Timecard Edit Guide

Click on the employee's timecard on the applicable day & time and you should see a blue box that says "add record". Click Punch.

Calendar Spreadsheet <			
Q Q	Mon 6/27	Tue 6/28	Wed 6/29
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	+ Add record	-	-
9:00 AM	Hour	-	-
10:00 AM	Punch	-	-
11:00 AM	Cancel	-	-
12:00 PM	-	-	-
1:00 PM	-	-	-
2:00 PM	-	-	-
3:00 PM	-	-	-

Check the date & time and click Save. The first punch that you enter should be the start or clock-in time. Repeat these steps to enter the clock-out time for that work period.

			×		
Time					
Punch:	06/27/2022	8:00 AM			
Туре:	Normal		~		
Mode:	Auto				
Labor Default Override					
Earning Codes:	Earning Codes:				
Do Not Round					
Notes					
	E	Save 'O Car	icel		

After entering the clock-in and clock-out times, result will look like this:

-	-	
-	-	
-	-	
1.00 hrs	-	
1.00 ms	-	
-	-	
-	-	
-	-	
	-	
1.00 hrs	-	
-	-	
-	-	

To save this result and get an appropriate full shift, click Show Results. You'll see your two punches change to a solid block:

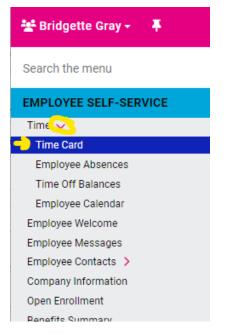
C Show Res	suits O Verification: Unveri	fied 👻 🕓 Req
Calendar	Spreadsheet	
Q 0	Mon 6/27	Tue 6/28
12:00 AM		
1:00 AM	-	-
2:00 AM	-	-
3:00 AM	-	-
4:00 AM	-	-
5:00 AM	-	-
6:00 AM	-	-
7:00 AM	-	-
8:00 AM	•8:00 AM-5:00 PM•	-
9:00 AM	9.00 hrs	-
10:00 AM		-
11:00 AM		-
12:00 PM		-
1:00 PM		-
2:00 PM		-
3:00 PM		-
4:00 PM		-
5:00 PM		-

How to Approve a Timecard in iSolved

Step 1: Log into iSolved and make sure you are in the "Supervisor View" by clicking the drop-down beside your name and selecting "Supervisor View".

😤 Bridgette Gray 🕤 🖡
Employee View
✓ Supervisor View
습 Home
l My Account
은 User Preferences
Electronic Consent
撞 University
[→ Logout

Step 2: Under Employee Self-Service, Click Time in the drop-down and select Time Card.



Step 3: Click the employee's name & review hours. Click the "Verification: Unverified" dropdown in the top menu and check the box next to Supervisor. Below are three boxes exhibiting the completed steps.

O Verification: Unverified → ③		O Verification: Unverified ▼ (0)		⊘ Verification: Verified ▼ ③ F			
Calendar	Spreadsheet		Superviso	or	Calendar	Spreadsheet	
Q 9	Sat 6/18		Q Q	Sun 6/26	Q C	Sun 5	/29
12:00 AM	-		12:00 AM		12:00 AM		
1:00 AM	-		1:00 AM	-	1:00 AM	-	
2:00 AM	-		2:00 AM	-	2:00 AM	-	