Our NEW isolved release goes live
January 14, 2022

Release 8.0 – The updates keep coming!
We are working hard to provide the best tools for you and your team.

In this release:
Wage Notices
Certification Analytic

Wage Notices

There are many states that require pay notices when you hire an employee and/or change their rates. We will be rolling several of these out over our next few releases but for now we are ready to release the New York LS54 (hourly rate). There are other states that require these and we will release them to the system as we compete the development.

Client Notices
Navigate to Client Management › HR Management › Client Notices. Add a new client notice by selecting **Add New**.

Identification
- Select the appropriate notice type.
- **Template Name:** Key in the name you want to use for this notice. This name will display in the email.
- **Template Description:** Key in the description you want to use for this notice.

Document Terms
- **Document Category:** Select where this document should be housed when the employee has signed or acknowledged the notice, whichever is appropriate for the notice type.
- **Subcategory:** If desired, select the subcategory for this document to be housed once the employee has signed or acknowledged it.
- **Allow Manager Access:** Flag if you'd like to give those that are set up as Managers access to this.
- **Allow Supervisor Access:** Flag if you'd like to give those that are set up as Supervisors access to this.

- **Employee Notification Email:** This allows you to create the email that will be sent when the notice is assigned to an employee. Select the appropriate email template that has been set up in Client Management › Workflow Setup › Email Templates.
    - o When creating the email template, select "Employee Notices" for the **Email Type**.
    - o Use the placeholders for things like "Notice Type" and "Template Name."

- **Employee Follow-up Email:** Select the appropriate email template for the follow-up email that has been set up in Client Management › Workflow Setup › Email Templates.
- **Send Follow-up Email Every: XX Days**
    - o The system will send this follow-up email every XX number of days as defined in the number of days box above, until the employee signs or acknowledges the notice.
    - o Once the employee has signed/acknowledged, they are not able to complete the notice again and it will display "Notice complete."

Notice Text

You are allowed to add HTML text to add in links to the website, images, etc., concerning this notice. This displays for the employee on the **Employee Messages** page.

Template Data Tab

The information in this section will depend on the type of notice selected. Anything not asked for in the system already will be obtained here.

- **Notice Given:** Select when to assign the notice from the following options.
    - At time of hire
    - Change in pay structure
- **Allowances Taken:** This allows you to add in allowances taken. Choose to add from:
    - None
    - Tips XX per hour
    - Meals XX per meal
    - Lodging
    - Other
    - Overtime Pay Rate: This is calculated using 1.5 times the employee's hourly rate of pay but can be overridden by entering a value here.
    - Preparer: Select from the list of your client users
- Save when finished.

Go Back to List

This displays a list of all the notices that have been set up and will include links to the messages for you to be able to double-check what message is attached.

Use the link in the **Template Name** column to preview the template information.

Notice and Acknowledgement of Pay Rate and Payday
Under Section 195.1 of the New York State Labor Law
Notice for Hourly Rate Employees

NEW YORK STATE OF OPPORTUNITY

1. Employer Information

Name:

Doing Business As (DBA) Name(s):

FEIN (optional):

Physical Address:

Mailing Address:

Phone:

2. Notice given:
- [X] At hiring
- [ ] Before a change in pay rate(s), allowances claimed or payday

3. Employee's rate of pay:
$ _____ per hour

4. Allowances taken:
- [ ] None
- [ ] Tips _____ per hour
- [X] Meals 7.00 _____ per meal
- [ ] Lodging _____
- [ ] Other _____

5. Regular payday: _____

6. Pay is:
- [ ] Weekly
- [ ] Bi-weekly
- [ ] Other

7. Overtime Pay Rate:
$ _____ per hour
(This must be at least 1½ times the worker's regular rate with few exceptions.)

8. Employee Acknowledgement:
On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated pay day on the date given below. I told my employer what my primary language is.

Check one:
- [X] I have been given this pay notice in English because it is my primary language.
- [ ] My primary language is _____. I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

_____
Print Employee Name

_____
Employee Signature

_____
Date

Avery Smith, Director of HR
Preparer's Name and Title

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

Please note: It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.

LS 54 (01/17)

Employee Assignment

This allows you to assign the notice to the employee. Navigate to Employee Management › Employee Assignment and select **Add New**.

- Select "Notice."
- **Notice Title:** Select the appropriate notice to be assigned.
- **Effective Date:** Add the date you want this message to show on the Employee Messages page.
- **Expiration Date:** Select if appropriate.
- **Data Effective Date:** This date is used to determine which salary record you want used in the form to populate the correct salary.
  Example: An employee is hired on 12/27 but you key in 12/26 for the data effective date. No salary will pull on this form since the employee does not have a salary in the system as of 12/26. If you put 12/28, the system will use the salary as of the 12/27 record.

isolved

- **Display Order:** If you have more than one notice being assigned, you can put them in order by adding a display order to each.

Employee Perspective

On the **Employee Messages** page, the top includes the employee assignments where they can view the text that was added and select to **Complete Notice**.

When they select **Complete Notice**, the form populates the information

If they attempt to submit without signing or if they spell their name incorrectly, they will receive a message that they must complete it correctly. Once submitted correctly, the notice updates to "Notice Complete." They can view the notice here or in Documents in the folder selected for this form.
The address that populates for the client in the Physical Address and Mailing Address sections is set up in Client Management > Client Maintenance > Legal Company > Addresses tab. If a physical or mailing address is not defined here, the legal address will be used in both places.

Certification Analytic

A new analytic screen has been added to help display employees who have certification records assigned under the employee record. The Certifications screen found by navigating to Employee Admin Tools › Employee Analytics › Certifications permits users to group, filter, search, and export with the purpose of identifying certifications that are attached to employee records and when they are expiring.

If the employee has multiple records for different certifications, they will appear on this list in multiple rows.

The "status" column will populate using the following guidelines:
- If the expiration date is in the past the status will display as "Expired"
- If the expiration date is less than or equal to 60 days, the status will display as "Expiring Soon"
  - Example: Current date is 1/1/2021. Any expiration date that is between 11/2/2020-12/31/2020 would display with expiring soon ›
- If expiration date is greater than or equal to 61 days oof the current date or no expiration date exists, the status will display "Null"

Note: By default, expired status will be filtered out.

Certifications

isolved University

⌄ Expand All Groups   ⌃ Collapse All Groups   ↺ Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Employee Name	Employee ID	Status Description	Name	Certification			
					Title	Effective Date	Expiration Date	Status
ABC Company	Carla A Garcia	1216	Active		CPR/First Aid	2/1/2020	1/31/2022	Expiring Soon
ABC Company	Future Hire Date	1234	Active		CPR/First Aid	1/1/2022		
ABC Company	Audrey Keddington	1228	Active		CPR/First Aid	1/1/2022		
ABC Company	Luke Y King	1212	Active		CPR/First Aid	1/1/2022		
ABC Company	Ella Lewis	1210	Active		CPR/First Aid	1/1/2022		
ABC Company	Ella Lewis	1210	Active		CPR/First Aid	1/1/2010	1/31/2012	Expired
ABC Company	Harper Lewis	1206	Active		CPR/First Aid	2/1/2020	1/31/2022	Expiring Soon
ABC Company	Harper Lewis	1206	Active		CPR/First Aid	2/1/2018	1/31/2020	Expired
ABC Company	Anthony Lopez	1223	Active		CPR/First Aid	2/1/2020	1/31/2022	Expiring Soon
ABC Company	Abigail A Martinez	1209	Active		CPR/First Aid	1/1/2021	12/31/2022	