

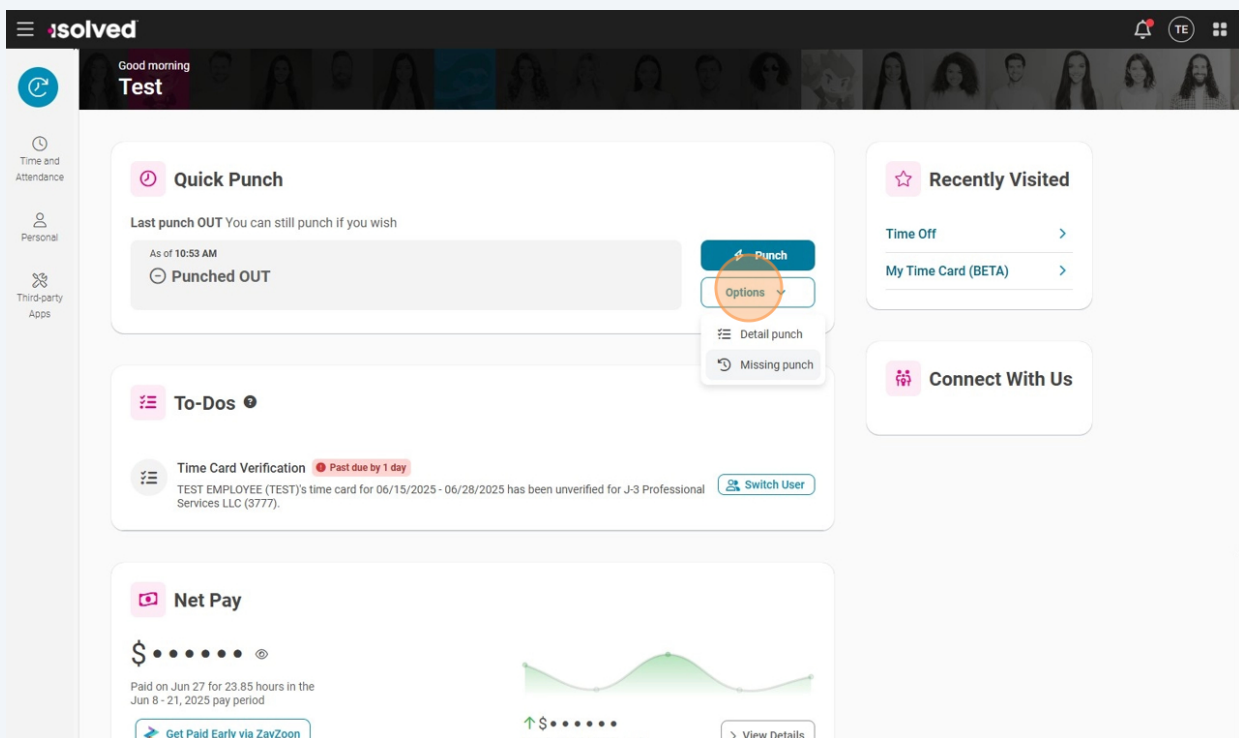
Employee Self Service - How to Create a Missing Punch Request in Adaptive



