

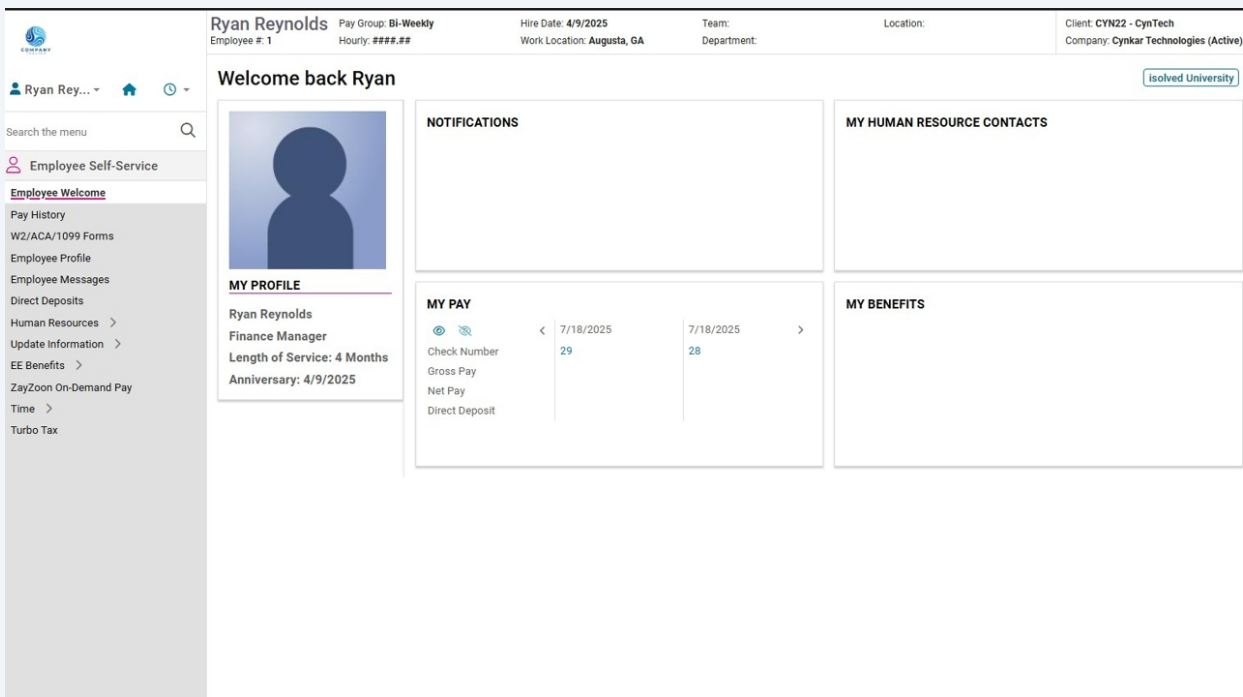
Approve Time Cards in Desktop (Classic) View



This guide walks through verifying time card hours in isolved in the Classic Desktop View. This does not lock the time cards, and should be done at the end of the pay period once all entries are in the in the time card. This will also show how to use My Dashboard to approve multiple time cards from that screen.

1

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



2 To switch to Manager view, Click on your name in the top left.

The screenshot shows the 'isolved' Employee Self-Service portal. At the top, a header bar displays the 'isolved' logo, 'Delivered by thread', and user information for Ryan Reynolds (Employee # 1, Pay Group: Bi-Weekly, Hire Date: 4/9/2025, Work Location: Augusta, GA, Team: Finance Manager, Location: Augusta, GA, Client: CYN22 - CynTech, Company: Cynkar Technologies (Active)). Below the header, a sidebar on the left contains a search bar and a list of menu items: Employee Self-Service, Employee Welcome (highlighted), Pay History, W2/ACA/1099 Forms, Employee Profile, Employee Messages, Direct Deposits, Human Resources, Update Information, EE Benefits, ZayZoon On-Demand Pay, Time, and Turbo Tax. The main content area is titled 'Welcome back Ryan' and features a profile card for Ryan Reynolds (Finance Manager, Length of Service: 4 Months, Anniversary: 4/9/2025). To the right of the profile card are four sections: NOTIFICATIONS, MY HUMAN RESOURCE CONTACTS, MY PAY (showing Check Number 29, Gross Pay, Net Pay, and Direct Deposit for 7/18/2025), and MY BENEFITS.

