

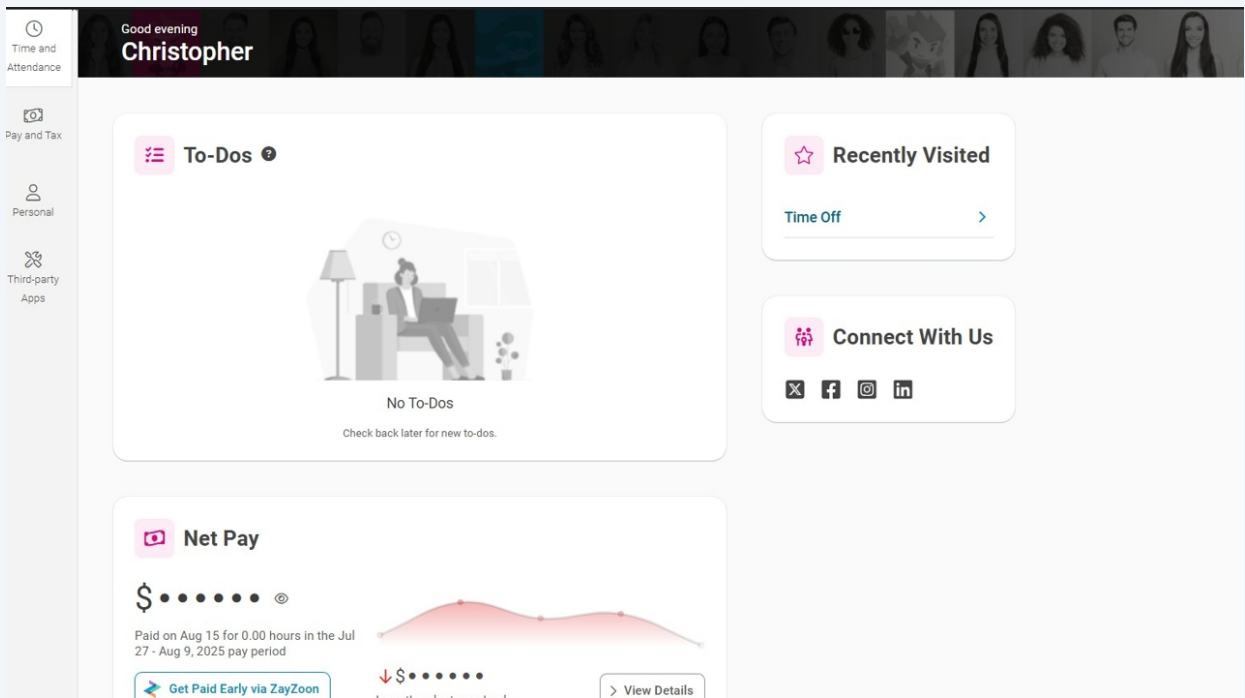
# Submit a Time Off Request in Adaptive



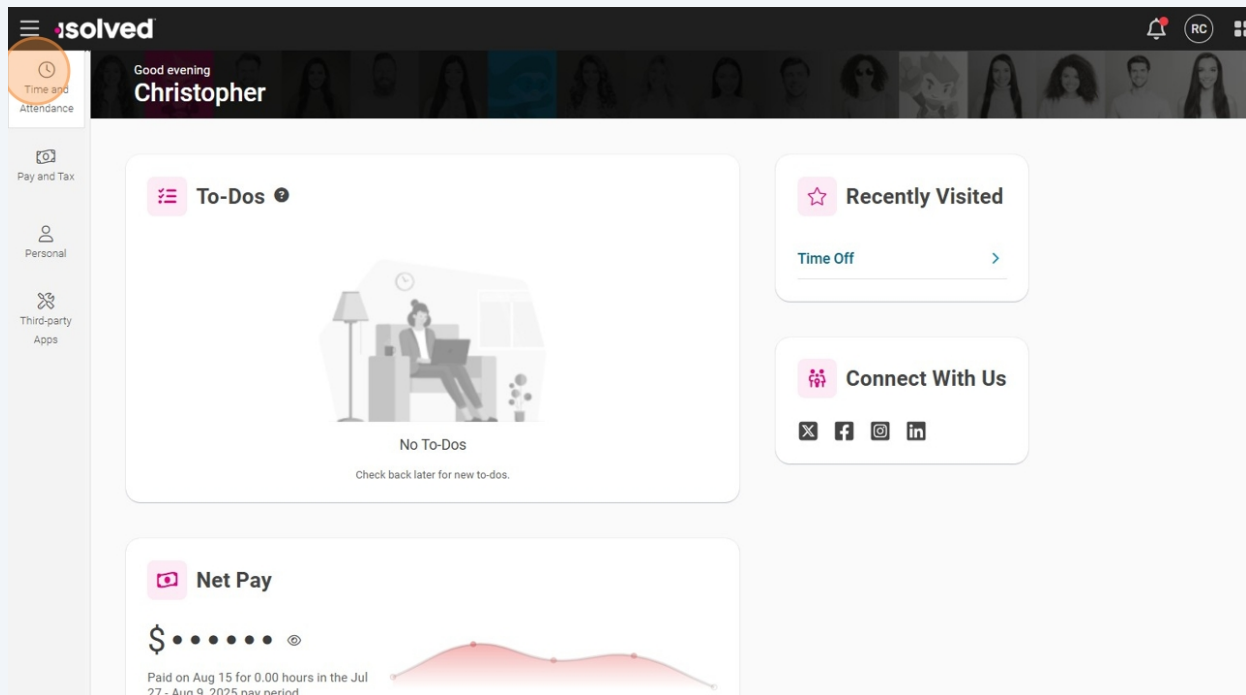
This guide provides a process for submitting a time off request in the Employee Adaptive View. By following these instructions, you can efficiently manage your PTO, check your available balance, and submit requests.

