

Employee Summary Screen - Time Card Verifications



This guide highlights the Employee Summary screen within My Dashboard screen. Here you can see employee totals for the date range or pay period you chose, verify time cards in bult

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

The screenshot displays a user dashboard with the following sections:

- MY PROFILE**
 - Ryan Reynolds
 - Finance Manager
 - Length of Service: 8 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 on your name in the top left to switch to Manager or Supervisor View. If you're logged in as an Admin, you can skip this step.

isolved Delivered by thread

Ryan Reynolds Pay Group: Bi-Weekly Hire Date: 4/9/2025 Team: Location:
Employee #: 1 Hourly: ##### Work Location: Augusta, GA Department:

Welcome back Ryan

Search the menu

Employee Self-Service

Employee Welcome

Pay History

Employee Profile

Employee Messages

Direct Deposits

Human Resources >

EE Performance Reviews >

Update Information >

EE Benefits >

ZayZoon On-Demand Pay Time >

MY PROFILE

Ryan Reynolds
Finance Manager
Length of Service: 8 Months
Anniversary: 4/9/2025

NOTIFICATIONS

Documents requiring your review

MY PAY

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

MY HUMAN RESO

MY BENEFITS

3

Click "Manager View" or "Supervisor View"

My Dashboard will be the default view once you switch to these views. You may not have both options

isolved Delivered by thread

Ryan Reynolds Pay Group: Bi-Weekly Hire Date: 4/9/2025 Team: Location: Client: C1
Employee #: 1 Hourly: ##### Work Location: Augusta, GA Department: Company

Welcome back Ryan

Search the menu

Employee View

Manager View

Supervisor View

Employee Welcome

Pay History

Employee Profile

Employee Messages

Direct Deposits

Human Resources >

EE Performance Reviews >

Update Information >

EE Benefits >

ZayZoon On-Demand Pay Time >

MY PROFILE

Ryan Reynolds
Finance Manager
Length of Service: 8 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

4

On the Dashboard, you may not have all options listed. It all depends on the settings that are built within your company.

In this guide we're going directly to Earning Summary of Hours. There is also a full guide for all of the items in My Dashboard.

The screenshot shows the 'isolved' HR system interface. At the top, it says 'Delivered by thread' and 'Client: CYN22 - CynTech Legal: Cynkar Technologies'. The user is identified as 'Ryan Rey...'. The main area is titled 'My Dashboard' and includes a search bar and a list of options. A large orange circle highlights the 'Earnings Summary of Hours' option in the list. The options list includes: Pending Transactions, Pending Punches, Alert Monitoring, Employee Punch Status, Punch Note Response, Scheduled Vs Worked Hou..., and Earnings Summary of Hou... The dashboard also displays several status messages: 'You have Pending Time Off Requests! Click here to view.', 'You have No Pending Transactions', 'You have No Pending Shift Requests between 7/8/2025 - 12/24/2025', and 'You have No Pending Punches between 7/8/2025 - 12/24/2025'. The footer shows 'isolved © 2025'.

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Earnings Summary of Hours

This will show you employee total hours, a bar graph of earnings paid for the date range and you can also view Time Card Verifications for all employee.

This is great for viewing total hours by Earning or even specifically selecting an earning i.e. "How much OT did we have last pay period"

The screenshot displays the 'My Dashboard' interface for 'isolved' (Delivered by thread). The client is 'CYN22 - CynTech' and the legal entity is 'Cynkar Technologies'. The dashboard includes a navigation menu on the left with options like 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Reports', 'Employee Self-Service', 'Employee Welcome', 'My Dashboard', 'Pay History', 'W2/ACA/1099 Forms', 'Employee Profile', 'Employee Messages', 'Company Information', 'Direct Deposits', 'Human Resources', 'EE Performance Reviews', 'Update Information', 'EE Benefits', 'Time', 'Occurrences', 'Corrective Actions', and 'Turbo Tax'. The main content area features a search bar and a filter section for 'Status (Active)', 'Start Date (09/18/2025)', and 'End Date (09/24/2025)'. Below the filters are dropdown menus for 'Policy Group', 'Worked Labor', 'EE Status', 'Manager', 'EE Group', 'Pay Group', 'Labor Value', 'EE Type', and 'Supervisor'. A date range is set from 9/18/2025 to 9/24/2025. A table header is visible at the bottom with columns: Employee N..., Date, Shift, Shift Start, Shift End, Scheduled ..., Worked Start, Worked End, Worked Ho..., and Hours Varia... An orange circle highlights the 'Earnings Summary of Hours' link in the navigation menu.

6

If you filter and click Apply, you'll be able to see hours totals.

However if you use **Verification Filters** on the far right, you can also see the Verification check boxes for all employees.

Select your pay group, and either Current Pay Period, or Prior Pay Period.

