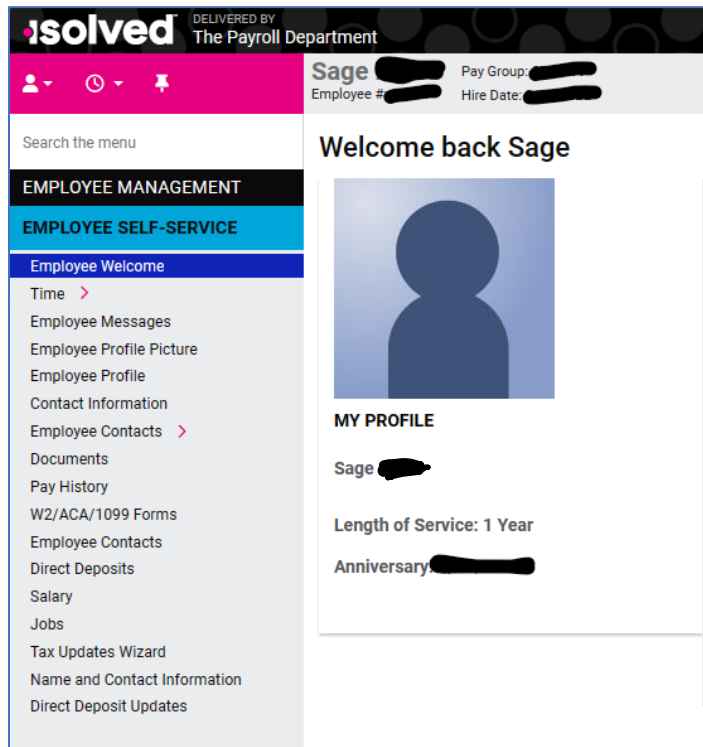


Navigating iSolved

iSolved is the software Conservation Legacy Uses to run payroll. You will not enter hours into the system, but you will use this system to access paystubs.

- 1) When you first log in to iSolved, you will be brought to your employee welcome page. On the far left-hand side of the screen, you will see a table of different pages and links. (You may not have all the different options as the picture below does and that is okay.)




- 2) To view your pay stubs, click on the 'Pay History' page. From here, highlight the pay stub you would like to view in the top portion of the page, and then click on 'View/Print Pay Stub' in the black bar in the middle of the page. This will open up a new screen with your selected pay stub.

Pay History

Year: 2024

Check Date	Gross Pay	Total Hours	Net Pay
01/19/2024	[REDACTED]	80.00	[REDACTED]
01/05/2024	[REDACTED]	80.00	[REDACTED]

 View/Print Pay Stub

Sage [REDACTED]

- 3) You can also view your direct deposit, address, and contact information by clicking on 'Direct Deposits' and 'Name and Contact Information'
- 4) If you see that your information needs to be updated, please do not make any edits directly in iSolved. Reach out to your Program Coordinator who will reopen the applicable tasks for you in your onboarding account and our admin team will make the edits in iSolved for you. We do not want people making changes because we want to be able to track the updates in our other systems.

Accessing iSolved via your smartphone

See the directions below to access iSolved via phone app. (This is optional. You can use the computer site if you do not want to download the app.)

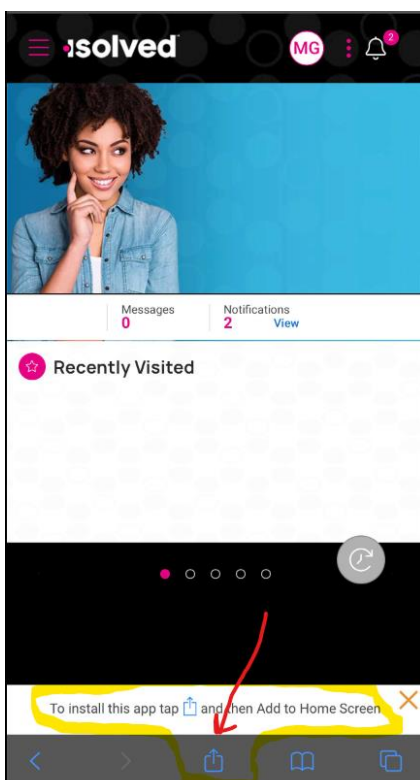
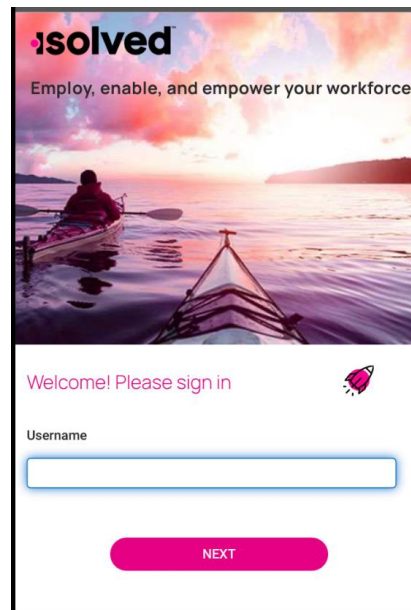
There is an app via the App Store/Play Store, but we suggest not using it, use these instructions instead

