

TemplaCMS Newsletter

Update v26.4

COMMERCIAL STATEMENT

This document is subject to any terms as per teamsoftware.com/legal.

TABLE OF CONTENTS

INTRODUCTION 4
 Training..... 4

EMPLOYEE AUTOMATIC NUMBERING 5
 Background 5
 Payroll Datasource Details..... 5
 Employee Details..... 6

OPEN PAYROLL – PAY DATE 7
 Background 7
 Payrun Batch Details..... 7
 Payrun Batch Post..... 7

TIMEGATE+ INTERFACE..... 9
 Background 9
 External System..... 9
 Timegate+ integration 9

LOG NUMBERS..... 10

INTRODUCTION

This document details changes made to TemplaCMS and features added in update v26.4.

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 the full understanding of the implications for set-up and use is 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 AUTOMATIC NUMBERING

Background

When an employee is created and the payroll number is not specified, then the system assigns a temporary code. If the employee's payroll datasource is a SelectPay payroll, then the actual payroll number is assigned when the **Send to payroll** option is taken. However, when the payroll datasource is not a SelectPay payroll, then the Send to payroll button is not available and the user has to assign the payroll number manually.

Specifically, this is causing problems for those that have now transitioned from SelectPay onto a payroll connected via Open Payroll, such as Employment Hero. As such an enhancement has now been put in place to allow TemplaCMS to auto generate employee payroll numbers.

Payroll Datasource Details

An auto-number range can now be assigned to each **Other** (not SelectPay nor Hr3Pay) payroll datasource:

The screenshot shows the 'Datasource Details - BH Open payroll' window. The 'General' tab is selected. The 'Employee auto-number range' section is highlighted with a red box, showing 'From' and 'To' fields both set to 0. Other sections include 'Wage budget override tolerances', 'Timesheet entry style', 'Timesheet print seq.', 'Allow basic hours entry', 'Generate RTI data review', 'Timesheet completion workflow path', 'Override monthly pay batch end date?', 'Holiday pay adjustment configuration', and various checkboxes for workflow and export options.

Wage budget override tolerances		
	Under	Over
Hours	0.00 %	0.00 %
Value	0.00 %	0.00 %

Employee auto-number range	
From	0
To	0

If a range is entered, then automatic numbering is enabled on this datasource.

The range can be changed at any time if a new range is required. Such a change will not impact existing employees as it is only used when employees are saved under specific circumstances (see next).

Employee Details

When an employee is assigned to a payrun where automatic numbering is enabled, then the payroll number will be automatically assigned to the next available number in the range defined on the datasource when the employee is saved with type **Managed** and the current payroll number has not been manually set as a valid/unique numeric.

OPEN PAYROLL – PAY DATE

Background

When creating a Payrun batch for an Open Payroll datasource, the user needs to be able to set the Pay date, as presently it is set to the payrun batch end date and cannot be changed. This can impact the date and period in the payroll system. For example, in Employment Hero the pay date is used to set the pay period.

Payrun Batch Details

When creating a new pay batch for an Open Payroll datasource, the user must now specify the **pay date**:

The screenshot shows the 'Payrun Batch Details' window with the 'General' tab selected. The window has a title bar 'Payrun Batch Details - *' and standard window controls. Below the title bar is a toolbar with 'Close', 'Save', and 'Delete' buttons. A 'Navigate' section contains a 'General' tab. The main form area includes: 'Batch number' (text input 'new batch'), 'Pay run' (dropdown 'BH Open payroll-Quarterly (01/04/2026 to 30/06/2026)'), 'Pay date' (dropdown '03/07/2026' highlighted with a red box), and 'Financial period' (text inputs '2026' and '3'). A note at the bottom states: 'Note, to post or delete this batch you must first apply the lock'. The footer shows 'PayBatchDetail' and '© 2026 Workwave UK Limited'.

Payrun Batch Post

The screenshot shows the 'Payrun Batch Details' window with the 'General' tab selected. The window has a title bar 'Payrun Batch Details - BH Open pay...' and standard window controls. Below the title bar is a toolbar with 'Save', 'Delete', and 'Cancel' buttons. A 'Navigate' section contains a 'General' tab. The main form area includes: 'Batch number' (text input '706'), 'Pay run' (dropdown 'BH Open payroll-Month'), 'Pay date' (dropdown '03/07/2026'), and 'Financial period' (text inputs '2026' and '3'). A note at the bottom states: 'Note, whilst this batch is open, all other users will be prevented from opening associated details for amendment'. A modal dialog box titled 'Pay date' is overlaid on the window, containing a 'Confirm Pay date' label, a 'Date' dropdown with '03/07/2026', and 'OK' and 'Cancel' buttons. The footer shows 'PayBatchDetail' and '© 2026 Workwave UK Limited'.

When the batch is ready to post, the Pay date field can be amended, and during the post process the user will be prompted to confirm that the date is correct.

TIMEGATE+ INTERFACE

Background

Employees that need to log into Timegate+ (as users) will normally do so using a company email address. The employee in Templa (and the payroll) will generally have a personal email address, and this is what is synchronized with Timegate+.

However, Templa employees can also have a **Company email**, so the ability has been added to use this in preference to the personal email.

External System

The new option has been added to the **Timegate+** tab:

The screenshot shows the 'External System Details - Timegate+' window. The 'Timegate+ defaults' tab is active, displaying a list of configuration options. The 'Prefer company email?' option is checked and highlighted with a red box. Other options include 'Arbitration check days', 'Escalation group type Id', 'First duty build from', 'Function roles (comma separated)', 'Left employee include in sync days', 'Remove email/mobile on terminated employees?', 'Site identification number length', 'Templa webAPI callback URL', 'Timegate+ Site groups enabled?', 'Timegate+ Webhooks enabled?', 'Timegate+ Webhooks tenant Id', 'Timegate+ Webhooks URL', and 'Use arbitrated calls?'. The 'Site analysis code' section is also visible at the bottom.

General	Time & attendance	Mappings	Timegate+ defaults	BA mappings	Timegate+ sync settings	Responsible users	Dates
83	1						
Arbitration check days	7						
Escalation group type Id	222						
First duty build from	01/01/0001 00:00						
Function roles (comma separated)	Administrator						
Left employee include in sync days	30						
Prefer company email?	☒						
Remove email/mobile on terminated employees?	☒						
Site identification number length	4						
Templa webAPI callback URL							
Timegate+ Site groups enabled?	☐						
Timegate+ Webhooks enabled?	☐						
Timegate+ Webhooks tenant Id							
Timegate+ Webhooks URL							
Use arbitrated calls?	☐						

Site analysis code	
Area Mgr	NA
Client contract	NA
Contract Admin	
Contract Mgr	NA
Internal	NA
Ops Mgr	NA
Region	National
Sector	
Source	
TimeGate branch	Templa

Timegate+ integration

The **Prefer company email?** option on the Timegate+ external system will be used to determine the email address that is sent to, and updated from, Timegate+. When ticked and the employee has a company email address defined, then the company email will be used in place of the employee's standard email address.

LOG NUMBERS

This enhancement update contains the following log numbers:

TEM-10866

TEM-10875

TEM-10878



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.