TLM 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.

When using and applying the information generated by Kronos SaaShr, Inc. products, customers should ensure that they comply with the applicable requirements of federal and state law, such as the Fair Labor Standards Act. Nothing in this Guide shall be construed as an assurance or guaranty that SaaShr products comply with any such laws.

R76 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:** 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

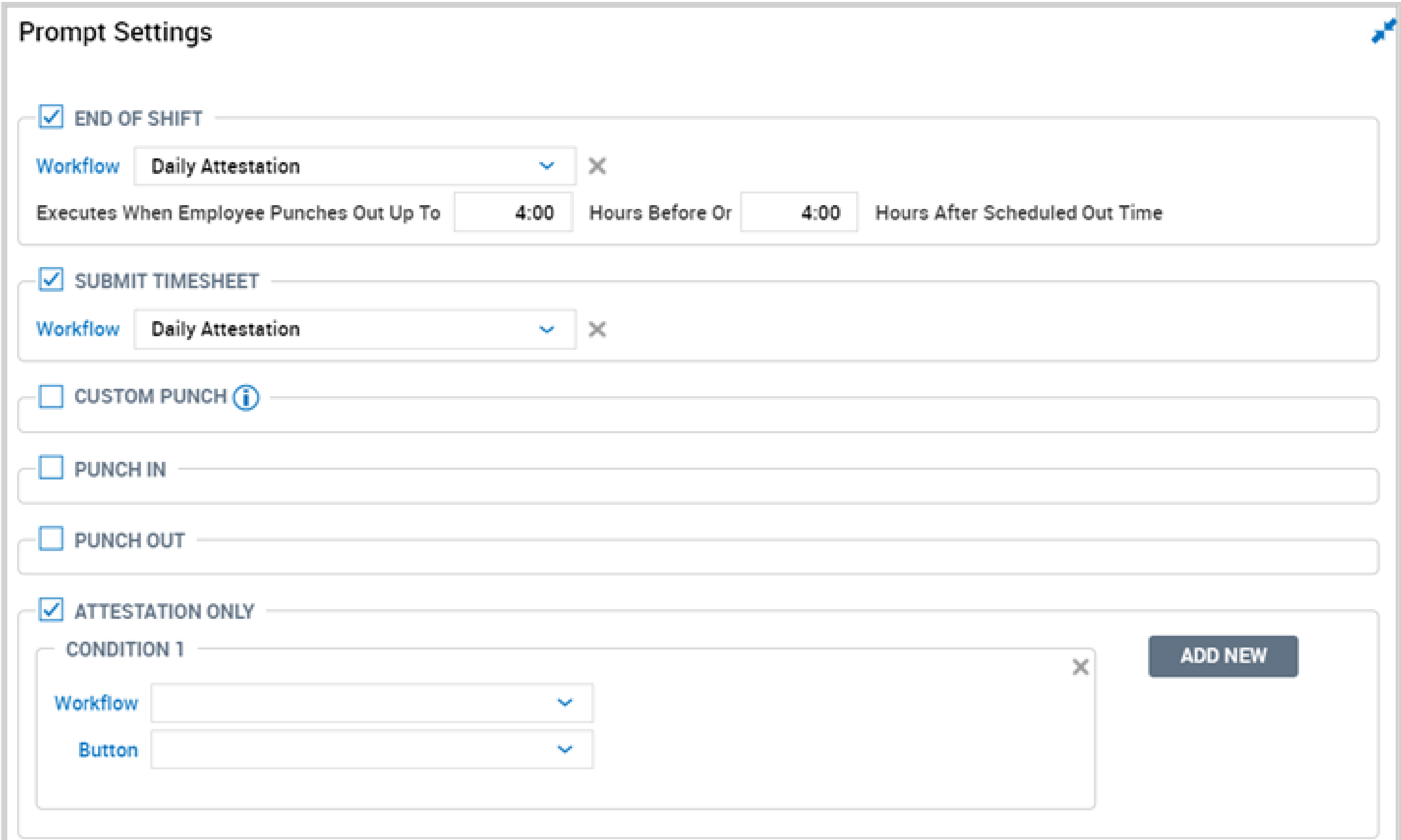
🔥 Attestation

New Button that Triggers Attestation Workflow Without Punch

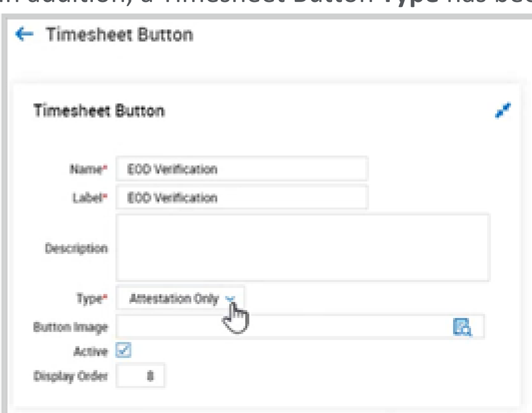
Important: Before including any health-related questions in UKG Ready® Attestation please consult with your legal counsel to ensure you are compliant with applicable privacy laws and regulations.

WFR-226126, WFR-239003, WFR-252536, WFR-251694: Previously, Attestation workflows could not be triggered without capturing a punch.

What's been added: For users who need Attestation workflows triggered for employees who do not punch in/out, such as salary/non-exempt employees, in compliance situations, or for employees who need to be paid for time taken answering wellness questions, a new **Attestation Only** section is now available in the **Prompt Settings** widget in the Attestation Profile.



In addition, a Timesheet Button **Type** has been added, **Attestation Only**.



Choosing this option allows you to tie an Attestation workflow to an Attestation Only type button. You can configure this Timesheet Button to display on mobile devices, the **Clock** widget and **.clock** page, and the timesheet for both timesheet profiles.

Tip: You cannot use the same Attestation Only button type for different workflows. You will be prompted by the system to choose another Attestation Only button if you choose the same Attestation Only button for different workflows in separate conditions, and then save.

