

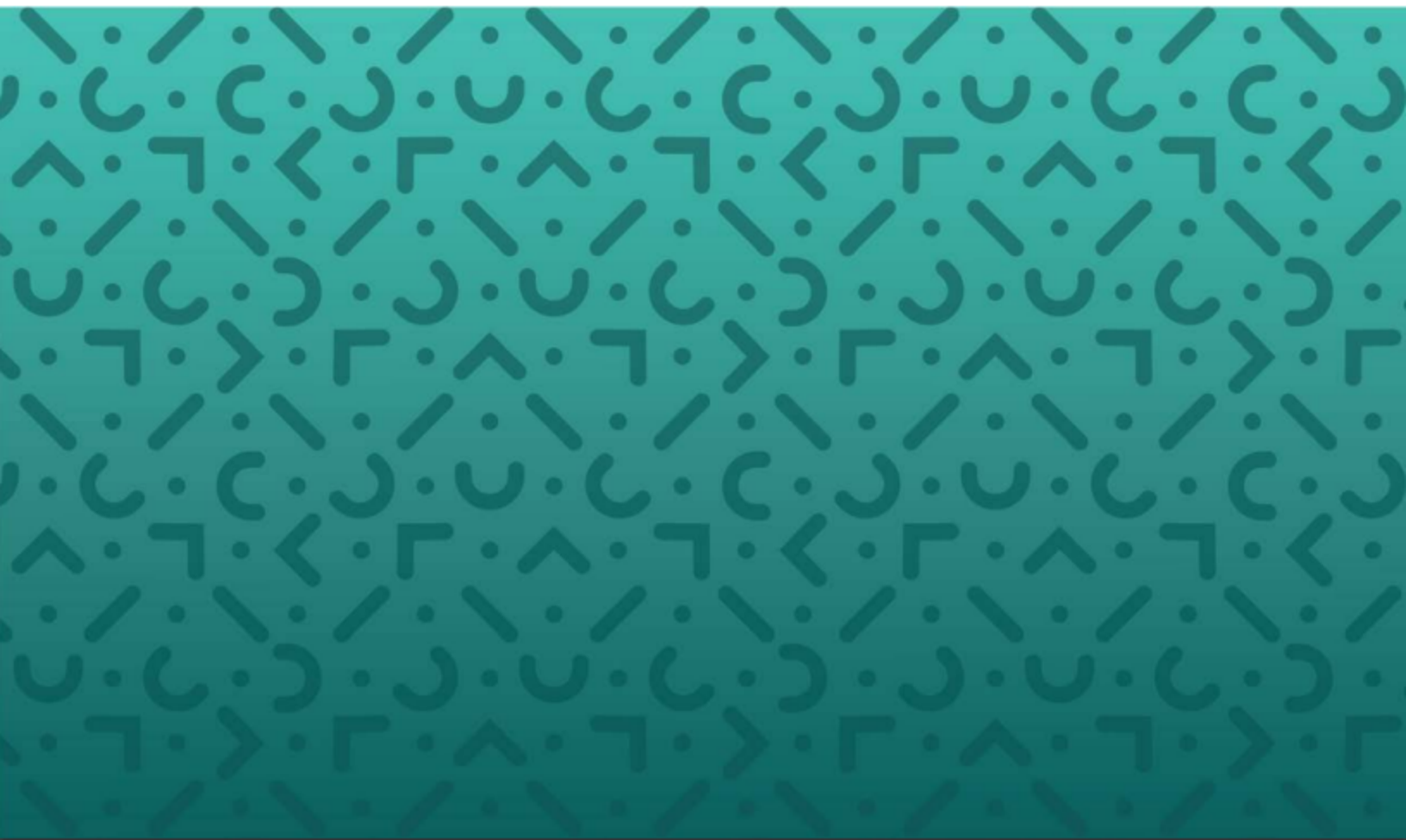


TLM Release Notes

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 TLM 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.

Time Prep

NEW Time Prep Look (Mobile)

Time Prep has been converted to the Mobile App. All general Time Prep functionality is the same, with the following new features:

- The Time Prep process is adaptive to all screens, and all functionality can be performed on any device
- Processes are grouped by Type to more easily navigate Time Prep
- Steps will visually be marked as completed via a visual task bar at the top of the screen so that users can identify progress through the payroll process
- Mass Process Pay Periods


For TLM companies with the Payroll module enabled, Time Prep can be accessed from the Menu under **Payroll > Time Prep**, and for companies without Payroll enabled, Time Prep can be accessed under **Payroll > Process & Export**.


Time Prep Overview


From **Process & Export**, click the **Pay Period Functions** icon, which will take you to the **Time Prep** screen.


Payroll > Process & Export


Time Prep: Bi-Weekly Pay Period (02/17/2020 - 03/01/2020)

 Incomplete


 0%


 7 open timesheet(s).
28 employees need to be processed.


 There are 28 employee(s) without taken snapshots.
21 employee(s) do not have timesheet(s) for this pay period.
Vacation accruals for 25 employees are NOT up to date. [View Accruals](#)
[Show more \(12\)](#)

[> TLM Configuration Snapshots](#) 


[> Requests](#)

[> Timesheet Status](#) 

[> Accruals](#) 

[> Points](#) 

[> Pay Calculations](#)


|
EMPLOYEES
REFRESH

If you have multiple pay periods that you need to process, select the three-dot ellipsis, then select **Add/Remove Columns**. Add the **Select Pay Period** column, select the check box at the top to select all pay periods on the page, then click the **Mass Process** button.

All errors and warnings will display at the top for each step in the process, followed by requests. If you are mass processing, all errors and warnings will display for the selected pay periods, and you can view the dates from the **Selected Pay Periods** drop-down.

Business Process Steps Overview

When you select the **View Pending Time Off Requests** link, you will be taken to the new **All Open Time Off Requests** screen. Underneath this section, you can click the **View Pending Timesheet Change Requests** link, which will navigate you to the **Timesheet Change Requests Pending Approval** screen.

The next business process steps available are **Timesheet Status** and **Approve Timesheet Status**.

You will be taken to the **Unapproved Report** where the timesheet action buttons are located when you click the **View Timesheet Status for Review** link. You can approve timesheets from here.

