



PAMS Version 7.7.1 (SP1)

Release Notes

PAMS Version 7.7.1 SP1 contains the changes summarised below. If you have any queries or questions, please do not hesitate to contact Hallmark Solutions.

ENHANCEMENTS

1. PAMS Email Alerts program (Available on request)

This new program can perform three automatic reminder processes:

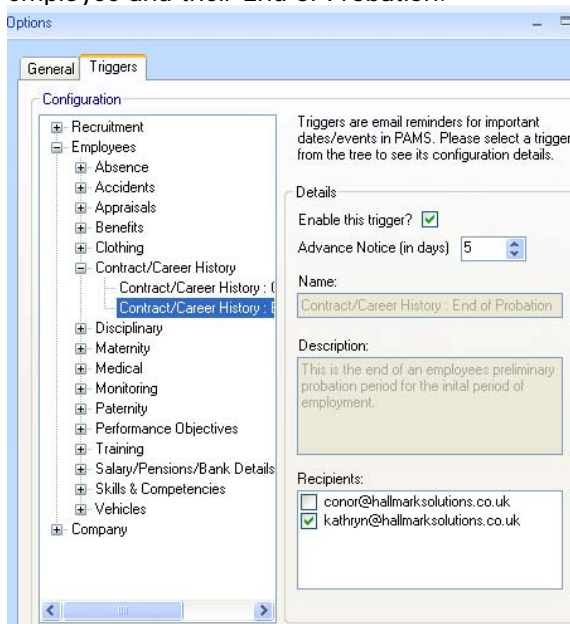


PAMS Triggers

Allows users to enable triggers (email reminders) based on certain date fields within PAMS. Advance notice can be set which is specific to each individual area. These triggers automatically create and send an Email reminder (the email is only sent once) to the Recipients selected. The Recipients do not have to be PAMS users.

For example:

If an employee's End of Probation date in PAMS is 30/11/10 and the Advance Notice (in days) has been set to 5, then on the 26/11/10 the selected Recipient(s) will receive an email notifying them of the date of the end of the employee's probation. After this they will not receive any further emails relating to this employee and their End of Probation.





PAMS Diary Reminders

If 'Use Diary Reminder Triggers' (Company Parameters-Miscellaneous) has been ticked in PAMS then selected PAMS users will automatically receive an email reminder when a Diary Reminder has been added into the Diary Reminders either a triggered entry or a manual entry.

If the Advance Notice Days has been set at e.g. 3 days then the selected recipients will receive an email reminder 3 days, 2 days, 1 day before the actual event date.

ESS Reminders

This automatic reminder is only for ESS users and will be set at installation time.

2. Local Government Auditor's Report (LGAR)

Users are now able to run this report for any period of time e.g. monthly. The top date is the end date of the report period and the bottom date is the start date of the report

3. Local Government Auditor's Report (LGAR) – Validation spreadsheets

The LGAO.xls now additionally contains the fields, Jobtitle, Department, Location, Division, Employee Type, Contract Type, Contract Basis.

A new validation spreadsheet 'Extra Analysis Breakdown' is also created. This displays the employee's details within each Auditor's Extra Analysis categories.

4. Recalculate Total Available Days and Hours Utility

Users can now select an individual employee to run the recalculation for. This will only recalculate the days/hours for the selected employee.

5. Trigger Absence Report with Notes

Users can now choose to view only the employees who have triggered the no of Days and/or Incidents in the (user defined) last number of days before the report end date. This could help HR apply their absence management policy by identifying only the employees who trigger user defined No of Days/Incidents within a period of time.

For example: This report could be run on a monthly basis for a rolling year period where the employee has triggered the absence policy within 30 days – this would mean that only the subset of employees that may need to be reviewed by HR would be included in this report.

- The Notes field is now created in the validation spreadsheet.



- 6. Employee/Applicant Address Line 3 – Option to disable (Task Payroll interface clients only)**
The user now has the option to disable the Address Line 3 within the Employee or Applicant Personal Details screen.
If it is Disabled the field will be greyed out and the PAMS user will be unable to enter data into this field; ESS Users – this field will not be displayed.
- 7. SOC Lookup Table**
The New and Delete buttons are now disabled. This lookup table should not be amended unless directed to do so by Hallmark.
- 8. SQL connection timeout (IT issue)**
Increased from 15 seconds to 45 seconds.
- 9. SQL 2008 - Config_data.exe - new option for SQL08 (IT issue)**

FIXES

- 1. 6 Week Shift Patterns**
If 6 weeks are selected now displays all 42 days in the Setup screen.
- 2. Employee and Applicant fields truncated in Search screens**
The fields for Forenames, Surname are now displayed fully in the search list.
- 3. Absence Days Lost/Absence Incidents Reports**
If the Absence Start Date is from the PM and the End date is open, the report now calculates as half day on the Start Date as expected.
- 4. Absence % Loss Report**
If run for 13 month period, if an employee only has absence in the 13th month, the employee is now displayed as expected.



