7.6 Release Notes

New functionalities introduced to the system may remain hidden until activated within the user permission settings of the software. Automatic updates provided by Computime systems may encounter installation barriers due to firewalls and Windows access levels. Users can access manual software downloads at Downloads.computimeuk.com; however, these may necessitate administrator passwords based on the specific user or machine configuration. Updates will be implemented for the relevant modules in accordance with the licensing agreement. For further details concerning additional modules and features, please reach out to Computime systems.

Date: 01/11/2025

Version: 7.6

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Reports And Analytics

Personnel Listings:

A new column has been added to the report to indicate which employees have access to mobile clocking through the mobile app.



FOB	FACE	PALM	FINGER	MOBILE	PORTAL
	☐	☐	☐	☑	☑
57891	☐	☐	☐	☐	☑
	☑	☐	☐	☐	☑
	☑	☐	☐	☐	☑
	☐	☐	☐	☑	☑
94	☑	☑	☐	☑	☑
202	☑	☐	☐	☐	☑
	☑	☐	☐	☑	☑

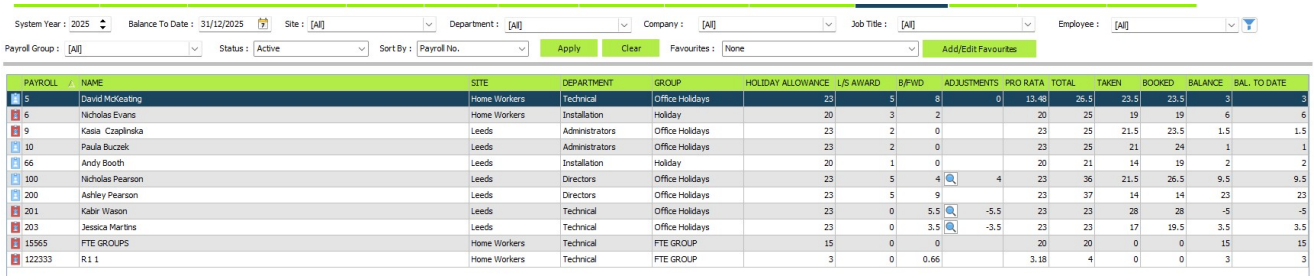
Holiday Entitlement Report:

The Holiday Entitlement Report has been enhanced to include additional key information and improved accuracy.

The updated report now displays:

1. The employee's Holiday Group name
2. Any Adjustments applied to their entitlement
3. FTE calculations, where applicable

These improvements ensure that all entitlement data is clearly presented and that figures accurately reflect each employee's setup and working pattern.



System Year : 2025 | Balance To Date : 31/12/2025 | Site : [All] | Department : [All] | Company : [All] | Job Title : [All] | Employee : [All]

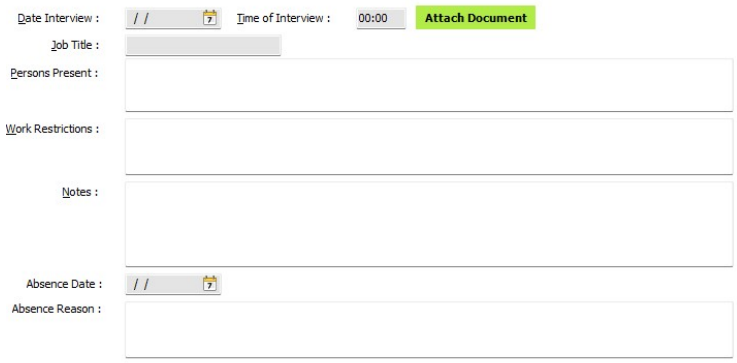
Payroll Group : [All] | Status : Active | Sort By : Payroll No. | Apply | Clear | Favourites : None | Add/Edit Favourites

PAYROLL	NAME	SITE	DEPARTMENT	GROUP	HOLIDAY ALLOWANCE	L/S AWARD	B/FWD	ADJUSTMENTS	PRO RATA	TOTAL	TAKEN	BOOKED	BALANCE	BAL. TO DATE
5	David McKeating	Home Workers	Technical	Office Holidays	23	5	8	0	13.48	26.5	23.5	23.5	3	3
6	Nicholas Evans	Home Workers	Installation	Holiday	20	3	2		20	25	19	19	6	6
9	Kasia Czaplinska	Leeds	Administrators	Office Holidays	23	2	0		23	25	21.5	23.5	1.5	1.5
10	Paula Buczek	Leeds	Administrators	Office Holidays	23	2	0		23	25	21	24	1	1
66	Andy Booth	Leeds	Installation	Holiday	20	1	0		20	21	14	19	2	2
100	Nicholas Pearson	Leeds	Directors	Office Holidays	23	5	4	4	23	36	21.5	26.5	9.5	9.5
200	Ashley Pearson	Leeds	Directors	Office Holidays	23	5	9		23	37	14	14	23	23
201	Kabir Wason	Leeds	Technical	Office Holidays	23	0	5.5	-5.5	23	23	28	28	-5	-5
203	Jessica Martins	Leeds	Technical	Office Holidays	23	0	3.5	-3.5	23	23	17	19.5	3.5	3.5
15565	FTE GROUPS	Home Workers	Technical	FTE GROUP	15	0	0		20	20	0	0	15	15
122333	R1 1	Home Workers	Technical	FTE GROUP	3	0	0.66		3.18	4	0	0	3	3

Manage Employees

Return To Work:

Managers can now record both the reason for an employee's absence and the date of that absence directly within the Return to Work form.

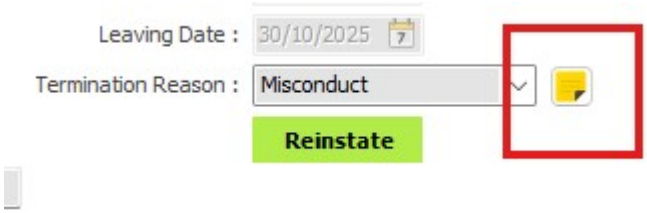


Ethnic Origin:

When creating a new employee record, the **Ethnic Origin** field will now default to blank instead of automatically selecting "White British."

