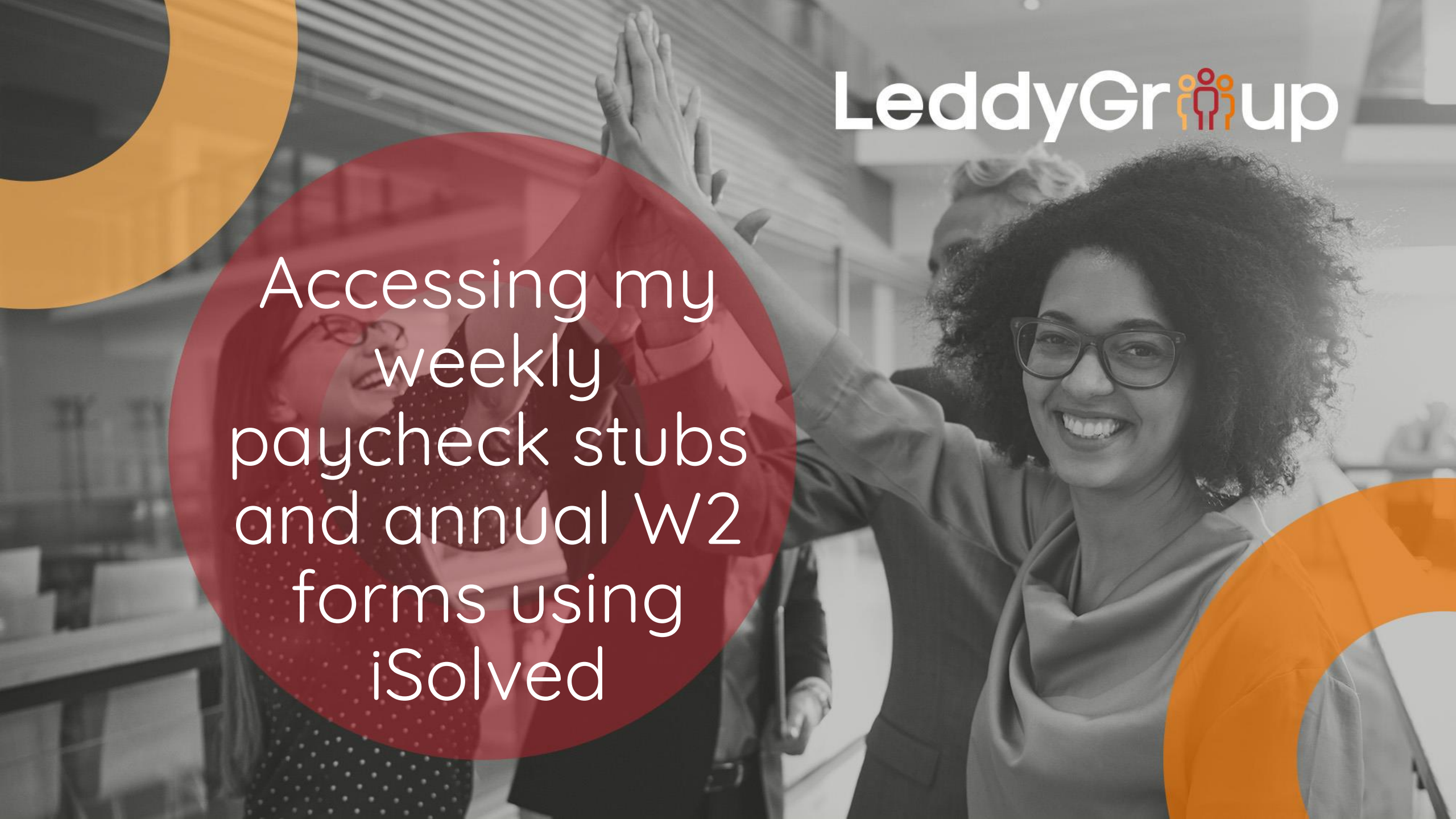
