



PARAGON SERVICES LLC ISOLVED HCM
EMPLOYEE USER GUIDE



iSolved



iSolved | Time
Client/Admin Guide



Entering Time

1. Employee Self Service
2. Time
3. Time Card

The screenshot shows the Employee Self Service interface for 'Test EE'. The user is logged in as 'Test EE' (Employee #: 101413, Hire Date: 6/15/2019). The interface includes a search bar, a navigation menu with 'EMPLOYEE SELF SERVICE' highlighted, and a main content area with a calendar view for the week of 06/01/2019 to 06/15/2019. A red arrow points to the 'Time Card' option in the menu.

4. Go to the day you want to punch – pop will show:

The screenshot shows a blue pop-up menu with the following options: '+ Add record', 'Hour', 'Punch', and 'Cancel'.

Select Hour

- Add Hour
- Confirm Date & Time
 - a. Time can be 7AM – 11AM

Hours

Start Time:

End Time:

Type:

Duration:

- b. Duration will populate
- Hit Save
 - Hit Show Results on top Blue Bar

The screenshot shows a blue button with a refresh icon and the text 'Show Results'.

- Deduct lunch from next clock in (30 min or 1 hr)

Hours

Start Time:

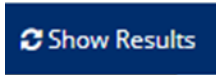
End Time:

Type:

Duration:

Note: Any Overtime work Employee is requested to add notes

- Then Save
- Hit Show Results on top Blue Bar



Note

Those who have multiple sites....

1. Add Hour
2. Confirm Date & Time (same as above)
3. Select 'LABOR GROUP' or Cust Job: (this will limit to only your properties)
4. Add notes if needed - **Then save**
5. Remember the lunch will populate.

Hours

Start Time: 06/10/2019 6:00 AM
 End Time: 06/10/2019 7:00 AM
 Type: Normal
 Duration: 1

Labor Group

Cust Job: Not Assigned
 Not Assigned
 399 - 399 - MEN:One Compass
 512 - MEN:Wells Fargo

Labor Default Overrid
 Customer Job Buildin:512

Notes

[Empty text box]

Save Cancel

Mileage

1. Mileage is added as an adjustment by selecting the downward facing arrow to the right of the date.
2. Add "amount" (this is number of miles total) **Leave Hours as is... Paragon will convert this.**
3. Under "Labor Group" or "Cust Job" select the Job these miles are applied to.

Adjustment

Date: 07/24/2019
 Adjustment: Mileage Reimb
 Amount: 0 Hours

Labor Group

Cust Job: Not Assigned
 Not Assigned
 355 - 355 - BRO:Centra Point
 498 - 498 - BRO:Over Time

Labor Default Overrid
 Customer Job Buildin:355

Notes

[Empty text box]

Save Cancel

4. Notes – add any notes needed or same as before.
 - ***You only need ONE PUNCH for mileage***
 - You will have a report at the bottom of the page once you hit 'Show Results'
 - **When you approve your time card this is submitting your mileage.**

Greg Rehrig | 86 of 115 | Employee: 101330 | Status: Active | Hire Date: 8/7/2017 | Work Location: PHOENIX, AZ

Verification: Unverified | Analyze Rules | Request Time Off | Time Card Report | Preview Check

Calendar | Spreadsheet

Search: Sat 06/01/2019 - Sat 06/15/2019

Time Card Data (Sample):

