Approve Employee Update Requests on Mobile

This guide walks you through how to view and approve employee update requests.
You could have the follow approvals turned on:
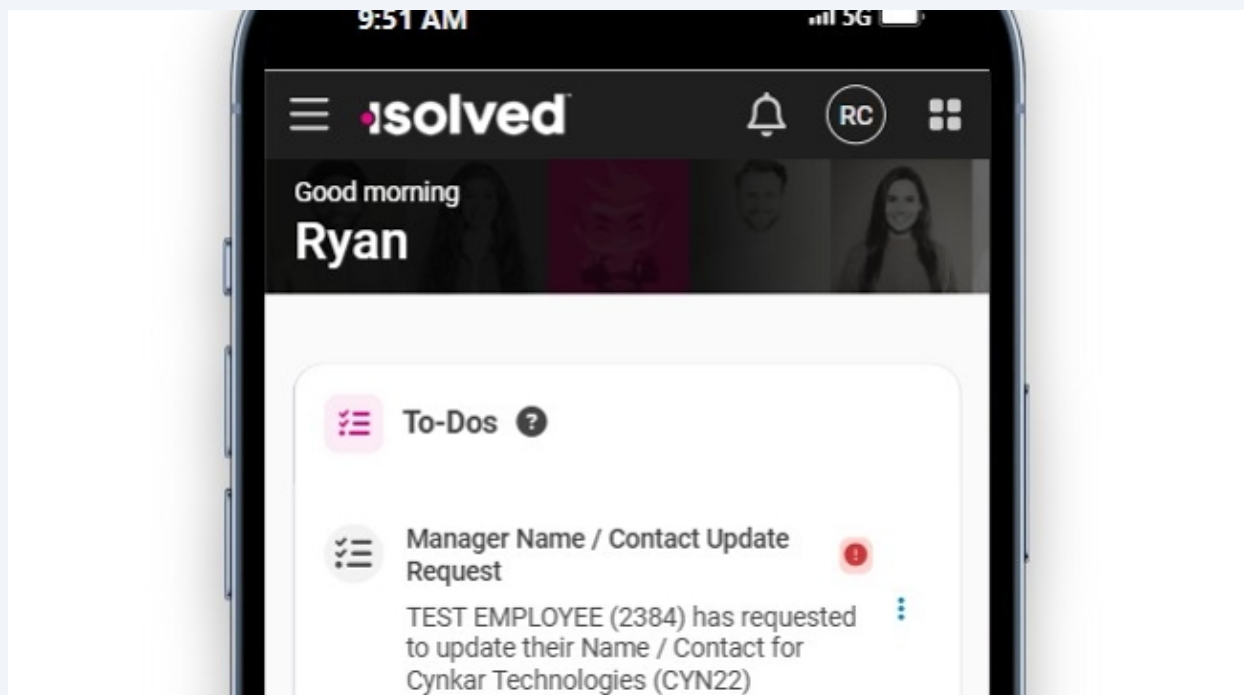Name and Contact Details
Address Updates
Direct Deposit Info

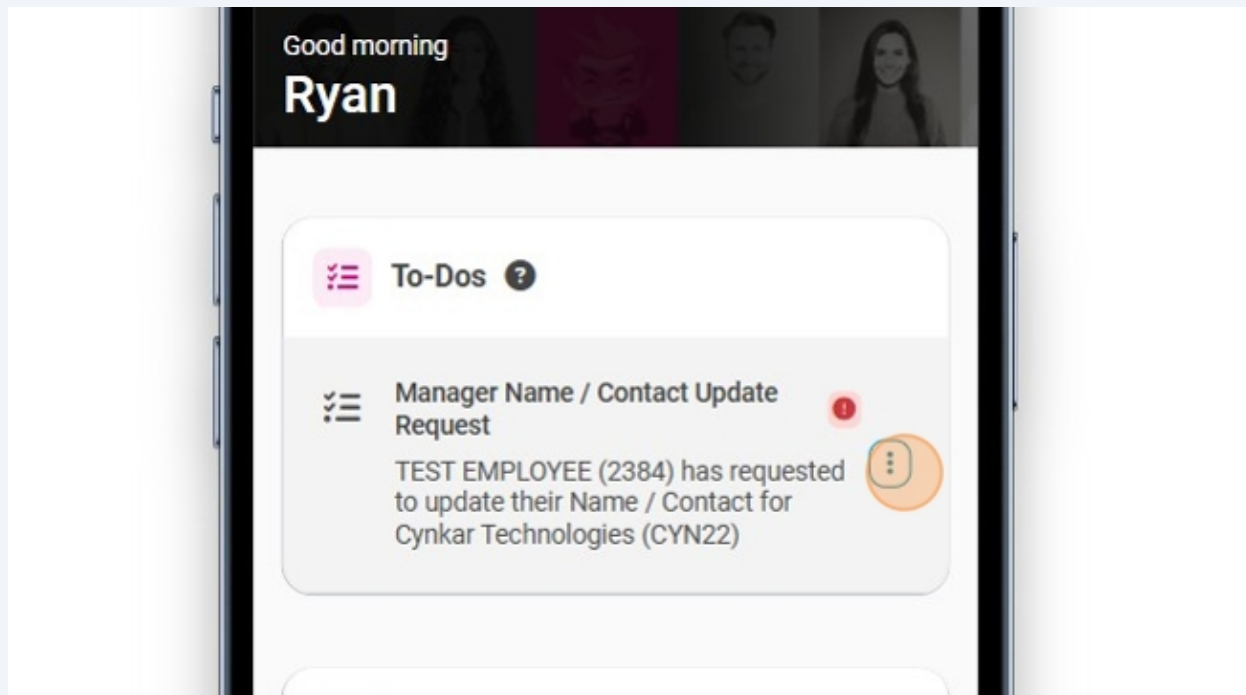**1** Navigate to **https://aee.myisolved.com/home** or log into the isolved People Cloud app

From this screen, you will be able to see your To-Dos as a manager. This will include anything assigned to you, or any approvals you need to review.

2   If you click on the 3 dots on the right side of the to do, you can approve, reject or see the details of the request.

If you click See Details, it will take you to the screen where you can view the request

3 Click "Approves"

Once you've done this, it will notify the employee that their request has been approved.