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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

New Time and Payroll Processing Experience

A new Time and Payroll processing experience streamlines how you manage time and payroll tasks. You can now review payroll data and resolve time issues in a cohesive process, reducing the time needed to run payroll. Time data is updated in real time through the continuous Time and Payroll feature, and pay statement data recalculates once a day.

Hiring Stages: Controlling Visibility in Global Configuration

Administrators can now inactivate individual hiring stages in the global Hiring Stage configuration, giving direct control over which stages appear on job requisitions and templates without affecting historical applicant data.

HR Actions Improvements

We've made a series of enhancements to HR Actions to improve usability across setup, submission, and employee profile management.

Cross Product

Reports, Charts, and Dashboards

Drag and Drop Non-Frozen Columns to Frozen Section

Configuration Required	No
Locale/Region	ALL
Audience	UKG Ready customers and partners
User Role	Administrators, Managers

Details

In responsive reports, users can now drag non-frozen columns into the frozen columns section of a report if there are available slots (maximum of five frozen columns). If all five slots are used, columns cannot be dragged into the frozen section.

Report Modernization: New Shortcut to Add/Remove Columns and Manage Custom Columns

Configuration Required	No
Locale/Region	ALL
Audience	UKG Ready customers and partners
User Role	Administrators, Managers

Details

In responsive reports, users can now more easily find the shortcuts to add/remove columns and to manage custom columns in the top right corner of the report table.

Payroll

New Simple Roth IRA Deduction Type

Details

A new Simple Roth IRA deduction type is now available for employers with 25 or fewer employees, introduced in support of the Secure 2.0 requirements. This allows employers to offer employees the option to make Roth elective deferrals to a SIMPLE IRA plan.

Compliance

Minnesota PFML: BSI Tax Code Updates for Q1 2026

Details

- Per updated BSI requirements, MN PFML tax codes are now broken out into separate family leave and medical leave components to support Q1 2026 quarterly tax filing.
- Previously, MN PFML was reported as a combined tax type; it must now be reported with distinct tax type codes for family leave and medical leave for both EE and ER portions.

Payroll Processing

New Time and Payroll Processing Experience

Details

- This update introduces a new Time and Payroll processing experience that streamlines how you manage time and payroll tasks.
- You can review payroll data and resolve time issues in a cohesive process, which reduces the time needed to run payroll.
- The continuous Time and Payroll feature keeps Time and Payroll data current. Time data is updated in real time, and pay statement data recalculates once a day.

Review and Resolve Issues: Time & Payroll

- Time Prep page has been renamed to Review and resolve issues.

Key Features

- Expand each issue to review the issue and its solution details
  - Select the link in the issue to go to the page where you update the error
  - View pre-processing, payroll-specific and data reports
  - Various actions are available such as viewing pay prep results, taking snapshots, and adding retro pay
  - Time data is continuously synced with payroll, with the option to manually sync

Review Pay Information: Time & Payroll or Payroll Only

The Payroll Prep page has been renamed to Review pay information. Access this page from:

- If your company has Payroll and TLM and you are working in the Review and resolve issues page, select Go to payroll processing button
- Team > Payroll > Process Payroll > select Continue or Run from the payroll card

Key Features

- Data is centralized to support all payroll steps
- Add or void pay statements and import batch files
- Submit, Finalize, Deliver, and Close payroll actions are available at the top of the page
- Take action by selecting Warnings and Errors links
- View pre-processing, payroll-specific and data reports
- Time data updates reach payroll within minutes

- Pay Statements recalculate once a day, with an option for manual recalculation

Cost Center Updates on Pay Statements

Details

Previously, when a cost center was added or changed at the employee level, existing pay statements did not update to reflect the new cost center; the system did not automatically recalculate or refresh cost center allocations on those pay statements. This has been resolved.

TLM

Leave Capability Enhancement

Details

Auto-Sync: Previously, users who entered Time Offs on a Timesheet configured to sync with Leave of Absence (LOA) Cases had to manually initiate the sync via the Sync LOA option. Now, a new Auto-Sync LOA on Timesheet Save option is available in the Leave Profile. This causes a window to display asking the user if they would like to sync the time off data to the corresponding leave case when saving the timesheet.

