TLM Release Notes

June 2021
R75

This document contains detailed descriptions of enhancements for the release date / month shown above, as well as explanations of resolved issues.

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R75 TLM Release Notes

This document contains detailed descriptions of release notes for the specified release, as well as explanations of bug fixes.

Release Dates

A System Release will take place on the following dates and times for the following servers. System downtime for each respective release can be expected during the maintenance windows:

- **EU Server:** June 14, 2021 at 11:00pm – 3:30am BST
- **POD 60:** June 15, 2021 at 11:30pm – 4:00am EDT
- **U.S. Server POD2:** June 16, 2021 at 11:30pm – 4:00am EDT
- **U.S. Server POD5:** June 23, 2021 at 11:30pm – 4:00am EDT
- **U.S. Server POD4:** June 23, 2021 at 11:30pm – 4:00am EDT
- **U.S. Server POD3:** June 24, 2021 at 11:30pm – 4:00am EDT
- **AUS Server:** June 24, 2021 at 12:00am – 4:30am AEST
- **U.S. Server POD6:** June 24, 2021 at 11:30pm – 4:00am EDT

Supported Operating Systems and Browsers

The following tables show the operating systems and browsers currently supported.

Note: All of these operating systems and browsers are supported, but some may not be actively tested.

Platform	OS Version
Desktop	
Windows	10
Mac	10.13.4 (High Sierra)
Mobile	
iOS	11.4.1 -> latest
Android	6.0.1-> latest

Browser	Version
Microsoft Edge	latest
Google Chrome	latest
Mozilla Firefox	latest
Safari	latest

Hot Features in this Release

🔥 Leave of Absence

Custom Forms Available for LOA Companies

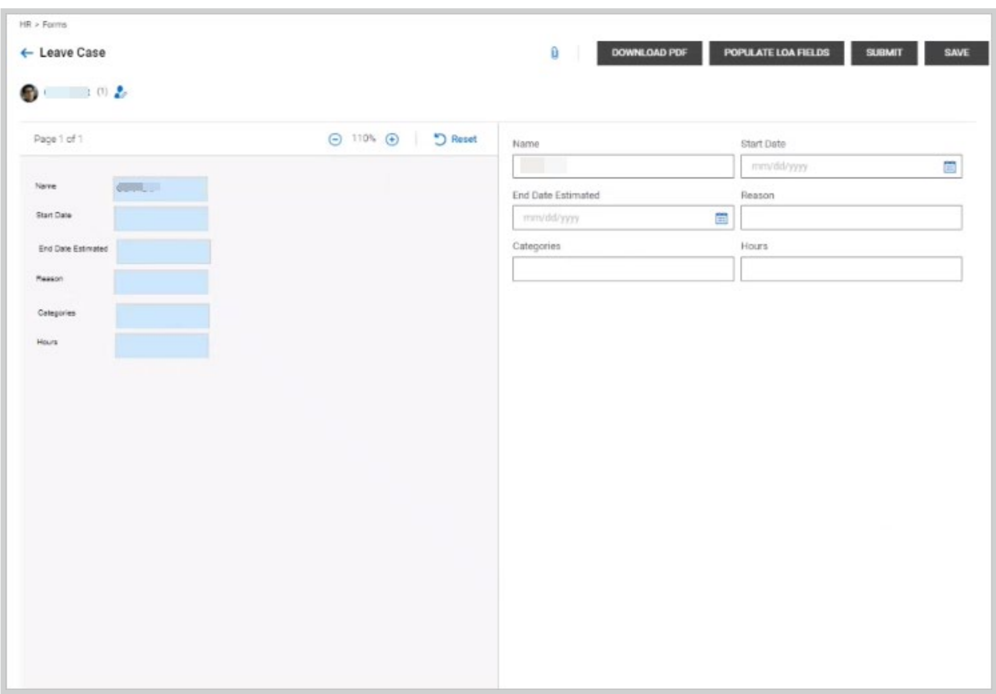
WFR-232100, WFR-238925: Users can now configure Leave of Absence custom forms in companies with **Leave of Absence** enabled in the **Available Functionality** widget, and **Custom Forms** enabled in the Security Profile (under **HR Tables**).

Navigate to **HR Setup > Custom Forms.** Select the **Add New** button to create a new custom form. From the **Custom Form** screen, select the **Add New Page** button, then select the **Edit Page** pencil icon to configure the custom form.

In the **Field Settings** widget, select the new option, **LOA Case**, from the **Type** drop-down. You can then enter information about the LOA case, such as the number of hours, start and estimated end dates, and reason. Regular or custom field types are available to choose from the **Field** drop-down.

Once you are finished setting up the custom form, you can assign the form from **Team > HR > Forms > Other Forms**. Select **Assign**, then choose the applicable employee.

On the **Leave Case** screen, select the **Populate LOA Fields** button.

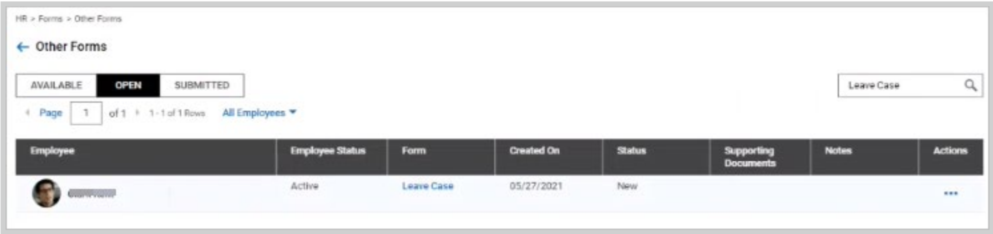


A **Populate LOA Fields from LOA Case** pop-up window will display, which will show all the employee's leave cases. Select the radio button next to the applicable case, and the **Leave Case** screen fields will populate with data.

Note: If your company does not have the HR Sub-System enabled, the **Submit** button will not trigger a workflow. This will be updated in a future release.

You can download a print version of the populated leave case by selecting the **Download PDF** button.

From the **Other Forms** page, select **View Open** to view the open case.



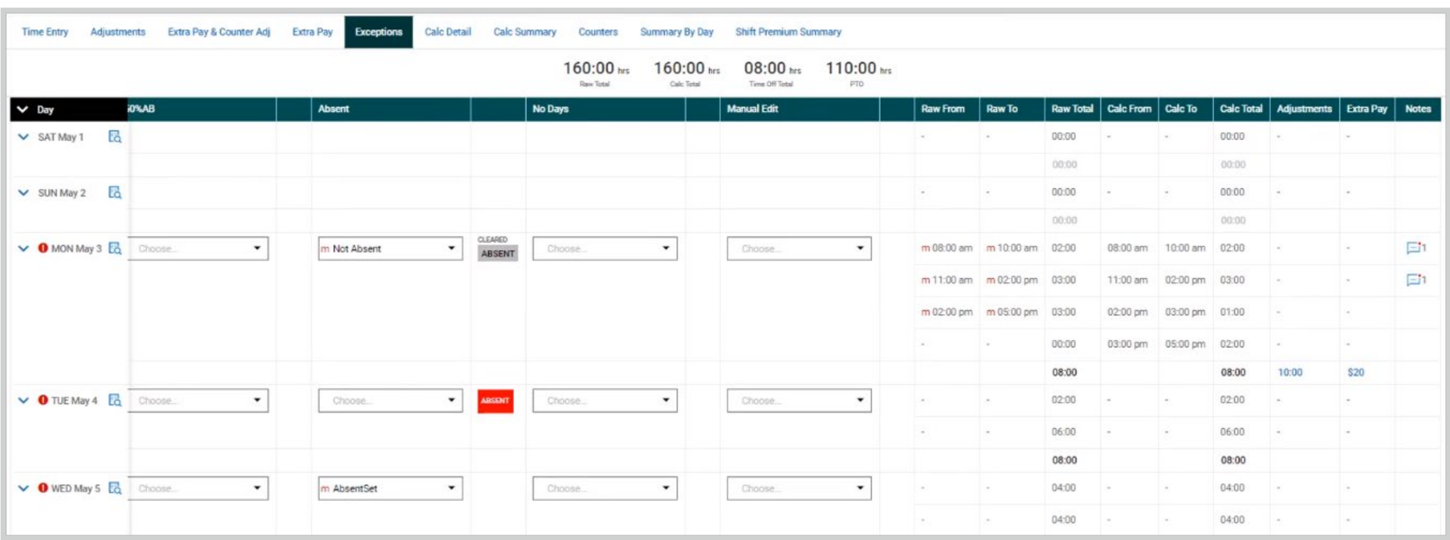
You can also preview the form by selecting the magnifying glass icon.

