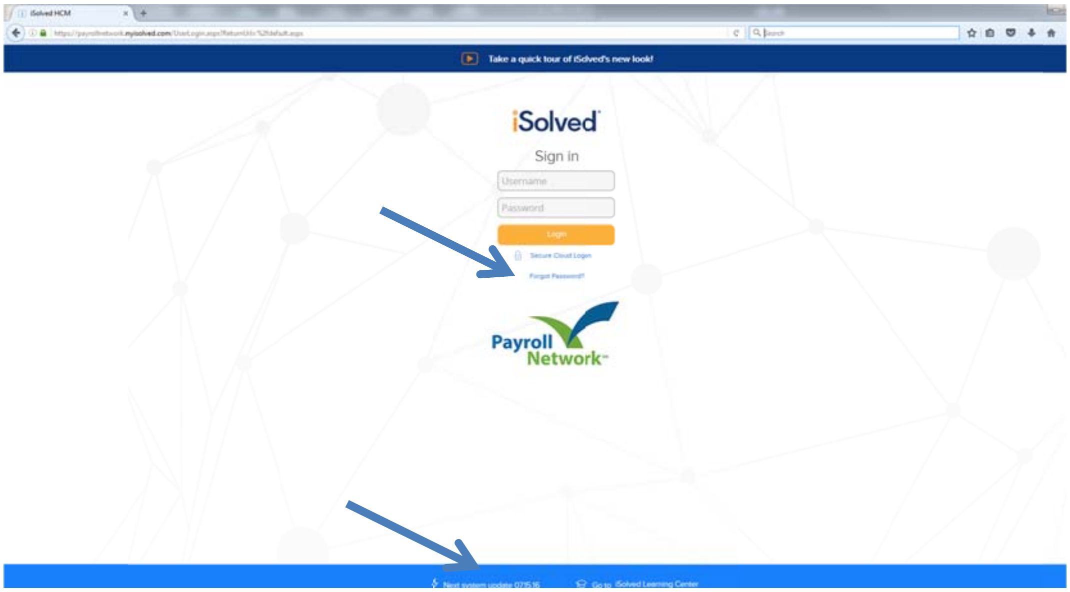
Enumerator iSolved Manual

August 2016

1- Access the login page by going to http://www.nasda.org/NASS.aspx and clicking on the iSolved logo at the bottom of the page

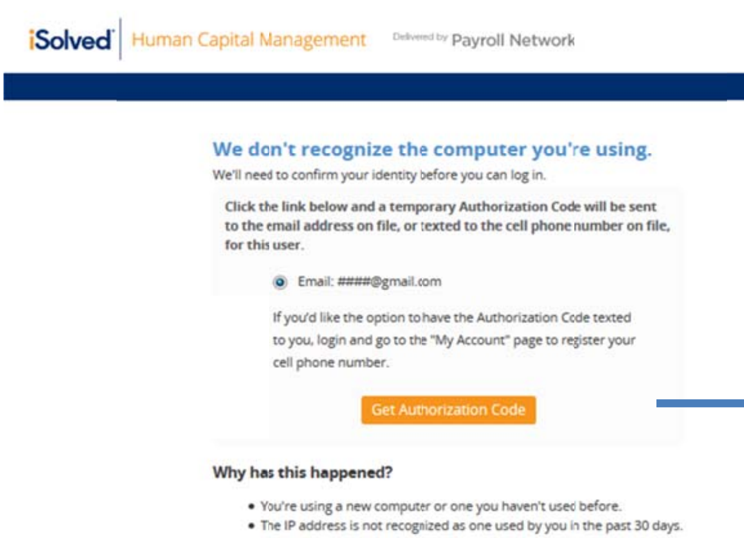
2- You will be taken to this login page:

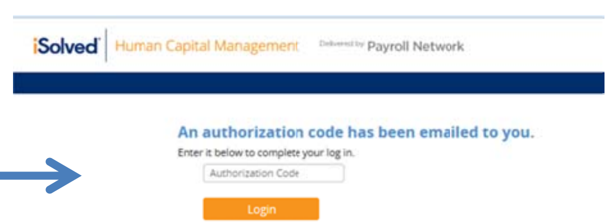


HELPFUL HINT: Click **Forgot Password if you think you may not remember your password. You can change your password on your own. If you make more than 4 unsuccessful attempts, you will be locked out of the system and will need to ask your Budget & Accounting Tech (BAT) to unlock your account.**

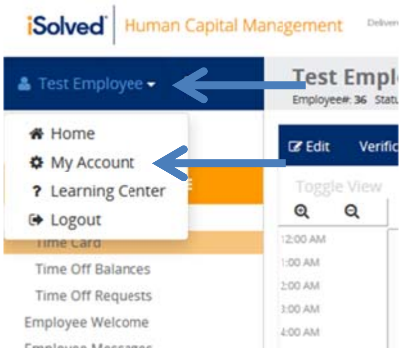
HELPFUL HINT: We will see minor updates every couple of months, the next update will be listed on the login page.

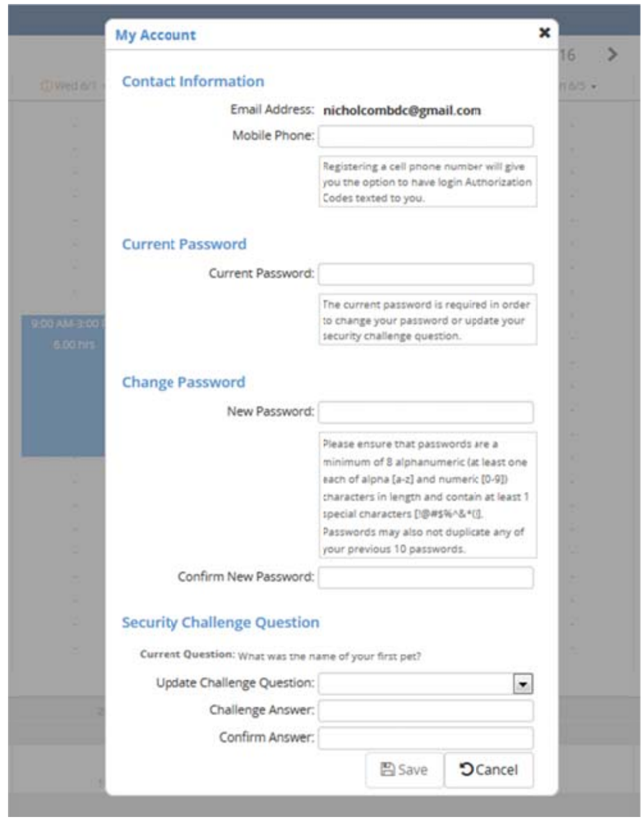
3- If you are logging in from a new wireless network or a network you have not used in 30 days, you will be sent an authorization code to confirm your identity. Just click **Get Authorization Code** to have the code emailed to you. The code is only valid for 20 minutes**.** If you navigate away from the code entry screen, you will have to start over. Once you have entered the code, click **Login**.





