

isolated Team Calendar



This guide walks through the Team Calendar. This is currently only in Admin View (Classic). It is mostly informational as this is a feature that can be turned on so that employee's can view the whole company's time off, or their department. We can customize this a few ways and also turn on time off request notifications, and restrict days an employee can request off.

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

The screenshot shows the Thread HCM Employee Self-Service portal for Ryan Reynolds. The top header displays the employee's name, ID, pay group, hire date, work location, team, and client information. Below the header, a welcome message is followed by a profile card, a notifications section, and a human resource contacts section. The profile card includes a profile picture and basic information. The notifications section shows a document requiring review. The human resource contacts section lists the employee's manager and other contacts. The bottom section displays the employee's pay history, including check numbers, gross pay, net pay, and direct deposit information. The sidebar on the left contains a search bar and a list of navigation links.

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 >
Occurrences

MY PROFILE

Ryan Reynolds
Finance Manager
Length of Service: 1 Year
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

401(k) Plan
401k

- 2 Navigate to Time > Employee Calendar in the sidebar.

Ryan Rey...

Search the menu

Employee Self-Service

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Direct Deposits

Human Resources >

Update Information >

EE Benefits >

ZayZoon On-Demand Pay

Time >

Occurrences

Welcome back Ryan

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Ryan Reynolds

Finance Manager

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Direct Deposit				

MY BENEFITS

401(k) Plan

401k

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Ryan Rey...

Search the menu

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Employee Profile

Employee Messages

Direct Deposits

Human Resources >

Update Information >

EE Benefits >

ZayZoon On-Demand Pay

Time >

Time Card

Employee Absences

Employee Absences (New)

Time Off Balances

Time Off Balances (New)

Employee Calendars

Occurrences

Welcome back Ryan

MY PROFILE

Ryan Reynolds

Finance Manager

Length of Service: 1 Year

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NOTIFICATIONS

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MY HUMAN RESOURCE CONTACTS

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MY BENEFITS

401(k) Plan

401k

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3 Select the 'Team Calendar' tab.

isolved Delivered by thread

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

Employee Calendar

My Calendar **Team Calendar** My Absences Coverage Requests

Request Time Off

Today Print Calendar

April 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	
5	6	7	8	9	10	11
	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Pending PTD (6.00Hrs)	
12	13	14	15	16	17	18
	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	
19	20	21	22	23	24	25
	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	
26	27	28	29	30	1	2
	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	
3	4	5	6	7	8	9
	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	Tallahassee 8-5 8:00 AM - 5:00 PM	