




## Release 96, December 12, 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.

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## Highlights From This Release

### Terminations

#### Termination Reasons Can Be Set to Inactive

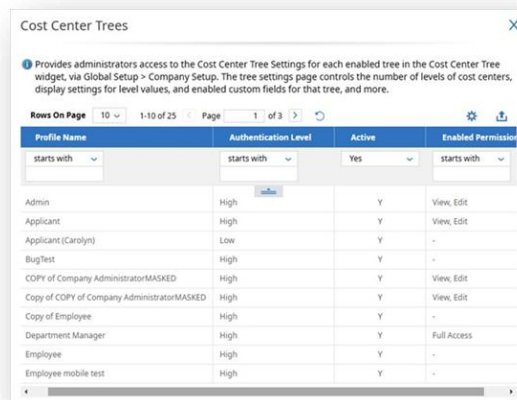
Termination Reasons can now be marked as **Active** or **Inactive**. These are used in the 'Reason' field when terminating employees.

### Security Permissions

#### Permissions Comparison for Security Profiles at Client Level Companies

Company administrators can now view the sub-permissions enabled for a particular security item across security profiles. Each permission in the Security Items widget on the Edit Security Profiles page contains a link that will open a Security Profile comparison report that will show the settings for that permission in each security profile.

Descriptions for the permission will appear on the report pop-up window as well to help admins understand what the permission applies to.



Profile Name	Authentication Level	Active	Enabled Permission
Admin	High	Y	View, Edit
Applicant	High	Y	View, Edit
Applicant (Carolyn)	Low	Y	-
BugTest	High	Y	-
COPY of Company AdministratorMASKED	High	Y	View, Edit
Copy of COPY of Company AdministratorMASKED	High	Y	View, Edit
Copy of Employee	High	Y	-
Department Manager	High	Y	Full Access
Employee	High	Y	-
Employee mobile test	High	Y	-

### Recruitment

#### Job Requisition Template Report Page: Remote Location Support

A new field **Job Requisition: Remote Job** reporting column has been added to the Job Requisition Template report page.



## PR

### Process Payroll

#### Updated Column Label in Payroll Report

The messages column on the **Payroll** report (Team > Payroll > Process Payroll) is now labeled as **View Messages**.

#### Updated New Payroll Pop-Up Window for Multi-EIN

If your company is multi-EIN, the **New Payroll** pop-up window (select Add New from the Payroll Process page) now displays an **EIN** drop-down field and a **Payroll Type (EIN must be selected first)** drop-down field

## TLM

### Currency Based Accruals

Accruals have been based on time, calculated in days or hours. However there has been a need to allow accruals to be based on amount (currency). Therefore, a new option is available to allow support of amount-based accruals using Accruals 2.0. You can create a new profile with an Accrual Policy tailored for the needs related to **Amount (currency)**. Since the needs for currency-based accrual differ from time-based, only fields and rules that apply for currency are available for selection.

## HR

### Compensation

#### 'Proposals To Approve' Report Updates

The following updates have been applied to the Proposals To Approve report.



## % Column Moved

The % column within the **Proposals to Approve** report has been moved to the immediate right of the corresponding currency column. This will make it easier for users to see which % column matches the currency column.

## Merit Matrix and Notes Columns Added & Warning Message for Percentages

### Outside Guidelines

A warning message was added to the merit guideline column of the 'Proposals to approve' report and will appear when the percentages entered are not within range or do not match the percentage the employee received in their performance review rating.

An 'Outside Guideline' warning message will display when the percentages entered are not within range or does not match the percentage the employee received in their performance review rating. The message states: *The merit applied for this employee is outside of the defined guidelines. Please provide the necessary reason for breaking merit guidelines.*

## I-9 Forms: Receipt Passport Fields Added to List A

In the List A section of Form I-9, two new receipt fields have been added and will display when "A citizen of the United States" and/or "A noncitizen national of the United States" are selected: *Receipt U.S. Passport* and *Receipt U.S. Passport Card*.

## Job Change History

### No Multiple Rows When Manually Adding Changes

When there is a change in a personal rate table or the base compensation due to a manual update, import, or HR action, the system will no longer create multiple row entries in the Job Change History table, which will result in more precise and cleaner entries for the user.



## Recruitment

### Career Portal: A11Y Accessibility on Login Page

For applicants using an A11Y compliant screen reader within a company's career portal and experiencing login issues, the system will now announce login error messages to the applicant. When the applicant submits their username/password and there is an error, the error message and its context ("Error message: Hmm...We don't recognize those credentials. Try again?") are announced.

