

How To Process Payroll with Timekeeping



Learn the step-by-step process to help you navigate the payroll entry and reporting tools to ensure accurate compensation processing for your employees.

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

Client Summary | Client Total Active EEs: 79 (As of last payroll process)

Cynkar Technologies
 Address: 2604 Washington Rd, Augusta, GA 30904

Contacts		Name	Phone	Email	Types
Processing Information					
Pay Group	Frequency	Active EEs	Input Method	Output Method	Last PR Processed
Bi-Weekly	Bi-Weekly	79	Wire Client	zDNU - FedEx Print Back	Run 28 - 3/31/2026
Semi-Monthly	Semi-Monthly	-	Online		PP 2 - 3/25/26 PP 1 - 3/27/26
Affiliate					
-					
Account Representatives		Account Rep Type	Name	Phone Number	
		Payroll Processor	Ryan Cynkar	-	
Other Services					
Name		Name		Name	
1099 Electronic Filing		Employee Direct Deposit		New Hire Filing	
1099 Print/ESS Display		ESS Pay Detail with Stub		Notify Alerts	
ACA Electronic File		E-Verify		Occurrence Tracking	
ACA Forms Print		Expense Management		Perfect Payroll	
Adaptive		Full Service Package		Performance Management	
Advanced Accruals		HRIS Package		Pre-Note All	
Always-On HR		Isolved Attendance		Self Service	
Always-On HR - AI Features		Isolved Offboarding		Standard Date Range Rpts	
Base Payroll Package		Isolved Onboarding		T&A Package	
Base Reports - Conv Runs		Isolved PPA SSO		Thread Basic Package	
Benefits Package		Isolved Time		Virtual Clocks	
Compensation Management		Isolved Time Geofencing		W2 Electronic Filing	
Conversion Tax Filing		Isolved University		W2 Print/ESS Display	
Delivery		Labor Allocation Summ Rpt		Year End Reports	
Direct Debit Billing		New Hire Comb. - GA		ZayZoon SSO	
Reports					
Report Name	View	Report Name	View		
Client Profile Report	PDF Excel	Labor & GL Field List	PDF Excel		
Client Contact List	PDF Excel	Pay Group List	PDF Excel		
Leave Accrual List	PDF Excel	Tax List	PDF Excel		
Deduction List	PDF Excel	Organization List	PDF Excel		
Earning List	PDF Excel	Job List	PDF Excel		
Memo Calc List	PDF Excel	GL Rule List	PDF Excel		
Tax Filing Service					
Tax Filing (MasterTax)					

2 Select **Payroll** from the side menu.

The screenshot shows a user interface with a side menu on the left and a main content area. The side menu includes options like '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', 'Billing', 'Payroll', 'Taxes', 'Work Location', 'Tables', 'Labor & GL', 'Job', 'Benefits', 'Reports', 'Production Utilities', 'Security', 'Conversion Management', 'System Management', and 'Employee Self-Service'. The 'Payroll' option is highlighted with an orange circle. The main content area displays the 'Cynkar Technologies' client profile, including their logo, FEIN, and address. Below this, there are sections for 'Processing Information', 'Affiliate', 'Account Representatives', 'Other Services', 'Reports', and 'Tax Filing Service'.

Contacts	Name	Phone	Email	Types		
Processing Information	Pay Group Bi-Weekly Semi-Monthly	Frequency Bi-Weekly Semi-Monthly	Active EEs 79 -	Input Method Wire Client Online	Output Method zDNU - FedEx Print Back	Last PR Processed Run 28 - 3/31/2026 -
Affiliate	-					
Account Representatives	Account Rep Type Payroll Processor	Name Ryan Cynkar		Phone Number -		
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 Compensation Management Conversion Tax Filing Delivery Direct Debit Billing	Name Employee Direct Deposit ESS Pay Detail with Stub E-Verify Expense Management Full Service Package HRIS Package isolated Attendance isolated Offboarding isolated Onboarding isolated PPA SSO isolated Time isolated Time Geofencing isolated University Labor Allocation Summ Rpt New Hire Comb. - GA	Name New Hire Filing Notify Alerts Occurrence Tract Perfect Payroll Performance Ma Pre-Note All Self Service Standard Date R T&A Package Thread Basic Pac Virtual Clocks W2 Electronic Fill W2 Print/ESS Dis Year End Reports ZayZoon SSO			
Reports	Report Name Client Profile Report Client Contact List Leave Accrual List Deduction List Earning List Memo Calc List	View PDF Excel PDF Excel PDF Excel PDF Excel	Report Name Labor & GL Field List Pay Group List Tax List Organization List Job List GL Rule List	View PDF Excel PDF Excel PDF Excel PDF Excel		
Tax Filing Service	Tax Filing (MasterTax)					