3 Click "Manager View" or "Supervisor View"

This screenshot shows the same 'isolved' Employee Self-Service portal as the previous one, but with the 'Manager View' dropdown menu open. The dropdown menu is located in the top left corner, below the user's name 'Ryan Reynolds', and contains three options: 'Employee View' (selected), 'Manager View', and 'Supervisor View'. The rest of the page content remains the same as in the previous screenshot.

4 Click "Time"

My Dashboard isolved University

Options

- Pending Transactions
- Pending Punches
- Alert Monitoring
- Employee Punch Status
- Punch Note Response
- Scheduled Vs Worked Hou...
- Earnings Summary of Hou...

Status Messages:

- You have Pending Time Off Requests! Click here to view.
- You have No Pending Transactions
- You have No Pending Shift Requests between 7/8/2025 - 11/18/2025
- You have No Pending Punches between 7/8/2025 - 11/18/2025

Left Sidebar:

- Employee Admin Tools
- Employee Management
- Client Management
- Reports
- Employee Self-Service
- Employee Welcome
- My Dashboard**
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Company Information
- Direct Deposits
- Human Resources >
- Update Information >
- EE Benefits >
- Time >**
- Occurrences
- Corrective Actions
- Turbo Tax

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5 Click "Time Card"

My Dashboard isolved University

Options

- Pending Transactions
- Pending Punches
- Alert Monitoring
- Employee Punch Status
- Punch Note Response
- Scheduled Vs Worked Hou...
- Earnings Summary of Hou...

Status Messages:

- You have Pending Time Off Requests! Click here to view.
- You have No Pending Transactions
- You have No Pending Shift Requests between 7/8/2025 - 11/18/2025
- You have No Pending Punches between 7/8/2025 - 11/18/2025

Left Sidebar:

- Employee Admin Tools
- Employee Management
- Client Management
- Reports
- Employee Self-Service
- Employee Welcome
- My Dashboard
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Company Information
- Direct Deposits
- Human Resources >
- Update Information >
- EE Benefits >
- Time >
- Time Card**
- Employee Absences
- Time Off Balances
- Employee Calendar
- Admin Calendar
- Occurrences
- Corrective Actions
- Turbo Tax

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6 Click the employee's Time Card you want to view.

Client: CYN22 - CynTech

Employee List

▼ Expand All Groups ▲ Collapse All Groups ↺ Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Pay Group	Employee ID	First Name	Preferred Na...	Middle Name	Last Name	Status	Team	Department
Cynkar Technolo...	Bi-Weekly	0006	Christopher			Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	520	George			Clooney	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	516	Mel			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2384	TEST	Ryan		EMPLOYEE	Active	01 - 01	
Cynkar Technolo...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar Technolo...	Bi-Weekly	2365	Rickie			Fowler	Active		
Cynkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active		
Cynkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active		
Cynkar Technolo...	Bi-Weekly	0018	John			Jack	Active		
Cynkar Technolo...	Bi-Weekly	38	Michael			Jackson	Active		
Cynkar Technolo...	Bi-Weekly	0026	Nathan			Johnson	Active		

7 Click "Verification:" in the top left

Client: CYN22 - CynTech

Christopher Bailey

Employee # 0006 Pay Group: Bi-Weekly Status: Active Hourly: #### Hire Date: 1/30/2023 Work Location: DECATU... Department: Location: Team: Company: Cynkar Technologies (Acti

Verification: Unverified Request Time Off View Scheduler Time Card Report Schedule Report

