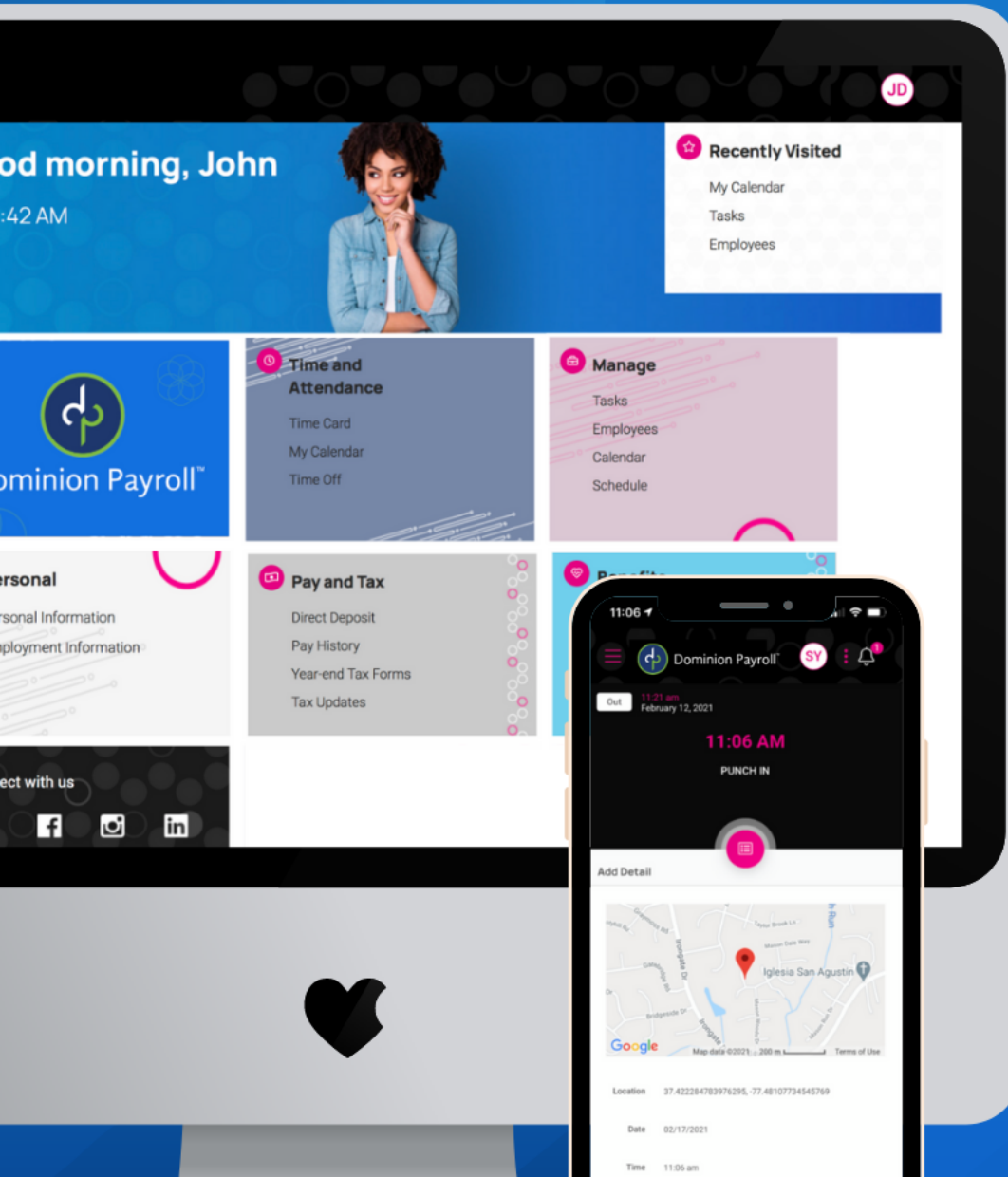




Dominion Payroll™



A New User Experience

Designed Just for You

February 26, 2021



Today's Agenda

- The New User Interface
 - Desktop
 - Mobile
- Employee Time & Attendance Features
- Manager/Supervisor Options
- Employee Pay & Tax
- Employee Personal Info
- Benefits Elections
- Additional Integrations
- New Features
- New UI Launch Kit

