iSolved Onboarding Instructions - Employee

Once you sign into your iSolved Employee Self-Service account, you will be prompted to agree to the Terms of Use and Consent to Electronic Communications and Electronic Signature.

Terms of Use and Consent to Electronic Communications and Electronic Signature

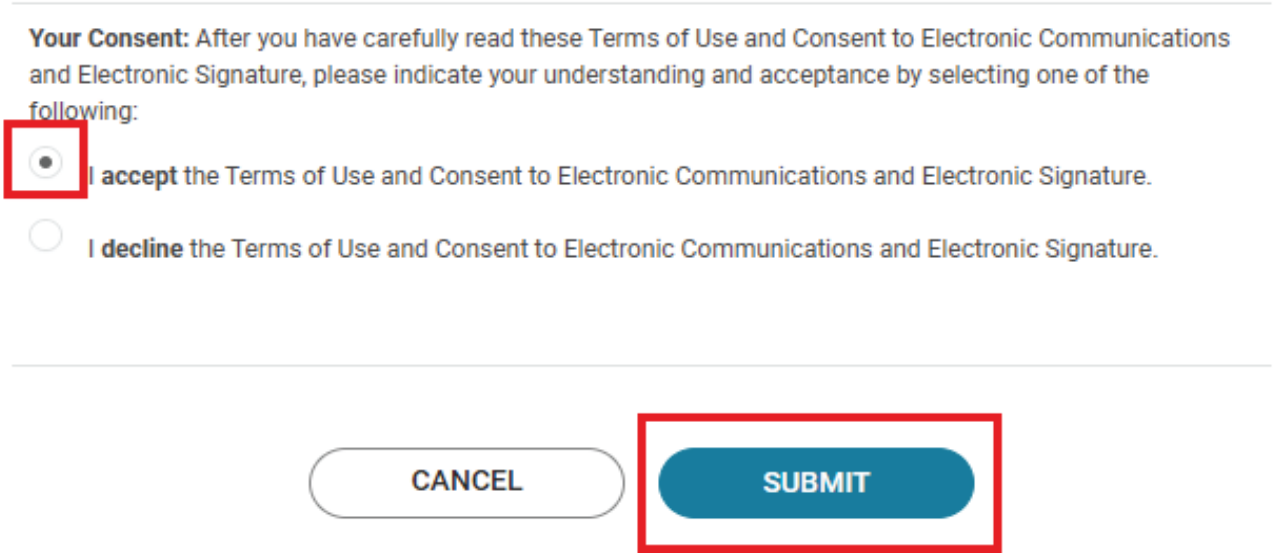
1 Electronic Delivery of Communications and Use of Electronic Signatures

By selecting "I accept", you are signifying your intent to sign the Terms of Use and Consent to Electronic Communications and Electronic Signature (hereinafter referred to as "Consent") electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Consent and any associated documents. By selecting "I accept, you agree to be legally bound by this Consent's terms and conditions. You further agree that your use of a keypad, mouse or other device to select an itern, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereinafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third-party verification is necessary to validate your E-Signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of your E-Signature or any resulting contract between you and Abel Official Demo (hereinafter referred to as "Company").

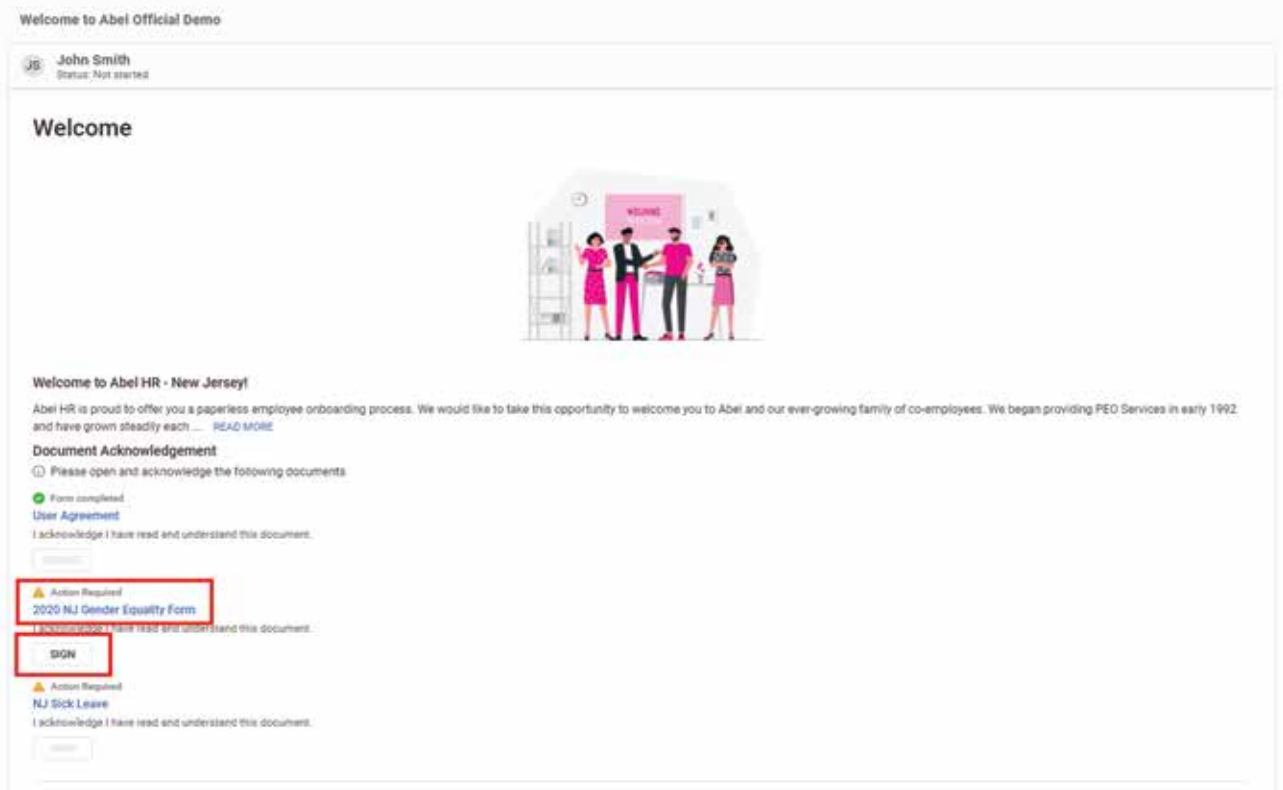
Under this Consent, Company may provide all communications electronically by email, by text message, or by making them accessible via Company websites or applications. Communications include, but are not limited to, (1) pre-hire and post-offer documentation, (2) required employment documentation including but not limited to HR forms (ie., Employee Handbook), payroll forms, tax withholding certificates, employment eligibility verification (1-9) form, (3) direct deposit pay advices, (4) employment policies, (5) all federal and state tax statements and documents (6) and any other employment related documentation.

Employment related information that you submit may become part of Company's Human Resource Information System ("HRIS") and your employee file and may be used for other employment/work-related purposes as required or permitted by federal or state laws and regulations

Once you have finished reading, select “I accept” and click Submit.



You will then be brought to the Welcome page. Any forms your new company requires you to acknowledge will be listed here. Select the blue hyperlink to open a document, then click “Sign”. You will only be able to sign the document once it has been opened. Do this for all documents, then click Next.



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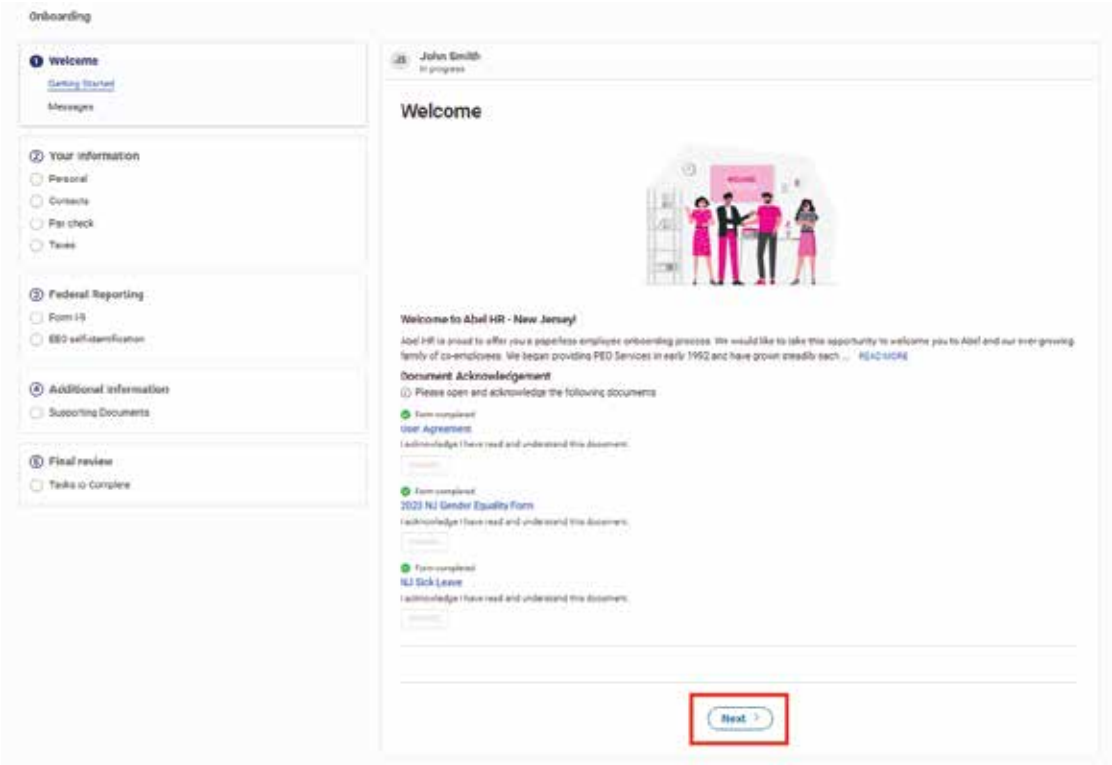
Now, you can begin onboarding. Select Start on the first task!



The Welcome page will summarize the documents you have just signed. Click Next.



