

Onboarding a New Employee



This guide walks through onboarding new employees using isolved. This will allow you to initiate onboarding, and then complete onboarding to hire the employee after the employee has done their side of entering information.

1

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

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
You Have Pending Transactions! [Click Here to View.](#)

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 targeting payroll logins. To stay safe, always use secure company link or the isolved app—never click login links from emails or search engines. Please never ask for your login credentials. Stay sharp!
As part of our agreement with our bank we are r...

CALENDAR
JUNE 2025
Legend: Payroll Due (blue), Pay Date (red), Run Date - Off Cycle Run (black)
Calendar grid showing dates 1-30 with corresponding events.

ANNOUNCEMENTS
NEW! In observance of Juneteenth, Thread v... CLOSED Thursday, June 19. It is also a Fede... holiday, and payrolls will not be processed d... bank closures. Your processing dates and/o... dates may have changed. Please review you... processing calendar. As a reminder, payrolls... be submitted two business days before che... Happy Juneteenth from all of us at thread!
NEW! SECURITY ALERT: INCREASE IN FRAUD!! FNT DIRECT DEPOSIT CHANGES!!

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	View

2 Click "Employee Admin Tools" to begin

The screenshot shows the iSolved HR system dashboard for user Ryan Cynkar. The left sidebar contains a search bar and a menu with the following items: Employee Admin Tools (circled in orange), Employee Management, Client Management, Executive Dashboard, ACA Executive Dashboard, Client Landing Page, Client Summary, Client Maintenance, Client Utilities, Payroll, Taxes, Work Location, Tables, Labor & GL, Job, Jobs, Salary Grades, Benefits, ACA Setup Options, HR Management, Attendance Management, Time Management, Workflow Setup, Client User Groups, Client Email Templates, and Onboarding Templates. The main content area is titled 'Welcome Ryan' and includes a profile card for Ryan Cynkar (Boss, rcynkar@threadhcm.com), a 'MY REMINDERS' section with a pending transactions link, a 'MY ACCOUNT REPS' section, a 'CALENDAR' for June 2025, and a 'NEXT SCHEDULED PAYROLL' table. The payroll table shows a Bi-Weekly frequency with a due date of 06/04/2025. The 'QUICK LINKS' and 'ANNOUNCEMENTS' sections are also visible on the right.

Client: CYN22 - CynTech Legal: Cynkar Technologies

Search the menu

Employee Admin Tools

Employee Management

Client Management

Executive Dashboard

ACA Executive Dashboard

Client Landing Page

Client Summary

Client Maintenance >

Client Utilities >

Payroll >

Taxes >

Work Location >

Tables >

Labor & GL >

Job >

Jobs

Salary Grades

Benefits >

ACA Setup Options >

HR Management >

Attendance Management >

Time Management >

Workflow Setup >

Client User Groups

Client Email Templates

Onboarding Templates

Welcome Ryan

MY PROFILE

Ryan Cynkar

Boss

rcynkar@threadhcm.com

Learn more

View my dashboard

MY REMINDERS

You Have Pending Transactions! Click Here to View.

MY ACCOUNT REPS

QUICK LINKS

NEW! iSolved's next release goes live on June 19th. Read the notes here!

NEW! ALERT: Spoofed websites targeting payroll logins. To stay secure, use the company link or the iSolved login links from emails or search engines. Never ask for your login credentials. As part of our agreement with you, we will provide you with the necessary information to stay secure.

ANNOUNCEMENTS

NEW! In observance of Juneteenth, June 19th, 2025, the company will be closed. Payroll will not be processed on this date. Your process dates may have changed. Please refer to the company calendar for more information. As a reminder, we have submitted two business days of pay for Juneteenth from all employees.