Time	Mon 6/3	Tue 6/4	Wed 6/5	Thu 6/6	Fri 6/7	Sat 6/8	Sun 6/9
7:00 AM-8:39 AM		1.65 hrs	0.92 hrs	6:54 AM-9:01 AM	6:47 AM-8:31 AM		
8:00 AM		2.07 hrs	7:57 AM-10:30 AM	2.12 hrs	1.73 hrs		
9:00 AM	9:11 AM-11:14 AM	1.02 hrs	2.55 hrs	9:02 AM-10:28 AM	8:32 AM-9:59 AM		
10:00 AM	2.05 hrs	1.00 hrs	10:30 AM-12:01 PM	1.43 hrs	1.45 hrs		
11:00 AM	1.20 hrs	0.73 hrs	10:30 AM-12:01 PM	1.52 hrs	10:00 AM-12:45 PM		
12:00 PM		1.09 hrs	1.05 hrs	1.92 hrs	2.75 hrs		
1:00 PM	12:29 PM-3:01 PM	1.22 PM-3:28 PM	1:07 PM-2:55 PM	1.00 hrs	0.97 hrs		
2:00 PM	2.53 hrs	2.10 hrs	1.80 hrs	0.95 hrs	1.25 hrs		
3:00 PM	1.00 hrs	1.02 hrs	2:56 PM-4:51 PM	2:52 PM-4:22 PM	1.00 hrs		
4:00 PM							
5:00 PM							
6:00 PM							

Adjustment

Date: 06/07/2019

Adjustment: Mileage Reim

Amount: 0 Hours

Labor Group

Cust Job: Not Assigned

Labor Default Override

Customer Job Buildin:9

Notes

Save Cancel

Approving Time Cards

1. Top Blue Bar
2. Click Verification Unverified Arrow Down
3. Click Employee
 - a. This will lock your time card

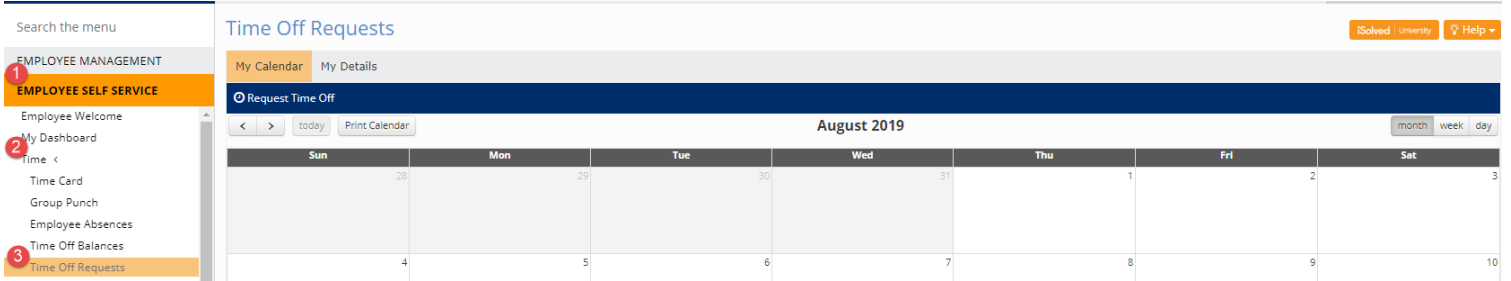
Verification: Unverified | Analyze Rules | Request Time Off | Time Card Report | Preview Check

Employee | Supervisor | Manager

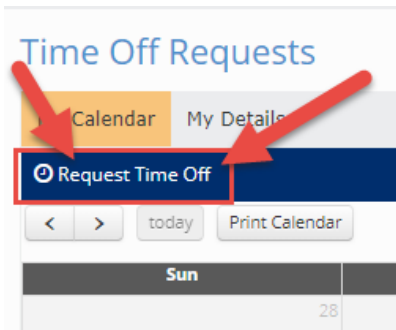
Tue 07/16/2019

Time Off Request

1. Employee Self Service
2. Time
3. Time Off Request



In the calendar select 'Request Time Off'



Select the Absence Policy (you must have time available)

Note – Bereavement & Jury Duty must have written approval from Paragon Office

A screenshot of the 'Request Time Off' form. It includes a 'Save' button and a 'Cancel' button. The form fields are: '* Absence Policy:' with a dropdown menu showing 'Bereavement', 'Jury Duty', 'Personal Day', 'Unpaid Time Off', and 'Vacation'; '* From Date:' and '* To Date:'; 'Start Time:'; 'Days:' with checkboxes and a 'Check All' button; '* Hours Per Day:'; and 'Hours Requested:'. Below these are 'Projected Balances' for 'After Time Off Request:', 'Current Plan Year:', and 'Next Plan Year:'. At the bottom is a 'Comments' section with a text area.

