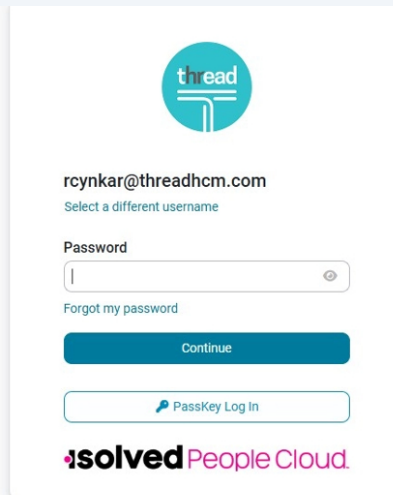


# Edit Time Cards as Supervisor/Manager



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.

A screenshot of the Thread login interface. At the top is the Thread logo. Below it is the email address 'rcynkar@threadhcm.com' with a link 'Select a different username'. A 'Password' field is shown with a toggle icon. Below the password field is a link 'Forgot my password'. A blue 'Continue' button is centered. Below the button is a 'PassKey Log In' option with a key icon. At the bottom is the 'solved People Cloud' logo.

2

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

The screenshot shows the 'Employee Self-Service' view for Ryan Reynolds. The top header includes the 'isolved' logo, 'DELIVERED BY thread', and a user profile section with the name 'Ryan Reynolds', 'Employee #: 1', 'Pay Group: Bi-Weekly', 'Hourly: ####.##', 'Hire Date: 4/9/2025', 'Work Location: Augusta, GA', 'Team:', 'Department:', 'Client: CYN22 - CynTech', and 'Company: Cynkar Technologies (Acti)'. A search bar is located below the header. The left sidebar contains a menu with 'Employee Self-Service' selected, and sub-items like 'Employee Welcome', 'Pay History', 'W2/ACA/1099 Forms', 'Employee Profile', 'Employee Messages', 'Direct Deposits', 'Human Resources', 'Update Information', 'EE Benefits', 'ZayZoon On-Demand Pay', 'Time', and 'Turbo Tax'. The main content area is titled 'Welcome back Ryan' and features a profile card for Ryan Reynolds (Finance Manager, Length of Service: 1 Month, Anniversary: 4/9/2025). To the right of the profile card are four sections: 'NOTIFICATIONS', 'MY HUMAN RESOURCE CONTACTS', 'MY PAY' (with a table for Check Number, Gross Pay, Net Pay, and Direct Deposit), and 'MY BENEFITS'. A 'Try Our New Look!' button is visible in the top right corner.

3

Click "Manager View or "Supervisor View"

