



CleanLink Site Manager Changes for V5.04.035

New Features

- 1) Transfers to Portal/Mobiles** – Two new flags have been added to the Site record, Exclude from Mobile and Exclude from Portal. By default sites are included but ticking these flags can force their exclusion.
- 2) Site Termination Reason** – A new field has been added to the site file: Termination reason. This is selected from a drop down list either when the site is made in-active or a termination date entered. The Reason are setup/maintained via Setups, 29.Termination reason. Here it is also possible to set a flag to force entry of a reason when a site is terminated/made in-active.
- 3) Site Start/Stops Report** – This has been modified to optionally include/select a termination reason. Note if this option is selected the margin is not printed on the report.
- 4) Cash Receiving** – A new option has been added to import a CSV of cash receiving's exported from Sage.
- 5) Credit Control Report** – An option to print only the Credit Notes has been added.
- 6) Closed Site report** – A new selection option of Date Range has been added to this report.
- 7) Copy Templates to Sites** – A new import program has been added that allows the creation of audits from templates, the details being taken from a CSV file. The format of this file is shown on the report header but is:
Client Code, Site Number, Location (max 15 characters), Area (max 15 characters) and Template Code (max 5 characters).
- 8) Staff Holidays to PDA** – A new parameter has been added to the mobile parameters to control if holiday entitlements/Taken is sent to mobiles with the staff details.
- 9) Pay Item Code Report (in Cycle)** – This has had the option to range on Division, Area and Client added.
- 10) Timesheets, Spreadsheet format** – A new option to exclude the regular hours as actuals has been added.

- 11) Hours Paid Report** - the option to include over 25's only (in preparation for living wage), has been added.
- 12) Pay Anomalies Report** – An option to include zero hour contracts has been added to the staff not paid report.
- 13) Staff History Hours** – When viewing the staff history hours any absences are displayed as in the current cycle.
- 14) Staff Starter Information Report** – Two further options have been added to this report: Personal Data (NI Code, DOB, Start date) and current Sites (Site Name, Pay cycle, total pay and total hours).
- 15) Pension Exports** – This has been modified to export pension data in a format acceptable by NOW pensions.
- 16) QC Visit Report** – The option to select by Location has been added to this report
- 17) QC Details Report** – The option to export service visits as PDF's has been added.
- 18) Stores Order via mobiles** – It is now possible to amend the delivery date before processing the incoming order.
- 19) Audits on Mobiles** – An extra field 'Signed By' has been added. This gets carried through to the Site record.

Fixes/Adjustments

- 20) Multi-Period P32 Report** – The default date range has been changed to be from the 6th of the current month to the 5th next month to fall in line with HMRC – **Note:** Take care the first time you use this, that you do not miss any cycles or include any twice if you have not been using this date range before.
- 21) Worksheet Cycles (Monthly)** – The process of opening a cycle has been amended to correctly allocate visits to days within the month. For instance if in regular pay a job is set to be done on the first Monday and first Wednesday of the month and the first of the month is Tuesday these jobs will be allocated to Wednesday 2nd and Monday 7th.
- 22) View DPS Replies** – This has been modified to display the staff leaving date if they have left. Note these should be 'removed' once checked.
- 23) Staff report, CSV Export** – Extra data, Hours worked at site (first site alphabetically if staff work at more than 1 site) and TUPE date have been added.
- 24) Staff Check Report** – This has been fixed to ignore leavers and also correctly check age related NI Codes.

25) HMRC (DPS) importing – When opening a pay cycle this process has been modified to process the imports in data order as opposed to type (P6's, P9's, SL1's, SL2's).

