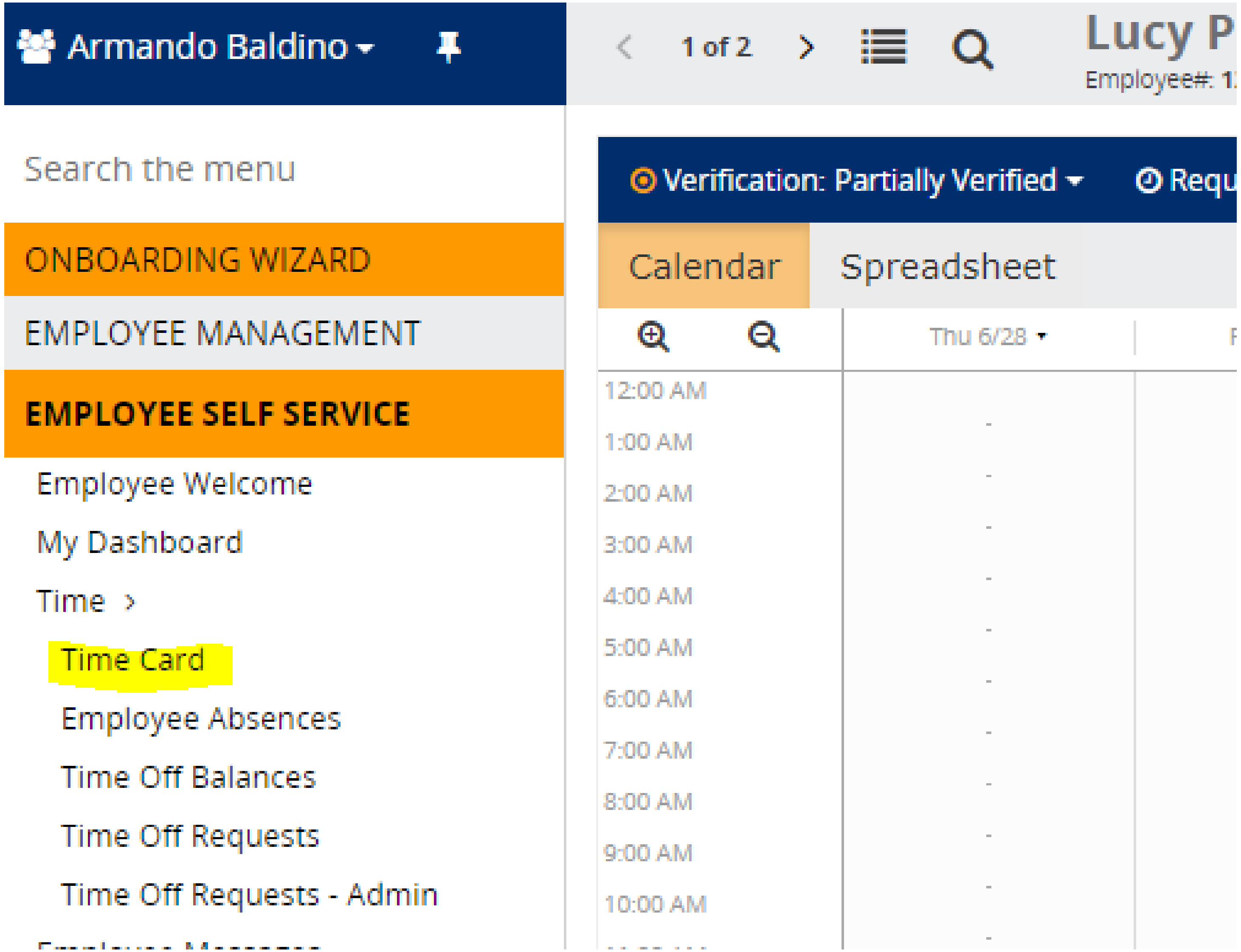
Manager/Supervisor Time Guide

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

Switching to Manager/Supervisor View

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



Navigating to your Employee's Timecard

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

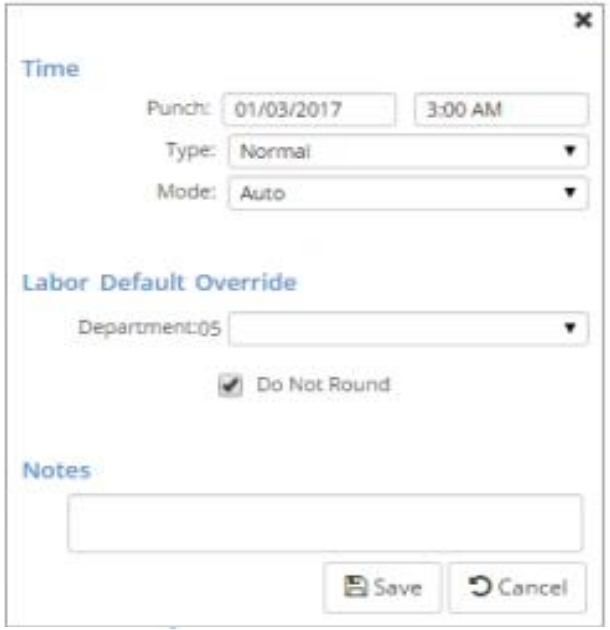
Select the "Time" Option

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.



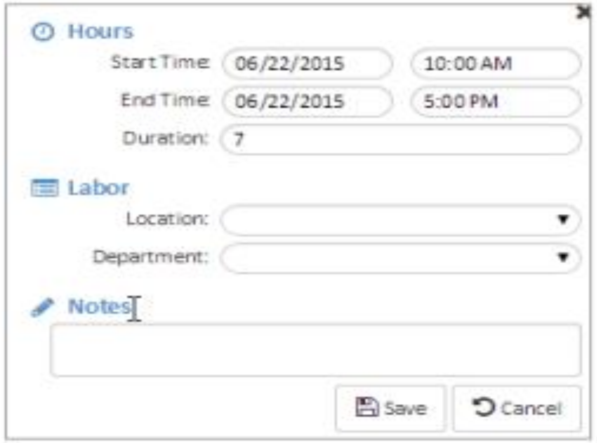
2. Enter the punch type you wish to create. The following options are available:
   - **Normal:** Used for standard in/out punches.
   - **Meal:** Used to indicate a meal out or meal in punch.
