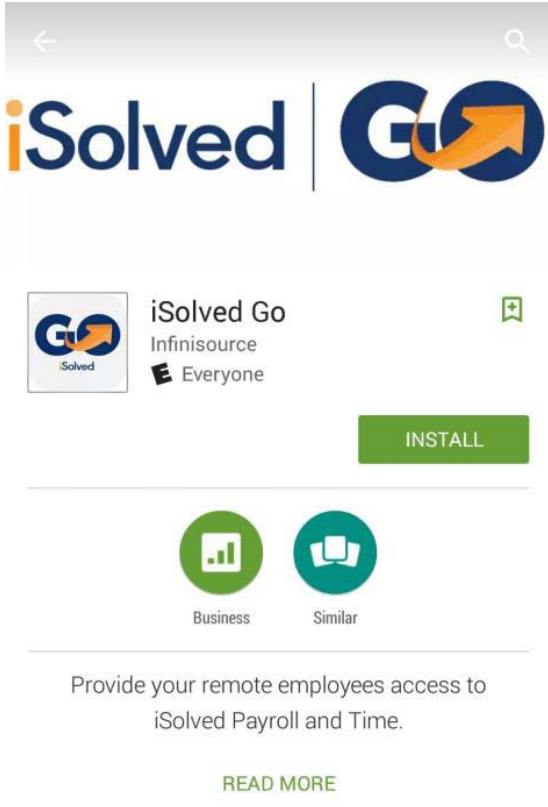


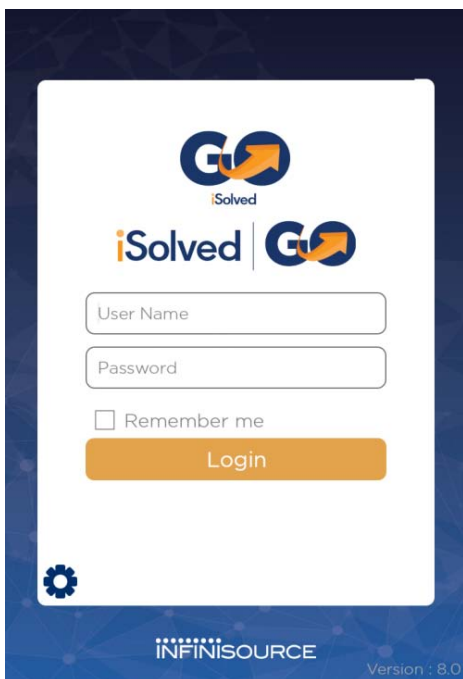
iSolved Mobile App

Downloading iSolved | Go from Google Play/Apple Store

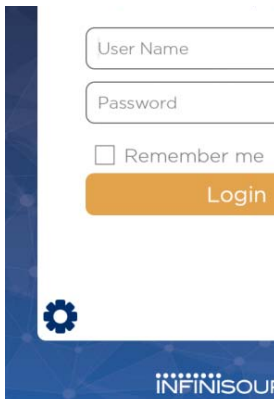
On your Android/Apple smart phone, open the application store and use the search term “iSolved” or “iSolved | Go” to find the application. Select the option to install this application. Once you have downloaded and installed iSolved | Go, please open it to proceed



Once the app is opened the screen will look like:



Click on the wheel – Lower Left Corner



You will see a Global Configuration screen.

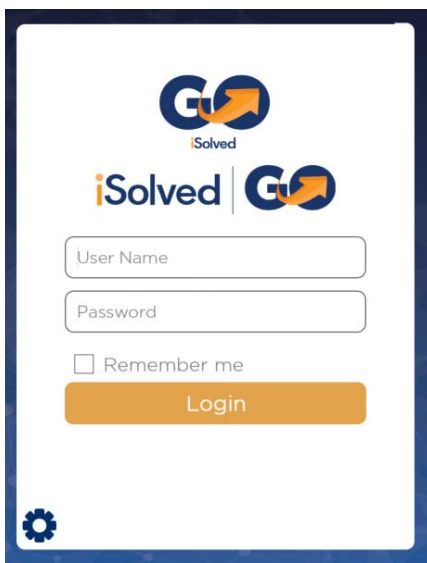
Network Partner – payrollexperts (all one word, all lowercase) **This only needs to be done the 1st time you are logging into the mobile app.**

Click save, you will be directed back to the login screen



Global Configuration

Network Partner	Access Point
payrollexperts	
Reset to Default	Save



1. Enter your iSolved user name in the **User Name** field. This is always your email address.
2. Enter your iSolved password in the **Password** field. (same password that you use for a computer)
3. Click on the **Login** button to log into the application.

