



TLM Release Notes

October 2020

R71

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

Enhancements



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

The following enhancements have been added to this release.

Accruals Balance Widget – Hyperlinks for Accruals Policies

WFR-182515: Previously available in the Classic UI, in Desktop, from the *Accruals* widget in the Employee Profile, the time off categories (displayed under the *Type* column) are now hyperlinks. When you click the link, you will be taken to the accrual policy configuration to view the configuration or make edits.

Added Latitude and Longitude to V2 Time Punch API

WFR-195306: Previously, the V2 API could be used to bring punch data in for employees but did not have the ability to pass latitude and longitude data. Because this data could not be brought in, the location of the punches could not be validated with the *Check Distance* rule in the timesheet.

What's new: Latitude and Longitude fields have been added to the V2 Time Punch API. Punch data can be brought into WFR using the V2 Time Punch API and the latitude and longitude can be validated against the *Check Distance* rule.

Added Profile ID to Attestation Profile Report APD – Report Conversions for Mobile Version on Desktop

WFR-193585: To improve system integration capabilities, the *Attestation Profile* report, the *Points Profile* report, and the REST API have been updated to include the *Profile ID* column.

Allow Color Selection for Time Offs

WFR-177553: Previously, the system assigned color values automatically to time off types without the colors matching expectations for the types of time offs.

What's new: From *Time Off Properties*, you can now choose a color from the *Time Off Color* selector, and the system will assign that color for that particular time off. The selected colors will reflect on the Time Off Calendar, Time Off Statistic widget, and Time Off History.

NOTE: Holiday time off will default to the color that is specified in the tooltip.

APD – Report Conversions for Mobile Version on Desktop

All Punches Detailed/Summary Show Map Button

WFR-192354, WFR-182710: The *All Punches Detailed* and *All Punches Summary* reports under *My Info > My Reports > System Reports > System Utilities > All Punches > All Punches Detailed* (or *All Punches Summary*) now contain the *Show Map* button in the Desktop version of the Mobile App.

Calculated Time by Work Day Report Utilities Actions

WFR-182707: In the Desktop version of the Mobile App, a *Utilities* action button is now available in the *Calculated Time By Work Day (Time Entries)* report (*Team > Time > Reports > Calculated Time > Calculated Time Summary*). These utilities are only available for companies using Pay Calculations 2.0. Support for Pay Calculations 1.0 will be available in R72.

CMS Submission Report

WFR-182696: The *CMS Submission* report under *Team > Time > Reports > CMS* is now available in the Desktop version of the Mobile App.

NOTE: The TLM subsystem must be enabled in order for users to access this report.

Detailed Calculated Time Report “View Counter Summary”

WFR-182709: On the Desktop version of the Mobile App, in the *Detailed Calculated Time* report (*Team > Time > Reports > Calculated Time > Detailed Calculated Time*) the *Counter Summary* option is now available when you select *View By* under the *Current view* drop-down.

Detailed Hours Overview (PDF) – Report

WFR-182699, WFR-193946: The *Detailed Hours Overview (PDF)* report under *Team > Time > Reports > Time Allocation* is now available in the Desktop version of the Mobile App. As previously available in the Classic UI, the image of the columns in this report can be clicked, and you will be navigated to the applicable timesheet.

In order for you to perform actions in the non-PDF version, the *Detailed Hours Overview* and *Detailed Hours Overview (PDF)* reports contain an *Additional Settings* gear icon, which when selected, will display an *Additional Settings* panel where you can enable settings such as *Start/End Time Calc* and *Time Entry Approval*.

Adjustment Pay Attestation Audit Trail Calculated Time Extra Pay Overtime Points Time Allocation CMS

← Detailed Hours Overview (PDF)

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Timesheet Dates: 09/06/2020 - 09/19/2020 (1)

Additional Settings

Employee Overview

Weekly Overview

Test Employee2 (105)

Holiday 8.00

Test Employee1 (111)

Calc Time 8.02

Holiday 8.00

Calc. Total Time: 16.02

Test (13)

No data

Test Employee7 (Default) - #105 A

09/06/2020 - 09/19/2020

Sun 09/06	Mon 09/07	Tue 09/08	Wed 09/09	Thu 09/10	Fri 09/11	Sat 09/12
	Holiday 8.00					
	Calc. Total 8.00					
	Per Total 8.00					
Sun 09/13	Mon 09/14	Tue 09/15	Wed 09/16	Thu 09/17	Fri 09/18	Sat 09/19
			Holiday 8.00			
			Calc. Total 8.00			
			Per Total 8.00			
Total 16.00						

Test Employee1 (Default) - #111 B/T2

09/06/2020 - 09/19/2020

Sun 09/06	Mon 09/07	Tue 09/08	Wed 09/09	Thu 09/10	Fri 09/11	Sat 09/12
	Holiday 8.00				10:57a - 10:56p (4)	
	Calc. Total 8.00				10:56a - (4)	
	Per Total 8.00				0.02 (8)	
					Calc. Total 8.02	
					Per Total 8.02	
Sun 09/13	Mon 09/14	Tue 09/15	Wed 09/16	Thu 09/17	Fri 09/18	Sat 09/19
			09:00a - 05:00p (A)			
			Calc. Total 8.00			
			Per Total 8.00			
Total 16.00		Calc. Total 16.00		Holiday 8.00		Total 32.00
A 09/13/20 8.00		B 8.00		C 8.00		D 8.00
Total 16.00		8.00		8.00		16.00

Test (Default) - #12

09/06/2020 - 09/19/2020

Sun 09/06	Mon 09/07	Tue 09/08	Wed 09/09	Thu 09/10	Fri 09/11	Sat 09/12
	Per Total 8.00					
Sun 09/13	Mon 09/14	Tue 09/15	Wed 09/16	Thu 09/17	Fri 09/18	Sat 09/19

NOTE: The non-PDF version of this report will be available in a future release.
In addition, under *Filters*, you have the option to enable *Employee Has Data* and *Has Missing Punches*.

Attestation Punch

Daily Attestation Summary Report – Added Attestation Category Filter

WFR-181911: Previously, the *Daily Attestation Summary* report only tracked Attestation data for End Of Shift.

What's new: *Attestation Category* has been added to the *Filters* window in the *Daily Attestation Summary* report, which allows you to enable categories that you would like to view summaries and percentages that will display in this report.

Attestation categories include:

- Custom Punch
- End Of Shift
- Punch In
- Punch Out

← Daily Attestation Summary

Page 1 of 1 1 - 15 of 15 Rows Saved: [System]

First Name	Last Name	Prompts Answered	Prompts Affirmative	Prompts Affirmative	Prompts Negative	Prompts Negative
Test	Hourly	9	1	11%	8	
Test	Salary	-	-	-	-	
Man1	Manager1	3	1	33%	2	
Man2	Manager2	1	1	100%	-	
Ron	Swanson	-	-	-	-	
Leslie	Kivope	-	-	-	-	
April	Ludgate	6	4	67%	2	
Andy	Dwyer	21	9	43%	12	
Ann	Parkins	8	1	12%	7	
Tom	Havenford	31	21	68%	10	
Jerry	Gierlich	5	-	-	5	
Donna	Meagle	15	8	53%	7	
Jean-Philippe	Sapientin	96	23	24%	73	
TempAgency	Manager	-	-	-	-	
NewTemp	Employee	-	-	-	-	

Filters

Global Column

Date Created

Type

Calendar Range

Date Range

All

Selected range: Dec 31, 1900 - Jun 05, 2079

Employee Filter

All Employees

Attestation Category

☐ Custom Punch

☐ End Of Shift

☐ Punch In

☐ Punch Out

New Punch In Filter Option to Reference Schedule

WFR-185285: Attestation can now be triggered within a specified window of time after the employee's In punch. From the *Attestation Profile*, within the *Punch In* section of the *Prompt Settings* widget, click the *Add* button, then select *Around Schedule* from the *Filters* pop-up. You can then enter an amount of time for hours before or hours after their scheduled time of punching in for Attestation to trigger.

