HR Release Notes

August 2021

R76

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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R76 HR Release Notes

This document contains detailed descriptions of enhancements 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:** August 9, 2021 at 11:00pm – 3:30am BST
- **POD 60:** August 10, 2021 at 11:30pm – 4:00am EDT
- **U.S. Server POD2:** August 11, 2021 at 11:30pm – 4:00am EDT
- **U.S. Server POD5:** August 18, 2021 at 11:30pm – 4:00am EDT
- **U.S. Server POD4:** August 18, 2021 at 11:30pm – 4:00am EDT
- **U.S. Server POD3:** August 19, 2021 at 11:30pm – 4:00am EDT
- **AUS Server:** August 19, 2021 at 12:00am – 4:30am AEST
- **U.S. Server POD6:** August 19, 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

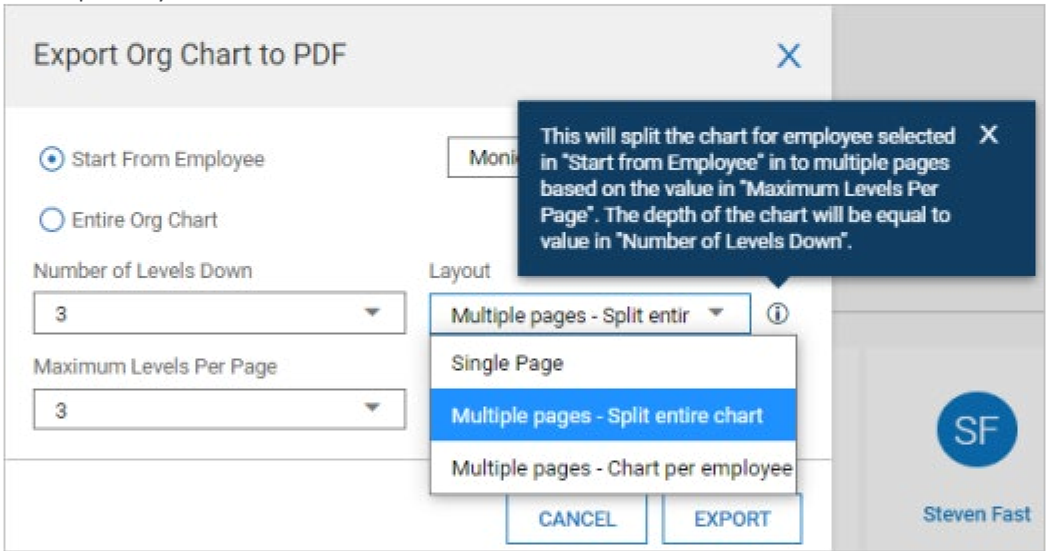
Hot Features in This Release

🔥 Printing of Organization Charts

WFR-206721 & WFR-206724: Managers wishing to share their organization with various stakeholders, such as new employees or others internal or external to their organization can now configure the organization chart export based on recipient requirements. This enables managers to export and use only the required level of data for their recipients. This is located under My Info > My Company > Organization Chart. The export will generate a PDF and in large organizations and selections, a warning will display to let users know the current selections may be better viewed online than printed.

From the **Export** button on the page, a pop-up will display allowing users to select their options. The organization chart can be exported by starting with a particular employee and then selecting the number of levels to be included (3-10 or

All). The ability to export the entire organization is also available. Export layout options include **Single Page**, **Multiple pages - Split entire chart**, and **Multiple pages - Chart per employee**. Each layout option has an Info icon explaining how the export layout works.



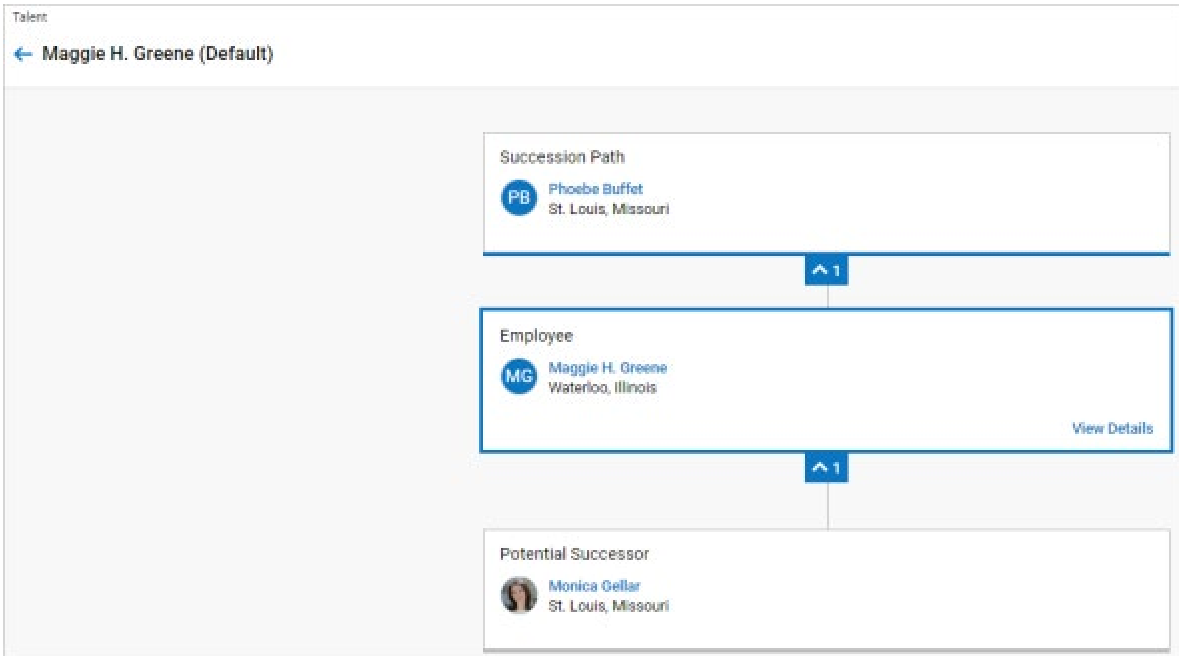
Performance/Succession Management

Updates have been made to the Succession planning piece of Performance Management. Succession Plans are accessed under Team > Talent > Succession Planning > Succession Plans.

