IBM: BrassRing and Onboard

BrassRing and Onboard Release Notes June 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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Chapter 1. BrassRing and Onboard Release Notes, June 2019

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

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

IBM Knowledge Center direct links:

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.

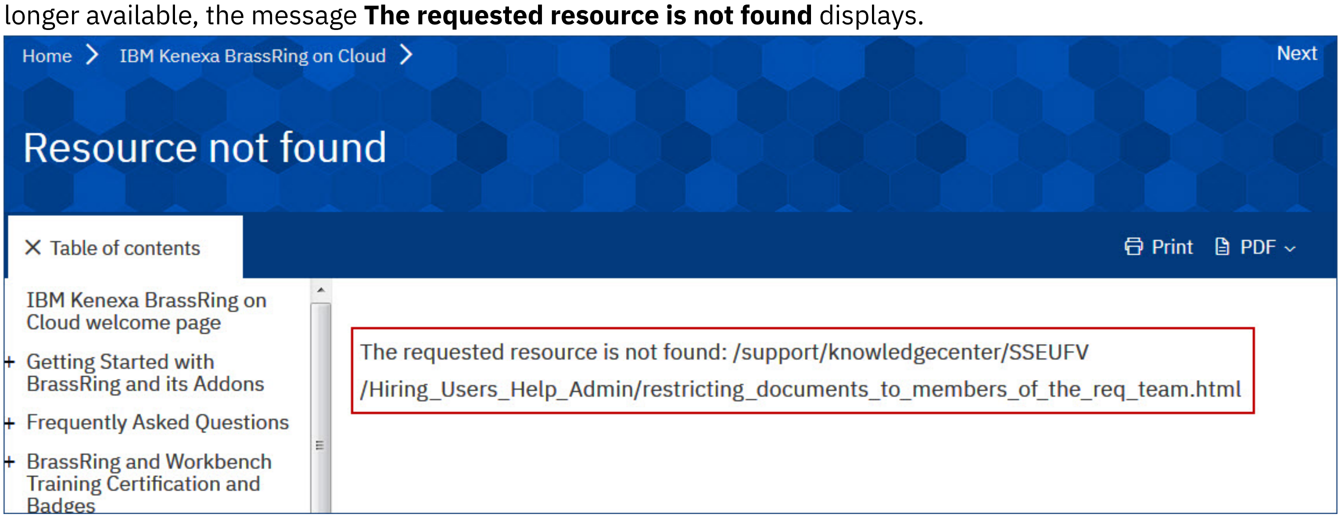
BrassRing

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.

Ending Support for Classic Talent Gateways

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 might be used to replace some simple external Basic Talent Gateways.

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 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.

Starting 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.

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!

Discussion: We Want Your Feedback About Upcoming Features
The IBM BrassRing team has adopted a Dark Launch release process for high-impact features. This entails having select features rolled out to the **Staging-environment-only** for an undetermined amount of time. This process allows you to test and provide feedback on those select features. The Production release date is then determined based on feedback collected, testing, additional development required, etc.

How do you provide feedback about the features released to Staging only?

A new discussion link is included in the feature description of the Release Notes document. (Only select features will have this discussion link included.) The link directs you to the Salesforce Support Community and it requires you to have an IBM ID to post your feedback.

Note: Please note, this discussion link is to be used to provide feedback on the new feature. For questions about functionality not answered via the release notes, please reach out to the Product Consulting team for additional details.

Benefits Include:

- Releasing specific features to Staging only allows you to test the feature and complete any change management activities required within your recruitment team.
- A quick and easy way to submit your valuable feedback about an upcoming feature.
- Monitored by the IBM Offering Management team, meaning your feedback is getting directly to the team responsible for the future direction of the BrassRing product.
- Ability to view feedback provided by other clients

We look forward to your participation and feedback!

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**.

- Use communication template for Form Approval routing emails.

Ask Your Questions Before the Enablement!
We invite you to post your questions about the release features before the release enablement. This action helps us tailor the training to what **YOU** want to know about our features! Questions that are posted on the following forum link are not answered on the forum but are instead addressed during the enablement session.

Forum Link: Ask your enablement questions.

The Release Enablement Sessions are scheduled on Thursday, 06 June 2019. To register to a session, please visit this page.

Dark Launch Features

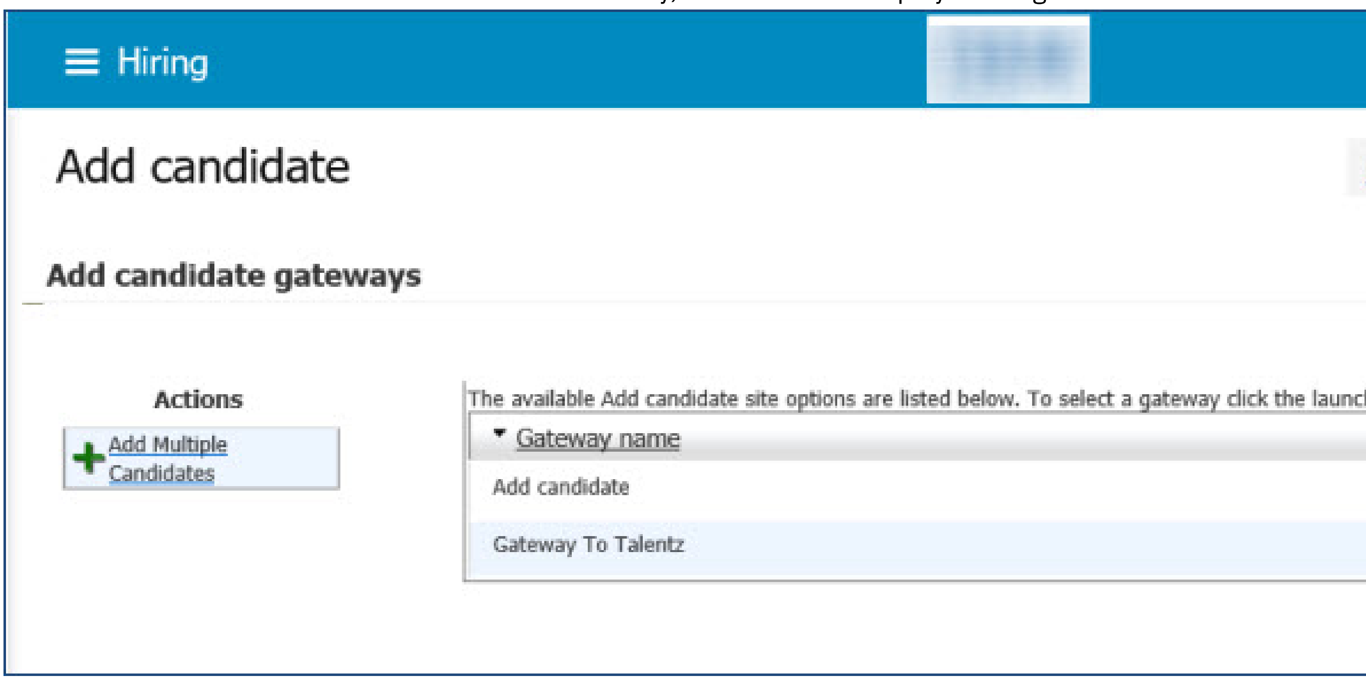
Dark Launch features are those features that are released to Staging environment - Only and are NOT released to Production environment for a considerable amount of time. This process gives an opportunity and enough time to test these features thoroughly before they are available in the production environment.

Basic Talent Gateways - Replaced with stand-alone Gateway Questionnaire

Note: This feature is deployed to Staging environment - Only. A Production date is yet to be determined.

In BrassRing's continuous endeavor to provide responsive user experience in all areas of BrassRing, the Add Candidate Talent Gateway experience is enhanced. Starting this release, clients can configure a responsive Talent Gateway to become an Add Candidate Gateway by using a stand-alone Gateway questionnaire. This feature replaces the Basic Talent Gateways in near future. Recruiters that add candidates via the Add Candidate Gateway can perform the candidate addition function in a responsive environment starting this release.