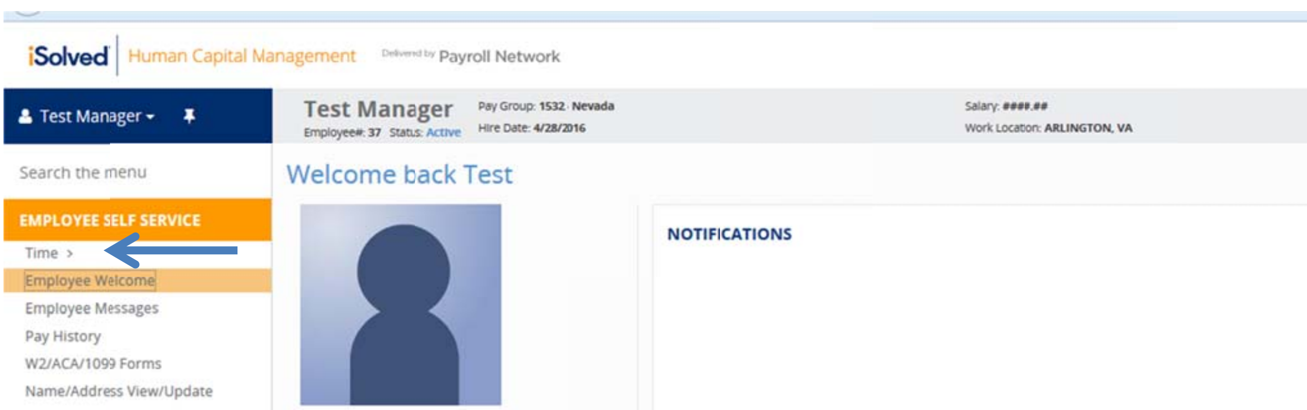
4- You may also receive the Authorization Code by text. To enter a phone number for this option. Click on the arrow next to your name and click on **My Account.** You can also change your **password** and update your **security question** here.



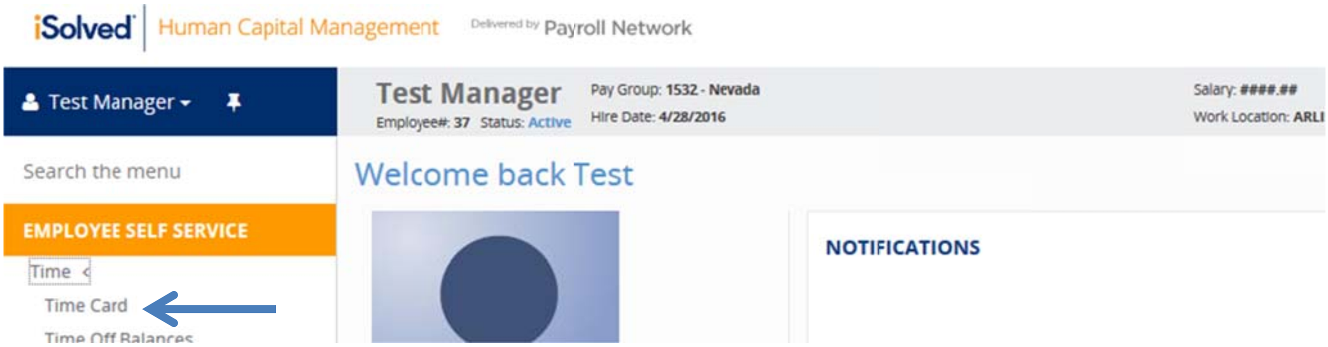


5- Your password will expire every 60 days. You may not use a password that has been used in the last 10 passwords. When you login after your password has expires, you will be asked to enter your current password and your new password to change the password.

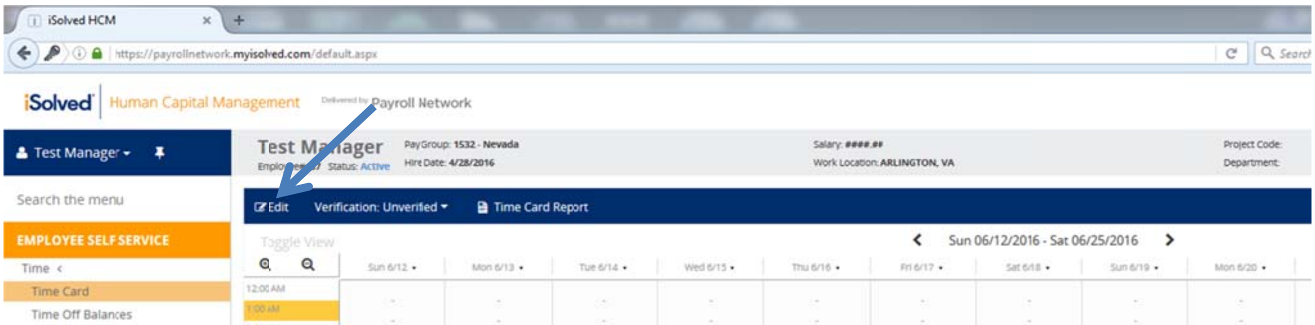
6- Once you have successfully logged in, you will be taken to the employee dashboard. Click on **Time** on your menu on the left**.**



7- Click on **Time Card** to access your timesheet.

