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## What's New in Empire SUITE – March 2025

In addition to bug fixes and performance improvements, we've added new features to Empire SUITE.

### Refreshed Home Page User Portal

We've updated the home page portal displaying the user's information to include a home zip code (optional) and you can add an assignment, as well as add skills, industries, and interests from the portal:

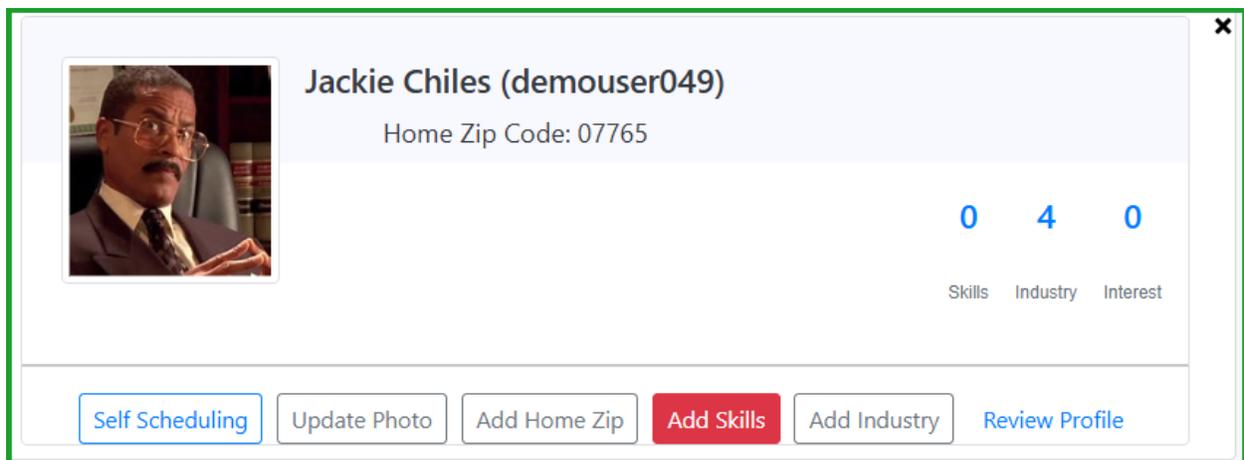


Figure 1 – Home Page User Portal

The red Add Skills button in the portal notifies the user that they should add their skills to their profile. A blue button shows the employee that they should update their skills and industries.

### Resource Page Enhancements

#### Left Navigation Bar and Color Setting

You can define the left navigation bar color scheme by clicking the Colors icon in the bar, then selecting the desired color:

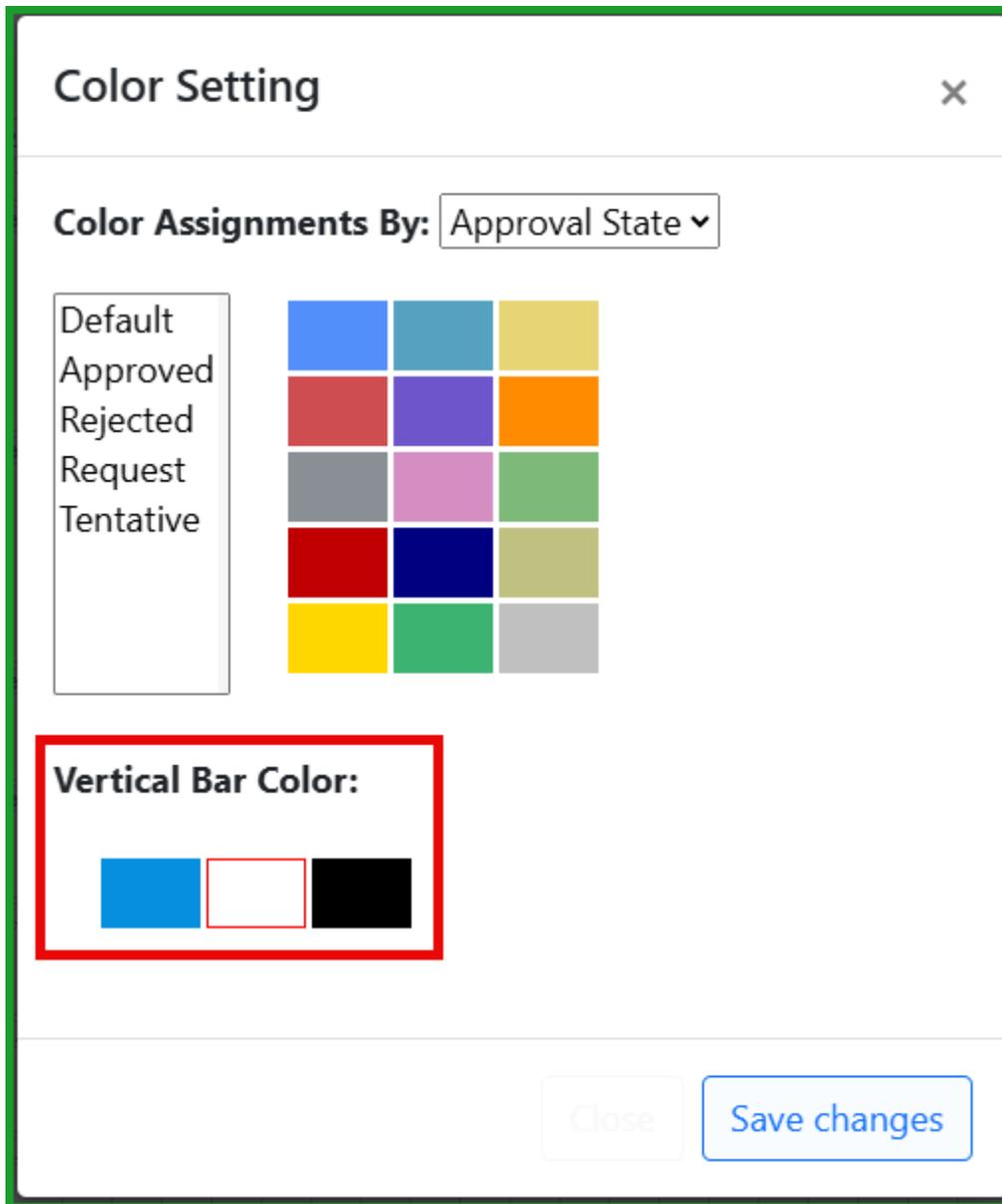


Figure 2 – Vertical Bar Colors

Please note the Vertical Bar Color option is controlled by a specific security permission, and the setting applied by the user with the permission applies to the entire account. Without the specific security permission, the option will not be available.

### White Caption Bar Branding Support

We now support a white caption and vertical bar design with black, blue or red text. From the Administration menu, select Customization \ Customize Your Site. Select the white Caption color option, and either black, blue or red Caption Text:

