

Timekeeping Basics



1

Navigate to <https://connect.threadhcm.com/default.aspx>

Ryan Rey...

Search the menu

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 >

Turbo Tax

Ryan Reynolds

Employee #: 1

Pay Group: Bi-Weekly

Hourly: ####.##

Hire Date: 4/9/2025

Work Location: Augusta, GA

Team:

Department:

Location:

Client: CYN22 - CynTech

Company: Cynkar Technologies (Active)

Welcome back Ryan

MY PROFILE

Ryan Reynolds

Finance Manager

Length of Service: 2 Months

Anniversary: 4/9/2025

NOTIFICATIONS

MY PAY

Check Number

Gross Pay

Net Pay

Direct Deposit

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

isolved University

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

The screenshot shows the 'isolved' employee self-service portal. At the top, there's a navigation bar with the 'isolved' logo, a 'Delivered by thread' badge, and a user profile dropdown for 'Ryan Reynolds'. Below the navigation bar, the main content area is titled 'Welcome back Ryan'. On the left, there's a sidebar 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 'Employee Welcome' section displays a profile card for Ryan Reynolds, a Finance Manager, with a length of service of 2 months and an anniversary of 4/9/2025. To the right of the profile card, there are four main sections: 'NOTIFICATIONS', 'MY HUMAN RESOURCE CONTACTS', 'MY PAY' (with a table for Check Number, Gross Pay, Net Pay, and Direct Deposit), and 'MY BENEFITS'. The 'MY PAY' section shows a table with columns for Check Number, Gross Pay, Net Pay, and Direct Deposit.

3 Click "Manager View"

This screenshot is identical to the previous one, but with an additional annotation. A red circle highlights the user profile dropdown in the top left corner, which is open, showing three options: 'Employee View', 'Manager View', and 'Supervisor View'. The 'Manager View' option is highlighted with a red circle, indicating the next step in the process.

