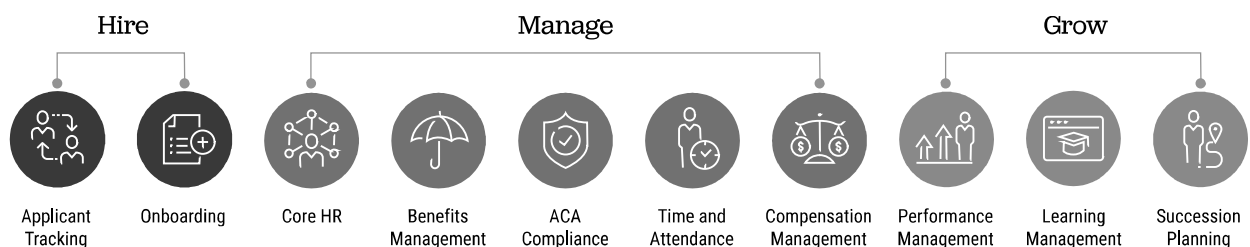


# Arcoro Core HR Release Notes

March 17, 2022

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# Release Overview

Arcoro is excited to announce the March 17, 2022, release for our customers and partners. This release provides new features and enhancements to existing functionality for Arcoro Core HR. This document describes the software updates and provides details to help you get started with these enhancements.

## Update on Browser Support

Microsoft IE V11 is no longer supported by Microsoft. Upgrade to Microsoft Edge to take advantage of the latest features, security updates and technical support. Beginning June 15, 2022, Arcoro will no longer support Microsoft IE V11.

## Enhancements

### New Pay Stub PDF Import

A new workflow has been added within Core HR where customers can easily upload their employees' pay stubs. Pay stub PDF files can be a continuous file with all employees' ACH (Automated Clearing House) vouchers or pay checks within each file. Core HR will "split" the pay stub file by employee and post to the employee's paystub detail page within Core HR, which is accessible via the Employee Portal and the mobile app.

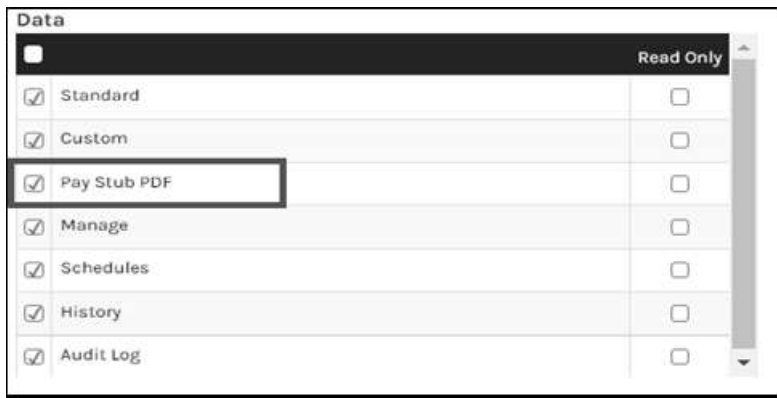
### Pay Stub User Interface Details

Pay Stub templates need to be set up by Arcoro to use the Pay Stub interface within Core HR. Once the templates are configured, access the Pay Stub templates by navigating to Data > Imports > Pay Stub PDF.



\*Customers will need to add the new navigation menu option to their existing Admin users with the following steps:

- Navigate to Setup > Administrators
- Click on the name of the user who should have access.
- Under the Page Settings tab, navigate to the Data settings and check the Pay Stub PDF option.

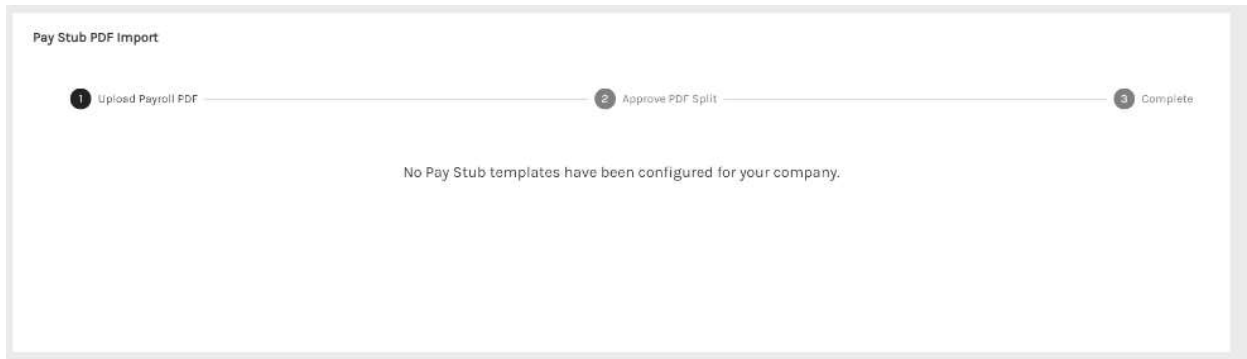


The screenshot shows a table titled 'Data' with a 'Read Only' header. The table has two columns: a checkbox column and a text column. The rows are: Standard, Custom, Pay Stub PDF (highlighted with a red box), Manage, Schedules, History, and Audit Log. All checkboxes in the first column are checked.

