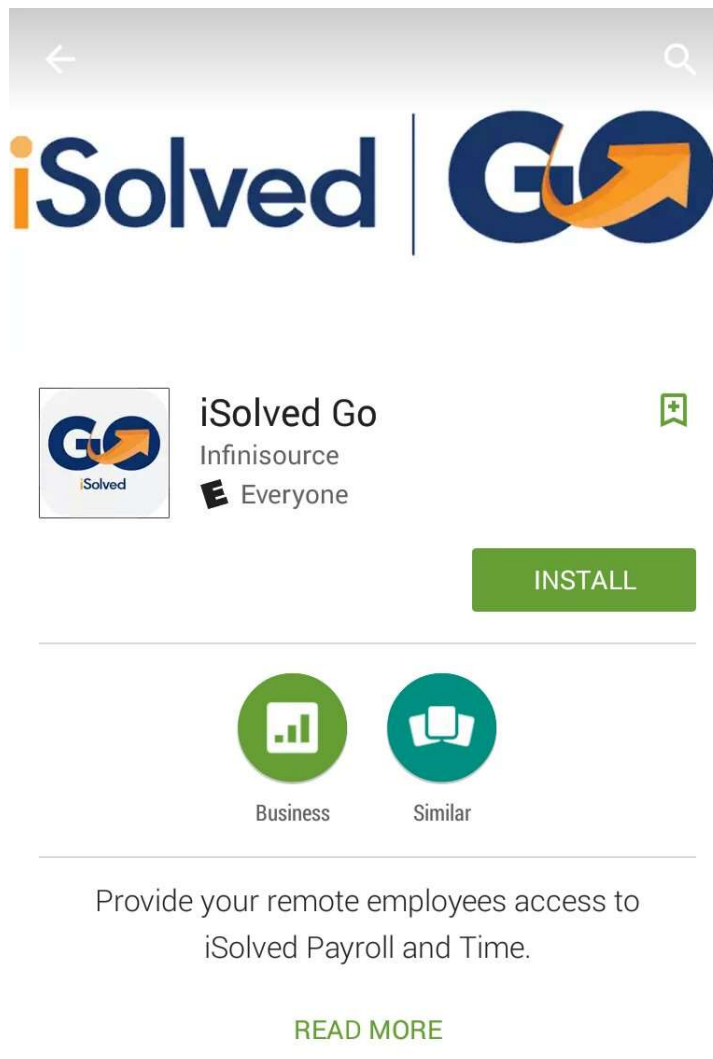


EMPLOYEE USER GUIDE



Downloading iSolved | Go from Google Play/Apple Store

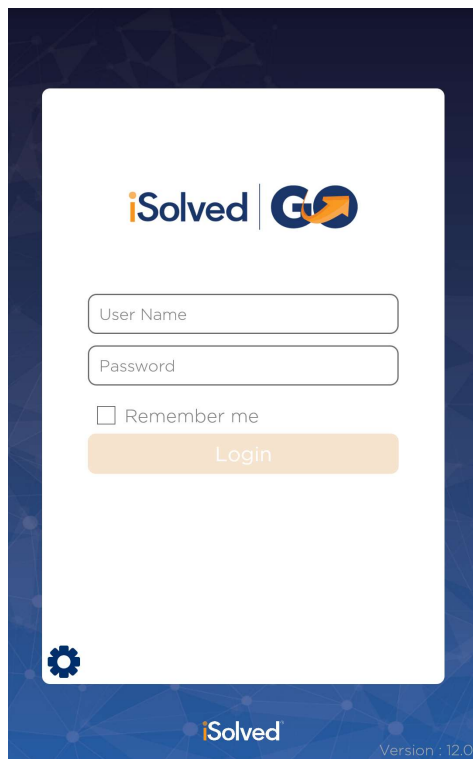
On your Android/Apple smart phone, open the application store and use the search term “iSolved” or “iSolved | Go” to find the application. Select the option to install this application. Once you have downloaded and installed iSolved | Go, please open it to proceed.



