

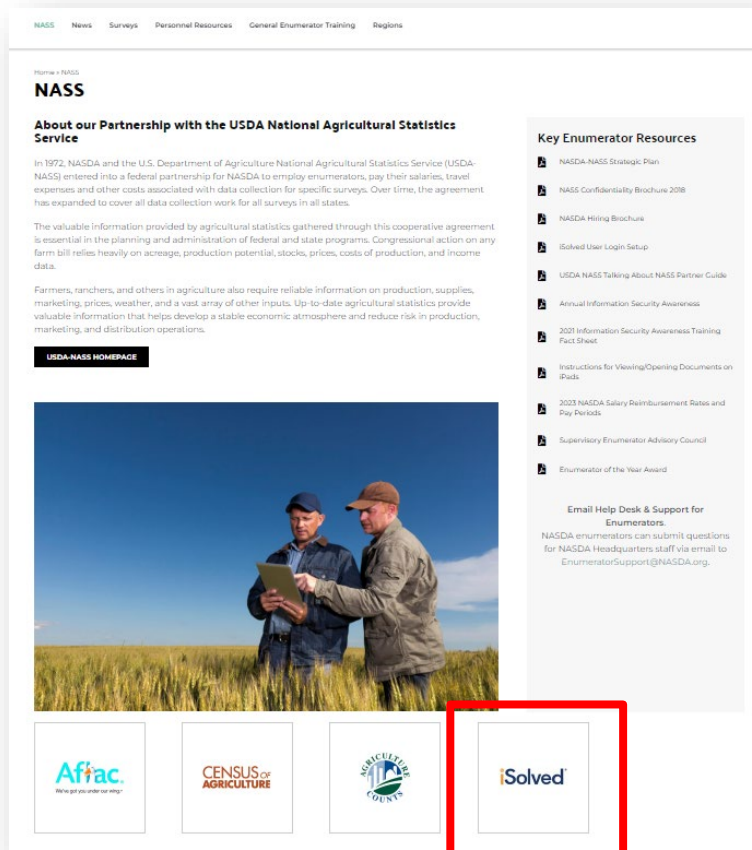


Enumerator iSolved Manual

April 2023

Accessing Time and Attendance

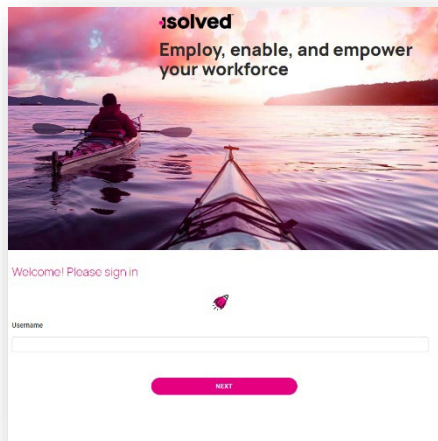
Step 1: Access the isolated login page by going to <http://www.nasda.org/NASS> and clicking on the isolated logo at the bottom of the page



Tip: You can directly navigate to the isolated login screen by entering the following link:

<https://payrollnetwork.myisolated.com/cloudservice/login>

Step 2: You will be navigated to this login page:



- Enter your **Username (email)** and click Next.
- Enter **Password** and click Next.

****HELPFUL HINT:** Click [Forgot My 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.**

Password Changes: 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.

****HELPFUL HINT:** If you are prompted for an “update”. You will want to accept this message. isolved updates their system on a regular basis to ensure appropriate functionality.

Step 3: You may be presented with a security screen to ensure you are the appropriate person logging into your account – this is called Two-Factor Authentication. The system will send you a one-time passcode (7 digits) to your phone or email (you select) and then you will enter this information to confirm your identity .

When will this occur? If you are logging in from a new wireless network or a network you have not used in 30 days, you will be sent a one-time passcode to confirm your identity.

When prompted with the one-time passcode message window, select Email or **SMS Text** to define the method you would like to receive the code and click **Next**. 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**.

