

Configure Labor Permissions on the Time Card



This guide will walk you through how to add Labor options so employees can select them on the time card. Your account may not have access to some of these items, please reach out to your account manager if you have any questions.

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

The screenshot displays the 'Client Summary' page for Cynkar Technologies. The page is divided into several sections:

- Client Information:** Client: CYN22 - CynTech, Legal: Cynkar Technologies, Status: Active. Client Total Active EEs: 82 (As of last payroll process).
- Company Profile:** Cynkar Technologies logo and address: 2604 Washington Rd, Augusta, GA 30904.
- Processing Information Table:**

Pay Group	Frequency	Active EEs	Input Method	Output Method	Last PR Processed
Bi-Weekly	Bi-Weekly	82	Online	zDNU - FedEx	Run 31 - 5/1/2026
Semi-Monthly	Semi-Monthly	-	Online	Print Back	-
- Account Representatives Table:**

Account Rep Type	Name	Phone Number
Payroll Processor	Ryan Cynkar	-
- Other Services Table:**

Name	Name	Name
1099 Electronic Filing	Employee Direct Deposit	Notify Alerts
1099 Print/ESS Display	ESS Pay Detail with Stub	Occurrence Tracking
ACA Electronic File	E-Verify	Perfect Payroll
ACA Forms Print	Expense Management	Performance Manage
Adaptive	Full Service Package	Pre-Note All
Advanced Accruals	HRIS Package	Self Service
Always-On HR	Isolved Attendance	Share & Perform
Always-On HR - AI Features	Isolved Offboarding	Standard Date Range
Base Payroll Package	Isolved Onboarding	T&A Package
Base Reports - Conv Runs	Isolved PPA SSO	Thread Basic Packag
Benefits Package	Isolved Time	Virtual Clocks
Calendar Subscription	Isolved Time Geofencing	W2 Electronic Filing
Compensation Management	Isolved University	W2 Print/ESS Display
Conversion Tax Filing	Labor Allocation Summ Rpt	Year End Reports
Delivery	New Hire Comb. - GA	ZayZoon SSO
Direct Debit Billing	New Hire Filing	
- Reports Table:**

Report Name	View	Report Name	View
Client Profile Report	PDF Excel	Labor & GL Field List	PDF Excel
Client Contact List	PDF Excel	Pay Group List	PDF Excel
Leave Accrual List	PDF Excel	Tax List	PDF Excel
Deduction List	PDF Excel	Organization List	PDF Excel

2 Click "Client Management"

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Client Summary | Client Total Active EE's: 82 (As of last payroll process)

Cynkar Technologies
 Address: 2604 Washington Rd, Augusta, GA 30904

Contacts	Name	Phone	Email	Types		
Processing Information	Pay Group Bi-Weekly Semi-Monthly	Frequency Bi-Weekly Semi-Monthly	Active EE's 82 -	Input Method Online Online	Output Method zDNU - FedEx Print Back	Last PR Processed Run 31 - 5/1/2026 -
Affiliate	-					
Account Representatives	Account Rep Type Payroll Processor	Name Ryan Cynkar		Phone Number -		
Other Services	Name		Name		Name	
	1099 Electronic Filing		Employee Direct Deposit		Notify Alerts	
	1099 Print/ESS Display		ESS Pay Detail with Stub		Occurrence Tracking	
	ACA Electronic File		E-Verify		Perfect Payroll	
	ACA Forms Print		Expense Management		Performance Manage	
	Adaptive		Full Service Package		Pre-Note All	
	Advanced Accruals		HRIS Package		Self Service	
	Always-On HR		isolved Attendance		Share & Perform	
	Always-On HR - AI Features		isolved Offboarding		Standard Date Range	
	Base Payroll Package		isolved Onboarding		T&A Package	
	Base Reports - Conv Runs		isolved PPA SSO		Thread Basic Packag	
	Benefits Package		isolved Time		Virtual Clocks	
	Calendar Subscription		isolved Time Geofencing		W2 Electronic Filing	
	Compensation Management		isolved University		W2 Print/ESS Display	
	Conversion Tax Filing		Labor Allocation Summ Rpt		Year End Reports	
	Delivery		New Hire Comb. - GA		ZayZoon SSO	
	Direct Debit Billing		New Hire Filing			
Reports	Report Name	View	Report Name	View		
	Client Profile Report	PDF Excel	Labor & GL Field List	PDF Excel		
	Client Contact List	PDF Excel	Pay Group List	PDF Excel		

3 Expand "Tables" menu

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Client Summary | Client Total Active EE's: 82 (As of last payroll process)

