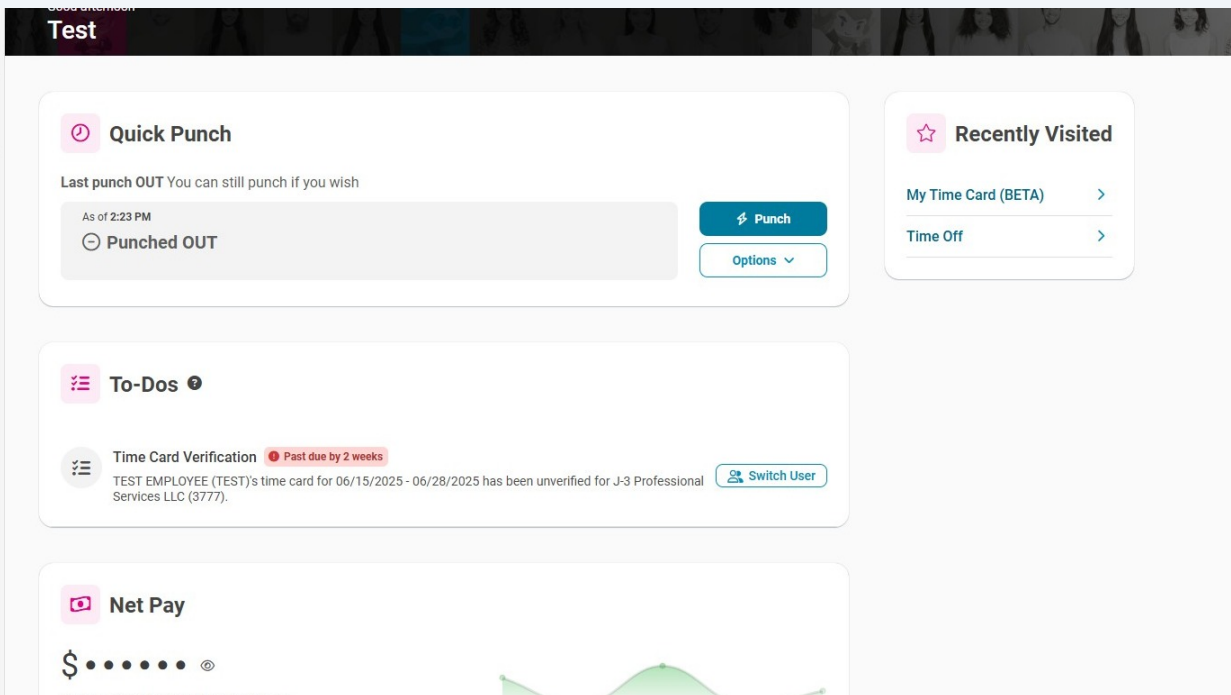


How to Approve Your Time Card In Adaptive



This guide provides a straightforward method for ESS users to approve their time cards in the Adaptive system, ensuring accurate timekeeping and payroll processing. By following the simple steps outlined, users can quickly navigate the platform and complete their time card approval efficiently. Accessing this guide will save time and help avoid potential payroll issues.

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



2 Click "Time and Attendance"

The screenshot shows the 'isolved' dashboard. The top navigation bar includes the 'isolved' logo and a user profile 'Test' with the greeting 'Good afternoon'. The left sidebar contains several menu items: 'Time and Attendance' (highlighted with an orange circle), 'Personal', and 'Third-party Apps'. The main content area is divided into three sections: 'Quick Punch', 'To-Dos', and 'Net Pay'. The 'Quick Punch' section displays 'Last punch OUT You can still punch if you wish' with a timestamp 'As of 2:23 PM' and a 'Punched OUT' status. It includes a 'Punch' button and an 'Options' dropdown. The 'To-Dos' section features a 'Time Card Verification' task with a 'Past due by 2 weeks' warning and a 'Switch User' button. The 'Net Pay' section is partially visible at the bottom. On the right, a 'Recently Visited' sidebar lists 'My Time Card (BETA)' and 'Time Off' with right-pointing arrows.

3 Click "My Time Card (BETA)"

This screenshot is similar to the previous one but shows the 'Time and Attendance' sidebar menu expanded. The 'My Time Card (BETA)' option is highlighted with an orange circle. The main content area remains the same, showing the 'Quick Punch', 'To-Dos', and 'Net Pay' sections. The 'Recently Visited' sidebar on the right still lists 'My Time Card (BETA)' and 'Time Off'.

4 Click the edit (pencil icon) here.

The screenshot shows the 'My Time Card (BETA)' interface. At the top, there is a navigation bar with the 'solved' logo and a home icon. Below this, there are tabs for 'My Time Card (BETA)', 'Time Card', 'My Calendar', 'My Dashboard', and 'Time Off'. The main content area is titled 'Time Cards' and contains a 'Time Card View' section. In this section, the 'Verification Status' is set to 'Not Verified', and a pencil icon next to it is circled in orange. Below this, there are buttons for 'Pay Period', 'Week', and 'Day'. A date range is shown as 'Sun, 07/06/2025-Sat, 07/19/2025'. At the bottom, a calendar grid shows days from Sunday (06) to Friday (11).

5 Check the "Approve" box

The screenshot shows the same 'My Time Card (BETA)' interface as above, but with a 'Time Card Approval' modal window open. The modal has a title bar with a close button. Inside, the 'Status' is 'Not Verified'. Under the heading 'Employee: Test', there is an 'Approve' checkbox which is circled in orange. Below this, there is a 'Manager' field with an 'Approve' checkbox. At the bottom of the modal, there are 'SAVE' and 'CANCEL' buttons. The background interface is dimmed.

6

Click "Save"

