würk

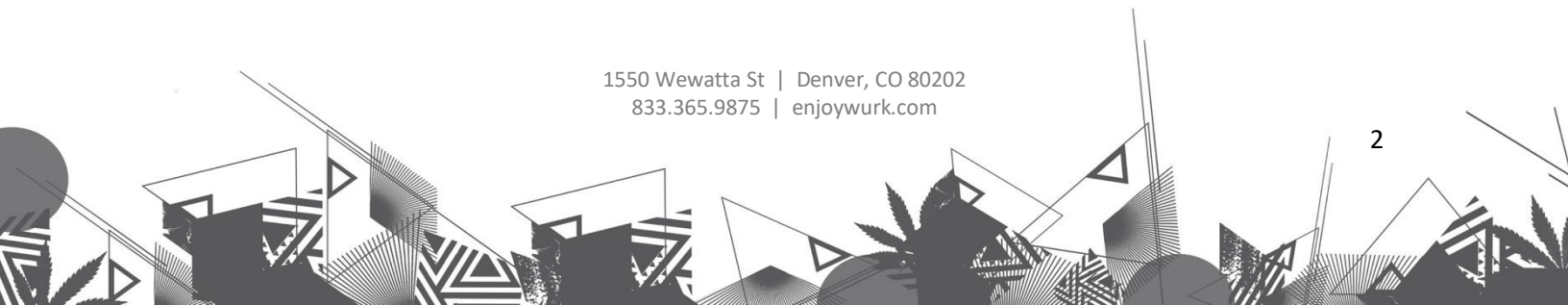## Release 92, April 4,2024

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.

💡 Highlights From This Release

Advanced Scheduler

To allow managers of multiple schedules to view all schedules together in one schedule view, a new select checkbox column has been added to the Schedule > Advanced Scheduling > Schedules list page, allowing for multiple row selections.

Employee Headcount Report

Updates have been made to the Employee Headcount report to increase usability on past employee assignments and other data such as Demographics, Account Status, EEO Classification, Ethnicity, Gender, Cost Centers (1-10), Job Type, Employee Type, Manager 1-6 and Base Compensation.

Time Improvement for New Hires

To help increase how soon new hires appear in the system, this process has been improved so that it runs more efficiently.

Payroll

Added W2C Page for Employees Under My Pay

If employees receive a corrected W2, they now have the option to view their W2C under My Info > My Pay > Forms > W2C and My HR > Forms > W2C.

If the **Electronic Consent** checkbox is enabled (under Global Setup > Company Setup > Payroll > Include/Exclude Format) an **Electronic Consent** button displays on the W2C page.

Added Column to Process Payroll Report

A new default column, **# Pre-Check Messages** is now available in the **Process Payroll** report (Payroll > Process Payroll), which shows the total number of pre-check messages (all types, info, warnings, and errors) that currently exist for each payroll. When you select the number in the column, you will be navigated to the **Payroll Pre-Check Report**.

Updated Pre-Check Report Header Name

The **Payroll Pre-Check Report** (Payroll > Process Payroll) page header name now also contains the name of the specific payroll the user is accessing.

2024 Updated Various State Forms

- Form G-4

- California DE 4 withholding form

- Maine W-4ME form

- MS 89-350 form

- NC-4 form

- New Mexico W-4 form

- North Dakota W-4 form

- OR-W-4 form

TLM

Webclock: Using Badge ID on clock page unsuccessful when one account terminated in Multi EIN company

Previously, when an employee was moved from one EIN to a different EIN in a multi-EIN company, and the employee's account in the previous EIN was terminated, the employee could not punch in with their badge ID on the webclock (.clock).This has been fixed, and in this situation employees can now punch in with their badge ID on the webclock as expected.

Accrued Value on Pay Statements

At times, the value accrued within a pay period was not displaying on the pay statement for employees. This was corrected so that the amount accrued by an employee within a pay period correctly displays as expected on their pay statements.

Scheduler

View Schedules

To allow managers of multiple schedules to view all schedules together in one schedule view, a new select checkbox column has been added to the Schedule > Advanced Scheduling > Schedules list page, allowing for multiple row selections. When at least one schedule has been selected, a new **View Schedules** button brings you to a new View Schedules page. Managers still can see individual shift details by selecting a shift.

