
Friday, July 1st, 2022

New isolved release: version 8.12

Highlights

isolved version 8.12 includes updates to the Terms and Conditions, several I-9 updates, and time and tax wizard enhancements.

Employee Administration

- Updated Terms and Conditions – Requires Acknowledgement
- New I-9 options
- Updated I-9 Audit screen
- Onboarding initiation updates
- I-9 Verification updates

Time

- Enhancements to Meal or Break Punches

HR

- Enhancements to the tax wizard

Adaptive Employee Experience

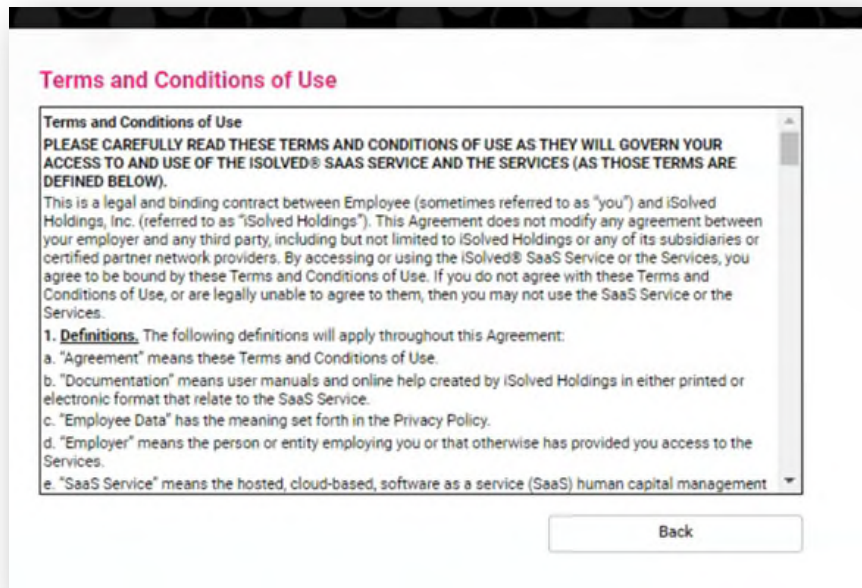
- Manage Employee screen updates

Employee Administration

Updated Terms and Conditions

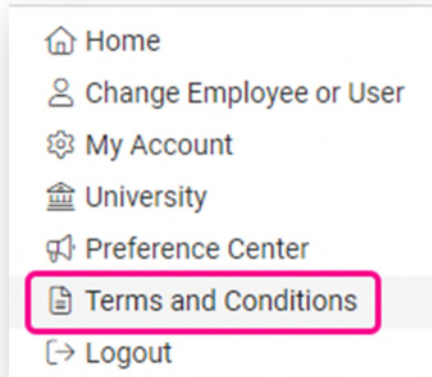
Acknowledgement required starting 7/1 for all users

Updates have been made to the Self-Service Terms and Conditions. All users will be required to re-acknowledge the Terms and Conditions the first time they log into Employee Self Service (Classic View) after 7/1.



This document outlines the updates in the Terms and Conditions.

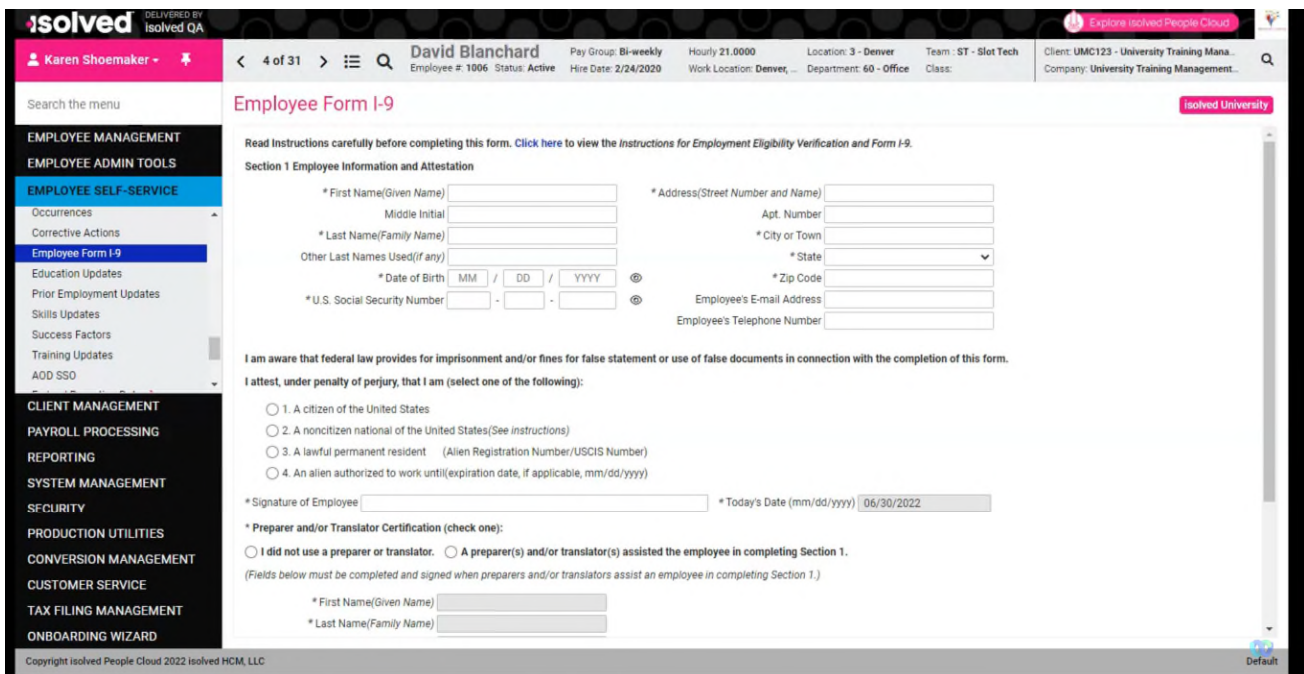
Once acknowledged, a copy of the Terms and Conditions can be viewed by clicking on your name in the upper left corner:



