IBM: BrassRing and Onboard

BrassRing and Onboard Release Notes August 2019

Note

Before using this information and the product it supports, read the information in "Notices" on page 23.

This edition applies to the current release, and to all subsequent releases and modifications until otherwise indicated in new editions.

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Contents

Chapter 1. BrassRing and Onboard Release Notes, August 2019

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

Training and Enablement Sessions:

To access training and enablement sessions for IBM Talent Management Solutions and Watson Talent products (which includes BrassRing and Onboard), refer to Training and Enablement Sessions.

eLearning and User Documentation:

To access eLearning and user documentation for IBM Talent Management Solutions and Watson Talent products (which includes BrassRing and Onboard), refer to the IBM Knowledge Center.

Browser and Language Support:

- BrassRing on Cloud and Lead Manager on Cloud Supported Browsers and Languages.
- Onboard on Cloud Supported Browsers and Languages.

Badge and Training Courses:

- BrassRing on Cloud and Workbench Badge Courses.
- BrassRing Addon Training Courses.
- Onboard on Cloud Training and Badges.
- Lead Manager and Watson Campaign Automation Training and Badges.

Downloadable Release Notes:

- BrassRing on Cloud and Lead Manager on Cloud Downloadable PDF Release Notes.
- Onboard browser Downloadable PDF Release Notes.

BrassRing

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

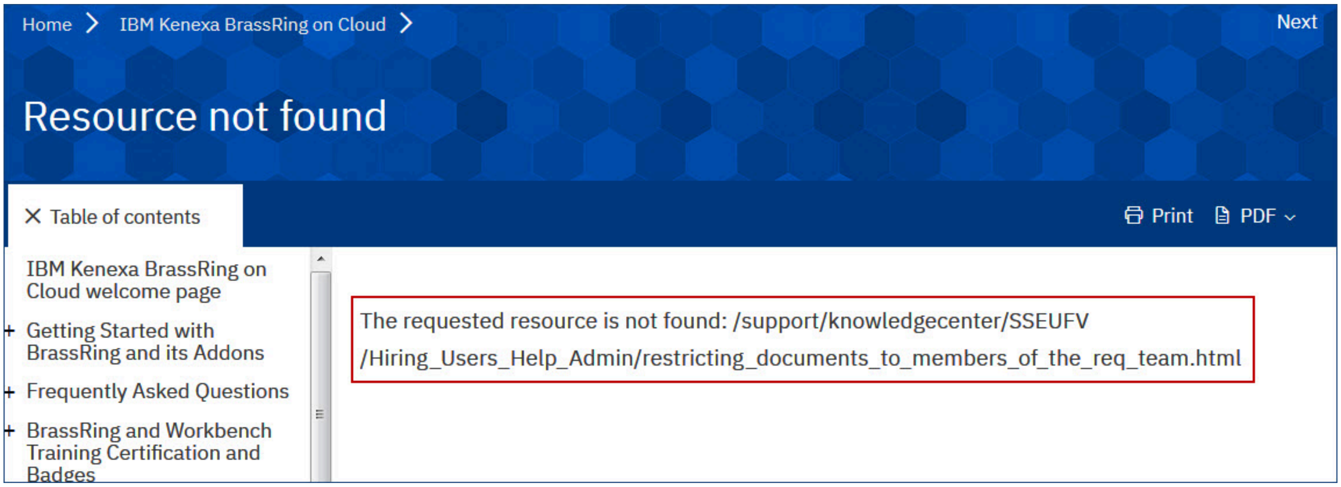
Refer to the BrassRing Welcome page on the IBM Knowledge Center for a **Pre-Release** version of the BrassRing Release Notes.

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.

IBM Knowledge Center - Broken Links

In October 2018 the BrassRing on Cloud documentation was rewritten with a new approach and structure. This rewrite resulted in the existing content being moved to different URLs. If a URL is no longer available, the message **The requested resource is not found** displays.



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.

Watson Campaign Automation Navigation Update

Note: On July 17th an update was made to the Watson Campaign Automation Navigation menu. For more information on the navigation update, see the IBM Knowledge Center here. The Lead Manager and Watson Campaign Automation training documentation has been updated to reflect this change.

Ending 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 IBM focuses on responsive design and providing a great user experience in all areas of BrassRing 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, IBM will not accept defects, will not test for nor guarantee accessibility and that no RFEs nor feature development will be considered, even though legacy configurations of these types may still be available for you to use.

Caution: Classic Full Talent Gateway features may be shut off at IBM's discretion.

Action May Be Required:

If you haven't already, we require 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 [i.e., responsive candidate portal).

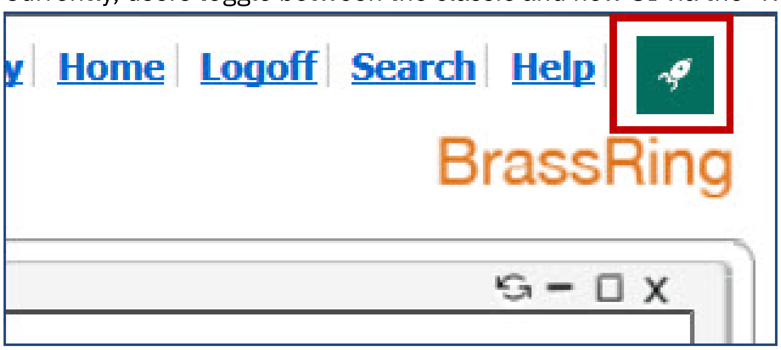
Want to get started on the IBM Responsive Candidate Experiences but don't know where to start? Watch our Responsive Apply Overview and Configuration Webinars to understand who should be involved, an example project timeline, configuration instructions, and much more! IBM has also hosted multiple sessions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

BrassRing Classic UI - Retirement

The **Classic User Interface (UI)** of IBM Kenexa® BrassRing® on Cloud will be sunset throughout 2019, and **no longer be accessible after the February 2020 BrassRing Build**. This is in light of the New BrassRing Recruiter UI that has been available since February of 2015.

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

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



in standalone BrassRing or via 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 in tact, allowing users to switch back and forth, until **February of 2020** when the classic UI is retired. At that time, the toggle is removed and the classic UI will not be accessible in any environment of BrassRing.

Note: Starting the current release, that is, 19th 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 Responsive User Interface becoming the default UI in this release, we would like to remind customers that all BrassRing Training and Documentation is in the Responsive UI. There is no longer any Classic UI training or documentation. The *BrassRing: New User Fundamentals* badge course is also in the Responsive UI, so your users can take that course (for free) to learn how to user the Responsive UI. Details about the badge can be found on the IBM Knowledge Center here: https://www.ibm.com/support/knowledgecenter/SSEUFV/14_Training/4_BrassRingAndWBTraining.html

IBM strongly urges and recommends 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 being away from the office/work space.
- Offers a clean and fast approach to BrassRing functions.

- Has the ability to brand the pages and set defaults per persona.
- **MOST IMPORTANT!** All new features and functionality 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 Knowledge Center (KC).

Please feel free to cascade these useful tools to your team! Training and Enablement Session: BrassRing New UI (Scroll down to 2018 sessions to find this recording from July 17th)

e-Learning:

- Navigating BrassRing
- Creating Requisitions
- Post to Talent Gateways
- Searching BrassRing
- 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 and your Recruiter Experience!

Client Training and Enablement Sessions

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

Visit our 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)**. IBM Kenexa 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**.

- BrassRing home page - New All Open Reqs Tab
- Rules Automation Manager - Post Forms to Candidate Portal

Visible Changes

The current release of IBM Kenexa BrassRing on Cloud includes the following visible changes for BrassRing and IBM Kenexa Lead Manager.

BrassRing New UI - Retire Classic UI

Starting this release, when users log in to BrassRing, by default they log in to the BrassRing New UI. This change is a part of the steps that are taken towards the phase-wise retirement of the Classic UI of BrassRing in February 2020.