When you click the **View Timesheet Status to Approve** link, you will be taken to the **Unapproved Report**, which contains different columns.

Unapproved Report

Pay Period: 02/17/2020 - 03/01/2020 (Bi-Weekly: Default)

1 of 1 28 Rows Default2

			Approval State	Employee Id	First Name
			=	=	starts with
<input type="checkbox"/>			Open	1	Monica
<input type="checkbox"/>			Open	5	Joey
<input type="checkbox"/>			Never Opened	55	Laura
<input type="checkbox"/>			Never Opened	2	Rachel
<input type="checkbox"/>			Open	9	Jon
<input type="checkbox"/>			Open	13	Chris
<input type="checkbox"/>			Never Opened	3	Ross
<input type="checkbox"/>			Never Opened	4	Chandler
<input type="checkbox"/>			Never Opened	6	Phoebe
<input type="checkbox"/>			Never Opened	7	Rick

VIEW SUBMIT APPROVE REJECT

Tip: When navigating through various reports, the system will remember the last report you were on and will take you back to that report when you click on the applicable link. For example, if you were just on the **View Pay Prep Records Details** report and you clicked the **Summary** button, then you clicked the back arrow button until you landed on the **Time Prep** screen, and then you clicked the **View Pay Prep Records** link, you would be automatically navigated back to the **View Pay Prep Records Summary** report.

The **Accruals** section is where you can execute Accruals, and it supports both before and after the lock period. You will receive a message that you are about to run accruals when you click the **Run Accruals** button. This is also a similar process for running Points.

The **Reapply Pay Calculations** functionality, as well as a link to **View Pay Calculations Report**, are available in the **Pay Calculations** section.

Processing records for actual versus estimates is available in the **Records** section.

You can also review the results via the **View Pay Prep Records** link, which will take you to the **View Pay Prep Records Details** screen for the default. From this screen, navigate to the summary report by clicking the **View Summary** button.

You can take snapshots from the new **Snapshots** section. You can also select the arrow to view which snapshots were previously taken.

Historical Records are available to view from the **View Historical Records** link.

The last steps contain the **Snapshots**, **Corrections**, **Payroll Interface File** (taking you to the **Time Prep Export** page), **Pay Period**, **Accruals**, **Pay Period** (locking and unlocking the pay period depending on security permissions), and **Points** activities. If you are mass processing, a snapshot selector will not be available.

From **Time Prep Export**, values in the **Filtered** column can be selected, which will present the **Edit Export Filters** pop-up window.

In the **Export Formats** table for the export formats Open4, iCON Exempt, iCON Non-Exempt, a **Date Filter** drop-down is available for the applicable pay period.

A **Pay Period** table is available where you can lock individual pay periods. You also have the option to unlock or lock all of the pay periods by clicking the link at the top-right of the table.

Custom Steps are available as a reminder of additional steps you may need to perform.

When exporting, **Upload to Provider** is available to select from the **Export Formats** section of the **Time Prep Export** screen.

You can navigate to the Time Prep page by selecting the **Create Payroll Interface File** step from the **Process Timesheets** report and export the data.

Payroll Metrics



Only for Australia: The following enhancement is currently available for Australian users.

Import Actual Hour Per Week if LSL Average Hours is Zero

WFR-211133: Previously, when transferring Payroll Metrics Leave Balance to UKG Ready, in some instances, the user could choose not to use the **Average Long Service Leave (LSL) Hours Per Week**, which would result in all employees incorrectly having an LSL value of 0 in UKG Ready.

What's changed: If users choose not to use the Average LSL Hours Per Week in Payroll Metrics, the **Actual Hours Per Week** value will be multiplied by the number of weeks accrued and transferred into the employee's Accrual balances in UKG Ready.

Accruals 1.0

1.0

Only for Accruals 1.0: The following enhancement currently affects Accruals 1.0.

Accruals 1.0: Default Time Off Balance Cards to Hours Instead of Days

WFR-184837: Previously, when both hours and days were configured to display in the Accrual Balances, the system displayed the **Day** balance cards by default in the **Time Off Balances** cards page.

What's changed: When hours and days are configured, the **Hour** balance cards will display by default instead of the **Day** balance cards.

Accruals 2.0

2.0

Only for Accruals 2.0: The following enhancements currently affect Accruals 2.0.

Accruals 2.0: Ability to Subtotal Accrual Balances Report

WFR-186864: In Accruals 1.0, users can sum up all hours/days values and balance liability in report groups, as well as allow for showing/exporting subtotals only. This is now available for Accruals 2.0.

Accruals 2.0: Custom Accrue: Fixed Grant and Tenure Based Grant Rules

WFR-80104, WFR-213974: Within the **Fixed Grant** and **Tenure Based Grant** Accruals rules, a new option, **Custom Accrue Period**, is available. This gives you the ability to choose a custom accrue period. A custom accrue period allows you to specify dates and indicate if the employee can accrue this type or not. This option is already available in Accruals 1.0.

Accruals 2.0: Monthly (Simple Schedule): Fixed Grant and Tenure Based Grant Rules

WFR-80103, WFR-213965: Within the **Fixed Grant** and **Tenure Based Grant** Accruals rules, from the **Entitlement is defined per** drop-down, a new option is available, **Monthly (Simple Schedule)**. You can then define the day of the grant period, as well as enter a number of hours an employee will earn for each month during a calendar year. This option is already available in Accruals 1.0.

This is an example from the **Fixed Grant** rule.

