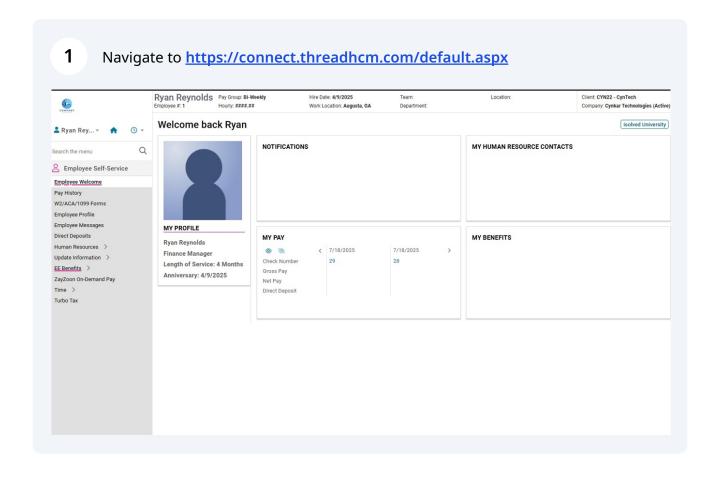
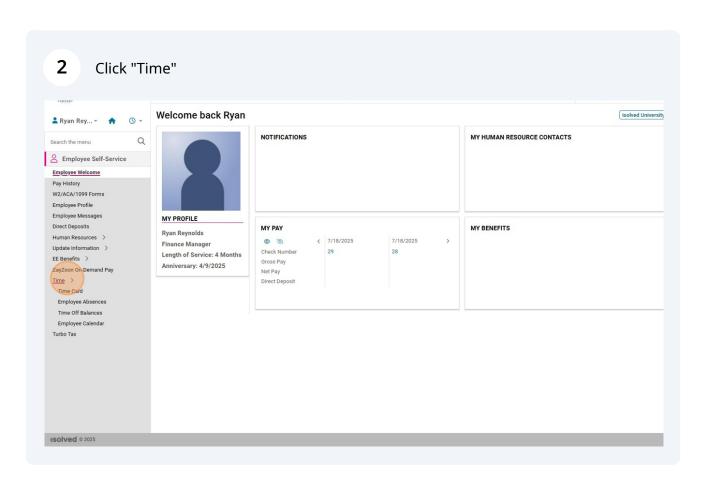
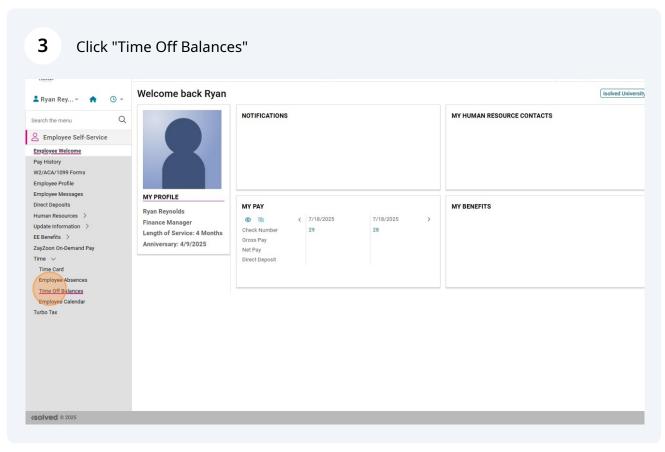
Understanding Time Off Balances in isolved Classic (Desktop)



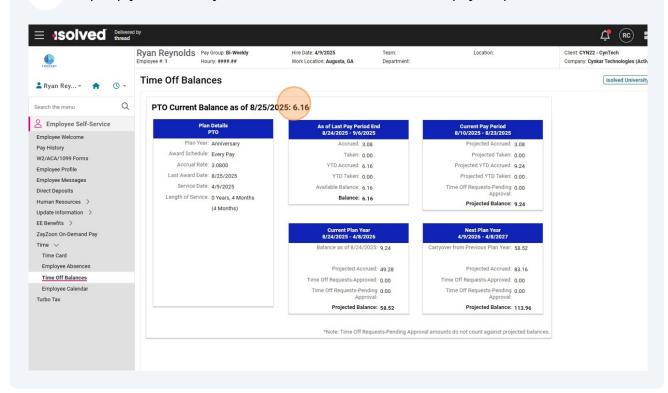
This guide walks through how to understand viewing your Time Off Balances and the different views within that screen.



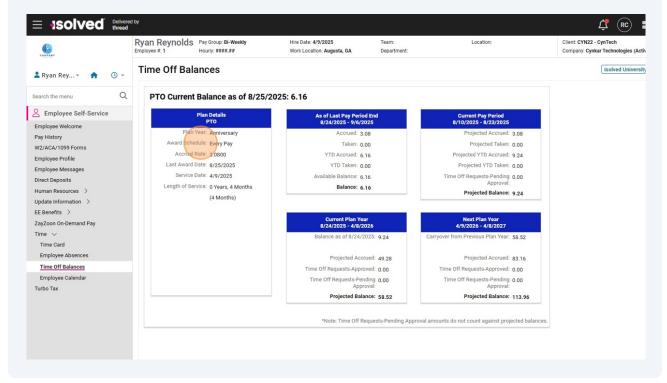




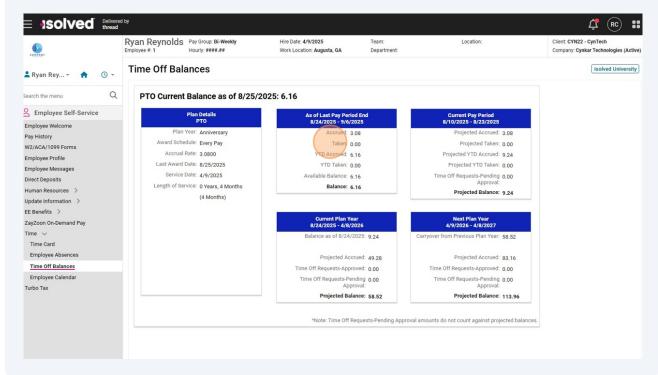
Up top you will see your current balance as of the last payroll process.



