

Approve Missed Punch Requests in Manage Tab



This guide walks through the process for approving missed punch requests in isolated via the Manage Tab in Adaptive.

1

Navigate to <https://aee.myisolated.com/home>



Manage



Time and Attendance



Pay and Tax



Personal



Third-party Apps



Quick Punch

Last punch OUT You can still punch if you wish

As of 5:26 PM

⌚ Punched OUT

⚡ Punch

Options ▾



Recently Visited

Calendar >

Tasks >

Pay History >



To-Dos 1



No To-Dos

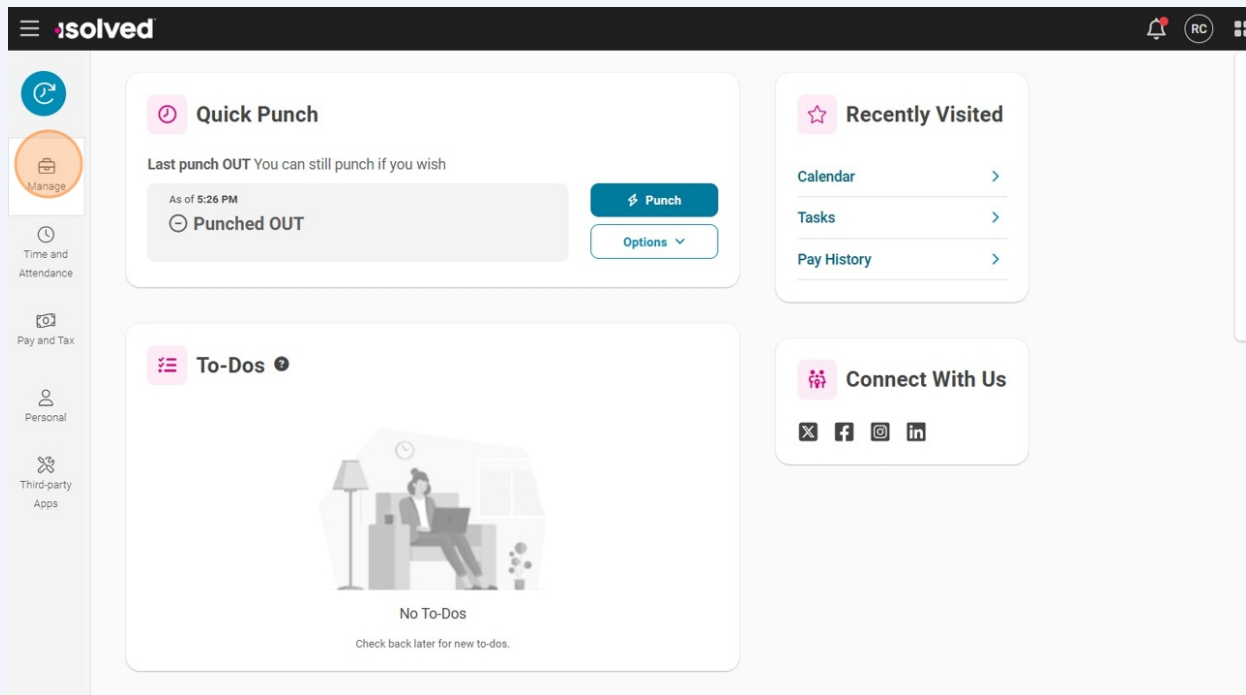
Check back later for new to-dos.