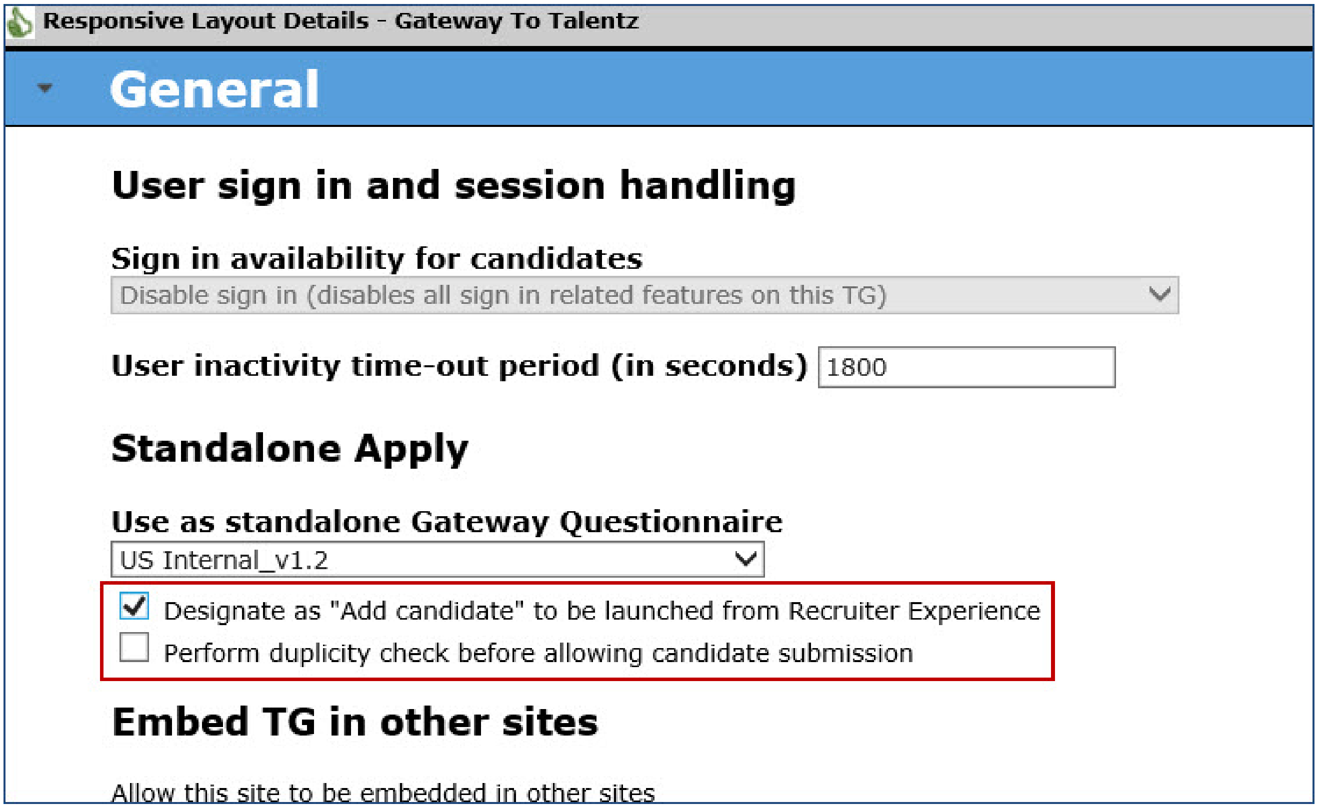
BrassRing users with appropriate user type privileges can access the Add candidate Gateway. If the client has more than one Add Candidate Talent Gateway, all of them are displayed in a grid.



How do clients get this feature?

Workbench Path: **Tools** > **Talent Gateways** > **[select a Talent Gateway]** > **[select Responsive Layout details]**

Two new settings are added in the General Section of Responsive Layout details page. **Designate as "Add Candidate" to be launched from Recruiter Experience** and **Perform duplicity check before allowing candidate submission** are the new settings with check boxes. These settings are displayed only when the setting **Sign in availabilty for candidates** is set to **Disable sign in (disables all sign in related features on this TG)** and a Gateway questionnaire is selected in the **Use as stand-alone Gateway Questionnaire**. By default, these settings are cleared. When either one of these settings is checked, **Sign in availability for candidates** becomes inactive.



Following is the ideal way to configure a Talent Gateway as an Add Candidate Talent gateway:

1. Create a new responsive Gateway Questionnaire as follows:
   a. The Gateway Questionnaire must include contact, education, experience, resume/CV, codes, and question widgets oriented towards the "Add Candidate" recruiter experience.
   b. Ensure that, in this Gateway Questionnaire, as many widgets as possible are optional.
   c. Ensure that the text widgets provide recruiter-oriented instructions and information.
   d. Ensure that all text and question widgets are translated for each of your recruiter languages or locales.
2. Create new Full Talent Gateway.
3. In the Responsive Layout details section:
   a. Set **Sign in availability for candidates** to **Disable sign in (Disables all sign in in related features on this TG).**
   b. Select the new stand-alone Gateway Questionnaire.
   c. Select the check box for the setting **Designate as "Add Candidate" to be launched from Recruiter Experience**
   d. Depending on your organization's preference select the check box for **Perform duplicity check before allowing candidate submission**
   e. Complete the rest of the Full Talent Gateway related configuration settings.
4. After configuring Full Talent Gateway, remove "Designate as" settings from all existing Basic Talent Gateways if any.

Note:

- Clients might have many "Add candidate" Talent Gateways configured. However, for best recruiter experience, it is recommended to have only one "Add candidate" Full TG, per locale.
- This feature is not available for Global Talent Gateways. However, clients can configure multiple Full Talent Gateways to have one Add candidate gateway for each locale.

- As of this release, the Basic Talent Gateway remains unchanged. However, it is retired in a phased manner.

RTC internal reference #

Candidate Forms - Communication Templates for Approval Routing

Note: This feature that is currently deployed to Staging environment - Only. A Production date is yet to be determined.

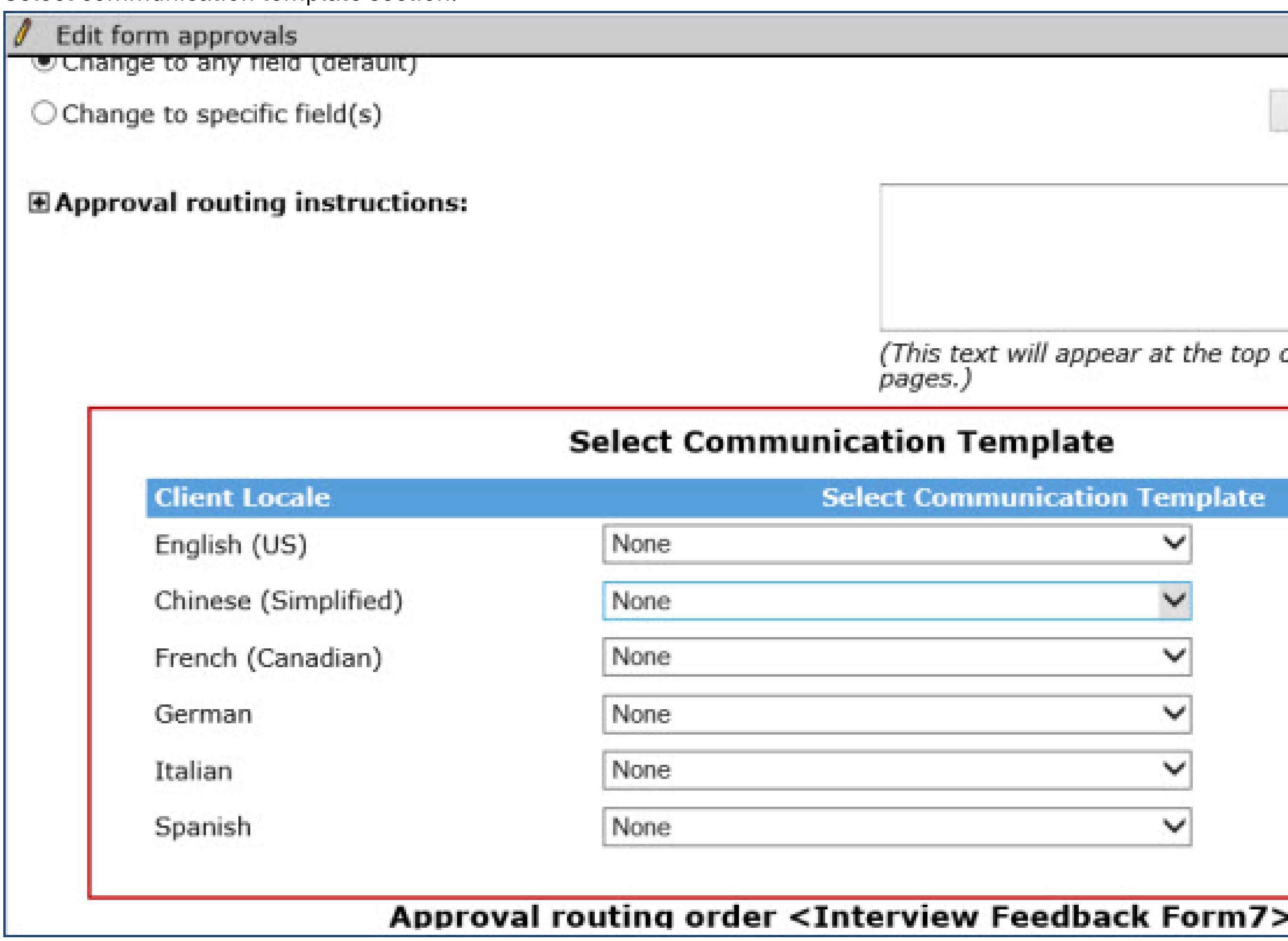
Previously, when candidate form approval emails were sent, they were simple emails that sought approval and did not have any information. To help approvers approve or reject a candidate form based on information, starting this release, Communication Templates can be configured for candidate form approval emails. Based on configuration, when users send a candidate form for approval, they can edit the communication and can send additional information to the approvers. Depending on the communication template configured, attachments, resume/CVs, and other related information can be sent. Based on this communication, the approver can take informed decision.

