Release Notes

Release R104, March 18, 2026

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

Deactivate/Reactivate Account Contacts

New ability to deactivate and reactivate account contacts to control which ones are available to view/edit or add.

Recalculate GL and Reset LD Landing Page

Update to provide the ability to recalculate GL and reset LD directly from the Process Payroll landing page

Drag and Drop Columns

To enhance the flexibility of reports, managers and administrators with applicable permissions can now drag and drop columns in responsive reports. Users can select one or more columns and drag them into a different position in the report

Payroll

2026 1099 MISC and 1099 NEC Forms Update

One Big Beautiful Bill (OBBB) federal legislation updated the print threshold for employers to ease the administrative burden of printing and filing 2026 1099 NEC and 2026 1099 MISC forms. The $600 annual print threshold increased to $2,000 effective 1/1/26 for the 2026 tax year.

What changed effective 2026 tax year:

The Generate 1099 Below $600 Wages option in the Company Setup 1099 section was updated to Generate 1099 Below $2000 Wages. Check this option if you want to print all 2026 1099 MISC and 2026 1099 NEC forms. If Generate 1099 Below $2000 Wages is unchecked, the system will print only forms with amounts of $2000.00.

MN PFML SUTA Exempt Update

Additional details • For step-by-step information on Paid-Leave-ONLY registration, see Information to register • To set up the Paid Leave Admin login after being designated on the UI account, see Create your Paid Leave Administrator account

Payroll Processing 💡

Process Payroll New Experience: Reset LD and Recalculate GL Available (RS-92528)

Tip: If you need to recalculate GL or reset LD for multiple payrolls, it is recommended to complete the action from the All Payrolls page (access from Process Payroll page > select View All Payrolls button).

Payroll Comparison Report Translated

The Payroll Comparison report is now translated to the user's locale.

Header rows will be updated as shown below.

Withholding Forms Updated

Details: The latest version of the following 2026 forms is now available:

 • Arkansas AR4EC • Arizona A-4 • California DE-4 • Connecticut CT-W4 • Iowa IA W-4• Minnesota W-4MN • Montana MW-4 • New York IT-2104 • New York IT-2104-E • North Carolina NC-4 • Rhode Island RI W-4 • South Carolina SC W-4

2026 W2 Form Updated

The W2 form was updated for 2026 and is now available.

TLM

Leave of Absence Capability Enhancements (RS-110669)

The leave engine automatically runs to calculate and display entitlement balances. These balances are visible for all employees assigned a profile, not just those with an active Leave case, in the Entitlements and Balances report.

Scheduler

Advanced Scheduler: Print Schedule view does not work correctly using the new look and feel

When a user navigated to an advanced schedule and the New Look and Feel toggle was enabled, when they selected Print via the ellipsis the print preview only contained the first seven employees and the date header appeared across the center of the shifts. This has been fixed, and the print preview now works as expected in the New Look and Feel.

HR

Account Contacts

Deactivate/Reactivate Account Contacts 💡

You can now deactivate or reactivate Account Contacts in multiple areas of the system. Previously, once a contact had been used within a Benefit Plan, there was no way to deactivate a contact (dependent, beneficiary, emergency). We are updating the system to allow users to deactivate and/or reactivate account contacts to control which ones are available in default views and within look-up lists throughout the system.

• If a contact is used in a benefit plan, it can be deactivated, and then reactivated, but cannot be deleted.

• If a contact has not been used in a benefit plan, it can be deleted.

• A new security setting will control access to this functionality.

• A new Active column has been added to the Employee Contacts report.

• A new Active filter has been added to the Account Contacts widget in employee profiles.

• In the 'You and your family' page of benefits enrollment, only active contacts will be presented for selection during enrollment.

> **Note:** Making contacts inactive will not affect benefit plan beneficiaries by recalculating their percentages, or removing them as a beneficiary. In new benefit plans, only active contacts can be added.

Impacts to Personas/Roles

• Employees: Can deactivate their contacts, effectively hiding them from their default view.

• Managers: Can deactivate and reactivate their employees' contacts and report on active/inactive contacts.

• Admins: Can configure security profiles to give users ability to activate/deactivate contacts.

New Security Settings

A new Deactivate/Activate permission is available for both Manager Self Service (MSS) and Employee Self Service (ESS).

