CleanLink Site Manager Changes for v7.00

New Features:

Our ref: SMG-422

- **Reports:** A new 'Reports' Tab has been added to the Site Manager main screen. This provides a 'one stop shop' for accessing all of the reports that are available throughout the entire system. It presents the user with a single consolidated view from where they can select and run any available report without first having to navigate through other screens or having to 'remember where it is'.
- A separate document detailing its many features is available via the on-screen Help button or directly from the Cleanlink\Crib Sheets folder.

Our ref: SMG-444

- **Bradford Factor Analysis Report:** This is a new report that enables Bradford Factor performance scores to be analysed over time. In particular, this facilitates much better management visibility and understanding of which employees' absenteeism scores are worsening over time (perhaps since a previous review), enabling you to focus attention on those people who may warrant further intervention or scrutiny.

Our ref: SMG-325 & SMG-379

- **HMRC RTI-EYU submissions:** The ability to send Earlier Year's Updates via the Real Time Interface to HMRC has been added for reporting amendments to Tax Years from 2018-2019. NOTE these transmissions are sent to HMRC as an FPS submission and will be recorded in our transmission history as type EYU.

- Changes to earlier years' figures is via the P60 Alteration menu option on the pay year end menu. NOTE - If the Create P60 History file is run *after* an EYU, then this information will be lost, and the data reset based on the existing staff history of pay.

Our ref: SMG-380

- **Site Budgets:** When the Pay Cycle budget is set to Contracted Hours, the 'Calculate Site Budgets' has been modified to check the closed dates as set on a Site.

Our ref: SMG-397

- **Site Contracted Hours Export:** The Clients> Maintain Sites> Contracted Hours> Export program has been amended to also output the 'Comments' field.

Our ref: SMG-144

Site Pay History Report. Hourly rates 1, 2 & 3 have been added to the printed and CSV versions of this report.

Our ref: SMG-391

Time & Attendance Transactions screen. The ability to Export the T&A transaction data as a CSV, HTML, XML, or TXT file has been added to this screen.

Our ref: SMG-393

- **Maintain Sites – Browser Format, Export:** The Managing Agent and other additional fields have been added to the Export.

Our ref: SMG-394

- **Holiday Report, Summary, CSV:** This report has been modified to include both the money accrued (accrued plus B/F) and the money paid values.

Our ref: SMG-312

- **Timesheets imported from Worksheets:** Users now have the option of importing timesheets captured as part of the worksheet into the current open Pay Cycle, rather than them having to be manually entered.

Our ref: SMG-395

- **Stock import from supplier:** When importing, the user can now specify the incoming format of Client/Site Code, Staff check number or House Ref.

Our ref: SMG-420

- **Mobile Forms (Staff):** A report has been added to show which mobile forms have been carried out on which employees.

Our ref: SMG-415

- **BACS extracts:** A new BACS extract format has been added for Clydesdale Bank, in accordance with their electronic funds transfer ('EFT') format.

Our ref: SMG-463

- **Paysheets:** The 'Regular Pay Sheets' menu button has been renamed to 'Regular Timesheets'.

Our ref: SMG-426

- **Mobile forms, Holiday Request:** Previously, the Holiday Request Form sent to the mobile app required the user to manually input the Client and Site reference fields (Header format). This has been replaced with a single 'Site Reference' (Selection format), enabling the user to choose the Client/Site from a drop-down Site picklist on the mobile apps.

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Fixes:

Our ref: SMG-135

- **Payslips:** Previously, when printing Payslips within an open cycle, the 'Taxable Gross Year To Date' field included the amount from a previous job. This has been fixed.

Our ref: SMG-419

- **Paysheets Report:** Previously, the Paysheets Report (within pay cycle) was not able to fit the last day of the month onto its print/pdf versions. This has been fixed.

Our ref: SMG-407

- **Payslips**: Previously, the Type 'One Page Plain Paper' payslips were truncating the employer's message to the employee, if the message contained a lot of characters. This has been fixed.

Our ref: SMG-168

- **Pensions Report/Export:** Previously, where an employee has pay calculated at least once in a cycle with a pension contribution, but then has their pay removed/deleted - they were still appearing on the pension's report / export with their originally calculated pension values. This has been fixed.

Our ref: SMG-384

- **Pay Cycle Reset:** Previously, when a cycle was reset, the holidays were cleared out for all cycles - not just the one being reset - and for the same time period as the cycle being reset too. This has been fixed.

Our ref: SMG-387

- **SSP:** Previously, in some circumstances the 8-week average calculation could refer to the wrong time period. This has been fixed.

Our ref: SMG-388

- **Holiday Accrual Report:** Previously, leavers were being still included on this report with their original accumulated figures even after the Clear Staff Holidays program had been ran. This has been fixed.

Our ref: SMG-396

- **Actual Site Margin Report:** Previously, this report was incorrectly totaling for some sites specifically in relation to credit notes. This has been fixed.

Our ref: SMG-399

- **Attachments Report:** Previously, Post Graduate Loans were appearing on the attachments report rather than the Student Loan report. This has been fixed.

Our ref: SMG-403

- **Importing audits with photos:** When audits were imported from mobiles where one or more photos were missing, the message that was displayed to advise of this implied that those photos that were present would not be imported. The messaging has been made clearer.

Our ref: SMG-336

Invoice History, CSV Report. Previously, this report was truncating the first digit of the cost values where that amount exceeded £999. This has been fixed.

Our ref: SMG-366

Staff, Regular Pay. Previously, When the regular pay was amended either through Staff > Jobs or Site > Pay Regular and changes were made to multiple Staff on the same Site or Sites for the same Staff - only the last Staff / Site was changed and updated to the open Cycle. This has been fixed.

Our ref: SMG-259

Pension Schemes. Previously, when creating a new pension scheme, a situation could occur where a blank scheme was created, but for which it was impossible to then enter the details for. This has been fixed.

Our ref: SMG-408

Timesheet Exports. Previously this extract was outputting Sites, whose start date was in a future period. This has been fixed.

Our ref: SMG-382

Client exports to the Portal. Previously, where a Client Reference included the ampersand ('&') character this was not being output correctly to the subsequent filename for exports to the portal, which in turn led to audits etc., not being uploaded correctly. This has been fixed.

Our ref: SMG-416

Mobile Imports - Stores. Previously, the Import Stores this screen would ask - 'Do you want to print stores orders', and would provide 'Yes, No and Cancel' options. Pressing Cancel

would cancel the print, but the import would still go ahead, which was potentially misleading. In future, pressing 'Cancel' also cancels the import too.

Our ref: SMG-418

- **Mobile Imports:** Previously, this program could run extremely slowly as it carried out checks to determine if a given file had previously been imported or not. This process has been speeded up substantially.

Our ref: SMG-434

- **Staff, Sort Code & Account number fields:** Previously, it was possible to enter letters into these fields, which would be invalid. This has been fixed.

Our ref: SMG-436

- **Invoice Cycle, All Sites Summary & One-Off Invoices:** Previously, the 'Modify' / 'Query' button was not 'toggling' between these modes correctly. This has been fixed.

Our ref: SMG-437

- **Invoice Cycle, All Sites Summary – Adding a new site.** Previously, when clicking to 'Add' a new Site, and having selected a Site via the pick list, no new site was entered into the All Sites Summary window after pressing 'Select' or 'Ok and Exit'. This has been fixed.

Our ref: SMG-438

- **Invoice Cycle, Invoices by Site:** Previously, the Invoices by Site allowed a Site to be picked, but then failed to show the invoices for that Site. This has been fixed.

Our ref: SMG-440

- **Picklists not working:**
    - Pay Cycle > H. Reports > F. Payslips > Select by Staff
    - Worksheet Cycle > A. All Ste Summary > Amend Contractor /Employee

- Previously, the pick-lists available via these locations were not working. They have been fixed.

Our ref: SMG-445

- **Portal – Audit exports:** Previously, if the Site Email address was very long, the export of Audit details to the Portal would fail. This has been fixed.

Our ref: SMG-460

- **Attachments:** Previously, and only in some specific circumstances - it was possible for an attachment to be calculated inversely. This has been fixed.

Our ref: SMG-469

- **Timesheets import:** Previously, for the spreadsheet Timesheet import – Staff numbers that did not match the default 5 numeric character format were not recognised and so not imported. This has been fixed.

