Our NEW isolved release is live on February 5th

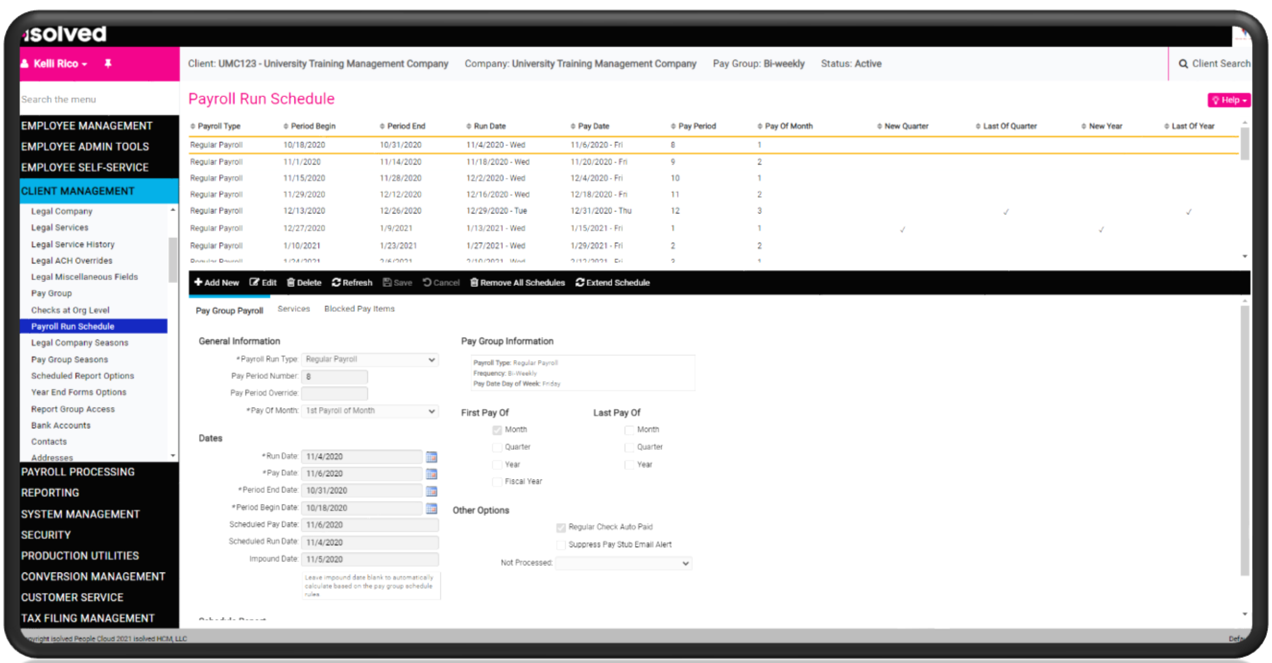
The following new features are included in the isolved release. This summary is intended to provide you with a basic overview of the changes that will be available to you on February 5th, including the introduction of a new color scheme!

HCM General Updates

Our Platform is Getting a New Look!

When you log into our system, you will notice a change in the color scheme. The background, navigation bars, and borders will all be updated to reflect the new look.

We are confident that this change will provide a more engaging and user-friendly interface to make it easier for you and your employees to complete necessary tasks.



