

Release 84, December 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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General

Accessibility

Accessibility: State Button Association to HR Action Title

The Start and Open buttons are now associated with the HR Action Name. When the focus is on the Start button, the screen reader states:

{HR Action Name} Start Button

When the focus is on the Open button, the screen reader states:

{Number} {HR Action Name} Open Button

Dashboards & Widgets

Mobile: External Links in Start Widget

When an external link is added to a Start Widget category, the employee will be able to view and tap on the category link in the Start widget on their Dashboard from the Mobile application.

Security/Authentication

Mobile Biometric Login Enabled by Default

As part of providing multiple secure ways to log in to the Mobile Application, when the Mobile App is enabled for a Security Profile, the biometric login option is now enabled by default. This change applies to the **Enable Biometric Authentication** option in the Mobile Preferences section of the Security Profile, and only applies to profiles that enable the Mobile App after the point of release.

Additionally, the **Enable Biometric Authentication** checkbox is now selected by default.

Added Company Name and EIN Tags to Notification

When users receive a password expiration notification, they can now know which company the password expiration email is from so that they know which account password is about to expire.

The following tags were added to the User Password Expiration notification as an available option. Notifications will need to be updated to include following tags:

- Company Name
- Company Short Name
- EIN Name (for multi-EIN companies)

Added Inactive Days Until Locked Column to Several Reports

Admins can now see how many days until an account will be locked due to login inactivity. An **Inactive Days Until Locked** column has been added to the following reports:

- Employee Information
- All System Accounts
- System Login Attempts

The value in the column is 0 when it is the last day until the account is locked. When the account is locked the value is blank in the column.

Automatically Unlock a User's Account When Resetting Their Password

If a manager has Reset Password and Unlock User Enabled permissions, when they go to reset a user's password from Team > HR > Employee Maintenance > Password Reset page, the user's previously locked account will unlock and a success message will appear stating:

The user account's password was changed and account was unlocked.

If a manager does not have permission to unlock the user's account, but is able to reset their password, the account will remain locked and a message will appear stating:

User's password has been reset but the account is still locked. Please reach out to an administrator to have the account unlocked.

TLM

Ability to Reorder Punch Buttons

Previously, the punch buttons could not be reordered on the .clock page, Mobile Quick Punch, and the timesheet/Clock widget.

What's changed: You can now reorder the punch buttons where users submit punches.

Example: You can put all Extra Buttons before Punch In, or you can put all Extra Buttons after Punch OUT

Clock Widget Allows Typing In Cost Center Lookup

When using the Change Cost Center button on the Clock dashboard widget, there was previously no option to type in a cost center field.

What's changed: Users can now manually type in the name of the cost center in the Change Cost Center field of the Clock dashboard widget.

Scheduler

Added Option to Display Pending Time Offs in Schedule Views

Previously, Time Offs were only displayed in schedule Day, Week, and Month views if they were approved and on the employee's timesheet.

What's been added: In the Settings section in all Schedule views, a new option, **Show Pending Time Offs**, is now available to enable. When this setting is enabled, pending time offs (requested but not yet approved) will display in the schedule Day, Week, and Month views (including mobile views).

This option is included in Print Views and PDF.

NEW Partial Open Shift Request

Employees can now submit partial open shift requests.

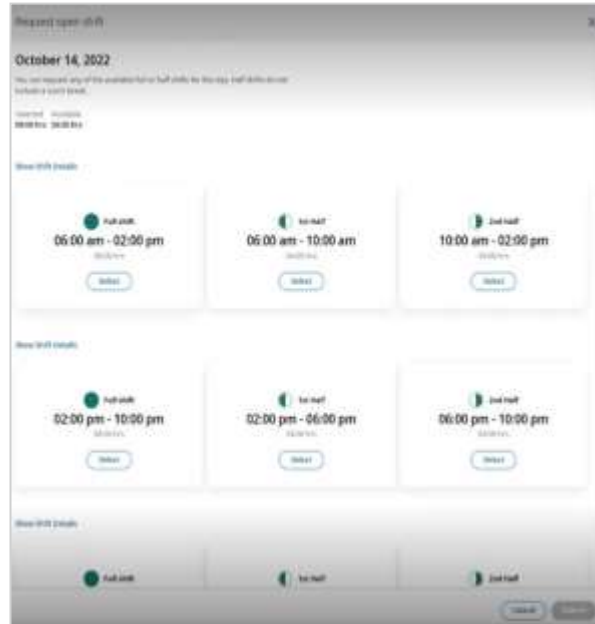
When an employee navigates to their Schedule page (My Schedule > Schedule) and selects the **Request open shift** link for the applicable day, a Request open shift pop-up window displays with all shifts that the employee qualifies for, including full shift, 1st half and 2nd half.

Select the **Show Shift Details** link at the top of the page to expand the details on each shift date, cost center, skill, etc.

Once the open shift request is submitted, in the manager's My To Do Items the full shift details display, including the Request Type, which indicates if the shift is a First Half, Second Half, or Full.

If the manager approves the request, a pop-up displays asking the manager what they would like to do with the other half of the shift (if the employee had requested a partial shift). The manager can delete the other half, leave the shift open, or post the shift.

If the manager chooses to Post the other half of the open shift, the Manage Open Shifts pop-up window will display with the applicable shift for them to select, the list of available employees to post the open shift to, and the workflow (including an **Allow half open shift requests** checkbox, which allows employees to request to work half of the open shift.)



HR

Benefit Enrollment Summary

Benefits Enrollment Summary is a new PDF that you can create to summarize an employee's current or future benefit information from the Benefit Plans report. It gives you the ability to print an enrollment summary for one or multiple employees, showing their enrolled benefits and it can be filtered for different time spans, i.e., current, past, future, waived, etc. and/or different benefit types.

The company logo, name, address, email address and company phone number in the header/footer of the summary comes from the existing PDF Header Configuration widget in Company setup.

To create a Benefits Enrollment Summary:

1. Go to **Employee Benefit Plans** (at **Benefits > Benefit Plans**).
2. In the ellipsis menu, select **Print Benefits Enrollment Summary**. The **Browse and Select Employees** window appears.
3. Select one or more employees for which you want to print a summary.
4. Select **Apply**. The **Print Settings** window appears. (The fields in the print settings will be enabled and appear on the summary by default with an informational message explaining this. Ability to remove certain fields from appearing will be available in a future release).
5. Select the **Timespan** and **Benefit Type** for the summary. Other important information appears on the summary by default under Employee Information, Enrollment Information, and Dependent Information.
6. Select **Download PDF**. The system generates the summary PDF for each employee that you selected. The selected employees must be part of the same EIN. If they aren't, an error message will be displayed explaining this. The PDF will support formatting with the Landscape mode.

Note: Additional options and features will be added in a future release. We are looking to add the following: showing beneficiaries/contingent beneficiaries, mailing format (option to place address under the employees name) and a customizable notes section will also be coming in a future release.)