



# **Version 2.070**

# **Release Notes**



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## Version 2.070 Checklist

The new features in Version 2.070 include Payroll Wizard functions. Use the checklist below to update your system for each applicable area.

	Completed By	Date Completed
Assign <b>Function Security</b> to the following new functions in Manager Services for applicable users.		
• Payroll Wizard Audit Report		
• Payroll Wizard Setup		
• Payroll Wizard Status		
• Payroll Wizard Submit		

## Overview

Version 2.070 contains new functions as well as additional functionality. The Release Notes contain a description of each feature in detail.

### Payroll Wizard Functionality

The following function will be added in the Reports menu in Manager Services:

- Payroll Wizard Audit Report

The following function will be added in the Payroll Setup menu in Manager Services:

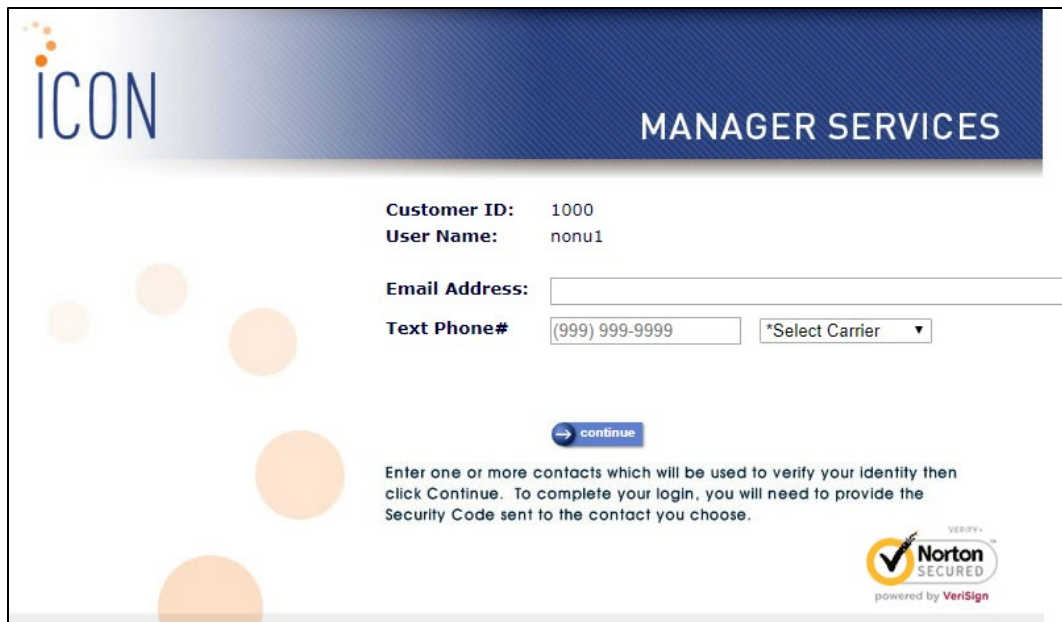
- Payroll Wizard Setup

The following function will be added in the Payroll Processing menu in Manager Services:

- Payroll Wizard Submit
- Payroll Wizard Status

### Multi-Factor Authentication

This release has been enhanced with Multi-Factor Authentication capability. If enabled for your Customer ID, once users login for the first time after this feature is enabled, in both Manager Services and Employee Self Service, the system will require a second verification of a user's identity. This will require users on this first login to provide contact information which will be used to verify their identity, providing a second security authentication, besides entering their password.




The screenshot shows the iCON Manager Services login interface. At the top left is the iCON logo, and at the top right is the text 'MANAGER SERVICES'. Below the header, the 'Customer ID' is 1000 and the 'User Name' is nonu1. There are input fields for 'Email Address' and 'Text Phone#'. The 'Text Phone#' field contains '(999) 999-9999' and a dropdown menu for '\*Select Carrier'. A blue 'continue' button is below the input fields. A paragraph of text explains that users should enter contact information for verification and click 'Continue'. The Norton Secured logo is in the bottom right corner.

**Customer ID:** 1000  
**User Name:** nonu1

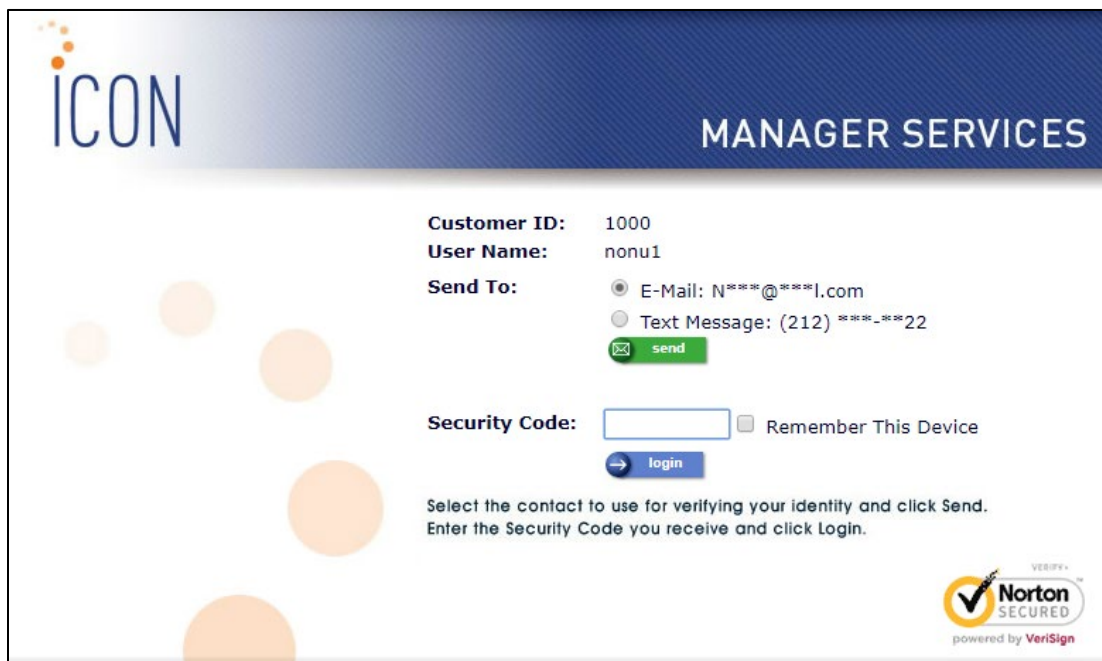
**Email Address:**   
**Text Phone#**  \*Select Carrier ▼

