

Detail Punch in the Employee Workspace (Adaptive)



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

The screenshot displays the 'isolved' employee workspace interface. At the top, there is a navigation bar with the 'isolved' logo, a notification bell, and a user profile icon labeled 'RC'. Below the navigation bar, a header area shows a greeting 'Good afternoon' and the user's name 'Ryan' next to a row of profile pictures. A left-hand sidebar contains several menu items: 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'. The main content area features a 'Quick Punch' section with a clock icon. It displays the text 'Last punch OUT You can still punch if you wish' and 'As of 2:35 PM'. Below this, there is a 'Punched Out' status with a minus sign icon. To the right of this status are two buttons: a blue 'Punch' button with a lightning bolt icon and a white 'Options' button with a dropdown arrow. Below the 'Quick Punch' section is a 'To-Dos' section with a list icon and a question mark.

2 Click "Options"

Good afternoon
Ryan

Quick Punch

Last punch OUT You can still punch if you wish

As of 2:35 PM

Punched Out

Punch

Options ▾

- Detail punch
- Group punch
- Missing punch

To-Dos ⓘ

Manager Time Off Request ⓘ Past due by 3 weeks

Christopher Bailey (0006) requested 8 hours for 01/14/2026 using PTO for Cynkar Technologies (CYN22).

Manage

Time and Attendance

Pay and Tax

Personal

Third-party Apps

3 Click "Detail Punch"

Quick Punch

Last punch OUT You can still punch if you wish

As of 2:35 PM

Punched Out

Punch

Options ▾

- Detail punch**
- Group punch
- Missing punch

To-Dos ⓘ

Manager Time Off Request ⓘ Past due by 3 weeks

Christopher Bailey (0006) requested 8 hours for 01/14/2026 using PTO for Cynkar Technologies (CYN22).

Approves Rejects

Manage

Time and Attendance

Pay and Tax

Personal

Third-party Apps

4

If you click on the **Type** drop down you'll have the options to select **Meal** or **Break** if your company has these turned on and is planning to use them. Typically this is left as **Normal**

- Time and Attendance
- Pay and Tax
- Personal
- Third-party Apps

Add detail REFRESH

Location not found

Labor group

Department

Labor fields

Department

Date 01/02/2026 Time 2:35 pm

Type

Mode

- Break
- Meal
- Normal

SAVE

5

If you click on Auto, in the Mode Drop down, you can select In, Out, or Transfer.

We recommend that you usually choose Auto as this is the best way to ensure punches connect together best.

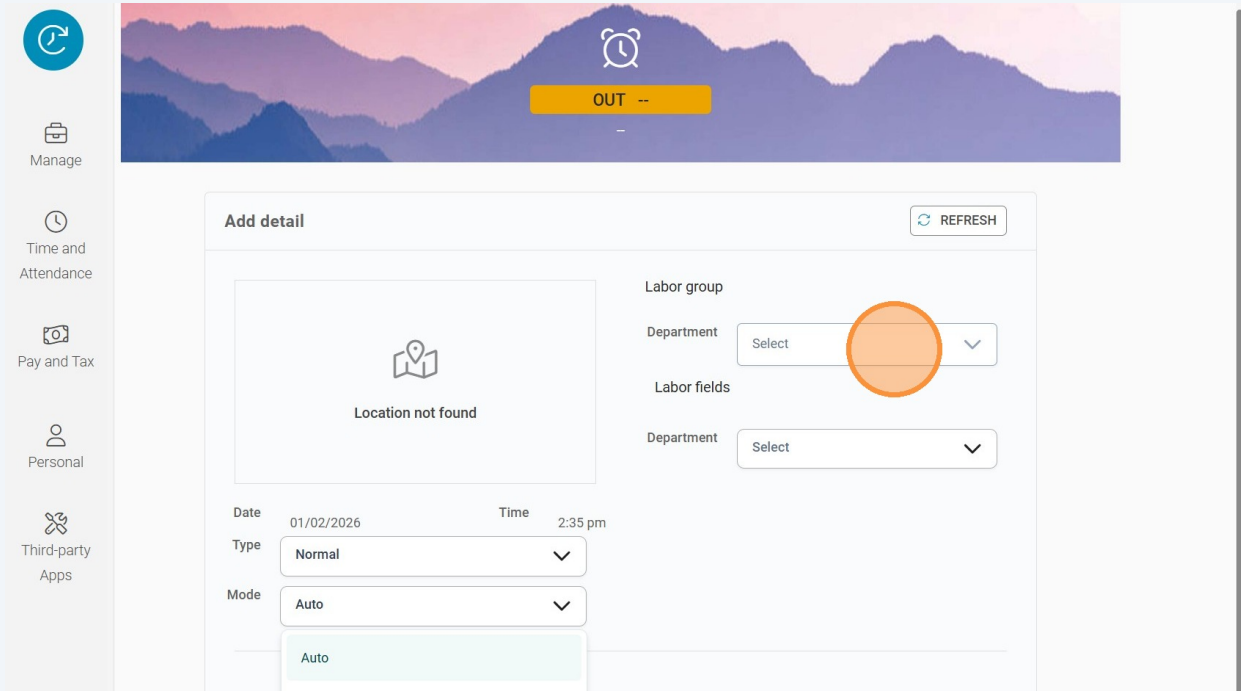
If you are switching between departments Transfer works great to punch out of one department, and into another.

The screenshot shows a web interface for adding a time punch detail. On the left is a navigation sidebar with icons for 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'. The main content area is titled 'Add detail' and contains a 'REFRESH' button in the top right. A large box on the left displays a location icon and the text 'Location not found'. To the right are two 'Department' dropdown menus under the labels 'Labor group' and 'Labor fields'. Below these are fields for 'Date' (01/02/2026) and 'Time' (2:35 pm). The 'Type' dropdown is set to 'Normal'. The 'Mode' dropdown is set to 'Auto' and is open, with an orange circle highlighting the 'Auto' option. The dropdown menu lists 'Auto', 'In', 'Out', and 'Transfer'. A blue 'SAVE' button is located at the bottom right of the form.

6

Down below you'll be able to select your Labor. This could show differently depending on your company setup. You'll likely see fields such as:

- Department
- Location
- Project
- Job



7

Click "Save"

Time and Attendance

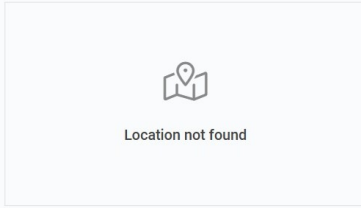
Pay and Tax

Personal

Third-party Apps

Add detail

REFRESH



Labor group

Department 04 - Warehouse (2 - Warehouse) ▾

Labor fields

Department 04 - Warehouse ▾

Date 01/02/2026 Time 2:36 pm

Type Normal ▾

Mode Auto ▾

CANCEL

SAVE

8

Click "Normal"

The screenshot shows the 'solved' application interface. At the top, there is a navigation bar with the 'solved' logo, a notification bell, and a user profile icon labeled 'RC'. Below the navigation bar is a header area with a mountain landscape background, displaying the date 'January 02, 2026' and a clock icon. A green button indicates 'IN 2:36 pm' on 'Jan 2, 2026'. A central white box with a green checkmark and the text 'You're punched in' contains a list of punch-in details:

Location	0, 0
Date	Jan 2, 2026
Time	
Type	Hour
Mode	Normal
Labor field	04

To the right of this list is a large orange circle. At the bottom of the white box is a blue button labeled 'I'M DONE'. On the left side of the application, there is a vertical sidebar with icons and labels for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'.

9


Click "I'M DONE"


Time and
Attendance


Pay and Tax


Personal


Third-party
Apps

 You're punched in

Location	0, 0
Date	Jan 2, 2026
Time	()=>(g(n),n.value) (EST)
Type	Hour
Mode	Normal
Labor field	04

I'M DONE