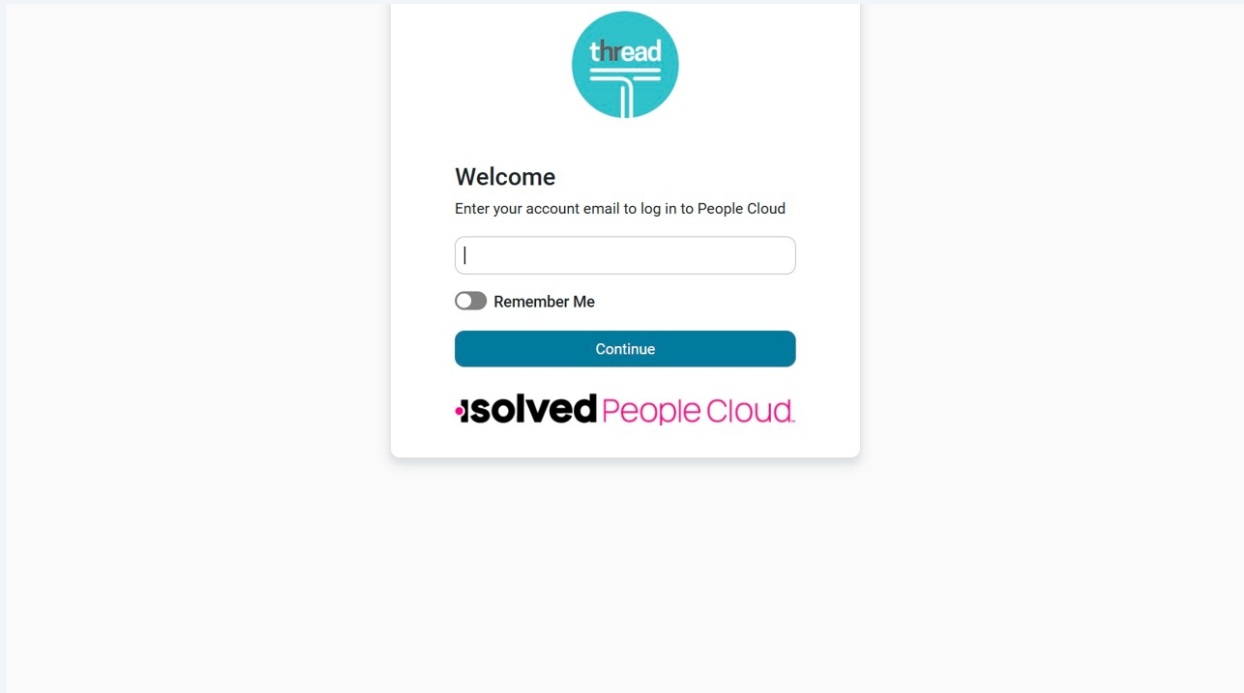


Registering Virtual Clock




This guide provides a guide through the process for registering a Virtual Clock in isolved.

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



2 Enter your username




Welcome
Enter your account email to log in to People Cloud

☐ Remember Me

[Continue](#)

isolved People Cloud.

3 Click "Continue"



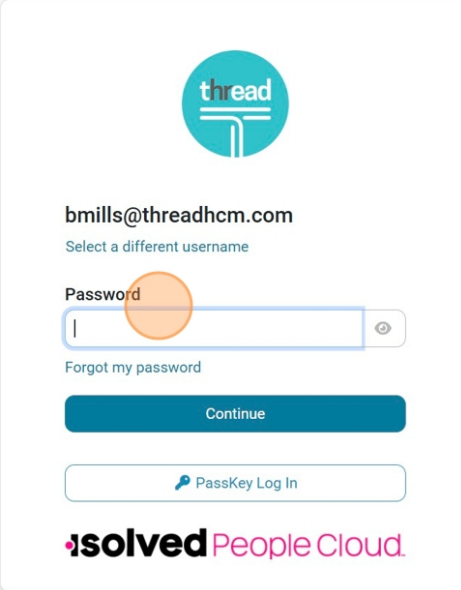
Welcome
Enter your account email to log in to People Cloud

☐ Remember Me

[Continue](#)

isolved People Cloud.

