

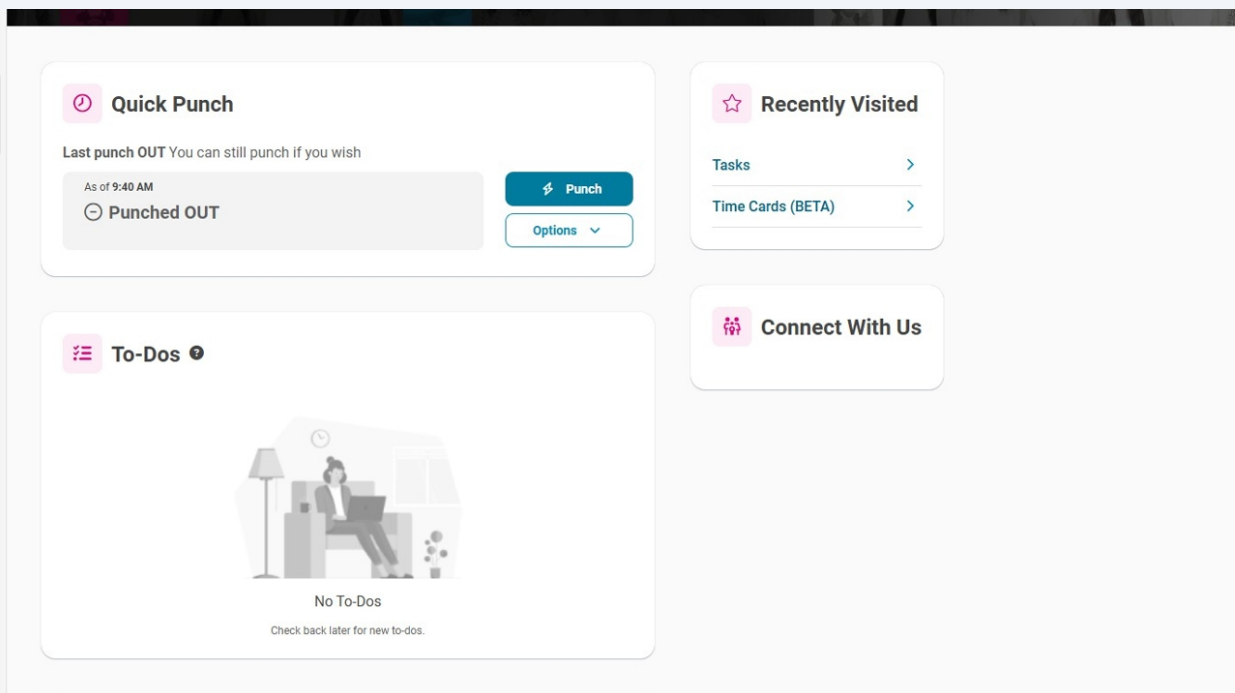
How To Approve Time Cards In Manage Portal



