

# Accessing Payroll Summary Report



This guide provides shows how to access the Payroll Summary Report By following these instructions, users can easily view important details, such as the total ACH debit and impound date, ensuring efficient payroll management.

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

Menu

Home Service

Employee Admin Tools

Employee Management

Management

Dashboard

Employee Dashboard

Center 2

My Page

History

Enhance >

Management >

Jobs >

On >

>

Options >

Management >

Settings

System Utilities

Security

Session Management

System Management

Welcome Jennifer

MY PROFILE

Jennifer Verhoff

Sr Implementation Project Manager

[jverhoff@threadhcm.com](mailto:jverhoff@threadhcm.com)

MY REMINDERS

MY ACCOUNT REPS

QUICK LINKS

As part of our agreement with our bank we are required to remind our clients of their responsibilities regarding electronic funds transfers on an annual basis. The following attachment is a summary of the most common NACHA "Rules"

[HR Consulting](#)

[I-9 - Employment Eligibility Verification](#)

CALENDAR

<

JULY 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

ANNOUNCEMENTS

SECURITY ALERT: INCREASE IN FRAUDULENT DIRECT DEPOSIT CHANGES!! We want to make you aware of a rise in fraudulent direct deposit attempts impacting payroll systems industry. These incidents are often the result of employees unintentionally sharing credentials or clicking malicious links—not a breach of the isolated platform. What You Can Do: 1. Always preview "New Employee and Change Audit" report & direct deposit changes with employees. 2. Restrict staff to avoid clicking on suspicious links or phishing emails.

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Processing Schedule
Biweekly	Bi-Weekly	07/09/2025	07/11/2025	06/23/2025	07/06/2025	01	Regular Payroll	<a href="#">View</a>

1

## 2 Click "Reports"

Customer Service

Employee Admin Tools

Employee Management

Client Management

Executive Dashboard

ACA Executive Dashboard

HR Support Center 2

Client Landing Page

Client Summary

Client Maintenance >

Expense Management >

Client Utilities >

Payroll >

Billing >

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Work Location >

Tables >

Labor & GL >

Job >

Benefits >

ACA Setup Options >

HR Management >

Payroll

Reports


Production Utilities

Security

Conversion Management

System Management

Employee Self-Service



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© 2025

## 3 Click "Report Archive"

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Employee Management

Client Management

Payroll

Reports

Report Archive

Run New Report

My Reports

Report Writer

My Reports Queue

Check Print Back

Quarterly Reports


Year End Reports

Year End Reports On Demand

Report Archive

Reports to CD

Predictive People Analytics



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© 2025

## 4 Click "Payroll Summary"

**isolved** Delivered by thread

Client: 2 Jen Demo - Jen/Verhoff University Training Company Legal: Jen/Verhoff University Training Inc Pay Group: Biweekly Status: DEMO

Search the menu

- Customer Service
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  - My Reports Queue
  - Check Print Back
  - Quarterly Reports
  - Year End Reports
  - Year End Reports On Demand
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    - Reports to CD
    - Predictive People Analytics
- Production Utilities

### Report Archive

\* Pay Date Year: 2024 Filter

Expand All Groups Collapse All Groups Clear Grouping/Filters Refresh

Drag a column header here to group by that column

Payroll Status	Payroll ...	Status	Run #	Period ...	Period ...	Run Date	Pay Date	Last...	Last...	Last...
Complete	Regular Pa...		1	9/2/2024	9/15/2024	9/20/2024	9/20/2024	✓	✓	

**Payroll Summary** GENERATED

[Payroll Register](#) GENERATED

[New Employee and Change Audit](#) GENERATED

[Exceptions](#) GENERATED

[Alert Occurrence Count Report](#) GENERATED

[Alerts Export](#) GENERATED

[Check Register](#) GENERATED

[Checks](#) GENERATED

[Current Labor Allocation Detail](#) GENERATED

[Current Labor Allocation Summary](#) GENERATED

[Deduction Register](#) GENERATED

[Deduction Register By Code](#) GENERATED

[Direct Deposit Register](#) GENERATED

## 5 The report will open in a separate tab. The **Total ACH Debit** is the amount to be impounded directly from the payroll account on file. The **Impound Date** is when the funds will be impounded.

Client ID: 2 Jen Demo - Jen/Verhoff University Training Company		PAYROLL SUMMARY		Period Begin Date: 9/2/2024	
Pay Group: Biweekly		Jen/Verhoff University Training Inc		Period End Date: 9/15/2024	
Check Date: 9/20/2024				Pay Period: 1	
Run Date: 9/20/2024		Run Number: 1		Payroll Type: Regular Payroll	

*** PAYROLL FUNDING ***					
Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount
Checks	BANK OF AMERICA, N.A.	*****0196	*****6789	20	\$73,170.07
Direct Deposits	BANK OF AMERICA, N.A.	*****0196	*****6789		\$0.00
<b>Totals:</b>				<b>20</b>	<b>\$73,170.07</b>
Tax Liabilities	BANK OF AMERICA, N.A.	*****0196	*****6789		\$0.00
Third Party Checks					\$0.00
Third Party Electronic Payment	BANK OF AMERICA, N.A.	*****0196	*****6789		\$0.00
Payroll Billing	BANK OF AMERICA, N.A.	*****0196	*****6789		\$0.00
<b>Totals:</b>					<b>\$0.00</b>
<b>Total ACH Debit:</b>				<b>Impound Date: 9/23/2024</b>	<b>\$48,684.35</b>
<b>Total Payroll Funding (all items):</b>					<b>\$121,854.42</b>

*** PAYROLL TOTALS ***					
Payroll Totals	Totals By Check Type	Counts By Check Type	Employee Counts		
Net Pay Checks \$73,170.07	Total Live Checks \$73,170.07	Total Live Checks 20	Active Employees Paid 26		
Direct Deposits \$0.00	Additional Checks \$0.00	Additional Checks 0	Inactive Employees Paid 0		
<b>**** Total Net Payroll \$73,170.07</b>	Manual Checks \$0.00	Manual Checks 0	Terminated Employees Paid 0		
Total Taxes \$48,659.35	Void Checks/Direct Deposits \$0.00	Void Checks 0	Total Employees Paid 26		
<b>**** Total Payroll \$121,829.42</b>	Third Party Sick Checks \$0.00	Third Party Sick Checks 0	Active Employee Count 32		
	Adjustments \$0.00	Adjustments 0	Inactive Employee Count 0		