1

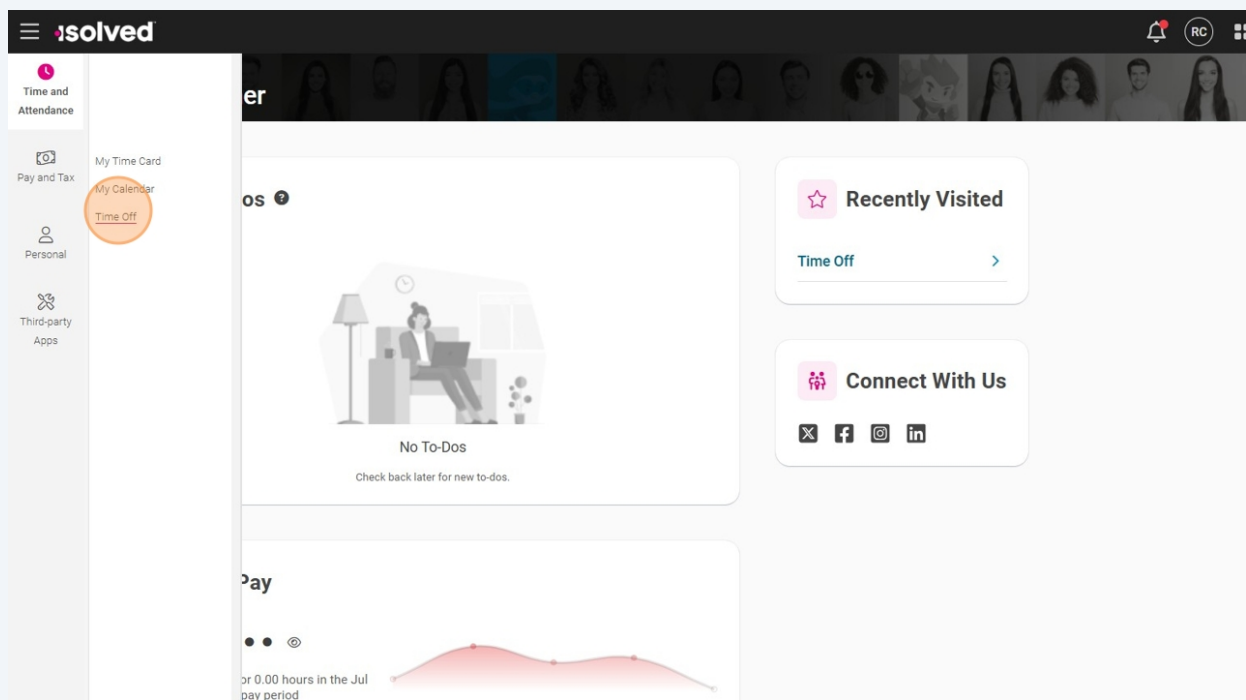
Navigate to <https://aee.mysolved.com/home/time>



## 2 Click on "Time and Attendance"



## 3 Click "Time Off"



4

From this screen, you'll be able to see all the details for your Balance and any Time Off Requests. If you click on Detail, it will give you more info related to your current balances and upcoming accruals.

The screenshot shows the 'Time Off' summary page in the 'solved' system. The page is divided into several sections:

- Summary:** Updated as of Last Pay Period End 7/27/2025 - 8/9/2025. A button labeled '+ TIME OFF' is in the top right.
- PTO:** Available balance: 86.16 hours. A progress bar shows 'TAKEN: 0.00' and 'REMAINING: 86.16'. A 'DETAIL' button is next to the remaining balance. An orange circle highlights this button.
- Upcoming Time Off:** A table with columns: Date, Policy, Hours, Status.
- Pending Requests:** A table with columns: Date, Policy, Hours, Status.
- Past Time Off:** A table with columns: Date, Policy, Hours, Status.

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Click "Time Off"

This screenshot is identical to the previous one, showing the 'Time Off' summary page. An orange circle highlights the '+ TIME OFF' button in the top right corner of the summary section.

