



thread

MANAGED SERVICES



“Thread makes my office life so much easier now that I do not process payroll in-house.

There is no longer the stress of keeping up with the ever-changing payroll laws and tax changes, Thread does it all!”

Lisa T., Director

About Managed Services

Simplify HR, payroll, recruiting, and onboarding with Thread's Managed Services.

Today's people leaders are expected to wear many hats and be proficient in all of them.

Our umbrella of managed services offerings is designed to help business and HR leaders fill the gaps and move faster in their roles. Our services are customizable for your organization. You choose which service(s) help you the most.

About



thread

We want to help you perfect your people plan, and award-winning culture is what we do!

Build trust by paying your team properly. Train your managers so they're prepared to drive performance and limit liability. Find the best people! Improve the employee experience from onboarding to retirement, and maintain compliance with guidance from our certified HR professionals.



ProActive HR

Looking for help with both compliance and proactive HR initiatives like employee engagement and retention?

What you
get with
thread



GROWTH & SCALABILITY

- We help improve and implement hiring & onboarding practices
- We train your managers
- We help with the backroom and give HR a seat at the table

ADDED VALUE & REDUCED LIABILITY

- We handle the stuff that can cause issues like I-9s, audits, handbooks, and policies, to name a few
- Our team is well-versed in compliance laws to keep you protected

TIME, MONEY & SANITY SAVINGS

- With fewer calls to attorneys, you save on costly legal fees
- Thread provides hours of HR work each month for around 30% of the cost of adding to the team

**"A perfect fit for a company our size
without a full-time dedicated HR staff."**

- MICHAEL, AV-TECH MEDIA SOLUTIONS

What is it?

ProActive HR by Thread is designed to help growing businesses and their leaders feel confident in their work, provide value to their team and look good doing it.

We proactively work with you to stay ahead of the game and prevent problems before they happen. We can focus on the important but complicated HR compliance tasks so you can perfect your people plan.

**FIND YOUR STATE OF ZEN KNOWING HR
COMPLIANCE IS COVERED WITH THREAD.**

About Our Advisors

- Over 30 years of experience in Human Resources
- All of our HR Advisors are SHRM Certified
- Our HR Advisors keep a small book of clients so you get the personal attention you need and deserve



ProActive HR

HR Support

- Proactive Support and Check-In Conversations with your HR Team
- Unlimited "Ask the HR Pro" Q&A
- HR Checklists and How-to-Guides
- Job Description Samples & Review
- Employee Handbook Creation (Multi-State Included)
- Templates of Forms and Letters
- Policy and State Law Library
- Quick Reference Articles

Management Training

- New Manager Training and Coaching Virtual, recorded, or live if you're local
- Interviewing, Performance Management, Employment Law 101
- Leadership, Professionalism, and more

Strategic Support

- Monthly Alignment Meetings and Ongoing HR Coaching for a Designated Team
- Timeline and Priorities Collaboration
- Turnover Reports

Engagement Tactics

- HR Strategy and Employee Engagement Consulting
- Employee Relations Coaching for Designee & Managers

Risk Reduction

- Employment Law Alert Notification
- Monthly Projects such as Employee Handbook Updates, Compliance Audit Assistance, Forms/Policy Reviews
- Compliance Audits: Employee Files, I-9s, Wage and Hour, Risk Assessment, Classifications, Labor Laws, Posting Requirements, etc.

Process Improvement

- Resources for ADA, FLSA, FMLA, etc.
- Compliant and Practical Pre-Hire & New-Hire Processes and Forms
- HR Coaching for Leaves of Absence, Claims Management, and Terminations



Managed Payroll

Forget about the multitude of variables involved with handling payroll, and let the experts do it for you!

IMPLEMENTATION

We take the time to get everything set up and ready to go in our HCM platform. You can expect this and more:

- Data Import
- Set-Up Client Users
- Conduct Training
- Audit

ONGOING SUPPORT

We are here to support you and make sure everything is running smoothly on the back end. Some of the things we handle include:

- Administrative
- Employee Changes
- Manage Deductions
- Special Payments

YOU'RE COVERED

We make sure you're always in the know! If there is anything extra you need, we're here to help. Check out what we offer:

- Payroll Schedule
- Review Rights
- Custom Reporting
- Additional Requests

"Thread makes the payroll process incredibly easy for us. They are thorough, fast, and helpful in their responses when we have questions."

-MICHAEL S.

All Access Pass

Industry experts keep your business, employees, and finances better protected with Managed Payroll by Thread!

Our industry experts are here to help you:

- Save time and money
- Reduce the risk of liability
- Create a well-documented process
- And give you peace of mind

**BYE-BYE PAYROLL PROCESSING,
HELLO LITERALLY ANYTHING ELSE.**

Imagine us doing this for you

- Data Input and Auditing
- Balancing
- Tax Remittance
- Client/Admin Questions
- Garnishments
- Reporting
- Handle Payroll Admin
- And much more...



