What's New in Penny 5.0

Timesheet

Data validation

All the data on the timesheet is validated before being saved. Invalid entries will be marked with a red background colour.

Auto-save

A timesheet automatically saves, based on user set intervals (5, 10, 15 min. or disabled).

Approver field

A new field, Approver, on the timesheet entry screen allows users to select a different Manager than the one assigned to them and to submit time to multiple Managers.

Labor/Equipment subtotals

There are now two daily subtotals: one for labor and one for equipment entries.

Paycode subtotals

Subtotals of time entries, grouped by paycodes, is now displayed on the screen.

Single entry status

Each entry (cell) has its own status. This means even one entry can be added, submitted, approved and exported at a time. Each status is easily identified by its own colour.

Recall submitted time

The ability to recall submitted time has been added. This feature applies to one entry (cell) at a time.

Pay period lookup mixed statuses

The pay period lookup has been modified to list every status present for each pay period.

Pagination

The maximum number of lines has been increased to 999 by using pagination. The number of pages is automatically maintained based on the number of lines per page set by the user.

Number of lines

The number of lines is now a user setting, with values from 1 to 30.

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Leave Requests

Layout

The layout of the leave requests screen matches the timesheet entry screen.

Multi paycode leave request

A leave request can now have multiple paycode entries for the same day.

Flexible date range

A leave request can be entered starting with a single click on the respective day or by specifying a start and an end date. Once the leave request is open, it can be further adjusted while entering the data.

Status colour coding

The status of a leave request entry can be easily identified by the field background colour in the calendar.

Reporting

Timesheet summary

The Timesheet Summary Report now allows filtering of the displayed data by employee payment method, employee ID, time entry status, paycodes and date range. The printable version groups the results by employee ID and paycode.

Leave request summary

A new report, Leave Request Summary, has been added. This report has the same format as the Timesheet Summary Report.

Managers

Approve/decline individual entries

A user type, Manager, can approve or decline individual time entries, without altering other entries with "submitted" status.

Recall approved time

Managers can now recall approved time.

Edit time entries

Managers can now edit submitted time prior to approving the entries.

Approve time notice filter

The Approve Time Notice Report can now be filtered by department, pay periods, and/or payment method.

Administrators

Administrator user type

The "Administrator" is the only user with access to setup options and screens such as preferences, email setup, data connections and error log. This is a similar concept to the "sa" user in Dynamics GP.

Supervisor user type

A new user type, Supervisor, has been added. A Supervisor can have users assigned to him/her and approve or decline time and leave entries. If a Supervisor is assigned to a Manager, the Manager can view, edit, approve and decline time entries for employees assigned to the Supervisor.

Position and level

The Dynamics GP Canadian Payroll rate table functionality has been integrated into Penny. If employees have paycodes associated with a rate table on their employee card, positions and levels can be assigned to each employee. The position field is automatically populated for the user.

Export timesheet filter

On the export screen, filtering by the department and employee class fields is available.

Export timesheet edit

On the export screen, any timesheet ready for export can be edited.

Export summary roll back batch

Administrators now have the ability to roll back batches.

Email setup

Email notifications can now be edited by the Administrator.

Out of office

The out-of-office functionality has been extended to allow Administrators to turn the function on or off for any Manager.

User maintenance navigation

The user profiles can now also be navigated by using the first, previous, next and last buttons.

User preferences

There are several new options on the preferences screen:
- Allow Recall Approved Time: Allows Managers to recall timesheets that have previously been approved.
- Allow Recall Submitted Time: Allows users to recall submitted time and make changes.
- Display Columns for Approver: Allows the Approver field to be displayed or not on the timesheet screen.

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- Payroll Type - Canadian Payroll/US Payroll: This indicates whether the payroll information is coming from Dynamics GP Canadian Payroll or US Payroll tables.
- Allow Install Page Access: Blocks unauthorized access to the connection strings once the application has been installed.

Penny Mobile

Penny is now accessible with any mobile device such as phones or tablets, so it can be used anywhere the user has internet connectivity. The capabilities of Penny Mobile include:

- Pay statement access
- T4 access
- Time entry
- Leave request
- Supervisor approval (coming soon)