
Friday, January 14th, 2022

New isolved release: version 8.00

Highlights

isolved version 8.00 updates minimum wage rates and withholding tax forms to comply with 2022 requirements. The new Certifications dashboard makes it easy to spot employees who need to provide updated documentation. Employees can now receive and sign state wage notices electronically in ESS, beginning with the New York forms in version 8.00. This release includes some new options for legal form addresses and a new overtime calculation for semimonthly and monthly pay frequencies.

Employee Self-Service (ESS)

- The Electronic Consent agreement has been updated to reflect current system requirements for using ESS
- You can now provide pay rates notices to New York employees through ESS

HR

- The new **Certifications** dashboard lets you quickly identify employees with expired certifications and easily see who still needs to provide needed documentation by certificate type.
- In Performance Reviews, you can now assign the Supervisor as the reviewer even if the same person is assigned as the employee's supervisor and manager
- The new **Client Notices** screen allows you to define New York state pay rate notices for hourly employees

Payroll & Tax

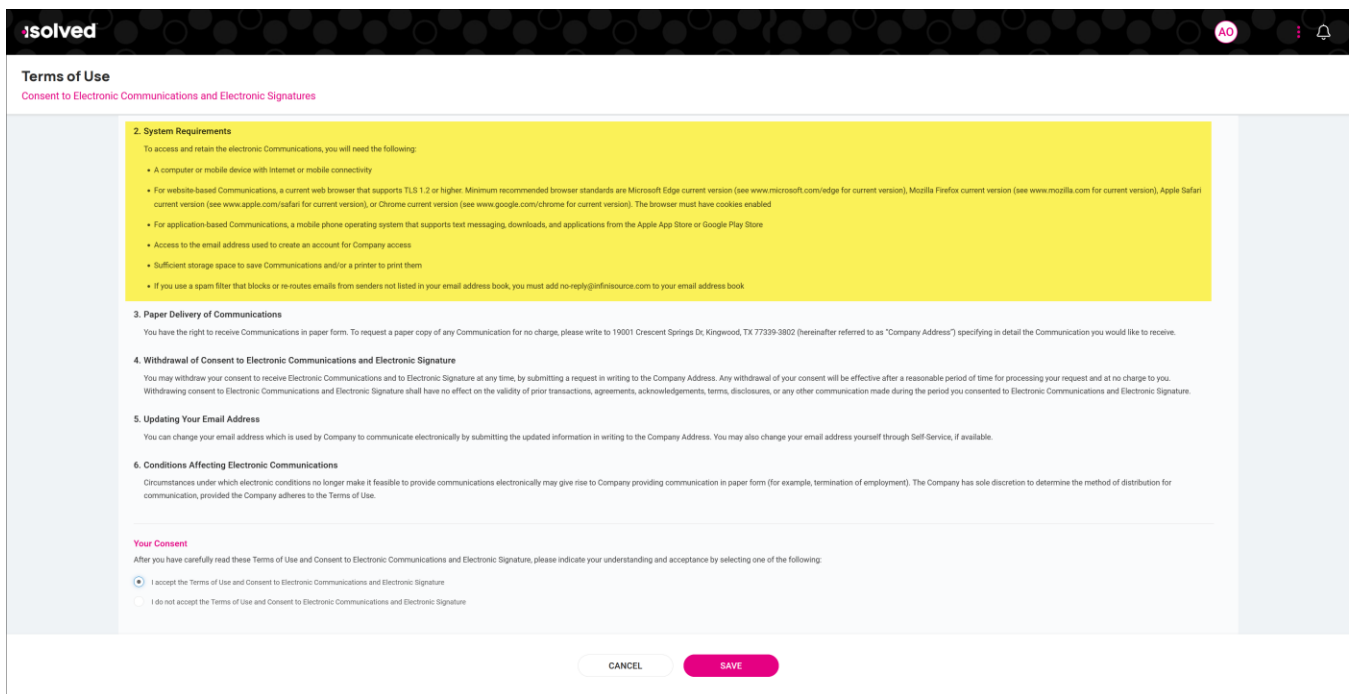
- All state and local minimum wages have been updated for 2022. These rates are automatically referenced if you use the minimum wage makeup features for tipped and piece rate employees.
- isolved now tracks separate legal, mailing, and physical company addresses to support different form and notice requirements
- When previewing an employee's check in Individual Time Entry, you will now see their current federal and state filing statuses
- A new pay rate calculation is available for semimonthly and monthly pay frequencies to determine the employee's weighted average rate for overtime

Employee Self-Service (ESS)

System requirements have been updated in the Electronic Consent Agreement

Employees can now review the current hardware requirements when they log into ESS for the first time

The **System Requirements** section of the isolated **Consent to Electronic Communications and Electronic Signatures** has been updated to accurately reflect the current browser requirements. Isolated ended support for older TLS versions in September 2021 with the version 7.16 release, so now the system requirements accurately reflect the need to use a browser that is compliant with TLS 1.2 or later. The updated section now reads:



isolated AO

Terms of Use
Consent to Electronic Communications and Electronic Signatures

2. System Requirements
To access and retain the electronic Communications, you will need the following:

- A computer or mobile device with internet or mobile connectivity
- For website-based Communications, a current web browser that supports TLS 1.2 or higher. Minimum recommended browser standards are Microsoft Edge current version (see www.microsoft.com/edge for current version), Mozilla Firefox current version (see www.mozilla.com for current version), Apple Safari current version (see www.apple.com/safari for current version), or Chrome current version (see www.google.com/chrome for current version). The browser must have cookies enabled
- For application-based Communications, a mobile phone operating system that supports text messaging, downloads, and applications from the Apple App Store or Google Play Store
- Access to the email address used to create an account for Company access
- Sufficient storage space to save Communications and/or a printer to print them
- If you use a spam filter that blocks or re-routes emails from senders not listed in your email address book, you must add no-reply@infinaresource.com to your email address book.

3. Paper Delivery of Communications
You have the right to receive Communications in paper form. To request a paper copy of any Communication for no charge, please write to 19001 Crescent Springs Dr, Kingwood, TX 77339-3802 (hereinafter referred to as "Company Address") specifying in detail the Communication you would like to receive.

4. Withdrawal of Consent to Electronic Communications and Electronic Signature
You may withdraw your consent to receive Electronic Communications and to Electronic Signature at any time, by submitting a request in writing to the Company Address. Any withdrawal of your consent will be effective after a reasonable period of time for processing your request and at no charge to you. Withdrawing consent to Electronic Communications and Electronic Signature shall have no effect on the validity of prior transactions, agreements, acknowledgements, terms, disclosures, or any other communication made during the period you consented to Electronic Communications and Electronic Signature.

