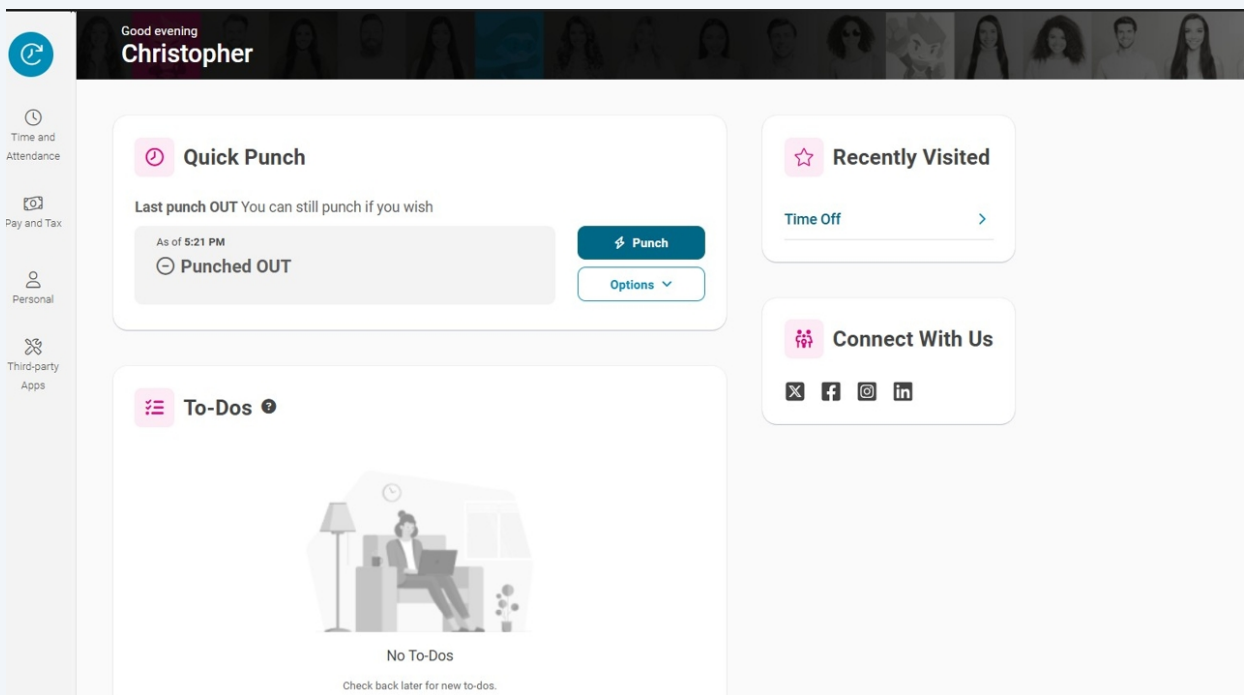


Submit Missed Punch in Adaptive (Mobile)



