

# 2019.2 Release Notes



# Table of Contents

Release Overview.....	2
Recruiting.....	3
Work Hands Job Board Removed.....	3
Functionality Changes for e-Commerce, Hunter, and AGC Accounts.....	3
Onboarding.....	4
Onboarding Enhancements.....	4
2019 Federal Form W-4.....	4
Performance.....	5
Notice of Evaluation.....	5
Learning Management System.....	5
View/Edit Completion Date.....	5
Resolved Issues.....	6
Supported Browsers.....	9
Mobile Device Support.....	9
Technical Support.....	10
Copyright Information.....	10

# Release Overview

BirdDogHR is excited to announce the 2019.2 Release for our customers. To aid with communicating updates on multiple modules, all enhancements and updates for the entire BirdDogHR Talent Management System is contained in this document. If you are interested in extending your license to include additional modules, please reach out to your BirdDogHR Customer Success Manager for more information.

This release provides new features, enhancements to existing functionality, as well as resolutions to known issues intended to improve the usability, scalability, and performance of the BirdDogHR Talent Management System. This document will describe the software updates and provide details to help you get started with these enhancements.

# Recruiting

## Special Notes

### **Work Hands Job Board Removed**

Starting January 25, 2019, BirdDogHR has decided to discontinue job distribution to the Work Hands job board. This decision was twofold: a low number of adequate candidate numbers and integration/function issues with this job board. Please contact your Customer Success Manager if you have concerns.

### **Functionality Changes for e-Commerce, Hunter, and AGC Accounts**

It was discovered that some accounts had erroneous access to offer letters and some administrative functionality. As a result, that functionality was turned off for those accounts. Customers with full subscriptions to the ATS module will not be impacted. If you have concerns, please contact Customer Care.

# Onboarding

## Onboarding Enhancements

This release includes the following enhancement to the Onboarding module:

### 2019 Federal Form W-4

**Form W-4 (2019)**

**Future developments.** For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** You may claim exemption from withholding for 2019 if **both** of the following apply:

- For 2019 you had a right to a refund of all federal income tax withheld because you had **no** tax liability, **and**
- For 2019 you expect a refund of all federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

**General Instructions**

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine your tax withholding more accurately. Consider using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

**Filers with multiple jobs or working spouses.** If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

**Nonwage income.** If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to find out if you should adjust your withholding on Form W-4 or W-4P.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Specific Instructions**

**Personal Allowances Worksheet**

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

**Line C. Head of household please note:** Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

**Line E. Child tax credit.** When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

**Line F. Credit for other dependents.** When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

**W-4** Employee's Withholding Allowance Certificate

OMB No. 1545-0074  
**2019**

Department of the Treasury  
Internal Revenue Service

1 Your first name and middle initial Last name 2 Your social security number

Home address (number and street or rural route) 3  Single  Married  Married, but withhold at higher Single rate.  
Note: If married filing separately, check "Married, but withhold at higher Single rate."

City or town, state, and ZIP code 4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card.

5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) 5

6 Additional amount, if any, you want withheld from each paycheck 6 \$

7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption.  
• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and  
• Last year I expect a refund of all federal income tax withheld because I expect to have no tax liability.  
If you meet both conditions, write "Exempt" here 7

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)

8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.) 9 First date of employment 10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form W-4 (2019)

The 2019 Federal Form W-4 is now available with BirdDogHR's Onboarding module. Both the English and Spanish versions of the form were updated.

*Note: Revised state withholding forms will be updated in a series of patch releases as they become available.*

# Performance

## Notice of Evaluation

Mail Merge Fields have been added to the Notice of Evaluation. These will allow further customizations of the emails sent to employees, managers and administrators.

- “~Employee\_First\_Name~” will populate with the evaluation subject’s first name
- “~Employee\_Last\_Name~” will populate with the evaluation subject’s last name
- “~Rater\_First\_Name~” will populate with the rater’s first name
- “~Rater\_Last\_Name~” will populate with the rater’s last name

# Learning Management System

## View/Edit Completion Date

This release also includes an enhancement that allows Learning and Training Administrators to fill and adjust the completion date of course and class enrollments. Users with access to the Course Roster page will be able to add a completion date when editing a learner’s status individually to a completed status (Complete-Pass, Complete-Fail or Waived). This can also be completed en masse on a Class Roster page using the “Complete All” option or the “Change Statuses” option.

The screenshot displays the LMS interface with the following elements:

- Buttons: Enrollment Closed, Enroll Someone Else, Activate Class
- Special Actions: [Select Action] dropdown, Go button
- Complete All: Enter Grade or N/A input field, Select Complete Date input field with calendar icon, Go button
- Class Roster Table:

STATUS	STUDENT	APPLIED ON	COMPLETION DATE	GRADE
Incomplete	Bernard, Andy	1/31/2019		
- Modal Form (pop-up):
  - Completed: Change status: Complete - Pass (dropdown)
  - Completion Date: 1/31/2019 (input with calendar icon)
  - Grade: 95 (input)
  - Buttons: Update, Cancel

## Resolved Issues

The following issues have been resolved in this release. These issues may not affect all customers. Issues are sorted in numerical order by tracking ID.

