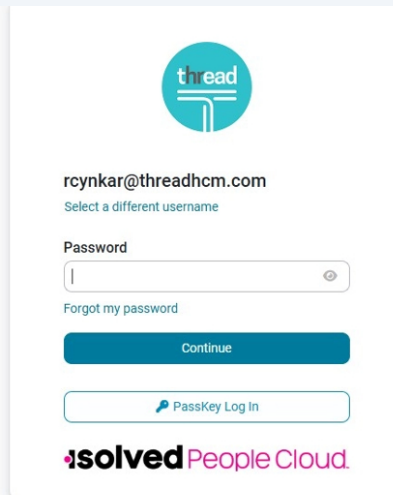# Edit Time Cards as Supervisor/Manager

This guide walks through viewing, editing and changing time cards. Specifically we will fix missed punches and update Labor on an Employee's Time Card.

1   Navigate to **https:/connect.threadhcm.com** and log in.

rcynkar@threadhcm.com

Select a different username

Password

Forgot my password

Continue

🔑 PassKey Log In

ısolved People Cloud.

2

Once you are logged in, click the person icon in the top left to navigate to Manager or Supervisor View


3

Click "Manager View or "Supervisor View"
This can vary based on your setup, and Manager and Supervisor View can have different employees and different access. Make sure you're on the correct view for what you're trying to accomplish.

