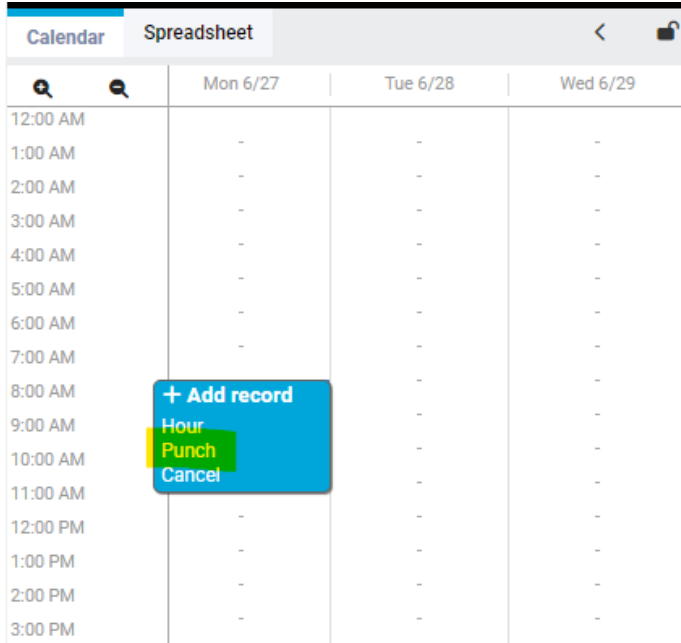


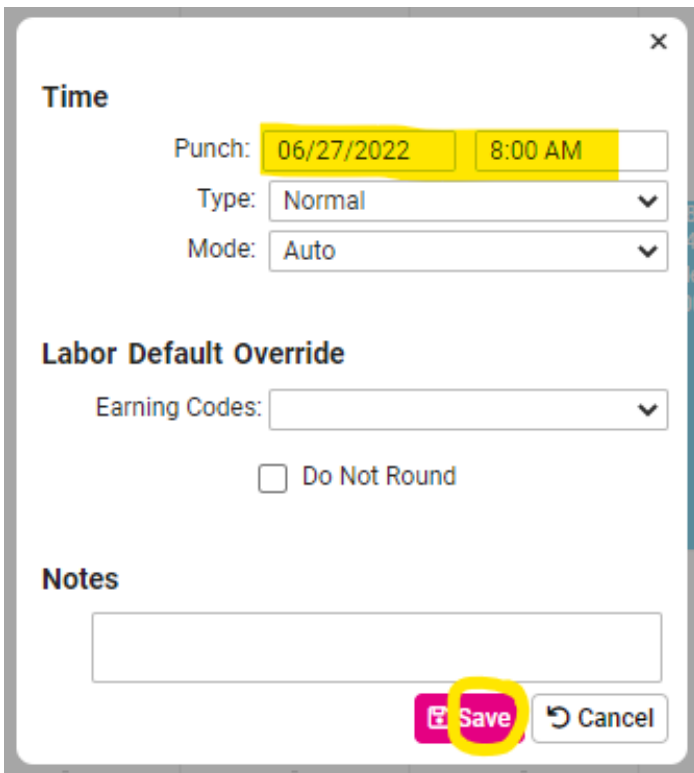
## Timecard Edit Guide

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



	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	-	-	-
10:00 AM	-	-	-
11:00 AM	-	-	-
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

Type: Normal

Mode: Auto

**Labor Default Override**

Earning Codes: [dropdown]

Do Not Round

**Notes**

[text area]

**Save** Cancel

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

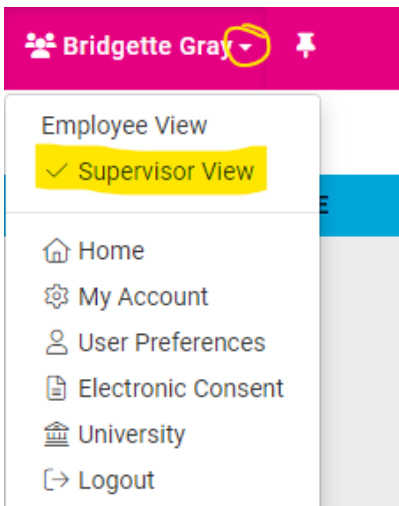
-	-
-	-
-	-
1.00 hrs	-
-	-
-	-
-	-
1.00 hrs	-
-	-
-	-

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

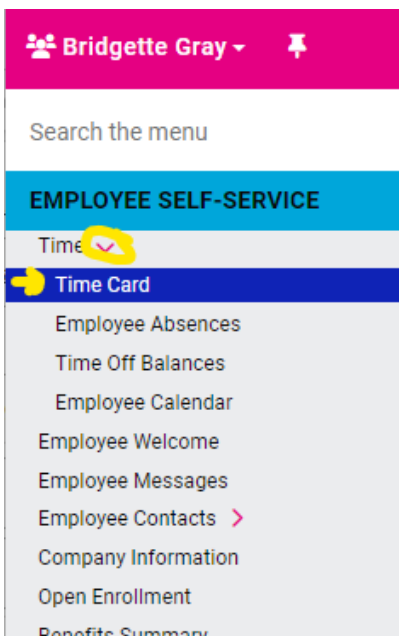
Show Results Verification: Unverified Req		
Calendar Spreadsheet		
	Mon 6/27	Tue 6/28
12:00 AM	-	-
1:00 AM	-	-
2:00 AM	-	-
3:00 AM	-	-
4:00 AM	-	-
5:00 AM	-	-
6:00 AM	-	-
7:00 AM	-	-
8:00 AM	8:00 AM-5:00 PM	-
9:00 AM	9.00 hrs	-
10:00 AM		-
11:00 AM		-
12:00 PM		-
1:00 PM		-
2:00 PM		-
3:00 PM		-
4:00 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”.



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.