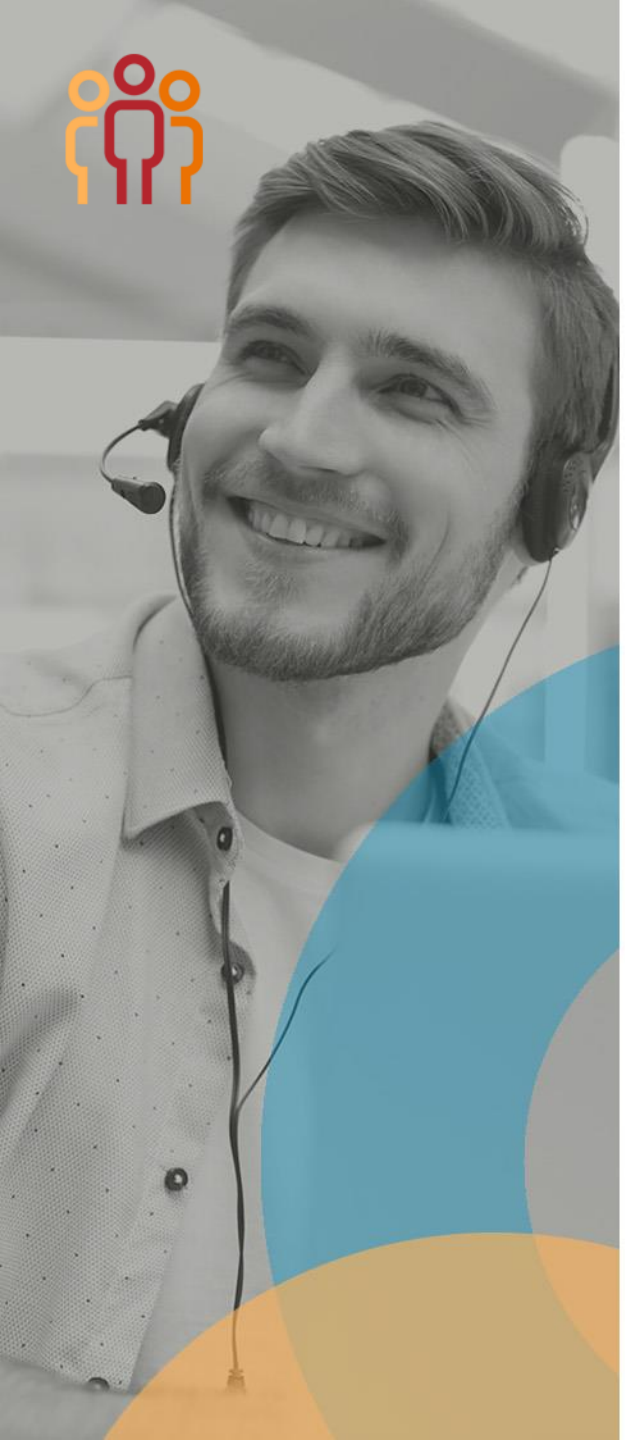


