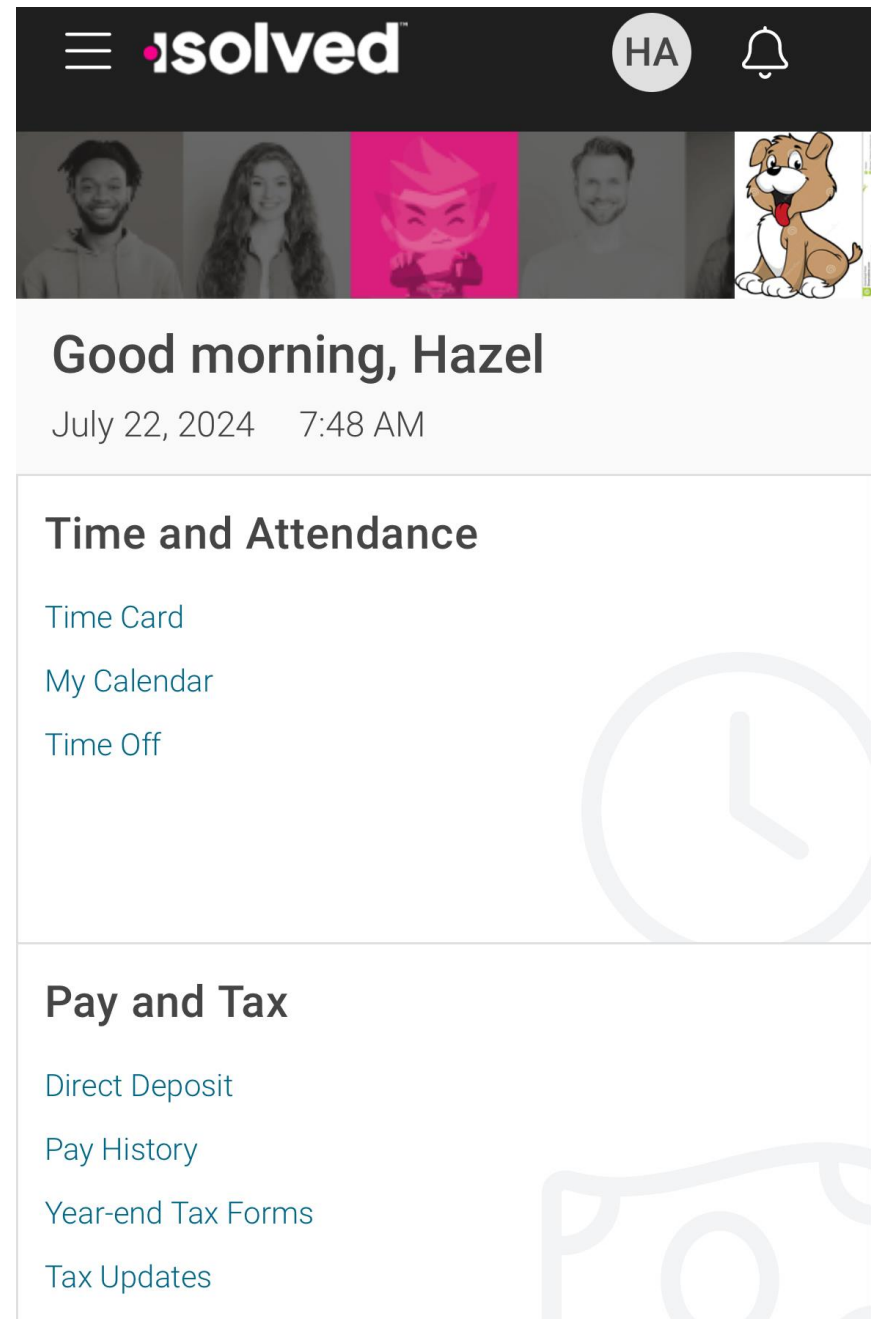


How to Request Time Off On Your Mobile Device



- Log into iSolved on your phone.
- Select Time Off under Time and Attendance.



- Click on the Blue + Button on the right side of the screen.

The screenshot shows the 'isolved' mobile application interface. At the top, there is a dark navigation bar with a menu icon, the 'isolved' logo, a user profile icon labeled 'HA', and a notification bell icon. Below this is a white header with a home icon and the text 'Time Off'. The main content area is divided into several sections:

- Summary:** A light gray header. Below it, a white box contains the text 'Updated as of Last Pay Period End' and the dates '8/12/2019 - 8/18/2019'. A blue square button with a white '+' icon is positioned to the right of the dates.
- PTO Full Time:** A section showing 'Available balance: 0.00 hours'. Below this is a progress bar with '0.00' in the center. Underneath the bar, it says 'TAKEN: 0.00' and 'REMAINING: 0.00'. A rounded rectangular button labeled 'DETAIL' is on the right.
- Upcoming Time Off:** A section with a table header: 'Date', 'Policy', 'Hours', and 'Status'.
- Pending Requests:** A section with a table header: 'Date', 'Policy', 'Hours', and 'Status'. Below the header, there is one row of data: '07/05/2024', 'PTO', '8', and 'Pending' with a three-dot menu icon to its right.

A large blue arrow points from the right side of the screen towards the blue '+' button in the 'Summary' section.

- Click the drop-down and choose type of policy,
- Enter From and To dates.
- Enter Start time.
- Enter the Hours Per Day.
- Enter any Notes if applicable.
- Click Blue Submit Button.
- An email with your request will be sent to your manager.
- You will receive an email back confirming if the request was approved or denied.

Time Off

Policy PTO

Available hours 130.46

After request 122.46

From 07/26/2024

To 07/26/2024

Requested days off

Su M T W Th

F S Deselect all

Start time 08:00 am

Hours per day 8

Total requested 8 hours

Notes

SUBMIT

- The Time Off Screen will show your time off balances.



PTO Full Time

Available balance: 0.00 hours

TAKEN: 0.00 0.00 REMAINING: 0.00

DETAIL

Upcoming Time Off

Date	Policy	Hours	Status
07/26/2024	PTO	8	Pending

Pending Requests

Date	Policy	Hours	Status
07/05/2024	PTO	8	Pending
07/26/2024	PTO	8	Pending



- The Time Off Screen will show any upcoming or pending requests.



Changes or edits to your PTO requests (deletions, changing the times, etc.) can only be done by your manager. Make sure you communicate with them!

Examples:

- PTO for 10:00am arrival but you arrive at 10:30am and need another ½ hr of PTO.
- Requested the day off but now you don't need it.

The screenshot shows the 'isolved' HR system interface. At the top, there is a navigation bar with a menu icon, the 'isolved' logo, and user profile information (HA) and a notification bell. Below the navigation bar, there is a home icon and the 'Time Off' section. The 'Time Off' section displays the PTO Full Time available balance as 0.00 hours, with a progress bar showing 0.00 taken and 0.00 remaining. A 'DETAIL' button is visible. Below this, there is a section for 'Upcoming Time Off' with a table showing one pending request for 8 hours on 07/26/2024. Finally, there is a section for 'Pending Requests' with a table showing two pending requests for 8 hours each, one on 07/05/2024 and one on 07/26/2024.

isolved HA

Time Off

PTO Full Time

Available balance: 0.00 hours

TAKEN: 0.00 0.00 REMAINING: 0.00

DETAIL

Upcoming Time Off

Date	Policy	Hours	Status
07/26/2024	PTO	8	Pending

Pending Requests

Date	Policy	Hours	Status
07/05/2024	PTO	8	Pending
07/26/2024	PTO	8	Pending

-
- Click on the Initials in the upper right corner of your screen to Log Out.