5. Updating Your Email Address
You can change your email address which is used by Company to communicate electronically by submitting the updated information in writing to the Company Address. You may also change your email address yourself through Self-Service, if available.

6. Conditions Affecting Electronic Communications
Circumstances under which electronic conditions no longer make it feasible to provide communications electronically may give rise to Company providing communication in paper form (for example, termination of employment). The Company has sole discretion to determine the method of distribution for communication, provided the Company adheres to the Terms of Use.

Your Consent
After you have carefully read these Terms of Use and Consent to Electronic Communications and Electronic Signatures, please indicate your understanding and acceptance by selecting one of the following:

I accept the Terms of Use and Consent to Electronic Communications and Electronic Signature

I do not accept the Terms of Use and Consent to Electronic Communications and Electronic Signature

CANCEL SAVE

If employees have already consented, they do not need to complete the updated agreement again. This change will impact new ESS registrants moving forward.

Provide NY LS 54 and LS 56 Pay Rate Notices through ESS

Employees can review and electronically sign New York state wage notices when they are hired or when they receive a rate change

Many states require employees to agree to their rate of pay when they are hired or when that rate changes. Employers must provide state-specific forms and save the signed copies with their employee paperwork. With isolated version 8.00.0, employees will now be able to sign these forms electronically in Employee Self-Service (ESS). Isolated will eventually support wage notices for all states that require them, but the 8.00 release includes support for these forms:

- LS 54 – New York State Labor Law Notice for Hourly Rate Employees
- LS 56 – New York State Labor Law Notice for Employees Paid a Weekly Rate or a Salary for a Fixed Number of Hours (40 or Fewer in a Week)

Employee Messages

My Assignments

NY LS 54 Hourly Rate Change
 To comply with the New York state Wage Theft Prevention Act (WTPA), we are required to provide written notification of your upcoming pay rate change.

Please review and sign the LS 54, *Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law* by following these instructions:

1. Click the **Complete Notice** button below to access the LS 54 electronic form.
2. Review the information and click on the Employee Signature line to electronically sign your notice.
3. Click Submit to send your signed notice to Payroll.

If you have any questions about your pay rate notice, please contact Payroll at Payroll@BSI.com or call 281-555-5555.

View here [L](#)

Notice complete

Configuration is required to enable these notices. Contact your Payroll Specialist for assistance.

HR

New Certifications dashboard provides a quick overview of employee certification statuses

Quickly identify expired certifications with the new analytics dashboard

The new **Certifications** dashboard allows you to quickly evaluate employee certifications by type so you can easily determine who needs to provide updated credentials to continue working in specialized roles. This dashboard is available on the **Employee Admin Tools** menu under **Employee Analytics**.

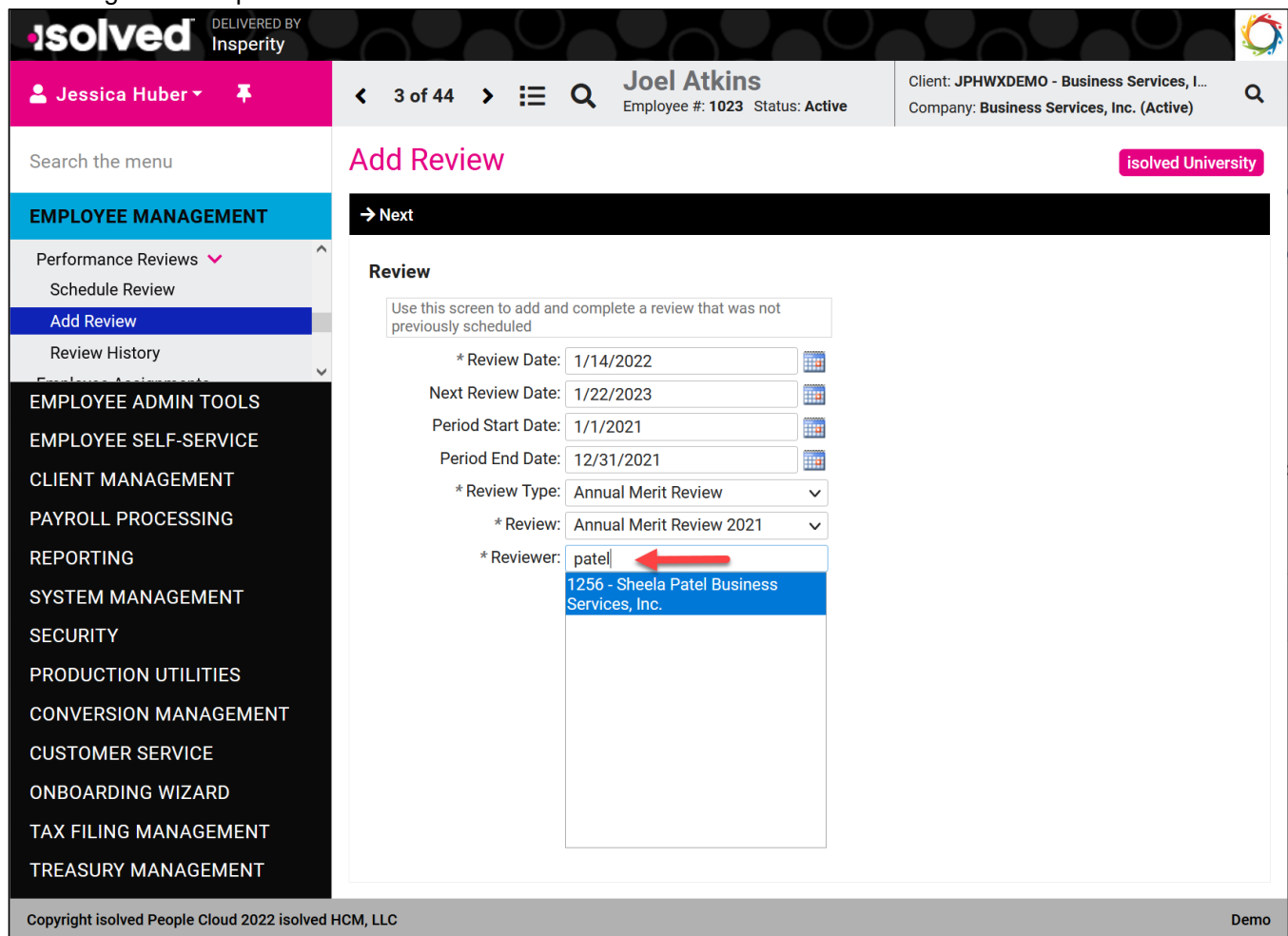
Legal Name	Employee Name	Employee ID	Status Description	Name	Certification Title	Effective Date	Expiration Date	Status
ABC Company	Carla A Garcia	1216	Active		CPR/First Aid	2/1/2020	1/31/2022	Expiring Soon
ABC Company	Future Hire Date	1234	Active		CPR/First Aid	1/1/2022		
ABC Company	Audrey Keddington	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	

Access to the Certifications dashboard has been automatically granted to client administrators with the **Manage Employee Human Resources** role.

