



Adaptive Employee Experience

Employee Guide

First Time Login

You will receive an email from completepayroll@mysolved.com with the following information:

Hello John,

Welcome to ABC Company. Below are your login credentials. Your account must be activated before it can be used. To access your employee self-service information with ABC Company, click the activation link below to get started.

URL: <https://completepayroll.mysolved.com//AuthenticateUser.aspx?ticket=1f00ce42-c043-4793929d-0ec4814710fe&eid=870&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: Johnsmith@ABCcompany.com

The ABC Company Team

Click the URL link from the Email and it will take you to the New User Account Setup Screen:

iSolved HCM

New User Account Setup

To activate your new account please enter the following information into the fields below and click the Continue button.

Account Information

User Name: Client Code:

Company Name:

Employee Name:

Identity Confirmation

* Authorization Code/Pin:

This information is located in the activation email sent to you.

Setup Account Password

* New Password:

Choose a password for your new account. Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9], and one special character. Spaces are allowed to support the use of easier to remember passphrases. Going forward, your password will not expire.

* Confirm New Password:

Re-enter your password to ensure it is correct.

* Challenge Question:

Choose a question only you would know the answer to. You will be prompted to answer this question if you need to reset your password.

*** 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 Codes texted to you.

Complete the Authorization Code/Pin field and set up a password to complete the form.

Next, click on the Continue icon which will log you into Adaptive Employee Experience.

Once you've completed the new user account set up process, follow the instructions below to log in.

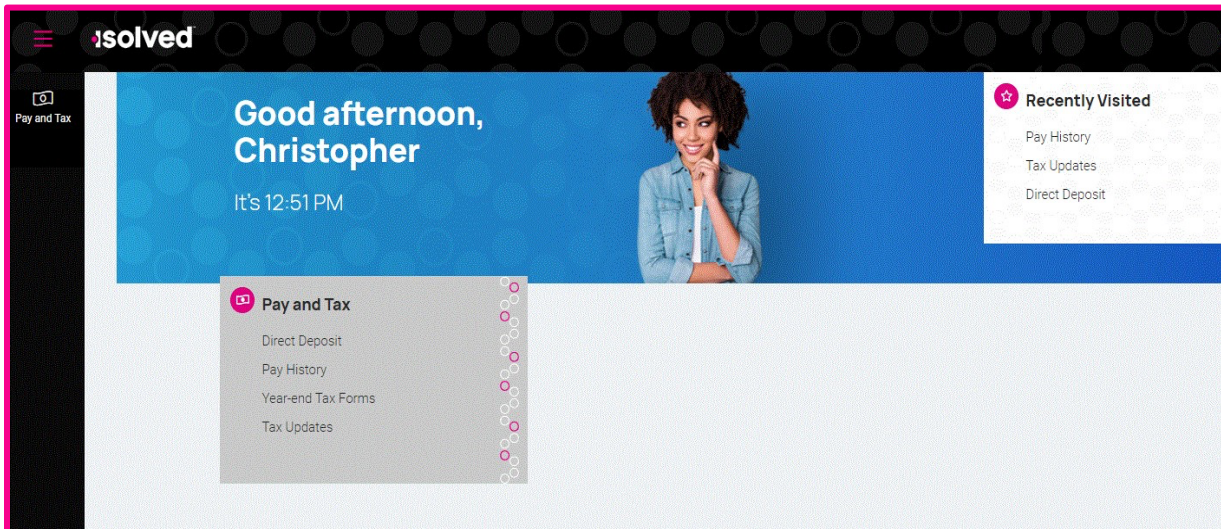
General Login and Navigation

Navigate to the iSolved Adaptive Employee Experience [website](#) using a web browser of your choice.



1. Key in your username (this is your email address used for self-service)
2. Click on the Next icon after entering your username
Note: If you entered your username incorrectly, choose "This is not my username" which will bring you back to the main login page.
3. Key in your password
Note: If you have forgotten your password, choose "Forgot my password" which allows you to reset after answering your security questions.
4. Click on the Next icon which will log you into the Adaptive Employee Experience

Welcome Page



- To navigate, you can use the icon on the left-hand side of the screen, click on the card in the center, or use the recently visited card in the top right-hand corner which is populated with the items you have visited recently
 - **Pay and Tax Card:** Used to view direct deposit, tax withholdings, pay history, and yearend tax forms.

Payroll 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 and for confidentiality purposes, only the Gross and Net Pay displays along with the hours you worked (if applicable). The Pay Date also appears in the center.

In order to see the details of your check, you may click on any of the sections of your Paystub Detail. Please make sure you are viewing in a private location. The details include:

- Earnings
- Employee Taxes
- Employee Deductions
- Direct Deposit

Pay Summary

PAY PERIOD August 24 - 30, 2020 2020

PAY DATE August 31, 2020

\$1,135.57
NET PAY

\$1,500.00
GROSS PAY

40
HOURS

Paystub Detail

- Earnings and memos >
- Employee taxes >
- Employee deductions >
- Time off >
- Direct deposit >

DOWNLOAD

If you choose the > next to the details section, the area will expand with full details.

You can change the check detail by using the < in the top left-hand corner to move backwards through pay dates. You can also toggle between years on the right hand side of the screen.

