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 <u>NoReplyTPC@myisolved.com</u> 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.

Admin Calendar								
Calendar Pending Requests History								
* Select a row to view details								
Created Date/Time	Employee Number	Employee Name	Date Range	Absence Policy	Hours		Status Change By	\$ Status Change Dat
11/19/2024 2:44 PM			12/1/2024	Sick	3.50	Pending		11/19/2024 2:44 PM
11/20/2024 3:50 PM			12/7/2024	Vacation M	16.00	Pending		11/20/2024 3:50 PM

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