



Release Notes

Version 3.10

3.10 Quick Highlights

[Pay Period Adjustments \(p. 4\)](#)

You no longer have to resubmit past Timesheets when edits to the Work Schedule are made. Additions will automatically be included in newly submitted Timesheets as “prior period adjustments.”

[New OT Sorting Sequence Options \(p. 7\)](#)

You can now sort Mandatory/Voluntary OT Find Lists by who is already working, allowing you to keep people on shift longer or pull a scheduled employee in earlier.

[Edit Employee Access Credentials \(p. 8\)](#)

You can now enable “Edit Employee Access Credentials” to grant scheduler roles the ability to change employees’ usernames and passwords.

[Copying Post information \(p. 9\)](#)

You can now “Copy” and reuse Postings that recur.

[Got It - Acknowledgement \(p. 13\)](#)

“Got it” has been relabeled to “Acknowledgement.”

[Shift Bidding: Automatic Unit Updates \(p. 14\)](#)

Employees can now be reassigned to new units automatically.

[Inheriting Color Schemes \(p. 16\)](#)

Users can now view their schedules (day and week view) in the Apps and ESS, with the same agency color schemes used by schedulers.

[Restricting which time banks are bankable and paid out \(p. 22\)](#)

You can now prevent and/or restrict employees from banking worked hours or requesting payouts with new “Banking” and “Payouts” Permitted options.

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Prior Period Adjustments (PPA) & Timesheets

Prior Period Adjustments (PPA)

Our new PPA feature captures changes made to past pay periods. These can now be captured within the most recently submitted timesheet. Users no longer have to resubmit past timesheets when new edits to the work schedule have been made.

By enabling PPA, any adjustments made to past work periods (post submission) will be reflected in the current timesheet submission. These updates include Leave, Hours Modifier edits, and Activity/shift changes.

The Prior Period Adjustments feature can be enabled under the Timesheet Policy, found under Work Group setup. Changes can be made up to two prior pay periods.

The screenshot shows the 'Timesheet Policy' configuration page. It includes a section for 'Require Timesheets Every' set to 'Payroll 14 Days' with an 'Approval Level' of 3. Below this is a 'Notification Escalation' section with 'Due by Period End' and 'Approved by Period End' dropdowns. The 'Prior Period Adjustments' section has a checkbox for 'Allow adjustments up to' followed by a spinner set to '0' and the text 'Pay Periods'.

When submitting their most recent timesheet via the Employee Self-Service Portal (ESS) and/or the App, employees will be able to see the adjustments made in the Hours Summary totals. A message informing them that this submission includes adjustments made to prior pay periods will also be visible.

The screenshot shows the 'Submit' page for a timesheet submission. At the top, it says 'Unsubmitted May 10 - 23, 2020'. Below this, a message states: 'Submission includes adjustments for the Apr 26 - May 09, 2020 pay period. View submission for details'. The 'Hours Summary' table is displayed:

| | |
|---------|-------|
| Regular | 72:00 |
| Premium | 82:00 |
| Standby | 00:00 |
| Unpaid | 00:00 |
| Banked | 06:00 |
| Leave | 20:00 |

Below the table is a 'Note' section with an 'Add Note' button. At the bottom, there is a 'Payout Requests' section with an '+ Add Payout' button, and 'Close', 'View PDF', and 'Submit' buttons.

The screenshot shows the 'Submit' page with a 'Confirm Submission' modal overlay. The modal text reads: 'By submitting my password, I, Brandon Clarke, certify that the following is an accurate statement of my hours at work and worked, overtime and extra hours earned, leave taken and hours on standby for the periods from and including:'. It lists two periods: 'Apr 26, 2020 to May 9, 2020' and 'May 10, 2020 to May 23, 2020'. Below the list is a password field with an eye icon, and 'Cancel' and 'Submit' buttons. The background page is partially visible, showing the same 'Hours Summary' table and 'Payout Requests' section as the previous screenshot.

alex

Timesheet Submission

| Employee | Employee ID | ID | Unit | Rank | Timesheet Period | Status | User | Employee Note | User Notes |
|-----------------|-------------|----------|---------------|---------|----------------------------|----------|------|---------------|------------|
| Clarke, Brandon | 309 | 18869696 | Day 0600-1600 | Officer | Apr 26, 2020 - May 9, 2020 | Approved | alex | | |

Declaration: By submitting my password, I, Brandon Clarke, certify that the following is an accurate statement of my hours at work and worked, overtime and extra hours earned, leave taken and hours on standby for the period from Apr 26, 2020 to and including May 9, 2020. Declared On: May 8, 2020 10:36

| Date | Activity | Rank | Unit | Location | Length | Hours | | | | | | |
|--------------|-------------|---------|----------|---------------|--------------------|-------|--------|---------|--------------|-------|--------------|--------------|
| | | | | | | Leave | Unpaid | Standby | Regular | Extra | Premium | Banked |
| Apr 29, 2020 | 06:00-16:00 | PD6-16 | | Internal • PB | 10:00 | | | | 10:00 | | | |
| Apr 30, 2020 | 06:00-16:00 | PD6-16 | | Internal • PB | 10:00 | | | | 10:00 | | | |
| May 1, 2020 | 10:00-14:00 | Sec | | External • GS | 04:00 | | | | 04:00 | | | |
| May 3, 2020 | 12:00-22:00 | PS12-22 | Patro Sw | Internal • PB | 10:00 | | | | 10:00 | OSSD | 10:00 | |
| May 4, 2020 | 12:00-22:00 | PS12-22 | Patro Sw | Internal • PB | 10:00 | | | | 10:00 | OSSD | 10:00 | 10:00 |
| May 5, 2020 | 12:00-22:00 | PS12-22 | Patro Sw | Internal • PB | 10:00 | | | | 10:00 | OSSD | 10:00 | |
| May 6, 2020 | 12:00-22:00 | PS12-22 | Patro Sw | Internal • PB | 10:00 | | | | 10:00 | OSSD | 10:00 | |
| May 9, 2020 | 14:00-22:00 | Sec | Patro Sw | External • RS | 08:00 | | | | 08:00 | | | 08:00 |
| | | | | | Total Hours | | | | 72:00 | | 40:00 | 18:00 |

Example 1: Timesheet submitted Apr 26 – May 9th (original)

alex

Timesheet Submission

Prior Period Timesheets

Prior Timesheet for Period Apr 26, 2020 - May 9, 2020


| Date | Activity | Rank | Unit | Location | Length | Hours | | | | | | |
|--------------|-------------|---------|----------|---------------|--------------------|-------|--------|---------|--------------|-------|--------------|--------------|
| | | | | | | Leave | Unpaid | Standby | Regular | Extra | Premium | Banked |
| Apr 29, 2020 | 06:00-16:00 | PD6-16 | | Internal • PB | 10:00 | | | | 10:00 | | | |
| Apr 30, 2020 | 06:00-16:00 | PD6-16 | | Internal • PB | 10:00 | | | | 10:00 | | | |
| May 1, 2020 | 10:00-14:00 | Sec | | External • GS | 04:00 | | | | 04:00 | | | |
| May 2, 2020 | 09:00-11:00 | Crt. | Patro Sw | External • C | 02:00 | | | | 02:00 | MOT | 02:00 | |
| May 3, 2020 | 12:00-22:00 | LAr | Patro Sw | External | 10:00 | | | | 10:00 | VOT | 10:00 | |
| | PS12-22 | | Patro Sw | Internal • PB | 10:00 | | | | 00:00 | OSSD | 10:00 | |
| | | | | | 20:00 | | | | 10:00 | | 20:00 | |
| May 4, 2020 | 12:00-22:00 | PS12-22 | Patro Sw | Internal • PB | 10:00 | | | | 10:00 | OSSD | 10:00 | 10:00 |
| May 5, 2020 | 12:00-22:00 | PS12-22 | Patro Sw | Internal • PB | 10:00 | | | | 10:00 | OSSD | 10:00 | |
| May 6, 2020 | 12:00-22:00 | PS12-22 | Patro Sw | Internal • PB | 10:00 | | | | 10:00 | OSSD | 10:00 | |
| May 9, 2020 | 14:00-22:00 | Sec | Patro Sw | External • RS | 08:00 | | | | 08:00 | | | 08:00 |
| | | | | | Total Hours | | | | 74:00 | | 52:00 | 18:00 |



Example 2: Timesheet submitted May 10 – May 23 (with PPA made to Apr 26 – May 9)

Timesheets Window Display

Schedulers will see alert messages from the Timesheets window:

- When approving or rejecting a recently submitted Timesheet that includes adjustments
- When viewing a previously approved Timesheet in which PPAs have been captured by another submission

 Submission includes adjustments for the Apr 26 - May 09, 2020 pay period.

 A newer timesheet for this period is part of the May 10 - 23, 2020 submission.
 May 1, 2020: Conflict - Extra assignment

Furthermore, the order of the columns displayed while in the Timesheets window has changed to reflect a more intuitive view of information (left to right).