Your Employees' Menu Changes

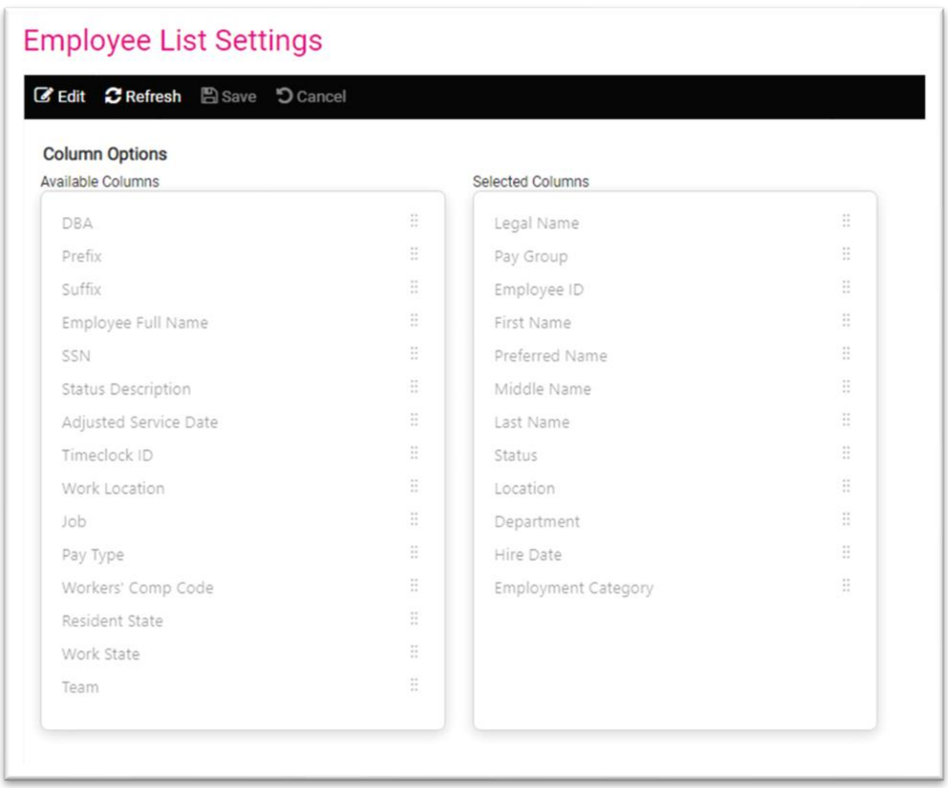
- (NEW)Employee Management Tools> (NEW)Employee Administration> Employee Scheduling
    - Default Schedule
    - Scheduler
    - Scheduler Import
    - (NEW) Employee Management Tools > (NEW) Employee Administration >Enrollment Management
        - Enrollment Management
        - Initiate Onboarding
        - Pending EE Dashboard
        - Pending Termination Dashboard
        - Pending Workflow
        - Self-service Management

- (NEW) Employee Management Tools > (NEW)Employee Analytics
    - Hires and Terms
- (NEW) Employee Management Tools > (NEW)Employee Analytics
    - Birthdays
- (NEW) Employee Management Tools > (NEW)Employee Analytics
    - Emergency Contacts
- (NEW) Employee Management Tools > (NEW)Employee Analytics
    - I-9 Audit

- (NEW) Employee Management Tools > (NEW)Employee Utilities
  - Benefit Evaluation Utility
  - Copy Employee
  - Delete Employee
  - Employee Audit
  - Employee Change Log
  - Employee Mass Change
  - E-Verify
  - Pending New Hire Import
  - Predecessor Wages
  - Wage/Tax Adjustments
- (NEW) Employee Management Tools > (NEW) Employee Message Assignment

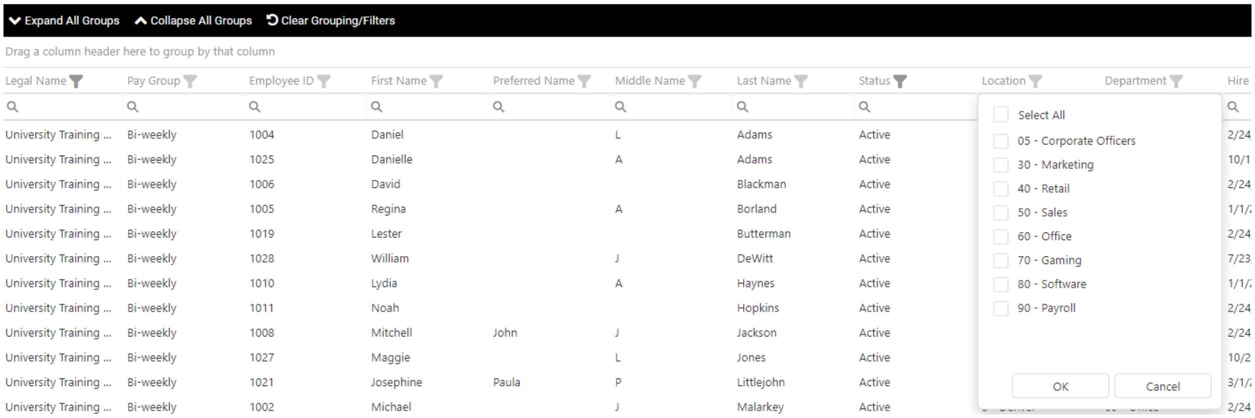
Employee List and Template

Add functionality to allow the client employee list to be configurable. You can now update this screen under Client Management > Client Utilities > Client > Employee List Settings. Items that are in the "Selected Columns" will be your default employee list options.



While on the Employee List screen you will also now have the ability to filter or drill into each header.

Employee List



Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

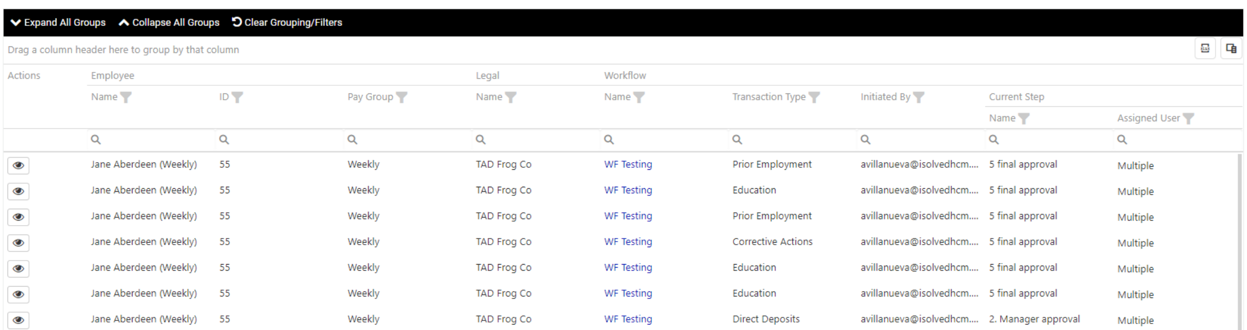
Legal Name	Pay Group	Employee ID	First Name	Preferred Name	Middle Name	Last Name	Status	Location	Department	Hire
University Training ...	Bi-weekly	1004	Daniel		L	Adams	Active			2/24
University Training ...	Bi-weekly	1025	Danielle		A	Adams	Active			10/1
University Training ...	Bi-weekly	1006	David			Blackman	Active			2/24
University Training ...	Bi-weekly	1005	Regina		A	Borland	Active			1/1/.
University Training ...	Bi-weekly	1019	Lester			Butterman	Active			2/24
University Training ...	Bi-weekly	1028	William		J	DeWitt	Active			7/23
University Training ...	Bi-weekly	1010	Lydia		A	Haynes	Active			1/1/.
University Training ...	Bi-weekly	1011	Noah			Hopkins	Active			2/24
University Training ...	Bi-weekly	1008	Mitchell	John	J	Jackson	Active			2/24
University Training ...	Bi-weekly	1027	Maggie		L	Jones	Active			10/2
University Training ...	Bi-weekly	1021	Josephine	Paula	P	Littlejohn	Active			3/1/.
University Training ...	Bi-weekly	1002	Michael		J	Malarkey	Active			2/24

HR/Benefits Updates

System Pending Workflow Dashboard – NEW!

The System Pending Workflow Dashboard enables you to monitor workflow where service users are designated as assigned users.

- My Transactions – lists the workflow transactions available for approval/rejection
- Workflow Routes – lists the workflow routes and if you select the Workflow Name, the system will automatically navigate to Client Management > Workflow Setup > Workflow Routes.



Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Actions	Employee Name	Employee ID	Employee Pay Group	Legal Name	Workflow Name	Transaction Type	Initiated By	Current Step Name	Assigned User
	Jane Aberdeen (Weekly)	55	Weekly	TAD Frog Co	WF Testing	Prior Employment	avillanueva@isolvedhcm....	5 final approval	Multiple
	Jane Aberdeen (Weekly)	55	Weekly	TAD Frog Co	WF Testing	Education	avillanueva@isolvedhcm....	5 final approval	Multiple
	Jane Aberdeen (Weekly)	55	Weekly	TAD Frog Co	WF Testing	Prior Employment	avillanueva@isolvedhcm....	5 final approval	Multiple
	Jane Aberdeen (Weekly)	55	Weekly	TAD Frog Co	WF Testing	Corrective Actions	avillanueva@isolvedhcm....	5 final approval	Multiple
	Jane Aberdeen (Weekly)	55	Weekly	TAD Frog Co	WF Testing	Education	avillanueva@isolvedhcm....	5 final approval	Multiple
	Jane Aberdeen (Weekly)	55	Weekly	TAD Frog Co	WF Testing	Education	avillanueva@isolvedhcm....	5 final approval	Multiple
	Jane Aberdeen (Weekly)	55	Weekly	TAD Frog Co	WF Testing	Direct Deposits	avillanueva@isolvedhcm....	2. Manager approval	Multiple

New Employee Analytics Dashboards

We are rolling out two new Dashboards under Employee Analytics – one for Emergency Contacts and one for Birthdays.

- **Birthday Dashboard** – you now can view, filter, and sort all employee birthdays from one place! You can filter by birthdays coming up in the next week or by specific month and you can use the Column Chooser feature to filter, sort and select further data to pull into your report. Once you have the data you want, you can export it to Excel.
- **Emergency Contacts Dashboard** – like the Birthday Dashboard, you now can view a listing of your employee's Emergency Contacts quickly and easily through the Emergency Contacts Dashboard. You can use the Column Chooser to select the data you want to include and export your final report to Excel with this Dashboard as well.

Emergency Contacts

Expand All Groups | Collapse All Groups | Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Employee Name	Employee ID	Contact 1				Contact 2			
			Name	Home Phone	Mobile Phone	Work Phone	Name	Home Phone	Mobile Phone	Work Phone
University Training M...	Daniel L Adams	1004	Sally A Adams	888-785-7852	888-123-1234	888-234-2345	Gomez Adams	888-789-4561		
University Training M...	Danielle A Adams	1025	Jim Adams	888-789-4561	888-123-4567	888-123-4567 x8	Harry Henderson	888-456-1234		

Birthdays

2 - February Birthdays

Employees with birthdays 02/01 to 02/28 are displayed below.

Expand All Groups | Collapse All Groups | Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Employee Name	Employee ID	Status Description	Birth Date
University Training Management Company	Lester Butterman	1019	Active	02/13
University Training Management Company	Lydia A Haynes	1010	Active	02/18
University Training Management Company	Janice Malarkey-Long	1001	Active	02/23

Emergency Contacts

Expand All Groups | Collapse All Groups | Clear Grouping/Filters

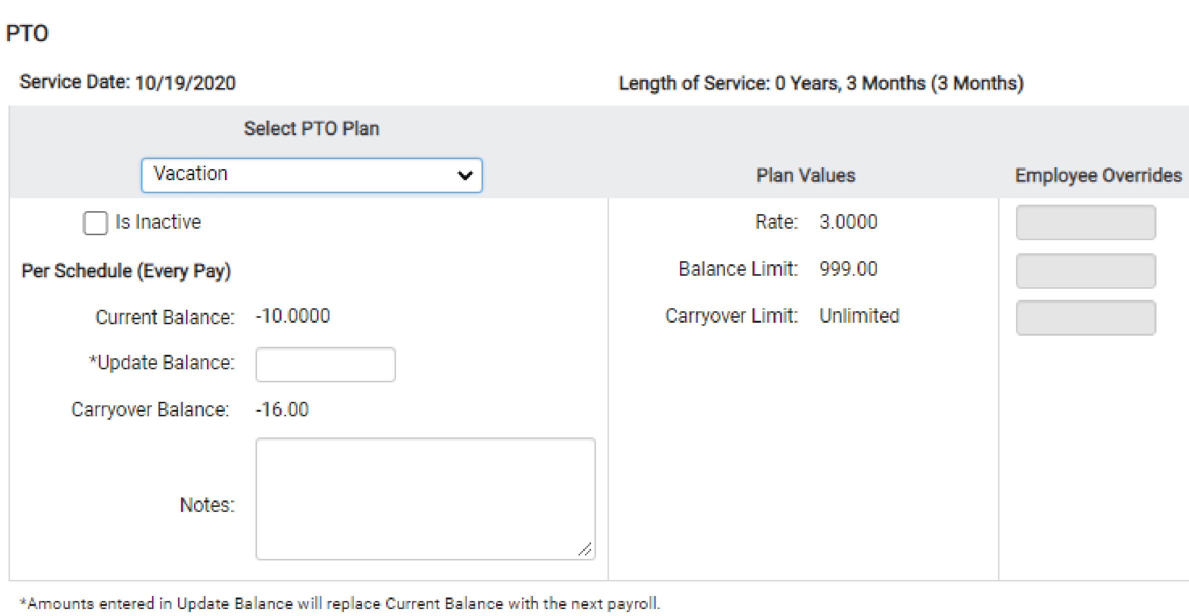
Drag a column header here to group by that column

Legal Name	Employee Name	Employee ID	Contact 1				Contact 2			
			Name	Home Phone	Mobile Phone	Work Phone	Name	Home Phone	Mobile Phone	Work Phone
University Training M...	Daniel L Adams	1004	Sally A Adams	888-785-7852	888-123-1234	888-234-2345	Gomez Adams	888-789-4561		
University Training M...	Danielle A Adams	1025	Jim Adams	888-789-4561	888-123-4567	888-123-4567 x8	Harry Henderson	888-456-1234		

