

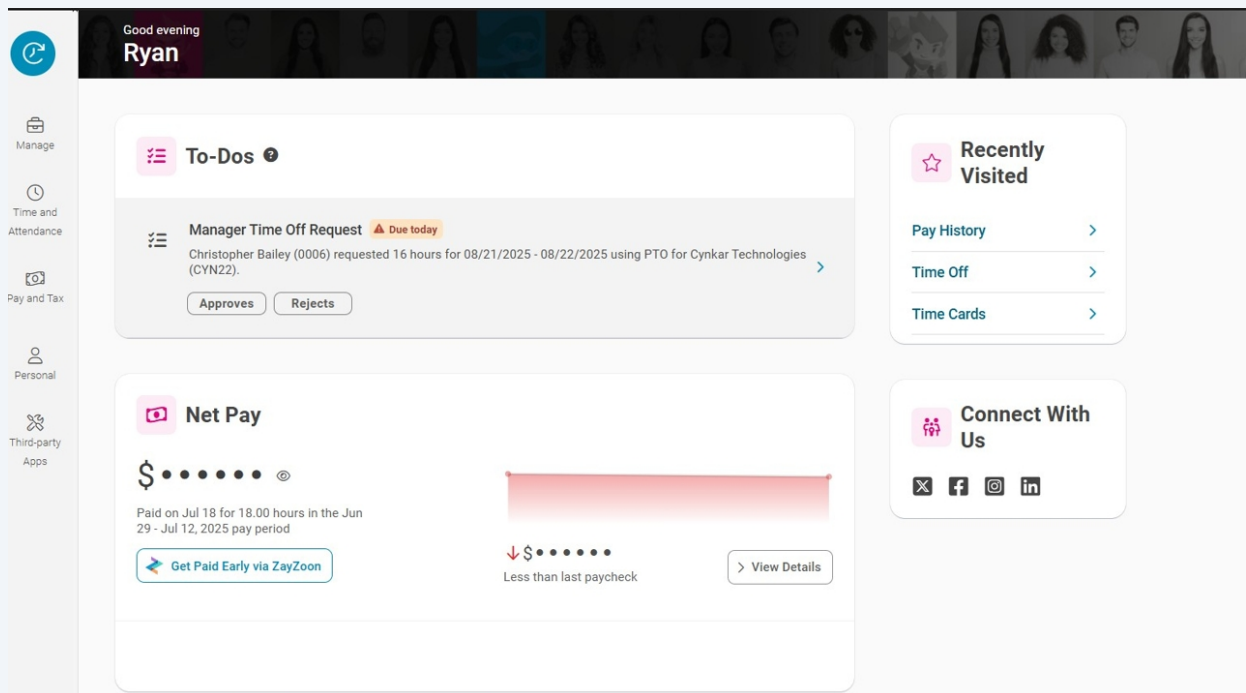
# Approve Time Off Request in Manage Tab



This guide walks through the process for managers to approve time off requests in the isolated Adaptive view.