MSS (Manager Self Service):

• Location: HR tab > Employee Management section > Employee Contacts setting

• Setting: Deactivate/Activate checkbox (next to Unmasked)

• Function: Allows managers to deactivate or reactivate employee contacts in Employee Profile, and make the contacts available in the look-up lists.

• Default: Unchecked

ESS (Employee Self Service):

• Location: Employee Self Service tab > Employee Access section > Employee Contacts setting

• Setting: Deactivate/Activate checkbox (next to Unmasked)

• Function: Allows employees to deactivate or reactivate their own contacts in My Profile and My Info HR Actions

• Default: Unchecked

Performing Deactivate or Activate Actions

• Deactivate: When you Deactivate a contact, the system moves the contact to the Inactive filter after you select Save.

• Activate: When you Activate a contact, the system moves the contact to the Active filter (for use in look-up lists) after you select Save.

There are two controls used to activate/ deactivate a contact. One is accessed directly on the Account Contacts widget by selecting Actions > Deactivate or Activate.

The other control is also in the Account Contacts widget of employee profiles and is visible when editing a contact. Users will see an Active Contact toggle, and when selected will either activate or deactivate that contact.
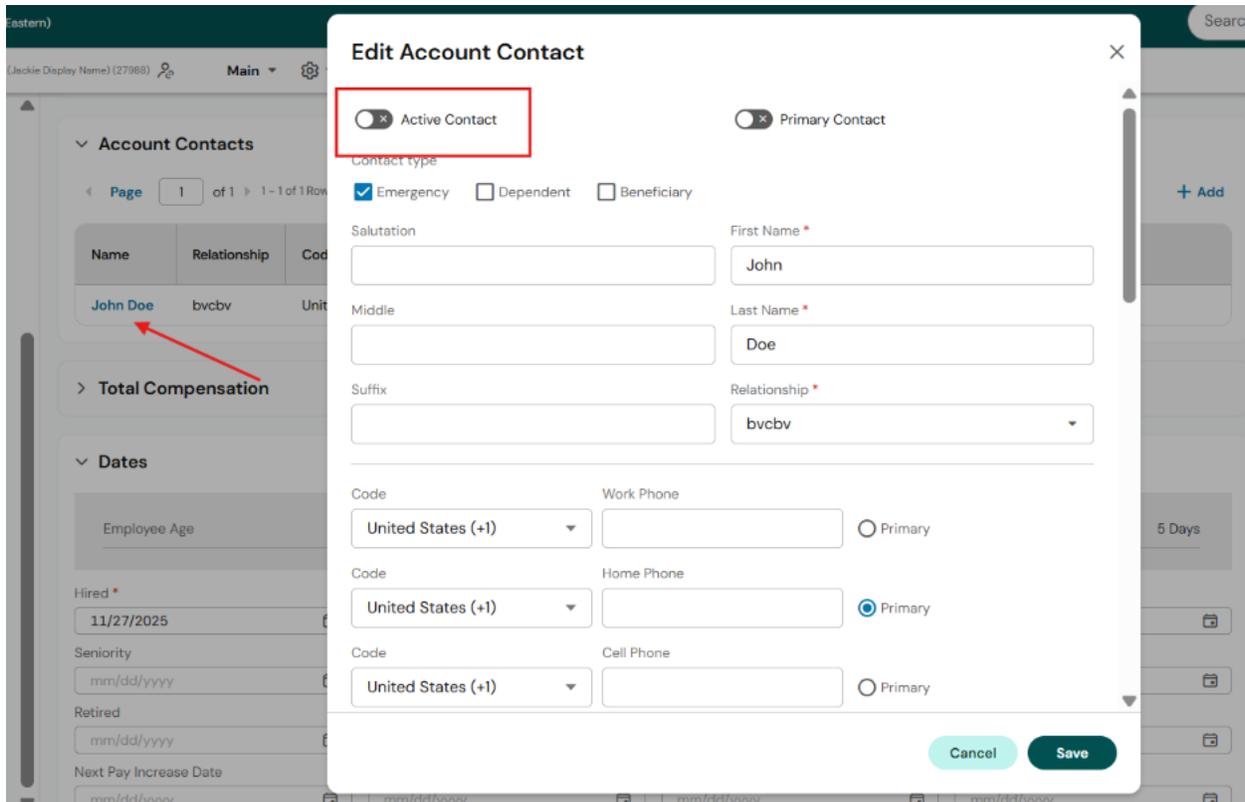
Lookup Lists

If the contacts are active, they can be used in look-up lists in the following areas of the system:

• HR Actions (hire, rehire, terminated)

• Questionnaires

• Custom Forms

• My Profile 'Account Contacts' widget

Employee Contacts Report

An Active column has been added to the Employee Contacts report and will show, by employee, if their contacts are active or have been deactivated.