NEW SECURITY ALERT: INC FRAUDULENT DIRECT DEPOSIT

CALENDAR

JUNE 2025

Payroll Due

Pay Date

Run Date - Off Cycle Run

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Process
Bi-Weekly	Bi-Weekly	06/04/2025	06/06/2025	05/18/2025	05/31/2025	03	Regular Payroll	View

3 Click "Employee Administration"

The screenshot shows the iSolved HR system dashboard for user Ryan Cynkar. The left sidebar contains a search bar and a menu with the following items: Employee Admin Tools (circled in orange), Employee Management, Client Management, Executive Dashboard, ACA Executive Dashboard, Client Landing Page, Client Summary, Client Maintenance, Client Utilities, Payroll, Taxes, Work Location, Tables, Labor & GL, Job, Jobs, Salary Grades, Benefits, ACA Setup Options, HR Management, Attendance Management, Time Management, Workflow Setup, Client User Groups, Client Email Templates, and Onboarding Templates. The main content area is titled 'Welcome Ryan' and includes a profile card for Ryan Cynkar (Boss, rcynkar@threadhcm.com), a 'MY REMINDERS' section with a pending transactions link, a 'MY ACCOUNT REPS' section, a 'CALENDAR' for June 2025, and a 'NEXT SCHEDULED PAYROLL' table. The payroll table shows a Bi-Weekly frequency with a due date of 06/04/2025. The 'QUICK LINKS' and 'ANNOUNCEMENTS' sections are also visible on the right.

Client: CYN22 - CynTech Legal: Cynkar Technologies

Search the menu

Employee Admin Tools

Employee Administration

Employee Analytics >

Employee Utilities >

Welcome Ryan

MY PROFILE

Ryan Cynkar

Boss

rcynkar@threadhcm.com

Learn more

View my dashboard

MY REMINDERS

You Have Pending Transactions! Click Here to View.

MY ACCOUNT REPS

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NEW SECURITY ALERT: INC FRAUDULENT DIRECT DEPOSIT

CALENDAR

JUNE 2025

Payroll Due

Pay Date

Run Date - Off Cycle Run

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Process
Bi-Weekly	Bi-Weekly	06/04/2025	06/06/2025	05/18/2025	05/31/2025	03	Regular Payroll	View

4 Click "Pending Employees"

The screenshot shows the 'Welcome Ryan' dashboard. On the left sidebar, under 'Employee Admin Tools', the 'Pending Employees' link is highlighted with an orange circle. The main content area includes a profile card for Ryan Cynkar, a calendar for June 2025, and a 'NEXT SCHEDULED PAYROLL' table.

MY PROFILE
Ryan Cynkar
Boss
rcynkar@threadhcm.com

MY REMINDERS
You Have Pending Transactions! Click Here to View.

MY ACCOUNT REPS

QUICK LINKS
NEW! isolved's next release goes live on June 19th. Read the notes here!
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As part of our agreement with you...

CALENDAR
JUNE 2025
Legend: Payroll Due (blue), Pay Date (pink), Run Date - Off Cycle Run (black)

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Process
Bi-Weekly	Bi-Weekly	06/04/2025	06/06/2025	05/18/2025	05/31/2025	03	Regular Payroll	View

5 Once you're in Pending Employees, Click "Initiate Onboarding"

The screenshot shows the 'Pending Employees' page. At the top, there are buttons for '+ Initiate Onboarding', 'Expand All Groups', 'Collapse All Groups', and 'Clear Grouping/Filters'. Below this is a table with columns: Actions, Employee, Legal, Onboarding Template, and Current Step.

Actions	Employee	Legal	Onboarding Template	Current Step
> ...	TEST EMPLOYEE rcynkar@threadhcm.com	Cynkar Technologies DECATUR, GA	New Employee	Client to complete Assigned To: Client User - Onboarding App Assign
> ...	Employee Name Email@gmail.com	Cynkar Technologies Augusta, GA	New Employee	Employee Onboarding Wizard Assigned To: Employee Name Waiting on
> ...	Onboarding Test rcynkar@threadhcm.com	Cynkar Technologies DECATUR, GA	New Employee	Employee Onboarding Wizard Assigned To: Onboarding Test Waiting on
> ...	Ryan Testemployee rcynkar@threadhcm.com	Cynkar Technologies DECATUR, GA	New Employee	Employee Onboarding Wizard Assigned To: Ryan Testemployee Waiting on

6

Fill out the required fields on the form. If you have other information for the employee, you can fill that out now as well.

isolved Delivered by thread

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 Employees

[Save](#) [Go Back to List](#)

Company Information

Legal company

* Work location

Onboarding Template

* Onboarding template

Additional Details

Notice title(s)

Message title(s)

New Hire Information

* First name

Middle name

* Last name

* Email address

Birth date

ID type

SSN

Hire date

Job Information

Job

Manager

Supervisor

Salary Information

Pay group

Pay type

Frequency

Normal hours

Annual salary

Hourly rate

Per pay salary

Alternate Pay Rate

[Add New](#)