1

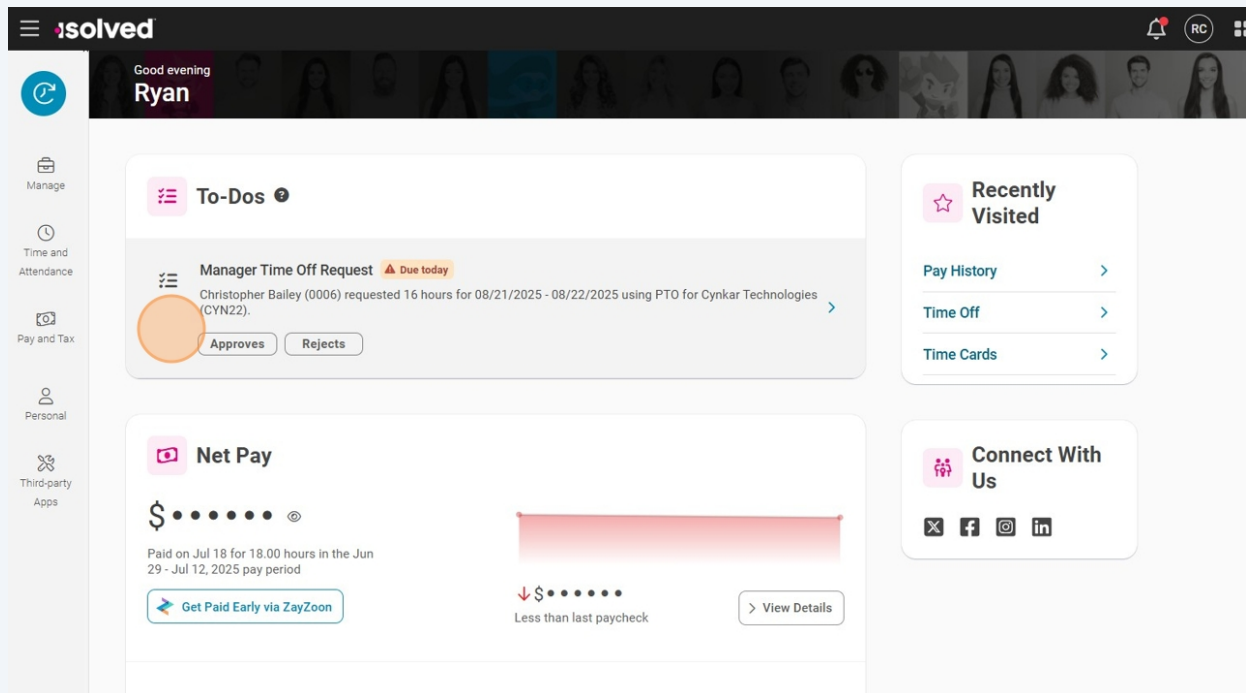
Navigate to <https://aee.myisolved.com/home>



2

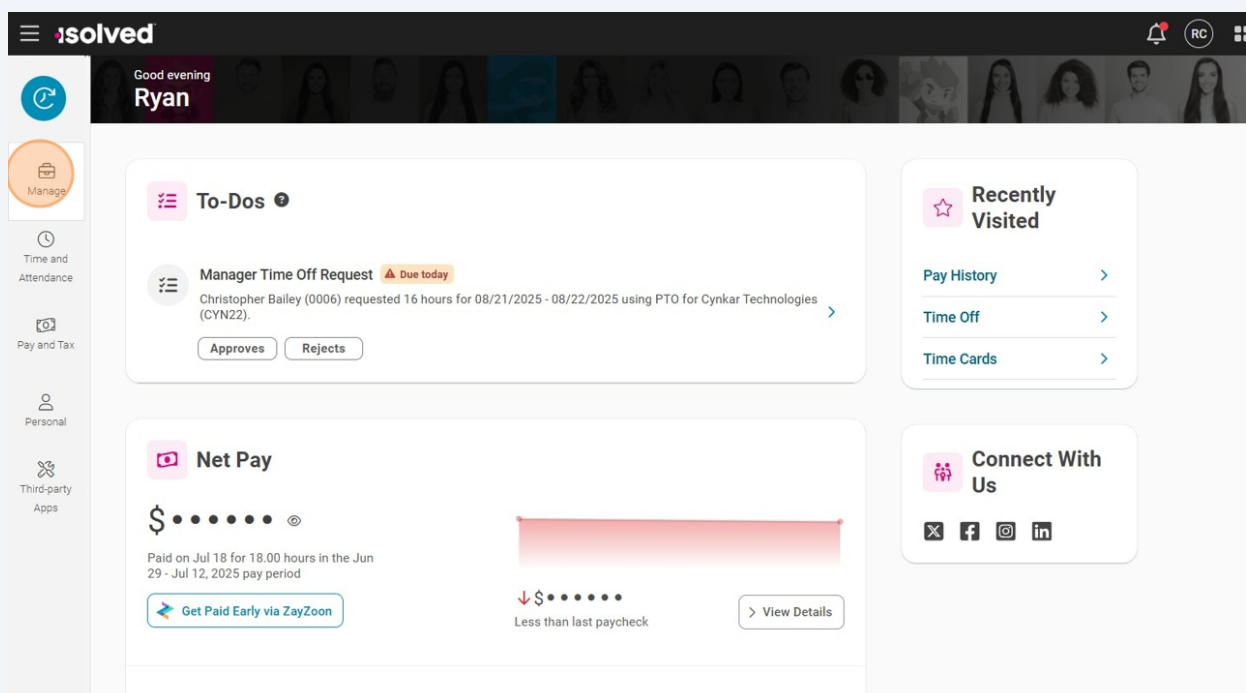
Under To-Dos, you will be able to see Time Off Requests or other approvals that may be assigned to you.