CleanLink Site Manager Changes for V5.04.034

New Features

26) Hours Comparison Report – (In Period). A new option 'Include Bank Holiday Hours' has been added. This option is only available when selecting the 'Compare with Contracted Hours' option. When selected - if there are any Bank Holidays in the period, the hours taken and paid (as displayed in the absence log) are added to the actual hours and pay per staff member. This is then included when comparing the actual with the contracted. The report clearly states if Bank Holidays are included in these figures. If the CSV option is selected then the Bank Holiday hours/value is added as a separate field. The actual holiday hours/values are also added to the export (but not included in any totals)

Fixes

- 1) **Pensions** – This release will provide (to the Reports folder), a 'Pension_Leaver Errors.csv' file, detailing those workers who – when calculated with version 5.04.032 - had their Workplace Pensions Employment End Date (B016) set incorrectly, causing their Pension to end. Also, upon the next calculation of these workers, their missing contributions will be collected if possible.
- 2) **PDA Forms** – The problem when adding clauses to the new staff form has been fixed

CleanLink Site Manager Changes for V5.04.033

New Features

- 1) **Closed Site Report** – This report has been modified to allow selection by Division, Area, Client and Site and by Date Range. The option to export to a CSV and PDF have also been added.

Fixes

1) Timesheet Imports – The problem with the standard monthly import of time sheets has been fixed. The problem was that when using an offset month (i.e. 25th to 24th) and the current month had 30 days the last day of the sheet was not being checked for absences.

2) Pensions – The problem whereby workers had their Employment End Date (B016) set, causing their Pension to end has been fixed and these false end dates will be removed upon applying this update.

CleanLink Site Manager Changes for V5.04.032

New Features

- 1) **Holidays** - When entering holidays either in a pay cycle or via the staff screen the program will now calculate the number of days worked, based on their regular pay. For instance if you put in 10 days off which covers a weekend the number of days paid will be set to 8. This can still be manually over-ridden during entry.
- 2) **Export to BACS** - a new format - **Lloyds Online** - has been added. A new version of data file, **BAFORMAT** will be added to the Data\Data folder in Cleanlink. *If you have other companies, you will need to copy this file to each of the others.*
- 3) **Ezi-tracker** 'Get Data'. Following recent server connectivity issues caused by hardware and software changes at Ezitracker, we have re-written our 'Get Data' interface to enable it to:
 - a). be more likely to be able to make a connection
 - b). be able to persist gracefully in the event that an error condition should arise
 - c). provide better feedback to the user of data received

Background: Ezitracker sends data to Cleanlink in 'batches' of up to 50 rows at a time. If data has not been fetched for several days, then the number of batches may be significant. Since they implemented changes in May 2015, we have found that they are not always able to respond to each request from Cleanlink for

subsequent batches. Previously Cleanlink would simply report this as an error and abort further processing. The changes we have made mean that Cleanlink is better able to deal with this situation by automatically retrying and - only in the event of persistent failure - will it inform the user and allow them to decide whether to persist further at that time, or not.

- 4) **Ezitracker** 'Reset for Refetch'. A new facility has been added to enable users to **re-fetch** data that has already been retrieved from Ezi-tracker, without having to contact Ezitracker for a manual reset.

To use this facility, the user simply needs to provide the date, from which they wish to re-fetch their data.

Ezi-Tracker Processing

| | |
|------------------------|---------------------------|
| A. Send Clients | Send Updated Client/Sites |
| B. Send Staff | Send Updated Staff |
| C. Get Data | Get Logged Times |
| D. View Data | View/Amend Logged Times |
| E. Report | Report on Transactions |

The items below should only be used following consultation with Ezi-Tracker

| | |
|---------------------------------|-----------------------------|
| E. Global Sites Transfer | Transfer a Range of Clients |
| G. Global Staff Transfer | Transfer a Range of Staff |

The item below should only be used with significant caution

| | |
|------------------------------|------------------------------------|
| H. Reset for Re-fetch | Reset 'last batch received' number |
|------------------------------|------------------------------------|

Exit

- 5) **Ezitracker** 'Report on Transactions'. A new check box to filter this report to show only those that have errors has been added.

