Jan * 4 (9.5) 4 (9.5) 4 (9.5) 4 (9.5) 4 (9.5) 4 (9.5) 4 (9.5) * 0 6:00-10:00 0 6:00-10:00 0 6:00-10:00 0 6:00-10:00 0 6:00-10:00 0 6:00-10:00 * 0 8:00-10:00 0 8:00-10:00 0 8:00-10:00 0 8:00-10:00 0 8:00-10:00 0 8:00-10:00 * 15:00-18:30 15:00-18:30 15:00-18:30 15:00-18:30 15:00-18:30 15:00-18:30 * 07:00-11:00 07:00-11:00 07:00-11:00 07:00-11:00 07:00-11:00 07:00-11:00
ucEmployees	

Timegate Duty Export

For a site linked to Timegate, and where the "Roster management in Timegate" option is selected on the Timegate external system definition, the export of duties to Timegate now include these as open duties, thus allowing them to be filled within Timegate.

AUTOMATED LEAVE

Background

A new feature has been added to allow the definition of calendar periods where a site is closed and employees assigned to that site will be forced to take leave (or absence) during those periods.

System Control – Payroll

A new Auto-leave tab has been added to the Payroll section in System Control.

	;	System Control - Payroll	_		×
-	General				
Close	Save				
Navi	gate				
Payrun	Timesheets Furlough/JSS	Employee schedule Holiday Auto-leave Cost retrieval Reconciliation Gender pay gap Average earnings	Employee	checks	
Holida	y types				h
Code					
AL - /	Annual Leave				
LL - I	long Service Leave			1	
				×	
A	dd Remove				
				_	
Insuffici	ent leave absence reason	Leave Without Pay		Ø(1)
Extra t	types to be suppressed on auto	o-leave days			6
Code					
E04 -	Toilet Cleaning Allowance				
E05 -	First Aid Allowance				
E06 -	Broken Shift Allowance- Secu	urity			
E08 -	Meal Allowance- Security				
E13 -	Leading Hand Allowance- Ref	fuse			
-					
A	dd Remove				
SystemC	ontrol_Payroll	© 2024	Workwave	e UK Lin	nited ,

To enable auto-leave processing, one or more holiday types need to be selected. If a user does not select any holiday types, then auto-leave dates can still be defined, but they behave no differently to informational calendar entries.

The Holiday Types grid is used to specify the sequence of holiday types to be applied by auto-leave processing, with the absence reason being used when an employee has insufficient leave.

The Extra Types grid is used to specify which contracted extra types should have their quantities reduced based on the number of auto leave dates in a pay period.

Calendars

A new calendar category of Auto-leave has been added. This can be selected on Site Calendar Items and can be defined for a date range.

	Çalendar Item - BH Auto-leave test - (new)			×
Gene	ral			
	🍅 🧠			
Close	Accept Accept and new			
Navigate	Save			
Non-working perio	vd details			
Between	03/02/2025 • and 08/02/2025 •			
Category	Auto-leave			
Details	Auto-leave Informational Non working Non-working bank holiday Non-working school holiday Periodic school holiday Working-bank holiday			
CalendarltemDetai	۶ ۱	2024 Workv	vave UKL	imited

In the calendar view, auto-leave entries are colored purple:

● ● ● ● ● ● ● ● ● ●			Calendar detail - BH Auto-le	eave test		– 🗆 X
General						
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	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
M T W T F S S	3 February	4	5	6	7	8
2 3 4 5 6 7 8			Test auto	o-leave		
9 10 11 12 13 14 15 16 17 18 19 20 21 22						9
23 24 25 26 27 28 29 30 31	10	11	12	13	14	15
January 2025 M.T.W.T.F.S.S.						16
1 2 3 4 5						10
13 14 15 16 17 18 19	17	18	19	20	21	22
27 28 29 30 31						23
February 2025						
MTWTFSS 12	24	25	26	27	28	1 March
3 4 5 6 7 8 9 10 11 12 13 14 15 16						2
17 18 19 20 21 22 23						
3 4 5 6 7 8 9	3	4	5	6	7	8
						9
CalendarDetail						© 2024 Workwave UK Limited

Note that unlike future public holidays defined in the calendar, future auto-leave dates do not require the employee to take holiday (as it may be absent if there is not enough holiday). As such, these dates are not considered part of the employee's committed leave when showing holiday summary information in TemplaCMS or the Employee Portal.

On the calendar list, there are also new columns for Auto-leave day count and Auto-leave week count, which are visible when the year start date is defined.

Contract Calendars

The new Auto-leave category can also be selected when maintaining contract task specific calendars.

) -	ontract	Calendar	Entry - New	sletter WI4674 - Test auto-lea	_		×
	General							
	4	\Rightarrow	6					
Close	Previous	Next	Accept	Accept and new				
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Calendar e	ntry							
Calendar	1			-]			
Between	03/02	2/2025	▼ and 0	8/02/2025 -]			
Category	Auto-	leave		-]			
Details	Test	auto-leave	•					
ContractCal	lendarltem				@2	2024 Workw	ave UK L	imited /

Contract Schedule

The new Auto-leave category can be seen and is colored purple when selected, with appropriate hover text.



Timesheet Generation

When generating a pay batch, if a calendar entry of auto-leave exists for a date and the employee does not yet have any adjustments (applied from the staff planner, for example) for the date, then the system applies auto-leave.