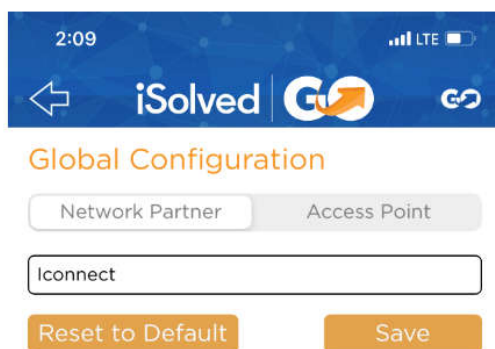
Logging into the iSolved | Go Application

Note: All users must exist in iSolved as self-service users with the appropriate permissions to use the features of the application. The system accepts login from Employee Self Service users only. Client-level iSolved user information will not be accepted as a login for iSolved GO.

Once you have downloaded and opened the app, you will see the following login screen:



On the lower, left hand corner, click on  The following screen will appear:



Before logging into the app, you will need to enter “**Iconnect**” under Network Partner and save. Once completed, click on the back arrow (top left corner) to go back to login screen.

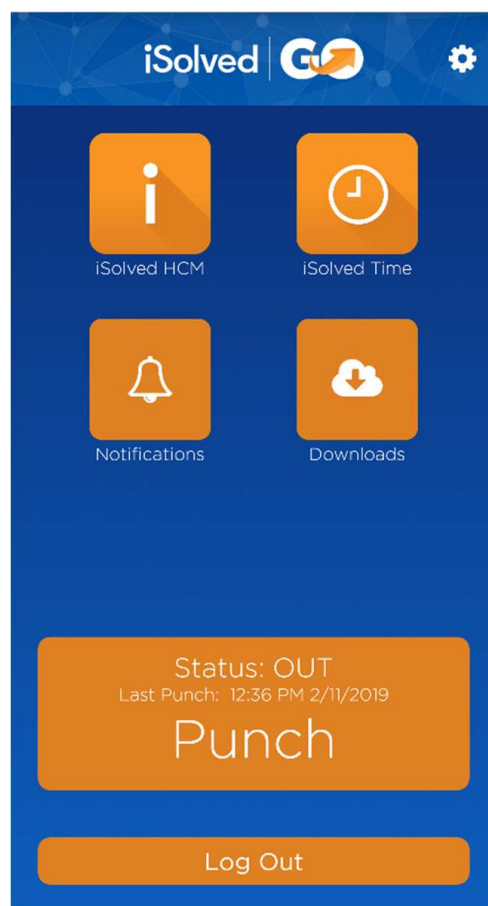
Steps to Login:

1. Enter your iConnect user name in the **User Name** field. (This is always your email address)
2. Enter your iConnect password in the **Password** field.
3. Click on the **Login** button to log into the application.

With the **Remember Me** option selected, the app will automatically log in upon launching.

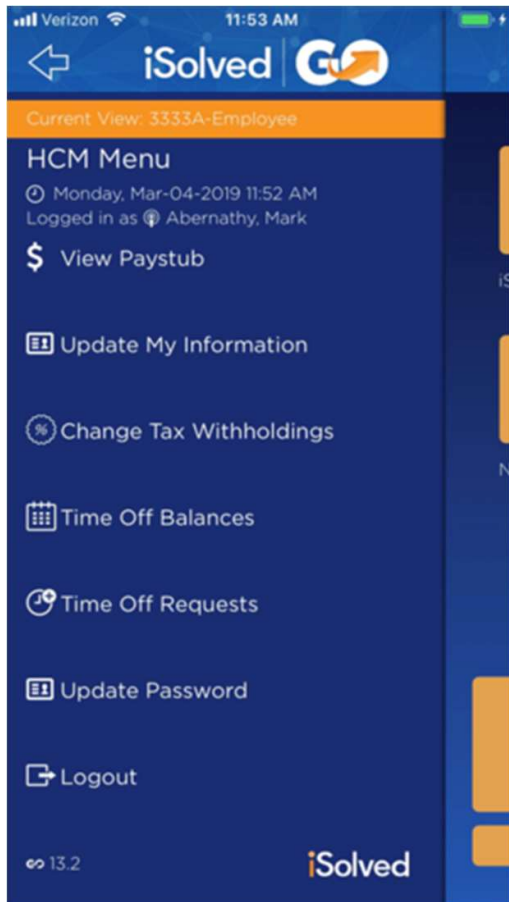
Note: Your phone must use a lock screen secured with a PIN, pattern or fingerprint in order for auto-login to function. Otherwise, the **User Name** will be remembered, but you will have to enter your **Password** to log in.

