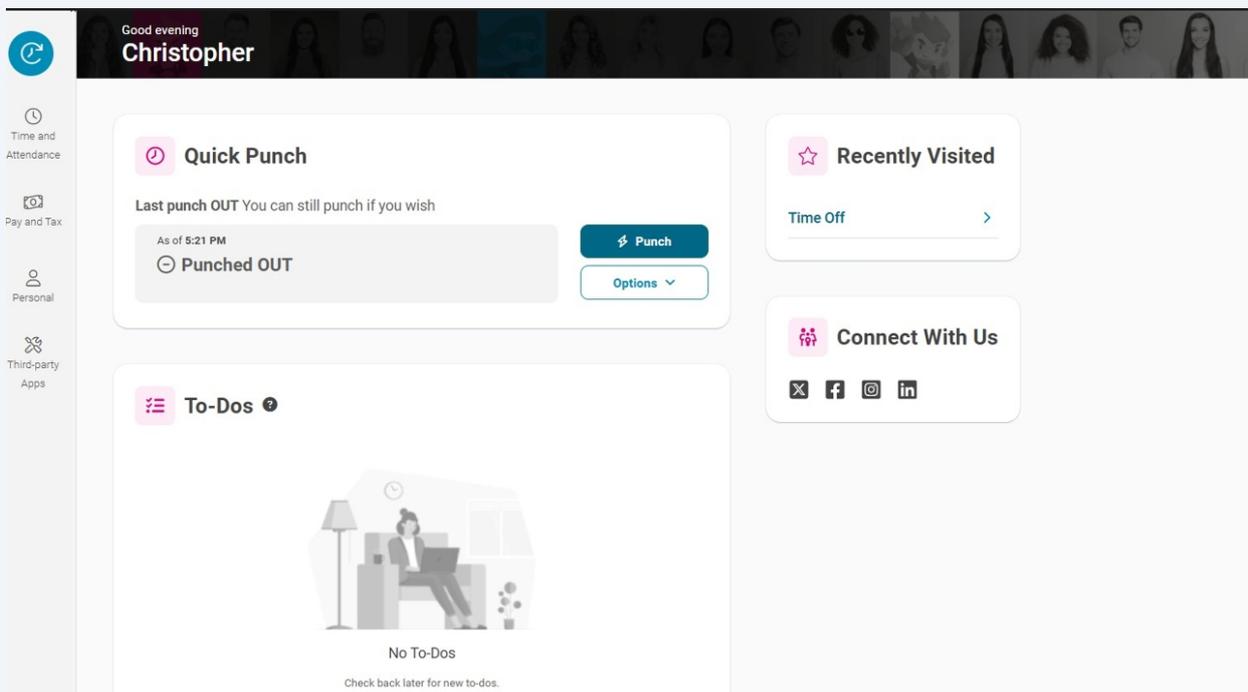


Submit Missed Punch in Adaptive (Mobile)