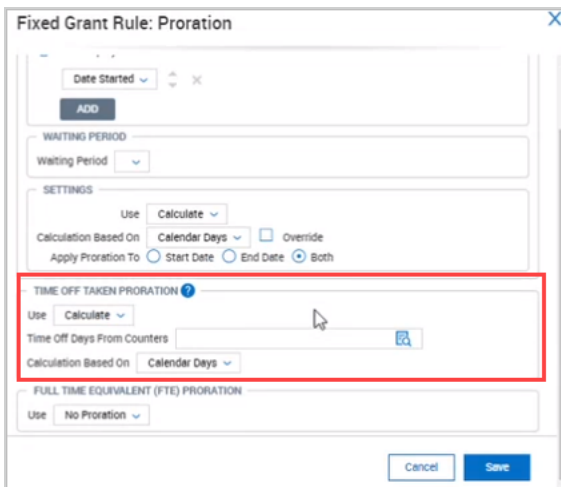
The screenshot shows the configuration for a 'Fixed Grant' rule using the 'Monthly (Simple Schedule)' option. The 'ENTITLEMENT' section has 'Entitlement is defined per' set to 'Monthly (Simple Schedule)'. Below this is a calendar grid for the first six months of the year. The values are: Jan (1), Feb (2), Mar (3), Apr (4), May (5), and Jun (6). The 'GRANT PERIOD' section has 'Monthly: From The' set to '6th' and 'Day Of The Month'. The 'EXECUTION SETTINGS' section has two radio buttons: 'Execute Up To Today' (unselected) and 'Execute All: Future Grants Considered Projected' (selected).

This is an example from the **Tenure Based Grant** rule. This option for Tenure Based is only available in Accruals 2.0.

The screenshot shows the configuration for a 'Tenure Based Grant' rule using the 'Monthly (Simple Schedule)' option. The 'ENTITLEMENT' section has 'Entitlement is defined per' set to 'Monthly (Simple Schedule)'. Below this is a table titled 'ENTITLED TO' with columns for 'Initially', 'Jan', 'Feb', 'Mar', 'Apr', 'May', and 'Jun'. The 'Initially' column has a value of 1. There is an 'ADD ROWS' button below the table. The 'TENURE SETTINGS' section has 'Calculate Tenure Based On' set to 'Total Days' and 'Since' set to 'Date Hired'.

Accruals 2.0: Prorated Calculated Based on Time Offs in Period

WFR-220679, WFR-220682, WFR-220687: In **Days** type time off Accruals policies, for **Fixed Grant Rule: Proration**, **Tenured Based Grant: Proration**, and **RTT Grant Rule**, a new section has been added, **Time Off Taken Proration**, which will take into account any time off taken within the Grant Period and prorate the grant the employee receives for that period.

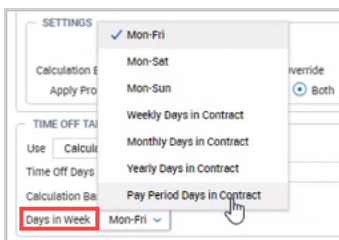


From the **Use** drop-down, select from the following:

- **No Proration:** This will take the standard entitlement.
- **Calculate:** The proration will be calculated.

If **Calculate** is selected, you will need to choose the counter for the **Days** type time off, as well as what the calculation is based on, which includes:

- **Calendar Days:** The amount of days in the calendar for that period.
- **Working Days:** A **Days in Week** drop-down will display with days of the week options to choose from.



Note: Mon-Fri equates to 5 days; Mon-Sat equates to 6 days; Mon-Sun equates to 7 days.

Cost Centers

Cost Center Lookup Redesign

WFR-190600, WFR-193188, WFR-209711, WFR-209710, WFR-209949, WFR-209945: All cost center lookups have been updated. When you click into any single select cost center look up fields, the **Browse and Select Cost Centers** pop-up will display with the standard report filtering and the full path of the cost centers. Under the **List View** tab, if more filtering is needed such as for external IDs, payroll codes, etc., you can bring in additional cost center columns, and you can save your view.

Tip: If you save a view in the default cost center widget, that view will display across the application with the exception of the **Managed Scheduled Cost Centers**, **Scheduled Cost Centers**, and **Managed Cost Centers** widgets, which give you the option to save cost center views specific to those widgets.

The cost centers are single select, and when you make a selection, the pop-up will close. Multi-selecting cost centers is available for the **Managed Scheduled Cost Centers**, **Scheduled Cost Centers**, and **Managed Cost Centers** widgets.

Browse and Select Cost Centers

List View

Tree View

Page 1

1 - 10 Rows

Saved: [System]

(0)

Cost Full Name	Cost Description
starts with	*
CC1	
CC1/CC1.1	
CC1/CC1.2	
CC1/CC1.3	
CC2	
CC2/CC2.1	
CC2/CC2.2	
CC2/CC2.3	
CC3	
CC3/CC3.1	

If you prefer the Tree View, you can select a cost center from the **Tree View** tab. Select the arrow next to the cost center and any child cost centers associated with the parent will display. The **Tree View** tab will not be available if there are more than 750 cost centers in any node.

Browse and Select Cost Centers

List View

Tree View

CC1

CC1.1

CC1.2

CC1.3

CC2

CC3

General

Added Effective Date Badge (InTouch) Fields

WFR-188897: Previously, the **Effective Date Badge** fields (for InTouch) were not available in HR Actions.

What's been added: The **Effective Date Badge** fields are now available fields in HR Actions.

Future Feature Retirement: "Rules Analysis" Page

WFR-230759: In R75 (June 2021), the **Rules Analysis** page (under **Team > Time > Reports > Time Allocation > Rules Analysis** and **My Info > My Reports > Time Allocation > Rules Analysis**) will no longer be supported. In this release, a message will display at the top of this page, **This page will be retired in the June release.**

Updated 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.

InTouch

InTouch DX Update

WFR-229756: Firmware for InTouch DX clocks has been updated to version 1.2.0.143.

Leave of Absence

LOA Rule Now Allows 12-Month Period Measured Forward

WFR-212319: UKG Ready now accommodates the Department of Labor's rolling 12-month forward leave period. A new option, **Use 12 Month Forward Measurement Period**, has been added to the Leave of Absence Profile rule, **Expire Leave Time Taken**. When enabled, the leave taken time balances will be tied to this 12-month forward measurement period. After 12 months from the first date that a specific leave type was taken, the balance will reset.

Pay Calculations

Pay Calculations Profiles Rules Structure in Configuration Documents

WFR-209227, WFR-209223, WFR-209219, WFR-220965, WFR-220166, WFR-220155: For companies utilizing Pay Calculations 2.0, users can download an easily understandable Configuration Summary document so that non-technical audiences can digest the document. The following Pay Calculation rules now have a customized structure in the PDF configuration document:

- Round All In/Out Time, Including Breaks and Lunches (v.2)
- Holiday Eligibility (v.2)
- Sum Up Time Off Hours By Day To Default Counter (v.2)

- Sum Up Time/Piecework By Day
- Distribute By Workday Breakdown
- Deduct Lunch (v.4)

Pay Calc 2.0: CA Double Time OT Not Calculating Correctly

WFR-222646: Previously, the **Nth Day Consecutive** rule assigned all of an employee's time on the nth consecutive day to the Consecutive Day OT counter instead of splitting the time over the nth hour on the nth consecutive day between Consecutive Day OT and Consecutive Day DT.

Example: If an employee worked 9 hours for 7 days in a row and the employee is to receive double-time overtime after the seventh consecutive day, the rule assigned all 9 hours into the Consecutive Day OT counter instead of splitting 8 hours to the Consecutive Day OT counter and 1 hour to the Consecutive Day DT counter.

Going forward, the rule will now properly split time on the nth consecutive day between the Consecutive Day OT and Consecutive Day DT counters based on what is configured in the rule.

Pay Calc 2.0: Exception Based on Lunch Not Applying Correctly



WFR-222656: Previously, when an employee entered two or more time entries, the **Exception Based on Lunch** rule considered the total entered hours as opposed to processing the hours separately. This would cause a penalty for one shift to be applied to each shift.

What's changed: When there is a break in the day with two or more shifts, the meal penalty in the **Exception Based on Lunch** rule will now process the hours separately.

Pay Calc 2.0: Floating 24 Hours OT Rule Not Allocating Hours

WFR-213761: Previously, when the **Floating 24 Hours Overtime** rule was used in conjunction with the **Start All Cycles Based On First Punch Of Pay Period** setting within the rule, the system would not reference the first punch of the pay period to determine a period start time. The rule would not allocate on the next time entry for time worked within the 24-hour period starting from the first In punch time.

Example: If the employee's pay period started on a Monday and their punch in was at 7:30 AM, the rule was supposed to look at 7:30 for that particular pay period and add overtime if the employee punched in earlier on another day in that pay period, such as at 6:30 AM.

Going forward, this newer version of the rule follows the setting to work as expected and the system will reference the first punch of the pay period and apply overtime when an In punch occurs prior to this first In punch of the period.

Pay Calc 2.0: Weekly OT Based on 32 in a Holiday Week

WFR-40632: Previously in the **Weekly Overtime** rule, there was no way to isolate holiday hours occurring in the week.

What's been added: In the **Assign Time Over** section of the **Weekly Overtime** rule, a new field has been added, **On A Holiday Week**, to define when overtime starts on a week that includes a holiday without having to include the holiday granted hours into the weekly overtime.

Example: If an employee is granted 5 hours of holiday, you would enter 35 in the **On A Holiday Week** field, and the employee's overtime would start at 35 hours in a holiday week.

Payroll Export Format

Payroll Export Hours with Comma H,00 Format Exported as H.00

WFR-182290: Previously, when exporting a payroll export with the time format and locales set with a comma decimal separator, the export file exported as a point.

What's been added: A new option, **Use Decimal Separator Defined In Company Locale**, has been added to **Edit Payroll Export Format**. When enabled, the payroll export file will export with a comma decimal separator if configured in the company Locale.

Updated iHCM Payroll Export Format to Support Half Day Absences



WFR-226289: For companies that need to import dynamic duration time off data and absences such as half day absences into iHCM where there are no start and end times, a new option, **Duration Based**, has been added to the Time Off record for the following columns:

- **Half Day (column 28):** Y will display if the pay record contains Half Day, First Half, or Second Half duration types, otherwise it will display as blank.
- **Scheduled Day Part (column 12):** 1 will display if the duration type in the pay record is Full Day, otherwise it will display as blank.
- **Day Part (column 17):** 0.5 will display if the duration type in the pay record is First Half, Second Half, or Half Day, otherwise it will display as blank.

- **Start Day Part Code (column 26):** S will display if the duration type in the pay record is First Half, otherwise it will display as blank.
- **End Day Part Code (column 27):** E will display if the duration type in the pay record is Second Half, otherwise it will display as blank.

Points

Category Update

WFR-228220: On the **Points Balances** report, users can now add Points without a Category. Previously, the **Category** field was required.

Points Rule Did Not Trigger Correctly

WFR-121630: Previously, when points were configured using Late/Early Leave and set a list of excused time offs, when the start/stop excused time off entry was used in combination with hours worked, the points rules triggered incorrectly.

Going forward, points will be accrued in Late/Early Start and Late/Early Leave rules with excused time off. Points will not accrue when users enter hours worked in combination with start/stop excused time off in all the views.

Reports

Dashboard Framework: Added Pay Period Profile Selector

WFR-218487: Previously, a filtering option to select a Pay Period profile in the **Time Summary** report was not available.

What's changed: A filter option is now available in the **Time Summary** report so that you can select a specific Pay Period profile. The selector will include all Pay Period profiles in your company.

Note: For TLM Enterprise customers, the **Time Summary** report is currently only available inside the New UI Dashboard widget, **Time Summary**.

Split All Time Entries Report Views

WFR-211219: Previously, the Time Entries reports were only available from **Current view > View By** in the **Approve Time Entries** report.

What's changed: The Time Entries reports (**All Time Entries**, **Approve Time Entries**, and **Time Entry To Do Items Pending Approval**) are now available Menu items under **Team > Time > Timesheets > Time Entries**.

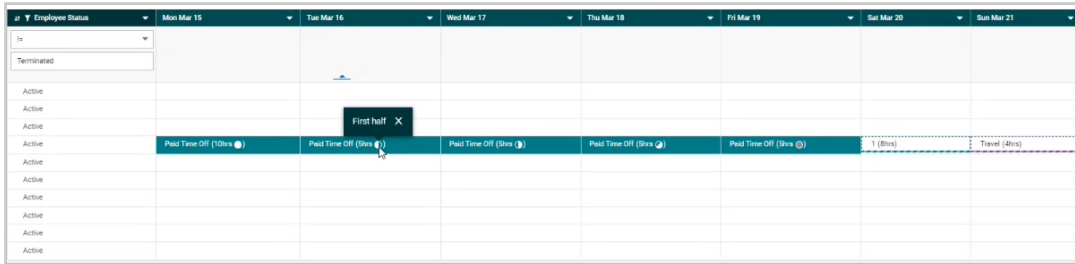
Split Change Requests Report Views

WFR-210516: Previously, the Change Requests reports were only available from **Current view > View By** in the **Timesheet Change Requests** report.

