

iSolved Time – How to Submit a Time off Request.

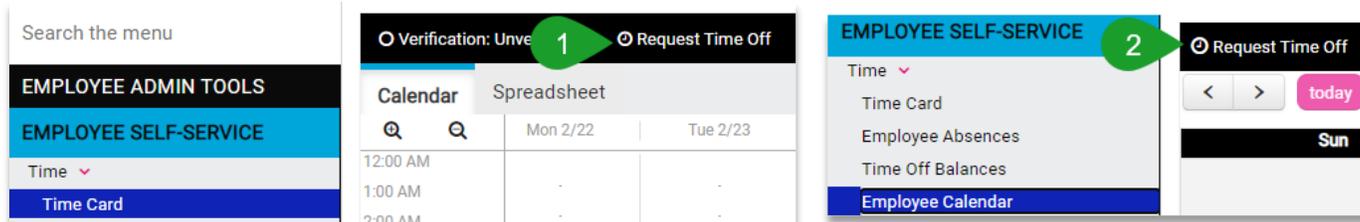
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Last Update: 2/24/2021



There are 2 locations available to submit a Time off Request (TOR)

- Login to <https://tpc.myisolved.com>
 1. Go to Employee Self Service > Time > Timecard
 2. Click on “Request Time Off”



Employee Calendar

Request Time Off

*Absence Policy: PTO

*From Date: 3/11/2021

*To Date: 3/12/2021

Start Time: 08:00 AM

Days: S M T W T F S Check All

*Hours Per Day: 8.00

Hours Requested: 16.00

Projected Balances

After Time Off Request: 107.24

Current Plan Year: 174.75

Next Plan Year: 80.00

Comments

ENTER COMMENTS HERE IF NEEDED

Projected Balances

After Time Off Request: This is what your balance will be after the TOR is approved.

Current Plan Year: The system is looking at what you are due to accrue for the remainder of the year and forecasting what your balance will potentially be based on pending and approved TOR on your employee calendar.

Next Plan Year: This is also a forecasted balance for the next plan year.

Absence Policy: click on the drop down and select the absence type.

From/To Dates: click on the calendar to select dates.

Start Time: key your average start time. If blank, your TOR will display at midnight on your timecard.

Days: isolved automatically checks off the days you request based on the From/To dates entered. If you enter a longer date range and typically take Saturday off, simply uncheck the box for that day. Hours Requested will adjust to not include that day.

Hours Per Day: key how many hours you are requesting for each day. If you need a different number of hours on each day, you will need to submit those TOR separately.

Comments: key any comments as needed.

CLICK SAVE WHEN DONE

- **What happens after I submit my request?** A submitted TOR will display as Pending on the timecard.

1. You will receive an email indicating your request has been received & you will get another email when Approved or Rejected.
2. Once approved, your TOR will display on your timecard as a gray box and the word Pending will be gone.

- **Can I delete a TOR request after I submit?**

1. Yes, but only if it is in Pending status. If your TOR is already approved, you will need to contact a manager, supervisor, or HR to edit the Absence. Go to Employee Self Service > Time > Employee Calendar > Click on My Absences

Employee Calendar

My Calendar Team Calendar My Absences

From: 2/1/2021 To: 3/12/2021 Absence Policy: All Status: Filter

Date	Absence Policy	Status
2/18/2021	PTO	Approved
3/11/2021	PTO	Pending

Delete Refresh

Absence Details

*Absence Date: 3/11/2021

*Absence: PTO

*Hours: 8.00

Start Time: 8:00 AM

Estimated Available Hours: 110.62

Comments

ENTER COMMENTS HERE