The report is located under Team > HR > Reports > HR Maintenance > Employee Contacts, or under My Info > My Reports > HR Reports > HR Maintenance > Employee Contacts.

• The column will not be a default column and must be added. Add the Account Contact: Active to your report and save.

• A value of Y indicates the account contact is active.

• A value of N indicates the account contact is deactivated.

Account Contacts Widget in Employee Profiles

An Active filter has been added to the Account Contacts widget in employee profiles. The filter can be used to display Active or Inactive contacts. It defaults to Active.

New Emergency Contact Notification Tracking

To support compliance with California SB 294 (Workplace Know Your Rights Act), we have added settings and controls to the system to capture and retain an employee's explicit decision regarding whether their employer may contact their designated emergency contact in the event of the employee's arrest or detention.

SB 294 requires employers to offer employees the choice to allow or decline emergency contact notification and to honor that decision. To demonstrate compliance, the system must explicitly record both agreement and disagreement, rather than relying on implicit consent or missing data.

This feature offers tracking for employees subject to California employment law, ensuring the employer can:

• Prove the choice was offered

• Respect the employee's stated preference

• Reliably act on that preference if an arrest or detention occurs

Security Permissions

We have added a new Emergency Contact Notification permission that allows administrators to control which users can view and/or update the Emergency Contact Notification field (employee agreement allowing employer to contact their emergency contact). The settings have View (read-only) and View/Edit permissions.

• Admins & Managers: Employee Management section of the HR tab

• Employees: Employee Access section of the Employee Self Service tab
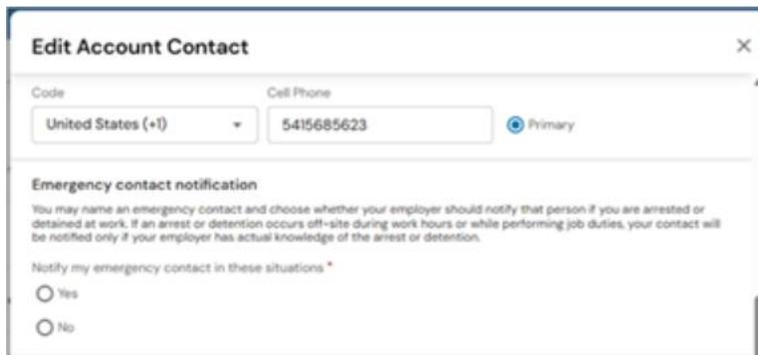
Company Level Control

A new company-level Emergency Contact Notification setting has been added under Global Setup > Company Setup > Account Contacts widget. Enabling this setting to 'Display' and/or be 'Required' will allow an Emergency contact notification message to be presented to employees (and admins & managers) with proper security permissions.

> **Note:** If you are a multi-EIN company, enabling this setting in one EIN will enable it for all EINs.

Employee Level Control

Once security profiles have been updated and the company setting has been activated, employees can indicate their emergency contact notification preferences in their Employee Profile, Custom Forms, Checklists, Benefit Enrollments, HR Actions or any place emergency contacts are present. Employees will see the following message within their Account Contact and indicate Yes or No.

Report Tracking

To help administrators and managers track employee responses, a new Emergency Contact Notification column has been added to the Employee Information and Employee Contacts report pages. The column is not a default column and must be added to the reports.

• The column will display Yes, No, or Blank if no response was entered by the employee.

Audit Tracking

Any changes to emergency content consent are auditable and will be tracked in the Account Info audit report under My Reports > System Reports > Audit Trail > Account Info.

• In the Field Desc column, Emergency Contact Information will display by row.

• In the New Value column, the employee's response will display as Yes, No, or Blank if no response was entered by the employee.

Compliance

One Big Beautiful Bill: Added Treasury Tipped Occupational Codes (RS-106670)

To comply with One Big Beautiful Bill (OBBB) legislation, the IRS requires employers to report Treasury Tipped Occupational Codes (TTOC) for employees in tipped occupations. You can assign a TTOC at the cost center or job level. The system then applies the code to W-2 reporting.

Assign TTOC: Cost Center

You can assign a TTOC to cost center tree 1–9.

