

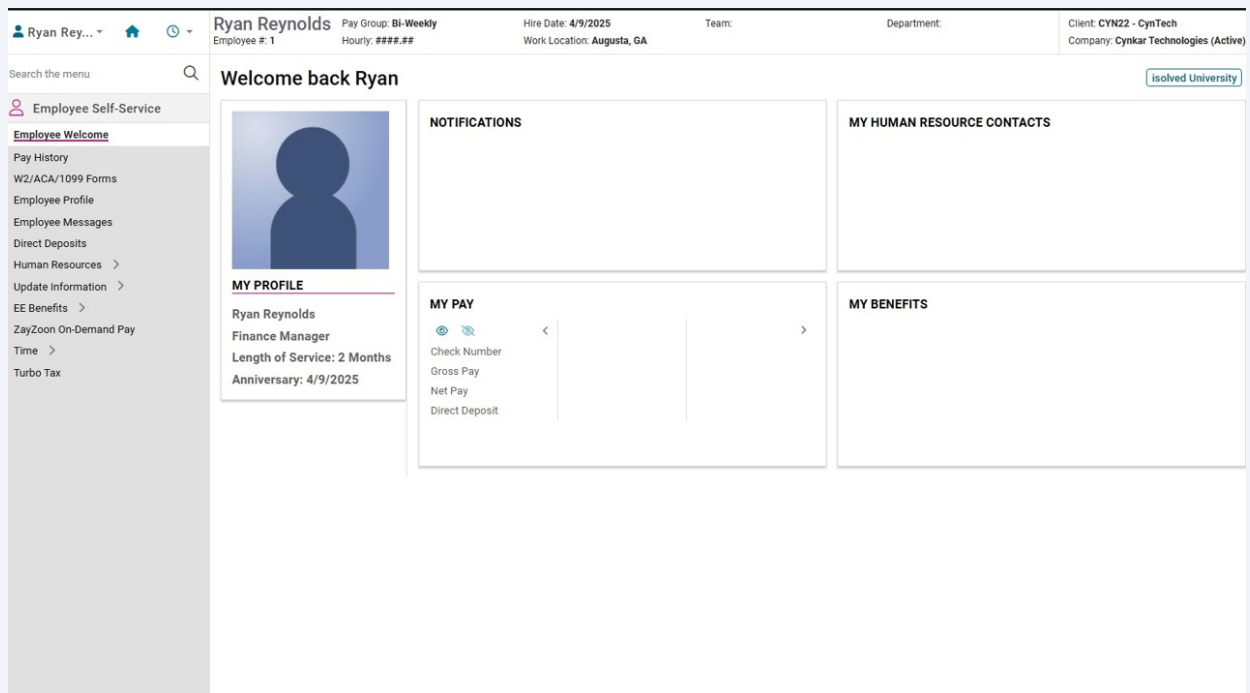
# Update Salary Information for Approval by Manager or Supervisor



This guide provides a step by step guide for updating employee salary information. Once submitted, it will go to the admin for approval.

1

Navigate to <https://connect.threadhcm.com/default.asp> and Log In



2

By Default, you are logged into your Employee View and will need to navigate to your Manager or Supervisor View. Click on your name in the top left to do this.

