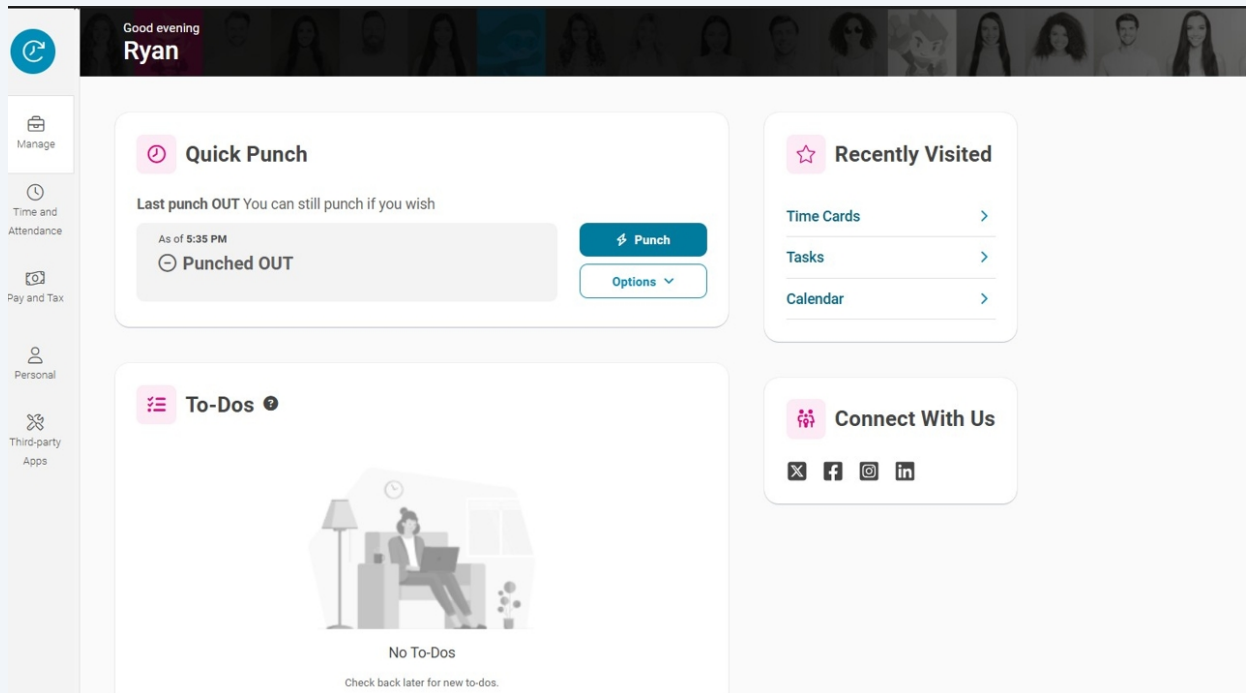


Editing Employee Time Cards

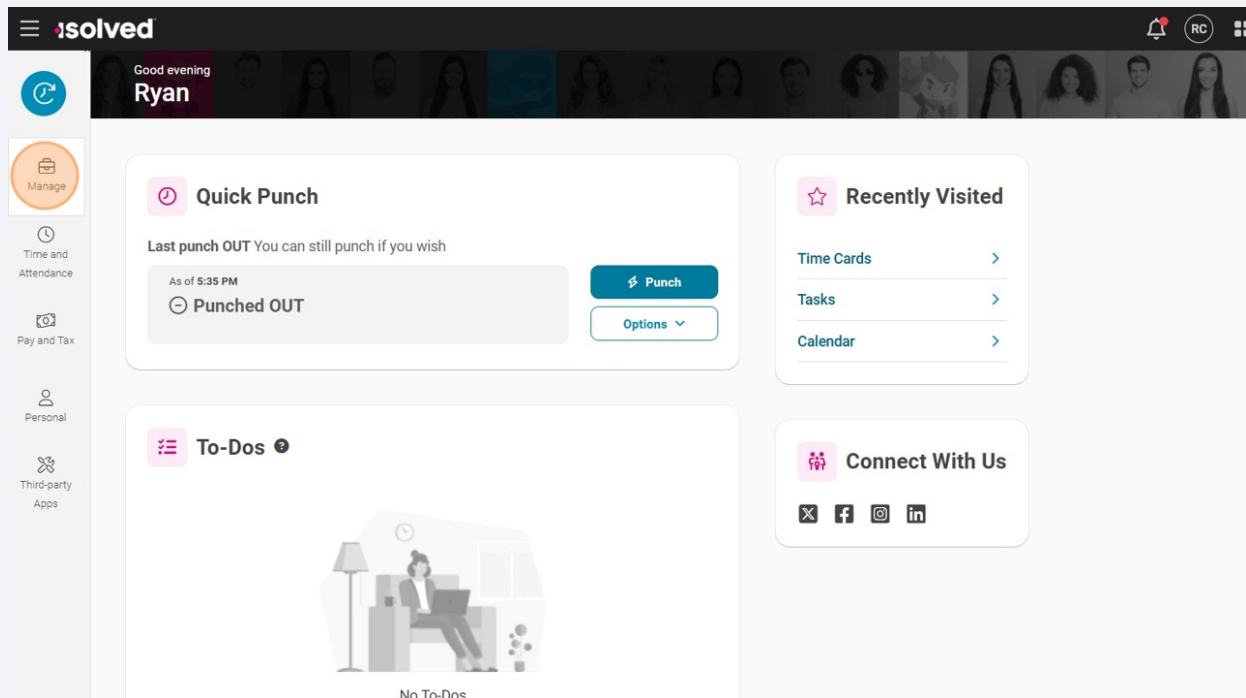


This guide provides the process for editing employee time