Tree View Display Added

WFR-50544: Within Succession Plans, a tree view has been added which connects the key employee to their succession paths and shows the key employee's potential successors. A new **View Succession Plan Tree** icon has been added to the Succession Plans report page. When selecting the icon, the tree view will open. From here, if a potential successor has been listed in the employee's succession plan, that successor, or successors, if more than one listed, will display in the tree view.

The selected employee will have a **View Details** link, and when selected, will open the employee's plan where you can view and/or edit the plan. From the plan, a **View Succession Tree** button is available to return to the tree view. Each employee name is hyperlinked and when selected, will open the employee record.



Mass Delete of Succession Plans

WFR-53431: One or more succession plans can be selected and deleted en masse by checking the affected plans and selecting the **Delete** button. Current plans as well as history can be deleted. If deleting a history instance, it will remove it from the primary plan. If deleting a primary plan, the system will keep the history instance. A confirmation will display prior to deleting. You can also use the trashcan icon to delete an individual plan.

To edit just the history of a plan, open the affected plan using the **Edit Historical Employee Succession Plan** icon and from the **History** widget, select **Delete History** from the **Actions** icon.

Note: The historical pop-up screen has also been replaced with a standard plan page but without history on it.

Info Icon and Description Added to Succession Plans

WFR-187697: An Info icon and description text has been added to the following places for succession planning. When hovering your mouse over the icon, the description included text included in the assigned succession profile will display. If no description is included in the succession profile, the icon will be grayed out.

Employee Profiles

- The description is visible by selecting the Info icon for a plan listed in the Succession Plans widget.

Succession Plans

- In the Succession Plans report page, the Description column displays the text within the Description field of Succession Profiles.
- When opening a plan, the description displays at the top of the plan.

Succession Chart Widget in Dashboards

WFR-248073, WFR-248071, WFR-248069, WFR-200395: Within the mobile and web experience, the options in the chart type drop-down will now include options that historically were available in the classic view. These are: Employee History Graph, Metric History Chart, Metric Bar Chart, Talent Matrix Chart, and Metric Pie Chart.

You will notice some minor differences in the Succession charts if you were previously using them in the Classic UI and are now using them in the New UI.

Chart Title

- Classic UI: Positioned at top
- New UI: Positioned at bottom

Chart Legend

- Classic UI: Displayed at top
- New UI: Displayed at bottom

Chart X/Y Axis

- Classic UI: Min/Max label in bold
- New UI: All values left aligned, X value top-left

Chart Tooltip

- Classic UI: X-axis value top-center, Y-axis value left-aligned
- New UI: All values left-aligned, x value top-left

Chart Tooltip

- Classic UI: Drag/Drop available
- New UI: Data is read-only, no drag/drop

Chart Colors

- Classic UI: Random for series/metrics
- New UI: Random for series/metrics

Chart Data Labels

- Classic UI: Visible in some charts
- New UI: Not enabled

Chart Date Format

- Classic UI: MMM DD, i.e., Jun 01
- New UI: MMM-DD, i.e., Jun-01 (added the dash)

Chart Stacked Bar Chart

- Classic UI: Radio buttons to enable/disable stack option
- New UI: Not enabled

Talent Matrix Chart

- Classic UI: Separate arrow pointing up (green), down (red)
- New UI: No upward or downward trend is shown

Talent Matrix Chart

- Classic UI: Color theme of the employees are shown in square static boxes in the tooltip
- New UI: Random symbols shown instead of static square boxes in tooltip

Enhancements

We are listening! Enhancements marked with the light bulb icon are a direct result of IDEAS submitted in Community.

The following enhancements have been added to this release.

APIs

Employee Pay Information API Updated with Pay Grade Info

WFR-247932: The Employee Pay Information API (v2) has been updated to include data for Pay Grade Parent ID, Pay Grade Parent Code, and Pay Grade Parent Name.

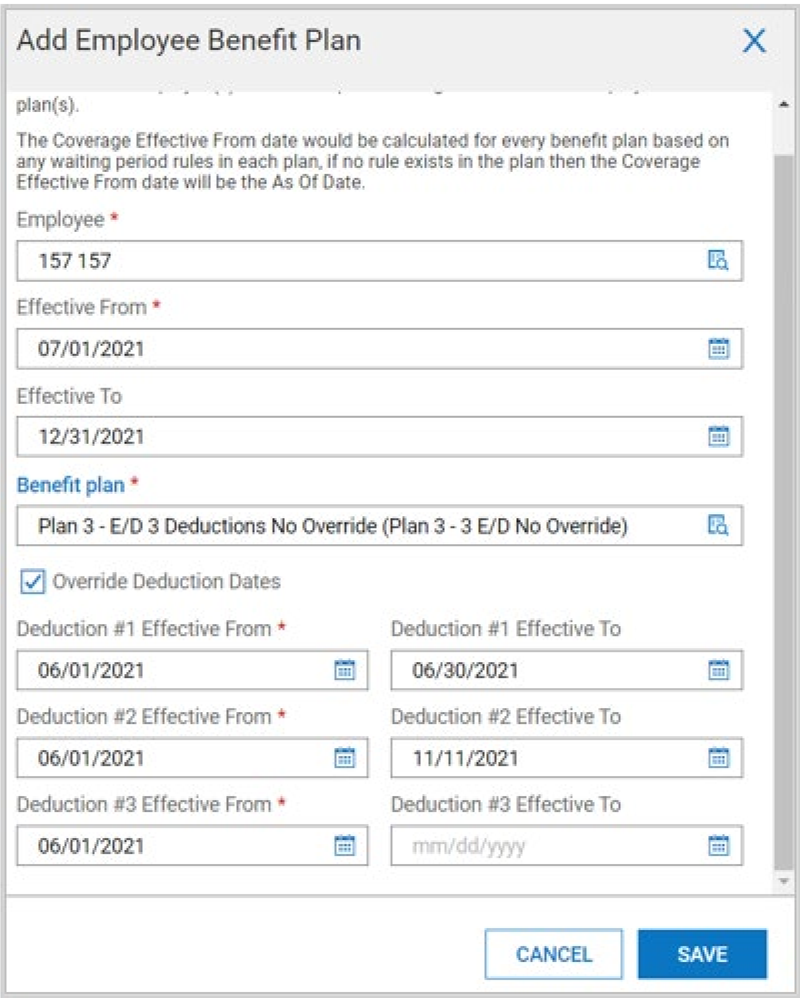
Benefits

Adding Beneficiaries in Auto-Enrollment Benefit Plan Change Requests

WFR-245202: For companies with configured benefit plans that are part of an auto-enrollment profile and are also configured to accept beneficiaries and/or dependents, users with proper access can now use the **Modify** step in the auto-enrollment workflow and add, remove, or modify dependents and beneficiaries in plans configured with these elements. New dependent/beneficiary contacts to use in this process cannot be added during this process.

