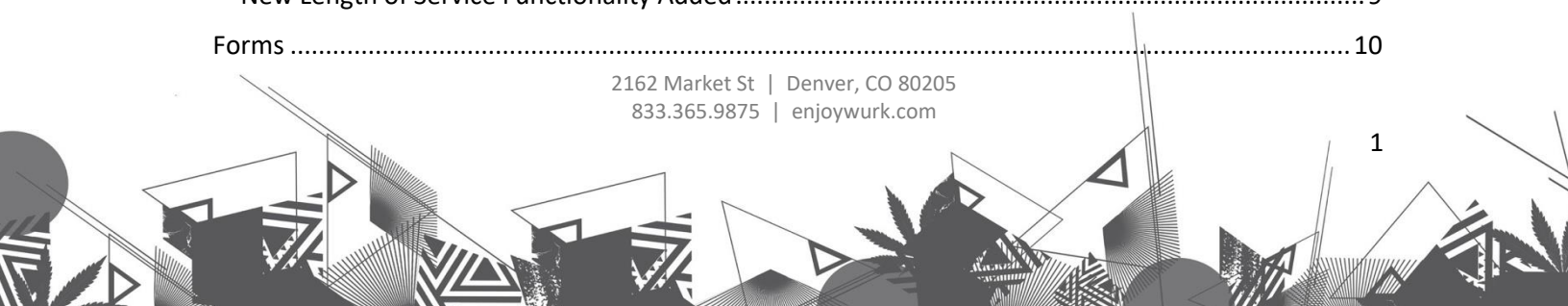


## Release 89, October 4, 2023

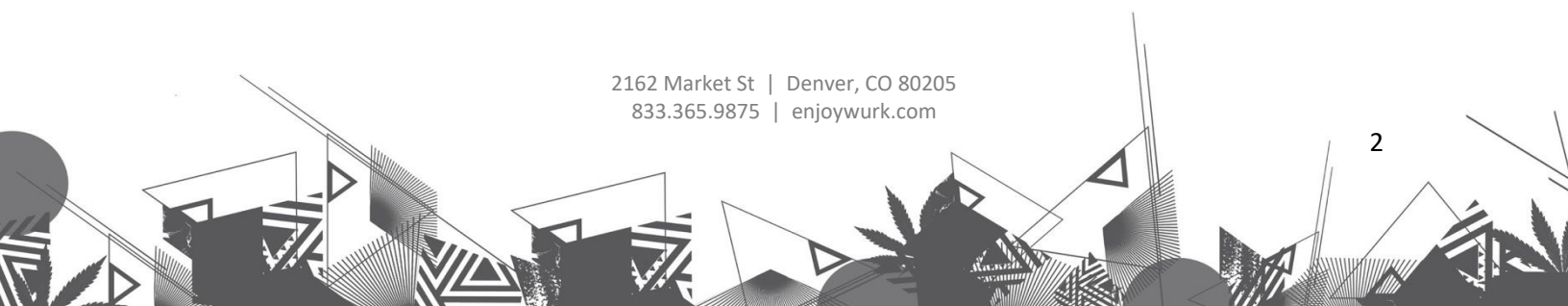
Wurk is a continually improving and evolving application. As part of our commitment to full transparency, we provide release notes that summarize the latest enhancements to Wurk functionality and usability.

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## Payroll

### ACH Credit Limit Update

If ACH Credit Limit profiles are assigned, and a payroll is not over the ACH Credit Limit, the system will close the payroll as usual, and the user will be able to finalize the payroll.