Starting this release, when BrassRing users add a candidate form, after they select **Save and send for approval**, the communication template that is configured for the form is displayed. Users can then edit the communication, and send it for approval.

How do clients get this feature?

Workbench Path: **Tools** > **Forms** > **Candidate forms** > **[select a Form]** > **Edit orm approvals**

A new section **Select Communication Template** is added in the **Edit form approval** screen. Workbench user can configure a communication template specific to each locale for a form from the Select communication template section.



Note:

- This feature is available in sequential approval process only.
- When a form is configured with Communication Templates in multiple locales, the communication that is sent is in the locale of the first approver. All subsequent approvers receive the communication in the locale of the first approver irrespective of their locales.

RTC internal reference # 112228.

Visible Changes

The current release of includes the following visible changes for and .

Social Referral Email - Updates and Enhancements

Starting release 19.05.06, when an employee refers candidate by using email, the default text is configured by the client by using merge tokens. This feature has some updates and enhancements:

Email field size It was observed that, when users input multiple emails addresses, the input field's size was changing resulting in inconsistent user experience. This behavior is rectified and now, users can add multiple email addresses without any issues.

RTC internal reference # 120371.

Common Message for Job specific and Generic referrals - In the default configuration, there were a job-specific referral message and a generic referral message. The job-specific referral message had reference to the job to which the referral email was being sent. Starting this release to provide consistent referrer and candidate experience, a general message is used for both types of referrals. The new default configuration message is **[Referrer_Name] has referred you to [Company_Name].

[applyURL_Label]Learn more and apply[/applyURL_Label]**. The **Learn more and apply** is a hyperlink. This configuration is the default configuration and clients can customize the message, depending on their requirements. Clients can add merge tokens and provide job related information if they do not use generic referrals.

RTC internal reference # 120444, 120679.

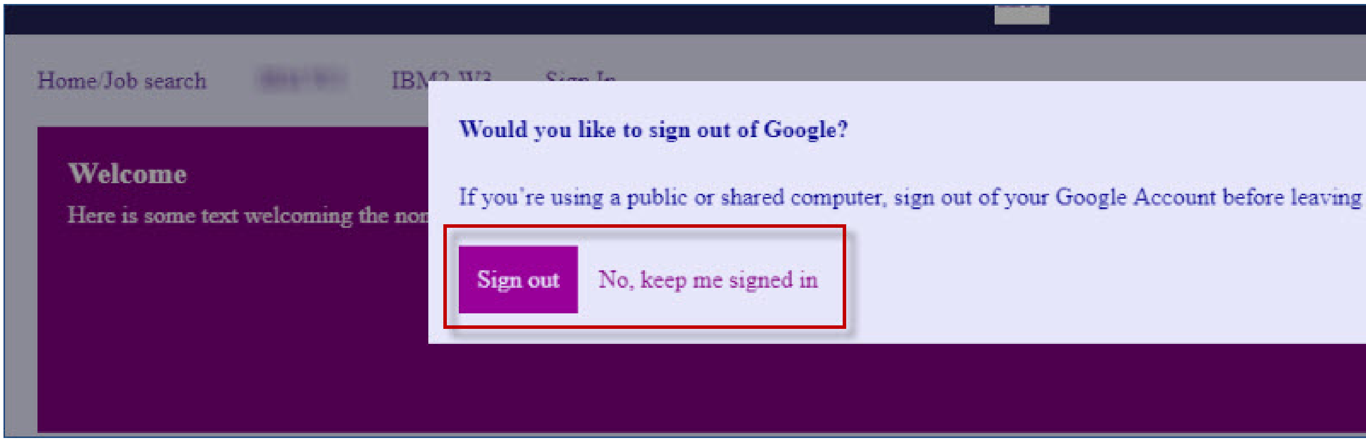
Req Title Locale - The req title that is presented in the Referral email's body was previously presented in the default locale in which the req is created. For improved and consistent user experience, starting this release, the req title is displayed in the locale of the Talent Gateway the referrer is logged in to. If the req is not available in the current Talent Gateway's locale, then the title is displayed in the default locale the req is created in.

RTC internal reference # 120983.

Responsive Talent Gateways - Sign out of Google

Starting release 19.05.06, candidates that used their Google account information to log in to their Talent Gateway profiles were provided with a new provision. The provision was to sign out of their Google profile in addition to their Talent Gateway profile. This sign out screen was updated to ensure better candidate experience and avoid ambiguity. The primary button label is updated to **Sign out** and the secondary button label is updated to **No, keep me signed in**.

After this release:



RTC internal reference # 120255.

Responsive Talent Gateways - Update Gateway Questionnaire to Reapply

It was observed that the Gateway questionnaire update was not being affected when a candidate is reapplying to a requisition. When a candidate reapplies to a position after the Gateway Questionnaire was updated, they must see the updated Gateway questionnaire. However, it was observed that they still see the old Gateway questionnaire. This behavior is rectified to ensure that the correct Gateway questionnaire is displayed to the candidates.

RTC internal reference # 119431.

Req Field Association - Proximity Import Format Update

It was observed that when importing country, state, and city fields for req Field Association (RFA) that the import is returning errors when country data has a comma. A comma is used as a differentiator between country and state and city. However, the import returns an error and fails if the country has a comma within the name. To rectify this behavior, a new differentiator **#** is used between country, state, and city. Therefore, when users import, they must use # in the RFA Import Excel file to differentiate between country, city, and state.

Update to this change on 19th June:

Based on client feedback, we are reverting this change effective Wednesday, June 19th.

Once reverted to its prior state, it is possible that you may run into an error when trying to perform the Proximity Import RFA with any country/state/city values that have an explicit comma within them.

If your organization needs to perform a proximity RFA that includes a country, state or city that may have a comma, please submit a case on our Support Community and our engineering team will assist you.

RTC internal reference # 117874.

Candidate Form - HTML Text update

An issue was observed when a user adds HTML encoded line feed character **
**. When users add this character in a requisition field, and add this information as auto fill to a candidate form field, the text moves to the next line when the form is in edit mode. However, when viewed in View mode, the line feed character does not work, and the text does not break to the next line. This behavior is rectified during this release so that line feed characters move the text to the next line in the view mode of candidate forms.

RTC internal reference # 121013.

Configurable Changes

The current release of includes the following configurable features for and . Configurable features must be configured or turned on to be visible and available to users.

Candidate Form - Approval Process Improvement

Note: This feature was released to the Staging environment during Release 18.11.12. Based on client testing, reviews and recommendations, several changes were brought in and this feature is going to be released to Production environment during the current release.

Before this release, the standard sequential Candidate Form approval process would reroute the form for approval if the Approvers were updated or changed exclusively while the form approval was inflight. With this release, organizations can configure their Candidate Form approval process to allow edits to the Approvers without having to restart the whole approval process. This change enhances the user’s ability to update approvers, giving them the ability to delegate the approval to another user if the original approver is not available.

- After a candidate form is sent for approval, a new approver can be added or removed from the list of pending approvers. The form need not be rerouted if there is a change in the approvers whose action is still pending.
- After a candidate form is sent for approvals for the first time, if any edits are made to the form, the button's label is changed. Save and Send for Approvals is to **Save and Resend for approval**.

