September 2025 Release Notes

Release Date:

September 25th, 2025

11:30pm EST to 4:00am EST

Table of Contents

Suite Experience

1. Streamlined Authentication Experience

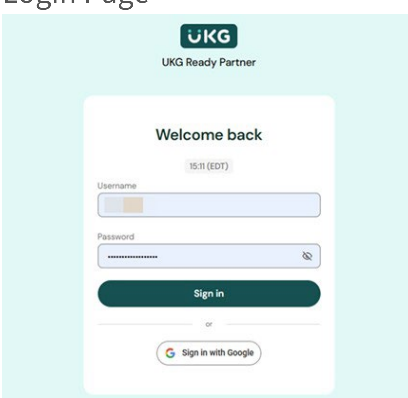
When users log into the system for the first time, they will now be able to set up contact information for one or more of the configured Two Factor Authentication methods on their own. This aims at providing a seamless login experience for first time logins and eliminates the need to reach out to their manager or company administrator for assistance.

Who's Impacted: Administrators, Managers, & Employees

2. Modernization – User Interface (UI)

As part of bringing a modern experience to the UKG Ready solution, new visual changes are coming to the user interface. These changes will include font updates, padding and border adjustments, and theme colors. Once applied, changes will be reflected in the following areas:

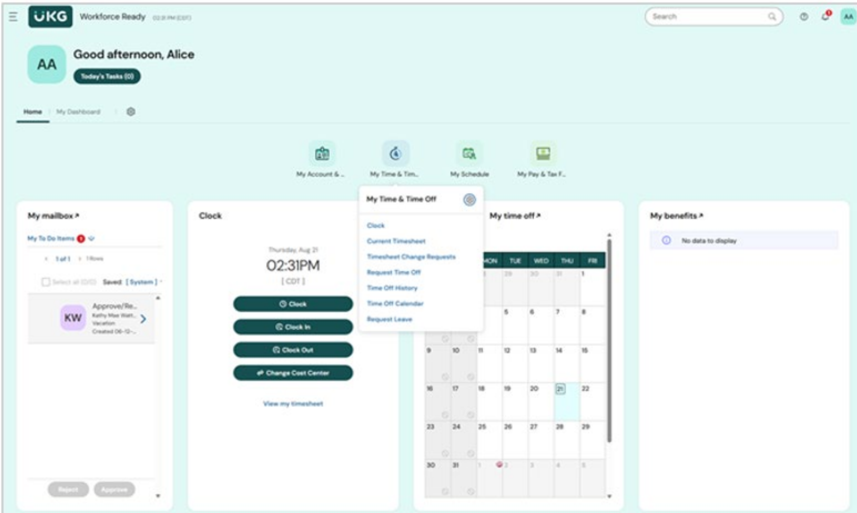
- System Themes and colors
- Login Page -



- Employee Home
- Hubs including Report Hub, Forms Hub, and Compliance Hub
- Employee Profile Header -

