
Friday, July 23rd, 2021

New isolved release: version 7.13

Highlights

The isolved version 7.13 release improves privacy and makes user administration easier. These features will be automatically available when you log in on Friday, July 23rd, 2021.

User Administration

- It's easier to manage self-service access with the updated **Self-Service Management** screen
- Review employee electronic consent for online data access and year-end forms on the new **Electronic Elections** dashboard
- Adding new isolved administrators is easier since registration emails won't expire after 72 hours anymore

Data Privacy

- Social Security Numbers and birthdates are now masked on the **Employee Summary** and **Employee Profile** to keep that sensitive information private
- You can now restrict access to sensitive employee documents for specific isolved administrators

Benefits

- Automated enrollment notification emails will now be sent to active employees only

Payroll

- The Preview Payroll screen has been updated to mirror the Process Payroll enhancements

Compliance

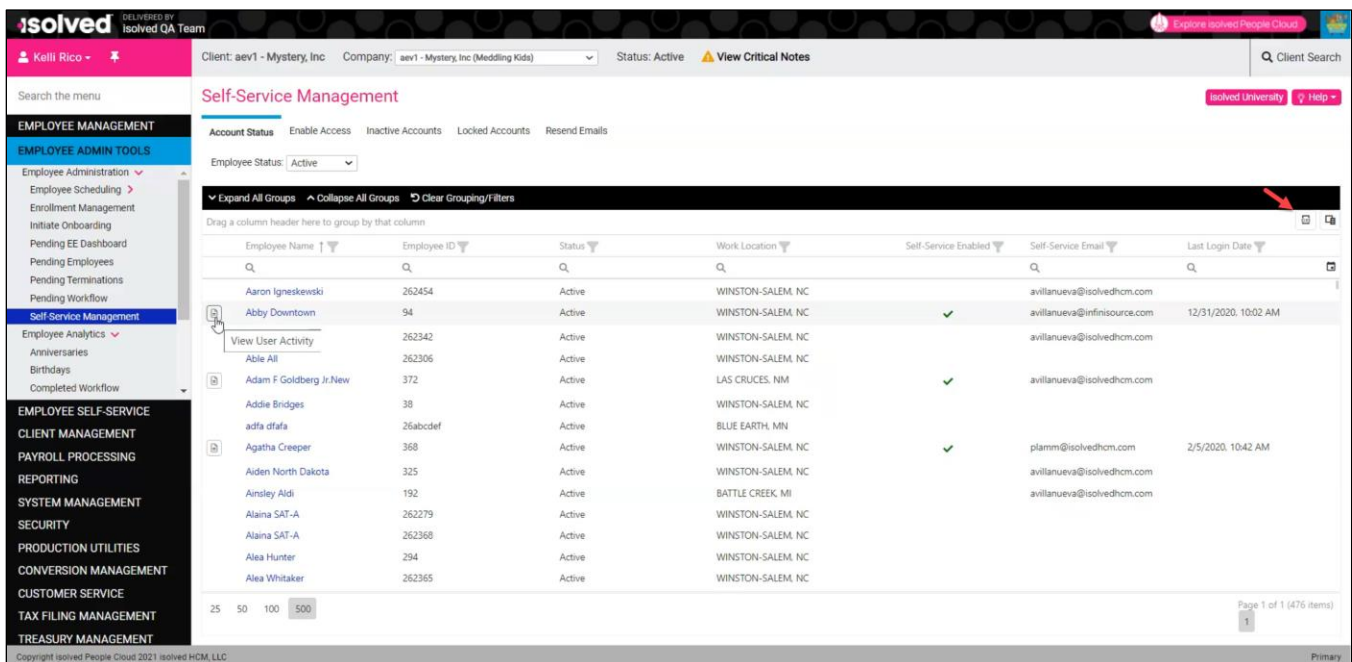
- Support has been added for the Juneteenth federal holiday

User Administration

Streamlined Self-Service Management

Quickly view and update employee access on the refreshed Account Status screen

You no longer need to run reports to see the status of employee self-service accounts. The **Account Status** tab is now an interactive dashboard where you can view, sort, and filter to determine which employees have completed registration and when they logged in most recently. The enhanced view also provides a quick link to the User Activity report for employees with active logins so you can see all their isolved usage.



The screenshot displays the 'Self-Service Management' interface. At the top, it shows the user 'Kelli Rico' and the client 'aev1 - Mystery, Inc'. The main content area is titled 'Self-Service Management' and includes a search bar and a table of employees. The table has the following columns: Employee Name, Employee ID, Status, Work Location, Self-Service Enabled, Self-Service Email, and Last Login Date. A red arrow points to the 'Export All Data' button in the top right corner of the table area.

Employee Name	Employee ID	Status	Work Location	Self-Service Enabled	Self-Service Email	Last Login Date
Aaron Ignieskewski	262454	Active	WINSTON-SALEM, NC		avillanueva@isolvedhcm.com	
Abby Downtown	94	Active	WINSTON-SALEM, NC	✓	avillanueva@infinisource.com	12/31/2020, 10:02 AM
Able All	262306	Active	WINSTON-SALEM, NC		avillanueva@isolvedhcm.com	
Adam F Goldberg Jr.New	372	Active	LAS CRUCES, NM	✓	avillanueva@isolvedhcm.com	
Addie Bridges	38	Active	WINSTON-SALEM, NC			
adifa dafa	26ab0def	Active	BLUE EARTH, MN			
Agatha Creeper	368	Active	WINSTON-SALEM, NC	✓	plamm@isolvedhcm.com	2/5/2020, 10:42 AM
Aiden North Dakota	325	Active	WINSTON-SALEM, NC		avillanueva@isolvedhcm.com	
Ainsley Aldi	192	Active	BATTLE CREEK, MI		avillanueva@isolvedhcm.com	
Alaina SAT-A	262279	Active	WINSTON-SALEM, NC			
Alaina SAT-A	262368	Active	WINSTON-SALEM, NC			
Alea Hunter	294	Active	WINSTON-SALEM, NC			
Alea Whitaker	262365	Active	WINSTON-SALEM, NC			

You can still view employee self-service status in Excel by clicking the **Export All Data** button to capture the current information.

New Electronic Elections dashboard

Review employee consent for electronic data and form access

The new **Electronic Elections** dashboard makes it easy to review the status of employee consent to deliver data and year-end forms online. It's never too early to start planning for year-end processing, so you can use the filters to find employees who have not given consent yet to receive their W-2s, 1099s, and ACA forms electronically.

The new dashboard is available in the Employee Admin Tools > Employee Analytics section of isolved.

Legal Name	Employee Name	Employee ID	Electronic Consent			Year End Delivery			Printed Voucher	Status Description
			Consent Status	Consent Date	Consent Withdra...	Delivery Status	Consent Date	Consent Withdra...		
Mystery, Inc	MarriedSep AAA	262353	Active	3/3/2020		Withdrawn	9/26/2019	2/25/2020	No	Active
Mystery, Inc	new aaaaaaa	262450	Never Consented			Never Consented			No	Inactive
Mystery, Inc	Jamison D Aaddie Jr. (Ja	262378	Active	10/29/2019		Active	5/26/2020		No	Active
Mystery, Inc	Anna Aames	262336	Active	4/24/2019		Active	12/7/2020		No	Active
Mystery, Inc	Carly S Aames	262269A	Active	5/8/2019		Never Consented			No	Active
Mystery, Inc	Michael Aames (Mickey)	288	Active	5/8/2019		Active	5/15/2019		No	Active
Mystery, Inc	Sampson J Aames Jr (Ra	262298	Active	3/28/2019		Active	3/28/2019		No	Active
Mystery, Inc	Sharon Aames	262349	Active	8/9/2019		Never Consented			No	Inactive
Mystery, Inc	Cara Aavery	262376	Active	10/17/2019		Never Consented			No	Active
Mystery, Inc	Flint Abbott	253	Active	3/3/2020		Never Consented			No	Active
Mystery, Inc	Hudson Abby	222	Active	5/18/2017		Active	4/2/2019		No	Active
Mystery, Inc	James Abcoe	262315	Active	5/3/2019		Active	5/15/2019		No	Active
Mystery, Inc	Carl Aberdeen	262389	Active	2/11/2020		Never Consented			No	Active
Mystery, Inc	Jane Aberdeen	262348	Never Consented			Never Consented			No	Active
Mystery, Inc	Mary Abinteih	262369	Never Consented			Never Consented			No	Active
Mystery, Inc	Fynn Abner	277	Active	3/2/2020		Withdrawn	1/3/2018	5/18/2018	No	Active
Mystery, Inc	Justin F Abner	299	Active	5/15/2019		Never Consented			No	Inactive

Like the other enhanced dashboards in isolved, you can click the button to create an Excel report of your current Account Status or Electronic Elections views.

New isolved administrator registrations no longer expire

New client users can now complete registration on their schedule

With the addition of two-factor authentication and other security measures to validate user access, there is no longer a need for new client administrator registration links to expire after 72 hours. When you create a new client user, their registration will remain active unless you disable the account. Otherwise, the provisioning process has not changed. This change will not affect new registrations that were created before the 7.13 release.

For more information about adding and administering client users, refer to the **Client User Configuration and Maintenance Guide**.

Data Privacy

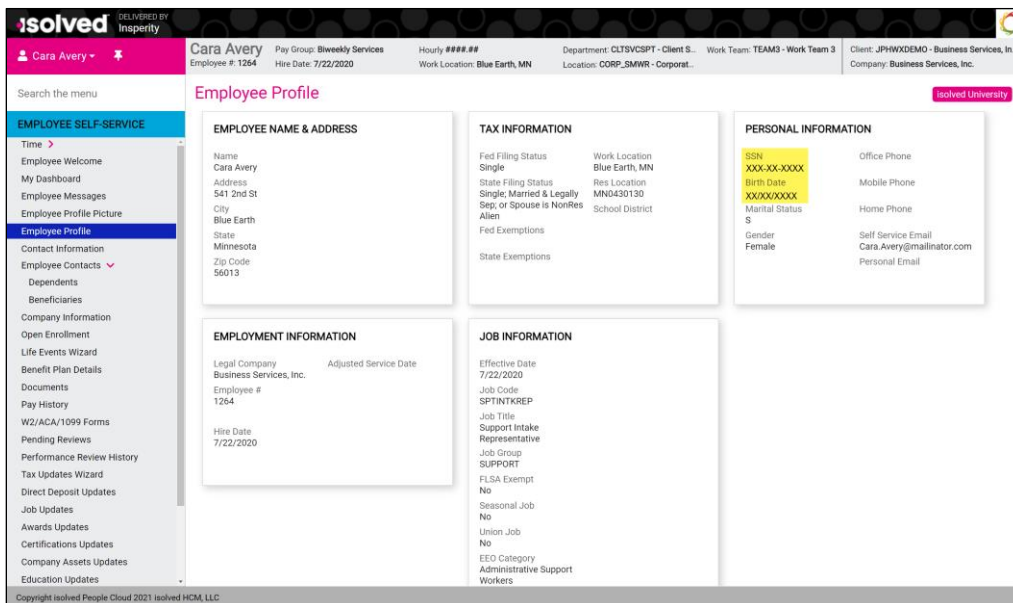
Social Security Numbers and Birthdates are now masked for privacy

Sensitive employee information will no longer display in summary views to ensure privacy

With more employees working outside the office, data privacy is a deeper concern. To ensure Social Security Numbers and birthdates can't be seen by stolen by someone looking over the employee's shoulder outside the workplace, they've been hidden from the **Employee Profile** in Employee Self-Service (ESS) and the **Employee Summary** in the administrative view.

Masking SSN & Birthdate in ESS

To keep employee's personal information from being visible when they log into ESS, their Social Security Number and birthdate will be hidden on the **Employee Profile** in Employee Self-Service.



