

Transfer Punch in Classic View



Learn how to accurately record a department transfer for your timekeeping. This would only be used if you switch departments, jobs, locations, grants etc during your work day.

When you select Transfer, it will punch you out of the current job, and into the next one.

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

COMPANY

Chris Ba...

Home

Clock

Search the menu

Q

Employee Self-Service

Employee Welcome

Pay History

W2/ACA/1099 Forms

Employee Profile

Employee Messages

Direct Deposits

Human Resources >

EE Performance Reviews >

Update Information >

EE Benefits >

ZayZoon On-Demand Pay

Time >

Occurrences

Chris Bailey

Pay Group: Bi-Weekly

Hire Date: 1/30/2023

Team:

Location: 3 - Brookfield

Client: CYN22 - CynTech

Employee #: 0006

Hourly: ####.##

Work Location: DECATUR, GA

Department:

Company: Cynkar Technologies (Active)

Isolved University

Welcome back Chris

MY PROFILE

Chris Bailey

Area Director

Length of Service: 3 Years

Anniversary: 1/30/2023

NOTIFICATIONS

Documents requiring your review

MY HUMAN RESOURCE CONTACTS

MY PAY

<

4/10/2026

1/30/2026

>

Check Number

V5424132

V5405548

Gross Pay

Net Pay

Direct Deposit

MY BENEFITS

401(k) Plan

401k

Medical Pre-Tax 125

Medical Pre tax

1

2 Click the clock in the top left

The screenshot shows the iSolved employee self-service portal for Chris Bailey. The top navigation bar includes the iSolved logo, a home icon, a clock icon (circled in orange), and a user profile icon. The main content area displays a welcome message, a profile card, and sections for notifications, pay, benefits, and human resource contacts. The left sidebar contains a search menu and a list of self-service options.

Employee Self-Service

- Employee Welcome
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Direct Deposits
- Human Resources >
- EE Performance Reviews >
- Update Information >
- EE Benefits >
- ZayZoon On-Demand Pay
- Time >
- Occurrences

Chris Bailey
Employee #: 0006
Pay Group: Bi-Weekly
Hourly: ###.##
Hire Date: 1/30/2023
Work Location: DECATUR, GA
Team:
Department:
Location: 3 - Brookfield
Client: CYN22 - CynTech
Company: Cynkar Technologies (Active)

Welcome back Chris

MY PROFILE

Chris Bailey
Area Director
Length of Service: 3 Years
Anniversary: 1/30/2023

NOTIFICATIONS

Documents requiring your review

MY PAY

	4/10/2026	1/30/2026
Check Number	V5424132	V5405548
Gross Pay		
Net Pay		
Direct Deposit		

MY BENEFITS

401(k) Plan
401k
Medical Pre-Tax 125
Medical Pre tax,

MY HUMAN RESOURCE CONTACTS

3 Click "Detailed Punch"

Reminder that a Quick Punch will just clock you in or out but Detailed Punch provides more options.

The screenshot shows the iSolved employee self-service portal for Chris Bailey. The 'Time Clock' dropdown menu is open, showing options: Punched In (9:00 am), Quick Punch, Detailed Punch (circled in orange), and Missing Punch. The main content area displays a welcome message, a profile card, and sections for notifications, pay, benefits, and human resource contacts. The left sidebar contains a search menu and a list of self-service options.

Employee Self-Service

- Employee Welcome
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Direct Deposits
- Human Resources >
- EE Performance Reviews >
- Update Information >
- EE Benefits >
- ZayZoon On-Demand Pay
- Time >
- Occurrences

Chris Bailey
Employee #: 0006
Pay Group: Bi-Weekly
Hourly: ###.##
Hire Date: 1/30/2023
Work Location: DECATUR, GA
Team:
Department:
Location: 3 - Brookfield
Client: CYN22 - CynTech
Company: Cynkar Technologies (Active)

Welcome back Chris

Time Clock

- Punched In 9:00 am
- Quick Punch
- Detailed Punch**
- Missing Punch

MY PROFILE

Chris Bailey
Area Director
Length of Service: 3 Years
Anniversary: 1/30/2023

NOTIFICATIONS

Documents requiring your review

MY PAY

	4/10/2026	1/30/2026
Check Number	V5424132	V5405548
Gross Pay		
Net Pay		
Direct Deposit		

MY BENEFITS

401(k) Plan
401k
Medical Pre-Tax 125
Medical Pre tax,

MY HUMAN RESOURCE CONTACTS

- 4 You'll see the time listed, this can't be changed from this type of punch.

