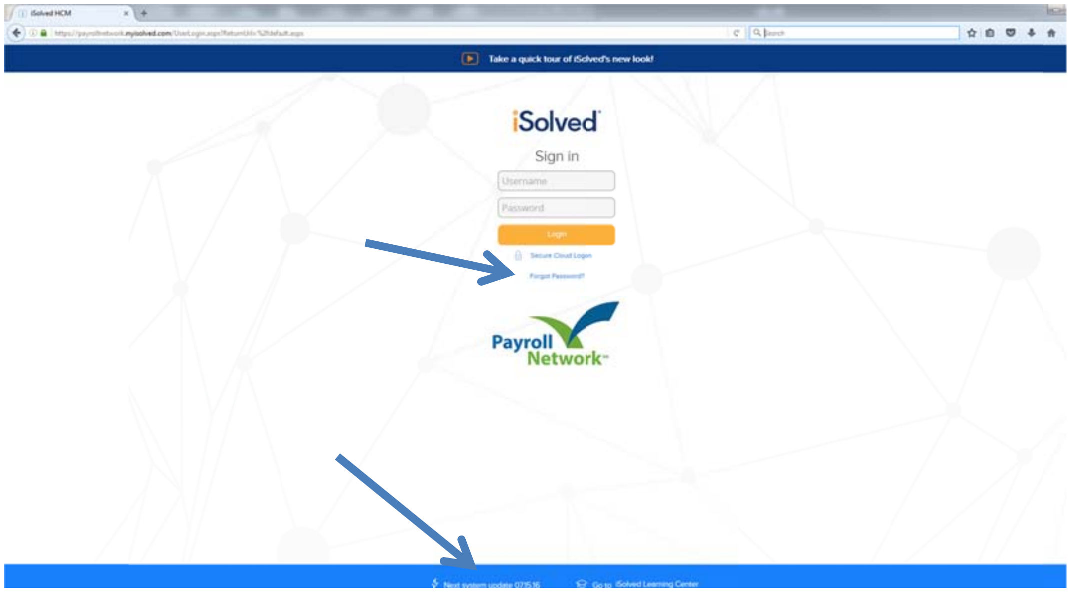
NASDA Coordinator and Supervisory Enumerator iSolved Manual

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

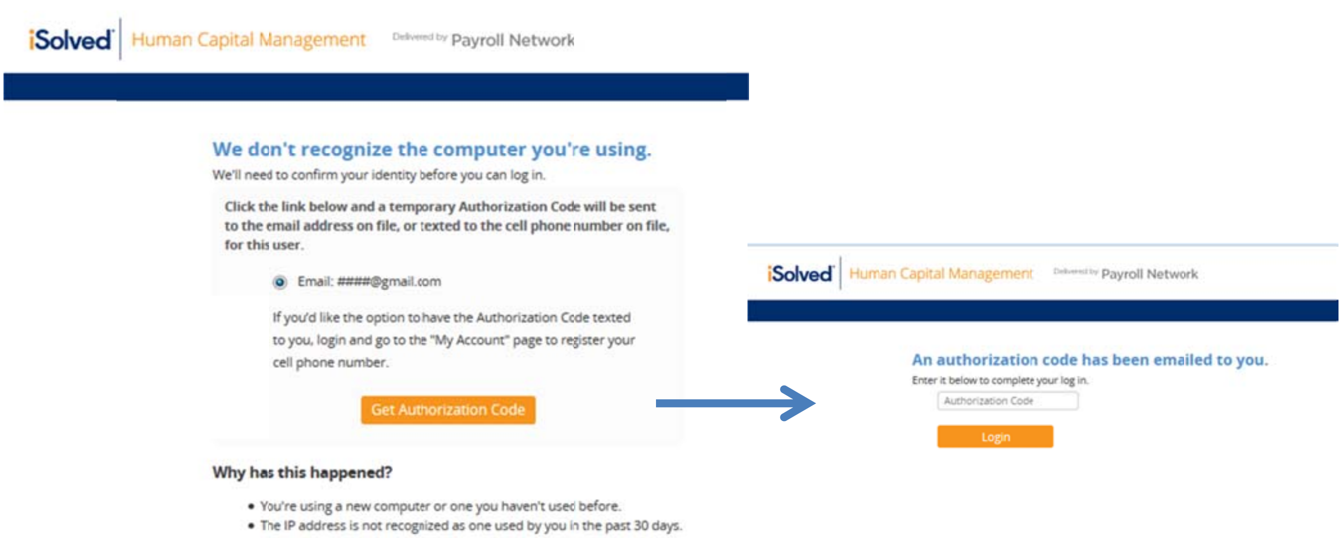
2- You will be taken to this login page:



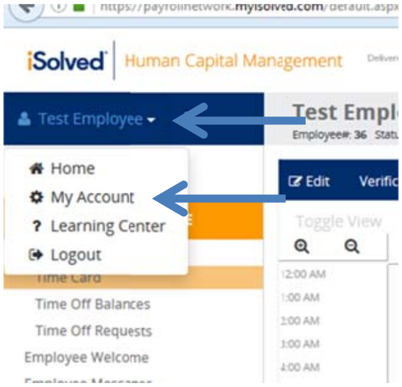
HELPFUL HINT: Click **Forgot Password if you think you may not remember your password. You can change your password on your own. If you make more than 4 unsuccessful attempts, you will be locked out of the system and will need to ask your Budget & Accounting Tech (BAT) to unlock your account.**

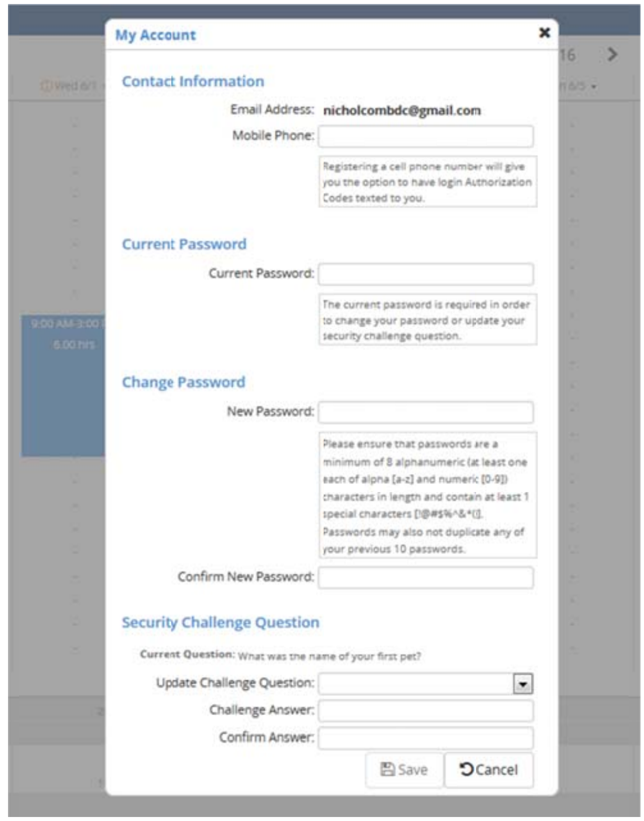
HELPFUL HINT: We will see minor updates every couple of months, the next update will be listed on the login page.

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 will expire after 20 minutes. Click **Login.** If you navigate away from the code entry screen, you will have to start over.

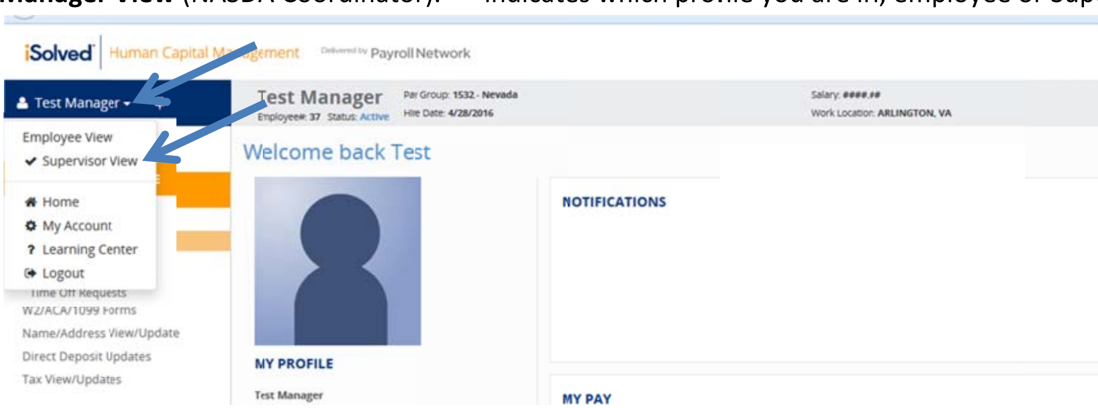


4- You may also receive the Authorization Code by text. To enter a phone number for this option. Click on the arrow next to your name and click on **My Account.** You can also change your **password** and update your **security question** here.



