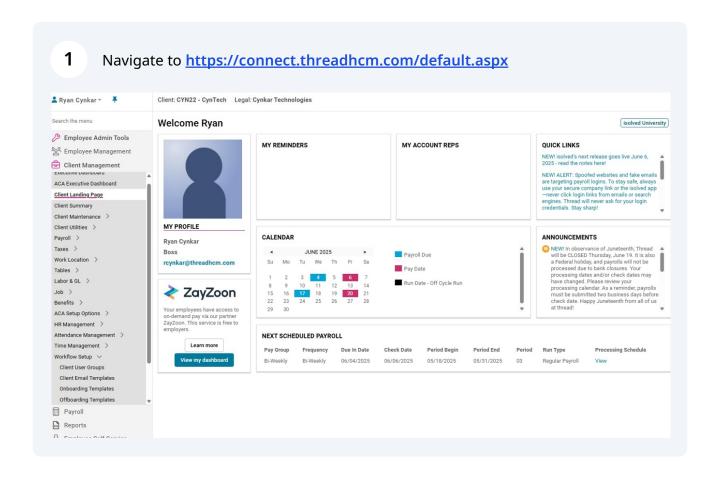
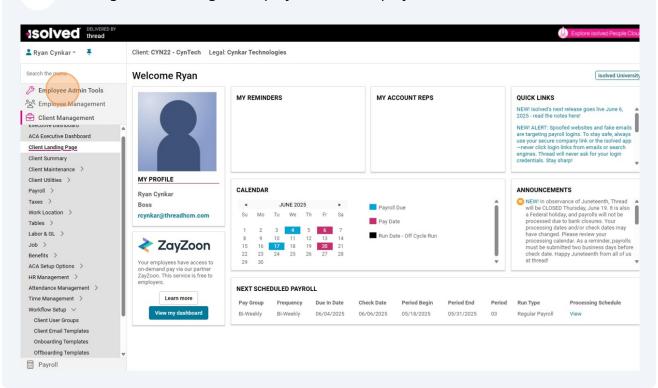
## Offboarding An Employee - Manager



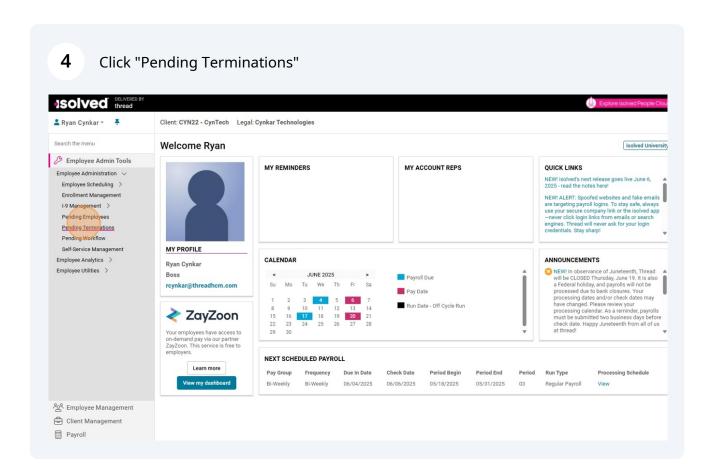
This guide walks through initiating offboarding an employee in isolved, ensuring a smooth transition and compliance with HR protocols for terminations.



**2** To begin offboarding an employee, Click "Employee Admin Tools"

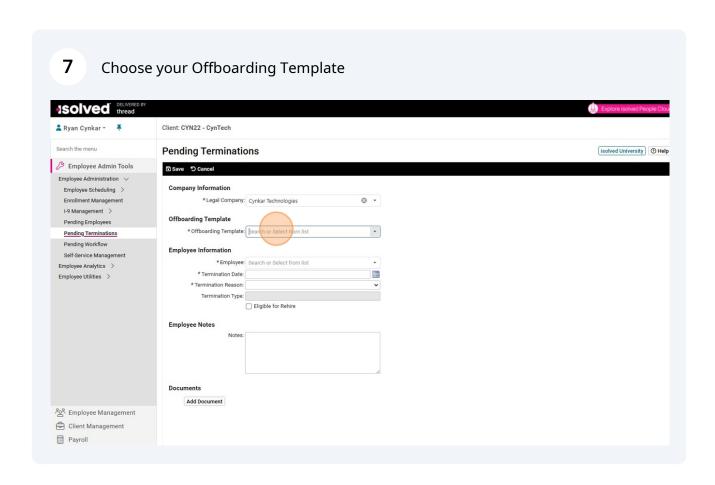


3 Click "Employee Administration" Isolved thread 2 Ryan Cynkar ▼ ▼ Client: CYN22 - CynTech Legal: Cynkar Technologies Welcome Ryan isolved University & Employee Admin Tools MY ACCOUNT REPS MY REMINDERS **OUICK LINKS** Employee Administration > NEW! isolved's next release goes live June 6, 2025 - read the notes here! Employee Analytics NEW ALERT: Spoofed websites and fake emails are targeting payroll logins. To stay safe, always use your secure company link or the isolved app—never click login links from emails or search engines. Thread will never ask for your login credentials. Stay sharp! Employee Utilities > MY PROFILE CALENDAR ■ NEWI in observance of Juneteenth, Thread will be cLoSED Thursday, June 19. 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 Juneteenth from all of us at thread! Ryan Cynkar JUNE 2025 > Payroll Due rcynkar@threadhcm.com Su Mo Tu We Th Fr Sa Pay Date 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 Run Date - Off Cycle Run ZayZoon NEXT SCHEDULED PAYROLL Pay Group Frequency Due In Date Check Date Period Begin Period End Period Run Type Processing Schedule Bi-Weekly Bi-Weekly 06/04/2025 06/06/2025 05/18/2025 05/31/2025 03 Regular Payroll Employee Management Client Management Payroll

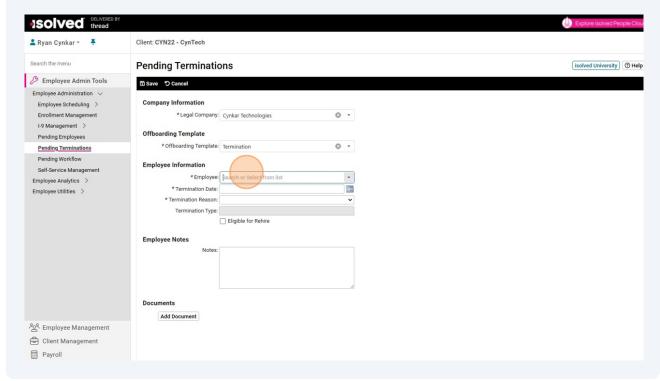


From this screen you can see any current pending terminations, or to begin a new 5 one, Click "Initiate Offboarding" ISOIVED DELIVERED BY thread Client: CYN22 - CynTech 2 Ryan Cynkar ▼ ▼ **Pending Terminations** Employee Admin Tools + Initiate Offboarding V Expand All Groups ^ Collapse All Groups D Clear Grouping/Filters Employee Administration ∨ D 04 Employee Scheduling > Offboarding Te... T Status Step Enrollment Management Legal Name T Termination Date Termination Re... Initiated By I-9 Management > Pending Employees There are no records to display. Pending Terminations Pending Workflow Self-Service Management Employee Analytics > Employee Utilities > Employee Management Client Management Payroll

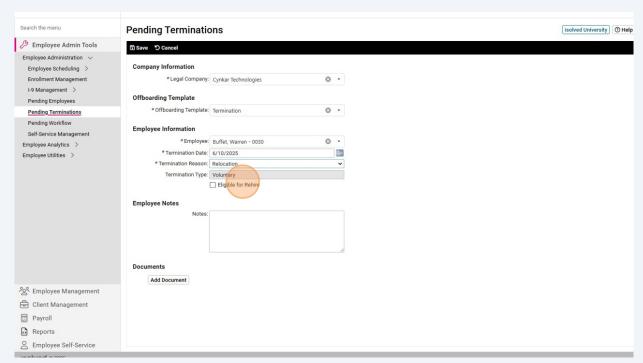
## 6 Choose your company Isolved DELIVERED BY thread ♣ Ryan Cynkar ▼ 📮 Client: CYN22 - CynTech Search the menu **Pending Terminations** Employee Admin Tools Save S Cancel Employee Administration $\,\,\vee\,\,$ Company Information Employee Scheduling > \*Legal Company: S Enrollment Management I-9 Management > Offboarding Template Pending Employees \*Offboarding Template: Search or Select from list Pending Terminations Pending Workflow Employee Information Self-Service Management \*Employee: Search or Select from list Employee Analytics > \* Termination Date: Employee Utilities > \* Termination Reason: Termination Type: Eligible for Rehire **Employee Notes** Add Document Employee Management Client Management Payroll



Then choose the employee, Termination Date, and Reason. You can also add notes or any documents.



9 If you may bring back this employee and want to keep their records, you can choose, Click "Eligible for Rehire"



## 10 Click "Save"

