

# View Documents in Classic View - Manager or Supervisor



This guide walks through viewing your employee's documents in their profile as a Manager or Supervisor

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

**welcome back ryan** isoived university

**MY PROFILE**  
Ryan Reynolds  
Finance Manager  
Length of Service: 8 Months  
Anniversary: 4/9/2025

**NOTIFICATIONS**  
🔔 Documents requiring your review

**MY HUMAN RESOURCE CONTACTS**

**MY PAY**

	10/10/2025	7/18/2025
Check Number	18	29
Gross Pay		
Net Pay		
Direct Deposit		

**MY BENEFITS**

## 2 Click your name in the top Left and choose **Manager** or **Supervisor View**

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

### Welcome back Ryan

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**MY PROFILE**

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Finance Manager  
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Check Number	18	7/18/2025
Gross Pay		
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**MY BENEFITS**

Employee Self-Service

- Employee Welcome
- Pay History
- Employee Profile
- Employee Messages
- Direct Deposits
- Human Resources >
- EE Performance Reviews >
- Update Information >
- EE Benefits >
- ZayZoon On-Demand Pay
- Time >

## 3 Click "Employee Self-Service"

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Client: CYN22 - CynTech Legal: Cynkar Technologies

### My Dashboard

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**Options**

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

**Notifications:**

- You have Pending Time Off Requests! Click here to view.
- You have No Pending Transactions
- You have No Pending Shift Requests between 10/11/2025 - 4/2/2026
- You have Pending Punches between 12/22/2025 - 1/12/2026! Click here to view.

Employee Admin Tools

Employee Management

Client Management

**Employee Self-Service**

- Employee Welcome
- My Dashboard
- Pay History
- Employee Profile
- Employee Messages
- Company Information
- Human Resources >
- EE Performance Reviews >
- Update Information >
- EE Benefits >
- Time >
- Occurrences
- Corrective Actions

## 4 Click "Human Resources"

The screenshot shows a web application interface with a left sidebar menu, a central 'Options' menu, and a right-hand notification area. The sidebar menu includes items like 'Employee Admin Tools', 'Employee Management', 'Client Management', and 'Employee Self-Service'. Under 'Employee Self-Service', there is a 'My Dashboard' section with sub-items: 'Pay History', 'Employee Profile', 'Employee Messages', 'Company Information', 'Human Resources', 'EE Performance Reviews', 'Update Information', 'EE Benefits', 'Time', 'Occurrences', and 'Corrective Actions'. The 'Human Resources' item is circled in orange. The 'Options' menu lists: 'Pending Transactions', 'Pending Punches', 'Alert Monitoring', 'Employee Punch Status', 'Punch Note Response', 'Scheduled Vs Worked Hou...', and 'Earnings Summary of Hou...'. The notification area contains three items: a warning about pending time off requests, a green checkmark for no pending transactions, and an orange warning about pending punches between 12/22/2025 and 1/12/2026.

## 5 Click "Documents"

This screenshot is identical to the one above, but the 'Documents' sub-item under 'Human Resources' in the sidebar is circled in orange. The rest of the interface, including the 'Options' menu and the notification area, remains the same.

## 6 Click the employee you'd like to view

Client: CYN22 - CynTech

### Employee List

▼ Expand All Groups ^ Collapse All Groups ↻ Clear Grouping/Filters

Drag a column header here to group by that column

Legal N...	Pay Gro...	Employ...	First Na...	Preferre...	Middle ...	Last Na...	Status	Team	Depart...
Cynkar Tec...	Bi-Weekly	0006	Christopher	Chris		Bailey	Active		
Cynkar Tec...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Tec...	Bi-Weekly	520	George			Clooney	Active		
Cynkar Tec...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Tec...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Tec...	Bi-Weekly	516	Mel			Employee	Active		
Cynkar Tec...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Tec...	Bi-Weekly	2391	Test			Employee	Active		
Cynkar Tec...	Bi-Weekly	2395	TestOnboar...			Employee	Active		
Cynkar Tec...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar Tec...	Bi-Weekly	2365	Rickie			Fowler	Active		

## 7 Click the Tab you'd like to view or All Documents and

1 of 76

Chris Bailey  
Employee #: 0006

Pay Group: B... Status: Active  
Hourly: ##### Hire Date: 1/...  
Work Locatio... Team:  
Department: Location:

Client: CYN22 - CynTech  
Company: Cynkar Technologies (Active)

### Documents

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

▼ Expand All Groups ^ Collapse All Groups ↻ Clear Grouping/Filters

Subcategory

Actions	Document Type	Document Name	Document Description	Document Upload Date
Subcategory: (1)				
	Electronic Consent	<a href="#">ElectronicSignatureConsent.pdf</a>	Accepted	8/15/2025

8

Click the document you'd like to view and it will download.

The screenshot shows the 'isolved' HR system interface. At the top, it displays the user's name 'Chris Bailey' and various details: Employee # 0006, Status: Active, Pay Group: Bi-Weekly, Hourly: ###.##, Hire Date: 1/30/2023, Work Location: DECATUR, Department: Location: 2 - Hawthorne, Client: CYN22 - CynTech, and Company: Cynkar Technologies (Active). The main section is titled 'Documents' and includes a search bar and a list of document categories: Personnel, Payroll, I-9, Confidential PHI, Confidential - Other, Signed Acknowledgements, Other, EE Uploads, and All Documents. Below this, there are options to 'Expand All Groups', 'Collapse All Groups', and 'Clear Grouping/Filters'. A table lists documents with columns for Actions, Document Type, Document Name, Document Description, and Document Upload Date. One document, 'ElectronicSignatureConsent.pdf', is highlighted with an orange circle. The left sidebar contains a navigation menu with categories like 'Employee Admin Tools', 'Employee Management', 'Client Management', and 'Employee Self-Service'. The 'Documents' section in the sidebar is currently selected.

Actions	Document Type	Document Name	Document Description	Document Upload Date
	Electronic Consent	<a href="#">ElectronicSignatureConsent.pdf</a>	Accepted	8/15/2025