For Start/End (All Days) timesheet profiles, the Attestation Only button will display with the other Extra Buttons in the **Timesheet Punch Settings** section. For Bulk Hours timesheet profiles, the Attestation Only button will display with Extra Buttons in the **Timesheet Punch Settings** section within the **Punch Settings** widget.

Attestation Only responses can be accessed from the **Questions and Answers** report.

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.

Accruals

Accruals 1.0 & 2.0: Added Available Balance Field for InTouch Devices

WFR-233751: For all InTouch devices (DX, V2, V3), employees using the **View Accrual Balances** smartview can now view their **Available Balance** (the balance that can be used in that accrual period). The **Current Balance** (the total balance of all accrued hours in that category) is also an available option to view and has been available.

Example: If an employee has 50 hours total but can only use 10 hours per period, their Available Balance would show 10 and the Current Balance would show 50.

To view their Available Balance, the employee must have **Available Balance** enabled in **Global Setup > Accrual Policies** and **Available Balance** must be enabled/visible for the employee's Accrual Profile and Accrual Category.

For Accruals 1.0 users, if there is no value for Available Balance, a dash "-" symbol will display.

CMS

Only for United States: CMS is currently available for U.S. users only.

Added "Not Applicable" Status to CMS Pay Type Code

WFR-229086: In a previous release, a global setting was added to make the **CMS Pay Type Code** in the Employee Profile required to choose for employees, but there was no option to exclude employees from CMS Reporting.

What's been added: A **Not Applicable** option has been added to the **CMS Pay Type Code** drop-down. If this option is chosen, the employee will be excluded from the CMS export.

Cost Centers

Unable to Select "All" or "Only" options for a Parent Cost Center

WFR-244726: Previously, when users wanted to select a parent cost center and all items underneath the parent cost center, they could not toggle the **All** or **Only** options; they had to instead expand the cost center list in order for the **All** or **Only** options to be available to select.

Going forward, when selecting the parent cost center, users will be able to select **All** or **Only** without having to expand the list.

Payroll Taxation and Geo-Fencing No Longer Share CC Priority Field

WFR-231883: Previously, if geo-fencing was set up based on a user's location that was also their tax location, priorities could not be separated due to the **Priority** field being shared between geo-fencing and Payroll taxation.

What's been added: In the **Cost Center Tree**, a **Geo-Fencing Priority** drop-down field has been added beneath the **Priority** drop-down field so that you have the option to distinguish which cost centers (geo-fencing (location) or priority (taxation)) are the higher/lower priorities.

Note: Any previous priorities saved in your **Cost Center Tree** will remain the same.

If you want to change the cost center priorities, select the drop-down for the applicable field and choose the appropriate number.

Imports

Assign/Switch Primary EIN through Employee Import

WFR-224468: Previously, an employee’s Primary EIN could not be changed with the employee import and had to be done manually through the Employee Profile.
What's changed: A new column, **Primary EIN**, has been added to the Employee Import. This non-required column allows users to identify the Primary EIN for an employee and provides a seamless switch of an EIN/Company if needed. Enter a **Y** in this column next to the EIN name that is the new Primary EIN.

{UPDATE_LAST} Tag in Pay Prep Profile Import

WFR-228044: Previously, users received an Invalid Pay Prep Profile error when trying to utilize the **{UPDATE_LAST}** tag in the Pay Prep Profile import.
What's changed: You can now import Pay Prep profiles with multiple effective dated profiles for one employee with different or the same **[Effective From]** dates without receiving an error. The **{UPDATE_LAST}** tag will now work as expected, which is helpful for users with employees that have several lines of Pay Prep profiles that all have the same effective dates.

Leave of Absence

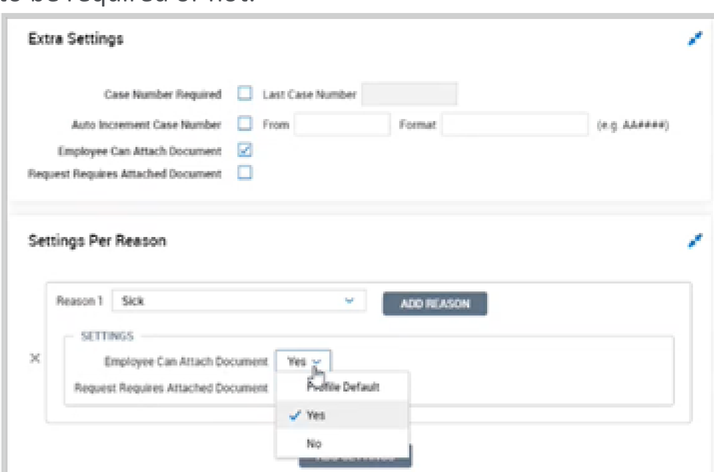
Note: For all LOA document attachment enhancements, companies need to have the **Integrated Document Storage** marketplace product enabled.

Added Attach Document Settings to Upload Attachments in LOA Request

WFR-243451, WFR-244247, WFR-243498: Previously, employees were not able to be required to attach documentation during their leave request process.
What's changed: Two new settings have been added to the **Extra Settings** widget in the Leave of Absence Profile:

- **Employee Can Attach Document** (enabled by default)
- **Request Requires Attached Document** (disabled by default)

In the **Settings Per Reason** widget you can add as many reasons needed for the leave case (such as sick), then in the **Settings** section specify if the employee should be able to attach a document for that specific reason and if it needs to be required or not.



Once the settings are configured, from the manager or employee **Leave of Absence Request** screen, an attach documents paperclip icon will display at the top-right of the screen. When selected, a **Supporting Documents** pop-up will display where the user can upload documents. When a document is attached, a red asterisk and the number of attachments will display next to the paperclip icon. Once the request is submitted, the attachment in the **Supporting Documents** pop-up will become a link to select.
In addition, from the **Recent Requests** widget in the **Leave of Absence Request** screen, the attachment paperclip icon will display in the **Attached Documents** column. When selected, the **Supporting Documents** pop-up will show the attached document, which can be viewed and downloaded.