If payroll is over the ACH Credit Limit, the system will not close the payroll, and an ACH Credit Limit warning message will display in the **Close/Open Payroll** section on the Pay Prep page. The user can select one of the following three buttons:

- **Cancel And Open:** This button should be selected if the user wants to review the payroll again to ensure that they made no mistakes. If this button is selected, the system will open the payroll for editing.
- **Continue:** If the user was expecting this ACH Credit Limit warning message and does not need to review the payroll, they can select the Continue button. The system will present a Close Payroll pop-up message and ask if you would like to close payroll and lock the pay statements.
  - If **Cancel** is selected in the pop-up message, they will also need to select the Cancel And Open button in the Close/Open Payroll section in order to edit any of the pay statements.
  - If **Yes** is selected in the pop-up message, the system will continue to close the payroll. The system will then present an ACH Credit Limit Status message in the Finalize section. Payroll will be updated with the ACH Credit Limit Status of Pending, and the Admin can update the ACH Credit Limit Status to Ready in order to finalize.
- **Clear Messages:** If the user chooses to select the Clear Messages button, this will clear the ACH Credit evaluation. The system will start over with the Close Payroll pop-up message.

**Note:** If the payroll is over the ACH Credit Limit but the profile is set to apply the rules during payroll submit, the user's experience will not change, and the ACH Credit Limit warning message will appear as usual.

## Tax Calculations

### New York MCTMT Zones

The New York Metropolitan Commuter Transportation Mobility Tax (MCTMT) is now split into two zones, effective July 1, 2023.

- **Zone 1:** Includes the counties of New York (Manhattan), Bronx, Kings (Brooklyn), Queens, and Richmond (Staten Island).
- **Zone 2:** Includes the counties of Rockland, Nassau, Suffolk, Orange, Putnam, Dutchess, and Westchester.

On the **Company Tax: Local (New York)** page (under Payroll Setup > Company Taxes), Zone 1 and Zone 2 rates are now included in the **Tax Settings** widget.

STATUS	ER WITHHOLD	ER RATE ZONE 1	ER RATE ZONE 2	FROM
Active	Yes	0.1100	0.2300	12/31/1900

**Important:** Please reach out to Wurk Support for rate changes

If employee is in Zone 1, they will need to correspond to the Zone 1 rate. If they are in Zone 2, the Zone 2 rate needs to be assigned to them.

**Note:** The MCMT is associated with the employee's work (cost center) address, not their home address.

Zone 1 or Zone 2 is a required field that needs to be chosen for employees in this tax jurisdiction. If it is not added prior to payroll, it will be added in Process Payroll.

## Tax Government Forms

### Illinois W-4 2023

The 2023 Illinois W-4 form has been updated to the latest version and is now available. Employees can access their W-4 form from My HR > Forms > Government Forms > Withholding, or My Pay > Forms > Withholding. Admins can access the W-4 form from Payroll > Forms > Withholding, or HR > Forms > Withholding.

## TLM

### InTouch Consent

For users of the InTouch 9100, DX, and DX G2 series clock, gathering consent at the time of enrollment has been available for over two years. However, for employees who enrolled prior to this time period, consent has not been gathered at the clock. With this release, the opportunity to gather consent for finger or face templates is available on the clock with the latest firmware.

Firmware versions that support this new workflow option:

- 9100: v3.4.2
- DX: v1.3.2
- DX G2: v4.3.0

A new feature is available in System > InTouch Installations, Edit Terminal > Terminal Configuration titled **Enable Consent Message For Prior Enrollments**, that when checked, checks the consent status for the employee on their next transaction. If consent has not been provided, the consent message appears for acceptance or denial.

## Extra Pay Attachments

Users of mobile timesheet have been unable to use the Attachments feature with Extra Pay & Counter Adjustments. With this release, users assigned to a timesheet profile with extra pay attachments enabled can attach pictures and documents directly from their mobile device.

## Guided Timesheet Resolution

Issues with the previous and current timesheets that may prevent the employee from submitting an accurate timesheet now display as inline messages at the top of the dashboard Clock widget and the new My Timesheet Summary widget on mobile and provide links for the employee for correction.

If using the pre-process timesheet error functionality, On Submit timesheet issues found during pre-processing display as errors or warnings, with a link that takes the employee to the timesheet where the errors and warnings are also displayed at the top. If the employee has access to edit personal timesheets, the employee can make the correction on the timesheet. If they do not have access to edit personal timesheets, they can submit a timesheet change request from the timesheet.

