

Deltek

Deltek Talent Management

Version 16.0 Release Notes

July 15, 2019

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Overview

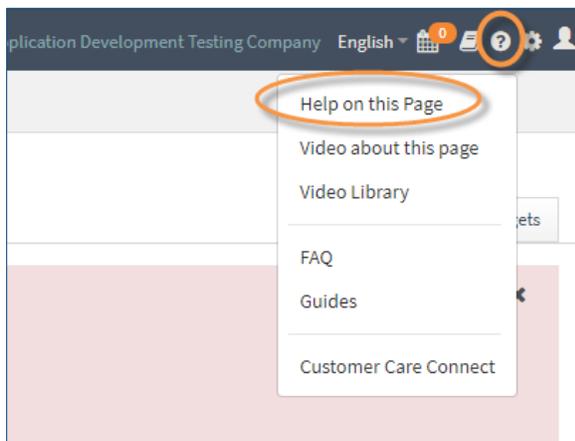
Welcome to Deltek Talent Management 16.0 Release Notes. These release notes contain a summary of the following:

- Major New Features
- Enhancements
- Software Issues Resolved

Important Notes

Online Help Improvements

There is now a new Talent Management online help system. This help is still available by selecting **Help on this Page** from the help menu. From the help on the page, you can easily browse to other areas of the help. You may also search for particular information. Release notes, videos, and click-thrus are also available from within the online help.



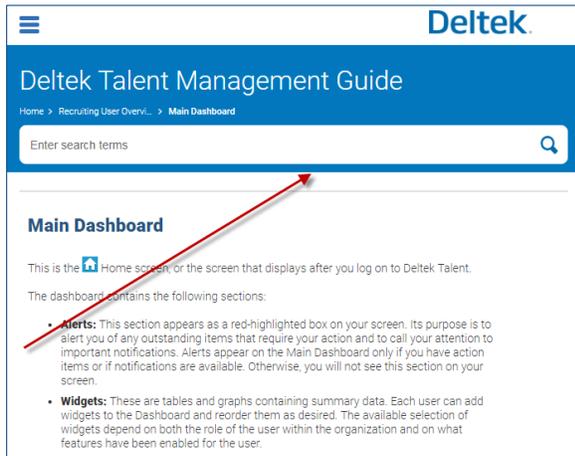
This new help is streamlined and reorganized to improve your user experience. Click  to display the Table of Contents and browse help information for the different areas of Talent Management.

Search in the Help

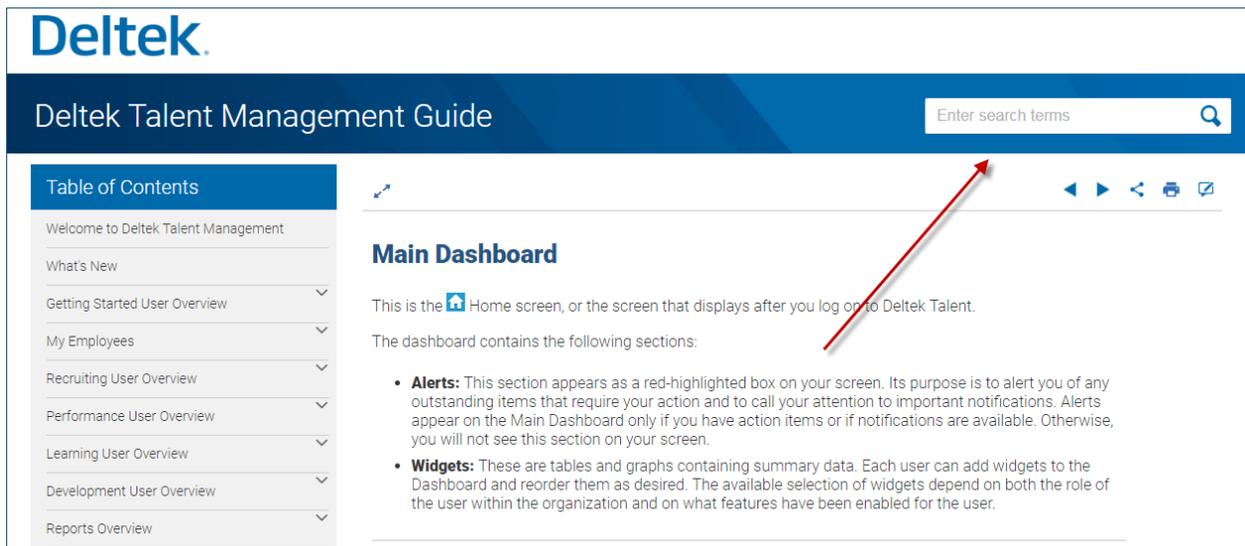
Along with browsing through the help using the table of contents and links, you may search for key information using the **Search** field, as follows.

Overview

When minimized:



When maximized:



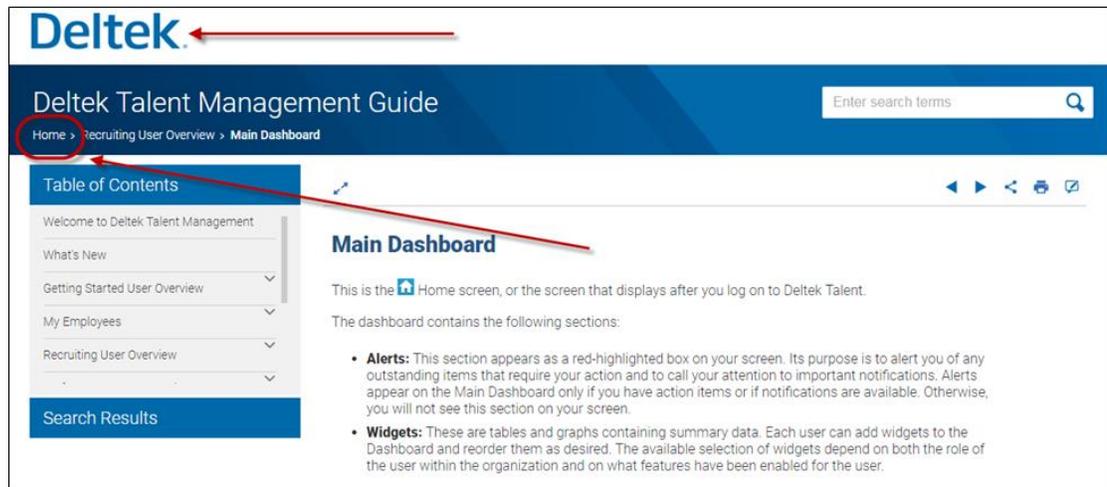
Other Online Help Improvements

A New Home Page

The home page now has links to the Deltek Learning Zone, the Deltek Support Center website. If you click the help for a particular screen and the home page displays, then that may mean help does not yet exist on that page. We will continue to update and improve the online help in succeeding releases.

To access the home page:

1. Click  in the upper right corner of any Talent Management screen, and select **Help on this Page** to open the help.
2. On the help screen, do either of the following:
 - Click the word **Deltek** in the upper left corner of the screen.
 - Click **Home** in the help navigation breadcrumb path above the Table of Contents.



Feedback on the Online Help

You can provide feedback on individual help topics, or share ideas, issues, and suggestions with Deltek on the overall online help.

Feedback on Help Topics

Open any help topic, and click the new Send Feedback  icon in the toolbar above the topic.

In the email that opens automatically, enter comments and suggestions for the specific topic and click **Send**. The **To** and **Subject** fields in the email are prefilled automatically. The body of the email prefills with the help topic name. We appreciate your constructive feedback to help us continuously improve the online help.

Note: The first time you click , you must select your email application in the How Do You Want to Open This Dialog Box dialog box. Also, select the **Always use this app** check box so that this dialog box does not display each time you click .

Overall Feedback

Work on the help content is an ongoing process. We will continue to update, improve, and add content to the online help in succeeding releases.

Note: If you encounter issues, or have questions regarding the help, contact us at: DeltekHelpFeedback@deltek.com.

Features

This section includes summaries of the new features included for this release.

Core HR

New Core HR Module

A new Core HR module is available to enable or disable all Core HR functionality within Deltek Talent Management. Administrators enable the module on the Features page (**Administration » Global Settings » System Administration » Features**). Users must belong to the Core HR Administrator group to access Edit features.

The Core HR module is available only if the Core HR module has been licensed.

New Core HR Administrator User Group

The Core HR Administrator group has been added to the Core HR module. No users are added to this group by default. Your administrator must manually add users, as needed.

Use this group to ensure that the Core HR module Edit features included with this release are accessible to only the administrators you choose, and not to Employee or Manager groups.

Rules for the New Effective Dating Functionality

Effective dating functionality has been implemented in the Core HR module to ensure that time-sensitive changes related to jobs, such as pay increases and termination dates, happen when intended.

On screens with effective date fields, such as the Employment Details tab of the Total Talent Profile, Core HR Administrators can enter a future effective date for a job change, pay increase, termination, or other job-related event, and that change will take effect at midnight on the effective date, except for terminations, which are effective at 11:59:59 PM on the effective date. Core HR Administrators can also enter a past date in effective date fields and have the change occur immediately.

To allow these changes to occur, the process server runs at the start of each day to survey effective dates and make changes, when necessary, except in the case of Termination Date, where the process server polls the data at the end of the day and then makes changes, if necessary.

Note: Effective dates are tied to the time zone and location associated with an employee record. If no Time zone is associated with a location and no location is associated with an employee record, the change is based on the UTC date and time.