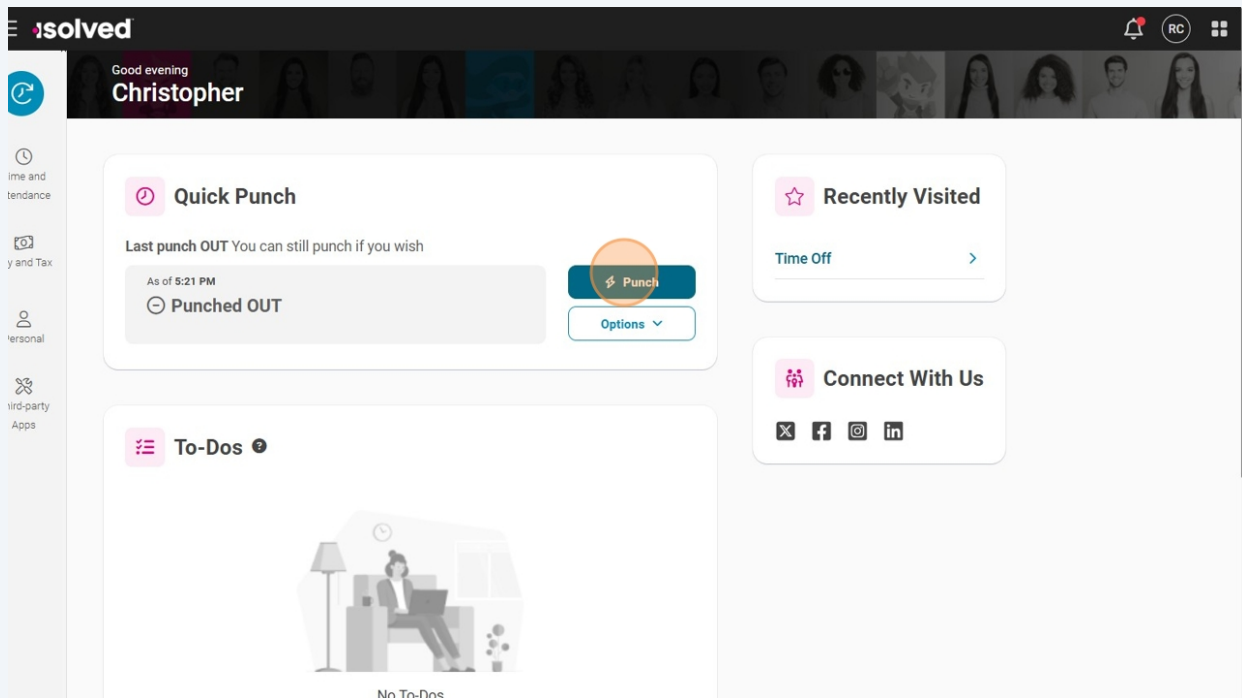
This guide provides process for clocking in and also submitting a missed punch in the Adaptive view in isolved. Once you submit it, it will be sent for approval by managers, supervisors or administrators depending on the setup.

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



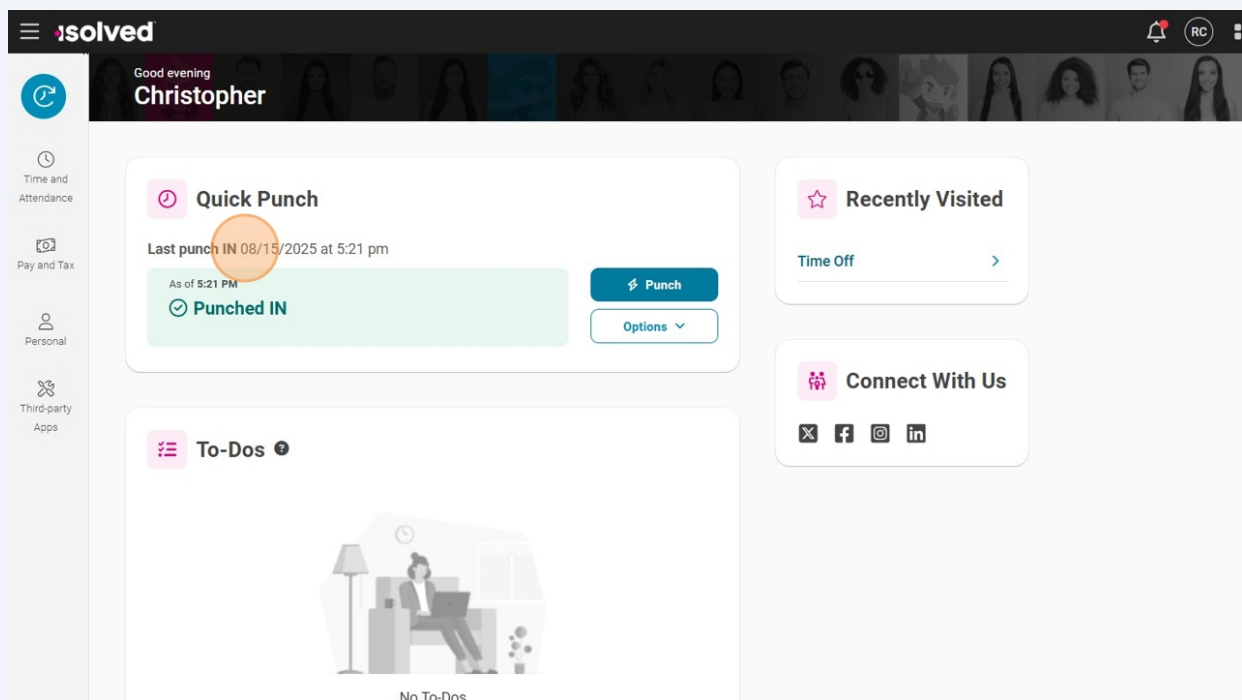
2

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.