Organization Information

Team

Department

7

Select your Onboarding Template. Typically you would only have one to choose from.

isolved Delivered by thread

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 Employees

[Save](#) [Go Back to List](#)

Company Information

Legal company

Remote worker ☐

* Work location

Onboarding Template

* Onboarding template

Additional Details

Notice title(s)

Message title(s)

New Hire Information

* First name

Middle name

* Last name

* Email address

Birth date

ID type

SSN

Hire date

Job Information

Job

Manager

Supervisor

Salary Information

Pay group

Pay type

Frequency

Normal hours

Annual salary

Hourly rate

Per pay salary

Alternate Pay Rate

[Add New](#)

Organization Information

Team

Department

8

Once you have filled out all of the employee's information. Click "Save"

The screenshot shows the 'Pending Employees' form in the 'isolved' system. The form is divided into several sections: Company Information, New Hire Information, Salary Information, Onboarding Template, Additional Details, Job Information, Alternate Pay Rate, and Organization Information. The 'Save' button is highlighted with an orange circle.

Company Information

- Legal company: Cynkar Technologies
- Remote worker: NO
- * Work location: 2 - DECATUR, GA

Onboarding Template

- * Onboarding template: New Employee

Additional Details

- Notice title(s): Search or select from list
- Message title(s): Search or select from list

New Hire Information

- * First name: Test
- Middle name:
- * Last name: Employee
- * Email address: email@email.com
- Birth date: MM / DD / YYYY
- ID type: Search or Select from list
- SSN: - -
- Hire date:

Job Information

- Job: Search or select from list
- Manager: Search or select from list
- Supervisor: Search or select from list

Salary Information

- Pay group: Search or Select from list
- Pay type: Search or select from list
- Frequency: Search or select from list
- Normal hours:
- Annual salary:
- Hourly rate:
- Per pay salary:

Alternate Pay Rate

- [Add New](#)

Organization Information

- Team: Search or select from list
- Department: Search or select from list

9

This page will then refresh and the form clears so you can start entering a new employee. If you don't need to enter a new one, Click "Go Back to List"

The screenshot shows the 'Pending Employees' form in the 'isolved' system. The form is divided into several sections: Company Information, New Hire Information, Salary Information, Onboarding Template, Additional Details, Job Information, Alternate Pay Rate, and Organization Information. The 'Go Back to List' button is highlighted with an orange circle.

Company Information

- Legal company: Search or select from list
- * Work location: Search or select from list

Onboarding Template

- * Onboarding template: Search or select from list

Additional Details

- Notice title(s): Search or select from list
- Message title(s): Search or select from list

New Hire Information

- * First name:
- Middle name:
- * Last name:
- * Email address:
- Birth date: MM / DD / YYYY
- ID type: Search or Select from list
- SSN: - -
- Hire date:

Job Information

- Job: Search or select from list
- Manager: Search or select from list
- Supervisor: Search or select from list

Salary Information

- Pay group: Search or Select from list
- Pay type: Search or select from list
- Frequency: Search or select from list
- Normal hours:
- Annual salary:
- Hourly rate:
- Per pay salary:

Alternate Pay Rate

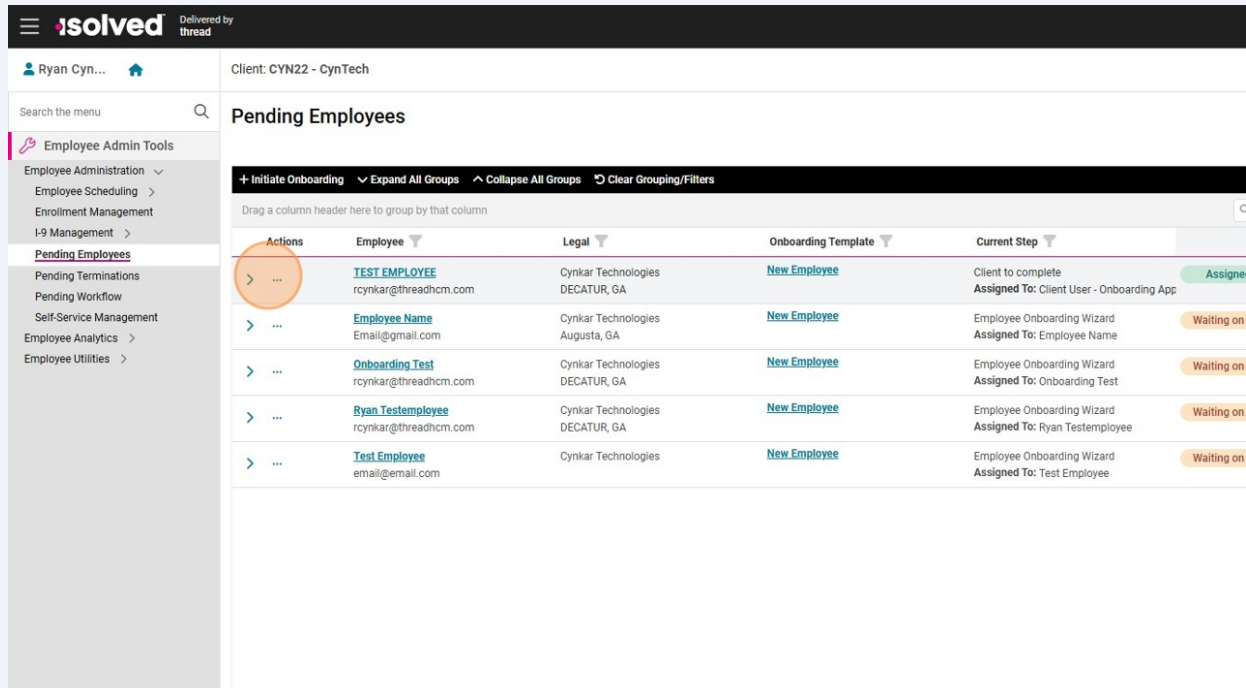
- [Add New](#)

Organization Information

- Team: Search or select from list
- Department: Search or select from list

10

Once an employee has completed their side of the onboarding, you can go back to Pending Employees to Hire them. You will be notified once they have completed their piece, and you can see the status in Pending Employee as well.



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 Employees

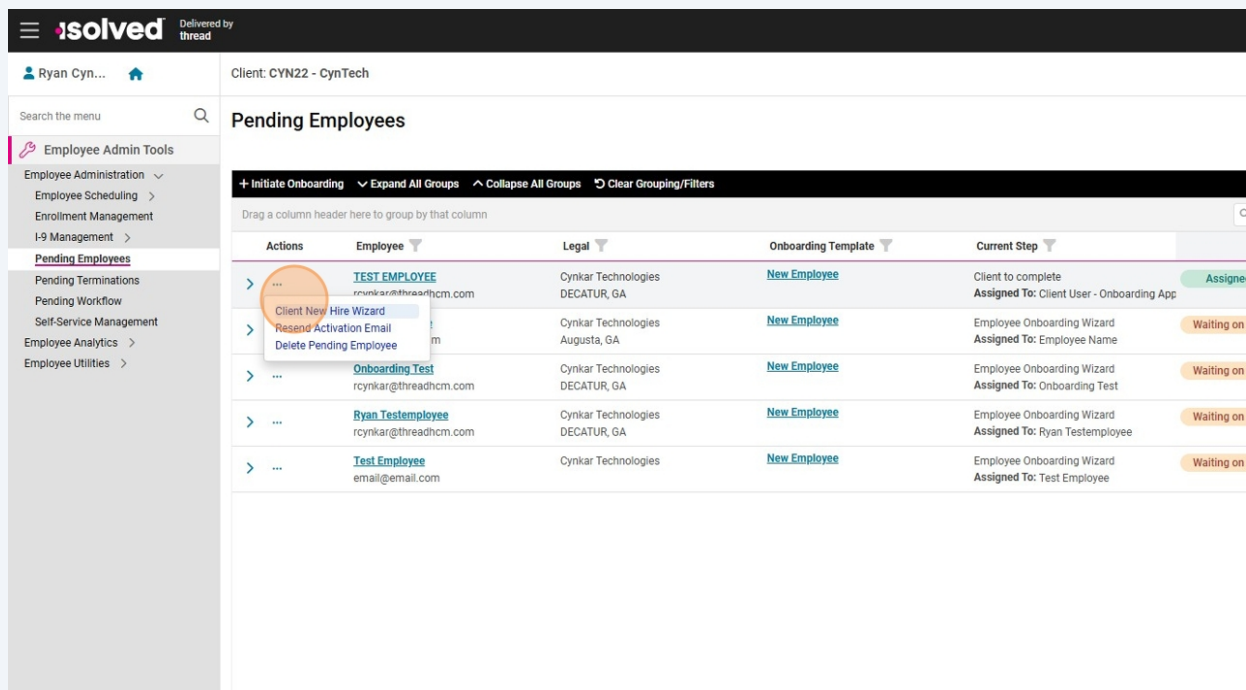
+ Initiate Onboarding Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Actions	Employee	Legal	Onboarding Template	Current Step	
> ...	TEST EMPLOYEE rcynkar@threadhcm.com	Cynkar Technologies DECATUR, GA	New Employee	Client to complete Assigned To: Client User - Onboarding App	Assign
> ...	Employee Name Email@gmail.com	Cynkar Technologies Augusta, GA	New Employee	Employee Onboarding Wizard Assigned To: Employee Name	Waiting on
> ...	Onboarding Test rcynkar@threadhcm.com	Cynkar Technologies DECATUR, GA	New Employee	Employee Onboarding Wizard Assigned To: Onboarding Test	Waiting on
> ...	Ryan Testemployee rcynkar@threadhcm.com	Cynkar Technologies DECATUR, GA	New Employee	Employee Onboarding Wizard Assigned To: Ryan Testemployee	Waiting on
> ...	Test Employee email@email.com	Cynkar Technologies	New Employee	Employee Onboarding Wizard Assigned To: Test Employee	Waiting on

