Time System Objectives

- Accurately track daily time worked based on DASD guidelines
- Simplified tracking of sick, personal, and vacation accruals
- On-line pre-approved vacation and personal day requests
- Automatic time entry for approved absences
- Generate staffing reports for supervisors and administration
  - Overtime
  - Exception/error
  - Absence history
- Reduce paper timesheets, forms, timecards, and pre-approval requests

Logging into iSolved

iSolved is a cloud based application and is best supported by Internet Explorer.

LOG INTO ISOLVED

1. Open the iSolved Link [https://time.myisolved.com](https://time.myisolved.com)

2. Enter your **Network Username (typically first initial and last name), Password (the first time logging in use password spelled out in small case) and the Company Code is DASD.**

3. Click the “Remember Me” box to save your Username and Company Code. You would just need to type in your password each time to log in.

4. Select “Login.”
Viewing Punches – Time Card Screen

The Time Card screen lists the IN and OUT times that the employee worked each day. When an employee uses their proximity card and finger template at a clock, a punch time is recorded on this screen.

Click the In/Out button and then Create.

Your time card shows a two week pay period. Any RED punch errors need to be corrected to be paid for those hours. The most common error is MP for Missed Punch.

Employee Absence Requests

From the My Screen drop down, click on Time Off Requests.

Create an Absence Request

First click on the Request Time Off button. This opens a work area above the calendar where you can select the date, the number of hours to be absent (remember your hours need to be used in whole and half day absences), and the type of absence (vacation, personal, etc.).
1. **Date(s)** – Use the calendar to pick either the specific date or date range.

2. **Hours** – In the *Decimal Hours Per Day* list your whole or half day hours.

3. **Absence Policy** – Choose the type of absence that you need to use from the drop down box.

4. **Send To** – Supervisor (typically your Principal). This allows your supervisor to see and receive an email of your request.

5. **Notes** – List any necessary notes.

6. Click **Create**.

From the *Time Off Request* calendar screen, you can see whether or not an absence was accepted. The request will turn green if approved or red if denied. If you have changed your mind and your request is still pending, you may click on it, then click delete in the upper right side.

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**Logging out of iSolved**

Simply click on your name in the upper right hand side next to the In/Out button. From the drop down menu, click **Logout**.