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Friday, April 22<sup>nd</sup>, 2022

## **New isolved release: version 8.07**

### **Highlights**

isolved version 8.07 includes several major updates and enhancements to the I-9 screens, as well as added SOC Code requirements. A new feature has been added to enhance usability for labor tracking and new updates for clients using Adaptive Employee Experience.

#### **Employee Administration**

- I-9 Dashboard
- I-9 Audit – Completion Tab
- I-9 Audit – Reverifications Tab
- I-9 Correction Tab
- Quick Hire Screen – SOC Code Requirements

#### **Time**

- Use Last Labor Updates

#### **Adaptive Employee Experience (AEX)**

- Navigating Updates
- Wage Notices

## Employee Administration

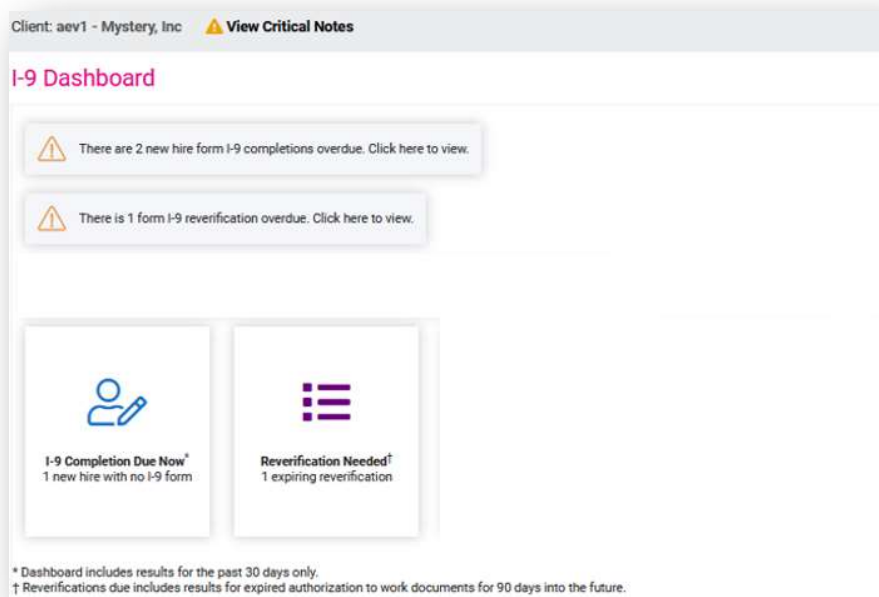
### I-9 Management

#### New I-9 Dashboard is now available

To make it more convenient to manage the I-9 process using the new method rolled out with the last release, a new dashboard has been created to view key performance indicators and link to screens where actions can be taken.

The dashboard is located under **Employee Admin Tools > Employee Administration > I-9 Management**

This dashboard will contain I-9 information using the new method for completing I-9s that was released in 8.06. If employees completed section 1 of the I-9 prior to the 8.06 release there is a report under Client Reports called the **Employee I-9 Verification** report that can be run to view I-9 statuses captured via the old method and as time goes on, there will be no need to utilize this report as I-9 information completed going forward from 8.06 will be contained in this new dashboard.



#### I-9 Completion Due Now\* Card

- This will display the number of new hires without an I-9 form with a status of 'Due Now' for today minus 30 days
- When selected, this will take users to the I-9 Audit UI with a default date range of today minus 30 days

## Reverification Needed Card

- This will display the number of expiring certifications from the Reverifications tab of the I-9 Audit screen where:
  - A document from List A or List C has an expiration date that falls within the date range of today + 90 days OR;
  - A document from List A, B or C is a 'Receipt' document.
    - When selected, this will take the user to the I-9 Audit UI and Reverifications tab