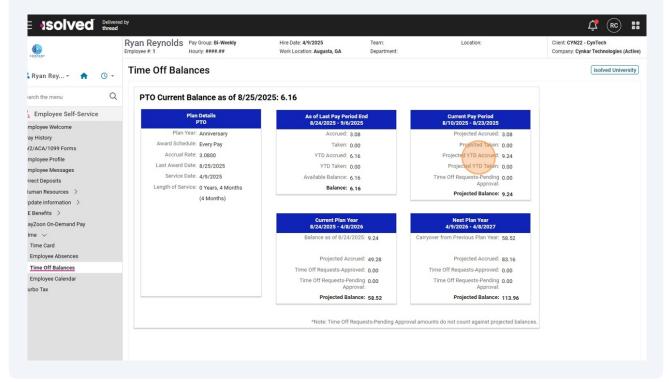
This tile will show your full Plan Details. This includes how often you accrue hours, when you last received hours, and your Length of Service



This will show the balances as of the last pay period. It highlights the number of hours Accrued and Taken in that period, as well as the YTD totals.

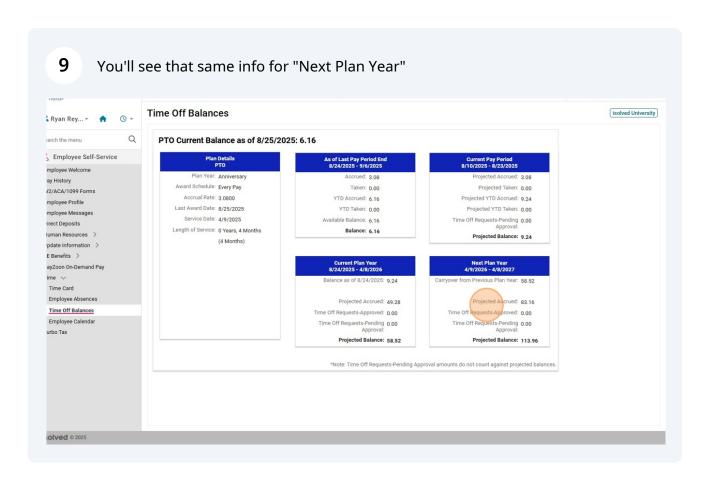


7 This tile shows the projected hours to be accrued during this pay period and Taken if you have any time off during this period.

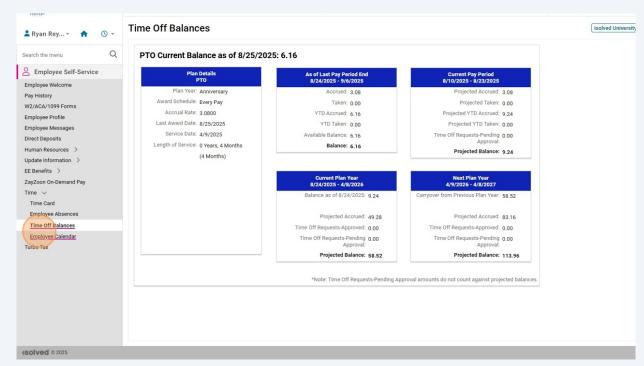


These Tiles down below will highlight The Current and Future plan year accrual totals. There are projections for the accruals and Approved, and Pending Time Off Requests.

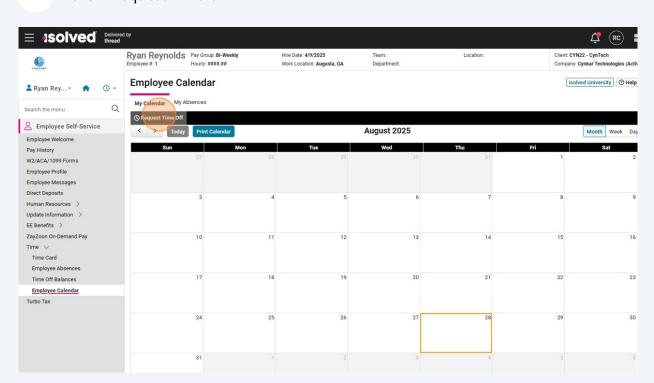




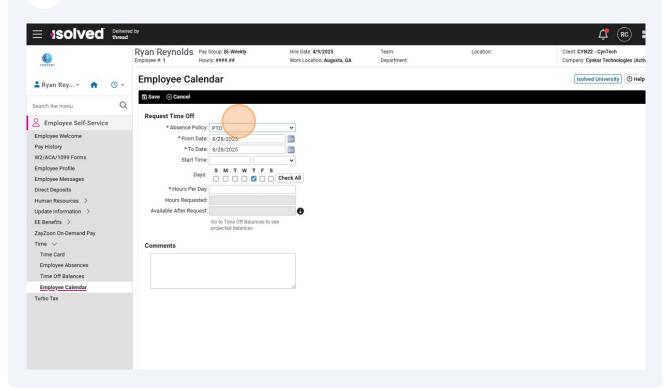
When you Request Time Off, you can also see how much time you'll have before you submit the request. Click "Employee Calendar"



11 Click "Request Time Off"



Select the Absence Policy



Once you enter all of the details, you will see how many total Hours Requested and How many are available after you submit this request.