LeddyGroup

Accessing my weekly paycheck stubs and annual W2 forms using iSolved



You will receive a **no-reply** e-mail from **Leddy Group** to activate your account.

Employees will have 90 days to perform the activation, or the link will expire.

From: **Leddy Group** <employdrive@myisolved.com>
Date: Sun, Jan 12, 2020 at 12:28 PM
Subject: Payroll Self Service Account Information
To: <timecards@leddygroup.com>

Dear Mike,

Welcome to Leddy Group, a division of Work Opportunities Unlimited, Inc. Leddy Group uses EmployDrive to host the iSolved payroll site. You can use this site to access your paystubs, W-2s, and payroll history.

In order to set up and activate your account, follow the steps below within 90 days of this email.

STEP 1

Click the link below and follow the steps outlined:

https://employdrive.myisolved.com//AuthenticateUser.aspx?ticket=92313be7-f1e9-41c6-966c-2dc97bbe8101&eid=119012&peid=&

This link is only used to activate your account and will not work in the future. Once activated, use the link in STEP 2 to log in to your account.

- Username – This will be pre-populated with the email address you have provided to us.
- Client Code – This will be pre-populated.
- Authorization Pin – This is the last 4 digits of your Social Security Number.
- Password - You must create and confirm a Password:
  - Passwords must be a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9], and one special character). Spaces are allowed to support the use of easier-to-remember passphrases.
- Complete a challenge question and confirm your answer.
- To enable two-factor authentication, which will send you an email message if your account is being accessed from an unknown computer/phone, please enter your cell phone number.
- Electronic delivery of tax forms – If you choose this option, your year-end tax forms will be accessible through this site versus mailed.

Once your account is activated, the link above will not work to access your account. See Step 2 to access your account in the future.

STEP 2

- Create a bookmark or save this link: https://employdrive.myisolved.com
- Save your username and password in a secure location

Please note that this link is different from the link in Step 1.

STEP 3

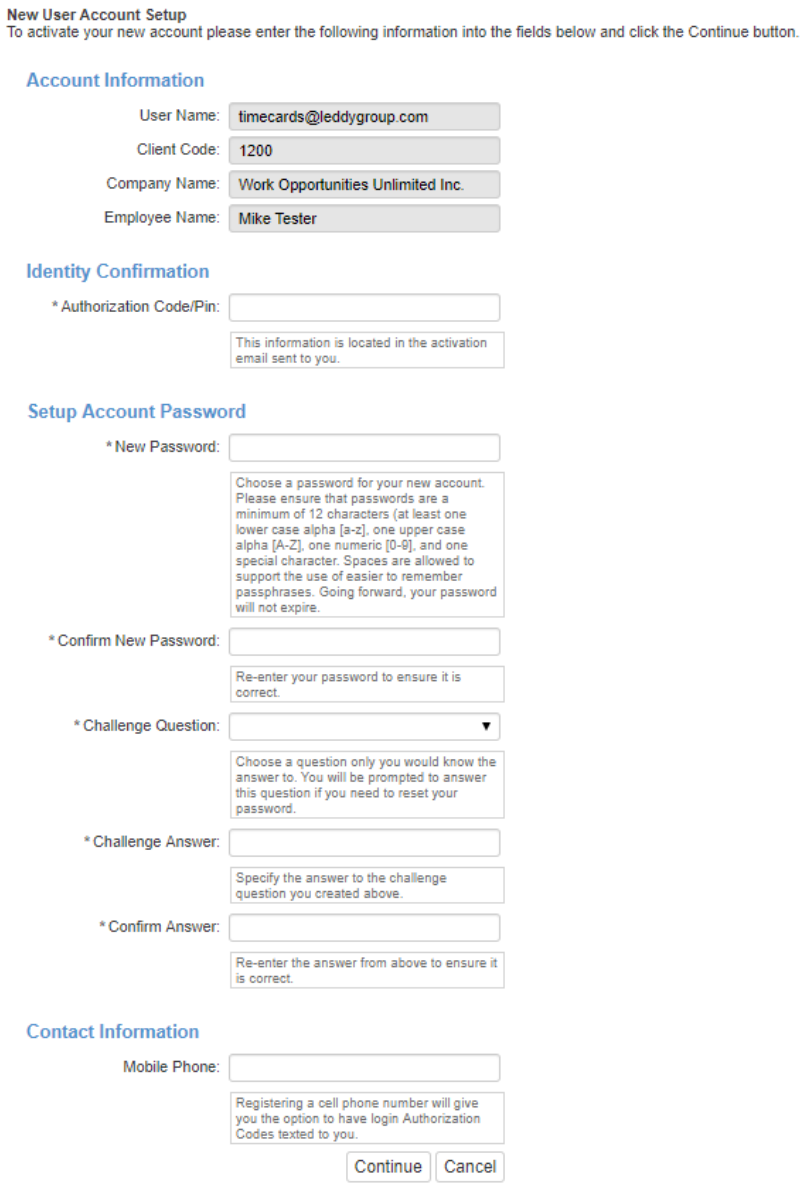
- After your online account has been activated, you can download the "iSolved Go" App to your mobile device.
- Select the icon in the bottom left portion of the login screen.
- On the Network Partner tab, enter **Employdrive** into the Network Partner ID field.
- Click on the Save button to save the configuration.

If you have any questions or need additional information, please contact your local Leddy Group Staffing Manager or our payroll department at payroll@leddygroup.com

Thank you!

