

Switching an Employee from Full Time to Part Time & Updating their Benefits



Moving Employees from Full Time to Part Time requires manually ending benefits so they don't continue to be deducted from the employee. This process will walk through making that change.

1

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

Legal Name	Pay Group	Employee ID	First Name	Preferred Name	Middle Name	Last Name	Status	Location	Department
Bond James Bond ...	Advanced Time	0006	Christopher			Bailey	Active	GA - Georgia	100 - Bonc
Bond James Bond ...	Advanced Time	0030	Warren			Buffet	Active	GA - Georgia	200 - Adm
Bond James Bond ...	Advanced Time	0025	Benjamin			Button IV	Active	GA - Georgia	300 - Bour
Bond James Bond ...	Advanced Time	520	George			Clooney	Active	AL - Alabama	100 - Bonc
Bond James Bond ...	Advanced Time	0036	Judy		Margaret	Doo	Active	GA - Georgia	100 - Bonc
Bond James Bond ...	Advanced Time	0013	David			Dooly IV	Active	GA - Georgia	200 - Adm
Bond James Bond ...	Advanced Time	0024	Samuel			Doone	Active	GA - Georgia	300 - Bour
Bond James Bond ...	Advanced Time	516	Mel			Employee	Active	PA - Pennsylvania	300 - Bour
Bond James Bond ...	Advanced Time	2354	Penn			Employee	Active	PA - Pennsylvania	100 - Bonc
Bond James Bond ...	Advanced Time	0003	Guy		R	Fieri	Active	CA - California	200 - Adm
Bond James Bond ...	Advanced Time	2365	Rickie			Fowler	Active	GA - Georgia	100 - Bonc
Bond James Bond ...	Advanced Time	2381	David			Grohl	Active	GA - Georgia	200 - Adm
Bond James Bond ...	Advanced Time	2378	Dustin			Hoffman	Active	GA - Georgia	300 - Bour
Bond James Bond ...	Advanced Time	0018	John			Jack	Active	GA - Georgia	100 - Bonc
Bond James Bond ...	Advanced Time	38	Michael			Jackson	Active	GA - Georgia	200 - Adm
Bond James Bond ...	Advanced Time	0026	Nathan			Johnson	Active	GA - Georgia	300 - Bour
Bond James Bond ...	Advanced Time	2363	Bridget			Kelly	Active	GA - Georgia	100 - Bonc

2 Click "Employee Management"

isolved Delivered by thread

Client: 007 - Bond James Bond Bond Co

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management**
- Employee Summary
- Quick Hire
- Quick Hire - Time Only
- Employee Maintenance
 - General
 - Override Address
 - Clock Settings
 - Employment
 - Employment Status History
 - Jobs
 - Labor
 - Location Distribution
 - Percent Distribution
 - Organizations
 - Organization Supervisor/Manager
 - Misc Fields
 - Misc Data Sets
 - PTO Accrual Plan
- Client Management
- Payroll
- Reports
- Production Utilities

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	Location
Bond James Bond ...	Advanced Time	0006	Christopher			Bailey	Active	GA - Georgia
Bond James Bond ...	Advanced Time	0030	Warren			Buffet	Active	GA - Georgia
Bond James Bond ...	Advanced Time	0025	Benjamin			Button IV	Active	GA - Georgia
Bond James Bond ...	Advanced Time	520	George			Clooney	Active	AL - Alabama
Bond James Bond ...	Advanced Time	0036	Judy		Margaret	Doo	Active	GA - Georgia
Bond James Bond ...	Advanced Time	0013	David			Dooly IV	Active	GA - Georgia
Bond James Bond ...	Advanced Time	0024	Samuel			Doore	Active	GA - Georgia
Bond James Bond ...	Advanced Time	516	Mel			Employee	Active	PA - Pennsylvania
Bond James Bond ...	Advanced Time	2354	Penn			Employee	Active	PA - Pennsylvania
Bond James Bond ...	Advanced Time	0003	Guy		R	Fieri	Active	CA - California
Bond James Bond ...	Advanced Time	2365	Rickie			Fowler	Active	GA - Georgia
Bond James Bond ...	Advanced Time	2381	David			Grohl	Active	GA - Georgia
Bond James Bond ...	Advanced Time	2378	Dustin			Hoffman	Active	GA - Georgia
Bond James Bond ...	Advanced Time	0018	John			Jack	Active	GA - Georgia
Bond James Bond ...	Advanced Time	38	Michael			Jackson	Active	GA - Georgia

