PNI•HCM   GovConPay
Focus Matters

Self-Service

Tools & Starter Tips for Empowering Employees

July 16, 2025

Before We Get Started

All attendees will be placed on mute.

Please place questions in the chat tab.

A survey will be sent out after the webinar.

Housekeeping Items

If you're having trouble with audio or viewing the webinar, please:

Try refreshing your browser.

Try a different browser.

Ask for assistance in the chat tab.

Meet Your Presenter

Amy Miller

VP of Training
PNI•HCM & GovConPay

Our Agenda

- Understanding the Benefits of Self-Service

- Navigating Your Options

- Working with "Workflows"

- Implementation Strategies

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By the Numbers

Organizations that implement ESS systems see up to a 30% reduction in HR administrative tasks

Employees are 12% more likely to report being happy with their job when they have freedom and autonomy in their work environment.

73% of employees want and expect self-service access to HR information, such as payroll, insurance coverage, and retirement.

How Self-Service Helps You

1.

Efficient & Consistent
Onboarding

2.

Streamline
Administrative Tasks

(More time for you!)

3.

Utilize HR Analytics
for Process Improvement

Enhancing Employee Autonomy

Self Service Payroll Tasks

Time Management & Leave Request

Personalized Learning Paths

Benefits Enrollment

Self-Managed Performance Reviews

Compliance & Legal Standards

Engaged & Empowered Associates

Increased Productivity

Enhanced Motivation / Innovation

The Employee Experience

Employee Self-Service Features

Employee access to view pay history (pay stubs) and W2.

Employee access to make changes to what the employer allows:

- Name / Address
- Direct Deposit
- Tax Information
- Employee Contacts

- Acknowledge Documents
- Time Off Updates (isolved Time)
- Benefits Enrollment
- Performance

Success is in The Planning

Tools Needed

- Training Materials
- Delivering Training
- Rollout & Ongoing Support
- Capturing User Feedback
- Reviewing User Engagement

Utilizing Technology in Training

E-Learning Platforms

E-learning platforms offer a range of courses accessible anytime, allowing learners to study at their own pace.

Webinars for Training

Webinars provide live, interactive training sessions that facilitate real-time engagement between instructors and participants.

Mobile Training Applications

Mobile training applications enable learners to access training materials on the go, ensuring flexibility in learning schedules.
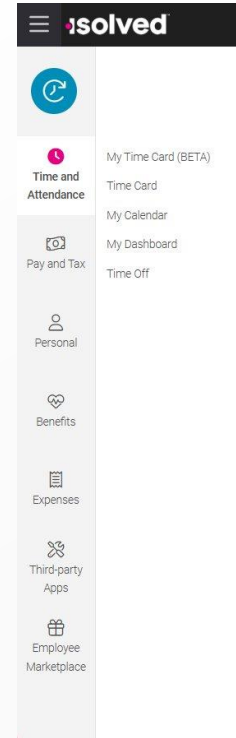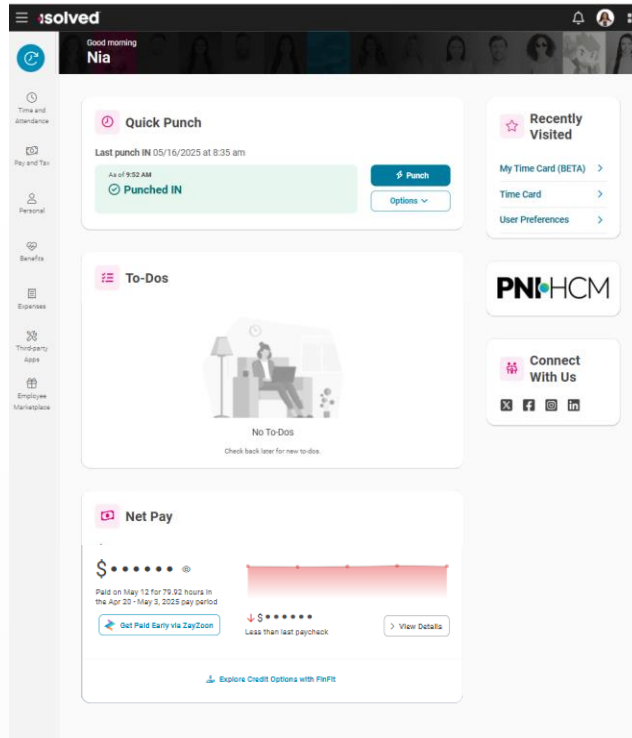
Adaptive Employee Experience

Implementing Workflows

Ongoing Review

❑ Track User Engagement

❑ Gather Feedback / Adjust

❑ Keep Messages Relevant

❑ Stay Current on Compliance & Legal

❑ Troubleshoot Issues

❑ Product Enhancement Training

❑ Yearly Reminders / Annual Training (Year-End)

Mobile Solutions

- Anytime, Anywhere Access

- Quick, Secure Access

- Timely Communication

- Simple Self-Service

- Connected Platform

Polling Question

Do you provide Annual Training Refreshers / Reminders?

*Polls will appear above the chat window.

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Facilitated isolved Employee Self Service Training for Your New & Current Employees

Training takes time, but new employees need access to isolved early on to submit their timecards, enroll in benefits, and review documents. Accelerate your employees' access to training – and save yourself hours of effort – with Train Assist.

Live, Biweekly Sessions. Two Training Opportunities. Endless Efficiency.

With Train Assist, schedule expert-led Employee Self-Service training seamlessly into your onboarding schedule without overburdening your internal teams. Two facilitated sessions hosted monthly give you recurring opportunities to get new employees up to speed, while an on-demand training library can cover blind spots between sessions.

Interested? Learn more at pnihcm.com/isolved-employee-training.

Our Agenda

- An Introduction to isolved
- Logging into isolved
- Screen Navigation
- Reviewing Messages
- Accessing Your Pay Stub
- Accessing Your Form W2s / 1099 / ACA Forms
- Adding & Updating Direct Deposit
- Updating Personal Information
- Updating Your Contact
- Completing Your Form W4
- Reviewing Time Cards & Time Off
- Accessing Benefits
- isolved University

Thank you for joining us today!

Any questions?

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Join Us Next Month!

Open Enrollment:
The Insider Ins & Outs of
Seamless OE in isolved

Wednesday, August 6, 2025 at 1 pm

Scan to Register!