

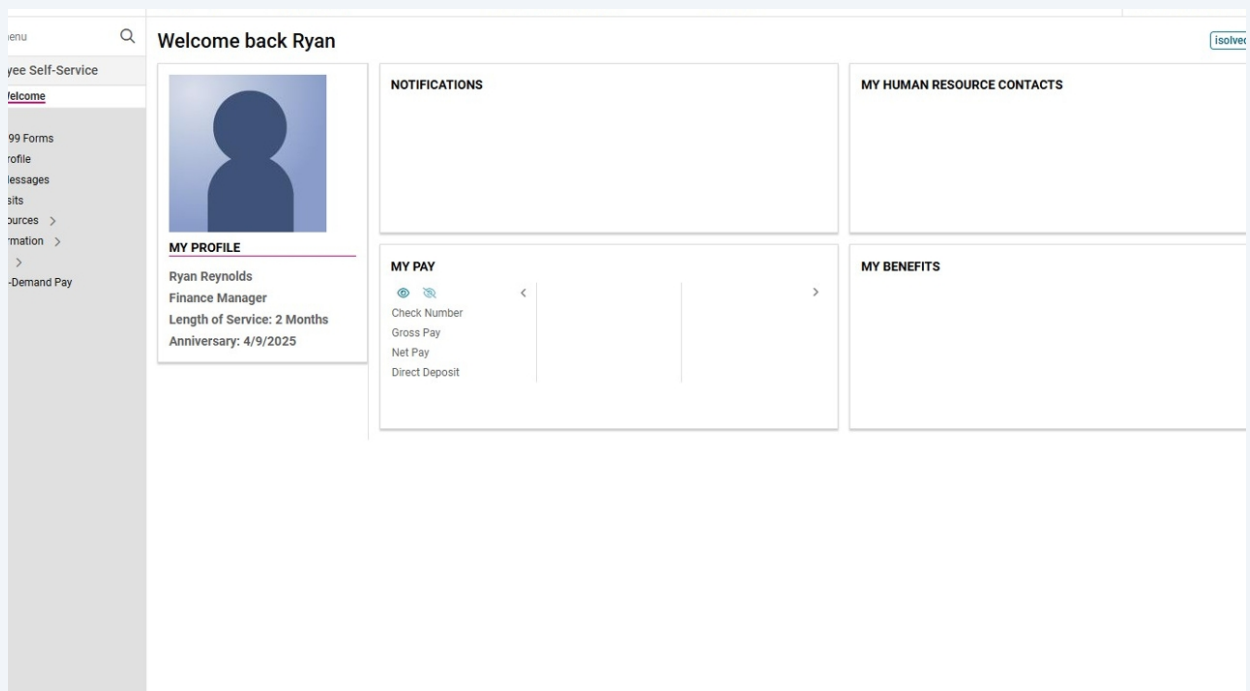
Update Employee Job for Approval - Manager/Supervisor



This guide provides a step by step process for updating employee job information in isolved. This process will allow you enter a job update, and any additional details related to that change. Once completed, it will send this to the admin for approval.

1

Navigate to <https://connect.threadhcm.com/default.aspx> and Log In



2

If you're logged in as your Employee View, Click on your name in the top left and change to Manager or Supervisor View.

You may not have both of these options and both can have different access to screen and employees. Be sure you're navigating to the one that has this access

