

Review Comp Analysis as a Manager/Supervisor - Comp Mgmt



This guide details how to access and modify salary and performance details for accurate record-keeping.

1

Once you're logged into isolved, click on your name in the top left to switch to Manager or Supervisor View

isolved Delivered by thread

Ryan Reynolds Pay Group: BI-Weekly Hire Date: 4/9/2025 Team: Location: Client: CYN22 - CynTech
Employee #. 1 Hourly: ####.## Work Location: Augusta, GA Department: Company: Cynkar Technologies (Activ)

Welcome back Ryan isolved University

MY PROFILE
Ryan Reynolds
Finance Manager
Length of Service: 10 Months
Anniversary: 4/9/2025

MY PAY

	10/10/2025	7/18/2025
Check Number	18	29
Gross Pay		
Net Pay		
Direct Deposit		

NOTIFICATIONS
Documents requiring your review

MY HUMAN RESOURCE CONTACTS

MY BENEFITS

Employee Self-Service
Employee Welcome
Pay History
W2/ACA/1099 Forms
Employee Profile
Employee Messages
Direct Deposits
Human Resources >
EE Performance Reviews >
Update Information >
EE Benefits >
ZayZoon On-Demand Pay
Time >
Occurrences

2 Click Manager View or Supervisor View

The screenshot shows the 'isolved' portal interface. At the top, it says 'Delivered by thread'. The user's name is 'Ryan Reynolds' with a dropdown menu. The main header displays: 'Ryan Reynolds', 'Pay Group: Bi-Weekly', 'Hire Date: 4/9/2025', 'Work Location: Augusta, GA', 'Team:', 'Department:', 'Location:', 'Client: CYN22 - CynTech', and 'Company: Cynkar Technologies (Acti)'. Below this is a 'Welcome back Ryan' message. The left sidebar has a search bar and a list of options, with 'Manager View' circled in orange. The main content area includes: a profile card for Ryan Reynolds (Finance Manager, 11 Months Length of Service, Anniversary: 4/9/2025); a 'NOTIFICATIONS' section with 'Documents requiring your review'; a 'MY PAY' table with columns for dates (10/10/2025, 7/18/2025) and values (18, 29); and a 'MY BENEFITS' section.

3 Click "Employee Admin Tools"

The screenshot shows the 'isolved' portal interface. At the top, it says 'Delivered by thread'. The user's name is 'Ryan Reynolds' with a dropdown menu. The main header displays: 'Client: CYN22 - CynTech' and 'Legal: Cynkar Technologies'. Below this is a 'My Dashboard' message. The left sidebar has a search bar and a list of options, with 'Employee Admin Tools' circled in orange. The main content area includes: an 'Options' section with three items: 'You have Pending Time Off Requests! Click here to view.', 'You have No Pending Transactions', and 'You have No Pending Shift Requests between 12/11/2025 - 6/4/2026'; a 'Pending Transactions' section with a list of items: 'Pending Punches', 'Alert Monitoring', 'Employee Punch Status', 'Punch Note Response', 'Scheduled Vs Worked Hou...', 'Earnings Summary of Hou...', and 'Occurrence Tracking'.

4 Click "Employee Administration"

The screenshot shows the isolved HR system interface. At the top, it says "Delivered by thread". The client information is "Client: CYN22 - CynTech" and "Legal: Cynkar Technologies". The user is logged in as "Ryan Rey...". The sidebar menu is open, and "Employee Administration" is highlighted with a red circle. The main dashboard area is titled "My Dashboard" and contains a section for "Options" with the following items:

- You have Pending Time Off Requests! Click here to view.
- You have No Pending Transactions
- You have No Pending Shift Requests between 12/11/2025 - 6/4/2026
- You have No Pending Punches between 12/11/2025 - 6/4/2026

The sidebar menu includes: Employee Admin Tools, Employee Administration, Compensation Management, Employee Scheduling, Enrollment Management, Pending Employees, Pending Terminations, Pending Workflow, Self-Service Management, and Employee Analytics.

5 Click "Compensation Management"

This screenshot is identical to the one above, showing the isolved HR system interface. The client information and user details are the same. In this screenshot, "Compensation Management" in the sidebar menu is highlighted with a red circle. The main dashboard area remains the same, displaying the "Options" section with the same four items as in the previous screenshot.