[Click here for Android Instructions](#)

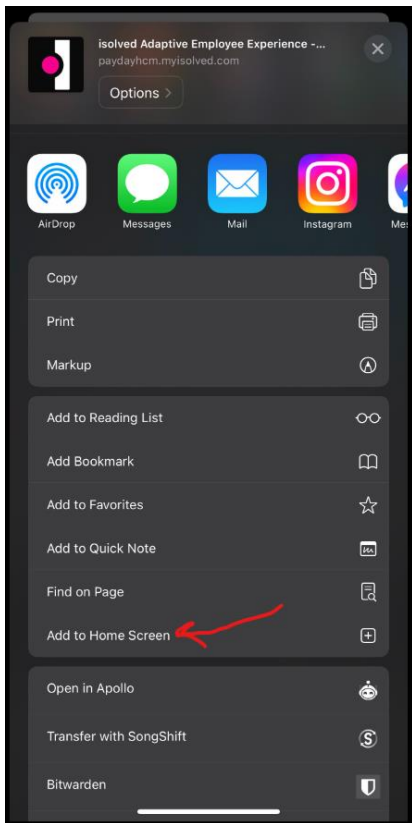
1. iPhone Instructions

- a. On your phone, go to <https://payrolldept.myisolved.com/cloudservice>

- b. Login with your existing username and password

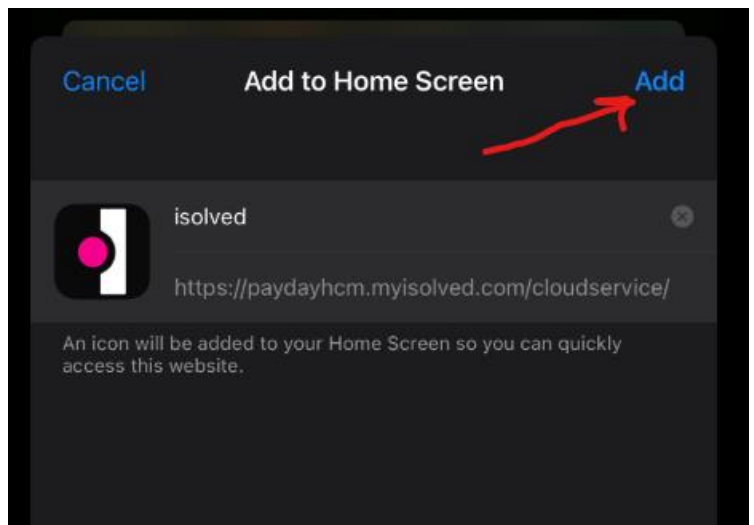


- c. Click on the "Share" icon at the bottom of the screen

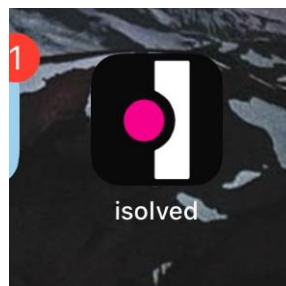


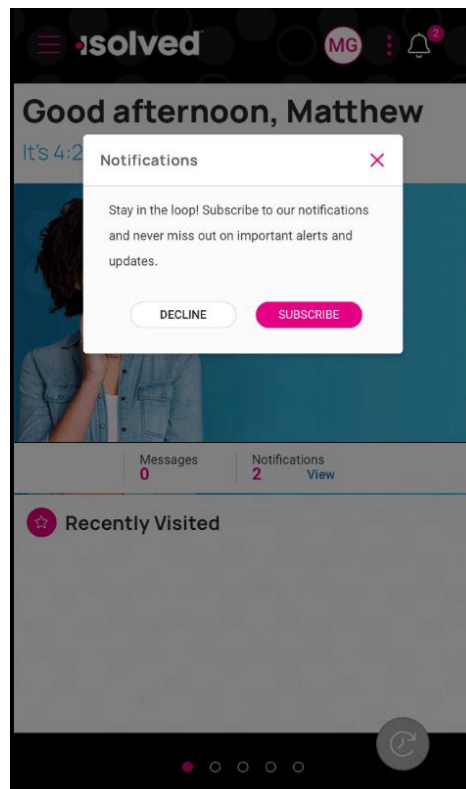
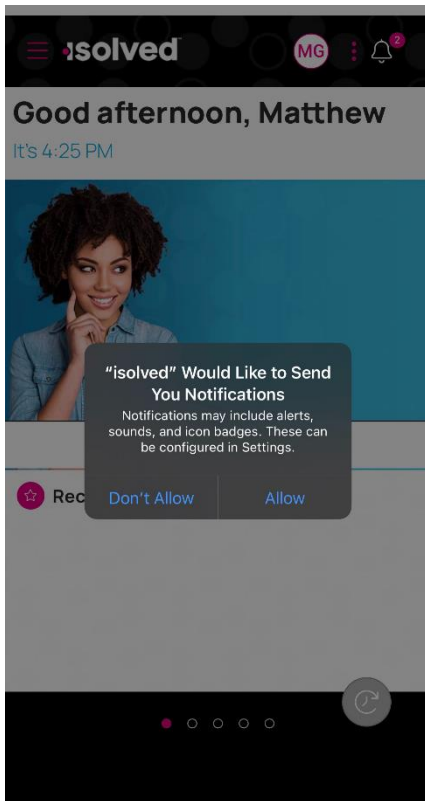
d. Click on "Add to Home Screen"