4 Enter your password



The login form for Thread HCM. At the top is the Thread logo (a teal circle with the word 'thread' in white). Below it is the email address 'bmills@threadhcm.com' with a link 'Select a different username'. The 'Password' field is highlighted with an orange circle and contains a single character. Below the password field is a link 'Forgot my password'. There are two buttons: a teal 'Continue' button and a white 'PassKey Log In' button with a blue key icon. At the bottom is the 'isolved People Cloud.' logo.

thread

bmills@threadhcm.com
Select a different username

Password

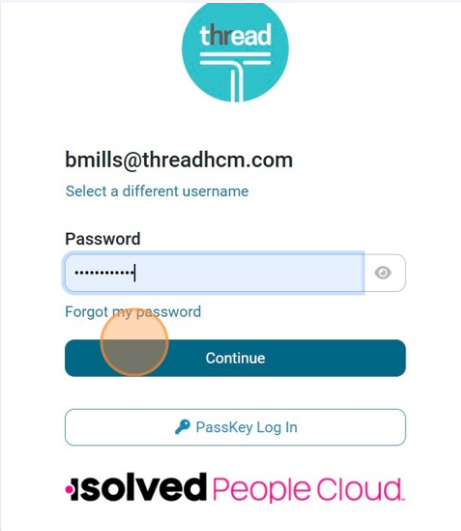
Forgot my password

Continue

PassKey Log In

isolved People Cloud.

5 Click "Continue"



The login form for Thread HCM, identical to the previous one. The 'Continue' button is now highlighted with an orange circle, indicating it should be clicked. The password field now contains ten dots, indicating the password has been entered. The 'Forgot my password' link is positioned above the 'Continue' button.