For Reference PAMS Version 7.7.0

Release Notes

PAMS Version 7.7.0 contains the changes which are summarised below. If you have any queries or questions, please do not hesitate to contact Hallmark Solutions.

Enhancements

10. Local Government Auditor's Report (LGAR) – New Parameter to Cap Days in the Utility – Recalculate Total Available Days and Hours.

Deduct Statutory days in the period and: Actual Annual Leave Taken
 Main contract annual leave allocation (year date range only)

Calculate days for the Auditor's Absence Report based on their guidelines
 Cap days at the standard working hours per day

The standard working hours per day for calculations will be based on

If the parameter is **Ticked** to Cap Days at Standard working hours per day... any employee who works any days with hours more than the standard hours per day, will have that day counted as a day i.e. capped.

If the parameter is **Unticked** then any employee who works any days with hours more than the standard hours per day will have that day counted as more than a day.

Using the following example... an employee who works on a particular day 12 hours and the Standard hours per day is 8 hours then

if **Ticked** - this will be counted as 1 day

If **Unticked** – this will be counted as 1.5 days

If an employee works any days with hours less than the standard hours per day then that day will be counted as a fraction of the standard hours per day e.g. an employee who works on a particular day 4 hours and the Standard hours per day is 8 hours then for this employee this will be counted as 0.5 days.

Note: for this scenario, if the Cap days at the standard working hours per day is Ticked or Unticked it will be counted as 0.5 days.

11. Employee fields increased in size:

- Forename1/Forename2/Salutation/Surname/Maiden/Family Name increased to 50 chars
- Telephone/Internal Tel/Mobile No fields increased to 30 chars
- Location field increased to 60 chars
- Spinal Point increased to 60 chars
- Tracking Event Type increased to 60 chars

12. Applicant fields increased in size:

- Forename1/Forename2/Salutation/Surname/Maiden/Family Name increased to 50 chars
- Telephone/Mobile No fields increased to 30 chars
- Location field increased to 60 chars

13. Absence Records (ESS users only) – new field 'Return to Work Interview Carried Out'

This field will be enabled and populated via ESS as appropriate.

14. In Clocking System - New check box in employee Personal Details screen for clients with Time & Attendance interfaces



15. Employee Search Options screen – Maiden Name moved below Forename2 field

16. User-Defined Fields

Under the Personal Details for each employee, users now have the facility to define Text, Date, Numeric and Notes fields to manage any additional information that they may require.

The labels for these fields can be amended by the user as required. A file found in the PAMS folder on your server will need to be amended. Please contact Hallmark for instructions on how to carry this out.

User-defined Text Field 1	<input type="text"/>
User-defined Text Field 2	<input type="text"/>
User-defined Text Field 3	<input type="text"/>
User-defined Text Field 4	<input type="text"/>
User-defined Date Field 1	<input type="text" value="//"/>
User-defined Date Field 2	<input type="text" value="//"/>
User-defined Numeric Field 1	<input type="text"/>
User-defined Numeric Field 1	<input type="text"/>
User-defined Notes Field 1	<input type="text"/>
User-defined Notes Field 2	<input type="text"/>

17. Leavers – the Contract screen will no longer become disabled

If an active employee becomes a Leaver, Contractual fields will now remain enabled and available. Therefore if you need to add any missing data for that Leaver e.g. Contract Hours, you no longer need to temporarily make their record active.

18. Passwords now case sensitive

Passwords to log into PAMS are now case sensitive therefore you can set your password as a mixture of lower and upper case letters. Your Login Name is not case sensitive.

19. Security - User Maintenance

Account Locked

If a user makes a pre-defined (client defined in pams.ini) number of failed login attempts then their account will be locked. To unlock the PAMS administrator must go to System – Security – User Maintenance and untick the Account Locked box against the user's account.

ESS Admin/Email Address (ESS Users only)

Each user within PAMS can be designated as an ESS Admin User by ticking the box and assigned an email address. This is at present only used for ESS users.

20. Post lookup table

This lookup now additionally holds the Spinal Point field. When selected for a recruitment exercise and during the appoint process the Spinal Point as well as the Job Title, SOC, Job Group, Grade, Department and Location will automatically be populated in the employee's Contract and Career records.

A new Utility - Update Post fields – will automatically update for each contract/career/job the following fields: Job Title, SOC, Job Group, Grade, Spinal Point. Department and Location

21. Employee Export Utility – Sage Export

Now only exports employees who have the Include in Payroll field ticked in Personal Details – Main Details screen.