<input type="checkbox"/>	Read Only
<input checked="" type="checkbox"/>	Standard
<input checked="" type="checkbox"/>	Custom
<input checked="" type="checkbox"/>	Pay Stub PDF
<input checked="" type="checkbox"/>	Manage
<input checked="" type="checkbox"/>	Schedules
<input checked="" type="checkbox"/>	History
<input checked="" type="checkbox"/>	Audit Log

to

Until a template configuration has been created by Arcoro, you will not be able to upload your Pay Stub file. Please work directly with your account manager.



The screenshot shows the 'Pay Stub PDF Import' screen. At the top, there is a progress bar with three steps: 1. Upload Payroll PDF, 2. Approve PDF Split, and 3. Complete. Below the progress bar, there is a message: 'No Pay Stub templates have been configured for your company.'

Once the templates have been created, select the appropriate file to import. During this process, the system will begin to “split” the PDF file by employee and check date and will display

the results so customers can review and verify.

**PDF Split Data Review**

On-Cycle

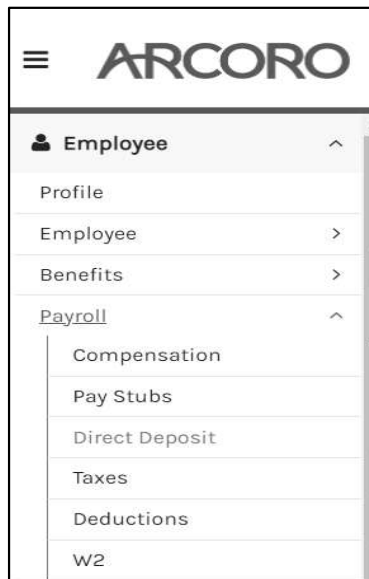
0 Flagged 4 Pay Stubs \$3,669.27 Total Net Deposit

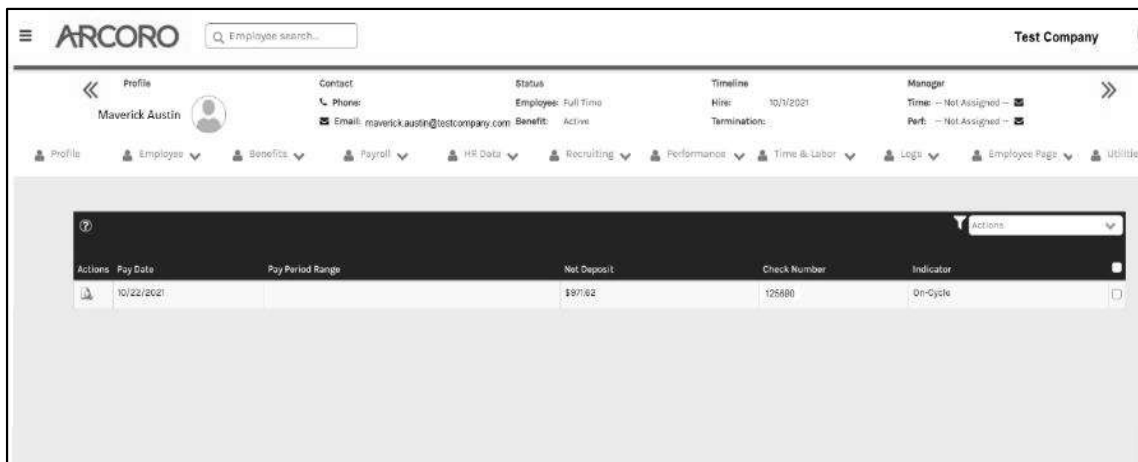
Pages	Employee ID	Employee Name	Employee Status	Pay Date	Net Deposit	Pay Period Start	Pay Period End	Check Number	Pay Stub
1	00123	Arial Montanna	Full Time	10/22/21	\$986.91	Not Mapped	Not Mapped	115269	View PDF
1	00124	Maverick Austin	Full Time	10/22/21	\$971.62	Not Mapped	Not Mapped	125680	View PDF
1	00563	Kyle Paige	Full Time	10/22/21	\$1,037.13	Not Mapped	Not Mapped	116500	View PDF
1	00218	Laine Peter Frost	Full Time	10/22/21	\$673.61	Not Mapped	Not Mapped	115270	View PDF

