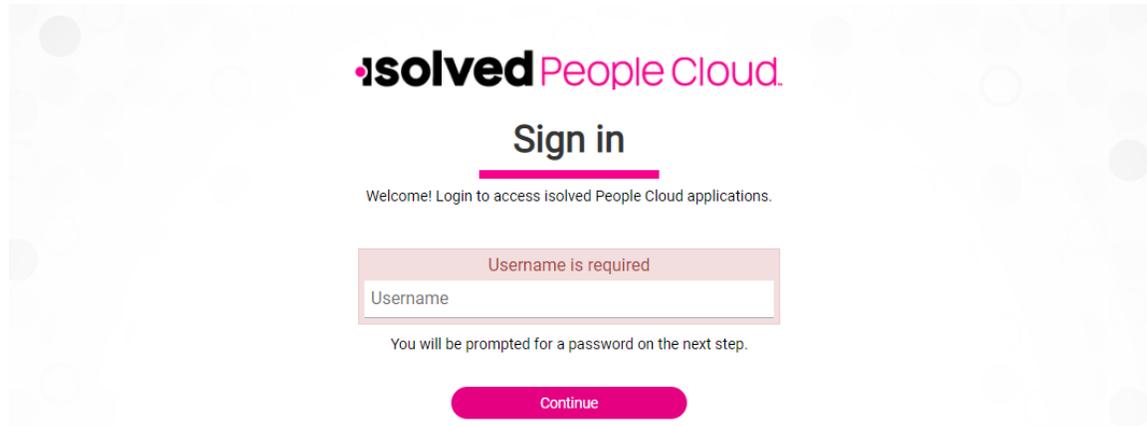


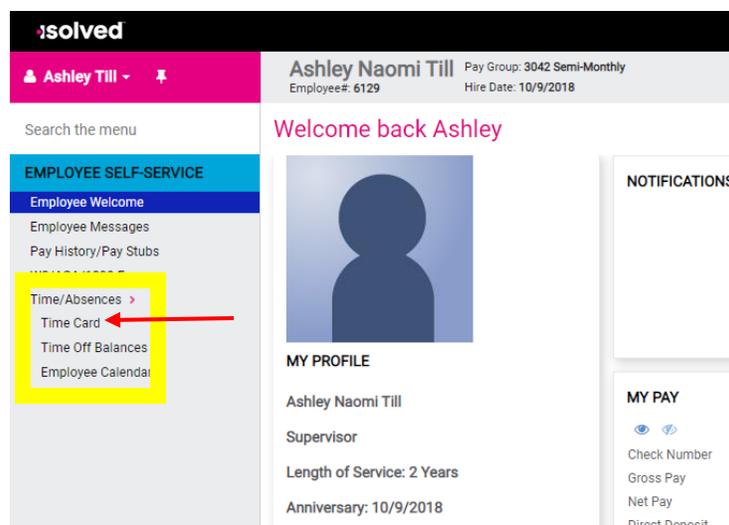
Logging hours through iSolved

This document will walk you through the iSolved website so you can log hours, check pay stubs, and request time off. Before you begin logging hours you please make sure you have set up your iSolved account. The username should be the email you provided us when you were first hired. You should have received instructions on this when your direct deposit was set up during your hiring process as well. If you did not receive them please email Babs at babsnavarra5@yahoo.com and cc your hiring director as well.

1. Go to <https://hkp-usa.com/UserLogin.aspx> and log in with your username and password.



2. On the left hand side, navigate to “Time/Absences >” and click on it to open up the drop down menu.
 - a. “Time card” will take you to where you log your hours (I’ll walk you through this in the next steps).
 - b. “Time Off Balances” will show you a summary of your hours accrued for sick leave, etc. if you qualify for them.
 - c. “Employee Calendar” will give you a month’s view of your hours.



3. To log hours, you'll have the option of using the "Calendar" or "Spreadsheet" views. I recommend using the spreadsheet but both work the same way. I'll model this with a 3-hour work day and 15 minutes of prep.

NOTE FOR BOTH METHODS: The Labor sections will default to your main tutoring center so *if you only work at a single center and only log teaching hours then you do not need to adjust anything for "Job" or "Department"*. If you separate Prep Time and Teaching time then you will need to change the "Job" when you log "Prep Time" to differentiate it from your teaching hours. If you work at multiple centers you will need to adjust the "Department." If your Director had instructed you to change any of these categories make sure you are following their instructions on what should be done.

solved

Ashley Till

Ashley Naomi Till Pay Group: 3042 Semi-Monthly
Employee#: 6129 Hire Date: 10/9/2018

Search the menu

EMPLOYEE SELF-SERVICE

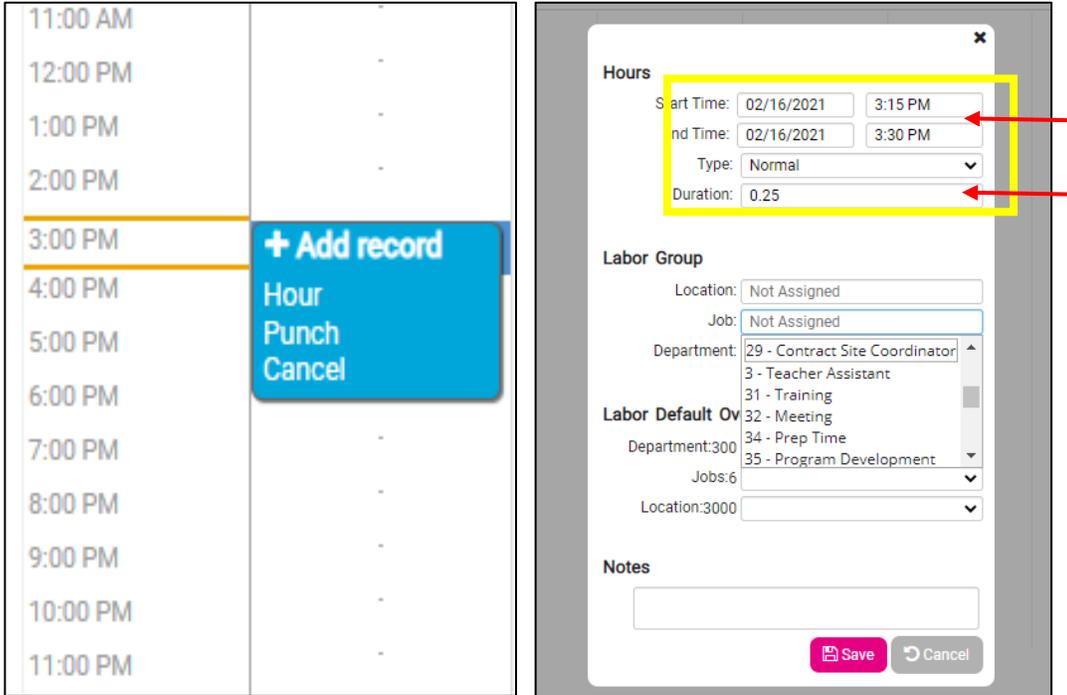
- Employee Welcome
- Employee Messages
- Pay History/Pay Stubs
- W2/ACA/1099 Forms
- Time/Absences >
- Time Card**
- Time Off Balances
- Employee Calendar