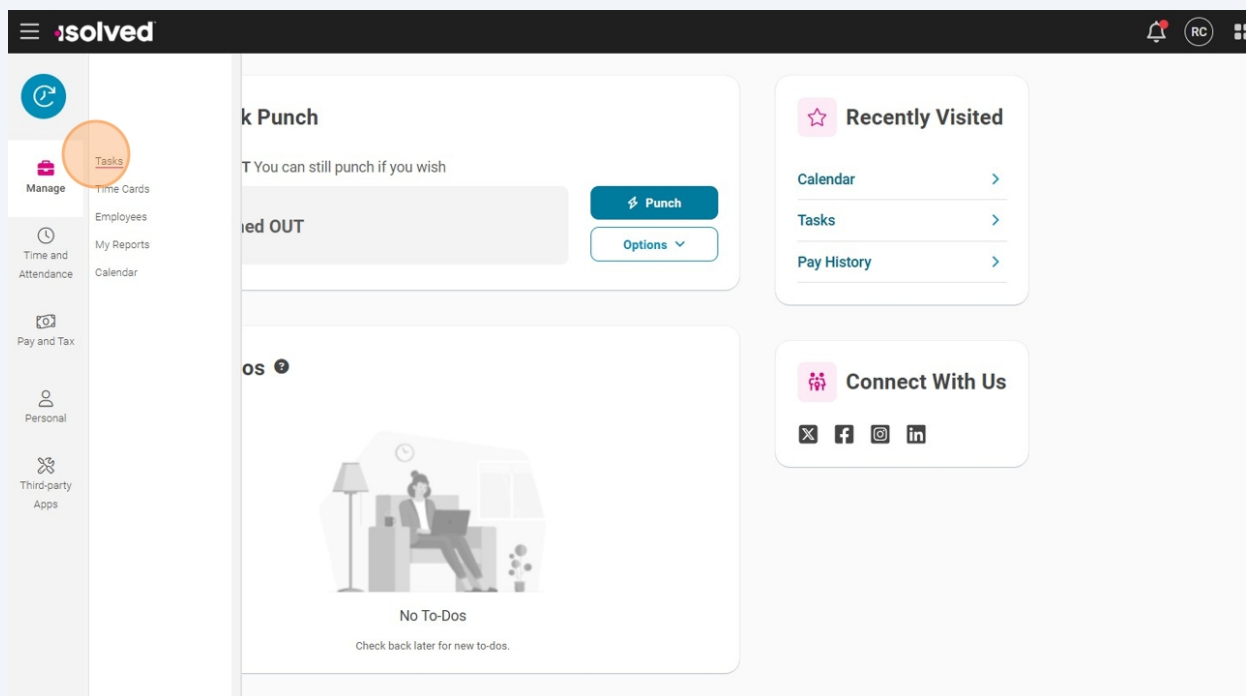
Connect With Us



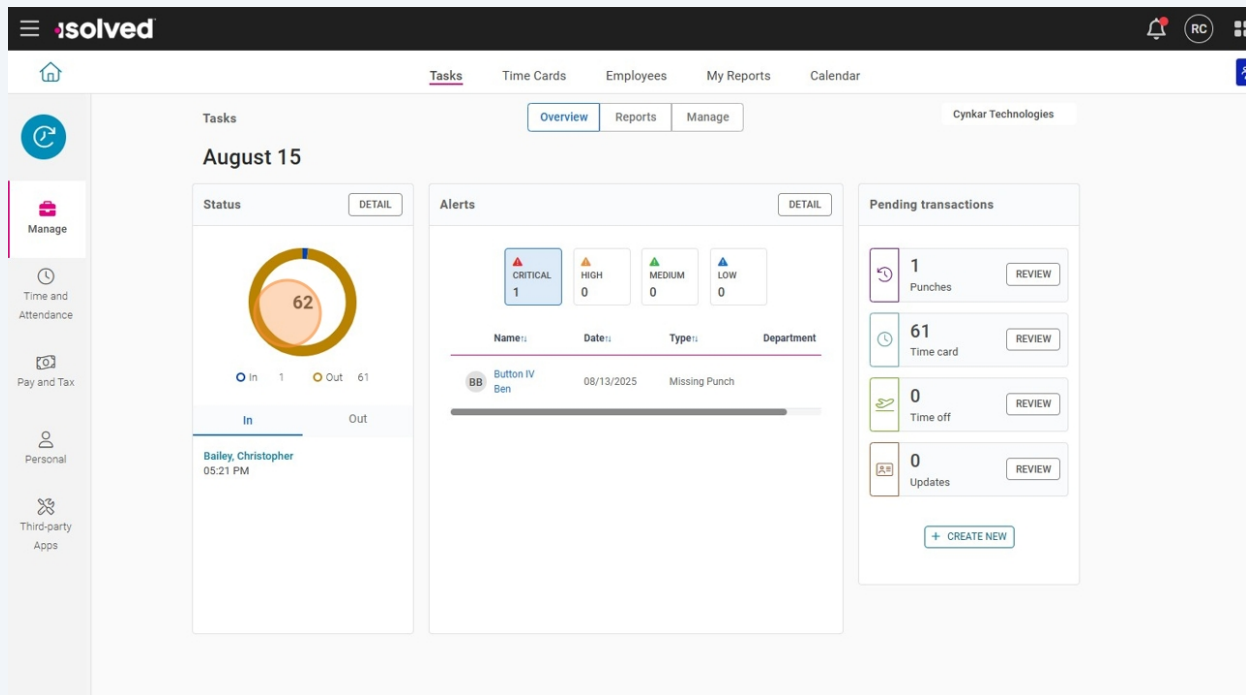
2 Click "Manage"



