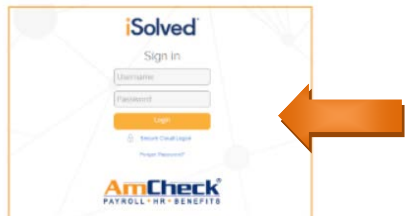
iSolved: AmCheck Employee Self Service

AmCheck.MyiSolved.com

The new iSolved - Amcheck Employee Self Service portal allows employees access to employee information, pay history, W-2's and timecard tracking.

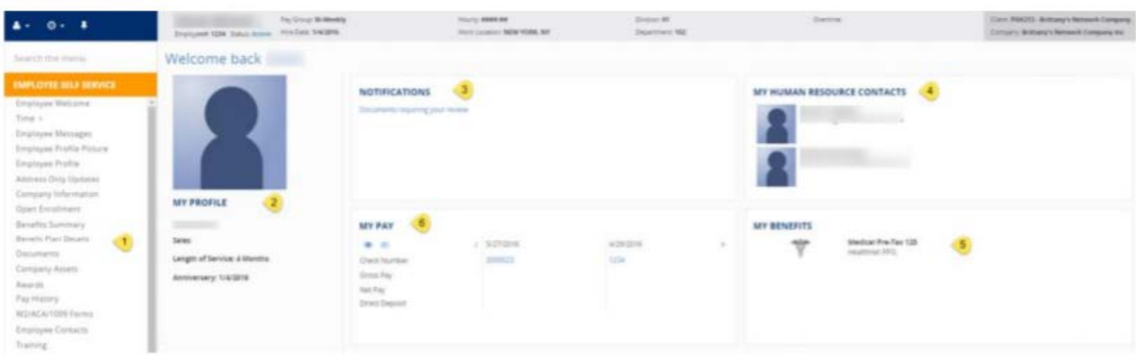
1. Log on to https://amcheck.myisoldved.com (To bookmark this page use Ctrl+d)

AmCheck » LOGIN



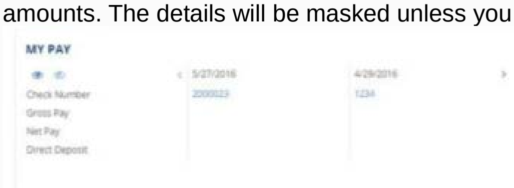
AmCheck iSolved

2. Once logged on to iSolved – AmCheck you will be taken to the employee welcome page.



On this page you will see the following:

- Toolbar (white area on the left side of the screen)
  - Overview of options you will have available to you as an employee
- My Account Profile
  - Name, length of service and anniversary
- Notifications
  - Company announcements
- My contacts
  - Company contacts
- My Benefits
  - Benefit programs that you are enrolled in (401k, Medical, Dental, FSA, etc.)
- My Pay
  a. 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.

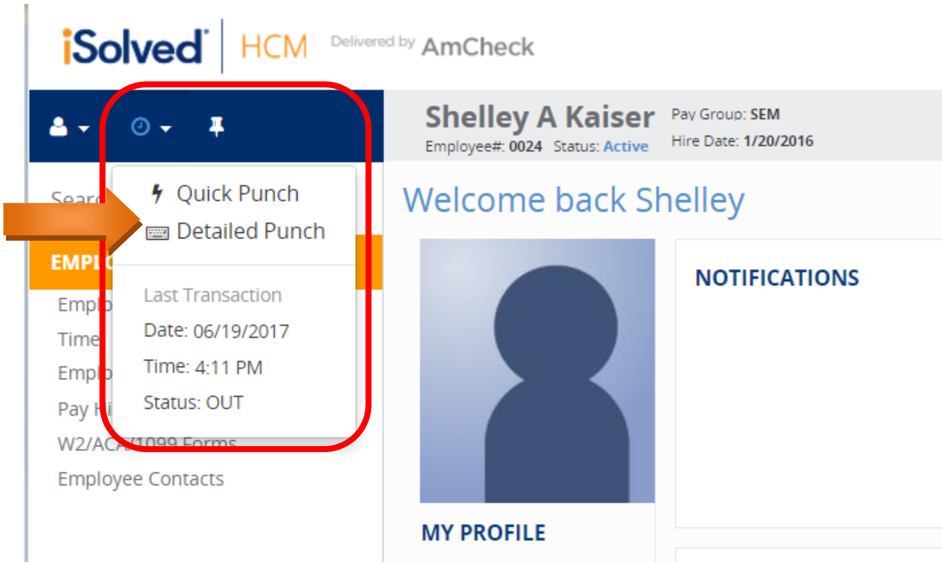


Hidden View

Detailed View

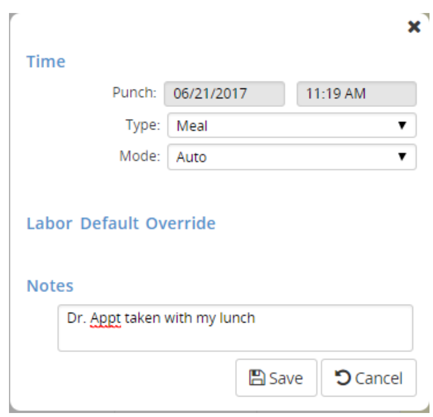
Self Service Signing In

Click on the  button located at the top left of the Welcome page to access the sign-in options (please not your last transactions will show with the details)



