

Release 88, July 27, 2023

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

Ease of Use for Hamburger Menu

In order to provide a more simplified user experience we have modified the hamburger menu in the following ways:

The user drop-down actions previously located in the top left of the menu have been removed.

- They are still available via the same drop-down menu in the header (top-right of application.)

The first level of the navigation(categories) have been moved to the left side of the menu along with their dedicated icons. Category icons now adhere to the selected theme of your company. All other menu items are available of the right side of the menu.

- Applies to My Info and Team tabs only.

The dedicated Favorites tab has been removed and Favorites are now available from both the My Info and Team tabs of the menu.

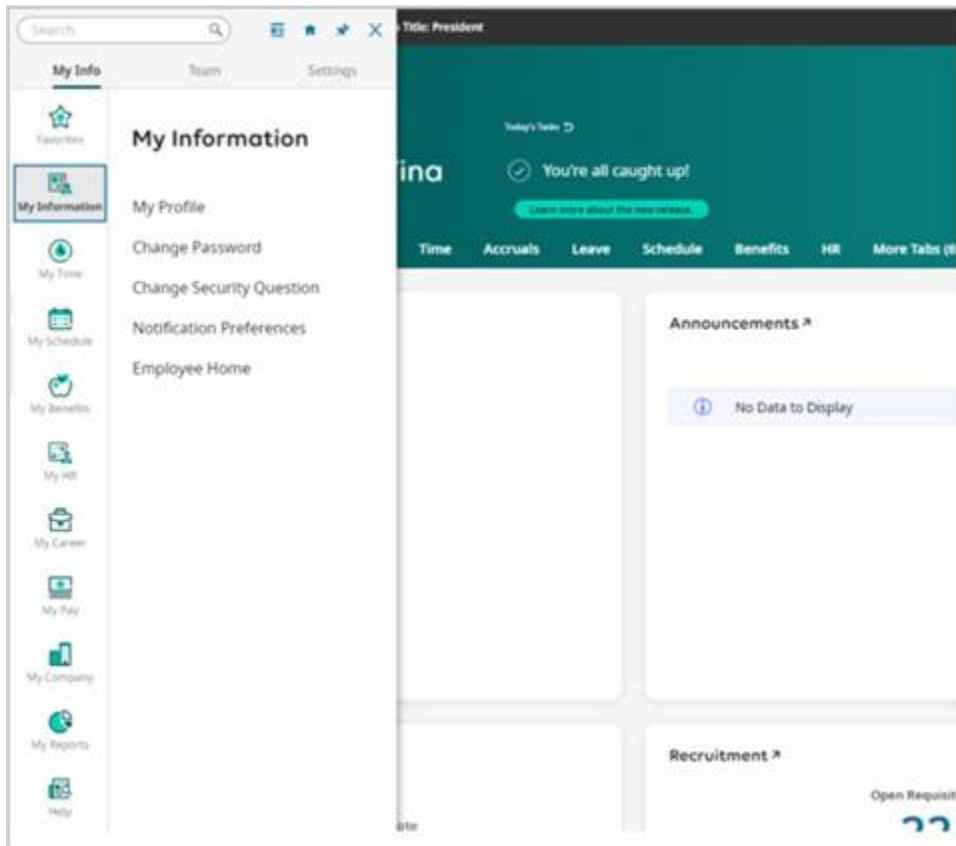
- Favorites configuration is available via the gear icon in the Favorites menu.

The menu has been updated to white.

- Applies to Standard New UI theme only. Menu was already white for all other themes.

