

# Submitting Missed Punches in Classic View - Employee



This guide shows how to submit missed punches.  
Depending on your setup, you may not have this option within isolved.

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

Chris Ba...

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

Turbo Tax

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 (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 Here

**isolved** Delivered by thread

**Chris Bailey** Pay Group: Bi-Weekly  
Employee #: 0006 Hourly: #####

Hire Date: 1/30/2023 Team: Location: Client: CYN22 - CynTech  
Work Location: DECATUR, GA Department: Company: Cynkar Technologies (Acti

**Welcome back Chris**

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

**NOTIFICATIONS**  
Important Company Messages

**MY PAY**  
Check Number: V5071190  
Gross Pay: V5043885  
Net Pay: V5043885  
Direct Deposit: V5043885

**MY HUMAN RESOURCE CONTACTS**

**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 >  
Turbo Tax

## 3 Click Missing Punch

**isolved** Delivered by thread

**Chris Bailey** Pay Group: Bi-Weekly  
Employee #: 0006 Hourly: #####

Hire Date: 1/30/2023 Team: Location: Client: CYN22 - CynTech  
Work Location: DECATUR, GA Department: Company: Cynkar Technologies (Acti

**Welcome back Chris**

**Time Clock**  
Punched In 12:00 pm  
Quick Punch  
Detailed Punch  
Missing Punch

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

**NOTIFICATIONS**  
Important Company Messages

**MY PAY**  
Check Number: V5071190  
Gross Pay: V5043885  
Net Pay: V5043885  
Direct Deposit: V5043885

**MY HUMAN RESOURCE CONTACTS**

**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 >  
Turbo Tax

4 Enter the Date, Time and the rest of the details related to your missed punch.

The screenshot shows the 'isolved' system interface. At the top, it says 'Delivered by thread'. The user is logged in as 'Chris Bailey' (Employee # 0006, Hourly: ###.##). The background shows the employee profile for Chris Bailey, an Accountant, with a length of service of 2 years and an anniversary of 1/30/2023. A 'Punch' modal is open in the center. The modal has a title bar with a close button. It contains the following fields: 'Time' (Punch: 10/20/2025, 800), 'Type' (Normal), 'Mode' (Auto), 'Labor Group' (Department: Not Assigned), 'Labor Default Override' (Department: ), and 'Notes' (empty text area). At the bottom right of the modal are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with an orange circle.

5 You can also add Labor details such as Department, Job, or Location

This screenshot is similar to the one above, showing the 'Punch' modal for Chris Bailey. In this view, the 'Labor Group' section is more prominent. The 'Department' field is set to 'Not Assigned' and is highlighted with an orange circle. The 'Time' section shows 'Punch' as 10/20/2025 at 8:00 AM. The 'Save' button is also visible at the bottom right of the modal.

## 6 Enter any notes

The screenshot shows the 'Punch' modal form overlaid on the 'Employee Self-Service' page. The modal contains the following fields:

- Time**
  - Punch: 10/20/2025 8:00 AM
  - Type: Normal
  - Mode: Auto
- Labor Group**
  - Department: Not Assigned
- Labor Default Override**
  - Department: [Dropdown]
- Notes**
  - A text input field with a blue circular cursor icon.
- Buttons**
  - Save (blue button)
  - Cancel (grey button)

The background page shows the user's profile (Chris Bailey, Accountant, 2 Years Length of Service) and various navigation links.

## 7 Click "Save" and this punch will be submitted to your manager, supervisor or HR to review.

The screenshot shows the 'MY PAY' modal form overlaid on the 'Employee Self-Service' page. The modal contains the following fields:

- MY PAY**
  - Check Number: V5071190
  - Gross Pay: V5043885
  - Net Pay: [Field]
  - Direct Deposit: [Field]
- Buttons**
  - Save (blue button)
  - Cancel (grey button)

The background page shows the user's profile (Chris Bailey, Accountant, 2 Years Length of Service) and various navigation links.