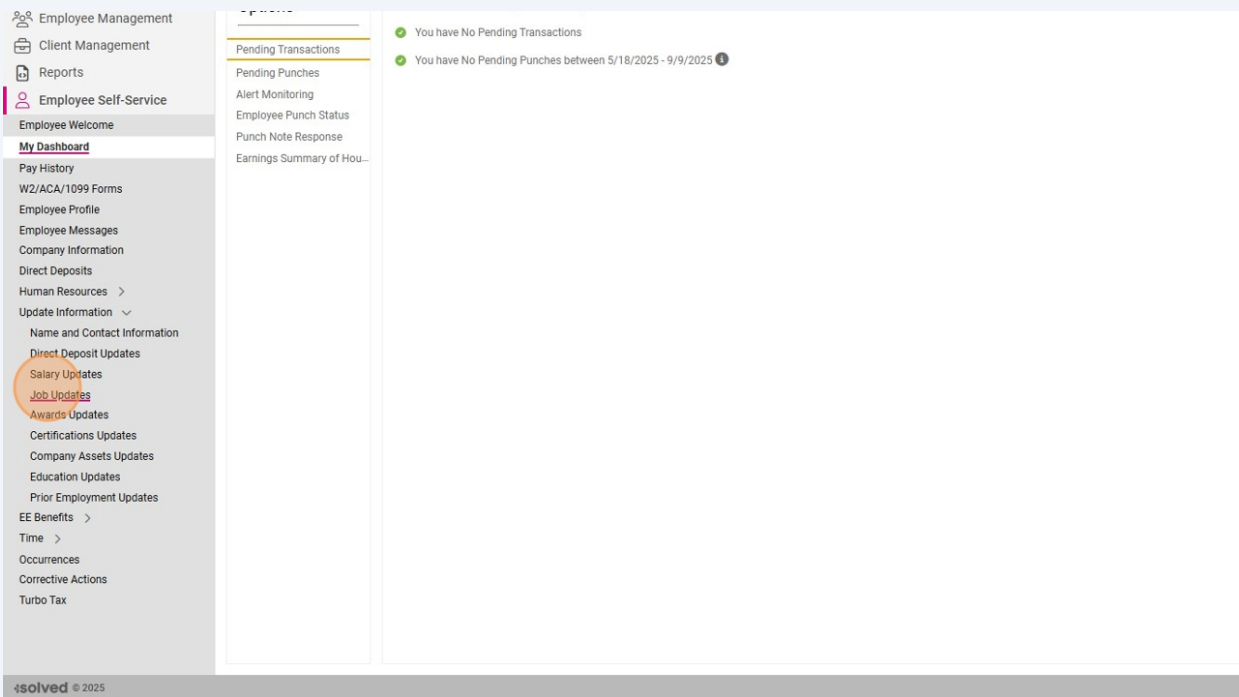
The screenshot shows the iSolved HR system interface. At the top, the user is logged in as Ryan Reynolds (Employee # 1). The dashboard includes a sidebar menu with options like Employee Welcome, Pay History, W2/ACA/1099 Forms, Employee Profile, Employee Messages, Direct Deposits, Human Resources, Update Information, EE Benefits, ZayZoon On-Demand Pay, Time, and Turbo Tax. The main content area displays a welcome message, a profile card for Ryan Reynolds (Finance Manager, Length of Service: 2 Months, Anniversary: 4/9/2025), and sections for Notifications, My Pay (Check Number, Gross Pay, Net Pay, Direct Deposit), My Human Resource Contacts, and My Benefits.

3

You will Start on My Dashboard, Go down to "Update Information"

The screenshot shows the iSolved HR system interface. The sidebar menu is expanded, and the 'Update Information' link under the 'Human Resources' section is highlighted. The main content area displays a 'My Dashboard' section with a list of options: Pending Transactions, Pending Punches, Alert Monitoring, Employee Punch Status, Punch Note Response, and Earnings Summary of Hou... The dashboard also shows three status indicators: 'You have No Pending Time Off Requests', 'You have No Pending Transactions', and 'You have No Pending Punches between 5/18/2025 - 9/9/2025'.