Performance Reviewer fixed for employees with the same Supervisor and Manager

A bug that impacted the ability to assign reviewers if the employee had the same Supervisor and Manager has been fixed

Some clients assign the same person as the employee's manager and supervisor. Prior to this release, there was an issue assigning the supervisor as a performance reviewer in this scenario. That has been fixed, so now you can assign those supervisors.



The screenshot displays the 'Add Review' interface for employee Joel Atkins. The form includes the following fields and values:

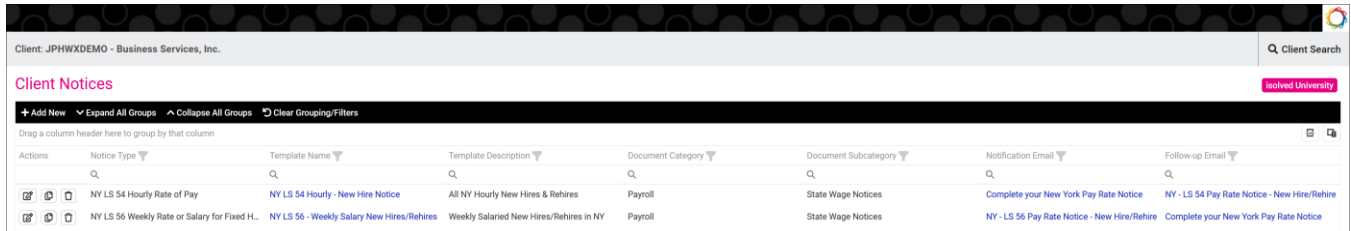
- Review Date:** 1/14/2022
- Next Review Date:** 1/22/2023
- Period Start Date:** 1/1/2021
- Period End Date:** 12/31/2021
- Review Type:** Annual Merit Review
- Review:** Annual Merit Review 2021
- Reviewer:** patel

The Reviewer dropdown menu is open, showing the selected option: **1256 - Sheela Patel Business Services, Inc.** A red arrow points to this selection, indicating that the system now allows assigning a supervisor as a reviewer even when they are also the employee's manager.

Configure Wage Notices to include New York LS 54 and LS 56 notices in ESS

The new Wage Notices screen allows you to configure multiple wage notice templates

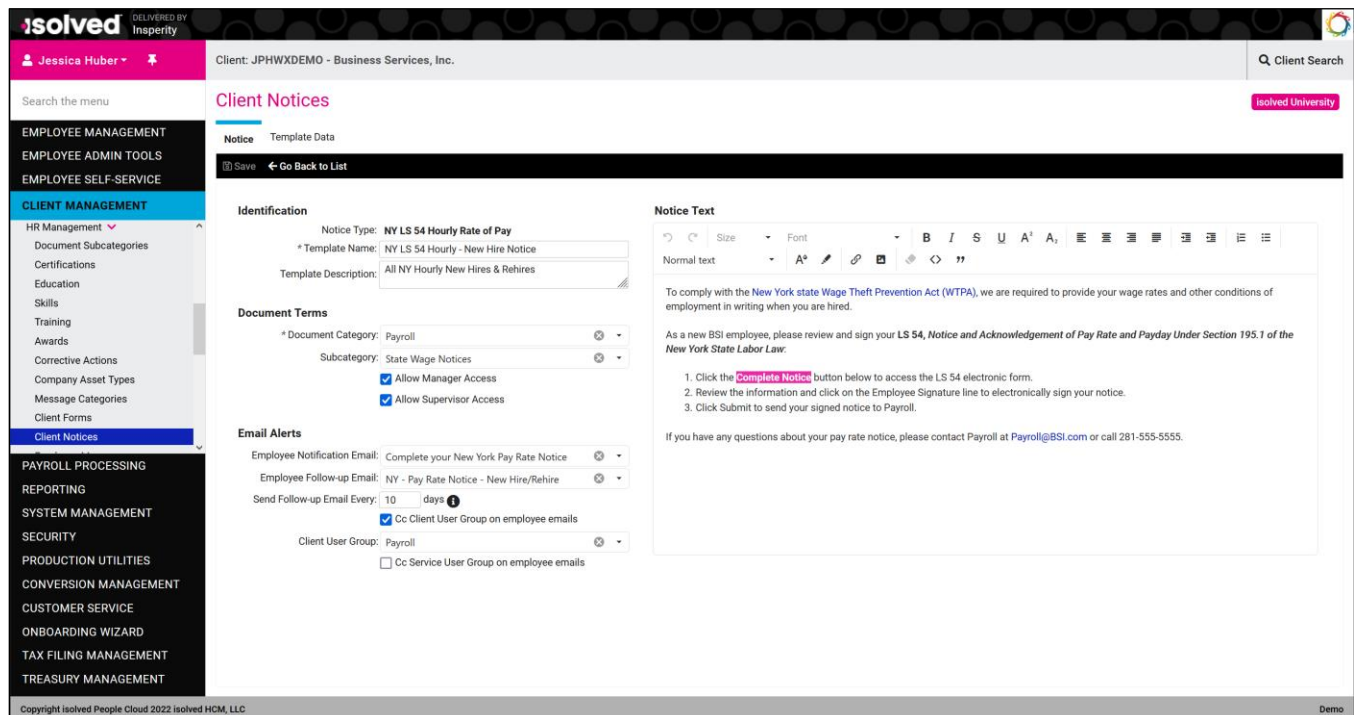
Employers need to efficiently deliver required employment wage notices to employees. In order to implement that functionality, you can now create templates on the new **Client Notices** screen for the required state forms.