Ezi-Tracker Imported Data Report

Division [F5] Leave as 0 for all
 Area [F5] Divisions/Areas
 Client [F5] Leave blank for all
 Site [F5]

In-Active Sites Action
 Include Exclude

Date range
 From
 To

Format
 All Under Hours Over Hours No regular
 Include Processed Transactions
 Exclude Transactions with oddities
 Include Variance on report
 Errors Only

CSV Output Preview PDF Output

OK Exit

Fixes

1) **The People's Pension extract.** Various changes have been made to prevent where possible, the 'false positive' reporting of the following errors:

- *ERROR: AE Date or deferral date must be completed if AE Status is Eligible*
- *ERROR: AE Status has incorrect spelling*
- *ERROR: AE Status cannot be Not Applicable for under 75s*
- *ERROR: AE date cannot be before employment start date*
- *ERROR: A Non-Eligible employee cannot have employee contributions if no opt in date has been set*

2) **Qualification dates** can now be entered with 4 digit years.

- 3) **Weekly Totals Report.** Previously, when selecting the option for staff only, only the header would be printed. This has been fixed.
- 4) **NI Category** letter validation. Previously, when entering a new employee record, the user may have become trapped in a validation test relating to the employee's age on their next Pay Day. The next Pay Date was determined by reference to the Pay Cycle, which on a new employee would initially derive from a Setup's default. If this default referenced a Pay Cycle that was no longer in use or where the Calendar for it was not extended sufficiently into the future for the Pay Date to be found, then an error would occur with a zero or similarly odd looking date. This has been 'fixed' by notifying the user of the root cause of the error and disallowing further modifications until the underlying cause is resolved.

CleanLink Site Manager Changes for V5.04.031

CleanLink NI Corrections Release

IMPORTANT NOTE

Any Payroll Calculation made with this release will:

- a) Calculate EE's & ER's NI differently than before
(EE's will pay more, ER's will pay less)

- b) Correct for previous NI calculation errors by
making up EE's shortfalls and reducing ER's NI to
account for previous overpayments.

Do not implement this update if you have any pay cycles in calculation mode. You must close these before applying the update.

This is because any recalculation will cause EE's & ER's NI values to change, affecting workers' Net Pay.

New Features

- 1) P45 printing - It is now possible to print plain paper P45's to HMRC layout. The old CleanLink plain paper version has been removed.

Fixes

- 1) NI calculation errors relating to the Statutory Threshold have been corrected. A "NI_errors.csv" extract will be output to the Reports folder giving details of the NI errors that previously occurred, and following Calculation, a "NI Error Recoveries Export.csv" is also available from the Pay -> Pay Cycles -> Reports -> 'P. NI Error Recoveries Export.csv" - detailing the corrections that have been made.

- 2) Workplace Pensions – Assessment records. Previously, it was possible to enter voluntary contributions against an Assessment

record which would subsequently be deducted from pay. The Assessment record is not an actual pension record, rather its purpose is to demonstrate that an Assessment of a worker in relation to workplace pensions' duties has taken place. Thus, the ability to enter contributions against an Assessment record has been removed and such records will no longer affect pay.

- 3) TPP extract, amended to report status as 'Eligible' for any worker other than a leaver, who was previously denoted as an Eligible jobholder but may have since changed status owing to earnings or age.

CleanLink Site Manager Changes for V5.04.030

New Features

- 1) Staff Anomalies report. People under / over the State Pension Age as of their next Pay Date, who have / have not been placed on NI Category 'C' will now be flagged in this report and the reporting of under/over 21's and under 16's has been updated also.
- 2) Staff Screen. The validation upon changing the NI Category has been improved in relation to Pensioners as 1) above – together with the validation of under 16's and under/over 21's. Please note that this screen will only validate *changes* to the NI category so as to avoid causing frustration to users who are simply navigating the Staff or changing other items where the particular NI category in use may not be their concern at that point.
- 3) Spreadsheet timesheets. You can now select the template you wish to use (as opposed to using the default template.xls). This is useful if you need differing templates for different pay cycles.
- 4) Timesheet imports. These can now allow for staff numbers without leading zero's.
- 5) Invoice export as .csv file. This can now be output in the format required by the 'Xero' accounts package.
- 6) Invoice Printing/Posting. Removed settlement discount on VAT in accord with revised HMRC regulations.
- 7) Employees Period Pension Report. You can now optionally include workers with zero contributions.
- 8) The Peoples Pension extract. Changes have been made to the reporting of worker statuses following TPP Specification changes.