4 To go directly to the time card, Click "Time" and "Time Card' and skip to Step 9

First we will be walking through the dashboard and how to view any outstanding tasks you may have as a manager.
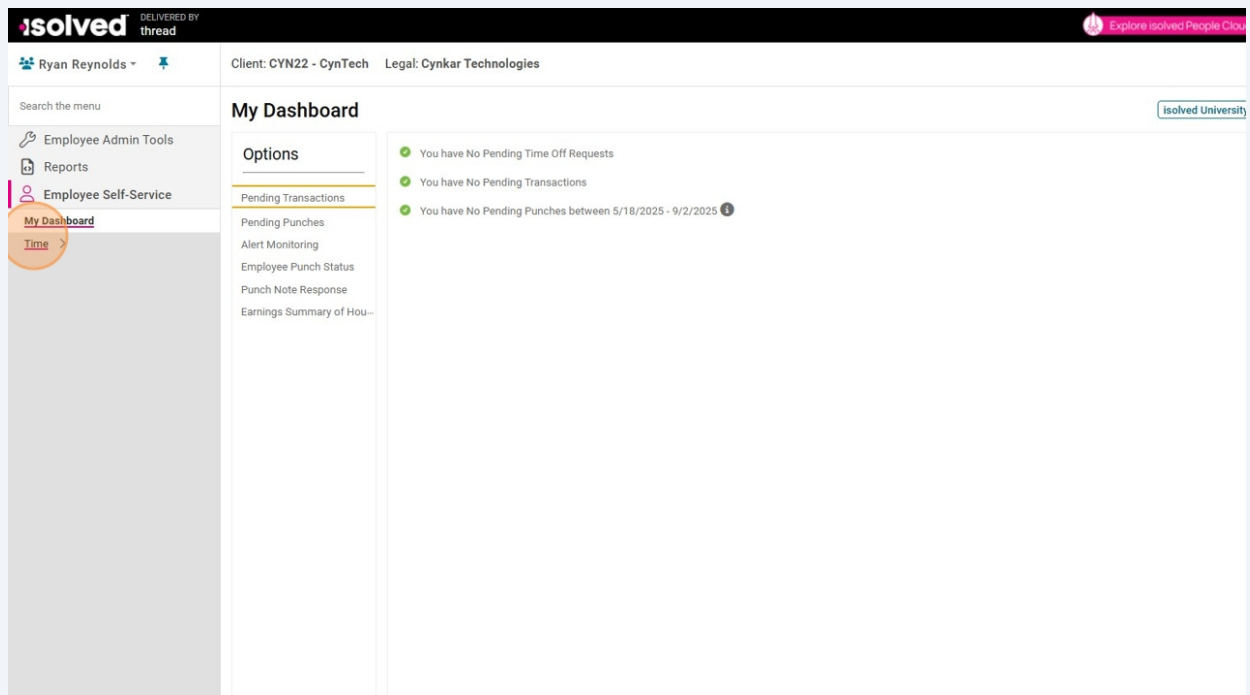
5 Once you move to your Manager or Supervisor, your view will default to My Dashboard. From here you will have a summary of tasks. Click "Alert Monitoring" to view any outstanding errors we may need to correct on the time card.
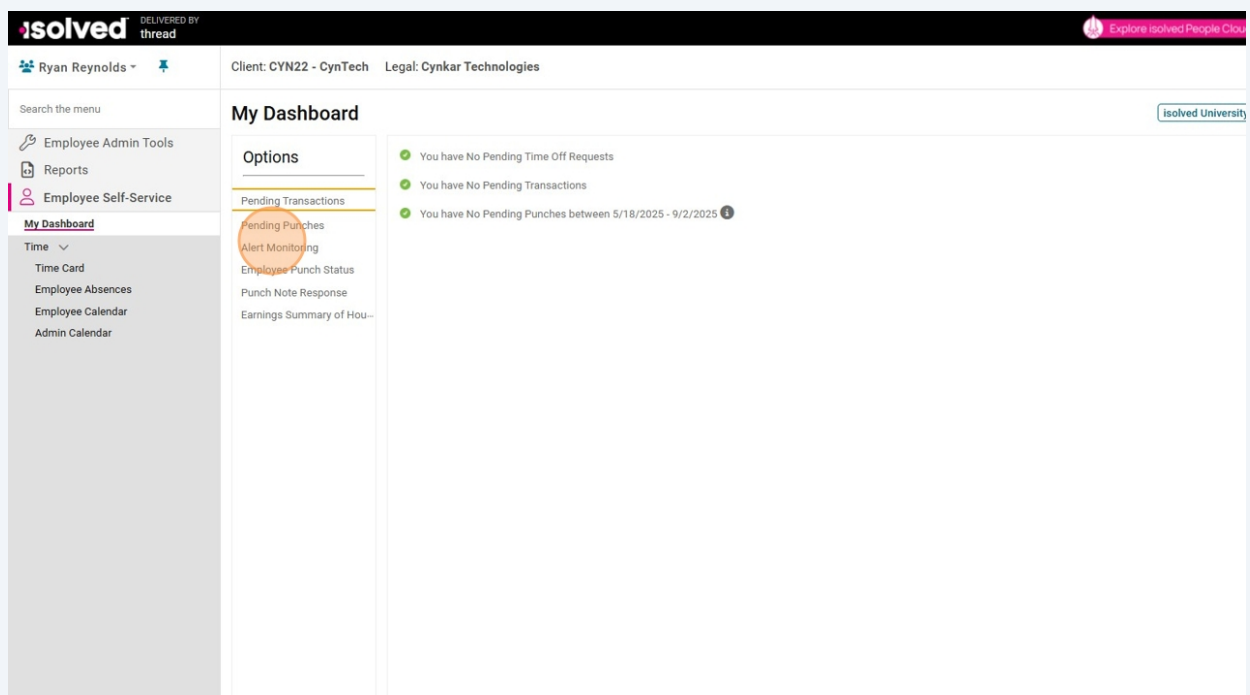
6 Update any filters you'd like to add to find certain employees and Click "Apply"
If you don't add any filters, it will show all alerts for all employees.

7 On this screen you will see a list of all of the employees with alerts that need to be corrected.

8 Click "View" on the far right of the employee record and you will be directed directly to the time card

9

When we get to the time card, we can see that there is a bright pink block indicating the missing punch. We will correct this by adding the second punch for that day. You can do this by simply clicking where you want to add a punch on the time card. This will open a box to edit the specific time you need.

There may also be other errors out here in other colors. If you hover your mouse over the block of time, it will show the Alert

10   Once this box pops up, Click "Punch"

11 From here you can change the Date, Time, and add any Notes for the missing punch you are trying to add

12 Once Completed, Click "Save"

13 After any changes you make to the time card, Click "Show Results". This will show that your changes have been updated.

To just fix a missed punch, or add hours, the guide ends here. The next steps will walk though updating Labor on a time card (Department, Location, Division etc)

14 To Edit any existing blocks of time, you can click directly on the block.

15 Click on the small pen and pad logo

16 Choose the drop down you are wanting to update from the appropriate drop down

17 Choose the option from the dropdown

18 Add Notes

19 Click "Save"

20 Once your'e done editing the Time Card, Click "Show Results"