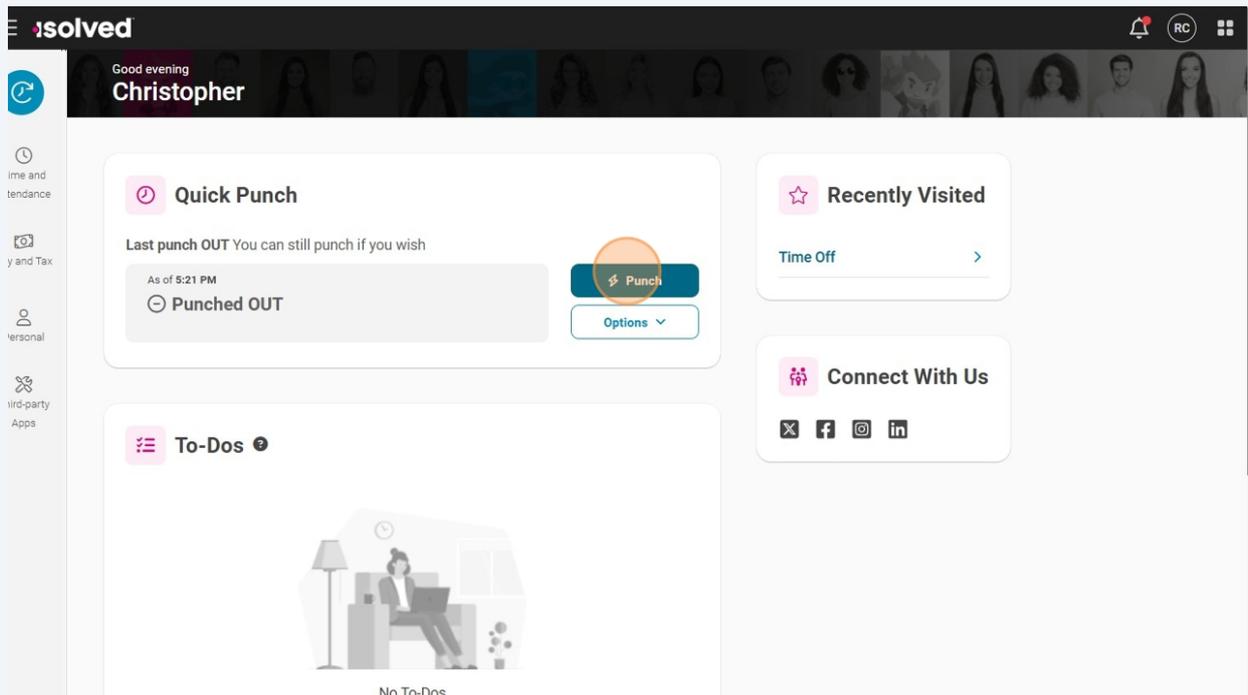
This guide provides process for clocking in and also submitting a missed punch in the Adaptive view in isolved. Once you submit it, it will be sent for approval by managers, supervisors or administrators depending on the setup.

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



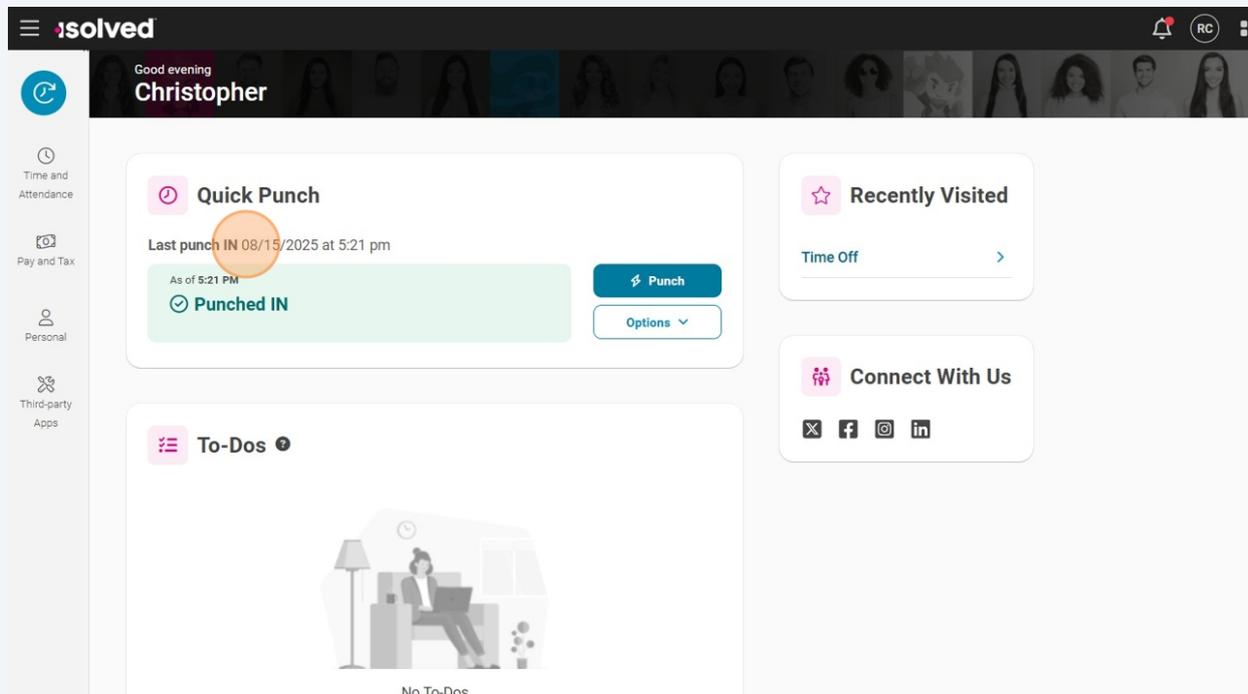
2

On the home screen, you will see the Punch option listed to Clock in or Clock Out. If you click the 'Punch' button, that will instantly clock you in at the current time.



