

Approve Time off Requests on Mobile

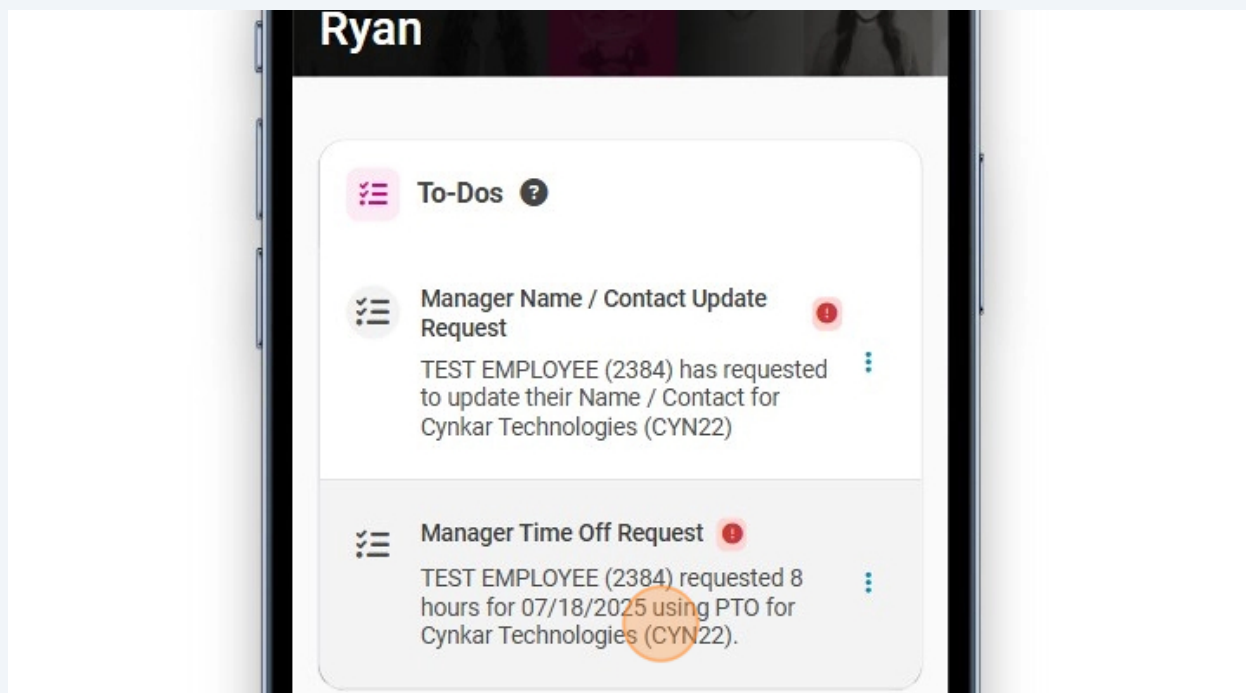


This guide walks through approving Time Off Requests in isolated via the mobile app.

1

Navigate to <https://aee.myisolated.com/home> or log into the isolated People Cloud app

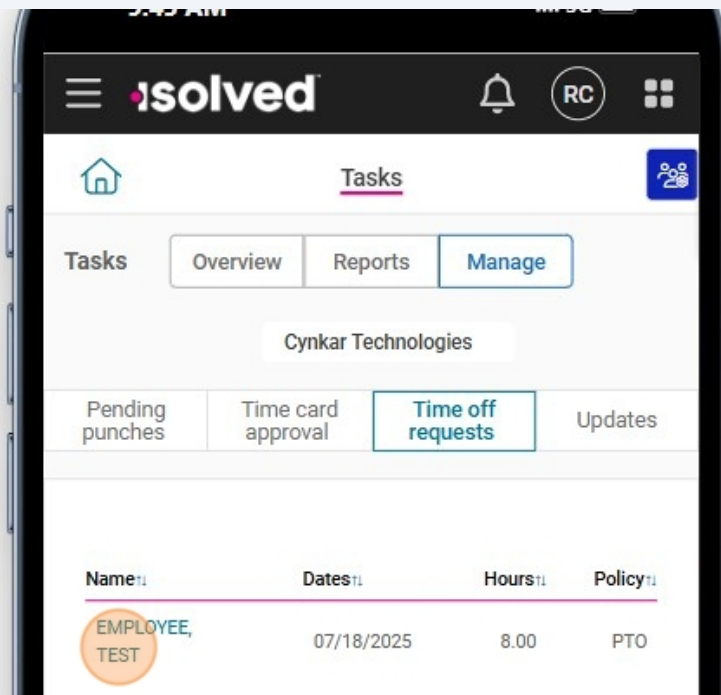
From this screen, you will be able to see your To-Dos as a manager. This will include anything assigned to you, or any approvals you need to review. Click on the item you'd like to Review.



2

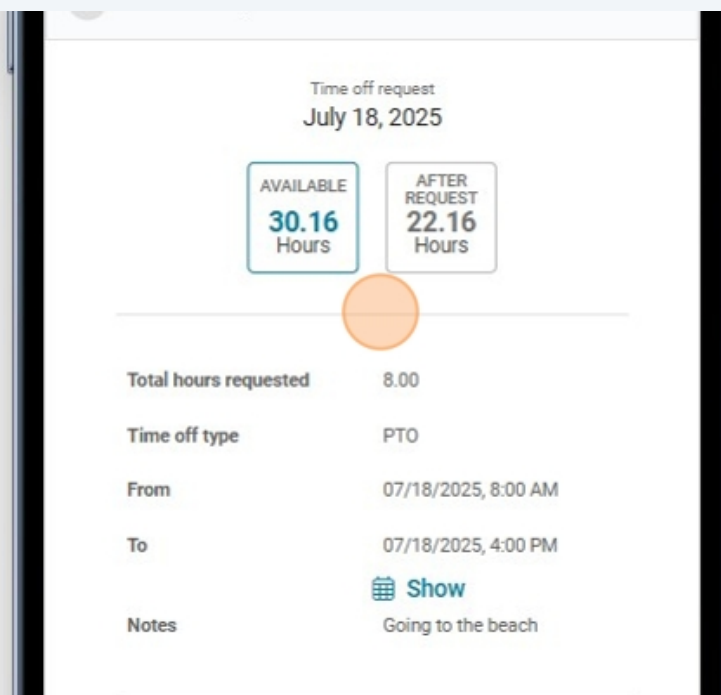
You can also navigate to this screen by clicking the Menu bars in the top left, clicking "Tasks" and then using the Manage and Time Off Requests button you see on this screen.