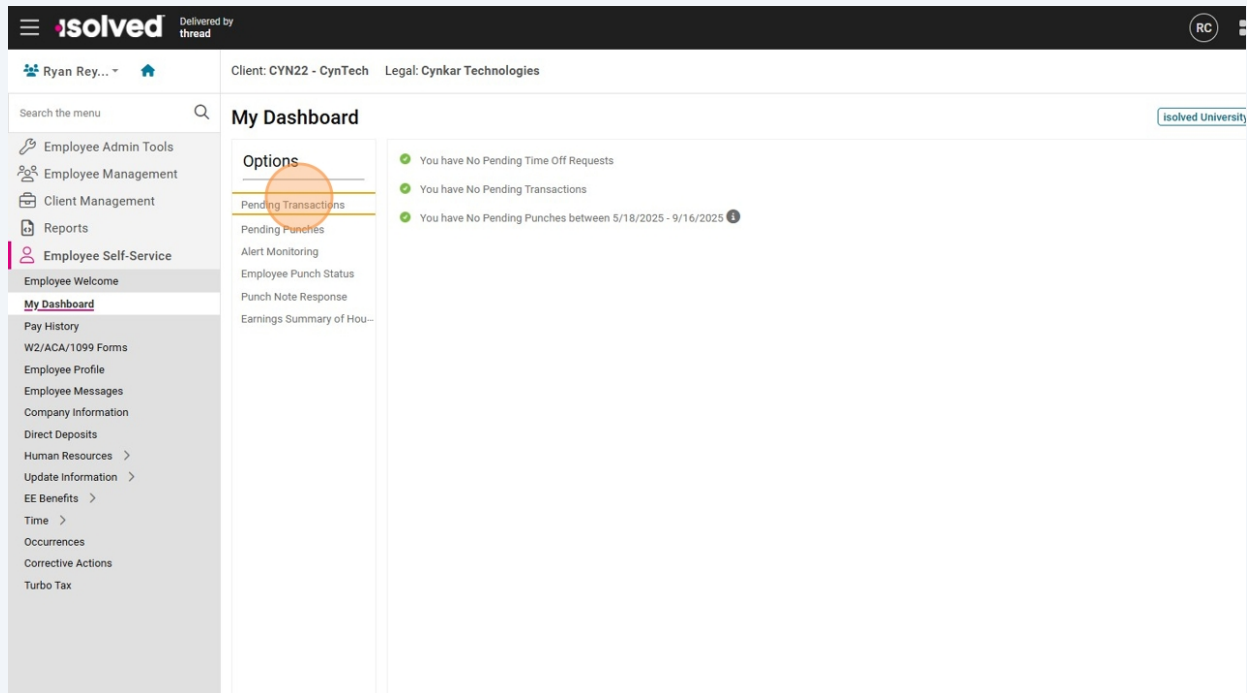
4

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.

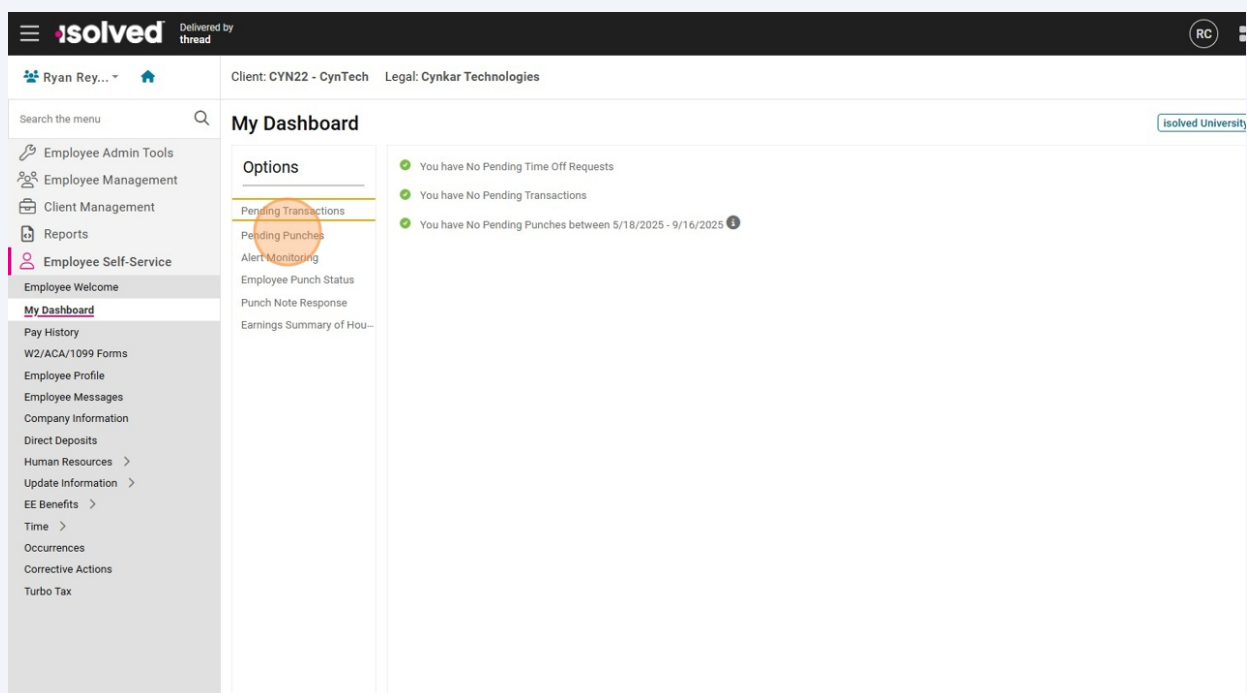
Pending Time Off Requests will show if you have any Time Off Requests to review. Pending Transactions would be if you have employees updating info, that need approval

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.