11

Click the dots and choose "Client New Hire Wizard"
This will take you through the process to hire this employee.



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
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Pending Employees

+ Initiate Onboarding Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Actions	Employee	Legal	Onboarding Template	Current Step	
> ...	TEST EMPLOYEE rcynkar@threadhcm.com	Cynkar Technologies DECATUR, GA	New Employee	Client to complete Assigned To: Client User - Onboarding App	Assign
> ...	Employee Name Email@gmail.com	Cynkar Technologies Augusta, GA	New Employee	Employee Onboarding Wizard Assigned To: Employee Name	Waiting on
> ...	Onboarding Test rcynkar@threadhcm.com	Cynkar Technologies DECATUR, GA	New Employee	Employee Onboarding Wizard Assigned To: Onboarding Test	Waiting on
> ...	Ryan Testemployee rcynkar@threadhcm.com	Cynkar Technologies DECATUR, GA	New Employee	Employee Onboarding Wizard Assigned To: Ryan Testemployee	Waiting on
> ...	Test Employee email@email.com	Cynkar Technologies	New Employee	Employee Onboarding Wizard Assigned To: Test Employee	Waiting on

Client New Hire Wizard
Resend Activation Email
Delete Pending Employee

12 Go through each step and fill out the employee information.

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Client: CYN22 - CynTech

Pending Employees

← Previous → Next Go Back to List

1 Employee Information

- ✓ Employee Information
- ✓ Employment Information
- Job and Labor**
- Salary
- I-9 Certification
- Leave Accruals
- Emergency Contacts

2 Process Evaluation

- Workflow Transition
- Data Audit

TEST EMPLOYEE (6/2/2025) - Job and Labor

Cynkar Technologies

Job & Experience

* Job: Search or Select from list

Occupation Start: MM / YYYY

Industry Start: MM / YYYY

Organization Fields

Team: Search or Select from list

Department: Search or Select from list

Location: Search or Select from list

Workers' Compensation

Default Workers' Comp Code: Search or Select from list

Workers' Comp Code: Search or Select from list

☐ Workers' Comp Exempt

Default Classification: Search or Select from list

Classification: Search or Select from list

Wage Limit Maximum: N/A

Wage Limit Frequency: N/A

Managerial Options

* Supervisor: Search or Select from list

Manager: Search or Select from list

Manager's Manager:

Manager/Supervisor Organizations

Select Add New to create an organization manager and/or supervisor.