Request Time Off Time Card Report Preview

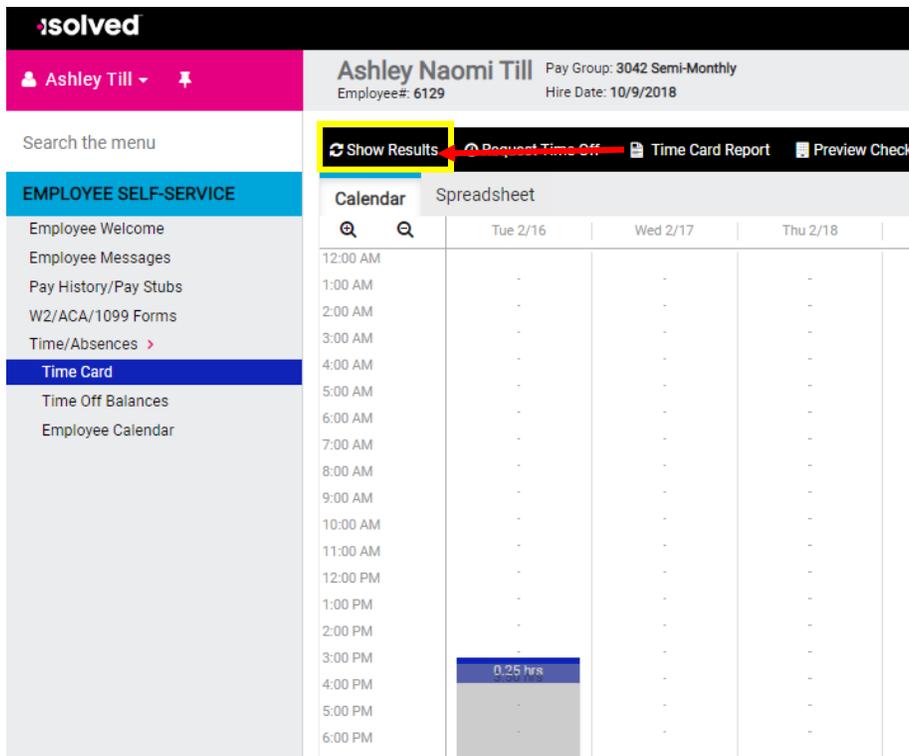
Calendar Spreadsheet

	Tue 2/16	Wed 2/17
12:00 AM		
1:00 AM	-	-
2:00 AM	-	-
3:00 AM	-	-
4:00 AM	-	-
5:00 AM	-	-
6:00 AM	-	-
7:00 AM	-	-

- a. **Calendar view** will show you the current pay period. You'll go to the day you're logging hours for and click on the time you started your shift. A blue box will appear and you'll want to click on "Hour." In this new menu you can either edit the "Start" and "End" times to reflect time worked or input the "Start" time and edit the "Duration." (Example: 3:15pm and 3:30pm for "Start Time" and "End Time" **OR** 3:15pm for "Start Time" and then .25 for "Duration"). Press the pink save button and then repeat this for your Teaching hours or other shifts worked.



After inputting your hours you'll notice a new button at the top right, "Show Results," that submits your hours. Your shifts should then turn blue and you'll know your hours are submitted.



- b. **Spreadsheet view** will work much the same way. It will list the days in the pay period and again you can either edit the “Start” and “End” times to reflect time worked or input the “Start” time and edit the “Duration.” Make sure you are on the correct day and press the “+” to add an extra line in the same day so you can input both teaching and prep time or other shifts worked. Don’t forget to submit by clicking “Show Results.” The screenshots below are zoomed in for ease of viewing.

EMPLOYEE SELF-SERVICE

Employee Welcome
Employee Messages
Pay History/Pay Stubs
W2/ACA/1099 Forms
Time/Absences >
Time Card
Time Off Balances
Employee Calendar

Ashley Naomi Till Pay Group: 3042 Semi-Monthly Salary ####.##
Employee#: 6129 Hire Date: 10/9/2018 Work Location: V

Show Results Request Time Off Time Card Report Preview Check

Day	Start Date	Start	Mode	Type	Round
Tue	02/16/2021	03:15 PM	Hour	Normal	No
Tue	02/16/2021	03:30 PM	Hour	Normal	No
Wed	02/17/2021		Auto	Normal	Yes
Thu	02/18/2021		Auto	Normal	Yes
Fri	02/19/2021		Auto	Normal	Yes
Sat	02/20/2021		Auto	Normal	Yes
Sun	02/21/2021		Auto	Normal	Yes
Mon	02/22/2021		Auto	Normal	Yes
Tue	02/23/2021		Auto	Normal	Yes
Wed	02/24/2021		Auto	Normal	Yes
Thu	02/25/2021		Auto	Normal	Yes
Fri	02/26/2021		Auto	Normal	Yes
Sat	02/27/2021		Auto	Normal	Yes
Sun	02/28/2021		Auto	Normal	Yes

Job	Department	Department	Jobs	Location	End Date	End	Mode	Type	Round	Hours
34 - Prep Time			34		02/16/2021	03:30 PM	Auto	Normal	Yes	0.25
					02/16/2021	06:30 PM	Auto	Normal	Yes	3.00
					02/17/2021		Auto	Normal	Yes	0.00
					02/18/2021		Auto	Normal	Yes	0.00
					02/19/2021		Auto	Normal	Yes	0.00
					02/20/2021		Auto	Normal	Yes	0.00
					02/21/2021		Auto	Normal	Yes	0.00
					02/22/2021		Auto	Normal	Yes	0.00
					02/23/2021		Auto	Normal	Yes	0.00
					02/24/2021		Auto	Normal	Yes	0.00
					02/25/2021		Auto	Normal	Yes	0.00
					02/26/2021		Auto	Normal	Yes	0.00
					02/27/2021		Auto	Normal	Yes	0.00
					02/28/2021		Auto	Normal	Yes	0.00