How to Set up a New User Account:

- Once you have clicked on the link provided to you in the email, the username and Client Code will be pre-filled in.
- You must add your **Authorization Pin** number (the last 4 digits of your SSN).
- You must create and confirm a **Password**.
- Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9], and one special character. Spaces are allowed to support the use of easier-to-remember passphrases.
- You will be asked to select a challenge question/answer confirm your answer.
- It is best to add your cell phone number in order to receive text messages if you are accessing your account from a different IP address.
- You'll be asked to approve the terms and conditions and to accept or decline electronic delivery of tax forms.


New User Account Setup
To activate your new account please enter the following information into the fields below and click the Continue button.

Account Information

User Name: timecards@leddygroup.com
Client Code: 1200
Company Name: Work Opportunities Unlimited Inc.
Employee Name: Mike Tester

Identity Confirmation

* Authorization Code/Pin:
This information is located in the activation email sent to you.

Setup Account Password

* New Password:
Choose a password for your new account. Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], one numeric [0-9], and one special character. Spaces are allowed to support the use of easier to remember passphrases. Going forward, your password will not expire.
* Confirm New Password:
Re-enter your password to ensure it is correct.
* Challenge Question:
Choose a question only you would know the answer to. You will be prompted to answer this question if you need to reset your password.
* Challenge Answer:
Specify the answer to the challenge question you created above.
* Confirm Answer:
Re-enter the answer from above to ensure it is correct.

Contact Information

Mobile Phone:
Registering a cell phone number will give you the option to have login Authorization Codes texted to you.

Continue Cancel

Terms of Use and Consent to Electronic Delivery of Tax Forms

1. Electronic Delivery of Tax Forms

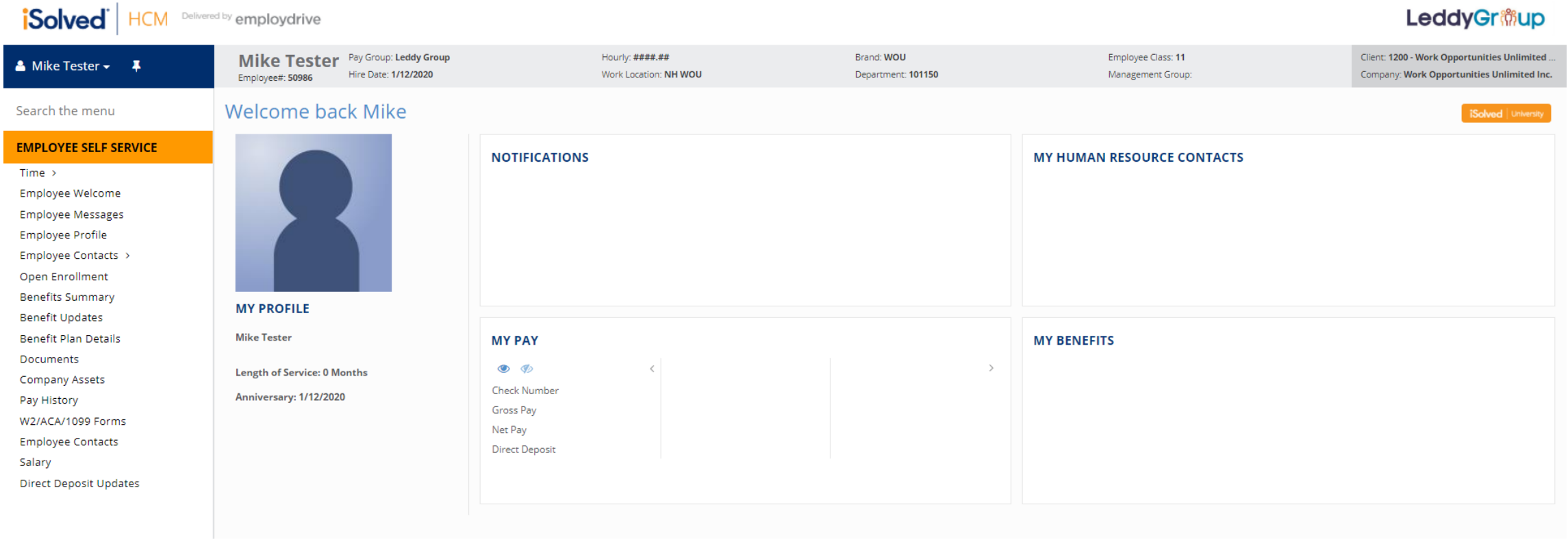
By selecting the "I Accept" button, you are signifying your intent to sign this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement and any associated documents. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of

I Accept | I Decline

By accepting, you are electing to receive your tax forms electronically.

