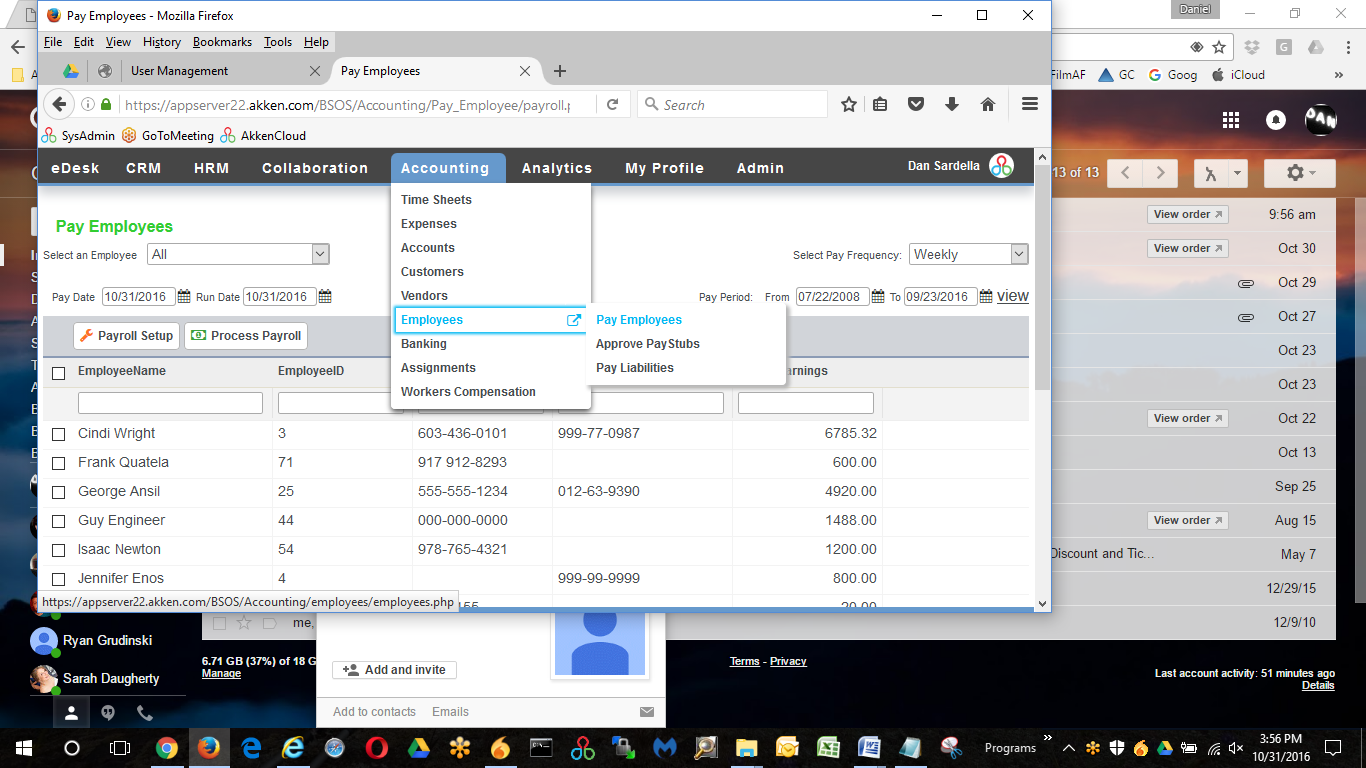
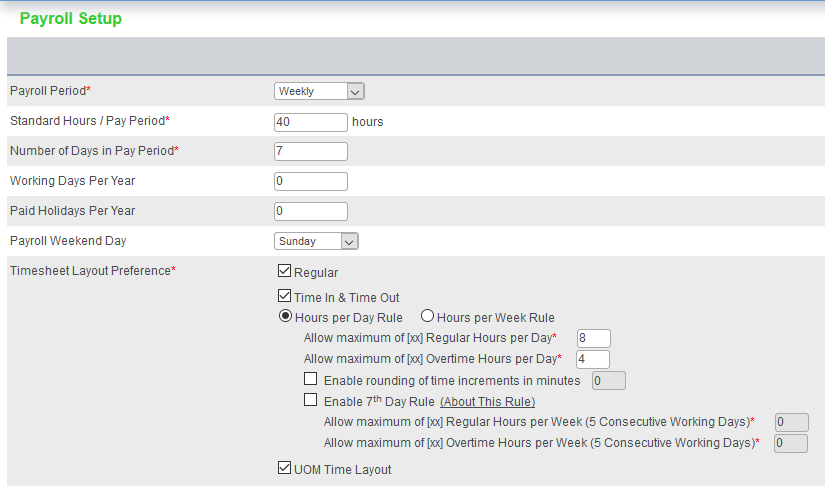
New AkkenCloud Features - November 7th, 2016

