

Enter Adjustments in isolved - Employee Workspace



Learn how to quickly add an adjustment in isolved Employee Workspace. This is one way that may be set up to enter reimbursements or add other items to your time card as dollars or units.

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

The screenshot displays the Thread Employee Workspace interface. At the top, a header bar shows the user's name 'Chris' and a greeting 'Good afternoon'. Below this is a sidebar with 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:** A section for logging punch times. It shows 'Last punch OUT 07/16/2026 at 11:00 am' and a 'Punch' button. Below this is a 'Punched Out' button and an 'Options' dropdown.
- To-Dos:** A section for tasks. It includes 'Run Payroll' with details: 'Pay Group - Bi-Weekly | Pay Date - 6/12/2026 | Period Begin - 5/30/2026 | Period End - 6/12/2026 | Preview Date - 6/10/2026 3:00 PM'. A red status bar indicates 'Past due by 1 month'. A 'Switch User' button is present.
- Time Off: Advncd Accrual:** A section for time off accrual. It shows 'Available as of 75.96 hours'. Below this are two boxes: 'Taken as of 0 hours' and 'Projected through 1/29/2026 164.58 hours'.
- Recently Visited:** A section for recently visited items. It includes 'My Time Card', 'Performance Reviews', and 'Employee'.

2 Click "Time and Attendance"

The screenshot shows the 'isolved' dashboard for user 'Chris'. The sidebar on the left contains several menu items: 'Manage', 'Time and Attendance' (highlighted with an orange circle), 'Pay and Tax', 'Personal', 'Expenses', 'Talent Management', and 'Third-party Apps'. The main content area is divided into three sections: 'Quick Punch' with a 'Punch' button, 'To-Dos' with 'Run Payroll' buttons, and 'Time Off: Advncd Accrual' showing 75.96 hours available. A 'Recently Visited' section at the bottom right lists 'My Time Card' and 'Performance Reviews'.

3 Click "My Time Card"

This screenshot is similar to the previous one, but the 'My Time Card' option in the sidebar is highlighted with an orange circle. The main content area remains the same, showing the 'Quick Punch', 'To-Dos', and 'Time Off' sections. The 'Recently Visited' section at the bottom right still lists 'My Time Card' and 'Performance Reviews'.

4 Click "Add Entry"

isolved

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

Time Cards Legal Company

Time Card View

Verification Status
Un-Verified

Pay Period Week Day

< > Sun. 07/12/2026-Sat. 07/25/2026

12 Sunday	13 Monday	14 Tuesday	15 Wednesday	16 Thursday
Punch 8:00a - 12:30p 04h 30m	Punch 8:00a - 11:00a 03h 00m	Punch 8:00a - 11:28a 03h 28m	Punch 8:00a - 10:00a 02h 00m	Punch 8:00a - 11:00a
	Punch 12:00p - 5:00p 05h 00m	Punch 1:00p - 5:30p 04h 30m	Punch In 1:00p Auto	

+ Add Entry

5 Click "Adjustment"

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

Time Cards Legal Company

Time Card View

Verification Status
Un-Verified

Pay Period Week Day

< > Sun. 07/12/2026-Sat. 07/25/2026

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+ Add Entry

- Time Off
- Punch Request
- Adjustment
- Punch
- Hours

CLEAR CLEAR CLEAR CLEAR CLEAR

6

Choose the date, Adjustment from the dropdown, enter Amount and enter Notes. If it's mileage you can enter number of miles (units), if it's a reimbursement, enter the dollars.

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

Back

Add Record

Adjustment

Date: 07/16/2026

Adjustment: Mileage Reimbur

Type: Hours/Units Amount: 150

Notes

Labor group

Department: Select

REFRESH

Back

Add Record

Adjustment

Date: 07/07/2026

Adjustment: Mileage Reimbur

Amount: 150

Notes

Labor fields

Department: Select

REFRESH

7

If you need to assign this adjustment to any Labor, you can do so here. You may have option such as Department, Jobs, Locations, Grants. Then click Save.

The screenshot displays a web application interface for managing adjustments. The interface includes a sidebar with navigation icons for Manage, Time and Attendance, Pay and Tax, Personal, Expenses, Talent Management, and Third-party Apps. The main content area shows a form for creating an adjustment. The form has fields for Date (07/07/2026), Adjustment type (Mileage Reimbur), Type (Hours/Units), Amount (150), and Notes (Mileage for Conference). Below these fields are sections for Labor group, Department, and Labor fields, each with a 'Select' dropdown menu. A 'REFRESH' button is located next to the Labor group section. At the bottom of the form are 'CANCEL' and 'SAVE' buttons. An orange circle highlights the 'SAVE' button.