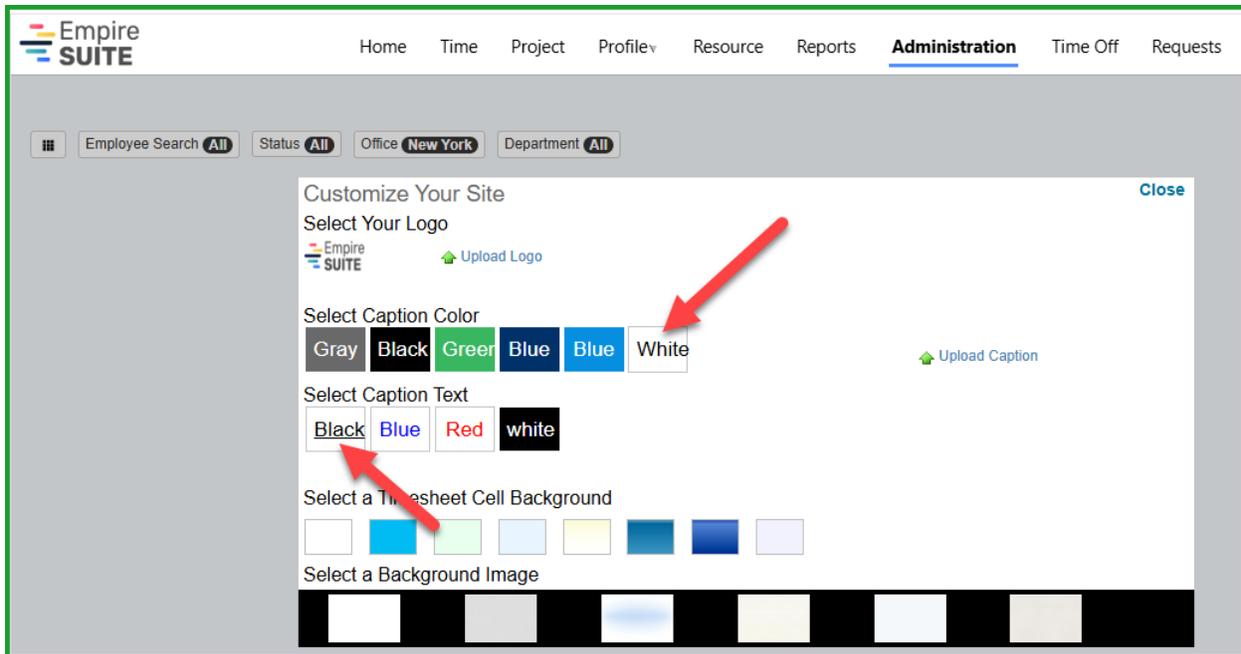


Figure 3 – Caption Colors

## Empire ANALYTICS Merged with Empire RESOURCE

The analytical features in the Empire ANALYTICS page have been merged into the Empire RESOURCE page. Click the Grid button in the left navigation bar to change the Resource view to grid-based, and to use the filtering, sorting and export features without leaving the Empire RESOURCE page:

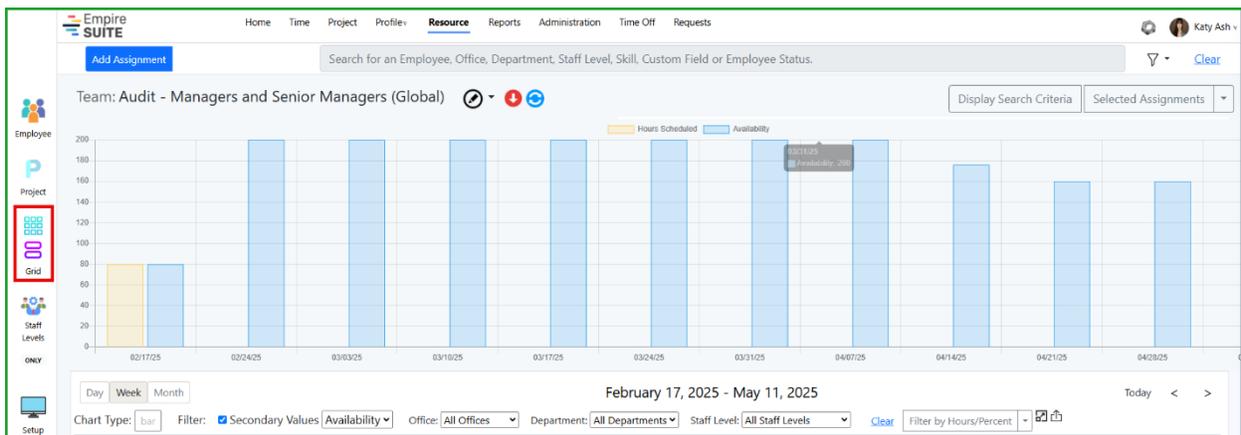


Figure 4 – Empire RESOURCE Grid Mode

## Highlight Resource Schedules by Hours Over or Under Scheduled

You can now highlight Availability results in a Resource Employee view to find under or over scheduled resources by hours. Click the Grid mode icon from the Left Navigation vertical bar, then click the Highlight by Hours dropdown arrow

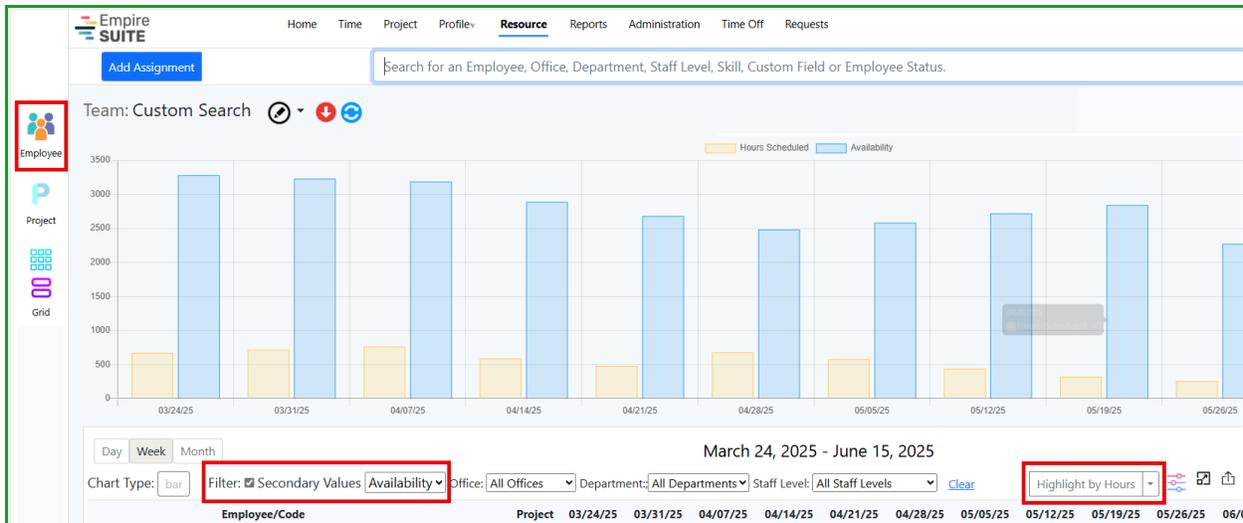


Figure 5 – Highlighting by Hours

Add the Hours Over Scheduled and Hours Under Scheduled range values in the Hours tab. Notice there are three different colored bubble lines next to the drop down to show values have been added:

Figure 6 – Highlighting by Hours Over or Under Scheduled

The red cells show overscheduling, and the green cells show under scheduling according to the search parameters. Click the plus icon to the left of the employee’s name to see the details:

Employee/Code		Project	02/24/25	03/03/25	03/10/25	03/17/25	03/24/25	03/31/25	04/07/25	04/14/25	04/21/25	04/28/25	05/05/25	05/12/25	Total
	Martin Benson (demouser042)		55.00 -5.00	40.00 10.00	50.00 0.00	40.00 10.00	50.00 0.00	0.00 50.00	0.00 50.00	44.00	40.00 0.00	80.00 -40.00	40.00 0.00	0.00 40.00	395.00 159.00
		A Cut Above Woodworks / Financial Statement Audit (309182)	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
		Bausch Lomb Valeant / Financial Statement Audit (309185)	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
		Bausch Lomb Valeant / Financial Statement Audit (309185)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	40.00	40.00	0.00	120.00
		Dutch Point Credit Union / 401(K) Audit (321027)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	40.00
		Dutch Point Credit Union / 401(K) Audit (321027)	0.00	0.00	0.00	40.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00
		Forefront Dermatology / Financial Statement Audit (309186)	30.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00

Figure 7 – Grid Employee Schedule Details

It is important to note the highlight settings are different depending upon the granularity displayed. For example, it may be useful to highlight users who are 2 hours over scheduled in day mode, but it may not be useful to highlight users who are 2 hours over scheduled in week or month mode. The individual granularity settings are saved, so as you toggle between the different modes, the selected values are applied based on the selected granularity

