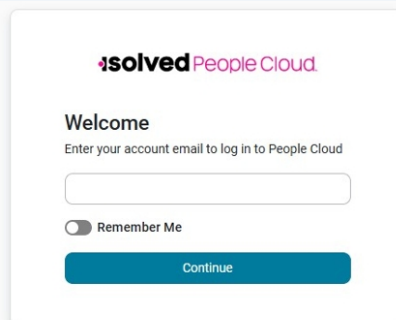


Moving Holidays in Time Cards - Desktop



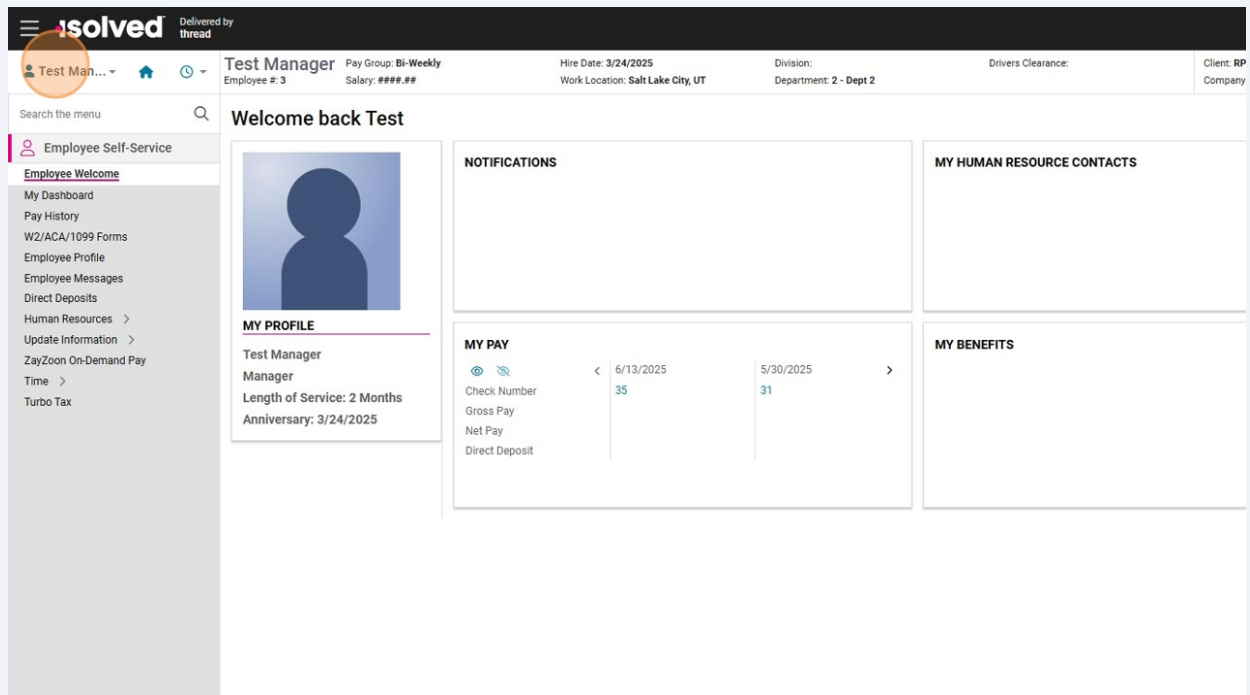
This guide walks through how to move holidays within the time card.

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

A screenshot of a login interface for 'solved People Cloud'. The interface is centered on a light gray background. At the top, the logo 'solved People Cloud' is displayed, with 'solved' in black and 'People Cloud' in pink. Below the logo, the word 'Welcome' is in bold black text. Underneath, a smaller line of text says 'Enter your account email to log in to People Cloud'. There is a white text input field with a light gray border. Below the input field, there is a toggle switch labeled 'Remember Me'. At the bottom, there is a teal button with the word 'Continue' in white text.

