



# 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<br>By | Date<br>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.

**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.

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

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

[send](#)

**Security Code:**   Remember This Device

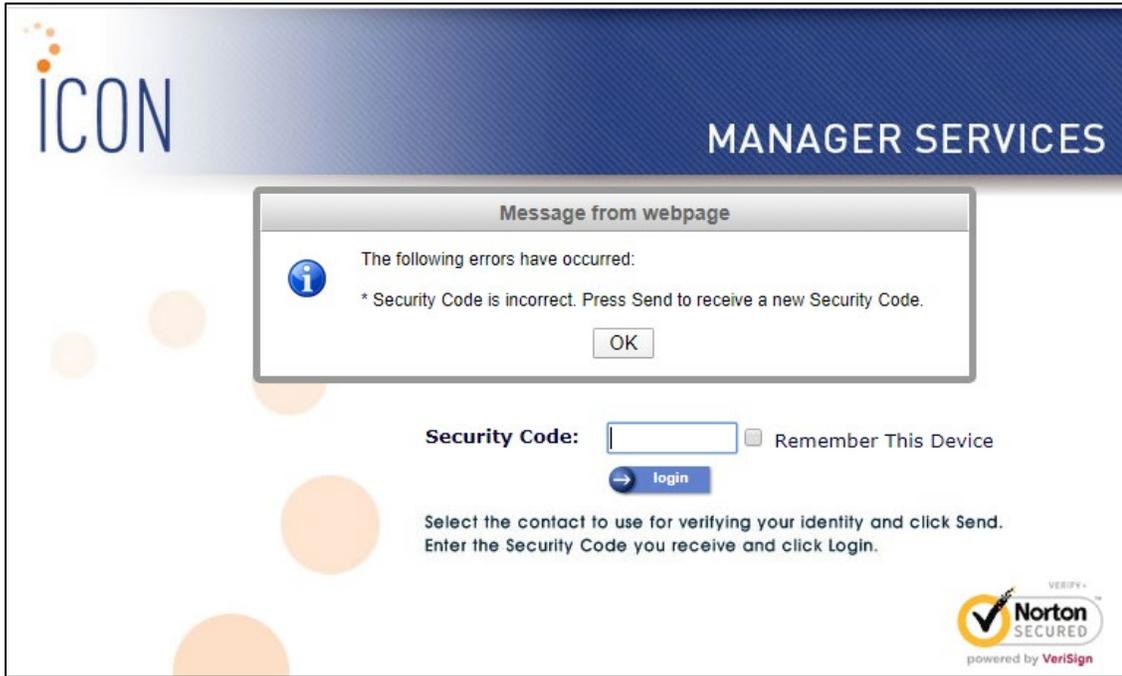
[→ login](#)

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

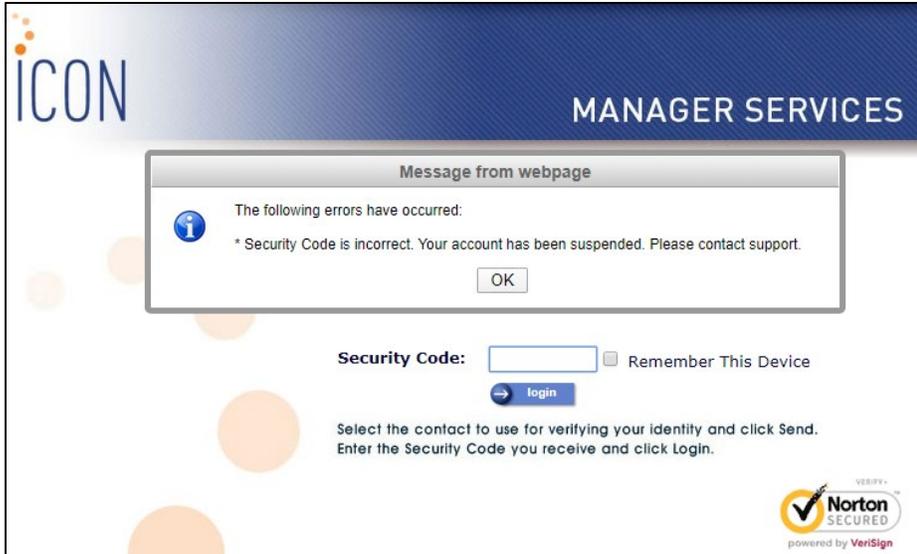
 powered by VeriSign

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.

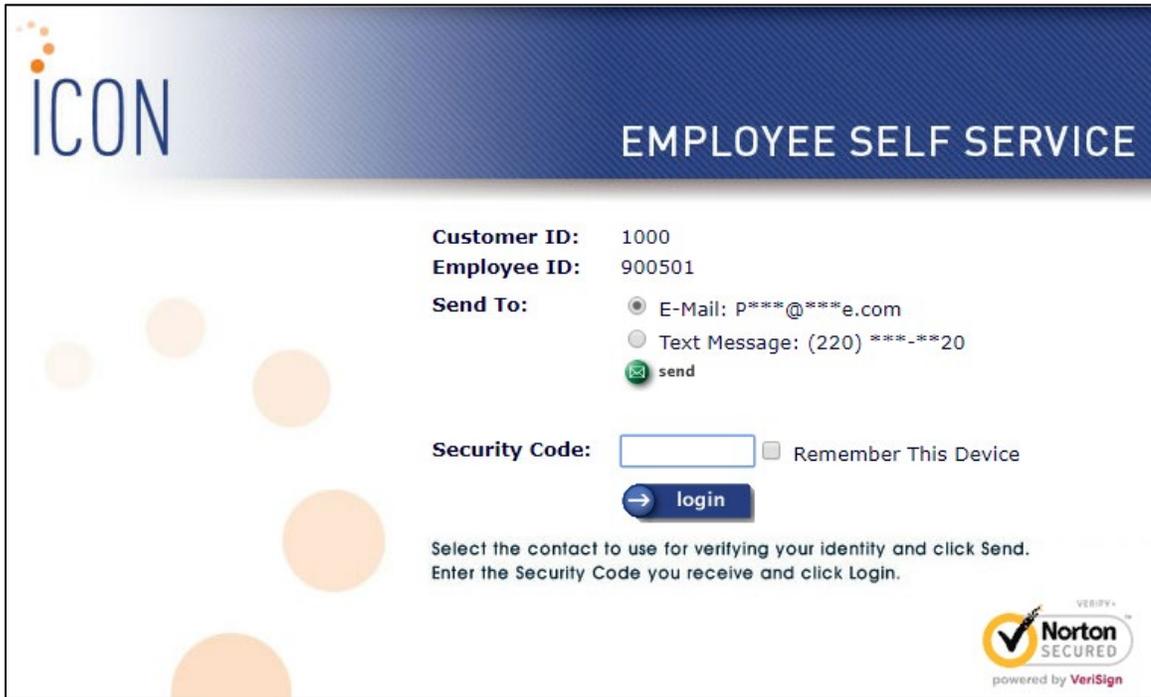
If a user enters the incorrect security code three times, they will be requested to click the Send button to have a new code sent to the selected contact method.



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.



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



## 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.

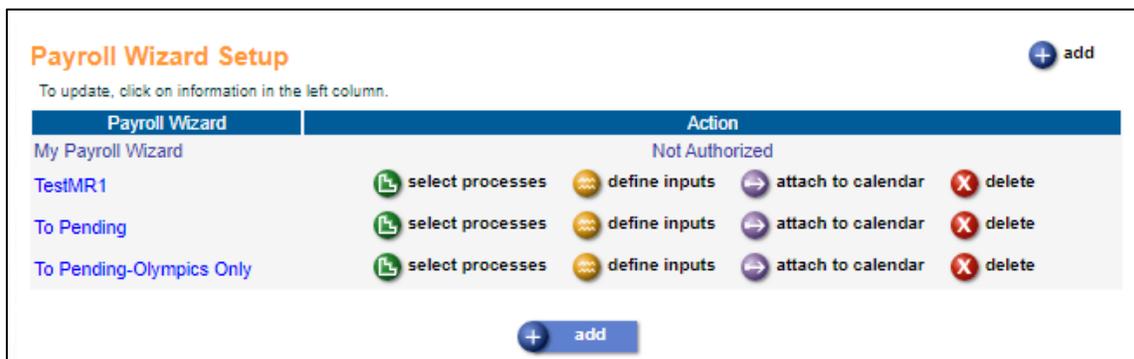
Payroll Wizards can be setup to automate payroll processing – up to Pending Payments – and various reports processing related to Payroll.

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.

