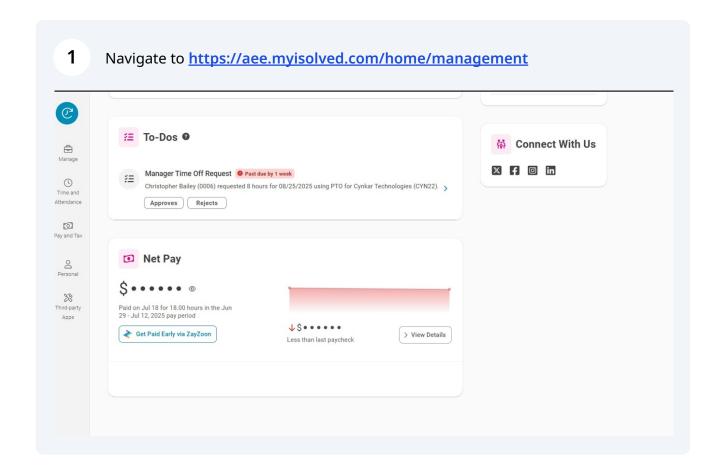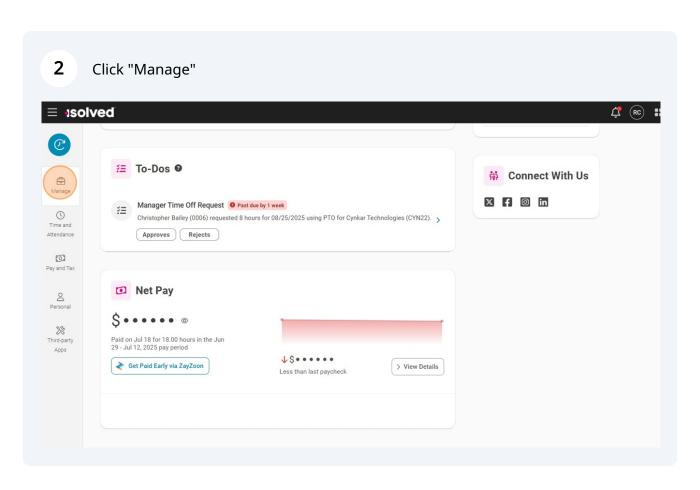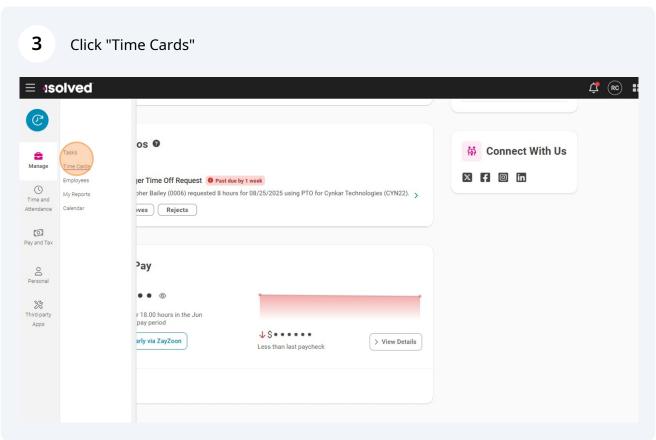# Allocate Hours on Time Card in Manage Tab - Adaptive (Mobile)

This guide walks through the process for Managers and Supervisors adding time entries with Labor in iSolved,

1   Navigate to **https://aee.myisolved.com/home/management**

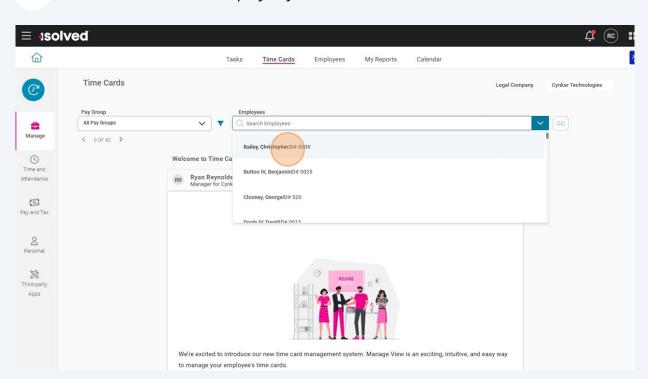**2** Click "Manage"

3 Click "Time Cards"

4 Click the drop down to choose an employee

5 Search or choose the employee you'd like.

6 Click "GO"

7 Click "Add Entry"

8 Click "Hours" or "Punch"

9 Enter all the details for the time record, and then under Labor Group, select the labor for this record.

10 Click "05 - Accounting (5 - Accounting)"

Type
Normal

Start Date   End Date
08/26/2025   08/26/2025

Start time   End time   Duration
08:00 am   04:00 pm   8

Notes

Labor group   ⟳ REFRESH

Department
Select

04 - Warehouse (2 - Warehouse)

05 - Accounting (5 - Accounting)

CANCEL   SAVE

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11 Click "Save"

Type
Normal

Start Date   End Date
09/08/2025   09/08/2025

Start time   End time   Duration
08:00 am   04:00 pm   8

Notes

Labor group   ⟳ REFRESH

Department
05 - Accounting (5 - Accounting)

Labor fields

Department
05 - Accounting

CANCEL   SAVE

12 You'll see "Your hours record has been added"

13 If you need to edit an existing record, click on the time record.

14 Click "Edit"

15 Click on the Labor Group section and choose the labor you'd like for this record.

16 Click "Save"

Start Date
09/08/2025

End Date
09/08/2025

Start time
08:00 am

End time
04:00 pm

Duration
8

Notes

Labor group   ⟳ REFRESH

Department
04 - Warehouse (2 - Warehouse)   ⌄

Labor fields

Department
04 - Warehouse   ⌄

CANCEL   SAVE

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17 Down below you can see the total by Earnings, which will show Regular hours, Time Off, OT, Holiday. Or you can click on Labor to see the labor breakdown.

| Hours 8:00a - 4:00p | 08h 00m | Hours 7:00a - 2:00p | 07h 00m | | |

⊙ CLEAR   ⊙ CLEAR

| Hours 00h 00m | Hours 08h 00m | Hours 07h 00m | Hours 00h 00m | Hours 00h 00m |

Total Hours
15.00

Summary

Earnings		Labor
Hourly Regular		15.00 hours

9

18

| | | ⊙ CLEAR | ⊙ CLEAR | | |
| Hours 00h 00m | Hours 08h 00m | Hours 07h 00m | Hours 00h 00m | Hours 00h 00m |

Total Hours
15.00

Summary

| Earnings | Labor |

Department
Warehouse

Total 8.00

Department
Accounting

Total 7.00