V 3.10

Submitted

Unsubmitted

Status

Unit

Employee

Start Date

End Date

Pending

Swing 12-2200

All

Apr 12, 2020

May 23, 2020

| Status | Employee | Pay Period | Entered ^ | By | ID | Lve | Unpd | Stby | Reg | Exta | Prem | Bank | Pay | 1 | 2 | 3 |
|-------------|-----------|---------------------|-------------------|------|---------|-------|-------|-------|-------|-------|-------|-------|-----|---|---|---|
| Pending (1) | Anderson- | Apr 26, 2020 - May- | May 4, 2020 14:26 | alex | 188639- | 00:00 | 00:00 | 00:00 | 80:00 | 00:00 | 80:00 | 00:00 | 0.0 | | | |
| Pending (1) | Bledsoe.E | Apr 26, 2020 - May- | May 4, 2020 14:26 | alex | 188639- | 00:00 | 00:00 | 00:00 | 90:00 | 00:00 | 90:00 | 00:00 | 0.0 | | | |
| Pending (1) | Drummon- | Apr 26, 2020 - May- | May 4, 2020 14:26 | alex | 188639- | 00:00 | 00:00 | 00:00 | 60:00 | 00:00 | 20:00 | 00:00 | 0.0 | | | |

V 3.9

Submitted

Unsubmitted

| Status | Unit | Employee | Start Date | End Date |
|--------|------|----------|--------------|--------------|
| All | All | All | Mar 11, 2020 | May 13, 2020 |

| Status | ID | Entered | By ^ | Pay Period | Employee | Lve | Unpd | Stby | Reg | Exta | Prem | Bank | Pay | 1 | 2 | 3 |
|----------|---------|--------------------|-----------|-----------------|-----------|-------|-------|-------|-------|-------|-------|-------|-------|---|---|---|
| Approved | 188340- | Mar 10, 2020 15:14 | alex | Mar 1-14, 2020 | Boucher- | 10:00 | 00:00 | 00:00 | 70:00 | 00:00 | 20:00 | 00:00 | 0.0 | ✓ | ✓ | |
| Rejected | 188360- | Mar 11, 2020 10:52 | Bledsoe.E | Mar 15-28, 2020 | Bledsoe.E | 00:00 | 00:00 | 00:00 | 80:00 | 00:00 | 80:00 | 00:00 | 104.0 | ✗ | | |

Scheduler Shortcuts & Upgrades

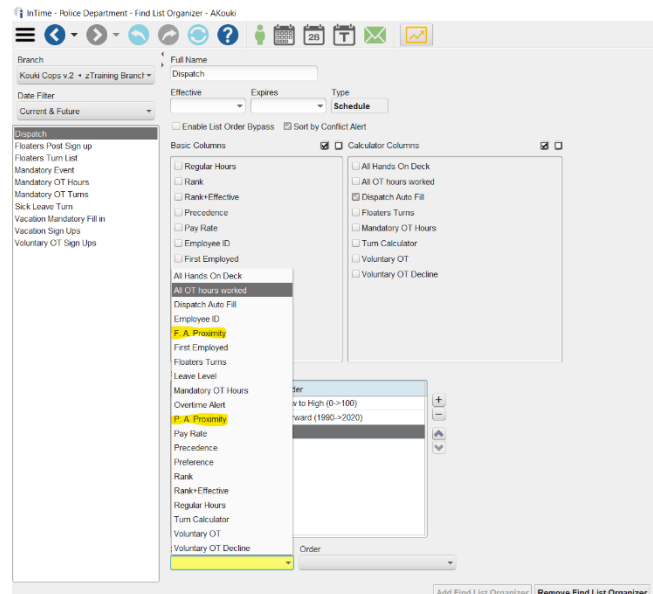
New OT Sorting Sequence Options

As a scheduler, it can be handy to sort Mandatory/Voluntary OT Find Lists by who is already working. This way the scheduler can keep people on shift longer, rather than bring in an unscheduled employee, or pull a scheduled employee in earlier, instead of having someone else come in to cover only a few hours.

In 3.10, InTime has added two additional “Sort By” options within the Find List Organizer (FLO) sorting sequence to accommodate this.

1. Previous Assignment Proximity (P.A): This sorting method will look at the nearest assignment that occurred before the post/scheduled assignment. Like other sorting sequences, it can be organized from High to Low (0min – 24hrs) or Low to High (24hrs – 0 min) and is a fantastic option to prioritize employees already working just prior to the new assignment.
2. Following Assignment Proximity (F.A): This will look at the nearest assignment after the post/schedule assignment. It too can be organized from High to Low (0min – 24hrs) or Low to High (24hrs – 0 min) and is a great option to prioritize employees who can come in early to fill the shift in question, before their original Activity starts.

To use this, select “Find List Organizer,” from the Main Menu, choose an organizer, and from the drop-down for sorting sequence options, the user will be able to select “F.A Proximity” and/or “P.A Proximity.”

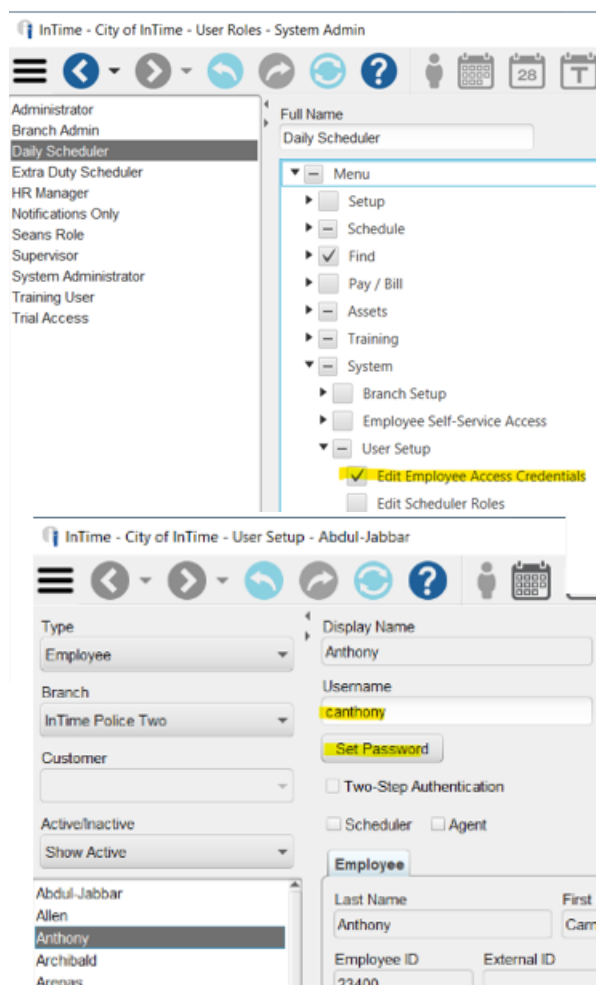


User Set up – Edit Employee Access Credentials

Users can now add an “Edit Employee Access Credentials” permission to scheduler roles which will provide the ability to assign/edit usernames and passwords under User Setup.

This permission can be enabled from the User Roles page, accessible with the System Administrator account.

For any branch in which they assigned the user role with this permission, a scheduler can now change an employee’s username and/or password.



Copying Post Information

Selecting “Copy” will generate a new posting with the same criteria. Users will be required to enter the date of the posting. Other details can be adjusted as needed.

From the Manage Postings Window, when a posting is highlighted, if the scheduler clicks on “Copy,” a new posting will be generated. The Posting Name will be a copy of the original. Schedulers will be required to input a new date, and, if applicable, new data e.g. Hours Modifier, FLO, To Fill, etc.

The screenshot shows the 'Posts' window with the following details:

- Top Bar:** Contains icons for back, forward, print, refresh, and help.
- Filters:** Start Date (Apr 7, 2020), End Date (May 11, 2020), Sign-Up Filter (All), Location (All), Unit (All).
- Postings List:** A table with columns Date, Name, Status, and Count. The selected posting is 'Copy of Night Club Patrol'.
- Posting Details:**
 - Date:** A dropdown menu.
 - Name:** Copy of Night Club Patrol.
 - To Fill:** 2.
 - Customer:** A dropdown menu.
 - Location:** Blocks 1-10 • Night Club.
 - Find List Organizer:** Voluntary OT Sign ups.
 - Activity:** Extra Patrol.
 - Start:** 22:30.
 - End:** 02:30.
 - Hours Modifier:** OT - Voluntary.
 - Rank:** A dropdown menu.
 - Unit:** A dropdown menu.
 - Tracking Tags:** A button.
 - Never Live:** A checkbox.
 - Employee Filter:** All.
 - Notify when Live:** Off.
 - Auto Fill:** A checkbox.
 - Go Live:** A button.
 - Sign-Ups:** 0.
 - Filled:** 0.
 - Cancelled:** 0.
 - Remaining:** 2.
- Employee Table:** A table with columns Employee, Employee ID, Signed Up, Note, and Fill.
- Bottom Bar:** Contains buttons for '+', '-', 'Copy', 'Find', and 'Fill All'.

Activity Request Notifications

InTime 3.10 has updated the E-mail Notifications in relation to Activity Requests involving overtime:

- Approving
- Clear of approval
- Rejection
- Clear of rejected

Keep in mind, Notifications only go out if there is an OT attached to the request.

To send Notifications out, schedulers will have to go to the “Notifications Filter” page and select from the drop-down menu a method of Notification.

| Request Notifications | Option |
|--|-------------|
| Activity Request with Overtime - Approve | Email & SMS |
| Activity Request with Overtime - Clear of Approved | Email & SMS |
| Activity Request with Overtime - Clear of Rejected | Email & SMS |
| Activity Request with Overtime - Edit of Scheduled | Email & SMS |
| Activity Request with Overtime - Reject | Email & SMS |

Changes to the content of these Notifications include:

1. Moving the status (e.g approved) to the top of the message rather than the bottom
2. Including total hours in the brackets
3. Added a minimum hours row
4. Included Bank information if depositing to time bank

Your Activity Request for May 26, 2020 10:00 - 11:00 has been Approved by alex

Status: Approved
When: May 26, 2020 10:00 - 11:00 (01:00)
Minimum Hours: 03:00
Activity: Court
Location: Courts
Rank: Officer
Unit: Swing 12-2200
Overtime: Mandatory OT
Banking: Comp Time - 01:00
Notes:
Note to Employee:

Note: This is a system-generated message. Please do not reply to this address.