thread

bmills@threadhcm.com
Select a different username

Password

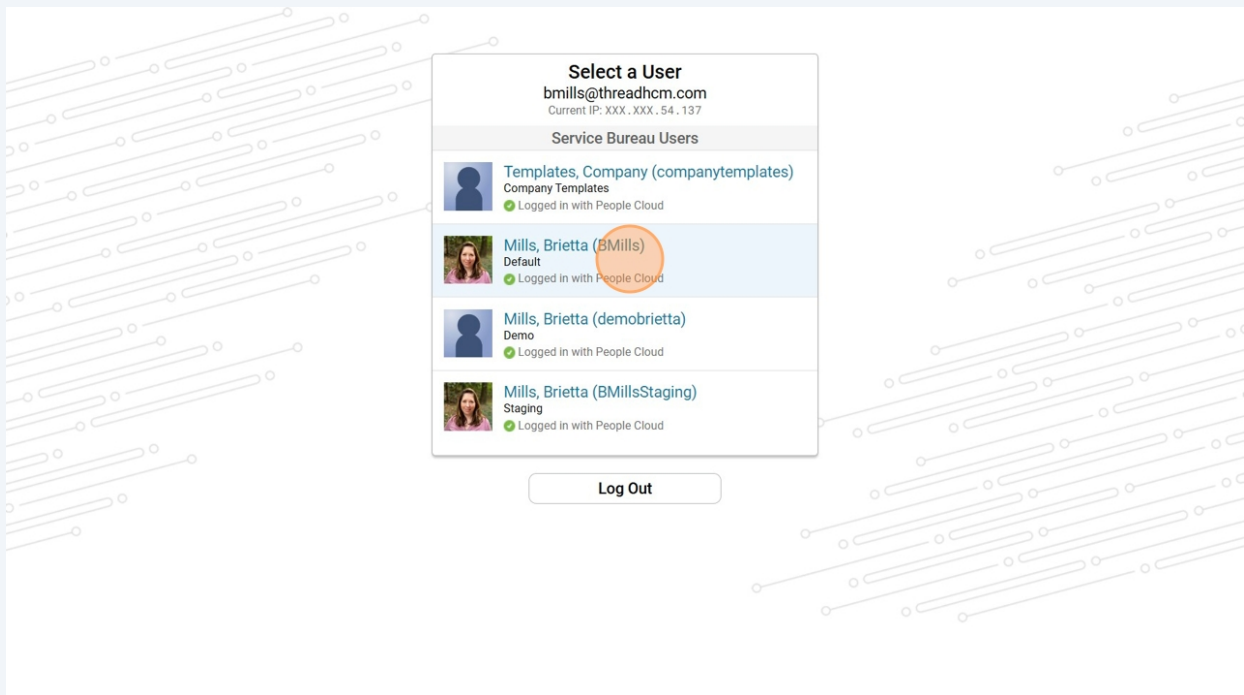
Forgot my password

Continue

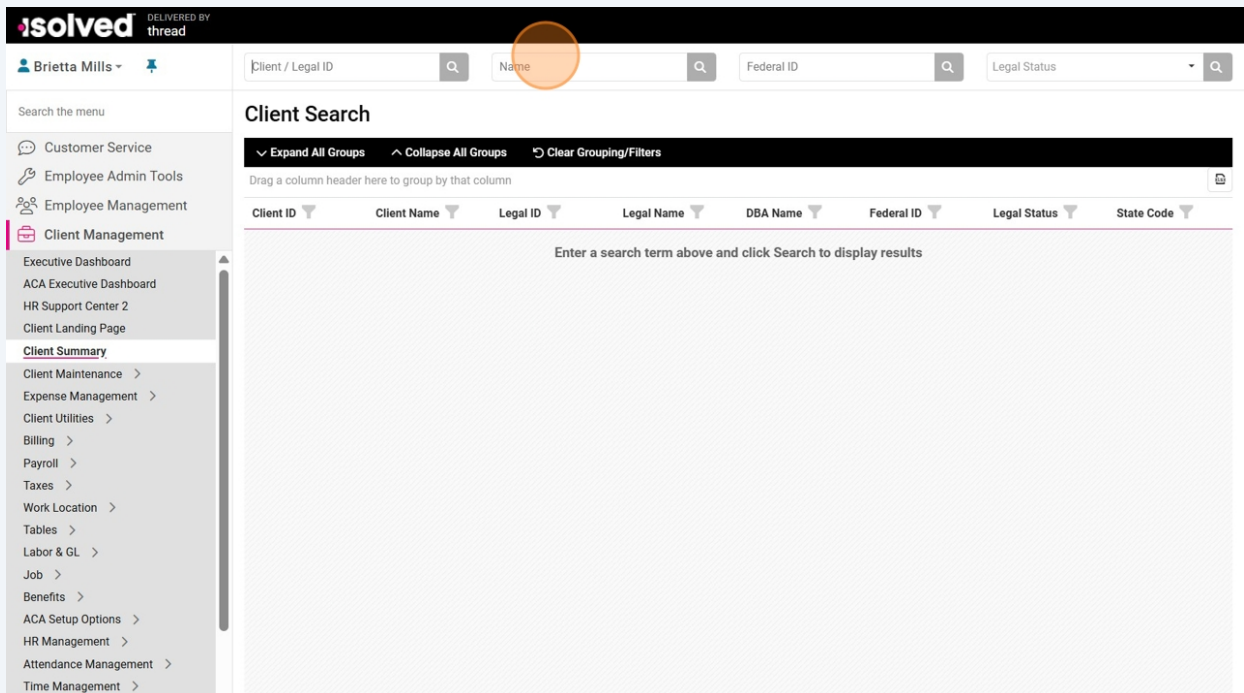
PassKey Log In

isolved People Cloud.

6 Select your Admin account



7 Select your account (if not already selected)



8

Click "Time Management"

isolved DELIVERED BY thread Explore isolved People Cloud

Brietta Mills Client [REDACTED] Status: Active Client Search

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management**
 - Client Maintenance >
 - Expense Management >
 - Client Utilities >
 - Billing >
 - Payroll >
 - Taxes >
 - Work Location >
 - Tables >
 - Labor & GL >
 - Job >
 - Benefits >
 - ACA Setup Options >
 - HR Management >
 - Attendance Management >
 - Time Management >**
 - Workflow Setup >
 - Company ACH Files
 - ACH On-Demand Utility
 - TimeForce Login
 - Mass Email Utility
 - COBRA Link
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service

Client Summary | Client Total Active EEs: 62 (As of last payroll process) isolved University

FEIN [REDACTED]
Address [REDACTED]

Contacts

Name	Phone	Email	Types
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Processing Information

Pay Group	Frequency	Active EEs	Input Method	Output Method
Bi-Weekly	Bi-Weekly	62	Online	Online - Reports/ESS

Affiliate -

Account Representatives

Account Rep Type	Name
Implementation Expert	Jennifer Verhoff
Time & Attendance Specialist	Russ Packer
Benefits Specialist	Ra'Manisha Williams
Project Manager	Jennifer Verhoff
Sales Solutions Contact	Sarah Rossman
Payroll Processor	Jennifer Verhoff

