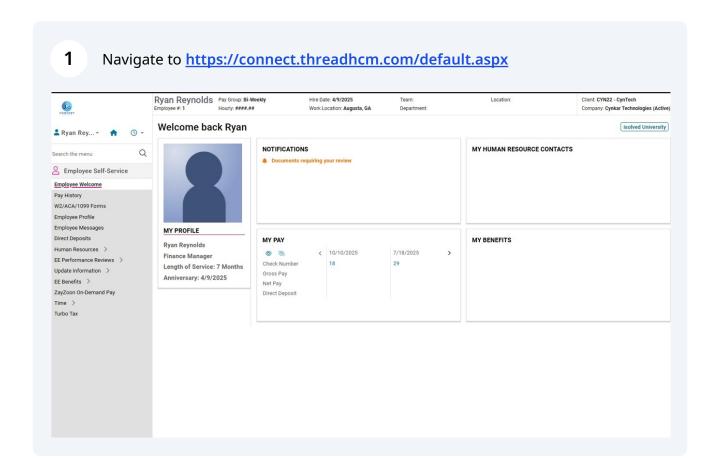# Edit Approved Absences in isolved as a Manager/Supervisor in Classic (Administrative) View
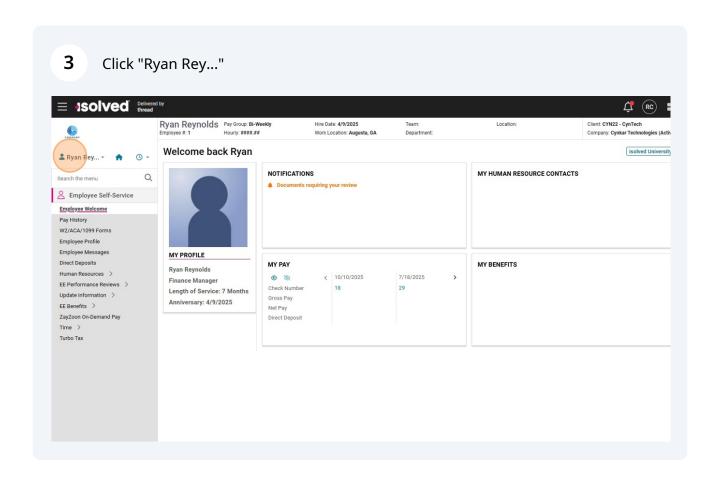
This guide walks through how to edit Approved Absences in isolved.

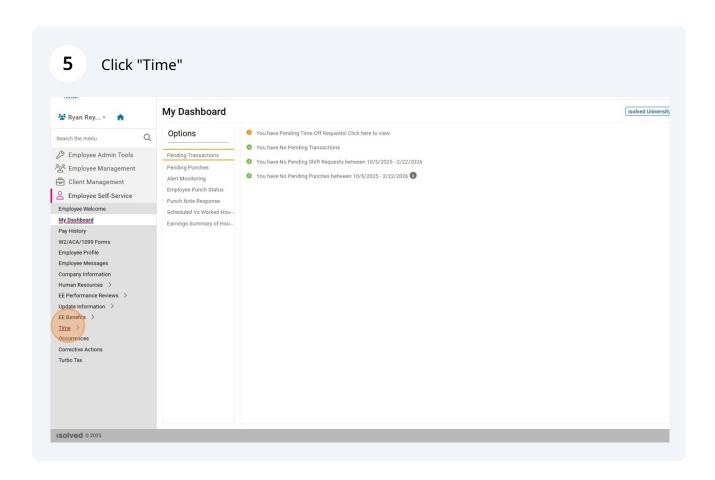If an absence is marked as Pending, you can only delete from the Employee Calendar > My Absences Tab.

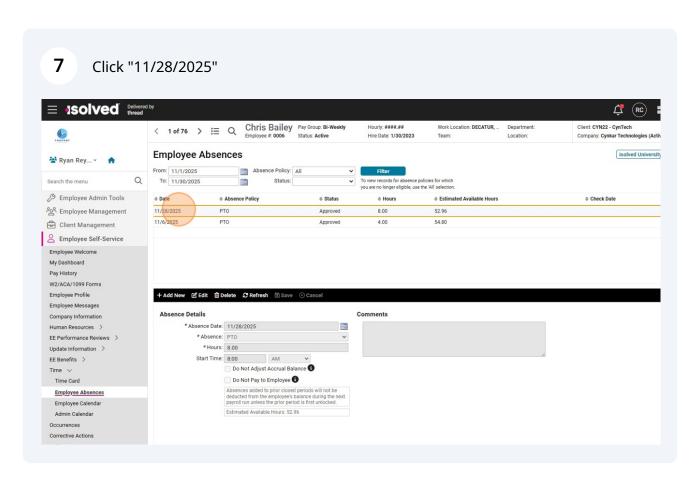If it is marked as 'Processed' you cannot delete it as it was on a processed payroll.

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

**2** Click "Documents requiring your review"



**3** Click "Ryan Rey..."

**4**     Click "Manager View"



**5**     Click "Time"

**6** Click "Employee Absences"



**7** Click "11/28/2025"

**8**    Click "Absence Details"



**9**    Click "Edit"

## 10    Make the changes you need to make to the absence



## 11    Click "Save"

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