

Friday, June 24th, 2021

New isolved release: version 7.11

Highlights

isolved version 7.11 will be available when you log in on Friday, June 24th, 2021. This release includes tax compliance updates and features that clients have requested.

HR

- Now you can customize emails with formatted text, links, and images
- EEO-1 Component 1 information is now available as a data export to help you meet the July 19, 2021 filing deadline

Payroll & Tax

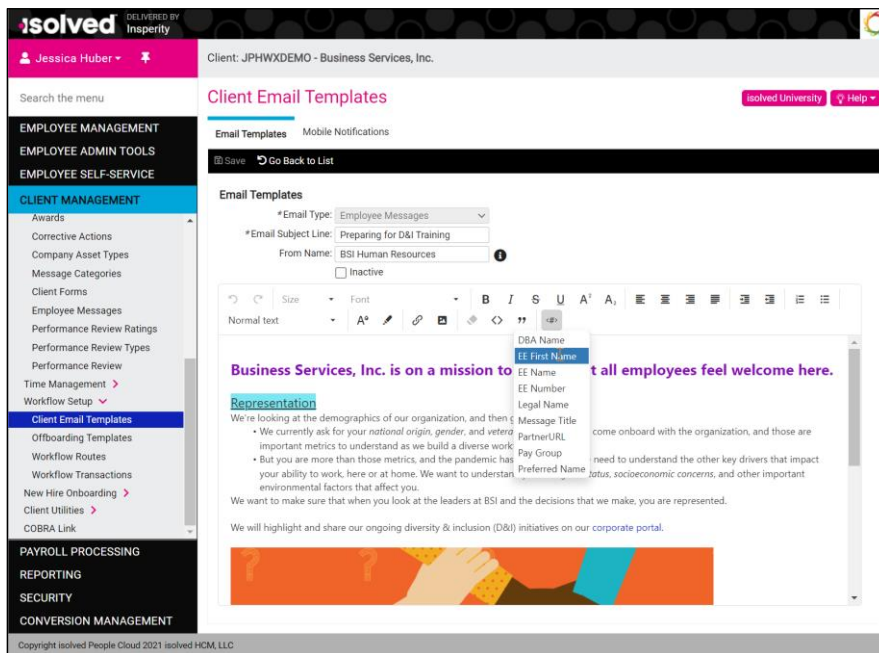
- Pennsylvania Act 32 local tax changes for employees living out-of-state

HR

Visual Editor for HTML Emails

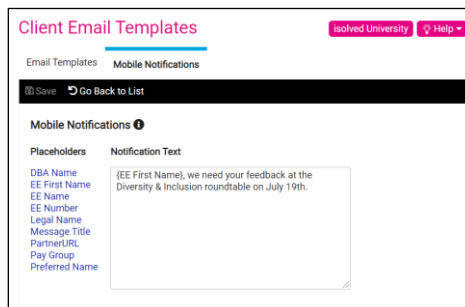
Enhanced email template editor lets you create formatted messages with links and images

isolated email templates now support HTML, so you can use the intuitive new email editor to design messages that include formatted text, bullets, numbered lists, paragraph indentation, hyperlinks, and images. The HTML editor is available for mass emails and email templates, so you can update benefit and workflow emails to make them more engaging. You can still insert variables into your email templates from the Variables menu that will automatically be filled in when the emails are generated.