History associated with the effective date change, such as who made the change and the date the change was made, is also saved with each change. Following is a detailed list of history saved for each of the following fields in Deltek Talent Management when an effective date is changed. Some of the changes are pulled from behind the scenes, and others, such as the New Job Title and Effective Date for the change, are user-entered:

- Job Title
 - Effective Date
 - Previous Job Title
 - New Job Title
-

Features

- Reason
 - Date Changed
 - User: the User who made the change
 - Manager
 - Effective Date
 - Previous Manager
 - New Manager
 - Reason
 - Date Changed
 - User: the User who made the change
 - Location
 - Effective Date
 - Previous Location
 - New Location
 - Reason
 - Date Changed
 - User: the User who made the change
 - Your Organization
 - Effective Date
 - Previous Organization
 - New Organization
 - Reason
 - Date Changed
 - User: the User who made the change
 - Annual Pay Rate
 - Effective Date
 - Previous Annual Rate
 - Previous Rate
 - New Rate
 - Reason
 - Date Changed
 - User: the User who made the change
 - Work Schedule
 - Effective Date
 - Previous Work Schedule
 - New Work Schedule
-

Features

- Reason
- Date Changed
- User: the User who made the change
- Termination Date
 - Effective Date
 - Previous Termination Date
 - New Termination Date
 - Reason
 - Date Changed
 - User: the User who made the change
- Original Date of Hire
 - Effective Date
 - Previous Hire Date
 - New Hire Date
 - Date Changed
 - User: the User who made the change
- Rehire Date
 - Effective Date
 - Previous Rehire Date
 - New Rehire Date
 - Date Changed
 - User: the User who made the change

New Fields to Support Effective Dating

When a Core HR Administrator makes a change to certain time-sensitive job-related fields, additional information related to effective dating and history tracking is required. This information is captured in several new fields within a dialog box. For most fields with effective dating, the additional information collected is the change, the reason for the change, and the effective date for the change.

The following fields, when edited, will prompt the user for additional effective dating and history information, such as the reason for the change and the effective date for the change:

- Job Title
 - Manager
 - Location
 - Your Organization
 - Annual Rate
 - Work Schedule
 - Termination Date
-

When an administrator adds or edits a termination date, additional fields must be entered, besides the change, date, and reason for change. See the release note for “Added Fields and Options to Allow Better Tracking of Termination” for details.

- Rehire Date
- Hire Date

Synchronization of Effective Dating Data Between Old and New Locations in Database

To properly support effective dating of employee information, the location of these fields had to be changed in the database schema. There are many locations within DTM, however, that still attempt to retrieve the information from their original locations.

To support this effort, a cron script synchronizes data between the old and new locations so that any effective dated field within the application retrieves the same information regardless of whether the code attempts to retrieve data first from the old or new database location.

Old location: hua_user, hua_position, and so on

New location: hua_employee_employment_record

The following fields support effective dating

- Job Title
- Manager
- Location
- Your Organization
- Annual Rate
- Work Schedule
- Termination Date
- Rehire Date
- Hire Date

Added New Pending Status to Support Effective Dating

A new **Pending** status was added as a potential value for the Employee Record **Status** field, in addition to **Active** and **Inactive**, to ensure that an employee is not put into the Active state before the proper time.

This status is used only when an Administrator adds an employee record with a future Hire Date. The Status will be set to **Pending** until the Hire Date arrives.

View History Data for Fields with New Effective Dating Functionality

Employees can now easily access history on a field-by-field basis for fields that allow effective dating. A History icon  displays next to the following fields:

- Job Title
 - Manager
 - Location
-

Features

- Your Organization
- Annual Rate
- Work Schedule
- Termination Date
- Rehire Date
- Hire Date

Core HR Administrators can click the icon to display a view-only dialog box containing the following history data:

- Effective Date
- Previous Value
- New Value
- Reason
- Date Changed
- User

If there are any upcoming (pending) changes to a field, the top row of the grid displays that pending change. When the effective date for a change occurs, the top row of data displays the most recent change, and the **Previous** field (for example, **Previous Manager**) will be populated with the prior value.

New EEOC Report Supports Ability to Stay in Compliance

A new EEO-1 report is available from the Delttek Talent Management Core HR Reports module. Core HR Administrators can run the report to monitor compliance regarding not discriminating based on a person's race or gender, and regarding submitting the report annually.

The EEO-1 Report contains the following:

- Ability to include all Full Time and Part Time employees
 - Breakdown of Race and Gender by EEO category
 - Verification that each employee is counted only once according to job category and only once according to EEO category
 - Ability to set and save the time frame for the data included on the report
 - Ability to run the report for one company, or select multiple companies and consolidate the data shown
 - Ability to run the report by individual organization, and all corresponding child organizations
-

Features

EEO-T Report

EEOC Job Categories	Race/Ethnicity														Totals
	Hispanic or Latino		Not Hispanic or Latino												
	Male	Female	Male						Female						
	Hispanic or Latino	Hispanic or Latino	Asian (not Hispanic or Latino)	Black or African American (not Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)	American Indian or Alaska Native (not Hispanic or Latino)	Two or More Races (not Hispanic or Latino)	White (not Hispanic or Latino)	Asian (not Hispanic or Latino)	Black or African American (not Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)	American Indian or Alaska Native (not Hispanic or Latino)	Two or More Races (not Hispanic or Latino)	White (not Hispanic or Latino)	
HD - Professional	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
HD - EEOC Job Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FR - Accounting / Finance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FR - Managerial / Executives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FR - Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1.1-Executive/Senior Level Officials and Managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1.2-First/Mid Level Officials & Managers	0	0	0	0	0	0	0	2	0	0	0	0	0	2	2
2-Professionals	0	1	1	1	0	0	0	1	1	0	0	0	0	0	5
3-Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3
4-Sales Workers	1	0	0	1	1	0	0	0	0	0	0	1	0	0	4
5-Administrative Support Workers	0	0	0	0	1	0	0	1	0	0	0	0	0	1	3
6-Craft Workers	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
7-Operatives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8-Laborers & Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9-Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2	1	1	3	2	0	0	4	1	1	0	1	0	4	20

Added Fields and Options to Allow Better Tracking of Termination

The following changes have been made to help Core HR Administrators track termination data.

Termination has been added as a value to the Job Change Reason list on the Drop Down and Multi Select Lists page (**Administration » Global Settings » System Administration » Drop Down and Multi Select Lists**).

The Termination Date field has been redesigned to follow new effective dating rules as defined in the release note, "Rules for the New Effective Dating Functionality."

After a Core HR Administrator enters and saves the Termination Data, if a user has items that must be reassigned, the user is re-directed to the Reassigned Pending Items page. A new Direct Reports section on the Reassigned Pending Items page allows for the direct reports to be assigned to another manager.

After a Termination Date is in effect, the following editable fields display on the Employment Details tab:

- Last Day Worked
- Last Day Paid
- Termination Date
- Exit Interviewer
- Separation Reason
- Separation Type

Reassigning Direct Reports After a Termination

As part of the new Effective Dating functionality, after a Core HR Administrator enters and saves a Termination Date for an employee with direct reports, the administrator is re-directed to the Reassigned Pending Items page, where a new Direct Reports section allows the administrator to reassign employees to a new manager. Other items can still be reassigned to other employee(s) on this screen. This ensures employee records are accurate.

The Core HR Administrator has the option in the Direct Reports section to re-assign the entire list of direct reports to the same manager in one step. After new managers are selected on the Reassigned Pending Items page for each direct report, and the information is saved, Deltek Talent Management saves history data for this transaction, such as the name of the old manager, the date the change was made, and who made the change. History data can be viewed on the History tab of the Total Talent Profile, and by clicking the History icon  next to the **Manager** field in the Employee Summary Pane of the Total Talent Profile.

If the Core HR Administrator does not reassign all direct reports when the Reassigned Items page displays, he or she must re-assign a manager for each direct report individually, on the View Offboarded Users screen (**Administration » Global Settings » System Administration » View Offboarded User**).

New Design of Total Talent Profile Screen

The Total Talent Profile screen has been redesigned as part of the rollout of the new Core HR Module. Information is organized under the following tabs: Overview, Personal & Contact Details, Employment Details, Benefits, Preferences, and History. These tabs display across the top of the screen. The tabs that display depend on the modules in use and access rights. This redesign makes your experience more responsive and cut down on unnecessary page loads.

The following information, which previously displayed on the left of the screen, has been moved to the Overview tab.

- Appraisals
- Career Path
- Competencies and Skills
- Job History
 - When the Core HR module is licensed, the Internal Job History section does not display on the Overview tab.
- Mentoring
- Project Teams
- Succession Plans
- Training and Development

The following information, which used to display on the About tab, now displays beneath the employee photo on the left side of the page in the Employee Summary pane.

- Employee Number
 - User Login information
 - Job Title
 - Status
 - Home Company
 - Your Organization
 - Location
 - Contact Information
 - Manager
 - FLSA Status
-

Features

The following information displays beneath the employee photo, in the Employee Summary pane, only if the Core HR module is NOT licensed:

- Original Date of Hire
- Start Date (Current Position)
- Hire Date (Current Position)

For more information, see:

[Total Talent Profile video.](#)

[Total Talent Profile for Core HR Users Clickguide](#)

Manage Right to Edit About Section of Total Talent Profile

Administrators can specify which users can edit details in the Total Talent Profile About section. To do this, an administrator must first enable the About Section Edits feature (**Administration » Global Settings » System Administration » Features**), and then add a user to the Core HR Administrator group (**Administration » Global Settings » System Administration » Groups**).

To enable the About Section Edits feature on the Features screen:

1. Select **Core HR Administrator** from the **Select A Group** field.
2. Select **CoreHR**.
3. Select **Total Talent Profile**.
4. Select **About Section Edits**.

Note: The About Section Edits feature is a global feature. After it is enabled for the Implementation group, it is automatically enabled for all other groups with the Total Talent Profile enabled.

When **About Section Edits** is enabled for a group, the group can view and edit details in the About section.

Features

Admin HRsmart

Last Modified 4/25/2019

**Employee Number:**

111000111

User Login:

admin@hrsmart.com

Status: ■ Active

Job Title:

JY - Chief Human Resources Officer [↗](#)

Home Company:

Joseph's Web Development
Company

Your Organization:

Joseph's Web Development
Company [↗](#)

Location:

JY PH (Cebu Mandaue) [↗](#)

Contact Information:

danielwilliams+admin@hrsmart.com

76645567677 Pager

+(1)1223345333 Mobile

Manager:

Joseph Manager [↗](#)

FLSA Status:

New Personal & Contact Details Tab

As part of the redesign of the Total Talent Profile page for the new Core HR Module, a new Personal & Contact Details Tab has been created where Core HR Administrators can track personal information about employees so they can provide accurate information to government agencies.