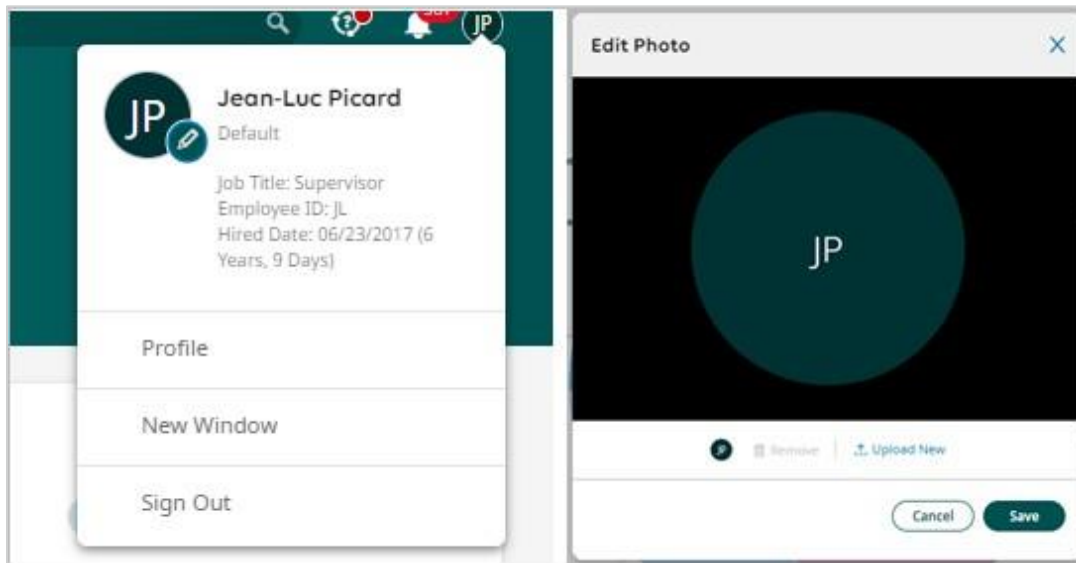
The appearance of the Home and Dashboard icons in the header is as follows:

- If a user's first screen configuration is the dashboard only the home icon will appear.
- If a user's first screen configuration is anything BUT the dashboard then the home icon will appear and redirect to the first screen AND the dashboard icon will appear and redirect to the dashboard.

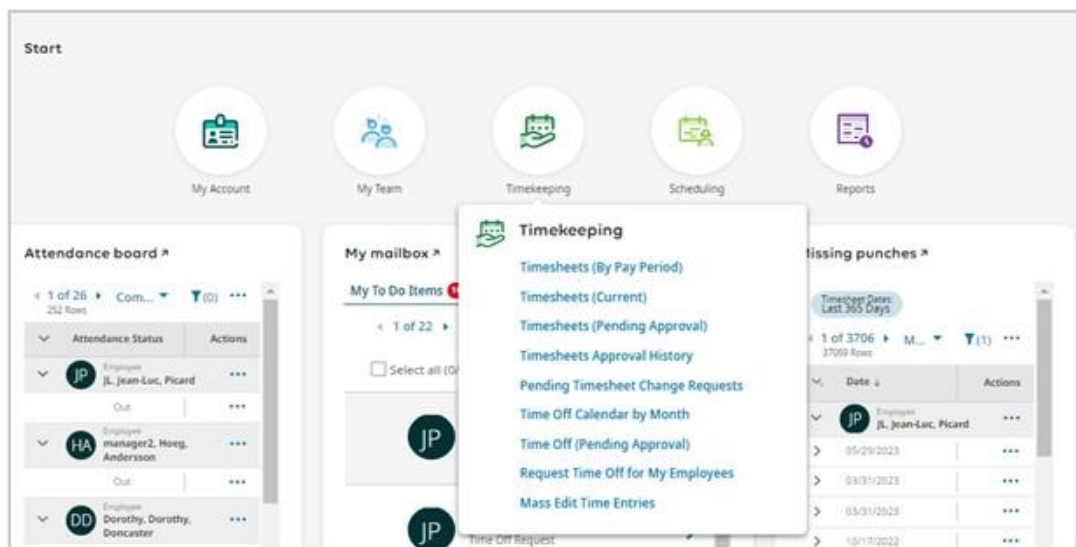


Ease of Use for Dashboards

When using the dashboard experience, photos are now uploaded when selecting the employee drop-down and clicking the employee photo/initials. This will launch a dialog where you can add or remove an image.