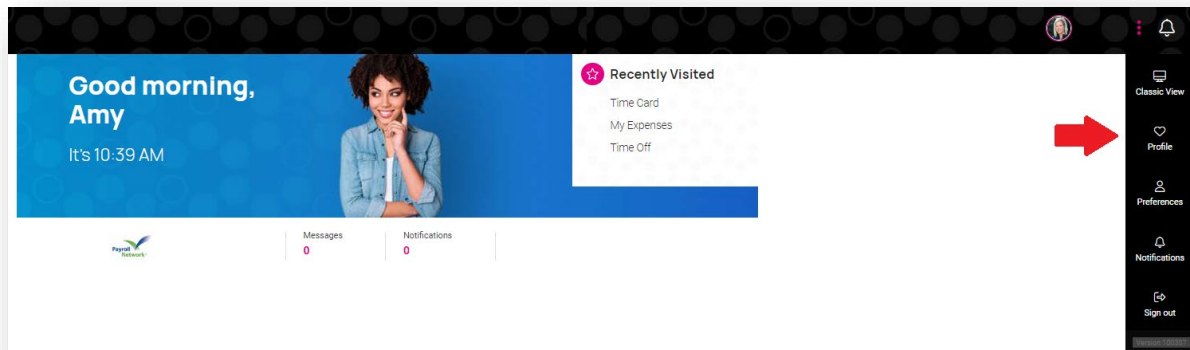
The left screenshot shows a window titled "We're sending a one-time passcode to confirm this is you. Where would you like it sent?". It has two radio buttons: "Email ###@payrollnetwork.com" (selected) and "SMS Text ###-###-0226". Below the SMS option is the text "Text and data messaging rates may apply". At the bottom are "CANCEL" and "NEXT" buttons. A red arrow points from the "NEXT" button to the right screenshot.

The right screenshot shows a window titled "Email sent! Enter your password again, along with your one-time passcode". It has a "Password" field with masked characters and a "One-time passcode" field. At the bottom are "CANCEL" and "LOGIN" buttons.

The screenshot shows an email titled "Security Verification" from "payrollnetwork@myisolated.com". The email body says: "Hello, You submitted a request for authorization to access isolated from a computer that has not been used to access isolated in the last 30 days. Please enter the attached authorization code to successfully complete the isolated login process. Authorization Code: 8 6 4 8 0 3 0".

Note: If you are only getting the option to send your Security code to your email (and not phone), you can update your profile settings to include a phone number. This is located in isolated under your Profile settings.

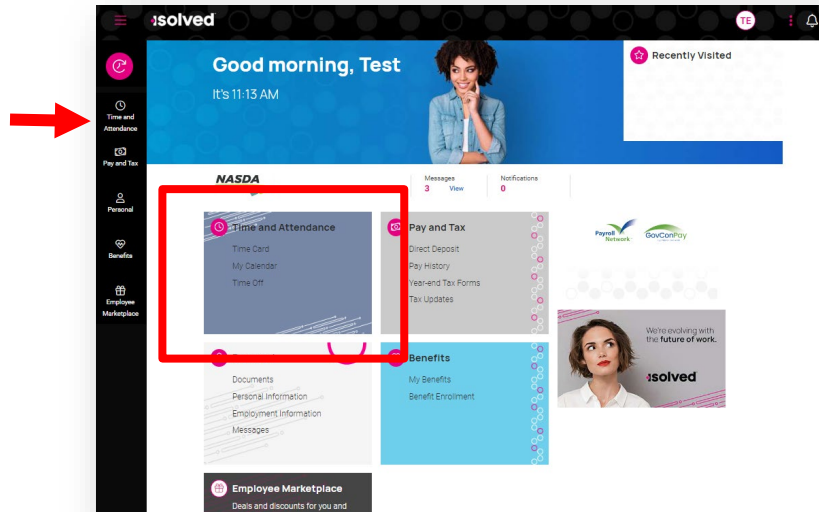
- Select the bell icon in the top right corner of isolated
- Select Profile
- Select Change next to the right of Mobile number
- Select Save

A screenshot of a "Details" form. It has sections for "Preferred name", "Pronouns" (set to "She / Her"), "Mobile number" (set to "555-555-5555"), "Password", and "Security challenge". The "Mobile number" section is highlighted with a red rectangle. Below the number, it says "Registering a cell phone number will give you the option to have login authorization codes texted to you." Each section has a "Change" link. A "CLOSE" button is at the bottom.A screenshot of a "Change mobile number" form. It shows the "Current mobile number" as "555-555-5555" and a text input field for the "New mobile number" containing "888-888-8888". At the bottom are "CANCEL" and "SAVE" buttons.

Time and Attendance Details – Updating your Time Card

Step 1: Upon a successful log in into isolved , you will be taken to the employee dashboard.

- Locate the panel **Time and Attendance** and select Time Card OR use the left menu and choose **Time and Attendance > Time Card** (both will take you to the same location)