As an extra step, starting this release, when a new client is created, by default all their users log in to the responsive BrassRing New UI.

RTC internal reference # 117478, 123100.

BrassRing home page - New All Open Reqs Tab

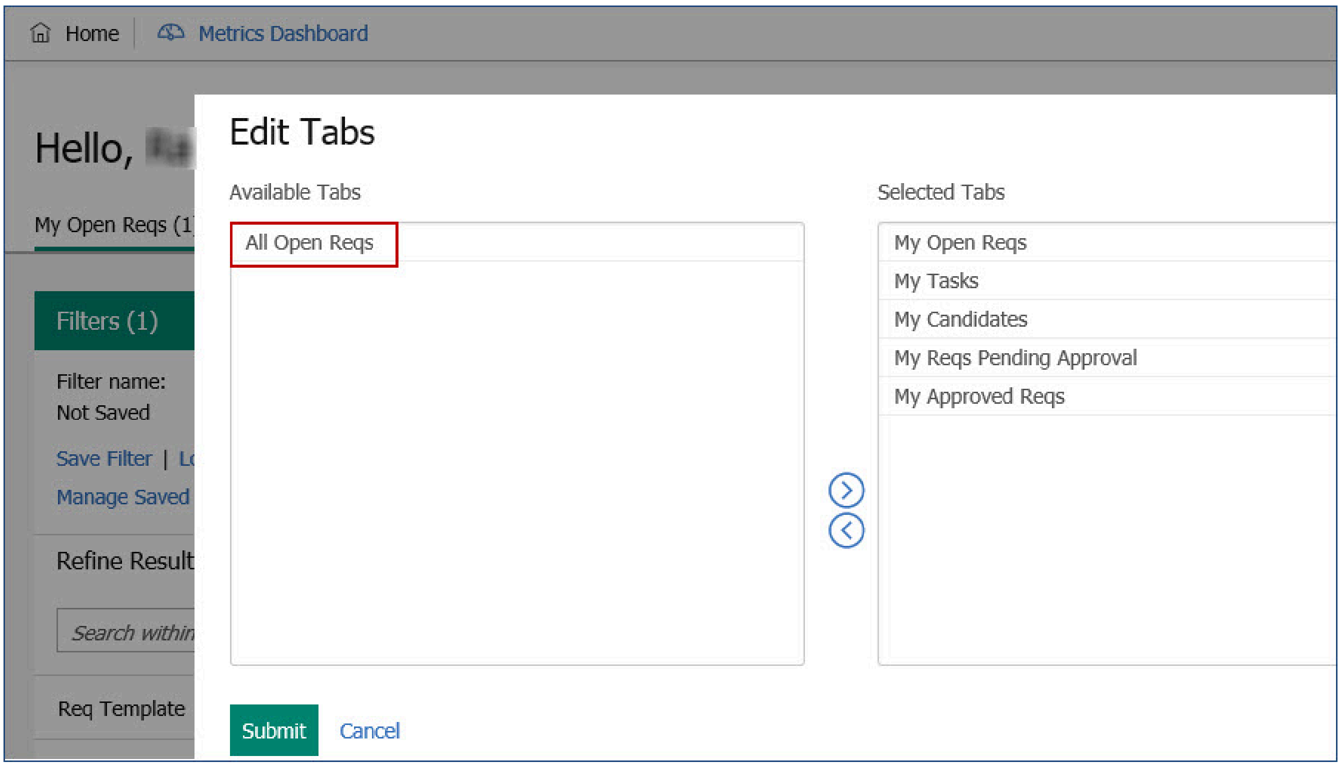
Note: This feature was deployed to Staging environment - Only during release 19.07.15. Starting this release, this feature is going to be available in the Production environment.

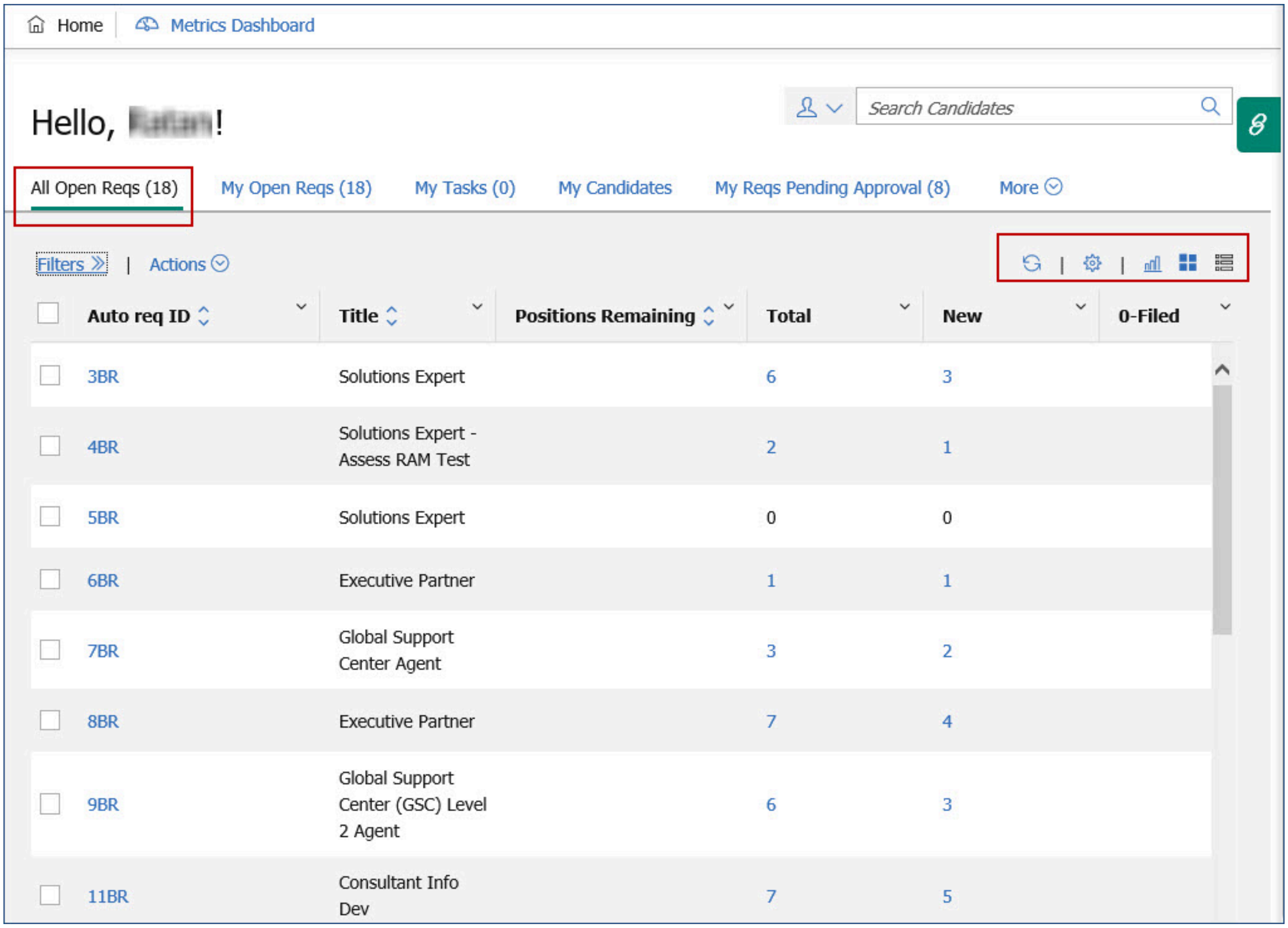
Starting this release, based on client request, a new tab is available to BrassRing users to be added to their BrassRing home page. The **All Open Reqs** tab provides users visibility into a list of all open requisitions without having to go further into the BrassRing system to view them. This tab provides users with a grid view and a card view.

