würk

Release Notes

Release 100, July 24, 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 💡

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Details

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Performance Management

Restarting of Performance Workflows for One or Multiple Employees

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An option to restart performance workflows has been added to the Performance Reviews report page and is located under the triple-dot ellipsis. This option allows you to correct mistakes without losing previously entered data, thus ensuring more accurate and reliable performance evaluations. A restart can be performed on any reviews with an "In Progress" status.

NEW QuickBooks Online Integration

Details

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Cross Product

Solutions Exchange

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Additional Resources
For more information on configuration and sending GL data to QuickBooks Online please contact your customer success manager.

Reports & Charts

System Generated Email Reports Message Column Updated
The **Message** column in the System Generated Emails report and the System Generated Emails (Queue) report has been updated to include only the content of the email message for ease of use; the HTML tags have been removed

TLM

Face & Finger Scan Timekeeping Device Consent Text Update
Wurk endeavors to actively manage its product suite and review the impact of market demands and regulatory and legal updates on the products and services offered. As a result, this release includes changes to the default consent text that employees see and must accept to use finger or face scan features on Wurk timekeeping devices.

Below is the new consent text. Customers are encouraged to review any employee-facing documents they may have created that include the prior version of this text, and to consider re-enrolling previously enrolled employees at applicable devices.

Note: Wurk is providing information regarding its product functionality and is not providing legal advice or advice on how to achieve operational privacy and security. Customers are responsible for their own

legal compliance and should seek legal counsel regarding how to achieve compliance with these laws in their use of Wurk products.

New consent text for Face Scan:

I intend and agree to use my employer's timeclock devices with a finger sensor for timekeeping and attendance. By clicking "Accept" below I understand, agree and voluntarily consent to the following:

- The sensor uses data from my finger scan from which it will create a unique finger template that is securely stored in the sensor and my employer's timekeeping database.
- Templates may be considered biometric data.
- My employer is responsible for providing all requisite notices and policies relating to use of my personal information, including but not limited to providing a description of the data usage and security.
- Policies provided by my employer regarding biometric data retention and destruction will apply. UKG will permanently destroy my finger template when my employer deletes my data.
- My consent applies to each use of the sensor, including past and future use.
- UKG processes personal information on behalf of my employer (more information is available at UKG.com/noticeandconsent).
- I can contact my employer about any rights I may have in connection with my personal information, including any right to withdraw consent.

Clicking "Accept" is my signature and voluntary consent (if permissible by applicable law) to the collection, capture, storage, access to, use, possession, dissemination, disclosure, re-disclosure, and hosting of any biometric data by my employer, and my employer's service provider UKG Inc. (and its affiliates, vendors, subsidiaries, or related companies) and any of their subcontractors, resellers, or successors, consistent with my employer's timekeeping policy (if applicable). I acknowledge that I can view and print a copy of this notice at UKG.com/noticeandconsent.

Scheduler

Scheduler Selector for Add New Shift
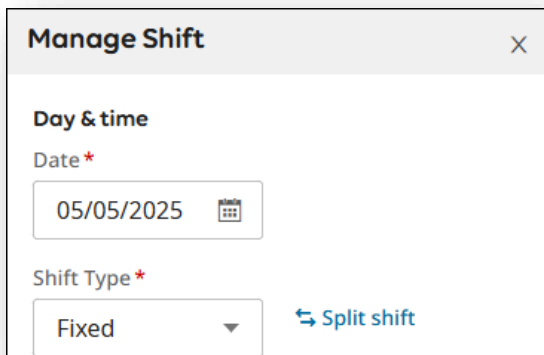
Details

Within the Add Shift side panel in the Multi-Schedule View, a new **Select Schedules** browse and select field is available where the user can select one or multiple schedules.

Split Shift

Details

A new option is available that allows you to split a shift in half when using the new look for Open Shifts. When selecting a shift and choosing Manage Shift, a link for Split Shift displays next to the fixed Shift Type option.

Scheduled Cost Center Options in HR Actions 💡

Details

New HR Action options are available for Scheduled Cost Centers and Managed Scheduled Cost Centers. When added to the Hire or Rehire process, hiring managers may now assign these to new employees.

