

View Documents in Classic View - Employee



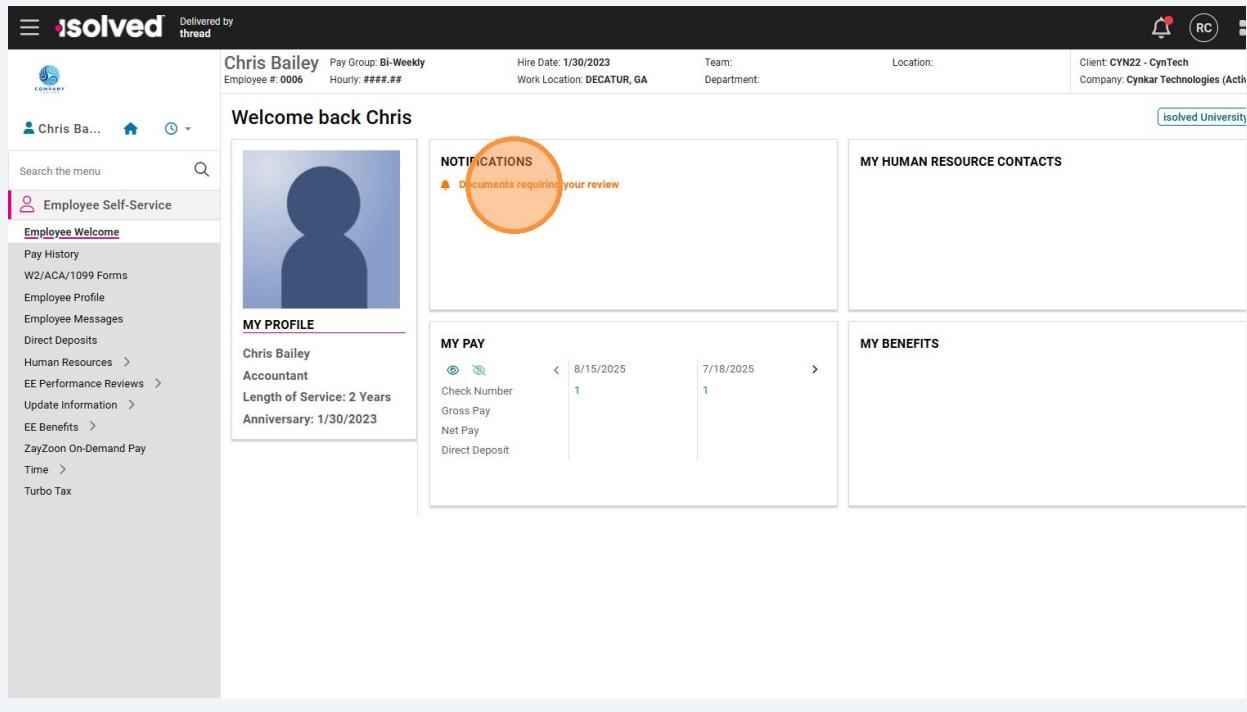
This guide walks through how to view any acknowledgments, sign documents and View Documents as an employee in the Classic View (Administrative View)

