

Friday, August 6th, 2021

New isolved release: version 7.14

Highlights

The new isolved version, 7.14, will be available when you log in on Friday, August 6th, 2021. It includes improvements for employee administration and absence tracking.

Employee Administration

- Quickly evaluate your organizational reporting structure on the new **Managerial Assignments** dashboard
- For organizations with multiple FEINs, employees can now be assigned to supervisors and managers in other companies
- The **Tax Information** sections of the Employee Summary and Employee Profile have been updated to display the 2020 W-4 fields

Paid Time Off

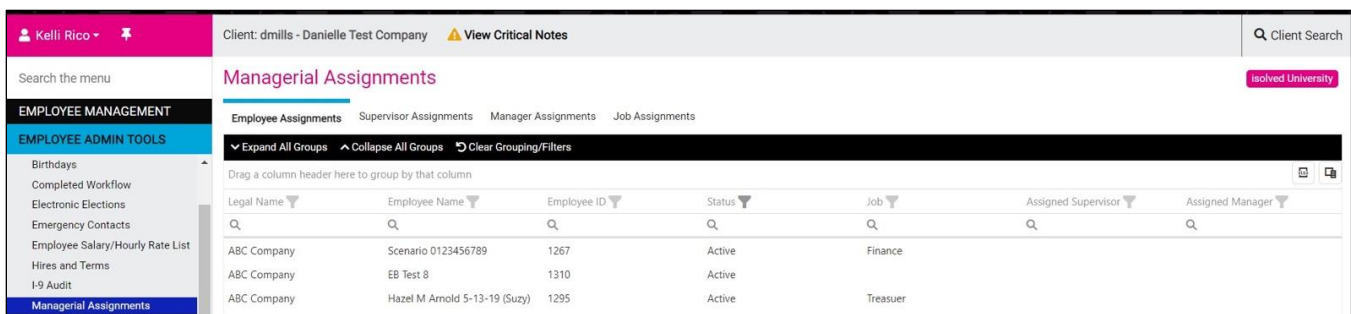
- The **Employee Absences** screen has been updated so it's easier for employee self-service users and client administrators to understand the options to exclude absences from balance and payroll calculations

Employee Administration

New dashboard to see your organizational reporting structure

Quickly view all supervisor and manager assignments in one place

You no longer need to run reports to see supervisor and manager assignments. The new **Managerial Assignments** dashboard shows supervisors and managers assigned directly to employees on their Employee Jobs record and assignments based on the organization where they report.



Legal Name	Employee Name	Employee ID	Status	Job	Assigned Supervisor	Assigned Manager
ABC Company	Scenario 0123456789	1267	Active	Finance		
ABC Company	EB Test 8	1310	Active			
ABC Company	Hazel M Arnold 5-13-19 (Suzy)	1295	Active	Treasurer		

There are 4 tabs on the new dashboard so you can review assignments from the employee, supervisor, manager, and client job perspectives:

- **Employee Assignments** shows rows for each employee and lets you sort, filter, and select columns to see their managers and supervisors
- **Supervisor Assignments** groups employees by supervisor. The supervisor's job title and work location is displayed with the number of assigned employees. Clicking on the supervisor shows a list of their assigned employees. If a supervisor is terminated, a warning will be displayed until all of the employees who reported directly to them are reassigned.
- **Manager Assignments** groups employees by manager. The manager's job title and work location is displayed with the number of assigned employees. Clicking on the manager shows a list of their assigned employees. If a manager is terminated, a warning will be displayed until all of the employees who reported directly to them are reassigned.
- **Job Assignments** shows default supervisor and manager assignments from the Client Management > Job > **Jobs** screen

Like other employee analytics dashboards, the tabs on the Managerial Assignments dashboard let you sort, filter, and export your view to Excel by clicking the **Export All Data** button to capture the current information. The new dashboard is available in the Employee Admin Tools > Employee Analytics section of isolved.