4 Click "Job Updates"



Employee Management
Client Management
Reports
Employee Self-Service

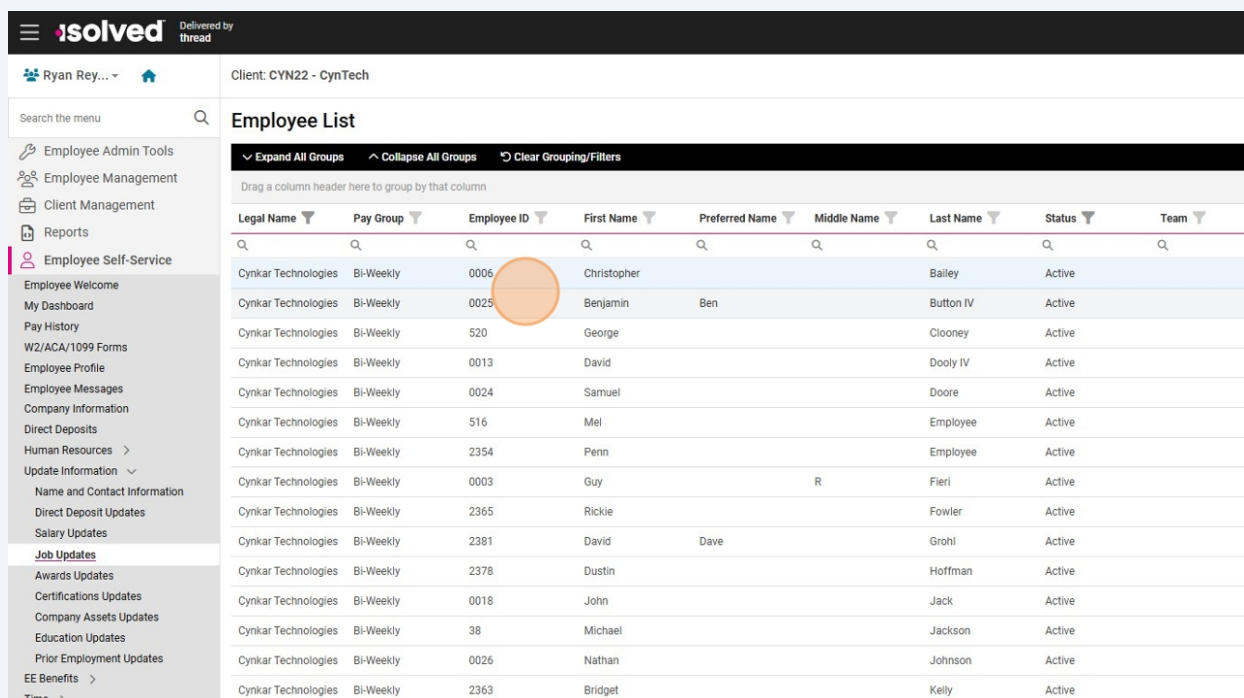
Employee Welcome
My Dashboard
Pay History
W2/ACA/1099 Forms
Employee Profile
Employee Messages
Company Information
Direct Deposits
Human Resources >
Update Information >
Name and Contact Information
Direct Deposit Updates
Salary Updates
Job Updates
Awards Updates
Certifications Updates
Company Assets Updates
Education Updates
Prior Employment Updates
EE Benefits >
Time >
Occurrences
Corrective Actions
Turbo Tax

Pending Transactions
Pending Punches
Alert Monitoring
Employee Punch Status
Punch Note Response
Earnings Summary of Hou...

You have No Pending Transactions
You have No Pending Punches between 5/18/2025 - 9/9/2025

isolved © 2025

5 Choose the employee you would like to update



isolved Delivered by thread

Ryan Rey... Client: CYN22 - CynTech

Search the menu

Employee Admin Tools
Employee Management
Client Management
Reports
Employee Self-Service

Employee Welcome
My Dashboard
Pay History
W2/ACA/1099 Forms
Employee Profile
Employee Messages
Company Information
Direct Deposits
Human Resources >
Update Information >
Name and Contact Information
Direct Deposit Updates
Salary Updates
Job Updates
Awards Updates
Certifications Updates
Company Assets Updates
Education Updates
Prior Employment Updates
EE Benefits >
Time >

Employee List

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Pay Group	Employee ID	First Name	Preferred Name	Middle Name	Last Name	Status	Team
Cynkar Technologies	Bi-Weekly	0006	Christopher			Bailey	Active	
Cynkar Technologies	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active	
Cynkar Technologies	Bi-Weekly	520	George			Clooney	Active	
Cynkar Technologies	Bi-Weekly	0013	David			Dooly IV	Active	
Cynkar Technologies	Bi-Weekly	0024	Samuel			Doore	Active	
Cynkar Technologies	Bi-Weekly	516	Mel			Employee	Active	
Cynkar Technologies	Bi-Weekly	2354	Penn			Employee	Active	
Cynkar Technologies	Bi-Weekly	0003	Guy		R	Fieri	Active	
Cynkar Technologies	Bi-Weekly	2365	Rickie			Fowler	Active	
Cynkar Technologies	Bi-Weekly	2381	David	Dave		Grohl	Active	
Cynkar Technologies	Bi-Weekly	2378	Dustin			Hoffman	Active	
Cynkar Technologies	Bi-Weekly	0018	John			Jack	Active	
Cynkar Technologies	Bi-Weekly	38	Michael			Jackson	Active	
Cynkar Technologies	Bi-Weekly	0026	Nathan			Johnson	Active	
Cynkar Technologies	Bi-Weekly	2363	Bridget			Kelly	Active	

