

# Bypass the Employee Hiring Wizard in isolved Onboarding



This guide provides instructions on how to quickly hire pending employees by bypassing the standard wizard process.

If you bypass the process, all information that the employee has entered will be brought over and then you'll need to finish any information that had not been completed.

If you don't have the bypass option or need a setting changed in your onboarding, please contact your account manager

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

The screenshot shows the Thread HCM user interface for a client named Ryan Cynkar. The dashboard includes a navigation menu on the left, a profile section, a calendar, and a payroll schedule table.

**Client:** CYN22 - CynTech    **Legal:** Cynkar Technologies

**Welcome Ryan** isolved University

**MY PROFILE**  
Ryan Cynkar  
Boss  
rcynkar@threadhcm.com

**MY REMINDERS**

**MY ACCOUNT REPS**

**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. - Employment Eligibility Verification

**CALENDAR**  
MAY 2026  
Legend: Payroll Due (blue), Pay Date (red), Run Date - Off Cycle Run (black)

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

**ANNOUNCEMENTS**

**ZayZoon**  
Your employees have access to on-demand pay via our partner ZayZoon. This service is free to employers.  
[Learn more](#)  
[View my dashboard](#)

**NEXT SCHEDULED PAYROLL**

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	05/06/2026	05/08/2026	04/19/2026	05/02/2026	04	Regular Payroll	<a href="#">View</a>

## 2 Click "Employee Admin Tools"

The screenshot shows the Isolved HR dashboard for user Ryan Cynkar. The left sidebar menu is expanded, and 'Employee Admin Tools' is highlighted with an orange circle. Other menu items include Employee Management, Client Management, Executive Dashboard, ACA Executive Dashboard, Client Landing Page, Client Summary, Client Maintenance, Client Utilities, Payroll, Taxes, Work Location, Tables, Labor & GL, Job, Benefits, ACA Setup Options, HR Management, Attendance Management, Time Management, Workflow Setup, and Payroll.

The main dashboard area displays:
 

- Welcome Ryan** with a profile card for Ryan Cynkar (Boss, rcynkar@threadhcm.com).
- MY REMINDERS** and **MY ACCOUNT REPS** sections.
- QUICK LINKS** section with a note about NACHA "Rules" and HR Consulting.
- CALENDAR** for MAY 2026, showing Payroll Due (blue), Pay Date (red), and Run Date - Off Cycle Run (black) markers.
- ANNOUNCEMENTS** section.
- NEXT SCHEDULED PAYROLL** table:

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	05/06/2026	05/08/2026	04/19/2026	05/02/2026	04	Regular Payroll	View

## 3 Click "Employee Administration"

The screenshot shows the Isolved HR dashboard for user Ryan Cynkar. The left sidebar menu is expanded, and 'Employee Administration' is highlighted with an orange circle. Other menu items include Employee Management, Client Management, Payroll, ACA Setup Options, HR Management, Attendance Management, Time Management, Workflow Setup, and Payroll.

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- ANNOUNCEMENTS** section.
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Bi-Weekly	Bi-Weekly	05/06/2026	05/08/2026	04/19/2026	05/02/2026	04	Regular Payroll	View

## 4 Click "Pending Employees"

Client: CYN22 - CynTech Legal: Cynkar Technologies

Welcome Ryan

isolved University

Employee Admin Tools

- Employee Administration
- Compensation Management
- Employee Scheduling
- Enrollment Management
- I-9 Management
- Pending Employees**
- Pending Terminations
- Pending Workflow
- Self-Service Management
- Employee Analytics
- Employee Utilities

MY PROFILE

Ryan Cynkar  
Boss  
rcynkar@threadhcm.com

ZayZoon

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Learn more

View my dashboard

MY REMINDERS

MY ACCOUNT REPS

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

I-9 - Enrollment Eligibility Verification

CALENDAR

MAY 2026

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NEXT SCHEDULED PAYROLL

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## 5 Find the employee you're needing to bypass and Select "Bypass Wizard(s)-Hire Employee" from the Actions menu (three dots)

Client: CYN22 - CynTech

Pending Employees

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+ Initiate Onboarding Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Search...

