Release 90 November 30,2023

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.

Payroll

Secure Act 2.0: Multiple EINs Combined Wages

If an employee is assigned to multiple EINs and a Roth Catch Up Deduction, and the employee is 50 years old or over, the employee's Medicare subject wages from all of their EINs will be combined, and that combined amount is used to determine if they are a high wage earner.

Guided Analysis and Insights Explorer on Tax Wage Details

Guided Analysis can help clients achieve year end and quarter end success. Guided Analysis is now included on the Tax Wage Details report for all Wurk companies that use the Payroll sub-system.

With Guided Analysis added to the Tax Wage Detail report, this will help prepare the first quarter of 2024 when checking for State Unemployment rates. This can also be used as a year-end checkup on specific quarters in the year to verify that unemployment rates were correct.

Tax Government Forms

Indiana Form WH-4 2023

The Indiana Form WH-4 for 2023 has been updated to the newest version and is now available.

Wisconsin Form WT-4

The Wisconsin Form WT-4 for 2023 has been updated to the newest version and is now available.

TLM

New Carry Over Date Notification

A new global notification is now available, Approaching Carry Over Date, which informs the recipient n-days before the employee's accrual balance carry over date. The configuration of this notification is like other global notifications. This can be configured in your Notifications by navigating to Settings/ Global Setup/ Notifications, choosing New Notification and searching for "Approaching Carry Over Date"

Attestation Workflows

There is a need to provide users with the opportunity to configure the Attestation Questionnaire workflow in a way to prohibit the population of a punch on the timesheet until all questions from

the questionnaire have been answered. Therefore, two new options are now available within the workflow steps, Restrict Punch and Create Punch.

- **Restrict Punch** is located within the Start step of the workflow. When enabled, the punch that triggered the questionnaire is withheld from the timesheet but is captured on the Unprocessed Punches report. Also, a new **Punch Time** option displays with selections of Use Original Punch Time or Update Punch Time to be captured.
- **Create Punch** is located within the Question Step > Action Properties: On Affirmative and On Negative options. An informational note with this option exists.
    - o **Note:** If you would like to have this configuration enabled, please contact Support or your CSM

Ability to Submit Timesheet Change Requests on Behalf of Employees

Managers can now submit timesheet change requests on behalf of their employees. To allow managers to be able to submit timesheet change requests for employees, enable the new Security Profile Timesheet Change Requests option, Request On Employee Behalf (under the TLM tab > Time Editing/Approving Functionality).

- o **Note:** If you would like to have this configuration enabled, please contact Support or your CSM

If a manager has this security permission enabled, a Change Request button will display on the applicable employees' timesheets from the manager's view. When the Change Request button is selected, the Change Request pop-up displays with all request types available. Once a timesheet change request is submitted on behalf of an employee, the request will go through the same workflow process.

HR

My Benefits Widget for Employee Dashboard Updated

In the prior experience when it was open enrollment time, the link for Open Enrollment was a small link vs the more visible Life Change Event button that was above it, making the Open Enrollment link easy to miss. Now, Open Enrollment is at the top and stands out better to employees making it clear that it is Open Enrollment time and shows the number of days left - similar to how New Hire Enrollment will also clearly define the number of days left and be towards the top with Life Change Event shifted below. Links will work like they do today where My benefits and View current benefits takes users to My Benefits > Benefit Plans where they can view their benefits.

I9 Forms: New Form Now Available

A new Form I-9 is now available. It is valid for a period of 3 years, set to expire on July 31, 2026.

I9 Forms: Signature Flow for Reverification/Rehire/Name Change

We have added a signature flow for Reverification/Rehire/Name Change. This is applicable for all three use cases related to re-verification of a current employee due to expired documentation, a rehired employee, or a name change.

When selecting the Reverify-I9 button after completing all required details, the manager enters their signature in the Re- Verify I9 Acknowledgement pop-up.

After selecting the Reverify-I9 button, the following text displays in the signature box:

> Please read all information below. Populating required fields and clicking 'I Agree' button below will mark this form re-verified and will prevent any further changes.
>
> I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

The pop-up of the header will display **Re-Verify I9 Acknowledgement**

- User can select either Cancel or I agree.
- This signature is recorded in the e-signature Audit report.
- Signature details are recorded in the form UI as well as the PDF.

I9 Forms: Attestation Acknowledgment Added

> I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

To maintain compliance standards, the I9 Form will now include a method to acknowledge that the attestation to be signed has been read by the signatory. This must be acted upon by the employee by checking the acknowledgment checkbox before the form is accepted upon submission.

Employee must check the box and select the I Agree button prior to signing the form.