Overriding Deduction Dates in Benefit Plans

WFR-196332: A new **Override Deduction Dates** checkbox has been added to the pop-up when adding benefit plans to employees. When checked, you can then override the deduction effective dates for one or all of the deductions listed. The checkbox is also available when editing deduction effective dates for an existing benefit plan.



Inline Error Message When Deleting 'In Use' Checklist

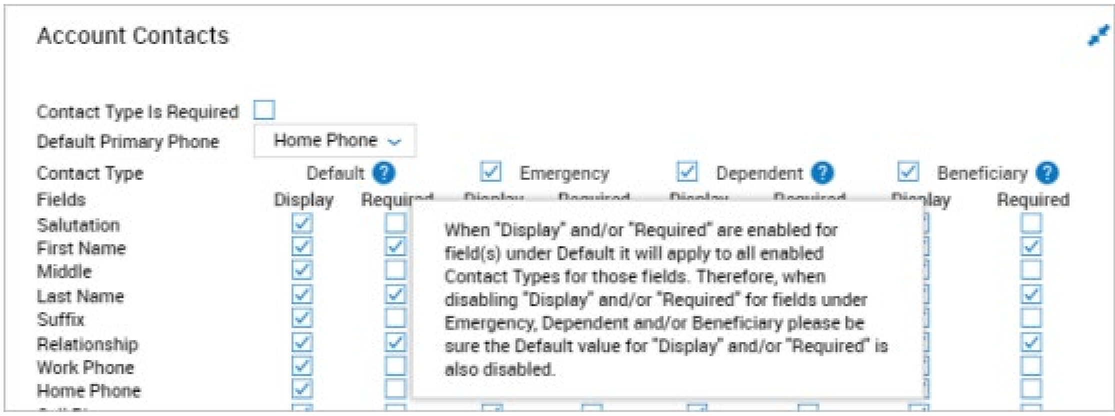
WFR-205501: When attempting to delete a checklist under Settings > HR Setup > Checklist and that checklist is in use, an inline error message will be generated, stating "You are unable to delete this checklist because it is assigned to a user."

Company Settings

Account Contacts: Phone Default Added

WFR-246995, WFR-249003, WFR-247015, WFR-230310, WFR-246442: Previously, when adding a new account contact for an employee, the primary phone of the contact defaulted to the Home phone. As we did with the employee phone default, we have now added an option to default the Account Contact phone to either Work Phone, Home Phone or Cell Phone from the **Default Primary Phone** drop-down. This is configured in the **Account Contacts** widget under **Settings > Global Setup > Company** Setup.

For backwards compatibility, the Default Primary Phone will automatically be set to Home Phone.

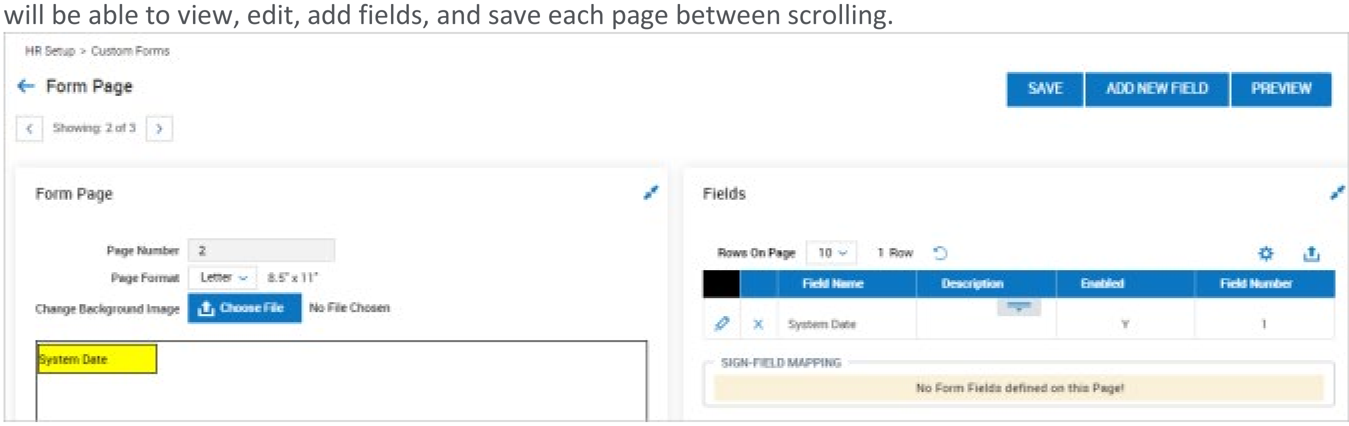


Note: The v2 APIs that populates Account Contacts will behave the same as manually updating the Account Contacts widget. The Employees and Employee Contacts import will also follow this behavior.

Custom Forms

View Button Added for Multi-Page Viewing

WFR-85975: A **View** button has been added to the **Custom Form** page. When selecting one or more pages from the **Pages** widget, the **View** button can be selected. When selecting multiple pages and selecting **View**, navigation arrows will display under the **Form Page** heading allowing you to scroll back and forth between the selected pages. You will be able to view, edit, add fields, and save each page between scrolling.



Everything Benefits & eBN

Support of Legal First Name

WFR-246779 & WFR-246778: In the June release, we introduced a new Legal First Name field to employee profiles. We have extended this functionality to include the eBN and Everything Benefits integrations. For compliance purposes, if an employee profile contains a Legal First Name, it will be used in lieu of the name listed in the First Name field.

Note: This field currently displays for all companies except those who also have the Payroll sub-system enabled. We explained in the June release that this field will be available to Payroll companies in a future release. As of this release, that work is still pending.

