

How to Request Time Off on a Computer/ Laptop





Log into iSolved



iSolved People Cloud™

Welcome

Log in to access iSolved People Cloud applications

Username

Kmartin@payusa.com

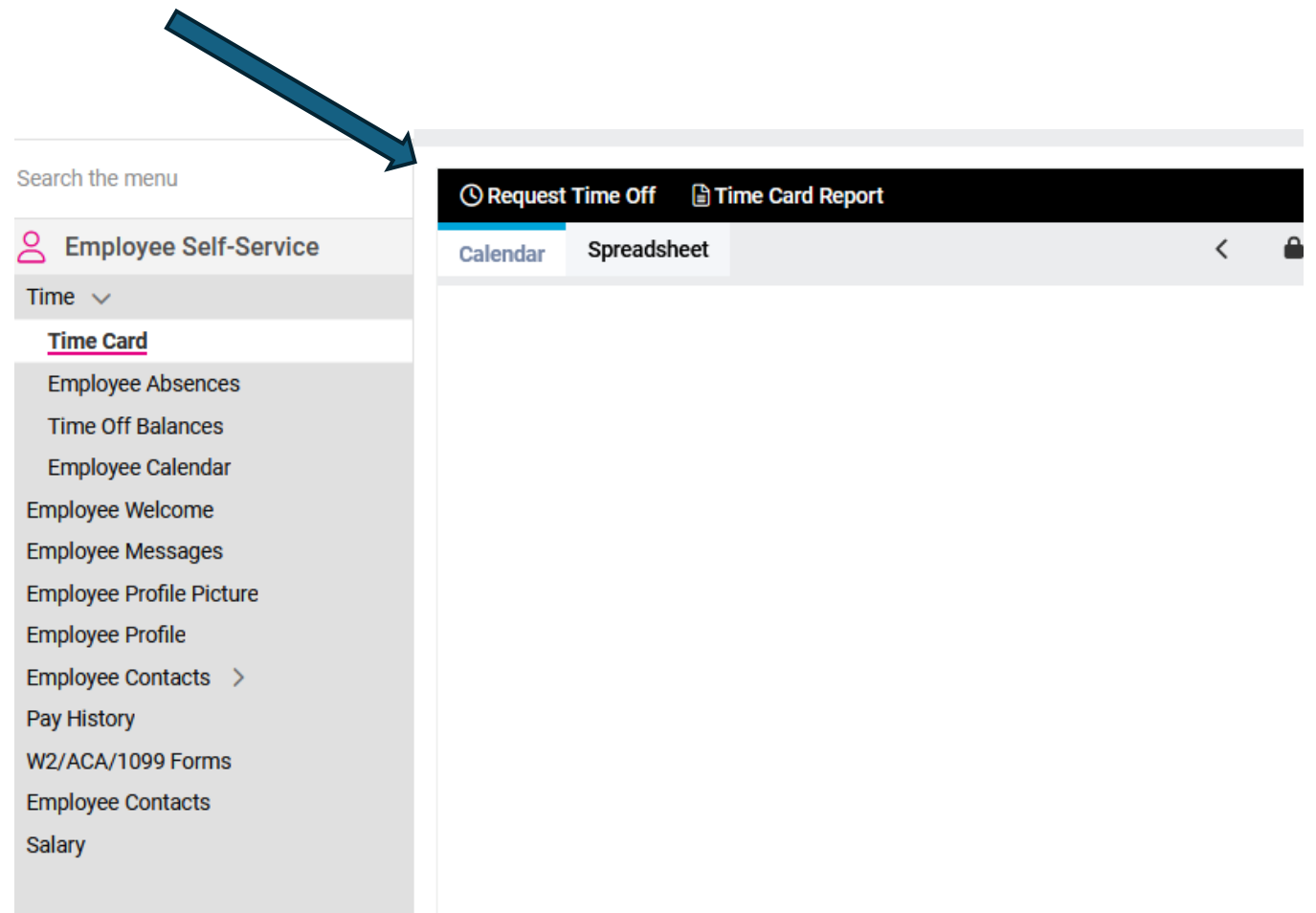
Typically your work email address

Remember my username

Next

Select Time from the left menu bar then Time Card

Click on Request Time Off at the top of the black menu bar.



Enter the following Data

Click the drop-down and choose type of policy.