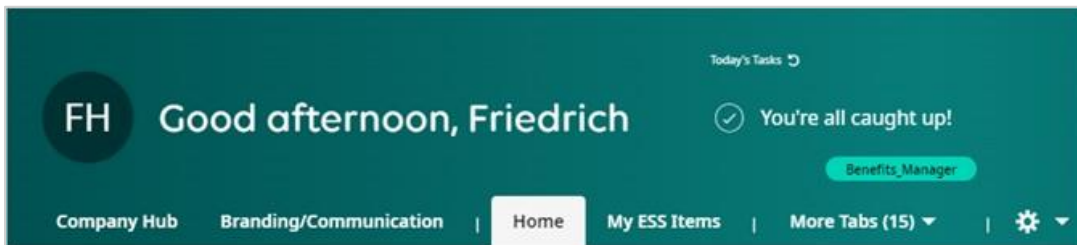
The Start widget now provides a cleaner, more focused visual experience for users, including a new look & feel for the categories and the menu of links per category. In addition, inside the configuration you can set a different color for any of the up to 10 categories, regardless of the pre-defined or custom theme set for your company.



The mobile only Start screen offers a new, refreshed look and feel experience for users, which is very similar to the changes made to the Start widget.

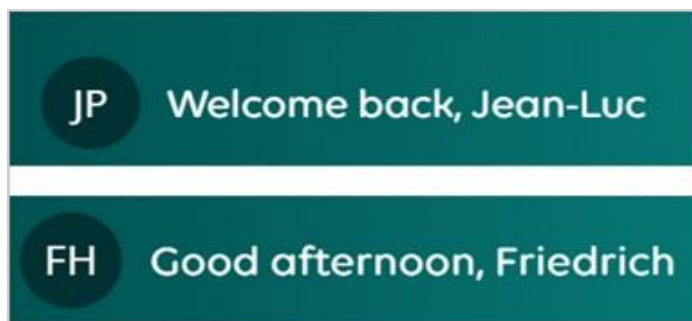


Tabs on screens such as the Dashboard, Manager-Self-Service Employee Profile, and Report Hub now provide a refreshed experience. All existing tab options are still available.



When navigating to the dashboard, a new greeting message experience is shown to users. Depending on the time of day for a user's local timezone, they will see a 'Good Morning' (4:00-11:59), 'Good Afternoon' (12:00-17:59), or 'Good Evening' (18:00-3:59) message next to their name.

If they logout of their session and start new a session within the same timeframe, the message will change to 'Welcome Back'.

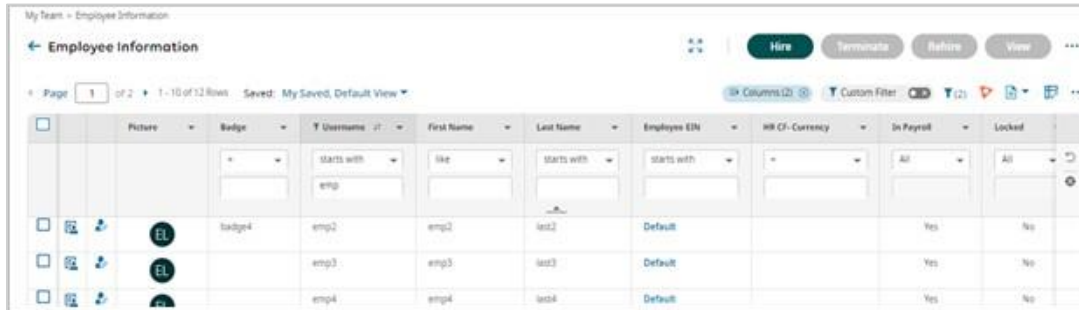


Ease of Use Updates for Reports

When navigating to a report on desktop or mobile, core elements of the experience have been refreshed to enhance visual focus of important data and options.

