

Update Job To Assign Manager/Supervisor



Learn how to manage job classifications to allow them to be marked as an Assigned Manager or Supervisor

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

The screenshot shows the Thread HCM interface. On the left is a navigation menu with options like Customer Service, Employee Admin Tools, Employee Management, Client Management (highlighted), Client Maintenance, Payroll, Reports, Production Utilities, and Security. The main content area is titled 'Client Summary' for 'Cynkar Technologies'. It displays the company logo, name, and address (2604 Washington Rd, Augusta, GA 30904). To the right, there are sections for 'Processing Information' (Pay Group: Bi-Weekly, Frequency: Bi-Weekly, Active: 82), 'Affiliate' (none), 'Account Representatives' (Payroll Processor), and 'Other Services' (listing various HR and payroll services). A 'Solved University' badge is visible in the top right corner of the client summary section.

Processing Information	Pay Group	Frequency	Active
	Bi-Weekly	Bi-Weekly	82
	Semi-Monthly	Semi-Monthly	-

Account Representatives	Account Rep Type
	Payroll Processor

Other Services	Name
	1099 Electronic Filing
	1099 Print/ESS Display
	ACA Electronic File
	ACA Forms Print
	Adaptive
	Advanced Accruals
	Always-On HR
	Always-On HR - AI Features
	Base Payroll Package
	Base Reports - Conv Runs
	Benefits Package
	Calendar Subscription
	Compensation Management
	Conversion Tax Filing
	Delivery
	Direct Debit Billing

2 Click "Client Management"

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Client Summary | Client Total Active EE's: 82 (As of last payroll process)

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Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management**
- HR Support Center
- Client Landing Page
- Client Summary
- Client Maintenance
 - Client Options
 - Organizations
 - Legal Company
 - Legal Services
 - Legal Service History
 - Legal ACH Overrides
- Payroll
- Reports

COMPANY TAGLINE

Cynkar Technologies

FEIN

Address 2604 Washington Rd
Augusta, GA 30904

Contacts

Name	Phone
Processing Information	
Pay Group	Frequency
Bi-Weekly	Bi-Weekly
Semi-Monthly	Semi-Monthly
82	-

Affiliate

-

Account Representatives

Account Rep Type
Payroll Processor

Other Services

Name

- 1099 Electronic Filing
- 1099 Print/ESS Display
- ACA Electronic File
- ACA Forms Print
- Adaptive
- Advanced Accruals
- Always-On HR
- Always-On HR - AI Features
- Base Payroll Package
- Base Reports - Conv Runs

3 Navigate to the Jobs page under the Job submenu.

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

Client Summary | Client Total Active EE's: 82 (As of last payroll process)

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Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management**
- Labor & GL
- Job**
- Benefits
- ACA Setup Options
- HR Management
- Attendance Management
- Time Management
- Workflow Setup
- Company ACH Files
- ACH On-Demand Utility
- Payroll
- Reports
- Production Utilities

COMPANY TAGLINE

Cynkar Technologies

FEIN

Address 2604 Washington Rd
Augusta, GA 30904

Contacts

Name	Phone
Processing Information	
Pay Group	Frequency
Bi-Weekly	Bi-Weekly
Semi-Monthly	Semi-Monthly
82	-

