

How to Access Applicant Tracking (ATS/iHire)



This guide quickly shows how to open your organization's ATS in Thread and reach the dashboard that lists upcoming jobs, pending approvals, and applicants needing status updates. If you do not see this option, please contact your account manager.

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

The screenshot shows the Thread HCM dashboard for user Ryan Cynkar. The dashboard includes a sidebar menu on the left with options like 'Admin Tools', 'Management', 'Dashboard', and 'My Profile'. The main content area is titled 'Welcome Ryan' and features a profile card for Ryan Cynkar (Boss, rcynkar@threadhcm.com). Below the profile card is a ZayZoon logo and a message about on-demand pay. To the right of the profile card are sections for 'MY REMINDERS', 'MY ACCOUNT REPS', 'CALENDAR' (showing August 2026 with payroll due dates), 'QUICK LINKS', 'ANNOUNCEMENTS' (including a note about Labor Day), and 'NEXT SCHEDULED PAYROLL' (showing a bi-weekly payroll cycle starting 07/26/2026).

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Bi-Weekly	Bi-Weekly	08/12/2026	08/14/2026	07/26/2026	08/08/2026	05	Regular Payroll	View

2 Click "App Launcher"

The screenshot shows the Thread HR dashboard for Ryan Cynkar. The top navigation bar includes the Thread logo, client information (CYN22 - CynTech, Legal: Cynkar Technologies), and a user profile icon circled in orange. The dashboard layout includes a 'Welcome Ryan' section, a 'MY PROFILE' card, a 'ZayZoon' partner card, 'MY REMINDERS', 'MY ACCOUNT REPS', 'QUICK LINKS', 'CALENDAR', 'ANNOUNCEMENTS', and a 'NEXT SCHEDULED PAYROLL' table.

Client: CYN22 - CynTech Legal: Cynkar Technologies

Welcome Ryan Isolved University

MY PROFILE
Ryan Cynkar
Boss
rcynkar@threadhcm.com

ZayZoon
Your employees have access to on-demand pay via our partner ZayZoon. This service is free to employers.
[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 - Employment Eligibility Verification](#)

CALENDAR
AUGUST 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 31
Legend: Payroll Due (blue), Pay Date (pink), Run Date - Off Cycle Run (black)

ANNOUNCEMENTS
NEW! In observance of Labor Day, Thread will be CLOSED Monday, September 7. It is also a Federal holiday, and payrolls will not be processed due to bank closures. Your processing dates and/or check dates may have changed. Please review your processing calendar. As a reminder, payrolls must be submitted two business days before check date. Happy Labor Day from all of us at thread!

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
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3 Click "Applicant Tracking"

The screenshot shows the same Thread HR dashboard as above, but with the 'My Apps' sidebar open on the right. The 'Applicant Tracking' link is circled in orange.

My Apps

- Employee Workspace
- Share & Perform
- Learn & Grow
- Applicant Tracking**
- Predictive People Analytics (Isolvedpartner)
- Giving & Volunteering
- COBRA Client Site
- Third Party Applications
- COBRA Link
- Predictive People Analytics

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Click "Coming up this Week Jobs Closing 0 Reqs Pending Approval 0 Applicants w/No Status 1"

