

Edit Approved Absences in isolved as a Manager/Supervisor in Classic (Administrative) View



This guide walks through how to edit Approved Absences in isolved.

If an absence is marked as Pending, you can only delete from the Employee Calendar > My Absences Tab.

If it is marked as 'Processed' you cannot delete it as it was on a processed payroll.

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

The screenshot shows the Thread HCM Employee Self-Service portal for Ryan Reynolds. The top header displays the employee's name, ID, pay group, hire date, work location, team, and client information. The main content area is divided into several sections: a welcome message, a profile section, notifications, human resource contacts, pay history, and benefits. The left sidebar contains a search bar and a list of navigation links.

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

Header Information:

- Ryan Reynolds** Pay Group: BI-Weekly Hire Date: 4/9/2025 Team: Location: Client: CYN22 - CynTech
- Employee #: 1 Hourly: ###.## Work Location: Augusta, GA Department: Company: Cynkar Technologies (Active)

Welcome back Ryan

MY PROFILE

- Ryan Reynolds
- Finance Manager
- Length of Service: 7 Months
- Anniversary: 4/9/2025

NOTIFICATIONS

- Documents requiring your review

MY HUMAN RESOURCE CONTACTS

MY PAY

	10/10/2025	7/18/2025
Check Number	18	29
Gross Pay		
Net Pay		
Direct Deposit		

MY BENEFITS

2 Click "Documents requiring your review"

The screenshot shows the 'isolved' portal interface. At the top, a header bar includes the 'isolved' logo, 'Delivered by thread', and user information for Ryan Reynolds. Below the header, a navigation menu on the left lists various self-service options. The main content area is titled 'Welcome back Ryan' and contains several sections: 'MY PROFILE', 'NOTIFICATIONS', 'MY PAY', 'MY HUMAN RESOURCE CONTACTS', and 'MY BENEFITS'. In the 'NOTIFICATIONS' section, a notification titled 'Documents requiring your review' is highlighted with an orange circle.

Header: isolved | Delivered by thread | 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 (Acti)

Navigation 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

MY PROFILE: Ryan Reynolds, Finance Manager, Length of Service: 7 Months, Anniversary: 4/9/2025

NOTIFICATIONS: Documents requiring your review

MY PAY: Check Number 18, Gross Pay, Net Pay, Direct Deposit

MY HUMAN RESOURCE CONTACTS:

MY BENEFITS:

3 Click "Ryan Rey..."

This screenshot is identical to the one above, showing the 'isolved' portal interface for Ryan Reynolds. In this step, an orange circle highlights the user profile icon in the top left navigation bar, which is labeled 'Ryan Rey...'.

4 Click "Manager View"

The screenshot shows the 'Manager View' for Ryan Reynolds in the iSolved HR system. The header includes the iSolved logo, 'Delivered by thread', and user information. The main content area is divided into several sections: a 'Welcome back Ryan' message with a profile picture, a 'MY PROFILE' section showing 'Ryan Reynolds', 'Finance Manager', 'Length of Service: 7 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 18, Gross Pay 29, Net Pay, Direct Deposit), and 'MY BENEFITS'. A left sidebar contains a search bar and a list of menu items, with 'Employee Self-Service' highlighted. The footer shows 'iSolved © 2025'.

Header: iSolved Delivered by thread

User Information: Ryan Reynolds, Pay Group: Bi-Weekly, Hire Date: 4/9/2025, Work Location: Augusta, GA, Team: , Location: , Client: CYN22 - CynTech, Company: Cynkar Technologies (Acti)

Welcome back Ryan

MY PROFILE

Ryan Reynolds
Finance Manager
Length of Service: 7 Months
Anniversary: 4/9/2025

NOTIFICATIONS

Documents requiring your review

MY HUMAN RESOURCE CONTACTS

MY PAY

Check Number: 18, Gross Pay: 29, Net Pay, Direct Deposit

MY BENEFITS

Left Sidebar: 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

Footer: iSolved © 2025

5 Click "Time"

The screenshot shows the 'My Dashboard' in the iSolved HR system. The header includes the iSolved logo, 'Delivered by thread', and user information. The main content area is divided into two sections: 'Options' and 'You have Pending Time Off Requests! Click here to view.' The 'Options' section lists various HR functions, with 'Time' highlighted. The 'You have Pending Time Off Requests!' section shows a list of pending transactions. A left sidebar contains a search bar and a list of menu items, with 'Employee Self-Service' highlighted. The footer shows 'iSolved © 2025'.