2

Once you've logged in, you'll need to navigate to Manager View.
Click the user name in the upper left corner.



solved Delivered by thread

Test Manager Pay Group: Bi-Weekly Hire Date: 3/24/2025 Division: Drivers Clearance: Client: RP
Employee #: 3 Salary: ##### Work Location: Salt Lake City, UT Department: 2 - Dept 2 Company

Search the menu

Employee Self-Service

Employee Welcome

My Dashboard

Pay History

W2/ACA/1099 Forms

Employee Profile

Employee Messages

Direct Deposits

Human Resources >

Update Information >

ZayZoon On-Demand Pay

Time >

Turbo Tax

Welcome back Test

MY PROFILE

Test Manager
Manager
Length of Service: 2 Months
Anniversary: 3/24/2025

NOTIFICATIONS

MY PAY

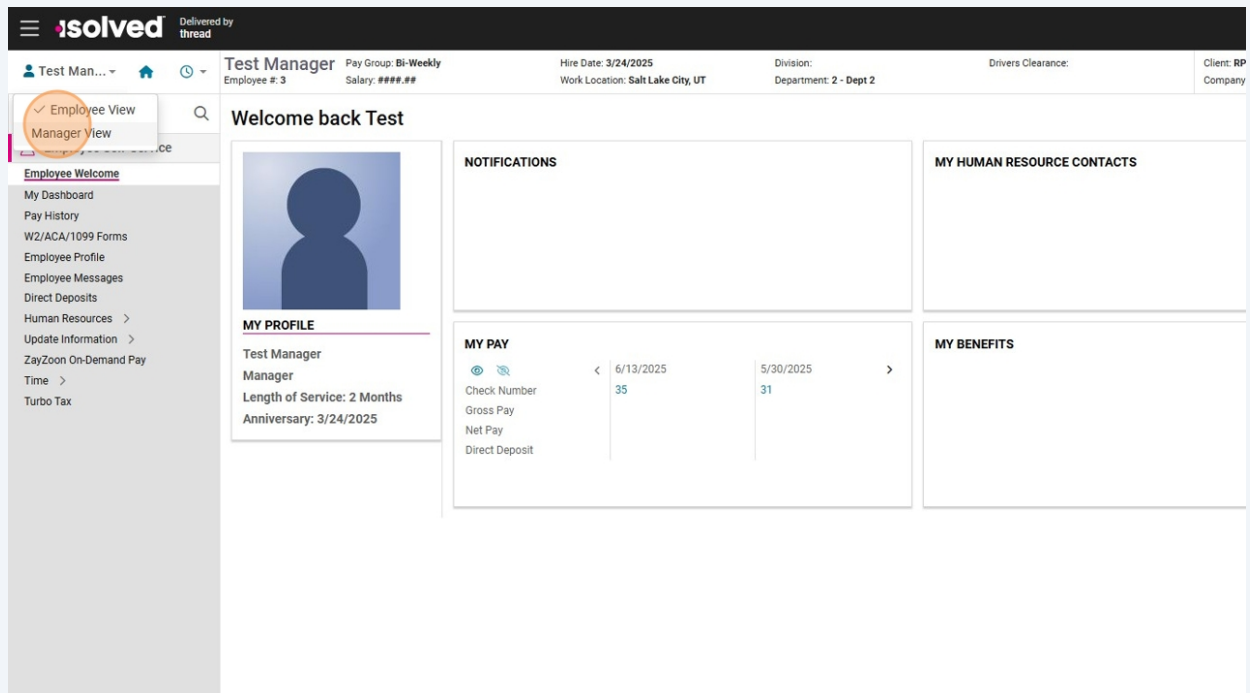
	< 6/13/2025	5/30/2025 >
Check Number	35	31
Gross Pay		
Net Pay		
Direct Deposit		

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

3

Click "Manager View"



solved Delivered by thread

Test Manager Pay Group: Bi-Weekly Hire Date: 3/24/2025 Division: Drivers Clearance: Client: RP
Employee #: 3 Salary: ##### Work Location: Salt Lake City, UT Department: 2 - Dept 2 Company

Search the menu

Employee Self-Service

Employee Welcome

My Dashboard

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Direct Deposits

Human Resources >

Update Information >

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Time >

Turbo Tax

Welcome back Test

MY PROFILE

Test Manager
Manager
Length of Service: 2 Months
Anniversary: 3/24/2025

NOTIFICATIONS

MY PAY

	< 6/13/2025	5/30/2025 >
Check Number	35	31
Gross Pay		
Net Pay		
Direct Deposit		

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

4 Then you're in the Manager View and Click "Time"

The screenshot shows the iSolved HR system interface. The top header includes the iSolved logo and 'Delivered by thread'. Below the header, there's a navigation bar with 'Test Man...' and a home icon. The main content area is titled 'My Dashboard' and shows a list of options: Pending Transactions, Pending Punches, Alert Monitoring, Employee Punch Status, Punch Note Response, Scheduled Vs Worked Ho..., and Earnings Summary of Hou... The right side of the dashboard displays status messages: 'You have No Pending Time Off Requests', 'You have No Pending Transactions', 'You have Pending Shift Requests between 6/15/2025 - 7/5/2025! Click here to view.', and 'You have No Pending Punches between 5/4/2025 - 9/16/2025'.