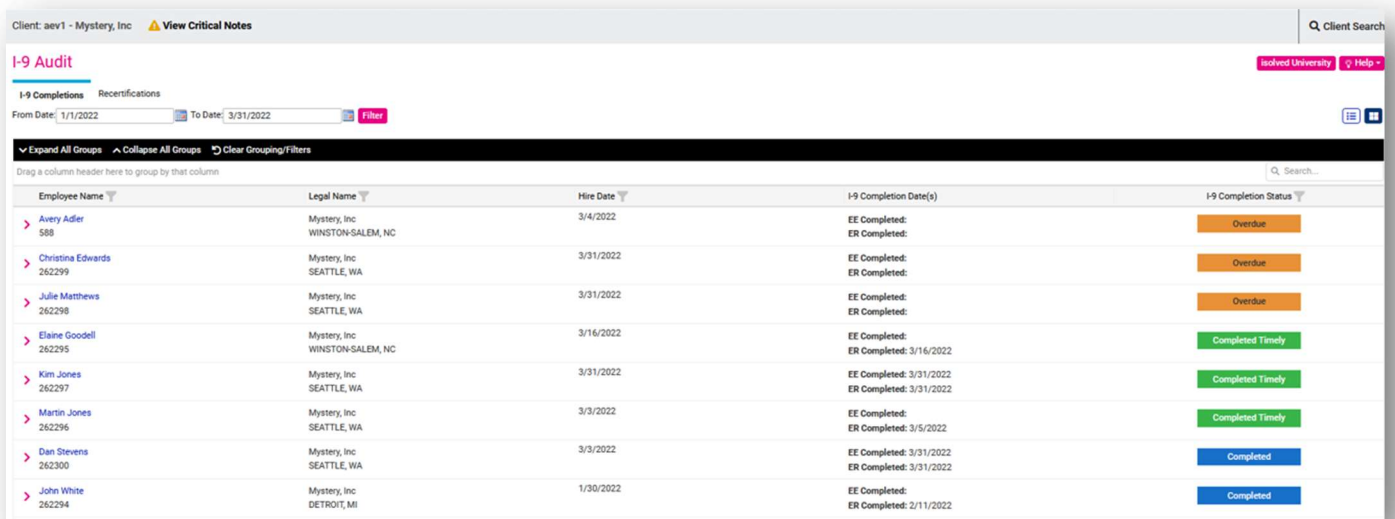
## I-9 Audit – Completion Tab

We have made exciting enhancements to our I-9 audit screen to ensure your data is easy to access, read, and manage.

A few of the updates include:

- Enhanced filter options allowing you to choose a date range vs 7 days or 30 days
- Ability to swap from focused view and detailed view
- Updated completion status order which adds overdue statuses to the top of the screen
- Hyper link options on the employee's name that guides you directly to the Employee form I9 screen.

## Focused View



Client: aev1 - Mystery, Inc ▲ View Critical Notes Q Client Search

**I-9 Audit** Insolved University | Help

I-9 Completions Recertifications

From Date: 1/1/2022 To Date: 3/31/2022 Filter

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Employee Name	Legal Name	Hire Date	I-9 Completion Date(s)	I-9 Completion Status
<a href="#">Avery Adler</a> 588	Mystery, Inc WINSTON-SALEM, NC	3/4/2022	EE Completed: ER Completed:	Overdue
<a href="#">Christina Edwards</a> 262299	Mystery, Inc SEATTLE, WA	3/31/2022	EE Completed: ER Completed:	Overdue
<a href="#">Julie Matthews</a> 262298	Mystery, Inc SEATTLE, WA	3/31/2022	EE Completed: ER Completed:	Overdue
<a href="#">Elaine Goodell</a> 262295	Mystery, Inc WINSTON-SALEM, NC	3/16/2022	EE Completed: ER Completed: 3/16/2022	Completed Timely
<a href="#">Kim Jones</a> 262297	Mystery, Inc SEATTLE, WA	3/31/2022	EE Completed: 3/31/2022 ER Completed: 3/31/2022	Completed Timely
<a href="#">Martin Jones</a> 262296	Mystery, Inc SEATTLE, WA	3/3/2022	EE Completed: ER Completed: 3/5/2022	Completed Timely
<a href="#">Dan Stevens</a> 262300	Mystery, Inc SEATTLE, WA	3/3/2022	EE Completed: 3/31/2022 ER Completed: 3/31/2022	Completed
<a href="#">John White</a> 262294	Mystery, Inc DETROIT, MI	1/30/2022	EE Completed: ER Completed: 2/11/2022	Completed

