

# 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>

The screenshot shows the classic desktop view of the Thread HCM system for employee Ryan Reynolds. The interface includes a top navigation bar with the Thread logo, a search bar, and a navigation menu on the left. The main content area is divided into several sections:

- Employee Information:** Ryan Reynolds, Pay Group: BI-Weekly, Hire Date: 4/9/2025, Work Location: Augusta, GA, Client: CYN22 - CynTech, Company: Cynkar Technologies (Active).
- Welcome back Ryan:** A personalized greeting with a "isolved University" button.
- MY PROFILE:** Ryan Reynolds, Finance Manager, Length of Service: 4 Months, Anniversary: 4/9/2025.
- MY PAY:** A table showing pay information for the period 7/18/2025 to 7/18/2025.
- NOTIFICATIONS:** A section for displaying notifications.
- MY HUMAN RESOURCE CONTACTS:** A section for displaying human resource contacts.
- MY BENEFITS:** A section for displaying benefits information.

	7/18/2025	7/18/2025
Check Number	29	28
Gross Pay		
Net Pay		
Direct Deposit		

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

The screenshot shows the 'isolved' portal interface. At the top, it says 'Delivered by thread'. The user's profile information is displayed: Ryan Reynolds, Pay Group: Bi-Weekly, Hire Date: 4/9/2025, Work Location: Augusta, GA, Team: , Department: , Location: , Client: CYN22 - CynTech, Company: Cynkar Technologies (Acti). The main content area is titled 'Welcome back Ryan' and includes sections for 'MY PROFILE' (Ryan Reynolds, Finance Manager, Length of Service: 4 Months, Anniversary: 4/9/2025), 'MY PAY' (Check Number 29, Gross Pay, Net Pay, Direct Deposit), 'NOTIFICATIONS', 'MY HUMAN RESOURCE CONTACTS', and 'MY BENEFITS'. The left sidebar shows 'Employee Self-Service' options, with 'Employee Welcome' selected. The user's name 'Ryan Rey...' is circled in orange in the top left navigation area.

3 Click "Manager View" or "Supervisor View"

The screenshot shows the 'isolved' portal interface, similar to the previous one. The user's name 'Ryan Rey...' is circled in orange in the top left navigation area. A dropdown menu is open, showing 'Employee View', 'Manager View', and 'Supervisor View'. The 'Manager View' and 'Supervisor View' options are circled in orange. The main content area is titled 'Welcome back Ryan' and includes sections for 'MY PROFILE' (Ryan Reynolds, Finance Manager, Length of Service: 4 Months, Anniversary: 4/9/2025), 'MY PAY' (Check Number 29, Gross Pay, Net Pay, Direct Deposit), 'NOTIFICATIONS', 'MY HUMAN RESOURCE CONTACTS', and 'MY BENEFITS'. The left sidebar shows 'Employee Self-Service' options, with 'Employee Welcome' selected.

## 4 Click "Time"

The screenshot shows the 'My Dashboard' interface for 'Isolved University'. The left sidebar contains a search bar and a menu with categories: Employee Admin Tools, Employee Management, Client Management, Reports, and Employee Self-Service. Under Employee Self-Service, the 'Time' menu item is circled in orange. The main dashboard area displays a 'My Dashboard' header, a list of 'Options' (Pending Transactions, Pending Punches, Alert Monitoring, Employee Punch Status, Punch Note Response, Scheduled Vs Worked Hou..., Earnings Summary of Hou...), and three status messages: 'You have Pending Time Off Requests! Click here to view.', 'You have No Pending Transactions', and 'You have No Pending Punches between 7/8/2025 - 11/18/2025'.

## 5 Click "Time Card"

The screenshot shows the 'My Dashboard' interface for 'Isolved University'. The left sidebar is scrolled down, and the 'Time Card' menu item is circled in orange. The main dashboard area displays the same 'Options' list and status messages as in the previous screenshot.

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 Once you're on the time card, click the back arrow to go back to the past pay period to approve. It defaults to the current pay period.

1 of 72 Chris Bailey Pay Group: Bi-Weekly Hourly: ####.## Work Location: DECATUR, GA Department: Client: CYN22 - CynTech  
Employee #: 0006 Status: Active Hire Date: 1/30/2023 Team: Location: 2 - Hawthorne Company: Cynkar Tech

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

Calendar Spreadsheet Sun 02/08/2026 - Sat 02/21/2026

	Thu 2/12	Fri 2/13	Sat 2/14	Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21
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	-	(8:00 AM) PTO 4:00 PM 8.00 hrs	(8:00 AM) PTO 4:00 PM 8.00 hrs	-	-	-	-	-	(8:00 AM) PTO 4:00 PM 8.00 hrs	-
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	-	-	-	-	-	-	-	-	-	-

## 8 Click "Verification: Unverified"

The screenshot shows the iSolved HR system interface for employee Chris Bailey. The top navigation bar includes the iSolved logo, employee name, pay group (Bi-Weekly), status (Active), hourly rate, hire date (1/30/2023), work location (DECATUR, GA), department (2 - Hawthorne), and client (Company). The main content area displays a time card for the period Sun 01/25/2026 - Sat 02/07/2026. A dropdown menu is open over the 'Verification: Unverified' status, with an orange circle highlighting the 'Unverified' option. The time card shows work hours for various days, including Wed 1/28, Thu 1/29, Fri 1/30, Sat 1/31, Sun 2/1, and Mon 2/2. The time card is divided into columns for each day, with work hours indicated by blue bars and durations. The left sidebar contains navigation options such as Employee Admin Tools, Employee Management, Client Management, and Employee Self-Service.

## 9 If everything is correct in the time card and the pay period is complete, Click this checkbox next to Approve next to your user; Employee, Manager or Supervisor.

The screenshot shows the iSolved HR system interface for employee Chris Bailey. The top navigation bar includes the iSolved logo, employee name, pay group (Bi-Weekly), status (Active), hourly rate, hire date (1/30/2023), work location (DECATUR, GA), department (2 - Hawthorne), and client (Company). The main content area displays a time card for the period Sun 01/25/2026 - Sat 02/07/2026. A dropdown menu is open over the 'Verification: Unverified' status, with an orange circle highlighting the 'Approve' checkbox for the Employee role. The time card shows work hours for various days, including Wed 1/28, Thu 1/29, Fri 1/30, Sat 1/31, Sun 2/1, and Mon 2/2. The time card is divided into columns for each day, with work hours indicated by blue bars and durations. The left sidebar contains navigation options such as Employee Admin Tools, Employee Management, Client Management, and Employee Self-Service.

## 10 You'll see "Verification Successful"

ed Delivered by thread

Verification Successful

Chris Bailey Pay Group: Bi-Weekly Employee #: 0006 Status: Active Hire Date: 1/30/2023 Work Location: DECATUR, GA Department: Location: 2 - Hawthorne Client: CYN22 - CynTech Company: Cynkar Technologies (A

Verification: Partially Verified Request Time Off View Scheduler Time Card Report Schedule Report Alert Detail

Calendar Spreadsheet Sun 1/25 Mon 1/26 Tue 1/27 Wed 1/28 Thu 1/29 Fri 1/30 Sat 1/31 Sun 2/1 Mon 2/2 Tue 2/3

Time	Sun 1/25	Mon 1/26	Tue 1/27	Wed 1/28	Thu 1/29	Fri 1/30	Sat 1/31	Sun 2/1	Mon 2/2	Tue 2/3
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	-	8:00 AM-4:00 PM 8.00 hrs	8:00 AM-12:00 PM 4.00 hrs	8:00 AM-12:00 PM 4.00 hrs	-	8:00 AM-7:00 PM 11.00 hrs	-	-	8:00 AM-1:00 PM 5.00 hrs	8:00 AM-5:00 PM 9.00 hrs
9:00 AM	-	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	1:00 PM-4:00 PM 3.00 hrs	1:00 PM-6:00 PM 5.00 hrs	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-

## 11 Once you verify you can see the status of the timecard verification here.

solved Delivered by thread

Verification: Partially Verified

Chris Bailey Pay Group: Bi-Weekly Employee #: 0006 Status: Active Hire Date: 1/30/2023 Work Location: DECATUR, GA Department: Location: 2 - Hawthorne Client: C Company

Verification: Partially Verified Request Time Off View Scheduler Time Card Report Schedule Report Alert Detail

Calendar Spreadsheet Sun 1/25 Mon 1/26 Tue 1/27 Wed 1/28 Thu 1/29 Fri 1/30 Sat 1/31 Sun 2/1 Mon 2/2

Time	Sun 1/25	Mon 1/26	Tue 1/27	Wed 1/28	Thu 1/29	Fri 1/30	Sat 1/31	Sun 2/1	Mon 2/2
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	-	8:00 AM-4:00 PM 8.00 hrs	8:00 AM-12:00 PM 4.00 hrs	8:00 AM-12:00 PM 4.00 hrs	-	8:00 AM-7:00 PM 11.00 hrs	-	-	8:00 AM-1:00 PM 5.00 hrs
9:00 AM	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	1:00 PM-4:00 PM 3.00 hrs	1:00 PM-6:00 PM 5.00 hrs	-	-	-	-	-
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 Then you'll be able to navigate to the next employee to review the next time card

isolved Delivered by thread

Christopher Bailey Pay Group: Bi-Weekly Hourly: ##### Hire Date: 1/30/2023 Work Location: DECATU... Department: Client: CYN22 - CynTech Company: Cynkar Technologies (Acti

