

- NAVIGATING TO
MANAGER OR
SUPERVISOR
VIEW
- VIEWING AND
EDITING
TIMECARDS
- ENTERING IN
ABSENCES
- APPROVING
TIME OFF
REQUEST

Manager/Supervisor Time Guide

Switching to Manager/Supervisor View

The screenshot shows a user interface for a timecard system. At the top, there is a header bar with the user's name 'Armando Baldino' and a search icon. Below this, a navigation bar displays the employee's name 'Lucy P Gonzalez' and various details: 'Pay Group: Weekly', 'Hourly: #####', 'Division: 02', 'Job Test:', 'Client: BRDemo - Brian's Wine Com', 'Employee#: 1231', 'Status: Active', 'Hire Date: 4/13/2018', 'Work Location: NOR...', 'Department: 40', 'WC Codes: 8803', and 'Company: Brian's Wine Company'. A secondary navigation bar includes options like 'Request Time Off', 'Time Card Report', and 'Schedule'. The main content area is a timecard spreadsheet for the period 'Thu 06/28/2018 - Wed 07/04/2018'. The spreadsheet has columns for days of the week and a 'Total' column. A dropdown menu is open on the left side, listing several company names and three view options: 'Employee View', 'Manager View' (which is selected and highlighted in yellow), and 'Supervisor View'. Below the view options are navigation links: 'Home', 'My Account', 'Electronic Delivery-Tax Forms', 'University', and 'Logout'. At the bottom left, there is a section for 'Employee Profile Picture' with a timestamp of '12:00 PM'.

- To view the employee's Timecard, you must first switch your view from Employee to Manager/Supervisor.
- You can do so by selecting your name on the top left-hand side and clicking the desired view as shown.

Armando Baldino

1 of 2

Lucy P
Employee#: 1

Search the menu

ONBOARDING WIZARD

EMPLOYEE MANAGEMENT

EMPLOYEE SELF SERVICE

- Employee Welcome
- My Dashboard
- Time >
 - Time Card**
 - Employee Absences
 - Time Off Balances
 - Time Off Requests
 - Time Off Requests - Admin

Verification: Partially Verified

Calendar | Spreadsheet

Thu 6/28

12:00 AM		
1:00 AM	-	
2:00 AM	-	
3:00 AM	-	
4:00 AM	-	
5:00 AM	-	
6:00 AM	-	
7:00 AM	-	
8:00 AM	-	
9:00 AM	-	
10:00 AM	-	

Navigating to your Employee's Timecard

Select Employee Self Service on the bottom left side of the screen.

Select the "Time" Option

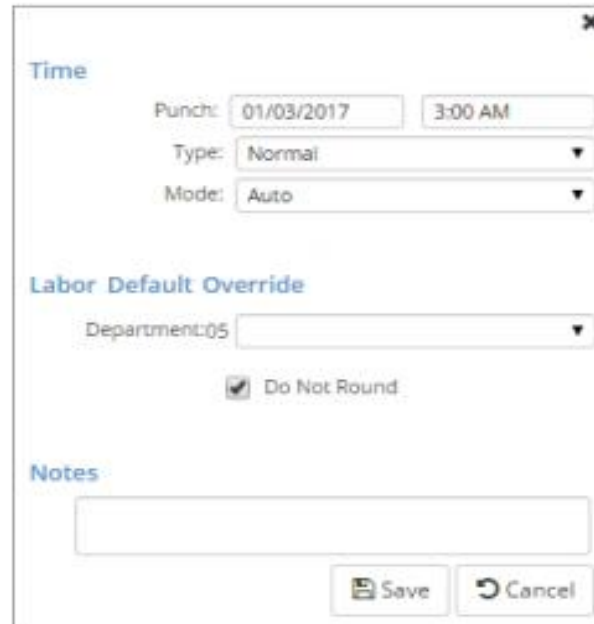
Select "Timecard"

Punch Entry

To enter a punch on the Time Card, follow the steps below:

1. Using the mouse, click on the Time Card at the time you wish to the punch. The **Punch Entry Area** will appear (as shown below).

Note: The date and time for the punch will automatically be entered for you based on the Time Card area selected earlier in step **1**.



The screenshot shows a dialog box titled "Time" with a close button (X) in the top right corner. The dialog is divided into three sections:

- Time:** Contains three input fields: "Punch:" with a date field containing "01/03/2017" and a time field containing "3:00 AM"; "Type:" with a dropdown menu showing "Normal"; and "Mode:" with a dropdown menu showing "Auto".
- Labor Default Override:** Contains a "Department:05" dropdown menu and a checked checkbox labeled "Do Not Round".
- Notes:** Contains a large empty text area for entering notes.

At the bottom right of the dialog are two buttons: "Save" and "Cancel".

2. Enter the punch type you wish to create. The following options are available:
 - **Normal:** Used for standard in/out punches.
 - **Meal:** Used to indicate a meal out or meal in punch.
 - **Break:** Used to indicate a break out or break in punch.
3. Enter any labor allocation information that you wish to attach to the hours by using the fields in the **Labor** area. Select the **Do Not Round** option to prevent the system from applying Rounding Rules to this punch.
4. Enter any notes information that you wish to attach to the hours by using the **Notes** field.
5. Click on the **Save** button when finished.

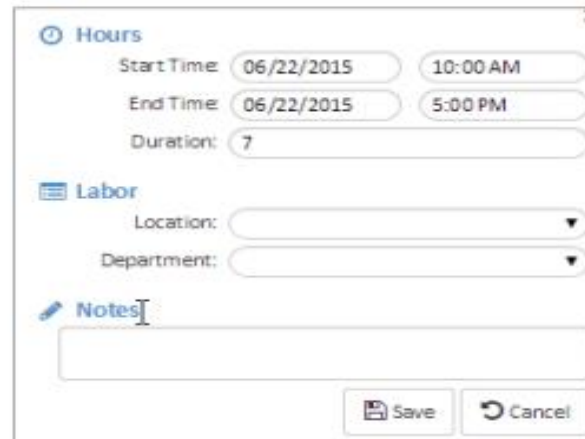
Hours Entry

To enter hours on the Time Card, follow the steps below:

1. Using the mouse, click (and hold the mouse click) on the Time Card at the time, you wish to add hours and drag the mouse downward toward the bottom of the Time Card. This will create a highlighted section of the Time Card.
2. Click on the **Hour** link under the **Add Record** menu.



3. The **Start Time**, **End Time**, and **Duration** will automatically be entered for you based on the area selected earlier in step 1.

A screenshot of a 'Hours' entry form. The form has a title 'Hours' with a close button. It contains the following fields:

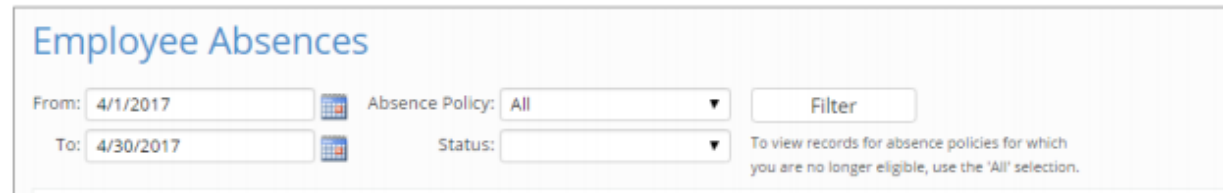
- Start Time: 06/22/2015, 10:00 AM
- End Time: 06/22/2015, 5:00 PM
- Duration: 7
- Labor section with dropdowns for Location and Department.
- Notes section with a text input field.
- Save and Cancel buttons at the bottom right.

4. Enter any labor allocation information that you wish to attach to the hours by using the fields in the **Labor** area.
5. Enter any notes information that you wish to attach to the hours by using the **Notes** field.
6. Click on the **Save** button when finished.