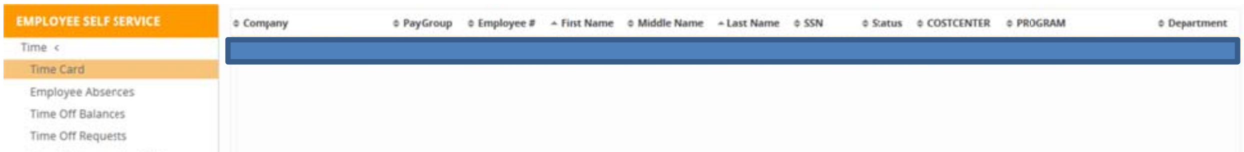


5- Once you have successfully logged in, you will be taken to the employee dashboard. Supervisors are logged into your employee profile when you login. This is the profile you will use to enter your time and maintain your information. Directions for the employee profile can be found in the Enumerator iSolved Manual. In order to access your enumerators' profiles, click the arrow to the right of your name and click **Supervisor View** or **Manager View** (NASDA Coordinator). ✓ indicates which profile you are in, employee or Supervisor/Manager.

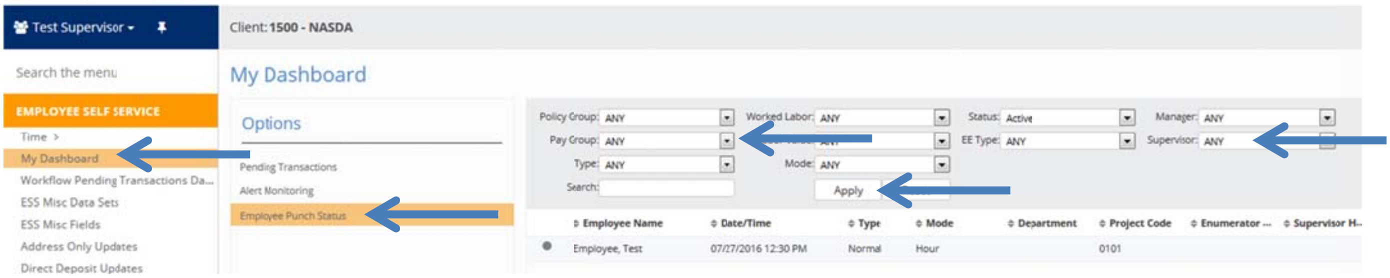


6- In order to review your enumerators' timesheets, click **Time** to expand the Time menu and select **Time Card.**

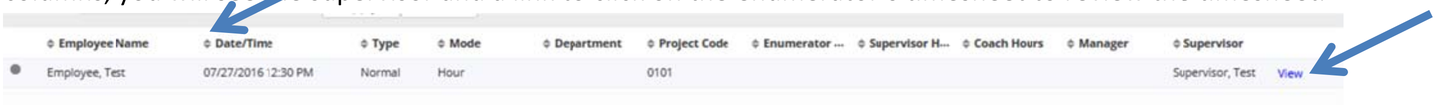
7- This will bring up a list of your enumerators. Click on the enumerator to view that enumerator's timesheet. If you cannot see your enumerators listed, select your pay group (state) from the drop down menus above. You may see your name on your list of enumerators. It is very important that you do not enter time in supervisor view, you must enter your time in employee view (single person icon in the blue bar).