Configuration Summary

Transfer Pay Calc Profiles Rules

WFR-191793, WFR-191792, WFR-187040: Users can now download from *Pay Calculation Profiles* an easily understandable configuration PDF summary document. The Pay Calc rules *Move Counter* and *Copy Counter*, and *Set Counter* contain their own customized structures in the PDF summary document.

Move Counter		
Decription	Rule: Tags	Rule: Sequence
Allows you to move the amount of one counter to another based on conditions and filtering. The amount moved can be adjusted by a multiplier. For example, if you want to move hours from an OT counter to a Comp Time counter if OT is more than a certain amount of hours (condition) and the employee works at a specific location (filter). The counters have to be the same type. You can move a time counter to a time counter, a quantity counter to a quantity counter, but not a time counter to a quantity counter.	[COUNTERS]	5
Move From Counter	To Counter	Maintain Distributed Dates
Counter	Counter Test	Yes
Counter Conditions		
Counter Name	Operation	Value
Counter Test	<	13

Converted .clock Page

WFR-181909: The .clock Log In page has been converted to the New UI view. Any enabled Extra Buttons will display here with the same look as the New Timesheet.

Log In

11:04 AM [EST]

Username

Enter your username

Password

Enter your password

[Forgot Password?](#)

LOG IN

OR

CLOCK

CLOCK IN

CLOCK OUT

→ CHANGE COST CENTER

⚙️ ADD EXTRA PAY

→ CUSTOM COST CENTER

Deleting Zeros in Raw Time and Piecework before Inputting Time in New Timesheet – Mobile/Mobile on Desktop

WFR-176615: Previously, when users opened the new timesheet in the mobile app or mobile on desktop and typed into a field that had default zeros, users had to delete the zeros to be able to add time or move the cursor to insert time with zeros.

What's new: Users can now add an amount to the following fields without having to delete the zeros first:

- Raw Total/Hours (for both timesheet profiles; under *Extra Pay & Counter Adjustment* and *Adjustment* tabs)
- Amount (under *Extra Pay* tab)
- Piecework, Percentage Hours, Quantity (for both timesheet profiles; under *Extra Pay & Counter Adjustment*, *Adjustment*, and *Extra Pay* tabs)

Employee Profile Accruals Balance Widget – Updated Order of Fields

WFR-188076: Previously, in Desktop and the Desktop version of Mobile, the order of the fields in the *Accrual Balance* widget in the Employee Profile were changed from the Classic UI.

What's changed: The fields in the *Accrual Balance* widget in the Employee Profile will now be in the same order as the Classic UI:

- *Time Off*
- *Accrued To*
- *Current Accrued*
- *Taken*
- *Current Balance*
- *Available Balance*
- *Scheduled*
- *Pending Approval*
- *Projected Accrual*
- *Projected Balance*
- *Current Accrue Rate*
- *Last Carry Over*
- *Carry Over Used By Balance*
- *Used by Date*
- *Earned After Last Carry Over*
- *External Authorized*
- *External Taken*

- *External Carry Over*

Extra Pay with Out Punch

Extra Pay on Out Punch to Work with Counter

WFR-182729, WFR-187562, WFR-182722: In the previous release, when *Collect Extra Pay With an OUT Punch* was enabled in the *Timesheet Punch Settings* section, Pay Category options would display, which was only relevant for Pay Calc 1.0 companies.

What's changed: Going forward, when *Collect Extra Pay With an OUT Punch* is enabled for desktop, mobile, .clock, and InTouch device users, Counter options will be available to choose from. If a user needs to use Pay Category, select *Time Entry Extra Pay* within the *Pay Calculations* box in the Admin Company.

For InTouch device users, counters can be captured with an out punch using the smart punch key. For .clock users, upon punching out, an *Add Extra Pay* window will display for extra pay to be collected.

MCC Widget – Search

WFR-192538: Previously available in the Classic UI, in the Desktop version of Mobile, a search bar has been added to the *Managed Cost Centers* widget in the Employee Profile to allow customers with a large number of cost centers to easily find the cost center that they need.

InTouch DX v1.1.1.68 Verification

WFR-184221: New v1.1.1.68 firmware has been added to InTouch DX devices.

Master Timesheet

Navigation and Punching with Master Timesheet (Desktop, Mobile App, and Desktop Version on Mobile)

WFR-85950, WFR-85951: Employees can now punch into multiple EINs and see their time entries on one timesheet. All punches will be routed to the primary timesheet, and all child accounts (timesheets) will point to the master timesheet.

ESS – Time Off Request (Desktop, Mobile App, and Desktop Version on Mobile)

WFR-85953: When *Master Timesheet* is enabled and an employee has an account in multiple EINs, the time off requests will always populate to the master timesheet. When the employee requests time off from any of their EIN accounts, the time off request will populate their master timesheet, and the time off will default to their primary EIN cost center unless specified otherwise in the time off request.

MSS – Time Off Request (Desktop, Mobile App, and Desktop Version on Mobile)

WFR-90869: When *Master Timesheet* is enabled and an employee has an account in multiple EINs, managers will only be able to view the time off request history for master accounts and requests for a Time Off Request on behalf of employees will default to their primary accounts once submitted.

Timesheet Change Request (Desktop, Mobile App, and Desktop Version on Mobile)

WFR-85954: Timesheet Change Requests can be submitted, and the history can be viewed by employees (under *My Info > My Time > Timesheet > Timesheet > Change Requests*) from their master account. Added time entries and extra pay/counter adjustments can be performed from the master timesheet by employees if they have security permission.

MSS/ESS – View Accrual Balances (Desktop, Mobile App, and Desktop Version on Mobile)

WFR-90873, WFR-85956: Only employee accrual balances (*My Info > My Time > Time Off > Balances*) and history will be visible for master accounts. The accrual balance will be reflective of the master account's balance.

Mass Delete Requests via Pending Approval Reports

Mass Delete Functionality for Time Off and Timesheet Change Requests

WFR-193181, WFR-189313, WFR-190010: Previously, managers did not have the option to delete outdated or invalid time off requests via the *Pending Approval* report (*Time > Time Off > Pending Approval*) and *All Open* report (*Time > Time Off > All Open*), nor timesheet change requests via the *Pending Approval* view (*Time > Timesheets > Change Requests*), as a mass action.

What's new: A delete button has been added to the *Pending Approval* view for *Change Requests*, as well as the *Pending Approval* and *All Open* reports for time off requests, so that managers can delete single or multiple requests at a time. From the Security Profile, under the *TLM* tab within the *Time Editing/Approving Functionality* section, enable the *Delete* option for *Time Off Requests* and/or *Timesheet Change Requests*.