The following fields display on the tab in the following sections. Fields in bold are only visible if the new Core HR module is licensed and enabled:

- Personal Information
 - Birth Date
 - Gender
 - **Marital Status (Unmarried, Married, Divorced, Separated, Widowed, Unknown)**
 - Ethnicity
 - Disabled
 - **Subject to ADA**
 - Social Security Number

- **National Identifier**
- **National ID Country**
- Contact Information
 - Home Address
 - **Mailing Address**
 - **Primary Emergency Contact**
 - **Secondary Emergency Contact**
- Veteran Information
 - **Veteran Status**
 - **Veteran Type**
 - **Separation Date**
- Citizenship Information
 - **Visa Type**
 - **Visa Issuing Country**
 - **Visa Expiration Date**
 - **Citizenship Status** (hard coded - Citizen, Non-Citizen, Resident Alien)
 - **I-9 Verification** (hard coded - complete/incomplete)
 - **Resident Alien Number**
- Passport Information
 - **Passport Issuing Country**
 - **Passport Number**
 - **Passport Expiration Date**

The following adjustments were made to existing Total Talent Profile fields:

- **Mentor Field:** This field, previously on the Profile tab, has been removed. Mentoring-related information is found on the Overview tab in the Mentoring section.
 - **Existing Address from the old About tab:** This field has been changed to **Home Address**. A Core HR Administrator with Edit rights can copy the Home Address to the new **Mailing Address** field by selecting **Edit** from the Actions menu on the Personal & Contact Details tab, and then selecting the check box beneath the **Mailing Address** field.
 - **Existing Phone number from the old About tab:** This field has been changed to the **Home** phone number in the **Contact Information** field on the Employee Summary pane, beneath the employee photo.
 - **Existing email address from the old About tab:** This field has been changed to the email in the **Contact Information** field on the Employee Summary pane, beneath the employee photo.
-

The screenshot shows the 'Admin HRsmart' interface for an employee named 'map@hrsmart.com'. The interface is divided into several sections under the 'PERSONAL & CONTACT DETAILS' tab:

- Personal Information:** Birth Date (12/1/1950), Gender (Male), Marital Status (N/A), Ethnicity (White (not Hispanic or Latino)), Disabled (Yes), Subject to ADA (N/A), Social Security Number (N/A), National ID Country (United States of America), National Identifier (N/A).
- Contact Information:** Home Address (2929 North Central Expressway #110 Add 3 Richardson Texas 75080 United States of America 76645567677 Pager), Mailing Address, Primary Emergency Contact, Secondary Emergency Contact.
- Veteran Information:** Veteran Type (Armed Forces Service Medal Veteran), Veteran Status, Separation Date.
- Citizenship Information:** Citizenship Status (There is no data to display), I-9 Verification (incomplete), Citizenship Identification Number.
- Passport Information:** Passport Issuing Country, Passport Number (N/A), Passport Expiration Date.

On the left side, there is a profile card with the following details:

- Employee Number: 111000111
- User Login: map@hrsmart.com
- Status: Active
- Job Title: JY - Chief Human Resources Officer
- Home Company: Joseph's Web Development Company
- Your Organization: Joseph's Web Development Company
- Location: JY PH (Cebu Mandaue)
- Contact Information: kenilshah+admin@hrsmart.com, 76645567677 Pager, +(1)1223345333 Mobile
- Manager: Joseph Manager
- FLSA Status:

Manage Right to Edit the Personal Information Section, Contact Information Section, and Veteran, Citizenship, and Passport Section on the Personal & Contact Details Tab

On the Administration **Features** screen (**Administration » Global Settings » System Administration » Features**), an Administrator can assign Edit rights to the Personal Information Section, Contact Information Section, and/or the Veteran, Citizenship, and Passport Section to members of the Core HR Administrator Group. To have access to these Edit privileges, a user must be added to the Core HR Administrator group on the Groups screen (**Administration » Global Settings » System Administration » Groups**), or from the User profile (**Administration » Global Settings » Your Organization » Users**).

To assign Edit rights:

1. On the Features screen, select **Core HR Administrator** from the **Select A Group** field.
2. Click to expand the CoreHR section.
3. Click to expand the Total Talent Profile section.
4. Click to expand the Personal and Contact Details section.
5. Select the check box next to each section for which you want to give Edit rights.

Note: Core HR Edit features are core features. When Core HR is enabled for the Implementation group, all groups with Core HR enabled will have Edit options selected by default. After enabling these options for the Core HR feature, a user must be added to the Core HR Administrator group to have these rights on his or her profile. Members of the Core HR Administrator group can view and edit details in each section where Edit rights are enabled for their group.

Manage View-Only Access to the Personal Information Section, Contact Information Section, and Veteran, Citizenship, and Passport Section on the Personal & Contact Details Tab

On the Administration **Features** screen (**Administration » Global Settings » System Administration » Features**), an Administrator can assign View Only rights to the Personal Information Section, Contact Information Section, and/or the Veteran, Citizenship, and Passport Section to members of the Core HR Administrator Group, or any other role/group desired.

To assign View Only rights:

1. On the Features screen, select **Core HR Administrator** from the **Select A Group** field.
2. Click to expand the CoreHR section.
3. Click to expand the Total Talent Profile section.
4. Click to expand the Personal and Contact Details section.
5. Select the check box next to **View Vet, Citizenship, and Passport Information**.

When enabled for a group, the group can view details in the Vet, Citizenship, and Passport Information sections. To edit details, the Edit options must be selected.

New History Tab on the Total Talent Profile as part of the Core HR Module

As part of the redesign of the Total Talent Profile page for the new Core HR Module, a new History tab has been created where Core HR Administrators can track employment history for individual employees. Data on this tab is not editable, but can be exported to XLS or XLSX format by clicking **Download as XLS**.

The following information displays on the tab, with each row showing this history data for one particular field in DTM, for example the **Termination Date** field:

- Attribute
- Previous Value
- New Value
- Effective Date
- Reason for the change
- Date the change was made
- Person Making the Change

Administrators can filter the data shown in the grid by selecting an attribute, such as Termination Date, from the **Job Attribute** field. Data can be downloaded in XLS or XLSX format.

The screenshot shows the 'Admin HRsmart' interface for an employee. The 'History' tab is selected, displaying a table of job attribute changes. The table includes columns for Job Attribute, Previous Value, New Value, Effective Date, Reason, Date of Change, and User. A 'Download as XLS' button is visible above the table.

JOB ATTRIBUTE	PREVIOUS VALUE	NEW VALUE	EFFECTIVE DATE	REASON	DATE OF CHANGE	USER
Job Title	Engineer	Senior Engineer	5/1/2106	Promotion	4/10/2106	hradmin
Pay Rate	92.00	95.00	5/1/2106	Promotion	4/10/2106	hradmin
Pay Rate	90.00	92.00	1/1/2106	Adjustment	12/20/2105	hradmin
Supervisor	Grace Johnson	Bill Apple	5/1/2016	Promotion	4/10/2016	hradmin

Manage View Rights to History Tab for Various Groups in Your Organization

On the Administration **Features** screen (**Administration » Global Settings » System Administration » Features**), an Administrator can assign View Only rights to information on the History tab.

To assign View Only rights:

1. On the Features screen, select **Core HR Administrator** from the **Select A Group** field.
2. Click to expand the CoreHR section.
3. Click to expand the Total Talent Profile section.
4. Select the check box next to Work History to give View Only rights to this tab.

When enabled for a group, the group can view details on the History tab.

New Employment Details Tab on Total Talent Profile

As part of the redesign of the Total Talent Profile page for the new Core HR Module, a new Employment Details tab has been created where Core HR Administrators can track work-related information, such as date of hire and pay frequency, to ensure accurate information is included on reports.

The following fields will display on this tab:

- Your Organization
- Job Type
- Hours/Day
- Protected Time to Retire
- Benefit Category

Features

- Career Level: An Administrator can click the Direct Report icon  next to the **Career Level** field to view a pop-up list of all direct reports.
- FLSA Status
- SOC Code
- Pay Rate: Pay Rate fields depend on whether the employee is Exempt (Show Annual Pay Rate) or Non-Exempt (Show Hourly Pay Rate).
- Payroll ID
- Pay Frequency
- Work Schedule
- Original Date of Hire
- Rehire Date
- Seniority Date
- Termination Date
- Last Day Worked
- The following Termination-related fields display only if the employee has been terminated:
 - Separation Reason
 - Last Day Paid
 - Separation Type (Voluntary, Involuntary, Retirement)
 - Exit Interviewer
 - Re-Hire Eligibility

The following fields display based on Job Title and can only be edited individually by clicking the edit icon next to each field, and not using Full Edit mode:

- Career Level
 - FLSA Status
 - SOC Code
-

Admin HRsmart
Last Modified 6/13/2019

Employee Number: 111000111
User Login: map@hrsmart.com
Status: ■ Active
Job Title: JY - Chief Human Resources Officer
Home Company: Joseph's Web Development Company
Your Organization: Joseph's Web Development Company
Location: JY PH (Cebu Mandaue)
Contact Information: kenilshah+admin@hrsmart.com
7664567677 Pager
+(1)1223345333 Mobile
Manager: Joseph Manager
FLSA Status:

OVERVIEW	PERSONAL & CONTACT DETAILS	EMPLOYMENT DETAILS	BENEFITS	PREFERENCES	HISTORY
Professional Information					
HR Organization Organization Name	Labor Category Principal	Employee Class Boston Benefits			
Employment Type Permanent	Hours/Day 8.00	Utilization Target 100.00			
Target Ratio 80%	<input checked="" type="checkbox"/> Use Total Hours as Standard on Time Analysis				
Job Information					
Job Level Management	FLSA Status Exempt	SOC Code 17-1022			
Compensation					
Annual Rate/Pay Rate 90,700 year/3488.46 Bi-Weekly	Pay Frequency Monthly	Work Schedule Full Time			
Overtime Percent 100.00	Overtime - 2 Percent 200.00				
Hire Information					
Original Hire Date 01/10/1980	Rehire Date 01/10/2010	Seniority Date 01/10/1990			
Termination Information					
Termination Date 01/10/1995	Termination Reason Reason	Termination Type Voluntary			
Last Day Worked 01/10/1995	Last Day of Pay 01/20/1995	Exit Interviewer John Anzole			

Full Edit Mode for Employment Details Tab and Personal & Contact Details Tab on Total Talent Profile

A Core HR Administrator can edit details on the Employment Details tab and Personal & Contact Details tab. There are two ways to edit fields on these tabs. All editable fields can be edited individually by clicking the edit icon next to the field name, or fields can be edited via Full Edit mode, which is accessible by selecting **Edit** from the Actions menu on the Employment Details or Personal and Contact Details tab.