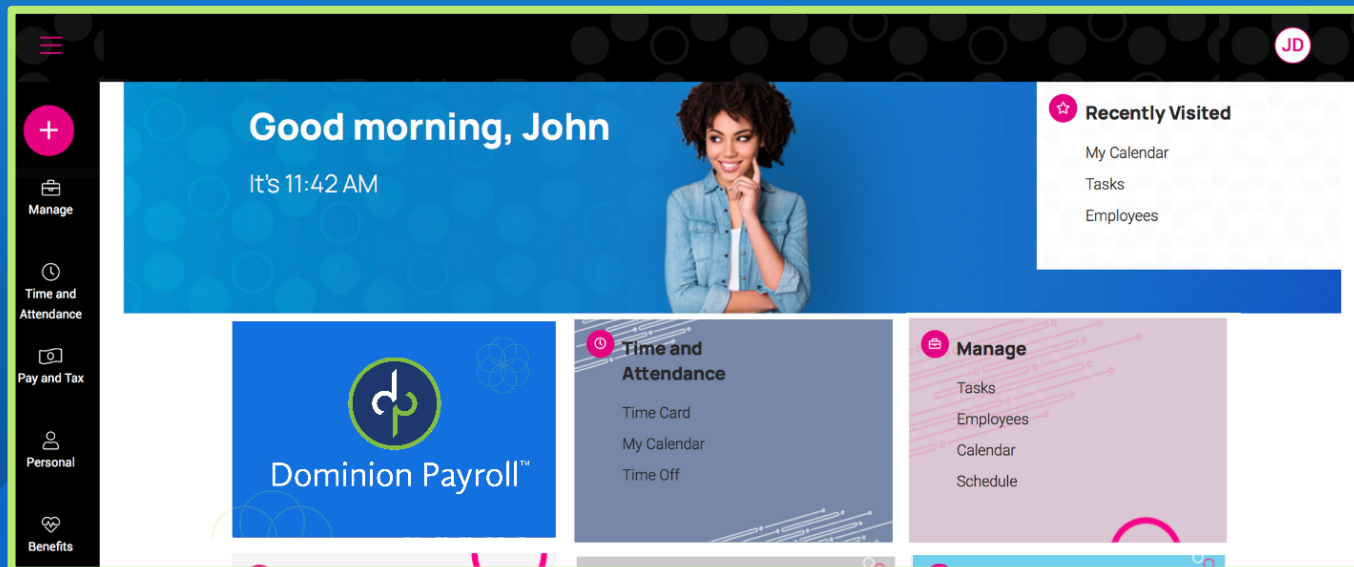
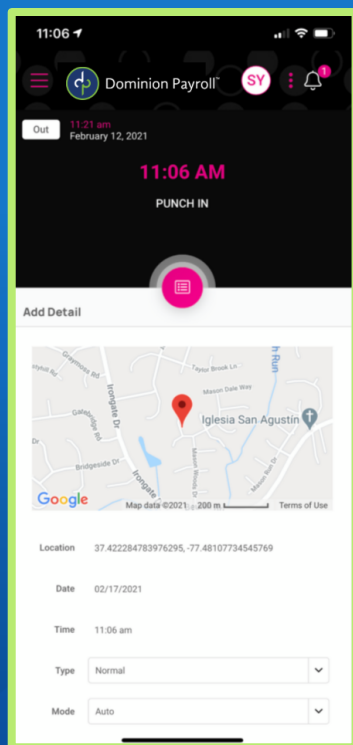


What is the New User Interface?

Employees and managers get instant access to the tools they need, from HR to payroll, talent and performance to time tracking. It's all **built into one seamless technology**. The modern user interface empowers your employees to control their information from anywhere, on any device.

Deliver a streamlined experience for your workforce with a personalized and modern user experience. Whether you're on iOS, Android or desktop, you'll find a consistent and engaging interface that responds to your needs in the office, at home, and on the go. Futureproof your business with comprehensive, employee-focused platform.

Same look and feel whether on desktop or mobile!





