

Our NEW iSolved release is coming on December 14th!

We have several updates for you and your employees coming on Friday, December 14th! Please review the notes below to learn more.

HCM Updates

- Larger document storage on Employee Messages and Employee Documents
- Streamlined Authentication Process in Onboarding
- Updated to School District Drop-Down Menu
- New I-9 Date Range Report

Time Updates

- Default Login Role/Company
- Time Off Requests Month View
- Virtual Clock Enhancements



HCM Updates

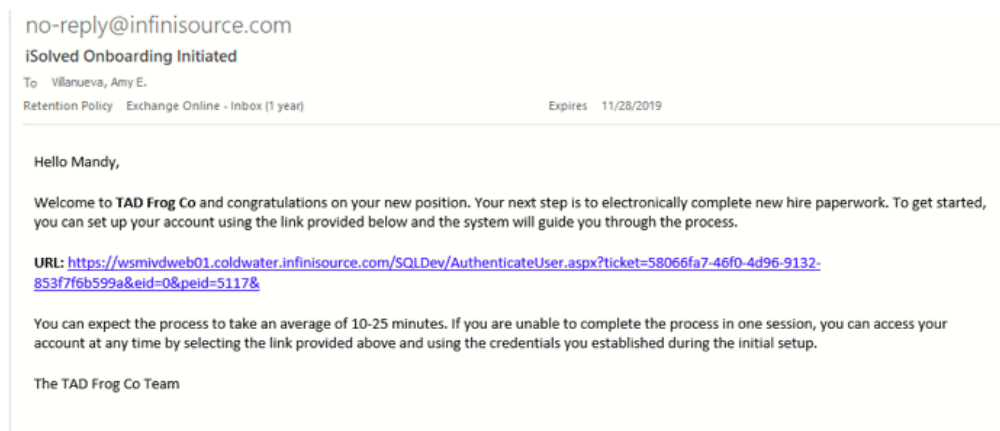
Larger Document Storage on Employee Messages and Employee Documents

We have increased the size of the documents that can be uploaded from 4MB to 32 MB on the Client Management > HR Management > EE Messages and Employee Management > HR Management > EE Documents. You can now upload larger employee handbooks and other important documents.

Streamlined Authentication Process in Onboarding

When your new hires were in the onboarding process, they had to authenticate before and again after they completed the new hire wizard. We have streamlined this process, requiring the new hire to authenticate only once when accessing the new hire wizard.

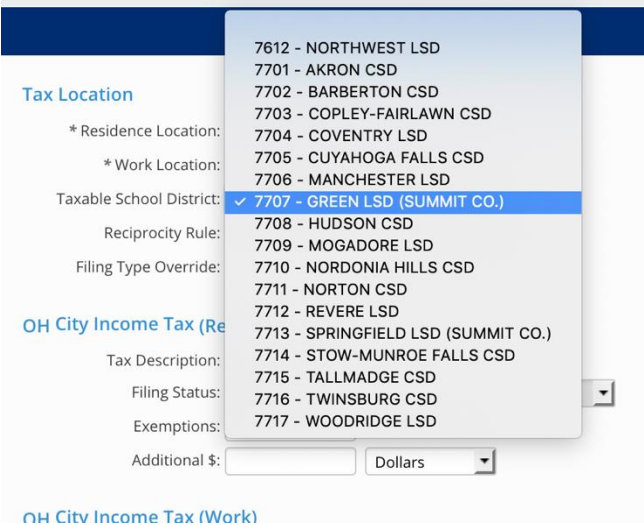
The emails that are sent to employees have also been simplified.



The link in the email will take your new hires to the authentication page. After this page is complete, the new hire will be logged into iSolved.

Update to School District Drop-Down Menu

Some school districts in Ohio require residents to pay a tax. Previously in iSolved, the school district drop-down menu only included school districts with a tax. Now, when you add or update an employee's address into iSolved, you can select their assigned school district. This will allow you to keep all employee data current if a school district enacts a tax. If the address and zip code provide an exact match to a school district, it will automatically be selected. If there is more than one option, the drop-down menu will include all school districts in the area for you to select the correct district.