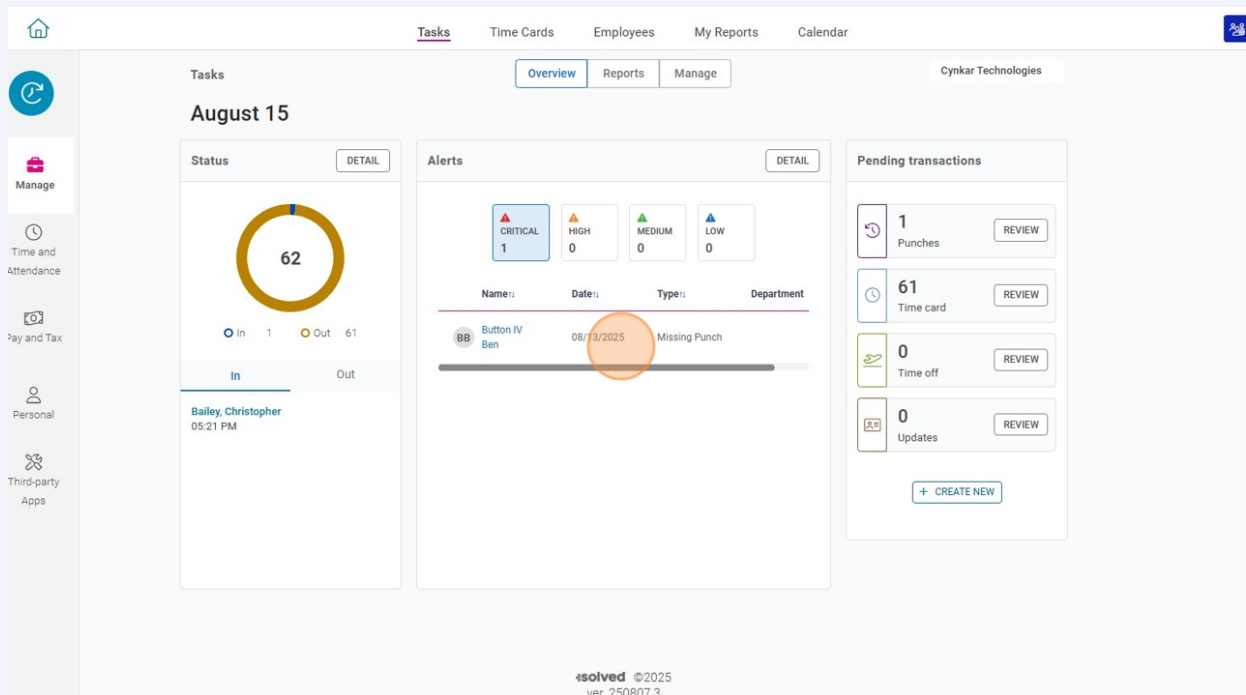
3 Click "Tasks"



