

Employer Portal Release Notes

Release August 2024

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1 OverView

Key Feature Deliveries

- Payments changes to improve the auto matching of money where a PRN hasn't been supplied by matching on the employer's refund account

The SuperChoice Employer Portal will not be available as follows:

UAT:

Friday 19 July, 2024 12:00pm – 4:00pm (AEST)

Production:

Tuesday 6 August, 2024 7:00pm – 10:00pm (AEST)

1.1 Employer Portal Indicative Release Dates

Note that these release dates are subject to change

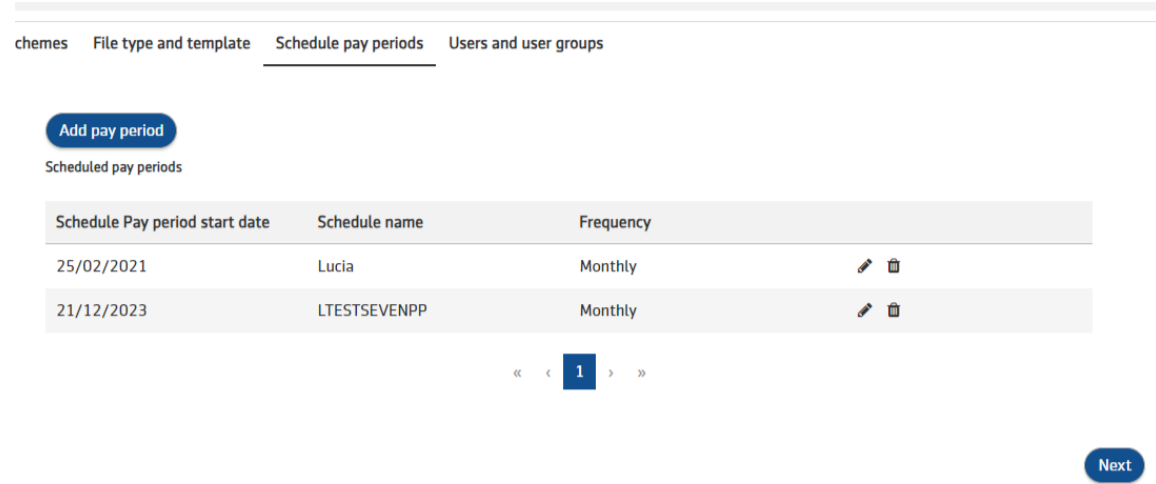


UK deployments are 2 days later than Australian deployments

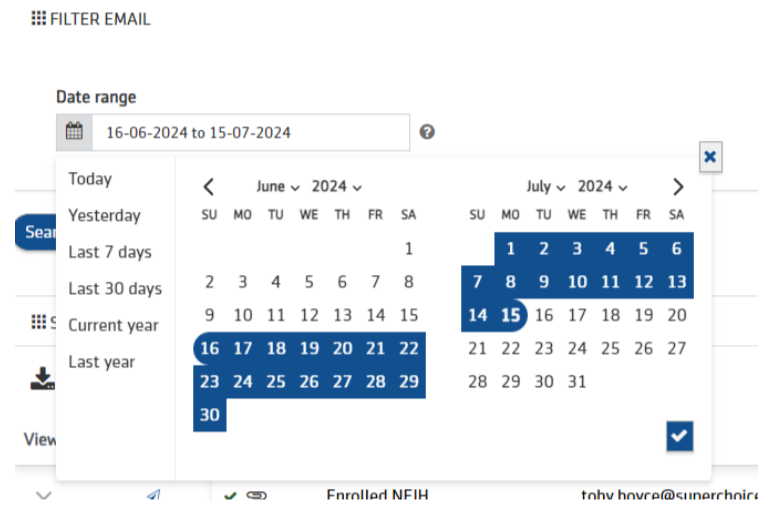
Release	UAT	Production
September	Tuesday 20-Aug	Tuesday 3-Sep
October	Tuesday 17-Sep	Tuesday 1-Oct
November	Tuesday 22-Oct	Tuesday 5-Nov
December	Tuesday 19-Nov	Tuesday 3-Dec

2 User Impact

Editing and deleting pay periods has changed - now the user presses either the edit or delete button.



The email date picker has been upgraded to be WCAG compliant.



3 Enhancements

3.1 Payment Matching Changes

Two matching improvements have been made.

- We now automatically match on the employer's refund account name if the correct Payment Reference Number (PRN) hasn't been supplied. We receive the employer's refund account name in the narrative in our bank statement so will auto match based on the supplied refund account name assuming the payment is correct. This means that if an employer or service desk receives a non payment email, they can enable a payment/data match by updating the employer's refund account name (highlighted below) in the portal. The match will then automatically occur the next day. This also means that any subsequent submissions will auto match without the requirement for a PRN.

Employer details Contact Address Payment details Single touch payroll Manage funds Schemes File type and template Schedule pay periods Users and user groups

The screenshot shows a web form with the following sections:

- Payment details:** Includes a dropdown menu for 'Payment method' set to 'Direct Credit'.
- Refund to employer bank account:** This section is highlighted with a red box. It contains three input fields: 'BSB' with the value '012345', 'Account number' with the value '012345678', and 'Account name' with the value 'my account name'.