The screenshot shows the 'isolved' HR system interface. A modal window titled 'Punch' is open, displaying the following information:

- Time:** Punch: 08/26/2026 12:25 PM
- Type:** Normal
- Mode:** Auto
- Labor Group:** Department: Not Assigned
- Labor Default Override:** Department:
- Notes:**

The background shows the employee profile for Chris Bailey, including his name, title (Area Director), length of service (3 years), and anniversary (1/30/2023).

- 5 If you click Type, you can see Normal, Meal or Break - leave this as Normal. Then Mode you'll see Auto, In, Out or Transfer. Transfer is what we'll be using here.

Auto will always connect to other punches properly, In or Out can be used but if you choose one incorrectly, it won't know how to connect a punch.

The screenshot shows the 'isolved' HR system interface. A modal window titled 'Punch' is open, displaying the following information:

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- Mode:** Auto
- Labor Group:** Department: Not Assigned
- Labor Default Override:** Department:
- Notes:**

The background shows the employee profile for Chris Bailey, including his name, title (Area Director), length of service (3 years), and anniversary (1/30/2023).

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Choose your Labor Group. In this case it's Department but it will match whatever your company has set up. It could be Project, Job, Location, Grant etc.

Chris Bailey Pay Group: Bi-Weekly Employee #: 0006 Hourly: ####.## Hire Date: 1/30/2023 Work Location: DECATUR, GA Team: Department: Location: 3 - Brookfield Client: CYN22 - CynTech Company: Cynkar Technologies (Active)

Welcome back Chris

NOTIFICATIONS Documents requiring your review

MY PROFILE Chris Bailey Area Director Length of Service: 3 Years Anniversary: 1/30/2023

MY HUMAN RESOURCE CONTACTS

MY BENEFITS 401(k) Plan 401k Medical Pre-Tax 125 Medical Pre tax

Punch

Time Punch: 08/26/2026 12:25 PM Type: Normal Mode: Transfer

Labor Group Department: Not Assigned

Labor Default Override Department:

Notes

Save Cancel

Chris Bailey Pay Group: Bi-Weekly Employee #: 0006 Hourly: ####.## Hire Date: 1/30/2023 Work Location: DECATUR, GA Team: Department: Location: 3 - Brookfield Client: CYN22 - CynTech Company: Cynkar Technologies (Active)

Welcome back Chris

NOTIFICATIONS Documents requiring your review

MY PROFILE Chris Bailey Area Director Length of Service: 3 Years Anniversary: 1/30/2023

MY HUMAN RESOURCE CONTACTS

MY BENEFITS 401(k) Plan 401k Medical Pre-Tax 125 Medical Pre tax

Punch

Time Punch: 08/26/2026 12:25 PM Type: Normal Mode: Transfer

Labor Group Department: Not Assigned

Labor Default Override Department: 2 - Warehouse 3 - Loading Dock 5 - Accounting 6 - Deliveries

Notes

Save Cancel

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Click "Save"

The screenshot displays an employee self-service portal for Chris Bailey. A modal window titled "Punch" is open, allowing the user to record a punch. The modal contains the following fields:

- Time**: Punch date and time (08/26/2026, 12:25 PM), Type (Normal), and Mode (Transfer).
- Labor Group**: Department (3 - Loading Dock).
- Labor Default Override**: Department (02 - 02).
- Notes**: A text input field.
- Buttons**: "Save" and "Cancel".

The "Save" button is circled in orange. The background shows the employee's profile (Chris Bailey, Area Director, 3 years service) and various HR links like "Employee Self-Service", "Pay History", and "MY BENEFITS".