



BrassRing ATS and BrassRing Onboard Release Notes September 2019

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Chapter 1. BrassRing ATS and BrassRing Onboard Release Notes, September 2019

This is a common Release Notes document for BrassRing ATS and BrassRing Onboard. .

Training and Enablement Sessions:

To access training and enablement sessions for SIGNAL LABS Talent Management Solutions and Watson Talent products (which includes BrassRing ATS and BrassRing Onboard), refer to [Training and Enablement Sessions](#).

eLearning and User Documentation:

To access eLearning and user documentation for SIGNAL LABS Talent Management Solutions products (which includes BrassRing ATS and BrassRing Onboard), refer to the [Knowledge Center](#).

Browser and Language Support:

- BrassRing ATS and BrassRing Lead Manager Supported [Browsers and Languages](#).
- BrassRing Onboard Supported [Browsers and Languages](#).

Badge and Training Courses:

- BrassRing ATS and Workbench [Badge Courses](#).
- BrassRing ATS Addon [Training Courses](#).
- BrassRing Onboard [Training and Badges](#).
- BrassRing Lead Manager and Watson Campaign Automation [Training and Badges](#).

Downloadable Release Notes:

- BrassRing ATS and BrassRing Lead Manager Downloadable [PDF Release Notes](#).
- BrassRing Onboard browser [Downloadable PDF Release Notes](#).

BrassRing ATS

BrassRing ATS release features are added to this document at **US Production**.

Refer to the [BrassRing ATS Welcome page](#) on the SIGNAL LABS Knowledge Center for a **Pre-Release** version of the BrassRing ATS Release Notes.

Client Reminders

The **Client Reminders** section reminds clients of recently distributed important notices and links to comprehensive documentation and training for the special features recently introduced.

SIGNAL LABS Knowledge Center - Broken Links

In October 2018 the BrassRing ATS documentation was rewritten with a new approach and structure. This rewrite that resulted in the existing content's shift to different URLs. If a URL is no longer available, the message **The requested resource is not found** is displayed.

This message does not mean that the content is not available, just that it might be available at a different location in the documentation. It is recommended that you use the Search function or Table of Contents to find the content that you need and update any existing bookmarks to the new content that is available.

End of Support for Classic Talent Gateways

Everything You Should Know About Ending Support for Classic Talent Gateways

Competition for top candidates is fierce and **research has shown that employees designated as high-potentials are especially attracted to searching and applying for jobs using mobile devices.** Our customers who moved to responsive Talent Gateways are seeing a vast improvement in candidate completion rates.

Upgrading your Classic Full & Global Talent Gateways to the Responsive, mobile-friendly experience is not only beneficial for you. It is **required** as SIGNAL LABS focuses on responsive design and providing a great user experience in all areas of BrassRing ATS feature development.

Support has been discontinued for:

- Classic Full & Global Talent Gateways - as of Dec, 2017.
 - Includes: Classic Search and Classic Candidate Zone.
- Classic Job Apply (including classic Non-Gateway Questionnaire and classic Gateway Questionnaire job postings) – as of Dec, 2017.
 - Clients can no longer create (or save as new) classic Gateway Questionnaires – as of Feb, 2019.
 - Recruiters and Hiring Managers can no longer post jobs without Gateway Questionnaires – as of Feb, 2019.
- Classic Candidate Portal – as of Dec, 2018.
- Classic Full Talent Gateway Attachments – as of Feb, 2019.
- Classic Employee Referral Functionality – as of Dec, 2018.
 - Clients must implement the Social Referral functionality to have an employee referral program on their Responsive Talent Gateways.

Support continues for (but will be dropped at future point To Be Declared):

- Classic Basic Talent Gateways (such as Add candidate or Add contact).
 - However, we do have responsive stand-alone Gateway Questionnaire feature that replacing some simple external Basic Talent Gateways starting the previous release (19.07.15).

Note: Discontinued support means that, for these areas of classic candidate experience, SIGNAL LABS does not accept defects, does not test for nor guarantee accessibility and that no RFEs nor feature development is considered, even though legacy configurations of these types might still be available for you to use.