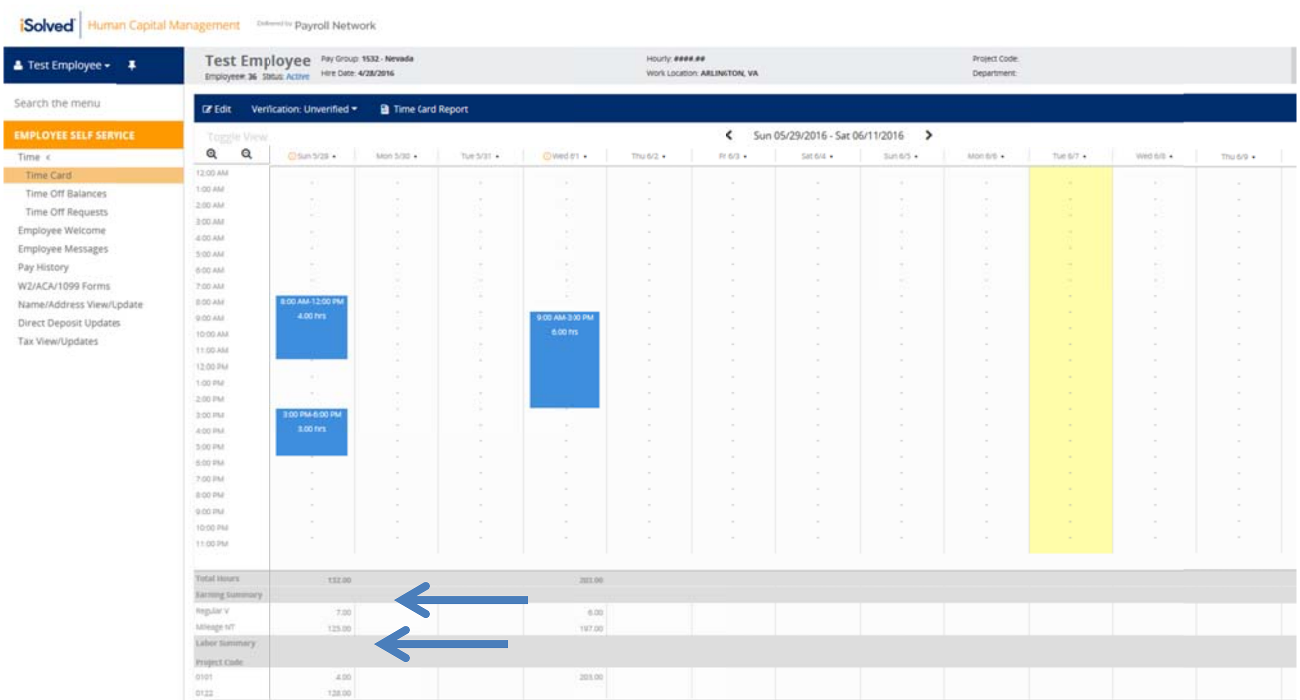
8- In order to see timesheets for employees who have worked this time period, select My Dashboard and Employee Punch Status. Then select your Pay Group and click Apply. NASDA Coordinators may also filter by supervisor.



