

Updating Your Direct Deposit Information



This walks through submitting a Direct Deposit update as an employee. This will require you to use Multi Factor Authentication to confirm the transaction for added security.

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

The screenshot shows the Thread HCM Employee Self-Service portal for Christopher Bailey. The top header displays the user's name, Employee # 0006, Pay Group: Bi-Weekly, Hourly: ####, Hire Date: 1/30/2023, Work Location: DECATUR, GA, Team: , Department: , Location: , and Client: CYN22 - CynTech Company: Cynkar Technologies (Active). A "Welcome back Christopher" message is displayed. The left sidebar contains a search bar and a menu with options: Employee Self-Service, Employee Welcome, Pay History, W2/ACA/1099 Forms, Employee Profile, Employee Messages, Direct Deposits, Human Resources, Update Information, EE Benefits, ZayZoon On-Demand Pay, Time, and Turbo Tax. The main content area is divided into four sections: MY PROFILE, MY PAY, MY HUMAN RESOURCE CONTACTS, and MY BENEFITS. The MY PROFILE section shows Christopher Bailey's profile, Accountant, Length of Service: 2 Years, and Anniversary: 1/30/2023. The MY PAY section shows a table with columns for Check Number, Gross Pay, Net Pay, and Direct Deposit, with data for 8/15/2025 and 7/18/2025. The MY HUMAN RESOURCE CONTACTS and MY BENEFITS sections are currently empty.

Check Number	Gross Pay	Net Pay	Direct Deposit
1			
1			

2 Click "Update Information"

The screenshot shows the 'isolved' employee self-service portal for Christopher Bailey. The top header displays employee details: Christopher Bailey, Employee #: 0006, Pay Group: BI-Weekly, Hourly: ####.##, Hire Date: 1/30/2023, Work Location: DECATUR, GA, Team: , Location: , Client: CYN22 - CynTech, and Company: Cynkar Technologies (Acti). The main content area is titled 'Welcome back Christopher' and includes a profile picture, a 'MY PROFILE' section with details (Christopher Bailey, Accountant, Length of Service: 2 Years, Anniversary: 1/30/2023), 'NOTIFICATIONS', 'MY HUMAN RESOURCE CONTACTS', 'MY PAY' (table with columns for dates and values), and 'MY BENEFITS'. The left sidebar contains a search bar and a list of menu items. The 'Update Information' option under 'Human Resources' is highlighted with an orange circle.

Employee Self-Service

- Employee Welcome
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Direct Deposits
- Human Resources >
- Update Information**
- EE Benefits >
- ZayZoon On-Demand Pay
- Time >
- Turbo Tax

MY PROFILE

Christopher Bailey
Accountant
Length of Service: 2 Years
Anniversary: 1/30/2023

MY PAY

	8/15/2025	7/18/2025
Check Number	1	1
Gross Pay		
Net Pay		
Direct Deposit		

3 Click "Direct Deposit Updates"

The screenshot shows the 'isolved' employee self-service portal for Christopher Bailey. The top header displays employee details: Christopher Bailey, Employee #: 0006, Pay Group: BI-Weekly, Hourly: ####.##, Hire Date: 1/30/2023, Work Location: DECATUR, GA, Team: , Location: , Client: CYN22 - CynTech, and Company: Cynkar Technologies (Acti). The main content area is titled 'Welcome back Christopher' and includes a profile picture, a 'MY PROFILE' section with details (Christopher Bailey, Accountant, Length of Service: 2 Years, Anniversary: 1/30/2023), 'NOTIFICATIONS', 'MY HUMAN RESOURCE CONTACTS', 'MY PAY' (table with columns for dates and values), and 'MY BENEFITS'. The left sidebar contains a search bar and a list of menu items. The 'Direct Deposit Updates' option under 'Human Resources' is highlighted with an orange circle.

Employee Self-Service

- Employee Welcome
- Pay History
- W2/ACA/1099 Forms
- Employee Profile
- Employee Messages
- Direct Deposits
- Human Resources >
- Update Information >
- Direct Deposit Updates**
- EE Benefits >
- ZayZoon On-Demand Pay
- Time >
- Turbo Tax

MY PROFILE

Christopher Bailey
Accountant
Length of Service: 2 Years
Anniversary: 1/30/2023

MY PAY

	8/15/2025	7/18/2025
Check Number	1	1
Gross Pay		
Net Pay		
Direct Deposit		

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If you do need to edit an existing record, you can click the pencil on the right side. Click the X if you need to Delete.

iSolved Delivered by thread

Christopher (Chris) Bailey
Employee #: 0006

Pay Group: Bi-Weekly
Status: Active

Hourly: 38.4601
Hire Date: 1/30/20...

