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# **Our NEW isolved release goes live:**

### May 3, 2024

Release v10.8 has some exciting new additions! We are working hard to provide the best tools for you and your team. Check out the <u>Feature Release Summary Video</u> available as of May 2, 2024!

#### In this release:

- Benefits & HR: Employee Documents for Life Events Update, Third Party Company Export Screen, Pay Notices on Onboarding
- AEE: Notification Updates, UI Cohesion Adaptive and Classic Home Screen Refresh
- Screen Updates

#### **Benefits & HR**

## **Employee Documents for Life Events Update**

Employee documents will now display any documents that were uploaded in the life event wizard! They will use a new document type titled 'Qualifying Life Events' and will be stored in the Confidential-Other folder under the **Employee Management > Human Resources > Employee Documents** screen.

Employee Doc	cument Types						isolved University
+ Add New V Expan	d All Groups	O Clear Grouping/Filters					
Status 1						B	R QLE 🕲
Code † 🝸	Title 🍸	Docum	nent Category 🍸	Default Employee Access 🕎	Default Manager Access 🍟	Default Supervisor Access	Actions
Status: Active (1)							
Code *	QLE	Default employee access *	Full Access	•			
Title *	Qualifying Life Events	Default manager access *	Not Permitted	•			
Document category *	Confidential-Other	Default supervisor access *	Not Permitted	•			
	Active						
							Save Cancel

# Pay Notices on Onboarding

We've added the option in the Initiate Onboarding process to assign pay notices to pending employees to complete during their onboarding process. To support this functionality, updates have been made on the **Employee Admin Tools > Employee Administration > Pending Employees** screen:

- Added an Additional Details section that will have 'Notice title(s)' and 'Message title(s) fields. The user will be able to choose more than one Message to include on the employee's process.
- Added Job Information section that includes the 'Manager' and 'Supervisor' fields and added a 'Job' field where user can choose job title and code.
- Added a Salary Information section
- Added Alternate Pay Rate section
- Hire Date field is now going to be required if a notice is inputted



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Additionally, the Onboarding Initiation Import has been updated to include the fields that are now available on the Pending Employees>Initiate Onboarding screen to support including pay notices in onboarding.

#### Pending Employees Screen:

Pending Employees							
Save D Go Back to List							
Company Information	New Hire Information			Salary Information			
Legal company University Training Man 😒 🔹	* First name	Alex		* Pay group	Bi-weekly	8	•
Remote worker 🔳 🗤 🕚	Middle name			* Pay type	Search or select	from list	•
* Work location CA - DALY CITY, CA 🛛 😵 🔻		Anderson	6	* Frequency	Bi-Weekly	8	•
Onboarding Template	* Email address		-	* Normal hours	80.00		
	Birth date		۲	Annual salary			
* Onboarding template Search or select from list •		Search or Select from list -	0	Hourly rate			
Additional Details	SSN	• •	٢	Per pay salary			
Notice title(s) CA Notice to Employee 🗶		4/29/2024		Alternate Pay Rate			
Message title(s) Search or select from list	Job Information			Add New			
	Job	Search or select from list •					
	Manager	Search or select from list 🔹 🔹		Organization Informati	on		
	Supervisor	Search or select from list 🔹 🔹		Department	Search or select	from list	•

#### **Onboarding:**

Oeting Started   Messages   Notices     Image: Notices     Or Final review   Tasks to Complete   CA Notice to Employee Please complete any info requested on the following form CA Notice to Employee	Getting Started   Messages   Notices	Unboarding		[→ EXIT
? Your Information         ? Personal         3 Final review         . Tasks to Complete         CA Notice to Employee         CA Notice to Employee         CA Notice to Employee	? Your Information         ? Personal         3 Final review         Tasks to Complete         CA Notice to Employee         CA Notice to Employee         CA Notice to Employee	Getting Started Messages		
CA Notice to Employee	CA Notice to Employee  CA Notice to Employee			
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#### **Adaptive Employee Experience**

### **Notification Updates**

The Notifications page in Adaptive Employee Experience is getting updated! Users will have more usability when reviewing and dismissing their notifications. Updates include adding an "Active" notifications tab and "Dismissed" notifications tab to help organize, and a "Dismiss all" button in the 'Active' tab section!