4 Here you will see employees punched in and out



5 In the middle section, you'll see any current Alerts



6

On the right side you'll see all Pending Transactions including:
 Punches
 Time Cards to Approve
 Time Off Requests
 Other employee Updates

The screenshot displays the iSolved HR system 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 is titled 'Tasks' and 'August 15'. It features three panels: 'Status' with a donut chart showing 62 and a table with 'In' (1) and 'Out' (61) counts; 'Alerts' with a table listing a 'Missing Punch' for 'Button IV Ben' on 08/13/2025; and 'Pending transactions' with a list of transactions: '1 Punches', '61 Time card', '0 Time off', and '0 Updates', each with a 'REVIEW' button. A red circle highlights the 'REVIEW' button for the '1 Punches' transaction.

7

Click "Review" next to Punches to review the Submitted Missed Punches

This screenshot is identical to the previous one, showing the iSolved HR system interface. The 'Pending transactions' panel shows a list of transactions: '1 Punches', '61 Time card', '0 Time off', and '0 Updates', each with a 'REVIEW' button. A red circle highlights the 'REVIEW' button for the '1 Punches' transaction.

8 Click the arrow to view more details

The screenshot shows the 'isolved' web application interface. The top navigation bar includes a home icon, the 'isolved' logo, and a notification bell with a red dot. Below the navigation bar, the 'Tasks' section is active, with tabs for 'Overview', 'Reports', and 'Manage'. The 'Manage' tab displays a table with the following data:

Name	Date	Status	Action
Bailey, Christopher	08/15/2025 8:10 AM	Pending	

An orange circle highlights a right-pointing arrow in the first column of the table. Below the table is an 'APPROVE 1' button.

9 Click the dots on the right side and choose Approve or Reject

The screenshot shows the 'isolved' web application interface. The top navigation bar includes a home icon, the 'isolved' logo, and a notification bell with a red dot. Below the navigation bar, the 'Tasks' section is active, with tabs for 'Overview', 'Reports', and 'Manage'. The 'Manage' tab displays a table with the following data:

Name	Date	Status	Action
Bailey, Christopher	08/15/2025 8:10 AM	Pending	

An orange circle highlights the three dots in the 'Action' column. A dropdown menu is open, showing 'Approve' and 'Reject' options. Below the table is an 'APPROVE 1' button.

10 Or below Click "Approve 1" to approve

The screenshot shows the 'Manage' tab in the 'Tasks' section. On the left, there's a sidebar with icons for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'. The main content area has a 'Tasks' section with a list of tasks: 'Pending punches', 'Time card approval', 'Time off requests', and 'Updates'. The 'Pending punches' task is selected, showing a table with one entry for Bailey, Christopher. The table has columns for Name, Date, Status, and Action. The entry shows a pending punch on 08/15/2025 at 8:10 AM. Below the table, there's a form with fields for Type (Normal), Mode (Auto), Labors, Time Clock Id (6), Employee Number (0006), Status Change By (rcynkar@threadhcm.com), Date (08/15/2025, 8:10 AM), and Notes. An orange circle highlights the 'APPROVE 1' button at the bottom right of the form.