Our ref: SMG-431

- **EziTracker Transactions:** Previously, when viewing transactions by Site or Staff the screen was not displaying split shift information correctly when drilling down to either the Site or Staff. This has been fixed.

Our ref: SMG-432

- **Gender Pay Gap report:** Previously, this report could include past Cycles' data that were out of the report's scope – for example where a past Cycle had fell out of use and was subsequently reused later. This has been fixed.

Our ref: SMG-484

- **Calculating pay:** Previously, during a payroll calculation, some of the progress bars did not close off their screens at the end of the calculation, causing confusion as to whether it was finished or not. This has been fixed.

- Also, when pressing a Calculate button - there could be some delay before the first progress bar showed on screen - making it easy to wonder if the button had actually been pressed or not - and if it were pressed again, this would kill the first calc that had indeed started and start it all over again, This has been prevented by immediately showing 'Processing, please wait…' in place of the calculate buttons.

- Also, the 'Reset Calculation' and 'Cancel & Exit' buttons have been disabled once a calculation has started.

Our ref: SMG-485

- **Calculating pay:** Previously, during a payroll calculation, a 'Remove Staff Last Time' question box could pop up asking 'Do you want to update staff records and remove regular pay for zero paid staff' – this text should have continued to say 'marked as left?' – but these last few words were not visible. This has been fixed.

- Also, this 'Yes' or 'No' type of question being asked was not made clear by the buttons - which gave options of 'Yes, Proceed' or 'OK, Exit', so the 'OK, Exit' has been changed to 'No, Proceed', indicating 'No' to the question and for the calculation to continue.

Our ref: SMG-338

- **Staff, Attachments:** Previously, when setting up an earnings deduction on the Attachments tab in the Staff record, if you entered a figure into the 'Cycle Deduction' field, once moving off the field, the figure would disappear, and was only visible whilst parked on the field. This has been fixed.

Our ref: SMG-503

Pay Cycles, Staff at Site: Previously, when amending Staff at Site Hours in an open cycle via Pay> Pay Cycles> Site Summary> Staff at Site and then using the 'Jump to Staff' right click menu option to adjust the Hours at Site via Jobs before exiting back to the Site Summary, the calculated totals were incorrect. This has been fixed.

CleanLink Site Manager Changes for V6.13

Important – Payroll Operators: 2019/20 Statutory Release.

This release provides the necessary End of Year Cleardown functionality for the 2018/19 tax year and implements the legislative changes needed for continuing payroll operations into the 2019/20 tax year. It provides updated parameters, thresholds etc., for PAYE/NI/Pensions/NMW & NLW.

For detailed guidance on the End of Year Cleardown process, please see our videos:

End of Year Cleardown video

NMW/NLW uplift explanatory video

There is also an accompanying document detailing the processes: see… \Cleanlink\Crib Sheets\Cleanlink Payroll End of Year 2018-19.pdf

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New Features:

Our ref: SMG-312

- **Imported Timesheets:** When importing worksheets into Site Manager, the user is now given the choice of importing timesheets captured as part of the worksheet into the **current** pay cycle, rather than it having to be manually entered.

Our ref: SMG-332

- **Site Variance Report:** The CSV version of this report has had the totals added to it.

Our ref: SMG-345

- **Staff screen:** 'Standard' has been added to the list of options in the **DBS** drop-down.

Our ref: SMG-326

- **Payrolling of expenses & benefits via RTI:** From the 2019/20 tax year the following fuel type data values will be available:

- F. Diesel Euro 6d (Diesel cars meeting Euro standard 6d)
- D. Non Euro 6d Diesels (All other diesel cars)
- A. Non Diesel (All other cars)
- **IMPORTANT NOTE:** Please carefully check your use of these options and **manually amend** cars to the 'F. Diesel Euro 6d' if they meet the requirements.

Our ref: SMG-199

- **Welsh rate of income tax:** The ability to specify a Welsh tax regime has been added to the Staff screen to indicate that Welsh rates of income tax apply.

Note - HMRC provide no ability for an individual to self-declare their residency status via the starter checklist. In theory, people should be taxed under a particular regime based on being most resident in a particular jurisdiction with those rates applying for the entire year, even if they move. Site Manager will continue to operate within HMRC's Data Provisioning Service (DPS) to receive updates to tax codes as usual and Site Manager will apply the appropriate Tax regime as dictated by the P6 / P9 tax code updates.

Our ref: SMG-217

Post Graduate Student Loans: The ability to specify & calculate post graduate loans has been introduced.

Our ref: SMG-313

- **Staff Screen, Bank details.** Entering the Bank Name, Sort Code & Account Number has been made compulsory where the payment method is set to BAC's

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Fixes:

Our ref: SMG-355

- **Calculating pay over >1 NI period:** Previously, Site Manager would also multiply contributions to Percentage of Gross pension schemes by the increased number of NI periods too. This has been fixed.

Our ref: SMG-360

- **Calculating pay over >1 NI period:** Previously, if Site Manager had been instructed to calculate NI over more than 1 period, this setting was retained for subsequent periods until manually removed. This has been fixed.

Our ref: SMG-160

- **End of Year Cleardown (Pensions):** Previously, the YTD values of pensions was not being cleared down. This has been fixed.

Our ref: SMG-358

- **NOW Pensions extracts:** Changes in the output of fields: Pay Period, ER Code, & Assessment have been made to reduce the likelihood of a file being rejected. Please note that instances of file rejection should be reported to us as and when they occur, as they may be an indication of a payroll issue that requires intervention.

Our ref: SMG-352

- **Changes to Regular Pay when Absence present:** Previously, when changes were made to Regular Pay and the effective date was set for an 'In Progress' cycle - the hours were added to days that had already been marked with absence or holiday, meaning employees were paid hours in addition to absence. In future, when such absence is found, a new warning message will be issued: 'Absence Found in Current Pay - Please check Hours/Rates for this absence'.

Our ref: SMG-6

- **SMP Calculation:** Previously, the calculation of average weekly earnings was in error in the presence of SSP. This has been fixed.

CleanLink Site Manager Changes for V6.12.2

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Fixes:

Our ref: SMG-353

- **Main Calculation:** Previously, an issue causing incorrect calculations could occur if workers with more than 1 pay record in a given pay period also had benefit in kind arrangements or certain types of pension, e.g. percentage of gross schemes. An example would be where (say) a worker in a percentage of gross pension scheme was paid both sick pay and regular pay. In this case, the pension would be calculated twice – once on the regular pay without sick pay and once again for the combined total of both regular pay and sick pay, leading to the worker/employer paying too much.

  The imbalances would be flagged up on the PAYE Period report.

  This issue has been fixed.

CleanLink Site Manager Changes for V6.12.1

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Fixes:

Our ref: SMG-347

- **Backups:** Files were not being backed up due to an incorrect error that reported them as being locked by another user. This has been fixed.

Our ref: SMG-348

- **Emails & emailed attachments:**
  - In some circumstances, the 'body' text of emails could be truncated to a single character.
  - In some circumstances, attachments, such as invoices, were not being sent.

CleanLink Site Manager Changes for V6.12

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New Features:

Our ref: SMG-309

- **Creating new staff and/or amending regular pay**; Such changes can now be copied across to 'In Progress' pay cycles!
  When creating new staff with regular pay or amending regular pay for existing staff, the user is now given the choice of being able to copy the changes across to an 'In Progress' pay cycle. A pop-up window will allow the user to enter the 'Effective Date' of the changes being made.

See:

New Staff:

Staff > Staff Maintain > Add > enter details > Save.
Jobs > Add Employee to a Site > enter details > OK & Exit > Ok & Exit to Holiday pop up window > press 'Yes, Proceed' to then see the message about open payroll cycles.

Existing Staff:

Jobs> Amend hours on an already allocated Site> OK & Exit> Ok & Exit to Holiday pop up window> press 'Yes, Proceed' to message about open payroll cycles.

Click here for further online help

Our ref: SMG-115

- **QC Events: Automatic notifications of Mobile Audits & Forms;** A new facility has been added to enable the automatic sending of email(s) when specified events (imported from mobiles) occur. For example, both a Client and Site Contact could be automatically emailed when a 'Green' level Site Audit has been completed or an Area Manager could be emailed when an Audit is 'Red'. The receipt of a particular Form can also be used to trigger specific email(s) to be sent somewhere.