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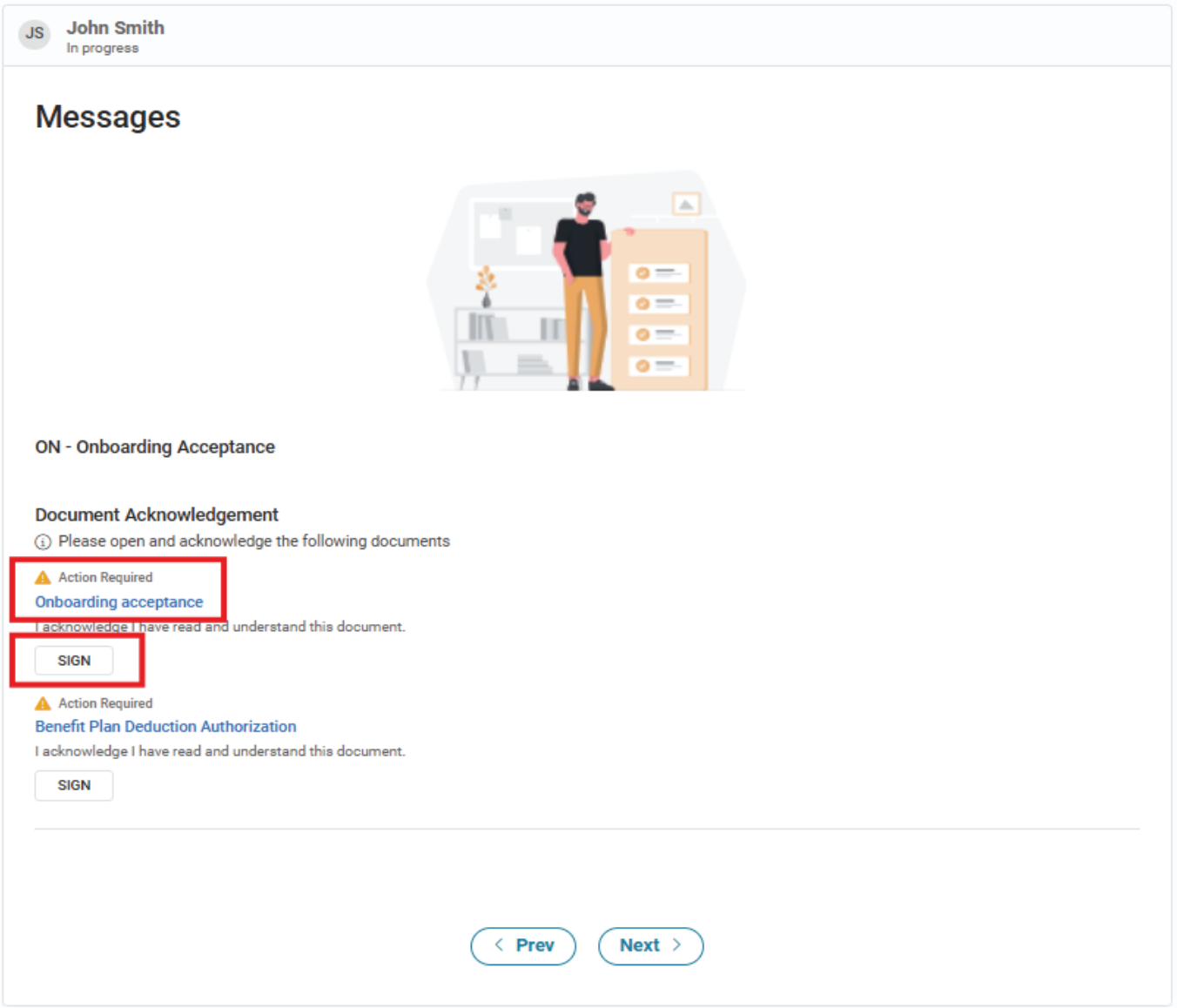
The Messages screen will contain documents required by Abel HR. Please open and sign off on the Onboarding Acceptance as well as the Benefit Plan Deduction Authorization.



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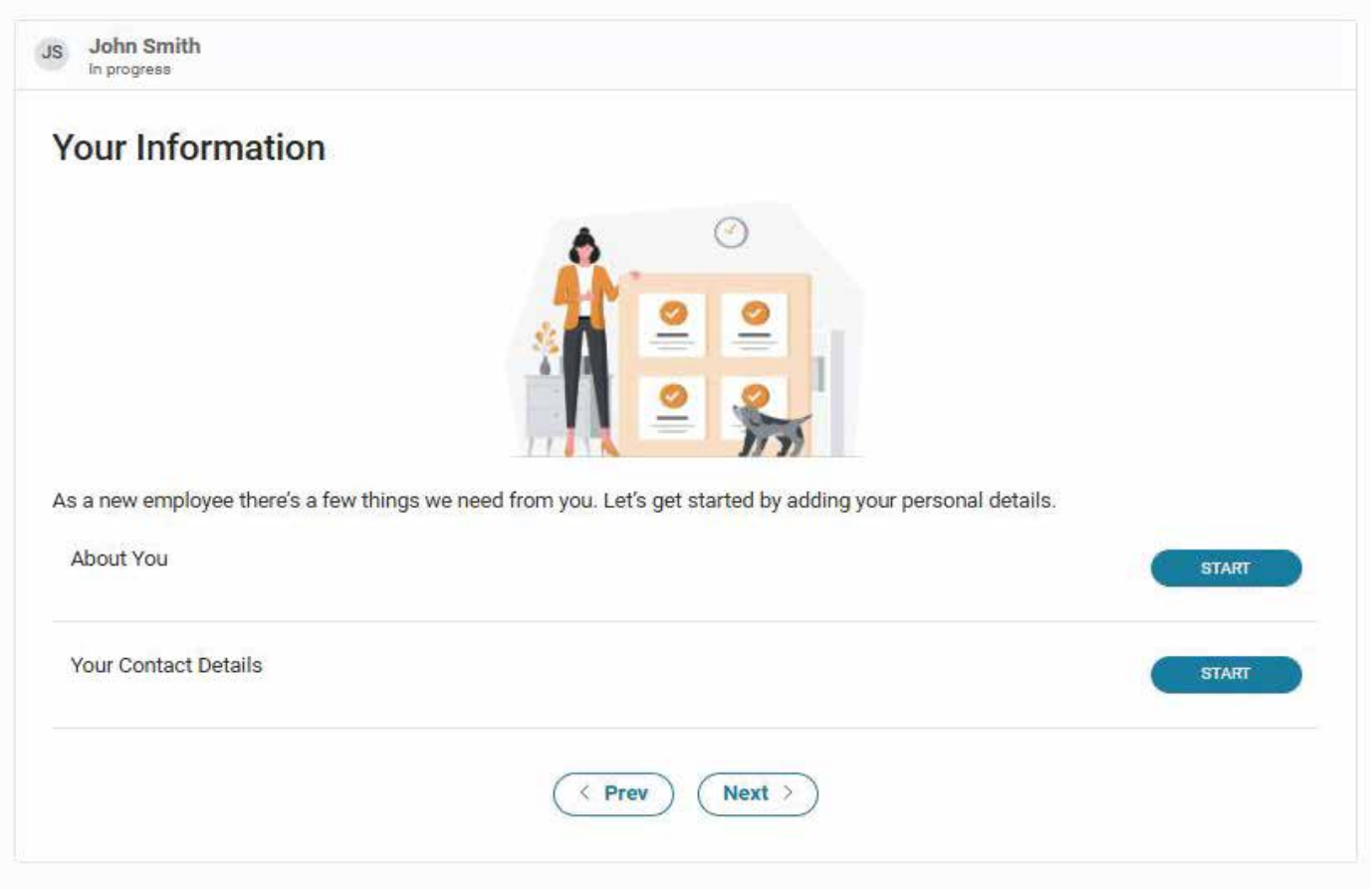
You will now begin to fill out Your Information. Select Start on “About You”.



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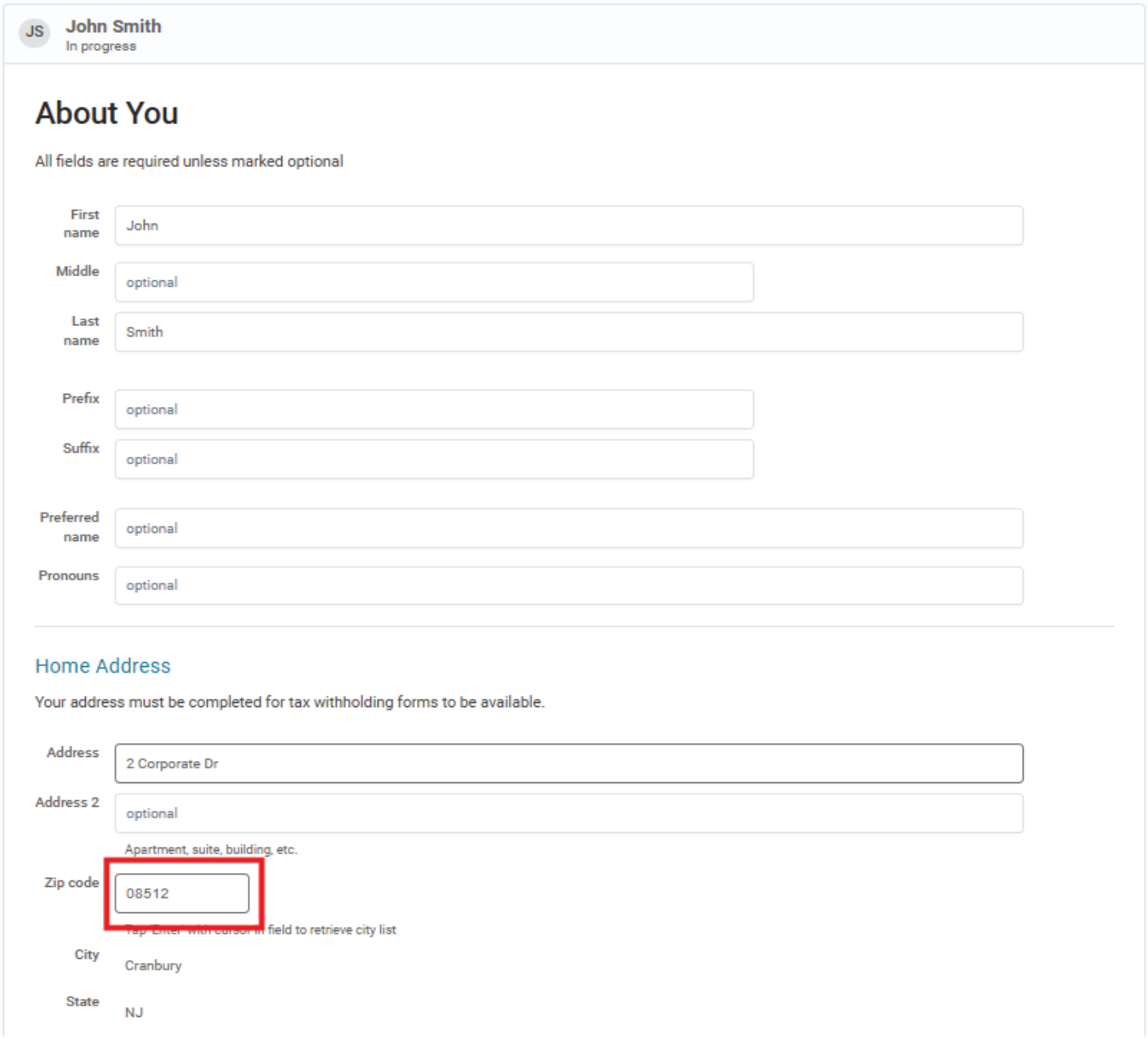
Here, please input your personal information. Please note you will not see your city or state generated until after your zip code has been entered.