### Best Match, Reassigning and Deleting from the Grid View

You can use Best Match, reassign an assignment to another user or staff level, or delete an assignment while in Grid View mode. Click the down arrow next to the green check mark to launch Best Match, Reassignment or Delete options:

Employee/Code		Project	02/24/25	03/03/25	03/10/25	03/17/25	03/24/25
	Martin Benson (demouser042)		55.00 -5.00	40.00 10.00	50.00 0.00	40.00 10.00	50.00 0.00
		A Cut Above Woodworks / Financial Statement Audit (309182)	25.00	0.00	0.00	0.00	0.00
		Bausch Lomb Valeant / Financial Statement Audit (309185)	0.00	0.00	50.00	0.00	0.00
		Bausch Lomb Valeant / Financial Statement Audit (309185)	0.00	0.00	0.00	0.00	0.00
		Dutch Point Credit Union / 401(K) Audit (321027)	0.00	0.00	0.00	0.00	0.00
		Dutch Point Credit Union / 401(K) Audit (321027)	0.00	0.00	0.00	40.00	50.00
		Forefront Dermatology / Financial Statement Audit (309186)	30.00	40.00	0.00	0.00	0.00

**Best Match**

- Add to Best Match List
- Reassign - Most Available Hours
- Reassign - Lowest Cost
- Reassign - Priority Interest

**General**

- Reassign
- Delete Assignment

Figure 8 – Grid Mode Edit Assignment Options

If you select Add to Best Match, we'll add the assignment to the Selected Assignment count and from there you can reassign using the Best Match options:

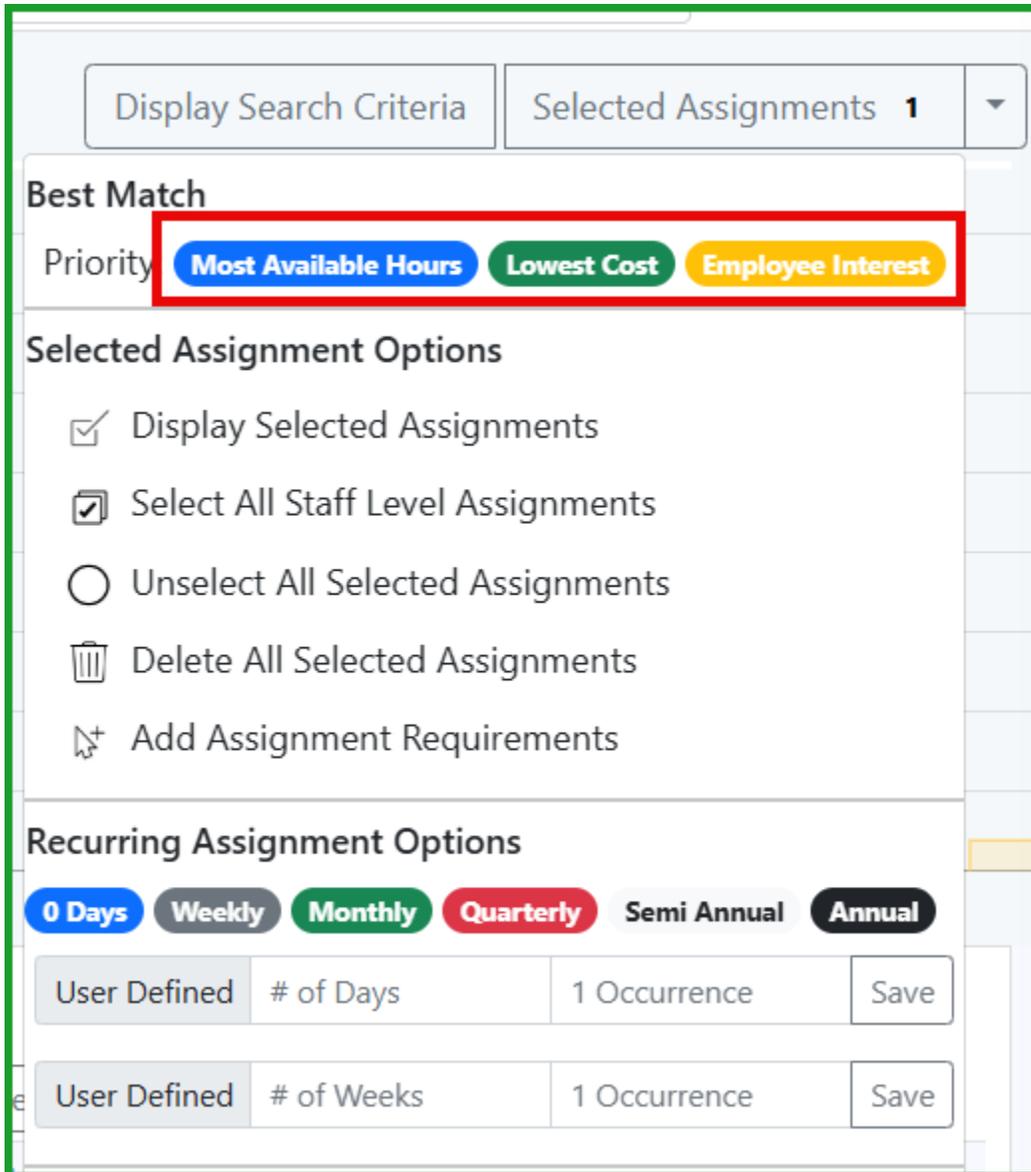


Figure 9 – Best Match Options

### Project Forecast Information Available from the Grid View

No need to go to the Project page to see project forecast information – from a Project-based Grid view, click the Forecast link to see project forecast information based on the projects selected into the grid view:

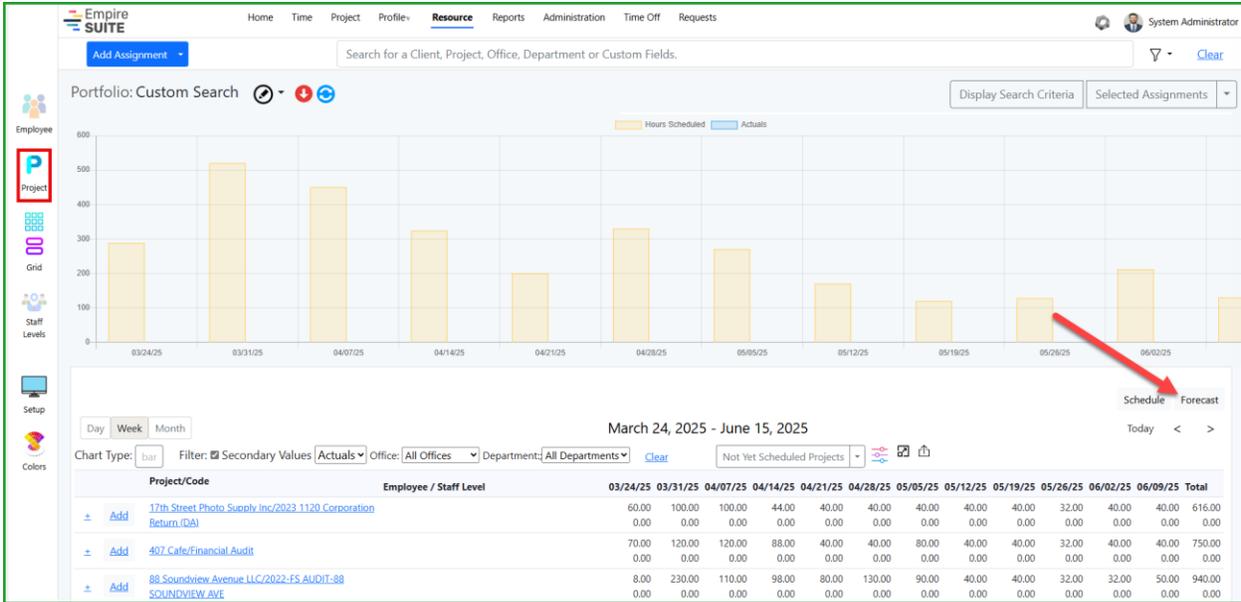


Figure 10 – Grid View Project Forecast Link

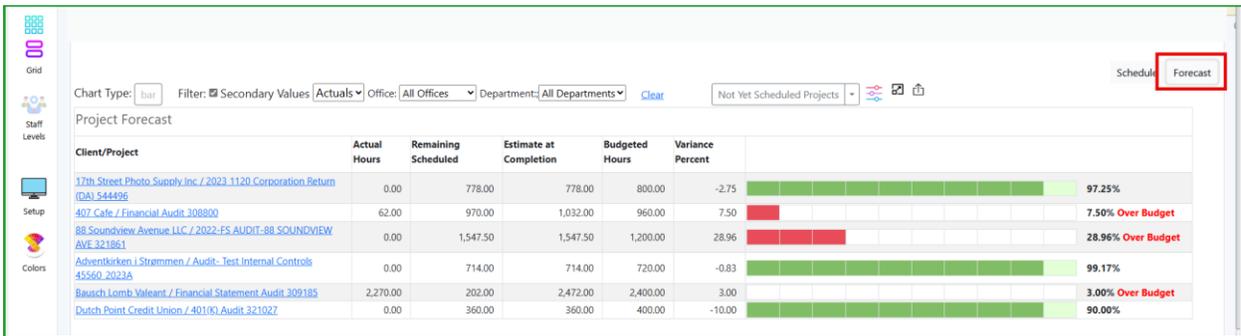


Figure 11 – Project Forecast Details

## Grid Mode In-Cell Scheduling

You can create assignment in grid mode by clicking any of the hyperlinks, just as you would in Empire RESOURCE:

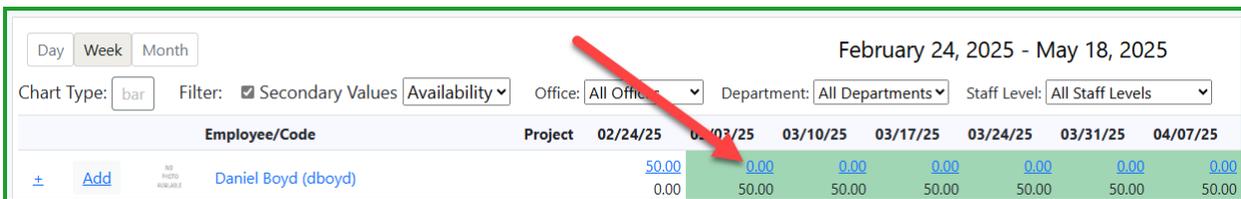


Figure 12 – Grid Mode In-Cell Scheduling

Clicking the hyperlink launches the Add New Assignment page. Add other employees, staff levels, etc., just as you would from the Resource page in graphic mode:

### Employees

Name Staff Level	Available Cost
 <b>Benson, Martin</b> (demouser042) 03 - Sr Associate	0.00 650.00
 <b>Boyd, Daniel</b> (dboyd) 05 - Manager	0.00 850.00
 <b>Chang, Donna</b> (demouser048) 05 - Manager	0.00 850.00
 <b>Cobb, Robert</b> (demouser051) 03 - Sr Associate	0.00 650.00
 <b>Haffler, Earl</b> (demouser063) 05 - Manager	0.00 850.00
 <b>Hanson, Karen</b> (demouser004) 01 - Intern	0.00 450.00
 <b>Holland, Sidra</b> (demouser060) 07 - Partner	0.00 1,650.00
 <b>Koren, Steven</b> (demouser053) 02 - Associate	0.00 550.00

>> Add New Assignment

Save Save & Continue Save & Clear X

Start Date

End Date

Assignment Requirements

None Selected

Employee Daniel Boyd X

Daniel Boyd

Client / Project

Type a Client / Project

Task List / Task

Type a Task List / Task

Location

Type a Location

Status  Approved  Tentative  Request    Allocation  Hours  Full Time   Available Time

Employee Comment  Employee  Manager  Request

Enter an Employee comment

Schedule Details

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
04/06/25		10.00						10.00

Figure 14 – Add New Assignment from Grid Mode

## Map and Location based searching

We recognize that some of your audit and accounting activities may require having an employee on site at the customer location. We have added the ability to search for and schedule employees based on the distance between their home zip code or home address, and a project address or zip code, to help ensure the most advantageously located resources are included in the search process. Please note the employee zip code is the default stored attribute. (If you would like to store employee home address information in Empire SUITE, please contact your WSG support representative to discuss the change.)

Employee phone, zip code and address can be added using the Profile \ Address and Phone page:

**Profile** Resource Reports

Address and Phone

Add/Change Your Photos

Setup Profile Type

Profile and Interest Information

## Address and Phone

\* First Name:

\* Last Name:

\* Country:  ?

Zip Code:

Office Area Code:  Office Phone Number:  Ext:

Mobile Area Code:  Mobile Phone Number:

Figure 15 – Employee Zip Code

...or you can use the Employee Address Import option which is under Administration \ Loads & Integrations \ Employee Address Import to add address and zip code information. Again, please note zip code only is the default setting, and we ask you to contact your WSG support representative if you would like to enable saving employee address information in Empire SUITE

Select the desired Employee Team in a Resource employee view, and click the Pin icon:

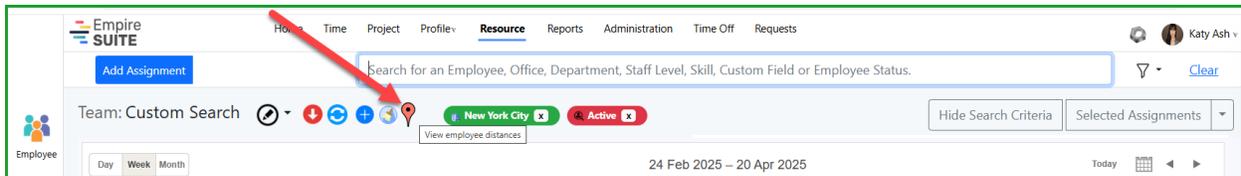


Figure 16 – Searching by Zip Code

This will generate a map of employee zip codes:

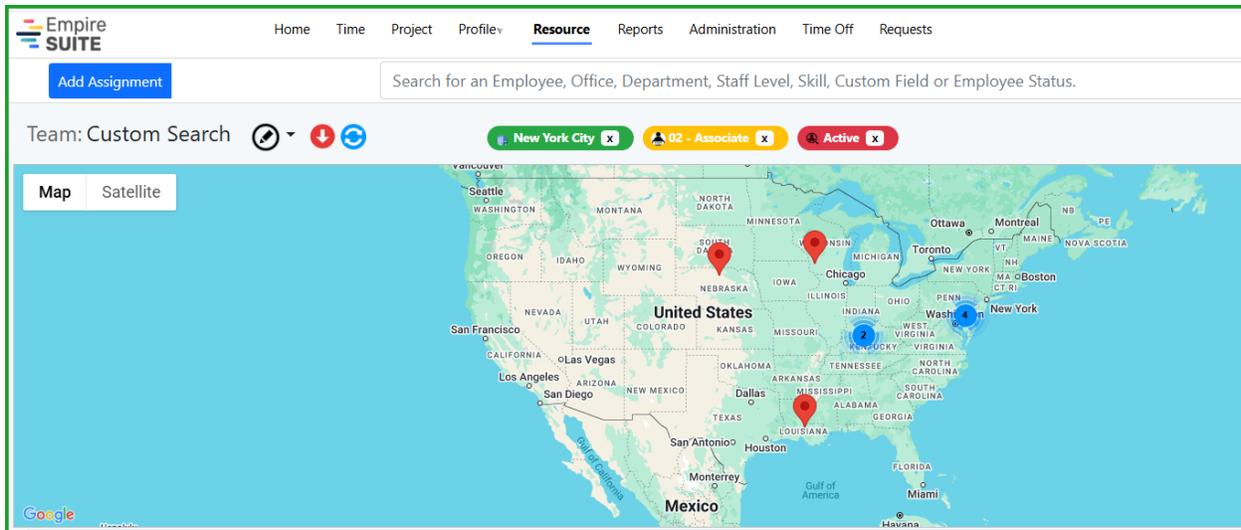


Figure 17 – Zip Code Map

The red pins show a single employee at the zip code. The blue circles show multiple employee zip codes close to each other, based on the displayed map's scale. Click the blue circle to expand and see more detail:

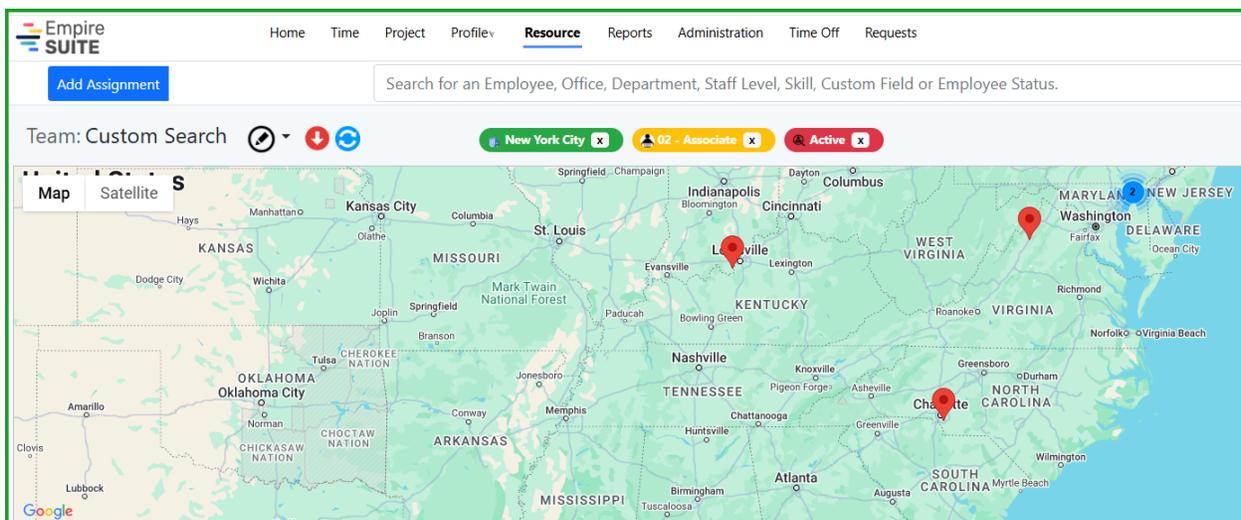


Figure 18 – Zip Code Detail

Next, enter an address or a zip code in the search field below the map, and click the Calculate Distance button. The search results will bring back the distance between the employee zip code and the location entered. Click the Add link to create an assignment:

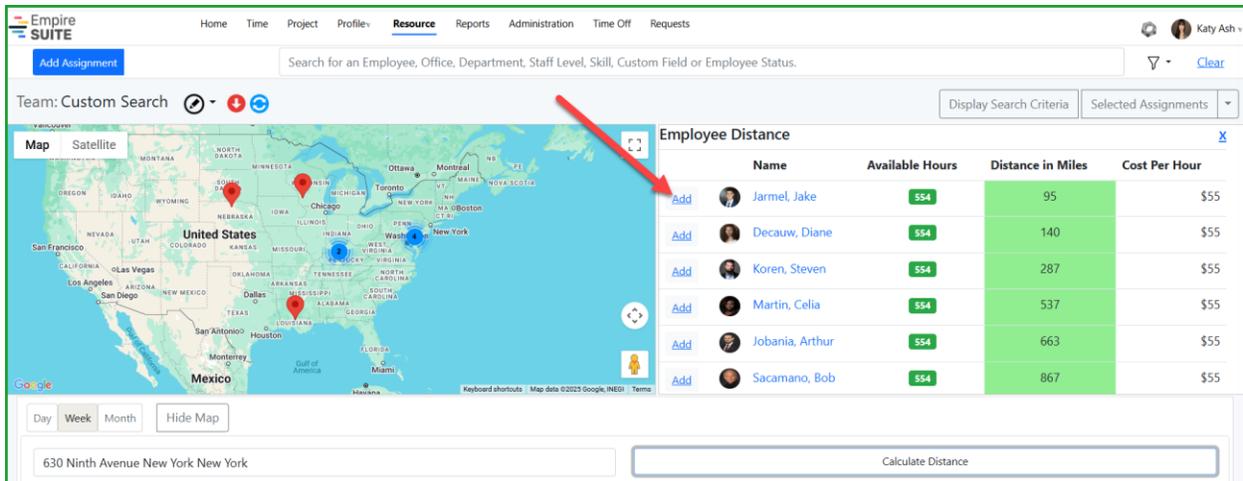


Figure 19 – Employee Distance

Best Match also includes distance calculations and the ability to refine search results by filtering employees and candidates based on their home and client locations. For example, the 407 Cafe Financial Audit is in Springfield, IL at zip code 60612. If we use Best Match to find a resource to assign to the project, you can see the distance between the employee home zip code and the project contact zip code in the Best Match results:

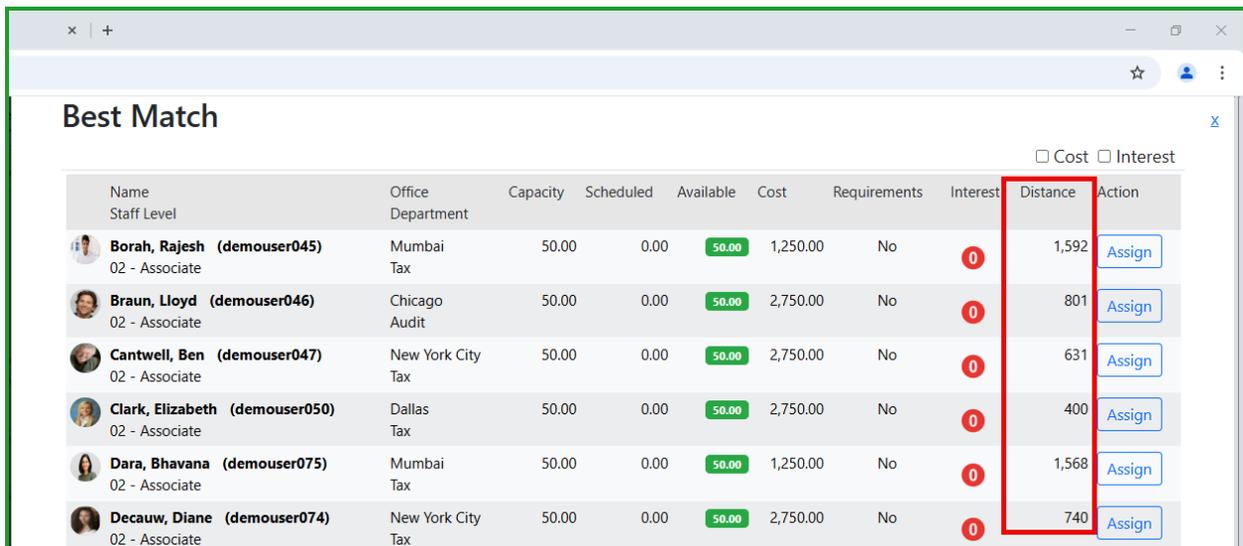


Figure 20 – Best Match Distance

## Create an assignment requirement without selecting an employee

We heard your concerns about requiring an employee to create an assignment requirement. You can now create and save an assignment requirement without having to pick an employee or staff level to enable the Assignment Requirements page. Simply click the Add Schedule button and add the desired client/project in the Add Assignment page or click and drag in the schedule pane for the project in a project view, then click the Candidates button in the Add New Assignment page and add the Requirement Type information.