e. Name it what you want and click "Add"



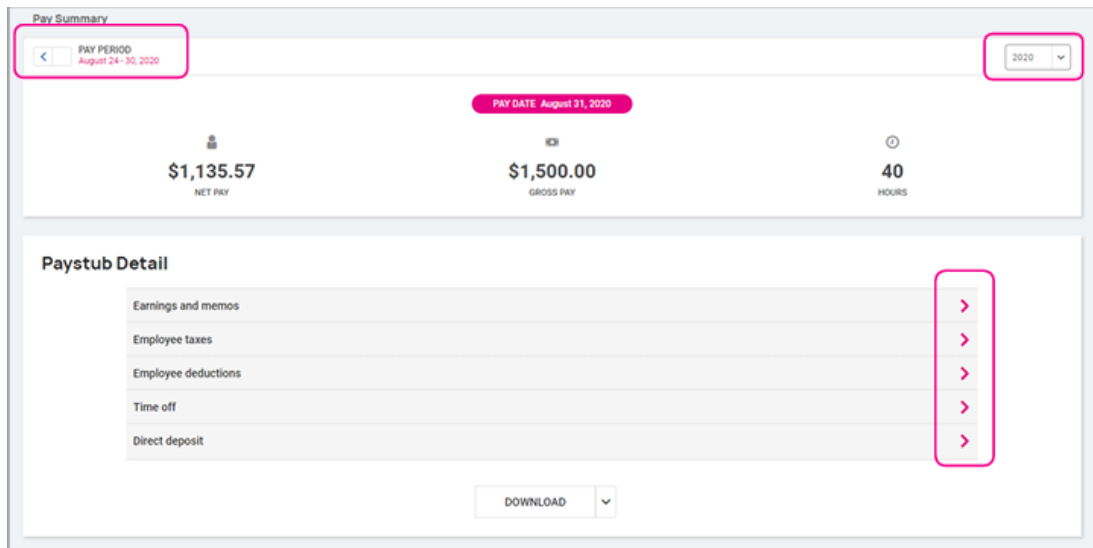
f. It will add this icon to your home screen





g. Allow the notifications by clicking "Subscribe" and then "Allow"

- h. Once you have logged in on your phone to the Adaptive system, just scroll left/right in the bottom half of the screen.
- i. The **Pay and Tax** section is where you can find Pay History, Direct Deposit, and Year-end Tax forms.
- j. On the **Pay History**, you can pick a year, and a pay period to see your paystubs.



- k. You can also Download pay stubs by clicking the arrow next to Download at the bottom of the screen. From there, you can select multiple pay stubs to download, or just one.

Select Multiple Pay Stubs

Enter a date range to show your available pay stubs within that time period and a list will be generated. Check the ones you would like and click download.

From


To

- ☐ Pay Period: Aug 24 - 30, 2020 Pay Date: August 31, 2020
- ☐ Pay Period: Mar 23 - 29, 2020 Pay Date: March 30, 2020
- ☐ Pay Period: Mar 16 - 22, 2020 Pay Date: March 23, 2020
- ☐ Pay Period: Feb 17 - 23, 2020 Pay Date: February 24, 2020
- ☐ Pay Period: Feb 10 - 16, 2020 Pay Date: February 14, 2020

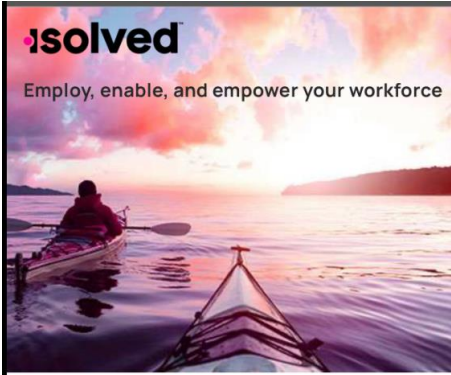
2. Android Instructions


- Delete all existing isolved apps off of your phone if you have any installed
 - This step is VERY important as it ensures that the next steps go smoothly.
- On your phone, open a web browser and go to <https://payrolldept.myisolved.com/cloudservice>

