

# Approve Pending Punches in Classic View



This guide will walk you through the steps to approve pending punches for employees in Thread HCM. Learn how to navigate to the pending punches section and process approvals efficiently.

1 Navigate to <https://connect.threadhcm.com/default.aspx#/default.aspx>

The screenshot shows the Thread HCM employee self-service portal for Ryan Reynolds. The top navigation bar includes the user's name, home icon, and a clock icon. Below this is a search bar and a list of menu items under "Employee Self-Service". The main content area is titled "Welcome back Ryan" and features a profile card for Ryan Reynolds, a "NOTIFICATIONS" section with a document requiring review, a "MY PAY" section with a table of pay details, and "MY HUMAN RESOURCE CONTACTS" and "MY BENEFITS" sections.

**Employee Self-Service Menu:**

- Employee Welcome
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Direct Deposits
- Human Resources >
- EE Performance Reviews >
- Update Information >
- EE Benefits >
- ZayZoon On-Demand Pay
- Time >
- Occurrences

**Employee Profile:**

Ryan Reynolds  
Finance Manager  
Length of Service: 11 Months  
Anniversary: 4/9/2025

**NOTIFICATIONS:**

- Documents requiring your review

**MY PAY:**

|                | 10/10/2025 | 7/18/2025 |
|----------------|------------|-----------|
| Check Number   | 18         | 29        |
| Gross Pay      |            |           |
| Net Pay        |            |           |
| Direct Deposit |            |           |

**MY HUMAN RESOURCE CONTACTS:**

**MY BENEFITS:**

## 2 Click your name in the top left.

The screenshot shows the 'isolved' employee self-service portal. At the top left, the user's name 'Ryan Reynolds' is highlighted with an orange circle. The main content area displays 'Welcome back Ryan' and a profile card for Ryan Reynolds, Finance Manager, with a length of service of 11 months and an anniversary of 4/9/2025. The profile card is also highlighted with an orange circle. To the right of the profile are sections for 'NOTIFICATIONS' (Documents requiring your review), 'MY HUMAN RESOURCE CONTACTS', 'MY PAY' (with a table of pay details), and 'MY BENEFITS'. A left-hand navigation menu is visible, with 'Employee Self-Service' and 'Employee Welcome' highlighted.

isolved Delivered by thread

Client: CYN22 - CynTech  
Company: Cynkar Technologies (Acti)

isolved University

Ryan Reynolds Pay Group: Bi-Weekly Hire Date: 4/9/2025 Team: Location:  
Employee #: 1 Hourly: ####.## Work Location: Augusta, GA Department:

Welcome back Ryan

**MY PROFILE**

Ryan Reynolds  
Finance Manager  
Length of Service: 11 Months  
Anniversary: 4/9/2025

**NOTIFICATIONS**

Documents requiring your review

**MY HUMAN RESOURCE CONTACTS**

**MY PAY**

|                | 10/10/2025 | 7/18/2025 |
|----------------|------------|-----------|
| Check Number   | 18         | 29        |
| Gross Pay      |            |           |
| Net Pay        |            |           |
| Direct Deposit |            |           |

**MY BENEFITS**

Employee Self-Service

Employee Welcome

Pay History

W2/ACA/1099 Forms

Employee Profile

Employee Messages

Direct Deposits

Human Resources >

EE Performance Reviews >

Update Information >

EE Benefits >

ZayZoon On-Demand Pay

Time >

Occurrences

## 3 Click Manager View or Supervisor View

This screenshot is identical to the one above, showing the 'isolved' employee self-service portal. The user's name 'Ryan Reynolds' and the profile card are highlighted with orange circles. The layout and content are the same as in the previous screenshot.

isolved Delivered by thread

Client: CYN22 - CynTech  
Company: Cynkar Technologies (Acti)

isolved University

Ryan Reynolds Pay Group: Bi-Weekly Hire Date: 4/9/2025 Team: Location:  
Employee #: 1 Hourly: ####.## Work Location: Augusta, GA Department:

Welcome back Ryan

**MY PROFILE**

Ryan Reynolds  
Finance Manager  
Length of Service: 11 Months  
Anniversary: 4/9/2025

**NOTIFICATIONS**

Documents requiring your review

**MY HUMAN RESOURCE CONTACTS**

**MY PAY**

|                | 10/10/2025 | 7/18/2025 |
|----------------|------------|-----------|
| Check Number   | 18         | 29        |
| Gross Pay      |            |           |
| Net Pay        |            |           |
| Direct Deposit |            |           |

**MY BENEFITS**

Employee Self-Service

Employee Welcome

Pay History

W2/ACA/1099 Forms

Employee Profile

Employee Messages

Direct Deposits

Human Resources >

EE Performance Reviews >

Update Information >

EE Benefits >

ZayZoon On-Demand Pay

Time >

Occurrences

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My Dashboard is the Manager/Supervisor Landing Page. Once you're here you can see if there are any missed punches to approve. You can click here and it will take you to the Pending Punches Dashboard, or you can click it in the list on the left of the Dashboard.

Client: CYN22 - CynTech Legal: Cynkar Technologies

### My Dashboard

Options

- You have Pending Time Off Requests! Click here to view.
- You have No Pending Transactions
- You have Pending Punches between 3/15/2026 - 4/5/2026! Click here to view.

Pending Transaction

Pending PUNCHES

Alert Monitoring

Employee Punch Status

Punch Note Response

Scheduled Vs Worked Hou...

Earnings Summary of Hou...