In the **Actions** column, you can edit, download a PDF of the form, upload a document, assign another employee, view the history, delete, and view the detailed record.

New Timesheet

Added Exceptions Tab

WFR-229343: As previously available in the Classic Timesheet, an **Exceptions** tab is now available to add to the New Timesheet. Previously in the New Timesheet, managers could only manage exceptions from the **Time Entry** tab via the **Manage Exceptions** pop-up; the **Exceptions** tab allows managers to quickly view and manage an employee's exceptions without having to open additional pop-up windows. In addition, you can configure additional columns to display under this tab that will show data from the **Time Entry** tab.



In order for users to view the **Exceptions** tab, enable the following options in the **Exceptions** widget of the Timesheet Profile:

- At least one exception must be enabled under **Editable**. If at least one exception is not checked as **Editable**, the **Exceptions** tab will not display. Any exceptions that are enabled will display for the manager under the **Exceptions** tab.
- The setting **Show Exceptions To Employee** must be enabled for employees to be able to view the exceptions under this tab.

Additional Columns

In the Timesheet Profile, in the **Display** section underneath the **Exceptions** widget, additional columns that pull data directly from the **Time Entry** tab are available to add to the **Exceptions** tab. You can enable the following optional columns:

- **Show Raw Time Entries**
- **Show Adjustments**

> **Tip:** Adjustments will display in the **Exceptions** tab under the **Adjustments** column as a link, which will navigate you to the **Adjustments** tab when selected.

- **Show TE Notes**
- **Show Calc Time Entries**
- **Show Extra Pay**

> **Tip:** Extra pay will display in the **Exceptions** tab under the **Extra Pay** column as a link, which will navigate you to the **Extra Pay** tab when selected.

- **Show Daily Notes**

Main Columns

The **Day** column gives managers a quick way to see if a specific date has an exception on it.

The **Schedule** column is available for managers to be able to easily see which schedule an exception is being added to or cleared from.

Exceptions calculated by a Pay Calculations rule display in their own column with the exception label and color configured for that exception. To manually set an exception, select the drop-down from in this example, the Absent column, and choose **Absent Set**. This makes it easy for managers to distinguish which exceptions were manually added and which were calculated by Pay Calculations.

To clear a calculated exception, select from the same drop-down and choose **Not Absent**. The exception will be grayed out and a **Cleared** label will display on top. If you do not have a label set for the drop-down, the field will display **Clear**.

All aspects of the **Exceptions** tab from the Classic Timesheet will function the same way in the New Timesheet.

From/To Columns Order Can be Changed

WFR-233024: Managers can now customize the order of the **From/To** columns (which are grouped as one) on the **Time Entry** tab. This allows for the flow of the data on the timesheet to be more user-friendly for employees.

Adjust the order by arrowing up or down **From/To** in the **Time Entry Collected Data** section of the Timesheet Profile.

New Report Shows Rates that were Entered on Timesheet

WFR-212186: Previously, there was not a report available to show custom rates entered directly on a timesheet in the **Rate** column, so users had to open individual timesheets to review this information.

What's been added: A new report, **Manual Timesheet Rates Changes**, is now available under **Team > Time > Reports > Audit Trail**. This report will display custom rate data that was manually entered on timesheets so that you do not have to open individual timesheets to review this information.

To utilize this report, navigate to **Available Functionality**, and within **Global**, enable the **Rates** and **Manual Timesheet Rates Changes** options.

Enhancements

We are listening! Enhancements marked with the light bulb icon are a direct result of IDEAS submitted in Community. Visit Community Ideas, upvote the best items, and keep the feedback coming!

The following enhancements have been added to this release.

Accruals

Only for Accruals 1.0: The following enhancements affect Accruals 1.0 only.

Accruals 1.0: Accrual History Report Additional Detail

WFR-234927: As previously available in Classic, the Accruals 1.0 **Accrual History** report now displays the Employee name and Time Off when viewing the Accrual History from the **Balance** widget in Employee Information. You can also view this information from **Team > Accruals > Balances**, then select **View History**.

Accruals 1.0: Hyperlinks in Time Off Balance Cards

WFR-219015: Previously, for employees and managers, the **Time Off Balances** cards did not contain hyperlinks for **Taken**, **Scheduled**, **Projected Accrued**, and **Projected Balance**.

Going forward, the **Time Off Balances** cards will contain these hyperlinks. In order for these fields to display, navigate to **Profiles/Policies > Global Setup > Company Setup > Global Policies**, then enable the Visible Fields within the **Accruals Policies** widget that you want displayed in the **Time Off Balance** cards.

Cost Centers

Cost Center Lookup Redesign: List/Tree Sticky View

WFR-198072: When you click **Browse** in the cost center field, whichever view you previously selected a cost center from, will display.

Example: If you selected from the Tree View, the **Tree View** tab will display by default when the **Browse and Select Cost Centers** pop-up displays.

Custom Forms

Points Details Field Available for TLM Only Companies

WFR-223126: In the February 2021 system release, we added a **Points Details** field in Custom Forms for **Type = Employee**. In that release, this field could only be used by TLM companies who also had the HR sub-system enabled.

What's new: In this release, we have added the **Points Details** field for TLM only companies. This is configured under **Team > Time > Points > Custom Forms**. Select **Type = Employee** and the **Field** drop-down will display only the **Points Details** option.

The **Points Details** field is still available in HR only companies.

Exports

Legal First Name in Payroll Export Format

WFR-237348: An employee's **Legal First Name** can now be pulled into Payroll Export Format if needed by a third party.

General

Allow Multiple Alternate Managers

WFR-200371: Previously, managers could delegate to only one manager at a time.

What's changed: Under **Settings > Global Setup > Groups > Manager Group Access**, a manager now has the ability to assign up to five alternate managers who will have the same permissions as the original manager. They will also receive the same To-Do items.

Leave of Absence

ESS View Entitlement Widget

WFR-232104, WFR-245959: Previously, only managers and HR Admins could view employee Leave of Absence entitlement balances.

What's been added: Employees can now view their LOA entitlement balances and expiration dates.

An **Entitlement** widget will now display in the employee's **Leave of Absence Request** screen (**My Time > Leave > Request**). This widget includes the Leave of Absence **Category**, **Entitlement** amount, number of hours **Taken**, **Taken As Of** date, and the **Balance** the employee has left.

