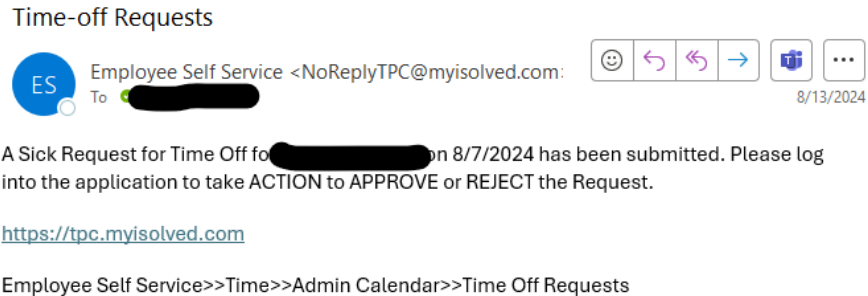
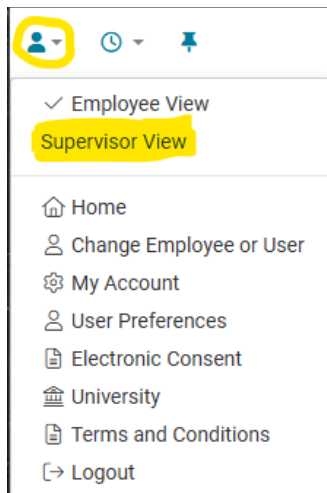


How to Approve a Time Off Request in iSolved

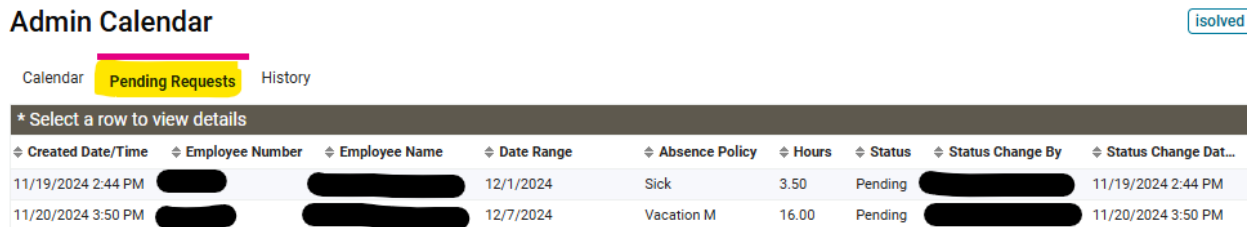
When an employee submits a request for time off in iSolved, the supervisor will receive an email from Employee Self Service NoReplyTPC@myisolved.com similar to the screenshot below.



Once logged into iSolved, you will need to switch your user account from Employee View to Supervisor View by clicking the person icon and then clicking Supervisor View in the dropdown.



Under Employee Self-Service, select Time > Admin Calendar. Under Admin Calendar, select the Pending Requests tab to view your employee time off requests. Click a row to view the details of that request. You can then select Approve or Reject and process the request.



If you have questions or need assistance, please contact HR@hendrix.edu or call 501-450-1415 or 1494.