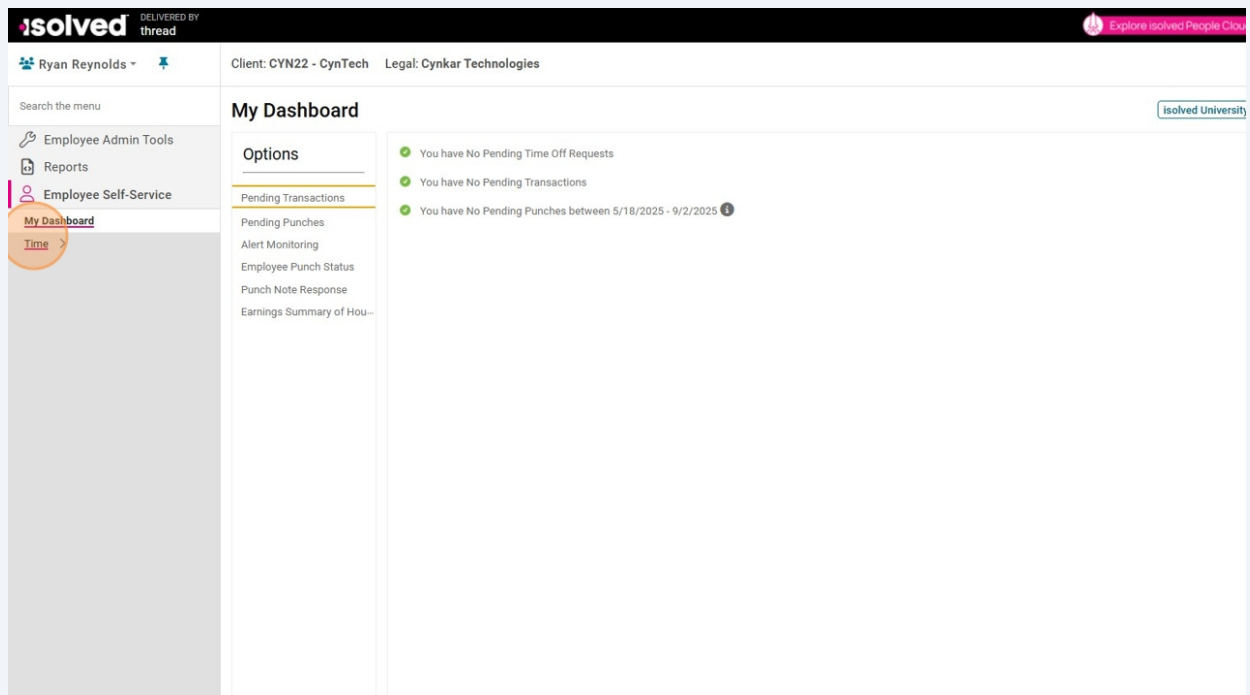
This can vary based on your setup, and Manager and Supervisor View can have different employees and different access. Make sure you're on the correct view for what you're trying to accomplish.

The screenshot shows the 'Manager View' for Ryan Reynolds. The top header is similar to the previous view, but includes a blue notification banner that says 'Please verify your time card for pay period 5/18/2025 - 5/31/2025'. The left sidebar menu is expanded, showing 'Employee View', 'Manager View' (which is highlighted with an orange circle), and 'Supervisor View'. Below these are other menu items like 'Home', 'Change Employee or User', 'My Account', 'User Preferences', 'Electronic Consent', 'Electronic Delivery-Tax Forms', 'University', 'Terms and Conditions', and 'Logout'. The main content area is titled 'Welcome back Ryan' and features the same profile card for Ryan Reynolds. To the right of the profile card are four sections: 'NOTIFICATIONS', 'MY HUMAN RESOURCE CONTACTS', 'MY PAY' (with a table for Check Number, Gross Pay, Net Pay, and Direct Deposit), and 'MY BENEFITS'. A 'Try Our New Look!' button is visible in the top right corner.

4

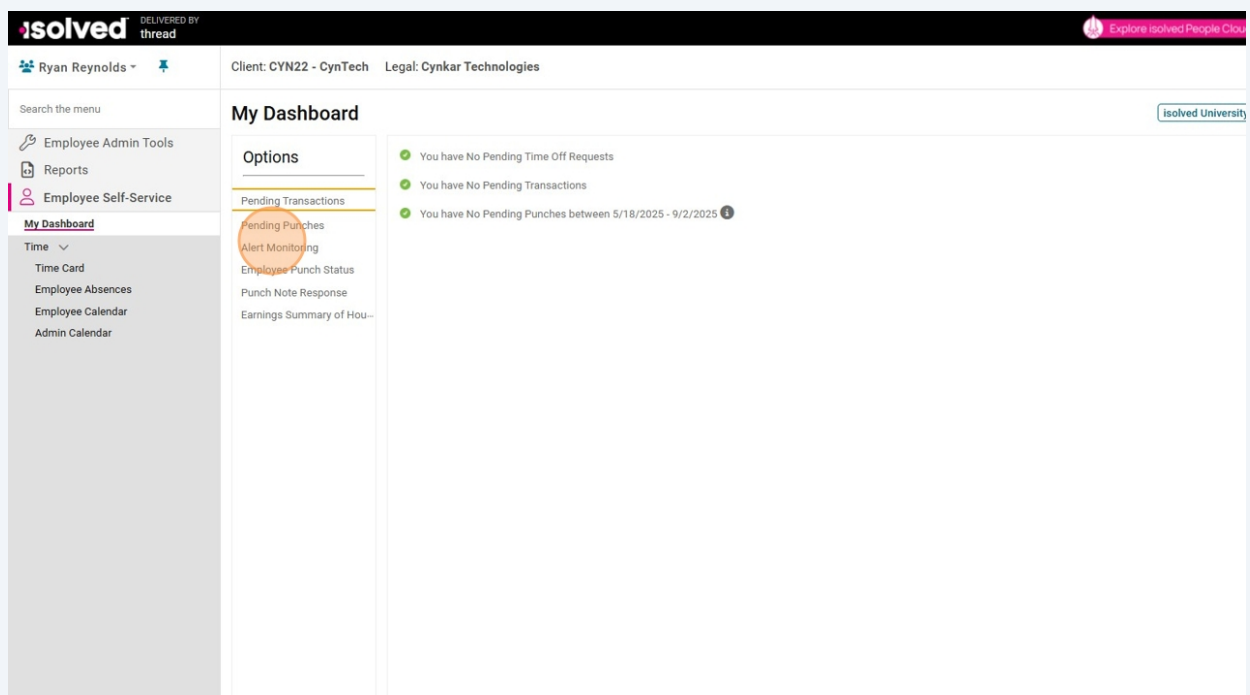
To go directly to the time card, Click "Time" and "Time Card" and skip to Step 9

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.

**solved** DELIVERED BY thread Explore Isolved People Cloud

Ryan Reynolds Client: CYN22 - CynTech Legal: Cynkar Technologies

Search the menu

- Employee Admin Tools
- Reports
- Employee Self-Service
- My Dashboard**
- Time Card
- Employee Absences
- Employee Calendar
- Admin Calendar

### My Dashboard

Options

- Pending Transactions
- Pending Punches
- Alert Monitoring**
- Employee Punch Status
- Punch Note Response
- Earnings Summary of Hou...

Filtered: Status (Active), Start Date (05/28/2025), End Date (06/03/2025)

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

Severity: ANY Alert Type: ANY Start Date: 5/28/2025 End Date: 6/3/2025

**Apply** **Reset**

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

7

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

**solved** DELIVERED BY thread Explore Isolved People Cloud

Ryan Reynolds Client: CYN22 - CynTech Legal: Cynkar Technologies

Search the menu

- Employee Admin Tools
- Reports
- Employee Self-Service
- My Dashboard**
- Time Card
- Employee Absences
- Employee Calendar
- Admin Calendar

### My Dashboard

Options

- Pending Transactions
- Pending Punches
- Alert Monitoring**
- Employee Punch Status
- Punch Note Response
- Earnings Summary of Hou...

Filtered: Status (Active), Start Date (05/28/2025), End Date (06/03/2025)

Employee Na...	Date/Time	Alert Type	Severity	Department	Manager	Supervisor
● Bailey, Christoph...	06/02/2025	Missing Punch	Critical		Reynolds, Ryan	<a href="#">View</a>

8

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

The screenshot displays the Solved People Cloud interface. At the top, the header includes the Solved logo, the text "DELIVERED BY thread", and a link to "Explore Solved People Cloud". Below the header, the user "Ryan Reynolds" is logged in, and the client information "Client: CVN22 - CynTech" and "Legal: Cynkar Technologies" is shown. The main content area is titled "My Dashboard" and includes a search bar and a "Filter" button. A table lists employee records, with the first row for "Bailey, Christopher" on "06/02/2025" showing a "Missing Punch" with "Critical" severity. The "View" button in the top right of this row is highlighted with a red circle. The left sidebar contains navigation links for "Employee Admin Tools", "Reports", "Employee Self-Service", and "My Dashboard". The "My Dashboard" section includes links for "Pending Transactions", "Pending Punches", "Alert Monitoring", "Employee Punch Status", "Punch Note Response", and "Earnings Summary of Hours".

