

# How To Process Payroll without 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
<b>Processing Information</b>				
Pay Group	Bi-Weekly	Frequency	79	Active EEs
Input Method	Wire Client	Output Method	zDNU - FedEx	Last PR Processed
Run 28 - 3/31/2026	PP 2 - 3/25/	PP 1 - 3/27/		
<b>Affiliate</b>				
<b>Account Representatives</b>				
Account Rep Type	Payroll Processor	Name	Ryan Cynkar	Phone Number
<b>Other Services</b>				
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
Employee Direct Deposit	ESS Pay Detail with Stub	E-Verify	Expense Management	Full Service Package
HRIS Package	Isolved Attendance	Isolved Offboarding	Isolved Onboarding	Isolved PPA SSO
Isolved Time	Isolved Time Geofencing	Isolved University	Labor Allocation Summ Rpt	New Hire Comb. - GA
New Hire Filing	Notify Alerts	Occurrence Tracking	Perfect Payroll	Performance Management
Pre-Note All	Self Service	Standard Date Range Rpts	T&A Package	Thread Basic Package
Virtual Clocks	W2 Electronic Filing	W2 Print/ESS Display	Year End Reports	ZayZoon SSO
<b>Reports</b>				
Report Name	View	Report Name	View	
Client Profile Report	<a href="#">PDF</a> <a href="#">Excel</a>	Labor & GL Field List	<a href="#">PDF</a> <a href="#">Excel</a>	
Client Contact List	<a href="#">PDF</a> <a href="#">Excel</a>	Pay Group List	<a href="#">PDF</a> <a href="#">Excel</a>	
Leave Accrual List	<a href="#">PDF</a> <a href="#">Excel</a>	Tax List	<a href="#">PDF</a> <a href="#">Excel</a>	
Deduction List	<a href="#">PDF</a> <a href="#">Excel</a>	Organization List	<a href="#">PDF</a> <a href="#">Excel</a>	
Earning List	<a href="#">PDF</a> <a href="#">Excel</a>	Job List	<a href="#">PDF</a> <a href="#">Excel</a>	
Memo Calc List	<a href="#">PDF</a> <a href="#">Excel</a>	GL Rule List	<a href="#">PDF</a> <a href="#">Excel</a>	
<b>Tax Filing Service</b>				
Tax Filing (MasterTax)				

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

The screenshot shows a software 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 contact information and a list of services.

**Client Summary**

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

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

**Contacts**

Name	Phone	Email	Types
<b>Processing Information</b>			
Pay Group	Frequency	Active EEs	Input Method
Bi-Weekly	Bi-Weekly	79	Wire Client
Semi-Monthly	Semi-Monthly	-	Online
Output Method	zDNU - FedEx	Last PR Processed	Run 28 - 3/31/2026
Print Back	-	-	-
<b>Affiliate</b>			
-			
<b>Account Representatives</b>			
Account Rep Type	Name	Phone Number	
Payroll Processor	Ryan Cynkar	-	
<b>Other Services</b>			
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 Tract	
ACA Forms Print	Expense Management	Perfect Payroll	
Adaptive	Full Service Package	Performance Ma	
Advanced Accruals	HRIS Package	Pre-Note All	
Always-On HR	isolated Attendance	Self Service	
Always-On HR - AI Features	isolated Offboarding	Standard Date R	
Base Payroll Package	isolated Onboarding	T&A Package	
Base Reports - Conv Runs	isolated PPA SSO	Thread Basic Pac	
Benefits Package	isolated Time	Virtual Clocks	
Compensation Management	isolated Time Geofencing	W2 Electronic Fill	
Conversion Tax Filing	isolated University	W2 Print/ESS Dis	
Delivery	Labor Allocation Summ Rpt	Year End Reports	
Direct Debit Billing	New Hire Comb. - GA	ZayZoon SSO	
<b>Reports</b>			
Report Name	View	Report Name	View
Client Profile Report	<a href="#">PDF</a> <a href="#">Excel</a>	Labor & GL Field List	<a href="#">PDF</a> <a href="#">Excel</a>
Client Contact List	<a href="#">PDF</a> <a href="#">Excel</a>	Pay Group List	<a href="#">PDF</a> <a href="#">Excel</a>
Leave Accrual List	<a href="#">PDF</a> <a href="#">Excel</a>	Tax List	<a href="#">PDF</a> <a href="#">Excel</a>
Deduction List	<a href="#">PDF</a> <a href="#">Excel</a>	Organization List	<a href="#">PDF</a> <a href="#">Excel</a>
Earning List	<a href="#">PDF</a> <a href="#">Excel</a>	Job List	<a href="#">PDF</a> <a href="#">Excel</a>
Memo Calc List	<a href="#">PDF</a> <a href="#">Excel</a>	GL Rule List	<a href="#">PDF</a> <a href="#">Excel</a>
<b>Tax Filing Service</b>			
Tax Filing (MasterTax)			

## 3 Click **Enter Payroll** to go to the Time Entry Grid. If you need to key in, import or edit timekeeping data, this is where you can see it.

The screenshot shows the same software interface as above, but with the 'Enter Payroll' option highlighted in the side menu. The main content area displays the 'Cynkar Technologies' client profile, including contact information and a list of services.

