

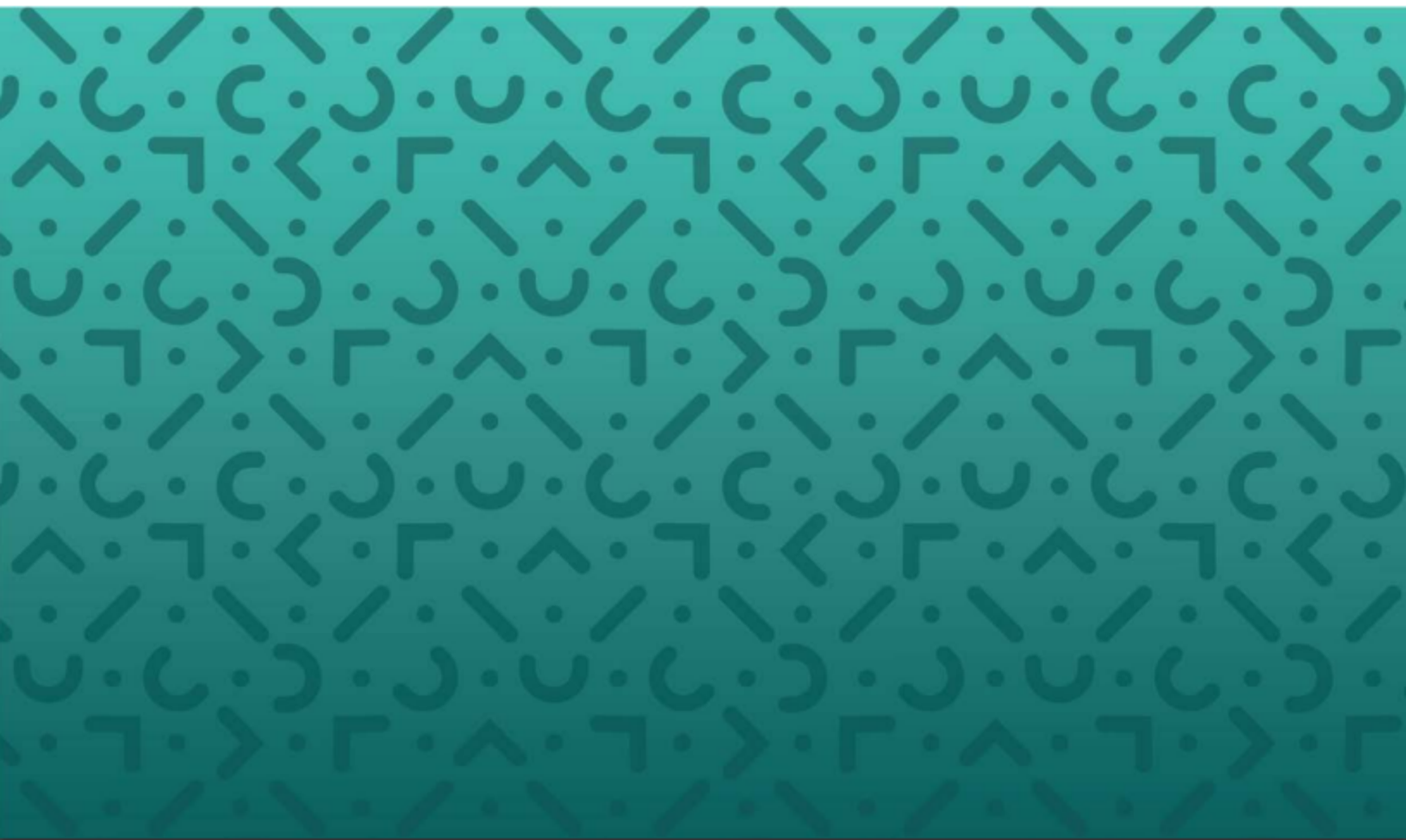


HR Release Notes

April 2021

R74

This document contains detailed descriptions of enhancements for the release date / month shown above, as well as explanations of resolved issues.



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R74 HR Release Notes

This document contains detailed descriptions of release notes for the specified release, as well as explanations of bug fixes.

Release Dates

A System Release will take place on the following dates and times for the following servers. System downtime for each respective release can be expected during the maintenance windows:

- **EU Server:** April 05, 2021 at 11:00pm - 3:30am BST
- **POD 60:** April 06, 2021 at 11:30pm - 4:00am EDT
- **U.S. Server POD2:** April 07, 2021 at 11:30pm - 4:00am EDT
- **U.S. Server POD5:** April 21, 2021 at 11:30pm - 4:00am EDT
- **U.S. Server POD4:** April 21, 2021 at 11:30pm - 4:00am EDT
- **U.S. Server POD3:** April 22, 2021 at 11:30pm - 4:00am EDT
- **AUS Server:** April 22, 2021 at 12:00am - 4:30am AEST
- **U.S. Server POD6:** April 22, 2021 at 11:30pm – 4:00am EDT

Supported Operating Systems and Browsers

The following tables show the operating systems and browsers currently supported.

Note: All of these operating systems and browsers are supported, but some may not be actively tested.

Platform	OS Version
Desktop	
Windows	10
Mac	10.13.4 (High Sierra)
Mobile	
iOS	11.4.1 -> latest
Android	6.0.1-> latest

Browser	Version
Internet Explorer	11
Microsoft Edge	latest
Google Chrome	latest
Mozilla Firefox	latest
Safari	latest

Downloading Documents

UKG Ready Customers

Download release notes and user guides under:

- **My Info > Help > Download Documentation**

Partner Resellers

Download release notes and user guides under:

- **Distribution > Tools > Download Documents**

Enhancements



We are listening! Enhancements marked with the light bulb icon are a direct result of IDEAS submitted in Community. Visit Community Ideas, upvote the best items, and keep the feedback coming!

The following enhancements have been added to this release.

New! UKG Ready Recruiting Workspace

Workspace Design in Job Requisitions

EPIC Tickets WFR-189220, WFR-189221, WFR-197745, WFR-197746, WFR-197747, WFR-197748, WFR-197749, WFR-197750

The workspace is a new optional design to provide flexibility for managers and recruiters to perform their day to day activities efficiently by ensuring they can stay focused inside the workspace rather than navigating to multiple menu items to perform various tasks in the process of identifying a suitable applicant.