Header: iSolved Delivered by thread

User Information: Ryan Reynolds, Pay Group: Bi-Weekly, Hire Date: 4/9/2025, Work Location: Augusta, GA, Team: , Location: , Client: CYN22 - CynTech, Company: Cynkar Technologies (Acti)

My Dashboard

Options

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

You have Pending Time Off Requests! Click here to view.

- You have No Pending Transactions
- You have No Pending Shift Requests between 10/5/2025 - 2/22/2026
- You have No Pending Punches between 10/5/2025 - 2/22/2026

Left Sidebar: Employee Self-Service, Employee Welcome, My Dashboard, Pay History, W2/ACA/1099 Forms, Employee Profile, Employee Messages, Company Information, Human Resources, EE Performance Reviews, Update Information, EE Benefits, Time, Occurrences, Corrective Actions, Turbo Tax

Footer: iSolved © 2025

6 Click "Employee Absences"

My Dashboard Isolved University

Options

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

Summary:

- You have Pending Time Off Requests! Click here to view.
- You have No Pending Transactions
- You have No Pending Shift Requests between 10/5/2025 - 2/22/2026
- You have No Pending Punches between 10/5/2025 - 2/22/2026

Employee Self-Service Menu:

- Employee Admin Tools
- Employee Management
- Client Management
- Employee Self-Service
- Employee Welcome
- My Dashboard
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Company Information
- Human Resources >
- EE Performance Reviews >
- Update Information >
- EE Benefits >
- Time >
- Time Card
- Employee Absences
- Employee Calendar
- Admin Calendar
- Occurrences
- Corrective Actions
- Turbo Tax

iSolved © 2025

7 Click "11/28/2025"

Employee Absences Isolved University

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

Absence Policy: All, **Status:** All, **Filter**

Absence Table:

Date	Absence Policy	Status	Hours	Estimated Available Hours	Check Date
11/28/2025	PTO	Approved	8.00	52.96	
11/6/2025	PTO	Approved	4.00	54.80	

Absence Details:

* Absence Date: 11/28/2025

* Absence: PTO

* Hours: 8.00

Start Time: 8:00 AM

☐ Do Not Adjust Accrual Balance

☐ Do Not Pay to Employee

Absences added to prior closed periods will not be deducted from the employee's balance during the next payroll run unless the prior period is first unlocked.

Estimated Available Hours: 52.96

Comments:

8 Click "Absence Details"

Employee # 0006 Status: Active Hire Date: 1/30/2023 Team: Location: Company: Cynkar Technologies (Acti)

Employee Absences Isolated University

From: 11/1/2025 Absence Policy: All Filter
To: 11/30/2025 Status: To view records for absence policies for which you are no longer eligible, use the 'All' selection.

Date	Absence Policy	Status	Hours	Estimated Available Hours	Check Date
11/28/2025	PTO	Approved	8.00	52.96	
11/6/2025	PTO	Approved	4.00	54.80	

+ Add New Edit Delete Refresh Save Cancel

Absence Details

* Absence Date: 11/28/2025
* Absence: PTO
* Hours: 8.00
Start Time: 8:00 AM
☐ Do Not Adjust Accrual Balance
☐ Do Not Pay to Employee
Absences added to prior closed periods will not be deducted from the employee's balance during the next payroll run unless the prior period is first unlocked.
Estimated Available Hours: 52.96

Comments

9 Click "Edit"

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

Employee Absences Isolated University

From: 11/1/2025 Absence Policy: All Filter
To: 11/30/2025 Status: To view records for absence policies for which you are no longer eligible, use the 'All' selection.

Date	Absence Policy	Status	Hours	Estimated Available Hours	Check Date
11/28/2025	PTO	Approved	8.00	52.96	
11/6/2025	PTO	Approved	4.00	54.80	

+ Add New Edit Delete Refresh Save Cancel

Absence Details

* Absence Date: 11/28/2025
* Absence: PTO
* Hours: 8.00
Start Time: 8:00 AM
☐ Do Not Adjust Accrual Balance
☐ Do Not Pay to Employee
Absences added to prior closed periods will not be deducted from the employee's balance during the next payroll run unless the prior period is first unlocked.
Estimated Available Hours: 52.96

Comments

10 Make the changes you need to make to the absence

Ryan Rey...