### Job Requisition Template Report Page: Remote Location Support

In the last release (R95/Oct 2024), the Remote Job Location feature was introduced across multiple components of Recruitment. One area that did not get added in that release, but is now included in this release, is adding a **Job Requisition: Remote Job** reporting column to the Job Requisition Template report page. This column is not a default column, but it is available to be added to the report if needed. Once added, it will show Yes or No if the template is or is not set with a remote job option.

## Terminations

### Termination Reasons Can Be Set to Inactive

Termination Reasons can now be marked as **Active** or **Inactive**. These are used in the 'Reason' field when terminating employees.

- Only the 'Active' reasons will be available for selection when terminating an employee. This will be the case when terminating employees from Employee Information, HR Actions, Termination Details report page (HR > Employee Maintenance > Termination Details), or from Mass Edit Profiles (Mass Edit > Mass Edit Profiles.)
- History will be retained for employees where an inactive termination reason was used.

All Termination Reasons will be **Active** with this release, but if you would like to have any Termination Reasons marked **Inactive**, please submit a case with support by email at [support@enjoywurk.com](mailto:support@enjoywurk.com).



## Termination Notes Character Limit Increased

The Termination Note character limit has been increased from 500 to 1000 characters to allow users to enter more details. Special characters are allowed. This is located in the Notes field in the Terminate Employee page.

## Benefits

### Benefit Plans & Enrollment: A11Y Support for Life Change Events

For users of A11Y compliant screen readers, we have made updates to Life Change Event types to make it clear to employees going through enrollment which type of event is in use.

For the Life Change Event type, companies may have multiple types. Historically, we showed the type of event in the card, but when the screen reader read this page, all the life change event cards were read as "Life change event" making it unclear which event that card represented. The only way for the employee to know the event was to check the details in the card. To make it clear which event is represented, we will now announce these events as <Life change event name>, announcing the life change and event type together.

### Benefits Plans & Enrollment: Setting Added to Benefit Plan Maintenance to Display Required Disclosure Notice

In Benefit Plan maintenance (Profiles/Policies > Benefits > Plans > Benefit Plan widget), a new setting has been added that will display to employees a message for fixed indemnity policies during benefits enrollment. The setting is titled **Show consumer disclosure notice for fixed indemnity policy**. An Info icon displays the following message:

*When checked, a disclosure will appear to employees in their benefits self-service enrollment for the plan.*

The purpose for this setting is to be in compliance with a federal mandate that is effective January 1,

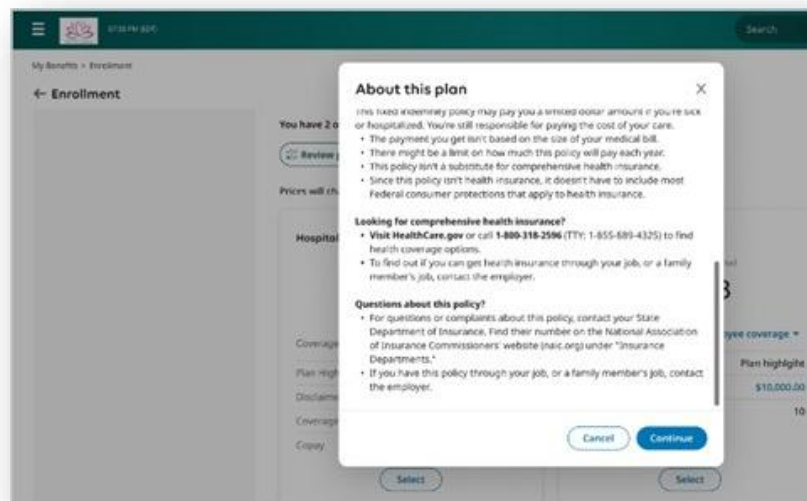
2025. The mandate states that group plans must provide a consumer disclosure notice for all short-term limited duration insurance, hospital indemnity insurance and other “fixed indemnity excepted benefits coverage” (as opposed to “comprehensive major medical coverage”) for plan years beginning on or after January 1, 2025. Examples include, but are not necessarily limited to:

- Short Term Limited Duration
- Hospital Indemnity
- Accident Indemnity

**Important:** Passive enrollment will bypass the plan documents (including the fixed indemnity disclosure) unless required to re-enroll. To update these settings, navigate to Settings > Profiles/Policies > Benefits > Plans and select the applicable benefit plan that needs to be updated. Once in the plan, select the “Plan Requires Re-Election” checkbox under Passive Enrollment Options.