These changes have been applied to the following areas:

Column headers and inline filtering



The screenshot shows a report titled "Employee Information" with a table of employee data. The table has columns for Picture, Badge, Username, First Name, Last Name, Employee EID, HR CF - Currency, In Payroll, and Locked. Each column header has a dropdown arrow for filtering. The table contains three rows of employee data.

Picture	Badge	Username	First Name	Last Name	Employee EID	HR CF - Currency	In Payroll	Locked
	badge4	emp2	emp2	last2	Default		Yes	No
		emp3	emp3	last3	Default		Yes	No
		emp4	emp4	last4	Default		Yes	No

Page & grand totals



The screenshot shows the footer of a report with a table of summary data.

Page Total							6008	
Report Total							2099:19	

Add/remove columns



The screenshot shows a dialog box titled "Add/Remove Columns" with a search bar and two columns of checkboxes. The "Available Columns" column lists various fields like "Account Contact #1: Cell Phone" and "Employee First Name". The "Current Columns" column lists fields like "Checkbox: Select Row" and "Employee Picture". There are "Add", "Remove", "Cancel", and "Apply" buttons.

Grouped columns and sub-total rows

Employee EIN							60:08	
Default								
		JL	Jean-Luc	Picard			8:00	05/01
		manager2	Hoeg	Andersson	12:05p	03:29p	3:24	04/01
		PL123	Peter	Leveralt	11:11a	03:13p	4:02	04/01

Real-Time Change Password Validation

When users change or reset their login password, they sometimes are unsure which criteria they have met. The Change Password page now shows the user in real time the password requirements, as well as the password criteria they have met. This functionality is available in both the desktop version and the mobile app.

Benefits

New Benefits Enrollment Experience

In this release, we have made multiple improvements to the employee benefits enrollment process. While the basic process to configure and launch enrollments hasn't changed, the experience for your employees has been updated with a more graphical and visual experience with improvements to the cards or widgets your employees will see as they go through benefits enrollment. This experience makes it easier for employees to make election decisions during enrollment.

We've added:

- Visual cards with more details
- Side-by-side comparisons of plans
- A new Shopping Cart where employees can see what they have selected and how much it will cost them per pay period. As plans are added, changed, deleted, or declined, the cart will dynamically update.
- ...and more

Payroll

Payroll Comparison Report: Filter by EIN

The **Payroll Comparison** report allows users to compare two different pay date time frames. If a user's company has Multi-EIN enabled (from Available Functionality), they now have the ability to select the applicable

EIN to be included in the Payroll Comparison report by choosing the EIN from the **Company EIN** drop-down located in the Filter. The Company EIN drop-down is blank by default.

TLM/Scheduling

NEW Day View and Month View Drag and Drop

In the Advanced and Basic Scheduling Day view on mobile and desktop, managers can now select and drag an assigned shift and drop it into another row in the Day View or drag and drop a shift to another day in the Month View, to reassign the shift to a different employee.

When a shift is selected and dragged, the day will be highlighted gray to indicate that you can drop it there. Constraints are validated when dragging and dropping a shift.

The screenshot displays the 'Advanced Scheduling' interface for 'AA Cafe Texas (06/19/2023 - 07/16/2023)'. At the top, there's a status bar showing 'STATUS Trial', '16.00 / 48.00 Hours', '\$10000.00 Budget Cost', and '144.00 / 4832.00 Unified'. Below this, the 'Day View' is set to 'WED JUN 21' for 'Today'. The interface shows a list of 'Open Shifts' on the left and a grid of 'Employees' on the right. The grid columns represent hours from 6 am to 10 pm. A shift for 'Dana NN Mc...' (2:00 pm - 10:00 pm) is being dragged from its current position to a new position for 'Dana NN Mc...' (2:00 pm - 10:00 pm). The target day is highlighted gray. Other employees listed include Barbara Cle..., Betty Sweet..., Carol Whith..., Chris Paul..., Devin Kauf..., Devon Dale..., Donna Shar..., Elizabeth Ca..., Glwood Hol..., Helen Justice, Jennifer Slater, and Justin James... The interface also includes settings for 'Show Contracted Hours', 'Show Time Offs', and 'Show Pending Time Offs'.

