Clock In Using the Virtual Clock

This guide walks through clocking in using the Virtual Clock in isolved.
It will specifically walk you through entering a Quick Punch, a Detailed Punch and submitting a Missed Punch.
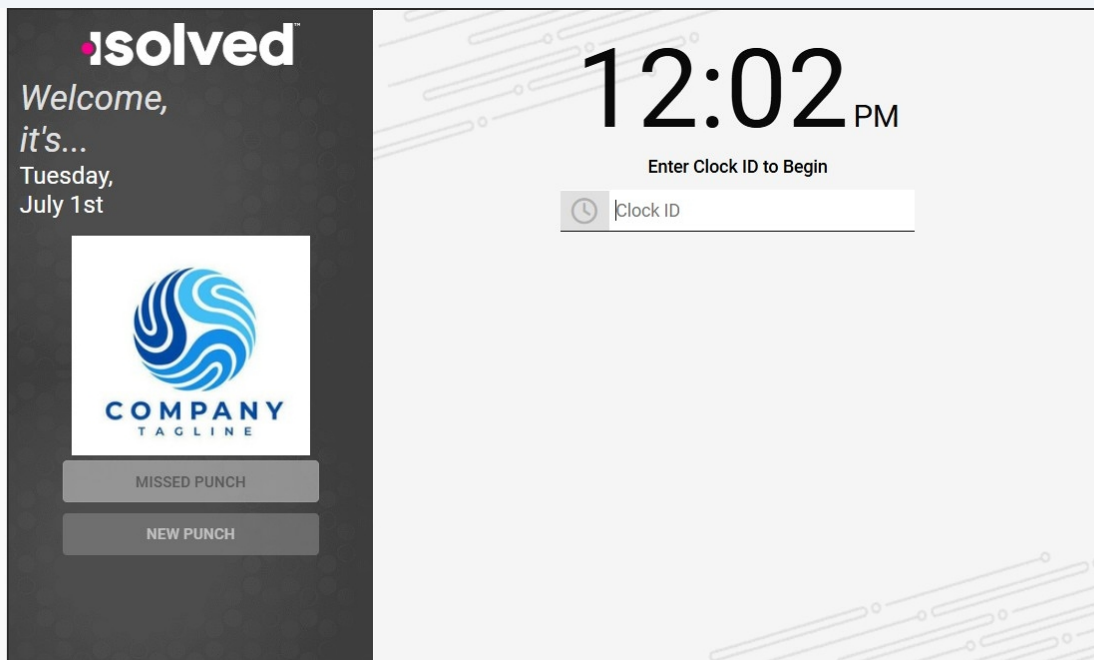
1 Once the Virtual Clock has been set up within isolved
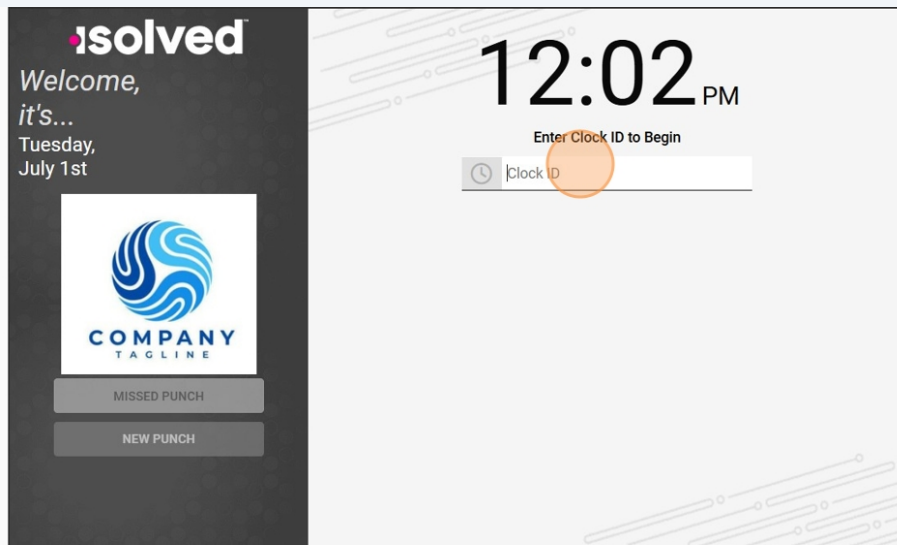Navigate to **https://connect.threadhcm.com**
Every time you log in on the browser the Virtual Clock is set up on, it will take you directly to this screen.

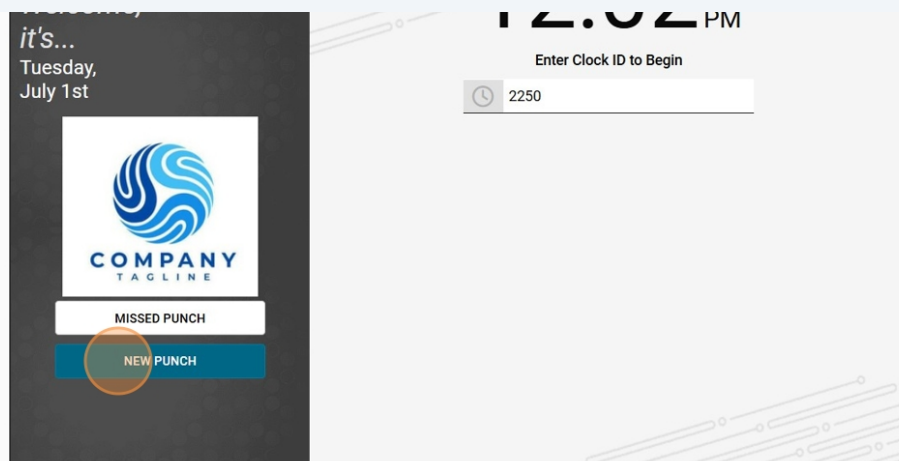If you need to go to the normal isolved login, you can Click "isolved" in the top left.

2 To Clock In, Click the "Clock ID" field and enter your TimeClock ID
Note: this could be a different number than your employee number
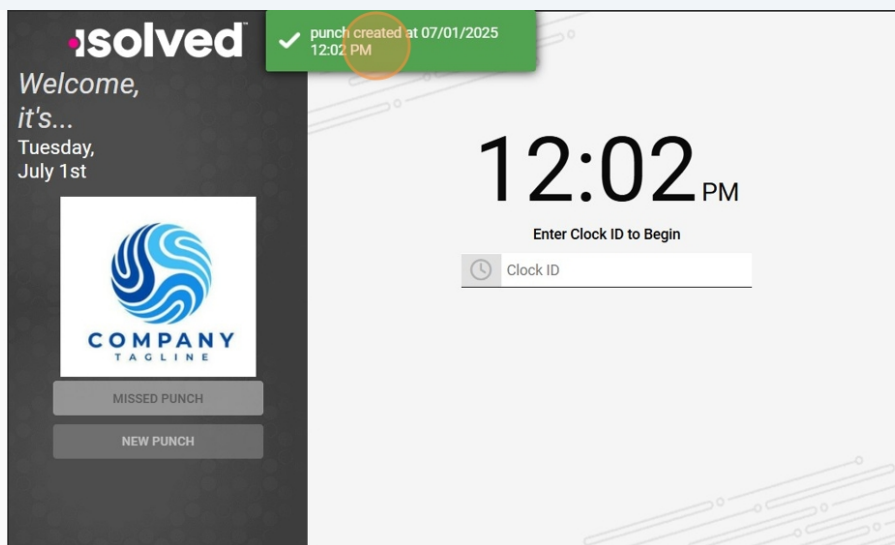

3 Click "NEW PUNCH" to Clock In

4 If you are set up to just do a Quick Punch, where you only need to clock in and out, and not change any details, you will see the green box up top that states 'Punch Created" along with the date and time.

5 If you are only using Quick Punch, the steps above are all you will need. The next sections will show Detailed Punch and How to Enter a Missed Punch if you have these enabled.

6   This next sections will walk through entering a Detailed Punch.
Here you could add additional details such as In/Out, Meal/Break, Labor such as
Department or Locations. To start, enter your Clock ID.

7   Click "NEW PUNCH"

8

On this screen you can choose to select In/Out and Meal/Break if they are turned on. If you want to change your Labor such as your Department, Location, or Job Click "OVERRIDE"
This is called Override, because it will override your default Labor.

9

Choose the item you need from the dropdown.

10 Click "SAVE PUNCH" to Clock In/Out
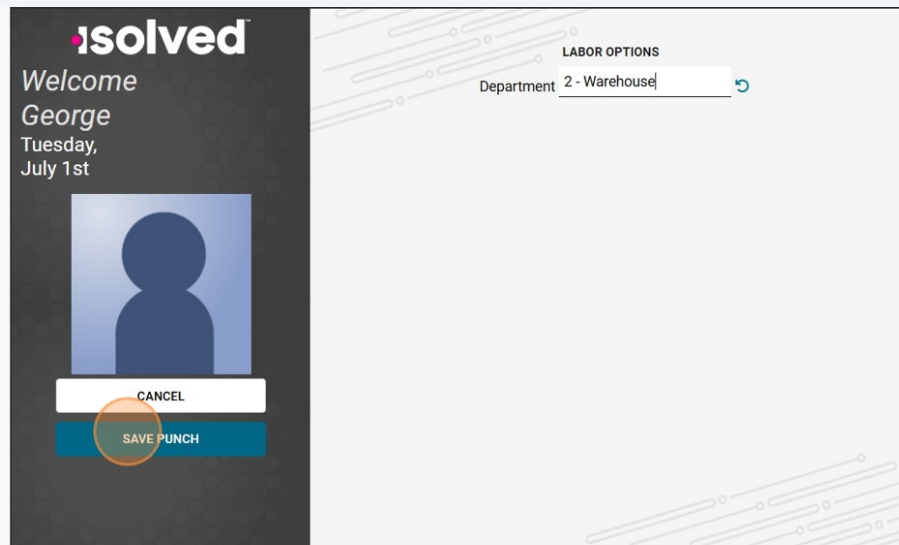
11 This next section will show how to enter a Missing Punch. If you forgot to punch in, you can use this to submit the punch and then it will have to be approved before it shows up on your time card.

If your company doesn't have this option turned on, it won't be available for you to choose.

12 Click the "Clock ID" field and enter your number.
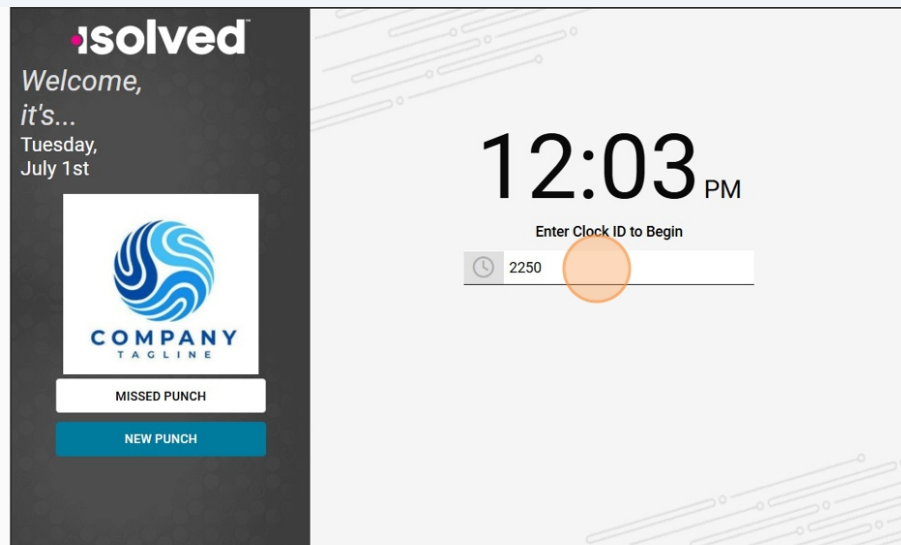
13 Click "MISSED PUNCH"
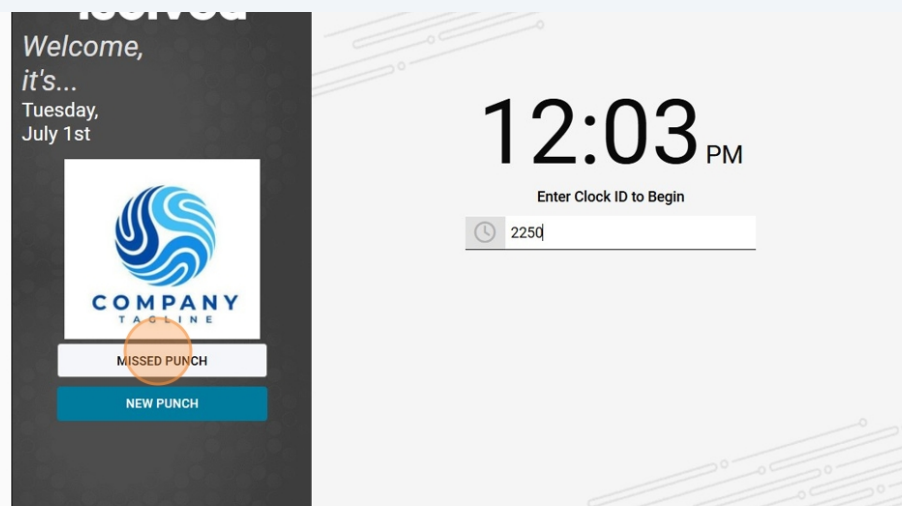
14 Click the Date and Time to enter when you need to submit your missed punch.

15 Choose Override if you need to enter Labor and you may also have options to choose In/Out, Meal/Break. Once everything is correct, Click "SAVE PUNCH"