How to Quick Punch and View Time Card
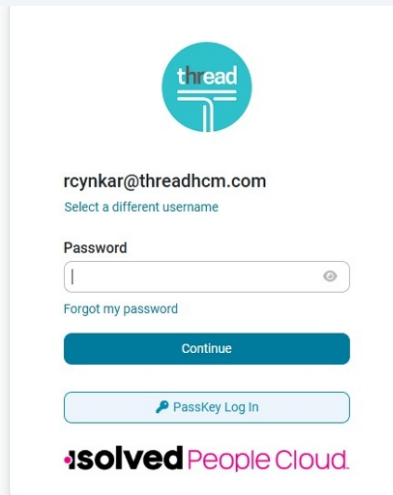
This guide will walk you through completing a Quick Punch in isolved.

1   Navigate to **https://connect.threadhcm.com**

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

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

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

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

6 Click "Time Card"

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.

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

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