Forms

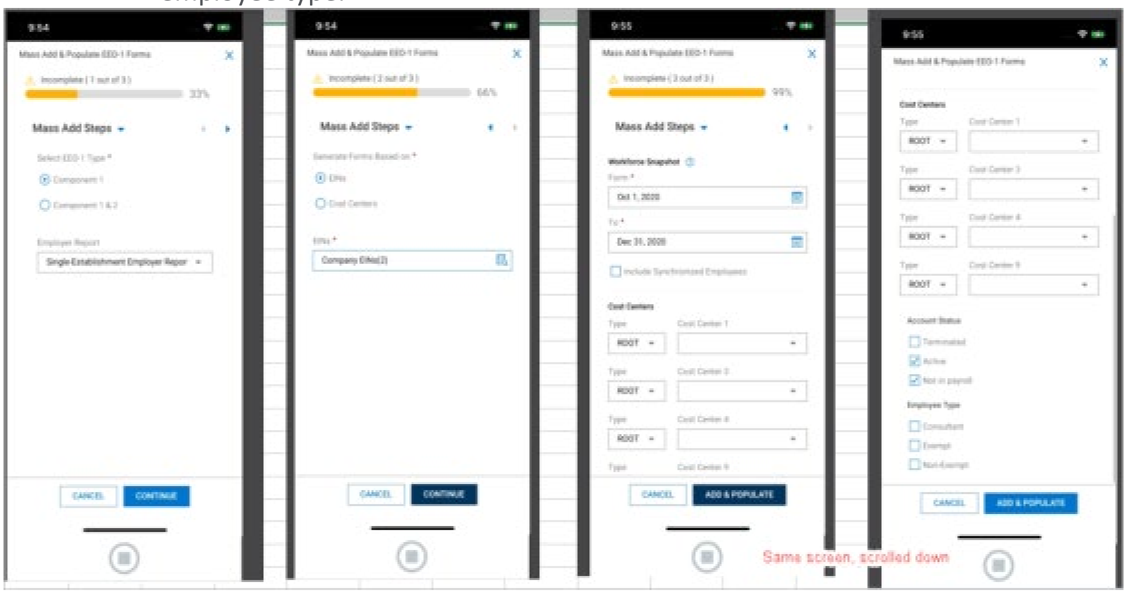
EEO-1 Forms Preserve Settings in Pop-Up

WFR-232370: In the **EEO-1 Populate Form** pop-up, when setting the filters needed to generate the form, the system will now save the settings so they will be available for subsequent population of the form. Previously, the settings would be cleared and users were required to enter the information for each subsequent use. The form is located under Team > HR > Forms > Government Forms > EEO-1.

EEO-1 Mass Add & Populate

WFR-232371 & WFR-239367: Users can now mass add EEO-1 forms by using the **Mass Add & Populate** button. When selecting this option, you will be presented with multiple steps to guide you through the process.

- **Select EEO-1 Type**: Select Component 1 or Component 1 & 2, and select Employer Report (single or multi establishment)
- **Generate Form Based on**: EINS or Cost Centers. If EINs, select which EINS are impacted. If Cost Centers, select cost center tree.
- **Workforce Snapshot**: Set dates for the time period (select dates between October 1 and December 31 of preceding year), optionally include synced employees, additional cost centers, account status, and employee type.



EEO-1 Mass Edit

WFR-232373: An **Edit** option has been added under the ellipsis of the EEO-1 report page. When selecting one or more forms, this button will allow common changes to be applied to multiple forms at the same time.

- All selected forms must have the same type; either Component 1 or Component 1 & 2.
- A form with blank fields will display for editing.
- Fields that are editable in a single form will be editable with mass edit. (Section D is not editable in single or mass)
- Clearing of fields not allowed.
- Not available in mass edit are: Download PDF, Electronic File, and Populate Form.
- Upon Save, any edited fields will be applied to all selected forms. If a field is left blank, the corresponding field in each of the selected forms remains with its previous value.

EEO-1 Mass Delete

WFR-232374: Users will now have the ability to mass delete EEO-1 forms by selecting multiple forms and then selecting the **Delete** option under the ellipses of the report page.

- A confirmation pop-up will display prior to deletion.
- If a form is in Pending status, a message will display indicating that forms with this status cannot be deleted.

EEO-1 Report Page Columns Added

WFR-239411: New columns can be added to the main EEO-1 report page which will display details about forms created using the **Mass Add & Populate** option. The data in the columns will not display for existing forms or single, manually created forms. The columns are:

- **Population Status**: Will show new forms with statuses of: Pending, Populated, and Failed.

- **Generated For**: Displays the EIN(s) and/or any cost centers associated with the selected EIN(s) for which the form was generated.
- **Snapshot From**: Date From and time stamp of the generated form. Dates are generated according to user's Locale settings.
- **Snapshot To**: Date To and time stamp of the generated form. Dates are generated according to user's Locale settings.

HR Actions

Employee Lookup Page Updated

WFR-208773: When navigating to Team > HR > HR Actions and selecting employees for HR Actions including the Performance Review Profile and/or Succession Profile pages, the employee lookups have been updated to the newer single lookup common throughout the application.

Imports

Incident Import: Incident Date Color Update when Not Required

WFR-245577: Previously, when importing employee Incidents, Incident Date was always required as part of the import but not required in the application. Because we added a requirement checkbox for Incident Dates in the June release, the requirement will be determined by validation of this field. Because of this, the column heading for Incident Date in the Template tab will now show as black and not red (required).