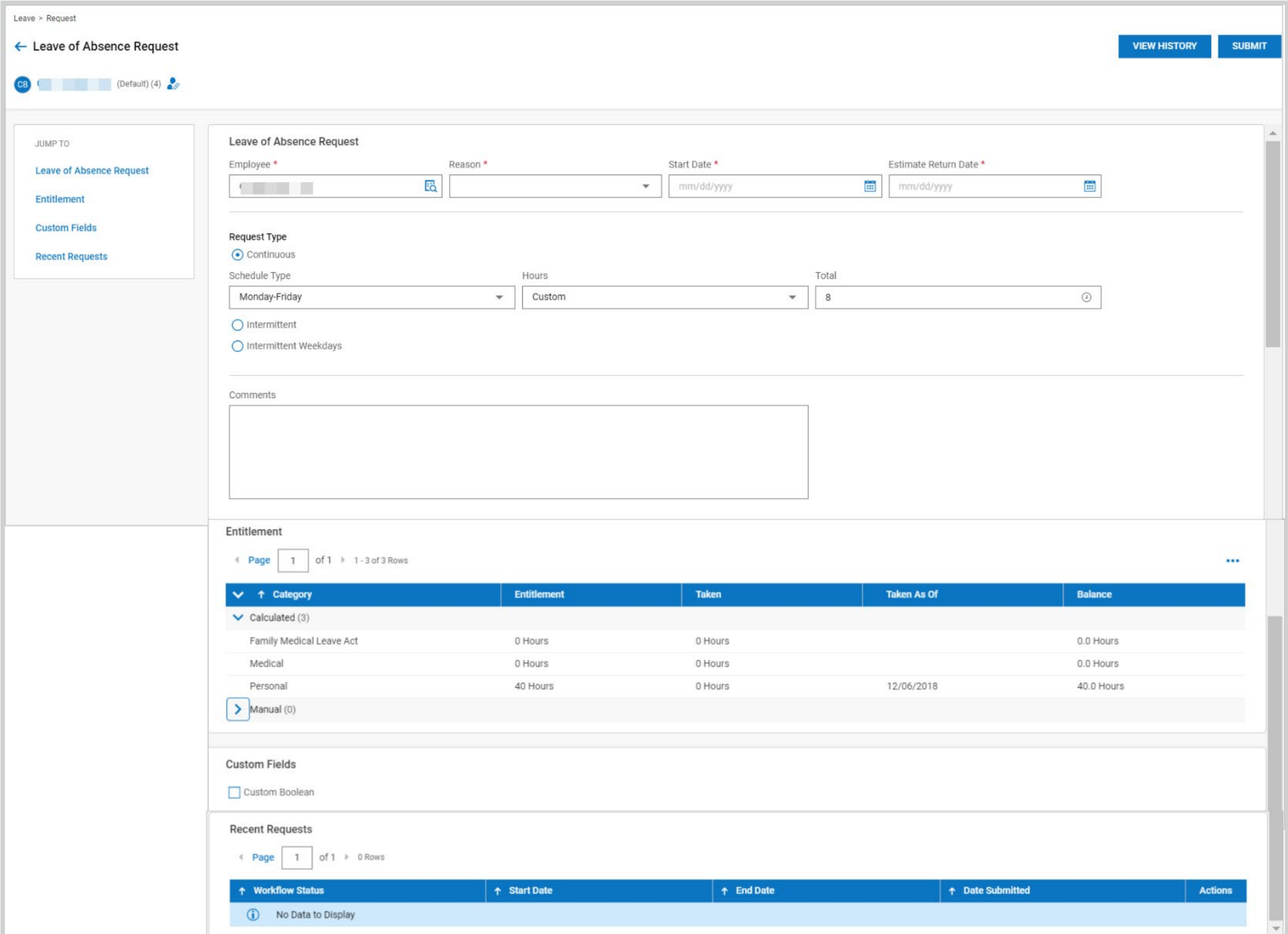
In order for the **Entitlement** widget to display for employees, navigate to the their Security Profile and within the **Tools & Documents** widget under the **ESS** tab, enable **My Leave Entitlements**.

MSS Request Leave on Behalf of an Employee

WFR-232127, WFR-239850: Previously, managers could not create leave requests on behalf of their employees, they were limited to creating cases.

What's new: Managers can now create requests on behalf of their employees. A new Menu item, **Request**, has been added under **Team > Leave**.

From the **Leave of Absence Request** screen, when you choose an employee, the screen will populate with **Leave of Absence Request**, **Entitlement**, **Custom Fields**, and **Recent Requests** widgets to fill out on behalf of the employee.



The **Entitlement** widget on this screen is available for managers with the **Manage Requests** checkbox under the **HR** tab enabled in their Security Profile.

Manual Entitlement Setting for LOA Categories

WFR-241043: In the **Entitlement** widget for managers and employees, **Calculated** and **Manual** data can be included.

For manual data to be included in the **Entitlement** widget, navigate to the Leave of Absence Profile and in the **Categories** section, enable the checkboxes under **Manual Entitlement** for any created LOA categories.

If a category is checked as **Manual Entitlement**, that category will not be an option to choose from the **Leave of Absence Category** drop-down in an Entitlement rule. If a category is already being used in any of the Entitlement rules, you will not be able to check **Manual Entitlement** box for that category.

For categories that are manual, the category name will display with 0 under **Manual** in the **Leave of Absence** widget in Employee Information.

Manually Adjust Entitlement Balance

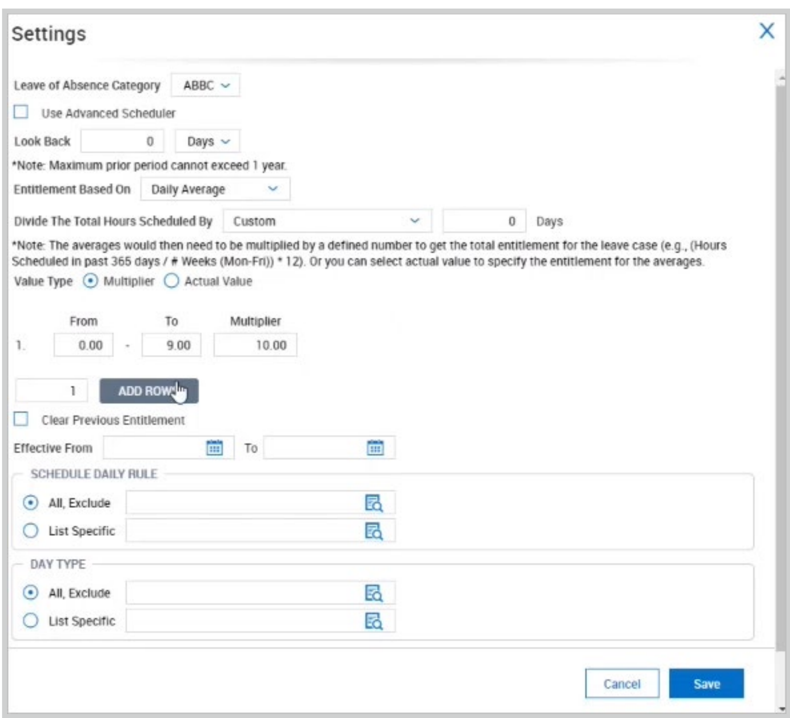
WFR-241090, WFR-232103: Previously, users could only update entitlement balances using an API or import.

What's changed: Users can now manually add, deduct, or set an entitlement balance. From the **Leave of Absence** widget in Employee Information, select the three-dot ellipsis and choose **Edit Leave of Absence Balances**. An **Edit Leave of Balances** pop-up window will display so that you can manually edit the balances.

