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.

3 Click "Manager View" or "Supervisor View"

4 Click "Time"

My Dashboard

Ryan Rey... ▾ 🏠

Search the menu 🔍

🔧 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

Options

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

🟠 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 ⓘ

isolved © 2025

---

5 Click "Time Card"

My Dashboard

Ryan Rey... ▾ 🏠

Search the menu 🔍

🔧 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

Options

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

🟠 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 ⓘ

isolved © 2025

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

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.

8 Click "Verification: Unverified"

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.

10 You'll see "Verification Successful"

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

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

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"

14 Click "Earnings Summary of Hours"

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

16 Select the "Current Pay Period" option.

17 Click "Apply"

18 Here you will be able to check individual time cards

19 Or up top you can Select All

20 Then Click "Save"

My Dashboard

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--

⬍ Employee Name	⬍ ID	⬍ Earnings	⬍ Hours	⬍ Hour Notes	⬍ Employee Verification ☐ Select All	▼ Manager Verification ☐ Select All	⬍ Supervisor Verification ☐ Select All	Save
Bailey, Christopher	0006	Holiday	8.00	View	☐	☐	☐	
Clooney, George	520	Holiday	8.00	View	☐	☑	☐	
Employee, Penn	2354	Holiday	8.00	View	☐	☐	☐	
EMPLOYEE, TEST	2384	Holiday	8.00	View	☐	☑	☐	
Hoffman, Dustin	2378	Holiday	8.00	View	☐	☐	☐	
Jack, John	0018	Holiday	8.00	View	☐	☐	☐	
Jackson, Michael	38	Holiday	8.00	View	☐	☐	☐	
Johnson, Nathan	0026	Holiday	8.00	View	☐	☐	☐	
Manual, Christian	0023	Holiday	8.00	View	☐	☐	☐	
McCoy, Noah	0028	Holiday	8.00	View	☐	☐	☐	
Mickelson, Phil	2362	Holiday	8.00	View	☐	☐	☐	

Ryan Rey... ▾ 🏠

Search the menu 🔍

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 ›
E Benefits ›
Time ›
Occurrences
Corrective Actions
Turbo Tax

isolved © 2025