3 Select employee going from Full Time to Part Time

isolved Delivered by thread

Client: 007 - Bond James Bond Bond Co

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Employee Summary
- Quick Hire
- Quick Hire - Time Only
- Employee Maintenance
 - General
 - Override Address
 - Clock Settings
 - Employment
 - Employment Status History
 - Jobs
 - Labor
 - Location Distribution
 - Percent Distribution
 - Organizations
 - Organization Supervisor/Manager
 - Misc Fields
 - Misc Data Sets
 - PTO Accrual Plan
- Client Management
- Payroll
- Reports
- Production Utilities

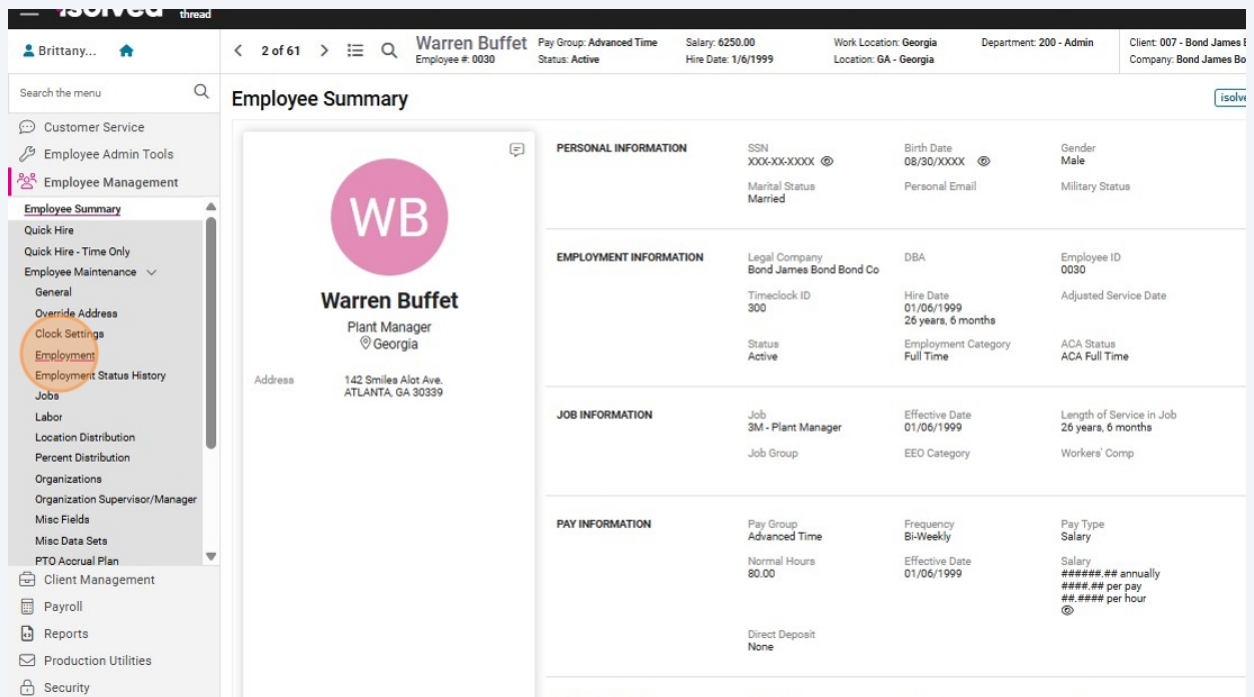
Employee List

▼ 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	Location	Department
Bond James Bond ...	Advanced Time	0006	Christopher			Bailey	Active	GA - Georgia	100 - Bondi
Bond James Bond ...	Advanced Time	0030	Warren			Buffet	Active	GA - Georgia	200 - Admi
Bond James Bond ...	Advanced Time	0025	Benjamin			Button IV	Active	GA - Georgia	300 - Boun
Bond James Bond ...	Advanced Time	520	George			Clooney	Active	AL - Alabama	100 - Bondi
Bond James Bond ...	Advanced Time	0036	Judy		Margaret	Doo	Active	GA - Georgia	100 - Bondi
Bond James Bond ...	Advanced Time	0013	David			Dooly IV	Active	GA - Georgia	200 - Admi
Bond James Bond ...	Advanced Time	0024	Samuel			Doore	Active	GA - Georgia	300 - Boun
Bond James Bond ...	Advanced Time	516	Mel			Employee	Active	PA - Pennsylvania	300 - Boun
Bond James Bond ...	Advanced Time	2354	Penn			Employee	Active	PA - Pennsylvania	100 - Bondi
Bond James Bond ...	Advanced Time	0003	Guy		R	Fieri	Active	CA - California	200 - Admi
Bond James Bond ...	Advanced Time	2365	Rickie			Fowler	Active	GA - Georgia	100 - Bondi
Bond James Bond ...	Advanced Time	2381	David			Grohl	Active	GA - Georgia	200 - Admi
Bond James Bond ...	Advanced Time	2378	Dustin			Hoffman	Active	GA - Georgia	300 - Boun
Bond James Bond ...	Advanced Time	0018	John			Jack	Active	GA - Georgia	100 - Bondi
Bond James Bond ...	Advanced Time	38	Michael			Jackson	Active	GA - Georgia	200 - Admi

4 Click "Employment"



Employee Summary

PERSONAL INFORMATION

SSN	XXX-XX-XXXX	Birth Date	08/30/XXXX	Gender	Male
Marital Status	Married	Personal Email		Military Status	

EMPLOYMENT INFORMATION

Legal Company	Bond James Bond Bond Co	DBA		Employee ID	0030
Timeclock ID	300	Hire Date	01/06/1999	Adjusted Service Date	26 years, 6 months
Status	Active	Employment Category	Full Time	ACA Status	ACA Full Time

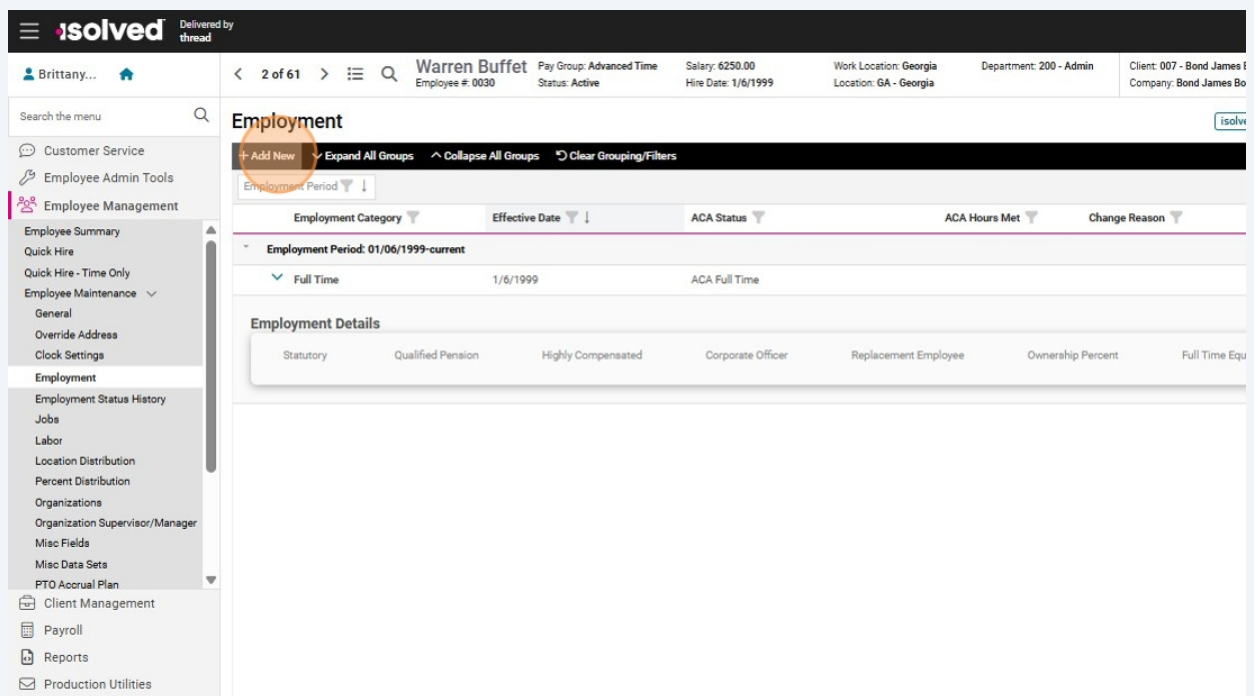
JOB INFORMATION

Job	3M - Plant Manager	Effective Date	01/06/1999	Length of Service in Job	26 years, 6 months
Job Group		EEO Category		Workers' Comp	

PAY INFORMATION

Pay Group	Advanced Time	Frequency	Bi-Weekly	Pay Type	Salary
Normal Hours	80.00	Effective Date	01/06/1999	Salary	##### annually ##### per pay ##### per hour
Direct Deposit	None				

5 Click "Add New" to add a new record.



Employment

Employment Period: 01/06/1999-current

Employment Category	Effective Date	ACA Status	ACA Hours Met	Change Reason
Full Time	1/6/1999	ACA Full Time		

Employment Details

Statutory	Qualified Pension	Highly Compensated	Corporate Officer	Replacement Employee	Ownership Percent	Full Time Equ
-----------	-------------------	--------------------	-------------------	----------------------	-------------------	---------------

6 Select the Employment Period via the drop down

The screenshot shows the 'Employment' form for Warren Buffet (Employee # 0030). The form is divided into several sections: Employment Category Information, Other Details, ACA Information, and a sidebar menu. The 'Employment period' dropdown is highlighted with an orange circle. The 'Effective date' is 7/5/2025. The 'Employment category' is set to 'Search or select from list'. The 'Change reason' is set to 'Search or select from list'. The 'Other Details' section includes checkboxes for 'Statutory employee', 'Qualified pension plan', 'Highly compensated', 'Corporate officer', and 'Replacement employee'. The 'ACA Information' section includes a checkbox for 'ACA hours met'. The sidebar menu includes options like 'Customer Service', 'Employee Admin Tools', 'Employee Management', 'Employee Summary', 'Quick Hire', 'Employee Maintenance', 'General', 'Override Address', 'Clock Settings', 'Employment', 'Employment Status History', 'Jobs', 'Labor', 'Location Distribution', 'Percent Distribution', 'Organizations', 'Organization Supervisor/Manager', 'Misc Fields', 'Misc Data Sets', 'PTO Accrual Plan', 'Client Management', 'Payroll', 'Reports', and 'Production Utilities'.

Employment

Employment Category Information

- * Employment period: Search or select from list
- * Effective date: 7/5/2025
- * Employment category: Search or select from list
- Change reason: Search or select from list
- ☐ Create 'Change in Employment Category' life event record

Other Details

- ☐ Statutory employee
- ☐ Qualified pension plan
- ☐ Highly compensated
- ☐ Corporate officer
- ☐ Replacement employee
- Ownership percent:
- Full time equivalent:

ACA Information

- ☐ ACA hours met

7 Click the Employment Category drop down and Click "Part Time" You can also choose a change reason if applicable.

The screenshot shows the 'Employment' form for Warren Buffet (Employee # 0030). The form is divided into several sections: Employment Category Information, Other Details, ACA Information, and a sidebar menu. The 'Employment category' dropdown is highlighted with an orange circle and is open, showing 'Part Time' selected. The 'Employment period' is set to 'Employed 01/06/1999-current'. The 'Effective date' is 7/5/2025. The 'Change reason' is set to 'Search or select from list'. The 'Other Details' section includes checkboxes for 'Statutory employee', 'Qualified pension plan', 'Highly compensated', 'Corporate officer', and 'Replacement employee'. The 'ACA Information' section includes a checkbox for 'ACA hours met'. The sidebar menu includes options like 'Customer Service', 'Employee Admin Tools', 'Employee Management', 'Employee Summary', 'Quick Hire', 'Employee Maintenance', 'General', 'Override Address', 'Clock Settings', 'Employment', 'Employment Status History', 'Jobs', 'Labor', 'Location Distribution', 'Percent Distribution', 'Organizations', 'Organization Supervisor/Manager', 'Misc Fields', 'Misc Data Sets', 'PTO Accrual Plan', 'Client Management', 'Payroll', 'Reports', and 'Production Utilities'.