1

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

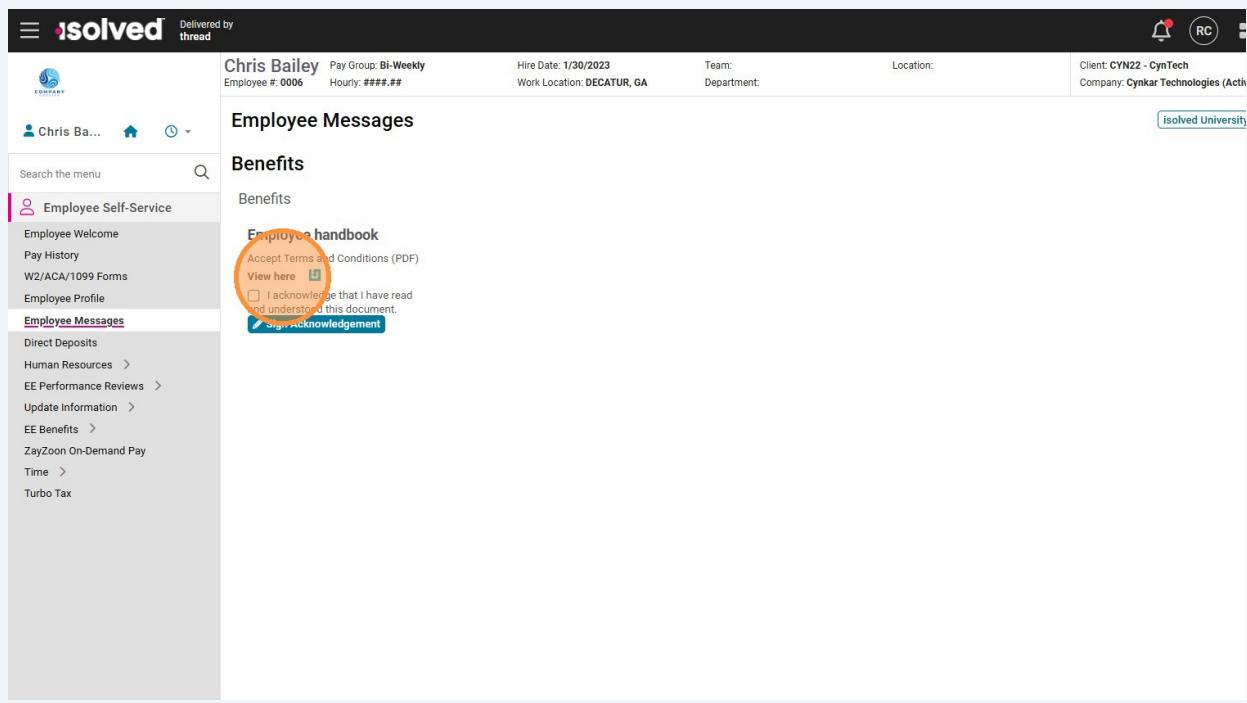
The screenshot shows the Thread Employee Self-Service interface. At the top, it displays basic information: Pay Group: Bi-Weekly, Employee #: 0006, Hire Date: 1/30/2023, Work Location: DECATUR, GA, Team: Department: Location: Client: CYN22 - CynTech, Company: Cynkar Technologies (Active). Below this is a navigation bar with icons for Home, Logout, and a search bar. The main content area is titled 'Welcome back Chris' and features a large placeholder for a profile picture. To the right, there are several sections: 'NOTIFICATIONS' (Documents requiring your review), 'MY HUMAN RESOURCE CONTACTS' (a list that is currently empty), 'MY PAY' (a table showing a single pay stub for 8/15/2025, check number 1, gross pay, net pay, and direct deposit), and 'MY BENEFITS' (a section that is currently empty). The left sidebar contains a navigation menu with links to 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.

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.



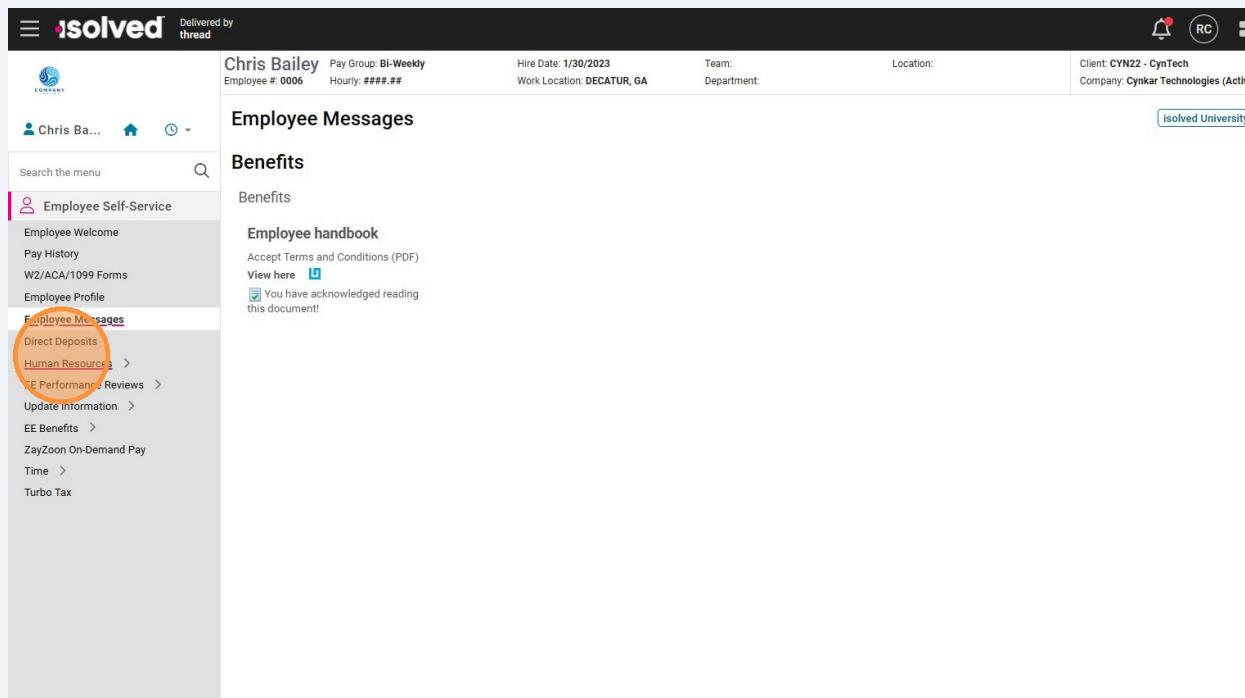
The screenshot shows the isolved Employee Self-Service dashboard. The top navigation bar includes the isolved logo, a 'Delivered by thread' badge, and icons for notifications and account settings. The main content area has a 'Welcome back Chris' message. On the left, a sidebar menu lists various self-service options. In the center, there are three main sections: 'NOTIFICATIONS' (highlighted with an orange circle), 'MY PROFILE' (showing Chris Bailey's details), and 'MY PAY' (showing pay history from 8/15/2025 to 7/18/2025). The 'NOTIFICATIONS' section contains a red warning icon and the text 'Documents requiring your review'.