[continue](#)

Enter one or more contacts which will be used to verify your identity then click Continue. To complete your login, you will need to provide the Security Code sent to the contact you choose.

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Users should enter an Email address or a Text Phone # and carrier, or both, which the user has access to. Once this information has been entered, the user should click continue, and on the next screen, they will be asked to select one of the contact methods and click Send. The Email address and Text Phone # will be masked on this screen for security purposes. A security code will be sent to the selected contact method, and the user will be required to enter the numbers they receive in the Security Code field to be able to login to iCON.



The screenshot shows the iCON Manager Services verification screen. It has the same header as the previous screen. The 'Customer ID' is 1000 and the 'User Name' is nonu1. Under 'Send To', there are two radio button options: 'E-Mail: N...@...l.com' (selected) and 'Text Message: (212) ...-...22'. A green 'send' button is below these options. There is a 'Security Code' input field and a 'Remember This Device' checkbox. A blue 'login' button is below the security code field. A paragraph of text instructs users to select a contact, click 'Send', and then enter the security code to click 'Login'. The Norton Secured logo is in the bottom right corner.

**Customer ID:** 1000  
**User Name:** nonu1


**Send To:** ☒ E-Mail: N...@...l.com  
☐ Text Message: (212) ...-...22

[send](#)

**Security Code:**  ☐ Remember This Device

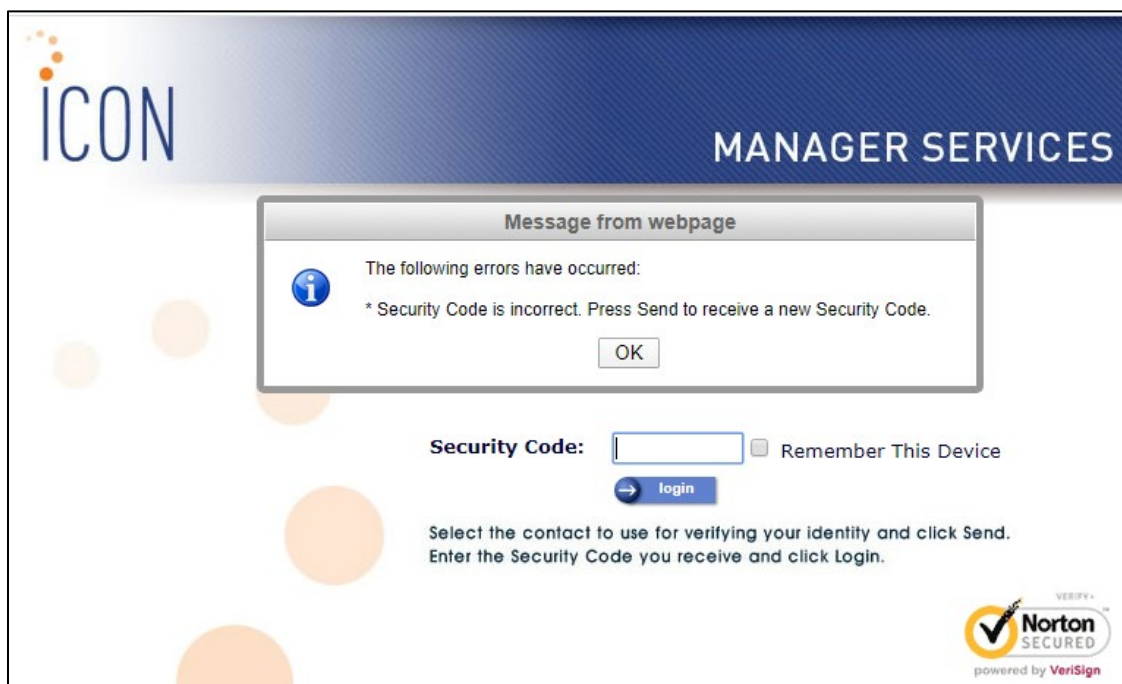
[login](#)

Select the contact to use for verifying your identity and click Send. Enter the Security Code you receive and click Login.

