



# 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@mysolved.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@mysolved.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.mysolved.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: [REDACTED]

Client Code: 1000

# 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:

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 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:

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:

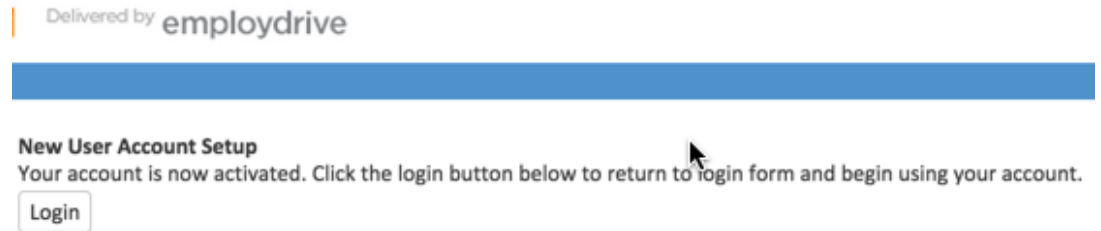
Specify the answer to the challenge question you created above.

Confirm Answer:

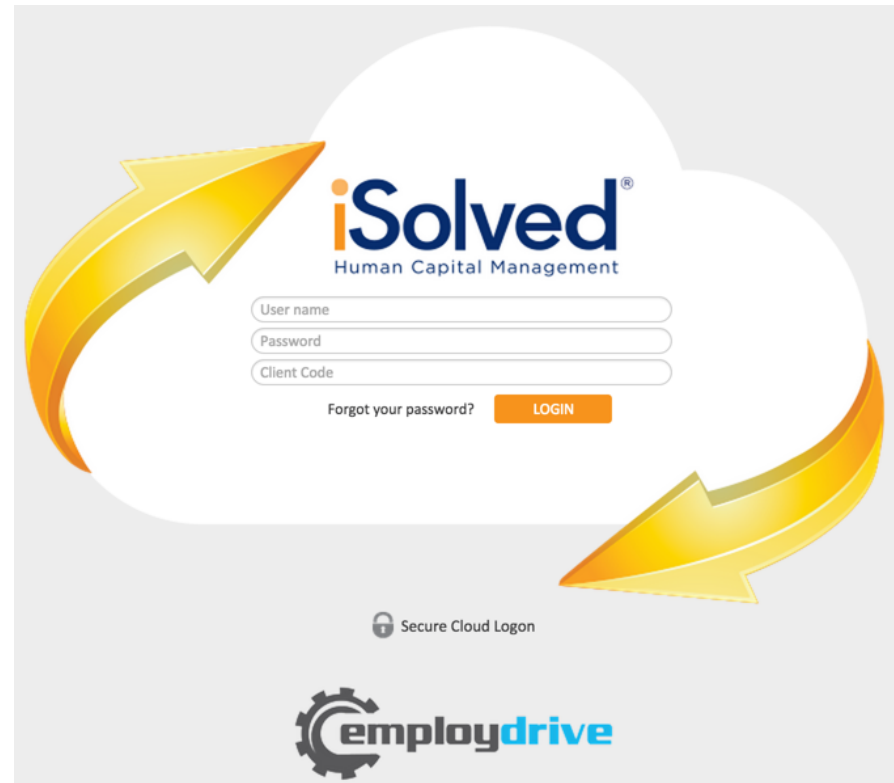
Re-enter the answer from above to ensure it is correct.

# Accessing the Employee Portal

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



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



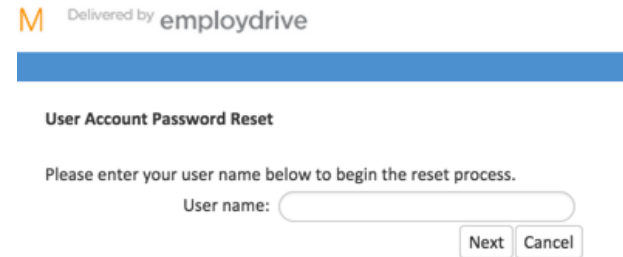
# Reset User Password

User name = Employee e-mail address

To reset the password, click on Forgot your password? on the Login Screen

Enter the User name and click Next.

Answer the user unique security question, create a new password and click Next.