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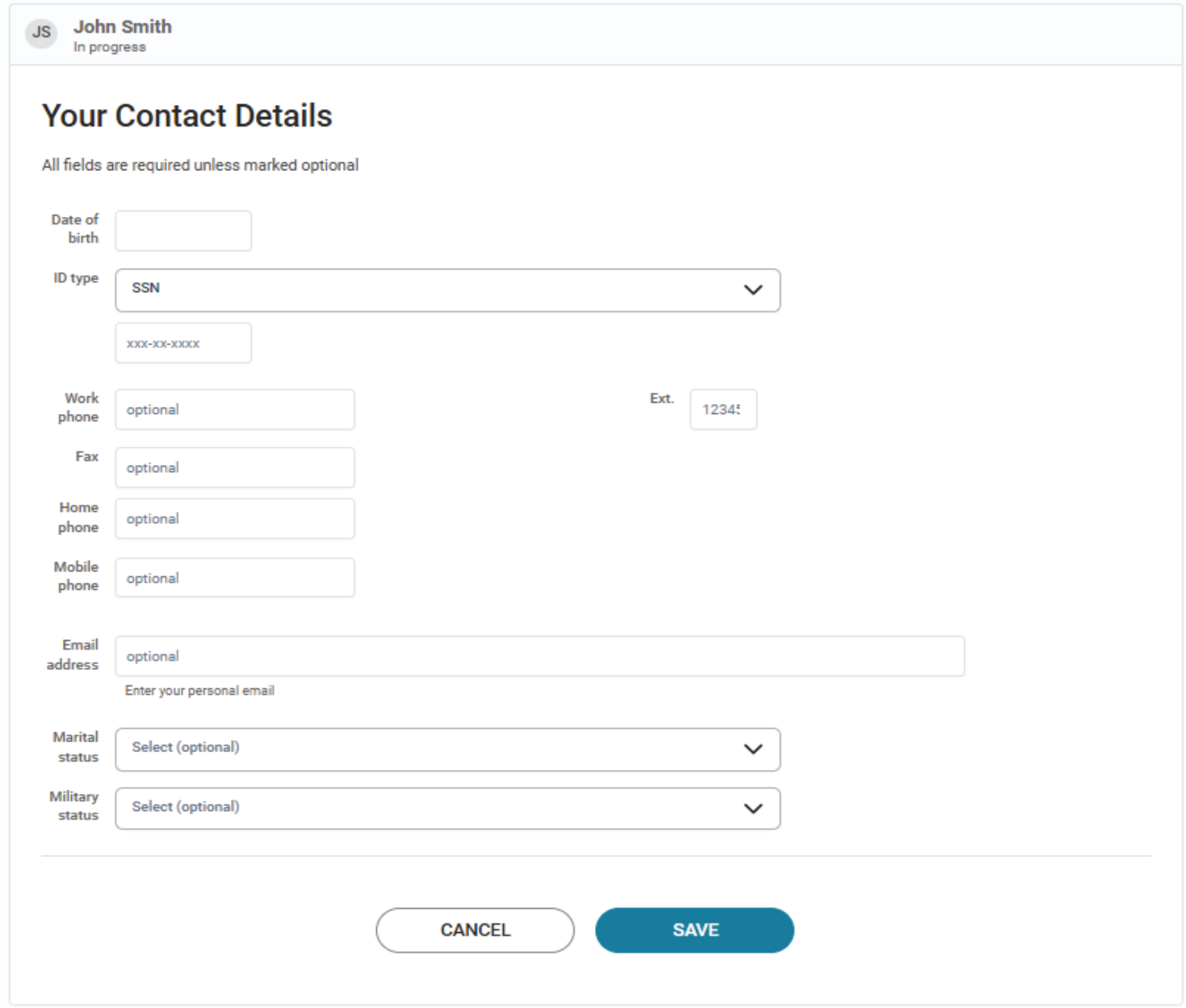
Next, enter your Contact Details.



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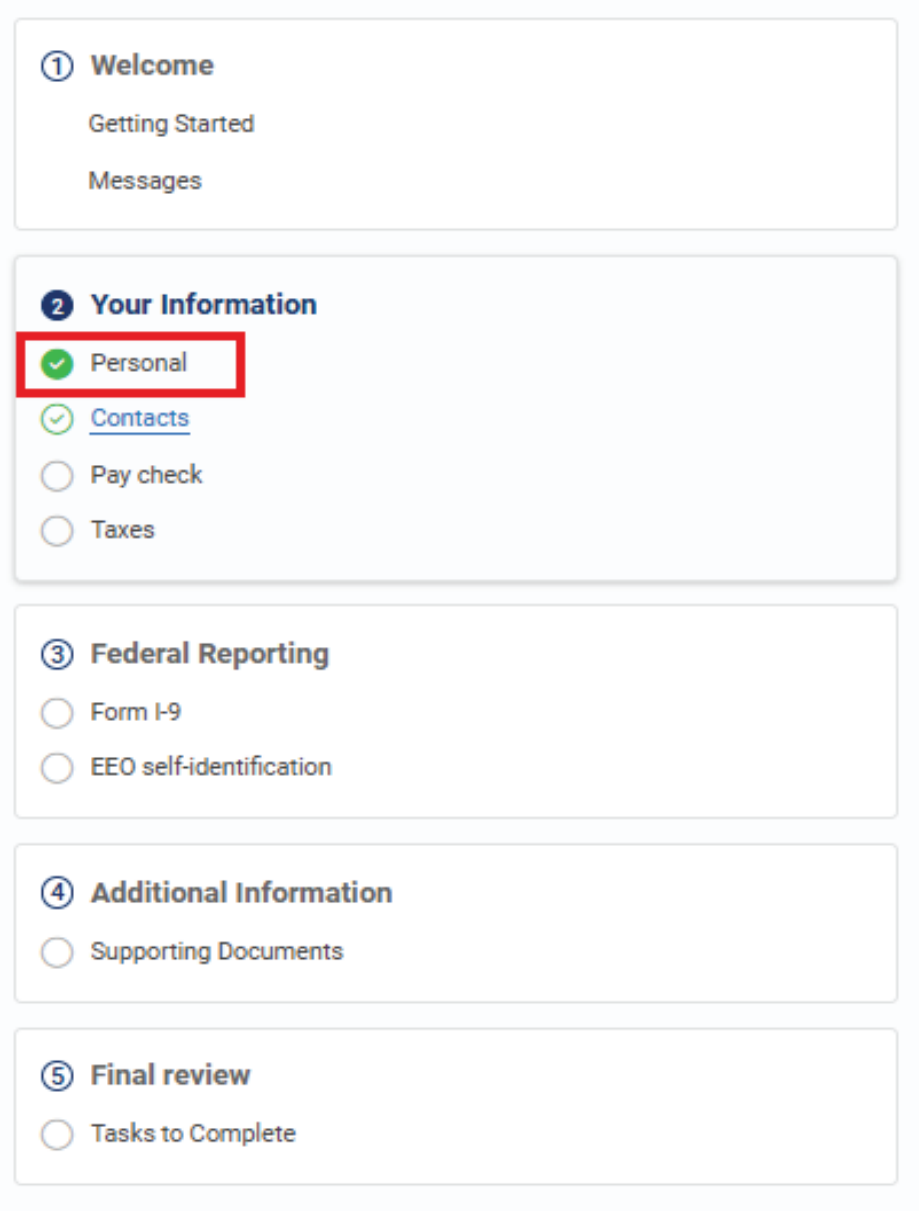
Once you complete a section successfully, you will see a green check mark appear next to that section's title in the menu.



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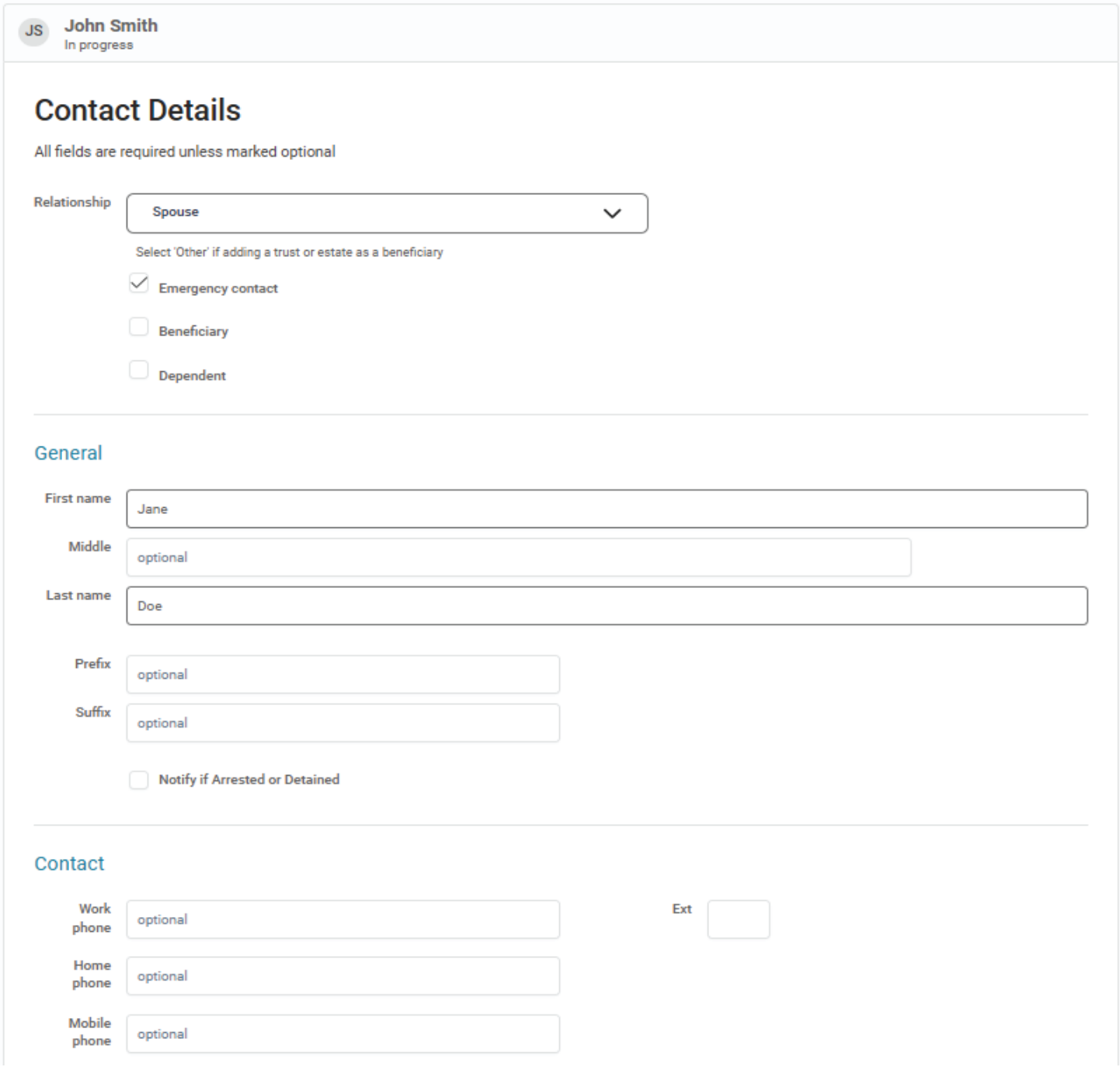
Next, input your Contacts' information. Here, you will be able to specify if a contact is an emergency contact, beneficiary, or dependent.



