Arcoro BDHR & Core HR Release Notes
May 2022

Contents

Hire | Manage | Grow

Applicant Tracking   Onboarding   Core HR   Benefits Management   ACA Compliance   Time and Attendance   Compensation Management   Performance Management   Learning Management   Succession Planning

Release Overview

Arcoro is excited to announce the April release for our customers and partners. This release provides new features and enhancements to existing functionality for Arcoro Onboarding and Core HR. This document will describe the software updates and provide details to help you get started with these enhancements.

For those customers who have previously purchased the Onboarding and Core HR modules, this enhancement will be available to you. These enhancements will streamline the process of sending new hire employee profiles from Onboarding to Core HR. The process of sending new hire employee profiles will be quicker, include more information, and require less duplicate entry.

In this document, the use of 'Hiring Manager' describes the person who will be completing the new hire paperwork in Onboarding. The 'HR Admin' describes the person responsible for completing the employee's profile in Core HR.

Enhancements

Onboarded New Hire Tile

HR Admins will now have an Onboarded New Hires tile located on the dashboard in Core HR. After selecting the Onboarded New Hires tile, the HR Admin will arrive at the Onboarded New Hires page and see a list of new hires from the Onboarding module.

The HR admin can select the hyperlinked employee name and they will be directed to the employees' profile to complete and save.

Who will appear on the Onboarded New Hire tile?

Incomplete New Hire information will now be available in Core HR for the HR Admin to begin assigning workflows and completing the employee record.

- Incomplete New Hire refers to a New Hire who has completed the employee portion of the new hire paperwork in Onboarding
- Incomplete New Hire has not been completed by the Hiring Manager in Onboarding or the HR Admin in Core HR.
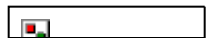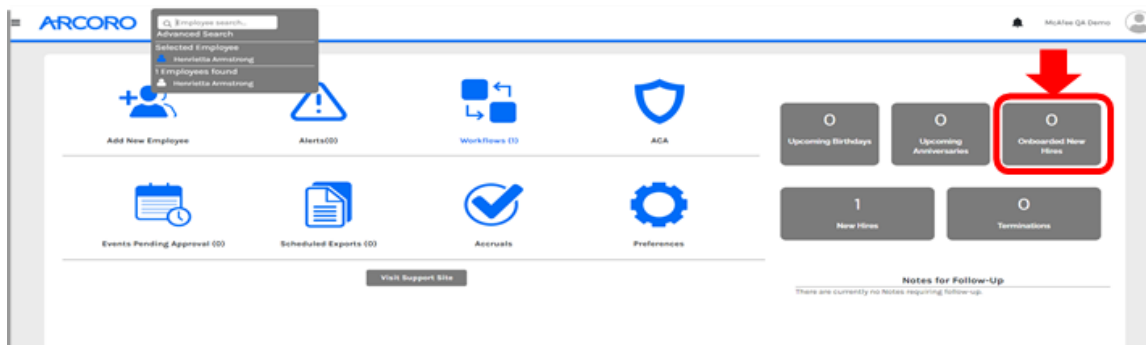
Onboarded New Hire Page

The Onboarded New Hires page includes employees who have completed their New Hire paperwork. The page includes:

- Employee's Name
- Title
- Facility
- HR Admin Complete column
- Hiring Manager Complete column

The Hiring Manager and HR Admin columns indicate who has completed their portion of the new hire process. If an employee is both HR Admin Complete and Onboarding Manager Complete, they will no longer appear on the Onboarded New Hires page.

Defining HR Admin & Onboarding Manager complete

- HR Admin Complete – The employee has all required fields completed and is saved in Core HR. After an employee is HR admin complete, their name will no longer be hyperlinked for easy navigation in Core HR.
- Onboarding Manager Complete – The Hiring Manger paperwork has been completed for the New Hire, including the I9 Form. All updates and edits to the employee record to make them Onboarding Manager Complete are required to be completed in the Onboarding module.

Documents

Documents completed in Onboarding will pass to Core HR. After a new hire has been saved in Core HR **and** the new hire is Manager Complete in Onboarding, their completed new hire documents will be available in Core HR to be viewed on the employee's profile.

All documents associated with the new hire in the Onboarding filing cabinet will be available in Core HR, except for the Complete Employee File in Onboarding. Some examples of the documents are included below.

- I9 *
- Federal W-4
- State W-4 (If applicable for new hire's Onboarding location)
- Voluntary Self Identification
- Direct Deposit
- Each Individual Policy Acknowledgement
- Each Individual Custom Form

HR Admins will navigate to Documents in Core HR as they do today.   In an employee's profile, navigate to Employee > Documents.

Note: Documents added to Onboarding **after** the Hiring Manager has completed the new hire paperwork **will not** continue to pass to Core HR. **Best practice** is to add any additional documents to Core HR once the Onboarding paperwork has been completed by the Hiring Manager.

Pay Rates

Payrate will continue to pass from Onboarding to Core HR using the enhancement.

The new process focuses on data priority with Core HR being the number one priority. Once the pay rate record has been created in Core HR it will be considered as the source for pay rate information.

Employee payrates that are entered in the Applicant Tracking and Onboarding module will be used to create the employee's compensation pay rates record in Core HR. Payrates that are entered into ATS (Applicant Tracking System) will continue to be available in Onboarding and will be added to Core HR.

- Once the Pay Rate has been set in Core HR by the HR Admin, or when the New Hire is Hiring Manager complete in Onboarding, the Pay Rate will no longer be editable in Onboarding.
- Payrate information that will be used to create the record in Core HR
  - Pay Rate Type
    - Hourly or Salary
  - Start Date
  - Pay Rate

State Taxes

After a new hire has completed their State W4 form in Onboarding and the HR Admin saves an employee record in Core HR with a valid Hire Date, a state tax record will be created with a start date that is populated from the Employee's Core HR Hire Date.

State taxes completed during new hire paperwork in Onboarding will pass and create a state tax record in Core HR. Customers will have the following default Tax settings based on the state's form:

- Allowances (often noted as Exemptions)
- Additional Allowances
- Filing Status
- Exempt (the ability to claim exempt)

For additional information about the previous State Tax release: State Tax Release Notes

User Defined Fields

User Defined Fields added to Core HR will be available to add as a Shared Custom Field in Onboarding for either the employee or manager's completion during new hire paperwork.

User Defined Fields in Core HR remain UDF (User Defined Field) text 1-5 and UDLF (User Defined Lookup Field) (User Defined Lookup Field) 1-15 in Core HR and the maximum number of Shared Custom Fields originating in Core HR remains 7.

Once a User Defined Field has been added to Core HR, it will be available in Onboarding for selection. The 'Add Shared Custom Field' is how you will manage which User Defined Fields added in Core HR are presented to the Employee or Manager in new hire paperwork

New Hire Dashboard   Electronic Filing Cabinet   Reports   Administration

Business Units   Locations   Users   Policies   Notifications   Job Titles   Bulk Import   Forms   Custom Fields   New Hire Experience   Hiring Templates

Employee Fields

[Add Custom Field] [Add Shared Custom Field]

Field Label	Field Type	Required	Shared	Action
Employement Type	Dropdown	No	No	•••
UDF 1	Text	Yes	No	•••
UDF 2	Date	No	No	•••
UDF 3	Dropdown	No	No	•••

Manager Fields

[Add Custom Field] [Add Shared Custom Field]

Field Label	Field Type	Required	Shared	Action
UDF 5	Text	Yes	No	•••
UDF 6	Date	No	No	•••
UDF 7	Dropdown	No	No	•••
Shoe Size	Text	No	Yes	•••

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Selecting 'Add Shared Custom Field' on either the Employee or Manager side will present the user with the list of available User Defined Fields added in Core HR.

When the customer has reached their limit of 7 Shared Custom Fields, they will see the 'Add Shared Custom Field' is grayed out and the user is unable to select this option.

There are two reasons why a user would see the 'Add Shared Custom Field' grayed out.

1. No UDF's have been added to Core HR
2. A maximum of 7 UDF's have already been used.

Supported Browsers

The Arcoro platform is designed to provide browser-neutral service delivery. It is recommended that you use modern browsers, as we make every attempt to support the latest versions of the following browsers.

Browser	Version
Microsoft Internet Explorer (not compatibility mode)	11
Microsoft Edge	Latest*
Mozilla Firefox	Latest*
Google Chrome	Latest*
Apple Safari	Latest*

* Browser updates occur on a schedule outside of our release process and we cannot control issues as a result of a recent browser update. Our overall strategy is to maintain active browser support based on demand. Regardless of formal browser support, we will always troubleshoot and correct issues impacting users to the best of our ability within reasonable means.

Mobile Device Support

Arcoro views mobile device support as a critical capacity for our customers and we continue to add functionality to enhance the user experience on mobile devices. However, with many different devices and device specific software, it is impossible for Arcoro to test against every possible combination.

To help focus our efforts and support for Infinity HR, CBIZ, and Totem Tools mobile apps, only the following versions of the iOS and Android operating systems will be supported moving forward from version 1.0.17:

- iOS: The latest public version and up to one previous version
- Android: The latest public version and up to two previous versions

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Devices already in use?

- If you or your employees are already using our mobile app on older operating systems than listed above, those copies may still work, but will not receive any updates until you update your operating system to the latest supported version(s)

New users with an old operating system?

- For Android users with older versions of the Android operating system that are new to our mobile app, they will only be able to install the latest compatible version for their operating system version
- For iOS users with older versions of iOS that are new to our mobile app, they will not be able to install the app until they have updated iOS to the latest supported version(s)

Technical Support

For technical assistance for any of our modules, contact our support staff at:

Phone: 1-877-252-2168

Web: support.arcoro.com

Email: support@arcoro.com

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