5 Click "Time Card"

The screenshot shows the iSolved HR system interface. The top header includes the iSolved logo and 'Delivered by thread'. Below the header, there's a navigation bar with 'Test Man...' and a home icon. The main content area is titled 'My Dashboard' and shows a list of options: Pending Transactions, Pending Punches, Alert Monitoring, Employee Punch Status, Punch Note Response, Scheduled Vs Worked Ho..., and Earnings Summary of Hou... The right side of the dashboard displays status messages: 'You have No Pending Time Off Requests', 'You have No Pending Transactions', 'You have Pending Shift Requests between 6/15/2025 - 7/5/2025! Click here to view.', and 'You have No Pending Punches between 5/4/2025 - 9/16/2025'.

6 Click the desired employee

Client: RP12345 - Russ Demo Company

Search the menu

- Employee Admin Tools
- Client Management
- Employee Self-Service

My Dashboard

Time

Time Card

Employee Absences

Employee Calendar

Admin Calendar

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 Name	Middle Name	Last Name	Status	Division
Russ Demo Compa...	Bi-Weekly	4	Comp		Time	Employee	Active	
Russ Demo Compa...	Bi-Weekly	5	Demo1			Employee	Active	
Russ Demo Compa...	Bi-Weekly	6	Demo2			Employee	Active	
Russ Demo Compa...	Bi-Weekly	1	Test			Employee	Active	
Russ Demo Compa...	2nd Bi-Weekly	2	Test			Employee 2	Active	
Russ Demo Compa...	Bi-Weekly	7	Quick			Test	Active	

7 Click the holiday hour record

Verification: Unverified Request Time Off View Scheduler Time Card Report Schedule Report

Calendar Spreadsheet Sun 05/08/2025 - Sat 06/21/2025

	Thu 6/12	Fri 6/13	Sat 6/14	Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	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	8:00 AM-4:00 PM 8.00 hrs	8:00 AM-4:00 PM 8.00 hrs									
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	8.00	8.00					8.00			48.00
Earning Summary											
Hourly Regular	10	8.00	8.00								40.00
Holiday								8.00			8.00
Labor Summary											
Department	3	8.00	8.00					8.00			48.00

Holiday
In (Thu 8:00 AM) MDT
Out (Thu 4:00 PM) MDT
Duration 8.00
Labor
Department 3
Policy Group
FT Hourly

Holiday
In (Thu 8:00 AM) MDT
Out (Thu 4:00 PM) MDT
Duration 8.00
Labor
Department 3
Policy Group
FT Hourly

8 Click the edit icon

Calendar Spreadsheet Sun 06/08/2025 - Sat 06/21/2025 Day Week Pay Period

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

8:00 AM-4:00 PM 8.00 hrs
8:00 AM-4:00 PM 8.00 hrs

Holiday
In (Thu 8:00 AM) MDT
Out (Thu 4:00 PM) MDT
Duration 8.00
Labor Department 3
Juneteenth (8:00 AM) (4:00 PM) 8.00 hrs