  See **Clients > Sites > QC tab: A new button, 'Mobile Notifications'.**

Our ref: SMG-245

- **Managing Agents:** A new facility to attach a Managing Agent to a particular Site has been added.

See:

1) **Setups > AD. Managing Agents > Add**
2) **Site Tab > Maintain Sites > Address Tab > Managing Agents > F5 > Select from Pick List**

Our ref: SMG-246

- **Copy Sites: Maintain Sites > Add.** Additional options have been made available when copying a site, to optionally include:

1) **QC Areas (Audits)**
2) **Contacts**
3) **Contracted Hours**

Our ref: SMG-247

- **Site Contacts:** The option to copy the contacts from another Site has been added,

See: **Clients > Maintain Sites > Contacts > Copy Contacts > F5 to select > Proceed**

Our ref: SMG-248

- **Invoicing, Expiring PO's.** A new report has been created to allow the selection of expiring PO's by date range.

See: **Invoicing > D. Additional Reports > PO Expiry Dates Report**

Our ref: SMG-249

- **Invoicing, One-Off invoices.** A new option, Export to CSV has been added.

See: **Invoicing Tab > One Off Invoices/Credits > Export to CSV**

Our ref: SMG-333

- **Payroll, Holiday taken report**. The CSV option of this report has been amended to include the amount paid.

See: **Pay> G. Payroll Reports> N. Staff Holidays Taken Report> select 'Summary'> select csv option**

Our ref: SMG-235

- **Mobiles, Commands.** A new 'Discard All System Commands' button has been added to the View Received Data area in Mobile tab to enable users to quickly delete system command notifications. This allows them to see Audits/New Staff/Stores Orders etc., more easily.

Our ref: SMG-159

- **Reports, Absence log (csv).** This report has been improved to include a column for each absence type rather than a single 'Others' column.

  See: Staff tab>A. Staff Maintain > Holidays Tab > Taken Report > Absence Log selection.

Our ref: SMG-237

- **Machinery > Serial No's., Notes.**
  A new flag has been added to **Setups & Defaults > Defaults > Misc** tab to control the order in which Machinery notes should show, earliest or latest first.

Our ref: SMG-238

- **DPS Report in Pay > In Year Movements > J. DPS Report.** A CSV output option has been added to this report.

Our ref: SMG-109

- **Payslips, Unpaid absence code.** If an unpaid absence is entered through the Staff > Maintain > Holidays route, the absence code for the unpaid absence will now be displayed on the Payslip. Please note that this only applies to absences entered as above and not to those entered through the hours screen in the Pay Cycle.

Fixes:

Our ref: SMG-310

- **Staff, New Starters, P46.** Previously, users would get an 'Invalid tax code error' message whilst entering a New Starter to Site Manager and after selecting P46 declaration and with the BR code being applied to the record automatically. This has been fixed.

Our ref: SMG-330

- **Staff, Adding new staff.** Previously, when adding a new starter, an error message, *'The last pay date being calculated is more than 2 months in the past'* would sometimes appear, even though the pay cycle was already up to date. This has been fixed.

Our ref: SMG-149

- **Invoicing; Setups > AA. Advanced > E. Price Increases.** Previously, when selecting individual items from a price increases table, the last one selected would not be processed unless the user moves off that record to first save that selection. This has been fixed.

Our ref: SMG-234

- **Invoicing; K. Reports > A. Unpaid Invoices & Credits not taken.** Previously, with a client selected and invoices sorted by Invoice date with all unallocated records to be printed - not just those for the selected client were being printed. This has been fixed.

Our ref: SMG-335

- **Pensions; RTI submissions.** Previously, Workplace pension contributions deducted from Net Pay (after Tax & National Insurance contributions are deducted) were reported via RTI as contributions made under Net Pay arrangements (meaning contributions were deducted from Gross pay before Tax & National Insurance deductions). This has been fixed.

Our ref: SMG-256

- **Mobiles, Site Update of Alarm Code.** Previously, an Alarm Code update coming in from the Android mobile app was not being imported into Site Manager. This has been fixed.
  Please note that the 'Send Alarm Code' flag in Maintain Sites > Emergency Tab will need to be checked, in order to import an Alarm Code.

Our ref: SMG-216

Mobiles, Sites. Previously, Sites marked as 'Exclude from Mobile' were still being included in the AllSiteStaff.xml file, resulting in an error in the download and the user being unable to view the staff through the Site record. This has been fixed.

Our ref: SMG-328

- **Stock, Receive Selected Item**. Previously, a 'Warning, Modify operation cancelled due to task Query mode' error would occur during the process of receiving stock. This has been fixed.

CleanLink Site Manager Changes for V6.11.3

Fixes:

Our ref: SMG-252

- **Stock Reports.** Previously, non-chargeable 0 quantity lines were being included on the issues by client report. This has been fixed.

Our ref: SMG-253

- **Paysheets (in cycle).** Previously, the hours total was not correctly including week 4. This has been fixed.

Our ref: SMG-251

- **Mobile forms imports.** Previously, some quality control forms received from mobiles were not viewable in Site Manager. This has been fixed.

CleanLink Site Manager Changes for V6.11.2

Fixes:

Our ref: SMG-233

- **Staff to Portal.** The problem with some new staff not being transferred to the portal has been fixed.

CleanLink Site Manager Changes for V6.11.1

Fixes:

Our ref: SMG-226

- **PDF Payslips.** Previously, when using Staff > Pay History to email payslips, the format of the DoB password was DD/MM/YYYY. This has been changed to be DDMMYYYY - to be consistent with payslips emailed from within a Pay Cycle.

Our ref: SMG-230

- **Mobiles > Received Data.** Previously, when using this option, a message declaring that the file had already been processed and would not be reprocessed could occur on some imports, preventing the import of the file. This has been fixed.

Our ref: SMG-231

- **Jump To Sites (From Right Click Menu).** Previously, when using this option correctly from some places, an incorrect error message could occurring stating that '…No Client Detected'. This has been fixed.

CleanLink Site Manager Changes for V6.11

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New Features:

Our ref: SMG-88

- **Clients, Add.** Previously, when creating a new client, it was not necessary to provide a company name. Now it is.

Our ref: SMG-113

- **Possible Leavers Report.** A new, 'CSV' output option has been added to this report, see:
  - *In Year Movements > P45 Printing > Possible Leavers Report*

Our ref: SMG-125

- **Holiday Report – in cycle.** Two new options have been added to this report:
  - Only Include zero/not paid - this will only include records where the pay value is zero or the 'Not paid' box is unticked
  - CSV format

Our ref: SMG-189

- **Backups.** The backup program has 2 new & related options:
  - Include data common to all companies
  - Backup ONLY the data common to all companies.

  In Site Manager, the root Cleanlink\Data folder is used to store shared data structures that are common to all companies, whilst the sub folders of the Cleanlink\Data folder, such as Cleanlink\Data\Data or Cleanlink\Data\Comp2 (or suchlike) are used to store data that is specific to a particular company only. Previously, whenever a backup was invoked for a company, it would include that specific company's data but not the data structures that were shared amongst all companies. This has been changed by the introduction of a new flag that specifies that this common data should be backed up also.

  For those situations where a number of companies exist, you may wish to keep an additional and separate backup of this common data, so that a restore of one particular company to a previous point in time can be followed by a restore of the common data to the latest point in time so as not to impact on those other companies that are not being restored to an earlier point.

  Important note: Some common data files, whilst shared amongst all companies, nonetheless may also hold data specific to an individual company, meaning that they cannot be restored without affecting other companies. If you need to restore data for one company

whilst leaving all other companies unchanged, you are advised to contact Cleanlink Support who – providing that the appropriate company specific and common backups are available – will be able to assist.

Our ref: SMG-193

- **Staff, DBS recording.** The ability to record whether a DBS check is either Basic or Enhanced has been introduced and will show on the Staff Report as 'B' or 'E' respectively.

Our ref: SMG-194

- **Site Manager colours & fonts.** Following customer feedback, we have revised some of the colours and fonts used in Site Manager, to improve readability of text and the aesthetics of some screens.

Our ref: SMG-201

- **Warnings Screen.** In previous versions of Site Manager, this screen would automatically be displayed upon opening of the application. This was stopped following complaints from users who found it caused an irritating delay when opening Site Manager. Due to popular demand, we have re-introduced the opening of the warnings screen when first opening Site Manager – but have also made it optional, via:

- Setups > B > Formats > bottom right, warnings section - 'Open warnings on startup?