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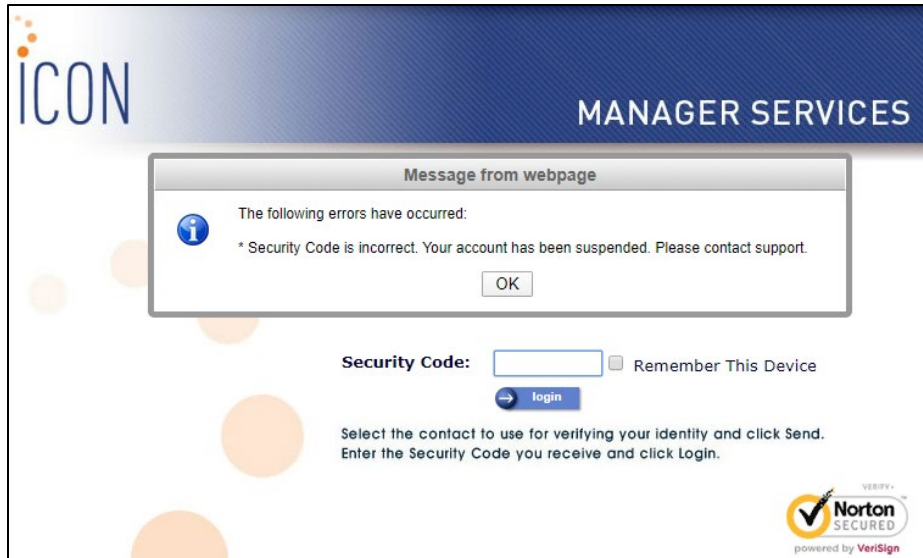
Users can also select **Remember This Device**. If this option is checked, the user will not be required to enter a security code on this same device for 14 days. This 14 day period will be extended for each login, so if a user logs in once every 14 days, they should not have to re-authenticate for Multi-Factor Authentication.

If a user enters the incorrect security code three times, they will be requested to click the Send button to have a new code sent to the selected contact method.



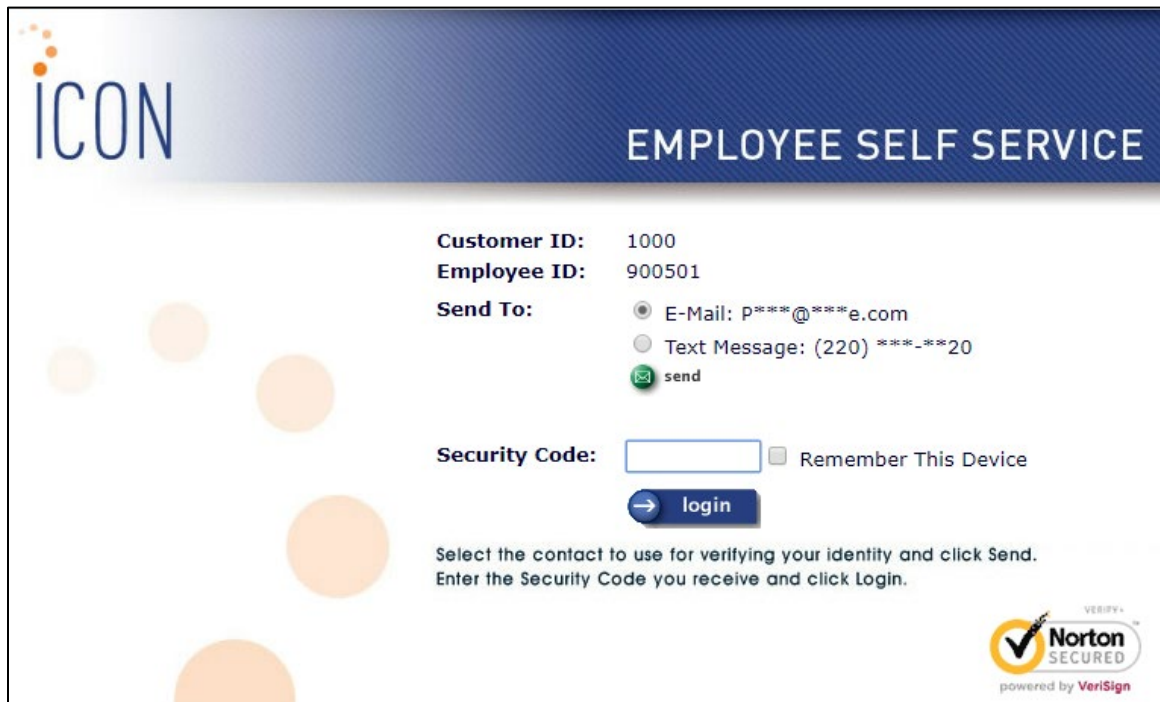
The screenshot displays the iCON Manager Services login interface. At the top, the iCON logo is on the left and 'MANAGER SERVICES' is on the right. A central modal box titled 'Message from webpage' contains an information icon and the text: 'The following errors have occurred: \* Security Code is incorrect. Press Send to receive a new Security Code.' Below this is an 'OK' button. Under the modal, there is a 'Security Code:' label, an input field, a 'Remember This Device' checkbox, and a 'login' button. Below these elements, instructions state: 'Select the contact to use for verifying your identity and click Send. Enter the Security Code you receive and click Login.' In the bottom right corner, there is a 'Norton SECURED powered by VeriSign' logo.

On the third unsuccessful attempt to enter the Security Code after receiving it a second time, the user will be notified that their MFA access has been suspended and that they must call support – **this means the internal support or System Administrator at your organization. iCON Support cannot assist users who have had their access locked and/or suspended.** Resetting the MFA access will be discussed later in this document.



The screenshot shows the iCON Manager Services login interface. At the top left is the iCON logo, and at the top right is the text "MANAGER SERVICES". A modal dialog box titled "Message from webpage" is centered on the screen. It contains an information icon, the text "The following errors have occurred:", and a bullet point: "\* Security Code is incorrect. Your account has been suspended. Please contact support." Below the message is an "OK" button. Underneath the dialog, there is a "Security Code:" label, a text input field, a "Remember This Device" checkbox, and a "login" button with a right arrow. Below these fields is instructional text: "Select the contact to use for verifying your identity and click Send. Enter the Security Code you receive and click Login." In the bottom right corner, there is a "Norton SECURED" logo with the text "powered by VeriSign".

Here is the Multi-Factor Authentication Request screen in Employee Self Service:



The screenshot shows the iCON Employee Self Service Multi-Factor Authentication Request screen. At the top left is the iCON logo, and at the top right is the text "EMPLOYEE SELF SERVICE". The screen displays the following information: "Customer ID: 1000", "Employee ID: 900501", and "Send To:". Under "Send To", there are two radio button options: "E-Mail: P\*\*\*\*@\*\*\*\*e.com" (which is selected) and "Text Message: (220) \*\*\*\*\_\*\*\*\*20". Below these options is a green "send" button. Further down, there is a "Security Code:" label, a text input field, a "Remember This Device" checkbox, and a "login" button with a right arrow. Below these fields is instructional text: "Select the contact to use for verifying your identity and click Send. Enter the Security Code you receive and click Login." In the bottom right corner, there is a "Norton SECURED" logo with the text "powered by VeriSign".

## New Manager Services Functions

This section describes new functions in Manager Services.

### Payroll Wizard Setup

**Payroll Wizard Setup** will be added to the Payroll Setup menu. As part of the enhancements to the iCON product to make Payroll Processing easier and more user friendly, the system has added the Payroll Wizard Setup function.

Payroll Wizards can be setup to automate payroll processing – up to Pending Payments – and various reports processing related to Payroll.

To create a Payroll Wizard, you select the processes and reports you want to execute, define the required input options and selection criteria, and attach the Payroll Wizard to a pay calendar.

When you submit the Payroll Wizard, the system automatically executes each process for the Legal Entity, Payroll Processing Group, and Pay Period end date you select, in the order that you have specified, without having to stop after each process, to enter selection criteria again, and start the next process.

This Payroll Wizard Setup function is used to create templates that include the payroll processes and reports you want to run as a Payroll Wizard.

The Processes that you will be allowed to add to your Payroll Wizard depend on your Function Security.

Payroll Wizard	Action			
My Payroll Wizard	Not Authorized			
TestMR1	select processes	define inputs	attach to calendar	delete
To Pending	select processes	define inputs	attach to calendar	delete
To Pending-Olympics Only	select processes	define inputs	attach to calendar	delete

To add a Payroll Wizard record, click on Add. The next screen is where you name your Payroll Wizard, and select the Processes and Reports that you want to set up to run in sequential order. In this screen you can add and remove processes, or re-order your processes by using the Move Up and Move Down buttons. When you are happy with your result, click submit.



**Payroll Wizard - Select Processes**

\* = Required

\*Payroll Wizard Name:

List of Available Processes:		Selected Processes:
<ul style="list-style-type: none"> <li>CARES Credits Processing</li> <li>Close Payments Over Limit Report</li> <li>COBRA Credits Processing</li> <li>Combined Register</li> <li>Duplicate Payment Log</li> <li>Electronic Payment Regist</li> <li>Employee Change Report</li> <li>Employee Payroll Totals</li> <li>Employee SSN Change Rep</li> <li>Employee Wages Exception</li> <li>FIT Exemptions Expiring</li> <li>G/L Report By Date</li> <li>G/L Validation Report</li> <li>Garnishment Check Registe</li> <li>Gross to Net Process</li> <li>HED Deduction Register</li> <li>HED Payment Register</li> <li>HIRE Act Credits Process</li> </ul>	<div> Add Selected  Remove Selected  Remove All    Move Up  Move Down </div>	<div></div>

→ submit ← cancel

Once a Payroll Wizard has been created, you can click on the Payroll Wizard name in the left column of the list screen, or click on the Select Processes button to edit the selected Payroll Wizard.

Once your processes have been saved in the Payroll Wizard, the next step is to define the inputs. Click on the Define Inputs button to enter the selection criteria for each of the processes that are contained in your Payroll Wizard. Setting up this information once makes it easier for you to just run all your processes without having to enter this information repeatedly.

The list of Payroll Wizards that can be seen in this function are Payroll Wizards that have been created by ALL users. If a Payroll Wizard exists with at least one process that your user does not have access to, the Payroll Wizard name will be displayed in the list, but it will be displayed as Not Authorized, and you will not be able to view, update or delete that Payroll Wizard record.

Below is an example of a Payroll Wizard named “To Pending” that has 5 processing steps:

**Payroll Wizard - Select Processes**

\* = Required

\*Payroll Wizard Name:

List of Available Processes:		Selected Processes:
CARES Credits Processing	<input type="button" value="Add Selected"/> <input type="button" value="Remove Selected"/> <input type="button" value="Remove All"/>  <input type="button" value="Move Up"/> <input type="button" value="Move Down"/>	Time & Attendance Report
Close Payments Over Limit Report		Taxable Life Process
COBRA Credits Processing		Gross to Net Process
Duplicate Payment Log		Payment Register
Electronic Payment Regist		Combined Register
Employee Change Report		
Employee Payroll Totals		
Employee SSN Change Rep		
Employee Wages Exception		
FIT Exemptions Expiring		
G/L Report By Date		
G/L Validation Report		
Garnishment Check Registe		
HED Deduction Register		
HED Payment Register		
HIRE Act Credits Process		
HSA Deposit Creation		
Manual Payment Register		

→ submit ← cancel

The Define Inputs screen for this specific “To Pending” Payroll Wizard will contain fields that are relevant to the processes and reports that will be run when submitting the “To Pending” Payroll Wizard.

For example, the Sort Report By field is needed for certain reports in this wizard. The Deposit Net Pay to Employee’s Balance Bank Account and the Override Direct Deposit fields are options that can be set for running the Gross to Net Process and can be seen when running the Payroll Feeder function in Manager Services. The Add Current to MTD, QTD, and YTD Totals is an option that can be selected for running the Combined Register.