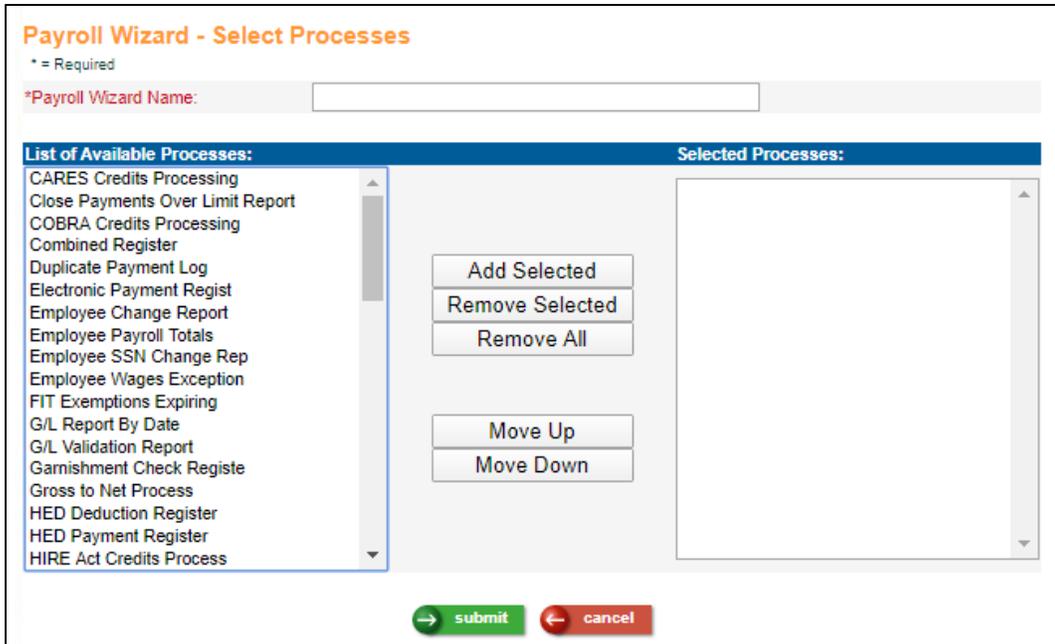
When you submit the Payroll Wizard, the system automatically executes each process for the Legal Entity, Payroll Processing Group, and Pay Period end date you select, in the order that you have specified, without having to stop after each process, to enter selection criteria again, and start the next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



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.



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         | 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 Register       |                          |
| HED Deduction Register           |                          |
| HED Payment Register             |                          |
| HIRE Act Credits Process         |                          |
| HSA Deposit Creation             |                          |
| Manual Payment Register          |                          |

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:

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



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:

\*Payroll Processing Group:

\*Payroll Wizard:

\*Pay Period End Date:  

### 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:  To Date:   Show All Users

| User     | Payroll Wizard | Legal Entity  | Pay Group     | Pay Period End Date | Status     | Started             | Ended |
|----------|----------------|---------------|---------------|---------------------|------------|---------------------|-------|
| mruferio | 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 <span style="float: right;">  refresh wizard list                      refresh selected wizard                 </span> |                     |
| 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:  \*To Date:   
 \*User:  \*Report Name:   
 \*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            |          | Time: 17:37:00      |         | From 03/15/2021 To 04/30/2021 For All Users |                                 |     |                          | User: mnruberto |       |
| 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.

The screenshot displays the 'My Account' web interface. It features several sections with blue headers: 'Password:', 'Recovery:', 'E-mail:', 'Multi-Factor Contact Information', and 'Preferences:'. The 'Multi-Factor Contact Information' section is highlighted with a red border and contains two new fields: 'Multi-Factor Email Address' (with value 'mruberto@unicomhro.com') and 'Multi-Factor Text Phone#' (with value '(919) 717-5544' and a 'Cricket Wireless' dropdown). At the bottom, there are 'submit' and 'cancel' buttons.

| Password:              |                                       |
|------------------------|---------------------------------------|
| New Password:          | <input type="text"/> (case-sensitive) |
| Re-Enter New Password: | <input type="text"/> (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] <input type="text"/> |
| Change Recovery Answer:    | <input type="text"/>   |

| E-mail:                  |                        |
|--------------------------|------------------------|
| Current E-mail Address:  | mruberto@unicomhro.com |
| Change E-mail Address:   | <input type="text"/>   |
| Re-Enter E-mail Address: | <input type="text"/>   |

| Multi-Factor Contact Information |   |
|----------------------------------|---|
| Multi-Factor Email Address:      | <input type="text" value="mruberto@unicomhro.com"/>                                       |
| Multi-Factor Text Phone#         | <input type="text" value="(919) 717-5544"/> <input type="text" value="Cricket Wireless"/> |