6

Click "Add New" if you are needing to enter a new record for the employee. If you need to change an existing record because it's incorrect, you can click the Pencil on the right side to edit.

isolved Delivered by thread

Ryan Rey... 2 of 60 Ben Button IV Pay Group: Bi-Weekly Salary: ####.## Work Location: MILWAUKEE, WI Department: Client: C Company
Employee #: 0025 Status: Active Hire Date: 1/26/1999 Team: Location:

Search the menu

Employee Admin Tools
Employee Management
Client Management
Reports
Employee Self-Service

Employee Welcome
My Dashboard
Pay History
W2/ACA/1099 Forms
Employee Profile
Employee Messages
Company Information
Direct Deposits
Human Resources >
Update Information >
Name and Contact Information
Direct Deposit Updates
Salary Updates
Job Updates
Awards Updates
Certifications Updates
Company Assets Updates
Education Updates
Prior Employment Updates
EE Benefits >
Time >

Job Updates

Drag a column header here to group by that column

Effective Date	Job	Job Group	Job Level	Salary Grade	Workers' Comp Co.	EEO Category	FLSA Exen
11/1/2022	09 - 09						

Job Details

MANAGERIAL AND EXPERIENCE Assigned Supervisor Assigned Manager Manager's Manager Occupation Start
Industry Start

OTHER DETAILS Change Reason SOC Code Compensation Policy Override Policy Group
Notes

WORKERS' COMPENSATION Default Workers' Comp Code Workers' Comp Code Default Classification Classification
Wage Limit Maximum: N/A Wage Limit Frequency: N/A

JOB ORGANIZATION INFORMATION < Team Department Location

7

From this screen, you will be able to enter all job information. Click "Job" and choose the job title

isolved Delivered by thread

Ryan Rey... 2 of 60 Ben Button IV Pay Group: Bi-Weekly Salary: ####.## Work Location: MILWAUKEE, WI Department: Client: C Company
Employee #: 0025 Status: Active Hire Date: 1/26/1999 Team: Location:

Search the menu

Employee Admin Tools
Employee Management
Client Management
Reports
Employee Self-Service

Employee Welcome
My Dashboard
Pay History
W2/ACA/1099 Forms
Employee Profile
Employee Messages
Company Information
Direct Deposits
Human Resources >
Update Information >
Name and Contact Information
Direct Deposit Updates
Salary Updates
Job Updates
Awards Updates
Certifications Updates
Company Assets Updates
Education Updates
Prior Employment Updates
EE Benefits >
Time >

Job Updates

Job Job: Search or Select from list

* Effective Date: 01 - Accountant
Change Reason: 012 - Analyst
02 - Area Director
06 - Warehouse Manager
07 - Finance Manager

Experience Occupation Start: 09 - 09
Industry Start: 1 - 1
1M - 1M
2 - 2
2M - 2M
Team: 3 - 3
Department: 3M - 3M
Location: 4 - 4
4m - 4m
5 - 5
c1 - c1
Ex - Ex
Manager: GA - GA
Manager's Manager: KP - KP
L1 - L1
L2 - L2
L3 - L3
L6 - L6

Workers' Compensation Default Workers' Comp Code: Workers' Comp Code: Search or Select from list
☐ Workers' Comp Exempt
Default Classification: Classification: Search or Select from list
Wage Limit Maximum: N/A
Wage Limit Frequency: N/A

Other Options SOC Code Search: Search or Select from list
Compensation Policy: Search or Select from list
Override Policy Group: Search or Select from list

Notes

8 Choose the "Effective Date"

solved Delivered by thread

Ben Button IV Pay Group: Bi-Weekly Employee #: 0025 Status: Active Salary: ####.## Hire Date: 1/26/1999 Work Location: MILWAUKEE, WI Department: Location: Client: CYN22 - CynTe Company: Cynkar Tec

2 of 60

Job Updates

Save Go Back to List

Job

Job: 06 - Warehouse Manager

* Effective Date: 6/11/2025

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

Location: 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 Code: Search or Select from list

☐ Workers' Comp Exempt

Job Classification

Job Group: No

Job Level:

EEO Category:

FLSA Exempt:

Job Options:

Default Manager:

Default Supervisor:

Job Summary

Job Description

06

9 If you did need to update any Organization Fields such as the Location, you can do this down here. This section may not apply.

solved Delivered by thread

Ryan Rey... Ben Button IV Pay Group: Bi-Weekly Employee #: 0025 Status: Active Salary: ####.## Hire Date: 1/26/1999 Work Location: MILWAUKEE, WI Department: Location: Client: Cyn Company

2 of 60

Job Updates

Save Go Back to List

Organization Fields

Team: Search or Select from list

Department: Search or Select from list

Location: 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 Code: Search or Select from list

☐ Workers' Comp Exempt

Default Classification: Search or Select from list

Classification: Search or Select from list

Wage Limit Maximum: N/A

Wage Limit Frequency: N/A

Other Options

SOC Code Search: Search or Select from list

Compensation Policy: Search or Select from list

Override Policy Group: Search or Select from list

Job Description

06

10 At the bottom you can add notes

Employee Management
 Client Management
 Reports
 Employee Self-Service

- Employee Welcome
- My Dashboard
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Company Information
- Direct Deposits
- Human Resources >
- Update Information >
 - Name and Contact Information
 - Direct Deposit Updates
 - Salary Updates
- Job Updates**
- Awards Updates
- Certifications Updates
- Company Assets Updates
- Education Updates
- Prior Employment Updates
- EE Benefits >
- Time >
- Occurrences
- Corrective Actions
- Turbo Tax

Organization Fields

Team: Search or Select from list
Department: Search or Select from list
Location: 2 - Hawthorne

Managerial Options

Supervisor: Search or Select from list
Manager: Search or Select from list
Manager's Manager:

Workers' Compensation

Default Workers' Comp Code:
Workers' Comp Code: Search or Select from list
☐ Workers' Comp Exempt

Default Classification:
Classification: Search or Select from list
Wage Limit Maximum: N/A
Wage Limit Frequency: N/A

Other Options

SOC Code Search: Search or Select from list
Compensation Policy: Search or Select from list
Override Policy Group: Search or Select from list

Notes

06

isolved © 2025

11 Then Click "Save"

Delivered by thread

Ryan Rey... < 2 of 60 > Ben Button IV Pay Group: BI-Weekly Salary: ##### Hire Date: 1/26/1999 Work Location: MILWAUKEE, WI Department: Team: Client: Company

Search the menu

Employee Admin Tools
 Employee Management
 Client Management
 Reports
 Employee Self-Service

- Employee Welcome
- My Dashboard
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Company Information
- Direct Deposits
- Human Resources >
- Update Information >
 - Name and Contact Information
 - Direct Deposit Updates
 - Salary Updates
- Job Updates**
- Awards Updates
- Certifications Updates
- Company Assets Updates
- Education Updates
- Prior Employment Updates
- EE Benefits >
- Time >

Job Updates

Save < Go Back to List

Job

Job: 06 - Warehouse Manager
* Effective Date: 6/23/2025
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
Location: 2 - Hawthorne

Managerial Options

Supervisor: Search or Select from list
Manager: Search or Select from list
Manager's Manager:

Workers' Compensation

Default Workers' Comp Code:
Workers' Comp Code: Search or Select from list
☐ Workers' Comp Exempt

Job Classification

Job Group:
Job Level:
EEO Category:
FLSA Exempt:
Job Options:
Default Manager:
Default Supervisor:
No

Job Summary

Job Description

06

12

If you would like to see that this was submitted for approval:
Click "Employee Admin Tools"

iSolved Delivered by thread

Ryan Rey... Ben Button IV Pay Group: Bi-Weekly Salary: ####.## Work Location: MILWAUKEE, WI Department: Client: CV
Employee #: 0025 Status: Active Hire Date: 1/26/1999 Team: Location: Company

Search the menu

- Employee Admin Tools
- Employee Management
- Client Management
- Reports
- Employee Self-Service
- Employee Welcome
- My Dashboard
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Company Information
- Direct Deposits
- Human Resources >
- Update Information >
 - Name and Contact Information
 - Direct Deposit Updates
 - Salary Updates
- Job Updates**
- Awards Updates
- Certifications Updates
- Company Assets Updates
- Education Updates
- Prior Employment Updates
- EE Benefits >
- Time >

