

How to Access your JFC Paystubs and W2

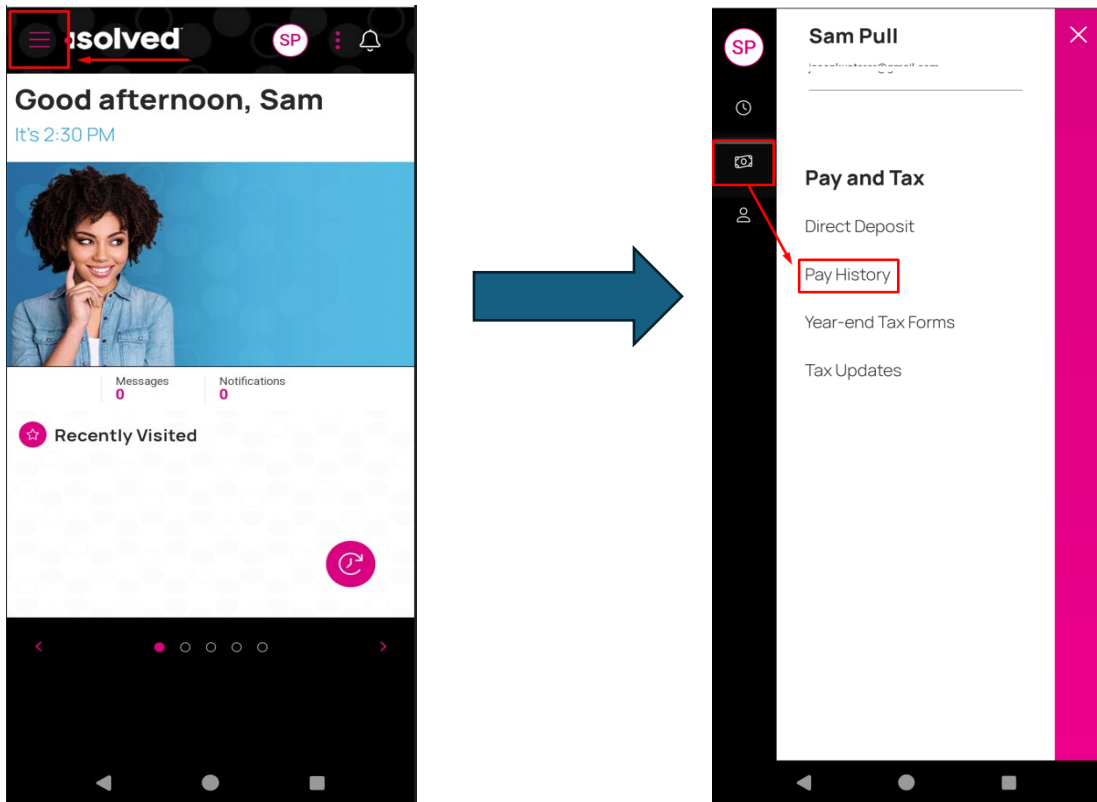
JFC Global utilizes iSolved for easy viewing of Paystubs and W2s. You can also update your Direct Deposit and W4 information in this system.

You will receive a system-generated email to set up your iSolved account. This email is from a no-reply email. You must click on the link in that email to set up your account. Your username will be your email address. Once you create your account, a critical step is to watch for an email to confirm your new account. **You must confirm the account to access self-service.**