**Timesheet Layout**We’ve introduced the ability to select a new **Timesheet Layout Preference** for **Units of Measure (UOM)**.

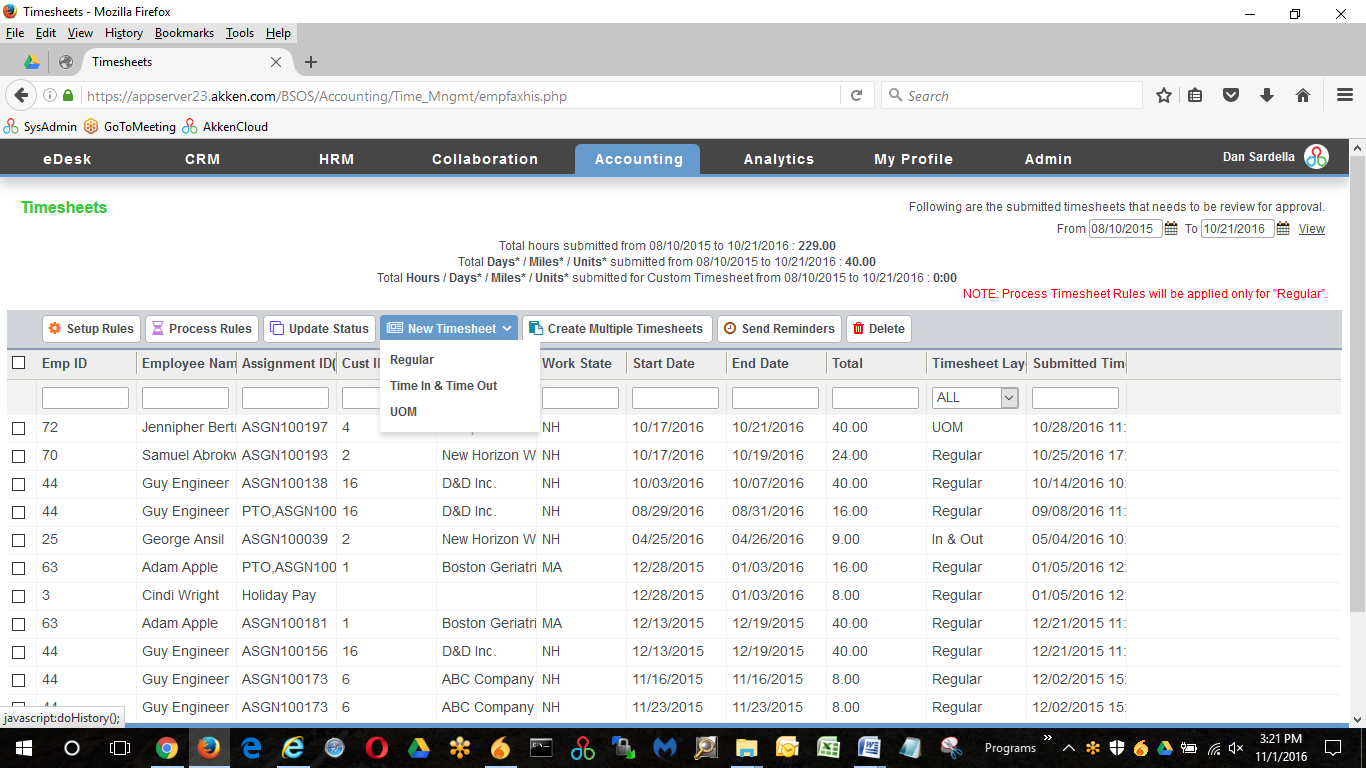
To set up this Timesheet Layout Preference go to **Accounting > Employees > Pay Employees > Payroll Setup**.



