

Gradience Forms Manager Updates & Changes

Version V11.0.1711.6 11/6/17

- **Updated Employment Application Long Form CA for recent compliance changes.**
 - California governor has signed laws to ban both the salary and criminal history questions on employment applications. The Law will take effect January 1, 2018.
- **Added 2017 ACA Forms:**
 - Form 1094-B – Transmittal of Health Coverage Information
 - Form 1095-B – Health Coverage
 - Form 1094-C – Transmittal of Employer-Provided Health Insurance Coverage
 - Form 1095-C – Employer-Provided Health Insurance Offer and Coverage

Version V11.0.179.25 9/25/17

- **Removed the following discontinued forms:**
 - New Hire EEO-1 Data Sheet
 - Voluntary Affirmative Action and Veteran Status Data Form
 - Voluntary Self-Identification of Disability Form

Version V11.0.178.2 8/2/17

- **Updated the I-9 form due to new version released on July 17, 2017. Revisions include the following:**
 - Revisions to the Form I-9 instructions:
 - Changed the name of the Office of Special Counsel for Immigration-Related Unfair Employment Practices to its new name, Immigrant and Employee Rights Section.
 - Removed “the end of” from the phrase “the first day of employment.”
 - Revisions related to the List of Acceptable Documents on Form I-9:
 - Added the Consular Report of Birth Abroad (Form FS-240) to List C.
 - Combined all the certifications of report of birth issued by the Department of State (Form FS-545, Form DS-1350, and Form FS-240) into selection C #2 in List C.
 - Renumbered all List C documents except the Social Security card. For example, the employment authorization document issued by the Department of Homeland Security on List C changed from List C #8 to List C #7.
- **Updated Connecticut State-Specific Job Application with recently passed law prohibiting discrimination based on veteran status. The new law adds “status as a veteran” to its list of protected classes under the nondiscrimination law.**
- **Fixed issue when forms being created through Gradience Attendance with Employee Recordkeeping not prepopulating.**

Version V11.0.176.22 6/22/17

- **New Forms Added:**
 - 2018 Attendance Calendar
 - 2018 Time Off Request and Approval
- **Updated Forms:**
 - Employment Application – Short
 - Employment Application – Long
 - California Employment Application - Long

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- Illinois Employment Application - Long
- Connecticut Employment Application - Long
- Florida Employment Application - Long
- Massachusetts Employment Application - Long
- Substance Testing Form
- Attendance History Form
- Absence Report
- Payroll Status Change Notice
- 2017 Time Off Request and Approval
- Performance Appraisal Long Form
- Performance Appraisal for Exempt Positions
- Employee Warning Notice
- OSHA Form 300
- OSHA Form 300A
- OSHA Form 301
- Accident Illness Report
- FMLA Medical Certification (Family Member)
- FMLA Medical Certification (Employee)
- FMLA Military Certification (Exigency)
- FMLA Military Certification (Injury-Illness Current Service Member)
- FMLA Military Certification (Injury-Illness Veteran)
- FMLA Company Response (Eligibility)
- FMLA Company Response (Designation)
- FMLA Leave Request
- FMLA Leave Tracker

- **Removed Outdated Forms:**
 - 2016 Attendance Calendar
 - 2016 W-4
 - 2015 1094-C Form
 - 2015 1094-B Form
 - 2015 1095-C Form
 - 2015-1095-B Form
 - 2016 Vacation Request and Approval

- **Removed Forms No Longer Offered:**
 - Illinois Employment Application - Short
 - Maryland Employment Application – Short
 - Maryland Employment Application - Long
 - Massachusetts Employment Application - Short
 - Florida Employment Application – Short
 - Washington Employment Application – Long
 - Utah Employment Application – Long
 - Rhode Island Employment Application – Long
 - Hawaii Employment Application – Long
 - Health Services Industry Employment Application – Long
 - Manufacturing Industry Job Application – Long
 - Employment Application without Criminal Question – Short
 - Employment Application without Criminal Question – Long
 - Pre-Interview Applicant Screening Form
 - Tardy Report
 - Performance Appraisal Short Form
 - Counseling Report
 - Payroll Status Change Form – Compact
 - Vacation Request and Approval Form

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Version V11.0.171.4 1/4/17

- **Updated Forms:**

- Updated the 2017 W-4 based on changes made on Tuesday, December 27, 2016 in which the IRS released key changes for the income-tax withholding tables.

Version V11.0.1611.30 11/30/16

- **Revised the I-9 to include the following:**

- Section 1 asks for “other last names uses” rather than “other names used.”
- There was a supplemental form added in order to have the ability to enter multiple preparers and translators. If the employee does not use a preparer or translator to assist in completing section 1, he or she must indicate so on a new check box labeled, “I did not use a preparer or translator.”
- A dedicated area was added in Section 2 for including additional information rather than having to add it in the margins.
- Instructions were expanded and now include specific instructions for completing each field on the form.
- A new field at the top of Section 2, which is the “Citizenship/Immigration Status” and where the employer is expected to write the number corresponding with the employee’s citizenship/immigration status selected by the employee in Section 1. As an example, if the employee claimed to be a U.S. citizen, the employer must write 1 in this new field.