How do **existing** users get this new tab?

On the BrassRing home page

1. Select **Edit Tabs**
2. Select **All Open Reqs**
3. Move it to the selected tabs
4. Submit




Home
Metrics Dashboard
Hello, !
Search Candidates
All Open Reqs (18)
My Open Reqs (18)
My Tasks (0)
My Candidates
My Reqs Pending Approval (8)
More
Filters
Actions
Auto req ID
Title
Positions Remaining
Total
New
0-Filed
3BR
Solutions Expert
6
3
4BR
Solutions Expert - Assess RAM Test
2
1
5BR
Solutions Expert
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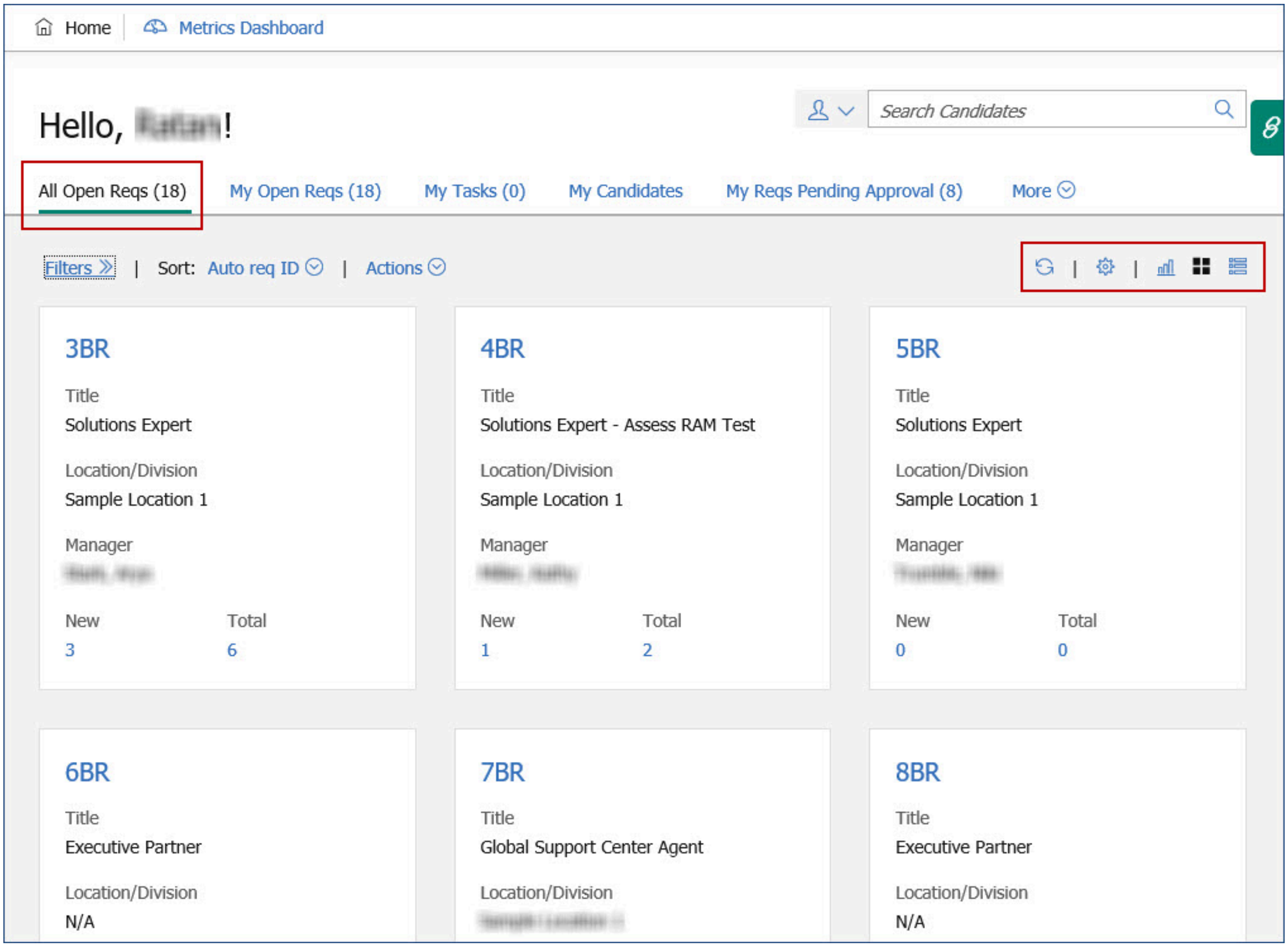


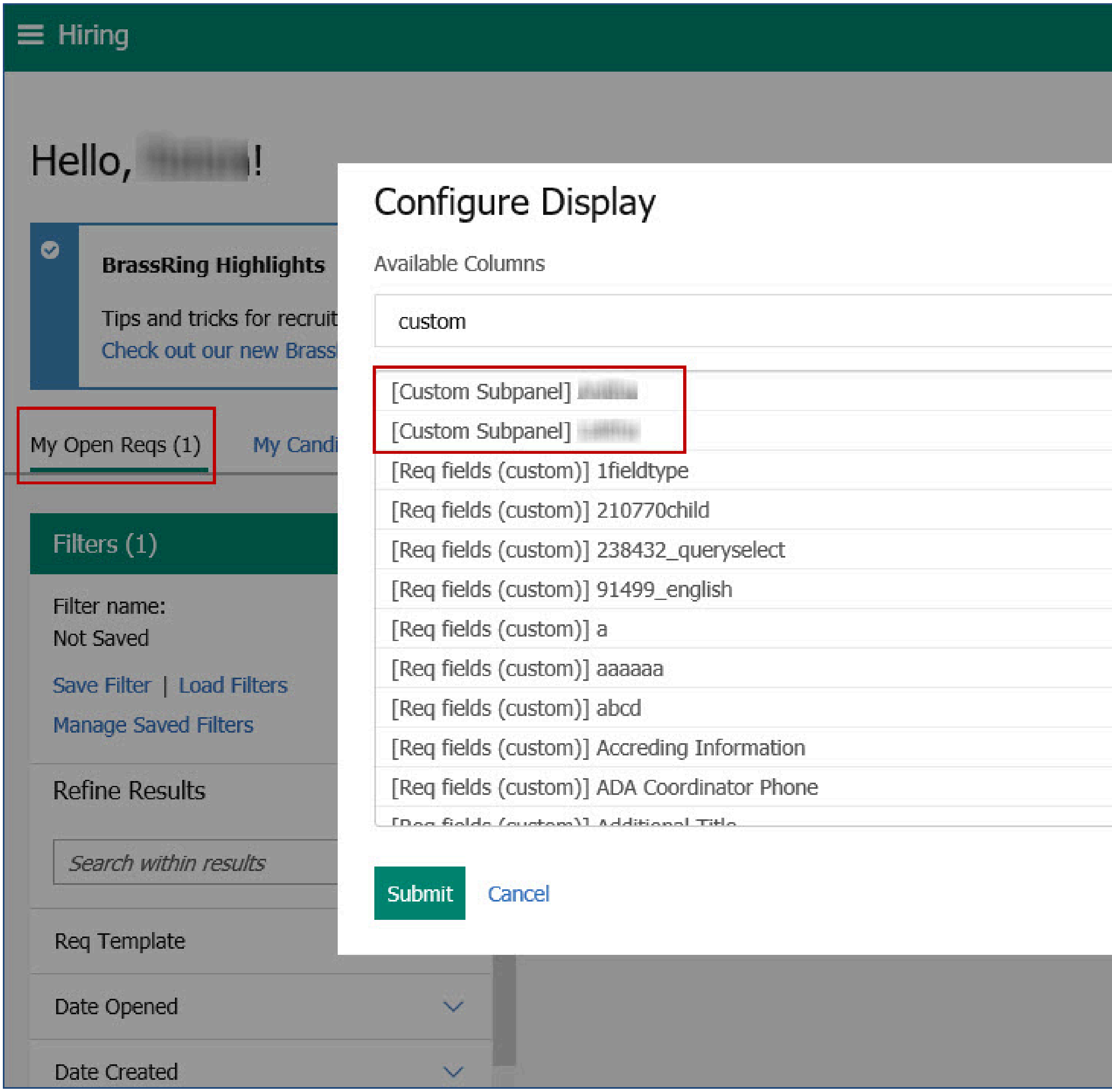
Note:

- Users see the My Approved Reqs tab only if the user type has the privilege to view their Approved requisitions.
- Admins cannot add the tab automatically for existing users. New users see this tab automatically on their home page if the user type has the privilege to view their reqs in Approved status.