[Add New](#)

Other Options

SOC Code Search: Search or Select from list

Compensation Plan: Search or Select from list

Override Policy Group: Search or Select from list

Notes:

13 Fill out required info here and then Click "Next" Annual Salary, Hourly Rate and Per Pay Salary are connected.

isolved Delivered by thread

Client: CYN22 - CynTech

Pending Employees

← Previous → Next Go Back to List

1 Employee Information

- ✓ Employee Information
- ✓ Employment Information
- ✓ Job and Labor
- Salary**
- I-9 Certification
- Leave Accruals
- Emergency Contacts

2 Process Evaluation

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- Data Audit

TEST EMPLOYEE (6/2/2025) - Salary

Cynkar Technologies

Salary

* Pay Group: Bi-Weekly

* Pay Type: Hourly

* Frequency: Bi-Weekly

Normal Hours: 80.00

Annual Salary: 41600.00

* Hourly Rate: 20.0000

* Per Pay Salary: 1600.00

Notes:

Alternate Pay Rate

No alternate pay rates exist for this employee.

[Add New](#)

14

On the I-9 Screen, you'll fill it out the same as you would on the paper form. Choose the document type that they are using and enter all of the information from that document.

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

1 Employee Information
Employee Information
Employment Information
Job and Labor
Salary
I-9 Certification
Leave Accruals
Emergency Contacts
2 Process Evaluation
Workflow Transition
Data Audit

TEST EMPLOYEE (6/2/2025) - I-9 Certification

Cynkar Technologies

START HERE: Employers must ensure the form instructions are available to employee when completing this form. Employers are liable for failing to cor requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask er documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reve Rehire. Treating employees differently based on their citizenship, immigration status or national origin may be illegal.

Section 1 Employee Information and Attestation
[Perform - Performance Reviews - Employees.pdf](#)

Section 2. Employer or Authorized Representative Review and Verification Employers or their authorized representative must complete and 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedu by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in t Information Box; see Instructions.

List A
Identity and Employment Authorization
* Document Title 1
U.S. Passport
* Issuing Authority
U.S. Department of State
Document Number (if any)
Expiration Date (if any) (mm/dd/yyyy)
MM / DD / YYYY
Document Title 2 (if any)
* Issuing Authority
Document Number (if any)
Expiration Date (if any) (mm/dd/yyyy)
MM / DD / YYYY
Document Title 3 (if any)

OR
List B
Identity
* Document Title
* Issuing Authority
Document Number (if any)
Expiration Date (if any) (mm/dd/yyyy)
MM / DD / YYYY
Additional Information

AND
List C
Employment Authorization
* Document Title
* Issuing Authority
Document Number (if any)
Expiration Date (if any) (mm/dd/yyyy)
MM / DD / YYYY

Employee Management
Client Management
Payroll
Reports
Employee Self-Service

isolved © 2025

15

At the bottom of this screen, fill out the signer information Then Click "Verify and Sign Form"

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

1 Employee Information
Employee Information
Employment Information
Job and Labor
Salary
I-9 Certification
Leave Accruals
Emergency Contacts
2 Process Evaluation
Workflow Transition
Data Audit

TEST EMPLOYEE (6/2/2025) - I-9 Certification

Cynkar Technologies

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Document Title 2 (if any)
* Issuing Authority
Document Number (if any)
Expiration Date (if any) (mm/dd/yyyy)
MM / DD / YYYY
Document Title 3 (if any)

OR
List B
Identity
* Document Title
* Issuing Authority
Document Number (if any)
Expiration Date (if any) (mm/dd/yyyy)
MM / DD / YYYY
Additional Information

AND
List C
Employment Authorization
* Document Title
* Issuing Authority
Document Number (if any)
Expiration Date (if any) (mm/dd/yyyy)
MM / DD / YYYY

Employee Management
Client Management
Payroll
Reports
Employee Self-Service

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Identity and Employment Authorization
* Document Title 1
U.S. Passport
* Issuing Authority
U.S. Department of State
Document Number (if any)
Expiration Date (if any) (mm/dd/yyyy)
MM / DD / YYYY
Document Title 2 (if any)
* Issuing Authority
Document Number (if any)
Expiration Date (if any) (mm/dd/yyyy)
MM / DD / YYYY
Document Title 3 (if any)

Identity
* Document Title
* Issuing Authority
Document Number (if any)
Expiration Date (if any) (mm/dd/yyyy)
MM / DD / YYYY
Additional Information

Employment Authorization
* Document Title
* Issuing Authority
Document Number (if any)
Expiration Date (if any) (mm/dd/yyyy)
MM / DD / YYYY

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed document appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