Complete the Request

1. Absence Policy
2. From Date
3. To Date
4. Start Time (optional)
5. Days
(must mark the days –
do not include weekend)
6. Hours per day (only 4 or 8)
7. Comments

Time Off Requests

Save **Cancel**

Request Time Off

* Absence Policy:

* From Date:

* To Date:

Start Time:

Days: S M T W T F S

* Hours Per Day:

Hours Requested:

Projected Balances

After Time Off Request:

Current Plan Year:

Next Plan Year:

Comments

Follow up with an email to Property Manager, Property Supervisor, Chief Engineer, Paragon Staff; Ryan Scates, Dan Porter, Jenn Liddy.

Pay History

Pay History is a record of each check stub available in iSolved. The history at the top of the page is by year and check date. It includes "Gross Pay," "Total Hours," "Net Pay," "Check or Voucher Number," "Check Amount," "Description" and "Payroll Run #."

Check Date	Gross Pay	Total Hours	Net Pay	Check/Voucher #	Check Amount	Description	PR Run #
7/23/2016	2763.23	66.67	324.42	V001759	0.00	Regular Check	54
7/28/2016	808.80	0.00	708.92	V001759	0.00	No Deductions	54
8/18/2016	2766.28	66.67	628.61	V001840	0.00	Regular Check	55
8/15/2016	2763.23	66.67	252.61	V001852	0.00	Regular Check	52
8/12/2016	2763.23	66.67	40.89	V001823	0.00	Regular Check	50

In order to see more Pay History, use the scroll bar on the right-hand side of the menu, or change the Year in the drop-down box.

The screen default will be a view of your most current pay stub. The top of the pay stub is a summary of dates and employee information, including withholding status.

Check Type: Regular Check	Gross Pay: 2763.23	Caprice C. Benedict	Employee #: 1222	Division: 01
Check Date: 7/23/2016	Gross Wages: 2772.97	12 Katherine Way	Sec Ser #: 000-05-3534	Department: 106
Period End: 7/31/2016	Net Pay: 333.61	Norwalk, OH 44857	Full Name: Single	St Abb: 0
Period Begin: 7/16/2016	Check Ser#: 1030	May Network Company Inc	Full Description: 0	St Abb: 0
Payroll Run #: 54	Worksheet #: V001759		Full Address: 0	St Abb: 0

The next section contains Earnings or Memos, Deductions and Taxes. These figures include the current pay hours or dollars and the YTD hours or dollars. It also includes the current and taxable wages in the Tax section for each type of tax listed.

Earnings & Memos*				DEDUCTIONS		TAXES						
	Cur Hours	Cur Dollars	YTD Hours	YTD Dollars	Cur Dollars	YTD Dollars	Cur Dollars	Cur Wages	YTD Dollars	YTD Wages		
Regular	66.67	2763.23	1016.64	3385.07	Child Support	305.00	2385.00	SOC SEC	171.92	2772.97	2873.89	33629.90
Lea			6.00	263.99	Child Support 2	263.00	1380.00	MED	63.20	2772.97	481.63	6568.90
SFL	0.00	3.74	9.00	45.12	Medical Pro-tax		2760.00	FEDERAL	64.54	2662.05	5465.24	22784.20
Holiday			16.00	811.22	HSA Pre-tax	116.90	380.00	OHIO	88.29	2662.05	594.76	32764.98
Commission			9.00	960.00	401K	972.25	489.12	NORWALK	13.20	2662.05	489.67	6568.90
Bonus			9.00	1500.00	401K Loan	972.25	9720.00	NORWALK CITY SD	13.20	2662.05	143.70	22784.20
R/R Cards			9.00	200.00								
HSA/R/Contrib*			9.00	900.00								
401K/403(b)	0.00	97.65	9.00	582.00								

There are three sections on the bottom of the pay stub. They include the Current Period Leave Accruals. This may be blank if your employer has blocked this service, or may not be using iSolved to process their accruals. This is what it will look like if the accruals are processed by the system.

