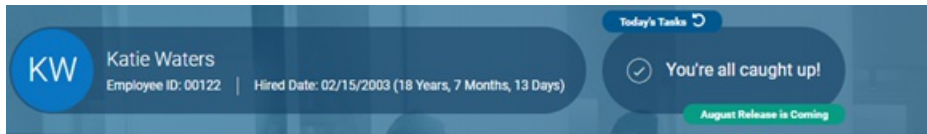


WurkConnect

Last Modified on 01/04/2022 10:23 pm EST

WurkConnect is a messaging tool like pop up communicator but with the ability to tailor the content you see according to your role within your organization. WurkConnect will show a new task on your home screen under today's tasks.



WurkConnect can also be accessed from any screen, and the button will turn red when there are new or unread WurkConnect messages.

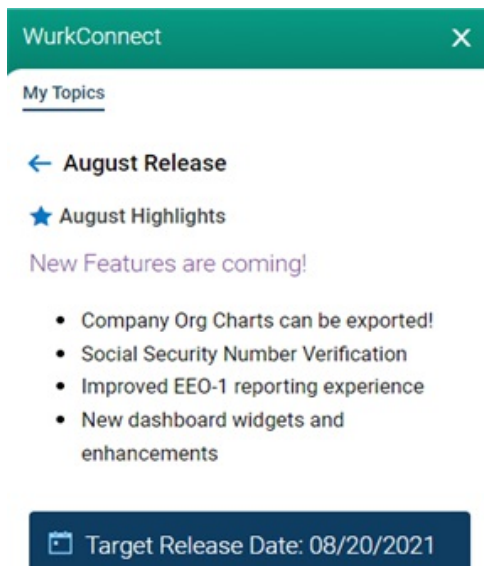


When either of those "links" are clicked a side panel will pop out looking like this giving you more detail about the August Release.

If there are multiple topics in your WurkConnect Panel, you can select the back arrow alongside the title to see all your WurkConnect messages and checklists.

This tool will allow us to communicate directly with employees about year-end or have a training checklist for newly hired admins.


We can communicate open enrollment as it relates to your specific company and ensure that only the benefits administrator sees this content.



Here is an example of a New Hire *Admin* Checklist that can be put in place using WurkConnect.

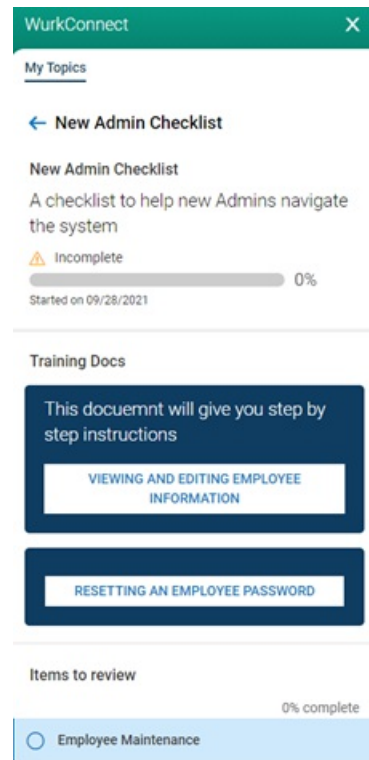
Wurk will be able to track the completion of these checklists and send any additional information and follow-ups as needed.

Role

Company Administ 

The role profiles can be found under **profiles - simple profile - roles** on the employee's profiles and can be edited by company administrators.

This will be a great first look at the types of content you will receive in addition to insight into your current role profile selection.



Name	Description
starts with	=
Benefits Manager	Benefits Managers fulfill a key role for the company by researching, purchasing, and facilitating the benefits for which their company's employees are eligible.
Company Administrator	Company Administrators are the go-to power users for their company. If someone doesn't know how to complete a task, or doesn't have proper permissions, the Company Administrator is relied upon to assist.
Employee	Employees represent a company's entire workforce from the front-line worker all the way up to the executive level.
HCM Generalist	An HCM Generalist, or Human Resources Generalist, is responsible for completing a variety of tasks to support the daily operations of the HR department.
HR Administrator	HR Administrators define key improvements to the employee experience and company culture all while handling the day to day administrative tasks around recruiting, benefits, performance and employee maintenance.
Manager	Managers are responsible for a team of employees for day to day operational needs such as scheduling, reviews, time management and providing long-term guidance on professional growth.
Payroll Administrator	A Payroll Administrator's role is particularly challenging due to the dependency both their company, and employees have on them to ensure employees are paid on time and the company is within compliance.
Recruiter	Recruiters are a key stakeholder in the development of their company by finding and hiring candidates who are a perfect fit for their company.

If you believe that your role profile is incorrect, or you are not seeing the content that you think you should be based on your role, you will need to contact your company admin for them to reassign profiles as needed. If you noticed a change in your security settings due to this rollout, please contact support.