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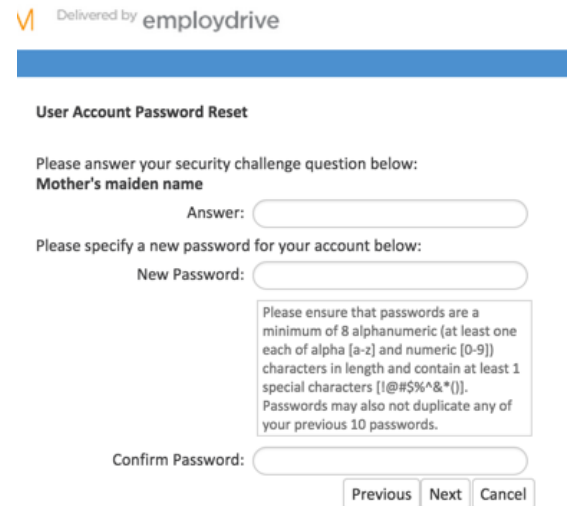
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**User Account Password Reset**

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

User name:

Next Cancel



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**User Account Password Reset**

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

Answer:

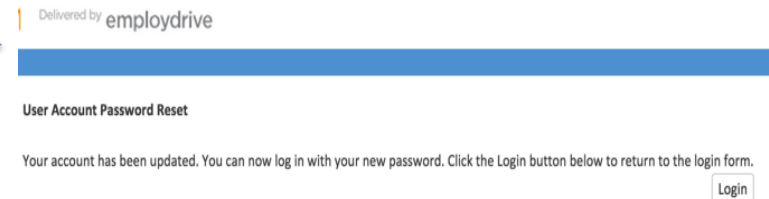
Please specify a new password for your account below:

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.

The screenshot displays the Employee Welcome Page for James Smith. At the top, the iSolved HCM logo is shown, along with the text "Delivered by employdrive". A search bar is present with the placeholder "Type to search me". The page is divided into several sections:

- Employee Self Service:** A vertical menu on the left lists various options such as "Employee Welcome", "Employee Messages", "Employee Profile Picture", "Employee Profile", "Address Only Updates", "Open Enrollment", "Benefits Summary", "Benefit Plan Details", "Company Assets", "Pay History", "W-2/1099 History", "Salary", "Pending Reviews", "Tax Updates", "Direct Deposit Updates", "Disciplinary Actions Updates", "Timeforce Single Sign On", and "Personal Updates".
- Client and Company Information:** Displays "Client: 1000 - Acme Temps" and "Company: Acme Temps".
- Employee Profile:** Shows the name "James Smith", "Pay Group: Office Payroll", "Salary: ####.##", "Department: 100", "Employee#: 512", "Status: Active", "Hire Date: 7/7/2008", and "Work Location: DETROIT, MI".
- My Account Profile:** Includes a profile picture placeholder, name "James Smith", title "Jr. Account Manager", "Length of Service: 6 Years", and "Anniversary: 7/7/2008". A notification icon indicates "Documents requiring your review".
- My Contacts:** Lists "John Doe" and "Client Demo" with placeholder icons.
- My Pay:** A table showing pay information for two periods: 2/20/2015 and 12/26/2014. The table includes columns for "Pay Date", "Check Number", "Gross Pay", "Net Pay", and "Direct Deposit".
- My Benefits:** Shows "401(k) Plan" and "401(k)".

Pay Date	2/20/2015	12/26/2014
Check Number	330068	330038
Gross Pay		
Net Pay		
Direct Deposit		

Buttons for "Show Details" are located at the bottom of the "My Pay" and "My Benefits" sections.

# Accessing Pay Stubs

Click the **Pay History** menu item

The screenshot shows the employee portal interface. On the left is a blue navigation menu with the following items: Employee Welcome, Employee Messages, Employee Profile Picture, Employee Profile, Address Only Updates, Open Enrollment, Benefits Summary, Benefit Plan Details, Company Assets, **Pay History** (highlighted), W-2/1099 History, Salary, Pending Reviews, Tax Updates, Direct Deposit Updates, Disciplinary Actions Updates, Timeforce Single Sign On, and Personal Updates. The main content area displays the profile for James Smith (Employee#: 512, Status: Active, Hire Date: 7/7/2008) and the Pay History section for the year 2015. A table shows a single pay stub entry for 2/20/2015 with a Gross Pay of 10000.00, Total Hours of 80.00, and Net Pay of 6418.96. Below this is a 'View/Print Pay Stub' button. The detailed pay stub information includes: Check Type: Regular Check, Gross Pay: 10000.00, Check Date: 2/20/2015, Gross Wage: 10000.00, Period End: 2/14/2015, Net Pay: 6418.96, Period Begin: 2/1/2015, Check Amt: 6418.96, Payroll Run #: 8, and Check #: 330068. The employee's name and address are listed as James Bradford, 12798 West 210th, Detroit, MI 48214, with the employer name Acme Temps. At the bottom, there are two tables: 'Earnings & Memos\*' showing Regular earnings of 80.00 hours and 10000.00 dollars, and 'Deductions' showing Pretax Dental (13.50) and Parking (10.00).