Scheduler

Edit Multiple Shifts

Details

In the new scheduling experience, only one shift could be edited at a time, which differed from the classic experience where multiple shifts could be edited at once. A new Manage Shifts option is now displayed when multiple shifts are selected. When viewing the Employee Shifts calendar, hold down the Ctrl key and select shifts over multiple days. The Manage Shifts link displays the number of selected shifts and, when chosen, allows you to adjust each one and move to the next by selecting the date at the top of the window.

New Scheduler Changes

Details

- From the Home page, there was previously no ability to view multiple schedules in a single view — it was only available from the report view. Now, a select box is available next to each schedule on the Scheduler Home page. After choosing multiple schedules, click the View Schedules button to view and edit a multi-page schedule.
- The Actions > Delete Schedule option now clearly identifies the Continuous Schedule being removed, displaying a window to choose the date range and then a list of schedules to delete.

Manage Open Shift Setting

Details

When creating a new schedule, the Manage Open Shifts field previously defaulted to None, requiring customers to manually select Post Open Shifts on every schedule. This has been updated so that Post Open Shifts is now the default selection.

Scheduler Bug Fixes

Scheduler Latency Fixed (RS-120117)

When a client posted schedules for their employees, saves were taking between 20–30 seconds each. This has been fixed, and posted schedules now save more quickly.

Schedules: "Unfreeze Assigned Shifts" Displays Correctly (RS-118919)

Previously, if there was a time off in the schedule, the "Unfreeze Assigned Shifts" link never appeared — it remained as "Freeze Assigned Shifts." This has been fixed, and the "Unfreeze Assigned Shifts" link now appears as expected.

HR

Compensation Management

Compensation Proposal Request Workflow: Automatically Skip Missing Manager Approvals

Details

The Compensation Proposal Request Workflow now includes a Step Backup and Action to Skip option for Approve/Reject steps. This enhancement allows contingency measures to ensure that workflow steps can be completed by a backup user or skipped if the primary user responsible for the step is not defined for an employee, so the workflow can proceed. This feature is available for companies with the Compensation Module enabled.

Issue Addressed

When workflows include multiple manager approval levels (Manager 1 through Manager 6), some employee records may have missing manager assignments. Previously, this could cause the workflow to stall.

What's New

Administrators can now configure each approval step to automatically advance when the designated approver is missing:

- A Step Backup option is available on Approve/Reject steps in the Compensation Proposal Request Workflow.
- If no backup user is defined, administrators can select a fallback action from a list of available workflow actions.
- When triggered, the workflow follows the selected action and continues without interruption.

How It Works

- In the Compensation Proposal Request Workflow configuration, select an Approve/Reject step whose To Be Completed By field is set to a Manager level (for example, Manager 2).
- Select the Step Backup checkbox.
- Leave the Backup User Account field blank, and select an option from the Action to Skip list. The list includes all workflow actions defined for that step.
- When the workflow is triggered for an employee who has no manager assigned for the selected Manager level, the workflow skips the step and proceeds to the next step.

Configuration

Please open a ticket with Würk Support to request revisions to your Compensation Workflow(s).

Government Forms

A New Setting to Require SSN for Form I-9

Details

The Require SSN for I-9 Section 1 setting is now available on the Company Setup page. This setting supports customers who use the E-Verify system and are required to collect Social Security Numbers (SSNs) for compliance.

- When the setting is enabled, the Social Security Number field in Section 1 of Form I-9 is required. Users cannot submit Section 1 without entering a value, and a validation error displays if the field is left blank.
- When the setting is disabled, the Social Security Number field remains optional.

For in-progress Forms I-9, the system evaluates the setting at the time of submission. For example, if the Social Security Number field was previously optional and the setting is later enabled, users must provide an SSN before submitting the form.

Configuration

Please open a ticket with Würk Support to coordinate enabling this setting. We recommend leaving this disabled until there are no I-9s in Employee Completed status, as enabling it too early can cause errors when completing Section 2.

Unlink E-Verify Request from a Form I-9

Details

A new Unlink E-Verify Request action is now available in the web Form I-9. This feature allows users to remove the link between a Form I-9 and a closed or incomplete E-Verify case.

