HR Release Notes

February 2021
R73

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

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Release Information

Release Dates

There will be a System Release taking 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** – February 8, 2021 at 11:00pm - 3:30am BST
- **POD 60** – February 9, 2021 at 11:30pm - 4:00am EDT
- **U.S. Server POD2** – February 10, 2021 at 11:30pm - 4:00am EDT
- **U.S. Server POD5** – February 24, 2021 at 11:30pm - 4:00am EST
- **U.S. Server POD4** – February 24, 2021, at 11:30pm - 4:00am EST
- **U.S. Server POD3** – February 25, 2021 at 11:30pm - 4:00am EST
- **U.S. Server POD6** – February 25, 2021 at 11:30pm – 4:00am EST
- **AUS Server** – February 25, 2021 at 12:00am - 4:30am AEDT

Supported Operating Systems and Browsers

The table below shows currently supported operating systems and browsers.
NOTE: The list shown in the table below are operating systems we support, though they may not be actively tested.

Platform	OS Version		Browser	Version
Desktop			Internet Explorer	11
Windows	10		Microsoft Edge	latest
Mac	10.13.4 (High Sierra)		Google Chrome	latest
Mobile			Mozilla Firefox	latest
iOS	11.4.1 -> latest		Safari	latest
Android	6.0.1-> latest			

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.

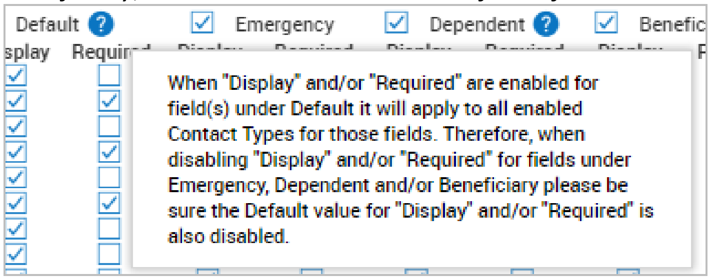
Account Contacts

Options Added to Require, Hide, and Display Fields in Account Contacts

WFR-189552, WFR-208805, WFR-210557, WFR-217165: A new widget called Account Contacts is now available in Company Settings. In the ***Account Contacts*** widget, customization has been added to allow you to require or not require contact types in account contacts on the employee profile, enable or disable certain contact types and to display or require certain fields for the enabled contact types.

The ***Account Contacts*** widget must be added to the *Company Setup* page. It will not be available by default. These settings will apply only when using the New Look on the Employee Record.

- **Contact Type** – Default (cannot be selected or de-selected), Emergency, Dependent, and Beneficiary can be checked/unchecked to enable/disable.
    - The *Display* fields will all be checked/enabled by default.
    - The *Required* items that were previously marked Required by the system will also be marked as Required by default.
- **Contact Type is Required** – Checking this option will require the accounts to have a contact type set before it can be saved.
- **Display/Required Fields** – Check *Display* to make the setting visible for the selected contact type(s) or uncheck it so it doesn't display. Check *Required* to require the field for the selected contact type(s). When un-checking *Display* or *Required* for fields under *Emergency, Dependent* and/or *Beneficiary, it should also be unchecked for Default.* A tooltip has been added explaining this.



Dependent, Beneficiary, Birthdate, Height, Weight - Will not be visible for companies that only have TLM and/or Scheduler modules enabled without also having the Payroll and/or HR modules. This has been explained in the tooltips for those items.

HR Actions – Account Contacts Action Item

When creating HR Actions, the *Account Contacts* action item can be added and all behaviors described above will be enforced. For example, if a contact is missing a required field, the HR Action cannot be completed until that required field is completed.

Employee Profiles – Account Contact Widget

After marking account contact fields with Display, those fields will show in the Add Account Contact pop-up. Marking fields as Required will display a red asterisk. The contact will be unable to be saved and an error message will be generated until the required fields are complete.

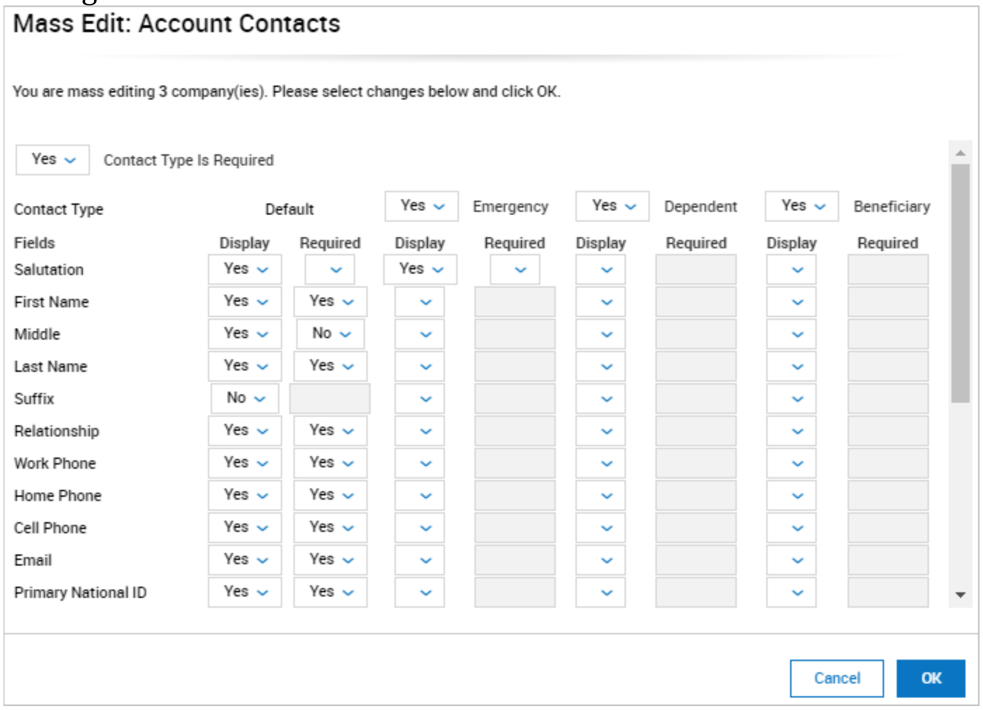
Imports: Employee Contacts Import Template

The Employee Contacts import template has been updated with the new fields in the Account Contacts widget of Company Setup. Error messages will be generated based on whether the fields are disabled.

- If an account contact type is toggled OFF in the company settings (disabled) and is included in the import, users will receive an error for invalid contact type.
- If a field is marked as Required in the Account Contacts widget and is missing from the import, an error will be generated.
- If a field is not marked as Display but is included in the import, no error will be generated. If a user then marks it as Display, it will display the data in the field.
- If Contact Type is Required and no contact type of Emergency, Dependent and/or Beneficiary is entered on the import, an error message will be generated stating that the Contact Type is Required.
- The system will accept "E" for Emergency, "D" for Dependent and "B" for Beneficiary as well as the actual word which will help with translations and globalization.

For Partners Only

WFR-212078: From the *All System Companies* report page (*Maintenance > Companies > All System Companies*) you can use the *Mass Edit Global Policies* button, select ***Account Contacts***, and update Account Contacts for your selected client companies. The functionality of these settings are the same as described above.



Mass Edit: Account Contacts

You are mass editing 3 company(ies). Please select changes below and click OK.

Yes — Contact Type Is Required

Contact Type	Default		Yes Emergency		Yes Dependent		Yes Beneficiary	
Fields	Display	Required	Display	Required	Display	Required	Display	Required
Salutation	Yes		Yes					
First Name	Yes	Yes						
Middle	Yes	No						
Last Name	Yes	Yes						
Suffix	No							
Relationship	Yes	Yes						
Work Phone	Yes	Yes						
Home Phone	Yes	Yes						
Cell Phone	Yes	Yes						
Email	Yes	Yes						
Primary National ID	Yes	Yes						

Cancel OK

Adding Account Contact Relationship Types in Open Enrollment

WFR-202174: During Open Enrollment, employees can add an Account Contact which contains a Relationship type. Employees adding their own relationship type adds the entry to the global relationship list, which may not be desired. We are now introducing a way to limit employees from adding their own relationship types.