6 Click "Compensation Analysis"

The screenshot shows the isolved HR system interface. The top navigation bar includes the isolved logo, "Delivered by thread", and user information (RC). The main header displays "Client: CYN22 - CynTech" and "Legal: Cynkar Technologies". The left sidebar, titled "Employee Admin Tools", contains a search bar and a list of menu items. The "Compensation Analysis" item is highlighted with an orange circle. The main content area, titled "My Dashboard", shows a list of "Options" and "Pending Transactions".

Client: CYN22 - CynTech Legal: Cynkar Technologies

My Dashboard

Options

- You have Pending Time Off Requests! Click here to view.
- You have No Pending Transactions
- You have No Pending Shift Requests between 12/11/2025 - 6/4/2026
- You have No Pending Punches between 12/11/2025 - 6/4/2026

Pending Transactions

- Pending Punches
- Alert Monitoring
- Employee Punch Status
- Punch Note Response
- Scheduled Vs Worked Hou...
- Earnings Summary of Hou...
- Occurrence Tracking

Employee Management

7 Click on the Open Compensation Updates under Assigned Tasks

The screenshot shows the isolved HR system interface for the "Compensation Analysis" section. The top navigation bar includes the isolved logo, "Delivered by thread", and user information (RC). The main header displays "Client: CYN22 - CynTech". The left sidebar, titled "Employee Admin Tools", contains a search bar and a list of menu items. The "Compensation Analysis" item is highlighted in the sidebar. The main content area, titled "Compensation Analysis", shows a list of "Assigned Tasks" and "Completed Tasks". The "2026 Comp Adjustment" task is highlighted with an orange circle.

Client: CYN22 - CynTech

Compensation Analysis

Assigned Tasks

- 2026 Comp Adjustment
03/27/2026
21 days left

Completed Tasks

You have no completed tasks.

Employee Management

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Here you will see all of the employees that are assigned to you who are in the Comp Review.

If you click the arrow next to the name you can view all of their info, including Performance Review Data.

The field to the right will be discussed further down, this is where we will set their Pay Increases.

Client: CYN22 - CynTech

Compensation Analysis

Event: 2026 Comp Adjustment

Submit Go Back to List Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Employee Name	Job Title	Hire Date	Base Salary	Notes	Amount	Percent	Results
> CB Christoph 0006	Area Director	1/30/2023	\$40.38 per hour				
> DD David Doc 0013	2	1/5/1999	\$75,000.00 annual				
> BB Benjamin 0025	Warehouse Manager	1/26/1999	\$81,902.88 annual				

Total: \$0.00 Total: \$0.00

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Here you can see Job Details, Salary Details and just below, Performance Review Details

Compensation Analysis Isolved University

Event: 2026 Comp Adjustment

Submit | Go Back to List | Expand All Groups | Collapse All Groups | Clear Grouping/Filters

Drag a column header here to group by that column

Employee Name	Job Title	Hire Date	Base Salary	Notes	Amount	Percent	Results
✓ CB Christoph 0006	Area Director	1/30/2023	\$40.38 per hour				

Christopher Bailey (Chris)'s Details

JOB DETAILS

Job Title	Accountant	Effective Date	11/27/2023	Change Reason	Compensation Plan
	Area Director		06/16/2025		
Job Code	01	Job Group		Length of service in Job	1 year, 6 months, 20 days
	02				6 months, 16 days

SALARY DETAILS

Salary	\$76,962.96 annually	Effective Date	03/04/2024	Change Reason	Pay Type
	\$3,206.79 per pay				Hourly
	\$37.00 per hour			Approved Request by Sup...	Hourly
	\$80,810.88 annually	Effective Date	06/02/2025		

Total: \$0.00 Total: \$0.00

25 50 100 Page 1 of 1 (3 items)

isolved © 2026

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Performance Review Details

Compensation Analysis Isolved University

Event: 2026 Comp Adjustment

Submit | Go Back to List | Expand All Groups | Collapse All Groups | Clear Grouping/Filters

Drag a column header here to group by that column

Employee Name	Job Title	Hire Date	Base Salary	Notes	Amount	Percent	Results
0.0500%							
PERFORMANCE < Performance Review Annual Review 07/01/2025-09/30/2025 Christopher Bailey 86/100 13/15 >							
> DD David Dot 0013	2	1/5/1999	\$75,000.00 annual				
> BB Benjamin 0025	Warehouse Manager	1/26/1999	\$81,902.88 annual				

Total: \$0.00 Total: \$0.00

25 50 100 Page 1 of 1 (3 items)

isolved © 2026

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Here you can update pay increase for Amounts, Percent and or the Results and they will all be connected.

