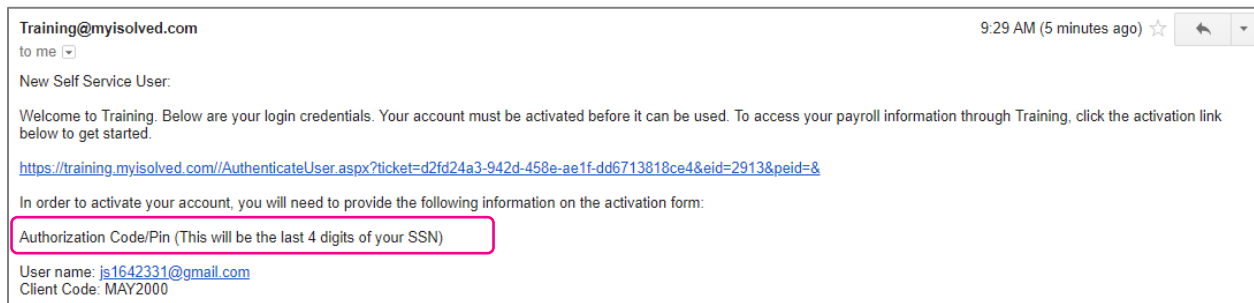


## Employee Self-Service Initial Email

Your employer will initiate a system-generated email to you upon the activation of Employee Self-Service. This email is from a no-reply email address. Here is what it will look like:



You must click on the link provided in the email. The **User Name** is the email address provided or given to you by your employer which is usually your work email address. A personal email address may be used. Whichever email address is provided in the email will be your user name each time you log into Employee Self-Service.

Your one-time authorization code for your initial sign-on is the last four digits of your SSN.

## Employee Self-Service Initial Sign-on

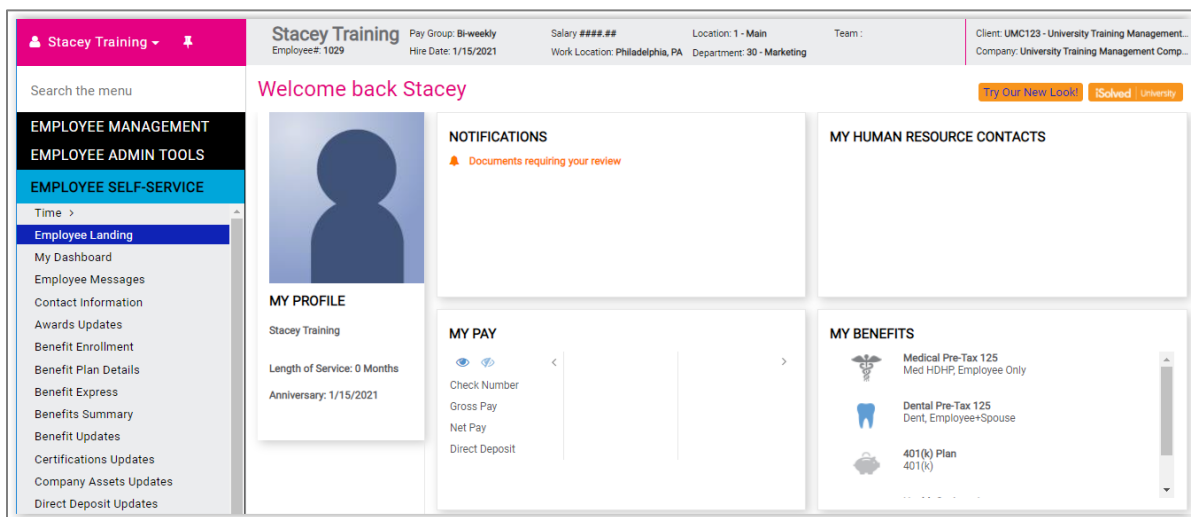
The screenshot shows the "New User Account Setup" web form. The header includes the "isolved" logo and the title "New User Account Setup". Below the title, it says: "To activate your new account please enter the following information into the fields below and click the Continue button." The form is divided into several sections: "Account Information" with fields for User Name (stacey.training@yahoo.com), Client Code (UMC123), Company Name (University Training Management Com), and Employee Name (Stacey Training); "Identity Confirmation" with a field for Authorization Code/Pin (6789) and a note that this information is located in the activation email; "Setup Account Password" with fields for New Password and Confirm New Password, and a detailed password requirement note; "Challenge Question" with a dropdown menu (What was the last name of your fir), a field for Challenge Answer (Thomas), and a field for Confirm Answer (Thomas); and "Contact Information" with a field for Mobile Phone. At the bottom right, there are "Continue" and "Cancel" buttons.