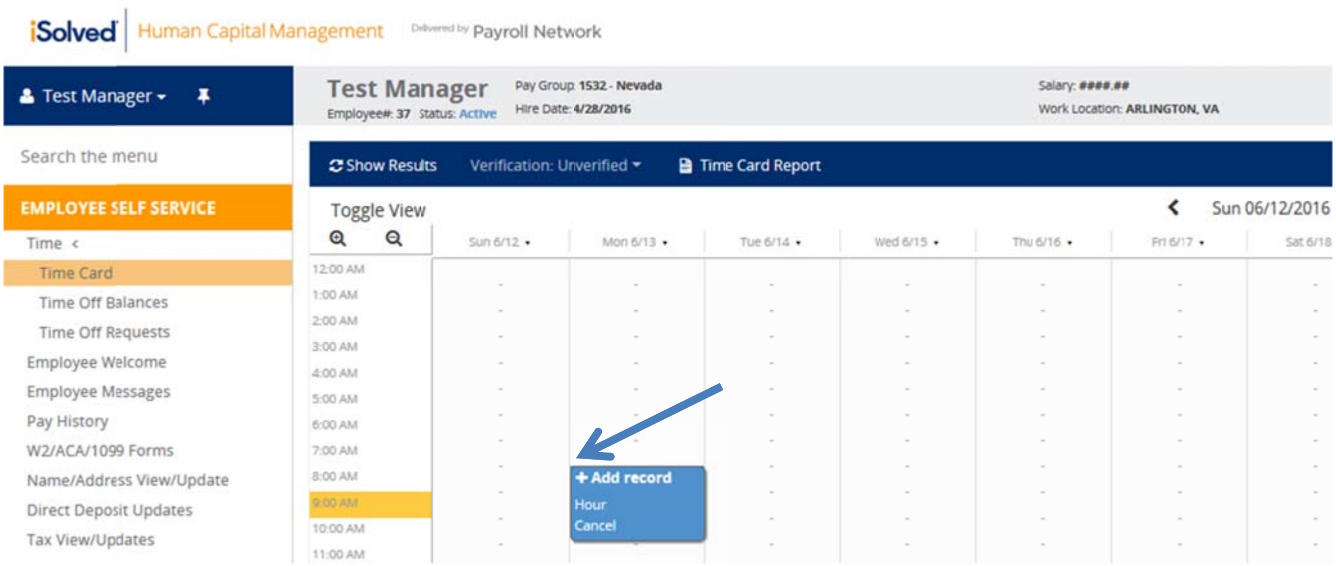


8- Once you have your timesheet open, click **Edit** to enter time and mileage.

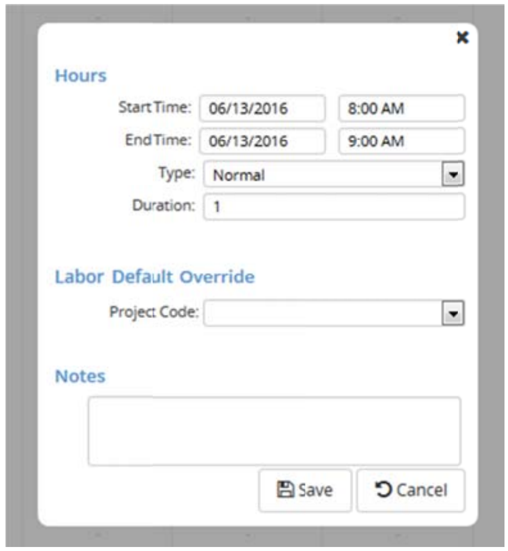


9- Tap (iPad) or click (computer) the day and time where you would like to enter time and the **Add Record** window will popup. Select **Hour** to enter time for that day for a specific program.

HELPFUL HINT: By clicking the magnifying glasses, you can change the time increments of the timesheet (hour, 30 minutes, 15 minutes). Remember that you can always expand the size of the windows to make it easier to click the option you want and shrink the windows back to see more of the screen."



10- When you click **Hour**, the **Time Entry** screen will popup. Once the Time Entry screen is open, it is difficult to change the start and end times from your iPad but the most important information is the number of hours. Try to tap the day at the time you started in order to have the most accurate reporting of time.



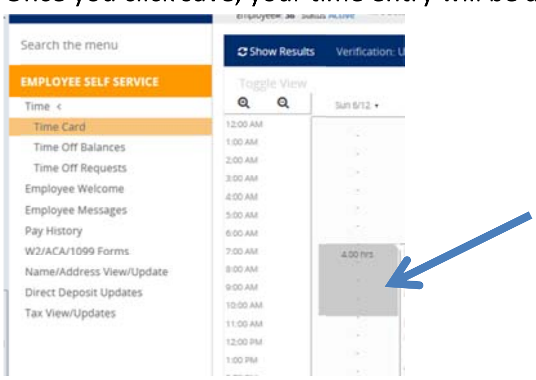
a. On the Time Entry screen, enter the **Duration** of time you worked and the **Project Code**. If there are any notes you would like your supervisor to see, or to have for your future reference, they should also be entered here. Check with your supervisor to see what sort of information you are expected to include here. Once you have entered all of the time for this project on this day, click **Save.**

b. If you worked on multiple project codes during the day, just make an entry for an estimate of time spent on each project code for the day (one entry per project code used).

c. Make sure that the number of hours entered for the day is accurate. Use your best judgment to allocate your time across project codes.

d. Repeat this process for each entry needed. Time should be entered on a daily basis, reviewed by your supervisor and will be submitted on a bi-weekly basis.

