

# Add Organization Managers and Supervisors



There are two types of Managers/Supervisors you can build in the system. This one walks through Organization Managers/Supervisors which allows you to assign an employee to oversee a department or group. If you add an employee to that same group, this employee will automatically have access to view them as a manager or supervisor.

The other option is Assigned Managers and Supervisors which gives you a change to assign managers and supervisors to employees 1:1

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

The screenshot displays the 'Client Summary' page for 'Cynkar Technologies' in the Thread HCM system. The page includes a navigation sidebar on the left, a central client profile card, and a right-hand summary table.

**Client Summary** | Client Total Active EE's: 82 (As of last payroll process) | **isolved University**

**Client Profile Card:**

- COMPANY TAGLINE**
- Cynkar Technologies**
- FEIN
- Address: 2604 Washington Rd, Augusta, GA 30904

**Summary Table:**

Contacts	Name	Phone	
<b>Processing Information</b>	Pay Group	Frequency	Acti
	Bi-Weekly	Bi-Weekly	82
	Semi-Monthly	Semi-Monthly	-
<b>Affiliate</b>	-		
<b>Account Representatives</b>	Account Rep Type		
	Payroll Processor		
<b>Other Services</b>	Name		
	1099 Electronic Filing		
	1099 Print/ESS Display		
	ACA Electronic File		
	ACA Forms Print		
	Adaptive		
	Advanced Accruals		
	Always-On HR		
	Always-On HR - AI Features		
	Base Payroll Package		
	Base Reports - Conv Runs		
	Benefits Package		
	Calendar Subscription		
	Compensation Management		
	Conversion Tax Filing		
	Delivery		
	Direct Debit Billing		

## 2 Click "Employee Management"

Customer Service

- Employee Admin Tools
  - Employee Administration >
  - Employee Analytics >
  - Employee Utilities >
- Employee Management**
- Client Management
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service

### Cynkar Technologies

FEIN

Address 2604 Washington Rd  
Augusta, GA 30904

Processing Information	Pay Group	Frequency	Acti
	Bi-Weekly	Bi-Weekly	82
	Semi-Monthly	Semi-Monthly	-

**Affiliate** -

**Account Representatives** Account Rep Type  
Payroll Processor

**Other Services** Name

- 1099 Electronic Filing
- 1099 Print/ESS Display
- ACA Electronic File
- ACA Forms Print
- Adaptive
- Advanced Accruals
- Always-On HR
- Always-On HR - AI Features
- Base Payroll Package
- Base Reports - Conv Runs
- Benefits Package
- Calendar Subscription
- Compensation Management
- Conversion Tax Filing
- Delivery
- Direct Debit Billing

**Reports** Report Name View

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## 3 Click "Employee Maintenance"

Ryan Cyn... isolved University

Client Summary | Client Total Active EE's: 82 (As of last payroll process)

### Cynkar Technologies

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Augusta, GA 30904

Processing Information	Pay Group	Frequency	Acti
	Bi-Weekly	Bi-Weekly	82
	Semi-Monthly	Semi-Monthly	-

**Affiliate** -

**Account Representatives** Account Rep Type  
Payroll Processor

**Other Services** Name


- 1099 Electronic Filing
- 1099 Print/ESS Display
- ACA Electronic File
- ACA Forms Print
- Adaptive
- Advanced Accruals
- Always-On HR
- Always-On HR - AI Features
- Base Payroll Package
- Base Reports - Conv Runs
- Benefits Package
- Calendar Subscription
- Compensation Management
- Conversion Tax Filing
- Delivery

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#### 4 Click "Organization Supervisor/Manager"

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management**
  - Jobs
  - Labor
  - Location Distribution
  - Percent Distribution
  - Organizations
  - Organization Supervisor/Manager**
  - Misc Fields
  - Misc Data Sets
  - PTO Accrual Plan
  - PTO Updates
- Client Management
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management



**Cynkar Technologies**

FEIN

Address 2604 Washington Rd  
Augusta, GA 30904

Contacts	Name	Phone
<b>Processing Information</b>	Pay Group	Frequency
	Bi-Weekly	Bi-Weekly
	Semi-Monthly	Semi-Monthly
		82
		-
<b>Affiliate</b>	-	
<b>Account Representatives</b>	Account Rep Type	
	Payroll Processor	
<b>Other Services</b>	Name	
	1099 Electronic Filing	
	1099 Print/ESS Display	
	ACA Electronic File	
	ACA Forms Print	
	Adaptive	
	Advanced Accruals	
	Always-On HR	
	Always-On HR - AI Features	
	Base Payroll Package	
	Base Reports - Conv Runs	
	Benefits Package	
	Calendar Subscription	
	Compensation Management	
	Conversion Tax Filing	
	Delivery	
	Direct Debit Billing	

#### 5 Choose the employee you'd like to be a manager or supervisor

Customer Service

- Employee Admin Tools
- Employee Management**
  - Jobs
  - Labor
  - Location Distribution
  - Percent Distribution
  - Organizations
  - Organization Supervisor/Manager**
  - Misc Fields
  - Misc Data Sets
  - PTO Accrual Plan
  - PTO Updates
- Client Management
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service