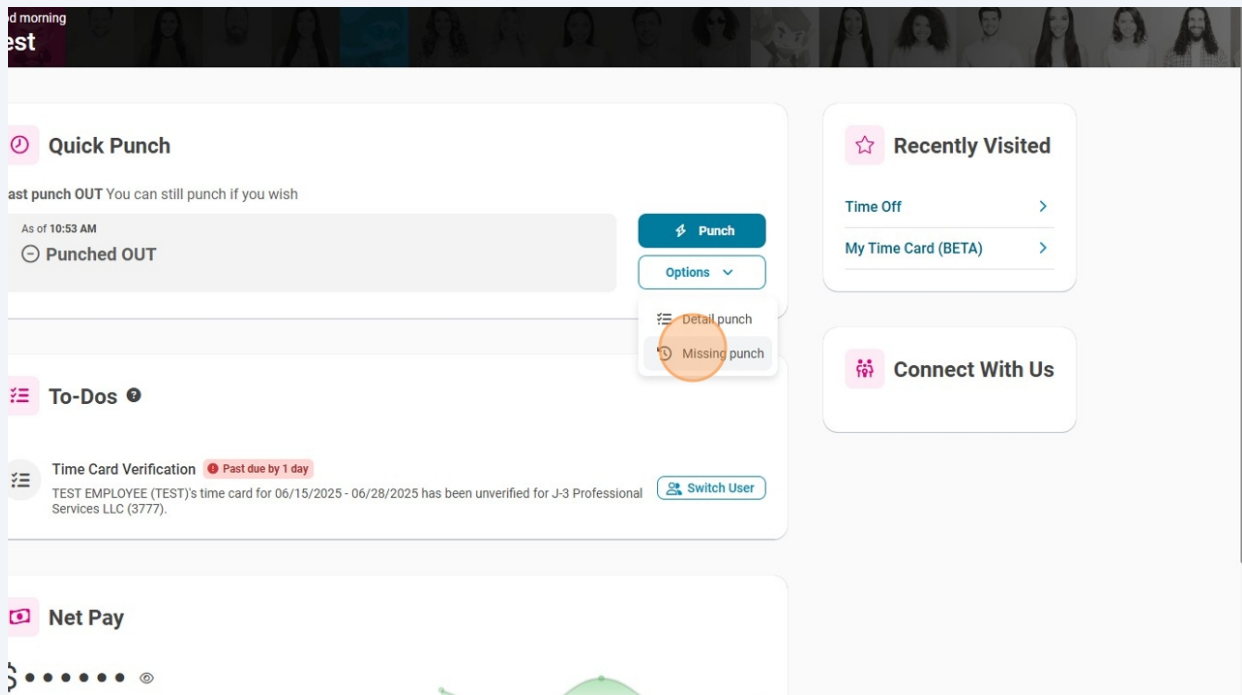
This guide is essential for employees needing to submit missing punches in their timecards. With this process, if turned on for your company, employees can submit the missed punch requests, removing the need to reach out to employees to fix timecards.

- 1 Navigate to <https://connect.threadhcm.com/cloudservice>

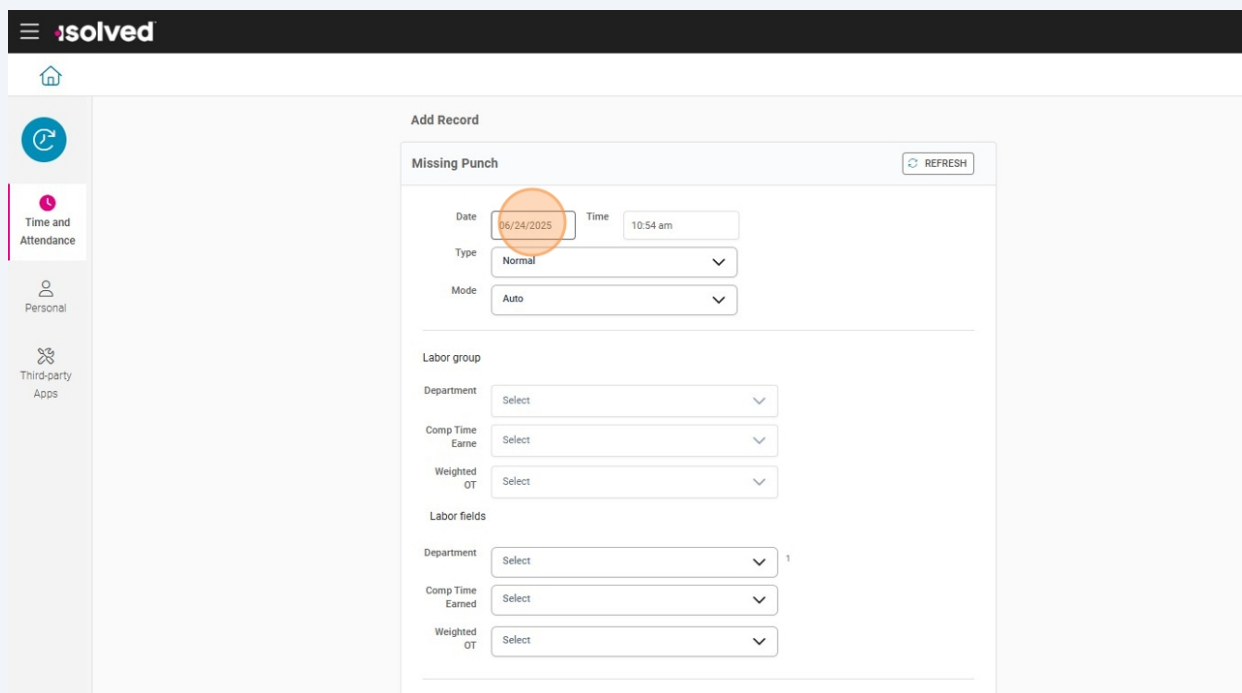
- 2 From the Home page, click the "Options" drop down



