

How to Request Time Off in the isolated Classic View



This guide provides a process for requesting time off using the isolated Classic View. By following these instructions, users can submit their PTO requests, view the calendar where their requests will show, and be able to delete a pending request.

1

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

The screenshot shows the Thread HCM Employee Self-Service portal for Chris Bailey. The top header displays the user's name, pay group (BI-Weekly), hire date (1/30/2023), team, location (DECATUR, GA), and client information (CYN22 - CynTech). 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 menu items including 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, and Turbo Tax.

Chris Bailey Pay Group: BI-Weekly
Employee #: 0006 Hourly: ####

Hire Date: 1/30/2023
Work Location: DECATUR, GA

Team: Location:
Department:

Client: CYN22 - CynTech
Company: Cynkar Technologies (Active)

Welcome back Chris

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

NOTIFICATIONS
Important Company Messages

MY HUMAN RESOURCE CONTACTS

MY PAY

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

MY BENEFITS

2 Click "Time"

The screenshot shows the Employee Self-Service portal for Chris Bailey. The left sidebar contains the following menu items: 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 (highlighted with an orange circle), and Turbo Tax. The main content area is titled 'Welcome back Chris' and includes a profile card for Chris Bailey (Accountant, 2 Years Length of Service, Anniversary: 1/30/2023). To the right are sections for NOTIFICATIONS, MY HUMAN RESOURCE CONTACTS, MY PAY (showing pay details for 10/10/2025 and 9/26/2025), and MY BENEFITS. The footer shows 'Isolved © 2025'.

3 Click "Time Card"

The screenshot shows the Employee Self-Service portal for Chris Bailey. The left sidebar contains the following menu items: 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 (highlighted with an orange circle), Employee Absences, Time Off Balances, Employee Calendar, and Turbo Tax. The main content area is titled 'Welcome back Chris' and includes a profile card for Chris Bailey (Accountant, 2 Years Length of Service, Anniversary: 1/30/2023). To the right are sections for NOTIFICATIONS, MY HUMAN RESOURCE CONTACTS, MY PAY (showing pay details for 10/10/2025 and 9/26/2025), and MY BENEFITS. The footer shows 'Isolved © 2025'.

4

One of two places you can Request time off is on the Time Card.
Click "Request Time Off"

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

Verification: Unverified Request Time Off View Scheduler Time Card Report Schedule Report

Calendar Spreadsheet Sun 10/05/2025 - Sat 10/18/2025 Day Week Pay Period

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

	Fri 10/10	Sat 10/11	Sun 10/12	Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17	Sat 10/18	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	(8:00 AM) (4:00 PM) PTO 8.00 hrs	-	8:00 AM-5:00 PM 9.00 hrs	-	-	-	-	-	-	
9:00 AM	-	-	-	-	-	-	-	-	-	
10:00 AM	-	-	-	-	-	-	-	-	-	
11:00 AM	-	-	-	-	-	-	-	-	-	
12:00 PM	-	-	-	-	-	-	-	-	-	
1:00 PM	-	-	-	-	-	-	-	-	-	
2:00 PM	-	-	-	-	-	-	-	-	-	
3:00 PM	-	-	-	-	-	-	-	-	-	
4:00 PM	-	-	-	-	-	-	-	-	-	
5:00 PM	-	-	-	-	-	-	-	-	-	
6:00 PM	-	-	-	-	-	-	-	-	-	
7:00 PM	-	-	-	-	-	-	-	-	-	
8:00 PM	-	-	-	-	-	-	-	-	-	
Total Hours	8.00		9.00							37.00
Earning Summary										
Hourly Regular			9.00							29.00
PTO	8.00									8.00
Labor Summary										
Department										

5

You'll see this view and can submit the request from here.
The other option is to Click "Employee Calendar"

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Chris Ba... Home Clock

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

Employee Calendar iSolved University Help

Save Cancel

Request Time Off

* Absence Policy: [Dropdown]

* From Date: 10/17/2025 [Calendar Icon]

* To Date: 10/17/2025 [Calendar Icon]

Start Time: [Time Picker]

Days: S M T W T F S [Check All]

* Hours Per Day: [Input]

Hours Requested: [Input]

Available After Request: [Input]

Go to Time Off Balances to see projected balances.

Comments

[Text Area]

6 Here you will see the calendar of all of your own time off.

The screenshot shows the 'Employee Calendar' interface for Chris Bailey. The top navigation bar includes the 'isolved' logo, user information, and a search bar. The left sidebar lists various self-service options, with 'Employee Calendar' highlighted. The main content area displays a calendar for October 2025. A red circle highlights the 'Request Time Off' button in the top left of the calendar area. The calendar shows several time-off requests, including 'Processed PTO (8.00Hrs)' on Monday, October 28th, and 'Approved PTO (8.00Hrs)' on Friday, October 10th. A yellow box highlights the dates October 16th to 17th.