Items per page: 25 1 - 4 of 4

Delete Pay Stub Upload Back Approve and Complete

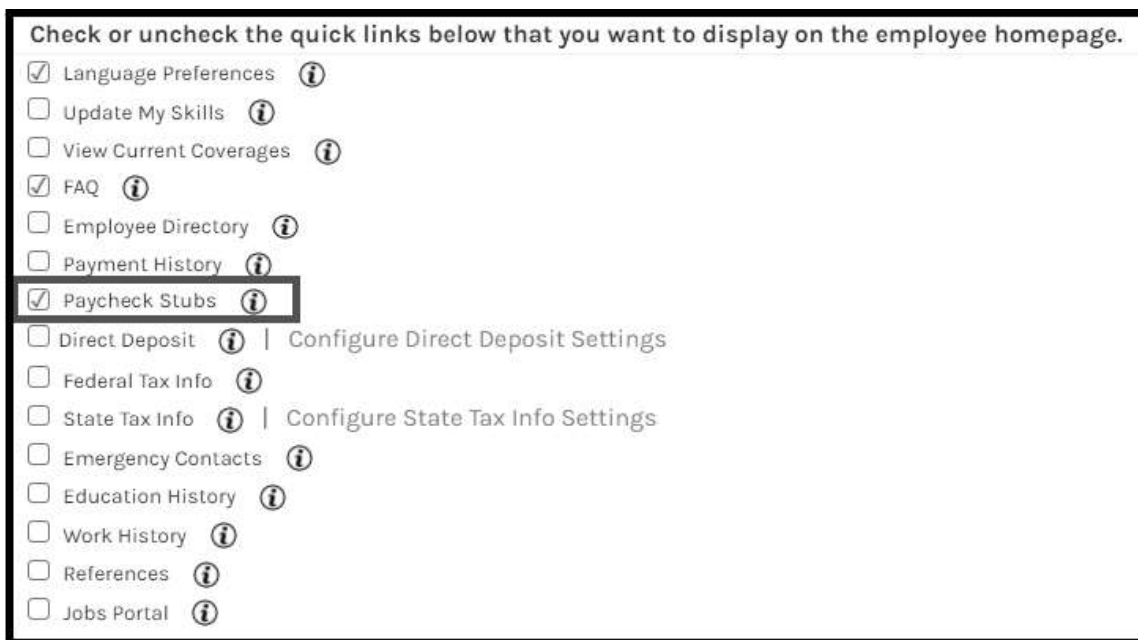
Once validated, 'Approve and Complete' this process will post each individual pay stub for each employee. The pay stub can be accessed on the employee pay stub view under the payroll menu option, or by the employee when logged into their employee portal.





Before employees can view their pay stubs via the portal or mobile app you must first ensure you have the menu option enabled.

- To enable, navigate to Setup > Setup Properties > Employee Portal Setup > Employee Portal > Quick Links and select Paycheck Stubs.



Where employees will be able to view their paycheck stubs depends on what theme the employee portal is set to.

Example: **Theme is set to *New Dashboard***

Employees will be able to access their paycheck stubs under Pay Data by selecting View Paystub Page.

Pay Data




2/16/2022

3/1/2022

Current Pay Date

Next Pay Date

View Paystub Page

Actions	Pay Date	Pay Period Range	Net Deposit	Check Number	Indicator	
	05/22/2020	05/08/2020 - 05/21/2020	\$1,879.26	10000, 8994	R	<input type="checkbox"/>
	10/05/2021	09/15/2021 - 09/28/2021	\$-1,032.60	230497	On-Cycle	<input type="checkbox"/>
	10/05/2021	09/15/2021 - 09/28/2021	\$-769.20	230496	On-Cycle	<input type="checkbox"/>

Example: Theme is set to *Dashboard*

Employees will be able to access their paycheck stubs under Quick Links.

Quick Links

[Language Preferences](#)  
[FAQ](#)  
[Employee Directory](#)  
[Paycheck Stubs](#)  
[Direct Deposit](#)  
[Federal Tax Info](#)  
[State Tax Info](#)  
[Emergency Contacts](#)  
[Learn about your Benefits](#)

Note: Employees will be able to view uploaded pay stubs within 24 hours of the pay stub import file being approved and completed.

## Supported Browsers Update

The Arcoro platform 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.

\*\* This browser is no longer supported by Microsoft. Upgrade to Microsoft Edge to take advantage of the latest features, security updates and technical support. Beginning June 15, 2022, Arcoro will no longer support Microsoft IE V11.

## Mobile Device Support

Arcoro 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 Arcoro to test against every combination.

To help focus our efforts and support for Infinity HR, CBIZ, and Totem Tools mobile apps, only the following versions of the iOS and Android operating systems will be supported moving forward from version 1.0.17:

- iOS: The latest public version and up to one previous version
- Android: The latest public version and up to two previous versions

***Devices already in use?***

- If you or your employees are already using our mobile app on older operating systems than listed above, those copies may still work, but will not receive any updates until you update your operating system to the latest supported version(s).

#### ***New users with an old operating system?***

- For Android users with older versions of the Android operating system that are new to our mobile app, they will only be able to install the latest compatible version for their operating system version.
- For iOS users with older versions of iOS that are new to our mobile app, they will not be able to install the app until they have updated iOS to the latest supported version(s).

## Technical Support

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

Phone : 1-855-762-0523

Web : [support.arcoro.com](https://support.arcoro.com)

Email : [support@arcoro.com](mailto:support@arcoro.com)

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