LOA Request Documents in Employee Documents Widget and Report

WFR-245723, WFR-245656, WFR-244660: When users upload a document to a Leave of Absence request and the request is approved, the attachment will now display under the document **Type** column, **Leave of Absence Case**, in the **Employee Documents** widget within the Employee Profile/My Profile, as well as the **Employee Documents** report (**HR > HR Maintenance > Employee Documents**).

Added Column with # of Attached Documents to Leave History for ESS & MSS

WFR-243822: From the **Leave Request History** report (MSS: **Team > Leave > History** / ESS: **My Time > Leave > History**), you can now add a new column, **Leave of Absence # Attached Documents**.

When this column is added to the **Leave Request History** report, a paperclip **Documents** icon with a red asterisk and the number of documents attached will display. When selected, a **Supporting Documents** pop-up will display the attached document for that specific leave request, and the manager or employee will have the option to view/delete the attachment.

Ability to Manage Docs via "# Documents Column" in Leave Cases Report

WFR-245314: Previously, items in the **# Documents** column in the leave **Cases** report (**Team > Leave > Cases**) were read-only.

What's changed: You can now manage documents in the **# Documents** column in the leave **Cases** report. A paperclip **Documents** icon with a red asterisk and the number of documents attached will display in this column. When selected, a **Supporting Documents** pop-up will show the attached document(s) for that specific leave case, and you have the ability to view or delete the document(s).

Upload Document when Approving/Rejecting LOA Request

WFR-243510: When managers are approving/rejecting leave of absence requests from their My To Do Items, a **View Documents** link will now display in the individual **Approve/Reject Leave of Absence Request**. When this link is selected, a **Supporting Documents** pop-up will display where the manager can upload and delete documents.

If a reason is configured to require at least one document to be attached to the employee's leave request, the trash can icon will be grayed out so that the manager will not be able to delete that required document.

ESS View of Leave of Absence Balances: Widget and My Profile

WFR-241265, WFR-241262: Employees can now view their entitlement balances and expiration dates from their dashboard via the new **My Leave Of Absence Balances** widget.

To add this widget, select **Home** from the bottom of the Menu, switch the toggle to **Edit Mode**, then select **+Add** and choose the **Widgets** option. From the **Add Widgets** window, check the box next to **My Leave Of Absence Balances**, select **Add**, then **Apply**.

In addition, employees can also view their entitlement balances from the **Leave of Absence** widget in My Profile.

To be able to view LOA entitlement balances in the widget and My Profile, employees must have the **My Leave Entitlements** option enabled in their Security Profile (under the **ESS** tab within the **Tools & Documents** widget).

Manually Adjust Entitlement Balance: Entitlement and Balances Report

WFR-243930: Users can now manually update employee LOA Entitlement and Taken balances via the **Entitlement and Balances** report under **Team > Leave > Balances**.

What's been added: For users with the **Modify Balances** Security Profile permission enabled in the **Leave of Absence Management** widget under the **HR** tab, an **Edit Balances** pencil icon will display in the **Entitlement and Balances** report. When selected, an **Edit Leave of Absences Balances** pop-up will open. Any data updated and saved from this pop-up will populate in the **Entitlement and Balances** report.

Added Custom Form Workflow for Leave of Absence for Non-HR Companies

WFR-246118: In the previous release, a Leave of Absence custom form option was added for non-HR companies, but a workflow was not available.

What's changed: The **Custom Form** option in the **Workflow Type** drop-down (under **Global Setup > Workflows**) is now available to choose for TLM-only companies (in addition to still being available if the HR module is enabled). When this workflow type is chosen, a **Workflow Subtype** drop-down will display, and the option **Employee Custom Form** will display for you to select.

Once the workflow is configured, you will be able to choose it from the **Custom Forms** page (under **Team > Time > Points > Custom Forms**).

Note: This is also available for Points. Refer to the Points topic.

LOA Forms and Legal First Name

WFR-246638: For the following LOA forms (ESS and MSS):

- WH-380-E
- WH-380-F
- WH-381
- WH-382
- WH-384
- WH-385
- WH-385-V

Legal First Name, if specified, will be used instead of the existing **First Name** field. If the **Legal First Name** is not provided, the **Actual First Name** will be used in these forms.

Pay Calc 2.0

Holiday Eligibility v2 Exception Setting Did Not Work as Expected

WFR-247226: The **Holiday Eligibility (v2)** Pay Calc 2.0 rule now includes two new checkboxes. The new **Look for Last Scheduled Day** checkbox works with the existing **Not Have Exceptions Before Holiday** checkbox. The new **Look for Next Scheduled Day** checkbox works with the existing **Not Have Exceptions After Holiday** checkbox.

When you enable the **Look for Last Scheduled Day** checkbox or the **Look for Next Scheduled Day** checkbox, the Pay Calc rule searches for an exception on exactly the last or next (respectively) day in the period you selected. When you do not enable either of the new checkboxes, the Pay Calc rule searches for an exception on any scheduled day in the period you selected.

Payroll Export

Payroll Export Format: Zellis Resourcelink Absence Changes

WFR-253045: Previously, if an employee had an absence during one week out of a multi-week pay period, the Payroll Export Format file for Zellis Resourcelink would display all the employee's pay period weeks, not the one week that the employee had an absence.

What's changed: For users with **Spell Of Absence** set in the **Pay Prep Result Records** section, the Payroll Export Format file for Zellis Resourcelink will now only export weeks that contain absences.

Example: If an employee has a four-week pay period and has two absences (one during the first week and one during the second week) the first and second weeks will display in the export file, while weeks three and four will be excluded.

Payroll Export Format: Zellis Resourcelink Schedule Changes

WFR-245882: For Zellis Resourcelink Payroll Export Format users, a new field, **Pay Period Profiles Associated With This Payroll Export Format**, has been added to the **Payroll Export Format** widget so that you can choose a pay period profile list to define which pay period profiles can use this specific format.
In addition, previously users could not select different options from the **Field** drop-down in the **Columns** section of the **Layout** widget. Going forward, you can select an option from this drop-down that is applicable to the employee.

