

Clocking In/Out with Quick Punch or Detailed Punch - Classic View - Employee



This guide shows the ways to clock in and out with the couple methods available within the Classic Desktop view.

Depending on your setup, you may not have both of the options shown in this doc.

- Quick Punch
- Detailed Punch

1

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

The screenshot displays the Thread HCM Classic Desktop interface for user Chris Bailey. The top header bar includes the Thread logo, user name 'Chris Bailey', and various system information: Pay Group: BI-Weekly, Employee #: 0006, Hourly: ####.##, Hire Date: 1/30/2023, Work Location: DECATUR, GA, Team: Department, Location, Client: CYN22 - CynTech, and Company: Cynkar Technologies (Active). A 'Solved University' button is visible in the top right.

The main content area is titled 'Welcome back Chris'. It features a profile picture placeholder and a 'MY PROFILE' section with the following details:

- Chris Bailey
- Accountant
- Length of Service: 2 Years
- Anniversary: 1/30/2023

The 'MY PAY' section shows a table with the following data:

	10/10/2025	9/26/2025
Check Number	V5071190	V5043885
Gross Pay		
Net Pay		
Direct Deposit		

The 'NOTIFICATIONS' section is titled 'Important Company Messages'. The 'MY HUMAN RESOURCE CONTACTS' and 'MY BENEFITS' sections are currently empty.

The left sidebar contains a search bar and a menu with the following items:

- 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

2 Click "Employee Welcome"

The screenshot shows the 'isolved' employee self-service portal. The top navigation bar includes the 'isolved' logo, a 'Delivered by thread' badge, and user profile information for Chris Bailey. The left sidebar contains a search bar and a list of menu items. The 'Employee Welcome' link is highlighted with an orange circle. The main content area displays a 'Welcome back Chris' message, a profile card for Chris Bailey, and sections for notifications, pay, benefits, and HR contacts.

isolved Delivered by thread

Chris Bailey Pay Group: Bi-Weekly Hire Date: 1/30/2023 Team: Location: Client: CYN22 - CynTech
Employee #: 0006 Hourly: ##### Work Location: DECATUR, GA Department: Company: Cynkar Technologies (Acti

Welcome back Chris

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

MY PROFILE

Chris Bailey
Accountant
Length of Service: 2 Years
Anniversary: 1/30/2023

NOTIFICATIONS

Important Company Messages

MY PAY

	< 10/10/2025	9/26/2025 >
Check Number	V5071190	V5043885
Gross Pay		
Net Pay		
Direct Deposit		

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

3 Click here

This screenshot is identical to the one above, showing the 'isolved' employee self-service portal. The 'Employee Welcome' link in the left sidebar is highlighted with an orange circle. The main content area displays a 'Welcome back Chris' message, a profile card for Chris Bailey, and sections for notifications, pay, benefits, and HR contacts.

isolved Delivered by thread

Chris Bailey Pay Group: Bi-Weekly Hire Date: 1/30/2023 Team: Location: Client: CYN22 - CynTech
Employee #: 0006 Hourly: ##### Work Location: DECATUR, GA Department: Company: Cynkar Technologies (Acti

Welcome back Chris

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

MY PROFILE

Chris Bailey
Accountant
Length of Service: 2 Years
Anniversary: 1/30/2023

NOTIFICATIONS

Important Company Messages

MY PAY

	< 10/10/2025	9/26/2025 >
Check Number	V5071190	V5043885
Gross Pay		
Net Pay		
Direct Deposit		

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

4 Click "Quick Punch" and you will be punched in

The screenshot shows the iSolved HR system interface for Chris Bailey. The top navigation bar includes the iSolved logo, a 'Delivered by thread' status, and user information: Chris Bailey, Employee # 0006, Pay Group: Bi-Weekly, Hourly: ####.##, Hire Date: 1/30/2023, Work Location: DECATUR, GA, Team: , Department: , Location: , Client: CYN22 - CynTech, Company: Cynkar Technologies (Acti). The main header says 'Welcome back Chris'. A left sidebar contains a search menu and a list of options: 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, and Turbo Tax. A 'Time Clock' modal is open, showing options: Punched Out, Quick Punch (highlighted with an orange circle), Detailed Punch, and Missing Punch. The main content area has sections for NOTIFICATIONS, MY HUMAN RESOURCE CONTACTS, MY PAY (with a table for 10/10/2025 and 9/26/2025), and MY BENEFITS.