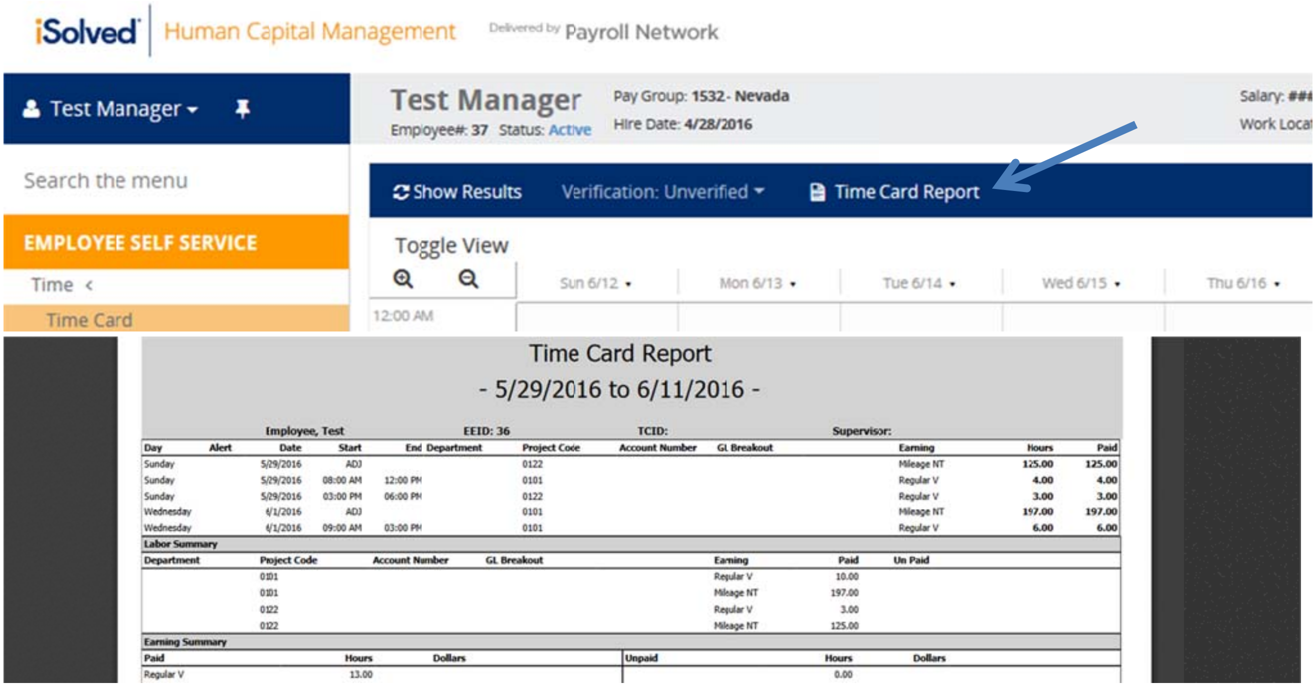
9- When you click Apply, a list of your enumerators will be brought up. In the first two columns you will see the Employee Name and the last time entry that was made. By clicking the arrows next to Time/Date, you can sort by the last time entry the enumerator made to see what enumerators worked this pay period. In the last two columns, you will see the supervisor and a link to click on the enumerator's timesheet to review the timesheet.



10- Review the timesheet, including the summary totals at the bottom and pay period totals at the far right of the timesheet.

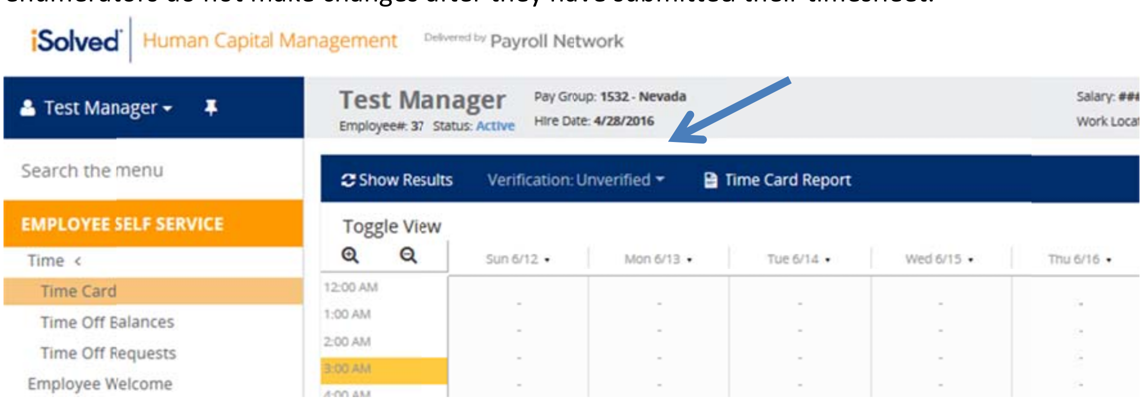


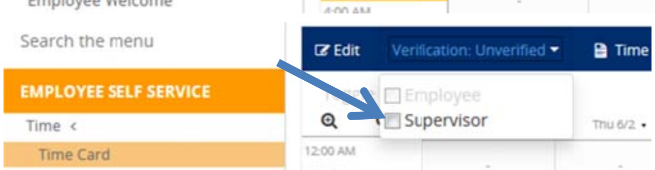
11- You may also click on **Time Card Report** to see a summary of the information that has been entered to check for errors.