22. Line Manager field label changed to ESS Manager (ESS Users only)



Fixes

1. **Include in Monitoring checkbox**

If an applicant has the Include in Monitoring checkbox unticked, if the applicant is appointed, the employee Include in Monitoring checkbox will now also remain unticked.

2. **Main Contract**

If an employee has 2 or more contracts (Active or Leaver) whichever contract is ticked as Main Contract will appear as the first contract.

Start Date	Leave Date	Employee No
01/01/01	/ /	88
01/01/09	/ /	107

Main Contract

3. **Editing an Absence Record**

To Edit an existing Absence Record double click on the From date and amend the From or To dates as appropriate. If the employee has been assigned a Shift Pattern, the Days and Hours fields now will automatically be recalculated using the Shift Pattern.

4. **Recalculate Total Available Days and Hours Utility – LGAO Auditor’s Report Option**

If an employee had two Contracts where one was a Casual Contract, the Contract Hours for the Casual Contract were also being included. Now all Casual Contracts are not included in this calculation.

5. **Applicant Short-listing screen – error no longer appears**



For Reference - PAMS Version 7.6.0

Release Notes

PAMS Version 7.6.0 contains the changes which are summarised below. If you have any queries or questions, please do not hesitate to contact Hallmark Solutions.

ENHANCEMENTS

1. New Benefit Fields

NEW Fields; read explanations in **red** below

Qualifying Reason

Select reason from the drop-down list e.g. Management, Length of Service

Level of Cover

Select benefits level of cover from the drop-down list e.g. Bupa-Family, Bupa-Individual.

2. Local Government Auditor's Report (LGAR)

The LGAR is now designed to format required by Auditor for Year End 31 March 2008. Main enhancements reflect reporting only on Long Term and Short Term absences; also section on Additional Absenteeism Data.

3. User Passwords

User passwords are now encrypted. The encryption/hashing is carried out via an ASP.NET Web Service which needs to be installed locally on an IIS web server. The hashed passwords cannot be decrypted.

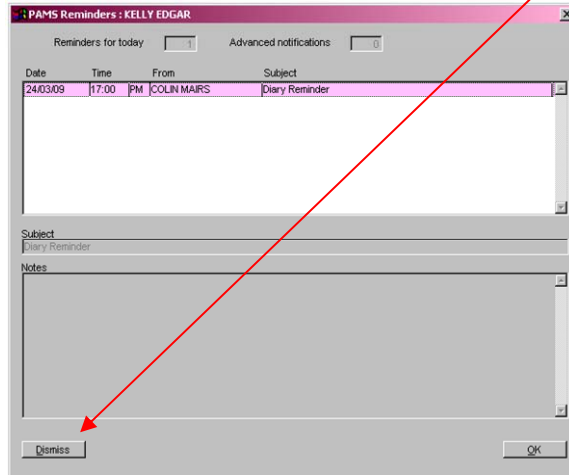
4. Validation Spreadsheets – User Defined Location

A user can now specify the location where the validation spreadsheets will be created in.



5. Diary Reminder Screen – Enhanced Display

The Diary Reminder is wider allowing the user to view a greater portion of the reminder at a glance. Also, when PAMS prompts you that you have a Diary Reminder to address, you can click the **Dismiss** button to stop prompting or click Ok to keep reminding you. The Reminder stays in the Diary Reminder List until you delete it from the Diary Reminder screen.



6. Successful / Unsuccessful PAMS logins

All logins, whether successful or unsuccessful, are logged in the System Audit file. When viewing the audit records, enter Table Name USERLIST, click Search. A list of PAMS' users will be available indicating which workstation the user logged into/logged out from.

7. Amendments to Standard/Monitoring Reports

Standard Reports

- a. Absence Analysis Report – now removed from Reports List. This report has been superseded by the Absence Days Lost Report.
The Absence Days Lost and/or Absence Incidents Reports can be filtered on a single absence reason and these reports provide a more flexible Sort/Filter option within a defined period of time.
- b. Absence Days Lost Report
The Absence Reason and Absence Extra Analysis are now added as Sort Options. **Note: These two new fields have been added to all Absence Reports.**
- c. Percentage Loss Rate Report
A new group total has been added which totals the number of employees within the group.
- d. Length of Service Report
The Length of Service is now calculated by service from Continuous Employment Date.

Sort and Filter Options included in report preparation and corresponding validation spreadsheet are created. Within a group, employees sorted by Length of Service in descending order.

Monitoring Reports

- a. Annual Monitoring Return
Tables B7a, B7b, B10, B13, D17 and D19 are now printed in order of SOC description e.g. 1. Managers and Senior Officials.



8. Lotus Notes Integration

Click on the [Email Address](#) label on either the Employee or Applicant record to enable the user to email from Lotus Notes or Outlook. The Email Address field has increased from 40 characters to 60 characters in length.

