

Enabling and Editing Closed Time Cards



This functionality is called Prior Pay Period Modifications in isolated 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"

The screenshot displays the Thread HCM user interface. On the left sidebar, the 'Client Management' menu item is highlighted with a red circle. The main content area shows the 'Welcome Ryan' dashboard for user Ryan Cynkar. The dashboard includes sections for 'MY REMINDERS', 'MY ACCOUNT REPS', 'QUICK LINKS', 'MY PROFILE', 'CALENDAR', and 'NEXT SCHEDULED PAYROLL'. The 'MY PROFILE' section shows Ryan Cynkar's name and email. The 'CALENDAR' section shows a calendar for May 2025 with payroll due dates and pay dates marked. The 'NEXT SCHEDULED PAYROLL' section shows a table with payroll details.

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	05/21/2025	05/23/2025	05/04/2025	05/17/2025	02	Regular Payroll	View

2 Click "Client Maintenance"

The screenshot shows the isolved People Cloud interface. The left sidebar contains a menu with the following items: Customer Service, Employee Admin Tools, Employee Management, Client Management (highlighted), Executive Dashboard, ACA Executive Dashboard, HR Support Center 2, Client Landing Page, Client Summary, Client Maintenance (highlighted with a red circle), Expense Management, Client Utilities, Billing, Taxes, Work Location, Tables, Labor & GL, Job, Payroll, Reports, Production Utilities, Security, and Conversion Management. The main content area displays a welcome message for Ryan Cynkar, his profile information (HCM Solutions Trainer, rcynkar@threadhcm.com), a calendar for May 2025, and a table for the next scheduled payroll.

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

MY PROFILE
Ryan Cynkar
HCM Solutions Trainer
rcynkar@threadhcm.com

CALENDAR
MAY 2025
Su Mo Tu We Th Fr Sa
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

LEGEND:
Payroll Due (Blue square)
Pay Date (Red square)
Run Date - Off Cycle Run (Black square)

QUICK LINKS
As part of our agreement with our bank we are required to remind our clients of their responsibilities regarding electronic funds transfers on an annual basis. The following attachment is a summary of the most common NACHA "Rules"
HR Consulting
L.O. - Enrollment Eligibility Verification

ANNOUNCEMENTS

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	05/21/2025	05/23/2025	05/04/2025	05/17/2025	02	Regular Payroll	View

3 Click "Pay Group"

The screenshot shows the isolved People Cloud interface. The left sidebar contains a menu with the following items: Customer Service, Employee Admin Tools, Employee Management, Client Management (highlighted), Legal Company, Legal Services, Legal Service History, Legal ACH Overrides, Legal Miscellaneous Fields, Pay Group (highlighted with a red circle), Payroll Run Schedule, Scheduled Report Options, Checks at Org Level, Legal Company Seasons, Pay Group Seasons, Year End Forms Options, Bank Accounts, Contacts, Addresses, Payroll, Reports, Production Utilities, Security, and Conversion Management. The main content area displays a welcome message for Ryan Cynkar, his profile information (HCM Solutions Trainer, rcynkar@threadhcm.com), a calendar for May 2025, and a table for the next scheduled payroll.

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

MY PROFILE
Ryan Cynkar
HCM Solutions Trainer
rcynkar@threadhcm.com

CALENDAR
MAY 2025
Su Mo Tu We Th Fr Sa
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

LEGEND:
Payroll Due (Blue square)
Pay Date (Red square)
Run Date - Off Cycle Run (Black square)

QUICK LINKS
As part of our agreement with our bank we are required to remind our clients of their responsibilities regarding electronic funds transfers on an annual basis. The following attachment is a summary of the most common NACHA "Rules"
HR Consulting
L.O. - Enrollment Eligibility Verification

ANNOUNCEMENTS

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	05/21/2025	05/23/2025	05/04/2025	05/17/2025	02	Regular Payroll	View

4 Click "Edit"

isolved DELIVERED BY thread

Ryan Cynkar ▾

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management**
 - Executive Dashboard
 - ACA Executive Dashboard
 - HR Support Center 2
 - Client Landing Page
 - Client Summary
 - Client Maintenance ▾
 - Client Options
 - Organizations
 - Legal Company
 - Legal Services
 - Legal Service History
 - Legal ACH Overrides
 - Legal Miscellaneous Fields
 - Pay Group**
 - Payroll Run Schedule