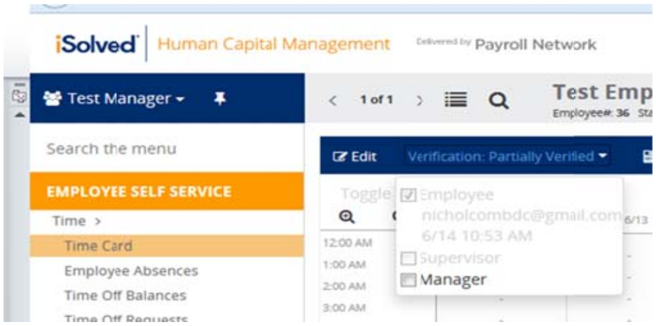
12- Only in case of emergency, supervisory enumerators or NASDA Coordinators may need to enter time for an employee or adjust entries for an employee. In order to make these changes, click on **Edit** at the top of the timesheet and enter time. See the iSolved Enumerator Manual for directions to enter time and adjustments.

13- Once you have reviewed the enumerator's timesheet, confirm that verification status is Partially Verified and not Unverified. That indicates that the enumerator has submitted the timesheet. All enumerators are required to verify and submit their timesheet. Now, click on the arrow next to **Verification: Partially Verified** and click the box next to **Supervisor** or **Manager (NASDA Coordinators)** to verify and submit the timesheet. Once the Supervisor has verified the timesheet, it will then be verified by the NASDA Coordinator. Once the Supervisor has verified the timesheet, is should now say **Verification: Partially Verified**. Once the NASDA Coordinator has verified the timesheet, it will say **Verification: Verified**. Supervisors must verify timesheets by 3PM EST on Monday of the week of payroll processing. Timesheets will be locked at 3PM EST on Monday and changes/verifications can only be made by contacting your RFO. If employees make any changes after verifying their timesheet, the timesheet will revert to Unverified. It is the supervisor's responsibility to insure that enumerators do not make changes after they have submitted their timesheet.



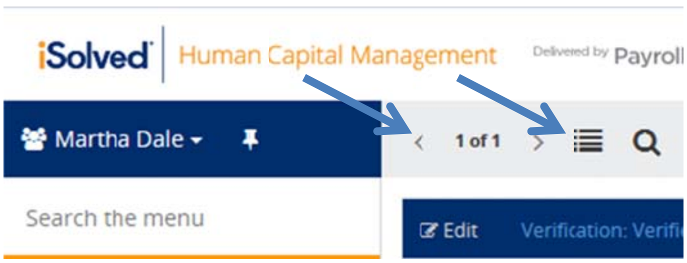


**Notice that the enumerator has not verified/approved this timesheet. Except in very special circumstances, the enumerator must verify/approve the timesheet before the Supervisor or NASDA Coordinator.

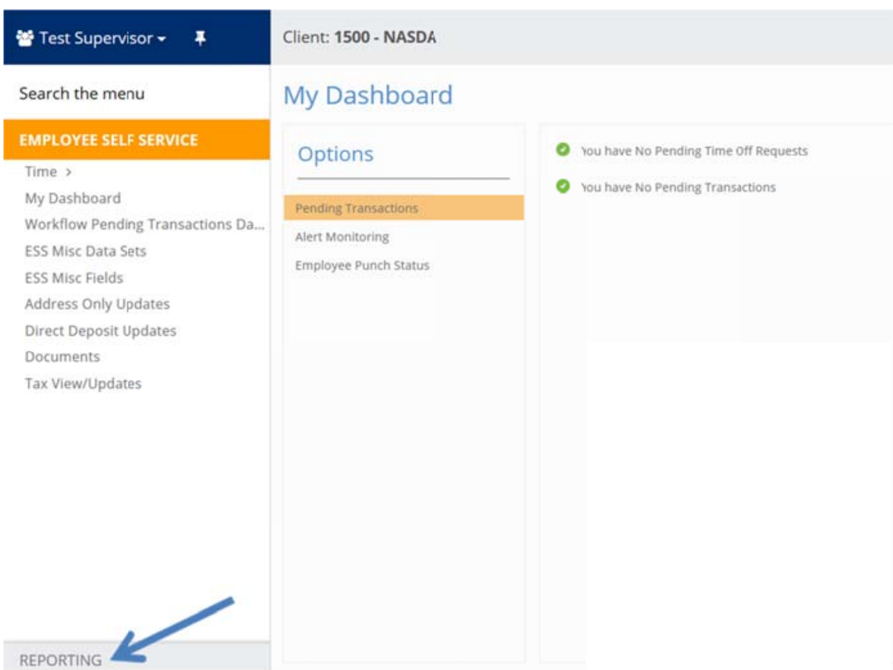


This timesheet has been verified by the employee but not the supervisor.