Actions	Employee	Legal	Onboarding Template	Current Step	Status
...	Ryan Onboarding threadtest50@gmail.com	Cynkar Technologies Augusta, GA	New Employee	Client to complete Assigned To: Multiple	Assigned to Me
...	Onboarding Test threadtest50@gmail.com	Cynkar Technologies Augusta, GA	New Employee	Employee Onboarding Wizard Assigned To: Multiple	Waiting on Employee

Client: CYN22 - CynTech

### Pending Employees

Isolved University

+ Initiate Onboarding | Expand All Groups | Collapse All Groups | Clear Grouping/Filters

Drag a column header here to group by that column

Actions	Employee	Legal	Onboarding Template	Current Step	Status
> ...	<a href="#">Ryan Onboarding</a> theadtest50@gmail.com	Cynkar Technologies Augusta, GA	<a href="#">New Employee</a>	Client to complete Assigned To: Multiple	Assigned to Me
> ...	<a href="#">Onboarding Test</a> theadtest50@gmail.com	Cynkar Technologies Augusta, GA	<a href="#">New Employee</a>	Employee Onboarding Wizard Assigned To: Multiple	Waiting on Employee

Context Menu for 'Onboarding Test':

- Bypass Wizard
- Hire Employee
- Resend Activation Email
- Delete Pending Employee

6

Here you'll see all of their information. Enter anything that is missing. There may be some required fields.

Client: CYN22 - CynTech

### Pending Employees

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Save | Go Back to List

\* First Name: Onboarding | \* Status: Active

Preferred Name: | \* Hire Date: 5/4/2026

Middle Name: | Adjusted Service Date: | \* Employment Category: Search or Select from list

\* Last Name: Test | \* Employee ID: 2429

Prefix: | Suffix: | TimeClock ID: |

Include in New Hire Report:

**Employee Address**

\* Address: 123 W Main St | **Tax Location**

\* Zip Code: 30904 | \* Residence Location: GA2450090

\* City: AUGUSTA | Remote Worker:  NO

\* State: Georgia | \* Work Location: Augusta - Augusta, GA

**Personal Information**

\* ID type: Search or Select from list | Taxable School District: Search or Select from list

\* SSN: - - - - - | Reciprocity Rule: Search or Select from list

Birth Date: 7 / 2 / - - - - |

**Salary**

\* Pay Group: Search or Select from list

\* Pay Type: Search or Select from list

\* Frequency: Search or Select from list

Normal Hours: |

Annual Salary: 0.00

Per Pay Salary: |

Hourly Rate: |

## 7 Click "Save"

Client: CYN22 - CynTech

### Pending Employees

Onboarding Test  
Cynkar Technologies

Save Back to List

Employee Name

- \* First Name: Onboarding
- Preferred Name:
- Middle Name:
- \* Last Name: Test
- Prefix:
- Suffix:

Employee Address

- \* Address: 123 W Main St
- \* Zip Code: 30904
- \* City: AUGUSTA
- \* State: Georgia

Personal Information

- \* ID type: Search or Select from list
- \* SSN: - - - - -
- Birth Date: 7 / 2 / - - - -

Employment Information

- \* Status: Active
- \* Hire Date: 5/4/2026
- Adjusted Service Date:
- \* Employment Category: Search or Select from list
- \* Employee ID: 2429
- TimeClock ID:
- Include in New Hire Report: ON

Tax Location

- \* Residence Location: GA2450090
- Remote Worker: NO
- \* Work Location: Augusta - Augusta, GA
- Taxable School District: Search or Select from list
- Reciprocity Rule: Search or Select from list

Salary

- \* Pay Group: Search or Select from list
- \* Pay Type: Search or Select from list
- \* Frequency: Search or Select from list
- Normal Hours:

## 8 Then the employee will be hired. You can navigate to any of the employee screens under the Employee Management and add any additional data you need to view or update.

Client: CYN22 - CynTech

### Pending Employees

Onboarding Test has been hired.

What do you want to do next?

- Return to Pending Employees
- Employee Summary
- Employee Profile Picture
- Employee Documents
- Predecessor Wages
- Default Schedule
- Employee Notes
- Employee Benefits
- Direct Deposit
- E-Verify