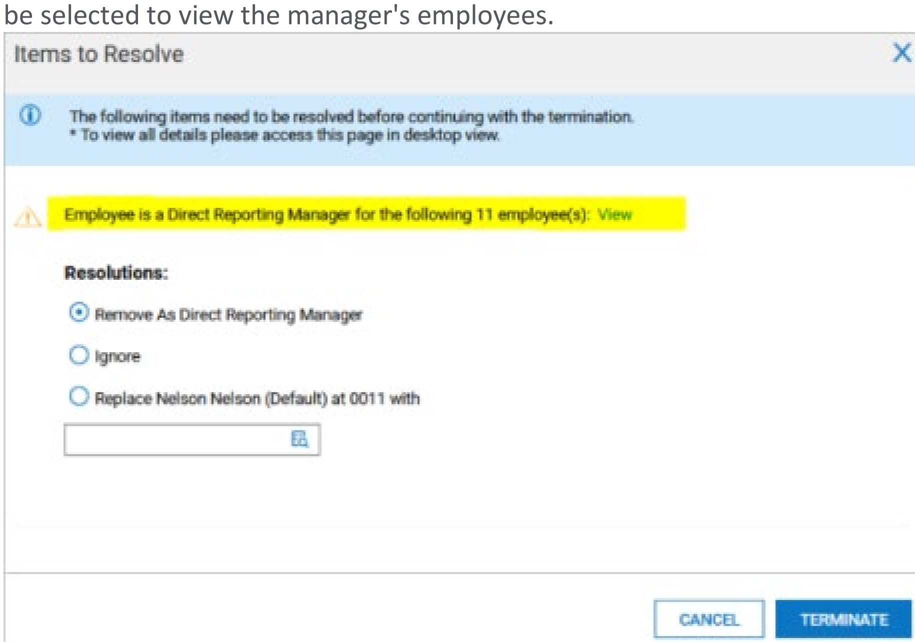
Position Management

Employee Assignments Report: Salary Column Date

WFR-240922: The **Salary** column of the Position Management **Employee Assignments** report will now update according to the **As of Date** set in the report. Previously, the salary data populated in this column showed the salary as of Today instead of the date selected.

Terminating a Manager with Direct Reports

WFR-225520: When terminating a manager who is set as a **Directly Reports to Manager** type, with one or more direct reports, the termination process will now provide an opportunity to assign another manager in the same position. A pop-up will display allowing you to replace, ignore, or simply proceed with removing the manager. A **View** hyperlink can be selected to view the manager's employees.



Reports

Employee Assignments Report: New Columns Added

WFR-229796 & WFR-229791: New columns have been added to the Employee Assignments report page used with Position Management. These are not default columns and must be added.

- Employee: Benefit Salary 1-5 (the amounts displayed will be as of the date selected for the report)
- Demographics: Is Veteran
- Demographics: Is Recently Separated Veteran
- Demographics: Is Disabled Veteran
- Demographics: Is Armed Forces Service Medal Veteran
- Demographics: Is Active Wartime Or Campaign Badge Veteran
- Employee: Type
- Job Attribute: Those defined by customer
- Demographics: Ethnicity
- Demographics: Disability

Employee Contracts Report: Page Level Actions

WFR-239821: Previously, users had to manually select individual employee contracts in order to delete them.
What's been added: A row to mass select contracts is now available on the **Employee Contracts** report under **Team > HR > Reports > HR Maintenance > Employee Contracts**. This allows users to quickly delete multiple employee contracts.

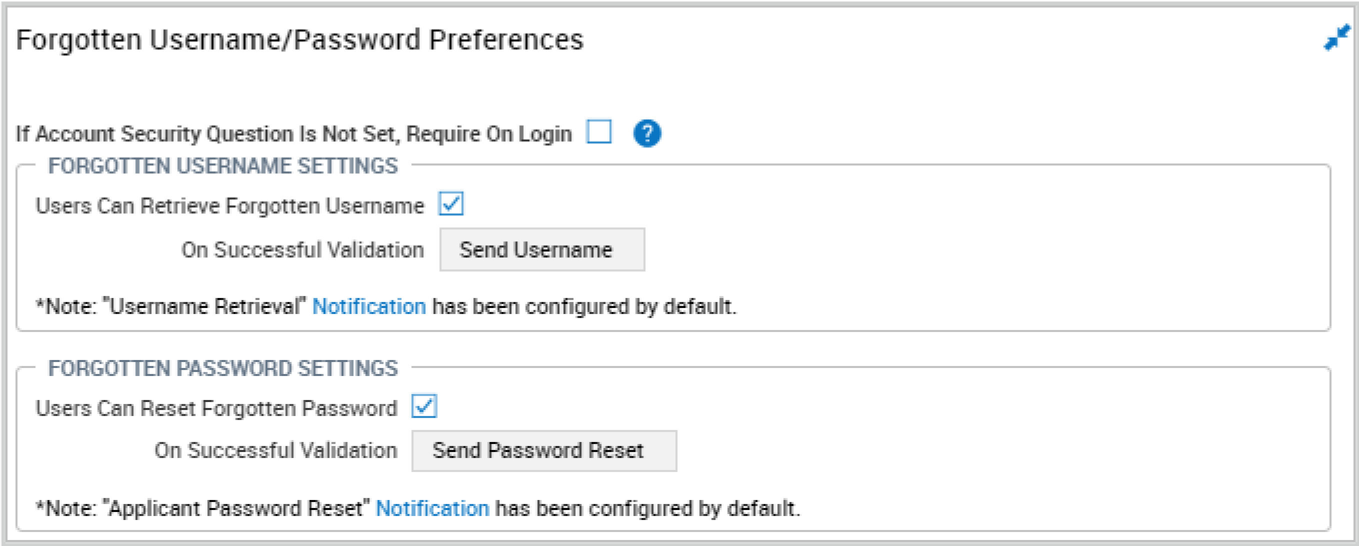
Recruitment - General

Forgotten Passwords: Applicant Forgotten Password Configuration Options

WFR-245404, WFR-186939: Applicants who forget their passwords will now be able to see and answer their security question for validation of the password reset. When the applicant clicks on Forgot Password and they enter their username on the Reset Password page, the system will present them with their security question and a field to answer (providing a security question was set). If a security question is not set, the applicant will still be able to continue with the forgot password process.
Forgotten password for applicants has not been separated from the employee forgotten password. Admins can now enable/disable the forgotten password options for applicants separately from employees.
This widget was previously named **Forgotten Username Preferences** and only contained options for forgotten usernames. It is located on the Applicant Tracking/Recruitment Configuration page under Settings > HR Setup > Applicant Tracking/Recruitment/Configuration.
It has now been renamed to **Forgotten Username/Password Preferences** and can be set to allow applicants the ability to reset their forgotten passwords and well as their usernames. Upon validation of a password reset request, applicants are sent a pre-configured password reset notification.

- Within the widget, a **Notification** hyperlink can be selected which will open the maintenance page where you can view and/or edit the notification. A default **Applicant Password Reset** notification will be sent to the user if a custom notification hasn't been configured.

When checking the **If Account Security Question Is Not Set, Require On Login** is checked, applicants who do not have a security question already configured, will be presented with a **Set Up Security Question** screen which must be filled out before the applicant can proceed.



Passwords: Validation and Error Handling

WFR-184559 & WFR-245296: We have updated password validation for employees and former employees applying for a job through the career portal.

