

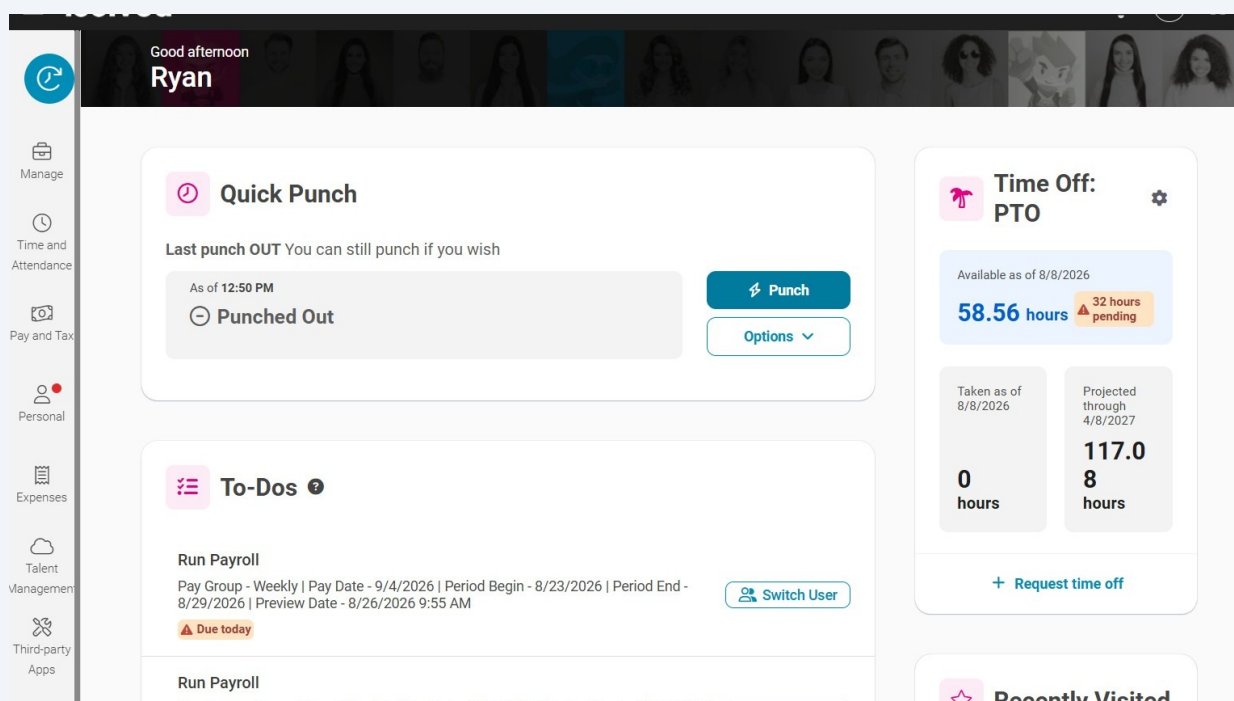
Transfer Punch in Employee Workspace (Adaptive)



Learn how to accurately record a department transfer for your timekeeping. This would only be used if you switch departments, jobs, locations, grants etc during your work day.

When you select Transfer, it will punch you out of the current job, and into the next one.

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



Open Detail Punch

2 Click Options

Good afternoon
Ryan

Quick Punch

Last punch OUT You can still punch if you wish

As of 12:50 PM

⌂ Punched Out

Punch

Options ▾

- ☰ Detail punch
- 👤 Group punch
- 🕒 Missing punch
- ⚙️ Adjustment

To-Dos ?

Run Payroll

Pay Group - Weekly | Pay Date - 9/4/2026 | Period Begin - 8/23/2026 | Period End - 8/29/2026 | Preview Date - 8/26/2026 9:55 AM

⚠️ Due today

Time Off: PTO

Available as of 8/8/2026

58.56 hours ⚠️ 32 hours pending

Taken as of 8/8/2026

Projected through 4/8/2027

0 hours **117.0 hours**

+ Request time off

Switch User

3 Click "Detail Punch"

You will also have all the punch options from the clock logo in the top left. \

Reminder that a Quick Punch will just clock you in or out but Detailed Punch provides more options.

Good afternoon
Ryan

Quick Punch

Last punch OUT You can still punch if you wish

As of 12:50 PM

⌂ Punched Out

Punch

Options ▾

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Switch User

Run Payroll

Pay Group - Group-1 Semi-Monthly | Pay Date - 8/31/2026 | Period Begin - 8/11/2026 | Period End - 8/25/2026 | Preview Date - 8/26/2026 12:00 PM

Switch User

Recently Visited

Configure Punch Details

4

If you click Type, you can see Normal, Meal or Break - leave this as Normal.

Then Mode you'll see Auto, In, Out or Transfer.
Transfer is what we'll be using here.

Auto will always connect to other punches properly, In or Out can be used but if you choose one incorrectly, it won't know how to connect a punch.

August 20, 2020

OUT --

Add detail [REFRESH](#)

Location not found

Date: 08/26/2026 Time: 12:52 pm

Type: **Normal** ▼

Mode: Break, Meal, Normal

Labor group: Department: Select

Labor fields: Department: Select

Notes:

SAVE

5 Click "Transfer"

August 20, 2020

OUT --

Add detail REFRESH

Location not found

Date: [empty] Time: [empty] pm

Type: [Auto] [In] [Out] [Transfer] [Mode: Auto]

Labor group: [empty]

Department: [Select]

Labor fields: [empty]

Department: [Select]

Notes: [empty]

CANCEL SAVE

6 Choose your Labor Group. In this case it's Department but it will match whatever your company has set up. It could be Project, Job, Location, Grant etc.

August 26, 2026

OUT --

Add detail REFRESH

Location not found

Date: 08/26/2026 Time: 12:52 pm

Type: [Normal]

Mode: [Transfer]

Labor group: [empty]

Department: [Select]

Labor fields: [empty]

Department: [Select]

Notes: [empty]

7

Click "Save"

The screenshot displays a web application interface for time management. At the top, a header bar shows the date "August 20, 2020" and a clock icon with the text "OUT --". Below this is a sidebar with navigation icons and labels: "Manage", "Time and Attendance", "Pay and Tax", "Personal", "Expenses", "Talent Management", and "Third-party Apps". The main content area features a "Add detail" form. The form includes a "REFRESH" button in the top right corner. On the left side of the form, there is a map placeholder with the text "Location not found". To the right of the map, there are two "Department" dropdown menus, both set to "04 - Warehouse". Below these, there is a "Notes" text input field. At the bottom of the form, there are two buttons: "CANCEL" and "SAVE". The "SAVE" button is highlighted with an orange circle. The form also includes fields for "Date" (08/26/2026), "Time" (12:52 pm), "Type" (Normal), and "Mode" (Transfer).