BerniePortal

July 2021 Release Notes

Three areas of improvement:

1 **Time & Attendance: Allow Employees to Indicate Where Their Time Worked Should Be Allocated:**

- This can be used to track if the employee was working at one company under a common employer versus another
- Or it can be used to keep track of what employees are working on based on what "project" they assign clocked hours to
- Or it can used to indicate which client an employee was performing work for
- Employees get the option to assign those hours when they clock in or out
- BerniePortal reports accurately summarize where hours were assigned by each employee during a given pay period

2 **More Types of Employee Information Can Now Be Updated Via the "Mass Update" Capability:**

- Prior to this update, HR could only update an employee's salary using the Mass Update capability
- Now, HR can save time by updating Employee IDs and Addresses for as many employees as it wants at once

3 **Improvements to the "Plan Documents" Component for Plan Configuration:**

- This update allows you to simply drag and drop PDF attachments in the desired order
- Employees will see the documents in the same order when they go through enrollment

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