Release 78, December 2021

Wurk is a continually improving and evolving application. As part of our commitment to full transparency, we provide release notes that summarize the latest enhancements to Wurk functionality and usability.

Payroll

Retirement Plan Column is Now Available for Employee Information

For the Employee Information report, the column **Employee Date: Retirement Plan** is now an available column to add to the report.

TLM

Timesheet

Reason Codes for Timesheet Corrections

Previously, managers who were required to add a comment for their timesheet correction could make a comment but there wasn't a uniform list of reason codes available to categorize the correction reason.

What's been added: A list of required reason codes is now available to tie to historical timesheet corrections. This will ensure managers provide adequate information for auditing purposes on why the correction was made.

A new setting has been added in the **Extra Settings** section of the Timesheet profile, **Require Timesheet Correction Reason Code**. When this setting is enabled, a drop-down of global configured Reason Codes will be available to choose. **Reason Code** is a link that will navigate the user to **Global Setup > Global List Definition > Lookup Lists Definitions** where the Reason Codes can be defined.

Once a manager corrects a timesheet, from the **Correct Timesheet** pop-up they will be required to choose a reason from the

Reason Code drop-down.

The Require Timesheet Correction Reason Code setting can be used on its own or along with the Require Timesheet Correction Note setting.

- ❖ When both settings are enabled, a reason code and a comment will be required.
- ❖ When only the Reason Code setting is enabled as required, the comment box will still appear but will be optional.

You have the option to add a Correction Reason Code column to the timesheet Approval History report. Once added, the Correction Reason Code column will display the Reason Code selected for that correction. The Comment column will display by default in this report with the comment that was submitted, if applicable.

Updated Message for Zero Hour Holiday Based on Eligibility Criteria

We've updated our system messaging for employee's ineligible for holiday pay, so they understand why their eligibility was not met. Previously, ineligible employees would have zero calculated Holiday Pay without a specific explanation of their eligibility criteria. In a previous release, a note was included stating that eligibility was not met, but there were no specific details included in the message.

What's changed: When an employee's eligibility criteria are not met according to the **Holiday Eligibility** Pay Calc rule configuration, the following message to inform users which part of eligibility in the rule was not met will display in the **Info** column of the timesheet **Calc Detail** tab:

To be eligible for calculated Holiday pay, the employee must: (eligibility requirement not met displays) This message will update in accordance to the latest configuration set in the **Holiday Eligibility** Pay Calc rule.

Tip: This does not Grant Manager Access to Update the Pay Calc Rule; this message Is meant to provide the manager specific details on why an employee is ineligible.

HR

Notifications

Credential Expiration Notification: Account Extra Fields Added

Account Extra Fields 6-10 have been added to the Credential Expiration and Credential Expiration (Mass) notifications. This will allow any data in these fields to be pulled into the notifications. These tags in the notification are displayed as {Account_Custom_6}, {Account_Custom_7}, etc.

Recruitment

Communication Templates: Recipient Selection at the Time of Initiation

A new **Allow Manual Email Entry** option, in the **Recipients** section of **Applicant Communication Templates,** is now available. This option, when enabled, allows users to manually enter an email address in Applicant Communication when this template is selected. It can be used in conjunction with the other Recipients' options listed in the Applicant Communication Template or by itself.

Job Application PDF Download

Downloading Job Application PDFs

Applicants applying for jobs via Indeed can now download a PDF of their job application. Our system will take a snapshot of the application at the time of submission and make it available as a downloadable PDF. Recruiters and hiring managers will also be able to download these PDFs

Benefits

Court Mandated Benefit Coverage

We are now providing functionality to enforce court-ordered mandates regarding benefit coverage for dependents. With the new functionality, you can now enforce dependent selection for employees under a court order who must provide benefit coverage to their dependents.

A new **Court Mandated Benefit Coverage** menu option has been added under **Team > Benefits > Court Mandated BenefitCoverage**. Under this menu, managers can create and delete entries for employees under a court order. These entries have the following attributes.