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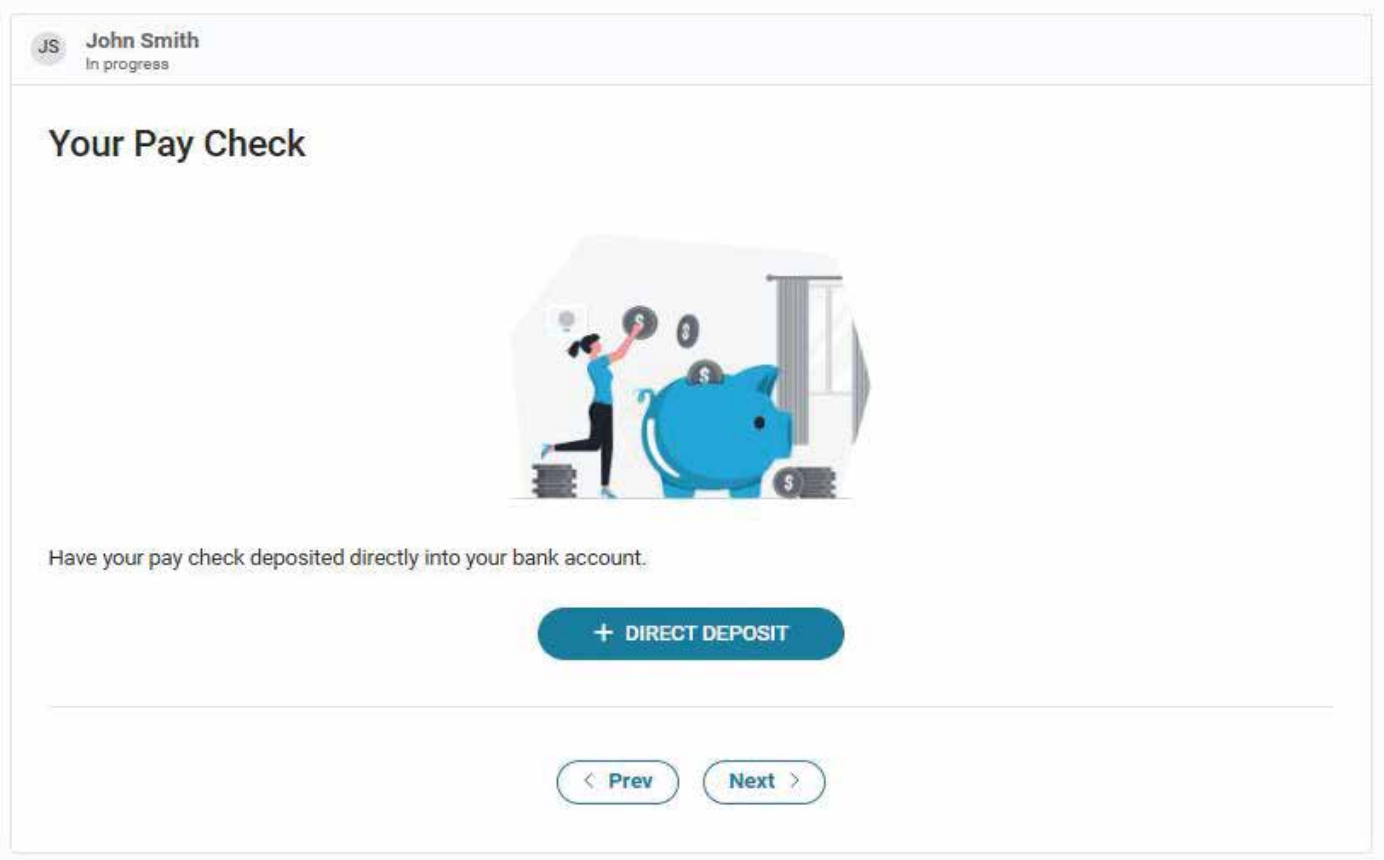
Once your contacts are added you will enter your Direct Deposit information.



Enter your account and routing numbers. If you are entering multiple direct deposit accounts, you can input a desired flat dollar amount or percentage of net pay to go into that account. If you want the remnants of your check to go into that account, select Remaining Net Pay.

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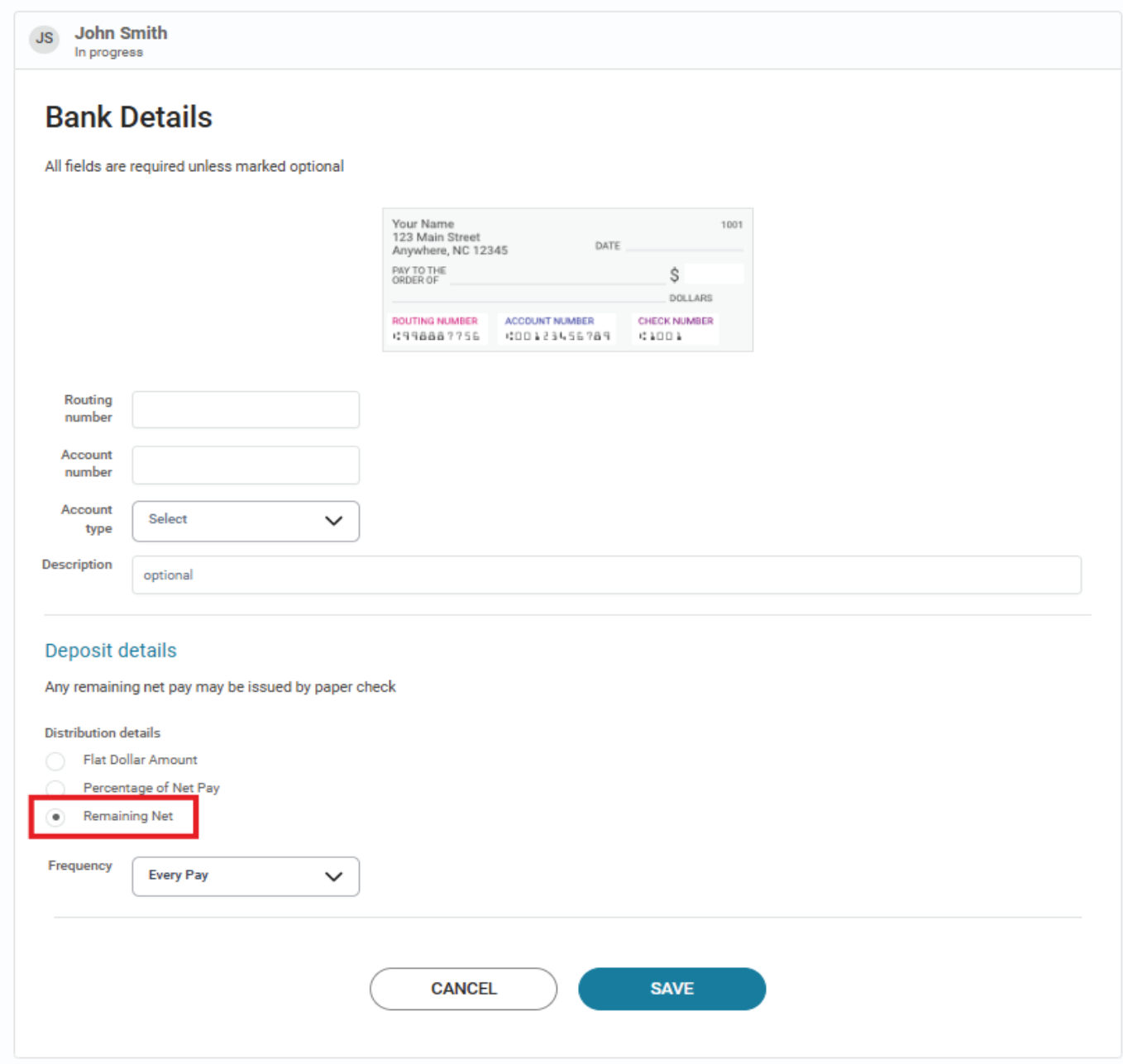
If you are only entering one direct deposit account, select Remaining Net Pay.



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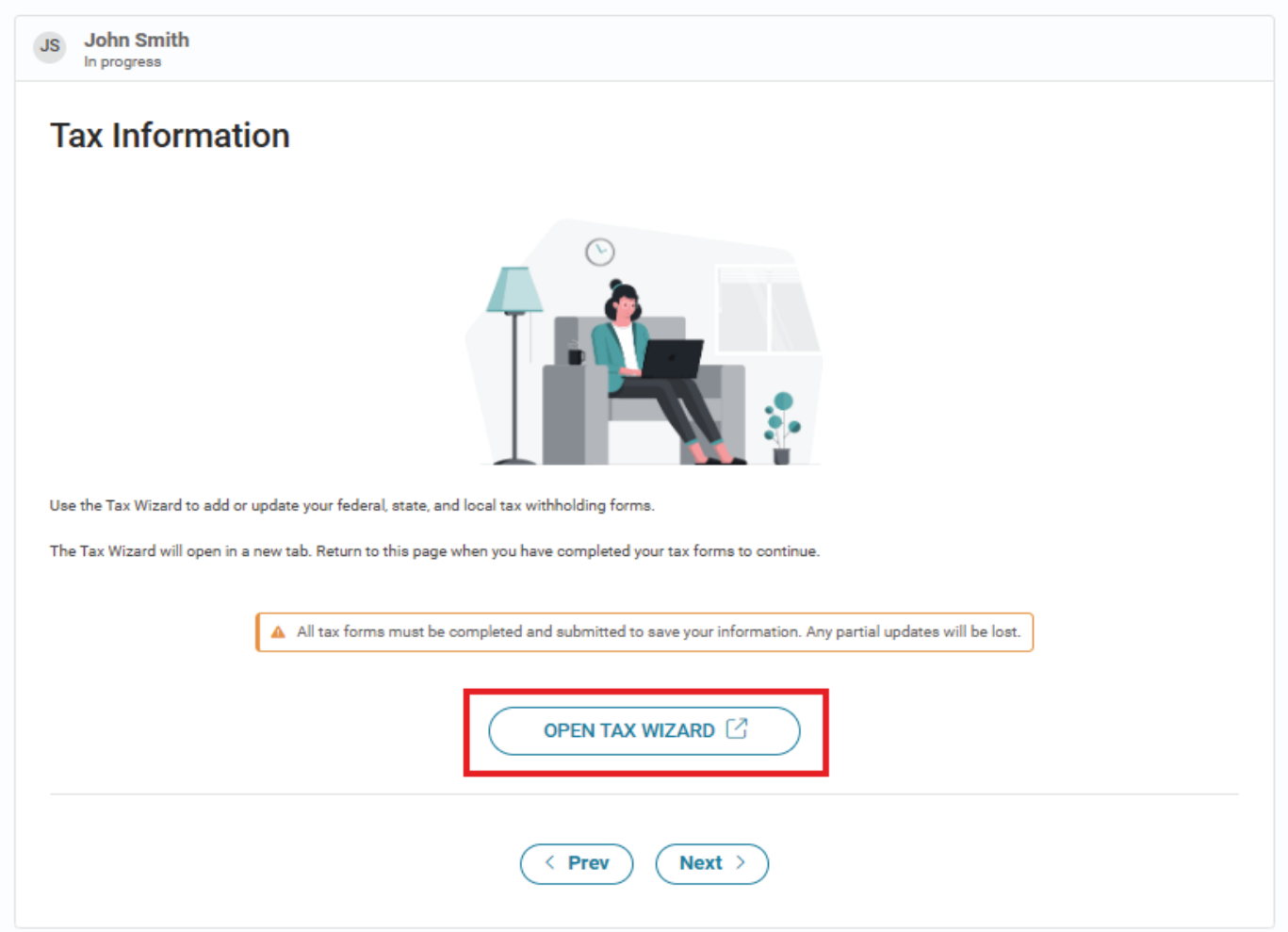
Next, you will complete your Tax Information. Select “Open Tax Wizard”. This will open the Tax Wizard in a new tab on your browser. For this step, you will need to ensure your browser allows pop-ups. If not, the screen may have difficulty opening or fail to do so.