The system will check and validate users based on the Username. Based on their response, if the system cannot validate the user as a single account for a non-active employee, the system will not allow the user to proceed and will give one of the following errors based on the use case when the validation failed. Users' email and phone will be partially masked.

User identified as an active employee:

- Active employees must use the "Forgot Password" link in the Employee Login screen.

User's information does not exist in system:

- Invalid information for resetting your password. Please contact the company for assistance.

User's answer to security question is incorrect:

- Your answer to the security question is incorrect. Please try again or contact the company for assistance.

For returning employees:

When processing the account of the terminated employee who attempts to reset their password on the careers portal, the following actions will also take place.

- Account is unlocked
- Applicant Type changes to Returning Employee
- Security profile changes to Returning Employee security profile (set in the Applicant Tracking/Recruitment Configuration widget)

Forgotten Password Flow - No Security Question on File

WFR-175817: When an applicant selects **Forgot Password**, they will get a screen containing a **Reset Password** option, **Username**, **Continue** and **Back To Account Login** button.

Upon selecting **Continue**: If system validates the user, the next screen provides the following message:

- Your temporary password will be sent to one of the following options. If you do not have access or do not receive a response, please reach out to the company for assistance.

The Username will be sent to one of the following options, selected by the applicant:

- **Personal Email** (if on file, and will be masked)
- **Primary Email** (if on file and is not a duplicate of Personal Email, and will be masked)
- **Secondary Email** (if on file and is not a duplicate of Personal or Primary Email, and will be masked)
- **Cell Phone** (if company has SMS turned on and user has a cell phone number on file, and will be masked)

After selecting one of the options for delivery of the username, the user will select **Submit**. If no username or previous account exists, applicant can select **Create New Account** option. Upon selecting **Submit**, the applicant is taken to a login screen that includes a success message:

- New password was sent to you. Please follow the instructions provided.

The system will validate the applicant based on username. If system cannot validate user, the following message is given to the user:

- Your contact info is not on file. Please reach out to the company for assistance.

Job Requisition Configuration: Display/Required Fields Added

WFR-246100, WFR-231906, WFR-231907: Within the **Job Requisition Configuration** widget of Recruitment Configuration, located under Settings > HR Setup > Applicant Tracking/Recruitment > Configuration, updates have been made to allow you to display or hide certain job requisition fields and mark certain fields as Required. Having this ability will allow companies to hide fields that may not apply in certain countries or companies. These options also apply to templates.

When saved in Configuration and then creating, viewing, or editing a Job Requisition or Job Requisition template, those options not marked as Display will not show in the Job Requisition or Job Requisition Template. For backwards compatibility, all fields will be marked as Display by default. For those options marked as Display, they may also be marked as Required to contain an entry upon saving the requisition or requisition template. Job Requisitions are created under Team > Recruitment > Job Requisitions.

Job Details Section

Added the options of Display/Required to the fields in this section.

Compensation Section

Added the options of Display/Required to the fields in this section.

Custom Fields Section

A message has been added, stating: **The Configuration of both 'Display' and 'Required' option takes place inside the custom field(s) setup itself.** The Display/Required settings set in Custom Fields maintenance are viewable in the Custom Fields section of Job Requisition Configuration. Custom fields are created under Settings > HR Setup > Custom Fields.

Note: Display visibility options in certain sections within the Job Requisition Configuration widget will be updated in a future release. These are: **Visibility Dates**, **Cost Centers**, and **Hiring Managers**. Certain fields cannot be disabled for Display settings as they may be necessary for items such as integrations with job boards.

Applicant Communications: Description/Subject Column Updated

WFR-214198: In the **Applicant Communications** page, the **Description** column heading name has been changed to **Subject** to better reflect that this column will display the text from the **Subject** line of the email message, and not the text from the message body. This is accessed from the applicant's record (Team > Recruitment > Candidates > Applicants, select View Applicant) and selecting the Communications tab. The column is in the Applicant Communications widget of that page.

Recruitment - Workspace

Job Requisitions: Links Added to Application Header Counts

WFR-253403: In the header of Job Requisitions where **New Applications** and **Total Applications** shows a number totaling each category, those numbers will now be hyperlinked. When the hyperlinked numbers are selected, it will jump you to the **Applications** tab where you can quickly view and process your job applications.

Offer Letters: Added to Workspace

WFR-227090: Offer letters can now be accessed from the job requisition workspace via a new **Add Offer** button. This is available in the **Quick Actions** panel when opening/viewing a job application from the **Applications** tab of the workspace. When selecting the button, the offer letter page will open where you can create, preview, save and submit your letter, as well as download the PDF and send the offer to applicants.

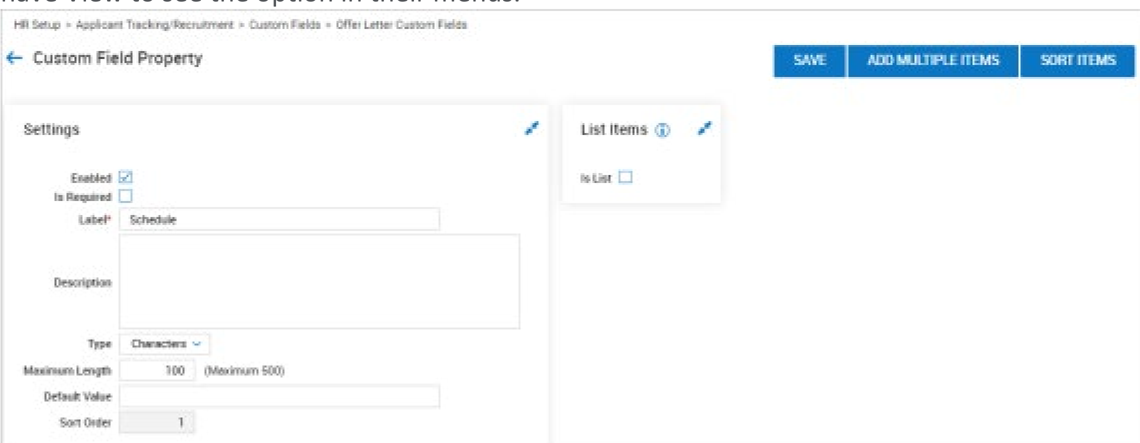
- Upon **Save** of the offer letter, options to **Preview**, **Save** and **Submit** will remain in place until submitted.