Our ref: SMG-207

- **Machines – PAT due date.** The PAT due date for new machinery items will now default to one year after the date of registration.

Our ref: SMG-211

- **Load bank holidays.** The load bank holidays program has been modified so that if there is an existing absence for that day, then a bank holiday is not created.

Our ref: SMG-219

- **Invoicing – In Cycle Report.** This report has been modified to include the quantities of items.

Our ref: SMG-220

- **Worksheets - Printing.** Time In & Time Out fields have been added to this report.

Fixes:

Our ref: SMG-92

- **Invoice Preview – Address.** Previously, when previewing invoices, those with a manual address still showed the original address rather than the manual address that was entered. This has been fixed.

Our ref: SMG-93

- **Invoice – Budget/Analysis Report.** Previously, when trying to print an image from *'Staff > Starter Info > Questions and Supporting Documents'*, - the print could come out blank as the file was automatically deleted before it had a chance to be printed. This has been fixed.
- Also – previously, a blank (empty) CSV file was created when the CSV option was not selected but Preview was selected. This has also been fixed.

Our ref: SMG-108

- **Warnings – Contract renewal.** Previously, a warning about a contract review would automatically occur when occurring within 3 months of the contract renewal date. A new facility to set your own warning period per Site has been introduced, see:

- Site Info tab, *'Warn n Months Beforehand*'. It will default to 3 months and may be changed to any period between 0 and 12 months.

Our ref: SMG-147

- **Contracted Hours screen.** Previously, when the *'Site > Contracted Hours'* screen was resized, the *'Do not use as budget in pay cycle'* checkbox did not react to the screen resizing. This has been fixed.

Our ref: SMG-151

- **Staff – Printing of images from mobile.** Previously, when trying to print an image from *'Staff > Starter Info > Questions and Supporting Documents'*, - the print could come out blank as the file was automatically deleted before it had a chance to be printed. This has been fixed.

Our ref: SMG-152

- **Pension Maintenance.** Previously, users were able to change the *'Pension Type'* for a pension scheme even though it had already been used with Staff. This should not have been possible as it would cause those Staff with the original Pension Type to be cast adrift, without a 'parent' scheme to refer to. This has been fixed. It will no longer be possible to change a Pension's Type, once it has been used with Staff.

Our ref: SMG-169

- **Invoice export to Sage 200.** Previously, the invoice export could double up the values if the user 'double clicked' the Export button. This has been fixed.

Our ref: SMG-170

- **Forecast Site Margin.** Previously, if contracted hours for a site were amended, the new budget figure was not reflected in the Forecast Site Margins report until the Site > Budget screen had been viewed. This has been fixed.

Our ref: SMG-188

- **Mobiles - GDPR & new Staff.** Previously, when new Staff were imported via mobiles, the default GDPR settings were not being applied automatically. This has been fixed.

Our ref: SMG-189

- **Backups.** Previously, the backup program did not include data items that were shared commonly across all companies. This has been accommodated within the enhancements detailed above.

Our ref: SMG-196

- **Invoicing – posting of cash to sales ledger.** Previously, after viewing a preview, this screen would cause Site Manager to freeze, requiring a Ctrl+Alt+Del to exit. This has been fixed.

Our ref: SMG-203

- **Pensions extract – Now Pensions.** Previously, this extract would suppress the output of people who had never in the past been recorded as an Eligible Jobholder. This is because Now Pensions have previously rejected files containing such people. However, this may make it harder for some companies to recognise anomalous situations where they do have payments that need to be passed onto Now Pensions as recorded in (for example) the PAYE report, but which do not show up in the Now Pensions extract file.

- One such scenario where this can occur is where 'Data Take-On' records have been created in Site Manager for people who have been transferred from another system and who, at the time of transfer, were not known to be Eligible Jobholders. In this situation, contributions may subsequently be correctly taken from the Employee, but they may not be passed onto the pension company in a timely fashion because they have been suppressed from the extract until such time as they (at least on one subsequent occasion) reach Eligible Jobholder status.

- On balance, it has been decided not to suppress such records from the extract file on the basis that a rejected file gives better visibility of such issues, which can then be dealt with manually if necessary.

- In future, the Now Pensions extract will only suppress records for workers whose EEs & ERs contributions are zero or where the EEs or ERs contributions are less than zero (which typically indicates refunded contributions).

Our ref: SMG-204

- **GDPR – Purge Staff Amendments.** Previously, when using the GDPR purge facility, the Staff Amendments files were not also being purged. This has been fixed.

Our ref: SMG-206

- **Payslips – emailing.** Previously, if the Payslip format were set to Security A5, then the payslips emailed from *'Staff > Pay History'* did not have the correct pay date quoted on the pdf. This has been fixed.

Our ref: SMG-208

- **Staff Report.** Previously, the Staff report was not taking correct note of the GDPR flags, causing it to exclude people incorrectly. This has been fixed.

Our ref: SMG-209

- **Contracted Hours.** Previously, when accessing *'Site > Contracted Hours'*, a blank record was being created if no data was entered. This affected the budgets used in the pay cycle. This has been fixed – but please note:
    - This fix stops this happening going forward but it does not retrospectively remove existing blank records. This can be done be selecting the site, site contracted hours and selecting the delete option.

Our ref: SMG-210

- **Cheque report.** Previously, the cheque report was not including deductions for Attachment fees in the net amount figure. This has been fixed.

CleanLink Site Manager Changes for V6.10.2

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Fixes:

- **PDF Payslips.** Previously, the password ‘option’ for PDF payslips was being enforced as mandatory. This has been fixed.

CleanLink Site Manager Changes for V6.10.1

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New Features:

- **PDF Payslips.** The option to set a password on the PDF's when sending payslips from Staff Pay History has been added.
- **Hours Pad by Period Report.** This new report is accessible from both the Staff menu and Pay, Pay Reports menus. It provides the option to select a range of pay periods and gives hourly totals for each, by site.

Fixes:

- **Payslips from Site History** - Previously there was an issue whereby emails were all going to the first email address. This has been fixed.
- **Exclude from Mobile**. Previously, Staff that were marked as Exclude from Mobile were still being displayed in the mobile app. This has been fixed.
- FPS Transmissions - Previously, it was possible for purged staff to be included in FPS transmissions. This has been fixed.
- **Cleanlink Mobile app**. New staff imported via the Cleanlink Moble app will have their GDPR lawful basis of processing flags defaulted as per the prevailing Site Manager defaults.
- **Purged Staff** - Previously, fully purged Staff were still appearing in the Staff pick list screen. This has been fixed.
- **Purged Staff** - Previously, fully purged Staff were still appearing in the Staff Check report. This has been fixed.

CleanLink Site Manager Changes for V6.10

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New Features:

1. **A new 'GDPR' sub-screen on the Staff Maintain > Info screen**. This enables users to manually update new 'Lawfulness of Processing' flags for a staff record and to record and monitor staff rights on their personal data (access, rectify, erase etc)
2. The **Setups > Setups & Defaults > Defaults** screen has been modified to include defaults for the Lawfulness of Processing flags for new staff records.
3. **A new GDPR Compliance Management screen** on the main Staff screen. This will allow users to select and modify multiple staff records by changing the Lawfulness of Processing flags, partially purging the records of personal data, and/or fully purging the records of personal data.

   PLEASE NOTE: We advise you to back up your data before using this functionality, as once staff records have been purged of personal information, the only way to restore this will be from a backup, or by manually re-entering the data.

4. The **Staff Details Report** has been modified to provide all staff information to satisfy a subject access request made under GDPR.
5. The **Maintain Staff Screen** now has an 'Exclude from Portal' checkbox
6. The **Mobile > Send Data to Mobile** export has been modified with optional filters for staff who have requested restriction of processing/erasure of their data under GDPR.
7. The **Mobile > Send Data to Portal** export have been modified with new filters to only include records for staff that the 'Exclude from Portal' checkbox selected, that have not left; that have at least one of the 'Lawfulness of Processing' flags set and that personal data has not been purged.
8. **National Minimum Wage** & **National Living Wage** have been updated with a new flag to both options to allow the selection of 1 pay cycle only.
9. **Pension Extract for CPUK** - A new workplace Pension extract has been added
10. **Company Setup** - The Company setup program has been modified to disable the creation of a new Company or the deletion of an existing company**.**

Fixes:

1. **Sales Posting** - This process previously allowed an Invoice record to be deleted by using [F3]. This has been stopped

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CleanLink Site Manager Changes for V6.09

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New Features:

1. **Gender Pay Gap Reporting -** For those customers that have not already calculated the information required, there is a new report under Pay > G. Payroll Reports > AC: Gender Pay Gap Report. This will take you through a step-by-step process to extract the relevant data and generate the required calculations. Users can use these calculated values, or make their own calculations using the extracted data.