* Last Name, First Name and Title of Employer or Authorized Representative
Employee, Test, CynTech

* Signature of Employer or Authorized Representative
Test Manager

* Today's Date
06/11/2025

* Employer's Business or Organization Name
Cynkar Technologies

* Employer's Business or Organization Address, City or Town, State, ZIP Code
1234 Main Street, Milwaukee, WI, 53203

Verify and Sign Form

First Day of Employment (mm/dd/yyyy):
06/02/2025

16 Please read and Click "Acknowledge" for the pop up.

The screenshot shows a web form titled "Identity and Employment Authorization" with three columns: "Identity", "Employment Authorization", and a third column. A modal window titled "Attestation" is overlaid on the form. The modal contains the following text:

I acknowledge that I have read and understand the following attestation statement: I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

At the bottom of the modal are two buttons: "Acknowledge" (highlighted with an orange circle) and "Cancel".

The background form includes fields for "Document Title", "Issuing Authority", "Document Number (if any)", "Expiration Date (if any) (mm/dd/yyyy)", and "Document Title 2 (if any)". It also has a "Verify and Sign Form" button at the bottom.

17 Click "Next"

The screenshot shows the "Pending Employees" page in the iSolved system. The page has a sidebar with a menu and a main content area. The "Next" button in the top navigation bar is highlighted with an orange circle.

The sidebar menu includes the following items:

- 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

The main content area is titled "Pending Employees" and contains a "TEST EMPLOYEE (6/2/2025) - I-9 Certification" section. The "Next" button is highlighted with an orange circle.

The "TEST EMPLOYEE" section includes a "START HERE" instruction, an "ANTI-DISCRIMINATION NOTICE", and a "Section 1 Employee Information and Attestation" link. It also has a "Section 2 business days after the employee's first day of employment" instruction.

The form is divided into three columns: "List A Identity and Employment Authorization", "List B Identity", and "List C Employment Authorization". Each column has fields for "Document Title", "Issuing Authority", "Document Number (if any)", "Expiration Date (if any) (mm/dd/yyyy)", and "Document Title 2 (if any)".

18 If the employee has Time Off, you can add the plans and starting balances here.

Client: CYN22 - CynTech

Pending Employees

← Previous → Next Go Back to List

1 Employee Information

✓ Employee Information

✓ Employment Information

✓ Job and Labor

✓ Salary

✓ I-9 Certification

○ Leave Accruals

○ Emergency Contacts

2 Process Evaluation

Workflow Transition

Data Audit

TEST EMPLOYEE (6/2/2025) - Leave Accruals

Cynkar Technologies

Leave Accruals

Accrual Type	Plan Name	Update Balance	Notes
PTO	<input type="text" value="Search or Select from list"/>	<input type="text" value="0"/>	<input type="text"/>

19 Click "Next"

Client: CYN22 - CynTech

Pending Employees

← Previous → Next Go Back to List

1 Employee Information

✓ Employee Information

✓ Employment Information

✓ Job and Labor

✓ Salary

✓ I-9 Certification

○ Leave Accruals

○ Emergency Contacts

2 Process Evaluation

Workflow Transition

Data Audit

TEST EMPLOYEE (6/2/2025) - Leave Accruals

Cynkar Technologies

Leave Accruals

Accrual Type	Plan Name	Update Balance	Notes
PTO	<input type="text" value="PTO"/>	<input type="text" value="0"/>	<input type="text"/>

20

Here you can add any Emergency Contacts for the employee.

The screenshot shows the 'Pending Employees' page in the 'solved' system. The sidebar on the left contains 'Employee Admin Tools' with sub-items: Employee Administration, Employee Scheduling, Enrollment Management, I-9 Management, Pending Employees (selected), Pending Terminations, Pending Workflow, Self-Service Management, Employee Analytics, and Employee Utilities. The main area displays 'Pending Employees' with a search bar and a list of employees. A modal for 'TEST EMPLOYEE (6/2/2025) - Emergency Contacts' is open, showing a list of emergency contacts with a red circle highlighting the 'Add New' button.

