February 2026 Release Notes

Release Date:

February 5th, 2026

11:30pm EST to 4:00am EST

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Cross-Suite

1. Security User Enhancements

To improve security and ease burden on company/system administrators the following security enhancements have been made:

- Provide employees with the ability to unlock their account when it has been locked due to an invalid password or two-factor authentication code
- OAuth Permission consent is automatically removed from an employee profile upon termination
- Share reports directly with OAuth accounts as opposed to the entire organization

Feature Delivered: ON

Who's Impacted: Administrators, Managers, & Employees

2. Checklist Improvements

To continue modernizing the Checklist experience, new visual and structural changes will be introduced based on customer feedback. Once applied, the changes will be reflected in the following areas:

- Checklist Landing screen will now have the Mark as Complete and Reset icon buttons in the Manager Self-Service (MSS) view
- Checklist Landing screen will now have the option to add Notes in the MSS view
- User context will now be visible on the Checklist Item screen
- Custom Form Image view is now repositioned above the Web Form for all new and submitted Custom Forms

Feature Delivered: ON

Who's Impacted: Administrators & Managers

3. HR Actions Modernization

As part of bringing a modern experience to the UKG Ready solution, new structural changes are coming to the HR Actions screens. These changes will help improve the experience of the employee and manager. Once applied, changes will be reflected in the following areas:

- Refreshed Available, Open, Submitted tabs with improved UI and listings scalability
- New columns in the All HR Actions Requests report including Date Completed, Workflow Name, and Notes
- Ease of navigating between groups in Checklists
- Enhanced navigation for grouped HR Actions new progress bar, and last updated info
- Improved user information in the header
- Instructions can now be added to each group

Feature Delivered: ON

Who's Impacted: Administrators, Managers, & Employees

4. Modernization – Modal and System Theming

To continue bringing a modern experience to the UKG Ready solution, new visual changes are coming to the user interface. Once applied, changes will be reflected in the following areas:

- **Modal Improvements:** Updates to the progress bar and expiration to include styled icons and more intuitive and contextual actions.
- **System Theming:** Additional theming colors for users with expanded color palette and customization are now included as options within system theming (Light mode).
- **Page Loaders:** New skeleton loaders in high-traffic areas such as Dashboards, Reports, and Card Components help reduce the perceived wait time and improve overall satisfaction.

Feature Delivered: ON

Who's Impacted: Administrators, Managers, & Employees

5. My Saved Reports Filtering Options

A new filtering option within My Saved Reports will allow users to list all views found across the organization, including those not shared. Users will also have the option to change shared and company-wide views to change the ownership to themselves. These features can be turned on within the applicable Security Profiles.

Important: These reporting updates will be available in the weeks following the release and will be rolled out in a phased approach.

Feature Delivered: OFF

Who's Impacted: Administrators

6. Update Email Notification to Support Personal Email

The notification delivery system has been enhanced to allow HR Administrators to send an email notification to a candidate's personal email address before the individual has started employment. Now, if the checkbox is selected, the notification is sent to both the employees' personal email as well as primary email (work email).

Feature Delivered: ON

Who's Impacted: Administrators

7. Multi-EIN Employees Appear Once in Reports & Charts

When a report contains the Employee Summary column, and an employee is assigned to multiple EIN, the employee will now appear only once in charts and groups. Previously, the employee was listed separately for each EIN they were assigned to.

Feature Delivered: ON

Who's Impacted: Administrators & Managers

Workforce Management

1. Group Punch Enhancements

In our December system update, the Group Punch functionality was released. In this release, new enhancements will be added to display configured Cost Centers and apply filters based on Cost Center, EIN, and advanced filter criteria.

Feature Delivered: ON

Who's Impacted: Administrators & Managers

2. Annualization and Modulation Enhancements

Two new enhancements to Annualization and Modulation will be available.

- A new source counter that includes all relevant hour types in the calculations
- The option to choose when overtime is calculated based on daily, weekly, or the end of the pay period to match requirements.

Feature Delivered: ON

Who's Impacted: Administrators & Managers

3. Automatic Hourly Pay Grade Progression

A new Pay Calculation rule will be added to dynamically calculate and apply an employee's hourly pay rate based on the total number of hours worked during a specific timeframe and automatically update the Pay Grade Step when the defined thresholds are met.

Note: This new rule applies only to Pay Calculation 2.0, and use of the Pay Grade functionality in UKG Ready HR is required. If you have any questions, please contact your Support Pod.

Feature Delivered: ON

Who's Impacted: Administrators

4. Report Enhancements

The following improvements have been made to these TLM reports:

- Time Off History Report Expense
- Expense Item Report Grouping
  - The chart for this report (Team > Expenses > Expense Items) shows the total amount spent per expense type AND by employees. Now, this chart can compare the total amount spent per expense type without employee information.
- Leave Request History Report
  - This report (Team > Leave > History) has received a few new columns in this release:
    - A **View Workflow** has been made available for a view of the workflow and the steps followed to completion.
    - An **Approval/Rejection Date** has been added that displays the most recent approval or rejection in chronological order across the entire workflow.
    - A **Request ID** has been made available that reflects the unique, persistent identifier already associated with each case. The number assigned to each case is helpful in researching cases on an audit trail.
  - These columns may be added to your report by going to the report Actions and choosing “Add/Remove Columns”.

Feature Delivered: ON

Who's Impacted: Administrators

Scheduler

1. New Scheduling Experience

A new scheduling experience will be available to simplify the creation and maintenance of schedules. New features and updates to the scheduling experience include:

- A new Scheduler Home landing page will feature a redesigned page layout to help simplify the scheduling experience and provide a user-friendly navigation experience. Schedule administrators and managers can easily navigate between schedules, create schedules from scratch or templates, and access scheduler settings.

- Scheduled Cost Centers and Skills are no longer required when setting up schedules.
- Period-to-period schedule creation and navigation will be available.

Feature Delivered: OFF – Contact your Support Pod to turn this experience on in your solution.

Who's Impacted: Administrators & Managers

2. Schedule Cost at Employee Level

Employee-level cost visibility will be added to the schedule views, allowing managers to review the costs associated with each employee's scheduled day. You can access this feature via Scheduling > Advanced Scheduling > Schedules > Day/Week/Month View.

Note: This requires Auto Estimate Schedule Costs to be enabled (Global Setup > Company Setup > Global Policies > Scheduler Policies). Please contact your Support Pod for assistance.

Feature Delivered: ON

Who's Impacted: Administrators & Managers

Payroll

1. NACHA Operating Rules- ACH Descr for Vendor Payments

A new validation to the ACH Descr for Vendor Payments field when the vendor payment is going to an employee-owned bank account (those Vendors listed as ACH – Employee Level as the Payment Type) will be available. The Default Status ACH Descr field will be added to ensure the first 7 characters are "PAYROLL”. This field will be automatically updated for all companies. Additional characters are allowed, as long as the first 7 characters are “PAYROLL”.

Feature Delivered: ON

Who's Impacted: Administrators & Managers

2. OBBBA: FLSA W-2 Reporting Update

For 2025, Box 14 of the Form W-2 will populate Fair Labor Standards Act (FLSA) Overtime earnings.

Who's Impacted: Administrators, Managers, & Employees

3. OBBBA: Added Box Type Codes & Box 14 Updates

Starting tax year 2026, per One Big Beautiful Bill Act (OBBBA), the following new Box Type deduction and earning codes for W2 were added:

- **12ta – Trump Account:** Employer contributions under section 128 Trump Account contribution program paid to Trump account of an employee or a dependent of an employee.
- **12tp – Non-SSTB Tips:** Total amount of cash tips reported to the employer. The employer is not a specified service trade or business. Use this amount in determining the deduction for qualified tips on Sch. 1-A (Form 1040).
- **12ts – SSTB Tips**: Used to record tip earnings received from customers in cash when the employer qualifies as a Specified Service Trade or Business (SSTB). This is for FIT, SIT, SOC, MED, FUTA, SUI, SDI, and local income tax with no exceptions.
    - Note: Do NOT use this amount in determining the deduction for qualified tips.
- **12tt – Qualified Overtime:** Total amount of qualified overtime compensation. Use this amount in determining the deduction for qualified overtime compensation on Sch. 1-A (Form 1040). Tipped earning codes will post to 12tt-Qualified overtime and Box 7 – Social Security Tips.

Who's Impacted: Administrators

4. OBBBA: Added New Earning Types

The following new earning types are now available to support One Big Beautiful Bill Act (OBBBA) qualified OT premium payments and non-qualified tips, and ensure they are properly captured for W-2 reporting purposes while remaining excluded from taxable wages:

- **OBBBA Qualified OT Premium:** Used to record OBBBA qualified overtime premium payments. This is reported to the 12tt – Qualified Overtime W2 Box Type code and is exempt from all taxes (FIT, SIT, FUTA, SUI, SDI, Local).
- **OBBBA Non-Qualified Cash Tips**: Used to record tip earnings received from customers in cash when the employer qualifies as a Specified Service Trade or Business (SSTB). This is

reported to 12ts – SSTB Tips W2 Box Type code for FIT, SIT, SOC, MED, FUTA, SUI, SDI, and local income tax with no exceptions.

- **OBBBA Non-Qualified Indirect Tips:** Used to capture tip earnings distributed under a tip-sharing arrangement for employers classified as a Specified Service Trade or Business (SSTB). This is reported to the 12ts – SSTB Tips W2 Box Type code for FIT, SIT, SOC, MED, FUTA, SUI, SDI, and local income tax with no exceptions.
- **OBBBA Non-Qualified Charged Tips:** Used to record tip earnings received from customers on charged transactions when the employer qualifies as Specified Service Trade or Business (SSTB). This is reported to the 12ts – SSTB tips W2 Box Type code for FIT, SiT, SOC, MED, FUTA, SUI, SDI, and local income tax with no exceptions.

