TLM 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.

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 GMT
- **POD 60** – February 9, 2021 at 11:30pm - 4:00am EST
- **U.S. Server POD2** – February 10, 2021 at 11:30pm - 4:00am EST
- **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.

Timesheet

NEW Timesheet v2 – Timesheet Metrics

Configuration Widget/Metrics Bar

WFR-200560, WFR-200564, WFR-200567, WFR-208700, WFR-200566, WFR-208703, WFR-219616: Users can now configure timesheet metrics in order to more readily access an overview of timesheet data in the New Timesheet.

What's been added: In the Timesheet Profile for Start/End (All Hours) and Bulk Hours timesheet profiles, a new widget has been added, *Timesheet Metrics*. From this widget, enter a *Label* and enable the checkbox next to *Display*. *Raw Total* and *Calc. Total* and their configurations will display by default.

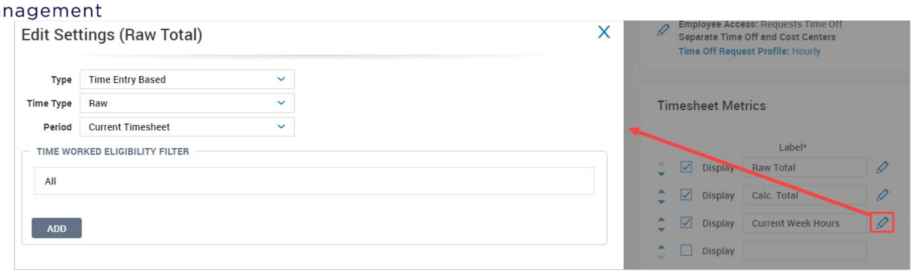
To configure the timesheet metrics settings, click the pencil *Edit Settings* icon. From the *Edit Settings* pop-up, configure the following based on the selected *Type*:

- **Accrual Based** – Choose the Time Off, a Value To Display (Balance, Projected Balance, or Taken), what the value should display as, and the Period (Today).

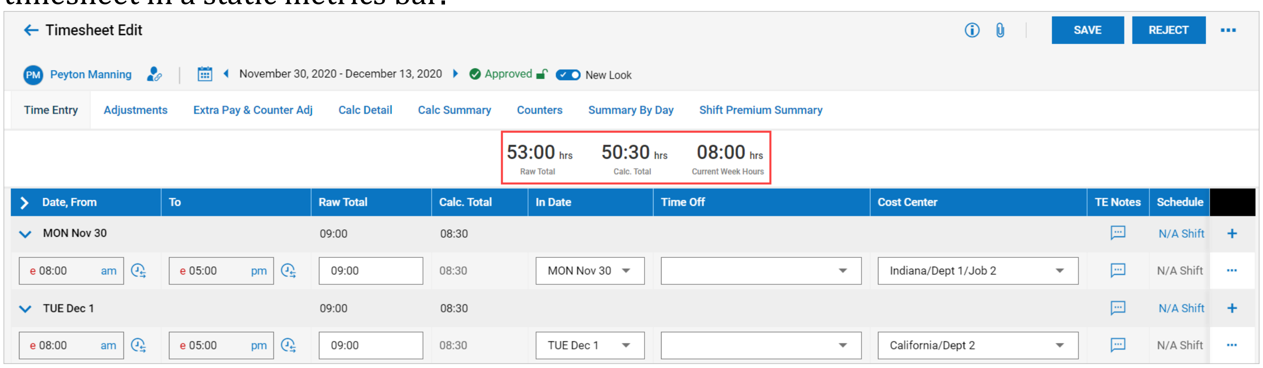
  The Accrual Based metrics can help users determine how much time off they have left.

- **Counter Based** – Choose the Type of Counter (Amount, Quantity, or Time), choose the Counter, and the Period (Current Timesheet, Current Week, Today, Total View).
- The Counter Based metrics can allow, for example, an employee to determine the amount of bonus money based on the current week they are looking at.
- **Exception Based** – Click the pencil Select Exceptions icon to enable the exceptions that you want included and choose a Period (Current Timesheet, Current Week, Today, Total View).
- The number of Exceptions will display in the metrics bar. If you manually add an exception, that will count towards the Exceptions number in the metrics bar.
- **Time Entry Based** – Choose the Time Type (*Calculated* or *Raw*), and the Period (*Current Timesheet*, *Current Week*, *Today*, *Total View*). You can also add a filter from *Time Worked Eligibility Filter*, such as Time Off.

  The *Time Entry Based* metrics display the Timesheet totals (calculated or raw) that currently do not display in the *Time Entry* tab.



The *Period* field includes the following options:
Today – This will show the value of the configured metric as of today.
Current Week – This will show the value of the configured metric as of the current week based on the *Week Starts On* setting in the Timesheet Profile.
Current Timesheet – This will show the metrics for the current timesheet (i.e. the timesheet which today's date is part of).
Total View – This will show the metrics for the timesheet the user is looking at.
Up to four metrics can be configured and enabled. The metrics in this widget can be reordered by clicking the arrow buttons.
Timesheet Metrics that are configured and enabled will display for users to view from their timesheet in a static metrics bar.



Timesheet v2

Inform Users of the DST Changes

WFR-210489: As previously available in the Classic Timesheet, in the New Timesheet, during the week of Daylight Savings Time according to the user's time zone, a static inline information message will display when users open their timesheet to inform them of the DST changes.

Calc Detail Tab – Display Info Column

WFR-211221: In the New Timesheet, if the Pay Calculations 2.0 rule *Calculate Holiday/Time Off Based On Average Hours Worked Prior* is configured, an *Info* column will display in the *Calc Details* tab when an information message is generated by this rule.

Customize Order of Time Entry Collected Data

WFR-116865: In the New Timesheet, when *Mobile* is selected for the *Timesheet View*, you can now reorder the columns in the header of the timesheet in the *Time Entry* tab. From the *Time*

Entry Collected Data section of the Timesheet Profile, define the order by clicking the up/down arrows next to each column label.
NOTE: The *From* and *To* action columns cannot be re-ordered.

Simple Punch with Populate Full Day on First Punch Timesheet Rules Ignored Check Distance

WFR-180819: Previously, when Simple Punch was used in conjunction with *Populate Full Day*, the Geofencing timesheet rules were being ignored, which allowed employees to punch in from outside the set range.
What's new: In order to allow employees to use Simple Punch without Geofencing rules being ignored, a new setting has been added to the *Check Distance* rule, *Treat first simple punch of the day as punch in*.
If this setting is enabled along with *Populate Full Day*, the first punch of the day will consider what is configured in the *Check Distance* rule. If this setting is disabled and *Populate Full Day* is enabled, the first punch of the day will populate the configured time and skip the *Check Distance* rule.

Timesheet Change Requests

TSCR – Reprocess Punches when Punches are Added to the Day

WFR-160369: Previously, when punches were added to a day via Timesheet Change Request and punches already existed for the day, the punches would be placed out of order and new rows were added.
What's been added: A new setting has been added to the *Change Requests Employee Can Perform* section of the Timesheet Profile, *Reprocess punches for the day*. When enabled, options for *Add Punch In* and *Add Punch Out* will display to enable. If enabled, when punches are added to a day via Timesheet Change Request, the system will reprocess all punches in the day to ensure they are properly ordered.

Timesheet Punch Settings

Clock Widget – Show Collect Extra Pay

WFR-189067: The *Show Collect Extra Pay* setting is now available for the *Clock* widget. When enabled, the *Add Extra Pay* icon will be available in the *Clock* widget for users to select in order to add extra pay.

TLM Timesheet Workflow Migration

Timesheet, Overtime, TSCR, Time Off Request Workflow Migration

WFR-140083, WFR-180095, WFR-138293, WFR-180098: Users are required to initiate the workflow migration, and it is suggested to do so. In order to help this process, timesheet workflow migrations will now be automated for all users who have not initiated the workflow migration.

TSCR Workflow Migration

Time Off Pending for Cancellation Cannot be Chosen for Modify Time Off TSCR

WFR-151957: Previously, in Desktop, Mobile, and the Mobile Version on Desktop, employees were able to submit a Modify Time Off Change Request for time off that was in progress of being cancelled by the manager.
What's changed: If *Modify Time Off* is selected for *Change Type* in a time off that is in the process of being cancelled, the *Submit Changes* button in the *Change Request* pop-up will be grayed out so that employees cannot submit the request.

Attestation

Attestation Configuration

InTouch – Attestation Workflow "Remove Punch" Option

NOTE: Before including any health-related questions in UKG Ready® Attestation please consult with your legal counsel to ensure you are compliant with applicable privacy laws and regulations.
WFR-181734: In Release 70 (September 2020), a *Restrict Punch* option was introduced in the Attestation Questionnaire workflow in the action properties setup for web punch and timesheet punch buttons in Desktop, Mobile, and the Clock widget. When a user is restricted, a custom warning message will display, and the punch will be restricted from being added to the timesheet.
In this release, the *Restrict Punch* option is now available for InTouch v2, v3, and DX devices. If a punch is restricted from the InTouch device, the punch will be included in the *Unprocessed Punches* report with the status, *Restricted From Punching Due To Attestation*.

Attestation Punch

Capture Expired Attestation in Questions and Answers Report

WFR-184705: Previously, the *Questions and Answers* Attestation report (under *My Info > My Reports > Time Reports > Attestation > Questions and Answers*) only captured questions that received a response; the report did not track Attestation questions that were left unanswered and expired. The *Completed* column always displayed *Yes* because the Attestation workflow was completed, but it did not display specifically if the question was answered.
What's changed: The *Completed* column in this report is now hidden and has been replaced by a *Request Type* column. The *Request Type* column will display either *Negative* (if the

employee answered No), *Affirmative* (if the employee answered Yes), or *Expired* if the question was not answered.

A *Reason Codes* column is also available if the employee is required to choose a reason.

The *Response Name* column will show which response the employee chose (such as *Yes*).

In addition, the *Question Name* column previously displayed as blank. Going forward, the name of the workflow question will display in this column.

Custom Punch Attestation when Punch In/Punch Out Attestation Enabled

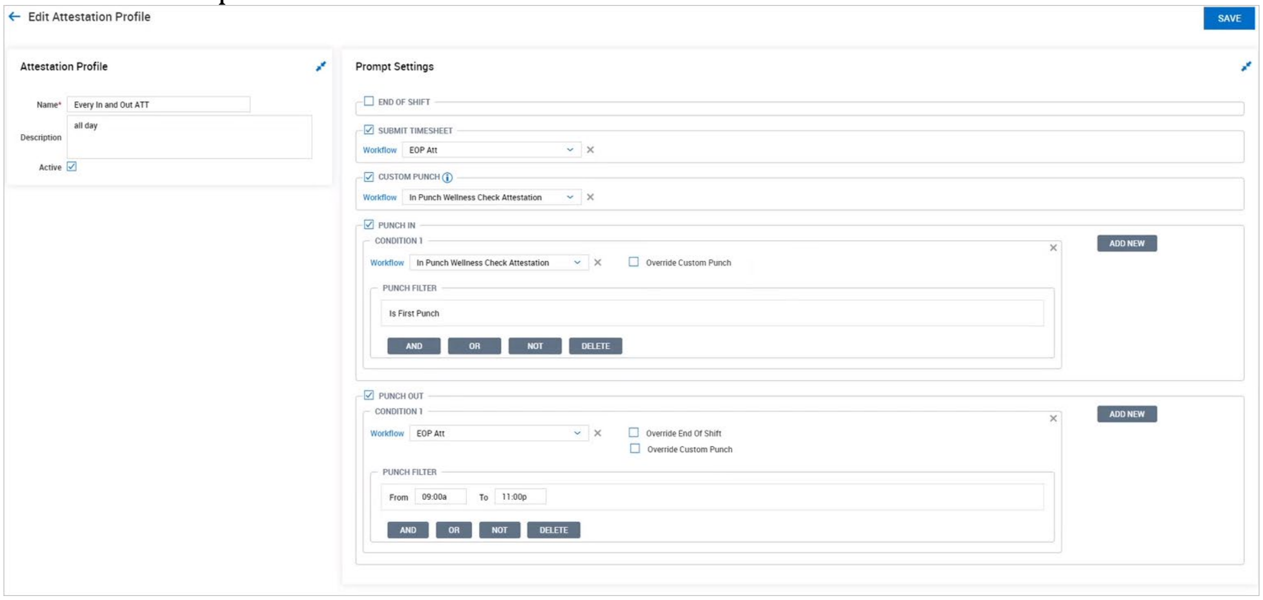
WFR-209695: In Release 69 (June 2020), the *Custom Punch* option in the Attestation Profile was made available, and in Release 70 (August 2020), this option was removed.

What's been added: The *Custom Punch* option in the Attestation Profile has been made available again for Desktop, Mobile, Mobile Version on Desktop, and InTouch devices. For users who want a separate button that employees can press at any time of the day outside of the normal punch in/out buttons, *Custom Punch* can be enabled with its own workflow.

In addition, *Override Custom Punch* checkboxes have been added to *Punch In* and *Punch Out* in the event that *Custom Punch* is set to the same time as Punch In/Out, and the *Custom Punch* option needs to be overridden by the In or Out punch.

For example, if *Punch In* and *Custom Punch* are both configured for morning Attestation and have two different workflows, you can set *Punch In* to take priority over the *Custom Punch* by enabling *Override Custom Punch*.

If *Custom Punch* is enabled with *Punch In*, but *Override Custom Punch* is not enabled, *Custom Punch* will take precedence.



CMS

CMS Pay Type Code as Required Field

WFR-74847: Previously, the *CMS Pay Type Code* was an optional field on the employee record. If a user forgot to assign a code to an employee, the employee would be left off the CMS reporting.

What's new: *CMS Pay Type Code* can now be set as a required field in the Employee Profile so that employees cannot be hired or have edits made to their record without having a value in this field. To enable this field as a required field, navigate to the *Account Policies* widget under *Company Settings > Global Setup > Company Setup*, then enable *CMS Pay Type Code Is Required*.

Cost Centers

Managed Cost Center

MCC "To Be Completed By" Option for TSCR Workflow

WFR-71003: Timesheet change requests can now be processed by Cost Center managers (up to manager 2).

What's been added: *Cost Center Manager* has been added as an option to the *To Be Completed By* drop-down in the *Step Properties: Approve/Reject* step of the Timesheet Change Request workflow.

MCC – Approve TSCR

WFR-71226: In order for system admins to regulate MCC managers' access to processing timesheet change requests that contain a particular MCC, a new permission is now available to enable.

What's been added: The option *Approve Timesheet Change Request* has been added to the *Managed Cost Centers* widget (click the edit pencil icon to access *Edit Cost Center Permissions*). If this option is enabled, a To-Do item for the timesheet change request will be generated and sent to the manager of the cost center specified in the change request. The manager can then approve/reject it, and the changes will be reflected on the timesheet. The manager can also access the request from the *Pending Change Requests* report

If this permission **is not** enabled, a To-Do item **will not** be generated for that manager.

Pending Change Requests Report

WFR-206127: The number of pending change requests in the *Pending Change Requests* report will now match the number of outstanding My To-Do Items related to timesheet change requests pending manager approval.

Previously, the outstanding change requests in a manager's My To-Do Items did not match the number in this report.

General

Updated TLM HR Actions with New Single Select Lookup

[HR Action] Pay Prep Profile / Workday Breakdown Template – Updated Single Select Lookup

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

InTouch

InTouch Smartview Translations

WFR-164699 (EPIC): Smartview transactions for the InTouch V2, V3, and DX will now be translated to the language set in the employee locale from the employee's profile, overriding the clock primary language.
NOTE: If no employee locale is set on the Employee Profile, the translation will match the primary language on the clock.
If users choose a different language on the clock for a transaction, that will override both the clock primary language and the employee locale.

Badge Screen

The Badge screen will match the clock's primary language, but the validation screen will be translated.

Smartview Transactions

The following Smartview transactions will be translated:
Request Time Off (*Time Off* labels will be translated if custom label translations are used)

- Smart Punch
- View Punches
- View Time Off Requests
- View Points
- View Schedule
- Request Timesheet Change
- Submit Timesheet
- View Counters (*Counters* labels will be translated if custom label translations are used)
- View Hours
- View Current Pay Statement
- View Accrual Balance (*Accrual Balance* labels will be translated if custom label translations are used)
- View Piecework
- Exceptions
- Change Cost Centers
- Add Piecework
- To Do Items

Leave of Absence

Removed 365 Day Length Limit on Leave of Absence Cases

WFR-6783: Previously, leave cases could not be opened or saved for a date period extending past 365 days.
What's changed: The 365-day limit on leave cases has been removed, allowing cases (both new and existing) to extend past 1 year, with a 10-year limit. An existing leave case can be saved with a start and estimated end date that is greater than 365 days.

Updated All FMLA Forms

Updated FMLA WH-384 Form

WFR-212878, WFR-206009: The WH-384 form (under *My Team > Leave > Forms > WH-384*) has been updated to match the most recent version provided by the Department of Labor.

Updated FMLA WH-385 Form

WFR-207329, WFR-212571: The FMLA WH-385 Form (*My Team > Leave > Forms > WH-385*) has been updated to match the most recent version provided by the Department of Labor.

Updated FMLA WH-385-V Form

WFR-207330, WFR-212572: The FMLA WH-385-V Form (*My Team > Leave > Forms > WH-385-V*) has been updated to match the most recent version provided by the Department of Labor.

Updated FMLA WH-380E Form

WFR-204442: The FMLA WH-380E Form has been updated to match the most recent version provided by the Department of Labor.

Updated FMLA WH-382 Form

WFR-205988: The FMLA WH-382 form (under *My Team > Leave > Forms > WH-382*) has been updated to match the most recent version provided by the Department of Labor.

Updated FMLA WH-381 Form

WFR-212896, WFR-204623: The WH-381 form (under *My Team > Leave > Forms > WH-381*) has been updated to match the most recent version provided by the Department of Labor.

FMLA WH-380-F Form Updated – Added New Fields to Report

WFR-212881, WFR-204621: The WH-380-F form (under *My Team > Leave > Forms > WH-380-F*) has been updated to match the most recent version provided by the Department of Labor.

Pay Calculations

Configuration Documents

Pay Calculations Profiles Rules Structure in Configuration Documents

WFR-209226, WFR-209225, WFR-209220, WFR-209222, WFR-209221, WFR-209174: For companies utilizing Pay Calculations 2.0, users can download an easily understandable Configuration Summary document so that non-technical audiences can digest the document. The following Pay Calculation rules now have a customized structure in the PDF configuration document:

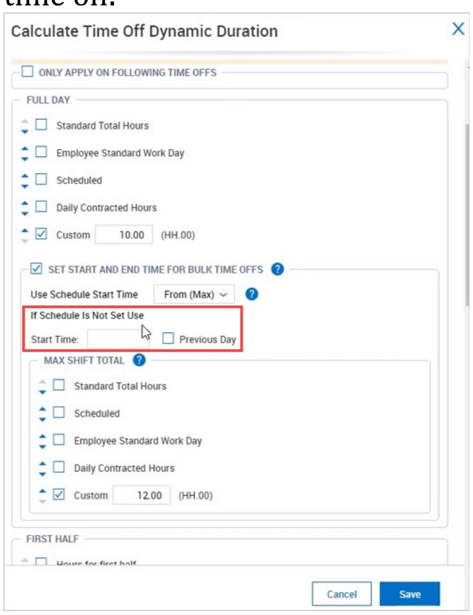
- Exception Based On Worked Time
- Scheduled Total Hours To Counter
- Shift Premium Based On Time Of Day
- Adjust In/Out Time Based On Schedule
- Cumulative By Day
- Exception Based On Scheduled Shift Missed

Generate Calc Start / End Time for Bulk Time Offs

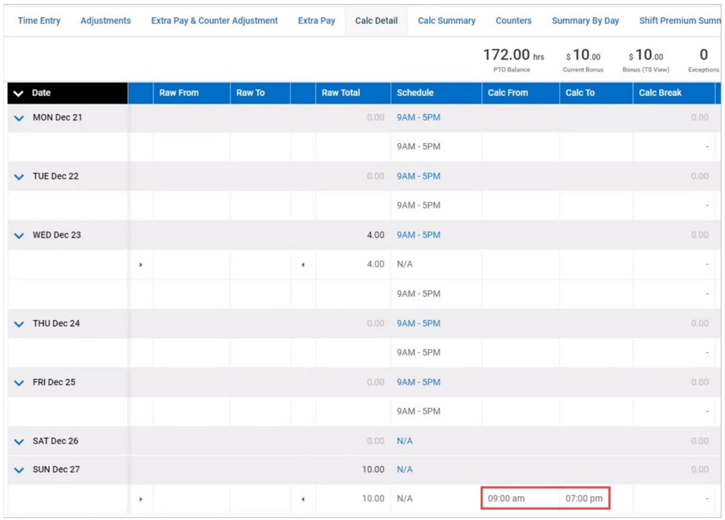
Updated Generate Calc Start / End Time to Allow Users to Specify Start Time Manually and to Use Work Schedule Profile when No Schedule is Present

WFR-197548, WFR-208932: Previously, for companies using the *Calculate Time Off Dynamic Duration* Pay Calc 2 rule, when schedules were not populated, or Advanced Scheduling was used in the company, start/end times were not available to populate the calculated start and end times.

What's been added: A new option has been added to the *Calculate Time Off Dynamic Duration* rule in the *Set Start and End Time for Bulk Time Offs* widget, *If Schedule Is Not Set Use*, with a *Start Time* field. In this field, you can enter a time for when the schedule starts for the time off.

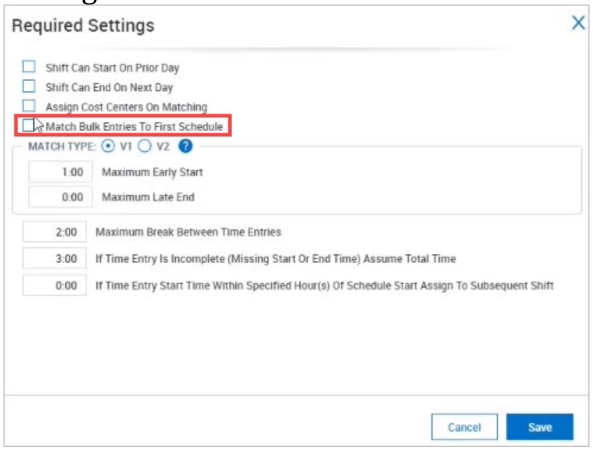


For example, if there isn't a schedule set and you enter 9a in this field, then you select a full day duration for the time off, the timesheet will display the schedule, and in this example, the start time will show as 9 am, and the schedule will assume that the time off will always start at 9 am.



This is useful for companies that do not use schedules, but the user wants time offs to be set at certain times in the day in conjunction with the Pay Calc rule calculating the start and end times.

You also have the option to have the system populate on the timesheet schedules defined in the Work Schedules Profile. From the same Pay Calc rule, select *Use Schedules Defined In Work Schedule Profiles*, then in *Required Settings*, disable the *Match Bulk Entries To First Schedule* setting.



The system will not look at schedules but will pull in the schedule defined in the Work Schedules Profile.

Guaranteed Minimum Hours – Allow 2 Decimals

WFR-67839: Previously the Pay Calc 2.0 *Guaranteed Minimum Hours* and *Guaranteed Minimum Hours (Counters)* rules did not allow for two decimal places. Going forward, two decimal places can be added to the *Guarantee At Least* and *Only If Total Work Time Is At Least* fields in these rules.

Holiday Pay

UK Holiday Pay – Calculate Holiday/Time Off Based On Average Hours Worked Prior (v.2 & v.3) – Updated Lookback Range and Added New Divided By Options

WFR-208630, WFR-208631, WFR-209831, WFR-209459: The United Kingdom has specific rules concerning the payout of holidays, which are based over the prior 52 weeks (extended for non-working weeks). The average of those 52 working weeks is calculated and paid out to employees respectively when they request a vacation day.
According to updated legislation the Pay Calc rules should be able to look back to 104 weeks to be able to find 52 weeks with eligible time.
What's new: In the *Average Hours* section of the Pay Calc 2.0 rules, *Calculate Holiday/Time Off Based On Average Hours Worked Prior* and *Average Hours Based on Period*, the *Stop After* field will now allow values up to the following:

- 104 weeks
- 730 days
- 24 months
- 730 pay periods

The *Total Hours For Prior* and *Qualifying Period* fields will remain at the same limits (52 weeks; 365 days; 12 months; 365 pay periods).
In addition, in the *Average Hours* section of both Pay Calc rules, two new options have been added to the *Divided By* drop-down:

- Contracted Days
- Scheduled Days

When one of these options is selected, the system will divide by the sum of all days that were contracted/scheduled by the applicable contract/schedule for that period. If you select one of these options and do not have a contract/schedule, the value in the *Total Hours For Prior* field will be zero and it will not prorate.

Pay Calc 2.0

Chicago Right to Rest Law – Apply Back Pay Hours Only on the Next Day's Shift

💡WFR-207334: Previously, the *Apply Back Pay Hours* rule would only apply to any shift that fell within the *Rest Period* threshold; this rule should also apply to shifts that are within the Rest Period threshold **and** the shift starts on the next day.
What's been added: A new setting, *Apply Only If Next Shift Begins The Next Day*, has been added to the *Apply Back Pay Hours* rule. When enabled, the rule will allocate hours to a specified counter only if the shift that falls into the rest period starts on the next day. If the shift begins on the same day that the previous shift is in, hours won't be allocated.

For example, if an employee works from 3p-11p on Sunday 11/8 and then works from 7a-3p on Monday 11/9, the employee should receive the Rest Pay Increase since the shifts are less than 10 hours apart **and** they occur on separate days.

Daily Overtime – Only Time Off Entries

WFR-126718: Users now have the ability to apply daily overtime on a time off day to overtime.
What's been added: A new option, *Time Off Entries Only*, has been added to the *What Counts Toward* [counter] section in the *Daily Overtime* Pay Calc rule. When this option is enabled, Daily Overtime will be calculated only for time off entries.

Time Entry Extra Field Data in Timesheet and Pay Prep Profiles

WFR-199597: In Pay Calc 1.0, time entry extra fields are captured by the Pay Prep profile and grouped with exported time entries. Previously in Pay Calc 2.0, there was no way to group a Time Entry extra field with a counter and include the data on payroll export files.
What's been added: *Group by* settings for time entry extra fields have been added to *Counter Records* in pay prep profiles in Pay Calc 2.0.

Payroll Export

Enabled "Employee Contract" for Spells of Absence Time Off Hours in Payroll Export Format for UK Companies

WFR-202481: Previously, in the *Payroll Export Format*, when *Spell of Absence* was enabled for *Time Off* record, *Employee Contract* was not an available option to select for *Scheduled Hours* for United Kingdom users.
Going forward, in the *Spell of Absence* for *Time Off* record, users from all countries will be able to select *Employee Contract* for *Scheduled Hours*.

Payroll Export Format – Added "dd-MMM-yy" (Ramco) Format

WFR-201734: Previously, the dd-MMM-yy date format was not an available format in the payroll export format configuration.
What's been added: The dd-MMM-yy date format, which is known as Ramco Format, is now available in the payroll export format. For example, if the date is 10/16/2020 it will be formatted as 16-Oct-20.

Points

Points – Added Points Category Filter to "Create Custom Form" Rule

💡WFR-196661: Previously, users could not choose which types of point categories should trigger different custom forms to be created so that they would not have to manually create and assign them when employees' points balances reached a certain threshold.
What's been added: A *Category List* option has been added to the *Create Custom Form* Points profile rules. The sum of all categories in the configured list will trigger the custom form to be created.

Rate Table

Personal Rate Table Reason Codes

Rate Tables – Added Reason Code to Rate Table Import Table

💡WFR-202998: The setting, *Require Reason Codes for Personal Rate Tables*, has been added to the Rate Tables import template so that users will be required to add reason codes for personal rate changes if made through the import when *Require Reason Codes for Personal Rate Tables* is enabled globally.

Rate Tables – Include Rate Table Changes in Job Change History Report

WFR-201770: Rate table changes and reason codes have been added to the *Job Change History* report.

Rate Tables – Require Reason Codes for Rate Table Entry Changes in Company Settings Import

WFR-201778: In the previous release, a global setting was added, *Personal Rate Table Changes Require Reason Codes*, that would require a reason code for every rate table entry change. In this release, a column has been added for the *Personal Rate Table Changes Require Reason Codes* setting in the Company Settings import template so that users do not have to perform this manually.

Rate Tables

Display Parent/Child CC to Match System Display Settings
WFR-183887: Previously in Desktop, Mobile, and the Mobile Version on Desktop, only the last child cost center displayed in the *Rates* table
What's new: The parent/child cost centers will now display in the *Rates* table, if configured in company settings.

Filter for Active Only Rates in Personal and Global Rate Table

WFR-183900: Previously, there was no way to filter through rate tables.
What's been added: An *All* drop-down has been added to the personal and global *Rates* table to allow users the ability to see all rates. You can also choose to see only Active rate tables or Inactive rate tables. This will allow users to easily find the currently used rate, especially for companies with many rates.

Reports

Deprecation – "Time Entry Approval" Setting in Detailed Hours Overview Report

WFR-206436, WFR-208951: In the Mobile Version on Desktop, the *Time Entry Approval* setting in the *Detailed Hours Overview* report is no longer supported.

Mass Data Export

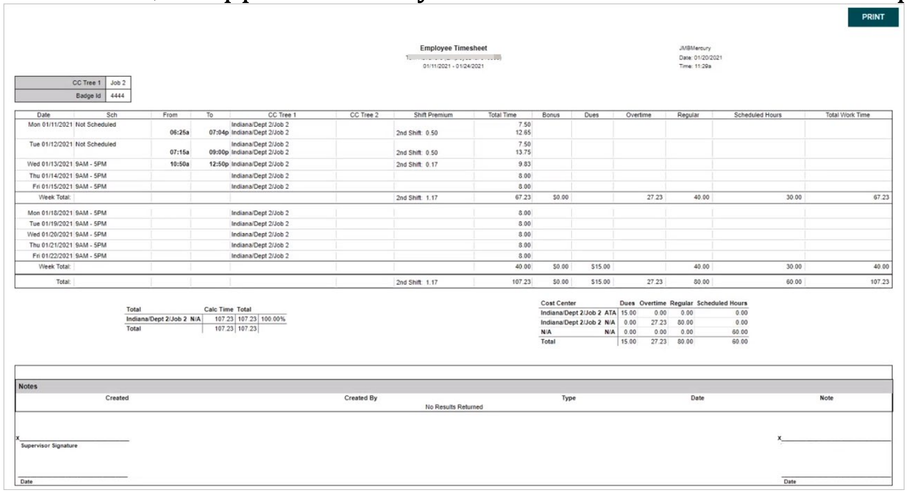
Added Columns to Company Report: "All Punches Summary"

WFR-211620: *Gender* and *Ethnicity* are now available columns to add to the *All Punches Summary* report in Mobile and the Mobile Version on Desktop (*My Reports > System Reports > System Utilities*, select *All Punches*, then toggle the current view to the *Summary View*) and Desktop (*My Reports > System Reports > System Utilities > All Punches > All Punches Summary*).

PAR Reporting

PAR Reporting in Printed Timesheets – Main Table / Extra Pay & Counter Adjustment / Summary Table

WFR-199209, WFR-212493, WFR-212492: The Personnel Activity Report (PAR) is required for school districts K-12 that are being funded by multiple sources and one of the sources is a federal grant. This reporting is a federal mandate for teachers and the school to report on time percentages and dollars that are spent in the grant.
The printed Timesheet report will now include the needed information for PAR such as the hours worked by cost center, as well as the dollar amounts and percentages in a summary table.
From the timesheet, click the three-dot ellipses button, then select *Print*. If *Extra Pay & Counter Adjustment* is enabled in the Timesheet Profile, an *Extra Pay & Counter Adjustment* widget will display in *Print Settings*. A *Counter Summary Totals* option is available to enable, which will display Percentages and Cost Centers to enable.
In addition, an approval history and attestation statement will display on the report.



PRINT

Employee Timesheet
01/11/2021 - 01/24/2021

JMBMercury
Date: 01/20/2021
Time: 11:29a

CC Tree 1	Job 2
Badge Id	4444

Date	Sch	From	To	CC Tree 1	CC Tree 2	Shift Premium	Total Time	Bonus	Dues	Overtime	Regular	Scheduled Hours	Total Work Time
Mon 01/11/2021	Not Scheduled			Indiana/Dept 2/Job 2			7.50						
		06:25a	07:04p	Indiana/Dept 2/Job 2		2nd Shift: 0.50	12.65						
Tue 01/12/2021	Not Scheduled			Indiana/Dept 2/Job 2			7.50						
		07:15a	09:00p	Indiana/Dept 2/Job 2		2nd Shift: 0.50	13.75						
Wed 01/13/2021	9AM - 5PM	10:50a	12:50p	Indiana/Dept 2/Job 2		2nd Shift: 0.17	9.83						
Thu 01/14/2021	9AM - 5PM			Indiana/Dept 2/Job 2			8.00						
Fri 01/15/2021	9AM - 5PM			Indiana/Dept 2/Job 2			8.00						
Week Total:						2nd Shift: 1.17	67.23	$0.00		27.23	40.00	30.00	67.23
Mon 01/18/2021	9AM - 5PM			Indiana/Dept 2/Job 2			8.00						
Tue 01/19/2021	9AM - 5PM			Indiana/Dept 2/Job 2			8.00						
Wed 01/20/2021	9AM - 5PM			Indiana/Dept 2/Job 2			8.00						
Thu 01/21/2021	9AM - 5PM			Indiana/Dept 2/Job 2			8.00						
Fri 01/22/2021	9AM - 5PM			Indiana/Dept 2/Job 2			8.00						
Week Total:							40.00	$0.00	$15.00		40.00	30.00	40.00
Total:						2nd Shift: 1.17	107.23	$0.00	$15.00	27.23	80.00	60.00	107.23

Total		Calc Time	Total	
Indiana/Dept 2/Job 2	N/A	107.23	107.23	100.00%
Total		107.23	107.23	

Cost Center		Dues	Overtime	Regular	Scheduled Hours
Indiana/Dept 2/Job 2	ATA	15.00	0.00	0.00	0.00
Indiana/Dept 2/Job 2	N/A	0.00	27.23	80.00	0.00
N/A	N/A	0.00	0.00	0.00	60.00
Total		15.00	27.23	80.00	60.00

Notes

Created	Created By	Type	Date	Note
No Results Returned				

x____________________
Supervisor Signature

____
Date

x____________________

____
Date

Print Preview Did Not Sort Based on Saved Report Settings when Using Select All

WFR-215459: In the *All Timesheets* report, when users clicked *Select All* and selected *Print Preview*, the report would lose its sort settings and display with the default sort. This is fixed, and the report now retains the saved sort settings, as expected.

Selectors and Columns

“Badge (Barcode)” Column Did Not Display Barcode

WFR-109131: Previously on Desktop, the *Badge (Barcode)* column in *Employee Information* displayed the URL, not the barcode. Going forward, the barcode will display in the *Badge (Barcode)* column, as expected.

WFM Report Conversions

Detailed Hours Overview – Report / Embedded “View Timesheets” Report from Detailed Hours Overview

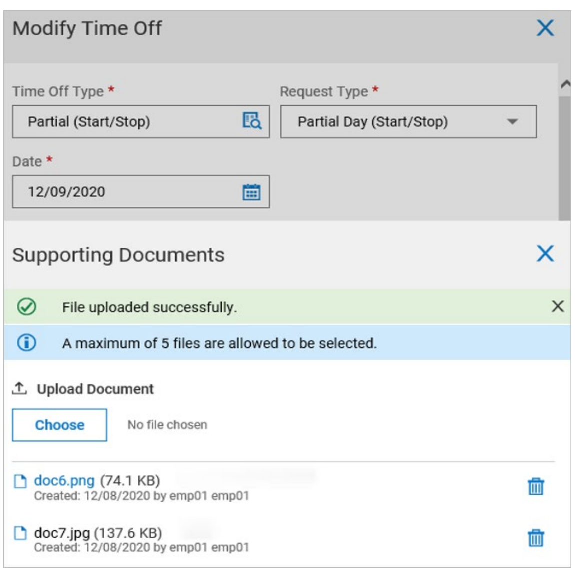
WFR-182700, WFR-213342: The non-PDF version of the *Detailed Hours Overview* report is now available in Mobile and the Mobile Version on Desktop under *Team > Time > Reports > Time Allocation > Detailed Hours Overview*. You can select the cells from this report to get to the timesheet. When selecting multiple employees and clicking on the *View Timesheets* button, you will be directed to a separate report with the appropriate employee/date filters.

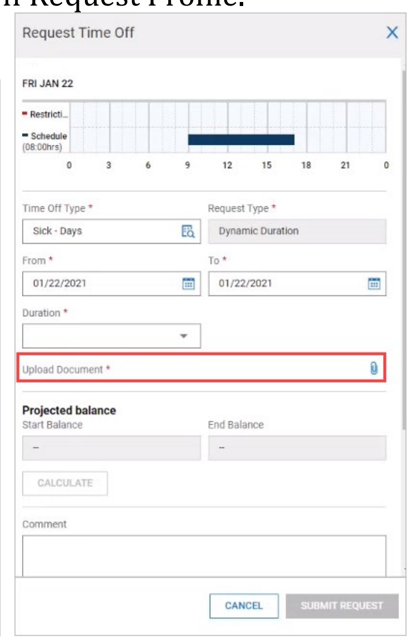
Time Off

Added Document to Request Time Off / Modify Time Off

Attach/Delete Documents in Time Off and Modify Pop-Ups

💡WFR-198074, WFR-208097: An *Upload Document* section with a paperclip icon now displays above *Projected balance* in the *Time Off Request* pop-up, and is also available in the *Modify Time Off* pop-up if the setting, *Employee Can Attach Document*, is enabled in the *Settings Per Time Off* widget of the Time Off Request Profile.





Security Settings for Time Off Documents

WFR-211225: From the Security Profile, under the *TLM* tab, a new section has been added, *Time Off Documents*. From here, you can give permission to *View*, *Add* and/or *Delete* Time Off Documents.

Require Attachments

WFR-198570, WFR-209202: Managers can require users to submit an attachment in order to track the reason for their time off.

In the Time Off Request profile, within the *Default Settings* section, a new setting has been added, *Request Require Attached Document*. When enabled, a red asterisk will display next to *Upload Document*, indicating that it is a requirement for the user to upload a document with their time off request, otherwise they will not be able to submit the request. The trash can icon to delete **will not** display so that users cannot delete the required attachment.

Settings Per Time Off

WFR-209204: In some cases, managers will want attachments required for specific time off requests, but for other time off requests, they may not want an attachment required.

For users with the *Request Require Attached Document* setting enabled, when you configure the time off setting in the *Settings Per Time Off* widget, you can specify for each time off type if employees can attach documents and if that should be a requirement by selecting *Yes* or *No* next to *Employee Can Attach Document* and *Request Requires Attached Document*.

For example, this will allow you to configure a time off for Sick that requires employees to attach a document in order to submit a time off request, while a time off for Vacation would not require employees to attach a document.

To-Do Items

WFR-198077: Managers can view attached Time off Documents in their *My To Do Items* to properly track the reason for taking time offs. A *View Documents* link is available to click within *Approve/Reject Time Off Request* in *My To Do Items*.

Attached Documents in Time Off Reports

WFR-198079: Any attached documents in time offs will be included in all time off reports (*All Open*, *Pending Time Off*, and *Approval History*). You can add the *Attached Documents* column to these reports, which will display the paperclip icon with the number of attachments associated with that time off. Click the icon to access the attached document(s).

Delete and Edit Hidden for Attached Time Off Documents in Employee Documents

WFR-215155: From the *Employee Documents* report, employees will only be able to view/download the attached documents, not edit/delete. The only reports with attached documents that can be deleted are from time off management reports.

Adding Time Off Documents to Timesheet

WFR-198078: For approved time offs with documents attached, *Time Off Documents* will be an available option to select in the open timesheet from the three-dot ellipsis action button. When this option is selected, a *Time Off Documents* pop-up will display with information about the attached documents, as well as the ability to download the documents.

To allow users to select the *Time Off Documents* option from the timesheet, navigate to the Security Profile and enable under *Reports*, *Employee Time Reports: All Time Off Documents*.

Time Off Request

Time Off Request – Timeline in Request Time Off Pop-Up

WFR-118645: In Desktop, Mobile, and the Mobile Version on Desktop, the timeline will now display in the header of the *Request Time Off* pop-up for the requested range. This will make requesting time off easier because users will not have to refer back to the Time Off Calendar to make sure they do not have any restrictions or are scheduled on the day.

Updates

Table of Functionality Added to Pages

The table below shows updates in the **Mobile Version on Desktop** and the functionality added.

Ticket or (EPIC)	Product	Component	Functionality Added	Desk-top	Mobile	Mobile Version on Desktop
WFR-203065 (Epic)	**TLM**	**Rates**	**The columns in an employee's Rate Table that display assigned rate tables are now links. When clicked, the user will be navigated to the applicable rate table.**	**Yes**	**Yes**	**Yes**
WFR-203065 (Epic)	**TLM**	**Reports**	**The *Detailed Extra Pay* reports will now include links under the Employee EIN column**	**Yes**	**Yes**	**Yes**

Ticket or (EPIC)	Product	Component	Functionality Added	Desk-top	Mobile	Mobile Version on Desktop
			to the *Detailed Extra Pay* and *Extra Pay Summary* reports (*Team > Time > Reports > Extra Pay*).			
WFR-203065 (Epic)	TLM	Reports	The *Overtime Request* report will now include links under the Employee EIN column to the *Overtime Requests* report (*Team > Time > Reports > Audit Trail*).	Yes	Yes	Yes
WFR-203065 (Epic)	TLM	Reports	The *Attestation Workflow* report (*Team > Time > Reports > Audit Trail*)	Yes	Yes	Yes

Ticket or (EPIC)	Product	Component	Functionality Added	Desk-top	Mobile	Mobile Version on Desktop
			now includes the Button: *View Workflow* and Button*:* *View Details*.			
WFR-100626 (Epic)	**TLM**	**Reports**	**The *View Workflow* icon has been added to the report under the *View Workflow* column (*Team > Time > Reports > Attestation Questions and Answers*).**	**Yes**	**Yes**	**Yes**
WFR-203065 (Epic)	**TLM**	**Reports**	**The workflow names under the *Workflow Name* column will now be links (*Team > Time > Reports > Audit Trail > Attestation Question*).**	**Yes**	**Yes**	**Yes**

Bug Fixes

The following issues have been resolved in this release.

Accruals: User could not view Accrual Details report

WFR-214640: Some users received a *Difficulty retrieving data* error when trying to view the *Accrual Details* report. This is fixed, and these users can now view the report as expected.

Accruals: Unintended accrual balances were visible to employee

WFR-217210: When employees viewed *Time > Time Off > Balances*, accrual balances sometimes displayed despite being marked to be not visible to the employee. This is fixed, and now only the intended accrual balances are displayed.

Cost Centers: Approve Time Entries permission didn't allow Manager to approve

WFR-194941: Cost Center Managers who had only the *Approve Time Entries* permission (not the *Edit Time Entries* permission) could not approve a time entry. This is fixed, and Cost Center Managers can have either the *Approve Time Entries* permission or the *Edit Time Entries* permission to be able to approve time entries.

Cost Centers: Cost Center map did not display in Mobile App

WFR-214387: In the Mobile App, when employees select *Change Cost Center*, a map of Cost Centers displays, as expected. Previously, the names of Cost Centers displayed but the map did not display.

Cost Centers: Changed cost center was not retained in Mobile App

WFR-216209: In the Mobile App, when employees use *Change Cost Center* to select a cost center, the app now retains these cost centers and displays them each time the employee clocks in, as expected. Previously, the app was not retaining and displaying these cost centers when the employee clocked in.

General: Company Announcement didn't display as configured for users

WFR-214696: Company Announcements configured with *Show As Pop Up on Login* enabled displayed only for the first user to log in after the announcement was enabled. This is fixed, and these announcements now display for all configured users every time they log in, until they select *Don't Show Me This Message Again*.

InTouch Installations: After restart, Last Started field did not update

WFR-201048: When users restart an InTouch clock (at *Maintenance > Hardware > InTouch Installations and Edit Middleware*), the Last Started field updates with the time of the restart, as expected. Previously, the *Last Started* field did not update in this situation.

Leave: User couldn't edit an open Leave case

WFR-214627: When users with the correct permissions tried to edit an open Leave case, they sometimes received the error *The system is unable to process your request*. This is fixed, and users can now edit these open Leave cases as expected.

Mobile: Timesheet displayed disabled cost centers

WFR-209089: In the Mobile App, employee timesheets sometimes displayed disabled cost centers. This is fixed, and the timesheets no longer display disabled cost centers.

Pay Calc 2: Hours were not set to zero for exception after a holiday

WFR-136679: When Pay Calc 2 users configured a Holiday Eligibility rule to look for an exception after a holiday and change the holiday hours to zero, the system did not zero the holiday hours. This is fixed, and the system now sets the holiday hours to zero in this situation, as expected.

Payroll Export: Up, Down, and Delete buttons stopped working

WFR-201026: On the *Edit Payroll Code List* page, clicking the *Up*, *Down*, or *Delete* buttons in the Payroll Code List one time caused them not to work again until the page was saved. This is fixed, and these buttons can now be used repeatedly without saving the page.

Permissions: Manager received Not Enough Permission error for saving timesheet

WFR-203607: Managers with limited but correct permissions sometimes received the *Not Enough Permission* error when trying to save a timesheet. This is fixed, and these managers can now save the timesheet as expected.

Points: Points with no category couldn't be edited

WFR-212335: When users tried to edit an accrued point that had no category, they received the error *Punch Type Is Missing* and could not save the edit. This is fixed, and users can now edit accrued points that have no category.

Rates: Rate table PDFs had narrower column width

WFR-129144: In PDF downloads of rate tables, column widths are now expanded so that more column data can be displayed before having to be truncated.

Reports: Users couldn't access all content in Add/Remove Columns box

WFR-208682: In Small Business Edition, on the *Time Summary* report, the *Add/Remove Columns* box sometimes cut off the *Add* and *Remove* buttons or the columns to select. This is fixed, and the *Add/Remove Columns* box now displays all of its content correctly.

Reports: Setting for the Late/Early/Absent report caused error

WFR-209514: On the *Late/Early/Absent* report, when the setting *Calculate Scheduled But Absent at Runtime* was enabled, users sometimes received a *Difficulty retrieving data* error. This is fixed, and these users no longer receive an error when the setting is enabled.

Reports: Link opened the incorrect timesheet

WFR-213945: In the *Time Summary By Week* report, when users clicked a link to open a timesheet, the wrong timesheet sometimes opened. This is fixed, and the report's links now open the correct timesheets.

Reports: Approval State column didn't include Like and Not Like filters

WFR-217654: In the *Calculated Time Summary* report, the *Approval State* column now includes filtering options for *Like* and *Not Like*, as expected. Previously, these filtering options were missing from this column.

Security: Security Profile counters disappeared after saving

WFR-135058: When users edited the HR tab of a Security Profile, counters that were saved to the TLM tab sometimes disappeared. This is fixed, and counters that are saved to a Security Profile's TLM tab no longer disappear.

Time Off: Page didn't retain option selection after creating a custom list

WFR-126359: On the *Time Off Request Profile* page, when users selected the *Custom List* option, created a custom list, and then selected their new custom list, the system returned them to the *Time Off Request Profile* page with the *Accrued by Employee* option selected, rather than the *Custom List* option selected. This is fixed, and in this situation, the page retains the selection of the *Custom List* option as expected.

Time Off: Time off request notes displayed Invalid Date warning

WFR-207763: When a Time Off profile had *Consolidate Time Off Requests for Multiple Days* set to On, the approved time off requests displayed Notes with an *Invalid Date* warning. This is fixed, and the *Invalid Date* warning no longer appears.

Time Off: Error occurred when deleting Time Off Request To Do items

WFR-209035: In the *All To Do* Items report, some users with the correct permissions could not delete *Time Off Request To Do* items and received an *Internal System Error*. This is fixed, and these users can now delete these items as expected.

Time Off: Time off for same date as Pay Calc Effective Date would not save

WFR-218318: When a company uses Pay Calc 2 with Dynamic Duration, users can save and see updated totals on their timesheet for time off that has the same date as the Pay Calc Effective Date. Previously, when users entered time off that had the same date as the Pay Calc Effective Date, the system did not save or update the timesheet.

Timesheet: Extra pay entry for accrual payout didn't display cost center

WFR-97651: When users configured an extra pay entry for an accrual payout, the timesheet did not display the employee's default cost center. This is fixed, and the timesheet now displays the employee's default cost center in this situation.

Timesheet: User did not have Change Requests option on menu

WFR-142084: Users who have the Bulk Hours Time Off Only timesheet profile now see the *Change Requests* menu option under *My Time > Timesheets*, as expected. Previously, users with this timesheet profile did not have the *Change Requests* menu option.

Timesheet: Scrolling through timesheets didn't retain the selected tab

WFR-195181: When a user's Timesheet Profile is configured with *On Timesheet Scroll Keep Previous Tab* enabled and the user opens multiple timesheets and scrolls through them, each timesheet displays the user's selected tab, as expected. Previously, in this situation, the selected tab didn't always display while scrolling.

Timesheet: Shift premium was not applied

WFR-197662: In the New Look Timesheet, when users manually edited a shift that included a shift premium, but the user had a timesheet profile in which the shift premium was disabled, the premium would not be applied. This is fixed, and the shift premium is now applied in this situation.

Timesheet: Exception did not appear on timesheet

WFR-200580: When a company's time zone and a user's time zone are set to Australia/Brisbane, and users reapplied pay calc. time for a pay calc. with the step *Exception Based on Scheduled Shift Missed*, exceptions based on this step sometimes did not appear on an employee's timesheet. This is fixed, and the system now correctly reapplies pay calc time with this configuration.

Timesheet: Approval notifications didn't send upon approval from report

WFR-206035: When a user approved a timesheet change request from the *Change Requests Pending Approval* report, the system did not send the Workflow notification or the Global notification. This is fixed, and the system sends both notifications upon approval from this report when configured to do so.

Timesheet: Navigating back to multiple timesheets returned to first selected timesheet

WFR-208168: When users navigated through multiple selected timesheets in the New Timesheet view, clicked on an employee record from one timesheet, and then navigated back to the timesheets, the system took users to the first selected timesheet. This is fixed, and now when users navigate back to the timesheets, the system takes them to the last timesheet they viewed.

Timesheet: Entering 24 hour time on a 12 hour Timesheet caused incorrect rows

WFR-208474: On a Timesheet configured for 12 hour format, when users entered time in 24 hour format, the row for the first half of the day converted the time correctly, while the row for the second half of the day did not. This is fixed, and the Timesheet now converts all rows correctly when 24 hour time is entered on a 12 hour formatted timesheet.

Timesheet: Dragging and dropping time entries didn't retain AM or PM setting

WFR-208476: On a Timesheet, when users drag and drop a time entry from one field to another, the time entry retains its AM or PM setting, as expected. Previously, the time entry would always revert to AM when dropped into the new field.

Timesheet: Parent time off did not display with child time off

WFR-209022: In the New Look Timesheet, when users select a child time off, both the parent and child time off are displayed, as expected. Previously, in this situation, the New Look Timesheet did not display the parent time off.

Timesheet: Duration Type was blank in New Look Timesheet

WFR-211276: Companies with non-English locales can now see the Duration Type in the New Look Timesheet. Previously, the Duration Type in the New Look Timesheet sometimes was blank for companies with non-English locales.

Timesheet: When worked time crossed midnight, Split Time Allocation didn't work correctly

WFR-212168: On the new timesheet, for worked time that crossed midnight, users who tried to use the *Split Time Allocation* option incorrectly received the warning message *Split should be done between From and To time*. This is fixed, and users no longer receive this warning message in this situation.

Timesheet: Change Cost Centers punch should have displayed only one option

WFR-213677: In the Mobile App, the *Change Cost Centers* punch now gives only the *Select From List* option. Previously, a second option was incorrectly included for the *Change Cost Centers* punch.

Timesheet: Split Time Allocation displayed cost centers the user didn’t have permission to view

WFR-213946: In timesheets, when users clicked *Split Time Allocation*, the system sometimes displayed cost centers for which the user didn't have view permission. This is fixed, and users now see only cost centers for which they have view permissions.

Timesheet: Clicking Accrual Balances caused Security Violation error

WFR-220550: For Accruals 2 companies, in the New Look Timesheet, some users received a *Security Violation* error when they clicked *Accrual Balances* from the ... menu. This is fixed, and these users can now view their accrual balances with this menu option, as expected.

Workflow: Mobile App didn’t follow setting to not send a notification

WFR-142343: When a timesheet approval workflow was configured to use Hidden To Do Items, which included not receiving a notification, the Mobile App continued to send the notification. This is fixed, and the Mobile App no longer sends the notification in this situation.

Workflow: Administrator couldn’t approve an overtime request

WFR-188160: In an Overtime Approval Workflow, administrators can approve an overtime request and proceed as expected. Previously, when an administrator tried to approve the overtime request, the workflow didn't proceed past the approval step.

Workflow: Delegation did not give manager the expected access

WFR-191802: When a manager received a workflow delegation for another manager's group, the delegated manager did not appear as a manager in the group and received a security error when trying to approve or reject To Do items. This is fixed, and the delegated manager now appears in the group and can approve or reject as expected.

Workflow: Cost Center Manager couldn’t complete To Do item

WFR-209555: In an approval workflow, when an employee corrected a timesheet, the Cost Center Manager incorrectly received another approval To Do item that could not be completed. This is fixed, and the Cost Center Manager no longer sees this incorrect To Do item.

Workflow: Mimicking Workflow did not have correct approval levels

WFR-219796: The Mimicking Workflow now bases the number of approval levels on the number of approval levels enabled in group permissions and on the number of direct managers with those approval levels. Previously, this workflow based the number of approval levels on only the number of direct manager approval levels (configured in Company Setup).

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