HR

Wurk Learning

Blocking Non-Admin Managers from Changing Assigned Courses

Details

A new permission is available within the Wurk Learning Academy that will prevent non-admin managers from unassigning users from training or update due dates of training. Under the **Training Assignment Setting**, is the **'Only admins can unassign or reassign training and edit due date assigned by an admin toggle**.'

When the setting is enabled, non-admins with reporting and assign training permissions will not be able to unassign training assigned by an admin and edit the due dates when they are set by an admin.

Notifications for Content Expiration in Library

Details

Two new notifications are available within the Learning Academy. These will notify users about library content that is about to expire.

- Your library content is about to expire
- Your group library content is about to expire

Ability to save Curricula/Learning Paths to Multiple Training Categories

Details

We now have a new feature that enhances the organization of your learning materials: Multi-Category Learning Paths.

What's New:

You can now connect a curricula/learning path to up to 20 different training categories, just like you already do with individual courses.

Why This Matters:

Aligns curricula/learning paths with courses by allowing multiple category connections, enhancing consistency across your training materials.

Dedicated Sync Button Between Learning system and Wurk

Details

A new Course Sync button has been added to Wurk's Courses/Certification report page. Using it syncs your courses directly to your Learning Academy.

Background: When a course was deleted from your Wurk Learning Academy, a DELETE request was sent. If the request was successful, there was previously no mechanism to verify or update the status of that deletion, which could cause discrepancies in Wurk. The new sync button addresses this issue by allowing you to manually trigger a sync process when errors occur during course deletion, which has the effect of reconciling discrepancies.

What It Does:

1. **Manual Sync Option:** Administrators can now manually trigger a course sync using the Course Sync button located on the HR Setup > Courses/Certification page.
2. **Discrepancy Resolution**: This feature enables the removal of courses deleted from Wurk Learning, ensuring that Wurk reflects the most accurate and up-to-date course information.
3. **Improved Accuracy**: By providing a manual sync option, administrators can ensure that any errors during course deletion are promptly addressed, maintaining consistency across platforms.

Removing Deleted and Archived Courses from Wurk

Details

When courses are deleted or archived in the Learning Academy, those courses will be removed, or not be available in the following locations in Wurk.

HR Actions

An active or draft HR Action contains a deleted or archived course. The course will be removed from the Open and Submitted HR Actions.

An inactive or draft HR Action is edited. The course will not be available for selection.

Assets

Will not display or be available.

Checklists

Will be removed and will not be available for selection.

Scheduled Events

Will not display or be available.

Behavior of Deleted or Archived Courses in Wurk

Details

When courses are deleted or archived in the Wurk Learning Academy, those courses will not be visible in the following areas of Wurk.

Deleted courses from your Learning Academy will <u>not</u> be visible in the following areas of Wurk:

- HR Setup > Courses/Certifications
- Team > Learning > Learning report page
- Team > Learning > Trainings/Certifications report page
- My Info > My Career > Trainings/Certifications report page
- My Team > Employee Information > HR Tab > Training/Certification

Archived courses from your Learning Academy will <u>not</u> be visible in the following areas of Wurk:

- My Team > Employee Information > HR Tab > Training/Certification
- Team > Learning > Learning report page

Unassigned Courses Not to be Visible in Learning Reports

Details

Any courses designated as 'unassigned' in your Wurk Learning Academy will not be visible in the following Learning reports in Wurk. This addresses issues where an employee is accidentally assigned a training course and it is 'unassigned' in the Learning Academy but may still appear in reports.

The courses which are unassigned will not be visible in:

- Team > Learning > Learning report page
- Team > Learning > Trainings/Certifications report page

Performance Management

Restarting of Performance Workflows for One or Multiple Employees 💡

Details

An option to restart performance workflows has been added to the Performance Reviews report page and is located under the triple-dot ellipsis. This option allows you to correct mistakes without losing previously entered data, thus ensuring more accurate and reliable performance evaluations. A restart can be performed on any reviews with an "In Progress" status.

