

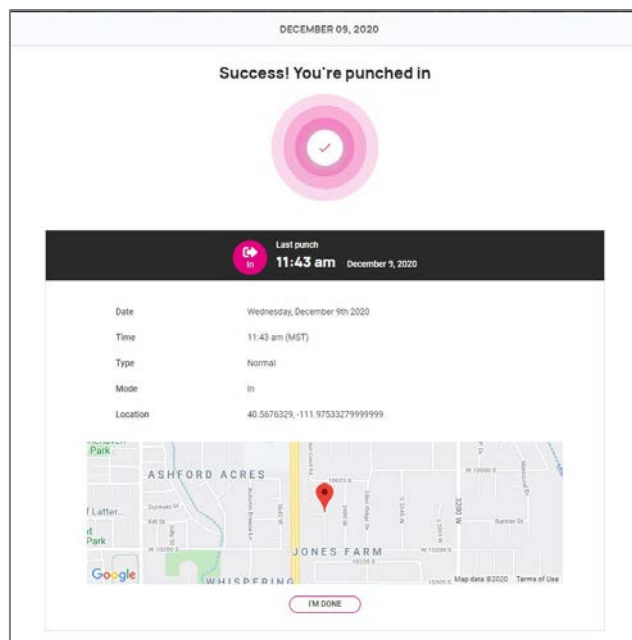


Self-Service Punching

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 immediately brings 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 opens a creation screen and displays 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 (options on this screen may differ based on your company permissions).

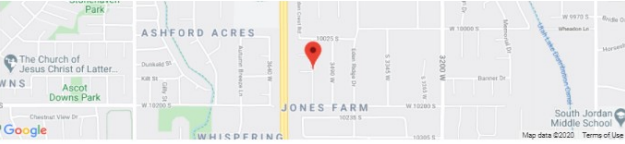
- a. **Type:** Allows you to specify the Punch Type for the entry. The options are “Normal,” “Meal,” and “Break.”
- b. **Mode:** Allows you to specify if the punch is an “IN,” “OUT,” “AUTO,” or “TRANSFER.”
 - a. **IN** means you are clocking in and is typically used when you are first in for the day 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 the status of the punch.

Help Docs

- d. **TRANSFER** allows you to move from one labor value to another without having to create multiple punches. When using the transfer option isolved creates two 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, select from the allowed labor levels when creating a punch. If no labor is selected, isolved uses your default labor allocation.
- d. **Notes:** If notes are entered, anyone looking at the Time Card is able to view the details.

11:45 AM
PUNCH OUT

ADD DETAIL



Location 40.567628, -111.9753279999999

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

Type Mode

Labor Group

Corporate [Change](#)

Electricians [Change](#)