- If the user wants to update the form and does not want to change the approval routing, they must select the Submit button. A warning message clearly mentioning this information is provided stating: **Original approval(s) status(es) will be reset. The form will be sent for new approval(s). If your intention is just to save changes, please cancel and use the submit button instead. Do you wish to continue?**

Note:

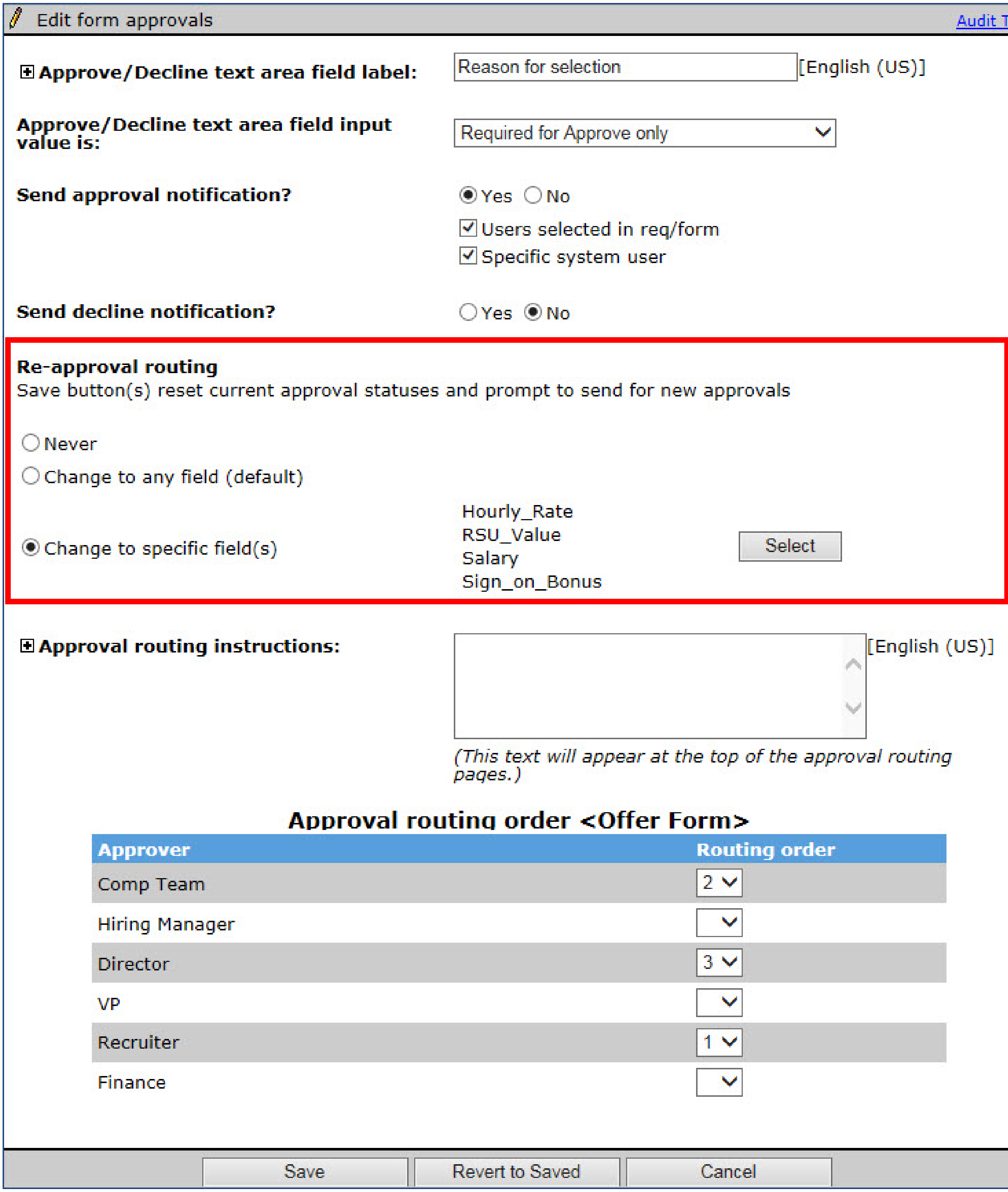
- This enhancement is only available for the standard sequential approval process only. This change does not impact the Custom Approval Workflow system.
- The form is NOT rerouted for approval if the new setting is enabled and if only approvers were updated or edited exclusively on the req.
- If the original reroute for approval fields are edited AND an approver is updated or edited, the reapproval routing takes precedence over the new setting.

How do clients get this feature in Staging?

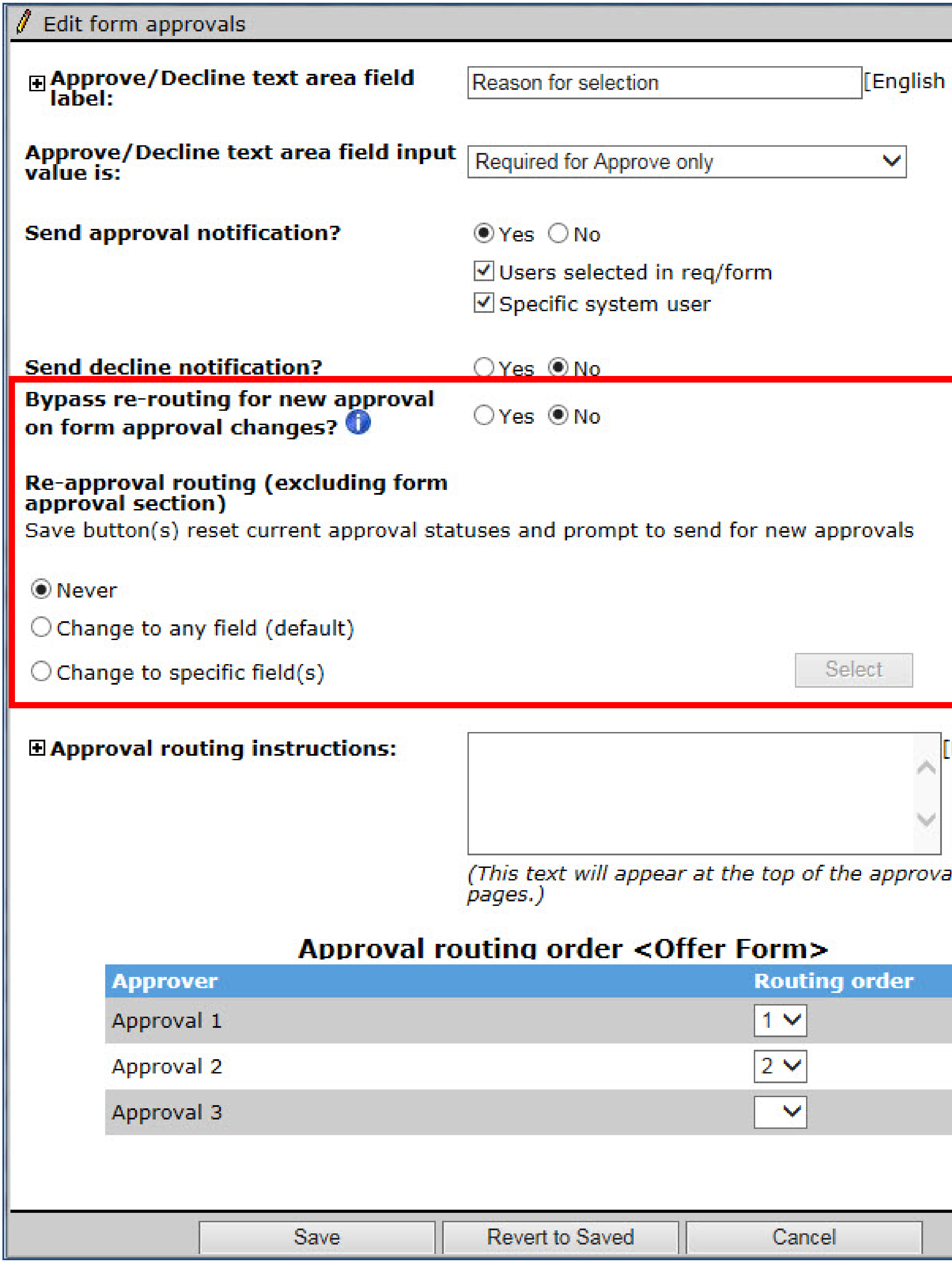
Navigation to **Workbench** > **Tools** > **Forms** > **Candidate Forms** > **Edit Form Approvals for the Candidate Form** you would like to edit the approval process for.

