

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>



Manage

Time and Attendance

Pay and Tax

Personal

Third-party Apps

To-Dos



Manager Time Off Request

Past due by 1 week

Christopher Bailey (0006) requested 8 hours for 08/25/2025 using PTO for Cynkar Technologies (CYN22).

Approves

Rejects



Connect With Us

X f @ in

Net Pay

\$ ● ● ● ● ● ● ● ●

Paid on Jul 18 for 18.00 hours in the Jun 29 - Jul 12, 2025 pay period

Get Paid Early via ZayZoon

↓ \$ ● ● ● ● ● ● ● ●
Less than last paycheck

> View Details

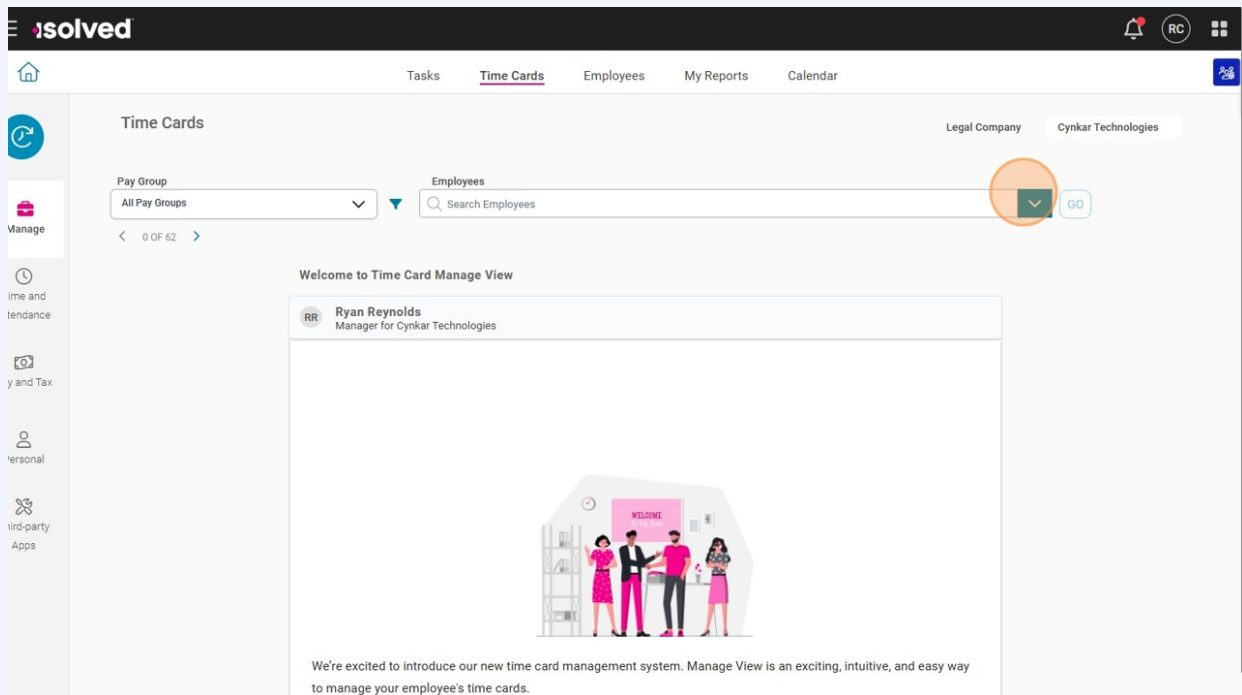
2 Click "Manage"

The screenshot shows the 'isolved' dashboard. The top navigation bar includes a hamburger menu, the 'isolved' logo, a notification bell, and a user profile icon labeled 'RC'. The left sidebar contains several icons: a clock for 'Time and Attendance', a calendar for 'Pay and Tax', a person for 'Personal', and a gear for 'Third-party Apps'. The main content area is divided into three sections. The top section, titled 'To-Dos', features a 'Manager Time Off Request' for Christopher Bailey (0006) for 8 hours on 08/25/2025 using PTO for Cynkar Technologies (CYN22). It includes 'Approves' and 'Rejects' buttons. The middle section, titled 'Net Pay', shows a payment status of 'Paid on Jul 18 for 18.00 hours in the Jun 29 - Jul 12, 2025 pay period'. It includes a 'Get Paid Early via ZayZoon' button, a red bar indicating a decrease in pay, and a 'View Details' button. The right sidebar contains a 'Connect With Us' section with social media icons for X, Facebook, Instagram, and LinkedIn.

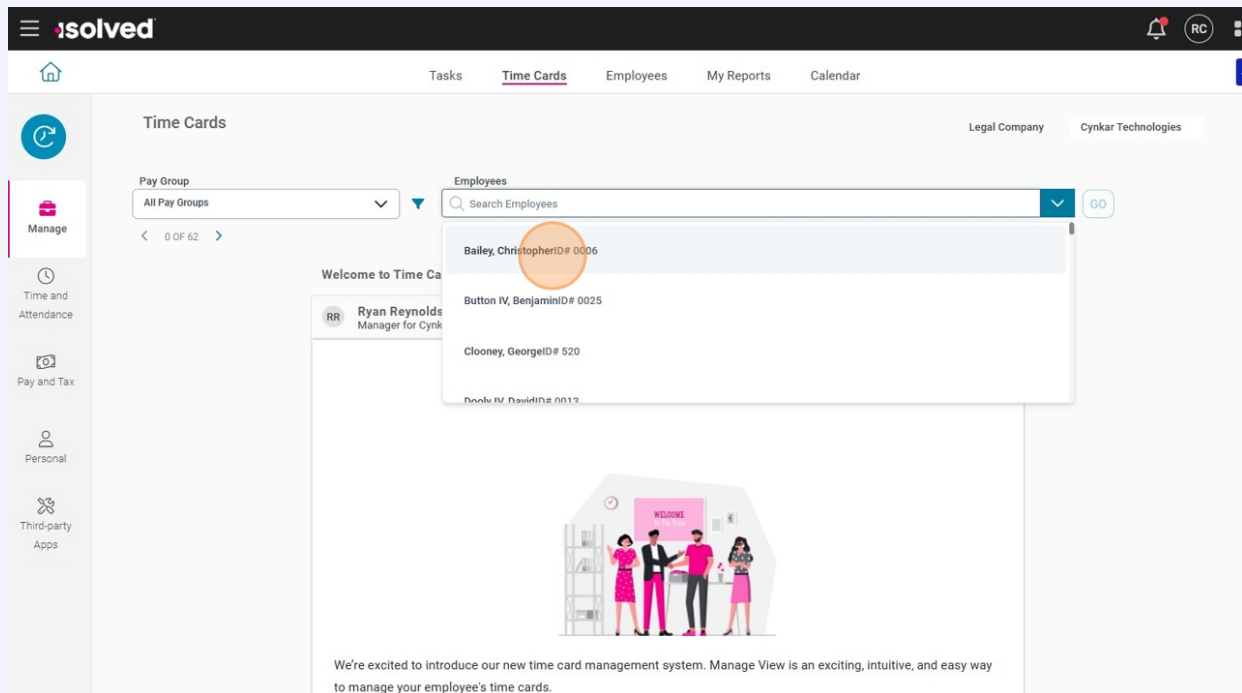
3 Click "Time Cards"

The screenshot shows the 'isolved' dashboard with the 'Time Cards' section selected in the left sidebar. The sidebar now includes a 'Tasks' icon and a 'Time Cards' icon. The main content area is divided into three sections. The top section, titled 'To-Dos', features a 'Manager Time Off Request' for Christopher Bailey (0006) for 8 hours on 08/25/2025 using PTO for Cynkar Technologies (CYN22). It includes 'Approves' and 'Rejects' buttons. The middle section, titled 'Net Pay', shows a payment status of 'Paid on Jul 18 for 18.00 hours in the Jun 29 - Jul 12, 2025 pay period'. It includes a 'Get Paid Early via ZayZoon' button, a red bar indicating a decrease in pay, and a 'View Details' button. The right sidebar contains a 'Connect With Us' section with social media icons for X, Facebook, Instagram, and LinkedIn.

4 Click the drop down to choose an employee



5 Search or choose the employee you'd like.



6 Click "GO"

The screenshot shows the 'isolved' web application interface. The top navigation bar includes 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. The 'Time Cards' section is active, showing a search bar for employees. The search bar contains the text 'Bailey, Christopher' and a 'GO' button, which is highlighted with an orange circle. Below the search bar, there is a welcome message for Ryan Reynolds, Manager for Cynkar Technologies, and a calendar view. The calendar view shows the dates 07, 08, 09, 10, and 11. The 'GO' button is highlighted with an orange circle.

7 Click "Add Entry"

The screenshot shows the 'isolved' web application interface. The top navigation bar includes 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. The 'Time Cards' section is active, showing a calendar view for the week of Sunday, 09/07/2025 to Saturday, 09/20/2025. The calendar view shows the dates 07, 08, 09, 10, and 11. The 'Add Entry' button is highlighted with an orange circle.

8 Click "Hours" or "Punch"

The screenshot shows the 'isolved' Time Card View interface. The top navigation bar includes 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. The left sidebar contains icons for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'. The main content area displays a calendar grid for the week of 09/07/2025 to 09/20/2025. The 'Add Entry' button is highlighted with an orange circle, and a dropdown menu is open showing options: Hours, Punch, Punch Request, Absence, and Time Off. The 'Hours' option is selected and highlighted with an orange circle.

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

The screenshot shows the 'isolved' Time Card View interface with the 'Add Entry' form open. The form includes the following fields:

- Type: Normal
- Start Date: 08/26/2025
- End Date: 08/26/2025
- Start time: 08:00 am
- End time: 04:00 pm
- Duration: 8
- Notes: (empty text area)
- Labor group: (empty dropdown menu)
- Department: (empty dropdown menu)
- Labor fields: (empty dropdown menu)

The 'Department' field is highlighted with an orange circle. At the bottom of the form are 'CANCEL' and 'SAVE' buttons.

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

The screenshot shows the 'Manage' form in a web application. The left sidebar contains icons for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'. The main form area has the following fields:

- Type:** Normal (dropdown)
- Start Date:** 08/26/2025 (calendar icon)
- End Date:** 08/26/2025 (calendar icon)
- Start time:** 08:00 am
- End time:** 04:00 pm
- Duration:** 8
- Notes:** (text area)
- Labor group:** (button with 'REFRESH' icon)
- Department:** Select (dropdown menu is open, showing '04 - Warehouse (2 - Warehouse)' and '05 - Accounting (5 - Accounting)' with the latter highlighted by an orange circle)
- Buttons:** CANCEL, SAVE

11 Click "Save"

The screenshot shows the 'Manage' form after the department has been selected. The 'Department' dropdown is now set to '05 - Accounting (5 - Accounting)'. The 'Labor fields' section is visible below the 'Labor group' section.

Labor fields:

- Department:** 05 - Accounting (dropdown)

Buttons: CANCEL, SAVE (highlighted with an orange circle)

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

The screenshot shows the 'isolved' app interface. At the top, a green banner displays the message 'Your hours record has been added' with a checkmark icon. Below this, a table shows five columns for hours worked, each with a 'CLEAR' button. The total hours are 15.00. A summary section shows 'Earnings' and 'Labor' with 'Hourly Regular' at 15.00 hours.

Hours	Hours	Hours	Hours	Hours
00h 00m	08h 00m	07h 00m	00h 00m	00h 00m
Total Hours 15.00				

Summary	
Earnings	Labor
Hourly Regular	15.00 hours

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

The screenshot shows the 'isolved' app interface with the 'Time Cards' tab selected. A calendar view displays the week from Sunday, 07/07/2025, to Saturday, 09/07/2025. A time card entry for Monday, 08/07/2025, is highlighted, showing hours from 8:00a to 4:00p. The interface includes a sidebar with navigation options and a top bar with a confirmation message.

07 Sunday	08 Monday	09 Tuesday	10 Wednesday	11 Thursday
	Hours 8:00a - 4:00p	Hours 7:00a - 2:00p		
Total Hours				

14 Click "Edit"

The screenshot shows the 'isolved' Time Cards interface. The left sidebar contains a 'Manage' section with icons for Time and Attendance, Pay and Tax, Personal, and Third-party Apps. The main content area is titled 'Entry Details' and shows a time entry for '09/08/2025'. The entry details include 'Start Time' (Mon 8:00 AM EDT), 'End Time' (Mon 4:00 PM EDT), 'Duration' (08h 00m), and 'Labor Department' (05). An orange circle highlights the 'Edit' button next to the 'Time' label.

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

The screenshot shows the 'isolved' Labor group selection interface. The main content area is titled 'Labor group' and includes a 'Department' dropdown menu. The dropdown menu is open, showing a list of labor groups: '04 - Warehouse (2 - Warehouse)' and '05 - Accounting (5 - Accounting)'. An orange circle highlights the '04 - Warehouse (2 - Warehouse)' option. Below the dropdown menu are 'CANCEL' and 'SAVE' buttons. The footer of the page displays 'isolved ©2025 ver. 250822.2'.

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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ver. 250822.2

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	Hours	Hours	Hours	Hours
00h 00m	08h 00m	07h 00m	00h 00m	00h 00m
Total Hours: 15.00				

CLEAR CLEAR

Summary

Earnings Labor

Hourly Regular 15.00 hours



Manage

Time and
Attendance

Pay and Tax

Personal

Third-party
Apps

	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	