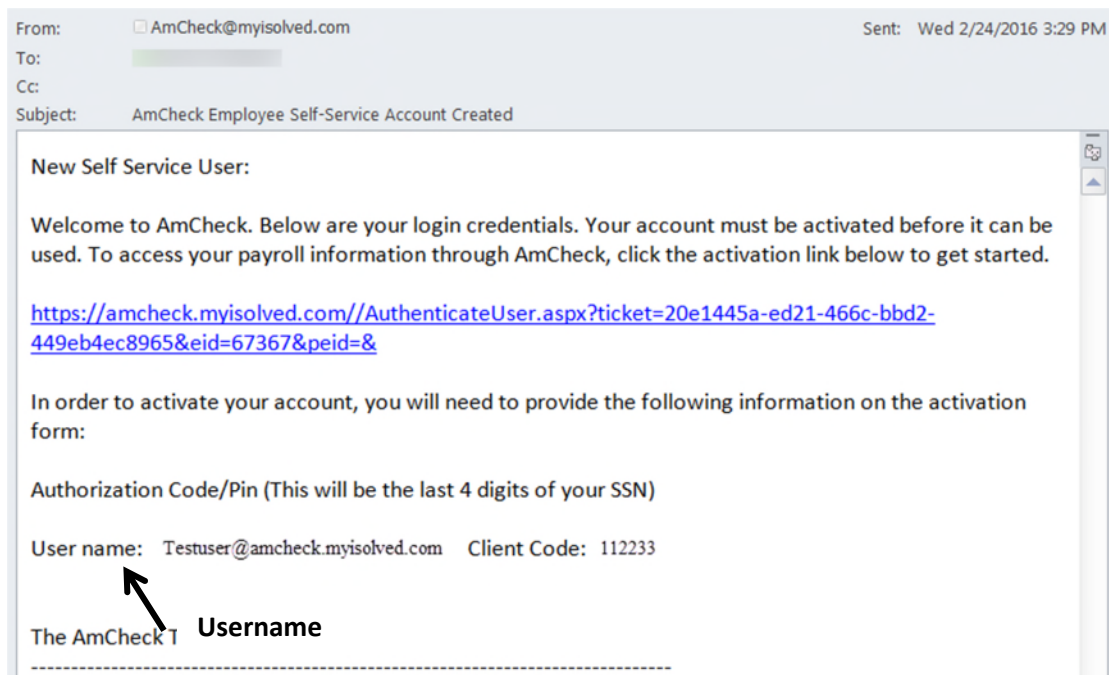


## *iSolved: AmCheck Employee Self Service*

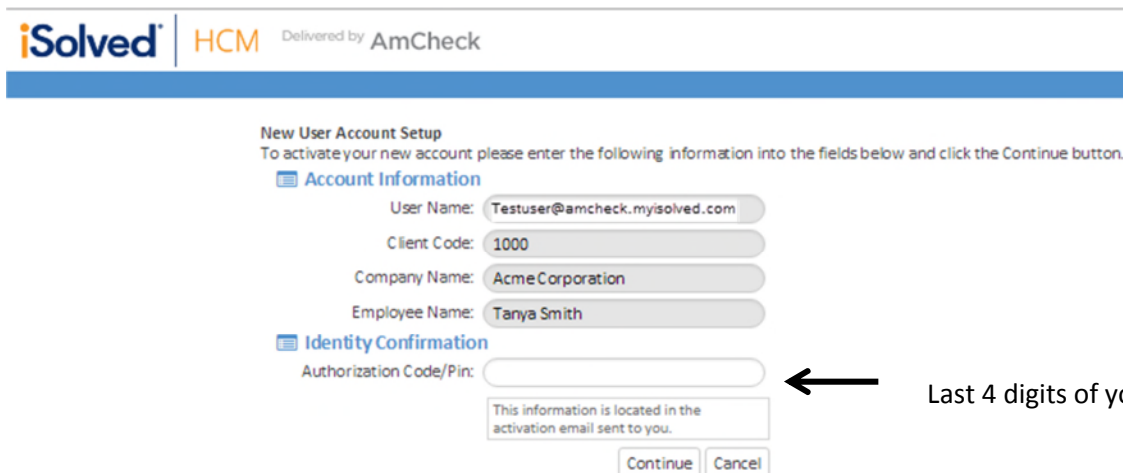
We are pleased to announce the new Online Employee Self Service platform!