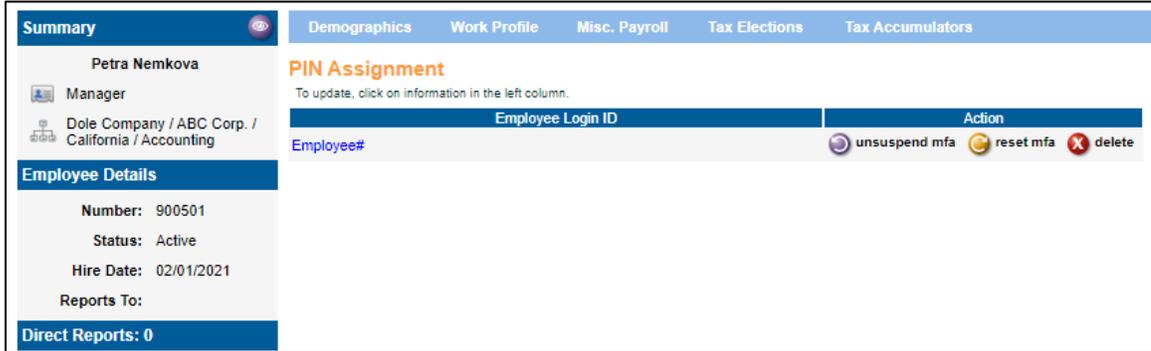
| Preferences:  |  |
|---|--|
| Home Page:  | *Default Page <input type="text"/>       |
| Employee Search Default:  | Employee Number <input type="text"/>     |
| My Employees Default:   | Direct Reports Only <input type="text"/> |
| Style:  | New <input type="text"/>                 |
| Workflow Notification Election:                                   | E-Mail <input type="text"/>              |
| Payroll Report Distribution Delivery:                             | Separate Files <input type="text"/>      |
| <input type="checkbox"/> 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.



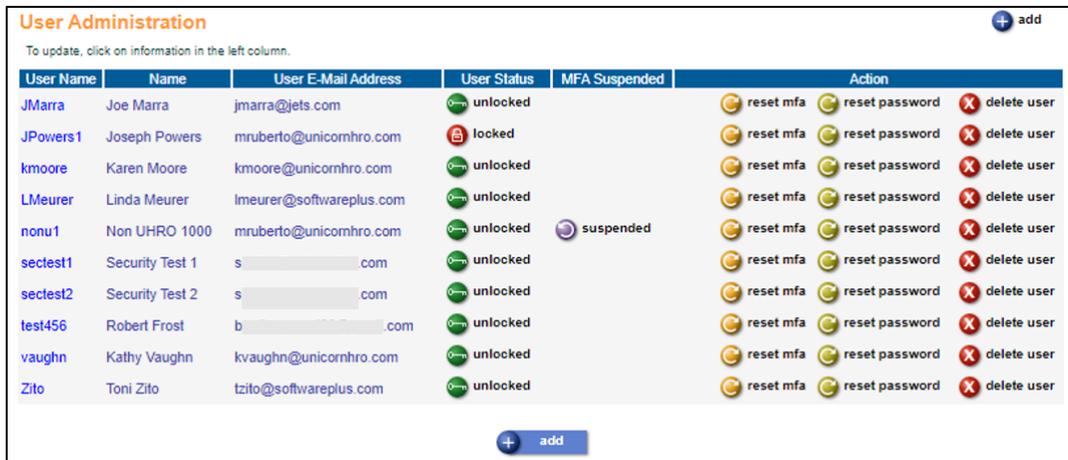
The **Reset MFA** button also has been added to the Action column. System Administrators can use this button, if for any reason an employee user no longer has access to the contact methods they have set for Multi-Factor Authentication.

**\*\*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 RESETTING MFA CONTACT INFORMATION, AND FOR RESETTING 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.



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

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User ID: 900501

**Password:**

Current Password:

New Password:

Confirm Password:

**Recovery:**

Current Recovery Question:

Change Recovery Question:

Change Recovery Answer:

**Multi-Factor Contact Information:**

Multi-Factor Email Address:

Multi-Factor Text Phone#:

 submit  cancel