- ❖ **Effective Dates**: These are the From/To dates of the court order.
- ❖ **Dependent**: Select the dependent under the court order. Only one at a time can be selected so if there are multiple dependents, multiple entries will need to be created.
- ❖ **Benefit Plan Types**: Select one or more benefit plans for which the employee is required to provide coverage.
- ❖ **Comments**: Enter any supporting information here.

Cross Product

Company Settings

Validation for Special Characters in Employee Custom Forms

When Restrict Special Characters option is enabled (**Company Settings > Account Policies** widget) and prohibited special character(s) are entered on an Employee Custom Form, users receive an error message indicating the special characters are invalid. The following fields are validated against the Restrict Special Characters:

- ❖ First Name
- ❖ Middle Name
- ❖ Last Name
- ❖ Nickname
- ❖ Suffix
- ❖ Username
- ❖ Phone Numbers (Work Phone, Home Phone, and Cell Phone)

This applies to Employee Custom Forms only, and not Applicant Forms since the validation occurs from the time of hire and does not apply to the Applicants.

Employee Documents

Mass Delete Employee Documents

Administrators can now quickly Mass Delete employee documents from **HR Tab > Document > View/Edit/Delete**. A **Delete** button has been added and is inactive until a user has selected at least one document to delete.

- ❖ After clicking the Delete button, users receive a confirmation pop-up where they can confirm they want to delete the selected documents. If confirmed, all selected documents are deleted from the application. The **Delete** option is available in the following areas:
- ❖ **HR > HR Maintenance > Employee Documents**
- ❖ **Employee Profile > Employee Documents Widget**

E-Signature

E-Signature Support for Withholding Form (W4)

Users can now e-sign the Withholding Form (W4) in cases where such a signature is required. Please contact support at support@enjoywurk.com to enable this feature.

With the **Withholding Form** option enabled, users can utilize Wet Signature/E-Signature to sign the Withholding Form and the signature displays on the form. If Biometrics is configured, the user is prompted for the biometrics entry, but s/he can access the Wet Signature option as well.

Dashboard Layout Profiles

Copy Tabs from Classic Dashboard to New UI Dashboard

Users can now copy tabs from a Classic Dashboard to a New UI Dashboard so they can move to the new experience without losing any data. When a user enters a Classic Dashboard, the system shows an inline informational message with the following text: **Tabs from this dashboard can be copied to your new dashboard. Copy Tabs**. When a user clicks on **Copy Tabs** in the inline message, the system adds all of the tabs from the Classic Dashboard to the New UI Dashboard.

When the copying is completed, the system shows a pop-up to confirm success or one to detail any items that were not able to be copied. When a user does not have Dashboard Layout Profile assigned and clicks on the inline message, the system shows the following pop-up: **Tabs cannot be copied because a Dashboard Layout Profile is not assigned or is not configured properly. Please contact your administrator**.

When a user copies a Classic Dashboard with succession charts, the system transfers all data to the New UI Dashboard.

Updated Messages for Copying Classic Tabs

The messaging around copying Classic tabs on the Home (Landing) page has been updated. When a user is assigned a Dashboard Layout Profile with the **User Can Modify** option enabled, and s/he opens the **Edit [Dashboard] Tabs**

pop-up from the Home (Landing) page, the system shows the following message: **Choose tabs/widgets to add from your classic dashboard. Add from Classic**.

If some tabs contain widgets that are not converted, the system shows the following message: **Not all widgets are available to be added**.

When a user clicks **Add** in Add Tabs from the Classic Dashboard pop-up, the system shows a progress modal with text that reads **Adding tabs** and a message stating **Adding tabs from your Classic Dashboard**.

When a user applies changes, the system shows a success message in the pop-up that reads **Tabs were added from your Classic Dashboard**. When an administrator saves changes in the layout, the system adds tabs to the Dashboard Tab Library with a default description of **Added from Classic Dashboard**.