PAYPRO Workforce Management

UKG Ready June Release (R75) Highlights		
Suite Experience		
Enhancements /Resolved Issues	**Highlights**	**Documentation Available**
Employee Profile	• Compact changes to the EE Profile to reduce scrolling (vertical and horizontal) and reduce white space. Font sizes, paddings, input fields have all been reduced across the entire profile. • Permanent Single vs. Multi Column Toggle will allow users the option to choose between the multi-column and single column views. • Employee Information Widgets are now enabled to adjust the size. Users can now have a mix of full width and half width widgets. • Removal of Back to Classic Toggle - As companies are migrated to the .home experience they will no longer have access to the Back to Classic toggle and the Classic Employee profile will no longer be accessible.	Cross Product Release Notes Summary Release Notes
My Mailbox	• Under the triple-dot ellipsis of the My To Do Items page, you will now be able to save your views. Two new options of Save View and Save View As are now available. These work the same as they do in other areas of product. These options will also be available on the My To Do Items tab of the My Mailbox dashboard widget.	Cross Product Release Notes Summary Release Notes
In-Product Feedback	• Users will now see a Product Feedback Panel that will allow them to submit feedback from within the system.	Cross Product Release Notes Summary Release Notes
Dashboard Library Tab	• A new Dashboard Tab Library report is now available under Company Settings > Profiles/Policies > Dashboard Layout > Dashboard Tab Library.	Cross Product Release Notes Summary Release Notes

	Users can see a list of existing Dashboard tabs so they can manage them in one place	
System Theming	• In the Theme drop-down of the Look & Feel widget, located under Company Settings > Global Setup > Look & Feel > System Themes, additional color themes are now available.	Cross Product Release Notes Summary Release Notes
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
Time and Labor		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
Timesheet Updates	• As previously available in the Classic Timesheet, an Exceptions tab is now available to add to the New Timesheet. • Option added to Timesheet Profile to display the Employees default Cost Center next to the employee's name at top of the timesheet screen. • Option in Timesheet print settings to include days without time entries in the printed timesheet	TLM Release Notes Summary Release Notes
New Time Prep Screen	• Updated Look & Feel including a Progress Bar and Jump to links.	TLM Release Notes Summary Release Notes
Time Off Updates	• Added a "Comment" pop-up to the To Do Items • Updated Time off Monthly calendar to follow new calendar report framework	TLM Release Notes Summary Release Notes
Leave of Absence Updates	• Added the ability to manually define leave balances and entitlements in their respective screens. • Added additional visibility on entitlements for employees. • Added ability to request leave of absence on behalf of employee.	TLM Release Notes Summary Release Notes

	• Added Custom Form Support for leave cases with support for data populated in leave cases	
Scheduler		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
Reports Auto Filter	• The system will now filter out any scheduled cost centers that a manager does not have manage permissions assigned to	Scheduler Release Notes Summary Release Notes
Schedule Engine Updates	• An employee's Seniority date in the Dates widget of the Employee Profile will now be considered by the scheduling engine for shift auto assignment. • Skill Level in the Skills widget of the Employee Profile will also be considered by the scheduling engine	Scheduler Release Notes Summary Release Notes
HR - Recruitment		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
Workspace Toggle Switch	• Currently customers are able to enable security for users to take full advantage of the new recruitment workspace using a toggle switch. Once companies are migrated over to .home experience the toggle switch will no longer be available and all users with access to job requisitions will experience the new recruitment workspace by default.	HR Release Notes Summary Release Notes
Workspace - Hire Action	• Introducing a new quick action button in the Recruitment Workspace will now allow users to perform the Hire action using a manual action or an HR action directly from the workspace job application.	HR Release Notes Summary Release Notes
Offer Letter Workflow	• Added a new workflow type, Offer Letter, and users can configure the workflow in the recruitment configuration. This workflow will trigger the flow for a series of available	HR Release Notes Summary Release Notes

