

# Version 9.1.89 (3 June 2024)

## Help Files

### Oversized images overlap outside the Help File Pop-up modal (#115092)

#### **Problem**

- The system displays the Help file modal with the Oversized Image overlapping on the outside

#### **Solution**

- Auto Fit to size the image inside the HTML Editor based on the Limited size of the Pop-up modal
- 

## Performance Management

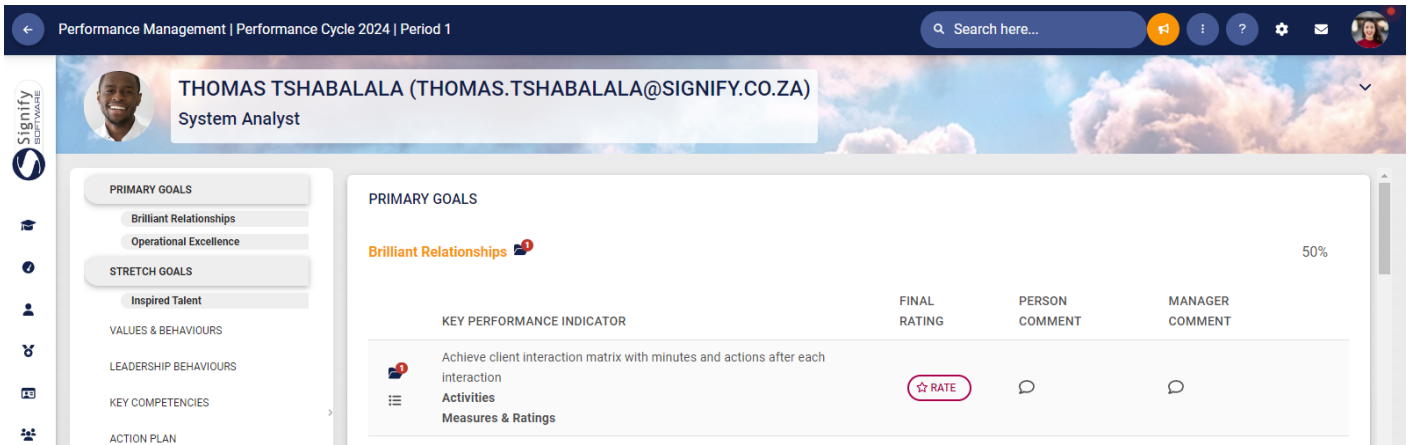
### Make the rating button more intuitive (#111934)

#### **Problem**

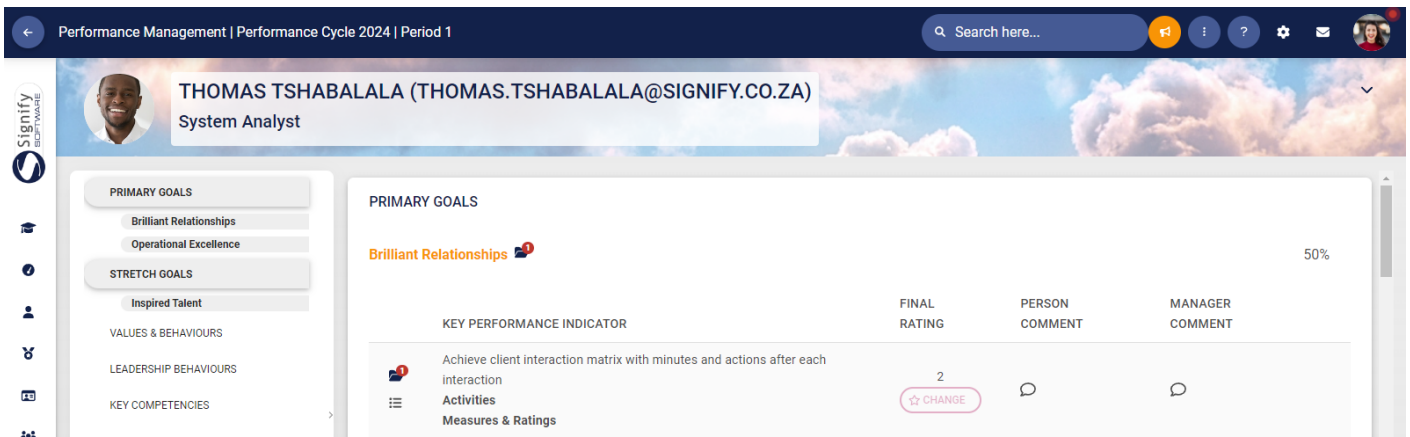
- It is not obvious when looking at the contract in the rating phase how to start the rating

#### **Solution**

- Instead of the Rating Icon, a button has been added in the rating column



- After the KPI has been rated, the score is displayed and a change button is added underneath the score



- The change button is hidden when the ratings have been submitted

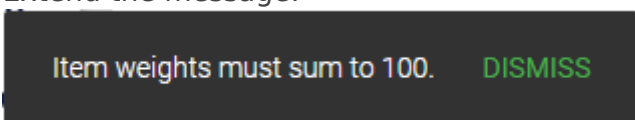
## Add the invalid weights to the left menu item as well (#112426)

### Problem

- It isn't easy to see where items do not add to 100%

### Solution

- When a section weight does not have KPA's or KPI's or when the Perspective and/or KPA and/or KPI does not sum to 100
  - Keep the flashing % on the right, but also indicate this on the left in the scroll spy menu
- Extend the message:



Item weights must sum to 100. All item weights that do not sum to 100 will be indicated on the left menu.