## Detailed View

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I-9 Completions Reverifications

From Date: 3/18/2022 To Date: 4/17/2022 Filter

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Employee Name	Employee ID	Work Location	Hire Date	EE I-9 Completed	ER I-9 Completed	I-9 Reverification	I-9 Completion Status
Mystery, Inc	Christina Edwards	262299	SEATTLE, WA	3/31/2022				Overdue
Mystery, Inc	Julie Matthews	262298	SEATTLE, WA	3/31/2022				Overdue
Mystery, Inc	Colin Greer	262303	WINSTON-SALEM, NC	4/18/2022	4/15/2022			Due Now
Mystery, Inc	Chad Hines	262304	WINSTON-SALEM, NC	4/15/2022	4/18/2022	4/18/2022		Completed Timely
Mystery, Inc	Joan Johns	262301	SEATTLE, WA	4/1/2022	4/1/2022	4/1/2022	4/1/2022	Completed Timely
Mystery, Inc	Kim Jones	262297	SEATTLE, WA	3/31/2022	4/18/2022	4/18/2022		Completed

## I-9 Audit – Reverifications Tab

### New Reverifications tab features

This tab will display document types with expiration dates for I-9s submitted after the 8.06 release on April 8<sup>th</sup>. Records using the new method will be included on this grid when:

- The employment status is active or inactive AND;
  - A document from List A or List C has an expiration date that falls within the date range OR; A document from List A, B or C is a 'Receipt' document

**I-9 Audit** Involved University [Help](#)

I-9 Completions Reverifications

From Date: 4/17/2022 To Date: 7/16/2022 Filter

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Employee Name	Employee ID	Work Location	Hire Date	Document Title	Document Number	Expiration Date	Time Remaining
Mystery, Inc	Abigail Monroe	262302	WINSTON-SALEM, NC	3/1/2022	U.S. Passport	321456852	4/25/2022	7 days
Mystery, Inc	Chad Hines	262304	WINSTON-SALEM, NC	4/15/2022	Receipt: Replacement driver's license	GA6548195		87 days

### Employee Rehire I-9 Updates

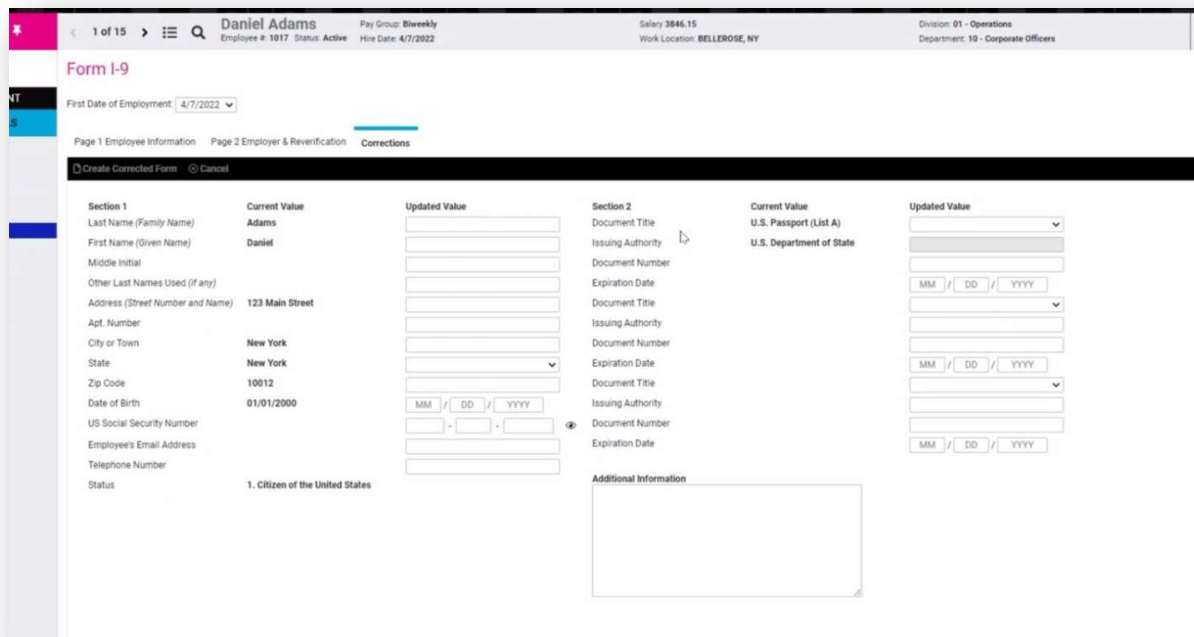
You can only reverify I-9s that can be completed within the last three years.