Leavers:

The option to add a note when marking an employee as a leaver has been **reinstated**, allowing managers to include relevant comments or details during the leaver process.

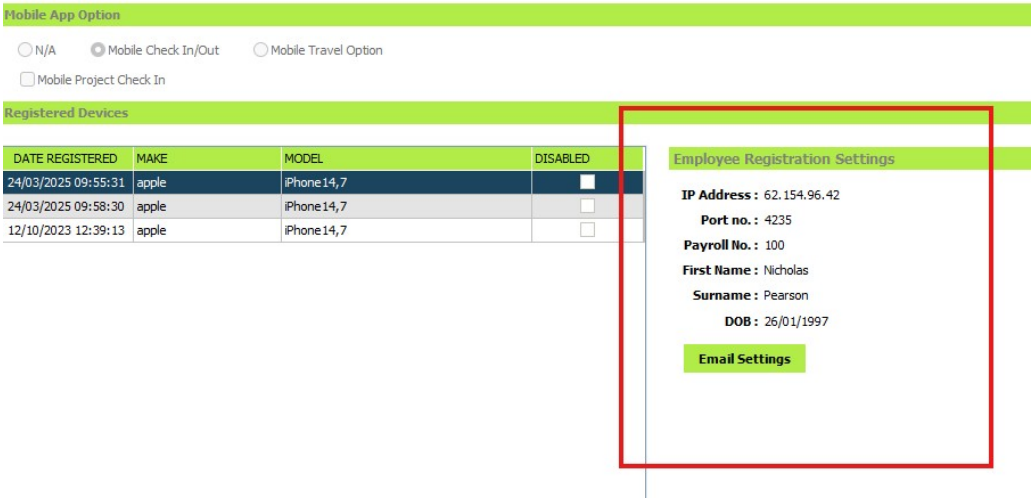


Manage Employees

Mobile App Details :

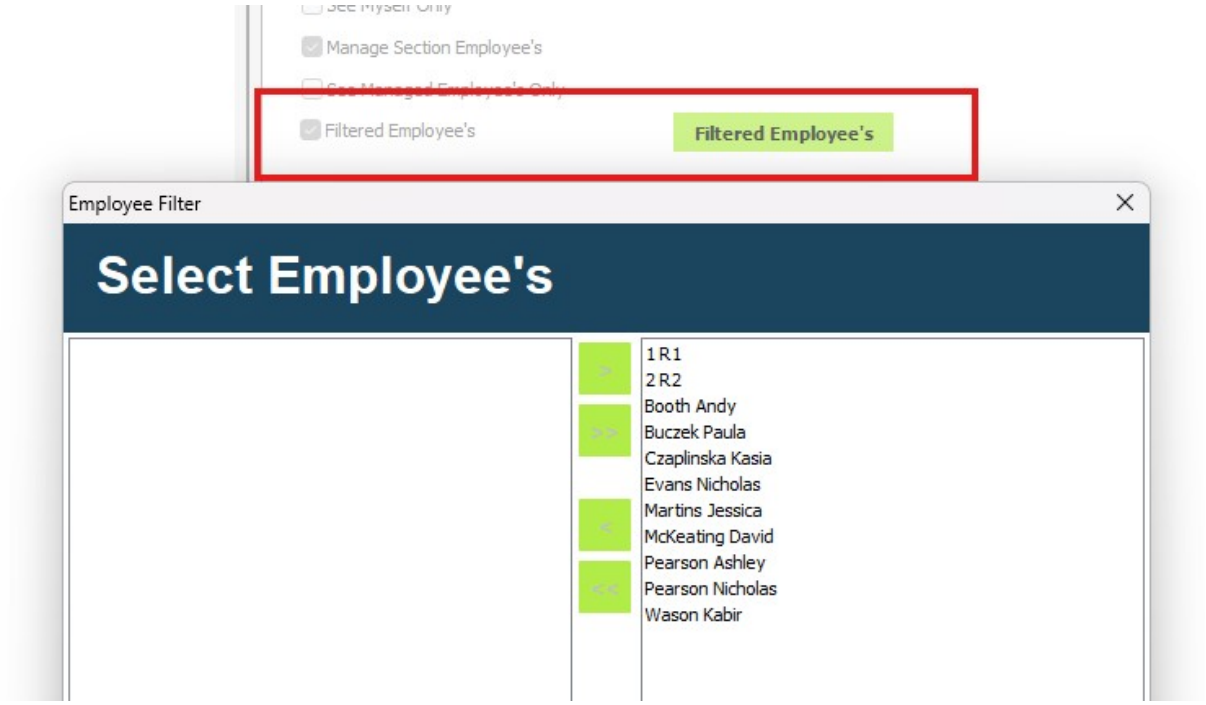
Managers can now view an employee's **login details** directly within the Employee Mobile App. These details can be **screenshotted** and shared with the employee, or **emailed** to them for quick access.

Note: To use this feature, ensure the **IP address** is entered under **Settings → Preferences**.



Portal Groups :

