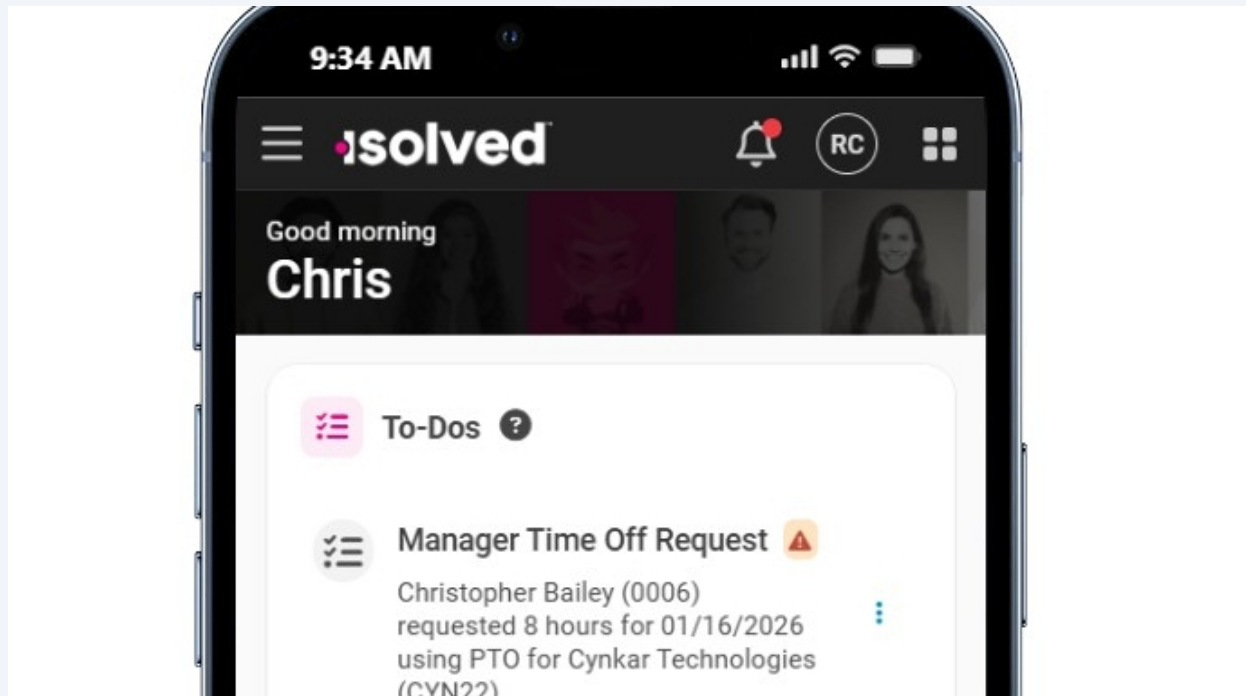


Request Time Off in the isolved Mobile App

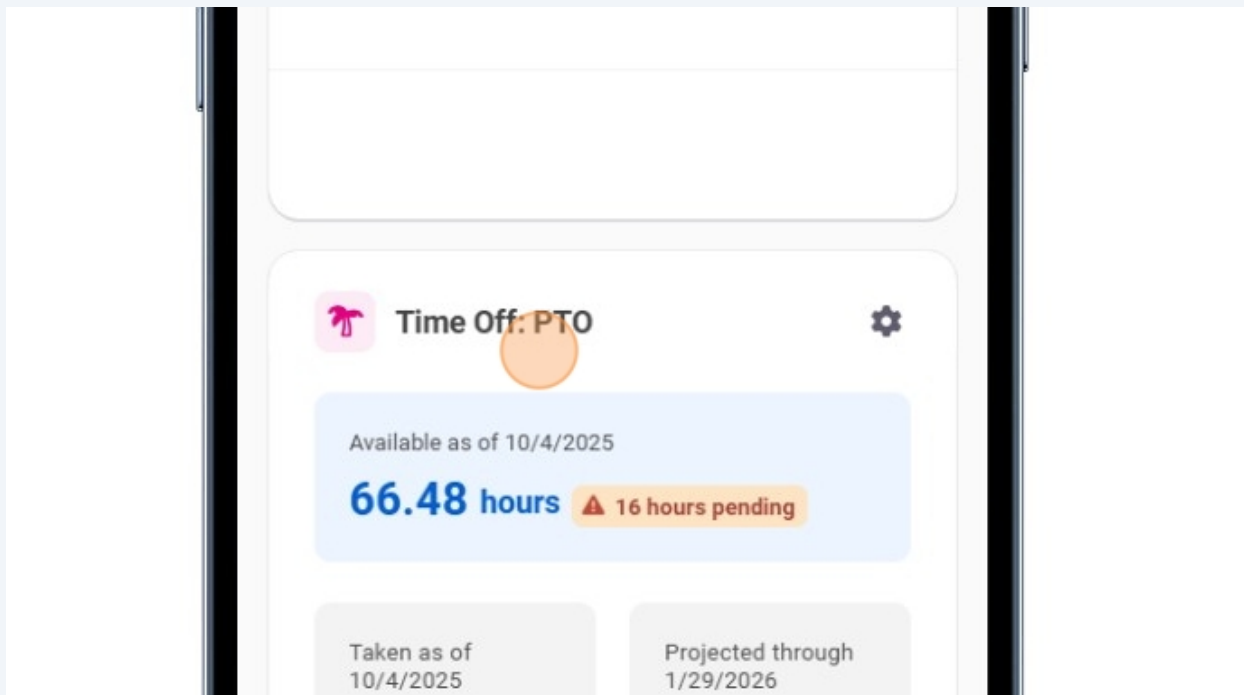


This guide walks through how to submit a time off request in the mobile app

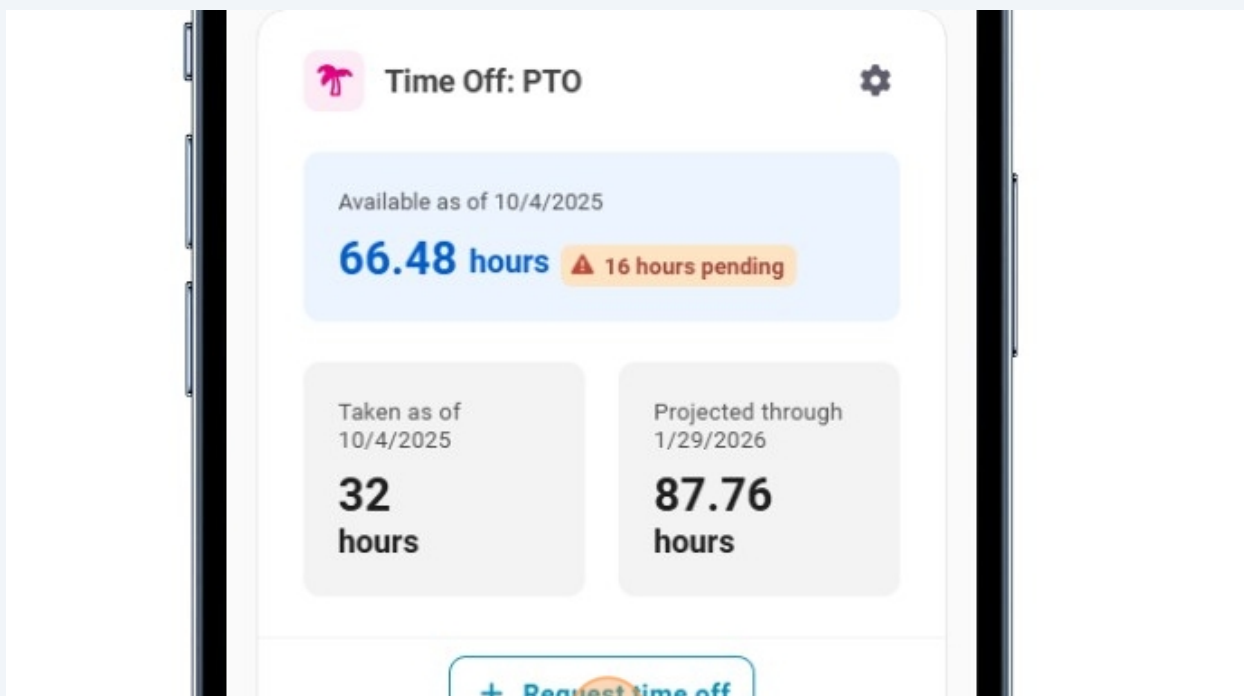
- 1 Navigate to <https://aee.myisolved.com/home>



- 2 Further down the home page you'll see the tile for Time Off



- 3 You can see your time off details. Click "+ Request time off" to submit a time off request



- 4 You can choose your policy.

The screenshot shows the 'Request Time Off' form on a mobile device. At the top, there is a navigation bar with a hamburger menu, the 'isolved' logo, a bell icon, a circle with 'RC', and a grid icon. The form title 'Request Time Off' is at the top right with a close button. Below the title, the 'Policy' dropdown menu is open, showing 'PTO' as the selected option. Below the dropdown, there are two boxes: a green one with '66.48' and a pink one with '66.48'. Below these are 'From' and 'To' date pickers, both labeled 'select date'.

- 5 Here you can see how many available hours you have. The After request tile may update after you choose the dates and number of hours.

The screenshot shows the 'Request Time Off' form on a mobile device. The 'Policy' dropdown menu is closed, showing 'PTO' with a downward arrow. Below the dropdown, there are two boxes: a green one labeled 'Available hours' with '66.48' and a pink one labeled 'After request' with '66.48'. Below these are 'From' and 'To' date pickers, both labeled 'select date'. At the bottom, there is a section for 'Requested days off' with four circular buttons labeled 'Su', 'M', 'T', and 'W'.

6 Enter your dates

The screenshot shows a mobile application interface for selecting dates. At the top, a 'Policy' dropdown menu is set to 'PTO'. Below it, two boxes display 'Available hours' and 'After request', both showing the value '66.48'. A 'From' field with a 'select date' placeholder is highlighted with an orange circle. A date picker calendar is open, showing 'DECEMBER 2025'. The calendar grid has the date '10' selected, which is also highlighted with an orange circle. The calendar header includes navigation arrows and the text 'To Request Date'.

7 The Requested days off will automatically be chosen. If you don't want one of these days in the request, simply click on it to deselect it.

The screenshot shows a mobile application interface for selecting requested days off. A 'To' date field is set to '12/12/2025'. Below it, a section titled 'Requested days off' contains seven circular buttons labeled 'Su', 'M', 'T', 'W', 'Th', 'F', and 'S'. The 'F' button is selected and highlighted with an orange circle. A keyboard is visible at the bottom of the screen, showing the letters 'q w e r t y u i o p' on the top row and 'a s d f g h j k l' on the bottom row.

8

Choose Start time and how many hours per day you are requesting

Requested days off

Su M T W

Th **F** S

Start time 08:00 am

Hours per day 1

Total

q w e r t y u i o p

a s d f g h i k l

9

Enter a note

Start time 08:00 am

Hours per day 8

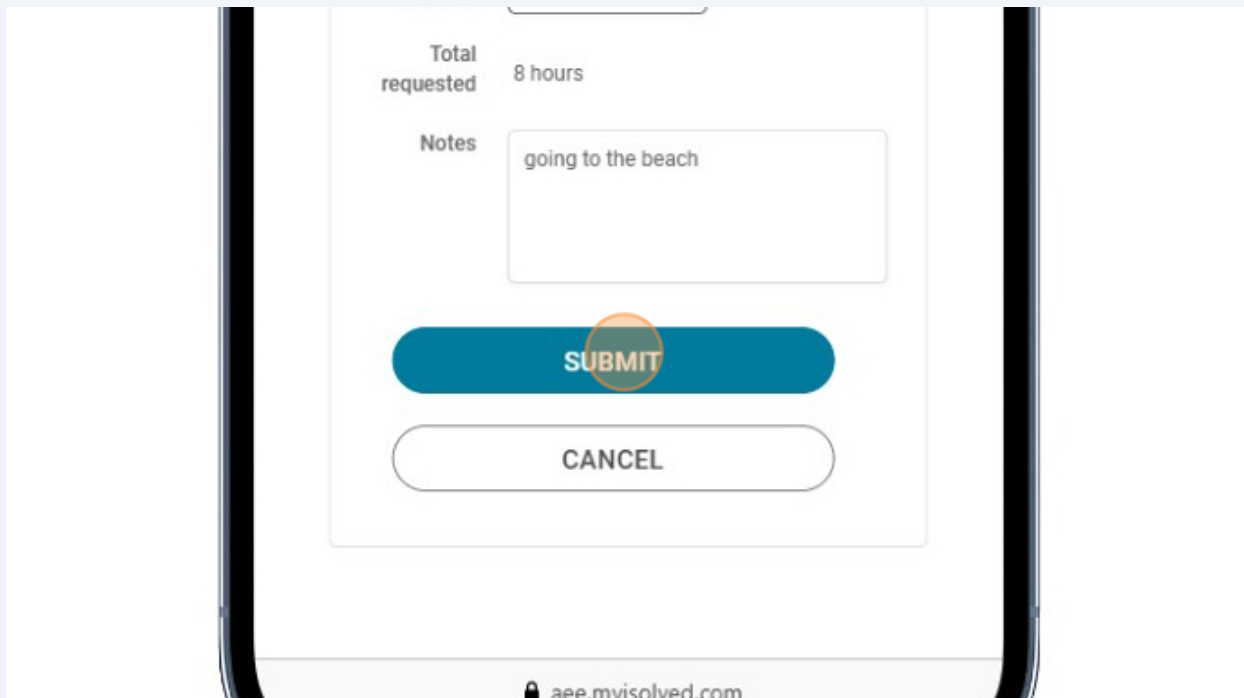
Total requested 8 hours

Notes going to the beach

SUBMIT

CANCEL

- 10 Once you've done that, you can click Submit.



- 11 Then you'll see 'your time off request has been submitted' up top