Once you are here, you can click the employee name you'd like to review



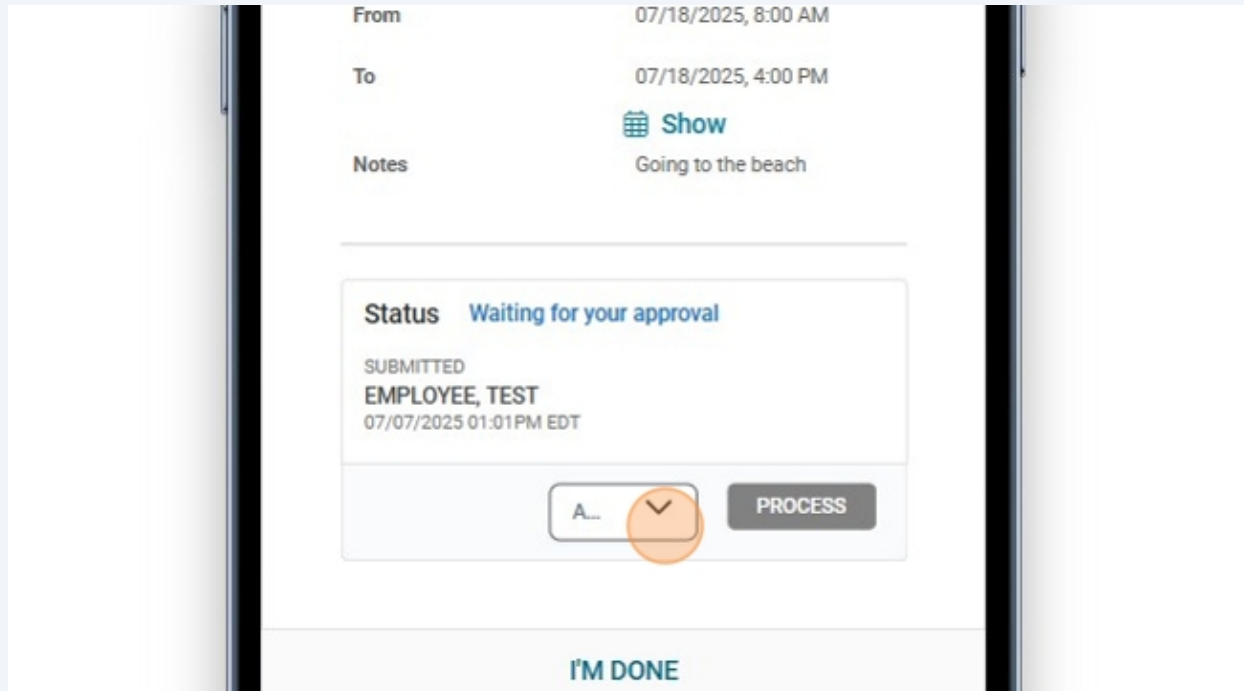
3

Here you will see the request and their current balance. If you scroll down to the bottom of this screen, you can approve or reject it.



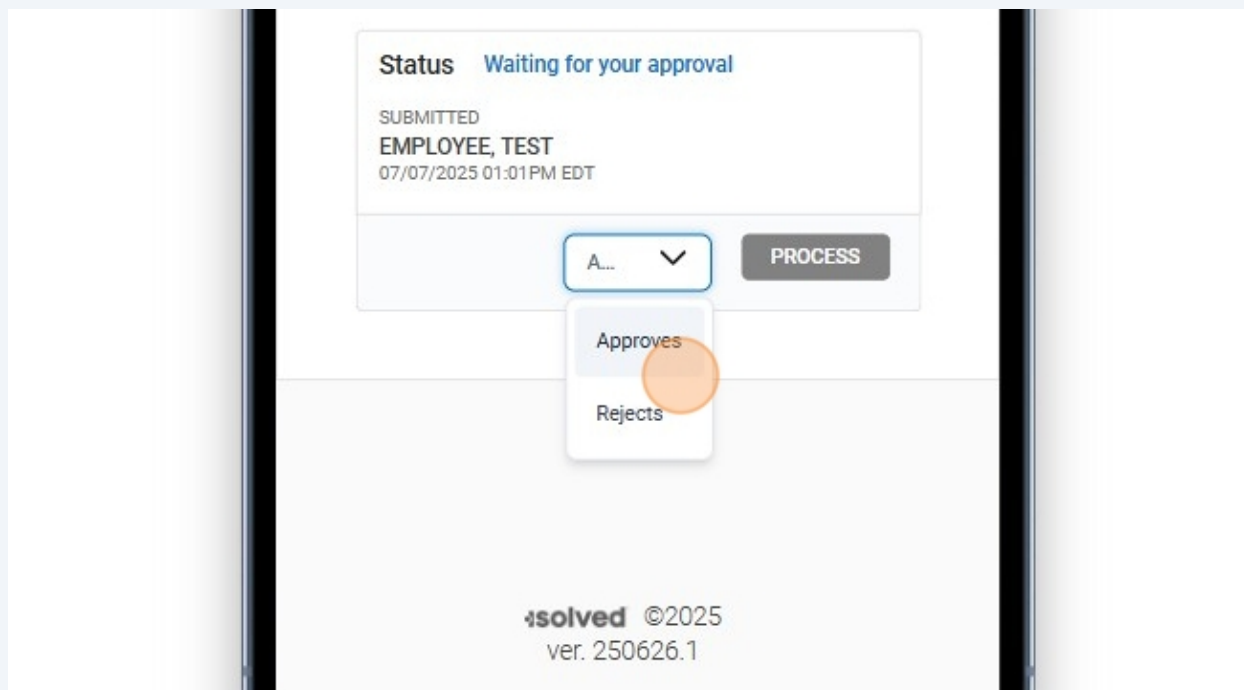
4

Clicking this dropdown you can either Approve or Reject.
If you click the "I'M DONE" button at the bottom, it will close out of this approval screen.