Along with these changes, the schedule overview page has been updated to the new look of Ready and other Scheduler pages. Pagination has been introduced to allow up to 200 employees to be included in the view at one time. The Settings menu contains options to Show Time Offs and Show Pending Time Offs.

HR

ESS Enrollment: Modifying Custom Fields via Plan Detail Page

Inside the ellipsis of the dependent benefit plan selections for employee ESS enrollment, located in the **Coverage for Spouse** and **Coverage for Children** sections, a new **View/edit additional information** option has been added when certain conditions are met. If Custom Fields are not enabled for dependents from within the benefit plan, the 'View/edit additional information' option will not be shown.

When the option is available and then selected, the user will be shown the Benefit Custom Fields where they can view, or possibly make edits and save (based on the user's security permission to edit these fields.)

Forms

California Pay Data 2023 Reporting

The California Pay Data form has been updated for California's reporting requirements for 2023. To meet these requirements, three new column entries were added to Section II - Establishment Information. We have also updated system validations to ensure proper data is entered into the fields.

Once the form is completed and saved, the Download File button will present the option to download in either Excel or CSV. The downloaded file can then be used to electronically submit through California's filing system.

California Pay Data: All Employees to Show in View Details

When filling out Section II of the California Pay Data form, after selecting the criteria for the form, saving, and getting a verification that form successfully populated, a **View Details** link appears at the top of the page. When selected, users can see who is included and the reason why they are included. Previously, this information did not show employees who were active during the snapshot period but were not included due to missing EEO Classification, Ethnicity and/or Gender, or W2 is blank. This made it difficult to see who was missing, and why, so necessary corrections could be made.

In this release, we will update this process to show all employees active during the snapshot period (that match any filters used when populating the form), and in the **View Details** we will show those not included along with the reason why they are not included. This will show employee(s) who are not included due to missing EEO Classification, Ethnicity and/or Gender, or W2 is blank, etc.

Learning

Deactivating Employees in Learning Upon Termination

We have introduced a solution to deactivate terminated employees on the Learning side. Since it is necessary to remove the Learning Profile on the Ready side to properly deactivate an employee on the Learning side, we are adding a pop- up message that will prompt users during the termination process. The message will state the following.

- **Employee has a Learning profile assigned.**

- There will be two options presented below the message: **Remove** or **Ignore**

Selecting **Remove** will remove the Learning profile from the employee account and the Learning module.

Selecting **Ignore** will retain the Learning profile in the employee account and result in the employee still being active in the Learning module. This will cause a data mismatch between the employee account and the Learning module.

Learning Sync Report: Error Messages Updated

To better help users understand Learning Sync Report errors, we have updated these error messages to reflect the nature of the error. Instead of just receiving generic 400 messages, users will now see the following:

- Job already exists

- Invalid jobs received

- Invalid action

- External ID already exists in the academy

Learning Sync Reports: Status Syncs Updated

Courses added on the UKG Ready side will be synched to Learning and the status updates will be visible within the reports in Learning.

All the learning courses assigned from the below places in UKG Ready

- Employee Information > Training Certification

- Employee Information > Training Profile

- Manual Hire

- HR Action

- Jobs

- Cost centers

- Mass assignment

The courses will be synced to the below reports in Learning.
- Training/Certification Report

- MSS > Learning Report

- ESS > MY Learning Report

- Courses to be updated in Learning

Recruitment

Career Portal: Header Image for Desktop Updated

When adding an image for the career portal, the Desktop Preview, Saved view, and resulting view in the portal will now accurately reflect the adjustments made to the image in Career Portal Configuration, under HR Setup > Applicant Tracking/Recruitment > Configuration.

Additional work was done to improve blank space around the header image.

Career Portal: Logo Background Updated

Within the career portal, the logo background has been updated from a white background to a transparent background. This allows for better results when adding your company's logo.

Offer Letters Visible in Employee Documents Regardless of Security Permissions

Previously, offer letters were visible to users who did not specifically have permission to view them. We have now ensured only users with permission to view these types of documents can see them. This impacts both the Employee Documents widget in employee profiles and the Applicant Document widget under Team > Candidates > Applicants.

Reports

Employee Headcount Report: Usability Updates

Updates have been made to the Employee Headcount report to increase usability on past employee assignments and other data such as Demographics, Account Status, EEO Classification, Ethnicity, Gender, Cost Centers (1-10), Job Type, Employee Type, Manager 1-6, and Base Compensation (Amount, Amount Per, Hours,

Hours Per). Administrators and managers can get reporting on historic employee assignment data as of a certain date, which eliminates having to run multiple reports to get the same information.