New Leave of Absence Entitlement Rules Added

WFR-232102, WFR-232101, WFR-237404: Three new rules have been added to the Leave of Absence Entitlement rules:

- **Entitlement Based On Averaged Worked Hours**
- **Entitlement Based On Averaged Worked Hours (Counter)**
- **Entitlement Based On Averaged Scheduled Hours**



These are look back rules that allow you to set up a Leave of Absence category or counter where it looks back up to one year and calculates what the average scheduled hours worked were.

From the **Divide the Total Hours Scheduled By** drop-down, choose from the following options:

- **Counters** (if using the Counter version of the rule)
- **The Number Of Calendar Days**

- **The Number Of Contracted Days** (the system will calculate how many days employees are contracted for, which will be used to calculate the average)
- **The Number Of Days Scheduled**
- **The Number Of Weekdays (Mon-Fri)**

Indicate if your company is using Advanced Scheduler or not by enabling/disabling the **Use Advanced Scheduler** checkbox.

The **Look Back** period can be defined by the number of days, weeks, etc.

If you choose **Multiplier**, enter the time in the **From** / **To** fields (number of hours an employee works), and enter a number value in the **Multiplier** field, which is the number that is the employee's entitlement. You can also set up multiple tiers for increments of entitlement hours. The same logic is applied to **Accrual Value**, except that this uses values.

If **Use Advanced Scheduler** is not enabled, you can filter out a **Schedule Daily Rule** and **Day Type**.

You also have similar options to other entitlement rules, such choosing the Entitlement period and enabling **Clear Previous Entitlement**.

If you are configuring the **Entitlement Based On Averaged Worked Hours** or **Entitlement Based On Averaged Worked Hours (Counter)** rules, the rules work the same way except that they calculate the average worked hours.

Another difference is that **If Any Time Entry Matches Filter** is available for these two rules, which is a time entry filter that picks up specific time entries.

If you are a Pay Calc 2.0 company and are using the **Entitlement Based On Averaged Worked Hours (Counter)** rule, you will have the option to use the **Counter Eligibility Filter**.

Payroll Metrics

Only for Australia: Payroll Metrics is currently available for Australian users only.

Payroll Metrics Employee Integration: Ability to Send Jobs

WFR-231250: UKGReady can now send the **Default Job** and **Job Last Changed** to Payroll Metrics through the **Employee Upload Configuration** screen. To send the **Default Job** and **Job Last Changed**, navigate to **Employee Upload Configuration** (under **Integrations > Payroll AU > Employee Upload Configuration**) and enable the setting, **Send Job Classification**.

The fields that you will see on the Payroll Metrics side are called **Job Classification** and **Job Classification Effective Date**.

Pay Calculations

Pay Calc 2.0: Added Option for Holiday Pay Rule

WFR-226406: In the Pay Calc 2.0 **Holiday Pay v3** rule, a new option has been added to the **Configuration** pop-up, **Limit Scheduled Time (From/To) > Deduct Worked Time During Holiday**. When enabled (this option is disabled by default), you can define limitations for holiday pay an employee receives based on scheduled hours configured in this section, and optional filters.

Example: If an employee works into a holiday by two hours beyond their scheduled hours, their holiday pay would be reduced by the number of hours (two in this example) worked into the holiday.

Pay Calc 2.0: Enhanced Round In/Out Time Rule

WFR-233028: For companies that are required by law to pay for each minute an employee is on site, including time spent answering Attestation health screenings, the system can round in increments of clock time, but there was previously not an option for rounded start time.

What's been added: In the Pay Calc 2.0 rule, **Round In/Out Time**, a new section has been added in the **Round Rules** pop-up, **Round By**, which will round the actual punch time back or forward. Select an amount of time to round by, then choose if the system should round the time down (back) or up (forward).

Example: The rule is configured for employees to have 5 minutes rounded down to answer an Attestation question before starting work, so if an employee punches in at 7:50 AM, they would get paid starting at 7:45 AM. The rounded time is reflected in the **Calc From** column in the timesheet.

Pay Calc 2.0: Workday Breakdown Worked Incorrectly with Default CCs

WFR-170629: Previously, workday breakdowns did not process Time Off by time entry when employees had **Default Cost Center** in their Workday Breakdown profiles.

What's been added: A new setting, **Distribute Per Time Entry**, has been added to the **Distribute By Workday Breakdown** rule. When this setting is enabled, each time entry will be processed to distribute Cost Centers according to the Workday Breakdown profile.

Tip: When the rule is set up in conjunction with other rules that split time entries, the **Use Calculated Time** setting should be enabled.

Points

Points Accumulated for Dates when Employees were Terminated

WFR-229977: Previously, when an employee was terminated and re-hired, the dates that they were terminated and not active in the company were still accumulating points.

What's been added: For TLM + Payroll and TLM + HR companies, a new checkbox setting has been added to the Points Profile, **Do not calculate points for days which fall between terminated and rehired date**. When this setting is enabled, termination dates will not be included in the point calculation.

Public Webservice/REST APIs

Public API: Moved Rate Tables Resources to Public v2

WFR-227791: The following resources have been moved to v2 public endpoints:

- GET /ui/rates/tables/:table_id
- PUT /ui/rates/tables/:table_id
- PUT /ui/rates/tables/:table_id/actions/reapply-rates
- GET /ui/rates/tables/:table_id/schedules

v2 Endpoints for Company and Employee Rate Tables

WFR-240280, WFR-227793: API consumers need access to all employee Rate Tables within the company as well as access to particular employee Rate Tables. As such, the following endpoints have been introduced:

- GET /v2/company/:id/rates/tables (returns all rates in the company, with pagination and filtering by type)
- POST /v2/company/:id/rates/tables
- DELETE /v2/company/:id/rates/tables/:id
- POST /v2/company/:id/rates/tables/:id/schedules
- PUT /v2/company/:id/rates/tables/:id/schedules/:sid
- DELETE /v2/company/:id/rates/tables/:id/schedules/:sid

Reports

Added Page Level Buttons to All Punches Report

WFR-226371: From the **All Punches** report, users can now easily switch to other reports,

- **All Punches Summary**
- **All Punches Details**

via the following action buttons at the top of the page:

- **Detailed**
- **Summary**

Added Page Level Buttons to Calculated Time Reports

WFR-229345, WFR-229342, WFR-229341, WFR-229338, WFR-229340: Under the following Calculated Time reports,

- **Time > Reports > Calculated Time > Detailed Calculated Time**
- **Time > Reports > Calculated Time > Calculated Time Summary**
- **Time > Reports > Calculated Time > Calculated Time Summary > Calculated Time by Work Day**
- **Time > Reports > Calculated Time > Calculated Time Summary > Calculated Time by Week**
- **Time > Reports > Calculated Time > Calculated Time Summary > Calculated Time by Calendar Day**

users can now easily switch to other reports,

- **Detailed Calculated Time (Counters)**
- **Detailed Calculated Time (Counter Summary)**
- **Detailed Calculated Time (Time Entries)**

via the following action buttons at the top of the page:

- **View Counters**
- **View Counter Summary**
- **View Time Entries**

The **View By** toggle that was previously in the **Current View** drop-down in these reports is no longer available.

All Cost Centers Report: Mass Edit & New Columns Added

WFR-220848, WFR-220849: A **Mass Edit** button has been added to the **All Cost Centers** report, located under **My Info > My Reports > System Reports > System Utilities > All Cost Centers**. This option will allow you to enable/disable the **Visible** and **Allow Time Allocation Towards** settings within cost centers. This is useful for companies who no longer want time allocated against cost center or to even have it visible to users.

Within the report, add the **Checkbox: Select Row** column. This will enable you to select one or more cost centers which will then activate the **Mass Edit** button. Upon selecting the button, a pop-up displaying the two settings will display. Checking the options makes them active. Unchecking them deactivates those settings.