The screenshot shows the 'My Dashboard' interface. On the left is a sidebar menu with options like 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Reports', 'Employee Self-Service', and 'My Dashboard' (which is highlighted). The main content area is titled 'My Dashboard' and includes a search bar and a list of options: 'Pending Transactions', 'Pending Punches', 'Alert Monitoring', 'Employee Punch Status', 'Punch Note Response', and 'Earnings Summary of Hou...'. A filter section at the top right shows various dropdown menus for 'Policy Group', 'Worked Labor', 'EE Status', 'Manager', 'Pay Group', 'Labor Value', 'EE Type', 'Supervisor', 'Punch Status', 'Start Date', and 'End Date'. The 'Apply' button is circled in orange. Below the filter section is a table with columns: 'All', 'Status', 'TCID', 'EEID', 'Employee', 'Date/Ti...', 'Type', 'Mode', 'Depart...', 'Notes', 'Status --', and 'Status --'.

7

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

This screenshot is similar to the one above, showing the 'My Dashboard' interface. The 'Alert Monitoring' option in the sidebar menu is highlighted with a red bar. The main content area shows the same filter section and table structure as the previous screenshot. The 'Apply' button is still circled in orange. The table columns are: 'All', 'Status', 'TCID', 'EEID', 'Employee', 'Date/Ti...', 'Type', 'Mode', 'Depart...', 'Notes', 'Status --', and 'Status --'.

8

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

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Client: CYN22 - CynTech Legal: Cynkar Technologies

Search the menu

My Dashboard isolved University

Options

- Pending Transactions
- Pending Punches
- Alert Monitoring
- Employee Punch Status**
- Punch Note Response
- Earnings Summary of Hou...

Filtered: Status (Active)

Employee Name	Date/Time	Type	Mode	Department	Manager	Supervisor	
Bailey, Christopher	06/06/2025 05:00 PM	Normal	Hour			Reynolds, Ryan	View
Button IV, Benjamin	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Clooney, George	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Dooley IV, David	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Doore, Samuel	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Employee, Mel	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Employee, Penn	05/26/2025 08:00 AM	Holiday	Memorial Day				View
EMPLOYEE, TEST		Absent	Unscheduled			McCoy, Noah	View
Fierl, Guy R	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Fowler, Rickie	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Grohl, David	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Hoffman, Dustin	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Jack, John	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Jackson, Michael	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Johnson, Nathan	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Kelly, Bridget	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Manual, Christian	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Martinez, Juan	05/26/2025 08:00 AM	Holiday	Memorial Day				View
McCoy, Noah	05/26/2025 08:00 AM	Holiday	Memorial Day				View
McCramer, Logan	05/26/2025 08:00 AM	Holiday	Memorial Day				View
Mickelson, Phil	05/26/2025 08:00 AM	Holiday	Memorial Day				View

9

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

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Client: CYN22 - CynTech Legal: Cynkar Technologies

Search the menu

My Dashboard isolved University

Options

- Pending Transactions
- Pending Punches
- Alert Monitoring
- Employee Punch Status
- Punch Note Response
- Earnings Summary of Hours**

Filtered: Status (Active), Earning Type (ANY), Start Date (5/26/2025), End Date (6/13/2025)

Policy Group: ANY Labor Value: ANY Earning Type: ANY

Worked Labor: ANY EE Type: ANY

EE Status: Active EE Group: ANY Manager: ANY Supervisor: ANY

Start Date: 5/26/2025 End Date: 6/13/2025

Include Employees with no Earnings: ☐

Verification Filters

Pay Group: ANY Payroll Run: ANY

Earnings Summary of Hours

Bar chart showing Earnings (Y-axis, 0 to 200) and Hours (X-axis, Holiday, Hourly Regular).

