



ATRIUM PAYSTUB GUIDE

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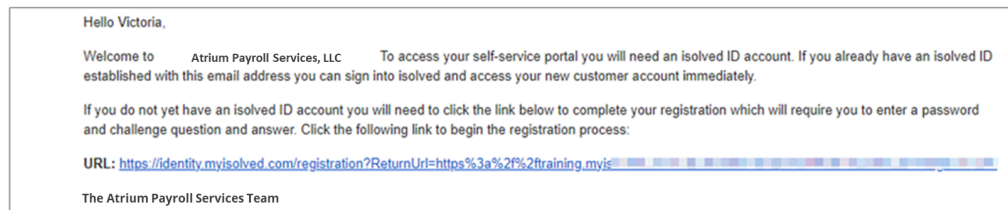
WORKER

ACCOUNT ACTIVATION

Paystubs for your Atrium assignment will be accessed via the iSolved user interface which is accessible from the Bullhorn platform.

1

A system generated email will arrive to your email. Click the link



2

Enter your **First Name**, **Last Name**, and **Mobile Phone Number**.

Note: Adding your mobile number is optional but recommended for receiving text messages when accessing your paystub from a different IP address or changing your password. If you can't receive texts right now, you can add your number on the Profile screen later. **You must confirm your email and phone number (if provided) during registration.**

New iSolved User Registration

Provide the following information to create your iSolved account. You will use this account when accessing iSolved People Cloud applications.

First Name	Last Name
<input type="text" value="Victoria"/>	<input type="text" value="Overman"/>

Email
This will be your username for iSolved

Mobile Phone Number (Optional)
Used for security verifications and notifications





ATRIUM PAYSTUB GUIDE

3

Create a strong password with at least 12 characters, including

- one lowercase letter
- one uppercase letter
- one number, and
- one special character

4

Confirm Password. Re-enter the password entered in the previous field.

5

Select a challenge question/answer confirm your answer.

6

Click **Create Account**.



After clicking Create Account, a screen will prompt you to check your email for account confirmation. This step is essential and cannot be skipped. You won't be able to access self-service without confirming your account.

7

Access the confirmation email sent to your email inbox. Click the link to confirm.

- *If you entered a mobile phone number during account setup, the system sends a code to your phone which must be entered on this screen. The code is valid for three minutes.*

Password

Password requirements:

- At least one digit (0-9)
- At least one uppercase character (A-Z)
- At least one lowercase character (a-z)
- At least one non alphanumeric character
- A minimum length of 12 characters

Confirm Password

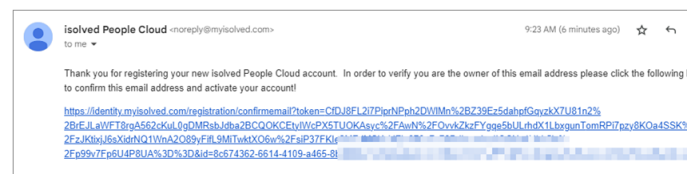
Choose a security challenge question

Helps validate your identity if you should forget your password

Answer to the challenge question

Confirm the answer to the challenge question

Once your registration is complete you will receive a confirmation email to verify your email address.



Isolved People Cloud Account Verification

Thank you! Your email address on your new account has been confirmed!

Since you entered a mobile phone number previously in your account registration we will need to verify you are the owner of the number provided. We have sent a verification code to the mobile number (###) ###-1212 on your account.. Please enter the code you have received below and click continue. Verification codes sent via text message are valid for 3 minutes.

Verification Code:





WORKER

PAYSTUB ACCESS

Paystubs for your Atrium assignment will be accessed via the iSolved user interface which is accessible from the Bullhorn platform.

1

Login to <https://employdrive.myisolved.com/cloudservice/>

2

Navigate to **Pay and Tax** and click **Pay History**.

3

From the Pay History screen, you can review your paystub detail

Scroll down to the Paystub detail section, you can expand each menu to see the check details like Earnings, Taxes, and Deductions.

