

Benjamin Franklin said “When you’re finished changing, you’re finished”, and Arnold Bennett expressed his thought on change as “Any change, even a change for the better, is always accompanied by drawbacks and discomforts”. As we listen to our customers and your needs we are always looking to change and improve our software and its functionality.

Some changes are simple and go unnoticed; others are complex and are clearly visible. In **May’s** version of Connect, that our Software Assurance customers will be receiving, Caselle’s Payroll/Human Resource/Timekeeping applications have visible changes. In the May version of Payroll we have added the functionality to tie employees more closely to their positions and to be able to track multiple and historical positions on employees. Human Resources and Payroll Positions will now sync between the two applications, and Human Resources also includes many new enhancements and features not found in the application before. Timekeeping Employees have had new position features added that will soon be utilized in the Connect Online functionality. In addition we have also updated the Inquiries in each of these applications to use new dynamic grids and other increased functionality.

With these changes there are items to be aware of and two things you can do now to make the transition of the data cleaner and easier. We are moving from a fluid position field to a more robust position tracking. You will want to **take time to review the current position information on your employees for accuracy and consistency**. The updated applications also links the departments to the position so you will also want to **make sure employees are linked to the correct department**. With these couple of maintenance items the program will automatically create the records in the new database tables and minimize down time once the May release is installed.

While we have tried to minimize and automate as many of the changes as possible, making these changes resulted in changes to the structure of the database. Our master reports have been updated to work with the changes, but for certain saved reports and table lists it may require some additional editing depending on the fields or tables that may have been added. Some of the form variables were also impacted by these changes; this will mostly effect the Human Resource application, so you will also want to **review your forms as they print**.

In order to help you see and be aware of these changes, here is what we will be doing:

- A webinar in April to highlight the changes
- A release overview webinar the week before the program update goes out
- Documenting each of the changes in the release notice email
- Adding short videos to the CIMS knowledgebase for quick reference
- Updating our help documents to include step by step how to’s

We want to thank everyone for your feedback that made these changes possible, and while change can be scary we are excited to release new functionality that will allow you and your organization to do more with Caselle than ever before. If by chance you do not currently use Caselle’s Payroll, Human Resources, or Timekeeping modules please contact our sales department and schedule a demo.