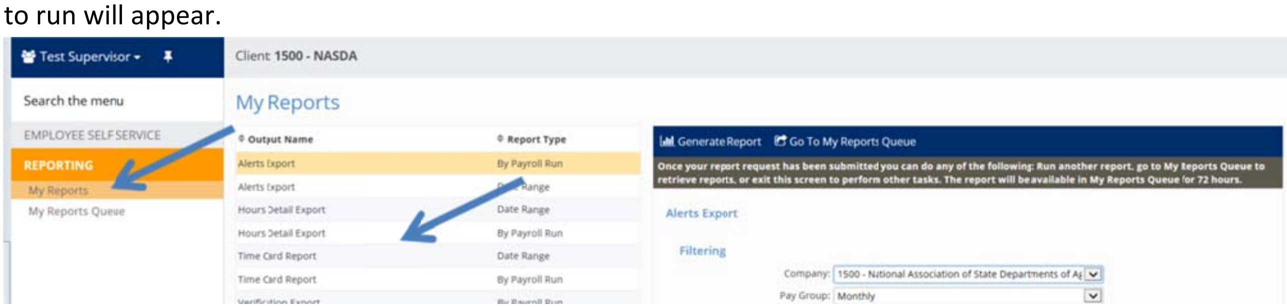
14- You can move between enumerators by either clicking the arrow from the menu or clicking on the list option to return to your list of enumerators.



15- To run reports, click on the **Reporting** tab located at the bottom of the left hand panel.



16- Click on the reporting tab then select **My Reports.** Once you have selected My Reports a list of available reports to run will appear.



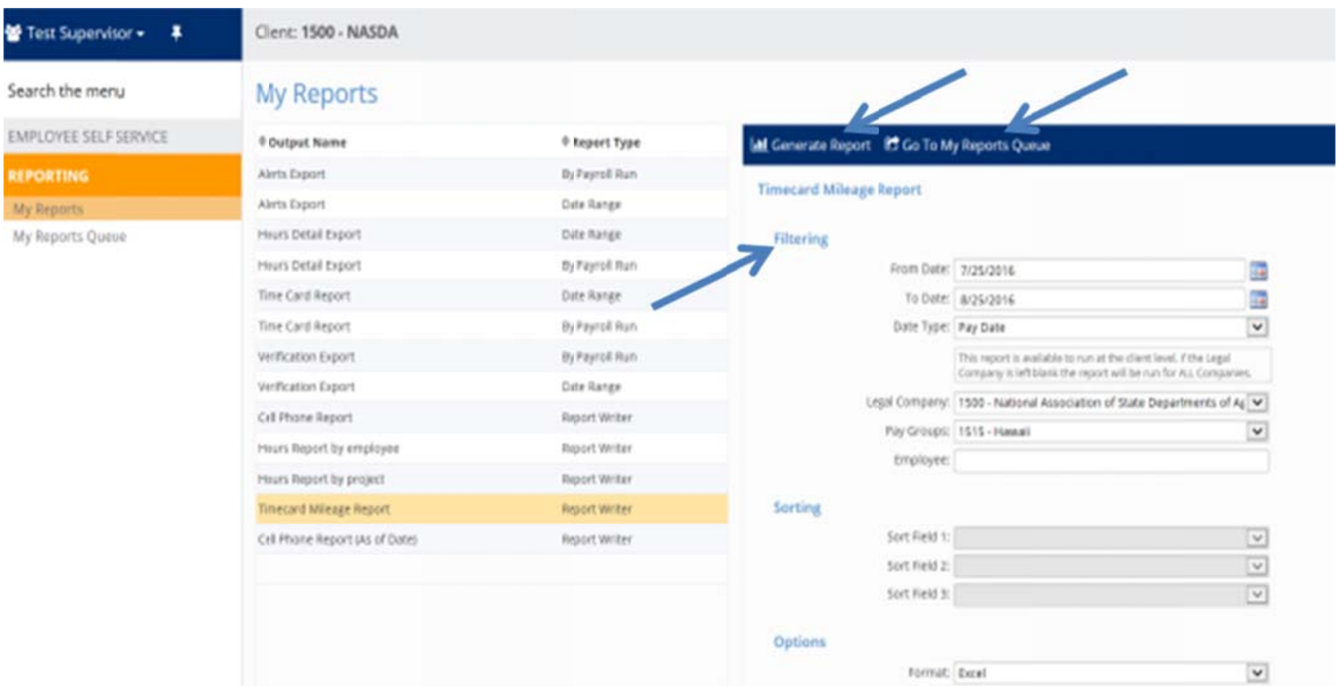
.

