



Version 2.071

Release Notes



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Updated Manager Services Functions

This section describes updated functions in Manager Services.

Common Object Dictionary – Payroll Processing Group

A new field has been added to this table, to identify a Payroll Processing Group as one used for Election Workers. If this field is set to Yes, the system will use the Global Election Workers Threshold amount in Customer Management Module to determine when to start calculating Social Security Taxes. The threshold used to determine taxation is effective dated and changes based on the national average wage index. Earnings below the threshold are not taxable under Social Security nor do such earnings count toward future benefits. Once an election worker's payments hit the threshold, FICA withholding is applicable on the entire earned wages amount above and below the threshold.

Update Common Object Dictionary for Payroll Processing Groups

* Pay Schedule:

ELE

* Short Description:

Election

Long Description:

Election

Election Workers:

☒ Yes ☐ No

MultiLingual Descriptions:

Cherokee:

French:

Spanish:

→ submit

← cancel

Employee Audit Report

This function has been enhanced to report on changes made in the Deduction Adjustment function in iCON Tools. When a user makes changes in the Deduction Adjustment function, these changes will now be written to history tables that can be selected in the prompt screens for the Employee Audit Report in Manager Services. These new tables are named Employee Ded Adj History and Employer Ded Adj History and can be seen and selected in the Table Filter field.

Employee Audit Report
 * = Required

Selection By Scheduled Group:

Legal Entity: Olympics, Inc.
 Payroll Processing Group: Semi-Monthly
 From Date: 01/01/2021
 To Date: 08/27/2021

Select Report Parameters:

Report ID: EmployeeAuditReport

*Report Formats: ☒ PDF ☐ XLS ☐ XML ☐ CSV ☐ TXT

User Filter: *All Users

Table Filter: *All Employee Tables

- ☒ Break By Organization Level
- ☐ Break By Home Account Number
- ☐ Break By User
- ☐ Separate Reports By User

Sort by Employee Number:

User Filter: *All Users

Table Filter: *All Employee Tables

- ☒ Break By Organization Level
- ☐ Break By Home Account Number
- ☐ Break By User

New Hire, Payroll Activation, Rehire (HR), Rehire (Payroll) and Salary Change

When an employee is hired or rehired, or a salary change is entered, the system will now display a warning message if the salary is less than the federal and/or state minimum wage hourly amount. The employee's Work State is used to get the state minimum wage amount. This message will be shown in the following functions: New Hire, Payroll Activation, Rehire (HR), Rehire (Payroll) and Salary Change. This same enhancement has been made in the following iCON Tools functions: Employee Compensation and Payroll Activation Process.

SUI Data Generation and SUI File Creation

This function has been updated to include Unicorn HRO's latest Software ID for the Florida SUI file, which is in XML format. This change has also been made in the SUI data generation and file creation functions in iCON Tools and Customer Management Module.

Updated Employee Self Service Functions

This section describes updated functions in Employee Self Service.

Multi-Factor Authentication

This function in Employee Self Service has been enhanced to allow for a third method for employee users to choose, to receive the Multi-Factor Authentication Security Code, if an e-mail address or a text phone number is not an option. This feature must be enabled by Unicorn HRO, so please contact iCON Support to have this feature enabled for your organization.

Once this feature is enabled for your organization in Employee Self Service, upon initial login for new employee users, or after MFA Reset has been done in the PIN Assignment function in Manager Services for existing employee users, the new option of Code Card will be available on the MFA Setup screen.

To enable the Code Card option, the employee user should first click the Print button. Upon clicking the Print button, the Enabled box will now be checked, and a new window will pop-up containing a PDF of the code card and instructions.

EMPLOYEE SELF SERVICE

Unicorn HRO Report - Google Chrome

Not secure | gwsbnewqa/scripts/cgiip.exe/WService=gwsbnewqaEmpl...

Customer ID: 2000
Employee ID: 111
Email Address: mruberto@unicornhro.com
Text Phone#: (212) 555-1212 Verizon Wireless
Code Card: ☒ Enabled print

[continue](#)

Enter one or more contacts which will be used to verify your identity then click Continue. To complete your login, you will need to provide the Security Code sent to the contact you choose.

Multi-Factor Code Card

To use your Multi-Factor Code Card, choose Code Card on the Multi-Factor Request page and press Send. You will be asked to lookup a code on the card. For example, if you are asked for the code in B12, you would enter the code in column B and row 12.

Each code will only be used once, so after 100 uses the card will need to be replaced. You will be reminded when you are getting close to using them all up. You would then go to My Account and print a new card.