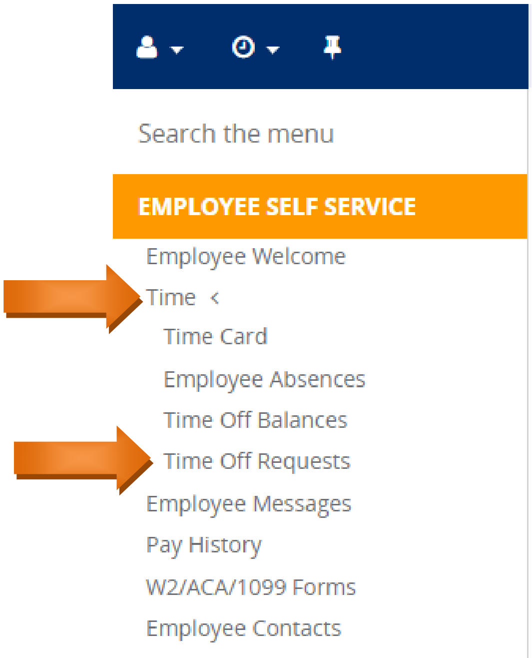
1. **Quick Punch** – iSolved will immediately sign the user in for the current date and time. Once the sign-in is created, the user will see confirmation at the top of the iSolved page. **Detail Punch**

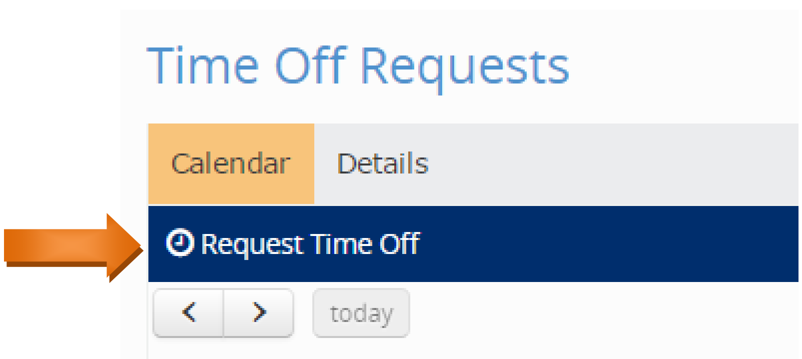
2. **Detail Punch –** iSolved will open the sign-in creation area and display the current date and time.
   - **Type:** This option allows the user to specify the sign-in type for the entry. **Always use "Normal" for clock In/Out for the day or "Meal" for Out/In from lunch.**
   - **Mode:** This option allows the user to specify if the sign-in is an "In", "Out" or "Auto." iSolved will default to "Auto," which allows iSolved to put the sign-ins in the order in which they occur on the time card.
   - **Notes-** You can use "Notes" to reference a reason for a change in regularly scheduled punches.



Time Off Requests

From the toolbar - Click on Time > Time-Off Request. A current calendar will open. Click the Request Time Off button on the blue bar on the top of the calendar.