From the Employee Self Service platform you can enjoy 24 hour access to all of your employment information in a convenient and secure location.

**Step 1:** You will receive, if you have not already, an email advising you that an account has been created for you to log on to Employee Self Service.



**Step 2:** Click on the link provided in the email and a web browser will open where you would need to enter your Authorization Code/Pin (This will be the last 4 digits of your SSN) and click continue.



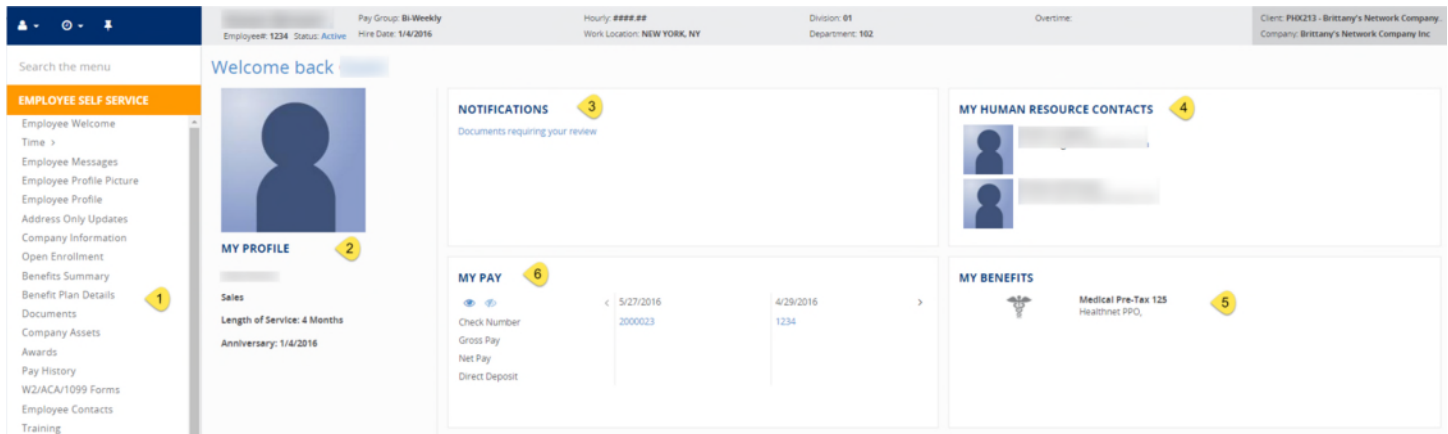
## *iSolved: AmCheck Employee Self Service*

**Step 3:** The next screen will allow you to create your personal password. It will also ask you to select a security question and answer. When you are done click continue.

**Step 4:** You can now log on to iSolved with your username and password.



**Step 5:** When you log on to your iSolved account you will be taken to the employee welcome page.



On this page you will see the following:


1. Toolbar (White area on the left side of the screen)
  - Overview of options you will have available to you as an employee depending on the options the company elects.
2. My Account Profile
  - Name, Length of service and anniversary
3. Notifications
  - Company Announcements
4. My Contacts
  - Company Contacts

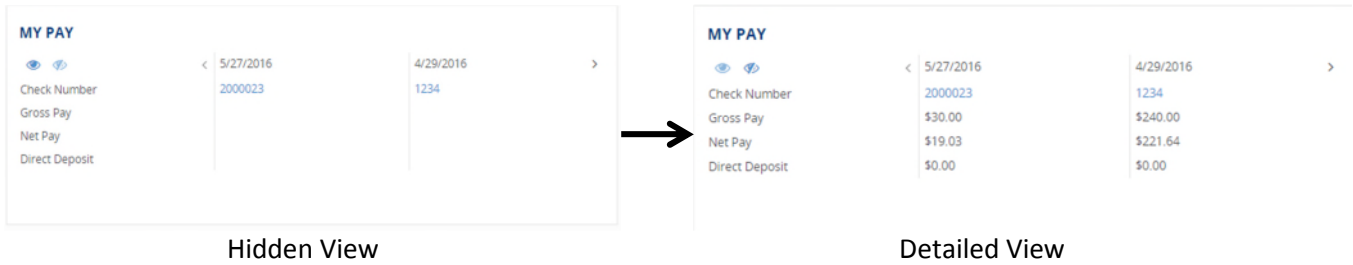
## iSolved: AmCheck Employee Self Service

5. My Benefits



- Benefit programs that you are enrolled in. (401k, Medical, Dental, Etc.)