By declining, you are electing to receive your tax forms by mail.

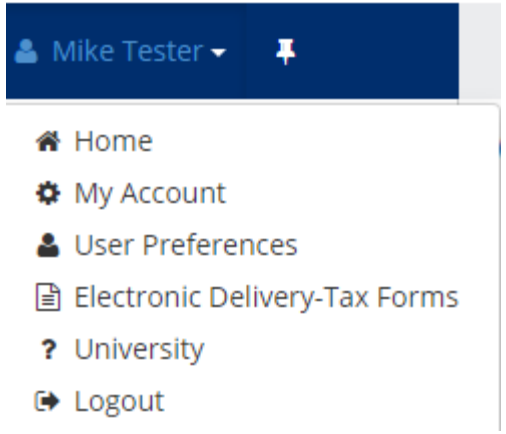
This is what your home page will look like:



You can use the employee self-service menu by clicking on the items on the left side of the screen.

Page Navigation

From the upper left corner on any Employee Self Service screen, click the down arrow next to your name for:



- **Home** – click Home to return to the Employee Welcome screen
- **My Account** – click My Account to change your password
- **User Preferences** - not applicable
- **Electronic Delivery-Tax Forms** – click Electronic Delivery-Tax Forms to opt in to receiving your W2 electronically
- **University** - not applicable
- **Logout** – click Logout to exit the Employee Self Service Portal

Accessing my Paycheck stubs and 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 #.”

Pay History

Year: 2016

Check Date	Gross Pay	Total Hours	Net Pay	Check\Voucher #	Check Amount	Description	PR Run #
7/29/2016	2769.23	86.67	324.42	V001790	0.00	Regular Check	54
7/29/2016	900.00	0.00	708.92	V001789	0.00	No Deductions	54
6/15/2016	2769.23	86.67	324.41	V001460	0.00	Regular Check	53
5/31/2016	2769.23	86.67	282.81	V001452	0.00	Regular Check	52
5/13/2016	2769.23	86.67	49.09	V001423	0.00	Regular Check	50

How to View Your Pay History and print a pay stub from the Employee Self Service Menu:

To print a paystub, click View/Print Paystub

Pay History

Year: 2016

Check Date	Gross Pay	Total Hours	Net Pay	Check\Voucher #	Check Amount	Description	PR Run #
5/31/2016	510.00	40.00	270.36	V182877	0.00	Regular Check	5
4/25/2016	191.25	15.00	0.00	V153715	0.00	Regular Check	4
3/18/2016	414.38	32.50	375.91	V126450	0.00	Regular Check	1

View/Print Pay Stub

Check Type:	Regular Check	Gross Pay:	510.00
Check Date:	5/31/2016	Gross Wage:	510.00
Period End:	5/8/2016	Net Pay:	270.36
Period Begin:	4/25/2016	Check Amt:	0.00
Payroll Run #:	5	Voucher #:	V182877

Betty Basket
114 West Delaware
PENNINGTON, NJ 08534
Coffee Spin

Employee #:		Division	
Soc Sec #:	XXX-XX-2222	Department	
Fed Filing:		St Filing:	
Fed Exemptions:	3	St Exemptions:	3
Fed Additional:		St Additional:	

Earnings & Memos*

	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars
Regular	40.00	510.00	87.50	1115.63