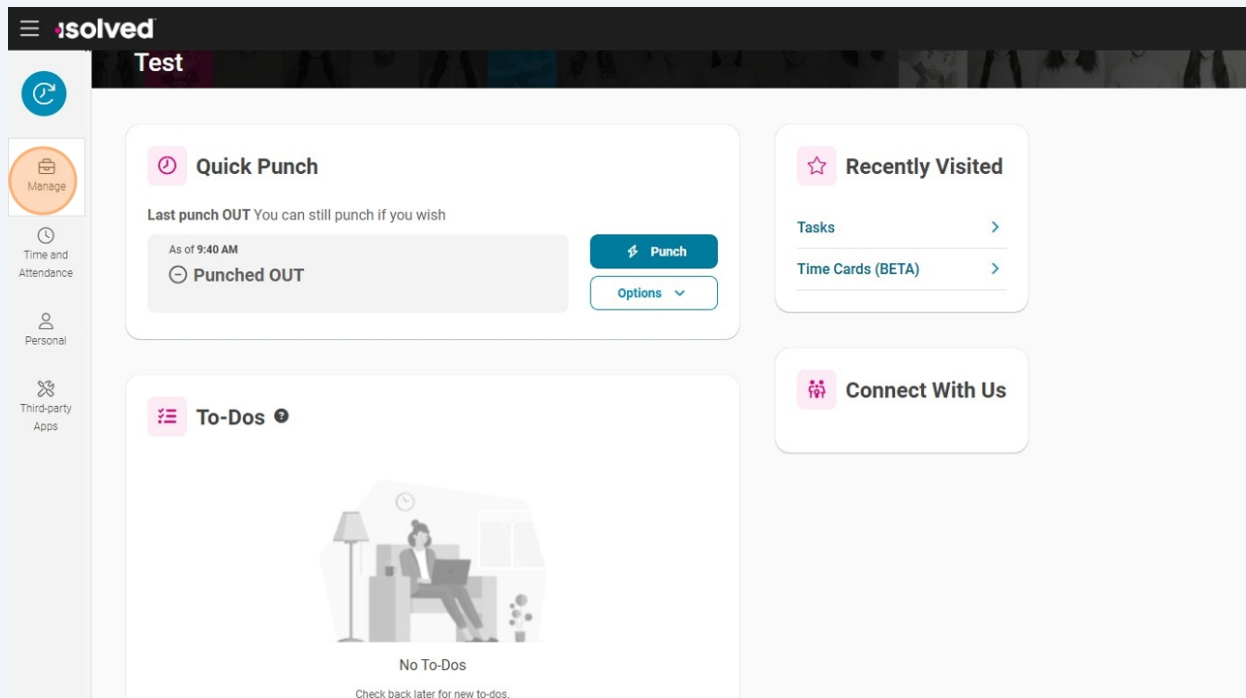
This guide provides a process for managers and supervisors approving time cards in the Manage portal of the Adaptive Employee Experience in isolved. By following these instructions, managers and supervisors can review and approve time cards

1

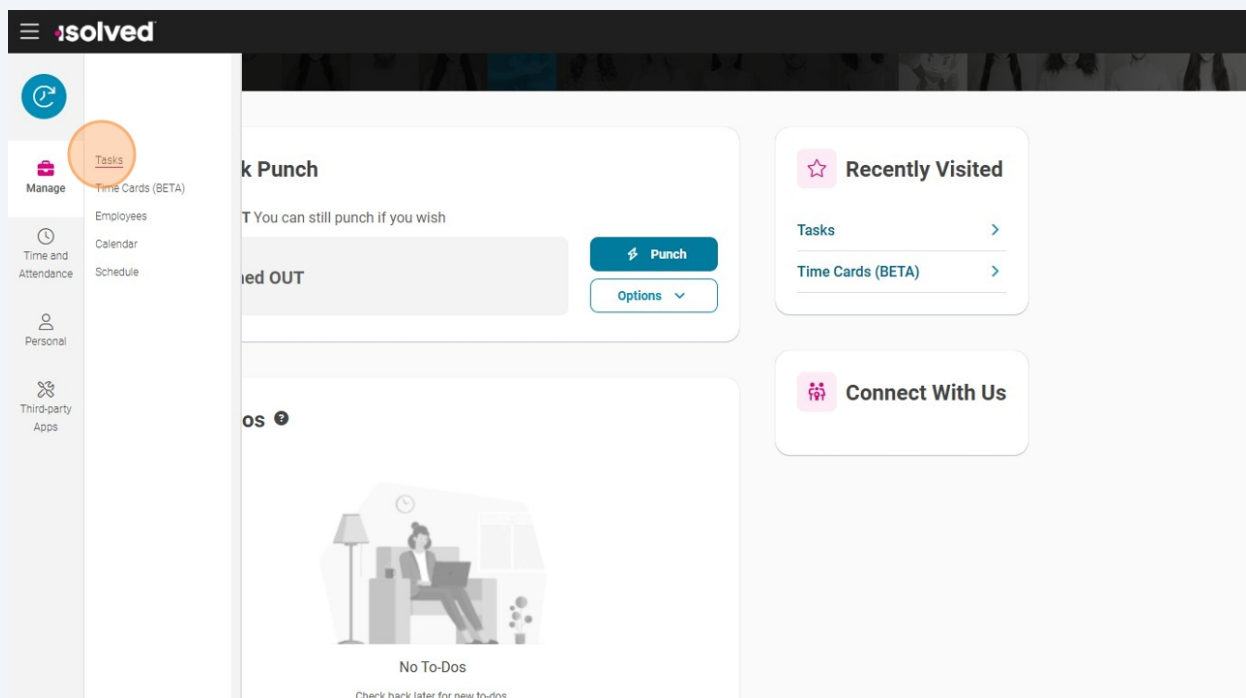
Navigate to <https://aee.myisolved.com/home> and Log In