**solved** DELIVERED BY thread [Explore Solved People Cloud](#)

Ryan Reynolds Client: CVN22 - CynTech Legal: Cynkar Technologies

Search the menu

### My Dashboard

isolved University

Filtered: Status (Active), Start Date (05/28/2025), End Date (06/03/2025) Filter

Employee Name	Date/Time	Alert Type	Severity	Department	Manager	Supervisor	
Bailey, Christopher	06/02/2025	Missing Punch	Critical			Reynolds, Ryan	View

**Options**

- Pending Transactions
- Pending Punches
- Alert Monitoring
- Employee Punch Status
- Punch Note Response
- Earnings Summary of Hours

**My Dashboard**

- Time Card
- Employee Absences
- Employee Calendar
- Admin Calendar

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

Christopher Bailey  
Employee #: 0006  
Pay Group: BI-Weekly  
Status: Active  
Hourly: ###.##  
Hire Date: 1/30/2023  
Work Location: DECATU...  
Department: 01 - 01  
Client: CYN22 - CynTech  
Company: Cynkar Technologies (Act)

Search the menu

- Employee Admin Tools
- Reports
- Employee Self-Service
- My Dashboard
- Time
  - Time Card
  - Employee Absences
  - Employee Calendar
  - Admin Calendar

Verification: Unverified Request Time Off Time Card Report

Calendar Spreadsheet Sun 06/01/2025 - Sat 06/14/2025

	Sun 6/1	Mon 6/2	Tue 6/3	Wed 6/4	Thu 6/5	Fri 6/6	Sat 6/7	Sun 6/8	Mon 6/9	Total
12:00 AM	-	-	-	-	-	-	-	-	-	-
1:00 AM	-	-	-	-	-	-	-	-	-	-
2:00 AM	-	-	-	-	-	-	-	-	-	-
3:00 AM	-	-	-	-	-	-	-	-	-	-
4:00 AM	-	-	-	-	-	-	-	-	-	-
5:00 AM	-	-	-	-	-	-	-	-	-	-
6:00 AM	-	-	-	-	-	-	-	-	-	-
7:00 AM	-	▲ 7:00 AM	7:00 AM-5:00 PM 10.00 hrs	8:00 AM-2:00 PM 6.00 hrs	9:00 AM-2:00 PM 5.00 hrs	9:00 AM-5:00 PM 8.00 hrs	-	-	-	-
8:00 AM	-	-	-	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	-	-	-	-	-	-	-	-
2:00 PM	-	-	-	-	-	-	-	-	-	-
3:00 PM	-	-	-	-	-	-	-	-	-	-
4:00 PM	-	-	-	-	-	-	-	-	-	-
5:00 PM	-	-	-	-	-	-	-	-	-	-
6:00 PM	-	-	-	-	-	-	-	-	-	-
7:00 PM	-	-	-	-	-	-	-	-	-	-
8:00 PM	-	-	-	-	-	-	-	-	-	-
9:00 PM	-	-	-	-	-	-	-	-	-	-
10:00 PM	-	-	-	-	-	-	-	-	-	-
11:00 PM	-	-	-	-	-	-	-	-	-	-
Total Hours	-	-	10.00	6.00	5.00	8.00	-	-	-	29.00
Earning Summary	-	-	-	-	-	-	-	-	-	-
Hourly Regular	-	-	10.00	6.00	5.00	8.00	-	-	-	29.00

10 Once this box pops up, Click "Punch"

Christopher Bailey  
Employee #: 0006  
Status: Active  
Hire Date: 1/30/2023  
Team: 01 - 01  
Company: Cynkar Technologies (Act)

