

Adding a New Supervisor or Manager to an Employee



This guide walks through a process for adding a new supervisor or manager to an employee in the HCM system.

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

thread

Jen Verhoff

Client: 2 Jen Demo - Jen/Verhoff University Training Company

Legal: Jen/Verhoff University Training Inc

Search the menu

Employee Admin Tools

Employee Management

Client Management

Executive Dashboard

Client Landing Page

Client Summary

Client Maintenance

Expense Management

Client Utilities

Payroll

Taxes

Work Location

Tables

Labor & GL

Job

Benefits

HR Management

Attendance Management

Time Management

Workflow Setup

Mass Email Utility

Welcome Jen

MY PROFILE

Jen Verhoff

jverhoff@threadhcm.com

MY REMINDERS

MY ACCOUNT REPS

CALENDAR

<

MAY 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	31

Payroll Due



Pay Date

Run Date - Off Cycle Run

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End
Biweekly	Bi-Weekly	05/14/2025	05/16/2025	04/28/2025	05/11/2025

2 Click "Employee Management"


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Jen Verhoff ▾

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Search the menu

Employee Admin Tools
Employee Management
Client Management
Executive Dashboard
Client Landing Page
Client Summary
Client Maintenance >
Expense Management >
Client Utilities >
Payroll >
Taxes >
Work Location >
Tables >
Labor & GL >
Job >
Benefits >
HR Management >

Welcome Jen



MY PROFILE
Jen Verhoff
jverhoff@threadhcm.com

MY REMINDERS

MY ACCOUNT REPS



CALENDAR

<
MAY 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	31

Payroll Due
Pay Date
Run Date - Off Cycle Run

3 Click "Employee Maintenance"


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Client: 2 Jen Demo - Jen/Verhoff University Training Company Legal: Jen/Verhoff University Training Inc

Search the menu

Employee Admin Tools
Employee Management
Employee Summary
Quick Hire
Employee Maintenance >
Employee Pay >
Employee Benefits >
Human Resources >

Welcome Jen



MY PROFILE
Jen Verhoff
jverhoff@threadhcm.com

MY REMINDERS

MY ACCOUNT REPS

CALENDAR

<
MAY 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	31

Payroll Due
Pay Date
Run Date - Off Cycle Run

4 Click "Jobs"

Search the menu

- Employee Admin Tools
- Employee Management**
 - Employee Summary
 - Quick Hire
 - Employee Maintenance
 - General
 - Override Address
 - Clock Settings
 - Employment
 - Employment Status History
 - Jobs**
 - Labor
 - Location Distribution
 - Percent Distribution
 - Organizations
 - Organization Supervisor/Manager
 - Misc Fields
 - Misc Data Sets
- Employee Pay
- Employee Benefits
- Human Resources

Welcome Jen

MY PROFILE
Jen Verhoff
jverhoff@threadhcm.com

MY REMINDERS

MY ACCOUNT REPS

CALENDAR

< MAY 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	31

■ Payroll Due
■ Pay Date
■ Run Date - Off Cycle Run

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begi
Biweekly	Bi-Weekly	05/14/2025	05/16/2025	04/28/2025

5 Choose the Employee that needs to be updated.

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Jen Verhoff
Client: 2 Jen Demo - Jen/Verhoff University Training Company

Search the menu

- Employee Admin Tools
- Employee Management**
 - Employee Summary
 - Quick Hire
 - Employee Maintenance
 - General
 - Override Address
 - Clock Settings
 - Employment
 - Employment Status History
 - Jobs**
 - Labor
 - Location Distribution
 - Percent Distribution
 - Organizations
 - Organization Supervisor/Manager
 - Misc Fields
 - Misc Data Sets
- Employee Pay
- Employee Benefits
- Human Resources