Labor Fields

Department

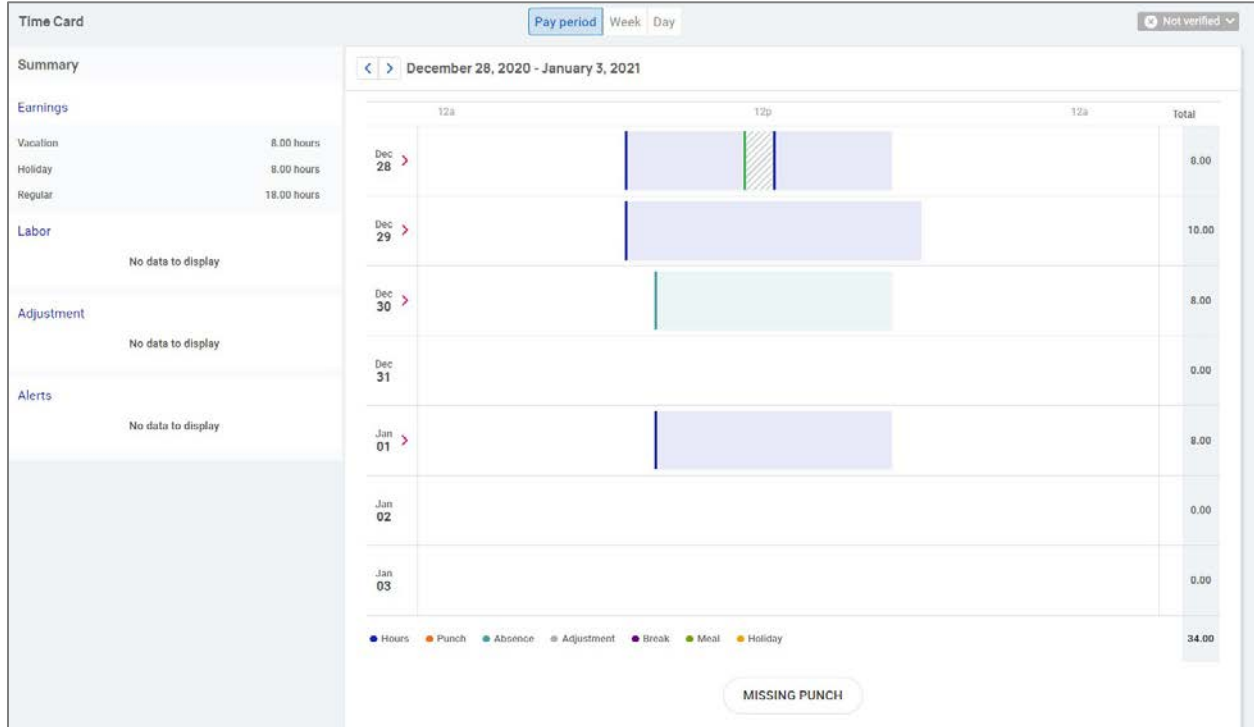
Division

Task

Group

Time and Attendance > Time Card

The following is a breakdown of the different areas located on the Time Card and their functions:



Time Card Date Range

The default view of the Time Card is automatically set to the current “Pay Period.” You can change the view by selecting the “Pay Period,” “Week,” and “Day” buttons in the top-center of the screen. You can toggle between dates by selecting the < > buttons with the date next to them.

Data Summary

A breakdown of the “Earnings,” “Labor,” “Adjustments” (mileage, bonus or reimbursements) as well as a summary of alerts are located on the left-hand side of the screen.

Daily Breakdown

The default view of the Time Card is a Gantt chart of your time. You can select the > icon next to the date to expand the details. When expanded, you can see actual punch times, total hours, errors, and labor associated to the punches. The color-coding of items on the Time Card are as follows:



Help Docs

Submitting a Missing Punch

Should you miss a punch at any time, you can select the Missing Punch button at the bottom of the Time Card. This option allows you to submit a request that routes directly to your manager/supervisor to approve the missing punch.

Once you select the Missing Punch button, fill in the requested details and select Save.

- **Punch Date:** Date of the missing punch.
- **Punch Time:** Time of the missing punch.
- **Type:** Designate if it should be a “Normal” (standard in/out), “Meal” or “Break” punch.
- **Mode:** “Auto,” “In,” “Out,” or “Transfer.”
- **Labor:** Should the time be tied to a certain labor field such as “Department,” “Job” or “Task.”
- **Notes:** Add any notes for your manager/supervisor to view during the approval process.

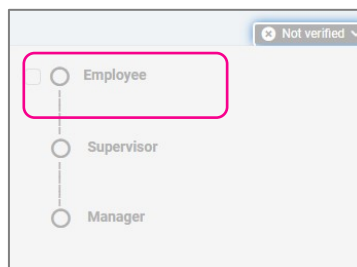
The screenshot shows a 'MISSING PUNCH' form with the following fields and options:

- Punch date:** 12/09/2020
- Punch time:** 11:52 AM
- Type:** Normal (dropdown)
- Mode:** Auto (dropdown)
- Labor Group:**
 - Corporate: None (with Change link)
 - Electricians: 1-11G1 (with Change link)
- Labor Fields:**
 - Department: BUSDEV - Business Development (dropdown)
 - Division: Central (dropdown)
 - Task: 01 (dropdown)
 - Group: G1 (dropdown)
- Buttons:** BACK and SAVE

Time Card Verification

Time Card Verification is an optional feature that allows you to electronically sign off on the Time Card prior to the data being populated to the Time Entry Grid for payroll processing.

The button to verify is in the top right-hand corner of the Time Card. Select the square checkbox next to the Employee section to verify.



Note: The system does not allow you to verify your Time Card if there are outstanding high or critical alerts pending your manager or supervisor’s review.

Time and Attendance > My Calendar

My Calendar allows you to view your absences, scheduled hours, unavailable time, and holidays in a calendar format. Below is a screenshot and details of the My Calendar screen:

The screenshot shows the 'My Calendar' interface. At the top, there are tabs for 'Month', 'Week', and 'Day', with 'Month' selected. The calendar displays January 2021. On the left side, there is a 'VIEW' section with checkboxes for 'All', 'Absences', 'Pending', 'Scheduled hours', 'Unavailable', and 'Holidays'. Below this is a 'HOURS SUMMARY' table.

HOURS SUMMARY	
Absences	8
Pending	0
Scheduled	0
Unavailable	0
Holidays	0

The calendar allows you to view items in a “Monthly,” “Weekly” or “Daily” format. Select the words at the top of the calendar to adjust your display.

The filters on the left-hand side of the screen allow you to determine what items you want to display on the calendar. The options are as follows:

- **All:** Displays all of the items listed below in the calendar view.
- **Absences:** Displays all approved absences.
- **Pending:** Displays all pending (not approved or denied) absences.
- **Scheduled Hours:** Displays the days and hours you are scheduled to work.
- **Unavailable:** Displays the days and hours you set yourself to “Unavailable.”
- **Holidays:** Displays company holidays.

Note: Hours that are displayed as “Unavailable” are not guaranteed. Managers/Supervisors can still schedule you during these times.

The **Hours Summary** at the bottom of the screen totals up all the types and hours associated with your current calendar view.