Fixes:

1. **SMP -** The Average Weekly Gross Pay - This is only calculated when the staff has been working for 26 weeks

2. **Staff Maintain -** The problem with viewing the staff starter Questions & Supporting Documents has been resolved

3. **Mobile Forms -** The extra lines being added to the bottom of a site review have been removed - you will need to resend the form to the mobiles for it to take effect.

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CleanLink Site Manager Changes for V6.08.2

Fixes:

1. **Staff Maintain** - Sometimes when adding new staff with P46 information the tax code was being incorrectly set. This has been fixed

2. **E Regular Pay Re-build -** The re-build was not correctly handling the Rolled up Holiday flag when it had been set. This has been fixed.

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CleanLink Site Manager Changes for V6.08

Important – Payroll Operators: 2018/19 Statutory Release.

This release provides the necessary End of Year Cleardown functionality for the 2017/18 tax year and implements the legislative changes needed for continuing payroll operations into the 2018/19 tax year. It provides updated parameters, thresholds etc., for PAYE/NI/Pensions/NMW & NLW.

For detailed guidance on the End of Year Cleardown process, please see our videos:

End of Year Cleardown video

NMW/NLW uplift explanatory video

There is also an accompanying document detailing the processes: see… \Cleanlink\Crib Sheets\CLEndOFYear.pdf

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New Features:

1. **End of Year Clear Down message screen.**

A new message screen has been introduced to remind users to not open cycles in the new tax year without previously having ran the relevant end of year clear down. The first cycle(s) of a new tax year can only be opened after the message has been acknowledged.

2. **Staff Starters & Previous Loan screens.**

These screens have been redesigned to make it easier & faster to find and view staff information.

P45/P46/Student Loan data has been moved to the Previous/Loan screens.

Past Employers / Questions & Supporting Documents / Signature information remains on the Starter Info screen

Previously the Data from Mobiles/Questions/Signatures was only available via a separate button press in Staff > Starters, making this screen laborious and cumbersome to work with. This is now replaced by 3 distinct tabs which will show these data without a separate button press, allowing you to navigate the staff list quickly, whilst viewing the data for each corresponding person.

The data for Live/Left workers has also been separated into different files to keep the live file as small as possible, which together with a new check box that can be used to optionally display the images, means that this screen isn't slowed down unnecessarily by the display of images for people who are not of concern, which will dramatically improve the responsiveness of this screen for customers with lots of documents/images.

3. **Clients > Overview Report.** The option is now available to include inactive Sites in this report.

4. **Pay Cycle > Amendment Log.** The option is now available to export this report to csv.

5. **Query, Information Search.** The option to output to csv has been added to option 1 of this program.

6. **Paper Paysheets.** The option to print an additional number of blank lines per site has been added to the printing paysheets program. If left zero, the current defaults will continue to be used.

7. **Pay Cycle > Hours Screen > Absence Notes.**

The ability to edit notes for absence when entering via the hours screen in the Pay Cycle has been added. The notes entered will be reflected in the Logged Absences screen and the Holiday Log report.

8. **Machinery.** New machinery items now have the cost per week set as the default for that machinery type.

9. **Invoice Export**. A new accounts package type has been added for Quick Books Online ('QB Online'). When set, the invoices/credits are exported in this new format. QBO cannot accept invoices and credits in the same file and so it has been necessary to export these as two separate operations.

10. **FPS Transfers**. Previously, if no response was received from HMRC the transfer suspends and can be picked up later. This has caused confusion with users, sometimes resulting in an FPS not being sent.

Typically a no response occurs for one of 2 reasons:

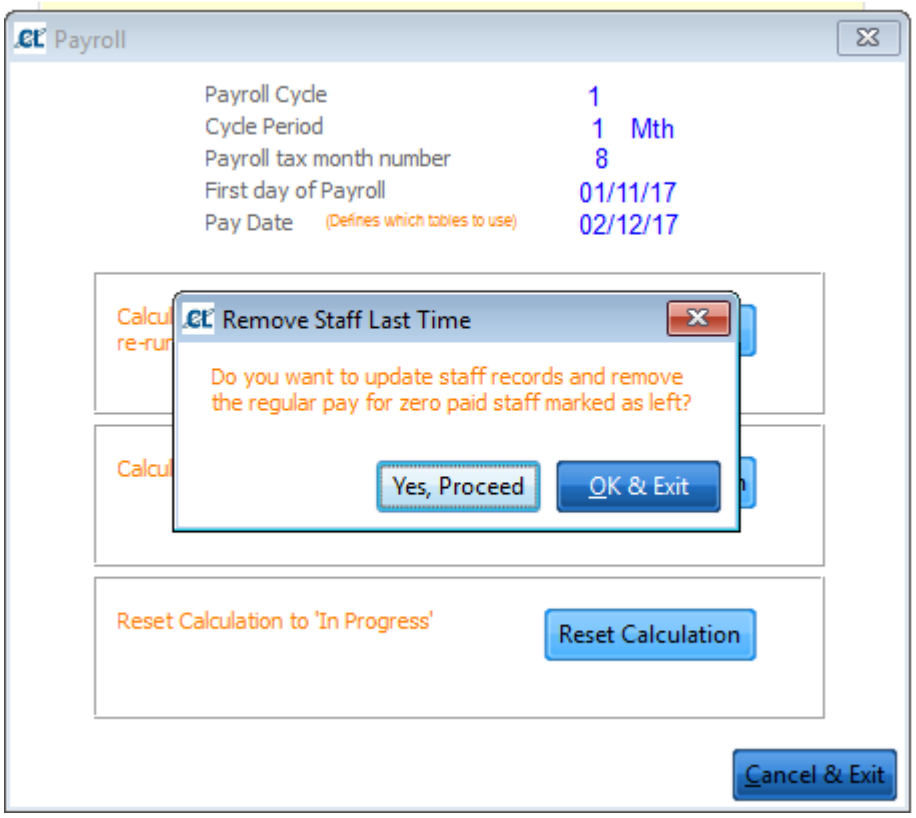
1) The link to HMRC cannot be established
2) HMRC is busy and failed to respond in the time we allow (approx 8 mins)

The program has been changed so that if there is no response the transfer is **cancelled** and an entry in the XML History type 'Send Fail' created. Such failure types will of course not have an XML response file attached. .

11. **Mobiles, Send data to all mobiles**. An extra prompt to continue has been added for confirmation that this process should be run, with a warning message given that it may take some time.

12. **Payroll - Zero Paid Staff - Last Time.** Previously, if staff are marked as leavers in a cycle, but they had zero pay, this was lost at calculation time.

To correct this a further prompt has been added:



If 'Yes, Proceed' is selected, then the staff leaving date is set and their regular pay is removed.

Fixes:

1. **Regular Site Pay.** Previously, staff without the Senior Right were still able to view the Regular pay for senior staff via Site > Reg Pay even though those Senior staff not correctly not visible to them via Staff Maintain. This has been corrected with the removal of the totals on the first screen and the second screen changed to not display column totals if senior staff are found.

2. **Mobile Forms**. Previously, when in the Mobile tab and Forms, amending the 'Order' column in the Clauses had no effect in re-sequencing, either there or when having been sent to the mobiles. This has been fixed.

3. **Partial Calc Screen**. Previously, the incremental search facility did not work in this screen. Incremental search is where typing successive characters locate incrementally towards

records corresponding to the characters typed so far. This has been fixed.

4. **Pay > Staff at Site.** Previously, when clicking the Staff at Site button for a Site without Staff, an endless loop would occur. Attempts to leave the screen would result in a "Staff Member does not exist" error, leaving you no alternative than to kill the runaway task via Task Manager. This has been fixed.