9 Click the "Start Time" date field, and select the date the holiday should move to

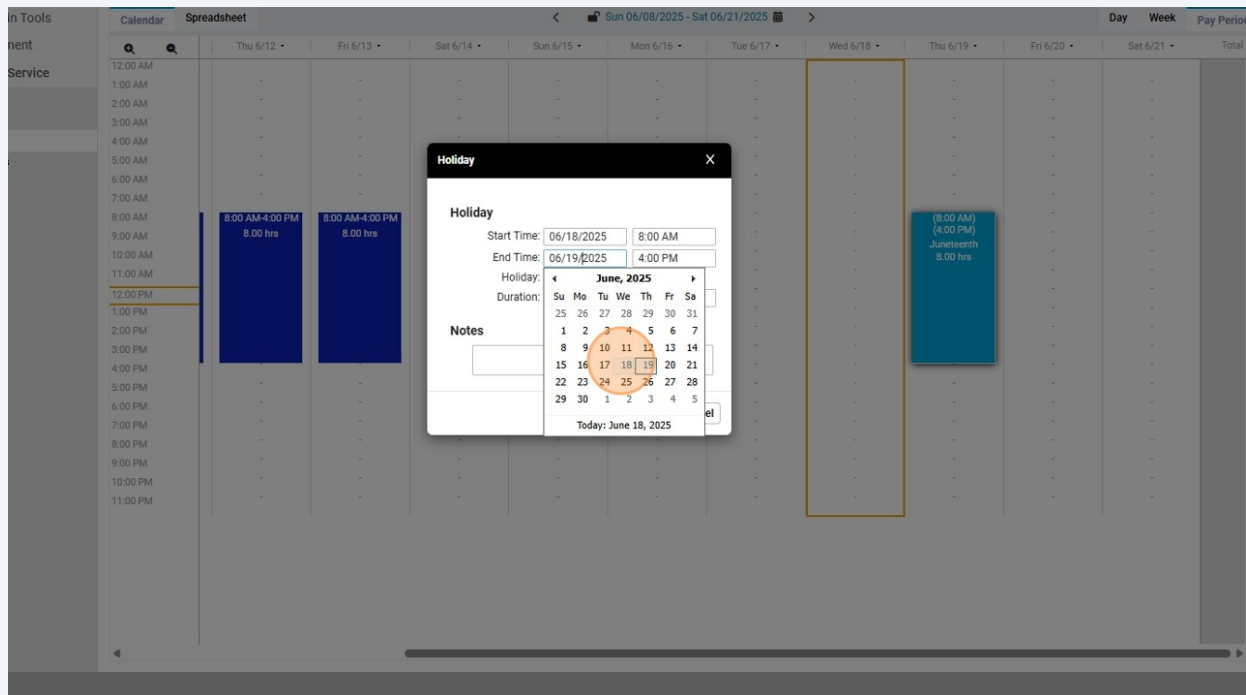
Holiday

Holiday
Start Time: 06/19/2025 8:00 AM
End Time:
Holiday:
Duration:
Notes:
Today: June 18, 2025

