

Switch Between Manager and Supervisor in Employee Workspace (Adaptive)



This guide Walks through how to switch your users once you have gotten to the Manage tab. If you have access to both supervisor and manager it defaults to supervisor.

It's possible you have different access and employees to view between these two Roles

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

The screenshot displays the Thread management dashboard for a user named Ryan. The dashboard includes a sidebar with navigation options: Manage, Time and Attendance, Pay and Tax, Personal, Expenses, Talent Management, and Third-party Apps. The main content area is divided into several sections:

- Quick Punch:** Shows the last punch out time as 3:58 PM and a 'Punched Out' status. A 'Punch' button and an 'Options' dropdown are visible.
- Time Off: PTO:** Displays 52.4 hours available as of 4/18/2026, with 8 hours pending. It also shows 0 hours taken as of 4/18/2026 and 129.4 hours projected through 4/8/2027. A '+ Request time off' button is present.
- To-Dos:** Lists two 'Manager Time Off Request' items. The first is for Christopher Bailey (0006) requested 8 hours for 04/03/2026 using PTO for Cynkar Technologies (CYN22), marked as 'Past due by 2 months'. The second is for Christopher Bailey (0006) requested 8 hours for 05/01/2026 using PTO for Cynkar Technologies (CYN22), marked as 'Past due by 1 month'. Both items have 'Approves' and 'Rejects' buttons.
- Recently Visited:** Shows a 'Tasks' section with a right-pointing arrow.

2 Navigate to Manage > Tasks.

- Manage
- Time and Attendance
- Pay and Tax
- Personal
- Expenses
- Talent Management
- Third-party Apps

Quick Punch

Last punch OUT You can still punch if you wish

As of 3:58 PM

Punched Out

Punch

Options

To-Dos

Manager Time Off Request

Christopher Bailey (0006) requested 8 hours for 04/03/2026 using PTO for Cynkar Technologies (CYN22).

Past due by 2 months

Approves Rejects

Manager Time Off Request

Christopher Bailey (0006) requested 8 hours for 05/01/2026 using PTO for Cynkar Technologies (CYN22).

Time Off: PTO

Available as of 4/18/2026

52.4 hours 8 hours pending

Taken as of 4/18/2026 0 hours

Projected through 4/8/2027 129.4 hours

+ Request time off

Recently Visited

- Manage
- Tasks
- Time Cards
- Employees
- My Reports
- Calendar
- Pay and Tax
- Personal
- Expenses
- Talent Management
- Third-party Apps

Quick Punch

Last punch OUT You can still punch if you wish

Punched Out

Punch

Options

To-Dos

Manager Time Off Request

Christopher Bailey (0006) requested 8 hours for 04/03/2026 using PTO for Cynkar Technologies (CYN22).

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Time Off: PTO

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52.4 hours 8 hours pending

Taken as of 4/18/2026 0 hours

Projected through 4/8/2027 129.4 hours

+ Request time off

Recently Visited

3

Click on the yellow box in the top right. Yellow is supervisor, blue is manager, you may not have both options listed.

The screenshot shows the 'isolved' dashboard for 'Cynkar Technologies' on May 29. The 'Tasks' section is active, with sub-tabs for 'Overview', 'Reports', and 'Manage'. The 'Status' widget displays a large yellow circle with the number '83' inside, indicating the total number of employees. Below the circle, it shows 'In 0' and 'Out 83'. The 'Pending transactions' widget lists four categories: 'Punches' (0), 'Time card' (249), 'Time off' (0), and 'Updates' (0), each with a 'REVIEW' button. A '+ CREATE NEW' button is located at the bottom of this widget. In the top right corner, a yellow box highlights the 'RC' icon, which is a small square with the letters 'RC' inside.

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Click **Manager**

The screenshot shows the 'isolved' dashboard for 'Cynkar Technologies' on May 29. The 'Tasks' section is active, with sub-tabs for 'Overview', 'Reports', and 'Manage'. The 'Status' widget displays a large yellow circle with the number '83' inside, indicating the total number of employees. Below the circle, it shows 'In 0' and 'Out 83'. The 'Pending transactions' widget lists four categories: 'Punches' (0), 'Time card' (249), 'Time off' (0), and 'Updates' (0), each with a 'REVIEW' button. A '+ CREATE NEW' button is located at the bottom of this widget. In the top right corner, a yellow box highlights the 'Supervisor Manager' icon, which is a small square with the text 'Supervisor Manager' inside.

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Then you'll see all of your employees here view a number of areas. If you'd looking to do the rest of the functionality of this section. You can navigate to form

The screenshot displays the 'solved' HR software interface. At the top, there is a navigation bar with the 'solved' logo and a user profile icon labeled 'RC'. Below this is a secondary navigation bar with tabs for 'Tasks', 'Time Cards', 'Employees', 'My Reports', and 'Calendar'. The main content area is titled 'Tasks' and includes sub-tabs for 'Overview', 'Reports', and 'Manage'. The date 'May 29' is prominently displayed. The interface is divided into three main sections: 'Status', 'Alerts', and 'Pending transactions'. The 'Status' section shows a large circular gauge with the number '83' and a legend for 'In' (0) and 'Out' (83). The 'Alerts' section features a summary of alert levels: CRITICAL (2), HIGH (0), MEDIUM (0), and LOW (3797), followed by a table of specific alerts. The 'Pending transactions' section lists items like 'Punches', 'Time card', 'Time off', and 'Updates', each with a 'REVIEW' button. A sidebar on the left contains various management icons such as 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', 'Expenses', 'Talent Management', and 'Third-party'.

Status DETAIL

May 29

83

In: 0 Out: 83

Alerts DETAIL

CRITICAL: 2 HIGH: 0 MEDIUM: 0 LOW: 3797

Name	Date	Type	Department
Bailey Chris	05/14/2026	Missing Punch	
Bailey Chris	05/09/2026	Missing Punch	06

Pending transactions

- 0 Punches REVIEW
- Time card REVIEW
- 3 Time off REVIEW
- 0 Updates REVIEW

+ CREATE NEW