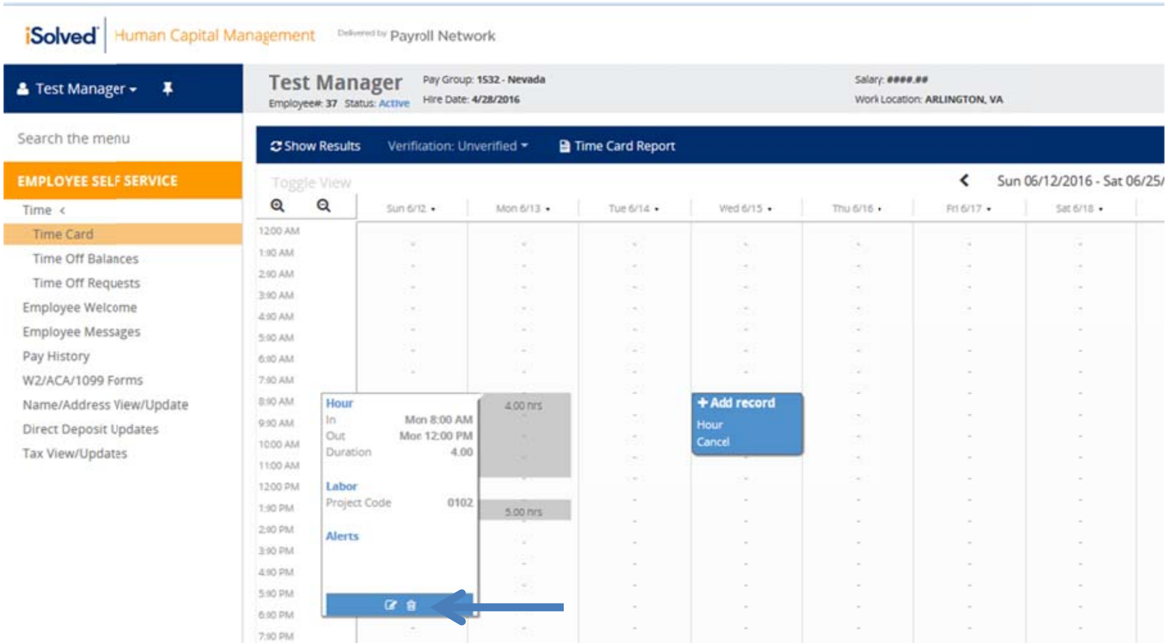
e. Once you click save, your time entry will be a gray box on the calendar.



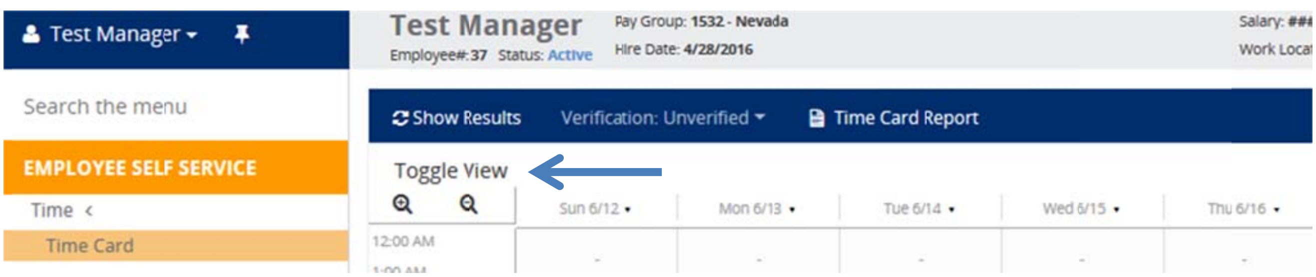
HELPFUL HINT: If you are having trouble entering time, make sure you clicked on **Edit. When you are in edit mode, you should see **Show Results** where the **Edit** button previously was.**

11- Once you have saved an entry, it will appear as a gray box on the timesheet. Sometimes, it will fill the timesheet for the duration of hours entered. Other times, you may just see the number of hours and the entry will fill the timesheet after we click **Show Results** later on. If you need to edit an entry you have made, click on the gray box to bring up the **Summary** window. Click the **Pencil and Paper** to make an edit or click the **Trashcan** to delete the entry.

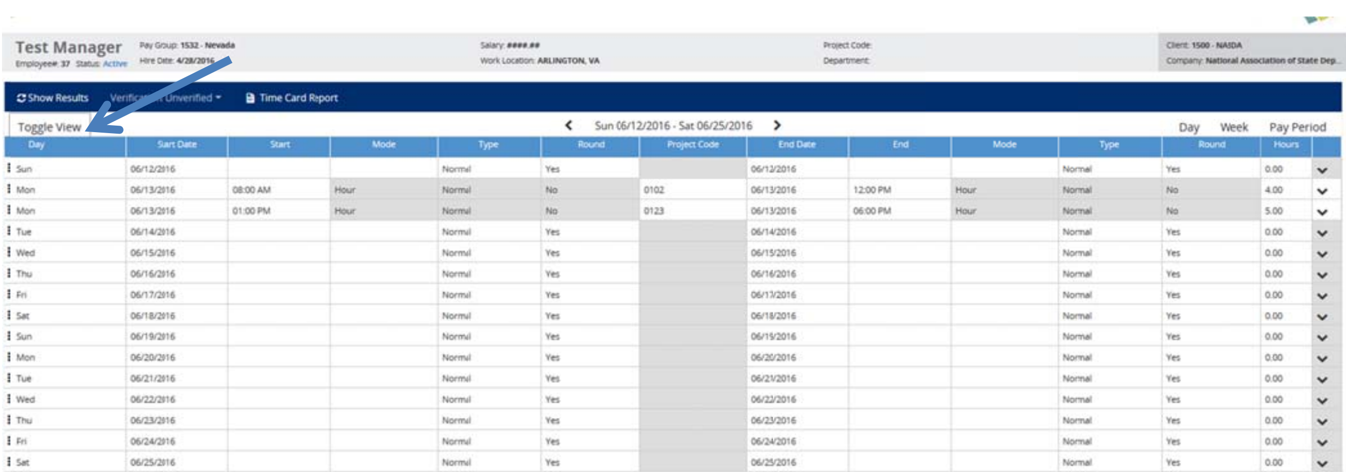
HELPFUL HINT: If you have Summary windows that won't go away. Click **Show Results and then **Edit** again. This should make those windows go away.**