What's changed: The Change Requests reports (**Timesheet Change Requests** and **Pending Timesheet Change Requests**) are now available Menu items under **Team > Time > Timesheets > Change Requests**.

Time Off Roster: Added Visual Indicators for Approved and Pending TORs

WFR-199051: The cells in the **Time Off Roster** report will now display colors configured in the time off definitions. If a dynamic duration is specified and you have the **Time Off To Display** filter options enabled, a circle icon will display in the cell, such as a filled in circle to indicate a full day.



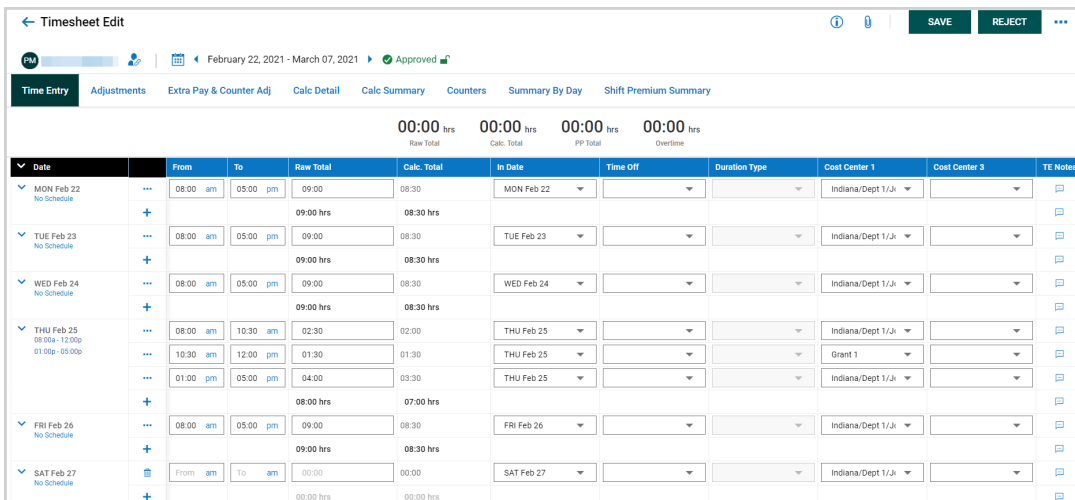
Employee Status	Mon Mar 15	Tue Mar 16	Wed Mar 17	Thu Mar 18	Fri Mar 19	Sat Mar 20	Sun Mar 21
Terminated							
Active							
Active							
Active							
Active							
Active							
Active							
Active							
Active							
Active							
Active							

In a future release, when you export the **Time Off Roster** report, the export will display this updated report with these colors. Currently in this release, this is not supported.

Timesheet

Important: All timesheet users will be switched to the New Timesheet view in R75 (June 2021).

An example view of the New Timesheet as of this current release:



Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Duration Type	Cost Center 1	Cost Center 2	TE Notes
MON Feb 22	08:00 am	05:00 pm	09:00 hrs	08:30	MON Feb 22			Indiana/Dept 1/J		
TUE Feb 23	08:00 am	05:00 pm	09:00 hrs	08:30	TUE Feb 23			Indiana/Dept 1/J		
WED Feb 24	08:00 am	05:00 pm	09:00 hrs	08:30	WED Feb 24			Indiana/Dept 1/J		
THU Feb 25	08:00 am	10:30 am	02:30	02:00	THU Feb 25			Indiana/Dept 1/J		
	10:30 am	12:00 pm	01:30	01:30	THU Feb 25			Grant 1		
	01:00 pm	05:00 pm	04:00	03:30	THU Feb 25			Indiana/Dept 1/J		
FRI Feb 26	08:00 am	05:00 pm	09:00 hrs	08:30	FRI Feb 26			Indiana/Dept 1/J		
SAT Feb 27	From am	To am	00:00	00:00	SAT Feb 27			Indiana/Dept 1/J		

Column Widths Now Dynamic



WFR-179052, WFR-226324: Previously, the Timesheet had fixed width columns, which would result in extra white space horizontally.

What's changed: The column widths are now dynamic, automatically adjusting to the size of the information it contains. The **From** and **To** columns under the **Time Entry** tab will remain static, while the rest of the columns will size dynamically so that the timesheet table fits in the entire screen.

Date on Calc Detail Tab is Now a Link

WFR-223645: As previously available in the Classic Timesheet, in the New Timesheet for desktop users, the date under the **Calc Detail** tab is now a link that will navigate you to the **Time Entry** tab when clicked.

Display Schedules in Date Column



WFR-218083, WFR-218082: The **Schedules** column has been removed, and Schedules will now display in the **Dates** column underneath the date. The action column is next to the **Dates** column. The schedules that will display are the raw schedules, not calculated. If you select the schedule, the **Schedule/Shift Edit** pop-up will display.

▼ THU Feb 7	9:00 am - 1:00 pm 1:00 pm - 6:00 pm	...	SHIFT MIS PUNCH	11:00 am	1:00 pm
		...		1:30 pm	11:00 am
		+			
▼ FRI Feb 8	<< 9:30 pm - 1:30 am 10:00 pm - >> 2:00 am	...	SHIFT LATE	<< 9:25 pm	1:25 am
		...		10:00 pm	11:00 pm
		...		11:00 pm	>> 2:00 am
		+			
> SAT Feb 9		+			
> SUN Feb 10		+			
> MON Feb 11		+			
> TUE Feb 12		+			
> WED Feb 13		+			
> THU Feb 14	9:00 am - 1:30 pm 2:00 pm - 6:00 pm				
> FRI Feb 15					

Expand/Collapse Timesheet Days Options



WFR-217292: Previously in the timesheet, users did not have the option to have all the days display as expanded rows by default, expand the current day only, or to expand only the rows that contain data, such as punches or bulk hour entries.