RTC internal reference # 119664.

My Open Reqs Tab - Custom Sub Panels

Previously, users were not able to add custom Sub panels in the My Open Reqs tab on the BrassRing home page. This is changed in this build. Users with appropriate user type privilege and configuration to access the custom sub panels can view and add custom sub panel columns to the My Open Reqs tab in grid view on the home page. This option is not available in the Card view of the My Open Reqs tab.



RTC internal reference # 123031.

Reqs - Job Code Inactivation

When a job code is deactivated, if a req is saved as new, the deactivated job code must not be displayed. However, previously, the deactivated job code is displayed in the req that is being saved as new. This anomaly is now addressed. If a job code is deactivated, and a job that is created previously by using this job code is saved as new, all the values are retained but the job code is not displayed.

RTC internal reference # 122607.

eLinks - Expiration Message

When a user attempts to access an expired eLink, an error message is displayed stating:

This page is no longer accessible for security reasons. Please respond to the sender of this email if you have any questions regarding this message.

This user does not have an option to respond to a sender if the email is automatically sent by using a RAM trigger. Therefore, starting this release, the error message is optimized to provide better user experience. The updated message is: **We're sorry; the link to this page is no longer valid.** This message serves the purpose whether the eLink is email is sent by a user or if it is automatically sent.

Candidate Communications - Line Breaks and Sentence Spacing

Previously, clients reported that the emails sent to candidates had inconsistent line spacing. This was due to the system's inconsistent consideration of the break tags, and line spacing. Starting this release, a generic solution is provided to this issue so that all types of line spacing provided by users are considered and the text in the candidate communication is displayed with proper line spacing.

RTC internal reference # 123431.

Talent Gateway Country Listing - Ambiguous Names

Previously, the country lists in Talent Gateways listed **ZZ No Country** which was ambiguous and which cannot be translated accurately. Starting this release, this is option is updated to **Not Applicable** across BrassRing and the Talent Gateways. This entry is translated to the available languages in due course of time.

RTC internal reference # 120785.

Referral Talent Gateways - UI Updates

The Candidate Referral work flow screens provide a consistent user experience and accessibility compliance starting this release. Following are the changes:

- The profile child screen is displayed in full width of Referral dialogue.
- When users select Cancel, instead of closing the dialog, the parent screen is displayed.
- The reading order is improved.

RTC internal reference # 122880.

Lead Manager - Removal of pop-up Message

Previously, while addressing an issue with creating a campaign from a req, a pop-up message **Do you want to associate the req with a campaign?** was added to the work-flow. However, this issue was addressed and within the Responsive scenario, this pop-up message adds an extra step. To improve the user experience, this pop-up is removed from the responsive work-flow.

RTC internal reference # 122891.

Responsive Add Candidate - Codes Question

When a candidate applies to jobs with codes, starting this release, only active codes are displayed in code-related questions. Inactive codes are not displayed.

RTC internal reference # 123137.

Configurable Changes

The current release of IBM Kenexa BrassRing on Cloud does not have any configurable features for BrassRing and IBM Kenexa Lead Manager. Configurable features must be configured or turned on to be visible and available to users.

BrassRing Workbench

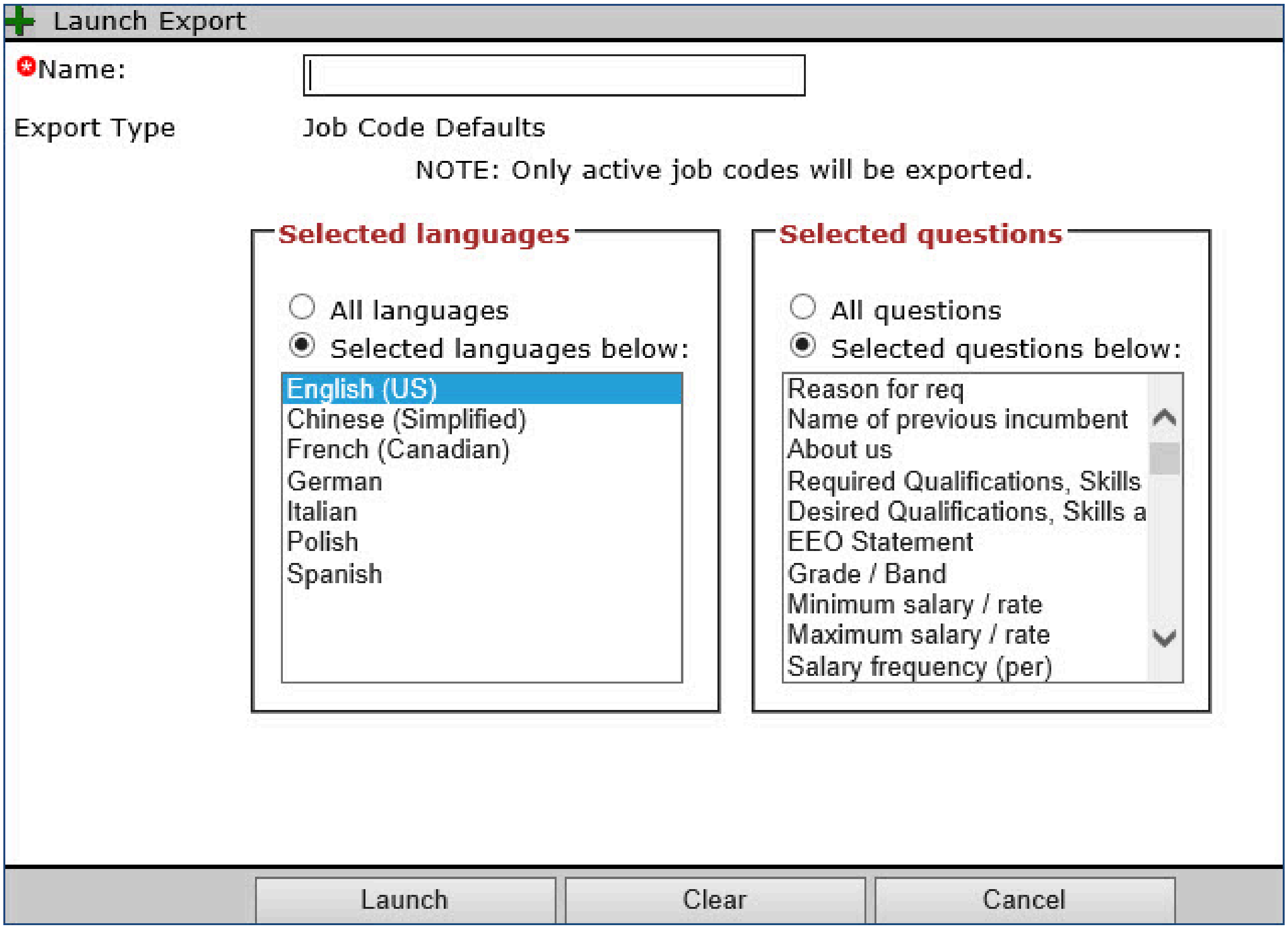
The current release of IBM Kenexa BrassRing on Cloud have the following new features for IBM Kenexa BrassRing Workbench. Configurable features must be configured or turned on to be visible and available to users.