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 Name	Middle Name	Last Name	Status	Division
Jen/Verhoff Univer...	Biweekly	1024	Antonio			August	Active	30 - 30
Jen/Verhoff Univer...	Biweekly	1003	Moesha		A	Barry	Active	
Jen/Verhoff Univer...	Biweekly	1030	Carla			Brown	Active	90 - 90
Jen/Verhoff Univer...	Biweekly	1012	Ember		F	Cheng	Active	70 - 70
Jen/Verhoff Univer...	Biweekly	1004	Marchello			Conway	Active	60 - 60
Jen/Verhoff Univer...	Biweekly	1016	Dakota			David	Active	90 - 90
Jen/Verhoff Univer...	Biweekly	1028	Dewey			December	Active	90 - 90
Jen/Verhoff Univer...	Biweekly	1029	Lucia			Extra	Active	70 - 70
Jen/Verhoff Univer...	Biweekly	1018	Fatima			February	Active	30 - 30
Jen/Verhoff Univer...	Biweekly	1007	Rose	Rosie	A	Green	Active	50 - 50
Jen/Verhoff Univer...	Biweekly	1011	Sauvoy			Gu	Active	70 - 70
Jen/Verhoff Univer...	Biweekly	1010	Deeter		A	Hasan	Active	60 - 60
Jen/Verhoff Univer...	Biweekly	1002	Isabela			Hernandez	Active	10 - 10
Jen/Verhoff Univer...	Biweekly	1001	Miguel			Hernandez	Active	10 - 10
Jen/Verhoff Univer...	Biweekly	1000	Santiago		J	Hernandez	Active	10 - 10

6 Click on the Pencil icon to Edit.




OVERVIEW BY
Lead

Ember F Cheng
Employee #: 1012
Pay Group: Biweekly
Status: Active
Hourly: 25.5000
Hire Date: 6/2/2016
Work Location: San Francisco, ...
Division: 70 - 70
Location:
Department: 30 - Payroll
Client: 2 Jen Demo - Jen/Verhoff Universit...
Company: Jen/Verhoff University Training ...

Jobs

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Effective Date	Job	Job Group	Job Level	Salary Grade	Workers' Comp Co...	EEO Category	FLSA Exempt	Actions
6/2/2016	8000 - Customer Service							  

Job Details

MANAGERIAL AND EXPERIENCE	Assigned Supervisor	Assigned Manager	Manager's Manager	Occupation Start
	Industry Start			
OTHER DETAILS	Change Reason	SOC Code	Compensation Policy	Override Policy Group
	Notes			
WORKERS' COMPENSATION	Default Workers' Comp Code	Workers' Comp Code	Default Classification	Classification
	Wage Limit Maximum N/A	Wage Limit Frequency N/A		
JOB ORGANIZATION INFORMATION	Division 70 - 70		Department 30 - Payroll	

7 Choose either the Supervisor or Manager drop down.

Employee Admin Tools

Employee Management

Employee Summary

Hire

Employee Maintenance

General

Override Address

Check Settings

Employment

Employment Status History

Job

Job Classification

Job Group: 8000 - Customer Service

Job Level: 8000

EEO Category: 8000

FLSA Exempt: No

Job Options: 8000

Default Manager: 8000

Default Supervisor: 8000

Job Summary

Job Description

8000

Job

Job: 8000 - Customer Service

* Effective Date: 6/2/2016

Change Reason: Search or Select from list

Experience

Occupation Start: MM / YYYY

Industry Start: MM / YYYY

Organization Fields

* Division: 70 - 70

* Department: 30 - Payroll

Managerial Options

Supervisor: Search or Select from list

Manager: Search or Select from list

Manager's Manager:

Workers' Compensation

Default 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

Other Options

SOC Code Search: Search or Select from list

8

If the name of the new Supervisor or Manager is not part of the list given, proceed to Step 9. This will walk through how to add a Supervisor or Manager option to this list.

If the name needed is in the dropdown, select it and click save.
You can also start typing the name you're looking for.
(No need to proceed further with this help document!)

