

2 Click the user name at the top.

The screenshot shows the 'isolved' HR portal interface. At the top, the user is identified as 'Test Manager' with Employee #: 3. The header includes details such as Pay Group: Bi-Weekly, Salary: ####.##, Hire Date: 3/24/2025, Work Location: Salt Lake City, UT, Division: Department: 2 - Dept 2, Drivers Clearance, and Client: RP Company. The main content area is titled 'Welcome back Test' and features a profile picture placeholder. Below the profile picture is the 'MY PROFILE' section, which lists: Test Manager, Manager, Length of Service: 4 Months, and Anniversary: 3/24/2025. To the right of the profile are sections for 'NOTIFICATIONS', 'MY HUMAN RESOURCE CONTACTS', 'MY PAY', and 'MY BENEFITS'. The 'MY PAY' section shows a table with columns for dates (8/22/2025 and 7/25/2025) and rows for Check Number (53 and 49), Gross Pay, Net Pay, and Direct Deposit. A search bar and a navigation menu are visible on the left side of the page.

3 Click "Manager View". Depending on the user's role, there could also be a "Supervisor View".

This screenshot is identical to the one above, but with an orange circle highlighting the 'Manager View' option in the left-hand navigation menu. The menu also includes 'Employee View' and 'Employee Self-Service'. The rest of the page content, including the user profile and pay information, remains the same as in the previous screenshot.

4 Click "Time"

The screenshot shows the 'My Dashboard' page in the 'isolved' system. The top navigation bar includes the 'isolved' logo and 'Delivered by thread'. Below the logo, there are links for 'Test Man...', a home icon, and client information: 'Client: RP12345 - Russ Demo Company' and 'Legal: Russ Demo Company'. A search bar is present with the text 'Search the menu'. The left sidebar contains a list of menu items: 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Employee Self-Service', 'My Dashboard', and 'Time'. The 'Time' link is circled in orange. The main content area is titled 'My Dashboard' and features an 'Options' section with three green status indicators: 'You have No Pending Time Off Requests', 'You have No Pending Transactions', and 'You have No Pending Punches between 6/15/2025 - 11/20/2025'. Below the options, there is a list of links: 'Pending Transactions', 'Pending Punches', 'Alert Monitoring', 'Employee Punch Status', 'Punch Note Response', 'Scheduled Vs Worked Ho...', and 'Earnings Summary of Hou...'.

5 Click "Time Card"

The screenshot shows the 'My Dashboard' page in the 'isolved' system, similar to the previous one. The top navigation bar and client information are the same. The left sidebar menu is expanded under 'Employee Self-Service', showing 'My Dashboard', 'Time', 'Time Card', 'Employee Absences', 'Employee Calendar', and 'Admin Calendar'. The 'Time Card' link is circled in orange. The main content area is titled 'My Dashboard' and features the same 'Options' section with three green status indicators and the same list of links as in the previous screenshot.

6 Select the employee.

Employee List

▼ Expand All Groups ^ Collapse All Groups ↻ Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Pay Group	Employee ID	First Name	Preferred Name	Middle Name	Last Name	Status	Division	Department
Russ Demo Compa...	Bi-Weekly	4	Comp		Time	Employee	Active		5 - Substi
Russ Demo Compa...	Bi-Weekly	5	Demo1			Employee	Active		2 - Dept 2
Russ Demo Compa...	Bi-Weekly	6	Demo2			Employee	Active		3 - Dept 3
Russ Demo Compa...	Bi-Weekly	8	New			Employee	Active		
Russ Demo Compa...	2nd Bi-Weekly	2	Test			Employee 2	Active		4 - Dept 4
Russ Demo Compa...	Bi-Weekly	7	Quick			Test	Active		3 - Dept 3
Russ Demo Compa...	Bi-Weekly	1	Russell			Thread	Active		1 - Dept 1

25 50 100 500

Page 1 of 1 (7 items)

7 Click the hour record that needs allocating.

Test Man... Russell Thread Pay Group: Bi-Weekly Hourly: ####.## Work Location: Salt Lake City, UT Department: 1 - Dept 1 Client: RP Company

Employee # 1 Status: Active Hire Date: 2/24/2025 Division: Drivers Clearance:

Verification: Unverified Request Time Off View Scheduler Time Card Report Schedule Report