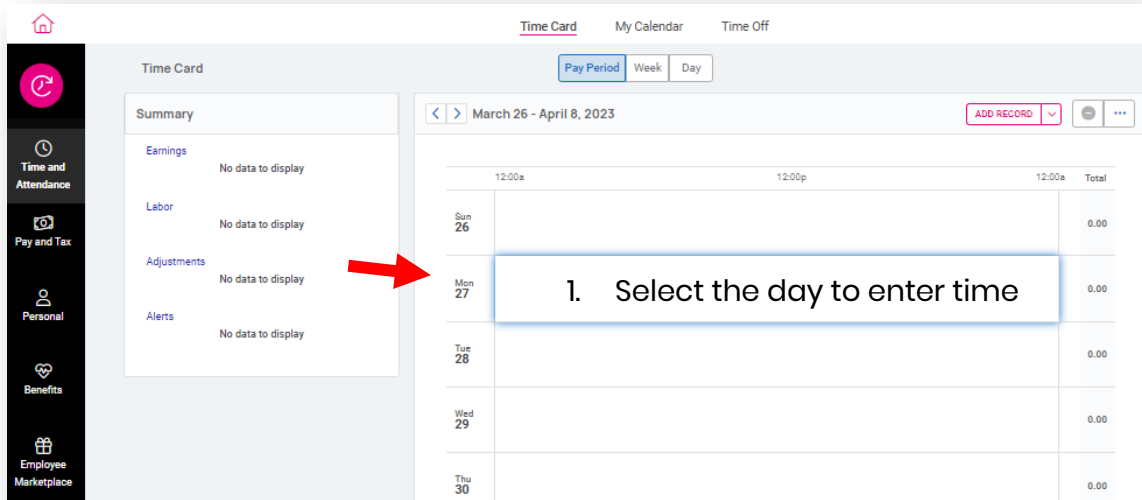
Step 2: Your Time Card will appear for the current pay period.

The screenshot shows the 'Time Card' page in the isolved system. The page has a sidebar with icons for Time and Attendance, Pay and Tax, Personal, Benefits, and Employee Marketplace. The main content area is titled 'Time Card' and has tabs for 'Time Card', 'My Calendar', and 'Time Off'. The 'Time Card' tab is selected. The page shows a summary of earnings, labor, adjustments, and alerts, all with 'No data to display'. The main table shows a calendar view for the pay period from March 26 to April 8, 2023, with columns for 12:00a, 12:00p, 12:00a, and Total. The table is currently empty.

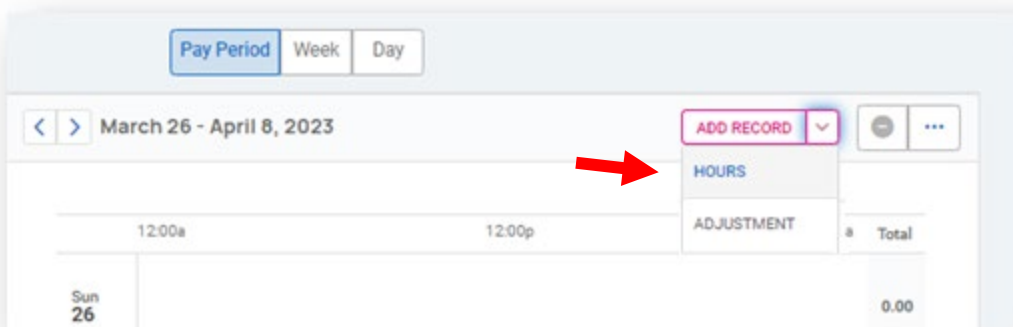
| | 12:00a | 12:00p | 12:00a | Total |
|--------|--------|--------|--------|-------|
| Sun 26 | | | | 0.00 |
| Mon 27 | | | | 0.00 |
| Tue 28 | | | | 0.00 |
| Wed 29 | | | | 0.00 |
| Thu 30 | | | | 0.00 |
| Fri 31 | | | | 0.00 |
| Sat 01 | | | | 0.00 |
| Sun 02 | | | | 0.00 |
| Mon 03 | | | | 0.00 |

Step 3: Locate the day that you would like to enter your time.

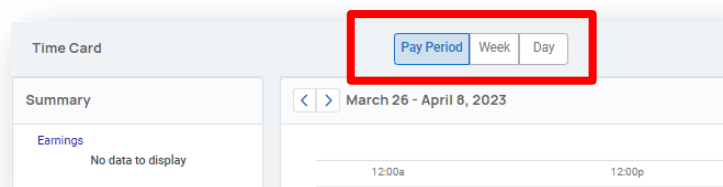
Step 4: Tap using your (iPad) or click using your (computer) the day you would like to enter your time .



Step 5: Select the arrow to the right of the **Add Record** button in the top right of the screen and select hours.



****HELPFUL HINT:** You can change the time card to look by pay period, week, or day at the top of the time card.



Step 6: The **Add Record – Hours** screen will appear for your to complete.

- Verify that the start date and end date have the correct date (or enter the date if needed)

- Enter your start time

- Enter your end time

Tip: you can tap in the box and enter your time or use the arrows to enter your start time

- Validate the Duration is correct. This should auto-populate once entering the start and end times. (Click to the right of the End Time or in the Notes field to auto-populate)

- Place any special notes about the time entered

- Select the appropriate Labor group and Labor fields at the bottom.