Employee Name	ID	Earnings	Hours	Hour Notes	
Bailey, Christopher	0006		41.00		View
Clooney, George	520	Holiday	8.00		View
Doore, Samuel	0024	Holiday	8.00		View
Employee, Penn	2354	Holiday	8.00		View

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

Search the menu

Employee Admin Tools
Employee Management
Client Management
Reports
Employee Self-Service
Employee Welcome
My Dashboard
Pay History
W2/ACA/1099 Forms
Employee Profile
Employee Messages
Company Information
Direct Deposits
Human Resources >
Update Information >
Time
Occurrences
Corrective Actions
Turbo Tax

My Dashboard

Options
Pending Transactions
Pending Punches
Alert Monitoring
Employee Punch Status
Punch Note Response
Earnings Summary of Hou...

Filtered: Status (Active), Earning Type (ANY), Start Date (5/26/2025), End Date (6/13/2025)

Earning

Employee Name	ID	Earnings	Hours	Hour Notes	
Bailey, Christopher	0006		41.00		View
Clooney, George	520	Holiday	8.00		View
Doore, Samuel	0024	Holiday	8.00		View
Employee, Penn	2354	Holiday	8.00		View
Hoffman, Dustin	2378	Holiday	8.00		View
Jack, John	0018	Holiday	8.00		View
Jackson, Michael	38	Holiday	8.00		View
Johnson, Nathan	0026	Holiday	8.00		View
Manual, Christian	0023	Holiday	8.00		View
McCoy, Noah	0028	Holiday	8.00		View
Mickelson, Phil	2362	Holiday	8.00		View
Miller, David	0007		8.00		

11 Click "Time Card"

Search the menu

Employee Admin Tools
Employee Management
Client Management
Reports
Employee Self-Service
Employee Welcome
My Dashboard
Pay History
W2/ACA/1099 Forms
Employee Profile
Employee Messages
Company Information
Direct Deposits
Human Resources >
Update Information >
Time
Time Card
Employee Absences
Time Off Balances
Employee Calendar
Admin Calendar
Occurrences
Corrective Actions
Turbo Tax

My Dashboard

Options
Pending Transactions
Pending Punches
Alert Monitoring
Employee Punch Status
Punch Note Response
Earnings Summary of Hou...

Filtered: Status (Active), Earning Type (ANY), Start Date (5/26/2025), End Date (6/13/2025)

Earning

Employee Name	ID	Earnings	Hours	Hour Notes	
Bailey, Christopher	0006		41.00		View
Clooney, George	520	Holiday	8.00		View
Doore, Samuel	0024	Holiday	8.00		View
Employee, Penn	2354	Holiday	8.00		View
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Jack, John	0018	Holiday	8.00		View
Jackson, Michael	38	Holiday	8.00		View
Johnson, Nathan	0026	Holiday	8.00		View
Manual, Christian	0023	Holiday	8.00		View
McCoy, Noah	0028	Holiday	8.00		View
Mickelson, Phil	2362	Holiday	8.00		View
Miller, David	0007		8.00		

12

Choose the employee you are wanting to view

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RC

Ryan Rey...

Client: CYN22 - CynTech

Search the menu

Employee Admin Tools
Employee Management
Client Management
Reports
Employee Self-Service
Employee Welcome
My Dashboard
Pay History
W2/ACA/1099 Forms
Employee Profile
Employee Messages
Company Information
Direct Deposits
Human Resources >
Update Information >
EE Benefits >
Time <

- Time Card**
- Employee Absences
- Time Off Balances
- Employee Calendar
- Admin Calendar
- Occurrences
- Corrective Actions
- Turbo Tax

Employee List

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Pay Group	Employee ID	First Name	Preferred Na...	Middle Name	Last Name	Status	Team	Department
Cynkar Technolo...	Bi-Weekly	0006	Christopher			Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	520	George			Clooney	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	516	Mel			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2384	TEST			EMPLOYEE	Active	01 - 01	
Cynkar Technolo...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar Technolo...	Bi-Weekly	2365	Rickie			Fowler	Active		
Cynkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active		
Cynkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active		
Cynkar Technolo...	Bi-Weekly	0018	John			Jack	Active		
Cynkar Technolo...	Bi-Weekly	38	Michael			Jackson	Active		
Cynkar Technolo...	Bi-Weekly	0026	Nathan			Johnson	Active		

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.