## Project Features

### Project Schedule Menu has been deprecated

We've removed the project schedule menu option. The most convenient way to look at assignments on a project is to use the Project View in the Resource page. Use the Custom option to search for a single project, or you can select a portfolio of projects as needed

### Copy Resource Assignments Update

For our Practice Engine Integration customers, we've added an update to the Copy Resource Assignments feature which will make it easier to copy assignments from one job to another when a Practice Engine Job is rolled over.

In the screenshot below, please note there are 2023 and 2024 Audit jobs for Bay Publishing Group and the Collision Centers of Northern California. The 2023 Audit jobs have assignments in March through June 2025:

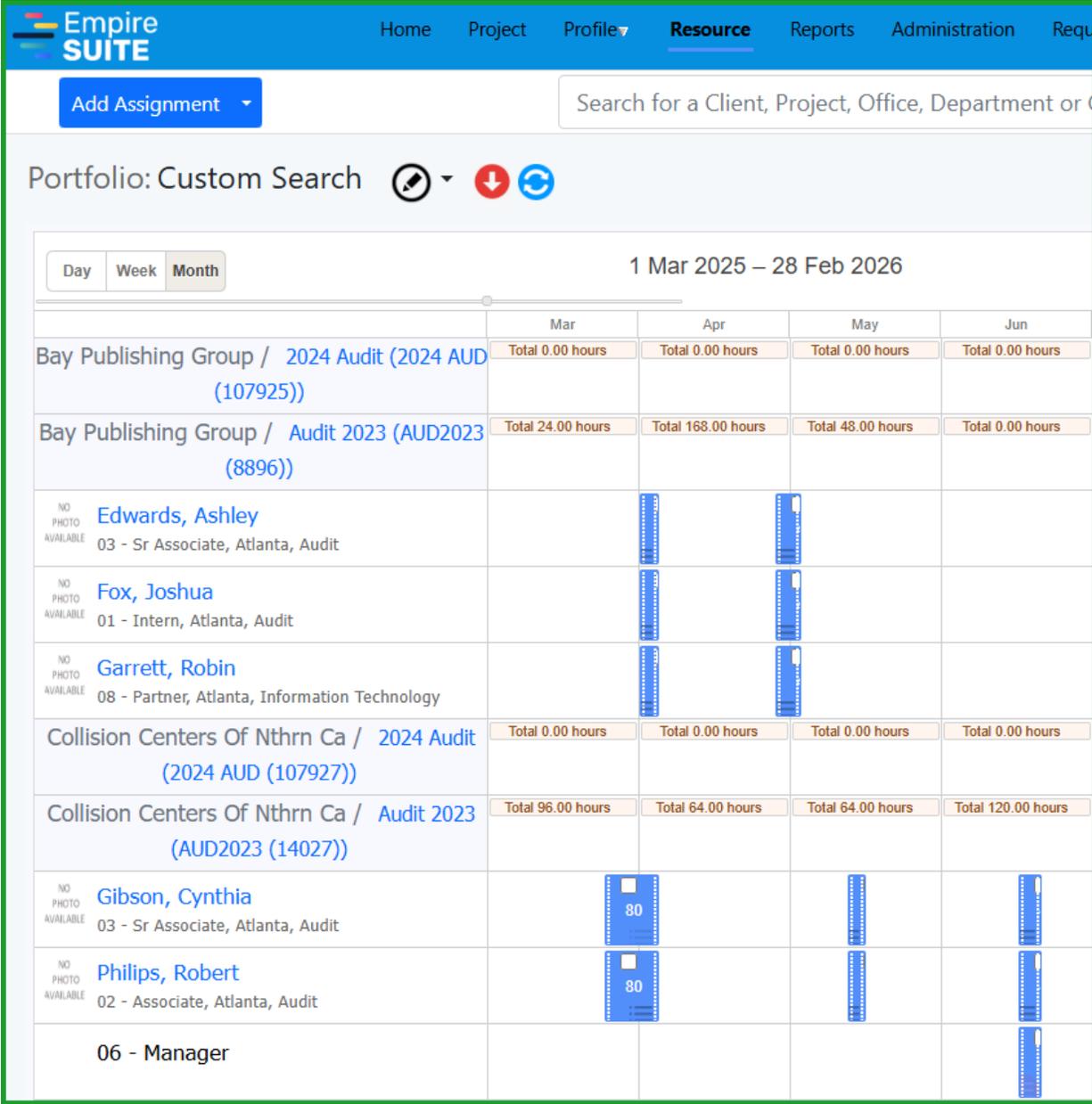


Figure 21 – 2023 and 2024 Audit Jobs

Project Pairing makes it simple to match up the source project and the target project. From the project page main menu, select Copy Resource. Then use the Custom radio button and Customize link to find project pairs created through the Practice Engine rollover process. Select the project pairs you want to use and click Save:

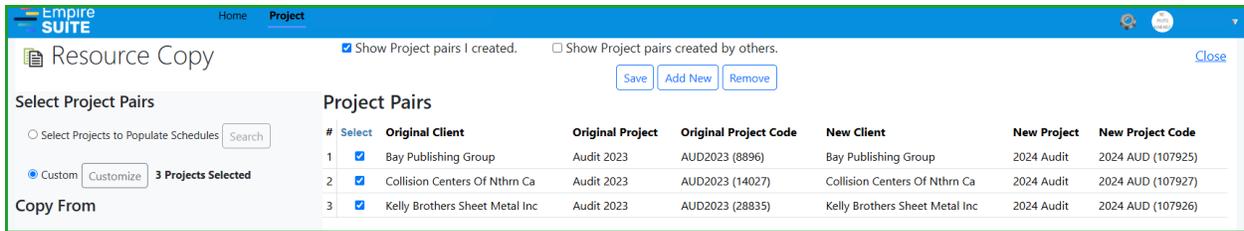


Figure 22 – Project Pairs

The pairs shown are linked in the Practice Engine Job tables. Next, define your copy rules and click Start Copy:

## Copy From

Actuals     Scheduled

### Select Start and End Dates

From

To

Shift

Weeks     Day

Minimum Hours Per Days

Multiplier Hours

### Copy Options

Employees Terminated by Date

Active Employees

Include Tentative Assignments For Schedule

Copy as Tentative   
  Copy as Approved   
  Copy as is

Start Copy

Figure 23 – Copy Assignment Rules

The target projects now have assignments starting 26 weeks later than the source projects:

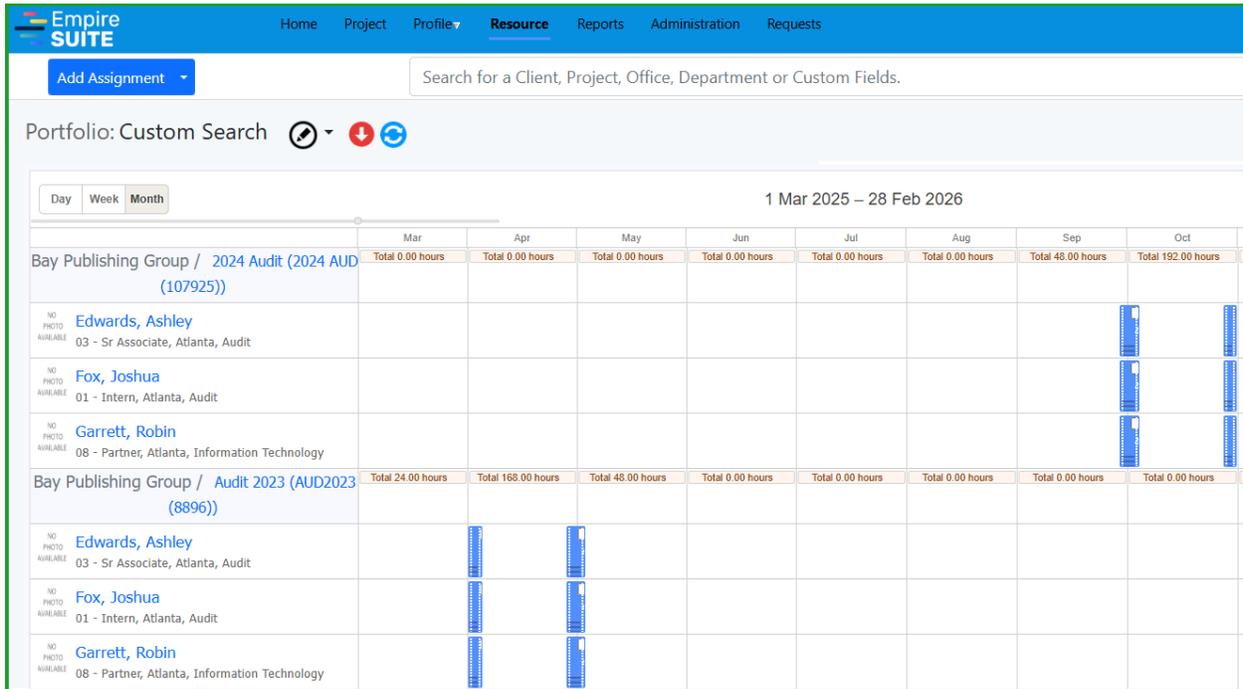


Figure 24 – Source and Target Project Assignments

## Skills/Industry Profiles

We've updated the Skills and Industry page look and feel, and have added Position and Career Path mapping functionality

## User defined Profile colors

We've changed the color scheme in Profile page left panel to be light gray and you can define different colors for different Profile types. For example, Industry skills and interests can be green:

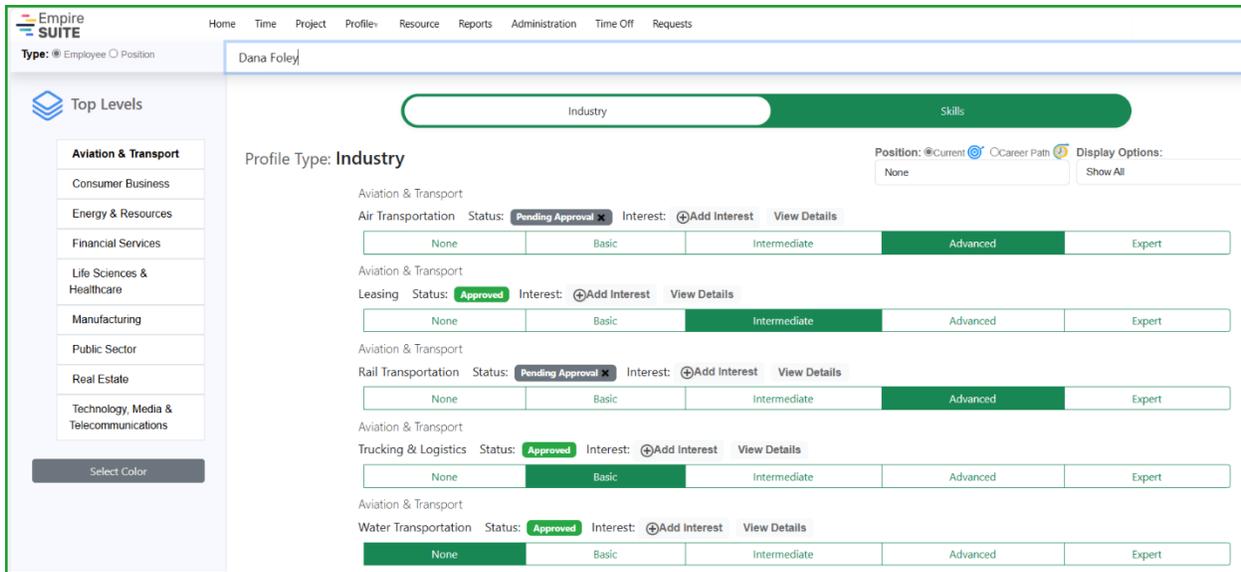


Figure 25 – User Defined Industry Profile Colors

And Skills can be a different color:

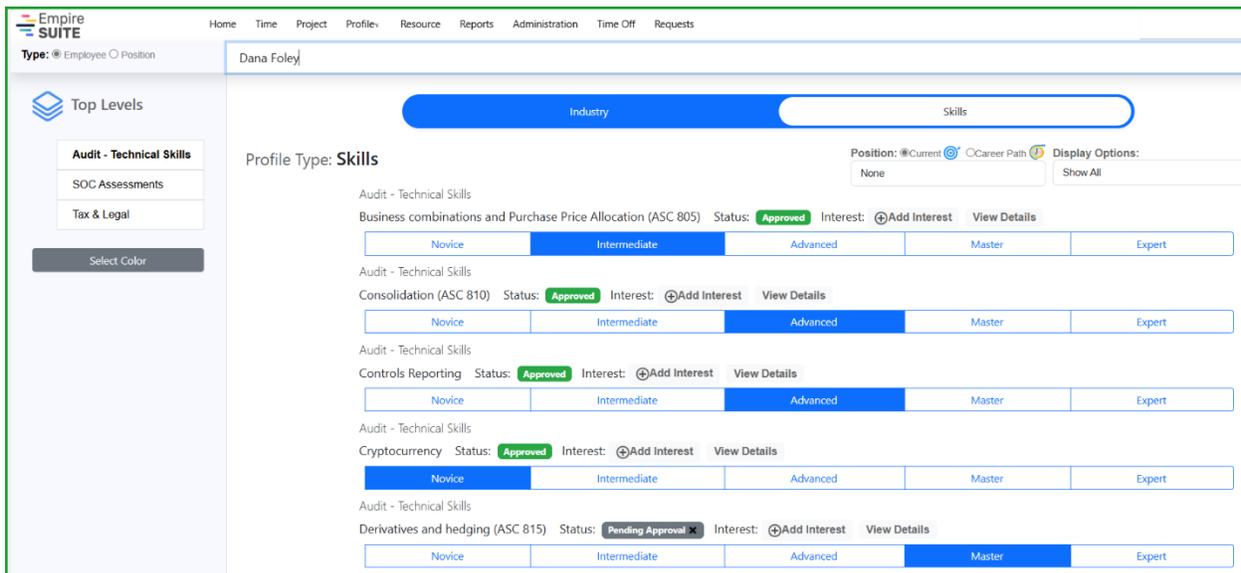


Figure 26 – User Defined Skills Profile Colors

## Current and Career Path Skills Requirements

Staff members can now see indicators for their Current skill set and which skills and proficiency levels are needed to move to a different position.

For example, a Tax Associate who is interested in becoming a Tax Manager can compare where their current skills are compared to those needed to be considered for a Tax Manager role.

First step is to define the Positions – go to Administration \ Company \ Position to add the positions:

**Add New Position**

**Position**  
Tax Associate

**Position Description**  
Tax Associate

**Staff Level**  
02 - Associate

**Description**  
Can prepare most tax return types and review simple 1040, 1041, 1065 and 1120 returns

Save Close

Figure 27 – Adding a New Position

When the positions have been defined, go to the Profile and Interest Information page and click the Position radio button. . .