The screenshot shows the 'Add Record - Hours' form. It includes fields for 'Start date' (03/27/2023), 'End date' (03/27/2023), 'Start time', 'End time', 'Duration', 'Type' (Normal), and 'Notes'. Below these are 'Labor group' and 'Labor Fields' sections, each with a dropdown menu. A 'REFRESH' button is next to the 'Labor group' dropdown. At the bottom are 'CANCEL' and 'SAVE' buttons. Two callout boxes are present: one on the right showing 'Start time' (09:00 am) and 'End time' (09:00 am) with up/down arrows, and another at the bottom right stating 'Labor Group is not used and can be ignored. Please use Labor Fields to select your Project Code.' with arrows pointing to the 'Labor' and 'Project Code' dropdowns.

Note: 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**.

Project Codes: 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).

Important:

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

The screenshot shows the 'Time Card' interface. On the left is a 'Summary' sidebar with sections for Earnings (Regular: 2.50 hours, Labor: 0104 - CORN OBJ YLD SURVEY: 2.50 hours), Adjustments (No data to display), and Alerts (No data to display). The main area shows a timesheet for the period 'March 26 - April 8, 2023'. The grid has columns for 12:00a, 12:00p, 12:00a, and Total. Rows are for Sun 26, Mon 27, Tue 28, and Wed 29. A gray box is present on Mon 27 between 12:00p and 12:00a, with a red arrow pointing to it. The total for Mon 27 is 2.50.

| | 12:00a | 12:00p | 12:00a | Total |
|--------|--------|--------|--------|-------|
| Sun 26 | | | | 0.00 |
| Mon 27 | | | | 2.50 |
| Tue 28 | | | | 0.00 |
| Wed 29 | | | | 0.00 |

Step 7: Once you have saved an entry, it will appear as a gray box on the timesheet. If you click or select the gray box – it will show the summary of the time details below that day.

This screenshot shows the details for Monday, March 27, which is highlighted with a red box. The details include the date 'Mon 27' with a checkmark, the 'Hours' section showing '2.50', and the 'In/Out' times: 'In 9:00am' and 'Out 11:30am'. The background shows the same timesheet grid as the previous screenshot.

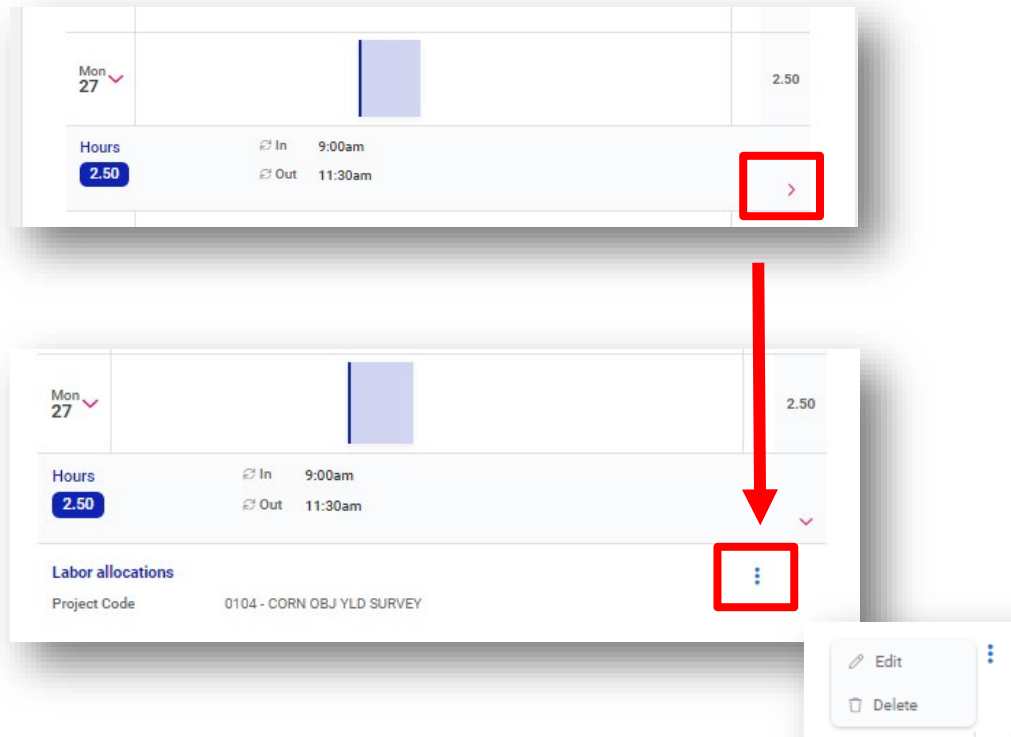
| | 12:00a | 12:00p | 12:00a | Total |
|--------|--------|--------|--------|-------|
| Sun 26 | | | | 0.00 |
| Mon 27 | | | | 2.50 |
| Tue 28 | | | | 0.00 |

Hours
2.50

In/Out
In 9:00am
Out 11:30am

Step 8: If you need to edit an entry you have made, click on the gray box to bring up the summary of the hours below that day. You will notice a pink arrow on the right side of the hours.