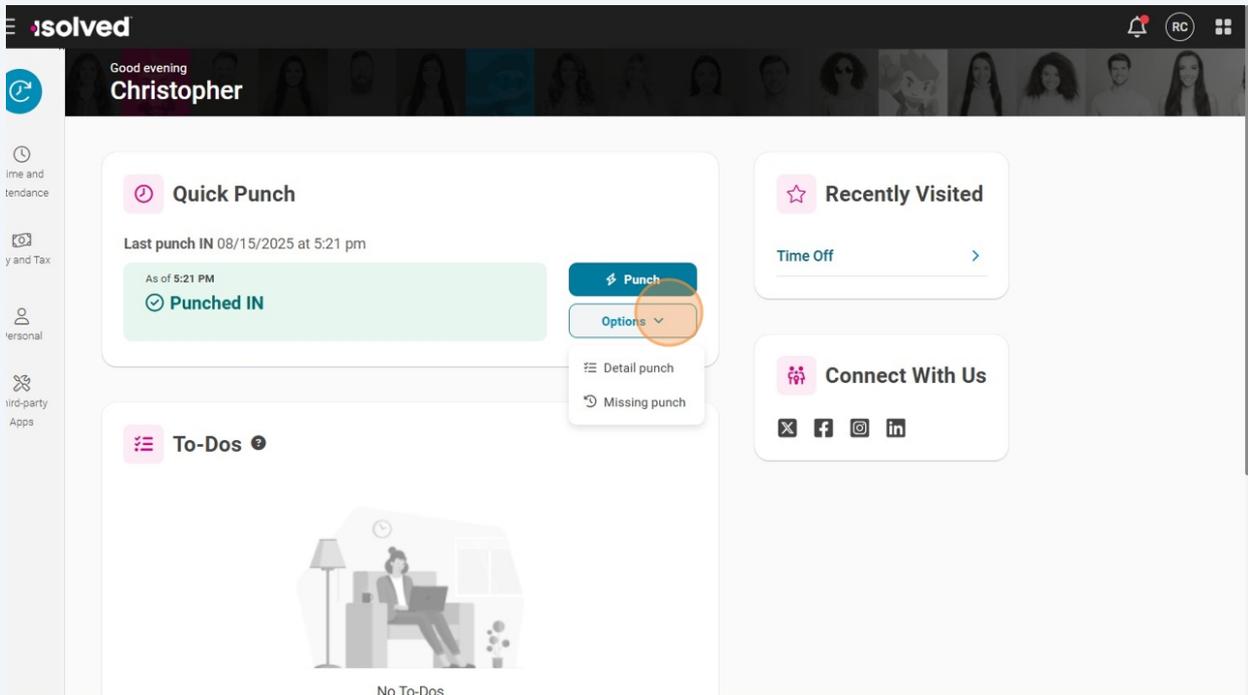
3

Here you'll see the status update when you punch in.



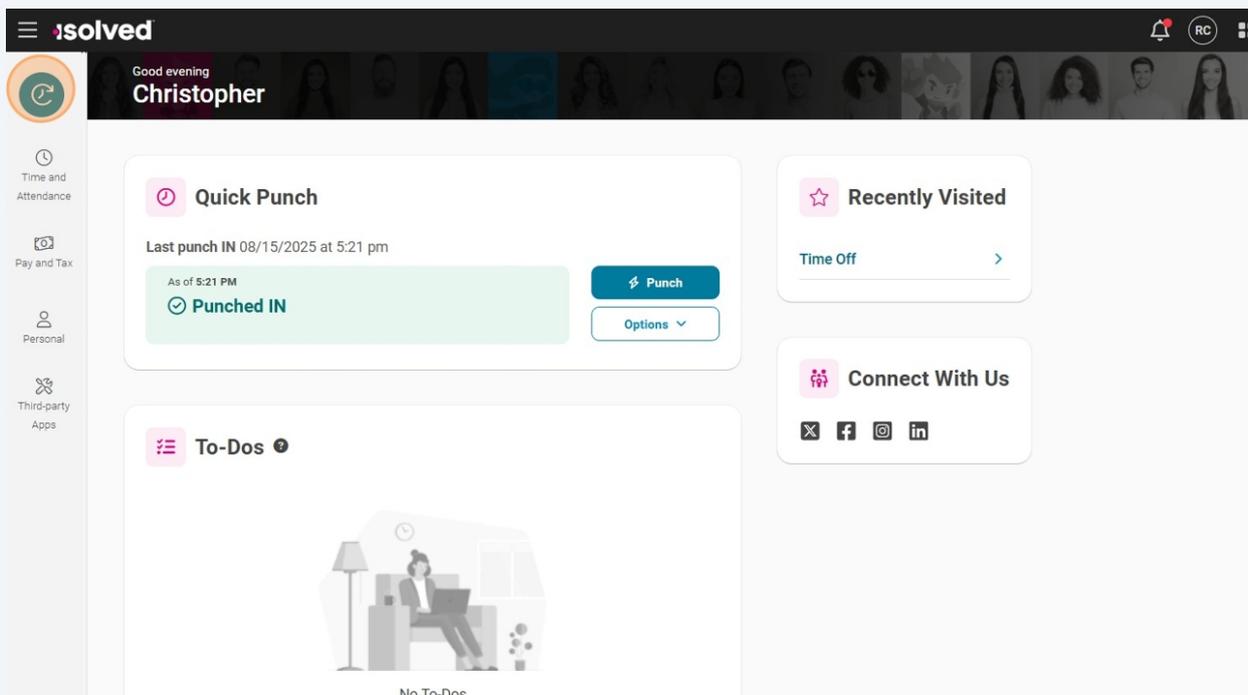
4

To enter a Detail Punch, or submit a Missing Punch Click "Options"
If you have access to a Detail Punch, it will allow you to change any data when you Clock in, This could be choosing Meal, Break or Labor such as Department, Location or Job



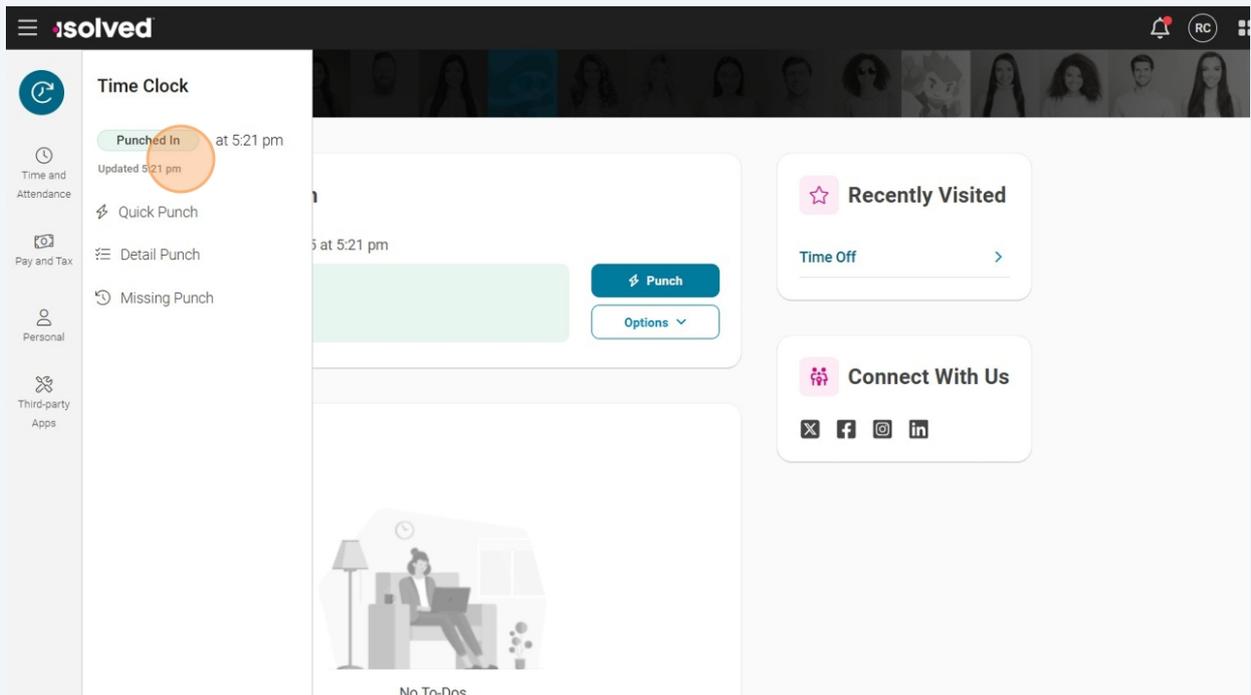
5

You can also clock in using the teal clock button. Click here.



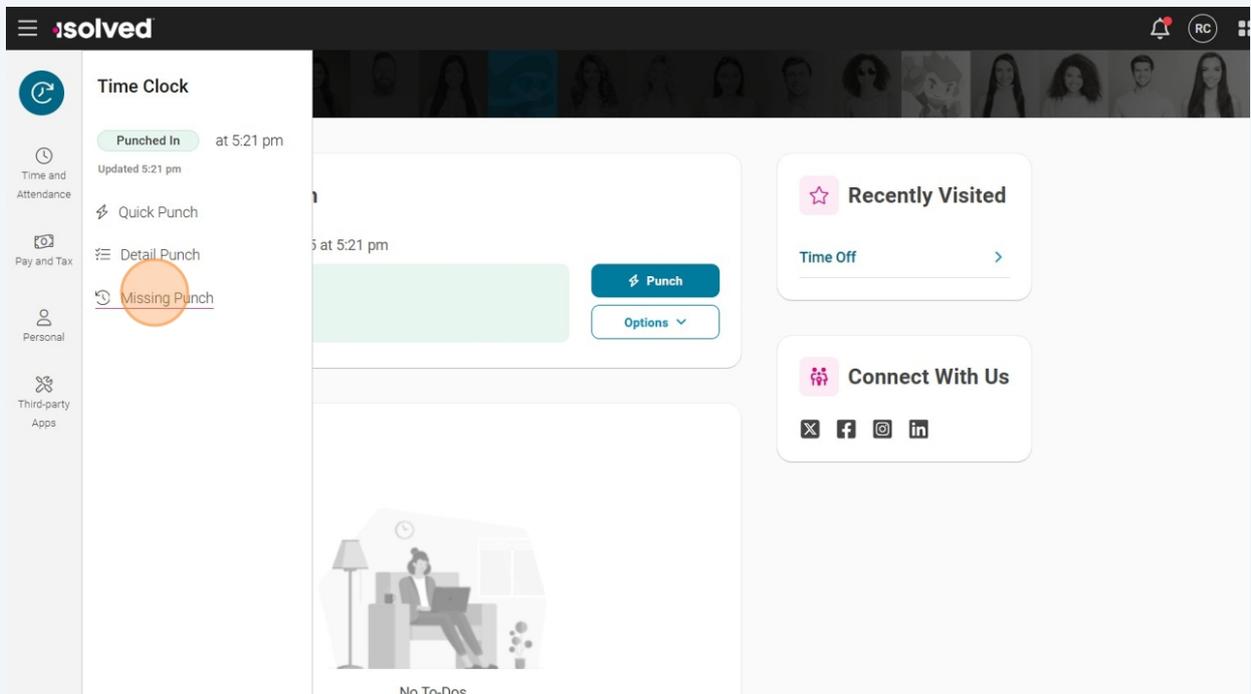
6

You will have the same three options here to clock in.



7

To Submit a missing punch Click "Missing Punch"



8

Enter all the details of the punch and Click "Save"
This will now be sent to the approver, either your manager, supervisor or the administrator.