Missing Punches take the employee to a new missed punch correction screen that show all missed punches for that timesheet. From this screen, the employee can fill in the punch and cost center data. If the employee has access to edit personal timesheets, the missed punch corrections is applied directly to the timesheet. If the employee does not have access to edit their timesheet but does have access to timesheet change requests, the missed punches generate a separate Add Punch In or Add Punch Out timesheet change request for each punch corrected. These timesheet change requests go through the timesheet change request workflow for approval.

If an employee has missed an attestation question, the warning or error displays the number of unanswered prompts as a link to the To Do items filtered for Attestation for completion. Once the attestation has been completed, the number of remaining To Do items is decreased.

Rules set as Errors display above rules set with Warning. Up to three types of issues display before a Show More link appears.

## Timesheet Change Requests - Missed Lunch/Break

There were no options available for employees to easily request a lunch or break punch or period if missed and have that time deducted properly. Three new Timesheet Change Request options have been added to the list found in the Timesheet Profile.

- Add Lunch /Break End: Used when a single punch, Lunch/Break End, is missing from the timesheet.
- Add Lunch/Break End: Used when a single punch, Lunch/Break Start, is missing from the timesheet.
- Add Lunch/Break Entries: Used when the entire lunch or break is missing from the timesheet. When used, the start and end times of the period is added to the timesheet and the duration of the time is deducted from the timesheet, following the Pay Calculation rules.

The option to Require Comment is also available for these new change request types once selected. Validation is in place so that lunch/break punches can only be placed on days that have time entries. Other timesheet options, such as allowance of overlapping time and duplicate punch times, are also considered.

## Scheduler

### Daily Rule in Reports

When a Daily Rule is in place for scheduler, users were unable to bring in the name of the rule into many of the reports available. Now, the Daily Rule name is available for display on the Open Shift, Summary by Employee, and Roll Call

## Scheduler Settings

### Display of Shifts

Schedules are defaulted to display shifts from other schedules per employee, these showing up as gray (read- only) shifts. However, this may cause latency on the page load when a large number of shifts are present. Therefore, a new Setting option has been created, **Show Shifts From Other Schedules**, which allows managers to control the display. The option is enabled by default to match current behavior but may be unchecked to limit the number of shifts shown.

## HR

### Benefits

#### Benefits Enrollment

In our last release (R88 - August 2023), we communicated to you about the refresh we did to the employee benefits enrollment process to make the process for employees easier with visual improvements to the cards and widgets. Based on your feedback, we have continued to make improvements in this release, as follows.



## New Notification for Incomplete Enrollments

A new **Incomplete Open Enrollment** notification has been added to the system that creates individual notifications per recipient for any users that have an incomplete open enrollment. The notification will trigger for employees who either have not started their enrollment, or having a pending enrollment, or a rejected enrollment that needs attention.

- As with other notifications, a sample email is pre-loaded and can be edited. System tags are available to create/edit the message.
- SMS messaging is supported.
- Multiple recipients can be selected; by default, the 'Employee with incomplete open enrollment' recipient will be selected.
- A 'Send Now As Of' option is available to set a date to send the notification.

## Dates for Length of Service

### New Length of Service Functionality Added

Previously, the length of service calculation was done using only the hire date. With this new functionality, you can determine employment length and years of service based on your own date selection, as set in your employee profiles. If an employee is missing the date set in these fields, Date Hired will be used. The Info icon explains this for both date selection fields.

Additionally, you can elect to include only active employment periods. For employees who were terminated and re-hired, only their active employment periods will be counted.