- Icons
- User Pictures

- Popovers (pop-up windows)
- Links
- Dashboards -

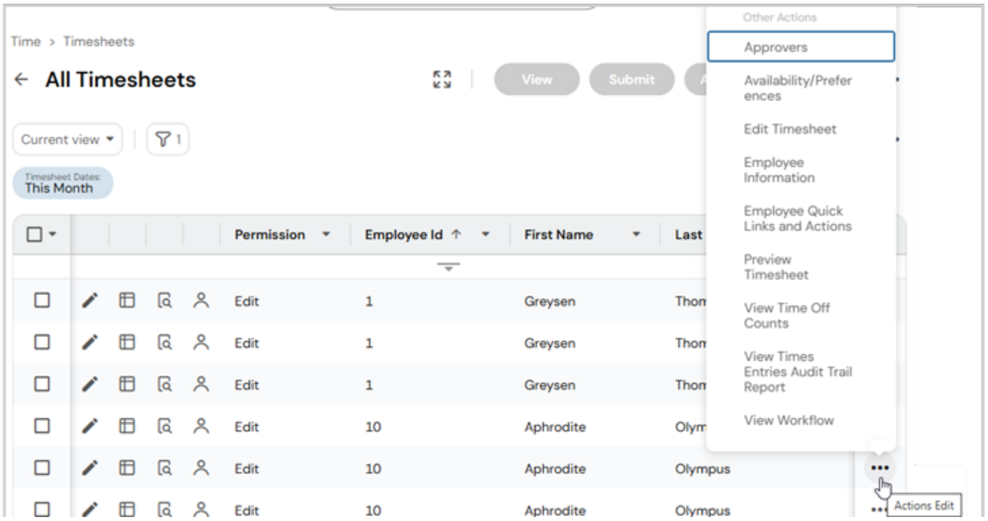


Who's Impacted: Administrators, Managers, & Employees

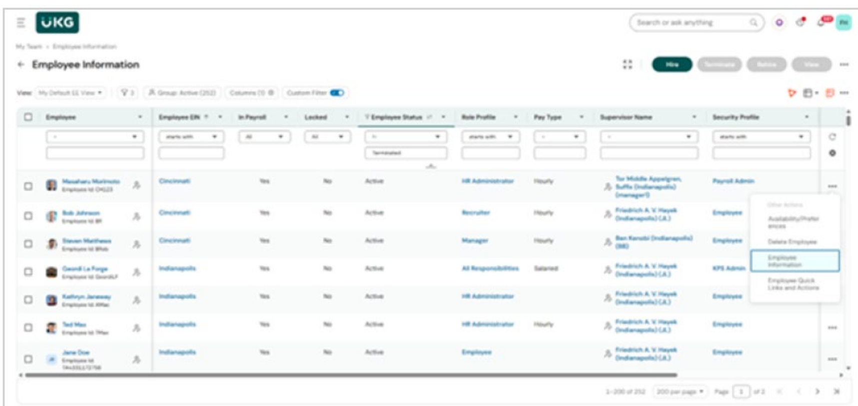
3. Modernization – Reporting

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

- **Location of the Column Filter Pills**
  - Now located in the top-left corner of the report screen.
- **Pagination controls**
  - Moved to the bottom-right, with buttons to skip to the first or last page.
- **New Actions Column**
  - A new ellipsis-style actions menu appears on the far-right side.
  - This is enabled by default for system views but is disabled for certain Time and Payroll reports.
  - The Actions column is not auto-enabled in saved reports but can be turned on/off via the Add/Remove Columns functionality.



- **New Employee Rich Summary Column**
    - A new summary column shows employee name, ID, photo, and quick links, along with providing the ability to view secondary information such as username and hire date.



Who's Impacted: Administrators & Managers

4. Modernization - Checklists

As part of bringing a modern experience to the UKG Ready solution, new visual and structural changes are coming to the Checklists functionality. Checklists will now appear in the main screen area instead of the left side panel, allowing for a more streamlined, task-focused, and user-friendly experience.

New and improved features as part of this modernized experience:

- Clearly defined and color-coded Status and Due Dates on Checklist Items

- Screen Link behavior has been improved for system-defined features:
  - When a Government Forms Screen Link option is included as a Checklist Item but does not already have a form created, a new pop-up box will appear to create one.
  - When a Direct Deposit Screen Link is included as a Checklist Item but no Direct Deposit is configured, users will be taken directly to the Direct Deposit entry form.

Note: The new Checklist experience will be automatically turned on for users, but users can also toggle between the new and old experience for the time being using the New look and feel toggle. An official retirement date for the old experience will be communicated later.

Who's Impacted: Administrators, Managers, & Employees

5. Bug Fix – Documents Widget & Download Documents Report

When using the documents widget on the dashboard employees could see all company documents including documents with a document type of "Private," which did not match the documents available on the Download Documents report (My Info > My Company > Documents). This has been fixed, and the documents available on the documents widget now match the documents available on the Download Documents report, as expected.

Who's Impacted: Administrators, Managers, & Employees

Workforce Management

1. Duration Timesheet

The new Duration timesheet will track time in day duration increments. Organizations will be able to track in the following increments:

- Full Day
- Half Day
- First Half
- Second Half

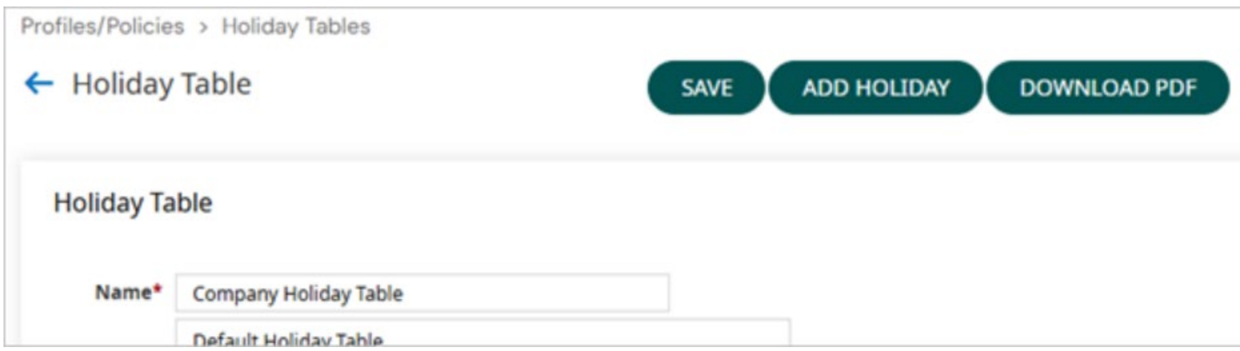
New PayCalc rules will be created to support entering time entries in duration amounts and tracking days worked. Punch options for the duration options will be added so employees can punch in directly to a worked time entry with the duration.