The new design will work on the desktop as well as a mobile device. The workspace is optional and is controlled by a security setting. You will navigate to the Job Requisition report page under **Team > Recruitment > Job Requisitions**. From there, you will select or create a job requisition and on that page you will see the option to switch to the new workspace once the security permission is set.

The screenshot shows the 'Job Requisition' workspace for a 'Senior Business Analyst' position. The form includes fields for Job Title, Job Requisition ID, Status, Default Position, Default Job, Cost Center, Company EIN, Status & Visibility, Visibility Date From, Visibility Date To, Evergreen, and Job Location. The 'Applications' tab is active, showing a list of applicants.

First Name	Last Name	Primary E-mail	Application	Job Application	Applied On	Questions
Jason	Maze	12345@kronos.com	New Application	Screen Candidate	12/14/2020 05:47a	Completed
Natasha	Romanoff	natasha.r@live.com	Selected	Extend Offer	10/27/2020 05:52a	
Tony	Blake	tony.blake@live.com	OK	Screen Candidate	10/27/2020 05:50a	
Bruce	Banner	bruce.b@live.com	Interview	Extend Offer	10/27/2020 05:50a	
Raghav	Test	raghavendra.vissam@kronos.com	New Application	Perform Background Checks	06/02/2020 07:51a	

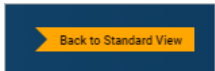
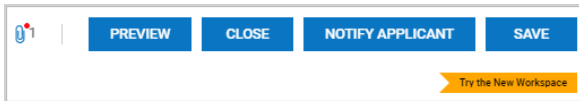
The screenshot shows the 'Job Requisition' workspace for a 'Senior Business Analyst' position. The 'Applications' tab is active, displaying a table of applicants with columns for First Name, Last Name, Primary E-mail, Application, Job Application, Applied On, and Questions. The table is filtered by 'All Applications' and 'New Applications'.

First Name	Last Name	Primary E-mail	Application	Job Application	Applied On	Questions
Jason	Maze	12345@kronos.com	New Application	Screen Candidate	12/14/2020 05:47a	Completed
Natasha	Romanoff	natasha.r@live.com	Selected	Extend Offer	10/27/2020 05:52a	
Tony	Blake	tony.blake@live.com	OK	Screen Candidate	10/27/2020 05:50a	
Bruce	Banner	bruce.b@live.com	Interview	Extend Offer	10/27/2020 05:50a	
Raghav	Test	raghavendra.vissam@kronos.com	New Application	Perform Background Checks	06/02/2020 07:51a	

Security Permission to Enable New Workspace

You can enable users by security profile to have access to the new workspace. Once enabled, they will see a banner when opening or creating a Job Requisition in the Job Requisition menu under **Team > Recruitment > Job Requisitions**. The setting is on the HR tab of security profiles in the Recruitment section. In the **Job Requisitions** permission, check **View Workspaces**.

After opening or creating a job requisition, the banner toggle will display. Users will click the **Try the New Workspace** banner to open the new workspace. To return to the old view, users will click the **Back to Standard View** banner. In the Standard View, you will navigate through the menu structure to access each area.



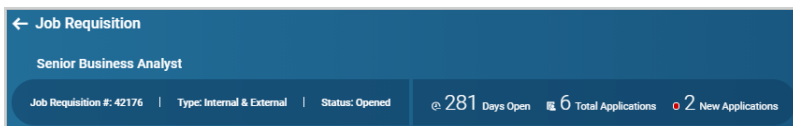
Note: If using the .hcm URL in your desktop experience, you must enable the option via security profiles. If using the .home URL in your desktop experience, the new workspace will be enabled by default. It will also be enabled by default for the Mobile App.

The New Workspace

New Header

In the new workspace, a header will display showing the currently selected Job Requisition. If multiple requisitions have been opened, you will be able to scroll through the selections and the scrolling controls will show how many are selected.

A summary for the current view will display showing how many days the requisition has been open, how many total applications are active for that requisition, and how many of that total are new applications. This view will be available on both the Job Req. Info and Applications tabs.



New Tabs

The workspace has two tabs under the header; one is the **Job Req. Info** tab, and the second is the **Applications** tab. The system will default to the Job Req. Info tab.

In the desktop experience, each tab is divided into 3 panels. The panels will vary slightly depending which tab is selected and whether you are viewing a job requisition or an application.



Note: In the mobile app, the same options are available but are presented in single panels due to spacing issues on the device.

Job Req. Info Tab

This tab contains the following panels:

Left Panel: **Jump To** links - these are only available in the desktop experience

- The jump links will pop you to the selected widget within the job requisition.

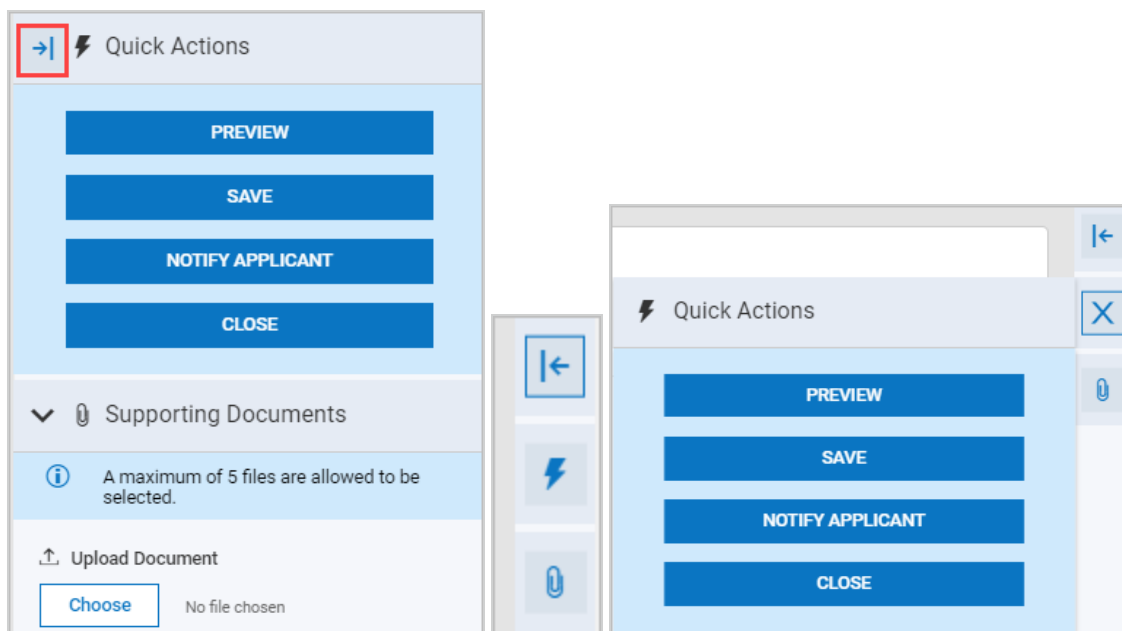
Center Panel: **Job Requisition Details** (users with proper access can edit) - this panel is always open and cannot be minimized/closed

