

Our NEW iSolved release goes live April 3rd!



HCM Updates

Improved Experience in Employee Onboarding

- We have made several enhancements to the look and feel of employee onboarding to improve the employee experience.
- Enhancements include:
 - Messages are now allowed on eligible pages of wizard to customize the onboarding process for new hires and provide them with the information they need.
 - Messages display in new and improved format.

Onboarding Wizard

Welcome

Next

Your Onboarding Progress: Incomplete

Welcome, John Smith

Onboarding Welcome Message

Lorem ipsum dolor sit amet, etam inermis omnesque ei qui, et legimus alienum est. Mei id voluptua adversarium, vim an ipsum debitis intellegebat, ad mundi omnium qui. Id est hinc soluta iudicabit. Vel inermis alienum voluptua no, persus labitur urbanitas ei quo. Vim ut nostro offendit, magna dicitur recusabo ei eam.

Bonorum suscipit voluptatum ut mei. Modo partem sea ea, et zril periculis pro. Ad corpora expetenda sed, id mei lorem iriure. Oportet adpiscing sea te.

Vim volumus suscipit sensibus et, stes singulis reprimique quo an, illud homero in nam. Ne erat antioquam suavitate per, ne mei vocibus pericula voluptaria, qui in vidit assum necessitatibus. Sea te veniam laoreet, probo equidem consequuntur qui no. Justo euripidis mei in.

Cu propriae molestie eum, pri ne laudem dissentias. Summo phaedrum an eam, ad has rebum discere deterruisset, expetenda laboramus ne nec. Eam ei modo soluta ancliae. Dicit postea ex sea, no cum dolore audire singulis. Ea vim alia omnium democritum. Eam ea ceteros incorrupte, nam et verear civibus detraxit.

Mei ut errem epicuri deseruisse, sed feugiat legendos at, animal delectus pro ex. Singulis antioquam an nam, cu pro electram percipitur liberavisse. Labores meliore aperian ei eum. In fugit exerci placerat eos, muzat perfectio dignissim quo ei.

Documents

- Employee Handbook (PDF)
- Acknowledge
- Organization Listing (PDF)
- Time Off Request Process (PDF)

Forms

- Beneficiary Designation (PDF)

Links

- Company Website

John Smith

Onboarding Wizard

← Previous → Next

Welcome

- Name and Address
- Personal and Contact Information
- Disability Self-Identification
- EEO Self-Identification
- VETS Self-Identification
- Form I-9 Certification
- Tax Information
- Employee Contacts**
- Prior Employment
- Certifications
- Education
- Skills
- Direct Deposit
- Miscellaneous Fields
- Supporting Documents
- Confirmation Statement

Your Onboarding Progress: **Incomplete**

Click on the contact's name to view details and make updates.

Name	Dependent	Beneficiary
Bethany Smith	Yes	Yes
Mary Smith	Yes	Yes
Jessica Smith	Yes	Yes
Justin Smith	No	No

Add New

Dependent Verification & Beneficiary Designation

Family members eligible for coverage under your family enrollment are your spouse (including a valid common law marriage and legally married same-sex spouses) and children who are age 26 or younger, including legally adopted children, stepchildren, recognized natural (born out of wedlock) children and children of same-sex marriages. Your employing office will look at the child's relationship to you as the enrollee to determine whether the child is a covered family member.

Additionally, if you add new beneficiaries, you will be required to fill out a new beneficiary form, attached here.

- Documents
 - Dependent Verification (PDF)
- Forms
 - Beneficiary Designation (PDF)

Enhanced Onboarding Setup

Improvements to the onboarding setup process include a new page message option to show messages to employees on eligible pages, along with a page setting option that requires employees to complete certain portions or require a level of access.

Onboarding Templates

Solved | University | Help

Title	Description
6.6 Onboarding	All Employees
All Employees	All Employees
New Hire Onboarding	New Hire Onboarding
Zuma test- Salary EE	
Zuma test- Salary EE- Client User	

Setup | Field Categories

Field Category	Require User Access	Require Completion
Form I-9 Certification		✓
Tax Information		✓
Employee Contacts	✓	
Prior Employment	✓	
Certifications	✓	
Education	✓	
Skills	✓	

+ Add New | Edit | Delete | Refresh | Save | Cancel

Field Category: Employee Contacts

Page Message: Dependent Verification & Beneficiary Designation

Page Setting: Require user access

Field Name	Required	Hide
First Name	✓	<input type="checkbox"/>
Last Name	✓	<input type="checkbox"/>
Relationship Code	✓	<input type="checkbox"/>

Requests for employee information may be used as evidence of an employer's attempt to discriminate unless the need for information is justified by a business purpose. Please consult legal counsel regarding the legality of requiring employees to complete information included on this page.