Caution: Classic Full Talent Gateway features may be shut off at SIGNAL LABS's discretion. Action May Be Required:

If you haven't already, SIGNAL LABS requires that you upgrade any Classic Full or Global Talent Gateways to use the responsive candidate experience and that you complete HR Status Category mapping (which is required for candidates to access the Application Details page, including posted Offers, Documents, and Forms [that is, responsive candidate portal]).

Want to get started on the SIGNAL LABS Responsive Candidate Experiences but don't know where to start? Watch [Responsive Apply Overview and Configuration Webinars](#) to understand who needs to be involved, an example project timeline, configuration instructions, and much more! SIGNAL LABS has also hosted multiple sessions on Migrating to the Responsive Talent Gateways. Check out the recordings on [Training and Enablement site](#). You can also contact your SIGNAL LABS Representative with any questions or concerns.

BrassRing ATS Classic UI - Retirement

The **Classic User Interface (UI)** of SIGNAL LABS® BrassRing ATS® is discontinued in a phased manner throughout 2019, and **no longer be accessible after the February 2020 BrassRing ATS Build**. This decision is in light of the New BrassRing ATS Recruiter UI that was available since February of 2015.

Note: This article is regarding the Recruiter UI, **not to be confused with Classic Talent Gateways (candidate experience)**, which were discontinued support on December 31st, 2017.

Currently, users toggle between the classic and new UI by selecting the "Rocket Ship" icon



in stand-alone BrassRing ATS or through the "Enhanced Experience" option in Talent Suite. While the default settings for user types update to the new UI in **May (staging)** and **August (production)**, the toggle remains intact. The users are allowed to switch back and forth until **February of 2020** when the classic UI is retired. Then, the toggle is removed and the classic UI might not be accessible in any environment of BrassRing ATS.

Note: Starting the previous release, that is, 26th August 2019, when the default setting for user types update to the new UI, the support for classic UI ends. No support tickets are admissible for the classic UI related issues from then.

Note: With the BrassRing ATS Responsive User Interface becoming the default UI in this release, SIGNAL LABS would like to remind customers that all BrassRing ATS Training and Documentation is in the Responsive UI. There is no longer any Classic UI training or documentation. The *BrassRing ATS: New User Fundamentals* badge course is also in the Responsive UI, so your users can take that course (for free) to learn how to use

the Responsive UI. Details about the badge can be found on the SIGNAL LABS Knowledge Center here: https://www.SignalLabs.com/support/knowledgecenter/SSEUFV/14_Training/4_BrassRingATSAndWBTraining.html

SIGNAL LABS strongly urges that your organization transitions to use of the new UI as soon as possible if you haven't already! The new UI:

- Provides a smoother recruiter experience while away from the office or work space.

- Has the ability to brand the pages and set defaults per persona.
- **MOST IMPORTANT!** All new features and functions improvements, such as the Advanced Search feature and the Metrics Dashboard, are **only available in the new UI**.

Not sure where to start? Our Training and Enablement Team offers a wealth of resources regarding the new UI on the [BrassRing ATS Knowledge Center](#) (KC).

Feel free to cascade these useful tools to your team! [Training and Enablement Session: BrassRing ATS New UI](#) (Scroll down to 2018 sessions to find this recording from 17 July)

e-Learning:

- [Navigating BrassRing ATS](#)
- [Creating Requisitions](#)
- [Post to Talent Gateways](#)
- [Searching BrassRing ATS](#)
- [Updating HR Statuses](#)
- [Reviewing Talent Record](#)
- [Working with Candidate Forms](#)
- [Sending Communications](#)

Thank you for your support and partnership as we look to the future of BrassRing ATS and your Recruiter Experience!

Client Training and Enablement Sessions

Please join the SIGNAL LABS Talent Management Solutions Training team for our regularly scheduled Training and Enablement sessions. These sessions might include release information, product demonstrations, implementation processes, and so much more!

Go to the [site](#) often for the most up-to-date schedule and agenda topics!

Enhancements - You Asked We Listened

We are proud to inform that this build introduces a number of features that were developed in response to clients' **Request for Enhancement (RFEs)**. SIGNAL LABS is pleased to deliver these features in response to your responses and comments.

Requests For Enhancement (RFEs)

The following features were delivered in response to **RFEs**.

- Add Resume to Form Approval Workflow

Feature Preview

This document provides a preview of an upcoming feature.