6. My pay

- Most recent pay stub information. Pay date, check number, gross pay, net pay and direct deposit amounts. The details will be masked unless you click the  button.



**MY PAY**



< 5/27/2016
4/29/2016 >

Check Number: 2000023 1234



Gross Pay

Net Pay

Direct Deposit

→

**MY PAY**



< 5/27/2016
4/29/2016 >

Check Number: 2000023 1234

Gross Pay: \$30.00 \$240.00

Net Pay: \$19.03 \$221.64

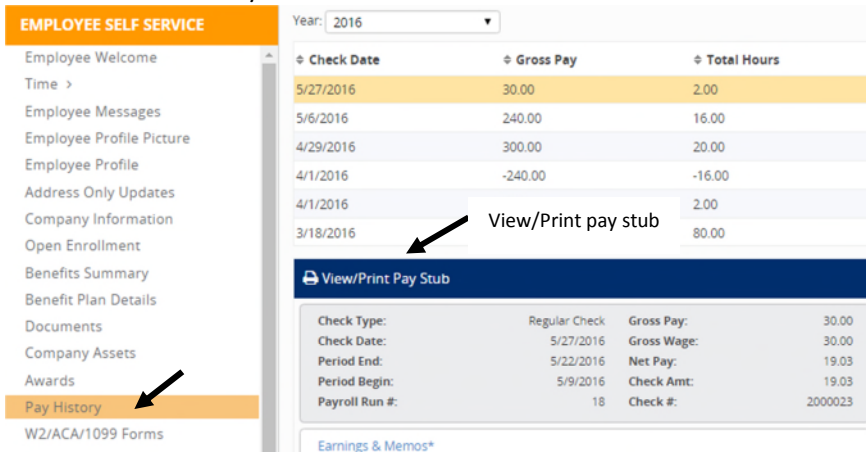
Direct Deposit: \$0.00 \$0.00

Hidden View
Detailed View

From the toolbar you will be able to access some or more of the areas below depending on the company set up

1. Pay history

a. View/Print check stubs



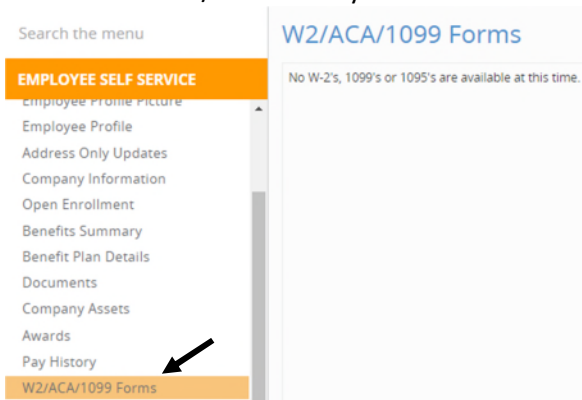
**EMPLOYEE SELF SERVICE** Year: 2016

Check Date	Gross Pay	Total Hours
5/27/2016	30.00	2.00
5/6/2016	240.00	16.00
4/29/2016	300.00	20.00
4/1/2016	-240.00	-16.00
4/1/2016		2.00
3/18/2016		80.00

**View/Print Pay Stub**

Check Type:	Regular Check	Gross Pay:	30.00
Check Date:	5/27/2016	Gross Wage:	30.00
Period End:	5/22/2016	Net Pay:	19.03
Period Begin:	5/9/2016	Check Amt:	19.03
Payroll Run #:	18	Check #:	2000023

2. View W2/1099 history



**EMPLOYEE SELF SERVICE**

**W2/ACA/1099 Forms**

No W-2's, 1099's or 1095's are available at this time.