



iSolved Payroll System Procedures

Activating your iSolved Account

You will receive an important email with a link from Employ Drive. The email contains the written instructions on how to set up your account. Please read this very carefully and follow the step-by-step instructions for success!

If you have problems, please see the troubleshooting section below.

Work Opportunities Unlimited Inc. Employee Self-Service Account Created



Work Opportunities Unlimited <EmployDrive@>
To ○ Leddy Group Payroll

Reply	Reply All	Forward		
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Thu 10/13/2022 12:07 PM

Hello Tim,

Welcome to **Work Opportunities Unlimited Inc.**! Work Opportunities Unlimited is the parent company for both Leddy Group and Masiello Employment Services, Inc. Work Opportunities Unlimited utilizes EmployDrive/iSolved as the one-stop resource center for your paycheck stubs, W-2s, payroll history and payroll information. [Note—to reduce confusion, we want you to know this is a separate and different system than Bullhorn, where you record your weekly time.]

In order to activate your account, please click on the following link and provide your Authorization code/pin and username (below the link):

URL: <https://employdrive.myisolved.com/AuthenticateUser.aspx?ticket=aff6a7cd-cf0b-4b7b-8f68-ff8fb72f50a5&eid=149356&peid=&>

Authorization Code/Pin (This will be the last 4 digits of your SSN)

User Name: payroll@leddygroup.com

Additionally, if you provided direct deposit information during onboarding you will receive a notification from EmployDrive when we upload your bank information to iSolved. No action will be required from you.

If you have any questions or need additional information, please call or email us at 603-749-4504 or payroll@leddygroup.com.

Thank you very much,

Tanya Ouellette, Payroll Administrator

Work Opportunities Unlimited

Troubleshooting the set up:

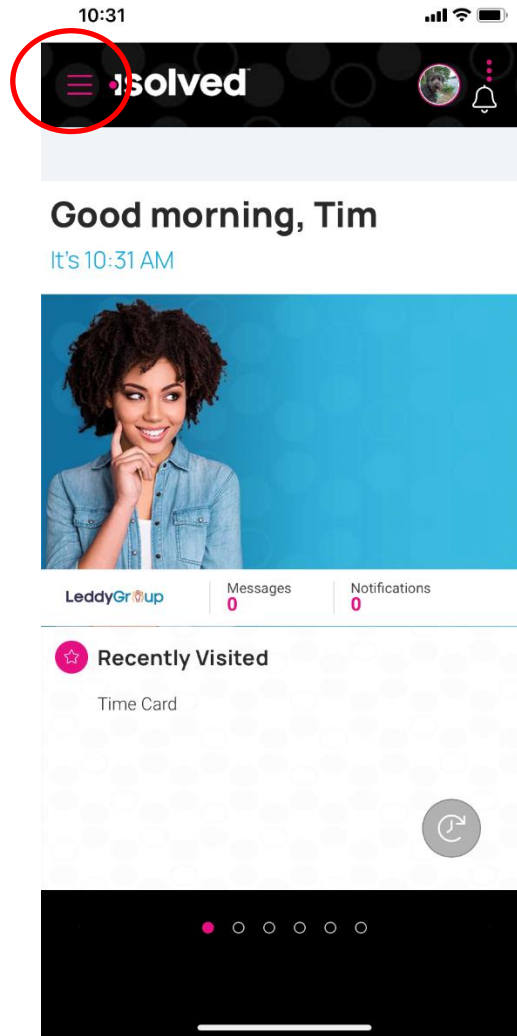
- You didn't click the link within the 90 days from the time it was sent
- You did not enter the last 4 of your social security in the authentication box
- Your password did not meet the criteria or match (must be minimum 12 alphanumeric (at least one of alpha (a-z) numeric (0-9) and contain a least one special characters [!@#\$%^&*()])
- You clicked the one-time link too many times
- You hit enter instead of tab to get to password box
- Try using another internet browser, if you are using Internet Explorer, try Google Chrome
- Your browser version is very old
- Depending on mailbox settings, initial email may be flagged as spam

Future troubleshooting:

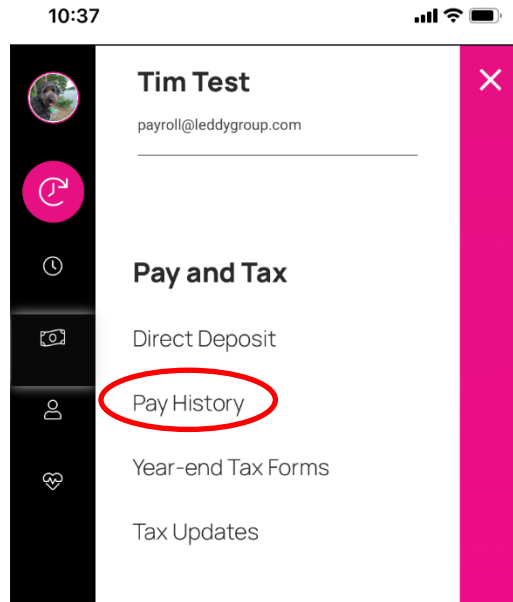
- You have tried to reach www.employdrive.com using the one-time link instead of this URL
- You went to iSolved.com directly and tried to log in, go to www.employdrive.com . We do use the iSolved platform, but our licensing is through their partner EmployDrive.
- You entered an incorrect password more than 4 times and you have locked your account
- New passwords may not duplicate any of your previous 10 passwords
- You have not logged into iSolved in the past 90 days

Contact payroll@workopportunities.net if you have exhausted all of the above suggestions.