3 Click **Process Payroll**

The screenshot shows the same user interface as above, but with the 'Process Payroll' option highlighted in the side menu. The main content area now displays the 'Client Summary' for 'Cynkar Technologies', including their logo, FEIN, and address. Below this, there are sections for 'Contacts', 'Processing Information', 'Affiliate', 'Account Representatives', 'Other Services', 'Reports', and 'Tax Filing Service'.

Contacts	Name	Phone	Email	Types		
Processing Information	Pay Group Bi-Weekly Semi-Monthly	Frequency Bi-Weekly Semi-Monthly	Active EEs 79 -	Input Method Wire Client Online	Output Method zDNU - FedEx Print Back	Last PR Processed Run 28 - 3/31/2026 -
Affiliate	-					
Account Representatives	Account Rep Type Payroll Processor	Name Ryan Cynkar		Phone Number -		
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 Compensation Management Conversion Tax Filing Delivery Direct Debit Billing	Name Employee Direct Deposit ESS Pay Detail with Stub E-Verify Expense Management Full Service Package HRIS Package isolated Attendance isolated Offboarding isolated Onboarding isolated PPA SSO isolated Time isolated Time Geofencing isolated University Labor Allocation Summ Rpt New Hire Comb. - GA	Name New Hire Filing Notify Alerts Occurrence Tract Perfect Payroll Performance Ma Pre-Note All Self Service Standard Date R T&A Package Thread Basic Pac Virtual Clocks W2 Electronic Fill W2 Print/ESS Dis Year End Reports ZayZoon SSO			
Reports	Report Name Client Profile Report Client Contact List Leave Accrual List Deduction List Earning List Memo Calc List	View PDF Excel PDF Excel PDF Excel PDF Excel	Report Name Labor & GL Field List Pay Group List Tax List Organization List Job List GL Rule List	View PDF Excel PDF Excel PDF Excel PDF Excel		
Tax Filing Service	Tax Filing (MasterTax)					

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Here you'll see the steps to close payroll. If you have timekeeping turned on, you'll see the options to Lock and Commit the Time Cards. Once you've reviewed all Time Cards you can begin this process.

A few tools to help you verify that everything is ready for this payroll are:

- **My Dashboard** Screen in **Employee Self Service** with many quick reports
- You will also see **Time Card Review Reports** just below Process Payroll on this screen

Click **Lock**

The screenshot displays the 'Process Payroll' interface. At the top, the header includes the 'iSolved' logo and 'Delivered by thread'. Below the header, client information is shown: 'Client: CYN22 - CynTech', 'Legal: Cynkar Technologies', 'Pay Group: Bi-Weekly', and 'Status: Active'. The main content area is titled 'Process Payroll' and includes a 'Next Payroll Run' and 'Last Payroll Processed' section. A warning message states: 'WARNING: The run date for this payroll is after the required impound date.' Below this, there are four steps: 'Lock Time Cards' (with a 'Lock' button highlighted by an orange circle), 'Commit Time Cards' (with a 'Commit' button), 'Preview Payroll' (with a 'Preview' button), and 'Process Payroll' (with a 'Process' button). To the right, the 'Payroll Details' section shows: 'Run Type: Regular Payroll', 'Run Date: 03/25/2026', 'Pay Date: 03/27/2026', 'Period Begin Date: 03/08/2026', and 'Period End Date: 03/21/2026'. A blue banner indicates 'Your last payroll processed TODAY 3/31/2026 at 1:31:28 PM'. Below this, there is a 'Check Stub Message' section with a '+ Check Stub Message' link and a 'Payroll Actions' section with a 'View' button. At the bottom, there is a 'Timecard Review Reports' section with a dropdown menu set to 'Alert Occurrence Count Report' and a 'Go' button. Below that is a 'Payroll Insights' section.

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Click **Commit**

This action pulls the data from the timecards into the Time Entry Grid (also known as the Enter Payroll screen)

If there are any timecard errors that restrict payroll, those will pop up here when you click Commit

Client: CYN22 - CynTech Legal: Cynkar Technologies Pay Group: Bi-Weekly Status: Active

Process Payroll

Next Payroll Run Last Payroll Processed

Process Payroll

- Lock Time Cards
- Commit Time Cards (highlighted)
- Preview Payroll
- Process Payroll

Payroll Details

Run Type:	Regular Payroll
Run Date:	03/25/2026
Pay Date:	03/27/2026
Period Begin Date:	03/08/2026
Period End Date:	03/21/2026

Your last payroll processed TODAY 3/31/2026 at 1:31:28 PM

Check Stub Message

[+ Check Stub Message](#)

Payroll Actions

Timecard Review Reports

Alert Occurrence Count Report

Report Writer reports will require committing data.
* Indicates a Report Writer report

Payroll Insights

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Client: CYN22 - CynTech Legal: Cynkar Technologies Pay Group: Bi-Weekly Status: Active

Process Payroll

Next Payroll Run Last Payroll Processed

Process Payroll

- Lock Time Cards
- Commit Time Cards
- Preview Payroll
- Process Payroll (highlighted)

Payroll Details

Run Type:	Regular Payroll
Run Date:	03/25/2026
Pay Date:	03/27/2026
Period Begin Date:	03/08/2026
Period End Date:	03/21/2026

Your last payroll processed TODAY 3/31/2026 at 1:31:28 PM

Check Stub Message

[+ Check Stub Message](#)

Payroll Actions

Timecard Review Reports

Alert Occurrence Count Report

Report Writer reports will require committing data.
* Indicates a Report Writer report

Payroll Preview Reports

Payroll Summary

Reviewed by demo.ryan
Requested 3/31/2026, 4:33:31 PM
Completed 3/31/2026, 4:33:38 PM
* Indicates a Report Writer report

Payroll Insights

Payroll Insights

7 Click Payroll Entry Detail

Then click **Time Entry Grid**

Process Payroll

Next Payroll Run | Last Payroll Processed

Process Payroll

• **WARNING: The run date for this payroll is after the required impond date.**

Lock Time Cards ▾

Commit Time Cards ▾

Preview Payroll ▾

Process Payroll ▲

Payroll Details

Run Type:	Regular Payroll
Run Date:	03/25/2026
Pay Date:	03/27/2026
Period Begin Date:	03/08/2026
Period End Date:	03/21/2026

Your last payroll processed TODAY 3/31/2026 at 1:31:28 PM

Check Stub Message

+ Check Stub Message

Payroll Actions

Timecard Review Reports

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Payroll Preview Reports

Payroll Summary

Reviewed by demo.ryan
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Payroll Insights

Payroll Insights

Loading payroll insights...

8

The Template will default to Regular or if we have set up a different template for you. If you ever need to see all pay items, change this template to All and Click Apply on the far Right

This grid will show all your data that came over from timekeeping. It should have more data than what we have here.

You can filter any other items up top if you'd like and make changes in the grid to any hours*

NOTE *If you make changes in the grid and then **Uncommit** time cards, those edits will stay in the grid. If you recommit, they will bring over a new record and you may have duplicates.