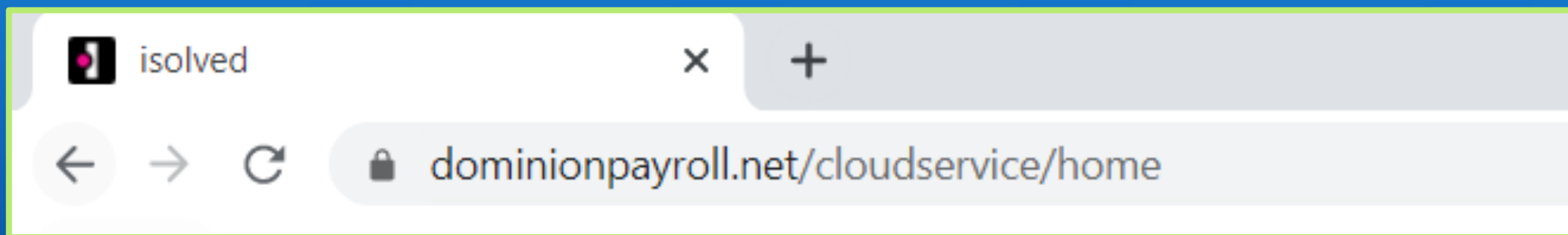
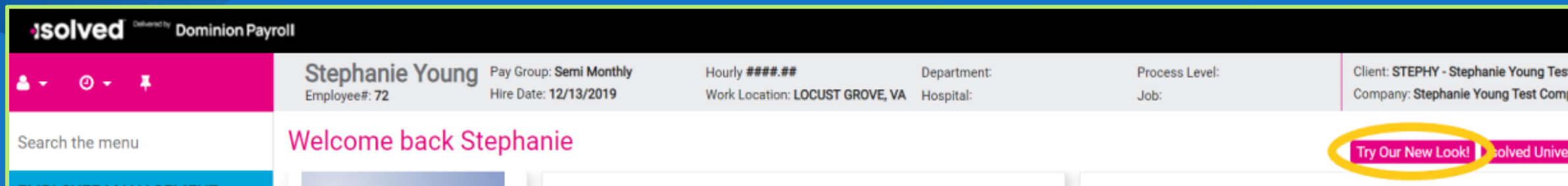
Benefits of Adaptive Employee Experience

- Scales across different platforms (Smartphone, Tablet, or PC)
- Operates consistently with different operating systems (iOS, Android)
- Easily installed and runs from a browser
- Updated at the server, employee intervention is not required (*no need to update apps or uninstall and reinstall an app!*)
- Access to a growing list of time, pay and personal information



Desktop Experience: How to access

Once enabled, your employees can either login as usual and **click “Try Our New Look”** OR you can direct them to **dominionpayroll.net/cloudservice**

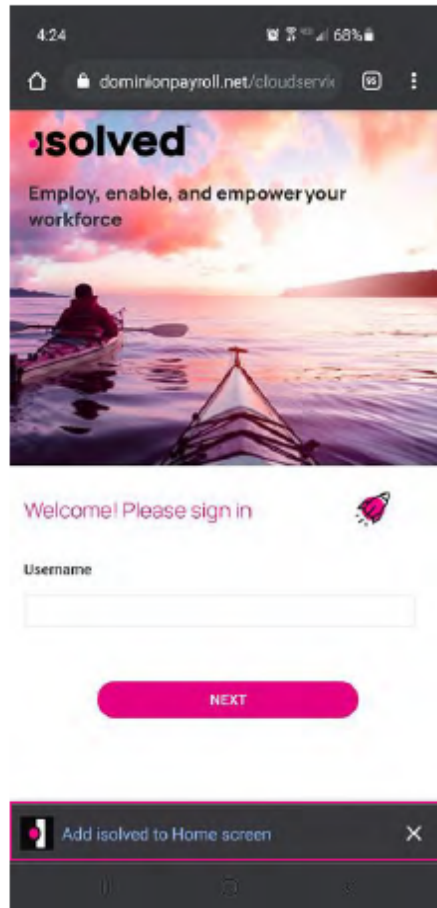




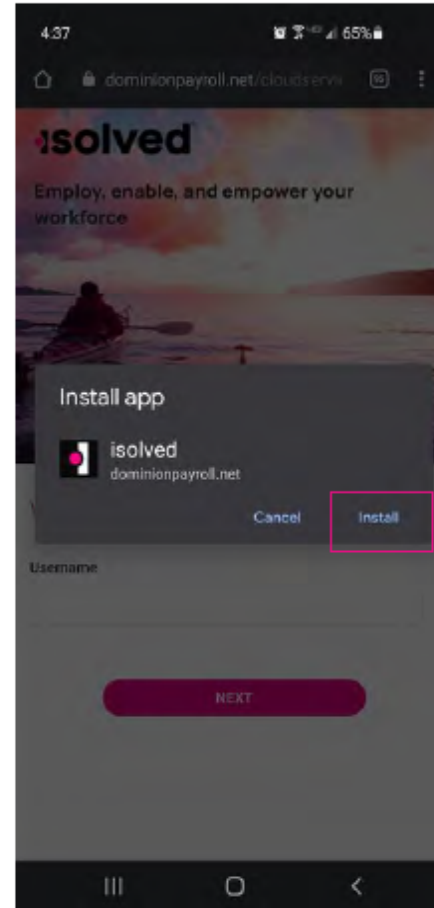
Mobile Experience: *How to Access*

Once enabled, employees can go to **dominionpayroll.net/cloudservice** on **any mobile browser**.