In the Pay Information section in the Defaults widget on the Cost Centers page, a new TTOC drop-down field lets you assign the applicable TTOC with its occupation title.

If the cost center is marked as Default (in the Levels section on the Cost Center Tree page), the selected TTOC is checked by default in the Apply Defaults pop-up window (Employee Profile > Default Department drop-down > Cost Centers widget for the applicable cost center).

> **Note:** The assigned TTOC will populate the **TTOC** field in the **Pay Information** widget on the **Employee Profile** page.

Assign TTOC: Job

If you only have HR, you can assign a TTOC to a job instead of a cost center.

In the Job widget on the Job page, a new TTOC drop-down field lets you assign the applicable TTOC with its occupation title. If the Allow Override At Employee Level option is checked, the setting can be changed at the employee level, as needed, overriding the default associated with the job.

W-2 Reporting

The system uses the assigned TTOC to populate Box 14b on Form W-2 based on earnings configuration.

• If the employee has an earnings code with W2 Box Type 12tp - Non-SSTB tips and an assigned TTOC, the system populates box 14b on Form W-2 when you finalize the pay statement

• If the employee has an earnings code with only W2 Box Type 7 - Social Security Tips, the system populates box 14b with 000

• If you create a Form W-2c, the system updates box 14b with the assigned TTOC

Forms

Ability to Track Intermittent Employment Type

The system now supports a new employment type, Intermittent, in addition to Full-time and Part-time.

The new option does not override an employee's primary employment type. The Intermittent classification is used for reporting purposes only. Currently, it is used only in the California Pay Data Report.

Form I9: New 'Form I9: SSN' Column Added

A new Form I9: SSN column has been added to the Form I9 report page. This column will display the employee's Social Security Number (SSN) as populated on the I9 form. This is not a default column and must be added.

• If the user's security profile is configured to allow the viewing of social security numbers as masked (i.e., the Social Security setting has Unmasked unchecked), the column will show the SSN number with masking applied.

• If the user's security profile is set to Unmasked (i.e., the Social Security setting has Unmasked checked), the full number will display.

• If the I9 form does not contain a social security number, the column will be blank.

Company Configuration

To be able to mark employees as Intermittent, complete the following steps:

1. Navigate to Settings > Global Setup > Company Setup. In the HR Settings widget, select the Enable Intermittent Employment Classification checkbox.
2. Navigate to Settings > Global Setup > Global List Definitions > Employee Types. Open the employee type you want to update and select the Intermittent checkbox. Updates to the Company Settings Import File You can also enable Intermittent employment type tracking using the Company Settings import template. A new field, Enable Intermittent Employment Classification, is now available in the import file. This field accepts Y or N. When set to Y, the Enable Intermittent Employment Classification checkbox is automatically selected on the Company Setup page after the import is complete.

Learning

New Ready Learning Experience Now Available for Learner Profiles

Our Early Access Program for the new, modernized learning experience in UKG Ready Learning is expanding. You can now extend this experience to all learners in your organization. By default, learners remain on the classic learning experience, but you can choose to turn this preview experience on for your learners now.

How to turn on the new learning experience preview for Learners:

1. Go to UKG Ready Learning.

2. Navigate to Academy Settings.

3. Click on New Design Experience.

4. Toggle the setting ON to allow learner preview access.

5. Once an admin turns on the Early Access setting, Learners will see a splash screen in the web experience and can navigate into the new learning experience.

No additional setup is required — access is applied automatically to all learners. Learners will be able to switch back and forth between the new and classic experience.

This update applies to the web platform only. The mobile app experience is not currently impacted.

