Enabling and Editing Closed Time Cards

This functionality is called Prior Pay Period Modifications in isolved and allows you to reopen an old time card to update the timekeeping records. This will not change any pay history.

1 Navigate to **https://connect.threadhcm.com/default.aspx**
First you will need to ensure that this the ability to edit the time cards is turn on. Click "Client Management"

2   Click "Client Maintenance"

3   Click "Pay Group"

4 Click "Edit"

5 Click the "Allow Prior Pay Period Modifications" field.

6   Click "Save"

7   Then you'll navigate to the Pay Period Modifications screen.
Click "Payroll" in the Menu.

8   Click "Pay Period Modifications"

9   Click on the three dots of the pay period you want to edit and choose 'Unlock'
This will allow you to open the time cards to edit.

10 Then you can navigate to the Time Cards to make the changes you'd like.
Click "Employee Self Service"

	Search the menu	Pay Period Modifications			isolved University
	💬 Customer Service	Actions	Pay Period 🔻	Status 🔻	
	🔧 Employee Admin Tools		🔍	🔍	
	👥 Employee Management	▸ ⋯	04/20/2025 - 05/03/2025	Unlocked	
	📁 Client Management				
	📅 **Payroll**				
	Enter Payroll				
	Preview Payroll				
	Process Payroll				
	Payroll Entry Detail ▸				
	Client Run Schedule				
	Pay Period Modifications				
	Payroll Run History				
	Payroll Entry Setup ▸				
	📊 Reports				
	✉️ Production Utilities				
	🔒 Security				
	🖥️ Conversion Management				
	⚙️ System Management				
	👤 Employee Self-Service	25 50 100			Page 1 of 1 (1 items)
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11 Click "Time"

	Search the menu	Pay Period Modifications			isolved University
	💬 Customer Service	Actions	Pay Period 🔻	Status 🔻	
	🔧 Employee Admin Tools		🔍	🔍	
	👥 Employee Management	▸ ⋯	04/20/2025 - 05/03/2025	Unlocked	
	📁 Client Management				
	📅 Payroll				
	📊 Reports				
	✉️ Production Utilities				
	🔒 Security				
	🖥️ Conversion Management				
	⚙️ System Management				
	👤 **Employee Self-Service**				
	Employee Profile				
	Employee Profile Picture				
	Employee Messages				
	Company Information				
	Direct Deposits				
	Employee Contacts				
	Human Resources ▸				
	EE Performance Reviews ▸				
	Update Information ▸				
	EE Benefits ▸				
	ZayZoon On-Demand Pay				
	Time ⌄				
	Time Card				
	Manage Groups	25 50 100			Page 1 of 1 (1 items)
	Group Punch				
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12 Click "Time Card"
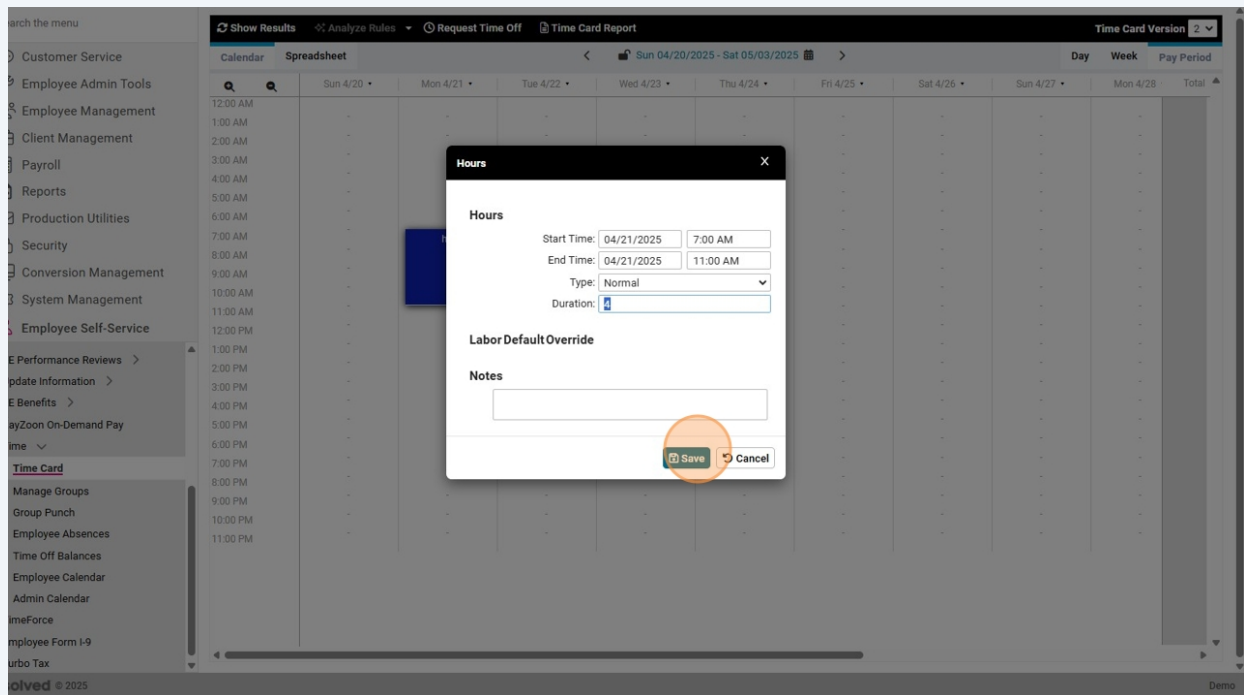

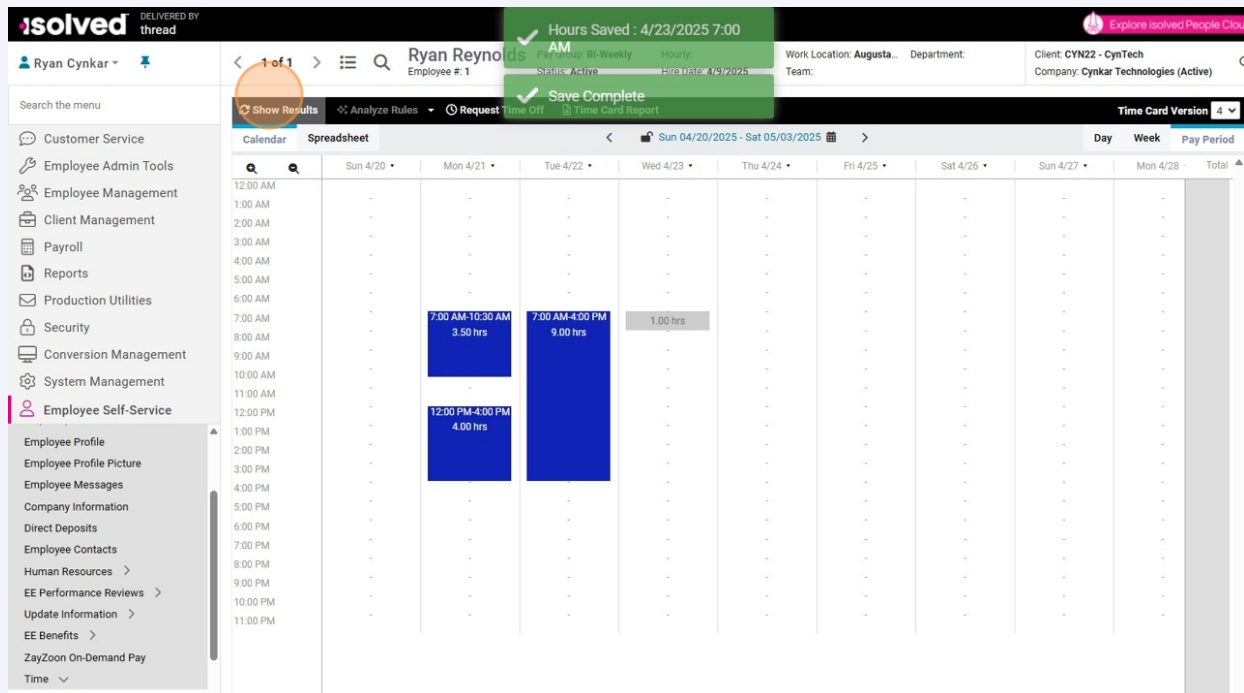**13** Make the changes to that pay period that you need to.

14 Click "Save"

15 Click "Show Results" once you're done editing that time card.
Make the changes for all employees that need to be edited in this pay period.
Next we will navigate back to close this pay period once edits are complete.

16   Click "Pay Period Modifications"

17   Click the small drop down arrow

18 Click on the Edit button for the open pay period.

19 Add any comments so you know what was edited

20 Click "Lock" so that no more changes can be made.

21 Click "Close" to Close the period. This cannot be undone. You would have to do this process all over again if you have more changes to make to Time Cards

22 Click "Close"

23 If you go back to the Time Card, you will now have a Time Card Version button in the top right and you can view the different versions that have been edited for that Pay Period.

24   That completes the steps for editing a closed time card.

Audit Reports for this will be available on the Pay Period Modifications Screen by clicking the small arrow and "Compare"