Payroll Metrics

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

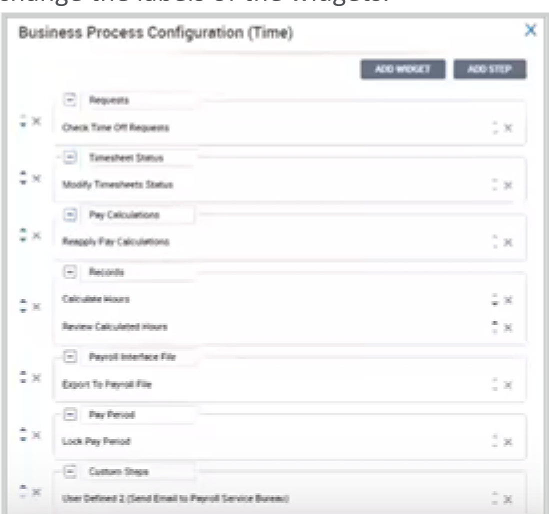
Payroll Metrics Employee Interface was Sending Wrong Data

WFR-253128: Previously, the HasHelp flag was being sent as **False** despite the employee not having a Tax Declaration created and the custom fields not being mapped from the **TFN Fields** section in the **Employee Upload Configuration** screen (**Integrations > Payroll AU > Employee Upload Config**).
Going forward, all **True**/**False** type fields from the **TFN Fields** section will not send anything if no custom fields are selected in the employee configuration.

Pay prep

Ability to Reorder and Add Time Prep Widgets in Business Process Steps

WFR-249488, WFR-250170: Previously, the steps and widgets in the new Time Prep screen could not be re-ordered, and new widgets/steps could not be added.
What's changed: Admins can now customize the business process steps and add new widgets from the new **Business Process Steps (Settings)** pop-up from **Company Information**. Select the gear icon in the **Business Process Steps** widget, then select the **Configure** button.
A **Business Process Configuration (Time)** pop-up will display where you can select the arrows next to the widgets to change the order. You can also delete or add widgets, add steps to the new widgets or existing widgets, as well as change the labels of the widgets.



This new feature allows you the ability to fully customize the Timeprep process to meet the needs of your company.

Important: All default widgets will be translated to the language set in your company locale. Any widgets that you customize (add/rename) will not be translated to your locale.

Import Counters Pay Prep Excludes Data Beyond Termination Date

WFR-234082: When terminating employees, an export of all calculated counters up to the termination day is included in the payroll export, but for cumulative balances, the data was not cleared if the employee was terminated in the middle of a period. Any cumulative balances had to be manually calculated.

What's been added: A new setting (unchecked by default), **Exclude Data Beyond Termination Date**, has been added to the Pay Prep Profile Counter Records, within the **Counters Setup** window. When enabled, there will not be data beyond the employee's termination date in the **View Pay Prep Records Details** report. In addition, **Exclude Data Beyond Termination Date** will display in the Counter Records record on the **Edit Pay Prep Profile** page.

Points

Added Custom Form Workflow for Points for Non-HR Companies

WFR-246118: Previously, a workflow for Points custom forms was not available for users in companies without HR enabled.

What's changed: The **Custom Form** option in the **Workflow Type** drop-down (under **Global Setup > Workflows**) is now available to choose for TLM-only companies (in addition to still being available if the HR module is enabled). When this workflow type is chosen, a **Workflow Subtype** drop-down will display, and the option **Employee Custom Form** will display to select.

Once the workflow is configured, you will be able to choose it from the **Custom Forms** page (under **Team > Time > Points > Custom Forms**).

Note: This is also available for Leave of Absence. Refer to the Leave of Absence topic.

Public Webservice (REST/SOAP)

Migrated V1 Time Entry Notes to V2 and Made Public

WFR-231552: Users can now add time entry notes to timesheets via the Time Entry Notes V2 API.

Reports

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.

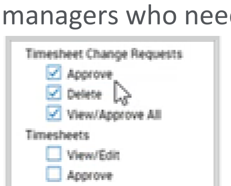
Security

Ability to Approve/Reject TSCR without "View/Edit Timesheet" Enabled

WFR-224537: For managers who approve/reject employee timesheet change requests but not timesheets, the **View/Edit Timesheet** Security Profile setting still needed to be enabled because approving/rejecting a timesheet change request was previously considered an edit to the timesheet. This gave managers who should have only been able to approve/reject timesheet change requests access to timesheets.

What's changed: The **View/Edit Timesheet** option in the Security Profile under the **TLM** tab within the **Time Editing/Approving Functionality** widget is no longer required to be enabled in order for a manager to approve/reject timesheet change requests.

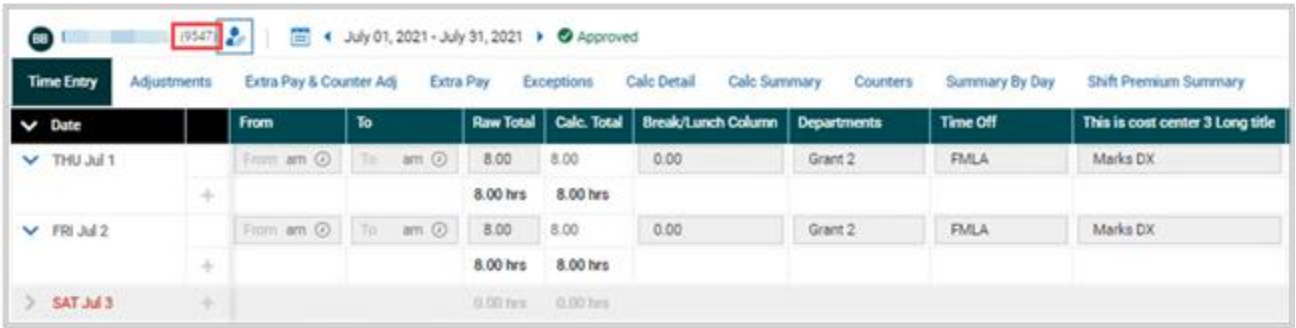
The timesheet change request and timesheet security settings have been split from one another to accommodate managers who need access only to timesheet change requests, not timesheets.



Timesheet

Added Employee ID Next to Name on Timesheet

WFR-243986: For both Timesheet Profiles, the Employee ID will now by default display next to the employee's name on their timesheet.



Added Enter Key to Keyboard Navigation

WFR-247820: In the timesheet, when you press the Enter key, the cursor will now by default move down a row the same way the down arrow key works.

Added Message for Zero Calc Hour Holidays

WFR-248812: On the **Calc Detail** page, the system now displays an alert message when an employee receives Raw hours from a Holiday Table but the employee receives zero calc hours because the Pay Calc Holiday Eligibility settings make the employee not eligible. The alert message says: **The calculated totals are zeroed by Holiday Eligibility rule.**

Added Option to Select Status for Timesheet Auto Submit

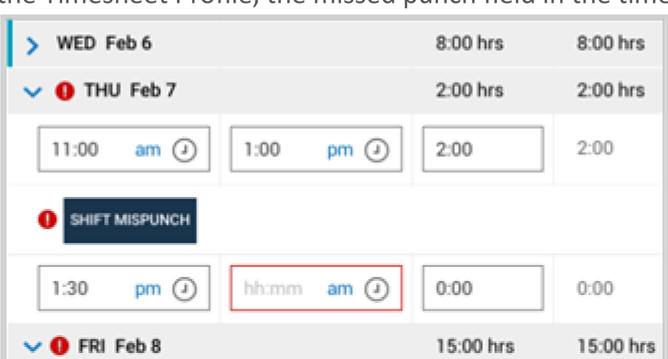
WFR-242710: Previously, for timesheets with Auto Submit enabled in the Timesheet Profile, there was no way to include/exclude certain employee statuses such as Not in Payroll, and managers were consequently seeing auto submitted timesheets for inactive employees.

What's been added: A new option has been added to the **Employee Policies** widget for both Timesheet Profiles, **Only Auto Submit Employees in Payroll**. When enabled, only timesheets of employees that are in payroll status will be automatically submitted.

Highlight Missing Punch

WFR-242993: For users who need to correct missing punches from the timesheet and would like an easier way to see missed punches, a new setting has been added to the **Punch Settings** widget in the **Punch Collection Settings** section of the Timesheet Profile, **Highlight Missed Punch**.

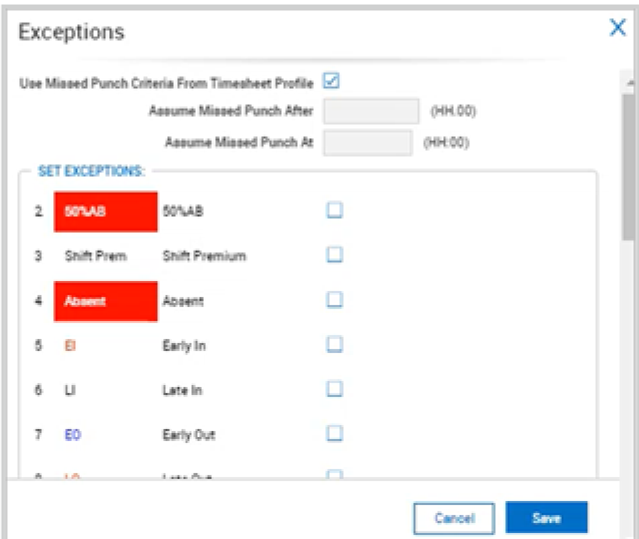
When this setting is enabled (it is disabled by default) and a time entry has a missed punch based on the criteria set in the Timesheet Profile, the missed punch field in the timesheet will be highlighted in red.



This is helpful for managers who have a large number of timesheets to review each pay period, and would like missing punches to stand out on the timesheet so that they can see the missed punches quicker to correct them. For employees who typically do not have a lot of time to fill out their timesheet, having this setting enabled would allow them to see the missed punches more easily so that they can quickly correct them when filling out their timesheet the next day.

Missed Punch Exception

WFR-242994: Managers are currently able to define missing punch criteria on the timesheet and can access the **Missing Punches** report, but exceptions could not be generated on the same criteria.
What's new: A new Pay Calculations 2.0 rule has been added, **Exception Based On Missed Punch**, which allows you to apply exceptions on shifts linked to missed employee punches. Triggering these exceptions does require the Pay Calc to be applied and/or the timesheet to be saved.
You can continue to use the missing punch criteria that is set up in the timesheet profile by enabling the setting, **Use Missed Punch Criteria From Timesheet Profile**. Or, if you have different criteria for missed punches for different employees that use the same timesheet profile but have different Pay Calc profiles, you can configure these settings separately in this rule.



The **Assume Missed Punch After** field works the same as the field in the timesheet profile and will designate total hours that must pass before the next punch is considered a missing punch.
The **Assume Missed Punch At** field works the same as the field in the timesheet profile and will designate a specific time that must pass before the punch is considered missing.
Tip: Exceptions triggered in this Pay Calc rule will not automatically notify a manager of the missing punch, they will only display on the timesheet. You can use the preexisting global notification for exceptions to have emails sent to managers when their employees have missing punches.

New Timesheet Now Accepts Decimal Input for From and To Fields

WFR-251982: The New Timesheet previously did not allow you to enter **From** and **To** times in a decimal format for Start/End timesheet profiles.
What's changed: If you enter a decimal in the timesheet **From** and **To** fields, the system will now accept the decimal and automatically convert it to the time format.

Option to Remove Automatic Blank Time Entry Line to Current Day

WFR-241264: You now have the option to disable a new blank time entry from being automatically added to the current day on the timesheet.
What's been added: A new setting (enabled by default) has been added, **Add Blank Time Entry Row to Current Day**, in the **Extra Settings** section of the Timesheet Profile.
If disabled, a new blank time entry row **will not** be automatically added to the current day upon saving the timesheet.
If enabled, when a user has the current day expanded on the timesheet and enters a time entry then saves, a new blank time entry will automatically be added.
In addition, when opening the timesheet, if the existing day has no time entries, there will be one blank time entry row.

Removed Deprecated Settings from Timesheet Profiles

WFR-210161: Now that there is only one timesheet view, the following settings do not apply to the new timesheet and have been removed from both Start/End and Bulk timesheet profiles:

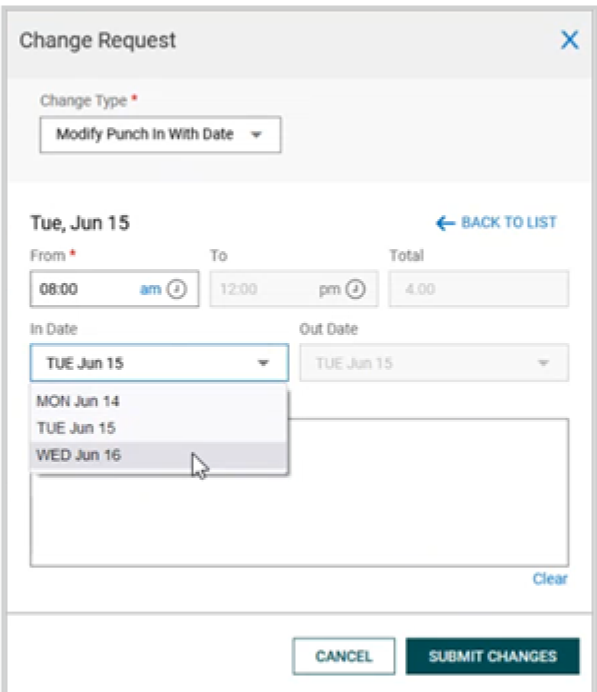
- **Timesheet View**
- **Mobile View Enabled For**
- **Labels/Formats section**
- **Manager Change Cost Center On Mobile**
- **Show Employee Information checkbox**
- **Enable Keyboard Navigation (this is now on by default)**
- **Fixed Headers (headers are fixed by default)**
- **Status Look & Feel**

Timesheet Change Request: In/Out Date Fields in Modify Punch

WFR-239650: You can now give employees the option to select the date of the punch when they are submitting a **Modify Punch** change request.

What's been added: In the Timesheet Profile within the **Change Requests Employee Can Perform** widget, two new options have been added, **Modify Punch In With Date** and **Modify Punch Out With Date**. The option(s) enabled will display as a **Change Type** for employees to choose.

The **In Date** / **Out Date** fields will display in the **Change Request** pop-up, which will allow employees who have a punch in and/or out that needs to go to another date to select that date in the **Modify Punch** change request.



Time Off

Time Off Calendar by Month: Added Supporting Documents

WFR-239417: From the **Time Off Calendar by Month** report (**Team > Time > Time Off > Reports > Time Off Calendar >Time Off Calendar by Month**), a paperclip **Documents** icon will now display in the pop-over for pending and approved time offs. When selected, a **Supporting Documents** pop-up will display where you can attach and review documents.

Time Off Calendar by Month: Added Dynamic Duration Icons

WFR-243807: Dynamic duration icons will now display next to pending time off requests on the **Time Off Calendar by Month** report.

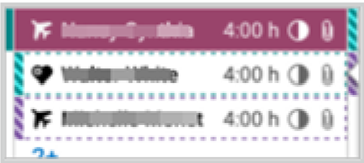
Time Off Calendar by Month: Approve/Reject Time Off Actions in Popover

WFR-235677: Managers can now approve/reject from the pending time off request popover from the **Time Off Calendar by Month** report.

Time Off Calendar by Month: Changed Dotted Pending Request Bar

WFR-245047: Pending events in the **Time Off Calendar by Month** report Request Calendar previously contained a horizontal dotted bar at the bottom of the request.

What's changed: Going forward, on desktop, the dotted pending request bar will display as a vertical bar next to the request.



Time Off Request Calendar: Added Documents Icon to Time Offs in Calendar

WFR-220913: Previously, there was no way to quickly see if a time off contained a document attached without having to open the popover (or **Modify Time Off Request** pop-up) in the **Time Off Request** calendar.

What's changed: For pending and approved time offs, a non-selectable paperclip Documents icon will display next to the request in the **Time Off Request** calendar.

Managers must have **View** enabled for the **Time Off Documents** security permission. Employees must have the **Request Time Off** security permission enabled.

Time Off Request: Submit Time Off Request from Timesheet

WFR-243736: Previously, when users submitted a Time Off Request (not time entry based) from a timesheet, they had to switch to another page and then come back to the timesheet.

What's changed: Users can now submit a Time Off Request directly from the timesheet. For employees (with the **Request Time Off** permission enabled) and managers (with the **Request On Employee Behalf** permission enabled), a **Request Time Off** option is now available to choose from the three-dot ellipsis **More Actions** icon on the timesheet for both timesheet profiles. When this option is selected, the **Request Time Off** pop-up will display for users to enter details and submit the time off request.

Note: The availability of the Request Time Off functionality does not depend on the timesheet status (open, submitted, approved, locked). The **Time Off Type** field in the **Request Time Off** pop-up will be empty by default.

Time Off Request: Added Comment Field in Modify Pop-Up

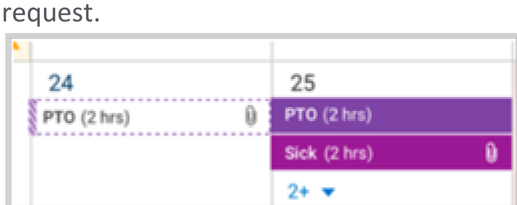
WFR-239214: Previously, managers could not review comments while approving time offs via the **Modify** link in their My To Do Items because there was not a comment field in the **Modify Time Off** pop-up.

What's been added: A **Comment** field (currently read-only) is now available in the **Modify Time Off** pop-up when you select the **Modify** link from your My To Do Items.

Time Off Request: Changed Pending Request Bar

WFR-236939: The time off pending request bar was previously a horizontal bar at the bottom of the request.