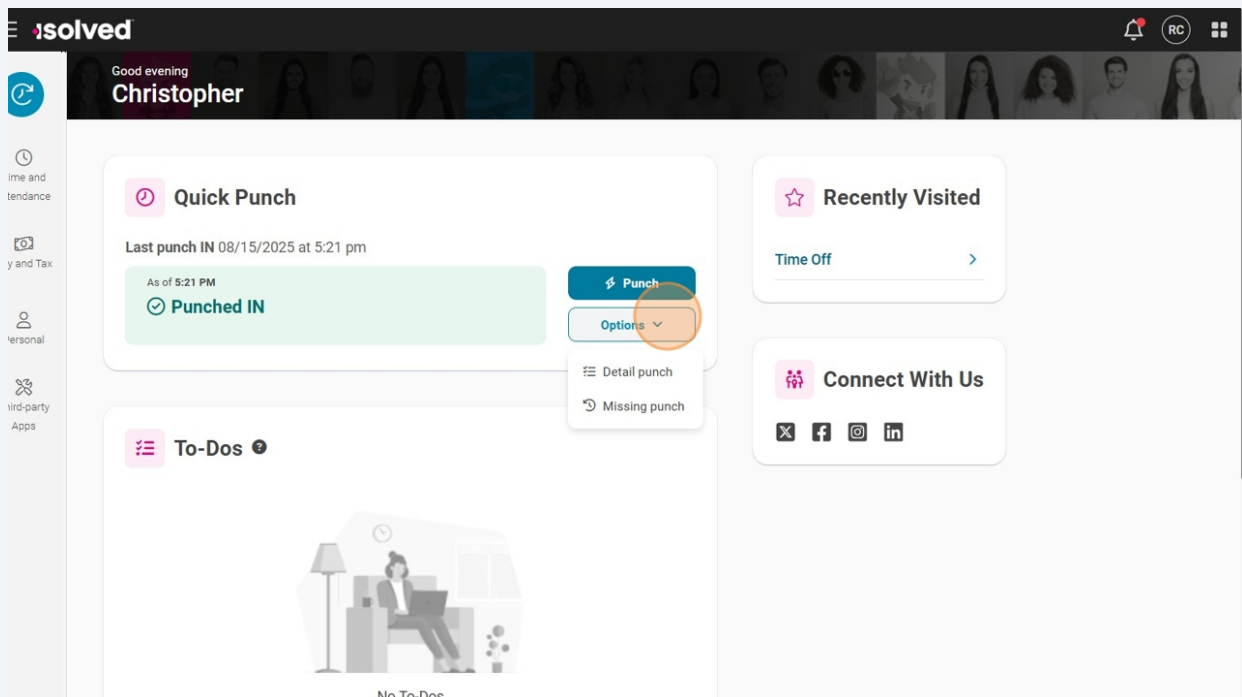
3

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



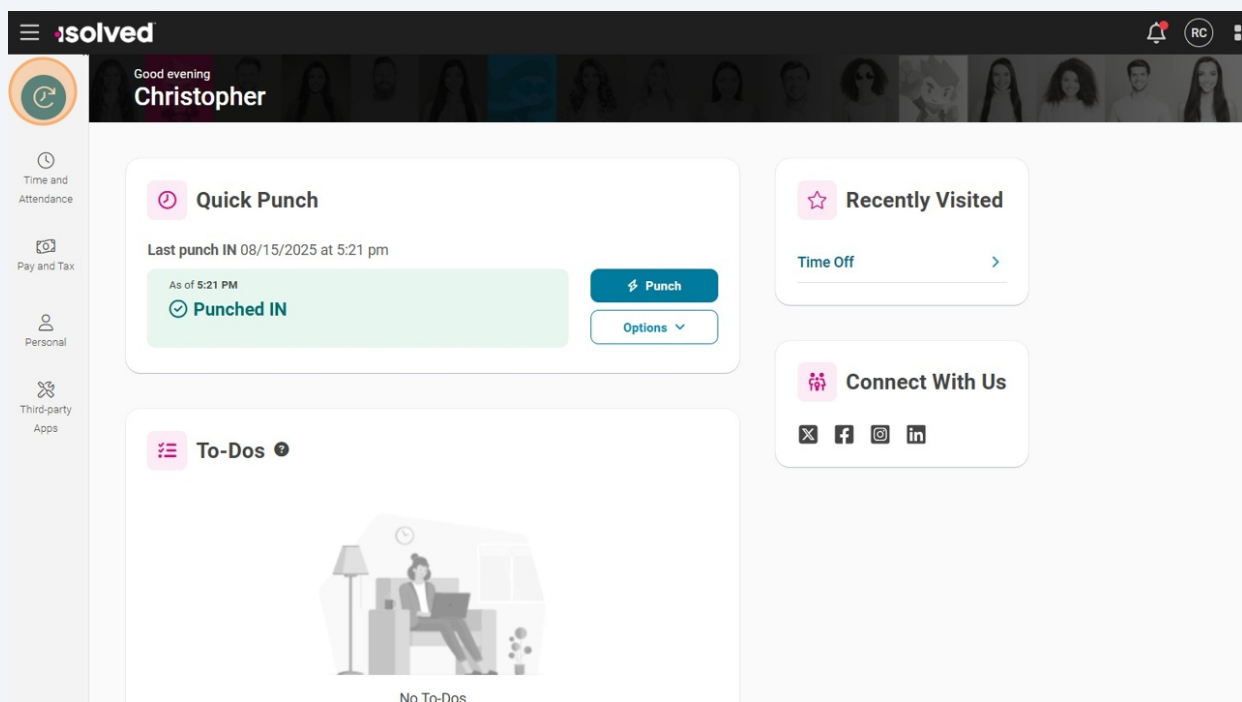