Client: CYN22 - CynTech Legal: Cynkar Technologies Pay Group: Bi-Weekly Status: Active

Time Entry Grid | Pay Date: 3/27/2026 Payroll Period: 3/8/2026 - 3/21/2026

Template: ALL Org Category: ALL Status: Active Search: []

Entry Report Entry Export Value: [] Employee Type: ALL Apply

Show Sort Expand Employee Name Show Total Hours/Units Show Total Dollars Show Total Deductions Show Total Taxes

NAME	SALARY/RATE	BLOCK	TOTAL HRS/UNITS	DEPARTMENT	PROJECT	HOURLY REGULAR (EARN HRS)	OVERTIME @ FLAT (EARN HRS)	BONUS (EARN \$)	EXPENSE REIMBUR (EARN HRS)	HOLIDAY (EARN HRS)	MEMO HR (MEMO H)
Bailey, Christopher	Rate: 40.3846		12.08			12.08					
Button IV, Benjamin	Salary: 3412.62	<input type="checkbox"/>	0.00								
Dooley IV, David	Salary: 3125.00	<input type="checkbox"/>	0.00								
Doore, Samuel	Rate: 29.2785		0.00								
Employee, Penn	Rate: 37.5000		0.00								
Employee, Test	Rate: 20.0000		0.00								
EMPLOYEE, TEST	Rate: 24.0385		0.00								
Fieri, Guy R	Salary: 2778.29	<input type="checkbox"/>	0.00								
Fowler, Rickie	Rate: 0.0000		0.00								
Grohl, David	Salary: 10911.96	<input type="checkbox"/>	0.00								
Hoffman, Dustin	Rate: 37.4399		0.00								
Jack, John	Rate: 24.2298		0.00								
Jackson, Michael	Rate: 14.0000		0.00								
Johnson, Nathan	Rate: 16.6375		0.00								
Kelly, Bridget	Salary: 3846.23	<input type="checkbox"/>	0.00								
Manual, Christian	Rate: 14.0000		0.00								
Martinez, Juan	Rate: 0.0000		0.00								
McCramer, Logan	Salary: 1333.34	<input type="checkbox"/>	0.00								
Mickelson, Phil	Rate: 19.5000		0.00								
Miller, Daniel	Rate: 22.5568		0.00								
Mitcham, Matt	Salary: 10416.67	<input type="checkbox"/>	0.00								
MO, Eli		<input type="checkbox"/>	0.00								
Mondragon, Jose	Rate: 0.0000		0.00								
Moore, Brandon	Salary: 1538.40	<input type="checkbox"/>	0.00								
Morrison, Test	Salary: 1709.63	<input type="checkbox"/>	0.00								

9 Select Individual Time Entry

Time Entry Grid | Pay Date: 3/27/2026 | Payroll Period: 3/8/2026 - 3/21/2026

Template: ALL | Org Category: ALL | Status: Active | Employee Type: ALL

Value: | Show Sort | Expand Employee Name | Show Total Hours/Units | Show Total Dollars | Show Total Deductions | Show Total Taxes

NAME	SALARY/RATE	BLOCK	TOTAL HRS/UNITS	DEPARTMENT	PROJECT	HOURLY REGULAR (EARN HRS)	OVERTIME @ FLAT (EARN HRS)	BONUS (EARN \$)	EXPENSE REIMBUR (EARN HRS)	HOLIDAY (EARN HRS)
Reynolds, Ryan	Rate: 24.0385		0.00							
Stanley, Sandra	Salary: 1400.00	<input type="checkbox"/>	0.00							
Fieri, Guy R	Salary: 2778.29	<input type="checkbox"/>	0.00							
Bailey, Christopher	Rate: 40.3846		28.08			12.08				
Miller, Daniel	Rate: 22.5568		0.00							
Smith, Joseph	Salary: 1788.46	<input type="checkbox"/>	0.00							
Terrone, Nicholas	Salary: 3461.41	<input type="checkbox"/>	0.00							
Dooly IV, David	Salary: 3125.00	<input type="checkbox"/>	0.00							
Zimmer, Ryan	Salary: 3876.78	<input type="checkbox"/>	0.00							
TestEmployee, Larry	Salary: 1804.54	<input type="checkbox"/>	0.00							
Jack, John	Rate: 24.2298		0.00							
Moore, Brandon	Salary: 1538.40	<input type="checkbox"/>	0.00							
Zoola, Jonathan	Salary: 2020.83	<input type="checkbox"/>	0.00							
People, Dylan	Rate: 13.7500		0.00							
Manual, Christian	Rate: 14.0000		0.00							
Doore, Samuel	Rate: 29.2785		0.00							
Button IV, Benjamin	Salary: 3412.62	<input type="checkbox"/>	0.00							
Johnson, Nathan	Rate: 16.6375		0.00							
McCramer, Logan	Salary: 1333.34	<input type="checkbox"/>	0.00							
Simon, Jose	Salary: 2960.00	<input type="checkbox"/>	0.00							
Woods, Kevin	Salary: 2750.00	<input type="checkbox"/>	0.00							
Woodland, Gabriel	Salary: 3500.00	<input type="checkbox"/>	0.00							
Woods, Robert	Salary: 1291.66	<input type="checkbox"/>	0.00							
Winchester, Caleb	Rate: 31.7708		0.00							
Timberlake, Justin Ran...	Salary: 5157.00	<input type="checkbox"/>	0.00							
Payroll, Choice	Salary: 3846.01	<input type="checkbox"/>	0.00							
Rocket, Johnny	Rate: 26.0417		0.00							
Scott, Michael G	Salary: 1200.00	<input type="checkbox"/>	0.00							
Employee, Penn	Rate: 37.5000		0.00							

10 In the Individual Time Entry screen you can view employee specific payroll info and **Preview Check**

If you click **Add New** you can add an Additional Check

Individual Time Entry | Pay Date: 3/27/2026 | Payroll Period: 3/8/2026 - 3/21/2026

Check Type: Regular Check | Pay Frequency: | Total Hours / Units: 0.00 | Total Earnings: 0.00 | Total Deductions: 0.00

+ Add New | Preview Check | Refresh

Template: Regular

Show Accrual Balances | Show State/Local Override | Block Direct Depos

Earning	Rates & Scheduled Pay	Block	Hours / Units	Dollars	Override Rate	Department (No Home Value)
Hourly Regular	Rate: 37.4399	<input type="checkbox"/>				
Overtime @ Flat		<input type="checkbox"/>				
Bonus		<input type="checkbox"/>				
Expense Reimbur		<input type="checkbox"/>				
Holiday	Rate: 37.4399	<input type="checkbox"/>				
Memo Hours		<input type="checkbox"/>				
Total			0.00	0.00		

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Here is an example of the full Check Preview which includes Time Off Balances, Taxes, Deductions and YTDs

To finish payroll, you can click back to **Process Payroll**

Individual Time Entry | Pay Date: 3/27/2026 | Payroll Period: 3/8/2026 - 3/21/2026

Check Type	Pay Frequency	Total Hours / Units	Total Earnings	Total Deductions
Regular Check		0.00	0.00	0.00

Process Payroll (highlighted in sidebar)

Dustin Hoffman
321 Happy Ave
ATLANTA, GA 30339
Cynkar Technologies

Earnings & Memos*		Deductions		Taxes	
Curr Hours	Curr Dollars	Curr Dollars	YTD Dollars	Curr Dollars	YTD Dollars
PTO	12.32		0.00		49.28

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Click **Preview** and your payroll reports will show up below

Process Payroll

WARNING: The run date for this payroll is after the required impond date.

Lock Time Cards [Unlock]

Commit Time Cards [Uncommit]

Preview Payroll [Preview] (highlighted)

Process Payroll [Process]

Payroll Details
Run Type: Regular Payroll
Run Date: 03/25/2026
Pay Date: 03/27/2026
Period Begin Date: 03/08/2026
Period End Date: 03/21/2026

Your last payroll processed TODAY 3/31/2026 at 1:31:28 PM

Check Stub Message
+ Check Stub Message

Payroll Actions [View]

Timecard Review Reports
Alert Occurrence Count Report [Go]

Payroll Insights

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Click the dropdown and you'll be able to click Go and run any of these reports such as the Payroll Summary and Payroll Register