Deductions

	Curr Dollars	YTD Dollars
FSA Transit	100.00	179.43

Taxes

	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC EE	25.42	410.00	58.04	936.20
MED EE	5.94	410.00	13.57	936.20
FEDERAL WH	100.00	410.00	200.00	936.20
NEW JERSEY WH	1.82	510.00	2.18	1115.63
UPPER DUBLIN TWP	4.10	410.00	9.36	936.20
PENNSYLVANIA SUI EE	0.36	510.00	0.78	1115.63
UPPER DUBLIN LST	2.00	510.00	6.00	1115.63

How to access your W2, ACA or 1099 Information:

W2/ACA/1099 Forms

iSolved

Tax Year	Document Description	Document Type	Document Name	View Document	View Instructions
2019	W-2	YE Tax Form	2019 W-2.pdf	View Document	View Instructions

Click
View PDF
to access
forms

Direct Deposit Information

To change your direct deposit information, please visit **this link** to download the form to share with your Leddy Group Staffing Manager.

Adding iSolved to your favorites:

After initial set up - the login screen can also be accessed by using the following link: https://employdrive.myisolved.com/

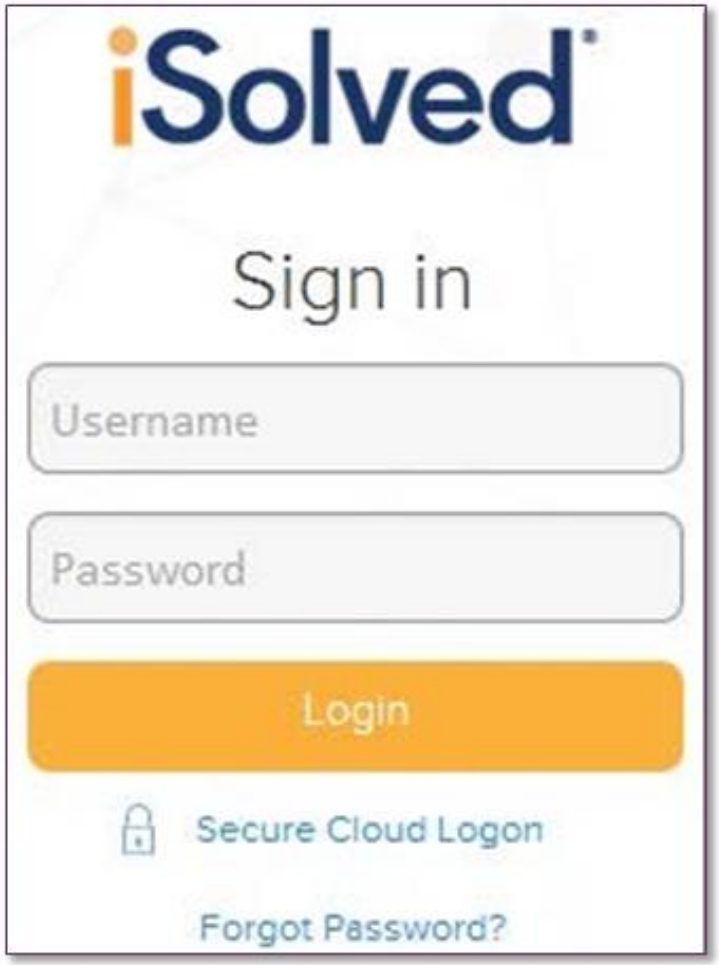
Add to your favorites for easy access anytime

Username = Employee email address

Password = Employee defined

Note: If you are trying to log in and you key your password incorrectly 3 or more times, you will be locked out of the system. Should this occur, please email payroll@leddygroup.com and request having your account unlocked.

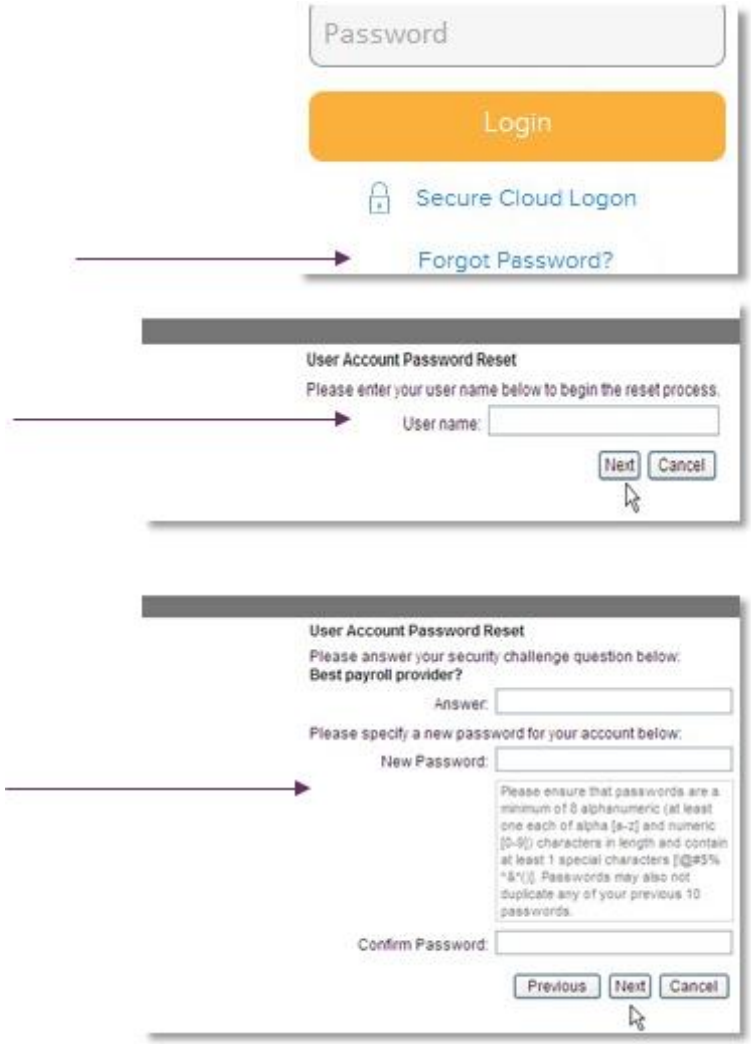
If you have forgotten your password, you can reset it yourself before the 4th try by clicking on the Forgot Password link.



To **reset your password**,
click on Forgot Password?

Enter the User name and click **Next**.

Answer the user security question,
create a new password and click **Next**.



Security

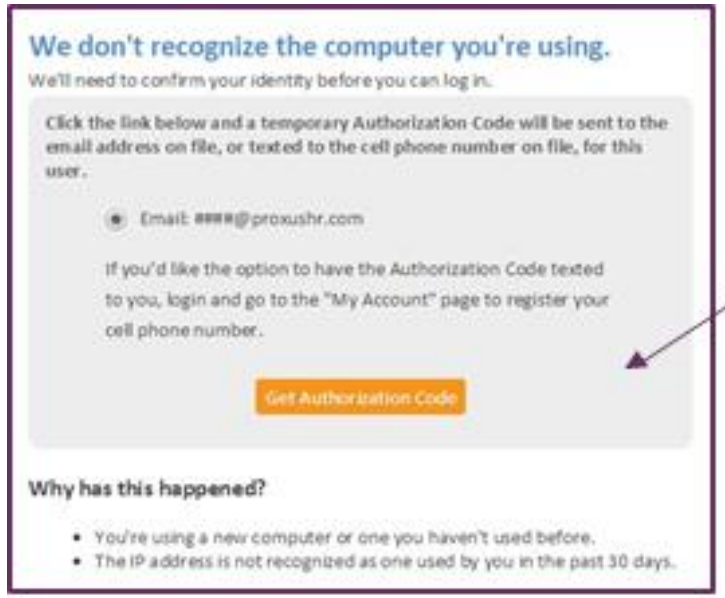
Security

When logging into iSolved, the cookies on the PC are utilized to verify authentication. At the time of login, the cookie is updated with the login information and the date of the login. If the user logs in from that machine again, and if the cookie is still intact, then they would be recognized and bypass Two Factor Authentication (TFA). For users that have a dynamic IP address, this will reduce the number of times they need to authenticate.

Notes:

- The cookies are browser-based. If you switch from Internet Explorer to Chrome, you will be required to do TFA on the second browser.
- If you are having issues with getting TFA on every login, please verify that you are allowing cookies for iSolved, and that cookies are not being cleared when they close their browser.