**Client Summary**

Client: CYN22 - CynTech Legal: Cynkar Technologies Status: Active

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

**Contacts**

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<b>Processing Information</b>			
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Semi-Monthly	Semi-Monthly	-	Online
Output Method	zDNU - FedEx	Last PR Processed	Run 28 - 3/31/2026
Print Back	-	-	-
<b>Affiliate</b>			
-			
<b>Account Representatives</b>			
Account Rep Type	Name	Phone Number	
Payroll Processor	Ryan Cynkar	-	
<b>Other Services</b>			
Name	Name	Name	
1099 Electronic Filing	Employee Direct Deposit	New Hire Filing	
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ACA Forms Print	Expense Management	Perfect Payroll	
Adaptive	Full Service Package	Performance Ma	
Advanced Accruals	HRIS Package	Pre-Note All	
Always-On HR	isolated Attendance	Self Service	
Always-On HR - AI Features	isolated Offboarding	Standard Date R	
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Base Reports - Conv Runs	isolated PPA SSO	Thread Basic Pac	
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<b>Reports</b>			
Report Name	View	Report Name	View
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Memo Calc List	<a href="#">PDF</a> <a href="#">Excel</a>	GL Rule List	<a href="#">PDF</a> <a href="#">Excel</a>

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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 or if you need to enter, it works very similarly to a spreadsheet.

You do not need to enter data for Salary Employees. The salary shown next to their name will be the salary they'll be paid on this pay period. If you need to enter Holidays or Time Off for them you can.

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 (highlighted) Org Category: ALL Status: Active Search: [ ]

Value: [ ] Employee Type: ALL Apply

Show Short  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								
Dooly 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: 1707.63	<input type="checkbox"/>	0.00								

## 5 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

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							

## 6 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

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"/>				
<b>Total</b>			<b>0.00</b>	<b>0.00</b>		

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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

**Dustin Hoffman**  
321 Happy Ave  
ATLANTA, GA 30339  
Cynkar Technologies

**Employee #:** 2378  
**Soc Sec #:** XXX-XX-6788  
**Fed Filing:** Single or Married Filing Separately  
**Fed Block:** No  
**Fed Exemptions:** No  
**Fed Multi Job/Sp Works:** No  
**Fed Additional:** No  
**Fed Dependents:** No  
**Fed Other Income:** No  
**Fed Deductions:** No

Earnings & Memos*				Deductions		Taxes				
Curr Hours	Curr Dollars	YTD Hours	YTD Dollars	Curr Dollars	YTD Dollars	Curr Dollars	Curr Wages	YTD Dollars	Curr Wages	YTD Dollars
<b>Current Period Leave Accruals</b>				<b>Direct Deposit</b>		<b>Employer Taxes</b>				
PTO	12.32	0.00	49.28	Account	Deposit Amount	Curr Dollars	Curr Wages	YTD Dollars		

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

**Process Payroll**

Next Payroll Run | Last Payroll Processed

**Process Payroll**

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

**Preview Payroll** [Preview]

**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]

**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. At the top, it displays client information: 'Client: CYN22 - CynTech', 'Legal: Cynkar Technologies', 'Pay Group: Bi-Weekly', and 'Status: Active'. The main content area is divided into several sections:

- Process Payroll:** Contains a warning: 'WARNING: The run date for this payroll is after the required impound date.' Below this are buttons for 'Preview Payroll' and 'Process Payroll'.
- Payroll Details:** Lists payroll information: 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. A blue banner states: 'Your last payroll processed TODAY 3/31/2026 at 1:31:28 PM'.
- Check Stub Message:** Includes a '+ Check Stub Message' link.
- Payroll Actions:** Includes a 'View' button.
- Payroll Preview Reports:** A dropdown menu is open, showing 'Payroll Summary' selected. A 'Go' button is highlighted with an orange circle.
- Payroll Insights:** A section with a chart titled 'Payroll Insights' showing 'Average (9 payrolls)', 'In Range', and 'Out of Range' categories.

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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 primary difference is that the 'Process Payroll' button in the 'Process Payroll' section is now highlighted with an orange circle, indicating the next step in the workflow.

## 11 Click **Process Payroll** to confirm and finalize.

**Process Payroll**

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

REMINDER: Please review your EXCEPTIONS REPORT for alerts or errors and your Payroll Summary & Payroll Register for accuracy prior to processing payroll. We also recommend reviewing the New Employee and Change Audit report to verify changes made to employee data since the last payroll processed. PLEASE NOTE: Payrolls with tax liabilities exceeding 100k will require a next day payment to the appropriate agencies - please be prepared to submit a bank screenshot to your account manager.

• New hires added this payroll  
• New direct deposit accounts added this payroll  
• Direct deposit accounts changed this payroll

Reference the New Employee and Change Audit report, available as an option under Payroll Preview Reports, for details of these transactions.

Cancel 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

**Payroll Insights**

Payroll Insights

Average (9 payrolls) In Range Out of Range

\$100,000.00  
\$80,000.00

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

**Process Payroll**

Next Payroll Run Last Payroll Processed

**Process Payroll**

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

Lock Time Cards Unlock

Commit Time Cards Uncommit

Preview Payroll Preview

Process Payroll Process

**Timecard Review Reports**

Alert Occurrence Count Report Go

**Payroll Preview Reports**

Payroll Summary Go

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

Previewed 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 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

**Payroll Insights**

Payroll Insights