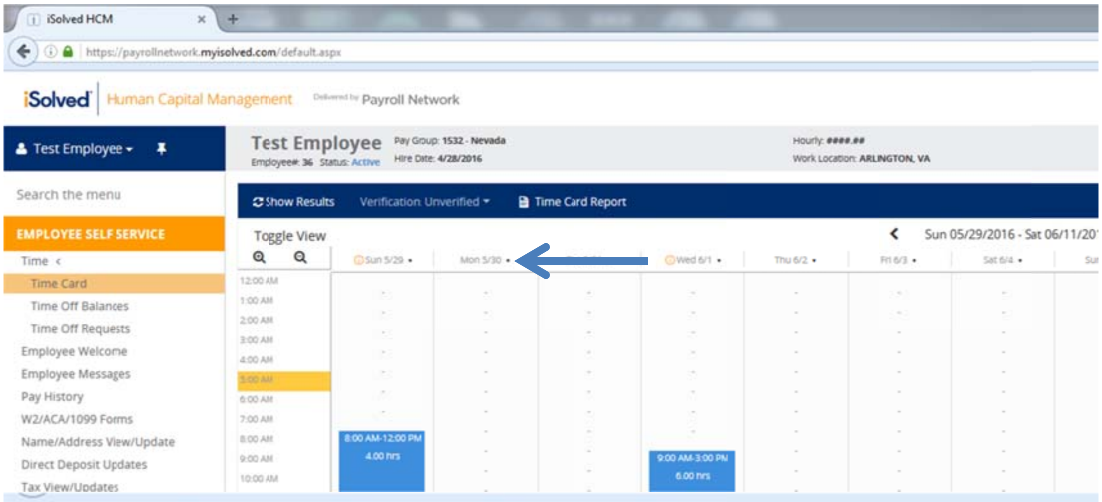
12- Time can also be entered from a spreadsheet format. While in **Edit** view, click **Toggle View** to convert to the grid entry. This view may work more quickly if you are only working on 1-2 project codes. It may take a few minutes for the screen to change. If you have entered time on the calendar view, you can only switch to Toggle View if you have clicked **Show Results** to commit the entries and then **Edit. Toggle View** should then be clickable.

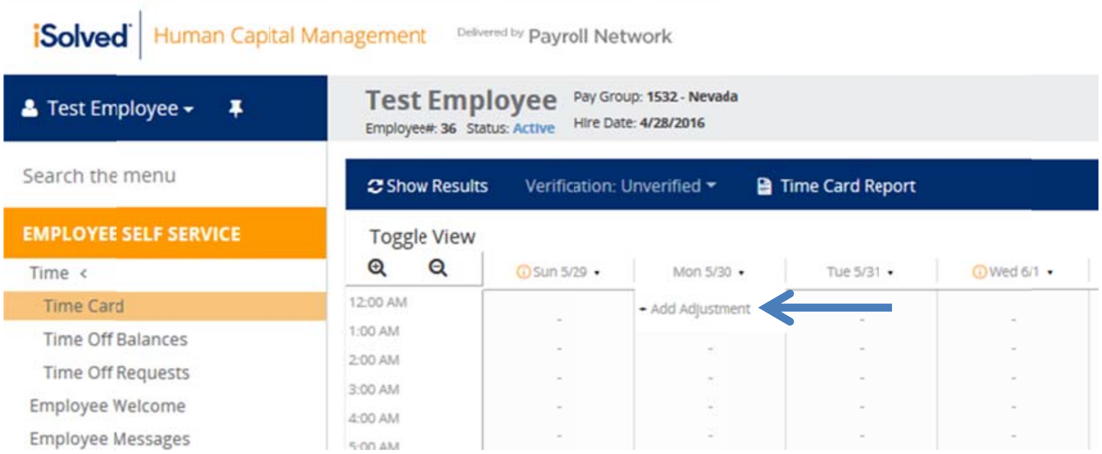


13- Make a time entry by finding the date you worked and entering your **Start** time, selecting "Hour" as the **Mode**, entering the appropriate **Project Code** and your **End Time.** Your hours will be calculated automatically. If you worked on multiple projects in one day, click on **Toggle View** again and enter the additional time using the calendar. To return to calendar view, click **Toggle View** again.

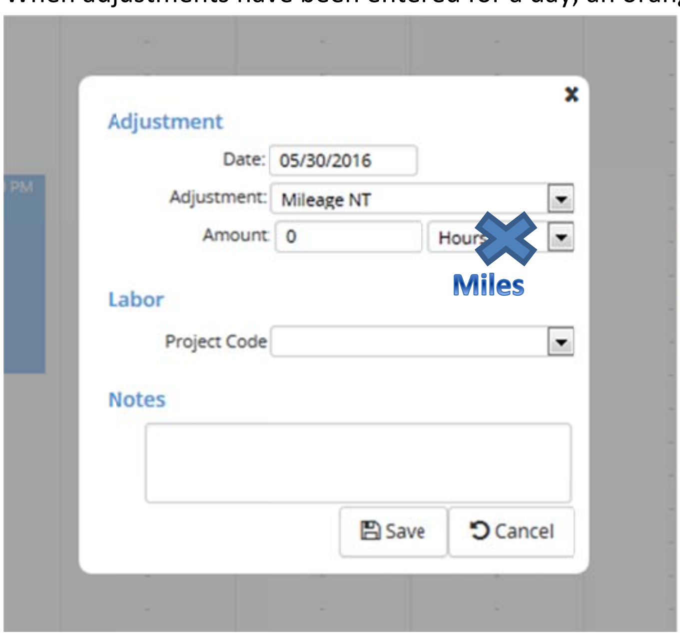


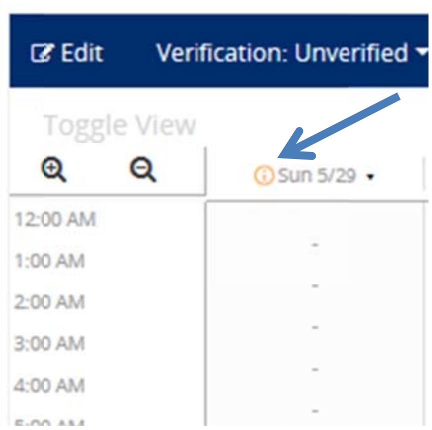
14- To enter mileage, click on the arrow next to the applicable date and click **+Add Adjustment**.