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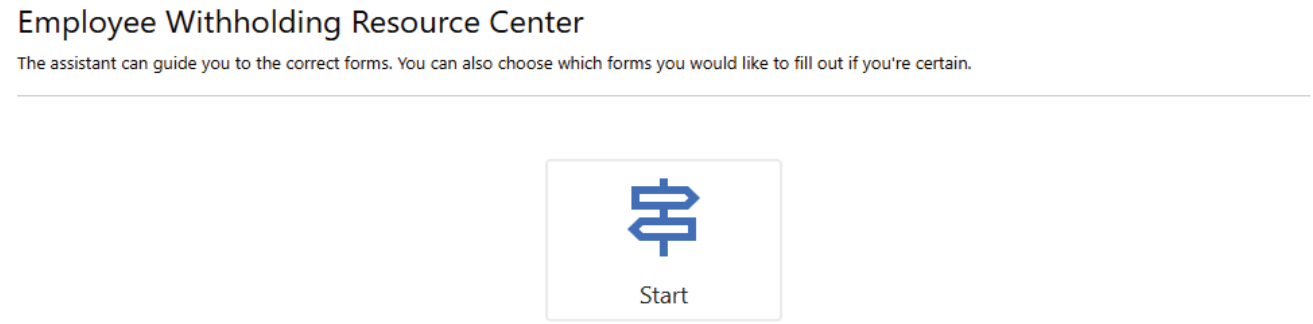
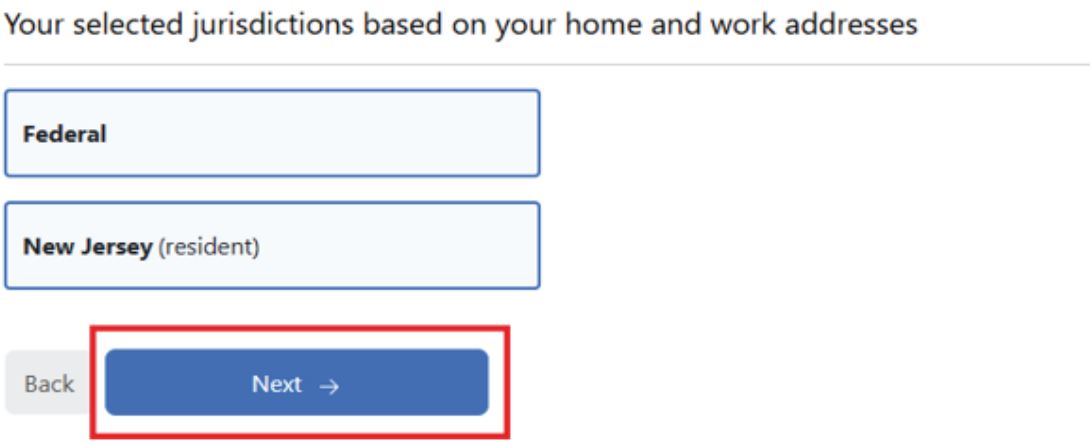
In the Tax Wizard, select Start.



Based on your address, you will be prompted to complete Federal and State withholding forms (if applicable).



Once you complete all appropriate questions, you will sign the form with the last four digits of your social security number. Once you sign and check off the declaration, click Submit Form.

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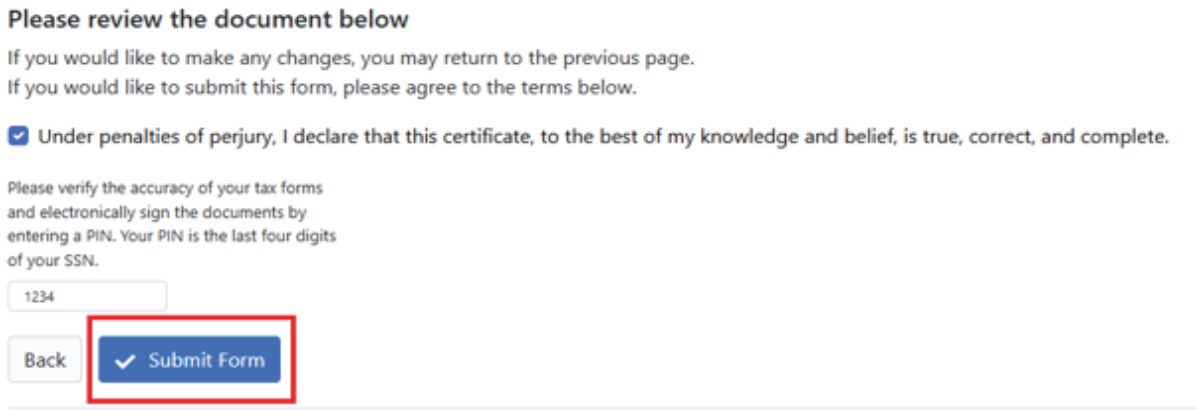
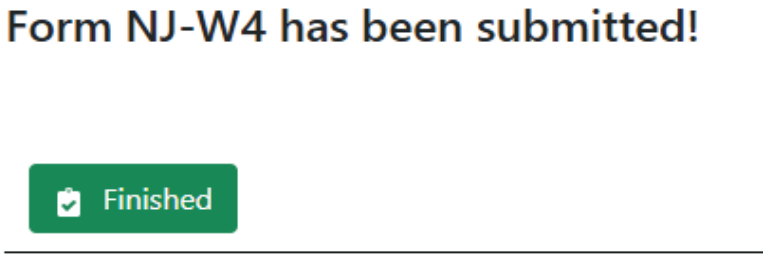


Once the Federal form is completed, you'll be prompted to complete your state form(s) if applicable. Click Continue and follow the same steps.



Once all tax forms are completed, select Finished. Once the Tax Wizard tells you all forms are Finished, you can close the tab and return to iSolved.



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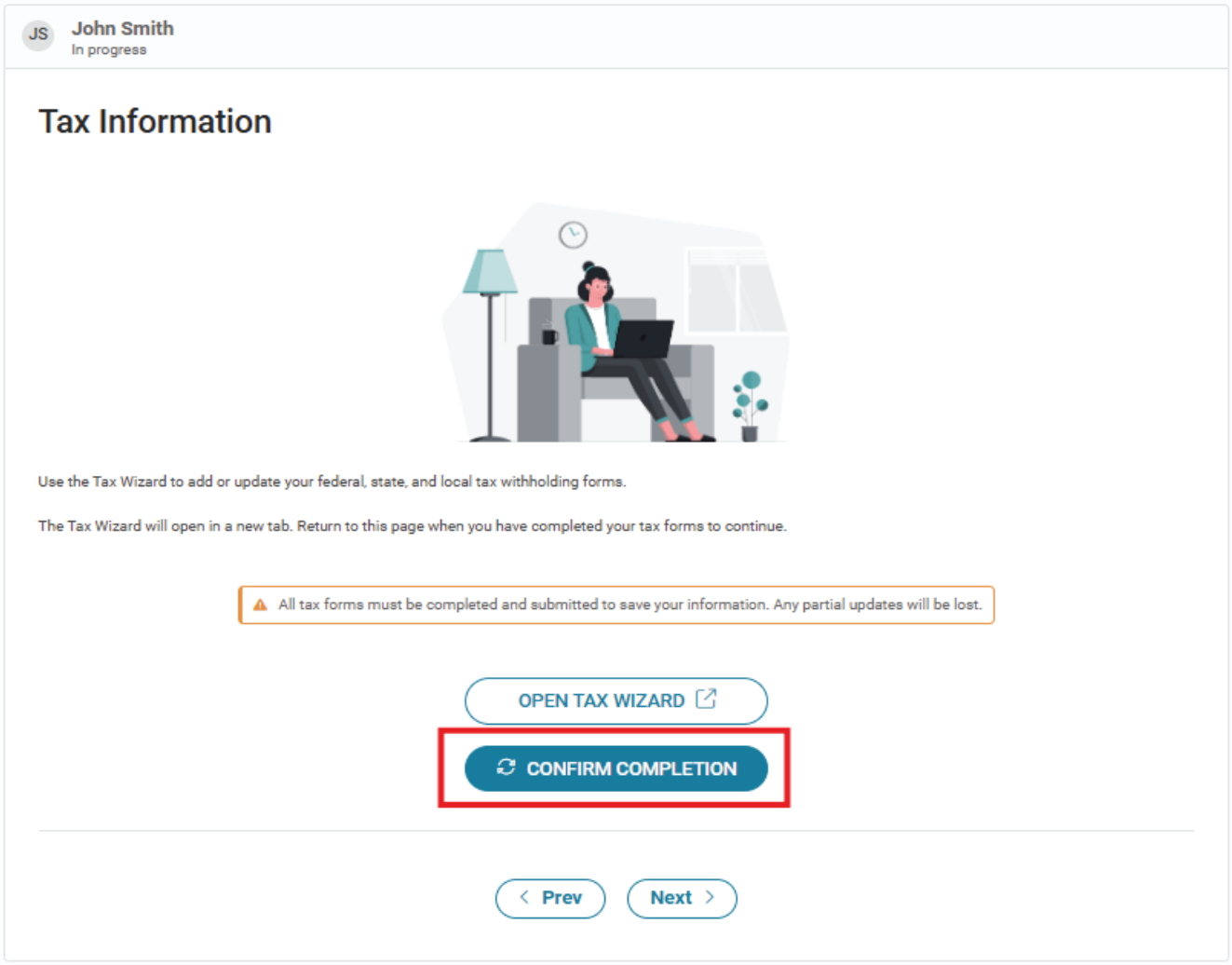
Back in iSolved, select “Confirm Completion.”



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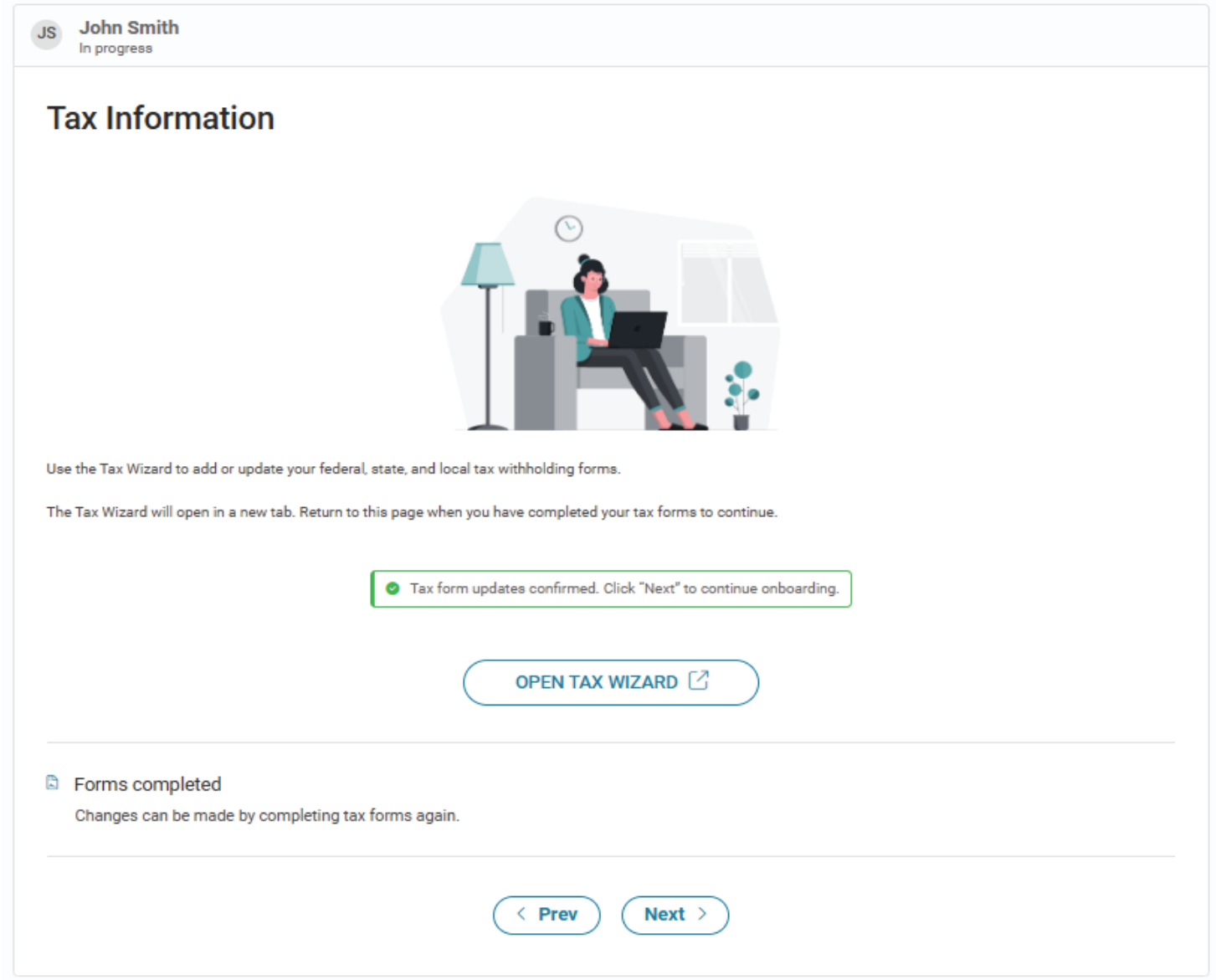
Your forms will now be marked as completed. Select Next.



