

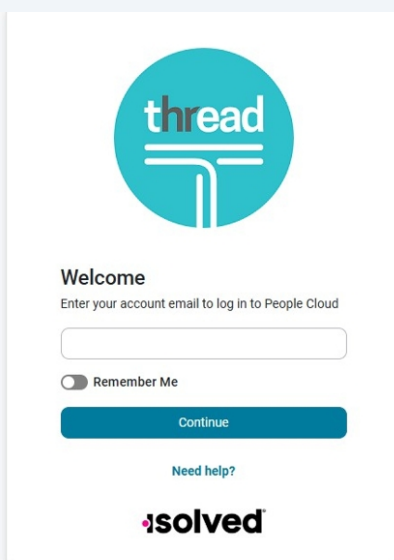
Supervisor/Manager Overview - Getting Started with iSolved Web View



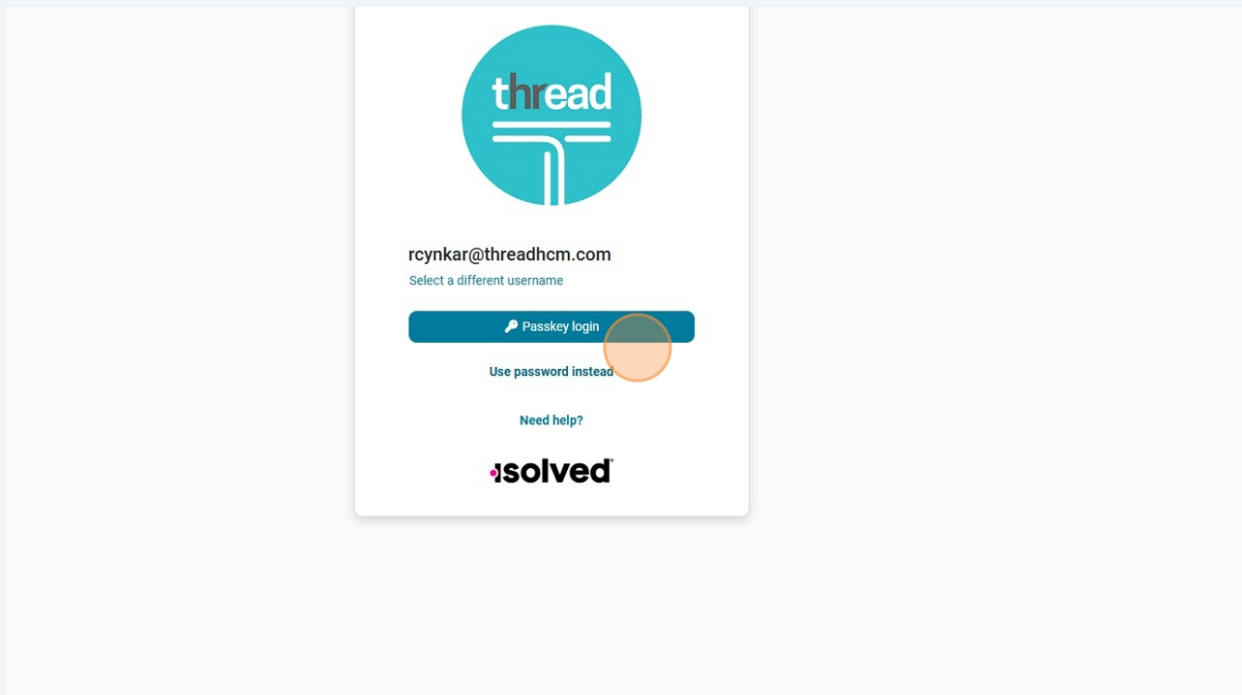
iSolved helps manage your time, pay, and documents.
Use the mobile app or web login.
Support is always available.