Navigation

IA Discrepancies in TLM Domain

WFR-180092, WFR-181428: The following Menu items have changed:

- Under *My Info > My Timesheet > Timesheet*:
 - *Timesheet* is now **Current Timesheet** (new Menu path: *My Info > My Timesheet > Timesheet > Current Timesheet*)
 - *My Timesheets* is now **Historical Timesheets** (new Menu path: *My Info > My Timesheet > Timesheet > Historical Timesheets*)
 - In Desktop, *Manage Timesheets* has been removed so that all items underneath will be listed under *Timesheet*.
 - In the Desktop version of Mobile, *Timesheets* has been renamed to **All Timesheets**.
 - In the Desktop version of Mobile, *Time Entries* has been renamed to **All Time Entries**.
- In the Desktop version of Mobile, under *My Info > My Time > Points Balance*:
 - *Points Balance* will now be the last option in the list
- In the Desktop version of Mobile, under *Team > Time*:

- *CMS Submission* has been moved from *Reports* and is now its own Menu option
- For companies with Payroll, In Desktop, under *Team > Time > Timesheets*:
 - *Payroll Generated Timesheets* has been moved up so that it will be under *Timesheets (Team > Time > Timesheets > Payroll Generated Timesheets)*.

New Timesheet Experience Now Allows Time to End on Following Day on One Line

WFR-186904: Previously, in the New Timesheet Experience, the option for a *To* date field on the time entry tab was missing, and if any employee had time entry spanning more than 24 hours, it would not show on one line.

What's been added: When the timesheet profile is set to 24 hours or greater for *Maximum Time Span From Start To End*, a *To* date column will be added to the time entry tab.

Pay Calc 2 – “Add Extra Time During Daylight Savings Time” Not Working for EU

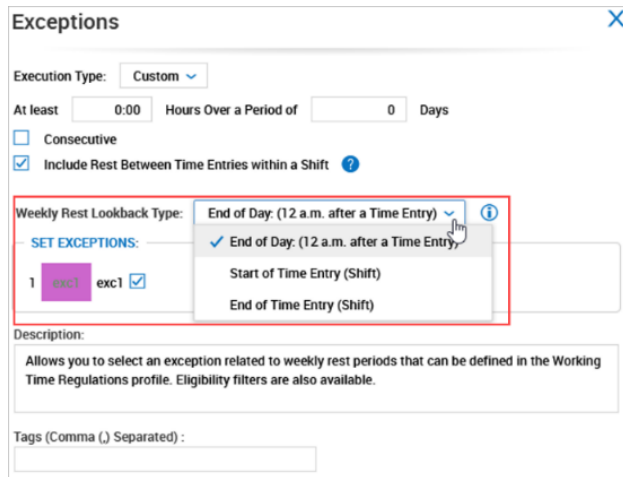
WFR-165103: Previously, the Pay Calc 2 rule, *Add Extra Time During Daylight Savings Time*, was not working correctly for EU customers. Going forward, this rule will work as expected. For example, if the rule is configured to add 1 hour in spring for DST and an employee works 8 hours when DST goes into effect, the calc hours will equal 8, not 7, as expected.

Pay Calc 2 – Exception Based On Weekly Rest Period

WFR-190895: According to the *Arbeidstijdenwet* (worktime regulations law) law in the Netherlands, any employee is required to have a 36-hour consecutive rest period over a period of 7 days (or 168 hours). If this law is violated and the company cannot offer information, they are subjected to a fine.

What's new: A new drop-down option, *Weekly Rest Lookback Type*, has been added to the *Exception Based On Weekly Rest Period* Pay Calc 2 rule, which will provide an exception in the event that an employee does not have a 36-hour rest period in a period of 7 days (168 hours). You have three options to choose from:

- *End of Day (12 a.m. after a Time Entry)*
- *Start of Time Entry (Shift)*
- *End of Time Entry (Shift)*



Pay Calc 1 & Pay Calc 2 – Reports – PlanSource Hours Report

WFR-153555, WFR-191622: For company Admins who send employee hours from WFR to Benefits Center (Plansource) in a report formatted to their specifications for ACA purposes, the counters need to be broken into 4 specific categories, but the counters that go into each category can be different for each client.

What's new: In order for users to have a simple method of categorizing each counter into one of the 4 categories, and then have these hours summed up correctly for each employee in the report, a new standard report in WFR has been added, *PlanSource ACA Hours*, located under *Team > Benefits > Reports*. This report will take the place of all of the Pay Calc work that previously needed to be configured, as well as the custom column work.

From this report under *Filters*, you have the option to classify which counters should show up as paid/unpaid for employees, as well as employment break and special unpaid. You can also enter an organization ID from *Filters*.

For multi-EIN users, the report will pull and auto-populate the fein number from the employee's record, and for non-multi-EIN users, the report will pull the EIN tax ID number.

Payroll Export

Added EIN Name/EIN Tax ID to Payroll Export Format

WFR-187093: Employee EIN Name & Employee EIN Tax ID have been added to the Custom CSV payroll export formats.

Australia Only – Payroll Powered by Payroll Metrics Integration

External Integration: Configuration Page Added for Australian Payroll

WFR-180066, WFR-180060, WFR-177407: For TLM+HR or HR only companies with Australia enabled and using Payroll Metrics, an *Australian Payroll* option is now available. For UKG Ready customers, this can be enabled by your UKG representative, or if you have authority to edit your own company at the super admin level, you can enable this functionality.

PARTNER RESELLER NOTE: You can enable this functionality for any of your clients by editing their companies.

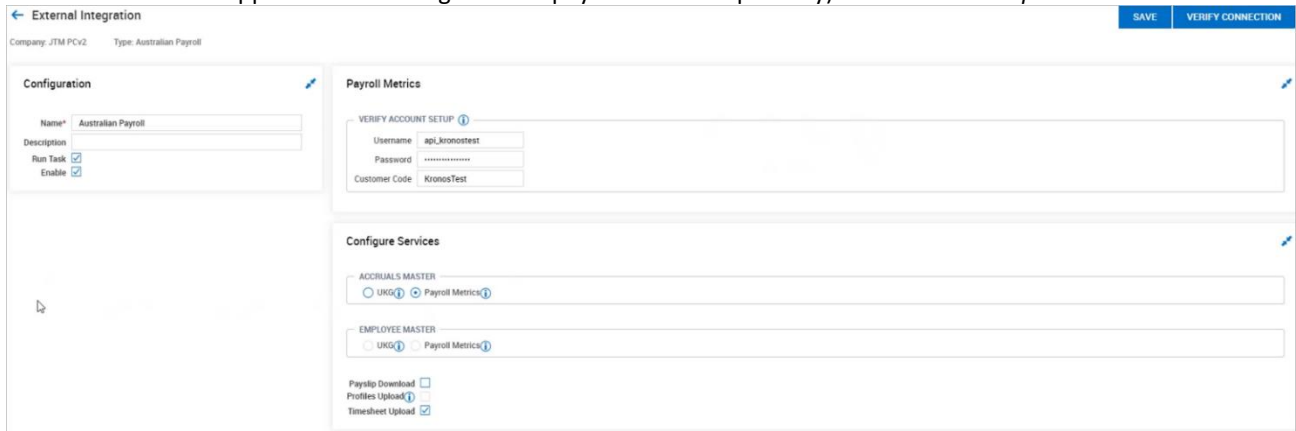
The option is located in the *External Integration* widget when editing a company. After adding the external integration for Australian Payroll, administrators can click the edit icon and a configuration page will display.