**Payroll Wizard - Define Inputs**

Payroll Wizard Name:

Add Current to MTD, QTD and YTD Totals: ☒ Yes ☐ No

Break Level:

Print Active Employees Only: ☐ Yes ☒ No

Print Summary Only: ☐ Yes ☒ No

Report Suffix:

Sort Report By:

Deposit Net Pay to Employee's Balance Bank Account: ☐ Yes ☒ No

Override Direct Deposit: ☐ Yes ☒ No

Include Manual Payments on Payment Register: ☒ Yes ☐ No

Include payments issued and voided this period: ☒ Yes ☐ No

Include payments issued now but voided in future: ☒ Yes ☐ No

Include prior payments voided against the current: ☒ Yes ☐ No

Sort Payment Registers By:

Taxable Life Break By:

→ submit ← cancel

Once selection criteria are entered on the Define Inputs screen, the next step is to attach the wizard to a Payroll Calendar.

**Payroll Wizard - Attach To Calendar**

Payroll Wizard Name: To Pending

Select	Legal Entity	Pay Group
<input checked="" type="checkbox"/>	Brite Star	Bi weekly
<input checked="" type="checkbox"/>	Brite Star	Cards Weekly
<input checked="" type="checkbox"/>	Olympics, Inc.	Main Olympics
<input checked="" type="checkbox"/>	Olympics, Inc.	Semi-Monthly
<input checked="" type="checkbox"/>	Outback Group	Weekly Group
<input type="checkbox"/>	Brite Star	Weekly Group
<input type="checkbox"/>	Brite Star	Weekly Group #2
<input type="checkbox"/>	Discovery	Devils Semi-Mo.
<input type="checkbox"/>	Discovery	Dis. Monthly
<input type="checkbox"/>	Discovery	Dis. Weekly
<input type="checkbox"/>	Discovery	KC Weekly
<input type="checkbox"/>	Discovery	KZ Semi-Monthly
<input type="checkbox"/>	Discovery	KZBiweekly2

→ submit ← cancel

You can attach a Payroll Wizard to one or more Payroll Calendars. The Payroll Calendars that will appear on this screen will be based on your Legal Entity Authorization. Just check the Legal Entity/Payroll Processing Group combination you wish to attach to your Payroll Wizard and click Submit. The next time you access this screen, the Payroll Calendars you selected will appear at the top of the list. If you need to remove or unattach a Payroll Calendar from a Payroll Wizard, just unselect the checkbox and click Submit.

## Payroll Wizard Submit

**Payroll Wizard Submit** will be added to the Payroll Processing menu. Once one or more Payroll Wizard records have been created, with processes selected, inputs defined, and payroll calendars attached, you can use this function to kick off the wizard for a Legal Entity, Payroll Processing Group, and Pay Period End Date.

When you access the Payroll Wizard Submit function, if you have a Legal Entity and Payroll Processing Group selected in your User Defaults function, the Legal Entity and Payroll Processing Group will populate with those default values. If not setup in User Defaults, you must select values for these fields. The list that appears in the Legal Entity field will be based on your Legal Entity Authorization settings.

The Pay Period End Date field will default to the end date of the latest open Payroll Period for the Legal Entity/Payroll Processing Group combination selected. This can be overridden if necessary.

The Payroll Wizards that appear in that field's list box will be any Payroll Wizard attached to the calendar for the Legal Entity/Payroll Processing Group selected.

If you are not authorized to a Payroll Wizard, it will appear in the list – but the system programming will prevent you from being able to submit such a Payroll Wizard.

**Payroll Wizard Submit**

\* = Required

**Selection:**

\*Legal Entity: Brite Star ▼

\*Payroll Processing Group: Bi weekly ▼

\*Payroll Wizard: To Pending-Olympics Only ▼

\*Pay Period End Date: 05/02/2021 📅

→ submit ← cancel

## Payroll Wizard Status

**Payroll Wizard Status** will be added to the Payroll Processing menu. Once a Payroll Wizard has been submitted, the system will automatically take you to the Payroll Wizard Status function. The Payroll Wizard submission record will appear in the top portion of the screen, and the individual processes within that Payroll Wizard submission and their status will be displayed in the bottom portion of the screen. Payroll Wizard statuses include Waiting, In Process, and Completed. The top portion of the screen will default to display the information for each Payroll Wizard that was submitted by you within the last 7 days.

**Payroll Wizard Status**

From Date: 04/23/2021 To Date: 04/30/2021 ☐ Show All Users refresh wizard list refresh selected wizard

User	Payroll Wizard	Legal Entity	Pay Group	Pay Period End Date	Status	Started	Ended
mruferlo	To Pending	Outback Group	Outback-PR OR	03/21/2021	In Process	04/30/2021 17:11:32	

Sequence	Process	Status	Started	Ended
1	Time & Attendance Report	In Process	04/30/2021 17:11:50	
2	Taxable Life Process	Waiting		
3	Gross to Net Process	Waiting		
4	Payment Register	Waiting		
5	Combined Register	Waiting		

You can change the date range to display a larger set of Payroll Wizards. You can select the **Show All Users** checkbox and click **Refresh Wizard List** to see Payroll Wizards submitted by all users within the date range entered.

