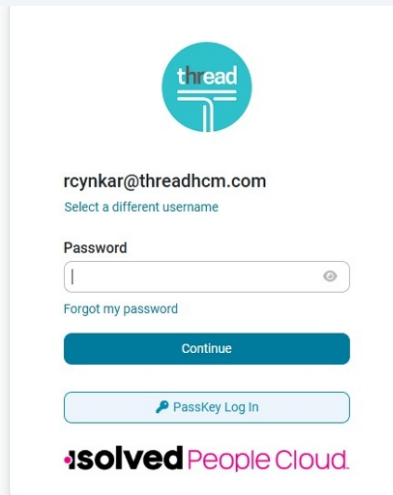


How to Quick Punch and View Time Card



This guide will walk you through completing a Quick Punch in isolved.

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

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'. Underneath is a 'Password' label and a password input field with a toggle icon. Below the password field is a link 'Forgot my password'. A teal 'Continue' button is positioned below the links. At the bottom of the form is a light blue button labeled 'PassKey Log In' with a key icon. At the very bottom of the form is the 'isolved People Cloud' logo, with 'isolved' in black and 'People Cloud' in pink.

2 Once you're logged in, click the clock logo in the top left of the screen

The screenshot shows the isolved People Cloud dashboard for user Ryan Reynolds. The top navigation bar includes the isolved logo, a clock icon, and user information: 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 (Active). The left sidebar contains a search menu and a list of options under 'Employee Self-Service', including '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 with a length of service of 1 month and an anniversary of 4/9/2025. To the right of the profile card are four sections: 'NOTIFICATIONS', 'MY HUMAN RESOURCE CONTACTS', 'MY PAY' (showing check number, gross pay, net pay, and direct deposit), and 'MY BENEFITS'. The bottom right corner has links for 'Try Our New Look!' and 'Isolved University'.

3 If you are just punching In and Out, you can click "Quick Punch" and your punch will be saved.

This screenshot is identical to the previous one, but with the 'Quick Punch' menu open. The menu is located in the top left corner, next to the clock icon, and contains two options: 'Quick Punch' and 'Detailed Punch'. The 'Quick Punch' option is highlighted with a red circle. The rest of the dashboard content remains the same.

4 You'll see "Punch Saved - Date and Time"

The screenshot displays the Solved People Cloud interface for user Ryan Reynolds. At the top, a green notification banner states "Punch Saved : 6/4/2025 10:58 AM". The header includes the user's name, employee ID, pay group, and work location. The left sidebar contains a menu with options like "Employee Self-Service", "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, a "MY PROFILE" section, a "MY PAY" section, and a "MY HUMAN RESOURCE CONTACTS" section. The "MY PAY" section includes links for "Check Number", "Gross Pay", "Net Pay", and "Direct Deposit".

5 To view your time card, Click "Time" in the menu.

This screenshot shows the same Solved People Cloud interface as the previous one, but with the "Time" menu item in the left sidebar highlighted with a red circle. The main content area remains the same, displaying the "Welcome back Ryan" message and various profile and pay-related sections. The "Time" menu item is located under the "EE Benefits" category in the sidebar.

6 Click "Time Card"

The screenshot shows the Employee Self-Service portal for Ryan Reynolds. The left sidebar contains a search bar and a list of menu items. The 'Time Card' option is highlighted with an orange circle. The main content area displays a welcome message, a profile card, and sections for notifications, pay, benefits, and human resource contacts.

Employee Self-Service Menu:

- 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
 - Time Card**
 - Employee Absences
 - Time Off Balances
 - Employee Calendar
 - Turbo Tax

Main Content Area:

- Welcome back Ryan**
- MY PROFILE:** Ryan Reynolds, Length of Service: 1 Month, Anniversary: 4/9/2025
- MY PAY:** Check Number, Gross Pay, Net Pay, Direct Deposit
- MY HUMAN RESOURCE CONTACTS**
- MY BENEFITS**

7 Once you're on the Time Card, you will be able to view the current pay period. Each day will have a block of time for time worked.

The screenshot shows the Time Card Report for Ryan Reynolds. The top header displays employee information and the current pay period. The main content area shows a calendar view of work hours for the week of June 1st to June 9th, 2025. The 'Time Card' option is highlighted in the left sidebar.

Employee Information:

- Employee:** Ryan Reynolds
- Pay Group:** Bi-Weekly
- Hire Date:** 4/9/2025
- Team:**
- Department:**
- Client:** CYN22 - CynTech
- Company:** Cynkar Technologies (Active)

Time Card Report:

	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	8:00 AM-3:00 PM 7.00 hrs	8:00 AM-12:00 PM 4.00 hrs	-	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-	-
1:00 PM	-	1:00 PM-5:00 PM 4.00 hrs	-	-	-	-	-	-	-	-
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	7.00	8.00	6.00							21.00
Earning Summary										
Hourly Regular	7.00	8.00	6.00							21.00
Dollar Adjustments										
Bonus	\$20.00							\$20.00		\$40.00

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If you are required to Verify your time cards, you can do that by clicking on "Verification" on top of the time card.

The screenshot shows the iSolved People Cloud interface for Ryan Reynolds. The top navigation bar includes the iSolved logo, user information, and a search bar. The left sidebar lists various self-service options. The main content area displays the Time Card Report for the week of Sun 06/01/2025 to Sat 06/14/2025. The report is organized into columns for each day of the week and rows for hourly time slots. A yellow box highlights the 'Verification: Unverified' button at the top of the report. The 'Total' column shows a total of 21.00 hours for the week.

	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	8:00 AM-3:00 PM 7.00 hrs	8:00 AM-12:00 PM 4.00 hrs	-	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	11:00 AM-5:00 PM 6.00 hrs	10:58 AM-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-	-
1:00 PM	-	1:00 PM-5:00 PM 4.00 hrs	-	-	-	-	-	-	-	-
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	7.00	8.00	6.00	-	-	-	-	-	-	21.00

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Then click the checkbox next to Employee. Only do this at the end of the pay period when the time card is fully complete.

The screenshot shows the iSolved People Cloud interface for Ryan Reynolds. The top navigation bar includes the iSolved logo, user information, and a search bar. The left sidebar lists various self-service options. The main content area displays the Time Card Report for the week of Sun 06/01/2025 to Sat 06/14/2025. A yellow box highlights the 'Employee' checkbox in the 'Verification: Unverified' dropdown menu. The 'Total' column shows a total of 21.00 hours for the week.

	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	8:00 AM-3:00 PM 7.00 hrs	8:00 AM-12:00 PM 4.00 hrs	-	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	11:00 AM-5:00 PM 6.00 hrs	10:58 AM-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-	-
1:00 PM	-	1:00 PM-5:00 PM 4.00 hrs	-	-	-	-	-	-	-	-
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	7.00	8.00	6.00	-	-	-	-	-	-	21.00