Email Notification - Approving

Hours Detail by Activity Report

Users are now able to run a Report that breaks down "Hour Details by Activity." This is accessed from the Schedule tab in the Reports window. Users can filter this Report by dates, demands and/or desired activities.

| Report Name | Start Date | End Date | Started | Duration |
|------------------------------|--------------|--------------|-------------------|----------|
| Hours Detail By Activity | Apr 1, 2020 | Apr 30, 2020 | May 7, 2020 16:28 | 00:00:06 |
| Activity Request By Employee | Jan 26, 2020 | May 27, 2020 | May 7, 2020 10:56 | 00:00:01 |
| Activity Request By Employee | Mar 1, 2020 | May 7, 2020 | May 7, 2020 10:56 | 00:00:01 |
| Activity Detail By Activity | Mar 1, 2020 | May 7, 2020 | May 7, 2020 10:54 | 00:00:05 |

alex

Hours Detail By Activity

Apr 15, 2020 - May 15, 2020

Branch: Kouki Cops v.2 Demands: All Selected Activities Only

| Activity | | Civil Appearance | | | Hours | | | | | | | |
|--------------------------|-----------------|----------------------------|------|----------|--------|-------|--------|---------|---------|-------|-----------|--------|
| Date | Employee | Location | Rank | Unit | Length | Leave | Unpaid | Standby | Regular | Extra | Premium | Banked |
| May 14, 2020 09:00-13:00 | Clarke, Brandon | External • C • Civil Court | Ofc | Patro Sw | 04:00 | | | | 04:00 | | MOT 04:00 | 04:00 |
| May 15, 2020 09:00-11:00 | Clarke, Brandon | External • C • Civil Court | Ofc | Patro Sw | 02:00 | | | | 02:00 | | | |
| | | | | | 06:00 | 00:00 | 00:00 | 00:00 | 06:00 | 00:00 | 04:00 | 04:00 |

| Activity | | Criminal Appearance | | | Hours | | | | | | | |
|--------------------------|----------------|-------------------------------|------|-----------|--------|-------|--------|---------|---------|-------|-----------|--------|
| Date | Employee | Location | Rank | Unit | Length | Leave | Unpaid | Standby | Regular | Extra | Premium | Banked |
| May 7, 2020 10:20-11:00 | Lopez, Brook | External • Test Punch 1 | Ofc | Patro Day | 00:40 | | | | 00:40 | | MOT 00:40 | |
| > Missed Punch-Out; | | | | | | | | | | | | |
| May 10, 2020 12:00-13:00 | Ingram, Braden | External • C • Criminal Court | Ofc | | 01:00 | | | | 01:00 | | | |
| | | | | | 01:40 | 00:00 | 00:00 | 00:00 | 01:40 | 00:00 | 00:40 | 00:00 |

| Activity | | Security Detail | | | Hours | | | | | | | |
|--------------------------|-----------------|-------------------------|------|-----------|--------|-------|--------|---------|---------|-------|-----------|--------|
| Date | Employee | Location | Rank | Unit | Length | Leave | Unpaid | Standby | Regular | Extra | Premium | Banked |
| May 1, 2020 10:00-14:00 | Ball, Laura | External • GS | Ofc | Patro Day | 04:00 | | | | 04:00 | | | |
| May 1, 2020 10:00-14:00 | Clarke, Brandon | External • GS | Ofc | | 04:00 | | | | 04:00 | | | |
| May 5, 2020 14:25-16:20 | Ball, Laura | External • Test Punch 1 | Ofc | | 01:55 | | | | 01:55 | | | |
| May 6, 2020 19:00-23:00 | Vucevic, Nick | External | Ofc | | 04:00 | | | | 04:00 | | | |
| May 7, 2020 10:00-13:50 | Adams, Steve | Internal • PB | Ofc | | 03:50 | | | | 03:50 | | OGS 03:50 | |
| May 7, 2020 10:30-10:45 | Love, Kevin | External • Test Punch 1 | Ofc | Patro Day | 00:15 | | | | 00:15 | | | |
| May 9, 2020 14:00-22:00 | Clarke, Brandon | External • RS | Ofc | Patro Sw | 08:00 | | | | 08:00 | | | 08:00 |
| May 10, 2020 07:00-09:00 | Ingram, Braden | Internal • PB | Ofc | Patro Day | 02:00 | | | | 02:00 | | | |
| May 10, 2020 19:00-23:00 | Vucevic, Nick | External | Ofc | | 04:00 | | | | 04:00 | | | |
| May 11, 2020 19:00-23:00 | Vucevic, Nick | External | Ofc | | 04:00 | | | | 04:00 | | 04:00 | |
| May 13, 2020 19:00-23:00 | Vucevic, Nick | External | Ofc | | 04:00 | | | | 04:00 | | | |
| | | | | | 40:00 | 00:00 | 00:00 | 00:00 | 40:00 | 00:00 | 07:50 | 08:00 |

An "Hours Summary" of the selected activities has also been added to the last page of the report

Hours Detail By Activity

Branch: Kouki Cops v.2 Demands: All Selected Activities Only

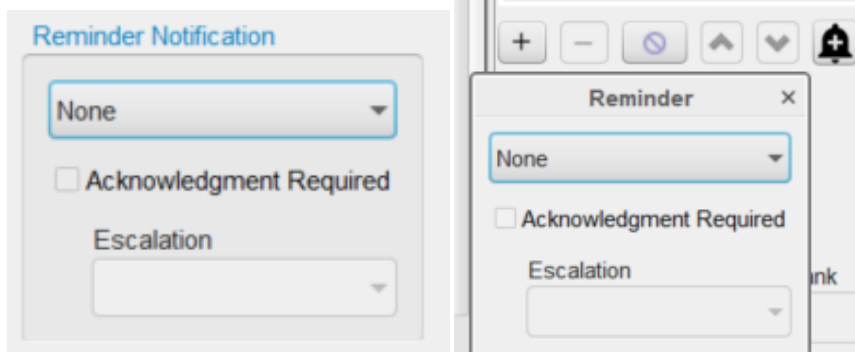
| Hours Summary | | | | | | | | |
|------------------------|--------|-------|--------|---------|---------|-------|---------|--------|
| | Actual | Leave | Unpaid | Standby | Regular | Extra | Premium | Banked |
| | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 |
| Civil Appearance | 04:00 | 00:00 | 00:00 | 00:00 | 04:00 | 00:00 | 04:00 | 04:00 |
| Civil Appearance | 02:00 | 00:00 | 00:00 | 00:00 | 02:00 | 00:00 | 00:00 | 00:00 |
| Criminal Appearance | 01:40 | 00:00 | 00:00 | 00:00 | 01:40 | 00:00 | 00:40 | 00:00 |
| Security Detail | 40:00 | 00:00 | 00:00 | 00:00 | 40:00 | 00:00 | 07:50 | 08:00 |
| Special Event Detail | 00:25 | 00:00 | 00:00 | 00:00 | 00:25 | 00:00 | 00:00 | 00:00 |
| Surveillance | 01:00 | 00:00 | 00:00 | 00:00 | 01:00 | 00:00 | 00:00 | 00:00 |
| Patrol Swing 1200-2200 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 01:00 | 00:00 |
| Traffic Appearance | 01:10 | 00:00 | 00:00 | 00:00 | 01:10 | 00:00 | 00:00 | 00:00 |
| Traffic Duties | 04:00 | 00:00 | 00:00 | 00:00 | 04:00 | 00:00 | 00:00 | 00:00 |
| Traffic Duties | 02:00 | 00:00 | 00:00 | 00:00 | 02:00 | 00:00 | 02:00 | 02:00 |
| Patrol Swing 1200-2200 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 02:00 | 00:00 |
| Training | 15:25 | 00:00 | 00:00 | 00:00 | 15:25 | 00:00 | 03:00 | 00:00 |
| Grand Total | Length | Leave | Unpaid | Standby | Regular | Extra | Premium | Banked |
| | 71:40 | 00:00 | 00:00 | 00:00 | 71:40 | 00:00 | 20:30 | 14:00 |

“Got it” is now “Acknowledgement”

With regards to Notification Escalations, the phrasing in 3.10 has been changed from “Got it” to “Acknowledgment.”

Below is a short list of where these “Got it” message states have been changed and how to view them.

- Work Schedule – Employee Panel – Reminder – Update “Got it Required” label will now say “Acknowledgement Required.”
- In the Activity page – Reminder – Update “Got it Required” relabeled to “Acknowledgement Required”
- In the Reports window, under the Notifications tab for Reminders by Customer and by Employee




Employees will continue to see “Got It” within the App and the ESS. However, the email link page when confirming will have changed from a “Got it Received” page to an “Acknowledgment Received.”

Assignment Details

Assignment Date
Wed May 13, 2020 12:00 - 16:00

Hours
04:00

Hours Modifier
Mandatory OT

Reminder
30 Minutes Before
 Acknowledgment not sent

Location
External • Convention Center

Activity
Traffic Duties

Unit
Graveyard 2200-0600

Rank
Officer

[Got It](#)


[Close](#)

Assignment Details

Assignment Date
Wed May 13, 2020 13:00 - 14:00

Hours
01:00

Hours Modifier
Mandatory OT

Reminder
2 Hours Before
 Acknowledgment received

Location
External • Convention Center

Activity
Surveillance

Unit
Graveyard 2200-0600

Rank
Officer

[Close](#)

The verbiage on emails has also changed. In 3.10, when an employee receives an email pertaining to being reminded (reminder email, missed reminder, and/or late reminder), the “Got it link below” has been replaced with “Acknowledgement link below” and “it is overdue” has been replaced with “Acknowledgement is overdue.”