We're excited to bring this next step of Ready Learning to your learners to help them become familiar with what's to come and look forward to hearing your feedback as you explore the new experience together.
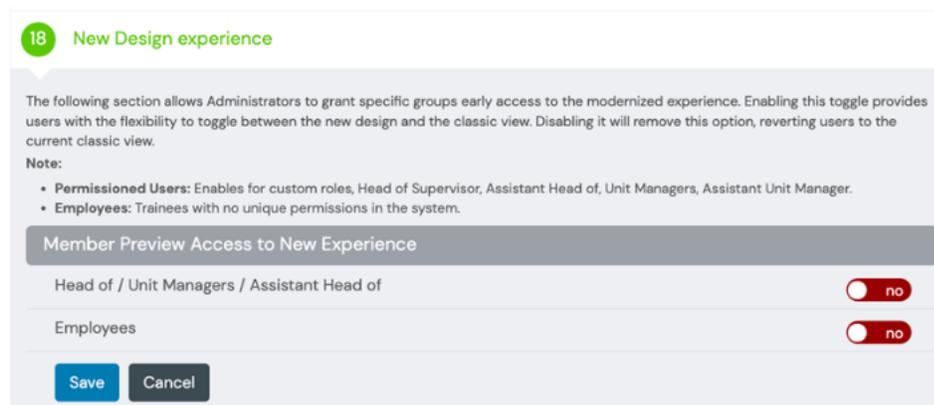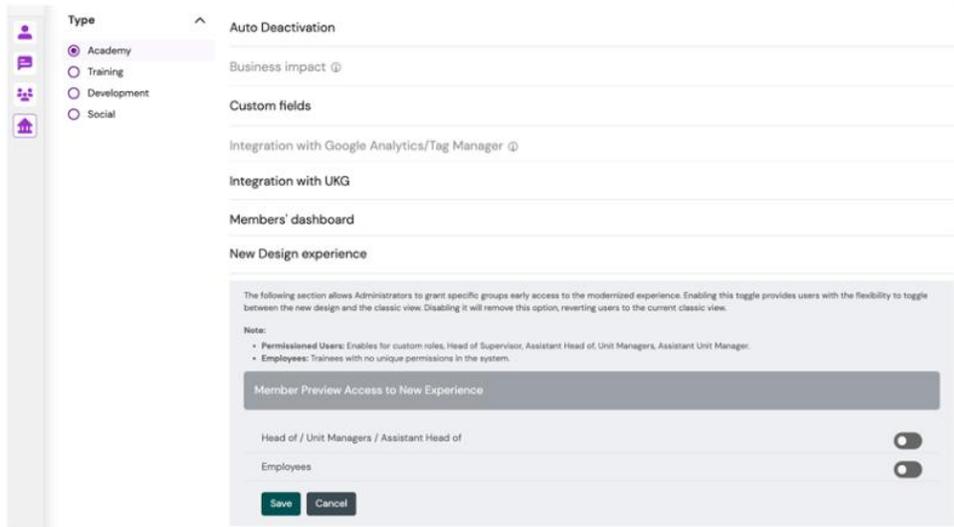
Pay Grades

A New "Automatic Pay Grade Counters Configuration" Report (RS-100123)

A new Automatic Pay Grade Counters Configuration report is now available for companies that use automatic pay grades with schedule progression based on hours worked.

> **Note:** The report includes information for hour-based automatic pay grades only.

Issue addressed

Organizations can configure multiple counters per pay grade, and in some cases manage hundreds of time-based counters. Previously, administrators had to open each pay grade individually to verify which counters were associated with hour-based progression, making audits time-consuming and error-prone.

Report overview

The Automatic Pay Grade Counters Configuration report displays all pay grades and their associated counters in a single view. Each unique pay grade and counter combination appears as a separate row, allowing users to easily search, filter, and audit configurations without navigating into individual pay grade records.

Security

To access the report, users must have View permission for the Pay Grade security setting.

Report columns

The report reflects the current configuration of hour-based automatic pay grades as defined on the Pay Grade configuration page. All columns are displayed by default, including:

• Pay Grade Code

• Pay Grade Name

• Pay Grade Active Status

• Counter Name

Additional Resources

For information about configuring hour-based automatic pay grades, see the Automatic Pay Grade Step Progression Based on Hours topic in the HR Setup User Guide, available under the Human Resources (HR) User Guides section on the Online Documentation.

A New Column Added to the "Pay Grades (Assigned to Employee)" Report (RS-114787)

We added a new column, Pay Grade Step Achieved On, to the Pay Grades (Assigned to Employee) report.

This column shows the date and time an employee reached their current pay grade step. It applies to employees assigned to automatic pay grades.

How the date and time display depends on the pay grade settings:

• If the pay grade progression is based on hours (Length of Time is set to Hour(s)):

• If When this rate will be applied is set to Immediately, the column shows the exact date and time the employee reached the required hours for step progression.

For example, the column displays 02/03/2026 10:52a.

• If When this rate will be applied is set to apply the rate after the step is achieved, the column displays the effective date at 00:00.

For example, an employee reached the threshold on 12/31/2025 and the rate applies Next Day, the column shows 01/01/2026 00:00.

• If the pay grade is tenure-based, the column shows the effective date at 00:00 UTC.

