

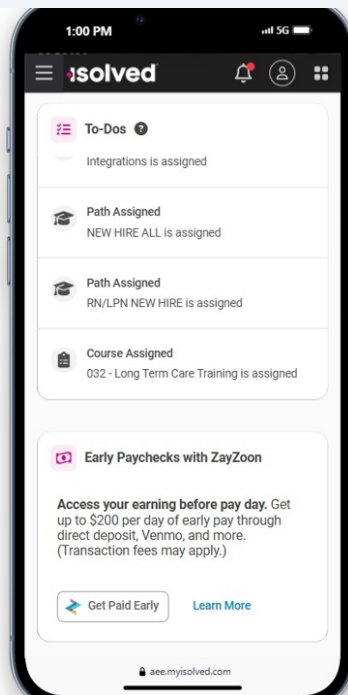
Requesting Time Off on Mobile App



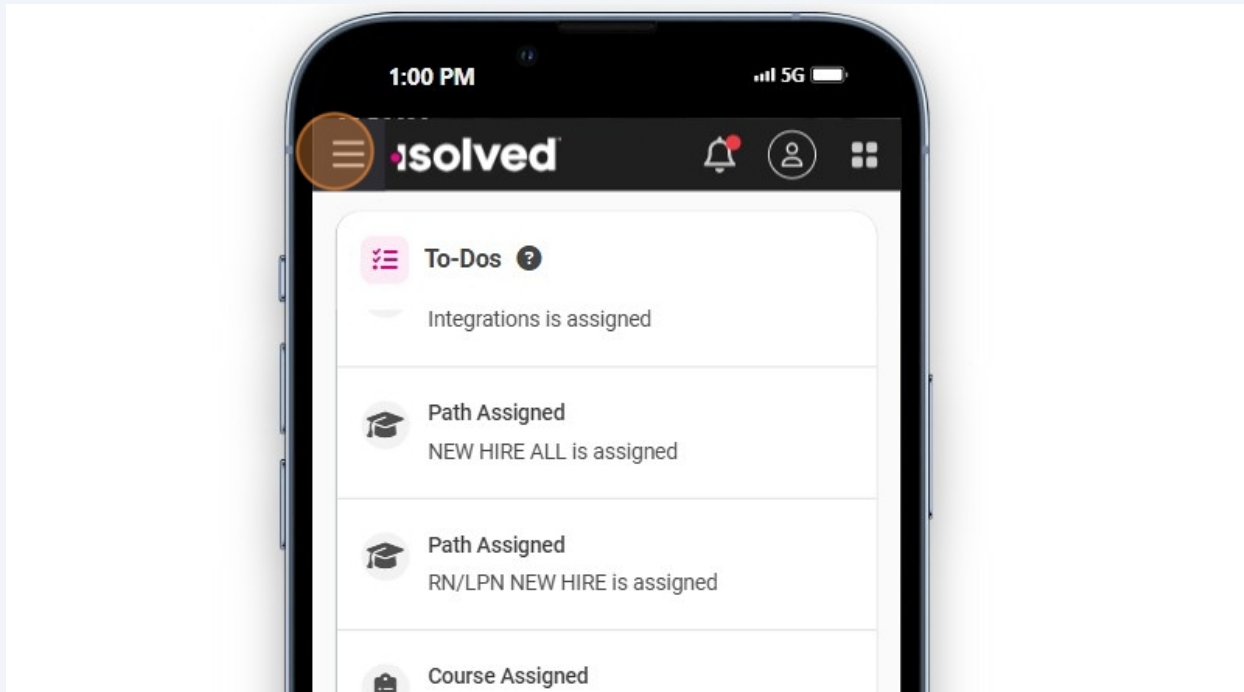
This guide walks through requesting time off on the mobile app. By following these steps, employees can successfully submit their time-off requests while keeping track of their available Time Off. Once this request is submitted, it will go to the appropriate manager or supervisor for approval.