Managed Payroll Proven Process

Implementation

Handle the full implementation of all managed clients onto the Thread HCM System

- Project Tracker Site if applicable
- Load company shell
- Import data from prior provider
 - Employee Data, prior balances, benefit deductions
- Implement additional items the client might need in the future (Employee Self Service, accrual plans, benefits, time)
- Audit all items (approvals needed)
- Set up client users and make sure they activate their accounts
 - Include manager and supervisor assignments
- Conduct training for client users
- Begin setup of integrations as applicable (Benefit changes at employee/client level)
- Compare last payroll (previous provider data) to test payroll and review earnings, deductions, and tax amounts.

Ongoing

- Handle the payroll administrative duties for clients
- Update the payroll system with employee-related information
- Add new hires (client completes I-9 and e-verify)
- Terminations and Leaves of Absence
- Review employee workflow updates prior to each payroll (tax changes, direct deposit, and salary updates)
- Manage garnishments
- Set up new earnings/deductions codes as needed
- Handle all off-cycle payroll runs (bonuses, missed payments)
- Calculate manual checks if needed (post manual so client can write check)

Client Management after going Live

- Share payroll calendar and send pay period reminders to managers for approvals and exceptions.
- Review status changes, Run Payroll Preview, and share reports with Client for review/approval.
 - Send Payroll Summary, Payroll Registry, Exceptions if needed
- Once approved, per the client's authorization process, submit payroll
- Create custom reports as needed (charges may apply)
- Handle client requests in a timely manner

Client agrees to meet timelines, track and complete time, review and approve pre-payroll summaries, provide timely changes, respond to requests for information, attend training as needed, and enforce deadlines. If you're setting up integrations, you will be responsible for 401k, HSA, and benefit deductions and company matches until the integrations are successfully implemented and automated.



Thread Recruiting

Spend less time searching for people and more time perfecting your people plan.

What you
get with
thread

WHAT DO RECRUITERS DO

Our recruiters help employers save time and money by keeping employers focused while filling seats faster, preventing bias and more.

HOW IT WORKS

Top of the funnel recruiting to help you quickly and easily find the right candidates without spending so much time on the back-end.

WHAT IT COSTS

Our recruiting service comes in 20-hour blocks at \$3000. Unlike most services, Thread uses a flat fee and never takes a % of salary.



"At first, I didn't think I wanted to spend the money and wasn't sure I needed it, but once I realized what Thread could do to help my business, it was a no-brainer. Now that I'm working with Thread's team, I'm so glad that I took the chance on them. They are true partners."

-Taylor, 5 Tool Softball Training

Why You Need Thread Recruiting

Not only do you want to find the right employee, but you also want to impress them too. Sourcing candidates, scheduling interviews, and following up takes a lot of time and finesse. Let Thread Engage and see why new hires are happier using our process.

FIND TALENT AND FILL SEATS FASTER.

What's Included:

- Job Postings
- Resumes Screenings
- Initial Phone Screenings
- Tracking the Process
- Providing Recommendations



Thread Onboarding

Get on board with offloading your hiring processes!

NO PAPER CUTS

We save you time by doing everything from the offer letter to the last piece of new hire e-paperwork. Plus with isolved's tech and automation, you see everything in one place!

NO CHASING

You have enough to handle outside of hiring. We serve as the point of contact for your new hires so you can focus on your current team while we prepare the incoming employee.

NO WORRIES

We proactively communicate with you three times per week with updates including sharing a new hire tracker so you can always be sure where your candidate are.

You save so much time and energy by not playing phone tag with new hires, teaching them how to fill out forms, and ensuring they hit 'submit.' Plus, you can choose which items you want to offload to us and which you want to keep.

Prefer to make the verbal offer yourself? Great! We'll take it from there!

Like to run your own background checks? Not a problem!

We can customize your onboarding package to suit your needs.

We can:

- create offer letter templates
- build digital new hire packets
- complete e-verify process
- initiate background checks and drug screenings
- get new hires through the onboarding wizard
- ensure i-9s and tax forms are completed
- field onboarding questions so you don't have to

Great for companies...

- with high turnover
- that are larger and do several hires a year
- are growing
- who don't have an HR person on staff

OFFLOAD YOUR ONBOARDING WITH THREAD



Conclusion



Thread offers a way to make HR an advantage in your business. We are a growing business, too! We practice what we preach and focus on our employees, so they'll focus on you. We have a team of amazing people doing great work for our clients.

With Thread, you get isolved, the seamless all-in-one tech platform leading the nation; tailored HR consulting protecting your business; and tight-knit client care, which our clients rave about. We're building high-performance, high-culture companies for a better workplace. Join us.

**Offload the tedious tasks and feel
confident with
Thread's Managed Services!**

Learn more and partner with our pros today!