- Login with your existing username and password

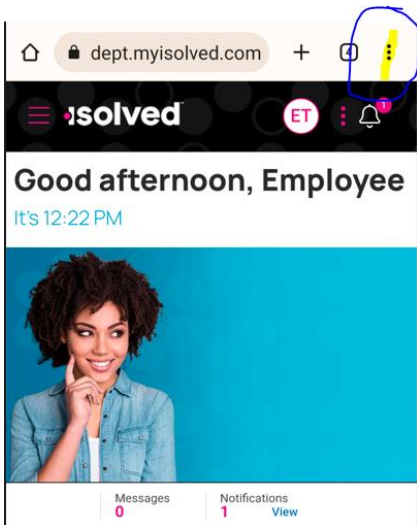


Employ, enable, and empower your workforce



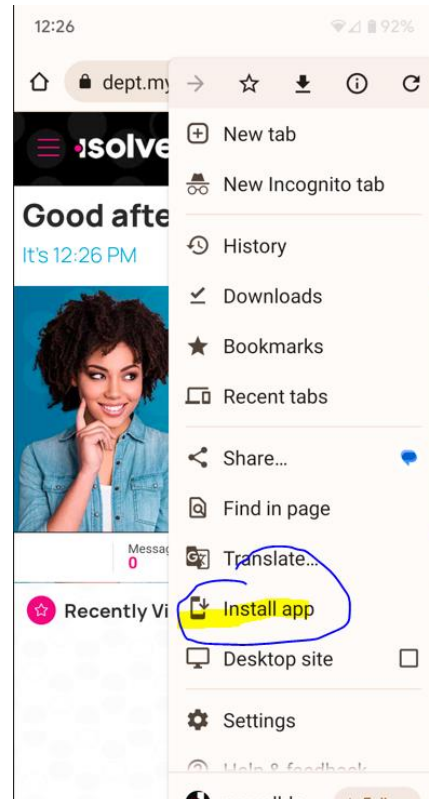
Welcome! Please sign in 

Username

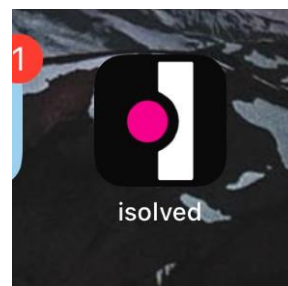


d. Click on the 3 dots at the top right of the screen

e. Click on “Install App”



f. It will add this icon to your home screen



- g. When you click on the icon, isolved will open with you already logged in, and the app should stay logged in
- h. Once you have logged in on your phone to the Adaptive system, just scroll left/right in the bottom half of the screen.

- i. The **Pay and Tax** section is where you can find Pay History, Direct Deposit, and Year-end Tax forms.
- j. On the **Pay History**, you can pick a year, and a pay period to see your paystubs.

The screenshot shows a 'Pay Summary' interface. At the top, there's a 'PAY PERIOD' dropdown set to 'August 24 - 30, 2020' and a year selector set to '2020'. Below this, the 'PAY DATE' is 'August 31, 2020'. The summary displays three main figures: 'NET PAY' of \$1,135.57, 'GROSS PAY' of \$1,500.00, and 'HOURS' of 40. Below the summary is a 'Paystub Detail' section with a list of items: 'Earnings and memos', 'Employee taxes', 'Employee deductions', 'Time off', and 'Direct deposit'. Each item has a right-pointing arrow icon. At the bottom of the detail section is a 'DOWNLOAD' button with a dropdown arrow.

- k. You can also Download pay stubs by clicking the arrow next to Download at the bottom of the screen. From there, you can select multiple pay stubs to download, or just one.

The screenshot shows a 'Select Multiple Pay Stubs' dialog box. It contains instructions: 'Enter a date range to show your available pay stubs within that time period and a list will be generated. Check the ones you would like and click download.' Below the instructions are two date input fields labeled 'From' and 'To'. Underneath these fields is a list of five pay periods, each with a checkbox: 'Pay Period: Aug 24 - 30, 2020 Pay Date: August 31, 2020', 'Pay Period: Mar 23 - 29, 2020 Pay Date: March 30, 2020', 'Pay Period: Mar 16 - 22, 2020 Pay Date: March 23, 2020', 'Pay Period: Feb 17 - 23, 2020 Pay Date: February 24, 2020', and 'Pay Period: Feb 10 - 16, 2020 Pay Date: February 14, 2020'. At the bottom of the dialog are two buttons: 'CANCEL' and 'DOWNLOAD'.