Actions	Notice Type	Template Name	Template Description	Document Category	Document Subcategory	Notification Email	Follow-up Email
	NY LS 54 Hourly Rate of Pay	NY LS 54 Hourly - New Hire Notice	All NY Hourly New Hires & Rehires	Payroll	State Wage Notices	Complete your New York Pay Rate Notice	NY - LS 54 Pay Rate Notice - New Hire/Rehire
	NY LS 56 Weekly Rate or Salary for Fixed H.	NY LS 56 - Weekly Salary New Hires/Rehires	Weekly Salaried New Hires/Rehires in NY	Payroll	State Wage Notices	NY - LS 56 Pay Rate Notice - New Hire/Rehire	Complete your New York Pay Rate Notice

You can define the wage notices required for your employees and the template data that will be automatically populated on the specified form. isolved will eventually support wage notices for all states that require them, but the 8.00 release includes support for these forms:

- LS 54 – New York State Labor Law Notice for Hourly Rate Employees
- LS 56 – New York State Labor Law Notice for Employees Paid a Weekly Rate or a Salary for a Fixed Number of Hours (40 or Fewer in a Week)



Client Notices

Notice Template Data

Save Go Back to List

Identification

Notice Type: **NY LS 54 Hourly Rate of Pay**

*Template Name: NY LS 54 Hourly - New Hire Notice

Template Description: All NY Hourly New Hires & Rehires

Document Terms

* Document Category: Payroll

Subcategory: State Wage Notices

Allow Manager Access

Allow Supervisor Access

Email Alerts

Employee Notification Email: Complete your New York Pay Rate Notice

Employee Follow-up Email: NY - Pay Rate Notice - New Hire/Rehire

Send Follow-up Email Every: 10 days

Cc Client User Group on employee emails

Client User Group: Payroll

Cc Service User Group on employee emails

Notice Text

To comply with the New York state Wage Theft Prevention Act (WTPA), we are required to provide your wage rates and other conditions of employment in writing when you are hired.

As a new BSI employee, please review and sign your LS 54, *Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law*:

1. Click the **Complete Notice** button below to access the LS 54 electronic form.
2. Review the information and click on the Employee Signature line to electronically sign your notice.
3. Click Submit to send your signed notice to Payroll.

If you have any questions about your pay rate notice, please contact Payroll at Payroll@BSI.com or call 281-555-5555.

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Client Notices isolved University

Notice **Template Data**

Save
← Go Back to List

Notice Type: **NY LS 54 Hourly Rate of Pay**
 Template Name: **NY LS 54 Hourly - New Hire Notice**

Template Data

Notice Given:

Allowances Taken: None

Tips per hour

Meals per meal

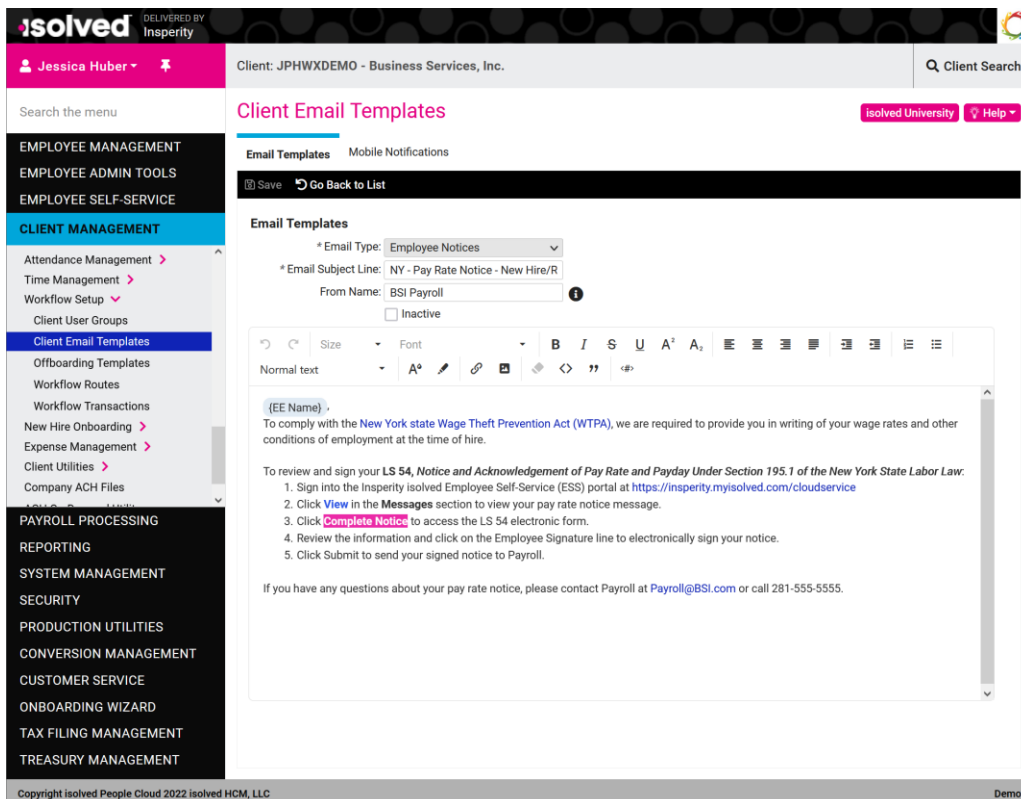
Lodging

Other

Overtime Pay Rate:

Preparer:

A new **Employee Notices** email type is available in Client Email Templates so you can configure notification emails to let employees know when they need to acknowledge new pay rate notices. You can also configure reminder emails if they have not signed their notices after a specified number of days.



The screenshot shows the 'Client Email Templates' configuration interface. The left sidebar contains a navigation menu with categories like 'EMPLOYEE MANAGEMENT', 'CLIENT MANAGEMENT', 'PAYROLL PROCESSING', 'REPORTING', 'SYSTEM MANAGEMENT', 'SECURITY', 'PRODUCTION UTILITIES', 'CONVERSION MANAGEMENT', 'CUSTOMER SERVICE', 'ONBOARDING WIZARD', 'TAX FILING MANAGEMENT', and 'TREASURY MANAGEMENT'. The main content area is titled 'Client Email Templates' and shows the configuration for an 'Employee Notices' template. The configuration includes fields for 'Email Type' (Employee Notices), 'Email Subject Line' (NY - Pay Rate Notice - New Hire/R), and 'From Name' (BSI Payroll). Below these fields is a rich text editor with a toolbar and a text area containing the following content:

(EE Name) -

To comply with the **New York state Wage Theft Prevention Act (WTPA)**, we are required to provide you in writing of your wage rates and other conditions of employment at the time of hire.