New Mobile Interface: Android



- 1 Step 1**
Navigate to:
dominionpayroll.net/cloudservice
on your mobile device browser. Use

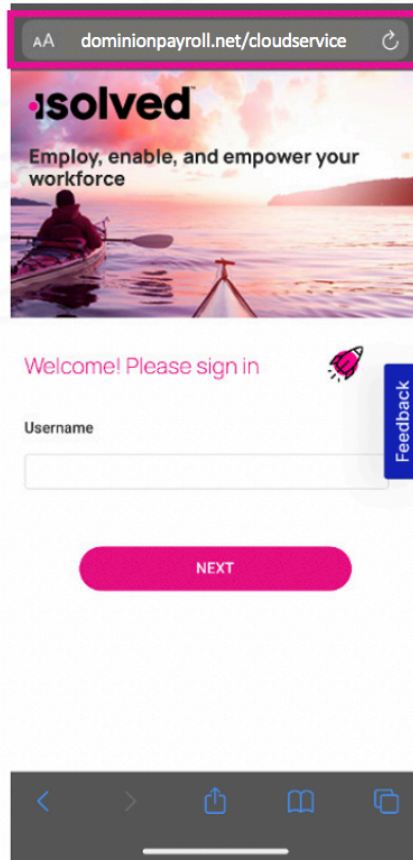


- 2 Step 2**
You will be prompted to install app
to your Home Screen. Tap "Install".

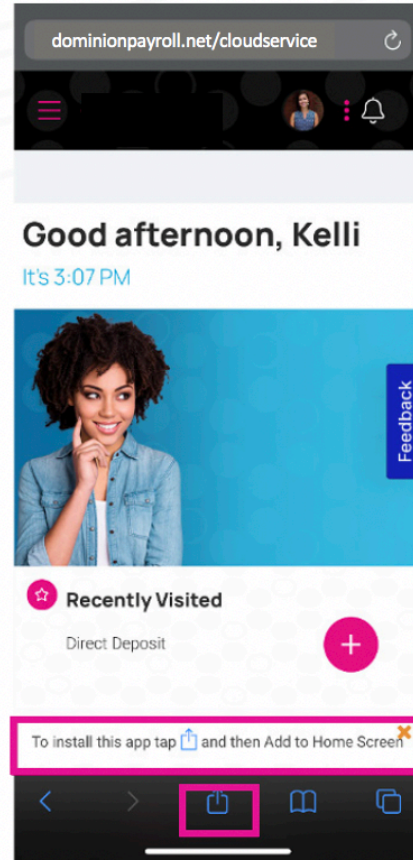


- 3 Step 3**
isolved now appears as an app
icon on your Home Screen.

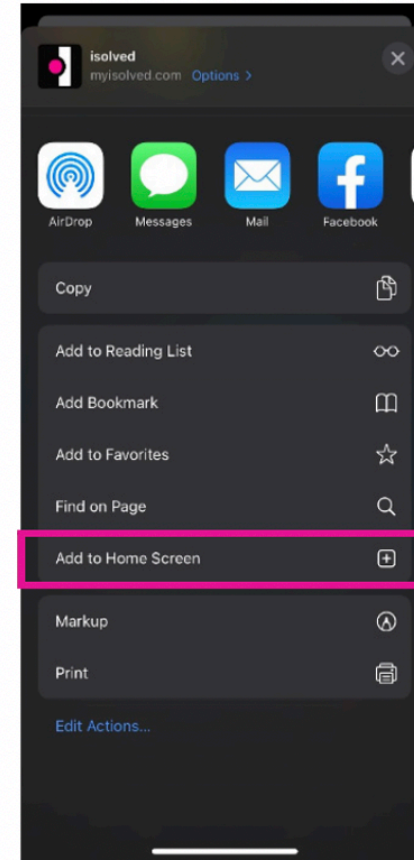
New Mobile Interface: iPhone



- 1 Step 1**
Navigate to your isolved login on your mobile device browser.



- 2 Step 2**
Once logged in, you will be prompted at the bottom to install the app to your Home Screen. Tap the **share icon** in the middle.



- 3 Step 3**
Select the **"Add to Home Screen"** link from the list of options.



- 4 Step 4**
Done! The isolved "app" will be added to your mobile home screen for simplified access.



Employee Time & Attendance

Employees can view their time cards, their calendar (with schedule, holidays, and time off requests), and submit new time off requests!

Time Card

Time Card

My Calendar

Time Off

PAY PERIOD

WEEK

DAY

NOT VERIFIED

Time Card

Earnings

Hourly Regular

0.00 hours

Labor

No data to display

Adjustments

No data to display

Alerts

No data to display

<

>

February 13 - 26, 2021

ADD RECORD

	12a	12p	12a	Total
Feb 13				0.00
Feb 14				0.00
Feb 15				0.00
Feb 16				0.00
Feb 17 >				0.00
Feb 18				0.00



Employee Time & Attendance

Employees can view their time cards, their calendar (with schedule, holidays, and time off requests), and submit new time off requests!

My Calendar

Time Card

My Calendar

Time Off

Calendar

MONTH

WEEK

DAY

VIEW

☒ All

☒ Absences

☒ Pending

☒ Scheduled hours

☒ Unavailable

☒ Holidays

HOURS SUMMARY

Absences	0
Pending	8
Scheduled	0
Unavailable	0
Holidays	0

< February 2021 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11 9a - 5p	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13



Employee Time & Attendance

Employees can view their time cards, their calendar (with schedule, holidays, and time off requests), and submit new time off requests!

Time Off Requests

Time Card

My Calendar

Time Off

Summary

Updated as of Last Pay Period End
12/27/2020 - 1/12/2021

+ TIME OFF

PTO

YTD balance: 100.00 hours

TAKEN: 0.00

REMAINING: 100.00

100.00

DETAIL

PTO 2 Types

YTD balance: 0.00 hours

TAKEN: 0.00

REMAINING: 0.00

0.00

DETAIL

Upcoming Time Off

Date	Absence policy	Hours	Status
------	----------------	-------	--------

Pending Requests

Date	Absence policy	Hours	Status
2/11/21	Jury Duty	8	Pending

