

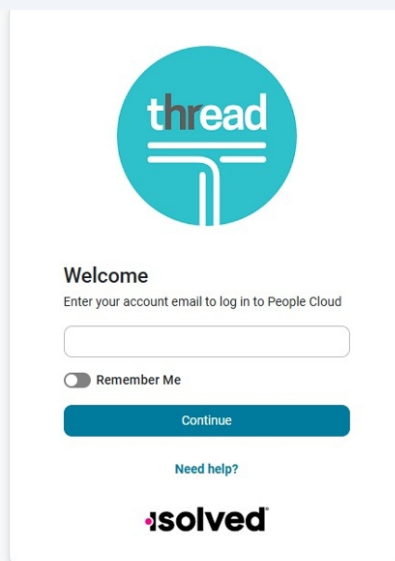
Employee Overview - Getting Started with isolved Web View



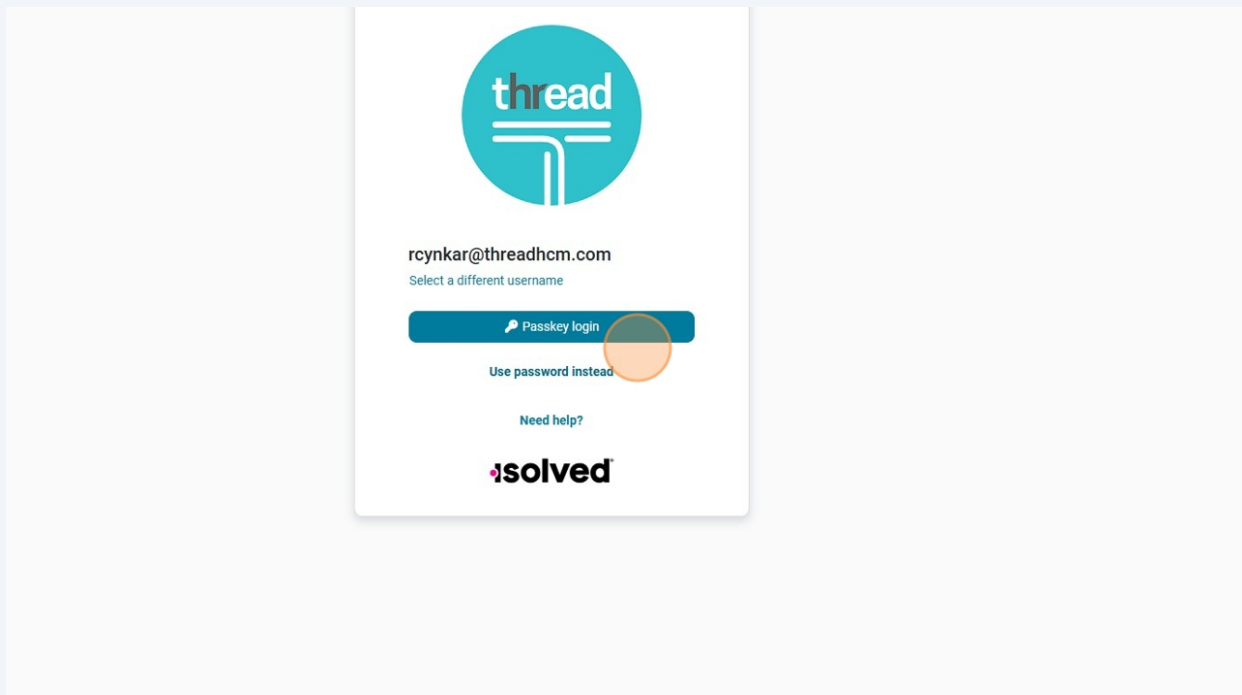
iSolved helps manage your time, pay, and documents.
Use the mobile app or web login.
Support is always available.

1

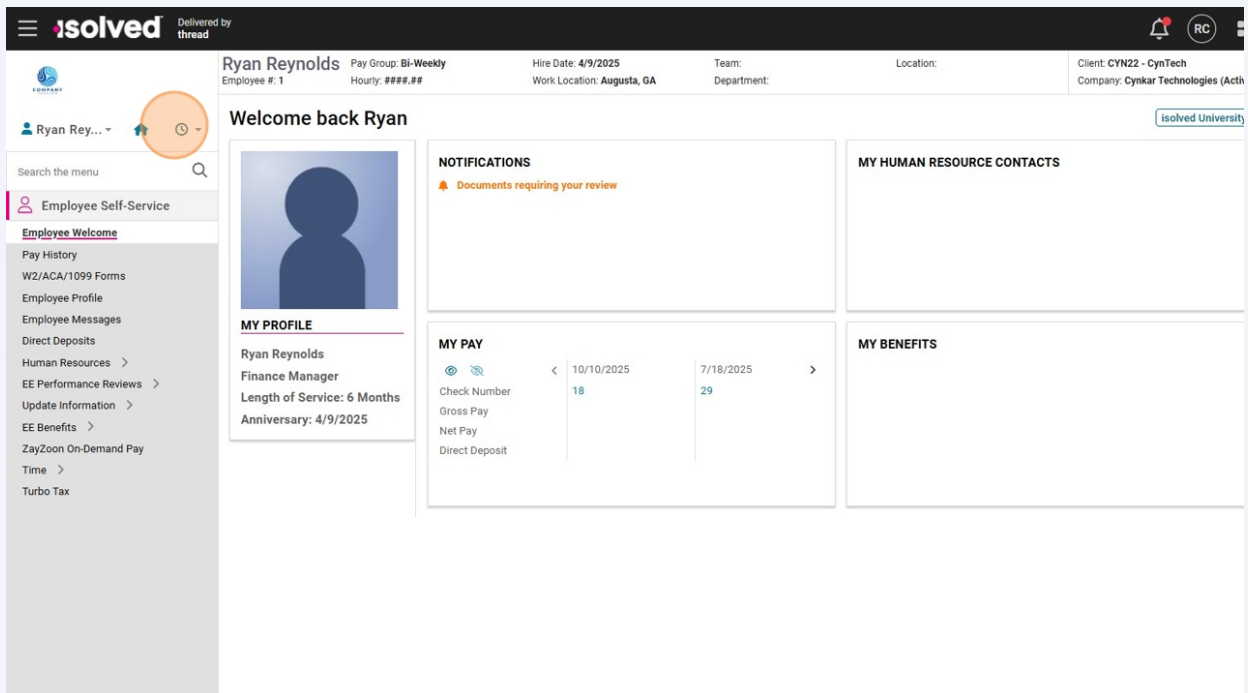
Go to <https://www.isolvedhcm.com/login>
Classic view: connect.threadhcm.com
Adaptive View: <https://identity.myisolved.com>
Use username, password, and security code.



2 Click "Passkey login or Use password instead"



3 When you're logged in, the top left will have a clock icon. If you click this you can Punch in or out.



4

Thread – Web View

Quick Punch: Tap the blue clock > lightning bolt.

Detail Punch: Track specific tasks or breaks.

ALL TIME MUST BE ENTERED BY MONDAY!!!

The screenshot shows the 'isolved' web interface for user Ryan Reynolds. The top navigation bar includes the 'isolved' logo, a 'Delivered by thread' status, and a user profile icon. The main header displays the user's name, employee ID, pay group, hire date, work location, team, and client information. A 'Welcome back Ryan' message is prominently displayed. On the left, a sidebar menu lists various options, with 'Employee Self-Service' highlighted. A 'Time Clock' modal is open, showing options for 'Punched Out', 'Quick Punch', 'Detailed Punch', and 'Missing Punch'. The 'Quick Punch' option is highlighted with a blue circle. The main content area is divided into sections: 'NOTIFICATIONS' (Documents requiring your review), 'MY HUMAN RESOURCE CONTACTS', 'MY PAY' (Check Number, Gross Pay, Net Pay, Direct Deposit), and 'MY BENEFITS'.

5

This is what the Detailed Punch screen will show. You can update the labor items you are working in and hit Save

The screenshot shows the 'Punch' modal form. It has a title bar with 'Punch' and a close button. The form is divided into three main sections: 'Time', 'Labor Group', and 'Labor Default Override'. The 'Time' section includes fields for 'Punch' (date and time), 'Type' (dropdown), and 'Mode' (dropdown). The 'Labor Group' section includes fields for 'Comp Time' and 'Weighted OT', both with 'Not Assigned' values. The 'Labor Default Override' section includes fields for 'Comp Time Earned' and 'Weighted OT', both with dropdown menus. At the bottom, there are 'Save' and 'Cancel' buttons.