Bidding Module: Sign-Up Upgrades

Automated Unit Updates

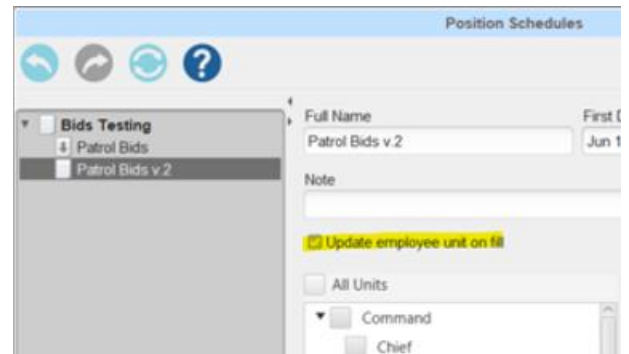
Users will no longer be required to change an employees' unit manually at the conclusion of a Shift Bid. In 3.10, when creating a new Shift Bidding pattern, schedulers will have the option to check "Update employee unit on fill" ON.

Schedulers will be able to select the unit individuals may change between when creating the pattern.

InTime 3.10 will auto assign employees to their new units during this loading process.

InTime will automatically set an expiry date for each employee's current unit and set an effective/expiry date for each employee's future unit, according to the information in the new bid schedule.

Note, that the Shift Bidding Module is an add-on for additional cost. These updates will enhance the functionality of position bidding and don't impact the process of posting available positions or loading.



Jun 2020

1 Day

Kouki Cops v 2 • zTrai

Jun 1, 2020




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All

Patrol



| Employee | Activity | Location | Start | End | Unit | Notes |
|-------------------|----------|-------------|-------|-------|---------------|-------|
| Patro Day | | | | | | |
| Additional Office | PD6-16 | Patrol Beat | 06:00 | 16:00 | Day 0600-1600 | |
| Bledsoe E | PD6-16 | Patrol Beat | 06:00 | 16:00 | Day 0600-1600 | |
| Garland J | PD6-16 | Patrol Beat | 06:00 | 16:00 | Day 0600-1600 | |
| Lopez B | | | | | | |
| Love K | PD6-16 | Patrol Beat | 06:00 | 16:00 | Day 0600-1600 | |
| Morant J | PD6-16 | Patrol Beat | 06:00 | 16:00 | Day 0600-1600 | |
| Turner M | PD6-16 | Patrol Beat | 06:00 | 16:00 | Day 0600-1600 | |
| Val J | PD6-16 | Patrol Beat | 06:00 | 16:00 | Day 0600-1600 | |
| Day Patrol Cov | | | | | | |
| Patro Sw | | | | | | |
| Additional Office | PS12-22 | Patrol Beat | 12:00 | 22:00 | Swing | |
| Adams S | PS12-22 | Patrol Beat | 12:00 | 22:00 | Swing | |
| Clarke B | | | | | | |
| Jackson K | PS12-22 | Patrol Beat | 12:00 | 22:00 | Swing | |
| Middle K | PS12-22 | Patrol Beat | 12:00 | 22:00 | Swing | |
| Russell A | PS12-22 | Patrol Beat | 12:00 | 22:00 | Swing | |
| Towns K | PS12-22 | Patrol Beat | 12:00 | 22:00 | Swing | |
| Swing Patrol C | | | | | | |
| Patro Gr | | | | | | |
| Additional Office | PG20-6 | Patrol Beat | 20:00 | 06:00 | Grave | |
| Anderson K | PG20-6 | Patrol Beat | 20:00 | 06:00 | Grave | |
| Drummond A | PG20-6 | Patrol Beat | 20:00 | 06:00 | Grave | |
| Lopez R | PG20-6 | Patrol Beat | 20:00 | 06:00 | Grave | |
| Oladipo V | PG20-6 | Patrol Beat | 20:00 | 06:00 | Grave | |
| Westbrook R | PG20-6 | Patrol Beat | 20:00 | 06:00 | Grave | |



Select Search

Branch

Kouki Cops v.2 • zTraining Branc

Employed Filter

Current & Future

Employee Filter

All Officers

Unit

Adams S

Anderson K

Ball L

Bledsoe E

Employee

Last Name
Bledsoe

First Name
Eric

Middle Name

Employee ID
316

External ID

Other ID

Preferences
Basic

Precedence
Employment

Pay Rate
Attributes

Override
Bank

Asset
Branch

Certificate
Rank

Courses
Unit

Unit

Effective

Expires

Note

Day 0600-1600
Jun 1, 2020
Dec 31, 2020

Swing 12-2200
May 1, 2020
May 31, 2020

Graveyard 2200-0600
Apr 30, 2020

June 1st (1st day of new schedule) AFTER auto unit re-assignments for June 1st onwards

Employee Self-Service Upgrades

Team View Filtering

Employees can now “refine” their Team View by sorting the following in ascending/descending order:

- Alphabetical
- Rank, Alphabetical

Employee Self-Service Apps will also support this feature.

In Team View, selecting the Filter icon in the top right corner will enable the employee to make these changes.

The screenshot displays the 'Team' view in a self-service application. The top navigation bar includes links for Calendar, Team, Timesheets, Sign-Ups, Requests, Reports, Profile, and Logout. Below the navigation bar, there are filters for 'Unit' (All Units), 'One Week', and a calendar icon for 'May 2020'. The main area is a calendar grid for the week of May 11 to May 17. The grid is organized by role: Chief, Superv, K9, and Detective. Each role has a list of employees. A 'Sort' dialog box is open, showing options to sort by 'Employee Name' (selected) or 'Rank, Employee Name'. The dialog also shows 'Ascending' and 'Descending' sort order options. The 'Apply' button is highlighted.

| | May 11 Mon | May 12 Tue | May 13 Wed | May 14 Thu | May 15 Fri | May 16 Sat | May 17 Sun |
|------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Chief | | | | | | | |
| James L | | | | | | | |
| Superv | | | | | | | |
| Curry S | | | | | | | |
| Davis A | | | | | | | |
| Thomp K | | | | | | | |
| K9 | | | | | | | |
| Boucher.C | K9 9-16 | K9 9-16 | K9 12-22 | | | | |
| Davis.T | K9 9-16 | K9 9-16 | K9 12-22 | | | | K9 9-16 |
| Hollis.J | K9 12-22 | K9 9-16 | | | | K9 12-22 | K9 12-22 |
| Detective | | | | | | | |
| Lowry K | | | | | | | |
| McCaw P | | | | | | | |
| Miller M | | | | | | | |
| Swat | | | | | | | |

Inheriting Color Schemes

In 3.10, employees can now choose to use the same color schemes as what is seen by the scheduler or continue to use the InTime Default color scheme. Apps will also support this feature.

Units, Activities, and Ranks can all be inherited in the ESS, from the Work Schedule. Additionally, cell text colors will change automatically to black or white depending on the background color contrast for easier viewing.

The screenshot shows the 'My Profile' page with a 'Settings' modal open. The modal has two tabs: 'Settings' and 'Calendar Preferences'. Under 'Calendar Preferences', there is a 'Color Scheme' dropdown menu set to 'Agency'. There are 'Cancel' and 'Save' buttons at the bottom of the modal. The background page shows profile information for Laura Ball, including her name, first employed date (Sep 15, 2017), gender (Female), address (Not Set), rank (Officer), age, employee ID (406), unit (Floaters), and a 'Settings' button in the top right corner.

Day and week views will display colors based on each segment's assignment. Month views will show the base assignment color only

Employees will also be able to see schedule rulers from the Team View – including lines and/or colors assigned to e.g holidays.

This screenshot shows the 'Team View Default' calendar for May 2020. The calendar displays a grid of days from Thursday to Sunday. Each day contains colored bars representing different schedule segments. For example, on Friday, there is a blue bar for '10:00 - 14:00 Security Detail' and a yellow bar for 'Sick Leave'. The colors of the bars correspond to the schedule segments assigned to the employee.

This screenshot shows the 'Agency Color Schemes' calendar for May 2020. The calendar displays a grid of days from Thursday to Sunday. Each day contains colored bars representing different schedule segments. The colors of the bars are consistent across the calendar, indicating that the same color scheme is applied to all segments. For example, on Friday, there is a blue bar for '10:00 - 14:00 Security Detail' and a yellow bar for 'Sick Leave'.

