

## -solved

iSolved release 7.1 2.5.2021

Our HCM software partner iSolved® has launched a newly designed branding program. The brand evolution includes <u>a new logo and vibrant</u>, differentiated visual identity, consistent with its people-centric approach to HCM, and reflects its reach beyond traditional HR and payroll services to fully adaptive, consumer-grade employee experience solutions.

The iSolved release on Friday, February 5 will include much of this new graphic standard. We put together this guide to help you become more familiar with it.

This is mainly a visual change, so core iSolved functionality will not change with this update. But if you have any questions, feel free to contact **customerservice@dominionpayroll.com** 

Take a look through the following pages to become more familiar with this new look.



Your Employee List is more user friendly with single session customization options:

- Sorting
- Filtering
- Grouping
- Adding/Removing Columns
- Reorder Displayed Columns
- Export Function

#### **Employee List**

#### ► Expand All Groups ▲ Collapse All Groups D Clear Grouping/Filters

Drag a column header here to group by that column

egal Name 🍸	Pay Group 🍸	Employee ID 🍸	First Name 🍸	Preferred Name 🍸	Middle Name 🍸	Last Name 🍸	Status 🍸	Location <b>T</b> Department <b>T</b>
۹.	Q	Q	Q	Q	Q	Q	Q	Select All
University Training	Bi-weekly	1004	Daniel		L	Adams	Active	05 - Corporate Officers
University Training	Bi-weekly	1025	Danielle		А	Adams	Active	30 - Marketing
University Training	Bi-weekly	1006	David			Blackman	Active	40 - Retail
University Training	Bi-weekly	1005	Regina		А	Borland	Active	50 - Sales
Iniversity Training	Bi-weekly	1019	Lester			Butterman	Active	60 - Office
Iniversity Training	Bi-weekly	1028	William		J	DeWitt	Active	70 - Gaming
Iniversity Training	Bi-weekly	1010	Lydia		А	Haynes	Active	80 - Software
Iniversity Training	Bi-weekly	1011	Noah			Hopkins	Active	90 - Payroll
Iniversity Training	Bi-weekly	1008	Mitchell	John	J	Jackson	Active	
University Training	Bi-weekly	1027	Maggie		L	Jones	Active	
Iniversity Training	Bi-weekly	1021	Josephine	Paula	Р	Littlejohn	Active	OK Cancel
Iniversity Training	Bi-weekly	1002	Michael		J	Malarkey	Active	

## New Menu Category - Employee Admin Tools

iSolved has pulled menu items from other areas to create one convenient location for employee administrative functions called **Employee Admin Tools.** 

Dominion Payroll<sup>™</sup>

Under this menu you'll find: Benefit & Employee Dashboards Copy Employee\* Employee Change Log E-Verify\* I9 Management\* On/Offboarding\* Scheduler\* Self-Service Management

\* if part of your service package



## EMPLOYEE MANAGEMENT

Employee Administration <

Employee Scheduling < Default Schedule

Scheduler Import

Initiate Onboarding Pending EE Dashboard

Pending Terminations Pending Workflow

Employee Analytics <

Hires and Terms

Employee Utilities < Benefit Evaluation

Copy Employee

Delete Employee Employee Audit Employee Change Log

Employee Mass Change

Pending Employee Import Predecessor Wages Wage/Tax Adjustments

Birthdays Emergency Contacts

I-9 Audit

E-Verify

Self-Service Management

Enrollment Management

Scheduler



## New Menu Category: Employee Admin Tools

iSolved has included two new items in the Admin Tools section: -Birthdays

-Emergency Contacts

Both screens offer filtering, sorting, and export functions

#### **Birthdays**

2 - February Birthdays 

Employees with birthdays 02/01 to 02/28 are displayed below.