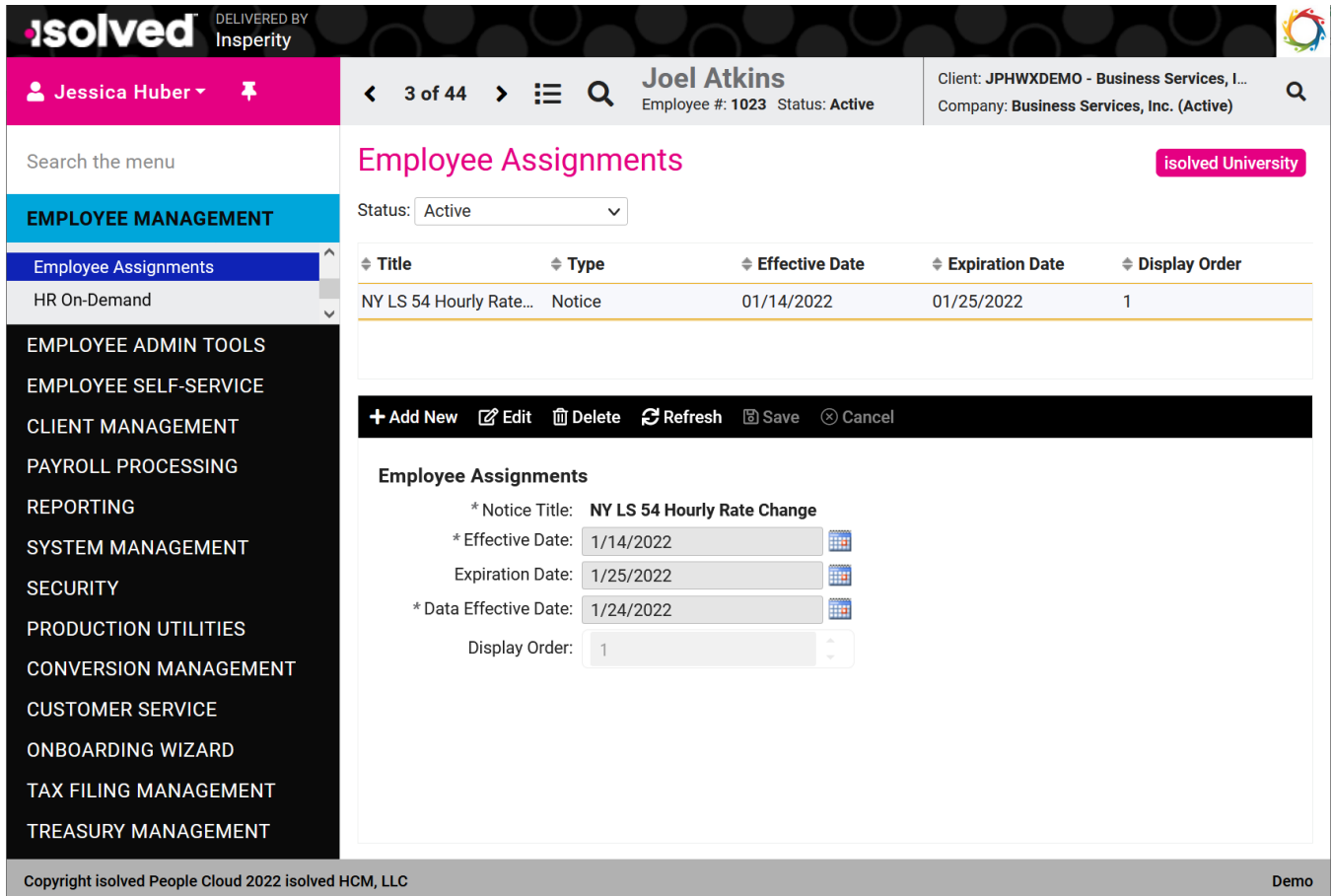
To review and sign your **LS 54, Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law**:

1. Sign into the Insperity isolved Employee Self-Service (ESS) portal at <https://insperity.mysisolved.com/cloudservice>
2. Click **View** in the **Messages** section to view your pay rate notice message.
3. Click **Complete Notice** to access the LS 54 electronic form.
4. Review the information and click on the Employee Signature line to electronically sign your notice.
5. Click Submit to send your signed notice to Payroll.

If you have any questions about your pay rate notice, please contact Payroll at Payroll@BSI.com or call 281-555-5555.

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Once you've created client notice templates, assign them to employees as employee messages. A new Employee Notification option is available to assign wage notifications.



The screenshot shows the 'Employee Assignments' page in the isolved HR system. The interface includes a top navigation bar with the user 'Jessica Huber' and the employee 'Joel Atkins' (Employee #: 1023, Status: Active). The client is identified as 'JPHWXDEMO - Business Services, I...' and the company as 'Business Services, Inc. (Active)'. A search bar is present with the text 'Search the menu'. The left sidebar lists various management categories, with 'EMPLOYEE MANAGEMENT' expanded to show 'Employee Assignments' and 'HR On-Demand'. The main content area displays a table of assignments with columns for Title, Type, Effective Date, Expiration Date, and Display Order. A single assignment is listed: 'NY LS 54 Hourly Rate...' with Type 'Notice', Effective Date '01/14/2022', Expiration Date '01/25/2022', and Display Order '1'. Below the table is a toolbar with icons for '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. A form section titled 'Employee Assignments' contains fields for:

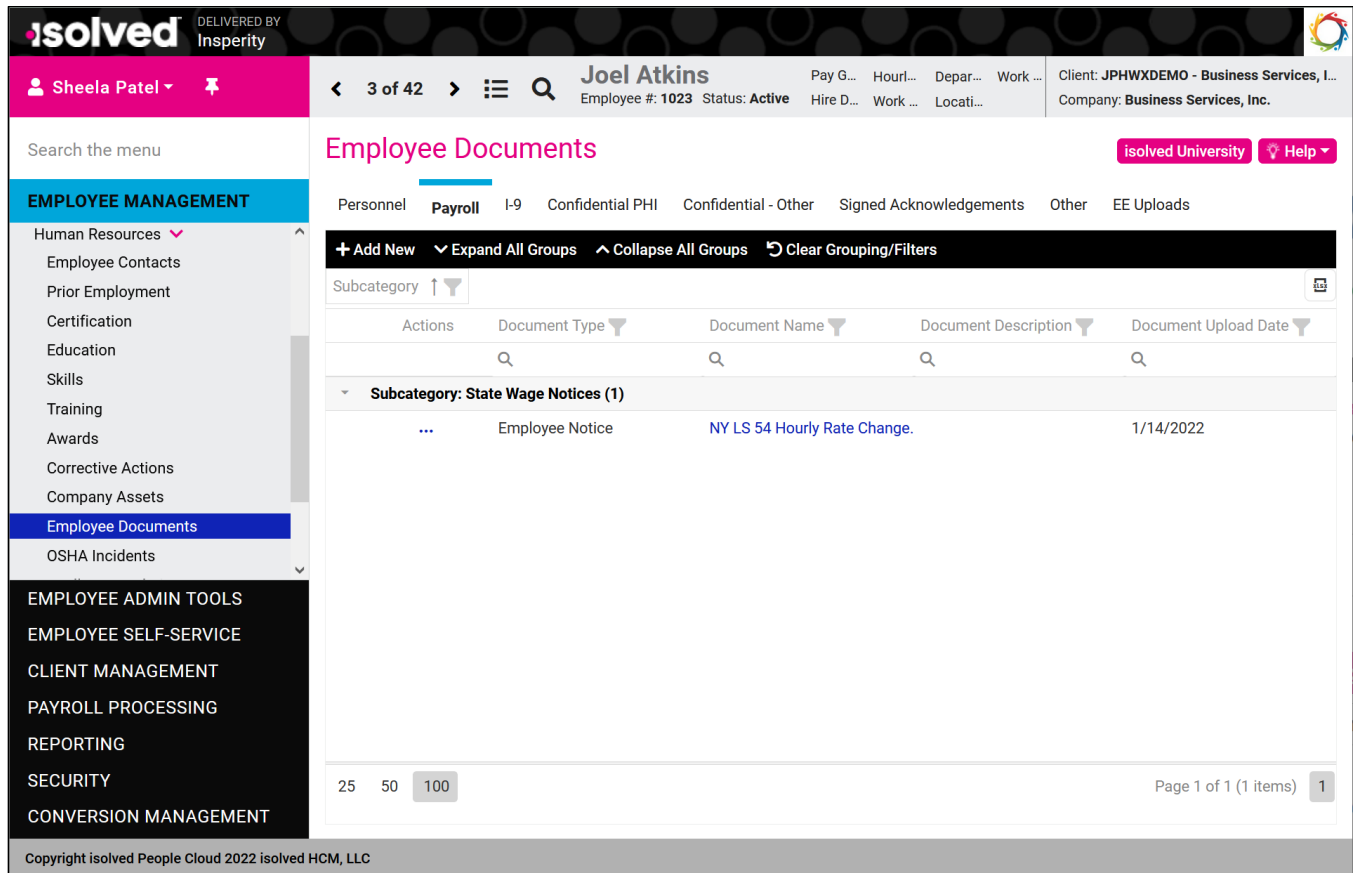
- * Notice Title: NY LS 54 Hourly Rate Change
- * Effective Date: 1/14/2022
- Expiration Date: 1/25/2022
- * Data Effective Date: 1/24/2022
- Display Order: 1