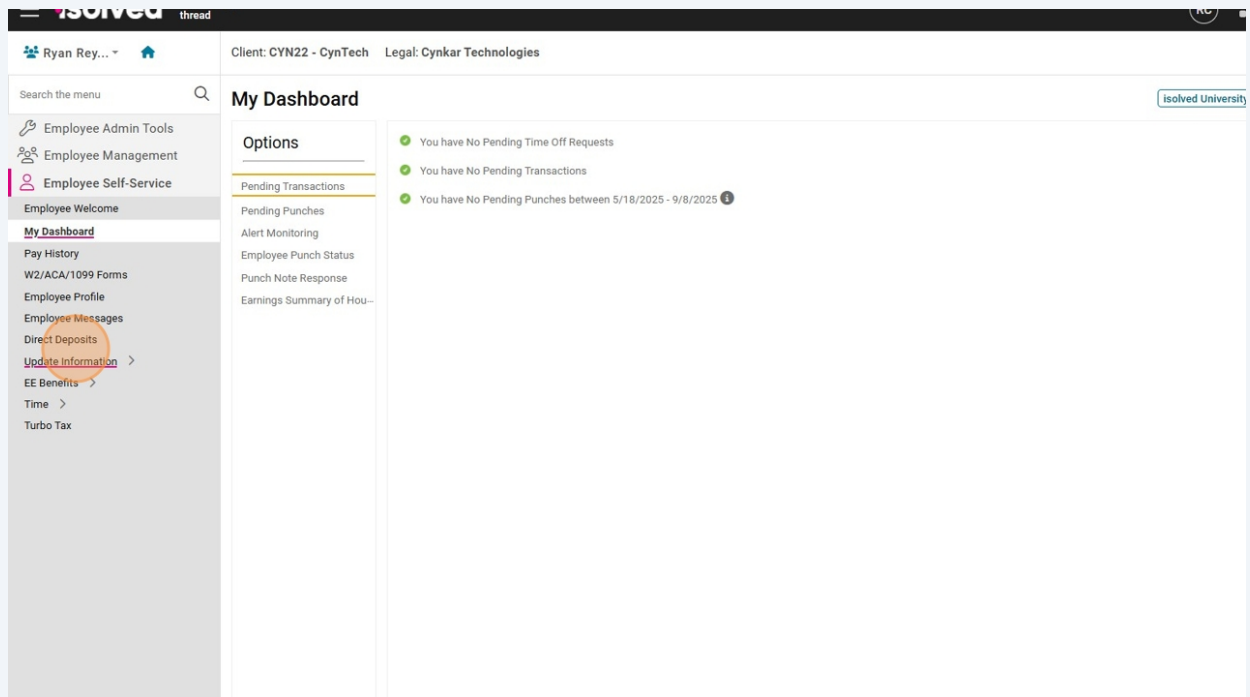
The screenshot shows the 'isolved' Employee Self-Service portal. At the top, a navigation bar includes the 'isolved' logo, 'Delivered by thread', and a user profile dropdown for 'Ryan Reynolds'. The main header displays employee details: 'Ryan Reynolds', 'Employee #: 1', 'Pay Group: Bi-Weekly', 'Hire Date: 4/9/2025', 'Work Location: Augusta, GA', 'Team:', 'Department:', and 'Client: CYN22 - CynTech'. A search bar is located on the left. The left sidebar lists navigation options under 'Employee Self-Service', with 'Employee Welcome' highlighted. The main content area is titled 'Welcome back Ryan' and features a profile card for Ryan Reynolds (Finance Manager, Length of Service: 2 Months, Anniversary: 4/9/2025). To the right of the profile are four panels: 'NOTIFICATIONS', 'MY HUMAN RESOURCE CONTACTS', 'MY PAY' (with links for Check Number, Gross Pay, Net Pay, and Direct Deposit), and 'MY BENEFITS'. The bottom right corner shows the 'isolved University' logo.

3

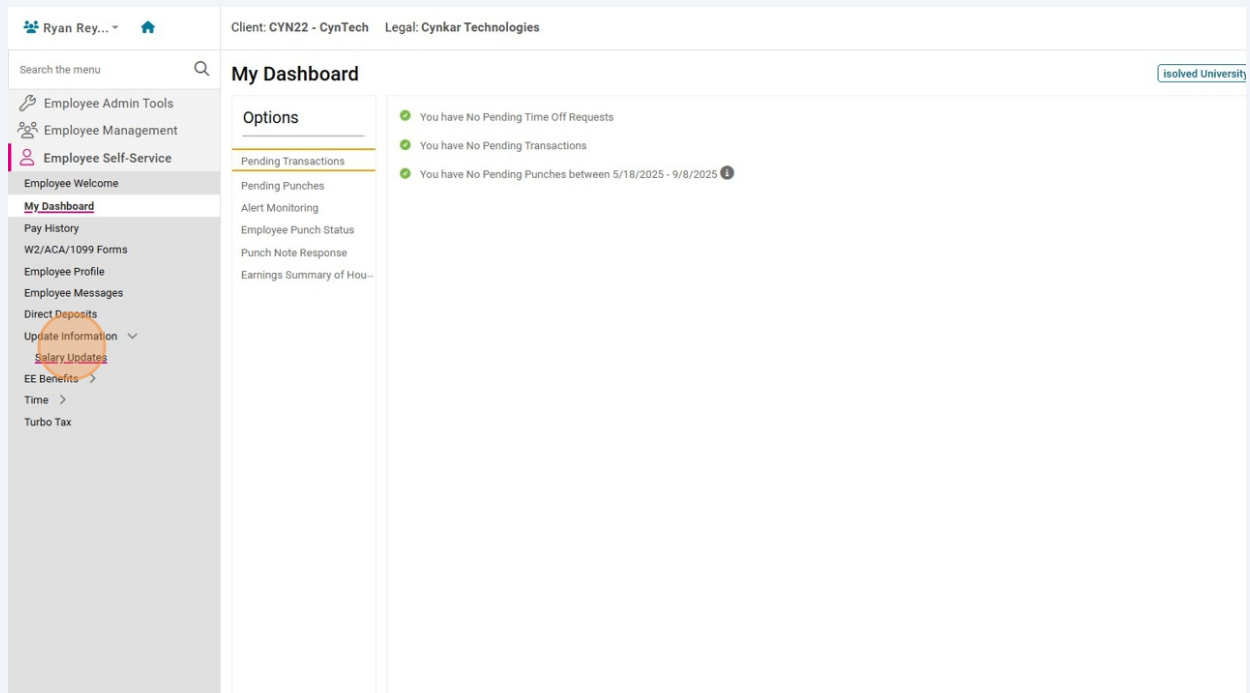
Click "Manager View"

This screenshot shows the same 'isolved' Employee Self-Service portal as the previous one, but with the user profile dropdown menu open. The dropdown menu is located in the top left corner, below the user's name 'Ryan Reynolds'. It contains three options: 'Employee View', 'Manager View', and 'Supervisor View'. The 'Manager View' option is highlighted with a red circle, indicating the action to be taken. The rest of the page content remains the same as in the previous screenshot.

## 4 Navigate down and Click "Update Information"



## 5 Click "Salary Updates"



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Once you click Salary Updates, it will ask you to choose an employee, select the employee you would like to update.

**isolved** Delivered by thread RC

Ryan Rey... Client: CYN22 - CynTech

Search the menu Q

- Employee Admin Tools
- Employee Management
- Employee Self-Service
  - Employee Welcome
  - My Dashboard
  - Pay History
  - W2/ACA/1099 Forms
  - Employee Profile
  - Employee Messages
  - Direct Deposits
  - Update Information Q
  - Salary Updates**
  - EE Benefits >
  - Time >
  - Turbo Tax

### 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			Bailey	Active	01 - 01	01 - 01
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active	100 - 100	A1312 - A1312
Cynkar Technolo...	Bi-Weekly	520	George			Clooney	Active	02 - 02	A1312 - A1312
Cynkar Technolo...	Bi-Weekly	0013	David			Dooly IV	Active	01 - 01	01 - 01
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active	600 - 600	02 - 02
Cynkar Technolo...	Bi-Weekly	516	Mel			Employee	Active	300 - 300	GA1 - GA1
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active	400 - 400	F1014 - F1014
Cynkar Technolo...	Bi-Weekly	0003	Guy		R	Fieri	Active	100 - 100	A1312 - A1312
Cynkar Technolo...	Bi-Weekly	2365	Rickie			Fowler	Active	600 - 600	F1014 - F1014
Cynkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active	600 - 600	E101 - E101
Cynkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active	100 - 100	03 - 03
Cynkar Technolo...	Bi-Weekly	0018	John			Jack	Active	01 - 01	01 - 01
Cynkar Technolo...	Bi-Weekly	38	Michael			Jackson	Active	02 - 02	A1312 - A1312
Cynkar Technolo...	Bi-Weekly	0026	Nathan			Johnson	Active	Alpharetta - Alph...	
Cynkar Technolo...	Bi-Weekly	2363	Bridget			Kelly	Active	700 - 700	01 - 01

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On this screen, click Add New to add a new record. You will ONLY want to click Edit if the current record needs to be changed.