'Account Status' Added to Hire HR Actions

The Account Status action item is now available to be added to Hire HR Action sub-type. This will process as Active by default, but you will have the option to select any other account status, providing 'is terminated' is not enabled for the employee. Being able to control the Account Status in this way is beneficial when adding a user who needs system access but will not be paid through your company's payroll (ex. - benefits broker, CPA, etc.). If you are interested in adding the Account Status action item to your Hire HR Action, please submit an email request to support@enjoywurk.com.

New Columns Added to Employee Headcount Report

Individual name columns have been added to the Employee Headcount report. Previously, only the employee's full name was included, which made it difficult to export to Excel since the name could not be broken apart. We have added the following new columns:

- Employee: First Name
- Employee: Last Name

The report is accessed from Team > HR > Reports> HR Maintenance > Employee Headcount. In the report are hyperlinked numbers for each category and when selecting a hyperlinked number, a new dialog opens and you can see the employees who make up this number.

Career Portal: Messages When No Jobs Are Found

Messages have been updated in the Career Portal when no jobs are available either through Search or by the fact that your company has no postings.

No Jobs Posted

Users will see "No jobs available at this time. Please come back later."

No Jobs via Search

Users will see "We couldn't find any jobs that match your search. Try another search?"

Cross Product

General/Platform

Kiosks: Restrict Downloading Files

Since Kiosk devices are shared devices, , when a user is logged into a Kiosk device, we need to prevent downloading of documents and reports to avoid leaving information on the server and to maintain security. In this release (December 2023), if a user attempts to export the My Company > Organization Chart while logged into Kiosk mode, they receive a message stating:

> You cannot download documents from a kiosk device.

Kiosks: Export Report Security Items Removed

Kiosk users on registered Kiosk devices do not see export related options within report Actions so they

can not export the reports on a Kiosk device. This is true even where the Export permission with at least one format is enabled in the export Reports security items in the assigned security profiles.

Any User

If Export and at least one format is selected under Profiles/Policies > Security > Reports, when opening any report and clicking on Actions (ellipsis):

- The Export option is displayed.

- The Export Settings option is displayed.

Any Kiosk User

If Export and at least one format is selected under Profiles/Policies > Security > Reports, when opening any report and clicking on Actions (ellipsis):

- The Export option is not displayed.

- The Export Settings option is not displayed.

Security/Authentication
2FA Text and Voice Request Wait Time

The wait time between consecutive text or voice requests for MFA has been increased from 30 seconds to 60 seconds to enhance security and efficiency.

Authentication / Authorization - Password Policy
Employee and Applicant Password Changes

Employees and Applicants can now change their password up to 3 times per day, allowing them to be more self-sufficient. After the third attempt, the user receives an informational message and must reach out to their system administrator to reset their password.

Employees and Applicants can change their own password in the following areas:

- Change Password menu item

- Change Password Employee Profile (ESS Employee Profile)

- Change Password screen (Forgot Password flow)

Managers and Administrators can reset passwords for other Employees and Applicants from the Employee Profiles an unlimited number of times per day.

If the **User must change password at next logon** option is selected for any employees or applicants, this restriction does not apply and the user can change their password upon the next login regardless of how many times the user has changed his password.

Real Time Validation when Focused on Password Field

As an Employee or Applicant, the password validation guidelines are now shown when you select or focus on the input box. This informs users of the password guidelines before they even begin typing a password. The areas in the system that are updated are:

Employee (Regular and Kiosk)

- **Change Password** page on the Log In screen

- Login > Forgot Password > Reset Password

Applicant

- **Change Password** page on the Log In screen

This is consistent with other pages such as ESS > Change Password. When a user focuses on the new password input box, the real time password validation appears.

Reports

Report Hub: Popular Reports Indicator

A visual marker or label for reports is now included to indicate they are considered popular or have a high rate of usage inside the application. This ensures that users recognize reports that typically assist thousands of companies with their daily reporting needs.

Users with the Overview permission enabled in their assigned Security Profile under Reports > Report Hub > Overview now see a **Popular** label on each popular report as well as the same purple color used for all popular reports. The **Popular** label is localized.

All reports listed in the Popular Solutions categories, approximately 130 reports, are now tied to the Popular Reports visual label.

If some reports are promoted even though they are not in the top 10%, then such a report in the consideration within top 10% based on the place they were set.

When the Report Hub Overview tab is opened and a search is performed, by using either the Search By Report Name or Search By Columns, if any of the reports listed in the results are tied to this new marker, the marker is displayed in each listing.

When the Custom Report Builder is opened, once a user selects one or more columns and clicks Show Reports, this label is displayed for any reports listed that are classified as popular.

The alternative text and an aria label, Popular Report, has been added for the label.