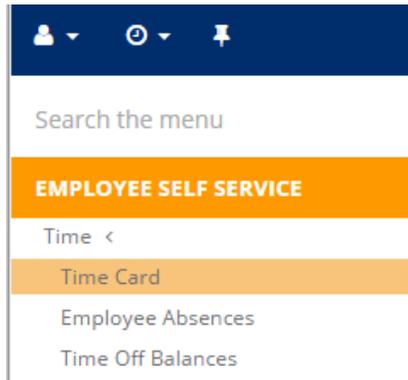
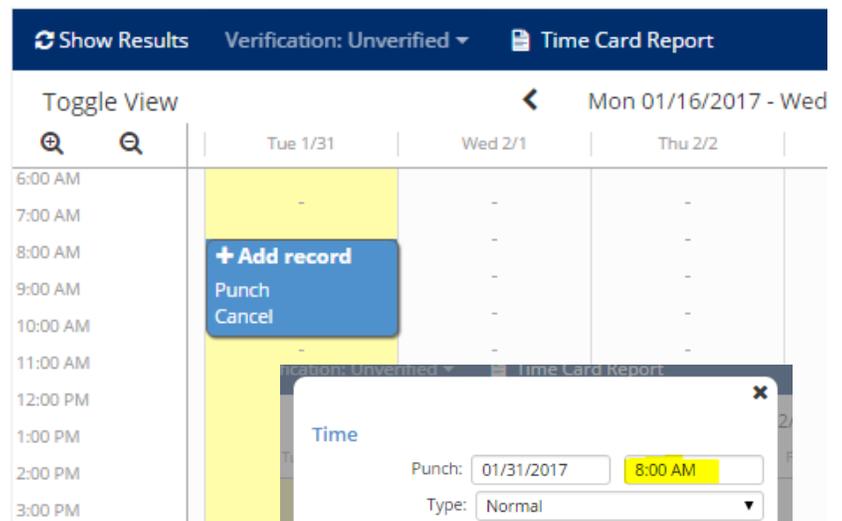


## How to Log Time

Once you login at <https://tpc.myisolved.com> you can click “Time Card” in the left-hand menu.



Now click on the time grid in the column of the day you are recording hours for, around the start time (it is OK if you don't get exact when you click). A blue box will appear – click “Punch”.



A box will pop up. Enter your start time and click save. You do not need to edit any other fields on this screen. Repeat this same action for the time you ended work. (IE. you need to punch for in and once for out.)