✓ Expand All Groups    Collapse All Groups    Clear Grouping/Filters									
Drag a column header here to group by that column									
Legal Name 🍸	Employee Name 🍸	Employee ID 🍸	Status Description 🕎	Birth Date					
Q	Q	Q	Q	Q					
University Training Management Company	Lester Butterman	1019	Active	02/13					
University Training Management Company	Lydia A Haynes	1010	Active	02/18					
University Training Management Company	Janice Malarkey-Long	1001	Active	02/23					

#### **Emergency Contacts**

✓ Expand All Groups	<ul> <li>Collapse All Groups</li> </ul>	Clear Grouping/Filte	rs							
Drag a column header here to group by that column										
Legal Name 🍸	Employee Name	Employee ID <b>T</b>	Contact 1				Contact 2			
			Name <b>T</b>	Home Phone	Mobile Phone	Work Phone	Name <b>T</b>	Home Phone	Mobile Phone	Work Phone
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
University Training M	Daniel L Adams	1004	Sally A Adams	888-785-7852	888-123-1234	888-234-2345	Gomez Adams	888-789-4561		

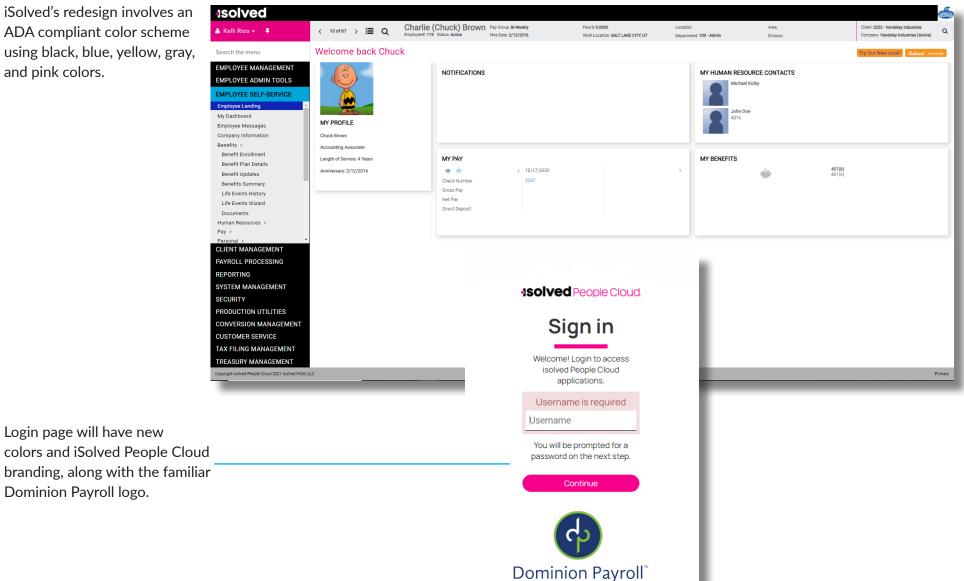


### Login/Welcome Screen

iSolved's redesign involves an ADA compliant color scheme using black, blue, yellow, gray, and pink colors.

Login page will have new

Dominion Payroll logo.





## Navigation Updates

#### Navigation:

The main menu items in the left-side navigation bar now have a black background with white lettering