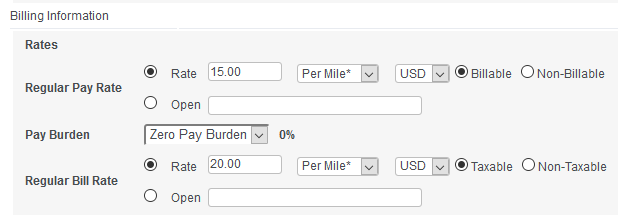
Select **UOM Time Layout** and click **‘Save’**.



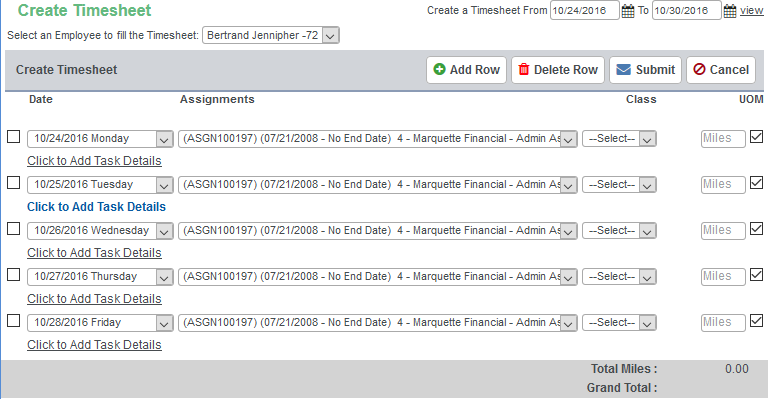
Once the selection has been saved, users can create a **UOM Timesheet** from **Accounting > Time Sheets > New Timesheet**.



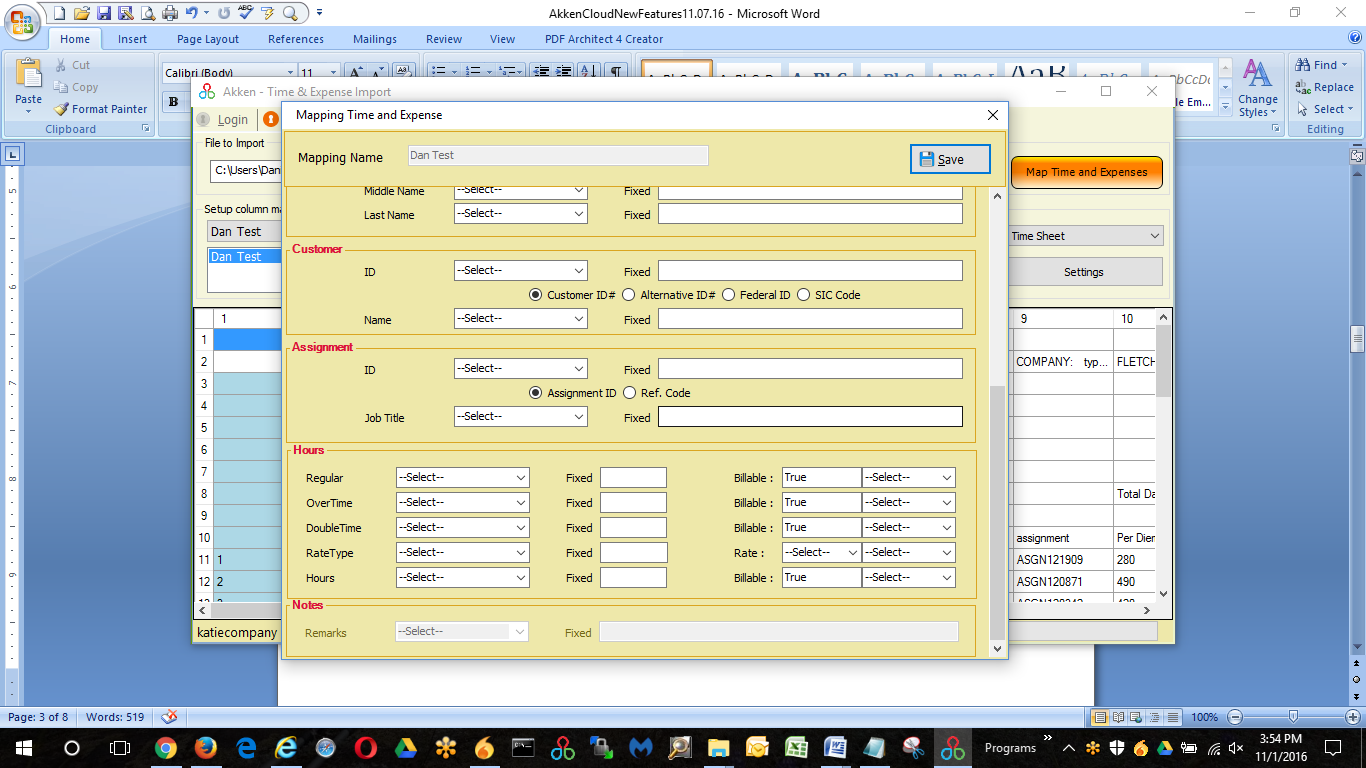
**In order to create a UOM Timesheet, you must select an employee with Units of Measure (\*Per Day, \*Per Mile, \*Per Unit) selected as Pay/Bill Rates in the Billing Information on their Assignment. Example:**