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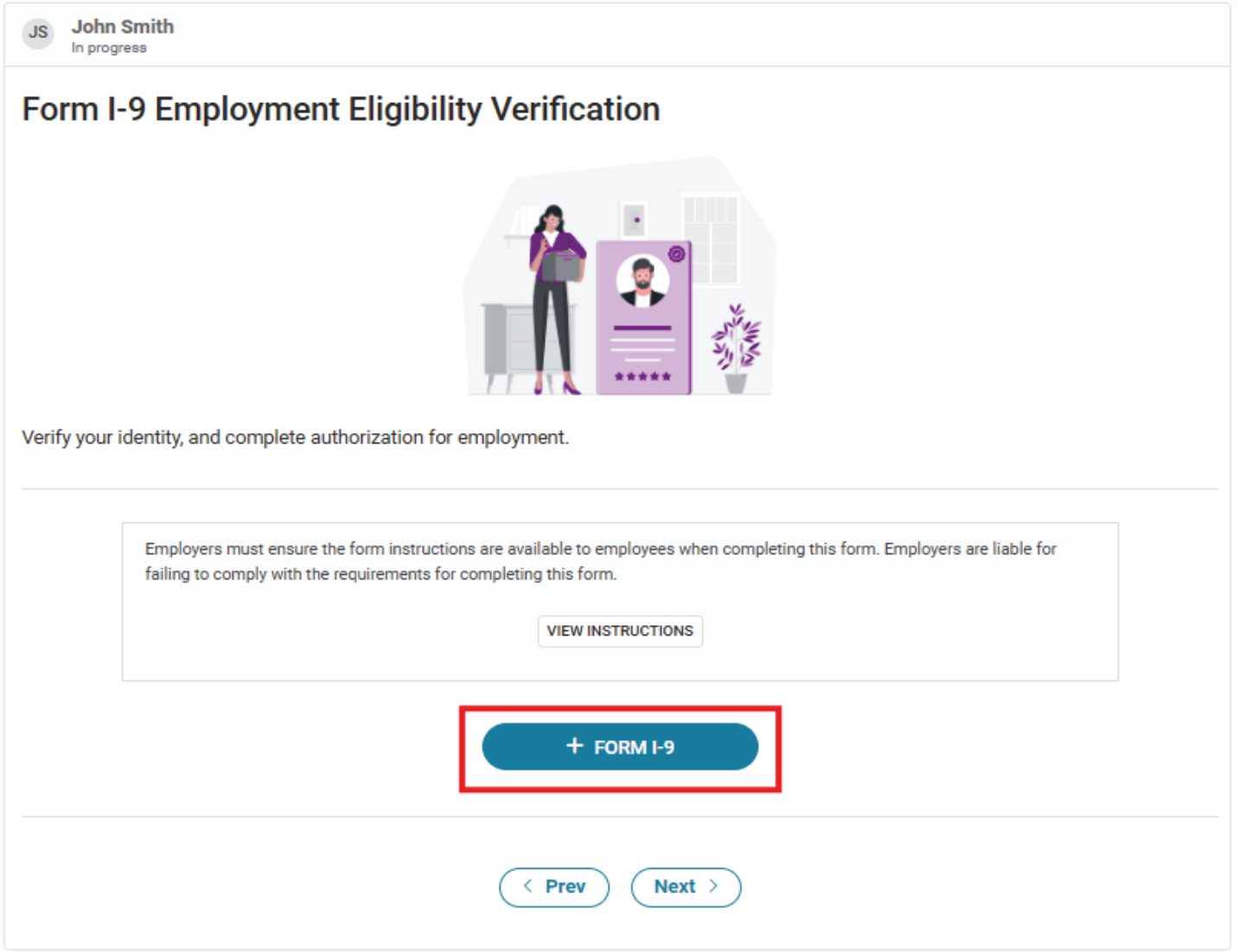
Next, fill out your I-9 information.



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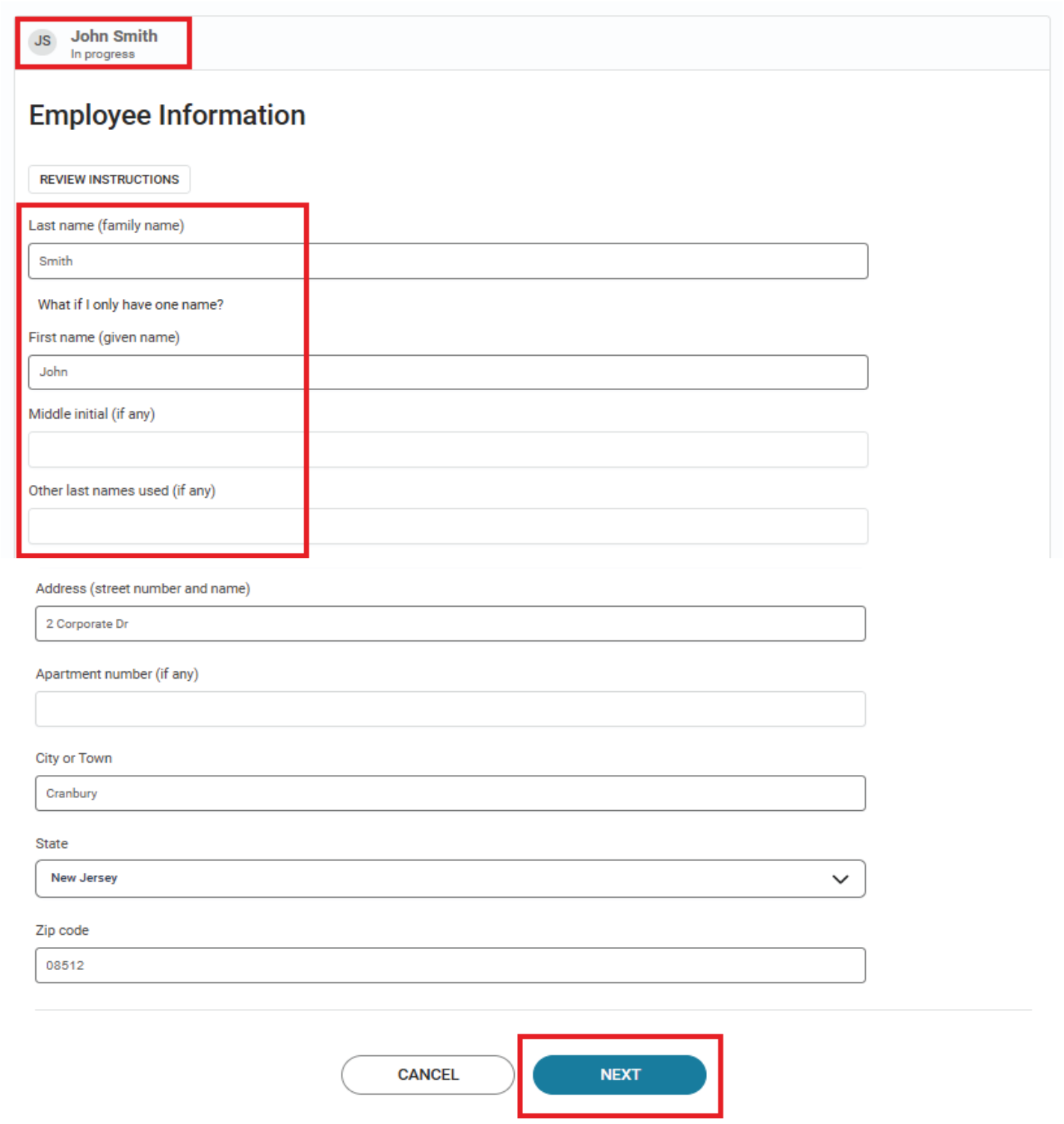
Ensure to fill out your name as you have during the Personal Information section, or else your signature will not register. If you have not entered a middle name previously, do not enter one now.



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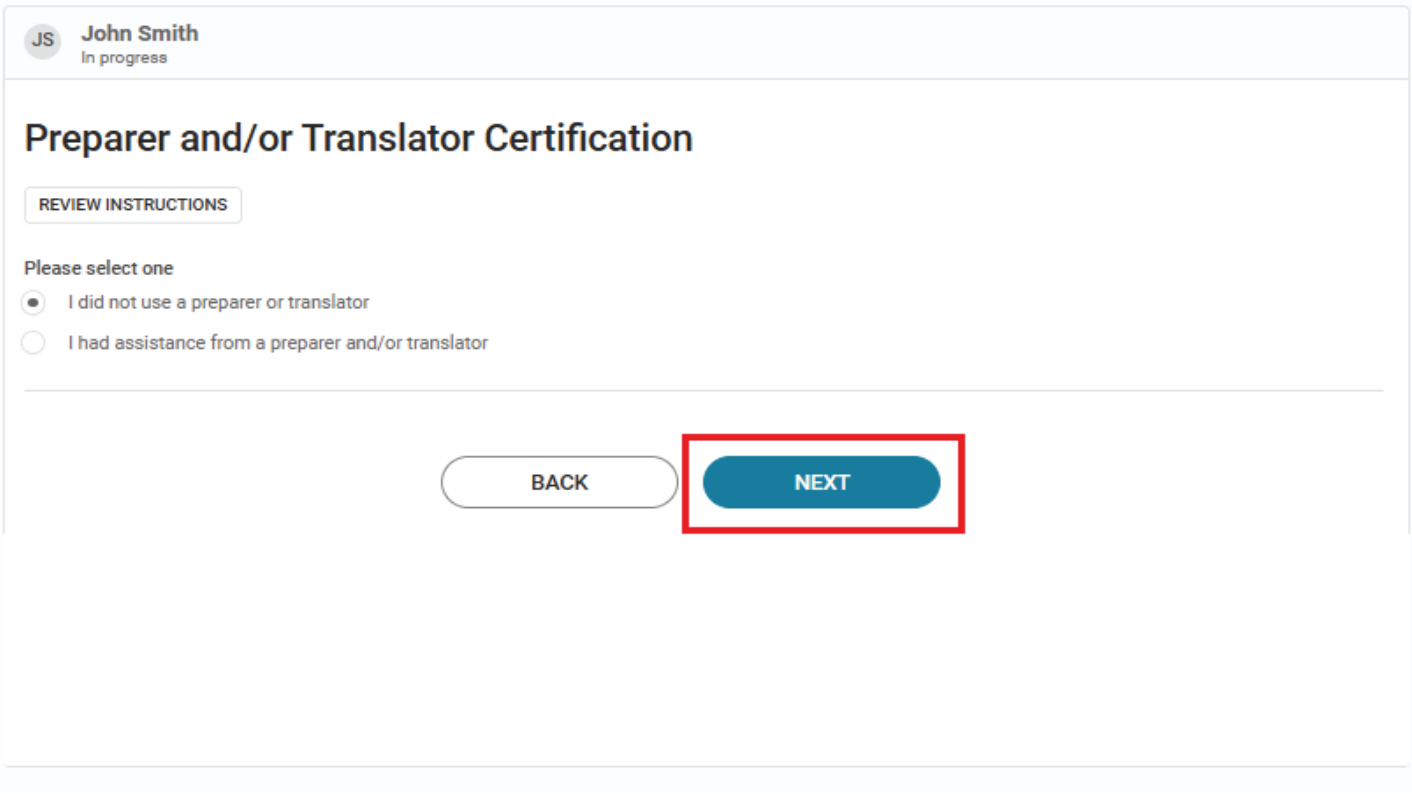

