



Employee Login and Clock in

After you have received your welcome letter from pcspay@mysolved.com, and logged into iSolved your username will typically be your email address, and your password will be one of your choosing. It is recommended to save "pcspay.mysolved.com" as a favorite in your web browser or on your desktop background.

To Clock In/Out

- Upon reaching the website – you will need to enter your username and password that you have setup. Then click login

A screenshot of the iSolved sign-in page. The page features the iSolved logo at the top, followed by the text "Sign in". Below this are two input fields: "Username" and a password field with masked characters. There are two orange buttons: "Login" and "Cancel". Below the buttons are links for "Secure Cloud Logon" (with a lock icon) and "Forgot Password?". At the bottom, there is a green circular logo with "PCS" inside, and the text "Human Capital Management" below it.

iSolved

Sign in

Username

.....

Login

Cancel




Secure Cloud Logon

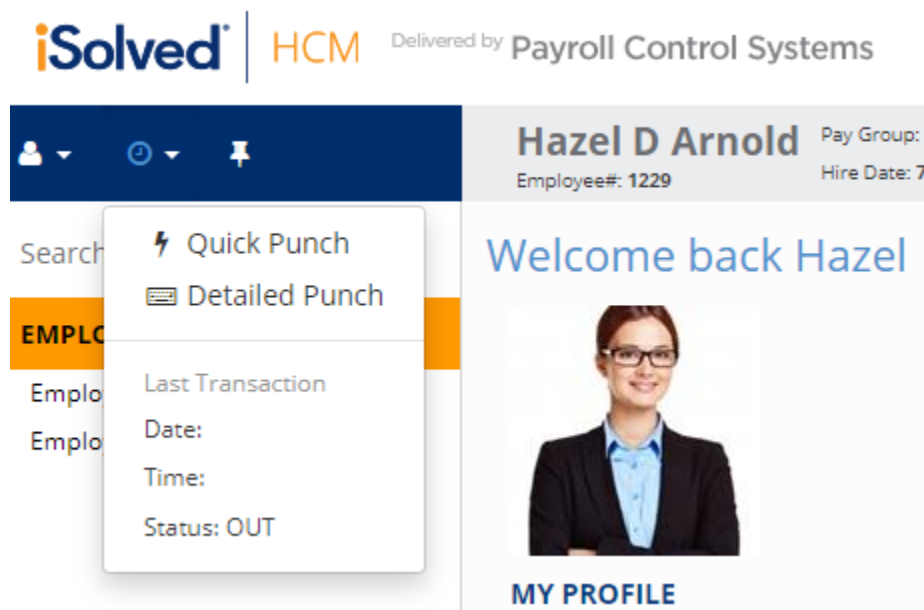
[Forgot Password?](#)

PCS

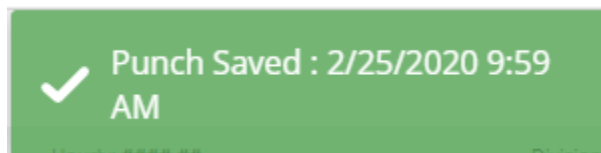
Human Capital Management



- In the upper left-hand corner, in the blue action bar, there are three action items.
 - User Options 
 - Timecard Options 
 - Compact Menu 
- Under “Timecard Options” or, the clock icon, you will see two options:
 - Quick Punch
 - You can use this most of the time, as the system will use your computer time to clock you in or out.
 - Detailed Punch
 - If you want to specify whether you are coming in/out or whether the punch is a meal/break, etc. you can use this option. However, based upon system settings, they may already be considered.

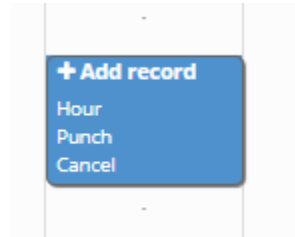


Click on the clock icon – click Quick Punch/Detailed Punch – and you will see a green floating icon in the center of your screen stating, “Punch Saved”. And you will be done. Do this as your administration has told you to. (i.e., first in / last out. For breaks/meals, etc.).





- On the timecard itself, (Employee self-service > time > timecard) to modify / add record click anywhere on the timecard that does not have any information (the white empty space) and you will get the “+ Add record” box popup



- This add record will give you two options, add record Hour, and Add record Punch:
 - Hour will give you two records to modify (In and Out). You can usually always keep the type as “normal” unless you are entering this time specifically as a meal or break. You can also choose a labor group here if applicable.

- Whereas the add record punch option will give you a single record to modify. It is the same process as above but entering a single time instead of two.