WorkforceONE December Release (R72) Highlights		
Cross-Suite		
Enhancements /Resolved Issues	**Highlights**	**Documentation Available**

Reports: Saved Lists and Deliver To	• Saved lists are now usable in the Employee Filter
	• Deliver To functionality is available in report exports.
	  ○ All Supported Delivery Destinations are available and grouped based on type
	  ○ This feature is available to System Administrators and Full Access Company Administrators just as it was in Classic.
		Cross Product Release Notes

Dashboards: Announcement Widget Improved	• Revised Announcements widget gets users to important information faster and with less clicks
	  ○ Each Listed Announcement can be previewed and expanded via one click
	  ○ Listed announcements can be skinned through in just a few seconds
		Cross Product Release Notes

Dashboards: Usability & Personalization	• When an admin is configuring the widgets the tiles on the layout schedule will now reflect the actual width, height and overall layout for the end user • Reports or Chart tiles can be renamed on the dashboard • Dashboard layout profiles have been added to the Employee Import Template • System Administrators First Screen has been enhanced with an option for the Home Dashboard	Cross Product Release Notes
Mailbox/Header/Documents Improvements	• Company Documents page has been updated to a report view. This will allow users the ability to filter, search and save views of all their Company Documents • Under System Theme configuration, the option to Display Clock has been added to the Look & Feel (New UI) widget.	Cross Product Release Notes

	• The My To Do Items and My Mailbox have can be accessed by clicking the My Mailbox indicator (bell icon) in the upper right corner of the screen within the application, in both the Desktop environment and the Mobile Application.	
SMS 2-way (Scheduler workflows)	• Completing the implementation of SMS 2-way for manager workflow approvals, we have now added for Scheduler workflows that cover the following scenarios: ○ Shift Swaps ○ Requests for Coverage ○ Open Shifts	Cross Product Release Notes
Personalized Experience		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
Dashboard Mini-Header	• Introducing Today's Task (and My Topics calls to action) in a mini-header so that users can still maintain access to these important activities as they scroll.	Cross Product Release Notes
People Analytics		
Enhance Sentiment Analysis on Recruitment	• The Sentiment Analysis functionality now works on a tablet (for browser screen < 1370px) the same way as on the Desktop version but displays as a pop-up. • Sentiment Analysis functionality now works on the Mobile Application the same way as on Desktop version. • Question Sentiment column added to recruitment questionnaire answers report. Available for use in charting.	Cross Product Release Notes pgs. 9-13
Time and Labor		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
InTouch Cost Center Change Update	• Any InTouch clock can now be configured to include up to 7 Cost Centers. Choose from any of your cost center trees 1-9.	Summary Release Notes TLM Release

		Notes
New Timesheet	• Historical timesheet Corrections ○ *New* Require timesheet correction note • Keyboard Navigation • Remaining manager policies • Remaining employee policies • Highlight edits/weekends	Summary Release Notes TLM Release Notes
Time Off Request Attachments	• Added an option to attach a document to a pending time off request • Created a new report to review these documents and support data retention for these files	Summary Release Notes TLM Release Notes

Timesheet Views added back to menu	• All Timesheet Views (depending on what is enabled in the user's security profile) have been added back to the Menu under Team > Time > Timesheets for Desktop, the Mobile App, and the Mobile Version on Desktop. These views include:
	    ○ All Timesheets
	    ○ Pending Approval
	    ○ By Pay Period
	    ○ By Week
	    ○ Current
	    ○ All Open
		Summary Release Notes
		
		TLM Release Notes

Personal Rate Table Reason Codes	• Added a new global setting to require a reason code for all personal rate table edits • Added a new security permission for rate table extensions	Summary Release Notes TLM Release Notes
Scheduler		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
Mass Update Shifts	• In Desktop, the Mobile App, and the Mobile Version on Desktop, in the Summary By Employee report, checkboxes are now available for you to select multiple shifts.	Summary Release Notes Scheduler Release Notes

Schedule Overviews	• In a previous release, the Schedule Overview (Monthly) and Schedule Overview (Weekly) pages were deprecated. Going forward, these two pages will be available in Desktop.	Summary Release Notes Scheduler Release Notes
HR - Core		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
Positions Updates	• Security: "See All Positions" options added for the Positions Reports	Summary Release Notes HR Release Notes
Core/Benefits Updates	• Personal Email Address field has been added to the Employee Import template • Automatic Pay Grade Step Import • Vendor Copy Column Added to the Benefit Plans Report page	Summary Release Notes HR Release Notes
Default Values - Demographics Custom Fields	• When a Demographic Custom field with a default value is defined this default value will now appear in the demographic custom field upon hire of the employee.	Summary Release Notes HR Release Notes
Visa Expiration Notification	• A new Visa Expiration notification is now available.	Summary Release Notes HR Release Notes
Future Dated HR Action-Pay Grade Min/Max	• In cases where the HR Action is future-dated, the pay grade Min/Max will now update as of that future effective date.	Summary Release Notes HR Release Notes
HR - Performance		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
Performance Review - Visibility settings (Reviewee & Reviewer)	• In the **Use Visibility Settings For Reviewee** section of the Review and Check steps of Performance Review workflows, we have updated the logic so when these settings are enabled in one step, the logic will be retained on each subsequent Review or	Summary Release Notes HR Release Notes

	Check step in the workflow and the settings will be visible in those subsequent steps to the workflow creator(s). • If you enable **Use Visibility Settings For Reviewer** in a performance review workflow, at least one option must be selected. These settings do not carry forward when you have multiple review steps configured. You can set different visibility settings for each review step.	
Performance Review - E-Sign after Finalization	• Clients will now be able to let employees e-sign their review after it has been finalized, i.e., after the manager and employee have met and discussed the review.	Summary Release Notes HR Release Notes
Performance Review - Job Change & Custom dates for profiles	• A new Default Job Change Date option was added to the Anchor Date drop-down list of options.	Summary Release Notes HR Release Notes
Performance Review - Assigning Lost To Do Items	• To help administrators and managers track performance review workflow To Do Items that were not properly configured with a manager or back-up user, that would cause the To Do Item to not be assigned and become lost, the All To Do Items report will now have an option to view those lost To Do Items.	Summary Release Notes HR Release Notes
Performance Review - Bulk Download	• Multiple performance reviews can now be selected and then downloaded as a PDF. All selections will display in a single PDF. Previously, you had to open each review and download.	Summary Release Notes HR Release Notes
Performance Review - Notes/ Documents	• Both managers and employees can add notes or upload supporting documents at any time during the review cycle using either the notes or documents icon on any of the tabs in the review	Summary Release Notes HR Release Notes
HR- Talent		
*New *Offer Letters*	• Offer Letter Templates • Offer Letters	Summary Release Notes

	• Download PDF • Send Offer Letter via Email	HR Release Notes
Payroll		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**

1099-NEC & 1099-MISC	• Ability to Download and print the following forms:
	  ○ 1099-NEC
	  ○ 1099-MISC
		Summary Release Notes
		
		Payroll Release Notes

ACA		
Enhancements/Resolved Issues	**Highlights**	**Documentation Available**
Form 1095-C	• The 2020 1095-C is now available for download and use in the UKG Ready • New codes for Line 14 and New Line 17 for HRA reporting will be supported. (Due to the late release of the form and lack of specific instructions for these new codes, the system will not generate these codes automatically. If you wish to use these new codes for your 2020 reporting, the ACA Timeline will need to be updated manually or via import)	Cross Product Release Notes
Form 1094-C	• The 2020 version of form 1094-C has been added and is available in UKG Ready	Cross Product Release Notes