

Adding Assigned Managers or Supervisors in isolved



This guide walks through updating the Assigned Manager and Supervisors to a specific employee record within the isolved. This guide provides a direct walkthrough to ensure your organizational staffing data remains accurate and up to date. These are the directly assigned users that manager employees.

Organization Manager/Supervisor oversees a whole labor group such as department Assigned Manager/Supervisor is a direct assignment to one employee.

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

Ryan Cyn...

Search the menu

Customer Service

Employee Admin Tools

Employee Management

Client Management

Client Support Center 2

Client Landing Page

Client Summary

Client Maintenance

Client Options

Organizations

Legal Company

Legal Services

Legal Service History

Legal ACH Overrides

Payroll

Reports

Production Utilities

Security

Client Summary

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

CYNKAR

TAGLINE

Cynkar Technologies

FEIN

Address

2604 Washington Rd
Augusta, GA 30904

Contacts

Name

Phone

Processing Information

Pay Group

Frequency

Active

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

2 Click "Employee Management"

The screenshot shows the 'isolved' web interface for a client named 'CYN22 - CynTech'. The left sidebar contains a menu with 'Employee Management' highlighted by an orange circle. The main content area displays the 'Client Summary' for 'Cynkar Technologies', including contact information, processing details, and a list of services.

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

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

Cynkar Technologies

FEIN

Address 2604 Washington Rd
Augusta, GA 30904

Contacts	Name	Phone
Processing Information	Pay Group Bi-Weekly Semi-Monthly	Frequency Bi-Weekly Semi-Monthly 82 -
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	

3 Click "Jobs"

This screenshot is similar to the previous one, but the 'Jobs' option under the 'Employee Management' menu is circled in orange. The main content area remains the same, showing the client summary for 'Cynkar Technologies'.

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

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

Cynkar Technologies

FEIN

Address 2604 Washington Rd
Augusta, GA 30904

Contacts	Name	Phone
Processing Information	Pay Group Bi-Weekly Semi-Monthly	Frequency Bi-Weekly Semi-Monthly 82 -
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 - Copy Runs	

4 Click edit icon

The screenshot shows the 'isolved' HR system interface. The top navigation bar includes the 'isolved' logo, 'Delivered by thread', and user information for 'Ryan Cyn...'. The main header displays the employee's name 'David (Dave) Grohl' and 'Employee #: 2381'. The left sidebar contains a search bar and a menu with categories like 'Customer Service', 'Employee Admin Tools', and 'Employee Management'. The 'Jobs' section is active, showing a table with columns for 'Effecti...', 'Job', 'Job Gr...', 'Job Le...', 'Salary ...', 'Worke...', 'EEO C...', 'FLSA Exe...', and 'Actions'. The 'Actions' column for the first row has an edit icon circled in orange. Below the table, the 'Job Details' section is visible, showing 'MANAGERIAL AND EXPERIENCE' and 'OTHER DETAILS'.

5 Select supervisor from dropdown. If a Supervisor isn't showing up, you'll need to go to Client Management > Jobs and make sure the job they have, has 'Is a Supervisor' Or 'Is a Manager' Is checked.

The screenshot shows the 'isolved' HR system interface with the 'Job Details' form. The left sidebar is the same as in the previous screenshot. The main form area contains several sections: 'Job' (GA - GA), '* Effective Date' (1/2/2023), 'Change Reason' (Search or Select from list), 'Experience' (Occupation Start: MM / YYYY, Industry Start: MM / YYYY), 'Organization Fields' (Team: Search or Select from list, Department: Search or Select from list), 'Managerial Options' (Supervisor: Search or Select from list, Manager: Search or Select from list, Manager's Manager:), 'Workers' Compensation' (Default Workers' Comp Code: Search or Select from list, Workers' Comp Exempt checkbox), and 'Job Classification' (Job Group: No, Job Level: No, EEO Category: No, FLSA Exempt: No, Job Options: No, Default Manager: No, Default Supervisor: No). The 'Supervisor' dropdown menu in the 'Managerial Options' section is circled in orange.

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

Client Management

Payroll

Reports

Production Utilities

Security

Conversion Management

System Management

Employee Self-Service

Job: GA - GA

* Effective Date: 1/2/2023

Change Reason: Search or Select from list

Experience

Occupation Start: MM / YYYY

Industry Start: MM / YYYY

Organization Fields

Team: Search or Select from list

Department: Search or Select from list

Managerial Options

Supervisor: Search or Select from list

Manager: 1 - Ryan Reynolds - Cynkar Technologies

Manager's Manager: 0017 - Larry TestEmployee - Cynkar Technologies

0018 - John Jack - Cynkar Technologies

0033 - Gabriel Woodland - Cynkar Technologies

2378 - Dustin Hoffman - Cynkar Technologies

2382 - Amber D Test - Cynkar Technologies

43 - Drew H Traylor - Cynkar Technologies

2415 - Test Onboarding - Cynkar Technologies

Workers' Compensation

Default Workers' Comp Code: S

Workers' Comp Code: S

Job Classification

Job Group:

Job Level:

EEO Category:

FLSA Exempt:

Job Options:

Default Manager:

Default Supervisor:

Job Summary

Job Description

GA

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Demo

6 Click "Save"

isolved

Delivered by thread

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David (Dave) Grohl

Employee #: 2381

P... S... W... D... S... H... T... L...

Client: CYN22 - CynTech

Company: Cynkar Technologies (Active)

Save

Go Back to List

Job

Job: GA - GA

* Effective Date: 1/2/2023

Change Reason: Search or Select from list

Experience

Occupation Start: MM / YYYY

Industry Start: MM / YYYY

Organization Fields

Team: Search or Select from list

Department: Search or Select from list

Managerial Options

Supervisor: 2378 - Dustin Hoffman - Cynkar Technologies

Manager: Search or Select from list

Job Classification

Job Group:

Job Level:

EEO Category:

FLSA Exempt:

Job Options:

Default Manager:

Default Supervisor:

Job Summary

Job Description

GA

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