Time Updates

The following new features are included with this release:

- **Notes Section on Leave Accruals** - you now have the option to enter a note when updating accrual balances


PTO

Service Date: 10/19/2020

Length of Service: 0 Years, 3 Months (3 Months)

Select PTO Plan

Vacation

Plan Values

Employee Overrides

Is Inactive

Per Schedule (Every Pay)

Current Balance: -10.0000

*Update Balance:

Carryover Balance: -16.00

Notes:

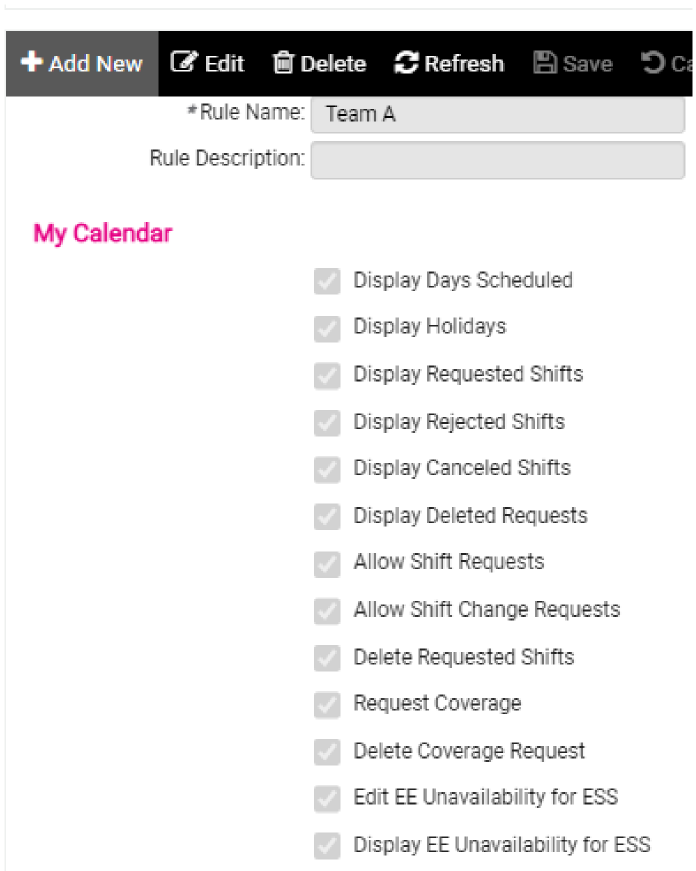
Rate: 3.0000

Balance Limit: 999.00

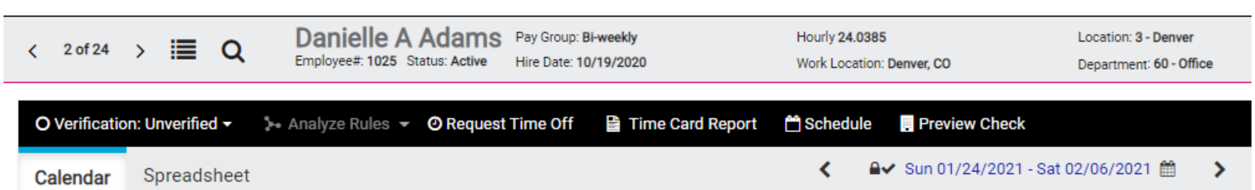
Carryover Limit: Unlimited

*Amounts entered in Update Balance will replace Current Balance with the next payroll.

- **New Balance Update Indicator on Accrual Balance History** - when a balance update has occurred, an informational icon now shows next to the starting balance on the Employee Management > Employee Benefits > Accrual Balance History page. When you hover over the icon, the text "Balance Update" displays.
- **Scheduling Update to Unavailability Permissions** - in Calendar Rules, you can now enable or disable the "unavailability" for Employee Self-Service Users



- **Scheduler Link Added to Time Card** - we added a “View Scheduler” button on the Time Card that, when pressed, will navigate the user (with permissions) to the scheduler with the originating employee on the Time Card filtered to the same week view as the Time Card.



Payroll Updates

Jobs & Jobs Update Screens

Users who are restricted from seeing salary can now have access to the Jobs and Jobs Update screens as the salary grade fields will be hidden for those users

Compliance Updates to Paystubs

In response to state regulations regarding paycheck display the following updates were made to employee paystubs.

- The SSN will be removed from all check formats
- The Company ID field will always display the company code, not the client code
- The employee's pay type will show on each stub