FAST-HR Updates

Effective: May 11, 2017 | Version 4.3.15

RANK added to Faculty pages

- Added Effective Date Rank column and filter control to Faculty Leave and Contact Hours reports.
- Added Action Date Rank column and filter to Faculty Rank report.

This new Ranking function allows the user to zero in and report on data based on when (within a group) a record was changed/created (i.e. the effective date).

Position Incumbent History - Date Rank

New columns added; Effective Date and Date Rank Columns added. This is an effective way to determine/group data based on effective date.

Name & Email standardization on reports

Name

- o Where applicable, there is now a standard group of columns for "Name" across all HR reports:
    - o NAME_FIRST
    - o NAME_LAST
    - o NAME_LASTFIRST
    - o NAME_LEGAL
    - o NAME_FIRSTPREF (first name preference)

Email

An EMAIL_ADDRESS column with hyperlink to the FAST Email Control has also been added to most HR reports. This allows the user running the report to send an email out of FAST to an employee or all employees in the report results.

Column & Filters

Default column and filter controls (sort) order has been assessed, and, in many cases, reorganized.

Naming Conventions

Standard naming conventions across all HR reports has been applied to many reports (for example, Employee ID is now the default name for the EXTERNAL_ID field and filter control across *all* reports).

Note that these changes *may* affect existing column and control sort order as well as pre-existing pinned reports, which may need to be updated to incorporate these changes (a simple 1-step "update" process - see online documentation for details).

Virtual Columns:

- Newly created virtual columns are now available to cross tab.
- Fixed column filtering grid header highlighting on virtual columns.

Column filters

Added the ability to filter on NULL or NOT NULL values in the Column Level Filter control.

New Hires Report

Updated Employee New Hires report so hires will show up even if they don't have a job assigned yet.
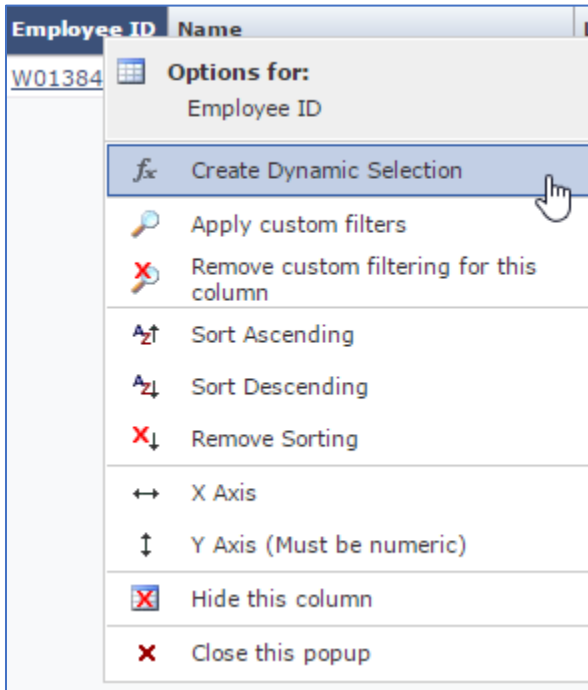
Dynamic Selection column level options

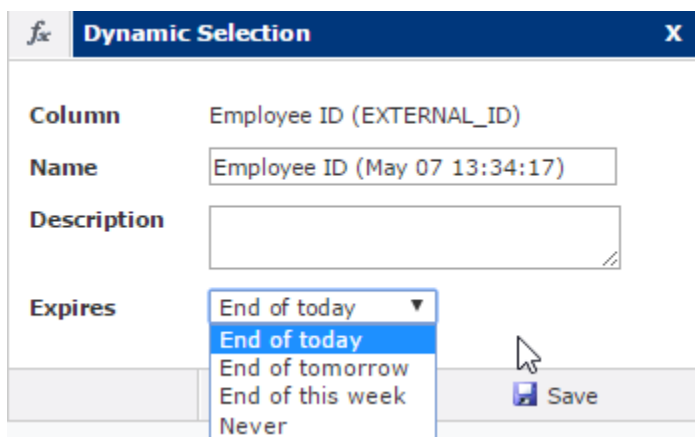*(editor's note – this is a very cool addition 😊)*

Added the ability to quickly and easily create a Dynamic Selection from the context menu of any column header.

Without leaving the Report Results tab, a Dynamic Selection can thus be created with two clicks.

- o   Left click the column header
- o   Left Click Create Dynamic Selection

No additional data entry is required, and the selection will automatically expire and disappear tomorrow. If the user wants to customize the name/description/expiry date they can do this as well.

Dynamic Selections created this way will be available on all filter fields without the user needing to specify which field(s) the Dynamic Selection is for. If the user wants to make the Dynamic Selection permanent they can select "Expires: Never" at which point they will need to specify which field(s) the Dynamic Selection is for.

Note: these private, auto-expiring, aka "AdHoc" Dynamic Selections cannot be used with Pinned Reports.

Rename worksheet tab when exporting custom reports to Excel

When exporting custom reports to Excel, the worksheet tab name will now be the report title (ex. MyPageTitle) instead of the page ID (ex. Custom_12345678_20170406).

Add "Concatenate" group function to Advanced Options

Added a new Group Function option on the Advanced Options tab called "Concatenate." When selected, this option will group values together into a list of comma-separated values. This change affects [almost] all reports in all applications.