Other Services

Name	Name
1099 Electronic Filing	ESS Pay Detail with Stub
1099 Print/ESS Display	Full Service Package
Adaptive	HRIS Package
Applicant Tracking	iHire/ATS 1
Applicant Tracking Data Beacon	isolated Offboarding
Base Payroll Package	isolated Onboarding
Base Reports - Conv Runs	isolated Time
Conversion Tax Filing	isolated University
Delivery	Labor Allocation Summ Rpt
Direct Debit Billing	New Hire Comb. - GA
Employee Direct Deposit	New Hire Filing

Reports

Report Name	View	Report Name
Client Profile Report	PDF Excel	Labor & GL Field L
Client Contact List	PDF Excel	Pay Group List
Leave Accrual List	PDF Excel	Tax List
Deduction List	PDF Excel	Organization List
Earning List	PDF Excel	Job List
Memo Calc List	PDF Excel	GL Rule List

Tax Filing Service Tax Filing (MasterTax)

isolved © 2025 Default

9

Click "Manage Clocks"

isolved DELIVERED BY thread Explore isolved People Cloud

Brietta Mills Client [REDACTED] Status: Active Client Search

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management**
 - Meal and Break Rules
 - Rounding Rules
 - Timecard Adjustment Rules
 - Time Card Permission Rules
 - Custom Alerts
 - Alert Rules
 - Fence Rules
 - Verification Rules
 - Calendar Rules
 - Manage Teams
 - Policy Groups
 - Labor Groups
 - Time Card Notes
 - Note Rules
 - Occurrence Rules
 - Manage Clocks**
 - Punch Log
 - Import Time Transactions
 - Import Adjustment Transactions
 - Workflow Setup
 - Company ACH Files
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service

Client Summary

Client Total Active EEs: 62 (As of last payroll process)

FEIN [REDACTED]
Address [REDACTED]

Contacts	Name	Phone	Email	Types
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Processing Information	Pay Group	Frequency	Active EEs	Input Method	Output Method
	Bi-Weekly	Bi-Weekly	62	Online	Online - Reports/ESS

Affiliate	
-	

Account Representatives	Account Rep Type	Name
	Implementation Expert	Jennifer Verhoff
	Time & Attendance Specialist	Russ Packer
	Benefits Specialist	Ra'Manisha Williams
	Project Manager	Jennifer Verhoff
	Sales Solutions Contact	Sarah Rossman
	Payroll Processor	Jennifer Verhoff

Other Services	Name	Name
	1099 Electronic Filing	ESS Pay Detail with Stub
	1099 Print/ESS Display	Full Service Package
	Adaptive	HRIS Package
	Applicant Tracking	iHire/ATS 1
	Applicant Tracking Data Beacon	isolated Offboarding
	Base Payroll Package	isolated Onboarding
	Base Reports - Conv Runs	isolated Time
	Conversion Tax Filing	isolated University
	Delivery	Labor Allocation Summ Rpt
	Direct Debit Billing	New Hire Comb. - GA
	Employee Direct Deposit	New Hire Filing

Reports	Report Name	View	Report Name
	Client Profile Report	PDF Excel	Labor & GL Field L
	Client Contact List	PDF Excel	Pay Group List
	Leave Accrual List	PDF Excel	Tax List
	Deduction List	PDF Excel	Organization List
	Earning List	PDF Excel	Job List
	Memo Calc List	PDF Excel	GL Rule List

Tax Filing Service	Tax Filing (MasterTax)

isolved © 2025 Default

10 Highlight the first clock

isolvedDELIVERED BY
thread

Explore isolved People Cloud

Brietta Mills

Client: Status: Active

Client Search

Search the menu

Customer Service

Employee Admin Tools

Employee Management

Client Management

Meal and Break Rules

Rounding Rules

Timecard Adjustment Rules

Time Card Permission Rules

Custom Alerts

Alert Rules

Fence Rules

Verification Rules

Calendar Rules

Manage Teams

Policy Groups

Labor Groups

Time Card Notes

Note Rules

Occurrence Rules

Manage Clocks

Punch Log

Import Time Transactions

Import Adjustment Transactions

Workflow Setup

Company ACH Files

Payroll

Reports

Production Utilities

Security

Conversion Management

System Management

Employee Self-Service

Manage Clocks

Isolved University Help

Show: Active

Status	Serial Number	Model	IP Address	Description	Last Ping	Multi-Company	Active
	n/a	Virtual Clock	Automatic (DHCP)	Test	No pings on record		✓

