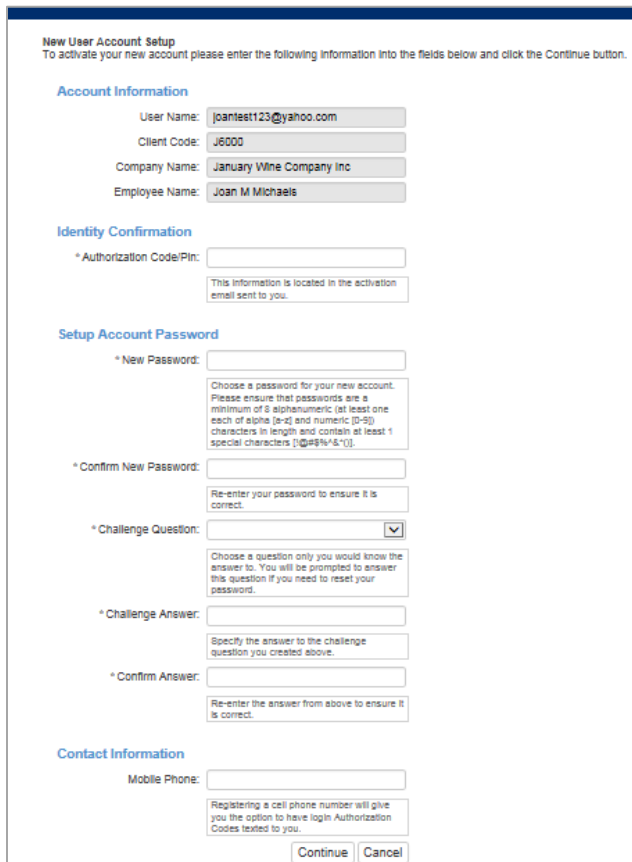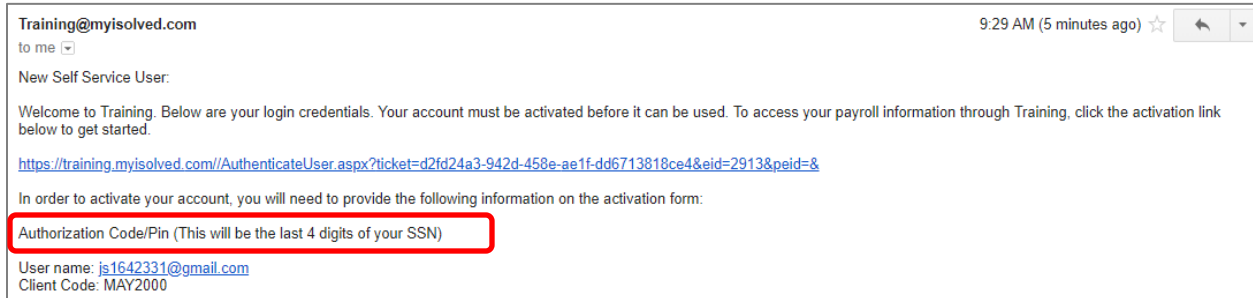## Employee Self-Service Initial Email

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:

Training@myisolved.com	9:29 AM (5 minutes ago)
to me	

New Self Service User:

Welcome to Training. Below are your login credentials. Your account must be activated before it can be used. To access your payroll information through Training, click the activation link below to get started.

https://training.myisolved.com//AuthenticateUser.aspx?ticket=d2fd24a3-942d-458e-ae1f-dd6713818ce4&eid=2913&peid=&

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: js1642331@gmail.com
Client Code: MAY2000

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

New User Account Setup
To activate your new account please enter the following information into the fields below and click the Continue button.

Account Information

User Name:	joantest123@yahoo.com
Client Code:	J6000
Company Name:	January Wine Company Inc
Employee Name:	Joan M Michaels

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:
Choose 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.

Contact Information

Mobile Phone:
Registering a cell phone number will give you the option to have login Authorization Codes texted to you.