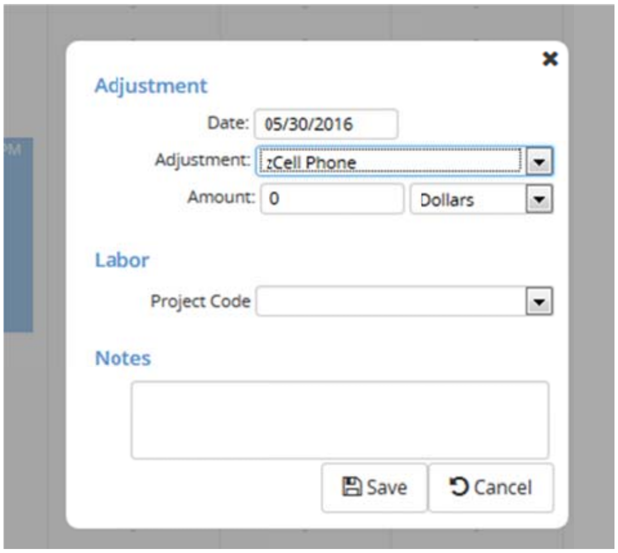


15- This will bring up the **Adjustment** window. Here you can change the **Date**, the **Adjustment** is "Mileage NT," enter the **NUMBER of Miles** driven, select the appropriate **Project Code** and enter any **Notes** that may be helpful to your supervisor. The unit next to where you enter you miles says "Hours" and cannot be changed. Ignore this unit and pretend that it says Miles. The system uses hours to clarify between units and dollars. Since you will be entering the miles traveled and not the dollars owed, hours is the appropriate unit for the system. Click **Save** to save the entry and return the timesheet. Repeat this process for each project code for the day. When adjustments have been entered for a day, an orange circle with an ! will show next to the day.

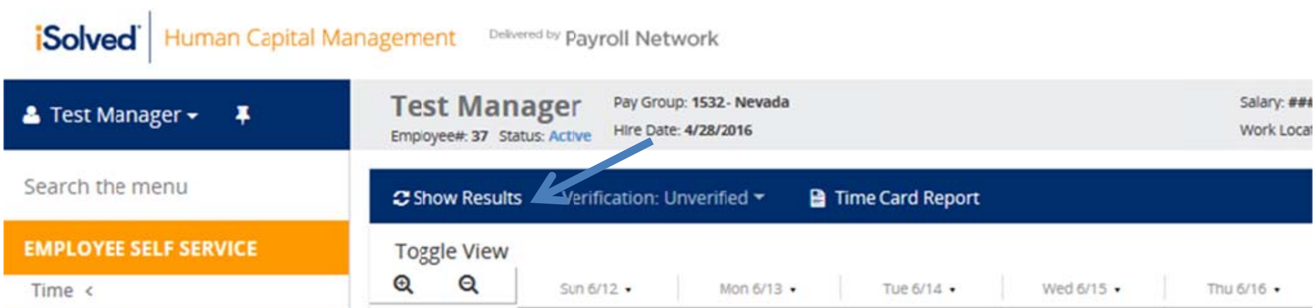




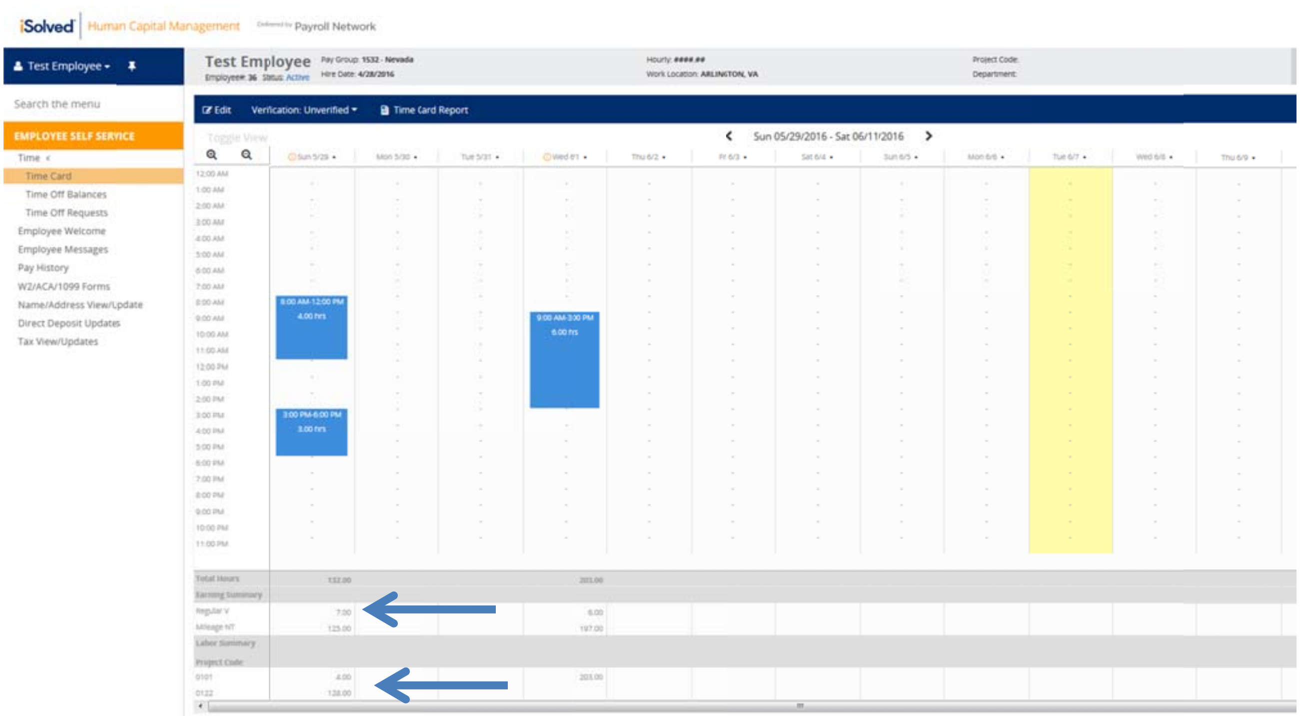
16- To enter other reimbursements, follow the same procedure as the mileage but select the appropriate **Adjustment** from the dropdown menu. These options include: *Cell Phone, Lodging, M & IE, Other Expenses and Postage*. You will enter the **Date**, the **Adjustment**, the **Amount** (notice that the unit here is dollars), the **Project Code** and **Notes** for your supervisor. Click **Save** to save the entry and return to the timesheet.