01	029333	474059	308872	635839
02	023861	080506	138567	975181
03	023481	286818	352287	102778
04	004687	248906	364576	382596
05	767243	933585	484056	952209
06	207190	081685	382585	281876
07	063338	933305	944637	293576
08	103881	084195	475182	477186
09	621855	575145	798187	385209
10	940547	087544	383385	383882
11	074710	923239	798571	785148
12	023865	207073	374735	729126
13	076473	278118	405959	697182
14	712886	316851	126430	417983
15	090209	883221	138548	429887
16	277284	882447	218888	281886
17	882884	483238	894891	323877
18	086878	184878	885883	245822
19	386310	029888	548882	774782
20	087238	088157	888882	734888
21	221332	333882	888882	743822
22	088441	138888	478878	148886
23	974128	816878	748731	248210
24	088881	088738	048888	184878
25	713774	883123	888888	638148

Employee users can select 1, 2, or now all 3 contact methods.

The selection of the Code Card method requires the user to be able to print the pop-up PDF, so the system must be connected to a printer. The code card can then be cut to credit card size from the printout, to fit in a wallet.

The MFA Code Card contains 100 random 6-digit numbers, arranged in 25 rows and 4 columns.

For users who have printed the code card and selected that as a contact method, after their login to Employee Self Service with their User ID and Password, the system will display the MFA Request screen. If the user has selected all 3 contact methods, that screen will now look like the following:

To use the MFA Code Card, users should choose Code Card on this MFA Request screen and click Send. A window will appear which will ask the user to lookup a code on the card – based on the row and column identifier. This message will also include the Card ID so the user can ensure they are getting the correct code from the correct card.

In this example – the user is asked to enter the code from the box corresponding to column D and row 03 which is code 102778.

MFA Code Card				ID: 20210827-59880
Row	A	B	C	D
01	029333	474095	308672	638830
02	822602	100265	130951	017181
03	923461	296518	352257	102778
04	004463	348698	064310	352768
05	767243	563565	484055	953289
06	257998	061865	929308	816276
07	666388	939389	944637	293576
08	103561	094195	475162	417166
09	621695	576145	798107	360209
10	946947	087544	853383	303082
11	974783	592939	789671	785748
12	823903	397073	374733	723126
13	010473	218119	406905	697102
14	712296	310451	126439	417983
15	695029	858323	193646	439907
16	277204	662447	215655	261656
17	882604	458258	594091	923977
18	849678	154676	650153	247023
19	398310	029568	540082	774792
20	943729	588113	496015	732469
21	221332	353582	860842	743822
22	808241	329826	437879	141036
23	974128	816876	748731	245210
24	649026	546720	040080	414371
25	713774	803123	698868	635140

Code 102778 should be entered in the Security Code field, and the user will then be granted access to Employee Self Service.

The same rules apply to the Security Codes received by Code Card as to those received by other methods. If not used within 10 minutes, the code will expire, and the user will need to press Send again. Also, three incorrect tries to enter the Security Code will prompt the user to press Send again, and three incorrect tries after that will suspend the employee user, and a Manager Services user will need to unsuspend them for MFA.

Each MFA Code Card can only be used once. So, once it is used to send 100 Security Codes, a new card will need to be printed. The user will be reminded on the 97th request for a Security Code that they will soon need a new card. At this point, while the user still can access Employee Self Service, the employee can go into My Account in Employee Self Service to Print a new card. MFA can always be reset for the employee user from Manager Services to prompt the user to print a new card on their next login to Employee Self Service.

My Account

With the addition of the MFA Code Card contact method, the My Account feature of Employee Self Service has been updated to allow the user to print and enable a new MFA Code Card.

Welcome, Roberto Batista Jr.

Personal

- Employee Directory
- Personal Data
- I-9
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Job Reviews
- Salary History
- Skills Information
- Employee Files
- Training Classes
- Training Enrollment
- Notification Elections

Payroll

- W-4
- W-4 Forms
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- Direct Deposit

Password:

Current Password:

New Password:

Confirm Password:

Recovery:

Current Recovery Question:

Change Recovery Question:

Change Recovery Answer:

Multi-Factor Contact Information:

Multi-Factor Email Address:

Multi-Factor Text Phone#:

Multi-Factor Code Card: ☒ Enabled

Preferences:

Language: ☒ English ☐ Spanish ☐ Ask Every Login

Similar to the MFA Setup screen on initial login, the employee user can update any one of their contact methods from the My Account screen.

To update, or reprint a new code card, the user should click the print button, and print out the new MFA Code Card. Once the user clicks Submit on this screen after printing, the new MFA Code Card ID will be displayed.

Users may also disable the MFA Code Card from this screen.

