

Employee Instructions

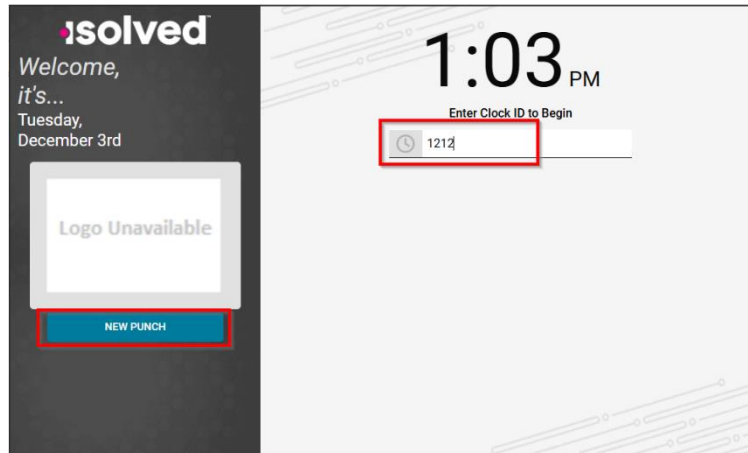
Table of Contents

Time Clock Instructions	2
Punch In/Out	2
Punch In for different location than default	3
Transfer	4
Missed Punch Entry.....	6
Time Clock	6
Desktop	7
Time off Request	8
Desktop	8
Mobile	9

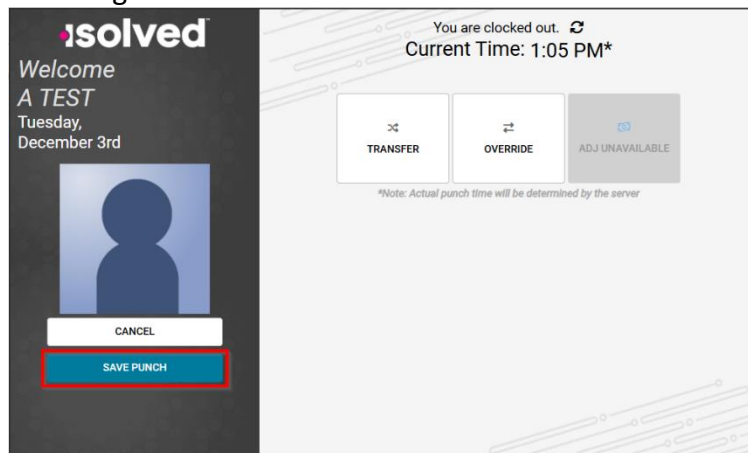
Time Clock Instructions

Punch In/Out

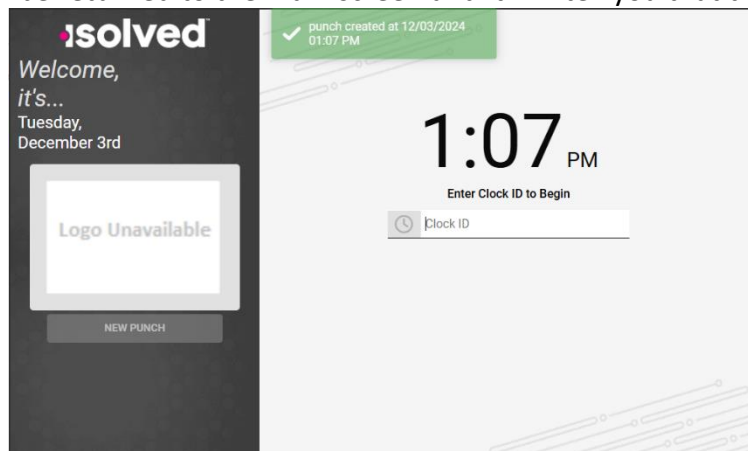
1. Enter you Clock ID and click **NEW PUNCH**



2. On the following screen click **SAVE PUNCH**



3. You will be returned to the main screen and it will tell you that the punch was created



Punch In for different location than default

1. Enter your Clock ID and click **NEW PUNCH**

The screenshot shows the 'isolved' login interface. On the left, a dark sidebar contains the 'isolved' logo, a welcome message 'Welcome, it's... Tuesday, December 3rd', a 'Logo Unavailable' placeholder, and a blue 'NEW PUNCH' button highlighted with a red box. The main area is light gray and displays the time '1:03 PM'. Below the time, it says 'Enter Clock ID to Begin' with an input field containing '1212' and a clock icon, both highlighted with a red box.

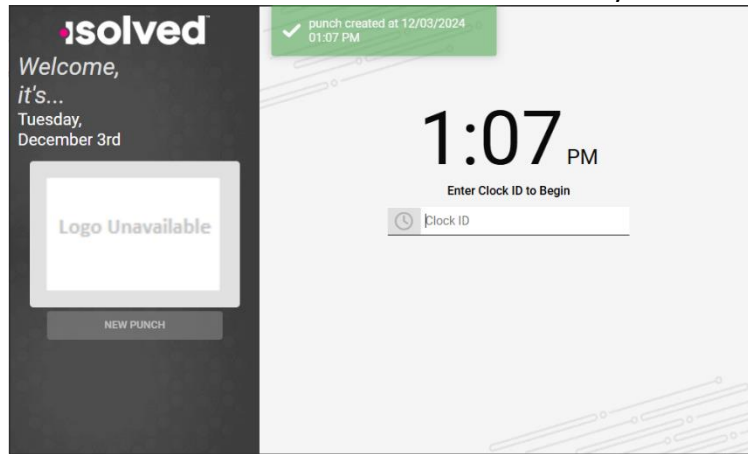
2. On the following screen select **OVERRIDE**

The screenshot shows the 'isolved' interface after the first step. The left sidebar now displays 'Welcome A TEST Tuesday, December 3rd' and a user profile icon. Below the icon are 'CANCEL' and 'SAVE PUNCH' buttons. The main area shows 'Your last punch was IN at 1:07 PM on 12/3/2024' and 'Current Time: 1:12 PM*'. Three buttons are visible: 'TRANSFER', 'OVERRIDE' (highlighted with a red box), and 'ADJ UNAVAILABLE'. A note at the bottom states: '*Note: Actual punch time will be determined by the server'.

3. Select the location from the drop-down menu and click **SAVE PUNCH**

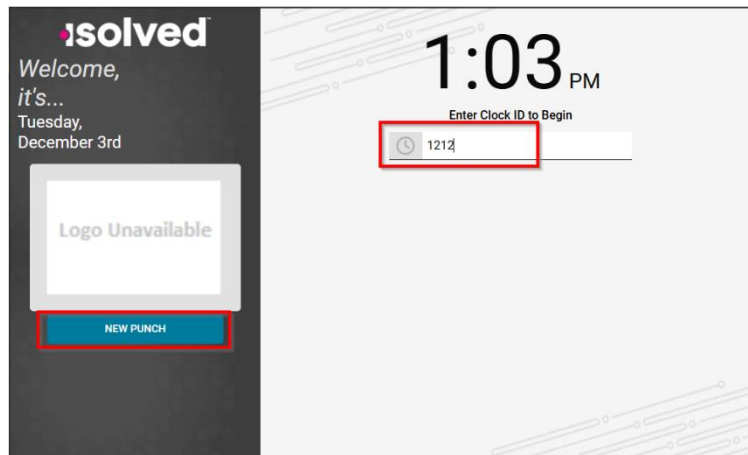
The screenshot shows the 'isolved' interface with the 'LABOR OPTIONS' dropdown menu open. The left sidebar is the same as in the previous step. The main area shows the 'LABOR OPTIONS' dropdown with 'Location' selected. The dropdown list includes 'Not Assigned', '1 - 84th & Center', '10 - Fremont' (highlighted in blue), '100 - Corporate Office', and '11 - 84th & Parkview Blvd'. The 'SAVE PUNCH' button in the sidebar is highlighted with a red box.

