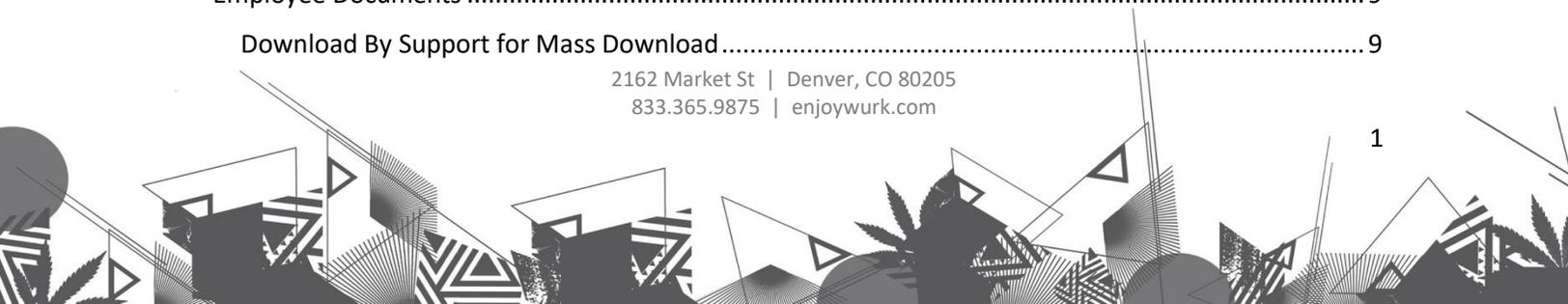


Release 80, April 2022

Wurk is a continually improving and evolving application. As part of our commitment to full transparency, we provide release notes that summarize the latest enhancements to Wurk functionality and usability.

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Payroll

National ID Numbers

- ❖ Contact support if you would like this to be unmasked

Masking of National ID Numbers

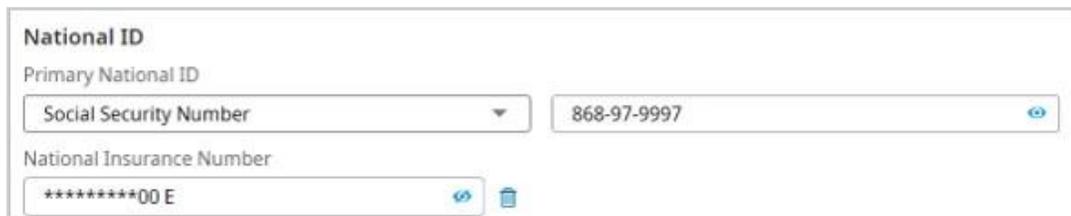
Our system has been updated to automatically mask any National IDs in reports. This includes SSN, SIN, BSN, NIN, TFN, and Other National IDs. This will impact reports, report pages and any widget where National IDs exist.

Note: For any areas of the system not updated in this release, those areas will be updated in a future release. This work will include masking National ID numbers on PDFs.

Unmasked Security Options

To control the viewing of the National ID numbers in the system, a new security option, **Unmasked**, can be enabled for all National ID security items. This option allows users to view unmasked National IDs such as Social Security Number, National Insurance Number, etc. This option is included within the Security Profiles to the right of the permission. By default, these settings will be unchecked, meaning the ID's will not display.

When masked, the ID numbers will display with asterisks and the last 3 or 4 digits of the number. An eye icon with a slash indicates the number cannot be viewed. For instances where the number is allowed to be viewed, the icon will display as an eye icon without the slash as a visual indicator the full number is being displayed.



The screenshot shows a form titled "National ID" with two sections. The first section is "Primary National ID" and contains a dropdown menu with "Social Security Number" selected and a text input field containing "868-97-9997". To the right of the input field is an eye icon with a slash through it. The second section is "National Insurance Number" and contains a text input field with "*****00 E" and a trash can icon to its right.

For Partner Admin companies: The new **Unmasked** option has been added for View Social Security, View Social Insurance Number, View National Insurance Number, and View Citizen Service Number (BSN).

For UKG Ready companies: The new **Unmasked** option has been added to all National ID related settings on the HR Tab and the Recruitment Tab.

ESS (Employee Self Service): For employees with View access to National IDs in their security profiles, the IDs will be masked by default and will display with asterisks and the last 4 digits of their number. The IDs will have the eye icon and employees can select the icon to unmask the ID. If employees have View/Edit access for National ID in their security profiles, when selecting the eye icon to view their own ID, they will also be allowed to edit or update their number.

Masking National ID Numbers for Employee Contacts

The National ID numbers of employee account contacts listed on the Employee Contacts report or report page will now be masked unless the new Unmasked setting is enabled.