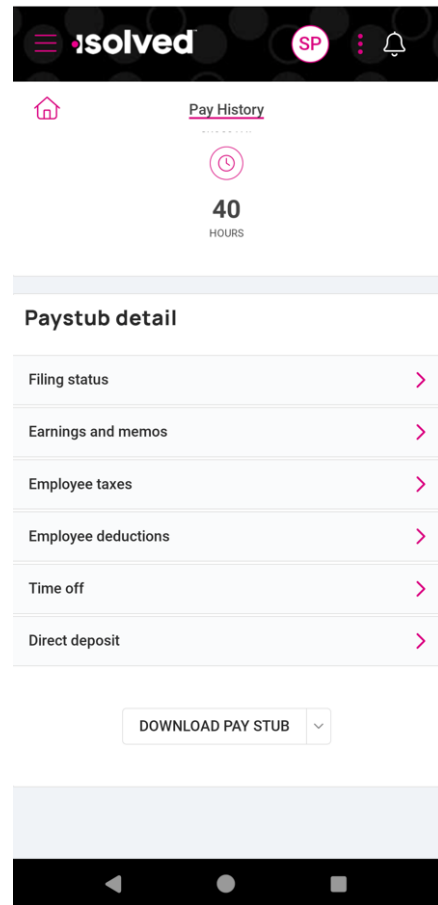
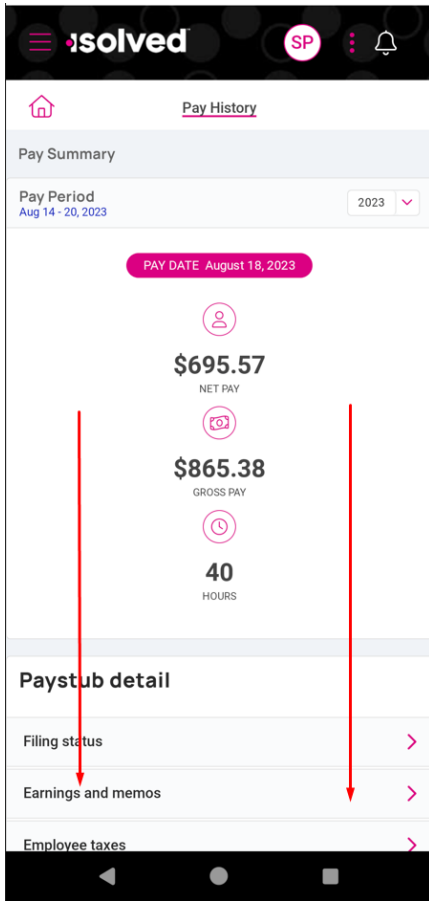
When you log into iSolved, you may see other sections that will not be applicable, so that is why they are blank. If you have any questions, please contact our Payroll Department at 717-761-8095.

Accessing Paystubs

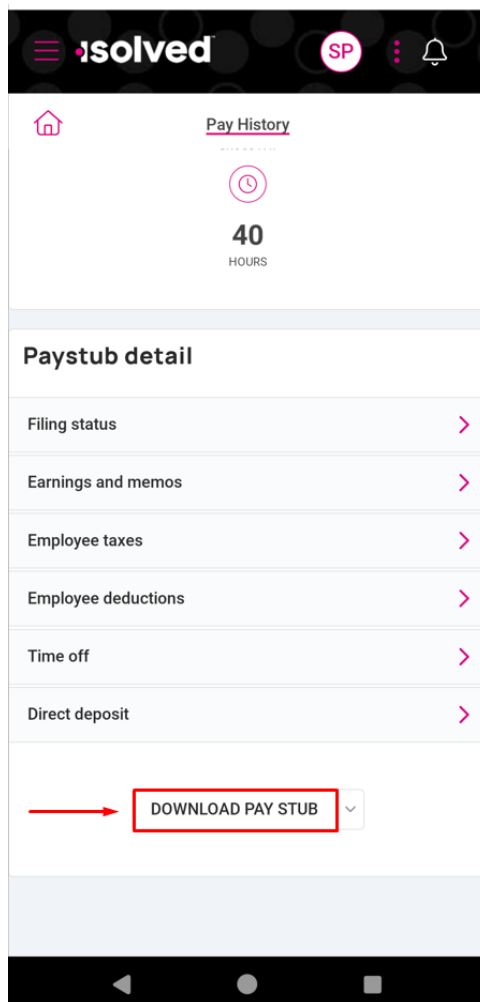
1. Login to <https://employdrive.myisolved.com/cloudservice/> and navigate to Pay and Tax > Pay History.