Team View Default vs Agency Color Schemes Calendar View

| Unit | PM Command | One Week | < July 2020 > | | | | | Today |
|---------|--------------|--------------|---------------|--------------|--------------|--------------|--------------|-------|
| | Jul 1 Wed | Jul 2 Thu | Jul 3 Fri | Jul 4 Sat | Jul 5 Sun | Jul 6 Mon | Jul 7 Tue | |
| PMC | | | | | | | | |
| Bird | C-PM | C-PM | C-PM | | | | C-PM | |
| Johnson | | C-PM | C-PM | C-PM | C-PM | | | |
| Jordan | | | | C-PM | C-PM | C-PM | C-PM | |

| Unit | PM Command | One Week | < July 2020 > | | | | | Today |
|---------|--------------|--------------|---------------|--------------|--------------|--------------|--------------|-------|
| | Jul 1 Wed | Jul 2 Thu | Jul 3 Fri | Jul 4 Sat | Jul 5 Sun | Jul 6 Mon | Jul 7 Tue | |
| PMC | | | | | | | | |
| Bird | C-PM | C-PM | C-PM | | | | C-PM | |
| Johnson | | C-PM | C-PM | C-PM | C-PM | | | |
| Jordan | | | | C-PM | C-PM | C-PM | C-PM | |

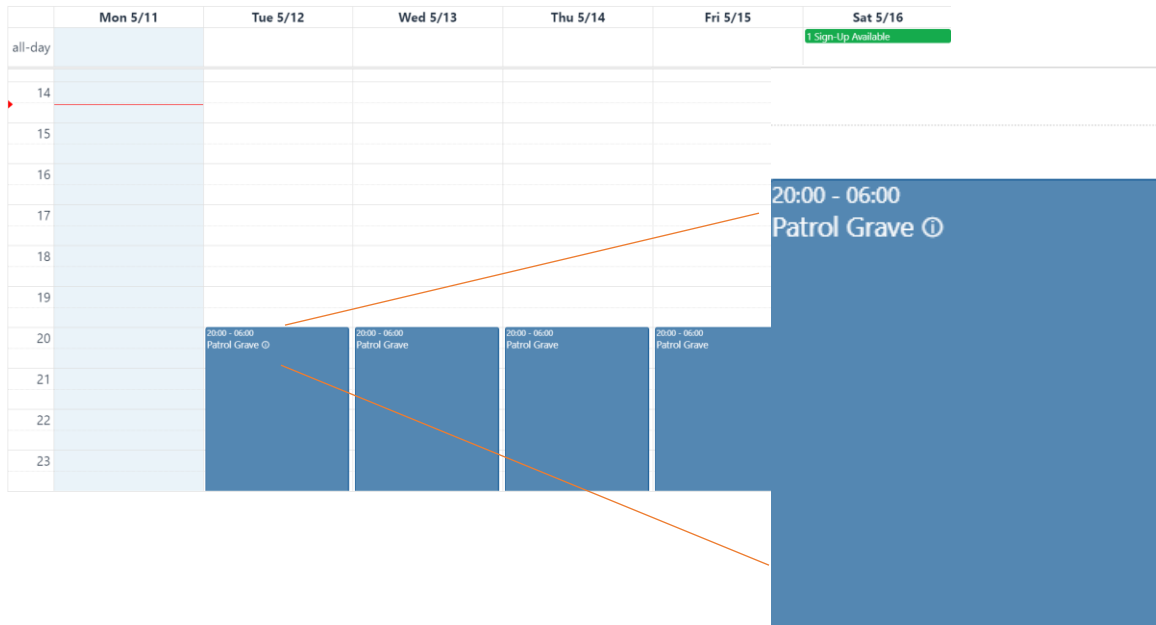
Team View Default vs Agency Color Schemes

This is not the default option. To enable this, employees will have to navigate to “Profile,” - “Settings” - and select the “Agency Defaults” option next to “Color Scheme.” Once selected, the preferences are stored.

Note Icon Re-introduced

When a scheduler attaches a note to an assignment, a ⓘ icon will be visible in the ESS from the Day and Weekly view of the employee in question. This will allow employees to easily identify if they need to read additional information associated with that assignment.

The ⓘ icon will also be on display if that assignment has floating blocks.



Ability to See “All” Tracking Categories/Tags

The Default Functionality has changed relating to “All” Tracking categories. Employees will now see all Tracking Categories in the ESS/App when submitting an Activity Request if “All” is ON.

Schedulers will have to go the Activities page and uncheck the “All” box OFF for the Activity in question, under the Tracking Category tab, if they don’t want all Tracking Categories to be seen by the employee.

The screenshot shows the 'Tracking Categories' tab in the ESS/App. On the left, a sidebar lists various activities, with 'Surveillance' selected. The main area shows the 'Tracking Categories' tab with the 'All' checkbox checked. On the right, there are several dropdown menus: 'Hours Modifier', 'Time Bank', 'Rank' (set to 'Officer'), 'Unit', and 'Floaters'. Below these is a 'Note' field with an 'Add Note' button. At the bottom right, there are 'Cancel' and 'Submit' buttons. The 'Tracking Tags' section shows three tags: 'BC Place', 'Granville Strip', and 'Rogers Arena', each with a '+' button.

Schedulers who want to narrow down the selection visible to employees will have to uncheck “All” and manually select the Tracking Categories they do want to be visible for the Activity in question.

If a scheduler wants no Tracking Categories to be visible to employees, a Tracking Category titled “No Tracking Categories” will have to be created. The scheduler will have to uncheck “All,” and select this option.

The screenshot shows the 'Tracking Categories' tab in the ESS/App. On the left, a sidebar lists various shifts, with 'Patrol Day 0600-1600 06:00-16:00' selected. The main area shows the 'Tracking Categories' tab with the 'All' checkbox unchecked and the 'No Tracking Category' checkbox checked. On the right, there are several dropdown menus: 'Note', 'Escalation', and 'Tracking Categories'. Below these are several checkboxes: 'Case #', 'Arresting Officer', 'Defendant', 'Proceeding Type', 'Court Module Tracking', 'Court Case #', 'Defendant', 'Attorney', 'Prosecutor', and 'Police File #'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Self-Service Timesheet Changes

In the Employee Self-Service Portal via browser, if an employee attempts to submit a Timesheet with errors, the following error message will be displayed until corrected.

The “Submit” and the “Add Payouts” buttons will both be disabled.

Submit < Prev Next >

Unsubmitted Apr 26 - May 9, 2020

This timesheet contains 1 error which must be resolved before it can be submitted. View the PDF for full error details. Speak with your supervisor to resolve.

Hours Summary

| | |
|---------|-------|
| Regular | 80:40 |
| Premium | 21:10 |
| Standby | 00:00 |
| Unpaid | 00:00 |
| Banked | 00:00 |
| Leave | 00:00 |

CloseView PDF

While using the Self-Service App, if an employee submits a Timesheet with errors, the following error message will be displayed until the errors are corrected.

< TimesheetsTimesheet<>

Not Submitted
May 24 - Jun 06, 2020

Submission includes adjustments for the Apr 26 - May 09, 2020 and May 10 - 23, 2020 pay periods. View submission for details

This timesheet contains 1 error which must be resolved before it can be submitted. View the PDF for full error details. Speak with your supervisor to resolve.

HOURS SUMMARY

| | |
|---------|-------|
| Regular | 83:00 |
| Premium | 73:00 |
| Standby | 00:00 |
| Unpaid | 03:00 |
| Banked | 07:00 |
| Leave | 00:00 |

View PDF

Calendar

Requests

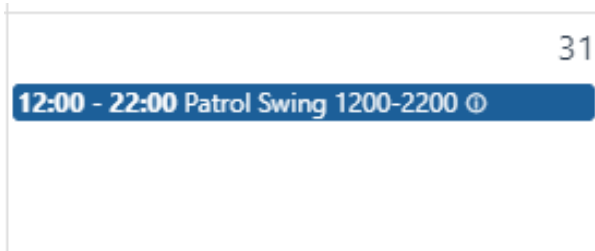
Sign-Ups

Timesheets

More

Floating Blocks

In both the ESS, and the Apps, floating blocks can now be seen in the Calendar View. Selecting a block or Activity with the ⓘ icon will display the details of that assignment and the floating block Activity.



Assignment Details

Assignment Date
Sun May 31, 2020 12:00 - 22:00

Hours
09:30

Hours Modifier
Officer Swing Shift Diff

Location
Internal • Patrol Beat
Note for testing purposes. Let's go!!!!

Activity
Patrol Swing 1200-2200

Unit
Swing 12-2200

Rank
Officer

Additional Information

Hours
00:30

Hours Modifier
Unpaid Lunch Break

Activity
Unpaid Lunch Break

Close

Time Bank Setups

Schedulers can now prevent and/or restrict employees from banking worked hours or requesting payouts to certain Time Banks.

InTime has added a “Usage Rules” tab to the Time Banks page on within InTime. This tab has two settings:

1. **Banking Permitted:** If checked, employees will be able to bank time to this Time Bank via Activity Requests. Schedulers will be able to deposit to this time bank in the Work Schedule.
2. **Payouts:** If checked, employees will be able to request payouts from this Time Bank when submitting their Timesheets.

Existing banks will have both options already checked ON (default.) Newly created Time Banks will remain unchecked, unless otherwise changed by the scheduler. If a scheduler wants to change an existing bank to not allow banking or payout request, they can easily edit this by unchecking the boxes.

The screenshot shows the InTime Time Bank Setup interface. On the left, a sidebar lists the time bank types: Branch, Comp Time, New Time bank test, Personal Days, Sick Days Accum., and Vacation. The 'Comp Time' option is selected. The main form displays the 'Usage Rules' tab. The 'Banking Permitted' checkbox is checked, with a description: 'If checked, employees will be able to bank time to this time bank via Activity Requests and Schedulers will be able to deposit to this Time Bank in the Work Schedule'. The 'Payouts Permitted' checkbox is also checked, with a description: 'If checked, Employees will be able to request payouts from this Time Bank'. Other tabs visible include Accrual Credit, Worked Hours Credit, Balance Control, and Balance Reset.

Example 1: Allowing Comp Time to be Bankable, and Payout Permitted.

The screenshot shows the InTime Time Bank Setup interface. On the left, the 'Personal Days' option is selected. The main form displays the 'Usage Rules' tab. The 'Banking Permitted' checkbox is unchecked, with a description: 'If checked, employees will be able to bank time to this time bank via Activity Requests and Schedulers will be able to deposit to this Time Bank in the Work Schedule'. The 'Payouts Permitted' checkbox is also unchecked, with a description: 'If checked, Employees will be able to request payouts from this Time Bank'. Other tabs visible include Accrual Credit, Worked Hours Credit, Balance Control, and Balance Reset.

Example 2: Not allowing Personal days to be Bankable or Payout Permitted

Schedulers will still need to add the Time Bank in question to the employee’s profile including “Accruals,” “Balance Resets” etc. where applicable. The ESS and Mobile App will reflect these changes accordingly.