Check the box for Include Employees with no Earnings to see all employees including those with blank timecards.

The screenshot displays a payroll dashboard for 'Cynkar Technologies'. At the top, it shows 'Client: CYN22 - CynTech' and 'Legal: Cynkar Technologies'. The main section is titled 'My Dashboard' and includes a search bar and a list of options on the left. The central area features a filter panel with various dropdown menus for Policy Group, Worked Labor, EE Status, Manager, Labor Value, EE Type, Supervisor, EE Group, Earning Type, Start Date, End Date, and Include Employees with no Earnings. A 'Verification Filters' section on the right is highlighted with an orange circle, containing dropdowns for Pay Group and Payroll Run. Below the filters is a bar chart showing 'Earning' for three categories: Holiday (approx. 620), Hourly Regular (approx. 50), and PTO (approx. 10). At the bottom, a table lists employees with columns for Employee Name, ID, Earnings, Hours, and Hour Notes.

Employee Name	ID	Earnings	Hours	Hour Notes
Bailey, Christopher	0006		40.00	View
Button IV, Benjamin	0025	Holiday	8.00	View
Clooney, George	520	Holiday	8.00	View

7 Click "Apply"

The screenshot shows the Ived HR system interface. At the top, it displays 'Client: CYN22 - CynTech' and 'Legal: Cynkar Technologies'. The main area is titled 'My Dashboard' and contains a search filter bar with various dropdown menus for Policy Group, Labor Value, Earning Type, Worked Labor, EE Type, EE Status, Manager, Supervisor, and EE Group. The Start Date is set to 12/14/2025 and the End Date is 12/27/2025. A red circle highlights the 'Apply' button. Below the filters is a bar chart showing earnings for 'Hourly Regular' (approx. 65) and 'PTO' (approx. 20). At the bottom, there is a table with columns for Employee Name, ID, Earnings, Hours, Hour Notes, and verification checkboxes for Employee, Manager, and Supervisor.

Employee Name	ID	Earnings	Hours	Hour Notes	Employee Verification	Manager Verification	Supervisor Verification
Bailey, Christopher	0006		28.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Button IV, Benjamin	0025	Hourly Regular	15.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8 You can verify time cards from the check boxes on the right side of the screen either individually, select all or just view which ones have already been signed off by the employees, managers, supervisors.

Reminder that verifications are technically only a communication feature and do not lock or submit time cards

This screenshot is similar to the one above but focuses on the verification checkboxes. The bar chart and table are visible. The 'Employee Verification' checkbox for Bailey, Christopher is checked, and the 'Manager Verification' checkbox for Button IV, Benjamin is checked. Both checkboxes are highlighted with red circles. A 'Save' button is visible in the top right corner of the table area.

Employee Name	ID	Earnings	Hours	Hour Notes	Employee Verification	Manager Verification	Supervisor Verification
Bailey, Christopher	0006		28.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Button IV, Benjamin	0025	Hourly Regular	15.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clooney, George	520		0.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dooly IV, David	0013		0.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doore, Samuel	0024	Hourly Regular	14.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee, Mel	516		0.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee, Penn	2354		0.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee, Test	2391		0.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee, TestOnboarding	2395		0.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fieri, Guy R	0003		0.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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You can also filter by specific earnings for a date range to view things such as how much PTO or Overtime is being paid.

The screenshot shows the 'solved' HR system interface. The top navigation bar includes the 'solved' logo and 'Delivered by thread'. The main header displays 'Client: CYN22 - CynTech' and 'Legal: Cynkar Technologies'. The left sidebar contains a search menu and a list of navigation options, with 'My Dashboard' highlighted. The main content area is titled 'My Dashboard' and features a filter section at the top. The filter section includes dropdown menus for 'Policy Group', 'Worked Labor', 'EE Status', 'Manager', 'Labor Value', 'EE Type', 'Supervisor', and 'EE Group'. A date range is set from '12/14/2025' to '12/27/2025'. An orange circle highlights the 'Earning Type' dropdown menu, which is currently set to 'Overtime @ Flat'. Below the filter section is a bar chart showing earnings data. The chart has two bars: a large blue bar for 'Hourly Regular' earnings (approximately 65) and a smaller blue bar for 'PTO' earnings (approximately 20). Below the chart is a table with columns for Employee Name, ID, Earnings, Hours, Hour Notes, Employee Verification, Manager Verification, and Supervisor. The table lists two employees: Bailey, Christopher (ID 0006, 28.00 hours) and Button IV, Benjamin (ID 0025, 15.00 hours). The 'Manager Verification' checkbox for Button IV is checked.

Employee Name	ID	Earnings	Hours	Hour Notes	Employee Verification	Manager Verification	Supervisor
Bailey, Christopher	0006		28.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Button IV, Benjamin	0025	Hourly Regular	15.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>