JCDD Export - Language Selection Enhancements

The language selection process, which is a part of exporting JCDD is optimized starting this release. Workbench path: **Tools** > **Forms** > **Req Forms** > **[Administer req fields]** > **Actions** > **Export job code defaults to Excel**

Following changes are made to optimize the user experience:

- The list of languages under the Selected Languages section is now restricted to only those languages into which the requisition form is translated. Previously, this list displayed all the languages.
- The default selection is changed from All languages to Selected languages below.
- The default selection is changed from All questions to Selected questions below.
- The following error message is displayed if no question is selected. **Please select at least one question**.
- If users select All languages, then the query is limited to languages displayed in the Selected languages below instead of all languages.
- The selection list for the Selected questions below is updated to show active questions only.
- Questions that have a field type Label are excluded from the selection.
- The export is limited to active job codes. A message is displayed stating: **Only active job codes will be exported**.



RTC internal reference # 122095.

Rules Automation Manager - Post Forms to Candidate Portal

The Post to Candidate Portals option is now renamed as **Post Form to Candidate portal**. Previously this option was available only in the HR Status Trigger mechanisms.

Starting this release, this option is available in the following more trigger mechanisms:

- Candidate Form Approval
- Candidate Form Insert
- Candidate Form update
- Candidate Form Insert or Update
- Document subsidiary Form Insert
- Document subsidiary Form Insert or update
- Document subsidiary Form update
- HR Status req options

RTC internal reference # 121194.

Talent Gateway - Disable Sign in Configuration

In the Responsive Talent Gateway Layout, if the Sign-in availability for candidates setting is configured with **Disable sign in**, the configuration sections that are not relevant must be deactivated. However, some of the settings were still available for configuration. Workbench Path:**Tools** > **Talent Gateways** > **[select Talent Gateway]** > **[select Responsive Talent Gateway Configuration]**.

This anomaly is addressed and the following changes are made:

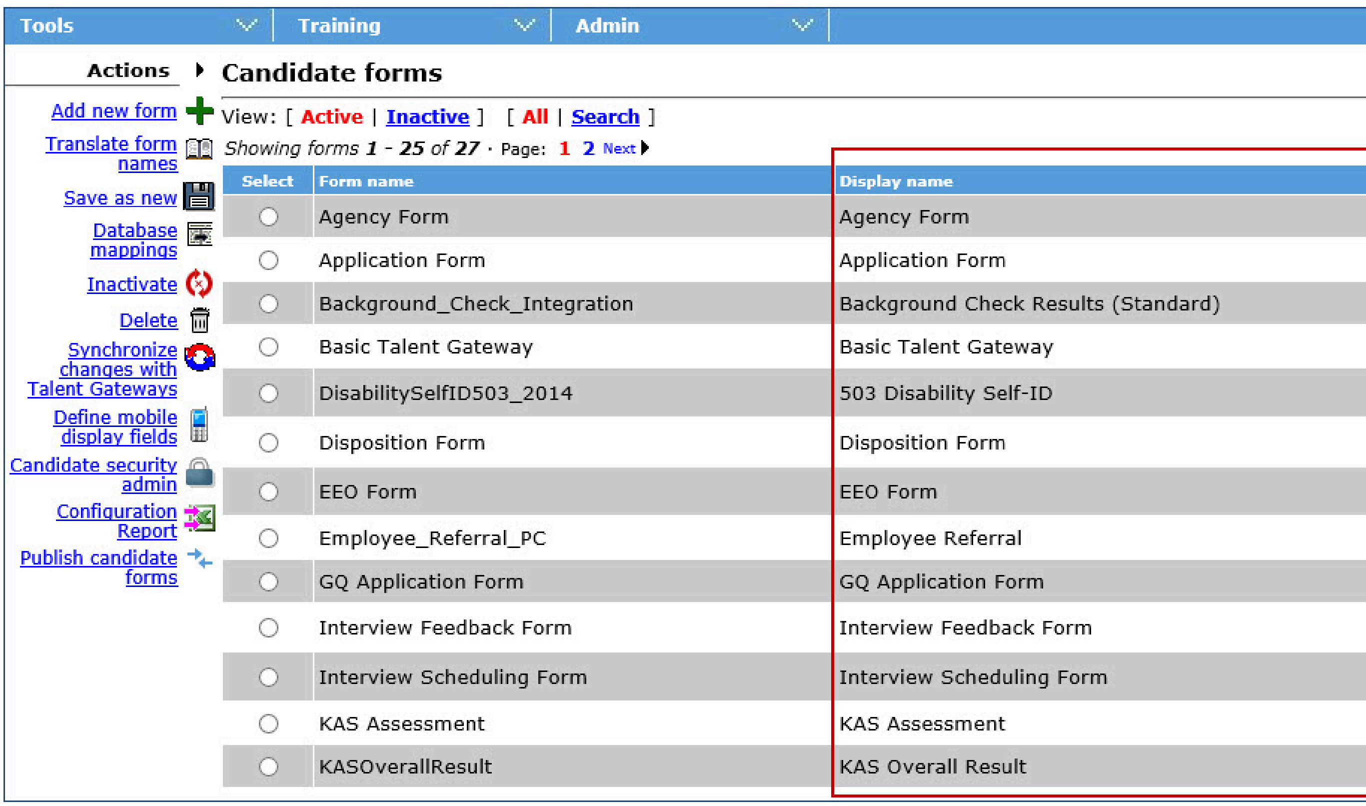
- General section: Notification text - You have received a document with subsidiary form (e.g., offer) for this job : Text box and Reset to default are unavailable. Tooltip displayed upon mouse hover.
- Link text - Review document with subsidiary form (e.g., offer): Text box and Reset to default are unavailable. Tooltip displayed upon mouse hover.
- Header footer section: Candidate Zone link text - Text box and Reset to default are unavailable. Tooltip displayed upon mouse hover. All other fields are enabled.
- Welcome/Search section: Welcome page title (logged in) - Text box and Reset to default are unavailable. Welcome text (logged in): Text area is disabled.
- Communications section: Enable communication history - Check box is disabled.
- Show message sender - Check box is disabled.
- Status Categories section: entire section is unavailable.

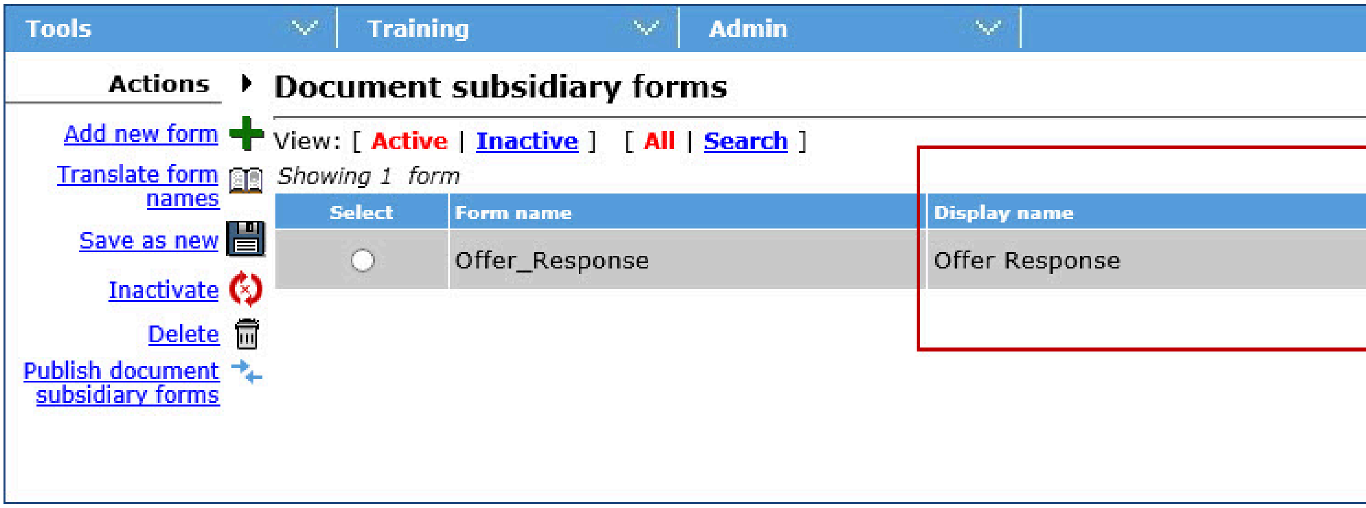
RTC internal reference # 112352.