cards. It simplifies the task of correcting time entries and adding notes.

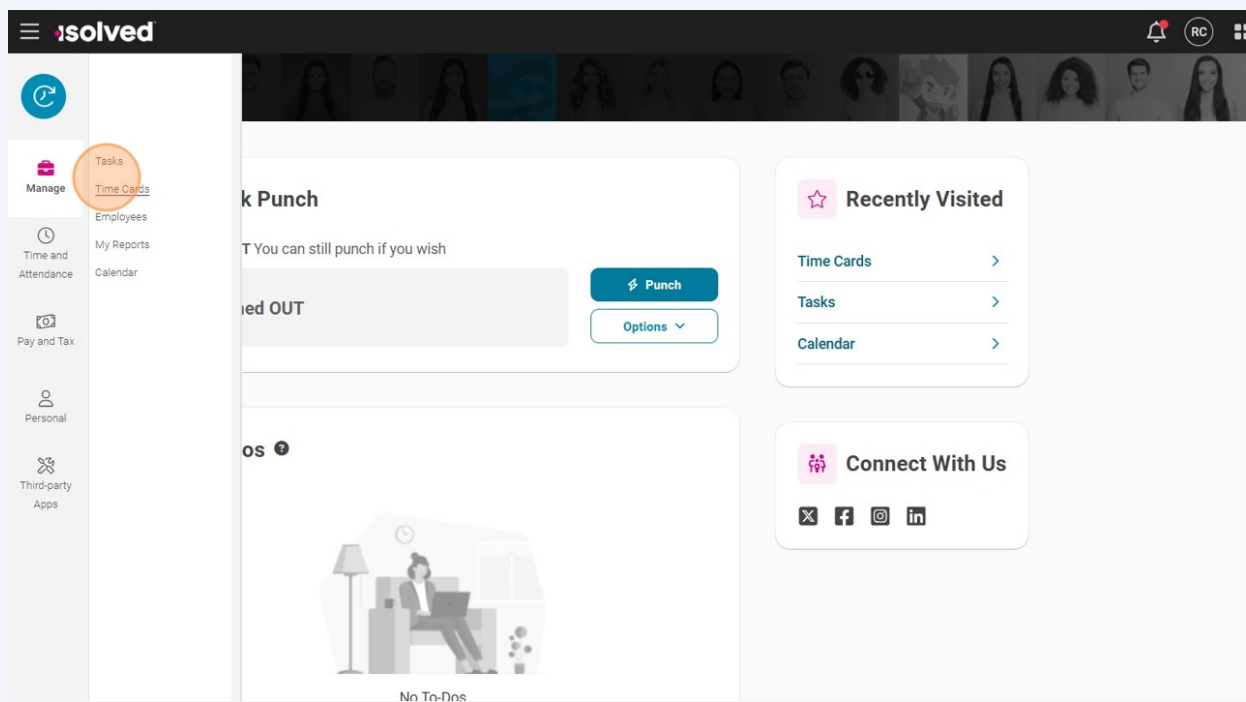
- 1 Navigate to <https://aee.myisolved.com/home/management>



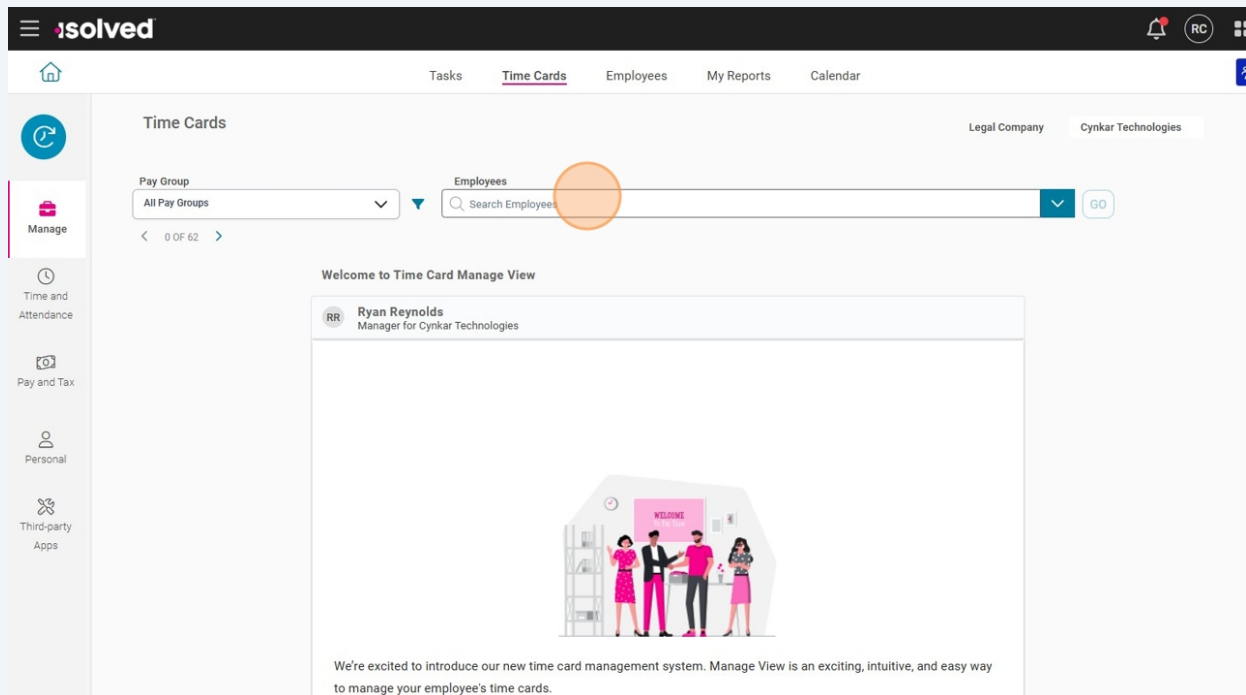
2 Click "Manage"



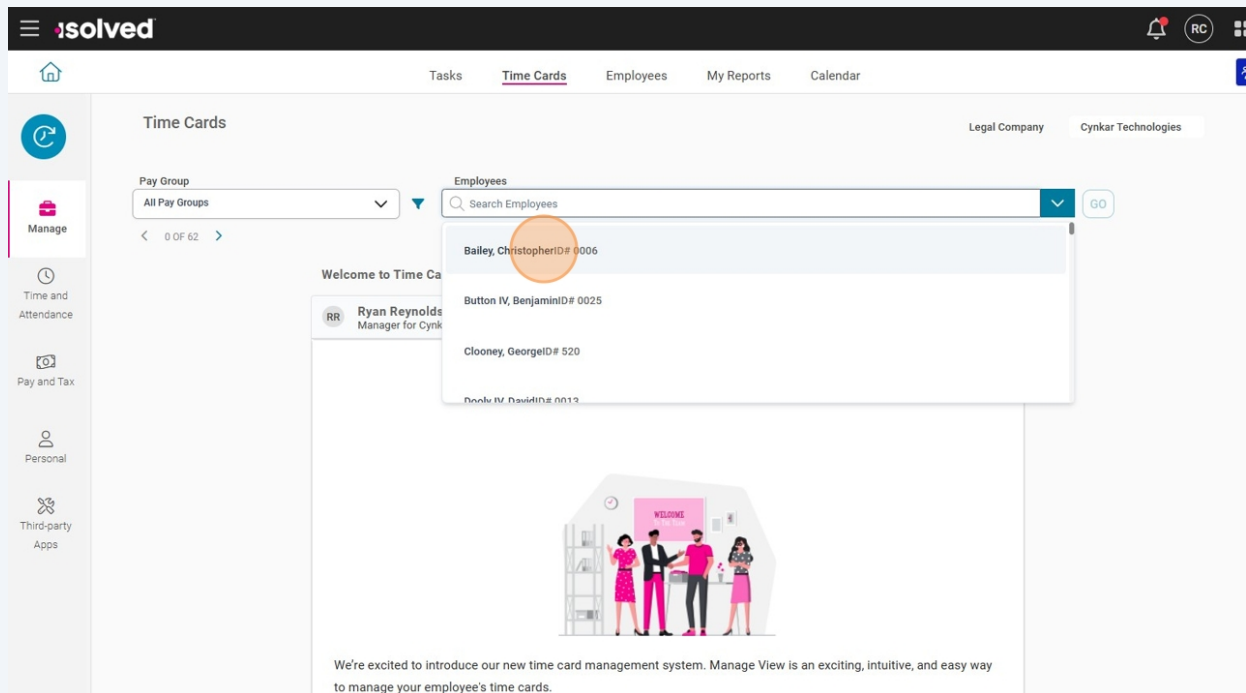
3 Click "Time Cards"



