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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:

	Jackie Chiles (demouser049) Home Zip Code: 07765				×
		O Skills	4 Industry	0 Interest	
Self Scheduling	Update Photo Add Home Zip Add Skills Add I	ndustry R	Review Pro	ofile	

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:

Empire SUITE	Home	Time	Project	Profilev	Resource	Reports	Administration	Time Off	Requests
III Employee Search (AII) Status (AII)	Office Ne	w York	Department						
Cus Sele €su Sele Gra	tomize Y ct Your Lc pre TE ct Caption by Black	our Sit go	ie ad Logo f Blue F	Blue Wh	ite	•	🔥 Upload Captior	1	Close
Sele Bla Sele	ct Captior ck Blue ct a Three	Text Red	white ell Backgro	ound					
Sele	ct a Back	ground I	mage						- 11

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:

		Highlight by Hours	٩٩
Hours			
Hours	Over Scheduled		
		10	
Hours	Under Scheduled		
		20	
		Apply	

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:

Day	Week	Month			February	24, 20	25 - Ma	y 18, 20	25						То	day <	>
Chart	Type:	bar 🛛 Filter: 🗹 Se	condary Values Availability •	Office: All Offices 💙 Depa	rtment: All Departmen	ts ♥ Sta	ff Level: A	l Staff Leve	ls 👻	<u>Clear</u>	Filter by Ho	urs/Percer	t •	2 th			
		Employee/	Code Project		02/24/25	03/03/25	03/10/25	03/17/25 0	3/24/25	03/31/25	04/07/25	04/14/25	04/21/25	04/28/25	05/05/25	05/12/25	Total
÷	Add	Martin Be (demouse	nson r042)		<u>55.00</u> -5.00	<u>40.00</u> 10.00	<u>50.00</u> 0.00	<u>40.00</u> 10.00	<u>50.00</u> 0.00	0.00 50.00	0.00 50.00	0.00 44.00	<u>40.00</u> 0.00	<u>80.00</u> -40.00	<u>40.00</u> 0.00	0.00 40.00	395.00 159.00
	Edit	0-	A Cut Above W Financial Stat	loodworks / tement 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
	Edit	0-	Bausch Lomb V Financial Stat	faleant / tement 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
	Edit	0-	Bausch Lomb V Financial Stat	faleant / tement 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
	Edit	0-	Dutch Point Cre	edit 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
	Edit	0-	Dutch Point Cr	edit 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
	Edit	0-	Forefront Derm Financial Stat	iatology / tement 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:

Day	Weel	k Month		February	y 24, 20	25 - Ma	y 18, 202	5
Chart	Type:	bar 🛛 Filter: 🗹 Secondary Values 🗸	Availability Volice: All Offices Volice: All Office: All Offices Volice: All Office: All Offices Volice: All Office: All Offi	Departmer	<mark>nts ♥</mark> Sta	Iff Level: A	l Staff Levels	~
		Employee/Code	Project	02/24/25	03/03/25	03/10/25	03/17/25 03	/24/25
=	<u>Add</u>	Martin Bench (demonter042)		<u>55.00</u> -5.00	<u>40.00</u> 10.00	<u>50.00</u> 0.00	<u>40.00</u> 10.00	<u>50.00</u> 0.00
	<u>Edit</u>	0-	A Cut Above Woodworks / Financial Statement Audit (309182)	25.00	0.00	0.00	0.00	0.00
	<u>Edit</u>	Best Match Add to Best Match List	Bausch Lomb Valeant / Financial Statement Audit (309185)	0.00	0.00	50.00	0.00	0.00
	<u>Edit</u>	Reassign - Most Available Hours Reassign - Lowest Cost	Bausch Lomb Valeant / Financial Statement Audit (309185)	0.00	0.00	0.00	0.00	0.00
	<u>Edit</u>	Reassign - Priority Interest	Dutch Point Credit Union / 401(K) Audit (321027)	0.00	0.00	0.00	0.00	0.00
	<u>Edit</u>	General	Dutch Point Credit Union / 401(K) Audit (321027)	0.00	0.00	0.00	40.00	50.00
	<u>Edit</u>	Reassign Delete Assignment	Forefront Dermatology / <u>Financial Statement Audit (309186)</u>	30.00	40.00	0.00	0.00	0.00