## Continue to rate without submitting when the other party has not submitted the objectives (#111933)

### **Problem**

- When a manager or person has completed the Objective Setting, the ratings cannot be completed without the other party submitting the objectives first

### **Solution**

- Enable the person who has submitted the objectives, to continue with the ratings
  - The ratings cannot be submitted before the other party has submitted the objectives first
- 

## Report Builder

### Unable to add value in a sub report (#115591)

#### **Problem**

- The problem was a change made on the nav links that stopped this pivot value dropdown from working.

#### **Solution**

- Resolved the issue by making the classes it uses unique so it does not clash with the nav-links.
- 

## People Management

### Labour Relations: Disciplinary Actions(#105100)

New functionality is available to add a transgression on Labour Relations.

## People Management | Product Setup

- To enable the Disciplinary Actions menu, this needs to be activated under the People Management settings

| SECTION                                | ACTIVE                              | ADMINISTRATION                      |                                     | SELF SERVICE                        |                                     |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|  |                                     | VIEWABLE                            | EDITABLE                            | VIEWABLE                            | EDITABLE                            |
| Address                                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Labour Relations: Disciplinary Actions | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

## Master Data

- Master Data needs to be added for
  - Disciplinary Action Outcomes

| ORDER | ACTIVE                              | DEFAULT                          | NAME                          | SET ORDER BY | REQUIRED                 | LAST EDITED                                 |
|-------|-------------------------------------|----------------------------------|-------------------------------|--------------|--------------------------|---|
| 1     | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | Written Warning               |              | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 2     | <input checked="" type="checkbox"/> | <input type="radio"/>            | Verbal Warning                |              | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 3     | <input checked="" type="checkbox"/> | <input type="radio"/>            | Hearing                       |              | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 4     | <input checked="" type="checkbox"/> | <input type="radio"/>            | Incapacity - Poor Performance |              | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 5     | <input checked="" type="checkbox"/> | <input type="radio"/>            | Final Written Warning         |              | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 6     | <input checked="" type="checkbox"/> | <input type="radio"/>            | Counseling                    |              | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |

- Disciplinary Transgressions

Master Data | Disciplinary Transgressions

Search here...

| ORDER | ACTIVE                              | DEFAULT                             | NAME  | REQUIRED                 | LAST EDITED                                 |
|-------|-------------------------------------|-------------------------------------|---|--------------------------|---|
| 1     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Abusive language  | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 2     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Alcohol and/or narcotics: Testing Positive                                | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 3     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Alcohol and/or narcotics: Unauthorised consumption                        | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 4     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Alcohol and/or narcotics: Unauthorised possession                         | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 5     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Assault or attempted assault  | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 6     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Breach of confidentiality   | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 7     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Bringing the Company name into disrepute                                  | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 8     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Company Property: Damage  | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 9     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Company Property: Misappropriation  | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 10    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Company Property: Misuse  | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 11    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Competing with the employer and or conflict of interest                   | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 12    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Conduct detrimental to the maintenance of good order within the workplace | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 13    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Desertion and or the act of absconding from work                          | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 14    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Insolence   | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 15    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Insolence (Gross)   | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 16    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Insubordination   | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 17    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Insubordination (Gross)   | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 18    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Intimidation and or incitement  | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |
| 19    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Making a false statement  | <input type="checkbox"/> | SeedDataSignify Monday 1 January 0001 01:52 |

- Default Master Data is available for both

## People Management | Edit Profile

- Under Labour Relations | Disciplinary Actions

People Management

GARY DAVIDSON (22933) Accounts Clerk

Go To Another

Welcome Notification Password

PROFILE

EXTENDED PROFILE

USER ACCESS

APPOINTMENT

PERFORMANCE MANAGEMENT

TRAINING AND DEVELOPMENT

LABOUR RELATIONS

Complaints

**Disciplinary Actions**

Disciplinary Advanced

Dispute

Grievances

AUDIT INFORMATION

CURRENT TRANSGRESSIONS

| TITLE            | DATE                 | ACTION OUTCOME  | DATE OF ACTION OUTCOME | EXPIRY DATE             |
|------------------|----------------------|-----------------|------------------------|-------------------------|
| Abusive language | Monday, May 27, 2024 | Written Warning | Friday, May 31, 2024   | Wednesday, July 3, 2024 |

EXPIRED TRANSGRESSIONS

| TITLE                      | DATE | ACTION OUTCOME | DATE OF ACTION OUTCOME | EXPIRY DATE |
|----------------------------|------|----------------|------------------------|-------------|
| No data available in table |      |                |                        |             |

- A new Transgression can be added.

## ADD A NEW TRANSGRESSION

Transgression \*

Abusive language

Description \*

Date of Transgression \*

yyyy/mm/dd

Case Number

Action Outcome

Written Warning

Action Outcome Date

yyyy/mm/dd

Expiry Date

yyyy/mm/dd

Comment

## DOCUMENTS



Click here to select a file from your device, or drag and drop a file to upload it.

File types: .pdf, .ppt, .pptxs, .xls, .xlsx, .doc, .docx, .mp3, .mp4, .gif, .png, .jpeg  
Maximum file size: 10 MB

CANCEL

SAVE & ADD NEW

SAVE

- Documents can be viewed and uploaded

## LIST OF DOCUMENTS

| NAME      | UPLOAD DATE          | UPLOAD BY                  |
|-----------|----------------------|----------------------------|
| Test.docx | Monday, June 3, 2024 | Lee-Ann Janse van Rensburg |

CLOSE

UPLOAD

Revision #1

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