- A new field that is called **Bypass rerouting for new approval on form approval changes?** is added.
  - The setting has the tooltip: **When set to “Yes”, form will NOT be rerouted for new approval when the user changes the form approval information. Field level edits made to the form would still trigger rerouting based on configuration set under the Re-approval routing section.**
- The field **Re-Approval Routing** is renamed to **Re-approval routing (excluding form approval section).**

Before this release:



After this release:

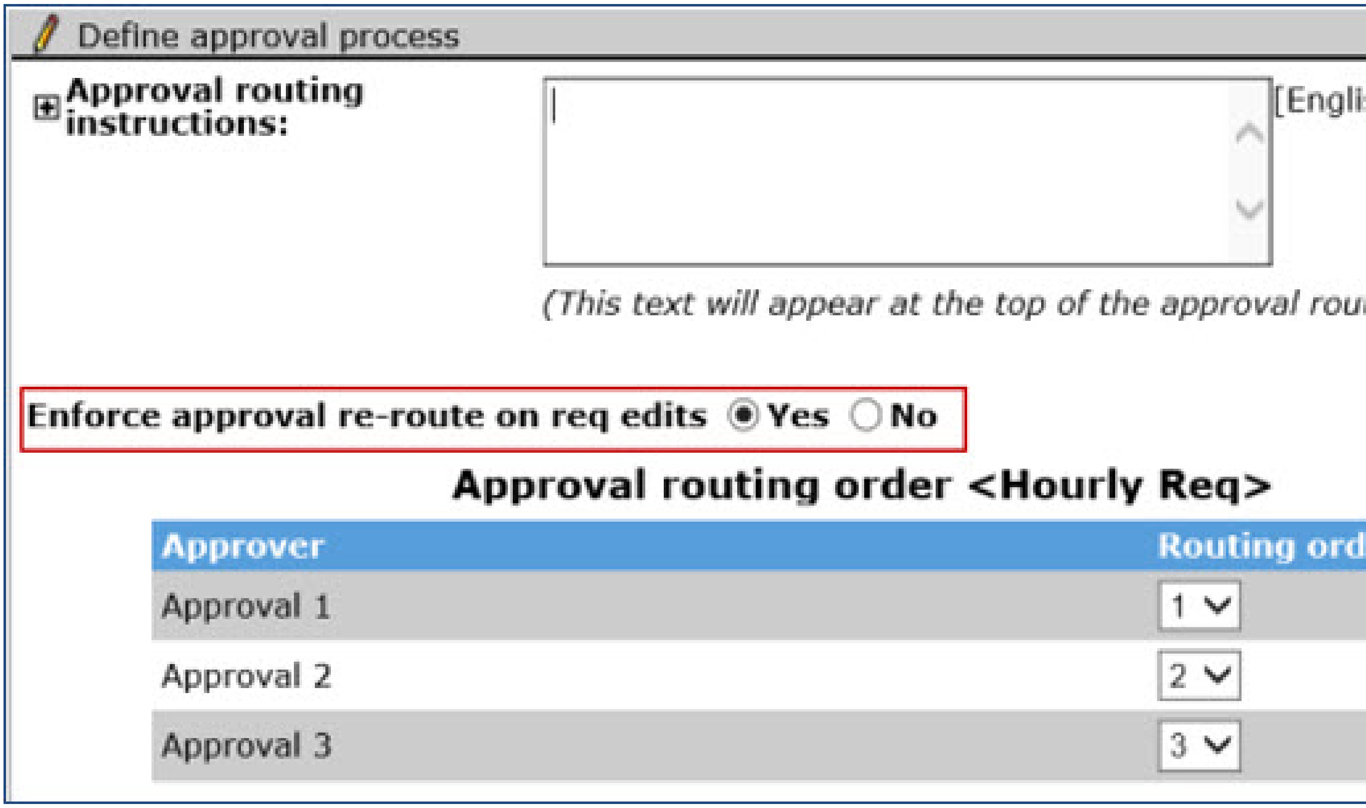

Edit form approvals
Approve/Decline text area field label:
Reason for selection
[English
Approve/Decline text area field input value is:
Required for Approve only
Send approval notification?
Yes No
Users selected in req/form
Specific system user
Send decline notification?
Yes No
Bypass re-routing for new approval on form approval changes?
Yes No
Re-approval routing (excluding form approval section)
Save button(s) reset current approval statuses and prompt to send for new approvals
Never
Change to any field (default)
Change to specific field(s)
Select
Approval routing instructions:
(This text will appear at the top of the approva
pages.)
Approval routing order <Offer Form>
Approver
Routing order
Approval 1
1
Approval 2
2
Approval 3
Save
Revert to Saved
Cancel

As a part of this feature and based on client feedback, the following updates were made:

RTC internal reference # 116383, 109917, 111563, 110400, 110313, 109917, 110403.

Reqs - Approval Routing Process Enhancements

To improve and streamline the req routing process, a new setting is added in the Workbench. **Enforce Approval ReRoute on Req Edits** is the new setting with Yes and No as options.



Workbench Path: **Tools** > **Forms** > **Reqs** > **Req forms** > **[select req]** > **Edit form approvals**

When this setting is configured to Yes, if a BrassRing user edits a req that is in Pending Approval status, an alert message is displayed. The message that is displayed is **The edits made to this req requires a re-route for approval. Click OK to proceed or Cancel to undo your changes**. If the user selects OK, the changes that are made by the user are saved and the requisition is rerouted for approval, starting with the first approver.

RTC internal reference # 115653.

BrassRing Workbench

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

Gateway Questionnaires - Error Rendering Page Updates

The Gateway Questionnaire rendering page is updated. The rendering page previously displayed information about the Classic Gateway Questionnaires and Responsive Gateway questionnaires. As BrassRing moves towards responsive Gateway questionnaires, Workbench administrators do not create or activate a classic Gateway Questionnaire. Therefore, starting this release, the rendering page is updated to display information that is oriented to the responsive Gateway Questionnaires.

Workbench Path: **Tools** > **Gateway Questionnaires** > **[select a draft Gateway Questionnaire]** > **select Preview**

The following are the updates that are made:

- The column title **Widget/Button** is updated to **Position**. This column either displays a widget position value or is left blank.

- The new Position column values do not have the letter A prefixed.
- The error message **For any path, there can be no more than one instance of each Job specific questions widget of the same JSQ Group** is updated to **There can be no more than one instance of 'Job specific questions' widget.**