For full overview on the I-9 Audit screen please click [here](#) to view the university document.

## I-9 Correction Tab Under Form I-9

**This is where you can make corrections to an existing I-9 form for the employee selected**

The current value shows the existing information for the employee, the updated value allows the client user to update any of the fields. In the additional information field, the updates made to the values can be included along with the date. The additional information is displayed in the corrected I-9 form which replaces the previous version.

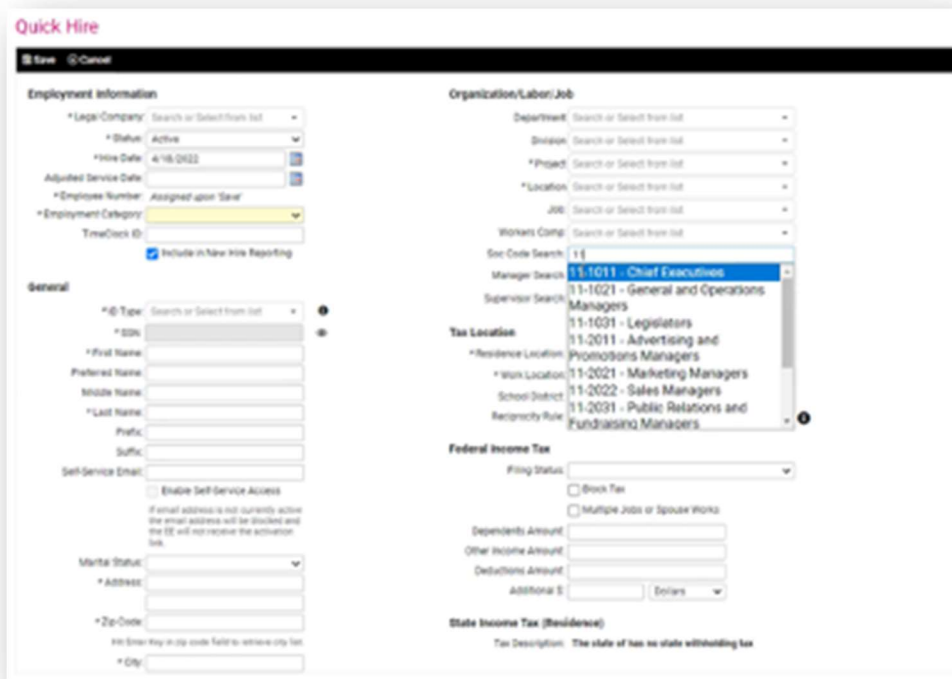


For full overview on Electronic I-9 Completion please click [here](#) to view the university document.

## Quick Hire Screen – SOC Code Requirements

### SOC Code Search Updates

The SOC Code Search has been changed to a required field within the quick hire screen for employees who are hired in Alaska, Indiana, and Louisiana.



**Washington** state will begin requiring SOC code for employees in the Q4 2022 filing. Quick hire will be updated to require SOC codes prior to Q4 2022. You should start entering it now, so you are ready for the requirements! Visiting the WA state website [here](#) for more information.

Please click [here](#) for a full overview of the Quick Hire process university document.

## Time

### Use Last Labor

#### A new feature has been added to enhance usability for labor tracking

This new feature allows employees to clock into labor values at the start of the day and have the punches following use that same labor without having to select it.

**Note:** This only applies when the “Use Last Labor” option is enabled within Time Card Permissions.

## Time Card Permission Rules

◊ Rule Na...