Job Updates

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Effective Date	Job	Job Group	Job Level	Salary Grade	Workers' Comp Co...	EEO Category	FLSA Exen
6/23/2025	06 - Warehouse Manager						
11/1/2022	09 - 09						

Job Details

MANAGERIAL AND EXPERIENCE Assigned Supervisor Assigned Manager Manager's Manager Occupation Start
Industry Start

OTHER DETAILS Change Reason SOC Code Compensation Policy Override Policy Group
Notes

WORKERS' COMPENSATION Default Workers' Comp Code Workers' Comp Code Default Classification Classification
Wage Limit Maximum N/A Wage Limit Frequency N/A

JOB ORGANIZATION INFORMATION Team Department Location

13

Click "Employee Administration"

iSolved Delivered by thread

Ryan Rey... Ben Button IV Pay Group: Bi-Weekly Salary: ####.## Work Location: MILWAUKEE, WI Department: Client: CV
Employee #: 0025 Status: Active Hire Date: 1/26/1999 Team: Location: Company

Search the menu

- Employee Admin Tools
- Employee Administration >
- Employee Analytics >

Job Updates

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Effective Date	Job	Job Group	Job Level	Salary Grade	Workers' Comp Co...	EEO Category	FLSA Exen
6/23/2025	06 - Warehouse Manager						
11/1/2022	09 - 09						

Job Details

MANAGERIAL AND EXPERIENCE Assigned Supervisor Assigned Manager Manager's Manager Occupation Start
Industry Start

OTHER DETAILS Change Reason SOC Code Compensation Policy Override Policy Group
Notes

WORKERS' COMPENSATION Default Workers' Comp Code Workers' Comp Code Default Classification Classification
Wage Limit Maximum N/A Wage Limit Frequency N/A

JOB ORGANIZATION INFORMATION Team Department Location

14 Click "Pending Workflow"

isolved Delivered by thread

Ryan Rey... < 2 of 60 > Ben Button IV Pay Group: Bi-Weekly Salary: ####.## Work Location: MILWAUKEE, WI Department: Client: C Company
Employee #: 0025 Status: Active Hire Date: 1/26/1999 Team: Location:

Search the menu

Employee Admin Tools

- Employee Administration
- Enrollment Management
- Pending Terminations
- Pending Workflow**
- Self-Service Management
- Employee Analytics

Job Updates

Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Effective Date	Job	Job Group	Job Level	Salary Grade	Workers' Comp Co...	EEO Category	FLSA Exen
> 6/23/2025	06 - Warehouse Manager						
> 11/1/2022	09 - 09						

Job Details

MANAGERIAL AND EXPERIENCE	Assigned Supervisor	Assigned Manager	Manager's Manager	Occupation Start
	Industry Start			
OTHER DETAILS	Change Reason	SOC Code	Compensation Policy	Override Policy Group
	Notes			
WORKERS' COMPENSATION	Default Workers' Comp Code	Workers' Comp Code	Default Classification	Classification
	Wage Limit Maximum N/A	Wage Limit Frequency N/A		
JOB ORGANIZATION INFORMATION	Team	Department	Location	

15 Within here you can view any pending employee changes to make sure it's been sent for approval.

Pending Workflow

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Actions	Employee			Legal	Workflow		Initiated By	Current Step
	Name	ID	Pay Group	Name	Name	Transaction Type		
	Christopher Bailey	0006	Bi-Weekly	Cynkar Technologies	Salary Updates	Salary	rcynkar@threadhc...	Pending Approval
	Christopher Bailey	0006	Bi-Weekly	Cynkar Technologies	Job/Location	Jobs	rcynkar@threadhc...	Pending Approval
	Benjamin Button IV ...	0025	Bi-Weekly	Cynkar Technologies	Salary Updates	Salary	rcynkar@threadhc...	Pending Approval
	Benjamin Button IV ...	0025	Bi-Weekly	Cynkar Technologies	Job/Location	Jobs	rcynkar@threadhc...	Pending Approval

Employee Management Client Management

16 This completes updating a Job in isolved for approval.