 The footer of the page contains the copyright notice 'Copyright isolved People Cloud 2022 isolved HCM, LLC' and the word 'Demo'.

Employees will see the message you defined in the Client Notice template and can click **Complete Notice** to review the form. Once completed, the message will update to include a link to the completed document.

The state form will open automatically in a new tab for the employee to electronically sign and Submit.

Completed forms are automatically saved on the Employee Documents screen in the category and subcategory you defined on the Client Notification template.



The screenshot shows the 'insolved' HR system interface. At the top, it displays 'DELIVERED BY Insperity' and the user 'Sheela Patel'. The main header identifies the employee as 'Joel Atkins' (Employee #: 1023, Status: Active) and the client as 'JPHWXDEMO - Business Services, Inc.'. The 'Employee Documents' section is active, showing a list of documents under the subcategory 'State Wage Notices (1)'. A single document is listed: 'Employee Notice' with the description 'NY LS 54 Hourly Rate Change.' and an upload date of '1/14/2022'. The interface includes a sidebar menu with categories like 'EMPLOYEE MANAGEMENT', 'EMPLOYEE ADMIN TOOLS', and 'EMPLOYEE SELF-SERVICE'. The bottom of the page shows pagination controls (25, 50, 100) and a footer with copyright information: 'Copyright insolved People Cloud 2022 insolved HCM, LLC'.

To configure this new feature, contact your Payroll Specialist and request the **Client Wage Notice Management** role.

Payroll & Tax

2022 Minimum Wage Updates

Ensure employees meet updated state and local minimum wage requirements

All state and local minimum wages have been updated for the 2022 calendar year. Review the current rates in the [Minimum Wage Rates article](#) in insolved University.

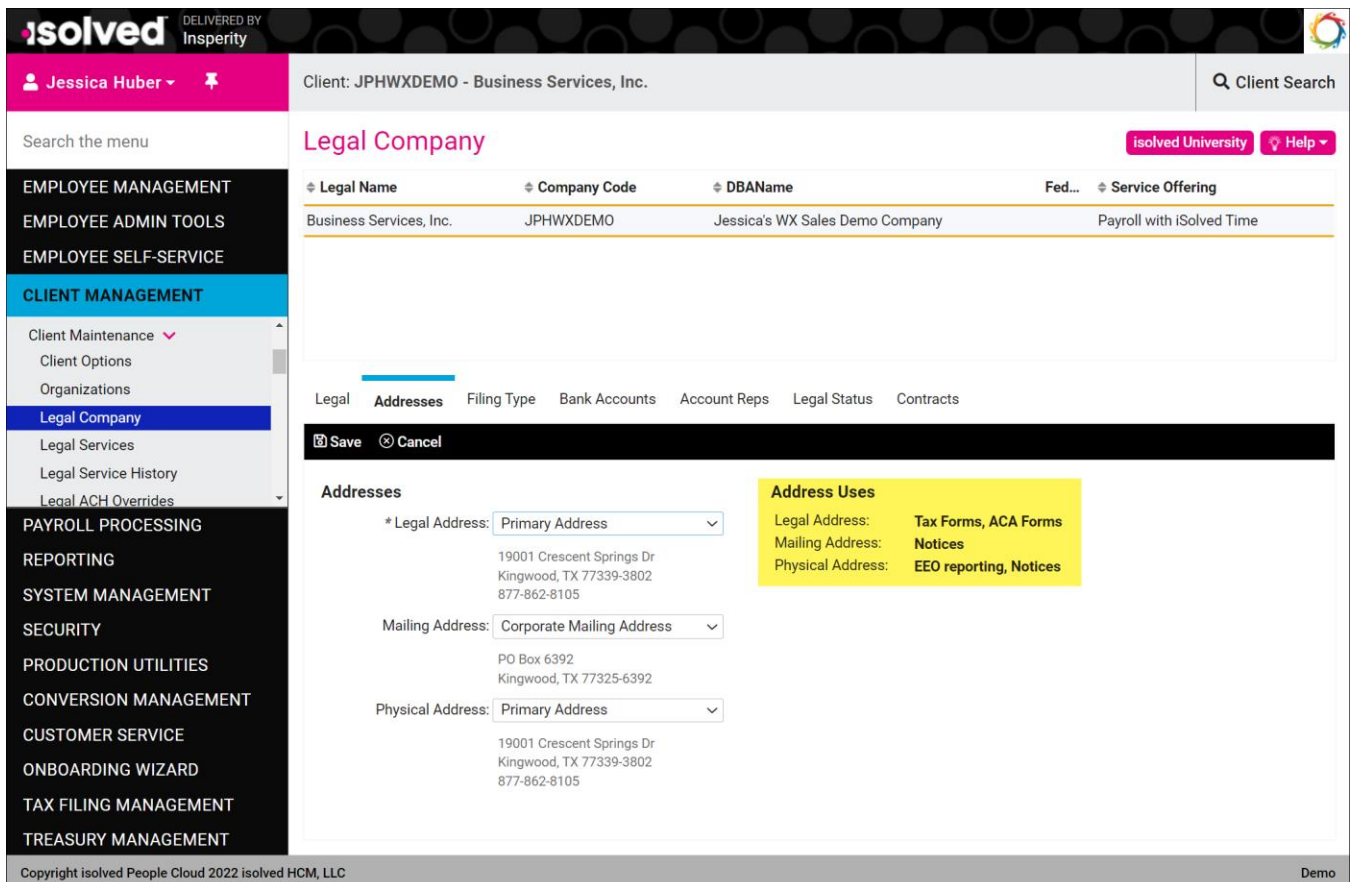
insolved does not automatically update employee pay rates to meet minimum wage requirements. You can quickly find employees who need rate increases to meet the new minimum rates using the **Employee Salary/Hourly**