The quickest way to complete this will be to click Approves or Rejects right here. If you click on the section, it will take you to view more detail for the request.

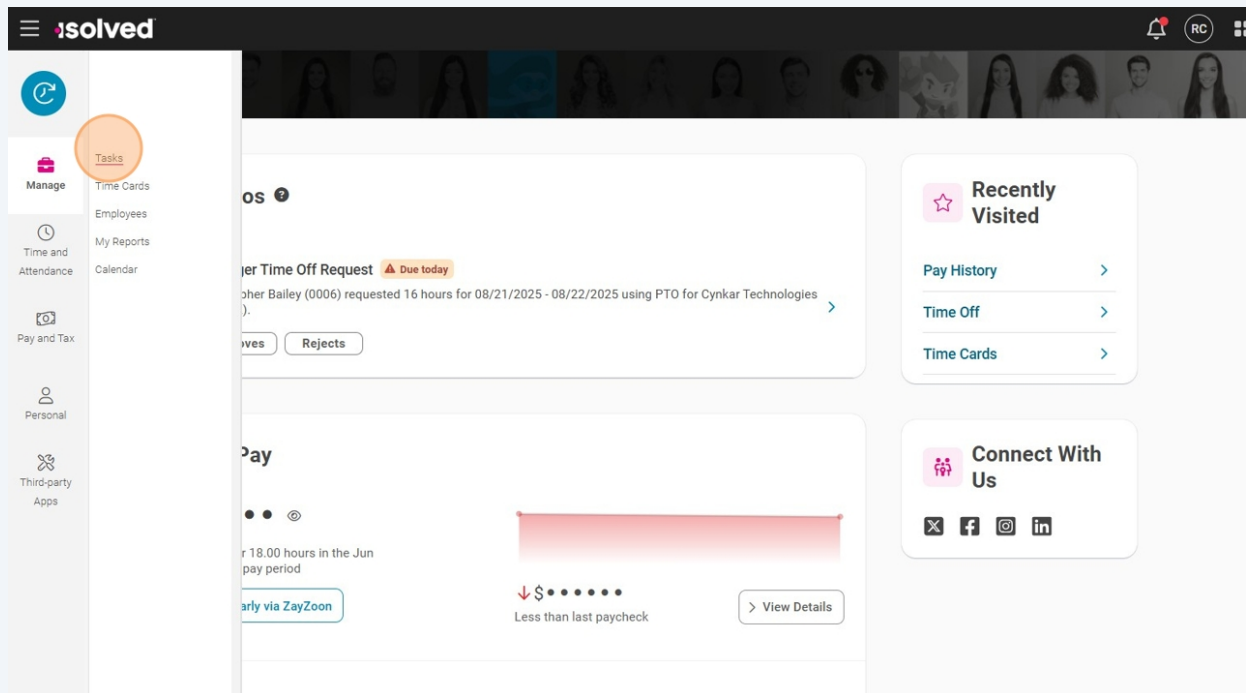


3

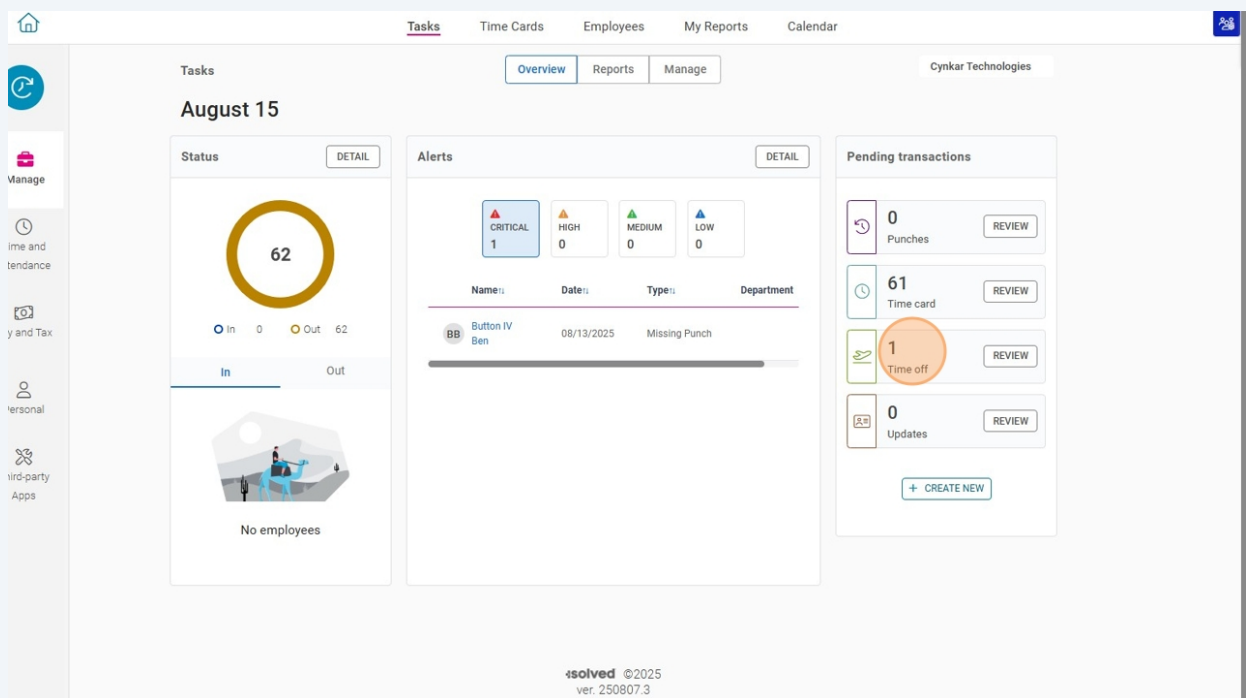
You can also approve this request by going to your Manage Tab. Click "Manage"



#### 4 Click "Tasks"



#### 5 On the right side you can see Pending Transactions. Here you'll see all your Pending Time Off Requests.



## 6 Click "Review"

The screenshot shows the 'Tasks' page in the 'solved' HR system. The page has a sidebar with navigation options: Home, Manage, Time and Attendance, Pay and Tax, Personal, and Third-party Apps. The main content area is titled 'Tasks' and includes a sub-header 'August 15'. Below this, there are three main sections: 'Status', 'Alerts', and 'Pending transactions'. The 'Status' section shows a circular progress indicator with the number 62, representing the total number of employees. The 'Alerts' section shows a table with columns for Name, Date, Type, and Department. The 'Pending transactions' section shows a list of transactions with columns for Name, Date, Type, and Department. The 'Time off' transaction is highlighted with an orange circle and a 'REVIEW' button.

