

BerniePortal

January 2021 Release Notes

Three areas of improvement:



1 Team Directory:

- Employees can now see their colleague's contact information (email and phone number) in their own employee account.
- Employees can also now view their company's Org Chart in their own account which can help remind employees who is on what team and what managers lead those teams.
- Visibility to these features are set by the Employer.
- The Org Chart auto-populates as long as Employees are assigned Managers.

2 New PTO Report:

- This report will allow users to generate an at-a-glance PTO report that includes:
 - Information of current employee PTO balances
 - Used PTO amounts
 - Future Scheduled PTO amounts
 - Employee PTO Approvers

3 Onboarding Improvements:

- When a user is going through onboarding, that user's progress will save after each completed onboarding step.
- This means employees will no longer have to complete the entire onboarding process in one sitting and can return to where they last left off, should they need to exit their session to gather more onboarding materials.