PAYPRO
Workforce Management

| UKG Ready August Release (R76) Highlights | | |
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| **Suite Experience** | | |
| **Enhancements /Resolved Issues** | **Highlights** | **Documentation Available** |
| New Product Documentation Experience | • Provide access to a new Online Documentation portal with seamless navigation. | Cross Product Release Notes |
| New & Updated Widgets | • A new Social Media widget in Company Hub tabs that allows admins to insert source code from popular platforms, including: Facebook, Twitter, & YouTube streams; Instagram & LinkedIn posts<br>• Google Sheets widget, which provides the same capabilities as the Classic Dashboard version.<br>• A new, improved Fun widget (also known as Turtles) with a new animal (buffalo/"zubr"/bison) & new background images/colors | Cross Product Release Notes |
| Pre-Configured Dashboard Tabs | • Custom tab (first being centered on Manager responsibilities), populated with 9 commonly used widgets, and Quick Links pre-populated.<br><br>*Prepopulated & Independent Start Widgets will be targeted for R77 | Cross Product Release Notes |
| Enhanced Dashboard Tab Library & Previewing Widgets | • Improvements to Dashboard Tab Library capabilities include: Assigned Profiles & Assign to Profiles popups improvements, Save As action for tabs, and new Unassign action<br>• Dashboard Tab Library available at Admin Company-level<br>• Many system widgets, like Start, Links, Announcements, Documents, Web sites, etc. now available to be previewed. | Cross Product Release Notes |
| Read Only Access Option within Security Profiles | • A new option, Read Only Access, has been added as a checkbox at the top of the Security Items | Cross Product Release Notes |

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| | widget in security profiles that works similar to the Full Access checkbox. | |
| **Time and Labor** | | |
| **Enhancements/Resolved Issues** | **Highlights** | **Documentation Available** |
| Badge Punching .clock page | • Introducing the ability to enable a badge # field on the .clock and for mobile quick punch to allow employees to punch in with only using their badge #. | TLM Release Notes |
| Timesheet Updates | • Employee ID now displayed next to name on timesheet<br>• Highlight Missed Punch and Missed Punch Exceptions<br>• Option to remove automatic blank entry being added<br>• Timesheet accepts time entered in decimal format | TLM Release Notes |
| Attestation Only Button | • A new Extra Button option to trigger an Attestation Workflow<br><br>Linked to new section in Attestation Profile to assign Workflow<br><br>• Clock Widget<br>• Timesheets – S/E and Bulk<br>• .clock page<br>• Mobile | TLM Release Notes |
| Leave Updates | • Added ESS view of balances through dashboard widget and 'My Profile'<br>• Added the ability to configure a workflow for Leave (and Points) without HR<br>• Added the option to attach a document to a Leave Request<br>• Added the ability to manage leave request documents in reports and to do | TLM Release Notes |

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| | • Added ability to configure document to be required/available per reason | |
| Time Off Updates | • Added the action to request time off on the timesheet for both managers and employees. If the time off is auto-approved by the workflow, it will immediately populate<br><br>• Added the ability to approve time off requests directly from the monthly time off calendar<br>• Updated pending time offs, added icons for dynamic durations and attached documents | TLM Release Notes |
| Employee Contracts | • Added the ability to select multiple and delete multiple employee contracts on the Employee Contract Report | TLM Release Notes |
| **Scheduler** | | |
| **Enhancements/Resolved Issues** | **Highlights** | **Documentation Available** |
| Scheduler Time Off Rule | • Added a rule to Time Off Policies to allow shifts to remain assigned to employees after time off has been approved on a scheduled day while also creating an open shift equal to the time off request. | Scheduler Release Notes |
| **HR - Recruitment** | | |
| **Enhancements/Resolved Issues** | **Highlights** | **Documentation Available** |
| Forgot Password for Applicants | • Applicants who forget their passwords will now be able to see and answer their security question for validation of the password reset. | HR Release Notes |
| Offer Letters: Added to Workspace | • Offer letters can now be accessed from the job requisition workspace via a new **Add Offer** button. | HR Release Notes |

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| | This is available in the **Quick Actions** panel when opening/viewing a job application from the **Applications** tab of the workspace. | |
| Offer Letter - Custom Field Configuration | • A new menu option has been added that allows you to create custom fields for Offer Letters. | HR Release Notes |
| Job Requisition Configuration: Display/Required Fields Added | • 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. | HR Release Notes |

**HR - Talent/Performance**

| **Enhancements/Resolved Issues** | **Highlights** | **Documentation Available** |
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| Succession Management Tree View Display Added | • 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. | HR Release Notes |
| Chart Updates | • 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:<br>o Employee History Graph<br>o Metric History Chart<br>o Metric Bar Chart<br>o Talent Matrix Chart<br>o Metric Pie Chart. | HR Release Notes |
| Functional Updates | • One or more succession plans can be selected and deleted in mass by checking the affected plans and selecting the **Delete** button. | HR Release Notes |

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| | • An Info icon and description text has been added to the following places for succession planning:<br>  ○ Employee Profiles<br>  ○ Succession Plans<br><br>When hovering your mouse over the icon, the description included text included in the assigned succession profile will display. | |
| **HR - Core** | | |
| **Enhancements/Resolved Issues** | **Highlights** | **Documentation Available** |
| Exporting the Organization Chart | • Clients 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. | HR Release Notes |
| Multiple EEO-1 Reporting | • Clients will now have the option to create and populate multiple EEO-1 forms at once and base their establishments on either multiple EINs or Cost Centers.<br><br>We have also added Mass Edit and Mass Delete functionality. | HR Release Notes |
| HR Actions - Include Notes in Notification | • "Notes" tag can be added to the Generate Notification step of HR Action Workflow and will include all notes collected up to the point that the generate notification step is processed. | HR Release Notes |
| Account Contact - Default Primary Phone | • Default Phone Option added to Account Contacts widget in Company Settings where user can select the Phone (Work, Cell, Home) to default to Primary when Account Contact is added | HR Release Notes |

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| Employee Assignments Report | • Added benefit salary(s) as Available columns to Employee Assignment Report and corrected Salary to pull as of the date selected for the report to follow same functionality of other columns. Also added the following as available columns:<br>  ○ Is Veteran<br>  ○ Is Recently Separated Veteran<br>  ○ Is Disabled Veteran<br>  ○ Is Armed Forces Service Medal Veteran<br>  ○ Is Active Wartime Or Campaign Badge Veteran<br>  ○ Employee Type<br>  ○ Job Attributes<br>  ○ Ethnicity<br>  ○ Disability | HR Release Notes |
| **ACA** | | |
| **Enhancements/Resolved Issues** | **Highlights** | **Documentation Available** |
| Line 17 being added to the ACA Reports | • On the 2020 Form 1095-C there were a lot of changes including added the new Line 17 for Zip codes. This has been added to the ACA Data Detailed Report<br><br>Note: this field was already included in the ACA Audit Trail Report | Cross Product Release Notes |
| Legal First Name recognized for Form 1095-C | • In R75 we introduced the new Legal First Name Field, this field will now be supported on the Form 1095-C. The system will now automatically recognize when a Legal First Name has been added and this will be used in Box 1 and Box 18 (when self-insured).<br><br>Note: When the address page is used for printed forms OR the pressure sealed format is being used the address portion will include the First Name field (i.e. the preferred first name) | Cross Product Release Notes |