| Name             | Date       | Type          | Department |
|------------------|------------|---------------|------------|
| BB Button IV Ben | 08/13/2025 | Missing Punch |            |

| Name | Date | Type      | Department |
|------|------|-----------|------------|
| 0    |      | Punches   |            |
| 61   |      | Time card |            |
| 1    |      | Time off  |            |
| 0    |      | Updates   |            |

## 7 Click on The employee's name and you'll be able to see that Time Off Request

The screenshot shows the 'Manage' page in the 'solved' HR system. The page has a sidebar with navigation options: Home, Manage, Time and Attendance, Pay and Tax, Personal, and Third-party Apps. The main content area is titled 'Tasks' and includes a sub-header 'Manage'. Below this, there are two main sections: 'Tasks' and 'Time off requests'. The 'Tasks' section shows a list of tasks: Pending punches, Time card approval, Time off requests, and Updates. The 'Time off requests' section shows a table with columns for Name, Dates, Hours, and Policy. The 'Time off requests' task is highlighted with an orange circle.

| Name                | Dates                   | Hours | Policy |
|---------------------|-------------------------|-------|--------|
| Bailey, Christopher | 08/21/2025 - 08/22/2025 | 16.00 | PTO    |

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From the Action drop down, you can choose to Approve to Reject.

The screenshot shows 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 displays a 'Time off request' for Bailey, Christopher, submitted on 08/15/2025 at 05:01 PM EDT. The status is 'Waiting for your approval'. The 'Action' dropdown menu is highlighted with an orange circle, showing options for 'Approves' and 'Rejects'. The 'PROCESS' button is also visible.

| Time off request     |               |
|----------------------|---------------|
| August 21 - 22, 2025 |               |
| AVAILABLE            | AFTER REQUEST |
| 86.16 Hours          | 70.16 Hours   |

| Total hours requested |                      |
|-----------------------|----------------------|
| 16.00                 |                      |
| Time off type         |                      |
| PTO                   |                      |
| From                  | 08/21/2025, 8:00 AM  |
| To                    | 08/22/2025, 12:00 AM |
| Notes                 | Going to the beach   |

IM DONE

9

Click "Approves"

The screenshot shows the 'isolved' HR system interface, similar to the previous one. The 'Action' dropdown menu is highlighted with an orange circle, and the 'Approves' option is selected. The 'PROCESS' button is also visible.

| Time off request     |               |
|----------------------|---------------|
| August 21 - 22, 2025 |               |
| AVAILABLE            | AFTER REQUEST |
| 86.16 Hours          | 70.16 Hours   |

| Total hours requested |                      |
|-----------------------|----------------------|
| 16.00                 |                      |
| Time off type         |                      |
| PTO                   |                      |
| From                  | 08/21/2025, 8:00 AM  |
| To                    | 08/22/2025, 12:00 AM |
| Notes                 | Going to the beach   |

IM DONE

## 10 Click "Process" button

The screenshot shows the 'isolved' HR system interface. The top navigation bar includes 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. The left sidebar has icons for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'. The main content area is titled 'Tasks' and shows a 'Status' box with the text 'Waiting for your approval' and 'SUBMITTED Bailey, Christopher 08/15/2025 05:01 PM EDT'. Below this is an 'Approves' dropdown menu and a 'PROCESS' button, which is highlighted with an orange circle. To the right, a 'Time off request' box for 'Bailey, Christopher' shows the dates 'August 21 - 22, 2025', 'AVAILABLE 86.16 Hours', and 'AFTER REQUEST 70.16 Hours'. Below this, a table lists 'Total hours requested' (16.00), 'Time off type' (PTO), 'From' (08/21/2025, 8:00 AM), 'To' (08/22/2025, 12:00 AM), and 'Notes' (Going to the beach). A 'Show' button is next to the 'To' date. At the bottom, there is an 'I'M DONE' button.