The report is located under HR > Reports > HR Maintenance > Employee Headcount.

Important: This will only include changes to employee assignments made on or after April 13th, 2023. If running the employee headcount report for a date prior to April 13th 2023, it will still show their current assignment for these fields, rather than accurately showing where they were assigned on a date in the past.

A warning message will be added to the Employee pop-up window with this information, so users are clear that historical data can only be gathered from April 13th 2023 onward.

We are also adding additional columns to the report as listed below.
- Manager Fields 1-6: When added to the report, the value displays based on what the employees' assignment was on the "As Of Date" filter.
- Base Compensation
- Employee Date Fields

Cross Product

System Platform

Time Improvements for New Hires

To help increase how soon new hires appear in the system, this process has been improved so that it runs more efficiently.

Reports & Charts

Share Reports and Report Views

Users can now share reports and report views that they own with other users. A new option, *Share link to report*, can be found in the Actions ellipsis menu inside of a report. When you select the Share link to report option, a Share Page pop-up window will appear with a URL link and a QR Code that will take a user to the report page. The share option is also available in dashboard tiles.

Note: **Sharing a link with a user does not grant that user permission to view the report. Users must be assigned the proper permission(s) to access a report in order to view it via the shared link. These permissions tied to reports can be found in the user's assigned security profile under the Security Items section.**

Users can copy the URL link using the **Copy** button. If a user wants to share the report using the QR Code, they can change the default label that appears on the code, as well as copy the code as a PNG image to the clipboard or download the code as a PNG image or an SVG image. They also have the option to print the code.
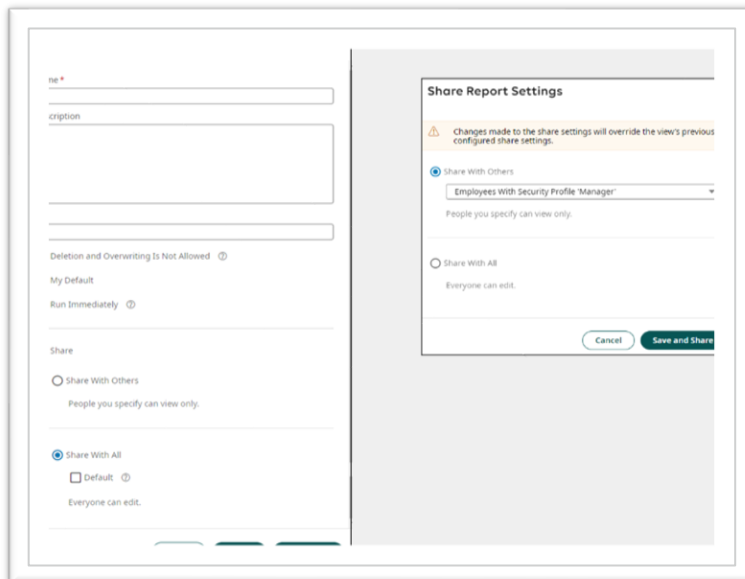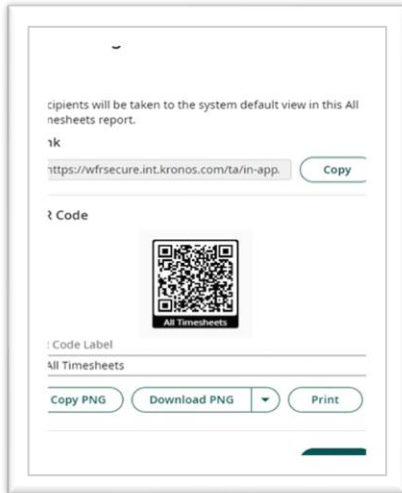
Mass Edit Profiles Report deselects "Select All" When Deselecting Rows on Reports

Previously, when the 'Select All' checkbox was used to select all records on the report, and then some records were unselected, the Select All checkbox didn't clear, resulting in the mass edit being applied to all records regardless of whether they were selected or not. The Select All checkbox in the Mass Edit Profiles report now clears when records are unselected, allowing for more accurate application of mass edits.

## Role Profile Column Added to Global Access and Employee Information Reports

The Role Profile column is now available by default in the Global Access report and the Employee Information report.