Legal ...	Pay G...	Empl...	First ...	Prefer...	Middl...	Last ...	Status	Team	Depar...
Cynkar T...	Bi-Weekly	0006	Christoph...	Chris		Bailey	Active		
Cynkar T...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar T...	Bi-Weekly	2427	Ryan			Delete	Active		
Cynkar T...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar T...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar T...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar T...	Bi-Weekly	2391	Test			Employee	Active		
Cynkar T...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar T...	Bi-Weekly	2365	Rickie			Fowler	Active		
Cynkar T...	Bi-Weekly	2381	David	Lave		Grohl	Active		
Cynkar T...	Bi-Weekly	2378	Dustin			Hoffman	Active		
Cynkar T...	Bi-Weekly	0018	John			Jack	Active		
Cynkar T...	Bi-Weekly	38	Michael			Jackson	Active		

25 50 100 500

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6 Click Add New (if there is an existing record, you can edit)

The screenshot shows the 'isolved' interface. The top navigation bar includes the logo, 'Delivered by thread', and user information for 'David (Dave) Grohl' (Employee #: 2381). The left sidebar contains a search bar and a menu with categories like 'Customer Service', 'Employee Admin Tools', and 'Employee Management'. The 'Employee Management' menu is expanded, showing options like 'Jobs', 'Labor', 'Location Distribution', 'Percent Distribution', 'Organizations', 'Organization Supervisor/Manager' (highlighted), 'Misc Fields', 'Misc Data Sets', 'PTO Accrual Plan', 'PTO Updates', 'Client Management', and 'Payroll'. The main content area is titled 'Organization Supervisor/Manager' and features a '+ Add New' button circled in red. Below the button are options to 'Expand All Groups', 'Collapse All Groups', and 'Clear Grouping/Filters'. A search bar and a table header with columns like 'Legal', 'Organization', 'Organizatio...', 'Manager ...', 'Supervis...', 'View Pee...', and 'Actions' are visible. The table content is empty, with the message 'There are no records to display.'

7 Choose the Legal Company from the dropdown

The screenshot shows the 'isolved' interface. The top navigation bar includes the logo, 'Delivered by thread', and user information for 'David (Dave) Grohl' (Employee #: 2381). The left sidebar contains a search bar and a menu with categories like 'Customer Service', 'Employee Admin Tools', and 'Employee Management'. The 'Employee Management' menu is expanded, showing options like 'Jobs', 'Labor', 'Location Distribution', 'Percent Distribution', 'Organizations', 'Organization Supervisor/Manager' (highlighted), 'Misc Fields', 'Misc Data Sets', 'PTO Accrual Plan', 'PTO Updates', 'Client Management', and 'Payroll'. The main content area is titled 'Organization Supervisor/Manager' and features a 'Save' button and a 'Go Back to List' link. Below these are the 'Manager / Supervisor Organizations' form fields: 'Legal' (dropdown menu with 'Cynkar Technologies' selected and circled in red), 'Organization' (dropdown menu), and 'Organization value' (dropdown menu). There are also three checkboxes: 'Is manager role', 'Is supervisor role', and 'View peers'. Below the form is a 'Reports' section with the text 'View setup - all organization managers/supervisors' and 'Report' and 'Export' buttons.

8

Choose the Organization Value you'd like to add to. In this case it's "Department"

The screenshot shows the 'Organization Supervisor/Manager' configuration page. The left sidebar contains a menu with 'Employee Management' selected. The main content area has a header with the user's name 'David (Dave) Grohl' and company 'Cynkar Technologies'. Below the header, there are fields for 'Legal' (Cynkar Technologies), 'Organization' (Department), and 'Organization value' (Department). There are also checkboxes for 'Is manager role', 'Is supervisor role', and 'View peers'. A 'Reports' section is visible at the bottom with 'Report' and 'Export' buttons.

9

Select 05 - Accounting from Organization value dropdown

This screenshot is identical to the one above, but the 'Organization value' dropdown is now set to '05 - Accounting'. The 'Department' option is no longer visible in the dropdown menu.

## 10 Check Is manager role checkbox

The screenshot shows the 'Organization Supervisor/Manager' form in the 'isolved' system. The form is for 'David (Dave) Grohl' (Employee #: 2381) at 'Cynkar Technologies (Active)'. The 'Manager / Supervisor Organizations' section has the following fields: Legal (Cynkar Technologies), Organization (Department), and Organization value (05 - Accounting). The 'Is manager role' checkbox is checked and highlighted with an orange circle. Other options include 'Is supervisor role' (unchecked) and 'View peers' (unchecked). The 'Reports' section includes 'View setup - all organization managers/supervisors', 'Report', and 'Export' buttons.

## 11 Click "Save"

The screenshot shows the same 'Organization Supervisor/Manager' form as in the previous step. The 'Save' button at the top left of the form is highlighted with an orange circle. The 'Is manager role' checkbox remains checked. The rest of the form and the 'Reports' section are identical to the previous screenshot.