17- Select the report you would like to run. You will need to select the preferred filters for your report. When all filters have have been selected click **Generate Report**. Once your report has been generated click **Go To My Reports Queue**.

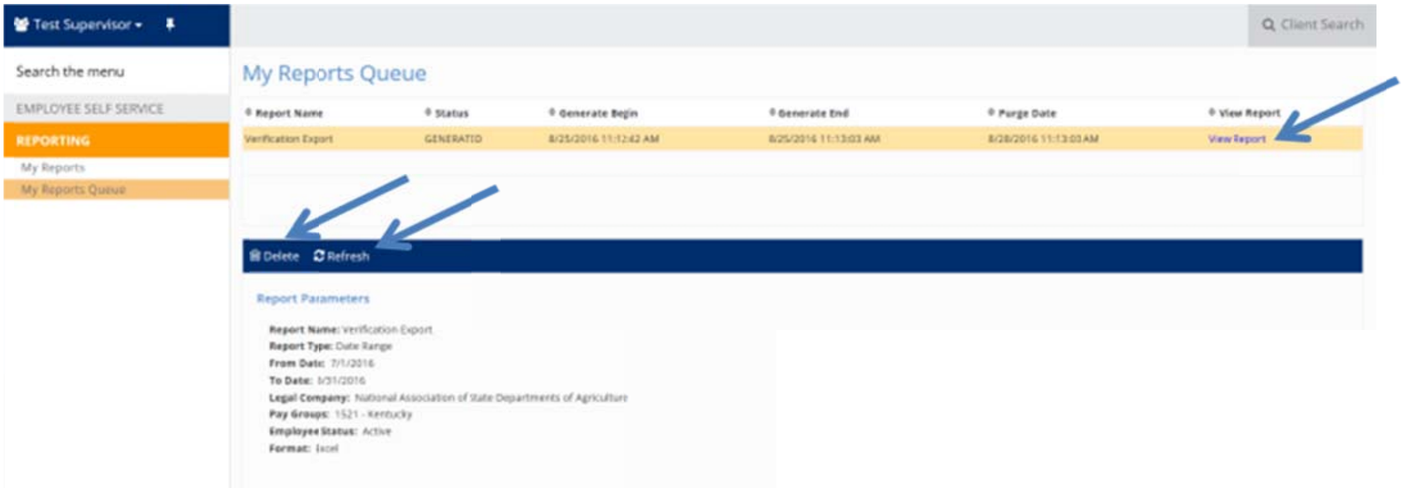
Reports Currently Available Include:

1- Alerts Report (unlikely to use)
2- Hours Detail Export (total hours by employee in excel)
3- Time Card Report (combined pdf of all time card reports for your employees)
4- Verification Report (use the Date Range report to view verification status when approving timesheets)
5- Cell Phone Report (only available after payroll has been processed)
6- Hours Report by Employee (total hours sorted by employee including project code)
7- Hours Report by Project (total hours sorted by project including employee)
8- Timecard Mileage (includes all notes for any mileage entered by employees)
9- Cell Phone Report (As of Date) (cell phone reimbursement report to run before payroll is processed)

Please note that any reports with a Report Type of "By Payroll Run" are only available after the pay period payroll has been submitted. "Date Range" reports may be run during the pay period.



18- The Go To My Reports Queue button will take you to **My Reports Queue page**. You will see the generated report listed at the top of the page. Click on the report you would like to view. If the report is not available for viewing immediately you may need to click the refresh button a few times especially, if you have requested a lot of data. If you woud like to delete a report select the report you would like to delete and click the delete button.



Other Information Available in iSolved:

View past paychecks by clicking on **Pay History**

View 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**