Employment

Employment Category Information

- * Employment period: Employed 01/06/1999-current
- * Effective date: 7/5/2025
- * Employment category: Search or select from list
- Change reason: Search or select from list
- ☐ Create 'Change in Employment Category' life event record

Other Details

- ☐ Statutory employee
- ☐ Qualified pension plan
- ☐ Highly compensated
- ☐ Corporate officer
- ☐ Replacement employee
- Ownership percent:
- Full time equivalent:

ACA Information

- ☐ ACA hours met

8 Click "Save"

isolved Delivered by thread

Brittany... 2 of 61 Warren Buffet Pay Group: Advanced Time Salary: 6250.00 Work Location: Georgia Department: 200 - Admin Client: 007 - Bond James Bo
Employee # 0030 Status: Active Hire Date: 1/6/1999 Location: GA - Georgia Company: Bond James Bo

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management**
 - Employee Summary
 - Quick Hire
 - Quick Hire - Time Only
 - Employee Maintenance
 - General
 - Override Address
 - Clock Settings
 - Employment**
 - Employment Status History
 - Jobs
 - Labor
 - Location Distribution
 - Percent Distribution
 - Organizations
 - Organization Supervisor/Manager
 - Misc Fields
 - Misc Data Sets
 - PTO Accrual Plan
 - Client Management
 - Payroll
 - Reports
 - Production Utilities

Employment

[Save](#) [Go Back to List](#)

Employment Category Information

* Employment period: Employed 01/06/1999-current

* Effective date: 7/5/2025

* Employment category: Part Time

Change reason: Search or select from list

ACA Information

ACA employment status: **ACA Variable**

☐ ACA hours met

Other Details

☐ Statutory employee

☐ Qualified pension plan

☐ Highly compensated

☐ Corporate officer

☐ Replacement employee

Ownership percent:

Full time equivalent:

9 Now we will navigate to update the Benefits Click "Employee Benefits" on the left side

isolved © 2025

Customer Service

Employee Admin Tools

Employee Management

- Employment
 - Employment Status History
 - Jobs
 - Labor
 - Location Distribution
 - Percent Distribution
 - Organizations
 - Organization Supervisor/Manager
 - Misc Fields
 - Misc Data Sets
 - PTO Accrual Plan
 - PTO Updates
 - EE Documents
 - Employee Pay
 - Employee Benefits**
 - Human Resources
 - Applicant Tracking
 - TimeWorksPlus
- Client Management
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service

Employee Benefits

[+ Add New](#) [Expand All Groups](#) [Collapse All Groups](#) [Clear Grouping/Filters](#)

Employment Period:

Employment Category	Effective Date	ACA Status	ACA Hours Met	Change Reason
Employment Period: 01/06/1999-current				
Part Time	7/5/2025	ACA Variable		

