

Preview Reports Before Payroll Processing



This guide offers essential steps for viewing payroll reports before processing, ensuring accuracy and preventing costly errors.

1

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

Welcome Jennifer

MY PROFILE
Jennifer Verhoff
Sr Implementation Project Manager
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
Legend: Payroll Due (Blue), Pay Date (Pink), Run Date - Off Cycle Run (Black)
Calendar grid showing dates 1 through 31. Payroll Due dates are 9, 11, 23, and 25. Pay Date is 11. Run Date - Off Cycle Run is 25.

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. Report staff for suspicious clicking suspicious links or clicking

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	View

2 Click "Payroll"

The screenshot shows the ACA Executive Dashboard. On the left, a sidebar menu lists various options. The 'Payroll' option, represented by a calendar icon, is highlighted with an orange circle. The main content area displays the user's profile, a calendar for July 2025, and the next scheduled payroll details.

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

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CALENDAR
JULY 2025
Su Mo Tu We Th Fr Sa
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
Legend: Payroll Due (blue), Pay Date (red), Run Date - Off Cycle Run (black)

NEXT SCHEDULED PAYROLL
Pay Group: Biweekly, Frequency: Bi-Weekly, Due In Date: 07/09/2025, Check Date: 07/11/2025, Period Begin: 06/23/2025, Period End: 07/06/2025

© 2025

3 Click "Preview Payroll"

The screenshot shows the ACA Executive Dashboard with the 'Preview Payroll' option highlighted in the left sidebar. The main content area displays the user's profile, a calendar for July 2025, and the next scheduled payroll details.

Jennifer... Client: 2 Jen Demo - Jen/Verhoff University Training Company Legal: Jen/Verhoff University Training Inc Status:

Search the menu

Customer Service
Employee Admin Tools
Employee Management
Client Management
Payroll
Enter Payroll
Preview Payroll
Process Payroll
Payroll Entry Detail >
Client Run Schedule
Pay Period Modifications
Payroll Run History
Payroll Entry Setup >

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CALENDAR
JULY 2025
Su Mo Tu We Th Fr Sa
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
Legend: Payroll Due (blue), Pay Date (red), Run Date - Off Cycle Run (black)

NEXT SCHEDULED PAYROLL

4

Click "Preview", once the completed date and time populate under the Payroll Review Reports, move to step 5.

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

Preview Payroll

Next Payroll Run Last Payroll Processed

Preview Payroll

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

Preview Payroll

Preview

Previewed by jdverhoff
Requested 1/8/2025, 12:02:30 PM
Completed 1/8/2025, 12:02:34 PM

Payroll Details

Run Type:	Reg
Run Date:	01/08/2025
Pay Date:	01/10/2025
Period Begin Date:	12/23/2024
Period End Date:	01/05/2025

Check Stub Message

[+ Check Stub Message](#)

Timecard Review Reports

Alert Occurrence Count Report

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

Payroll Preview Reports

Payroll Summary

Previewed by jdverhoff
Requested 1/8/2025, 12:02:30 PM
Completed 1/8/2025, 12:02:34 PM
* Indicates a Report Writer report

5

There are four reports we recommend reviewing. From the Payroll Preview Reports drop down, select one of the following "Payroll Register, Payroll Summary, Exceptions or Payroll Invoice".

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management
- Payroll**
 - Enter Payroll
 - Preview Payroll**
 - Process Payroll
 - Payroll Entry Detail
 - Client Run Schedule
 - Pay Period Modifications
 - Payroll Run History
 - Payroll Entry Setup
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management

Preview Payroll

Next Payroll Run Last Payroll Processed

Preview Payroll

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

Preview Payroll

Preview

Previewed by demo.jennifer
Requested 7/22/2025, 3:36:52 PM
Completed 7/22/2025, 3:36:57 PM

Payroll Details

Run Type:	Regular Payroll
Run Date:	01/08/2025
Pay Date:	01/10/2025
Period Begin Date:	12/23/2024
Period End Date:	01/05/2025

Check Stub Message

[+ Check Stub Message](#)

Timecard Review Reports

Alert Occurrence Count Report

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

Payroll Preview Reports

Payroll Register

Previewed by demo.jennifer
Requested 7/22/2025, 3:36:52 PM
Completed 7/22/2025, 3:36:57 PM
* Indicates a Report Writer report

6 Click "Go"

The screenshot shows the 'Preview Payroll' interface. On the left is a sidebar with navigation links: 'er Service', 'ee Admin Tools', 'ee Management', 'management', 'oll', 'oll', 'Detail >', 'chedule', 'odifications', 'istory', 'Setup >', 'ion Utilities', 'ion Management', and 'Management'. The main content area has a header 'Preview Payroll' with tabs 'Next Payroll Run' and 'Last Payroll Processed'. Below the header, there is a 'Preview Payroll' section with a 'Preview' button. A warning message states: 'WARNING: The run date for this payroll is after the required impond date.' Below this, there is a 'Timecard Review Reports' section with a dropdown menu set to 'Alert Occurrence Count Report' and a 'Go' button. To the right of this is a 'Payroll Preview Reports' section with a dropdown menu set to 'Payroll Register' and a 'Go' button, which is highlighted with an orange circle. On the far right, there is a 'