

# Adding A New Absence Policy



This guide walks through adding a new absence policy within isolated

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

Menu

Client Service

Employee Admin Tools

Employee Management

Management

Dashboard

Employee Dashboard

Center 2

My Page

History

Enhance >

Management >

Jobs >

On >

>

Options >

Management >

Jobs

Position Utilities

Payroll

Position Management

Job Management

Client Summary

Client Total Active EEs: 102 (As of last payroll process)

isolved

Macon Bibb County Tran...

FEIN 58-1427893

Address 200 Cherry Street  
Macon, GA 31201

Contacts

Name	Phone	Email	Types
Debbie Vetter	478-621-7121	debbievetter@mta-mac.com	Payroll Contact, Benefits Contact, Primary Cor

Processing Information

Pay Group	Frequency	Active EEs	Input Method	Output Method	Last PR Processed	Next PR Scl
Operations BW	Bi-Weekly	70	iSolved Time	Print Back	Run 522 - 5/19/2025	PP 11 - 5/21
Para-Transit BW	Bi-Weekly	32	iSolved Time	Print Back	Run 521 - 5/15/2025	PP 11 - 5/21

Affiliate

-

Account Representatives

Account Rep Type	Name	Phone Number
Account Manager	Pradeep Thomas	678-578-5070
Time & Attendance Specialist	Anthony Dagesse	-
Project Manager	Melanie Morrison-Williams	678-385-4343
Sales Solutions Contact	Sarah Rossman	-
Payroll Processor	Pradeep Thomas	-

Other Services

Name	Name	Name
1099 Electronic Filing	E-Verify	Notify Alerts
1099 Print/ESS Display	Full Service Package	Payconnect Retirement
ACA Electronic File	HRIS Package	Pre-Note All
ACA Forms Print	iSolved Attendance	Self Service
Adaptive	iSolved Offboarding	Standard Date Range Rpts
Base Payroll Package	iSolved Onboarding	T&A Package
Base Reports - Conv Runs	iSolved Time	Thread Basic Package
Benefits Package	iSolved Time Geofencing	Virtual Clocks
Conversion Tax Filing	iSolved University	W2 Electronic Filing
Delivery	iTouch Clock	W2 Print/ESS Display
Direct Debit Billing	Labor Allocation Summ Rpt	Year End Reports
Employee Direct Deposit	New Hire Comb. - GA	ZayZoon SSO
ESS Pay Detail with Stub	New Hire Filing	

Reports

Report Name	View	Report Name	View
Client Profile Report	<a href="#">PDF</a> <a href="#">Excel</a>	Labor & GL Field List	<a href="#">PDF</a> <a href="#">Excel</a>
Client Contact List	<a href="#">PDF</a> <a href="#">Excel</a>	Pay Group List	<a href="#">PDF</a> <a href="#">Excel</a>
Leave Accrual List	<a href="#">PDF</a> <a href="#">Excel</a>	Tax List	<a href="#">PDF</a> <a href="#">Excel</a>
Deduction List	<a href="#">PDF</a> <a href="#">Excel</a>	Organization List	<a href="#">PDF</a> <a href="#">Excel</a>
Earning List	<a href="#">PDF</a> <a href="#">Excel</a>	Job List	<a href="#">PDF</a> <a href="#">Excel</a>
Memo Calc List	<a href="#">PDF</a> <a href="#">Excel</a>	GL Rule List	<a href="#">PDF</a> <a href="#">Excel</a>

## 2 Click the "Search the menu" field.

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Russ Packer Client: 3637 - Macon-Bibb Transit Authority Legal: Macon Bibb County Transit Authority Status: Active

Search the menu

Customer Service  
Employee Admin Tools  
Employee Management  
Client Management  
Executive Dashboard  
ACA Executive Dashboard  
HR Support Center 2  
Client Landing Page  
Client Summary  
Client Maintenance >  
Expense Management >  
Client Utilities >  
Billing >  
Payroll >  
Taxes >  
Work Location >  
Tables >  
Labor & GL >  
Job >  
Benefits >  
ACA Setup Options >  
HR Management >  
Payroll  
Reports  
Production Utilities

### Client Summary

Client Total Active EE's: 102 (As of last payroll process)

**Macon Bibb County Tran...**

FEIN: 58-1427893  
Address: 200 Cherry Street  
Macon, GA 31201

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**Affiliate** -

Account Representatives	Account Rep Type	Name	Phone N
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	Time & Attendance Specialist	Anthony Dagesse	-
	Project Manager	Melanie Morrison-Williams	678-385-
	Sales Solutions Contact	Sarah Rossman	-
	Payroll Processor	Pradeep Thomas	-

Other Services	Name	Name	Name
	1099 Electronic Filing	E-Verify	Notify Alerts
	1099 Print/ESS Display	Full Service Package	Payconnect Retir
	ACA Electronic File	HRIS Package	Pre-Note All
	ACA Forms Print	isolved Attendance	Self Service
	Adaptive	isolved Offboarding	Standard Date Ra
	Base Payroll Package	isolved Onboarding	T&A Package
	Base Reports - Conv Runs	isolved Time	Thread Basic Pac
	Benefits Package	isolved Time Geofencing	Virtual Clocks
	Conversion Tax Filing	isolved University	W2 Electronic Fill
	Delivery	iTouch Clock	W2 Print/ESS Dis
	Direct Debit Billing	Labor Allocation Summ Rpt	Year End Reports
	Employee Direct Deposit	New Hire Comb. - GA	Zay Zoon SSO
	ESS Pay Detail with Stub	New Hire Filing	

Reports	Report Name	View	Report Name	View
	Client Profile Report	<a href="#">PDF</a> <a href="#">Excel</a>	Labor & GL Field List	<a href="#">PDF</a> <a href="#">Excel</a>

## 3 Type "Absence"

## 4 Click "Client Management » Benefits » Absence Policies"

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Russ Packer Client: 3637 - Macon-Bibb Transit Authority Legal: Macon Bibb County Transit Authority Status: Active

Absence

**Client Summary** | Client Total Active EE's: 102 (As of last payroll process)

Client Management » Benefits » Absence Policies

Employee Self-Service » Time » Employee Absences

**Macon-Bibb County Tran...**

41427893

100 Cherry Street  
Macon, GA 31201

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**Affiliate**

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**Reports**

Report Name	View	Report Name	View
Client Profile Report	<a href="#">PDF</a> <a href="#">Excel</a>	Labor & GL Field List	<a href="#">PDF</a> <a href="#">Excel</a>

## 5 Click "Add New"

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Russ Packer Client: 3637 - Macon-Bibb Transit Authority

Search the menu

Customer Service

Employee Admin Tools

Employee Management

Client Management

Payroll >

Taxes >

Work Location >

Tables >

Labor & GL >

Job >

Benefits >

Benefit Types

Coverage Codes

Coverage Groups

Eligibility Rules

Benefit Plans

Benefit Groups

Benefit Enrollment Setup

Qualifying Life Event Setup

Accrual Type

Accrual Plans

**Absence Policies**

Payroll

Reports

Production Utilities

**Absence Policies**

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Status

Absence Name	Accrual	Earning	Allow Time Off Req...	Allow Employee Ac...	Allow Manager Acc...	Allow Supervis
<b>Status Active (4)</b>						
Birthday	TIME - Birthday		✓	✓	✓	✓
Personal	Sick / Personal		✓	✓	✓	✓
Sick / Personal	Sick / Personal		✓	✓	✓	✓
Vacation	TIME - Vacation		✓	✓	✓	✓
<b>Status Inactive (3)</b>						

## 6 Click the "Name:" field.

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Russ Packer Client: 3637 - Macon-Bibb Transit Authority

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management**
  - Payroll >
  - Taxes >
  - Work Location >
  - Tables >
  - Labor & GL >
  - Job >
  - Benefits >
    - Benefit Types
    - Coverage Codes
    - Coverage Groups
    - Eligibility Rules
    - Benefit Plans
    - Benefit Groups
    - Benefit Enrollment Setup
    - Qualifying Life Event Setup
    - Accrual Type
    - Accrual Plans
  - Absence Policies**
  - Payroll
  - Reports
  - Production Utilities

### Absence Policies

→ Next ⌛ Cancel

#### Absence Details

\* Name:

Earning / Memo Code:

Accrual Type:

☒ Active

☐ Include In Timecard Processing

☐ Count Towards Scheduled Worked Hours

#### Time Off Request Hours Validation

☒ Disable Hour Validation

☐ Specify Minimum / Maximum Hours Allowed

Minimum Hours:

Maximum Hours:

☐ Specify List of Valid Hour Values

Create list of exact hour values that are valid for time off requests. Example: 2.0, 4.0, 8.0.

#### Time Off Request 'Absence Policy' Filter

This Absence Policy will only display in the ESS Time Off Requests > Absence Policy drop-down if the employee has one of the Selected Accrual Plans.

Available Accrual Plans:

Selected Accrual Plans:

#### Time Off Request Options

Default Hours:

\* Max Duration Days:

The number of days within the 'From Date' and 'To Date' date range cannot exceed this value for a single Time Off Request.

#### Time Off Request Access Options

If you enable the 'Allow Time Off Requests' option, this policy will be available for all self-enrolling users. (Otherwise, you can select which

## 7 Type the name of the absence policy.

## 8 Click the "Include In Timecard Processing" field.

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Client: 3637 - Macon-Bibb Transit Authority

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management**
  - Payroll >
  - Taxes >
  - Work Location >
  - Tables >
  - Labor & GL >
  - Job >
  - Benefits >
    - Benefit Types
    - Coverage Codes
    - Coverage Groups
    - Eligibility Rules
    - Benefit Plans
    - Benefit Groups
    - Benefit Enrollment Setup
    - Qualifying Life Event Setup
    - Accrual Type
    - Accrual Plans
  - Absence Policies**
  - Payroll
  - Reports
  - Production Utilities

### Absence Policies

→ Next ⌂ Cancel

#### Absence Details

\* Name:

Earning / Memo Code:

Accrual Type:

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Default Hours:

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The number of days within the 'From Date' and 'To Date' date range cannot exceed this value for a single Time Off Request.

#### Time Off Request Access Options

If you enable the 'Allow Time Off Requests' option, this policy will be available for all self service user types. Otherwise, you can select which self service user types will have access to this policy.

☐ Allow Time Off Requests

☐ Allow Employee to View Absence

☐ Allow Managers to View / Create Absence

☐ Allow Supervisors to View / Create Absence

#### Time Off Request Negative Balance Validation

☒ Disable Negative Balance Validation

☐ Don't Allow Negative Balance

☐ Allow Negative Balance Up To

## 9 Scroll down and Click the "Allow Time Off Requests" field.

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Client: 3637 - Macon-Bibb Transit Authority

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management**
  - Payroll >
  - Taxes >
  - Work Location >
  - Tables >
  - Labor & GL >
  - Job >
  - Benefits >
    - Benefit Types
    - Coverage Codes
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    - Benefit Plans
    - Benefit Groups
    - Benefit Enrollment Setup
    - Qualifying Life Event Setup
    - Accrual Type
    - Accrual Plans
  - Absence Policies**
  - Payroll
  - Reports
  - Production Utilities
  - Security
  - Conversion Management
  - System Management
  - Employee Self-Service

### Absence Policies

→ Next ⌂ Cancel

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#### Time Off Request Negative Balance Validation

☒ Disable Negative Balance Validation

☐ Don't Allow Negative Balance

☐ Allow Negative Balance Up To

10

Click the "Max Duration Days:" field.

Enter the maximum amount of days an employee can request for this type of absence.

→ Next Cancel

**Absence Details**

\* Name: Jury Duty

Earning / Memo Code:

Accrual Type:

☒ Active

☒ Include In Timecard Processing

☐ Count Towards Scheduled Worked Hours

**Time Off Request Hours Validation**

☒ Disable Hour Validation

☐ Specify Minimum / Maximum Hours Allowed

Minimum Hours:

Maximum Hours:

☐ Specify List of Valid Hour Values

Create list of exact hour values that are valid for time off requests. Example: 2.0, 4.0, 8.0.

Add Remove

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☒ Allow Time Off Requests

☐ Allow Employee to View Absence

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Once you've completed that screen, Click "Next"

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Client: 3637 - Macon-Bibb Transit Authority

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management
- Payroll >
- Taxes >
- Work Location >
- Tables >
- Labor & GL >
- Job >
- Benefits >
- Benefit Types
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- Benefit Groups
- Benefit Enrollment Setup
- Qualifying Life Event Setup
- Accrual Type
- Accrual Plans
- Absence Policies**
- Payroll
- Reports
- Production Utilities

→ Next Cancel

**Absence Policies**

\* Name: Jury Duty

Earning / Memo Code:

Accrual Type:

☒ Active

☒ Include In Timecard Processing

☐ Count Towards Scheduled Worked Hours

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☒ Allow Time Off Requests

☐ Allow Employee to View Absence

12

Add any eligibility rules if applicable  
Click "Save"

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Client: 3637 - Macon-Bibb Transit Authority

Search the menu

Customer Service

Employee Admin Tools

Employee Management

**Client Management**

Payroll >

Taxes >

Work Location >

Tables >

Labor & GL >

Job >

Benefits ▾

Benefit Types

Coverage Codes

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Benefit Groups

Benefit Enrollment Setup

Qualifying Life Event Setup

Accrual Type

Accrual Plans

**Absence Policies**

Payroll

Reports

Production Utilities

**Absence Policies**

← Previous

**Save**

Cancel

**Eligibility Rules**

Selected Rules are applied to employees. This Absence Policy will be available, in Request Time Off, to any employee that meets at least one of the selected rules.

Available Rules:

Selected Rules:

**Eligible Employees**

The following employees are eligible for this Absence Policy based on the Selected Rules.

Report

Export