At the bottom of the form, there are 'Save', 'Cancel', and 'Next' buttons.

- We also now match on employer name for only a certain number of characters if that is all that is supplied (dependant on the transaction, the BECS file format can be limited in length).

4 Validation And Rule Changes



The account name validation for refund account and direct debit account has been standardised to match SMSF account name validation. This now allows for full stops to be used in an account name.


4.1 Employee services feature changes.

- Three new emails have been added
 - The "notify my employer" button sends an email to the employer to inform them that the employee wants to be stapled.
 - Employers get notified by a new email for any employee actions on the portal
 - If an employer changes email address, the employee now receives a change of email notification.
- Send to employee portal will be activated
 - a. an employer uploads and submits a new employee via a member upload, OR
 - b. if the employer changes an existing employees email address in either a contribution submission or a member submission.
- A new validation that email address must be provided for new employees.
 - This new rule should trigger an error when;
 - i. The employer has Employee Services Enabled
 - ii. The employer uploads a new employee file (via a member upload) that contains only Given Name, Surname & DOB and NO email address.
 - b. This rule will not trigger;
 - i. For employers that have Employee Services Disabled
 - ii. For existing members that have a Fund (ABN/USI) assigned.
 - iii. When an employer uploads a contribution file
- A new filter has been added to the Review page to set the Review Status to Reviewed when the Member Status is awaiting enrolment. After an employee onboards via the Employee Portal and is awaiting enrolment, then when logged in as an employer & navigating to the Review Employees screen the Review status is defaulted to Reviewed.



- Welcome and Assessment emails are not generated if a member file is submitted after uploading more than once
- Validation restriction on Company House Numbers - update validation on Company ACN to allow for all variations of real Company Numbers.
- New file type to support a bulk leavers file
- Custodian specific change to mandate email address must be provided (and cannot be left blank). This is for all uploads, from email verification and amendments / payrolls / ad hoc contributions / migrations - any upload where an employee is listed, a valid e-mail address must be provided.
- Reenrolment Below Min and Reenrolment Standard Emails don't have attachments included
- An NEJH is being re-enrolled when earnings are updated from EJH to NEJH. For a re-enrolment payroll EJH member who has stopped paying, it shows as optional re-enrolment status, but if the earnings of the member are directly updated on the grid to become NEJH, the member status still shows optional re-enrolment, the worker category updates to NEJH and upon submission re-enrols the member and sends standard re-enrolment and enrol EJH Comms.

5 Defects Fixed

EPRT-14105	<input type="checkbox"/> Employee <input checked="" type="checkbox"/> Contribution <input type="checkbox"/> Member <input type="checkbox"/> STP <input type="checkbox"/> Gateway <input type="checkbox"/> Reporting	Unable to reset password of user if email domain name has got a hyphen (-)	Scenario <ol style="list-style-type: none"> 1. Login to employer portal 2. Navigate to User maintenance 3. Select a user id having email id in domain . and - eg: Test@Test.doman-Test.com 4. Select reset password Get internal server error
EPRT-18782	<input type="checkbox"/> Employee <input checked="" type="checkbox"/> Contribution <input checked="" type="checkbox"/> Member <input type="checkbox"/> STP <input type="checkbox"/> Gateway <input type="checkbox"/> Reporting	Bulk scheme change and Key Data Change – Update member creates a duplicate record on the review page	For a member with a scheme updated in the bulk change page and on the key data change page, the review page creates a duplicate record Steps : Pre-requisite : Member having linked to scheme Payroll File : Updated TFN/NINO and Scheme Code(Different Scheme) <ol style="list-style-type: none"> 1. Upload Contribution File – Next 2. Bulk Change Page – Click on Update Members 3. Key Date Change Page – Choose ‘Update Member’ Review Page – Shows Duplicate Record A duplicate Record should not be created and shown on review page
EPRT-17957	<input type="checkbox"/> Employee <input checked="" type="checkbox"/> Contribution <input checked="" type="checkbox"/> Member <input type="checkbox"/> STP <input type="checkbox"/> Gateway <input type="checkbox"/> Reporting	The audit history may not show the correct date/time for a custom field	In some cases, the audit history is not showing the actual date/time an update was made for employee and member custom fields.
Various 	<input type="checkbox"/> Employee <input type="checkbox"/> Contribution <input type="checkbox"/> Member <input type="checkbox"/> STP <input type="checkbox"/> Gateway <input checked="" type="checkbox"/> Reporting	Various reporting bug fixes	<ul style="list-style-type: none"> • Various issues have been fixed with the employer selection page. • Date filter now shows 10-07-24 to 11-02-24 • Clicking cancel or cross does not cancel selected employer • Trying to select the starting date from a previous month results in an unresponsive date picker • If search is done using last 30 days and last year, it redirects to home page. • User is allowed to delete the date value from the date picker and the search button is still enabled. • The reporting button overlaps the username button in reporting page making dropdown unusable for reporting when clicking on down arrow. • Manual date entry allows start dates to be entered that are after the end date • The date filter does not display the full date range string when at 100% resolution