When an employee submits a Timesheet and looks to request a payout – only the banks where “Payouts Permitted” are checked ON will be available for selection. The rest will not display.

Submit

< Prev

Next >

Unsubmitted May 24 - Jun 6, 2020

Hours Summary

| | |
|---------|-------|
| Regular | 56:00 |
| Premium | 40:00 |
| Standby | 00:00 |
| Unpaid | 00:00 |
| Banked | 00:00 |
| Leave | 00:00 |

Note

Add Note

Payout Requests

Timebank

✓ Comp Time

Hours

0

Payout All (0.0)

+ Add Payout

Close

View PDF

Submit

Submitting a Timesheet: Payout Request Restrictions

Similarly, when an employee submits an Activity Request, only the Time Banks with “Banking Permitted” checked ON will display in the drop-down menu as Time Bank options.

New Activity Request

Date

6/9/2020

Tue Jun 9, 2020

Start Time

12:00

End Time

20:00

Hours

08:00

Minimum Hours

Location

External • Granville Strip

Activity

Trainer Duties

Hours Modifier

Mandatory OT

Time Bank

✓

Comp Time

Rank

Unit

Unit

Note

Add Note

Tracking Taas

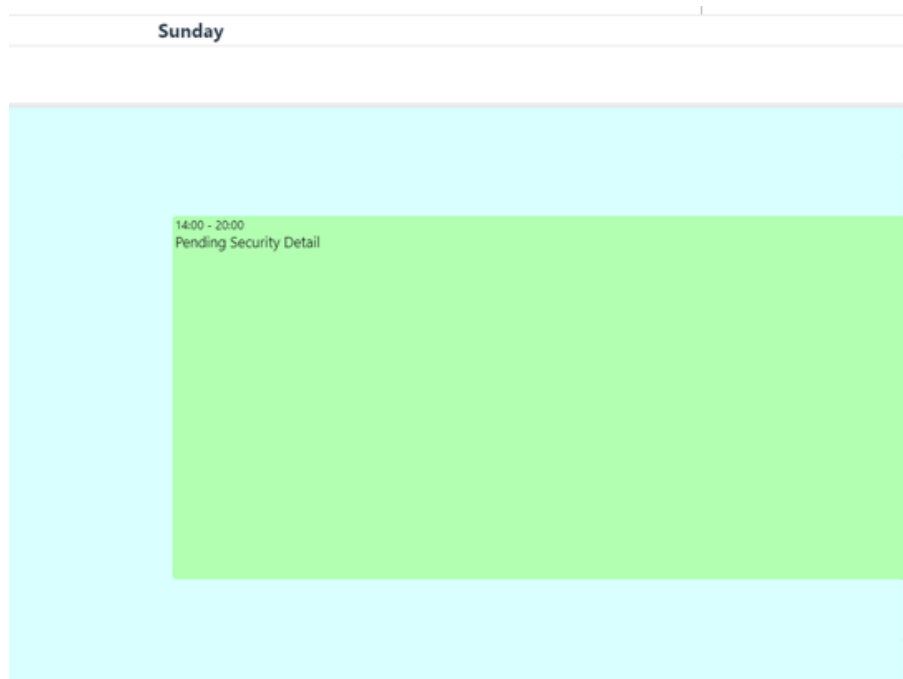
Activity Requests: Bankable Restrictions

Time Banks assigned to the employee that have “Banking Permitted” checked on, will appear in the drop-down menu of the Activity Panel. Time Banks that don’t have these checked on will not appear in the drop-down menu when scheduling that employee.

The screenshot displays two panels from a scheduling software. The left panel, titled '316', contains filters for 'Employed Filter' (set to 'Current & Future'), 'Employee Filter' (set to 'All'), and 'Unit'. Below these is a list of employees: Ball L, Beasley A, Bev P, Bledsoe.E (highlighted), Boucher.C, and Clarke B. To the right of this list are tabs for 'Preferences' and 'Precedence', with sub-tabs for 'Basic' and 'Employment'. The 'Employment' sub-tab is active, showing a list of time banks: 'Comp Time', 'Personal Days', 'Sick Days Accum.', and 'Vacation'. The right panel is titled 'Bledsoe.E May 27, 2020' and has tabs for 'Schedule' and 'Tasks'. The 'Schedule' tab is active, showing a task '12:00-22:00 Patrol Swing 1200-2200'. Below this are controls for adding, removing, and adjusting the task. A table shows 'Scheduled' and 'Actual' times for '27 May' from 12:00 to 22:00, each for 10:00 hours. Below the table is a 'Time Bank' dropdown menu with 'Comp Time' selected and a checked checkbox. To the right of the dropdown is an 'Amount' field set to '10:00'. At the bottom, there are fields for 'Customer', 'Location' (set to 'Patrol Beat Internal'), 'Activity', and 'Hours Modifier'.

Pending Activity Requests Display

In 3.10, Activity Requests submitted by the employee with the status of pending, will now be reflected in the ESS calendar view with the designated Activity color.

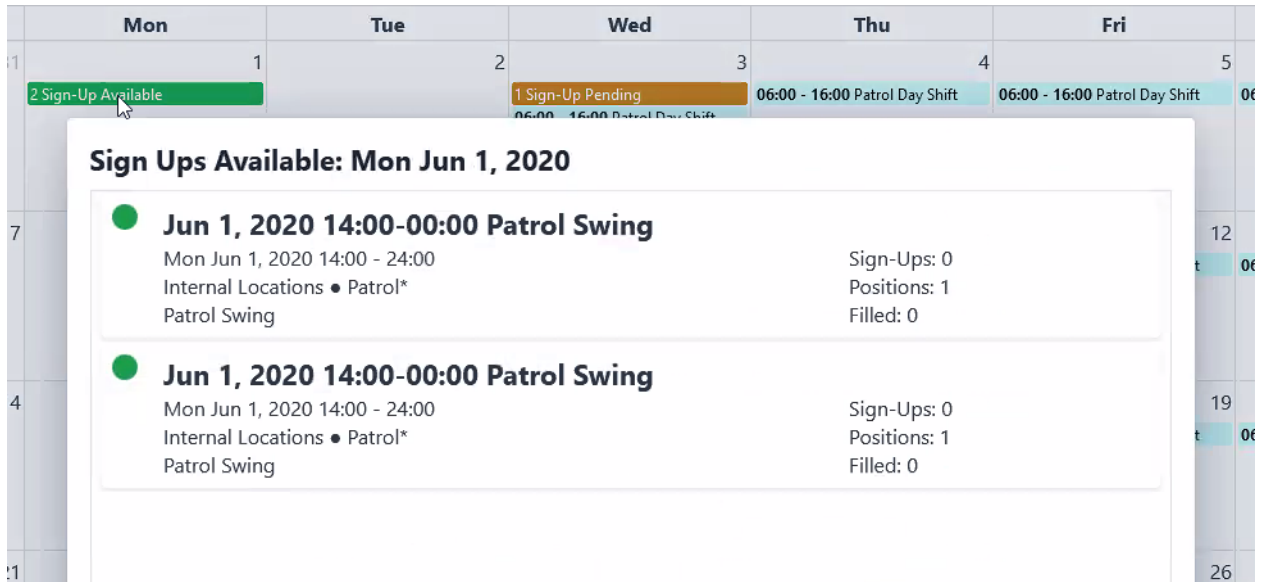
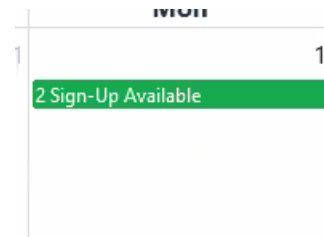


Sign-up Views

In 3.10 the ESS Sign-up view has been updated.

From the Calendar View, clicking on a block with multiple sign-ups available will display in one dialogue. Users no longer have to click in and out of this window to see the other sign-ups available on the same day.

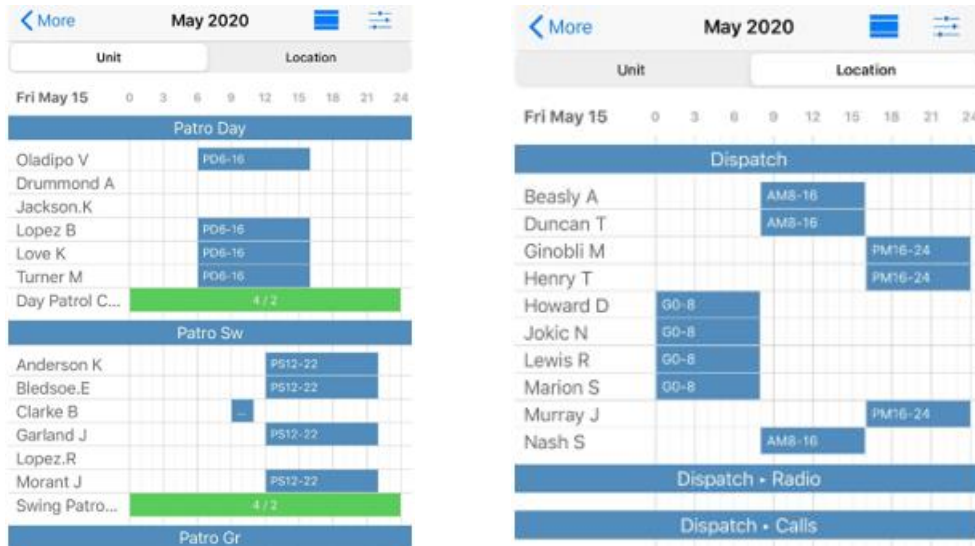
Clicking the Sign-up block will display details.