Cynkar Technologies
 Address: 2604 Washington Rd, Augusta, GA 30904

Contacts	Name	Phone	Email	Types		
Processing Information	Pay Group Bi-Weekly Semi-Monthly	Frequency Bi-Weekly Semi-Monthly	Active EE's 82 -	Input Method Online Online	Output Method zDNU - FedEx Print Back	Last PR Processed Run 31 - 5/1/2026 -
Affiliate	-					
Account Representatives	Account Rep Type Payroll Processor	Name Ryan Cynkar		Phone Number -		
Other Services	Name		Name		Name	
	1099 Electronic Filing		Employee Direct Deposit		Notify Alerts	
	1099 Print/ESS Display		ESS Pay Detail with Stub		Occurrence Tracking	
	ACA Electronic File		E-Verify		Perfect Payroll	
	ACA Forms Print		Expense Management		Performance Manage	
	Adaptive		Full Service Package		Pre-Note All	
	Advanced Accruals		HRIS Package		Self Service	
	Always-On HR		isolved Attendance		Share & Perform	
	Always-On HR - AI Features		isolved Offboarding		Standard Date Range	
	Base Payroll Package		isolved Onboarding		T&A Package	
	Base Reports - Conv Runs		isolved PPA SSO		Thread Basic Packag	
	Benefits Package		isolved Time		Virtual Clocks	
	Calendar Subscription		isolved Time Geofencing		W2 Electronic Filing	
	Compensation Management		isolved University		W2 Print/ESS Display	
	Conversion Tax Filing		Labor Allocation Summ Rpt		Year End Reports	
	Delivery		New Hire Comb. - GA		ZayZoon SSO	
	Direct Debit Billing		New Hire Filing			
Reports	Report Name	View	Report Name	View		
	Client Profile Report	PDF Excel	Labor & GL Field List	PDF Excel		
	Client Contact List	PDF Excel	Pay Group List	PDF Excel		

4

First you need to add the items on Organization Table or Labor Table. This will depend on your setup. If you're not sure, you can ask your Account Manager.
Open "Organization Table"

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Client Summary

Client Total Active EE's: 82 (As of last payroll process)

Organization Table

Contacts	Name	Phone	Email	Types
Processing information	Pay Group Bi-Weekly Semi-Monthly	Frequency Bi-Weekly Semi-Monthly	Active EEs 82 -	Input Method Online Online Output Method zDNU - FedEx Print Back Last PR Processed Run 31 - 5/1/2026 F F
Affiliate	-			
Account Representatives	Account Rep Type Payroll Processor	Name Ryan Cynkar	Phone Number -	
Other Services	Name 1099 Electronic Filing 1099 Print/ESS Display ACA Electronic File ACA Forms Print Adaptive Advanced Accruals Always-On HR Always-On HR - AI Features Base Payroll Package Benefits Package Calendar Subscription Compensation Management Conversion Tax Filing Delivery Direct Debit Billing	Name Employee Direct Deposit ESS Pay Detail with Stub E-Verify Expense Management Full Service Package HRIS Package isolated Attendance isolated Offboarding isolated Onboarding isolated PPA SSO isolated Time isolated Time Geofencing isolated University Labor Allocation Summ Rpt New Hire Comb. - GA New Hire Filing	Name Notify Alerts Occurrence Tracking Perfect Payroll Performance Manage Pre-Note All Self Service Share & Perform Standard Date Range T&A Package Thread Basic Package Virtual Clocks W2 Electronic Filing W2 Print/ESS Display Year End Reports ZayZoon SSO	Name
Reports	Report Name Client Profile Report Client Contact List	View PDF Excel PDF Excel	Report Name Labor & GL Field List Pay Group List	View PDF Excel PDF Excel

5

Choose the Organization Level you need to add to.

Organization Table

Code	Description	Group Sequence	Is Team
01	Team1		
02	Team2		
100	100		
200	200		
300	300		

Add New **Edit** **Delete** **Refresh** **Save** **Cancel**

Team

* Code: 01
Description: Team1
 Is inactive

6

On the right side you'll see your list, Then click **Add New** to add your item. Include a Code and Description. Then click **Save**

Client: CYN22 - CynTech

Organization Table

Title	Display Order	Group Sequence	Is Team
Team	1		
Departm...	2		
Location	3		✓

Status: Active Filter

Code	Description	Override GL Code	Override GL Description
01	01		
02	02		
03	03		
04	Warehouse		
05	Accounting		