Role Profiles control what users see on the Wurk Connect panel.

Dashboards

Default System Charts Available to Dashboards

Users with permission to edit dashboard tabs can now add system default charts via the Add Reports/Charts pop-up window. If a system default view contains one or more system default charts, the charts are available on the Charts tab of the Add Reports/Charts pop-up window. You can determine if a chart is a system default chart by adding the **Chart Owner** column to the Add Reports/Charts pop-up window via the Actions ellipsis. System default charts are indicated by a chart owner of "System."
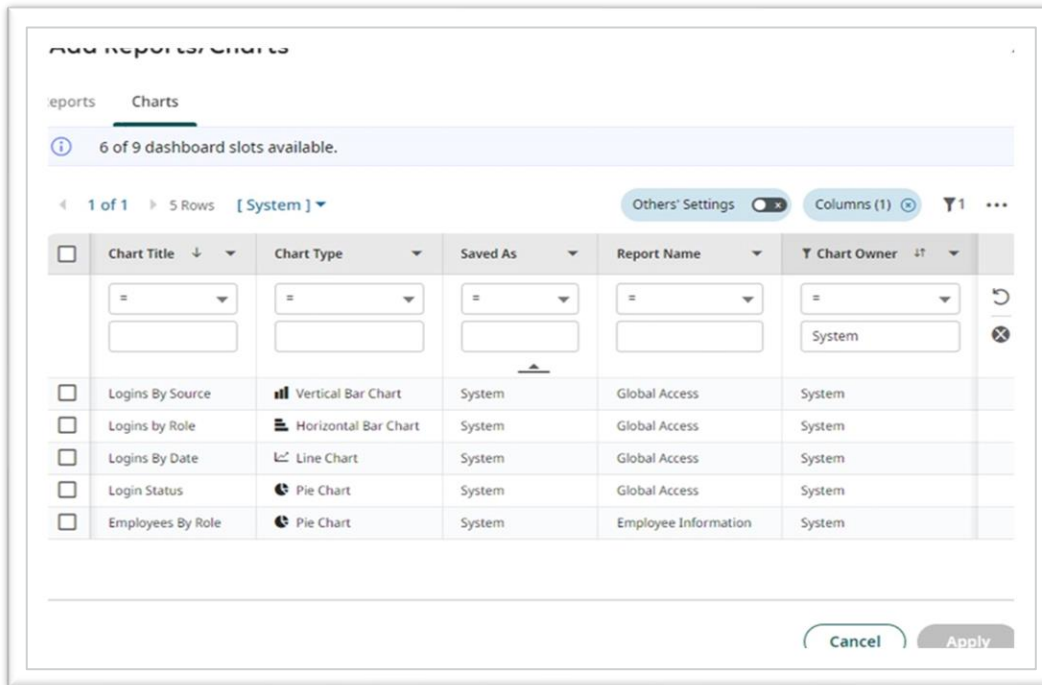
Example: Turnover Rates Summary System Chart
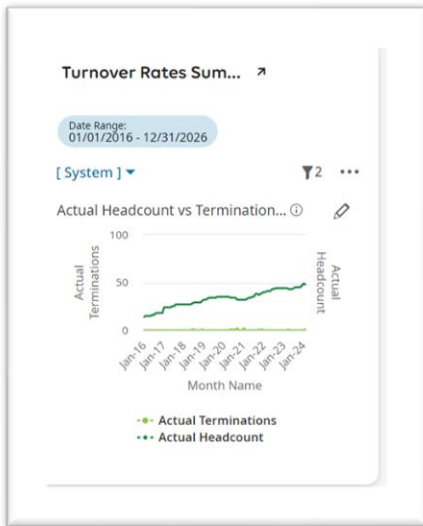
Security/Authentication

Authentication / Authorization - Two Factor Authentication
Updates to Authentication Policies

Low Authentication Policy

A new re-certification frequency option**, Never Expire,** will now be set as a default for users with a low authentication profile. When **Never Expire** is selected, the user will never be asked to re-authenticate on the same device or browser. If the user logs into a different device or the same device and a different browser, they must authenticate again.

High Authentication Policy

A new re-certification frequency option of **7 days** will now be set as the default for users with a high authentication profile.

- Additional re-certification frequency options are available for 2,3,4,5,6, and 7 days for users with a high authentication profile.
- Email is now available as an authentication method.