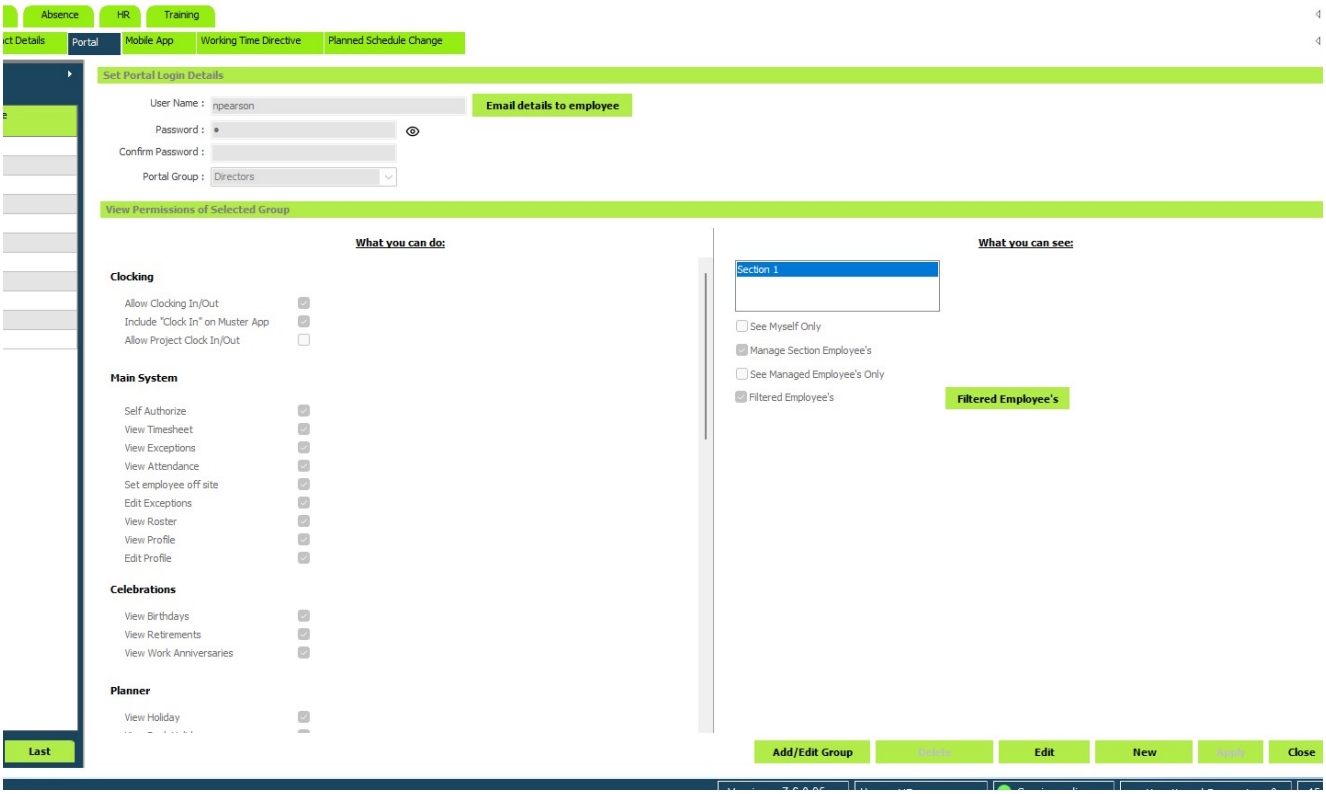
A new **"Who You Can See"** option has been added in version **7.6**, allowing users to select **individual employees** to view. This provides more control over visibility and can be used as an alternative to the existing visibility setup.



Manage Employees

Portal Groups :

Permission groups have been improved and better categorised for easier navigation and management. New options such as Profile, Team Stats, and Report Builder have been added, and you can now use multi-select to update multiple portal groups for several employees at once, making permission management quicker and more efficient.



System

Service Status:

RealTime now actively displays the status of the service that handles communication between the **portal** and **devices**, allowing you to easily see whether the connection is active and running correctly.



Attendance Panel

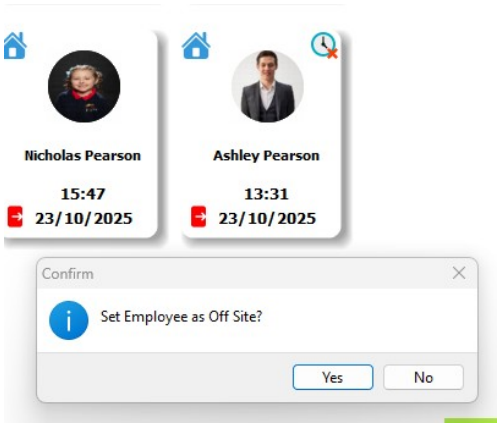
Onsite/offsite:

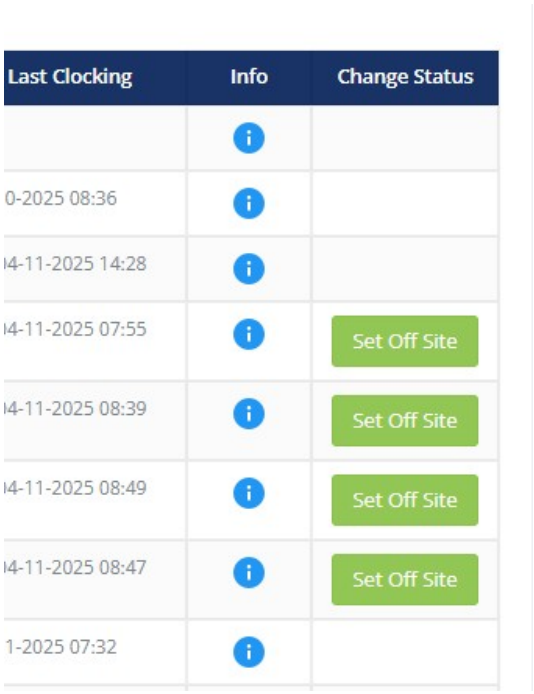
You can now mark employees as offsite if they have forgotten to clock out.

This is done by clicking the red door icon, which only appears for employees currently shown as onsite.

Note: This action does not clock the employee out — it simply updates their status.

The same function is also available within the portal, giving managers flexibility to manage employee statuses from either location.





Setting’s

Manual Log Off:

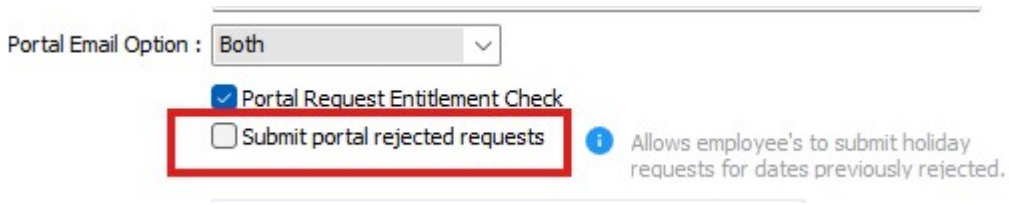
You can now **manually log off users** to free up concurrent licence slots.

This allows administrators to remove inactive or stuck sessions, ensuring licences are available for other users who need to log in.