New I-9 Options

The I-9 can now be completed outside of the Onboarding feature

For clients not using the Onboarding features, the I-9 is now available for employees and client admins to complete in Employee Self Service (Classic View).



isolved DELIVERED BY isolved QA

Karen Shoemaker - Explore isolved People Cloud

David Blanchard Pay Group: Bi-weekly Hourly 21.0000 Location: 3 - Denver Team: ST - Slot Tech Client: UMC123 - University Training Mana...
Employee #: 1006 Status: Active Hire Date: 2/24/2020 Work Location: Denver, ... Department: 60 - Office Class: Company: University Training Management...

Search the menu

- EMPLOYEE MANAGEMENT
- EMPLOYEE ADMIN TOOLS
- EMPLOYEE SELF-SERVICE
- Occurrences
- Corrective Actions
- Employee Form I-9
- Education Updates
- Prior Employment Updates
- Skills Updates
- Success Factors
- Training Updates
- ADD SSO
- CLIENT MANAGEMENT
- PAYROLL PROCESSING
- REPORTING
- SYSTEM MANAGEMENT
- SFCURITY
- PRODUCTION UTILITIES
- CONVERSION MANAGEMENT
- CUSTOMER SERVICE
- TAX FILING MANAGEMENT
- ONBOARDING WIZARD

Employee Form I-9

Read Instructions carefully before completing this form. [Click here to view the Instructions for Employment Eligibility Verification and Form I-9.](#)

Section 1 Employee Information and Attestation

* First Name(Given Name) * Address(Street Number and Name)
 Middle Initial Apt. Number
 * Last Name(Family Name) * City or Town
 Other Last Names Used(if any) * State
 * Date of Birth MM / DD / YYYY * Zip Code
 * U.S. Social Security Number Employee's E-mail Address
 Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statement or use of false documents in connection with the completion of this form.
 I attest, under penalty of perjury, that I am (select one of the following):

1. A citizen of the United States
 2. A noncitizen national of the United States(See instructions)
 3. A lawful permanent resident (Alien Registration Number/USCIS Number)
 4. An alien authorized to work until expiration date, if applicable, mm/dd/yyyy)

* Signature of Employee * Today's Date (mm/dd/yyyy) 06/30/2022

* Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

* First Name(Given Name)
 * Last Name(Family Name)

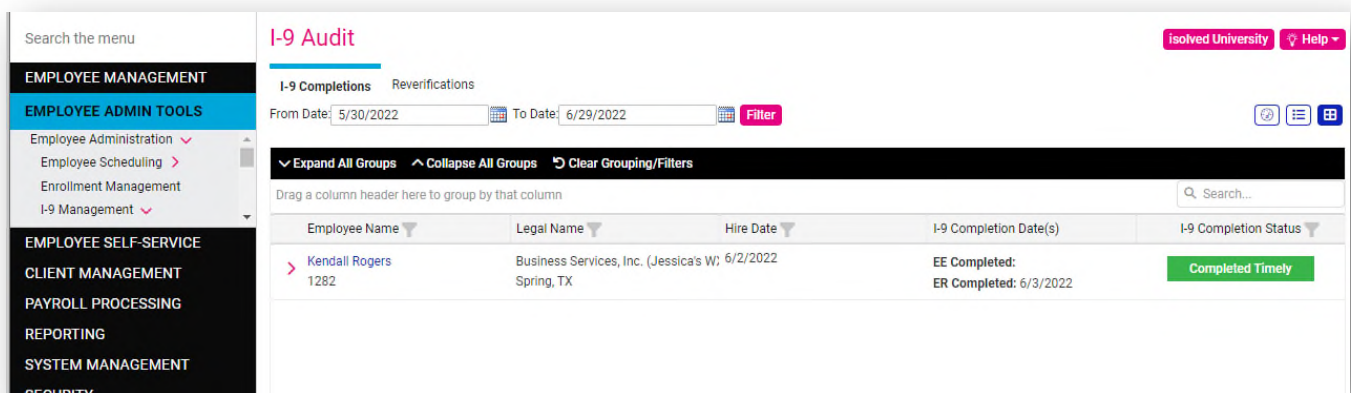
Copyright isolved People Cloud 2022 isolved HCM, LLC Default

Coming soon!! Be on the lookout for an article in the [Insperity Help Center](#) reviewing the new I-9 functionality.