Calendar Spreadsheet

	Sun 8/10	Mon 8/11	Tue 8/12	Wed 8/13	Thu 8/14	Fri 8/15	Sat 8/16	Sun 8/17	Mon 8/18	Total
12:00 AM	-	-	-	-	-	-	-	-	-	
1:00 AM	-	-	-	-	-	-	-	-	-	
2:00 AM	-	-	-	-	-	-	-	-	-	
3:00 AM	-	-	-	-	-	-	-	-	-	
4:00 AM	-	-	-	-	-	-	-	-	-	
5:00 AM	-	-	-	-	-	-	-	-	-	
6:00 AM	-	-	-	-	-	-	-	-	-	
7:00 AM	-	-	-	-	-	-	-	-	-	
8:00 AM	-	-	-	-	-	-	-	-	-	
9:00 AM	-	-	-	-	-	-	-	-	-	
10:00 AM	-	-	-	-	-	-	-	-	-	
11:00 AM	-	-	-	-	-	-	-	-	-	
12:00 PM	-	-	-	-	-	-	-	-	-	
1:00 PM	-	-	-	-	-	-	-	-	-	
2:00 PM	-	-	-	-	-	-	-	-	-	
3:00 PM	-	-	-	-	-	-	-	-	-	
4:00 PM	-	-	-	-	-	-	-	-	-	
5:00 PM	-	-	-	-	-	-	-	-	-	
6:00 PM	-	-	-	-	-	-	-	-	-	
7:00 PM	-	-	-	-	-	-	-	-	-	
8:00 PM	-	-	-	-	-	-	-	-	-	
9:00 PM	-	-	-	-	-	-	-	-	-	
10:00 PM	-	-	-	-	-	-	-	-	-	
11:00 PM	-	-	-	-	-	-	-	-	-	
12:00 AM	-	-	-	-	-	-	-	-	-	
1:00 AM	-	-	-	-	-	-	-	-	-	
Total Hours			12.50	4.00	9.00	9.18				34.68

8

If everything is correct in the time card and the pay period is complete, Click this checkbox next to Approve

iSolved Delivered by thread

Christopher Bailey Employee # 0006 Pay Group: Bi-Weekly Status: Active Hourly: ##### Work Location: DECATU... Department: Client: CYN22 - CynTech Company: Cynkar Technologies (Act)

1 of 62

Verification: Unverified Request Time Off View Scheduler Time Card Report Schedule Report

Employee: Approve Manager: Approve

	Wed 8/13	Thu 8/14	Fri 8/15	Sat 8/16	Sun 8/17	Mon 8/18	Total
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							
1:00 AM							
Total Hours	12.50	4.00	9.00	9.18			34.68

9

You'll see Verification Successful up top

iSolved Delivered by thread

Christopher Bailey Employee # 0006 Pay Group: Bi-Weekly Status: Active Hourly: ##### Work Location: DECATU... Department: Client: CYN22 - CynTech Company: Cynkar Technologies (Act)

1 of 62

Verification: Successful Request Time Off View Scheduler Time Card Report Schedule Report

	Sun 8/10	Mon 8/11	Tue 8/12	Wed 8/13	Thu 8/14	Fri 8/15	Sat 8/16	Sun 8/17	Mon 8/18	Total
12:00 AM										
1:00 AM										
2:00 AM										
3:00 AM										
4:00 AM										
5:00 AM										
6:00 AM										
7:00 AM										
8:00 AM										
9:00 AM										
10:00 AM										
11:00 AM										
12:00 PM										
1:00 PM										
2:00 PM										
3:00 PM										
4:00 PM										
5:00 PM										
6:00 PM										
7:00 PM										
8:00 PM										
9:00 PM										
10:00 PM										
11:00 PM										
12:00 AM										
1:00 AM										
Total Hours			12.50	4.00	9.00	9.18				34.68

10 Then you'll be able to navigate to the next employee to review the next time card

The screenshot shows the 'isolved' web application interface for reviewing time cards. At the top, the user is logged in as Ryan Rey... and the employee being reviewed is Christopher Bailey (Employee # 0006). The interface includes a sidebar with navigation options like 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Reports', and 'Employee Self-Service'. The main area displays a 'Time Card Report' for the period Sun 08/10/2025 - Sat 08/23/2025. A 'Verification: Partially Verified' status is shown. The report includes a 'Calendar' view and a 'Spreadsheet' view. The spreadsheet view shows a grid of time slots from 12:00 AM to 1:00 AM for each day. Blue blocks indicate scheduled shifts, such as 9:00 AM-6:00 PM on Thu 8/14 and 8:10 AM-5:21 PM on Fri 8/15. The total hours for the period are 34.68.