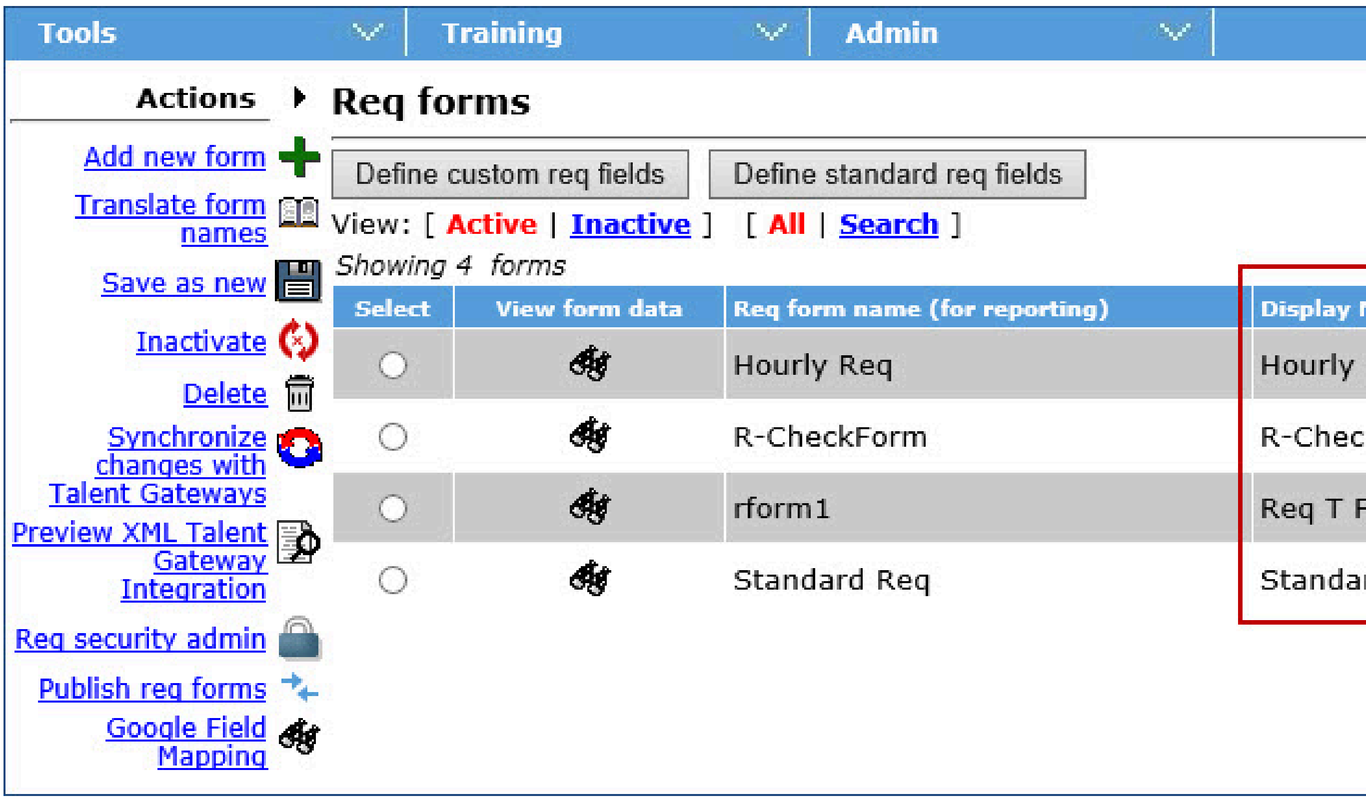
Forms Listing - New Column

Starting this release, a new column that is named **Display name** is added in the following screens:

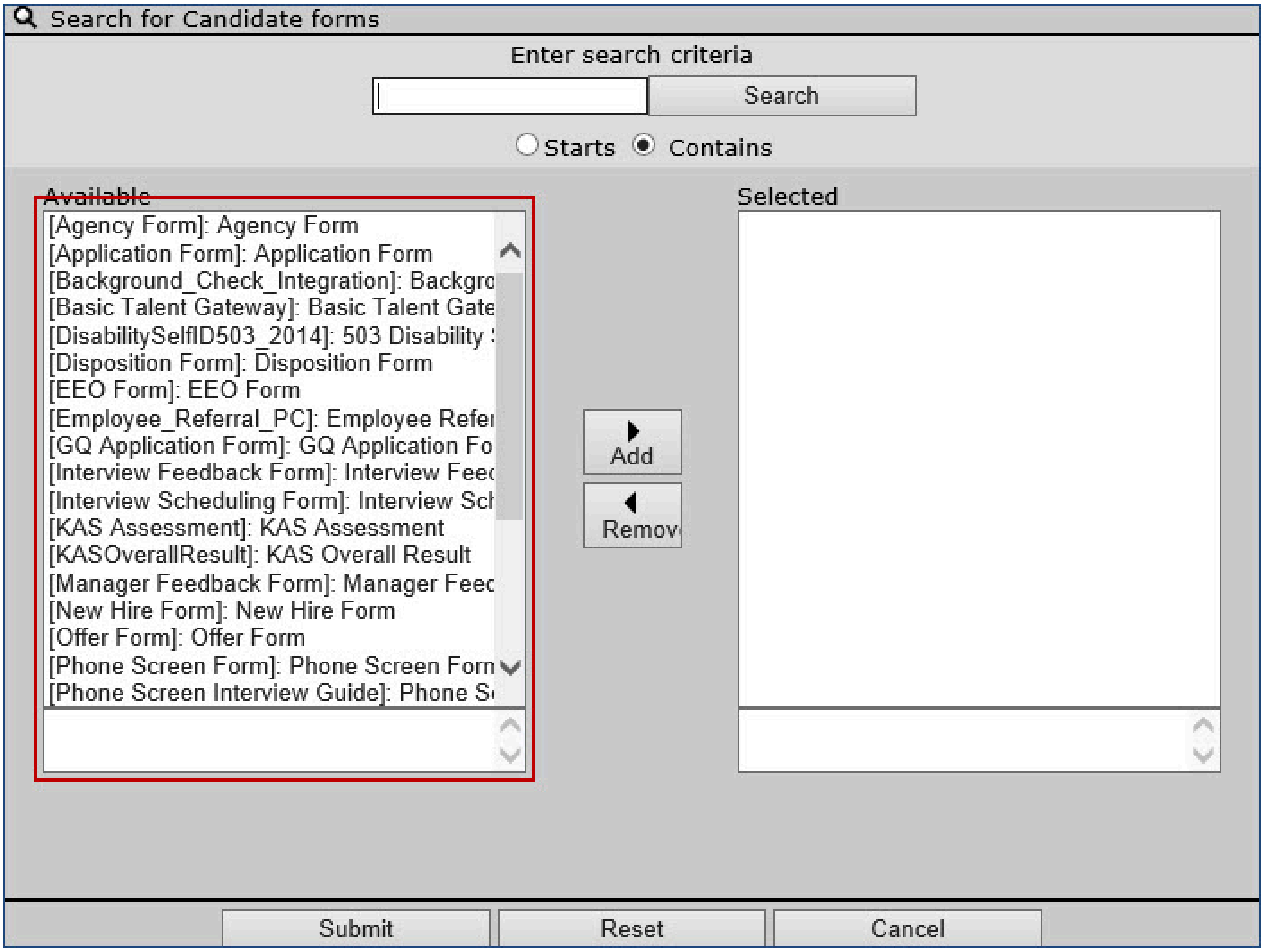
- Req forms
- Req subsidiary forms
- Candidate forms
- Document subsidiary forms







In the candidate forms search page, the titles are displayed along with the database titles. In addition, the forms can be searched by using database titles along with form names.



RTC internal reference # 120316.

Talent Gateway - Privacy Policy Header Configuration Updates

During Release 19.07.15, Responsive Talent Gateway Privacy policy settings were added to the Workbench. In these settings, when the first option **Disable Privacy policy** is selected, the Privacy policy header text box was not being deactivated as required. This anomaly is now addressed and the header text box is deactivated when the first option is selected. The validations rules for the selection and saving of the privacy policy header are accepted.

RTC internal reference # 122930.

Onboard

Client Reminders

The current 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 **August 2019 release of Onboard on Cloud**:

- Staging - August 8, 2019
- US Production - August 17, 2019

Dark Launch Features

The current 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 onboard manager or new hire to approve I-9 Section 2.

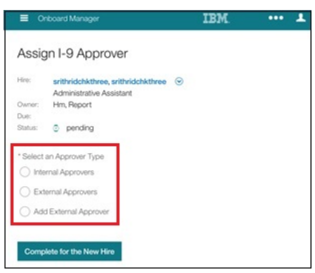
USE IN ONBOARD NEW HIRE

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.

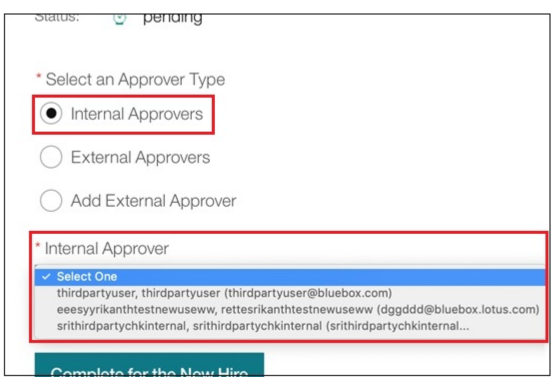
USE IN ONBOARD MANAGER

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 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 Onboard.

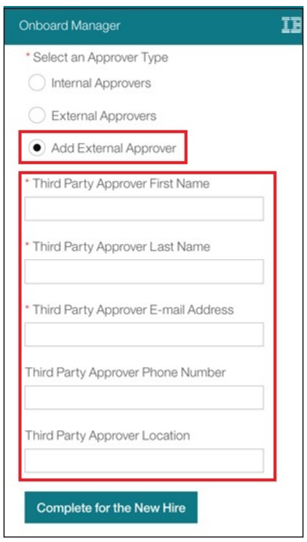


Select an Approver Type: Internal Approvers:

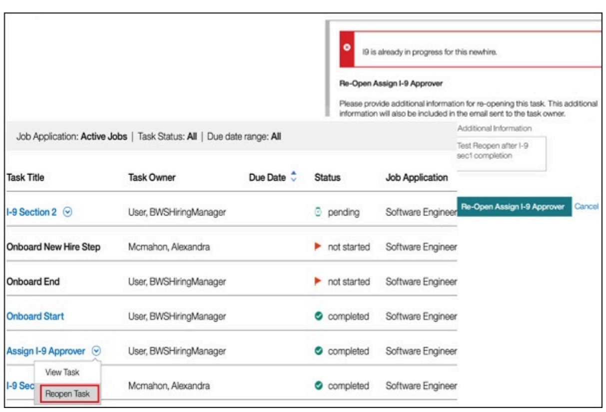


Select an Approver Type: External Approvers: Note: When an onboarding manager selects an External Approver, that person receives an email with a link to access and complete Form I-9. The approver can copy the URL into their browser and complete the form. If approvers have not used Onboard, they receive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

Add External Approver:



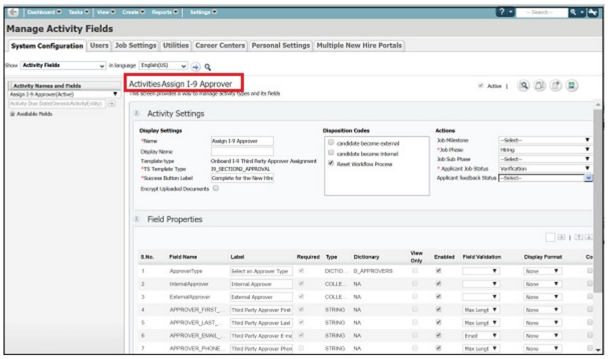
Reopen Assign I-9 Approver:



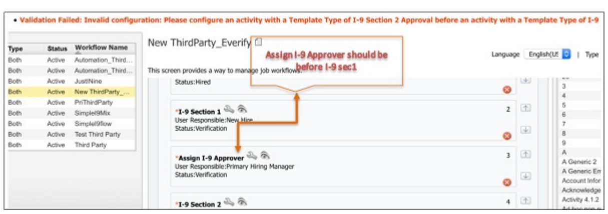
PROCESS AND CONFIGURATION

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 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.



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.
   a. 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.
   b. The default task owner for this activity is: **Hiring Manager**.
   c. The **Allow Third Party I-9 Section 2 Approver** check box must be deselected to avoid the new hire entering third-party details again.
   d. 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.



   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 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 Onboard.