Once successfully logged in, the following main screen will appear:



The **iSolved HCM** area contains the following options:

- View Paystub
- Update My Information
 - This tab will allow you to update your home address and phone number
- Change Tax Withholdings – Per 2020 W-4 Requirements
 - **This option is not available – must submit new withholding forms (W-4/DE4)**
- Time Off Balances
- Time Off Request (Will be available in the future)
- Update Password



Once you have logged into iSolved HCM, your name and the current date/time will be displayed on the upper left hand side of the screen.

This section details Employee Self Service only. Refer to 19 for information on Manager/Supervisor HCM capabilities.

From this menu, the following areas can be selected:

- View Paystub
- Update My Information
- Change Tax Withholdings
- Time Off Balances
- Time Off Requests
- Update Password

View Paystub

Paystub Summary	
Wednesday, Jun-15-2016 02:16 PM	
Logged in as @Smith, John R	
Paydate :	
Gross Pay:	0.00
Payroll Deductions:	0.00
Net Pay:	0.00
Earnings & Memos*	
Curr Hours	Curr Dollars
0.00	0.00
Deductions	
Curr Dollars	YTD Dollars
0.00	0.00
Taxes	
Curr Dollars	YTD Dollars
0.00	0.00
Finished	

Select the desired **Paydate** from the drop-down menu.

By clicking on the button using a finger, the details under each section of the **Paystub Summary** screen can be viewed.

The **Finished** button returns you back to the **iSolved HCM** menu.

Update My Information



Update My Information

🕒 Wednesday, Jun-15-2016 02:19 PM

Logged in as @Smith, John R

Phone Number

Home

Work

Mobile

Address

Line1

Line2

Zip Code *

City * ▼

State *

A change of address may cause a change in taxes.

Save

This screen allows you to update your personal information in the iSolved system.

Make any necessary edits to the information in the **Phone Number** and **Address** sections, and click on the **Save** icon.

When you specify a **Zip Code** first, the application will download a list of appropriate city/state selections from the host. A **School District** code may be presented as well, depending on the Zip Code entered.

Note: A change of address may cause a change in taxes.



Time Off Balances

🕒 Thursday, Jun-16-2016 10:35 AM

Logged in as @Smith, John R

PTO		
<u>510.00</u>	<u>0.00</u>	<u>0.00</u>
Current Balance	YTD Taken	Pending Taken
Service Date 10/20/2003		
Length of Service 12 yrs,0 mos(144 mos)		
Accrual Rate	5.0000	
Carryover Balance	500.00	
Current Taken	0.00	
Current Accrued	5.00	
YTD Accrued	10.00	

Finished

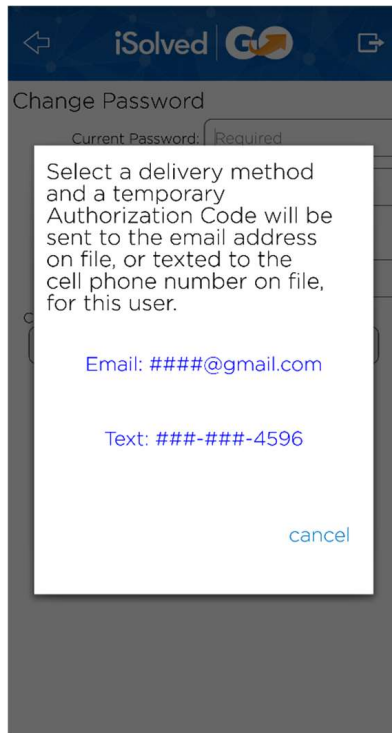
Using the **Time Off Balances** screen, you can view your up-to-date accrual balance information from iSolved.

The **Finished** button takes you back to the **HCM Menu**.