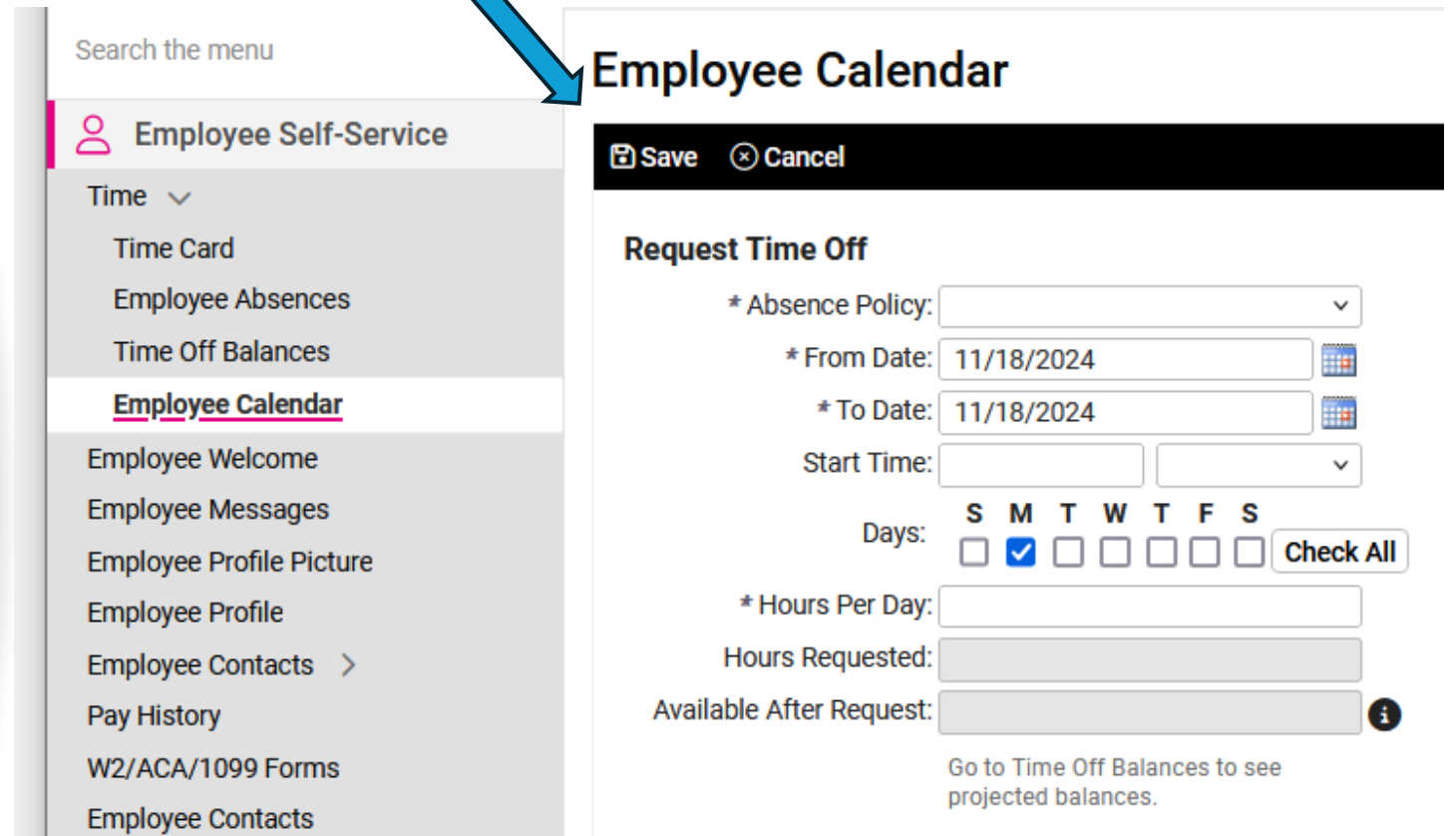
Enter From and To dates.

Enter Start time.

Enter the Hours Per Day.

Enter any Notes if applicable.

Click Save on the black menu bar



The screenshot displays the 'Employee Self-Service' menu on the left and the 'Employee Calendar' form on the right. A blue arrow points from the 'Employee Calendar' menu item to the form. The form includes a 'Request Time Off' section with fields for 'Absence Policy', 'From Date', 'To Date', 'Start Time', 'Days' (with a 'Check All' button), 'Hours Per Day', 'Hours Requested', and 'Available After Request'. A black bar at the top of the form contains 'Save' and 'Cancel' buttons. A note at the bottom of the form reads: 'Go to Time Off Balances to see projected balances.'

Search the menu

Employee Self-Service

Time ▾

- Time Card
- Employee Absences
- Time Off Balances
- Employee Calendar**
- Employee Welcome
- Employee Messages
- Employee Profile Picture
- Employee Profile
- Employee Contacts >
- Pay History
- W2/ACA/1099 Forms
- Employee Contacts

Save Cancel

Request Time Off

* Absence Policy:

* From Date: 11/18/2024

* To Date: 11/18/2024

Start Time:

Days: S M T W T F S

* Hours Per Day:

Hours Requested:

Available After Request: ⓘ

Go to Time Off Balances to see projected balances.

- 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.
- The message will come from PayUSA@myisolved.com so make sure it is a “safe” or “approved” email address with your service provider.

Time Off Request



EE <PayUSA@myisolved.com>
To ✓ Michelle Shorter



11/6/2024

Follow up. Start by Monday, November 18, 2024. Due by Monday, November 18, 2024.

Approved.

Yes, I approve.

Yes, this is fine.

Feedback

Greetings!