11 There is another way to approve time cards without looking at each time card. It is recommended to review all timecards before reviewing here. Click "My Dashboard"

The screenshot shows the 'isolved' web application interface for the 'My Dashboard' section. The user is logged in as Ryan Rey... and the client is CYN22 - CynTech. The dashboard includes a sidebar with navigation options like 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Reports', and 'Employee Self-Service'. The main area displays a 'My Dashboard' section with a 'Pending Transactions' list. The list includes items like 'Pending Punches', 'Alert Monitoring', 'Employee Punch Status', 'Punch Note Response', 'Scheduled Vs Worked Hou...', and 'Earnings Summary of Hou...'. There are also status indicators for pending transactions and punches.

12 Click "Earnings Summary of Hours"

The screenshot shows the 'My Dashboard' page. The left sidebar contains a search bar and a list of menu items under 'Employee Self-Service', with 'My Dashboard' selected. The main content area is divided into two sections: 'Options' on the left and a list of status messages on the right. The 'Options' list includes 'Pending Transactions', 'Pending Punches', 'Alert Monitoring', 'Employee Punch Status', 'Punch Note Response', 'Scheduled Vs Worked Hours', and 'Earnings Summary of Hours'. The 'Earnings Summary of Hours' link is circled in orange. The status messages on the right include: 'You have Pending Time Off Requests! Click here to view.', 'You have No Pending Transactions', 'You have No Pending Shift Requests between 7/8/2025 - 11/23/2025', and 'You have No Pending Punches between 7/8/2025 - 11/23/2025'.

13 Over on the right side you can choose the Verification Filters. Select the Pay Group.

The screenshot shows the 'My Dashboard' page with the 'Verification Filters' section expanded. The filters include: Policy Group (ANY), Worked Labor (ANY), EE Status (Active), Manager (ANY), Labor Value (ANY), EE Type (ANY), Supervisor (ANY), Earning Type (ANY), Start Date (8/18/2025), End Date (8/24/2025), and EE Group (ANY). There is also a checkbox for 'Include Employees with no Earnings'. The 'Verification Filters' section is circled in orange, and the 'Pay Group' dropdown is highlighted. Below the filters is a table with columns: Employee Name, ID, Earnings, Hours, and Hour Notes.

14 Select the "Current Pay Period" option.

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Client: CYN22 - CynTech Legal: Cynkar Technologies

My Dashboard isolved University

Options

Filtered: Pay Group (Bi-Weekly), Pay Run (Current Pay Period), Status (Active), Earning Type (ANY), Start Date (8/24/2025), End Date (9/6/2025)

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

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

Earning Type: ANY Start Date: 8/24/2025 End Date: 9/6/2025

Include Employees with no Earnings: ☐

Verification Filters

Pay Group: Bi-Weekly

Payroll Run: **Current Pay Period**

Apply Reset

Employee Name	ID	Earnings	Hours	Hour Notes
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15 Click "Apply"

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Client: CYN22 - CynTech Legal: Cynkar Technologies

My Dashboard isolved University

Options

Filtered: Pay Group (Bi-Weekly), Pay Run (Current Pay Period), Status (Active), Earning Type (ANY), Start Date (8/24/2025), End Date (9/6/2025)