+ Add New Edit Delete Refresh Save Cancel

Department

* Code: 03
Description: 03
 Is Inactive

General Ledger Overrides

Override GL Code:
Override GL Description:

Client: CYN22 - CynTech

Organization Table

Title	Display Order	Group Sequence	Is Team
Team	1		
Departm...	2		
Location	3		✓

Status: Active Filter

Code	Description	Override GL Code	Override GL Description
05	Accounting		
A1312	A1312		
C103	C103		
E101	E101		
F1014	F1014		

+ Add New Edit Delete Refresh Save Cancel

Department

* Code: 03
Description: 03
 Is Inactive

General Ledger Overrides

Override GL Code:
Override GL Description:

Client: CYN22 - CynTech

Organization Table

Title	Display Order	Group Sequence	Is Team
Team	1		
Department...	2		
Location	3		✓

Status: Active Filter

Code	Description	Override GL Code	Override GL Description
01	01		
02	02		
03	03		
04	Warehouse		
05	Accounting		

+ Add New Edit Delete Refresh Save Cancel

Department

* Code: 06
 Description: Deliveries
 Is Inactive

General Ledger Overrides

Override GL Code:
 Override GL Description:

7

Once you've added the Items you need. Click **Time Management** in the menu to move to the next step.
 Then Click **Labor Groups**

Client: CYN22 - CynTech

Organization Table

Title	Display Order	Group Sequence	Is Team
Team	1		
Department...	2		
Location	3		✓

Status: Active Filter

Code	Description	Override GL Code	Override GL Description
01	01		
02	02		
03	03		
04	Warehouse		
05	Accounting		

+ Add New Edit Delete Refresh Save Cancel

Department

* Code: 06
 Description: Deliveries
 Is Inactive

General Ledger Overrides

Override GL Code:
 Override GL Description:

Organization Table

Title	Display Order	Group Sequence	Is Team
Team	1		
Departm...	2		
Location	3		✓

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Status: Active | Filter

Code	Description	Override GL Code	Override GL Description
01	01		
02	02		
03	03		
04	Warehouse		
05	Accounting		

+ Add New | Edit | Delete | Refresh | Save | Cancel

Department

* Code: 06
 Description: Deliveries
 Is Inactive

General Ledger Overrides

Override GL Code:
 Override GL Description:

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8 Here you'll see the Labor Groups you have set up to choose on the timecard.

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Client: CYN22 - CynTech | Client Search

Labor Groups

Group Name	Description
Department	

+ Add New | Edit | Delete | Refresh | Save | Cancel

Labor Group Options

* Group Name: Department
 Description:
 Display Sequence: 1

Available Labor Fields

Project

Assigned Labor Fields

Department

CURRENT LABOR FIELD ASSIGNMENTS

Department Department
 Project

9 If you already have a Group set up, click the **Items** tab.

If there wasn't already a group set up, you'll probably want to reach out to your account manager. You can choose Add New and then choose the Labor Field you want to select, but it's something we can help with to ensure the setup is correct.

The screenshot displays the 'isolved' software interface for 'Client: CYN22 - CynTech'. The main content area is titled 'Labor Groups'. On the left, a navigation menu includes 'Client Management' and 'Labor Groups'. The 'Labor Groups' section shows a table with one entry: 'Department'. To the right, the 'Items' tab is selected, showing a form for 'Labor Group Options' with fields for 'Group Name' (Department), 'Description', and 'Display Sequence' (1). Below this are two lists: 'Available Labor Fields' (Project) and 'Assigned Labor Fields' (Department). At the bottom, a 'CURRENT LABOR FIELD ASSIGNMENTS' table shows 'Department' and 'Project'.

10 Click **Add New**, choose the item from the drop down that this is connected to. Then enter the name and the number.

This may feel repetitive, but this information here usually matches the Organization or Labor Field we entered on the earlier steps.

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Client: CYN22 - CynTech

Client Search

Labor Groups

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Group Name	Description
Department	

General Items

Department

- 02 - 02 (3)
- 04 - Warehouse (2)
- 05 - Accounting (5)

+ Add New Edit Delete Refresh Save Cancel

Item Options

* Number: 5

Description: Accounting

Department: 05 - Accounting

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Client: CYN22 - CynTech

Client Search

Labor Groups

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Group Name	Description
Department	

General Items

Department

- 02 - 02 (3)
- 04 - Warehouse (2)
- 05 - Accounting (5)

+ Add New Edit Delete Refresh Save Cancel

Item Options

* Number:

Description:

Department: 01 - Deliveries

isolved Delivered by thread Client: CYN22 - CynTech Client Search isolved University Help

Labor Groups


Group Name	Description
Department	

General **Items**

- Department
- 02 - 02 (3)
- 04 - Warehouse (2)
- 05 - Accounting (5)

+ Add New Edit Delete Refresh Save Cancel

Item Options

* Number: 

Description:

Department:

isolved Delivered by thread Client: CYN22 - CynTech Client Search isolved University Help

Labor Groups


Group Name	Description
Department	

General **Items**

- Department
- 02 - 02 (3)
- 04 - Warehouse (2)
- 05 - Accounting (5)

+ Add New Edit Delete Refresh Save Cancel

Item Options

* Number: 

Description:

Department:

Client: CYN22 - CynTech

Labor Groups

Group Name	Description
Department	

General Items

- Department
- 02 - 02 (3)
- 04 - Warehouse (2)
- 05 - Accounting (5)

Item Options

* Number:

Description:

Department:

+ Add New Edit Delete Refresh Save Cancel

11

There is one last step to make sure this is set up correctly. We might have already turned this on for you, but if you have the access, you can go to **Time Card Permissions**

Client: CYN22 - CynTech

Labor Groups

Group Name	Description
Department	

General Items

- Department
- 02 - 02 (3)
- 04 - Warehouse (2)
- 05 - Accounting (5)
- 06 - Deliveries (6)

Item Options

* Number:

Description:

Department:

+ Add New Edit Delete Refresh Save Cancel

Time Card Permissions

12 Choose the rule that these employees are in.

The screenshot shows the 'Time Card Permission Rules' configuration page. The 'Rule Name' dropdown is highlighted with a red circle. The page includes sections for Configuration, Employee, Supervisor, Org Supervisor, and Manager. The 'Labor Group Permissions' table is also visible.

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
Department	<input type="checkbox"/>	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Restrict Override

13 At the bottom of the screen, you can edit some of the timecard access settings. Click **Edit** Make sure the checkbox next to your Labor Group is selected.

Then you can determine how the employee can update their info.

If you have any additional questions on these settings, please reach out.

The screenshot shows the 'Time Card Permission Rules' configuration page. The 'Edit' button is highlighted with a red circle. The page includes sections for Configuration, Employee, Supervisor, Org Supervisor, and Manager. The 'Labor Group Permissions' table is also visible.

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
Department	<input type="checkbox"/>	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Restrict Override

Time Card Permission Rules

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management

Client Management

- Rounding Rules
- Timecard Adjustment Rules
- Time Card Permission Rules**
- Custom Alerts
- Alert Rules
- Fence Rules
- Verification Rules
- Calendar Rules
- Manage Teams
- Policy Groups
- Labor Groups

Time Card Notes

- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service

Hourly - Cl...

Configuration	Employee	Supervisor	Org Supervisor	Manager	On
Pending Punches	None	None	None	None	None
Approved Punches	None	None	None	None	None
Rejected Punches	None	None	None	None	None

Disable Meal [?]
 Restrict Meal [?]
 Duration:

Disable Break [?]
 Restrict Break [?]
 Duration:

Self Service Punch Notes Edit

AEE Geofence Options [?]
 No Restriction

Allowed IP Addresses [?]
 Restrict IP Addresses

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
	<input type="checkbox"/>	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch
Department	<input type="checkbox"/>	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch
	<input type="checkbox"/>	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj

Time Card Permission Rules

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management

Client Management

- Rounding Rules
- Timecard Adjustment Rules
- Time Card Permission Rules**
- Custom Alerts
- Alert Rules
- Fence Rules
- Verification Rules
- Calendar Rules
- Manage Teams
- Policy Groups
- Labor Groups

Time Card Notes

- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service

Hourly - Cl...

Configuration	Employee	Supervisor	Org Supervisor	Manager	On
Pending Punches	None	None	None	None	None
Approved Punches	None	None	None	None	None
Rejected Punches	None	None	None	None	None

Disable Meal [?]
 Restrict Meal [?]
 Duration:

Disable Break [?]
 Restrict Break [?]
 Duration:

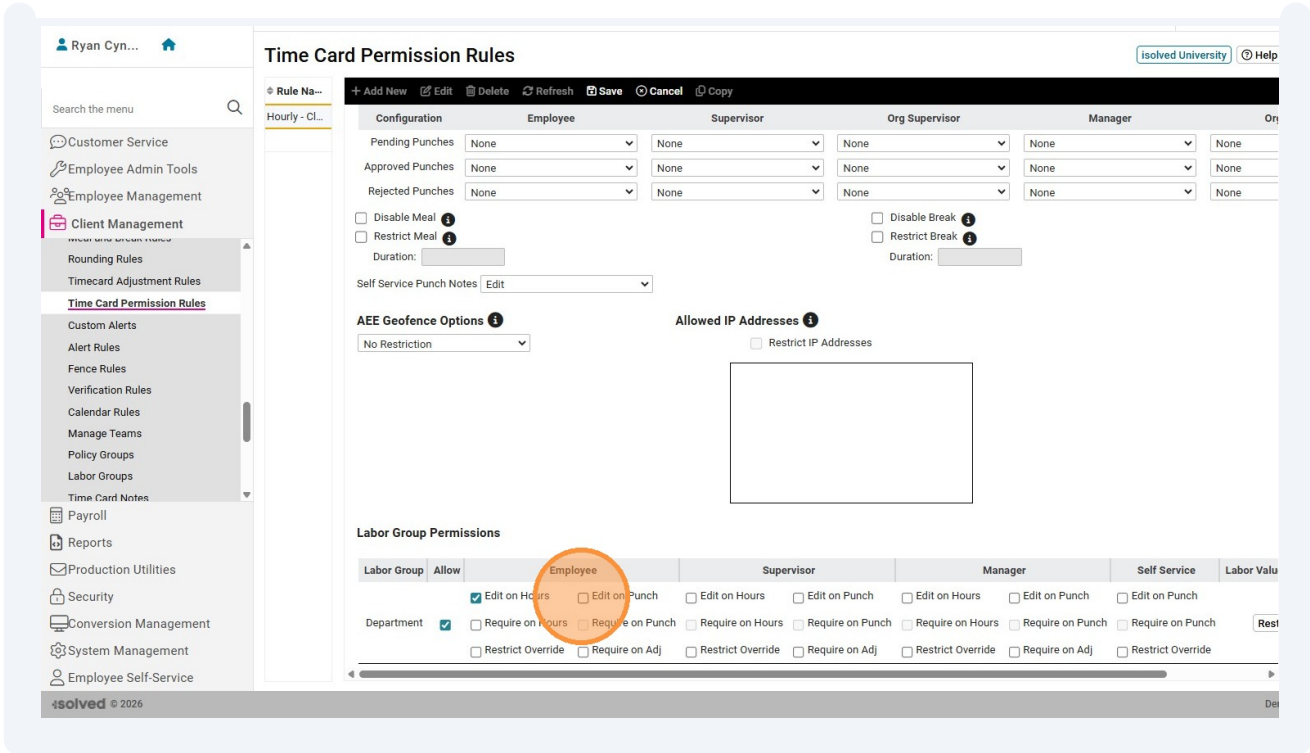
Self Service Punch Notes Edit

AEE Geofence Options [?]
 No Restriction

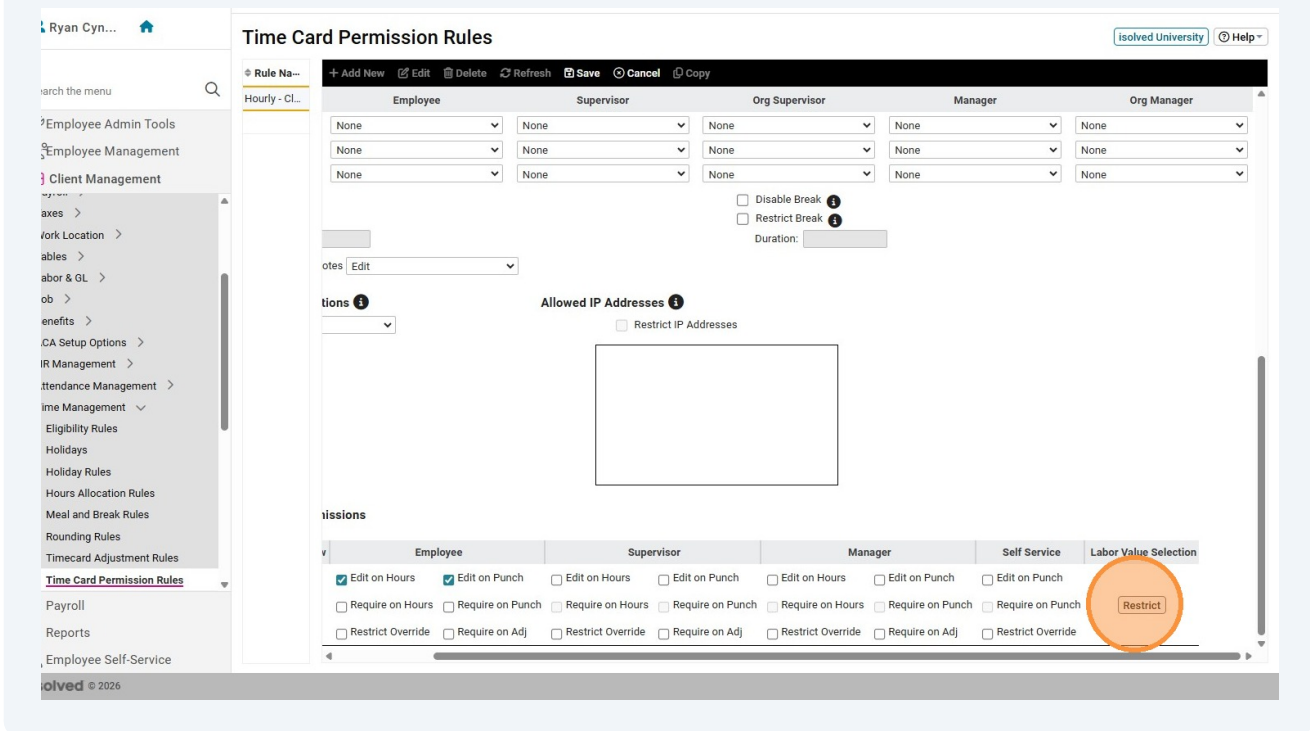
Allowed IP Addresses [?]
 Restrict IP Addresses

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
	<input type="checkbox"/>	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch
Department	<input type="checkbox"/>	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch
	<input type="checkbox"/>	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj



14 On the far right if this section you can click restrict.



15 Most setups in here won't have anything checked, so employees can see all options.

Time Card Permission Rules

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Rule Name: Hourly - CL...

Configuration Employee Supervisor Org Supervisor Manager

Pending Punches: None, None, None, None, None

Approved Punches: None, None, None, None, None

Rejected Punches: None, None, None, None, None

Disable Meal
 Restrict Meal
 Duration:

Disable Break
 Restrict Break
 Duration:

Self Service Punch Notes: Edit

AEE Geofence Options: No Restriction

Allowed IP Addresses: Restrict IP Addresses

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Value
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Res
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Client: CYN22 - CynTech

Time Card Permission Rules

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Rule Name: Hourly - CL...

Configuration Employee Supervisor Org Supervisor Manager

Pending Punches: None, None, None, None, None

Approved Punches: None, None, None, None, None

Rejected Punches: None, None, None, None, None

Disable Meal
 Restrict Meal
 Duration:

Disable Break
 Restrict Break
 Duration:

Self Service Punch Notes: Edit

AEE Geofence Options: No Restriction

Allowed IP Addresses: Restrict IP Addresses

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Value
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Res
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

0 selected

- Department
- 02 - (2) (3)
- 04 - Warehouse (2)
- 05 - Accounting (5)
- 06 - Deliveries (6)

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Client: CYN22 - CynTech

Time Card Permission Rules

Hourly - CL...

Configuration	Employee	Supervisor	Org Supervisor	Manager	On
Pending Punches	None	None	None	None	None
Approved Punches	None	None	None	None	None
Rejected Punches	None	None	None	None	None

Department

02 - 02 (3)

04 - Warehouse (2)

05 - Accounting (5)

06 - Deliveries (6)

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit on Hours <input checked="" type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch

isolved Delivered by thread

Client: CYN22 - CynTech

Time Card Permission Rules

Hourly - CL...

Configuration	Employee	Supervisor	Org Supervisor	Manager	On
Pending Punches	None	None	None	None	None
Approved Punches	None	None	None	None	None
Rejected Punches	None	None	None	None	None

Department

02 - 02 (3)

04 - Warehouse (2)

05 - Accounting (5)

06 - Deliveries (6)

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit on Hours <input checked="" type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch

isolved Delivered by thread

Client: CYN22 - CynTech

Time Card Permission Rules

Hourly - CL...

Configuration	Employee	Supervisor	Org Supervisor	Manager	On
Pending Punches	None	None	None	None	None
Approved Punches	None	None	None	None	None
Rejected Punches	None	None	None	None	None

Save Cancel 2 selected

- Department
- 02 - 02 (3)
- 04 - Warehouse (2)
- 05 - Accounting (5)
- 06 - Deliveries (6)

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit on Hours <input checked="" type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch
	<input type="checkbox"/>	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch

isolved Delivered by thread

Client: CYN22 - CynTech

Time Card Permission Rules

Hourly - CL...

Configuration	Employee	Supervisor	Org Supervisor	Manager	On
Pending Punches	None	None	None	None	None
Approved Punches	None	None	None	None	None
Rejected Punches	None	None	None	None	None

Save Cancel 2 selected

- Department
- 02 - 02 (3)
- 04 - Warehouse (2)
- 05 - Accounting (5)
- 06 - Deliveries (6)

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit on Hours <input checked="" type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch
	<input type="checkbox"/>	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch

isolved Delivered by thread

Client: CYN22 - CynTech

Time Card Permission Rules

Hourly - CL...

Configuration	Employee	Supervisor	Org Supervisor	Manager	On
Pending Punches	None	None	None	None	None
Approved Punches	None	None	None	None	None
Rejected Punches	None	None	None	None	None

Save Cancel 0 selected

Department

- 02 - 02 (3)
- 04 - Warehouse (2)
- 05 - Accounting (5)
- 06 - Deliveries (6)

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit on Hours <input checked="" type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch
	<input type="checkbox"/>	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch

isolved Delivered by thread

Client: CYN22 - CynTech

Time Card Permission Rules

Hourly - CL...

Configuration	Employee	Supervisor	Org Supervisor	Manager	On
Pending Punches	None	None	None	None	None
Approved Punches	None	None	None	None	None
Rejected Punches	None	None	None	None	None

Save Cancel 0 selected

Department

- 02 - 02 (3)
- 04 - Warehouse (2)
- 05 - Accounting (5)
- 06 - Deliveries (6)

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit on Hours <input checked="" type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch
	<input type="checkbox"/>	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch

16 Click "Save"

Client: CYN22 - CynTech

Time Card Permission Rules

Hourly - Cl...

Configuration

Configuration	Employee	Supervisor	Org Supervisor	Manager	On
Pending Punches	None	None	None	None	None
Approved Punches	None	None	None	None	None
Rejected Punches	None	None	None	None	None

Disable Meal ⁱ
 Restrict Meal ⁱ
 Duration:

Disable Break ⁱ
 Restrict Break ⁱ
 Duration:

Self Service Punch Notes:

AEE Geofence Options ⁱ: No Restriction

Allowed IP Addresses ⁱ: Restrict IP Addresses

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit on Hours <input type="checkbox"/> Require on Hours	<input checked="" type="checkbox"/> Edit on Punch <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Require on Hours	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Require on Hours	<input type="checkbox"/> Edit on Punch <input type="checkbox"/> Require on Punch

17 To test this out on an employee's time card, you can Click **Employee Self Service > Time > Time Card** Select an employee from list

Client: CYN22 - CynTech

Time Card Permission Rules

Hourly - Cl...

Configuration

Configuration	Employee	Supervisor	Org Supervisor	Manager	On
Pending Punches	None	None	None	None	None
Approved Punches	None	None	None	None	None
Rejected Punches	None	None	None	None	None

Disable Meal ⁱ
 Restrict Meal ⁱ
 Duration:

Disable Break ⁱ
 Restrict Break ⁱ
 Duration:

Self Service Punch Notes:

AEE Geofence Options ⁱ: No Restriction

Allowed IP Addresses ⁱ: Restrict IP Addresses

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit on Hours <input type="checkbox"/> Require on Hours	<input checked="" type="checkbox"/> Edit on Punch <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Require on Hours	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Require on Hours	<input type="checkbox"/> Edit on Punch <input type="checkbox"/> Require on Punch

Time Card Permission Rules

- Search the menu
- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service
 - Employee Messages
 - Company Information
 - Direct Deposits
 - Employee Contacts
 - Human Resources
 - EE Performance Reviews
 - Update Information
 - EE Benefits
 - ZayZoon On-Demand Pay
 - Time
 - TimeForce
 - Employee Form I-9

Hourly - Cl...

Configuration Employee Supervisor Org Supervisor Manager On

Pending Punches None None None None None

Approved Punches None None None None None

Rejected Punches None None None None None

Disable Meal Restrict Meal
Duration:

Disable Break Restrict Break
Duration:

Self Service Punch Notes

AEE Geofence Options

Allowed IP Addresses Restrict IP Addresses

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Punch
Department	<input checked="" type="checkbox"/>	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Punch <input type="button" value="Res"/>
		<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override

Time Card Permission Rules

- Search the menu
- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service
 - Employee Messages
 - Company Information
 - Direct Deposits
 - Employee Contacts
 - Human Resources
 - EE Performance Reviews
 - Update Information
 - EE Benefits
 - ZayZoon On-Demand Pay
 - Time
 - Time Card
 - Manage Groups

Hourly - Cl...

Configuration Employee Supervisor Org Supervisor Manager On

Pending Punches None None None None None

Approved Punches None None None None None

Rejected Punches None None None None None

Disable Meal Restrict Meal
Duration:

Disable Break Restrict Break
Duration:

Self Service Punch Notes

AEE Geofence Options

Allowed IP Addresses Restrict IP Addresses

Labor Group Permissions

Labor Group	Allow	Employee	Supervisor	Manager	Self Service	Labor Valu
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Hours <input type="checkbox"/> Edit on Punch	<input type="checkbox"/> Edit on Punch
Department	<input checked="" type="checkbox"/>	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Hours <input type="checkbox"/> Require on Punch	<input type="checkbox"/> Require on Punch <input type="button" value="Res"/>
		<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override <input type="checkbox"/> Require on Adj	<input type="checkbox"/> Restrict Override

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	Chris		Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	2427	Ryan			Delete	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2391	Test			Employee	Active		
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		
Cynkar Technolo...	Bi-Weekly	2363	Bridget			Kelly	Active		

18

Click on the time card, choose **Punch** and then you should see the option in the dropdown for an employee.

If something is missing, retrace your steps, this employee might not have this access, or please reach out.

Don't save this punch unless you want this record on their timecard.

Christopher (Chris) Bailey Pay Group: Bi-Weekly Hourly: 41.5961 Work Location: DE... Department: CYN22 - CynTech
Employee # 0006 Status: Active Hire Date: 1/30/20... Location: 2 - Haw... Company: Cynkar Technologies (Active)

Show Results Verification: Unverified Analyze Rules Request Time Off View Scheduler Time Card Report Schedule Report Preview Check Alert Detail

Calendar Spreadsheet Sun 05/03/2026 - Sat 05/16/2026 Day Week Pay Period

12:00 AM - 11:00 PM

Notes: Labor Default Override, Department: Not Assigned, Department: Do Not Round

(8:00 AM) (4:00 PM) PTO 8.00 hrs

Save Cancel

11:25 AM

Christopher (Chris) Bailey
Employee # 0006

Pay Group: Bi-We... Hourly: 41.5961 Work Location: DE... Department: Client CYN22 - CynTech
Status: Active Hire Date: 1/30/20... Team: Location: 2 - HawL... Company: Cynkar Technologies (Active)

1 of 85

Show Results Verification: Unverified Analyze Rules Request Time Off View Scheduler Time Card Report Schedule Report Preview Check Alert Detail

Calendar Spreadsheet

Sun 05/03/2026 - Sat 05/16/2026

Day Week Pay Period

Time

Punch: 05/09/2026 8:00 AM

Type: Normal

Mode: Auto

Labor Group

Department: Not Assigned

Labor Default Override

Department:

Do Not Round

Notes

Save Cancel

Christopher (Chris) Bailey
Employee # 0006

Pay Group: Bi-We... Hourly: 41.5961 Work Location: DE... Department: Client CYN22 - CynTech
Status: Active Hire Date: 1/30/20... Team: Location: 2 - HawL... Company: Cynkar Technologies (Active)

1 of 85

Show Results Verification: Unverified Analyze Rules Request Time Off View Scheduler Time Card Report Schedule Report Preview Check Alert Detail

Calendar Spreadsheet

Sun 05/03/2026 - Sat 05/16/2026

Day Week Pay Period

Time

Punch: 05/09/2026 8:00 AM

Type: Normal

Mode: Auto

Labor Group

Department: Not Assigned

Labor Default Override

Department: 2 - Warehouse
3 - Loading Dock
5 - Accounting
6 - Deliveries

Do Not Round

Notes

Save Cancel

Ryan Cyn...

Show Results Verification: Unverified Analyze Rules Request Time Off View Scheduler Time Card Report Schedule Report Preview Check Alert Detail

Calendar Spreadsheet Sun 05/03/2026 - Sat 05/16/2026 Day Week Pay Period

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service
- Employee Messages
- Company Information
- Direct Deposits
- Employee Contacts
- Human Resources
- Performance Reviews
- Update Information
- Benefits
- PayZoon On-Demand Pay
- Time

Time Card

Manage Groups

olived © 2026 Demo

Punch

Time

Punch: 05/09/2026 8:00 AM

Type: Normal

Mode: Auto

Labor Group

Department: 6 - Deliveries

Labor Default Override

Department: 06 - Deliveries

Do Not Round

Notes