3 Here you can View, Acknowledge and Sign.



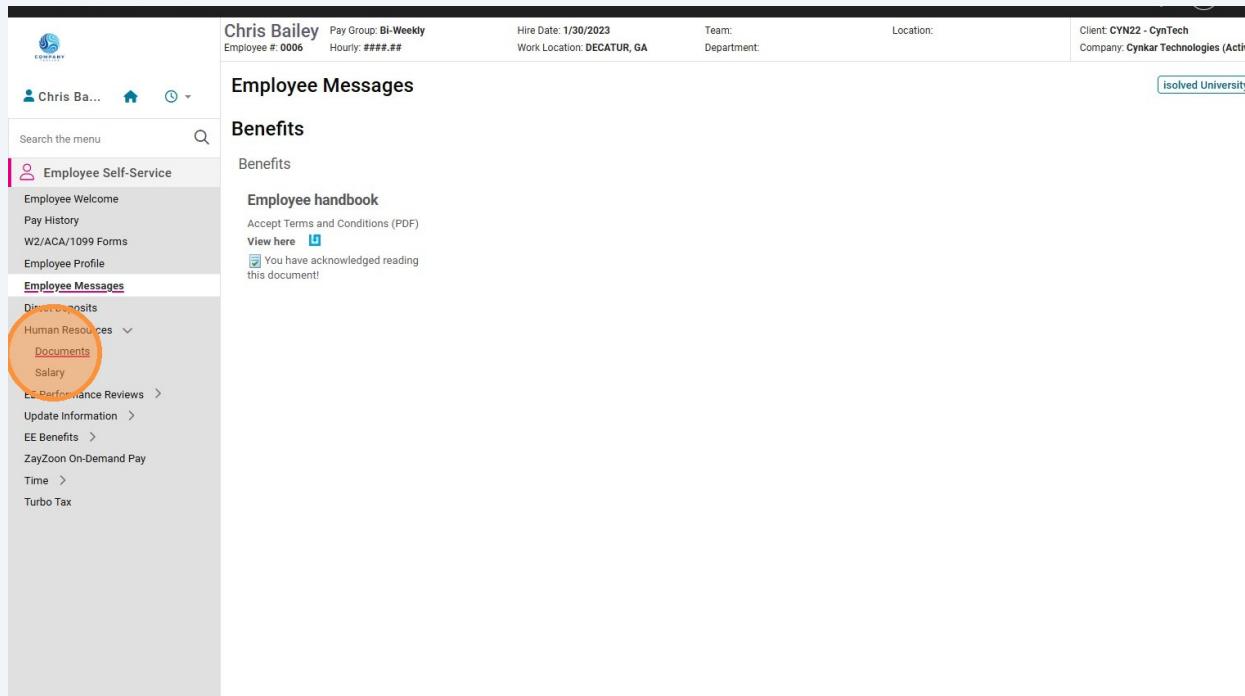
The screenshot shows the 'Employee Messages' section of the isolved Employee Self-Service dashboard. The top navigation bar and sidebar menu are identical to the previous screenshot. The central area displays 'Employee Messages' and 'Benefits' sections. Under 'Benefits', there is a 'Employee handbook' section with a red circle around the 'View here' link. Below it is a checkbox for acknowledging the terms and conditions, followed by a 'Sign acknowledgement' button.

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



The screenshot shows the 'Employee Self-Service' menu on the left. The 'Employee Messages' option is highlighted with a red circle. The main content area displays employee details (Chris Bailey, Pay Group: Bi-Weekly, Employee # 0006, Hire Date: 1/30/2023, Work Location: DECATUR, GA) and a 'Benefits' section. The 'Employee handbook' section includes a link to 'Accept Terms and Conditions (PDF)' and a checked checkbox indicating acknowledgment.

