## Introduction

The purpose of this article is to review how to access your Pay History in isolved People Cloud's Adaptive Employee Experience.

Navigation

In order to view your pay stub found under Pay History, log into isolved using your email address and password you created upon authentication. Please ensure that passwords are a minimum of 12 characters (at least one lower case alpha [a-z], one upper case alpha [A-Z], 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.

1. Your first step will be to key in your **Username**.
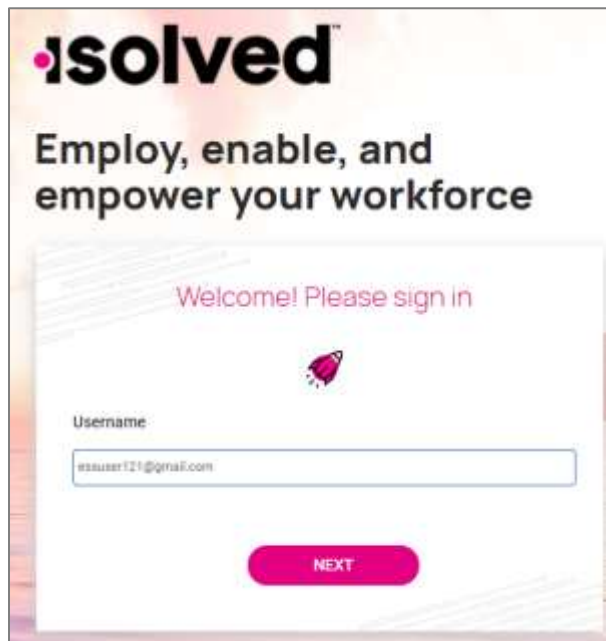
2. Click on the **Next** icon.
3. Your username appears and gives you the option to rekey it by clicking on "My username is incorrect." If username is correct, enter **Password.**
4. If you have forgotten your password, click on "I forgot my password" and create a new password.
5. If the password is correct, click on **Next.**

Welcome Page

Once logged in, you will be created by the system. Your name and time will display based on your time zone. See the example below.
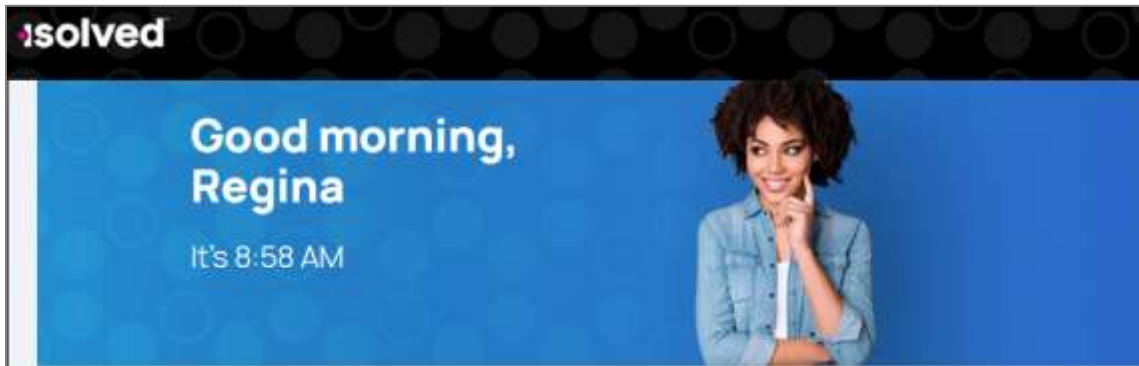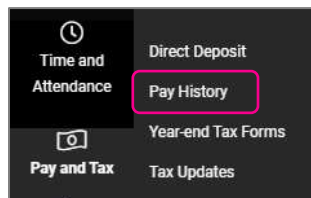

Pay History

You will have several options to navigate to Pay History.

- Locate the **Pay and Tax** card, click on "Pay History."

- On the left side menu, click on **Pay and Tax** and then select "Pay History."

- If you recently viewed your Pay History, click on "Pay History" under **Recently Visited** in the upper right corner of your screen.

Pay Summary

Your most recent Pay Summary will appear. For confidentiality purposes, only your Gross and Net Pay will display, along with the hours you worked (if applicable). The Pay Date also appears in the center. The Pay Period covered appears in the upper left-hand side.
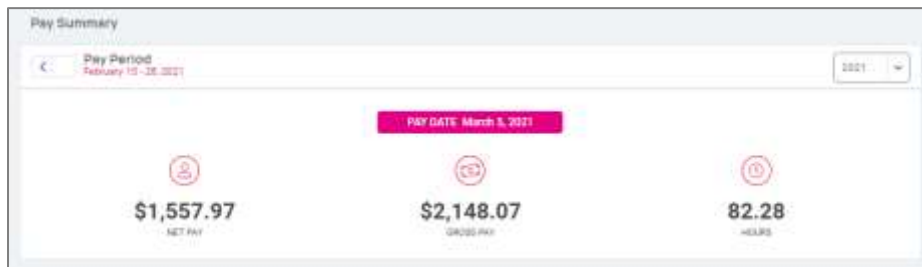
In order to see the details of your check, you may click on any of the sections of your Paystub detail. Please make sure you are viewing in a private location. The details include:

- Earnings and memos
- Employee taxes
- Employee deductions
- Time off
- Direct deposit

By selecting the arrow on the right side, the details of that section will appear. Here are some examples:

- **Earnings:** The current and YTD hours along with the Current and YTD dollars for each Earning or Memo type.

- **Employee Taxes:** The current and YTD taxes withheld appear.

Description	Current	YTD Dollars
SOC SEC EE	130.08	398.87
MED EE	30.42	93.28
FEDERAL WH	315.16	834.42

- **Time Off:** If accruing, the accrued will appear. Also, the Balance and the hours taken will appear when applicable.

In order to print a copy of your Pay Stub, navigate to the bottom of the screen and click the arrow next to **Download.** You will be given the option to print the current check or multiple checks.

1. If **Multiple checks** are selected, a list of checks in the current year will appear. You may also add a date range at the top of the screen. Select the checks you wish to download by clicking on the box in front of the check date. Once your selection is complete, click **Download.**

2. If you select **This Pay Stub,** a copy of your current check will begin downloading. **Note:** When you click this option, you may receive a warning. This is normal and is reminding you to keep your information confidential.
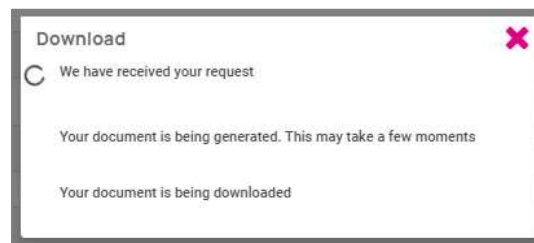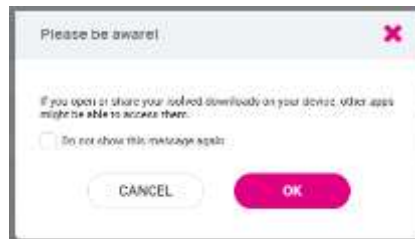
Once the file has downloaded, open the PDF version of your Pay Stub and **Save** or **Print**.

Statement of Earnings For:	**Regina A Borland**					University Management Company			

Employee #:	1005	Department:	20	Period Begin:	2/15/2021	Check Date:	3/5/2021	602 E Fourth Street
Clock Number:		Team:	A	Period End:	2/28/2021	Pay Type:	Hourly	Austin, TX 78701
Company Id:	CONWEB135	Federal filing:	Single or	Exemptions:		Additional Tax:		
		State Filing:		Exemptions:		Additional Tax:		

Voucher Id	Check Amount	Gross Pay	Net Pay	Check Message
V011711	$0.00	$2,148.07	$1,557.97	

EARNINGS					*Not included in Totals	TAXES			DEDUCTIONS		
Description	Rate	Hours	Dollars	YTD Hours	YTD Dollars	Description	Current	YTD	Description	Current	YTD
Hourly Regular	25.7500	80.00	2,060.00	212.13	5,462.35	SOC SEC EE	130.08	398.07	Medical Pre-tax	0.00	100.00
Overtime - Blen	38.6250	2.28	88.07	2.28	88.07	MED EE	30.42	93.28	Dental Pre-tax	40.00	120.00
*Unpaid Meal		10.00	0.00	25.00	0.00	FEDERAL WH	315.16	834.42	Vision Pre-tax	10.00	30.00
PTO		0.00	0.00	36.00	927.00				401K	64.44	200.50
Holiday		0.00	0.00	8.00	206.00						

Total:		82.28	2,148.07	258.41	6,683.42	Total:	475.66	1,326.57	Total:	114.44	450.50

CURRENT PERIOD LEAVE ACCRUAL						DISTRIBUTION OF NET PAY			
PTO	Accrual:	10.0000	Taken:	0.00	Balance:	72.00	Checking	Account: ####567	Deposit Amount:	1,512.97
							Checking	Account: ####2345	Deposit Amount:	20.00
							Savings	Account: ####22	Deposit Amount:	25.00

**Please remember to report any discrepancies of information or figures to your employer immediately.

Prior Pay Periods

If you wish to view a Prior Pay Period, use the arrows next to Pay Period at the top left-hand side of your screen or if a Prior Year, use the drop-down next to the current year in the upper right-hand corner.

<	Pay Period February 15 - 28, 2021		2021 ∨

Note: Anytime you want to navigate back to the Welcome page, click on the "Home" icon in the upper left-hand corner of your screen.