A screenshot of the ESS Sign-up view. The background is a calendar grid with columns for Mon, Tue, Wed, Thu, and Fri. A modal dialog titled 'Sign Ups Available: Mon Jun 1, 2020' is open, displaying two identical sign-up entries for 'Jun 1, 2020 14:00-00:00 Patrol Swing'. Each entry shows 'Mon Jun 1, 2020 14:00 - 24:00', 'Internal Locations • Patrol*', 'Patrol Swing', and statistics: 'Sign-Ups: 0', 'Positions: 1', and 'Filled: 0'. The calendar grid shows '2 Sign-Up Available' for Mon, '1 Sign-Up Pending' for Wed, and '06:00 - 16:00 Patrol Day Shift' for Thu and Fri.

Mobile Apps

Team Single Day View

Version 3.10 has combined Unit and Location into Team View. Branch view has been renamed to Unit view, to better describe the information employees see.



In 3.10 employees can toggle between a Day view, and a Week view by clicking the icon next to “filters”

Combined Sign Up Screens

3.10 has combined the “Single” and “Position” Sign-ups into a single menu item. Users can now use the tabs to filter between the two.

The figure displays two screenshots of a mobile application interface for sign-up screens. Both screens have a top bar with 'Single' and 'Position' tabs and a 'More' button. The left screenshot shows the 'Available' tab with a 'Post from Leave' entry. The right screenshot shows the 'Position' tab with a 'Patrol Bids' entry.

| Available | Signed-Up |
|--|-----------|
| <p>Post from Leave</p> <p>Mon May 18, 2020 12:00 - 22:00</p> <p>Internal • Patrol Beat, Patrol Swing 1200-2200, Swing 12-...</p> | |

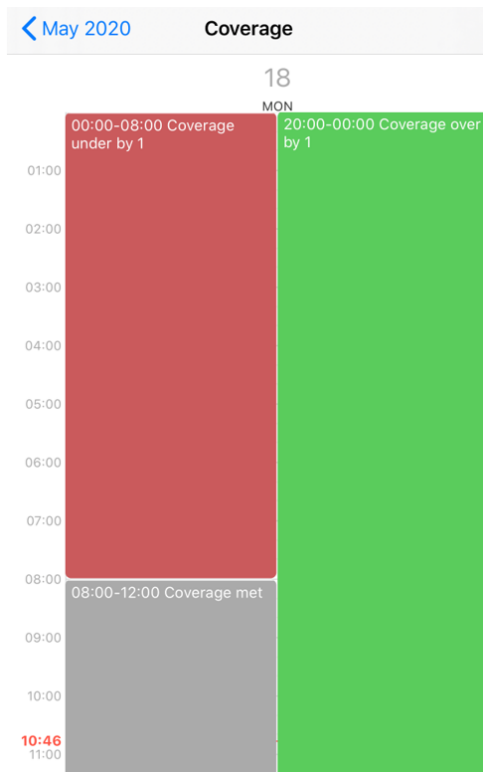
| Single | Position |
|--------|--|
| | <p>Patrol Bids</p> <p>Fri May 1, 2020 Sun May 31, 2020</p> <p>9 positions</p> <p>Will close: Fri Mar 6, 2020 22:29</p> |

Team View: Time of Day coverage and Day (Hour) coverage

In 3.10, on the Team View page of the App, employees will be able to see Time of Day Coverage and Day (Hours) Coverage levels in Week View.

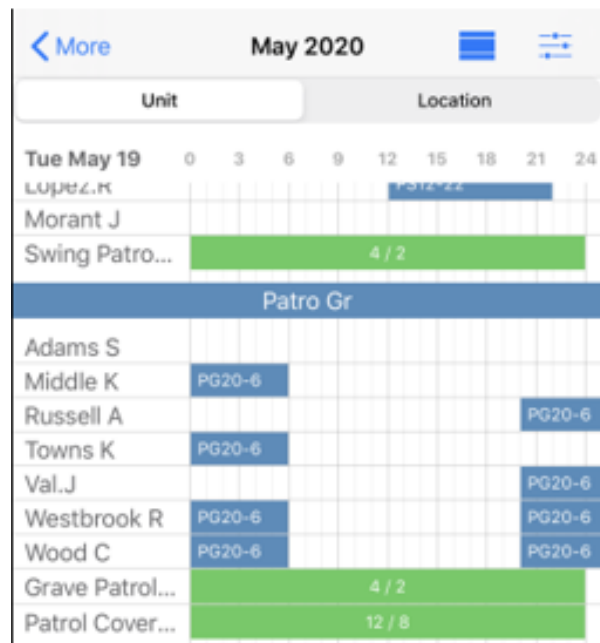
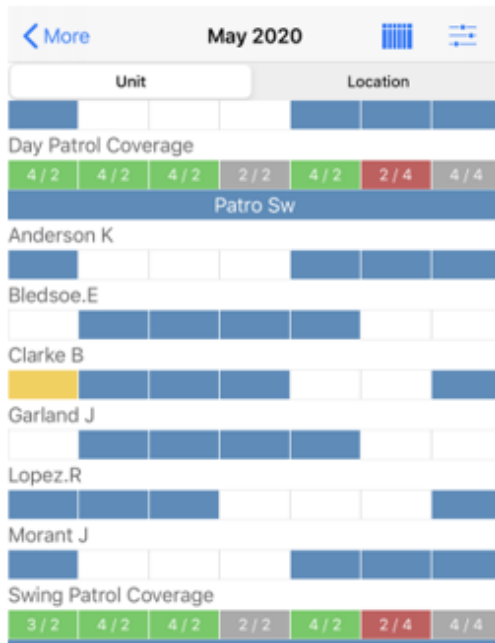
Time of Day

- Week view: the screen will now display a full green bar to reflect full coverage, a diagonal split of red and green to show partial hours coverage, and a full red bar to show no hours coverage.
- Details view: coverage blocks displayed on a single day view



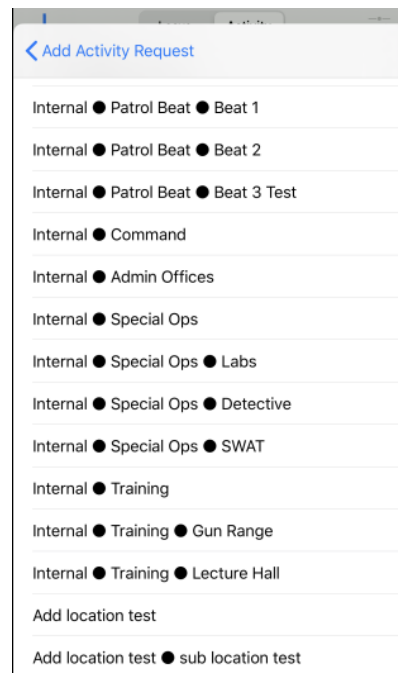
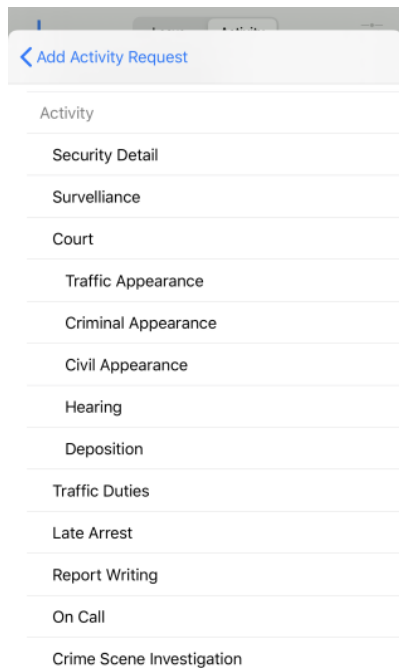
Day (Hours) Coverage

- Week view: displays as a full red or full green bar with count numbers as the hours count displays
- Detail view: displays pop-up with coverage met/over/under message



Activity and Location Tree Indentations

To improve organization, activities will now display tree indentations, to reflect which “parent” group the Activity belongs to. Locations will also display their “parent” groups.




Password Hide/Show

Login errors are often due to password typos. To avoid these, users can now hide, or show, their password text to ensure they are entering them in correctly.

Password fields include:

- Login
- Password Expired
- Timesheet Confirmation
- Change password

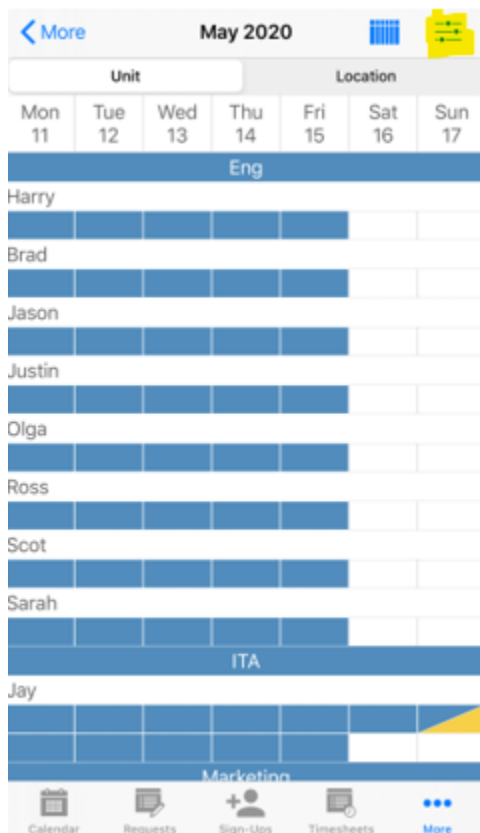
These will all have an  icon next to them to show the password.