- You can select one or more employees from the report page and select **Restart Workflow**.
- Upon selecting **Restart Workflow**, a pop-up message appears letting you know the following:
  - *"This action will restart the performance review workflow from the beginning for the selected employee(s). All previously saved information, including ratings and comments, will remain intact. Would you like to continue?"*
- You can select 'Cancel' or Yes.' Upon selecting 'Yes', the workflow will restart from beginning and will show a success message once complete.
- An error message will display if attempting to perform this action for performance reviews with a 'Not In Progress' status.

- An error message will display if selected employees are not all on the same workflow.
- Accessibility & translations are supported in function and messaging.
- The detailed audit history will show that a restart of the workflow has been done.

Recruitment

Job Requisitions: Report Page Updated to Show Indeed Feed Status

Details

We have updated the Job Requisitions report page to now include Indeed activity status. Two new Indeed columns are available to be added to your report page. When you create a job requisition and post it to Indeed, these columns will show you the status and dates.

- **Indeed Activity Status**: Will show 'Included in Feed' or 'Removed from Feed'
- **Indeed Activity Status Date:** Will show timestamp with date/time for when the job requisition was sent to Indeed

What does this address?
Previously, the only way to know if your job requisitions were sent to Indeed was through opening a Support case and having Wurk look up the status.

Accessibility in Career Portal: 'Skip to Main' Element Added

Details

For applicants using screen readers in the applicant portal, a new 'Skip to Main' element has been added as the first tab stop when entering the Career Portal page. Pressing the link will move the focus to the main content on the page.

Accessibility in Career Portal: Questionnaires & Questions Now Announced in Screen Readers

Details

For applicants using screen readers in the applicant portal where a questionnaire exists, the questions and their options within drop-down selections are now compatible with screen readers and will be announced. (i.e., "Are you willing to relocate?" with drop-down responses of "Yes" and "No" - the question and the list will be announced.)

Accessibility in Career Portal: 'Identity Question' Field Updated for Keyboard Users

Details

When applicants use the 'Forgot Username' option on the log in page of the applicant career portal, the system will prompt for more information via the **Identity Question** field. For those applicants using an accessibility screen reader and focusing on the **Identity Question** field, the system now announces it as a drop-down menu/select component and the keyboard space bar will expand the selection list, and arrow keys can navigate the list of options.

Demographics

Visa Categories Added

Details

The following new **Visa** values have been added for **Visa Type: United States Visa**

Visa Category	Visa
Vietnam Amerasian Immigrants	Children of A11 or A16, new arrivals (A12)
Vietnam Amerasian Immigrants	Unmarried Amerasian son or daughter of a U.S. citizen born in Cambodia, Korea, Laos, Thailand, or Vietnam (A16)
Employment-Based Preferences	Individuals eligible for Temporary Protected Status (TPS) (C10)
Employment-Based Preferences	Investor in Regional Center, Unreserved (RU1)
Special Immigrants	Adjustment of U1 nonimmigrant (SU6)
Immediate Relatives	Parents of adult U.S. citizens, adjustments (IR0)
Immediate Relatives	Fourth Preference Family-Sponsored (F4)

Additional category values have been added but are too numerous to list here. For additional details please work with your customer success manager.

Forms

EE0-1 Form Updated

Details

The EEO-1 U.S. Government form has been updated to support reporting year 2024.

Payroll

NEW QuickBooks Online Integration

Details

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Additional Resources

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Added SOC Code to SUTA Taxes

Details

An **Occupational Code** field that allows for alphanumeric input was added within the Tax Codes widget on the **Account Tax Jurisdiction** page for all states that previously did not have this code associated to their SUTA tax.

Added Vermont Healthcare Contribution Tax

Details

Starting in 2017, Vermont employers that have more than 4 full-time employees (age 18 or older, working 30 or more hours) are required to offer health insurance coverage, and employers are required to pay a portion of the cost.

Employers that do not offer health insurance must pay the Healthcare Contribution (HCC) tax on a quarterly basis. The first 4 uncovered employees are not subject to the assessment.

The following tax code was added to the system: **Vermont Catamount Healthcare Assessment Tax**. If the **ER Withhold** field is set to Yes, the tax will be withheld by the tax engine. The number of employees would need to be entered so the engine can accurately calculate the tax amount.

Federal W-4 Withholding Form Updated

Details The Federal W-4 withholding form was updated to the newest version and is now available for 2025 for Utah