1

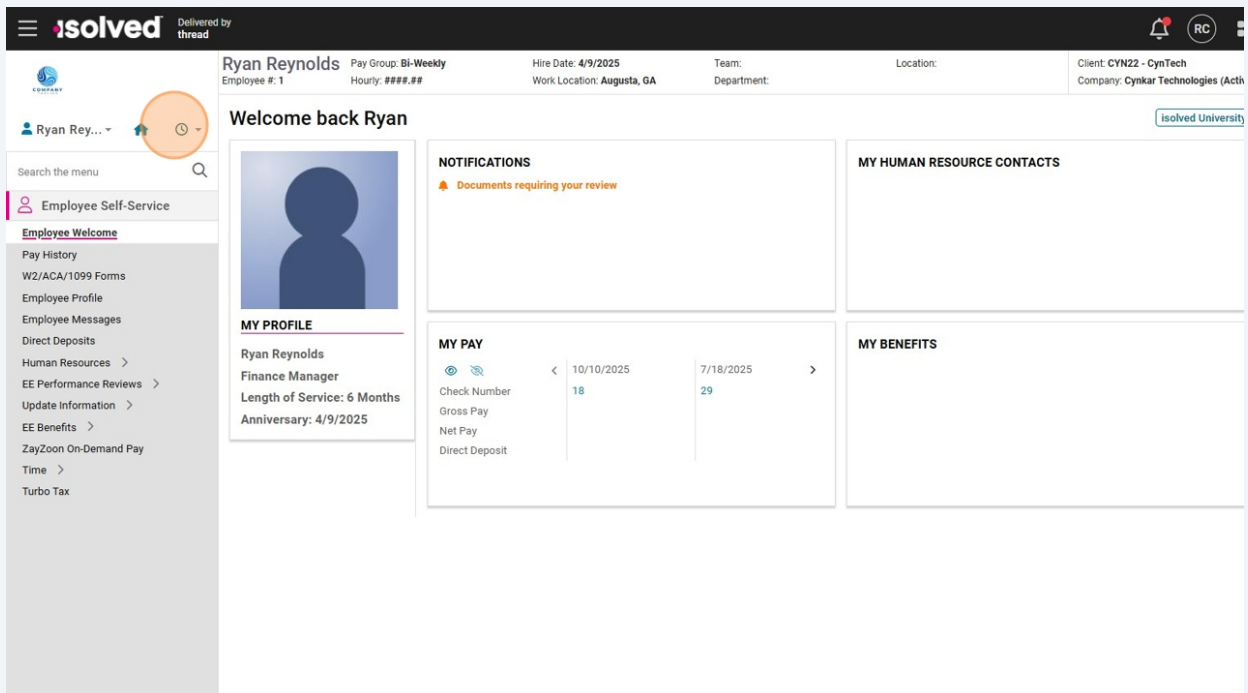
Go to <https://www.isolvedhcm.com/login>
Classic view: connect.threadhcm.com
Adaptive View: <https://identity.myisolved.com>
Use username, password, and security code.

A screenshot of the Thread login interface. At the top is the Thread logo (a teal circle with a white 'T'). Below it, the word 'Welcome' is displayed. Underneath, a prompt says 'Enter your account email to log in to People Cloud'. There is a text input field for the email. Below the input field is a toggle switch labeled 'Remember Me'. A teal button with the text 'Continue' is positioned below the toggle. At the bottom of the login card, there is a link that says 'Need help?' and the iSolved logo (a pink dot followed by the word 'isolved' in black).

2 Click "Passkey login or Use password instead"



3 When you're logged in, the top left will have a clock icon. If you click this you can Punch in or out.



4

Thread – Web View

Quick Punch: Tap the blue clock > lightning bolt.

Detail Punch: Track specific tasks or breaks.

ALL TIME MUST BE ENTERED BY MONDAY!!!

The screenshot shows the 'isolved' web interface for user Ryan Reynolds. The top navigation bar includes the 'isolved' logo, a 'Delivered by thread' status, and a user profile icon. The main header displays the user's name, employee ID, pay group, hire date, work location, team, and client information. A 'Welcome back Ryan' message is prominently displayed. On the left, a sidebar menu lists various options, with 'Employee Self-Service' highlighted. A 'Time Clock' modal is open, showing options for 'Punched Out', 'Quick Punch', 'Detailed Punch', and 'Missing Punch'. The 'Quick Punch' option is highlighted with a blue circle. The main content area is divided into sections: 'NOTIFICATIONS' (Documents requiring your review), 'MY HUMAN RESOURCE CONTACTS', 'MY PAY' (Check Number, Gross Pay, Net Pay, Direct Deposit), and 'MY BENEFITS'.

