

Friday, May 20th, 2022

New isolved release: version 8.09

Highlights

isolved version 8.09 includes enhancements to the onboarding workflow and employee document view, and Time Card improvements.

Employee Administration

- Enhancement made to allow client administrators to view supporting documents
- Onboarding workflow improvements

Time

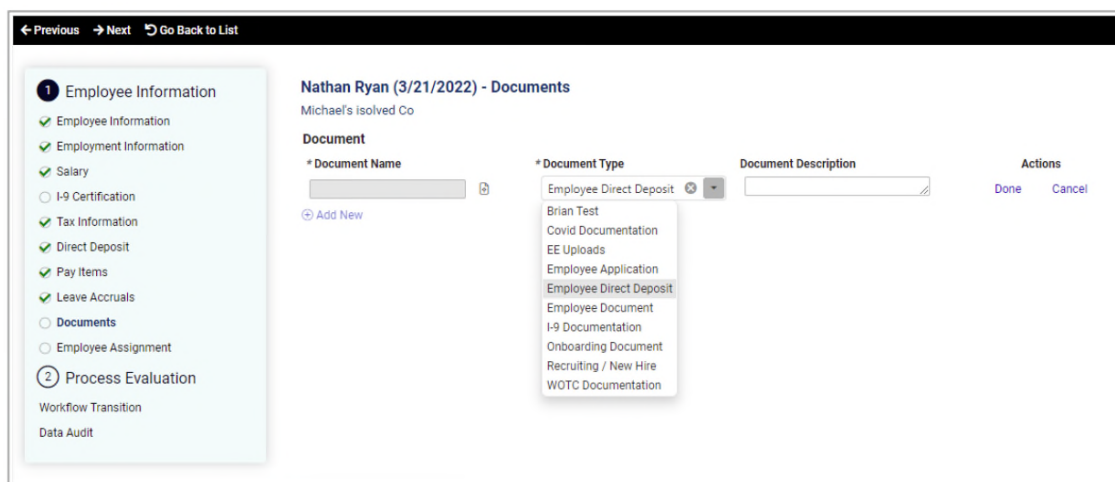
- Time Card Spreadsheet View Improvement
- Time Card Report Now Shows Units

Employee Administration

Enhancement for viewing uploaded documents during onboarding

Client administrators can now view files uploaded by a new employee during onboarding

When clients have the new onboarding workflows setup to allow new hires to upload documents, admins now have the ability to view these documents during the onboarding process.



The screenshot displays the 'Documents' section for Nathan Ryan (3/21/2022) at Michael's Isolved Co. The interface includes a navigation menu on the left with options like Employee Information, Employment Information, Salary, Tax Information, Direct Deposit, Pay Items, Leave Accruals, Documents, Employee Assignment, Process Evaluation, Workflow Transition, and Data Audit. The main content area shows a table with columns for Document Name, Document Type, Document Description, and Actions. A dropdown menu is open for the Document Type column, listing options such as Employee Direct Deposit, Brian Test, Covid Documentation, EE Uploads, Employee Application, Employee Direct Deposit, Employee Document, I-9 Documentation, Onboarding Document, Recruiting / New Hire, and WOTC Documentation.

For questions about employee onboarding, please reach out to your Payroll Specialist.

Onboarding workflow improvements

Multiple client users can now be notified in the onboarding workflow

If your company is set up with org managers and org supervisors that oversee a single pending employee, the system will now notify all applicable parties via email, not just a single manager or supervisor.

This will help speed up the process and ensure all parties are aware of the pending employee's progress.

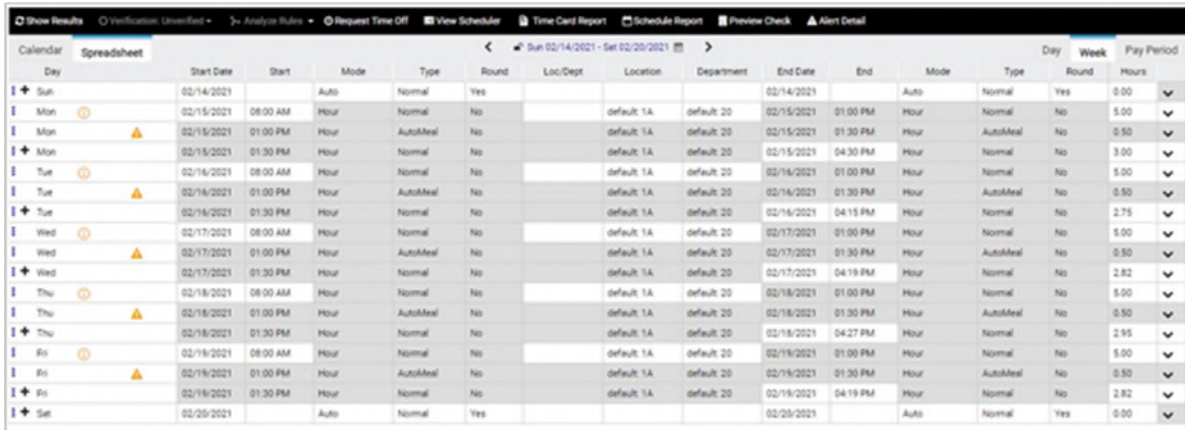
Review the Organization Manager/Supervisor article on the University [here](#).