Ryan Rey... Christopher Bailey Pay Group: Bi-Weekly Hourly: ##### Work Location: DECATU... Department: Client: CYN22 - CynTech
Employee # 0006 Status: Active Hire Date: 1/30/2023 Team: Location: Company: Cynkar Technologies (Acti

Search the menu

- Employee Admin Tools
- Employee Management
- Client Management
- Reports
- Employee Self-Service
 - Employee Welcome
 - My Dashboard
 - Pay History
 - W2/ACA/1099 Forms
 - Employee Profile
 - Employee Messages
 - Company Information
 - Direct Deposits
 - Human Resources >
 - Update Information >
 - EE Benefits >
 - Time
 - Time Card**
 - Employee Absences
 - Time Off Balances
 - Employee Calendar
 - Admin Calendar
 - Occurrences
 - Corrective Actions
 - Turbo Tax

Verification: Unverified Request Time Off Time Card Report

Calendar Spreadsheet Sun 6/15/2025 - Sat 6/28/2025 Day Week Pay Period

	Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	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	-7:00 AM 11:00 AM- 4.00 hrs	7:00 AM	-7:00 AM 12:00 PM- 5.00 hrs	-7:00 AM	-	-	-	-	-	
8:00 AM	-	-	-	-	-	-	-	-	-	
9:00 AM	-	-	-	-	-	-	-	-	-	
10:00 AM	-	-	-	-	-	-	-	-	-	
11:00 AM	-	-	-	-	-	-	-	-	-	
12:00 PM	-12:00 PM 5:00 PM- 5.00 hrs	-	-	-	-	-	-	-	-	
1:00 PM	-	-	-	-	-	-	-	-	-	
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	-	-	-	-	-	-	-	-	-	
Total Hours	9.00		5.00							14.00
Earning Summary										
Hourly Regular	9.00		5.00							14.00
Labor Summary										
Department	9.00		5.00							14.00

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

The screenshot shows the 'Time Card Report' interface for Employee # 0006. The interface includes a sidebar with navigation options like 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Reports', and 'Employee Self-Service'. The main area displays a spreadsheet view of the time card for the period Sun 06/15/2025 - Sat 06/28/2025. A yellow box highlights the 'Punch' button in the 'Add record' dialog. The spreadsheet shows time slots from 12:00 AM to 11:00 PM, with punch times and durations recorded for various days.

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

The screenshot shows the 'Time Card Report' interface for Employee # 0006, with a 'Punch' dialog box open for editing. The dialog box contains fields for 'Time' (Punch: 06/16/2025, 1030), 'Type' (Normal), 'Mode' (Auto), 'Labor Group' (Department: Not Assigned), and 'Labor Default Override' (Department:). There is also a 'Notes' field and 'Save' and 'Cancel' buttons. The background shows the same spreadsheet view as in the previous screenshot, with a yellow box highlighting the 'Punch' button in the 'Add record' dialog.

16 Once completed, Click "Save"

arch the menu

Employee Admin Tools

Employee Management

Clerk Management

Reports

Employee Self-Service

Employee Welcome

My Dashboard

Pay History

F2/ACA/1099 Forms

Employee Profile

Employee Messages

Company Information

Direct Deposits

Human Resources >

Update Information >

E Benefits >

Time Card

Employee Absences

Time Off Balances

Employee Calendar

Occurrences

Corrective Actions

Turbo Tax

Show ResultsVerification: UnverifiedRequest Time OffTime Card Report

Spreadsheet

Sun 06/15/2025Sat 06/28/2025

DayWeekPay Period

	Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	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	-7:00 AM 11:00 AM 4.00 hrs	-7:00 AM 11:00 AM 4.00 hrs	-	-	-	-	-	-	-	
8:00 AM	-	-	-	-	-	-	-	-	-	
9:00 AM	-	-	-	-	-	-	-	-	-	
10:00 AM	-	-	-	-	-	-	-	-	-	
11:00 AM	-	-	-	-	-	-	-	-	-	
12:00 PM	-12:00 PM 5:00 PM 5.00 hrs	-12:00 PM 5:00 PM 5.00 hrs	-	-	-	-	-	-	-	
1:00 PM	-	-	-	-	-	-	-	-	-	
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	-	-	-	-	-	-	-	-	-	