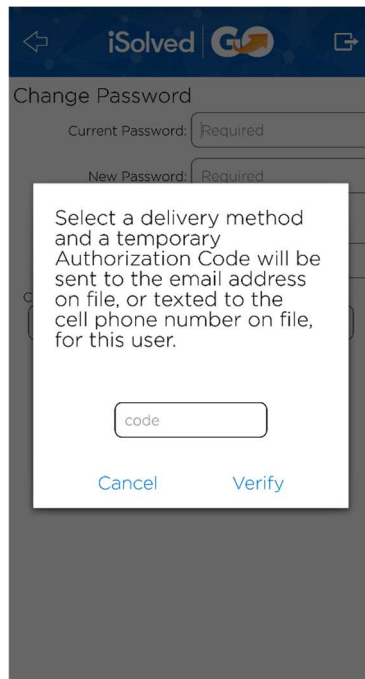
Update Password

This option allows you to update your login password. Upon opening this screen, a message appears notifying you that a temporary authorization code must be entered. Select either the “Email” or “Text” options to receive this code.

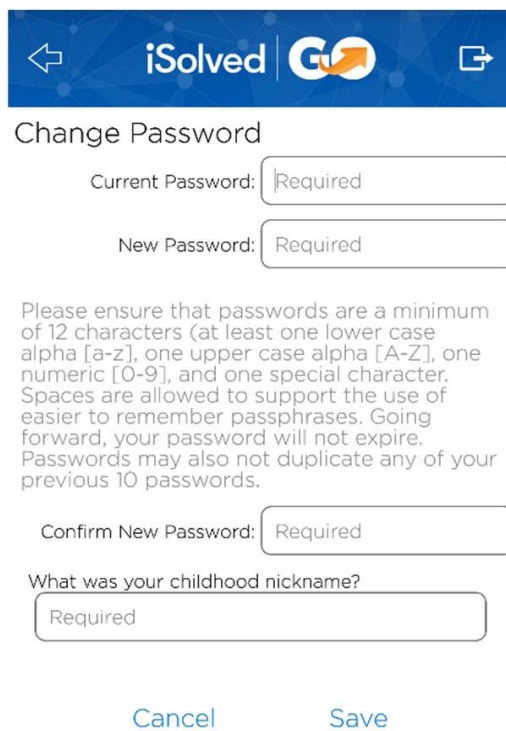
Note: The “Text” option only appears if there is a cell phone number in the system.



Select the desired option, and retrieve the temporary authorization code. Enter the code, and select **Verify**.



Once the authorization code has been verified, the **Change Password** screen appears.



The image shows a mobile application interface for changing a password. At the top is a blue header with a back arrow, the 'iSolved' logo, and a 'GO' button. Below the header, the title 'Change Password' is displayed. There are three input fields: 'Current Password:' with a 'Required' placeholder, 'New Password:' with a 'Required' placeholder, and 'Confirm New Password:' with a 'Required' placeholder. A paragraph of text provides password requirements: 'Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9], and one special character. Spaces are allowed to support the use of easier to remember passphrases. Going forward, your password will not expire. Passwords may also not duplicate any of your previous 10 passwords.' Below this is a security question field labeled 'What was your childhood nickname?' with a 'Required' placeholder. At the bottom are two buttons: 'Cancel' and 'Save'.

Change Password

Current Password: Required

New Password: Required

Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9], and one special character. Spaces are allowed to support the use of easier to remember passphrases. Going forward, your password will not expire. Passwords may also not duplicate any of your previous 10 passwords.

Confirm New Password: Required

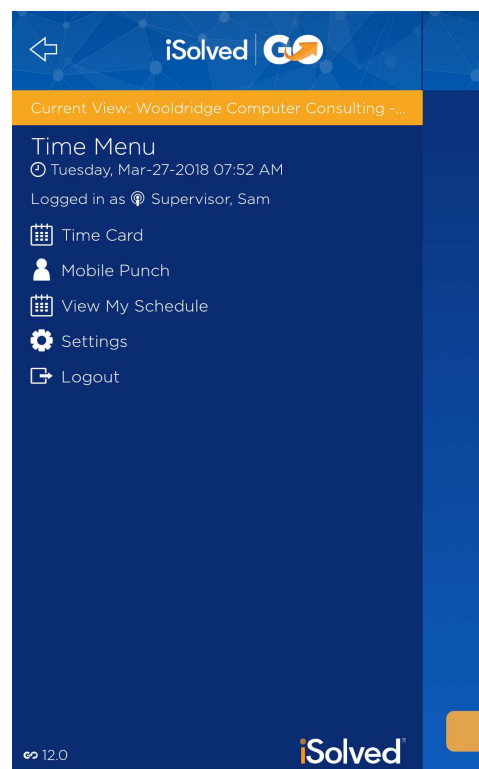
What was your childhood nickname?

