Version 1.2.0 – 07 October 2019

On the following pages, we would like to inform you about the new software functionalities that were implemented in October under the version 1.2.0.

The following new sections have been included:

- *Daily Topics*
  This section keeps you up to date with innovations in a concise form. You can subscribe to receive this information by e-mail and learn, for example, at 9 o'clock every morning the employees who have reported in sick, are on holiday or celebrating an anniversary of working for the company.

- *Alumni*
  This is the section where all former employees are stored. Their personnel files are transferred here once they have left the company. Due to this, the active employees overview becomes more precise and transparent while contact data are available if former employees are to be invited to a company party. Furthermore, you can archive all your files here, which allows you to observe your record-keeping obligations.

- *Applicants*
  All documents for Applicants can be stored here to facilitate communication and management. Please note that if you store job applicants' documents for more than six months, you have to obtain their permission under the provisions of the General Data Protection Regulation (GDPR).

Enhancement of existing sections

- New features in the section *Personnel File*

  Overview: The display in the fields in the Employees Overview has been extended. You can configure the display by using so that only the fields that you require are visible.
  File: The file contains numerous input fields to cover all situations, countries and nationalities. However, if you wish to use the file as a time recording system only, then you can hide these fields. All available fields are displayed by . Simply switch off the functionalities that you do not require. These settings can be changed at any time.

- The process in the section *Absences* has been simplified considerably and automated so that human resources departments usually no longer have to deal with applications for leave. When employees submit an application for leave, the HR department and their superiors receive the application in the resubmission process. Notification of this is given at the top in the menu bar . Another new feature is that all employees can use this tile to display their holiday records while managers receive an overview of all their staff.

- Three different models (flexi-time, fixed working hours and manual planning) are supported in the *time recording* system. For example, different models can be used for each department, which is often common practice in production and administration. Another new feature is that employees can change the times that they have recorded during the day.

If you have any questions about the changes, please feel free to contact support@personnel-department.cloud at any time.