Employee Profile

EMPLOYEE NAME & ADDRESS

Name: Cara Avery
Address: 541 2nd St, Blue Earth, MN 56013

TAX INFORMATION

Fed Filing Status: Single
State Filing Status: Single, Married & Legally Sep. or Spouse is NonRes Alien
Fed Exemptions: [None]
State Exemptions: [None]

PERSONAL INFORMATION

SSN: XXX-XX-XXXX
Birth Date: XXXX/XXXX
Marital Status: S
Gender: Female

Office Phone: [None]
Mobile Phone: [None]
Home Phone: [None]
Self Service Email: Cara.Avery@mailinator.com
Personal Email: [None]

EMPLOYMENT INFORMATION

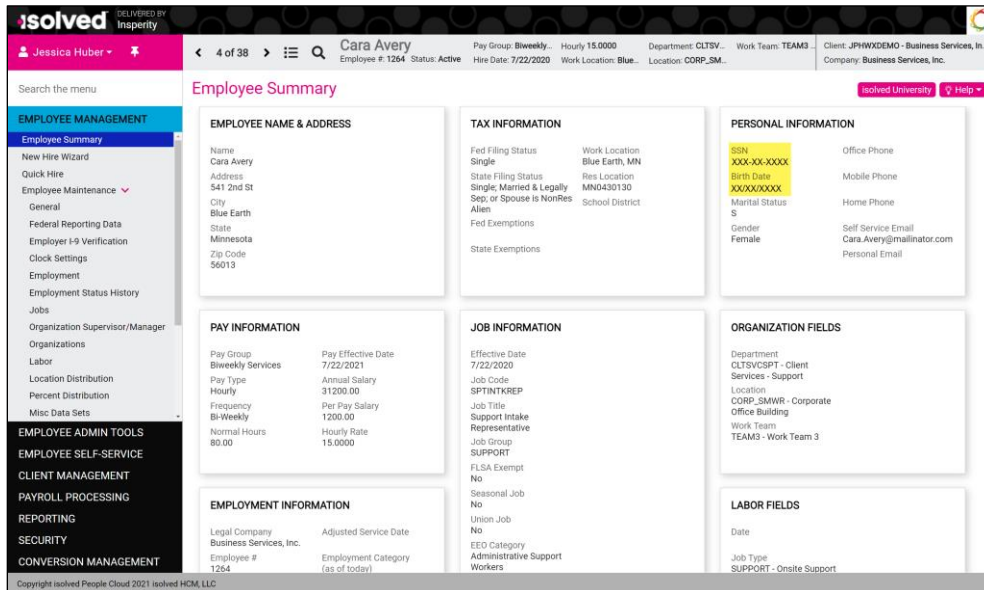
Legal Company: Business Services, Inc.
Employee #: 1264
Hire Date: 7/22/2020

JOB INFORMATION

Effective Date: 7/22/2020
Job Code: SPTINTKREP
Job Title: Support Intake Representative
Job Group: SUPPORT
FLSA Exempt: No
Seasonal Job: No
Union Job: No
EEO Category: Administrative Support Workers

Masking SSN & Birthdate in the Employee Summary

For administrative users, the Social Security Numbers and birthdates will be hidden on the **Employee Summary** in the Employee Management > Employee Maintenance section.



The screenshot shows the 'Employee Summary' page for 'Cara Avery'. The 'PERSONAL INFORMATION' section contains the following data:

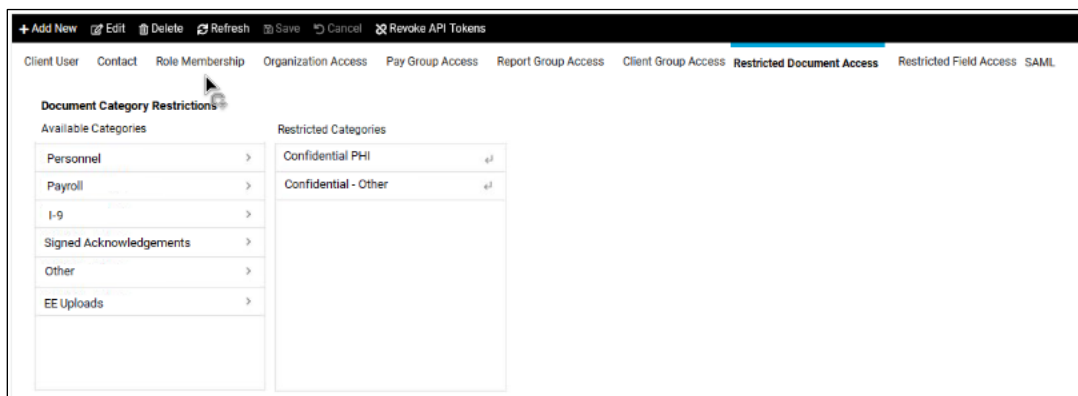
Field	Value
SSN	XXX-XX-XXXX
Birth Date	XXXX/XXXX
Office Phone	
Mobile Phone	
Home Phone	
Self Service Email	Cara.Avery@mailinator.com
Personal Email	