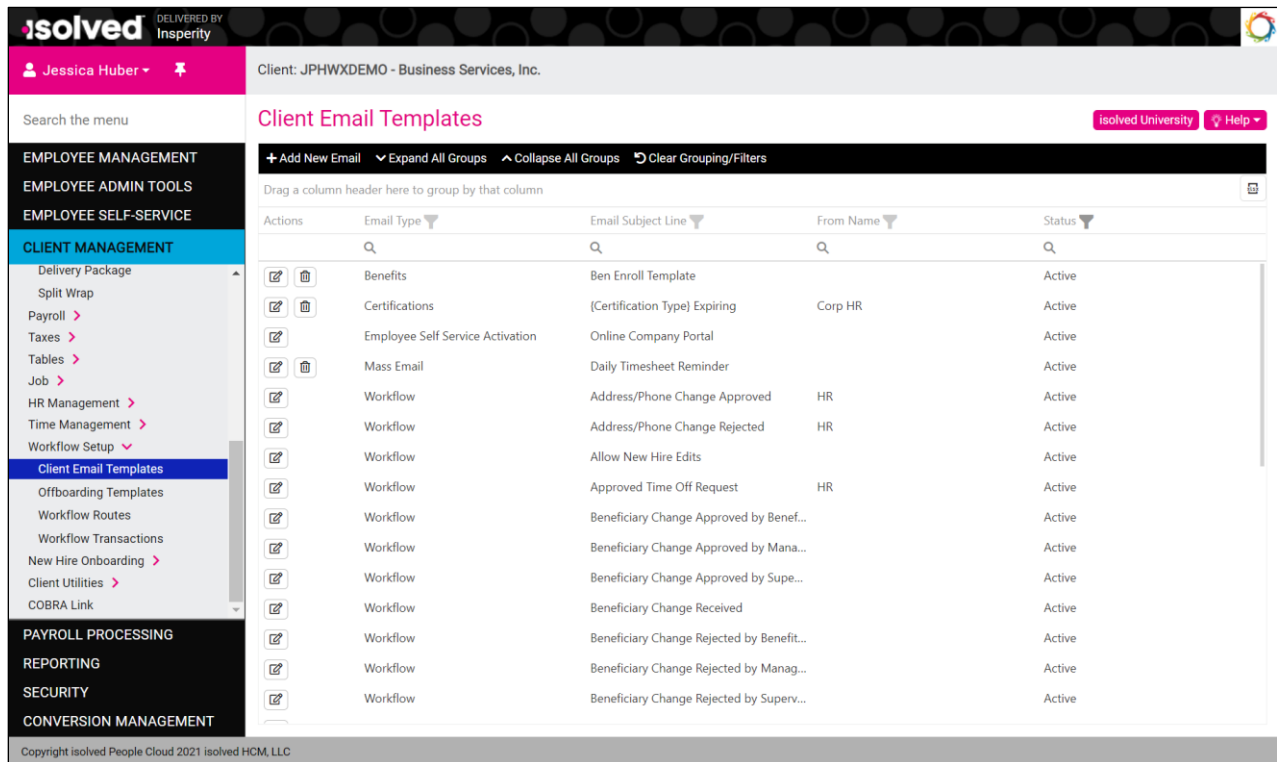
Editing mobile notifications is easier

Since mobile notifications are short messages for employees to read with a quick glance at their phone, they still support plain text only and have been moved to the **Mobile Notifications** tab on the **Email Templates** screen.



Manage Email Templates easily

The **Client Email Templates** screen has also been updated to make finding your email templates easier. You can now search and filter by email type, subject, or template status.



The screenshot displays the 'Client Email Templates' interface. The left sidebar shows a navigation menu with 'Client Email Templates' selected. The main content area shows a table of templates for client 'JPHWXDEMO - Business Services, Inc.'. The table has columns for Actions, Email Type, Email Subject Line, From Name, and Status. Below is a table representation of the data shown in the screenshot:

Actions	Email Type	Email Subject Line	From Name	Status
	Benefits	Ben Enroll Template		Active
	Certifications	{Certification Type} Expiring	Corp HR	Active
	Employee Self Service Activation	Online Company Portal		Active
	Mass Email	Daily Timesheet Reminder		Active
	Workflow	Address/Phone Change Approved	HR	Active
	Workflow	Address/Phone Change Rejected	HR	Active
	Workflow	Allow New Hire Edits		Active
	Workflow	Approved Time Off Request	HR	Active
	Workflow	Beneficiary Change Approved by Benef...		Active
	Workflow	Beneficiary Change Approved by Mana...		Active
	Workflow	Beneficiary Change Approved by Supe...		Active
	Workflow	Beneficiary Change Received		Active
	Workflow	Beneficiary Change Rejected by Benefit...		Active
	Workflow	Beneficiary Change Rejected by Manag...		Active
	Workflow	Beneficiary Change Rejected by Superv...		Active

EEO-1 Component 1 Data Files for Upload

EEO-1 Export provides Component 1 data in the required EEOC format

Private employers with 100 or more employees and federal government contractors with 50 or more employees are required to submit demographic workforce data to the U.S. Equal Employment Opportunity Commission (EEOC) annually. This demographic workforce data, referred to as Component 1, includes metrics for race/ethnicity and gender by job category. The EEOC has opened their online portal so employers can submit Component 1 data for 2019 and 2020 by Monday, July 19, 2021. For companies who have been tracking ethnic origin, gender, EEO classifications in insolved, the new **EEO1 Export** is formatted as a comma-delimited (csv) file for upload to the [EEO-1 Component 1 Online Filing System](#). This report is available on the Reports > Client Reports menu in the **HR Compliance Reports** category.

Client Reports

Report Category: HR Compliance Reports

Output Name	Report Type
EEO1 Component 2 Pay Data Export	As Of Date
EEO1 Component 2 Pay Data Report	As Of Date
EEO1 Export	Date Range
EEO1 Report	As Of Date
Employee I-9 Verification	Date Range
VETS-100 Report	By Payroll Run
VETS-100 Report	As Of Date
VETS-100A Report	By Payroll Run
VETS-100A Report	As Of Date
Vets 4212 Export	As Of Date
Vets 4212 Report	As Of Date

EEO1 Export

Standard: This report generates a Data File 1 (csv) which can be used by single or multi-establishment employers to submit EEO data via the EEO-1 Component 1 Online Filing System.

Filtering

From Date: 1/1/2019
 To Date: 12/31/2020
 Legal Company: JPHWXDEMO - Business Services, Inc.

Options

Headquarters: Houston Corporate Office
 Company ID: JPHWXDEMO
 Contact: Peter Nguyen

Establishments screen links work locations to EEO-1 reporting establishments

To use the isolved **EEO1 Report** or **EEO1 Export**, you need to link your work locations to EEO establishments and assign your company headquarters on the **Establishments** screen for accurate reporting.

Establishments

Name	ID	Headquarters	Work Locations
Houston Corporate Office	Corp	Yes	HOUSTON, TX
Kingsland Meadows, NJ	NJ1	No	Kingsland Meadowslands, NJ
San Francisco, CA	CA1	No	San Francisco, CA

Establishments Form

*Name: Houston Corporate Office
 ID: Corp
 *Address: Primary Address (19001 Crescent Springs Dr, Kingwood, TX 77339-3802)
 NAICS Override: 541990 - All Other Professional, Scientific, and Technical Services
 *Major Business Activity: Professional Services
 First Year EEO Filed: 2012
 First Year CA EEO Filed: 2020
 Headquarters

Work Locations

- Select All
- FLUSHING, NY
- Glen Burnie, MD
- HOUSTON, TX
- Kingsland Meadowslands, NJ
- NORTH CANTON, OH
- San Francisco, CA

Selected Work Locations

- HOUSTON, TX

Payroll & Tax

Local Tax Changes for Pennsylvania Non-Residents

PA local income tax withholding is now required for employees who live in Maryland but work in certain Pennsylvania jurisdictions

Pennsylvania state law requires non-resident tax to be withheld for Pennsylvania employees residing in other states. Pennsylvania local tax collection bureaus can form agreements superseding state law to allow an exemption from non-resident municipal taxes for Maryland residents. Results from a recent audit of Pennsylvania tax collection bureaus requires withholding of non-resident tax in the jurisdictions that were previously exempt.

Although **these changes will occur automatically for payrolls posted after the isolved version 7.11 release on June 25, 2021, the audit requires retroactive withholding back to January 1, 2021.** Insperity is working with isolved to gather a list of all impacted employees who will need additional retroactive Pennsylvania local income tax withholding.

For employers with Pennsylvania work locations, **your Payroll Specialist will contact you if you have employees who reside in Maryland and worked in one of the impacted Pennsylvania locations.** The full list of impacted jurisdictions is available in the [isolved 7.11 Release article in the Insperity Help portal](#).