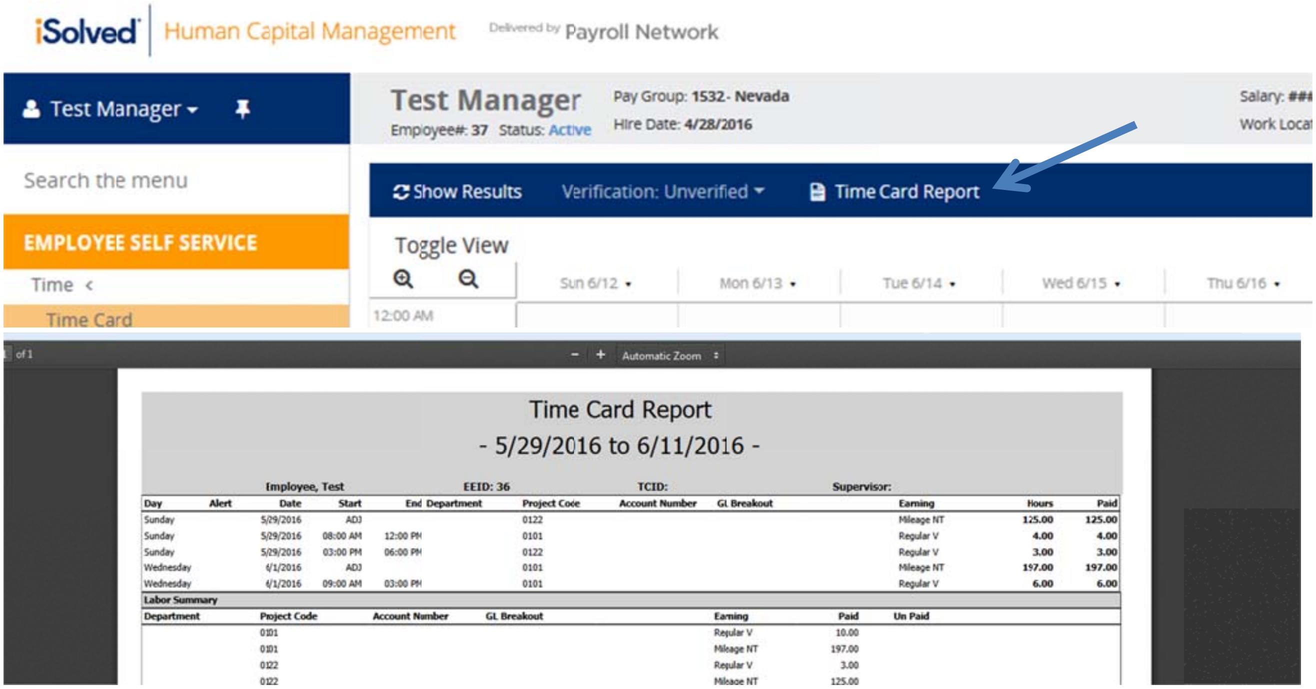
17- To commit the information you have entered to the timesheet, click **Show Results.**



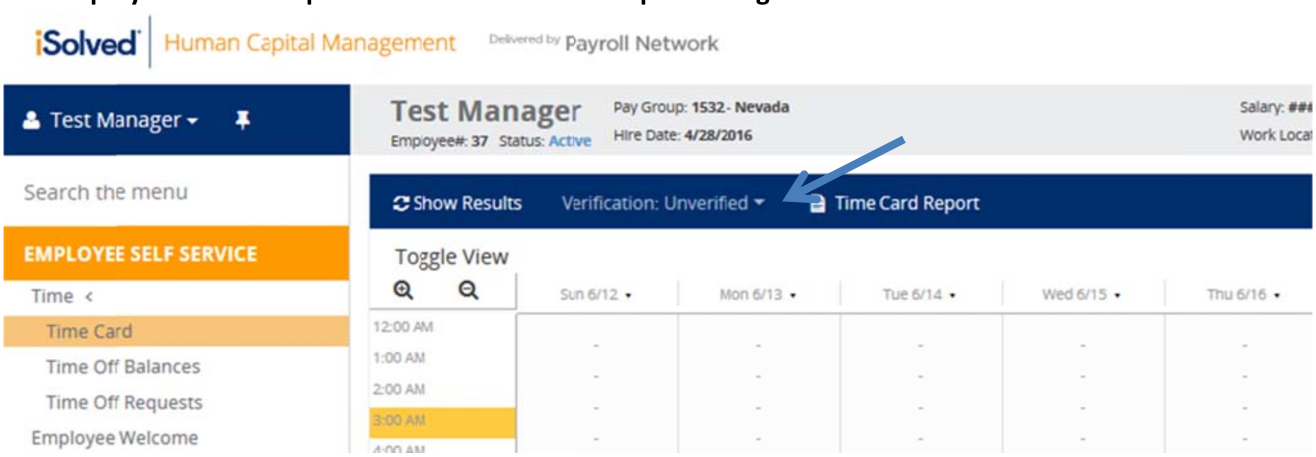
18- **Show Results** will turn your time entries blue and add summary data below your time and adjustment entries.

