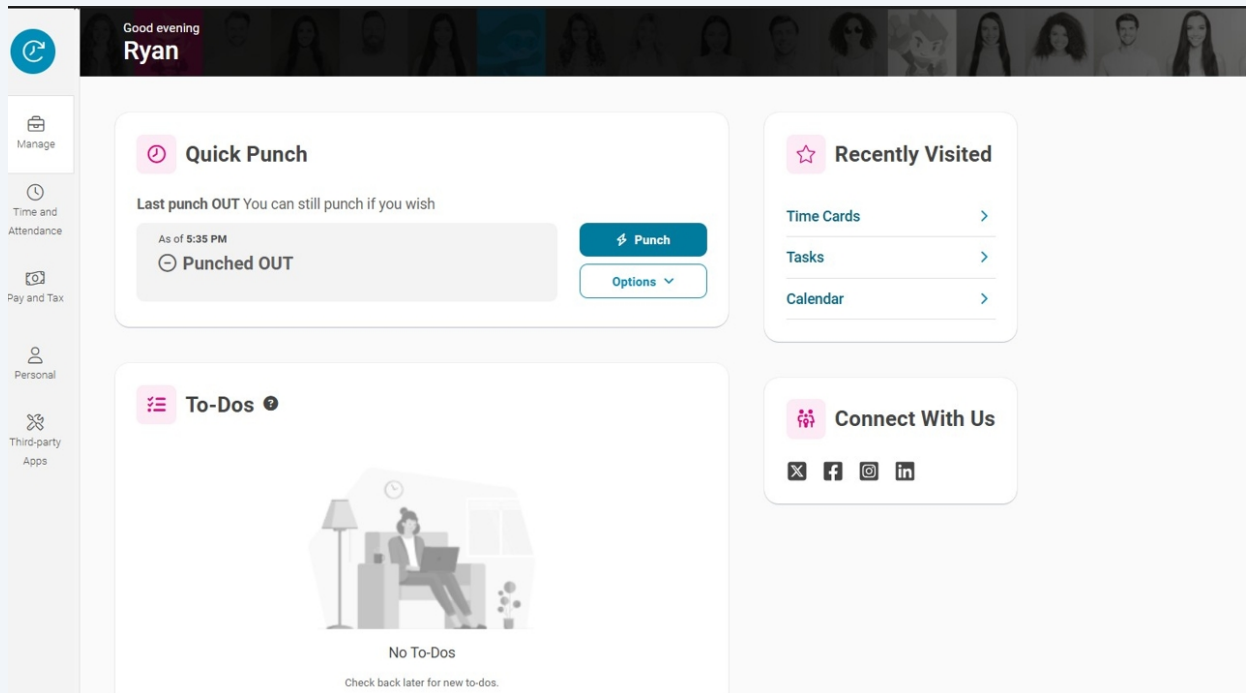# Editing Employee Time Cards
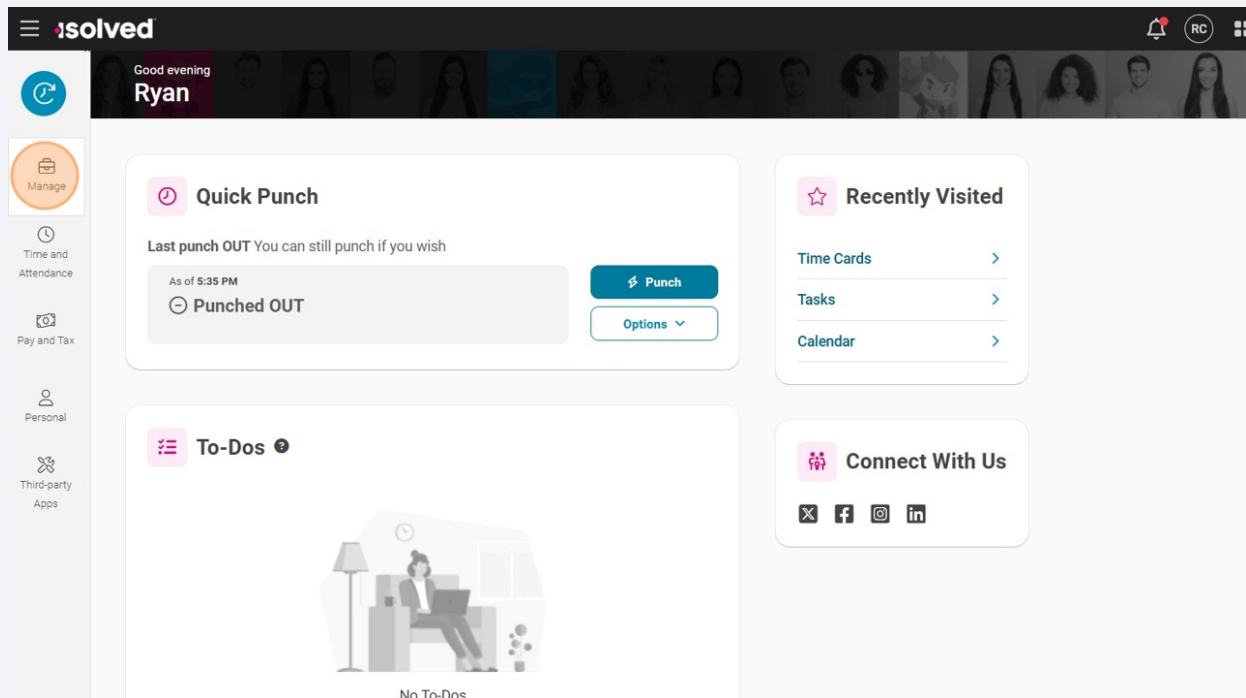
This guide provides the process for editing employee time cards. It simplifies the task of correcting time entries and adding notes.
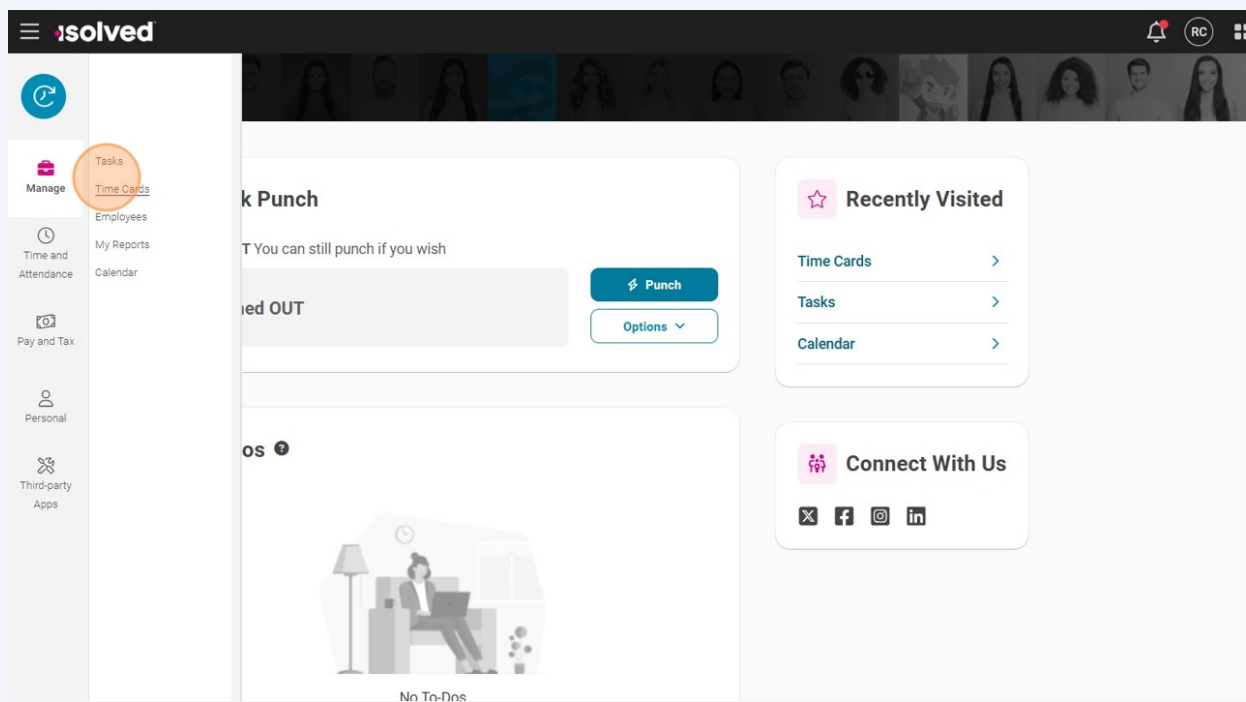