To allow you to report and filter on each cost center level within the cost center full path, the following columns have been added to the report. When adding columns to the report, you will see 10 entries for each of the below.

- Cost Center Name (1-10)
- Cost Center Description (1-10)
- Cost Center Abbreviation (1-10)
- Cost Center External ID (1-10)
- Cost Center Payroll Code (1-10)

Display Comment Added by Employee on TSCR Report

WFR-214143: Previously, when comments were added by an employee in a timesheet change request, there was no option for the employee to view their comments after the change request was submitted.

What's been added: A **Request Comment** column is now available to add to the **Timesheet Change Requests** report for employees (**My Time > Timesheet > Change Requests**). This will allow employees to view their comments that were entered in a submitted timesheet change request.

Note Text Column in Attestation QA Report Updated

WFR-205528: Previously, the **Note Text** column in the Attestation **Questions and Answers** report included the employee's name and time stamp of the time entry, which is information that is already contained in the **First Name**, **Last Name**, and **Completed On** columns.

What's changed: The **Note Text** column in this report will now only contain the Attestation prompt comment entered by the user.

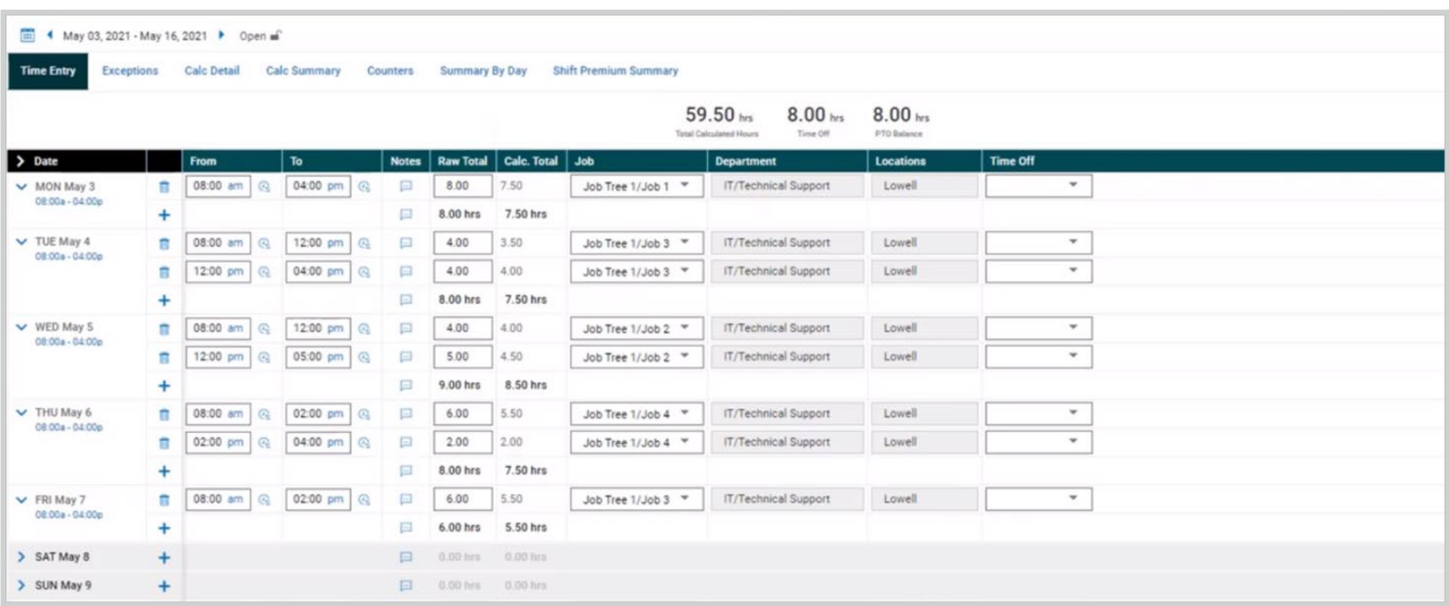
Time Off Roster Export Updated

WFR-223458: In the previous release, the cells in the **Time Off Roster** report displayed colors configured in the time off definitions. In this release, when you export the **Time Off Roster** report as a PDF, the export will display the report with these colors.

Timesheet

> **Important:** The Classic Timesheet is being retired soon and will be replaced with the New Timesheet. Be sure to try out the New Timesheet Experience before the toggle button is removed during the next release cycle between June 14th and July 29th.

The following is an example of the **Time Entry** tab on the New Timesheet for a Start/End (All Days) timesheet profile:



Adjusted Fields in Timesheet Columns on Editable Tabs

WFR-234313: Previously, when only a few columns were enabled on the new timesheet, some of the dynamic columns displayed excessively wide.

What's changed: The widths of the column fields for editable tabs (**Time Entry**, **Extra Pay**, **Extra Pay & Counter Adj**, and **Adjustments**) will now be limited so that all columns will display in proportion to one another.

Corrected French Translations for Add Punch In

WFR-238161: The **Add Punch In** label has been renamed in French (Canada) (FR) language from **Ajouter pointage** to **Ajouter pointage d'entrée**, and in French (FF) language from **Ajouter un pointage d'entrée** to **Ajouter pointage d'entrée**.

Cost Center Lookup: Quick Search Option

WFR-239643: A **Search** tab in the timesheet Cost Center lookup is now available for mobile devices so that you can quickly search for cost centers by name. When you open the browse for cost centers option, the **Search** tab will display by default.

Cost Center Manager Could Edit Time Entries After Timesheet Approved

WFR-239684: Previously, when a direct manager submitted the final approval of their employee's timesheet, cost center managers could still access the employee's timesheet and edit their time entries, despite the approved timesheet being read-only and ready for Pay Prep.

What's been added: A new setting (disabled by default), **Restrict Editing Time Entries On Approved Timesheets**, has been added to the **Managed Cost Centers** widget. When this setting is enabled, cost center managers will be prevented from editing time entries from a timesheet that is in the Approved (Pay Prep Ready) status.

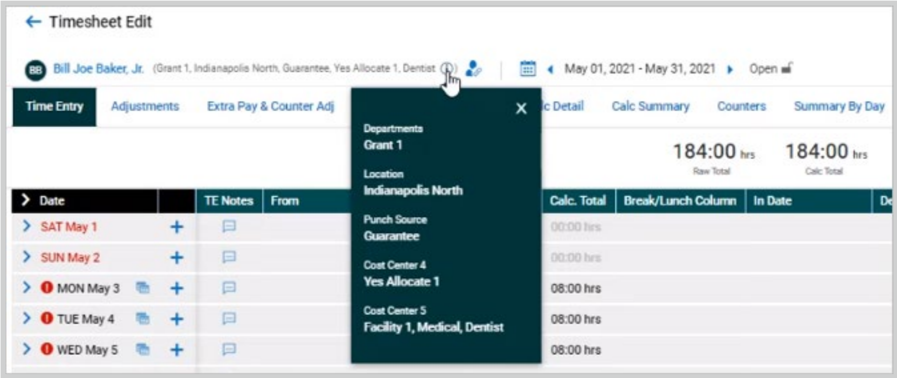
Display Account EIN on Printed Timesheet

WFR-225577: Previously for multi-EIN companies, the default company EIN name displayed on the employee's printed timesheet regardless if they were in a different EIN.

Going forward, if a company is multi-EIN and **Header** is enabled in **Print Settings**, an employee's account EIN will now display both in the header of the print preview and in the printed timesheet.

Display Employee Default CC Next to Employee Name and Tooltip

WFR-236751, WFR-233275: Users now have the option to see an employee's Cost Center name and full path next to their name on the timesheet.