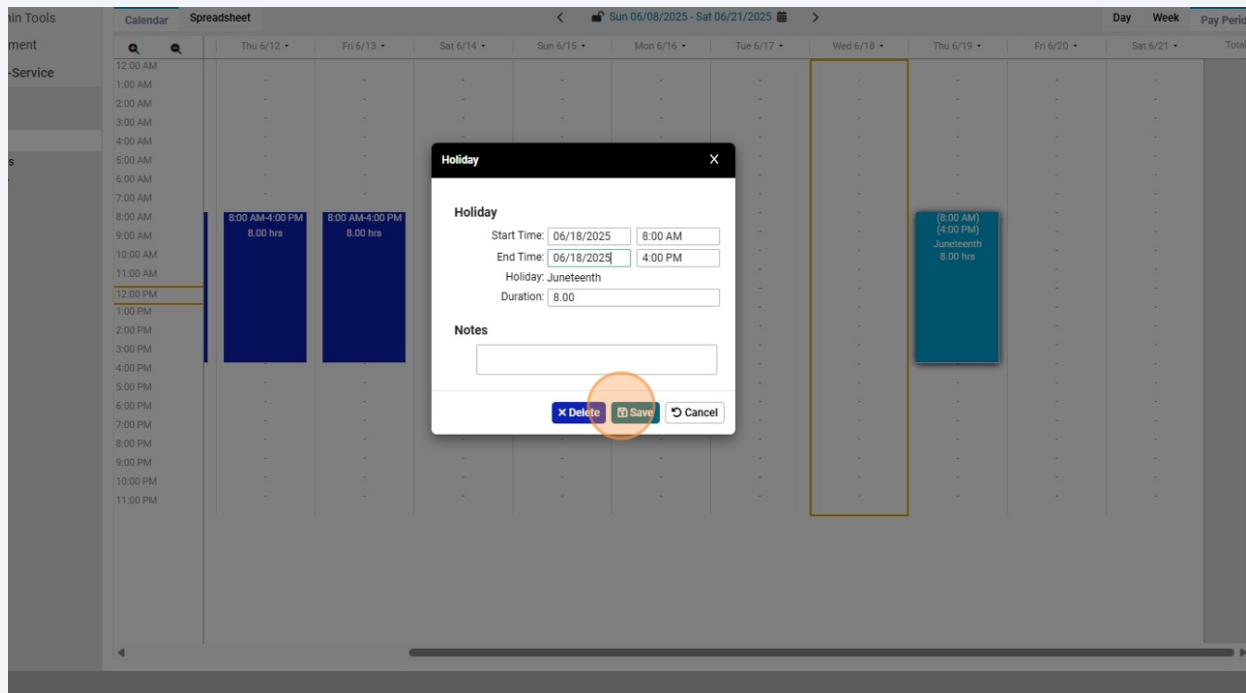
June, 2025

Su Mo Tu We Th Fr Sa
25 26 27 28 29 30 31
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 1 2 3 4 5

10 Click the "End Time" date field, and select the same date



11 Click "Save"



12 Click "Show Results"

The screenshot displays the iSolved system interface. At the top, there is a header bar with the iSolved logo, a 'Delivered by thread' status, and a green 'Save Complete' button. Below the header, a navigation bar shows 'Test Man...' and a home icon. The main content area is titled 'Quick Test' and includes fields for 'Pay Group: Bi-Weekly', 'Employee #: 7', 'Status: Active', 'Hourly: ####.##', 'Hire Date: 6/2/2025', 'Work Location: Salt Lake City, UT', 'Division:', 'Department: 3 - Dept 3', 'Drivers Clearance:', and 'Client: RP Company'. A search bar is located on the left side of the main content area. The 'Show Results' button is highlighted with an orange circle. Below the search bar, there is a sidebar menu with options: 'Employee Admin Tools', 'Client Management', 'Employee Self-Service', 'My Dashboard', 'Time', 'Employee Absences', 'Employee Calendar', and 'Admin Calendar'. The 'Time' menu is expanded, showing 'Time Card' as the selected option. The main content area displays a calendar view for the week of June 12th to June 20th, 2025. The calendar shows a grid of days with time slots from 12:00 AM to 11:00 PM. A yellow box highlights the 'Show Results' button. The calendar shows a grid of days with time slots from 12:00 AM to 11:00 PM. A yellow box highlights the 'Show Results' button. The calendar shows a grid of days with time slots from 12:00 AM to 11:00 PM. A yellow box highlights the 'Show Results' button.

13 There will now be 2 holidays showing in the time card

14 Click the original holiday again and select the edit icon

The screenshot shows a calendar interface with a sidebar on the left containing navigation links: "ols", "ice", and "Calendar". The main area displays a calendar grid for the week of Sun 06/08/2025 to Sat 06/21/2025. A holiday entry for "Juneteenth" is highlighted in blue, spanning from 8:00 AM to 4:00 PM on Thursday, June 19, 2025. A yellow box highlights the holiday entry, and a red circle highlights the edit icon (pencil) in the bottom right corner of the holiday entry.

Day	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	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	-	-	-	-	-	-	-

15 Click "Delete"

The screenshot shows the same calendar interface as before, but with a "Holiday" dialog box open. The dialog box contains the following fields:

- Holiday: Juneteenth
- Start Time: 06/19/2025 8:00 AM
- End Time: 06/19/2025 4:00 PM
- Duration: 8
- Notes: (empty text area)

The "Delete" button is highlighted with a red circle. The "Save" and "Cancel" buttons are also visible.

16 Click "Show Results"

isolved Delivered by thread ✓ Delete Complete

Test Man... < 6 of 6 > Quick Test Pay Group: Bi-Weekly Hourly: ####.## Work Location: Salt Lake City, UT Department: 3 - Dept 3 Client: RP
Employee # 7 Status: Active Hire Date: 6/2/2025 Division: Drivers Clearance:

Search the menu 🔍

Employee Admin Tools
Client Management
Employee Self-Service
My Dashboard
Time ▼
Time Card
Employee Absences
Employee Calendar
Admin Calendar

Show Results Verification: Unverified Request Time Off View Scheduler Time Card Report Schedule Report

Calendar Spreadsheet < Sun 06/08/2025 - Sat 06/21/2025 > Da

	Thu 6/12	Fri 6/13	Sat 6/14	Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20
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	8:00 AM-4:00 PM 8.00 hrs	8:00 AM-4:00 PM 8.00 hrs					8:00 AM-4:00 PM Juneteenth 8.00 hrs		
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									

17 There will now be a 0.00 hour holiday on the original date and the new holiday will have the Holiday earning