Personal Data

In the Veteran Status (VETS-4212) section of this function, the main view screen will now display a seventh option: I am NOT a veteran.

Welcome, Callie Fomia

Primary Language: English

Tobacco User: No

Work:

Employee Number: 999284

Job Title: Human Resources Assistant

Hire Date: 01/01/2021

Employment Status: Active

Preferences:

Willing To Travel: 0%

Willing To Relocate: No

Veteran Status (VETS-4212):

☐ Disabled Veteran

☐ Recently Separated Veteran

☐ Active Duty Wartime or Campaign Badge Veteran

☐ Armed Forces Service Medal Veteran

☐ I am a protected veteran, but I choose not to self-identify the classification to which I belong.

☐ I am NOT a protected veteran.

☒ I am NOT a veteran.

update

On the edit screen for this section, the employee user now has the ability to initially answer whether they are a veteran or not. If they chose “I am NOT a veteran” – they can simply click submit to save their selection.

Welcome, Callie Fornia

ICON

Personal

- Consent for Electronic 1095-C
- Employee Directory
- Voluntary Self-Identification of Disability
- Personal Data
- I-9
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
- Job Reviews
- Salary History
- Skills Information
- Employee Files
- Training Classes
- Training Enrollment
- Notification Elections

Payroll

- W-4
- W-4 Forms
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- Direct Deposit Accounts
- Direct Deposit Print

Personal:

Date Of Birth: 03/07/1998

Preferred Name (Nickname):

Gender: Female

Marital Status: Single

Primary Language: *no value

Tobacco User: ☐ Yes ☒ No

Work:

Employee Number: 999284

Job Title: Human Resources Assistant

Hire Date: 01/01/2021

Employment Status: Active

Preferences:

Willing To Travel: 0 %

Willing To Relocate: ☐ Yes ☒ No

Veteran Status (VETS-4212):


☒ I am NOT a veteran

☐ I am a veteran

submit cancel

If they choose “I am a veteran,” then the VETS 4212 Questionnaire will appear and will allow the user to select the specific classification of protected veteran they are, or they can select that they are a protected veteran but choose not to identify the classification. They may also choose “I am NOT a protected veteran.”

Welcome, Callie Fornia



- Personal
 - Consent for Electronic 1095-C
 - Employee Directory
 - Voluntary Self-Identification of Disability
 - Personal Data
 - I-9
 - Address Information
 - E-Mail Address
 - Dependents
 - Education
 - Emergency Contacts
 - Change Password
 - Job Reviews
 - Salary History
 - Skills Information
 - Employee Files
 - Training Classes
 - Training Enrollment
 - Notification Elections
- Payroll
 - W-4
 - W-4 Forms
 - Paid Time Off
 - Time Off Request
 - Paycheck Information
 - Paycheck Calculator
 - Direct Deposit Accounts
 - Direct Deposit Print

Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below.

I belong to the following classifications of protected veterans (choose all that apply):

☐ Disabled Veteran
☐ Recently Separated Veteran
☐ Active Duty Wartime or Campaign Badge Veteran
☐ Armed Forces Service Medal Veteran

☐ I am a protected veteran, but I choose not to self-identify the classification to which I belong.
☐ I am NOT a protected veteran.

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

We maintain an affirmative action program that commits to a clear policy and vigorous practices to assure non-discrimination and affirmative action for protected veterans. VEVRAA requires Government contractors to take affirmative action to employ and advance in employment disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and Armed Forces service medal veterans.

Updated iCON Tools Functions

This section describes updated functions in iCON Tools.

Check Print for Administrator

This function has been updated so that if two users bring up the same list of payments for the same employees at the same time, that only the first user is able to actually print the payments.

Employee Compensation and Payroll Activation Process

When an employee is hired or rehired, or a salary change is entered, the system will now display a warning message if the salary is less than the federal and/or state minimum wage hourly amount. The employee's Work State is used to get the state minimum wage amount. This message will be shown in the following functions: Employee Compensation and Payroll Activation Process. This same enhancement has been made in the following Manager Services functions: New Hire, Payroll Activation, Rehire (HR), Rehire (Payroll) and Salary Change.

SUI Magnetic Data Generation, SUI Diskettes Creation

This function has been updated to include Unicorn HRO's latest Software ID for the Florida SUI file, which is in XML format. This change has also been made in the SUI data generation and file creation functions in Manager Services and Customer Management Module.

Updated Customer Management Module Functions

This section describes updated functions in Customer Management Module.

SUI Data Generation, SUI File Creation and Inquiry

This function has been updated to include Unicorn HRO's latest Software ID for the Florida SUI file, which is in XML format. This change has also been made in the SUI data generation and file creation functions in Manager Services and iCON Tools.