To grant a user the ability to edit the details on one or more of these tabs, an administrator must enable the Core HR module. Then, on the Features screen, select the **Edit** option for the Employment Details tab and/or the Personal & Contact Details tab (**Administration » Global Settings » System Administration » Features**). To have access to these Edit privileges, a user must also be added to the Core HR Administrator group on the Groups screen. (**Administration » Global Settings » System Administration » Groups**)

The following fields display based on Job Title and can only be edited individually by clicking the edit icon next to each field. These fields are not editable from the screen in Full Edit mode:

- Career Level
- FLSA Status
- SOC Code

Manage Rights to Edit Professional Information, Hire and Termination, Compensation Information, and Job Information Sections on Employment Details Tab

On the Administration **Features** screen (**Administration » Global Settings » System Administration » Features**), an Administrator can assign Edit rights to the Professional Information Section, Hire and Termination Information Section, Compensation Information Section, and/or Job Information Section on the Employment Details tab to members of the Core HR Administrator Group.

To assign Edit rights:

1. On the Features screen, select **Core HR Administrator** from the **Select A Group** field.
2. Click to expand the CoreHR section.
3. Click to expand the Total Talent Profile section.
4. Click to expand the Employment Information section.
5. Select the check box next to each section for which you want to give Edit rights.

Note: Core HR Edit features are core features. When Core HR is enabled for the Implementation group, all groups with Core HR enabled will have Edit options selected by default. After enabling these options for the Core HR feature, a user must be added to the Core HR Administrator group to have these rights on his or her profile. Members of the Core HR Administrator group can view and edit details in each section where Edit rights are enabled for their group.

Manage View-Only Access to the Professional Information, Hire and Termination Information, Compensation Information, and Job Information Sections on the Employment Details Tab

On the Administration **Features** screen (**Administration » Global Settings » System Administration » Features**), an Administrator can assign View Only rights to the Professional Information, Hire and Termination Information, Compensation Information, and Job Information sections of the Employment Details tab to members of the Core HR Administrator Group.

To assign View Only rights:

1. On the Features screen, select **Core HR Administrator** from the **Select A Group** field.
2. Click to expand the CoreHR section.
3. Click to expand the Total Talent Profile section.
4. Click to expand the Work Information section.
5. Select the check box next to each section for which you want to give View Only rights.

When enabled for a group, the group can view details in each of the selected sections. To edit details, the Edit options must be selected.

New Re-Hire Date Field Displays on the Employment Detail Tab

As part of the new Effective Dating functionality, a new Re-Hire date has been added to the Total Talent Profile to allow this information to be saved to an employee record if an employee is rehired after being

terminated. Following the rules of the new effective dating functionality, a Core HR Administrator can enter a past date, future date, or today's date in the **Rehire Date** field. The Core HR Administrator will not be prompted for additional information when entering a Re-Hire date.

Manage Pay Frequency Types

A Core HR Administrator can add, edit, and remove pay frequency types on the Select Lists Management page in the Administration area. Core HR Administrators can then assign the appropriate pay frequency to an employee.

On the Select Lists Management page, select **Pay Frequency** in the **Select Listing** field. The following options display by default:

- Weekly
- Bi Weekly
- Semi Monthly
- Monthly

Enter a name in the **Name** field and a code in the **Pay Frequency Code** field, and click **Save** to add a new pay frequency. Administrators can perform the following functions on existing frequencies:

- Click the  Edit icon and change the name or code.
- Click the locked/unlocked icon to Activate or Deactivate the frequency. Deactivated pay frequencies remain in the list, but are not visible for selection in the **Pay Frequency** field on the Employment Details tab of the Total Talent Profile.
- Click the check mark icon to mark the frequency as the default, which will display by default on the Employment Details tab of the Total Talent Profile.
- Click the x to delete any frequency value that has not yet been associated with any records.

New Vets-4212 Report

Core HR Administrators can run a Vets-4212 report in Core HR Reports to help them monitor compliance with employing and advancing veterans and to help them submit the Vets-4212 report, due annually.

The Vets-4212 report contains the following:

- The total number of permanent employees and new hires that are protected veterans by EEO job category
 - Ability to set and save the time frame for the data included on the report.
 - The report takes into consideration the **Employment Type** field, with hard-coded values of Temporary and Regular, and treats Regular employees as Permanent.
-

Features

FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-4212

OMB NO: 1293-0005

Expires: 03/31/2021

Persons are not required to respond to this collection of information unless it displays a valid OMB number. It is mandatory for a covered Federal contractor respond to this information collection. See 38 U.S.C. § 4212(g) and "Who Must File" section of instructions.

RETURN COMPLETED REPORT TO:

VETS-4212 Submission
VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)
Service Center

In care of: Department of Labor National Contact Center (DOL-NCC)
7425 Boston Blvd
Springfield, VA 22153

ATTN: Human Resource/EEO Department

TYPE OF REPORTING ORGANIZATION (Check one or both, as applicable) <input checked="" type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor	TYPE OF FORM (Check only one) <input checked="" type="checkbox"/> Single Establishment <input type="checkbox"/> Multiple Establishment-Headquarters <input type="checkbox"/> Multiple Establishment-Hiring Location <input type="checkbox"/> Multiple Establishment-State Consolidated (specify number of locations) (MSC)
---	---

COMPANY IDENTIFICATION INFORMATION (Omit items preprinted above-ADD Company Contact Information Below)

COMPANY No: Sample Company	TWELVE MONTH PERIOD ENDING		0	5	2	9	2	0	1	9
			M	M	D	D	Y	Y	Y	Y
NAME OF PARENT COMPANY: Parent Company Sample	ADDRESS (NUMBER AND STREET): 123 Address									
CITY: New York	COUNTY:			STATE: Alabama		ZIP CODE: 1101				
NAME OF COMPANY CONTACT:	TELEPHONE FOR CONTACT:			EMAIL:						

NAME OF HIRING LOCATION:	ADDRESS (NUMBER AND STREET):									
CITY:	COUNTY:			STATE:		ZIP CODE:				

NAICS:	1	2	3	4	5	6	DUNS:	1	2	-	3	4	5	-	6	7	8	9	EMPLOYER ID (IRS TAX No.)	1	2	-	3	1	2	3	1	2	3
--------	---	---	---	---	---	---	-------	---	---	---	---	---	---	---	---	---	---	---	---------------------------	---	---	---	---	---	---	---	---	---	---

INFORMATION ON EMPLOYEES

REPORT THE TOTAL NUMBER OF EMPLOYEES AND NEW HIRES WHO ARE PROTECTED VETERANS, AS DEFINED IN THE INSTRUCTIONS. DATA ON NUMBER OF EMPLOYEES ARE TO BE ENTERED IN COLUMN A AND B, LINES 1.1 THROUGH 9. DATA FOR NEW HIRES ARE ENTERED IN COLUMNS C AND D. LINE 10 IS TOTAL OF EACH COLUMN. ENTRIES IN COLUMNS C AND D, LINES 1.1 THROUGH 9 (GRAY SHADED AREAS) ARE OPTIONAL. ENTER THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES.

JOB CATEGORIES	NUMBER OF EMPLOYEES		NEW HIRES (PREVIOUS 12 MONTHS)	
	PROTECTED VETERANS (A)	TOTAL EMPLOYEES (B)	PROTECTED VETERANS (C)	TOTAL NEW HIRES (D)
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS 1.1	0	0	0	0
FIRST/MID LEVEL OFFICIALS AND MANAGERS 1.2	0	1	0	1
PROFESSIONALS 2	0	2	0	2
TECHNICIANS 3	0	0	0	0
SALES WORKERS 4	0	0	0	0
ADMINISTRATIVE SUPPORT WORKERS 5	0	4	0	4
CRAFT WORKERS 6	0	1	0	1
OPERATIVES 7	0	0	0	0
LABORERS/HELPERS 8	0	0	0	0
SERVICE WORKERS 9	0	7	0	7
TOTAL EMPLOYEES 10	0	15	0	15

Report the total maximum and minimum number of permanent employees during the period covered by this report.

Maximum Number	Minimum Number
692	4

Form VETS-4212 11/2014

Added Prompt When Bulk Uploading Job Profiles Via Spreadsheet

When bulk uploading job profiles via a spreadsheet for all jobs that already exist in the application, the user can choose to update existing jobs or to not update existing jobs. If the user selects to not update, information in the spreadsheet is ignored.

This functionality does not affect new jobs in the spreadsheet. All new jobs will be added to the application regardless.

Job Type Data Added to Bulk Upload Jobs Functionality

The **Job Type** field has been added to the job upload process on the Bulk Upload Jobs screen (**Administration » Global Settings » Your Organization » Job Profiles » More Options » Bulk Upload Jobs**). This conveniently reduces the amount of manually entered information for administrators.

Process for Updating Data Across Talent Acquisition and Core HR to Avoid Duplicate Data Entry

When a Core HR Administrator hires a new employee using Talent Acquisition and Onboarding, all fields relevant to the new Core HR module will transfer to the Total Talent Profile.

Within Recruiting, when an external jobseeker's status is changed to Hired, this data is captured and the relevant information is stored and accessible in the Total Talent Profile via the Core HR module.

Enhancements

This section includes summaries of the enhancements made to existing features in this release.

Note that there are feature controls in this release with the following default settings. Feature settings are enabled on the Features screen (**Administration » Global Settings » System Administration » Features**).