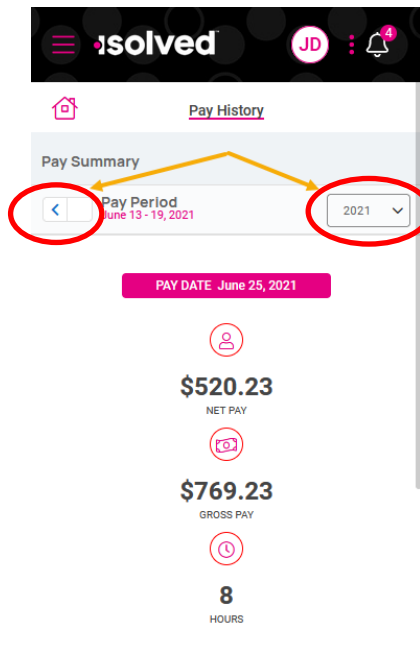
1. Log in to your iSolved account using this link:
<https://employdrive.mysolved.com/cloudservice/login>
2. Click on the hamburger icon (three stacked lines) in the upper left corner.



3. Select "Pay History" under the Pay and Tax tab.



4. Your most recent pay stub will appear. If you would like to view an older pay stub you can change the date by using the blue arrow on the left or by changing the year on the right.



- To view the details of your paycheck, scroll down to the Paystub Detail section. Here you can expand each menu to see the details for Earnings, Taxes and Deductions.

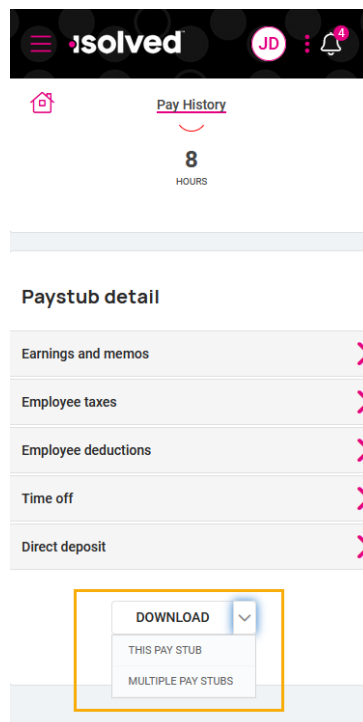
Pay History

Paystub detail

- Earnings and memos
- Employee taxes
- Employee deductions

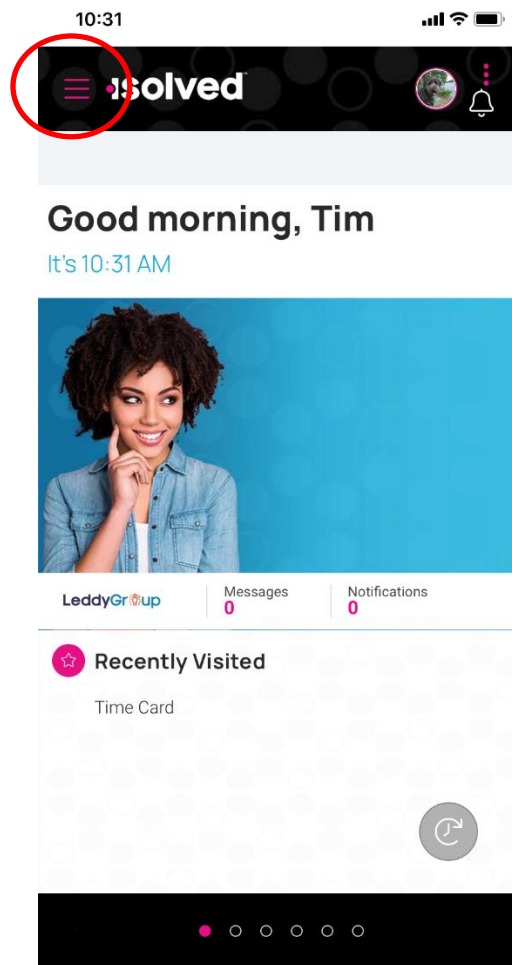
Description	Current	YTD
Medical Pre2	0.00	0.00
HSA Pre-tax	99.00	495.00
Uniform %	0.00	0.00
Uniform	0.00	0.00
STD Post Tax	0.00	0.00
Priority Deduct	0.00	0.00
Miscellaneous	0.00	0.00
Total	99.00	495.00

- To download and save your pay stub(s) scroll down to the bottom of the Paystub Detail section select Download.

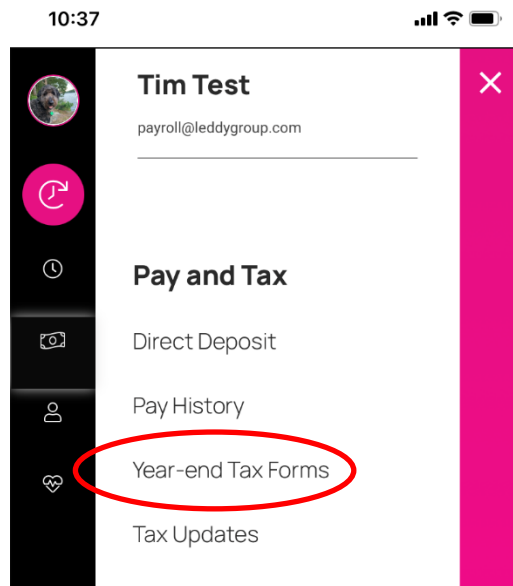


Accessing your Year End Tax Documents (W2)

1. Log in to your iSolved account using this link:
<https://employdrive.mysolved.com/cloudservice/login>
2. Click on the hamburger icon (three stacked lines) in the upper left corner.



3. Select "Year-end Tax Forms" under the Pay and Tax tab.



4. Your year end tax documents will appear. By clicking on the name of the document, for example W-2, you will be able to download and save it to your records.

