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Friday, January 28<sup>th</sup>, 2022

## New isolved release: version 8.01

### Highlights

isolved version 8.01 includes additional updates to federal and state withholding tax forms to comply with 2022 requirements and support for additional wage notices. New sorting and filtering options makes pay stub reporting for administrators.

#### Onboarding & Employee Self-Service (ESS)

- Additional form updates have been made in the Tax Wizard to comply with the latest 2022 formats
- You can now resend emails that originated as mass emails from the Self-Service Management screen

#### HR

- Additional New York state pay rate notices are available for exempt employees
- A wage notice has been added to comply with the California Wage Theft Protection Act of 2011

#### Payroll

- New configuration options for pay stub reporting

## Onboarding & Employee Self-Service (ESS)

### Updated 2022 tax withholding forms in the Tax Wizard

#### Additional updates to ensure compliance with the latest federal and state tax withholding forms

Additional federal and state tax forms have been updated in the **Tax Wizard** in onboarding and Employee Self-Service (ESS). The following forms have been updated to support 2022 requirements:

- Federal **W-4(SP)** - Certificado de Retenciones del Empleado (Spanish-language version of Employee's Withholding Certificate)
- Louisiana **L-4** – Employee Withholding Exemption Certificate
- Maine **W4-ME** – MAINE Employee's Withholding Allowance Certificate
- Maine **WHEX** – Personal Withholding Allowance Variance Certificate
- Mississippi **89-350-20-3-1-000** (Rev. 09/20) – Mississippi Employee's Withholding Exemption Certificate
- 2022 Formulario **OR-W-4** - Declaración de retenciones y certificado de exención de Oregon (Spanish-language version of Oregon Employee's Withholding Statement)

Employees can submit updated versions of these forms using the **Tax Wizard** in Employee Self-Service (ESS).

### Resend mass email templates to individual employees

#### Updates to the Resend Emails option in Self-Service Management

When you use the mass email option to send emails to groups of employees, individual emails may need to be resent. You can now select the email templates configured for mass emails and resend them from the Resend Emails tab in Self-Service Management.

### Self-Service Management

Account Status   Enable Access   Inactive Accounts   Locked Accounts   **Resend Emails**

* Date Sent From: <input type="text" value="12/1/2021"/>	Employee Status: <input type="text" value="Active"/>
* Date Sent To: <input type="text" value="12/31/2021"/>	Org Category: <input type="text" value="ALL"/>
Email Type: <input type="text" value="Mass Email"/>	Value: <input type="text" value="ALL"/>
Email Template: <input type="text" value="ESS is changing!"/>	Pay Group: <input type="text" value="ALL"/>

**Filter**

## HR

### Provide NY LS 59 and CA Pay Rate Notices through ESS

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

New wage notices have been added as part of the continued commitment to support wage notice requirements in all states that require them. The 8.01 release includes support for these forms:

- LS 59 – New York State Labor Law Notice for Exempt Employees
- CA DLSE-NTE – NOTICE TO EMPLOYEE Labor Code section 2810.5

<b>NOTICE TO EMPLOYEE</b> <i>Labor Code section 2810.5</i>	
<b>EMPLOYEE</b>	
Employee Name:	Jamison Aaddle
Start Date:	10/29/2019
<b>EMPLOYER</b>	
Legal Name of Hiring Employer:	Mystery, Inc
Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Names Hiring Employer is "doing business as" (if applicable):	Meddling Kids II
Physical Address of Hiring Employer's Main Office:	3210 Aspen Way, Denver, CO 80201
Hiring Employer's Mailing Address (if different than above):	123 Main Street, Bethany, OK 73008
Hiring Employer's Telephone Number:	336-555-1000
If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:	
Name:	
Physical Address of Main Office:	
Mailing Address:	
Telephone Number:	
<b>WAGE INFORMATION</b>	
Rate(s) of Pay:	30.53
Overtime Rate(s) of Pay:	45.80
Rate by (check box): <input checked="" type="checkbox"/> Hour <input type="checkbox"/> Shift <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Salary <input type="checkbox"/> Piece Rate <input type="checkbox"/> Commission	
<input type="checkbox"/> Other (provide specifics):	
Does a written agreement exist providing the rate(s) of pay? (check box) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, are all rate(s) of pay and bases thereof contained in that written agreement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):	
\$7.00 meal allowance	
(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)	
Regular Payday:	Friday

DLSE-NTE (rev 9/2014)

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

## Payroll

### Configurable Pay Stub Reporting

#### Administrators can now review employee pay stubs for just the employees they need

The **Paystub Report** allows administrators to view and print pay stubs for all employees at once. With isolved version 8.01, new filtering and sorting options have been added. Now you can:

- Enter the name or employee number for an individual and report on just their pay stubs
- Include just specific divisions, departments, or other organization groups
- Include just printed checks or direct deposit vouchers
- Sort by name, employee number, employment status, and organization groups

### Paystub Report

Custom Report: Paystub Report

#### Filtering

Legal Company: RW0001 - Franklin Juice Bar ▼

Pay Groups: ▼

Payrolls: ▼

Employee: ▼

Organization Level:  Division

Checks:

Vouchers:

#### Sorting

Sort Field 1: ▼

Sort Field 2: ▼

Sort Field 3: ▼

#### Options

Format: PDF ▼

Contact your Payroll Specialist if you have any questions about the updates in isolved version 8.01.