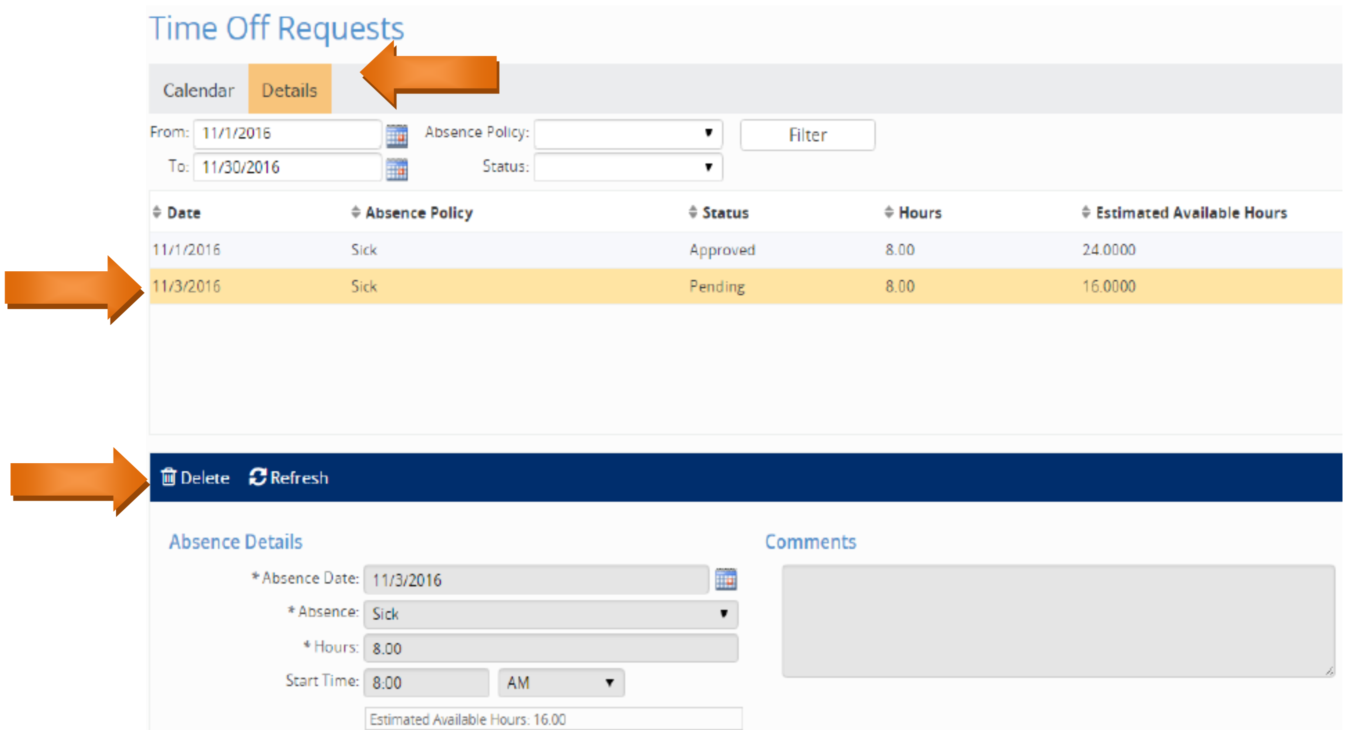


1. Use the drop-down menu to choose the type of leave you are requesting.
2. Enter the From and To dates, or click on the calendars to select the dates. If you are requesting one day, the dates will be the same.
3. Enter the number of hours per day. Based on the From and To dates the system will automatically calculate the total hours requested. If you are taking one full day and one half day this will be entered as two separate requests.
4. Enter the time of the day the absence would start. For example, if you normally start at 8:00am, input 8:00am. If you are taking a half day and leaving at 1:00pm, input 1:00pm.
5. You can add a comment if you wish.
6. Then click the **Save** button. If you do not hit the Save button your request will not be sent. **Once you click **Save**, your HR contact will receive an email regarding your request. Once your request has either been approved or denied, you in return will receive an email stating such.

*Note: As an employee, you can only delete a request if the status is Pending. If the request you submitted was in error, you will not be able to edit the request. You will need to delete the request and resubmit. If the request has already been approved however, only your HR contact can delete the request.

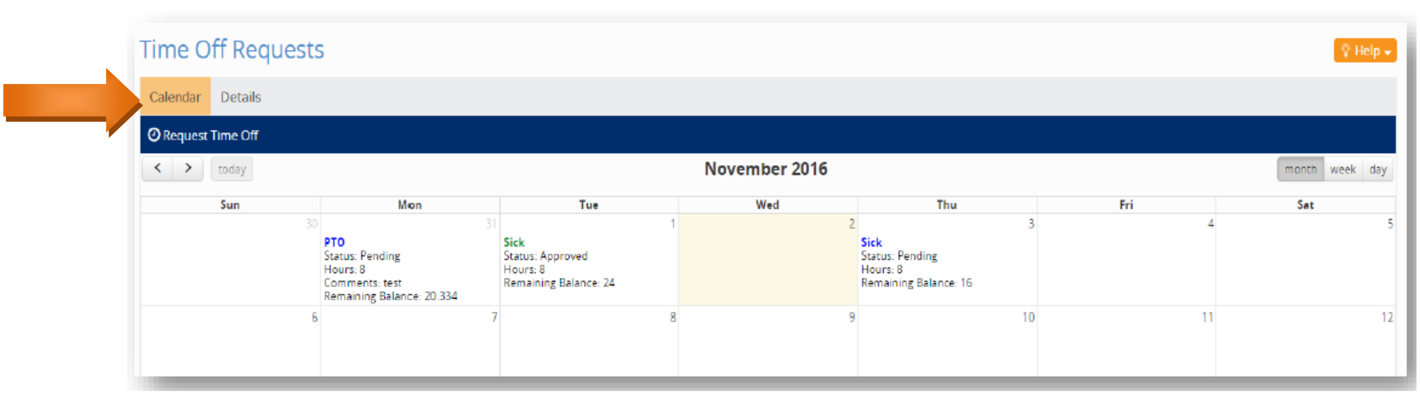
Deleting Time Off Requests

1. From the Time Off Request section, choose the Details tab.
2. Search for the request by entering in a date range
3. Select the “Pending” request – In the lower section, you are now able to delete the request.



Time Off – Calendar View

This section will allow you to view your requests via a calendar view with the options of viewing by month, week or day. Clicking within the actual day will provide you with a larger view.



This service and site are completely secure and confidential, so your privacy is assured. For more information please speak with your supervisor or your HR contact.

If you have difficulty logging in, please contact your HR Administrator for further assistance!!!