The column is blank when the employee is assigned to a non-automatic pay grade.

Date and time values display according to the company's locale and date/time format settings.

Performance Management

Inactive Company Goals No Longer Appear in Lookup Lists

We improved the display of company goals during goal assignment.

Issue addressed

Previously, when admins inactivated a company goal in the system, the goal continued to appear in goal lookup lists, such as when adding goals to performance reviews.

What's changing

Inactive company goals will no longer appear in goal lookup lists when adding a goal to the performance review when goal is made inactive prior to performance review initiation and during the Create Goals workflow step after review finalization.

A company goal is considered inactive when the Active checkbox is cleared on the Performance Goal configuration page.

Message Added for Security Permissions to View Instructions in Reviews

If a manager does not have the View Manager Instructions activated in their security profile, they will not be allowed to view the Instructions tab in performance reviews, and a new message will display, stating:

> "You do not have access to Instructions based on your security permissions. Please contact your system administrator."

Mobile

Reports Removed from Mobile App

Because the following reports are not designed to be mobile responsive, they have been removed from the Mobile App. They will no longer be available via search, saved links, bookmarks, favorites, dashboards, or recently viewed items.

• Anniversary Calendar by Week

• Anniversary Calendar by Year

• Birthday Calendar by Month

• Birthday Calendar by Week

• Birthday Calendar by Year

• Employee Holidays Calendar

Recruitment

Skeleton Display Loader Updated for Applicant Pages

A UX skeleton loader is a temporary visual placeholder that mimics the layout of content while it's loading. Instead of showing a spinner, it displays simplified shapes (like gray boxes, lines, or image blocks) representing text, images, or components, improving on expectations about what content is loading, perceived wait time and overall loading experience of the pages.

Some of our applicant pages didn't load in the same way as other pages within our application and resulted in pages not appearing correctly. We have updated the skeleton loader for the Job Application page, editing of the Applicant Profile, and for the Applicant Dashboard within the applicant portal. These page loaders are now accurate for how the pages are displayed when loaded

Reports

Job Change History Report: Multi-Currency Supported

The Job Change History report has been updated so that compensation changes will reflect in the proper currency of the employee for each record and not the company or EIN. Previously, this report defaulted to the company's default currency and not the one assigned to the employee (if different).

Cross Product

Reports and Charts

Drag and Drop Columns 💡

To enhance the flexibility of reports, managers and administrators with applicable permissions can now drag and drop columns in responsive reports. Users can select one or more columns and drag them into a different position in the report. Users can also drag and drop columns in reports that exist in dashboard widgets and pop-up windows.

Frozen and non-frozen columns can be dragged into different positions using the mouse or stylus. Alternately, in the column's settings menu, there is a Reorder Columns section where users can choose "Move Backward" and "Move Forward" to move columns left and right respectively.

Note: You cannot drag a frozen column outside of the frozen columns area (to unfreeze it), nor can you drag a nonfrozen column into a frozen column area (to freeze it). This will be considered in a future release.

To select multiple columns at once, users can utilize the standard multi-select functionality of the Ctrl/Shift (Win) and ⌘ (Mac) keys. Column drag and drop actions are also accessible as required by A11y guidelines. If a column cannot be dragged, the Reorder Columns option will not be available.

Note: Drag and drop columns are not applicable to the mobile app.

Custom Form Details Report Visible on Dashboard
Details
The Custom Form Details report, when saved, is now visible in the Dashboard Report/Chart widget so users can add it to
their dashboard. When a user adds a Report/Chart to the dashboard and searches for the saved view of the Custom Form
Details report, the report appears in the results and can be added to the widget.
To make the report available to add to a dashboard, save a view of the report:
1. Navigate to HR > Forms > Other Forms.
2. Click the ellipsis icon for a form.
3. Select the View Details Report.
4. Run the report.
5. Save the view.

Compact View Mode Enhancement
When users have the Compact View mode applied to report pages, the compact view will now carry to the Add/Remove Columns pop-up window, maximizing the number of Current/Available columns visible.

Details
To improve the performance of employee group reports, these reports will no longer run automatically when the page is
loaded:
• Employee Group Membership
• Employee Group Configuration
• Manager Employee Access
• Manager Group Access
Users can run these reports manually after they open the report page.

New Columns in Employee Information Report
Details
To help administrators and managers understand why an employee has a particular authentication level, two new columns
are now available to add to the Employee Information report: Security Profile Authentication Level and Manager of
Manager Group.