Rate List in Employee Analytics. For more information, refer to the [How do I find employees who are paid below minimum wage](#) article in the Insperity Help portal.

Provide accurate company address on HR, benefit, and tax forms

Specify separate legal, mailing, and physical address for your company

To support the new Client Wage Notices feature, you can now define a separate mailing address for your company. This mailing address will be printed on the state pay rate notices that require both the physical and mailing addresses.



The screenshot shows the 'iSolved' HR system interface. The user is logged in as Jessica Huber. The client is 'JPHWXDEMO - Business Services, Inc.'. The page is titled 'Legal Company' and shows a table of legal companies. Below the table, there are tabs for 'Legal', 'Addresses', 'Filing Type', 'Bank Accounts', 'Account Reps', 'Legal Status', and 'Contracts'. The 'Addresses' tab is selected, showing a form to configure addresses for the company. The form includes fields for Legal Address, Mailing Address, and Physical Address, each with a dropdown menu to select the address type and a text area for the address details. An 'Address Uses' section is highlighted in yellow, showing the following mappings:

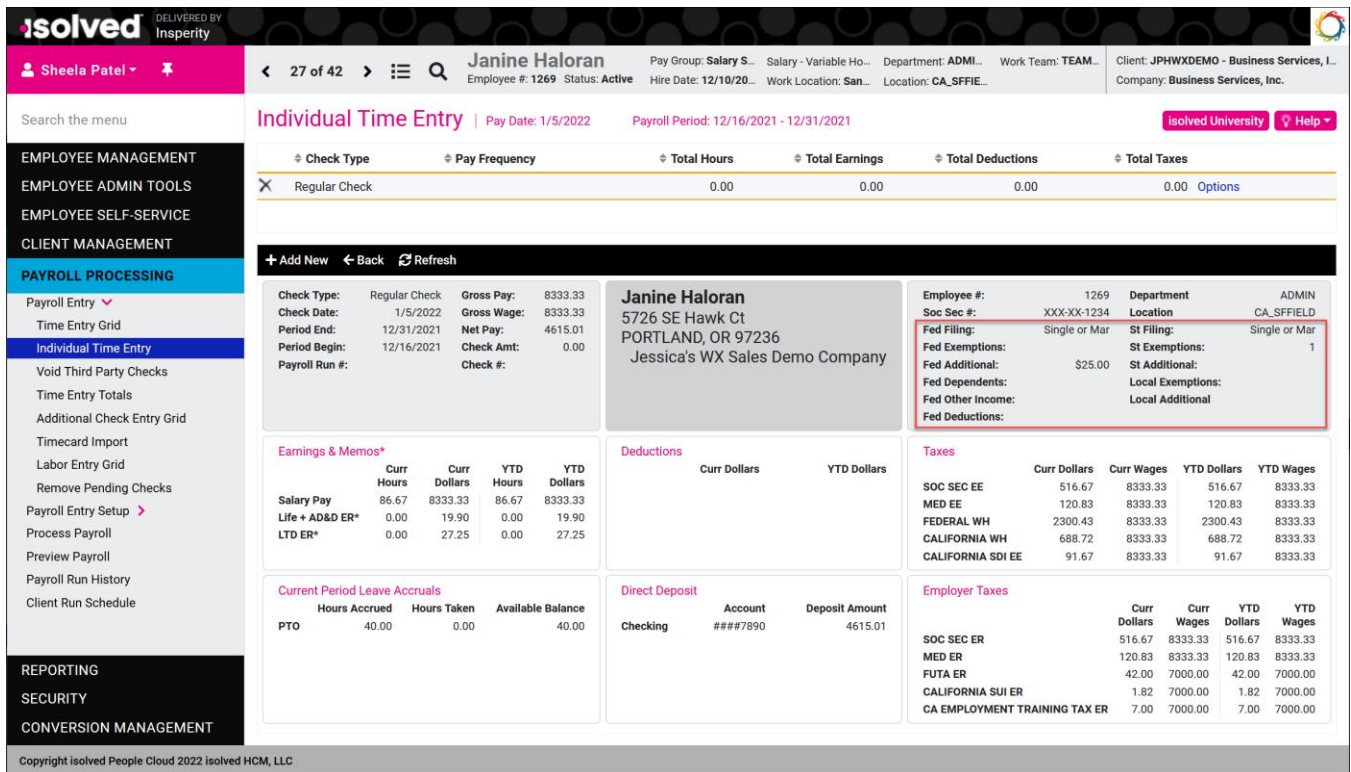
Address Type	Address Use
Legal Address	Tax Forms, ACA Forms
Mailing Address	Notices
Physical Address	EEO reporting, Notices

The footer of the page contains the text: Copyright iSolved People Cloud 2022 iSolved HCM, LLC Demo

Updated Tax Filing information in individual check Preview

Verify employee federal and state withholdings when previewing checks in Individual Time Entry

Previewing checks for an employee in Individual Time Entry will now include the updated federal and state tax filing details in compliance with the latest tax forms.