Module	Feature Name	Location	Default Setting
Learning	Learning Requirement	Learning » Learning Requirements	Enabled
CoreHR	Core HR Module	Total Talent Profile	Disabled
Employee Goals	Continuous Goal Management	My Employees » My Employees Performance » My Goals	Enabled
Learning	Tasks	Core » Tasks	Enabled

Recruiting

Talent Relationship Management Feature

A new Talent Relationship Management feature is now available under the Recruiting section of the Features screen (**Administration » Global Settings » System Administration » Features » Recruiting**), which enables a Talent Relationship Management (TRM) menu that allows the user to create and manage campaigns. When the **Talent Relationship Management** check box is selected, the TRM feature provides the customers the ability to stay engaged with pre-qualified candidates for possible hiring in the future.

The new TRM menu is accessible through the Recruiting menu (**Recruiting » Talent Relationship Management (TRM)**) and provides the following capabilities:

- **Create Campaign:** Users can create a campaign by completing the three-step Create Campaign Wizard:
 - **Step 1: Campaign Details** allows you to create the Campaign Name and Campaign Description and to select the recipients of the campaign.
 - **Step 2: Campaign Scheduling** allows you to schedule campaigns by choosing a start date, recurrence (Daily, Weekly, Bimonthly, Monthly, No Recurrence), and an end date. A **Send Campaign – Now** check box is also available for sending a campaign on the same date of publication.
 - **Step 3: Campaign Preview** allows you to review the details of your campaign before sending it. The preview screen includes the campaign details such as Campaign Name, Description, Schedule, Email Template, and the total number of recipients selected (jobseeker/candidate). The user may save a draft or send a test campaign before publishing a campaign.
-

- Manage Campaign:** Users and administrators with access to the TRM feature can review and manage the campaigns they have created through the Manage Campaign screen. It includes the following sections: My Published Campaigns, My Created Campaigns, and My Draft Campaigns. You can edit and preview campaigns under My Created Campaigns and Draft Campaigns. The Create Campaign screen is also accessible from the Manage Campaign screen through a **Create Campaign** button.

The total number displayed in the Recipients column is based on the total number of unique job seekers selected in the talent pools and candidates section during the campaign creation process (Step 1: Campaign Details).

If the TRM Notification Event is enabled (**Administration » Global Settings » Notification Events » TRM » Campaign Launched**), a user who created a new TRM campaign receives a notification when the campaign has been successfully launched. The Campaign Launched notification contains the **Notification Name, Event Description, and Email Template**, which can be customized through current merge codes.

Archive Duplicate Onboarding Documents

Recruiters can now archive duplicate onboarding documents individually or in bulk and can also add notes when archiving documents. This enhancement ensures that only active documents are displayed through the Onboarding Details screen, and only active documents are used for calculating completions on Onboarding Queue. This enhancement provides the following updates to the Onboarding Details screen (**Recruiting » Onboarding » Onboarding Queue » Onboarding Details**):

- Archive Onboarding Documents & Forms** menu button for archiving more than one document and a corresponding button under Actions column for archiving a single document
- Archived Documents** button for displaying archived documents
- An archiving modal window that displays when you archive a document or documents, with the required **Archive Note** field provided for the reason for archiving

Deltek Talent Management will not allow the archival of **I9, W4, TD1, and TD1ON** documents.

Initiate Onboarding Without Automatically Moving to Hired Status

Deltek Talent Management now allows its customers to choose whether a candidate is moved to Hired status upon the initiation of onboarding or after it was completed. The new feature is enabled through the Onboarding section under System Settings (**Administration » Global Settings » System Administration » System Settings » Onboarding**) by enabling/disabling **Automatically move to Hired Status** setting (**Yes/No**). The feature is enabled (**Yes**) by default.

A **Display Only Active Onboardings** check box has also been added the Onboarding Queue screen (**Recruiting » Onboarding » Onboarding Queue**) to display only the candidates with active onboarding sessions.

The Initiate Onboarding can be a task associated to a candidate status other than **Hired**, as may be initiated through the Workbench tab of the Resume Dashboard. If a client has **Initiate Onboarding on Offer** set to **Yes** on **System Settings (Administration » Global Settings » System Administration » System Settings)**, then they can initiate onboarding from My Offers without marking them as **Hired**.

Onboarding Queue New Hired Column

A Hire Date column has been added to the Onboarding Queue screen (**Recruiting » Onboarding » Onboarding Queue**) to help users identify quickly the candidates who have not been hired and need to be moved to Hired status. The column displays the hiring date of the candidate; it is blank if the candidate has not yet been hired.

A new **Hired Date From** and **Hired Date To** filter has also been added to allow users to view Hired candidates. In addition, a **Display Only Those Candidates Not Hired** check box allows you to narrow down your filter to candidates who need to be moved to Hired status.

Onboarding Queue Screen—New Bulk Actions

Two new bulk actions have been added to the Active Onboarding screen (**Recruiting » Onboarding » Onboarding Queue**):

- **Change Candidate Status:** This brings up the Change Status screen where the user can move the candidate to Hired status.
- **Remove as Candidate:** This brings up the Remove from List screen where the user can select a rejection reason.

Apply Settings Update on Employee Referral System

The Employee Referral System's Apply Settings function has been updated to allow an employee who is submitting a referral to either save the application after account creation for the jobseeker's completion, or complete the job application on behalf of the referral. This feature can be set through **Administration » Global Settings » System Administration » System Settings » Employee Referral System**.

When **Yes** is selected, the employee or recruiter must complete the application on behalf of the referral. When **No** is selected, the employee/recruiter, after account creation, can either save the application or complete the full application for the referral. When an application is saved for completion, the jobseeker will see an alert about unfinished application upon next login.

Ability to Update I-9 Forms for Rehires

The Deltak Talent Management onboarding process has been updated to allow options for a person initiating an onboarding to use the old I-9 form or start afresh when the I-9 form is included in the set of onboarding documents, in adherence to U.S. Citizenship and Immigration Services rules on Reverification or Updating Employment Authorization for Rehired Employees. A **Reuse previous I-9 record** check box has been added to **Step 2: Select Documents** of the onboarding process for employees who have been rehired within three years from the date they previously completed the I-9 form.

This enhancement simplifies the I-9 process specifically during the following phases:

- Onboarding for rehires
- Completing Section 3 of the I-9 form
- Printing of the I-9 form

I-9 Section 2 Completion

Deltak Talent Management has been updated to prevent the completion of Section 2 of the I-9 form when the verifier, or the person completing Section 2, does not have enough information associated with their account. The verifier must be associated with a valid Job and Location, as configured on the User Management screen (**Administration » Global Settings » Your Organization » Users**). Otherwise, a warning message displays and the verifier will be unable to complete Section 2. When the warning message is generated, the verifier has to reach out to their company's administrator to correct the Job and Location associated with their account.

New Search for Duplicates Screen

A new **Search for Duplicates** screen has been added under System Administration (**Administration » Global Settings » Your Organization » Search for Duplicates**). The screen, which is only available to administrators, includes a search user interface that includes a **National Identifier** input field and **Type of National Identifier** drop-down list, with search results displayed under the following sections:

- **Deleted User:** Displays the total number of deleted users, and the **Clear NI Data** Action button. Clicking **Clear NI Data** displays a warning message stating that it will only affect user records, and if the user proceeds, associated records will be removed from the database.
- **Existing User:** Displays the list of all accounts not included in the Deleted User Accounts, with two action buttons: **Clear NI Data** and **Clear NI Employee Data** (this is only when user has an employment-related data associated with the an account). Clicking **Clear NI Data** invokes the same behavior as in the Deleted User Accounts section, but performs it against a single user. Clicking **Clear NI Employee Data** invokes the same behavior as in the Employee Data section, but performs it against a single user.
- **Employee Data:** Displays the number of other records of employee data found in the system but which can't be included in the Existing Users section, and includes a **Clear Data** button. Clicking **Clear NI Data** displays a warning message stating that such action will clear all employee data, and if the user proceeds, the employee's I-9 records will be cleared.

Lock Down the Number of Hires Needed

Customers and hiring managers with access to Workflow Wizard (**Administration » Recruiting » Configuration » Workflows » Workflow Wizard**) can now lock down the number of vacancies per requisition through a **Lock down # of Hires** check box. When selected, a **# of Hires** field displays just below the check box, allowing the user to set the actual number of hires needed.

Prevent Access to Requisition Historical View of Candidates

A new Historical View feature has been added to the Features section (**Administration » Global Settings » System Administration » Features » Recruiting » Candidates**) allowing the user to limit access to the historical view page of the requisition. This new feature is enabled by default, but when disabled, it prevents users from accessing the Historical View through UI or URL manipulation.

Provide a Manual Reminder Option for Requisition Approvals

Recruiters and requisition owners/approvers now have the option to manually send a reminder for a pending requisition approval. This enhancement adds a **Send Manual Reminder** button under the Actions column of the All Pending Approvals screen (**Recruiting » Requisitions » Approvals » View All Pending Approvals**). The requisition status and the date a reminder was sent may also be viewed when you hover over your cursor on the approver's name.

To enable the **View All Pending Approvals** option, **Act on Requisition Approvers Behalf** must be selected on the Features screen (**Administration » Global Settings » System Administration » Features » Recruiting » Requisition » Act on Requisition Approvers Behalf**). My Pending Approvals is specific to the user logged in.

Provide a Manual Reminder Option for Offer Approvals

Recruiters, offer approval owners, and offer approvers now have the option to manually send an email reminder for offer approvals. This enhancement adds a **Send Reminder to the Next Approver** button

under the Actions column of the All Pending Approvals screen (**Recruiting » Offers » Approvals**). The date a reminder was sent may also be viewed when you hover over your cursor on the approver's name.

NI Collection for Mauritius

Mauritius is now included among the supported countries for National Identifier collection. This feature is available to administrators during system configuration, and also to users who are creating profiles or applying for jobs. Upon choosing Mauritius as country during NI collection, Deltek Talent provides a field for entering 14 alphanumeric characters to correspond to NI number (entering non-alphanumeric characters or entering less or more characters generates an error message). The Data Diversity Collection for Mauritius also includes **Gender** category with **Male** and **Female** values.

Performance

Changed Bulk Launch Appraisals to a Nightly Process

The Bulk Launch Appraisals process now happens overnight, giving the appraisals 24 hours to complete and avoiding performance issues that might occur when launching appraisals for a high volume of employees. On Step 1 of the bulk appraisal process, the scheduling option has been changed to reflect this update, and is now labeled **Launch Appraisals Tonight**. This change applies only to Bulk Launch Appraisals.

New Employee Goal Process Allows Employees and Managers to Add Goals Outside of the Appraisal Workflow Process

Employees and Managers can now add goals outside of the Appraisal Workflow Process. These goals can, however, be pulled into the appraisal process at a later date, if desired, through the Dynamic Goals process. For more information, see the release note "Dynamic Goal-Based Workflow."

Managers

Managers can manage and add goals outside of the Appraisal Workflow process on the Employee Goals screen for direct reports. (Click **My Employees » My Employees**, then click the Performance tab. Select **Goals** from the Actions menu.)

The Employee Goals screen lists all goals for the selected employee. A manager has the option to add goals on this screen. Goals created here, outside the Appraisal Workflow process, can be pulled into an appraisal, if desired, or remain independent.

All goals, whether created within an Appraisal Workflow process or outside of that process, behave the same. Managers can add goals, mark as complete, score, and attach completion percentages to goals.

Employees

Employees can create their own goals outside of the Appraisal process. Employees add goals on the Employee Goals screen (**Performance » My Goals**). If an employee has created employee goals for direct reports, those goals will also display in the grid on the Employee Goals screen when accessed via the Performance menu.

Available Options

Depending on permissions granted by an administrator, employees may have the following options on the Employee Goal Screen:

- **Browse Employee Completed Goals:** Enables the option to select goals based on their own completed goals
-

- **Browse Goals from Library:** Enables the option to select goals based on other team members
- **Browse Manager Goals:** Enables the option to select goals based on the employee's manager's goals
- **Create Goal:** Enables the option for the employee to create goals
- **Delete Goal:** Enables the option for an employee to remove his or her goals
- **Retire Goal:** Enables the option to allow the user to retire their own goal

For more information about creating Employee Goals, see the [Create Employee Goals Click-Thru](#).

Simplified Add Goal Process Consolidating Steps and Adding New Options

To streamline the Add Goal process, the following changes were made:

- Combined the two Add Goal processes, Add Smart Goal and Add a New Goal, into a single page, **Add a New Goal**.
- Removed the SMART goal steps and consolidated fields and options on the single Add a New Goal screen. Information about how to enter SMART goals remains on the screen to guide the user.
- Added the following new fields when adding goals on the Employee Goal screen, or from within an Appraisal workflow. These fields do not display when adding a goal on the Goal Library (**Administration » Performance » Goals » Goals**).
 - **Start Date:** The start date for the goal.
 - **Target Date:** The date to complete the goal.
 - **Related Goal:** Browse to select other goals to link to the selected goal. Linking goals can help employees see how their contributions affect larger, strategic objectives. Linking a goal will add the goal to all the groups in which the linked goal is a member.
 - **Private:** Select to mark the goal private, meaning it cannot be selected for linking or copying, and the goal will not be visible to any users other than those directly involved in the appraisal process associated with the goal.

For more information about goals, see:

[Add Goals to Appraisal Via Performance Workflow Click-Thru](#)

[Add Goals Within Appraisal Click-Thru](#)

[Bring Employee Goals Into Appraisal Click-Thru](#)

[Create Employee Goals Click-Thru](#)

Dynamic Goal-Based Workflow

Administrators can create dynamic, goal-based workflow items on the Workflow screen (**Administration » Performance » Workflow**). Here, administrators pull in active goals created previously by managers (**My Employees » Performance Tab**) or employees (**Performance » My Goals**) on the Employee Goals screen. Administrators can also create new employee goals that will be added to a workflow. This change allows companies to choose which goals can be included in the appraisal process, and which to keep only in continuous goal management.

The following changes have been made:

- **Performance Workflows:** A new Goal Category, **Employee Goals** has been added to the Administrative Goal Library (**Administration » Performance » Goals » Goals**). By default, no goals are added to the category. This **Employee Goals** category displays in the list of Available Items for selection on the Categories step tab of the Performance Workflow. After **Employee Goals** is selected, a weight can be assigned to the category.

If the **Employee Goals** category is added to the workflow in the Categories step, an **Include Active Employee Goals** option displays in the Available Items column in the Content step. After selecting this item, the goals added via the Employee Goal screen will be included in the workflow. A weight can be assigned to these goals as a whole. Any goals added from the Goal Library under this Employee Goals category will also be listed for selection.

Project Appraisal: If Employee Goals is present in a selected workflow, and **Include Active Employee Goals** is selected, all of an employee's active goals are pulled into the appraisal. The weight defined in the workflow for the **Include Active Employee Goals** item will be evenly distributed among the metrics added.

- **Regular Appraisal:** If the Employee Goals category is present in the selected workflow, and **Include Active Employee Goals** is selected, all of an employee's active goals will be pulled into the appraisal.
- **No Employee Goals Defined:** If the Employee Goals category is part of the selected workflow, but no employee goals are defined, the category is still included in the appraisal.

For more information about bringing Employee Goals into an Appraisal via the Dynamic Goal Process, see the [Bring Employee Goals Into Appraisal Click-Thru](#)

Notifications for Continuous Employee Goal Process

The following notifications have been added to support the Employee Goal enhancement.

Note: All of these notifications are sent to the employee who created the goal and his or her manager, and, if the goal is tied to an appraisal, also to the appraisal manager.

- **Goal Created Notification:** This email notification is sent when a goal is created. The link within the notification opens the goal on the Employee Goals screen.
- **Goal Status Update Notification:** This email notification is sent when a goal's status changes. The link in the email opens the goal in Employee Goals.
- **Goal Edited Notification:** This email notification is sent when changes have been made to a goal. The link within the notification opens the goal on the Employee Goals screen.
- **Goal Deleted Notification:** This email notification is sent when a goal is deleted.
- **Retired Goal Restored Notification:** This email notification is sent when a retired goal is restored.

Improved Text-Based Rating So Text Displays Throughout Product

When an administrator selects the **Text** option for any of the Display Options on the Scale screen (**Administration » Global Settings » Your Organization » Scale**), Ratings in Appraisals now display as text only, consistently throughout the product, including in all areas of output. Numbers will no longer display when **Text** is selected, only the text-based rating.

Added Option to Remove Scoring from Appraisal Workflow

Administrators who do not wish to have a scoring requirement as part of the appraisal process can configure appraisal workflows without a scoring phase, or an overall score. An administrator can remove scoring on the Configuration step of the Workflows screen (**Administration » Performance » Appraisals » Workflows**). On the Configuration step, under Assessment and Review, clear the **Allow Scoring** check box.

All appraisals launched after making this change in the workflow associated with an appraisal will not contain scoring, including the display of an overall score and appraisers. This change will not affect appraisals already in progress.

Development

Description of Competencies Now Display on Competency Profile Screen

A short description now displays for each individual competency when a user hovers over the information icon ⓘ next to a competency name anywhere in Deltek Talent Management, including My Resumes and the Competency Profile screen. The text that displays is the description from the **Competency Description** field associated with the competency, and defined by an administrator.

To view the description, on the Competency Profile screen, click a Competency Type link. In the Competencies column, hover over the information icon ⓘ next to a Competency Name.

Learning

New Ad-Hoc Learning Requirements Functionality

Managers, Learning Managers, and Administrators now have the ability to assign ad-hoc learning requirements to employees. Once assigned, the Learning module generates related tasks, such as classes, courses, and curricula for the employee to complete. Due dates are also automatically calculated and assigned to the matching employee.

This enhancement helps to ensure that required curricula and courses are completed by a given deadline, and that alerts are in place if necessary. This is especially useful in instances where having specific training credits may affect an employee's eligibility to be assigned to work projects with specific needs.

This functionality is available only if the **Learning Requirements** option is enabled on the System Settings screen (**Administration » Global Settings » System Administration » System Settings**).

This enhancement introduces the following new screens, which allow users to create, process, manage, and resolve learning requirements:

- **Manage Learning Requirements (Learning » Learning Requirements)**: This displays filters and a grid that will allow users to manage learning requirements. For Managers, this is how they can see the ad-hoc learning requirements they have created, as well as the learning requirements created by individuals down their organization hierarchy. For Administrators, this is where they can view all learning requirements for their company. For Learning Managers, this is the way to see the learning requirements they have created, or those that have been created for courses they manage.
 - **Add Learning Requirement (Learning » Learning Requirements » Add Learning Requirement)**: This screen allows Managers, Learning Managers, and Adminsitrators to create
-

learning requirements. The same function can also be found when viewing the Course or Curricula index table and on the profile pages for both Courses and Curricula.

- **Assign Learning Requirement Users (Learning » Learning Requirements » Actions » Assign Learning Requirement Users):** This screen allows administrators to assign learning requirements to users. Once assigned, users will receive a notification informing them of the learning requirement. Users will also see the learning requirement in their My Tasks (Dashboard » Tasks » My Tasks) page.
- **View Learning Requirement (Learning » Learning Requirements » View):** This displays the details of the learning requirement captured during creation, in addition to who created it and when it was last changed. It includes information regarding how many tasks have been created, the percentage of incomplete versus completed tasks, as well as a list of related tasks with their assignees, status, and due dates.

This enhancement also adds the following configuration options to the System Settings screen (Administration » Global Settings » System Administration » System Settings):

- **Learning Requirement Default Task Creation Offset Days:** This configuration determines the number of days prior to the due date of a task to be created from a Learning Requirement, indicating when the Learning Requirement should issue a task to a matched user. The default value for this setting is **28**.
- **Learning Requirement Default Task Deadline Offset Days:** This configuration sets the number of days after the Base Due Date for calculating a user's actual Due Date. The default value for this setting is **0**.

New External Certification Number Field

The My Learning Profile screen (Learning » My Learning » Learning Profile) has been updated to display **Certification Number** information for External Certifications. When adding or editing their learning profiles, users will now see a new **External Certification Number** field on the following screens:

- Add External Certifications (Learning » My Learning » Learning Profile » Add External Certifications)
- Edit External Certification (Learning » My Learning » Learning Profile » Edit External Certifications)
- Renew External Certification (Learning » My Learning » Learning Profile » Renew External Certifications)
- External Certification History (Learning » My Learning » Learning Profile » Certification History » External Certification History)
- Certifications (My Employees » Certifications)

New Import External Certifications Functionality

The new Import External Certifications screen (Administration » Learning » Certifications » Import External Certifications) has been added to the Administration options for Learning Certifications. This allows administrators to upload in bulk the external certification information of their company's users.

To help you perform the bulk upload process, please use the template provided on the new screen. The Import External Certification screen supports only CSV formatted files.

Also, as part of this enhancement, what was previously the **Certifications** option under **Administration » Learning » Certifications**, has now been renamed **Internal Certifications**.

Configurable Unit Types and Categories

This enhancement improves the visibility of educational credit and CEU information for all Course entry and Course display screens.

On the Add Course (**Administration » Learning » Courses and Classes » Courses » Add Course**) and Edit Course (**Administration » Learning » Courses and Classes » Courses » Edit Course**) screens, the following changes have been made:

- Course unit types and categories are now configurable. The **Credits** and **CEUs** fields have been replaced with the following:
 - **Educational Unit:** This drop-down list allows administrators to select whether the unit type is **CEUs, CPD, Credits, or PDHs**.
 - **Educational Unit Category:** This drop-down list allows administrators to select whether the category type is **Compliance, General, Professional, or Strategic**
 - **Educational Unit Value:** This field allows administrators to set the numeric credit awarded to students upon completion of the course.
- A new **Add Education Units** button has been added. This gives administrators the ability to configure and grant different units to different user groups or grant multiple unit types to specific user groups.

The **Credits** and **CEUs** display fields have been replaced with Education Units information on the following screens:

- Course Profile (**Learning » Courses & Classes » Course Profile**)
- View Curricula (**Learning » Curricula » View Curricula**)
- Job Profile (**Recruiting » Requisitions » Manage Requisitions » View Requisition » Job Details**)

On the Search Courses screen (**Learning » Courses & Classes » Search Courses**), the displayed **Credits** and **CEUs** information have been replaced with information in this format: <Educational Unit Name (Educational Unit Category): Education Unit Value>.

On the My Learning Profile screen (**Learning » My Learning » Learning Profile**), the **Total Credits** information displayed in the Courses and Course History section have been removed. The Credits and CEUs columns have also been removed from the table in both sections.

On the My Employees screen (**My Employees » My Employees » Learning**), the displayed **Total Credits** and **Total CEUs** information have been replaced with **Education Unit** totals, along with a popup that displays the breakdown details for each Education Unit. However, Education Unit information will display only if **Total Credits** or **Total CEUs** have been selected as a Badge setting in the **General** section of the System Setting screen (**Administration » Global Settings » System Administration » System Settings**).

On the Learning Reports screen (**Reports » Learning**), the **Training Hours Report** has been removed from the Classes section.

Curricula Cloning Process Modification

Cloning an existing curriculum provides a convenient way for administrators to copy the details of an existing curriculum into a new curriculum where necessary. This cloning process has been updated so that you can now add and remove curriculum courses when the curriculum is in **Draft** or **Open** status. Previously, changes can be applied if the curriculum was in **Draft** status only. In addition, the option to replace the parent curriculum has been removed when editing a clone curriculum record.

This enhancement also adds a new **Recalculate Completed Students' Progress on Course Change** option when you edit a curriculum. Selecting this after adding or removing courses from the curriculum will display a confirmation screen. Depending on the administrator's response, one of the following calculation processes initiates:

- If the administrator clicks **Yes**, then the application will recalculate the completion percentage for both **Enrolled** students and **Completed** students. Students who initially had a **Status** of **Completed** but have a recalculated progress percentage that is less than 100% will be moved to the **Enrolled** bucket. This indicates that they still have courses to complete for that curriculum.
- If the administrator clicks **No**, then the application will recalculate the completion percentage for **Enrolled** students only.

Reporting Tool

Manage Settings Screen Updated

The Reporting Tool System Settings screen was reconfigured for enhanced usability so that display and behavior more closely align with its Talent Management counterpart:

- Numerical inputs (1 or 0) to enable or disable features were replaced with **Yes/No** options.
- Settings with pre-determined values now display as drop-down lists.
- Out-of-date settings were removed.
- Cryptic labels were updated, as were settings with labels that suggested language tokens.
- Settings are now grouped by new categories.
- Settings no longer need to be saved one at a time. When you click the **Update** button, all values on the page are saved.
- Settings that cannot be modified by users (for example, *System.dataDictionaryVersion*) have been marked as non-editable.

New Applicant Flow Log Standard Report

The Applicant Flow Log was added as a new standard report, which government contractors must submit as required by the Office of Federal Contract Compliance Programs [OFCCP].

New Configurator Role and Admin Privilege Expansion

A new core group/role of **Configurator** was created for the Reporting Tool. Privileges for this role are assigned by default. The Configurator group also links to existing Talent Management group memberships, which is achieved by using current membership available from Single Sign-On. These updates offer the following improvements and capabilities:

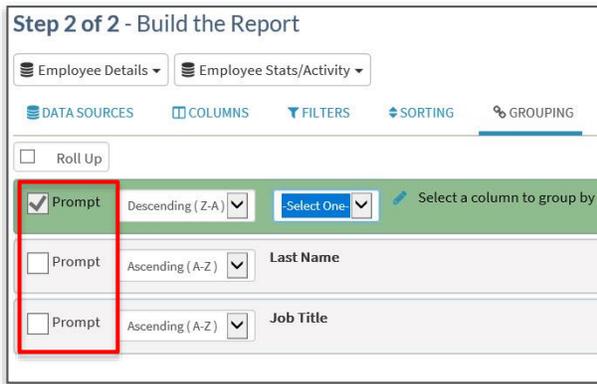
- All visible features can be assigned to groups as privileges. New groups can be created that retain any or all administration privileges without requiring that those users also serve as Talent Management administrators.
 - Privileges assigned to users in the new Configurator group are limited to site configuration, users, groups, and other related settings.
 - Access to lower-level settings, which had previously become inaccessible for admin users other than 'Admin HRsmart' ('User #1'), were restored.
-

Enhancements

- For existing customers who have already created an Administrator group, access rights for users belonging to that group remain unchanged. Clients can, however, reconfigure group privileges as desired.
- Clients can reduce the Primary Administrator’s role as needed, for example, by preventing them from viewing reports.

New Prompt Report Groupings Option

A **Prompt** check box was added to the Report Wizard Grouping tab. With this check box selected, users can group a report by available fields selected from a new drop-down list that displays on the Grouping tab.



The new **Prompt** functionality enables a report scheduler to send the same report to various stakeholders, but filtered with different groupings tailored for diverse recipients. As an example, a scheduler can direct a report grouped around the category **Candidate Counts by Requisition** to certain participants, while arranging for another version of the same report, grouped around **Candidate Counts by Division**, to go to other recipients.

When **Prompt** is selected, users can:

- Prompt multiple groupings as appropriate.
- Edit the grouping while viewing the report.
- Create reports with undefined groupings, allowing the user to set them when running the report.

In addition, grouping and sorting actions no longer automatically create a hidden column in user reports.

New External Certification Number Field

An **External Certification Number** field was added for use in **Learning » Certifications** reports and related data objects.

Outdated Software with Known Vulnerabilities

Third-party software used by the Reporting Tool, including JQuery, PEAR FrontEnd, and many others, were updated to the latest versions in order to enhance system stability and address known vulnerabilities.

Effective Dating Standard Report Updates

In accordance with effective dating enhancements in Talent Management, the following standard reports were updated:

Enhancements

- Student Class Completion Grid
- Gap Analysis Report by Job
- Gap Analysis Report
- High Potential Talent (HiPo) in Critical Jobs
- My Group's Requisitions
- Certifications Expiring
- Appraisal Score Distribution by Department
- My Employee's Delinquent Appraisals
- Delinquent Appraisals
- Continuous Feedback
- Goal Progress
- Employee Profiles
- User Report
- Employee Search

Note: As these are Talent Management 16.0 reports, the updated versions only display if client data is applicable for Version 16.0 or later.

The following standard reports reference fields have also been revised so that they are subject to effective dating:

- Student Class Completion Grid
 - Gap Analysis Report by Job
 - Gap Analysis Report
 - High Potential Talent (HiPo) in Critical Jobs
 - My Group's Requisitions
 - Employee Profiles
 - User Report
 - Employee Search
 - Goal Progress
 - Continuous Feedback
 - Delinquent Appraisals
 - My Employee's Delinquent Appraisals
 - Appraisal Score Distribution by Department
 - Certifications Expiring
 - Student Certificates Combined
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Employee Details Bucket Update

The core basic bucket object **Employee Details**, which is used in such categories as Appraisals, Goals, Development Plans, Career Plans & Activity, and 360, was updated in accordance with Talent Management effective dating enhancements.

Configurable Unit Types and Categories Updates

In tandem with Talent Management changes related to **Learning » Configurable Unit Types and Categories**, the Reporting Tool's basic data object Course Details was updated. These updates are related to data storage for the following fields:

- Course Details » Credits
- Course Details » CEUs

New Training Hours Report

In accordance with revisions to the Talent Management Training Hours report, the new Reporting Tool Training Hours report captures Internal and external training items, including new configurable education units and categories now found in Talent Management. The report can be built using a new report category, **Learning » Training Hours**.

Goal-Related Enhancements

The following Basic Report categories and standard reports were revised in accordance with related changes in Talent Management:

- Basic Report Categories:
 - Goal Details bucket
 - Goal Activity bucket
 - Goal Scoring bucket
- Standard Reports:
 - Goal Progress
 - Delinquent Appraisals

Core Framework

Ability to View and Assign Tasks

This enhancement makes it easy for users to view, assign, and resolve tasks or action items that require completion on or before a specified date. It introduces new Task Management screens, system notifications and reminders, as well as detailed history tracking of the updates or changes made to each task.