This process adds holiday adjustments using the sequence as defined on system control. If the employee does not have enough entitlement for the holiday type (based on the payroll datasource or system level holiday resolve setting, and the holiday type specific overuse option), then the next type is used until a holiday type can be assigned. In the event of an employee not having enough holiday entitlement for any of the defined holiday types, then an absence adjustment is applied instead, using the absence reason defined on system control. Note that this process could result in split adjustments.

As timesheets are generated one at a time, if an employee is on two sites and both sites have auto-leave dates, the leave is applied on the first site, then the second. So it could be that all leave is used on the first site, and the employee is set to absent on the second.

The auto-leave adjustments appear on timesheets and roster manager as regular timesheet adjustments and are added to as staff plan events as normal.

When building the contracted extras, if these are on the list of extras to be suppressed during auto-leave (see system control) then the quantity of each extra is reduced by the number of auto-leave days where the employee was contracted to work. For example, a contract employee has an extra with quantity 20 for the pay period and there are 5 auto-leave days, of which the employee is contracted to work four days. In this case, the quantity on the extra is reduced to 16.

Timesheet Fixup

Timesheet fixup, whether in batch, or online from Roster Manager, recalculates the contracted extras and applies any newly added auto-leave dates where an employee does not have any existing adjustments. It does not reapply auto-leave that had been applied but where the adjustment was removed by a user. Equally, it does not remove auto-leave adjustments that have been previously applied in the case of auto-leave being removed from the calendar.

T&A Shift Export

During the export of duties to Timegate, if there is a roster that is attached to a contract that has a calendar with any "non-working auto leave" category dates, these hours are not sent out to Timegate and therefore no open duties are created as is currently created when a manual holiday/absence is entered.

Roster Manager



In the Roster Manager, auto-leave dates are colored purple, with appropriate hover text.

Timesheets

In Timesheets details, Auto-leave dates are colored purple, with appropriate hover text. This applies to all timesheet entry styles that show individual dates. For example:

	Timesheet Details - Site timesheet NL2020 : Newsletter site	– 🗆 X
General		
Close Previous Next Save Process sheets Navigate Save Other Work	Image: Print/email	HPA Calculate Employees Signoff logs HPA Calculate Tick ALL Holiday pay Tick
Site Details		
Cmp? Payroll n Employee Δ Work type Task Workbill pa	wk1 (25/11) wk2 (02/12) wk3 (09/12) wk4 (16/12) wk5 (23/12) wk6 (30/12) Totals Cleaner Mdth 02 Totel03 Wet0.04 Thttp://doi.org/10.1016/14.10016/14.10016/14.10016/14.10016/14.10016/14.10016/14.10016/14.10016/14.10016/14.10016/14.10016/14.10016/14.10016/14.10016/14.10016/14.10016/14.10016/14.	Totals Hours Pav
8722 Ashton Burton Cleaner W/4674:Daily offi 0 8752 Jesse Aquirre Cleaner W/4674:Deep cle 0	8722 Std hours 3.00 3.00 3.00 0.00 0.00 0.00	Basic 54.00 £378.00
	Ashton Rate £7.00 <th< td=""><td>Absent -14.25 -£99.75</td></th<>	Absent -14.25 -£99.75
	Wi4674:Daily office cleaning Hours 300 300 300	Holiday -1.44 £10.08
	Rate £7.00 £7.00 £7.00	Bank holidays 0.00 £0.00
	Complete? Payslip comments	Extras £185.00
		Periodic 0.00 £0.00
	Total weekly hours 1.44 Total weekly nav £10.08	
	Leaver?	OVERALL 38.31 £463.25
]4	Total Hours 0.00 0.00 4.00 4.00 4.00 V Total Wages 10.08 0.00 0.00 28.00 28.00 28.00 W Veck frozen? Week completed? Veck completed? Veck completed? Veck completed?	leekty Hours 16.00 leekty Wages 122.08
Zentries TimesheetDetail1		© 2024 Workwave UK Limited

Timesheet Print and Excel

Auto-leave dates are denoted by the text "AL" and are colored purple in all timesheet documents that show individual dates:

TemplaCMS DEV Payrun: Demo payrollMonthly 2020 run 06 (01/12/2024 to 31/12/2024) Site: NL2020 - Newsletter site Region: France >> Ops Mgr: NA >> Contract Mgr: NA >> Area Mgr: NA >> Client contract: NA >> Internal:																									
				Week 1							Week 2							Week 3							
	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 01	Mon 02	Tue 03	Wed 04	Thu 05	Fri 06	Sat 07	Sun 08	Mon 09	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	Mon 16	Tue 17	Wed 18	
Employee 8722		urton,	Ashto	n							Contracted			cted	Absent				Cover			Holiday			
Task W1467	4 - Dail	y office of	deaning								Hours				54.00	4.00 -10.56			0.00			-1.44			
Work type Clean	ner										Pav	Pau 378.00				-73.92			0.00			10.08			
Std hours							AL	AL 3	A 3	^{AL} 3		AL.	AL		3	3	3	3				3	3	-	
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Hours									3	3	3														
Rate									7	7	7														
Absence reason									IAL	IAL	IAL														
new offer and and																									

LOG NUMBERS

This enhancement update contains the following log numbers:

WI3920 WI4377 WI4529 WI4540 WI4550 WI4674 WI4695

WI4732



TEAM Software develops market-leading solutions for companies with distributed workforces. TEAM has a focus on the cleaning and security industries helping the companies who serve these sectors manage and optimise their business; from front line service delivery to back office financial management. TEAM's technology is designed to help improve productivity, employee engagement and profitability, and at the same time help control cost, risk and compliance. For more information, visit teamsoftware.com.