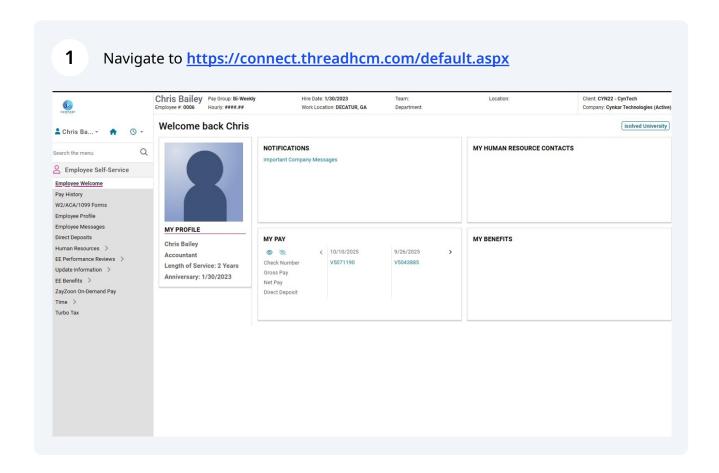
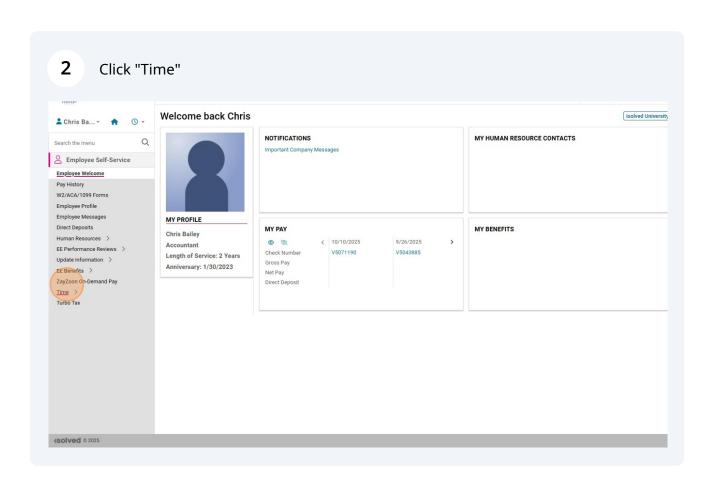
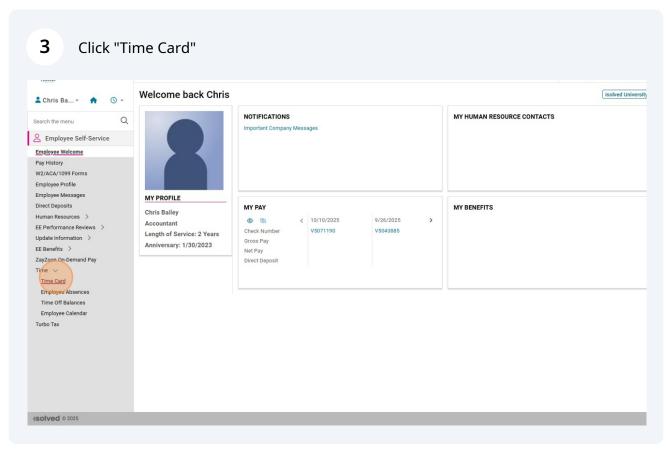
How to Request Time Off in the isolved Classic View



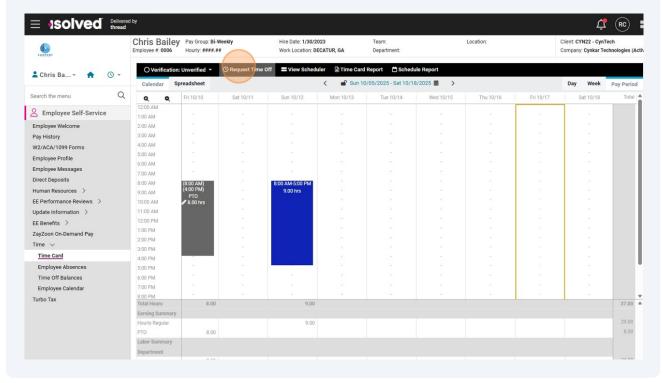
This guide provides a process for requesting time off using the isolved Classic View. By following these instructions, users can submit their PTO requests, view the calendar where their requests will show, and be able to delete a pending request.