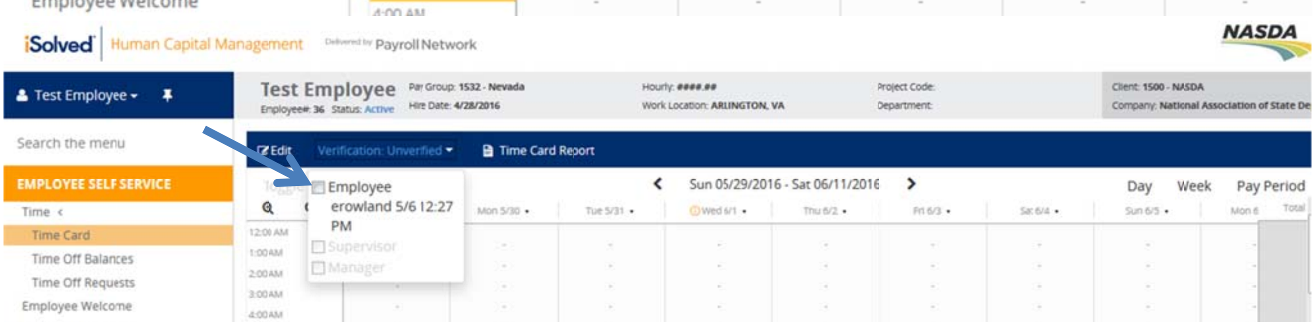


19- Once you have entered your time and adjustments (expenses) for the pay period and clicked **Show Results**, click on **Time Card Report** to see a summary of the information that has been entered and check for errors.

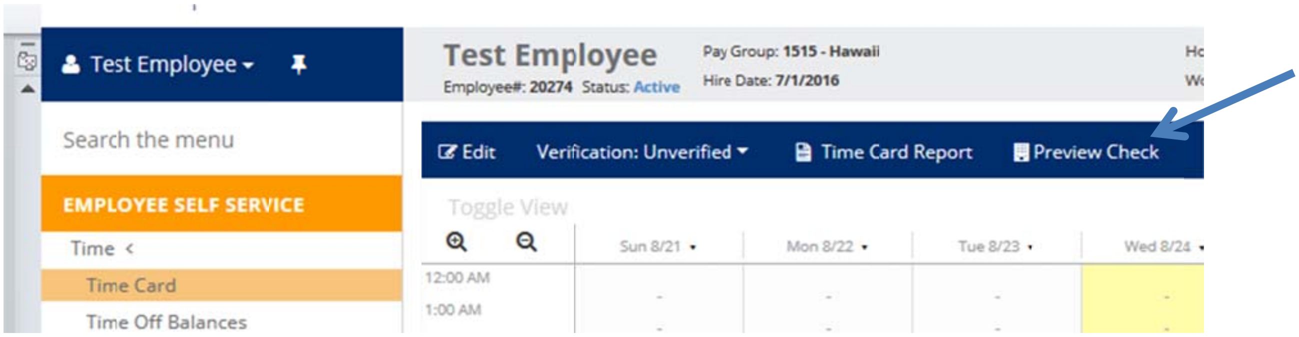


20- Once you have entered all of your time and adjustments for the pay period and reviewed the Time Card Report, click on the arrow next to **Verification: Unverified** and click the box next to **Employee** to verify and submit your timesheet for your supervisor to review. Once you have verified the timesheet, it should now say **Verification: Partially Verified**. Once all required reviews and approvals have occurred, it will say **Verification: Verified.** Once you have verified your timesheet, **NO CHANGES SHOULD BE MADE! If you have any changes to make, you MUST contact your supervisor. Any changes that are made after you have verified your timesheet, will move the timesheet to Unverified and out of the queue for processing. The timesheet must be re-verified by the employee and the supervisor to be available for processing.**

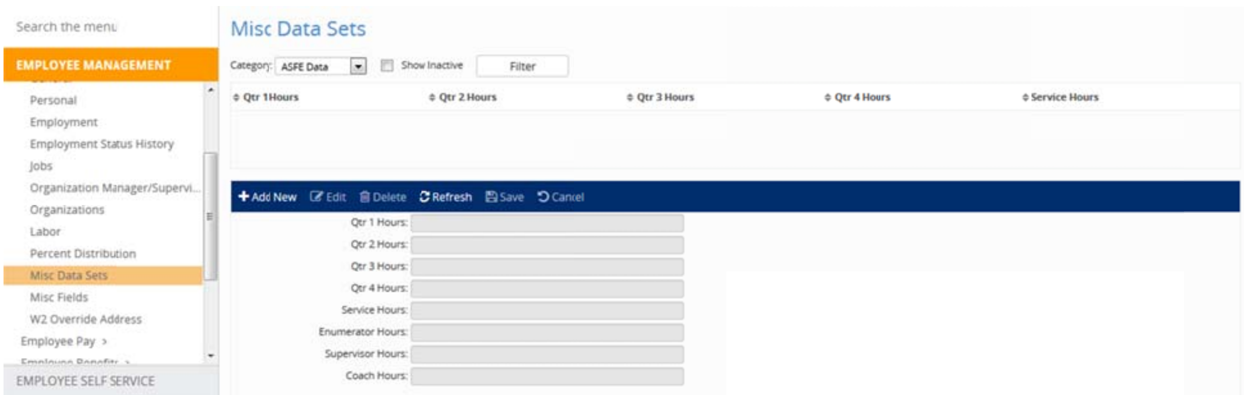




21- After you have entered time in the pay period and clicked Show Results, you will be able to preview your paycheck for the pay period by clicking on Preview Check. Click Return to Time Card to return to your timesheet to enter more time and adjustments. Preview Check is updated each time you click Show Reults.



22- In order to see your career and quarter hours, click on **Misc Data Sets.** This information is updated on Saturday following your timesheet submittal. This information only includes hours submitted for payment. In order to find you current hours worked, add these hours to hours on your current timesheet.



Other Information Available in iSolved:
View your past paychecks by clicking on **Pay History** (2015 to current)
View your W2s by clicking on **W2/ACA/1099 Forms**
View and submit address changes by clicking on **Name/Address View/Update**
View and submit direct deposit changes by clicking on **Direct Deposit Updates**
View and submit changes to tax status by clicking on **Tax View/Update**
****ALL UPDATES MUST BE SUBMITTED NO LATER THAN YOUR TIMESHEET TO BE EFFECTIVE FOR THE PAY PERIOD****