5

This is what the Detailed Punch screen will show. You can update the labor items you are working in and hit Save

The screenshot shows the 'Punch' modal form. It has a title bar with 'Punch' and a close button. The form is divided into three main sections: 'Time', 'Labor Group', and 'Labor Default Override'. The 'Time' section includes fields for 'Punch' (date and time), 'Type' (dropdown), and 'Mode' (dropdown). The 'Labor Group' section includes fields for 'Comp Time' and 'Weighted OT', both with 'Not Assigned' values. The 'Labor Default Override' section includes fields for 'Comp Time Earned' and 'Weighted OT', both with dropdown menus. At the bottom, there are 'Save' and 'Cancel' buttons.

6 To view your Time Card, Click "Time"

The screenshot shows the Employee Self-Service portal for Ryan Reynolds. The left sidebar contains the following menu items: 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 (highlighted with an orange circle), and Turbo Tax. The main content area displays a welcome message, a profile card for Ryan Reynolds (Finance Manager, 6 months service, anniversary 4/9/2025), a notifications section with a document requiring review, and sections for My Pay (showing pay details for 10/10/2025 and 7/18/2025) and My Benefits. The footer shows the Isolved logo and copyright 2025.

7 Click "Time Card"

The screenshot shows the Employee Self-Service portal for Ryan Reynolds. The left sidebar contains the following menu items: 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 >, Time Card (highlighted with an orange circle), Employee Absences, Time Off Balances, Employee Calendar, and Turbo Tax. The main content area displays a welcome message, a profile card for Ryan Reynolds (Finance Manager, 6 months service, anniversary 4/9/2025), a notifications section with a document requiring review, and sections for My Pay (showing pay details for 10/10/2025 and 7/18/2025) and My Benefits. The footer shows the Isolved logo and copyright 2025.

8 Here you can see your time on your timecard

The screenshot displays the 'isolved' timecard interface for Ryan Reynolds. The top navigation bar includes the 'isolved' logo, a 'Delivered by thread' status, and a user profile icon. The main header shows the employee's name, pay group, hire date, work location, team, and client information. Below this, a navigation bar contains tabs for 'Verification: Unverified', 'Request Time Off', 'View Scheduler', 'Time Card Report', and 'Schedule Report'. The 'Time Card Report' tab is active, showing a calendar view for the week of Sun 10/19/2025 to Sat 11/01/2025. The calendar grid shows time slots from 12:00 AM to 11:00 PM. A yellow box highlights the time slots for Wednesday, 10/22, showing a 4.00 hr shift from 9:00 AM to 1:00 PM and a 3.00 hr shift from 3:00 PM to 6:00 PM. The 'Total Hours' row at the bottom shows 7.00 hours for the week.

Time	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Tue	Total
12:00 AM	-	-	-	-	-	-	-	-	-	-
1:00 AM	-	-	-	-	-	-	-	-	-	-
2:00 AM	-	-	-	-	-	-	-	-	-	-
3:00 AM	-	-	-	-	-	-	-	-	-	-
4:00 AM	-	-	-	-	-	-	-	-	-	-
5:00 AM	-	-	-	-	-	-	-	-	-	-
6:00 AM	-	-	-	-	-	-	-	-	-	-
7:00 AM	-	-	-	-	-	-	-	-	-	-
8:00 AM	-	-	-	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	-	-	-	-	-	-	-	-
2:00 PM	-	-	-	-	-	-	-	-	-	-
3:00 PM	-	-	-	-	-	-	-	-	-	-
4:00 PM	-	-	-	-	-	-	-	-	-	-
5:00 PM	-	-	-	-	-	-	-	-	-	-
6:00 PM	-	-	-	-	-	-	-	-	-	-
7:00 PM	-	-	-	-	-	-	-	-	-	-
8:00 PM	-	-	-	-	-	-	-	-	-	-
9:00 PM	-	-	-	-	-	-	-	-	-	-
10:00 PM	-	-	-	-	-	-	-	-	-	-
11:00 PM	-	-	-	-	-	-	-	-	-	-
Total Hours	7.00	6.00	7.00							20.00

