



iSolved: Contact Information or Name Update

Options for these two updates are located in different areas of iSolved but both are documented here.

Updates include:

Contact Information Update: Address, phone number, e-mail

Name Update: Marriage/Divorce

1. Access iSolved.
2. Log into iSolved.

A screenshot of the iSolved login interface. At the top, it displays the logos for PNI HCM and GovConPay (with the tagline "Focus Matters"). Below the logos, the email address "jodie.ross@nasda.org" is entered in the username field, with a link "Select a different username" underneath. The password field is labeled "Password" and contains a masked password "....." with a toggle icon to its right. A link "Forgot my password" is positioned below the password field. A large blue "Continue" button is centered below the password field. At the bottom of the login area, there is a "PassKey Log In" button with a key icon. The footer of the screen features the "iSolved People Cloud" logo, where "iSolved" is in black and "People Cloud" is in pink.

3. Select 'Contact Information' from the drop-down list on the left side of the screen. In this area updates can be made to the address, phone or e-mail. Name updates can only be made in the Life Events Wizard. Step 4 will outline the Life Events Wizard. After updates are made click 'SAVE'.

Employee #: [REDACTED] Pay Group: **Monthly** Hire Date: **4/7/2025**
Salary (Variable Hours Entered): ##### Work Location: [REDACTED]

Search the menu

EMPLOYEE SELF-SERVICE

- Time ▾
 - Time Card
 - Employee Absences
 - Time Off Balances
 - Employee Calendar
- Employee Welcome
- Employee Messages
- ESS Misc Data Sets
- ESS Misc fields
- Pay History
- W2/ACA/1099 Forms
- Benefits Summary
- Benefit Updates
- Benefit Plan Details
- Benefit Enrollment Wizard
- Life Events Wizard
- Life Events History
- Contact Information**
- Certifications
- Certification/License Updates
- Direct Deposit Updates
- Employee Form I-9
- Documents
- Pending Reviews
- Performance Review History
- Tax Updates Wizard

Contact Information

Save **Cancel**

Employee Name

* First Name: [REDACTED]
Preferred Name: [REDACTED]
Middle Name: [REDACTED]
* Last Name: [REDACTED]
Prefix: [REDACTED]
Suffix: [REDACTED]

Employee Address

A change of address may cause a change in taxes.

Address: [REDACTED]
* Zip Code: [REDACTED]
Hit Enter Key in zip code field to retrieve city list.
City: [REDACTED]
State: [REDACTED] ▾
Taxable School District: [REDACTED] ▾

Contact Information

Home Phone: [REDACTED]
Mobile Phone: [REDACTED]
Work Phone: [REDACTED]
Fax Number: [REDACTED]
Personal Email: [REDACTED]

Name updates can only be made in the Life Events Wizard.

4. Select 'Life Events Wizard' from the drop-down list on the left side of the screen. Use the drop down to select the life event and event date. Upload documents supporting the update. Click on Next.

The screenshot shows the 'Life Events Wizard' interface. At the top, there is a header bar with employee information: Employee #, Pay Group: Monthly, Hire Date: 4/7/2025, Department: 0100 - Staff, Project Code: N - NASS, Enumerator Hours, and Supervisor Hours. Below the header, the left sidebar contains a search menu and a list of services under 'EMPLOYEE SELF-SERVICE'. The 'Life Events Wizard' is selected in the sidebar, indicated by a red arrow. The main content area displays the wizard steps. A red circle highlights the '→ Next' button. A red oval highlights the 'Select a Life Event' section, which includes a dropdown for 'Life Events' and a date picker for 'Event Date' (set to 5/2/2025). To the right of this section is a 'Documents' area with an 'Upload Document' button and an 'Add Another Document' button. Instructions for using the wizard are listed above the form fields.

Search the menu

EMPLOYEE SELF-SERVICE

Time

Time Card

Employee Absences

Time Off Balances

Employee Calendar

Employee Welcome

Employee Messages

ESS Misc Data Sets

ESS Misc fields

Pay History

W2/ACA/1099 Forms

Benefits Summary

Benefit Updates

Benefit Plan Details

Benefit Enrollment Wizard

Life Events Wizard

Pay Group: Monthly

Hire Date: 4/7/2025

Department: 0100 - Staff

Project Code: N - NASS

Enumerator Hours:

Supervisor Hours:

Employee #:

Salary (Variable Hours Entered): #####...

Work Location:

Life Events Wizard

→ Next

- A change in personal status or circumstance known as a Life Event can impact benefit elections.
- Use this wizard to report Life Events.
- Documents relevant to the event, such as a marriage license or birth certificate may be attached.
- To begin select a 'Life Event', enter a date, upload any applicable documents and click 'Next'.

Select a Life Event

* Life Events:

* Event Date: 5/2/2025

Documents

Upload Document

Add Another Document

5. Click through the remaining life event screens answering all questions. Remember to 'SAVE'.