Calendar Spreadsheet

Sun 08/17/2025 - Sat 08/30/2025

	Thu 8/21	Fri 8/22	Sat 8/23	Sun 8/24	Mon 8/25	Tue 8/26	Wed 8/27	Thu 8/28	Fri 8/29
12:00 AM	-	-	-	-	-	-	-	-	-
1:00 AM	-	-	-	-	-	-	-	-	-
2:00 AM	-	-	-	-	-	-	-	-	-
3:00 AM	-	-	-	-	-	-	-	-	-
4:00 AM	-	-	-	-	-	-	-	-	-
5:00 AM	-	-	-	-	-	-	-	-	-
6:00 AM	-	-	-	-	-	-	-	-	-
7:00 AM	-	-	-	-	-	-	-	-	-
8:00 AM	-	-	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	-	-	-	-	-	-	-
2:00 PM	-	-	-	-	-	-	-	-	-
3:00 PM	-	-	-	-	-	-	-	-	-
4:00 PM	-	-	-	-	-	-	-	-	-
5:00 PM	-	-	-	-	-	-	-	-	-
6:00 PM	-	-	-	-	-	-	-	-	-
7:00 PM	-	-	-	-	-	-	-	-	-
8:00 PM	-	-	-	-	-	-	-	-	-
9:00 PM	-	-	-	-	-	-	-	-	-
10:00 PM	-	-	-	-	-	-	-	-	-
11:00 PM	-	-	-	-	-	-	-	-	-
Total Hours		9.25							
Earning Summary									
Hourly Regular		9.25							
Labor Summary									

7 of 7

7:00 AM - 9:25 hrs

Punch: 6:00 AM - 3:15 PM
 In: *Fri 6:00 AM MDT
 Out: *Fri 3:10 PM MDT
 Duration: *9.17
 * Unrounded time
 * Modified Time

Labor: Department: 1
 Policy Group: FT Hourly

8 Click the allocation icon.

Employee Admin Tools
Employee Management
Client Management
Employee Self-Service
My Dashboard
Time
Time Card
Employee Absences
Employee Calendar
Admin Calendar

Calendar Spreadsheet
Sun 08/17/2025 - Sat 08/30/2025

Time	Thu 8/21	Fri 8/22	Sat 8/23	Sun 8/24	Mon 8/25	Tue 8/26	Wed 8/27	Thu 8/28	Fri 8/29
12:00 AM	-	-	-	-	-	-	-	-	-
1:00 AM	-	-	-	-	-	-	-	-	-
2:00 AM	-	-	-	-	-	-	-	-	-
3:00 AM	-	-	-	-	-	-	-	-	-
4:00 AM	-	-	-	-	-	-	-	-	-
5:00 AM	-	-	-	-	-	-	-	-	-
6:00 AM	-	-	-	-	-	-	-	-	-
7:00 AM	-	-	-	-	-	-	-	-	-
8:00 AM	-	-	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	-	-	-	-	-	-	-
2:00 PM	-	-	-	-	-	-	-	-	-
3:00 PM	-	-	-	-	-	-	-	-	-
4:00 PM	-	-	-	-	-	-	-	-	-
5:00 PM	-	-	-	-	-	-	-	-	-
6:00 PM	-	-	-	-	-	-	-	-	-
7:00 PM	-	-	-	-	-	-	-	-	-
8:00 PM	-	-	-	-	-	-	-	-	-
9:00 PM	-	-	-	-	-	-	-	-	-
10:00 PM	-	-	-	-	-	-	-	-	-
11:00 PM	-	-	-	-	-	-	-	-	-

isolved © 2025

9 Click the chevron icon to add a row or rows.

Search the menu

Show Results Verification: Unverified Request Time Off View Scheduler Time Card Report Schedule Report

Start Date	Start Time	End Date	End Time	Hours	Department	Comp Time Earned	Weighted OT	Notes
08/22/2025	06:00 AM	08/22/2025	03:15 PM	9.25	1 - Dept 1	Choose...	Choose...	

Save

10

Click in the Hours text field and change the total hours to the amount that should apply to that row. The other row hours will automatically adjust to the remaining hours.

The screenshot shows a 'Time Allocation' dialog box overlaid on a calendar spreadsheet. The dialog box contains a table with the following data:

Start Date	Start Time	End Date	End Time	Hours	Department	Comp Time Earned	Weighted OT	Notes
08/22/2025	06:00 AM	08/22/2025	03:15 PM	9.25	Dept 1	Choose...	Choose...	
08/22/2025	03:15 PM	08/22/2025	03:15 PM	0.00	Dept 1	Choose...	Choose...	