Portal Request Rejected Days:

if you book a holiday in the portal and it is rejected or cancelled you can not request that day again. can we add a switch to turn this feature on and off in portal setting's



Communication

Expenses attachment :

You can now **view attached documents** directly during the **approval process** for expense requests.

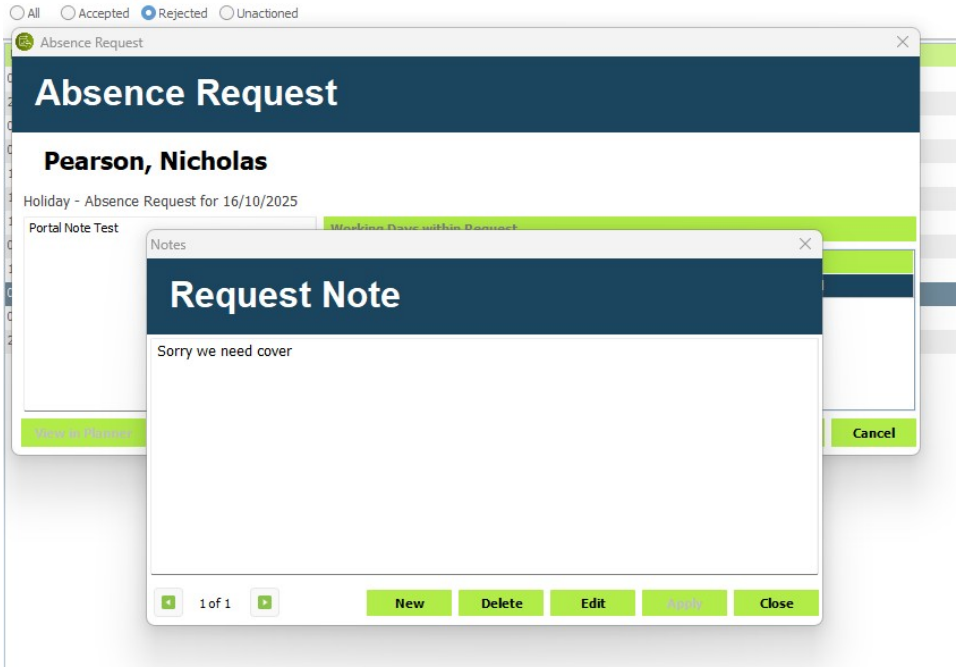
This allows approvers to review receipts or supporting files without needing to leave the approval screen, making the process faster and more efficient.

AMOUNT	STATUS	DOCS
40.00	Pending	
40.00	Pending	
1.00	Pending	
2.00	Pending	
20.00	Pending	
10.00	Pending	
4.00	Pending	

Request Rejection notes:

When a **holiday request is rejected**, the **manager's notes** are now visible to the employee.

This provides clearer feedback on the reason for rejection and helps improve communication between managers and employees.

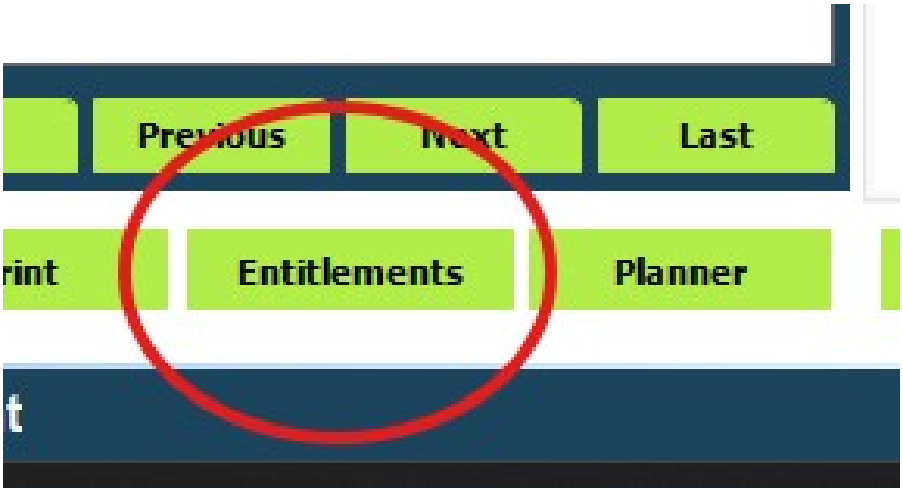


Calendar /Planner

Entitlements pop out :

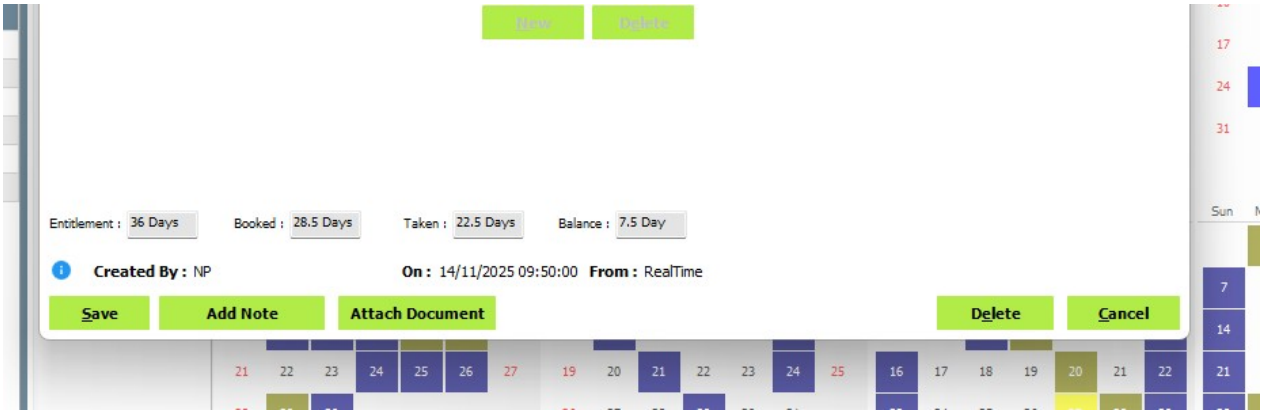
The **Entitlements** pop-out window within the **calendar** has been enlarged to better accommodate higher values when displaying or managing entitlements in **hours**.