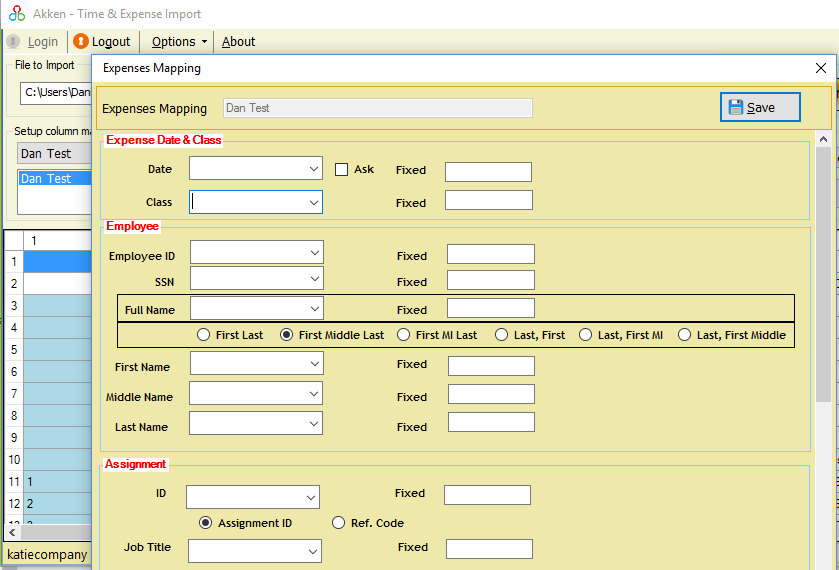


When creating the UOM Timesheet, select the name of the employee with UOM on their Assignment, fill out the Timesheet and **‘Submit’**.



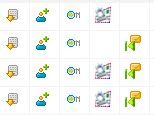
**TAXI Tool Enhancement**We’ve introduced an enhanced version of the **TAXI** (Time and Expense) tool. In this version users have the ability to import **Regular**, **OverTime** and **DoubleTime** hours in **one template**, along with the ability to import Expenses using **Assignment ID**, **Employee ID**, **Employee Names**, etc.