   - **Break:** Used to indicate a break out or break in punch.
3. Enter any labor allocation information that 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.



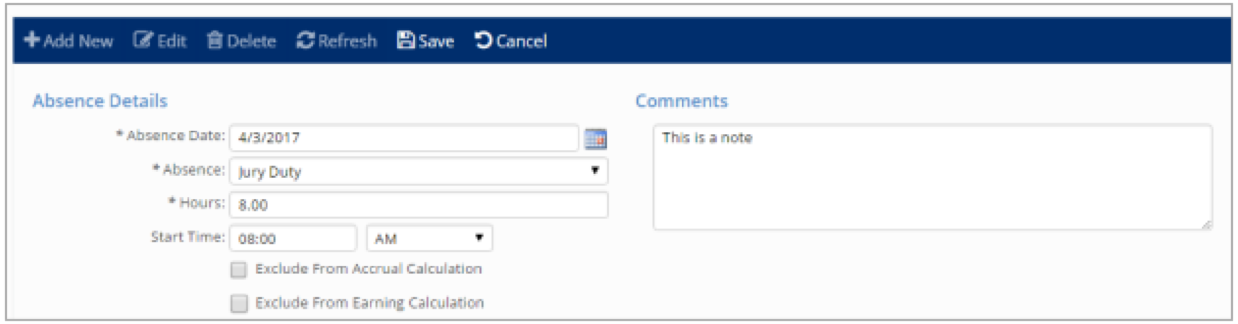
4. Enter any labor allocation information that you wish to attach to the hours by using the fields in the **Labor** area.
5. Enter any notes information that you wish to attach to the hours by using the **Notes** field.
6. Click on the **Save** button when finished.

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.

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.



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.