A *Payroll Metrics* widget is available for the user to enter the Payroll Metrics credentials to connect the two systems.

A *Configure Services* widget allows the user to configure the types of integrations that will be used.

NOTE: For Accruals, only *Payroll Metrics* (Payroll Metrics to UKG) will be supported. *UKG* (UKG to Payroll Metrics) will be supported in a future release.

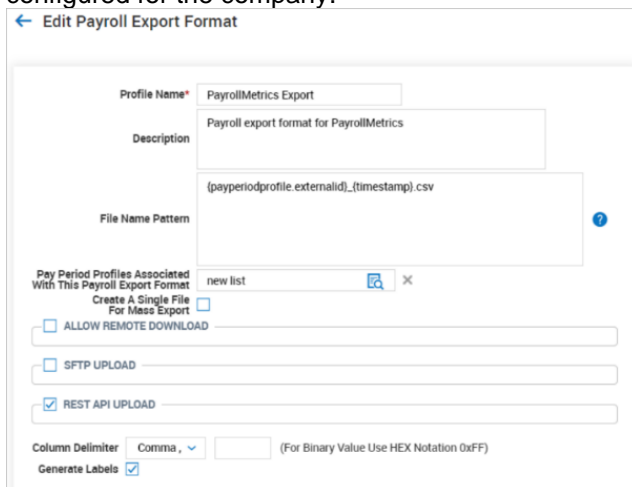
From this screen, the user can also enable options such as *Payslip Download* (which will send PDF copies of those documents into the application's existing external pay statement repository) and *Timesheet Upload*.



Once these settings are saved, new menu options will be available under *Company Settings > Integrations > Payroll AU*.

WFR/Payroll Powered by Payroll Metrics Integration: WFR to Payroll Metrics Timesheet Load-Creation of Payroll Metrics Payroll Export Format

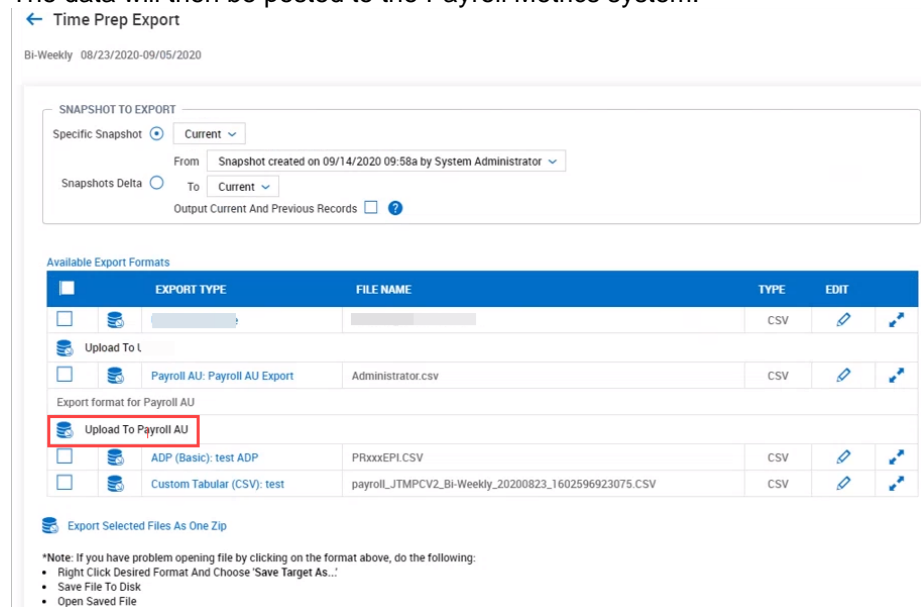
WFR-175832, WFR-187561: In order for timesheet data to be moved from the processed timesheets record to Payroll Metrics, a new standard Payroll Export Format has been created, *Payroll AU*. This can be enabled from *Company Information in Available Payroll Export Formats*, and once enabled, can be configured for the company.



To process payroll, from *Process Timesheets*, navigate to the *Time Prep* screen, then select *Create Payroll Interface File*.

From the *Time Prep Export* screen, if the option *Specific Snapshot* in the *Snapshot To Export* section is chosen, it will replace the data in Payroll Metrics. If the option *Snapshots Delta* is chosen, it will add the data to what is already in Payroll Metrics.

Once you are ready to send the data to Payroll Metrics, select the button next to *Upload To Payroll AU*. The data will then be posted to the Payroll Metrics system.



← Time Prep Export

Bi-Weekly 08/23/2020-09/05/2020

SNAPSHOT TO EXPORT

Specific Snapshot ☒ Current ☐ Snapshots Delta ☐

From Snapshot created on 09/14/2020 09:58a by System Administrator

To Current

Output Current And Previous Records ☐

Available Export Formats

EXPORT TYPE	FILE NAME	TYPE	EDIT
Upload To t		CSV	
Payroll AU: Payroll AU Export	Administrator.csv	CSV	
Export format for Payroll AU			
Upload To Payroll AU			
ADP (Basic): test ADP	PRxxxEP1.CSV	CSV	
Custom Tabular (CSV): test	payroll_JTMPVCV2_Bi-Weekly_20200823_1602596923075.CSV	CSV	

Export Selected Files As One Zip

*Note: If you have problem opening file by clicking on the format above, do the following:

- Right Click Desired Format And Choose 'Save Target As...'
- Save File To Disk
- Open Saved File

PR Export Codes – Added Rate Table to Employee Criteria

WFR-184504: A “Rate Table” criteria item has been added to employee specific criteria in Payroll Export Codes.

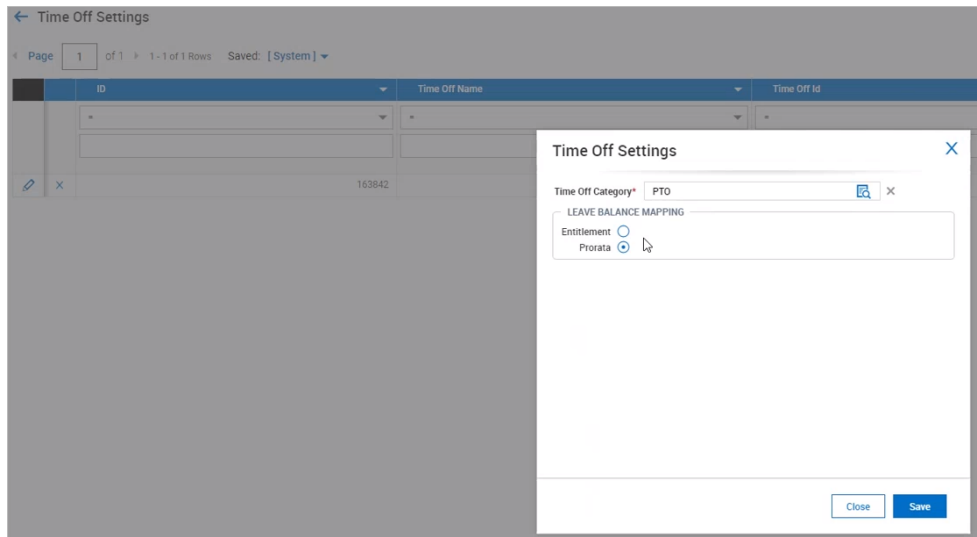
PR Export Codes Import

WFR-184493: A *Payroll Export Codes* import template is now available under the *Time & Attendance Data* category from *Import Overview*.