Client: CYN22 - CynTech

Compensation Analysis

Event: 2026 Comp Adjustment Last saved: 3/6/26, 6:07 PM

Submit Go Back to List Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Employee Name	Job Title	Hire Date	Base Salary	Notes	Amount	Percent	Results
Christoph 0006	Area Director	1/30/2023	\$40.38 per hour		1,0096	2,5000	41,3942
David Dox 0013	2	1/5/1999	\$75,000.00 annual				
Benjamin 0025	Warehouse Manager	1/26/1999	\$81,902.88 annual				

Total: \$1.01 Total: \$41.39

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At the top of Amount or Percent there is a settings wheel and you can update the whole column as a blanket increase.

Client: CYN22 - CynTech

Compensation Analysis

Event: 2026 Comp Adjustment

Submit Go Back to List Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Employee Name	Job Title	Hire Date	Base Salary	Notes	Amount	Percent	Results
Christoph 0006	Area Director	1/30/2023	\$40.38 per hour		1,0096	2,5000	41,3942
David Dox 0013	2	1/5/1999	\$75,000.00 annual		2,250.00	3,0000	77,250.00
Benjamin 0025	Warehouse Manager	1/26/1999	\$81,902.88 annual		1,638.06	2,0000	83,540.94

Total: \$3,889.07 Total: \$160,832.33

13 Here you'll see those options

Client: CYN22 - CynTech

Compensation Analysis

Event: 2026 Comp Adjustment

Submit Go Back to List Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Employee Name	Job Title	Hire Date	Base Salary	Notes	Amount	Percent	Results
CB Christoph 0006	Area Director	1/30/2023	\$40.38 per hour		1,0096		
DD David Dox 0013	2	1/5/1999	\$75,000.00 annual		2,250.00		
BB Benjamin 0025	Warehouse Manager	1/26/1999	\$81,902.88 annual		1,638.06	2,000	83,540.94

Total: \$3,889.07 Total: \$160,832.33

14 Click "Apply to all"

Client: CYN22 - CynTech

Compensation Analysis

Event: 2026 Comp Adjustment

Submit Go Back to List Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Employee Name	Job Title	Hire Date	Base Salary	Notes	Amount	Percent	Results
CB Christoph 0006	Area Director	1/30/2023	\$40.38 per hour		1,0096		
DD David Dox 0013	2	1/5/1999	\$75,000.00 annual		2,250.00		
BB Benjamin 0025	Warehouse Manager	1/26/1999	\$81,902.88 annual		1,638.06	2,000	83,540.94

Total: \$3,889.07 Total: \$160,832.33

25 50 100 Page 1 of 1 (3 Items)

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Once all updates have been made, click **Submit**

This will now be submitted for approval.

The screenshot shows the 'isolved' HR system interface. The top navigation bar includes the 'isolved' logo and 'Delivered by thread'. The main header displays 'Client: CYN22 - CynTech' and 'Compensation Analysis' for 'Isolved University'. Below the header, there is a section for 'Event: 2026 Comp Adjustment' with a 'Last saved: 3/6/26, 6:46 PM' timestamp. A toolbar contains a 'Submit' button (highlighted with an orange circle), 'Go Back to List', 'Expand All Groups', 'Collapse All Groups', and 'Clear Grouping/Filters'. A table below lists employee compensation data with columns for Employee Name, Job Title, Hire Date, Base Salary, Notes, Amount, Percent, and Results. The table includes three rows for employees CB0006, DD0013, and BB0025. At the bottom right, there are two total values: 'Total: \$4,708.30' and 'Total: \$161,651.57'. The left sidebar shows 'Employee Admin Tools' with a search bar and a list of navigation options including 'Employee Administration', 'Compensation Management', and 'Compensation Analysis'.

Employee Name	Job Title	Hire Date	Base Salary	Notes	Amount	Percent	Results
CB0006	Christoph Area Director	1/30/2023	\$40.38 per hour		1,2115	3.0000	41,5961
DD0013	David Doc 2	1/5/1999	\$75,000.00 annual		2,250.00	3.0000	77,250.00
BB0025	Benjamin Warehouse Manager	1/26/1999	\$81,902.88 annual		2,457.09	3.0000	84,359.97