



## Release 97, February 6, 2025

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

### Scheduler Update

Copying a shift or time off had only allowed for a single paste onto another day. Now, for Basic and Advanced Scheduling Week View, copying a shift allows for multiple pastes when using desktop view.

### Accruals 2.0 API

With this release, the Accruals 2.0 balances endpoint now can pull accrual balance information as of any date and the values reflect the employees balance as of the specified date.

### Pre-Check Filter to Payroll Reports

In various payroll reports, users can now filter in/out employees who have changes that display on the Pre- Check Report. These filtering options include:

- No Filter
- Any Pre-Check Messages
- No Pre-Check Messages
- Message Type Filters



## Payroll

### Deduction Wizard Name Changed

The Deduction Wizard has been renamed to **Involuntary Deduction Wizard**. The Deduction Wizard option from Employee Information > Deductions widget > select the three-dot ellipsis icon has been renamed to Involuntary Deduction Wizard.

### Moved Payroll Comparison Report Link

The **Payroll Comparison** report link has been moved from the View Payroll step and is now located in the **Check Your Totals** step in Payroll Prep.

### Federal and State Withholding Forms Updated

The following federal and state withholding forms were updated to the newest version and are now available for 2025:

- **Federal W-4**
- **CT-W4 Employee Withholding Certificate**
- **Iowa IA W-4**
- **MW507 Employee's Maryland Withholding Exemption Certificate**
- **Minnesota W-4MN**
- **Montana Form Employee's Withholding and Exemption Certificate**
- **Rhode Island W-4 Employee Withholding Certificate**
- **SC W-4 form**

### Withholding Forms for Year 2025

All withholding forms are now available in the drop-down (such as from My Info > My Pay > Forms > Withholding) for the year 2025.

### Added W2C Section

A **W2C** section is now included under the **W2/1099 Information** widget within Employee Information. Default columns display, including a link for the Year, which when selected, opens the employee's

W2C. A three-dot ellipsis icon is available under the Actions column, and when selected, View/Edit W2C and Preview W2C options display.

## TLM

### Amounts in Pay Prep Records

In the Review Results reports in Time Prep, the Amount-based Accrual Balance is available in reports with the column entitled **Accruals: Amount Based Balance**. This column is available in the Detail and Summary views of the following reports, View Employee Pay Prep Results, View Pay Period Pay Prep Results, and View Pay Prep Results.

### Accrual 2.0 Balances

The Accruals 2.0 balances endpoint had no option to retrieve the Balance As Of date (asOfDate), though this existed for Accruals 1.0 API. With this release, the Accruals 2.0 balances endpoint now can pull accrual balance information as of any date and the values reflect the employees balance as of the specified date.

### LOA Improvement

The Eligibility questionnaire for FMLA was previously built around a To-Do item per question in the questionnaire. Now there is a new UI within the Leave Request that contains all of the questions that the user will be asked and there is no need to navigate to the user's "Mailbox".

The screenshot shows the 'Leave of Absence Request' form in the würk system. The form is titled 'Leave of Absence Request' and includes a 'Do I Qualify?' section with a 'Return' button highlighted in a red box. Below this is the 'Leave of Absence Request' section with fields for 'Reason', 'Start Date', and 'Estimate Return Date'. A 'Comments' text area is also present. At the bottom, there is an 'Entitlement' section with a table showing 'Category', 'Entitlement', 'Taken', 'Taken As Of', and 'Balance'.



## Scheduler

### Copy/Paste Improvement

Copying a shift or time off had only allowed for a single paste onto another day. Now, for Basic and Advanced Scheduling Week View, copying a shift allows for multiple pastes when using desktop view. Users with Modify Shifts and/or Assign Shifts permissions have the Add icon available, whereas Assign Shifts only does not allow for Add shift. Users with permissions to add Time Off entries only see the Add Time Off option.

## HR

### Recruitment

#### Career Portal: A11Y Accessibility for Logo Company Name

For applicants using an A11Y compliant screen reader within a company's career portal and focusing on the company logo, the system will announce the company name included in the alt text of the logo.

#### Career Portal: A11Y Accessibility for Resume Button Tool-Tip

For applicants using an A11Y compliant screen reader within a company's career portal and focusing on the Resume button tool-tip, the system will announce "Resume format button. PDF, DOC, DOCX, RTF, TXT." When a keyboard user focuses on the button, the tool-tip appears. When a keyboard user presses Escape or tabs away from the button, the tool-tip disappears.

### Termination Details

#### PDF Download Now Available for Termination Details

Users with proper security permissions can download a PDF of Termination Details, located under HR > Employee Maintenance > Termination Details > Edit icon (View Termination Details). A **Download PDF** option has been added to the Termination Detail page and is located under the triple-dot ellipsis. Selecting the option opens a Print Settings pop-up where all fields, checkboxes and notes included in the termination details are pre-checked and can be unchecked to exclude from the PDF. Accessibility is supported for the PDF process.



- Users must have security permission to view the Terminations page. This is set in the security profiles under HR tab > Employee Management section > Termination Details, set to at least View.
- Depending on the user's security profile permissions, they may not see all termination details (e.g. if a user doesn't have permission to view Base Compensation, they will not see the **Compensation at termination** section and will not be able to print it.)

## Cross Products

### Reports & Charts

#### Scheduled Reports now Support the Option to Display Header/Footer in Delivery Destinations

Users can now enable or disable the headers and footers when exporting reports through the Schedule Report - Send to Delivery Destination option.

#### Pipe Delimited Text Option for Report Exports now Available

The Text (Pipe Delimited) file type is now available as an option when selecting file types in order to export reports, which will place a pipe delimiter ( | ) instead of a comma ( , ) inside the .txt file. This option is available for the following features:

- Export
- Schedule Report > Send to my completed reports > Export
- Schedule Report > Send to delivery destination
- Email Schedule

#### Today() and Today(Timezone) Now Available for Advanced Custom Columns

The Today() and the Today(Timezone) functionality is now available for Advanced Column mode when creating custom columns. This allows users to utilize these functions when constructing Advanced custom columns.