Update to the I-9 Audit screen

An update has been made to reflect the accurate audit date

The audit date has been updated to capture when the form is signed vs. when it is saved. This update only affects I-9s going forward, any I-9 completed prior to this release will use the save date.



Employee Name	Legal Name	Hire Date	I-9 Completion Date(s)	I-9 Completion Status
Kendall Rogers 1282	Business Services, Inc. (Jessica's W) Spring, TX	6/2/2022	EE Completed: ER Completed: 6/3/2022	Completed Timely

Onboarding Initiation Updates

Onboarding updates for client users with organizational restrictions

Currently, if you have a client user who has restrictions to only see employees in certain organizational levels, they are not able to assign those fields when initiating onboarding.

This release will allow all active org fields/values to display for all users when initiating onboarding, regardless of restrictions.

I-9 Verification Updates

Update to the section 2 of the form I-9

The Form I-9 establishes an employee's employment eligibility in the US. The employee completes section 1 of the form, and the employer or authorized representative reviews and verifies the employees IDs in section 2. An ID from List A **OR** IDs from list B **AND** list C are required for verification.

An update has been made to require completion of both column B and C when not completing section A of the I-9 form. This will help ensure the form is properly completed and certified.

Section 2. Employer or Authorized Representative Review and Verification					
<i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</i>					
Employee Info from Section 1		Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
List A Identity and Employment Authorization		OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title	
Issuing Authority		Issuing Authority		Issuing Authority	
Document Number		Document Number		Document Number	
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)	
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space	
Issuing Authority					
Document Number					
Expiration Date (if any) (mm/dd/yyyy)					
Document Title					
Issuing Authority					
Document Number					
Expiration Date (if any) (mm/dd/yyyy)					

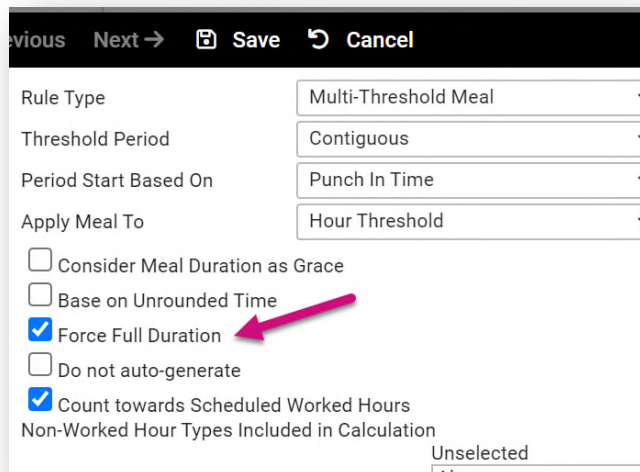
Please [click here](#) to view the most recent version of the I-9 with a list of all acceptable documents.

Time

Enhancements to Meal or Break Punches

Forced duration meal or break rule update

This applies to clients using isolated Time and have the system set up with a meal or break rule to force a full duration.



Previous Next → Save Cancel

Rule Type Multi-Threshold Meal

Threshold Period Contiguous

Period Start Based On Punch In Time

Apply Meal To Hour Threshold

Consider Meal Duration as Grace

Base on Unrounded Time

Force Full Duration

Do not auto-generate

Count towards Scheduled Worked Hours

Non-Worked Hour Types Included in Calculation

Unselected

Absence

If an employee punches early for a meal break (so the forced time is 30 minutes, but they only punched for 20) and you have an alert to notify you when employees take meals or breaks that are shorter than the scheduled duration aka “short meal”, you can now excuse the alert and still force the meal for the whole duration on the timecard.

HR

Enhancements to the tax wizard

The following forms have been updated in the tax wizard


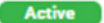

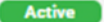

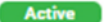
- California
 - Form DE 4 Worksheet A line numbers added
- Colorado
 - Colorado module updated to include additional withholding disclaimers
 - Form W-4 (CO 101) removed from schema
- District of Columbia
 - Form D-4A temporary address question optional
- Hawaii
 - Form HW-4 non-resident adjusted gross income ration no longer requires leading zero
- Maryland
 - Form MW 507 updated with minimum and maximum dollar thresholds
- Oregon
 - Metro/MultCo OPT form parameters updated (opt-in and opt-out)
- Pennsylvania
 - Form CLGS-32-6 updates for residents working outside the state

Adaptive Employee Experience

Manage Employee Screen Update

The Employee screen now show Job Title vs Job Code

For clients using Adaptive Employee Experience, when a Manager or Supervisor is viewing the employee screen, the employee's job code is listed under the Title column. After 7/1, the job title will be listed correctly in the Title column:

Emp # ¹	Name ¹	Title ¹	Status ¹
 1005	Potter, Regina A	Bookkeeper	
 1011	Gu, Allan	Customer Service	
 1019	Stoddard, Melissa	Payroll Specialist	

Contact your Payroll Specialist if you have any questions about the updates in insolved version 8.12