Payroll Wizard Status							
From Date: 04/01/2021		To Date: 04/30/2021		<input checked="" type="checkbox"/> Show All Users		refresh wizard list	refresh selected wizard
User	Payroll Wizard	Legal Entity	Pay Group	Pay Period End Date	Status	Started	Ended
mruberto	To Pending	Outback Group	Outback-PR OR	03/21/2021	Completed	04/30/2021 17:11:32	04/30/2021 17:20:27
melrub3	To Pending-Olympics Only	Olympics, Inc.	Main Olympics	04/15/2021	Completed	04/26/2021 17:06:50	04/26/2021 17:16:30
mruberto	To Pending	Brite Star	Bi weekly	05/02/2021	Completed	04/15/2021 17:04:01	04/15/2021 17:29:05
mruberto	To Pending	Olympics, Inc.	Main Olympics	04/15/2021	Completed	04/15/2021 17:03:39	04/15/2021 17:11:27
mruberto	To Pending	Olympics, Inc.	Main Olympics	07/15/2021	Completed	04/14/2021 12:25:24	04/14/2021 12:34:29
mruberto	To Pending	Olympics, Inc.	Main Olympics	06/30/2021	Completed	04/14/2021 12:10:48	04/14/2021 12:19:57
mruberto	To Pending	Olympics, Inc.	Main Olympics	06/15/2021	Completed	04/14/2021 10:56:19	04/14/2021 11:06:01
mruberto	To Pending	Olympics, Inc.	Main Olympics	05/31/2021	Completed	04/13/2021 15:32:26	04/13/2021 15:41:38
melrub3	To Pending	Olympics, Inc.	Main Olympics	05/15/2021	Completed	04/13/2021 15:13:09	04/13/2021 15:21:45
melrub3	To Pending	Olympics, Inc.	Semi-Monthly	05/31/2021	Completed	04/13/2021 12:51:14	04/13/2021 13:20:57
Sequence	Process			Status	Started	Ended	
1	Taxable Life Process			Completed	04/26/2021 17:07:53	04/26/2021 17:08:25	
2	Time & Attendance Report			Completed	04/26/2021 17:08:40	04/26/2021 17:08:50	
3	Gross to Net Process			Completed	04/26/2021 17:08:52	04/26/2021 17:14:40	
4	Payment Register			Completed	04/26/2021 17:15:08	04/26/2021 17:15:24	
5	Pending Payment Log			Completed	04/26/2021 17:15:35	04/26/2021 17:15:36	
6	Pending Payments Exceptio			Completed	04/26/2021 17:15:38	04/26/2021 17:15:42	
7	Pending Payments Over Limit Report			Completed	04/26/2021 17:15:45	04/26/2021 17:15:46	
8	Pending Local Tax Report			Completed	04/26/2021 17:15:49	04/26/2021 17:15:49	
9	Employee Change Report			Completed	04/26/2021 17:15:51	04/26/2021 17:16:01	

If you wish to update the status on a Payroll Wizard's individual processes, select the Payroll Wizard submission record at the top of the screen and click Refresh Selected Wizard.

## Payroll Wizard Audit Report

**Payroll Wizard Audit Report** will be added to the Reports menu. This function gives you the ability to report on audit data that was created when changes were made in the Payroll Wizard Setup function.

Several types of audited changes on a Payroll Wizard record will appear in one report.

When a Payroll Wizard record is added, changed or deleted, an auditing record is created. Details regarding the change, who made the change, and when it was made can be displayed in this report.

When Selected Processes are added, re-sequenced or deleted for a particular Payroll Wizard, an auditing record is created and will be displayed in this report.

When input parameters are added, changed or deleted for a particular Payroll Wizard, in the Define Inputs screen, an auditing record is created and will be displayed in this report.

**Payroll Wizard Audit Report**

\* = Required

**Select Report Parameters:**

\*From Date: 03/15/2021 \*To Date: 04/30/2021

\*User: \*All Users \*Report Name: PayrollWizardAuditReport

\*Report Formats: ☒ PDF ☒ XLS ☒ XLSX ☒ XML ☒ CSV ☒ TXT ☒ Criteria File

You can select the From and To Dates to see changes made within a certain date range. You have the option to report on changes made by one user or all users. You can change the Report Name from the default. This report has been programmed with multi-format capability, so you can create the report in up to 6 formats.

Here is an example of the report in PDF format:

Payroll Wizard Audit Report								Page: 1
Date: 04/30/2021		From 03/15/2021 To 04/30/2021 For All Users						User: mruberto
Date	Time	User	Action	Customer	Payroll Wizard	Seq	Process	Field Value
04/02/2021	15:29:47	Melissa Ruberto	Created	Goldwing Enterprises	To Pending	1	Taxable Life Process	
04/02/2021	15:29:47	Melissa Ruberto	Created	Goldwing Enterprises	To Pending	2	Gross to Net Process	
04/02/2021	15:29:47	Melissa Ruberto	Created	Goldwing Enterprises	To Pending-Brite Star Bi-Weekly			
04/02/2021	16:15:00	Melissa Ruberto	Created	Goldwing Enterprises	To Pending	3	Net Pay Register	
04/02/2021	17:16:53	Melissa Ruberto	Created	Goldwing Enterprises	Help Me			
04/02/2021	17:16:53	Melissa Ruberto	Created	Goldwing Enterprises	My Payroll Wizard	1	Gross to Net Process	
04/05/2021	10:54:22	M-melrub3 R-melrub3	Created	Goldwing Enterprises	My Payroll Wizard	2	Combined Register	
04/05/2021	10:54:22	M-melrub3 R-melrub3	Created	Goldwing Enterprises	My Payroll Wizard	3	Duplicate Payment Log	
04/05/2021	17:56:38	Melissa Ruberto	Created	Goldwing Enterprises	My Payroll Wizard	4	Payment List	
04/05/2021	17:56:38	Melissa Ruberto	Created	Goldwing Enterprises	My Payroll Wizard	5	Net Pay Register	
04/09/2021	10:12:41	Melissa Ruberto	Created	Goldwing Enterprises	To Pending	1	Time & Attendance Report	
04/09/2021	10:12:41	Melissa Ruberto	Created	Goldwing Enterprises	To Pending	5	Payment Register	
04/09/2021	10:12:41	Melissa Ruberto	Created	Goldwing Enterprises	To Pending	6	Combined Register	
04/09/2021	10:12:41	Melissa Ruberto	Updated	Goldwing Enterprises	To Pending	2	Taxable Life Process	
04/09/2021	10:12:41	Melissa Ruberto	Updated	Goldwing Enterprises	To Pending	3	Gross to Net Process	
04/09/2021	10:12:41	Melissa Ruberto	Updated	Goldwing Enterprises	To Pending	4	Net Pay Register	
04/09/2021	12:53:15	Melissa Ruberto	Deleted	Goldwing Enterprises	To Pending	4	Net Pay Register	
04/09/2021	12:53:15	Melissa Ruberto	Updated	Goldwing Enterprises	To Pending	4	Payment Register	
04/09/2021	12:53:15	Melissa Ruberto	Updated	Goldwing Enterprises	To Pending	5	Combined Register	