11

In the next row/rows, select the labor that should be applied to those hours. If there are more rows, be sure to adjust the Hours that should be applied to each row.

The screenshot shows a 'Time Allocation' dialog box overlaid on a calendar spreadsheet. The dialog box contains a table with the following data:

Start Date	Start Time	End Date	End Time	Hours	Department	Comp Time Earned	Weighted OT	Notes
08/22/2025	06:00 AM	08/22/2025	10:00 AM	4.00	1 - Dept 1	Choose...	Choose...	
08/22/2025	10:00 AM	08/22/2025	03:15 PM	5.25	2 - Dept 2	Choose...	Choose...	

12 Click "Save"

The screenshot shows a spreadsheet interface with a 'Time Allocation' modal window open. The modal contains a table with the following data:

Start Date	Start Time	End Date	End Time	Hours	Department	Comp Time Earned	Weighted OT	Notes
08/22/2025	06:00 AM	08/22/2025	10:00 AM	4.00	1 - Dept 1	Choose...	Choose...	
08/22/2025	10:00 AM	08/22/2025	03:15 PM	5.25	2 - Dept 2	Choose...	Choose...	

An orange circle highlights the 'Save' button in the bottom right corner of the modal. The background spreadsheet shows a calendar view for the week of 08/17/2025 to 08/30/2025, with a blue block on Friday, 08/22/2025, from 6:00 AM to 3:15 PM, labeled '9.25 hrs'.

13 Click "Show Results"

The screenshot shows the 'Show Results' button highlighted with an orange circle in a software interface. The interface includes a navigation menu on the left with options like 'Employee Admin Tools', 'Employee Management', 'Client Management', and 'Employee Self-Service'. The main area displays a 'Time Card' report for 'Russell Thread' (Employee # 1) for the week of 08/17/2025 to 08/30/2025. The report shows a blue block on Friday, 08/22/2025, from 6:00 AM to 3:15 PM, labeled '9.25 hrs'. A green 'Save Complete' notification is visible at the top right.

14

The Labor Summary will now reflect the changes that were made.

- Employee Admin Tools
- Employee Management
- Client Management
- Employee Self-Service
- My Dashboard
- Time
- Time Card**
- Employee Absences
- Employee Calendar
- Admin Calendar

Calendar Spreadsheet

Sun 08/17/2025 - Sat 08/30/2025

	Mon 8/18	Tue 8/19	Wed 8/20	Thu 8/21	Fri 8/22	Sat 8/23	Sun 8/24	Mon 8/25	Tue 8/26
12:00 AM	-	-	-	-	-	-	-	-	-
1:00 AM	-	-	-	-	-	-	-	-	-
2:00 AM	-	-	-	-	-	-	-	-	-
3:00 AM	-	-	-	-	-	-	-	-	-
4:00 AM	-	-	-	-	-	-	-	-	-
5:00 AM	-	-	-	-	-	-	-	-	-
6:00 AM	+6:00 AM-2:00 PM 8.00 hrs	+6:00 AM-2:45 PM 8.75 hrs	-	-	+6:00 AM-3:15 PM 9.25 hrs	-	-	-	-
7:00 AM	-	-	-	-	-	-	-	-	-
8:00 AM	-	-	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	-	-	-	-	-	-	-
2:00 PM	-	-	-	-	-	-	-	-	-
3:00 PM	-	-	-	-	-	-	-	-	-
4:00 PM	-	-	-	-	-	-	-	-	-
5:00 PM	-	-	-	-	-	-	-	-	-
6:00 PM	-	-	-	-	-	-	-	-	-
7:00 PM	-	-	-	-	-	-	-	-	-
8:00 PM	-	-	-	-	-	-	-	-	-
9:00 PM	-	-	-	-	-	-	-	-	-
10:00 PM	-	-	-	-	-	-	-	-	-
11:00 PM	-	-	-	-	-	-	-	-	-
Total Hours	8.00	8.75			9.25				
Earning Summary									
Hourly Regular	8.00	8.75			9.25				
Labor Summary									
Department									
1	8.00	8.75			4.00				
2					5.25				