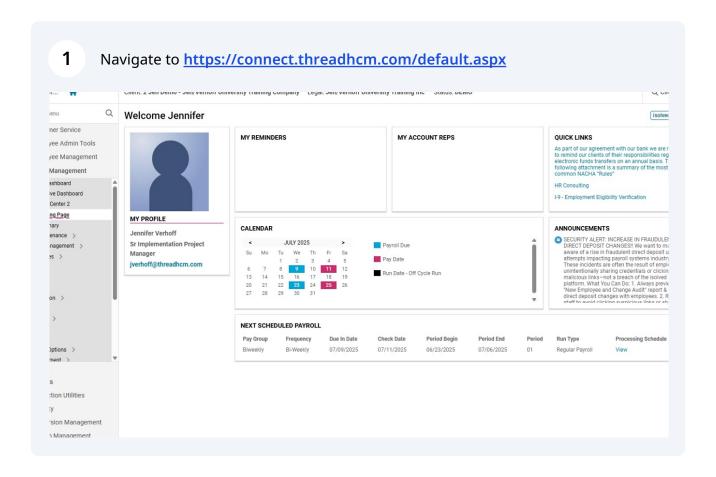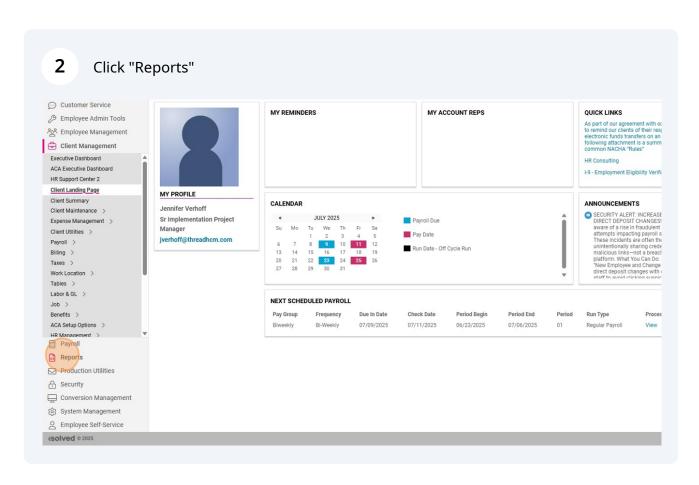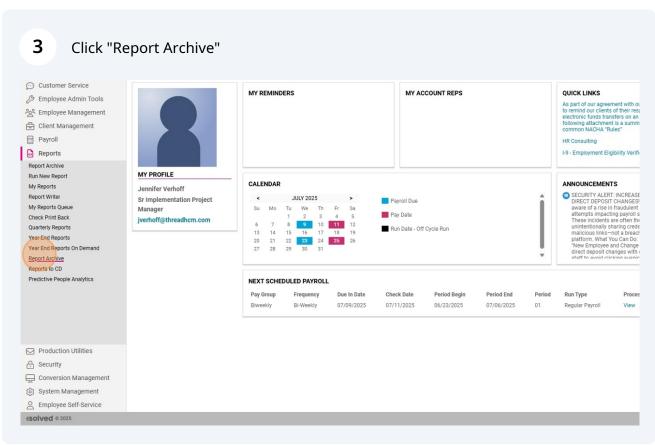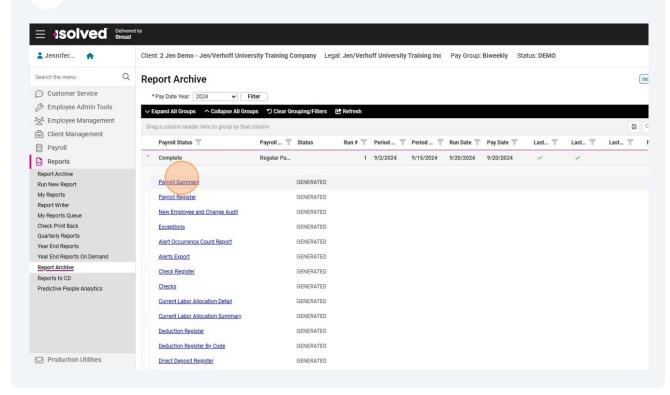# Accessing Payroll Summary Report

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.

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

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 >	
Taxes >	
Work Location >	
Tables >	
Labor & GL >	
Job >	
Benefits >	
ACA Setup Options >	
HR Management >	
📄 Payroll	
📄 Reports	
✉ Production Utilities	
🔒 Security	
🖥 Conversion Management	
⚙ System Management	
👤 Employee Self-Service	

MY PROFILE

Jennifer Verhoff
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jverhoff@threadhcm.com

MY REMINDERS

MY ACCOUNT REPS

QUICK LINKS

As part of our agreement with our to remind our clients of their respelectronic funds transfers on an following attachment is a summ common NACHA "Rules"

HR Consulting

I-9 - Employment Eligibility Verif

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 DIRECT DEPOSIT CHANGES! aware of a rise in fraudulent attempts impacting payroll s These incidents are often the unintentionally sharing crede malicious links—not a breach platform. What You Can Do: "New Employee and Change direct deposit changes with staff to avoid clicking suspic

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begin	Period End	Period	Run Type	Proces
Biweekly	Bi-Weekly	07/09/2025	07/11/2025	06/23/2025	07/06/2025	01	Regular Payroll	View

✦solved © 2025

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3   Click "Report Archive"

💬 Customer Service	
🔗 Employee Admin Tools	
👥 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	
✉ Production Utilities	
🔒 Security	
🖥 Conversion Management	
⚙ System Management	
👤 Employee Self-Service	

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✦solved © 2025

4 Click "Payroll Summary"

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	ACH Debit
Checks	BANK OF AMERICA, N.A.	*****0196	******6789	20	$73,170.07	$0.00
Direct Deposits	BANK OF AMERICA, N.A.	*****0196	******6789		$0.00	$0.00
Totals:				**20**	**$73,170.07**	**$0.00**
Tax Liabilities	BANK OF AMERICA, N.A.	*****0196	******6789		$0.00	$48,659.35
Third Party Checks					$0.00	$0.00
Third Party Electronic Payment	BANK OF AMERICA, N.A.	*****0196	******6789		$0.00	$0.00
Payroll Billing	BANK OF AMERICA, N.A.	*****0196	******6789		$0.00	$25.00
Totals:					$0.00	$48,684.35
Total ACH Debit:				**Impound Date: 9/23/2024**		**$48,684.35**
Total Payroll Funding (all items):						$121,854.42

*** 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
**** Total Net Payroll	**$73,170.07**	Manual Checks	$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	$0.00	Void Checks	0	Total Employees Paid	26
Total Taxes	$48,659.35	Third Party Sick Checks	$0.00	Third Party Sick Checks	0	Active Employee Count	32
**** Total Payroll	**$121,829.42**	Adjustments	$0.00	Adjustments	0	Inactive Employee Count	0