# Self Service Punching

Upon logging into iSolved, an employee can immediately create a punch by using the employee self-service punch option location at the top left side of the page, as seen below. In this menu, a punch can be created via two different methods:

## Quick Punch

1. When a user clicks on the **Quick Punch** option, iSolved will immediately create a punch for the current date and time for the user, without the option to add punch notes or other punch options.
2. Once the punch is created, the user will see a confirmation at the top of the iSolved page as shown above.

## Requesting Time Off

Users have the ability to submit a time off request from the time card screen, by selecting the request time off button on the blue action bar.



1. Select the **Request Time Off** button from the action bar
2. Enter the time off request details
   1. Select Absence Policy
   2. Select the From and To Dates
   3. Enter Start time for the absences
   4. Update corresponding dates of the week
   5. Enter the numbers of hours per day you are requesting
3. Review the Projected Balances
   1. After Time off Request: What the employee balance will be after the request is made. This is simply the current balance minus the request.
      1. **Note:** This does not take any future awards/pending/limits into consideration after the date of the request.
   2. Current Plan Year: Balance will take all current requests/future awards/pending approvals/limits into consideration to the end of the current plan year.
   3. Next Plan Year: Balance will take all current requests/future awards/pending approvals/limits/carryover into consideration through the end of the next plan year.