This improvement makes the information easier to read and ensures full visibility of larger balances.



Booking Details:

You can now view full creation details for any absence directly in the Realtime calendar.
This includes who created the absence, when it was created, and whether it was added via Realtime, the Management Portal, or an Employee Request.



Exceptions

Quick Reports :

The **Punctuality Report** button has been **reinstated** on the **RealTime Exceptions** screen, alongside the existing **Timesheet** and **Bradford Factor** options.



Speed :

System performance has been **optimised**, resulting in faster loading and editing when working with **exceptions** in RealTime.

These improvements make reviewing and updating exception data quicker and more responsive.

Portal

Holiday Entitlement screen:

The **Exceptions** view has been improved and now includes the **new fields** introduced in version **7.6**, providing a clearer layout and more detailed information for managers.

Managers Booking And Deleting Leave:

Managers can now **book and delete absences directly from the portal** using the familiar **Planner screen**.

This new functionality follows the same process as submitting a holiday request, asking the same questions (excluding the employee name, which is automatically selected based on permissions).

Key details:

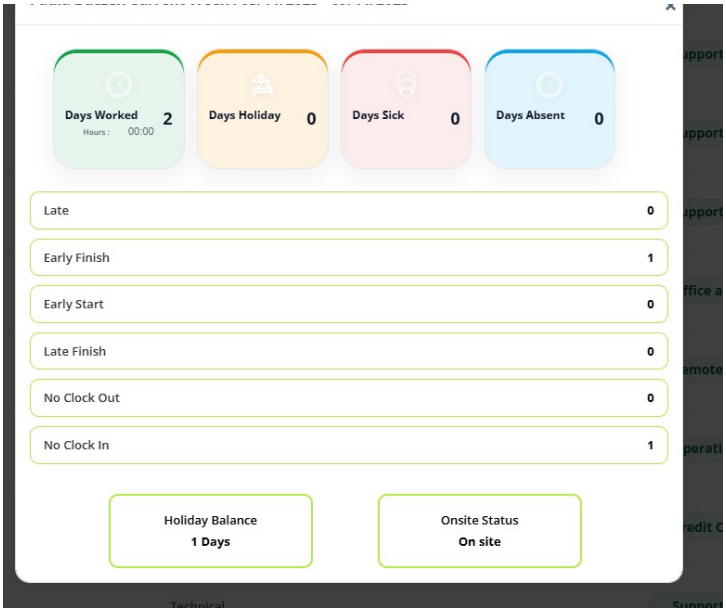
- Available only when the **Management Portal licence** is active.
- Controlled by a new **portal permission** within **RealTime**.
- Absences booked in this way are recorded in the database with a flag showing they were **created in the portal**, along with the **name of the user** who created them.
- When viewing absences under **My Holidays**, any bookings made in the portal will now display the new **"Portal"** label instead of "RealTime" or "Request."

This improvement gives managers greater flexibility to manage employee absences directly from the portal without needing to switch systems.

Employee stats:

Managers can now **view an employee's statistics** by simply clicking on the employee's **name** within the **My Team** section.

This provides quick access to key information without needing to navigate away from the team view.



Portal

Planner View:

The **Portal Planner** now includes an **Employee Filter**, allowing managers to filter the view by a selected employee.

The chosen filter is **retained after a page refresh**, just like the existing month filter, making it easier to review individual employee planners without losing your place.

Grid responsive (Managers):

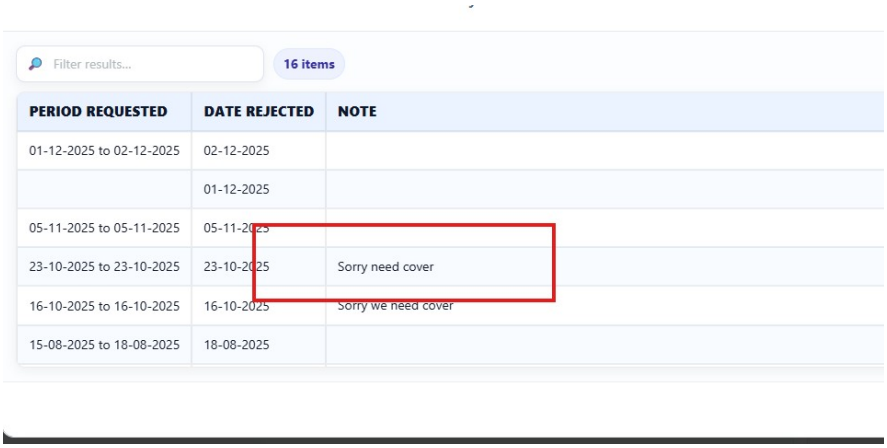
The **Planner grid** is now **interactive**, allowing managers to click directly on a date to manage absences.

- Clicking on a **blank date** opens the **Book Absence** window.
- Clicking on a **date with an existing absence** opens the **Delete Absence** option.

This improvement makes booking and managing absences faster and more intuitive, directly from the calendar view.

Notes:

Absence request notes added by managers are now **visible to employees**, providing clearer communication and context around approval decisions or additional comments.

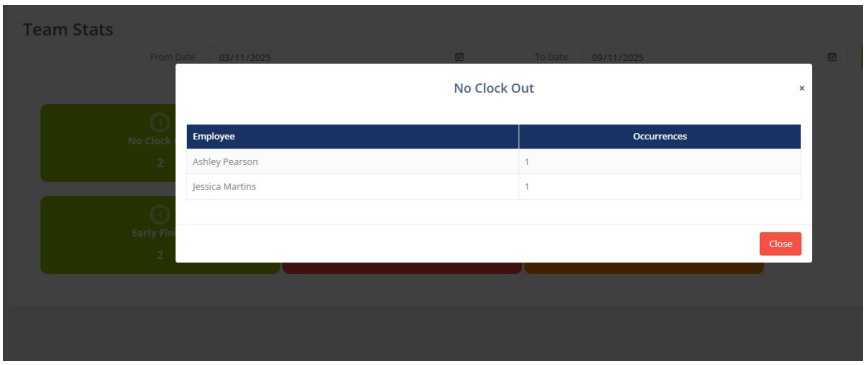


Portal

Team Stats:

Managers now have the ability to **view both summary and detailed information** on their team's **clocking and attendance statistics**.