3 Click "Missing Punch"



4 Enter all your info for the missed punch. Choose the Date



5 Enter the time, any other information needed and then Click "Save"

Missing Punch REFRESH

Date: 06/23/2025 Time: 08:00 am

Type: Normal

Mode: Auto

Labor group

Department: Select

Comp Time Earned: Select

Weighted OT: Select

Labor fields

Department: Select

Comp Time Earned: Select

Weighted OT: Select

CANCEL SAVE

6 To see the pending punch, click "Time and Attendance"

isolved

Good morning
Test

Time and Attendance

Quick Punch

Last punch OUT You can still punch if you wish

As of 10:55 AM

Punched OUT

Punch

Options

Recently Visited

Time Off

My Time Card (BETA)

To-Dos

Time Card Verification Past due by 1 day

TEST EMPLOYEE (TEST)'s time card for 06/15/2025 - 06/28/2025 has been unverified for J-3 Professional Services LLC (3777).

Switch User

Net Pay

Connect With Us

7 Click "My Time Card (BETA)"

The screenshot shows the J-Solved dashboard. On the left sidebar, the 'Time and Attendance' section is expanded, and 'My Time Card (BETA)' is highlighted with an orange circle. The main content area shows a 'Clock Punch' section with a 'Punch' button and an 'Options' dropdown. Below this is a 'Card Verification' section with a red alert 'Past due by 1 day' and a 'Switch User' button. On the right, there are sections for 'Recently Visited' (listing 'Time Off' and 'My Time Card (BETA)') and 'Connect With Us'.

8 The pending punch will display. Click the pending punch and more detail will display

The screenshot shows the 'Time Cards' page. The 'Time Card View' tab is selected. The 'Verification Status' is 'Un-Verified'. The 'Pay Period' is set to 'Week'. The date range is 'Sun. 06/22/2025 - Sat. 07/05/2025'. A calendar view shows a pending punch on Monday, June 23rd, at 8:00a. The punch is highlighted with an orange circle. The bottom of the page shows a table with columns for each day of the week and a row for 'Hours'.

22 Sunday	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday
	Punch 8:00a Pending				
Hours	Hours	Hours	Hours	Hours	Hours

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Click "Back" to go back to the time card.

The screenshot displays the 'isolved' web application interface. The top navigation bar includes a home icon, the 'isolved' logo, and a list of menu items: 'My Time Card (BETA)', 'Time Card', 'My Calendar', 'My Dashboard', and 'Time Off'. The left sidebar contains icons for 'Time and Attendance', 'Personal', and 'Third-party Apps'. The main content area is titled 'Entry Details' and features a 'Punch' entry for the date '06/23/2025'. Below this, the 'Punch Auto' section shows the time 'Mon 8:00 AM MDT'. The 'Entry Indicators' section at the bottom indicates a 'Pending' status. A red circle highlights a '< Back' button located at the top left of the 'Entry Details' section.