PunchX

TimePunch: 06/16/202510:30 AMType: NormalMode: Auto

Labor GroupDepartment: Not Assigned

Labor Default OverrideDepartment:Do Not Round

Notes

SaveCancel

olved © 2025

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.

insolved Delivered by thread

Ryan Rey... Christopher Bailey
Employee #: 0006 Pay Group: Bi-Weekly Status: Active Hourly: ##### Hire Date: 1/30/2023 Work Location: DECATU... Department: Location: Client: CYN22 - CynTech Company: Cynkar Technologies (Act)

Search the menu

Show Results Verification: Unverified Request Time Off Time Card Report

Calendar Spreadsheet

	Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	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	-7:00 AM 11:00 AM+ 4.00 hrs	-7:00 AM+	-7:00 AM 12:00 PM+ 5.00 hrs	-7:00 AM-	-	-	-	-	-	-
8:00 AM	-	-	-	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-	-
10:00 AM	-	0.50 hrs	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-	-
12:00 PM	-12:00 PM 5:00 PM+ 5.00 hrs	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-

Time Card

- Employee Absences
- Time Off Balances
- Employee Calendar
- Admin Calendar
- Occurrences
- Corrective Actions
- Turbo Tax

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.

Search the menu

- Employee Admin Tools
- Employee Management
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Verification: Unverified Request Time Off Time Card Report

Calendar Spreadsheet Sun 06/15/2025 - Sat 06/28/2025 Day Week Pay Period

	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	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	-7:00 AM	-	-	-	-	-	-	-	-	
8:00 AM	-	-	-	-	-	-	-	-	-	
9:00 AM	-	-	-	-	-	-	-	-	-	
10:00 AM	-	-	-	-	-	-	-	-	-	
11:00 AM	-	-	-	-	-	-	-	-	-	
12:00 PM	-	-	-	-	-	-	-	-	-	
1:00 PM	-	-	-	-	-	-	-	-	-	
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	-	-	-	-	-	-	-	-	-	
Total Hours										17.50
Earning Summary										
Hourly Regular										17.50
Labor Summary										
Department										17.50

isolved © 2025

19

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

isolved generated by thread RC

Ryan Rey... Christopher Bailey Pay Group: Bi-Weekly Hourly: ##### Work Location: DECATU... Department: Client: CYN22 - CynTech
Employee # 0006 Status: Active Hire Date: 1/30/2023 Team: Location: Company: Cynkar Technologies (Acti

Verification: Unverified Request Time Off Time Card Report

Calendar Spreadsheet Sun 06/15/2025 - Sat 06/28/2025 Day Week Pay Period

	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	Tue 6/24	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	-	-	-	-	-	-	-	-	-	
9:00 AM	-	-	-	-	-	-	-	-	-	
10:00 AM	-	-	-	-	-	-	-	-	-	
11:00 AM	-	-	-	-	-	-	-	-	-	
12:00 PM	-	-	-	-	-	-	-	-	-	
1:00 PM	-	-	-	-	-	-	-	-	-	
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	-	-	-	-	-	-	-	-	-	
Total Hours		3.50	5.00							17.50
Earning Summary										
Hourly Regular		3.50	5.00							17.50
Labor Summary										
Department										