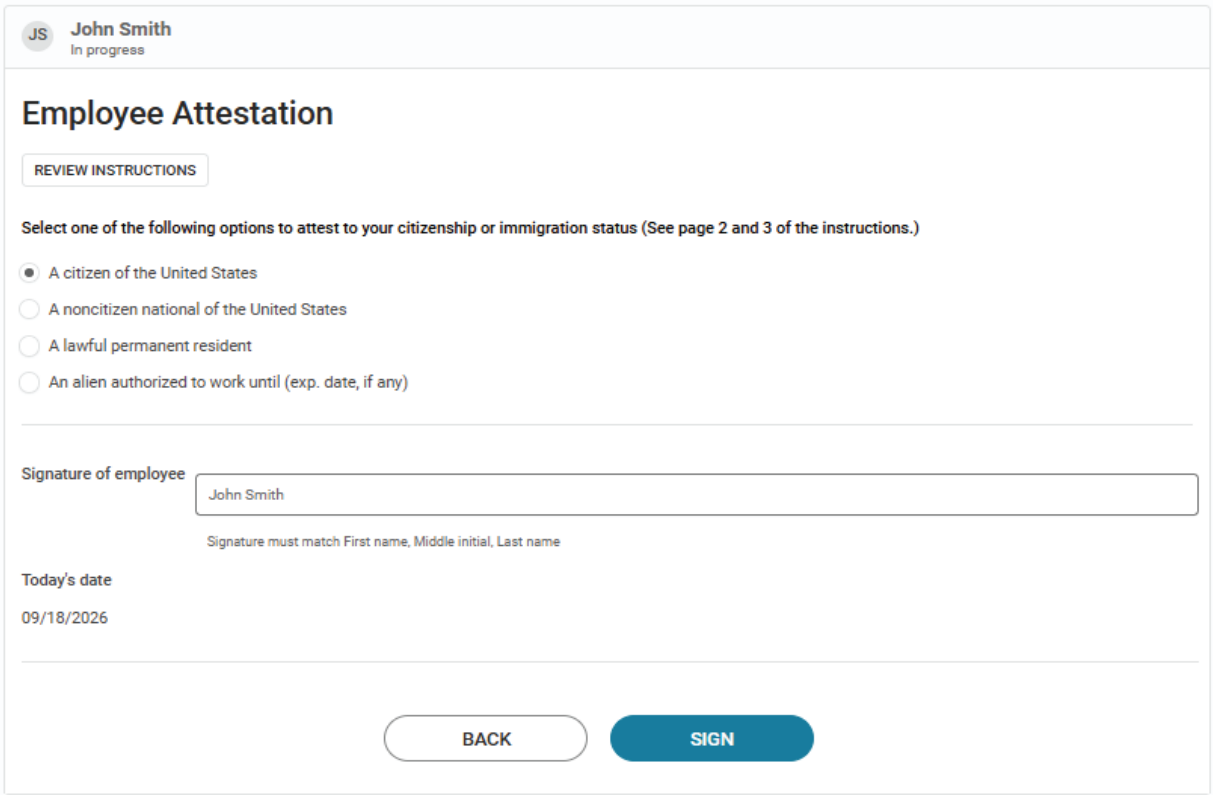

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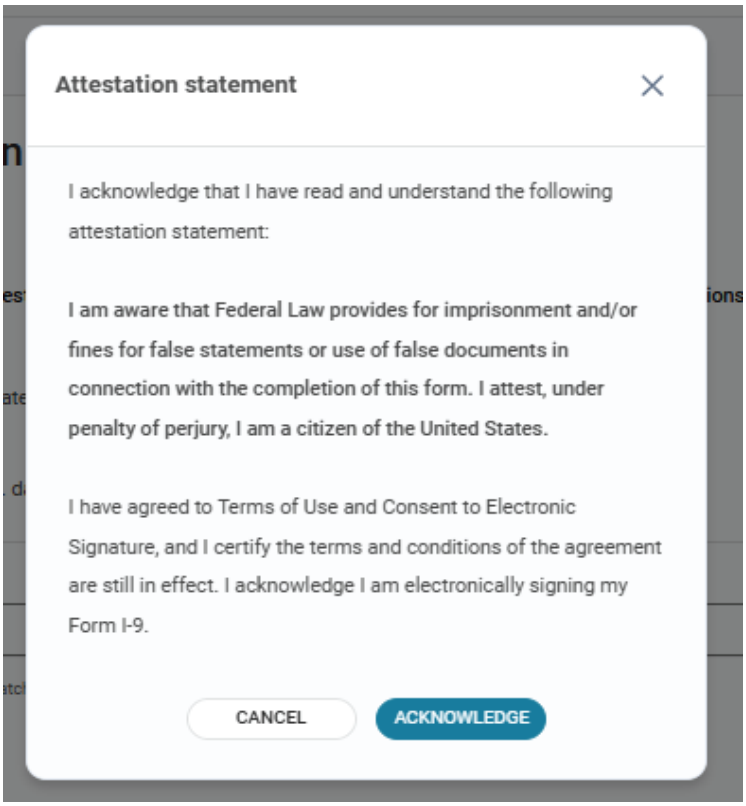
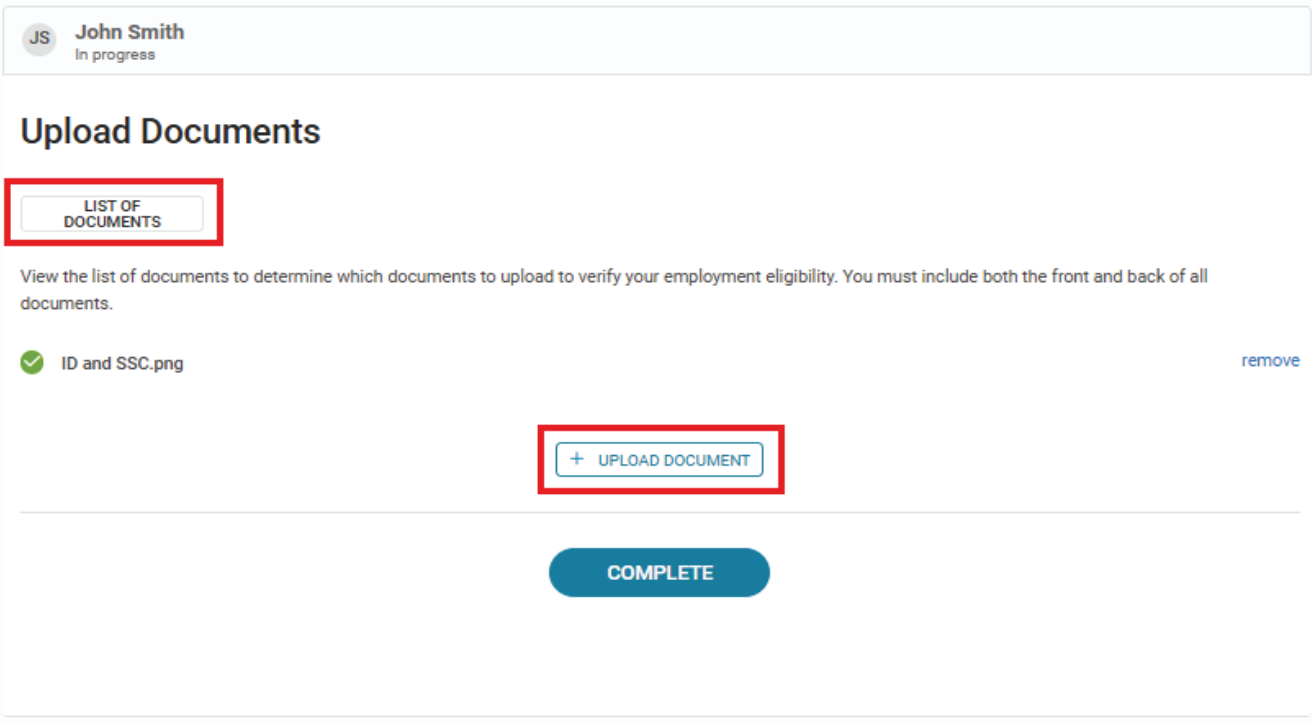


Once your I-9 is completed, upload your appropriate I-9 documents. You can select List of Documents if you are unsure which are necessary to upload.



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Once your documents are uploaded, complete the EEO Self-identification.

JS **John Smith**
In progress

EEO Self-identification



Complete your voluntary status review.

Why are you being asked to complete this form?

