

Understanding Time Off Balances in isolved Classic (Desktop)



This guide walks through how to understand viewing your Time Off Balances and the different views within that screen.

1

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

The screenshot displays the Thread HCM Employee Self-Service portal for Ryan Reynolds. The interface includes a left-hand navigation menu with options such as '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 main content area features a 'Welcome back Ryan' message, a profile card for Ryan Reynolds (Finance Manager, Length of Service: 4 Months, Anniversary: 4/9/2025), and four sections: 'NOTIFICATIONS', 'MY HUMAN RESOURCE CONTACTS', 'MY PAY' (showing Check Number 29, Gross Pay, Net Pay, and Direct Deposit for 7/18/2025), and 'MY BENEFITS'. The top header bar displays employee details: Ryan Reynolds, Employee # 1, Pay Group: BI-Weekly, Hourly: ####, Hire Date: 4/9/2025, Work Location: Augusta, GA, Team: Department, Location, Client: CYN22 - CynTech, and Company: Cynkar Technologies (Active).

2 Click "Time"

The screenshot shows the Employee Self-Service portal for Ryan Reynolds. The left sidebar contains a search bar and a list of menu items. The 'Time' item is highlighted with an orange circle. The main content area displays a welcome message, a profile card, and several sections: NOTIFICATIONS, MY HUMAN RESOURCE CONTACTS, MY PAY, and MY BENEFITS.

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** >
- Time Card
- Employee Absences
- Time Off Balances
- Employee Calendar
- Turbo Tax

Welcome back Ryan

MY PROFILE

Ryan Reynolds
Finance Manager
Length of Service: 4 Months
Anniversary: 4/9/2025

NOTIFICATIONS

MY HUMAN RESOURCE CONTACTS

MY PAY

	< 7/18/2025	7/18/2025 >
Check Number	29	28
Gross Pay		
Net Pay		
Direct Deposit		

MY BENEFITS

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3 Click "Time Off Balances"

The screenshot shows the Employee Self-Service portal for Ryan Reynolds. The left sidebar contains a search bar and a list of menu items. The 'Time Off Balances' item is highlighted with an orange circle. The main content area displays a welcome message, a profile card, and several sections: NOTIFICATIONS, MY HUMAN RESOURCE CONTACTS, MY PAY, and MY BENEFITS.

Employee Self-Service

- Employee Welcome
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- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Direct Deposits
- Human Resources >
- Update Information >
- EE Benefits >
- ZayZoon On-Demand Pay
- Time
- Time Card
- Time Off Balances**
- Employee Absences
- Employee Calendar
- Turbo Tax

Welcome back Ryan

MY PROFILE

Ryan Reynolds
Finance Manager
Length of Service: 4 Months
Anniversary: 4/9/2025

NOTIFICATIONS

MY HUMAN RESOURCE CONTACTS

MY PAY

	< 7/18/2025	7/18/2025 >
Check Number	29	28
Gross Pay		
Net Pay		
Direct Deposit		

MY BENEFITS

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4

Up top you will see your current balance as of the last payroll process.

Time Off Balances

PTO Current Balance as of 8/25/2025: 6.16

Plan Details PTO	As of Last Pay Period End 8/24/2025 - 9/6/2025	Current Pay Period 8/10/2025 - 8/23/2025
Plan Year: Anniversary	Accrued: 3.08	Projected Accrued: 3.08
Award Schedule: Every Pay	Taken: 0.00	Projected Taken: 0.00
Accrual Rate: 3.0800	YTD Accrued: 6.16	Projected YTD Accrued: 9.24
Last Award Date: 8/25/2025	YTD Taken: 0.00	Projected YTD Taken: 0.00
Service Date: 4/9/2025	Available Balance: 6.16	Time Off Requests-Pending: 0.00
Length of Service: 0 Years, 4 Months (4 Months)	Balance: 6.16	Approval: 0.00
		Projected Balance: 9.24

Current Plan Year 8/24/2025 - 4/8/2026	Next Plan Year 4/9/2026 - 4/8/2027
Balance as of 8/24/2025: 9.24	Carryover from Previous Plan Year: 58.52
Projected Accrued: 49.28	Projected Accrued: 83.16
Time Off Requests-Approved: 0.00	Time Off Requests-Approved: 0.00
Time Off Requests-Pending: 0.00	Time Off Requests-Pending: 0.00
Approval: 0.00	Approval: 0.00
Projected Balance: 58.52	Projected Balance: 113.96

*Note: Time Off Requests-Pending Approval amounts do not count against projected balances.