[+ Add New](#)
[Edit](#)
[Delete](#)
[Refresh](#)
[Save](#)
[Cancel](#)
[Copy](#)

default

**Timecard Security Rules**

\* Security Rule Name:

Configuration	Employee	Supervisor	Manager
Hour: Time	Read Only	Edit	Edit
Hour: Notes	Hide	Edit	Edit
Punch: Time	Read Only	Edit	Edit
Punch: Notes	Hide	Edit	Edit
Addtl. Notes	Hide	Hide	Hide
Adjustments	Hide	Edit	Edit
Check Preview	Not Available	Available	Available
Alert Detail	Hide	Edit	Edit

**AEE/Employee Self Service Options**

- Allow Self Service Punch
- Disable Auto Punch Mode
- Restrict Punch To Schedule
- Require Geo-Location
- Use Last Labor
- Submit Missing Punch Requests

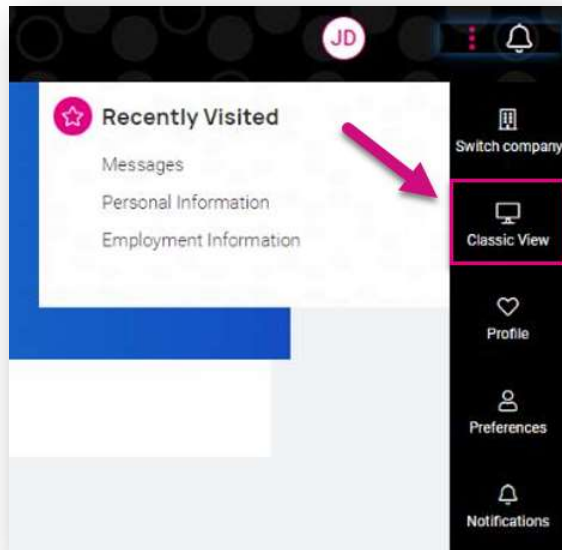
Click [here](#) for a full overview of the Time Card Permissions university document.

## Adaptive Employee Experience (AEX)

### Updates to navigation

**Easily access features in the Classic View (Employee Self-Service) through a new link in AEX**

For client using Adaptive Employee experience, there is now a link that will take employees back to the classic employee view as needed until all features have been rolled out into our adaptive screens. For example, employees cannot complete life events in benefits via AEX, update HR related fields, or complete performance reviews.




Please view the updated AEX Employee User Guide on the University [here](#).

## Wage Notices

### Updated Wage Notices within Adaptive Employee Experience

For client using Adaptive Employee experience, employees can now see any assigned wage notices applicable. The notices will be available for the employee to fill out as needed, and information will auto populate into the form based on the employee additions.





**Notice and Acknowledgement of Pay Rate and Payday**  
**Under Section 195.1 of the New York State Labor Law**  
**Notice for Hourly Rate Employees**

**1. Employer Information**

Name:  
RCQA Crash Testing

Doing Business As (DBA) Name(s):

FEIN (optional):

Physical Address:  
324 s state  
salt lake city, UT 84111

Mailing Address:  
324 s state  
salt lake city, UT 84111

Phone:

**3. Employee's rate of pay:**  
\$ 17.5200 per hour

**4. Allowances taken:**  
 None  
 Tips \_\_\_\_\_ per hour  
 Meals \_\_\_\_\_ per meal  
 Lodging \_\_\_\_\_  
 Other \_\_\_\_\_

**5. Regular payday:** Friday

**6. Pay is:**  
 Weekly  
 Bi-weekly  
 Other \_\_\_\_\_

**7. Overtime Pay Rate:**  
\$ 26.2800 per hour  
(This must be at least 1½ times the worker's regular rate with few exceptions.)

**8. Employee Acknowledgement:**  
 On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated pay day on the date given below. I told my employer what my primary language is.

**Check one:**  
 I have been given this pay notice in English because it is my primary language.  
 My primary language is \_\_\_\_\_, I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

John Doe  
 Print Employee Name

Employee Signature

4/18/2022  
 Date

Alex Rico  
 Preparer's Name and Title

**The employee must receive a signed copy of this form. The employer must keep the original for 6 years.**

**Please note:** It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.

Contact your Payroll Specialist if you have any questions about the updates in insperity version 8.07