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This document describes features and enhancements included in Infor Employee and Manager Self-Service 10.0.6.0. These new features and enhancements are organized under the following headings:

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Where to look for documentation

Throughout these release notes, references to specific documents and Knowledge Base articles may be provided to help you locate more detailed information.

Product documentation is available on the Infor Xtreme portal.

- You can find documentation posted to the product records on the Download Products page. Look here first for installation guides and release notes.
- You can browse or search for product documentation on the Documentation page.

For questions or feedback, email documentation@infor.com.

Documentation updates

The following updates to documentation are included with this release.

<table>
<thead>
<tr>
<th>Document name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infor Employee and Manager Self-Service Installation Guide</td>
<td>Minor notes and corrections.</td>
</tr>
<tr>
<td>Infor Employee and Manager Self-Service Administration Guide</td>
<td>Sections containing administration related steps were moved from the Installation Guide to the Administration Guide. The Installation Guide has been reduced to only those steps necessary to complete the installation process itself. Application system requirements, post-installation, and configuration sections are now available in the Administration Guide. Added a section titled &quot;Configure access for India Payroll bookmarks&quot; to the Customization chapter. This section contains steps to enable the new India bookmarks delivered with this version of EMSS. Added a section titled &quot;Configuring Employee and Manager Self-Service for Internet-facing deployment&quot; to the Security chapter. This section contains required steps to customize and load the delivered rule files for EMSS, as well as references to the appropriate Security and Infor Ming.le™ guides for additional setup. Added a reference to the Infor Talent Management Interface Guide and Global Human Resources User Guide for use by customers who are using Global Human Resources as their system of record.</td>
</tr>
</tbody>
</table>
## Product changes

<table>
<thead>
<tr>
<th>Feature</th>
<th>Option to display employer telephone number on pay stub</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>A new field called Print Company Phone Number was added to HS23.1 (Pay Rules) to control display of the employer’s phone number on the employee’s pay stub. By default, the employer telephone number will not display. This setting was not added to the emss_config.xml file, so a record will need to be created on HS23 to display the telephone number.</td>
</tr>
<tr>
<td>Impact</td>
<td>This enhancement requires HR Server Applications 10.0 and higher, and CTP-100686 for JT-233418.</td>
</tr>
<tr>
<td>Related JTs</td>
<td>JT-229402, JT-233418</td>
</tr>
<tr>
<td>Related Documents</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Feature</th>
<th>Option to display earliest pay period start date on pay stub</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Prior to this enhancement, only the period start for the current pay period could be displayed on the printable pay stub in Employee Self-Service. This enhancement provides the ability to display the start date of the earliest pay period included on the pay stub. This provides an &quot;inclusive&quot; date range of all payments displayed on the pay stub. This is a regulatory requirement for the state of California. A new “Display Earliest” setting was added to the HS23.1 (Pay Rules) Display Period Start Date field for this functionality. Current available options are: 1: Do Not Display 2: Display Current 3: Display Earliest By default, the pay period start date will not display on the pay stub. This setting value was not added to the emss_config.xml file, so a record will need to be created on HS23 to display the telephone number. The Laser Print tab on PR160 also has a new field &quot;Pay Period Begin Date&quot; which may be similarly used to control display of the start date on the PMTOUT. Available options: 1: Default – Latest 2: Other - Earliest.</td>
</tr>
<tr>
<td>Impact</td>
<td>This enhancement requires HR Server Applications 9.0.1 or 10.0 and higher, and the CTP for JT-248712.</td>
</tr>
<tr>
<td>Related JTs</td>
<td>JT-269300, JT-248712</td>
</tr>
<tr>
<td>Related Documents</td>
<td>None</td>
</tr>
</tbody>
</table>
**Feature** Support up to four decimal places for benefit percent contributions

**Description** This enhancement increases field sizes on the benefit plan set up and benefit enrollment forms to allow up to four decimal places (0.9999) for percent contributions. The Employee Self-Service Current Benefits and Benefits Enrollment tasks have been enhanced to display the additional decimal places. This enhancement was driven by a regulatory need in Illinois, where the state law allows company paid contributions up to 9.455% for pension type plans. Prior to this change, the benefit plan contribution set up only allowed up to two decimal places to be entered for a percent contribution.

**Impact** This enhancement requires HR Server Applications 10.0 MSP#6 or higher or CTP-100798 for JT-248712.

**Related JTs** JT-486669, JT-248712

**Related Documents** None

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**Feature** Section 508 accessibility

**Description** This enhancement provides better support for users with sight and motor disabilities. Theme 10.3 was enhanced to support the JAWS screen reader on Internet Explorer 9 or higher on Windows. Changes were also made to provide better support for keyboard-only and vision-impaired users.

This version of the EMSS product partially complies with the standards documented in Subpart B, 1194.22 of Section 508 of the Rehabilitation Act (Web-based intranet and internet information and applications).

**Impact**

**Related JTs** JT-506496, JT-50865

**Related Documents** United States Access Board website (Section 508 Standards)
Enhanced “limit of another benefit” functionality

The "limit of another benefit" functionality in ESS Benefits Enrollment previously required that the plan that coverage is based on be included in the enrollment set up on BS03 (Benefits Enrollment Plan Rules). This plan that coverage is based on can now also be part of the employee’s current benefits. This allows the plan to be used for a coverage calculation without requiring the employee to re-enroll in the plan as part of the same enrollment session.

A typical "limit of another benefit" scenario is a Dependent Life (DL) plan which has coverage that is a percentage of the employee’s elected coverage for an Employee Life (EL) plan.

This enhancement was added to Life Events, New Hire, and Annual Enrollment tasks.

Employee disability identification

A new Personal Information Disability task was added to the product that allows an employee to identify his/her disability status.

A "Don't Wish to Answer" option is available in Applicant, Employee, and MSS Personnel Actions that allows an employee to opt out of self-identification.

The ESS Personal Profile task was enhanced to display both the disability and disability type fields.

If you are upgrading from an older version of EMSS and are using the bookmarks delivered with the product, you will need to upgrade your bookmarks in order to use the new Disability task. Follow the steps in the "Post-installation steps for Employee and Manager Self-Service updates (optional)" section in the Infor Employee and Manager Self-Service Installation Guide to apply the latest configuration settings and update the bookmarks.

This enhancement requires HR Server Applications 9.0.1 or 10.0 and higher, and the CTPs for JT-564953 and JT-596788

Infor Employee and Manager Self-Service Administration Guide
Feature **Installation program security**

Description The EMSS installation program was enhanced for improved Federal Information Security Management (FISMA) compliance.

Impact

Related JTs JT-595177

Related Documents None

Feature **User auditing of employee record changes**

Description Changes made from EMSS to an employee record on HR11.1 are now tracked in HRHISTORY for auditing purposes. When the change is made from EMSS, the USER-ID field will be populated with “W” followed by the employee number of the user who made the change. Date and time stamp fields are also populated to reflect when the record change was made. This functionality was added to the following EMSS tasks:

- Benefits Enrollment (HR11 Smoker field)
- Direct Deposit (HR11 Automatic Deposit field)
- Disability
- Ethnicity
- Home Address / Move Life Event
- Marital Status
- Nickname
- Primary Care Physician
- Spouse Employment Life Event
- Veteran Status
- Work Contacts

Impact This enhancement requires HR Server Applications 10.0 or higher.

User audit functionality for the Home Address / Move Life Event requires 10.0 MSP#6 or the CTP for JT-666299.

Similar user audit functionality for the Tax Withholding task requires 10.0 MSP#5 or the CTP for JT-264712.

Related JTs JT-597636, JT-666299, JT-264712

Related Documents None
Feature  India payroll

Description  Functionality was added to the EMSS product to support India payroll requirements and processes. Three new tasks are now delivered with the product: India Pay Checks, India Investments, and India Previous Employment.

Customers who wish to use these new India-specific tasks will need to enable the desired bookmarks. Refer to the "Configure access for India Payroll bookmarks" section in the Customization chapter of the Infor Employee and Manager Self-Service 10.0.6.0 Administration Guide for steps to enable the bookmarks.

Impact  This enhancement requires HR Server Applications 10.0 and CTP-102596 for JT-639975.

Related JTs  JT-608241, JT-637651, JT-641641, JT-639975

Related Documents  Infor Employee and Manager Self-Service Administration Guide

Feature  Product patch number added to About screen

Description  The EMSS patch number has been added to the About screen that is accessed from a menu on the title bar in theme 10.3. The patch number now follows the product version and is of the form “Update xx”, where xx is the patch number. This provides easier access to the installed product version for support purposes.

Impact

Related JTs  JT-629903

Related Documents  None
Feature: User interface "skins" removed in Time Entry, Career Management

Description: In older versions of the EMSS product, the Time Entry and Career Management tasks supported the ability to configure a different user interface look and feel (or "skin") for the manager task versus the employee task. This configuration was done by updating the main HTML file to load the Template.js file under the desired Skins sub-directory in the web document file system.

In more recent versions of these EMSS tasks, the "theme" setting in emss_config.xml overrides the old skin. This theme setting provides one consistent look for the entire EMSS product, and adheres to the latest Infor style guidelines. Any old logic that supported the older skins was removed, including directories, image and web files, and JavaScript settings. This reduces the install package size by eliminating unused objects and improves future product maintenance.

Impact

Related JTs: JT-638810, JT-660080

Related Documents: None

Feature: Disclaimer added to benefits summary when incomplete enrollment

Description: A disclaimer has been added to the printed and emailed benefits summary when the employee did not finish the benefits enrollment process. This feature has been added to help communicate to the employee that he/she has not successfully completed the benefits enrollment process, and some or all of the elections displayed on the summary have not been saved. This can occur if the employee exits out of the system prior to updating or when an error occurs during the update process which results in the employee having an incomplete set of benefits.

Impact

Related JTs: JT-641768

Related Documents: None
**Feature**  
**Popup window cleanup**

**Description**  
The EMSS product has been enhanced to automatically close any child popup windows launched by EMSS when the main EMSS window closes.

As a best practice, employees should always log out of the Lawson system when they are done using an EMSS task, however popup windows that were launched by EMSS may still be open in the background or minimized. These popups may contain sensitive data and -- if the employee hasn’t logged out -- may result in the system not challenging the system to log in if another task is accessed.

Any popup windows launched by an EMSS task will now be automatically closed when the employee loads a different EMSS task, closes the main browser window containing the task, or logs out of Lawson. This feature helps mitigate security concerns with sensitive data remaining visible in open popup windows, particularly in scenarios where EMSS may be accessed on a shared terminal.

**Impact**

**Related JTs**  
JT-648716

**Related Documents**  
None

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**Feature**  
**Start date added to Additional Contact Numbers**

**Description**  
The start date for a contact number record was added to the initial display of additional contact numbers for the employee. Since future-dated records can be entered by the employee, this will make it easier to distinguish when a particular cell phone number is in effect. The contact number records are now sorted by most recent start date.

When adding a new contact number, the effective date field for the record now defaults to the system date in order to streamline the add process.

**Impact**

**Related JTs**  
JT-658683

**Related Documents**  
None
Feature **Internet-facing security**

Description This version of the EMSS product leverages enhanced security functionality available in the Lawson System Foundation layer to restrict access to objects that should not be accessed when EMSS is deployed on an external domain outside of a firewall. Rule files have been delivered with EMSS that can be used to grant access to only the securable objects used by the part of the EMSS product exposed to the internet.

Refer to "Configuring Employee and Manager Self-Service for Internet-facing deployment" in the Security chapter of the Infor Employee and Manager Self-Service Administration Guide for required Lawson product versions and additional information including implementation considerations and required steps to customize and load the rule files delivered with EMSS.

Impact

Related JTs JT-659552

Related Documents Infor Employee and Manager Self-Service Administration Guide

Feature **3.5 Infor HTML5 Control Library support**

Description Theme 10.3 was enhanced to run the latest Infor style guidelines, available in the Infor 3.5 version of the Infor HTML5 Control Library. This newer version of the user interface library provides Section 508 accessibility enhancements for persons with sight disabilities as well as other improvements and bug fixes.

Impact

Related JTs JT-703629

Related Documents None

Problems fixed in this release

A listing of problems fixed in this release may be available on the Download page on the Infor Xtreme portal.