

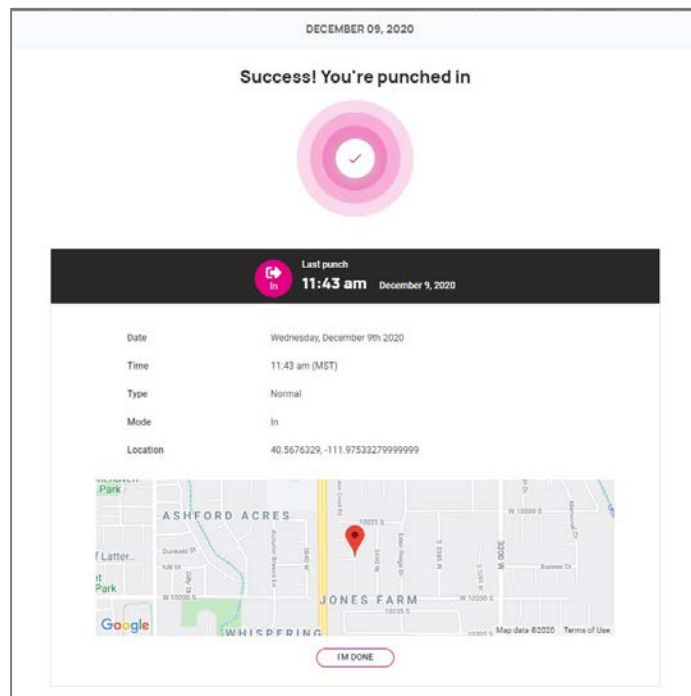
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Self-Service Punching

Once logged in, you can immediately create a punch by using the pink ⌚ symbol located at the top left corner of the page as seen below. In this menu, a punch can be created using two different methods:

Quick Punch ⚡

If you select quick punch, the system will immediately bring you to a page to create a punch for the current date and time, without the option to add punch notes or any other punch options. Once the page loads click the pink + to create the quick punch. Once the punch is created you will see a punch confirmation on the screen as shown below:



Detailed Punch

If you select detailed punch, the system will open a creation screen and display the current date and time. Note: the date and time fields are not editable during self-service punching. The punch options available in the detailed punch screen are as follows:

Note: options on this screen may differ based on your company permissions.

- a. **Type:** allows you to specify the punch type for the entry. The options are Normal, Meal, and Break.
- b. **Mode:** allows you to specify if the punch is an IN, OUT, AUTO, or TRANSFER.
 - a. IN means you are clocking in and is typically used when you are first in for the day or coming back from a break or meal.
 - b. OUT means you are clocking out and is typically used when you are leaving for the day or leaving for your break or meal.
 - c. AUTO allows the system to determine

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- d. TRANSFER allows you to move from one labor value to another without having to create multiple punches. When using the transfer option isolved will create 2 punches; one clocking you out of your current labor and one clocking you into the labor you transferred to.
- c. **Labor:** If the option to enter labor allocations is enabled, you will select from the allowed labor levels when creating a punch. If no labor is selected, isolved will use your default labor allocation.
- d. **Notes:** If notes are entered, anyone looking at the Time Card will be able to view the details.

11:45 AM
PUNCH OUT

ADD DETAIL

Location: 40.5676329, -111.97533279999999

Punch date: December 9, 2020 Punch time: 11:45 am

Type: Normal Mode: Auto

Labor Group

Corporate: None [Change](#)

Electricians: 1-T1G1 [Change](#)