A new ***Allow New Typed Entries For Relationship In Account Contacts*** setting has been added to the *Account Policies* widget in Company Setup.

If enabled, employees can add their own entries. If disabled, the user will not be able to freely type a Relationship in Account Contacts (whether through the Account Contacts widget itself, through Open Enrollment, or via an HR Action). They will have to select from the drop-down list which contains the visible relationships configured under *Company Settings > Global Setup > Global List Definitions > Relationships*.

NOTE: This setting is enabled by default for backwards compatibility. It can be disabled to restrict users from adding new relationship types.

Account Demographics

Visa Type 482 Added to System

WFR-207122: Visa form type 482 has been added to the system and is available for employees in the Account Demographics section of employee profiles. This form is a temporary work visa used to sponsor persons to work in Australia. It will be available in the Applicant Profile and will also be available for HR Actions, Imports and will display in PDFs. Form 482 replaces outdated form 457.

Bank Accounts

New Zealand Bank Accounts to Allow 15 Digits

WFR-204626: For employee(s) that live in New Zealand with New Zealand bank accounts, the validation of the account number will allow for 15 or 16 digits. Previously, the system only allowed for 16 digits.

Benefits

Localization of Fields in Approve Change Request Pop-Up

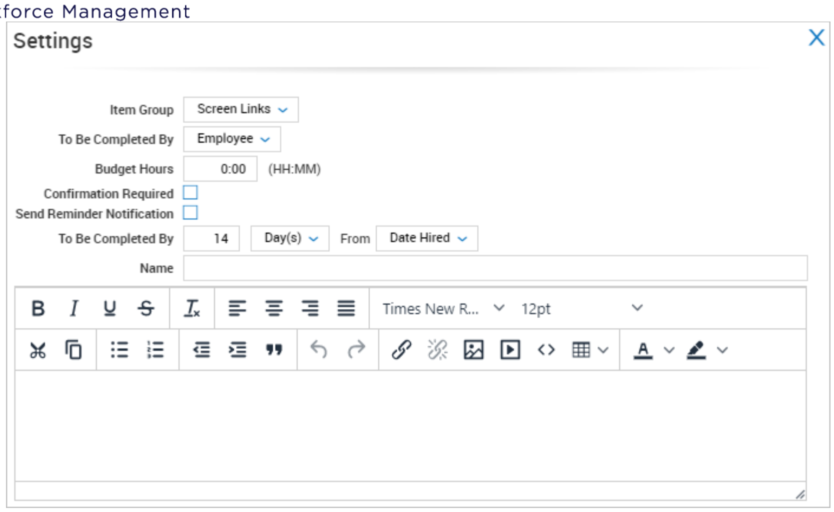
WFR-207294: The Approve Change Request pop-up used by managers to approve/reject a benefit change request will now be localized to the Locale settings within Company Setup. If an employee has a different locale assigned, the manager will see the fields based on the company locale.
The following fields will be localized.

- Coverage Amount
- Premium
- Frequency
- Estimated Monthly Premium
- Taxable Income
- Total Estimated Monthly

Checklists

New! Content Checklist Item Added to Checklists

WFR-180465: A new **Content** checklist item is now available to be added to checklists. This item allows you to add specialized content such as rich text, images, videos, links, tables and more. When the recipient opens their checklist, the created content will display. This item can give the recipients an engaging experience when working through their checklist. This is located under *Company Settings* > *HR Setup* > *Checklists*.



Company Settings

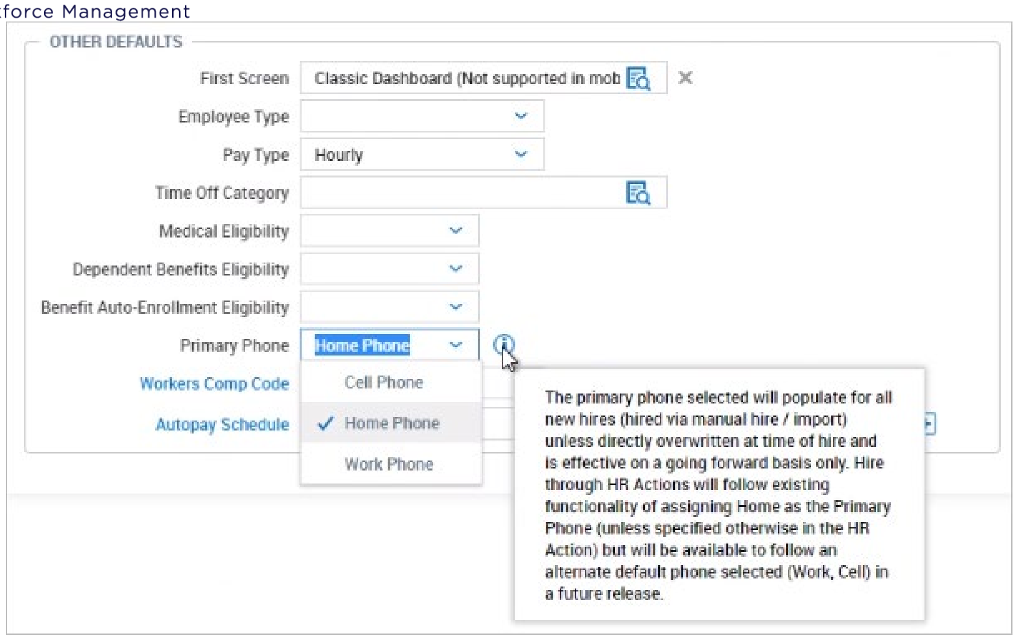
Primary Phone Default Setting Added to Company Setting Defaults

WFR-207775: Previously, when hiring an employee, the Primary Phone defaulted to the Home Phone and users did not have the option during the hiring process to default this to another option such as Cell Phone.

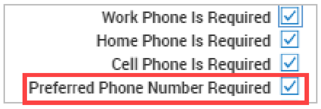
To address this, a primary phone default setting has been added to Company Settings so you can designate the default primary phone to be either the Work, Home or Cell Phone upon hire. This is located in the *Account Policies* widget under *Company Settings > Global Setup > Company Setup > Defaults*.

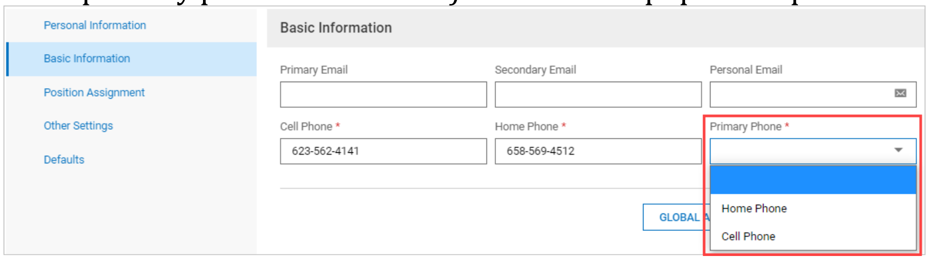
This applies to manual hires or imports. Hiring through HR Actions will follow existing functionality. This is further explained in the tool tip of the *Primary Phone* field as follows:

- The primary phone selected will populate for all new hires (hired via manual hire / import) unless directly overwritten at time of hire and is effective on a going forward basis only. Hire through HR Actions will follow existing functionality of assigning Home as the Primary Phone (unless specified otherwise in the HR Action) but will be available to follow an alternate default phone selected (Work, Cell) in a future release.



If Work Phone, Cell Phone, and/or Home Phone are marked as Required in the *Global Policies* widget of Company Setup, the *Primary Phone* drop-down will still appear in the hire screen for manual hires. If a selection is made in this drop-down, it will overwrite the default primary phone. If left null, the default primary phone from the *Defaults* tab will populate upon hire.





Primary Phone Number in Employees Import Template

WFR-16682: *Primary Phone* has been added to the *Instructions* tab. This allows you to set whether Home Phone, Cell Phone, or Work Phone will be the primary phone for employee accounts.

- Will be available in Excel, Excel 2007 and XML versions.
    - Since columns in Excel (.xls) are maxed out, this will be listed on the Instructions Tab and you will need to remove an unused column and insert the Primary Phone column. For Excel .xlsx and XML it will appear by default after Cell Phone.
- If Primary Phone is not specified on the import template, it will use what is set in company defaults.

My Information HR Action: Ability to Set Primary Phone Number

WFR-207766: Employees filling out a My Information HR Action request can now designate which of their phone numbers are primary. Previously, they could list their phone numbers (Home, Cell, Work) but could not designate a primary.

Custom Forms

Employee ID & Approved/Rejected Columns Added to Custom Forms Details Report

WFR-208891, WFR-174170, WFR-212342: Previously, this report contained only the Approver's Name that completed the latest Approve step of the workflow. But users could not see when (timestamp) an approval occurred. Also unavailable were Employee ID and Rejecter information.

For both the **Employee ID** and **Approved On** columns:

- If a workflow has multiple approver steps, these columns in the report will display data for the most recent approver.
- Does not apply for auto-approved workflow steps. It only applies to the actual approver(s).
- These columns are available for employee or applicant type forms.

The following columns have now been added:

- **Approver Employee ID** (only available for MSS report) - This column will populate with the approver's employee ID.
- **Approved On**
- **Rejecter Full Name**
- **Rejecter First Name**
- **Rejecter Last Name**
- **Rejected On**
- **Rejecter Employee ID** (only available for MSS report) - This column will populate with the approver's employee ID.

The columns have the following characteristics and behavior:

- Above columns are not default columns and must be added.
- If a workflow has multiple approve/reject steps, these columns in the report will display data for the most recent approver/rejecter and associated dates for the most recent approval/rejection. For example, Rejected On date will bring in the timestamp of the most recent Rejection and Rejecter Full Name will bring in the name of the most recent Rejection.
- Rejected On/Approved On Date columns will populate with the date and timestamp and will honor locale settings for date/time formats.
- Grouping, sorting, filtering, and exporting of column(s) is supported.
- The *View Details Report* for Applicant type forms will update with above changes as well.
- Data under *Rejected On* and *Approved On* will be populated for all rejections and approvals done even in past cases, while for other rejecter and approve columns (i.e., First Name, Last Name, Full Name, Employee ID) data will be populated on a going forward basis only.)

Navigation:

- For managers, these forms are located in the *Open* tab under *Team > HR > Forms > Other Forms*, and then selecting *View Detail Report* under the ellipsis.
- For employees with proper security access, these forms are located in the *Open* tab under *My Info > My HR > Forms > Other Forms*, and then selecting *View Detail Report* under the ellipsis.

Points Details Field Added to Custom Forms

WFR-196666, WFR-217308: When editing a page in a custom form, a **Points Details** field has been added to the *Field* drop-down when selecting *Type: Employee*. This is only available if the Points module is active and in use within your company.

When selecting this points field, points details will that are automatically created by the points engine will now be included in the custom forms, giving employees quick visibility to the points details that triggered the form to be sent. Including the details prevents employees from having to manually hunt for the information and can limit employee challenges due to inadequate information.

Points details will be available whether the custom form is manually created or is part of an HR Action or Checklist.

Users must have security permission to view the content.

- ESS: *View Points History* in ESS tab under Time Tracking
- MSS: *View Employee Balances* in Modules tab under Points System

Position Assignment Fields Added to Custom Forms

WFR-184364, WFR-206919: The following Position Management fields have been added to Custom Forms. When added, these are read-only fields. These fields are available in the *Field* drop-down when selecting *Type*: *Employee.*

When added, they will populate with the employee's Primary Position Assignment. If the employee does not have a primary assignment, the fields will display as blank.

- Assignment Number
- Position Name
- Assignment Start Date
- Assignment End Date
- Assignment Change Reason
- Assignment FTE
- Assignment Annual Position Base Comp (as in Position Assignment)
- Assignment Annual Position Supplemental Comp
- Assignment Total Position Comp
- Assignment Avg. Annual Budgeted Total Comp
- Assignment Annual Position Work Hours
- Assignment Direct Reports To Position
- Assignment Direct Reports to Manager
- Assignment Cost Center 1 through Assignment Cost Center 9
- Employee Assignment Attribute 1-10
- Position Attribute 1-25

If the user adding the fields does not have the security permission *View w/o Amounts*, the following fields will not display.

- Assignment Annual Position Base Comp
- Assignment Annual Position Supplemental Comp
- Assignment Total Position Compensation

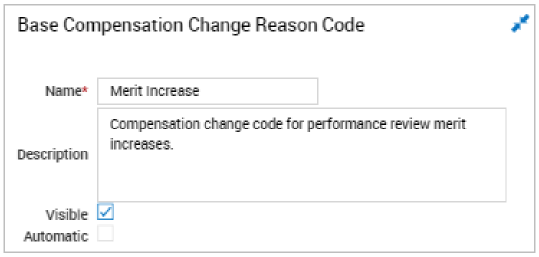
- Assignment Avg. Annual Budgeted Total Comp

Employee Profiles

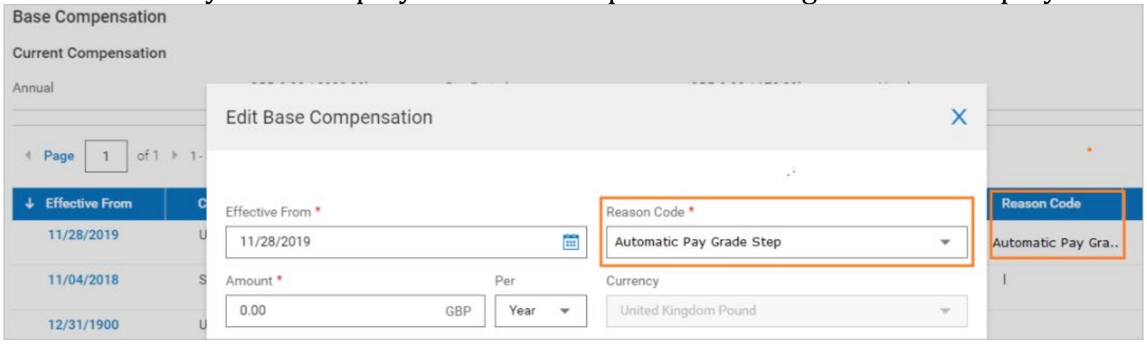
Reason Code Generated for Automatic Pay Grade Steps Update

WFR-177569: To create Reason Codes, a new **Base Compensation Change Reason Codes** menu item has been added under *Company Settings > HR Setup > Base Compensation Changes Reason Codes*.

- This opens the same maintenance page that is available from the hyperlinked portion of the title for the *Base Compensation Changes Require Reason Codes* setting in Company Setup.



Within Pay Grades that are configured with Automatic Pay Grade Steps, the system will automatically generate an **Automatic Pay Grade Step** Reason Code that will populate the automatic entry in the employee's Base Compensation widget in their employee accounts.



Job Change History Widget Updated

WFR-203060: When the **New Look** is switched on, the *Job Change History* widget was previously missing the *Salary Change Reason* and *Termination Reason Code* columns. Those have now been added to the New Look view and can be added using the Add/Remove Columns option.

Other Settings Widget in Employee Profiles

WFR-207175: When hiring employees either manually or through an HR Action, any extra fields that are left blank will not be validated for effective dates that are before the latest one. If an extra field is required when adding a new line, only the latest line will be marked as required.

PAYPRO
Workforce Management

HR Actions

Updated Lookup for Default Job and Other HR Action Items

WFR-214845, WFR-214580: When an HR Action contains a Default Job item, the user processing the action will now see an updated lookup when clicking the icon in the Default Job field. The previous lookup pop-up page used a single selection. The new lookup page is now the company standard report page style. This updated lookup page applies to all other action items as well. Items that are date sensitive, such as Benefit Plans, will be presented with a date picker.

Updated Single Select Lookup for Pay Prep Profile/Workday Breakdown Template – TLM & HR

WFR-208850, WFR-208849: In Desktop, Mobile, and the Mobile Version on Desktop, the *Pay Prep Profile* HR Action Item now utilizes a single select lookup. In addition, the *Workday Breakdown Template* inside the corresponding HR Action also contains the new single select lookup.

Imports

Cost Centers Added to Workers Claim Import

WFR-208590: The cost centers associated with a workers claim will now be included in the Workers Claim import template. They will be shown as Cost Center 1, Cost Center 2…up to Cost Center 9. The Instructions tab has been updated with the cost center information as well. If a Cost Center is specified in the import template, when a workers claim is processed, the *Specify Cost Center* checkbox is selected, and cost center-related fields are populated. The Address is populated automatically according to the Cost Center address.
Exception: If the cost center specified in the import template is equal to the employee's default cost center, the behavior is the same as if the cost center is not filled in the import template.

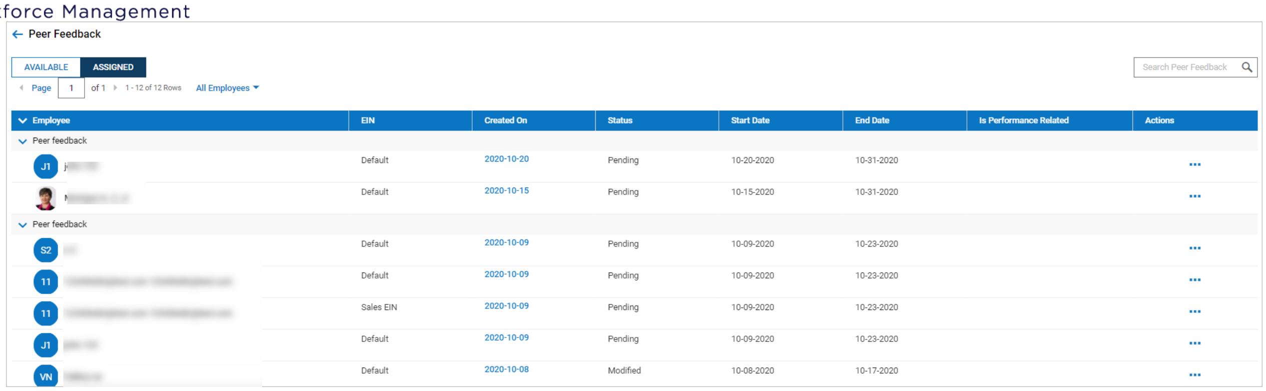
Performance Management – Peer Feedback

Multiple improvements have been made to the Peer Feedback process to make the process easier for both managers and employees to provide and manage feedback. Some of the updates are new and some are redesigns, and all support the framework and standards of the user interface.

Peer Feedback: Updated Page on Assigned Tab of Peer Feedback

WFR-139850: The Assigned tab view for managers has been updated as follows:

- Records are grouped by Peer Feedback Name - Peer Feedback Name column removed
- Created On column has been added
- Records are sorted by Created On date (descending) within a group
- The value in the Created On column is hyperlinked and selectable, taking user to the Peer Feedback page for the selected record



Peer Feedback: Ability for Managers to Add/Delete Providers

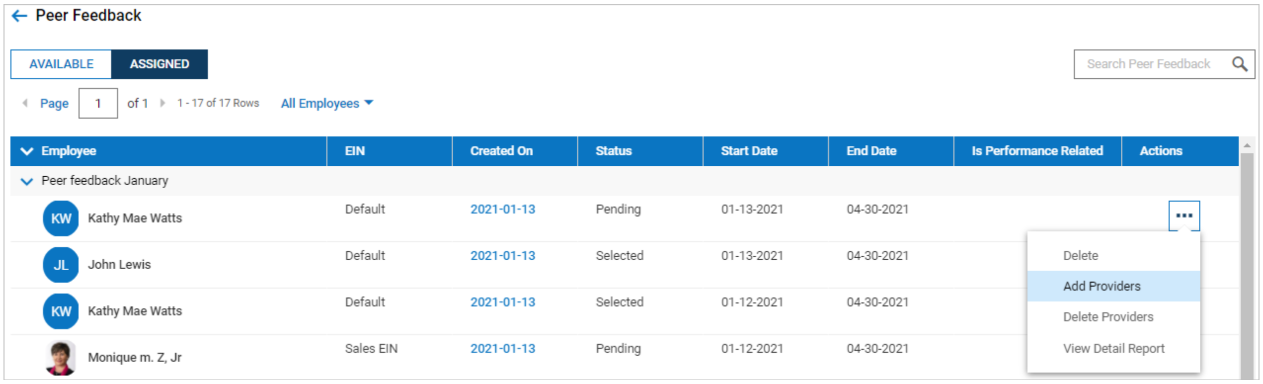
WFR-210317, WFR-198696: Managers viewing feedback details for their team members on the Assigned tab can manually add and delete providers.

Deleting Providers

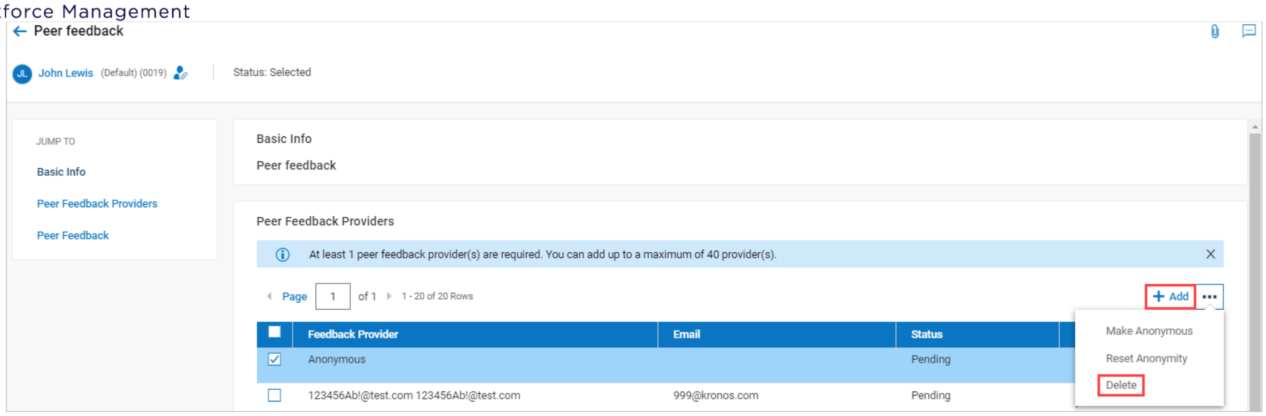
- Bypasses the approval process and deletes the To Do Item for the provider.
- Multiple providers for the selected employee can be deleted at once on the Delete Providers pop-up.
- If feedback has been submitted by a provider, a message will be generated to warn that the feedback could not be removed because it was submitted.

Adding Providers

- Bypasses the approval process and creates a To Do Item for the provider.
- Multiple providers for the selected employee can be added at once on the Browse and Select Employees popup.
- Feedback provider cannot be the same person as the employee. System will generate a warning message in such cases.



Within the Peer Feedback, adding and deleting is also supported for feedback that has not been submitted.

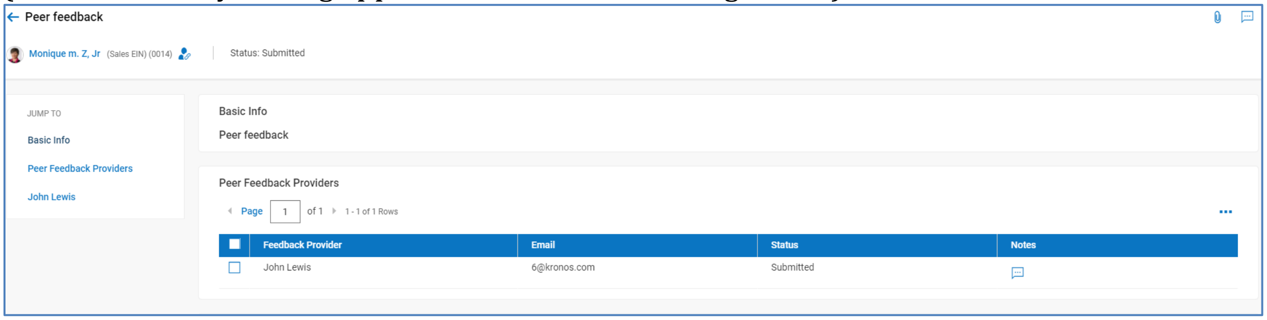


Peer Feedback: Ability for Managers to Add Notes and Documents When Viewing Feedback

WFR-134435: Managers viewing feedback details for their team members can now add notes and documents.

- Managers can add Notes on individual Feedback provider - per feedback note only stored in the feedback section
- Managers can add Documents & Notes on Feedback in general (icons at top of page.)

Users must have security permissions enabled for adding notes and attaching documents (current security setting applies here – no new setting added).



Peer Feedback: Assigned Employee No Longer Displays in Peer Feedback Provider Lookup List

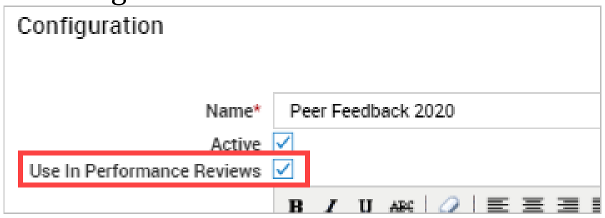
WFR-146060: When a manager (or other user) selects *Add Peer Feedback Providers* from their My To Do Item for peer feedback, their name will no longer display in the employee list (*Browse and Select Employees* pop-up). This was done because it doesn't make sense for a user to assign themselves to their own feedback.

Peer Feedback: Allow Peer Feedback to be Used in Performance Reviews

WFR-125625, WFR-204973, WFR-125630: When creating a new Peer Feedback configuration under *Company Settings > HR Setup > Performance Review > Peer Feedback*, a new ***Use In Performance Reviews*** checkbox has been added. When checked, the peer feedback will be used only in performance reviews.

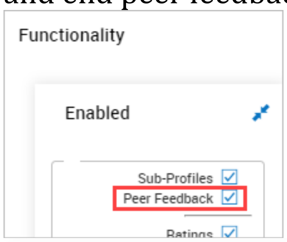
This is not retroactive – existing peer feedback configurations will not have this option show as active, and instead will be grayed out. This is only valid on new configurations.

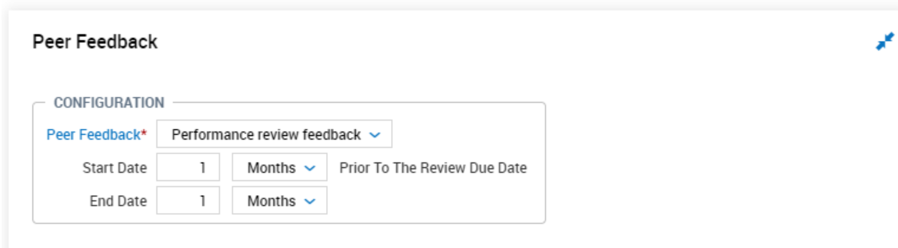
When checking this box, Peer Feedback will be managed within the performance review and will not be available under *Team > Talent > Performance > Peer Feedback* but will be visible on the Assigned tab when used.



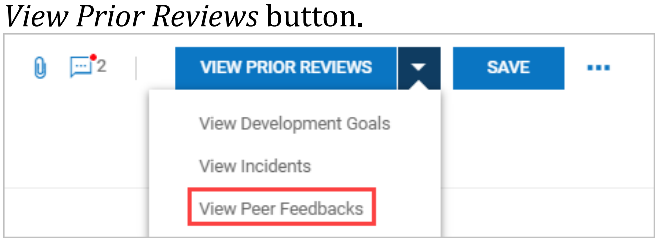
In Performance Review Profiles, a ***Peer Feedback*** checkbox is available in the *Enabled* section of the *Functionality* widget. When checked, the Peer Feedback configurations where the *Use In Performance Reviews* checkbox is checked, will be included for employees assigned to the performance review profile.

A new ***Peer Feedback*** widget will then be available and should be added. Once added the first time, it will be available for other profiles. The feedback will occur independently of user intervention based on the dates of the performance review and the time period set to collect and end peer feedback.





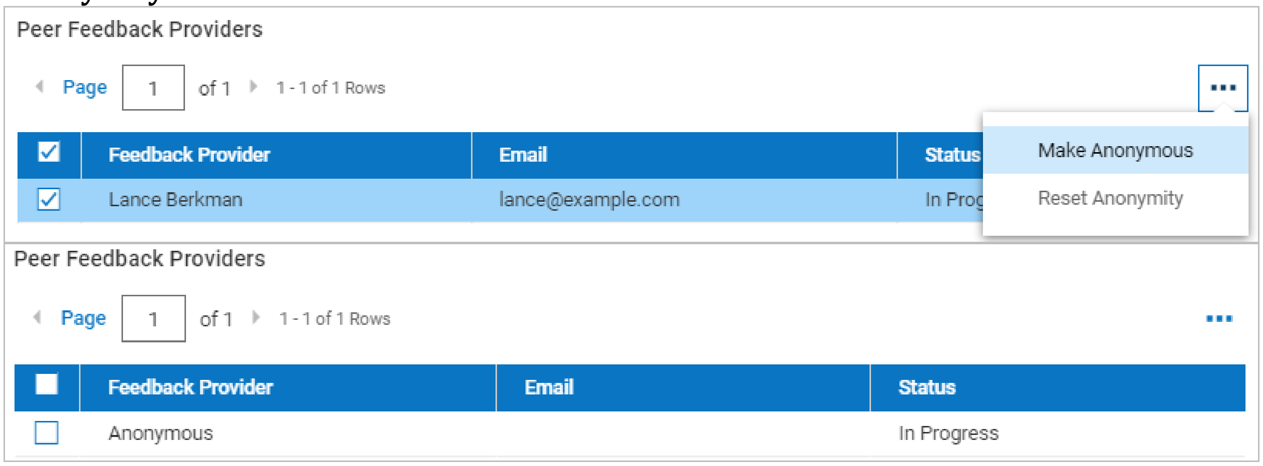
Managers with proper security rights can view peer feedback from the drop-down from the *View Prior Reviews* button.



Peer Feedback: Ability to Make Feedback Anonymous

WFR-198694: Managers can now hide the name and basic information of a peer feedback provider. A new ***Make Anonymous*** option can be selected so user names and image will not be shown on the reports. If the employee has an image, the image will show as the letter A and the name will show as anonymous and the email address and job title will be hidden. A ***Reset Anonymity*** will disable the option and make them visible again.

This is done within the *Peer Feedback Providers* widget under *Team > Talent > Performance > Peer Feedback*. Managers can select a feedback provider, and then select **Make Anonymous**. This will reset the provider's name to Anonymous. To restore the provider's name, use **Reset Anonymity**.

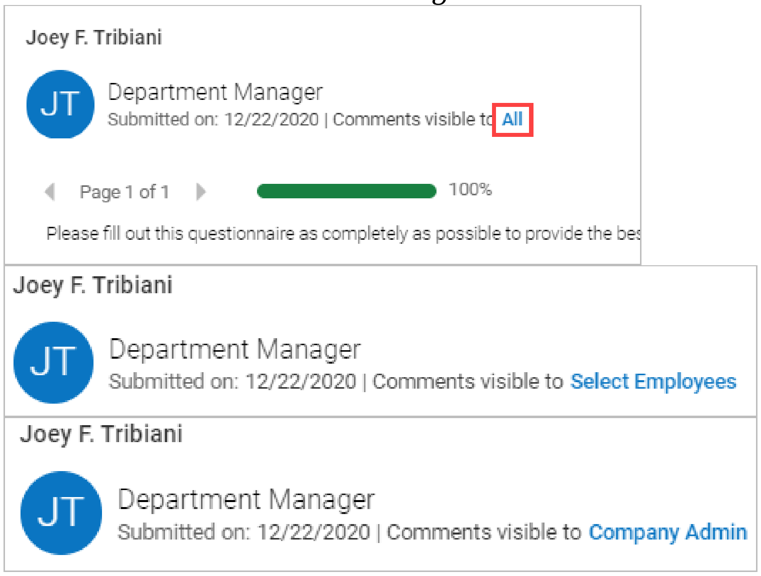


- Managers can set feedback to *Make Anonymous* or *Reset Anonymity*.
- Employees providing feedback can make themselves anonymous.

NOTE: Managers will always have the choice to override the anonymity of a provider.

Peer Feedback: Ability to Modify Visibility to Feedback

WFR-203223: Managers will now have the ability to limit visibility to Peer Feedback. Visibility only exists if feedback has been given (Submitted or Modified status). Admins or managers can review feedback on the *Assigned* tab under *Team > Talent > Performance > Peer Feedback*.



Depending which option is selected will determine who can view the comment by feedback providers. The selection will change the view on the page.

- **Visible to All** – anyone with access can view feedback by providers
- **Visible to Company Admin** – only the administrator can view feedback by providers
- **Visible to Select Employees** – only the selected employee(s) & Full Rights Admins can view feedback by providers

NOTE: The Anonymous options can be used in conjunction with the Visibility options.

Peer Feedback: Approve Automatically Step Added to Peer Feedback Workflows

WFR-139487: A new and separate ***Approve Automatically*** step has been added to Peer Feedback workflows. Depending where the step is placed in the workflow, approval of peer feedback providers or feedback will occur automatically without user intervention.

Position Management

Position Attributes Included in Reports

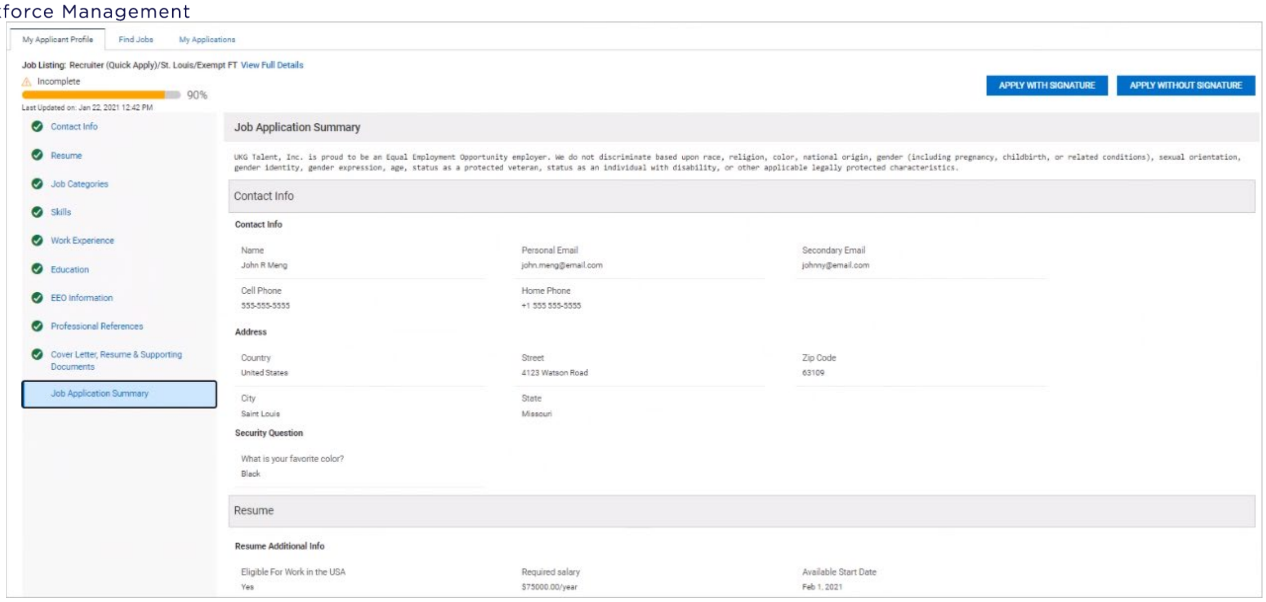
WFR-206158: Position attribute columns have been added to the **Pay Statement History (Detail)** (requires Payroll sub-system) and the **Employee Information** report pages. If employee position assignment attributes are enabled in Company Setup (Position Management widget), any assigned attributes will display in the report pages when adding these columns to the reports.

Recruitment

Applicant Profile Setup: Job Application Summary Tab Added

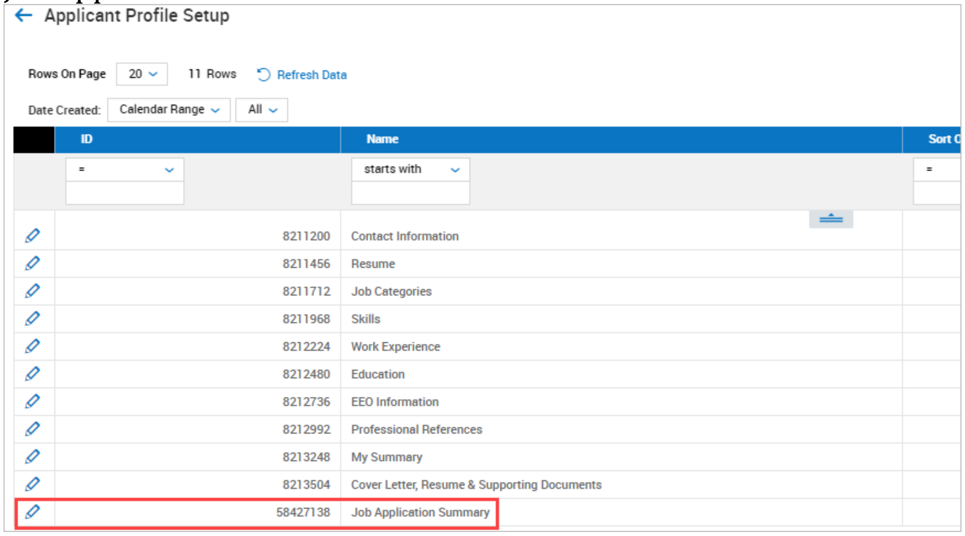
WFR-205650, WFR-205677: A new **Job Application Summary** tab has been added to Applicant Profile Setup.

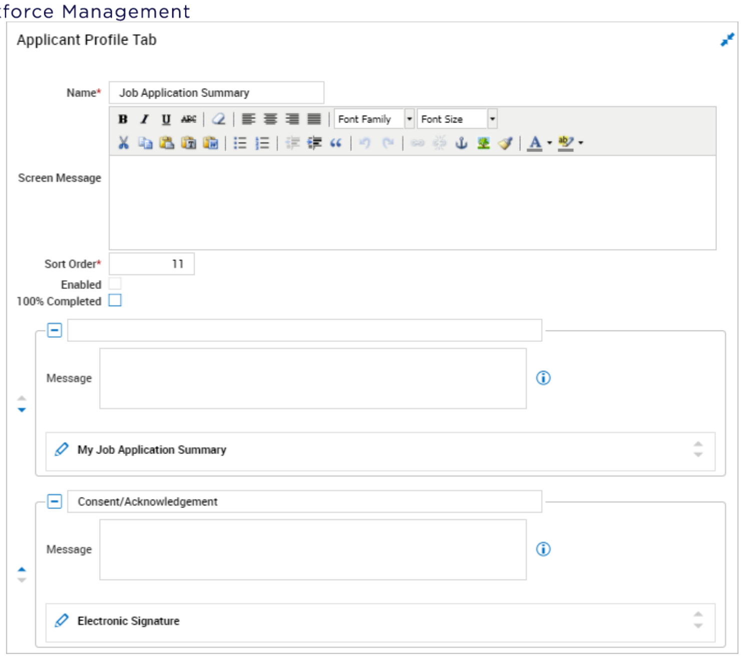
The information in the ***Job Application Summary*** tab becomes active when the applicant has completed their job application process. The system takes a snapshot in time of the information they provide while applying for a specific job. Prior to submitting/signing, if they make edits to any of their information, the summary tab will update. Once they submit/sign, any further edits will not be reflected in that job application.



For Administrators: The Summary tab allows you to customize a *Consent/Acknowledgement* message for the job application. *Electronic Signature* is now available on this tab. Also allowed is a customized *Screen Message* and a customized title and message for *My Job Application Summary*.

Coming in a Future Release: This information will be available in the downloaded PDF for Job Applications.



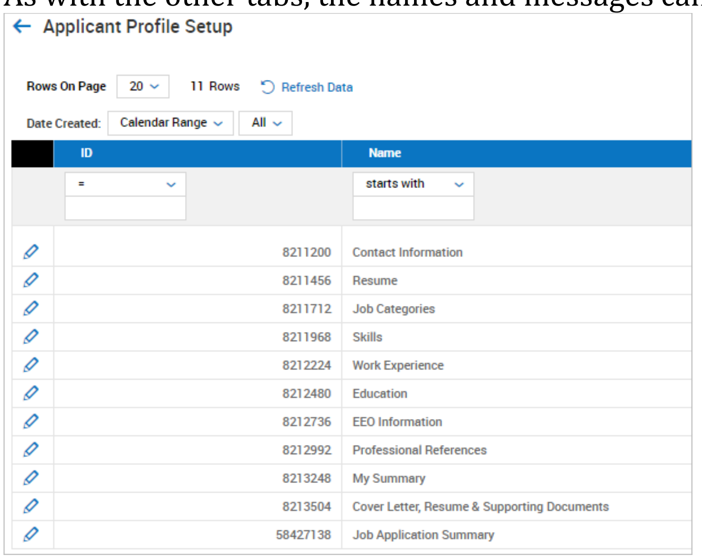


Applicant Profile Setup: Cover Letter, Resume & Supporting Documents Tab Moved

WFR-205644: To allow applicants the ability to add cover letters, resumes and any supporting documents prior to finishing and applying, the Cover Letter tab has been renamed and moved. The new name is **Cover Letter, Resume & Supporting Documents**.

It will now be located above the new ***Job Application Summary*** tab. This tab will have a *Save & Continue* button (previously it had a *Finish & Apply* button) and when clicked will validate information and move the applicant to the next tab.

As with the other tabs, the names and messages can be customized.



ID	Name
8211200	Contact Information
8211456	Resume
8211712	Job Categories
8211968	Skills
8212224	Work Experience
8212480	Education
8212736	EEO Information
8212992	Professional References
8213248	My Summary
8213504	Cover Letter, Resume & Supporting Documents
58427138	Job Application Summary

Applicant Profile Setup: Localization of Tabs

WFR-214188: Applicants will be able to view the information in their Applicant Profiles in their designated locale language. All system default text in the tab headers, section headers, and screen messages will be translated accordingly.

Quick Apply: Knockout Waiting Period Added to Quick Apply Applicants

WFR-206055: Previously, when Quick Apply applicants were knocked out through a job-related questionnaire, they were not restricted to wait the specified period before reapplying for the job. Going forward, Quick Apply applicants will now be subject to the configured waiting period set in the knockout questionnaire.

Security: New Permission Added to Limit End User Access to Hiring Stages in Job Requisitions

WFR-187124: Historically, if users have access to View/Edit Job Requisitions in their Security Profiles, they can also View/Edit the Hiring Stages within the Job Requisition (such as enforcing sequence, enabling/disabling specific hiring stages and/or marking certain hiring stages as required or changing the sequence order).

If you do not want your users to have this ability within job requisitions, a new security permission has been added that will control this access.

The new ***Job Requisition Hiring Stages*** setting is under the *HR* Tab in the *Recruitment* section where other Job Requisition items are located. Options are Null, View and View Edit.

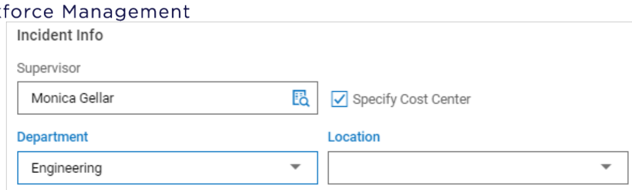
- For backwards compatibility, *View/Edit* will be selected by default.
- If *Null* is selected, the user will not be able to View or Edit the Hiring Stages section or any of its contents.
- If *View* is selected, the user will be able to View the Hiring Stages section but will not be able to edit any of its contents.
- If *View/Edit* is selected, the user will be able to View the hiring stages section content and make edits.
- Existing functionality still remains in that once an application is tied to a job requisition, no changes to hiring stages in that job requisition can be made.

This new setting only affects the hiring stages widget within the job requisition and does not control whether the manager can move the applicant to different hiring stages on the job application, as that is already controlled by a separate existing security item for Job Application Hiring Stages.

Workers Compensation

Cost Centers Added to Worker's Claims

WFR-211307: HR Managers can now connect a Workers Claim to a specific Cost Center so that incident reporting is done accurately. A new ***Specify Cost Center*** checkbox has been added to the Workers Claim Incident tab. If checkbox is checked, users can select one specific Cost Center from the values available to the user. This is done from *Team > HR > HR Maintenance > Worker Claims*.



Bug Fixes

The following issues have been resolved in this release.

Assets: Assignment Type did not import correctly

WFR-204165: In Asset Assignment imports, Assignment Type now imports correctly. Previously, the correct Assignment Type entered in the import template sometimes was incorrect after the import.

Benefit Enrollment: Future-dated Effective From date was incorrect

WFR-202263: When an Open Enrollment event allowed a dependent to be enrolled into a benefit for which their age and benefit eligibility criteria would age them out, the future-dated Benefit Dependent record sometimes included the incorrect Effective From date. This is fixed, and the Effective From date is now correct in these situations.

Benefit Enrollment: Security Violation error on Supporting Information tab

WFR-206835: In a Benefits Change Request for a Life Change Event, some users could not view the Supporting Information tab because of a *Security Violation* error. This is fixed, and these users can now view Supporting Information as expected.

Benefit Enrollment: Users couldn’t select a coverage level

WFR-206894: In Open Enrollment, when users clicked on the plan name and selected a coverage level, and only one coverage level was available, they received the error *Unable to update auto-added benefits*. This is fixed, and users can select a coverage level in this situation, as expected.

Benefit Enrollment: New event was created unintentionally

WFR-209030: Users can change an event's Open Enrollment End Date to a later date prior to the event expiring, without the system creating a new event, as expected. Previously, in this situation, the system sometimes created an unwanted new event.

Benefit Plans: Ineligible user couldn’t leave Edit Benefit Plan page

WFR-208264: If users accessed the *Edit Benefit Plan* page for a plan for which they were not eligible, they received the error *Please fill in required fields and click save*, and they could not navigate away from the page. This is fixed, and these users now receive a different message to tell them they are not eligible for the plan and they can leave the page.

Benefit Plans: Error when saving Benefit Plans with EOI overridden

WFR-219674: When users imported employee Benefit Plans that had EOI overridden, they sometimes received the error *Selected # of units is below plan minimum*. This is fixed and imported employee Benefit Plans with EOI overridden now save without this error.

Benefit Plans: Past Benefit Plans were updated to require EOI

WFR-217905: When a Benefit Plan is configured with *Always require EOI if employee previously waived* enabled, and an employee waives the Benefit Plan for a future date, the system does not change to requiring EOI in previous Benefit Plans in which the employee enrolled. Previously, in this situation, the employee's past Benefit Plans were sometimes incorrectly updated to require EOI.

Checklists: Custom form didn't display employee name in PDF download

WFR-198455: When users added a custom form to a checklist that was already assigned to an employee, PDF downloads of the checklist did not display the employee name in the custom form. This is fixed, and the PDF download now displays the employee name as expected.

Checklists: Phone number fields didn't automatically populate

WFR-200226: When a custom form was assigned through an automatically added checklist, fields that included phone numbers did not automatically populate in the form. This is fixed, and phone numbers now automatically populate in the fields in this configuration.

Custom Forms: Custom Form Name field list did not display correctly

WFR-118515: In Microsoft Internet Explorer and Edge browsers, when users entered text beginning with a number into HR Custom Form *Name* fields that were configured with *Is List* enabled, the list did not display when viewed or previewed. This is fixed, and the lists now display in this situation.

Dashboard: My Saved Reports widget didn't display all saved reports

WFR-192006: The My Saved Reports dashboard widget did not display all of the user's saved reports until the user navigated away from the dashboard and back to it. This is fixed, and the widget now displays all saved reports the first time users view it.

Employee Information: French locale users couldn't modify additional compensation

WFR-215973: When an employee's locale was set to France, the employee could not modify the additional compensation amount in their employee record. This is fixed, and these employees can now modify their additional compensation amount as expected.

Employee Information: Australian locale field names were incorrect

WFR-217345: For companies with the Australian locale and Employee configurations that use *Preferred Name* and *Title*, the new look Employee Information page displays *Preferred Name* and *Title*, as expected. Previously, *Nickname* and *Salutation* were incorrectly displayed.

HR Actions: Required Documents step didn't have red asterisk

WFR-153942: In an HR Action with a *Documents* step that was required, the system did not display a red asterisk next to the *Documents* title to indicate the step was required. This is fixed, and the red asterisk now displays as expected.

HR Actions: HR Manager couldn't modify or submit base compensation HR Action

WFR-179204: When a Supervisor user was configured to not have access to Base Compensation, HR Managers could not modify or submit a base compensation HR Action. This is fixed, and the HR Managers can now modify and submit as expected.

HR Actions: HR Action with Base Compensation incorrectly displayed sync profile warning

WFR-186492: In an HR Action to hire a new employee into a multi-EIN company, the warning message *You selected sync profile with enabled base compensation rule. Base Compensation will be synchronized from the primary EIN. Base compensation widget hidden from action*. displayed for new hires for which this sync profile message did not apply. This is fixed, and the warning message now appears only when appropriate.

HR Actions: Users received incorrect message when saving changes

WFR-198101: When users edited a Pre-Hire To Do item and clicked OK to save their changes, they incorrectly received the message *You will lose all unsaved changes*. This is fixed, and users no longer receive the incorrect message in this situation.

HR Actions: Default cost center manager didn't receive To Do item

WFR-202682: In an HR Action configured with the first step to have approval from the default cost center manager, the system now sends the To Do item for this step to the default cost center manager, as expected. Previously, in this configuration, the system was not sending the To Do item to the default cost center manager.

HR Actions: Employee passwords were reset

WFR-212278: When the system processed an EIN Transfer HR Action for employees, it also reset passwords to the company default for those employees. This is fixed, and the system no longer resets passwords in this situation.

HR Actions: Security violation occurred in a Rehire HR Action

WFR-212340: When a user's security permissions are configured with the *Rehire Employee* checkbox unchecked, the *Rehire Initiate* checkbox under *HR Actions* no longer displays. Previously, a user's security permissions could be configured with Rehire Employee disabled and Rehire Initiate enabled, which caused security violation errors in the HR Actions.

HR Setup: Creating large filters for groups caused error

WFR-198469: On the *Edit Group* page, when users created a filter with more than 2048 characters, they received the error *HTTP Status 400 - Bad Request*. This is fixed, and users can now create filters up to 4000 characters.

Imports: Employee Import template instructions were unclear

WFR-207681: The instructions in the Employee Import template now state that *Employee Contact Birth Date* and *Employee Contact Full Time Student* may require values if the *Contact Type* is *Dependent*. Previously, this was not clarified in the instructions, which caused confusion about why some imports were unsuccessful.

Incidents: Incident comments did not display as anonymous

WFR-212541: When users created an Incident Type of Late Punch with the *Comments Anonymity* field set to *To Employee*, employees who viewed incidents based on this Incident Type could see who added the comments, which should have displayed as anonymous. This is fixed, and comments in this configuration now display as anonymous as expected.

Inventory: Error occurred when saving employee inventory profile

WFR-211064: When an inventory profile was edited (at *Company Settings > HR Setup > Inventory > Edit Profile*) to disable a field that included a value, and then a user edited that inventory profile in an employee record, the error *An extra user field was specified* appeared. This is fixed, and users can now edit the inventory profile in the employee record with no error, as expected.

Performance Management: PDF included extra pages of code

WFR-211946: When users downloaded a PDF of a performance review, the PDF sometimes included extra pages filled with HTML and XML code. This is fixed, and performance review PDFs now do not include any of this extra code.

Position Control: Cost Center was not abbreviated

WFR-208858: When a company's Cost Center Trees have the *Display As* field set to *Abbr. Name*, the *Assignments To Position* widget in employee records (with the *New Look* toggle set to On) displays the Cost Center abbreviation, as expected. Previously, these Cost Centers sometimes displayed the full path name, not the abbreviation.

Recruitment: Manage Email Settings was missing for Recruitment All Forms report

WFR-190669: In *My Saved Reports*, *the Recruitment All Forms* report did not display the *Manage Email Settings* option. This is fixed, and the *Manage Email Settings* option is available for this report.

Recruitment: Manager couldn’t save changes to a Job Requisition

WFR-202548: In a Job Requisition, when a manager clicked *Modify*, made changes, and clicked *Save*, the page sometimes did not load and didn't display any message. This is fixed, and the page now loads and displays the success message.

Recruitment: Link to create new password didn’t work

WFR-215670: After a new applicant applied for a job through quick apply, the system email they received included the link *Please click here to create a password for your account*, but clicking the link resulted in an error. This is fixed, and this link now functions as expected.

Recruitment: Confirmation Text was missing from PDF download

WFR-216450: When the application process is configured to use Electronic Signature with Confirmation Text, the Confirmation Text now appears in PDF downloads, as expected. Previously, the Confirmation Text was missing from PDF downloads.

Recruitment: For French Canadian locale, the word Opened was not translated

WFR-220685: For users with the French Canadian locale, in the *Job Requisitions* report, the word *Opened* in the *Job Status* column is now translated to *Ouvert*, as expected. Previously, *Opened* in this column was not translated.

Reports: Benefit Census report did not export

WFR-200919: When users tried to export a Benefit Census report that included that included thousands of rows, they sometimes received an error and could not export. This is fixed, and the large reports now export as expected.

Talent: Performance Review Info tab incorrectly displayed weight error

WFR-219765: On the *Info* tab of a Performance Review, when some users clicked *Save*, they incorrectly received the error *Weight must total 100 percent*, when the weights did total 100 percent. This is fixed, and these users can now save without the error, as expected.

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