The screenshot shows a web interface for adding a punch record. The main heading is "Add Record" with a "Missing Punch" sub-heading and a "REFRESH" button. The form contains the following fields:

- Date: 08/15/2025
- Time: 08:10 am
- Type: Normal
- Mode: Auto
- Labor group: (empty)
- Department: Select
- Labor fields: (empty)
- Department: Select

At the bottom of the form are two buttons: "CANCEL" and "SAVE". A time selection dropdown is open, showing "08 : 10 : AM".

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To Navigate and view your time card, Click "Time and Attendance"

The screenshot shows a user dashboard for "Christopher". The header includes the "isolved" logo, a navigation menu, and a notification bell. The main content area is divided into several sections:

- Quick Punch:** A section with a clock icon and the text "Last punch OUT You can still punch if you wish". It shows "As of 5:23 PM" and "Punched OUT". There is a "Punch" button and an "Options" dropdown.
- Recently Visited:** A section with a star icon, listing "My Time Card" and "Time Off" with right-pointing arrows.
- To-Dos:** A section with a list icon and the text "No To-Dos". It features an illustration of a person working at a desk.
- Connect With Us:** A section with a group icon and social media links for X, Facebook, Instagram, and LinkedIn.

10 Click "My Time Card"

The screenshot shows the 'My Time Card' page in the 'solved' application. The left sidebar contains a menu with 'My Time Card' circled in orange. The main content area includes a 'Punch' button and an 'Options' dropdown. A 'Recently Visited' section contains links for 'My Time Card' and 'Time Off'. A 'Connect With Us' section features social media icons for X, Facebook, Instagram, and LinkedIn. An illustration of a person working at a desk is visible at the bottom.

11 You can see the blocks of time per day here

The screenshot shows the 'My Time Card' page in the 'solved' application, displaying a calendar view of time blocks. The 'My Time Card' tab is selected. The calendar shows time blocks for Wednesday, 13th, and Friday, 15th. The 'My Time Card' menu item in the left sidebar is circled in orange. A 'Pending' status is shown for a punch on Friday.

12 Tuesday	13 Wednesday	14 Thursday	15 Friday	16 Saturday
	Punch 9:00a - 1:00p 04h 00m Punch 2:00p - 5:00p 03h 00m	Punch 9:00a - 6:00p 09h 00m	Punch 8:10a Pending Punch In 5:21p Auto	
Hours 00h 00m	Hours 07h 00m	Hours 09h 00m	Hours 00h 00m	Hours 00h 00m

12

The totals are at the bottom of each day, with the full total just below the time card.

Time card view

Pay Period Week Day

< > Sun. 08/10/2025-Sat. 08/23/2025 + Add Entry

	12 Tuesday	13 Wednesday	14 Thursday	15 Friday	16 Saturday
		Punch 9:00a - 1:00p 04h 00m Punch 2:00p - 5:00p 03h 00m	Punch 9:00a - 6:00p 09h 00m	Punch 8:10a Pending Punch In 5:21p Auto	
Hours	00h 00m	07h 00m	09h 00m	00h 00m	00h 00m
Total Hours	16.00				

13

You can Click the Arrows to change Pay Periods

solved

My Time Card My Calendar Time Off

Time card view

Pay Period Week Day

< > Sun. 08/10/2025-Sat. 08/23/2025 + Add Entry

	12 Tuesday	13 Wednesday	14 Thursday	15 Friday	16 Saturday
		Punch 9:00a - 1:00p 04h 00m Punch 2:00p - 5:00p 03h 00m	Punch 9:00a - 6:00p 09h 00m	Punch 8:10a Pending Punch In 5:21p Auto	
Hours	00h 00m	07h 00m	09h 00m	00h 00m	00h 00m

14

You can Change to Week or Day View up top.

My Time Card My Calendar Time Off

Time Card view

Pay Period Week Day

< > Sun. 08/10/2025-Sat. 08/23/2025 + Add Entry

	12 Tuesday	13 Wednesday	14 Thursday	15 Friday	16 Saturday
		Punch 9:00a - 1:00p 04h 00m	Punch 9:00a - 6:00p 09h 00m	Punch 8:10a Pending	
		Punch 2:00p - 5:00p 03h 00m		Punch In 5:21p Auto	
Hours	00h 00m	07h 00m	09h 00m	00h 00m	00h 00m