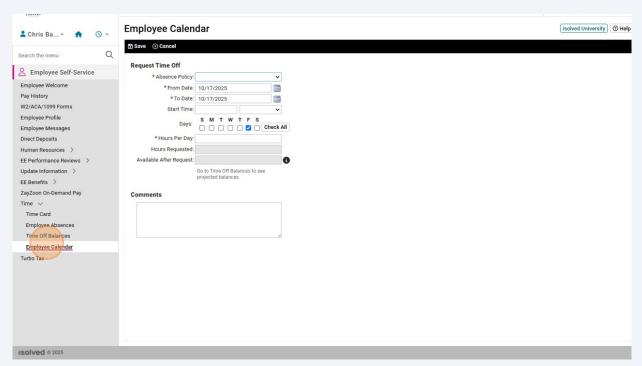




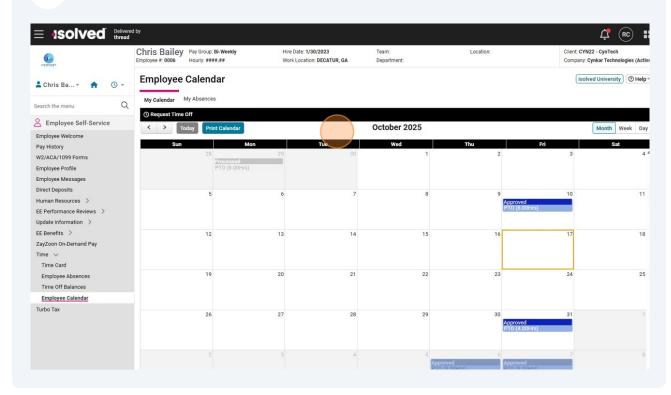
One of two places you can Request time off is on the Time Card. Click "Request Time Off"



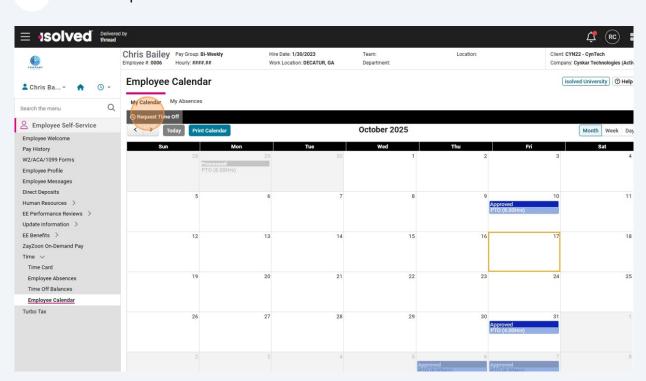
You'll see this view and can submit the request from here. The other option is to Click "Employee Calendar"



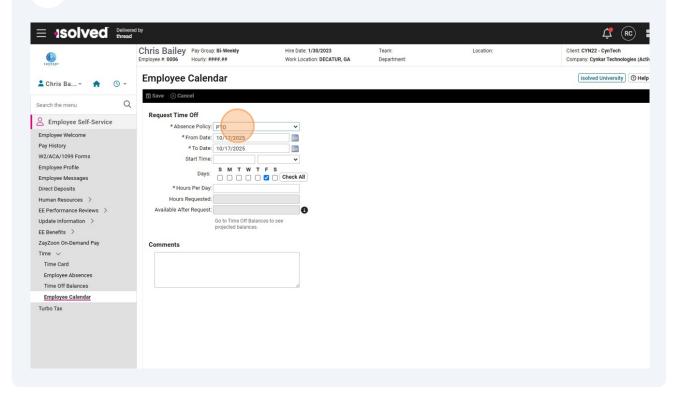
6 Here you will see the calendar of all of your own time off.



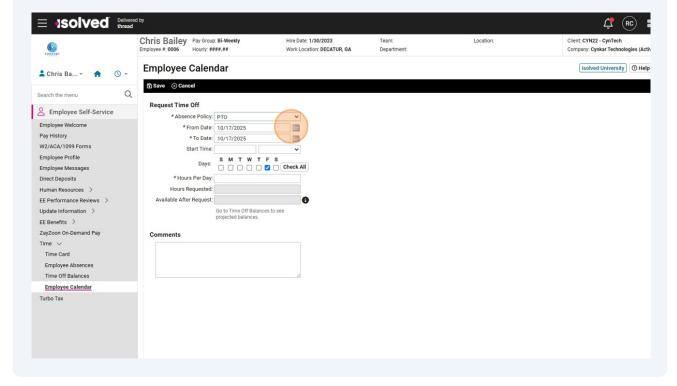
Click "Request Time Off"



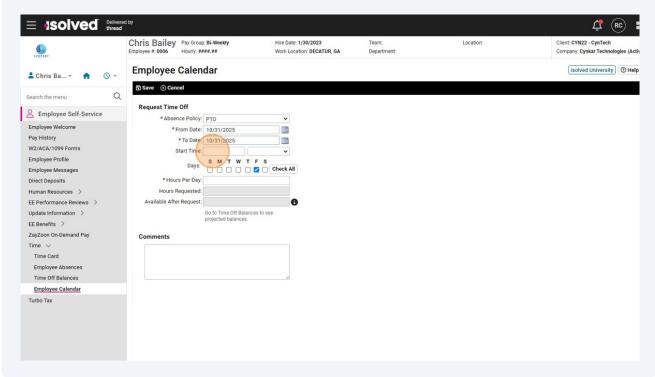
Select the option you're looking for.



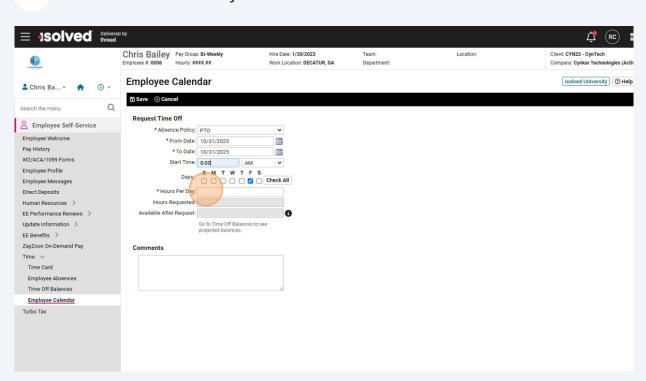
Click the calendar to choose or enter the start and end dates
The weekday check boxes will fill in based on the date range you pick. You can
remove days you don't want to be included on the request.



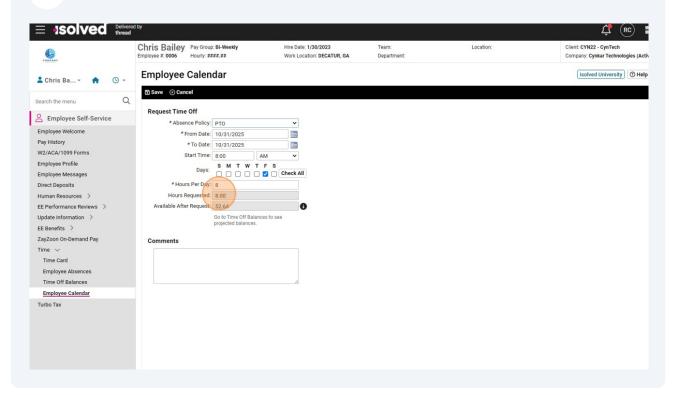
Enter Start Time for the request.
This will display on the time card with this start time.



Enter the "Hours Per Day:"



12 Here you can see the total number of hours you requested.

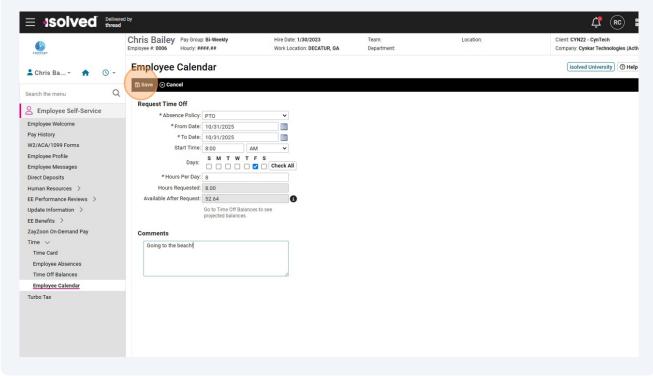


13 Add your comments **Employee Calendar** ♣ Chris Ba... + 🛖 🕓 + Save ⊗ Cancel Search the menu Q Request Time Off Employee Self-Service * Absence Policy: PTO Employee Welcome * From Date: 10/31/2025 Pay History
W2/ACA/1099 Forms
Employee Profile
Employee Messages
Direct Deposits Start Time: 8:00 AM S

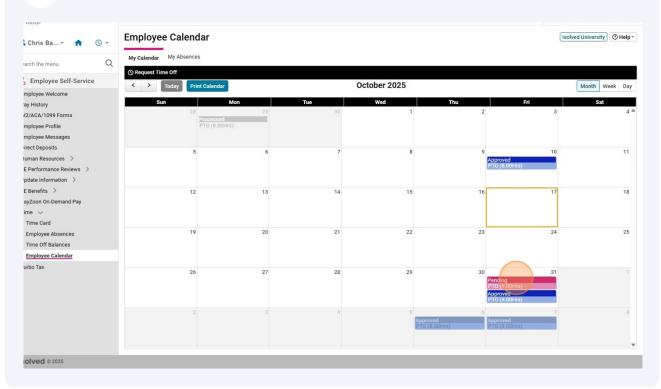
Days: S M T W T F S

Check All * Hours Per Day: 8 Direct Deposits Hours Requested: 8.00 Human Resources > EE Performance Reviews > Available After Request: 52.64 EE Benefits > ZayZoon On-Demand Pay Comments Time v Time Card Employee Absences Time Off Balances **Employee Calendar** Turbo Tax 4solved © 2025

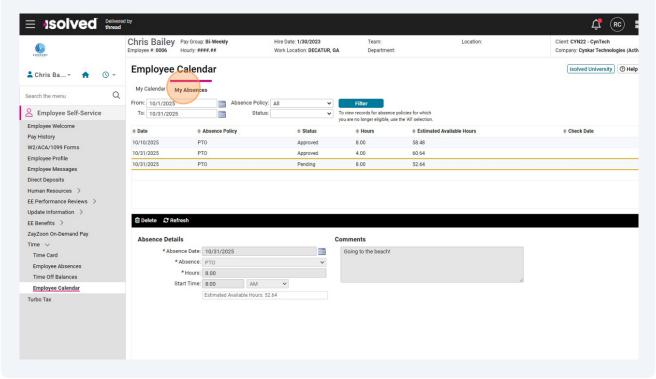
Click "Save"
Once you save, this request will be submitted for review by your manager, supervisor or HR



15 Once you're back to the Calendar, you will be able to see your pending request.



If you go to the My Absences Tab you can see a list of your requests. This will filter by the date range listed up top.



17 This is where you can delete a pending request.

You cannot change a pending or approved request, and cannot delete an approved request.