The screenshot shows a software interface with four tabs: Main Details, Working Regulations, Tracking Events, and Notes. The 'Main Details' tab is active. Fields include: Employee No. (05092503), Telephone (02841738261), CDP Type (dropdown), Internal Tel. (empty), Surname (1fox), Mobile No. (07841100982), Forenames (Ben), Gender (Male), Title (Mr, Initials B), NI/PPS Number (BT174146B), Salutation (Mr 1fox), Maiden Name/Family Name (empty), Address (Address Line 1, 2, 3), Town (Newry), Country (Down), Postcode (BT343SR), Catchment (dropdown), and Email Address (benfox25@hotmail.com123456789012345678901234567890123456789012345678901234567890). A 'Current Status' button shows 'ACTIVE'.

9. Employee/Applicant Personal Details screens - Amendments

An Address Line 3 has been added in both the Employee/Applicant Personal Details screens. In addition, the Clipboard button includes the Employee's/Applicant's name when copied and pasted to another document.

10. Applicant ApPOINT Process

When an application is appointed, the Applicant Tracking Events are transferred into the Employee record.

11. Job Screen – eRecruit Users

The Internal/External Advertisement radio button redirects jobs to an internal or external eRecruit site. Once a job has been uploaded, the Internal/External/Both radio buttons on the Job Screen are disabled. This is to prevent Users from changing this field after the upload and hence subsequently downloading applicants' details from the incorrect website.

12. TMS Employee Export

Additional fields added to end of export file - Mobile Number, Location and Date of Continuous Employment.

FIXES

1. Benefit Screen

The Current Salary field has been amended to display the correct Current Salary sum when an Employee has two or more OPEN contracts (the system totals all the salaries from open contracts).

2. Monitoring Screen Details – Appointing an Existing Employee

When an existing employee is appointed, the following processes occur:

- When the "Employee (Ex or current)" is checked, all the Monitoring fields are transferred from the Employee record to the Applicant record.
- When the Applicant is appointed, all fields are copied to the Employee record **except** the Community Background, Residuary Method and Residuary Notes. Should there be any discrepancies with these fields, it is up to the PAMS user to investigate them.

3. Archive Applicant/Job Records

This facility is now working.



4. Recalculate Total Available Days/Hours Utility & Percentage Loss Rate Report

The Recalculate Total Available Days/Hours Utility has been amended to calculate accurately any absence episode entered that straddles either the beginning or the end of the report period; the portion of the episode that falls outside the report date range for that absence episode is deducted.

5. Download from eRecruit into PAMS

When a Job is created in PAMS and uploaded to eRecruit where the "Include In Monitoring" is unchecked, any applicants subsequently downloaded from eRecruit have the "Include In Monitoring" checkbox in the Applicant record unchecked.

6. User Group - Error: Too many arguments

There is now no restriction on the maximum number of departments that can be set up in a User Group.

7. Salary Screen – Print button

The Print button on the Salary screen is now in working.

8. Amended Labour Turnover Report

An employee only appears once in this report. All calculations, codes and dates displayed refer to Date Joined Organisation and Date Left Organisation.

Any contract information displayed on this report is taken from the employee's main contract.

For example:

The Labour Turnover Report is run for period 01/01/2007 - 01/01/2008;

Jane Doe, as a new employee, takes on a Receptionist job on 01/05/2006.

She subsequently takes on an additional contract as a Leisure Attendant job on 15/05/07;

She then leaves her position as Leisure Attendant on 30/11/2008.

She will not be included in the Labour Turnover Report either as a new start or a leaver because her Date Joined Organisation is 01/05/2006 and her Date Left Organisation field remains empty.

9. Print Interview / Test Schedule – printer settings modified

A user now has the facility to select which printer the schedule is directed to.

10. Print Applicant List for Job Report – Foreign Characters

When this report is displayed on screen, the user can now display foreign characters correctly by right clicking on the screen and highlighting "Encoding" and then clicking e.g. Western European (Windows). The Applicant's name will then be displayed correctly.

11. Amended Annual Monitoring Return – Casuals Leavers

When printing the AMR, if the "Include Casuals" is unchecked; casual leavers will be excluded from Tables D19 and D20.

12. Employees who have not been Trained Report

This report now prints on more than one page. In addition, sort/filter options are available; a validation spreadsheet is created and the report is available in Internet Explorer view.

13. Client Support Link on PAMS menu

The link now redirects all users through to the Hallmark website.

DELETIONS

1. Under System, the "Select a different company" feature – removed due to security reasons
2. Under System, the "Login" feature – removed due to security reasons
3. Under Standard Reports, Absence Analysis Report – now removed from Reports List; see below under Enhancements Step 7 Amendments to Standard/Monitoring Reports, [Standard Reports](#)