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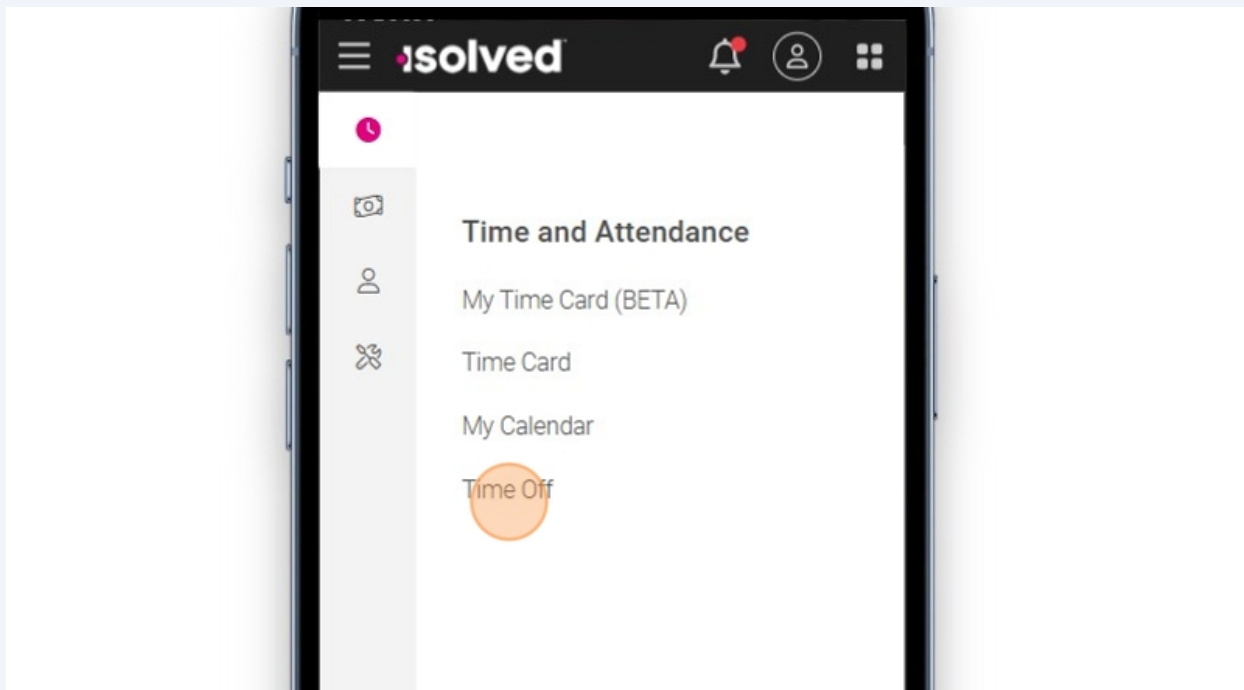
Download the isolved People Cloud app or go to aee.myisolved.com on your phone to access isolved mobile.



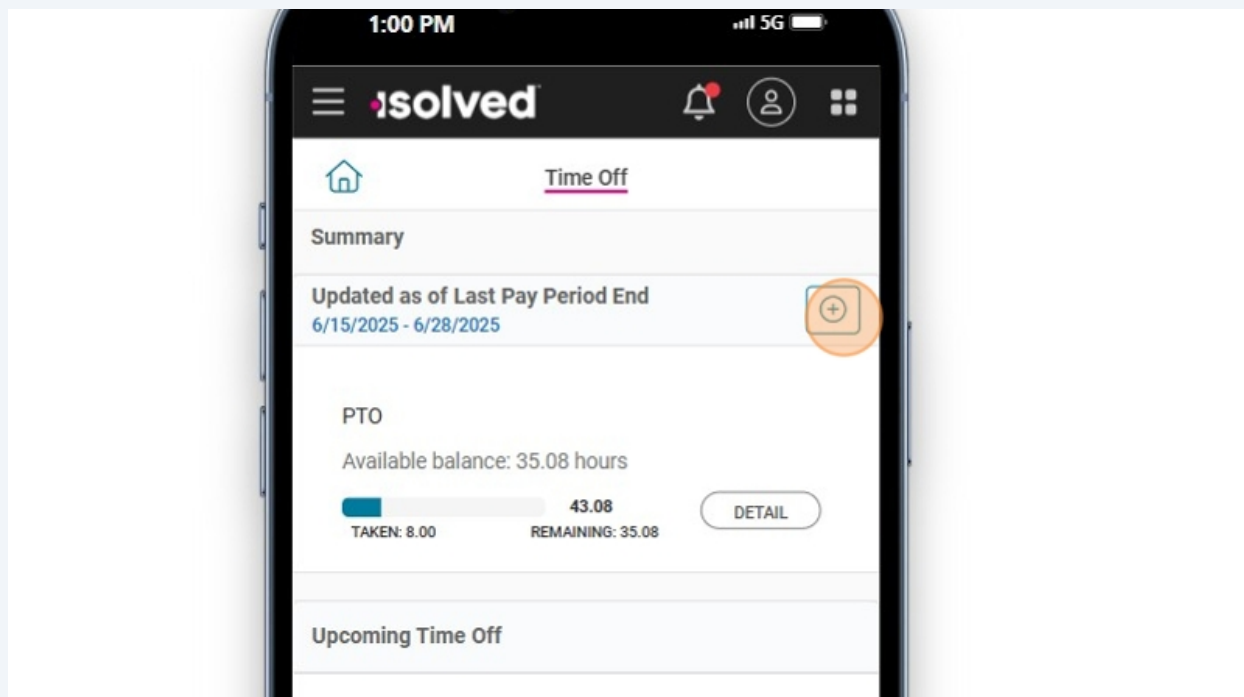
- 2 Here in the top left will be your Menu. Click Here.



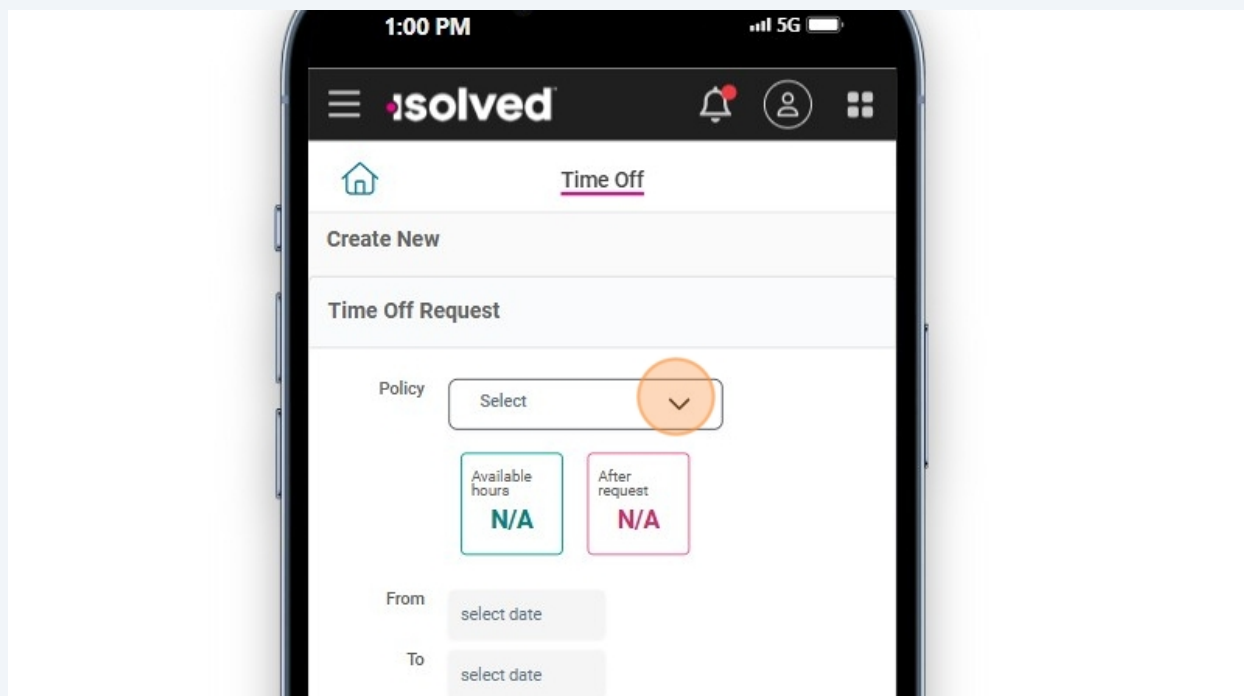
- 3 If you're an employee, Time and Attendance will be the first item in the menu. If you manage employees, this will say Manage. Navigate to the Clock on the left menu, and then Time Off.



4 On this screen, you can view



5 Click "dropdown trigger"



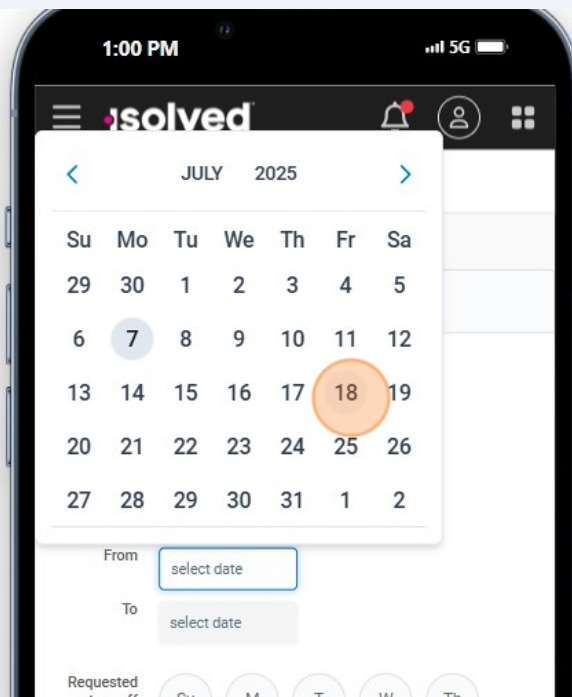
6 Click "PTO"

The screenshot shows the 'Time Off' section of the 'isolved' app. The 'Policy' dropdown menu is open, displaying 'PTO' as the selected option, which is highlighted by an orange circle. Below 'PTO', there are two options labeled 'N/A'. The 'From' and 'To' date fields are currently empty and labeled 'select date'. The 'Requested' field at the bottom is partially visible, showing a row of circular buttons.

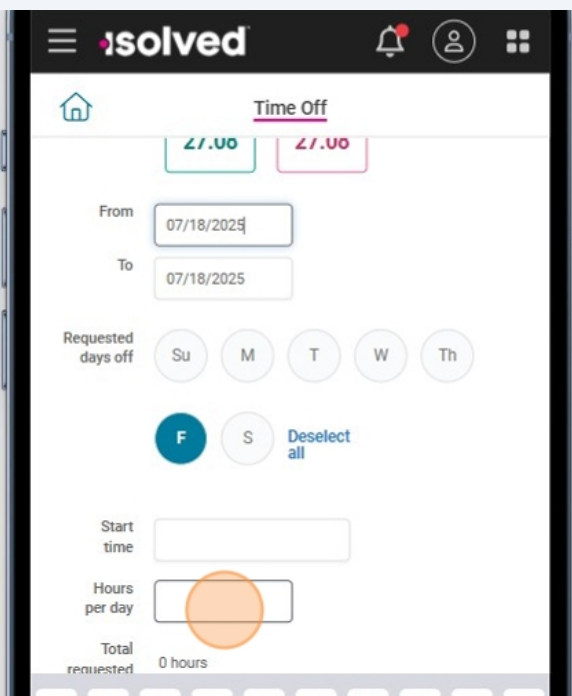
7 Click the "From" field.

The screenshot shows the 'Time Off' section of the 'isolved' app. The 'Policy' dropdown menu is now set to 'PTO'. Below it, there are two fields: 'Available hours' showing '35.08' and 'After request' showing '35.08'. The 'From' date field is highlighted with an orange circle, indicating it is the next step to click. The 'To' date field is still labeled 'select date'. The 'Requested days off' field at the bottom shows a row of circular buttons labeled 'Su', 'M', 'T', 'W', and 'Th'.

8 Click "18"



9 Click the "Hours per day" field.



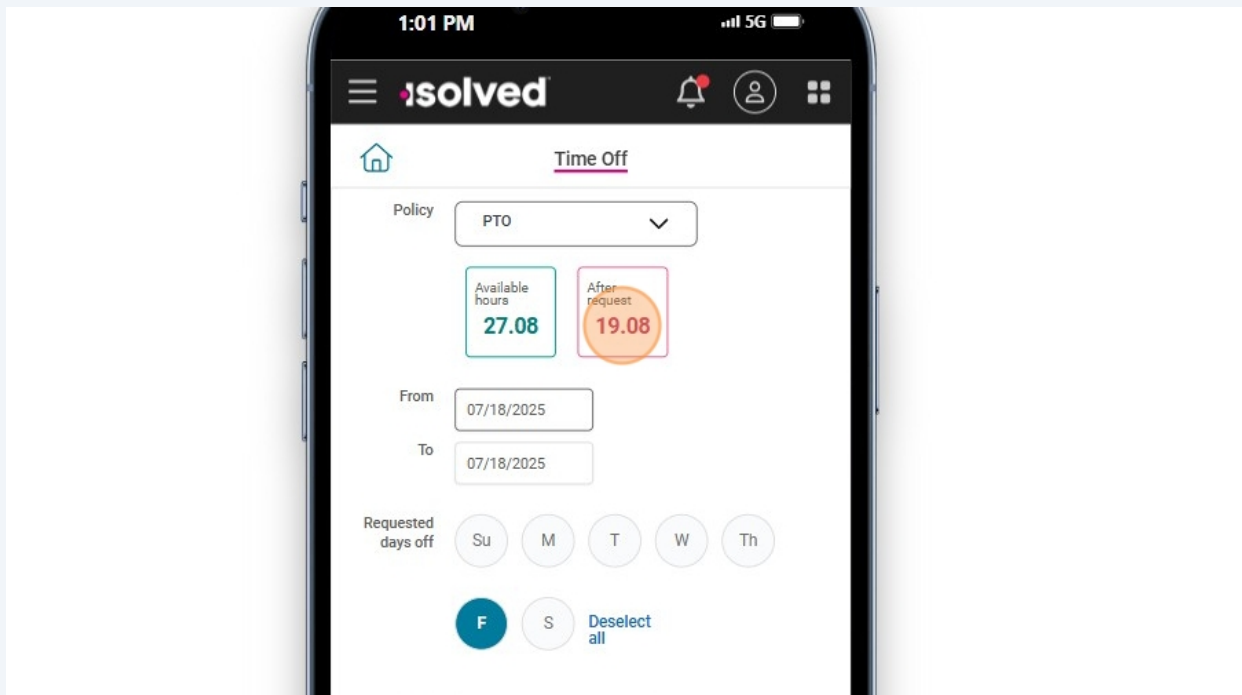
10 Click the "Start time" field.

The screenshot shows the 'Time Off' form in the 'solved' app. At the top, there's a home icon, the 'solved' logo, and navigation icons for notifications, profile, and a menu. Below the title 'Time Off', there are two buttons labeled '27.00'. The form includes date pickers for 'From' and 'To', both set to '07/18/2025'. Under 'Requested days off', there are buttons for 'Su', 'M', 'T', 'W', 'Th', 'F', and 'S'. The 'F' button is selected and highlighted in blue, with a 'Deselect all' link next to it. The 'Start time' field is an empty text box, and an orange circle is placed over it to indicate it should be clicked. Below it is the 'Hours per day' field, also empty. At the bottom, it shows 'Total requested' as '0 hours'.

11 Click the "Hours per day" field.

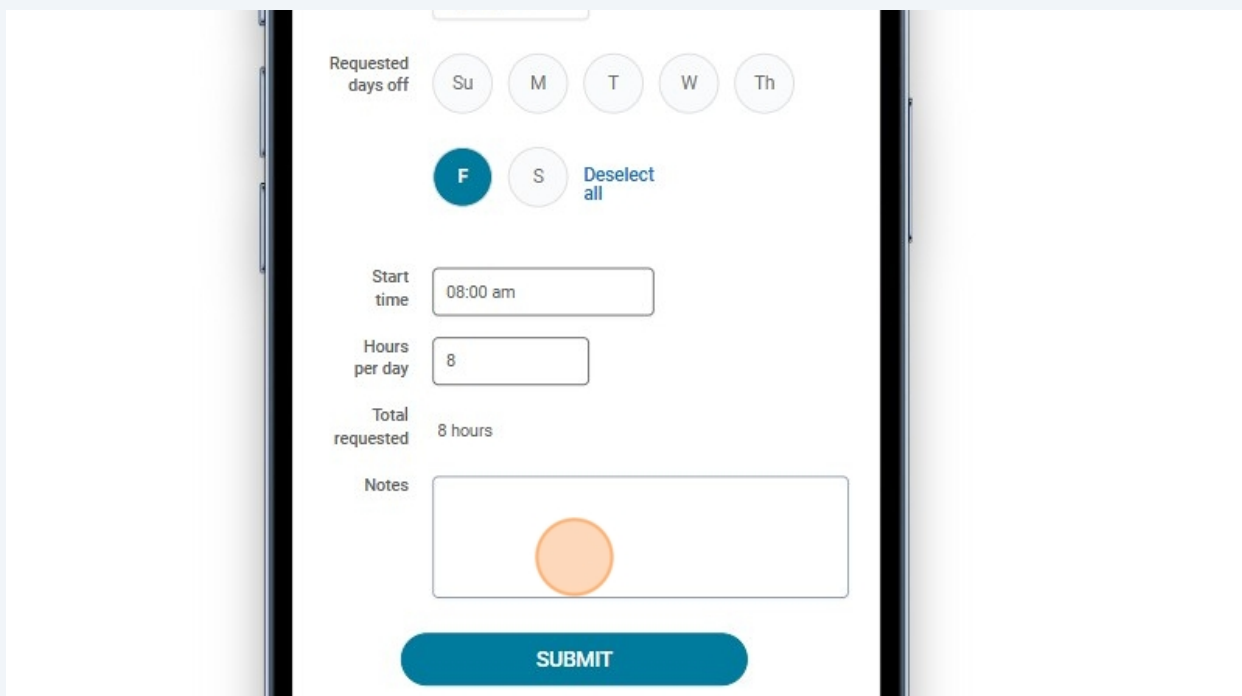
This screenshot shows the same 'Time Off' form, but with a time picker open. The time picker is a small dialog box with up and down arrows and displays '01 : 01 : PM'. The 'Start time' field now contains the text '800am'. An orange circle is placed over the 'Hours per day' field, indicating it should be clicked. The 'Total requested' remains '0 hours'.

- 12 Here you can see how much time you will have after you enter this request.



The screenshot shows a mobile app interface for requesting time off. At the top, the status bar shows 1:01 PM and 5G signal. The app header includes a menu icon, the 'isolved' logo, a notification bell, a user profile icon, and a settings icon. Below the header, there's a home icon and the title 'Time Off'. The form includes a 'Policy' dropdown set to 'PTO'. Two boxes show 'Available hours' as 27.08 and 'After request' as 19.08. The 'From' and 'To' date fields are both set to 07/18/2025. Under 'Requested days off', there are buttons for Su, M, T, W, Th, F (selected), and S, along with a 'Deselect all' link.

- 13 Click the "Notes" field.



This screenshot shows the bottom portion of the time off request form. It features the 'Requested days off' section with buttons for Su, M, T, W, Th, F (selected), and S, and a 'Deselect all' link. Below this are input fields for 'Start time' (08:00 am), 'Hours per day' (8), and 'Total requested' (8 hours). A 'Notes' field is present with a large orange circle icon inside it. At the bottom is a blue 'SUBMIT' button.

14 Click "Submit"

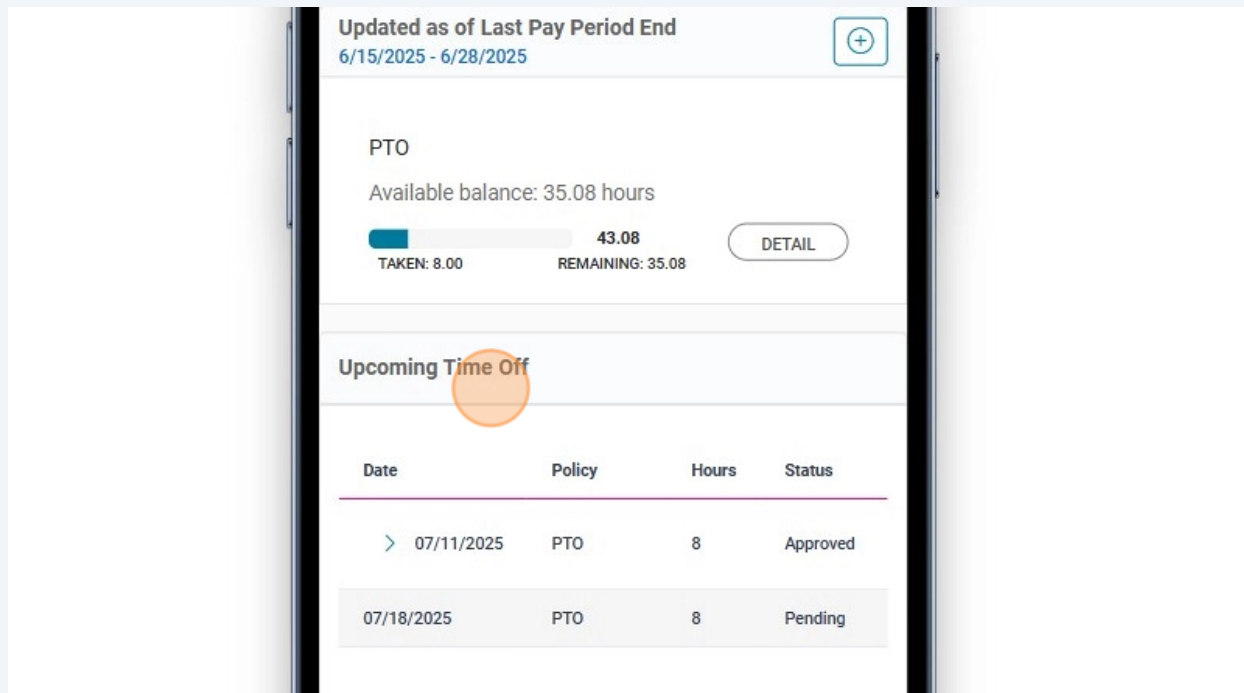
The screenshot shows the 'Time Off' form in the 'isolved' app. The form has a header with a home icon and the title 'Time Off'. Below the header, there are four input fields: 'time' (06:00 am), 'Hours per day' (8), 'Total requested' (8 hours), and 'Notes' (Going to the beach). At the bottom of the form, there are two buttons: 'SUBMIT' and 'CANCEL'. The 'SUBMIT' button is highlighted with an orange circle.

15 Click "Pending Requests"

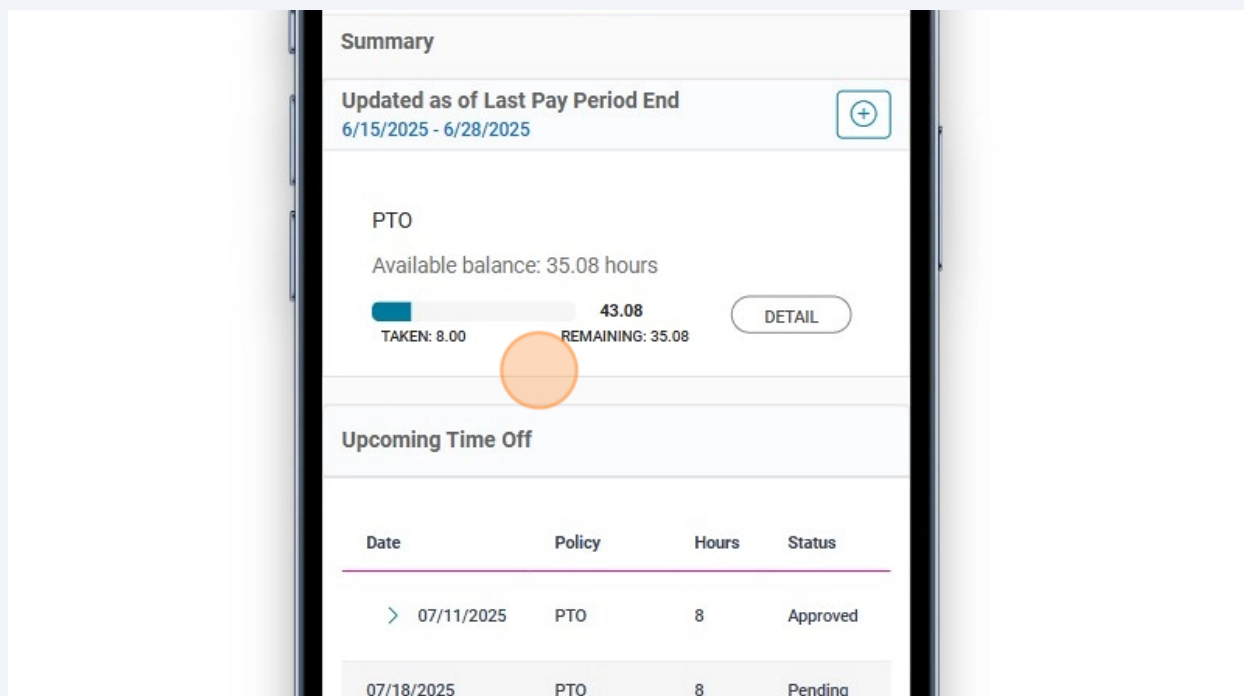
The screenshot shows the 'Pending Requests' section in the 'isolved' app. A green banner at the top says 'Your time off request has been submitted.' Below it, there is a table with two rows of requests. The first row is 'Approved' and the second row is 'Pending'. The 'Pending Requests' section is highlighted with an orange circle.

Date	Policy	Hours	Status
07/11/2025	PTO	8	Approved
07/18/2025	PTO	8	Pending

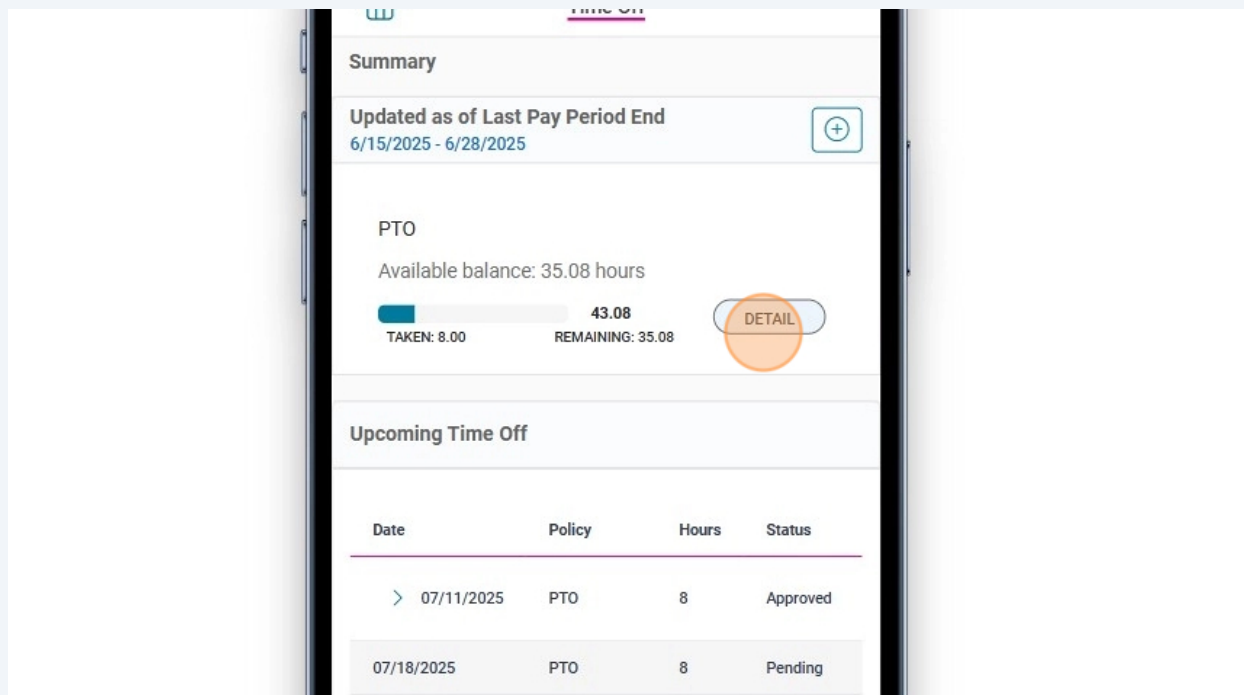
16 Click "Upcoming Time Off"