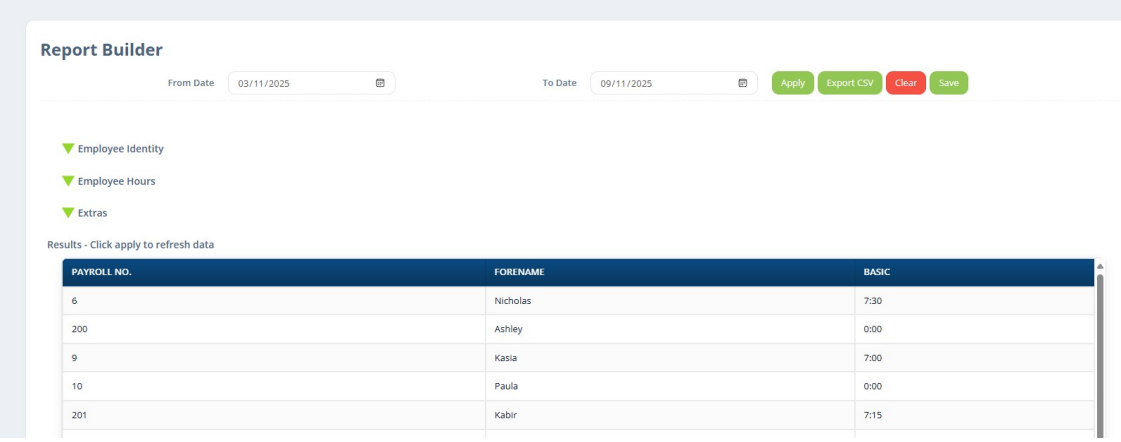
This provides a clearer overview of team attendance patterns and allows managers to easily review individual employee performance.



Report Builder:

You can now **create custom reports** to view and analyse **selected data** based on your specific requirements.

This feature gives users greater flexibility to focus on the information that matters most to them.



Menu structure:

A new, **user-friendly menu structure** has been introduced to make navigation simpler and more intuitive.

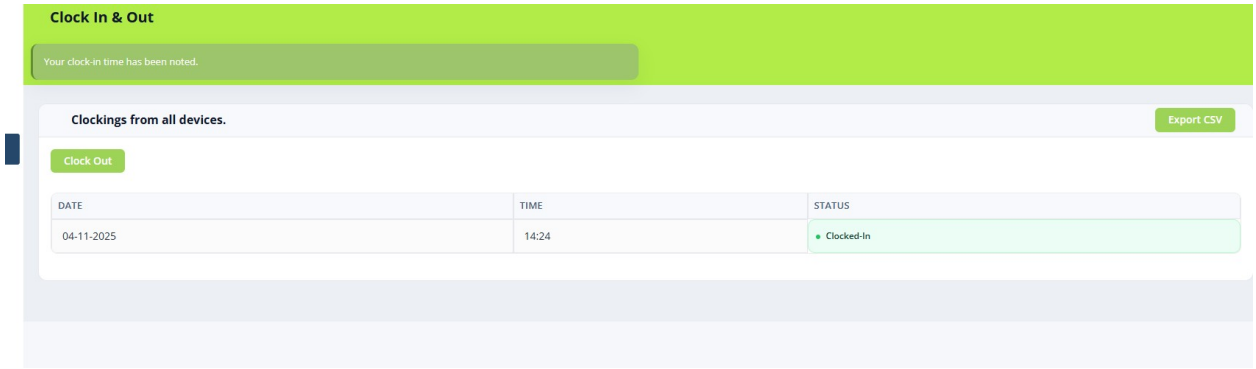
Menus are now organised more clearly, helping users find key features and pages faster.

Portal

Clocking in&out:

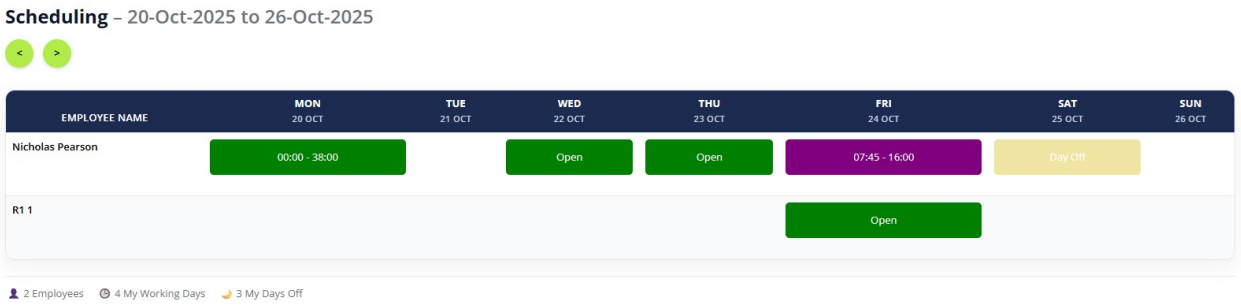
The system now displays **all clockings from the last 7 days**, across **all methods** — including **Device**, **Portal**, and **App** entries.

The view has also been improved for clearer presentation and easier review of recent activity.



My Schedule:

The **Roster** view in **My Schedule** has been improved.
If an employee isn't on a rota, the page now displays their **fixed schedule** instead, providing a clear, consistent view of upcoming work times.



Rostering:

Print out:

Print layout improvements have been made for better readability and presentation.

- Improved overall **layout and spacing**.
- Removed the header **"W/C [Date]"**.
- Removed the title **"Roster"**.
- Reduced the **footer size** for a cleaner printout.

Department swap:

You can now **right-click on an employee's shift** to mark it as belonging to a **different department** than their standard assigned one.

This allows greater flexibility when managing shared staff or temporary departmental changes.

Speed improvements:

Roster performance has been improved. Data now only loads **after filters are selected and the "Apply" button is clicked**, resulting in faster loading times and smoother navigation.

Daily View:

A new **Daily View** has been added to the **Rota**, allowing users to focus on and manage **one day at a time** for easier scheduling and clearer visibility.