Time Card

My Calendar

Time Off

Create New

Time Off Request

Policy

Jury Duty

AVAILABLE
N/A
Hours

AFTER REQUEST
N/A
Hours

From

Select date

To

To

Requested days off

SU

M

T

W

TH

F

S

SELECT ALL

Start time

Hours per day

Total requested

0 hours

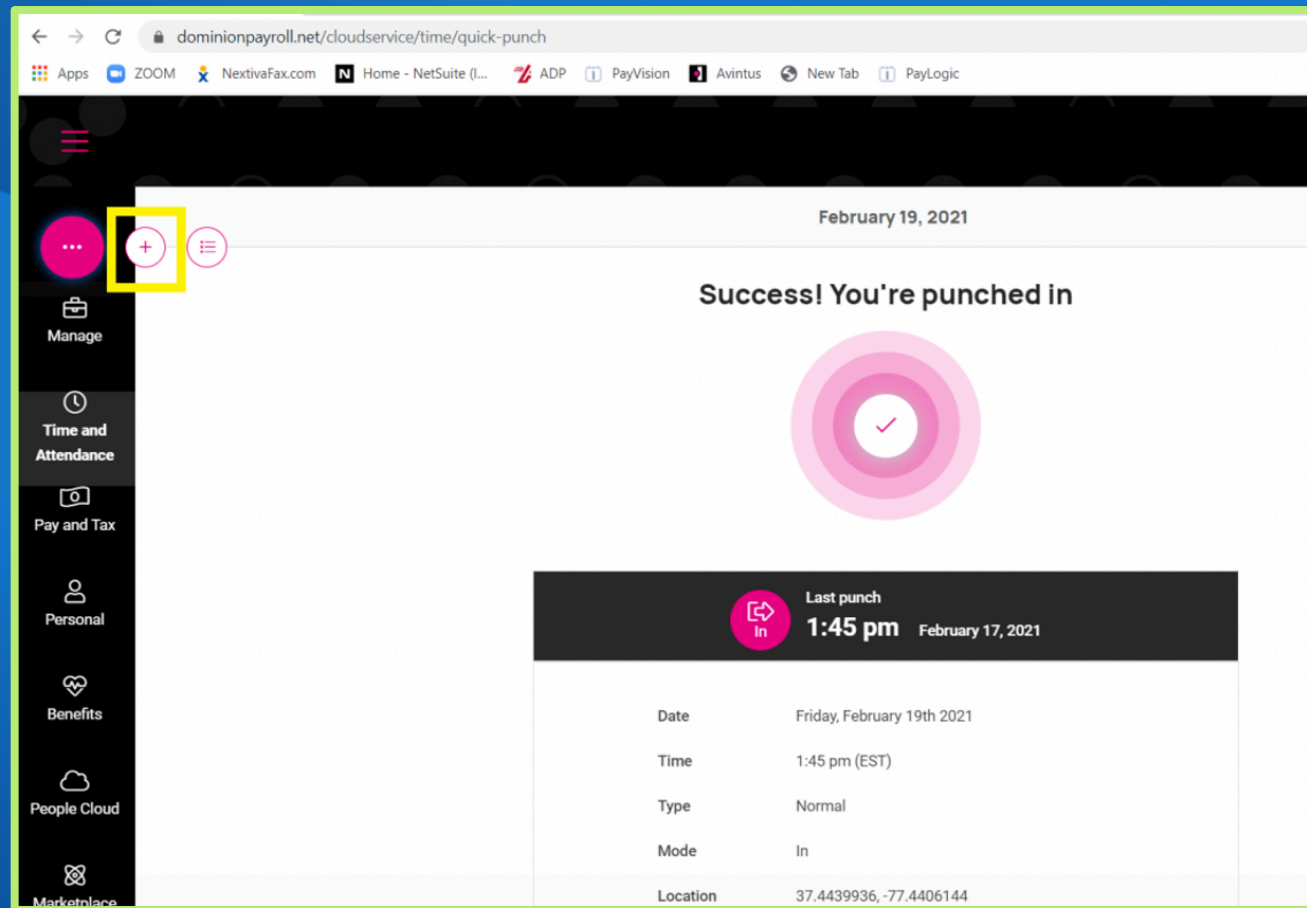
Note

CANCEL

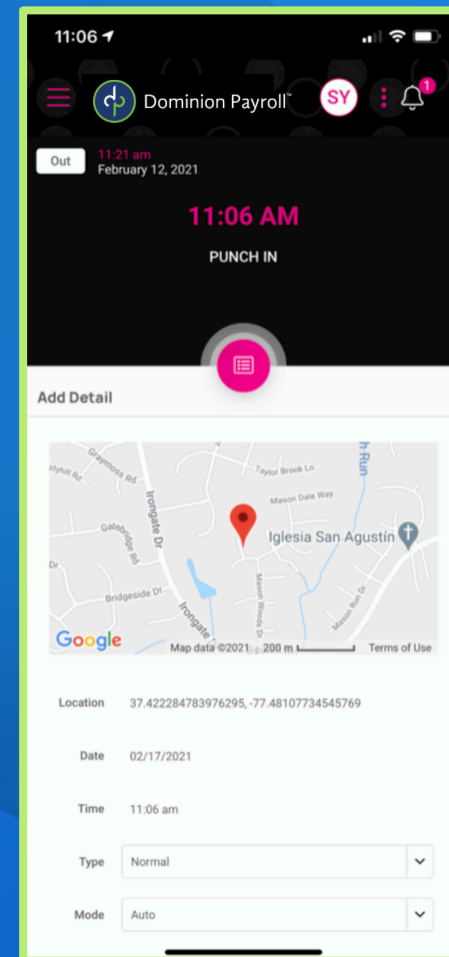
SUBMIT



Time & Attendance - Quick Punch



Desktop



Mobile

Time & Attendance - Detailed Punch



Desktop

Isolved

dominionpayroll.net/cloudservice/time/detail-punch

Apps ZOOM NextivaFax.com Home - NetSuite (L... ADP PayVision Avintus New Tab PayLogic

Manage

Time and Attendance

Play and Tax

Personal

Benefits

People Cloud

Marketplace Integrations

Location 37.4439936, -77.4406144

Date 02/19/2021 Time 1:53 pm

Type Normal Mode Auto

Labor Group

Task None

Percent None

Labor Fields

Task

Percent

CANCEL SAVE

Mobile

11:06

Out 11:21 am February 12, 2021

11:06 AM

PUNCH IN

Add Detail

Location 37.422284783976295, -77.48107734545769

Date 02/17/2021

Time 11:06 am

Type Normal

Mode Auto

Labor Group

Task None

Percent None

Labor Fields

Task

Percent

SAVE

CANCEL



Manager/Supervisor Options

Tasks: approve time off requests and verify time cards

The screenshot displays the 'Manage Tasks' interface for 'Stephanie Young Test Company'. The interface includes a sidebar with navigation options: Home, Manage (selected), Time and Attendance, and Pay and Tax. The main content area shows a summary of pending tasks and a detailed list of approvals and requests.

Manage Tasks Stephanie Young Test Company

31
PENDING

Approvals and requests 31

[+ CREATE NEW](#)

Approvals and Requests ▼

Pending punch requests	0
View and approve time cards	31
Time off request	0
Address/Contact updates	0



Manager/Supervisor Options

Employees: View your employees' information

Tasks

Employees

Calendar

Schedule

Personal Information

Employee

Address

Contact

Personal

Tax

Employer

Position

Absences

TE

Test Employee

Stephanie Young Test Company

+

CREATE NEW

Name

Test Employee

Address

123 Mains St.

City

RICHMOND

State

VA

Zip code

23234

I'M DONE



Manager/Supervisor Options

Calendar: View holidays, employee absences, and schedules (if features turned on)

Tasks

Employees

Calendar

Schedule

Calendar

MONTH

WEEK

DAY

Stephanie Young Test Company

VIEW

☒ All employees

☒ Absences

☒ Pending

☒ Scheduled

☒ Unavailable

☒ Holidays

Employee summary

December 1, 2020

0 Absences

0 Pending

1 Schedule

0 Unavailable

<

December 2020

>

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2



Employee Pay and Tax

Employees can update direct deposit information

Direct Deposits

[Direct Deposit](#) [Pay History](#) [Year-end Tax Forms](#) [Tax Updates](#)

Add Direct Deposit

Your Deposit Information

Bank details

All fields are required unless marked optional

Routing number	<input type="text" value="Enter 9 digits"/>	Account number	<input type="text"/>
Account type	<input type="text" value="Select"/> ▼	Description (optional)	<input type="text" value="Description"/>

Deposit details

Any remaining net pay may be issued by paper check

Distribution details

☐ Flat dollar amount
☐ Percentage of net pay
☐ Remaining net

Frequency ▼

CANCEL

SAVE



Employee Pay and Tax

Employees can view and download multiple paystubs

11:16

Dominion Payroll

Pay History

\$3,683.88
NET PAY

\$5,012.00
GROSS PAY

0
HOURS

Paystub detail

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

THIS PAY STUB
MULTIPLE PAY STUBS
DOWNLOAD

10:10

Dominion Payroll

Pay History

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: Jan 31 - 6, 2021 Pay Date: February 12, 2021
- ☐ Pay Period: Jan 24 - 30, 2021 Pay Date: February 5, 2021
- ☐ Pay Period: Jan 17 - 23, 2021 Pay Date: January 29, 2021
- ☐ Pay Period: Jan 10 - 16, 2021 Pay Date: January 22, 2021
- ☐ Pay Period: Jan 10 - 16, 2021 Pay Date: January 22, 2021
- ☐ Pay Period: Jan 3 - 9, 2021 Pay Date: January 15, 2021
- ☐ Pay Period: Dec 27 - 2, 2021 Pay Date: January 8, 2021

DOWNLOAD

CANCEL

Pay History:

View and download multiple paystubs as one document you can email directly from your phone!



Employee Pay and Tax

Employees can download W2s and other year end forms

Direct Deposit

Pay History

Year-end Tax Forms

Tax Updates

Summary

Name ^{††}	Year ^{††}	Instructions
W-2	2020	View
1095-C	2020	View
W-2	2019	View
1095-C	2019	View
W-2	2018	View
1095-C	2018	View
W-2	2017	View
1095-C	2017	View
W-2/1099	2016	
W-2/1099	2015	

<<

<

1

2

>

>>

10

▼

Year-end Tax Forms



Employee Pay and Tax


Employees can also make W-4 updates

Tax Updates

[Direct Deposit](#) [Pay History](#) [Year-end Tax Forms](#) [Tax Updates](#)

Tax Withholdings

Tax Updates Wizard



Make changes and updates to your tax withholdings

START WIZARD

Enable 3rd party cookies in your browser settings if the wizard shows "your session is inactive"

Federal

Filing status

Married

State

State

VA

Tax description

VIRGINIA WH



Personal

Employees can update their personal contact information, Emergency contacts and EEO information

Personal Information

Employment Information

Personal Information

SY

Stephanie Young

Date of birth

SSN

Marital status

Address

Contact

Contacts

Emergency contacts

Beneficiaries

Dependents

MANAGE CONTACTS

Federal Reporting Data

Disability Self-identification

EEO Self-identification

Veteran Self-identification

Benefits

Employees can view their current and historical benefits election in a snapshot!