+ Add New Edit Delete Refresh Save Cancel Sync Employees Sync Config

General Basic Advanced Allowed Employees

Settings

* Model: Virtual Clock

* Description: Test

* Work Location: TN - Tennessee

Notes:

☐ Inactive

Registration Info

Browser:

IP Address / OS:

Registered By:

Register

11 Click "Register"

Client Management

- Meal and Break Rules
- Rounding Rules
- Timecard Adjustment Rules
- Time Card Permission Rules
- Custom Alerts
- Alert Rules
- Fence Rules
- Verification Rules
- Calendar Rules
- Manage Teams
- Policy Groups
- Labor Groups
- Time Card Notes
- Note Rules
- Occurrence Rules

Manage Clocks

- Punch Log
- Import Time Transactions
- Import Adjustment Transactions
- Workflow Setup >
- Company ACH Files

- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management

+ Add New Edit Delete Refresh Save Cancel Sync Employees Sync Config

General Basic Advanced Allowed Employees

Settings

* Model: Virtual Clock

* Description: Test

* Work Location: TN - Tennessee

Notes:

☐ Inactive

Registration Info

Browse:



IP Address / OS:

Registered By:

Register

12 Click dropdown next to your username

isolved DELIVERED BY thread ✓ Registered. [Explore isolved People Cloud](#)

Brietta Mills  Client:  Status: Active Q Client Search

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management**
 - Meal and Break Rules
 - Rounding Rules
 - Timecard Adjustment Rules
 - Time Card Permission Rules
 - Custom Alerts
 - Alert Rules
 - Fence Rules
 - Verification Rules
 - Calendar Rules
 - Manage Teams
 - Policy Groups
 - Labor Groups
 - Time Card Notes
 - Note Rules
 - Occurrence Rules
 - Manage Clocks**
 - Punch Log
 - Import Time Transactions
 - Import Adjustment Transactions
 - Workflow Setup >
 - Company ACH Files
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service

Manage Clocks

Show: Active ▾

Status	Serial Number	Model	IP Address	Description	Last Ping	Multi-Company	Active
●	n/a	Virtual Clock	Automatic (DHCP)	Test	No pings on record		✓

[+ Add New](#) [Edit](#) [Delete](#) [Refresh](#) [Save](#) [Cancel](#) [Sync Employees](#) [Sync Config](#)

General Basic Advanced Allowed Employees

Settings

* Model: Virtual Clock ▾

* Description: Test

* Work Location: TN - Tennessee ▾

Notes:

☐ Inactive

Registration Info

Browser: Chrome

IP Address / OS: 99.44.54.137 / Windows 10

Registered By: BMills [Register](#) ⓘ

13 Click "Logout"

The screenshot displays the isolved People Cloud interface. At the top left, the user is logged in as Brietta Mills. A user menu is open, showing options: Home, Change Employee or User, My Account, University, and Logout. The 'Logout' option is highlighted with an orange circle. The main content area is titled 'Manage Clocks' and shows a table with one clock entry. Below the table are tabs for General, Basic, Advanced, and Allowed Employees. The 'General' tab is active, showing settings for the clock model, description, and work location, along with registration information.

isolved DELIVERED BY thread Explore isolved People Cloud

Brietta Mills Client: [redacted] Status: Active Client Search

Manage Clocks Isolved University Help

Show: Active

Status	Serial Number	Model	IP Address	Description	Last Ping	Multi-Company	Active
●	n/a	Virtual Clock	Automatic (DHCP)	Test	No pings on record		✓

+ Add New Edit Delete Refresh Save Cancel Sync Employees Sync Config

General Basic Advanced Allowed Employees

Settings

* Model: Virtual Clock
* Description: Test
* Work Location: TN - Tennessee

Notes: ☐ Inactive

Registration Info

Browser: Chrome
IP Address / OS: 99.44.54.137 / Windows 10
Registered By: BMills Register

Client Management

- Meal and Break Rules
- Rounding Rules
- Timecard Adjustment Rules
- Time Card Permission Rules
- Custom Alerts
- Alert Rules
- Fence Rules
- Verification Rules
- Calendar Rules
- Manage Teams
- Policy Groups
- Labor Groups
- Time Card Notes
- Note Rules
- Occurrence Rules
- Manage Clocks**
- Punch Log
- Import Time Transactions
- Import Adjustment Transactions
- Workflow Setup
- Company ACH Files

Payroll
Reports
Production Utilities
Security
Conversion Management
System Management
Employee Self-Service

isolved © 2025 Default