What's new: You can now customize your timesheet view with the data that you want to initially see. In the Timesheet Profile, a new drop-down, **Expand Timesheet Days**, has been added to the **Extra Settings** widget with the following options to choose from:

- Expand Current Day And Days With Data Only
- Expand Current Day Only

- Expand Days With Data Only
- Expand All Days

Fixed “Date” and “Action” Columns to the Left and Moved Daily Totals (Start/End)

WFR-218292, WFR-218073: In the New Timesheet, the **Date** and **Action** columns under the **Time Entry** tab are now fixed at the left of the timesheet and will remain fixed so that you can always see the data in these columns when you scroll. Previously, these columns disappeared when users scrolled to the right.

In addition, the Daily Totals were moved from above the days to below the days in order to improve the flow of time information.

Re-Calculate/Save New Timesheet through Manage Exceptions

WFR-218322: Previously, when users made a change to exceptions on the timesheet via the **Manage Exceptions** pop-up, the timesheet would not re-calculate unless the user saved the timesheet or took another action to re-calculate.

Going forward, when an exception is modified/deleted/or added via the **Manage Exceptions** pop-up, upon clicking **Ok**, the timesheet will automatically re-save (re-calculate).

Renamed My Clock to My Timesheet in Clock Widget



WFR-212294: The Clock widget link to a user’s timesheet that was previously labeled as **My Clock** has been renamed to **My Timesheet**. In addition, in the Security Profile under the **Dashboards** tab within the **Dashboard Widgets** widget, the **My Clock** option has been renamed to **My Timesheet**.

Separated Time Off and Cost Centers in Time Off Settings

WFR-160672, WFR-178548: Previously in the New Timesheet, users did not have the option from **Time Off Settings** to separate the Time Off and Cost Centers columns, which was previously available in the Classic Timesheet.

What’s been added: In the Timesheet Profile for the New Timesheet, an option from **Time Off Settings** is now available, **Separate Time Off and Cost Centers**, which will separate these columns if enabled or combine them under one column if disabled.

Updated Entering Military Time

WFR-201537: Previously, for companies with AM/PM enabled, when users entered a time without a colon, such as 207, the system incorrectly interpreted it as military time and for this example, changed the time to 8:07 instead of 2:07.

Going forward, the system will interpret times correctly when entered in the timesheet.

Updated View on Time Entry Tab

WFR-221408: The **Time Entry** tab view on the on the timesheet has been updated and sizing improvements made in order to fit more data, days, rows, and columns on the screen.

Timesheet Change Request

Added CC to Punch In Option



WFR-191024: Previously, if an employee forgot to punch in and was working in a new location or department, the employee could not identify which cost center from **Add Punch In Change Request** they were working in, which resulted in having to perform a separate action of modifying the cost center.

What's changed: A Cost Center section has been added to **Change Request** for the type, **Add Punch In**. This allows employees the option to choose the cost center for where the punch in should go when submitting this type of change request.

Added Notification Tags for CC 6-9

WFR-192034: Previously, notification tags were only available in the **Generate Notification** step of the Timesheet Change Request workflow for cost centers 1-5.

What's been added: Notification tags for cost centers 6-9 are now available to add. This will allow users to include up to 9 cost centers in an employee's email notification.

Added Option for Delete Punch

WFR-211456: Previously, there was not a timesheet change request option for employees to request deleting a time entry or single punch.

What's been added: A new timesheet change request **Change Type** option has been added, **Delete Time Entry**. When selected, the employee will be able to choose one or multiple time entries to delete.

Added Require Comment



WFR-191036: Previously, not all timesheet change request types had the option to require employees to add a comment when submitting a timesheet change request.

What's been added: In the Timesheet Profile, within the **Change Requests Employee Can Perform** section, **Require Comment** boxes have been added next to all change request types so that you can choose which timesheet change requests should require a comment from the employee upon submission.

Added Tag in Workflow Notification

WFR-192033: Previously in the **Timesheet Change Request** workflow **Generate Notification** and **Global Notification** steps, there were not any tags available to provide additional information.

What's been added: A new tag, **Request Info**, has been added, which will display the existing data and the new data.

Example: If an employee submits a timesheet change request for a punch in, the email will display the existing punch in entry and the new requested punch in entry.

All InTouch Clocks: Allow Timesheet Change for Previous Pay Period



WFR-37080: Previously, timesheet change requests on all InTouch devices were only available for the current period, which made it so that employees could not correct a missed punch from the previous pay period.

What's changed: Users can now submit a timesheet Change Request from an InTouch device to correct a punch from the previous pay period.

Bulk Time Input in Change Request

WFR-223615: You can now enter Bulk time as a number in minutes in the Change Request pop-up and this will properly convert into HH:MM or HH.DD.

Display Predefined Default Cost Center in Change Request



WFR-223604: Previously, for any of the Add options in the timesheet **Change Request** pop-up, the cost center field displayed as blank.

What's changed: The employee's default assigned cost center will now automatically display in the timesheet **Change Request** pop-up for the Add change requests.

Time Off

Modify Time Off: My To-Do Items

WFR-220918: Previously, Modify Time Off was not available for non-consolidated time offs for multiple day requests, and users could not modify a Time Off Request from a Time Off Request My To-Do Item.

What's been added: Modify Time Off is now available for non-consolidated multiple day requests, which include multiple days and dynamic duration. In addition, a new **Modify** button has been added to time off requests within the request's My To-Do Items.

Separate Time Offs and Cost Centers in Tree View

WFR-198967: Previously, when the **Separate Cost Centers and Time Offs** option was unchecked, time off categories did not reflect in the Tree View. Going forward, time offs will display in the tree view as expected.

Time Off Utilization Settings Not Applied

WFR-173219: Previously, Time Off Utilization settings configured in the Time Off Request profile were ignored when a manager approved time off via the **Pending Approval** report. The time off utilization used the employee's PTO balance first before using the UTO balance.

This has been fixed, and going forward, when a manager approves time off through the **Pending Approval** report, the time off utilization will be applied, and the UTO balance will be used.