- Select the pink arrow.
- The screen will expand to see Labor Allocation information.
- Select the three vertical dots to the right of the labor allocation.

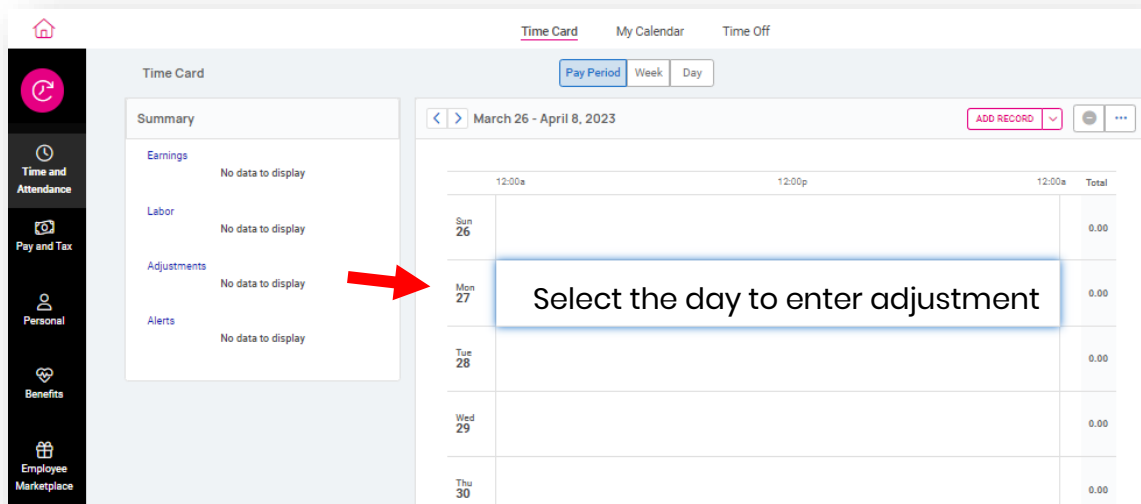


- You can choose Edit to update or correct your time or Delete to erase the time information you entered.

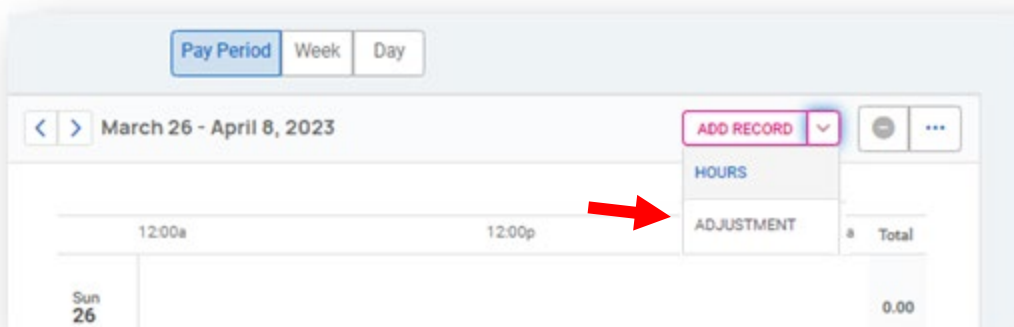
Time and Attendance Details – Adding Adjustments

Step 1: Tap using your (iPad) or click using your (computer) the day you would like add an adjustment.

Note: Adjustments can include Mileage, Cellphone, etc.



Step 2: Select the arrow to the right of the **Add Record** button in the top right of the screen and select adjustment.



Step 3: The Add Record – Adjustment screen will appear.

The screenshot shows the 'Add Record - Adjustment' form. It includes fields for Date (03/27/2023), Adjustment (Select), Type (Select), Amount, Notes, Labor group (Select), Labor (Select), Labor Fields (Project Code: Select), and a REFRESH button. At the bottom are CANCEL and SAVE buttons. A callout box points to the Labor and Labor Fields sections with the text: 'Labor Group is not used and can be ignored. Please use Labor Fields to select your Project Code.'

Step 4: Complete the form.

- Verify the correct date was selected
- Select the type of adjustment from the drop-down list. (i.e. cell, lodging, mileage, etc.)
- In the Type field, select dollars or hours (depending on the type of adjustment)
- Enter in the adjustment amount
- Add any specific notes that you need to share with your manager
- Include any Labor group and Project code for the adjustment
- Choose Save.

