

Approve Time Off Requests in Classic View



This guide provides a process for managers, supervisors and administrators to approve time off requests in the Classic View of the system.

1

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

Ryan Rey...

Search the menu

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

Turbo Tax

Ryan Reynolds

Employee #: 1

Pay Group: BI-Weekly

Hourly: #####

Hire Date: 4/9/2025

Work Location: Augusta, GA

Team:

Department:

Location:

Client: CYN22 - CynTech

Company: Cynkar Technologies (Active)

Welcome back Ryan

MY PROFILE

Ryan Reynolds

Finance Manager

Length of Service: 6 Months

Anniversary: 4/9/2025

NOTIFICATIONS

Documents requiring your review

MY PAY

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

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

isolved University

2

If you are logging in as a Manager or Supervisor, you can click your name in the top left and switch to that user. If you are an Administrator (Client User) you can skip this step.

The screenshot shows the iSolved HR system interface. At the top, the header includes the iSolved logo, "Delivered by thread", and a notification bell. Below the header, the user profile for Ryan Reynolds is displayed, including Employee # 1, Pay Group: Bi-Weekly, Hire Date: 4/9/2025, Work Location: Augusta, GA, Team, Department, Location, Client: CYN22 - CynTech, and Company: Cynkar Technologies (Acti). The main content area is titled "Welcome back Ryan" and features a "MY PROFILE" section with Ryan Reynolds' name, Finance Manager title, Length of Service: 6 Months, and Anniversary: 4/9/2025. To the right, there are sections for "NOTIFICATIONS" (Documents requiring your review), "MY HUMAN RESOURCE CONTACTS", "MY PAY" (Check Number 29, Gross Pay, Net Pay, Direct Deposit), and "MY BENEFITS". On the left side, the "Employee Self-Service" menu is visible, with options like 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, and Turbo Tax. The "Employee Self-Service" menu is highlighted, and the "Employee View" option is selected.

3

Click "Manager View" or 'Supervisor View"

This screenshot is identical to the one above, showing the iSolved HR system interface for Ryan Reynolds. The key difference is in the left-hand "Employee Self-Service" menu. In this view, the "Manager View" or "Supervisor View" option is highlighted, indicating the user is switching to a managerial or supervisory role. The rest of the interface, including the user profile, notifications, and pay/benefits sections, remains the same.

4

The default screen will be My Dashboard. We have another document that discusses every item on this screen. For Time Off Requests click "You have Pending Time Off Requests! Click here to view."

You can also get there by Navigating to Employee Self Service > Time > Admin Calendar and the Pending Requests Tab

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 9/21/2025 - 1/14/2026
- You have No Pending Punches between 9/21/2025 - 1/14/2026

Pending Transactions

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

5

It will take you to the Admin Calendar where you can view all employees time offs.

Admin Calendar

Calendar Pending Requests History

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
	Approved (1) Christopher Bailey					
5	6	7	8	9	10	11
				Approved (1) Christopher Bailey		
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
					Pending (1) Christopher Bailey	
2	3	4	5	6	7	8

6 Click "Pending Requests"

The screenshot shows the 'Admin Calendar' interface for Client: CYN22 - CynTech. The 'Pending Requests' tab is selected and highlighted with an orange circle. The calendar view shows the date October 15, 2025, which is a Wednesday. The left sidebar contains a search bar and a list of menu items under 'Employee Self-Service', including 'Employee Welcome', 'My Dashboard', 'Pay History', 'W2/ACA/1099 Forms', 'Employee Profile', 'Employee Messages', 'Company Information', 'Direct Deposits', 'Human Resources', 'EE Performance Reviews', 'Update Information', 'EE Benefits', 'Time', 'Time Card', 'Employee Absences', 'Time Off Balances', and 'Employee Calendar'.

7 Click the request you'd like to review

The screenshot shows the 'Admin Calendar' interface for Client: CYN22 - CynTech. The 'Pending Requests' tab is selected and highlighted with an orange circle. Below the tab, there is a table with the following data:

Created Date/Time	Employee Number	Employee Name	Date Range	Absence Policy	Hours	Status	Status Change By	Status Change Date/Time	Estimated Remaining Balance
10/8/2025 10:30 AM	0006	Bailey, Christopher	10/31/2025	PTO	8.00	Pending	rcynkar@threadhcm.com	10/8/2025 10:30 AM	56.64

8

Review the details and add comments if you'd like

Client: CYN22 - Cyn Tech

Admin Calendar Isolved University Help

< 1 of 1 > Christopher Bailey Employee#: 0006 Status: Active Pay Group: Bi-Weekly Hire Date: 1/30/2023 Hourly: ##### Team: Location:

Absence

Date Range: 10/31/2025
Absence Policy: PTO
Hours: 8.00
Start Time: 8:00
Estimated Balance: 56.64
Available Balance: 56.64
Requestor Comments: Going to the beach!

User Comments

Comments:

Workflow Action

☒ Approves - Send to Complete - Transaction Approved
☐ Rejects - Send to Complete - Transaction Rejected

Process

9

Click "Approves - Send to Complete - Transaction Approved" or Reject

Client: CYN22 - Cyn Tech

Admin Calendar Isolved University Help

< 1 of 1 > Christopher Bailey Employee#: 0006 Status: Active Pay Group: Bi-Weekly Hire Date: 1/30/2023 Hourly: ##### Team: Location:

Absence

Date Range: 10/31/2025
Absence Policy: PTO
Hours: 8.00
Start Time: 8:00
Estimated Balance: 56.64
Available Balance: 56.64
Requestor Comments: Going to the beach!

User Comments

Comments:

Workflow Action

☒ Approves - Send to Complete - Transaction Approved
☐ Rejects - Send to Complete - Transaction Rejected

Process

10 Click "Process"

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 >

EE Performance Reviews >

Update Information >

EE Benefits >

Time ▾

Time Card

Employee Absences

Time Off Balances

Employee Calendar

Admin Calendar

Occurrences

Corrective Actions

isolved University Help

< 1 of 1 > Christopher Bailey

Employee#: 0006
Status: Active

Pay Group: Bi-Weekly
Hire Date: 1/30/2023

Hourly: #####
Work Location: DECATUR, GA

Team:
Department:

Location:

Absence

Date Range: 10/31/2025

Absence Policy: PTO

Hours: 8.00

Start Time: 8:00

Estimated Balance: 56.64

Available Balance: 56.64

Requestor Comments: Going to the beach!

User Comments

Comments:

Workflow Action

☒ Approves - Send to Complete - Transaction Approved

☐ Rejects - Send to Complete - Transaction Rejected