Current Period Leave Accruals			
	Hours Accrued	Hours Taken	Available Balance
Vacation	3.33	0.00	3.33
Sick	0.00	0.00	28.00

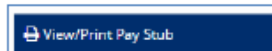
The second section at the bottom of the pay stub is your Direct Deposit information, if applicable. It will list any direct deposit accounts along with the amount deposited into each account.

Direct Deposit:		
	Account	Deposit Amount
Checking	###2243	324.42

The bottom left side of the pay stub includes the current dollars and taxable wages and the YTD dollars and taxable wages for any Employer Taxes paid on your behalf.

Employer Taxes				
	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC ER	171.92	2772.97	2073.89	33449.90
MED ER	40.20	2772.97	485.02	33449.90
FUTA ER			42.00	7000.00
OHIO SUI ER			243.00	9000.00

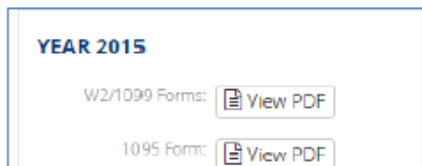
You are able to view or print your pay stub in a .pdf version by clicking on the **View/Print Pay Stub** on the blue action line.



This copy can be used for your records or as proof of income.

W2/ACA/1099 Forms

W2/ACA/1099 Forms can be used to obtain a .PDF copy of either your W2, ACA 1095 Form or a 1099 Form, if applicable. The Tax Year will appear, and when selected, you can view the PDF version and print if needed.



- There forms will be available for any years that iSolved produced the forms.
- Employee Self-Service will not normally post the current year form until near or after the deadline (January 31st)
- You will receive a physical copy of the forms from

Company Information

The menu item called **Company Information** can contain many documents or links depending on the needs of your employer. Many employers may post such things as their company handbook, benefit information, links to benefit sites or any other documentation they may wish you to view. Again, this documentation may need your acknowledgement.

Benefit Summary

If your employer is using iSolved Benefit services, several other menu items may appear. These include:

- **Benefit Summary:** A list of Benefits and your elections for each along with the cost per-pay.
- **Benefit Plan Details:** A list of coverage levels for each plan, and the start date.
- **Life Events Wizard:** If you have a change in personal status or circumstances such as a birth of a child, divorce, marriage, you can use the wizard to make changes and upload any documents needed.
- **Life Event History:** Reviews all of your life events.
- **Open Enrollment:** This is used during the period your company has indicated as a benefit selection period either as a new hire or yearly. This screen will walk you through your benefit selections and you are able to select the applicable plans for your needs.
- **Benefit Updates:** This may be available if the plan is set up for plan updates. You are able to set up plan updates for Deferred Compensation, HSA updates, Beneficiary and Primary Care Physician updates.

Documents

Your employer may load documents in the system such as your W4, state withholding form, 19, employment documents and more for your view or access. Here is an example of what you will see.

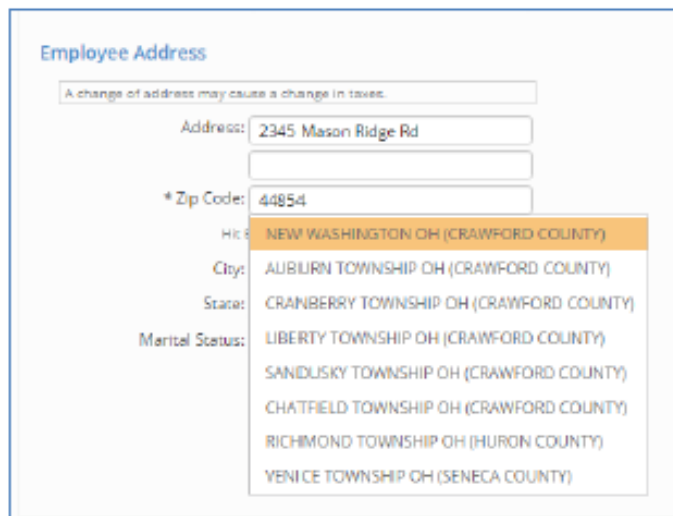
Documents			
Document Type	Document Description	Document Name	View Document
Employee Tax Documents	W4	W4.docx	View Document

Click on "View Document" to open and review the document loaded.

