

View Documents in Classic View - Employee



This guide walks through how to view any acknowledgments, sign documents and View Documents as an employee in the Classic View (Administrative View)

1

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

Chris Ba...

Search the menu

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

Turbo Tax

Chris Bailey

Employee # 0006

Pay Group: Bi-Weekly

Hourly: #####

Hire Date: 1/30/2023

Work Location: DECATUR, GA

Team:

Department:

Location:

Client: CYN22 - CynTech

Company: Cynkar Technologies (Active)

isolved University

Welcome back Chris

MY PROFILE

Chris Bailey

Accountant

Length of Service: 2 Years

Anniversary: 1/30/2023

NOTIFICATIONS

Documents requiring your review

MY HUMAN RESOURCE CONTACTS

MY PAY

	<	8/15/2025	7/18/2025	>
Check Number		1	1	
Gross Pay				
Net Pay				
Direct Deposit				

MY BENEFITS

2

When you log in, if you have Documents to Review, you will see that notification here. If you click on it, it will take you to the message.

The screenshot shows the 'isolved' employee self-service portal for Chris Bailey. The top navigation bar includes the 'isolved' logo, 'Delivered by thread', and user information: Chris Bailey, Employee #: 0006, Pay Group: Bi-Weekly, Hourly: ###.##, Hire Date: 1/30/2023, Work Location: DECATUR, GA, Team: , Location: , Department: , Client: CYN22 - CynTech, and Company: Cynkar Technologies (Acti). The main content area is titled 'Welcome back Chris' and features a 'NOTIFICATIONS' section with a red alert icon and the text 'Documents requiring your review'. Other sections include 'MY PROFILE' (Chris Bailey, Accountant, Length of Service: 2 Years, Anniversary: 1/30/2023), 'MY PAY' (Check Number: 1, Gross Pay, Net Pay, Direct Deposit), 'MY HUMAN RESOURCE CONTACTS', and 'MY BENEFITS'. A left sidebar contains a search bar and a menu with options like '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', and 'Turbo Tax'.

3

Here you can View, Acknowledge and Sign.

The screenshot shows the 'isolved' employee self-service portal for Chris Bailey, displaying the 'Employee Messages' section. The main content area is titled 'Employee Messages' and features a 'Benefits' section with a red alert icon and the text 'Employee handbook'. Below this, there is a link to 'Accept Terms and Conditions (PDF)' and a 'View here' button. A checkbox labeled 'I acknowledge that I have read and understood this document.' is present, followed by a 'Sign Acknowledgement' button. The left sidebar is identical to the previous screenshot, showing the search bar and menu options.

4

To Navigate to Documents, Under Employee Self Service, click **Human Resources**

The screenshot shows the iSolved portal interface. At the top, the header includes the iSolved logo, a 'Delivered by thread' notification, and user information for Chris Bailey (Employee #: 0006, Pay Group: Bi-Weekly, Hourly: ####.##, Hire Date: 1/30/2023, Work Location: DECATUR, GA, Team: , Location: , Department: , Client: CYN22 - CynTech, Company: Cynkar Technologies (Acti)). The left sidebar contains the 'Employee Self-Service' menu, which is highlighted with a red circle. The menu items are: 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, and Turbo Tax. The main content area displays 'Employee Messages' and 'Benefits' sections. The 'Employee handbook' is visible under 'Benefits', with a link to 'View here' and a note: 'You have acknowledged reading this document!'.

5

Click **Documents**

The screenshot shows the iSolved portal interface, similar to the previous one. The left sidebar contains the 'Employee Self-Service' menu, which is highlighted with a red circle. The menu items are: Employee Welcome, Pay History, W2/ACA/1099 Forms, Employee Profile, **Employee Messages**, Direct Deposits, **Human Resources**, **Documents**, Salary, EE Performance Reviews, Update Information, EE Benefits, ZayZoon On-Demand Pay, Time, and Turbo Tax. The main content area displays 'Employee Messages' and 'Benefits' sections. The 'Employee handbook' is visible under 'Benefits', with a link to 'View here' and a note: 'You have acknowledged reading this document!'.

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Here you can see all of the tabs for your stored documents. If you click EE Uploads, you can upload your own documents if the access is turned on.

isolved Delivered by thread

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

Documents [isolved University](#)

Personnel Payroll I-9 Confidential PHI Confidential - Other **Signed Acknowledgements** Other EE Uploads

Expand All Groups Collapse All Groups Clear Grouping/Filters

Subcategory

Actions	Document Type	Document Name	Document Description	Document Upload Date
Subcategory: (2)				
	Electronic Consent	ElectronicSignatureConsent.pdf	Accepted	8/15/2025
	Electronic Delivery	ElectronicTaxFormDeliveryConsent.pdf	Accepted	8/15/2025

Employee Self-Service

- Employee Welcome
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Direct Deposits
- Human Resources
- Documents**
 - Salary
 - EE Performance Reviews
 - Update Information
 - EE Benefits
 - ZayZoon On-Demand Pay
 - Time
 - Turbo Tax