Here is an example of the report in XLS format:

A	B	C	D	E	F	G	H	I	J
Date	Time	User	Action	Customer	Wizard Name	Seq	Process	Parameter	Value
04/02/2021	15:29:47	Melissa Ruberto	Created	Goldwing Enterprises	To Pending	1	Taxable Life Process		
04/02/2021	15:29:47	Melissa Ruberto	Created	Goldwing Enterprises	To Pending	2	Gross to Net Process		
04/02/2021	15:29:47	Melissa Ruberto	Created	Goldwing Enterprises	To Pending-Brite Star Bi-Weekly				
04/02/2021	16:15:00	Melissa Ruberto	Created	Goldwing Enterprises	To Pending	3	Net Pay Register		
04/02/2021	17:16:53	Melissa Ruberto	Created	Goldwing Enterprises	Help Me				
04/02/2021	17:16:53	Melissa Ruberto	Created	Goldwing Enterprises	My Payroll Wizard	1	Gross to Net Process		
04/05/2021	10:54:22	M-melrub3 R-melrub3	Created	Goldwing Enterprises	My Payroll Wizard	2	Combined Register		
04/05/2021	10:54:22	M-melrub3 R-melrub3	Created	Goldwing Enterprises	My Payroll Wizard	3	Duplicate Payment Log		
04/05/2021	17:56:38	Melissa Ruberto	Created	Goldwing Enterprises	My Payroll Wizard	4	Payment List		
04/05/2021	17:56:38	Melissa Ruberto	Created	Goldwing Enterprises	My Payroll Wizard	5	Net Pay Register		
04/09/2021	10:12:41	Melissa Ruberto	Created	Goldwing Enterprises	To Pending	1	Time & Attendance Report		
04/09/2021	10:12:41	Melissa Ruberto	Created	Goldwing Enterprises	To Pending	5	Payment Register		
04/09/2021	10:12:41	Melissa Ruberto	Created	Goldwing Enterprises	To Pending	6	Combined Register		
04/09/2021	10:12:41	Melissa Ruberto	Updated	Goldwing Enterprises	To Pending	2	Taxable Life Process		
04/09/2021	10:12:41	Melissa Ruberto	Updated	Goldwing Enterprises	To Pending	3	Gross to Net Process		
04/09/2021	10:12:41	Melissa Ruberto	Updated	Goldwing Enterprises	To Pending	4	Net Pay Register		
04/09/2021	12:53:15	Melissa Ruberto	Deleted	Goldwing Enterprises	To Pending	4	Net Pay Register		
04/09/2021	12:53:15	Melissa Ruberto	Updated	Goldwing Enterprises	To Pending	4	Payment Register		
04/09/2021	12:53:15	Melissa Ruberto	Updated	Goldwing Enterprises	To Pending	5	Combined Register		
04/09/2021	13:23:43	Melissa Ruberto	Deleted	Goldwing Enterprises	To Pending	2	Taxable Life Process		
04/09/2021	13:23:43	Melissa Ruberto	Deleted	Goldwing Enterprises	To Pending	3	Gross to Net Process		
04/09/2021	13:23:43	Melissa Ruberto	Deleted	Goldwing Enterprises	To Pending	4	Payment Register		
04/09/2021	13:23:43	Melissa Ruberto	Deleted	Goldwing Enterprises	To Pending	5	Combined Register		
04/09/2021	14:50:31	Melissa Ruberto	Created	Goldwing Enterprises	To Pending			BreakLevel	2
04/09/2021	14:50:31	Melissa Ruberto	Created	Goldwing Enterprises	To Pending			OutputRepToMS	Yes
04/09/2021	14:50:31	Melissa Ruberto	Created	Goldwing Enterprises	To Pending			ReportName	MP

## Updated Manager Services Functions

This section describes updated functions in Manager Services.

### My Account

Two new fields have been added to the My Account function that are related to Multi-Factor Authentication. If a user wishes to change their contact information, they may change it in this function.

**My Account**

**Password:**

New Password:  (case-sensitive)

Re-Enter New Password:  (case-sensitive)

**Recovery:**

Current Recovery Question: What was the name of your first pet?