Fixes

- 1) Anomalies report. The reporting of invalid NI Categories for over/under 21's before the 2015 tax year was reached has been

stopped and improvements have been made to the reporting of workers who (at their next pay date) will be below 16 or above State Pension Age.

- 2) Staff check program. Now correctly checking State Pension Age to report on use of NI Category 'C' at next pay date.
- 3) RTI FPS reporting of 'normal hours'. Previously, the system was significantly under reporting via the HMRC FPS Submission the number of hours normally worked (the regular hours). This has been fixed.
- 4) RTI FPS reporting of SCON numbers. Previously for the 2014/15 tax year, if a worker had a pension record with a related SCON number that needed to be reported, it would be done so against all NI Category letters and not just for the relevant ones (D,E,L,N,O). This has been fixed.
- 5) RTI transmission of SMP. There was a problem with the formatting of the RTI submission file in relation to this, that was causing rejection. This has been fixed.
- 6) Workplace Pension ME (member enrolment) extract. Previously, newly enrolled members have sometimes been missed from this extract owing to a missing contributions' start date at point of calculation for the period in which they were enrolled. This has been fixed.
- 7) Plain paper invoice print. Previously a 'Start Execution' and 'Execute Again' box could pop-up when printing invoices. This has been fixed.
- 8) Stores orders from mobiles. The import will be disabled if there is insufficient stock in the depot (internal stores only).
- 9) Adding new staff. Previously you could get an error message about the NI code before you had entered the DOB (and then, it wouldn't allow you to enter 'M', you had to Save and then go back and amend). This has been fixed.

- 10) Workplace Pensions. Previous Eligible Jobholders who had not reached the State Pension Age yet, but whom would do so within a year of the end date of the period being calculated, were incorrectly having their Eligible Jobholder status withdrawn. This has been fixed.
- 11) Payslips, Post Cycle. Previously the Gross for NI YTD figure also included the Pension From Gross figure for This Period. This has been fixed.
- 12) Invoices. When emailing invoices, the correct email body is now selected, (not the payroll one).
- 13) Staff Pension Report. This now correctly creates the .CSV file.

CleanLink Site Manager Changes for V5.04.029

CleanLink Payroll End of Year

BEFORE proceeding with the Year End for 2014/15 please ensure that you are running Version 5.04.029 or higher. If not please contact the support line on 0844 272 2122.

New Features

- 1) Payroll end of year - Update for 2015 code changes.
- 2) P60 Printing - the option to email P60's to staff has been added. For staff with no email address a 2nd pass is made printing these. Both email and printed formats use the CleanLink plain paper option.
- 3) Staff Report - Option 19 - Staff set to irregular pay has been added
- 4) Regular and 1 off Worksheets - A push button has been added to select a template instead of 'zooming' in the description box.
- 5) Full page Worksheets and Worksheet Summary - It is now possible to sort these by Area manager.

Fixes

- 1) The problem with the emailing stock issues from the mobile tab has been resolved.
- 2) Payroll Budget variance report - fix display of site budget.
- 3) EPS Creation - added last transmission flag.
- 4) Current Cycle Hours Comparison Report - Fixed the problem where the totals included items not on the print.

- 5) Current Worksheet Post - Fixed the problem where the next due date for worksheets with a 12 monthly frequency were not always updated.
- 6) RTI FPS transmission - The problem with the wrong leaving date being sent on a few occasions has been fixed.

CleanLink Site Manager Changes for V5.04.028

This release contains further changes to screen layouts, tables and reports. If you come across any of these that do not look right, please let us know.