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Click "Next"

The screenshot shows the 'Pending Employees' page in the 'solved' system. The sidebar on the left contains 'Employee Admin Tools' with sub-items: Employee Administration, Employee Scheduling, Enrollment Management, I-9 Management, Pending Employees (selected), Pending Terminations, Pending Workflow, Self-Service Management, Employee Analytics, and Employee Utilities. The main area displays 'Pending Employees' with a search bar and a list of employees. A modal for 'TEST EMPLOYEE (6/2/2025) - Emergency Contacts' is open, showing a list of emergency contacts with a red circle highlighting the 'Next' button.

22 Click "Next"

Client: CYN22 - CynTech

Pending Employees

← Previous → Next Go Back to List

1 Employee Information

✓ Employee Information

✓ Employment Information

✓ Job and Labor

✓ Salary

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TEST EMPLOYEE (6/2/2025) - Workflow Transition

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The workflow will transition to the following step:

Complete - Pending Employee Hired (Completes client wizard)

Please select "Next" to begin the review and identify any potential data issues.

23 Click "Complete New Hire"

Client: CYN22 - CynTech

Pending Employees

← Previous Go Back to List

1 Employee Information

✓ Employee Information

✓ Employment Information

✓ Job and Labor

✓ Salary

✓ I-9 Certification

✓ Leave Accruals

✓ Emergency Contacts

2 Process Evaluation

Workflow Transition

Data Audit

TEST EMPLOYEE (6/2/2025) - Data Audit

Cynkar Technologies

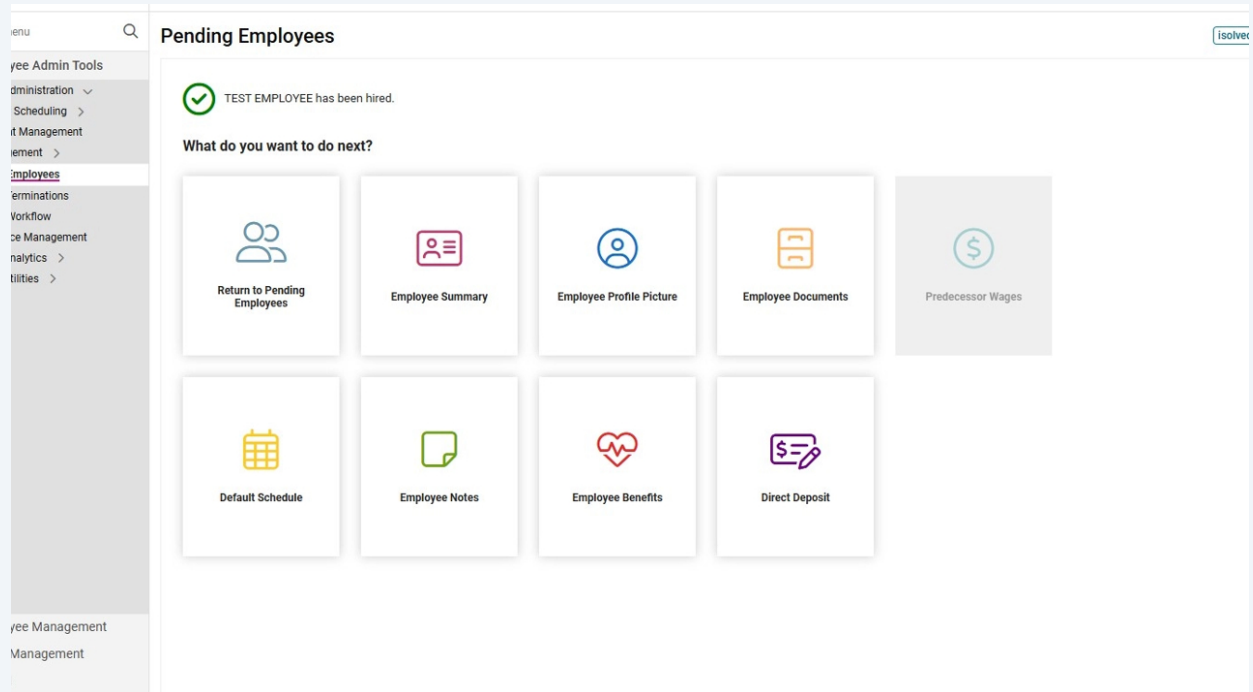
✓

AUDIT RESULTS: The employee data review is complete and no data issues were found.
Select "Complete New Hire" to finalize the hiring process.

Complete New Hire

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Then it will take you to the screen to enter more employee information, but the employee has been hired.



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This concludes Onboarding a new employee as an administrator