5. **Hours comparison report.** Previously, Sites with hours entered in Cont Hours for the current cycle were not being included in the Hours Comparison Report (weekly Totals). This has been fixed.

6. **Maintain Staff – Browser (spreadsheet) Format.** Previously some of the columns had incorrect headers & descriptions. This has been fixed.

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CleanLink Site Manager Changes for V6.07

Important - Changes to the Government Gateway:

secure.gateway.gov.uk

The Government Gateway developed in 2002 is nearing end of life and will be decommissioned on 14th February 2018. It will not be able to accept submissions (e.g. RTI FPS) from this date.

They have developed a new version for Document submission via a new transaction engine, available at a new URL:

https://transaction-engine.tax.service.gov.uk

Cleanlink Site Manager v6.07 implements this URL change.

Please note: If you have implemented any specific Firewall restrictions governing your external communications, please ensure that you revisit them and make the necessary amendments to accommodate this new URL endpoint.

Fixes:

1. Pay cycle > Adding Cover staff, Pay Rate not picked up. Previously, when adding cover staff to a site in the pay cycle (Staff with no regular pay for that site) you could add hours but it did not pick up a default pay rate from Staff/Site/Company. To be able to pay the employee you had to manually enter the pay rate. This has been fixed.

2. Pay > Pay Cycle > D. Timesheet Import (Spreadsheet Format). Previously, Holiday Pay was occasionally being incorrectly shown as a non-contracted day. This has been fixed.

3. MITC interface - Changes have been made to correctly interpret Staff Check Codes and the Date Format

4. Setups > K. Payroll Cycles, Pay Items.

Previously, when Pay Item 'REG1' did not exist, it would be automatically created. However, the Site column was not also being set and it not maintainable by users. This has been fixed.

5.Sage Micropay. A new Gross export format has been created.

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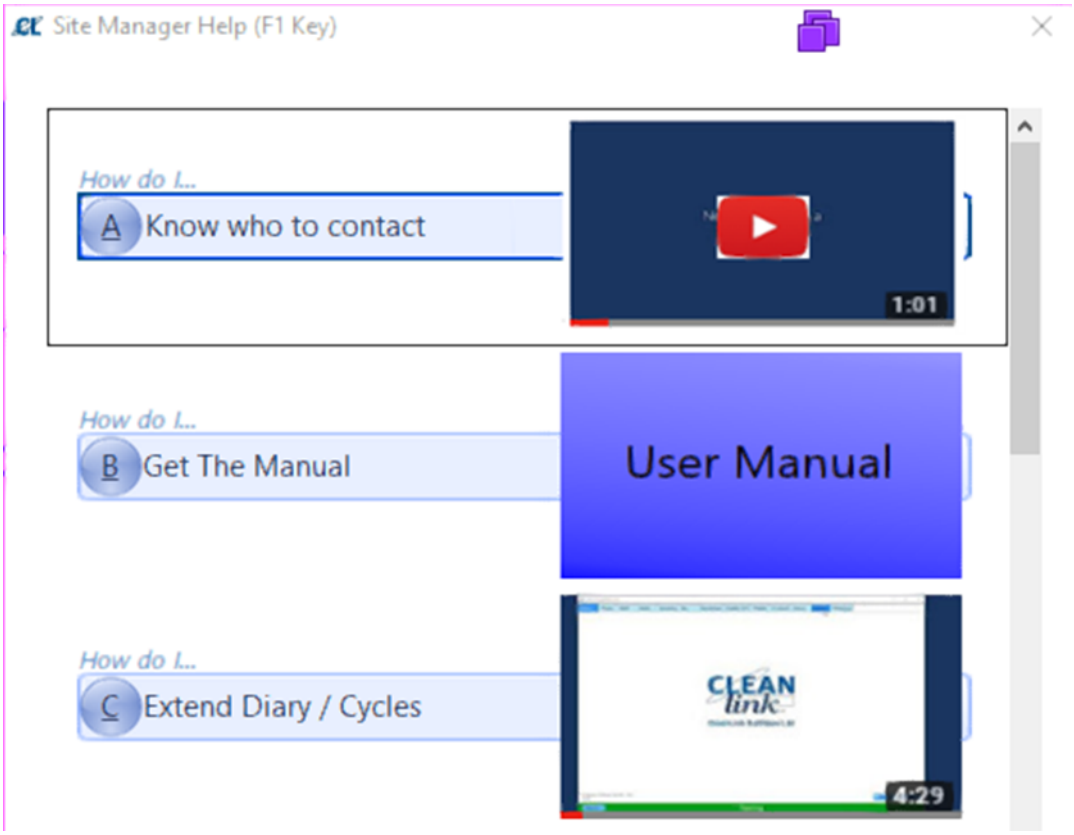
CleanLink Site Manager Changes for V6.06

New Features

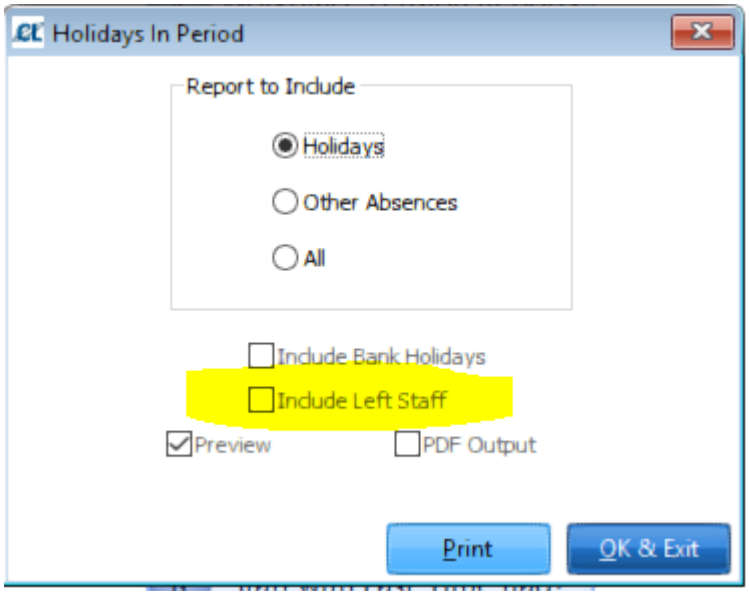
1. **How To Videos –** A range of videos has been introduced to provide instructional 'walk throughs' of how to perform particular tasks within Cleanlink. They are available from anywhere via the **F1** key or from the main screen via the '**How do I…**' button. They will open in your own web browser, so you can have them play whilst you follow the steps within Cleanlink. Don't forget to have your sound turned on!



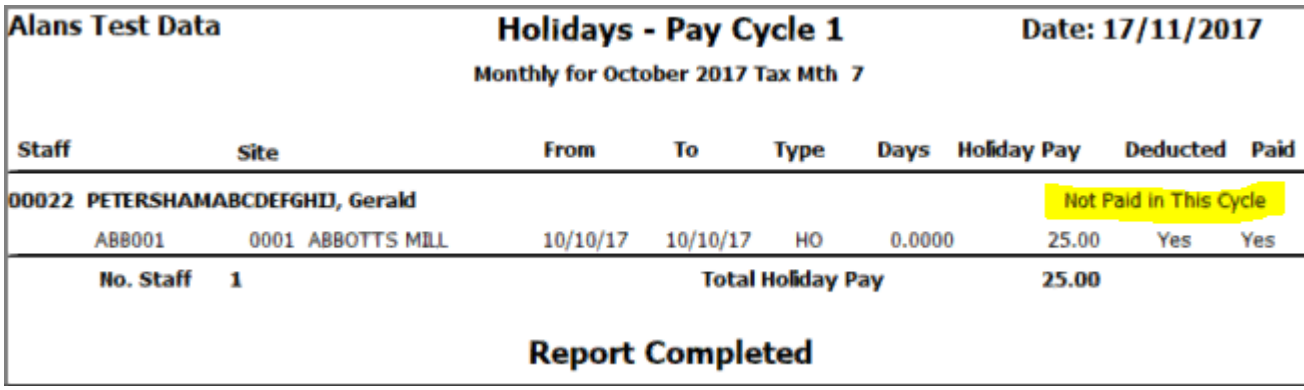
More 'How to' videos will be added in future releases.