New Features

- 1) Cases – The Cases function has been modified to interface with the CleanLink Portal. Cases can now be created on the portal and are received into CleanLink. Responses can be entered which are then fed back to the portal. Each response/Note from the portal can be up to 400 characters. To allow for this, all screens and reports have been updated. (See Appendix A)
- 2) P60 Printing – The plain paper version for 2014/2015 has been approved for use by HMRC
- 3) Site Stock to Mobile – A new parameter has been added to control which prices are sent to the mobile, Selling prices or Cost prices. Currently no changes to the App have been made.
- 4) Excel Timesheets – These can now be Exported/Imported for Monthly cycles.
- 5) Site Exceptions Report – A new option to check sites with/without a staffcheck code has been added.
- 6) Site Stop/Starts – The option to exclude/include In-active Clients as well as In-active Sites has been added.

- 7) Worksheet Templates – This new feature allows the setup of repetitive job descriptions that can be included in regular or one-off jobs. Each template consists of a Code, a 400 character description, a work Cost Price and a work Charge Price.

| Code | Text | Work Cost Price | Work Charge Price |
|-----------|---|-----------------|-------------------|
| Daywork 1 | Daywork: Execute daywork (General craftsman). Execute non-schedule items or extend existing repair for each hour worked as instructed. Carpenter, bricklayer, plumber, painter and general building trades. | 25.00 | 33.72 |
| Daywork 2 | Daywork: Execute daywork (Plumber, Fitter). Execute non-schedule items or extend existing repair for each hour worked as instructed. Plumber, fitter. | 25.00 | 33.72 |

During Regular or one-off worksheet maintenance, Zooming (pressing [F5]) when in the job description will cause a template pick list to be displayed. From here it is possible to select a template. On the selection, this description is added to the end of the current description and the work cost and work charge updated.

It is possible to add further templates by pressing [F5] again. NOTE – Once a template has been added it is possible to amend/overwrite the description but not to remove the template as a whole.

- 8) Payslip printing – 1 page plain paper format – it is now possible to display user defined text (customised per Pay Cycle) at the bottom of the 'Totals This Employment' box.

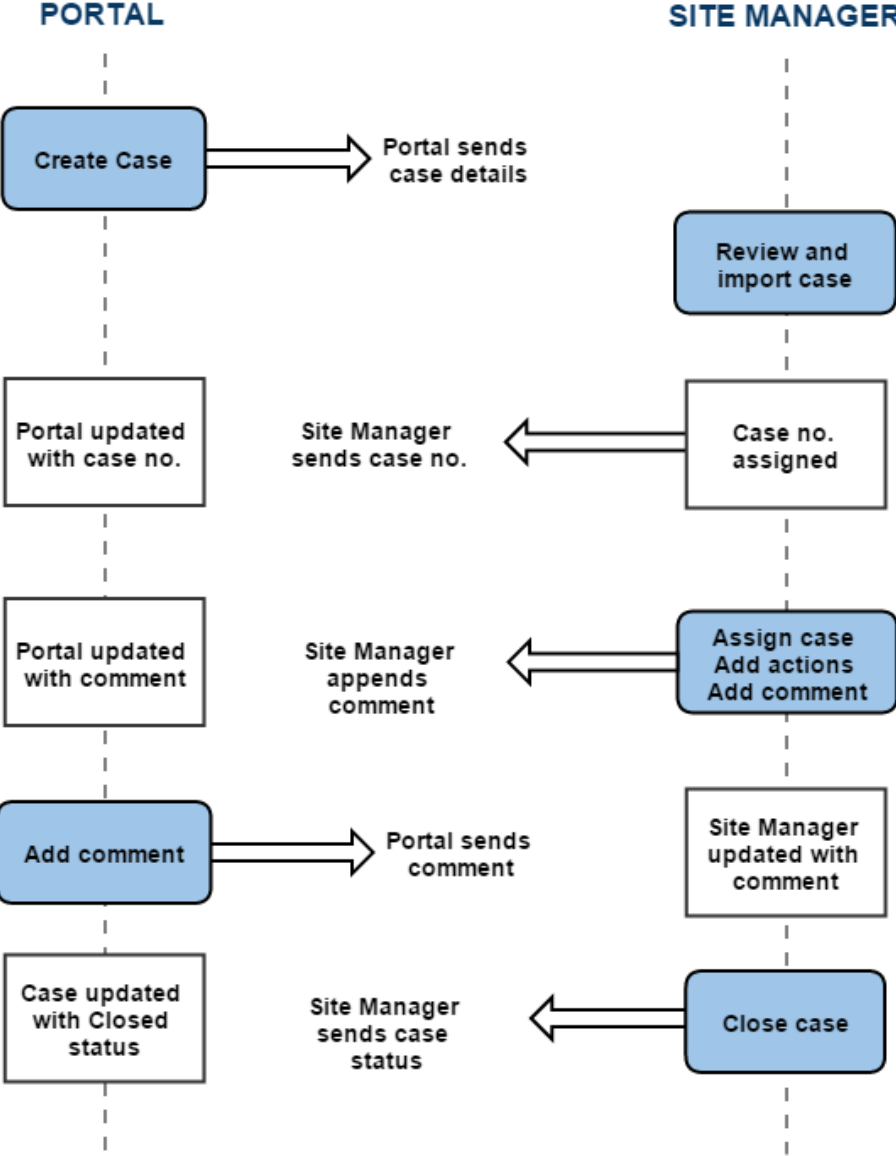
| Totals This Employment | | | | | | | | Net Pay |
|--|--------------------|--------------|------|------|------------------|----------------|------|---------|
| | Pension From Gross | Gross for NI | Tax | NI | Pension From Net | Pension Totals | | |
| | EE | ER | | | | EE | ER | |
| This Period | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Year To Date | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Please refer <i>queries</i> about your pay to <i>your Manager</i> in the first instance. | | | | | | | | |

