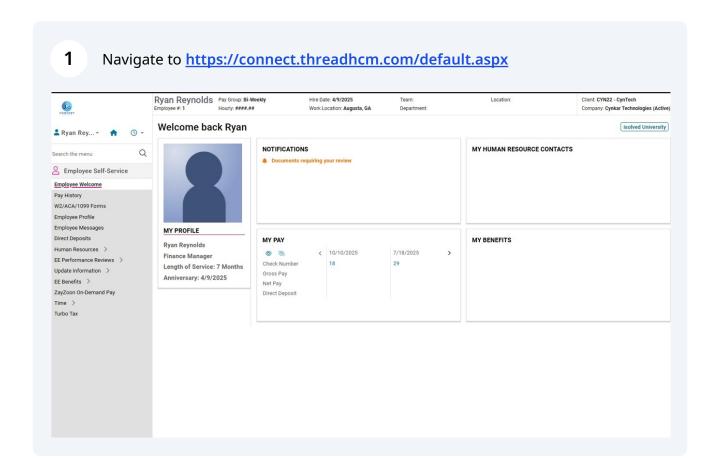
Edit Approved Absences in isolved as a Manager/Supervisor in Classic (Administrative) View



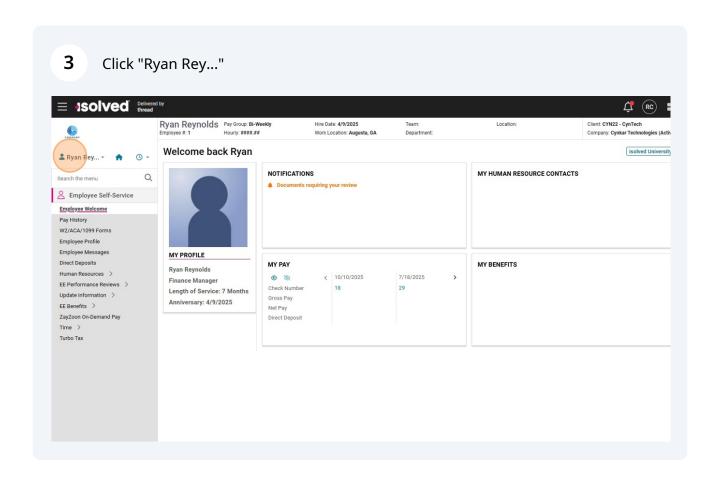
This guide walks through how to edit Approved Absences in isolved.

If an absence is marked as Pending, you can only delete from the Employee Calendar > My Absences Tab.

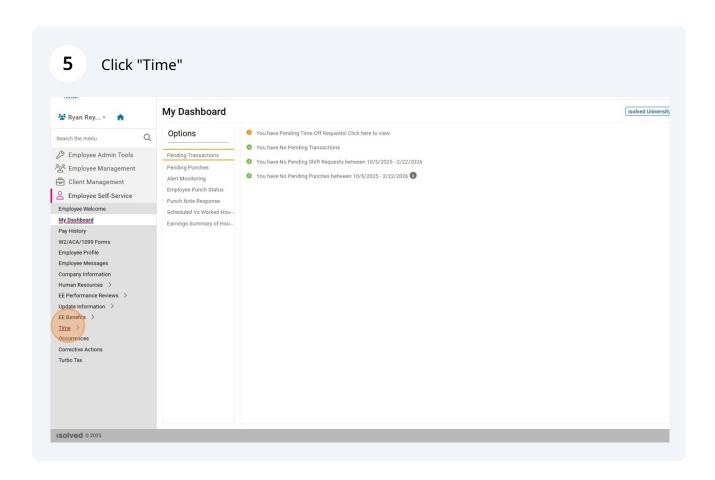
If it is marked as 'Processed' you cannot delete it as it was on a processed payroll.



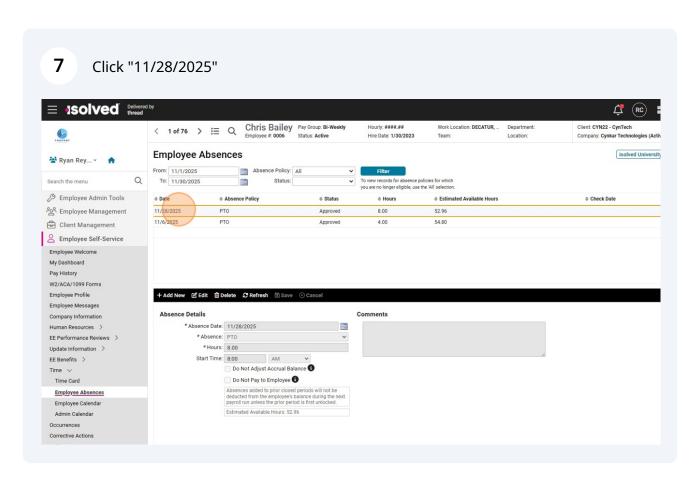
2 Click "Documents requiring your review" ≡ Isolved Delivered by thread Ryan Reynolds Pay Group: Bi-Weekly Hourly: ####.## Hire Date: 4/9/2025 Client: CYN22 - CynTech Team: Department: Work Location: Augusta, GA Company: Cynkar Technologies (Activ Welcome back Ryan isolved University Ryan Rey... 🕶 🏫 NOTIFICATIONS MY HUMAN RESOURCE CONTACTS Q Search the menu Employee Self-Service Employee Welcome Pay History W2/ACA/1099 Forms Employee Profile Employee Messages MY PROFILE Direct Deposits MY PAY MY BENEFITS Ryan Reynolds Human Resources > < 10/10/2025 7/18/2025 EE Performance Reviews > Length of Service: 7 Months Gross Pay Anniversary: 4/9/2025 Net Pay ZayZoon On-Demand Pay Time > Turbo Tax

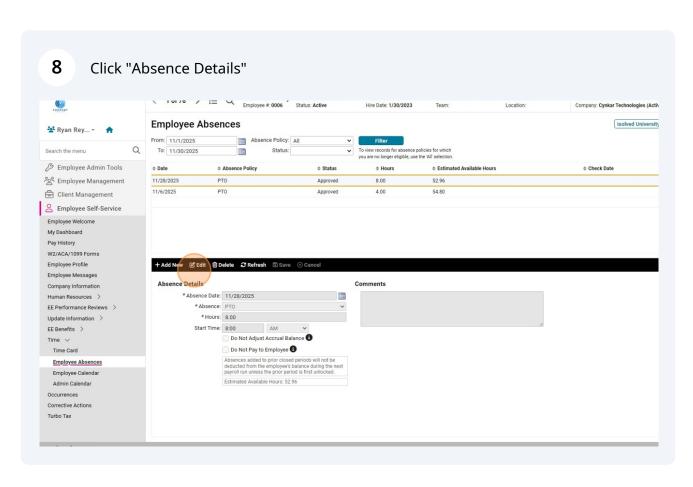


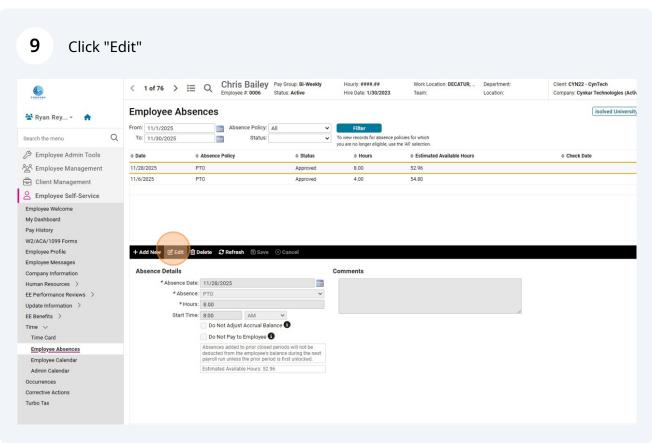
4 Click "Manager View" ≡ •Isolved Delivered by thread Ryan Reynolds Pay Group: Bi-Weekly Hourly: ####.## Hire Date: 4/9/2025 Client: CYN22 - CynTech Team: Department: Work Location: Augusta, GA Company: Cynkar Technologies (Activ Welcome back Ryan isolved University Ryan Rey... • NOTIFICATIONS MY HUMAN RESOURCE CONTACTS Q Employee Self-Service Employee Welcome Pay History W2/ACA/1099 Forms Employee Profile Employee Messages MY PROFILE Direct Deposits MY PAY MY BENEFITS Ryan Reynolds Human Resources > < 10/10/2025 7/18/2025 EE Performance Reviews > Length of Service: 7 Months Gross Pay Anniversary: 4/9/2025 Net Pay ZayZoon On-Demand Pay Time > Turbo Tax



6 Click "Employee Absences" My Dashboard isolved University Ryan Rey... -You have Pending Time Off Requests! Click here to view. Options Search the menu You have No Pending Transactions & Employee Admin Tools Pending Transactions Employee Management Pending Punches O You have No Pending Punches between 10/5/2025 - 2/22/2026 Alert Monitoring Client Management Employee Punch Status Employee Self-Service Punch Note Response Employee Welcome Scheduled Vs Worked Hou My Dashboard Earnings Summary of Hou-Pay History W2/ACA/1099 Forms Employee Profile Employee Messages Company Information EE Performance Reviews > Update Information > EE Benefits > Time Time Card Employee Absences Employee Calendar Corrective Actions Turbo Tax 4solved © 2025







10 Make the changes you need to make to the absence **Employee Absences** isolved University Ryan Rey... -From: 11/1/2025 Absence Policy: All Search the menu To: 11/30/2025 Status: & Employee Admin Tools Absence Policy Hours Date Status Estimated Available Hours Check Date Employee Management 11/28/2025 PTO 8.00 11/6/2025 PTO 4.00 54.80 Client Management Employee Self-Service Employee Welcome My Dashboard Pay History W2/ACA/1099 Forms + Add New ☑ Edit 🗎 Delete 🎜 Refresh 🖹 Save 🕟 Ca Employee Messages Absence Details Comments Company Information * Absence Date: 11/28/202 1111 Human Resources > * Absence: PTO EE Performance Reviews > Update Information > EE Benefits > ☐ Do Not Adjust Accrual Balance ❸ Time v Do Not Pay to Employee 🚯 Absences added to prior closed periods will not be deducted from the employee's balance during the next payroll run unless the prior period is first unlocked. Employee Absences Employee Calendar Estimated Available Hours: 52.96 Corrective Actions Turbo Tax 4solved © 2025

