# **AEE Quick Reference Guide**

## **Adaptive Employee Experience Initial Email**

Your employer will initiate a system-generated email to you upon the activation of Adaptive Employee Experience. This email is from a no-reply email address. Here is what it will look like:

New Self Service User:
Welcome to Training. Below are your login credentials. Your account must be activated before it can be used. To access your payroll information through Training, click the activation link below to get started.
https://training.myisolved.com//AuthenticateUser.aspx?ticket=8b9ed3bd-4a6b-4241-9a34-746d22a0e812&eid=2031&peid=&
In order to activate your account, you will need to provide the following information on the activation form:
Authorization Code/Pin (This will be the last 4 digits of your SSN)
User name: joano730@yahoo.com
Client Code: J6000
The Training Team

You must click on the link provided in the email. The User Name is the email address provided.

Your one-time authorization code for your initial sign-on is the last four digits of your SSN.

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Account information	Constant Constant and	
Olient Cade	joaniesti 25gyanoo.com	
Client Code.	Jouou	
Company Name:	January wine Company Inc	
Employee Name:	Joan M Michaels	
Identity Confirmation		
* Authorization Code/Pin:		
	This information is located in the activation email sent to you.	
Setup Account Passwo	rd	
* New Password:		
	Choose a password for your new account. Please ensure that passwords are a minimum of 3 alphanumeric (it least one each of alpha (a-d) and numeric (D-9) characters (imegit and contain at least 1 special characters (i@#\$%^&^0).	
* Confirm New Password:		
	Re-enter your password to ensure it is correct.	
* Challenge Question:	V	
	Choose a question only you would know the answer to. You will be prompted to answer this question if you need to reset your pessword.	
* Challenge Answer:		
	Specify the answer to the challenge question you created above.	
* Confirm Answer:		
	Re-enter the answer from above to ensure it is correct.	
Contact Information		
Mobile Phone:		
	Registering a cell phone number will give you the option to have login Authorization	

# Adaptive Employee Experience Initial Sign-on

Once you click on the link provided, the User Name and Client Code will be pre-filled.

You must add your Authorization Pin number (the last 4 digits of your SSN).

Create and verify a Password.

You then must select a challenge question/answer and verify your response.

It is best to add your cell phone number in order to receive text messages if you are accessing your Employee Self-Service from a different IP address, or if you need to reset your password.

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#### **First Time Log-in**

Once you click on **Continue** from the initial New User Account Setup, it will log you into Employee SelfService. Depending on the roles set up for you by your employer, your screen could have one, two, or more subjects listed on the left side menu. Here is an example:



### Pay and Tax > Pay History

The Pay History screen is where you can obtain and download copies of your check stubs. Your most recent Pay Summary appears at the top of the screen.

Click the > next to the details section, to see the paystub details. Click Download Pay Stub to save a copy of the paystub.

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#### Pay and Tax > Year-end Tax Forms

The Year-end Tax forms screen will display forms for the current year (if closed) and the past years. All forms will be displayed in the summary layout.

Summary			
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