**isolved** Delivered by thread RC

Ryan Rey... Ben Button IV Pay Group: Bi-Weekly Salary: ####.## Work Location: MILWAUK... Department: A1312 - A13... Client: CYN22 - CynTech

< 2 of 60 > Employee # 0025 Status: Active Hire Date: 1/26/1999 Team: 100 - 100 Company: Cynkar Technologies (Acti...

Search the menu Q

- Employee Admin Tools
- Employee Management
- Employee Self-Service
  - Employee Welcome
  - My Dashboard
  - Pay History
  - W2/ACA/1099 Forms
  - Employee Profile
  - Employee Messages
  - Direct Deposits
  - Update Information Q
  - Salary Updates**
  - EE Benefits >
  - Time >
  - Turbo Tax

### Salary Updates

isolved University

Effective Date	Workflow	Change Reason	% Increase	Annual Salary	Per Pay Salary	Hourly Rate	Normal Hours	Frequency	Pay Group	Pay Type
3/18/2024				78003.12	3250.13	37.5000	86.67	Semi-Monthly	Bi-Weekly	Salary

+ Add New Edit Refresh Save Cancel

#### Salary

\* Effective Date:

Change Reason:

\* Pay Type:

\* Pay Group:

\* Frequency:

Normal Hours:

Percent Increase:

Annual Salary:

Per Pay Salary:

Hourly Rate:

Notes:

8

On the Record Type drop down, you have a few choices:\

- Historical Change, to add old history\
- Current Change that will update as of today\
- Future Change to enter a future salary update

Ryan Rey...

< 2 of 60 >

Ben Button IV  
Employee # 0025

Pay Group: Bi-Weekly  
Status: Active

Salary: ###.##  
Hire Date: 1/26/1999

Work Location: MILWAUK...  
Team: 100 - 100

Department: A1312 - A13...  
Client: CYN22 - CynTech  
Company: Cynkar Technologies (Acti

Search the menu

Employee Admin Tools

Employee Management

Employee Self-Service

Employee Welcome

My Dashboard

Pay History

W2/ACA/1099 Forms

Employee Profile

Employee Messages

Direct Deposits

Update Information

Salary Updates

EE Benefits

Time

Turbo Tax

Salary Updates

Isolved University

Effective Date	Workflow	Change Reason	% Increase	Annual Salary	Per Pay Salary	Hourly Rate	Normal Hours	Frequency	Pay Group	Pay Type
3/18/2024				78003.12	3250.13	37.5000	86.67	Semi-Monthly	Bi-Weekly	Salary

+ Add New Edit Refresh Save Cancel

Salary

\* Record Type: Future Change

\* Effective Date:

Change Reason:

\* Pay Type: Salary

\* Pay Group: Bi-Weekly

\* Frequency: Semi-Monthly

Normal Hours: 86.67

Annual Salary \$78,003.12

\* As of 3/18/2024

Percent Increase:

Annual Salary: 0.00

Per Pay Salary:

Hourly Rate:

Notes:

9

You can choose the date from the calendar here, or type the date

Ryan Rey... 2 of 6 Employee # 0025 Status: Active Hire Date: 1/26/1999 Team: 100 - 100 Company: Cynkar Technologies (Acti

Search the menu Q

- Employee Admin Tools
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- W2/ACA/1099 Forms
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- Employee Messages
- Direct Deposits
- Update Information ▼
- Salary Updates**
- EE Benefits >
- Time >
- Turbo Tax

**Salary Updates** Isolved University

Effective Date	Workflow	Change Reason	% Increase	Annual Salary	Per Pay Salary	Hourly Rate	Normal Hours	Frequency	Pay Group	Pay Type
3/18/2024				78003.12	3250.13	37.5000	86.67	Semi-Monthly	Bi-Weekly	Salary

+ Add New Edit Refresh Save Cancel

**Salary**

\* Record Type: Future Change Q

\* Effective Date: Q

Change Reason: Q

\* Pay Type: Salary

\* Pay Group: Bi-Weekly

\* Frequency: Semi-Monthly

Normal Hours: 86.67

Annual Salary: **\$78,003.12**

\* As of 3/18/2024

Percent Increase:

Annual Salary: 0.00

Per Pay Salary:

Hourly Rate:

Notes:

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To submit for approval, Select the "Approved Request by Supervisor" option.

Search the menu Q

- Employee Admin Tools
- Employee Management
- Employee Self-Service
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- W2/ACA/1099 Forms
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- Direct Deposits
- Update Information ▼
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- EE Benefits >
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**Salary Updates** Isolved University

Effective Date	Workflow	Change Reason	% Increase	Annual Salary	Per Pay Salary	Hourly Rate	Normal Hours	Frequency	Pay Group	Pay Type
3/18/2024				78003.12	3250.13	37.5000	86.67	Semi-Monthly	Bi-Weekly	Salary

+ Add New Edit Refresh Save Cancel

**Salary**

\* Record Type: Future Change

\* Effective Date: 6/2/2025 Q

Change Reason: Approved Request by Supervisor Q

\* Pay Type: Salary

\* Pay Group: Bi-Weekly

\* Frequency: Semi-Monthly

Normal Hours: 86.67

Annual Salary: **\$78,003.12**

\* As of 3/18/2024

Percent Increase:

Annual Salary: 0.00

Per Pay Salary:

Hourly Rate:

Notes:

Isolved © 2025

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To enter the update, you can enter the information for any of the below fields and they will update the others.

Percent Increase, Annual Salary, Per Pay Salary and Hourly Rate are all connected.

Search the menu

Employee Admin Tools

Employee Management

Employee Self-Service

Employee Welcome

My Dashboard

Pay History

W2/ACA/1099 Forms

Employee Profile

Employee Messages

Direct Deposits

Update Information

Salary Updates

EE Benefits

Time

Turbo Tax

Salary Updates

Effective Date

Workflow

Change Reason

% Increase

Annual Salary

Per Pay Salary

Hourly Rate

Normal Hours

Frequency

Pay Group

Pay Type

3/18/2024

78003.12

3250.13

37.5000

86.67

Semi-Monthly

Bi-Weekly

Salary

+ Add New

Edit

Refresh

Save

Cancel

Salary

\* Record Type: Future Change

\* Effective Date: 6/2/2025

Change Reason: Approved Request by Supervisc

\* Pay Type: Salary

\* Pay Group: Bi-Weekly

\* Frequency: Semi-Monthly

Normal Hours: 86.67

Annual Salary: \$78,003.12

\* As of 3/18/2024

Percent Increase: 0.00

Annual Salary: 0.00

Per Pay Salary:

Hourly Rate:

Notes:

isolved © 2025

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Add any additional notes to explain the update

Search the menu

Employee Admin Tools

Employee Management

Employee Self-Service

Employee Welcome

My Dashboard

Pay History

W2/ACA/1099 Forms

Employee Profile

Employee Messages

Direct Deposits

Update Information

Salary Updates

EE Benefits

Time

Turbo Tax

Salary Updates

Effective Date

Workflow

Change Reason

% Increase

Annual Salary

Per Pay Salary

Hourly Rate

Normal Hours

Frequency

Pay Group

Pay Type

3/18/2024

78003.12

3250.13

37.5000

86.67

Semi-Monthly

Bi-Weekly

Salary

+ Add New

Edit

Refresh

Save

Cancel

Salary

\* Record Type: Future Change

\* Effective Date: 6/2/2025

Change Reason: Approved Request by Supervisc

\* Pay Type: Salary

\* Pay Group: Bi-Weekly

\* Frequency: Semi-Monthly

Normal Hours: 86.67

Annual Salary: \$78,003.12

\* As of 3/18/2024

Percent Increase: 5.00

Annual Salary: 81902.94

Per Pay Salary: 3412.62

Hourly Rate: 39.3749

Notes:

isolved © 2025

## 13 Click "Save"

**isolved** Delivered by thread RC

Ryan Rey... 2 of 60 Ben Button IV Employee # 0025 Pay Group: Bi-Weekly Status: Active Salary: ####.## Hire Date: 1/26/1999 Work Location: MILWAUK... Department: A1312 - A13... Client: CYN22 - CynTech Company: Cynkar Technologies (Acti