Required

Cancel Save

Enter your **Current Password**, choose a **New Password** and **Confirm New Password**. You must also answer a security question at the bottom of the screen. Click on the **Save** icon to save the new password.

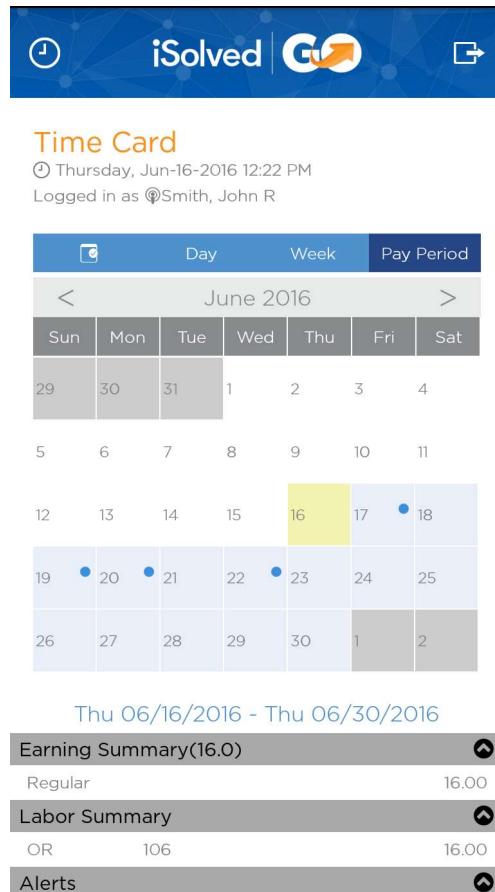
The **iSolved Time** area contains the following options:



- Time Card
- View My Schedule

Time Card

The **Time Card** screen has three views: “Pay Period,” “Weekly” and “Daily.”



The screenshot shows the iSolved Time Card interface in the Pay Period view. At the top, there's a header with the iSolved logo and a 'GO' button. Below the header, the title 'Time Card' is displayed, followed by the date and time 'Thursday, Jun-16-2016 12:22 PM' and the user 'Logged in as @Smith, John R'. The main area features a calendar for June 2016. The calendar has tabs for 'Day', 'Week', and 'Pay Period', with 'Pay Period' selected. The calendar shows dates from 29 to 2. A blue dot is on June 16, and a red dot is on June 17. Below the calendar, the selected pay period is 'Thu 06/16/2016 - Thu 06/30/2016'. Underneath, there are three expandable sections: 'Earning Summary(16.0)', 'Labor Summary', and 'Alerts'. The 'Earning Summary' shows 'Regular' hours of 16.00. The 'Labor Summary' shows 'OR' hours of 106. The 'Alerts' section is currently empty.

Pay Period View

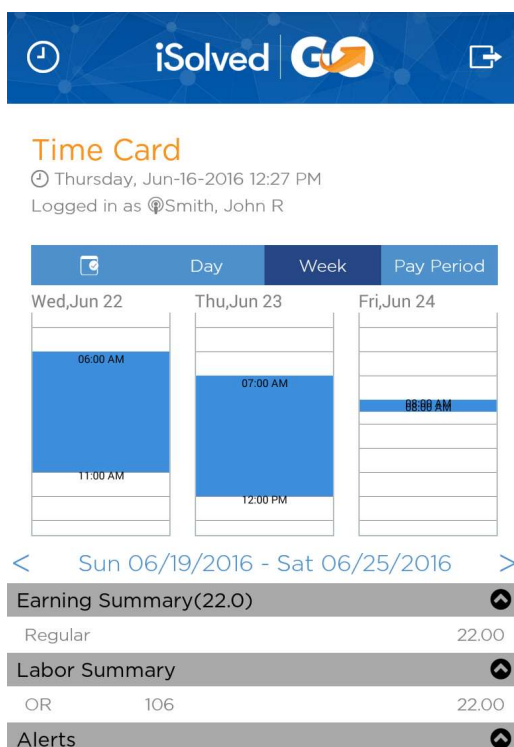
Use the forward and back buttons to either side of the displayed month and year to browse through the calendar.