Who's Impacted: Administrators & Managers

2. Printing Holiday Tables

There is now an easy way to print the holiday table(s) containing all the company observed holidays. In some cases, this is helpful when a holiday has variable yearly dates, and one would like to view those dates for upcoming years.

When selecting View/Edit Holiday Profile, a page-level button for Download PDF is available that generates a PDF of the holidays and dates, including the holiday table configuration options.



Who's Impacted: Administrators & Managers

3. Accrual Details Report

The Accrual Details report now shows the Grant Transaction and adds a date column for the carry-over expiration, a date column for the end of compliance for notification, and a date column for the notification sent date.

Who's Impacted: Administrators & Managers

4. Bug Fix: Print and Export Time Off Calendar

There were reported issues regarding the display and readability of time off information when exporting the calendar to PDF, HTML, or print. The following items have been addressed with this release.

- Pending approvals displayed the employees' name overlapping other names on the calendar.
- Holidays and time offs on the same day were pushing employee names onto the following calendar day.
- Background colors made text difficult to read.
- Text along the bottom of the day block were cut off.

Who's Impacted: Administrators & Managers

Scheduler

1. Display Shift Names

Shift names will now display to employees when viewing their upcoming shifts in the My Schedule view, providing better insight and clarity into the shift and responsibilities.

Who's Impacted: Administrators, Managers, & Employees

2. Enhanced Cost Visibility

A new column will display individual employee daily costs that auto update cost calculations when schedule changes are made. Costs are also auto updated when the report is exported via API.

Who's Impacted: Administrators & Managers

3. Bug Fix: Schedule Templates

Previously, when a user cloned a template, the system removed shifts if the employee had time off during that schedule timeframe; the system appeared to be referring to the global time off policy. This has been fixed, and in this situation the system will no longer remove shifts if an employee has time off, as expected.

Who's Impacted: Administrators & Managers

4. Bug Fix: Terminations & Past Schedules

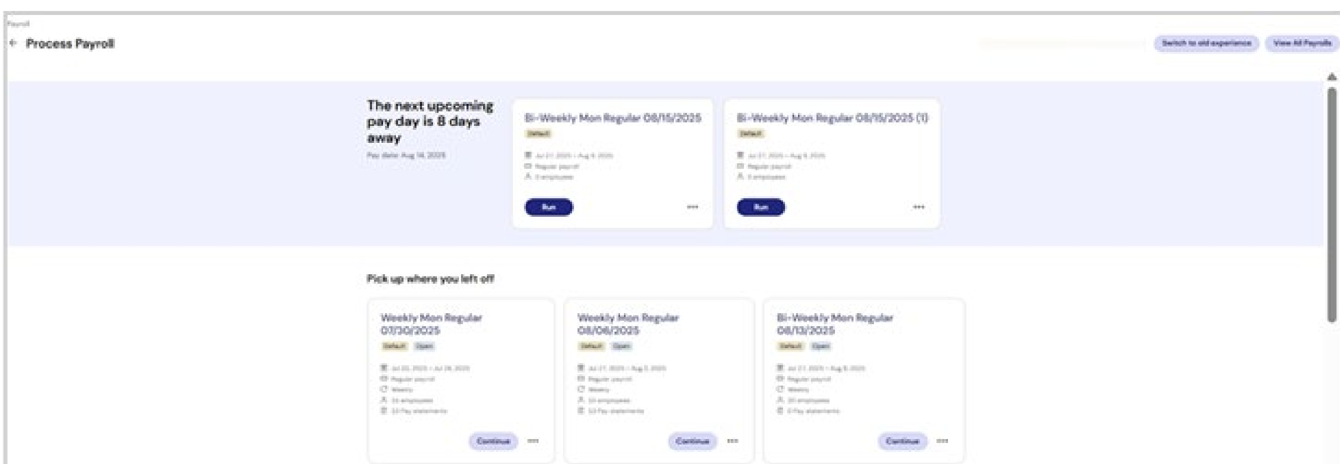
When employees were terminated with a termination date prior to today's date, the system removed all shifts from their previous schedules including shifts prior to their termination date; shifts after their term date were moved to open shifts, as expected, but shifts prior to their term date were deleted. This has been fixed, and in this situation the system will no longer remove shifts prior to the employee's termination date.