6 To view your Time Card, Click "Time" and then Click "Time Card"

The screenshot shows the Employee Self-Service dashboard for Ryan Reynolds. The left sidebar contains a search bar and a list of menu items. The 'Time' menu item is expanded, and 'Time Card' is highlighted with a red circle. The main content area displays a welcome message, a profile card, and several sections: NOTIFICATIONS, MY HUMAN RESOURCE CONTACTS, MY PAY, and MY BENEFITS.

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**
 - Time Card**
 - Employee Absences
 - Time Off Balances
 - Employee Calendar
 - Turbo Tax

Welcome back Ryan

MY PROFILE

Ryan Reynolds
Finance Manager
Length of Service: 6 Months
Anniversary: 4/9/2025

NOTIFICATIONS

Documents requiring your review

MY PAY

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

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

7 Here you can see your time on your timecard

The screenshot shows the Time Card report for Ryan Reynolds. The top header displays employee information and navigation options. The main area is a grid showing time slots from 12:00 AM to 11:00 PM across several days. A yellow box highlights the time slots for Wednesday, 10/21/2025.

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 (Acti

Time Card Report

Calendar Spreadsheet Sun 10/19/2025 - Sat 11/01/2025

	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Tue	Total
12:00 AM	-	-	-	-	-	-	-	-	-	
1:00 AM	-	-	-	-	-	-	-	-	-	
2:00 AM	-	-	-	-	-	-	-	-	-	
3:00 AM	-	-	-	-	-	-	-	-	-	
4:00 AM	-	-	-	-	-	-	-	-	-	
5:00 AM	-	-	-	-	-	-	-	-	-	
6:00 AM	-	-	-	-	-	-	-	-	-	
7:00 AM	-	-	-	-	-	-	-	-	-	
8:00 AM	-	-	-	-	-	-	-	-	-	
9:00 AM	-9:00 AM-1:00 PM- 4.00 hrs	-10:00 AM- 1:00 PM- 3.00 hrs	-9:00 AM-1:00 PM- 4.00 hrs	-	-	-	-	-	-	
10:00 AM	-	-	-	-	-	-	-	-	-	
11:00 AM	-	-	-	-	-	-	-	-	-	
12:00 PM	-	-	-	-	-	-	-	-	-	
1:00 PM	-	-	-	-	-	-	-	-	-	
2:00 PM	-	-	-	-	-	-	-	-	-	
3:00 PM	-3:00 PM-6:00 PM- 3.00 hrs	-3:00 PM-6:00 PM- 3.00 hrs	-3:00 PM-6:00 PM- 3.00 hrs	-	-	-	-	-	-	
4:00 PM	-	-	-	-	-	-	-	-	-	
5:00 PM	-	-	-	-	-	-	-	-	-	
6:00 PM	-	-	-	-	-	-	-	-	-	
7:00 PM	-	-	-	-	-	-	-	-	-	
8:00 PM	-	-	-	-	-	-	-	-	-	
9:00 PM	-	-	-	-	-	-	-	-	-	
10:00 PM	-	-	-	-	-	-	-	-	-	
11:00 PM	-	-	-	-	-	-	-	-	-	
Total Hours	7.00	6.00	7.00							20.00

8 To verify your timecard at the end of the pay period. Click "Unverified"

The screenshot shows the iSolved HR system interface. At the top, the user is logged in as Ryan Reynolds (Employee # 1). The system displays the 'Time Card Report' for the pay period from Sun 10/19/2025 to Sat 11/01/2025. The 'Unverified' status is highlighted with an orange circle. The report shows a grid of time slots (from 12:00 AM to 11:00 PM) and days (Sun 10/19 to Mon 10/27). The total hours for the period are 20.00.