The screenshot shows the 'Employee Management' form. On the left is a sidebar with navigation links: Employee Admin Tools, Employee Management, Employee Summary, Hire, Employee Maintenance, General, Override Address, Clock Settings, Employment, Employment Status History, Jobs, Labor, Location Distribution, Percent Distribution, Organizations, Organization Supervisor/Manager, Misc Fields, and Misc Data Sets. The main form has a top bar with 'Save' and 'Go Back to List' buttons. The 'Jobs' section includes fields for Job (6025 - Billing Clerk), Effective Date (9/15/2020), Change Reason, Experience (Occupation Start, Industry Start), Organization Fields (*Division: 60 - 60, *Department: Search or Select from list), Managerial Options (Supervisor, Manager, Manager's Manager: 1031 - TEST MANAGERIAL - Jen/Verhoff University Trail), Workers' Compensation (Default Workers' Comp Code, Workers' Comp Code, Workers' Comp Exempt, Default Classification, Wage Limit Maximum, Wage Limit Frequency), and Other Options (SOC Code Search). A sidebar on the right shows Job Classification (Job Group, Job Level, EEO Category, FLSA Exempt, Job Options, Default Manager, Default Supervisor) and Job Summary (Job Description: 6025). The 'Manager' dropdown in the Managerial Options section is highlighted with an orange circle.

9

Click "Go Back to List"

The screenshot shows the 'Employee Management' form. On the left is a sidebar with navigation links: Employee Admin Tools, Employee Management, Employee Summary, Quick Hire, Employee Maintenance, General, Override Address, Clock Settings, Employment, Employment Status History, Jobs, Labor, Location Distribution, Percent Distribution, Organizations, Organization Supervisor/Manager, Misc Fields, and Misc Data Sets. The main form has a top bar with 'Save' and 'Go Back to List' buttons. The 'Jobs' section includes fields for Job (6025 - Billing Clerk), Effective Date (9/15/2020), Change Reason, Experience (Occupation Start, Industry Start), Organization Fields (*Division: 60 - 60, *Department: Search or Select from list), Managerial Options (Supervisor: Search or Select from list), and Workers' Compensation (Default Workers' Comp Code, Workers' Comp Code, Workers' Comp Exempt, Default Classification, Wage Limit Maximum, Wage Limit Frequency). The 'Go Back to List' button in the top bar is highlighted with an orange circle.

10 Copy or Make note of the Job Number, in this example it's 5000.

isolved DELIVERED BY thread

Jen Verhoff 8 of 32 Lucia Extra Pay Group: Biweekly Salary: 1363.00 Work Loc
Employee #: 1029 Status: Active Hire Date: 1/10/2024 Division:

Search the menu

- Employee Admin Tools
- Employee Management**
 - Employee Summary
 - Quick Hire
 - Employee Maintenance
 - General
 - Override Address
 - Clock Settings
 - Employment
 - Employment Status History
 - Jobs**
 - Labor
 - Location Distribution
 - Percent Distribution
 - Organizations
 - Organization Supervisor/Manager
 - Misc Fields
 - Misc Data Sets

Jobs

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Effective Date	Job	Job Group	Job Level	Salary Grade
1/10/2024	5000 - Finance Mgr			

Job Details

MANAGERIAL AND EXPERIENCE	Assigned Supervisor	Assigned Manager	Mana
	Industry Start		
OTHER DETAILS	Change Reason	SOC Code	Comp
	Notes		

11 Click "Client Management"

Employment Status History

- Jobs**
- Labor
- Location Distribution
- Percent Distribution
- Organizations
- Organization Supervisor/Manager
- Misc Fields
- Misc Data Sets
- Employee Pay
- Employee Benefits
- Human Resources
- Client Management**
- Payroll
- Reports
- Employee Self-Service

Industry Start			
OTHER DETAILS	Change Reason	SOC Code	Comp
	Notes		
WORKERS' COMPENSATION	Default Workers' Comp Code	Workers' Comp Code	Defau
	Wage Limit Maximum N/A	Wage Limit Frequency N/A	
JOB ORGANIZATION INFORMATION	Division 70 - 70	Department	

25 50 100

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12 Click "Job"

Client Management

- Executive Dashboard
- Client Landing Page
- Client Summary
- Client Maintenance >
- Expense Management >
- Client Utilities >
- Payroll >
- Taxes >
- Work Location >
- Tables >
- Labor & GL >
- Job >**
- Benefits >
- HR Management >
- Attendance Management >
- Time Management >
- Workflow Setup >
- Mass Email Utility

Effective Date ▼	Job ▼	Job Group ▼	Job Level ▼	Salary Grade ▼
✓ 1/10/2024	5000 - Finance Mgr			
Job Details				
MANAGERIAL AND EXPERIENCE		Assigned Supervisor	Assigned Manager	Mana
		Industry Start		
OTHER DETAILS		Change Reason	SOC Code	Comp
		Notes		
WORKERS' COMPENSATION		Default Workers' Comp Code	Workers' Comp Code	Defau
		Wage Limit Maximum N/A	Wage Limit Frequency N/A	
JOB ORGANIZATION INFORMATION <		Division 70 - 70	Department	

13 Click "Jobs"

Client Management

- Executive Dashboard
- Client Landing Page
- Client Summary
- Client Maintenance >
- Expense Management >
- Client Utilities >
- Payroll >
- Taxes >
- Work Location >
- Tables >
- Labor & GL >
- Job >**
- Jobs
- Salary Grades
- Benefits >
- HR Management >
- Attendance Management >
- Time Management >
- Workflow Setup >
- Mass Email Utility

Effective Date ▼	Job ▼	Job Group ▼	Job Level ▼	Salary Grade ▼	Workers' Comp Co... ▼
✓ 1/10/2024	5000 - Finance Mgr				
Job Details					
MANAGERIAL AND EXPERIENCE		Assigned Supervisor	Assigned Manager	Manager's Manager	
		Industry Start			
OTHER DETAILS		Change Reason	SOC Code	Compensation Policy	
		Notes			
WORKERS' COMPENSATION		Default Workers' Comp Code	Workers' Comp Code	Default Classification	
		Wage Limit Maximum N/A	Wage Limit Frequency N/A		
JOB ORGANIZATION INFORMATION <		Division 70 - 70	Department		

Payroll

Click into the Search field and paste or type the Job Number, in this example it's 5000

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Client: 2 Jen Demo - Jen/Verhoff University Training Company

Jobs

Jobs Job Groups Job Levels

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Status ▾

Job Code ▾ Job Title ▾ Job Group ▾ Job Level ▾ Salary Grade ▾ Default Wor... ▾ Default Ma... ▾ Default Sup... ▾ FLSA Exempt Manager Supervisor Actions

▼	Status	Active (15)										
A	Assistant	Group A	01	01 - Entry Level							✓	
6025	Billing Clerk											
9050	Bookkeeper											
8000	Customer Servi...											
5000	Finance Mgr											
5025	Financial Repre...											
7100	HR Coordinator											
7200	IT											
81111	Manager										✓	
6000	Office Mgr											
8200	Outside Sales											
9000	Payroll Mgr											
1000	President											
3000	Treasurer											

Click on the Pencil icon on the appropriate Job

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lead

Explore Isolved People Cloud

Client: 2 Jen Demo - Jen/Verhoff University Training Company

Jobs

Isolved University Help

Jobs Job Groups Job Levels

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Status

Job Code Job Title Job Group Job Level Salary Grade Default Wor... Default Ma... Default Sup... FLSA Exempt Manager Supervisor Actions

Status Active (1)

5000 Finance Mgr

16

Click the "Supervises/Manages Others" field. If both are needed, click both options.

This won't automatically assign any Managers or Supervisors, but will allow them to be chosen on the list.

ent: 2 Jen Demo - Jen/Verhoff University Training Company

Jobs

Save ← Go Back to List

Job

* Job Code: 5000

Job Title: Finance Mgr

Job Group: Search or Select from list

Job Level: Search or Select from list

Active

Job Options

- ☐ Manages Others
- ☐ Supervises Others
- ☐ Seasonal Employee
- ☐ Tipped Employee
- ☐ Union Employee

Regulatory Options

EEO Category: Search or Select from list

FLSA Exempt Status: Non-Exempt

Certified Job Type: Select...