Background

Previously, if an E-Verify case was closed due to incorrect information, users could not submit a new request for the same Form I-9. Instead, they had to create a new form, resulting in extra effort and duplication.

What's New

E-Verify administrators can now unlink closed, incomplete cases directly within the existing Form I-9. This enables them to submit a new E-Verify request with corrected information, without creating a new form. An E-Verify administrator is defined as the Contact person configured on the Solutions Exchange Product Settings page for E-Verify.

How It Works

The Unlink E-Verify Request option is available when all of the following conditions are met:

- The Form I-9 is linked to an E-Verify case.
- Case Status is Closed.
- Current Case Result is Case Incomplete.

When you select Unlink E-Verify Request, a confirmation pop-up appears to prevent accidental actions. After confirmation, the Unlink E-Verify Request option is removed from the form, the Add E-Verify Request button becomes available, and a new case can be submitted with updated information.

Managing Duplicate Cases

If a new case is submitted after unlinking a previous request, a Duplicate Cases Found message may appear. To proceed, the E-Verify administrator must select Continue and provide an explanation in the Reason for Continuing Case field.

Inventory Profiles

Inventory Profiles Added to HR Actions

Details

Inventory Profiles can now be added to HR actions of type My Information Action Request, expanding on the existing support previously available for My Employee Action Request HR actions.

Background

Inventory items often store account information that employees need to view and update. Previously, inventory profiles could not be included in the self-service My Information Action Request flow, limiting employee self-service capabilities.

What's New

- Administrators can now include Inventory Profiles as an action item when configuring HR actions of type My Information Action Request.
- Employees can view, add, and update inventory items directly through HR action requests initiated in the self-service portal, without requiring manager involvement.

Security Permissions

To access inventory items through HR action requests, employees must have the appropriate permissions enabled in the Employee Self Service tab of their security profile:

- **Employee Access:** Set HR Action Request to View/Edit.
- **Employee Initiated HR Actions:** Check the relevant settings for the HR action that includes Inventory Profiles.
- **Employee Inventory Items:** Check the appropriate permissions for applicable inventory items.

Configuration

Please open a ticket with Würk Support to add the Inventory Profiles option to My Information HR Actions.

Learning

Job Descriptions Now Synced to Learning for Existing Jobs

Details

This release ensures that job descriptions for all existing jobs are now included in Learning. Previously, job descriptions for jobs already synced to Learning were not included in Learning records. Job descriptions for existing jobs are now synced with their corresponding academy records in Learning, ensuring companies see accurate and consistent job descriptions. The update applies to all companies with Learning enabled.

Performance Management

Updates to Review Document Permissions

Details

Performance Management security permissions have been updated to support deletion of employee documents within performance reviews. The following permissions in a security profile are updated:

- **Performance Reviews** (Employee Management section, HR tab): When set to View/Edit, administrators and managers can delete documents of other users in in-progress reviews. Documents cannot be deleted when a review is in Finalized, Ended, or Skipped status, as the review is locked.
- **Performance Development** (Performance section, HR tab): When Edit is enabled, administrators and managers can delete documents of other users that are linked to goals.
- **Feedback** (Performance section, HR tab): When Edit is enabled, administrators and managers can delete documents of other users that are linked to feedback.

Hiring Stages: Controlling Visibility in 'Global Hiring Stage' Configuration

Details

Administrators can now inactivate individual hiring stages in the global Hiring Stage configuration. Previously, every hiring stage was pulled into each new job requisition automatically, requiring administrators to manually disable unwanted stages one by one. This update introduces a Visible checkbox on each hiring stage, giving administrators direct control over which stages appear on job requisitions and templates.

Overview

A new Visible checkbox is now available when creating or editing a hiring stage under HR Setup > Applicant Tracking/Recruitment > Hiring Stages. When a hiring stage is marked as not visible (unchecked), it is excluded from new job requisitions and templates. Historical data associated with existing job applications is not affected.

- The Visible checkbox is checked by default for all existing and new hiring stages, ensuring no disruption to current configurations.
- When visibility is changed, existing job requisitions are updated to reflect the setting by removing the inactive stage from active requisitions.
- Existing job applications, applicant progress, and historical hiring stage data are not impacted by visibility changes.
- If a hiring stage is set as the Default Hiring Stage in Applicant Tracking / Recruitment Configuration, its visibility cannot be changed in Hiring Stages configuration until the default value in Applicant Tracking is updated first.

Hiring Stage Report

A new Visible default column has been added to the Hiring Stage report page. The column displays Yes when the Hiring Stage Visible checkbox is checked, and No when unchecked.

Security and Permissions

No new security permissions are required for this feature. Access to the Visible checkbox is controlled by the existing Hiring Stages Configuration permissions:

- **View Hiring Stages Configuration —** Controls whether the user can see the Visible checkbox on Hiring Stage records.
- **Edit Hiring Stages Configuration —** Controls whether the user can check or uncheck the Visible checkbox.

Hiring Stages: Visibility in Mass Updates

Enforcing Hiring Stage Visibility in Mass Updates

This update ensures that hiring stage visibility rules apply consistently during mass updates across reports, helping you select only valid hiring stages and preventing mismatched updates.

What's Changing

- When you select Update Hiring Stage in the Job Applications report page or the Recruitment Questionnaire Answers report, the Hiring Stage drop-down shows only hiring stages marked as visible.
- Hiring stages that are not marked as visible do not appear as options.
- All other mass update behavior remains the same.

How It Works

- The system checks whether each selected job application includes the chosen hiring stage.
- If a job application does not include that stage, the system skips that record.

Error Message

If one or more applications are skipped, you see this message: "One or more job applications were skipped because the selected hiring stage is not available for those job requisitions."

Applicant Portal: Dashboard Option Added

Details

Previously there was no button or navigation option that would take the applicant to their Dashboard if a different first landing page was configured. When applicants tap or click on their initials in the header of the career page, a Dashboard option has been added to the list of options. When the applicant selects it, they will be returned to their home page where they can take further action.

Employee Information

Emergency Contact Notification: Employee Profile PDF Updated

Details

The Employee Profile PDF now supports the Emergency Contact Notification field, allowing users to include this information when downloading an employee's profile. When downloading an Employee Profile PDF, users will see a new Emergency Contact Notification checkbox in the Contacts section of the Print Settings page. When selected, the field label and its value (Yes/No) are included in the generated PDF.

Behavior Details

- If the Emergency Contact Notification field has been set to Yes or No and the user has view permissions, both the label and value appear in the downloaded PDF when the checkbox is selected.
- If the field has not been set (no value assigned), it will not appear in the PDF even if the checkbox is selected.
- If the user does not have view permissions to the Emergency Contact Notification field, the checkbox will not appear in the Print Settings page.

Employee Contracts-Extended Export: Future-Dated Compensation

Summary

The Ready Employee: Employee Contracts-Extended (for HRSD) data export has been updated to return the most recent future-dated base compensation record when generating contracts for existing employees.

Details

When using the Ready HRSD integration to generate contracts for existing employees (e.g., promotions or scheduled pay increases), the export was returning only the current base compensation record. As a result, HRSD and downstream contract generation processes received the currently signed salary rather than the planned future compensation, producing incorrect contracts.

Resolution

The Employee: Employee Contracts-Extended export now includes an option in the Defaults widget for current or future contract. When multiple future-dated records exist for an employee, the export returns the one with the latest effective date.

Benefits

HSA/FSA Price per Pay Period Now Reflects Benefit Eligibility Date for New Hires

Details

The price per pay period calculation for HSA and FSA plans during new hire enrollment has been updated to account for waiting periods and benefit eligibility conditions. This change ensures that the contribution amount displayed during enrollment accurately reflects the amount that will be deducted from the employee's paycheck once the benefit becomes effective.

Background

Previously, the price per pay period for HSA and FSA plans was calculated based on the benefit change request approval date, regardless of any configured waiting period. As a result, the amount shown during enrollment was often lower than the actual payroll deduction once the benefit took effect.

The system now calculates the price per pay period based on the employee's benefit eligibility date, taking into account:

- The waiting period configured in the benefit plan.
- The employee's Benefits date, as shown in the Dates widget of the Employee Profile page.
- The earning and deduction start date relative to the benefit start date, as configured in the benefit plan.