Address Only Updates

Anytime you see a menu item with the word “Updates,” it means you are able to change the information on that menu item. It may need an approval from your HR department or manager prior to becoming effective, however you will receive a system generated email when it is approved.

On Address Only Updates you are able to change your address.



The screenshot shows the 'Employee Address' form. At the top, there is a note: 'A change of address may cause a change in taxes.' Below this, the 'Address' field contains '2345 Mason Ridge Rd'. The '* Zip Code' field contains '44854'. A dropdown menu is open for the 'City' field, showing several options: 'NEW WASHINGTON OH (CRAWFORD COUNTY)' (highlighted in orange), 'AUBURN TOWNSHIP OH (CRAWFORD COUNTY)', 'CRANBERRY TOWNSHIP OH (CRAWFORD COUNTY)', 'LIBERTY TOWNSHIP OH (CRAWFORD COUNTY)', 'SANDUSKY TOWNSHIP OH (CRAWFORD COUNTY)', 'CHATFIELD TOWNSHIP OH (CRAWFORD COUNTY)', 'RICHMOND TOWNSHIP OH (HURON COUNTY)', and 'VENICE TOWNSHIP OH (SENECA COUNTY)'. The 'Marital Status' field is also visible but empty.

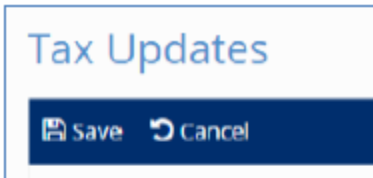
- Enter the new street address and proper zip code.
- When entering a zip code, you may get a drop-down menu with multiple towns listed.
- Choose the proper city or town because they may affect your taxation.
- Click on Save.

Note: A change of address may cause a change in taxes.

Tax Updates

If you have access to Tax Updates, you are able to change your withholding information for any Federal, state or local jurisdictions in which you are paying taxes. Here are some of your options:

- **Filing Status:** Change the filing status from “Single,” “Married” or “Head of Household” in some jurisdictions. Some states do not have a filing status or it may be different than federal. Please refer to the applicable withholding forms for guidance.
- **Exemptions:** Per the worksheet from your withholding form, you can select the proper number of exemptions.
- **Additional Amount:** This additional amount taken in taxes is on top of what the tax chart determines based on your filing status and exemptions. The additional can be added in either a flat dollar amount (\$25 extra per pay) or an additional percentage (10% extra per pay).
- **Block Tax:** Check this box if you do not want the system to look at the tax chart either because you want no withholding or because you are replacing the chart with an additional amount or percent.
- **Additional Fields:** States or locals may have their own special rules and the applicable rules for your state will be available. Again, refer to the worksheet from your state withholding form.



- Click **Save** after every change.
- Remember your employer may need to approve this change.
- They may also ask for a new withholding form based on the change.

See below for some example changes:

Federal Income Tax Filing Status: <input type="text" value="Single"/> ▼ Exemptions: <input type="text" value="0"/> <input checked="" type="checkbox"/> Block Tax Additional \$: <input type="text"/> Dollars ▼	City Income Tax (Residence) Tax Description: No city income tax for current residence (Other local/county taxes may apply)
OH State Income Tax (Residence) Tax Description: OHIO WH Filing Status: <input type="text" value="N/A"/> ▼ Exemptions: <input type="text" value="0"/> <input type="checkbox"/> Block Tax Additional \$: <input type="text" value="5.00"/> Dollars ▼ Addl Exemptions: <input type="text"/> Exemption Amount \$: <input type="text"/> Alternate Calculation: <input type="text" value="N/A"/> ▼	City Income Tax (Work) Tax Description: No city income tax for current work location (Other local/county taxes may apply)