Holiday Groups: (Setup)

Group type:

When creating **Holiday Groups**, you can now choose from three configuration types:

1. **Standard** – Functions as in previous versions, using traditional holiday entitlement calculations.
2. **Full-Time Equivalent (FTE)** – Calculates each employee's holiday balance based on their contracted hours.
3. **Accrued** – Starts employees with a balance of zero and automatically **builds up holiday hours** as they work.

This update provides greater flexibility in managing different types of employee contracts and holiday entitlement structures.

Options:

New configuration options have been added when setting up a **Holiday Group**:

1. **Add Additional Day When Worked on Bank Holiday** – (Existing feature, now relocated) Automatically adds **one day of entitlement** for daily-paid employees, or the **equivalent number of hours per day** for hourly-paid employees, when they clock in on a booked Bank Holiday.
2. **Pro Rata Leavers** – Instantly calculates an employee's **current holiday balance** as if they were to leave the company today.
3. **Pro Rata Starters** – Calculates an employee's **entitlement from their start date**, providing an accurate balance for new joiners.
4. **Deduct Bank Holidays from Balance** – When enabled, Bank Holidays are **deducted from the employee's total holiday balance**.

These new options provide administrators with greater control and flexibility when managing employee holiday entitlements.

System Year

The **End Date** is now automatically calculated using the formula *(Start Date + 1 Year – 1 Day)* and can no longer be edited manually. The **Number of Weeks** and **First Day of the Week** fields have been removed to simplify setup and reduce confusion. The system now automatically displays and creates **Bank Holidays for the next 24 months**, helping you plan ahead for upcoming years. When generating Bank Holidays, the system will now display a **confirmation message** explaining that you are confirming the current year's Bank Holidays and booking next year's, since both years are now shown If any current year Bank Holidays have been **unticked or changed**, they will automatically be **removed from the Absence Table** (unless the date has already passed) This pop-up message now appears **after login** and only for users with the correct permissions. Administrators are prompted to review and confirm Bank Holidays as part of the new-year process, ensuring all data is correct before continuing.

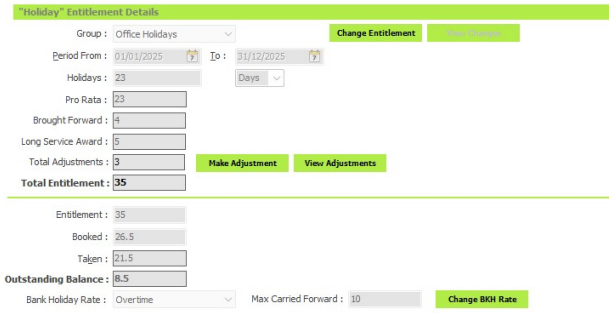
Holiday View

Improved layout

The **Holiday Entitlement** view has been redesigned with an improved, easier-to-read layout.

The display automatically adjusts based on the **Holiday Group type** the employee belongs to, ensuring the most relevant information is shown for each setup.

This enhancement makes it easier for managers to review and understand employee holiday balances at a glance.

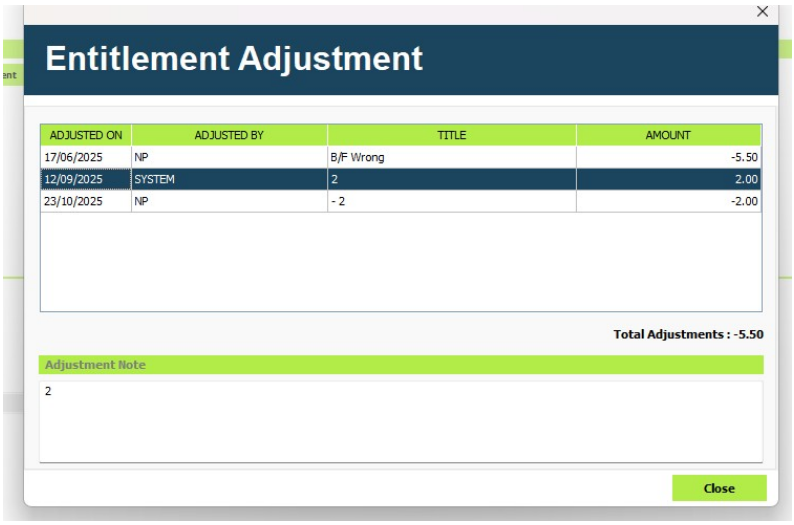


Adjustments:

A new field called **Adjustments** has been introduced to provide greater clarity and transparency over changes to an employee's holiday balance.

1. The **Adjustments** field displays the **total sum** of all adjustments made to an employee's entitlement, including any **automatically generated "brought forward" amounts** from the previous year.
2. Adjustments can be added manually using the **"Add Adjustment"** button and given a **user-defined title** so managers can record the reason (e.g., goodwill days, company closure, or special event allowances).
3. You can now **view the full adjustment history**, showing the **date**, **user** (recorded via real-time login), **custom title**, and **adjusted amount**.
4. Once added, adjustments **cannot be deleted**, but they can be **reversed or corrected** by applying a **negative adjustment**.

This functionality allows managers to easily apply one-off or special-case changes to holiday balances (for example, granting a day off for a company event or compensating staff for additional hours worked) while maintaining a full, auditable record of who made each change and why.