Team View Filtering

In the Apps (as well as ESS), employees can now “refine” their Team View by sorting the following in ascending/descending order:

- Alphabetical
- Rank, Alphabetical

Navigating to the Team View and selecting the filter icon in the top right will allow employees to make these changes.



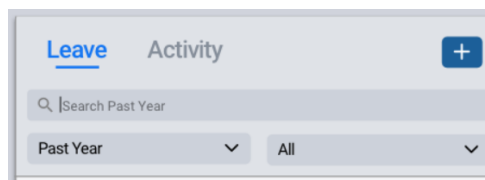
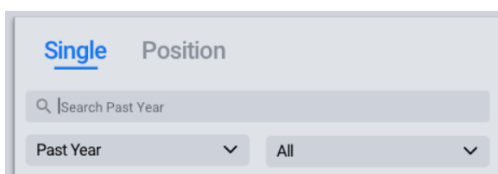
The screenshot shows a 'Refine' filter menu. At the top, there are buttons for 'Cancel', 'Refine', and 'Done'. Below this, there are sections for 'FILTER', 'SORT', and 'BY'. The 'FILTER' section has a 'Start Date' field set to 'May 11, 2020' and a 'Unit' dropdown set to 'All Units'. The 'SORT' section has two buttons: 'ASCENDING' and 'DESCENDING'. The 'BY' section has a dropdown menu currently set to 'Employee Name'. Below this, there is a large empty space for additional filtering options.

ESS Mobile Optimization & Additions

Screen Viewing Optimization

A few changes have been made to the appearance of ESS when viewing from a mobile device. These include some layout changes to optimize screen use and some tweaks to user navigation.

- Close/Cancel buttons appear on the bottom of the dialogs unless the screen is too long and requires scrolling. The full screen view has been cleaned up.
- Search bars and filtering systems have been revamped for a cleaner look on the Requests Screen filtering page, the sign-ups page, and the Timesheets submission page.



- The Date selector now displays months in the short form e.g. Sep vs September
- The “Today” button icon has been replaced with a 🏠 icon
- From the Team View, the sizes of the filter drop-downs have been made smaller
- To ensure users no longer experience text being cut off from the profile page – 3.10 has added spacing to this page and has reduced the text size
- Text size has also been reduced on Timesheets, Sign-ups, and Requests for optimum display



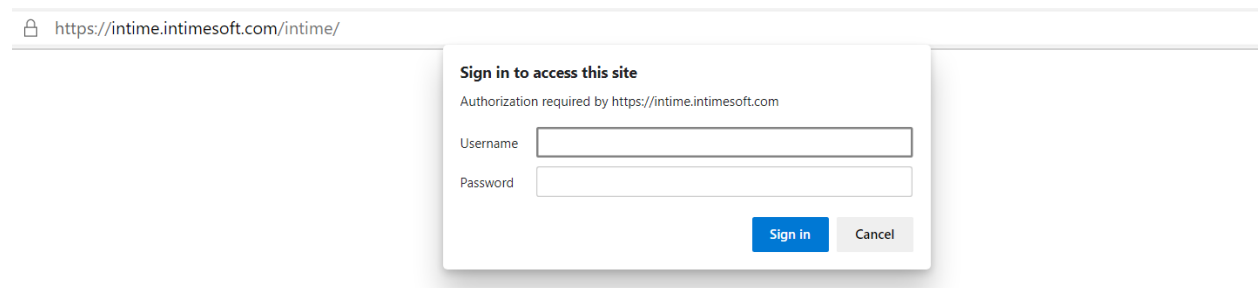
| | May 11 Mon | May 12 Tue | May 13 Wed |
|--------------|---------------|---------------|---------------|
| AMC | | | |
| Abdul-Jabbar | C-AM | C-AM | |
| Duncan | | C-AM | C-AM |
| West | C-AM | | |
| PMC | | | |
| Bird | | C-PM | C-PM |
| Johnson | | | |
| Jordan | C-PM | C-PM | |
| Dct | | | |
| Barkley | Det.D | Det.D | Det.D |
| Dumars | Det.D | OnCall | |

Installation Changes for PCs

New Installation Tool

Note: this does not apply to Mac users.

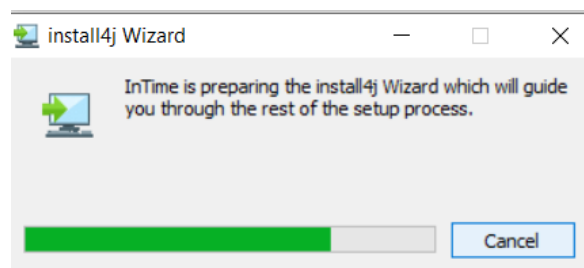
Step 1: Authentication remains the same. The URLs to download and install remain unchanged. The passwords also remain unchanged.



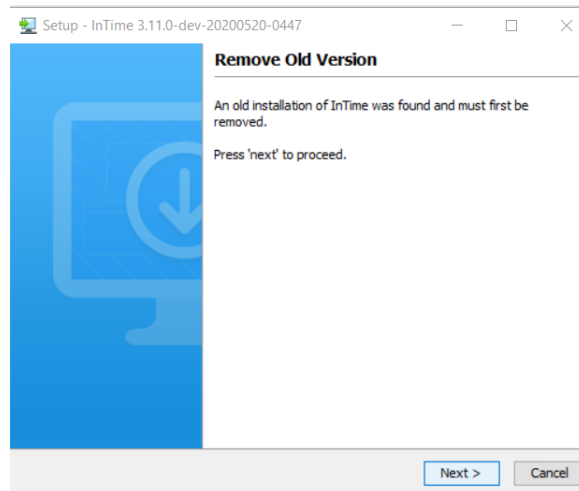
Step 2: You will be prompted to download as usual.



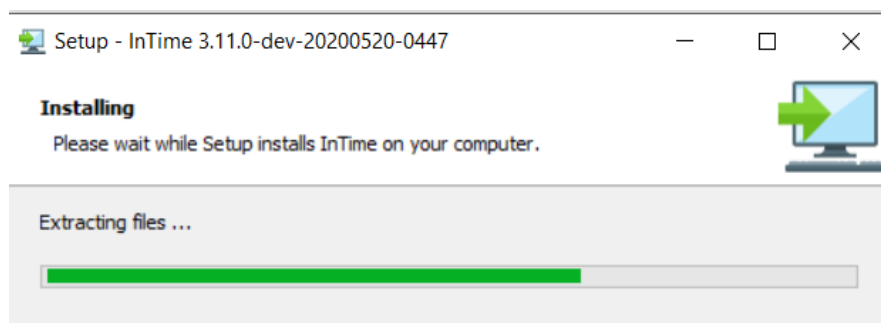
Step 3: After clicking download, the install4j Wizard will appear. Follow the prompts that follow.



Users may be asked to remove any older versions.



Step 4: The program will install.



Step 5: Once you open the newly downloaded application, right click and pin the application to your taskbar.



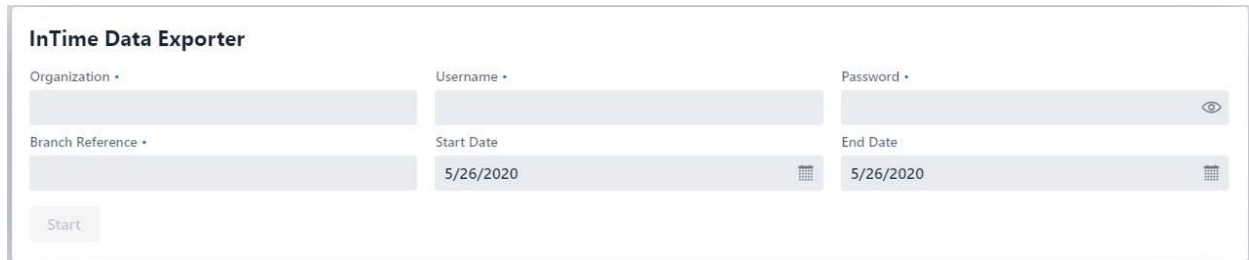
These updates were made to better serve customers when it comes to installation updates, changes, and challenges.

Payroll/Web Service Updates

Payroll Tool to Browser

Only applicable for those accessing a custom payroll tool created by InTime.

The Pay/Bill Exporter has been updated to launch directly from the browser. The link to access your tool remains the same, [https://\[yourserver\].intimesoft.com/export](https://[yourserver].intimesoft.com/export)



The screenshot shows a web form titled "InTime Data Exporter". It contains several input fields: "Organization" (with a dropdown arrow), "Username" (with a dropdown arrow), "Password" (with a dropdown arrow and an eye icon for toggling visibility), "Branch Reference" (with a dropdown arrow), "Start Date" (with a date picker icon), and "End Date" (with a date picker icon). The "Start Date" field is populated with "5/26/2020" and the "End Date" field is populated with "5/26/2020". At the bottom left of the form is a "Start" button.

Enter the same credentials as you would in the other Export dialogue. Select Start and the export will save to your downloads automatically.

EmployeeAccess WSDL Update: Employment Range History

The Employee Access service methods get EmployeeData and get EmployeeDataList were modified to always return the complete employee Employment range history, similar to Rank.

```
</xs:complexType>
▼<xs:complexType name="employmentRangeData">
  ▼<xs:sequence>
    <xs:element name="validFrom" type="xs:dateTime"/>
    <xs:element name="validTo" type="xs:dateTime"/>
    <xs:element name="note" type="xs:string"/>
  </xs:sequence>
</xs:complexType>
```

Current web service users will not be affected by the change.

If the agency wishes to use the V2 features they will need to only update the client to point to the new URL. No changes need to be made to the web service user in ISE to access the new features. Please contact Support for the latest Web Service link to use the V2 EmployeeAccess Web Services.