This text can be entered via the Pay Cycles Maintenance screen, allowing you to have different text for each Pay Cycle. 'Rich Text Format' text is accepted, which enables you to use formatted rather than plain text should you wish. You can write this using (say) Wordpad or MS Word and then simply copy and paste it for use.

Appendix A

Cases Workflow with Portal

Case Lifecycle



CleanLink Site Manager Changes for V5.04.027

Fixes

1) Stock.

When posting Stock to Invoices, if the Client has settlement discount terms these are now automatically added to the invoice.

CleanLink Site Manager Changes for V5.04.026

Fixes

1) Holidays.

See: Pay -> Pay Cycles -> Pay by Staff -> Select Staff -> Holidays.

Previously, the 'Add' and 'Delete' buttons were sometimes enabled but would not work. This has been fixed.

CleanLink Site Manager Changes for V5.04.025

Fixes

1) Holidays.

See: Pay -> Pay Cycles -> Site Summary -> Staff at Site -> Holidays.

Previously, the 'Add' and 'Delete' buttons would only work if you first manually switched to 'Modify' mode. This has been fixed.

CleanLink Site Manager Changes for V5.04.024

Fixes

1) Holidays.

See: Pay -> Pay Cycles -> Site Summary -> Staff at Site -> Holidays.

Previously this would display an 'Initial Task mode not allowed' error. This has been fixed.

2) Staff -> Starter info -> Data from Mobile -> Questions.

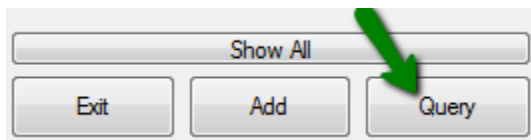
Previously this would display an 'Initial Task mode not allowed' error. This has been fixed.

CleanLink Site Manager Changes for V5.04.023

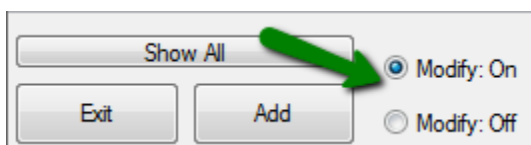
Fixes

1) Staff, Screen.

Previously, there was a button that 'toggled' between Modify & Query Mode.



The button caused some confusion because... a) it stated the opposite of the mode you were currently in and... b) it did not always correctly reflect the actual mode in any case. This button has been removed and replaced with a 'Modify: On' and 'Modify: Off' control.



