

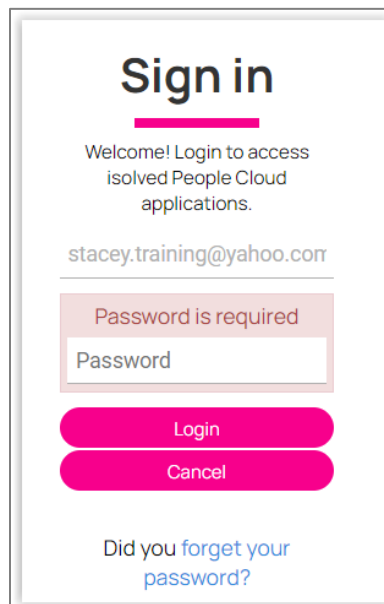
Introduction

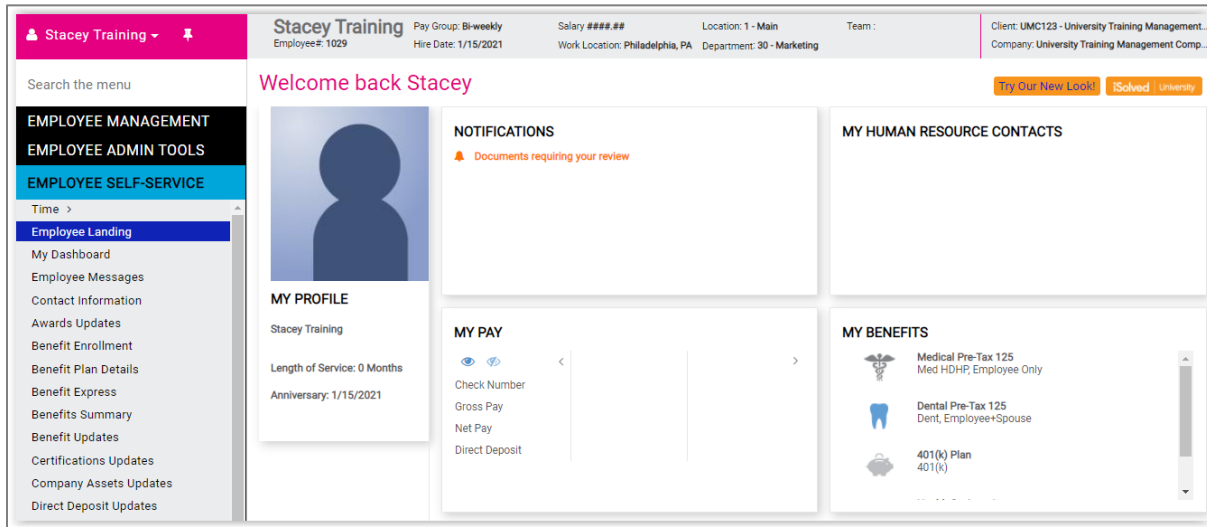
The purpose of this article is to explain the information found on the Employee Welcome screen.

Navigation

In order to view the Employee Welcome page, log into isolved using your Employee Self-Service email address, and the password you created when you authenticated your account.

- Please ensure that passwords are a minimum of 12 characters, at least one lower-case alpha (a-z), one upper-case alpha (AZ), one numeric (0-9), and one special character. Spaces are allowed to support the use of easier to remember passphrases.
- Going forward, your password will not expire. Passwords may also not duplicate any of your previous 10 passwords.
- If you key an incorrect password five times, you will be locked out of the system.
 - You will receive a message after each incorrect attempt indicating the remaining number of attempts.
 - After the fifth incorrect attempt, you will be locked out of the system for 10 minutes.
 - After the 10 minutes has passed, click on the "Forgot Password" link and change your password.
 - If you need access sooner, you may contact your company's administrator to unlock your account.
- All users are required to use Two- Factor Authentication (2FA) with every login to isolved. After 5 failed attempts at 2FA, the account will be locked similar to a failed password attempt.





