

# Creating Geofences



Learn how to navigate the Client Management portal to set up new geofencing rules for your organization. This guide provides a quick walkthrough to help you add and define location-based parameters for your time management system.

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

The screenshot shows the Thread HCM Client Management portal dashboard for user Ryan Cynkar. The page includes a navigation menu on the left, a header with client information (Client: CYN22 - CynTech, Legal: Cynkar Technologies, Status: Active), and a main content area with several sections:

- MY PROFILE:** Ryan Cynkar, HCM Solutions Trainer, rcynkar@threadhcm.com. Includes a "View my dashboard" button.
- MY REMINDERS:** Empty section.
- MY ACCOUNT REPS:** Empty section.
- CALENDAR:** Calendar for MAY 2026 showing payroll due dates (1, 8, 15, 22) and a pay date (27). Legend: Payroll Due (blue), Pay Date (red), Run Date - Off Cycle Run (black).
- QUICK LINKS:** NEW! 5/29 Release - 12.9. As part of our agreement with our bank we are required to remind our clients of their responsibilities regarding electronic funds transfers on an annual basis. The following attachment is a summary of the most common NACHA "Rules".
- ANNOUNCEMENTS:** Empty section.
- NEXT SCHEDULED PAYROLL:** Table with columns: Pay Group, Frequency, Due In Date, Check Date, Period Begin, Period End, Period, Run Type, Processing Schedule.

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	05/20/2026	05/22/2026	05/03/2026	05/16/2026	04	Regular Payroll	<a href="#">View</a>
Semi-Monthly	Semi-Monthly	05/27/2026	06/01/2026	05/11/2026	05/25/2026	01	Regular Payroll	<a href="#">View</a>

## 2 Click "Client Management"

The screenshot shows the 'isolved' dashboard interface. The top navigation bar includes the 'isolved' logo, 'Delivered by thread', and user information. The main header displays 'Client: CYN22 - CynTech', 'Legal: Cynkar Technologies', and 'Status: Active'. A search bar for 'Client Search' is on the right. The left sidebar contains a menu with 'Client Management' highlighted in orange. The main content area is titled 'Welcome Ryan' and features a profile card for Ryan Cynkar, a 'MY REMINDERS' section, a 'MY ACCOUNT REPS' section, a 'CALENDAR' for May 2026, and a 'NEXT SCHEDULED PAYROLL' table. The 'QUICK LINKS' and 'ANNOUNCEMENTS' sections are also visible.

**Client Information:** Client: CYN22 - CynTech | Legal: Cynkar Technologies | Status: Active

**MY PROFILE:** Ryan Cynkar, HCM Solutions Trainer, rcynkar@threadhcm.com

**CALENDAR (MAY 2026):**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**NEXT SCHEDULED PAYROLL:**

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	05/20/2026	05/22/2026	05/03/2026	05/16/2026	04	Regular Payroll	<a href="#">View</a>
Semi-Monthly	Semi-Monthly	05/27/2026	06/01/2026	05/11/2026	05/25/2026	01	Regular Payroll	<a href="#">View</a>

## 3 Click "Time Management"

The screenshot shows the 'isolved' dashboard interface. The top navigation bar includes the 'isolved' logo, 'Delivered by thread', and user information. The main header displays 'Client: CYN22 - CynTech', 'Legal: Cynkar Technologies', and 'Status: Active'. A search bar for 'Client Search' is on the right. The left sidebar contains a menu with 'Time Management' highlighted in orange. The main content area is titled 'Welcome Ryan' and features a profile card for Ryan Cynkar, a 'MY REMINDERS' section, a 'MY ACCOUNT REPS' section, a 'CALENDAR' for May 2026, and a 'NEXT SCHEDULED PAYROLL' table. The 'QUICK LINKS' and 'ANNOUNCEMENTS' sections are also visible.

