

How To Create A New Job In Thread HCM



Learn how to efficiently add a new job role within the Thread HCM platform. This guide walks you through the necessary navigation and input fields to ensure your job records are created and saved correctly.

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

Client: CYN22 - CynTech

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 Na...	Middle Name	Last Name	Status	Team	Department
Cynkar Technolo...	Bi-Weekly	0006	Christopher	Chris		Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	2430	Ryan			Cynkar	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar Technolo...	Bi-Weekly	2365	Rickie			Fowler	Active		
Cynkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active		
Cynkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active		
Cynkar Technolo...	Bi-Weekly	0018	John			Jack	Active		
Cynkar Technolo...	Bi-Weekly	38	Michael			Jackson	Active		
Cynkar Technolo...	Bi-Weekly	0026	Nathan			Johnson	Active		
Cynkar Technolo...	Bi-Weekly	2363	Bridget			Kelly	Active		
Cynkar Technolo...	Bi-Weekly	0023	Christian			Manual	Active		

25 50 100 500

Page 1 of 1 (71 items) 1

2 Click "Client Management"

The screenshot shows the 'Employee List' page. In the left sidebar, under 'Employee Management', the 'Client Management' option is circled in orange. The main area displays a table of employees with columns: Legal Name, Pay Group, Employee ID, First Name, Preferred Name, Middle Name, Last Name, Status, Team, and Department. The table contains 15 rows of employee data. At the bottom right, it says 'Page 1 of 1 (71 items)'.

Legal Name	Pay Group	Employee ID	First Name	Preferred Name	Middle Name	Last Name	Status	Team	Department
Cynkar Technolo...	Bi-Weekly	0006	Christopher	Chris		Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	2430	Ryan			Cynkar	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar Technolo...	Bi-Weekly	2365	Rickie			Fowler	Active		
Cynkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active		
Cynkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active		
Cynkar Technolo...	Bi-Weekly	0018	John			Jack	Active		
Cynkar Technolo...	Bi-Weekly	38	Michael			Jackson	Active		
Cynkar Technolo...	Bi-Weekly	0026	Nathan			Johnson	Active		
Cynkar Technolo...	Bi-Weekly	2363	Bridget			Kelly	Active		
Cynkar Technolo...	Bi-Weekly	0023	Christian			Manual	Active		

3 Click "Job"

The screenshot shows the 'Employee List' page. In the left sidebar, under 'Client Management', the 'Job' option is circled in orange. The main area displays the same table of employees as in the previous screenshot. At the bottom right, it says 'Page 1 of 1 (71 items)'.

Legal Name	Pay Group	Employee ID	First Name	Preferred Name	Middle Name	Last Name	Status	Team	Department
Cynkar Technolo...	Bi-Weekly	0006	Christopher	Chris		Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	2430	Ryan			Cynkar	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar Technolo...	Bi-Weekly	2365	Rickie			Fowler	Active		
Cynkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active		
Cynkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active		
Cynkar Technolo...	Bi-Weekly	0018	John			Jack	Active		
Cynkar Technolo...	Bi-Weekly	38	Michael			Jackson	Active		
Cynkar Technolo...	Bi-Weekly	0026	Nathan			Johnson	Active		
Cynkar Technolo...	Bi-Weekly	2363	Bridget			Kelly	Active		
Cynkar Technolo...	Bi-Weekly	0023	Christian			Manual	Active		

4 Click "Jobs"

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 Na...	Middle Name	Last Name	Status	Team	Department
Cynkar Technolo...	Bi-Weekly	0006	Christopher	Chris		Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	2430	Ryan			Cynkar	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	0003	Guy		R	Fieri	Active		
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Cynkar Technolo...	Bi-Weekly	0023	Christian			Manual	Active		

25 50 100 500

Page 1 of 1 (71 items) 1

5 Click "Add New"

Jobs

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

Status Active (25)

Job Code	Job Title	Job Gro...	Job Level	Salary G...	Default ...	Default ...	Default ...	FLSA Exempt	Manager	Supervisor	Actions
1	1										
1M	1M										
2	2										
2M	2M										
3	3										
3M	3M										
4	4										
4m	4m										
5	5										
01	Accountant								1 - Ryan Re...		
012	Analyst								0006 - Chris...		
02	Area Director								0018 - John...		
c1	c1										

6

Enter the Job Details to match your job format. Primarily the Job Code and Title. Usually this is all you need and then you can Save. Continue to see the other options.

Client: CYN22 - CynTech

Client Search

isolved University Help

Save Go Back to List

Job

* Job Code:

Job Title:

Job Group: Search or Select from list

Job Level: Search or Select from list

Active

Job Options

☐ Manages Others

☐ Supervises Others

☐ Seasonal Employee

☐ Tipped Employee

☐ Union Employee

Regulatory Options

EEO Category: Search or Select from list

FLSA Exempt Status: Non-Exempt

Certified Job Type: Select...

Workers' Comp: Search or Select from list

Workers' Comp Classification: Search or Select from list

TTOC Code: Search or Select from list

Managerial Options

Assigned Manager: Search or Select from list

Assigned Supervisor: Search or Select from list

Job Summary

7

If this job will be able to Manage or Supervise others, check those boxes here.

Further down you can add more details related to this job. Please reach out if you're looking for more details on building out these items.

Client: CYN22 - CynTech

Client Search

isolved University Help

Save Go Back to List

Job

* Job Code: 55

Job Title: 2nd Shift Warehouse

Job Group: Search or Select from list

Job Level: Search or Select from list

Active

Job Options

☐ Manages Others

☐ Supervises Others

☐ Seasonal Employee

☐ Tipped Employee

☐ Union Employee

Regulatory Options

EEO Category: Search or Select from list

FLSA Exempt Status: Non-Exempt

Certified Job Type: Select...

Workers' Comp: Search or Select from list

Workers' Comp Classification: Search or Select from list

TTOC Code: Search or Select from list

Managerial Options

Assigned Manager: Search or Select from list

Assigned Supervisor: Search or Select from list

Job Summary

8

Click "Save"

The screenshot displays the 'isolved' HR system interface. At the top, the header shows 'isolved' and 'Delivered by thread'. The client name 'Client: CYN22 - CynTech' is visible. The left sidebar contains a navigation menu with categories like 'Customer Service', 'Employee Admin Tools', 'Employee Management', and 'Client Management'. The 'Jobs' section is highlighted in the sidebar. The main content area shows the 'Jobs' form with fields for Job Code (55), Job Title (2nd Shift Warehouse), Job Group, and Job Level. A green 'Active' button is present. The 'Job Options' section includes checkboxes for 'Manages Others', 'Supervises Others', 'Seasonal Employee', 'Tipped Employee', and 'Union Employee'. The 'Regulatory Options' section has dropdowns for EEO Category, FLSA Exempt Status (Non-Exempt), Certified Job Type, Workers' Comp, Workers' Comp Classification, and TTOC Code. The 'Managerial Options' section has dropdowns for Assigned Manager and Assigned Supervisor. A 'Job Summary' section is at the bottom.

Client: CYN22 - CynTech

Search the menu

Customer Service

Employee Admin Tools

Employee Management

Client Management

Client Utilities

Payroll

Billing

Taxes

Work Location

Tables

Labor & GL

Job

Jobs

Salary Grades

Benefits

Payroll

Reports

Production Utilities

Security

Conversion Management

Save

Go Back to List

* Job Code: 55

Job Title: 2nd Shift Warehouse

Job Group: Search or Select from list

Job Level: Search or Select from list

Active

Job Options

Manages Others

Supervises Others

Seasonal Employee

Tipped Employee

Union Employee

Regulatory Options

EEO Category: Search or Select from list

FLSA Exempt Status: Non-Exempt

Certified Job Type: Select...

Workers' Comp: Search or Select from list

Workers' Comp Classification: Search or Select from list

TTOC Code: Search or Select from list

Managerial Options

Assigned Manager: Search or Select from list

Assigned Supervisor: Search or Select from list

Job Summary