Who's Impacted: Administrators & Managers

Payroll

1. Process Payroll - Landing Page Update

A new landing page will be available on the Process Payroll page. This page will feature a redesigned page layout to help simplify the payroll processing experience and provide a user-friendly navigation experience. Payroll administrators can easily navigate between current and recent payrolls while seamlessly taking action to complete payroll processes.
The top section shows upcoming payrolls in the next six days:



Various actions are available in the payroll cards:

- **Run:** When selected, you are navigated to the **Review pay information** page where you can view supporting reports (pre-processing, processing, review your data) import / add pay statements, and edit payroll data.

- **Edit Settings:** Select to edit the payroll's settings.
- **Payroll Quick Links:** When selected, various links to reports and pages display such as General Ledger (Summary), Payroll Prep Process, Payroll Comparison, and View Pay Statements.
- **Delete:** Select to remove the payroll.

Users can switch back and forth between this new experience to try it out and provide feedback directly from the new page using the Share Feedback button.

To activate this feature in your UKG Ready solution, go to Menu > Team > Payroll > Process Payroll > Click the "Switch to new experience" button.

Who's Impacted: Administrators

HR

1. Form I-9 Updates

The existing Form I-9 is now a mobile-first web form designed to reduce errors, clarify instructions, and simplify the completion process for both employees and managers. The redesign includes usability improvements, new validations, and enhanced accessibility.

Form I-9 includes the following key enhancements:

- The system supports the latest U.S. Citizenship and Immigration Services (USCIS) version. Hyperlinks in the form direct you to relevant USCIS guidance.
- The mobile first design ensures a responsive, user-friendly experience on any device.
- All Form I-9 sections support accessibility.
- Form I-9 sections can expand or collapse as needed.
- Improved tooltip messages in Section 1 offer clear guidance.
- Multiple new validations for allowed field values, required fields, and disabled fields support the intuitive form completion.
- Signature display logic has been improved. Regardless of the signature configuration on the Company Setup page, the employee's First and Last name will display on the Sign & Submit pop-up, based on entries in Section 1.

Form fields now use clearer labels.

- For example, **Date Started** is now **First Day of Employment**.

- The **View Instructions** button is now an **Instructions** hyperlink in the Information section.
- Section 2 displays a new **Check here if you used an alternative procedure authorized by DHS to examine documents.** checkbox for managers using a DHS-approved alternative to in-person document verification.
- The **My Form I9s** checklist item hyperlinks to the web Form I-9.
- Form I-9 supports versioning. Each submitted form retains its original version. Forms submitted before release R101 will continue to appear as PDF forms. Going forward, new forms remain in web format. All saved forms will contain the fields that applied as of the respective form version.
- As of the current release, the downloaded PDF form is saved as Version 7, and the web form is Version 8.

Who's Impacted: Administrators, Managers, & Employees

2. EEO-4 Classification Import

A new field, EEO-4 Classification, has been added to the job import to allow users to easily update their EEO-4 classifications in bulk.

Who's Impacted: Administrators & Managers

3. Position Assignment Changes

The Override Security Restrictions and Required options for Position Assignment items will now be editable, allowing organizations to have managers initiate position assignment changes via HR Actions without needing to change or update their security permissions.

Who's Impacted: Administrators & Managers

4. E-Verify – Improved Case Result Display

An improvement has been made to the employment eligibility verification process through the E-Verify integration.

The **Employment Authorized** value will now display for the Current Case Result field on the case processing page in E-Verify when these conditions are met:

- The value for the Current Status field is **Closed**.

- The Closure Reason is **Employment Authorized Auto Close**.
- The previous Current Case Result field value is blank.

Who's Impacted: Administrators & Managers

Talent

1. End Performance Reviews

An option to End Performance Reviews will be available. When selected, the review will be locked down, and any saved history in the review will be maintained. The following year's review will then initiate with no issue.

Who's Impacted: Administrators

Integrations

1. Webhooks Events Updates

Events Log Report: A new **Incoming Webhook Events Log report** is now available, which allows administrators to monitor incoming webhook data for supported integrations (this is an integration-related functionality). The report includes integration names, webhook events, status, dates, and response messages.

Events Retrigger Option: Administrators now have the option to re-trigger failed webhook events by using the **Retry Failed Events** button. This creates a job that will retry webhook events with a "Failed" status, which are eligible to retry. Additional report columns to display the requester, number of retries, date of the retry run, status, error, and response code are available to add to the Webhook Events Log report using the Add/Remove Column functionality.

Who's Impacted: Administrators

2. Sage Intacct Payroll GL Integration

A new integration with Sage Intacct Payroll GL will be available to install in the Solutions Exchange. The integration allows teams to transfer payroll GL entries automatically via a secure REST API connection.

Please reach out to your Support Pod for more information.

Who's Impacted: Administrators

3. SEEK Integration

The SEEK integration is being updated to support the use of Multiple EINs and have each separate EIN link to its own SEEK account.

Who's Impacted: Administrators