Punch
In - Tue 7:00 AM EDT
Out - Tue 12:00 PM EDT
Duration 5.00
Modified Time

Labor
Policy Group Hourly FT

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

The screenshot displays the 'Time Card Report' interface. On the left is a sidebar menu with options like 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Reports', and 'Employee Self-Service'. The 'Time Card' section is expanded, showing 'Employee Absences', 'Time Off Balances', 'Employee Calendar', and 'Admin Calendar'. The main area shows a 'Spreadsheet' view of punches and labor data for the period 'Sun 06/15/2025 - Sat 06/28/2025'. A yellow box highlights a specific punch entry on Tuesday, June 17th, at 7:00 AM. A blue box highlights the 'In' punch time, and a red box highlights the 'Out' punch time. A 'Punch' modal is open, showing details for the selected punch: 'In' at 7:00 AM EDT, 'Out' at 12:00 PM EDT, and a duration of 5.00 hours. The 'Labor' section below shows the labor group and default override settings.

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

This screenshot shows the same 'Time Card Report' interface, but with a 'Punch' modal open for editing. The modal contains fields for 'Time' (Punch: 06/17/2025, 11:40), 'Type' (Normal), 'Mode' (Auto), 'Labor Group' (Department: Not Assigned), and 'Labor Default Override' (Department:). There is also a 'Notes' field and a 'Do Not Round' checkbox. At the bottom of the modal are buttons for 'Delete', 'Add'l. Notes', 'Save', and 'Cancel'. The background spreadsheet view is dimmed, showing the same punch data as in the previous screenshot.

22 Click "Save"

Punch

Time

Punch: 06/17/2025 11:40 AM

Type: Normal

Mode: Auto

Labor Group

Department: Not Assigned

Labor Default Override

1 - Accounting

2 - Warehouse

3 - Sales

☐ Do Not Round

Notes

[X] Delete [Add'l. Notes] **Save** [Cancel]

23 Click "Show Results"

iSolved Delivered by thread

✓ Punch Saved : 6/17/2025 11:40 AM

✓ Save Complete

Christopher Bailey Pay Group: BI-Weekly Hourly: #####
Status: Active Hire Date: 1/30/2023

Work Location: DECATU... Department: Location: Client: CYN22 - CynTech Company: Cynkar Technologies (Act)

Show Results [Verification: Unverified] [Request Time Off] [Time Card Report]

Calendar **Spreadsheet**

Mon 6/16 Tue 6/17 Wed 6/18 Thu 6/19 Fri 6/20 Sat 6/21 Sun 6/22 Mon 6/23 Tue 6/24 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 -7:00 AM 4.67 hrs -7:00 AM - - - - - - - - -

8:00 AM 10:30 AM- 3.50 hrs - - - - - - - - -

9:00 AM - - - - - - - - -

10:00 AM - - - - - - - - -

11:00 AM - - - - - - - - -

12:00 PM - - - - - - - - -

1:00 PM - - - - - - - - -

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 - - - - - - - - -

24

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

The screenshot shows the iSolved HR system interface. At the top, there's a header with the iSolved logo and "Delivered by thread". Below this, a navigation bar shows the user "Ryan Rey..." and a search bar. The main content area displays the "Time Card Report" for "Christopher Bailey" (Employee # 0006). The report is for the period "Sun 06/15/2025 - Sat 06/28/2025". The report is organized into a table with columns for days of the week and a "Total" column. The rows represent time slots from 12:00 AM to 11:00 PM. A red circle highlights the navigation arrows at the top of the report, which allow users to navigate forward or backward through the employee list.

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

The screenshot shows the iSolved HR system interface. At the top, there's a header with the iSolved logo and "Delivered by thread". Below this, a navigation bar shows the user "Ryan Rey..." and a search bar. The main content area displays the "Time Card Report" for "Ben Button" (Employee # 0025). The report is for the period "Sun 06/15/2025 - Sat 06/28/2025". The report is organized into a table with columns for days of the week and a "Total" column. The rows represent time slots from 12:00 AM to 11:00 PM. A red circle highlights the menu button and search bar at the top of the report, which allow users to go back to the full list or search by last name or employee number.