Search the menu

- Employee Admin Tools
- Reports
- Employee Self-Service
- My Dashboard
- Time
  - Time Card
  - Employee Absences
  - Employee Calendar
  - Admin Calendar

Show Results Verification: Unverified Request Time Off Time Card Report

Calendar Spreadsheet Sun 06/01/2025 - Sat 06/14/2025

	Sun 6/1	Mon 6/2	Tue 6/3	Wed 6/4	Thu 6/5	Fri 6/6	Sat 6/7	Sun 6/8	Mon 6/9	Total
12:00 AM	-	-	-	-	-	-	-	-	-	-
1:00 AM	-	-	-	-	-	-	-	-	-	-
2:00 AM	-	-	-	-	-	-	-	-	-	-
3:00 AM	-	-	-	-	-	-	-	-	-	-
4:00 AM	-	-	-	-	-	-	-	-	-	-
5:00 AM	-	-	-	-	-	-	-	-	-	-
6:00 AM	-	-	-	-	-	-	-	-	-	-
7:00 AM	-	▲ 7:00 AM	7:00 AM-5:00 PM 10.00 hrs	8:00 AM-2:00 PM 6.00 hrs	9:00 AM-2:00 PM 5.00 hrs	9:00 AM-5:00 PM 8.00 hrs	-	-	-	-
8:00 AM	-	-	-	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	-	-	-	-	-	-	-	-
2:00 PM	-	-	-	-	-	-	-	-	-	-
3:00 PM	-	-	-	-	-	-	-	-	-	-
4:00 PM	-	-	-	-	-	-	-	-	-	-
5:00 PM	-	-	-	-	-	-	-	-	-	-
6:00 PM	-	-	-	-	-	-	-	-	-	-
7:00 PM	-	-	-	-	-	-	-	-	-	-
8:00 PM	-	-	-	-	-	-	-	-	-	-
9:00 PM	-	-	-	-	-	-	-	-	-	-
10:00 PM	-	-	-	-	-	-	-	-	-	-
11:00 PM	-	-	-	-	-	-	-	-	-	-
Total Hours	-	-	10.00	6.00	5.00	8.00	-	-	-	29.00
Earning Summary	-	-	-	-	-	-	-	-	-	-
Hourly Regular	-	-	10.00	6.00	5.00	8.00	-	-	-	29.00

+ Add record  
Hour  
Punch  
Cancel

11

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

The screenshot shows the 'Time Card Report' interface. A 'Punch' modal is open, allowing users to add or edit a punch. The modal includes the following fields:

- Date:** 06/02/2025
- Time:** 11:00 AM
- Type:** Normal
- Mode:** Auto
- Do Not Round:** ☐
- Notes:** (Empty text area)

The background shows a calendar grid with a highlighted date and time slot. The 'Save' button is highlighted with an orange circle.

12

Once Completed, Click "Save"

The screenshot shows the 'Time Card Report' interface. The 'Punch' modal is open, and the 'Save' button is highlighted with an orange circle. The 'Notes' field now contains the text 'Fix missing punch'.

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 through updating Labor on a time card (Department, Location, Division etc)

The screenshot shows the 'isolved' Time Card Report interface. At the top, the user is logged in as Ryan Reynolds. The report is for Christopher Bailey, Employee # 0006, with a status of Active. The report is for the week of Sun 06/01/2025 - Sat 06/14/2025. The 'Show Results' button is highlighted with an orange circle. The interface shows a calendar view for the week of June 1st to 9th, 2025. The left sidebar contains navigation options: Employee Admin Tools, Reports, Employee Self-Service, My Dashboard, Time, Time Card, Employee Absences, Employee Calendar, and Admin Calendar. The main area displays a grid of time slots from 12:00 AM to 11:00 PM. The grid shows punch-in and punch-out times for each day. For example, on Monday 6/2, there is a punch-in at 7:00 AM and a punch-out at 10:00 PM. On Tuesday 6/3, there is a punch-in at 7:00 AM and a punch-out at 10:00 PM. On Wednesday 6/4, there is a punch-in at 8:00 AM and a punch-out at 2:00 PM. On Thursday 6/5, there is a punch-in at 9:00 AM and a punch-out at 2:00 PM. On Friday 6/6, there is a punch-in at 9:00 AM and a punch-out at 5:00 PM. The 'Total' column on the right shows the total hours for each day.



