



## May 2025 Release Notes

Release Date:

May 22<sup>nd</sup>, 2025

11:30pm EST to 4:00am EST


# Table of Contents

<b>Cross-Suite.....</b>	<b>1</b>
1. Talk-to-Text Editor.....	1
2. Reporting Grid Table Accessibility .....	1
3. Custom Forms – Changed Modify to Submit .....	1
<b>Workforce Management .....</b>	<b>2</b>
1. Timesheet Corrections for Termed Employees .....	2
2. Accrual Balance Payout Requests .....	2
3. Balance Transfer ESS Capability .....	2
<b>Scheduler.....</b>	<b>3</b>
1. Create and Manage Shifts Panel.....	3
2. New Look – Add Shift .....	3
<b>Payroll .....</b>	<b>4</b>
1. Previous Home Address on Pay Statement .....	4
2. State Withholding Forms Updated.....	4
<b>Talent .....</b>	<b>4</b>
1. Applicant Portal Refresh: Quicky Apply - Option to Require Cell Phone .....	4
<b>Learning.....</b>	<b>5</b>
1. New Learning Center Persona .....	5


# Cross-Suite




## 1. Talk-to-Text Editor


-  A new talk to text option will be added to the text editor. Users will see a microphone button within the text editor after the release. Once selected, when users begin talking the system will record what they are saying and display the text within the text editor.

Tip: This feature is currently only available on the desktop or web version of the application. It is not yet available on the Mobile Application.


-  Who's Impacted: Administrators & Managers

## 2. Reporting Grid Table Accessibility

-  A new accessibility-supported grid table experience will be integrated into our responsive reports. This will allow users to smoothly navigate through values and actions in columns/rows and meets WCAG compliance requirements.

-  Who's Impacted: Administrators & Managers

## 3. Custom Forms – Changed Modify to Submit


-  The Modify button that appears in the To-Do mailbox has been renamed to "Submit" so that it is more intuitive for users. When you click on the My To-Do mailbox, then the Modify button on the assigned Custom Form, the next Modify button is renamed to Submit and is used to finalize the form details.

-  Who's Impacted: Administrators, Managers, & Employees

# Workforce Management




## 1. Timesheet Corrections for Termed Employees

-  An option will be added to the payroll export file creation process to include terminated employees, ensuring their corrected timesheets are accounted for.


 Who's Impacted: Administrators, Managers, & Employees

## 2. Accrual Balance Payout Requests

-  The Payout Request feature will be expanded to include support for all accrual category types, such as Hours, Days, and Amount (\$) balances. Employees will be able to initiate payout requests directly from the Time Off Balance cards. These requests will go through a "To Do" or workflow approval process and will be reflected on timesheets as either Time Entry or Extra Pay & Counter Adjustment.

 Who's Impacted: Administrators, Managers, & Employees

## 3. Balance Transfer ESS Capability


-  Employees will be able to raise, modify, and delete balance transfer requests before approval. These changes will also be visible through a report.

 Who's Impacted: Administrators, Managers, & Employees

# Scheduler



## 1. Create and Manage Shifts Panel


-  A new panel will allow managers to create and assign shifts for the entire week all at once. Additionally, managers will have the option to select a color display during shift creation and add shift names.

Please Note: The new experience must be toggled on to access this update.

To turn this feature on, go to *Menu > Team > Schedule > Advanced Scheduling > View by Week > Toggle on the “Try the new look and feel” option.*

-  Who's Impacted: Administrators & Managers


## 2. New Look – Add Shift

-  The user experience for the Add Shift has been enhanced for ease of use, improving open shift visibility and shift assignment when the new look and feel toggle is enabled. The Add Shift option, available from Actions ellipse in the Open Shifts window, opens the new Add Shift side panel. You can add a new shift name and select the days of the week on which the new shift is to be added. All the necessary components are available for a new shift, including the shift types, shift times, cost centers, and assignments.

-  Who's Impacted: Administrators & Managers


# Payroll

## 1. Previous Home Address on Pay Statement

-  Payroll administrators can now search for a home address previously used by an employee in a past payroll. This feature links the pay statement to the specific address record, ensuring that year-to-date buckets are updated correctly.

 Who's Impacted: Administrators

## 2. State Withholding Forms Updated


-  The following state withholding forms were updated to the newest version and are now available for 2025:

- RS-60817: Arkansas AR4EC Employee's Withholding Exemption Certificate
- RS-61898: California DE4 Employee's Withholding Allowance Certificate
- RS-62505: Colorado DR 0004 Colorado Employee's Withholding Certificate

 Who's Impacted: Administrators, Managers, & Employees

# Talent

## 1. Applicant Portal Refresh: Quicky Apply - Option to Require Cell Phone


-  Under HR Setup > Applicant Tracking/Recruitment > Applicant Profile Setup in the Contact Info tab, you can edit the contact information to require applicants to enter their Cell Phone.


 Who's Impacted: Administrators

# Learning



## 1. New Learning Center Persona

-  A new user Persona, Accruals Manager, is now added in the application. The Accruals Manager Persona synchronizes with Docebo to show training and content tagged for the Accruals Manager Persona. The new role begins syncing when it is enabled in your assigned security profile.

 Who's Impacted: Administrators & Managers