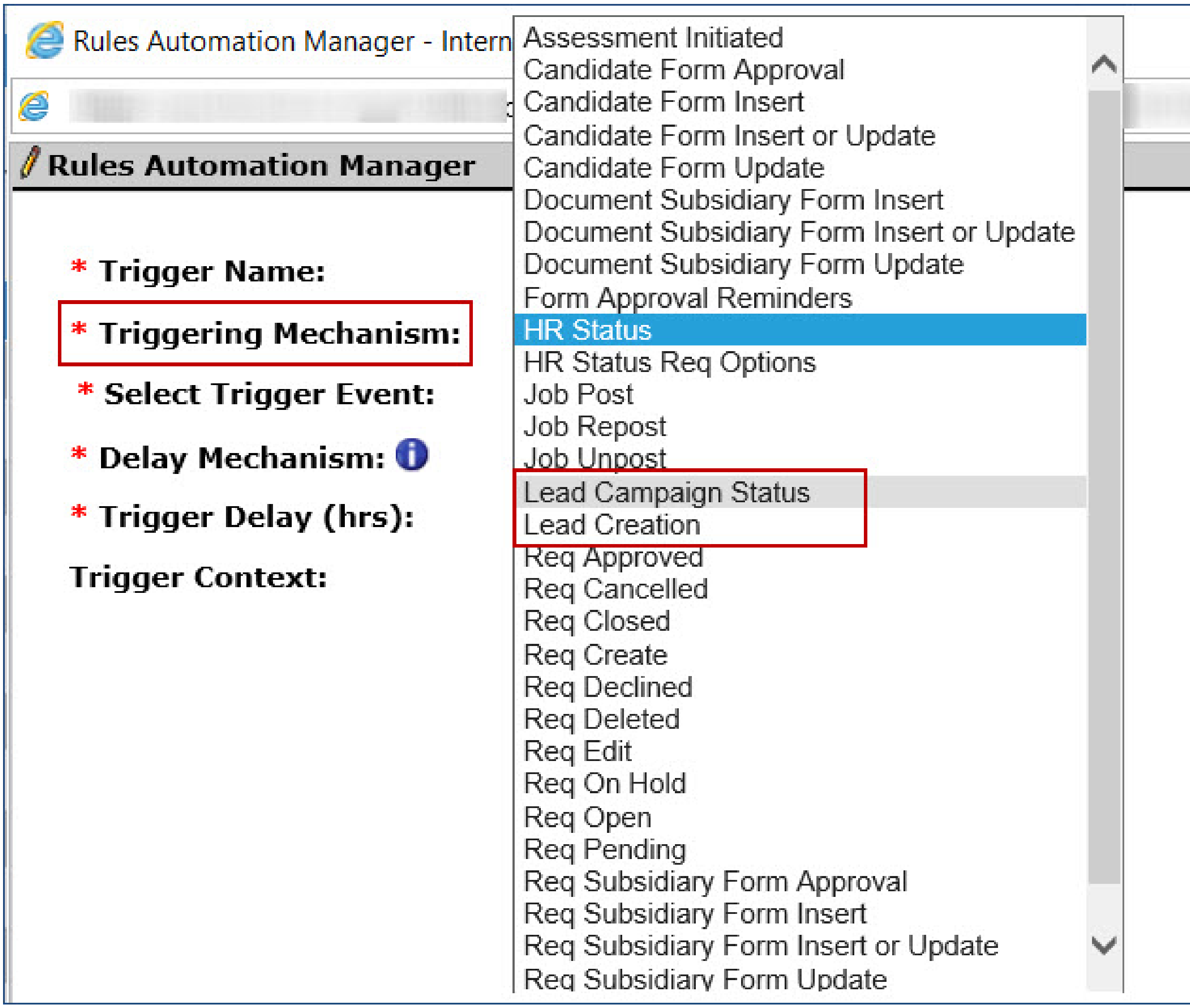
RTC internal reference # 117987.

Rules Automation Manager - Lead Manager Communications

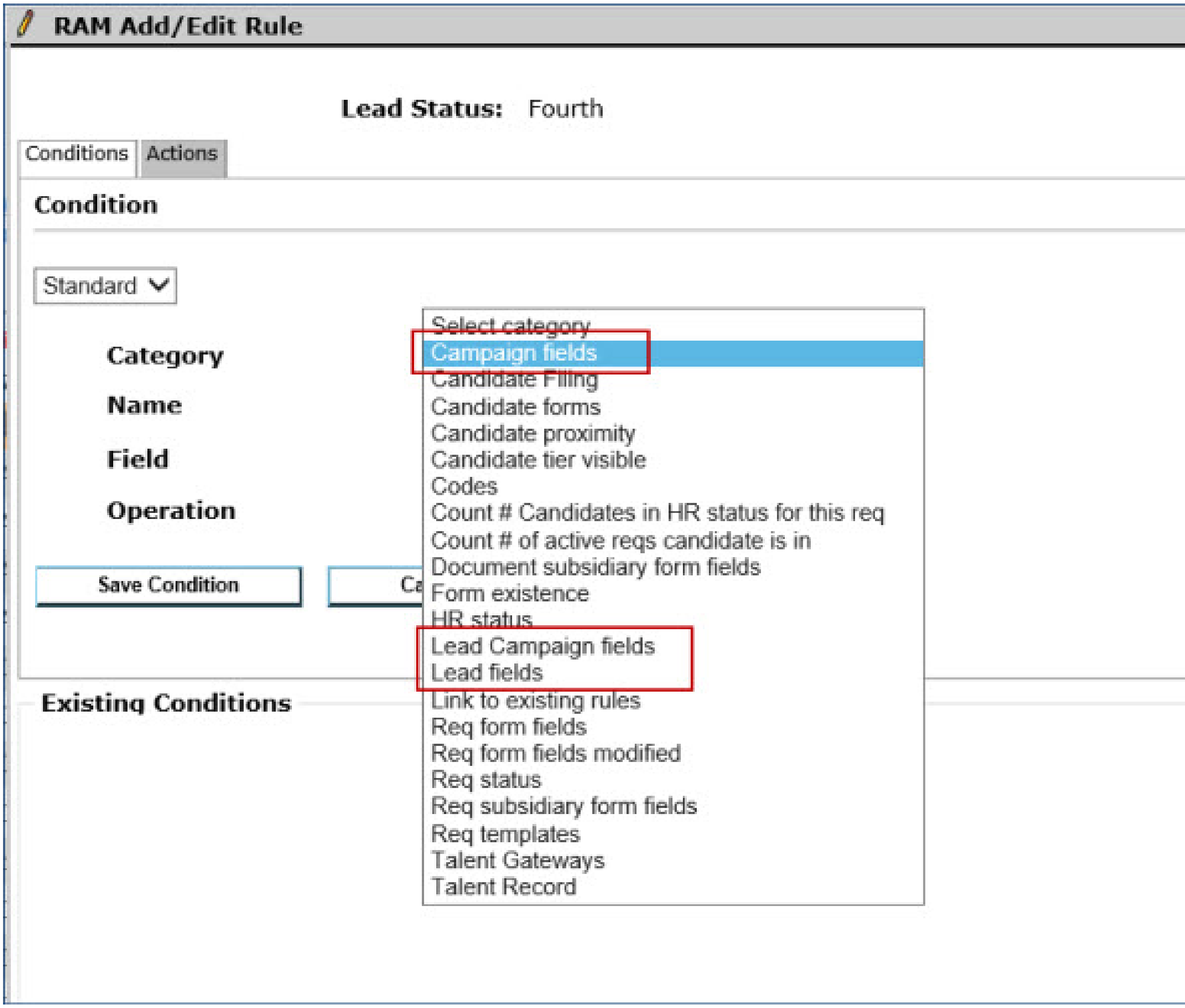
Starting this release, Lead Manager clients can configure Rules Automation Manager (RAM) triggers for sending out communications. The communications can be triggered via RAM based on various actions by various actions of Lead Manager users. Following are the use cases where communications can be sent by using RAM triggers:

- A sourcer files a lead to a campaign, and selects the status Lead added - notify sourcer - lead status. Based on this update, RAM sends a communication to the system user to inform them of the lead filed.
- A sourcer updates the lead to a specific Lead status. Based on this update, RAM sends communication to the system user or the sourcing team with details of Lead name, campaign name, Previous Lead status, and Current Lead status.

To add these triggers, new trigger mechanisms and condition categories are added in the Rules Automation Manager. Two new trigger mechanisms **Lead Creation and Lead Campaign Status** are added.