Labor Fields

Department: BUSDEV - Business Development


Division: Central

Task: 01

Group: G1

BACK SAVE

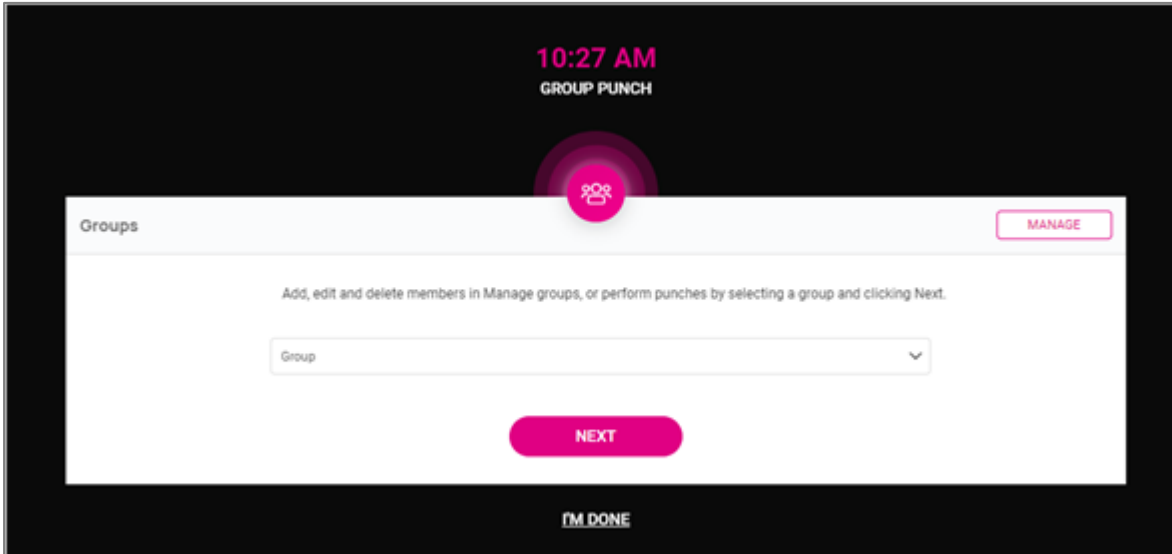
Group Punch

The Group Punch feature under the Time menu allows you to filter a specific group of employees, and then create a punch for them at a specific time. Once logged in, you can immediately create a punch by using the pink  symbol located at the top left corner of the page. To create a group punch, select the “Group Punch” option.

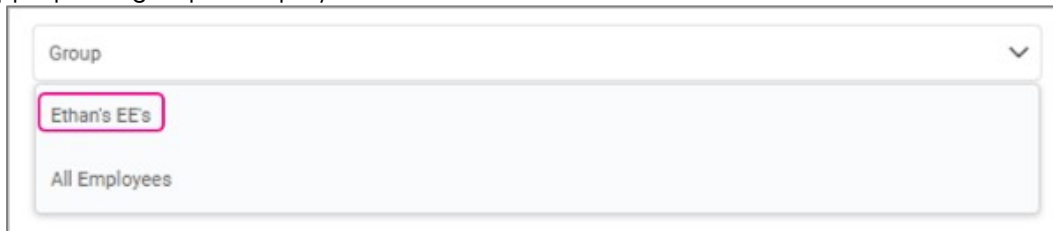


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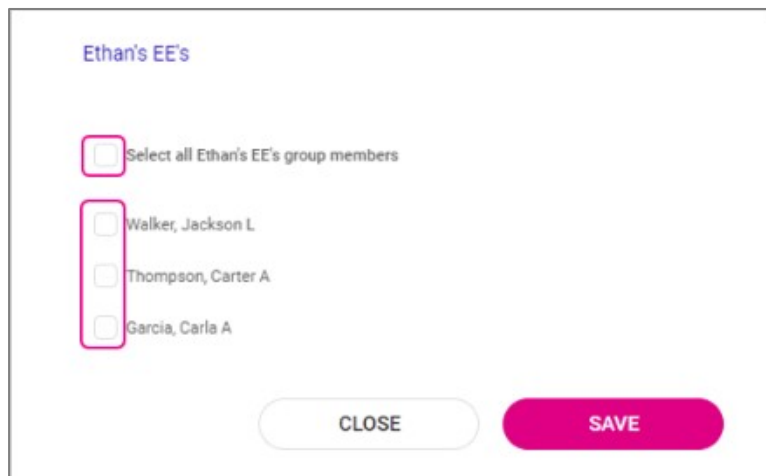
Next, you'll need to select the group of employees you would like to enter a punch for; to do this, select a previously created group from the Group menu:



Choose the appropriate group of employees and select **Next**.



The supervisor will now be able to select either all group members or individual employees for the desired punch and select Save.



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To complete the punch, select and enter in the appropriate **Date**, **Type**, **Time**, and **Labor** values, (Detail Punch) and complete by selecting **Save**.

The screenshot shows a form titled "ETHAN'S EE'S" for entering punch data. At the top, there are input fields for "Date" (02-08-2022) and "Time" (10:45 AM). Below these are dropdown menus for "Type" (Normal) and "Mode" (Auto). A checkbox labeled "Do not round time" is present. The "Labor Group" section includes a "Loc/Dept" field with a "Change" link and a "Medicare Codes" field with a "Change" link. The "Labor Fields" section contains dropdown menus for "Location", "Department" (22 - Implementation), and "Jobmaking". A "Notes" text area is at the bottom. A "REFRESH" button is located in the top right of the form area. At the very bottom are "CANCEL" and "SAVE" buttons.

Manage Groups

The **Group Punch** menu is where the supervisor will also create and manage their employees for group punching. To create or edit a group of employees, select the **Manage** button in the top right-hand corner.

The screenshot shows the "GROUP PUNCH" interface. At the top, it displays the time "10:27 AM" and the title "GROUP PUNCH". A large pink circular button with a white icon is centered. Below this is a white card with the title "Groups" and a "MANAGE" button in the top right corner. The card contains the instruction: "Add, edit and delete members in Manage groups, or perform punches by selecting a group and clicking Next." Below the instruction is a "Group" dropdown menu. At the bottom of the card is a large pink "NEXT" button. The text "TM_DONE" is visible at the very bottom of the screen.

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To edit an existing group, select the **Edit** option to the right of the group's name or the supervisor can delete a group if it is no longer needed. To create a group, choose the **Add Group** option.



Next, name your group and select Add, select the employees that will comprise the group and finish by choosing the **Save** option.

