

2019.12 Release Notes

December 31, 2019



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Release Overview

BirdDogHR is excited to announce the 2019.12 Release for our customers. To aid with communicating updates on multiple modules, all enhancements and updates for the entire BirdDogHR Talent Management System are 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.

Enhancements

Onboarding

This release includes the following enhancement to the Onboarding module:

2020 Federal W-4 Update

The Internal Revenue Service (IRS) has released an updated Form W-4 to be used beginning January 1, 2020. In compliance with the Tax Cuts and Jobs Act law of 2017, the new Form W-4 features sweeping changes to the form, including the removal of allowances and major formatting changes. To help our customers remain compliant, the form has been updated across the Onboarding module.

In the new hire paperwork, the Federal W-4 step has been updated to display the 2020 form. New hires who have been created in Onboarding but have not completed their paperwork by January 1st, will have the 2019 form swapped with the 2020 form in their new hire paperwork. If they have already completed the form but have not completed their paperwork, the system will require them to revisit the Federal W-4 step and complete the updated form.

The screenshot shows a web application interface for completing a 2020 Federal W-4 form. At the top, there is a navigation bar with icons for Personal, Contact, Additional Info, VSI, I9, Federal W-4, State W-4, Direct Deposit, Tax Break, Policies, Additional Forms, Review, Sign, and Complete. Below the navigation bar, there is a "Select Language" dropdown and a "Show Spanish Form" checkbox. The main content area is titled "Complete Your Federal W-4" and features a progress bar with "FR" selected and "50%", "100%", and "200%" options. The form itself is titled "Form W-4 Employee's Withholding Certificate" and includes the following fields:

Step 1: Enter Personal Information	(a) First name and middle initial Some	Last name Guy	(b) Social security number 456-78-9123
	Address 123 Fake St City or town, state, and ZIP code Fort Lauderdale, FL 33331		► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
(c) <input type="radio"/> Single or Married filing separately <input type="radio"/> Married filing jointly (or Qualifying widow(er)) <input type="radio"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			

The Spanish version of the 2020 Form W-4 is available when the “Show Spanish Form” checkbox is used.

The Review step of the new hire paperwork has been updated to reflect the new 2020 Form W-4 fields. New hires will have a chance to review their selections before electronically signing the 2020 Form W-4.

W-4 Federal	
Filing Status:	Single or Married filing separately
Two Jobs Total:	No
Dependent Withholding:	\$0.00
Other Income:	\$0.00
Deductions:	\$0.00
Extra Withholding:	\$0.00
Exemption:	No

Once the new hire paperwork has been completed, Federal Form W-4 is accessible in the electronic filing cabinet. The employee summary has been updated to display the new 2020 fields. If a new hire filled out a W-4 prior to 2020, the correct fields and form version will still be available.

Tax Information	
W-4 Federal Exempt:	No
W-4 Federal # of Allowances:	1
Filing Status:	Single
Two Jobs Total:	No
Dependent Withholding:	
Other Income:	
Deductions:	
Extra Withholdings:	

The SFTP report has been updated to include four new columns that correspond to new 2020 Form W-4 fields and will still include fields for earlier versions of the form. The filing status column will report both old and new statuses, depending on the form version used by the new hire. The integration between the onboarding and core/payroll modules, Employee Document API, and the standard export have been updated accordingly.

Additional Enhancements

This release also includes the following minor enhancements:

Enhancement	Description
New “Marital Status” field	A new “Marital Status” field has been added to the “Personal” step of the new hire paperwork. Since the new filing statuses for Form W-4 do not correspond to marital statuses, this optional field captures the information.

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

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