A dot appears next to any date on which Time Card punches exist. The selected pay period dates are displayed below the calendar.

- A blue dot indicates normal hours on your Time Card or that date.
- A red dot indicates a Time Entry Error.
- A green dot indicates a Holiday.
- A grey dot indicates PTO (Absence).

Dots are only displayed on the currently selected Pay Period.

The **Earning Summary**, **Labor Summary** and **Alerts** menus can be expanded for detailed pay period totals. The **Notes** field displays any notes that were entered with this punch.



The screenshot shows the iSolved Time Card interface in the Weekly view. At the top, there's a header with the iSolved logo and a 'GO' button. Below the header, the title 'Time Card' is displayed, followed by the date and time 'Thursday, Jun-16-2016 12:27 PM' and the user 'Logged in as @Smith, John R'. The main area features a table with three columns for the days 'Wed, Jun 22', 'Thu, Jun 23', and 'Fri, Jun 24'. Each column has a time slot table with times from 06:00 AM to 12:00 PM. The 'Wed, Jun 22' column shows a blue bar from 06:00 AM to 11:00 AM. The 'Thu, Jun 23' column shows a blue bar from 07:00 AM to 12:00 PM. The 'Fri, Jun 24' column shows a blue bar from 08:00 AM to 12:00 PM. Below the table, the selected week is 'Sun 06/19/2016 - Sat 06/25/2016'. Underneath, there are three expandable sections: 'Earning Summary(22.0)', 'Labor Summary', and 'Alerts'. The 'Earning Summary' shows 'Regular' hours of 22.00. The 'Labor Summary' shows 'OR' hours of 106. The 'Alerts' section is currently empty.

Weekly View

A table is displayed for each day of the selected week. The displayed week dates are shown below the tables. Use the forward and back icons to browse through the calendar.

Punched time is highlighted in blue at the appropriate times on the table for each day.

The **Earning Summary**, **Labor Summary** and **Alerts** menus can be expanded for detailed weekly totals. The **Notes** field displays any notes that were entered with this punch.



Time Card

🕒 Thursday, Jun-16-2016 12:27 PM

Logged in as @Smith, John R



Thursday 06/23/2016

In	Out	Type	Hours
07:00AM	12:00PM	Normal	5.00
Earning Summary(5.0)			⬆
Regular			5.00
Labor Summary			⬆
OR	106		5.00
Alerts			⬆

Daily View

The selected date is displayed in orange. Press the forward or back buttons to browse through dates.

The **In** and **Out** punch times for the day are displayed, as well as punch **Type** and total number of **Hours**.

The **Earning Summary**, **Labor Summary** and **Alerts** menus can be expanded for detailed weekly totals. The **Notes** field displays any notes that were entered with this punch.

Time Card Verification

If your system is set up to require employees and/or supervisors to verify the data on their Time Cards before payroll is processed, this can also be performed from the Time Card screen.

Note: The “Pay Period” view is used in the example below. However, the instructions are the same regardless of the view selected.