	10/10/2025	9/26/2025
Check Number	V5071190	V5043885
Gross Pay		
Net Pay		
Direct Deposit		

5 You'll see this message confirming your Clock In/Out was Successful

The screenshot shows the iSolved HR system interface for Chris Bailey. The top navigation bar includes the iSolved logo, a 'Delivered by thread' status, and user information: Chris Bailey, Employee # 0006, Pay Group: Bi-Weekly, Hourly: ####.##, Hire Date: 1/30/2023, Work Location: DECATUR, GA, Team: , Department: , Location: , Client: CYN22 - CynTech, Company: Cynkar Technologies (Acti). The main header says 'Welcome back Chris'. A left sidebar contains a search menu and a list of options: 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, and Turbo Tax. A green confirmation message 'Punch Saved : 10/20/2025 12:00 PM' is displayed at the top. The main content area has sections for NOTIFICATIONS, MY HUMAN RESOURCE CONTACTS, MY PROFILE (with a profile picture and details: Chris Bailey, Accountant, Length of Service: 2 Years, Anniversary: 1/30/2023), MY PAY (with a table for 10/10/2025 and 9/26/2025), and MY BENEFITS.

	10/10/2025	9/26/2025
Check Number	V5071190	V5043885
Gross Pay		
Net Pay		
Direct Deposit		

6

From here you can also choose Detailed Punch. This would allow you to select certain details on your time card.

The screenshot shows the 'isolved' employee self-service portal for Chris Bailey. The top navigation bar includes the 'isolved' logo, a 'Delivered by thread' badge, and user information: Chris Bailey, Employee # 0006, Pay Group: Bi-Weekly, Hourly: ####.##, Hire Date: 1/30/2023, Work Location: DECATUR, GA, Team: , Location: , Client: CYN22 - CynTech, and Company: Cynkar Technologies (Acti). The main content area is titled 'Welcome back Chris' and features a sidebar menu on the left. The 'Time Clock' menu is open, showing options: Punched in 12:00 pm, Quick Punch, Detailed Punch (highlighted with an orange circle), and Missing Punch. The main content area includes sections for NOTIFICATIONS, MY HUMAN RESOURCE CONTACTS, MY PAY (with a table showing Check Number, Gross Pay, Net Pay, and Direct Deposit), and MY BENEFITS.

Check Number	Gross Pay	Net Pay	Direct Deposit
V5071190	V5043885		

7

Click "Detailed Punch"

This screenshot is identical to the one above, showing the 'isolved' employee self-service portal for Chris Bailey. The 'Time Clock' menu is open, and the 'Detailed Punch' option is highlighted with an orange circle, indicating the next step in the process.

8

You could specify Meal, Break, In, Out or items such as your Department, Location or Job

isolved Delivered by thread

Chris Bailey Pay Group: Bi-Weekly Hire Date: 1/30/2023 Team: Location: Client: CYN22 - CynTech
Employee #: 0006 Hourly: ##### Work Location: DECATUR, GA Department:

Welcome back Chris

MY PROFILE
Chris Bailey
Accountant
Length of Service: 2 Years
Anniversary: 1/30/2023

NOTIFICATIONS
Important Company Messages

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

Punch

Time
Punch: 10/20/2025 12:00 PM
Type: Normal
Mode: Auto

Labor Group
Department: Not Assigned

Labor Default Override
Department:

Notes

Save Cancel

9

Add Notes

isolved Delivered by thread

Chris Bailey Pay Group: Bi-Weekly Hire Date: 1/30/2023 Team: Location: Client: CYN22 - CynTech
Employee #: 0006 Hourly: ##### Work Location: DECATUR, GA Department:

Welcome back Chris

MY PROFILE
Chris Bailey
Accountant
Length of Service: 2 Years
Anniversary: 1/30/2023

NOTIFICATIONS
Important Company Messages

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

Punch

Time
Punch: 10/20/2025 12:00 PM
Type: Normal
Mode: Auto

Labor Group
Department: 2 - Warehouse

Labor Default Override
Department: 04 - Warehouse

Notes

Save Cancel

10 Click "Save"

The screenshot displays an employee self-service portal for Chris Bailey. A modal window titled "Punch" is open, allowing the user to record a punch. The modal contains the following fields:

- Time**
 - Punch: 10/20/2025 12:00 PM
 - Type: Normal
 - Mode: Auto
- Labor Group**
 - Department: 2 - Warehouse
- Labor Default Override**
 - Department: 04 - Warehouse
- Notes**
 - A text input field for additional notes.

At the bottom of the modal, there are two buttons: "Save" (highlighted with an orange circle) and "Cancel".

The background of the portal shows the user's profile (Chris Bailey, Accountant, Length of Service: 2 Years, Anniversary: 1/30/2023) and various navigation links on the left sidebar.