If iSolved doesn't recognize the computer you're logging in from:



Click **Get Authorization Code**
The authorization code will be sent either to your email address or text to your mobile device depending on your account setup.

Once the authorization code is received, enter code in Authorization Code field. Click **Login**

Email Account Changes

Each time an email account is changed, an email will be sent to the previous email address alerting them of the change. This alert will inform the employee of changes to their email address which is now critical to both changes described above.

Password Reset – 90 Days

Employees will be prompted to reset their passwords every 90 days. When they login they will be redirected to the page below.

iSolved Go Mobile App

iSolved has an App!

In order to access this app, you must still have set up an account using your PC (previous instructions)

Downloading iSolved | Go from Google Play/Apple Store

On your Android/Apple smart phone, open the application store and use the search term "**iSolved**" or "**iSolved Go**" to find the application. Select the option to install this application. Once you have downloaded and installed iSolved | Go, please open it to proceed.

Enabling iSolved Access with iSolved | Go

Because there are many Network Partners that use iSolved, a code must be entered to link the iSolved | Go application to the correct iSolved environment.

Enabling the iSolved GO App:

To enable iSolved access for any user via the iSolved | Go App, follow the directions below:

- Select the ⚙ icon in the bottom left portion of the login screen.
- On the **Network Partner** tab, enter **Employdrive** into the **Network Partner ID** field.
- Click on the **Save** button to save the configuration.
- This should only need to be configured the first time.

Logging into the iSolved | Go App

This is the login page for the iSolved | Go Interface. **All users <u>must</u> exist in iSolved as self-service users with the appropriate permissions to use the features of the application.**

Note: The system accepts login from Employee Self Service users only.

How to Access your iSolved account on the App

1. Enter your iSolved username in the **Username** field. **Username** is always your email address.

2. Enter your iSolved password in the **Password** field.

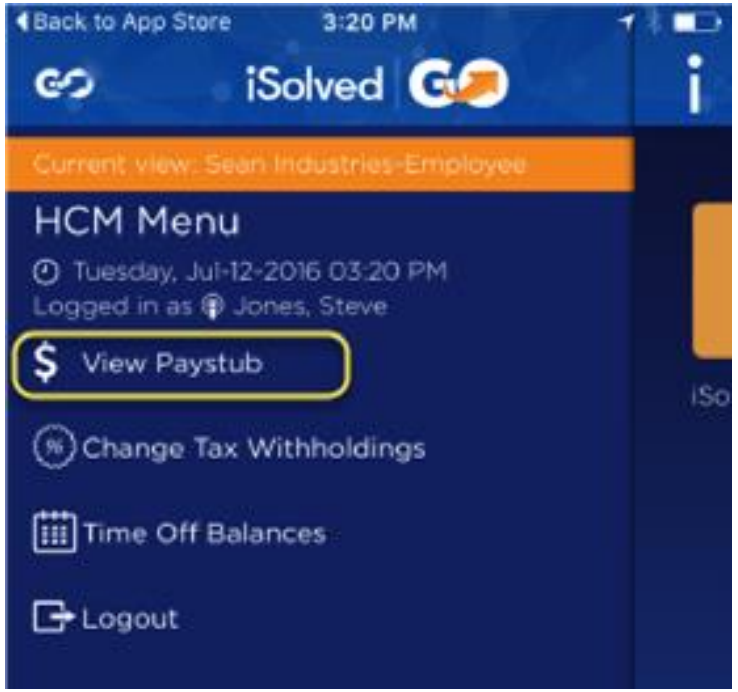
3. Click on the **Login** button to log into the application.

The username entered here can be remembered by the application by enabling the **Remember Me** option. Only the password will need to be entered to log into the iSolved | Go application.

Note: If your phone uses a secured lock screen (with a PIN, pattern or fingerprint) the **Password** will be remembered as well.

iSolved | Go Overview

The **iSolved HCM** area contains several options but not all options are available to all users.

To view paystubs click on iSolved HCM at any time, you may click on the icon (located in the top left of the screen) to go back to the main menu.

The icon (located in the top right of the screen) will log you out of the application.