Work Location: DE...
Team:



Department:
Location:

Client: CYN22 - CynTech
Company: Cynkar Technologies (Active)

Direct Deposit

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

Drag a column header here to group by that column

Status	Account Type	Sequence	Frequency	Amount	Percent	Routing Num...	Account Num...	Description	Actions
Active	Checking	Remaining Net	Every Pay			021000021	123456789		 

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
 - Quick Hire
 - Quick Hire - Time Only
 - Employee Maintenance
 - Employee Pay
 - Salary
 - Alternate Pay Rates
 - Tax Information
 - Earnings
 - Deductions
 - Garnishments
 - Memo Calculations
 - Direct Deposit**
- Client Management
- Payroll
- Reports
- Production Utilities
- Security
- Conversion Management

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If you need to add a new one. Click "Add New"

iSolved Delivered by thread

Christopher Bailey
Employee #: 0006

Pay Group: Bi-Weekly
Hourly: #####

Hire Date: 1/30/2023
Work Location: DECATUR, GA

Team:
Department:

Location:

Client: CYN22 - CynTech
Company: Cynkar Technologies (Active)

Direct Deposit Updates

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

Drag a column header here to group by that column

Status	Account Type	Sequence	Frequency	Amount	Percent	Routing Num...	Account Num...	Description	Actions
There are no records to display.									

Search the menu

- Employee Self-Service
 - Employee Welcome
 - Pay History
 - W2/ACA/1099 Forms
 - Employee Profile
 - Employee Messages
 - Direct Deposits
 - Human Resources
 - Update Information
 - Name and Contact Information
 - Direct Deposit Updates**
 - EE Benefits
 - ZayZoon On-Demand Pay
 - Time
 - Turbo Tax

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Fill out the info, including Sequence, Amount, Percent and Banking info.

isolved Delivered by thread

Christopher Bailey Pay Group: Bi-Weekly Hire Date: 1/30/2023 Team: Location: Client: CYN22 - CynTech
Employee #: 0006 Hourly: ##### Work Location: DECATUR, GA Department: Company: Cynkar Technologies (Acti

Direct Deposit Updates [Save](#) [Go Back to List](#)

Direct Deposit

* Status: **Active**

* Account Type: **Checking**

* Sequence: **Remaining Net**

* Frequency: **Every Pay**

Amount:

Percent:

* Routing Number:

* Account Number:

Description:

Employee Self-Service

Employee Welcome

Pay History

W2/ACA/1099 Forms

Employee Profile

Employee Messages

Direct Deposits

Human Resources >

Update Information v

Name and Contact Information

Direct Deposit Updates

EE Benefits >

ZayZoon On-Demand Pay

Time >

Turbo Tax

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Click "Save"
Then it will ask you for Multi Factor Authentication

isolved Delivered by thread

Christopher Bailey Pay Group: Bi-Weekly Hire Date: 1/30/2023 Team: Location: Client: CYN22 - CynTech
Employee #: 0006 Hourly: ##### Work Location: DECATUR, GA Department: Company: Cynkar Technologies (Acti

Direct Deposit Updates [Save](#) [Go Back to List](#)

Direct Deposit

* Status: **Active**

* Account Type: **Checking**

* Sequence: **Remaining Net**

* Frequency: **Every Pay**

Amount:

Percent:

* Routing Number: **021000021**

* Account Number: **123456789**

Description:

Employee Self-Service

Employee Welcome

Pay History

W2/ACA/1099 Forms

Employee Profile

Employee Messages

Direct Deposits

Human Resources >

Update Information v

Name and Contact Information

Direct Deposit Updates

EE Benefits >

ZayZoon On-Demand Pay

Time >

Turbo Tax

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Enter the Verification code that was sent to you and Click "Continue"

The screenshot shows a web application interface for "Direct Deposit Updates". On the left is a sidebar menu with options like "Employee Self-Service", "Employee Welcome", "Pay History", "W2/ACA/1099 Forms", "Employee Profile", "Employee Messages", "Direct Deposits", "Human Resources", "Update Information", "Name and Contact Information", "Direct Deposit Updates", "EE Benefits", "ZayZoon On-Demand Pay", "Time", and "Turbo Tax". The main content area is titled "Direct Deposit Updates" and includes a "Save" button and a "Go Back to List" link. Below this, there is a form for "Direct Deposit" with fields for Status (Active), Account Type (Checking), Sequence (Remaining Ne), Frequency (Every Pay), Amount, Percent, Routing Number (021000021), Account Number (123456789), and Description. An "Authentication Required" modal is overlaid on the form, displaying a warning icon and text: "For security reasons, a code was sent to rcynkar@threadhcm.com to verify your identity. Please enter the code below to proceed with updating your direct deposit details." The modal includes a "Verification Code" input field containing "7782544", a "Resend code" link, and a "Continue" button.

Direct Deposit Updates

Save Go Back to List

Direct Deposit

* Status: Active

* Account Type: Checking

* Sequence: Remaining Ne

* Frequency: Every Pay

Amount:

Percent:

* Routing Number: 021000021

* Account Number: 123456789

Description:

Authentication Required

For security reasons, a code was sent to rcynkar@threadhcm.com to verify your identity. Please enter the code below to proceed with updating your direct deposit details.

Verification Code

7782544

Didn't receive a code? [Resend code](#)

Continue

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