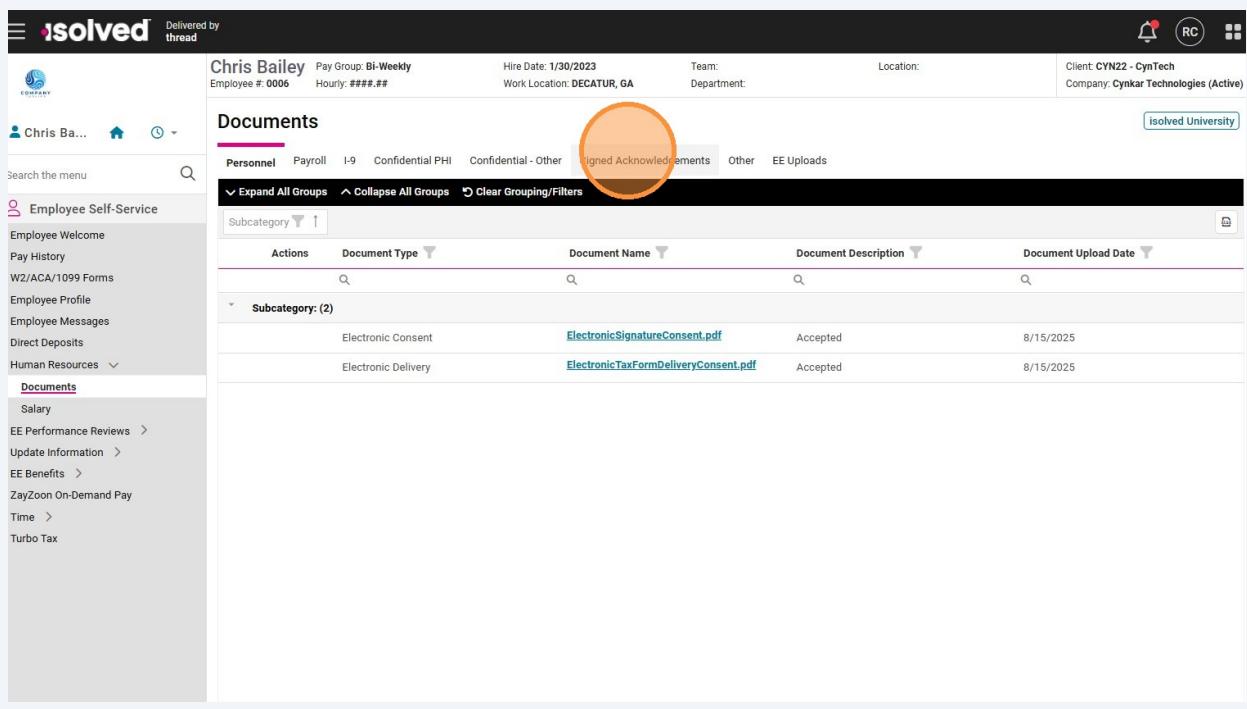
5 Click **Documents**



The screenshot shows the 'Employee Self-Service' menu on the left. The 'Employee Messages' option is highlighted with a red circle. Under 'Employee Messages', the 'Documents' option is also circled in red. The main content area displays employee details and a 'Benefits' section. The 'Employee handbook' section includes a link to 'Accept Terms and Conditions (PDF)' and a checked checkbox indicating acknowledgment.

6

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.



The screenshot shows the isolved Employee Self-Service interface. At the top, it displays the user's name (Chris Bailey), pay group (Bi-Weekly), hire date (1/30/2023), and work location (DECATUR, GA). The top right corner shows the client (CYN22 - CynTech) and company (Cynkar Technologies (Active)). The main navigation bar includes tabs for Personnel, Payroll, I-9, Confidential PHI, Confidential - Other, Signed Acknowledgements, Other, and EE Uploads. The EE Uploads tab is highlighted with an orange circle. Below the navigation is a search bar and a sidebar with various employee self-service links. The main content area is titled 'Documents' and shows a table of uploaded documents. The table has columns for Actions, Document Type, Document Name, Document Description, and Document Upload Date. Two documents are listed: 'Electronic Consent' (Document Name: [ElectronicSignatureConsent.pdf](#), Status: Accepted, Upload Date: 8/15/2025) and 'Electronic Delivery' (Document Name: [ElectronicTaxFormDeliveryConsent.pdf](#), Status: Accepted, Upload Date: 8/15/2025). The table includes grouping and filtering options like 'Expand All Groups', 'Collapse All Groups', and 'Clear Grouping/Filters'.

Actions	Document Type	Document Name	Document Description	Document Upload Date
	Electronic Consent	ElectronicSignatureConsent.pdf	Accepted	8/15/2025
	Electronic Delivery	ElectronicTaxFormDeliveryConsent.pdf	Accepted	8/15/2025