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

Search the menu

- Employee Admin Tools
- Employee Management
- Client Management
- Reports
- Employee Self-Service
 - Employee Welcome
 - My Dashboard
 - Pay History
 - W2/ACA/1099 Forms
 - Employee Profile
 - Employee Messages
 - Company Information
 - Direct Deposits
 - Human Resources >
 - Update Information >
 - EE Benefits >
 - Time
 - Time Card**
 - Employee Absences**
 - Time Off Balances
 - Employee Calendar
 - Admin Calendar
 - Occurrences
 - Corrective Actions
 - Turbo Tax

Verification: Unverified Request Time Off Time Card Report

Calendar Spreadsheet Sun 06/15/2025 - Sat 06/28/2025 Day Week Pay Period

	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	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										
9:00 AM										
10:00 AM										
11:00 AM										
12:00 PM										
1:00 PM										
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										0.00
Earning Summary										

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

Ryan Rey... 1 of 61 Christopher Bailey Pay Group: Bi-Weekly Hourly: #### Work Location: DECATU... Department: Client: CYN22 - CynTech Employee # 0006 Status: Active Hire Date: 1/30/2023 Team: Location: Company: Cynkar Technologies (Acti)

Search the menu

- Employee Admin Tools
- Employee Management
- Client Management
- Reports
- Employee Self-Service
 - Employee Welcome
 - My Dashboard
 - Pay History
 - W2/ACA/1099 Forms
 - Employee Profile
 - Employee Messages
 - Company Information
 - Direct Deposits
 - Human Resources >
 - Update Information >
 - EE Benefits >
 - Time
 - Time Card
 - Employee Absences**
 - Time Off Balances
 - Employee Calendar
 - Admin Calendar
 - Occurrences
 - Corrective Actions
 - Turbo Tax

Employee Absences

From: 6/1/2025 To: 6/30/2025 Absence Policy: All Status: Filter

To view records for absence policies for which you are no longer eligible, use the All selection.

Date	Absence Policy	Status	Hours	Estimated Available Hours	Check Date
+ Add New Edit Delete Refresh Save Cancel					

Absence Details

* Absence Date: * Absence: * Hours: Start Time: Do Not Adjust Accrual Balance Do Not Pay to Employee

Comments

28 Click "Employee Calendar"

Search the menu

- Employee Admin Tools
- Employee Management
- Client Management
- Reports
- Employee Self-Service
 - Employee Welcome
 - My Dashboard
 - Pay History
 - W2/ACA/1099 Forms
 - Employee Profile
 - Employee Messages
 - Company Information
 - Direct Deposits
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 - Time Off Balances**
 - Employee Calendar**
 - Admin Calendar
 - Occurrences
 - Corrective Actions
 - Turbo Tax

Time Off Balances

Isolved University

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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"

Search the menu

- Employee Admin Tools
- Employee Management
- Client Management
- Reports
- Employee Self-Service
 - Employee Welcome
 - My Dashboard
 - Pay History
 - W2/ACA/1099 Forms
 - Employee Profile
 - Employee Messages
 - Company Information
 - Direct Deposits
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 - Turbo Tax

Employee Calendar

My Calendar My Absences

Request Time Off

< > Today Print Calendar

June 2025

Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

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

The screenshot displays the 'Admin Calendar' interface within the 'isolved' system. The top navigation bar includes the 'isolved' logo, a user profile for 'Ryan Rey...', and a client identifier 'Client: CYN22 - CynTech'. A sidebar menu on the left lists various administrative functions, with 'Employee Self-Service' and its sub-items expanded. The main content area shows a calendar for June 2025, with tabs for 'Calendar', 'Pending Requests', and 'History'. The 'Pending Requests' tab is active, and a yellow box highlights the date June 19th. The calendar grid shows days of the week and dates, with a blue box indicating 'Independence Day' on June 4th. The bottom of the sidebar menu lists 'Occurrences', 'Corrective Actions', and 'Turbo Tax'.