Check Date	Gross Pay	Total Hours	Net Pay	Check/Voucher #	Check A
2/20/2015	10000.00	80.00	6418.96	330068	6418.96

Check Type:	Regular Check	Gross Pay:	10000.00
Check Date:	2/20/2015	Gross Wage:	10000.00
Period End:	2/14/2015	Net Pay:	6418.96
Period Begin:	2/1/2015	Check Amt:	6418.96
Payroll Run #:	8	Check #:	330068

Earnings & Memos*			
	Curr Hours	Curr Dollars	YTD Dollars
Regular	80.00	10000.00	10000.00

Deductions		
	Curr Dollars	YTD Dollars
Pretax Dental	13.50	13.50
Parking	10.00	10.00

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.



Employee Self Service

- Employee Welcome
- Employee Messages
- Employee Profile Picture
- Employee Profile
- Address Only Updates
- Open Enrollment
- Benefits Summary
- Benefit Plan Details
- Company Assets
- Pay History
- W-2/1099 History**
- Salary

Client: 1000 - Acme Temps    Company: Acr

**James Smith**    Pay Group: Office Payroll  
Employee#: 512    Status: Active    Hire Date: 7/7/2008

### W-2/1099 History

Year 2014	<a href="#">View PDF</a>
Year 2012	<a href="#">View PDF</a>

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



Employee Welcome

- Employee Messages
- Employee Profile Picture
- Employee Profile
- Address Only Updates
- Open Enrollment
- Benefits Summary
- Benefit Plan Details
- Company Assets
- Pay History
- W-2/1099 History
- Salary
- Pending Reviews
- Tax Updates
- Direct Deposit Updates**
- Disciplinary Actions Updates

**James Smith**    Pay Group: Office Payroll  
Employee#: 512    Status: Active    Hire Date: 7/7/2008

### Direct Deposit Updates

Status	Account Type	Sequence
Active	Checking	Remaining Net

+ Add New    Edit    Delete    Refresh    Save    Cancel

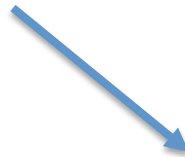
#### Direct Deposit

- Status: Active
- Account Type: Checking



# Updating Direct Deposit Info

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



**Employee Self Service**

- Employee Welcome
- Employee Messages
- Employee Profile Picture
- Employee Profile
- Address Only Updates
- Open Enrollment
- Benefits Summary
- Benefit Plan Details
- Company Assets
- Pay History
- W2/ACA/1099 Forms
- Salary
- Pending Reviews
- Tax Updates
- Direct Deposit Updates**
- Disciplinary Actions Updates
- BBO Single Sign On
- Personal Updates

Client: **1000 - Acme Temps** Company: **Acme Temps**

**James Smith** Pay Group: **Office Payroll**  
Employee#: **512** Status: **Active** Hire Date: **7/7/2008**

### Direct Deposit Updates

Status	Account Type	Sequence
Active	Checking	Remaining Net

+ Add New Edit Delete Refresh Save Cancel

#### Direct Deposit

\* Status:

\* Account Type:

\* Sequence:

Amount:

Percent:

\* Routing Number:

Account Number:

\* Update Acct. Number:

Description:

# 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”

The screenshot displays the 'Employee Self Service' interface. On the left is a navigation menu with 'Direct Deposit Updates' highlighted. The main content area shows client and company information (1000 - Acme Temps, Acme Temps) and employee details (James Smith, Employee#: 512, Status: Active, Hire Date: 7/7/2008). Below this is a table titled 'Direct Deposit Updates' with columns for Status, Account Type, and Sequence. The table contains one row: Active, Checking, Remaining Net. Below the table is a toolbar with '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. At the bottom is a 'Direct Deposit' form with fields for Status (Active), Account Type (Checking), Sequence (Remaining Net), Amount, Percent, Routing Number (091829122), Account Number (43123412341234123412), Update Acct. Number, and Description.

Status	Account Type	Sequence
Active	Checking	Remaining Net

**Direct Deposit**

- Status: Active
- Account Type: Checking
- Sequence: Remaining Net
- Amount:
- Percent:
- Routing Number: 091829122
- Account Number: 43123412341234123412
- Update Acct. Number:
- Description:

# Logout

**Home** – click Home to return to the Employee Welcome screen

**Logout** – click Logout to exit the Employee Self Service Portal