**Benefits Enrollment
coming soon!**

My Benefits

Benefit Enrollment

Benefit Summary


Summary

Current >

Waived


History >

BENEFIT COST AND CONTRIBUTIONS



\$1,904.00

ANNUALLY*



\$83.67

PER PAY PERIOD*

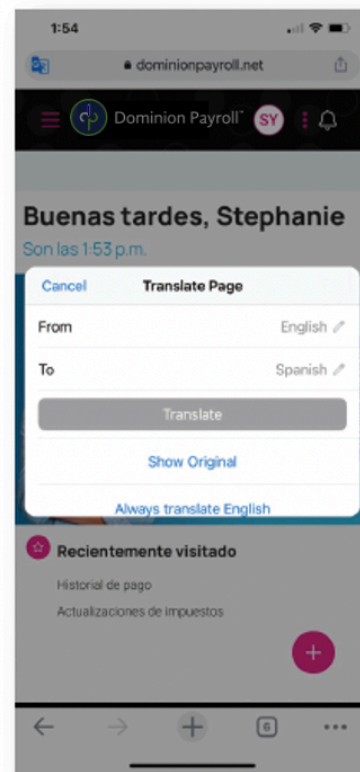
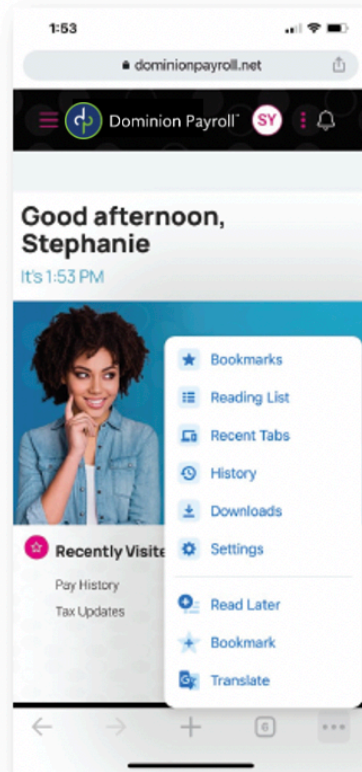
401(k)	5.0000%
Dental	\$25.00
Medical	\$25.00
Vision	\$25.00

*Elected costs are 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.

Works with Google Translate!

Employees can now use the New UI in Google Chrome to select any language for translation!

Multi-language Capability
Now available in ESS*





Additional Integrations

If you are utilizing any additional services or APIs, the following have Single Sign-On(SSO) options within the new UI:

People Cloud SSO

- Share & Perform
- Learn & Grow
- Benefits Services

Marketplace Integrations

- Success Factors
- TimeWorksPlus
- Sage Time
- Efficient Forms
- Mammoth HR Support Center

New Features Coming!



Additional Functionality

Benefits Enrollment	Q1
My Documents	Q1
COBRA Documents	Q2
Life Events Wizard and History	Q2
Prior Employment	Q2
Salary	Q2
Jobs	Q2
Company Assets, Training, Skills, Education,	Q2
Certifications, Awards	Q2
Corrective Action	Q2
Misc Data Sets & Fields	Q2
Onboarding	Q2
Employee Scheduling	Q3/Q4
Pending & Historical Transactions	Q3/Q4
Employee Messages	Q3/Q4

• Estimated Release



Upgrading to the New UI Process

We are preparing a full New UI Launch Kit that will include the following:

New UI Launch Kit:

- Email template to send to your employee – including new URL
- Employee and manager guides
- Mobile install guides for Android and iPhone
- Link to quick help videos
- Recorded training video on the new UI

FAQs:

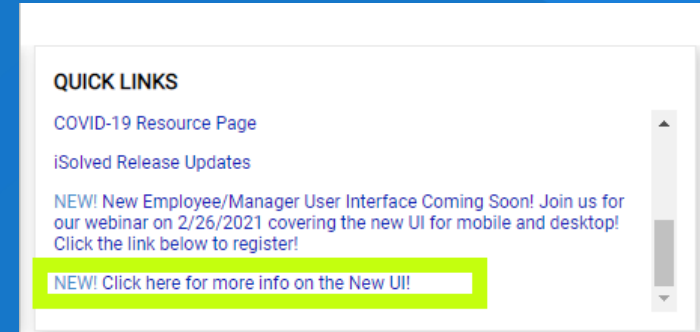


Q. When can we turn on the New UI?

- A. We are currently aiming for a Q2 release! You can sign up now to join the waiting list so we can prioritize which clients to move over first!

Q. Will this be recorded?

- A. Yes! We will send a follow-up e-mail to everyone in attendance with a link to the recording as well as resources! We will also have a link available under Quick Links on your Dominion Payroll landing page!



Q. Can I go ahead and make changes to my current ESS setup or should I wait?

- A. You can go ahead and make changes! We will copy your setup over.

Q. How long will it take to transition?

- A. The process itself to transition will not take long at all, we will provide you with all of the training material needed for your employees and managers. However, each client is custom and has to be moved over one by one, so that is why we are asking you to sign-up now if you are interested in effort to help us prioritize!

Q. How much does it cost?

- A. Nothing! You can upgrade to the New UI for free!



Questions?