WFR/Payroll Powered by Payroll Metrics Integration: Accruals – “Prorata” Settings for Time Off Categories

WFR-192842: For Payroll Metrics users, there are certain time off types that will have hours values passed in the *Prorata* field of the Payroll Metrics API, and some that are passed in the *Entitlement* field. From *Admin > Integrations > Payroll AU > Time Off Settings*, users can add the new time off setting where they choose a global time off category and enable a *Prorata* setting. This time off category will have hours mapped from the *Prorata* field in the Accruals API response from Payroll Metrics.

NOTE: If a time off category does not have a time off settings configuration, hours will be mapped from the *Entitlement* field by default.



This feature is controlled by the *Payroll AU* security setting in the *Global* section of the security profile in the new *Integrations* section, and it will only be available if the Payroll Metrics external integration is added to the company.

WFR/Payroll Metrics Integration: Payroll Metrics to WFR Accruals Balances – Job Load

WFR-187566: Accrual Balance data can now be moved from Payroll Metrics to UKG so that information is updated in both systems for payroll processing (Payroll Metrics). Refer to WFR-191741 for information on Run Date Settings.

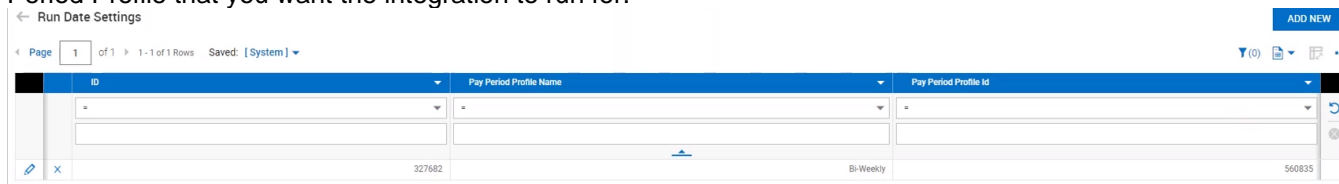
WFR/Payroll Powered by Payroll Metrics Integration: Pay Slips for Job

WFR-187581, WFR-187583: Previously, users had to manually fill out the *External Pay History* import and zip that with the pay statements, then import the files. Users no longer have to perform this process manually. When the options *Run Task*, *Enable*, and *Payslip Download* are checked from the *External Integration* screen, and *Import External Pay History* is enabled under *Available Functionality*, the system will automatically bring pay statements from the external system to UKG. When payroll is finished, based on the Run Date Settings (refer to WFR-191741), the system will bring the pay slips automatically over from Payroll Metrics.

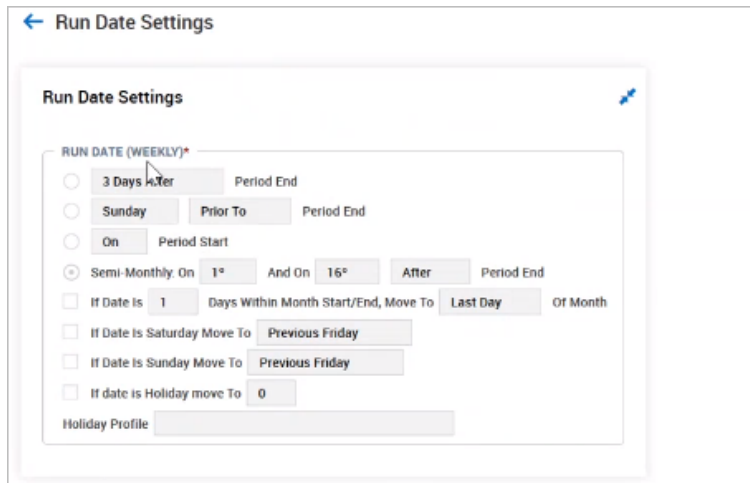
WFR/Payroll Powered by Payroll Metrics Integration: Run Date Settings for Job

WFR-191741: *Run Date Settings*, under *Admin > Integrations > Payroll AU > Run Date Settings*, is applied to Accruals and the pay slips download.

From the *Run Date Settings* screen, select the *Add New* button, and you will be prompted to select a Pay Period Profile that you want the integration to run for.



Once the Pay Period Profile has been chosen, you can select the pencil edit icon, and you will be taken to the *Run Date Settings* configuration screen, where you can configure settings for when the integration should run for a particular period.



The *Run Date Settings* is controlled by the *Payroll AU* security setting in the *Global* section of the security profile in the new *Integrations* section, and it will only be available if the Payroll Metrics external integration is added to the company. *View*, *Edit*, *Add*, and/or *Delete* permissions can be enabled for *Pay Period Profile Run Date Settings*.

Report Dialogs – Rejected Time Entry Re-Submission

Timesheets – Cannot Edit Rejected Time Entries in Non-Default CC – Label Change

WFR-198397: In the Timesheet Profile within the *Employee Policies* section, the *Employee Can Edit Rejected Time Entries In Any Cost Center* setting has been renamed to *Employee Can Edit Rejected Time Entries In Any Cost Center*. When this setting is enabled, employees will be able to edit from/to times in time entries in any cost center that is enabled in the Timesheet Profile that is not *Employee Editable*. When this setting is disabled, employees will only be able to edit from/to times in time entries that are in their current default cost center.

Reports – Late/Early/Absent Report – Only Include Employees Who's Scheduled Shift Has Started

WFR-181150: Previously, there was no way to get a "real-time" view of employees who had not reported for their scheduled shift. The *Late / Early / Absent Report* pulled in any employee with a schedule or time worked for any date range in the report filter. In addition, there were several columns that pulled in information related to the employee's punches/schedule, which made it hard to group or get a full view of what was happening with employees for the current day.

What's been added: A new report filter option, *Calculate Scheduled But Absent At Runtime*, has been added to the *Filters* window in the *Late / Early / Absent Report*. When enabled, the scheduled In time of the employee's record on the report will be compared against the actual runtime of the report and will adjust the *Scheduled But Absent* value when needed.

For example, if an employee's scheduled shift start time is 7:00 PM, their shift start time will display in the *Sch. Time In* column, and the *Scheduled But Absent* column will remain blank unless the employee does not clock in at their scheduled time of 7:00 PM; in that case, *Yes* would display in the *Scheduled But Absent* column. This will allow users to not only see who is scheduled for the day, but also those who were scheduled but ended up being absent.

Start/End – Timesheet v2

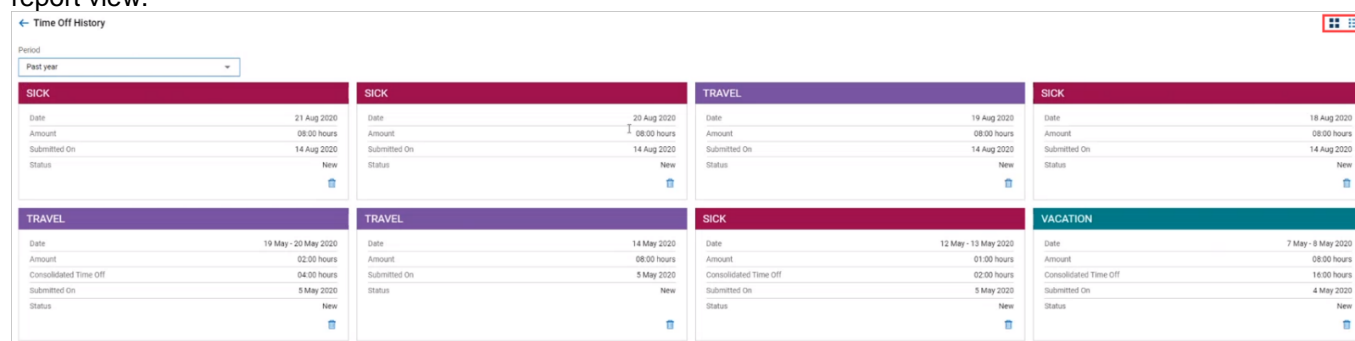
Start/End Time Entry Settings – Prefer Default Cost Center

WFR-178110: The Prefer Default Cost Center setting in the Timesheet Profile within the Start/End Time Entry Settings section is now available in the Timesheet v2. When enabled, the employee's default cost center will be substituted over an assigned scheduled cost center on the employee's time entry.