To download a copy of your pay stub, navigate to the bottom of the screen and click the arrow next to Download.

Select Multiple Pay Stubs

Enter a date range to show your available pay stubs within that time period and a list will be generated. Check the ones you would like and click download.

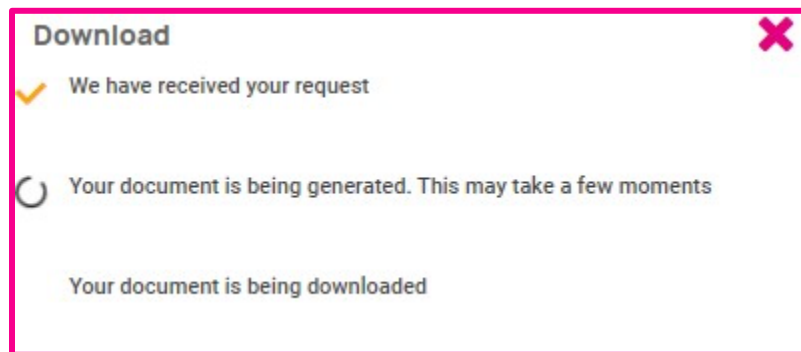
From:

To:

- Pay Period: Aug 24 - 30, 2020 Pay Date: August 31, 2020
- Pay Period: Mar 23 - 29, 2020 Pay Date: March 30, 2020
- Pay Period: Mar 16 - 22, 2020 Pay Date: March 23, 2020
- Pay Period: Feb 17 - 23, 2020 Pay Date: February 24, 2020
- Pay Period: Feb 10 - 16, 2020 Pay Date: February 14, 2020

CANCEL DOWNLOAD

- If **Multiple Pay Stubs** are selected, a list of checks in the current year will appear. You may also add a date range at the top of the screen. Select the checks you wish to download by clicking on the box in front of the check date.
- Once your selection is complete, click on **Download**
- If you select **This Check**, a copy of your current check will begin downloading.
- Once the file has downloaded, open the PDF version of your Pay Stub and save or print.



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		
Name ¹¹	Year ¹¹	Instructions
1095-C	2019	View
W-2	2019	View

To view your Year-end Tax Form, click on the **Name** of the form in the first column. A pop-up appears indicating that your form is generating. Once available, the form will be available in PDF. Open the PDF and view and/or print your Year-end Tax Form. Here is an example of a W2 stored in this section.

Copy B--To Be Filed With Employee's FEDERAL Tax Return This information is being furnished to the Internal Revenue Service.			OMB No. 1545-0008				
a. Employee's social security number 222-33-4453	1. Wages, tips, other compensation 406.00	2. Federal income tax withheld 16.37	a. Employee's social security number 222-33-4453	1. Wages, tips, other compensation 406.00	2. Federal income tax withheld 16.37		
b. Employer ID number (EIN) 13-9999999	3. Social security wages 406.00	4. Social security tax withheld 25.17	b. Employer ID number (EIN) 13-9999999	3. Social security wages 406.00	4. Social security tax withheld 25.17		
d. Control number 2005-30044	5. Medicare wages and tips 406.00	6. Medicare tax withheld 5.89	d. Control number 2005-30044	5. Medicare wages and tips 406.00	6. Medicare tax withheld 5.89		
c. Employer's name, address, and ZIP code Fusion Test-Training 100 Main St New York, NY 10004			c. Employer's name, address, and ZIP code Fusion Test-Training 100 Main St New York, NY 10004				
e. Employee's name, address, and ZIP code Edgar S Johnson 3276 Haga Drive San Jose, 10005			e. Employee's name, address, and ZIP code Edgar S Johnson 3276 Haga Drive San Jose, 10005				
7. Social security tips	8. Allocated tips	9.	7. Social security tips	8. Allocated tips	9.		
10. Dependent care benefits	11. Nonqualified plans	12a. Code See inst. for Box 12	10. Dependent care benefits	11. Nonqualified plans	12a. Code See inst. for Box 12		
13. Statutory employee	14. Other NYSDI 0.60	12b. Code	13. Statutory employee	14. Other NYSDI 0.60	12b. Code		
Retirement plan		12c. Code	Retirement plan		12c. Code		
Third-party sick pay		12d. Code	Third-party sick pay		12d. Code		
15. State	Employer's state ID number	16. State wages, tips, etc.	17. State income tax	15. State	Employer's state ID number	16. State wages, tips, etc.	17. State income tax
NY	139999999 0	406.00	9.84	NY	139999999 0	406.00	9.84
18. Local wages, tips, etc.	19. Local income tax	20. Locality name	18. Local wages, tips, etc.	19. Local income tax	20. Locality name		
406.00	6.81	NEW YORK	406.00	6.81	NEW YORK		

Also available under Summary are the Instructions for the Year-end Tax form selected. Simply choose the **View** icon on the right hand side for them to populate.

Summary		
Name ¹¹	Year ¹¹	Instructions
1095-C	2019	View
W-2	2019	View

Log Out

To Exit the application, you may close the browser tab or click on the three vertical dots in the upper right of the screen for more actions



and then click the icon **Sign out**