Continue   Cancel

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:
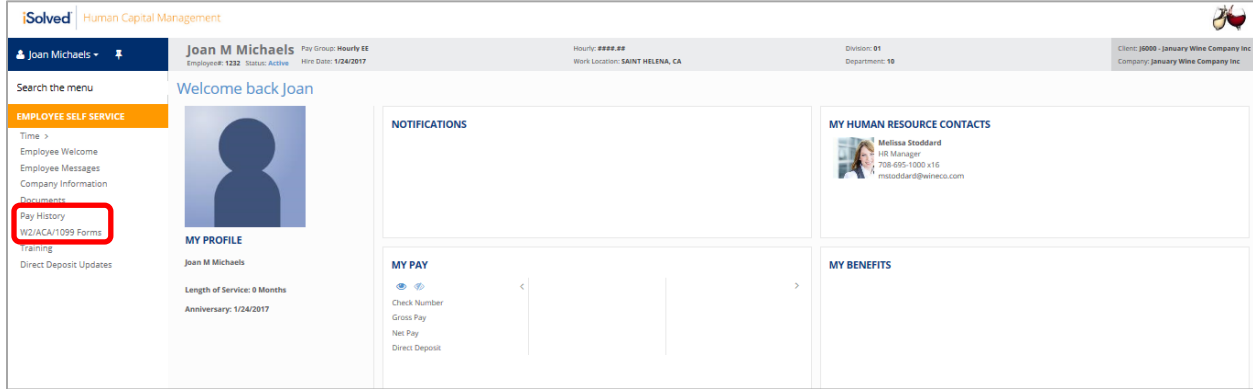
Pay History

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 #."

Pay History

Year: 2016

⬍ Check Date	⬍ Gross Pay	⬍ Total Hours	⬍ Net Pay	⬍ Check\Voucher #	⬍ Check Amount	⬍ Description	⬍ PR Run #
7/29/2016	2769.23	86.67	324.42	V001790	0.00	Regular Check	54
7/29/2016	900.00	0.00	708.92	V001789	0.00	No Deductions	54
6/15/2016	2769.23	86.67	324.41	V001460	0.00	Regular Check	53
5/31/2016	2769.23	86.67	282.81	V001452	0.00	Regular Check	52
5/13/2016	2769.23	86.67	49.09	V001423	0.00	Regular Check	50

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.

Check Type:	Regular Check	Gross Pay:	2769.23	**Caprice C Benedict**	Employee #:	1222	Division	01
Check Date:	7/29/2016	Gross Wage:	2772.97	13 Katherine Way	Soc Sec #:	XXX-XX-3534	Department	106
Period End:	7/31/2016	Net Pay:	324.42	Norwalk, OH 44857	Fed Filing:	Single	St Filing:	
Period Begin:	7/16/2016	Check Amt:	0.00	May Network Company Inc	Fed Exemptions:	0	St Exemptions:	0
Payroll Run #:	54	Voucher #:	V001790		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.

Earnings & Memos*	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars	Deductions	Curr Dollars	YTD Dollars	Taxes	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
Regular	86.67	2769.23	1016.04	33005.07	Child Support	500.00	2000.00	SOC SEC EE	171.92	2772.97	2073.89	33449.90
Sick			8.00	268.39	Child Support 2	250.00	1000.00	MED EE	40.20	2772.97	485.02	33449.90
GTL	0.00	3.74	0.00	46.12	Medical Pre-tax		2760.90	FEDERAL WH	464.94	2662.05	5665.54	32784.38
Holiday			16.00	511.22	HSA Pre-tax		300.00	OHIO WH	80.29	2662.05	994.76	32784.38
Commission			0.00	900.00	401K	110.92	665.52	NORWALK			459.67	33449.90
Bonus			0.00	1580.00	401K Loan	813.25	9759.00	NORWALK CITY SD	13.29	2662.05	163.70	32784.38
Gift Cards			0.00	200.00								
HSA ER Contribu*			0.00	100.00								
401K Match*	0.00	97.05	0.00	582.30								

You are able to view or print your pay stub in a .pdf version by clicking on the **View/Print Pay Stub** on the blue action line.

🖶 View/Print Pay Stub
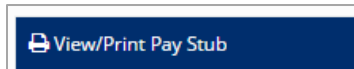
This copy can be used for your records or as proof of income.

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.

YEAR 2015

W2/1099 Forms: 📄 View PDF

1095 Form: 📄 View PDF
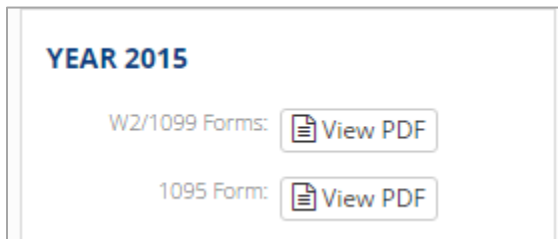
- Forms will be available for any years that iSolved produced the forms.
- Employee Self-Service will not normally post the current year form until near or after the deadline (January 31st)
- You will receive a physical copy of the forms from your employer.