Employee Self Service Portal Instructions

Enrollment E-mail

Employees will receive a **no-reply** e-mail from employdrive to activate their account. The address that the email will come from is employdrive@myisolved.com

Click the link to authenticate the user access.

Make note of the following elements, they will be needed on the next screen:

• Authorization Code/Pin
• User name
• Client Code

> EmployDrive@myisolved.com   8:42 PM (50 minutes ago)
>
> to me
>
> New Self Service User:
>
> Welcome to EmployDrive. Below are your login credentials. Your account must be activated before it can be used. To access your payroll information through EmployDrive, click the activation link below to get started.
>
> https://employdrive.myisolved.com//AuthenticateUser.aspx?ticket=5958bafd-496f-4e8d-a647-b4eb06dafb1a&eid=447&
>
> 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:
> Client Code: 1000

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New User Account Setup Screen

Complete the New User Account Setup screen.

User Name: Will auto populate
Client Code: Will auto populate
Company Name: Will auto populate
Employee Name: Will auto populate

Authorization Code/Pin: Last four digits of SSN

New Password: Create using criteria

Confirm New Password: Re-enter password

Challenge Question: Create your own

Challenge Answer: Create your own

Confirm Answer: Re-enter answer

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New User Account Setup
To activate your new account please enter the following information into the

Account Information

User Name:
Client Code: 1000
Company Name: Acme Temps
Employee Name: James Smith

Identity Confirmation

Authorization Code/Pin: 9999

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 8 alphanumeric (at least one each of alpha [a-z] and numeric [0-9]) characters in length and contain at least 1 special characters [!@#$%^&*()].

Confirm New Password: ••••••••••

Re-enter your password to ensure it is correct.

Challenge Question: Mother's maiden name

Enter 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:

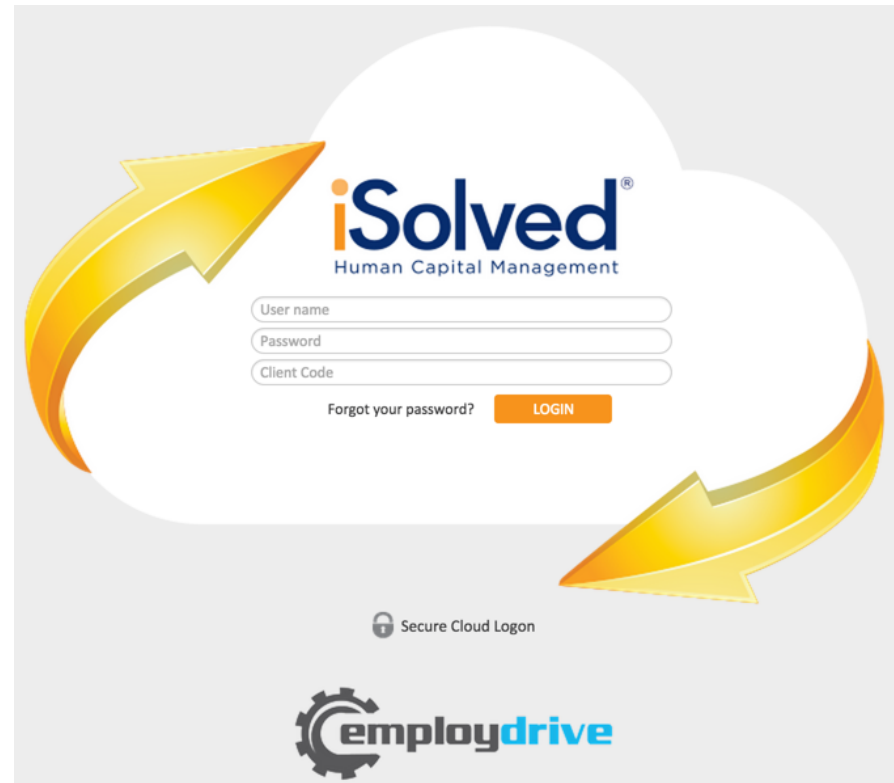Specify the answer to the challenge question you created above.

Confirm Answer:

Re-enter the answer from above to ensure it is correct.

Continue   Cancel

Accessing the Employee Portal

Confirmation of activation screen will appear if authentication is successful.
Click the Login button.

