Timekeeping Basics

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

2 Click on your name in the top left to navigate to the Manager or Supervisor View


3 Click "Manager View"

4 Your default view as a Manager or Supervisor will be My Dashboard. From here there are a few quick views.
Under the Pending Transactions screen there are a few items you can view.
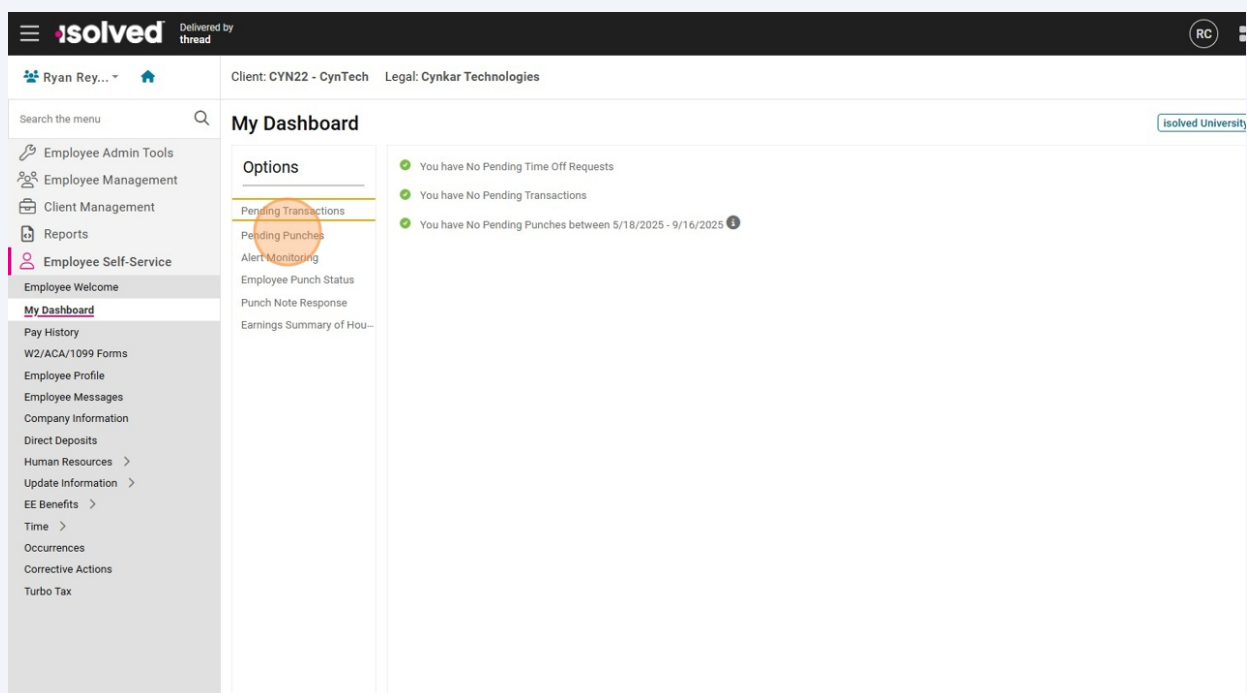Pending Time Off Requests will show if you have any Time Off Requests to review.
Pending Transactions would be if you have employees updating info, that need approval
Pending Punches would be if employees are submitting missed punches.
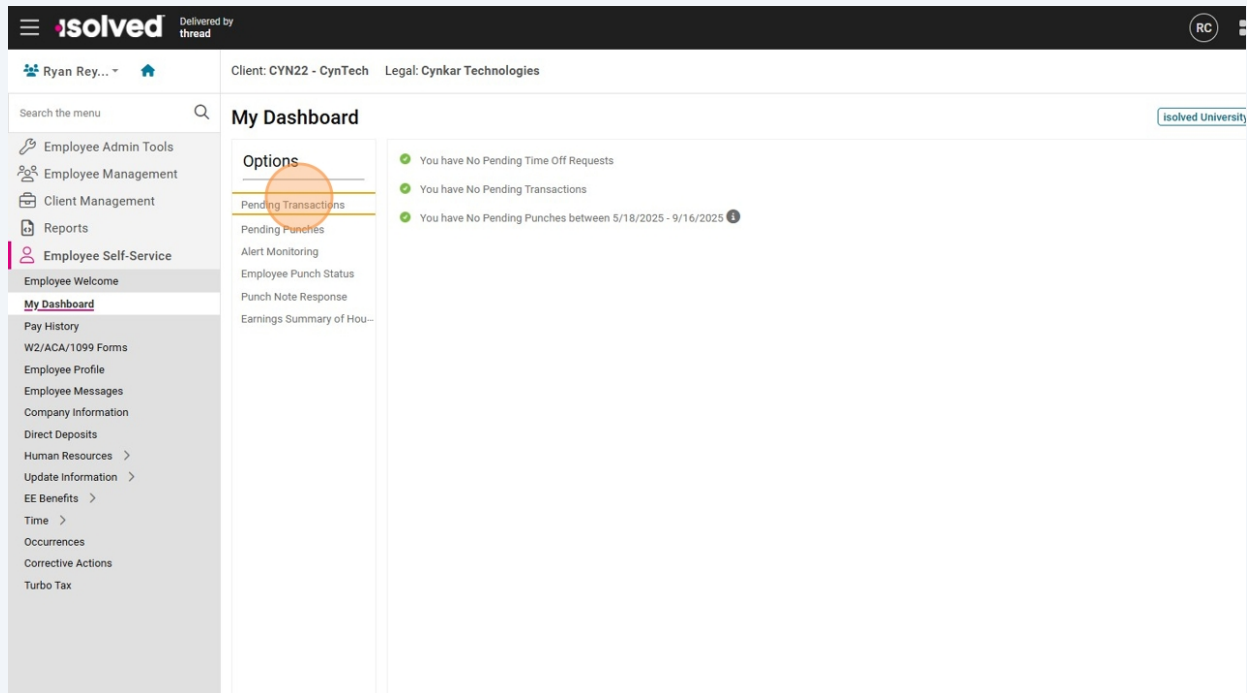
5 Click "Pending Punches" if you have any to review