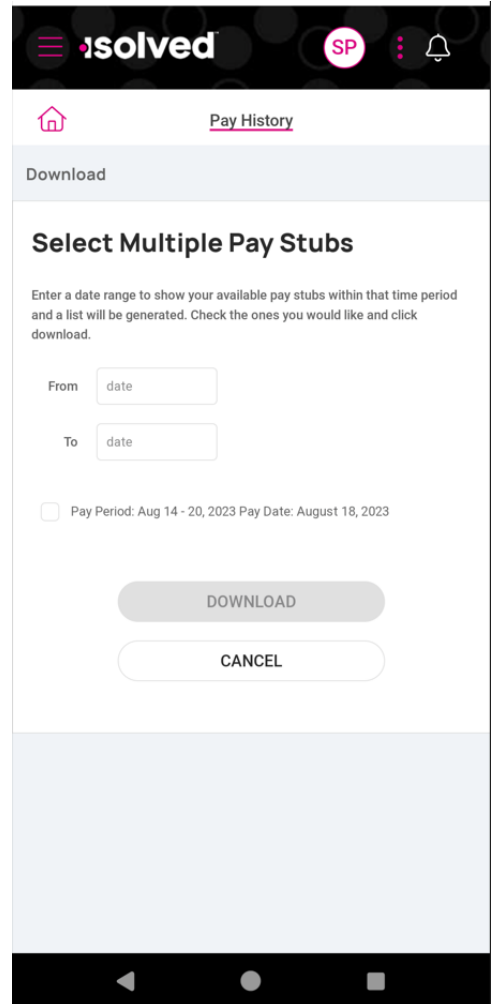
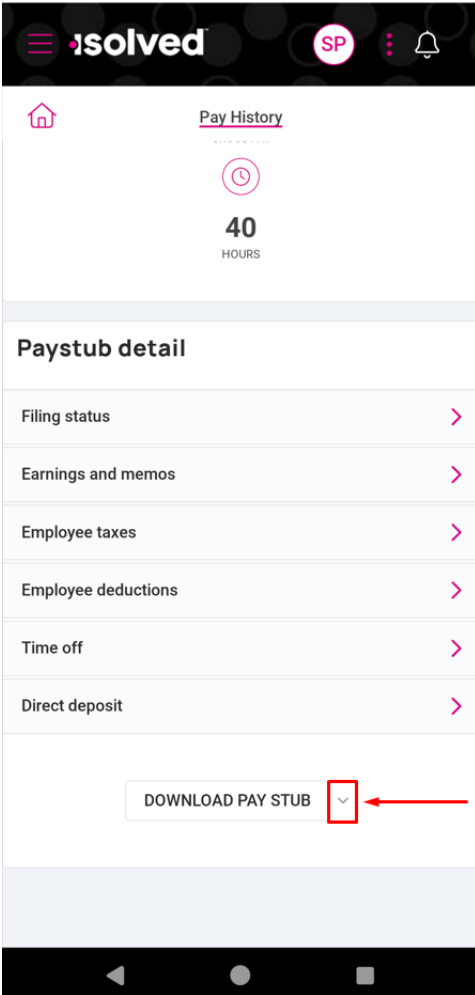
2. Once on the Pay History screen, scroll to the bottom until you see the **DOWNLOAD PAY STUB** button.



- From here, press the large **DOWNLOAD PAY STUB** button to download the selected pay's pay stub.

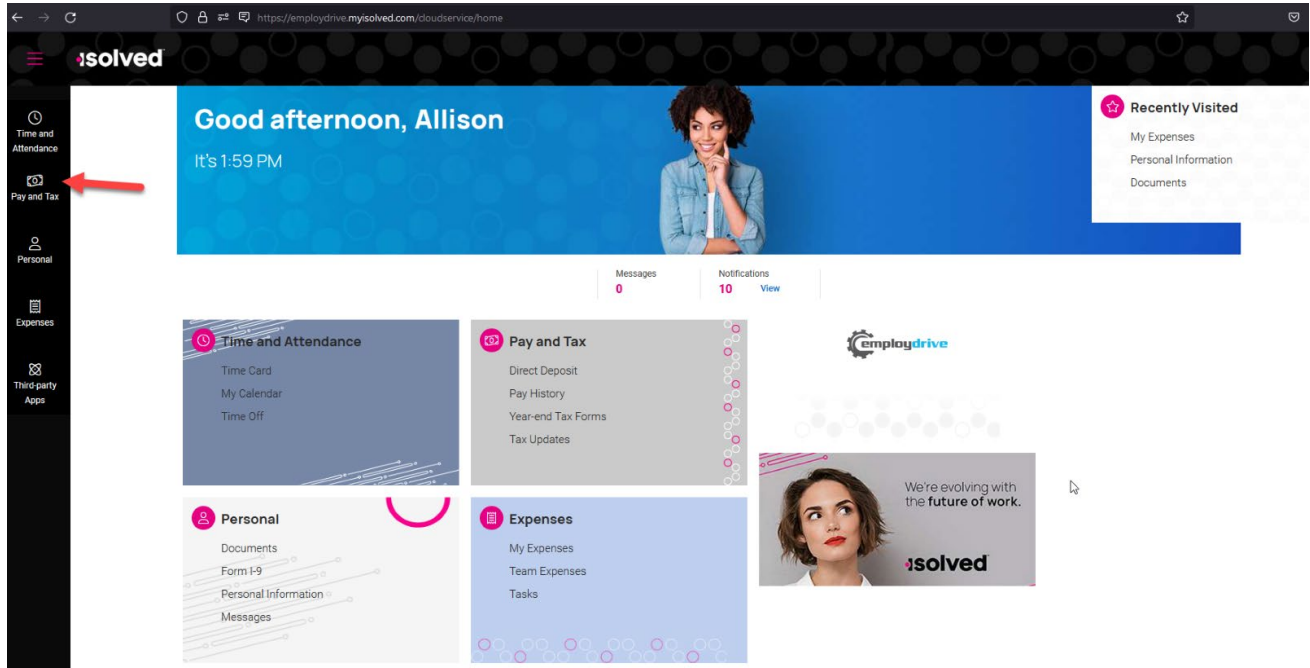


4. If you'd like to download multiple pay stubs at once, press the small arrow next to the **DOWNLOAD PAY STUB** button, and select your date range.

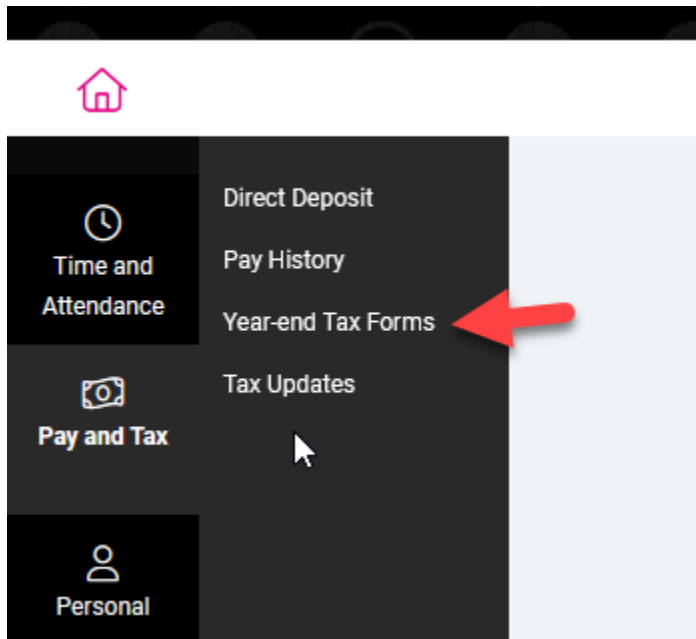


Accessing W2/Year-End Tax Forms

1. Login to your account at <https://employdrive.myisolved.com/cloudservice/home>
2. Select “Pay & Tax” from the left hand navigation bar.



3. Select “Year-end Tax Forms” in the subfolder.



4. Click “W-2” or “1099” to download your form.

The screenshot shows the 'isolved' web application interface. At the top, there is a navigation bar with the 'isolved' logo and a menu icon. Below the logo, there are several navigation options: 'Direct Deposit', 'Pay History', 'Year-end Tax Forms' (which is highlighted with a red underline), and 'Tax Updates'. On the left side, there is a vertical sidebar with icons for 'Time and Attendance', 'Pay and Tax', 'Personal', 'Expenses', and 'Third-party Apps'. The main content area is titled 'Summary' and contains a table with three columns: 'Name', 'Year', and 'Instructions'. The table has one row with the following data: 'W-2' in the 'Name' column, '2023' in the 'Year' column, and 'View' in the 'Instructions' column. A red arrow points to the 'W-2' link in the 'Name' column.

Name	Year	Instructions
W-2	2023	View