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New User Account Setup
Your account is now activated. Click the login button below to return to login form and begin using your account.
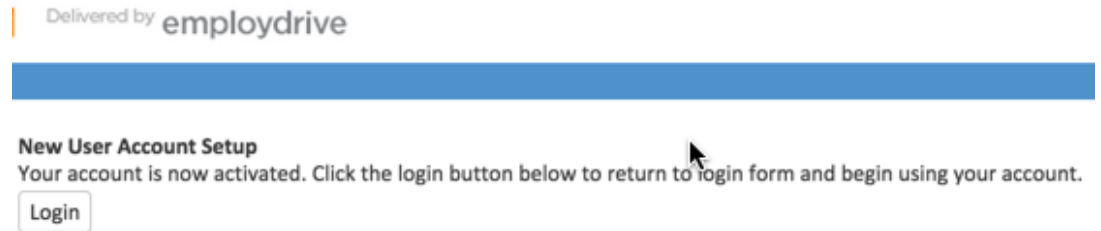
Login

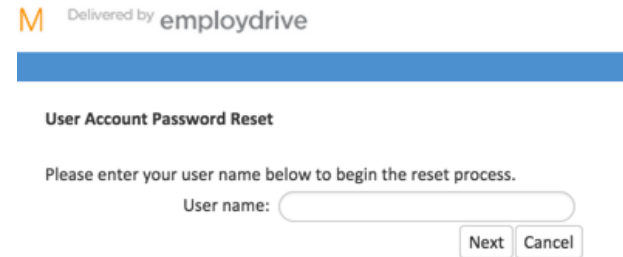Login screen will appear. Enter user name and password and click Login button. Client Code is not required

iSolved®
Human Capital Management

User name
Password
Client Code

Forgot your password?   LOGIN

Secure Cloud Logon

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Reset User Password

User name = Employee e-mail address

To reset the password, click on <u>Forgot your password?</u> on the Login Screen

Enter the User name and click Next.

Answer the user unique security question, create a new password and click Next.
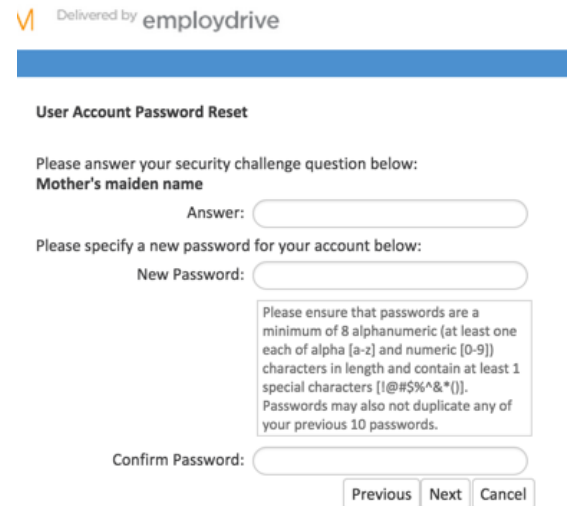
User Account Password Reset

Please enter your user name below to begin the reset process.

User name:

Next   Cancel

User Account Password Reset

Please answer your security challenge question below:
Mother's maiden name

Answer:
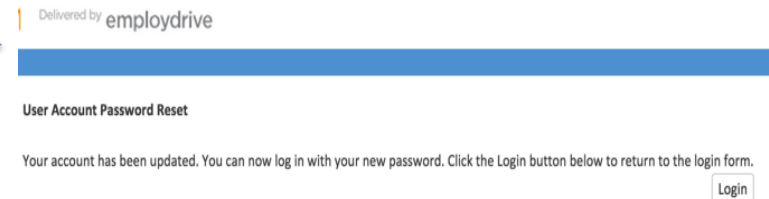
Please specify a new password for your account below:

New Password:

Please ensure that passwords are a minimum of 8 alphanumeric (at least one each of alpha [a-z] and numeric [0-9]) characters in length and contain at least 1 special characters [!@#$%^&*()]. Passwords may also not duplicate any of your previous 10 passwords.

Confirm Password:

Previous   Next   Cancel

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User Account Password Reset

Your account has been updated. You can now log in with your new password. Click the Login button below to return to the login form.

Login

Employee Portal Navigation

Employee Welcome Page

The employer can populate this screen with informational messages to employees.

Accessing Pay Stubs

Click the **Pay History** menu item

Choose the **Check Date** to view.

To print a pay stub, click the **View/Print Pay Stub** button. Pay stub will generate in a PDF file and can be saved or printed.

Pay Stub details display in the center of the screen.

W-2 and Direct Deposit

Employees can view year end **W-2 or 1099** forms online. These are not available until January of the following year.

Employees can view their established **Direct Deposit** account information.

Updating Direct Deposit Info

You can add or edit your Direct Deposit information through the Direct Deposit Updates menu item

Direct Deposit Info (con't.)

To choose the proper Sequence, the Account that you want your Remaining Balance to go to will use "Remaining Net".

So if you have a Savings account that you want $50 per check to go to and the rest to your Checking account, you would set the Savings account as a Sequence of 1 and an Amount of $50. Then, you would set Checking account with the Sequence of "Remaining Net"

If you just have one Direct Deposit account, the sequence will just be "Remaining Net"

Logout

Home – click Home to return to the Employee Welcome screen

Logout – click Logout to exit the Employee Self Service Portal