EXTERNAL – Release 85, 2023

Please review each section applicable to your role at Wurk.

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Implementation

Payroll

Predict My Pay Includes State and Federal Tax Settings

The Predict My Pay paycheck simulator now includes a section named **Federal Taxes: W4**, in which users can answer several questions about their Federal Tax status and then see a simulation of their pay based on those answers.

Also, Predict My Pay now includes a section named **State Taxes**, in which users can update allowances, exemptions, and withholding amounts based on their state regulations, and then simulate their pay with those updates included.

Sync Time Failure Messages

This release includes an updated Payroll Sync Time message to explain sync failures. When a sync fails, the message includes a link to a report page that provides details about the failure.

TLM

Accruals 2.0

Display Accrue Rate for Each Accrual Policy

Employees can now view their accrual rate and the frequency in which they earn for each Accrual Policy.

What's been added: From Company Setup, in the Visible Fields widget within the Accruals Policies section, an **Accrue Rate** checkbox option with a customizable field is now available. This global setting controls where users will see their Accrue Rate. When enabled, the employee's Accrue Rate in hours or days will display anywhere Balance information displays:

- Accruals widget on the Employee Profile (ESS/MSS)

    *The Accrue Rate can display or be hidden in the different sections of the Accruals widget.

- Time Off Balances cards (admin and employee views)
- My Accrual Balances home Dashboard (hover over the information icon to view the Accrue Rate)
- Employee's pay statement

    To display an employee's accrued rate in their pay statement, enable the Accrue Rate checkbox option from the Show Accruals Balance widget within the Printed Pay Statement Options section under Company Setup.
- Personal Schedule

If an employee has multiple accrue rates (such from multiple grant rules), each accrue rate will be listed.

The Accrue Rate works with the Time Worked Grant (Payroll), Time Worked Grant (Payroll), and Tenure

> **Important:** If an employee's policy has an RTT Grant rule, their accrue rate will not display, and instead will show as NA. Accrue Rate will work with the RTT Grant rule in a future release.

Based Grant rules.

> **Note:** Accrue Rate columns will be added to the Accrual Balance report in a future release.

In addition, a new Company Settings import, **Display Accrue Rate for Accrual Policy**, is available.

Pay Calculations 2.0

Consecutive Hours Overtime Rule

Previously, the Pay Calculations 2.0 Consecutive Hours Overtime rule did not allocate consecutive worked hours over a set limit to a specific overtime counter if time was allocated to different counters, such as a shift premium.
What's been added: A new option is available in the Consecutive Hours Overtime rule, **Use Calculated Time**.

When the Use Calculated Time option is enabled, the rule will look at the entire calculated time for the shift and will apply to the counter.

> **Note:** This rule still works if the employee has the Guaranteed Minimum Hours, Split Shift Premium, Allocate Regular Hours (and similar rules), Nth Day (v.2) rules, and/or Holiday Eligibility with Zero Out option enabled.

Schedules

Added Actions for Pending Time Off Requests on Schedules

Managers can now take action on pending time offs directly from all schedule views on Desktop and

Mobile.

What's been added: In the pending time off pop-up, the following buttons are now available:
- **Modify:** When selected, the Modify Time Off pop-up displays.
- **Delete:** When selected, a dialog box displays to confirm that you want to delete this request.
- **Approve:** When selected, a dialog box displays to confirm that you want to approve this request.
- **Reject:** When selected, a Reject Time Off Request pop-up displays a Comment box and confirms that you want to reject this request.

Any actions taken will continue the Time Off Request workflow, and the time off status will reflect in the Time Off Calendar and timesheet.
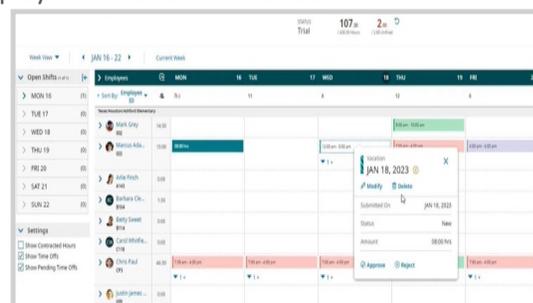
Timesheet

Added Extra Button Types for Lunch/Break Start and End

Employees can now use a specific punch button to clock in/out and start or end their lunch or break period.

What's been added: The following Timesheet Button types are now available on the Timesheet Button page:Lunch/Break Start
- Lunch/Break End

These Timesheet Button types work on the timesheet, My Timesheet clock widget, My Clock page, Offline Mobile Punch, Mobile Quick Punch, and InTouch clock devices. The Punch Type on the following punch reports shows as Lunch/Break End:
- All Punches Detailed
- All Punches Summary

When the Lunch/Break Start or Lunch/Break End button is selected, the color will change from blue to gray in order to indicate to the user that the button was selected.

HR
Checklists
Incomplete Items Column Added to Checklists Report Page

A new **Checklist: # Incomplete Items** column is available to be added be added to checklist report pages that will identify how many items remain open in a checklist. This column can be added under HR > Checklists > Checklists or under Recruitment > Applicant Checklist > Applicant Checklists.

Forms
System Latency Improved

We have made system improvements to address latency issues around the processing of large batches of EEO-1 forms.