- This section contains all the details of the selected job requisition. Users with proper permissions can view and edit the content here.

Right Panel: **Quick Actions** and **Supporting Documents**

- This panel contains Quick Actions which allow you to select options Preview, Save, Notify Applicant, and Close the job requisition.
- The Supporting Documents section of this panel allows you to add up to 5 supplemental documents for the selected job requisition.

The left and right panels can be hidden or minimized and then popped out again. When minimized, the options within that tab will still be accessible in their collapsed view and will be shown as icons with hover text available to show what those icons do. For example, Quick Actions has a lightning bolt icon. When collapsed, just the icon will show, and users can click the icon to open just that option. When users are done with their task, they can click the X icon to return to the minimized view. To re-open the panel, users will select the left-facing arrow icon.



Applications Tab

The left and right panels on this tab can be hidden or minimized just as they can on the Job Req. Info tab. The tab contains the following panels:

Left Panel: **Quick Filters** - can be minimized/closed

- The left panel allows you to apply filters such as All Applications, New Applications, External applicants, Internal applicants, and Returning Employee applicants. Additionally, within Quick Filters, you can select applications based on Hiring Stages.

Center Panel: **Applications** (flowing from Job Requisition report page) - this panel will always be the default and cannot be minimized/closed.

- The center panel contains the report page for viewing and managing applications.

Right Panel: **Quick Actions** and **Supporting Documents** - can be minimized/closed

- The panel has Quick Actions that become active once you have selected one or more application from the Applications section of the center panel. Options here allow you to manage the selected applications. You can select Add Evaluation Questionnaire, Updating Hiring Stage, Communicate, View, and Update Application Rank.
- The Supporting Documents section of this panel allows you to add up to 5 supplemental documents for the selected applications.

Account Contacts

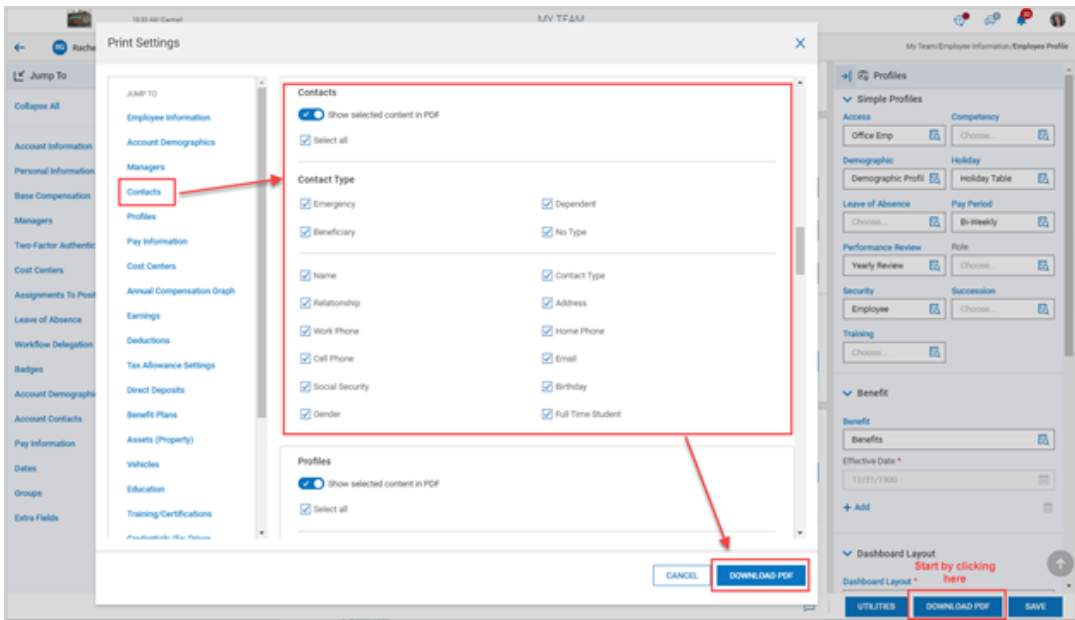
Employee PDF – Hiding Non-Visible Account Contacts in Downloaded PDF

WFR-217673: In the February 2021 HR Release Notes, we added an Account Contacts widget in Company Settings where you can require, hide and display fields in the Account Contacts widget in employee profiles.

Note: For more details, please download the February 2021 HR Release Notes and refer to the Account Contacts write up.

In this release we are hiding the contact type fields that are not marked to display in the Account Contacts widget in Company Settings.

Example: After clicking the Download PDF button and selecting the Contacts widget in Print Settings, you can select or de-select Contact Types to be included in the PDF. Any contact types that are not enabled in Company Settings will not display as an option in the Print Settings page. Conversely, if a contact type is checked under any contact type or default, it will display as an option on the Print Settings page.



Company Settings

Restriction for Special Characters in Employee Profiles

WFR-223230: A new widget, **Restrict Special Characters**, has been added to the Company Settings (in Account Policies) where employers can turn the validation on and prohibit special characters for the following fields, listing which special characters are prohibited.