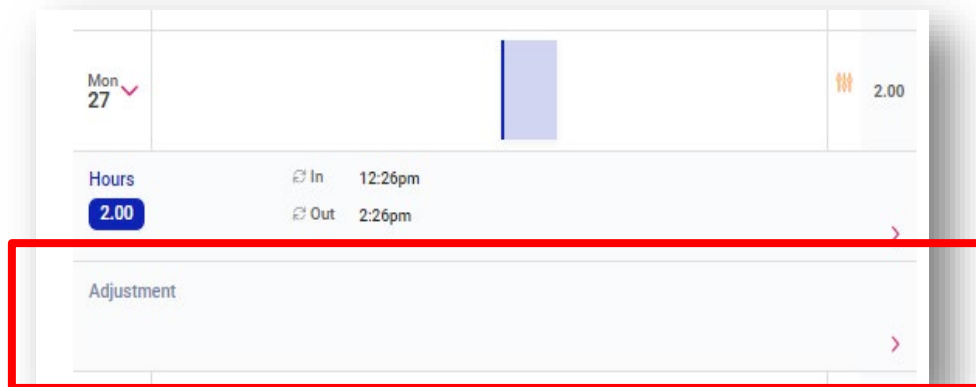
Step 5: Return the timesheet. You will repeat this process for each adjustment and project code for that day. When adjustments have been entered for a day, an orange symbol with show next to ours for that day (on the right side of the day).

The screenshot shows a row in a timesheet for Monday, 27th. A red arrow points to an orange symbol (three vertical bars) and the number 2.00, indicating that adjustments have been entered for that day.

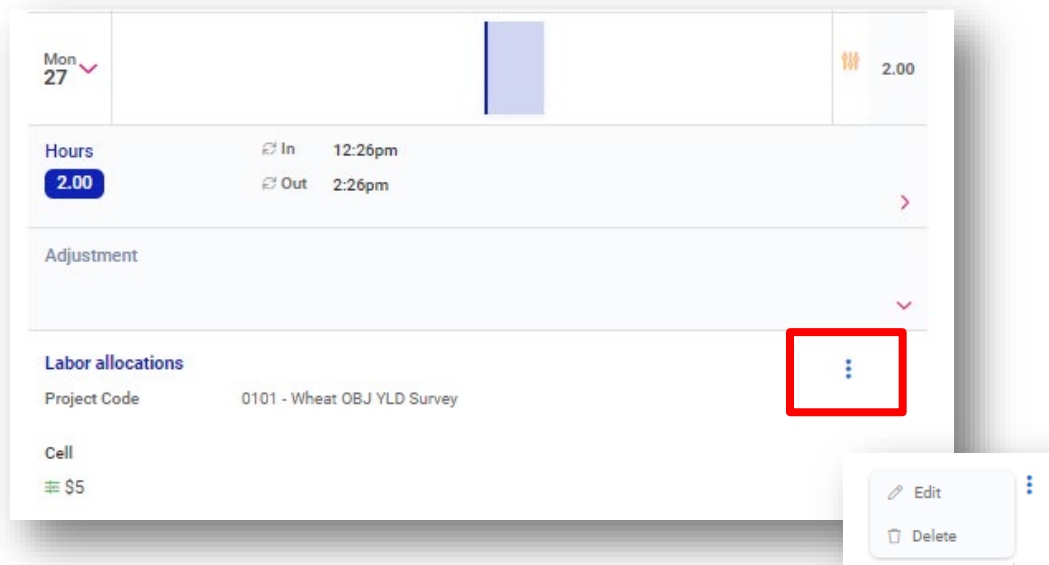
Step 6: To review or update adjustments. You will select the pink arrow next to the day of the adjustment (on the left).



- The day will expand to see the hours and adjustment records. There will be an ➤ symbol on the right side to expand the adjustment.



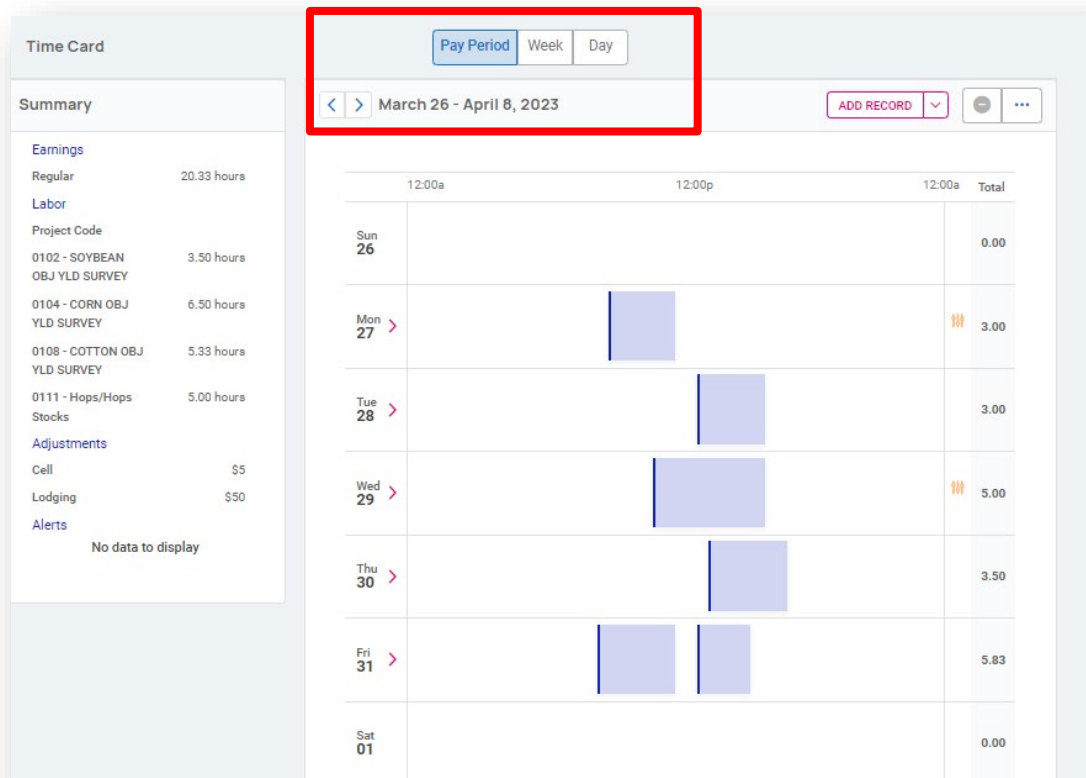
- You will select the three vertical dots to edit or delete the adjustment if needed.