5. Allow approvers to be assigned for a new hire from Brassring. 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="$Onboard/*:Candidate/*:UserArea/
*:Id[@idOwner='ThirdPartyApproverName']/*:IdValue" />
</thirdPartyApproverName>
```

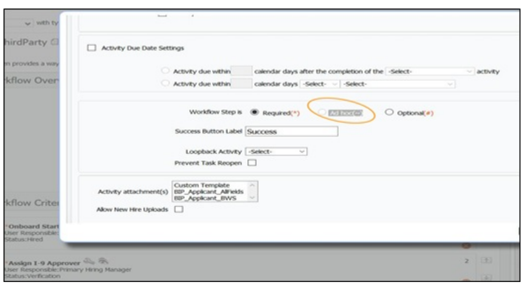
   a. The user must already have access to Onboard as a third-party user. Otherwise, this user is not assigned, and an error message will display during the B-O integration.
   b. Approvers can also be assigned via the V2 services.
   c. The user is assigned as an internal approver and the details are autopopulated 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

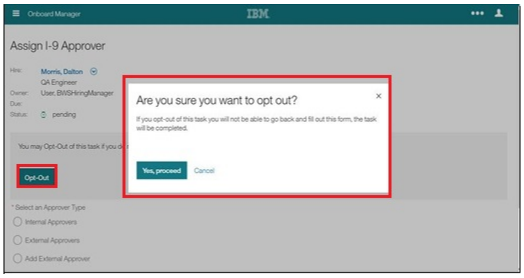
There are enhancements to Third-Party Approval.

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

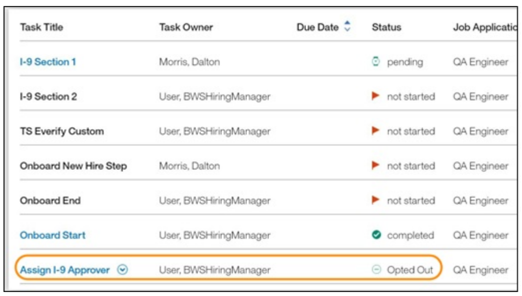


  - The **Allow Third Party Approver** option is disabled if the Assign I-9 Approver is added into the workflow.
  - The **reopen of Assign I-9 Approver** task is not allowed if I-9 Section 2 is completed with receipts.

- 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 Applicatio
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 Task**s 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*.

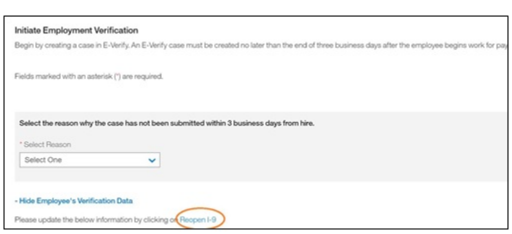
Visible Changes

The current Onboard release includes the following visible changes.

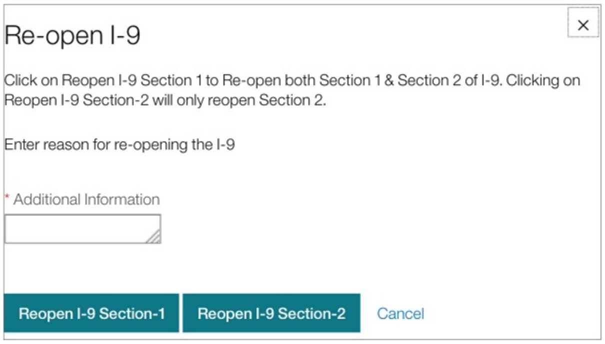
E-Verify: Option to Reopen I-9 Section 2

In Onboard Manager, for an E-Verify case that is in draft mode, it is now possible to just open I-9 Section 2. This is useful when there is a duplicate status or incomplete status.

Reopen I-9 link:



On the resulting **Re-Open I-9** screen, the following text displays: *Click on Reopen I-9 Section 1 to reopen both Section 1 and Section 2 of I-9. Clicking on Reopen I-9 Section-2 will only reopen Section 2*.

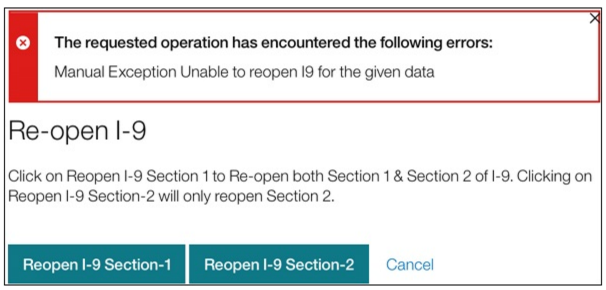


Onboarding managers can choose either:

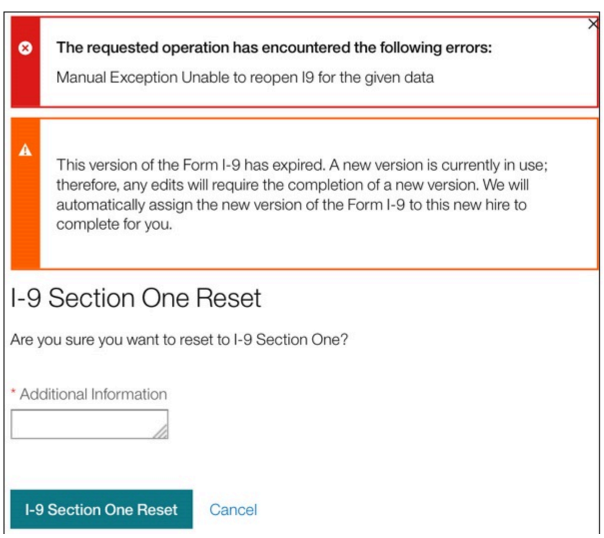
- **Reopen I-9 Section-1**, which opens both Section 1 and Section 2.
- **Reopen I-9 Section-2**, which only opens Section 2.

When I-9 Section 2 is reopened, an email is sent to the new hire informing the person that Section 2 is assigned. Note: This is the same email that is sent when Section 2 is assigned to a new hire after Section 1 is completed.

Re-Open I-9 screen. The following message displays if the **system cannot reopen an I-9**: *Manual Exception. Unable to reopen I9 for the given data.*



I-9 Section One Reset screen. The following message displays if the I-9 has **expired**: *This version of the Form I-9 has expired. A new version is currently in use; therefore, any edits will require the completion of a new version. We will automatically assign the new version of the Form I-9 to this new hire to complete for you*.



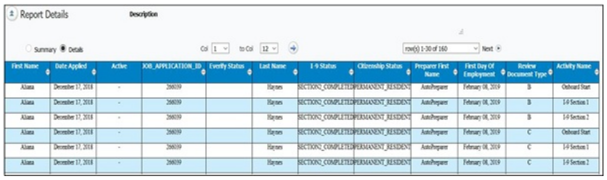
I-9: Reporting Changes

Clients can now pull standalone I-9 data as part of their reports.

A report can be generated for standalone I-9 information when a combination of job, job application, E-Verify, and I-9 entities are used.

The following are the supported combinations with the I-9 and jobapplication ID:

- #Job,#Job Application,#I9,#EverifyCase,#Applicant.
- #GenericActivityEntity,#Jobapp,#jobreq,i9,#everifycase,#Applicant.
- #Job,#Job Application,#I9,#EverifyCase.
- #I9,#Jobapplication,#Jobrequisition,#EverifyCase,#Applicant,#Attestation,#EmployerReview,#ReviewDocument,#
- #GenericActivityEntity,#I9,#Jobapplication,#Jobrequisition,#EverifyCase,#Applicant,#Attestation,#EmployerRevie


Report Details Description

Summary Details Col 1 to Col 12 row(s) 1-30 of 160 Next

First Name	Date Applied	Active	JOB_APPLICATION_ID	Everify Status	Last Name	I-9 Status	Citizenship Status	Preparer First Name	First Day Of Employment	Review Document Type	Activity Name
Alana	December 17, 2018	-	266039		Haynes	SECTION2_COMPLETED	PERMANENT_RESIDENT	AutoPreparer	February 08, 2019	B	Onboard Start
Alana	December 17, 2018	-	266039		Haynes	SECTION2_COMPLETED	PERMANENT_RESIDENT	AutoPreparer	February 08, 2019	B	I-9 Section 1
Alana	December 17, 2018	-	266039		Haynes	SECTION2_COMPLETED	PERMANENT_RESIDENT	AutoPreparer	February 08, 2019	B	I-9 Section 2
Alana	December 17, 2018	-	266039		Haynes	SECTION2_COMPLETED	PERMANENT_RESIDENT	AutoPreparer	February 08, 2019	C	Onboard Start
Alana	December 17, 2018	-	266039		Haynes	SECTION2_COMPLETED	PERMANENT_RESIDENT	AutoPreparer	February 08, 2019	C	I-9 Section 1
Alana	December 17, 2018	-	266039		Haynes	SECTION2_COMPLETED	PERMANENT_RESIDENT	AutoPreparer	February 08, 2019	C	I-9 Section 2

Updates to State and Federal Forms

There are updates to maintained forms.

Form Updates

Wisconsin WT-4A

Wisconsin WT-4

Vermont W-4

Rhode Island W-4

Pennsylvania REV 419

North Carolina NC-4

Georgia G-4 2019

California DE-4

Illinois W-4

Configurable Changes

The current 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 IBM Kenexa Onboard on Cloud release, the following defects were addressed.

RTC Jazz Number	Defect Description
220540	Skill Case #TS002426868 - Showing blank value when add field E-Verify Submit Official Name in Manage New Hires display.
221344	TS002463342 - S-1-001 error when uploading document directly to I-9 Section 2 activity.
221550	TS002472547 - Unable to upload documents to I-9 Section 2 standalone.

RTC Jazz Number	Defect Description
222247	TS002523836 - Export to Excel in Manage New Hires is showing inaccurate result and columns (TS002523031 , Skills case - TS002569668).

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