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

Ryan Reynolds | 1 of 1 | Employee # 0006 | Status: Active | Hire Date: 1/30/2023 | Team: 01 - 01 | Company: Cynkar Technologies (Active)

Search the menu

- Employee Admin Tools
- Reports
- Employee Self-Service
- My Dashboard
- Time
  - Time Card**
  - Employee Absences
  - Employee Calendar
  - Admin Calendar

Verification: Unverified | Request Time Off | Time Card Report

Calendar | Spreadsheet | Sun 06/01/2025 - Sat 06/14/2025 | Day | Week | Pay Period

	Sun 6/1	Mon 6/2	Tue 6/3	Wed 6/4	Thu 6/5	Fri 6/6	Sat 6/7	Sun 6/8	Mon 6/9	Total
12:00 AM										
1:00 AM										
2:00 AM										
3:00 AM										
4:00 AM										
5:00 AM										
6:00 AM										
7:00 AM										
8:00 AM										
9:00 AM										
10:00 AM										
11:00 AM										
12:00 PM										
1:00 PM										
2:00 PM										
3:00 PM										
4:00 PM										
5:00 PM										
6:00 PM										
7:00 PM										
8:00 PM										
9:00 PM										
10:00 PM										
11:00 PM										
Total Hours		4.00	10.00	6.00	5.00	8.00				33.00
Earning Summary										
Hourly Regular		4.00	10.00	6.00	5.00	8.00				33.00

Time Card Detail: 7:00 AM - 11:00 AM, 4.00 hrs, In: Wed 8:00 AM EDT, Out: Wed 2:00 PM EDT, Duration: 6.00, Labor: Hourly FT, Policy Group: Hourly FT

## 15 Click on the small pen and pad logo

Search the menu

- Employee Admin Tools
- Reports
- Employee Self-Service
- My Dashboard
- Time
  - Time Card**
  - Employee Absences
  - Employee Calendar
  - Admin Calendar

Show Results | Verification: Unverified | Request Time Off | Time Card Report

Calendar | Spreadsheet | Sun 06/01/2025 - Sat 06/14/2025 | Day | Week | Pay Period

	Sun 6/1	Mon 6/2	Tue 6/3	Wed 6/4	Thu 6/5	Fri 6/6	Sat 6/7	Sun 6/8	Mon 6/9	Total
12:00 AM										
1:00 AM										
2:00 AM										
3:00 AM										
4:00 AM										
5:00 AM										
6:00 AM										
7:00 AM										
8:00 AM										
9:00 AM										
10:00 AM										
11:00 AM										
12:00 PM										
1:00 PM										
2:00 PM										
3:00 PM										
4:00 PM										
5:00 PM										
6:00 PM										
7:00 PM										
8:00 PM										
9:00 PM										
10:00 PM										
11:00 PM										
Total Hours		4.00	10.00	6.00	5.00	8.00				33.00
Earning Summary										
Hourly Regular		4.00	10.00	6.00	5.00	8.00				33.00

Time Card Detail: 7:00 AM - 11:00 AM, 4.00 hrs, In: Wed 8:00 AM EDT, Out: Wed 2:00 PM EDT, Duration: 6.00, Labor: Hourly FT, Policy Group: Hourly FT

isolved © 2025

16

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

**Hours**

Start Time: 06/04/2025 8:00 AM

End Time: 06/04/2025 2:00 PM

Type: Normal

Duration: 8

**Labor Group**

Department: Not Assigned

**Labor Default Override**

Department:

**Notes**

Save Cancel

17

Choose the option from the dropdown

**Hours**

Start Time: 06/04/2025 8:00 AM

End Time: 06/04/2025 2:00 PM

Type: Normal

Duration: 6

**Labor Group**

Department: Not Assigned

**Labor Default Override**

Department: 1 - Accounting, 2 - Warehouse, 3 - Sales

**Notes**

Save Cancel

## 18 Add Notes

The screenshot shows a web application interface for managing time cards. A modal window titled "Hours" is open, allowing users to add or edit time card entries. The modal contains the following fields:

- Start Time:** 06/04/2025 8:00 AM
- End Time:** 06/04/2025 2:00 PM
- Type:** Normal
- Duration:** 6
- Labor Group:** Department: 2 - Warehouse
- Labor Default Override:** Department: 02 - 02
- Notes:** A text input field with an orange circle highlighting it.

At the bottom of the modal are "Save" and "Cancel" buttons. The background shows a time card report grid with columns for days of the week and rows for time slots from 1:00 AM to 11:00 PM.

## 19 Click "Save"

This screenshot is identical to the previous one, showing the "Hours" modal form. The "Save" button at the bottom of the modal is now highlighted with an orange circle, indicating the next step in the process.

20

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

**isolved** DELIVERED BY thread

Ryan Reynolds

Christopher Bailey  
Employee #: 0006  
Pay Group: BI-Weekly  
Status: Active  
Hourly: #####  
Hire Date: 1/30/2023  
Work Location: DECATU...  
Team: 01 - 01  
Department: 01 - 01  
Client: CYN22 - CynTech  
Company: Cynkar Technologies (Acti

Search the menu

- Employee Admin Tools
- Reports
- Employee Self-Service
- My Dashboard
- Time
  - Time Card**
  - Employee Absences
  - Employee Calendar
  - Admin Calendar

Show Results Verification: Unverified Request Time Off Time Card Report

Calendar Spreadsheet Sun 06/01/2025 - Sat 06/14/2025 Day Week Pay Period

	Sun 6/1	Mon 6/2	Tue 6/3	Wed 6/4	Thu 6/5	Fri 6/6	Sat 6/7	Sun 6/8	Mon 6/9	Total
12:00 AM	-	-	-	-	-	-	-	-	-	
1:00 AM	-	-	-	-	-	-	-	-	-	
2:00 AM	-	-	-	-	-	-	-	-	-	
3:00 AM	-	-	-	-	-	-	-	-	-	
4:00 AM	-	-	-	-	-	-	-	-	-	
5:00 AM	-	-	-	-	-	-	-	-	-	
6:00 AM	-	-	-	-	-	-	-	-	-	
7:00 AM	-	-	-	-	-	-	-	-	-	
8:00 AM	-	-	-	-	-	-	-	-	-	
9:00 AM	-	-	-	-	-	-	-	-	-	
10:00 AM	-	-	-	-	-	-	-	-	-	
11:00 AM	-	-	-	-	-	-	-	-	-	
12:00 PM	-	-	-	-	-	-	-	-	-	
1:00 PM	-	-	-	-	-	-	-	-	-	
2:00 PM	-	-	-	-	-	-	-	-	-	
3:00 PM	-	-	-	-	-	-	-	-	-	
4:00 PM	-	-	-	-	-	-	-	-	-	
5:00 PM	-	-	-	-	-	-	-	-	-	
6:00 PM	-	-	-	-	-	-	-	-	-	
7:00 PM	-	-	-	-	-	-	-	-	-	
8:00 PM	-	-	-	-	-	-	-	-	-	
9:00 PM	-	-	-	-	-	-	-	-	-	
10:00 PM	-	-	-	-	-	-	-	-	-	
11:00 PM	-	-	-	-	-	-	-	-	-	