

How to Enter and Edit Hours in isolved - Employee Workspace View (Adaptive)



This guide walks through how to change your timecard in Employee Workspace, if you have access to do so. Your company may not allow this function as an employee.

1

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

The screenshot displays the 'Employee Workspace View (Adaptive)' interface. At the top, a header bar shows 'Good morning Chris' and a row of employee avatars. A left sidebar contains navigation icons for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', 'Expenses', 'Talent Management', and 'Third-party Apps'. The main content area is divided into several sections: 'Quick Punch' with a 'Punch' button and 'Options' dropdown; 'To-Dos' with two 'Manager Time Off Request' items, each with 'Approves' and 'Rejects' buttons; 'Time Off: PTO' showing '22.8 hours' available and '8 hours pending'; 'Taken as of 4/4/2026' showing '88 hours'; 'Projected through 1/29/2027' showing '152.16 hours'; and 'Recently Visited' with a 'Time Cards' link. A '+ Request time off' button is also present.

2 Click "Time and Attendance"

The screenshot shows the 'isolved' dashboard. The sidebar on the left contains several icons, with 'Time and Attendance' (a clock icon) highlighted by an orange circle. The main content area displays a 'Good morning Chris' header. Below this, there are three main sections: 'Quick Punch' with a 'Punch' button, 'To-Dos' with a 'Manager Time Off Request' for Samuel Doore, and 'Time Off: PTO' showing 22.8 hours available and 8 hours pending. A 'Recently Visited' section is also visible at the bottom right.

3 Click "My Time Card"

This screenshot shows the same 'isolved' dashboard, but with the 'My Time Card' option (a card icon) highlighted by an orange circle in the sidebar. The main content area remains the same, showing the 'Quick Punch', 'To-Dos', and 'Time Off: PTO' sections.

4

To add a new record, click "Add Entry"

To update an existing block of time, you can click on it. This is shown later in the guide.

The screenshot displays the 'solved' Time Cards interface. The top navigation bar includes the 'solved' logo and a user profile icon. The main content area is titled 'Time Cards' and shows a 'Time Card View' for the period 'Sun. 04/19/2026-Sat. 05/02/2026'. A table displays time entries for days 19 through 23. An orange circle highlights the '+ Add Entry' button in the top right corner of the table area.

19 Sunday	20 Monday	21 Tuesday	22 Wednesday	23 Thursday
	Hours 8:00a - 5:00p 09h 00m	Hours 7:00a - 12:00p 05h 00m		
		Meal 12:00p - 1:00p 01h 00m		
		Hours 1:00p - 6:00p 05h 00m		

5

From here you can:
 Request Time Off
 Enter a Missed Punch
 Enter a Punch (individual punch)
 Enter Hours (start and end time/block of hours)

Here we'll click "Hours"

The screenshot shows the 'Time Cards' interface for 'Legal Company'. The main area displays a calendar view for the week of Sunday, 04/19/2026 to Saturday, 05/02/2026. The 'Hours' button in the right-hand menu is circled in orange. The interface includes a sidebar with navigation options like 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', 'Expenses', 'Talent Management', and 'Third-party Apps'. The main content area shows a grid of days with time slots and a 'Verification Status' section at the top.

6

Here you can change the Type to **Meal** or **Break** if you need to. Typically you'll leave this as **Normal** for a regular block of time.

The screenshot shows the 'My Time Card' form in the 'isolved' system. The 'Type' dropdown menu is circled in orange, showing 'Normal' as the selected option. The form includes fields for 'Start Date', 'End Date', 'Start time', 'End time', and 'Duration'. There is also a 'Notes' section and a 'Labor group' dropdown. The interface includes a sidebar with navigation options like 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', 'Expenses', 'Talent Management', and 'Third-party Apps'. The main content area shows the form fields and a 'GET LABORERS' button at the bottom.

isolved

Home

My Time Card

My Calendar

Time Off

My Time Off (BETA)

Manage

Time and Attendance

Pay and Tax

Personal

Expenses

Talent Management

Third-party

Hour

Type

Normal

Normal

Meal

Break

2026

08:00 AM

05:00 PM

Duration

9

Notes

Labor group

REFRESH

GET LABORS

7 Select the Start and End Dates from the calendar drop downs

isolved

Home

My Time Card

My Calendar

Time Off

My Time Off (BETA)

Manage

Time and Attendance

Pay and Tax

Personal

Expenses

Talent Management

Third-party

Hour

Type

Normal

Start Date

04/22/2026

End Date

Start time

End time

APRIL 2026

Su Mo Tu We Th Fr Sa

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 1 2

Notes

Labor group

REFRESH

GET LABORS

Manage

Time and Attendance

Pay and Tax

Personal

Expenses

Talent Management

Third-party Apps

Hour

Type

Normal

Start Date

04/22/2026

End Date

Start time

End time

Notes

Labor group

No labor groups are associated with this time card entry.

GET LABORS

CANCEL

SAVE

APRIL 2026

Su	Mo	Tu	We	Th	Fr	Sa
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	1	2

REFRESH

8

Enter Start Time, End Time and Duration

You can choose your labor under Labor Group if need be. This could be

Manage

Time and Attendance

Pay and Tax

Personal

Expenses

Talent Management

Third-party Apps

My Time Card
 My Calendar
 Time Off
 My Time Off (BETA)

Hour

Type

Normal

Start Date

04/22/2026

End Date

04/22/2026

Start time

8:00

End time

Duration

Labor group

No labor groups are associated with this time card entry.

GET LABORS

CANCEL

SAVE

APRIL 2026

Su	Mo	Tu	We	Th	Fr	Sa
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	1	2

REFRESH

9

GET LABORS

CANCEL

SAVE

04/22/2026

04/22/2026

08:00 AM

05:00 PM

9

Notes

Labor group

REFRESH

No labor groups are associated with this time card entry.

Hour

Type

Normal

Start Date

End Date

Start time

End time

Duration

Notes

Labor group

REFRESH

No labor groups are associated with this time card entry.

GET LABORS

CANCEL

SAVE

10


RC

[Home](#)
[My Time Card](#)
[My Calendar](#)
[Time Off](#)
[My Time Off \(BETA\)](#)

Pay Period

Week

Day

[+ Add Entry](#)

[<](#)
[>](#)
Sun. 04/19/2026-Sat. 05/02/2026

19 Sunday	20 Monday	21 Tuesday	22 Wednesday	23 Thursday
	Hours 8:00a - 5:00p 09h 00m	Hours 7:00a - 12:00p 05h 00m Meal 12:00p - 1:00p 01h 00m Hours 1:00p - 6:00p 05h 00m	Hours 8:00a - 5:00p 09h 00m	
	⊖ CLEAR	⊖ CLEAR	⊖ CLEAR	
Hours 00h 00m	Hours 09h 00m	Hours 10h 00m	Hours 09h 00m	Hours 00h 00m
Total Hours				

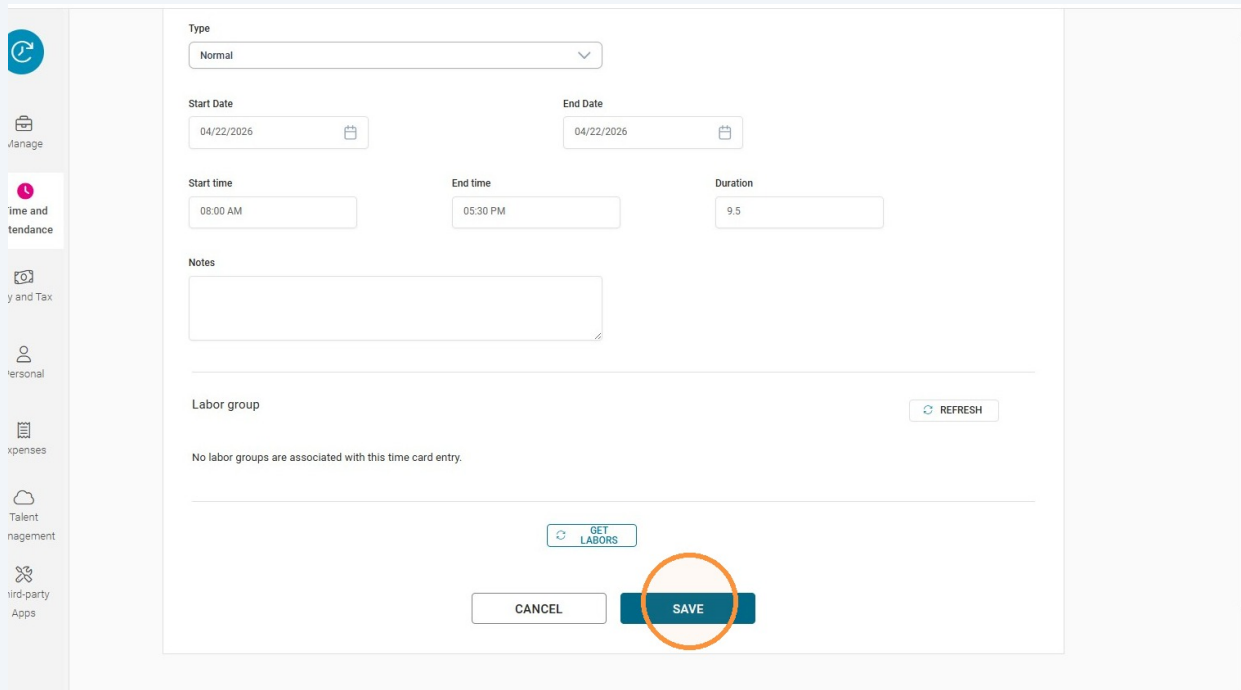
11 Click the Edit icon.

The screenshot shows the 'isolved' application interface. The top navigation bar includes a menu icon, the 'isolved' logo, and a notification bell. Below the navigation bar, there are tabs for 'My Time Card', 'My Calendar', 'Time Off', and 'My Time Off (BETA)'. The left sidebar contains various icons for navigation: Manage, Time and Attendance (highlighted), Pay and Tax, Personal, Expenses, Talent Management, and Third-party. The main content area is titled 'Entry Details' and shows a time card entry for '04/22/2026'. The entry is of type 'Hours' and has a 'Delete' icon. The 'Time' section is circled in orange, showing 'Start Time' as 'Wed 8:00 AM EDT', 'End Time' as 'Wed 5:00 PM EDT', and 'Duration' as '09h 00m *(*) Duration calculated to server timezone'. Below this, there is an 'Alerts' section showing 'No Alerts'.

12 Change any details that need to be updated.

The screenshot shows the 'isolved' application interface with the 'My Time Card' tab selected. The left sidebar is the same as in the previous screenshot. The main content area is the 'Edit' form for a time card entry. It includes fields for 'Type' (set to 'Normal'), 'Start Date' (04/22/2026), 'End Date' (04/22/2026), 'Start time' (08:00 AM), 'End time' (05:00 PM, circled in orange), and 'Duration' (9). A time picker is open over the 'End time' field, showing '05 : 00 : PM'. Below these fields is a 'Notes' section. At the bottom, there is a 'Labor group' section with a 'REFRESH' button and a message 'No labor groups are associated with this time card entry.' At the very bottom, there are 'GET LABORS', 'CANCEL', and 'SAVE' buttons.

13 Click "Save"



The screenshot shows a web application interface for time card entry. On the left is a vertical sidebar with icons and labels for various functions: Manage, Time and Attendance, Pay and Tax, Personal, Expenses, Talent Management, and Third-party Apps. The main content area contains a form with the following fields: a 'Type' dropdown menu set to 'Normal'; 'Start Date' and 'End Date' date pickers both showing '04/22/2026'; 'Start time' (08:00 AM), 'End time' (05:30 PM), and 'Duration' (9.5) input fields; a 'Notes' text area; a 'Labor group' section with a 'REFRESH' button and the message 'No labor groups are associated with this time card entry.'; and a 'GET LABORS' button. At the bottom of the form are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is a dark blue rectangle with white text, and it is circled in orange to indicate it should be clicked.

Type: Normal

Start Date: 04/22/2026 End Date: 04/22/2026

Start time: 08:00 AM End time: 05:30 PM Duration: 9.5

Notes

Labor group REFRESH

No labor groups are associated with this time card entry.

GET LABORS

CANCEL SAVE