

# Offboarding An Employee - Manager



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

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

The screenshot displays the Thread HCM dashboard for user Ryan Cynkar. The interface includes a left-hand navigation menu with categories like Employee Admin Tools, Employee Management, Client Management, and ACA Executive Dashboard. The main content area is titled 'Welcome Ryan' and features several sections: 'MY PROFILE' with a placeholder image and contact information; 'MY REMINDERS'; 'MY ACCOUNT REPS'; 'QUICK LINKS' with alerts about system updates and security; 'CALENDAR' for June 2025 with color-coded events for payroll due dates and pay dates; 'ANNOUNCEMENTS' regarding Juneteenth; and 'NEXT SCHEDULED PAYROLL' with a table of upcoming payroll cycles.

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	<a href="#">View</a>

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

The screenshot shows the 'isolved' dashboard for user Ryan Cynkar. The left sidebar menu has 'Employee Admin Tools' highlighted with an orange circle. The main content area includes a 'Welcome Ryan' message, a profile section for Ryan Cynkar (Boss, rcynkar@threadhcm.com), a ZayZoon on-demand pay service announcement, a calendar for June 2025, and a 'NEXT SCHEDULED PAYROLL' table.

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

**Search the menu:**

- Employee Admin Tools
- Employee Management
- Client Management
- ACA Executive Dashboard
- Client Landing Page
- Client Summary
- Client Maintenance >
- Client Utilities >
- Payroll >
- Taxes >
- Work Location >
- Tables >
- Labor & GL >
- Job >
- Benefits >
- ACA Setup Options >
- HR Management >
- Attendance Management >
- Time Management >
- Workflow Setup >
- Client User Groups
- Client Email Templates
- Onboarding Templates
- Offboarding Templates
- Payroll

**Welcome Ryan**

**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**

NEW! isolved's next release goes live June 6, 2025 - read the notes here!

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!

**ANNOUNCEMENTS**

NEW! 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!

**CALENDAR**

JUNE 2025

Su	Mo	Tu	We	Th	Fr	Sa
			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					

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

**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	<a href="#">View</a>

## 3 Click "Employee Administration"

The screenshot shows the 'isolved' dashboard for user Ryan Cynkar. The left sidebar menu has 'Employee Administration' highlighted with an orange circle. The main content area is identical to the previous screenshot, showing the 'Welcome Ryan' message, profile section, ZayZoon service, calendar, and payroll information.

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

**Search the menu:**

- Employee Admin Tools
- Employee Administration >
- Employee Analytics >
- Employee Utilities >
- Employee Management
- Client Management
- Payroll

**Welcome Ryan**

**MY PROFILE**

Ryan Cynkar  
Boss  
rcynkar@threadhcm.com

**ZayZoon**

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**MY REMINDERS**

**MY ACCOUNT REPS**

**QUICK LINKS**

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

**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	<a href="#">View</a>

## 4 Click "Pending Terminations"

The screenshot shows the isolved People Cloud dashboard for user Ryan Cynkar. The left sidebar contains the 'Employee Admin Tools' menu, where 'Pending Terminations' is highlighted with an orange circle. The main content area displays a 'Welcome Ryan' message, a profile card for Ryan Cynkar (Boss, rcynkar@threadhcm.com), a ZayZoon on-demand pay service announcement, a calendar for June 2025 showing payroll due dates, and a table for the next scheduled payroll.

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

**Employee Admin Tools**

- Employee Administration
- Employee Scheduling
- Enrollment Management
- I-9 Management
- Pending Employees**
- Pending Terminations**
- Pending Workflow
- Self-Service Management
- Employee Analytics
- Employee Utilities

**MY PROFILE**

Ryan Cynkar  
Boss  
rcynkar@threadhcm.com

**ZayZoon**

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[Learn more](#)  
[View my dashboard](#)

**MY REMINDERS**

**MY ACCOUNT REPS**

**QUICK LINKS**

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**CALENDAR**

JUNE 2025

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					

Legend: Payroll Due (Blue), Pay Date (Red), Run Date - Off Cycle Run (Black)

**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	<a href="#">View</a>

## 5 From this screen you can see any current pending terminations, or to begin a new one, Click "Initiate Offboarding"

The screenshot shows the 'Pending Terminations' screen in the isolved People Cloud application. The 'Initiate Offboarding' button in the top left of the main content area is highlighted with an orange circle. The screen displays a table with columns for Actions, Employee Name, Employee ID, Legal Name, Termination Date, Termination Reason, Initiated By, Offboarding To, and Status Step. A message states 'There are no records to display.'

**Client:** CYN22 - CynTech

**Pending Terminations**

[+ Initiate Offboarding](#)    [Expand All Groups](#)    [Collapse All Groups](#)    [Clear Grouping/Filters](#)

Drag a column header here to group by that column

Actions	Employee Name	Employee ID	Legal Name	Termination Date	Termination Re...	Initiated By	Offboarding To...	Status Step
There are no records to display.								

## 6 Choose your company

**isolved** DELIVERED BY thread Explore isolved People Cloud

Ryan Cynkar Client: CYN22 - CynTech

Search the menu

**Employee Admin Tools**

- Employee Administration
- Employee Scheduling
- Enrollment Management
- I-9 Management
- Pending Employees
- Pending Terminations**
- Pending Workflow
- Self-Service Management
- Employee Analytics
- Employee Utilities

Employee Management Client Management Payroll

### Pending Terminations

Save Cancel

**Company Information**

\* Legal Company: Search or Select from list

**Offboarding Template**

\* Offboarding Template: Search or Select from list

**Employee Information**

\* Employee: Search or Select from list

\* Termination Date: [Calendar Icon]

\* Termination Reason: [Dropdown]

Termination Type: [Dropdown]

☐ Eligible for Rehire

**Employee Notes**

Notes: [Text Area]

**Documents**

Add Document

## 7 Choose your Offboarding Template

**isolved** DELIVERED BY thread Explore isolved People Cloud

Ryan Cynkar Client: CYN22 - CynTech

Search the menu

**Employee Admin Tools**

- Employee Administration
- Employee Scheduling
- Enrollment Management
- I-9 Management
- Pending Employees
- Pending Terminations**
- Pending Workflow
- Self-Service Management
- Employee Analytics
- Employee Utilities

Employee Management Client Management Payroll

### Pending Terminations

Save Cancel

**Company Information**

\* Legal Company: Cynkar Technologies

**Offboarding Template**

\* Offboarding Template: Search or Select from list

**Employee Information**

\* Employee: Search or Select from list

\* Termination Date: [Calendar Icon]

\* Termination Reason: [Dropdown]

Termination Type: [Dropdown]

☐ Eligible for Rehire

**Employee Notes**

Notes: [Text Area]

**Documents**

Add Document

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

**isolved** DELIVERED BY thread Explore isolved People Cloud

Ryan Cynkar Client: CYN22 - CynTech

Search the menu

**Employee Admin Tools**

- Employee Administration
- Employee Scheduling
- Enrollment Management
- I-9 Management
- Pending Employees
- Pending Terminations**
- Pending Workflow
- Self-Service Management
- Employee Analytics
- Employee Utilities

**Pending Terminations** isolved University Help

**Save Cancel**

**Company Information**

\* Legal Company: Cynkar Technologies

**Offboarding Template**

\* Offboarding Template: Termination

**Employee Information**

\* Employee: Search or Select from list

\* Termination Date:

\* Termination Reason:

Termination Type:

☐ Eligible for Rehire

**Employee Notes**

Notes:

**Documents**

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

**isolved** DELIVERED BY thread Explore isolved People Cloud

Ryan Cynkar Client: CYN22 - CynTech

Search the menu

**Employee Admin Tools**

- Employee Administration
- Employee Scheduling
- Enrollment Management
- I-9 Management
- Pending Employees
- Pending Terminations**
- Pending Workflow
- Self-Service Management
- Employee Analytics
- Employee Utilities

**Pending Terminations** isolved University Help

**Save Cancel**

**Company Information**

\* Legal Company: Cynkar Technologies

**Offboarding Template**

\* Offboarding Template: Termination

**Employee Information**

\* Employee: Buffet, Warren - 0030

\* Termination Date: 6/10/2025

\* Termination Reason: Relocation

Termination Type: Voluntary

☒ Eligible for Rehire

**Employee Notes**

Notes:

**Documents**

## 10 Click "Save"

**isolved** DELIVERED BY  
thread

Ryan Cynkar

Client: CYN22 - CynTech

Search the menu

Employee Admin Tools

Employee Administration >

Employee Scheduling >

Enrollment Management

I-9 Management >

Pending Employees

**Pending Terminations**

Pending Workflow

Self-Service Management

Employee Analytics >

Employee Utilities >

Employee Management

Client Management

Payroll

**Pending Terminations**

Save

Cancel

**Company Information**

\* Legal Company: Cynkar Technologies

**Offboarding Template**

\* Offboarding Template: Termination

**Employee Information**

\* Employee: Buffet, Warren - 0030

\* Termination Date: 6/10/2025

\* Termination Reason: Relocation

Termination Type: Voluntary

☐ Eligible for Rehire

**Employee Notes**

Notes:

**Documents**

\* Document type:

\* Attach File:

Upload Document

Add Document

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