Users associated with a Task are referred to as "Stakeholders". As a stakeholder, you will either be:

- An **Assignee**, or the individual responsible for completing the task;
 - A **Principal**, or the individual who needs to ensure that the task is done; or
 - A **Follower**, someone who has an interest in seeing the task finished, but is not responsible for completing it.
-

On the Main Dashboard, a **Tasks** button has been added, which gives users access to the following new screens:

- **My Tasks (Dashboard » Tasks » My Tasks)**: This screen displays all the tasks associated with your user record, whether your role is as Assignee, Principal, or Follower.
- **View Task (Dashboard » Tasks » My Tasks » View)**: This displays the details of a specific task, including history tracking information if and when changes are made to the task.
- **Add Task (Dashboard » Tasks » My Tasks » Add Task)**: This screen allows you to create and assign tasks to other users.
- **Edit Task (Dashboard » Tasks » My Tasks » Edit Task)**: This screen allows you to edit existing tasks that are associated with your user record.
- **Task History (Dashboard » Tasks » My Tasks » History)**: This screen captures the changes made to a task. It displays the change date, who edited or updated the task, and the change description. Depending on the system notification settings configured by your company administrator, task stakeholders also receive a Task Activity Notification whenever changes are made to a task. The notification includes the change details, as well as a link to the specific task.

For Administrators, this enhancement introduces a new **Tasks** section to the Notification Events screen (**Administration » Global Settings » System Administration » System Settings » Notification Event**). The Tasks section includes the following options:

- **Task Activity**: This controls whether a notification is sent to stakeholders whenever there is a change in the task that is associated with their user record.
- **Task Reminder**: This controls whether stakeholders will receive reminders of tasks that need completion.

User Counts and Limits

Talent Management now stores the following system license and user count information:

- The number of active users
- The number of allowed users, based on the license file limit
- The number of licenses available
- The number of deactivated users
- The number of total users, both active and deactivated users

For this release, the display is limited to back-end screens. However, this information will be provided to administrators in the near future.

Performance Improvements to the O*NET Job Library

The following performance improvements were made to the O*NET Job Library screen (**Administration » Global Settings » Your Organization » Job Profiles » More Options » O*NET Job Library**):

- When the Occupational Information Network (O*NET) online database is unavailable, a new error message displays advising users to try processing requests again at a later time.
 - The Import functionality has been streamlined and updated to retrieve information directly from the O*NET API.
-

Performance Improvements to the Language Management Screen

The following performance improvements were made for the Language Management screen (**Administration » Global Settings » System Administration » Languages**):

- Deltek Talent now adds a default language translation whenever an administrator creates custom tokens in a language that is not the system default.
- Deltek Talent now automates the **Update**, **Delete**, or **Create Translation** functions for all custom tokens if an administrator changes the default system language.

WYSIWYG Editor Version Update

Talent Management now supports the latest version of the CKEditor rich text editor.

API and SOA

New Fields Added to Employee Details APIs

The following new fields have been added to the Employee Personal Details API:

- National ID
 - SSN
 - National ID Country
 - Subject to ADA (yes/no drop down)
 - Marital Status
 - Visa Type
 - Visa Issuing Country
 - Visa Expiration Date
 - Resident Alien Number
 - Passport Issuing Country
 - Passport Number
 - Passport Expiration Date
 - Citizenship Status
 - I-9 Verification
 - Mailing Address
 - Home Email
 - Primary Emergency Contact
 - Name
 - Phone Number:
 - Relationship
 - Secondary Emergency Contact
 - Name
-

Enhancements

- Phone Number
- Relationship
- Veteran Status (Yes/No drop down)
- Veteran Type
- Separation Date

The following new fields have been added to the Employee Work Details API:

- Career Level
- SOC Code
- Hours/Day
- Annual Rate/Pay Rate
- Pay Frequency
- Work Schedule
 - Full Time
 - Part Time
- Separation Reason: Only if the **Status** is **Terminated**
- Separation Type: Only if the **Status** is **Terminated**
- Last Day Paid: Only if the **Status** is **Terminated**
- Exit Interviewer: Only if the **Status** is **Terminated**

Ability to Export User Skills to Costpoint

The following APIs have been added, allowing administrators to send user details from Deltek Talent Management to Deltek Costpoint:

- Create User Skills
- Update User Skills
- Delete User Skills
- Search User Skills

This enhancement excludes the export of the following fields:

- Skill Level ID
- Skill Usage ID
- Skill Last Used ID

To enable the ability to export user skill information, the **Core » Skills » Skill Profile** setting must be selected on the Features screen (**Administration » Global Settings » System Administration » Features**).

Support for Dynamic Retrieval of State Issuing Authority Information for E-Verify

This enhancement improves how Talent Management's E-Verify functionality retrieves state issuing authority information.

New SOA Log

All API operations that perform **Add**, **Update**, or **Delete** Record in the database are recorded in the new SOA Log. In instances where data is updated or deleted, this provides the ability to trace whether the change was made via the API integration functionality.

Posting Manager

Easier Access to Site Selection

A new **Site Selection** button has been added to the Crosspost **Accounts** page to provide users a quick and easy way to navigate to the **Site Selection** page, wherein the job boards are displayed.

Retain HTML for Indeed Crossposting

HTML tags are now preserved in **Indeed** job descriptions to increase their marketability and visual impact to jobseekers.

Site Selection Update

Posting Manager no longer includes Seek as a supported job board and no longer lists *seek.com.au* under the available **Site Selections**. However, those needing to cross-post to Seek may still do so via Job Target. In addition, Deltek Talent Management is evaluating continued support for direct Seek integration.

Software Issues Resolved

Recruiting

Ability to Edit Cover Letter Still Available

Deltek Defect Number: 787329

Description: Job seekers were able to edit their cover letters even after they have submitted their job applications.

Customers Impacted: This affected job seekers and users of the Recruiting module.

Ability to Access Active Candidates

Deltek Defect Number: 793208

Description: Users belonging to User Groups with disabled access to the Active Candidates feature were still able to access the Active Candidates screen by either clicking the link in the **Active Candidates** column on the Manage Requisitions screen (**Recruiting » Requisitions » Manage Requisitions**) or by clicking the **New Résumés** button.

Customers Impacted: This affected users of the Recruiting module.

File Extension Issues When Importing Monster Résumés

Deltek Defect Number: 824711

Description: When importing résumés in PDF format from the Monster Résumé Search screen (**Recruiting » Monster » Search Monster**), the .doc file extension was added to the imported file.

Customers Impacted: This affected users who use the Monster Résumé Search functionality.

Unable to Create User Account

Deltek Defect Number: 825396

Description: If a user attempted to create an account that matched a **Warn But Allow** account creation rule, the reCaptcha validation functionality failed and the user was unable to create an account.

Customers Impacted: This affected clients with the **Warn But Allow** validation rules enabled in their System Settings for account creation.

Duplicate Vendor Hiring Order

Deltek Defect Number: 828893

Description: Clicking the **Submit** button multiple times on the Issue Vendor Hiring Orders screen (**Recruiting » Requisitions » Manage Requisitions » Issue Vendor Hiring Orders**) resulted in duplicate requisition entries.

Customers Impacted: This affected Vendors.

Unable to Bulk Upload Users

Deltek Defect Number: 831281

Description: Attempting to upload users in bulk via the Upload User File screen (**Administration » Global Settings » Your Organization » Users » Upload User File**) resulted in an error message if the data on any of the rows in the file match a **Warn But Allow** account creation rule. This prevented the bulk upload process.

Customers Impacted: This affected clients with the **Warn But Allow** validation rules enabled in their System Settings for account creation.

Merge Code Not Displaying as Expected

Deltek Defect Number: 850380

Description: The merge code value for a custom **Dynamic Form** field appeared <blank> in the Onboarding letter.

Customers Impacted: This affected Recruiters and Administrators.

Inconsistent Search Results

Deltek Defect Number: 1012035

Description: Running a search using the **With at Least One of the Following** keyword criteria on the Search Résumés screen (**Recruiting » Résumés » Search Résumés**) generated inconsistent results.

Customers Impacted: This affected Recruiters and Hiring Managers.

Prevent Visibility to Requisitions When Altering URL

Deltek Defect Number: 889844

Description: Hiring managers with **View All Requisitions** disabled (**Administration » Global Settings » System Administration » Features » Recruiting » Requisition » View All Requisitions**) could access requisitions that were not assigned to them by altering the URL and inserting the requisition number.

Customers Impacted: This affected clients who use the Recruiting module.

Core Framework

Unable to Remove External Front End

Deltek Defect Number: 788818

Description: Users were unable to delete a requisition from their Front End listing even if it no longer had any associated jobs.

Customers Impacted: This affected Administrators, Recruiters, and other users of the Recruiting module who had access to their company's External Front End.

Performance

Improved Bulk Launch Appraisal Process to Be More Resilient Against Termination Via Long Running Query

Deltek Defect Number: 756774

Description: To avoid the creation of duplicate appraisals when a bulk appraisal launch is terminated via a long running query, the Bulk Launch Appraisal process has been improved.

Customers Impacted: This affected clients who use the Performance module.

Reporting Tool

Certifications Reports Included External Certifications for Jobseekers

Deltek Defect Number: 974275

Description: When reporting on Certifications using the category **Learning » Certifications**, the report erroneously included certifications added by external jobseekers during the application process. In addition, since these jobseekers were not yet actual employees, the user information fields in Student Details displayed as blank in the report.

Customers Impacted: This affected customers who use the **Learning » Certifications** category of Reporting Tool reports.

Report for Calculated/Overall Scores Did Not Match Talent Management Appraisal Scores

Deltek Defect Number: 1087989

Description: The report for Calculated/Overall Scores did not always match Talent Management appraisal scores.

Customers Impacted: This affected all Reporting Tool clients.

User Interface

Unable to View # of Days Field Value

Deltek Defect Number: 959666

Administrators were unable to view the **# of Days** value entered in the **Due Date** field when adding or editing Onboarding Documents on the Onboarding Bundles screen (**Administration » Recruiting » Onboarding Bundles**).

Customers Impacted: This affected administrators and recruiters who view and edit onboarding bundles.

Appendix A: For Additional Information

Deltek Support Center

The Deltek Support Center is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the Web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. www.deltek.com