If you wish to have the low and/or high authentication profile settings reverted to your previous settings, please contact your CSM or Wurk Support (support@enjoywurk.com).

Active Sessions: Prevent Users from Being Kicked Out

When a user has an active session open within one browser and they attempt to open another session for the same company at the same time, they can login on both tabs successfully. When a user has an active session open and they attempt to open another session for a different company, they receive the following message:

> **You currently have another session open. Would you like to logout of that session and continue?**

The active session is not terminated until the user selects the Logout button.

Platform

Login Source Type Description Values Updated

An update has been made to the Global Access report. The Global Access report a is report that indicates when a login attempt was made, by what username, from what IP, and if 2 factor was used and timestamp of event.

The Login **Source Type Description** values have been updated to be more intuitive for users so they can understand how their employees are logging into the system. These changes impact all reports that have the Source Type Description column.

- My Reports > System Reports > System Utilities > Global Access

Old Value	New Value
Login to the mobile app from the mobile app	Login to the application from the mobile app
Login to the mobile app from a desktop browser	Login to the application from a desktop browser
Login via REST or SOAP API	Login to the application from REST or SOAP API
Login to the mobile app from a mobile browser	Login to the application from a mobile browser

Hubs

## My Hubs: Reports Link Added to My Hubs

A new **Reports** menu item has been added under **My Hubs** under the My Info menu. When selected, users will be taken to the Report Hub under Hubs > Reports.

API

New API for Custom Forms

A new public API has been created to retrieve all Custom Forms for a company. The API has been added to the links shown above. Use this link to access the new API and view documentation and available filter capabilities.

https://{YourLoginURL}/ta/docs/rest/public/?r=__v2__companies__(cid)__employees__(aid)__forms
custom_ids#get
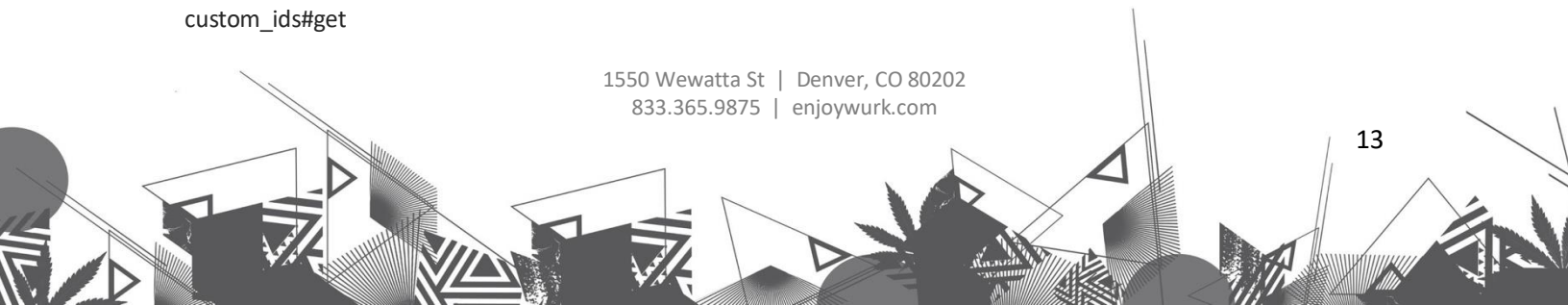
New API for System Government Forms

A new company level public API has been created to retrieve all Government Forms for a company. The API has been added to the links shown above. Use this link to access the new API and view documentation and available filter capabilities.

- https://{YourLoginURL}/ta/docs/rest/public/?r=__v2__companies__(cid)__forms__system__ids#

This new API mirrors the Employee API, and the API metadata matches what is currently available in the Employee System API, with the exception of Adding Account (Employee) ID.

This new API allows for a date-based filter, and the date range allows for a maximum of 60 days.

Updated Document Storage API with File Date Filter

Changes have been applied to the Document Storage API:

- https://{YourLoginURL}/ta/docs/rest/public/?r=__v2__companies__(cid)__ids#get

The changes below will allow for fast processing when moving documents and forms from UKG Ready to your external file storage.

- LinkedID is no longer a required field, but is still available, if needed.

- Can filter by To and From date. Date filtering works as follows:

  First, the call will check for a modified date between the date range.

If there is no modified date, the call will check for a created date between that date range.