- Name – This includes all Name fields such as First Name, Middle Name, Last Name, Nickname, and Suffix.
- Phone – This includes all phone fields such as Work, Cell, and Home.
- Username

An informational message explains that the special characters should be entered without any spacing or delimiter such as a comma.

☒ **RESTRICT SPECIAL CHARACTERS**

Enter prohibited special character(s) without any spacing or delimiter. (e.g. !@#%\$%)

Name	@
Phone	AA
Username	@#

Only Special Characters are allowed in all fields under the Restrict Special Characters settings section. An error message displays when the validation fails explaining that RESTRICT SPECIAL CHARACTERS must contain special characters only. The maximum length of each field in the Restrict Special Characters section is 35 characters.

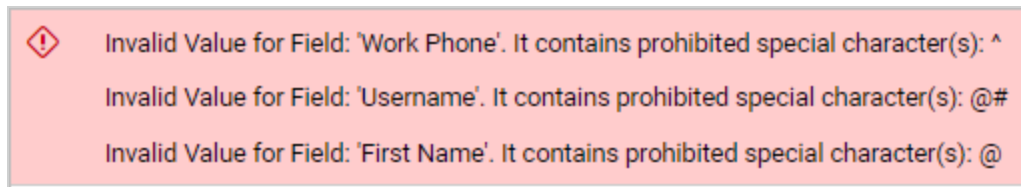
For the values under the Generate Username Format and Username sections under Restrict Special Characters, the fields should not have the same characters in both fields simultaneously. An error message displays if the validation fails explaining that there are Conflicting values under Generate Username Format & Username section under RESTRICT SPECIAL CHARACTERS.

The two validations described above also apply to the Mass Edit functionality . In addition, the following validations also apply when using the Mass Edit feature:

- When the Generate Username Format value is filled in and the Username section under Restrict Special Characters is not filled in, the Generate Username Format value is validated against the saved Username value in the Restrict Special Characters section for that company. If the validation fails, a message displays stating: Generate Username Format has prohibited characters in {Company Name}.
- When the Username value under Restrict Special Characters is filled in and the Generate Username Format is not filled in, the Username value is validated against the saved value of the Generate Username Format in the Restrict Special Characters section for that company. If the validation fails, a message displays stating: Username section under RESTRICT SPECIAL CHARACTERS has prohibited characters in {Company Name}.

WFR-210494 : If Restrict Special Characters is enabled in Account Policies and prohibited special character(s) is/are entered on the employee record (ESS and MSS), an error message displays indicating the special characters are invalid. Fields such as the following are validated against the Special Characters widget in Account Policies:

- First Name
- Middle Name
- Last Name
- Nickname
- Suffix
- Username
- Phone numbers (Work Phone, Home Phone and Cell Phone)



WFR-215678: Users will receive an error message indicating the special characters are prohibited when clicking Save after entering special characters via the Employee Import that are listed in the Restrict Special Characters widget for the field (s). Fields such as those listed below are validated:

- First Name
- Middle Name
- Last Name
- Nickname
- Suffix
- Username
- Phone numbers (Work Phone, Home Phone and Cell Phone)

For fields that are not required such as Middle Name, Phone Number, etc., users will receive a Warning if they are listed in the Restrict Special Characters as prohibited. The import will occur, but the fields with warnings will not be included.

Note: In an Employee Import, an Error displays if there is a prohibited special character in a Required field such as Username, First Name, Last Name, etc., and the system will not allow the record to be imported at all. A Warning will display for a prohibited special character in a field that is not required such as Work Phone, Home Phone, Cell Phone, etc., and the system allows the record to be imported and update the data. Fields with prohibited special characters are skipped. If there are existing validations for any of the fields, the existing validations display first and then the new special character validations display next.

WFR-215679 : When users enter special characters via HR Actions for the list of fields below, and those special characters are listed in the Restrict Special Characters widget for the field(s), they will receive an error message when clicking Save indicating the special characters are prohibited.

- First Name
- Middle Name
- Last Name
- Nickname
- Suffix
- Username
- Phone numbers (Work Phone, Home Phone and Cell Phone)

Custom Forms

New Security Permission to Hide Custom Forms in Available Tab

WFR-198309: A new security setting has been added that can hide custom forms on the Available tab unless the custom form has been assigned to the user. This solves the problem of sensitive custom forms being visible to all users who have access to custom forms.

The **Hide From Available Tab Unless Assigned** setting has been added to the **My Custom Form Items** widget under the **ESS** tab of security profiles. For it to be active, the form item must be enabled with the View setting as a minimum.

When the hide setting is checked, only users assigned to that custom form will see it on the Available tab of custom forms under **Team > HR > Forms > Other Forms**. These users will also see it on the **Open** tab since they have been assigned to the form and once submitted on the **Submitted** tab. Once the form is submitted, it again is not visible on the **Available** tab with this setting enabled.

- The hide option is available for View, Edit, and Delete only.
- If a user has Add permission, the hide option is not activated since the Available tab is required in order to add a form.

MY CUSTOM FORM ITEMS					
	View	Edit	Add	Delete	Hide From Available Tab Unless Assigned
Form (no Image)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paid Prepares Due Diligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Complete Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-9 Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of 1-9 Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Custom Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NDA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Update	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EasyBackgrounds

Password Fields in Desktop Experience vs Mobile Experience

WFR-202211: In the desktop experience (.hcm), the easyBackgrounds credentials password is displayed as ***** when the user opens the credentials page under **My Info > My Information > My Profile > easyBackgrounds Credentials**.

However in the mobile experience (.home) under **My Info > My Information > easyBackgrounds Credentials**, the password field will always be blank (which is similar to other pages in .home) and the eye icon (Show) is displayed to view the input password before saving.

easyBackgrounds Credentials

Enter Account, User ID and Password that were sent to your email by easyB

Account *

User ID *

Password *

Show

Employee Profiles

Employee Sync Profile: Link Provided in Error Page

WFR-214501: When syncing an employee profile and an error is received, a link to the page in question will be provided in the error pop-up. Clicking the link will take you to that page so you can correct the error. For example, if the profile cannot be synced because it is not compatible with the earning selected, the link would redirect you to that earnings page.

Oh no!

Cannot synchronize Base Compensation. Earning is not linked to EIN: [Overtime, EIN2](#)

Cannot synchronize Base Compensation. Earning is not linked to EIN: [Overtime \(copy 1\), EIN1](#)

Cannot synchronize Base Compensation. Earning is not linked to EIN: [Overtime \(copy 3\), EIN2](#)

Cannot synchronize Base Compensation. Earning is not linked to EIN: [Overtime \(copy 2\), EIN1](#)

Cannot synchronize Base Compensation. Earning is not linked to EIN: [Bonus Admin, EIN2](#)

Show more (5)

OK

HR Actions

Effective Date Badge (InTouch) Fields Added to HR Actions

WFR-188897: Effective Date Badge fields (for Intouch) are now available in HR Actions.

Primary Phone Default Setting Added to Hire HR Actions

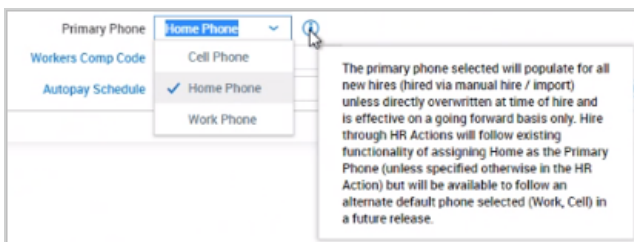
WFR-218329: In the February 2021 system release, we added an option in Company Settings where you can designate the default primary phone to be either the Work, Home or Cell Phone upon hiring through the manual hire process or via imports. We also added the ability for employees to designate a default phone number via a My Information HR Action.

Note: For more details, you can reference the February HR Release notes and search for the title of Company Settings and under that title these three tickets explain the functionality: WFR-207775, WFR-16682, and WFR-207766.

In this release, we are extending the hire functionality via an HR Action. This will be done in the My Employee Action Request with sub type Hire. Within that HR Action, you can now add the Primary Phone action item. Whichever phone is selected as default in Company Settings when hiring an employee or applicant through the HR Action, the system will use that default unless the user overwrites it in the Primary Phone drop-down in the Hire HR Action.

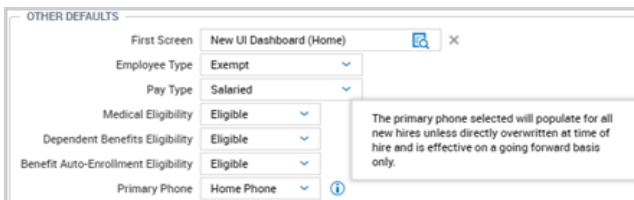
Additionally, the Info icon verbiage in the Primary Phone field, located in the Other Defaults widget of Company Setup on the Defaults tab, has been edited to reflect the release of this functionality.

February Release



The screenshot shows a dropdown menu for 'Primary Phone' with options: Home Phone (selected), Cell Phone, Home Phone (checked), and Work Phone. An information icon is visible next to the dropdown. A text box explains: 'The primary phone selected will populate for all new hires (hired via manual hire / import) unless directly overwritten at time of hire and is effective on a going forward basis only. Hire through HR Actions will follow existing functionality of assigning Home as the Primary Phone (unless specified otherwise in the HR Action) but will be available to follow an alternate default phone selected (Work, Cell) in a future release.'

April Release



The screenshot shows the 'OTHER DEFAULTS' widget with fields: First Screen (New UI Dashboard (Home)), Employee Type (Exempt), Pay Type (Salaried), Medical Eligibility (Eligible), Dependent Benefits Eligibility (Eligible), Benefit Auto-Enrollment Eligibility (Eligible), and Primary Phone (Home Phone). An information icon is visible next to the Primary Phone field. A text box explains: 'The primary phone selected will populate for all new hires unless directly overwritten at time of hire and is effective on a going forward basis only.'

TLM HR Actions with New Single Select Lookup

WFR-208848, WFR-208846, WFR-208844, WFR-208843: A new single select lookup is available in the Pay Calculations field within HR Actions. In addition, the new single select lookup is available in the Browse and Select TS Auto Population Profile, Time Off Planning Profile, and Holiday Table pop-ups within HR Actions.

Imports

Employees Import: Emergency Contact Required/Not Required Based on Account Contacts Widget

WFR-217646: In the February 2021 release, we introduced a new Account Contacts widget in Company Setup. In this widget you can customize how employee account contacts are to be added and whether they should be required or not required. For more details, please download the February 2021 HR Release Notes and search for the Account Contacts title (page 6 of document).

In this release, we are upgrading the Employees import template to accommodate the Emergency Contacts for this new functionality.

The template contains a section titled **Emergency Contact Fields** of which, Emergency Contact Relationship has historically been marked as required. However, with the introduction of this new widget, the required field will now be based on the configurations in the new widget.

Therefore, the **Required** column (D) has been modified on the import Instructions to: **Yes, if marked as Required in Account Contacts under Global Policies in Global Setup so that import requirements are now based off the global settings for these fields.**

- Changes affect all versions of the template: Excel, Excel 2007 and XML
- If the Account Contact field is marked required in the Account Contacts widget, but not entered into the import template, the user will receive a warning that it is required. If they do not fix it upon testing the import and proceed with importing the file, it will still import the employee, but not the Emergency Contact since information is missing.
- For the Emergency Contact Relationship (column HL on the spreadsheet), the comment has been modified to state This field is REQUIRED if any of the Emergency Contact fields are defined. This will be the case unless the requirement is disabled under the Account Contacts widget in Company Setup.

Lookup List Updates

Benefit Plans Details Page Updated with Employee Lookup

WFR-218667: The Benefit Plans Details page in the mobile experience has been updated with an Employee lookup. Formerly, this page contained an employee selection drop-down. The new lookup will open the standard application Browse and Select Employee report pop-up, which gives you greater control over the employee selection list. This page is accessed under **Team > Benefits > Benefit Plan Details**.