Search the menu

Employee Admin Tools

Employee Management

Client Management

Employee Self-Service

Employee Welcome

My Dashboard

Pay History

W2/ACA/1099 Forms

Employee Profile

Employee Messages

Company Information

Human Resources >

EE Performance Reviews >

Update Information >

EE Benefits >

Time >

Time Card

Employee Absences

Employee Calendar

Admin Calendar

Occurrences

Corrective Actions

Turbo Tax

Employee Absences

isolated University

From: 11/1/2025 To: 11/30/2025 Absence Policy: All Status: Filter

To view records for absence policies for which you are no longer eligible, use the 'All' selection.

Date	Absence Policy	Status	Hours	Estimated Available Hours	Check Date
11/28/2025	PTO	Approved	8.00	52.96	
11/6/2025	PTO	Approved	4.00	54.80	

+ Add New Edit Delete Refresh Save Cancel

Absence Details

* Absence Date: 11/28/2025

* Absence: PTO

* Hours: 8.00

Start Time: 8:00 AM

☐ Do Not Adjust Accrual Balance

☐ Do Not Pay to Employee

Absences added to prior closed periods will not be deducted from the employee's balance during the next payroll run unless the prior period is first unlocked.

Estimated Available Hours: 52.96

Comments

© 2025

11 Click "Save"

Ryan Rey...

Search the menu

Employee Admin Tools

Employee Management

Client Management

Employee Self-Service

Employee Welcome

My Dashboard

Pay History

W2/ACA/1099 Forms

Employee Profile

Employee Messages

Company Information

Human Resources >

EE Performance Reviews >

Update Information >

EE Benefits >

Time >

Time Card

Employee Absences

Employee Calendar

Admin Calendar

Occurrences

Corrective Actions

Turbo Tax

1 of 76

Chris Bailey

Pay Group: Bi-Weekly

Hourly: #####

Work Location: DECATUR, ...

Department: CYN22 - CynTech

Client: CYN22 - CynTech

Employee #: 0006

Status: Active

Hire Date: 1/30/2023

Team:

Location:

Company: Cynkar Technologies (Acti

isolated University

From: 11/1/2025 To: 11/30/2025 Absence Policy: All Status: Filter

To view records for absence policies for which you are no longer eligible, use the 'All' selection.

Date	Absence Policy	Status	Hours	Estimated Available Hours	Check Date
11/28/2025	PTO	Approved	8.00	52.96	
11/6/2025	PTO	Approved	4.00	54.80	

+ Add New Edit Delete Refresh Save Cancel

Absence Details

* Absence Date: 11/28/2025

* Absence: PTO

* Hours: 4

Start Time: 8:00 AM

☐ Do Not Adjust Accrual Balance



☐ Do Not Pay to Employee


Absences added to prior closed periods will not be deducted from the employee's balance during the next payroll run unless the prior period is first unlocked.

Estimated Available Hours: 52.96

Comments

12 Or if you want to remove an absence that is Approved. Click "Delete"


Ryan Rey... 

Search the menu 

Employee Admin Tools

Employee Management

Client Management

Employee Self-Service

Employee Welcome

My Dashboard

Pay History

W2/ACA/1099 Forms

Employee Profile

Employee Messages

Company Information

Human Resources >

EE Performance Reviews >

Update Information >

EE Benefits >

Time >

Time Card



Employee Absences

Employee Calendar

Occurrences

Corrective Actions

Turbo Tax

< 1 of 76 >  

Chris Bailey
Employee # 0006

Pay Group: Bi-Weekly
Status: Active



Hourly: ###.##
Hire Date: 1/30/2023



Work Location: DECATUR, ...
Team:

Department:
Location:

Client: CYN22 - CynTech
Company: Cynkar Technologies (Acti

Employee Absences Isolated University


From: 11/1/2025  Absence Policy: All  Filter


To: 11/30/2025  Status: 


To view records for absence policies for which you are no longer eligible, use the 'All' selection.


Date	Absence Policy	Status	Hours	Estimated Available Hours	Check Date
11/6/2025	PTO	Approved	4.00	54.80	
11/28/2025	PTO	Approved	4.00	56.96	


+ Add New

 Edit


 Delete


 Refresh

 Save


 Cancel


Absence Details


* Absence Date: 11/6/2025 

* Absence: PTO 

* Hours: 4.00

Start Time: 8:00  AM

☐ Do Not Adjust Accrual Balance 

☐ Do Not Pay to Employee 

Absences added to prior closed periods will not be deducted from the employee's balance during the next payroll run unless the prior period is first unlocked.

Estimated Available Hours: 54.80

Comments

going to the beach

7