Who's Impacted: Administrators

5. Secure 2.0: Roth Catch-Up for Higher Earners 50+

Beginning January 1st, 2026, all catch-up contributions made by employees who meet both conditions below must be Roth (after-tax) contributions:

- The employee is 50 years of age or older, and
- The employee's Medicare-subject wages for the prior calendar year are $145,000 or higher (adjusted annually for inflation).

Who's Impacted: Administrators

6. Updated Federal Withholding File

When a Federal W-4 withholding form is downloaded as a PDF file, the following fields in the Employer section will now automatically populate:

- Employer's name
- First date of employment
- Employer EIN

Feature Delivered: ON

Who's Impacted: Administrators

7. Form Updates

The following forms have been updated:

- The latest version of Form W-4 is now available for the following states:
  - Colorado W-4
  - Louisiana W-4
  - Alabama A-4
  - Georgia G-4
  - Idaho W-4
  - Minnesota W-4
- Other 2026 Form Updates:
  - All state withholding forms are now available under year 2026 for employees to add.
  - 1099-NEC
  - 1099-MISC

Feature Delivered: ON

Who's Impacted: Administrators, Managers, & Employees

HR

1. An Improvement to E-Verify Case Status Monitoring

A new **Sync Case button** helps HR teams track Form I-9 processing progress and address issues faster. When selected, the Sync Case button pulls the latest case status from E-Verify so the status in UKG Ready matches federal records. Previously, the system synced case statuses only through the E-Verify nightly job. This process sometimes created differences between statuses in E-Verify and UKG Ready, which delayed authorization confirmation.

Who's Impacted: Administrators & Managers

2. Updated Data Export Settings for AZ New Hire Reporting

We have improved the New Hire Reporting data export for Arizona. The changes increase flexibility and support accurate reporting when you generate state-required files. Enhancements included:

- The data export supports CSV format. You can still run the export in Fixed Width (.txt) and Delimited (Custom Settings) formats.
- All export columns include length (LEN) and position (POS) definitions. These values align with the official Arizona file structure and support consistent and accurate submissions.
- Two new data records appear in the Columns widget.
    - Base Compensation: Year Pay (Salary)
    - Pay Period Profile Name

Feature Delivered: ON; New Hire Reporting must be enabled.

Who's Impacted: Administrators

3. ACA 2025 Updates

The following 2025 ACA forms are now available.

- 1094-C, located under HR > ACA > Forms > Employer Forms 1094-C
- 1095-C, located under HR > ACA > Forms > Employee Forms 1095-C
- 1095-C Dependent, located under HR > ACA > Forms>Dependent Forms 1095-C

The following has been updated for the 2025 filing year:

- 1095-C Pressure Seal Paper, available in the Print Settings under ACA Year End Processing checklist when printing forms
- In the ACA Year End Processing report, 2025 entries have been added for all active EINs
- The 2025 AIR file format was updated for year 2025
- IIn the ACA Year End Processing steps, the Generate CA ACA tax year has been updated for 2025
- •When self-filing (AIR TCC) and selecting 1095-Cs for mass-finalization, if the number of records is greater than 200, the following information will display:
    - "A maximum of 200 records can be mass-finalized at once. Click OK to process the first 200 from your selection or Cancel to manually choose up to 200 records."

Who's Impacted: Administrators

Talent

1. Performance Review Updates

Several new enhancements will be available within the Performance Review functionality.

- **Performance Review Labeling:** Updated labeling of scheduled dates will be available so the Schedule Date field is consistent across reports and performance reviews to eliminate confusion around when a review is scheduled after the evaluation period ends versus the date it must be completed by.
- **Copy a Goal:** Copy a goal from one review cycle to the next with our new goal copying functionality and use goals year over year.
- **View Performance Review Button:** The View Performance Review button has been removed from view except on the Create Goals and Collect Notes steps of the performance review to eliminate employee confusion.
- **Goals across multiple Review Periods:** A new setting will be added to Company and Personal Goals that will allow users to carry over goals across review cycles. Additionally, a new setting will be added to Company Goals to finalize and re-create goals.
  Feature Delivered: ON

Who's Impacted: Administrators & Managers

Upcoming Releases

1. UKG Beacon

Introducing UKG Beacon – our new rewards and recognition platform. UKG Beacon brings recognition, rewards, and insight together in one seamless experience integrated within your solution. This new offering will help your organization build a culture of appreciation that supports both employee retention and engagement.

- Functionality available within UKG Beacon includes:
- Reward store
- Social newsfeed
- Recognition and nomination capabilities (ex. Employee of the month)
- Idea submissions

Important: UKG Beacon is an add-on that requires an additional cost.

Feature Delivered: OFF

2. Document Manager

Store and manage all Employee Documents and Forms in a single location with UKG Ready Document Manager. This centralized hub provides managers and admins with:

- A single location for documents
- Document locking
- Mass Export functionality
- Enhanced Data Retention
- E-Signature compliance

Important: UKG Ready Document Manager is an add-on that requires an additional cost and will be available in the weeks following the release. If you are interested in adding UKG Ready Document Manager to your solution, please navigate to Solutions Exchange in the UKG Ready solution or reach out to your account manager.