Company Asset Lookup Replaced with Report Based Lookup

WFR-211650: When assigning assets to employees under **Team > HR > HR Maintenance > Assets Assignments**, the **Company Asset** field lookup has been replaced with a report page style lookup to give greater control over the asset list. Formerly, this field contained a drop-down style lookup. This lookup will also be available if assigning assets via an HR Action.

Vehicles Lookup Replaced with Report Based Lookup

WFR-211650: When assigning vehicles to employees from the **Vehicles** widget of their employee profile accounts, the **Company Vehicle** field lookup has been replaced with a report page style lookup to give greater control over the vehicle list. Formerly, this field contained a drop-down style lookup.

HR Action Items Lookups Replaced

WFR-208771: The lookup for HR Action items **Default Workers Comp Code**, **Labor Distribution Profile** and **Pay Period Profile** have been updated to a single select style. Users/managers can open their HR Action and from the lookup for these items, select a single item for that action item.

WFR-226019: The **Vendor** lookup when editing a deduction in the Deductions widget of an HR Action, has been updated to a single lookup.

Peer Feedback

New Notification When Provider Gives Feedback



WFR-218140: A new **Peer Feedback Provider Added Comment** notification has been added to the notifications maintenance area, located under **Company Settings > Global Setup > Notifications**, in the **Peer Feedback** category. This notification will trigger each time a provider gives feedback and can be sent as a message to the manager of the employee and/or the manager of the provider. The notification will also work with the SMS Twilio Marketplace product (if enabled) and an SMS message can be added to the notification.

Recipients can include one or more of the following:

- Feedback Owner (Employee)
- Feedback Owner's Manager (Employee's Manager)
- Feedback Provider
- Feedback Provider's Manager
- Group (a company group)
- User (a specific user)
- Email (a specific email address)

The screenshot displays the configuration interface for the 'Peer Feedback Provider Added Comment' notification. It is divided into three main sections: 'Notification Description', 'Email/Mailbox Message', and 'SMS Message'.

- Notification Description:** Includes fields for 'System' (PEER_FEEDBACK_PROVIDER_ADDED_COMP), 'Event' (Peer Feedback Provider Added Comment), and 'Name'. There is also a 'Description' field and checkboxes for 'Active' and 'Global'.
- Recipients:** A list of potential recipients with checkboxes, including 'Feedback Owner', 'Feedback Owner's Manager (Manager 1)', 'Feedback Owner's Manager 2 (Manager 2)', 'Feedback Owner's Manager 3 (Manager 3)', 'Feedback Provider', and 'Feedback Provider's Manager (Manager 1)'.
- Email/Mailbox Message:** Contains an 'Enabled' checkbox, 'From' and 'Subject' fields, and a rich text editor for the message body. The message body includes a placeholder for the recipient's name and a link to the feedback instance. A 'Tags' dropdown menu is available on the right, listing variables like {COMPANY_NAME}, {CURRENT_DATE}, {EMPLOYEE_FULL_NAME}, {FEEDBACK_DETAILS}, {LOGIN}, {PROVIDER_FULL_NAME}, {RECIPIENT_FIRST_NAME}, and {RECIPIENT_FULL_NAME}.
- SMS Message:** Similar to the email section, it has an 'Enabled' checkbox, a 'Message' field, and a 'Tags' dropdown menu with the same set of variables.

Recruitment - General

Applicant Created Dates & Applicant Hired Dates in Multi EIN Companies

WFR-222642: Previously, the system was updating the created dates of the applicant record when an applicant was hired in a multi EIN environment. The applicant created date was not retained, and users could not run a report to show the time an applicant was in the system before being hired. To address this issue, the following changes have been applied.

- Created date on the Applicant report reflects the original date the applicant record was created and will not update to the date the applicant was hired into the system.
- Created date on the Employee report reflects the date when the employee record was created, i.e. the date the applicant was hired in the system.
- Added the "Applicant Created" column in the Time to Hire report.
- Renamed "Created" column to "Employee Created" on the Time to Hire report.
- This is not retroactive and is only valid going forward.

Icon Changes in Recruitment Pages

WFR-216231: WFR-216231: Some updates have been made to the icons in several places in Recruitment. These changes primarily affect the View or Edit functions. The updates are as follows:

- Job Requisition Report Page: View Job Requisition - Pencil icon
- Job Application Report Page: View Job Application - Pencil icon
- Job Application Report Page: View Job Requisition - Briefcase on page icon
- Job Application Report Page: View Questionnaire - Question mark on paper icon
- Questionnaire Answers Report Page: View Applicant - Employee Profile icon
- Questionnaire Answers Report Page: View Job Application - Person on page icon

Job Requisitions: Recruitment Filters Added for Job Applications

WFR-201558, WFR-201559, WFR-201550: Multiple filters have been added to the Global filters when navigating to the Job Applications page within the Job Requisition report page.

Note: These options are available in both Standard View and the New Workspace. The navigation path listed below is how to access these filters in Standard View. The options in the New Workspace will be available from the Applications tab in the Quick Filters panel.

- Hiring Stages - These filters provide options of selecting and filtering job applications with or without hiring stages.
- Applicant Type – These filters provide options of selecting and filtering job applications by applicant type External, Internal, and Returning Employee.
- Job Application Status – These filters provide options of selecting and filtering job application by All Applications or New Applications.