If additional information is required, please contact Customer Care and reference the ID #'s displayed.

Tracking ID	Functional Area	Description
<b>ATS-2704/ CC-1280</b>	GET Job Candidate API	GET Job Candidate API was updated to include data across all business units for accounts that have business units enabled.
<b>ATS-2685/ CC-1246</b>	Job Refresh	In some accounts, users were being prompted to refresh jobs more frequently than every 30 days.
<b>ATS-2701/ CC-1270</b>	Automatic Job Refresh	Refresh eligibility dates were displayed for jobs in accounts with auto-refresh enabled. These dates were removed to reduce confusion.
<b>ATS-2719/ CC-1291</b>	Job Distribution	The Work Hands job board was refreshing incorrectly. Due to this issue and low candidate flow, the job board was removed from the Job Distribution area.
<b>ATS-2722/ CC-1293</b>	Job Refresh	In some accounts, users were not being prompted to refresh eligible jobs.
<b>ATS-2706/ CC-1277</b>	Attach Candidate to Job	Users were unable to manually attach candidates to a job while using Internet Explorer.
<b>ATS-2711/ CC-1287</b>	Agency Portal	In accounts with the Agency Portal enabled and if an agency was associated to an existing job, the agency notification was not being sent.
<b>ATS-2741/ CC-1318</b>	Custom User Roles	In some cases, users with custom user roles could not see all activity in the activity history area.
<b>ATS-2739/ CC-1309</b>	All Job Report	The custom fields on the All Jobs Report were occasionally appearing out of order.
<b>ATS-2686/ CC-1241</b>	Offer Letters	In some cases, an error presented when users pressed the "Manage Applicant Offer Letter" icon.

<b>ATS-2718/ CC-1288</b>	Candidate Email	When sending a candidate email with values selected in the CC and BCC lines, users were unable to send the email.
<b>ONB-919/ CC-1282</b>	Federal W-4 Exemptions	The logic on the Federal W-4 has been expanded to prevent new hires from entering "0" on line 5 and 6 if they claimed to be exempt.
<b>ONB-948/ CC-1321</b>	Pay Frequency in Post Hire Process	In accounts with a Spectrum integration, the Pay Frequency field was not allowing a value to be added during the manager post hire process.
<b>PRF-474/CC-983 PRF-476/CC-978</b>	Evaluation Notifications	Evaluation reminders will be sent on the same schedule for managers and employees (for self-evaluations).
<b>PRF-571/ CC-1305</b>	Evaluation Forms	Goals in "Pending" status will not be displayed on an evaluation until they've been approved.
<b>PRF-569/ CC-1298</b>	Evaluation Form Goals	Goal sections will be hidden on 360 and Project Evaluation forms.
<b>PRF-559/ CC-1274</b>	Evaluation Form Creation	Advanced settings options will be hidden for 360 and Project Evaluation forms.
<b>PRF-560/ CC-1275</b>	Approval Queue	Updated the display of Goals on the approval queue.
<b>PRF-561/ CC-1276</b>	Goal Notifications	Reminder emails will not be sent about goals that were rejected.
<b>PRF-566/ CC-1294</b>	Reporting	Scores on Project Reviews will display on AdHoc Reports.
<b>PRF-568/ CC-1297</b>	Custom Roles	LMS Restrict Admin permission was updated to prevent course creation.
<b>LMS-1713/ CC-1308</b>	Course Roster	Users can delete enrollments to online courses from the course roster page.
<b>LMS-1714/ CC-1311</b>	Training History	Users will be able to select existing courses when submitting course history.
<b>LMS-1717/ CC-1312</b>	Training History	Double-clicking on the Add to History page will not duplicate submissions.



**LMS-1682/  
CC-1283**

Class Roster

Changing status at the class page will revert to "Required Acknowledgement" properly.

**LMS-1721/  
CC-1320**

Reporting

Training History Pending Approvals report was created.

## Supported Browsers

The BirdDogHR Talent Management System 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

BirdDogHR 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 BirdDogHR to test against every possible combination. With any questions or concerns, please feel free to contact our support team.

# Technical Support

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

- **Phone: 1-877-252-2168**
- **Web:** <http://support.birddoghr.com>
- **Email:** [customercare@birddoghr.com](mailto:customercare@birddoghr.com)

## Copyright Information

Copyright © 2019 BirdDogHR. All rights reserved.

This material is proprietary to BirdDogHR. It contains confidential information owned by BirdDogHR and furnished pursuant to contacts between BirdDogHR and its customers. This material may not be used, reproduced, copied, disclosed, or transmitted, in whole or in part, beyond the terms of the customer's contract without the express written consent of BirdDogHR.

BirdDogHR™ and its respective tag lines, logos and marks are trademarks owned by BirdDogHR, registered in multiple jurisdictions. All other trademarks are owned by their respective owners.

BirdDogHR  
4453 NW Urbandale Drive  
Des Moines, IA 50322  
U.S.A.

Phone: **1-877-252-2168**  
Email: [customercare@birddoghr.com](mailto:customercare@birddoghr.com)  
Website: [www.birddoghr.com](http://www.birddoghr.com)