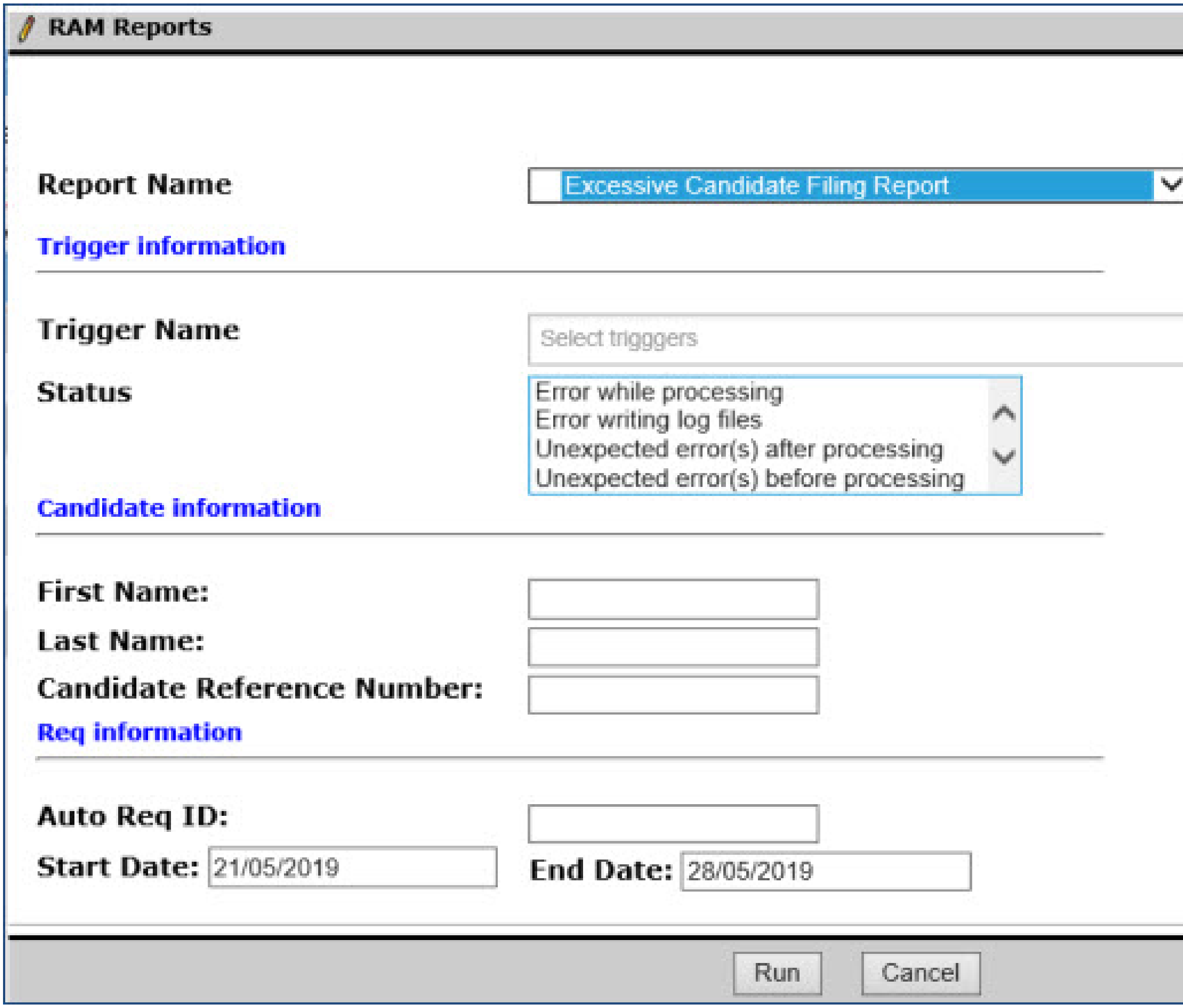
Three new categories are added in the RAM Add/Edit rules screen. **Campain leads, Lead Campain fields, Lead fields** are the new categories by using which new rules can be added.



RTC internal reference # 111998.

Rules Automation Manager - New Report

Starting this release, a new report is available in the Rules Automation Manager reports. The **Excessive Candidate Filing Report** is a RAM report that provides a list and information of candidates that apply for more than a normal number of requisitions. Such candidates apply for too many requisitions and increase the utilization of system resources like RAM, Forms, etc and might bring down performance.



RTC internal reference # 120009.

Onboard

Client Reminders

Onboard

This document presents changes for the June 2019 release of Onboard on Cloud:

- Staging - June 6, 2019
- US Production - June 15, 2019

Dark Launch Features

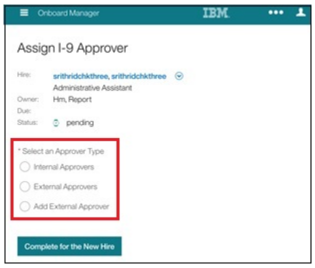
Onboard

Third-Party Approval Enhancement

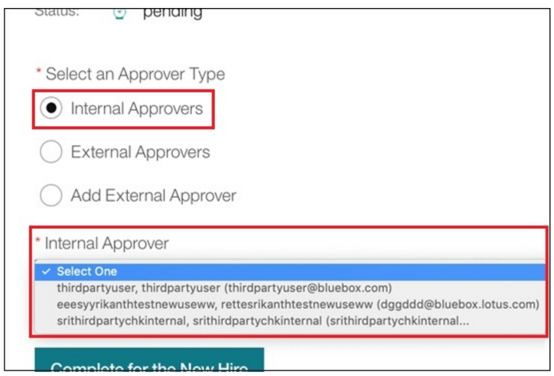
This is a **dark launch feature**. The Third-Party Approval enhancement allows people other than the onboard manager or new hire to approve I-9 Section 2.

USE IN ONBOARD MANAGER

Assign I-9 Approver Screen - Select an Approver Type: Internal and External: (Note: During the dark launch, Assign I-9 Approver activity is inactive and read-only by default.)

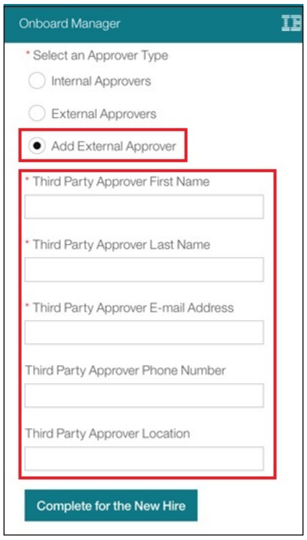


Select an Approver Type: Internal Approvers:

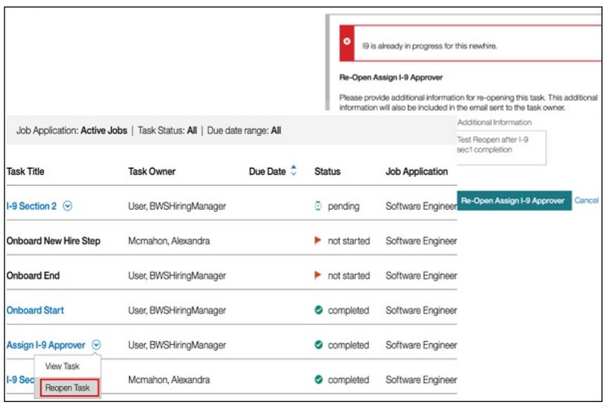


Select an Approver Type: External Approvers:

Add External Approver:



Reopen Assign I-9 Approver:



PROCESS AND CONFIGURATION

Note: If clients are using the new feature, they must **deselect** the **Allow Third Party I-9 Section 2 Approver** check box in the workflow configuration to avoid the new hire entering third-party details again in Section 2.

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).
3. Create a new approval activity that allows an onboard manager or a preassigned responsible user type to assign the approver for a new hire.
   a. A new activity called **Assign I-9 Approver** must be added into the workflow. This will allow clients to configure who the third-party approver for the respective new hire should be. The default task owner for this activity is: **Hiring Manager**. Note: 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:

b. 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.

4. All existing third-party approvers that were previously created from I-9 Section 1 are shown as External Approvers.
5. 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.
6. 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.

7. 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.

Visible Changes

Onboard

Onboarding Tasks Page: New Job Application Filters

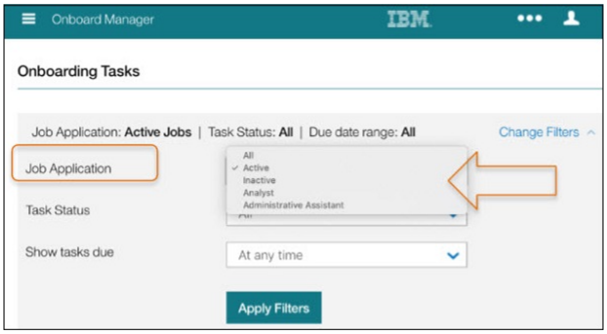
For May, job-related filters were added to the Manage New Hires page. For June, similar job-related filters have been added to a new hire's profile page for **Onboarding Tasks**.

USE IN ONBOARD MANAGER

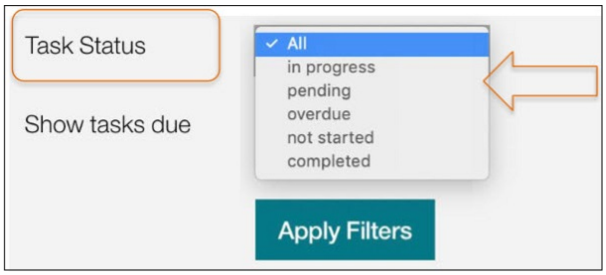
The following **filters** were added to the **Onboarding Tasks** page:

- **Job Application** filter. Allows selection from a drop-down:
  - All. Displays a list of all job applications associated with new hires.
  - Active. Displays a list of all active job applications associated with new hires.
  - Inactive. Displays a list of all inactive job applications associated with new hires.
- **Status** filter. Allows selection of a specific task status from a drop-down, as well as an All selection, which displays all.