- Once saved, or submitted, the **Add Offer** button will convert to **View Offer** in the **Quick Actions** panel.
- Once submitted, options of **Download Offer** and **Send Offer** will become available within the Offer Letter page.
- From the Offer Letter page, the **Send Offer** button will open a communication pop-up where you can send an email and/or SMS (if set up) to the applicant. A PDF of the offer letter will be attached to the communication. When the applicant receives the communication, they can open the PDF and view their offer.

Offer Letters: Custom Fields Configuration Now Available

WFR-246503: A new menu option has been added that allows you to create custom fields for Offer Letters. The option is located under **Settings > HR Setup > Applicant Tracking/Recruitment > Custom Fields > Offer Letter Custom Fields**. The configuration process is the same as creating custom fields for applicants or job requisitions. Once created, the custom fields will be available in the offer letter (not available in offer letter templates), however the custom fields will be available in the **Add Tags** list when creating an Offer Letter or Offer Letter Templates.

A new **Offer Letter Custom Fields** security option to give users permission to create these custom fields is available under the HR tab of security profiles in Recruitment section. Options are View, View/Edit, and Add. Users must at least have View to see the option in their menus.



SSNVS

SSNVS Button Added to Employee Profiles

WFR-251732: In the June system release, we added back the **Social Security # Verification** button in the hire page accessed from Employee Information. In this release, we are adding the button to the Employee Profiles, which will allow verifications to be performed on existing employees. From the Employee Information report page, open one or more employee profiles for viewing and the button will be visible at the top.

Workflows

HR Action Request Workflow: Notes Tag Added to Generate Notification Step

WFR-231947 & WFR-248278: In the **Generate Notification** step of an **HR Action Request** workflow, a **Notes** tag has been added to the list of emails tags. This tag can be added to the **Message** section. Including this Notes tag in a notification will conveniently collect all notes added for the workflow up to the point the Generate Notification step is processed.

- It will include the same information displayed when selecting the Notes icon, including the person who added the note along with the date/time the note was added.
- When adding the Notes tag in the Message section of the Generate Notification step, the tag will be replaced with the actual text from the notes collected.

Bug Fixes

The following issues have been fixed in this release.

Applicants: Custom Fields configured as required didn't appear as required

WFR-187496: For a Custom Field configured as **Required** for Applicants to complete in **Applicant Profile Setup** or for Managers to complete in an Applicant record, the field sometimes did not appear as **Required** when expected. This is fixed, and the configuration needed for these Custom Fields to be **Required** is now as follows:

- To configure a Custom Field as **Required** for Applicants to complete in **Applicant Profile Setup**, the **Enable** check box and the **Required** check box must both be checked for the Custom Field.
- To configure a Custom Field as **Required** for Managers to complete in an Applicant record, the **Required** check box must be checked for the Custom Field.

Base Compensation: Reason Codes list wasn't in alphabetical order

WFR-245306: When users create a new Base Compensation and select a Reason Code for it, the list of Reason Codes is now in alphabetical order. Previously, the list of Reason Codes sometimes was not in alphabetical order.

Base Compensation: Annual Amount included unexpected letter

WFR-249541: In the **Annual Amount** column, amounts sometimes included incorrect characters, such as the letter **N**. This is fixed, and the amounts in the **Annual Amount** column now display only the correct numbers.

Benefits: Spouse was incorrectly removed from benefit plan

WFR-231252: When an employee performed a beneficiary change to Group Spouse Life AD&D and saved, the system sometimes removed the Spouse from the benefit plan. This is fixed, and in this situation, the system no longer incorrectly removes the Spouse from the benefit plan.

Benefits: As Of Date field displayed incorrect date

WFR-232935: When a new employee submitted a Benefit Enrollment before the enrollment deadline and the enrollment was approved, the **Change Request Summary** report sometimes displayed the incorrect date for **As Of Date**. This is fixed, and in this situation, the **Change Request Summary** report now shows the correct **As Of Date**.

Benefits: Message about plans having the same deduction was inaccurate

WFR-244770: In a Life Change Event, employees received the message **Cannot start enrollment due to two or more auto-enrollment plans having the same deduction**, even when the Benefit Plans did not have the same deduction. This is fixed, and employees no longer receive this message when it is not accurate.

Employee Profile: Change to user account Status did not save

WFR-207645: For a user account configured as an EverythingBenefits API user, the system did not save changes made manually to the user's Status. This is fixed, and the system now saves manual changes to an EverythingBenefits API user's Status as expected.

Employee Profile: System mishandled incorrect abbreviation for Western Australia

WFR-254252: When users imported or updated an Employee Profile with the incorrect State abbreviation WA to mean Western Australia, the system saved Western Australia but did not give an error message about the incorrect abbreviation and did not display any State value in the Employee Profile. This is fixed, and the system now includes an updated import template and error messages to explain that WAA is the correct abbreviation for Western Australia.

Ethnicity: Ethnicity is Required message appeared in incorrect company

WFR-250001: For some companies in locations other than the UK, the system displayed the **Ethnicity is Required** error message (which is meant for only UK companies) for a **Demographic Profile**. This is fixed, and these companies not in the UK no longer receive this error message.

HR Actions: Adding base compensation in employee profile didn't work

WFR-239630: In companies with the **Use HR Action for Hire** setting enabled, when users started the HR Action from the employee profile Start widget and tried to Add base compensation, nothing would happen. This is fixed, and in this situation, users can add base compensation as expected.

HR Actions: Apply button was missing from Address box

WFR-254477: In an HR Action for employees to update their address, when employees clicked **Recommend** in the **Address** widget, the **Address** dialog box that opened did not include the **Apply** button. This is fixed, and this dialog box now includes the **Apply** button as expected.

Incidents: Date in the Incident PDF was later than actual date

WFR-218317: When some users downloaded the PDF of an Incident after 7:00PM EST, the date in the PDF footer was a day later than the actual date. This is fixed, and the PDF footer date now always reflects the correct date for the user's time zone.

Incidents: Workers Claim column didn't display a claim

WFR-229237: When the Incidents report included the **Workers Claim** column, the column sometimes did not display a Workers Claim that had been added. This is fixed, and the **Workers Claim** column now displays the expected claims.

Jobs: Job change history record fields had the wrong defaults

WFR-217830: When users edited an employee profile (with the **New Look** toggle on) to add a new job change history record, the **Reason Code** field and the **Employee Type** field defaulted to a random option in each field, when the fields should have been empty until users selected an option. This is fixed, and these fields now default to being empty.