**Important:** Please reach out to Wurk Support to help configure this

## Forms

### I9 Forms: New Form to be Added to System

#### Government Sites/PDFs for new Form I-9

An overview of the changes can be found here: [Form I-9 Summary of Changes](#)

- URL (copy/paste into browser if above link doesn't work):

<https://www.uscis.gov/sites/default/files/document/factsheets/FormI9SummaryofChangesFactSheet.pdf>

New I-9 Form can be viewed here: [New I-9 Form Example](#)

- URL (copy/paste into browser if above link doesn't work):

<https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf>

New I-9 Form Instructions can be viewed here: [Form I-9 Instructions](#)

- URL (copy/paste into browser if above link doesn't work):

<https://www.uscis.gov/sites/default/files/document/forms/i-9instr.pdf>

**Note:** DHS released a revised Form I-9 on August 1, 2023. Employers must begin using the new form by November 1st, 2023. We plan to have this new form available in the system prior to the usage deadline. This could occur between system releases, so watch your Wurk Connect notifications.

## Recruitment

### Career Portal Refresh

In this release, the following updates have been made.

- The jobs can be filtered by job type (previously titled category), location, and search function.
- Base pay and employee type are more clearly noted on job as well.
- On the new career portal landing page, the open jobs will be showcased and approximately the first 250 characters of the job description will be displayed below the Job Title for each requisition. Only text will be pulled into this main landing page. If you are using images or links in the job description field the images/ graphics/ links will not be visible on the main landing page but will be visible upon selecting the Job Requisition to few more details.

### Career Portal Highlights

**Displaying Jobs:** More information about the job requisition will be visible to the applicant without them having to do more clicks to find the information.

- **Job Descriptions:** Previously when an applicant clicked a job from the menu on the left, the job description would display on the right side of the page. Now, the Job Title will be presented as a hyperlink, and when selected, will take the applicant to a separate page that is specific for the selected job. The first 256 characters of the Job Description will populate in the job posting.
- **Location:** Job location will display under job title hyperlink.
- **Base Pay** (if included): Will display in-line with the location.

- **Employee Type** (if included): Will display in-line with the location.
- **Job Category** (if included): Will display under the location name.

**Open Requisitions:** Open job requisitions will display the number of open requisitions, the current open job requisitions, an **Apply** button, and an **Apply with Seek** button (if using Seek). If the **Show Job on Map** setting is enabled in your configuration, this button will also display.

**Searching:** Applicants can now search for job options using All job types (previously named Categories), Locations, and a regular search bar so they can key in specific criteria.

**Sorting:** Applicants can sort the results of their search, resulting in less scrolling.

**Mini Header:** As we have done in other areas of the application, the career portal will now contain a mini header. This means that when scrolling on a page, the main header will collapse into a mini version so there is more space for applicants to view job information.

**Quick Apply & Questionnaires:** If Quick Apply is enabled in the job requisition, applicants can still use this to apply for jobs. The same is true if a job requisition contains a questionnaire. These are both supported in the new career portal.

## Cross Product

### Accessibility

#### Add/Remove Columns in Reports

The Add or Remove Columns pop-up elements, sections, and options are now fully accessible. The following updates have been made:

- If a user is navigating from Search to the Available and Current Columns sections, tabbing into each section requires that the user presses Enter to be placed into the Select All and individual column options.
  - The flow is as follows: Available Columns section > Add > Current Columns Section > Remove > Move Up > Move Down.
  - Users can press the Esc key to return to the Available Columns or Current Columns section focus.
- Checkboxes are associated with the column name, **Select <name of column>**.
- The Add button reads Add Column Remove - Remove Column, and aria-labels have been added to the buttons.
  - Aria-label = Add columns
  - Aria-label = Remove columns
- Selecting Add moves the focus to Search, and the same is true for Remove.
- A checkbox in the heading doesn't announce Select All.
- Announcing Search has updated the listed columns in the Available Columns or Current Columns.
  - The Search results can be announced in one unified message, **# columns found**.
  - When columns are added from Available columns:

Columns added to Current Columns

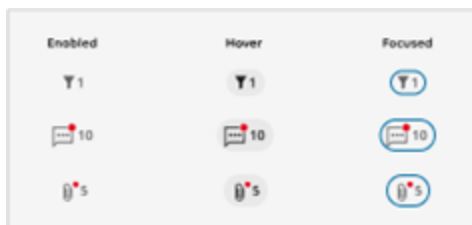
- When columns are removed from Current Columns:

Columns removed from Current Columns

## Ease Of Use

### Attention Economy: Apply Styles for Icon Links

WFR-358554: Throughout the application, the color of many icons will change from blue to gray. All icons will still have a unique appearance for enabled, hover, and focused states.



