

BerniePortal

April 2021 Release Notes

Three areas of improvement:



1 New Offboarding Checklists:

- Employers generally keep a checklist of all the things that need to be done once an employee is terminated (e.g. clear contents of work computer, deactivating their work email)
- Employers who do this are more prepared for when that employee has left the company, and make it much easier, administratively, whenever that happens
- This update allows employers to create template checklists that they can use within BerniePortal to help ensure that they have completed all necessary tasks when an employee leaves the company

2 New Employee Census Spreadsheet:

- The new version of the employee census spreadsheet comes with some newly added columns for “Preferred Name” and “Middle Initial”
- There are also some minor improvements that will make it easier for BerniePortal to accept files (e.g. SSNs can now have dashes, employee states can be accepted now by their two letter abbr. or full name)
- Don’t forget to remove any previous versions of the employee census spreadsheet from your computer and download this new version when adding new employees

3 Changing “None” Designation to “Not assigned” for Subgroups:

- There is no change to any underlying functionality
- This update is in response to feedback that using the term “Not assigned” rather than “None” will make it clearer that HR is supposed to assign employees to subgroups