2 Click "Manage" on the left side menu



3 Click "Tasks"



4 Click the "Manage" tab

The screenshot shows the 'Manage' tab selected in the 'Tasks' section. The dashboard includes a top navigation bar with 'Tasks', 'Time Cards (BETA)', 'Employees', 'Calendar', and 'Schedule'. The 'Manage' tab is highlighted with an orange circle. Below the navigation bar, the 'Tasks' section displays 'June 23' and a 'Status' widget showing 6 'Out' status. The 'Alerts' section shows a 'No pending alerts' message. The 'Pending transactions' section lists 0 Punches, 0 Time card, 0 Time off, and 0 Updates, each with a 'REVIEW' button. A '+ CREATE NEW' button is at the bottom.

5 Click "Time card approval"

The screenshot shows the 'Manage' tab selected in the 'Tasks' section. The dashboard includes a top navigation bar with 'Tasks', 'Time Cards (BETA)', 'Employees', 'Calendar', and 'Schedule'. The 'Manage' tab is highlighted with an orange circle. Below the navigation bar, the 'Tasks' section displays a list of pending items: Pending punches, Pending Workflow, Pending Terminations, Pending Employees, Time card approval (highlighted with an orange circle), Time off requests, and Updates. The 'Time card approval' option is selected, showing a table with columns 'Name', 'Date', and 'Status'. The table is empty, displaying 'No records found'.

6

This will bring up the manager / supervisor assigned employees. To approve one employee at a time, click the checkbox.

Time card approval
Time off requests
Updates

Hourly regular 8
APPROVED 0
PARTIAL 0
OBJECTED 0
NOT APPROVED 4
NOT REQUIRED 1

Meal/break 0
Unpaid time off 0
Sick 0
Other 0

Search
GO

Bi-Weekly

Name	Total	Paid	Unpaid	Adj \$	Alerts	Timecard status	Your approval
Employee, Test	8.00	8.00	0.00	0.00		NOT APPROVED	<input type="checkbox"/>
Employee, Comp Time	0.00	0.00	0.00	0.00		NOT APPROVED	<input type="checkbox"/>
Employee, Demo1	0.00	0.00	0.00	0.00		NOT APPROVED	<input type="checkbox"/>
Employee, Demo2	0.00	0.00	0.00	0.00		NOT REQUIRED	<input type="checkbox"/>
Test, Quick	0.00	0.00	0.00	0.00		NOT APPROVED	<input type="checkbox"/>

APPROVE 4

7

To approve all employees at once, click the "Approve" button at the bottom

Time card approval
Time off requests
Updates

Hourly regular 8
APPROVED 1
PARTIAL 0
OBJECTED 0
NOT APPROVED 3
NOT REQUIRED 1

Meal/break 0
Unpaid time off 0
Sick 0
Other 0

Search
GO

Bi-Weekly

Name	Total	Paid	Unpaid	Adj \$	Alerts	Timecard status	Your approval
Employee, Test	8.00	8.00	0.00	0.00		APPROVED	<input checked="" type="checkbox"/>
Employee, Comp Time	0.00	0.00	0.00	0.00		NOT APPROVED	<input type="checkbox"/>
Employee, Demo1	0.00	0.00	0.00	0.00		NOT APPROVED	<input type="checkbox"/>
Employee, Demo2	0.00	0.00	0.00	0.00		NOT REQUIRED	<input type="checkbox"/>
Test, Quick	0.00	0.00	0.00	0.00		NOT APPROVED	<input type="checkbox"/>

APPROVE 3

8

To navigate to an employee's time card to review, Click the employee's name

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For users with permission, the time cards can be edited from here. Once the time card is confirmed to be correct, click "Approve"