Name	Date	Status	Action
✓ Bailey, Christopher	08/15/2025 8:10 AM	Pending	⋮

Type: Normal
Mode: Auto
Labors:
Time Clock Id: 6
Employee Number: 0006
Status Change By: rcynkar@threadhcm.com
Date: 08/15/2025, 8:10 AM
Notes:

APPROVE 1

isolved ©2025
ver. 250807.3

11 To view this time on the time card, up top Click "Time Cards"

The screenshot shows the 'Time Cards' tab in the 'Tasks' section. The top navigation bar has a menu icon, the 'isolved' logo, and a notification bell. Below the navigation bar, there's a tab bar with 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. The 'Time Cards' tab is selected, highlighted with an orange circle. The main content area has a 'Tasks' section with a list of tasks: 'Pending punches', 'Time card approval', 'Time off requests', and 'Updates'. The 'Time card approval' task is selected, showing a table with columns for Name, Date, Status, and Action. The table is empty, with the text 'No records found' below it.

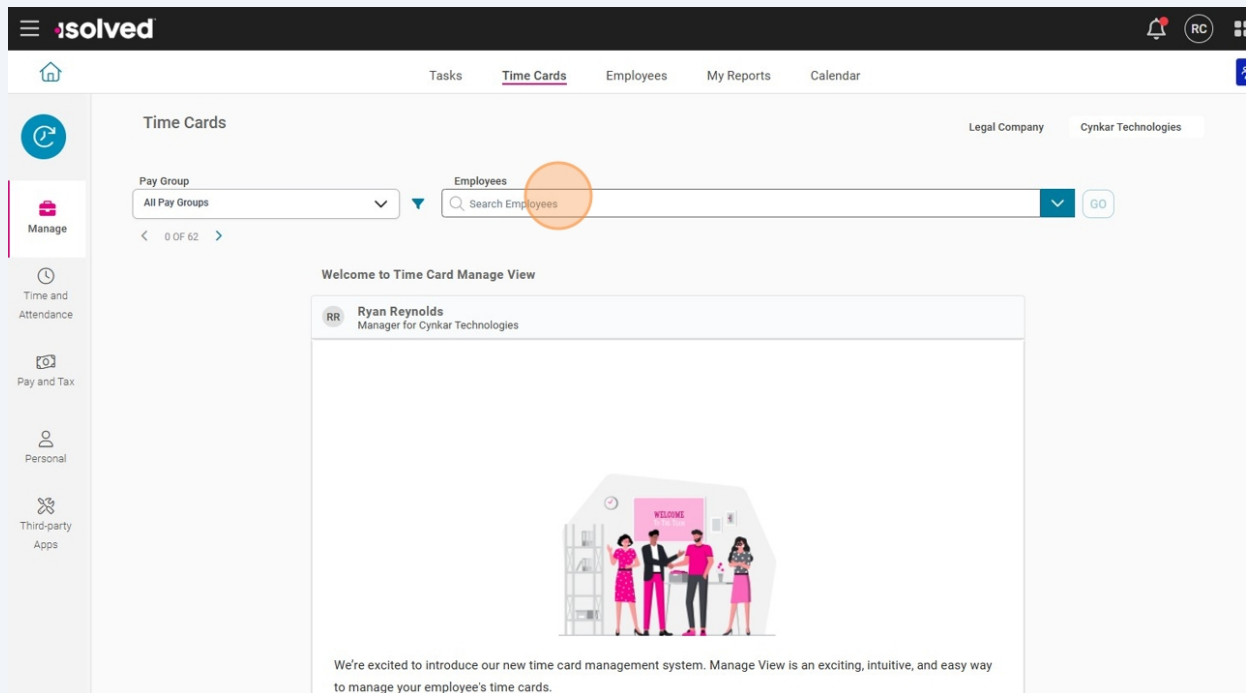
isolved

Tasks: Overview Reports **Manage** Cynkar Technologies

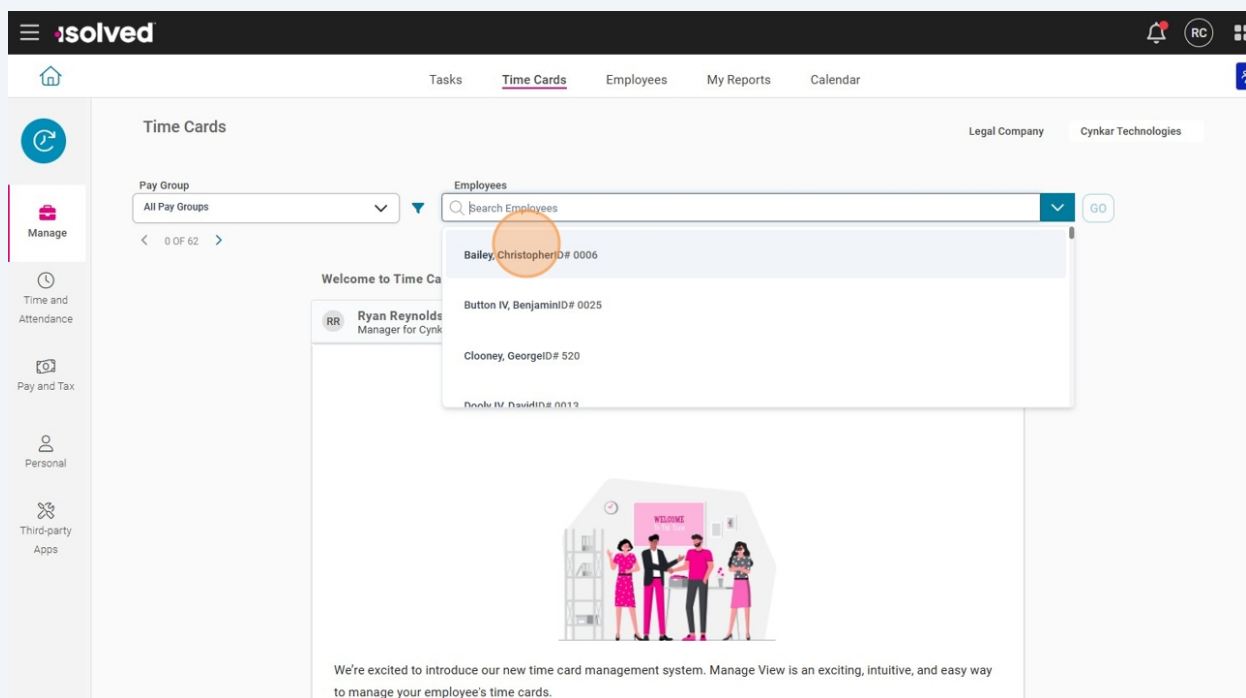
Time card approval

Name	Date	Status	Action
No records found			

12 Click the "Search Employees" field.



13 Choose or search for the Employee



14 Click "GO"