Clicking the **SSN** or **Birth Date** headings will still open the employee's General screen and display the full Social Security Number and birthdate for administrative users who have permission to view them.

Control document access for specific administrative users

Restrict access by document category for users who shouldn't see them

The ability to control access to employee documents is now available for client administrative users. The new **Restricted Document Access** tab allows you to remove access to document categories that contain sensitive information from client users.



The screenshot shows the 'Restricted Document Access' configuration page. The 'Available Categories' list includes:

- Personnel
- Payroll
- I-9
- Signed Acknowledgements
- Other
- EE Uploads

The 'Restricted Categories' list includes:

- Confidential - PHI
- Confidential - Other

Benefits

Enrollment notifications for active employees only

Stop spamming former employees with benefit enrollment alerts

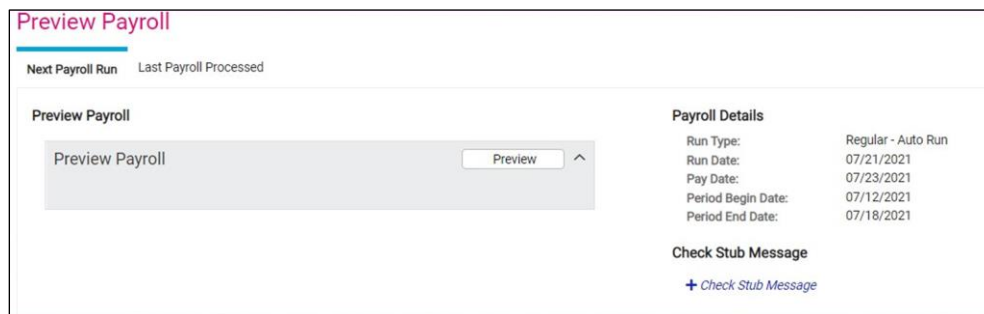
If you use automated email alerts to remind employees of important benefit enrollment deadlines, these alerts will now target just employees who are active on the date the email is sent. Previously, if you configured email alerts to be sent in the future, they would use the employee's status on the day you configured the alert, and did not check again to see if the employee had been terminated prior to the scheduled send date. Now, the system will analyze employees who are scheduled to receive benefit enrollment notification emails and will not send them to inactive or terminated employees.

Payroll

Updated Preview Payroll screen

The Preview Payroll screen now looks and feels like Process Payroll

In isolated version 7.3 in March, isolved enhanced the Process Payroll screen to streamline the period-end process and merge functionality for isolated Time users. In this 7.13 release, isolved will bring the same improvements to the **Preview Payroll** screen.



The Preview Payroll task is now available on the **Next Payroll Run** tab while information for the previous payroll has moved to the **Last Payroll Processed** tab. The Check Stub Message is now an expandable field.

Compliance

Juneteenth has been added as a federal holiday for banking & payroll

Banks and the Federal Reserve system may be closed on June 19th moving forward

The Juneteenth National Independence Day Act declared June 19th a federal holiday each year to celebrate the date in 1865 when many enslaved people in Texas learned they had been freed after the end of the Civil War. If you have already extended your payrolls into 2022, review the Client Run Schedule on the Payroll Processing menu and review your June 2022 pay dates. The holiday will fall on Sunday, June 19, 2022, and may impact banks and the Federal Reserve.