

# iSolved | Go Employee User Guide



## Downloading iSolved | Go from Google Play or Apple Store

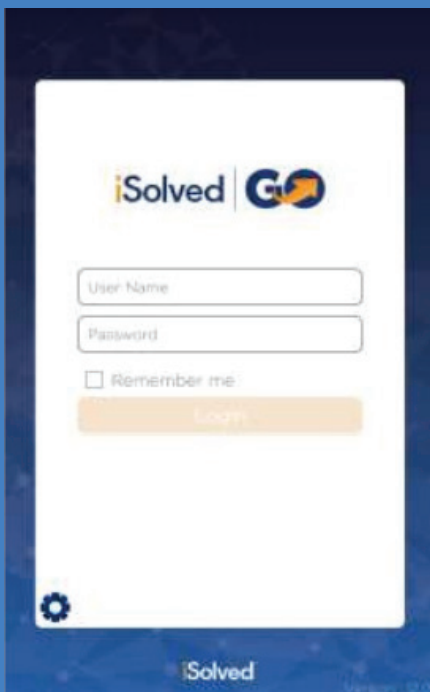
On your Android or Apple smart phone, open the application store and use the search term "iSolved" or "iSolved | Go" to find the application. Select the option to install this application. Once you have downloaded and installed iSolved | Go, please open it to proceed.



## Logging Into the iSolved | Go Application

This is the login page for the iSolved | Go Interface. All users must exist in iSolved as self-service users with the appropriate permissions to use the features of the application.

**Note:** The system accepts login from Employee Self Service users only. Client level iSolved user information will not be accepted as a login for iSolved | Go.



1. Go to settings and enter partner ID - CPS
2. Enter your iSolved user name in the **User Name** field. This is always your email address.
3. Enter your iSolved password in the **Password** field.
4. Click on the Login button to log into the application

With the **Remember Me** option selected, the app will automatically log in upon launching. **Note:** Your phone must use a lock screen secured with a PIN or fingerprint in order for auto-login to function. Otherwise, the User Name will be remembered, but you will have to enter your **Password** to log in.

After three unsuccessful login attempts a message will appear: "It looks like you are having problems signing in."

*It could be caused by:*

- You have not configured the Network Partner.

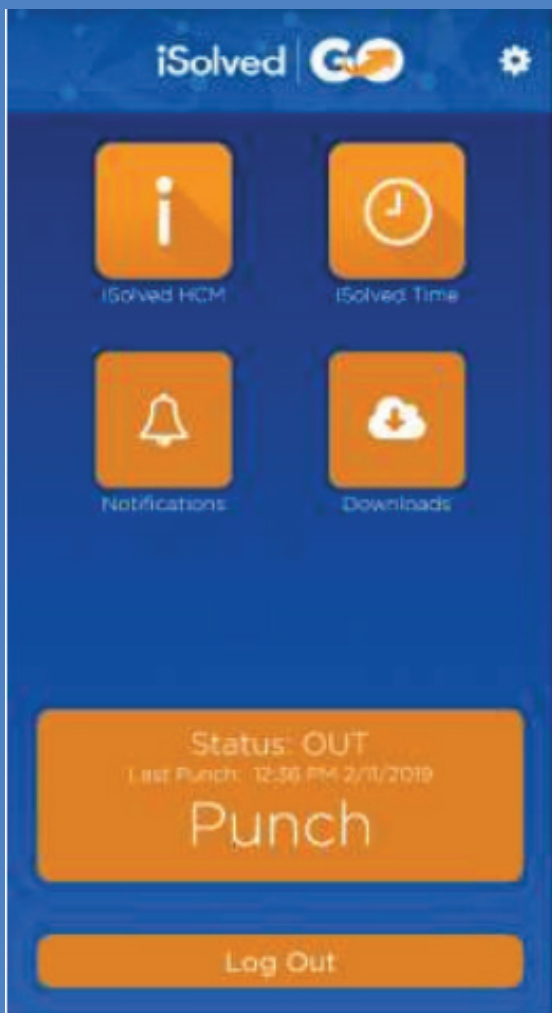
*For Assistance please contact your service provider"*

## iSolved | Go: Main Application Screen

Once you have successfully logged into the iSolved | Go application, the main screen appears. The main application screen is broken up into two sections. The selection options are located at the top of the screen. The bottom of the screen contains the **Punch** and **Log Out** options.

Your current punch status is displayed, along with the date and time of your last “In” or “Out” punch. If the last punch recorded is over 8 days old, no data is displayed.

Select the **Punch** icon to enter the punch directly, without having to navigate the “iSolved Time” menu. **Note:** Whether this icon enters a “Quick Punch” or a “Detailed Punch” is defined by the option specified in the **Settings** menu. Click on the gear icon in the upper right-hand corner of the screen to review this setting.



The **iSolved HCM** area contains the following options:

- View Paystub
- Update My Information
- Change Tax Withholdings
- Time Off Balances
- Time Off Request
- Update Password

The **iSolved Time** area contains the following options:

- Time Card
- Mobile Punch
- View My Schedule
- Settings

### Additional Options:

- The **Notification** area contains any notifications that have been sent to you from the iSolved system.
- The **Downloads** area allows you to download paystubs and W-2s to your mobile device in PDF format.
- Click on the gear icon in the upper right corner to access the Settings screen.
- The **Log Out** icon at the bottom of the screen will log you out of the application

**Note:** Not all options may be available to all users.