New Benefit Groups Functionality

With the new Benefit Groups functionality, you can now bundle benefit plans within Benefit Enrollment, allowing your employees to elect an entire group of plans at one time.

Benefit Enrollment

Solved | University | Help

← Previous → Next

Show My Cost

Per Pay
Per Month **
Per Year

Page	Current Cost	Elected Cost *
Welcome		
Beneficiaries and Dependents		
Cost Analysis		
Core		
Benefit Confirmation		
Totals	\$0.00	\$0.00

* Elected cost is an estimate only. Actual deduction amounts can vary in specific instances. For example, a 5% deferred compensation (i.e. 401k plan) election is projected using your base pay but the deduction is calculated using actual compensation and plan rules. Plans that require Evidence of Insurability (EOI) such as life insurance, reflect the cost of the requested amount but the deduction may be based on actual coverage until EOI is approved.

Core

- Medical Only
- Medical & Dental Only
- Medical, Dental & Vision
- Coverage Waived

Enrollment Progress: **Incomplete**

Days Left to Enroll: 13

View Dental Plan Details Details

- View Medical HDHP Details
- View Medical HMO Details
- View Medical PPO Details
- View Waiver of Coverage Details

This dental plan covers 100% for basic services including 2 6-month check ups. 80% of major services are also covered once the deductible has been met. Please see the attached Dental Plan Summary for more information about this plan.

- Documents
 - Dental Plan Summary (PDF)

Within the user interface for Benefit Plans, the enrollment date field has been renamed to Enrollment Submission Date. We also added a new field, called Plan Enrollment Date, to track the original date in which an employee enrolled in the plan.

Benefit Plan

* Plan: Medical 2020 - Medical 2020

* Start Date: 3/1/2020

* Coverage: EE+FAM - Family

Per Pay Amount: 175.00

Stop Date:

Benefit End Reason:

Plan Stop Date: 12/31/2099

Enrollment Submission Date: 2/15/2020

Plan Enrollment Date: 3/1/2018

Eligibility Date: 3/1/2020

Participant Id:

* Primary Care Physician: 100

Dependents

Name	Include	Start Date	Stop Date	Benefit End Reason	Primary Care Physician
Child 1	<input type="checkbox"/>				
Child 2	<input checked="" type="checkbox"/>	3/1/2020			100
Spouse Dep	<input checked="" type="checkbox"/>	3/1/2020			100

Assign Employee Numbers upon Save

- A new field will now allow you to auto-assign employee numbers when you save. This feature is designed for those who have multiple people hiring employees at the same time, preventing duplicate numbers from being assigned if users save new hires simultaneously.
- The functionality works by locating the highest employee number used and adding one to generate the next available number.

Default Timeclock ID to Match Employee Number

- A new field also allows for the default timeclock ID to match the employee number, which can be used with or without the auto-assignment of employee number feature mentioned above.
- Note: If the employee number is manually updated, the timeclock ID will not automatically update. This only works when you are first auto-assigning employee numbers.

Client

Client Information | Organization Groups | Organization Fields | Labor Fields

Save | Cancel

Client Information

* Code: aev1

* Name: Mystery, Inc

Affiliate:

Service Team:

Validate Duplicate SSN

Require Employee Resident Address

Require Employee Birth Date

Require Employee Gender

Require Employee Timeclock ID

Show Time Clock ID on Employee List

Require Dependent / Beneficiary SSN

Require Beneficiary Birth Date

Mask SSN for Year End Reports

Auto-assign Employee Number Upon 'Save'

Default Timeclock ID to match Employee Number

Updated Form I-9

- Updated to new version of I-9 Form and instructions (expiration: October 31, 2022)
- Additions to the form and instructions:
 - 'eSwatini' to the list of countries in the dropdown
 - Macedonia updated to Macedonia, North
 - CAN and MEX added to state drop-down lists for border commuters
 - Validation added for any non-required fields left blank on the form (middle initial, other last names used, email address, telephone number)
 - Language of the pop-up validation: You have not completed all fields. Return to the form and review missing fields. If you need help, click on the information icon next to each field. Once you have reviewed the form and are ready to sign, reselect Sign Form. Upon signing, any fields left blank at that time will be auto-completed with N/A.
 - Informational icons added to assist employees completing the form and enhance user experience
 - When you select U.S. Passport or U.S. Passport Card for List A I-9 Document Title, the issuing authority now defaults to U.S. Department of State.



Time Updates

The majority of the enhancements to the time functionality are maintenance-based. A new feature – advanced scheduling – is coming soon. We're working on the development of that aspect of the Time module and will provide information about the release date when available.

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.