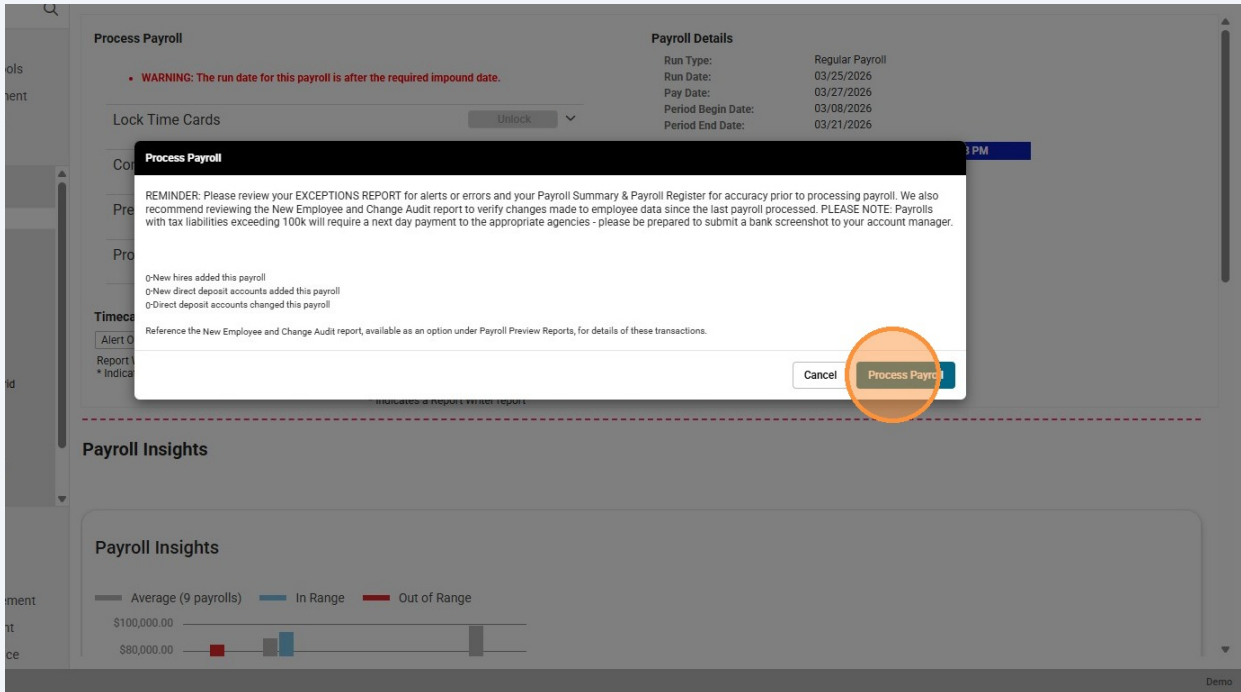
The screenshot shows the 'Process Payroll' interface. On the left is a navigation menu with 'Process Payroll' selected. The main content area has a 'Process Payroll' section with a warning: 'WARNING: The run date for this payroll is after the required impond date.' Below this are buttons for 'Lock Time Cards' (Unlock), 'Commit Time Cards' (Uncommit), 'Preview Payroll' (Preview), and 'Process Payroll' (Process). The 'Process Payroll' button is circled in orange. To the right is a 'Payroll Details' section with fields for Run Type, Run Date, Pay Date, Period Begin Date, and Period End Date. Below that is a 'Check Stub Message' section with a '+ Check Stub Message' link. At the bottom, there are 'Timecard Review Reports' and 'Payroll Preview Reports' sections, each with a 'Go' button. The 'Payroll Preview Reports' dropdown is also circled in orange.

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If everything on this payroll looks good, you can click **Process**

This screenshot is identical to the one above, showing the 'Process Payroll' interface. The 'Process Payroll' button is circled in orange, and the 'Payroll Preview Reports' dropdown is also circled in orange. The interface includes a navigation menu, a warning message, buttons for 'Lock Time Cards', 'Commit Time Cards', 'Preview Payroll', and 'Process Payroll', 'Payroll Details' section, 'Check Stub Message' section, and 'Timecard Review Reports' and 'Payroll Preview Reports' sections.

15 Click **Process Payroll** to confirm and finalize.



16 Once you've processed you will see the note here that you had processed today.