Search the menu

- Employee Admin Tools
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### Salary Updates

Effective Date	Workflow	Change Reason	% Increase	Annual Salary	Per Pay Salary	Hourly Rate	Normal Hours	Frequency	Pay Group	Pay Type
3/18/2024				78003.12	3250.13	37.5000	86.67	Semi-Monthly	Bi-Weekly	Salary

+ Add New Edit Refresh Save Cancel

#### Salary

\* Record Type: Future Change

\* Effective Date: 6/2/2025

Change Reason: Approved Request by Supervis...

\* Pay Type: Salary

\* Pay Group: Bi-Weekly

\* Frequency: Semi-Monthly

Normal Hours: 86.67

Annual Salary: \$78,003.12

\* As of 3/18/2024

Percent Increase: 5.00

Annual Salary: 81902.94

Per Pay Salary: 3412.62

Hourly Rate: 39.3749

Notes: Promotion

## 14 To see that this change was submitted, you can navigate to and Click "Employee Admin Tools"

**isolved** Delivered by thread RC

Ryan Rey... 2 of 60 Ben Button IV Employee # 0025 Pay Group: Bi-Weekly Status: Active Salary: ####.## Hire Date: 1/26/1999 Work Location: MILWAUK... Department: A1312 - A13... Client: CYN22 - CynTech Company: Cynkar Technologies (Acti

Search the menu

- Employee Admin Tools
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### Salary Updates

Effective Date	Workflow	Change Reason	% Increase	Annual Salary	Per Pay Salary	Hourly Rate	Normal Hours	Frequency	Pay Group	Pay Type
6/2/2025	Pending	Approved Request by Supervis...	5.00%	81902.88	3412.62	39.3749	86.67	Semi-Monthly	Bi-Weekly	Salary
3/18/2024				78003.12	3250.13	37.5000	86.67	Semi-Monthly	Bi-Weekly	Salary

+ Add New Edit Refresh Save Cancel

#### Salary

Workflow: Pending

\* Effective Date: 6/2/2025

Change Reason: Approved Request by Supervis...

\* Pay Type: Salary

\* Pay Group: Bi-Weekly

\* Frequency: Semi-Monthly

Normal Hours: 86.67

Percent Increase: 5.00

Annual Salary: 81902.88

Per Pay Salary: 3412.62

Hourly Rate: 39.3749

Notes: Promotion



## 15 Click "Pending Workflow"

**Salary Updates**

Effective Date	Workflow	Change Reason	% Increase	Annual Salary	Per Pay Salary	Hourly Rate	Normal Hours	Frequency	Pay Group	Pay Type
6/2/2025	Pending	Approved Request by Supervis...	5.00%	81902.88	3412.62	39.3749	86.67	Semi-Monthly	Bi-Weekly	Salary
3/18/2024				78003.12	3250.13	37.5000	86.67	Semi-Monthly	Bi-Weekly	Salary

**Salary**

Workflow: Pending

\* Effective Date: 6/2/2025

Change Reason: Approved Request by Supervis...

\* Pay Type: Salary

\* Pay Group: Bi-Weekly

\* Frequency: Semi-Monthly

Normal Hours: 86.67

Percent Increase: 5.00

Annual Salary: 81902.88

Per Pay Salary: 3412.62

Hourly Rate: 39.3749

Notes: Promotion

## 16 Then you can see any pending changes you have access to, and Click "View" to view the details.

**Pending Workflow**

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Actions	Employee	Legal	Workflow						
	Name	ID	Pay Group	Name	Name	Transaction	Initiated By	Current Step	Assigned User
	Christopher Bailey	0006	Bi-Weekly	Cynkar Technolo...	Salary Updates	Salary	rcynkar@thread...	Pending Approval	Client User - Benef
	Benjamin Button ...	0025	Bi-Weekly	Cynkar Technolo...	Salary Updates	Salary	rcynkar@thread...	Pending Approval	Client User - Benef

**17**

That concludes the guide to submit an Employee's Salary for approval