Candidates - Erase Candidate Application

Note: This feature is going to be deployed to **Staging environment - Only** with an upcoming release as a Dark Launch feature. **The date of deployment of this feature is not yet determined.** Therefore this feature is not going to be available in either the Staging environment or the Production Environment during the September'19 Release.

A new configuration-based feature Erase candidate application is going to be added to the BrassRing ATS Staging environment in the upcoming release. BrassRing ATS users with appropriate user type privileges can erase all application information specific to a requisition from a candidate's Talent Record.

A new action item **Erase Candidate Application Data** is added to Actions in Talent Record. When selected and confirmed, all data that is related to a specific requisition is erased. This purge includes all forms, HR statuses, Notes, communication, and any other data related to the application to a specified requisition.

Note:

- This new action is available only on Candidate listing, grid, or pane that is accessed through a specific requisition.
- This new action is available in Actions menu of a candidate Talent Record when the Talent Record is opened from a list of candidates that are accessed by a specific requisition.

A warning message is displayed when a user selects Erase Candidate Application Data. When users confirm that they would like to proceed with erasing the application data specific to the requisition, the erase action is taken. **The erase action taken using this option is irreversible. There is no undo option available after the data is erased.**

How do clients get this feature?

A new user type privilege is added to the Workbench. **Erase Candidate Application Data** is added in the Candidate Actions 3 page in Edit User type privileges.

Workbench Path: **Tools > Users > User Types > Edit Type permissions > Candidate Actions 3**

 Edit Super User step 2: Set Candidate Actions 3 privileges

Step 1: Set name and functions **Step 2: Set privileges**

"Candidate Actions 3" privileges

Select All	Set privileges
☒	Candidates - 'Forms - my drafts' menu
☒	Candidates - 'View image PDF' button on forms
☒	Candidates - copy per req forms
☒	Candidates - Do not allow on behalf approval for forms
☒	Candidates - Forms "Print" button
☐	Candidates - Mass Export - All Reqs
☐	Candidates - Mass Export - My Reqs
☒	Candidates - Post to candidate portal
☒	Candidates - Reinstate from Evergreen archive folder (
☒	Candidates - View form history as pdf
☒	Erase Candidate Application Data
☐	Notes - delete all public notes
☐	Notes - edit all public notes
☐	Onboarding - Hiring Manager access
☐	Onboarding - Onboarding specialist access
☐	Onboarding - Recruiter access
☒	Restrict start HR status when filing to Req

RTC internal reference # 120611.

Visible Changes

The current release of SIGNAL LABS BrassRing ATS includes the following visible changes for BrassRing ATS and SIGNAL LABS BrassRing Lead Manager.

Candidate Forms - Approval Routing - Add Resume

Starting this release, the job-specific resume is made available for attaching to the approval routing email. BrassRing ATS users that send the approval email can find the resume specific to the job from the drop-down and attached it to the communication.

RTC internal reference # 123997.

Reqs - Posting Options - Classic Gateway Questionnaires Unavailable

In SIGNAL LABS's continuous endeavor to provide the candidates with mobile responsive experience and to promote Responsive Talent Gateway usage, the following changes are made to the **Posting Options** in BrassRing ATS:

- For responsive Talent Gateways, the Gateway questionnaire list that is available in the **Posting Options** is filtered to show only responsive Gateway Questionnaires. This change is for both posting a req workflow and Add or Edit Job code workflow.

- While a user edits an already posted req in the Posting Options page, if a non-responsive Gateway Questionnaire is selected, a message is displayed. The message states that a non-responsive Gateway questionnaire is selected for responsive Talent Gateway.
- For Global Talent Gateways, the Gateway Questionnaire list that is available in **Posting Options** is filtered. Based on this filtering the list displays only those Gateway Questionnaires that are translated to all of the languages that the req is available in and the languages in which the Global Talent Gateway is available in.
- When users edit an already posted req in the Posting Options page, they see the following changes:
 - If a Gateway Questionnaire that is not translated to all the locales common between req and the Global Talent Gateway is selected, while the user saves the Posting Options, a message is displayed to alert the user.

These changes ensure that the users do not post a req with classic Gateway Questionnaire to a responsive Talent Gateway. Therefore, the candidates do not have non-responsive apply experience in the future.

This change does not impact existing Gateway questionnaire selections in already posted reqs until they are edited.

RTC internal reference # 124117.