Time

Time Card Spreadsheet View Improvements

Updates have been made to ensure results show properly

When making changes to the spreadsheet view of the Time Card, click on the **Show Results** button to apply the changes you have made to the Time Card.



Day	Start Date	Start	Mode	Type	Round	Loc/Dept	Location	Department	End Date	End	Mode	Type	Day	Week	Pay Period	Hours
Sat	02/14/2021		Auto	Normal	Yes				02/14/2021		Auto	Normal	Yes			0.00
Mon	02/15/2021	08:00 AM	Hour	Normal	No		default 1A	default 20	02/15/2021	01:00 PM	Hour	Normal	No			5.00
Mon	02/15/2021	01:00 PM	Hour	AutoMeal	No		default 1A	default 20	02/15/2021	01:30 PM	Hour	AutoMeal	No			0.50
Mon	02/15/2021	01:30 PM	Hour	Normal	No		default 1A	default 20	02/15/2021	04:30 PM	Hour	Normal	No			3.00
Tue	02/16/2021	08:00 AM	Hour	Normal	No		default 1A	default 20	02/16/2021	01:00 PM	Hour	Normal	No			5.50
Tue	02/16/2021	01:00 PM	Hour	AutoMeal	No		default 1A	default 20	02/16/2021	01:30 PM	Hour	AutoMeal	No			0.50
Tue	02/16/2021	01:30 PM	Hour	Normal	No		default 1A	default 20	02/16/2021	04:15 PM	Hour	Normal	No			2.75
Wed	02/17/2021	08:00 AM	Hour	Normal	No		default 1A	default 20	02/17/2021	01:00 PM	Hour	Normal	No			5.00
Wed	02/17/2021	01:00 PM	Hour	AutoMeal	No		default 1A	default 20	02/17/2021	01:30 PM	Hour	AutoMeal	No			0.50
Wed	02/17/2021	01:30 PM	Hour	Normal	No		default 1A	default 20	02/17/2021	04:19 PM	Hour	Normal	No			2.82
Thu	02/18/2021	08:00 AM	Hour	Normal	No		default 1A	default 20	02/18/2021	01:00 PM	Hour	Normal	No			5.00
Thu	02/18/2021	01:00 PM	Hour	AutoMeal	No		default 1A	default 20	02/18/2021	01:30 PM	Hour	AutoMeal	No			0.50
Thu	02/18/2021	01:30 PM	Hour	Normal	No		default 1A	default 20	02/18/2021	04:27 PM	Hour	Normal	No			2.95
Fri	02/19/2021	08:00 AM	Hour	Normal	No		default 1A	default 20	02/19/2021	01:00 PM	Hour	Normal	No			5.00
Fri	02/19/2021	01:00 PM	Hour	AutoMeal	No		default 1A	default 20	02/19/2021	01:30 PM	Hour	AutoMeal	No			0.50
Fri	02/19/2021	01:30 PM	Hour	Normal	No		default 1A	default 20	02/19/2021	04:19 PM	Hour	Normal	No			2.82
Sat	02/20/2021		Auto	Normal	Yes				02/20/2021		Auto	Normal	Yes			0.00

For more information on the spreadsheet view, visit the article on the University [here](#).

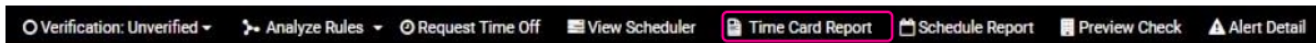
Time Card Report Now Shows Units

Units will now show on the Time Card Report

When running the "Time Card" report from the **Time Card** page or client/my reports, the "Units" now show up as they do from the Time Card and preview check, so you can see units vs hours. Previously, the report showed the units as hours and the units did not have the ^ icon indicating they are units: The report now displays it this way:

- The Total Hours row now only includes worked hours.
- Unit amounts are not in bold type.
- Unpaid unit amounts show in the Unpaid column it top-right.
- A new information note at bottom explains the ^ icon and that units are not included in Total Hours.

You can view the Time Card Report directly:



Or via the My/Client Reports.

For more information on the spreadsheet view, visit the article on the University [here](#).

Contact your Payroll Specialist if you have any questions about the updates in isolved version 8.09