What's changed: Going forward, on desktop, the time off pending request bar will display as a vertical bar next to the request.



Time Off Request: Hide Approve/Reject if Manager is Not in WF Approve State

WFR-244881: Previously, the **Approve**/**Reject** buttons were displaying on the **Time Off Request** page and would error out (as well as the **All Open** report) due to the manager not yet being in the workflow stage that would allow them to approve/reject the request.

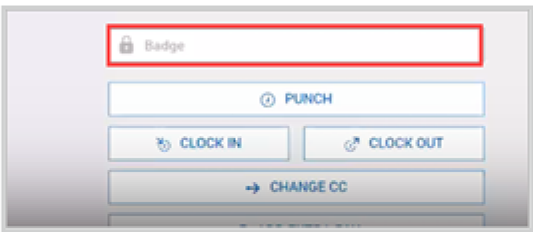
What's changed: If a manager is not in the stage of the workflow to approve/reject a time off request, the **Approve**/**Reject** buttons will not display for the manager. If the manager has the **Company Payroll Functionality** security setting enabled, the action buttons will always display.

Web Clock

Added Mobile Quick Punch/Web Clock Setting to Allow Badge Number Punch

WFR-241283: Previously, users could only punch on the .clock **Web Clock** page and with Mobile Quick Punch using a username and password. For many companies using SSO to log in, employees who did not know their credentials could not use the .clock **Web Clock** page or Mobile Quick Punch to punch in.

What's been added: Employees now have the option to punch through the Mobile Quick Punch and .clock Web Clock using their badge number instead of a username and password. Under **Global Setting > Company Setup**, a checkbox setting, **Allow Punch with Badge #**, has been added to both the **Web Clock** and **Mobile Quick Punch Preferences** widgets. Check this setting in one or both of these widgets (depending on what employees use to punch) to allow employees to quickly punch in using their badge number.



In addition, when allowing punches with Badge #, you can have the username and password fields removed from the .clock **Web Clock** page by unchecking the **Allow Punch Username/Password** setting.

Workflows

Timesheet/TSCR Workflows: Option to Hide To Do Items in Approve/Reject

WFR-174917, WFR-246950, WFR-247447: A **Hide To Do** checkbox option was previously available only for override managers.

What's been added: The same **Hide To Do** checkbox option has been added to the **Approve/Reject** step of the Timesheet and Timesheet Change Request workflows, and is available for any groups that can be chosen from the **To Be Completed By** drop-down.

When this setting is checked, any timesheet or timesheet change request to-do items will be hidden from the to-do bell counter.

In addition, a new filter, **Data With Hidden To Do Items**, is available to enable in the **Pending Timesheet Change Requests Approval** report (**Team > Time > Timesheets > Change Requests > Pending Timesheet Change Requests**) and **Pending Approval** report (**Team > Time > Overtime > Pending Approval**). If this filter setting is checked, the report will display to-do items that were hidden. If it is unchecked, the hidden to-do items will remain hidden from the report.

Bug Fixes

The following issues have been fixed in this release.

Accruals: Accrual Balances PDF didn't display some data

WFR-14659: When users configured the system to automatically send an Accrual Balances report in PDF as an email, the PDF sometimes showed the **Hours Taken** and **Hours Scheduled** columns as blank and showed those hours as deducted from **Hours Earned** and **Hours Remaining**, despite the system not being configured to make those deductions. This is fixed, and in this situation, the Accrual Balances report PDF now displays the expected data.

Accruals: Balances for 7-hour work day displayed based on 8-hour

WFR-214659: When an employee had a 7-hour standard work day, accrual balances sometimes displayed based on an 8-hour work day. This is fixed, and accrual balances display correctly for these employees.

Accruals: Balances were inaccurate for monthly accrual rate

WFR-252196: When employees were configured with the **Monthly (Simple Schedule)** accrual rate, their **Current Accrue Rate** sometimes didn't display the correct amounts in **Accrual Balances** or in the Employee Profile **Accruals** widget. This is fixed, and the **Current Accrue Rate** now displays the correct amount for these employees in **Accrual Balances** and in the Employee Profile **Accruals** widget.

Accruals: Max Accrued & Balance showed incorrect message

WFR-249801: When you remove **Max Accrued Amount** or **Max Running** balance amounts in order to disable the setting, the Accrual policy will now display **Not Enabled**. Previously in this instance, the policy incorrectly displayed **Not Enabled Initially 0.0 Days**.

Accruals: Run Accruals showed multiple rows for each time off

WFR-216385: For employees who were assigned multiple accrual schedules, the **Run Accruals** report displayed multiple rows for each time off. This is fixed, and the **Run Accruals** report now displays one row per time off for these employees.

Clocks: View Punches didn't show previous pay period

WFR-221215: On an InTouch DX clock, when users selected **View Punches** after midnight UTC on the date of a pay period change, regardless of the user's configured time zone, the clock did not display punches from the previous pay period, because the clock incorrectly made the switch to displaying the current pay period at midnight UTC. This is fixed, and the clock now displays the previous pay period in **View Punches** until midnight in the user's time zone on the date of a pay period change.

Cost Centers: All Company CC report was missing some CCs

WFR-251965: When users ran the **All Company Cost Centers** report, the system sometimes did not display all the expected cost centers for all levels. This is fixed, and this report now displays all the expected cost centers for all levels.

Leave: LOA Request could not be entered in partial increments

WFR-249024: When users created a Leave Of Absence Request, the system did not allow them to enter partial time increments smaller than whole numbers (for example, 0.25). This is fixed, and users can now enter these partial time increments.

Leave: Managers Without Full Access Could Not See Leave Forms

WFR-257470: Previously, managers with only the **View Forms** permission enabled in the **Leave of Absence Management** section under the **HR** tab of the Security Profile, were unable to see **Forms** in the Menu (under **Team > Leave**), or anywhere else. This has been fixed, and users with this security permission will be able to see LOA Forms, as expected.

Notifications: On Submit rule notification was not sent

WFR-245761: When the **On Submit** rule in a timesheet profile was configured to send a warning notfication for a certain amount of consecutive time off, the system sometimes did not send the notification. This is fixed, and with this configuration, the system now sends the warning notification when expected.

Pay Calc 2: Balance deductions did not appear in export to payroll

WFR-206424: The Pay Calc 2.0 rule **Sum Up Time Off Hours By Day To Default Counter (v.2)**, when combined with certain other rules, did not check the configured date range and sometimes the time would be deducted from an employee's balance but the correct balance would not be exported to payroll. This is fixed, and these combinations of rules no longer result in incorrect exports to payroll.

Pay Calc 2: TO counter didn't ignore OT counter for OT distribution

WFR-246981: When a time off was configured to count toward overtime, and the overtime occurred on a day with a time off, the time off counter did not ignore the overtime counter for an overtime distribution. This is fixed, and this configuration now functions as expected.

Payroll Export: Advanced filter for Payroll Interface File didn't work

WFR-257902: On the **Time Prep Export** page, when users configured and applied an advanced filter for a Payroll Interface File, the system did not actually apply the filter. This is fixed, and the system now applies this advanced filter when users click **Apply**.

Payroll Export: Payroll Interface File Missing Format Type

WFR-257442: The Export Type from **Payroll > Process & Export > Create Payroll Interface File** previously was not displaying correctly when the file was downloaded. This has been fixed, and the Export Type will display as **Custom Tabular (CSV): {company name}**.

Rates: New rate didn't display in EE profile after rate table import

WFR-206424: When users imported rate tables, the imported rates sometimes did not display in an employee profile. This is fixed, and these employee profiles now display the rates after a rate table import.

Rates: Couldn't delete a single rate from a personal rate table

WFR-253115: In a personal rate table, when a user tried to delete a single rate, it would not delete, but it would delete if they selected all rates. This is fixed, and the user can now delete a single rate as expected.

Rates: Piecework earning wasn't available to select

WFR-254493: In a company with an earning type configured as **Piecework**, users who tried to add a new rate to a **Rate Table** did not have the option to select **Piecework** in the **Earning/Deduction** box. This is fixed, and in this configuration, users can now select the **Piecework** option in the **Earning/Deduction** box, as expected.

Reports: Link to timesheet didn't work in Exception Summary

WFR-251169: In the **Exception Summary By Week** report, links to employee timesheets appeared as plain text so that they could not be used. This is fixed, and users can now click these links to see an employee timesheet, as expected.

Timeoff: TO Request Calendar didn't allow EE to delete request

WFR-236473: On the Time Off Request Calendar, employees could not delete some Time Off Requests that were auto-approved. This is fixed, and employees can now delete these Time Off Requests from the Calendar, as expected.

Timesheet: Timesheet allowed EE to delete initial time entry

WFR-256009: When Frozen Punches are enabled in the Timesheet Profile, employees will no longer be able to delete their first punch from their timesheet. Previously, in this instance, employees were able to delete their initial time entry from the timesheet despite the Frozen Punches setting being enabled.

Timesheet: Extra line appeared after new time entry

WFR-251671: When a Manager, System Admin, or Company Admin added a time entry to an employee's timesheet, the system sometimes included an extra line after the time entry. This is fixed, and the system no longer adds an extra line in this situation.

Timesheet: Error when using View button from TS by Pay Period

WFR-255216: Some users previously received an internal system error when attempting to open a timesheet by selecting the **View** button from the **Timesheets by Pay Period** report. Going forward, users will no longer receive the error message, **Cannot Find Timesheet**, when attempting to access a timesheet from the **Timesheets by Pay Period** report.

Timesheet: Only cost center 1 was saved in Split Time Allocation

WFR-218599: When users configured a **Split Time Allocation** and selected Cost Centers 1, 2, 3, etc., the system retained only Cost Center 1 after users saved. This is fixed, and the system now saves all selected Cost Centers, not just Cost Center 1.

Timesheet: Order of items in TS didn't match Timesheet Profile

WFR-232628: The timesheet sometimes did not display time entry data such as Time Entry Notes and Daily Notes in the same order as they appeared in the Timesheet Profile. This is fixed, and the timesheet now displays these items in the same order as they appear in the Timesheet Profile.

Timesheet: Parent cost center not loading

WFR-249015: The latency issue of browsing to select a cost center from a parent cost center in the timesheet has been resolved.

Timesheet: Search bar navigated users to incorrect timesheet

WFR-256317: When using the shortcut search bar in the Menu, users will be navigated to the correct timesheet based on the date they enter, as expected. Previously, when users entered a date of a specific timesheet in the shortcut search bar in the Menu, the system navigated them to the current timesheet instead.

Timesheet: System didn't save removal of default shift premium

WFR-257469: In the timesheet, when users manually removed a default shift premium from a time entry and saved the timesheet, the system did not retain the change and the removed shift premium returned to the time entry. This is fixed, and the system now allows users to manually remove a default shift premium as expected.

Timesheet: System opened timesheet last viewed, not current day

WFR-251180: When users navigated to the timesheet from some reports, the system displayed the timesheet for the day they last viewed, not the timesheet for the current day. This is fixed, and in this situation, the system now takes the user to the correct timesheet for the current day.

Timesheet: Unable to navigate to next available timesheet

WFR-255457: Previously, when users navigated to a timesheet that was missing, an error message displayed, **Oh No! Could not load timesheet information**, but there were no options in the message to navigate the user to the last timesheet or the next available timesheet. This has been fixed, and users will be able to select an option to take them to another timesheet if they have navigated to a timesheet that is missing.

TSCR: Pending list showed approved request

WFR-255193: When a manager approved a Timesheet Change Request, the system sometimes did not remove the request from the **Pending Timesheet Change Requests** page and didn't allow the workflow to finish. This is fixed, and the system now removes these approved requests from the pending page and allows the workflow to finish.

Workflow: Error occurred when delegating to some employees

WFR-255023: When a System Admin tried to add a workflow delegation for time off requests to an employee record, the system sometimes gave an Internal System Error. This is fixed, and System Admins can now delegate these workflows to the employee.