## 11 To view the Time Off Calendar, Click "Calendar"

The screenshot shows the 'isolved' HR system interface with the 'Calendar' tab selected in the top navigation bar, highlighted with an orange circle. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Tasks' and shows a list of tasks: 'Pending punches', 'Time card approval', 'Time off requests' (highlighted with a blue border), and 'Updates'. To the right, a table with columns 'Name', 'Dates', 'Hours', and 'Policy' is shown, with the text 'No records found' below it.

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Click on any day you'd like to view  
Any days that have a dot below them will have info.

Calendar

Month Week Day Cynkar Technologies

VIEW

- ☒ All
- ☒ Absences
- ☒ Pending
- ☒ Scheduled
- ☒ Unavailable
- ☒ Holidays

Employee summary  
August 15, 2025

- 0 Absences
- 0 Pending
- 0 Schedule
- 0 Unavailable

August 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 27  | 28  | 29  | 30  | 31  | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  | 1   | 2   | 3   | 4   | 5   | 6   |

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Click "Absences"

Calendar

Month Week Day Cynkar Technologies

VIEW

- ☒ All
- ☒ Absences
- ☒ Pending
- ☒ Scheduled
- ☒ Unavailable
- ☒ Holidays

Employee summary  
August 21, 2025

- 1 Absences
- 0 Pending
- 0 Schedule
- 0 Unavailable

August 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 27  | 28  | 29  | 30  | 31  | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  | 1   | 2   | 3   | 4   | 5   | 6   |

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## 14 Here you can view the information on that day

Calendar

Month Week Day

Cynkar Technologies

VIEW

- ☒ All
- ☒ Absences
- ☒ Pending
- ☒ Scheduled
- ☒ Unavailable
- ☒ Holidays

Employee summary  
August 21, 2025

- 1 Absences
- 0 Pending
- 0 Schedule
- 0 Unavailable

August 21, 2025

CB Bailey, Christopher  
PTO 8.00

| EMPLOYEES | HOURS |
|-----------|-------|
| 1         | 8.00  |

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## 15 There are other ways to view this Calendar. Up top you can click "Week"

isolved

Tasks Time Cards Employees My Reports Calendar

Calendar

Month Week Day

Cynkar Technologies

VIEW

- ☒ All
- ☒ Absences
- ☒ Pending
- ☒ Scheduled
- ☒ Unavailable
- ☒ Holidays

Employee summary  
August 21, 2025

- 1 Absences
- 0 Pending
- 0 Schedule
- 0 Unavailable

August 21, 2025

CB Bailey, Christopher  
PTO 8.00

| EMPLOYEES | HOURS |
|-----------|-------|
| 1         | 8.00  |



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From here you'll have a more condensed view by week, with all employees with absences listed.

The screenshot displays the 'Solved' HR software interface. The top navigation bar includes 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. The 'Calendar' tab is active, showing a week view for August 17-23, 2025. The interface is divided into a sidebar and a main content area.

**Sidebar:**

- VIEW:** All (checked), Absences (checked), Pending, Scheduled, Unavailable (checked), Holidays.
- Employee summary:** August 17 - 23, 2025
  - 1 Absences
  - 0 Pending
  - 0 Schedule
  - 0 Unavailable

**Main Content Area:**

Calendar view for August 17 - 23, 2025. The calendar grid shows the following data:

|                        | Sun 17 | Mon 18 | Tue 19 | Wed 20 | Thu 21        | Fri 22 | Sat 23 |
|------------------------|--------|--------|--------|--------|---------------|--------|--------|
| ALL DAY                |        |        |        |        |               |        |        |
| All employees          |        |        |        |        |               |        |        |
| CB Bailey, Christopher |        |        |        |        | 8:00a - 4:00p | 8.00   |        |

A tooltip for the week of August 17 - 23, 2025, shows the following summary:

| EMPLOYEES | HOURS |
|-----------|-------|
| 1         | 16.00 |