Workers' Comp: Search or Select from list

Workers' Comp Classification: Search or Select from list

17 Click "Save"

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Client: 2 Jen Demo - Jen/Verhoff University Training Company

Jobs

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

Job

* Job Code:

Job Title:

Job Group:

Job Level:

☒ Active

Job Options

☐ Manages Others

☒ Supervises Others

☐ Seasonal Employee

☐ Tipped Employee

☐ Union Employee

Regulatory Options

EEO Category:

FLSA Exempt Status:

Certified Job Type:

Workers' Comp:

Workers' Comp Classification:

18 Now the new Supervisor/Manager should be in the dropdown list. Navigate back to Employee Management.

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Client: 2 Jen Demo - Jen/Verhoff University Training Company

[Save Complete](#)

Jobs

[Jobs](#) [Job Groups](#) [Job Levels](#)

[+ Add New](#) [Expand All Groups](#) [Collapse All Groups](#) [Clear Grouping/Filters](#)

Status

Job Code	Job Title	Job Group	Job Level	Salary Grade	Default Wor...	Default Ma
5000	Finance Mgr					

19 Click "Jobs"

Search the menu

- Employee Admin Tools
- Employee Management**
 - Employee Summary
 - Quick Hire
 - Employee Maintenance
 - General
 - Override Address
 - Clock Settings
 - Employment
 - Employment Status History
 - Jobs**
 - Labor
 - Location Distribution
 - Percent Distribution
 - Organizations
 - Organization Supervisor/Manager
 - Misc Fields
 - Misc Data Sets
 - Employee Pay
 - Employee Benefits
 - Human Resources

JOB

Jobs Job Groups Job Levels

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Status

Job Code	Job Title	Job Group	Job Level	Salary Grade	Default Wor...	Default Ma
5000	Finance Mgr					

20 Click the hamburger lines to see the full list of Active employees.

DELIVERED BY thread

Jen Verhoff

8 of 32

Lucia Extra
Employee #: 1029

Pay Group: Biweekly
Status: Active

Salary: 1363.00
Hire Date: 1/10/2024

Jobs

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Effective Date	Job	Job Group	Job Level	S
1/10/2024	5000 - Finance Mgr			

Job Details

MANAGERIAL AND EXPERIENCE	Assigned Supervisor	Assigned Manager
	Industry Start	
OTHER DETAILS	Change Reason	SOC Code

21 Choose the employee needed.

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 Name	Middle Name	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Jen/Verhoff Univer...	Biweekly	1024	Antonio			August	
Jen/Verhoff Univer...	Biweekly	1003	Moesha		A	Barry	
Jen/Verhoff Univer...	Biweekly	1030	Carla			Brown	
Jen/Verhoff Univer...	Biweekly	1012	Ember		F	Cheng	
Jen/Verhoff Univer...	Biweekly	1004	Marchello			Conway	
Jen/Verhoff Univer...	Biweekly	1016	Dakota			David	
Jen/Verhoff Univer...	Biweekly	1028	Dewey			December	
Jen/Verhoff Univer...	Biweekly	1029	Lucia			Extra	
Jen/Verhoff Univer...	Biweekly	1018	Fatima			February	
Jen/Verhoff Univer...	Biweekly	1007	Rose	Rosie	A	Green	
Jen/Verhoff Univer...	Biweekly	1011	Sauvoy			Gu	
Jen/Verhoff Univer...	Biweekly	1010	Deeter		A	Hasan	

22 Click on the Pencil icon.

OVERVIEW BY

Lead

4 of 32

Ember F Cheng

Pay Group: Biweekly

Status: Active

Hourly: 25.5000

Hire Date: 6/2/2016

Work Location: San Francisco, ...

Location: Division: 70 - 70

Department:

Client: 2 Jen Demo - Jen/Verhoff Universit...

Company: Jen/Verhoff University Training ...

Explore Isolved People Cloud

Jobs

+ Add New

Expand All Groups

Collapse All Groups

Clear Grouping/Filters

Drag a column header here to group by that column

Effective Date

Job

Job Group

Job Level

Salary Grade

Workers' Comp Co...

EEO Category

FLSA Exempt

Actions

6/2/2016

8000 - Customer Service

Job Details

MANAGERIAL AND EXPERIENCE

Assigned Supervisor

Assigned Manager

Manager's Manager

Occupation Start

Industry Start

OTHER DETAILS

Change Reason

SOC Code

Compensation Policy

Override Policy Group

Notes

WORKERS' COMPENSATION

Default Workers' Comp Code

Workers' Comp Code

Default Classification

Classification

Wage Limit Maximum

Wage Limit Frequency

N/A

N/A

JOB ORGANIZATION INFORMATION

Division

70 - 70

Department

23 Choose the Supervisor or Manager drop down.

History

Change Reason: Search or Select from list

Experience

Occupation Start: MM / YYYY

Industry Start: MM / YYYY

Organization Fields

* Division: 70 - 70

* Department: Search or Select from list

Managerial Options

Supervisor: Search or Select from list

Manager: Search or Select from list

Manager's Manager:

Workers' Compensation

Default Workers' Comp Code:

Workers' Comp Code: Search or Select from list

☐ Workers' Comp Exempt

Default Classification:

Classification: Search or Select from list

Wage Limit Maximum: N/A

Wage Limit Frequency: N/A

FLSA Exempt:

Job Options:

Default Manager:

Default Supervisor:

Job Summary

Job Description

8000

24 Choose the Supervisor or Manager to be assigned. You can also start typing the name you're looking for.

Status History

distribution

tribution

ns

n Supervisor/Manager

ets

>

efits >

rces >

anagement

ve Self-Service

025

Industry Start: MM / YYYY

Organization Fields

* Division: 70 - 70

* Department: Search or Select from list

Managerial Options

Supervisor: Search or Select from list

Manager: 1003 - Moeesha A Barry - Jen/Verhoff University Training Inc

Manager's Manager: 1010 - Deeter A Hasan - Jen/Verhoff University Training Inc

1022 - Jack June - Jen/Verhoff University Training Inc

1027 - Nick November - Jen/Verhoff University Training Inc

1029 - Lucia Extra - Jen/Verhoff University Training Inc

Workers' Compensation

Default Workers' Comp Code:

Workers' Comp Code: Search or Select from list

☐ Workers' Comp Exempt

Default Classification:

Classification: Search or Select from list

Wage Limit Maximum: N/A

Wage Limit Frequency: N/A

Other Options

SOC Code Search: Search or Select from list

Job Descrip

8000

25 Click "Save"

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Jen Verhoff ▾

< 4 of 32 > 🔍

Ember F Cheng Pay Group: Biweekly
Employee #: 1012 Status: Active

Hourly: 25.5000
Hire Date: 6/2/2016

Work Location: San Francisco, ...
Division: 70 - 70

Location:
Department:

Client: 2 Jen I
Company: Je

Search the menu

Employee Admin Tools

Employee Management

Employee Summary

Quick Hire

Employee Maintenance ▾

General

Override Address

Clock Settings

Employment

Employment Status History

Jobs

Labor

Location Distribution

Percent Distribution

Organizations

Organization Supervisor/Manager

Misc Fields

Misc Data Sets

Employee Pay >

Employee Benefits >

Human Resources >

Jobs

Save Go Back to List

Job

Job: 8000 - Customer Service

* Effective Date: 6/2/2016

Change Reason: Search or Select from list

Experience

Occupation Start: MM / YYYY

Industry Start: MM / YYYY

Organization Fields

* Division: 70 - 70

* Department: 30 - Payroll

Managerial Options

Supervisor: 1029 - Lucia Extra - Jen/Verhoff University Tr...

Manager: Search or Select from list

Manager's Manager:

Workers' Compensation

Default Workers' Comp Code: Search or Select from list

☐ Workers' Comp Exempt

Default Classification: Search or Select from list

Job Classification

Job Group:

Job Level:

EEO Category:

FLSA Exempt: No

Job Options:

Default Manager:

Default Supervisor:

Job Summary

Job Description

8000