## 6 Choose the Policy

**isolved** My Time Card My Calendar Time Off

Create New

Time Off Request

Policy: Select PTO N/A N/A

From: select date To: select date

Requested days off: Su M T W Th F S Select all

Start time:  Hours per day:

Total requested:  hours

Notes:

CANCEL SUBMIT

## 7 Select the dates

**isolved** My Time Card My Calendar Time Off

Create New

Time Off Request

Policy: PTO

Available hours: 86.16 After request: 86.16

From: select date To: select date

Requested days off: < AUGUST 2025 > S Select all

Start time:

Total requested:  hours

Notes:

CANCEL SUBMIT

8

This will show the days of the week that are included based on the dates that were selected. If you needed to exclude a day, you can click it to remove.

Time and Attendance

Pay and Tax

Personal

Third-party Apps

Create New

Time Off Request

Policy: PTO

Available hours: 86.16

After request: 86.16

From: 08/21/2025 To: 08/22/2025

Requested days off: Su M T W **Th** **F** S Deselect all

Start time:

Hours per day:

Total requested: 0 hours

Notes:

CANCEL SUBMIT

9

Choose the "Start time" for your absence

Time and Attendance

Pay and Tax

Personal

Third-party Apps

Create New

Time Off Request

Policy: PTO

Available hours: 86.16

After request: 86.16

From: 08/21/2025 To: 08/22/2025

Requested days off: Su M T W **Th** **F** S Deselect all

Start time:

Hours per day:

Total requested: 0 hours

Notes:

CANCEL SUBMIT

## 10 Enter the number of "Hours per day" you will be taking.

Time and Attendance

Pay and Tax

Personal

Third-party Apps

Create New

Time Off Request

Policy PTO

Available hours  
86.16

After request  
86.16

From 08/21/2025

To 08/22/2025

Requested days off Su M T W Th F S Deselect all

Start time 08:00 am

Hours per day

Total requested 0 hours

Notes

CANCEL

SUBMIT

## 11 Enter Notes for your Request

Time and Attendance

Pay and Tax

Personal

Third-party Apps

Create New

Time Off Request

Policy PTO

Available hours  
86.16

After request  
70.16

From 08/21/2025

To 08/22/2025

Requested days off Su M T W Th F S Deselect all

Start time 08:00 am

Hours per day 8

Total requested 16 hours

Notes

CANCEL

SUBMIT

## 12 Once all is filled out and correct, Click "Submit"

Create New

Time Off Request

Policy: PTO

Available hours: 86.16  
After request: 70.16

From: 08/21/2025 To: 08/22/2025

Requested days off: Su M T W Th F S Deselect all

Start time: 08:00 am Hours per day: 8

Total requested: 16 hours

Notes: Going to the beach

CANCEL SUBMIT

## 13 Click "Your time off request has been submitted."

isolved

✓ Your time off request has been submitted.

Summary

Updated as of Last Pay Period End  
7/27/2025 - 8/9/2025

PTO

Available balance: 86.16 hours

TAKEN: 0.00 REMAINING: 86.16

Upcoming Time Off

Date	Policy	Hours	Status
08/21/2025	PTO	8	Pending
08/22/2025	PTO	8	Pending

Pending Requests

Date	Policy	Hours	Status
08/21/2025	PTO	8	Pending

## 14 You will see your Time Off Requests Here under Pending Requests

Time and Attendance

Pay and Tax

Personal

Third-party Apps

TAKEN: 0.00REMAINING: 86.16DETAIL

Upcoming Time Off

Date	Policy	Hours	Status
08/21/2025	PTO	8	Pending
08/22/2025	PTO	8	Pending

Pending Requests

Date	Policy	Hours	Status
08/21/2025	PTO	8	Pending
08/22/2025	PTO	8	Pending

Past Time Off

Date	Policy	Hours	Status
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## 15 You can't change a time off request, but you can delete it. Click on the 3 dots next to "Pending"

Date	Policy	Hours	Status
> 08/21/2025	PTO	8	Approved
> 08/22/2025	PTO	8	Approved

View 1 more >

Pending Requests

Date	Policy	Hours	Status
08/29/2025	PTO	8	Pending

Past Time Off

Date	Policy	Hours	Status
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## 16 Click "Delete"

Date	Policy	Hours	Status
> 08/21/2025	PTO	8	Approved
> 08/22/2025	PTO	8	Approved

View 1 more >

Pending Requests

Date	Policy	Hours	Status
08/29/2025	PTO	8	<div>Delete</div>

Past Time Off

Date	Policy	Hours	Status
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## 17 Click "Delete"

TAKEN: 0.00

DETAIL

DELETE THIS REQUEST?

This cannot be undone.

CANCEL DELETE

Upcoming Time Off

Date	Policy	Hours	Status
> 08/21/2025	PTO	8	Approved
> 08/22/2025	PTO	8	Approved

View 1 more >

Pending Requests

Date	Policy	Hours	Status
08/29/2025	PTO	8	Pending

Past Time Off

Date	Policy	Hours	Status
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