Managers can select a shift and drag it horizontally (left or right) and the shift time will automatically adjust to the time that you drop the shift.

In **Basic Scheduling** only, the **Max # Shifts Per Day** setting under Global Setup > Company Setup > Work Schedules Policies will be validated; if a manager attempts to assign more than 1 or 2 shifts to an employee (depending on the number chosen for Max # Shifts Per Day), the manager will receive an error message.

An overlapping shifts error message will display if a manager drags a shift to a day or time that has a shift with overlapping hours; the shift assignment will be canceled and returned to the original assignment.

Note: If an employee is not qualified for a shift through drag and drop, a red caution icon will display in the bottom corner of that shift.

Once a shift is dropped into another day or time, for companies with TLM enabled, a Posted schedule status will automatically be updated.

In **Advanced Scheduling** only, if a shift needs to be removed but not reassigned immediately, you can drag that shift to the applicable day/time in the Open Shifts panel and it will be an open shift; you can also drag an open shift from the Open Shifts panel and drop it into a day.

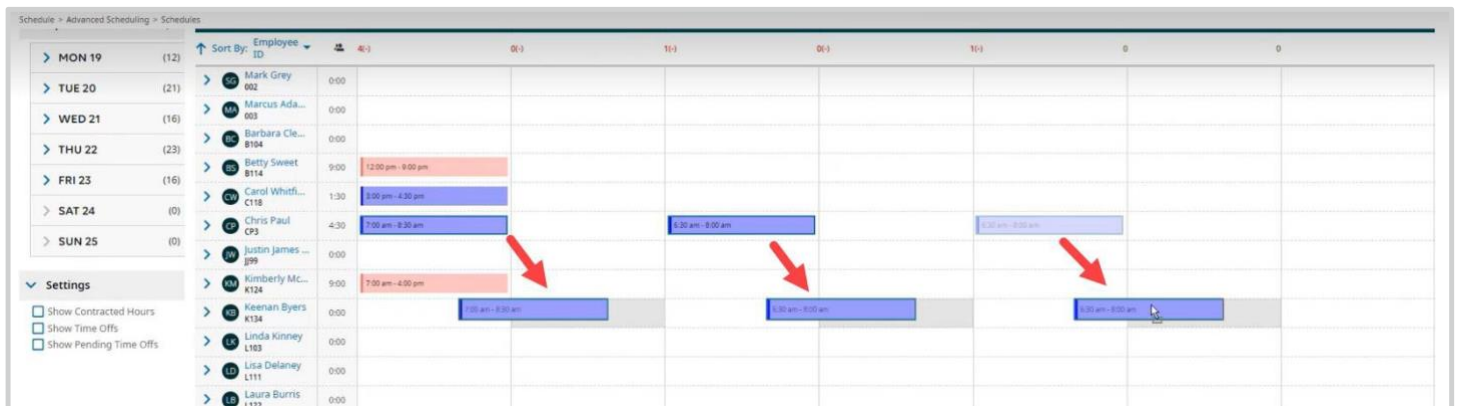
Managers also have the ability to select and drag multiple shifts and the shifts will then be assigned to the day/time they are dropped into, or the time chosen in the Open Shifts panel (for Advanced Scheduling).

Tip: For PC users, hold the Ctrl button down while selecting the shifts. For Apple users, hold the Command button down while selecting the shifts.

If you want to drag and drop shifts to multiple days, you will need to drag each shift individually.

Drag and Drop: Update in Week and Month Views

Previously, when users selected multiple shifts to drag to another day, all the selected shifts would drop into one day and they would be assigned there. Going forward in the Week and Month views, when multiple shifts are selected, the shifts will be dropped in the same manner they were selected.



Example: A manager multi-selects shifts assigned on Monday, July 10th, Wednesday, July 12th, and Friday, July 14th, and drags them down one week and drops them so that the shifts are now assigned to the following dates: Monday, July 17th, Wednesday, July 19th, and Friday, July 21st.