Individual Time Entry | Pay Date: 1/5/2022 | Payroll Period: 12/16/2021 - 12/31/2021

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
Regular Check		0.00	0.00	0.00	0.00 Options

Employee Information:

Employee #:	1269	Department:	ADMIN
Soc Sec #:	XXX-XX-1234	Location:	CA_SFFIELD
Fed Filing:	Single or Mar	St Filing:	Single or Mar
Fed Exemptions:		St Exemptions:	1
Fed Additional:	\$25.00	St Additional:	
Fed Dependents:		Local Exemptions:	
Fed Other Income:		Local Additional:	
Fed Deductions:			

Earnings & Memos*

	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars
Salary Pay	86.67	8333.33	86.67	8333.33
Life + AD&D ER*	0.00	19.90	0.00	19.90
LTD ER*	0.00	27.25	0.00	27.25

Deductions

	Curr Dollars	YTD Dollars
Checking	###7890	4615.01

Taxes

	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC EE	516.67	8333.33	516.67	8333.33
MED EE	120.83	8333.33	120.83	8333.33
FEDERAL WH	2300.43	8333.33	2300.43	8333.33
CALIFORNIA WH	688.72	8333.33	688.72	8333.33
CALIFORNIA SDI EE	91.67	8333.33	91.67	8333.33

Employer Taxes

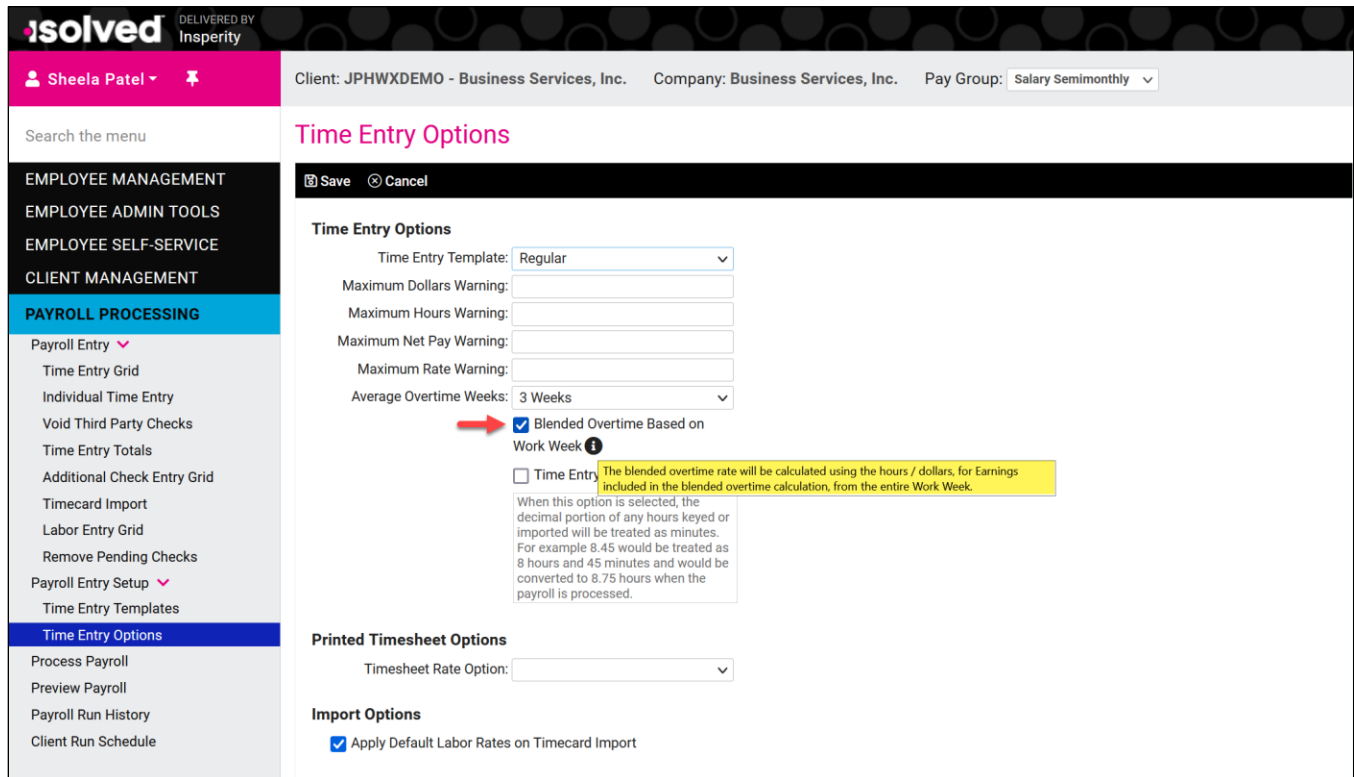
	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC ER	516.67	8333.33	516.67	8333.33
MED ER	120.83	8333.33	120.83	8333.33
FUTA ER	42.00	7000.00	42.00	7000.00
CALIFORNIA SUI ER	1.82	7000.00	1.82	7000.00
CA EMPLOYMENT TRAINING TAX ER	7.00	7000.00	7.00	7000.00

Weighted average overtime for semimonthly and monthly payrolls

Automate the calculation of overtime when employees receive multiple rates for semimonthly and monthly pay frequencies

The Federal government's Fair Labor Standards Act requires that when work is performed at two or more rates, overtime must be paid at a blended rate. The blended rate is the weighted average of all non-overtime rates paid during that work period. The blended rate must be calculated for each workweek independently. Prior to version 8.00, isolved has not been able to support weighted average rate calculations for semimonthly and monthly pay periods, since some of the first and third weeks are paid in other pay periods. With this release, options will be

available to automate these calculations for each workweek in the pay period. Select the new **Blended Overtime Based on Work Week** option in Time Entry Options for semimonthly or monthly payrolls to enable this feature.



iSolved DELIVERED BY Insperity

Client: JPHWXDEMO - Business Services, Inc. Company: Business Services, Inc. Pay Group: Salary Semimonthly

Sheela Patel

Search the menu

EMPLOYEE MANAGEMENT
EMPLOYEE ADMIN TOOLS
EMPLOYEE SELF-SERVICE
CLIENT MANAGEMENT
PAYROLL PROCESSING
Payroll Entry
Time Entry Grid
Individual Time Entry
Void Third Party Checks
Time Entry Totals
Additional Check Entry Grid
Timecard Import
Labor Entry Grid
Remove Pending Checks
Payroll Entry Setup
Time Entry Templates
Time Entry Options
Process Payroll
Preview Payroll
Payroll Run History
Client Run Schedule

Time Entry Options

Save Cancel

Time Entry Options

Time Entry Template: Regular

Maximum Dollars Warning:

Maximum Hours Warning:

Maximum Net Pay Warning:

Maximum Rate Warning:

Average Overtime Weeks: 3 Weeks

Blended Overtime Based on Work Week

Time Entry

The blended overtime rate will be calculated using the hours / dollars, for Earnings included in the blended overtime calculation, from the entire Work Week.

When this option is selected, the decimal portion of any hours keyed or imported will be treated as minutes. For example 8.45 would be treated as 8 hours and 45 minutes and would be converted to 8.75 hours when the payroll is processed.

Printed Timesheet Options

Timesheet Rate Option:

Import Options

Apply Default Labor Rates on Timecard Import

Contact your Payroll Specialist to configure the updated weighted average overtime option.