Pay Group

Status: Active ▾

Pay Group Name	Frequency	Payroll Input Method	Payroll Type
Bi-Weekly	Bi-Weekly	Email	Regular Payroll

Edit **Delete** **Refresh** **Save** **Cancel**

Pay Group Check Options Impound Bank Accounts Email Alert Prorated Pay Types

Pay Group Information

* Name: Bi-Weekly

* Input Method: Email ▾

* Processor: Cynkar, Ryan (demo.ryan) ▾

* Payroll Type: Regular Payroll ▾

* Pay Frequency: Bi-Weekly ▾

* Standard Hours: 80.00

☒ Enable isolated Time ⓘ

Pay Date Options

* Day Of Week: Friday ▾

Holiday Rule: Move Pay Date Backward ▾

Run Date Options

* Days From Pay: 2

Impound Date Options

* Days From Pay: 1

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

isolved DELIVERED BY thread

Ryan Cynkar ▾

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management**
 - Executive Dashboard
 - ACA Executive Dashboard
 - HR Support Center 2
 - Client Landing Page
 - Client Summary
 - Client Maintenance ▾
 - Client Options
 - Organizations
 - Legal Company
 - Legal Services
 - Legal Service History
 - Legal ACH Overrides
 - Legal Miscellaneous Fields
 - Pay Group**
 - Payroll Run Schedule

Pay Group

Status: Active ▾

Pay Group Name	Frequency	Payroll Input Method	Payroll Type	Normal Hours
Bi-Weekly	Bi-Weekly	Email	Regular Payroll	80.00

Edit **Delete** **Refresh** **Save** **Cancel**

Pay Group Check Options Impound Bank Accounts Email Alert Prorated Pay Types

Pay Group Information

* Name: Bi-Weekly

* Input Method: Email ▾

* Processor: Cynkar, Ryan (demo.ryan) ▾

* Payroll Type: Regular Payroll ▾

* Pay Frequency: Bi-Weekly ▾

* Standard Hours: 80.00

☒ Enable isolated Time ⓘ

☐ **Allow Prior Pay Period Modifications**

☒ Enable isolated Payroll

Call Out Time: ▾

Override Prenote Days: ▾

Pay Group Code: ▾

The Pay Group code should only be populated if the Pay Group is setup as a unique Company in Tax Filing.

Pay Date Options

* Day Of Week: Friday ▾

Holiday Rule: Move Pay Date Backward ▾

Run Date Options

* Days From Pay: 2

Impound Date Options

* Days From Pay: 1

☐ Same Day ACH ⓘ

Period End Date Options

Before ▾

* Days From Pay: 6

6 Click "Save"

isolved DELIVERED BY thread Explore isolved People Cloud

Ryan Cynkar Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active Client Search

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management**
 - Executive Dashboard
 - ACA Executive Dashboard
 - HR Support Center 2
 - Client Landing Page
 - Client Summary
 - Client Maintenance
 - Client Options
 - Organizations
 - Legal Company
 - Legal Services
 - Legal Service History
 - Legal ACH Overrides
 - Legal Miscellaneous Fields
 - Pay Group**
 - Payroll Run Schedule
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management

Pay Group

Status: Active

Pay Group Name	Frequency	Payroll Input Method	Payroll Type	Normal Hours
Bi-Weekly	Bi-Weekly	Email	Regular Payroll	80.00

[Edit](#) [Delete](#) [Refresh](#) [Save](#) [Cancel](#)

Pay Group Check Options Impound Bank Accounts Email Alert Prorated Pay Types

Pay Group Information

* Name: Bi-Weekly

* Input Method: Email

* Processor: Cynkar, Ryan (demo.ryan)

* Payroll Type: Regular Payroll

* Pay Frequency: Bi-Weekly

* Standard Hours: 80.00

☒ Enable isolved Time

☒ Allow Prior Pay Period Modifications

☒ Enable isolved Payroll

Call Out Time:

Override Prenote Days:

Pay Group Code:

Pay Date Options

* Day Of Week: Friday

Holiday Rule: Move Pay Date Backward

Run Date Options

* Days From Pay: 2

Impound Date Options

* Days From Pay: 1

☐ Same Day ACH

Period End Date Options

Before

* Days From Pay: 6

The Pay Group code should only be populated if the Pay Group is setup as a unique Company in Tax Filing.

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

isolved DELIVERED BY thread Explore isolved People Cloud

Ryan Cynkar Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active Client Search

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management**
 - Executive Dashboard
 - ACA Executive Dashboard
 - HR Support Center 2
 - Client Landing Page
 - Client Summary
 - Client Maintenance
 - Client Options
 - Organizations
 - Legal Company
 - Legal Services
 - Legal Service History
 - Legal ACH Overrides
 - Legal Miscellaneous Fields
 - Pay Group**
 - Payroll Run Schedule
 - Payroll**
 - Reports
 - Production Utilities
 - Security
 - Conversion Management
 - System Management
 - Employee Self-Service

Pay Group

Status: Active

Pay Group Name	Frequency	Payroll Input Method	Payroll Type	Normal Hours
Bi-Weekly	Bi-Weekly	Email	Regular Payroll	80.00

[Edit](#) [Delete](#) [Refresh](#) [Save](#) [Cancel](#)

Pay Group Check Options Impound Bank Accounts Email Alert Prorated Pay Types

Pay Group Information

* Name: Bi-Weekly

* Input Method: Email

* Processor: Cynkar, Ryan (demo.ryan)

* Payroll Type: Regular Payroll

* Pay Frequency: Bi-Weekly

* Standard Hours: 80.00

☒ Enable isolved Time

☒ Allow Prior Pay Period Modifications

☒ Enable isolved Payroll

Call Out Time:

Override Prenote Days:

Pay Group Code:

Pay Date Options

* Day Of Week: Friday

Holiday Rule: Move Pay Date Backward

Run Date Options

* Days From Pay: 2

Impound Date Options

* Days From Pay: 1

☐ Same Day ACH

Period End Date Options

Before

* Days From Pay: 6

The Pay Group code should only be populated if the Pay Group is setup as a unique Company in Tax Filing.

8 Click "Pay Period Modifications"

thread Save Complete

Ryan Cynkar Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active Client Search

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- 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

Pay Group

Status: Active

Pay Group Name	Frequency	Payroll Input Method	Payroll Type	Normal Hours
Bi-Weekly	Bi-Weekly	Email	Regular Payroll	80.00

[isolved University](#) [Help](#)

[Edit](#) [Delete](#) [Refresh](#) [Save](#) [Cancel](#)

Pay Group Check Options Impound Bank Accounts Email Alert Prorated Pay Types

Pay Group Information

* Name: Bi-Weekly

* Input Method: Email

* Processor: Cynkar, Ryan (demo.ryan)

* Payroll Type: Regular Payroll

* Pay Frequency: Bi-Weekly

* Standard Hours: 80.00

☒ Enable isolved Time

☒ Allow Prior Pay Period Modifications

☒ Enable isolved Payroll

Call Out Time:

Override Prenote Days:

Pay Group Code:

The Pay Group code should only be

Pay Date Options

* Day Of Week: Friday

Holiday Rule: Move Pay Date Backward

Run Date Options

* Days From Pay: 2

Impound Date Options

* Days From Pay: 1

☐ Same Day ACH

Period End Date Options

Before

* Days From Pay: 6

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.

thread DELIVERED BY isolved Explore isolved People Cloud

Ryan Cynkar Client: CYN22 - CynTech Legal: Cynkar Technologies Pay Group: Bi-Weekly Status: Active Client Search

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- 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

Pay Period Modifications

Actions	Pay Period	Status
...	04/20/2025 - 05/03/2025	Unlocked

10

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

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- 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**

Pay Period Modifications Isolved University

Actions	Pay Period ▼	Status ▼
...	04/20/2025 - 05/03/2025	Unlocked

25 50 100 Page 1 of 1 (1 items)

solved © 2025

11

Click "Time"

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- 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 >
 - Time**
 - Time Card
 - Manage Groups
 - Group Punch

Pay Period Modifications Isolved University

Actions	Pay Period ▼	Status ▼
...	04/20/2025 - 05/03/2025	Unlocked

25 50 100 Page 1 of 1 (1 items)

solved © 2025

12 Click "Time Card"

Search the menu

Customer Service

Employee Admin Tools

Employee Management

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

Group Punch

isolved University

Pay Period Modifications

Actions

Pay Period ▾

Status ▾

Q

Q

04/20/2025 - 05/03/2025

Unlocked

25

50

100

Page 1 of 1 (1 items)

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

isolved

DELIVERED BY
thread

Ryan Cynkar

Explore isolved People Cloud

1 of 1

Ryan Reynolds

Employee #: 1

Pay Group: BI-Weekly

Status: Active

Hourly:

Hire Date: 4/9/2025

Work Location: Augusta...

Department:

Team:

Client: CYN22 - CynTech

Company: Cynkar Technologies (Active)

Search the menu

Customer Service

Employee Admin Tools

Employee Management

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

Show Results

Analyze Rules

Request Time Off

Time Card Report

Calendar

Spreadsheet

Sun 04/20/2025 - Sat 05/03/2025

Day Week Pay Period

	Sun 4/20	Mon 4/21	Tue 4/22	Wed 4/23	Thu 4/24	Fri 4/25	Sat 4/26	Sun 4/27	Mon 4/28	Total
12:00 AM	-	-	-	-	-	-	-	-	-	
1:00 AM	-	-	-	-	-	-	-	-	-	
2:00 AM	-	-	-	-	-	-	-	-	-	
3:00 AM	-	-	-	-	-	-	-	-	-	
4:00 AM	-	-	-	-	-	-	-	-	-	
5:00 AM	-	-	-	-	-	-	-	-	-	
6:00 AM	-	-	-	-	-	-	-	-	-	
7:00 AM	-	7:00 AM-10:30 AM 3.50 hrs	7:00 AM-1:00 PM 9.00 hrs							
8:00 AM	-									
9:00 AM	-									
10:00 AM	-									
11:00 AM	-									
12:00 PM	-	12:00 PM-4:00 PM 4.00 hrs								
1:00 PM	-									
2:00 PM	-									
3:00 PM	-									
4:00 PM	-									
5:00 PM	-									
6:00 PM	-									
7:00 PM	-									
8:00 PM	-									
9:00 PM	-									
10:00 PM	-									
11:00 PM	-									

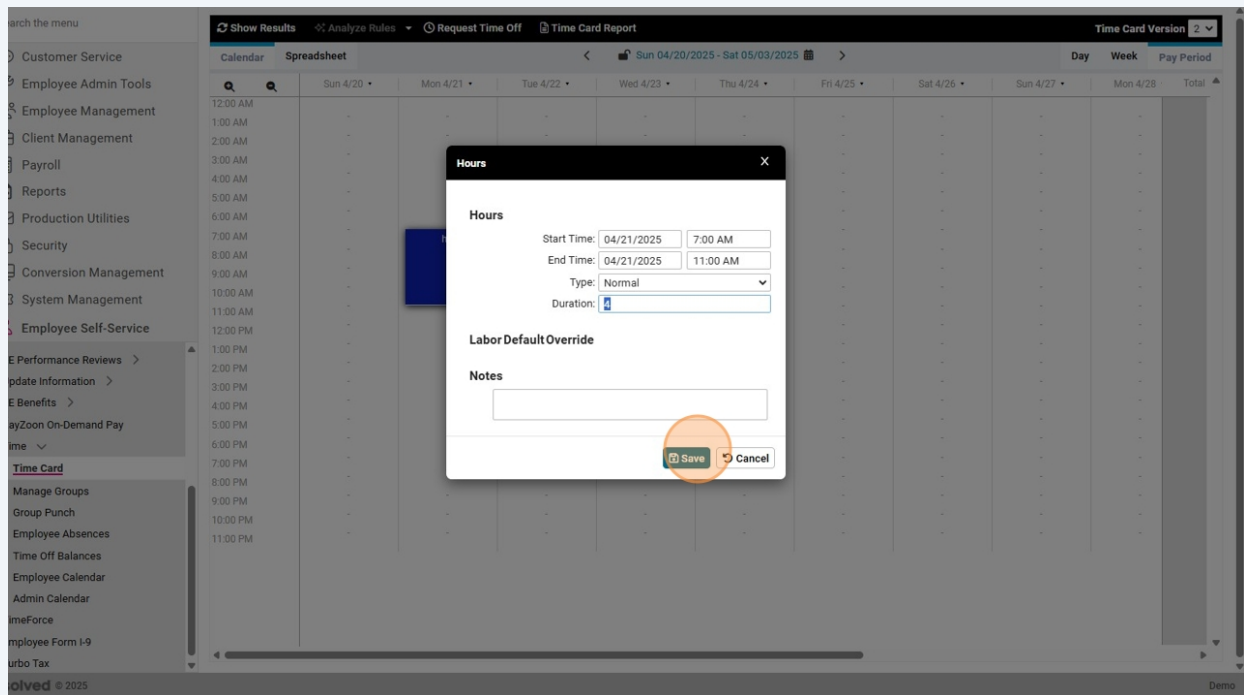
+ Add record

Hour

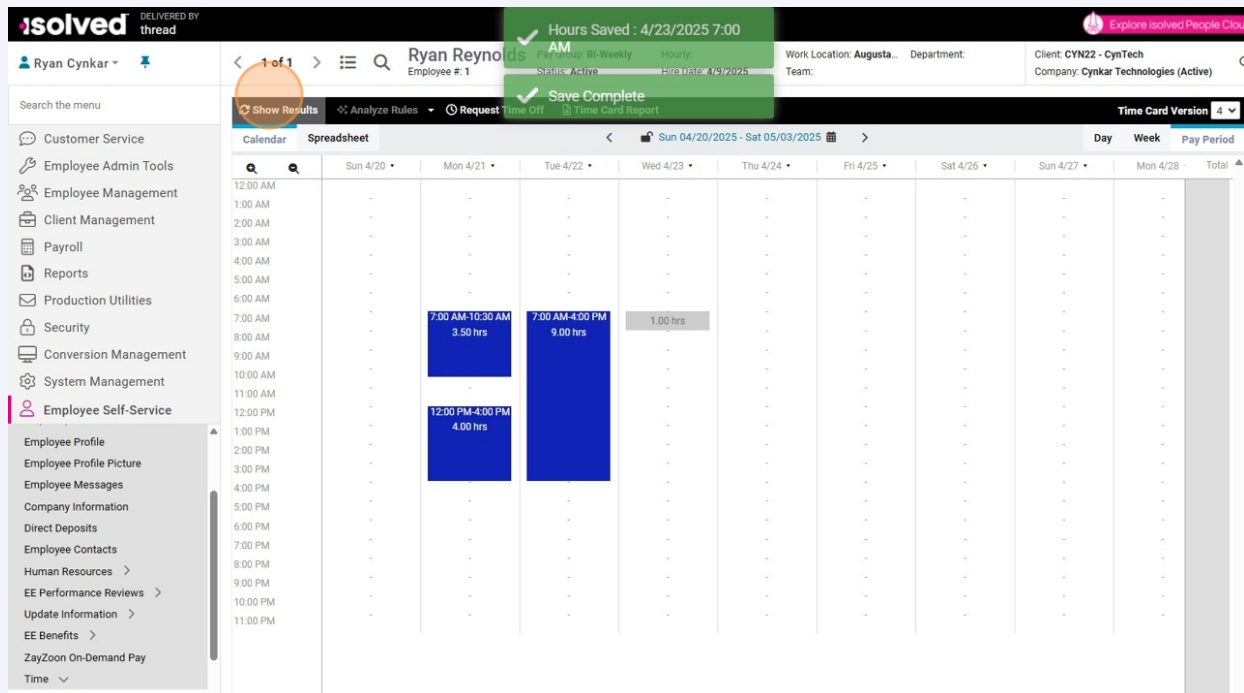
Punch

Cancel

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"

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- 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

1 of 1 **Ryan Reynolds** Pay Group: Bi-Weekly Employee #: 1 Status: Active Hourly: Hire Date: 4/9/2025 Work Location: Augusta, Department: Client: CYN22 - CynTech Company: Cynkar Technologies (Active)

Show Results **Analyze Rules** **Request Time Off** **Time Card Report** **Time Card Version 2**

Calendar **Spreadsheet** **Sun 04/20/2025 - Sat 05/03/2025** **Day** **Week** **Pay Period**

	Sun 4/20	Mon 4/21	Tue 4/22	Wed 4/23	Thu 4/24	Fri 4/25	Sat 4/26	Sun 4/27	Mon 4/28	Total
12:00 AM	-	-	-	-	-	-	-	-	-	
1:00 AM	-	-	-	-	-	-	-	-	-	
2:00 AM	-	-	-	-	-	-	-	-	-	
3:00 AM	-	-	-	-	-	-	-	-	-	
4:00 AM	-	-	-	-	-	-	-	-	-	
5:00 AM	-	-	-	-	-	-	-	-	-	
6:00 AM	-	-	-	-	-	-	-	-	-	
7:00 AM	-	4.00 hrs	-	-	-	-	-	-	-	
8:00 AM	-	-	-	-	-	-	-	-	-	
9:00 AM	-	-	-	-	-	-	-	-	-	
10:00 AM	-	-	-	-	-	-	-	-	-	
11:00 AM	-	-	-	-	-	-	-	-	-	
12:00 PM	-	-	-	-	-	-	-	-	-	
1:00 PM	-	-	-	-	-	-	-	-	-	
2:00 PM	-	-	-	-	-	-	-	-	-	
3:00 PM	-	-	-	-	-	-	-	-	-	
4:00 PM	-	-	-	-	-	-	-	-	-	
5:00 PM	-	-	-	-	-	-	-	-	-	
6:00 PM	-	-	-	-	-	-	-	-	-	
7:00 PM	-	-	-	-	-	-	-	-	-	
8:00 PM	-	-	-	-	-	-	-	-	-	
9:00 PM	-	-	-	-	-	-	-	-	-	
10:00 PM	-	-	-	-	-	-	-	-	-	
11:00 PM	-	-	-	-	-	-	-	-	-	

17 Click the small drop down arrow

isolved DELIVERED BY **thread** **Explore isolved People Cloud**

Ryan Cynkar Client: CYN22 - CynTech Legal: Cynkar Technologies Pay Group: Bi-Weekly Status: Active **Client Search**

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- 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

Pay Period Modifications **isolved University**

Actions	Pay Period	Status
...	04/20/2025 - 05/03/2025	Locked

Compare

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

solved DELIVERED BY thread Explore solved People Cloud

Ryan Cynkar Client: CYN22 - CynTech Legal: Cynkar Technologies Pay Group: Bi-Weekly Status: Active Client Search

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- 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

Pay Period Modifications

Actions	Pay Period	Status
...	04/20/2025 - 05/03/2025	Unlocked

Version	Status	Comments
4	Unlocked	
3	Closed	
2	Closed	
1	Processed	

19 Add any comments so you know what was edited

solved DELIVERED BY thread Explore solved People Cloud

Ryan Cynkar Client: CYN22 - CynTech Legal: Cynkar Technologies Pay Group: Bi-Weekly Status: Active Client Search

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- 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

Pay Period Modifications

Actions	Pay Period	Status
...	04/20/2025 - 05/03/2025	Unlocked

Version Actions (04/20/2025 - 05/03/2025)

Version: 4
Status: Unlocked
Pay Run: (#2) 5/14/2025, 4:29:25 PM

Lock Time Cards

Timecards unlocked by demo.ryan
Requested 5/16/2025, 12:28:14 PM
Completed 5/16/2025, 12:28:15 PM

Close Time Cards

☐ Ignore Warnings

Comments:

Time Card Review Reports

Alert Occurrence Count Report Go

Save Comments Close

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

isolved DELIVERED BY thread

Client: CYN22 - CynTech Legal: Cynkar Technologies Pay Group: Bi-Weekly Status: Active

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- 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

Pay Period Modifications

Version Actions (04/20/2025 - 05/03/2025)

Version: 4
Status: **Unlocked**
Pay Run: (#2) 5/14/2025, 4:29:25 PM

Lock Time Cards
Timecards unlocked by demo.ryan
Requested 5/16/2025, 12:28:14 PM
Completed 5/16/2025, 12:28:15 PM

Close Time Cards
☐ Ignore Warnings

Comments:
updated Ryan's Time Card

Time Card Review Reports
Alert Occurrence Count Report Go

Save Comments Close

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

isolved © 2025

Client: CYN22 - CynTech Legal: Cynkar Technologies Pay Group: Bi-Weekly Status: Active

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- 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

Pay Period Modifications

Version Actions (04/20/2025 - 05/03/2025)

Version: 4
Status: **Locked**
Pay Run: (#2) 5/14/2025, 4:29:25 PM

Unlock Time Cards
Timecards locked by demo.ryan
Requested 5/16/2025, 1:22:45 PM
Completed 5/16/2025, 1:22:45 PM

Close Time Cards
☐ Ignore Warnings

Comments:
updated Ryan's Time Card

Time Card Review Reports
Alert Occurrence Count Report Go

Save Comments Close

25 50 100 Page 1 of 1 (1 items)

22 Click "Close"

Pay Period Modifications

Version Actions (04/20/2025 - 05/03/2025)

Version: 4
Status: **Locked**
Pay Run: (#2) 5/14/2025, 4:29:25 PM

Unlock Time Cards
Timecards locked by demo.ryan
Requested 5/16/2025, 1:22:45 PM
Completed 5/16/2025, 1:22:45 PM

Comments:
updated Ryan's Time Card

Close Time Cards
Closing...
☐ Ignore Warnings

Save Comments 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.

solved DELIVERED BY thread

Explore Isolved People Cloud

Ryan Cynkar Employee # 1

Pay Group: Bi-Weekly Status: Active

Hourly: Hire Date: 4/9/2025

Work Location: Augusta... Department:

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

Time Card Version 1

	Sun 4/20	Mon 4/21	Tue 4/22	Wed 4/23	Thu 4/24	Fri 4/25	Sat 4/26	Sun 4/27	Mon 4/28	Total
12:00 AM	-	-	-	-	-	-	-	-	-	-
1:00 AM	-	-	-	-	-	-	-	-	-	-
2:00 AM	-	-	-	-	-	-	-	-	-	-
3:00 AM	-	-	-	-	-	-	-	-	-	-
4:00 AM	-	-	-	-	-	-	-	-	-	-
5:00 AM	-	-	-	-	-	-	-	-	-	-
6:00 AM	-	6:00 AM-9:00 AM 3.00 hrs	-	-	6:00 AM-10:00 AM 4.00 hrs	-	-	-	-	-
7:00 AM	-	-	-	-	-	7:00 AM-3:00 PM 8.00 hrs	-	-	-	-
8:00 AM	-	-	8:00 AM-4:00 PM 8.00 hrs	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	10:00 AM-2:00 PM 4.00 hrs	-	-	-	-	-	-
11:00 AM	-	11:00 AM-4:00 PM 5.00 hrs	-	-	11:00 AM-3:00 PM 4.00 hrs	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	-	-	-	-	-	-	-	-
2:00 PM	-	-	-	-	-	-	-	-	-	-
3:00 PM	-	-	-	-	-	-	-	-	-	-
4:00 PM	-	-	-	-	-	-	-	-	-	-
5:00 PM	-	-	-	-	-	-	-	-	-	-
6:00 PM	-	-	-	-	-	-	-	-	-	-
7:00 PM	-	-	-	-	-	-	-	-	-	-
8:00 PM	-	-	-	-	-	-	-	-	-	-
9:00 PM	-	-	-	-	-	-	-	-	-	-
10:00 PM	-	-	-	-	-	-	-	-	-	-
11:00 PM	-	-	-	-	-	-	-	-	-	-
Total Hours	-	8.00	8.00	4.00	8.00	8.00	-	-	0.00	-

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"