

Memorandum
January 31, 2025
Time off Request and Timecard Verification in iSolved

To: All Haven of Rest Ministries Employees
From: Eddie Capps and Human Resources
Re: Requesting/entering time off requests and Timecard verification in iSolved
Effective: January 31, 2025

The iSolved platform is instrumental to the Haven of Rest Ministries for capturing time worked, time off requests and ensuring our payroll processes are accurate and timely. iSolved is an employee interactive platform, allowing employees to take an active role in ensuring their payroll data is accurate and complete. This memorandum is intended to share the proper steps involved in requesting/entering time off requests. In addition, there is a verification step that should be done by all employees to review and verify their timecard is correct prior to payroll being processed. Beginning immediately, the steps outlined within this memorandum will need to be adopted as a standard practice by all employees.

Time Off (Vacation/Birthday Holiday) Request:

- 1) Communicate with manager the request for (vacation/birthday holiday) time off. This step will allow the manager to document the staff work schedules to ensure all shifts are covered.
- 2) Once the employee has received a verbal approval for time off, the employee will open the iSolved app and enter the time off request on their timecard.

Sick Time/PTO Requests:

- 1) If the PTO request is for an upcoming Doctor appointment/policy approved need for time off, communicate the need with manager for schedule purposes.
- 2) Follow the same steps as above to enter the scheduled time off in iSolved.

If an employee is unable to report to work due to illness, follow the handbook procedures; contact immediate supervisor as early as possible when it is determined unable to report to work. It will still be the employee's responsibility to enter their PTO time in iSolved, unless there is a medical emergency or circumstances that make it difficult/impossible for the employee to do.

Timesheet Verification:

Each iSolved user receives an email each Monday prior to each payroll date. This email is to remind every user to go to iSolved and verify their timecard is accurate; all time worked entered, time off requests entered and the number of hours for the pay period is accurate. This is an essential step for each employee to begin immediately to ensure the payroll process is accurate and complete.

To assist in walking through the above steps, the following pages will offer examples and the necessary steps to follow.

Should you have questions or need clarification on the above-mentioned topics, please contact Human Resources.

HR Director

From: no-reply-us01@myisolved.com
Sent: Sunday, January 12, 2025 10:15 AM
To: HR Director
Subject: Timecard Verification

The Time Card for Roberta Kay Houston in Haven Of Rest Ministries Inc for 12/29/2024-1/11/2025 is not fully verified.
Please log into isolved to verify the Time Card.

10:48

5G

 **isolved**



Good morning, 

It's 10:48 AM



Messages
0

Notifications
4
View

 **Time and Attendance**

Time Card

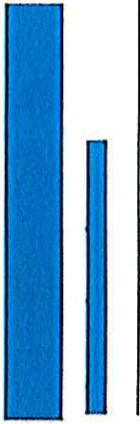
My Calendar

Time Off 



10:47

5G 

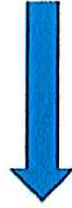


Time and Attendance

Time Card

My Calendar

Time Off



10:48

5G



Time Off

Updated as of Last Pay Period End
1/1/2023 - 1/14/2023



Birthday

Available balance: 8.00 hours

TAKEN: 0.00 **8.00** **DETAIL**
REMAINING: 8.00

Sick/Personal

Available balance: 207.50 hours

TAKEN: 0.00 **207.50** **DETAIL**
REMAINING: 207.50

Vacation

Available balance: 80.00 hours

TAKEN: 0.00 **80.00** **DETAIL**
REMAINING: 80.00

Upcoming Time Off

Date	Policy	Hours	Status
> 05/26/2023	Vacation	8	Approved
> 11/03/2023	Vacation	8	Approved



10:54

5G



isolved



Time Off

Create New

Time Off Request

Policy

Birthday

Funeral Leave

Sick/Personal



From

Vacation

select date

Requested days off

Su

M

T

W

Th

F

\$

Select all

Start time

Hours per day

Total requested hours

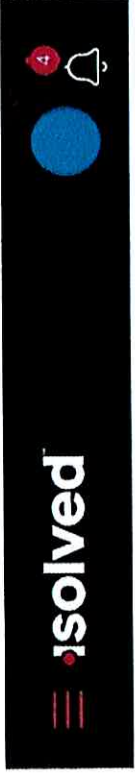
Notes

SUBMIT

~~CANCEL~~

10:48

5G



Create New


Time Off

Time Off Request

Policy Select  

Available hours
N/A

After request
N/A


 **From** **To**

Requested days off Su M T W Th F

Select all

 **Start time** **Hours per day** 

Total requested hours

Notes 

 **SUBMIT** 

CANCEL 

Please verify your time card for
pay period 12/29/2024 -

Hire Date:
Work Loca

1/11/2025.