Time Off Reports and Card View Consolidation

WFR-151931, WFR-155545, WFR-165090, WFR-192484: As previously seen in the Mobile App, managers and employees now have the ability to see *Time Off History* and *Pending Approval* reports in report and card views in Desktop and the Desktop version in Mobile.

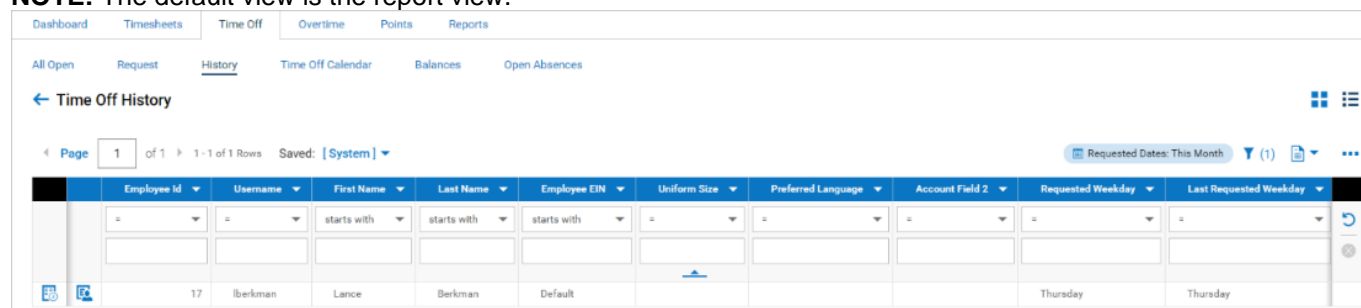
A toggle is available to switch between the report and card views. Select the four-square icon to switch to the card view. When in the card view, select the icon next to the four-square icon to switch back to the report view.



SICK		SICK		TRAVEL		SICK	
Date	21 Aug 2020	Date	20 Aug 2020	Date	19 Aug 2020	Date	18 Aug 2020
Amount	08:00 hours	Amount	08:00 hours	Amount	08:00 hours	Amount	08:00 hours
Submitted On	14 Aug 2020	Submitted On	14 Aug 2020	Submitted On	14 Aug 2020	Submitted On	14 Aug 2020
Status	New	Status	New	Status	New	Status	New

TRAVEL		TRAVEL		SICK		VACATION	
Date	19 May - 20 May 2020	Date	14 May 2020	Date	12 May - 13 May 2020	Date	7 May - 8 May 2020
Amount	02:00 hours	Amount	08:00 hours	Amount	01:00 hours	Amount	08:00 hours
Consolidated Time Off	04:00 hours	Consolidated Time Off	05 May 2020	Consolidated Time Off	02:00 hours	Consolidated Time Off	16:00 hours
Submitted On	5 May 2020	Submitted On	5 May 2020	Submitted On	5 May 2020	Submitted On	4 May 2020
Status	New	Status	New	Status	New	Status	New

NOTE: The default view is the report view.



Employee Id	Username	First Name	Last Name	Employee EID	Uniform Size	Preferred Language	Account Field 2	Requested Weekday	Last Requested Weekday
17	Iberkman	Lance	Berkman	Default				Thursday	Thursday

Time Off Request Modify

Time Off Request – Allow Editing of Dates, Cost Center, TOP Type, Modify Time Off in Modify Request Pop-Up

WFR-181827, WFR-126830, WFR-179818, WFR-187485, WFR-179819, WFR-193530, WFR-184981: Previously, when employees selected time off and then had to modify the request (Dynamic Duration or Multiple Days), Time Off type, time off planning, Request Type, From/To, or cost center, users had to close the time off pop-up or cancel the request.

What's new: Users can now edit the dates in the *Modify Time Off* pop-up for full, partial bulk, and partial start/stop time off requests, as well as edit the Time Off Type, Time Off Planning Type, Request Type, and cost center. Projected Balances are also now available in the *Modify Time Off* pop-up.

Timesheet Punch Settings

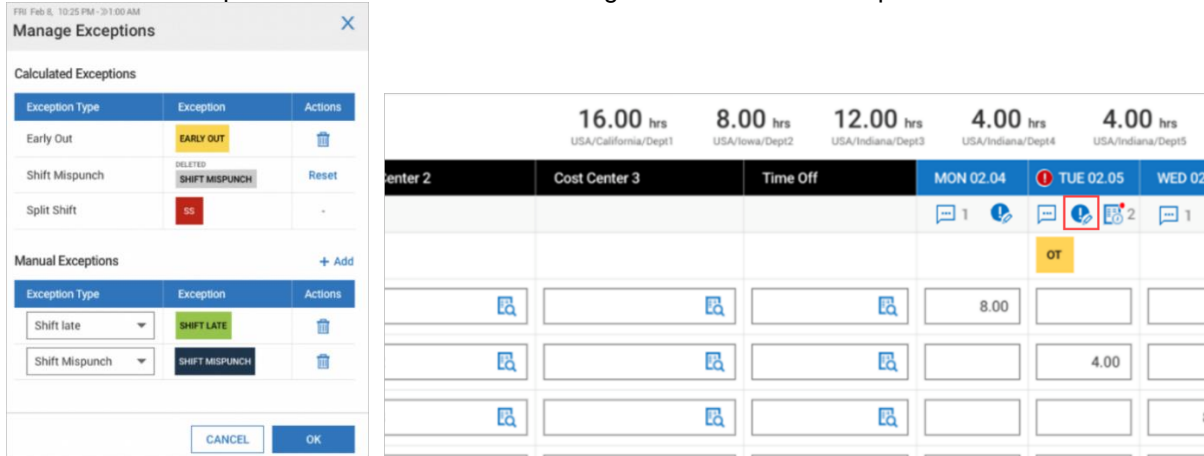
Web Punch Access Profile

WFR-164425: New timesheet users can now submit punches according to the Access Profile assigned in their Timesheet Profile. If the user's IP is outside the specific range in their Access Profile, their punch will be restricted.

Timesheet v2

Bulk Timesheet – Manage Exceptions (Employees & Managers)

WFR-147273, WFR-147257: In the New Timesheet on desktop, employees with Bulk Hours timesheet profiles can now manage their exceptions for both calculated and manual. Employees can click the *Manage Exception* icon from their timesheet, and the *Manage Exceptions* pop-up will display. When exceptions are automatically applied in the timesheets, managers now have the ability to override and clear the exceptions from the timesheet. Managers can also add exceptions to the timesheet.



The screenshot shows a 'Manage Exceptions' pop-up window on the left and a timesheet grid on the right.

Manage Exceptions Pop-up:

- Calculated Exceptions:**

Exception Type	Exception	Actions
Early Out	EARLY OUT	
Shift Mispunch	SHIFT MIS PUNCH	Reset
Split Shift	SS	-
- Manual Exceptions:**

Exception Type	Exception	Actions
Shift late	SHIFT LATE	
Shift Mispunch	SHIFT MIS PUNCH	

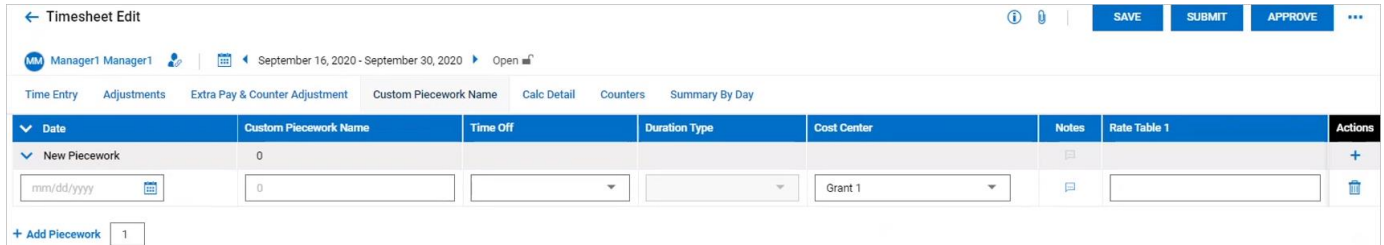
Timesheet Grid:

16.00 hrs		8.00 hrs		12.00 hrs		4.00 hrs		4.00 hrs	
USA/California/Dept1		USA/Iowa/Dept2		USA/Indiana/Dept3		USA/Indiana/Dept4		USA/Indiana/Dept5	
Center 2	Cost Center 3	Time Off		MON 02.04	TUE 02.05	WED 02.06			
					OT				
					8.00				
						4.00			

Bulk Timesheet – Piecework

WFR-141928: Piecework is now available as a customizable tab in the New Timesheet for Bulk Hours timesheet users. Piecework labels can be defined from the Timesheet Profile in the *Time Entry Collected Data* section. Employees can be given permission to view and edit.

To add more piecework entries, click + *Add Piecework*. In addition, you can select time off, rate tables, and cost centers.



The screenshot shows the 'Timesheet Edit' form with the 'Piecework' tab selected.

Form Fields:

- Manager:** Manager1 Manager1
- Date Range:** September 16, 2020 - September 30, 2020
- Custom Piecework Name:** 0
- Time Off:** (dropdown menu)
- Duration Type:** (dropdown menu)
- Cost Center:** Grant 1
- Rate Table 1:** (dropdown menu)
- Notes:** (text area)
- Actions:** + (add icon)

+ Add Piecework 1

Bulk Timesheet – Show Exceptions on Time Entry Tab

WFR-133352: In the New Timesheet, exceptions can now display for Bulk Hours timesheet users on desktop and in the mobile app. The option *Show Exceptions* has been added to the *Time Allocation* section in the *Extra Settings* widget.

If *Show Exceptions* is enabled, the exceptions will be visible to managers and admins on the timesheet tab. If *Show Exceptions* and *Show Exceptions To The Employee* is enabled, the exceptions will be visible to employees on the timesheet tab.

Calc Detail – Show Days

WFR-178081: Previously available in the Classic UI, from the Timesheet Profile, in the *Calculated Tabs* widget, the *Show Days* drop-down is now functional for the Mobile timesheet view. *Show Days* allows for days to display on the timesheet within the timesheet range, or beyond. Options include *All Applicable*, *Only Within Range*, and *Within Range Extend*.

Show Punches on Map

WFR-178079: Previously available in the Classic UI, from the Timesheet Profile, in the *Timesheet Punch Settings* section, the option *Show Punches On Map* is now available for the Mobile timesheet view, giving users the ability to see the map with the punches made on mobile. When enabled, the Show Map button will display. Punches made from a mobile device display on a map with pindrop.

Timesheet v2 Bulk & Start/End (All Days)

Bulk Timesheet – Start/End Time Entry Settings – Enable Break/Lunch Time

WFR-178109: Start/End timesheet employees can now enter a bulk time entry in the New Timesheet for their break or lunch time.

What's new: You can now add a Break/Lunch Time column to the Start/End timesheet. The option, *Enable Break/Lunch Time* within *Start/End Time Entry Settings* is now applied to the New Timesheet. You can also edit the label from here.

Time Off Settings – Limit Managers Time Off

WFR-178633: For Bulk Hours timesheet profiles, in the *Time Off Settings* section, admins can now define the Limit Managers Time Off level and the time off lists that managers have access to from the *Limit Managers Time Off* drop-down.

Time Entry Collected Data – Enable Tooltip Options for Cost Centers

WFR-178639, WFR-178560: Under the *Timesheet Profile* within *Time Entry Collected Data*, Cost Center Settings contains a section, *Show In Tooltip*. These settings are now available in the New Timesheet. You can enable the following settings:

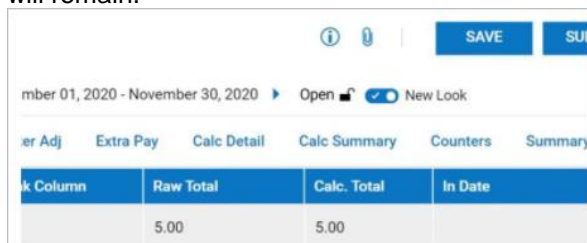
- Name
- Abbreviation
- Description
- External Id
- Payroll Code

When any of these settings are enabled, the data will display when hovering over a cost center under the *Time Entry* tab of the timesheet.

Toggle for Timesheet v2

WFR-184300: For Classic timesheet users, a toggle is now available to allow employees and managers to easily switch between the classic timesheet and the new timesheet. The toggle will only be visible when the *Desktop* (classic view) option is enabled for *Timesheet View* in the Timesheet Profile. If the *Mobile* option is enabled in the Timesheet Profile, the toggle will not display.

NOTE: When the user navigates away from the timesheet, the setting enabled on the Timesheet profile will remain.



Updated Accruals Page Titles and Menu Labels

WFR-184104: Previously, in Desktop and the Desktop version of the Mobile App, some of the Accruals page titles did not match the Menu labels.

What's changed: The following page titles have been updated to match the Menu labels, as well as some Menu labels have been updated:

- **Run Accruals** (under *Team > Accruals > Run Accruals*)
- **Use By Balances** (under *Team > Accruals > Use By Balances*)
- **Accrual Details** (under *Team > Accruals > Accrual Details*)
- **Test Accrual Calculations** (under *Team > Accruals > Test*)
- *My Info > My Time > Time Off > Accruals History* has been updated to *My Info > My Time > Time Off > **Accrual Details***, and the page has been updated to **Accrual Details**
- *Company Settings > Profiles/Policies > Benefit Accruals* has been updated to *Company Settings > Profiles/Policies > **Accruals***, and the page has been updated to **Accrual Profile**
 - From the *Accrual Profile* within a policy, the page will now display as **Accrual Rule** (previously it was *Benefit Accruals Rule*)

Bug Fixes

The following issues have been resolved with this release.