4

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

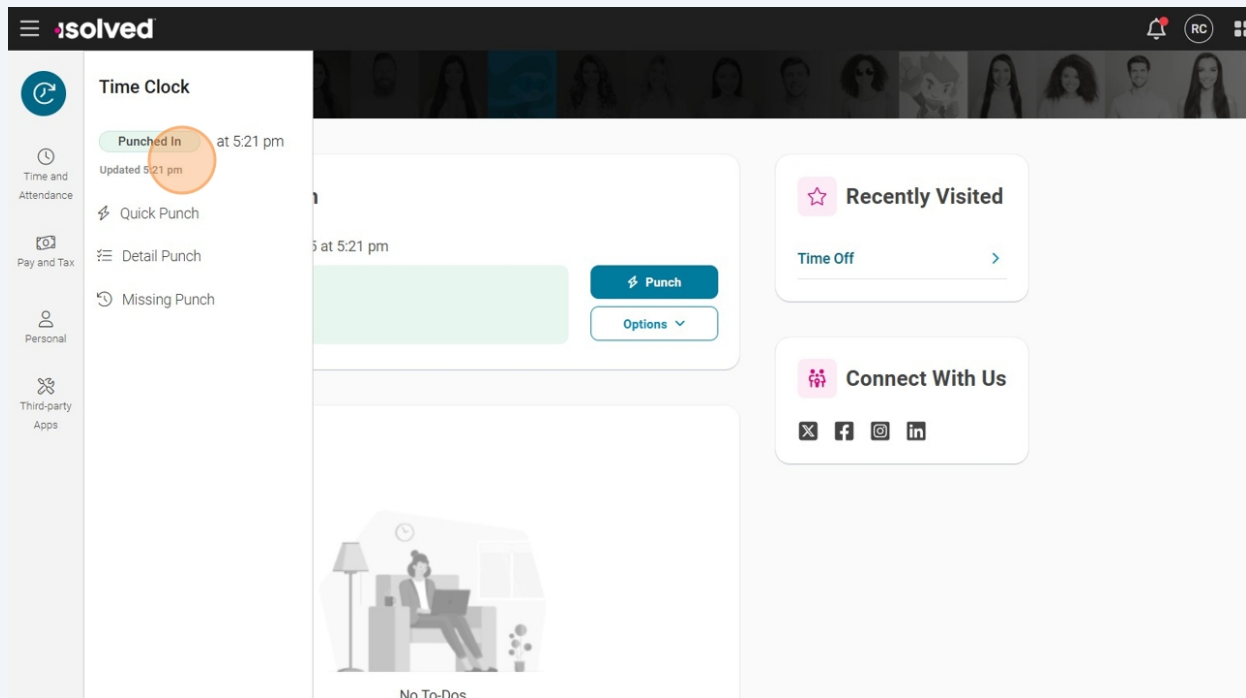


5

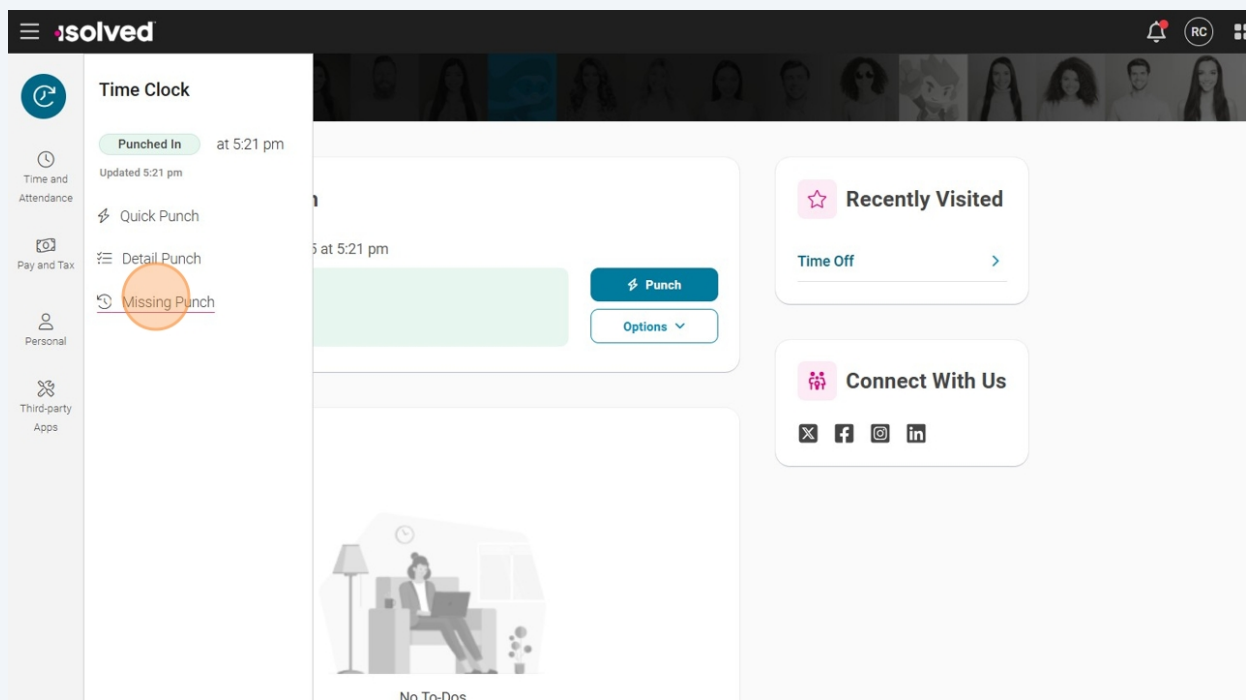
You can also clock in using the teal clock button. Click here.



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.

