

Our NEW iSolved release goes live December 6th!

The following new features and development items are included in the iSolved release. This summary is intended to provide you with a basic overview of the changes that will be available on December 6th.

HCM Updates

- Employee Document Categories
- Self-Service Management
- Benefit Evaluation Utility
- Form I-9 Completion Enhancements
- FLSA Exemption Threshold Report

Time Updates

- New Notifications
- Hours Allocation Rule
- New Threshold Setting to Meal/Break Rules



HCM Updates

Employee Document Categories

Employee document filing can now be organized online, all from one screen! Employee documents are categorized into online folders. They will follow existing security restrictions and be sorted and organized for easier document management.

Employee Documents

Document Type: All Upload Date: [Calendar Icon]

Personnel Payroll I-9 Confidential PHI Confidential - Other Signed Acknowledgements Other EE Uploads

+ Add a New Document

Document Type	Document Description	Document Name	Document Upload Date	View Document	Edit	Delete
Electronic Consent	Accepted	ElectronicSignatureConsent.pdf	5/16/2019	View Document		

Self-Service Management

Manage employee emails within the Self-Service Management dashboard. You can send or resend employee self-service activation emails from the dashboard, which now has tabs to see who is inactive, locked, or needs to be activated.

Self-Service Management

Account Status Enable Access Inactive Accounts Locked Accounts Resend Emails

Employee Status: Active

1 transaction in list [Process](#)

ESS accounts locked

Division	Department	Pay Group	EE Number	Name	Unlock account:
Males	Meddling K	Weekly	280	Alakazar, Jamison	<input type="checkbox"/>

The Resend Emails tab provides access to all emails that have been sent to your employees in a 30-day time span. Use this dashboard to confirm an email was sent to an employee and resend if the email was not received.

Self-Service Management

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Account Status Enable Access Inactive Accounts Locked Accounts **Resend Emails**

* Date Sent From: 9/27/2019 Employee Status: Active
 * Date Sent To: 10/24/2019 Org Category: ALL
 Email Type: Value: ALL
 Email Template: Pay Group: ALL

Filter Process

Time Sent	Email Type	Email Template	Division	Department	Pay Group	EE Number	Name	Resend email:
10/24/2019 3:15 PM	Performance Reviews	Time to do your self re...		Other	Weekly	254	Abbott, MH	<input type="checkbox"/>
10/23/2019 3:11 PM	Performance Reviews	Time to do your self re...		Other	Weekly	254	Abbott, MH	<input type="checkbox"/>
10/22/2019 3:06 PM	Performance Reviews	Time to do your self re...		Other	Weekly	254	Abbott, MH	<input type="checkbox"/>
10/21/2019 3:00 PM	Performance Reviews	Time to do your self re...		Other	Weekly	254	Abbott, MH	<input type="checkbox"/>
10/20/2019 2:55 PM	Performance Reviews	Time to do your self re...		Other	Weekly	254	Abbott, MH	<input type="checkbox"/>
10/19/2019 2:50 PM	Performance Reviews	Time to do your self re...		Other	Weekly	254	Abbott, MH	<input type="checkbox"/>
10/18/2019 2:49 PM	Performance Reviews	Time to do your self re...		Other	Weekly	254	Abbott, MH	<input type="checkbox"/>
10/17/2019 2:48 PM	Performance Reviews	Time to do your self re...		Other	Weekly	254	Abbott, MH	<input type="checkbox"/>
10/17/2019 1:24 PM	Benefits	Life Event Enrollment			Weekly	262376	Aavery, Cara	<input type="checkbox"/>
10/17/2019 1:23 PM	Benefits	Life Event Enrollment			Weekly	262375	Aabcc, Jamika	<input type="checkbox"/>
10/16/2019 2:43 PM	Performance Reviews	Time to do your self re...		Other	Weekly	254	Abbott, MH	<input type="checkbox"/>

Benefit Evaluation Utility

The Benefit Evaluation Utility improves the way you manage benefit eligibility. New features include COBRA syncs and ACA changes. It has also been updated to account for several additional eligibility scenarios.

Benefit Evaluation Utility

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Next

The Benefit Evaluation Utility has several evaluation processes. Select the evaluation process(es) you would like to run and click 'Next' to begin. The evaluation process may take several minutes. Do NOT leave this window or close your browser while the evaluation is in process.

Employee Benefit Eligibility Evaluation

Existing employees eligible for a benefit plan with no plan election
 New hires eligible for a benefit plan from [] to []

Employee Loss of Eligibility Evaluation

Employee loss of eligibility for a benefit plan
 Employee loss of eligibility for a coverage code
 Employee loss of eligibility for a benefit plan dependency

Dependent Loss of Benefit Eligibility Evaluation

Dependent loss of eligibility for a benefit plan

ACA Benefit Eligibility Evaluation

Employee loss of ACA eligibility for a benefit plan from [] to []
 Employee gain of ACA eligibility for a benefit plan from [] to []

Form I-9 Completion Enhancements

Receipt selections are now included on List A, B, and C documents. The Employee Self-Service I-9 functionality now follows USCIS and recommended guidelines. The ER version of the form has also been updated to include the E-Verify case number after the case has been successfully submitted through iSolved.

FLSA Exemption Threshold Report

The "FLSA Exemption Threshold Report" is available to help employers identify Salary/Exempt employees that are paid at or below the FLSA threshold, which will increase to \$35,568 annually on January 1, 2020.



Time Updates

New Notifications

Two new notifications have been updated or added to iSolved Time.

The first is a notification when the commit process includes transactions from terminated employees:

"The following terminated employees have transactions that will be committed for the period: [list employee names] choose ignore warnings to continue" - you must select "ignore warnings" to process the transactions.

The second is a notification when the commit process includes pending absences:

"The following employees have pending absences for the period: [list employee names] choose ignore warnings to continue" - you must select "ignore warnings" to process the transactions.

Hours Allocation Rule

Previously, per occurrence is not taking into consideration the group punch pairs within setting on the policy group to group hours into a contiguous hour set. A new threshold setting titled "Per Contiguous Block" has been added. This setting reflects the existing logic of the "Per Occurrence" setting but adheres contiguous hours to the group punch setting.

The screenshot shows a configuration window with a dark blue header containing navigation buttons: Previous, Next, Save, and Cancel. The main content area is white and contains several sections:

- Threshold Period:** A dropdown menu with "Choose a value..." selected.
- Number of Days:** A dropdown menu with "Choose a value..." selected.
- Threshold Hours per Period:** A dropdown menu with "Per Contiguous Block" selected. Other options include "All", "Calendar Month", "Day", "Multi-Week Overtime", "Overtime Period", and "Pay Period".
- Including Adjustments:** A text input field with the placeholder "e.g. hh:mm, hhh:mm, etc."
- Rule Preview:** A text area containing the following text:

```
Rule Test (threshold within 0
process the rule after Base
Apply Earning Overtime
Apply the following labors:
(laborList)
to
target hours with (earnings) that exceed (hours) hours per (period) including/including adjustments
when the following conditions are met:
(conditionType)
```

Example: If the setting is 00:00, each record (transfer and allocation) will be treated independently for the threshold per occurrence calculation. If set to 2:00, then allocations, transfers, etc. will be in the contiguous hour record.

New Threshold Setting to Meal/Break Rules

A new field is now available within the Meal and Break Threshold Rule. This rule, titled “Work Threshold” will provide greater flexibility in tracking meal/break compliance. It can determine the number of hours an employee must work before the meal will be applied. The Hour Threshold setting looks at if there is a meal or break with the specified duration. Work threshold won't apply the meal/break requirement unless the employee exceeds the threshold setting

← Previous Next → Save Cancel

Threshold Period: Contiguous

Meal Duration: 00:30

Hour Threshold: 05:00

Work Threshold: 06:00 ⓘ

Period Start Based On: Punch In Time

Apply Meal To: Hour Threshold

Specific Threshold: [Empty]

Rule Preview

Rule test (meal_threshold):
process the rule after [After 6](#)
[00:30](#) meal, when [contiguous](#) hours exceed [05:00](#) hours from [punch in time](#), at the [hour threshold](#) of ([specificThreshold](#)).
The meal duration [will not](#) be considered a grace period.
The threshold [will not](#) be based on unrounded time.
The threshold calculation will consider worked hours as well as the following non-worked hour types: ([hourTypes](#)).
A short meal [will not](#) be rounded to the full duration.
The meal [will](#) be auto-generated.
Meal hours [will](#) be counted towards scheduled worked hours.

New informational icons within the work and hour threshold setting describe the differences between the rules.

Example:

Your employee must take a 30-minute meal within five (5) hours of work unless the employee works less than six (6) hours.

- Meal Duration: 00:30
- Hour Threshold: 05:00
- Work Threshold: 06:00

If work threshold is left blank, then no work requirement is set and will generate auto-meals/break, missed alerts as current behavior. If work threshold is enabled, then employee must work greater than threshold setting before auto-meal/break and missed alerts will be generated.

**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.**