9 To verify your timecard Click "Unverified"

The screenshot displays the 'isolved' timecard interface for Ryan Reynolds, with the 'Verification: Unverified' tab selected. The interface is identical to the previous screenshot, but the 'Verification' status is now 'Unverified'. The calendar view shows the same time slots and shifts for the week of Sun 10/19/2025 to Sat 11/01/2025. A yellow box highlights the time slots for Wednesday, 10/22, showing a 4.00 hr shift from 9:00 AM to 1:00 PM and a 3.00 hr shift from 3:00 PM to 6:00 PM. The 'Total Hours' row at the bottom shows 7.00 hours for the week.

Time	Sun 10/19	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Total
12:00 AM	-	-	-	-	-	-	-	-	-	-
1:00 AM	-	-	-	-	-	-	-	-	-	-
2:00 AM	-	-	-	-	-	-	-	-	-	-
3:00 AM	-	-	-	-	-	-	-	-	-	-
4:00 AM	-	-	-	-	-	-	-	-	-	-
5:00 AM	-	-	-	-	-	-	-	-	-	-
6:00 AM	-	-	-	-	-	-	-	-	-	-
7:00 AM	-	-	-	-	-	-	-	-	-	-
8:00 AM	-	-	-	-	-	-	-	-	-	-
9:00 AM	-	-	-	-	-	-	-	-	-	-
10:00 AM	-	-	-	-	-	-	-	-	-	-
11:00 AM	-	-	-	-	-	-	-	-	-	-
12:00 PM	-	-	-	-	-	-	-	-	-	-
1:00 PM	-	-	-	-	-	-	-	-	-	-
2:00 PM	-	-	-	-	-	-	-	-	-	-
3:00 PM	-	-	-	-	-	-	-	-	-	-
4:00 PM	-	-	-	-	-	-	-	-	-	-
5:00 PM	-	-	-	-	-	-	-	-	-	-
6:00 PM	-	-	-	-	-	-	-	-	-	-
7:00 PM	-	-	-	-	-	-	-	-	-	-
8:00 PM	-	-	-	-	-	-	-	-	-	-
9:00 PM	-	-	-	-	-	-	-	-	-	-
10:00 PM	-	-	-	-	-	-	-	-	-	-
11:00 PM	-	-	-	-	-	-	-	-	-	-
Total Hours		7.00	6.00	7.00						20.00

10 Then Click this checkbox

The screenshot shows the iSolved Employee Self-Service interface for Ryan Reynolds. The top navigation bar includes buttons for 'Verification: Unverified', 'Request Time Off', 'View Scheduler', 'Time Card Report', and 'Schedule Report'. A yellow box highlights the 'Request Time Off' button. A dropdown menu is open, showing the 'Approve' checkbox for the employee. The main area displays a time card for the week of Sun 10/19/2025 to Sat 11/01/2025, with a yellow box highlighting the 'Approve' checkbox in the dropdown menu.

11 To Request Time off, there are two places to do it. One is right on the time card, Click "Request Time Off"

The screenshot shows the iSolved Employee Self-Service interface for Ryan Reynolds. The top navigation bar includes buttons for 'Verification: Unverified', 'Request Time Off', 'View Scheduler', 'Time Card Report', and 'Schedule Report'. A yellow box highlights the 'Request Time Off' button. A dropdown menu is open, showing the 'Approve' checkbox for the employee. The main area displays a time card for the week of Sun 10/19/2025 to Sat 11/01/2025, with a yellow box highlighting the 'Approve' checkbox in the dropdown menu.

12

Click this dropdown to choose your policy and then fill out the information to request your day(s) you'd like off. Then hit Save and it will be sent to your manager.

You will be notified if it is approved or rejected.

Request Time Off

* Absence Policy: ▼

* From Date: 11/1/2025

* To Date: 11/1/2025

Start Time: ▼

Days: S M T W T F S ☒ Check All

* Hours Per Day:

Hours Requested:

Available After Request:

Go to Time Off Balances to see projected balances.

Comments:

Save Cancel

13

To View your Balances, click Time Off Balances. The easiest way to view this info is the line up top where the arrow is pointing. The rest of the info shows other scenarios, projections and includes taken or accrued time.

Time Off Balances

PTO Current Balance as of 10/17/2025: 43.16

Plan Details PTO	As of Last Pay Period End 9/21/2025 - 10/4/2025	Current Pay Period 10/5/2025 - 10/18/2025
Plan Year: Anniversary Award Schedule: Every Pay Accrual Rate: 3.0800 Last Award Date: 10/17/2025 Service Date: 4/9/2025 Length of Service: 0 Years, 6 Months (6 Months)	Accrued: 3.08 Taken: 8.00 YTD Accrued: 6.16 YTD Taken: 8.00 Available Balance: 43.16 Balance: 43.16	Projected Accrued: 3.08 Projected Taken: 0.00 Projected YTD Accrued: 9.24 Projected YTD Taken: 8.00 Time Off Requests-Pending: 0.00 Approval: Projected Balance: 46.24

Current Plan Year 10/19/2025 - 4/8/2026	Next Plan Year 4/9/2026 - 4/8/2027
Balance as of 10/19/2025: 46.24 Projected Accrued: 36.96 Time Off Requests-Approved: 0.00 Time Off Requests-Pending: 0.00 Approval: Projected Balance: 83.20	Carryover from Previous Plan Year: 83.20 Projected Accrued: 83.16 Time Off Requests-Approved: 0.00 Time Off Requests-Pending: 0.00 Approval: Projected Balance: 138.64

*Note: Time Off Requests-Pending Approval amounts do not count against projected balances.

14

To navigate to your manager or supervisor view, you can click on your name in the top left.

Time Off Balances

PTO Current Balance as of 10/17/2025: 43.16

Plan Details PTO	As of Last Pay Period End 9/21/2025 - 10/4/2025	Current Pay Period 10/5/2025 - 10/18/2025
Plan Year: Anniversary	Accrued: 3.08	Projected Accrued: 3.08
Award Schedule: Every Pay	Taken: 8.00	Projected Taken: 0.00
Accrual Rate: 3.0800	YTD Accrued: 6.16	Projected YTD Accrued: 9.24
Last Award Date: 10/17/2025	YTD Taken: 8.00	Projected YTD Taken: 8.00
Service Date: 4/9/2025	Available Balance: 43.16	Time Off Requests-Pending: 0.00
Length of Service: 0 Years, 6 Months (6 Months)	Balance: 43.16	Approval: 0.00
		Projected Balance: 46.24

Current Plan Year 10/19/2025 - 4/8/2026	Next Plan Year 4/9/2026 - 4/8/2027
Balance as of 10/19/2025: 46.24	Carryover from Previous Plan Year: 83.20
Projected Accrued: 36.96	Projected Accrued: 83.16
Time Off Requests-Approved: 0.00	Time Off Requests-Approved: 0.00
Time Off Requests-Pending: 0.00	Time Off Requests-Pending: 0.00
Approval: 0.00	Approval: 0.00
Projected Balance: 83.20	Projected Balance: 138.64

*Note: Time Off Requests-Pending Approval amounts do not count against projected balances.

15

Click "Manager View"

Time Off Balances

PTO Current Balance as of 10/17/2025: 43.16

Plan Details PTO	As of Last Pay Period End 9/21/2025 - 10/4/2025	Current Pay Period 10/5/2025 - 10/18/2025
Plan Year: Anniversary	Accrued: 3.08	Projected Accrued: 3.08
Award Schedule: Every Pay	Taken: 8.00	Projected Taken: 0.00
Accrual Rate: 3.0800	YTD Accrued: 6.16	Projected YTD Accrued: 9.24
Last Award Date: 10/17/2025	YTD Taken: 8.00	Projected YTD Taken: 8.00
Service Date: 4/9/2025	Available Balance: 43.16	Time Off Requests-Pending: 0.00
Length of Service: 0 Years, 6 Months (6 Months)	Balance: 43.16	Approval: 0.00
		Projected Balance: 46.24

Current Plan Year 10/19/2025 - 4/8/2026	Next Plan Year 4/9/2026 - 4/8/2027
Balance as of 10/19/2025: 46.24	Carryover from Previous Plan Year: 83.20
Projected Accrued: 36.96	Projected Accrued: 83.16
Time Off Requests-Approved: 0.00	Time Off Requests-Approved: 0.00
Time Off Requests-Pending: 0.00	Time Off Requests-Pending: 0.00
Approval: 0.00	Approval: 0.00
Projected Balance: 83.20	Projected Balance: 138.64

*Note: Time Off Requests-Pending Approval amounts do not count against projected balances.

16

This will take you to My Dashboard. From the first screen you can view if you have time off requests or other transactions to approve. This will take you to the Admin Calendar

The screenshot shows the 'My Dashboard' interface. On the left is a sidebar menu with options like 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Reports', 'Employee Self-Service', and 'Employee Welcome'. The 'My Dashboard' section is highlighted. The main content area has a header 'My Dashboard' and a list of 'Options'. A red circle highlights the first option: 'You have Pending Time Off Requests! Click here to view.' Other options include 'You have No Pending Transactions', 'You have No Pending Shift Requests between 10/5/2025 - 1/20/2026', and 'You have Pending Punches between 10/20/2025 - 11/10/2025! Click here to view.'

17

The Admin Calendar will allow you to see all of your employees absences and upcoming holidays. In order to View requests Click "Pending Requests"

The screenshot shows the 'Admin Calendar' interface. The left sidebar is the same as in the previous screenshot. The main content area has a header 'Admin Calendar' and tabs for 'Calendar', 'Pending Requests', and 'History'. The 'Calendar' tab is selected. The calendar displays October 2025. A red circle highlights the 'Pending Requests' tab. The calendar shows various employee absences and requests, including 'Processed (1) Christopher Bailey' on Monday, October 29, and 'Approved (1) Christopher Bailey' on Friday, October 10, and Friday, October 31. A yellow box highlights the date October 22.

18 Click on the request you want to review

Client: CYN22 - CynTech

Admin Calendar

Calendar Pending Requests History

* Select a row to view details

Created Date/Time	Employee Number	Employee Name	Date Range	Absence Policy	Hours	Status	Status Change By	Status Change Date/Time	Estimated Remaining Balance
10/17/2025 3:41 PM	0006	Bailey, Christopher	10/31/2025	PTO	8.00	Pending	rcynkar@threadhcm.com	10/17/2025 3:41 PM	52.64

Search the menu

- Employee Admin Tools
- Employee Management
- Client Management
- Reports
- Employee Self-Service
 - Employee Welcome
 - My Dashboard
 - Pay History
 - W2/ACA/1099 Forms
 - Employee Profile
 - Employee Messages
 - Company Information
 - Direct Deposits
 - Human Resources >
 - EE Performance Reviews >
 - Update Information >
 - EE Benefits >
 - Time
 - Time Card
 - Employee Absences
 - Time Off Balances
 - Employee Calendar

19 Choose Approve or Reject, add a comment if you'd like and then Click "Process"

Admin Calendar

Employee# 0006
Status: Active

Pay Group: Bi-Weekly
Hire Date: 1/30/2023

Hourly: #####
Work Location: DECATUR, GA

Team:
Department:

Location:

Absence

Date Range: 10/31/2025
Absence Policy: PTO
Hours: 8.00
Start Time: 8:00
Estimated Balance: 52.64
Available Balance: 52.64
Requestor Comments: Going to the beach!

User Comments

Comments:

Workflow Action

☒ Approves - Send to Complete - Transaction Approved
☐ Rejects - Send to Complete - Transaction Rejected

Process

Search the menu

- Employee Admin Tools
- Employee Management
- Client Management
- Reports
- Employee Self-Service
 - Employee Welcome
 - My Dashboard
 - Pay History
 - W2/ACA/1099 Forms
 - Employee Profile
 - Employee Messages
 - Company Information
 - Direct Deposits
 - Human Resources >
 - EE Performance Reviews >
 - Update Information >
 - EE Benefits >
 - Time
 - Time Card
 - Employee Absences
 - Time Off Balances
 - Employee Calendar
 - Admin Calendar**

20 If you go back to My Dashboard, to View missed punches Click "Alert Monitoring"

The screenshot shows the 'My Dashboard' page in the 'isolved' system. The left sidebar contains a navigation menu with the following items: Employee Admin Tools, Employee Management, Client Management, Reports, Employee Self-Service, Employee Welcome, My Dashboard (highlighted), Pay History, W2/ACA/1099 Forms, Employee Profile, Employee Messages, Company Information, Direct Deposits, Human Resources, EE Performance Reviews, Update Information, EE Benefits, Time, Time Card, Employee Absences, Time Off Balances, and Employee Calendar. The main content area displays 'Options' and a list of alerts. A red circle highlights the 'Alert Monitoring' link in the sidebar. The alerts section shows 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 10/5/2025 - 1/20/2026'.

21 Click "Apply" to the filters You can also choose filters to narrow down your list. This list will only show the employees you have access to, and their alerts.

The screenshot shows the 'My Dashboard' page in the 'isolved' system, specifically the 'Alert Monitoring' section. The left sidebar is the same as in the previous screenshot. The main content area displays a list of alerts. A red circle highlights the 'Apply' button in the filters section. The filters section includes a 'Filtered:' status bar and a table of filters. The filters are: Policy Group (ANY), Pay Group (ANY), Severity (ANY), Alert Type (ANY), EE Status (Active), EE Type (ANY), Manager (ANY), Supervisor (ANY), Start Date (10/15/2025), and End Date (10/21/2025). The 'Apply' button is highlighted with a red circle. Below the filters, there is a table with columns: Employee N..., Date/Time, Alert Type, Severity, Department, Project, Manager, and Supervisor.

22 Here you can see any missed punches and click "View" to go to the time card.

Client: CYN22 - CynTech Legal: Cynkar Technologies

My Dashboard

Filtered: Status (Active), Start Date (10/15/2025), End Date (10/21/2025)

Employee N--	Date/Time	Alert Type	Severity	Department	Project	Manager	Supervisor
●	Bailey, Christo...	10/19/2025	Missing Punch	Critical			Test, Amber D...

[View](#)

23 Click "Employee Calendar" to view that employees individual calendar

Employee Calendar

My Calendar My Absences

[Request Time Off](#)

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	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	31	1
2	3	4	5	6	7	8

24

Click "Pay History" and here is where you will Be able to view your past check details

Employee Self-Service

Pay History

Chris Bailey
Employee #: 0006
Status: Active
Pay Group: Bi-Weekly
Hourly: ###.##
Hire Date: 1/30/2023
Work Location: DECATUR, ...
Department: ...
Location: ...
Client: CYN22 - CynTech
Company: Cynkar Technologies (Act)

Year: 2025

Check Date	Gross Pay	Total Hours	Net Pay	Check/Voucher #	Check Amount	Description	PR Run #
10/10/2025	3109.50	80.85	2489.72	V5071190	0.00	Regular Check	25
09/26/2025	576.90	15.00	528.77	V5043885	0.00	Regular Check	23
08/15/2025	40.00	0.00	36.94	1	36.94	Regular Check	20
07/18/2025	871.00	23.00	785.12	1	785.12	Regular Check	15
07/03/2025	746.29	20.17	676.42	1	676.42	Regular Check	14

View/Print Pay Stub

Christopher Bailey
Employee #: 0006
SSN: XXX-XX-0006

Address
123 W Main St
BLT, GA 30805

Cynkar Technologies
Check Type: Regular Check
Check Date: 10/10/2025
Period Begin: 09/21/2025
Period End: 10/04/2025
Payroll Run #: 25
Voucher #: V5071190
Gross Pay: 3109.50
Gross Wage: 3109.50
Net Pay: 2489.72
Check Amt: 0.00

Federal
Head of Household

State (Residence)
GEORGIA
Head of Household

Earnings & Memos*

	Curr Hrs/Units	Curr \$	YTD Hrs/Units	YTD \$
Hourly Regular	72.85	2801.82	172.02	6493.01
Bonus				68.00
PTO	8.00	307.68	8.00	307.68

Deductions

	Curr \$	YTD \$
Direct Deposit		
Account	###6789	2489.72

Employee Taxes

	Curr \$	Curr Wages	YTD \$	YTD Wages
SOC SEC EE	192.79	3109.50	425.86	6868.69
MED EE	45.09	3109.50	99.60	6868.69
FEDERAL WH	246.47	3109.50	274.82	6868.69
GEORGIA WH	135.43	3109.50	210.31	6868.69

Employer Taxes

	Curr \$	Curr Wages	YTD \$	YTD Wages
EMP SEC EE	192.79	3109.50	425.86	6868.69

Current Period Leave Accruals

	Hours Accrued	Hours Taken	Available Balance
PTO	6.16	8.00	66.48
Vacation	0.00	0.00	0.00

25

Click "W2/ACA/1099 Forms" To view your tax forms. Once these are available you will see them listed here for each year

Employee Self-Service

W2/ACA/1099 Forms

Chris Bailey
Employee #: 0006
Status: Active
Pay Group: Bi-Weekly
Hourly: ###.##
Hire Date: 1/30/2023
Work Location: DECATUR, ...
Department: ...
Location: ...
Client: CYN22 - CynTech
Company: Cynkar Technologies (Act)

W2/ACA/1099 Forms

Tax Year	Document Description	Document Type	Document Name	View Document	View Instructions

26

Under updated information you will have multiple screens that allow you to update your information such as Name and Contact Information & Direct Deposit Updates

Name and Contact Information

Employee Name

* First Name: Christopher
 Preferred Name: Chris
 Middle Name:
 * Last Name: Bailey
 Prefix:
 Suffix:

Employee Address

A change of address may cause a change in taxes.
 Address: 123 W Main St
 * Zip Code: 30904
 Hit Enter Key in zip code field to retrieve city list.
 City: AUGUSTA
 State: Georgia
 Taxable School District:

Contact Information

Home Phone: 222-555-1234
 Mobile Phone:
 Work Phone:
 Fax Number:
 Personal Email:

27

Click "Life Events Wizard"

Name and Contact Information

Employee Name

* First Name: Christopher
 Preferred Name: Chris
 Middle Name:
 * Last Name: Bailey
 Prefix:
 Suffix:

Employee Address

A change of address may cause a change in taxes.
 Address: 123 W Main St
 * Zip Code: 30904
 Hit Enter Key in zip code field to retrieve city list.
 City: AUGUSTA
 State: Georgia
 Taxable School District:

Contact Information

Home Phone: 222-555-1234
 Mobile Phone:
 Work Phone:
 Fax Number:
 Personal Email:

28 Click this dropdown.

isolved Delivered by thread

Chris Bailey
Employee # 0006
Status: Active
Pay Group: Bi-Weekly
Hourly: ###.##
Hire Date: 1/30/2023
Work Location: DECATUR, ...
Department: ...
Location: ...
Client: CYN22 - CynTech
Company: Cynkar Technologies (Acti)

Life Events Wizard

→ Next

- A change in personal status or circumstance known as a Life Event can impact benefit elections.
- Use this wizard to report Life Events.
- Documents relevant to the event, such as a marriage license or birth certificate may be attached.
- To begin select a 'Life Event', enter a date, upload any applicable documents and click 'Next.'

Select a Life Event

* Life Events: 

* Event Date: 10/22/2025

Documents

Upload Document

Add Another Document

Human Resources >
EE Performance Reviews >
Update Information >
Name and Contact Information
Direct Deposit Updates
Salary Updates
Job Updates
Awards Updates
Certifications Updates
Company Assets Updates
Education Updates
Prior Employment Updates
EE Benefits >
Benefit Enrollment
Life Events Wizard
Life Events History
Benefits Summary