Affiliate

-

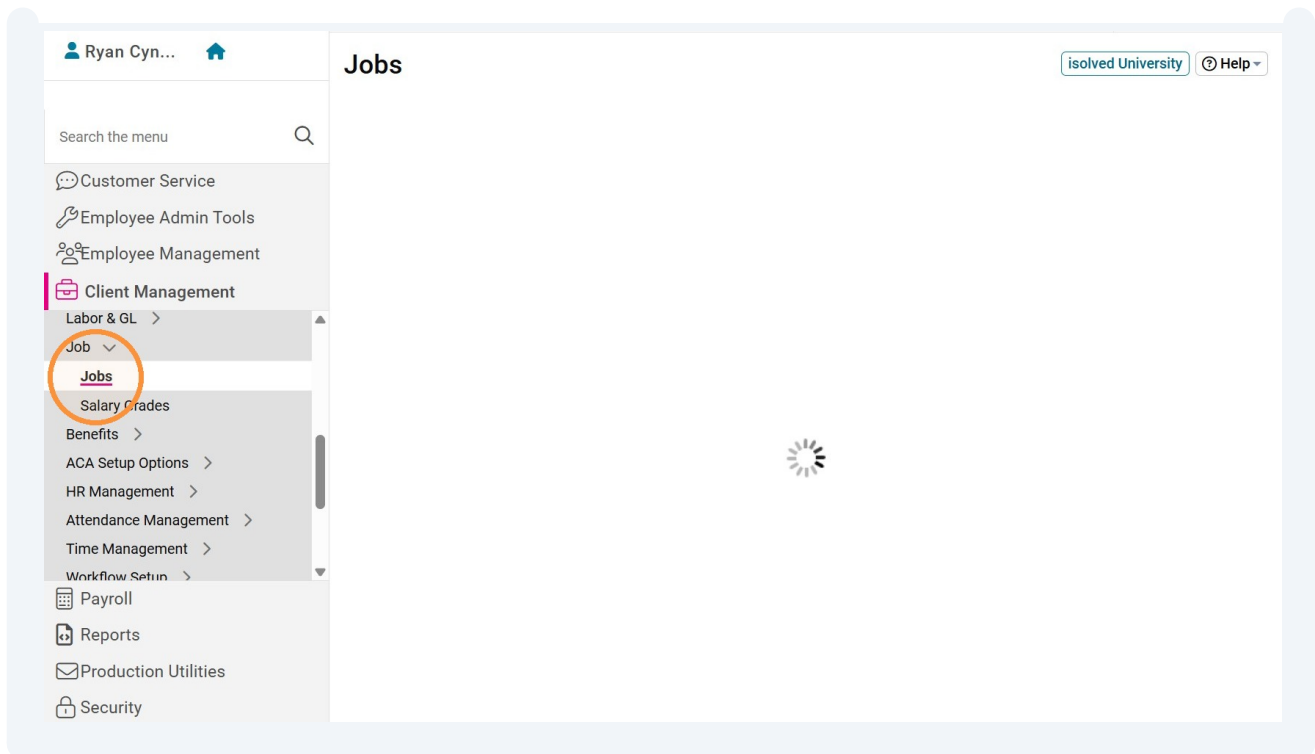
Account Representatives

Account Rep Type
Payroll Processor

Other Services

Name

- 1099 Electronic Filing
- 1099 Print/ESS Display
- ACA Electronic File
- ACA Forms Print
- Adaptive
- Advanced Accruals
- Always-On HR
- Always-On HR - AI Features
- Base Payroll Package
- Base Reports - Conv Runs
- Benefits Package
- Calendar Subscription
- Compensation Management



4 Click the Edit icon for the job you're wanting to update

The screenshot shows the 'Jobs' page with a table of job listings. The left sidebar is the same as in the previous screenshot. The main content area displays a table with the following columns: Status, J, J, J, J, S, D, D, D, D, FLSA Exempt, Manager, Supervisor, and Actions. The table contains 12 rows of job listings. The 'Actions' column for the job with ID '01' is circled in orange, indicating the edit icon.

Status	J	J	J	J	S	D	D	D	D	FLSA Exempt	Manager	Supervisor	Actions
2	2												
2M	2M												
3	3												
3M	3M												
4	4												
4m	4m												
5	5												
01	Ac...					1 - ...				✓			
012	An...					00...				✓			
02	Ar...					00...				✓			
c1	c1												
Ex	Ex												
07	Fin...									✓		✓	

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5 Check the "Supervises Others" or "Manages Others" checkbox.

The screenshot shows the 'Jobs' form for Client: CYN22 - CynTech. The form includes fields for Job Code (01), Job Title (Accountant), Job Group, and Job Level. Below these fields is an 'Active' button. The 'Job Options' section contains several checkboxes: 'Manages Others' (checked), 'Supervises Others' (checked and highlighted with an orange circle), 'Seasonal Employee' (unchecked), 'Tipped Employee' (unchecked), and 'Union Employee' (unchecked). The 'Regulatory Options' section is also visible.

6 Click "Save"

The screenshot shows the 'Jobs' form for Client: CYN22 - CynTech. The 'Save' button is highlighted with an orange circle. The form includes fields for Job Code (01), Job Title (Accountant), Job Group, and Job Level. Below these fields is an 'Active' button. The 'Job Options' section contains several checkboxes: 'Manages Others' (checked), 'Supervises Others' (checked), 'Seasonal Employee' (unchecked), 'Tipped Employee' (unchecked), and 'Union Employee' (unchecked). The 'Regulatory Options' section is also visible.