4. You will be returned to the main screen and it will tell you that the punch was created

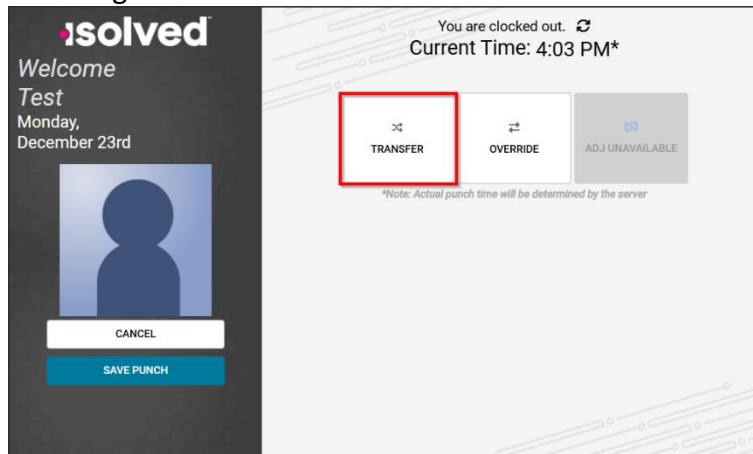


Transfer

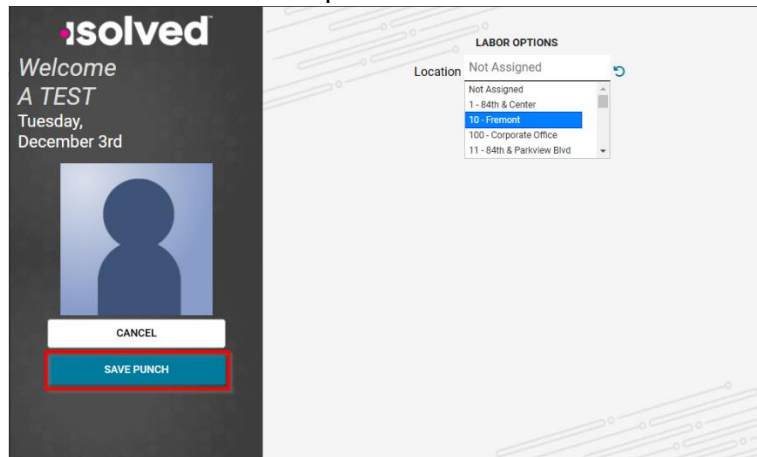
1. Enter you Clock ID and click **NEW PUNCH**



2. On the following screen select **TRANSFER**

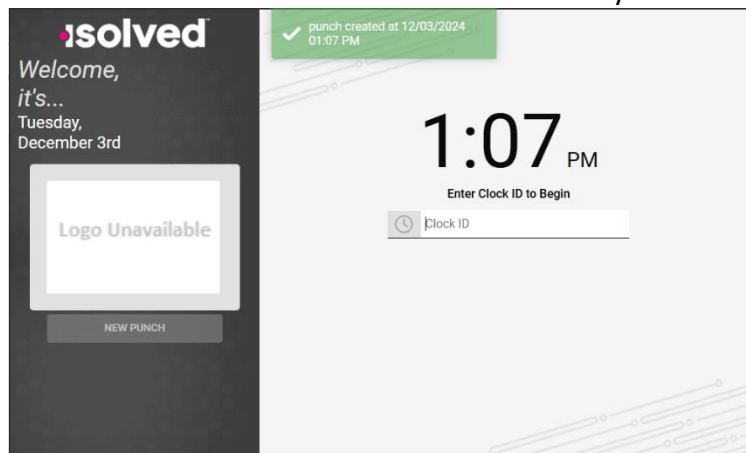


3. Select the location from the drop-down menu and click **SAVE PUNCH**



The screenshot shows the 'isolved' app interface. On the left, a dark sidebar contains the 'isolved' logo, a welcome message 'Welcome A TEST Tuesday, December 3rd', a placeholder profile picture, and two buttons: 'CANCEL' and 'SAVE PUNCH'. The 'SAVE PUNCH' button is highlighted with a red border. On the right, the 'LABOR OPTIONS' screen is visible, featuring a 'Location' dropdown menu that is open, showing a list of locations with '10 - Fremont' selected. The background of the right panel has a light gray pattern of diagonal lines and dots.

4. You will be returned to the main screen and it will tell you that the punch was created



The screenshot shows the 'isolved' app main screen after a punch is created. A green notification banner at the top right states 'punch created at 12/03/2024 01:07 PM'. The main display area shows the time '1:07 PM' and the text 'Enter Clock ID to Begin'. Below this is a 'Clock ID' input field with a clock icon. On the left sidebar, the text 'Welcome, it's... Tuesday, December 3rd' is shown, along with a 'Logo Unavailable' placeholder and a 'NEW PUNCH' button. The background of the right panel has a light gray pattern of diagonal lines and dots.

Missed Punch Entry

Time Clock

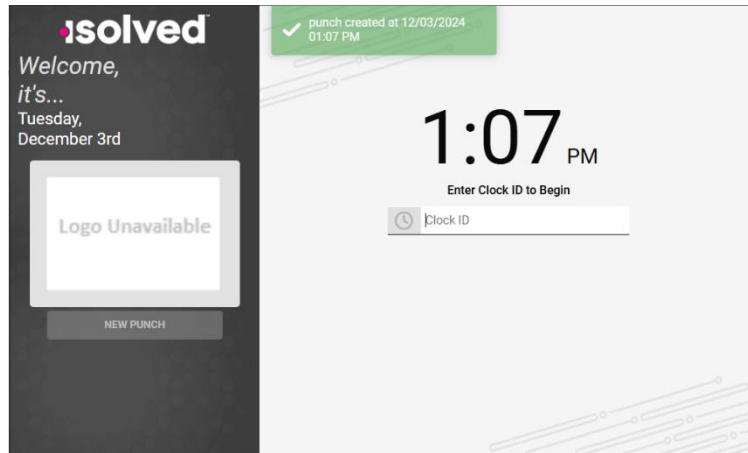
1. If you realize that you missed a punch you can enter a missed punch from the Time Clock
2. Enter your Clock ID and then click on **MISSED PUNCH**

The screenshot shows the 'isolved' Time Clock interface. On the left, a dark sidebar contains the 'isolved' logo, a welcome message 'Welcome, it's... Tuesday, December 3rd', a 'Logo Unavailable' placeholder, and two buttons: 'MISSED PUNCH' (highlighted with a red box) and 'NEW PUNCH'. The main area on the right is light gray and displays the time '1:17 PM' and a prompt 'Enter Clock ID to Begin' with a text input field containing '1212'.

3. Enter the Day/Time for the missed punch and then click on **SAVE PUNCH**

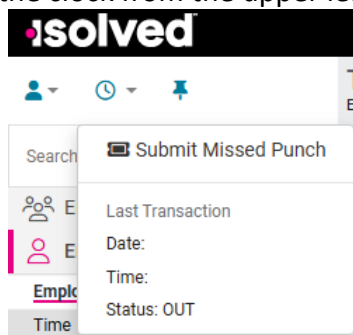
The screenshot shows the 'isolved' Time Clock interface after entering a missed punch. The left sidebar now includes a user profile icon and a 'CANCEL' button. The main area displays 'Your last punch was OUT at 1:14 PM on 12/3/2024' and a 'Submit Missed Punch' form. The form has two input fields: '12/3/2024' and '1:18 PM', both highlighted with a red box. Below the form are two buttons: 'TRANSFER' and 'OVERRIDE'. At the bottom of the sidebar, there is a 'SAVE PUNCH' button highlighted with a red box.

4. You will be returned to the main screen and it will tell you that the punch was created
 - a. Your supervisor will receive notice and have to approve this Manual Punch



Desktop

1. If you realize that you missed a punch you can enter a missed punch by logging into the desktop version of Self-Service
2. Select the clock from the upper left and click **Submit Missed Punch**



3. Enter the day and time for the punch and click **Save**

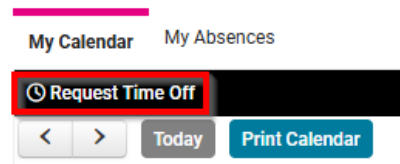
The image shows a 'Punch' entry form with a title bar and a close button. The form is divided into several sections: 'Time' with fields for 'Punch:' (containing '12/03/2024' and '12:58 PM'), 'Type:' (a dropdown menu set to 'Normal'), and 'Mode:' (a dropdown menu set to 'Auto'); 'Labor Group' with a 'Location:' field set to 'Not Assigned'; and 'Labor Default Override' with fields for 'Department:Corp', 'Account (Position):6018', and 'Location:'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Time off Request

Desktop

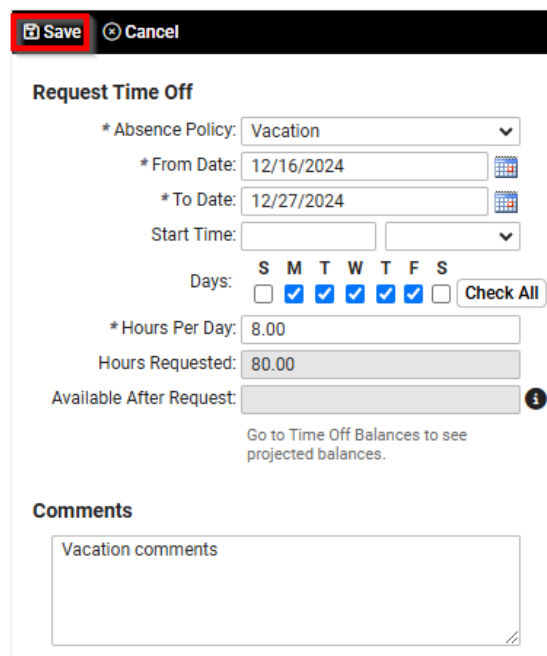
1. Log in to your iSolved Self-Service account on your desktop computer
2. On the left navigation menu select **Employee Self-Service** => **Time** => **Employee Calendar**
3. Click **Request Time Off**

Employee Calendar



4. Select the **Absence Policy** (Vacation or Sick)
5. Select date or range of dates
6. Start Time is not required
7. The days will be checked automatically
 - a. If requesting over a weekend or for more than one week then you can uncheck Saturday and Sunday so that it doesn't include those in the request
8. **Hours Per Day** should automatically fill with 8. Change as needed.
9. Add Comments if necessary
10. Click **Save**

Employee Calendar



Request Time Off

* Absence Policy: Vacation

* From Date: 12/16/2024


* To Date: 12/27/2024

Start Time:

Days: ☐ S ☒ M ☒ T ☒ W ☒ T ☒ F ☐ S

* Hours Per Day: 8.00

Hours Requested: 80.00

Available After Request: 

Go to Time Off Balances to see projected balances.

Comments

Vacation comments

11. Your request will be sent to your Supervisor for approval.

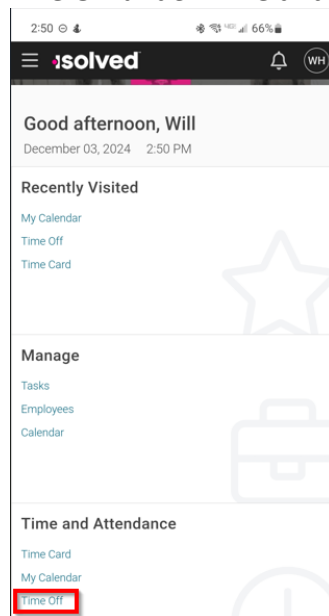
12. You can delete a request by going to **Employee Calendar** and the **My Absences** tab

The screenshot shows the 'Employee Self-Service' web interface. On the left is a navigation menu with options like 'Employee Management', 'Employee Self-Service', 'Employee Welcome', 'Time', 'Time Card', 'Employee Absences', 'Time Off Balances', 'Employee Calendar' (highlighted), 'Employee Messages', 'Employee Profile Picture', 'Employee Profile', 'Contact Information', 'Employee Contacts', 'Pay History', and 'W2/ACA/1099 Forms'. The main content area is titled 'Employee Calendar' and has two tabs: 'My Calendar' and 'My Absences' (selected). Below the tabs are date range selectors for 'From' (12/1/2024) and 'To' (12/31/2024), along with 'Absence Policy' and 'Status' dropdowns. A table displays a list of absences with columns for 'Date' and 'Absence Policy'. The table shows several dates from 12/16/2024 to 12/24/2024, all with 'Vacation' as the policy. At the bottom of the table, there are 'Delete' and 'Refresh' buttons. The 'Delete' button is highlighted with a red box.

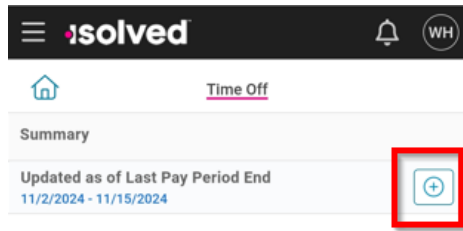
Date	Absence Policy
12/16/2024	Vacation
12/17/2024	Vacation
12/18/2024	Vacation
12/19/2024	Vacation
12/20/2024	Vacation
12/23/2024	Vacation
12/24/2024	Vacation

Mobile

1. Log in to your iSolved Self-Service account on your mobile device
2. Select **Time Off** under **Time and Attendance**



3. Click the add button



4. Select the **Absence Policy** (Vacation or Sick)
5. Select date or range of dates
6. Start Time is not required
7. Days will check automatically
 - a. If requesting over a weekend or for more than one week then you can uncheck Saturday and Sunday so that it doesn't include those in the request
8. **Hours Per Day** set as 8 or change as needed.
9. Add Comments if necessary
10. Click **Submit**

 A screenshot of the 'isolved' app showing the 'Time Off Request' form. The form is titled 'Create New' and 'Time Off Request'. It includes a 'Policy' dropdown menu set to 'Vacation'. Below this are two boxes: 'Available hours' with 'N/A' and 'After request' with 'N/A'. There are date pickers for 'From' (12/16/2024) and 'To' (12/27/2024). Underneath are radio buttons for 'Requested days off' with options Su, M, T, W, Th, F, and S. The 'F' and 'S' options are currently selected. To the right of the form, there are input fields for 'Start time', 'Hours per day' (set to 8), and 'Total requested' (80 hours). There is also a 'Notes' text area containing 'Vacation request'. At the bottom of the form are two buttons: 'SUBMIT' and 'CANCEL'.

11. Request will be sent to your Supervisor for approval.
12. You can delete a request by going to **Time Off** and scrolling down to **Pending Requests** and then selecting the three dots next to the request you would like to delete.