5

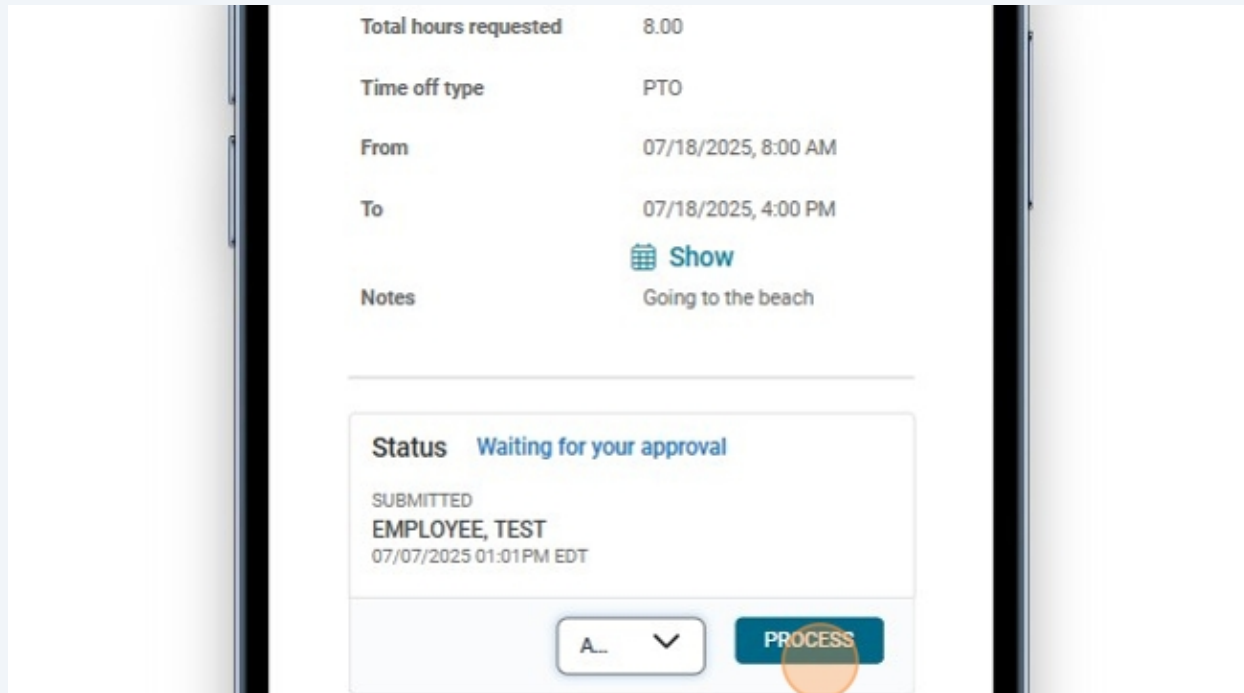
Click "Approves"



6

Click "PROCESS" and this Time Off Request has been approved.

The employee will receive an email letting them know that their time off has been approved. This will now show on their calendar and time card as well.



The screenshot displays a Time Off Request form. The form includes the following fields and values:

Total hours requested	8.00
Time off type	PTO
From	07/18/2025, 8:00 AM
To	07/18/2025, 4:00 PM
Notes	Going to the beach

Below the form fields, there is a status section:

Status Waiting for your approval

SUBMITTED
EMPLOYEE, TEST
07/07/2025 01:01PM EDT

At the bottom of the form, there is a dropdown menu with the text "A..." and a downward arrow, and a blue button labeled "PROCESS". An orange circle highlights the "PROCESS" button.

7

Then you will be brought back to the Time Off Request Screen. If there are other items to review, you can do so here.