Time Card

🕒 Tuesday, Oct-04-2016 02:31 PM

Logged in as @Smith, John R



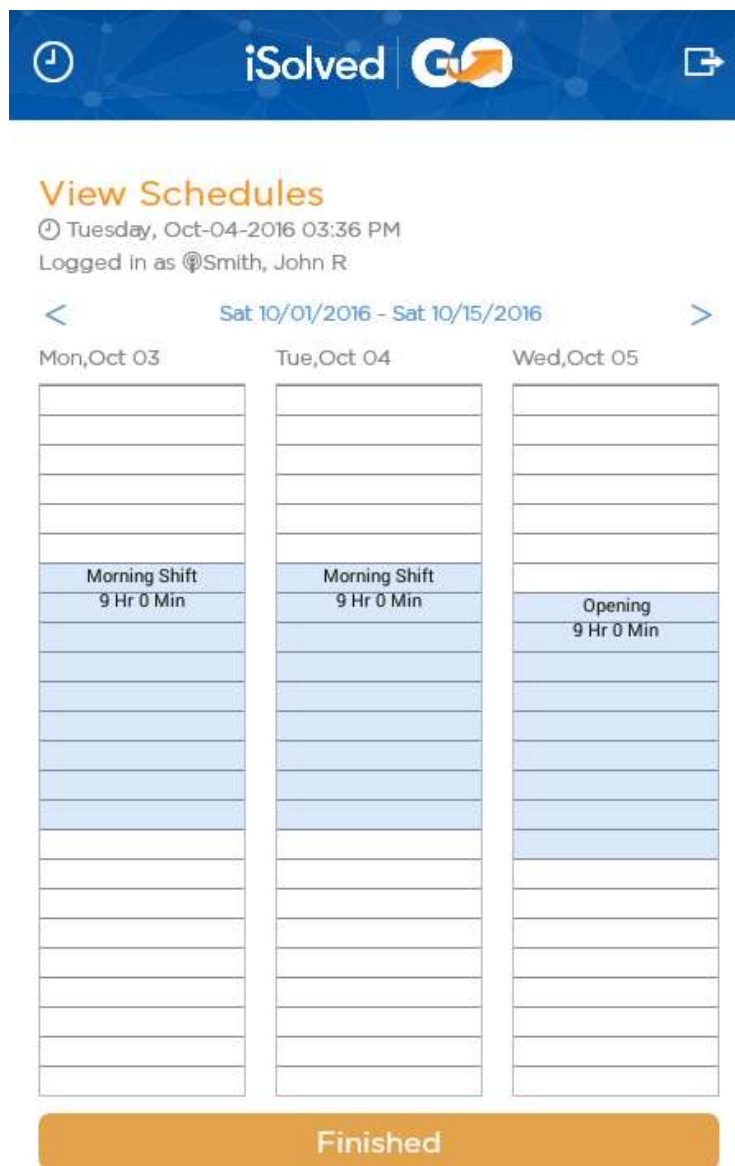
Sat 10/01/2016 - Sat 10/15/2016

- When a Pay Period is in need of verification, the **Alert** icon located to the left of the Day/Week/Pay Period view selections will appear in red.
- Clicking on the red alert will allow the employee to verify their Time Card at an “Employee” level.
- Put a check mark in the box to verify the Time Card.



This option allows employees to view the shifts that they are scheduled to work in the iSolved system.

View scheduled shifts by scrolling up or down with your finger for each displayed date.



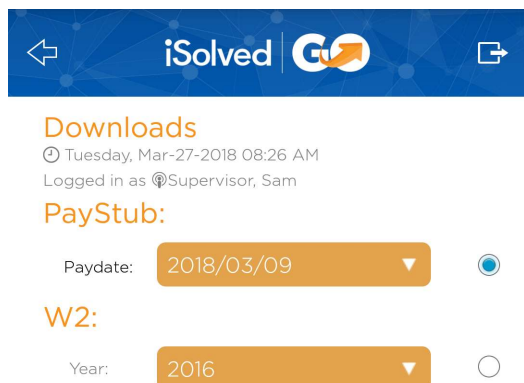
Clicking on a scheduled date will bring up a window showing the schedule details.

The screenshot shows the iSolved app interface. At the top is a blue header bar with a back arrow, the text 'iSolved', a 'GO' button with an orange arrow, and a share icon. Below the header, the title 'View Schedules' is displayed in orange. Underneath, the date and time 'Wednesday, Jun-03-2020 05:08 PM' and the user 'Logged in as Branvold, Faith R' are shown. A date range selector shows 'Mon 06/01/2020 - Mon 06/15/2020'. Below this, three columns represent dates: 'Wed, Jun 03', 'Thu, Jun 04', and 'Fri, Jun 05'. Each column has a blue box labeled 'Exempt 8 Hrs Days' with '9 HR 0 Min' below it. A large, semi-transparent blue modal window is centered over the columns, displaying the details for the selected date: 'Exempt 8 Hrs Days', 'Start Time: 12:00 AM', 'End Time: 9:00 AM', and 'Duration: 9 hour(s) 0 minute(s)'. A 'Close' button is in the bottom right of the modal. At the bottom of the screen is an orange button labeled 'Finished'.