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

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

Earning Type: ANY Start Date: 8/24/2025 End Date: 9/6/2025

Include Employees with no Earnings: ☐

Verification Filters

Pay Group: Bi-Weekly

Payroll Run: Current Pay Period

Apply Reset

Employee Name	ID	Earnings	Hours	Hour Notes
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16 Here you will be able to check individual time cards

My Dashboard Isolved University

Filtered: Pay Group (Bi-Weekly), Pay Run (Current Pay Period), Status (Active), Earning Type (ANY), Start Date (8/24/2025), End Date (9/6/2025) Filter

Options

- Pending Transactions
- Pending Punches
- Alert Monitoring
- Employee Punch Status
- Punch Note Response
- Scheduled Vs Worked Hou...
- Earnings Summary of Hou...**

Earnings Summary of Hours

Employee Name	ID	Earnings	Hours	Hour Notes	Employee Verification	Manager Verification	Supervisor Verification
Bailey, Christopher	0006	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Button IV, Benjamin	0025	Hourly Regular	42.75	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Clooney, George	520	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Employee, Penn	2354	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
EMPLOYEE, TEST	2384	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Hoffman, Dustin	2378	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Jack, John	0018	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Jackson, Michael	38	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Johnson, Nathan	0026	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Manual, Christian	0023	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
McNair, Noah	0028	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All

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17 Or up top you can Select All

My Dashboard Isolved University

Filtered: Pay Group (Bi-Weekly), Pay Run (Current Pay Period), Status (Active), Earning Type (ANY), Start Date (8/24/2025), End Date (9/6/2025) Filter

Options

- Pending Transactions
- Pending Punches
- Alert Monitoring
- Employee Punch Status
- Punch Note Response
- Scheduled Vs Worked Hou...
- Earnings Summary of Hou...**

Earnings Summary of Hours

Employee Name	ID	Earnings	Hours	Hour Notes	Employee Verification	Manager Verification	Supervisor Verification
Bailey, Christopher	0006	Holiday	8.00	View	<input type="checkbox"/> Select All	<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Select All
Button IV, Benjamin	0025	Hourly Regular	42.75	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Clooney, George	520	Holiday	8.00	View	<input type="checkbox"/> Select All	<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Select All
Employee, Penn	2354	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
EMPLOYEE, TEST	2384	Holiday	8.00	View	<input type="checkbox"/> Select All	<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Select All
Hoffman, Dustin	2378	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Jack, John	0018	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Jackson, Michael	38	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Johnson, Nathan	0026	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Manual, Christian	0023	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
McNair, Noah	0028	Holiday	8.00	View	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All

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18 Then Click "Save"

Ryan Rey...

arch the menu

Employee Admin Tools
Employee Management
Client Management
Reports
Employee Self-Service
Employee Welcome
My Dashboard
Pay History
12/ACA/1099 Forms
Employee Profile
Employee Messages
Company Information
Direct Deposits
Human Resources
Update Information
E Benefits
Time
Occurrences
Corrective Actions
Turbo Tax

My Dashboard

Options

Pending Transactions
Pending Punches
Alert Monitoring
Employee Punch Status
Punch Note Response
Scheduled Vs Worked Hou...
Earnings Summary of Hou...

Filtered: Pay Group (Bi-Weekly), Pay Run (Current Pay Period), Status (Active), Earning Type (ANY), Start Date (8/24/2025), End Date (9/6/2025)

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Filter

Earning

Employee Name	ID	Earnings	Hours	Hour Notes	Employee Verification	Manager Verification	Supervisor Verification
					Select All	Select All	Select All
Bailey, Christopher	0006	Holiday	8.00	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clooney, George	520	Holiday	8.00	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee, Penn	2354	Holiday	8.00	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE, TEST	2384	Holiday	8.00	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hoffman, Dustin	2378	Holiday	8.00	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack, John	0018	Holiday	8.00	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jackson, Michael	38	Holiday	8.00	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnson, Nathan	0026	Holiday	8.00	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual, Christian	0023	Holiday	8.00	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
McCoy, Noah	0028	Holiday	8.00	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mikaelenn Phil	2362	Holiday	8.00	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

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