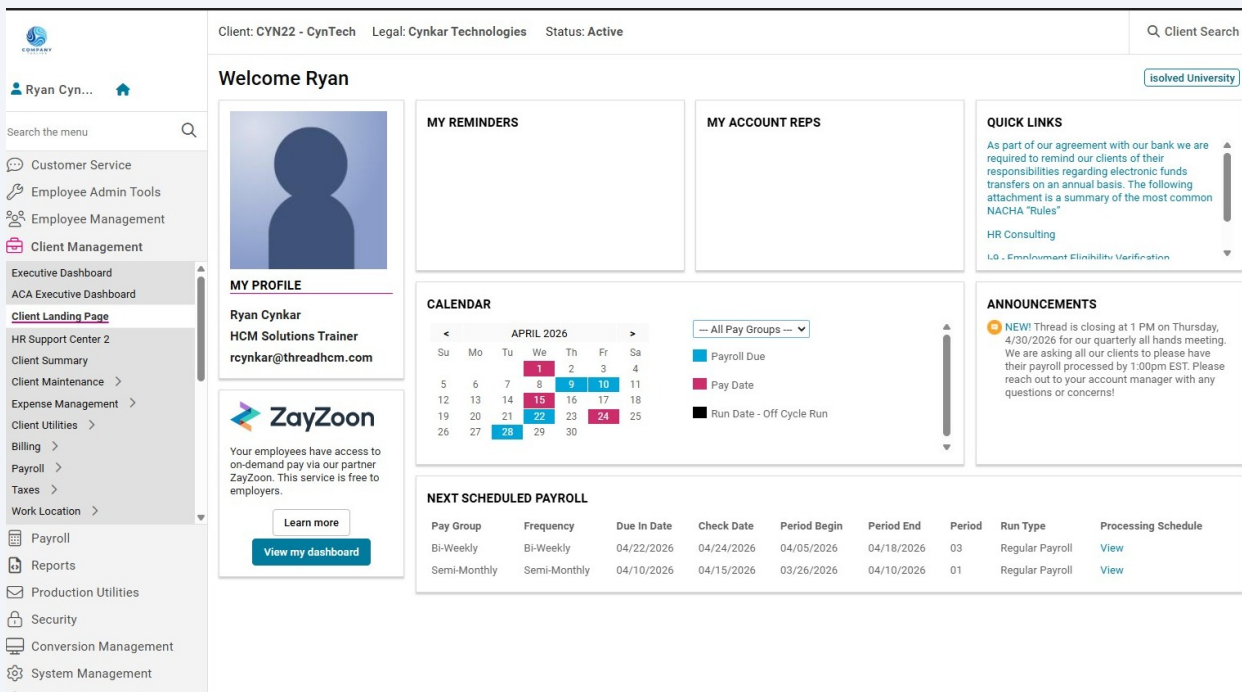


How To Add an Employee via Quick Hire

This guide provides a walkthrough for the quick hire process within the Thread HCM portal. Many of these options are pre populated, or built by us on implementation. If you aren't sure about any of these fields, reach out to your main contact at Thread.

If you are looking to save any employee New Hire paperwork, you can go to Employee Management > Human Resources > Employee Documents

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



The screenshot shows the Thread HCM portal dashboard for user Ryan Cynkar. The page includes a navigation menu on the left, a header with client information (Client: CYN22 - CynTech, Legal: Cynkar Technologies, Status: Active), and a search bar. The main content area is divided into several sections:

- Welcome Ryan**: A personalized greeting with a profile picture placeholder.
- MY PROFILE**: Displays the user's name (Ryan Cynkar), title (HCM Solutions Trainer), and email (rcynkar@threadhcm.com).
- MY REMINDERS**: A section for upcoming reminders.
- MY ACCOUNT REPS**: A section for account representatives.
- QUICK LINKS**: A section with links to various services, including HR Consulting and I-9 Employment Eligibility Verification.
- CALENDAR**: A calendar for April 2026 showing payroll due dates and pay dates. The calendar includes a legend for Payroll Due (blue), Pay Date (red), and Run Date - Off Cycle Run (black).
- ANNOUNCEMENTS**: A section with a notice about the quarterly all hands meeting on Thursday, 4/30/2026.
- NEXT SCHEDULED PAYROLL**: A table listing the next scheduled payroll runs.

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	04/22/2026	04/24/2026	04/05/2026	04/18/2026	03	Regular Payroll	View
Semi-Monthly	Semi-Monthly	04/10/2026	04/15/2026	03/26/2026	04/10/2026	01	Regular Payroll	View

2 Select "Employee Management" from the sidebar menu.

The screenshot shows the 'isolved' software interface. The sidebar menu on the left has 'Employee Management' highlighted with a red circle. The main content area displays a 'Welcome Ryan' dashboard for a client named 'CYN22 - CynTech'. The dashboard includes a profile card for Ryan Cynkar, a calendar for April 2026, and a table of 'NEXT SCHEDULED PAYROLL'.

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

MY PROFILE
Ryan Cynkar
HCM Solutions Trainer
rcynkar@threadhcm.com

CALENDAR
APRIL 2026

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

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	04/22/2026	04/24/2026	04/05/2026	04/18/2026	03	Regular Payroll	View
Semi-Monthly	Semi-Monthly	04/10/2026	04/15/2026	03/26/2026	04/10/2026	01	Regular Payroll	View

3 Click "Quick Hire" to begin creating a new employee record.

The screenshot shows the 'isolved' software interface. The sidebar menu on the left has 'Quick Hire' highlighted with a red circle. The main content area displays the same 'Welcome Ryan' dashboard as in the previous screenshot.

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

MY PROFILE
Ryan Cynkar
HCM Solutions Trainer
rcynkar@threadhcm.com

CALENDAR
APRIL 2026

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

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	04/22/2026	04/24/2026	04/05/2026	04/18/2026	03	Regular Payroll	View
Semi-Monthly	Semi-Monthly	04/10/2026	04/15/2026	03/26/2026	04/10/2026	01	Regular Payroll	View

4

Fill out all of the info from the Employment Information Section including the\

- Hire Date\
- Employee Number (which defaults to the next available number)\
- Employment Category\
- Timeclock ID, if the employee is using a timeclock to clock in/out

isolved Delivered by thread

Client: CYN22 - CynTech

Quick Hire

Save Cancel

Employment Information

* Legal Company: Cynkar Technologies

* Status: Active

* Hire Date: 4/13/2026

Adjusted Service Date:

* Employee Number: 2727

* Employment Category: Full Time

TimeClock ID:

Include in New Hire Reporting

Remote Worker

Organization/Labor/Job

Team: Search or Select from list

Department: Search or Select from list

Job: Search or Select from list

Workers Comp: Search or Select from list

Soc Code: Search or Select from list

Manager: Search or Select from list

Supervisor: Search or Select from list

General

* ID type: Search or Select from list

* SSN:

* First Name:

Preferred Name:

Middle Name:

* Last Name:

Prefix:

Suffix:

Self-Service Email:

Enable Self-Service Access

If email address is not currently active the email address will be blocked and the EE will not receive the activation

Tax Location

* Residence Location:

* Work Location: Search or Select from list

School District:

Reciprocity Rule:

Federal Income Tax

Filing Status:

Block Tax

Multiple Jobs or Spouse Works

Dependents Amount:

Other Income Amount:

Deductions Amount:

Additional \$: Dollars

EEO Information

Ethnicity: Ethr

Veteran Information

Active Duty Status: Active Duty Se

I-9 Information

I-9 Completion: I-9 Comple

Disability Information

Disability Infor

5

Choose the ID Type, and fill out the SSN/ID and Name info.

Client: CYNZZ - Cyn i eon Client Search

Quick Hire

Save Cancel Isolved University Help

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management**
- Employee Summary
- Quick Hire**
- Quick Hire - Time Only
- Employee Maintenance >
- Employee Pay >
- Employee Benefits >
- Human Resources >
- Applicant Tracking
- TimeWorksPlus

- Client Management
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service

General

* Hire Date: 4/13/2026
Adjusted Service Date:
* Employee Number: 2427
* Employment Category: Full Time
TimeClock ID:
 Include in New Hire Reporting
 Remote Worker

* ID type: **SSN**
* SSN: - -
* First Name:
Preferred Name:
Middle Name:
* Last Name:
Prefix:
Suffix:
Self-Service Email:
 Enable Self-Service Access
If email address is not currently active the email address will be blocked and the EE will not receive the activation link.
Marital Status:
* Address:
* Zip Code:

Tax Location

* Residence Location:
* Work Location:
School District:
Reciprocity Rule:

Federal Income Tax

Filing Status:
 Block Tax
 Multiple Jobs or Spouse Works
Dependents Amount:
Other Income Amount:
Deductions Amount:
Additional \$: Dollars

State Income Tax (Residence)

Tax Description: **The state of has no state withholding tax**

Job: Search or Select from list
Workers Comp: Search or Select from list
Soc Code: Search or Select from list
Manager: Search or Select from list
Supervisor: Search or Select from list

Veteran Inform
Active Duty St

I-9 Informator
I-9 Comple
CF

Disability Infor

6

In the Self-Service Email field, you'll enter the employee's email if they're going to be logging into isolved. If you check the Enable Self Service Access, once you hit save, they will be sent an email to setup their account.

This allows them as much or as little access as we have set up including:\

- Viewing paystub\
- Clocking in/out\
- Requesting time off\
- Reviewing or updating their information\
- More

Search the menu

Customer Service

Employee Admin Tools

Employee Management

Employee Summary

Quick Hire

Quick Hire - Time Only

Employee Maintenance >

Employee Pay >

Employee Benefits >

Human Resources >

Applicant Tracking

TimeWorksPlus

Client Management

Payroll

Reports

Production Utilities

Security

Conversion Management

System Management

Save Cancel

Remote Worker ⓘ

General

* ID type: Search or Select from list ⓘ

* SSN: ⓘ

* First Name: TEST

Preferred Name:

Middle Name:

* Last Name: EMPLOYEE

Prefix:

Suffix:

Self-Service Email: threadtest50@gmail.com

Enable Self-Service Access

If email address is not currently active the email address will be blocked and the EE will not receive the activation link.

Marital Status: ▾

* Address:

* Zip Code:

Hit Enter Key in zip code field to retrieve city list.

* City:

* State: ▾

Home Phone:

Tax Location

* Residence Location:

* Work Location: Search or Sele

School District:

Reciprocity Rule:

Federal Income Tax

Filing Status:

Block Tax

Multiple Job

Dependents Amount:

Other Income Amount:

Deductions Amount:

Additional \$:

State Income Tax (Residence)

Tax Description: The state of h

7

Enter the address information and the matching city and county result for the entered zip code if there are multiple possibilities

The screenshot shows the 'Quick Hire' form in the 'Employee Management' section. The left sidebar contains navigation options like 'Customer Service', 'Employee Admin Tools', and 'Employee Management'. The main form area is titled 'Quick Hire' and includes a 'Save' button and a 'Cancel' button. The form is divided into several sections: 'Personal Information' (First Name: TEST, Last Name: EMPLOYEE, Self-Service Email: threadtest50@gmail.com), 'Address Information' (Address: 3515 Main St, Zip Code: 30904, City: AUGUSTA GA (RICHMOND COUNTY), State: AUGUSTA-RICHMOND GA (RICHMOND COUNTY)), 'Federal Income Tax' (Filing Status, Block Tax, Multiple Jobs or Spouse Works, Dependents Amount, Other Income Amount, Deductions Amount, Additional \$), 'State Income Tax (Residence)' (Tax Description: The state of has no state withholding tax), 'State Income Tax (Work)' (Tax Description: The state of has no state withholding tax), and 'Salary' (Pay Group, Pay Type, Frequency, Normal Hours, Annual Salary). A red circle highlights the 'City' and 'State' dropdowns, which are populated with 'AUGUSTA GA (RICHMOND COUNTY)' and 'AUGUSTA-RICHMOND GA (RICHMOND COUNTY)' respectively.

8

Enter the Pay Info

The screenshot shows the 'Quick Hire' form in the 'Employee Management' section. The left sidebar contains navigation options like 'Customer Service', 'Employee Admin Tools', and 'Employee Management'. The main form area is titled 'Quick Hire' and includes a 'Save' button and a 'Cancel' button. The form is divided into several sections: 'Personal Information' (Prefix, Suffix, Self-Service Email: threadtest50@gmail.com, Enable Self-Service Access), 'Address Information' (Marital Status, Address: 3515 Main St, Zip Code: 30904, City: AUGUSTA, State: Georgia), 'Federal Income Tax' (Multiple Jobs or Spouse Works, Dependents Amount, Other Income Amount, Deductions Amount, Additional \$), 'GA State Income Tax (Residence)' (Tax Description: GEORGIA WH, Filing Status, Alternate Calculation, Block Tax, Exemptions, Addl Exemptions, Exemption Amount \$, Additional \$), 'State Income Tax (Work)' (Tax Description: The state of has no state withholding tax), and 'Salary' (Pay Group: Bi-Weekly, Pay Type, Frequency: Bi-Weekly, Normal Hours: 80, Annual Salary: 0). A red circle highlights the 'Pay Group' dropdown, which is populated with 'Bi-Weekly'.

9

Enter the pay info. Pay Group will have your Pay Group Name, which often also matches the Pay Frequency.

Quick Hire

Prefix:
 Suffix:
 Self-Service Email:
 Enable Self-Service Access
If email address is not currently active the email address will be blocked and the EE will not receive the activation link.

Marital Status:
 * Address:
 * Zip Code:
Hit Enter Key in zip code field to retrieve city list.
 * City:
 * State:
 Home Phone:
 Mobile Phone:
 Work Phone:
 Personal Email:
 Birth Date: MM / DD / YYYY
 Gender:

Salary

* Pay Group:
 * Pay Type:
 * Frequency:
 Normal Hours:
 Annual Salary:

GA State Income Tax (Residence)
 Tax Description: GEORGIA WH
 Filing Status:
 Alternate Calculation:
 Block Tax
 Exemptions:
 Add Exemptions:
 Exemption Amount:
 Additional \$: Dollars

State Income Tax (Work)
 Tax Description: The state of has no state withholding tax

City Income Tax (Residence)
 Tax Description: No city income tax for current residence

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10

Then choose the Pay Type. This could be Hourly, Salary, 1099, Commission as well as a few other options.

Quick Hire

Work Phone:
 Personal Email:
 Birth Date: MM / DD / YYYY
 Gender:

Salary

* Pay Group:
 * Pay Type:
 * Frequency:
 Normal Hours:
 Annual Salary:
 Per Pay Salary:
 Hourly Rate:

Alternate Pay Rate

Alternate Rate	Rate
<input type="text"/>	<input type="text"/>

City Income Tax (Residence)
 Tax Description: No city income (Other local/c

City Income Tax (Work)
 Tax Description: No city income (Other local/c

Tax Exemption
 Status Type:

11

Enter the Salary, Per Pay Salary or the Hourly Rate and the other 2 will populate. If you change any of these, they will all update.

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management**
 - Employee Summary
 - Quick Hire**
 - Quick Hire - Time Only
 - Employee Maintenance >
 - Employee Pay >
 - Employee Benefits >
 - Human Resources >
 - Applicant Tracking
 - TimeWorksPlus
- Client Management
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management

Save Cancel

Work Phone:

Personal Email:

Birth Date: MM / DD / YYYY

Gender:

Salary

* Pay Group: Bi-Weekly

* Pay Type: Hourly

* Frequency: Bi-Weekly

Normal Hours: 80

Annual Salary: 50000.08

Per Pay Salary: 1923.08

Hourly Rate: 24.0385

Alternate Pay Rate

Alternate Rate	Rate
<input type="text"/>	<input type="text"/>

Add New

Direct Deposit

Status	Account Type	Sequence	Frequency	Amount	Percent	Routing
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New

Tax Description: The state of h

City Income Tax (Residence)
Tax Description: No city income (Other local/c)

City Income Tax (Work)
Tax Description: No city income (Other local/c)

Tax Exemption
Status Type:

12

If an employee has an alternate rate you can enter it here.

Customer Service

- Employee Admin Tools
- Employee Management**
 - Employee Summary
 - Quick Hire**
 - Quick Hire - Time Only
 - Employee Maintenance >
 - Employee Pay >
 - Employee Benefits >
 - Human Resources >
 - Applicant Tracking
 - TimeWorksPlus
- Client Management
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service

Personal Email:

Birth Date: MM / DD / YYYY

Gender:

Salary

* Pay Group: Bi-Weekly

* Pay Type: Hourly

* Frequency: Bi-Weekly

Normal Hours: 80

Annual Salary: 50000.08

Per Pay Salary: 1923.08

Hourly Rate: 24.0385

Alternate Pay Rate

Alternate Rate	Rate
<input type="text"/>	<input type="text"/>

Add New

Direct Deposit

Status	Account Type	Sequence	Frequency	Amount	Percent	Routing
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New

Tax Description: No city income (Other local/c)

City Income Tax (Residence)
Tax Description: No city income (Other local/c)

City Income Tax (Work)
Tax Description: No city income (Other local/c)

Tax Exemption
Status Type:

13 At the bottom you can enter their Direct Deposit information.

The screenshot shows the 'Employee Management' interface. On the left is a navigation menu with options like 'Employee Summary', 'Quick Hire', 'Employee Maintenance', 'Employee Pay', 'Employee Benefits', 'Human Resources', 'Applicant Tracking', 'TimeWorksPlus', 'Client Management', 'Payroll', 'Reports', 'Production Utilities', 'Security', 'Conversion Management', 'System Management', and 'Employee Self-Service'. The main content area is divided into several sections: 'Salary' (with fields for Pay Group, Pay Type, Frequency, Normal Hours, Annual Salary, Per Pay Salary, and Hourly Rate), 'Alternate Pay Rate' (with a table for Alternate Rate and Rate), and 'Direct Deposit' (with a table for Status, Account Type, Sequence, Frequency, Amount, Percent, and Routing). The 'Status' dropdown in the Direct Deposit table is highlighted with an orange circle. Below the Direct Deposit table is an 'Add New' button. On the right side, there are sections for 'City Income Tax (Residence)', 'City Income Tax (Work)', and 'Tax Exemption'.

14 Select the Account Type

This screenshot is identical to the one above, showing the 'Employee Management' interface. The 'Direct Deposit' table is visible, and the 'Account Type' dropdown is highlighted with an orange circle. The 'Status' dropdown is also visible and set to 'Active'. The 'Add New' button is located below the table. The rest of the interface, including the navigation menu and other sections, remains the same.

15

Choose Remaining Net if it is the only or last account you're adding. If you'd like to add multiple, you can select the 1 from this dropdown.

Customer Service
Employee Admin Tools
Employee Management

Employee Summary
Quick Hire
Quick Hire - Time Only
Employee Maintenance >
Employee Pay >
Employee Benefits >
Human Resources >
Applicant Tracking
TimeWorksPlus

Client Management
Payroll
Reports
Production Utilities
Security
Conversion Management
System Management
Employee Self-Service

Birth Date: MM / DD / YYYY
Gender:

Salary
* Pay Group: Bi-Weekly
* Pay Type: Hourly
* Frequency: Bi-Weekly
Normal Hours: 80
Annual Salary: 50000.08
Per Pay Salary: 1923.08
Hourly Rate: 24.0385

Interstate Pay Rate
Alternate Rate: Rate:
Add New

Direct Deposit

Status	Account Type	Sequence	Frequency	Amount	Percent	Routing Num
Active	Checking	Remaining Net	Every Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New

City Income Tax (Residence)
Tax Description: No city income tax (Other local/count

City Income Tax (Work)
Tax Description: No city income tax (Other local/count

Tax Exemption
Status Type:

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16

Then you can add the Frequency, Routing Number, Account Number and Description. (Amount and Percent are only available if you selected a 1 instead of 'Remaining Net')

Customer Service
Employee Admin Tools
Employee Management

Employee Summary
Quick Hire
Quick Hire - Time Only
Employee Maintenance >
Employee Pay >
Employee Benefits >
Human Resources >
Applicant Tracking
TimeWorksPlus

Client Management
Payroll
Reports
Production Utilities
Security
Conversion Management
System Management
Employee Self-Service

City Income Tax (Residence)
Tax Description: No city income tax for current residence (Other local/county taxes may apply)

City Income Tax (Work)
Tax Description: No city income tax for current work location (Other local/county taxes may apply)

Tax Exemption
Status Type:

Direct Deposit

Frequency	Amount	Percent	Routing Number	Account Number	Description
Every Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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17

If we have set these items set up, you can select all of the employee's Organization, Labor and Job fields, as well as their Manager or Supervisor.

Client: CYN22 - CynTech

Quick Hire

Employment Information

- * Legal Company: Cynkar Technologies
- * Status: Active
- * Hire Date: 4/13/2026
- Adjusted Service Date:
- * Employee Number: 2427
- * Employment Category: Full Time
- TimeClock ID:
- Include in New Hire Reporting
- Remote Worker

Organization/Labor/Job

- Team: Search or Select from list
- Department: Search or Select from list
- Job: Search or Select from list
- Workers Comp: Search or Select from list
- Soc Code: Search or Select from list
- Manager: Search or Select from list
- Supervisor: Search or Select from list

General

- * ID type: SSN
- * SSN: ... - ... - ...
- * First Name: TEST
- Preferred Name:
- Middle Name:
- * Last Name: EMPLOYEE
- Prefix:
- Suffix:
- Self-Service Email: threadtest50@gmail.com
- Enable Self-Service Access

Tax Location

- * Residence Location: GA2450090
- * Work Location: Search or Select from list
- School District:
- Reciprocity Rule:

Federal Income Tax

- Filing Status:
- Block Tax
- Multiple Jobs or Spouse Works
- Dependents Amount:
- Other Income Amount:
- Deductions Amount:
- Additional \$: Dollars

18

Fill out all of the employees tax information from their W4. Some will automatically populate based on the locations they filled out for their Address.

Organization/Labor/Job

- Team: Search or Select from list
- Department: Search or Select from list
- Job: Search or Select from list
- Workers Comp: Search or Select from list
- Soc Code: Search or Select from list
- Manager: Search or Select from list
- Supervisor: Search or Select from list

Tax Location

- * Residence Location:
- * Work Location: Search or Select from list
- School District:
- Reciprocity Rule:

Federal Income Tax

- Filing Status:
- Block Tax
- Multiple Jobs or Spouse Works
- Dependents Amount:
- Other Income Amount:
- Deductions Amount:

19

On the right, there are a few more fields that you may or may not use for your employees such as EEO and Veteran Reporting.

The screenshot shows the 'Quick Hire' form in a web application. On the left is a navigation menu with 'Employee Management' selected. The main form area has a 'Save' button and a 'Cancel' button. The 'bor/Job' section contains several dropdown menus for Team, Department, Job, Compensation, Code, Manager, and Supervisor. The 'EEO Information' section includes an 'Ethnic Origin' dropdown. The 'Veteran Information' section has an 'Active Duty Separation' date picker and three checkboxes: 'Recently Separated Veteran', 'Protected Veteran', and 'None of the above' (which is checked). The 'I-9 Information' section has an 'I-9 Completed' checkbox (which is not checked) and an 'I-9 Completed Date' date picker. The 'Disability Information' section has a 'Disabled' dropdown. An orange circle highlights the 'None of the above' checkbox in the Veteran Information section.

20

Here you can enter the I-9 Information to confirm the employees Citizenship. Check the box, Enter the Date, and the Employee's Citizenship.

This screenshot is similar to the previous one, but with the 'I-9 Information' section highlighted. The 'I-9 Completed' checkbox is now checked, and an orange circle highlights it. The 'I-9 Completed Date' date picker is also highlighted with an orange circle. The 'None of the above' checkbox in the Veteran Information section is still checked. The rest of the form fields and navigation menu are the same as in the previous screenshot.

21

Customer Service
Employee Admin Tools
Employee Management
Employee Summary
Quick Hire
Quick Hire - Time Only
Employee Maintenance >
Employee Pay >
Employee Benefits >
Human Resources >
Applicant Tracking
TimeWorksPlus

Client Management
Payroll
Reports
Production Utilities
Security
Conversion Management
System Management
Employee Self-Service

Employer/Job

Team: Search or Select from list
Department: Search or Select from list
Job: Search or Select from list
Organization: Search or Select from list
Job Code: Search or Select from list
Manager: Search or Select from list
Supervisor: Search or Select from list

Location:
Location: Search or Select from list
District:
Job Rule: ⓘ

Tax

Status:
 Block Tax
 Multiple Jobs or Spouse Works

Amount:
Amount:
Amount:

EEO Information

Ethnic Origin:

Veteran Information

Active Duty Separation: ⓘ
 Recently Separated Veteran
 Protected Veteran
 None of the above ⓘ

I-9 Information

I-9 Completed ⓘ
I-9 Completed Date: 4/15/2026 ⓘ
Citizenship: Citizen of the United States

Disability Information

Disabled:

22 Click "Save"

isolved Delivered by thread

Client: CYN22 - CynTech

Quick Hire isolved University ⓘ Help

Save Cancel

Work Phone:
Personal Email:
Birth Date: MM / DD / YYYY ⓘ
Gender:

Salary

* Pay Group: Bi-Weekly
* Pay Type: Hourly
* Frequency: Bi-Weekly
Normal Hours: 80
Annual Salary: 50000.08
Per Pay Salary: 1923.08
Hourly Rate: 24.0385

Alternate Pay Rate

Alternate Rate	Rate
<input type="text"/>	<input type="text"/>

City Income Tax (Residence)
Tax Description: No city income (Other local/c)

City Income Tax (Work)
Tax Description: No city income (Other local/c)

Tax Exemption
Status Type:

Ryan Cyn...

Search the menu

Customer Service
Employee Admin Tools
Employee Management
Employee Summary
Quick Hire
Quick Hire - Time Only
Employee Maintenance >
Employee Pay >
Employee Benefits >
Human Resources >
Applicant Tracking
TimeWorksPlus

Client Management
Payroll

23

Click "Save Complete"

The screenshot shows the 'isolved' HR system interface. At the top, the logo 'isolved' is followed by 'Delivered by thread'. A green button with a checkmark and the text 'Save Complete' is highlighted with a red circle. The client name 'Client: CYN22 - CynTech' is displayed in the top right. Below the header, there is a navigation menu on the left with options like 'Customer Service', 'Employee Admin Tools', and 'Employee Management'. The main content area is titled 'Quick Hire' and contains a form with the following sections:

- Save/Cancel**: Buttons for saving and canceling the form.
- Contact Information**: Fields for Mobile Phone, Work Phone, Personal Email, Birth Date (MM/DD/YYYY), and Gender.
- Salary**: Fields for * Pay Group, * Pay Type, * Frequency, Normal Hours, Annual Salary (set to 0), Per Pay Salary, and Hourly Rate.
- Alternate Pay Rate**: A table with columns for 'Alternate Rate' and 'Rate'.
- Tax Information**: Sections for State Income Tax (Work), City Income Tax (Residence), and City Income Tax (Work), each with a 'Tax Description' field.
- Tax Exemption**: A section for tax exemptions.