Time Slot	Sun 10/19	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Total
12:00 AM										
1:00 AM										
2:00 AM										
3:00 AM										
4:00 AM										
5:00 AM										
6:00 AM										
7:00 AM										
8:00 AM										
9:00 AM		9:00 AM-1:00 PM 4.00 hrs	10:00 AM-1:00 PM 3.00 hrs	9:00 AM-1:00 PM 4.00 hrs						
10:00 AM										
11:00 AM										
12:00 PM										
1:00 PM										
2:00 PM										
3:00 PM		3:00 PM-6:00 PM 3.00 hrs	3:00 PM-6:00 PM 3.00 hrs	3:00 PM-6:00 PM 3.00 hrs						
4:00 PM										
5:00 PM										
6:00 PM										
7:00 PM										
8:00 PM										
9:00 PM										
10:00 PM										
11:00 PM										
Total Hours		7.00	6.00	7.00						20.00

9 Then Click the checkbox next to Employee.

The screenshot shows the iSolved HR system interface. At the top, the user is logged in as Ryan Reynolds (Employee # 1). The system displays the 'Time Card Report' for the pay period from Sun 10/19/2025 to Sat 11/01/2025. The 'Unverified' status is highlighted with an orange circle. The report shows a grid of time slots (from 12:00 AM to 11:00 PM) and days (Sun 10/19 to Mon 10/27). The total hours for the period are 20.00. The 'Approve' checkbox is checked.

Time Slot	Sun 10/19	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Total
12:00 AM										
1:00 AM										
2:00 AM										
3:00 AM										
4:00 AM										
5:00 AM										
6:00 AM										
7:00 AM										
8:00 AM										
9:00 AM		9:00 AM-1:00 PM 4.00 hrs	10:00 AM-1:00 PM 3.00 hrs	9:00 AM-1:00 PM 4.00 hrs						
10:00 AM										
11:00 AM										
12:00 PM										
1:00 PM										
2:00 PM										
3:00 PM		3:00 PM-6:00 PM 3.00 hrs	3:00 PM-6:00 PM 3.00 hrs	3:00 PM-6:00 PM 3.00 hrs						
4:00 PM										
5:00 PM										
6:00 PM										
7:00 PM										
8:00 PM										
9:00 PM										
10:00 PM										
11:00 PM										
Total Hours		7.00	6.00	7.00						20.00

10

To Request Time off, there are two places to do it. One is right on the time card, Click "Request Time Off"
The other is under Employee Calendar

The screenshot shows the iSolved HR system interface. On the left is the 'Employee Self-Service' menu with options like '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', and 'Time'. Under 'Time', there is a 'Time Card' link. The main area displays the 'Time Card' for Ryan Reynolds, showing a calendar view for the week of Sun 10/19/2025 to Sat 11/01/2025. A yellow box highlights the 'Request Time Off' button in the top navigation bar. The time card shows a 4.00 hr absence on Wed 10/22 from 9:00 AM to 1:00 PM and a 3.00 hr absence on Thu 10/23 from 3:00 PM to 6:00 PM. The total hours for the week are 20.00.

11

Click this dropdown to choose your policy and then fill out the information to request your day(s) you'd like off. Then hit Save and it will be sent to your manager.

You will be notified when it is approved or rejected.

The screenshot shows the 'Employee Calendar' form in the iSolved HR system. The form is titled 'Request Time Off' and includes fields for 'Absence Policy', 'From Date', 'To Date', 'Start Time', 'Days', 'Hours Per Day', 'Hours Requested', and 'Available After Request'. A yellow box highlights the 'Absence Policy' dropdown menu. The 'Days' field shows a calendar grid with checkboxes for each day of the week. The 'Hours Requested' field is set to 4.00. The 'Available After Request' field is set to 1.00. The form also includes a 'Comments' section with a text area. The top navigation bar shows the 'Request Time Off' button highlighted.

12

To View your Balances, click Time Off Balances.
The easiest way to view this info is the line up top where the arrow is pointing.
The rest of the info shows other scenarios, projections and includes taken or accrued time.

Time Off Balances

PTO Current Balance as of 10/17/2025: 43.16

Plan Details PTO	As of Last Pay Period End 9/21/2025 - 10/4/2025	Current Pay Period 10/5/2025 - 10/18/2025
Plan Year: Anniversary	Accrued: 3.08	Projected Accrued: 3.08
Award Schedule: Every Pay	Taken: 8.00	Projected Taken: 0.00
Accrual Rate: 3.0800	YTD Accrued: 6.16	Projected YTD Accrued: 9.24
Last Award Date: 10/17/2025	YTD Taken: 8.00	Projected YTD Taken: 8.00
Service Date: 4/9/2025	Available Balance: 43.16	Time Off Requests-Pending: 0.00
Length of Service: 0 Years, 6 Months (6 Months)	Balance: 43.16	Approval:
		Projected Balance: 46.24

Current Plan Year 10/19/2025 - 4/8/2026	Next Plan Year 4/9/2026 - 4/8/2027
Balance as of 10/19/2025: 46.24	Carryover from Previous Plan Year: 83.20
Projected Accrued: 36.96	Projected Accrued: 83.16
Time Off Requests-Approved: 0.00	Time Off Requests-Approved: 0.00
Time Off Requests-Pending: 0.00	Time Off Requests-Pending: 0.00
Approval:	Approval:
Projected Balance: 83.20	Projected Balance: 138.64

*Note: Time Off Requests-Pending Approval amounts do not count against projected balances.

13

Click "Employee Calendar"

Welcome back Chris

MY PROFILE

Chris Bailey
Accountant
Length of Service: 2 Years
Anniversary: 1/30/2023

NOTIFICATIONS

Important Company Messages

MY PAY

	10/10/2025	9/26/2025
Check Number	V5071190	V5043885
Gross Pay		
Net Pay		
Direct Deposit		

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

14 Here you will be able to see your own Time Off Calendar

Chris Bailey Pay Group: Bi-Weekly Employee #: 0006 Hire Date: 1/30/2023 Work Location: DECATUR, GA Team: Location: Client: CYN22 - CynTech Company: Cynkar Technologies (Act)

Employee Calendar

My Calendar My Absences

Request Time Off

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
	Approved PTO (8.00Hrs)					
5	6	7	8	9	10	11
				Approved PTO (4.00Hrs)		
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
					Pending PTO (6.00Hrs)	
2	3	4	5	6	7	8
			Approved PTO (4.00Hrs)	Approved PTO (4.00Hrs)		

15 Here is the other place you can click Request Time Off. To view your Absences Click "My Absences"

Chris Bailey Pay Group: Bi-Weekly Employee #: 0006 Hire Date: 1/30/2023 Work Location: DECATUR, GA Team: Location: Client: CYN22 - CynTech Company: Cynkar Technologies (Act)

Employee Calendar

My Calendar My Absences

Request Time Off

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
	Approved PTO (8.00Hrs)					
5	6	7	8	9	10	11
				Approved PTO (4.00Hrs)		
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
					Pending PTO (6.00Hrs)	
2	3	4	5	6	7	8
			Approved PTO (4.00Hrs)	Approved PTO (4.00Hrs)		

16

If you have any Pending requests and need to delete, you can select the request and click Delete.

If the request is already Approved or Processed, you cannot delete. If you need the details of a request changed, your manager or HR will have to make that change.

The screenshot displays the 'Employee Calendar' interface. At the top, it shows user information: 'Chris Ba...', 'Employee #: 0006', 'Hourly: ###.##', 'Work Location: DECATUR, GA', 'Department:', and 'Company: Cynkar Technologies (Acti)'. Below this is a search bar and a sidebar menu with options like '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', 'Time Card', 'Employee Absences', 'Time Off Balances', 'Employee Calendar' (highlighted), and 'Turbo Tax'.

The main content area is titled 'Employee Calendar' and has tabs for 'My Calendar' and 'My Absences'. Below the tabs are filters for 'From:', 'To:', 'Absence Policy:' (set to 'All'), and 'Status:' (set to 'All'). A 'Filter' button is present. A table lists absences with columns: Date, Absence Policy, Status, Hours, Estimated Available Hours, and Check Date.

Date	Absence Policy	Status	Hours	Estimated Available Hours	Check Date
10/10/2025	PTO	Approved	8.00	58.48	
10/31/2025	PTO	Approved	4.00	60.64	
10/31/2025	PTO	Pending	8.00	52.64	

Below the table, there are 'Delete' and 'Refresh' buttons. The 'Absence Details' section shows fields for 'Absence Date' (10/31/2025), 'Absence' (PTO), 'Hours' (8.00), 'Start Time' (8:00 AM), and 'Estimated Available Hours' (52.64). A 'Comments' section contains the text 'Going to the beach!'.

17 Click "Pay History" to view your pay check detail

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

Pay History [Isolved University](#) [Help](#)

Year: 2025

Check Date	Gross Pay	Total Hours	Net Pay	Check/Voucher #	Check Amount	Description	PR Run #
10/10/2025	3109.50	80.85	2489.72	V5071190	0.00	Regular Check	25
09/26/2025	576.90	15.00	528.77	V5043885	0.00	Regular Check	23
08/15/2025	40.00	0.00	36.94	1	36.94	Regular Check	20
07/18/2025	871.00	23.00	785.12	1	785.12	Regular Check	15
07/03/2025	746.29	20.17	676.42	1	676.42	Regular Check	14

View/Print Pay Stub

Christopher Bailey Employee #: 0006 SSN: XXX-XX-0006

Address 123 W Main St
BLYTHE, GA 30805

Cynkar Technologies

Check Type: Regular Check Voucher #: V5071190
Check Date: 10/10/2025 Gross Pay: 3109.50
Period Begin: 09/21/2025 Gross Wage: 3109.50
Period End: 10/04/2025 Net Pay: 2489.72
Payroll Run #: 25 Check Amt: 0.00

Federal Head of Household
State (Residence) GEORGIA Head of Household

Earnings & Memos*

	Curr Hrs/Units	Curr \$	YTD Hrs/Units	YTD \$
Hourly Regular	72.85	2801.82	172.02	6493.01
Bonus				68.00
PTO	8.00	307.68	8.00	307.68

Deductions

	Curr \$	YTD \$
Direct Deposit		
Account		
Deposit Amount		2489.72
Checking	####6789	

Employee Taxes

	Curr \$	Curr Wages	YTD \$	YTD Wages
SOC SEC EE	192.79	3109.50	425.86	6868.69
MED EE	45.09	3109.50	99.60	6868.69
FEDERAL WH	246.47	3109.50	274.82	6868.69
GEORGIA WH	135.43	3109.50	210.31	6868.69

Employer Taxes

	Curr \$	Curr Wages	YTD \$	YTD Wages
SOC SEC ER	192.79	3109.50	425.86	6868.69

Current Period Leave Accruals

	Hours Accrued	Hours Taken	Available Balance
PTO	6.16	8.00	66.48
Floatino Hollida	0.00	0.00	8.00

18 Click "W2/ACA/1099 Forms" To view your tax forms. Once these are available you will see them listed here for each year

isolved Delivered by thread [RC](#)

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

W2/ACA/1099 Forms [Isolved University](#) [Help](#)

Tax Year	Document Description	Document Type	Document Name	View Document	View Instructions
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19

To Update some of your information, you can click Update Information and then you will have multiple screens that allow you to update your information such as Name and Contact Information & Direct Deposit Updates

In Direct Deposit Updates, you will have to complete multi factor authentication in order to submit your change. This will then be sent to HR to approve.

Chris Bailey Pay Group: Bi-Weekly Hourly: #### Status: Active Work Location: DECATUR, ... Department: Client: CYN22 - CynTech Company: Cynkar Technologies (Acti

Name and Contact Information [Isolved University](#) [Help](#)

[Save](#) [Cancel](#)

Employee Name

* First Name:

Preferred Name:

Middle Name:

* Last Name:

Prefix:

Suffix:

Employee Address

A change of address may cause a change in taxes.

Address:

* Zip Code:

Hit Enter Key in zip code field to retrieve city list.

City:

State:

Taxable School District:

Contact Information

Home Phone:

Mobile Phone:

Work Phone:

Fax Number:

Personal Email:

20

To update your benefits due to a Qualifying Life Event
Click "Life Events Wizard"

Life Events Wizard [Isolved University](#) [Help](#)

[Next](#)

- A change in personal status or circumstance known as a Life Event can impact benefit elections.
- Use this wizard to report Life Events.
- Documents relevant to the event, such as a marriage license or birth certificate may be attached.
- To begin select a 'Life Event', enter a date, upload any applicable documents and click 'Next'.

Select a Life Event

* Life Events:

* Event Date:

Documents

[Upload Document](#)

[Add Another Document](#)