**Important:** If your organization currently has any passive enrollment settings activated in your Benefit Profile(s) for the 2025 plan year, and is required to display the fixed indemnity disclosure policy, you must take action. To remain compliant with federal standards, you must update your passive enrollment settings to require employees to re-enroll in the plan so they can see the policy disclosure.

The employee will see a detailed pop-up message when selecting a Benefit Plan with this setting enabled.



## Cross Product

### Security Permissions

#### Employee Access to the Employee Documents Widget on the My Profile Page

A new Employee Self Service permission, "My Documents," is available in security profiles (Settings > Profiles / Policies > Security > Employee Self Service tab > Employee Access section) that allows employees who have permission to access their My Profile Screen to view and/or edit their documents in the Employee Documents widget on their My Profile page. Previously visibility to the Employee Documents widget in My Profile was controlled by the My Document permission on the HR tab of a security profile. Users that currently have the HR tab - My Documents permission will be auto-granted the equivalent ESS Tab - My Documents permissions. If no permissions exist, all users will be granted the Employee Documents - View permission.

#### Permissions Comparison for Security Profiles at Client Level Companies

Company administrators can now view the sub-permissions enabled for a particular security item across security profiles. Each permission in the Security Items widget on the Edit Security Profiles page contains a link that will open a Security Profile comparison report that will show the settings for that permission in each security profile.

Descriptions for the permission will appear on the report pop-up window as well to help admins understand what the permission applies to.

The screenshot shows a window titled "Cost Center Trees" with a close button (X) in the top right corner. Below the title bar is a descriptive paragraph: "Provides administrators access to the Cost Center Tree Settings for each enabled tree in the Cost Center Tree widget, via Global Setup > Company Setup. The tree settings page controls the number of levels of cost centers, display settings for level values, and enabled custom fields for that tree, and more." Below the text is a table with the following columns: Profile Name, Authentication Level, Active, and Enabled Permission. The table contains several rows of data, including Admin, Applicant, Applicant (Carolyn), BugTest, COPY of Company AdministratorMASKED, Copy of COPY of Company AdministratorMASKED, Copy of Employee, Department Manager, Employee, and Employee mobile test. Each row has a small link icon next to the Enabled Permission column.

Profile Name	Authentication Level	Active	Enabled Permission
Admin	High	Y	View, Edit
Applicant	High	Y	View, Edit
Applicant (Carolyn)	Low	Y	-
BugTest	High	Y	-
COPY of Company AdministratorMASKED	High	Y	View, Edit
Copy of COPY of Company AdministratorMASKED	High	Y	View, Edit
Copy of Employee	High	Y	-
Department Manager	High	Y	Full Access
Employee	High	Y	-
Employee mobile test	High	Y	-





## Suite Experience

### File Upload Pop-up Window

The File Upload pop-up window has been redesigned to be more usable: the **Choose** button will not always remain in place and an upload will be completed via the **Save** button.

### Mobile App for Android Screenshots

Android users can take screenshots again, except when the app is in the background.

### Non-Default Font Family and Size Supported for Custom Forms Download PDFs

When users configure a custom form with a font family and size that is different than the default font family and size (Helvetica, 10pt), the downloaded PDF versions of the forms now match the online versions, eliminating unexpected formatting changes in the downloaded PDFs. Given one or more text area fields are included into a custom form, and a end- user has supplied answers into any or all fields, then the text will be displayed on one or more additional pages when the custom form is saved/printed via Download PDF.

## Dashboard Widgets

### Documents Widget Redesigned

The Dashboard Documents widget has been redesigned to make it more useable and to improve performance. Added to the widget are the following elements.

- **Search:** Bar with search button to help you quickly find documents.
- **Filter:** Filter by document category. Default is set to all documents. Filter is hidden if no document categories exist.
- **Sort:** You can sort by newest first, oldest first, or by alphabetical in ascending or descending order.

- **Pagination:** Hyperlinked pages, i.e., 1 of 5. When selected will open a pop-up where you can select a page number and select rows on page.
- **List View:** Displays your documents (up to 100) within the widget with 20 per page and each will have a download button.
- **Accessibility:** Supported