What's been added: In the Timesheet Profile, within the **Extra Settings** section, a new widget option has been added, **Display Default Cost Center**.

When this option is checked, the following will display that you can enable:

- **Display Full Path Tooltip:** If this option is enabled, a tooltip icon will display next to the employee's name on the timesheet, and when you hover on the tooltip, the tooltip window will display the name of the Cost Center and the full path.

- **Default Cost Center 1-9:** You can enable up to 9 default cost centers, which will display in parenthesis next to the employee's name, with each separate Cost Center name separated by a comma. Only the Cost Center name will display, not the full path.

Fixed Columns in Bulk Timesheet

WFR-144620: Previously, when scrolling horizontally in the Bulk timesheet, users lost visibility of data columns for the time entry, which made it difficult for users to enter time data accurately.

What's changed: When users scroll horizontally on desktop, the left side of the timesheet that contains the following columns will now remain fixed:

- **Cost Center**
- **Time Off**
- **Duration Type**
- **Shift Premium**
- **TE Extra Fields**
- **Rate Tables**

Fixed Columns in Start/End Timesheet

WFR-231895: In the previous release, the **Date** and **Action** columns under the **Time Entry** tab were fixed at the left of the timesheet so that you can always see the data in these columns when you scroll. In addition, the Daily Totals were moved from above the days to below the days in order to improve the flow of time information.

In this release, the **Date** and **Action** columns in all other tabs in the timesheet (**Extra Pay**, **Extra Pay & Counter Adj**, **Calc Detail, Piecework** and **Adjustment**) will also remain fixed at the left of the timesheet. In addition, the Daily Totals have been moved from above the days to below the days in these tabs.

Link to Most Recent Timesheet that Falls Past Termination Date

WFR-187044: As previously available in the Classic Timesheet, in the New Timesheet, when attempting to access a terminated employee's Current Timesheet from their **Employee Quick Links** and the timesheet dates fall past the termination date, the system will now display a message with a hyperlink to the last accessible timesheet.

New Adjustable Blank Column

WFR-238353: Previously, when only a few columns were enabled in the timesheet, one or two of the columns filled most of the timesheet space, which provided unnecessary blank space.

What's changed: A blank column has been added on the right of the timesheet. It has unlimited extension, which gives you the flexibility to control the width space of the other columns through this blank column.

Timesheet Mini Header

WFR-244104: In the event that the timesheet does not horizontally fit the screen, a mini-header will appear with all the action buttons, icons and secondary punch buttons. The punch buttons will display in the form of split buttons, as seen in the mobile device footer.

Timesheet Print Option Includes Days with No Data

WFR-232390: For managers or employees printing timesheets, users now have the option to include all days of the period, even those without data (time entries or meta data).

What's been added: The Timesheet **Print Settings** now contains a new setting, **Include Days Without Entries**, under **Time Information**.

When this setting is enabled, the printed timesheet will include all days on the timesheet, including those without time entries or meta data. When this setting is disabled, the printed timesheet will only include days with data.

Time Off

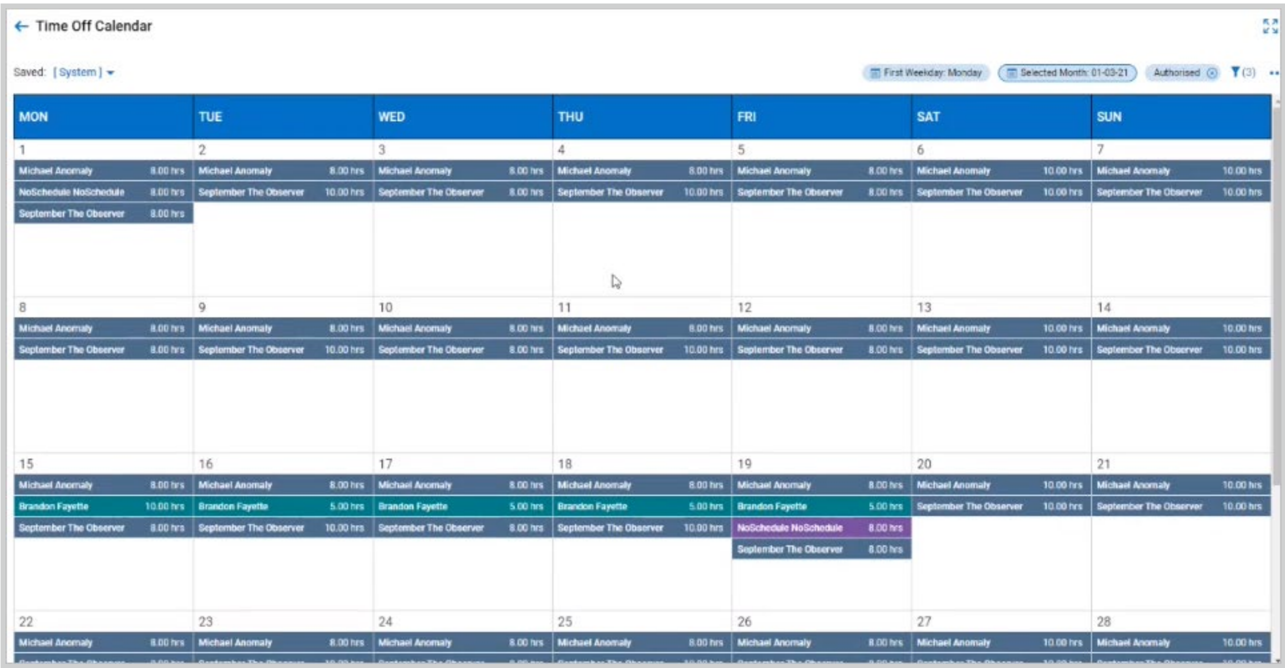
NEW Updated Time Off Calendar by Month

Important: The Monthly Time Off Calendar report will be enhanced with the new look and feel during our next release cycle between June 14th to July 29th.

WFR-188943: The **Time Off Calendar by Month** report (under **Team > Time > Time Off > Reports > Time Off Calendar > Time Off Calendar by Month** or **My Reports > Time Reports > Time Off Calendar > Time Off Calendar by Month**) has been updated to a new look.

> **Note:** The **Time Off Calendar by Year** and **Time Off Calendar by Week** reports will be updated to a new look and feel in a future release.

This responsive monthly view of the **Time Off Calendar** report includes events and approved and pending approval time offs.



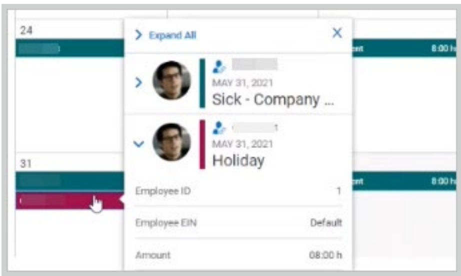
The following is an example of the **Time Off Calendar by Month** report in a mobile device:

Time Off Calendar: Pop-Over/Pop-Up

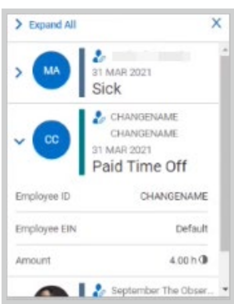
WFR-235668, WFR-231600, WFR-180416: One of the new features of the updated **Time Off Calendar by Month** report is the ability to select the time off event on the calendar and a pop-over will display so that managers can see the details of the employee's time off. For multiple time offs, the date range will display in the pop-over, even though the events will display separately in the calendar.