Workflows

Line Break Formatting in Workflow Question

WFR-208852: Previously for users who used one Question step with multiple questions and/or lists, the user's formatting was ignored, and all questions/lists were formatted in one sentence. Going forward, questions configured in workflows will display properly with the intended format.

Workflow Migration To-Dos

WFR-229964: Previously for some companies that migrated to the workflow approval process, administrators received many To-Do Items for all items that had been submitted.

What's been added: For users with **Company Payroll Functionality** enabled in their Security Profile from receivers of To-Do Items, a new checkbox in the **Approve/Reject** workflow steps has been added, **Exclude Payroll Admins**. If this checkbox is enabled, To-Do Items will not be generated for these users so that they do not receive an excessive number of To-Do Items, but users will still be able to process submitted items via reports.

The **Exclude Payroll Admins** option is available for the following workflows and approvers:

- Timesheet: Approve Level 1-5 and Approve Level 1-5 Override
- Timesheet Change Request: All Approval Managers
- Time Off Request: All Approval Managers
- Overtime Request: All Approval Managers

Note: This option will be unchecked by default if your company has already migrated. It will be checked by default if your company has not migrated yet.

Webclock

Mobile Quick Punch and Change Cost Center

WFR-213642: As previously available in the Classic Mobile App, Quick Punch and Change Cost Center options are now available for users to quickly clock in and out or change cost centers from the login screen in the New Mobile App.

To allow for quick punching in and out, navigate to **Mobile Quick Punch Preferences (Global Setup > Company Setup)** and enable the functionality with the **Enabled** checkbox. Within the **Quick Punch Settings** section, the following options are available to enable for punching in/out:

- Allow Simple Punch
- Allow Punch IN
- Allow Punch Out

You can also enable options to allow users to change cost centers. Make sure **Allow Mobile Login** is enabled and enable **Show Change Cost Centers** from the **Quick Punch Settings** section.

From the Timesheet Profile, if **Collect Extra Pay with an OUT Punch** is enabled this option will display after punching out. If Geo Fencing is used, the mobile quick punch will follow the Geofencing rules configured in the Timesheet Profile. If Attestation is set up, the mobile quick punch will follow the settings configured in the Attestation Profile.

Updated Naming in Areas Used by Mobile Quick Punch

WFR-226118: Due to the Classic Mobile App being deprecated, in all areas where settings apply to Mobile Quick Punch, **Classic Mobile Preferences** (under **Company Settings > Global Setup > Company Setup**) has been renamed to **Mobile Quick Punch Preferences**.

Bug Fixes

The following issues have been resolved in this release.

Accruals 1.0: Fields didn't appear in the Execute Accruals Rules window

WFR-220213: The **Execute Accruals Rules** window didn't show custom date fields as options to select. This is fixed, and users now can see and select custom date fields in this situation.

Accruals 1.0: Hours Taken Last Year column displayed only hyphens

WFR-220224: On the **Accrual Balances** page, the **Hours Taken Last Year** column displayed only hyphens, not the hours. This is fixed, and the **Hours Taken Last Year** column now displays the expected hours values.

Accruals 2.0: Saved Accrual Details Report didn't appear in reports

WFR-217624: In Accruals 2.0 companies, when employees save a version of the **Accrual Details** report, the saved report includes the **Schedule to Run** option and also appears in **My Saved Reports**, as expected. Previously, in this situation, the saved report did not include the **Schedule to Run** option and did not appear in **My Saved Reports**.

Attestation: After restricted punch, user didn't receive Attestation prompt

WFR-209064: When Attestation is configured to prompt on the first punch of the day and punch restriction rules are in place, users who clock in and have their first punch restricted now receive the Attestation prompt on their next unrestricted punch as expected. Previously, after the first punch was restricted, the next punch did not give the Attestation prompt.

Attestation: Error occurred for mass edit of Attestation Profile

WFR-216361: On the **Mass Edit Profiles** page, users can now perform a mass edit of Attestation Profiles, as expected. Previously, attempting to mass edit Attestation Profiles sometimes resulted in an error.

Cost Centers: CC City was not a selectable column for CC trees

WFR-139024: When users edited a cost center tree, the **Select Report Columns** window incorrectly listed **Cost Center: City** as just **Cost Center**. This is fixed, and **Cost Center: City** now appears in the list of columns to select, as expected.

Cost Centers: Latency deleting Managed CC from employee record

WFR-215147: When an employee record included large numbers of Managed Cost Centers, users experienced latency when trying to delete a Managed Cost Center from the record. This is fixed, and deletions of Managed Cost Centers in this situation now finish quickly, as expected.

Cost Centers: Web Clock didn't display path and abbreviation of CCs

WFR-123147: The Web Clock previously displayed cost centers as the full path or as an abbreviation based on whether the employee's profile was configured to display cost centers as List or as Root. This is fixed, and now both the full path and the abbreviation display regardless of the employee's profile configuration.

Leave: Time offs duplicated when Spell of Absence rule was enabled

WFR-230605: Previously, time offs were being duplicated in **Pay Prep Records** when the **Spell of Absence** rule was enabled for multiple Pay Calcs. Going forward, time offs in Spell of Absence records will no longer be duplicated when the **Spell Of Absence** rule is enabled in multiple versions of Pay Calculations.

Notifications: Conditions were sometimes incorrectly adjusted

WFR-151602: In **Notifications (Global Setup)**, the Conditions fields now save amounts less than .04 hours as expected. Previously, the system sometimes incorrectly adjusted amounts less than .04 hours.

Pay Calc 1.0: Holiday time disappeared from timesheet

WFR-218583: For the **Holiday Eligibility** Pay Calc 1.0 rule, when users saved holiday time to their timesheets and then navigated to the next pay period, the holiday time they just entered in the previous pay period was removed. This is fixed, and the system retains holiday time for one pay period when users navigate to the next pay period, as expected.

Pay Prep: Error occurred when clicking the timesheet icon

WFR-198285: Users who clicked the timesheet icon on the **Pay Prep Result Details** page sometimes received an Internal System Error. This is fixed, and clicking the timesheet icon now opens the timesheet as expected.

Points: Manually added points weren't deleted after points rollback

WFR-224806: When users do a rollback of the Updated To Date for points, the system deletes manually added Attendance Points, as expected. Previously, in this situation, the system was not deleting the manually added points.

Public Webservice: Recent Punch API gave an error

WFR-217888: The Version 2 Recent Punch API now correctly accepts valid numerical or alphabetical company short names. Previously, numerical shortnames sometimes resulted in an API error.

Rates: CC limit list wasn't automatically assigned to a new hire

WFR-165164: For cost center limit lists with the setting **Maintained By Rate Table**, the system sometimes did not automatically assign them to new hires when configured to do so. This is fixed, and the system now automatically assigns the limit lists to the expected new hires.

Reports: Columns were empty in export of detailed calculated time

WFR-222049: When users export the **Detailed Calculated Time (Time Entries)** report the columns **Calc is in** and **Calc is out** display their data as expected. Previously, these columns were sometimes blank in an export.

Reports: New French translation of Time Off Roster report

WFR-223522: The French translation for the **Time Off Roster** report is now improved to be **Planning des absences**.

Time Off: Parent Time Off Category wouldn't display on dashboard

WFR-91419: A parent Time Off Category balance sometimes could not be configured to display on the New UI dashboard, but only the parent's child Time Off Categories could be configured to display. This is fixed, and these parent Time Off Categories will now display on the New UI dashboard as expected.

Time Off: Request warning message

WFR-216381: The **Are you sure you want to approve this Time Off** pop-up box now includes a warning message to clarify that the system will skip an approval because it is not possible to request a date on a submitted/approved timesheet.

Time Off: Open Absence showed all time off options as available to select

WFR-221561: When users create an Open Absence, only Time Off options configured with **Allow Time Allocation Towards This Time Off** checked (in **Time Off Properties**) appear in the list of options to be selected. Previously, all Time Off options were available to be selected, which was incorrect.

Timesheet: Future time off for terminated employee couldn't be deleted

WFR-198939: When users tried to delete a future time off for a terminated employee, they sometimes received the error, **Not enough permission to create time entry**. This is fixed, and these users can now delete a future time off for a terminated employee.

Timesheet: Manager could not approve time entry for MCC

WFR-214693: On the **Approve Time Entries** report, managers sometimes received the **Could Not Approve Time Entry** message when trying to approve a time entry for a Managed Cost Center. This is fixed, and these managers can now approve these time entries as expected.

Timesheet: New Dutch label translations

WFR-226671: For Dutch language users, on the **Timesheet Profile Edit** page, the label for **Timesheet Metrics** is now translated to **Meetwaarden klokkaart**, and the label for **Balance** is now translated to **Balans**.

Timesheet: Pay Calc 2.0 rule didn't calculate back to back holidays

WFR-220405: The **Hours Worked On Holiday (Specific Hours)** Pay Calc 2.0 rule sometimes did not correctly calculate back to back holidays. To fix this, the system now includes a new Version 6 of the **Hours Worked On Holiday (Specific Hours)** pay calc rule. If you currently use Version 5 of the rule, the system will keep that use at version 5. All new Pay Calc policies will include only Version 6 of the rule.

Timesheet: Reason Code list was empty

WFR-229324: On the new timesheet's **Extra Pay & Counter Adjustment** tab, the **Reason Code** list now displays the reason codes as expected. Previously, in this location, the **Reason Code** list sometimes was empty.

Timesheet: Simple punches caused duplicate time entries

WFR-221460: Duplicate time entries from simple punches occurred for some users, despite the configuration being set to prevent this. This is fixed, and the system now does not create duplicate time entries in this situation.

Timesheet: Time Entry Type lost its values in Timesheet Metrics

WFR-230180: On a timesheet, when users edited a Time Entry Type and then used it in a filter for **Timesheet Metrics**, the Time Entry Type's values sometimes appeared blank. This is fixed, and the Time Entry Type now displays its values in **Timesheet Metrics**, as expected.

Timesheet: Timesheet Metrics were inaccurate on Mobile App

WFR-229555: In timesheets on the Mobile App, the Timesheet Metrics sometimes displayed inaccurate hour totals when users navigated from one week's timesheet to the next. This is fixed, and the Timesheet Metrics numbers now remain accurate while users navigate.

Timesheet: TSCR didn't accept decimal point in Mobile App

WFR-116492: In the Mobile App, users can now enter a decimal point as they type time into a Timesheet Change Request. Previously, the system did not accept the decimal point unless users typed the number and then moved the cursor back and typed the decimal.

Timesheet: TSCR for a future period couldn't be approved for AUS

WFR-221017: For AUS locale users, managers sometimes received the error, **Punch In/Out cannot be done for future period** when trying to approve an employee's timesheet change request for a future period. This is fixed, and these future period timesheet change requests can now be approved as expected.

Timesheet: Too many extra lines appeared on timesheet

WFR-207778: When a timesheet profile's **Initial Number Of New Rows** fields are all set to 1 (under **Extra Settings**), this causes the **Time Entry** tab on **Start/End (All Days)** timesheets to display an extra line only for the current day. Previously, with this configuration, the timesheet sometimes displayed an extra line for every day.

Timesheet: Unable to move forward/backward without saving changes

WFR-231870: When selecting multiple timesheets, users can now arrow forward or backward to another timesheet after making unsaved changes. Previously, when selecting multiple timesheets from the **All Timesheets** report then clicking the **View** button, if an unsaved change was made and the error message would display that all changes would be lost, users were unable to move to a different timesheet.

Timesheet: View Workflow opened an older workflow

WFR-220226: When a user submitted a timesheet, then the timesheet's workflow was changed, and then the workflow was rejected and resubmitted, clicking the **View Workflow** button for the timesheet opened the original workflow, not the workflow to which it was changed. This is fixed, and in this situation, **View Workflow** now opens the workflow to which the timesheet was changed.

Workflows: Employee selection in widget did not include all columns

WFR-152191: In the **Workflow Delegation** widget for managers, the **Browse and Select Employees** box included only two columns when it should have included four columns. This is fixed, and the **Browse and Select Employees** box now includes the columns **Employee Name**, **Employee ID**, **Username**, and **EIN**.