These changes will be most visible in report actions and input fields. They have been applied to the application with a small number of exceptions such as branded icons (i.e. Guided Analysis) and icons with a dark background (i.e. application header).

## Security/Authentication

### Employee Maintenance: Clear 2FA Registration

Managers and administrators can now mass clear Two-Factor Authentication registration so they do not have to go into each Employee Profile and clear them individually. A new page titled **Clear Two-Factor Registration** is available under HR > Employee Maintenance.

Users can select one or more employees. The system clears all of their two-factor registrations upon submission (Text, Email, Voice, and Authenticator App). The list that displays is based on their group permissions or if the All Company Employees checkbox is selected. The user can only select employees

they have access to based on their group permissions or access to all employees if the additional permission in the security profile is enabled.

The option on the page is titled **Clear Two-Factor Registration**, and when pressed, it clears the two-factor registration of the selected employees. Access to this page is granted via the **Clear Employees Two-Factor Registration** security permission under HR > Employee Related Functions.

## Reports

### Report View Creation: Option to Only Auto Add Selected Columns

Users can now change their preferences for what happens when they select columns in Step 1 of the Report View creation. They can decide if only the selected columns are added to the chosen report, or if the default columns tied to the standard export are added as well. This is necessary since the modal which appears upon pressing Continue allows for users to not show that pop-up again. Users still require a way to change their minds at any point in the future.

If a user previously chose **Don't show this message again** in the **Show only selected column(s)?** modal, when the user opens the Report Builder, then the user views a link-button at the bottom of the Matching Reports section that allows users to select their preference. This link will not appear for the user if they have not chosen the Don't Show Message Again checkbox.

If a user clicks on the **Selected column(s) preferences** link-button, the user views a pop-up to modify the selected preferences. If the user opens the preferences pop-up, the user views the last chosen option enabled from the **Show only selected column(s)** modal. If the user changes their previous preference and presses Save, when the user clicks the Continue button to navigate from the first step to the second step of the report creation process (during the current session or any future session), the defined logic is used for showing either only selected or default & selected columns on the preview step.

Do you only want the selected column(s) to appear in your report?

If you choose no, both the selected and default columns will appear in the report.

Users can add only the columns selected in step 1 of the Report View Creation Wizard to the chosen report utilized in step 2. This ensures that they are not spending extra time with the pending, new view to remove columns from the set which comes with any system default view of a report. If a user presses the Build Report button on the Overview tab, Step 1 appears and the user selects one or more columns. Next, the user selects the Show Reports button, chooses a report, and presses Continue. A pop-up then displays, asking the user if they want to use only the selected column(s) in the report view they're about to create. A pop-up titled **Show only selected column(s)?** displays with the following verbiage:

### Report View Creation: Columns Order Added

Users can now sort added columns in alphabetical (A-Z) order when previewing a created report. If a user selected preferences to show only selected columns, when the user clicks on **Continue** and navigates to the 2nd step, the user views the selected columns added to the pending view in an A-Z order. If there are non-removable columns, the added columns appear after the non-removable columns, and the added columns are sorted in A-Z order.

The Action columns Button is in the left position in the view, while added data columns are sorted in A-Z order. If selected columns on step 1 are not visible in the report's **[system]** view (not in the current columns list), when a user selects **Add column to default columns** and navigates to the Preview step, the user views selected columns added to the **[system]** view columns and only added columns are sorted A-Z. The default columns order is kept as is.

Columns are sorted based on column labels that are reflected in Add/Remove columns.