Jobs: Company EINs column and other columns caused error

WFR-242575: When the **Jobs** report (at **HR Setup > Jobs**) included the **Company EINs** column and any **Worker Comp Code Type** column, the system sometimes displayed a **Difficulty retrieving data** error. This is fixed, and the **Jobs** report with these columns now functions as expected.

Learning: Duplicate items appeared in Training / Certifications report

WFR-232790: In the Learning **Training / Certifications** report, items with the same completion date sometimes caused duplicate items to display. This is fixed, and the report no longer displays duplicate items.

Manual Hire: Base compensation could not be entered for a manual hire

WFR-198301: When a user manually hired an employee (in **Employee Information**), the **Base Compensation** section and fields did not appear on the **New Employee** page. This is fixed, and the **Base Compensation** fields now appear on the **New Employee** page during a manual hire.

Position Control: Cost center update caused blank Rate in table

WFR-245344: When users updated the cost center in a Position that was currently assigned to an employee, the system created a blank Rate entry in the employee's Personal Rate Table. This is fixed, and in this situation, the system no longer creates any Rate entry.

Position Control: Import of incorrect date caused HR Action to freeze

WFR-246096: When users imported an assignment with a start date of **01-01-1900** and then tried to use that assignment in an HR Action, the HR Action would freeze and not submit. This is fixed, and the system now shows users an error message when they try to import with a date earlier than **31-12-1900**.

Recruitment: Hiring stage workflow icon didn't open the workflow

WFR-156017: In a Job Application's **Hiring Stage Change History** section, when users clicked the workflow icon for a hiring stage, the workflow sometimes did not open. This is fixed, and the system now opens the workflow when users click this icon.

Recruitment: Applicant notification used the wrong currency sign

WFR-218347: In Job Requisition notifications to applicants, the system sometimes disregarded the company's currency setting and used the U.S. Dollar sign in some tag content. This is fixed, and the tags in these emails now use the currency configured for the company.

Recruitment: Dashboard Application Stage numbers didn't match items in report

WFR-221450: On a Dashboard **Recruitment** tile, users who clicked a number link for an **Application Stage** sometimes received a report with no results (for example, the number link showed **12** items but the resulting report included 0 items). This is fixed, and the system now uses Hiring Stage ID as a criteria to populate the report so that the number of items is accurate.

Recruitment: Rejecting a Hiring Stage didn't return to the previous stage

WFR-236107: In a **Hiring Stage**, if the manager rejected the stage, the system sometimes did not return to the previous stage but would go back two stages. This is fixed, and now when managers reject a **Hiring Stage**, the system returns to the previous stage.

Recruitment: Communication populated with participants from earlier Interview

WFR-236801: When users created two Interviews with Interview Participants and began to configure a Communication for the second Interview, the Communication's **To** field populated with the Interview Participants from the first Interview. This is fixed, and in this situation, the second Interview's Communication is now populated with participants from the second Interview, as expected.

Recruitment: Required hiring stage caused application to not be available for Offer Letter

WFR-246386: When a Job Requisition included a required Hiring Stage, the system did not make applications for that Job Requisition available to select for sending an Offer Letter. This is fixed, and users who configure an Offer Letter can select from these applications as expected.

Recruitment: Recruitment map displayed with overlapping text

WFR-248757: In the **Create A Link Element** field (on the **Instructions** tab of the **Applicant Tracking / Recruitment Configuration** page), when users changed the characters **?CareersSearch** to **?ShowMap**, users who followed that link saw a map where the heading text overlapped with the **Map** and **Satellite** page options. This is fixed, and in this situation, the map now displays without overlapping text.

Recruitment: Tag job_requisition_title didn't populate in notification

WFR-252922: If users sent a notification to an applicant by using the More Actions menu in a job application, the **job_requisition_title** tag would not correctly populate in the notification. This is fixed, and this tag now functions as expected when sent from the job application.

Recruitment: Hired applicant didn't appear on Education report

WFR-254215: The employee **Education** report did not include hired applicants who had left the **Country** field blank on their application. This is fixed, and the **Education** report now includes these hired applicants who have a blank **Country** field.

Rehire: Rehire button in Employee Profile didn't display the prompt for HR Action

WFR-235672: In companies with the **Use HR Action for Rehire** setting enabled, the Employee Profile's **Rehire** button in the **Dates** widget prompted for the HR Action but the **Rehire** button in the **Personal Information** widget didn't display this prompt. This is fixed, and now both of the buttons display the prompt for the HR Action.

Reports: Employee Headcount report showed active employee as terminated

WFR-231408: In the **Employee Headcount** report, an employee with Account Status of **Active** sometimes was listed as **Terminated**. This is fixed, and these employees now display the correct status of **Active** in the report.

Succession Planning: Could not add supporting documents to plan

WFR-252599: In a Succession Plan, the option to add supporting documents was missing. This is fixed, and the option to add supporting documents is now available.

Talent: All Goals did not display all of the employee's goals

WFR-216474: In the **Employee Information** page's **All Goals** widget, when the employee had more than 20 goals and the widget was set to display only 20 goals at a time, the second page of goals duplicated goals from the first page, causing some goals to not appear at all. This is fixed, and these employees can now see all of their goals without any duplicates, as expected.

Talent: English (UK) Check step was spelled Cheque

WFR-248996: For English (UK) language users, a Performance Review's **Check** step was spelled **Cheque**. This is fixed, and the **Check** step now uses the correct spelling.

Termination Details: Currency symbol didn't match user's locale

WFR-238920: In the **Compensation at termination** section of a **Termination Details** record, the system sometimes did not use the correct currency symbol for the user's locale. This is fixed, and these currency symbols now match the user's locale settings.

Visualization: Video didn't display in Jobs Portal

WFR-256000: When a Job Requisition included a media source link to display a video, users who viewed the Job Requisition in the Jobs Portal saw only a blank space, with the video missing. This is fixed, and the Jobs Portal now displays these videos as expected.

Workflow: Hired date was incorrect in notification

WFR-244429: When an HR Action Approval Step was configured to generate a notification that included both the **HIRED_DATE** and **STARTED_DATE** tags, the notification that was generated sometimes did not show the correct hired date. This is fixed, and in this configuration, the notification now shows the correct hired date.