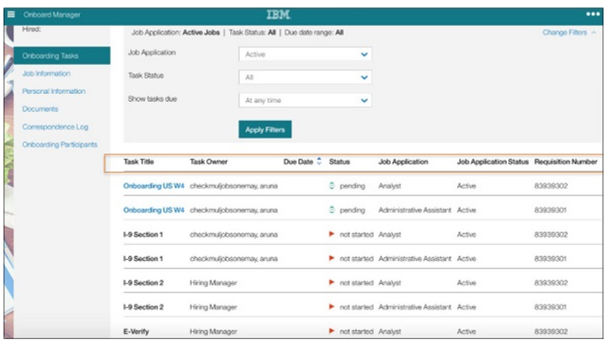
Job Application filter:



Task Status filter:



Corresponding columns display on the Onboarding Tasks page: Task Title, Task Owner, Due Date, Status, Job Application, Job Application Status, Requisition Number:



New Hire Profile: SSO Enabled Displays

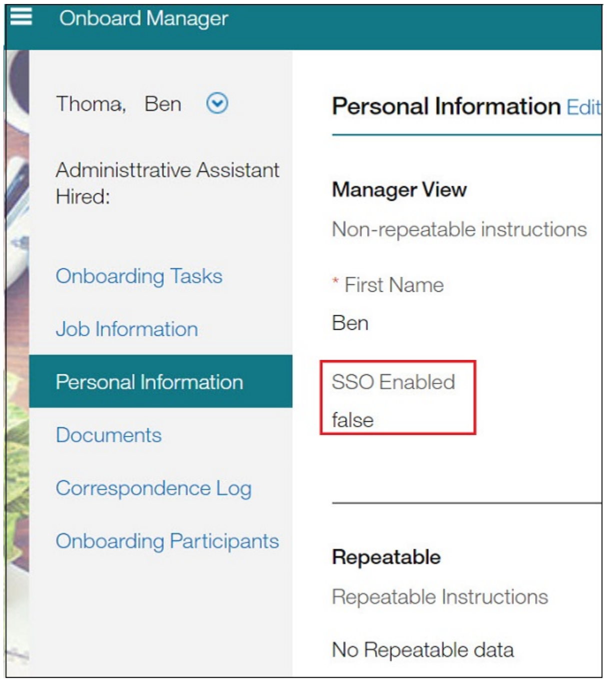
A new SSO Enabled field indicates if a new hire is enabled for SSO (Single Sign On).

USE IN ONBOARD MANAGER

The **SSO Enabled** field displays in the **Personal Information** page in a new hire profile. It is a read-only field:

- True - Indicates the new hire is enabled for SSO.
- False - Indicates the new hire is not enabled for SSO.

This is useful for clients who transition their new hires to a SSO login during onboarding. This way, onboard managers or the onboarding participants will know when a new hire is enabled for SSO.



Configurable Changes

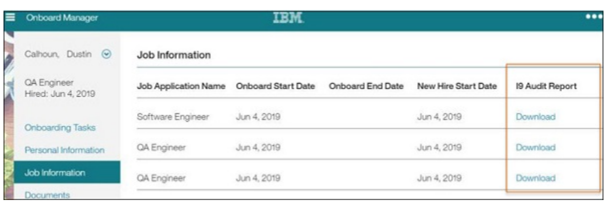
Onboard

I-9 Audit Report: Job Application Information Added

Job application information has been added to the Form I-9 audit report.

USE IN ONBOARD MANAGER

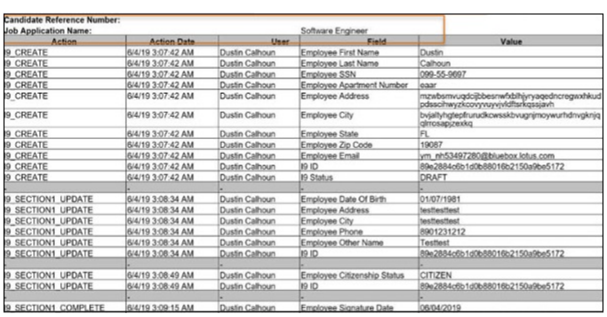
An **I-9 Audit Report** column displays in the **Job Information** page in a new hire profile.



The I-9 Audit Report provides **detailed audit information of an I-9 form**. This provides insight into what field was updated and with what value, who the user was, and the timestamp.

This I-9 Audit Report provides audit information specific to the job application to which the I-9 form is associated.

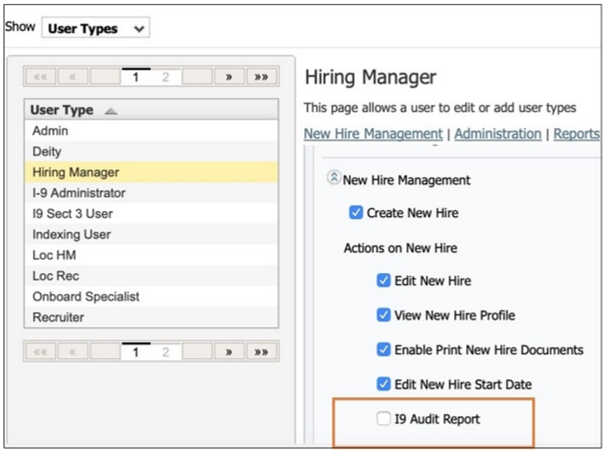
I-9 Audit Report:



Candidate Reference Number:				
Job Application Name:			Software Engineer	
Action	**Action Date**	**User**	**Field**	**Value**
I9_CREATE	6/4/19 3:07:42 AM	Dustin Calhoun	Employee First Name	Dustin
I9_CREATE	6/4/19 3:07:42 AM	Dustin Calhoun	Employee Last Name	Calhoun
I9_CREATE	6/4/19 3:07:42 AM	Dustin Calhoun	Employee SSN	099-55-9697
I9_CREATE	6/4/19 3:07:42 AM	Dustin Calhoun	Employee Apartment Number	eaar
I9_CREATE	6/4/19 3:07:42 AM	Dustin Calhoun	Employee Address	mzwbsmvuqdcijbbesnwfxblhjyryaqedncregwxhkud pdsscihwyzkcovyvuyvjvldftsrkqssjavh
I9_CREATE	6/4/19 3:07:42 AM	Dustin Calhoun	Employee City	bvjaltyhgtepfrurudkcwsskbvugnjmoywurhdnvgknjq qlrrosapjzexkq
I9_CREATE	6/4/19 3:07:42 AM	Dustin Calhoun	Employee State	FL
I9_CREATE	6/4/19 3:07:42 AM	Dustin Calhoun	Employee Zip Code	19087
I9_CREATE	6/4/19 3:07:42 AM	Dustin Calhoun	Employee Email	ym_nh53497280@bluebox.lotus.com
I9_CREATE	6/4/19 3:07:42 AM	Dustin Calhoun	I9 ID	89e2884c6b1d0b88016b2150a9be5172
I9_CREATE	6/4/19 3:07:42 AM	Dustin Calhoun	I9 Status	DRAFT
-	-	-	-	-
I9_SECTION1_UPDATE	6/4/19 3:08:34 AM	Dustin Calhoun	Employee Date Of Birth	01/07/1981
I9_SECTION1_UPDATE	6/4/19 3:08:34 AM	Dustin Calhoun	Employee Address	testtesttest
I9_SECTION1_UPDATE	6/4/19 3:08:34 AM	Dustin Calhoun	Employee City	testtesttest
I9_SECTION1_UPDATE	6/4/19 3:08:34 AM	Dustin Calhoun	Employee Phone	8901231212
I9_SECTION1_UPDATE	6/4/19 3:08:34 AM	Dustin Calhoun	Employee Other Name	Testtest
I9_SECTION1_UPDATE	6/4/19 3:08:34 AM	Dustin Calhoun	I9 ID	89e2884c6b1d0b88016b2150a9be5172
-	-	-	-	-
I9_SECTION1_UPDATE	6/4/19 3:08:49 AM	Dustin Calhoun	Employee Citizenship Status	CITIZEN
I9_SECTION1_UPDATE	6/4/19 3:08:49 AM	Dustin Calhoun	I9 ID	89e2884c6b1d0b88016b2150a9be5172
-	-	-	-	-
I9_SECTION1_COMPLETE	6/4/19 3:09:15 AM	Dustin Calhoun	Employee Signature Date	06/04/2019

CONFIGURATION

On the **Manage Users: User Type** screen, for a Hiring Manager, there is an **I9 Audit Report** check box in New Hire Management.



In Onboard Manager, the I-9 Audit Report can only be downloaded by users who have the **CAP_I9_AUDIT_REPORT** capability.

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