This control will - (upon Cleanlink start-up) - default to **Modify: On**, provided the user has the appropriate Rights. If changed during a session, it will remember its setting until Cleanlink is closed. Finally, all of the Tabs within the Staff screen will now take general notice of this control and operate accordingly.

Note, when **Modify: On** is enabled, this means that modifications are *generally* allowed – but there may be some situations where modification is still denied owing in a particular circumstance owing to the logic prevailing within a particular situation.

When set to **Modify: Off**, no modifications are allowed. This is useful for reviewing records without fear of accidental changes.

2) Staff Screen.

Various improvements have been made to the navigation between the Staff list and the Tabs, enabling better traversal up and down the Staff list whilst remaining on the previously selected Tab or sub-tab.

CleanLink Site Manager Changes for V5.04.022 thru .001

This release of CleanLink includes an update to the latest release of our programming language. This has involved some internal changes to the operation of CleanLink. The results of these are that many screens and reports have been modified. The background screen size has been increased as have many of the tables. We will be working our way through the others during the next few releases. Some other changes have been in the reversal of tables so that the latest is at the top. This stops the need to page down across history.

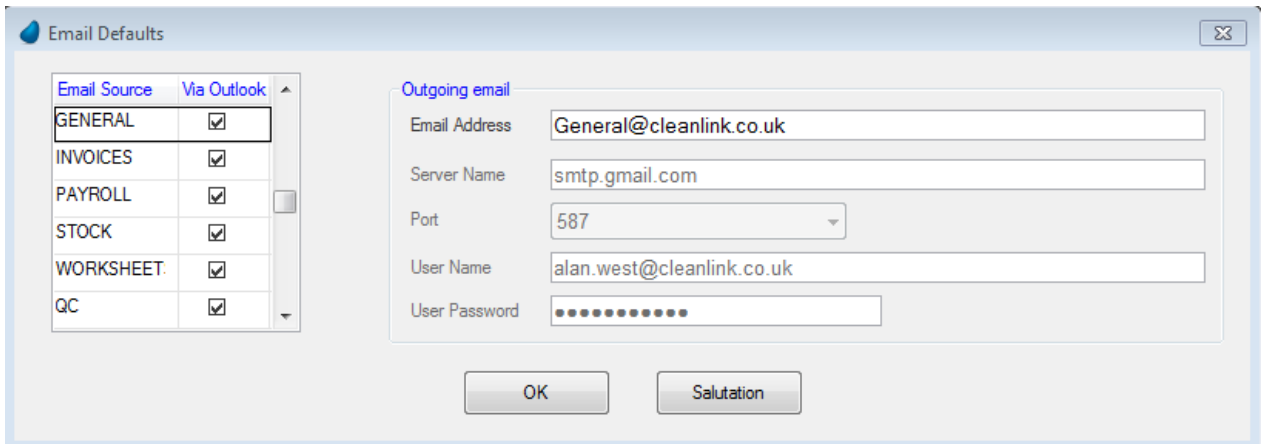
Due to these changes, if during your use of the system you notice anything not fitting within its box/screen or any other anomalies with displays please notify us at support@cleanlink.co.uk.

Another outcome of this update is that it cannot be released as an automatic update and requires us to access your system to implement this. During the course of the next few weeks we will be contacting you to arrange a mutually convenient time to implement this update.

As well as these screen changes there have been some other facilities adding and bugs fixed. The main ones of these are highlighted below:

New Features

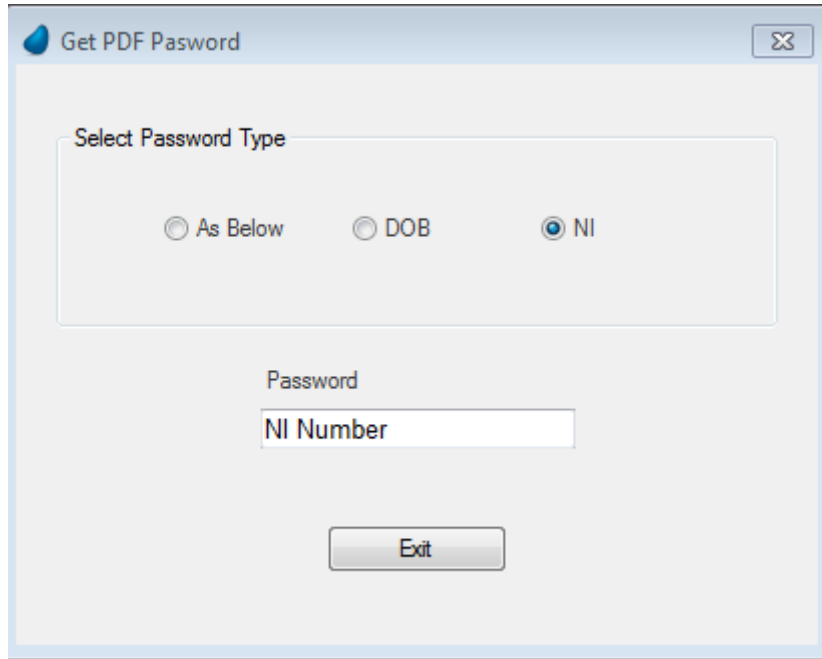
- 1) Emailing. This is in two parts, the first is the addition of multiple 'send' email addresses. It is now possible to have a different email address on each group of documents:



These are set up via the right click menu, email, Parameters.

Also under development is the ability to by-pass 'Outlook' and email directly to your ISP. This has the advantage in that the senders email address can be used as opposed to the outlook default email address. Currently this is only working for a limited number of ISP's, more to follow. A dis-advantage of not using outlook is that there is no visual record that the email has been sent. Although it is possible to record the sending of emails within CleanLink this does not prove the email was sent as with the 'Sent Box' of outlook.

- 2) Payslips – When emailing payslips it is now possible to set a read password on the PDF. If this option is selected a further prompt is issued for the type of password:



This can be free format (As Below), this will apply to all the payslips in the run. Date of Both (DOB) this is in the format DDMMYYYY or NI Number. Note if NI Number is selected and the staff record does not have one the password is set to NONINUMBER.

- 3) Mobiles – It is now possible to select the Highest grade of staff to be exported to a mobile.
- 4) SMP payments – When adding an SMP record if necessary (i.e. TUPE transfers) it is possible to set the number of weeks and amount already paid. NOTE this can only be done when first adding the record so ensure you have the information to hand.
- 5) Exports to Portal – It is now possible to select which clients are exported to the portal. A new flag has been added to the client screen (as below).

| | |
|--|---|
| Fax Number | <input type="text"/> |
| Email | <input type="text"/> |
| Email for Invoices | <input type="text" value="client@abc.co.uk"/> |
| <input type="checkbox"/> One Off Client | User Code <input type="text"/> |
| <input checked="" type="checkbox"/> Client Active 13/12/01 | <input type="checkbox"/> Exclude From Portal |

The file names of the exported files has been changed. Invoices now include the date and Audits include the location.

- 6) One Off Invoices – When previewing on of Invoices the option to omit Invoices on hold has been added.
- 7) Site Closures – When entering the dates a site is closed a new option 'Pay Holiday' has been added. If set, when a cycle is opened for the staff with regular pay at that site a holiday record is set. It is assumed that all staff qualify for the holiday and may need manual adjustment.

Fixes

- 1) Current Pay Budgets – It is now possible to amend the budgeted hours as well as the budget pay in the 'All Site Summary' within a pay cycle.
- 2) Regular pay rebuild – Occasionally during this process a 'duplicate key' message would appear, this has been fixed.
- 3) Sending Invoices – if a site had the 'Email and Print Invoices' box ticked it was not always printing the invoices. This has been fixed.
- 4) Delivery Address on stock docket – Changes to the delivery address via issue maintenance were not being recorded. This has been fixed.
- 5) The CA6855 message has been removed from the staff NI checks as it is no longer applicable.
- 6) Multiple P32 report – This now selects the periods to include based on the pay dates being between the 6th of 1 month and 5th of the next.