My Profile

My Profile may include the following:

- **Employee Picture:** Can be added by the employer or employee if an update is available in Employee Self Service.
- **Employee Name:** The legal name the employer has on file.
- **Employee Job Title:** The job title or position the employer has on file.
- **Length of Service:** The employee’s length of service in years.
- **Anniversary:** The employee’s hire date

Notifications

Please refer to the article [Employee Messages/Company Information – Employee Self-Service](#) for details of what may be available under this section.

My Human Resource Contacts

Your employer may determine what information is added in this section of the Employee Welcome screen. It may include:

- Human Resource contacts
- Payroll contacts
- Owner contacts

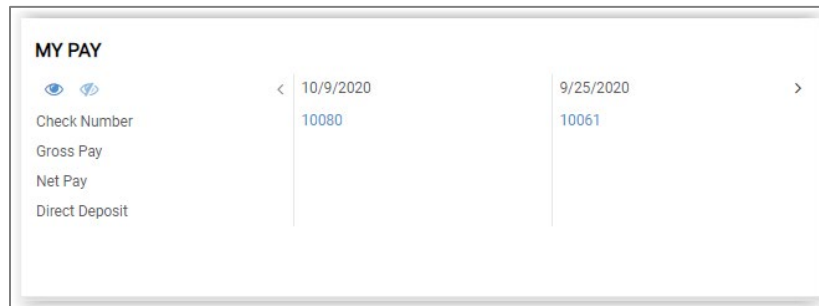
Here is an example:



My Pay

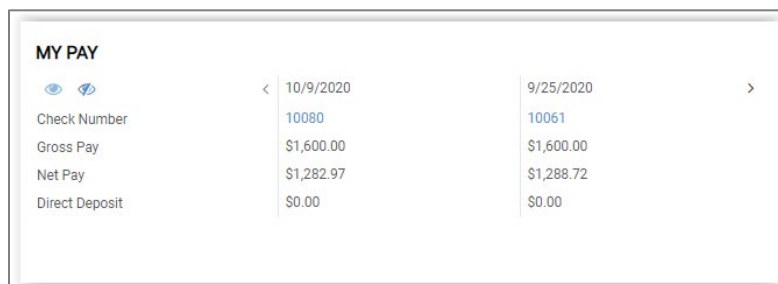
Your most recent pay details will appear here. Due to security, only the following information is available when you log in:

- Check Date
- Check or Voucher Number



In order to view the details below the Check Number, you must click on the eye icon in the upper left corner of the My Pay section. Once clicked, the following details will appear:

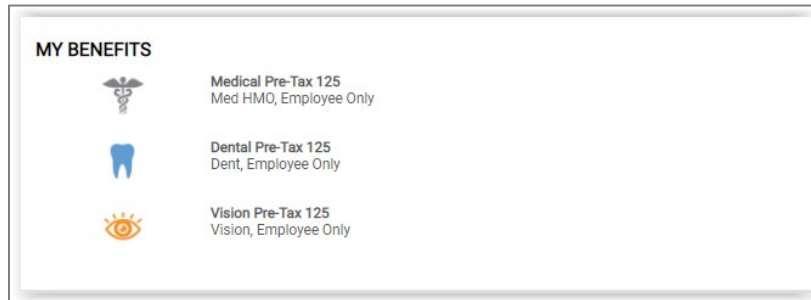
- Gross Pay
- Net Pay
- Direct Deposit



My Benefits

This section will vary based on the services your employer has selected. If no information appears in this box, it may not indicate that no benefits are available to you. It would just indicate that your employer has elected to store that information elsewhere.

If information appears in this section, all benefits that your employer is tracking in the system and you are eligible for will be listed. Here is an example:



The Employee Welcome page is informational only, and no changes can be made by you. Your employer would need to make the changes to update this information.