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Verification: Partially Verified Request Time Off View Scheduler Time Card Report Schedule Report

Calendar	Spreadsheet	Day	Week	Pay Period						
12:00 AM	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
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	-	-	-	-	9:00 AM-6:00 PM 9.00 hrs	8:10 AM-5:21 PM 9.18 hrs	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	-	-	-	-	-	-	-	-
2:00 PM	-	-	-	-	1:00 PM-5:00 PM 4.00 hrs	-	-	-	-	-
3:00 PM	-	-	-	-	-	-	-	-	-	-
4:00 PM	-	-	-	-	-	-	-	-	-	-
5:00 PM	-	-	-	-	-	-	-	-	-	-
6:00 PM	-	-	-	-	-	-	-	-	-	-
7:00 PM	-	-	-	-	-	-	-	-	-	-
8:00 PM	-	-	-	-	-	-	-	-	-	-
9:00 PM	-	-	-	8:30 PM-9:00 AM 12.50 hrs	-	-	-	-	-	-
10:00 PM	-	-	-	-	-	-	-	-	-	-
11:00 PM	-	-	-	-	-	-	-	-	-	-
12:00 AM	-	-	-	-	-	-	-	-	-	-
1:00 AM	-	-	-	-	-	-	-	-	-	-
Total Hours			12.50	4.00	9.00	9.18				34.68

13 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"

isolved Delivered by thread

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 No Pending Shift Requests between 7/8/2025 - 11/23/2025
- You have No Pending Punches between 7/8/2025 - 11/23/2025

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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

14 Click "Earnings Summary of Hours"

Client: CYN22 - CynTech Legal: Cynkar Technologies

**My Dashboard** isolved University

**Options**

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

● 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  
● You have No Pending Punches between 7/8/2025 - 11/23/2025

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

Client: CYN22 - CynTech Legal: Cynkar Technologies

**My Dashboard** isolved University

**Options**

Filtered: Pay Group (Bi-Weekly), Status (Active), Earning Type (ANY), Start Date (08/18/2025), End Date (08/24/2025)

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: 8/18/2025 | End Date: 8/24/2025 | Include Employees with no Earnings:

**Verification Filters**

- Pay Group: **Bi-Weekly**
- Payroll Period: ANY

Employee Name	ID	Earnings	Hours	Hour Notes

## 16 Select the "Current Pay Period" option.

The screenshot shows the 'My Dashboard' interface for 'isolved' (Delivered by thread). The client is 'CYN22 - CynTech' and the legal entity is 'Cynkar Technologies'. The dashboard is filtered for 'Pay Group (Bi-Weekly), Pay Run (Current Pay Period), Status (Active), Earning Type (ANY), Start Date (8/24/2025), End Date (9/6/2025)'. The 'Verification Filters' dropdown menu is open, showing options for 'Pay Group', 'Payroll Run', and 'Current Pay Peri'. The 'Current Pay Peri' option is highlighted with an orange circle.

Client: CYN22 - CynTech Legal: Cynkar Technologies

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)

Options

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:

Search: Apply Reset

Verification Filters

Pay Group: Bi-Weekly

Payroll Run: Current Pay Peri

Employee Name ID Earnings Hours Hour Notes

## 17 Click "Apply"

The screenshot shows the 'My Dashboard' interface for 'isolved' (Delivered by thread). The client is 'CYN22 - CynTech' and the legal entity is 'Cynkar Technologies'. The dashboard is filtered for 'Pay Group (Bi-Weekly), Pay Run (Current Pay Period), Status (Active), Earning Type (ANY), Start Date (8/24/2025), End Date (9/6/2025)'. The 'Apply' button is highlighted with an orange circle.

Client: CYN22 - CynTech Legal: Cynkar Technologies

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)

Options

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:

Search: Apply Reset

Verification Filters

Pay Group: Bi-Weekly

Payroll Run: Current Pay Peri

Employee Name ID Earnings Hours Hour Notes

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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**

200  
150  
100  
50  
0

Holiday Hourly Regular

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"/>
Button IV, Benjamin	0025	Hourly Regular	42.75	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clooney, George	520	Holiday	8.00	View	<input type="checkbox"/>	<input 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 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"/>
McNew, Nash	0028	Holiday	8.00	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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**

200  
150  
100  
50  
0

Holiday Hourly Regular

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 checked="" type="checkbox"/>	<input type="checkbox"/>
Button IV, Benjamin	0025	Hourly Regular	42.75	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 checked="" type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE, TEST	2384	Holiday	8.00	View	<input type="checkbox"/>	<input 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"/>
McNew, Nash	0028	Holiday	8.00	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Then Click "Save"

**My Dashboard** isolated 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 Hours
- Earnings Summary of Hours**

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

**Save**

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