2. **Adding machinery to a Site via a Mobile** - The mobile app includes the option to add machinery to a Site and this data can now be imported into Site Manager. Please see Cleanlink\Crib Sheets\Adding machinery to a Site from a mobile.pdf for more information.

3. **Holiday reporting**: ***Pay Cycle > Reports > X. Hols / Absence in Period*** – Previously, this report would automatically pick up past leavers. It has now been changed to only do this if the option to '**Include Left Staff'** has been checked. They will also be identified on the report.



Also, when the **'Include Left Staff'** option is checked, a message has been added to the report where Staff have Holiday but they are not being paid in the current cycle:



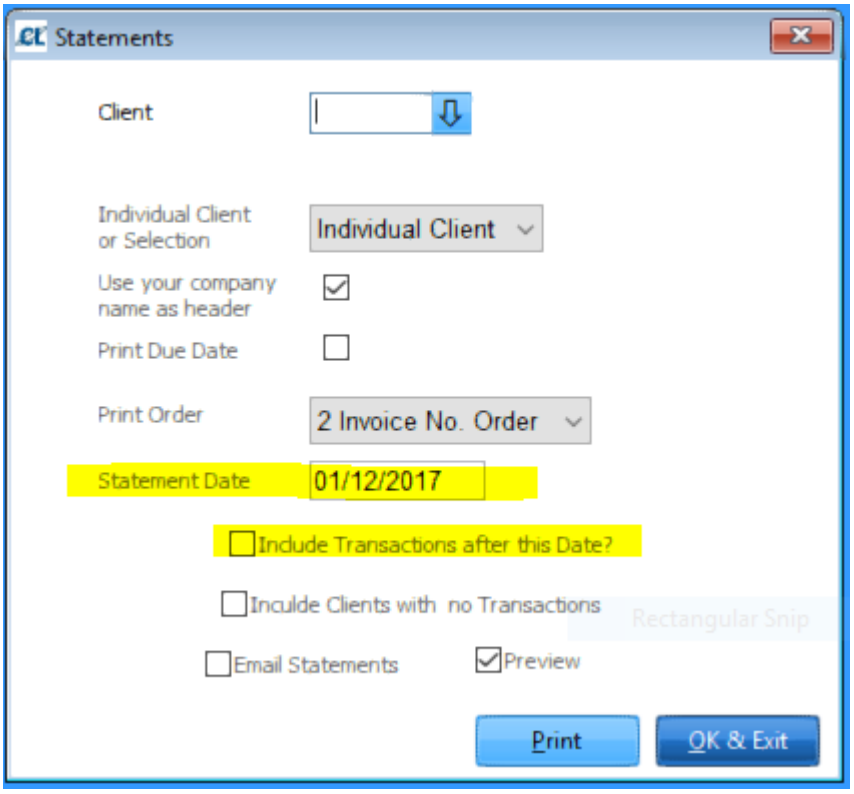
Alans Test Data — **Holidays - Pay Cycle 1** — **Date: 17/11/2017**

Monthly for October 2017 Tax Mth 7

Staff	Site	From	To	Type	Days	Holiday Pay	Deducted	Paid
00022 PETERSHAMABCDEFGHIJ, Gerald						Not Paid in This Cycle		
ABB001	0001 ABBOTTS MILL	10/10/17	10/10/17	HO	0.0000	25.00	Yes	Yes
No. Staff 1				**Total Holiday Pay**		**25.00**		

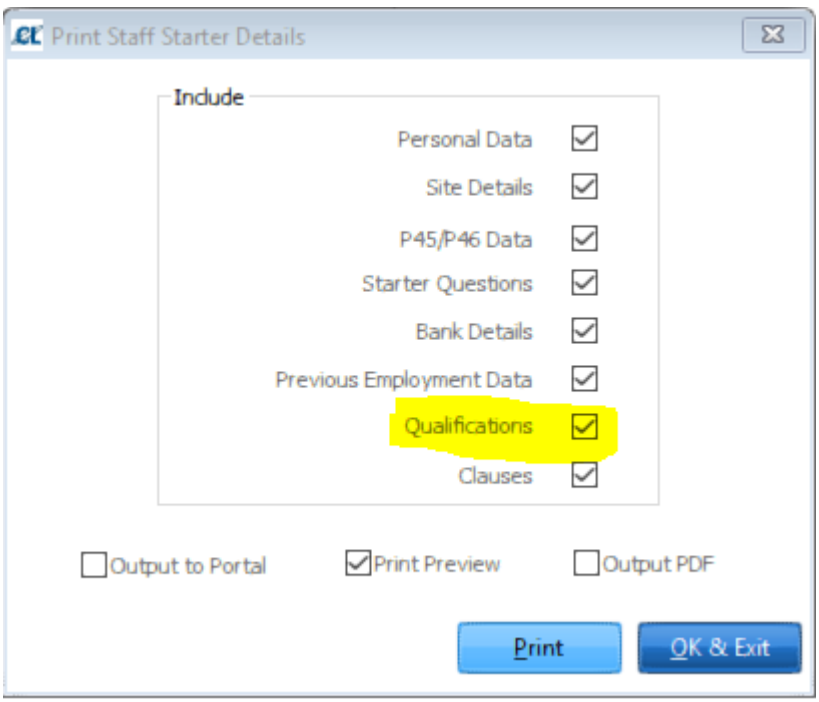
Report Completed

4. **Invoicing *> L. Statements*** – To better satisfy the needs of Clients that require a Statement denoting a balance due as at a particular date, a new field 'Statement Date' together with a checkbox 'Include Transactions after this Date?' has been added:

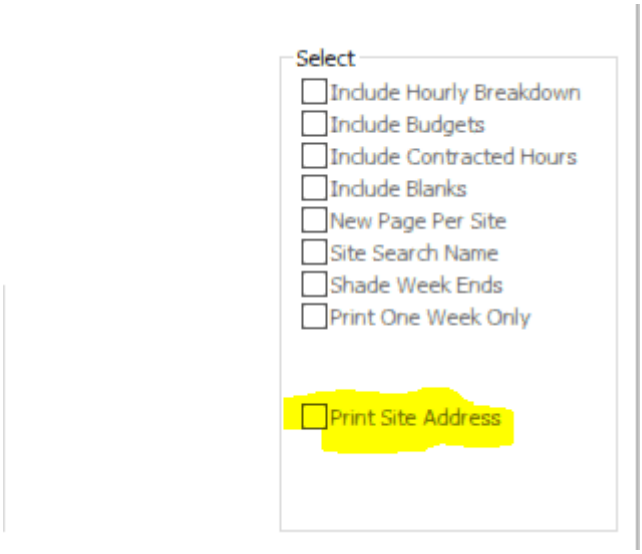


5. **Emergency Contacts –** Have been added to Staff Maintenance, Staff Report and New Staff from Mobiles, to enhance what was previously only 'next of kin' recording.

6. **Staff Starter Details print** – A new tick box option has been added to include the Qualifications on the staff starter details print.

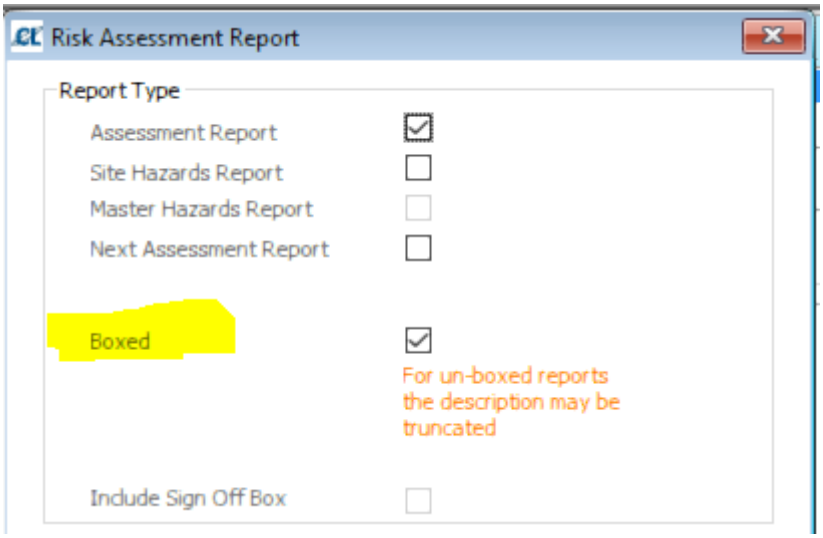


7. **Regular Timesheets: Pay > B. Regular Pay Sheets** - An option to print the Site Address has been added to the printed regular Site timesheets. If selected, the Site Address prints 1 line below the Site name.