4 Click the "Search Employees" field.



5 Choose the employee or search



6 Click "GO"

The screenshot shows the 'Time Cards' interface. At the top, there's a navigation bar with 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. Below this, a search bar for 'Employees' contains the text 'Bailey, Christopher'. To the right of the search bar is a 'GO' button, which is circled in orange. The main content area features a 'Welcome to Time Card Manage View' message from Ryan Reynolds, Manager for Cynkar Technologies. Below the message is a calendar view showing the week of 08/10/2025 to 08/23/2025. The calendar has columns for each day of the week, with the 13th (Wednesday) and 14th (Thursday) showing punch times.

7 One way to edit existing time is to click on the block of time that you need to update

The screenshot shows the 'Time Card View' interface. At the top, there's a navigation bar with 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. Below this, a search bar for 'Employees' contains the text 'Bailey, Christopher'. To the right of the search bar is a 'GO' button. The main content area features a 'Time Card View' section with a 'Pay Period' dropdown set to 'Week'. Below this is a calendar view showing the week of 08/10/2025 to 08/23/2025. The calendar has columns for each day of the week, with the 13th (Wednesday) and 14th (Thursday) showing punch times. A 'Punch' block for Wednesday, 08/13/2025, is highlighted with an orange circle. The punch times are 9:00a - 1:00p and 2:00p - 5:00p. The 14th (Thursday) shows a punch time of 9:00a - 6:00p. The calendar also includes a '+ Add Entry' button and 'CLEAR' buttons for each day.

8 To make a change, click the pencil next to Edit.

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Tasks Time Cards Employees My Reports Calendar

Back

Entry Details

Punch 08/13/2025 Delete

Punch In Edit Punch Out Edit

Time Wed 2:00 PM EDT Time Wed 5:00 PM EDT

Duration 03h 00m (*) Duration calculated to server timezone

Entry Indicators

Modified Hours As Punch

Alerts

No Alerts

9 Update the Time. You can type or use the arrows to select the correct time you need.

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Tasks Time Cards Employees My Reports Calendar

Punch

Date 08/13/2025 Time 02:00

Type Normal

Do Not Round Time

Notes

Labor group REFRESH

Department Select

Labor fields

Department Select

10

There are a few other fields you can fill out if needed. The Standard for Type and Mode are usually what you're going to want to use.

Type: Normal, Meal or Type

Mode: Auto, In, Out, or Transfer.

Notes: Additional Details

Labor: If you needed to add Locations, Teams, Departments that you have set up, you could do that here.

Punch

Date: 08/13/2025 Time: 10:01

Type: Normal Mode: Auto

☐ Do Not Round Time

Notes

Labor group [REFRESH](#)

Department: Select

Labor fields

Department: Select

[CANCEL](#) [SAVE](#)

11 Click "Save"

Date: 08/13/2025 Time: 10:01

Type: Normal Mode: Auto

☐ Do Not Round Time

Notes: Employee forgot to punch

Labor group: REFRESH

Department: Select

Labor fields: Department: Select

CANCEL SAVE

12 If you need to add new entries for an employee Click "Add Entry"

Time Card View

Pay Period Week Day

< > Sun. 08/10/2025-Sat. 08/23/2025

10 Sunday	11 Monday	12 Tuesday	13 Wednesday	14 Thursday
			Punch 9:00a - 10:00a 01h 00m	Punch 9:00a - 6:00p
			Punch 1:00p - 5:00p 04h 00m	
			CLEAR	CLEAR

13

From here you can enter a Punch, Hours, Punch Requests, Absence or Time Off for an Employee.

Click "Punch"

14

Enter all the details

15 Click "Save" and you'll see it on the Time Card.

Type: Normal Mode: Auto

☐ Do Not Round Time

Notes: Entering punch for employee

Labor group: REFRESH

Department: Select

Labor fields: Department: Select

CANCEL SAVE

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