

Manage and Export Employee List



This guide walks you through how to update the employee list, change columns and run it as a report.

These changes are only temporary and only for your user.

1

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

The screenshot shows the Thread HCM interface. On the left is a navigation menu with options like Customer Service, Employee Admin Tools, Employee Management, and Client Management. The main content area displays the 'Client Summary' for 'Cynkar Technologies'. It includes a company logo, address (2604 Washington Rd, Augusta, GA 30904), and a status of 'Active'. To the right of the summary is a table with various sections: 'Processing Information' (Pay Group, Frequency, Active EEs, Input Method, Output Method, Last PR Processed), 'Affiliate' (none), 'Account Representatives' (Ryan Cynkar), 'Other Services' (listing various HR and payroll services), and 'Reports' (listing reports like Client Profile Report, Client Contact List, etc., with PDF and Excel download links).

Section	Item	Value
Processing Information	Pay Group	Bi-Weekly
	Frequency	Bi-Weekly
	Active EEs	82
	Input Method	Online
	Output Method	zDNU - FedEx Print Back
	Last PR Processed	Run 31 - 5/1/2026
Affiliate	-	-
Account Representatives	Account Rep Type	Payroll Processor
	Name	Ryan Cynkar
Other Services	1099 Electronic Filing	Employee Direct Deposit
	1099 Print/ESS Display	ESS Pay Detail with Stub
Reports	Client Profile Report	PDF Excel
	Client Contact List	PDF Excel

2 Click "Employee Maintenance"

The screenshot shows the iSolved Client Summary page for Cynkar Technologies. The left sidebar contains a menu with 'Employee Maintenance' circled in orange. The main content area displays the client's logo, name, and address. The right sidebar contains a table of client information.

Contacts	Name	Phone	Email	Types
Processing Information	Pay Group Bi-Weekly Semi-Monthly	Frequency Bi-Weekly Semi-Monthly	Active EEs 82 -	Input Method Online Online Output Method zDNU - FedEx Print Back Last PR Processed Run 31 - 5/1/2026 -
Affiliate	-			
Account Representatives	Account Rep Type Payroll Processor	Name Ryan Cynkar	Phone Number -	
Other Services	Name 1099 Electronic Filing 1099 Print/ESS Display ACA Electronic File ACA Forms Print Adaptive Advanced Accruals Always-On HR Always-On HR - AI Features Base Payroll Package Base Reports - Conv Runs Benefits Package Calendar Subscription Compensation Management Conversion Tax Filing Delivery Direct Debit Billing	Name Employee Direct Deposit ESS Pay Detail with Stub E-Verify Expense Management Full Service Package HRIS Package Isolved Attendance Isolved Offboarding Isolved Onboarding Isolved PPA SSO Isolved Time Isolved Time Geofencing Isolved University Labor Allocation Summ Rpt New Hire Comb. - GA New Hire Filing	Name Notify Alerts Occurrence Tracking Perfect Payroll Performance Manag Pre-Note All Self Service Share & Perform Standard Date Rang T&A Package Thread Basic Packa Virtual Clocks W2 Electronic Filing W2 Print/ESS Displa Year End Reports ZayZoon SSO	
Reports	Report Name Client Profile Report Client Contact List	View PDF Excel PDF Excel	Report Name Labor & GL Field List Pay Group List	View PDF Excel PDF Excel

3 Click "General" or any screen that takes you to the Employee List.

The screenshot shows the iSolved Client Summary page for Cynkar Technologies. The left sidebar contains a menu with 'General' circled in orange. The main content area displays the client's logo, name, and address. The right sidebar contains a table of client information.

Contacts	Name	Phone	Email	Types
Processing Information	Pay Group Bi-Weekly Semi-Monthly	Frequency Bi-Weekly Semi-Monthly	Active EEs 82 -	Input Method Online Online Output Method zDNU - FedEx Print Back Last PR Processed Run 31 - 5/1/2026 -
Affiliate	-			
Account Representatives	Account Rep Type Payroll Processor	Name Ryan Cynkar	Phone Number -	
Other Services	Name 1099 Electronic Filing 1099 Print/ESS Display ACA Electronic File ACA Forms Print Adaptive Advanced Accruals Always-On HR Always-On HR - AI Features Base Payroll Package Base Reports - Conv Runs Benefits Package Calendar Subscription Compensation Management Conversion Tax Filing Delivery Direct Debit Billing	Name Employee Direct Deposit ESS Pay Detail with Stub E-Verify Expense Management Full Service Package HRIS Package Isolved Attendance Isolved Offboarding Isolved Onboarding Isolved PPA SSO Isolved Time Isolved Time Geofencing Isolved University Labor Allocation Summ Rpt New Hire Comb. - GA New Hire Filing	Name Notify Alerts Occurrence Tracking Perfect Payroll Performance Manag Pre-Note All Self Service Share & Perform Standard Date Rang T&A Package Thread Basic Packa Virtual Clocks W2 Electronic Filing W2 Print/ESS Displa Year End Reports ZayZoon SSO	
Reports	Report Name Client Profile Report Client Contact List Leave Accrual List	View PDF Excel PDF Excel PDF Excel	Report Name Labor & GL Field List Pay Group List Tax List	View PDF Excel PDF Excel PDF Excel

4 Click the column chooser icon

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		

5 Click the column you want to add. You can also remove a column by clicking and dragging a column header back to this list. Reminder: these changes aren't permanent.

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		

Column Chooser

- Employment Category
- Hire Date
- Job
- Location
- Pay Type
- Preferred Name

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6 Click the headers if you want to sort column

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 ...	Middle Na...	Pay Type	Last Name	Status	Team	Department
Cynkar Techno...	Bi-Weekly	0006	Christopher	Chris		Hourly	Bailey	Active		
Cynkar Techno...	Bi-Weekly	0025	Benjamin	Ben		Salary	Button IV	Active		
Cynkar Techno...	Bi-Weekly	2430	Ryan			Hourly	Cynkar	Active		
Cynkar Techno...	Bi-Weekly	0013	David			Salary	Dooly IV	Active		
Cynkar Techno...	Bi-Weekly	0024	Samuel			Hourly	Doore	Active		
Cynkar Techno...	Bi-Weekly	2354	Penn			Hourly	Employee	Active		
Cynkar Techno...	Bi-Weekly	0003	Guy		R	Salary	Fieri	Active		
Cynkar Techno...	Bi-Weekly	2365	Rickie			1099	Fowler	Active		
Cynkar Techno...	Bi-Weekly	2381	David	Dave		Salary	Grohl	Active		
Cynkar Techno...	Bi-Weekly	2378	Dustin			Hourly	Hoffman	Active		
Cynkar Techno...	Bi-Weekly	0018	John			Hourly	Jack	Active		
Cynkar Techno...	Bi-Weekly	38	Michael			Hourly	Jackson	Active		
Cynkar Techno...	Bi-Weekly	0026	Nathan			Hourly	Johnson	Active		
Cynkar Techno...	Bi-Weekly	2363	Bridget			Salary	Kelly	Active		
Cynkar Techno...	Bi-Weekly	0023	Christian			Hourly	Manual	Active		

Column Chooser

Employment Category

Hire Date

Job

Location

Prefix

Remote Worker

7 Or click the little filter icon if you want to filter the column.

Client: CYN22 - CynTech

Employee List

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Cynkar Techno...	Bi-Weekly	2430	Ryan			Cynkar	Active		
Cynkar Techno...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Techno...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Techno...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Techno...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar Techno...	Bi-Weekly	2365	Rickie			Fowler	Active		
Cynkar Techno...	Bi-Weekly	2381	David	Dave		Grohl	Active		
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Cynkar Techno...	Bi-Weekly	0018	John			Jack	Active		
Cynkar Techno...	Bi-Weekly	38	Michael			Jackson	Active		
Cynkar Techno...	Bi-Weekly	0026	Nathan			Johnson	Active		
Cynkar Techno...	Bi-Weekly	2363	Bridget			Kelly	Active		
Cynkar Techno...	Bi-Weekly	0023	Christian			Manual	Active		

Column Chooser

Employment Category

Hire Date

Job

Location

Pay Type

Prefix

8

If you want to run this as a report, click on the xlsx button to export to Excel.

RC

Client Search

ent: 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
/nkar Technolo...	Bi-Weekly	0006	Christopher	Chris		Bailey	Active		
/nkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
/nkar Technolo...	Bi-Weekly	2430	Ryan			Cynkar	Active		
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/nkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
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/nkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active		
/nkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active		
/nkar Technolo...	Bi-Weekly	0018	John			Jack	Active		