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

7 Click "Request Time Off"

This screenshot is identical to the one above, showing the 'Employee Calendar' interface for Chris Bailey. A red circle highlights the 'Request Time Off' button in the top left of the calendar area. The calendar displays various time-off requests for October 2025, including 'Processed PTO (8.00Hrs)' on Monday, October 28th, and 'Approved PTO (8.00Hrs)' on Friday, October 10th. A yellow box highlights the dates October 16th to 17th.

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

8 Select the option you're looking for.

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

Employee Calendar

Save Cancel

Request Time Off

* Absence Policy: PTO

* From Date: 10/17/2025

* To Date: 10/17/2025

Start Time:

Days: S M T W T F S ☒ Check All

* Hours Per Day:

Hours Requested:

Available After Request: ⁱ

Go to Time Off Balances to see projected balances.

Comments

9 Click the calendar to choose or enter the start and end dates The weekday check boxes will fill in based on the date range you pick. You can remove days you don't want to be included on the request.

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

Employee Calendar

Save Cancel

Request Time Off

* Absence Policy: PTO

* From Date: 10/17/2025

* To Date: 10/17/2025

Start Time:

Days: S M T W T F S ☒ Check All

* Hours Per Day:

Hours Requested:

Available After Request: ⁱ

Go to Time Off Balances to see projected balances.

Comments

10

Enter Start Time for the request.
This will display on the time card with this start time.

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

Employee Calendar [isolved University](#) [Help](#)

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

Request Time Off

* Absence Policy: PTO

* From Date: 10/31/2025

* To Date: 10/31/2025

Start Time: 10:31/2025

Days: ☐ S ☐ M ☐ T ☐ W ☐ T ☒ F ☐ S [Check All](#)

* Hours Per Day:

Hours Requested:

Available After Request: [Go to Time Off Balances to see projected balances.](#)

Comments

11

Enter the "Hours Per Day:"

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

Employee Calendar [isolved University](#) [Help](#)

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

Request Time Off

* Absence Policy: PTO

* From Date: 10/31/2025

* To Date: 10/31/2025

Start Time: 8:00 AM

Days: ☐ S ☐ M ☐ T ☐ W ☐ T ☒ F ☐ S [Check All](#)

* Hours Per Day:

Hours Requested:

Available After Request: [Go to Time Off Balances to see projected balances.](#)

Comments

12 Here you can see the total number of hours you requested.

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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

Chris Ba... Home Clock

Search the menu

Employee Self-Service

- Employee Welcome
- Pay History
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- Employee Profile
- Employee Messages
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- Human Resources >
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- ZayZoon On-Demand Pay
- Time
 - Time Card
 - Employee Absences
 - Time Off Balances
- Employee Calendar**
- Turbo Tax

Employee Calendar isolved University Help

Save Cancel

Request Time Off

* Absence Policy: PTO

* From Date: 10/31/2025

* To Date: 10/31/2025

Start Time: 8:00 AM

Days: S M T W T F S ☐ ☐ ☐ ☐ ☒ ☐ ☐ Check All

* Hours Per Day: 8

Hours Requested: 8.00

Available After Request: 52.64

Go to Time Off Balances to see projected balances.

Comments

13 Add your comments

isolved

Chris Ba... Home Clock

Search the menu

Employee Self-Service

- Employee Welcome
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Direct Deposits
- Human Resources >
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- Turbo Tax

Employee Calendar isolved University Help

Save Cancel

Request Time Off

* Absence Policy: PTO

* From Date: 10/31/2025

* To Date: 10/31/2025

Start Time: 8:00 AM

Days: S M T W T F S ☐ ☐ ☐ ☐ ☒ ☐ ☐ Check All

* Hours Per Day: 8

Hours Requested: 8.00

Available After Request: 52.64

Go to Time Off Balances to see projected balances.

Comments

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Click "Save"

Once you save, this request will be submitted for review by your manager, supervisor or HR

Employee Calendar

Request Time Off

* Absence Policy: PTO

* From Date: 10/31/2025

* To Date: 10/31/2025

Start Time: 8:00 AM

Days: ☐ S ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S ☐ Check All

* Hours Per Day: 8

Hours Requested: 8.00

Available After Request: 52.64

Go to Time Off Balances to see projected balances.

Comments

Going to the beach

Save **Cancel**

15

Once you're back to the Calendar, you will be able to see your pending request.

Employee Calendar

My Calendar **My Absences**

Request Time Off

October 2025

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

16

If you go to the My Absences Tab you can see a list of your requests. This will filter by the date range listed up top.

Employee Calendar

My Calendar **My Absences**

From: 10/1/2025 To: 10/31/2025 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
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	

Delete Refresh

Absence Details

* Absence Date: 10/31/2025

* Absence: PTO

* Hours: 8.00

Start Time: 8:00 AM

Estimated Available Hours: 52.64

Comments

Going to the beach!

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This is where you can delete a pending request.

You cannot change a pending or approved request, and cannot delete an approved request.

Employee Calendar

My Calendar **My Absences**

From: 10/1/2025 To: 10/31/2025 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
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	

Delete Refresh

Absence Details

* Absence Date: 10/31/2025

* Absence: PTO

* Hours: 8.00

Start Time: 8:00 AM

Estimated Available Hours: 52.64

Comments

Going to the beach!