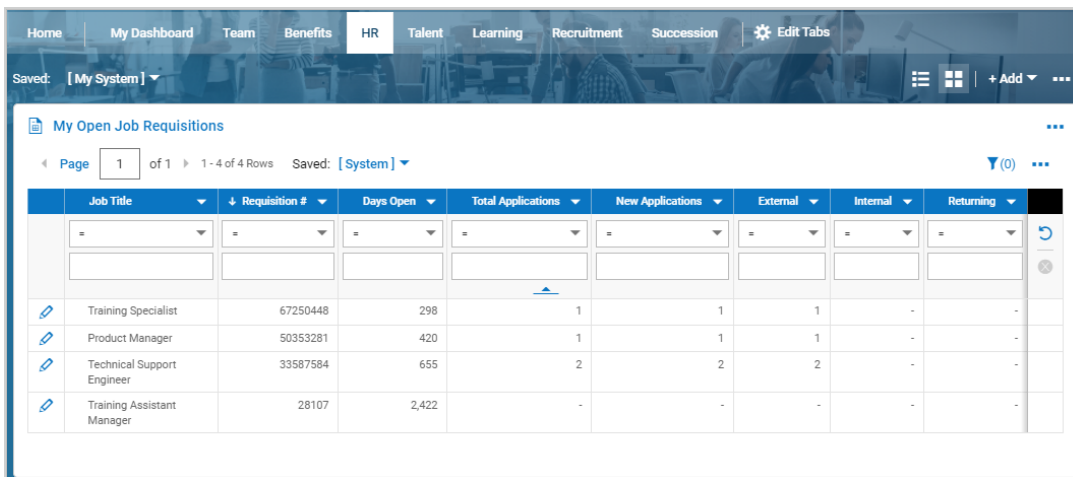
Navigate to:

1. **Team > Recruitment > Job Requisitions**
2. Click the **View Job Requisition** icon to navigate to the Job Requisition details page.
3. Access the applications via the **Applications** jump link.
4. From the Applications widget, click **View Report** option from the ellipsis.
5. Click the funnel-shaped **Filters** icon. The filters will display on the **Global** tab.

Job Requisitions: New Dashboard Widget - My Open Job Requisitions

WFR-217227: A new **My Open Job Requisitions** widget is available to be added to your dashboards. The widget will show all open job requisitions. When selecting one of the requisitions from the widget, the requisition will open for viewing and/or editing. On this page, if the new Job Requisition Workspace has been enabled, users can select the banner to open the new workspace and work with that open requisition and related applications there (see details about the new workspace in this document.) Selecting the back button will return the user to their dashboard. Selecting the hyperlinked title of the widget will open the Job Requisition report page and will show only your open requisitions.

- Users must have security enabled for the Job Requisitions permission, with View as the minimum setting. This is set in the Recruitment section of the HR tab in security profiles.
- Users must also have security enabled for dashboards. In the Dashboard Widgets section, located under the Dashboards tab of security profiles, ensure the users have permission to this widget. Select either All or Custom. If selecting Custom, select the Permissions button and select the dashboard widgets the users can see and use.



The screenshot shows the 'My Open Job Requisitions' widget in a dashboard. The widget has a title bar with a back button, a refresh button, and a filter icon. Below the title bar is a table with the following columns: Job Title, Requisition #, Days Open, Total Applications, New Applications, External, Internal, and Returning. The table contains four rows of data:

Job Title	Requisition #	Days Open	Total Applications	New Applications	External	Internal	Returning
Training Specialist	67250448	298	1	1	1	-	-
Product Manager	50353281	420	1	1	1	-	-
Technical Support Engineer	33587584	655	2	2	2	-	-
Training Assistant Manager	28107	2,422	-	-	-	-	-

Workflows

Collect Note Options Added to Approve/Reject Step of Custom Form Workflows

WFR-212197: Historically, the Collect Note step in a Custom Form workflow is used so managers can add a note during the workflow process. This step in a workflow results in another To Do Item for the manager. In this release, we are adding configuration options to combine the approve or reject process with the collect note process.

In the **Accept/Reject** step of Custom Form workflows, a configuration option to collect a note has been added, along with an option to make it required. With these options, when a manager does the approval or rejection, they can add the note in that same step without receiving a separate Collect Note To Do Item.

The new configuration options are disabled by default.

- When **Collect Note** is enabled, upon clicking Approve and/or Reject from the To Do Item, a pop-up will appear where the user can enter their note for the approval and/or rejection.
- When **Collect Note is Required** is enabled, the user must enter a note when doing the approve/rejection in this pop-up and will receive a message that a note is required if they attempt to approve/reject and a note is not entered.

The note added will appear to both employees/applicants and managers in areas they access where notes can be viewed.

Action Properties: On Approved

Name

Description

Next Step

Set Status To

Set Status Label To

Collect Note ☒

Collect Note is Required ☒

Apply Changes* ☒

Update Checklist Item** ☒

Action Properties: On Rejected

Name

Description

Next Step

Set Status To

Set Status Label To

Collect Note ☒

Collect Note is Required ☒

Bug Fixes

The following issues have been fixed in this release. Actions: Base Compensation HR Action showed confusing error

Actions: Account Extra Fields cost center default not applying in HR Action

WFR-209686: Previously, when Account Extra Fields were configured as Defaults in the Cost Center Tree, the Account Extra Fields value did not populate in the HR Action Apply Defaults pop-up for users to be able to select and apply. This has been fixed, and the Account Extra Fields value will now display for users to apply in an HR Action.

Actions: Base Compensation HR Action showed confusing error

WFR-199321: When users import Base Compensation records that include a different number of decimal places than their Company Setup is configured to allow (for example \$11.11111 in the import, when Company Setup is configured for \$11.11), the system changes the imported records to use the number of decimal places configured in Company Setup and also gives users a validation message to describe the change in decimal places. Previously, the system did not give the validation message in this situation, which created confusion when errors occurred in HR Actions for Base Compensation.

Actions: EIN field was empty in completed EIN transfer action

WFR-211911: When users open a completed EIN transfer HR action from the All HR Action Requests report, the EIN field displays the EIN, as expected. Previously, in this situation, the EIN field was sometimes empty.

Actions: Sort order of Workers Claim supporting documents was confusing

WFR-218610: On the **Workers Claim** page, for increased clarity, the **Supporting Documents** are now sorted first by the created date (MM/DD/YY) and second by the name's alphabetical or numerical order.

Actions: Could not view Direct Deposit information in the Checklists report

WFR-225702: In HR Action Requests, users with the correct security could view employee Direct Deposit information in the **Checklists** widget but not in the **Checklists** report. This is fixed, and users with the correct security can now view this information in both locations.

Benefits Enrollment: Bullets and numbers were missing in Enrollment explanation

WFR-140580: In a Benefit Profile's Brief Explanation, when users create a bulleted or numbered list item, the bullets or numbers appear as expected for employees in Enrollment. Previously, the bullets and numbers appeared during configuration but were missing for employees in Enrollment.