Add Record

Missing Punch REFRESH

Date: 08/15/2025 Time: 08:10 am

Type: Normal

Mode: Auto

Labor group

Department: Select

Labor fields

Department: Select

CANCEL SAVE

solved ©2025
ver. 250807.3

9

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

solved

Good evening
Christopher

Time and Attendance

Quick Punch

Last punch OUT You can still punch if you wish

As of 5:23 PM

Punched OUT

Punch

Options

Recently Visited

My Time Card

Time Off

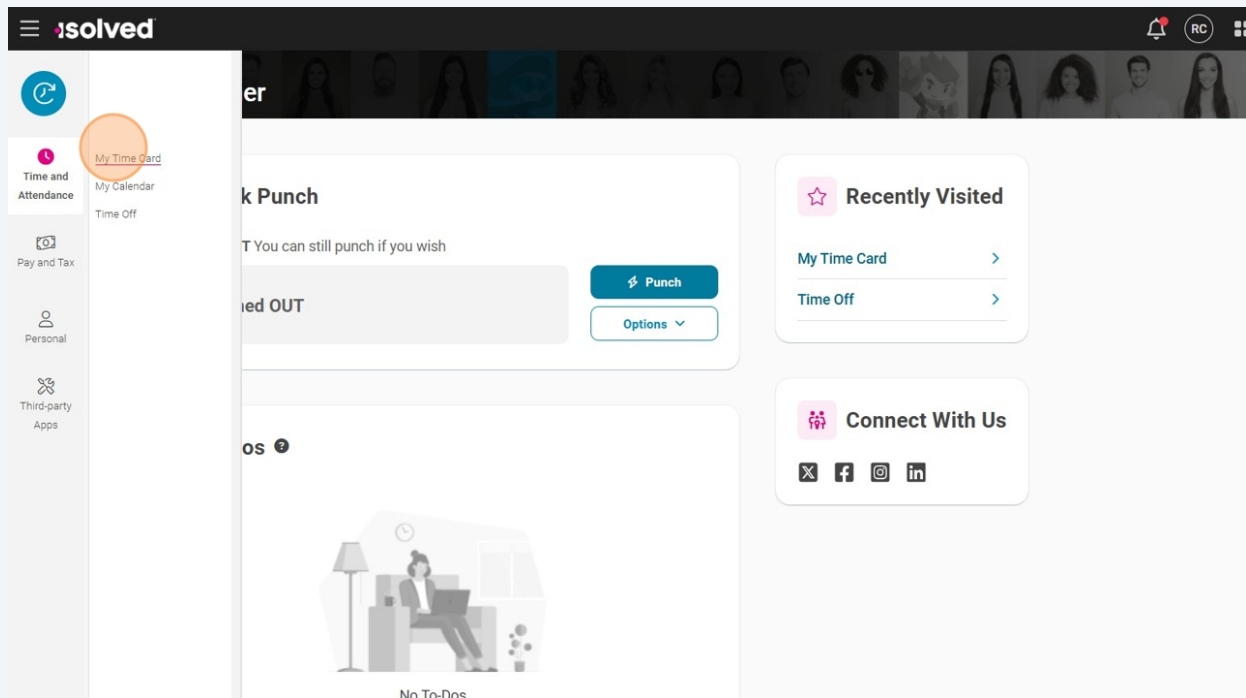
To-Dos

No To-Dos

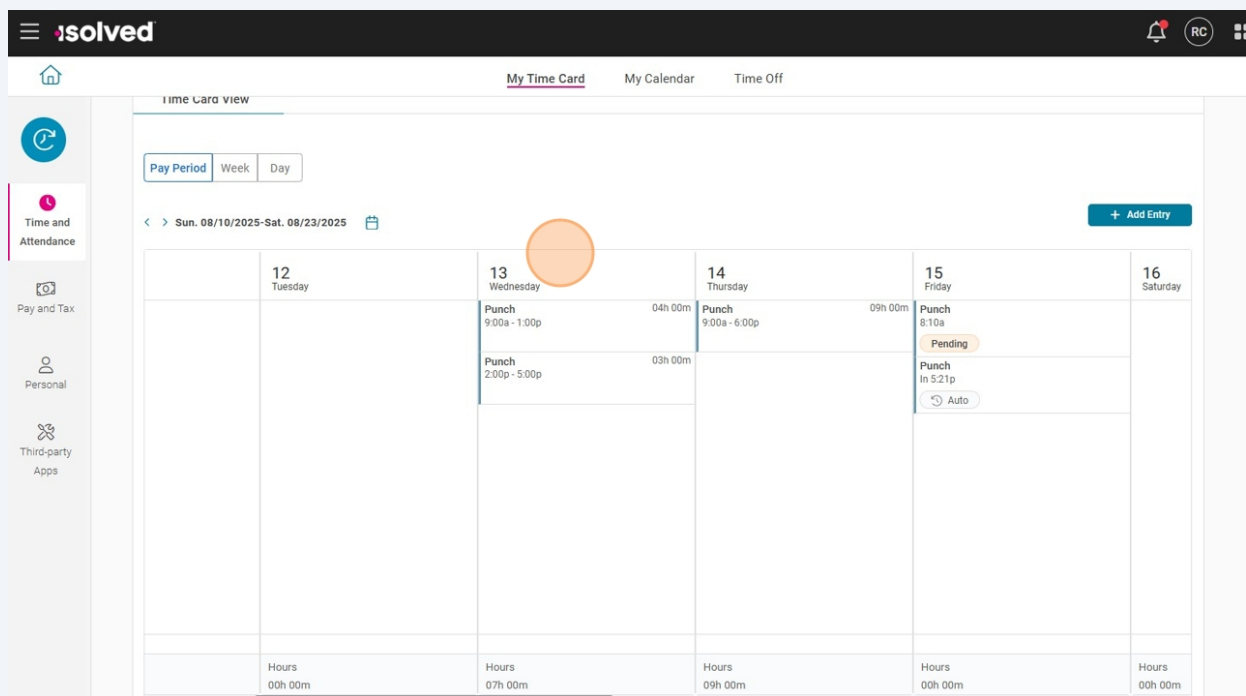
Connect With Us

X f @ in

10 Click "My Time Card"

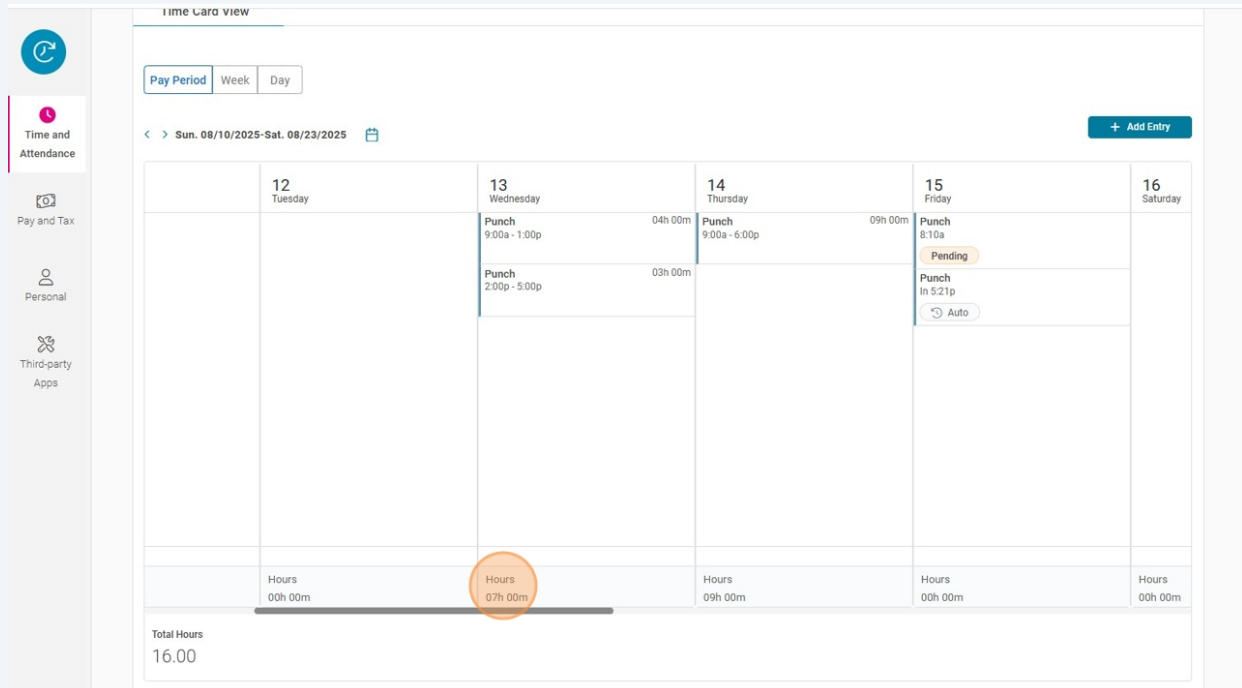


11 You can see the blocks of time per day here



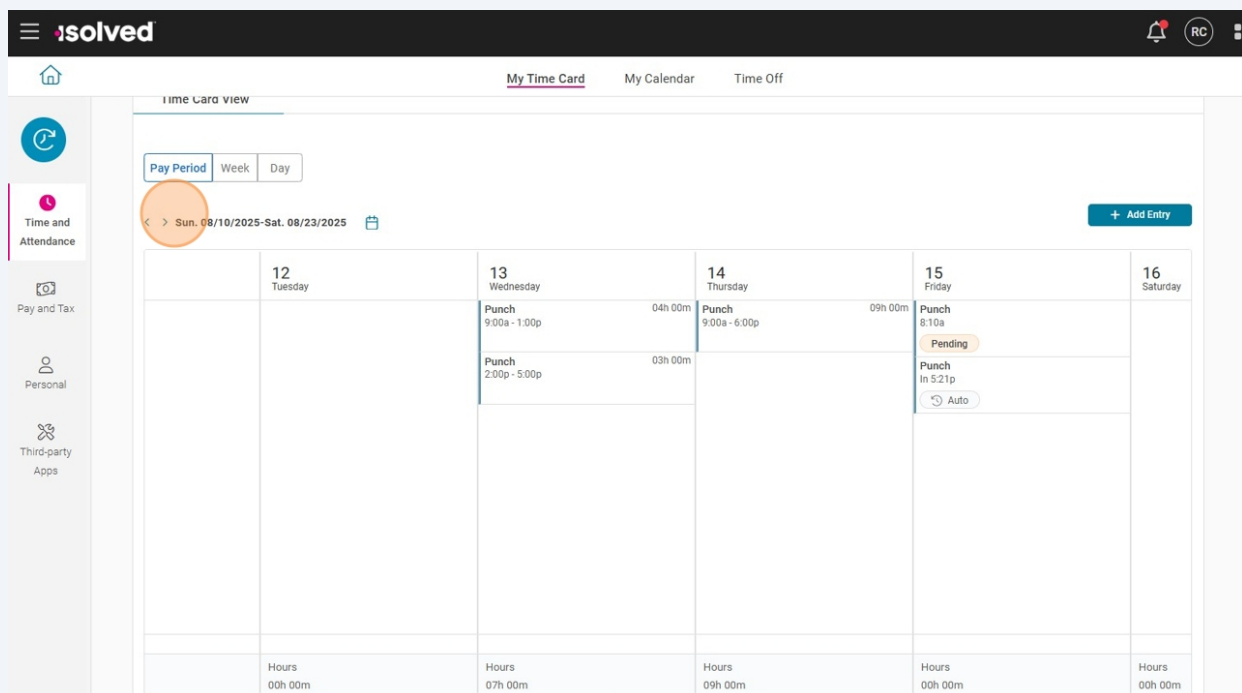