Main action bars also have a black background and white lettering

📥 Kelli Rico 👻 📮	Client: UMC123 - U	niversity Training M	lanage	ment Company C	Company: University T	raining Management C	company Pay G	roup: Bi-weekly			
Search the menu	Time Entry (	Time Entry Grid   Pay Date: 1/15/2021 Payroll Period: 12/27/2020 - 1/9/2021									
EMPLOYEE MANAGEMENT		Template:	Regular	~		Org Category: ALL	~				
EMPLOYEE ADMIN TOOLS		🖹 Entry Rej	oort 🌐	Entry Export		Value:	~				
EMPLOYEE SELF-SERVICE	Show Sort Expa	and Employee Name	Show	Total Hours Show Tr	otal Dollars 🗌 Show Tota	I Deductions Show To	tal Taxes				
CLIENT MANAGEMENT											
PAYROLL PROCESSING	NAME	SALARY/RATE	BLOCK	TOTAL HRS	DEPARTMENT	REGULAR (EARN HRS)		TIME - BLEN ARN HRS)			
Payroll Entry <	Adams, Daniel L	Rate: 19.0000		0.00		•		,			
	Adams, Danielle A	Rate: 24.0385		0.00							
Time Entry Grid	Blackman, David	Rate: 20.0000		0.00							
Individual Time Entry	Borland, Regina A	Rate: 28.2300		0.00							
Void Third Party Checks	Butterman, Lester	Salary: 2903.50		0.00							
Time Entry Totals	Garcia, Jesus Gonzalez	Rate: 15.0000	_	0.00							
Additional Check Entry Grid	Haynes, Lydia A Hopkins, Noah	Salary: 5192.30 Rate: 25.0000		0.00							
Timecard Import	Jackson, Mitchell J	Salary: 3846.15		0.00							
	Jones, Maggie L	Rate: 22.0000		0.00							
Timecard Import Undo	Littlejohn, Josephine P	Salary: 3817.00		0.00							
Labor Entry Grid	Malarkey, Michael J	Salary: 6200.00		0.00							
Remove Pending Checks	Malarkey-Long, Janice	Rate: 26.0000		0.00							
Payroll Entry Setup >	McDonald, Sandy A	Rate: 25.0000		0.00							
Process Payroll	Morgan, Jason	Rate: 21.6346		0.00							
Preview Payroll	Patel, Vihaan Y	Salary: 3269.23		0.00							
	Perez, Sofia A	Rate: 21.4500		0.00							
Close Pay Period	Postman, Margaret A	Rate: 25.0000		0.00							
Payroll Run History	Roberts, Reginald	Rate: 15.0000	_	0.00							
Client Run Schedule	Smith, Christopher L	Salary: 2800.00		0.00							
Search the menu	Payroll Run	Schedule									
EMPLOYEE MANAGEMENT	Payroll Type	Period Begin	1	Period End	¢ Run Date	Pay Date	Pay Period	Pay Of Month			
EMPLOYEE MANAGEMENT EMPLOYEE ADMIN TOOLS	Payroll Type Regular Payroll	Period Begin 10/18/2020			Run Date 11/4/2020 - Wed	Pay Date 11/6/2020 - Fri	Pay Period	Pay Of Monti 1			
EMPLOYEE ADMIN TOOLS		•		10/31/2020							
	Regular Payroll	10/18/2020		10/31/2020 11/14/2020	11/4/2020 - Wed	11/6/2020 - Fri	8	1			
EMPLOYEE ADMIN TOOLS	Regular Payroll Regular Payroll	10/18/2020 11/1/2020	-	10/31/2020 11/14/2020 11/28/2020	11/4/2020 - Wed 11/18/2020 - Wed	11/6/2020 - Fri 11/20/2020 - Fri	8	1			
EMPLOYEE ADMIN TOOLS EMPLOYEE SELF-SERVICE	Regular Payroll Regular Payroll Regular Payroll	10/18/2020           11/1/2020           11/15/2020	•	10/31/2020 11/14/2020 11/28/2020 12/12/2020	11/4/2020 - Wed 11/18/2020 - Wed 12/2/2020 - Wed	11/6/2020 - Fri 11/20/2020 - Fri 12/4/2020 - Fri	8 9 10	1 2 1			
EMPLOYEE ADMIN TOOLS EMPLOYEE SELF-SERVICE CLIENT MANAGEMENT	Regular Payroll Regular Payroll Regular Payroll Regular Payroll	10/18/2020           11/1/2020           11/15/2020           11/29/2020	• • •	10/31/2020 11/14/2020 11/28/2020 12/12/2020 12/26/2020	11/4/2020 - Wed 11/18/2020 - Wed 12/2/2020 - Wed 12/16/2020 - Wed	11/6/2020 - Fri 11/20/2020 - Fri 12/4/2020 - Fri 12/18/2020 - Fri	8 9 10 11	1 2 1 2			
EMPLOYEE ADMIN TOOLS EMPLOYEE SELF-SERVICE CLIENT MANAGEMENT Legal Company Legal Services	Regular Payroll Regular Payroll Regular Payroll Regular Payroll Regular Payroll Regular Payroll	10/18/2020           11/1/2020           11/15/2020           11/29/2020           12/13/2020           12/27/2020	- - - - - - - - - - - - - 	10/31/2020 11/14/2020 11/28/2020 12/12/2020 12/26/2020 1/9/2021	11/4/2020 - Wed 11/18/2020 - Wed 12/2/2020 - Wed 12/16/2020 - Wed 12/29/2020 - Tue 1/13/2021 - Wed	11/6/2020 - Fri 11/20/2020 - Fri 12/4/2020 - Fri 12/18/2020 - Fri 12/31/2020 - Thu 1/15/2021 - Fri	8 9 10 11 12 1	1 2 1 2 3 1			
EMPLOYEE ADMIN TOOLS EMPLOYEE SELF-SERVICE CLIENT MANAGEMENT Legal Company Legal Services Legal Service History	Regular Payroll Regular Payroll Regular Payroll Regular Payroll Regular Payroll Regular Payroll Regular Payroll	10/18/2020 11/1/2020 11/15/2020 11/29/2020 12/13/2020 12/27/2020 1/10/2021	- - - - - - - - - - - - - - - - - - -	10/31/2020 11/14/2020 11/28/2020 12/12/2020 12/26/2020 1/9/2021 1/23/2021	11/4/2020 - Wed 11/18/2020 - Wed 12/2/2020 - Wed 12/16/2020 - Wed 12/29/2020 - Tue 1/13/2021 - Wed 1/27/2021 - Wed	11/6/2020 - Fri 11/20/2020 - Fri 12/4/2020 - Fri 12/18/2020 - Fri 12/31/2020 - Thu 1/15/2021 - Fri 1/29/2021 - Fri	8 9 10 11 12 1 2	1 2 1 2 3			
EMPLOYEE ADMIN TOOLS EMPLOYEE SELF-SERVICE CLIENT MANAGEMENT Legal Company Legal Services Legal Service History Legal ACH Overrides	Regular Payroll Regular Payroll Regular Payroll Regular Payroll Regular Payroll Regular Payroll	10/18/2020           11/1/2020           11/15/2020           11/29/2020           12/13/2020           12/27/2020	- - - - - - - - - - - - - - - - - - -	10/31/2020 11/14/2020 11/28/2020 12/12/2020 12/26/2020 1/9/2021 1/23/2021	11/4/2020 - Wed 11/18/2020 - Wed 12/2/2020 - Wed 12/16/2020 - Wed 12/29/2020 - Tue 1/13/2021 - Wed	11/6/2020 - Fri 11/20/2020 - Fri 12/4/2020 - Fri 12/18/2020 - Fri 12/31/2020 - Thu 1/15/2021 - Fri	8 9 10 11 12 1	1 2 1 2 3 1			
EMPLOYEE ADMIN TOOLS EMPLOYEE SELF-SERVICE CLIENT MANAGEMENT Legal Company Legal Services Legal Service History Legal ACH Overrides Legal Miscellaneous Fields	Regular Payroll Regular Payroll Regular Payroll Regular Payroll Regular Payroll Regular Payroll Regular Payroll	10/18/2020 11/1/2020 11/15/2020 11/29/2020 12/13/2020 12/27/2020 1/10/2021 1/24/2021	- - - - - - - - - - - - - - - - - - -	10/31/2020 11/14/2020 11/28/2020 12/12/2020 12/26/2020 1/9/2021 1/23/2021 2/26/2021	11/4/2020 - Wed 11/18/2020 - Wed 12/2/2020 - Wed 12/16/2020 - Wed 12/29/2020 - Tue 1/13/2021 - Wed 1/27/2021 - Wed	11/6/2020 - Fri 11/20/2020 - Fri 12/4/2020 - Fri 12/18/2020 - Fri 12/31/2020 - Thu 1/15/2021 - Fri 1/29/2021 - Fri 2/12/2021 - Fri	8 9 10 11 12 1 2	1 2 1 2 3 1			
EMPLOYEE ADMIN TOOLS EMPLOYEE SELF-SERVICE CLIENT MANAGEMENT Legal Company Legal Services Legal Service History Legal ACH Overrides Legal Miscellaneous Fields Pay Group	Regular Payroll         Poweler Payroll         Poweler Payroll         + Add New       © Educer	10/18/2020         11/1/2020         11/11/2020         11/15/2020         12/27/2020         12/27/2020         1/10/2021         1/20203	efresh	10/31/2020 11/14/2020 11/28/2020 12/26/2020 12/26/2020 1/9/2021 1/23/2021 1/23/2021 1/23/2021 1/23/2021	11/4/2020 - Wed 11/18/2020 - Wed 12/2/2020 - Wed 12/16/2020 - Wed 12/29/2020 - Tue 1/13/2021 - Wed 1/27/2021 - Wed 2/10/2021 - Wed	11/6/2020 - Fri 11/20/2020 - Fri 12/4/2020 - Fri 12/18/2020 - Fri 12/31/2020 - Thu 1/15/2021 - Fri 1/29/2021 - Fri 2/12/2021 - Fri	8 9 10 11 12 1 2	1 2 1 2 3 1			
EMPLOYEE ADMIN TOOLS EMPLOYEE SELF-SERVICE CLIENT MANAGEMENT Legal Company Legal Services Legal Service History Legal ACH Overrides Legal Miscellaneous Fields	Regular Payroll	10/18/2020         11/1/2020         11/11/2020         11/15/2020         12/27/2020         12/27/2020         1/10/2021         1/20203	- - - - - - - - - - - - - - - - - - -	10/31/2020 11/14/2020 11/28/2020 12/26/2020 12/26/2020 1/9/2021 1/23/2021 1/23/2021 1/23/2021 1/23/2021	11/4/2020 - Wed 11/18/2020 - Wed 12/2/2020 - Wed 12/16/2020 - Wed 12/29/2020 - Tue 1/13/2021 - Wed 1/27/2021 - Wed 2/10/2021 - Wed	11/6/2020 - Fri 11/20/2020 - Fri 12/4/2020 - Fri 12/18/2020 - Fri 12/31/2020 - Thu 1/15/2021 - Fri 1/29/2021 - Fri 2/12/2021 - Fri	8 9 10 11 12 1 2	1 2 1 2 3 1			

Selections formerly *highlighted* in yellow are now *outlined* in yellow.

The tab you are currently on will be indicated by a blue bar above the title of that tab.



## **Employee Time Card and Calendar**

In iSolved Time the Time Card color blocks have changed.

Yellow Outline = Current Day Royal Blue = Time Worked Black = Meal/Rest Period Grey = Accrual Plan Time Off Light Blue = Paid Holiday

Pending/approved vacation has a gray background.

Company holidays have a light blue background.

Alerts:

Pink= Critical Yellow= Medium Blue = Low

solved										
🛓 Kelli Rico 👻 📮	< 10 of 67	) I≣ Q	Charlie (Ch Employee#: 119 Stat	uck) Brown	ay Group: <b>Bi-Weekly</b> ire Date: <b>2/12/2016</b>		Hourly 0.0000 Work Location: SALT LAKE		Location: Department: <b>100 - Admin</b>	Area Divis
Search the menu	O Verification:	Unverified 🗸 🐎	Analyze Rules 👻	ට Request Time Off	🗎 Time Card Rep	oort 🛗 Schedule	Preview Check	Alert Detail		
EMPLOYEE MANAGEMENT	Calendar	Spreadsheet				< · ·	Sun 01/10/2021 - S	Sat 01/23/2021 🛗	>	
EMPLOYEE ADMIN TOOLS	ର୍ ର୍	Tue 1/12 •	Wed 1/13 •	▲①Thu 1/14 •	Fri 1/15 •	▲ 🛈 Sat 1/16 •	Sun 1/17 •	Mon 1/18 •	Tue 1/19 •	Wed 1/20 •
EMPLOYEE SELF-SERVICE	12:00 AM 1:00 AM									
Employee Landing 🔶	2:00 AM									
My Dashboard	3:00 AM									
Employee Messages	4:00 AM	-								
Company Information	5:00 AM	-								
Benefits >	6:00 AM	6:00 AM-8:00 AM	A+6:00 AM-	+6:00 AM-8:00 AM+						
Human Resources >	7:00 AM	A 2.00 hrs		A 2.00 hrs						
Pay >	8:00 AM		(8:00 AM)-(4:00 PM)	1.00 hrs	8:00 AM-4:00 PM			(8:00 AM)-(4:00 PM)		•8:00 AM-10:00 AM•
Personal >	9:00 AM	9:00 AM-(1:00 PM)	PTO 8.00 hrs	•9:00 AM-2:00 PM+	PTO 8.00 hrs			MLK 8.00 hrs		2.00 hrs
Time and Attendance <	10:00 AM	A 4.00 hrs		A 5.00 hrs	Pending					A-10:15 AM-
Time Card	11:00 AM									
Group Punch	12:00 PM									
Employee Absences	1:00 PM	🎢 🛦 1.00 hrs								
Time Off Balances	2:00 PM	2:00 PM)-6:00 PM								
Employee Calendar	3:00 PM 4:00 PM									
Admin Calendar 👻	4:00 PM 5:00 PM									
CLIENT MANAGEMENT	6:00 PM									
PAYROLL PROCESSING	7:00 PM									
REPORTING	8:00 PM	-								
	Total Hours	11.00	8.00	9.00		1.00				2.00
SYSTEM MANAGEMENT	Earning Summary									
SECURITY	Regular	10.00		7.00						2.00
PRODUCTION UTILITIES	Meal - Unpaid	1.00		1.00						
	Vacation		8.00							
CONVERSION MANAGEMENT	Other Hrs or Do			1.00		1.00				
CUSTOMER SERVICE	Labor Summary									
	Departm Departm							_		



## Administrator and Employee Calendars

For those utilizing time off requests through iSolved, the Calendars (both Admin. and Employee) have new color branding.

-solv 🐣 Kelli Ri Search the EMPLOYE

EMPLOYE

EMPLOYE Benefits →

Human Res Pay >

Personal >

Employee Admin Ca Training an Performance Manageme Single Sign CLIENT M PAYROLL

REPORTIN SYSTEM

Light Blue = Holidays Grey= Processed Absence Pink = Absence is Pending Approval Blue= Absence has been Approved, but not yet processed

solved						
Kelli Rico 👻 📮	Client: 2222 - Vandelay Inde	ustries				
Search the menu	Admin Calendar					
EMPLOYEE MANAGEMENT EMPLOYEE ADMIN TOOLS	Calendar Pending Reques					
EMPLOYEE SELF-SERVICE	< > today Refrest	n Data		January 2021		Fd
Benefits >  Human Resources > Pay > Personal > Time and Attendance < Time Card Group Punch Employee Absences Time off Balances	Sun	3 Approved, 1 Challe Brown	28 Approved 1 Charle Brown	29 400 30 Approved Charle Brown 5 6	Approved 1 31 Challe Brown 2	Hr New Years 1 Approved 1 Charle Brown
Employee Calendar Admin Calendar Training and Development > Performance Management > Management Tools > Single Sign On >		10 17 MLK		12 Approved: 1 Charlie Brown 19 20	14	15 Pending: 1 Charlie Brown 22
CLIENT MANAGEMENT PAYROLL PROCESSING REPORTING SYSTEM MANAGEMENT		24	25	26 27	28	29
Emplo	byee Calendar	Charlie (Chuck) Brown Pa mployee# 119 Status: Active His Absences Coverage Requests			Location: Department: 100 - Admin	Ares: Division:
• Require				January 2021		
	Sun 27	Mon 28 Approved PTO (8,00Hrs)	Tue 3 29 Approved PTO (8 00Hrs)	Wed 30 Approved PTO (8.00Hrs)	Thu 3 Approved PTO (8 00Hrs)	Fri Approved PTO (8.00Hrs)
	3	Approved PTO (8.00Hrs)	5 10:00-#:00PM 10:00 AM - 6:00 PM	6	0600-1600 6:00 AM - 4:00 PM	7
	10	11	12	Approved PTO (8:00Hrs)	Canceled Allocation 8:00 AM - 8:00 PM	4 Pending PTO (8.00Hrs)
	17	MLK 18	19	20		
	24	25	5 26	27	2	8





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# Thank you!

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