6 Apply on any of these screens will turn on the filters and by default show you all employees.

7 Alert Monitoring will allow you to view any Missed Punches for each employee and allow you to navigate to their time card.

8 "Employee Punch Status" will show you who is currently punched in and out.

9 "Earnings Summary of Hours" will show you employee hours by earning for the date range you select.

10   To Navigate to the Time Card, Click "Time"

11   Click "Time Card"

12 Choose the employee you are wanting to view

13 Once on the time card, you will see blocks of time for each day indicating hours worked. There will be a few different colors for hours on the time card including Worked Hours, Alerts, Time Off and Holidays.

Below, we can see below a bright pink block, and this indicates that there is a missed punch. If you hover over a block of time, you will get more detail including the alerts, if you click you can add or edit time.

In this case we are clicking here to add a punch to this day.

14 Once you click, this box will pop up to edit. Click "Punch"

15 Then you can modify the date, time or any other details for the punch if applicable.

16 Once completed, Click "Save"

17 This punch is successfully saved, however if you want to see the results of your edit right away, Click "Show Results" and it will turn that block of time blue.

18 Down at the bottom of the screen, you will see the Earning Summary and Labor Summary which will show how many hours are on each day, how they're getting paid, and which labor items they're going to, such as departments or locations.

19 If you want to edit an existing block of time, just click on it.

20 Then you can choose to edit the In, or Out punch

21 Once again you can edit any details for the punch.

22 Click "Save"

23 Click "Show Results"

24 Up top you have a few options to navigate through employees. Arrows to go forward or backward through the employee list.

25 Click the Menu Button to go back to the full list, or use the magnifying glass to search by last name or employee number.

26 Next we will touch on Time Off.
Click "Employee Absences"

27 On this screen, you can view, add or edit time off requests for the employees you manage.

28   Click "Employee Calendar"

29   Time Off Balances will show the employees balances,
Employee Calendar is where an employee can see their own time off calendar and
Request Time Off

Admin Calendar will give you the view for all of your employee's time off.
Click "Admin Calendar"

30 This is where you can also approve or reject any time off requests.
Click "Pending Requests" Select the request and approve or reject.