



UKG Ready

Explore what's new by clicking  
a section below:

# Release Highlights

Release 91  
February 2024





Suite Experience

# Release Highlights



Explore what's new by clicking a section below:

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- ▶ [Ease of Use Updates](#)
- ▶ [Account Tags/Notifications](#)
- ▶ [Notification Preferences Report](#)
- ▶ [Data Retention Profiles](#)
- ▶ [Report Hub Updates](#)
- ▶ [System Reports for Dashboards](#)
- ▶ [Custom Forms in Forms Hub](#)
- ▶ [Insights Explorer Updates](#)
- ▶ [Verticals/Sub-Verticals](#)

*Note: These are only some of the features being delivered in February; for details on everything included in the release, checkout the February Release Notes*



Suite  
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Core

# Ease of Use Updates



Home

## What's the feature? 🔥

The following updates will be made to select dashboard widgets this release:

- **Links Widget:** Removal of decorative icons, removing indentation, restyling tabs
- **Sticky Notes:** Lighten color, reduce the size of the border around note

The following updates will be made the reporting framework this release:

- Banded rows in data view
- Consistency of color and fonts in charts section
- Ability to click/drag to expand data or chart section

The following updates will be made the tabs and dialogs this release:

- Adjusted indicator to show what tab you are on
- Subtle removal of gray backgrounds behind headers in dialog boxes

## What's the value?

Our goal with the ease-of-use updates are to bring a more simplified, visual focus to key tasks and pages within the system for users. These updates will provide users with a consistent experience throughout the solution and drive attention to important tasks

## Who's impacted

Administrators

Managers

End Users

Feature Delivered

On

## Additional Feature Resources

- [R91 Ease of Use Updates Overview](#)



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Core

# Account Notification Tags



Home

## What's the feature?

There are two updates to the account notification tags this release:

- Within the workflow notification step a search option is being introduced in the list of tags section.
- All Account Tags will be provided in the HR Action workflow notification.

## What's the value?

The search option in the workflow notification step allows users to easily find and select the specific tags they wish to use. When configuring an HR Action workflow admins will have access to choose from all account tags providing a more personalized notifications.

## Who's impacted

Administrators

Managers

End Users

Feature Delivered

On



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Core

# Notification Preferences Report



## What's the feature?

Introducing a new report to provide information on how your employees are receiving notifications.

## What's the value?

This new Notification Preferences Report helps provide quick insight and understanding to how employees receive notifications.

## Who's impacted

Administrators

Managers

Feature Delivered

On

UKG  
My Reports > System Reports > System Utilities > Notification Preferences

← Notification Preferences

Page 1 of 1 | 1 - 5 of 5 Rows | Current: [System]

First Name	Last Name	Employee Id	Employee Status	Primary Email Enabled	Broadcast Email	Mailbox	Broadcast Mailbox
starts with	starts with	starts with	!= Terminated	All	All	All	All
James	Harvey	123987	Active	Y	Y	Y	Y
Employee	Two	2468	Active	Y	Y	Y	Y
Jacob	Hayes	AA156	Active	Y	Y	Y	Y
Julie	Anderson	janderson	Active	Y	Y	Y	Y
Jamie	Spencer	jspencer	Active	Y	Y	Y	Y



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Core

# Data Retention



Home

## What's the feature?

The data retention functionality will be available to all organizations this release.

## What's the value?

The Data Retention Functionality within UKG Ready can help organizations meet retention policy requirements however, not all organizations had access to the functionality. By turning it on for everyone and allowing users to create document retention policies for all documents, all organizations can maintain compliance around data retention.

## Who's impacted

Administrators

Feature Delivered

Off

Profiles/Policies > Data Retention > Policies

← Edit Policy

Policy

Name\* Data Retention Policy

Description

Applicable For Employee

Retention Period\* 2 Month(s)

Data Types

Rows On Page 20 1 Row

Name	Note
starts with	
Incidents	

Profiles/Policies > Data Retention > Profiles

← Edit Profile

Data Retention Profile

Name\* Data Retention Profile

Description

Applicable For Employee

Individual Removal Workflow Data Retention

Active

POLICIES

NAME	DESCRIPTION	RETENTION PERIOD
Data Retention Policy		60



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Experience  
Core

# Report Hub Updates



Home

## What's the feature?

- Provide support for the custom names tied to Account Extra Fields in all areas of the Report Hub.
- Introducing a new column request experience in the Report Builder that allows users to easily submit feedback to the UKG product team on what columns/data they need in the report.

## What's the value?

These updates help to provide a more robust experience as users find the right reports and fields they need.

## Who's impacted

Administrators

Managers

End Users

Feature Delivered

On



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Experience  
Core

# System Reports for Dashboards



Home

## What's the feature?

Two reports, the Global Access Report and Two-Factor Request Log Report, will now be available to use when creating/setting up dashboard tabs.

## What's the value?

The ability to add the two reports Global Access Report and Two-Factor Request Log report, will allow admins to quickly access necessary information with ease.

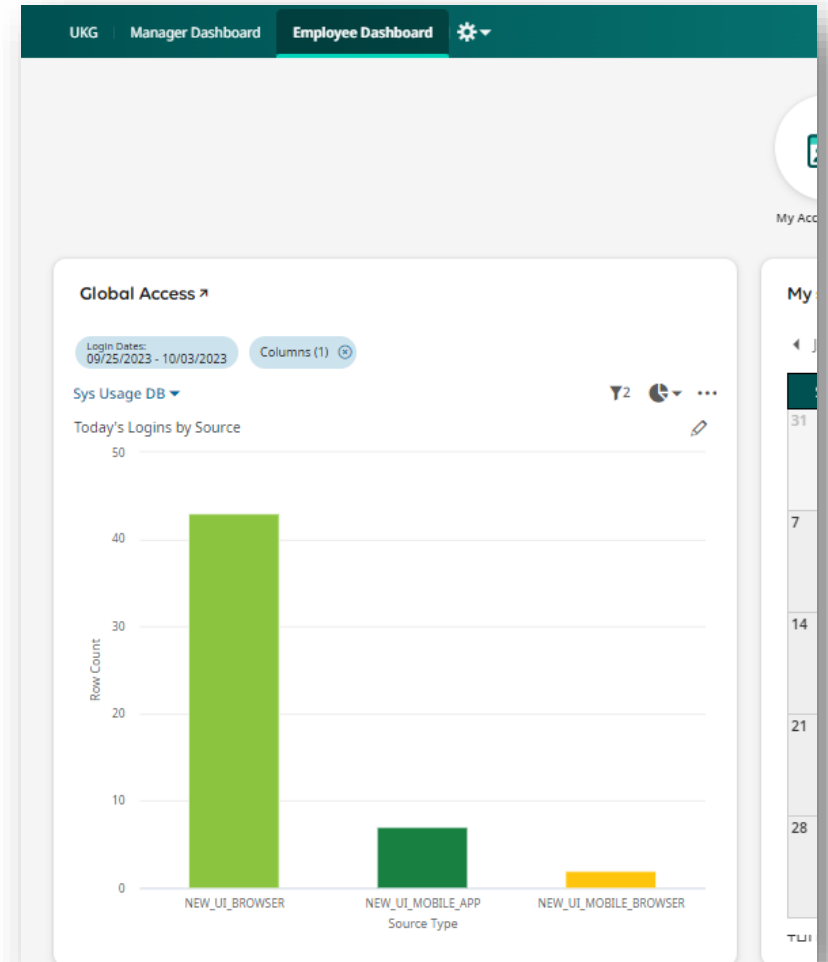
## Who's impacted

Administrators

Managers

Feature Delivered

Off







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Experience

# Custom Forms in Forms Hub



Home

## What's the feature?

In R89, we introduced the Forms Hub as a single point of entry to access the various forms available in your solution. We are expanding the functionality to allow for the Forms Hub to house your Custom Forms as well. Users will see their Custom Forms' links with the descriptions provided within the form's configurations.