Press the **finished** icon to return to the time menu

- The **Notification** area contains any notifications that have been sent to you from the iConnect system.

- The **Downloads** area allows you to download paystubs and W-2s to your mobile device in PDF format.



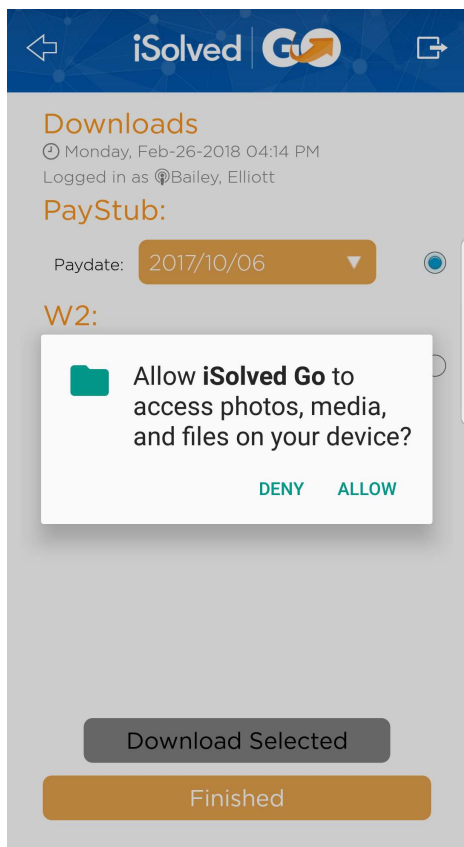
- To download a paystub, select the radio button under the **PayStub** section, and select the desired **Paydate** from the drop-down menu.
- To download a W2, select the radio button under the **W2** section, and select the desired **Year** from the drop-down menu.

Once you have made the desired selections, click on the **Download Selected** icon.

Download Selected

Finished

Before you will be able to download to your device, you must first grant the iSolved | Go app access to your device's media storage.



Select "Allow" to enable iSolved | Go the necessary permissions to save files to your device.



Statement of Earnings For: Elliott Bailey										Wooldridge Computer Consulting											
Employee #: 105		Division: KY		Period Begin: 9/24/2017		Check Date: 10/6/2017		123 My Street													
Clock Number: XXX-KX-9999		Department: 400		Period End: 9/30/2017		Additional Tax: 2.00%		Louisville, KY 40299													
SSN: XXX-KX-9999		Federal Filing: Single		Exemptions: 5		Additional Tax: 5.00%		502-123-4567													
Company Id: wcc		State Filing:																			
Check Number		Check Amount		Gross Pay		Net Pay		Check Message													
50297		\$409.97		\$538.02		\$419.97															
EARNINGS										TAXES					DEDUCTIONS						
*Not included in Totals																					
Description		Rate	Hours	Dollars	YTD Hours	YTD Dollars	Description		Current	YTD	Description		Current	YTD							
Regular		13.4500	40.00	538.00	160.00	2,152.00	SOC SEC EE		33.36	133.43	401K		10.76	43.04							
Miles - Paid			0.00	0.02	0.00	0.08	MED EE		7.81	31.21											
							FEDERAL WH		19.91	79.64											
							OHIO WH		35.45	99.08											
							NORTH OLHSTED		2.96	27.44											
							JEFFERSON		7.80	31.20											
Total:										Total:					Total:						
40.00 538.02 160.00 2,152.08										107.29 402.00					10.76 43.04						
CURRENT PERIOD LEAVE ACCRUAL										DISTRIBUTION OF NET PAY											
PTD		Accrued: 4.0000	Taken: 0.00	Balance: 16.00	Savings					Account: ###9319					Deposit Amount: 10.00						
Bereavement		Accrued: 0.0000	Taken: 0.00	Balance: 4.00																	



Wooldridge Computer Consulting
123 My Street
Louisville, KY 40299
502-123-4567

CHECK DATE	CHECK NUMBER
10/6/2017	50297

CHECK AMOUNT
*****\$409.97

105 KY 400
Elliott Bailey
321 Carabou
Louisville, KY 40229

NOT NEGOTIABLE

- The **Log Out** icon at the bottom of the screen will log you out of the application.