The screenshot shows a form with the following fields and options:

- Tax Location**
- * Residence Location:
- * Work Location:
- Taxable School District: **7707 - GREEN LSD (SUMMIT CO.)** (selected)
- Reciprocity Rule:
- Filing Type Override:
- OH City Income Tax (Residence)**
- Tax Description:
- Filing Status:
- Exemptions:
- Additional \$: Dollars
- OH City Income Tax (Work)**

The dropdown menu for 'Taxable School District' lists the following options:

- 7612 - NORTHWEST LSD
- 7701 - AKRON CSD
- 7702 - BARBERTON CSD
- 7703 - COPLEY-FAIRLAWN CSD
- 7704 - COVENTRY LSD
- 7705 - CUYAHOGA FALLS CSD
- 7706 - MANCHESTER LSD
- 7707 - GREEN LSD (SUMMIT CO.)**
- 7708 - HUDSON CSD
- 7709 - MOGADORE LSD
- 7710 - NORDONIA HILLS CSD
- 7711 - NORTON CSD
- 7712 - REVERE LSD
- 7713 - SPRINGFIELD LSD (SUMMIT CO.)
- 7714 - STOW-MUNROE FALLS CSD
- 7715 - TALLMADGE CSD
- 7716 - TWINSBURG CSD
- 7717 - WOODRIDGE LSD

New I-9 Date Range Report

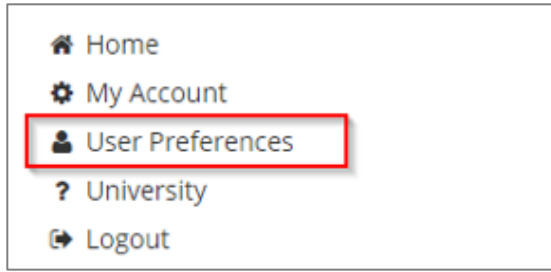
The **Company I-9 report** will assist you with electronic recordkeeping compliance for form I-9 for new hires and rehires. The report will include all the completed form I-9 verifications and re-verifications, as well as all the applicable PDF copies linked into one PDF file.



Time Updates

Default Login Role/Company

You may now assign a default company and role when you log into iSolved. For example, if you are in a supervisory role, you may have employee, supervisor, and manager access. This can be set up so your access defaults to "manager" rather than "employee." Find this feature under the user drop-down menu > User Preferences. Select the default company and default user role from the drop-down menus.



User Preferences ✕

Login Options

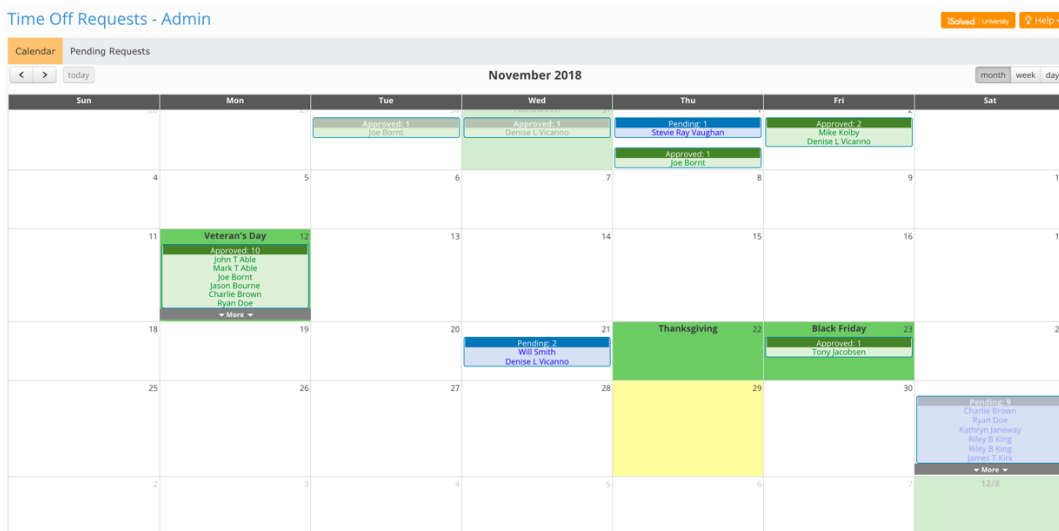
Default Company:

Default User Role:

Time Off Requests Month View

The Month View found under Time Off Requests > Admin now includes the following information:

- Client holidays
- Full name of employee
- Pending and approved counts
- Absence name and hours (when you hover over the employee name)
- Total hours (hover over pending/approved label to display)
- A “more” link that includes all employee names for the day, if the calendar day cell can’t fit them all



Virtual Clock Enhancements

The iSolved Virtual Clock has some enhancements to make it easier to use. The Clock ID field automatically sets at the cursor focus. Under the Clock ID field, pressing the enter key will submit. If employee information is loaded, pressing the enter key will do one of two actions, depending on which punch option you have set up:

- Quick punch enabled: Press the quick punch button and return the employee to the clock ID field.
- Detail punch enabled: Press the detailed punch button and open the punch form.

**Thank you for taking the time to review the newest iSolved release!
Please contact your Payroll Specialist with any questions you may
have, or for assistance with any of the new features.**