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â		Switch Company Classic View Profile Preferences Notifications
C	Recent Activity	
•	Active	DISMISS ALL
ि Manage	Dismissed	© In Grace 04/23/2024, 1:47 PM
0		Go to Time Card Dismiss
Time and Attendance		© In Late 04/23/2024, 1:47 PM
0		Go to Time Card Dismiss
Pay and Tax		() In Early 04/23/2024, 1-47 PM
Personal		Go to Time Card Dismiss
<del>8</del>		① DST Adjustment 04/23/2024,1:11 PM
Benefits		Go to Time Card Dismiss
Expenses		© Break Override 04/23/2024, 1:11 PM
C Talent		Go to Time Card Dismiss

# UI Cohesion – Adaptive and Classic Home Screen Refresh

isolved is embarking on an exciting journey to enhance user experience across all platforms. Our initial focus is on refining and updating our color palette for branding, navigation, and user actions. **What's being updated?** 

isolved People Cloud's UI enhancements will impact those accessing the platform through both Adaptive Employee Experience (AEE) and Core experiences.

**AEE:** The update for AEE will introduce pink as an accent color, new font, a welcome banner and simplified side navigation. A preview of these enhancements can be seen in the screenshots below.

**Core:** Those leveraging Core (also known as "Classic") will experience minor updates, including a new font and button/toggle colors.

These updates will improve overall usability and accessibility, as well as lay the groundwork for future enhancements.

Enhancements to both AEE and Core will begin rolling out with release v10.8 May 3<sup>rd</sup>, 2024, and will continue throughout 2024.



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G Manage	Good morning, March 27, 2024 11:31 AM	Maxine	
() Time and Attendance	Manage	Time and Attendance	Third-party Apps
Day and Tax	Tasks Employees Calendar	Time Card V2 Time Card My Calendar	ZayZoon On-Demand Pay Shoes for Crews TurboTax
Personal	Schedule	Time Off	Employee Marketplace Deals and Discounts
Benefits	Pay and Tax Direct Deposit	Personal Documents	Connect with us
Talent Management	Pay History Year-end Tax Forms Tax Updates	Form I-9 Personal Information Messages	
Apps	Benefits	Talent Management	
Employee Marketplace	My Benefits Benefit Enrollment	Share & Perform Learn & Grow	
	Benefit Services	Applicant Tracking Giving & Volunteering	

### Architecture

# Screen Updates

Over the next few months, you will see that we are refreshing several screens, moving them to a more modern look using the new grid style that you have already seen on other newer screens. The overall functionality stays the same with some differences noted below.

This is an example of the new screen, where you can sort, filter, group, and view all pieces of information:

Prior Employme	nt							isolved Universit
〜 Expand All Groups への	Collapse All Groups 5 Clear	r Grouping/Filters						
Drag a column header here t	olumn header here to group by that column						Q. Search	
Employer	Job Title	Job Description	Start Date \downarrow 🕎	End Date 🍸	Ending Salary	Change Reason	Manager/Reference	Location
ABC Finance Company	Project Manager		1/16/2012	6/25/2020		Reduction in staff		
Big Box Retailer	Stockperson		12/5/2010	1/15/2012	\$10.00 per hour	Finished school		

The following Screens have been updated in this release.

#### Client Management > Labor & GL > Labor GL Rules:

• Updated grid layout.





• Added filtering to all columns.

#### Client Management > Workflow Setup > Workflow Transactions:

- Updated grid layout.
- Added export to Excel.
- Added edit and delete action buttons.
- Added filtering to all columns.