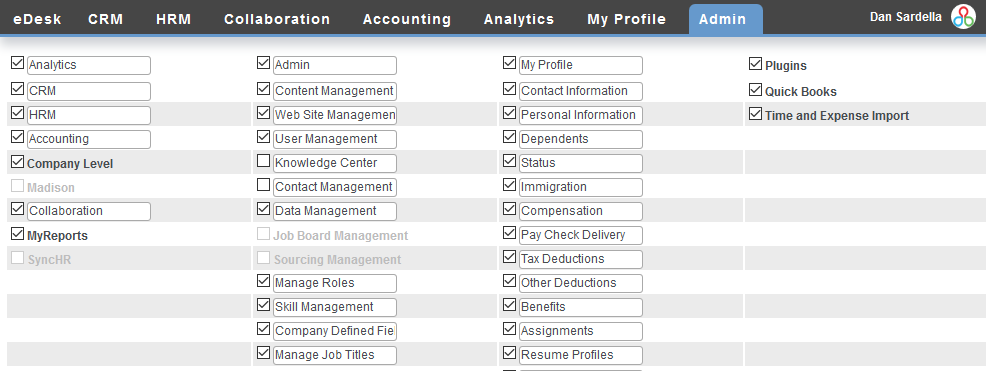


**Edit List Restriction**We’ve given Admins the ability to restrict additional fields from being edited on Contacts, Companies, Candidates, and Job Orders.

To restrict users from having the ability to **Edit Lists** go to **Admin > User Management** and select the first icon (**Preferences**) for the user.



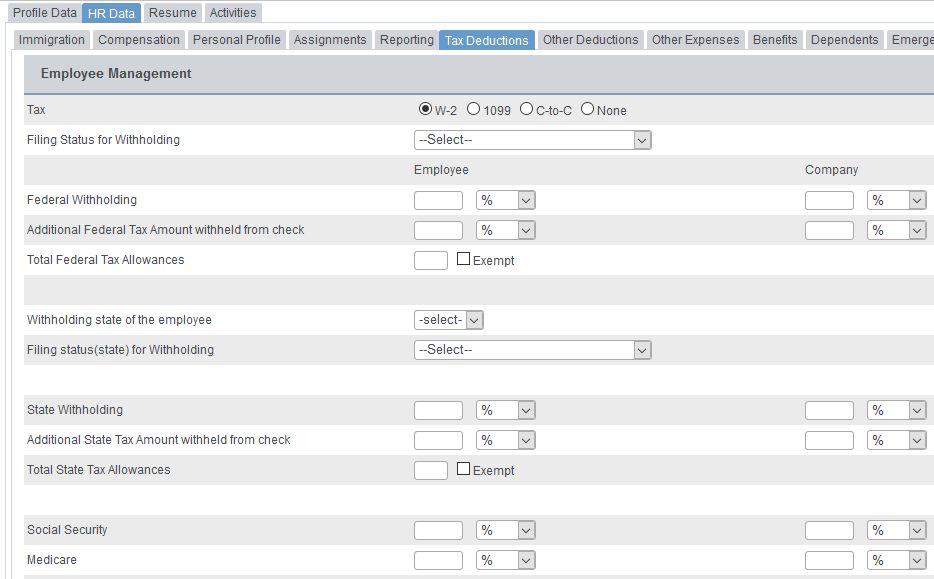
Within the Preferences, deselect **Data Management** and click **‘Update’**. The user will no longer have the ability to Edit Lists.

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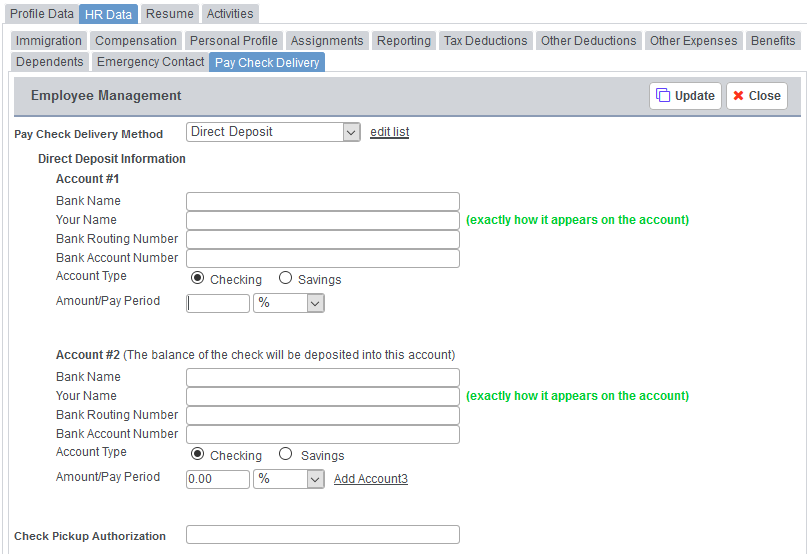
The fields that this affects are **CRM > Contacts** (Contact Type, Category, and Source Type), **CRM > Companies** (Status), **CRM > Candidates** (Status), and **CRM > Job Orders** (Status, Stage, Source Type, and Submission Status – from the Manage Submissions screen).

**EOB Tags**Are you aware of all the fields that can be auto-populated using our **Employee Onboarding (EOB)**? First you’ll need to have **Paperless Onboarding** with AkkenCloud. Provided you’ve subscribed to this add-on, when you send digital paperwork to your new hires using EOB many fields can be auto-populated to the **Employee** record.

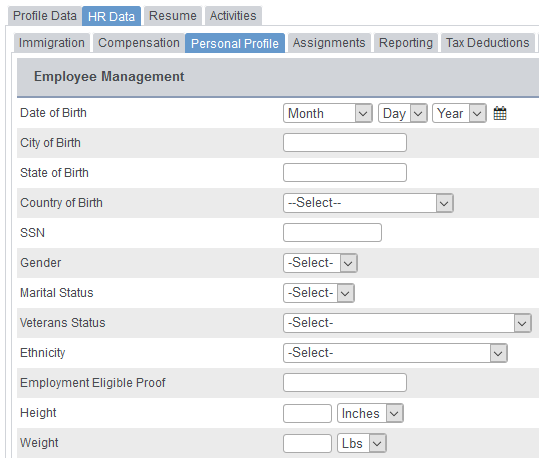
Some of these fields include **Tax Deductions** information such as Filing Status for Withholding, Total Federal Tax Allowances, Filing Status (state) for Withholding, Withholding state of the employee, Total State Tax Allowances + more!



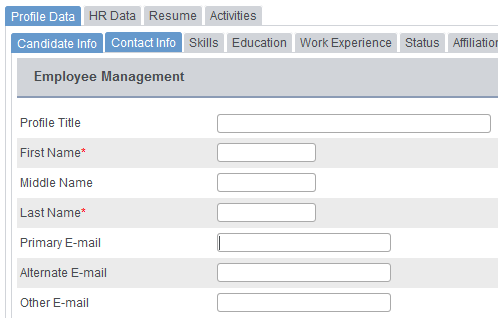
In addition, there are fields in the **Pay Check Delivery** tab that can be auto-populated such as Name, Account Type, Bank Name, Bank Routing Number and Bank Account Number.



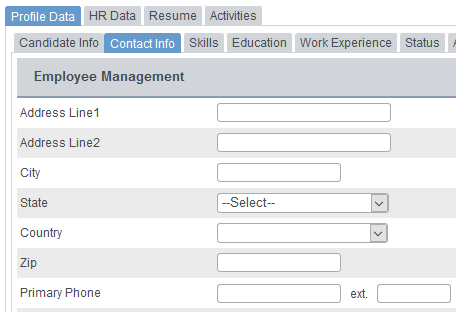
More recently, fields in the **Personal Profile** can now be auto-populated such as Date of Birth and Social Security Number.



As well as fields in the **Candidate Info** tab such as Primary Email.



And fields in the **Contact Info** tab such as Address, City, State, Zip and Primary Phone.



**Requested Positions**We’ve introduced a new searchable and sortable column to **CRM >** **Job Orders** that can be added via the Customize Columns button. The **Positions Requested** column gives you the ability to compare the number of positions requested against the number of openings currently available.



To add this column, click on the **Customize Columns** button, select **“Positions Requested”** from the **Available Field(s**), **‘Add’** to the **Selected Field(s)** and **‘Save’**. Then refresh your **CRM > Job Orders** grid.