Change Recovery Question: [Select a question or enter your own below] ▼

Change Recovery Answer:

**E-mail:**

Current E-mail Address: mruberto@unicomhro.com

Change E-mail Address:

Re-Enter E-mail Address:

**Multi-Factor Contact Information**

Multi-Factor Email Address:  mruberto@unicomhro.com

Multi-Factor Text Phone#: (919) 717-5544 Cricket Wireless ▼

**Preferences:**

Home Page: \*Default Page ▼

Employee Search Default: Employee Number ▼

My Employees Default: Direct Reports Only ▼

Style: New ▼

Workflow Notification Election: E-Mail ▼

Payroll Report Distribution Delivery: Separate Files ▼

☐ Open Workforce Management with Home Page

→ submit ← cancel

### PIN Assignment

In this function, where employee users are setup for logging into Employee Self Service, System Administrators can now reset employee users if they exceed attempts for entering the Multi-Factor Authentication Security Code, by clicking the



**Unsuspend MFA** button in the Action column. This button will only appear in the event an employee has gotten their user suspended.

Summary	Demographics	Work Profile	Misc. Payroll	Tax Elections	Tax Accumulators				
<b>Petra Nemkova</b> Manager Dole Company / ABC Corp. / California / Accounting	<b>PIN Assignment</b> To update, click on information in the left column.								
<b>Employee Details</b> Number: 900501 Status: Active Hire Date: 02/01/2021 Reports To: Direct Reports: 0	<table border="1"> <thead> <tr> <th>Employee Login ID</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Employee#</td> <td>  unsuspend mfa  reset mfa  delete </td> </tr> </tbody> </table>					Employee Login ID	Action	Employee#	unsuspend mfa  reset mfa  delete
Employee Login ID	Action								
Employee#	unsuspend mfa  reset mfa  delete								

The **Reset MFA** button also has been added to the Action column. System Administrators can use this button, if for any reason an employee user no longer has access to the contact methods they have set for Multi-Factor Authentication.

**\*\*PLEASE NOTE: SYSTEM ADMINISTRATORS MUST USE EXTREME CAUTION AND MUST EMPLOY OTHER SECURE METHODS OF VALIDATING THE IDENTITY OF THE EMPLOYEE MAKING THE REQUEST FOR RESETTNG MFA CONTACT INFORMATION, AND FOR RESETTNG AN EMPLOYEE'S PASSWORD, AS THIS HAS SERIOUS SECURITY IMPLICATIONS.**

## User Administration

This function has been enhanced for enabling Multi-Factor Authentication. Similar to the PIN Assignment function, new buttons have been added.

If a user exceeds attempts for entering the Multi-Factor Authentication Security Code, a **Suspended** button will appear in the MFA Suspended column. System Administrators can click the **Suspended** button to unsuspend any users. Once a user is unsuspended, the suspend button will disappear from this user's record in the list.

User Administration						+ add		
To update, click on information in the left column.								
User Name	Name	User E-Mail Address	User Status	MFA Suspended	Action			
JMarra	Joe Marra	jmarra@jets.com	unlocked		reset mfa	reset password	delete user	
JPowers1	Joseph Powers	mruberto@unicomhro.com	locked		reset mfa	reset password	delete user	
kmoore	Karen Moore	kmoore@unicomhro.com	unlocked		reset mfa	reset password	delete user	
LMeurer	Linda Meurer	lmeurer@softwareplus.com	unlocked		reset mfa	reset password	delete user	
nonu1	Non UHRO 1000	mruberto@unicomhro.com	unlocked	suspended	reset mfa	reset password	delete user	
sectest1	Security Test 1	s_____com	unlocked		reset mfa	reset password	delete user	
sectest2	Security Test 2	s_____com	unlocked		reset mfa	reset password	delete user	
test456	Robert Frost	b_____com	unlocked		reset mfa	reset password	delete user	
vaughn	Kathy Vaughn	kvaughn@unicomhro.com	unlocked		reset mfa	reset password	delete user	
Zito	Toni Zito	tzito@softwareplus.com	unlocked		reset mfa	reset password	delete user	

+ add



The **Reset MFA** button also has been added to the Action column. System Administrators can use this button, if for any reason a user no longer has access to the contact methods they have set for Multi-Factor Authentication.

***\*\*PLEASE NOTE: SYSTEM ADMINISTRATORS MUST USE EXTREME CAUTION AND MUST EMPLOY OTHER SECURE METHODS OF VALIDATING THE IDENTITY OF THE EMPLOYEE MAKING THE REQUEST FOR RESETTING MFA CONTACT INFORMATION, AND FOR RESETTING AN EMPLOYEE'S PASSWORD, AS THIS HAS SERIOUS SECURITY IMPLICATIONS.***

The functionality that was previously on the user's detail screens for locking and unlocking a user and resetting a user's password has now been moved to the main list screen.

If a user has exceeded attempts to enter a correct *password*, the system will lock out that user, and the user's record will display with a red **Locked** button in the User Status column on the list screen. To unlock a user – click on the Locked button, and the User Status will be changed from **Locked** and red to **Unlocked** and green.

To reset a user's password, click on the **Reset Password** button on the list screen for that user. Once this **Reset Password** button is pressed for a user, they will receive a new password sent to the E-Mail address listed on this screen.

\*\*\*Please note: The E-Mail address for a user may not necessarily be the same as the Multi-Factor Authentication contact E-Mail address.

## Updated Employee Self Service Functions

This section describes updated functions in Employee Self Service.

### My Account

Similar to the My Account function in Manager Services, the My Account function in Employee Self Service also has two new fields added that are related to Multi-Factor Authentication. If an employee wishes to change their contact information, they may change it in this function.

**My Account**Petra Nemkova

---

User ID: 900501

**Password:**  
Current Password:   
New Password:   
Confirm Password:

**Recovery:**  
Current Recovery Question:  
Change Recovery Question: [Select a question or enter your own below]   
Change Recovery Answer:

**Multi-Factor Contact Information:**  
Multi-Factor Email Address:   
Multi-Factor Text Phone#: