April 2025 Release Notes

Release Date:

April 10th, 2025

11:30pm EST to 4:00am EST

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Cross-Suite

1. Mass Upload Documents

A new option on the Employee Documents report will allow users with the proper permissions to mass upload employee documents directly to the report. Users will need to download the CSV file template and map which employees should be assigned to certain documents. Then, they will upload the completed template and the documents to the system via a zip file to begin the mass upload process.

Users can either stay on the screen while the documents are uploaded or navigate to a different part of the system and be alerted via toast message when the upload is complete. Once uploaded, users will see which documents were successfully uploaded into the system and which documents failed to upload through another CSV file available to download.

NOTE: This feature is delivered OFF. Please contact your Support Pod to turn it on.

Who's Impacted: Administrators & Managers

2. Advanced Custom Columns Improvements

The **FormatDate()** and **FormatDouble()** functions will be migrated over to the Advanced Mode. Users will also be able to easily migrate expressions that contain Value(), ToDouble(), and ToInt() to the Advanced Mode.

In addition to those updates, EE Default Cost Center column sets will be supported in popular reports, mixed variable compatibility is improving, and manual null values will be supported. Overall, we are continuing to expand support for larger Advanced Mode expressions.

Who's Impacted: Administrators & Managers

3. Custom Translations

A new centralized experience is being introduced to easily translate any field or object in UKG Ready that can be defined by a user. This centralized experience includes:

- The ability to export non-translated labels into Excel, translate the labels, and import them back into UKG Ready.
- Modified report views to grab labels for the fields available for translation.
- Progress status for each translation completed.

NOTE*:* The new Custom Translations feature will be rolled out gradually, slowly becoming available in the weeks following this release.

Who's Impacted: Administrators, Managers, & Employees

Workforce Management

1. Timesheet Change Request Updates

A new filter for Timesheet Change Requests (TSCR) will be implemented to route timesheet modifications based on their type, ensuring specific requests reach the appropriate individuals or are auto approved. This will allow certain TSCR types to be automatically approved. Additionally, the Time Off Cancellation TSCR will be consolidated into a single To-Do Item.

Who's Impacted: Administrators & Managers

2. Project Costing Enhancements

The Project Costing functionality will introduce several new enhancements: The Employee Profile will now include a new capability that restricts the available Cost Centers based on the specific projects assigned to each employee. Additionally, a notification feature will be implemented, allowing Company Administrators to activate Project Costing directly within the application.

Who's Impacted: Administrators

Scheduler

1. Open Shift Panel

With this enhancement, a new Open Shifts panel is available for display and use above the Employee Shifts schedule grid. Grid display can be controlled by user with the expand or collapse option. Shifts within this panel can be dragged to employees for assignment or can be copied then pasted as expected. Additional features include:

- **Delete Open Shift**: Quickly delete all open shifts from the schedule.
- **Group by Cost Center:** The option to 'Group By: Cost Center' has been moved to the Settings panel. If enabled, both the Open Shifts and Employee Schedules grid are grouped the same.
- **Multiple Copy and Paste Shifts:** Selecting multiple open shifts now allows you to copy them and paste them onto the schedule.

NOTE: This feature is delivered OFF. Please contact your Support Pod to turn it on.

Who's Impacted: Administrators & Managers

2. Add Time Off

After adding a time off from the schedule, and once it has been posted, selecting the time off now contains two links to **Modify** and **Delete**. Modify changes the time off and the saved change is reflected on the schedule and timesheet, and Delete removes it from both locations.

Who's Impacted: Administrators & Managers

HR Core

1. Termination Updates

A new step will be added to the Termination Process to check for outstanding To Do Items assigned to the terminated employee that they need to do themselves. The user performing the Termination Action will have the ability to delete or ignore those outstanding To Do Items. Items deleted during a termination will also be removed from the *All To Do Items* report.

Who's Impacted: Administrators, Managers, & Employees

2. Job Change History Report Updates

A new configuration option will allow users to determine if they want to include or exclude salary and rate changes from the **Job History** report, providing a cleaner view of the report.

To exclude the salary and rate change information in the report, go to: *Menu > Settings > Global Setup > Company Setup > Select "HR Tab" > HR Settings Widget > Uncheck the "include Salary and Rate Changes in Job Change History Report."*

Who's Impacted: Administrators & Managers

Payroll

1. Form W-2C Box 15 Updates

The State Code and State ID will now automatically populate on the manually created Form W-2C.

Who's Impacted: Administrators, Managers, & Employees

2. Pre-Check Report Configuration Modal

Users can customize the types of messages that are displayed on the **Payroll Pre-Check Report** (Team > Payroll > Process Payroll). On the Payroll Pre-Check Report, a new button is now available, **Manage Messages**. When selected, a **Manage Messages** pop-up window displays, where you can toggle on/off the following message types:

- New Hire
- Termination
- New Scheduled Earning
- New Scheduled Deduction
- Pay Period Change
- Base Compensation Change
- Expiring Workers Comp Policy

Once toggled off, future messages will no longer be generated, but past messages will remain unaffected.

Who's Impacted: Administrators & Managers

3. Updated Direct Deposit “Active To Date”

The Direct Deposit **Active To Date** is now set to 12/31/2099 when left blank. A warning displays if a user tries to update this date to a value beyond 12/31/2099.

Who's Impacted: Administrators

Talent

1. New Applicant Portal Experience

A new Applicant Portal experience will be available to improve the overall applicant experience when applying for a role. This refresh will include:

- The elimination of the need for applicants to create an account when applying
- Autofill of fields in the application based on the applicant's resume
- Design elements closely aligned with the Career Portal features
- An optimized mobile experience for those on the go

NOTE: The **classic Applicant Experience is tentatively retiring in the October 2025 release** and tentatively will no longer be supported by engineering after the August 2025 release.

Administrators can opt in to use this new experience in the beginning of April by navigating to: *Menu > Team > Recruitment > Job Requisitions > Select "Learn More" button on the Toast Pop Up Message.*

Who's Impacted: Administrators, Managers, & Applicants

Learning

1. "Show Me How" Banner Removed

In the Learning Academy, the "Show Me How" banner was removed from the right side of all the Learning solutions pages. The banner had a redundant function that was not visually consistent. To continue to access the 'Show Me How' content, select the Help button on the bottom right of any Learning solution page and then select 'Show Me How' from the pop-up menu.

Who's Impacted: Administrators, Managers, & Employees