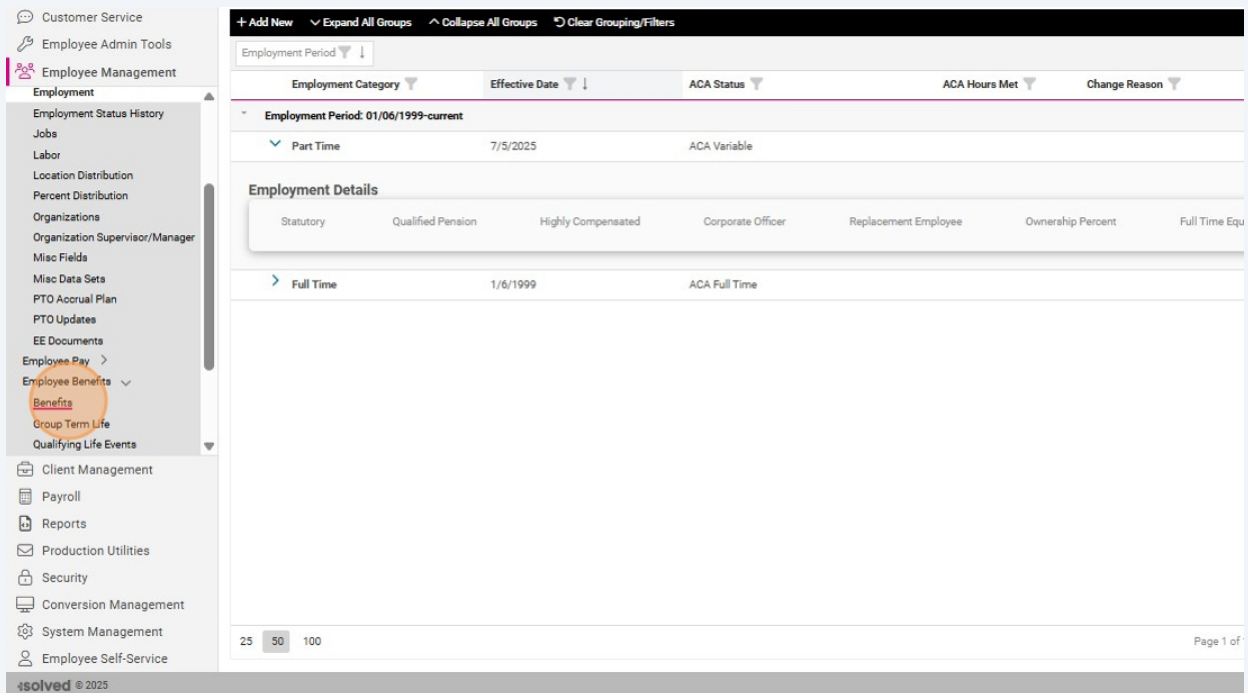
Employment Details

Statutory	Qualified Pension	Highly Compensated	Corporate Officer	Replacement Employee	Ownership Percent	Full Time Equ
Full Time						
1/6/1999						
ACA Full Time						

25 50 100

Page 1 of 1

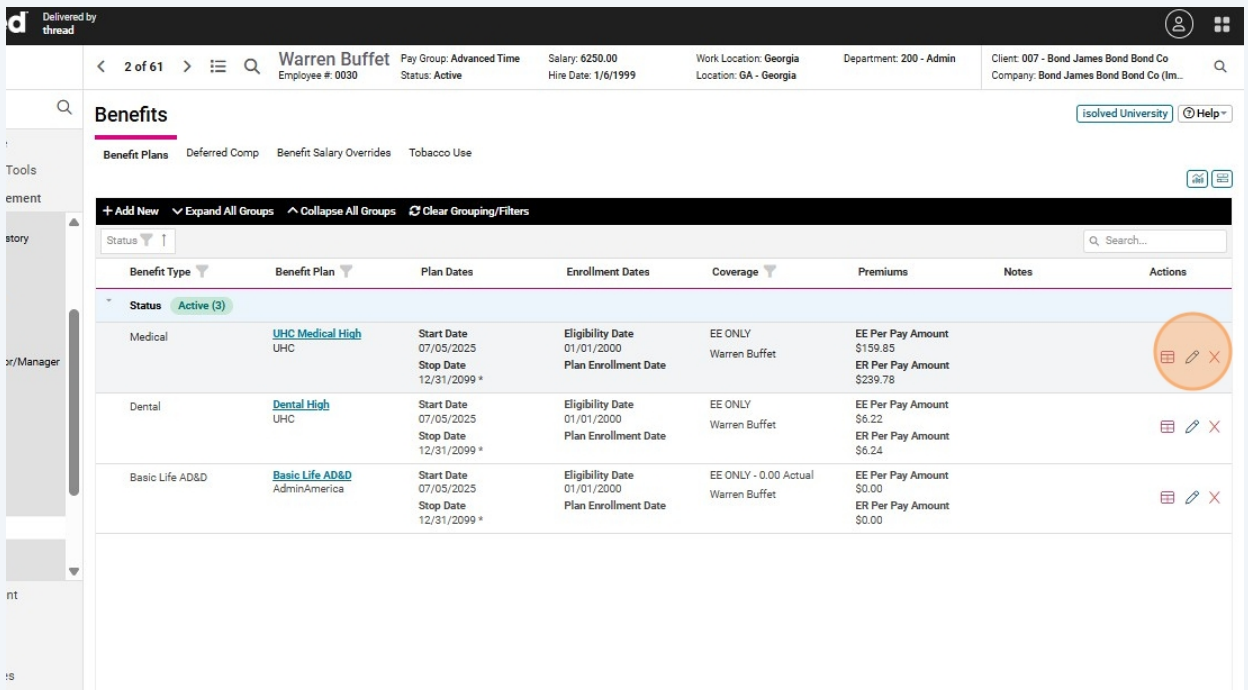
10 Click "Benefits"



The screenshot shows the 'Employee Management' sidebar on the left, with 'Benefits' highlighted under 'Employee Benefits'. The main content area displays the 'Employment Details' for an employee, showing 'Part Time' and 'Full Time' employment periods with their respective effective dates and ACA status.

Employment Category	Effective Date	ACA Status	ACA Hours Met	Change Reason
Part Time	7/5/2025	ACA Variable		
Full Time	1/6/1999	ACA Full Time		

11 Click the Pencil icon to make updates to the benefit you need to update.



The screenshot shows the 'Benefits' section for Warren Buffet. The table lists three benefit plans: Medical, Dental, and Basic Life AD&D. The 'Medical' plan is highlighted, and a pencil icon is visible in the 'Actions' column, indicating it can be edited.

Benefit Type	Benefit Plan	Plan Dates	Enrollment Dates	Coverage	Premiums	Notes	Actions
Medical	UHC Medical High UHC	Start Date: 07/05/2025 Stop Date: 12/31/2099 *	Eligibility Date: 01/01/2000 Plan Enrollment Date	EE ONLY Warren Buffet	EE Per Pay Amount: \$159.85 ER Per Pay Amount: \$239.78		
Dental	Dental High UHC	Start Date: 07/05/2025 Stop Date: 12/31/2099 *	Eligibility Date: 01/01/2000 Plan Enrollment Date	EE ONLY Warren Buffet	EE Per Pay Amount: \$6.22 ER Per Pay Amount: \$6.24		
Basic Life AD&D	Basic Life AD&D AdminAmerica	Start Date: 07/05/2025 Stop Date: 12/31/2099 *	Eligibility Date: 01/01/2000 Plan Enrollment Date	EE ONLY - 0.00 Actual Warren Buffet	EE Per Pay Amount: \$0.00 ER Per Pay Amount: \$0.00		

12 Add the stop date for when benefits will be ended.

Delivered by thread

Warren Buffet Pay Group: Advanced Time Salary: 6250.00 Work Location: Georgia Department: 200 - Admin Client: 007 - Bond James Bond Bond Co Company: Bond James Bond Bond Co (Im...

2 of 61

Benefits

Save Go Back to List

Plan Information

Plan: UHC Medical High-UHC Medical High
Provider: UHC
Plan ID: 78549
Participant ID:
Eligibility Date: 1/1/2000
Plan Enrollment Date:
Enrollment Submission Date: 7/5/2025
Notes:

Start Date: 07/05/2025
Stop Date: 12/31/2099
Benefit End Reason: Client benefit plan ended

Coverage Information

EE ONLY Coverage Description: Employee Only

Covered Participant Name	Participant Type	Covered	Start Date	Stop Date	Benefit End Reason
Warren Buffet	Employee	<input checked="" type="checkbox"/>	07/05/2025	12/31/2099 *	Client benefit plan ended

Premium Information

EE Per Pay Amount: \$159.85
Deduction Frequency: Every Pay
ER Per Pay Amount: \$990.70

13 Click "Save" and repeat for any additional benefits the employee may have.

isolved Delivered by thread

Brittany... Warren Buffet Pay Group: Advanced Time Salary: 6250.00 Work Location: Georgia Department: 200 - Admin Client: 007 - Bond James Bond Bond Co Company: Bond James Bond Bond Co (Im...

2 of 61

Benefits

Save Go Back to List

Plan Information

Plan: UHC Medical High-UHC Medical High
Provider: UHC
Plan ID: 78549
Participant ID:
Eligibility Date: 1/1/2000
Plan Enrollment Date:
Enrollment Submission Date: 7/5/2025
Notes:

Start Date: 07/05/2025
Stop Date: 7/30/2025
Benefit End Reason:

Coverage Information

EE ONLY Coverage Description: Employee Only

Covered Participant Name	Participant Type	Covered	Start Date	Stop Date	Benefit End Reason
Warren Buffet	Employee	<input checked="" type="checkbox"/>	07/05/2025	07/30/2025	

Premium Information

EE Per Pay Amount: \$159.85
Deduction Frequency: Every Pay
ER Per Pay Amount: \$990.70