The screenshot shows the 'Time Cards' management interface. At the top, there's a navigation bar with 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. Below this, a sidebar on the left contains icons for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'. The main content area is titled 'Time Cards' and shows a 'Pay Group' dropdown set to 'All Pay Groups' and an 'Employees' search bar containing 'Bailey, Christopher'. A 'GO' button is highlighted with an orange circle. Below the search bar, a 'Welcome to Time Card Manage View' message is displayed, featuring an illustration of four people in an office setting. The message states: 'We're excited to introduce our new time card management system. Manage View is an exciting, intuitive, and easy way to manage your employee's time cards.'

15 You'll now see the punch listed in the employee Time Card

The screenshot shows the 'Time Card View' interface. At the top, there's a navigation bar with 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. Below this, a sidebar on the left contains icons for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'. The main content area is titled 'Time Card View' and shows a calendar grid for the period 'Sun. 08/10/2025-Sat. 08/23/2025'. The grid displays punch times for Wednesday, 13th. The punch times are highlighted with an orange circle. The punch times are: 'Punch 9:00a - 1:00p' and 'Punch 2:00p - 5:00p'. The grid also shows a 'Punch 04h 00m' and a 'Punch 03h 00m' for Thursday, 14th. The grid has a 'CLEAR' button at the bottom right.