The Employee Contacts setting now has an Unmasked option. Selecting it will show the social security numbers for employee contacts. It will be unchecked (de-selected) by default and the social security numbers of employee contacts will not display in the reports. The security setting carries over to the Account Contacts widget in employee profiles when viewing or adding employee contacts. When the IDs are set to be masked, as the ID numbers are typed into fields, they will immediately become masked.

The reports for Employee Contacts are located under: My Reports > HR > Reports > HR Maintenance > Employee Contacts, or Team > HR > Reports > HR Maintenance > Employee Contacts.

The screenshot shows a form titled "Add Account Contact". It has a "Mobile Phone" field with a "Primary" radio button. Below that is the "National ID" section, which includes a "Primary National ID" dropdown menu. Under this dropdown are two input fields: "Social Security Number" containing "868-97-9997" and "National Insurance Number" containing "*****00 E". Both fields have eye icons to the right of the input area. At the bottom of the form is a "+ Add" button.

Deduction Auto End-Dating

The system can now automatically add an end-date to a deduction when the deduction goal is met. In a deduction's **Goal** section, set **Goal** to an amount and set **Reset Balance Type** to **Never**. Then, when the goal is met, the system stops taking the deduction, and also does the following:

- Changes the deduction's status from **Active** to **Inactive**.
- Moves the deduction from the **Currently Scheduled** tab to the **All Scheduled** tab.
- Populates the deduction's **End Date** field with the pay date on which the deduction goal is met.

If you manually enter the deduction goal's **Taken Amount** to meet the goal, and you set the **Times Goal Met** field to **1**, the system populates the deduction's **End Date** as today's date.

Pay Statements Can Show Base Compensation

❖ Please contact support if you would like this feature turned on

In **Company Setup**, the **Show Base Compensation** check box is now available. Companies can check this check box so that pay statements will display the employee's base compensation information in the pay statement header. The **Show Base Compensation** check box is unchecked by default.

TLM

Attach Document to Punch

Employees can now take photos of their completed work as a requirement to go with their punch so that their manager can reference the completed work and/or verify the employee was at the correct location.

Security Permission

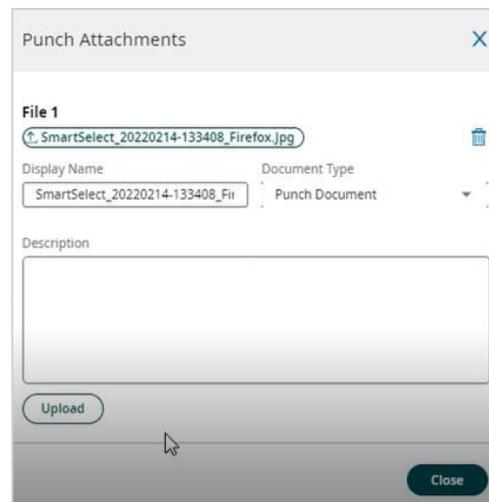
- ❖ Please contact support if you do not have view enabled to do so

If the manager has **View/Edit** permission, they can update the display name and document type of the punch document. If the manager has **Delete** permission, they will be able to delete documents attached to the employee's punch.

Attaching a Document

Once the employee submits their punch, a **Punch Attachments** pop-up will display where they can upload their document. The file size limit is 10 MB, with a maximum of five files that can be selected per upload.

When the file(s) is uploaded, if a **Document Type** was configured, the employee will be able to choose which document type fits their attachment, and they can enter a description of the attachment in the **Description** box.



The screenshot shows a 'Punch Attachments' pop-up window. At the top, it says 'Punch Attachments' with a close button (X). Below that, there is a section for 'File 1' with a file name 'SmartSelect_20220214-133408_Firefox.jpg' and a trash icon. Underneath, there are two input fields: 'Display Name' with the value 'SmartSelect_20220214-133408_Fi' and 'Document Type' with a dropdown menu showing 'Punch Document'. Below these is a 'Description' text area. At the bottom left is an 'Upload' button and at the bottom right is a 'Close' button.

When they are ready, the employee can then select the **Upload** button to submit their attachment(s) with their punch, and they will receive a **Completed** confirmation message.

If the employee needs to back out of a punch that requires a document upload and not have that punch submitted so that they can continue in the system with another task, the employee can select **Cancel** in the **Punch Attachments** pop-up.

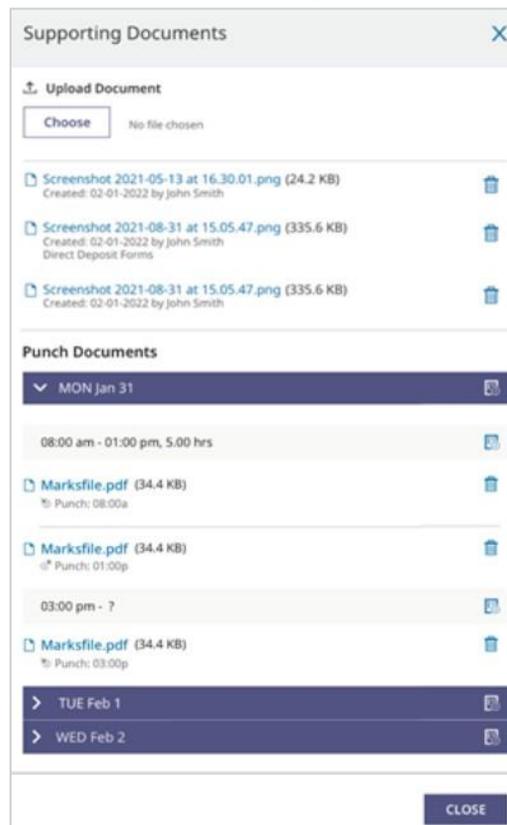
All Punches Detailed and All Punches Summary Reports

Managers with permission can review punches their employees submit that have a document attached via the All Punches Detailed (My Reports > System Reports > System Utilities > All Punches > All Punches Detailed) and All Punches Summary (My Reports > System Reports > System Utilities > All Punches > All Punches Summary) reports.

A new column, # Attached Documents, is available in the All Punches Detailed and All Punches Summary reports. A paperclip icon will display with the number of attachments associated with the punch. When the paperclip icon is selected, a Supporting Documents pop-up with the attached documents will display, then the manager can download the attachment(s).

Punch Documents on Timesheet

Managers and employees can review punch documents from the timesheet. In the **Supporting Documents** pop-up from the timesheet, a new **Punch Documents** section is now available. From the **Punch Documents** section users can select the arrow for the applicable date, which will present the punch in/out times and the file(s) attached to the punch.



Move To Dos When Terminating a Manager and Choosing Replacement

When terminating a manager, either through direct termination or HR Action termination, and selecting a new manager, outstanding To Do items for the employees will be transferred to the new manager along with applicable messages.

Scheduler

Workload Manager

Created API DELETE / POST for Workload Manager Volume Data

Previously for Scheduler companies with Workload Manager enabled, users had to manually go into each schedule and choose a Staffing Matrix and import the volume file to bring that data in.

What's been added: An API is now available to both bring in volume data from an external system directly to Schedules (creating basic forecast and workload requirements) and delete data that was created by Workload Manager, Workload Template, and/or manually from Schedules and Schedule Templates.

HR

Checklists

New Look Features

To help users transition from the old Checklist look and experience to the new one, the following will be done in this release:

- Removed the New Look security permission from the Security Profiles (ESS and HR Tab)
- The New Look toggle is now rolled out to ALL users (no security permission needed anymore)
- Changed the default view of the checklist to the New Look (users can use the toggle to access the old look until it is transitioned out)
- Once a user has selected a view via the toggle, that selection is saved (ie. if they select old checklist > logout > return to checklist > the old checklist will be their view)

Custom Forms

Drag and Drop Custom Form Field Resizing

Admins can now quickly adjust the size of Custom Form fields with drag and drop capabilities. Users can perform resizing in the **Edit Field** screen. If users hover anywhere between the borders, they can move the entire field using click and drag.

If users hover over the thin border, it works as follows:

- When a user hovers over the top or bottom, click and drag allows the user to adjust the height of the field.
- When a user hovers over the left or right, click and drag allows the user to adjust the width of the field.
- When a user hovers over the bottom right corner, click and drag allows the user to adjust the widget and the height.
- When a user hovers over the middle of the field, click and drag moves the entire field.

Custom Form Right Click Field Placement

Admins can now add more than just the character field type, and they can also place it at, or close to, the position they want it in the Custom Form without having to go into the Edit view of the field. This functionality is available on the Page Edit and Field Edit views.

On right click, the pop-over appears with a list of all available field types.

- On selection, the field type is placed in the position where the user initiated the right click.
- On selection, the right side reflects the configuration page of the field that was added.
- When the field is added, it is placed directly to the right and below where the cursor is located.
- If a user attempts to add a field on the edge of a form when there is not enough room to place the field within the borders of the form, the field placement is adjusted to the inside of borders of the form.
- If a user attempts to add a field where there is not enough room to accommodate it, the field location is adjusted to fit. For example, if a user right clicks on the far right of the form and there is not enough width to accommodate the field on the form, the field is positioned the correct number of pixels to the right so that it fits.

Custom Form Sign Field Option to Hide Sign Button

Admins can now map particular Custom Form fields to be completed by a specific user/group without providing a **Sign** option.

A **Hide Sign Field On Form** checkbox has been added to the Field Settings section of the Custom Form if the **Sign Type** is selected. This was added beneath the **To Be Signed By** field. When the option is selected, the **Sign** button is hidden from the Custom Form and the **Sign-Field Mapping** is respected when it is viewed or completed via ESS or MSS. The new checkbox is disabled by default

Note: If a field is disabled, it does not appear in the list of available fields for **Sign-Field Mapping**.

Employee Documents

Download By Support for Mass Download

A user's **Document Type Download By** security setting now enables or disables the user's ability to download a document via **Mass Download**. Previously, the **Document Type Download By** security setting did not affect a user's ability to download a document via **Mass Download**.

Important: This functionality was made available via a gradual rollout across the 3-4 weeks following the February 2022 release, and this was previously communicated in the Service Pack notification for 02/24/2022.

Timeout for Mass Employee Documents Download

A timeout is now applied when using the Mass Employee Documents Download feature. When downloading a file, the job progress bar returns the progress percentage. If the zipping operation takes longer than seven minutes, the operation is stopped and the zipped files are returned with the files that were completed in less than seven minutes.

E-Verify

REST API Migration Now Standard

E-Verify has released v31 for their system. In this new version, SOAP is no longer supported. We will now process E-Verify via REST. The following enhancements have also been added with v31 E-Verify version:

New Case Delay Reason Added: "Awaiting Response" has been added on case created with incorrect information to reasons for the delay.

Scan and Upload Process: Users will now be able to close a case at Scan and Upload step if needed.

Duplicate Cases: When creating or editing a case, E-Verify will check for any duplicate cases created within the last 365 calendar days. If there are existing open cases, the user will be prompted with an error message to manage/close the existing case prior to creating a new case. If a user edits the SSN in an existing open case, the system will check for open cases with the same SSN. If an open case is found, the user will receive an error and must manage/close the cases prior to creating a new case with that SSN.

Require Users to Download Further Action Notice Before Referring a Tentative Non-Confirmation Case: When referring a case, the user will now be required to download the Further Action Notice prior to having the option to refer the case.

Forms

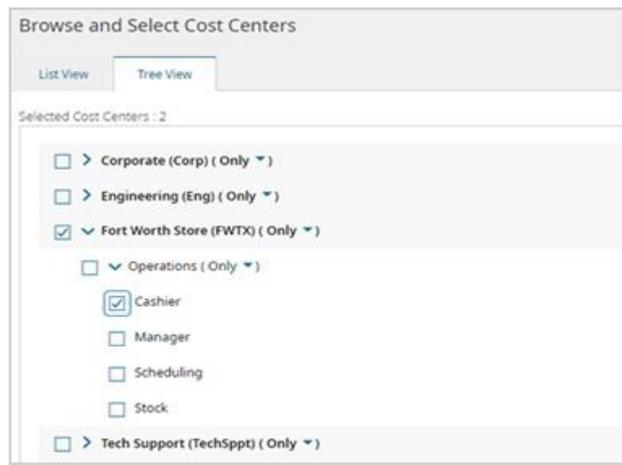
California Pay Data Form: Change in Release 3.0

Per the California Pay Data website, in Release 3.0 for 2021 filing due 4/1/2022, the following change has been made; the pay bands that employers must use have been updated to reflect the most recent pay bands established by the Bureau of Labor Statistics.

Note: These updates were completed prior to the April system release schedule via a service pack.

Turnover Rates by Cost Center: Ability to Adjust Cost Center Information

We have added the ability to remove rows so you can view specific cost center levels in the Turnover Rates by Cost Center report. This allows you to review turnover information at the cost center level and make it easier to export data and compare cost center levels without having to manipulate the data in Excel. This is accomplished through filters (the funnel icon). Functionality has been added to the Cost Center Filter section allowing users to filter based on cost center name, cost center levels, and/or multiple cost centers. Once the filters are applied, those rows will be removed from the report, and you can then save the view for future use.



ACA Compliance Overview Widget

Users can view the ACA Compliance Overview widget in the New UI Dashboard. This report-based widget uses the same columns as the ACA Data Summary report. Users must have a security profile permission of the **ACA (Affordable Care Act) Timeline** is set to at least View under the HR Tab. If the user had one or more views from the classic ACA Compliance Overview widget, these views are available in the New UI widget. The default view from those views is shown when the user views the widget.

Note: The **# Items to Show** option has been removed from the Classic Dashboard widget, which allows the Classic and New UI to support the ability to use date range-based filtering.

ACA Menu Change

We have a new way to navigate to ACA. The ACA can now be found under the HR Section of the Menu.

- To Access ACA, go to **My Team > HR > ACA**