Once you click on the link provided, the **User Name** and **Client Code** will be pre-filled.

- You must add your **Authorization Pin** number (the last 4 digits of your SSN).
- Create and confirm a **Password**.
- 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. Your password will not expire.
- You then must select a challenge question/answer confirm your answer.
- It is best to add your cell phone number in order to receive text messages if you are accessing your Employee Self-Service from a different IP address.

### First Time Log-in

Once you click on **Continue** from the initial New User Account Setup, it will log you into Employee Self-Service. Depending on the roles set up for you by your employer, your screen could have one, two, or more subjects listed on the left side menu. Here is an example:



### Pay History

Pay History is a record of each check stub available in isolved. The history at the top of the page is by year and check date. It includes “Gross Pay,” “Total Hours,” “Net Pay,” “Check or Voucher Number,” “Check Amount,” “Description” and “Payroll Run #.”

Check Date	Gross Pay	Total Hours	Net Pay	Check/Voucher #	Check Amount	Description	PR Run #
10/23/2020	2800.00	80.00	2216.76	10104	2216.76	Regular Check	7
10/09/2020	2800.00	80.00	2211.01	10095	2211.01	Regular Check	6
09/25/2020	2800.00	80.00	2216.76	10076	2216.76	Regular Check	5
09/11/2020	2800.00	80.00	2211.01	10056	2211.01	Regular Check	4
07/03/2020	2800.00	80.00	2211.01	10037	2211.01	Regular Check	3
06/19/2020	2800.00	80.00	2216.76	10017	2216.76	Regular Check	2

In order to see more Pay History, use the scroll bar on the right-hand side of the menu, or change the **Year** in the drop-down box.

The screen default will be a view of your most current pay stub. The top of the pay stub is a summary of dates and employee information, including withholding status.

View/Print Pay Stub			
Check Type:	Regular Check	Gross Pay:	2800.00
Check Date:	10/23/2020	Gross Wage:	2800.00
Period End:	10/17/2020	Net Pay:	2216.76
Period Begin:	10/04/2020	Check Amt:	2216.76
Payroll Run #:	7	Check #:	10104
<b>Christopher L. Smith</b> 11507 Depew Way Westminster, CO 80020			
		UTMC	
Employee #:	1020	Location	3
Soc Sec #:	XXX-XX-5575	Department	50
Fed Filing:	Married	St Filing:	Married
Fed Exemptions:	1	St Exemptions:	1
Fed Additional:		St Additional:	

The next section contains **Earnings or Memos**, **Deductions** and **Taxes**. These figures include the current pay hours or dollars and the YTD hours or dollars. It also includes the current and taxable wages in the Tax section for each type of tax listed.

You are able to view or print your pay stub in a .pdf version by clicking on the **View/Print Pay Stub** on the action bar which can be used for your records or as proof of income.

Earnings & Memos*				Deductions		Taxes						
	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars		Curr Dollars	YTD Dollars	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages	
Regular	80.00	2800.00	560.00	19600.00				SOC SEC EE	173.60	2800.00	1215.20	19600.00
								MED EE	40.60	2800.00	284.20	19600.00
								FEDERAL WH	246.04	2800.00	1722.28	19600.00
								COLORADO WH	123.00	2800.00	861.00	19600.00
								DENVER			23.00	2000.00

## W2/ACA/1099 Forms

W2/ACA/1099 Forms can be used to obtain a .PDF copy of either your W2, ACA 1095 Form or a 1099 Form, if applicable. The Tax Year will appear, and when selected, you can view the PDF version and print if needed.

W2/ACA/1099 Forms						Help
+ Add a New Document						
Tax Year	Document Description	Document Type	Document Name	View Document	Edit	Delete
2016	W-2/1099	YE Tax Form	2016 W-2.1099.pdf	<a href="#">View Document</a>		

- Forms will be available for any years that isolved produced the forms.
- Employee Self-Service will not normally post the current year form until near or after the deadline (January 31st).
- You will receive a physical copy of the forms from your employer.