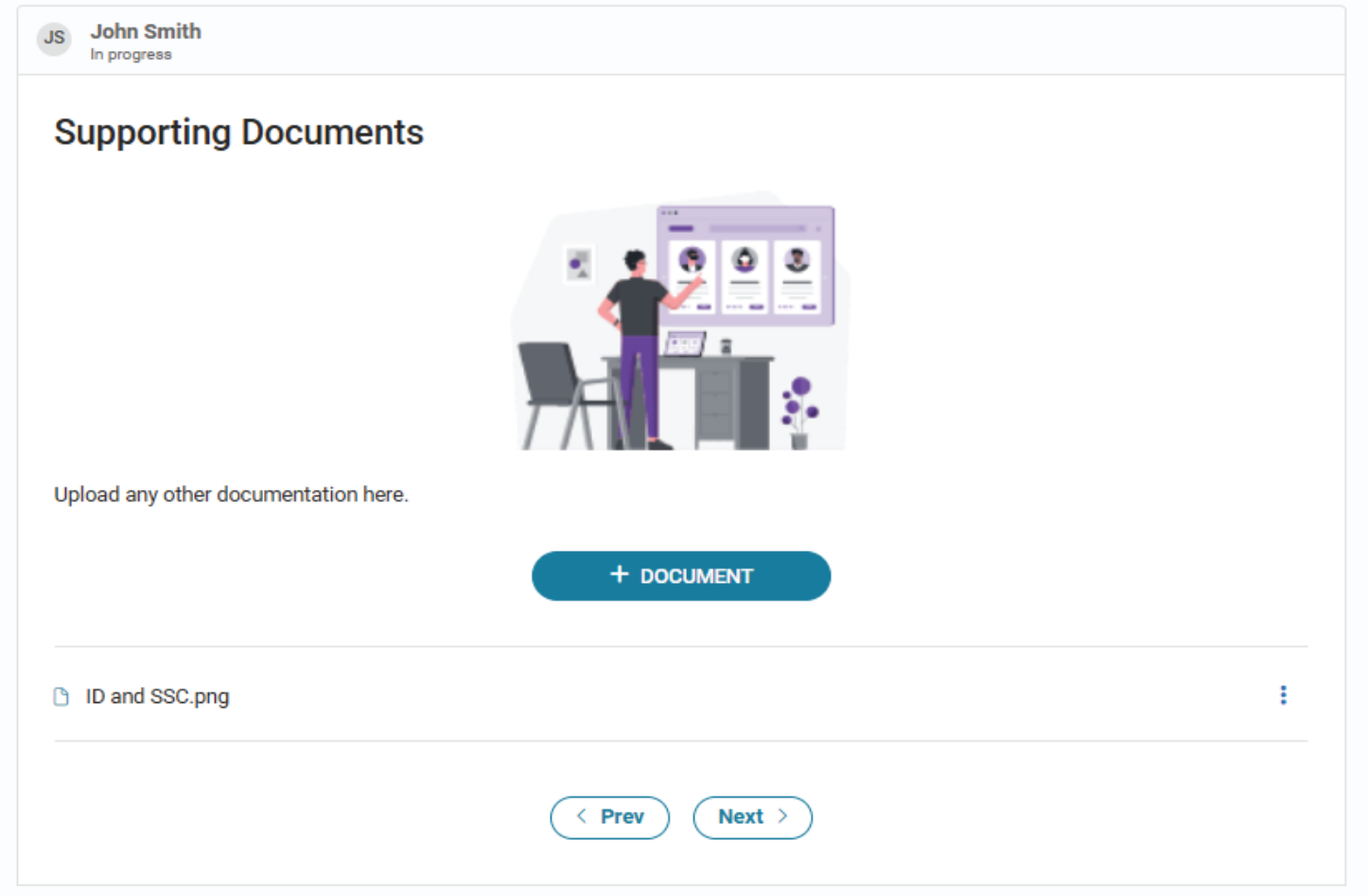
To comply with governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations, your employer invites employees to voluntarily identify their race, ethnicity, and gender on this EEO Self-Identification Form.

The data you provide on this form will be used for governmental reporting requirements. Your employer will keep the data confidential and will not use it to make decisions about the terms and conditions of employment.

Completion of this form is optional. If you choose not to identify your race, ethnicity, or gender at this time, the federal government requires your employer to determine this information by visual observation and/or other available information.

For civil rights monitoring and enforcement purposes only, all race, ethnicity, and gender information will be collected and reported in the categories identified below. The definitions for Race/Ethnic identification have been established by the Equal Employment Opportunity Commission (EEOC). If you choose to voluntarily self-identify, you may mark only one of the boxes in each section presented below.

At the end of onboarding, you will be prompted to upload any additional documents you have not uploaded previously. If you have no other documents to upload, you can simply re-upload your I-9 documents here.



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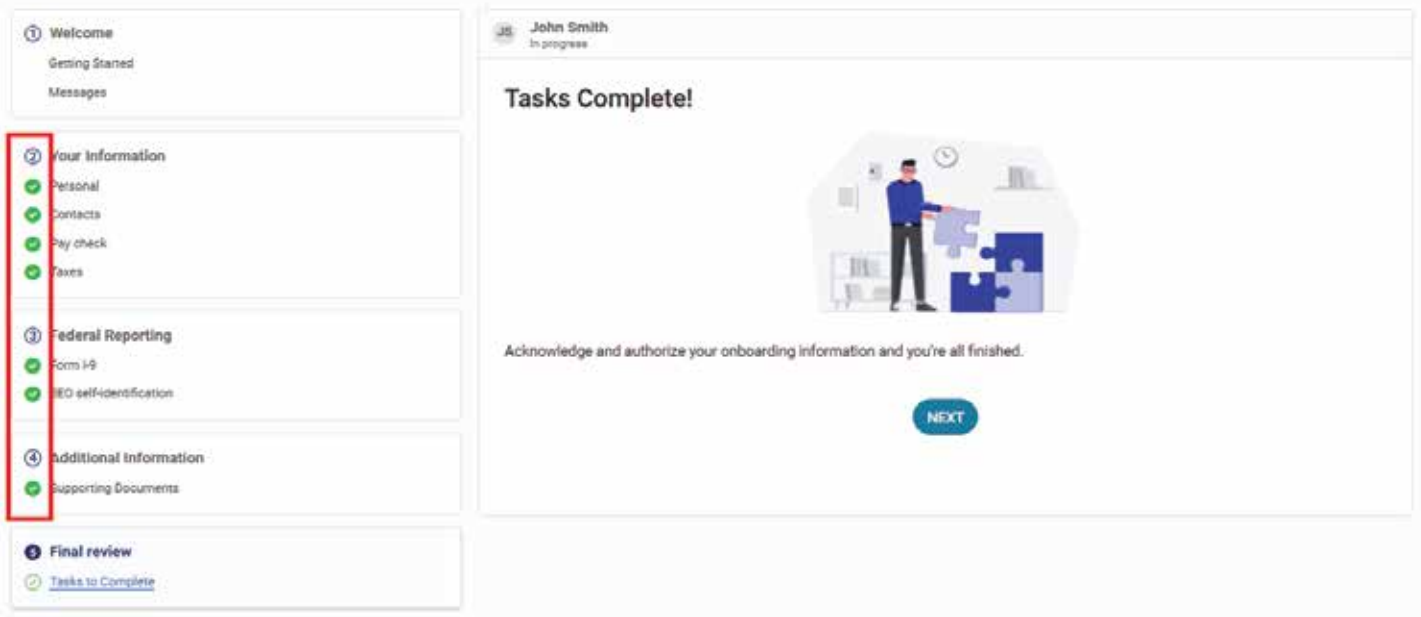
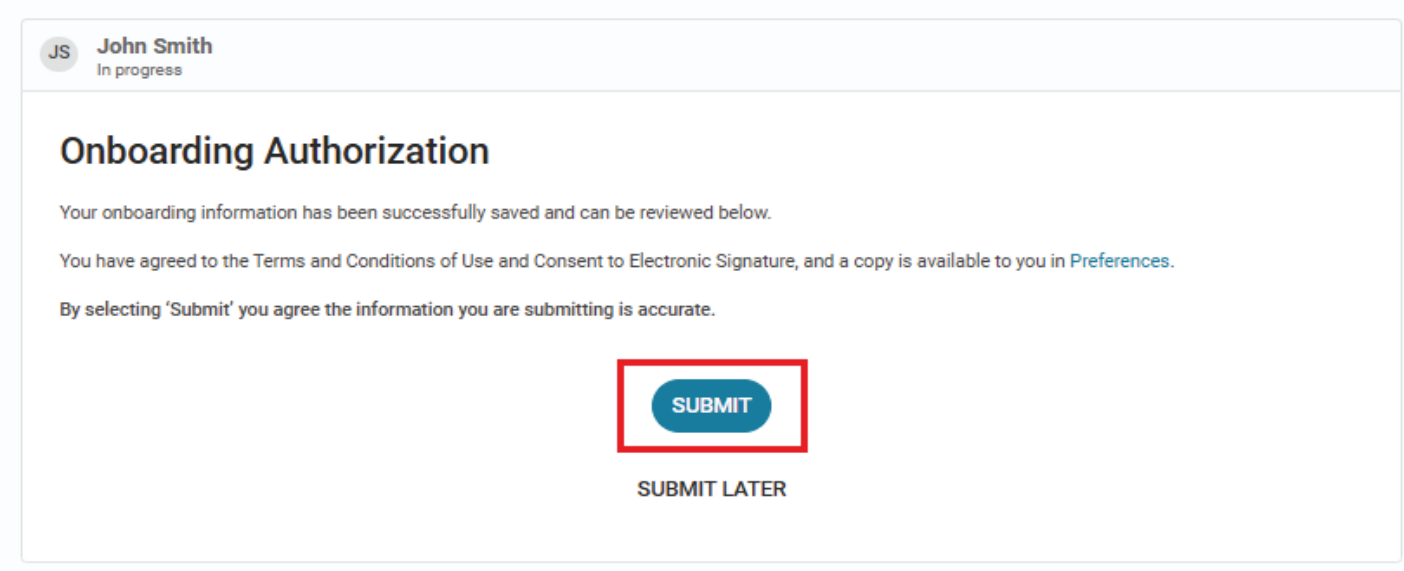
Once all tasks are complete, they will be marked off with green checkmarks. Select Next, then Submit your onboarding.





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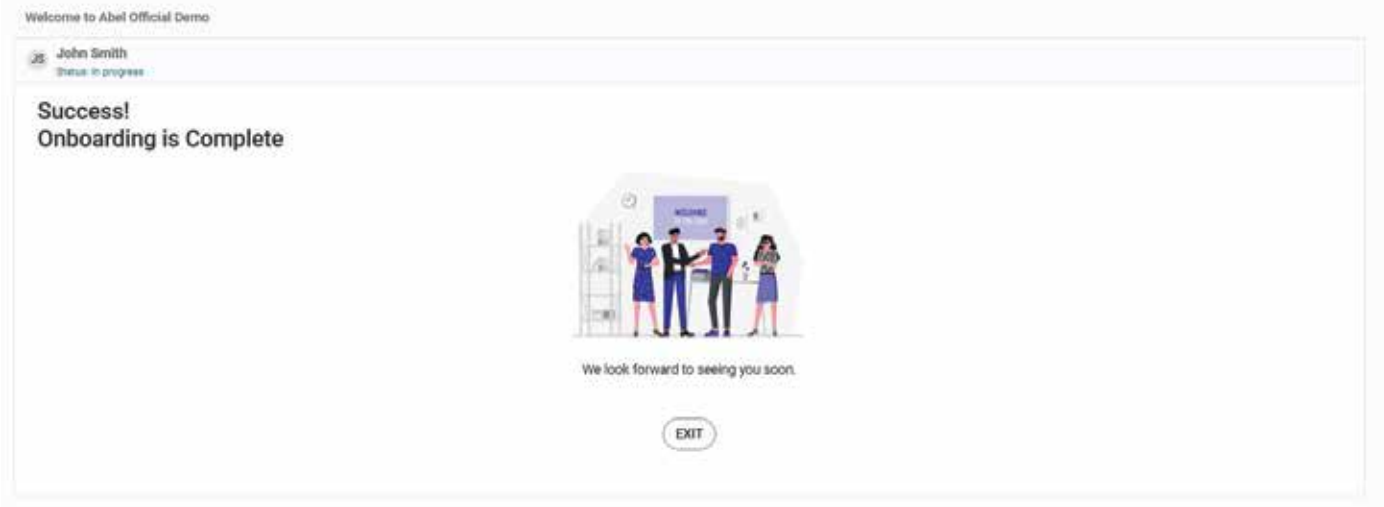
Once your onboarding is submitted, your account will be locked until your employer reviews your information.



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