## What's the value?

The Forms Hub organizes both system-defined and custom forms one may need to complete or manage on a day-to-day basis at a single point of entry

## Who's impacted

Administrators

Managers

End Users

Feature Delivered

On



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Experience  
Experience

# Insights Explorer Updates



Home

## What's the feature?

Introducing several new enhancements to the Insights Explorer to help improve the overall quality and use of the feature. Updates include:

- New Add Button: Insights Explorer column in the My Saved Reports that displays the Insights Explorer icon for those saved reports that include a saved pivot table.
- Simplified re-ordering process for conditional formatting to include up and down arrows instead of cutting and pasting values.
- Adding Guided Analysis within the Insights Explorer without having to navigate away.

## What's the value?

Provides faster access to features, reduced time to configure items, and simplified flow for several People Insights features.

## Who's impacted

Administrators

Managers

Feature Delivered

On

**Note:** This feature is only applicable to customers who license the People Insights module



Suite  
Experience  
Experience

# Verticals/ Sub-verticals



## What's the feature?

Starting in R91, admins can update their vertical and sub-vertical information to prepare for future use in the External Benchmark features. New verticals and sub-verticals include:

- Public Sector – Government
- Public Sector – Higher Education
- Public Sector – General
- Healthcare – Acute
- Healthcare – Non-Acute
- Healthcare – Post Acute
- Healthcare – General
- Manufacturing – Energy
- Manufacturing – Life Sciences
- Manufacturing – General
- Retail – Dining
- Retail – General
- Banking & Insurance – General
- Services & Distribution – General

## What's the value?

The new verticals and sub-verticals help to provide deeper, more aligned insights when comparing data within the External Benchmark features.

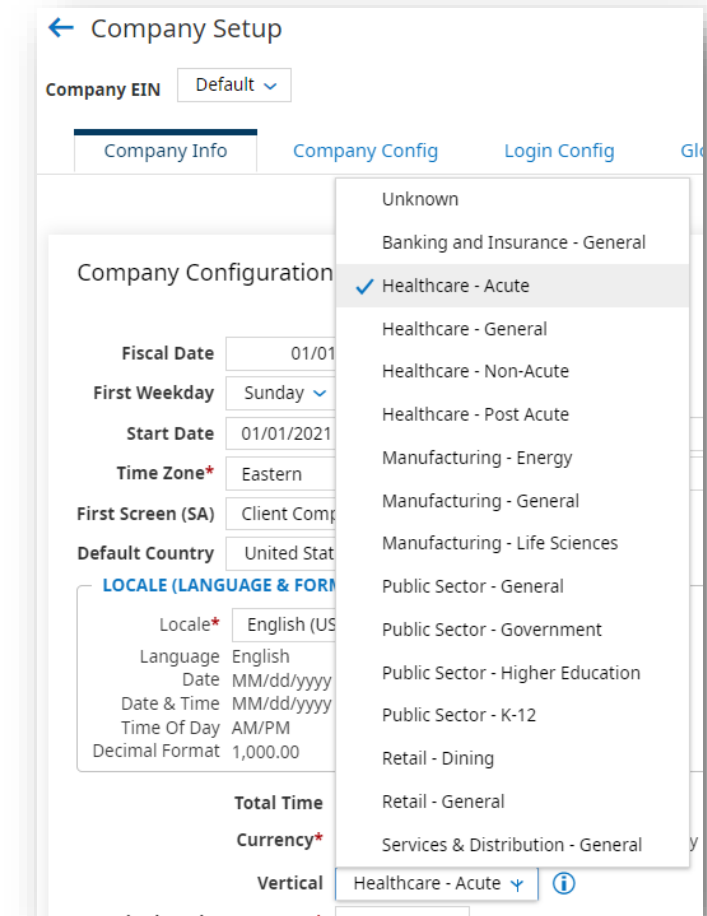
## Who's impacted

Administrators

Feature Delivered

Off

**Note:** This feature is only applicable to customers who license the People Insights module





## Workforce Management

# Release Highlights



Explore what's new by clicking a section below:

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- ▶ [InTouch Improvements](#)
- ▶ [Corrected Timesheet Report](#)
- ▶ [Manager Timesheet Change Request](#)
- ▶ [Leave Request Improvements](#)
- ▶ [State Sick Leave Compliance – California](#)
- ▶ [Mass Update Employee Shifts](#)
- ▶ [Mass Assign and Edit Shifts](#)

*Note: These are only some of the features being delivered in February; for details on everything included in the release, checkout the [February Release Notes](#)*



Workforce  
Management  
TLM

# InTouch Updates



## What's the feature?

- The ability to copy an InTouch configuration from an existing clock when added a new device and mass edit up to 20 terminals at a time
- Required InTouch Firmware scheduled updates on any new clock added or any existing clocked being edited

## What's the value?

- By adding the ability to copy an InTouch configuration admins save time during set up and have an easier time maintaining clocks in the future.
- All clocks will consistently be on the newest firmware which brings the latest functionality to your InTouch device as well as making it easier to deal with bugs/issues.

## Who's impacted

Administrators

Managers

Feature Delivered

Off



Workforce  
Management  
TLM

# Corrected Timesheet Report



## What's the feature?



A new report that shows all corrected timesheets, the processing status, and the period they were processed in.

## What's the value?

This report houses information around corrected timesheets in one place, saving admins time and helping alleviate some stress around the end of the pay period.

## Who's impacted

Administrators

Managers

Feature Delivered

On



Workforce  
Management  
TLM

# Manager Timesheet Change Request



Home

## What's the feature?

A new security option to give managers access to the same Timesheet Change Requests their employees access.

## What's the value?

Giving managers access to the Timesheet Change Requests will allow managers to streamline the time prep process by providing managers the ability to submit changes themselves instead of relying on employees and payroll administrators.

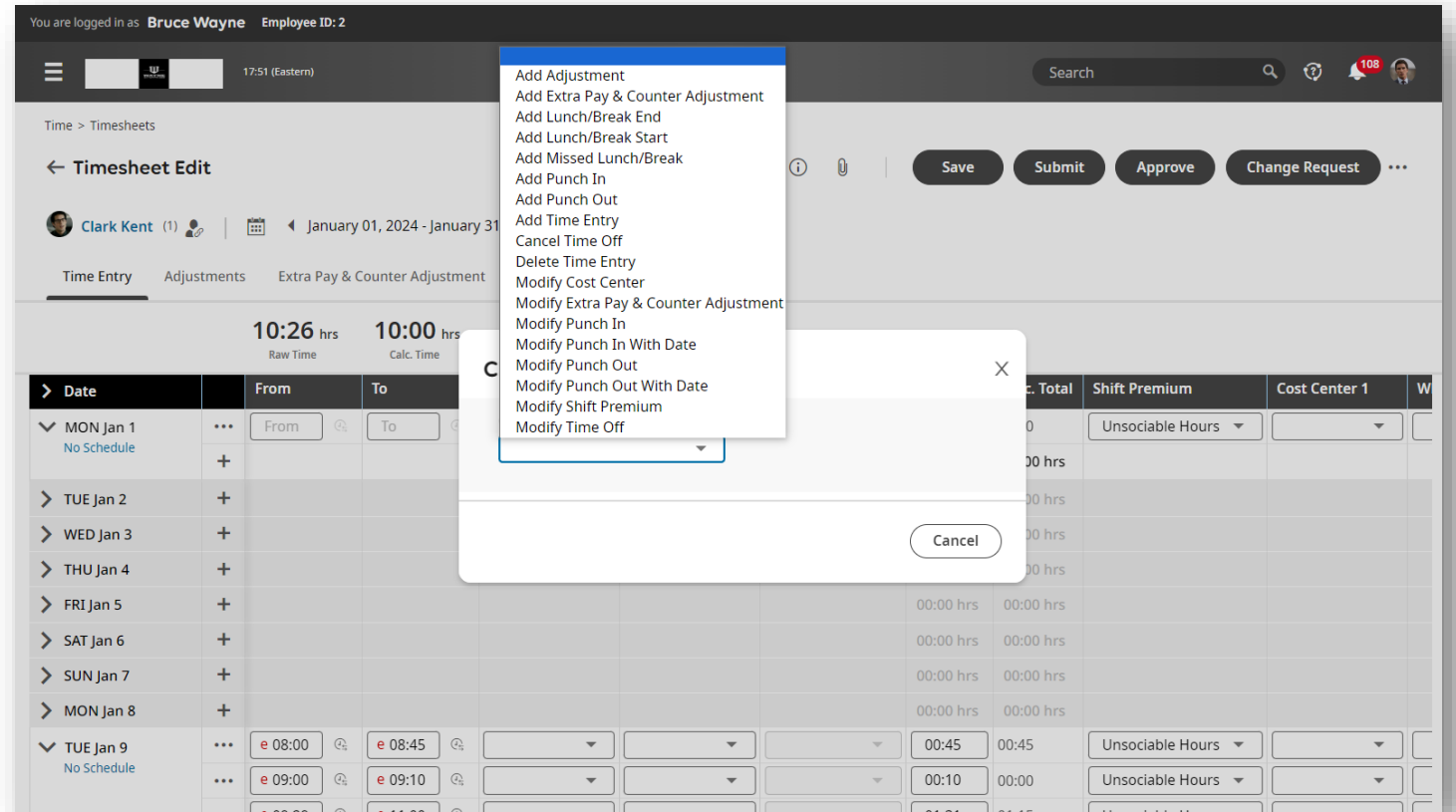
## Who's impacted

Administrators

Managers

Feature Delivered

Off





## Workforce Management TLM

# Leave Request Updates



## What's the feature?



There are two updates around the leave of absence module this release:

- The introduction of a new workflow available in the leave request profile to help collect the necessary documentation and provide comments on what is required documentation.
- Enhancing the Leave Request Questionnaire so employees can answer the questionnaire and view results directly from the request screen.

## What's the value?

These updates are made in effort to enhance the leave of absence process and make the process of submitting a request as easy as possible for both employees and administrators.

## Who's impacted

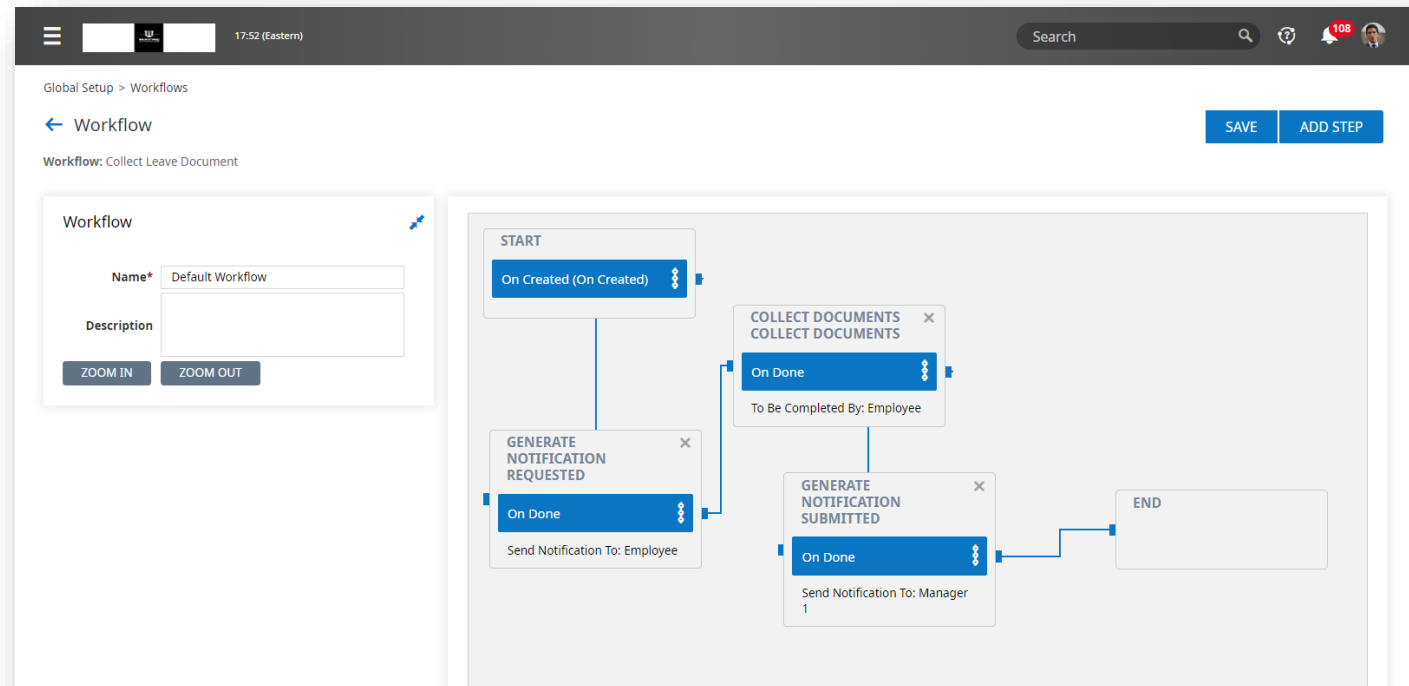
Administrators

Managers

End Users

Feature Delivered

Off







Workforce  
Management  
TLM

# CA State Sick Leave Compliance



Home

## What's the feature?

New notification filter options will be available around sick leave accrual balances, including notifications around balance information as of number of days following hire/start date.

## What's the value?

Recent Legislation passed in California states that employees must accrue:

- 24 hours of sick leave by their 120th calendar day of employment
- 40 hours of sick leave by their 200th calendar day of employment
- 40 hours of sick leave per year starting with their second year of employment

These updates are being made to help organizations with employees in California remain compliant

## Who's impacted

Administrators

Managers

End Users

Feature Delivered

Off

## Additional Feature Resources

- [California Paid Leave 2024 User Guide](#)



## Workforce Management Scheduler

# Mass Update Employee Shifts



Home

## What's the feature?

The introduction of a new page Modify Employee Schedules. This page will allow for multiple employees and their schedules to be selected and updated with new Work Schedule Profile shifts.

## What's the value?

This new page will provide a simpler, streamlined way to regenerate profiles to existing future schedules.

## Who's impacted

Administrators

Managers

End Users

Feature Delivered

Off



## Workforce Management Scheduler

# Mass Assign & Edit Shifts



Home

## What's the feature?

Introducing new functionality that will allow users to assign and manage shifts across an entire schedule.

## What's the value?

This functionality will easily allow managers to choose an employee and multiple weekdays within a schedule period for shift assignment/edits.

## Who's impacted

Administrators

Managers

Feature Delivered

Off



## Payroll

# Release Highlights



Explore what's new by clicking the features below:

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- ▶ [Scheduled Earnings and Deductions Columns](#)

*Note: These are only some of the features being delivered in February; for details on everything included in the release, checkout the [February Release Notes](#)*



Payroll

# Scheduled Earnings and Deductions Columns



## What's the feature?

The introduction of six new columns to be included in the Earning/Deduction/Tax Listing Report.

These columns include amounts and percentages for:

- Employee earnings
- Employee deductions
- Employer contributions for scheduled deductions

## What's the value?

Managers can now easily verify the accuracy of earnings and deductions by viewing the calculation and comparing scheduled versus actual amounts.

## Who's impacted

Managers

Feature Delivered

On



## HR Core

# Release Highlights



Explore what's new by clicking the feature below:

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- ▶ [Rankings Survey Type Question](#)
- ▶ [Benefit Plan Widget in Employee Profile](#)
- ▶ [Benefits Notification Widget in Benefit Profile](#)

*Note: These are only some of the features being delivered in February; for details on everything included in the release, checkout the February Release Notes*



HR Core

## What's the feature?



Adding a new survey question type to surveys and survey reporting. This will allow respondents to compare and arrange multiple options in order of preference.