Holiday View

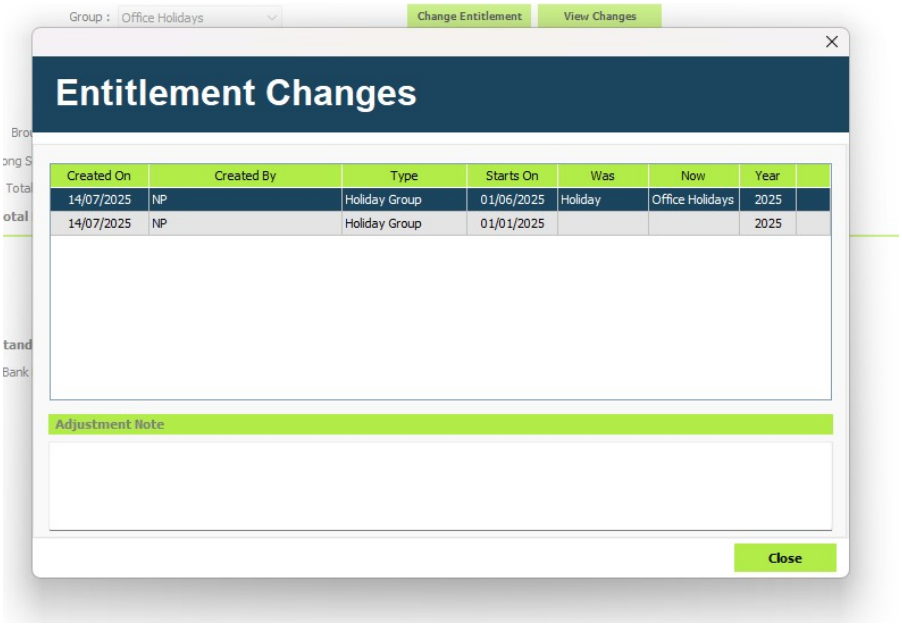
Change in entitlement:

When an employee's **Entitlement Group** is changed, the system now automatically performs a **pro-rata calculation** between the previous and new group rates to ensure the employee's **holiday balance remains accurate**.

For example:
If an employee's entitlement increases from **20 days to 23 days** halfway through the year, the system will calculate:

- 6 months at the 20-day rate = **10 days**
- 6 months at the 23-day rate = **11.5 days** for a total of **21.5 days entitlement**.

This calculation is completed automatically when using the new **"Change Entitlement"** button, ensuring all entitlement transitions are mathematically correct and transparent.
Managers can also review a full history of entitlement changes using the **"View Changes"** button.



Holiday FTE

FTE Calculations :

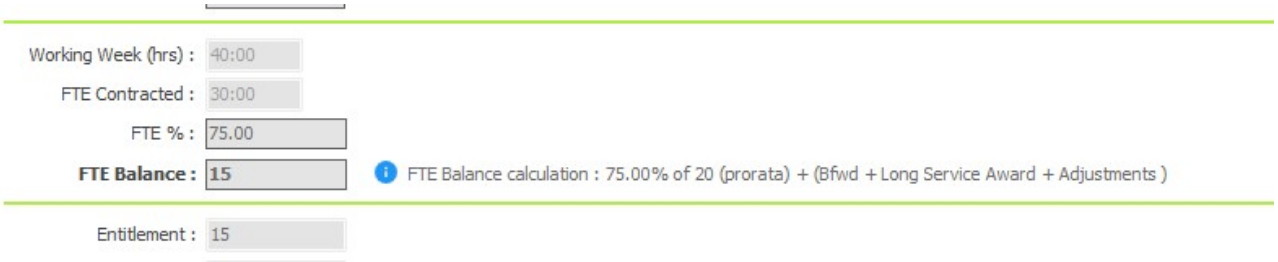
The **Full-Time Equivalent (FTE)** group type automatically adjusts holiday entitlement based on each employee's contracted hours compared to the group's defined **working week**.

For example:
If a group is set to **20 days entitlement** with a **40-hour working week**, and an employee is contracted to **30 hours**, the system calculates their FTE as **75%**, giving them **15 days entitlement**.

The calculation is clearly shown within the entitlement details as:
FTE Balance = (FTE % × Pro Rata) + (Brought Forward + Long Service Award + Adjustments)

If an employee's contracted hours change during the year, managers can simply click the **"Change Entitlement"** button (while keeping them in the same FTE group) and enter the new contracted hours. The system will automatically **recalculate the entitlement** to ensure the balance remains accurate.

This ensures holiday allowances are always correctly aligned with the employee's working hours, maintaining fairness and consistency across the system.



Holiday (Other)

Other :

1. Some options have been moved to make setup clearer and easier to manage.
2. **Holiday Codes** and **Paid Absence Hours** are now found in the **Holiday Setup** tab.
3. The **Zero Hours** tick box has been removed, as this is now handled by the new **Accrued Group**.
4. The **Group Colour** setting has been removed to avoid duplication, as colours are already set on individual codes.
5. The **"To" Date** field now updates automatically based on the start date and can no longer be edited.
6. The **Absence Constraints** section has been moved into **Holiday Setup**, with clearer labels and an explanation showing how many employees can be off at the same time.

Pro Rata Options - A new setting in **Preferences** lets you choose whether pro rata calculations are based on **days** or **months**, giving more flexibility for different company policies.

Improved Data Accuracy - All holiday information now pulls from one consistent data source, ensuring entitlement figures and reports always match what's shown in the system.

Switching Between Hours and Days

When moving an employee between **hourly** and **daily** entitlement groups, the system now asks you to enter the amount they are carrying over (for example, converting 10 days to 75 hours) The system then automatically works out the new entitlement based on the move date and adds it to their balance. This makes sure holiday totals stay accurate when changing entitlement types.

Backend Changes

Complist Refresh :

A new **automated task** has been introduced to help maintain data accuracy in the **CompliS table**.

This task checks for employees who have been **inactive for a set number of days** and automatically updates their **Active status** accordingly.

It also helps identify and clear **stuck loggings**, which can occur due to **network connectivity issues** or other disruptions, ensuring smoother operation of automatic updates across the system.

RealTime.ini:

The old **INI file settings** are no longer used. All settings are now saved in the **Windows Registry** under the subkey **'Options'**.

When upgrading to version **7.6**, the system will automatically **read the existing INI file** and **import all current settings** into the registry.

All **new installations** will now store and read settings **directly from the registry** only.

Email Rules:

When uploading a document to **RealTime** and pushing it to the **portal**, the system will now send an **email notification** instead of attaching the document.

The email simply informs the recipient that a new document is available to view in the portal, in line with **GDPR requirements** for secure data handling.

Offsite Audit:

When an employee is **manually marked as offsite**, the system now records **which user or portal manager** performed the action.

This provides a clear audit trail for offsite status changes and improves accountability.

New message email:

When a message is sent through **Communication → HR → Messages**, the system now automatically sends an **email notification** to the employee.

The email informs them that a **new message is available to view in the portal**, ensuring important updates are seen promptly.