Benefits Enrollment: Employee received error on Enrollment page

WFR-221383: When an employee's benefit profile was changed, and then the employee tried to access the **Enrollment** page, an **Internal System Error** sometimes occurred. This is fixed, and the employee can now access the Enrollment page as expected.

Compensation Module: Compensation proposal didn't appear on Finalize page

WFR-92354: When a workflow is assigned to be completed by a group, compensation proposals from the workflow now appear on the **Finalize** page in Compensation Management as expected. Previously, in this situation, the compensation proposals did not appear on the **Finalize** page.

Compensation Module: Proposal Report Displaying Incorrectly

WFR-138848: Previously, the column for Merit Guideline in the Proposals report page were populating with HTML code instead of the actual guidelines. This has been corrected and the data will now display correctly.

Credentials: Users could not view their own Credentials

WFR-216208: When users had access to view Credentials on a Security Profile's HR tab, they could view Credentials for other users but not their own. This is fixed, and these users can now view their own Credentials, as expected.

Custom Forms: Radio buttons didn't display correctly

WFR-203766: In HR Action custom forms that included radio buttons, grouped radio buttons sometimes did not display their names or options correctly. This is fixed, and these radio buttons in custom forms assigned via HR Actions now display correctly.

Custom Forms: Custom form Label content didn't display in an HR Action

WFR-209544: When an HR Action included a custom form with a field of type Label, the field sometimes did not display its contents. This is fixed, and Label type fields in HR Action custom forms now display their content as expected.

Employee Profile: Contact Type section needed improved French translations

WFR-218153: The Contact Type section and its check boxes in employee records now have improved translations for French and French Canadian users of Type de contact, Contact d'urgence, Personne à charge, and Bénéficiaire, respectively.

General: Page gave unsaved changes message when changes had saved

WFR-212177: On the **Training/Certification** page, when users added training and history, the system saved the updates but would display the **You will lose all unsaved changes** message if users navigated away from and back to the page. This is fixed, and the **You will lose all unsaved changes** message does not appear when the changes have been saved.

Government Forms: URL was truncated on Superannuation Form

WFR-218316: When users viewed an employee's Superannuation Form, the **Super Fund Website Address** field truncated the website URL. This is fixed, and the full URL now displays as expected.

Job History: Salary Change Reason Code field lost saved changes

WFR-229755: In New Look employee records, the **Salary Change Reason Code** field now saves and retains changes from users. Previously, this field sometimes was empty after users saved a change to it, left the page, and then came back.

Jobs: Label Changement de salaire was misspelled

WFR-221039: For French Canadian users, in Job Change History, the label **Changement de salaire** was misspelled, and is now fixed with the correct spelling.

Performance Reviews: Overridden Score Rating did not save

WFR-227398: In a Performance Review's **Overridden Score** section, when users selected a **Rating** and then saved, the **Rating** reverted back to **Use Calculated**. This is fixed, and in this situation, the **Rating** now retains the value that the user saves.

Position Control: Could not filter on reason code column

WFR-217277: On the Position Assignment History page, filtering sometimes did not work for the Assignment Change Reason Code column. This is fixed, and filters for the Assignment Change Reason Code column now function as expected.

Recruitment: Duplicate form assigned to a new hire

WFR-160998: In a multi-EIN company, when a checklist with a custom form was assigned to an applicant, the system assigned the custom form to that person a second time after they were hired. This is fixed, and the system no longer

creates this duplicate assignment for the person after they are hired.

Recruitment: Hiring Stages displayed only 10 at a time

WFR-218546: In the New UI Dashboard, the **Recruitment** widget displayed only 10 Hiring Stages at a time. This is fixed, and the widget now displays all Hiring Stages, not just 10 at a time.

Recruitment: Questionnaire tab was missing for applicants

WFR-226942: In Job Requisitions that do not have the **Cover Letter, Resume, & Supporting Documents** tab enabled but do have a questionnaire attached, applicants now see the **Questionnaire** tab, as expected. Previously, with this configuration, the **Questionnaire** tab sometimes was missing for applicants.

Recruitment: Security violation was incorrect for recruitment configuration user

WFR-230674: On the Applicant / Tracking Recruitment Configuration page, some users who tried to edit the page received an incorrect Security Violation error. This is fixed, and these users can now save edits to the page as expected.

Requisitions: Confidential Job Requisition couldn't be enabled

WFR-206228: In a confidential Job Requisition, when users check the **Status & Visibility** checkbox and Save, the system retains that change, as expected. Previously, the system did not retain the check in the checkbox after saving.

Rehire: User with permissions to rehire employee could not use Rehire button

WFR-215675: When users with the **Allow Rehire When Not Eligible** security permission tried to rehire a terminated employee from the Employee Information page, the **Rehire** button was sometimes grayed out and the employee could not be rehired. This is fixed, and these users can now click **Rehire** to rehire these employees as expected.

Talent: Sign As Employee button was missing from Performance Review

WFR-208809: In a Performance Review Internal Workflow, employees see the **Sign As Employee** button, as expected. Previously, the button was sometimes missing for employees.

Talent: Use Visibility Settings for Reviewee was applied to steps before the Join

WFR-221459: In a Parallel Performance Review Workflow with Review steps or Check steps after a Join step, the system applied the **Use Visibility Settings for Reviewee** selection to Review steps that came before (not after) the Join step. This is fixed, and the **Use Visibility Settings for Reviewee** selection now applies to Review steps after (not before) the Join step, as expected.

Workers Claims: Not all claims were available to select when adding an OSHA 301 form

WFR-229048: On the **OSHA 301** page, when users open the **Browse and Select Workers Claim** box, all the available claims appear as options to select, as expected. Previously, the **Browse and Select Workers Claim** box sometimes displayed only a limited number of the available claims.

Workflows: On Created step filters were not followed

WFR-179240: For **On Created** steps in **Workflow Questionnaires**, path filters now function correctly. Previously, these path filters sometimes did not direct the workflow to the correct next step based on the filter.