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

Grid Staff	Chart Type: bar Filter: Secondary Values Actua Project Forecast	ls♥ Office: ↓	All Offices 💌 Dep	artment:[All Departme	ents • <u>Clear</u>	Not Y	iet Scheduled Projects 🔹 📚 🖬 🏠	Schedult For
ceres	Client/Project	Actual Hours	Remaining Scheduled	Estimate at Completion	Budgeted Hours	Variance Percent		
	17th Street Photo Supply Inc / 2023 1120 Corporation Return (DA) 544496	0.00	778.00	778.00	800.00	-2.75		97.25%
Setup	407 Cafe / Financial Audit 308800	62.00	970.00	1,032.00	960.00	7.50		7.50% Over Budget
2	88 Soundview Avenue LLC / 2022-FS AUDIT-88 SOUNDVIEW AVE 321861	0.00	1,547.50	1,547.50	1,200.00	28.96		28.96% Over Budget
Colors	Adventkirken i Strømmen / Audit- Test Internal Controls 45560 2023A	0.00	714.00	714.00	720.00	-0.83		99.17%
	Bausch Lomb Valeant / Financial Statement Audit 309185	2,270.00	202.00	2,472.00	2,400.00	3.00		3.00% Over Budget
	Dutch Point Credit Union / 401(K) Audit 321027	0.00	260.00	260.00	400.00	-10.00		00.00%

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:

	Day Week Month February 24, 2025 - May 18, 2025												
0	Chart ⁻	Type: ba	ar	ilter:	Secondary Values Availabi	ity • Office	e: All Offic.	✓ Departr	ment: All Dep	artments 🗙	Staff Level:	All Staff Level	s 🗸
	Employee/Code				Project	02/24/25	0. 103/25	03/10/25	03/17/25	03/24/25	03/31/25	04/07/25	
	±	<u>Add</u>	NO PHOTO AVALABLE	Da	niel Boyd (dboyd)		<u>50.00</u> 0.00	<u>0.00</u> 50.00	<u>0.00</u> 50.00	<u>0.00</u> 50.00	<u>0.00</u> 50.00	<u>0.00</u> 50.00	<u>0.00</u> 50.00

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:

Em	ployees		>> Add New Assignment Save Save & Continue S	ave & Clear X
	Name Staff Level	Available Cost		
	Benson, Martin (demouser042) 03 - Sr Associate	0.00 650.00	Start Date End Date Assignment Requirements 04/07/25 04/07/25 None Selected • •<	andidates
(Boyd, Daniel (dboyd) 05 - Manager	0.00 850.00	Employee Daniel Boyd X Daniel Boyd	
0	Chang, Donna (demouser048) 05 - Manager	0.00 850.00	Client / Project	
	Cobb, Robert (demouser051) 03 - Sr Associate	0.00 650.00	Task List / Task	
2	Haffler, Earl (demouser063) 05 - Manager	0.00 850.00	Location	
B	Hanson, Karen (demouser004) 01 - Intern	0.00 450.00	Type a Location Status Approved OTentative ORequest Allocation OHours Full Time 100 Available	Time
6	Holland, Sidra (demouser060) 07 - Partner	0.00 1,650.00	Employee Comment Employee Comment Enter an Employee comment	equest
	Koren, Steven (demouser053) 02 - Associate	0.00 550.00	Schedule Details	<i>"</i>
			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:

Profilev Resource Re	ports			
Setup Profile Type	Address and	Phone		
	* First Name:	Katy		
	* Last Name:	Ash		
	* Country:	United States (001)	▼ ³	
	Zip Code:	60609		
	Office Area Code:	(212) Office Phone	e Number: 555-1212	Ext:
	Mobile Area Code:	(212) Mobile Phon	ne Number: 555-1414	
		Save Clos	ise	

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:

	Empire SUITE	Hon Time Project Profilev Resource Reports Administration Time Off Requests	🕼 🌘 Katy Ash 🗸							
	Add Assignment Search for an Employee, Office, Department, Staff Level, Skill, Custom Field or Employee Status.									
*	Team: Custom Search 🖉 🔹 🕘 🕤 🐨 🖓 👔 New York City 🔹 🔍 Active 😰 Hide Search Criteria									
Employee	Day Week Month	 24 Feb 2025 – 20 Apr 2025	Today 🔛 🔺 🕨							

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:

Empire Home Time Project Profilev Resource Reports Administration Time Off	Requests				🕼 🌘 Katy Ash v
Add Assignment Search for an Employee, Office, Department, Staff Level, Skill, Custor	n Field or I	Employee Status.			∑ • <u>Clear</u>
Team: Custom Search 👩 - 😲 😌			Displ	ay Search Criteria Sel	ected Assignments 💌
Map Satellite	Employ	vee Distance			×
MONTANA DATOTA DATOTA Ottawa Montreal HB 21		Name	Available Hours	Distance in Miles	Cost Per Hour
Settion Character Characte	Add	🌍 Jarmel, Jake	554	95	\$55
NEVADA United States Never Company of Never Company New York States Never Company New York Version Control Of	Add	Decauw, Diane	554	140	\$55
CALIFORMA OLAS Vegas OKLANDIA TENESSET CARTINA Los Angeles Aprilias Assasses	Add	Koren, Steven	554	287	\$55
	Add	Martin, Celia	554	537	\$55
San Xiltonio Heuston	Add	🍘 Jobania, Arthur	554	663	\$55
Google Mexico Mamine Report Antonio Mag das 02025 Google, NEGI Terrer	Add	Sacamano, Bob	554	867	\$55
Day Week Month Hide Map					
630 Ninth Avenue New York New York			Calculate Distance		

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:

× +								- 6) ×
								*	2 :
Best Match									x
								🗆 Cost 🗆 Interest	_
Name Staff Level	Office Department	Capacity	Scheduled	Available	Cost	Requirements	Interest	Distance Action	
Borah, Rajesh (demouser045) 02 - Associate	Mumbai Tax	50.00	0.00	50.00	1,250.00	No	0	1,592 Assign	
Braun, Lloyd (demouser046) 02 - Associate	Chicago Audit	50.00	0.00	50.00	2,750.00	No	0	801 Assign	
Cantwell, Ben (demouser047) 02 - Associate	New York City Tax	50.00	0.00	50.00	2,750.00	No	0	631 Assign	
Clark, Elizabeth (demouser050) 02 - Associate	Dallas Tax	50.00	0.00	50.00	2,750.00	No	0	400 Assign	
Dara, Bhavana (demouser075) 02 - Associate	Mumbai Tax	50.00	0.00	50.00	1,250.00	No	0	1,568 Assign	
Decauw, Diane (demouser074) 02 - Associate	New York City Tax	50.00	0.00	50.00	2,750.00	No	0	740 Assign	

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:

Empire SUITE	Home	Project	Profile▼	Resource	Reports Adm	inistration Requ
Add Assignment 🝷			Search	n for a Client, I	Project, Office,	Department or (
Portfolio: Custom Search	0	00				
Day Week Month			1	Mar 2025 – 2	28 Feb 2026	
			Mar	Apr	May	Jun
Bay Publishing Group / 2024 Aud (107925))	lit (2024)	AUD Total 0	.00 hours	Total 0.00 hours	Total 0.00 hours	Total 0.00 hours
Bay Publishing Group / Audit 202 (8896))	23 (AUD2	023 Total 24	4.00 hours	Total 168.00 hours	Total 48.00 hours	Total 0.00 hours
NO PHOTO AVAILABLE 03 - Sr Associate, Atlanta, Audit						
NO PHOTO AVAILABLE 01 - Intern, Atlanta, Audit						
NO PHOTO Garrett, Robin AVAILABLE 08 - Partner, Atlanta, Information Te	chnology					
Collision Centers Of Nthrn Ca / (2024 AUD (107927))	2024 Au	Idit Total 0	.00 hours	Total 0.00 hours	Total 0.00 hours	Total 0.00 hours
Collision Centers Of Nthrn Ca / (AUD2023 (14027))	Audit 20	Contraction (Contraction) (Con	5.00 hours	Total 64.00 hours	Total 64.00 hours	Total 120.00 hours
NO PHOTO AVAILABLE 03 - Sr Associate, Atlanta, Audit			80			
NO PHOTO AVAILABLE 02 - Associate, Atlanta, Audit			80			
06 - Manager						

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:

Home Project							Q 💩 🔹
Resource Conv	🗹 Sho	w Project pairs I created.	Show Project pairs	created by others.			Close
i nesource copy			Save	dd New Remove			
Select Project Pairs	Projec	t Pairs					
O Select Projects to Populate Schedules Search	# Select	Original Client	Original Project	Original Project Code	New Client	New Project	New Project Code
	1 🗹	Bay Publishing Group	Audit 2023	AUD2023 (8896)	Bay Publishing Group	2024 Audit	2024 AUD (107925)
Custom Customize 3 Projects Selected	2 🗹	Collision Centers Of Nthrn Ca	Audit 2023	AUD2023 (14027)	Collision Centers Of Nthrn Ca	2024 Audit	2024 AUD (107927)
Copy From	3 🗹	Kelly Brothers Sheet Metal Inc	Audit 2023	AUD2023 (28835)	Kelly Brothers Sheet Metal Inc	2024 Audit	2024 AUD (107926)

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	
O Actuals Scheduled 	
Select Start and End Dates	
From	То
03/01/25	06/30/25
Shift	
26	● Weeks ○ Day
Minimum Hours Per Days	Multiplier Hours
0.0	1.00
Copy Options	
Employees Terminated by Date	Active Employees
Do Not Copy	Copy Employee
✓ Include Tentative Assignments For Schede ○ Copy as Tentative ○ Copy as	ule Approved
Star	t Copy

Figure 23 – Copy Assignment Rules

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

Empire Home Pr	roject Profile	Resource	Reports Admi	nistration Req	uests			
Add Assignment 👻	Searc	ch for a Client, I	Project, Office, I	Department or	Custom Fields.			
Portfolio: Custom Search 🔗 -	0 😔							
Day Week Month				1 M	lar 2025 – 28 F	eb 2026		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Bay Publishing Group / 2024 Audit (2024 AUE (107925))	Total 0.00 hours	Total 0.00 hours	Total 0.00 hours	Total 0.00 hours	Total 0.00 hours	Total 0.00 hours	Total 48.00 hours	Total 192.00 hours
NO PHOTO Edwards, Ashley ANNLARE 03 - Sr Associate, Atlanta, Audit								
NO Fox, Joshua NHLABE 01 - Intern, Atlanta, Audit								
MO Garrett, Robin MMLANE 08 - Partner, Atlanta, Information Technology								
Bay Publishing Group / Audit 2023 (AUD2023 (8896))	Total 24.00 hours	Total 168.00 hours	Total 48.00 hours	Total 0.00 hours	Total 0.00 hours	Total 0.00 hours	Total 0.00 hours	Total 0.00 hours
NO Edwards, Ashley NMLARE 03 - Sr Associate, Atlanta, Audit								
NO PROTO Fox, Joshua AMMLARE 01 - Intern, Atlanta, Audit								
MO PROTO Garrett, Robin ANNLABE 08 - Partner, Atlanta, Information Technology								

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:

Empire SUITE	Home Time Project Profile ¹ Resource Reports Administration Time Off Requests	
Type: Employee Position	Dana Foley	
Sop Levels	Industry	Skills
Aviation & Transport	Profile Type: Industry	Position: @Current O Career Path Display Options:
Consumer Business	Aviation & Transport	None Show All
Energy & Resources	Air Transportation Status: Pending Approval × Interest: Add Interest View Details	
Financial Services	None Basic Intermediate	Advanced Expert
Life Sciences & Healthcare	Aviation & Transport Leasing Status: Approved Interest: ⊕Add Interest View Details	
Manufacturing	None Basic Intermediate	Advanced Expert
Public Sector	Aviation & Transport	
Real Estate	Rail Transportation Status: Pending Approval X Interest: Add Interest View Details	
Technology, Media &	None Basic Intermediate	Advanced Expert
Telecommunications	Aviation & Transport Trucking & Logistics Status: Approved Interest: Add Interest View Details	
Select Color	None Basic Intermediate	Advanced Expert
	Aviation & Transport Water Transportation Status: Approved Interest: CAdd Interest View Details	
	None Basic Intermediate	Advanced Expert

Figure 25 – User Defined Industry Profile Colors

And Skills can be a different color:

Empire suite	lome Time Project Profile	v Resource Reports Ad	Iministration Time Off Requests			
e: Employee O Position	Dana Foley					
Fop Levels			Industry		Skills	
Audit - Technical Skills	Profile Type: Skills	5		Position:	Current OCareer Path Ø	Display Options:
SOC Assessments	Δ	dit - Technical Skills		None		Show All
Tax & Legal	Bu	siness combinations and Pu	rchase Price Allocation (ASC 805)	Status: Approved Interest: ⊕Ad	Id Interest View Details	
	Г	Novice	Intermediate	Advanced	Master	Expert
Select Color	Au	dit - Technical Skills				
	Co	nsolidation (ASC 810) Stat	tus: Approved Interest: Add Int	erest View Details		
		Novice	Intermediate	Advanced	Master	Expert
	Au	dit - Technical Skills				
	Co	ntrols Reporting Status:	Approved Interest: Add Interest	View Details		
	L	Novice	Intermediate	Advanced	Master	Expert
	Au	dit - Technical Skills				
	Cŋ	ptocurrency Status: App	roved Interest: Add Interest	/iew Details		
		Novice	Intermediate	Advanced	Master	Expert
	Au	dit - Technical Skills				
	De	rivatives and hedging (ASC	815) Status: Pending Approval 🗙	nterest: ⊕Add Interest View D	etails	
		Novice	Intermediate	Advanced	Master	Expert

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:

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...



Figure 28 – Defining Skills and Proficiency Levels for a Position

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

Empire SUITE Type: O Employee Position	Home Time Project Profilev Resource Reports Administration Tax Associate	Time Off Requests		
Top Levels		adustry	Skills	
Tax & Legal	Profile Type: Skills Tax & Legal/Corporate Tax		Position: Current 🎯 Career Path 🕖 D	isplay Options: Show Only Defined Skill Categories
Select Color	Corporate Tax Compliance Status:	Intermediate Advanced	Master	Expert
	Tax & Legal/Corporate Tax Tax Reporting Status: Approved Novice	Intermediate Advanced	Master	Expert
	Tax & Legal\Global Employer Services Individual Tax Compliance Status:	roved		· · · · · · · · · · · · · · · · · · ·
	Novice	Intermediate Advanced	Master	Expert

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:

Empire SUITE	ome Time Project Profile» Resource Reports Administration Time Off Requests
Type: Employee Position	Lisa Enright
Top Levels	industry Skills
Tax & Legal	Profile Type: Skills Desired Skill Categories Show Only Defined Skill Categories
Select Color	Tax & Legal\Corporate Tax Corporate Tax Compliance Status: Approved Interest: @Add Interest View Details
	Novice Intermediate 🔮 Advanced Master Expert
	Tax & Legal/Corporate Tax
	lax Keporting Status: Approved Interest: @Add Interest View Details
	Novice Intermediate () Advanced Master Expert
	Tax & Legal\Global Employer Services
	Individual Tax Compliance Status: Approved Interest:
	Novice Intermediate (b) Advanced Master Expert

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:

Empire H	e Time Project Profile» Resource Reports Administration Time Off Requests
Type: • Employee O Position	Lisa Enright
Sop Levels	Industry Skills
Tax & Legal	Profile Type: Skills Position: Ocurrent @ @Career Path @ Display Options: Tax Manager Show Only Defined Skill Categories
Select Color	Tax & Legal/Corporate Tax Corporate Tax Compliance Status: Approved Interest: ()Add Interest View Details
	Novice Intermediate (6) Advanced Master Expert (7)
	Tax & Legal/Corporate Tax Tax Reporting Status: Approved Interest: Add Interest View Details
	Novice Intermediate Of Advanced Master Expert
	Tax & Legal/Global Employer Services Individual Tax Compliance Status: Approved Interest: Add Interest View Details
	Novice Intermediate I Advanced Master Expert 10

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:

	Close
Time Off/Extra Time Type Setup	Add New Type
Modify Type	
Type Description E-mail address	
Paid Time Off Alias	~
Time Off Year Start Continuous Type Accrual/Usage Information January 1 Time Off No Details or Totals	Period ▼ Calendar Year ▼
Provisional Convert Over Limit Requests To Same Day Requests Never Provisional Allowed, normal approvals required	▽
Active Allow Changes in Timesheet Set As Default for One-Click Not allowed	Allow use in lieu of unpaid time off
* Code: GL Code Payroll Code Allowed, no approvals required	:o alendar
PTO PTO Allowed, normal approvals required	d and Tentative 🗸
User Exception Time Reporting:	
Allowed Days Forward Days Back Require Underlying Provisional Request	
0 0 Not required V Allow Deletion of Provisiona	I By Day

Figure 32 – Same Day PTO Request Setup Options