**Client Information:** Client: CYN22 - CynTech | Legal: Cynkar Technologies | Status: Active

**MY PROFILE:** Ryan Cynkar, HCM Solutions Trainer, rcynkar@threadhcm.com

**CALENDAR (MAY 2026):**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**NEXT SCHEDULED PAYROLL:**

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	05/20/2026	05/22/2026	05/03/2026	05/16/2026	04	Regular Payroll	<a href="#">View</a>
Semi-Monthly	Semi-Monthly	05/27/2026	06/01/2026	05/11/2026	05/25/2026	01	Regular Payroll	<a href="#">View</a>

## 4 Click "Fence Rules"

**Welcome Ryan**

**MY PROFILE**  
 Ryan Cynkar  
 HCM Solutions Trainer  
 rcynkar@threadhcm.com

**MY REMINDERS**

**MY ACCOUNT REPS**

**QUICK LINKS**  
 NEW! 5/29 Release - 12.9  
 As part of our agreement with our bank we are required to remind our clients of their responsibilities regarding electronic funds transfers on an annual basis. The following attachment is a summary of the most common NACHA "Rules"  
 LIR Concussion

**ANNOUNCEMENTS**

**CALENDAR**  
 MAY 2026  
 Legend: Payroll Due (blue), Pay Date (red), Run Date - Off Cycle Run (black)

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	05/20/2026	05/22/2026	05/03/2026	05/16/2026	04	Regular Payroll	<a href="#">View</a>
Semi-Monthly	Semi-Monthly	05/27/2026	06/01/2026	05/11/2026	05/25/2026	01	Regular Payroll	<a href="#">View</a>

## 5 Click "Add New"

**Fence Rules**

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

**Timecard Geofences**

\* Geofence Name:

\* Latitude:

\* Longitude:

\* Radius (miles):

Notes:

Point Map To: 2604 Washington Rd, Augusta, GA 30904

Map | Satellite

## 6 Type the geofence name in the "Geofence Name" field.

The screenshot shows the 'Fence Rules' configuration interface. On the left is a navigation menu with 'Client Management' selected. The main area is titled 'Fence Rules' and contains a form for creating a 'Timecard Geofence'. The 'Geofence Name' field is highlighted with an orange circle. Other fields include Latitude, Longitude, and Radius (miles). Below the geofence fields are 'Labor' fields for Department and Project. A map at the bottom shows the current location at 2604 Washington Rd, Augusta, GA 30904.

This screenshot shows the 'Fence Rules' configuration page after the geofence name has been entered. The 'Geofence Name' field now contains 'Mercedes Benz Stadium'. The 'Point Map To' field is highlighted with a blue box, and a search icon is visible next to it. The map below shows the same location as the previous screenshot.

## 7 Enter the address in the "Point Map To" field and click the search icon.



Client: CYN22 - CynTech

Client Search

Ryan Cyn...

### Fence Rules

Isolved University

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

Geofence Name

---

+ Add New Edit Delete Refresh Save Cancel

**Timecard Geofences**

\* Geofence Name: Mercedes Benz Stadium

\* Latitude: 0

\* Longitude: 0

\* Radius (miles): 0

Notes:

**Labor**

Department:

Project:

Point Map To: 1 AMB Dr NW, Atlanta, GA 30313

Map Satellite

Ryan Cyn...

### Fence Rules

Isolved University

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

Geofence Name

---

+ Add New Edit Delete Refresh Save Cancel

Department:

Project:

Point Map To: 1 AMB Dr NW, Atlanta, GA 30313

Map Satellite

8

Click "Save" to create the geofence.

The screenshot displays the 'isolved' web application interface. At the top, the logo 'isolved' is followed by 'Delivered by thread'. The user profile 'Ryan Cyn...' is visible in the top left. The main header shows 'Client: CYN22 - CynTech' and a 'Client Search' field. The left sidebar contains a navigation menu with categories like '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', and 'Conversion Management'. The 'Fence Rules' section is active, showing a table with one entry: 'Mercedes Benz Stadium'. Below the table is a form for creating a new geofence. The form has a toolbar with '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. The 'Save' button is highlighted with an orange circle. The form fields are: '\* Geofence Name: Mercedes Benz Stadium', '\* Latitude: 33.75595', '\* Longitude: -84.40008', '\* Radius (miles): 0.18032', and 'Labor' with dropdowns for 'Department' and 'Project'. Below the form is a map of Atlanta, GA, with a green geofence circle centered on Mercedes-Benz Stadium. The map shows various landmarks like the Georgia Aquarium, National Center for Civil and Human Rights, and Centennial Olympic Park.