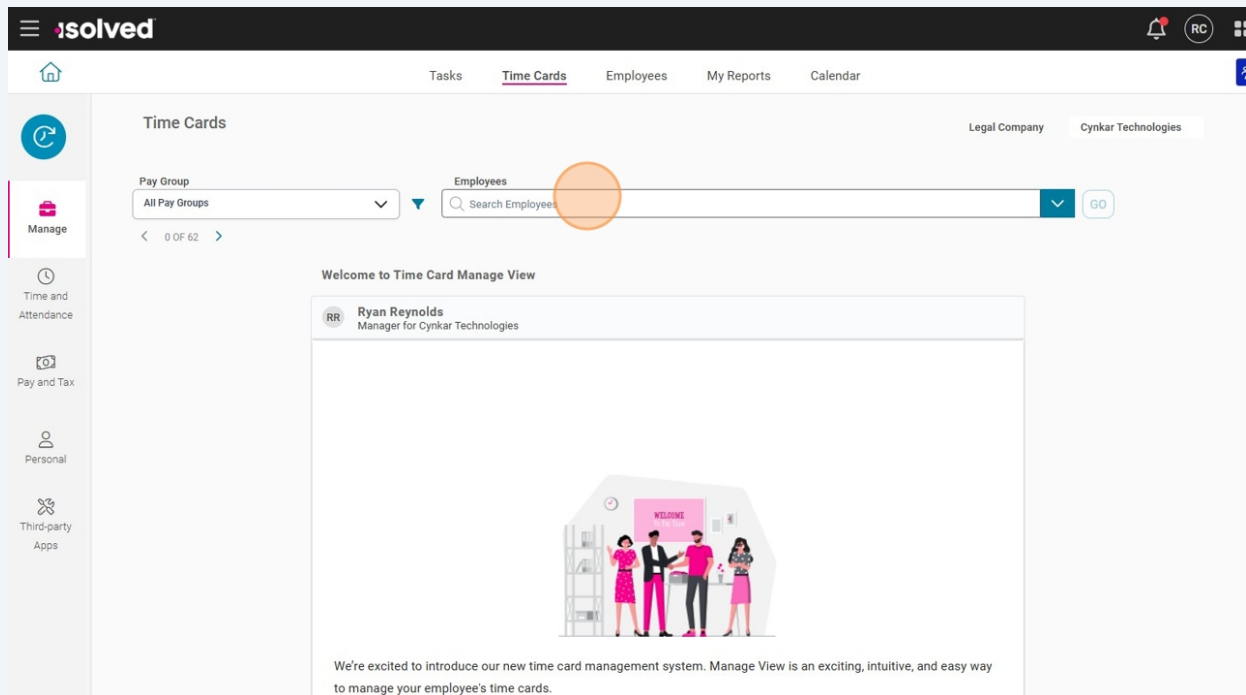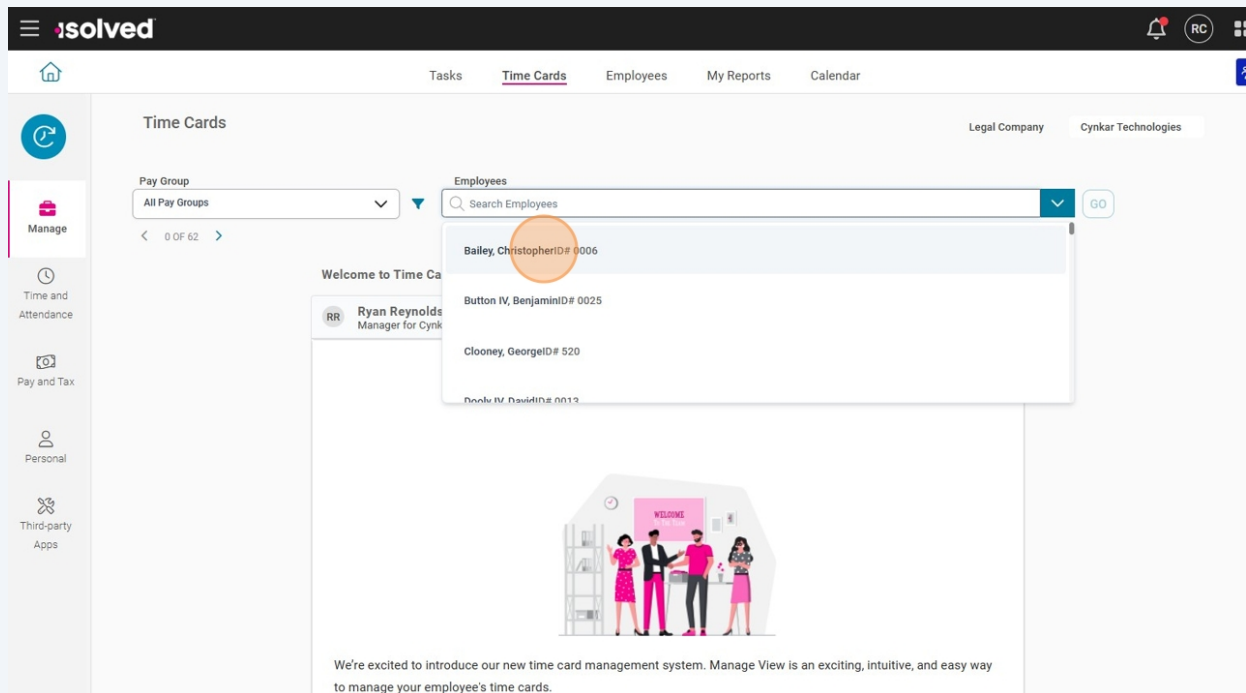
1   Navigate to **https://aee.myisolved.com/home/management**

2 Click "Manage"

3 Click "Time Cards"

4 Click the "Search Employees" field.

5 Choose the employee or search

6 Click "GO"

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

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

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

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.

11 Click "Save"

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

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.