Posting Options - Post To Social Media - LinkedIn Changes

In **Post to My Social Networks** the social media profiles of users that are associated with their BrassRing ATS account display the social media profile display picture. This picture previously was a hyperlink for all accounts. When users select this picture, their social media profile that is used to be displayed. Starting this release, the LinkedIn display picture is no longer a hyperlink and does not open the users' LinkedIn profiles. This update is based on the changes that are made by LinkedIn.

Reqs > Actions > Post to Social Media

After this release:


Post to my Social Networks
[View S](#)
[Post](#)

* indicates a required field

AutoReqID
***Posting TG**
Language
*** Your Message**

26BR
Gateway To Talentz
English

Message length 56
Link to JobApplyURL is appended to Your message

My accounts
Add





☒ LinkedIn


☒ Facebook


Reqs - Post to Social Media - Posting to LinkedIn with Images

It was observed that the jobs are not being posted to LinkedIn when posted through the **Post to my Social Networks**. This issue occurred regardless of the "successfully posted" message in BrassRing ATS. This change in behavior is due to the changes that LinkedIn made to their API and making an image field mandatory in the post. To comply with LinkedIn's mandate, an image is added to the posts on LinkedIn. Adding the image resolved the issue. Therefore, depending on the client configuration, either the primary header logo of the client or the secondary logo or any classic logo image is added to the LinkedIn post. This change ensures that the job post is available in the user's profile on LinkedIn.

RTC internal reference # 124134.

Talent Gateways - Accessibility Enhancements

Field Label in Post to Social Media screen

The Post to Social media section has a text box without a specific label. This text box is used to input text that is used for posting to the social media. A label **Custom message to post to my social network** is added as a label to this input field during this release. This change ensures that accessibility guidelines are met.

Before this release:

Home Google Candidate Zone Sign Out

Post to my network

 Authorize Twitter

Administration 1409

Recruiter

After this change:

Zone Sign Out

Post to my network

☒  Post to Twitter

Custom message for posting to my social network

Characters remainin

1409

RTC internal reference # 123350.

Updating Password Reset Error message:

The error message displayed when a candidate tries to reset a profile password for more than once during 24-hour period that is previously read as: *You have attempted to change your password twice within a 24hr period. For your security, password changes are only allowed once per day. Please wait 24hrs to reset your password again.* When this message is read by screen readers, the words Hr and Hrs are not read accurately by the screen reader. To ensure good experience to users that use screen readers, this error message is updated to: **You have attempted to change your password twice within a 24 hour period. For your security, password changes are only allowed once per day. Please wait 24 hours to reset your password again.**

Before this change:

Home Google Candidate Zone Sign Out

Back

Account Settings

Login Information

Username

Update

Password

Change password

Security question

Change security question

Back

Change Password

You have attempted to change your password twice within a 24hr period. For your security, password changes are only allowed once per day. Please wait 24hrs to reset your password again.

Fields marked with an asterisk (*) are required.

*Current password

.....

*New password ⓘ

.....

RTC internal reference # 123794.

Reqs - Posting Options - Buttons Not Displayed in Chrome Browser

It was observed that certain buttons of **Posting Options** are not displayed properly in the Google Chrome browser. It was observed that the buttons were hidden behind the taskbar in the Chrome browser. This user interface behavior is fixed during the current build.

RTC internal reference # 123770.

Configurable Changes

The current release of SIGNAL LABS BrassRing ATS does not have any configurable features for BrassRing ATS and SIGNAL LABS BrassRing Lead Manager.

BrassRing ATS Workbench

The current release of SIGNAL LABS BrassRing ATS have the following new features for SIGNAL LABS BrassRing ATS Workbench. Configurable features must be configured or turned on to be visible and available to users.

Talent Gateways - Social Referral Configuration - Google

The Social referral configuration options list Google as one of the options. Google is not a social media tool for job referrals. To avoid ambiguity and confusion, Google as an option is hidden starting this release.

Before this release:

Talent Gateway Settings - Social Referral Configuration

Referral Candidate Type:

Employee Referral

Referral Forms for Candidate Completion - TG Application:

Selected (0)

List >>

Referral Fields for Employee Completion:

Employee_Referral_PC - Select Field(s):

Selected (2)

List >>

Referral Workflows Available:

Send to my contacts

Post to my network

Send via email

Upload resume

Referral Sources Available:

LinkedIn

Facebook

Twitter

Google

NOTE: LinkedIn - Send to my contacts Configuration is not available

Referral Ownership Period (Days):

365

Save

Reset to Saved

Close

After this release:

Talent Gateway Settings - Social Referral Configuration

Referral Candidate Type: External

Referral Forms for Candidate Completion - TG Application: Selected (0) [List >>](#)

Referral Fields for Employee Completion: Employee_Referral_PC - Select Field(s):
Selected (0) [List >>](#)

Referral Workflows Available:

- Send to my contacts
- Post to my network
- Send via email
- Upload resume

Referral Sources Available:

- LinkedIn
- Facebook
- Twitter

NOTE: LinkedIn - Send to my contacts Configuration is not available

Referral Ownership Period (Days): 0

Save Reset to Saved Close

RTC internal reference # 123099, 123101.

BrassRing Onboard

Client Reminders

The current BrassRing Onboard release includes the following client reminders. Client reminders remind clients of recently distributed important notices and links to comprehensive documentation and training for the special features recently introduced.

This document presents changes for the **September 2019 release of BrassRing Onboard** :

- Staging - September 12, 2019
- US Production - September 21, 2019

Dark Launch Features

The current BrassRing Onboard release includes the following Dark Launch features. Such features are released to **Staging environment - Only** and are NOT released to Production environment for a considerable amount

of time. This process gives an opportunity and enough time to test these features thoroughly before they are available in the production environment.

Third-Party Approval - Overview

This is a **dark launch feature**. The Third-Party Approval enhancement allows people other than the BrassRing Onboard manager or new hire to approve I-9 Section 2.

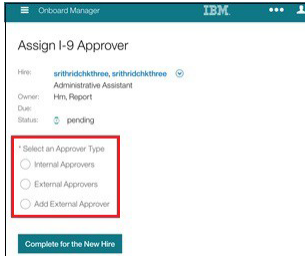
USE IN BRASSRING ONBOARD NEW HIRE

When this feature is enabled, the new hire will no longer need to enter third-party approver details for I-9 Section 2. These fields will be removed from the interface.

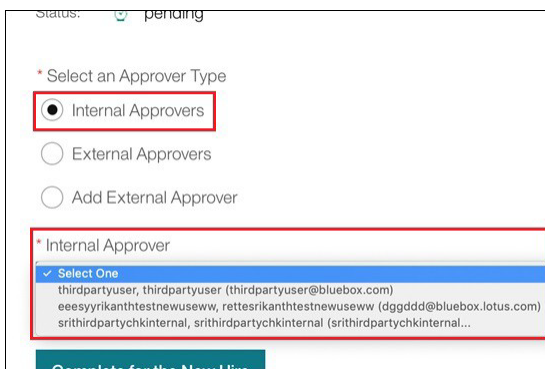
USE IN BRASSRING ONBOARD MANAGER

BrassRing Onboarding managers are assigned an **Assign I-9 Approver** task where they can select the approver type (internal/external) for the I-9, and also add external approvers. (Note: During the dark launch, Assign I-9 Approver activity is inactive and read-only by default. Clients who need it can make it active through a maintenance ticket using DB script.)

- **Internal Approvers.** This is a prepopulated list of internal third-party approvers. Note: Administrators must use the user import feature in the Admin application to do a one-time sync to give all their necessary Talent Suite users access to BrassRing Onboard and assign them to the third party approvers user group.
- **External Approvers.** This is a prepopulated list of external third-party approvers. They are not employees, but need to approve I-9 Section 2 (for example, external legal counsel). Note: All existing third-party approvers who were previously created from I-9 Section 1 are shown as External Approvers. If clients want to move any of the approvers from External to Internal, they must create a maintenance ticket that contains the list of users who will be assigned as internal approvers.
- **Add External Approvers.** This allows users to add external approvers on the fly. Users cannot use this option to add existing employees who do not have access to BrassRing Onboard.



Select an Approver Type: Internal Approvers:



Select an Approver Type: External Approvers: Note: When an BrassRing Onboarding manager selects an External Approver, that person receives an email with a link to access and complete Form I-9. The approver can copy the URL into their browser and complete the form. If approvers have not used BrassRing Onboard, they receive a separate email with login credentials.

* Select an Approver Type

☐ Internal Approvers

☒ External Approvers

☐ Add External Approver

* External Approver

Select One

Add External Approver:

Onboard Manager

* Select an Approver Type

☐ Internal Approvers

☐ External Approvers

☒ Add External Approver

* Third Party Approver First Name

* Third Party Approver Last Name

* Third Party Approver E-mail Address

Third Party Approver Phone Number

Third Party Approver Location

Complete for the New Hire

Reopen Assign I-9 Approver:

I-9 is already in progress for this new hire.

Re-Open Assign I-9 Approver

Please provide additional information for re-opening this task. This additional information will also be included in the email sent to the task owner.

Additional Information

Test Reopen after I-9 test completion

Job Application: Active Jobs | Task Status: All | Due date range: All

Task Title	Task Owner	Due Date	Status	Job Application
I-9 Section 2	User, BWSHiringManager		pending	Software Engineer
Onboard New Hire Step	McMahon, Alexandra		not started	Software Engineer
Onboard End	User, BWSHiringManager		not started	Software Engineer
Onboard Start	User, BWSHiringManager		completed	Software Engineer
Assign I-9 Approver	User, BWSHiringManager		completed	Software Engineer
I-9 Section 2	McMahon, Alexandra		completed	Software Engineer

Re-Open Assign I-9 Approver

Cancel

View Task

Reopen Task

PROCESS AND CONFIGURATION

1. Transfer the responsibility of assigning a third-party approver from the new hire to the employer. This means new hires will no longer need to enter the third-party approver details in the I-9. These fields will be removed.
2. Split existing third-party approver into two new approver types: internal approvers (actual employees and existing users) and external approvers (for example, external legal counsel).
 - All existing third-party approvers that were previously created from I-9 Section 1 are shown as External Approvers.
 - If clients want to move any of the approvers from External to Internal, they must create a maintenance ticket that contains the list of users who will be assigned as internal approvers.

3. On the **Manage Activity Fields** screen, there is a new activity called **Assign I-9 Approver**. It is a standard activity like I-9 Section 1 and BrassRing Onboarding US W4, so is already created and cannot be duplicated. It allows clients to configure who the third-party approver for the respective new hire should be.

The screenshot shows the 'Manage Activity Fields' interface for the 'Assign I-9 Approver' activity. The 'Activity Settings' section includes fields for Name, Activity Name, Template Type, and a checkbox for 'Allow Third Party I-9 Section 2 Approver'. The 'Field Properties' table lists various fields with their IDs, names, labels, required status, types, and display formats.

ID No.	Field Name	Label	Required	Type	Dictionary	View Only	Enabled	Field Variations	Display Format	Co
1	ApproverType	Select an Approver Type	☒	SECTID	0_APPROVERTYPE	☒	☒		None	☒
2	InternalApprover	Internal Approver	☒	COLLE	NA	☒	☒		None	☒
3	ExternalApprover	External Approver	☒	COLLE	NA	☒	☒		None	☒
4	APPROVER_FIRST	Third Party Approver First	☒	STRING	NA	☒	☒	Max Length	None	☒
5	APPROVER_LAST	Third Party Approver Last	☒	STRING	NA	☒	☒	Max Length	None	☒
6	APPROVER_EMAIL	Third Party Approver Email	☒	STRING	NA	☒	☒	Max Length	None	☒
7	APPROVER_PHONE	Third Party Approver Phone	☒	STRING	NA	☒	☒	Max Length	None	☒

4. On the **Manage Job Workflow** screen, add a new workflow activity called **Assign I-9 Approver** into the workflow. This activity allows clients to configure who the third-party approver for the respective new hire should be.
- During the dark launch, the Assign I-9 Approver activity is **inactive and read-only** by default. Clients who need it can make it active through a maintenance ticket using DB script.
 - The default task owner for this activity is: **Hiring Manager**.
 - The **Allow Third Party I-9 Section 2 Approver** check box must be deselected to avoid the new hire entering third-party details again.
 - The **Assign I-9 Approver workflow must precede the I-9 Section 1 workflow**. It should never be after the I-9 Section 1 workflow, but can be moved to an earlier place in the process.

The screenshot shows the 'Manage Job Workflow' interface. A validation error message at the top states: 'Validation Failed: Invalid configuration: Please configure an activity with a Template Type of I-9 Section 2 Approval before an activity with a Template Type of I-9'. The workflow steps are listed on the right, with 'Assign I-9 Approver' (Step 3) highlighted. A red box and arrow point to the 'Assign I-9 Approver' step with the text 'Assign I-9 Approver should be before I-9 sect 1'.

- e. The **activity has three sections**:

- Assign Internal Approvers:** This is a prepopulated list of users who are assigned to the third-party user group. Responsible users can select a user and select Submit to assign Section 2 to that user for approval. Note: Administrators must use the user import feature in the Admin application to do a one-time sync to give all their necessary Talent Suite users access to BrassRing Onboard and assign them to the **third party approvers** user group.
- Assign External Approvers:** This is a prepopulated list of external people who are not employees but need to approve I-9 Section 2 (for example, external legal counsel).
- Add External Approvers:** This allows users to add external approvers on the fly. Users cannot use this option to add existing employees who do not have access to BrassRing Onboard.

5. Allow approvers to be assigned for a new hire from BrassRing ATS. Clients must pass the user name of the approver as part of the job application entity in the B-O integration. Within the XSL mapping:

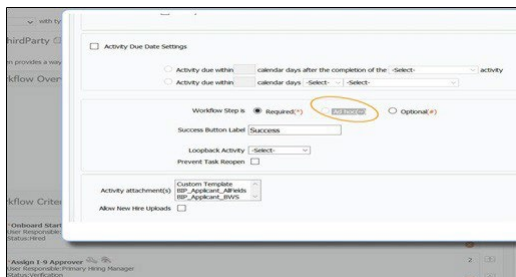
```
<JobApplicationEntity>
  <thirdPartyApproverName>
    <xsl:value-of select="$BrassRing Onboard/*:Candidate/*:UserArea/
      *:Id[@idOwner='ThirdPartyApproverName']/*:IdValue" />
  </thirdPartyApproverName>
```

- The user must already have access to BrassRing Onboard as a third-party user. Otherwise, this user is not assigned, and an error message will display during the B-O integration.
 - Approvers can also be assigned via the V2 services.
 - The user is assigned as an internal approver and the details are autopopulated in the approval activity. The responsible user type must review and complete the activity.
6. Add two new markers to the third-party approval communication template:
- <%=due.date%>. Displays due date for I-9 section 2 approval activity to be completed.
 - <%=new hire.startdate%>. Displays the start date of the new hire.

Third-Party Approval - August Enhancements

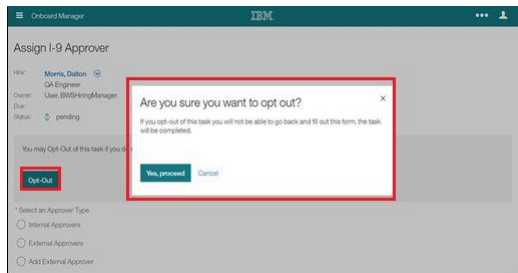
There are enhancements to Third-Party Approval.

- For **Assign I-9 Approver** task:
 - The **Adhoc** workflow step option is disabled for the Assign I-9 Approver task.



- The **Allow Third Party Approver** option is disabled if the Assign I-9 Approver is added into the workflow.
- The **reopen of Assign I-9 Approver** task is not allowed if I-9 Section 2 is completed with receipts.

- On the Assign I-9 Approver page, there is an **Opt Out** button for a third-party task. If a task is opted out, the following message displays: *If you opt-out of this task you will not be able to go back and fill out this form; the task will be completed.*



Assign I-9 Approver Task - Status: Opted Out:

Task Title	Task Owner	Due Date	Status	Job Application
I-9 Section 1	Morris, Dalton		pending	QA Engineer
I-9 Section 2	User, BWSHiringManager		not started	QA Engineer
TS Everify Custom	User, BWSHiringManager		not started	QA Engineer
Onboard New Hire Step	Morris, Dalton		not started	QA Engineer
Onboard End	User, BWSHiringManager		not started	QA Engineer
Onboard Start	User, BWSHiringManager		completed	QA Engineer
Assign I-9 Approver	User, BWSHiringManager		Opted Out	QA Engineer

- Change **Completed By** for a third-party task.

Third-Party Approval - Reassign Approver When I-9 Section 2 Is Open

A user can **reassign/update the I-9 Section 2 approver** (either internal or external) while I-9 Section 2 is open (draft, in progress, or overdue). This is useful in scenarios where the initial approver is not able to approve or is unavailable.

Two validations were added:

- When the approval activity is reopened, the link for active/in-progress I-9 Section 2 activity in the **My Tasks** page is disabled. Once the approval activity is completed, the link is again enabled.
- When the user tries to complete I-9 Section 2, the system checks the **status** of the approval activity:
 - If approval activity exists (in the workflow) and is complete, then I-9 Section 2 is marked as complete.
 - If the approval activity exists and is not complete, then the following error message displays: *The current activity cannot be completed as a preceding I-9 approval activity has been reopened. Please contact the hiring manager and have them close the earlier activity.*

Visible Changes

The current BrassRing Onboard release includes the following visible changes.

I-9: Continue Use of Current Form for Employment Eligibility Verification

Until further notice, employers should **continue using the Form I-9 currently available on I-9 Central**, even after the **expiration date of August 31** has passed. The BrassRing Onboard team will provide updated information about the new version of the Form I-9 as it becomes available.

I-9: Section 3 Adhoc Report

There is a **new adhoc report for I-9 Section 3 data** in **My Reports** in the **Reports** tab of the **BrassRing Onboard Configuration** application.

The report contains:

- New Hire First Name - First Name (Applicant)
- New Hire Last Name - Last Name (Applicant)

- New Hire Middle Initial - Middle Name (Applicant)
- New Hire New Name (in case of name change) - Employee New Firstname (Reverification)
- Candidate Start Date - Candidate Start Date (Job Application)
- Rehire/Reverification - ReverificationType (Reverification)
- Date of Rehire - Date of Rehire (Reverification)
- Type A-1 Document title - Review Document Title (ReviewDocument)
- Type A-1 Document number - Review Document Number (ReviewDocument)
- Type A-1 Expiration date - Review Document Expiration Date (ReviewDocument)
- Type A-2 Document title
- Type A-2 Document number
- Type A-2 Expiration date
- Type A-3 Document title
- Type A-3 Document number
- Type A-3 Expiration date
- Type C Document title
- Type C Document number
- Type C Expiration date
- Activity Completed date - Date Completed (Activity)
- Receipt flag - Receipt (ReviewDocument)
- Duration of Status flag (if applicable)
- Default date range: 1 year

The following are the new combinations that are supported to pull the I-9 Section 3 data:

- #I9, #Reverification
- #Applicant, #GenericActivityEntity, #JOBAPPLICATION, #JOBREQUISITION, #I9, #Reverification
- #Applicant, #GenericActivityEntity, #JOBAPPLICATION, #JOBREQUISITION, #I9, #Reverification, #ReviewDocument, #EmployerReview

Updates to State and Federal Forms

There are updates to maintained forms.

Form Updates

Arkansas (AR4EC) Employee's Withholding Exemption Certificate

Configurable Changes

The current BrassRing Onboard release does not include configurable changes. Configurable features must be configured or enabled to be visible and available to users.

Fixed Defects

In the current SIGNAL LABS BrassRing Onboard release, the following defects were addressed.

RTC Jazz Number	Defect Description
214700	Skill Case #TS002148308 - Prod US - I-9 Section 1 error while submitting document.
219894	Escalated – Skill Case #TS002390325 - Prod US- LMC2XBOptionsto2XO_OB_DictImport_CI not updating D_JOB_TITLES with new values.

RTC Jazz Number	Defect Description
221499	TS002473366 - Exception Error for BrassRing Onboard License.
222084	TS002509437 - Missing data in BrassRing Onboard and on NHE file.
222360	TS002550426 - Remove two hires from Revalidation filter on the Manage New Hires page in BrassRing Onboard. Now, the dispositioned new hires do not display in the public filters.
223243	TS002614714 - Document upload issue. Now, the Documents section will display the user uploaded documents for a task in progress (even if the activity is completed).
223540	TS002626538 - Unable to click on visibility eyeball icon on I-9 Section 1 activity.
223605	TS002624493 - Talent Suite user imports errors - need OB/IKE engineering.
224172	TS002658303 - Unable to find two new hires in MNH (reporting same delay issue via TS002653936).