5

This tile will show your full Plan Details. This includes how often you accrue hours, when you last received hours, and your Length of Service

Time Off Balances

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Accrual Rate: 3.0800	YTD Accrued: 6.16	Projected YTD Accrued: 9.24
Last Award Date: 8/25/2025	YTD Taken: 0.00	Projected YTD Taken: 0.00
Service Date: 4/9/2025	Available Balance: 6.16	Time Off Requests-Pending: 0.00
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		Projected Balance: 9.24

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Approval: 0.00	Approval: 0.00
Projected Balance: 58.52	Projected Balance: 113.96

*Note: Time Off Requests-Pending Approval amounts do not count against projected balances.

6

This will show the balances as of the last pay period.

It highlights the number of hours Accrued and Taken in that period, as well as the YTD totals.

Time Off Balances

PTO Current Balance as of 8/25/2025: 6.16

Plan Details PTO	As of Last Pay Period End 8/24/2025 - 9/6/2025	Current Pay Period 8/10/2025 - 8/23/2025
Plan Year: Anniversary Award Schedule: Every Pay Accrual Rate: 3.0800 Last Award Date: 8/25/2025 Service Date: 4/9/2025 Length of Service: 0 Years, 4 Months (4 Months)	Accrued: 3.08 Taken: 0.00 YTD Accrued: 6.16 YTD Taken: 0.00 Available Balance: 6.16 Balance: 6.16	Projected Accrued: 3.08 Projected Taken: 0.00 Projected YTD Accrued: 9.24 Projected YTD Taken: 0.00 Time Off Requests-Pending: 0.00 Approval: Projected Balance: 9.24

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7

This tile shows the projected hours to be accrued during this pay period and Taken if you have any time off during this period.

Time Off Balances

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Plan Year: Anniversary Award Schedule: Every Pay Accrual Rate: 3.0800 Last Award Date: 8/25/2025 Service Date: 4/9/2025 Length of Service: 0 Years, 4 Months (4 Months)	Accrued: 3.08 Taken: 0.00 YTD Accrued: 6.16 YTD Taken: 0.00 Available Balance: 6.16 Balance: 6.16	Projected Accrued: 3.08 Projected Taken: 0.00 Projected YTD Accrued: 9.24 Projected YTD Taken: 0.00 Time Off Requests-Pending: 0.00 Approval: Projected Balance: 9.24

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8

These Tiles down below will highlight The Current and Future plan year accrual totals. There are projections for the accruals and Approved, and Pending Time Off Requests.

Time Off Balances Isolved University

PTO Current Balance as of 8/25/2025: 6.16

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Current Plan Year 8/24/2025 - 4/8/2026	Next Plan Year 4/9/2026 - 4/8/2027
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You'll see that same info for "Next Plan Year"

Time Off Balances Isolved University

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When you Request Time Off, you can also see how much time you'll have before you submit the request. Click "Employee Calendar"

Time Off Balances Isolved University

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- Update Information >
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- ZayZoon On-Demand Pay
- Time >
- Time Card
- Employee Absences
- Time Off Balances**
- Employee Calendar**
- Turbo Tax

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11

Click "Request Time Off"

Employee Calendar Isolved University Help

My Calendar My Absences

Request Time Off Print Calendar

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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
31	1	2	3	4	5	6

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- Time >
- Time Card
- Employee Absences
- Time Off Balances
- Employee Calendar**
- Turbo Tax

12 Select the Absence Policy

isolved Delivered by thread

Ryan Reynolds Pay Group: Bi-Weekly Hire Date: 4/9/2025 Team: Location: Client: CYN22 - CynTech
Employee #: 1 Hourly: ####.## Work Location: Augusta, GA Department: Company: Cynkar Technologies (Acti

Employee Calendar [isolved University](#) [Help](#)

[Save](#) [Cancel](#)

Request Time Off

* Absence Policy: **PTO**

* From Date: 8/28/2025

* To Date: 8/28/2025

Start Time:

Days: ☐ S ☐ M ☐ T ☒ W ☐ T ☐ F ☐ S [Check All](#)

* Hours Per Day:

Hours Requested:

Available After Request: ⓘ

Go to Time Off Balances to see projected balances.

Comments

13 Once you enter all of the details, you will see how many total Hours Requested and How many are available after you submit this request.

isolved Delivered by thread

Ryan Reynolds Pay Group: Bi-Weekly Hire Date: 4/9/2025 Team: Location: Client: CYN22 - CynTech
Employee #: 1 Hourly: ####.## Work Location: Augusta, GA Department: Company: Cynkar Technologies (Acti

Employee Calendar [isolved University](#) [Help](#)

[Save](#) [Cancel](#)

Request Time Off

* Absence Policy: PTO

* From Date: 8/28/2025

* To Date: 8/28/2025

Start Time: 8:00 AM

Days: ☐ S ☐ M ☐ T ☒ W ☐ T ☐ F ☐ S [Check All](#)

* Hours Per Day: 8

Hours Requested: 8.00

Available After Request: 1.24 ⓘ

Go to Time Off Balances to see projected balances.

Comments