	actions as soon as the offer letter is submitted	
Job Application PDF Download	• Added a download button for recruiters/managers and applicants to allow them the ability to download and view the entire detailed job application, including any job-related questionnaires.	HR Release Notes Summary Release Notes
HR - Talent		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
Goal Tree View	• A View Goal Tree icon/button is available to be added to the Performance Development report page. When selected, a graphical view of the goals will display showing cascaded and aligned goals and how they impact each other. Within the tree view, a percentage complete indicator will display for each goal and each employee for whom a goal has been assigned.	HR Release Notes Summary Release Notes
Cascade & Align Goals	• When choosing the edit option for a goal, option buttons for Cascade Goal and View Goal Tree are available. Using the Cascade Goal button opens a Browse and Select Employees page where you can select one or more employees who should also receive the goal.	HR Release Notes Summary Release Notes
Copy Goals	• In this release, managers will be able to open a Personal, Company, or Shared goal and select Copy. This will make the goal available to be added to other employees.	HR Release Notes Summary Release Notes
Performance Review Goals on Development	• All goals, including those added from a performance review will flow down to the Performance Development screen.	HR Release Notes Summary Release Notes
HR- Core		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**

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Social Security Number Verification Service	• The SSNVS button and functionality are back for companies that have the SSNVS marketplace product enabled.	HR Release Notes Summary Release Notes
Gender Inclusion	• A Non-Binary/X Gender Option has been added to the system. • A new setting has been added to the HR Settings Widget under Company Setup titled: **Use Extended Genders**, by default this setting will be enabled allowing for the selection of the non-binary gender on the employee records.	HR Release Notes Summary Release Notes

Position Reporting	• Additional reporting capabilities have been added using 2 new public API's - one for Position Assignment Changes and one for Positions
	• The following reports were also updated:
	  ○ Position Assignment History Report - the changed column and time is brought out to seconds.
	  ○ All HR Action Requests - Position columns have been added.
	  ○ Position Report- now displays all Cost Center levels.
		HR Release Notes
		
		Summary Release Notes

Additional Job Attributes	• Increased the limit for Job Attributes to 25
	• Additional attributes will also be included in:
	  ○ Jobs Report
	  ○ Employee Information
	  ○ Jobs Import
	  ○ Workflows
	  ○ Job Info History Report
		HR Release Notes
		
		Summary Release Notes

Custom Forms - Cost Center Level	• Added a "Select Level Information" to the Cost Center field in custom forms where you will now be able to select the cost center level and field (Name, Abbreviation, Description, Address fields) from the Cost Center to populate as a read-only field on the custom form.	HR Release Notes Summary Release Notes

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Incidents - Required Fields	• Added Incident info fields to the Incident Types where you can enable field(s) to be required and if someone attempts to save an incident without completing a required field they will receive an error.	HR Release Notes Summary Release Notes
HR Actions - Upload Document	• Added a "Require New Document" option to Documents in HR Action set-up which will require a new document to be uploaded as part of that HR Action.	HR Release Notes Summary Release Notes
Preboarding & Onboarding	• New Employee Profile for onboarding by which you can assign a preboarding portal experience as well as an onboarding dashboard tab.	HR Release Notes Summary Release Notes
ACA		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
California Healthcare Reporting Corrected Files	• Corrected file format being added into the system in R75. File will follow the same pattern as the IRS/AIR federal filing.	Cross Product Release Notes Summary Release Notes
ACA Data Lifecycle	• We are currently in the process of cleaning up the ACA Timeline data since the table has grown to the point where it may create performance issues. We will be deleting all data from the ACA Timeline prior to 2018 at this time, and we have adjusted some areas in the system to accommodate this. ***The information on this update was previously communicated via email.	Cross Product Release Notes Summary Release Notes
Payroll		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
Payroll Prep Screen	• Updated Look & Feel including a Progress Bar and Jump to links.	Payroll Release Notes Summary Release Notes