






Release Notes

Release 99, May 15, 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.

Contents

Highlights From This Release 	3
Scheduler Enhancement	3
Expense Tracking Module	3
Accruals	3
Payroll	4
Payroll Processing	4
Prior Address Override Available in Pay Statements	4
Added Tax Codes	5
DE and ME PFML EE Rate Contribution Updated	5
State Withholding Forms Updated	5
Form W2C: Added Columns	5
Form W2C: Approve Form	5
Form WH-347 Updated	6
New Payroll Alert Management Report	6
TLM	7
Expense Reports	7
Open and Submit on Others Behalf 	7
Delete Expense Reports	7
Accruals 	7
Balance Payout	7
Custom Translations	8
Cost Centers	8



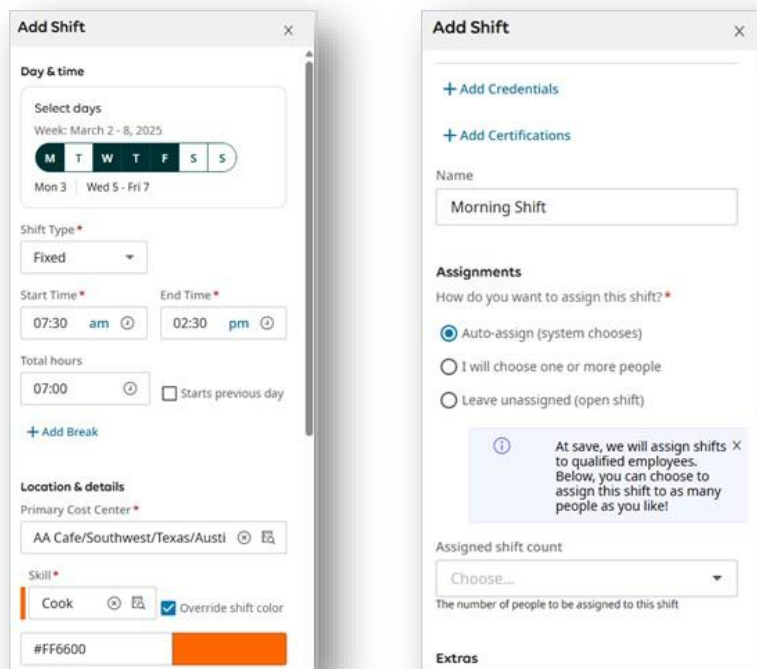
Release Notes

Employee Profile	8
Employee Profile	8
Scheduler	8
New Look Add Shift 	8
Pasting Time Off	9
HR	10
Forms	10
California Pay Data Report Updated	10
Cross Product	10
Employee Custom Forms	10
Custom Forms Workflow: Changed Modify to Submit	10
Employee Documents	10
Document Max File Upload Size Enforced	10
Reports & Charts	10
Accessibility	10

Highlights From This Release

Scheduler Enhancement

Scheduling Create/Manage Shift Side Panel: New side panel functionality utilizing the new look and feel of the Weekly Schedule view to create and manage shifts.



Add Shift

Day & time

Select days
Week: March 2 - 8, 2025
M T W T F S S
Mon 3 | Wed 5 - Fri 7

Shift Type*
Fixed

Start Time*
07:30 am

End Time*
02:30 pm

Total hours
07:00

+ Add Break

Location & details

Primary Cost Center*
AA Cafe/Southwest/Texas/Austi

Skill*
Cook

☒ Override shift color

#FF6600

Add Shift

+ Add Credentials

+ Add Certifications

Name
Morning Shift

Assignments

How do you want to assign this shift? *

☒ Auto-assign (system chooses)

☐ I will choose one or more people

☐ Leave unassigned (open shift)

At save, we will assign shifts X to qualified employees. Below, you can choose to assign this shift to as many people as you like!

Assigned shift count
Choose...

The number of people to be assigned to this shift

Extras

Expense Tracking Module

Create Expense Reports for Employee: Managers or admins will now have the ability to submit expense reports on behalf of other employees.

Accruals

Balance Payout: We've expanded our accrual payout request functionality to support all accrual types.

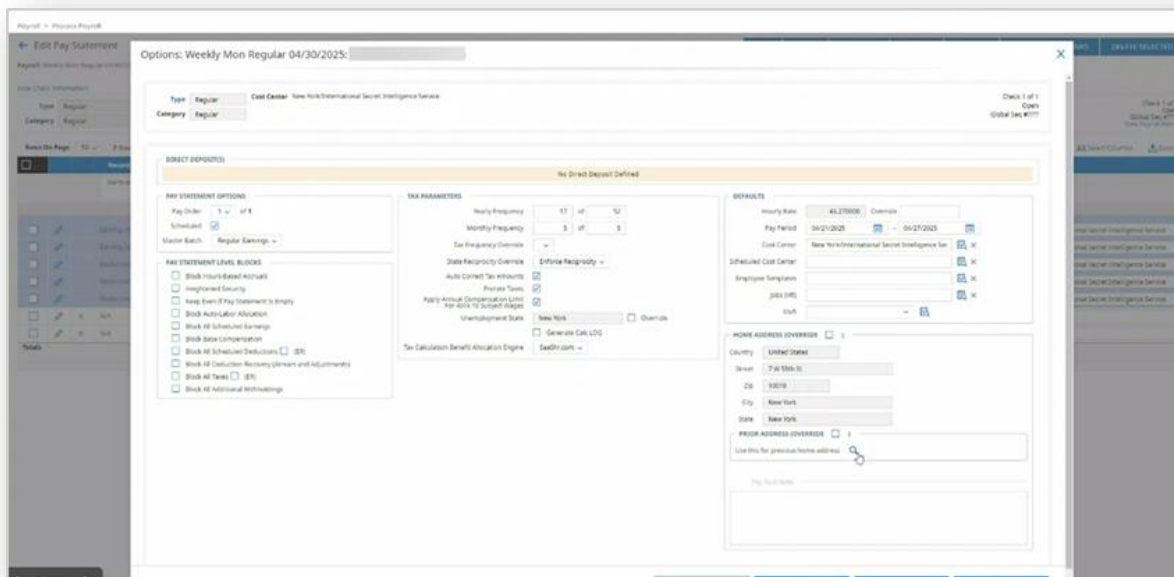
Payroll

Payroll Processing

Prior Address Override Available in Pay Statements

In an employee's pay statement, payroll admins can now search for a home address that was used for an employee in a previous payroll. This will link the pay statement back to the exact address snapshot record, which ensures the YTD buckets are updated as intended by the user. This is similar functionality to what has been available for work addresses on the individual earning record on a pay statement.

From the **Edit Pay Statement** page, select the **Utilities** button, then choose **Options**. A new **Prior Address Override** widget is available with a look-up icon next to **Use this for previous home address**.



When the look-up icon is selected, a **Home Address SnapShot Lookup** pop-up window displays with a list of all the home addresses used in pay statements.

Additionally, if the checkbox next to Prior Address Override is selected, when users select a pre-existing snapshot, that snapshot will be used on the pay statement. Choosing a previously used address makes the address fields in this widget read-only.



Release Notes

The following columns can be added to these reports:

- **Edit Pay Statement:** Work Address Snapshot column
- **Pay Statements:** Home Address Snapshot column
- **Earning/Deduction/Tax Listing:** Home Address Snapshot and Work Address Snapshot columns

Added Tax Codes

The following tax codes were added to the system:

- Minnesota PFML
- Vermont Catamount Healthcare Assessment Tax

DE and ME PFML EE Rate Contribution Updated

Users can enter a value up to 50 in the **EE Rate** field for DE and ME PFML.

Important: If this field is set to 100, update the value and re-save.

State Withholding Forms Updated

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

- Arkansas AR4EC Employee's Withholding Exemption Certificate
- California DE4 Employee's Withholding Allowance Certificate
- Colorado DR 0004 Colorado Employee's Withholding Certificate

Form W2C: Added Columns

The following new columns are available to add to the **W2C** report for employees (My Information > My Pay > Forms > W2C):

- Created On
- Version Number

Form W2C: Approve Form

Users now have the ability to approve the Form W2C once it is created by either year end or manual process. The employee will see the form only after the W2C is approved. An **Approve W2C** button is now available in the following areas:

- **W2Cs** report (Team > Payroll > Forms > W2C)
- Employee information widget for form W2C

- Inside the Form W2C when it is opened to be edited

Additionally, a new column, **Approval Status**, is available to add to the W2Cs report.

Form WH-347 Updated

The latest version of the WH-347 form is now available.

New Payroll Alert Management Report

To manage historical payroll alerts, a new report is now available, **Payroll Alert Management**, under Team > Payroll > Reports > Pay History > Payroll Alert Management. This report allows users to view all alerts across all historical payroll dates. Users can select up to 200 alerts at a time and clear them by selecting the **Clear Selected** button.

Y Checked	Alert	Last, First Name	Employee Id	Pay Date
<input checked="" type="checkbox"/>	System added default NY MCTMT Zone 1. Please verify.		1013	05/01/2024
<input checked="" type="checkbox"/>	System added state taxes: California		historical2	05/01/2024
<input checked="" type="checkbox"/>	System added local tax: New York MCTMT Employer Payroll Tax and added NY MCTMT Zone			



TLM

Expense Reports

Open and Submit on Others Behalf

At times, a manager or admin is required to create and/or submit an expense report for an employee or a manager. To make this possible, a new page is available under My Team > Expenses for **Add Expense Report**. This includes an employee selector and options to add expense attributes. A new report is then created for expenses to be added. The Created By field reflects the name of the one who created the report. Once a report is completed, it may be submitted for approval.

When viewing an expense report for another employee, the top of the expense report displays the information on the employee being viewed, name, EIN, badge, quick links, and a link to the employee profile.

To make this possible, new security permissions have been added under Manager Permission and Group Manager Permissions for **Edit Expenses** (also gives create permission) and **Submit Expenses**. These are available for selection if at least View Expenses permission is granted. Please contact Würk support if you need assistance updating these security permissions.

Delete Expense Reports

In addition to deleting an expense report in the Open status, managers and employees may now delete previously rejected expense reports. For managers with proper permissions, open reports are deleted from the Open Expense Report while Rejected reports are deleted from the Expense Report.

To make this possible, new security permissions have been added under Manager Permission and Group Manager Permissions for **Delete Expenses**. Please contact Würk support if you need assistance updating these security permissions.

Accruals

Balance Payout

There had not been a way for one to have a monetary payout of their accrued balance of hours and days. Using the **Accrual Balance Payout** rule, you can determine if the payout is to place the value in the Time Entry or Extra Pay & Adjustment pages of the employee timesheet. The request for payout is made from the Time Off Balance card which displays the start and end balance along with the cash equivalent value. The conversion rate of all the hours is linked with the base compensation of the employee.



Custom Translations

Cost Centers

To ensure you can provide accurate translations for your employees when custom or user-defined fields are present in your company, the Custom Translations option under the Global Setup menu now has support for cost centers. You can import translations fields for cost center and their abbreviation for where they appear on reports, profiles, statements, timesheets, and more.

Employee Profile

Custom translation support has been provided for the Employee Profile Download PDF for the Accruals 2 Balance widget name.

Employee Profile

The Cost Center, Points, and Leave of Absence widgets of the employee profile required translatable labels as they remained in English regardless of the employee's locale. With this release, the Employee Profile download PDF allows for the custom translations of these widgets.

Scheduler

New Look Add Shift

The user experience for the Add Shift has been enhanced for ease of use, improving open shift visibility and shift assignment when the New Look toggle is enabled. The Add Shift option, available from Actions ellipse in the Open Shifts window, opens the new Add Shift side panel. (Next Page)

Add Shift

Day & time

Select days

Week: March 2 - 8, 2025

M T W T F S S

Mon 3 Wed 5 - Fri 7

Shift Type *

Fixed

Start Time * **End Time ***

07:30 am 02:30 pm

Total hours

07:00

☐ Starts previous day

[+ Add Break](#)

Location & details

Primary Cost Center *

AA Cafe/Southwest/Texas/Austi

Skill *

Cook

☒ Override shift color

#FF6600

Add Shift

[+ Add Credentials](#)

[+ Add Certifications](#)

Name

Morning Shift

Assignments

How do you want to assign this shift? *

☒ Auto-assign (system chooses)

☐ I will choose one or more people

☐ Leave unassigned (open shift)

At save, we will assign shifts to qualified employees. Below, you can choose to assign this shift to as many people as you like!

Assigned shift count

Choose...

The number of people to be assigned to this shift

Extras

Pasting Time Off

It has not been possible to paste a copied shift to a past date. Now, when a shift is copied, it may be pasted to a past date(s) as it does for a future date.



HR

Forms

California Pay Data Report Updated

The California Pay Data report under HR > Forms > Government Forms was updated for Reporting Year 2024.

Cross Product

Employee Custom Forms

Custom Forms Workflow: Changed Modify to Submit

The Modify button that appears in the To-Do mailbox has been renamed to "**Submit**" so that it is more intuitive for users. When you click on the My To-Do mailbox, then the Modify button on the assigned Custom Form, the next Modify button is renamed to Submit and is used to finalize the form details.

When you click on the Modify primary action on the Custom Form, then the Modify button in the confirmation modal is changed to Submit.

Upon successful completion and submission of the form via the My To-Do mailbox, you are redirected to the To-Do list upon clicking OK on the completion message.

Employee Documents

Document Max File Upload Size Enforced

A maximum file upload size of 25MB is applied for all customers. The Document Max File Size fields for all companies are set to 25 MB by default.

Important: Please note that this does not apply to imports or existing files over 25MB.

Reports & Charts

Accessibility

To enhance the user experience with screen readers and better identify the elements on the page, the grid tables on report pages will now include descriptions of such elements as checkboxes, grouped rows, column filters, and column actions.

Navigation between the various elements has also been improved to enhance user interaction with grouped data and various report views in report chart tiles on dashboards.