Occurrence Tracking

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Once you're in there, you can filter employees up top or view the full list and sort.

Client: CYN22 - CynTech Legal: Cynkar Technologies

### My Dashboard

Options

Filtered: Status (Active), Punch Status (Pending), Start Date (3/15/2026), End Date (4/5/2026)

Policy Group: ANY Worked Labor: ANY EE Status: Active Manager: ANY EE Group: ANY

Pay Group: ANY Labor Value: ANY EE Type: ANY Supervisor: ANY

Punch Status: Pending Start Date: 3/15/2026 End Date: 4/5/2026

Select All Approve Selected Process

0 Punches Selected

| All                      | Status  | TCID | EEID | Empl...      | Date/T...  | Type   | Mode | Depart... | Project | Notes | Status     | Status     |      |
|--------------------------|---------|------|------|--------------|------------|--------|------|-----------|---------|-------|------------|------------|------|
| <input type="checkbox"/> | Pending | 6    | 0006 | Bailey, C... | 03/16/2... | Normal | Auto |           |         |       | rcynkar... | 03/16/2... | View |
| <input type="checkbox"/> | Pending | 6    | 0006 | Bailey, C... | 03/16/2... | Normal | Auto |           |         |       | rcynkar... | 03/16/2... | View |

## 6 Click **View** to see the employee's timecard.

The screenshot shows the 'My Dashboard' interface for 'Isolated University'. The left sidebar contains navigation options like 'Employee Admin Tools', 'Employee Management', and 'Employee Self-Service'. The main area displays a table of punch records with columns for Status, TCID, EEID, Employee Name, Date/Time, Type, Mode, Department, Project, Notes, and Status. The first row shows a 'Pending' punch for employee 'Bailey, C...' on '03/16/2026'. An orange circle highlights the 'View' button in the first row.

| All                      | Status  | TCID | EEID | Empl...      | Date/T...  | Type   | Mode | Depart... | Project | Notes | Status ... | Status ... |      |
|--------------------------|---------|------|------|--------------|------------|--------|------|-----------|---------|-------|------------|------------|------|
| <input type="checkbox"/> | Pending | 6    | 0006 | Bailey, C... | 03/16/2... | Normal | Auto |           |         |       | rcynkar... | 03/16/2... | View |

## 7 You can Select All or check each employee you want to review.

The screenshot shows the 'My Dashboard' interface for 'Isolated University'. The left sidebar contains navigation options like 'Employee Admin Tools', 'Employee Management', and 'Employee Self-Service'. The main area displays a table of punch records with columns for Status, TCID, EEID, Employee Name, Date/Time, Type, Mode, Department, Project, Notes, and Status. The first row shows a 'Pending' punch for employee 'Bailey, C...' on '03/16/2026'. An orange circle highlights the 'Select All' checkbox in the table's header area.

| All                      | Status  | TCID | EEID | Empl...      | Date/T...  | Type   | Mode | Depart... | Project | Notes | Status ... | Status ... |      |
|--------------------------|---------|------|------|--------------|------------|--------|------|-----------|---------|-------|------------|------------|------|
| <input type="checkbox"/> | Pending | 6    | 0006 | Bailey, C... | 03/16/2... | Normal | Auto |           |         |       | rcynkar... | 03/16/2... | View |
| <input type="checkbox"/> | Pending | 6    | 0006 | Bailey, C... | 03/16/2... | Normal | Auto |           |         |       | rcynkar... | 03/16/2... | View |

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With the dropdown, you can select Approve or Reject Selected and click **Process**

The screenshot shows the 'My Dashboard' interface for 'CYN22 - CynTech'. The 'Options' section is active, displaying a list of punch transactions. A dropdown menu is open, showing 'Approve Selected' and 'Process' options. The 'Process' button is highlighted with an orange circle. Below the options, a table lists punch transactions with columns for Status, TCID, EIID, Employee, Date/T, Type, Mode, Department, Project, Notes, and Status. One transaction is selected with a checkmark.

| All                                 | Status  | TCID | EIID | Emple...     | Date/T...  | Type   | Mode | Depart...  | Project    | Notes | Status ... | Status ...      |
|-------------------------------------|---------|------|------|--------------|------------|--------|------|------------|------------|-------|------------|-----------------|
| <input type="checkbox"/>            | Pending | 6    | 0006 | Bailey, C... | 03/16/2... | Normal | Auto | rcynkar... | 03/16/2... |       | rcynkar... | 03/16/2... View |
| <input checked="" type="checkbox"/> | Pending | 6    | 0006 | Bailey, C... | 03/16/2... | Normal | Auto | rcynkar... | 03/16/2... |       | rcynkar... | 03/16/2... View |

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Then you'll see the confirmation that this punch was approved.

The screenshot shows the 'My Dashboard' interface after a punch has been approved. A green confirmation message is displayed at the top: 'Punch at 03/16/2026 05:00 PM was approved successfully for Employee: Bailey, Christopher'. The 'Options' section is still active, but the 'Process' button is now disabled. The table below shows that the previously selected punch is now marked as 'Approved'.

| All                      | Status  | TCID | EIID | Emple...     | Date/T...  | Type   | Mode | Depart...  | Project    | Notes | Status ... | Status ...      |
|--------------------------|---------|------|------|--------------|------------|--------|------|------------|------------|-------|------------|-----------------|
| <input type="checkbox"/> | Pending | 6    | 0006 | Bailey, C... | 03/16/2... | Normal | Auto | rcynkar... | 03/16/2... |       | rcynkar... | 03/16/2... View |