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Friday, February 11<sup>th</sup>, 2022

## New isolved release: version 8.02

### Highlights

isolved version 8.02 includes the release of a new CA pay rate wage notice, the ability to view which employees are using Employee Self-Service (ESS) vs isolved Go, and Time updates. These enhancements will be available when you log into isolved on Friday, February 11th, 2022.

#### HR

- An additional pay rate wage notice has been added for California Staffing Agencies

#### Payroll & Tax

- The **User Data Activity Report – ESS** report has been updated to reflect employees who are using isolved Go vs ESS

#### Time

- Users can now view pending submitted missing punches on the timecard screen in the core application as well as approve/reject right on the timecard.
- A new status called “Expired” has been added for submitted missed punches. If there are pending submitted missed punches in a date range being committed for payroll, any requests still pending will automatically be set to expired (meaning the request is now expired), removing the pending status so no further action can be taken.

## HR

### The CA Notice to Employee for Staffing Agencies Pay Rate Notice

**This notice is now available under the list of templates for Client Notices**

New wage notices have been added as part of the continued commitment to support wage notice requirements and allows the ability for employees to electronically review and sign the notice.

NOTICE TO EMPLOYEE <i>Labor Code section 2810.5</i>	
<b>EMPLOYEE</b>	
Employee Name:	<input type="text"/>
Start Date:	<input type="text"/>
<b>EMPLOYER</b>	
Legal Name of Hiring Employer:	<input type="text"/>
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): <input type="text"/>	
Physical Address of Hiring Employer's Main Office: <input type="text"/>	
Hiring Employer's Mailing Address (if different than above): <input type="text"/>	
Hiring Employer's Telephone Number: <input type="text"/>	
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: <input type="text"/>	
Physical Address of Main Office: <input type="text"/>	
Mailing Address: <input type="text"/>	
Telephone Number: <input type="text"/>	
<b>WAGE INFORMATION</b>	
Rate(s) of Pay: <input type="text"/>	Overtime Rate(s) of Pay: <input type="text"/>
Rate by (check box): <input 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): <input type="text"/>	

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

## Payroll & Tax

### Enhancement to the User Data Activity Report – ESS report

**Administrators can now see a list of employees using isolved GO or Employee Self-Service**

For clients using isolved Go, a new fields called *Source* has been added to the **User Data Activity Report – ESS** report to provide visibility into employee usage of the desktop application (ESS) vs the isolved Go mobile app. This report is also now available in an Excel version for easy sorting.

## Time

### Time Management: Missing Punch Request Updates

#### There is now the option to review submitted missing punches from the timecard

For clients using the punch feature, there is now the option for employees to review submitted missing punches from the timecard. The submit missing punch feature allows employees who have forgotten to punch in or out to send an automated request to their supervisor or manager with the missed punch. This streamlines the process so approvers don't have to track down or view outside notes, and update the missed punch.

Users can now view pending submitted missing punches on the time card screen as well as approve/reject right on the timecard. Supervisors and managers no longer need to leave the timecard and go to My Desktop to approve them.

**Note:** ESS users must have “Edit Punch” permissions under Client Management > Time Management > Time Card Permissions Rules to approve/reject these punch requests.

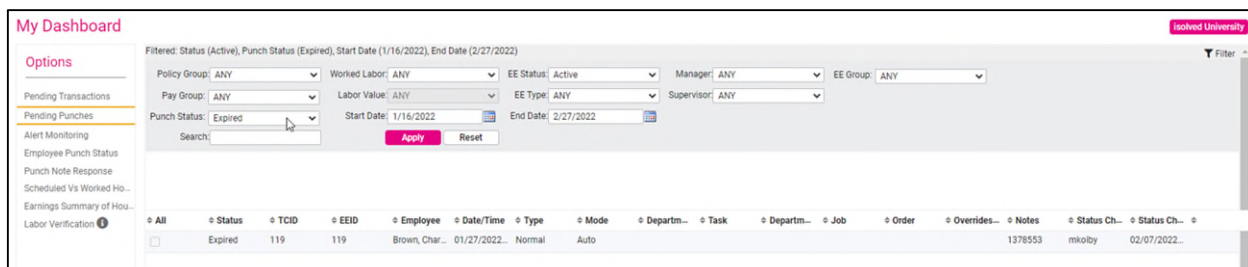
- Rejected punches will not display on the time card screen but can still be seen in the My Dashboard > Pending Punches screen with the punch status set to rejected.

## Time Management: Expired Punch Status for Dashboards

### There is now the option to submit missing punches

A new status has been added to the submitted missed punches called "Expired". If there are pending submitted missed punches in a date range being committed for payroll, any requests still pending will automatically be set to expired (meaning the request is now expired), removing the pending status so no further action can be taken.

Expired missed punch requests will not display on the time card screen, but will be seen in the My Dashboard/Pending Punches tool with the punch status set to expired



All	Status	TCID	EID	Employee	Date/Time	Type	Mode	Departm...	Task	Departm...	Job	Order	Overrides...	Notes	Status Ch...	Status Ch...
<input type="checkbox"/>	Expired	119	119	Brown, Char...	01/27/2022...	Normal	Auto							1378553	mkoiby	02/07/2022...

**Note:** ESS users must have "Edit Punch" permissions under Client Management > Time Management > Time Card Permissions Rules to approve/reject these punch requests.