If there are multiple time off events in a calendar day, whichever time off you select in the day, that will display first in the pop-over with the other time off events below it. You have the option to expand and collapse the details in the pop-over.

If there is a time off range, the range will display, as well as the total amount of time in the time off.



Visual indicators for Dynamic Duration time offs will display in the event pop-over and calendar days. These icons show the time off duration. The duration icons will display for pending and approved time offs for single and multiple days.



Employee time offs will display in order of approved then pending. If all of the time offs cannot fit in the screen, a **1+** icon will display, which you can select, and **A Time Off Information** pop-up will display all of the time offs for that day. You can also select the date to access to the same pop-up. You can filter from the **Filters** window which types of time offs should display in this pop-up.

Time Off Calendar: First Weekday

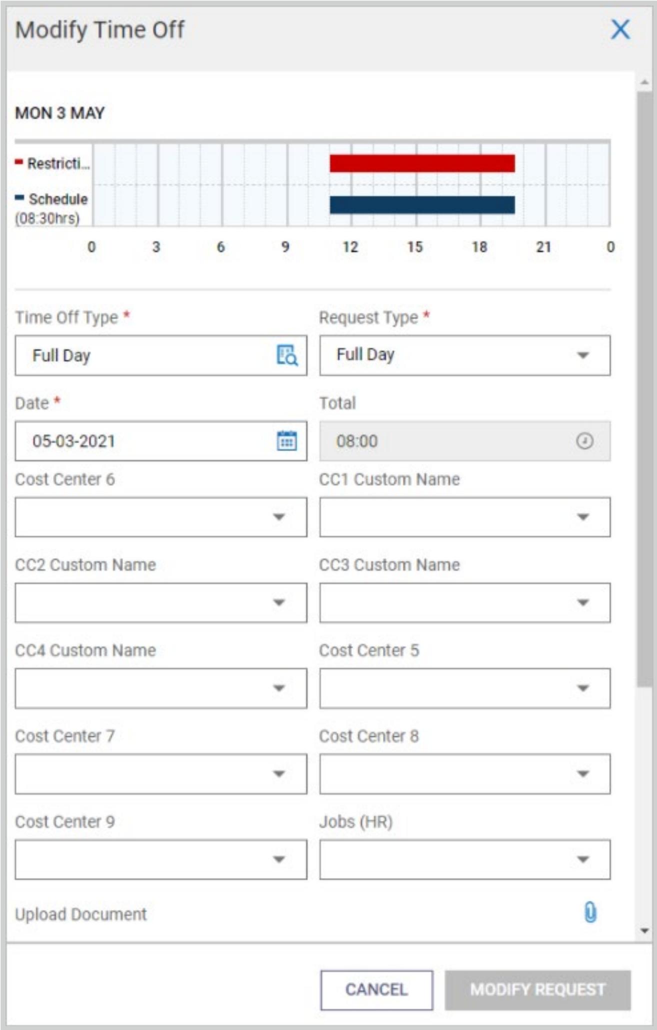
WFR-235665: Managers can change the first weekday in the **Time Off Calendar by Month** report. From the **First Weekday** filter, you can choose which day of the week the Time Off Calendar should start on. You can also save this as a saved view.

Time Off Request Documents: Delete and Edit Icons

WFR-231784, WFR-226662: If the Time Off Profile setting, **Time Off Requires Attached Document** is enabled, the delete and edit icons will not be available for consolidated and non-consolidated time offs in the **Employee Documents** report.

Time Off Request: Timeline on Time Off Modify Pop-up

WFR-211836: If security permissions are enabled and if available in the Time Off Profile, the timeline that displays Restrictions and Schedules that is currently available in the **Time Off Request** pop-up, **Time Off Request Calendar**, My To-Dos, **All Open** report, and **Pending Approval** report, will now be available in the **Modify Time Off** pop-up.



Time Off To Dos: Added Notes Pop-Up

WFR-242295: Previously, managers could not view comments in their My To Do Items while approving time offs.

What's been added: A **Comment** field with a notes icon has been added to My To Do Items for **Approve/Reject Time Off Request** so that managers can read the comment when reviewing their To Do Items.

Time Off To Dos: Extra Approval Items Bypassed when Approving Time Offs

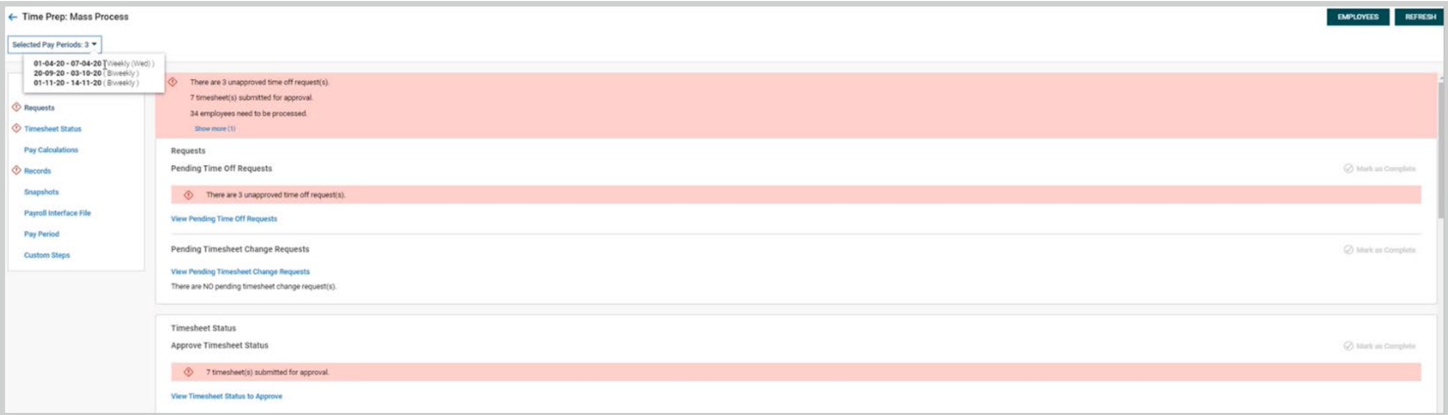
WFR-209205: Previously, when managers mass selected multiple time offs in their My To Do Items then selected **Approve** or **Reject**, the **Unresolved Items** pop-up was ignored, and managers could not choose to resolve the actions or skip.

This has been fixed, and going forward, the mass/single time off approval functionality in My To Do Items will work as expected, including the **Unresolved Items** pop-up displaying for managers to take action.

Time Prep

Important: The TLM Time Prep screen will be enhanced with a new look and feel during our next release cycle: June 14th to July 29th. Refer to the **Time Prep** topic in the R74 TLM Release Notes for more information on the updated Time Prep screen and functionality.

The following is an example of the Time Prep Mass Process screen on desktop:



Workflows

Added Approve Level 1 Override Selection to Recipient List

WFR-174929: Previously, the Approve/Reject step of the Timesheet Workflow did not contain the option **To Be Completed By: Approve Level 1 Override group**.

What's changed: An **Approve Level 1 Override** option has been added to the list of available approvers in the **To Be Completed By** drop-down within the **Approve/Reject** step of the Timesheet Workflow.

In addition, a new checkbox setting, **Skip Override Managers**, has been added to the **Approve/Reject** step to separate managers of specific approve levels and the ones with override permissions. This checkbox will appear when Approve Level X is selected in the **To Be Completed By** field, which when enabled, will limit To-Do Items being generated for managers without override permissions.

Added Warning Message on Global Policies Tab

WFR-243909: A warning message, **This company is not using workflow functionality made mandatory in R74. Please update Workflow Policy: (workflow type)**, has been added to the **Global Polices** tab if your company still uses non-workflow functionality.