Employee Absence

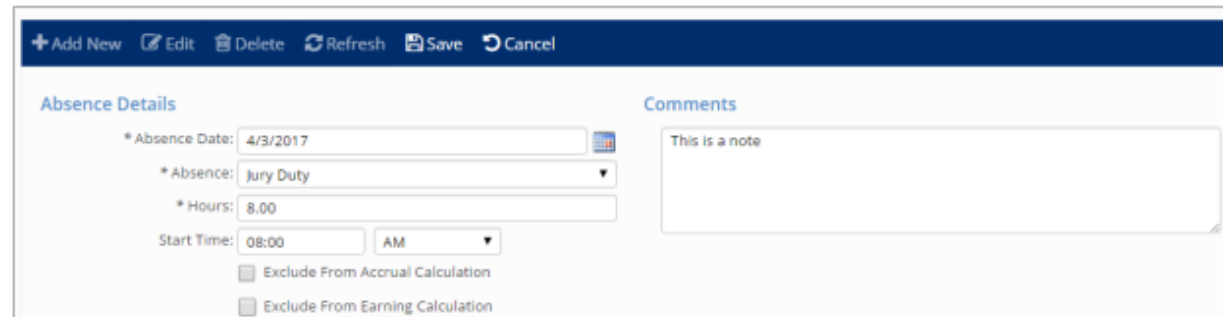
The top of the Employee Absence area allows a user to find absences that have already been entered in iSolved. Please follow the steps below to search for an absence entry:

Go to Employee Self Service > iSolved Time > Employee Absences.



The screenshot shows the 'Employee Absences' search interface. It features a title 'Employee Absences' in blue. Below the title are two date input fields: 'From: 4/1/2017' and 'To: 4/30/2017', each with a calendar icon. To the right of the 'From' field is an 'Absence Policy' dropdown menu set to 'All'. To the right of the 'To' field is a 'Status' dropdown menu. A 'Filter' button is positioned to the right of the 'Absence Policy' dropdown. Below the 'Status' dropdown is a note: 'To view records for absence policies for which you are no longer eligible, use the 'All' selection.'

1. Click on the **Add New** button to start a new absence entry.
2. Enter the date for the absence entry in the **Date** field.
3. Select the appropriate absence type using the **Absence** field.
4. Enter the number of hours for the absence entry using the **Hours** field.
5. Enter the start time of the absence, and any comments in the comments fields, if necessary.
6. Select the **Save** button to save the absence entry.



The screenshot shows the 'Employee Absence' entry form. At the top is a dark blue header bar with navigation icons: '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. Below the header is the 'Absence Details' section, which includes: '* Absence Date: 4/3/2017' with a calendar icon; '* Absence: Jury Duty' with a dropdown arrow; '* Hours: 8.00' with a text input; 'Start Time: 08:00' with a time input and 'AM' with a dropdown arrow; and two checkboxes: 'Exclude From Accrual Calculation' and 'Exclude From Earning Calculation'. To the right of the 'Absence Details' is a 'Comments' section with a text area containing the placeholder text 'This is a note'.

Approving and Rejecting Time of Requests

- Navigate to Employee Self Service>Time>Admin Calendar
- Click on Pending Request and “Approve” or “Reject” the entries and then select Process.
- They will now appear on your Admin Calendar.

Admin Calendar

Solved | University | Help

Calendar Pending Requests History

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	Veteran's Day 11	12	13	14	15	16
17	18	19	Approved 1 Employee Test 20	Approved 1 Employee Test 21	22	Approved 1 Employee Test 23
24	25	26	27	Thanksgiving Day 28	29	30
1	2	3	4	5	6	7

Time Off Requests - Admin

Transaction 1 of 1 Approve Process View List

Approve
Reject

Charlotte L. Kusson

Employee#: 1205 Status: Active
Pay Group: Hourly EE Hire Date: 9/15/1981

Date	Absence Policy	Hours	Start Time	Estimated Balance
4/10/2017	PTO - FT EE's	8.00		61.69

Comments: