

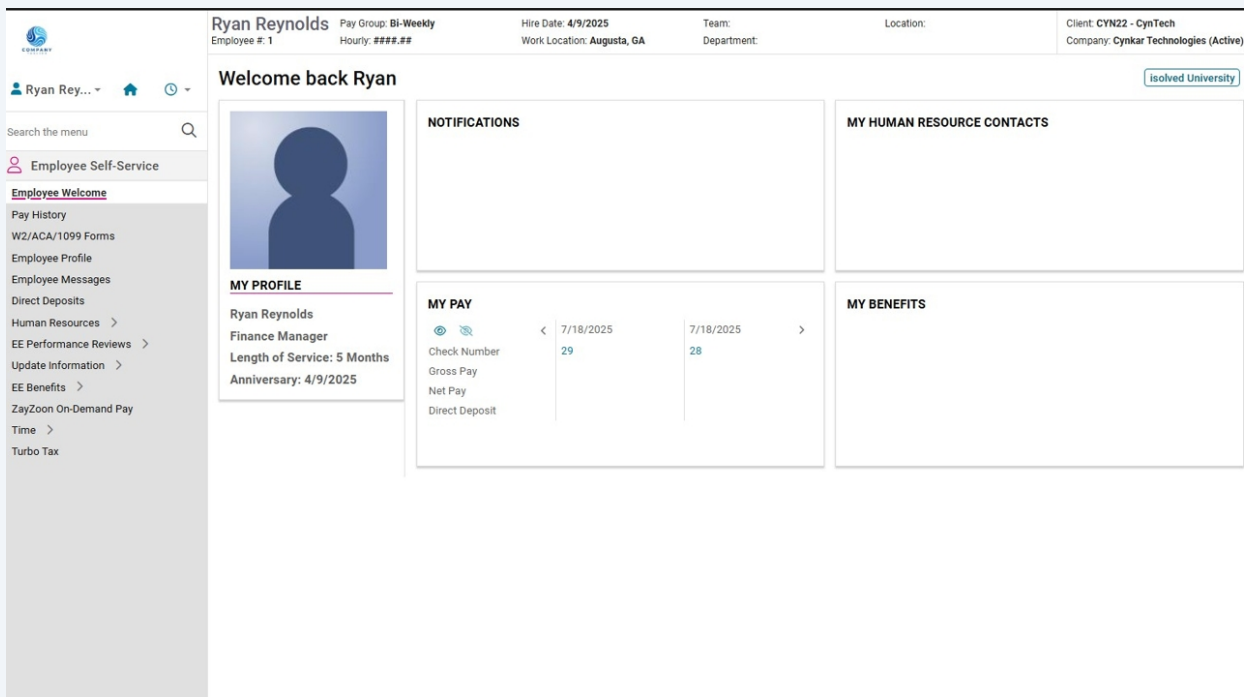
Switch to Manager or Supervisor View in isolved



This guide provides processes for navigating to their Manager and Supervisor View from the isolved Classic (Desktop) View. It also briefly walks through navigating the employee list and editing columns.

If you are in the Adaptive/Administration View, you won't need to switch views. All of your manager capabilities will be in the 'Manage' tab.

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



2 Click on your name in the top left.

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Client: CYN22 - CynTech
Company: Cynkar Technologies (Acti

Welcome back Ryan

MY PROFILE

Ryan Reynolds
Finance Manager
Length of Service: 5 Months
Anniversary: 4/9/2025

MY PAY

	< 7/18/2025	7/18/2025 >
Check Number	29	28
Gross Pay		
Net Pay		
Direct Deposit		

NOTIFICATIONS

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

3 Click "Manager View" or "Supervisor View"

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Client: CYN22 - CynTech
Company: Cynkar Technologies (Acti

Welcome back Ryan

MY PROFILE

Ryan Reynolds
Finance Manager
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	< 7/18/2025	7/18/2025 >
Check Number	29	28
Gross Pay		
Net Pay		
Direct Deposit		

NOTIFICATIONS

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

4 Your default view will go to My Dashboard

The screenshot shows the 'My Dashboard' page in the 'isolved' system. The dashboard is divided into two main sections: 'Options' on the left and a summary of pending transactions on the right. The 'Options' section lists various features like 'Pending Transactions', 'Pending Punches', 'Alert Monitoring', 'Employee Punch Status', 'Punch Note Response', 'Scheduled Vs Worked Hou...', and 'Earnings Summary of Hou...'. The summary section on the right shows four status items: '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 left sidebar contains a search bar and a list of menu items under 'Employee Self-Service'. An orange circle highlights the 'Employee Profile' link in the sidebar.

5 If you Click any of the Employee screens on the left side, it will ask you to choose an employee from the list before you see that screen.

The screenshot shows the 'My Dashboard' page in the 'isolved' system. The dashboard is divided into two main sections: 'Options' on the left and a summary of pending transactions on the right. The 'Options' section lists various features like 'Pending Transactions', 'Pending Punches', 'Alert Monitoring', 'Employee Punch Status', 'Punch Note Response', 'Scheduled Vs Worked Hou...', and 'Earnings Summary of Hou...'. The summary section on the right shows four status items: '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 left sidebar contains a search bar and a list of menu items under 'Employee Self-Service'. An orange circle highlights the 'Employee Profile' link in the sidebar.

6 Choose an Employee.

Or you can search, sort or filter here. You can also change the columns or download this with the buttons in the top right.

Client: CYN22 - CynTech

Employee List

▼ Expand All Groups ▲ Collapse All Groups ↻ Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name ▼	Pay Group ▼	Employee ID ▼	First Name ▼	Preferred Na... ▼	Middle Name ▼	Last Name ▼	Status ▼	Team ▼	Department ▼
Cynkar Technolo...	Bi-Weekly	0006	Christopher	Chris		Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	520	George			Clooney	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	516	Mel			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2391	Test			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2384	TEST	Ryan		EMPLOYEE	Active	01 - 01	
Cynkar Technolo...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar Technolo...	Bi-Weekly	2365	Rickie			Fowler	Active		
Cynkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active		
Cynkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active		
Cynkar Technolo...	Bi-Weekly	0018	John			Jack	Active		
Cynkar Technolo...	Bi-Weekly	38	Michael			Jackson	Active		

7 Click here to download the Employee List

Client: CYN22 - CynTech

Employee List

▼ Expand All Groups ▲ Collapse All Groups ↻ Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name ▼	Pay Group ▼	Employee ID ▼	First Name ▼	Preferred Na... ▼	Middle Name ▼	Last Name ▼	Status ▼	Team ▼	Department ▼
Cynkar Technolo...	Bi-Weekly	0006	Christopher	Chris		Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	520	George			Clooney	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	516	Mel			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2391	Test			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2384	TEST	Ryan		EMPLOYEE	Active	01 - 01	
Cynkar Technolo...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar Technolo...	Bi-Weekly	2365	Rickie			Fowler	Active		
Cynkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active		
Cynkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active		
Cynkar Technolo...	Bi-Weekly	0018	John			Jack	Active		
Cynkar Technolo...	Bi-Weekly	38	Michael			Jackson	Active		

8

Click the button on the right to add or remove columns from the list.

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Client: CYN22 - CynTech

Employee List

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Pay Group	Employee ID	First Name	Preferred Na...	Middle Name	Last Name	Status	Team	Department
Cynkar Technolo...	Bi-Weekly	0006	Christopher	Chris		Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	520	George			Clooney	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooley IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	516	Mel			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2391	Test			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2384	TEST	Ryan		EMPLOYEE	Active	01 - 01	
Cynkar Technolo...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar Technolo...	Bi-Weekly	2365	Rickie			Fowler	Active		
Cynkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active		
Cynkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active		
Cynkar Technolo...	Bi-Weekly	0018	John			Jack	Active		
Cynkar Technolo...	Bi-Weekly	38	Michael			Jackson	Active		

9

Click and Drag to or from the list.

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Client: CYN22 - CynTech

Employee List

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Pay Group	Employee ID	First Name	Preferred Na...	Middle Name	Last Name	Status	Team	Department
Cynkar Technolo...	Bi-Weekly	0006	Christopher	Chris		Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	520	George			Clooney	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooley IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	516	Mel			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2391	Test			Employee	Active		
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Cynkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active		
Cynkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active		
Cynkar Technolo...	Bi-Weekly	0018	John			Jack	Active		
Cynkar Technolo...	Bi-Weekly	38	Michael			Jackson	Active		

Column Chooser

Adjusted Service Date

DBA

Employee Name

Employment Category

Hire Date

Job

25 50 100 500

Page 1 of 1 (66 items) 1

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10

Once you've chosen an employee, you can use the Arrows to go through the list here.

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

Employee Profile

PERSONAL INFORMATION

SSN	XXX-XX-XXXX	Birth Date	09/09/XXXX	Gender	Female
Marital Status		Personal Email		Military Status	

EMPLOYMENT INFORMATION

Legal Company	Cynkar Technologies	DBA		Employee ID	0006
Timeclock ID	6	Hire Date	01/30/2023	Adjusted Service Date	
Status	Active	Employment Category	Full Time	ACA Status	ACA Full Time

JOB INFORMATION

Job	01 - Accountant	Effective Date	11/27/2023	Length of Service in Job	1 year, 9 months, 30 days
Job Group		EEO Category		Workers' Comp	

TAX INFORMATION

Federal	Head of Household	State	Georgia	Location	DECATUR, GA (Work)
School District		Head of Household		GA0331874 (Resident)	

MANAGERIAL ASSIGNMENTS

Assigned Manager		Assigned Supervisor	Amber D Test	Organization Manager(s)	Ryan Reynolds
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11

You can use the magnifying glass to search by name or Employee ID.

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Ben Button IV
Employee # 0025
Pay Group: Bi-Weekly
Status: Active
Salary: ###.##
Hire Date: 1/26/1999
Work Location: MILWAUK...
Department: ...
Location: ...
Client: CYN22 - CynTech
Company: Cynkar Technologies (Act)

Employee Profile

PERSONAL INFORMATION

SSN	XXX-XX-XXXX	Birth Date	10/10/XXXX	Gender	Male
Marital Status		Personal Email		Military Status	

EMPLOYMENT INFORMATION

Legal Company	Cynkar Technologies	DBA		Employee ID	0025
Timeclock ID	25	Hire Date	01/26/1999	Adjusted Service Date	
Status	Active	Employment Category	Full Time	ACA Status	ACA Full Time

JOB INFORMATION

Job	09 - 09	Effective Date	11/01/2022	Length of Service in Job	2 years, 10 months, 25 days
Job Group		EEO Category		Workers' Comp	

TAX INFORMATION

Federal	Head of Household	State (Residence)	Georgia	State (Work)	Wisconsin
Location	MILWAUKEE, WI (Work)	Head of Household		Head of Household	
School District					

MANAGERIAL ASSIGNMENTS

Assigned Manager		Assigned Supervisor		Organization Manager(s)	Ryan Reynolds
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12 Or click here to go back to the full list.

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Delivered by thread

Ben Button IV

Employee # 0025

Pay Group: Bi-Weekly

Status: Active

Salary: ###.##

Hire Date: 1/26/1999

Work Location: MILWAUK...

Team:

Department:

Location:

Client: CYN22 - CynTech

Company: Cynkar Technologies (Acti

2 of 66

Ben Button IV

Employee # 0025

Employee Profile

isolved University

BB

Ben Button IV

09

MILWAUKEE, WI

Work Phone

4048675309

Home Phone

4703019185

Address

137 Main Road

DALTON, GA 30721

PERSONAL INFORMATION

SSN
XXX-XX-XXXX

Birth Date
10/10/XXXX

Gender
Male

EMPLOYMENT INFORMATION

Legal Company
Cynkar Technologies

DBA

Employee ID
0025

JOB INFORMATION

Job
09 - 09

Effective Date
11/01/2022

Length of Service in Job
2 years, 10 months, 25 days

TAX INFORMATION

Federal
Head of Household

State (Residence)
Georgia
Head of Household

State (Work)
Wisconsin
Head of Household

MANAGERIAL ASSIGNMENTS

Assigned Manager

Assigned Supervisor

Organization Manager(s)
Ryan Reynolds

Marital Status

Personal Email

Military Status

Timeclock ID
25

Hire Date
01/26/1999
26 years, 8 months

Adjusted Service Date

Status
Active

Employment Category
Full Time

ACA Status
ACA Full Time

Job Group

EEO Category

Workers' Comp

Location
MILWAUKEE, WI (Work)
GA3130360 (Resident)

School District