Attestation Workflow Notes Tag

WFR-206578: Previously, for employee who are required to submit a reason and/or note with their Attestation response, there weren't notes and reason code tags available in the **Attestation Workflow Generate Notification** step.

What's been added: Two tags have been added to the **Attestation Workflow Generate Notification** step, **Attestation_Note** and **Attestation_Reason_Code**, which can be included in the notification email for the manager to review the employee's Attestation note and/or reason code.

Display Comment from TSCR in Timesheet Notes

WFR-226518: When employees enter comments in a Timesheet Change Request, those comments will now display in the timesheet both in the time entry notes under the **Notes** column and in the **All Timesheet Notes** at the top of the timesheet.

TSCR Approved Notification: Added Tag

WFR-230390: Previously, details of the approved change request were not included in the body of the approved notification.

What's changed: A tag will now be included by default in the Global Notification and **Generate Notification** step of the Timesheet Change Request workflow. The tag will display as a table containing information related to the old and new values related to the approved change request.

Feature Retirements

The following table describes functionality that has been retired or is planned to be retired.

Planned Retirements

Product or Component	Feature	Menu Path	User Experience	Reason	Planned Retirement Date
TLM	Classic Timesheet view	N/A	All	All timesheet users will be switched to the New Timesheet view, and the Classic Timesheet view will no longer be available.	Next release cycle: June 14th to July 29th.
TLM	**Rules Analysis** page	**Team >Time > Reports > Time Allocation > Rules Analysis** and **My Info > My Reports > Time Allocation > Rules Analysis**	All	This page will no longer be supported.	June 2021

Product or Component	Feature	Menu Path	User Experience	Reason	Planned Retirement Date
TLM	TLM Classic **Time Prep** screen	N/A	All	All TLM Time Prep users will be switched to the updated Time Prep screen, and the Classic screen will no longer be available.	Next release cycle: June 14th to July 29th.
TLM	Classic **Time Off Calendar by Month** report	N/A	All	The Classic Time Off Calendar by Month report will be updated to the new look and feel, and the Classic report will no longer be available.	Next release cycle: June 14th to July 29th.

Bug Fixes

The following issues have been fixed in this release.

Accruals 1.0: Standard Work Day users couldn't see Accrual Details

WFR-202686: In the **Accrual Details** report, employees with their hours configured as Standard Work Day sometimes could not see their accruals. This is fixed, and these employees now see their Accrual Details as expected.

Accruals 1.0: Project accruals and balances in Employee Profile

WFR-212348: In the new look Employee Profile's **Accruals** section, Projected Accruals and Projected Balances were displaying when they should not have displayed. This is fixed, and these accrual numbers no longer display in this section.

Cost Centers: Email tag didn't generate email with all CCs

WFR-208653: A workflow with the email tag {HR_ACTION_REQUEST_DEFAULT_COST_CENTER_1} generated an email that included only the lowest level Cost Center. This is fixed, and this email tag now generates an email that includes Cost Centers 1 and lower.

Cost Centers: Parent CC couldn't be selected in limit list

WFR-241088: When a parent cost center was configured with the **Allow Time Allocation Towards This** setting disabled and its child cost centers had that setting enabled, employee limit lists did not display the parent cost center as an option to select. This is fixed, and in this situation, the employee limit lists now display the parent cost center as an option to select.

Imports: Holiday Profiles import template missing information

WFR-238229: When users downloaded the Holiday Profiles import template, the template sometimes was blank, without its columns and directions. This is fixed, and the Holiday Profiles import template now downloads with all of the correct content.

Pay Calc 2: Open Absences report didn't display some Time Offs

WFR-238843: In the **Open Absences** report, only Time Offs configured with the **Time Off Can Be Requested By Employee** setting enabled would appear. This is fixed, and now Time Offs with the **Time Off Can Be Requested By Employee** setting disabled and the **Allow Time Allocation Towards This Time Off** setting enabled appear in the **Open Absences** report.

Pay Prep: Selecting Create Payroll Interface File caused error

WFR-244426: In Time Prep, when users clicked **Create Payroll Interface File**, they sometimes received an **Internal System Error**. This is fixed, and the **Create Payroll Interface File** button now works without the error for these users.

Points: Points notification wasn't sent

WFR-71746: When users configured a points notification with **Auto Process Points** enabled, the system sometimes did not send the notifications. This is fixed, and the system now sends these notifications as expected.

Reports: Time off durations didn't have some translations

WFR-223461: On Time Off Rosters, durations are now translated for Dutch, Spanish, French, and French (Canadian) language users. Also, in Time Off Request exports to Excel format, the Time Off Request statuses display correctly.

Reports: Some columns couldn't be grouped in a report

WFR-229743: On the **Detailed Calculated Time** report, the options to group were missing for the **Employee ID**, **First Name**, and **Last Name** columns. This is fixed, and the group options are now available on these columns.

Security: Counters disappeared from TLM tab

WFR-232778: When users edited the **HR** tab of a Security Profile, counters that were saved to the **TLM** tab sometimes disappeared. This is fixed, and counters that are saved to a Security Profile's **TLM** tab no longer disappear.

Time Off: Visible checkbox did not display for Administrator

WFR-235680: Administrators with full access could not see the **Visible** checkbox on the **Time Offs** page (**Company Settings > Global Setup > Time Offs**). This is fixed, and these Administrators can now use the **Visible** checkbox as expected.

Timesheet: Manager couldn't save timesheet with other CCs

WFR-207460: When the Managed Cost Centers setting **Allow Save Of Other Cost Centers** is enabled, the system allows managers to update time entries for other cost centers on a timesheet that they manage. Previously, in this situation, the system sometimes gave the error **Time Entry DD/MMYYYY does not have correctly entered cost centers** instead of allowing the manager to save.

Timesheet: Calc Total values were missing after timesheet edits

WFR-247848: In the timesheet Day View, when users edited and saved time, and then scrolled to other timesheets, the system sometimes did not retain the Calc Total value on timesheets that were edited. This is fixed, and the Calc Total values now appear as expected on the edited timesheets.

Timesheet: Change to Time disappeared without warning

WFR-242983: When managers had permissions to edit Time Off but not time, the timesheet allowed them to save changes to Time Off and time, but the time would disappear with no warning. This is fixed, and now the system warns these managers that they don't have the permissions to edit time.

Timesheet: Counter values were incorrect on the Calc Details tab

WFR-231431: When a Timesheet Profile had the **View Record By: Source Date** setting enabled, the Timesheet's **Calc Details** tab sometimes displayed incorrect counter values, while the other tabs had the correct values. This is fixed, and the **Calc Details** tab now displays the correct counter values.

Timesheet: Shift differential counter values weren't rounded

WFR-236507: On the New Look Timesheet's **Summary By Day** and **Calc Detail** tabs with decimal-format time values, the system sometimes rounded shift differential counter values differently than it had done in the Classic Timesheet. This is fixed, and in this situation, the system now rounds these values as it previously did in the Classic Timesheet.

Timesheet: Time Entry Notes disappeared

WFR-237392: When a user with a Timesheet Profile that didn't allow viewing of Time Entry Notes edited a Time Entry, the Time Entry Notes would disappear so that no users could see them. This is fixed, and the Time Entry Notes no longer disappear.

Timesheet: Summary By Day tab weekly totals were off

WFR-242670: On the timesheet's **Summary By Day** tab, if the pay period was biweekly or greater, weekly totals were set to display, and the counter was Cumulative, the weekly totals were sometimes incorrectly calculated. This is fixed, and in this situation, the weekly totals now display accurately calculated totals.