I would like to request the following date(s) 11/27/2024 for PTO .

Please let me know if this request will be approved. Thank you in advance for your consideration.

Have a great day!


The Employee Absences screen (left menu bar) will show the status of any PTO requests. You can sort by absence type, date, or status. Your estimated available PTO hours will also be displayed.


Search the menu

 Employee Self-Service

- Time ▼
 - Time Card
 - Employee Absences**
 - Time Off Balances
 - Employee Calendar
 - Employee Welcome
 - Employee Messages
 - Employee Profile Picture
 - Employee Profile
 - Employee Contacts >
 - Pay History
 - W2/ACA/1099 Forms
 - Employee Contacts
 - Salary


Employee Absences

From:  Absence Policy: Filter

To:  Status: To view records for absence policies for which you are no longer eligible, use the 'All' selection.

Date	Absence Policy	Status	Hours	Estimated Available Hours
11/15/2024	PTO	Approved	7.00	129.39


Absence Details


* Absence Date: 

* Absence:

* Hours:

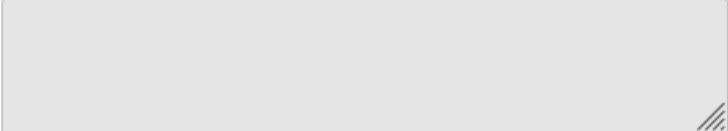
Start Time:

Do Not Adjust Accrual Balance 

Do Not Pay to Employee 

Estimated Available Hours:

Comments



The Employee Calendar screen (left menu bar) will show your pending and/or approved PTO and Personal Day in a calendar format. You can choose view by month/week/day.

The screenshot displays the 'Employee Calendar' interface. On the left is a navigation menu with 'Employee Self-Service' selected. The main area shows the calendar for November 2024. A date range from Sunday, November 17 to Monday, November 18 is highlighted with a yellow border. A tooltip for the date 27 shows an 'Approved PTO (7.00Hrs)' entry. The interface includes a search bar, a 'Request Time Off' button, and view toggles for 'Month', 'Week', and 'Day'.

Search the menu

Employee Self-Service

Time ▾

- Employee Absences
- Time Off Balances
- Employee Calendar**
- Admin Calendar

Employee Calendar

My Calendar My Absences

Request Time Off

< > Today Print Calendar

November 2024

Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2 ^
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Approved PTO (7.00Hrs)

The Time Off Balances screen (left menu bar) will show your PTO and Personal Day accruals and balances based on last and current pay periods.

Search the menu

Employee Self-Service

Time ▾

Employee Absences

Time Off Balances

Employee Calendar

Admin Calendar

Time Off Balances

P T O Current Balance as of 11/11/2024: 28.25

Plan Details P T O	As of Last Pay Period End 10/27/2024 - 11/9/2024	Current Pay Period 11/10/2024 - 11/23/2024
Plan Year: Anniversary	Accrued: 0.00	Projected Accrued: 0.00
Award Schedule: 1st Pay of Month	Taken: 0.00	Projected Taken: 0.00
Accrual Rate: 8.7500	YTD Accrued: 87.50	Projected YTD Accrued: 87.50
Last Award Date: 10/28/2024	YTD Taken: 84.75	Projected YTD Taken: 84.75
Service Date: 1/10/2023	Available Balance: 28.25	Time Off Requests-Pending Approval: 0.00
Length of Service: 1 Years, 10 Months (22 Months)	Balance: 28.25	Projected Balance: 28.25
	Current Plan Year 11/24/2024 - 1/4/2025	Next Plan Year 1/5/2025 - 12/20/2025
	Balance as of 11/24/2024: 28.25	Carryover from Previous Plan Year: 38.75
	Projected Accrued: 17.50	Projected Accrued: 96.25
	Time Off Requests-Approved: 7.00	Time Off Requests-Approved: 0.00
	Time Off Requests-Pending Approval: 0.00	Time Off Requests-Pending Approval: 0.00

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.

Employee Absences

From: 11/1/2024 Absence Policy: All
To: 11/30/2024 Status:

Date	Absence Policy	Status
11/27/2024	PTO	Approved

+ Add New Edit Delete Refresh Save Cancel

Absence Details

* Absence Date: 11/27/2024
* Absence: PTO
* Hours: 7.00
Start Time: 8:30 AM
 Do Not Adjust Accrual Balance
 Do Not Pay to Employee
Estimated Available Hours: 21.25

To Log Out:

Click on your name at the top left of your screen, then scroll down to choose Log Out.



The screenshot displays the top navigation bar of the 'isolved' application. It includes the 'isolved' logo and the text 'DELIVERED BY PayUSA'. Below this, the user's name 'Michelle Shorter' is shown with a dropdown arrow and a notification bell icon. The dropdown menu is open, listing several options: 'Employee View', 'Manager View' (with a checkmark), 'Home', 'Change Employee or User', 'My Account', 'User Preferences', 'University', 'Terms and Conditions', and 'Logout' (with a right-pointing arrow icon).