Version V11.0.1611.8 11/8/16

- **New Forms Added:**

- 1095-B Health Coverage Form for 2016
- 1095-C Employer-Provided Health Insurance Offer and Coverage Form for 2016
- 1094-B Transmittal of Health Coverage Information for 2016
- 1094-C Transmittal of Employer-Provided Health Insurance Coverage for 2016

- **Updated Forms:**

- New Hire EEO-1 Form: Added annual salary section for recordkeeping of pay data information starting in 2017 and for reporting starting in 2018. Updated EEO Identification group from American Indian or Alaska Native (Not Hispanic or Latino) to Native American or Alaska Native (Not Hispanic or Latino).
- Voluntary Affirmative Action and Veteran Status Data: Added annual salary section for recordkeeping of pay data information starting in 2017 and for reporting starting in 2018. Updated EEO Identification group from American Indian or Alaska Native (Not Hispanic or Latino) to Native American or Alaska Native (Not Hispanic or Latino).
- California State Specific Job Application: Updated criminal question to include juvenile adjudications.

Version V11.0.1608.10 8/10/16

- **New Forms Added:**

- 2017 Attendance Calendar
- 2017 Time Off Request and Approval Form

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- **Updated the following forms to include FLSA Reclassification to comply with new FLSA new overtime:**
 - Payroll Status Change Form
 - Payroll Status Change Compact Form

Version V11.0.1601.26 1/26/16

- **New Forms Added:**
 - Form W-4 2016
- **Outdated Forms Removed:**
 - Form W-4 2014
 - Form 1094-C Transmittal of Employer-Provided Health Insurance Coverage (no year indicator)
 - Form 1095-C Employer-Provided Health Insurance Offer and Coverage (no year indicator)
 - Form 1094-B Transmittal of Health Coverage Information (no year indicator)
 - Form 1095-B Health Coverage (no year indicator)

Version V11.0.1601.7

- **Correction made to the month of October on the 2016 Attendance Calendar Form.**

Version 11.0.15011.16 11/16/15

- **New Forms Added:**
 - Form 1094-B Transmittal of Health Coverage Information 2015
 - Form 1094-C Transmittal of Employer-Provided Health Insurance Coverage 2015
 - Form 1095-B Health Coverage 2015
 - Form 1095-C Employer-Provided Health Insurance Offer and Coverage 2015

Version 11.0.1508.10 8/10/15

- **New Forms Added:**
 - 2016 Attendance Calendar
 - 2016 Vacation Request
 - Form 1094-C Transmittal of Employer-Provided Health Insurance Coverage
 - Form 1095-C Employer-Provided Health Insurance Offer and Coverage
 - Form 1094-B Transmittal of Health Coverage Information
 - Form 1095-B Health Coverage

Version 11.0.1505.6

- **Updated the following forms:**
 - Employment Application Long Form CA
 - Employment Application Long Form IL
 - Employment Application Short Form IL
 - FMLA Mandatory Employee Notice

Version 11.0.1412.18

- Updated Voluntary Affirmative Action and Veteran Status Data form
- Added 2015 W-4 form and removed 2013 W-4

Version 11.0.1406.2 6/2/2014

- **New Forms Added:**
 - Attendance Calendar 2015
 - Vacation Req Approval 2015
- **Outdated Forms Removed:**
 - Attendance Tracking 2013
 - Vacation Req Approval 2013

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Version 11.0.1403.24 3/24/2014

- **New Forms Added:**
 - Voluntary Affirmative Action and Veteran Status Data
 - Voluntary Self-Identification of Disability
- **Outdated Forms Removed:**
 - Affirmative Action Information Form A
 - Affirmative Action Information Form B

Version 11.0.1401.31 1/31/2014

- **New Forms Added:**
 - Form W-4 2014

2014 Forms Manager Version 11.0.1306.28 6/28/2013

- **New Forms Added:**
 - Attendance Calendar 2014
 - Vacation Req Approval 2014
- **Outdated Forms Removed:**
 - Attendance Tracking 2012
 - Vacation Req Approval 2012
- **Updated Forms:**
 - FMLA Military Certification (Injury/Illness - Current Service Member)
 - FMLA Military Certification (Injury/Illness - Veteran)

Version 11.0.1303.11 3/11/2013

- **New Forms Added:**
 - Form W-4 2013
 - Form I9 US DOT (2013)
- **Updated Forms:**
 - Attendance Calendar 2013 (formerly known as Attendance Tracking) is now fillable
 - Vacation Req Approval 2013 is now fillable
 - Updated all FMLA forms for the new rules effective March 8

2013 Forms Manager Version 11.0.1205.30 5/30/2012

- **New Forms Added:**
 - Attendance Calendar 2013 (formerly known as Attendance Tracking)
 - Vacation Req Approval 2013
- **Outdated Forms Removed:**
 - Attendance Tracking 2011
 - Form W-4 2011
 - Vacation Req Approval 2011

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