Feature Delivered

Off

## What's the value?

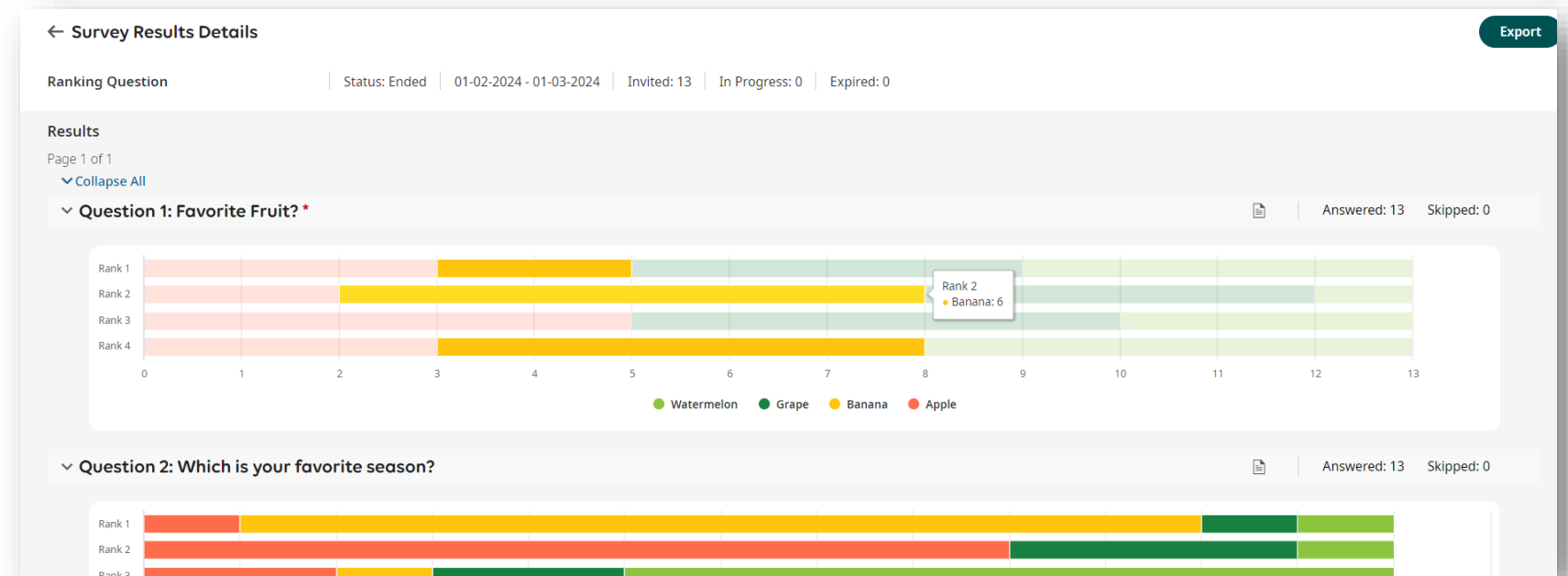
Ranking-type questions can help gain critical data about a participant's preference for one item compared to another.

## Who's impacted

Administrators

Managers

End Users



# Rankings Survey Type Question



Home



HR Core  
Benefits

# Benefit Plan Widget on Employee Profile



## What's the feature?

Converting the Benefits Plan widget on the employee profile from a table view to a report view. Users will be able to view all plans, both enrolled and waived, in one view.

## What's the value?

The report view allows for filtering and saved views making reporting and viewing benefits plans easier.

## Who's impacted

Administrators

Managers

End Users

Feature Delivered

On





HR Core  
Benefits

# Benefits Notification Widget in Benefit Profile



## What's the feature?



Adding a new widget within the Benefit Profile configuration so admins can easily view what notifications are configured to align with benefits. Admins will be able to edit existing and add new benefits notifications directly from the Benefit Profile configuration page.

## What's the value?

Provides a holistic view into the notifications configured to align to benefits enrollments within the profile where user settings are configured.

## Who's impacted

Administrators

Feature Delivered

On



Learning

Release  
Highlights



Explore what's new by clicking the feature below:

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- ▶ [Ready Learning Profiles Updates](#)
- ▶ [Course Completion in Training/Certification Reports](#)

*Note: These are only some of the features being delivered in February; for details on everything included in the release, checkout the February Release Notes*



Learning

# Learning Profiles Update



## What's the feature?

Adding the option to add Learning Profiles in the following areas:

- Global Defaults
- Default Job
- Cost Centers
- Custom Forms as part of an HR Action
- Required Profiles in Global Setup

## What's the value?

Improves the overall hiring and job change processes by reducing the limitations of only updating the Learning Profile on the employee's profile.

## Who's impacted

Administrators

Managers

### Global, Job, and Cost Center Defaults

PROFILES	
Accruals	<input type="text"/>
Attestation	<input type="text"/>
Benefit	<input type="text"/>
Bradford Factor	<input type="text"/>
Competency	<input type="text"/>
Counter Distribution	<input type="text"/>
Dashboard Layout Profile	Default
Data Retention	<input type="text"/>
Demographic	<input type="text"/>
Employee Perspectives	<input type="text"/>
Employee Sync	<input type="text"/>
Holiday	Holiday Table
Labor Distribution	<input type="text"/>
Leave of Absence	<input type="text"/>
Learning	<input type="text"/>
Pay Calculations	<input type="text"/>

### Feature Delivered

Off

### Custom Form Fields

Type	Employee	Edit Font
Field	Account Contacts	
Label	Profiles: Bradford Factor Profile	
Hide Label On Form	Profiles: Competency Profile	
Label Width	Profiles: Holiday Profile	
Field Order	Profiles: Labor Distribution Profile	
Position: x	Profiles: Learning Profile	
Width	Profiles: Leave Of Absence Profile	
Include Tooltip	Profiles: PST Population Profile	
	Profiles: Pay Period Profile	
	Profiles: Pay Prep Profile	
	Profiles: Performance Review Profile	

### Required Profiles in Global Setup

REQUIRED PROFILES	
<input type="checkbox"/>	ACA Profile
<input type="checkbox"/>	Access Profile
<input type="checkbox"/>	Accruals Profile
<input type="checkbox"/>	Attestation Profile
<input type="checkbox"/>	Benefit Profile
<input type="checkbox"/>	Counter Distribution Profile
<input type="checkbox"/>	Dashboard Layout Profile
<input type="checkbox"/>	Employee Perspectives Profile
<input type="checkbox"/>	Holiday Profile
<input type="checkbox"/>	Learning Profile
<input type="checkbox"/>	Leave of Absence Profile



Learning

# Completed Courses in Training/Certification Reports



Home

## What's the feature?

Adding courses completed within Ready Learning to the *Training/Certifications* report. This will include a column to capture the completion dates for the learning courses completed.

## What's the value?

Provides a comprehensive view of an employee's training record rather than having to look in multiple places.

## Who's impacted

Administrators

Managers

Employees



Feature Delivered

On



ACA

# Release Highlights



Explore what's new by clicking the feature below:

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- ▶ [ACA Filing Requirements for 2023](#)

*Note: These are only some of the features being delivered in February; for details on everything included in the release, checkout the [February Release Notes](#)*



ACA

# ACA Filing Requirements



## What's the feature? 🔥

Several updates have been made to assist with fulfilling ACA reporting requirements mandated by the IRS.

These updates include:

- 2023 AIR file format Updates
- Pressure-sealed version of form 1095-C
- CA Healthcare reporting annual updates
- DC Healthcare reporting annual updates

## What's the value?

Administrators can now perform ACA Year-end processing for 2023 and previous years, and 1095c forms will be available for employees. Managers will be able to share the latest forms with employees.

## Who's impacted

[Administrators](#)

[Managers](#)

[Employees](#)

Feature Delivered

On



Release  
Resources

Release  
Highlights



## Explore our other Release Readiness Resources!

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- ▶ [UKG Ready Release Readiness Page](#)
- ▶ [UKG Ready Suite Experience Spotlight Video](#)
- ▶ [UKG Ready Workforce Management Spotlight Video](#)
- ▶ [UKG Ready HR and Payroll Spotlight Video](#)
- ▶ readyConnect Panel (*in product*)
- ▶ Release Notes (*in product*) **My Info → Help → Download Documentation**

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