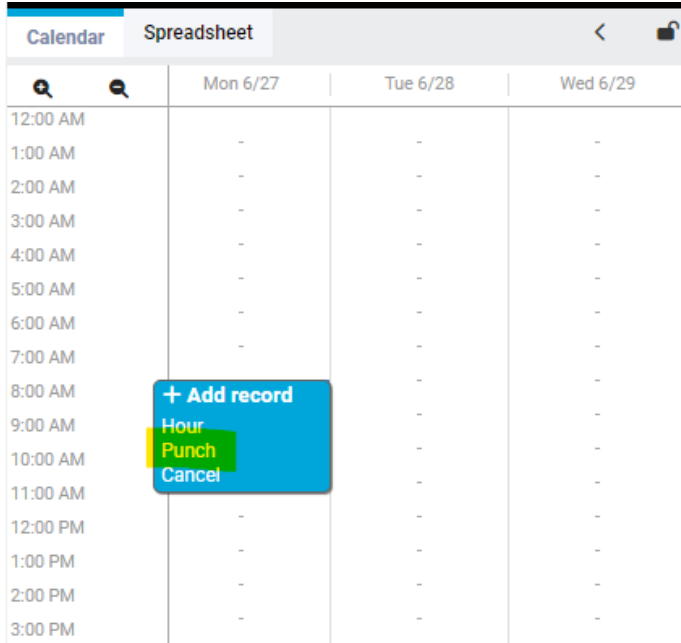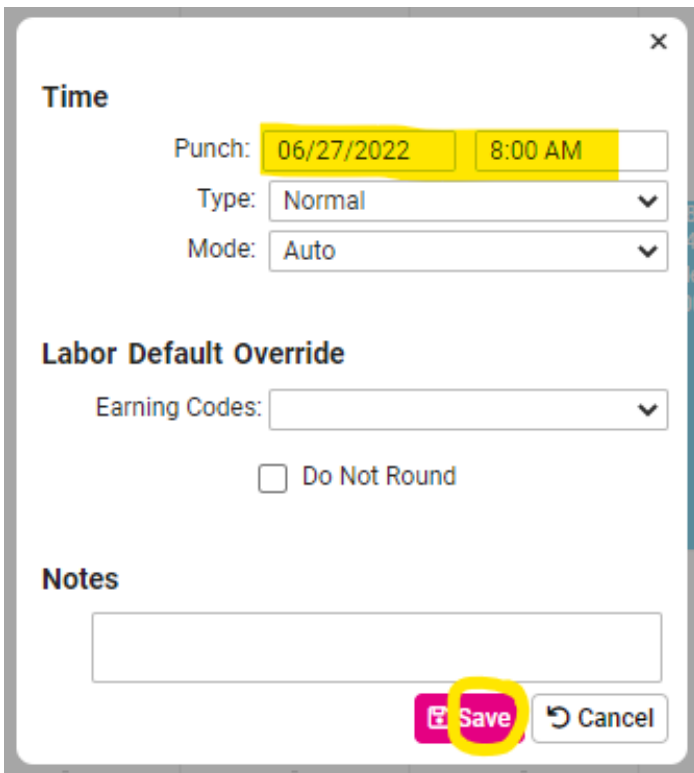# Timecard Edit Guide

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

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.

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

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

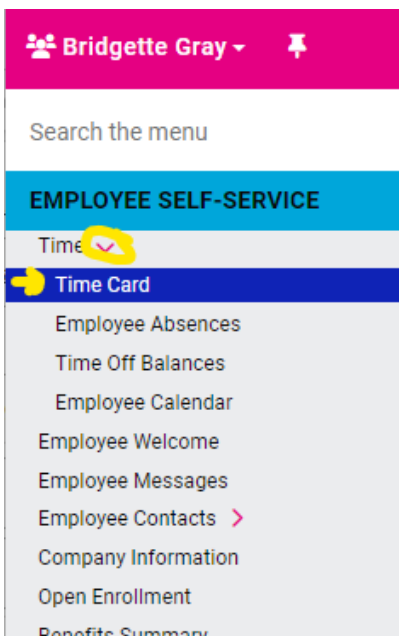# How to Approve a Timecard in iSolved

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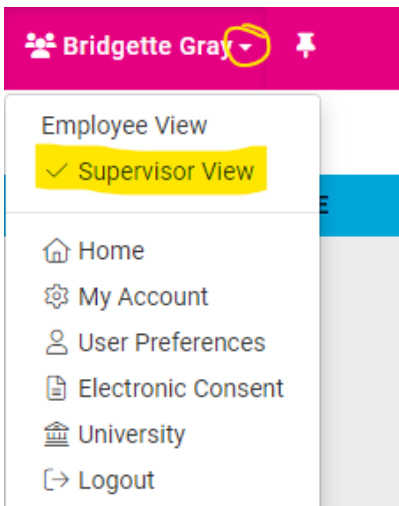
Step 2: Under Employee Self-Service, Click Time in the drop-down and select Time Card.

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.