The user name entered here can be remembered by the application by enabling the **Remember Me** option. Only the password will need to be entered to log into the iSolved | Go application. **Note:** If your phone uses a secured lock screen (with a PIN, pattern or fingerprint) the **Password** will be remembered as well.

iSolved | Go Overview

Once you have successfully logged into the iSolved | Go application, you will need to select the program area that you wish to access.





The **iSolved HCM** area contains the following options:

- View Paystub
- Update My Information
- Change Tax Withholdings
- Time Off Balances
- Time Off Request

The **iSolved Time** area contains the following options:

- Time Card
- Mobile Punch
- Settings

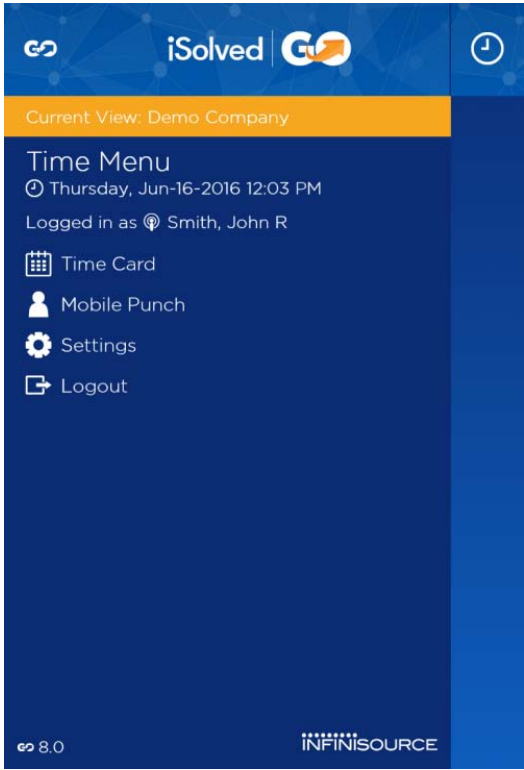
At any time, you may click on the  icon (located in the top left of the screen) to go back to the main menu. The  icon (located in the top right of the screen) will log you out of the application.

The following sections outline more detail on the different options in the **iSolved HCM** and **iSolved Time** areas.

iSolved | Time

Once the **iSolved Time** icon is selected, your name and current date/time will be displayed on the left-hand side of the screen. From this menu, the following areas can be selected:

- **Time Card:** Allows you to view your Time Card.
- **Mobile Punch:** Allows you to punch in/out using the iSolved | Go Interface.
- **Settings:** Allows you to enable or disable iSolved | Go Time fields and features.
- **Logout:** Logs you out of the mobile interface.



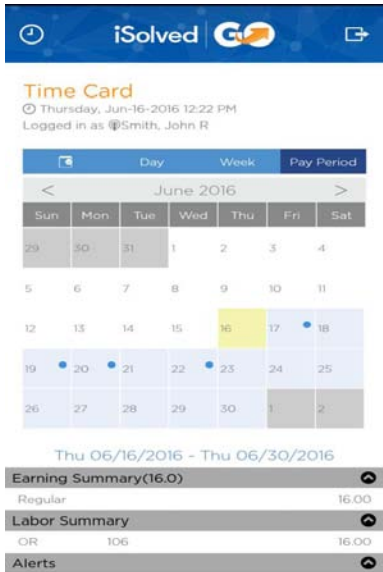
Time Card

The **Time Card** screen has three views: “Pay Period,” “Weekly” and “Daily. *Pay Period View* Use the forward and back buttons to either side of the displayed month and year to browse through the calendar.

A dot appears next to any date on which Time Card punches exist. The selected pay period dates are displayed below the calendar.

- A blue dot indicates normal hours on your Time Card or that date.
- A red dot indicates a Time Entry Error.
- A green dot indicates a Holiday.
- A grey dot indicates PTO (Absence).

Dots are only displayed on the currently selected Pay Period.



Weekly View

A table is displayed for each day of the selected week. The displayed week dates are shown below the tables. Use the forward and back icons to browse through the calendar.

Punched time is highlighted in blue at the appropriate times on the table for each day.

Time Card
Thursday, Jun-16-2016 12:27 PM
Logged in as @Smith, John R.

Day Week Pay Period

Wed, Jun 22 Thu, Jun 23 Fri, Jun 24

06:00 AM
11:00 AM

07:00 AM
12:00 PM

08:00 AM

< Sun 06/19/2016 - Sat 06/25/2016 >

Earning Summary(22.0)

Regular	22.00
---------	-------

Labor Summary

OR	106	22.00
----	-----	-------

Alerts

Daily View

The selected date is displayed in orange. Press the forward or back buttons to browse through dates.

The **In** and **Out** punch times for the day are displayed, as well as punch **Type** and total number of **Hours**.