Empire SUITE

Home Time Project Profile Resource Reports Administration Time Off Requests

Type:  Employee  Position

System Administrator

- Address and Phone
- Add/Change Your Photos
- Setup Profile Type
- Profile and Interest Information

Top Levels Industry

Figure 28 – Defining Skills and Proficiency Levels for a Position

. . .to define the skills and proficiency levels for the position:

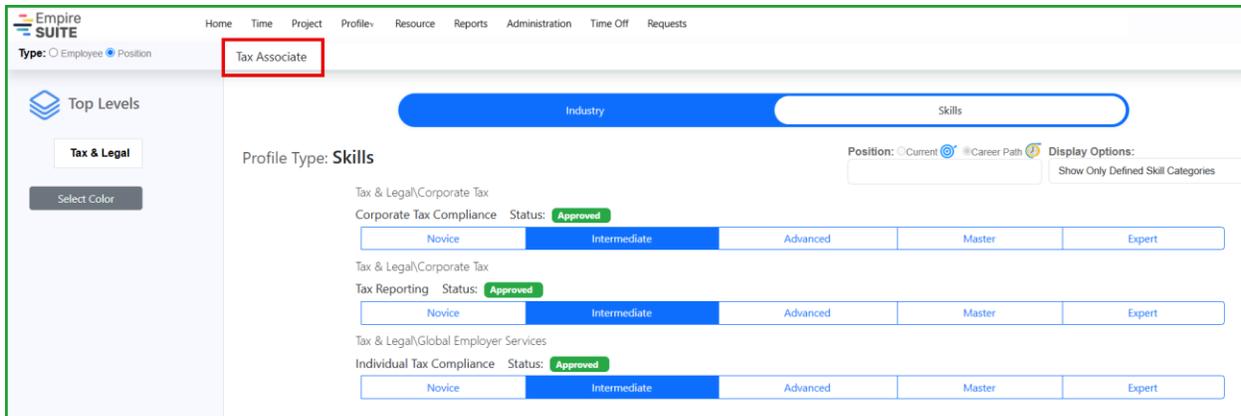


Figure 29 – Position Skills and Proficiency Levels

Select an Employee, a Position, and click the Current radio button to see the required skills and proficiency levels for the position:

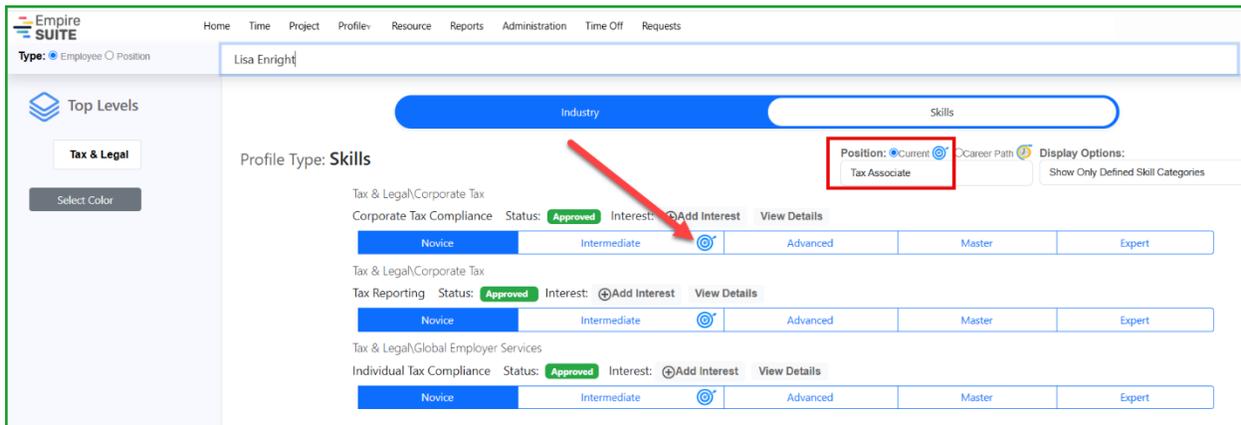


Figure 30 – Current Position Skills and Proficiency Levels

In the example above, Lisa Enright was just hired and as you can see is a Novice for the three of the skills required for a Tax Associate. The blue target icon shows which skills and proficiency levels are required for a Tax Associate. Lisa's goal is to become a Tax Manager. You can see the skills and proficiency levels required to be a Tax Manager by clicking the Career Path radio button and selecting the Tax Manager position. The clock icon shows where Lisa needs to be:

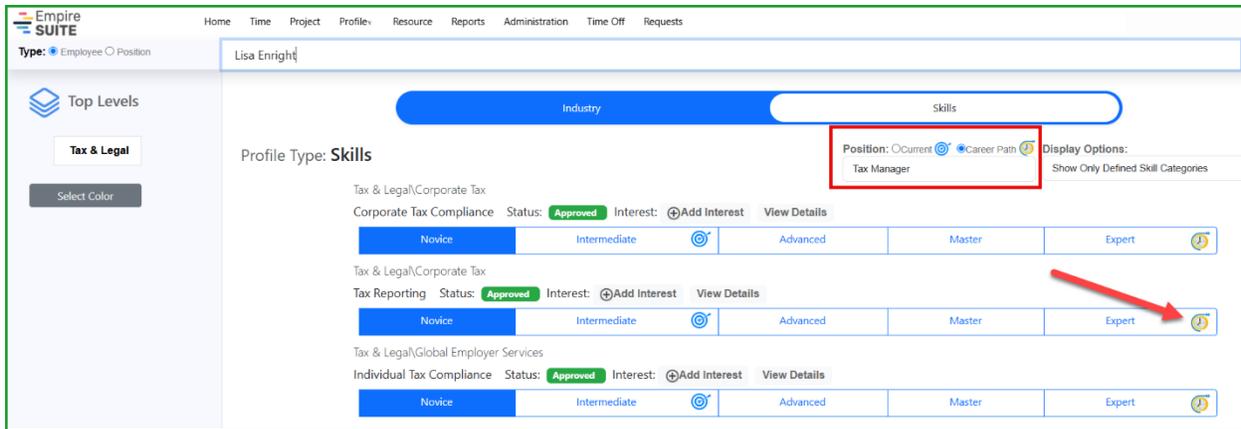


Figure 31 – Career Path Skills and Proficiency Levels

## Empire TIME OFF

### Same Day Scheduling for PTO

For our Empire TIME OFF customers, we now support Same Day scheduling. This change makes using a single bucket for all Paid Time Off much simpler. In the earlier versions of Empire TIME OFF, the default Sick Time type was configured for same day requests. Now any type can use same day scheduling

In the Time Off Type Setup page, select the desired option from the Same Day Requests dropdown menu:

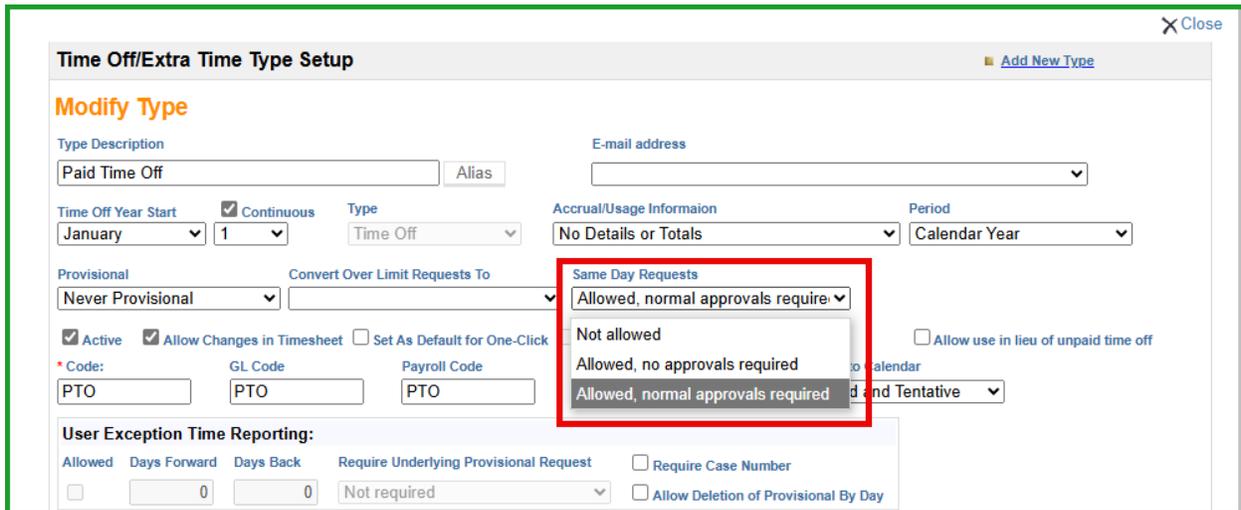


Figure 32 – Same Day PTO Request Setup Options