Accruals: Accruals widgets was missing for new employee

WFR-189059: For a newly hired employee who does not yet have an *Updated To Date* value in Accruals, the employee record's *Accruals* widget displays as expected. Previously, the *Accruals* widget was missing or would display question marks instead of data.

Cost Centers: Cost Center was missing from Limit list

WFR-185101: When the parent cost center is set as *Not Visible* and is also set to *Allow Time Allocation Towards This*, and the child cost center is set as *Visible* and is also set to *Allow Time Allocation Towards This*, enabling the *New Look* toggle on the Cost Centers page caused the child cost center to not be available in the Limit list. This is fixed, and the child cost center now is available in the Limit list with the *New Look* toggle enabled.

Cost Centers: Managers couldn't view punches for their MCC

WFR-191819: On the *Time Allocation* report, the manager of the Managed Cost Center (MCC) could not view the employee punches for that MCC. This is fixed, and the manager of the MCC can now view these employee punches.

Dashboard: Dashboard clock was 15 seconds slow

WFR-194770: The Dashboard clock now displays time in synch with the user's time zone, as expected. Previously, this clock sometimes displayed time 15 seconds slower than actual time.

Employee Record: Standard Work Week field was limited to two digits

WFR-195866: When users configure a new contract, the *Standard Work Week* field now accepts up to four digits. Previously, the field limited users to entering two digits.

Leave: Entries report displayed time prior to start date of case

WFR-188938: In the New UI, when users created a Leave Of Absence Case based on an employee's standard work day hours and clicked *Generate Leave Entries*, the *Entries* report sometimes populated time two days before the start date of the case. This is fixed, and the *Entries* report does not populate time before the case's start date.

Leave: Leave Entries widget did not display

WFR-197689: If users have no Pay Period profile, their Leave Of Absence's *Time* tab displays the *Leave Entries* widget as expected. Previously, having no Pay Period profile caused their *Leave Entries* widget not to display.

Employee Record: New French translations are available

WFR-189397: For French users, the following system areas that had not been translated to French are now available in French:

- Groups report
- Employee group membership report
- Manager Group Access report
- Manager Employees Access report
- Account groups widget
- Account group selector (Employee filter)

Payroll Export: Rate table combinations missing from fields

WFR-192875: On the *Edit Payroll Export Format* page, when users edited columns, the fields that allow selection of combinations of rate tables sometimes did not include all combinations of the available rate tables. This is fixed, and all the combinations now appear in these fields.

Points: Modified By column displayed wrong users

WFR-184550: When users view the *Employee Points* widget an employee profile's *History Detail View*, the *Modified By* column displays the correct users who modified the items. Previously, some users in this column were incorrect, and the correct users displayed when editing each item.

Rates: Could not reapply rates when To year was 9999

WFR-186517: In a Rate Table, when users attempted to *Reapply Rates* with a *To* date that was in the correct format but included an unusual year (such as 9999), the system gave an error saying that the date format was invalid. This is fixed, and the system now reapplies rates with an unusual year.

Reports: Clicking Comment icon didn't display comment

WFR-127300: In the *Overtime Request Audit Trail* report, clicking the *Comment* icon in the *Request Comment* column did not display the comment. This is fixed, and the comment now displays as expected.

Reports: Employees with Not In Payroll status were missing from report and charts

WFR-176610: When the *Late/Early/Absent* report includes the *Employee: Status* column, the report and its charts now include employees who have a status of *Not In Payroll*. Previously, in this situation, employees with *Not In Payroll* status were missing from the report and charts.

Reports: Missing punches M was blue instead of red

WFR-187477: In the New UI *Time Overview* report, the *M* to denote missing punches is now red, as expected. Previously, the *M* displayed as blue, which made it less noticeable.

Reports: The # of Employees column was empty in export

WFR-189223: When users export the *Process & Export* screen to .xlsx format, the *# of Employees* column is populated with the expected data. Previously, the column was sometimes empty when exporting to .xlsx.

Reports: Saved Timesheets (Pending Approval) report was blank

WFR-192369: When users saved *Timesheets (Pending Approval)* report and the tried to view it through *My Saved Reports*, the report was blank. This is fixed, and this report now populates the data when viewed through *My Saved Reports*.

Time Off: Requests were incorrectly split

WFR-186896: In timesheets with profiles configured to split time entries that span two days, time off requests that span two days but are within the same shift (because the shift is configured to span two days) do not split, as expected. Previously, the timesheet displayed these time off requests as split.

Timesheet: Show Raw Totals checkbox couldn't be edited

WFR-68933: In a Timesheet Profile, checking the *Show Timesheet Totals* checkbox caused the *Show Raw Totals* checkbox to become grayed out and uneditable. This is fixed, and each of these checkboxes can be edited independently of the other.

Timesheet: Manager couldn't approve timesheet with deleted entries

WFR-183874: When a submitted timesheet was configured with the *Mark Time Entries On Day As Modified* rule and a manager deleted entries in the timesheet, the approval manager was unable to approve the entries. This is fixed, and the approval manager can approve these entries as expected.

Timesheet: Admin couldn't edit Document Information

WFR-186502: When Admins view the *Employee Documents* page (under *HR > HR Maintenance*), and view a document with *Timesheet* in the *Related To* column, they can now edit the fields under *Document Information*. Previously, they could not edit these fields because they were grayed out.

Timesheet: 24-hour format for shifts across days defaulted single number incorrectly.

WFR-192434: On a *Timesheet Edit* page that uses 24-hour time format, entering a single number (such as 6) in the *To* field of a shift that ends on the next day is now interpreted as 6AM on the shift ending day. Previously, the system was interpreting 6 as 1800 (for example) on the shift starting day.

Timesheet: Could not import time into locked Pay Period

WFR-195855: When *Timesheet Corrections* were enabled and users imported time into a locked Pay Period, an import error sometimes occurred. This is fixed, and users can import time into locked Pay Periods when *Timesheet Corrections* are enabled.

Timesheet: System did not return users to same tab after Save

WFR-196056: On the *Timesheet Edit* page's *Time Entry* tab, after users click *Save*, *Submit*, *Approve*, or *Reject*, the system returns them to the *Time Entry* tab, as expected. Previously, the system would return users to whichever tab was set as the first tab in the Timesheet Profile.

Timesheet: Custom disclaimers did not display

WFR-198070: When users submit or approve a timesheet from the *All Timesheets* report, any custom disclaimers configured to display are triggered as expected. Previously, in this situation, the custom disclaimers sometimes did not display.

Timesheet: Absence units were not translated into French

WFR-200122: For French users, the timesheet's absence units were not translated into French. This is fixed, and these items now display in French.

Timesheet: Printed timesheet didn't display correct French special characters

WFR-200127: For French users, printed timesheets included some characters that were not converted to the correct French special characters. This is fixed, and these French special characters now display correctly in printed timesheets.

Timesheet: Action field items were not translated into French

WFR-200134: For French users, the timesheet's *Action* field under *Approval History* included items not translated into French. This is fixed, and this field's items now display in French.

User Interface: Time Statistics widget Counters filtering didn't work

WFR-186742: In the dashboard *Time Statistics* widget, when users opened *Edit Settings*, selected *Counter Based* in the *Type* field, and tried to filter the options in the *Counters* field, no filtering occurred for anything entered in the *Counters* selection window. This is fixed, and the system now filters based on characters entered in the *Counters* selection window, as expected.



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