Time Card
Thursday, Jun-16-2016 12:27 PM
Logged in as @Smith, John R.

Day Week Pay Period

< June 2016 23 Thursday >

Thursday 06/23/2016

In	Out	Type	Hours
07:00AM	12:00PM	Normal	5.00

Earning Summary(5.0)

Regular	5.00
---------	------

Labor Summary

OR	106	5.00
----	-----	------

Alerts

Mobile Punch

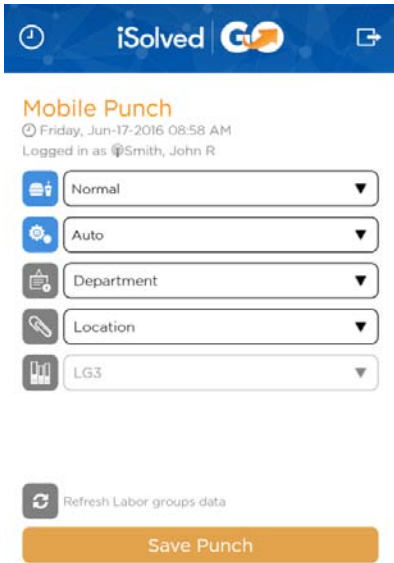
Use the following steps to create a punch using the iSolved | Go interface.

1. Select the **Mobile Punch** option in the **Time Menu**.
2. Enter the different punch parameters that you require.

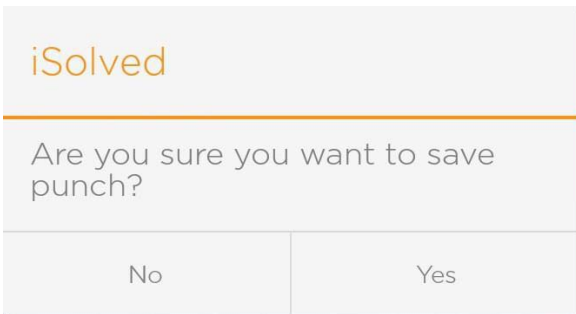
If you are punching to your home department and / or primary job code then no changes are necessary (the Department and Job will default)

3. CLICK Save

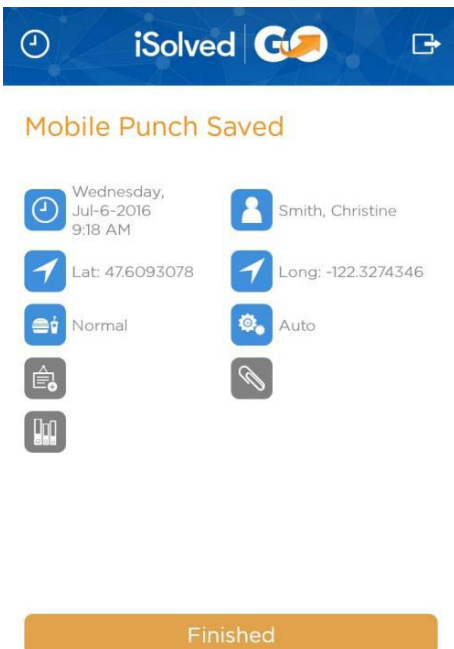
****Home Health punches will need to be IN/OUT – The system will register 1 Unit for each In/Out punch, but there MUST be both the IN/Out**



You will be asked if you want to save punch – Click Yes



4. A screen appears displaying the details of the punch that you just submitted.
5. Click on the **Finish** icon to return to the Time menu.

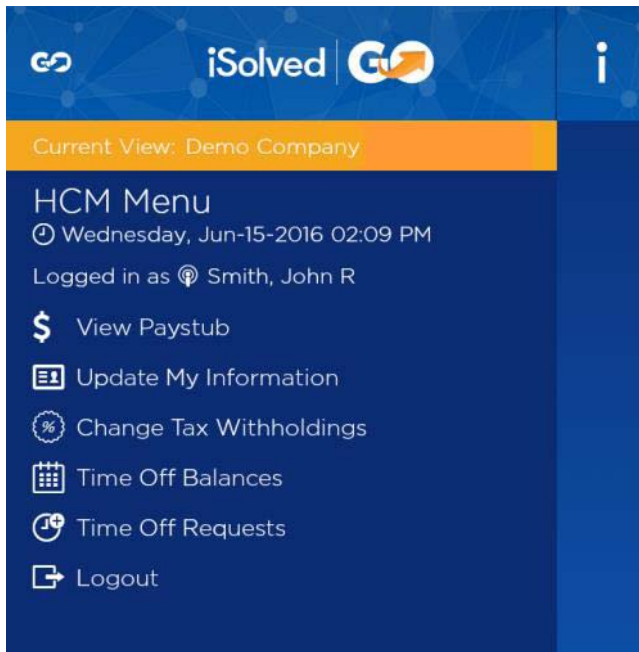


iSolved | HCM

Once you have logged into iSolved HCM, your name and current date/time will be displayed on the upper left hand side of the screen.