Manager & Supervisor Assignments across the Organization

You can now assign supervisors and managers from other companies within your organization

With this release, supervisors and managers can be assigned from other companies within the organization to employees on their Job screen. The Manager Search and Supervisor Search fields will search across the entire organization if you have more than one legal company in involved.

Updated Tax Information on the Employee Summary and Employee Profile

The Tax Information section of the Employee Summary now shows the 2020 W-4 fields

The **Tax Information** section of the **Employee Summary** in the client administrator view and the **Employee Profile** screen in ESS have been updated to show the fields from the 2020 version of the W-4, *Employee's Withholding Allowance Certificate*, so you no longer need to go to the Tax Information screen to see those details. For states that use the updated federal election choices, that information is updated as well.

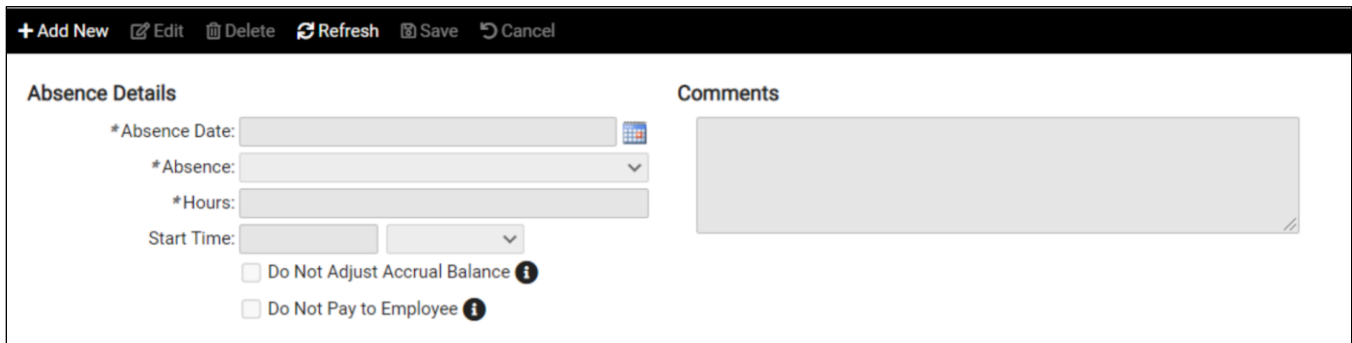
TAX INFORMATION	
Fed Filing Status	Work Location
Single or Married Filing Separately	80015 AURORA, CO
State Filing Status	Res Location
Single or Married Filing Separately	C00050030
State Exemptions	School District
Fed Other Income Amount	
5000.00	
State Other Income Amount	
5000.00	
Fed Additional \$	
25.00	
State Additional \$	
15.00	

Paid Time Off

Updated Employee Absence options

The processing options on the Employee Absences screen are easier to understand

The **Employee Absences** screen has always included options to exclude absences from the accrual calculation and payroll processing, but the options have been renamed for clarity.



The screenshot shows the 'Employee Absences' screen with a dark header bar containing the following actions: + Add New, Edit, Delete, Refresh, Save, and Cancel. The main content area is divided into two sections: 'Absence Details' and 'Comments'. The 'Absence Details' section includes the following fields and options:

- *Absence Date: [Date Picker]
- *Absence: [Dropdown Menu]
- *Hours: [Text Input]
- Start Time: [Time Picker]
- Do Not Adjust Accrual Balance ⓘ
- Do Not Pay to Employee ⓘ

The 'Comments' section is a large, empty text area.

- **Exclude from Accrual Calculation** is now **Do Not Adjust Accrual Balance**
If you select this option, the absence will not be reflected in the Calendar YTD Taken or Plan YTD Taken columns and it will not reduce the employee's PTO balance.
- **Exclude from Earning Calculation** is now **Do Not Pay to Employee**
If you select this option, the absence will be recorded, but it will not be imported to payroll when you Commit Timecards and will not be paid.

An informational tooltip further explains each option.