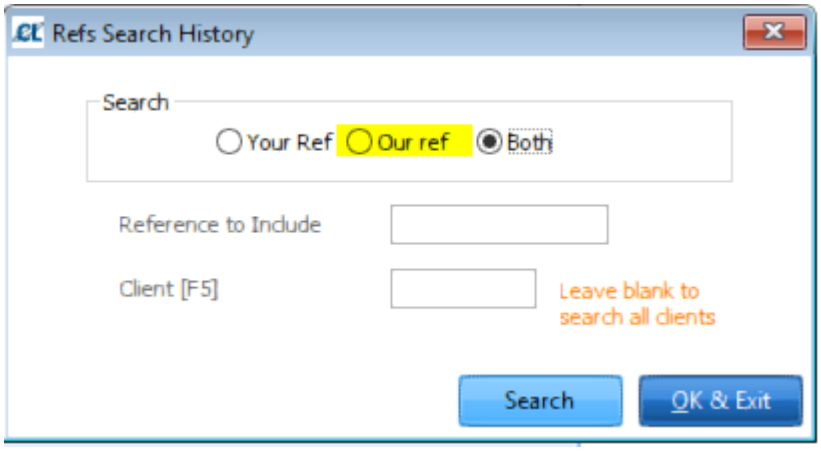
8. **Clients > I. Management Reports > C. Starts & Stops** - A new option has been added to allow the inclusion or exclusion of 1 off Sites.

9. **Risk Assessments: Maintain Site > RA > Report > Boxed (tick box)** – An extra option 'Boxed' has been added to the report selection. If ticked the report as current is produced. If not ticked, then a single line per assessment is produced.

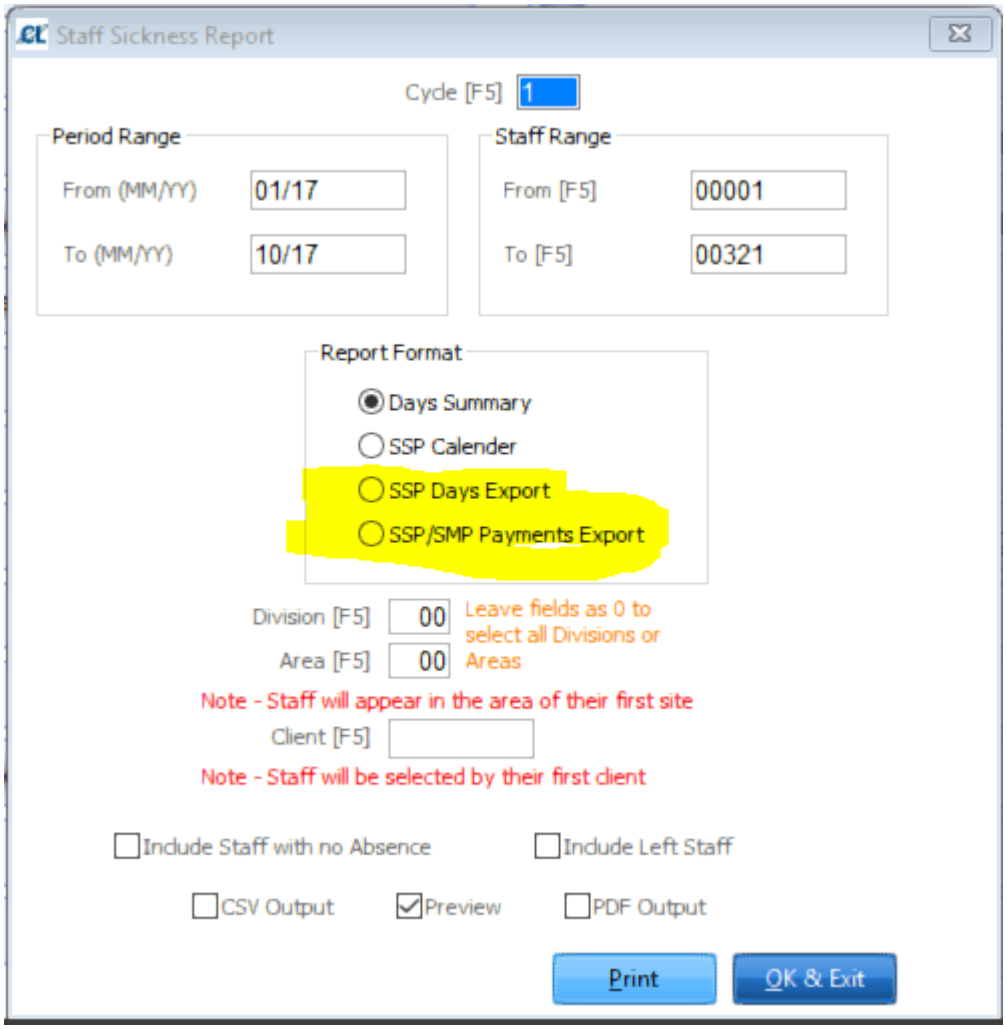


10. **Site notes sent to Mobiles: Client > Maintain Site > Notes - Site Notes field –** This has been extended to allow notes of up to 2000 characters to be sent, where the Type is set to 'M'.

11. **Query > I. Invoices by Reference** – This has been enhanced to allow searching by 'Our ref':



12. **Staff > H. Payroll Report > H. Staff Absence Report –** Two new selections have been added to the Staff Absence report: SSP Days Export and SSP/SMP payments Export:



Fixes

1. **FPS CSV extract** – Previously this report did not state where it had exported its extract file to. This has been fixed.

2. **Site Notes: Maintain Site > Notes / Maintain Clients > Client Notes** – Previously, the Sites Note log was printing the Site Address even if selected from the Client tab. This has been changed to print the Client address if selected from the Client.

3. **QC Report Visits with Full Case History & PDF Output ticked** – Previously this would cause Cleanlink Site Manager to crash with a mgaxparuntime error. This has been fixed.

4. **Anomalies report** –Previously, when this report was ran from a Closed cycle it would give inaccurate figures for Holiday days taken over accrual days. To prevent this, the holiday checks have been removed from this report if it is being ran on a closed cycle. Please note that this report is designed to detail anomalies in the **currently open cycle** to enable

detection & correction of anomalies **before** a person is paid, Nonetheless, its use is not restricted solely to open cycles because we know that some customers still find it useful.

5. **Pensions – Nest & TPP contribution schedule extracts –** Previously, these exported files did not contain a leaving date when a leaver was marked as such in the current pay cycle via the 'Last Time' flag, either pre, or post closing of that pay cycle. This has been fixed.

6. **Pensions – Percentage of Gross type** – Previously, the YTD and all time cumulative contribution figures for staff with Percentage of Gross pension types were not being updated. A rebuild of Pensions YTDs corrected it, but this was needed each time. This has been fixed.

7. **Regular Worksheets "Select a Template" button** – Previously, when creating/amending a Regular Worksheet the "Select a Template" button had no effect. This has been fixed.

8. **Holidays** – Previously, when booking holidays through Staff > Holidays > Log Holidays it was possible to pay staff twice for the same day(s) if the holiday dates overlapped with other bookings. This has been fixed.

9. **Warnings** – Previously, if the Warnings screen was set to automatically open (via the 'Regular Display of Warning' checkbox) after the 'Display Interval in Minutes' elapsed time had expired, it would open and fill whatever screen/box the user happened to be on at that moment. This could result in the Warning screen not fitting into the space available for it and in such cases, any attempt to scroll through the screen caused it to disappear. This has been fixed.

10. **Stock Order History** – Previously, when emailing a Purchase Order rather than a delivery note, the email header and attachment file name used the Delivery note number rather than the PO number, leading to possible confusion with the supplier. The following changes have been made to ameliorate this:
    a. We have changed all document formats to print the **Issue ref** as our ref. If the document is printed as a Purchase Order, then an extra reference PO Number has been added.
    b. We have changed the header message to denote if it is a delivery note or a purchase order being printed with the relevant reference and Site name
    c. We have changed the filenames of the created PDF's to either be DNxxx or POxxx according to their type and amended the email title accordingly.