12

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



13

You can Click the Arrows to change Pay Periods



14 You can Change to Week or Day View up top.

The screenshot displays the 'My Time Card' interface in the 'isolved' system. The interface is designed for tracking time and attendance. At the top, there are three tabs: 'My Time Card', 'My Calendar', and 'Time Off'. The 'My Time Card' tab is currently selected. Below the tabs, the 'Time Card view' is shown, which includes a navigation bar with 'Pay Period', 'Week', and 'Day' buttons. The 'Week' button is highlighted with an orange circle. The main area displays a weekly view of time entries from Sunday, 08/10/2025 to Saturday, 08/23/2025. The grid shows punch times for Wednesday, Thursday, and Friday. For example, on Wednesday, there are punches at 9:00a - 1:00p and 2:00p - 5:00p. On Friday, there is a punch at 8:10a marked as 'Pending' and another at 5:21p. The bottom of the grid shows the total hours for each day: 00h 00m for Tuesday, 07h 00m for Wednesday, 09h 00m for Thursday, 00h 00m for Friday, and 00h 00m for Saturday. The left sidebar contains navigation links for 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'. The top right corner shows a notification bell and a user profile icon labeled 'RC'.

12	13	14	15	16
Tuesday	Wednesday	Thursday	Friday	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	Hours 07h 00m	Hours 09h 00m	Hours 00h 00m	Hours 00h 00m