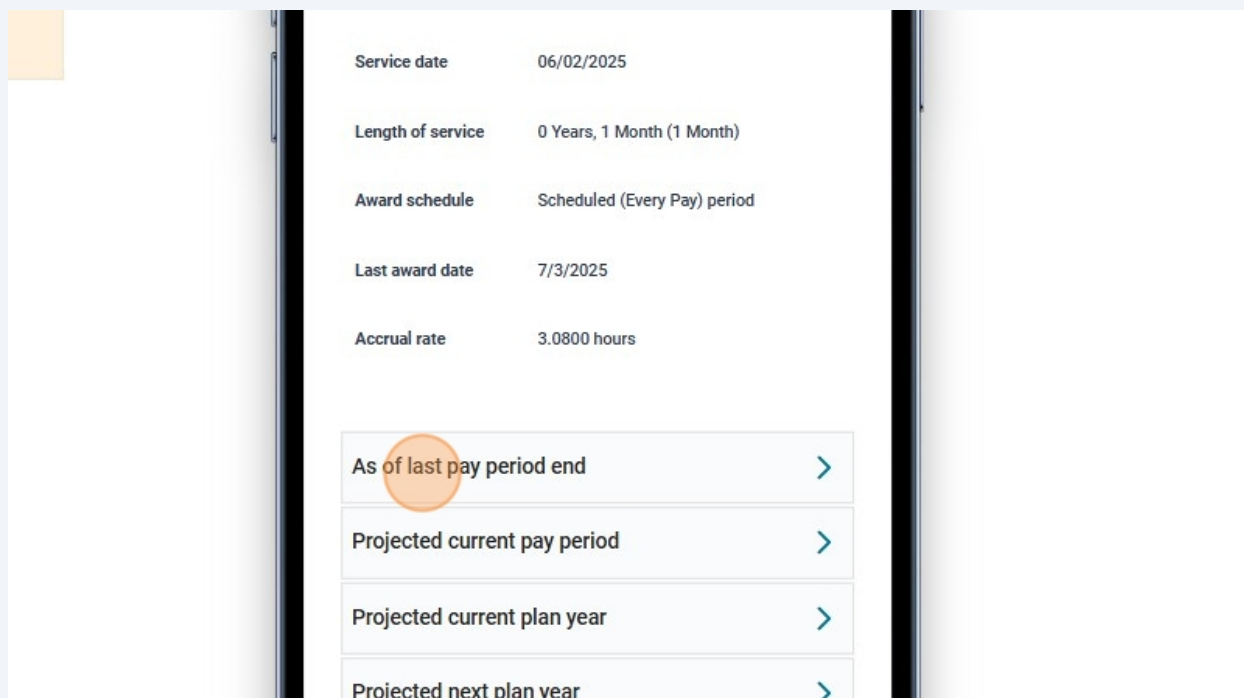
17 Click "Updated as of Last Pay Period End 6/15/2025 - 6/28/2025 time off PTO Available balance: 35.08 hours 43.08 TAKEN: 8.00 REMAINING: 35.08 DETAIL"



18 Click "DETAIL"




19 Click "As of last pay period end"



20 Click "Available hours 35.08"


Last award date 7/3/2025

Accrual rate 3.0800 hours

As of last pay period end 

Available hours

35.08



6/15/2025 - 6/28/2025

Last pay period

Hours taken	8.00
Hours accrued	3.08

Year-to-date

Hours taken	8.00
Hours to be accrued	3.08