

My Dashboard Quick Guide



This guide highlights the My Dashboard screen, which is a great place for quick reports for managers, supervisors and admins.

This screen may have the following Options based on the functionality set up in your system:

- Pending Transactions
- Pending Punches
- Alert Monitoring
- Employee Punch Status
- Punch Note Response
- Scheduled Vs Worked Hours
- Earnings Summary of Hours
- Corrective Actions

*This Dashboard will only allow you to see the employees that you have access to.

1

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

The screenshot displays the 'My Dashboard' interface. On the left is a vertical sidebar with a search icon at the top. The main content area is divided into several sections: a profile card for 'Ryan Reynolds' (Finance Manager) with service length and anniversary; a 'NOTIFICATIONS' section with a document review alert; a 'MY PAY' section showing a calendar view for October 2025 with check numbers 18 and 29; and sections for 'MY HUMAN RESOURCE CONTACTS' and 'MY BENEFITS'.

MY PAY	
Check Number	18
Gross Pay	
Net Pay	
Direct Deposit	

2 Click on your name in the top left to switch to Manager or Supervisor View

The screenshot shows the 'isolved' dashboard. In the top left, a user profile for 'Ryan Reynolds' is highlighted with an orange circle. Below it, the 'Employee Self-Service' menu is visible, with options like 'Pay History', 'Employee Profile', 'Employee Messages', 'Direct Deposits', 'Human Resources', 'EE Performance Reviews', 'Update Information', 'EE Benefits', 'ZayZoon On-Demand Pay', and 'Time'. The main dashboard area displays a 'Welcome back Ryan' message, a 'MY PROFILE' section with details for Ryan Reynolds (Finance Manager, Length of Service: 8 Months, Anniversary: 4/9/2025), a 'NOTIFICATIONS' section with a document requiring review, and a 'MY PAY' section showing a table of pay information.

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

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

The screenshot shows the 'isolved' dashboard with the 'Manager View' or 'Supervisor View' option highlighted in the top left menu. The main dashboard area displays a 'Welcome back Ryan' message, a 'MY PROFILE' section with details for Ryan Reynolds (Finance Manager, Length of Service: 8 Months, Anniversary: 4/9/2025), a 'NOTIFICATIONS' section with a document requiring review, and a 'MY PAY' section showing a table of pay information.

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

4

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

The first option is Pending Transactions and it will show you any Employee Updates that needs to be reviewed (Changes to Direct Deposit, Name,

Time Off Requests - Will take you to view and approve these requests

Pending Transactions: Salary updates, Address updates, Direct Deposit Updates

Pending Shift Requests: If you have scheduling this will show any requested shifts

Pending Punches: this will take you to the Pending Punch Dashboard for Missed Punch Requests

The screenshot displays the 'My Dashboard' interface for a user named Ryan Rey. The dashboard is titled 'My Dashboard' and includes a sidebar with various navigation options. The main content area is divided into two sections: 'Options' and 'Summary'. The 'Options' section lists several items, including 'Pending Transactions', 'Pending Punches', 'Alert Monitoring', 'Employee Punch Status', 'Punch Note Response', 'Scheduled Vs Worked Hou...', and 'Earnings Summary of Hou...'. The 'Summary' section contains four 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'. A large orange circle is drawn around the first message in the summary section.

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Click "You have Pending Punches Click here to view." or click Pending Punches on the left side.

Client: CYN22 - CynTech Legal: Cynkar Technologies

My Dashboard

Options

- Pending Transactions
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Notifications:

- You have Pending Time Off Requests! Click here to view.
- You have No Pending Transactions
- You have Pending Punches between 12/21/2025 - 1/11/2026! Click here to view.

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From here you can view the missed punches submitted by employees. If you click View on the far right it will take you to the time card. You can also approved Pending Punches from there.

You can check the box for any you would like to approve or reject. Select your option from the drop down and Click Process.

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Filtered: Status (Active), Punch Status (Pending), Start Date (12/21/2025), End Date (1/11/2026)

☐ Select All ☐ Approve Selected

All	Status	TCID	EEID	Employee	Date/Time	Type	Mode	Departm...	Project	Notes	Status C...	Status C...
<input checked="" type="checkbox"/>	Pending	6	0006	Bailey, Chri...	12/22/202...	Normal	Auto				rcynkar@th...	12/29/202...
<input type="checkbox"/>	Pending	6	0006	Bailey, Chri...	12/23/202...	Normal	Auto				rcynkar@th...	12/29/202...

7

These screens will have the Filters up top. These filters will vary slightly depending on the screen. If you click Apply without a filter it will show all employees.

Client: CYN22 - CynTech Legal: Cynkar Technologies

My Dashboard

Filtered: Status (Active), Punch Status (Pending), Start Date (09/19/2025), End Date (09/25/2025)

Options

- Pending Transactions
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- Earnings Summary of Hou...
- Corrective Actions

Filter

Policy Group: ANY Worked Labor: ANY EE Status: Active Manager: ANY EE Group: ANY

Pay Group: ANY Labor Value: ANY EE Type: ANY Supervisor: ANY

Punch Status: Pending Start Date: 9/19/2025 End Date: 9/25/2025

Apply Reset

All Status TCID EEID Employ-- Date/Ti-- Type Mode Depart-- Notes Status -- Status --

8

If you don't see the filters click the gray "Filtered" bar up top and expand that menu again. They hide after Applying filters

Client: CYN22 - CynTech Legal: Cynkar Technologies

My Dashboard

Filtered: Status (Active), Punch Status (Pending), Start Date (09/19/2025), End Date (09/25/2025)

Options

- Pending Transactions
- Pending Punches
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- Corrective Actions

Filter

Policy Group: ANY Worked Labor: ANY EE Status: Active Manager: ANY EE Group: ANY

Pay Group: ANY Labor Value: ANY EE Type: ANY Supervisor: ANY

Punch Status: Pending Start Date: 9/19/2025 End Date: 9/25/2025

Apply Reset

All Status TCID EEID Employ-- Date/Ti-- Type Mode Depart-- Notes Status -- Status --

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Alert Monitoring

This shows all alerts.

You can filter by Alert Type, or Severity.

Missed Punches on a Time Card for example are going to be Critical Alerts. Choose your filters and hit Apply.

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 user is 'Ryan Rey...'. The dashboard shows the 'Alert Monitoring' section, which is filtered by 'Status (Active)', 'Start Date (09/18/2025)', and 'End Date (09/24/2025)'. The filter options include 'Policy Group', 'Worked Labor', 'EE Status', 'Manager', 'EE Group', 'Pay Group', 'Labor Value', 'EE Type', 'Supervisor', 'Alert Type', 'Start Date', and 'End Date'. The 'Severity' dropdown is highlighted with an orange circle. The table below the filters shows columns for 'Employee Na...', 'Date/Time', 'Alert Type', 'Severity', 'Department', 'Manager', and 'Supervisor'.

Employee Na...	Date/Time	Alert Type	Severity	Department	Manager	Supervisor
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Employee Punch Status

Here you can see all employees who are currently clocked in or out and the latest record on employees time card.

The screenshot displays the 'Employee Punch Status' page in the 'isolved' system. The page header shows the client 'CYN22 - CynTech' and legal entity 'Cynkar Technologies'. The left sidebar contains a search menu and a list of options, with 'Employee Punch Status' highlighted by an orange circle. The main content area shows a dashboard with filters for Status (Active), Start Date (09/18/2025), and End Date (09/24/2025). The dashboard includes a table of employee punch status records with columns for Employee Name, Date/Time, Alert Type, Severity, Department, Manager, and Supervisor. The 'Employee Punch Status' option in the left sidebar is highlighted with an orange circle.

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Scheduled Vs Worked Hours

If you have scheduling turned on, this allows you to compare employees hours on the time cards to their scheduled hours.

The screenshot displays the 'Scheduled Vs Worked Hours' page in the 'isolved' system. The page header shows the client 'CYN22 - CynTech' and legal entity 'Cynkar Technologies'. The left sidebar contains a search menu and a list of options, with 'Scheduled Vs Worked Hours' highlighted by an orange circle. The main content area shows a dashboard with filters for Status (Active), Start Date (09/18/2025), and End Date (09/24/2025). The dashboard includes a table of employee scheduled vs worked hours records with columns for Employee Name, Date/Time, Type, Mode, Punch Note, Additional Notes, Note Response, User, and Last Update. The 'Scheduled Vs Worked Hours' option in the left sidebar is highlighted with an orange circle.

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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.

The screenshot displays the 'My Dashboard' interface of the 'isolved' system. The top header includes the 'isolved' logo, 'Delivered by thread', and a notification bell. The client information at the top reads 'Client: CYN22 - CynTech' and 'Legal: Cynkar Technologies'. The sidebar on the left lists various navigation options, with 'My Dashboard' highlighted. The main content area features a 'My Dashboard' section with a list of options on the left and a filter section on the right. The filter section includes dropdowns for Policy Group, Worked Labor, EE Status, Manager, EE Group, Pay Group, Labor Value, EE Type, and Supervisor. It also has date pickers for Start Date (9/18/2025) and End Date (9/24/2025), along with 'Apply' and 'Reset' buttons. Below the filters, a table header is visible with columns: Employee N..., Date, Shift, Shift Start, Shift End, Scheduled ..., Worked Start, Worked End, Worked Ho..., and Hours Varia....

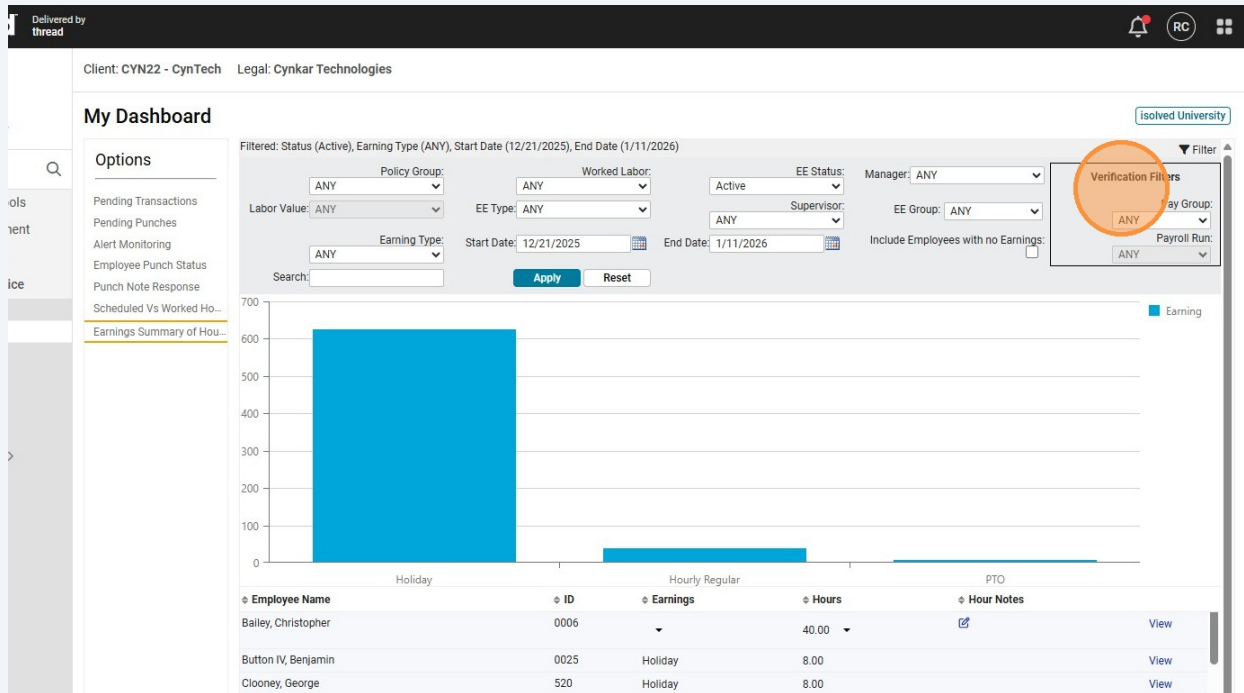
13

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.



14 Click "Apply"

lived Delivered by thread

Client: CYN22 - CynTech Legal: Cynkar Technologies

My Dashboard isolated Un

Options

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

Filtered: Pay Group (Bi-Weekly), Pay Run (Prior Pay Period), Status (Active), Earning Type (ANY), Start Date (12/14/2025), End Date (12/27/2025), Include employees with no earnings

Policy Group: ANY Worked Labor: ANY EE Status: Active Manager: ANY

Labor Value: ANY EE Type: ANY Supervisor: ANY EE Group: ANY

Earning Type: ANY Start Date: 12/14/2025 End Date: 12/27/2025 Include Employees with no Earnings: ☒

Search: **Apply** **Reset**

Verification Filters

- Pay C
- Bi-Weekly
- Payrol
- Prior Pay Peric

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

15 To verify here without having to go to each individual time card. Check the box and click Save.

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

Save

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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.

isolved Delivered by thread

Client: CYN22 - CynTech Legal: Cynkar Technologies

My Dashboard

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- Scheduled Vs Worked Ho...
- Earnings Summary of Hou...

Filtered: Pay Group (Bi-Weekly), Pay Run (Prior Pay Period), Status (Active), Earning Type (Overtime @ Flat), Start Date (12/14/2025), End Date (12/27/2025), Include employees with

Policy Group: ANY Worked Labor: ANY EE Status: Active Manager: ANY

Labor Value: ANY EE Type: ANY Supervisor: ANY EE Group: ANY

Earning Type: Overtime @ Flat Start Date: 12/14/2025 End Date: 12/27/2025 Include Employees with no Earnings: ☒

Search:

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