

Workbrain 7.2 Upgrade – Tech Ops Changes

Sept 1, 2022

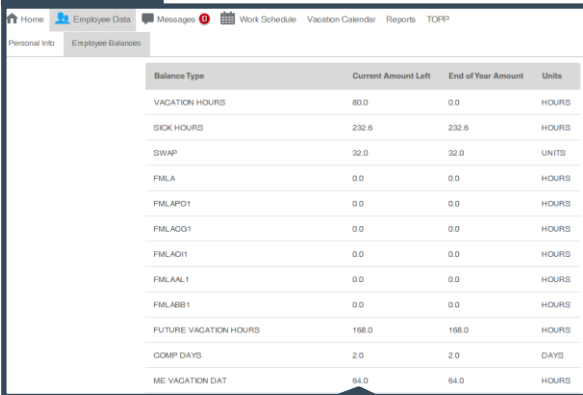
CHANGE

What is changing?

On **September 7**, Workbrain will upgrade to version 7.2. After the upgrade, represented domestic and U.K.-based Tech Ops team members will notice a change in their *Employee Balances* view in Employee Transaction Manager (ETM).

How to get there: Log in to ETM > Click *Employee Data* > Click *Employee Balances – New*

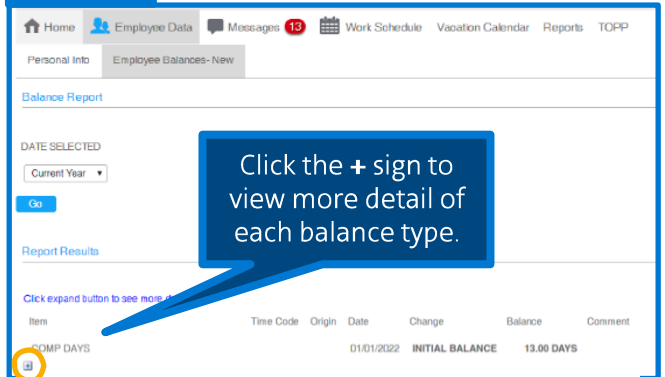
Before



Balance Type	Current Amount Left	End of Year Amount	Units
VACATION HOURS	80.0	0.0	HOURS
SICK HOURS	232.6	232.6	HOURS
SWAP	32.0	32.0	UNITS
FMLA	0.0	0.0	HOURS
FMLAPO1	0.0	0.0	HOURS
FMLAGO1	0.0	0.0	HOURS
FMLAO11	0.0	0.0	HOURS
FMLAAL1	0.0	0.0	HOURS
FMLABB1	0.0	0.0	HOURS
FUTURE VACATION HOURS	168.0	168.0	HOURS
COMP DAYS	2.0	2.0	DAYS
ME VACATION DAT	64.0	64.0	HOURS

Users can only view balances as of the current date. No balance history is available.

After



DATE SELECTED

Report Results

Click expand button to see more detail

Item	Time Code	Origin	Date	Change	Balance	Comment
COMP DAYS			01/01/2022	INITIAL BALANCE	13.00 DAYS	

Click the + sign to view more detail of each balance type.



Item	Time Code	Origin	Date	Change	Balance	Comment
COMP DAYS			01/01/2022	INITIAL BALANCE	13.00 DAYS	
			01/01/2022	1.00 DAYS	14.00 DAYS	
			01/17/2022	1.00 DAYS	15.00 DAYS	
			02/21/2022	1.00 DAYS	16.00 DAYS	
COMP-TAKEN	Timesheet		02/28/2022	-1.00 DAYS	15.00 DAYS	
COMP-TAKEN	Timesheet		03/28/2022	-1.00 DAYS	14.00 DAYS	
COMP-TAKEN	Timesheet		04/17/2022	-1.00 DAYS	13.00 DAYS	
COMP-TAKEN	Timesheet		05/02/2022	-1.00 DAYS	12.00 DAYS	
COMP-TAKEN	Timesheet		05/09/2022	-1.00 DAYS	11.00 DAYS	
COMP-TAKEN	Timesheet		05/16/2022	-1.00 DAYS	10.00 DAYS	
			05/30/2022	1.00 DAYS	11.00 DAYS	

The expanded view shows specific dates, time codes and comments.



Item	Time Code	Origin	Date	Change	Balance	Comment
FUTURE VACATION HOURS			01/01/2022	INITIAL BALANCE	248.00 HOURS	
Manual Adjustment (ADD)			01/01/2022	-248.00 HOURS	0.00 HOURS	-248 for 2022 DAT Election and VAC Balance Load
Accrual Adj			01/19/2022	24.00 HOURS	24.00 HOURS	
Accrual Adj			02/14/2022	24.00 HOURS	48.00 HOURS	
Accrual Adj			03/31/2022	24.00 HOURS	72.00 HOURS	
Accrual Adj			04/14/2022	24.00 HOURS	96.00 HOURS	
Accrual Adj			05/17/2022	24.00 HOURS	120.00 HOURS	
Accrual Adj			06/14/2022	24.00 HOURS	144.00 HOURS	
Accrual Adj			07/14/2022	24.00 HOURS	168.00 HOURS	

The breakdown of monthly accruals and usage will also be viewable and labeled.