From this menu, the following areas can be selected:

- View Paystub
- Update My Information
- Change Tax Withholdings
- Time Off Balances
- Time Off Requests

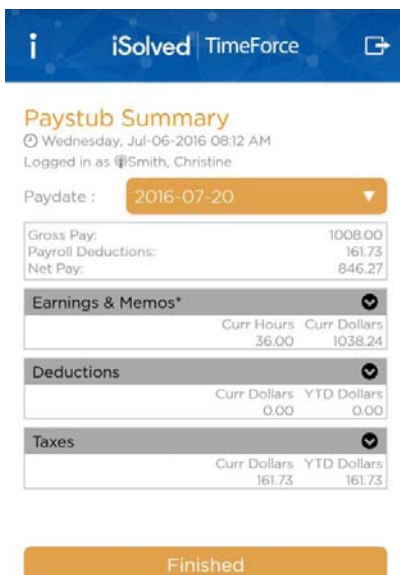


View Paystub

Select the desired **Paydate** from the drop-down menu.

By clicking on the button using a finger, the details under each section of the **Paystub Summary** screen can be viewed.

The **Finished** button returns you to the **iSolved HCM** menu.



Update My Information

This screen allows you to update your personal information in the iSolved system.

Make any necessary edits to the information in the **Phone Number** and **Address** sections, and click on the **Save** icon. When you specify a **Zip Code** first, the application will download a list of appropriate city/state selections from the host.

iSolved | Go

Update My Information

Wednesday, Jun-15-2016 02:19 PM
Logged in as @Smith, John R

Phone Number

Home

Work

Mobile

Address

Line1

Line2

Zip Code *

City *

State *

A change of address may cause a change in taxes.

Save

Time Off Balances

The **Time Off Balances** screen allows you to view your up-to-date accrual balance information from iSolved.

The **Finished** button takes you back to the **HCM Menu**.

iSolved | TimeForce

Time Off Balances

Wednesday, Jul-06-2016 08:16 AM
Logged in as @Smith, Christine

PTO		
<u>32.33</u>	<u>8.00</u>	<u>0.00</u>
Current Balance	YTD Taken	Pending Taken
Service Date	2003-10-20T00:00:00	
Length of Service	12 yrs, 9 mos (153 mos)	
Accrual Rate	8.3333	
Carryover Balance	0.00	
Current Taken	8.00	
Current Accrued	8.33	
YTD Accrued	8.33	

Finished

Time Off Requests

To request time off, please follow the instructions below:

1. Select **Time Off Requests** in the **HCM Menu**.
2. Any time off used or requested is displayed in the calendar.
3. Select the accrual you wish to use for the time off request from the drop-down menu.



Time Off Requests

🕒 Thursday, Jun-16-2016 10:46 AM

Logged in as @Smith, John R

Select Type of Time Off Request ▼

📅 June 2016 📅

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	1	2

4. Select the **From** and **To** dates for the time off request. Dates can be selected by pressing each desired date directly from the calendar. The selected dates are highlighted.
5. Press the **Save** button at the bottom of the screen to continue.



Request PTO

🕒 Thursday, Jun-16-2016 10:50 AM

Logged in as @Smith, John R

PTO 16.00 Available

06/24/2016 📅 06/24/2016 📅

📅 June 2016 📅

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	1	2

Cancel Save

6. Select the **Start Time**, and enter the number of **Hours Per Day**.
7. The **Total Hours** requested and **Estimated Remaining Leave** for the accrual policy selected are displayed.
8. Enter an optional **Message** to be attached to this request, if desired.
9. Click on the **Save** icon. You are taken to the **Confirmation** screen.

Request PTO
 Thursday, Jun-16-2016 10:50 AM
 Logged in as @Smith, John R

PTO 16.00 Available

06/24/2016 06/24/2016

Start Time 08:00 AM

Hours Per Day 8

Total Hours 8.00

Estimated Remaining Leave 8.00

Message

Cancel Save

10. Verify that the time off request is accurate and complete.
11. Click on **Send Request** to process and send the request to your supervisor.

Request PTO
 Thursday, Jun-16-2016 11:56 AM
 Logged in as @Smith, John R

Confirmation

From June-27-2016

To June-27-2016

Start Time 08:00 AM

Total Days : 1

June-27-2016

Total Hours 8.00

Estimated Remaining Leave 8.00

Message

Send Request

Cancel