Time and Attendance Details – Reviewing your Time Card

Once you have completed your time card entries and any adjustments, you will want to review your time card for accuracy.

Step 1: Ensure you are looking at your Time Card and the full Pay Period.



Tips:

- There is a scroll bar on the right side of the timecard to move through the timecard to see more than one week of hours and adjustments.
- At the bottom of the timecard there will be a total of hours for the pay period to review for accuracy,

Step 2: On the left side of the Time Card is a Summary Page to review your Total Hours,

Project Codes and Adjustments for accuracy.

Time Card

Pay Period Week Day

March 26 - April 8, 2023

ADD RECORD

Summary

Earnings

| | |
|---------|-------------|
| Regular | 20.33 hours |
|---------|-------------|

Labor

| | |
|-------------------------------|------------|
| Project Code | |
| 0102 - SOYBEAN OBJ YLD SURVEY | 3.50 hours |
| 0104 - CORN OBJ YLD SURVEY | 6.50 hours |
| 0108 - COTTON OBJ YLD SURVEY | 5.33 hours |
| 0111 - Hops/Hops Stocks | 5.00 hours |

Adjustments

| | |
|---------|------|
| Cell | \$5 |
| Lodging | \$50 |

Alerts

No data to display

| | 12:00a | 12:00p | 12:00a | Total |
|--------|--------|--------|--------|-------|
| Sun 26 | | | | 0.00 |
| Mon 27 | | | | 3.00 |
| Tue 28 | | | | 3.00 |
| Wed 29 | | | | 5.00 |
| Thu 30 | | | | 3.50 |
| Fri 31 | | | | 5.83 |
| Sat 01 | | | | 0.00 |

Step 3: If anything is incorrect on your Time Card, navigate to the specific day and use the edit options by expanding the day and pink arrows and using the vertical 3-dots button.

| | | | | |
|--------|--|--|--|------|
| Mon 27 | | | | 2.00 |
|--------|--|--|--|------|

(Note: Page 13 outlines the edit steps for your reference)

Time and Attendance Details – Verify and Approve your Time Card

Step 1: Once your Time Card is correct, you will need to verify and approve your time card for the pay period. This is located in the top right of the Time Card next to where you entered your hours.

Time Card

Pay Period Week Day

Summary

Earnings

| | |
|---------|-------------|
| Regular | 20.33 hours |
|---------|-------------|

Labor

| | |
|-------------------------------|------------|
| Project Code | |
| 0102 - SOYBEAN OBJ YLD SURVEY | 3.50 hours |
| 0104 - CORN OBJ YLD SURVEY | 6.50 hours |
| 0108 - COTTON OBJ YLD SURVEY | 5.33 hours |
| 0111 - Hops/Hops Stocks | 5.00 hours |

Adjustments

| | |
|---------|------|
| Cell | \$5 |
| Lodging | \$50 |


Alerts

No data to display

March 26 - April 8, 2023

ADD RECORD

| | 12:00a | 12:00p | 12:00a | Total |
|--------|--------|--------|--------|-------|
| Sun 26 | | | | 0.00 |
| Mon 27 | | | | 3.00 |
| Tue 28 | | | | 3.00 |
| Wed 29 | | | | 5.00 |
| Thu 30 | | | | 3.50 |
| Fri 31 | | | | 5.83 |
| Sat 01 | | | | 0.00 |

Step 2: Upon selecting the Circle with the minus button , you will be able to approve your timecard by checking the box next to Employee:

Pay Period Week Day

March 26 - April 8, 2023

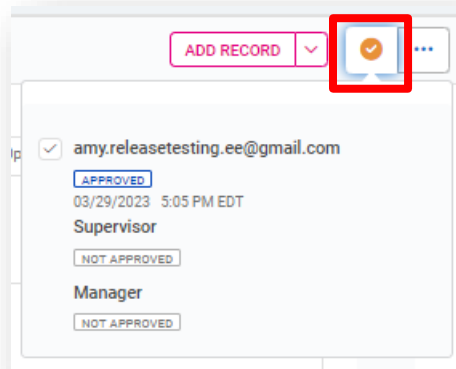
ADD RECORD

☒ Employee
UNVERIFIED

☐ Supervisor
NOT APPROVED

☐ Manager
NOT APPROVED

Step 3: To confirm you have verified your Time Card, the Icon will now be a Yellow Circle with a check mark 🟡 , and it will say approved next to your name in the approval window.

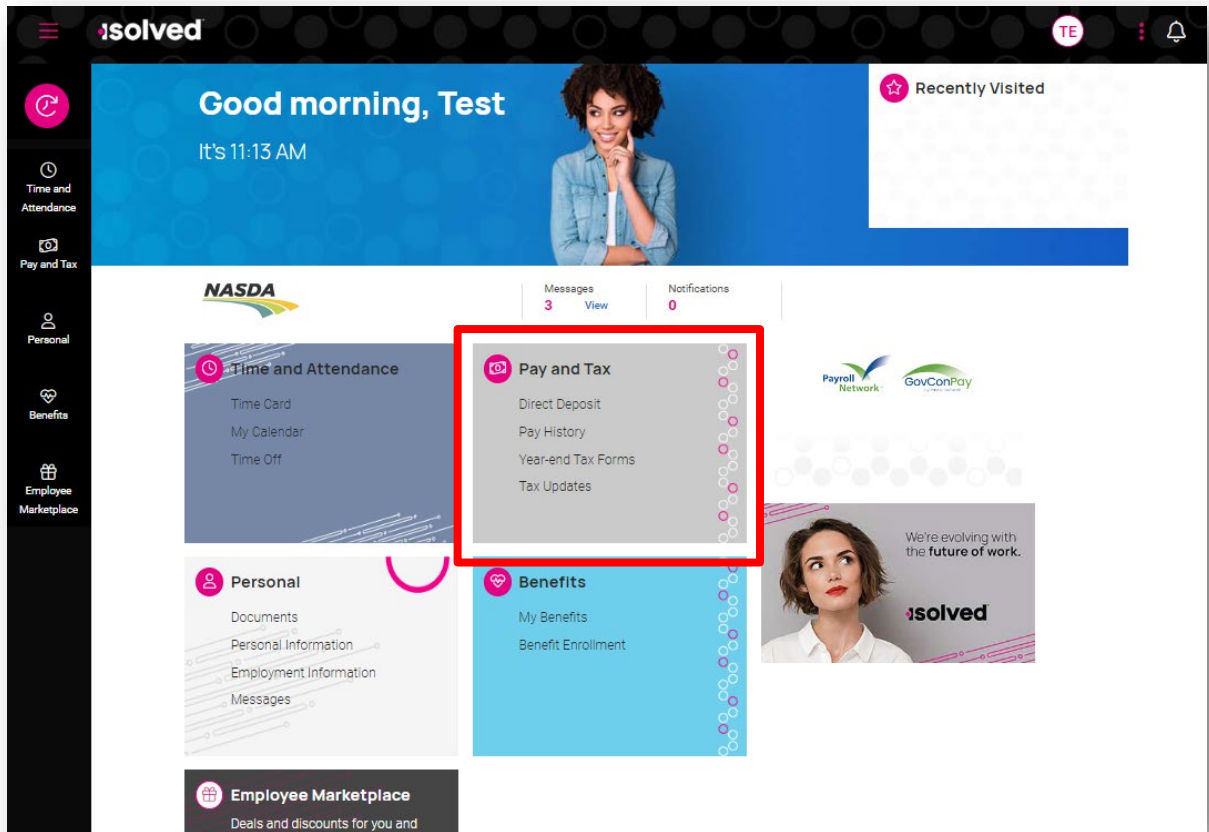


Important: Once you verify your timesheet, no changes should be made to your Time Card. If you do make any additional changes or need updates, please contact your Supervisor. Your Supervisor will also need to approve your Time Card.

Additional Topics – Payroll and Direct Deposit

Payroll and Tax Information:

Payroll Stubs, Direct Deposit, Year-end Forms (W2s), and Tax Updates (W4) information can be found under the Pay and Tax Panel on the main Employee Self Service page.



Name and Address Updates:

View and submit address changes by navigating to the Personal Panel and selecting Personal Information.

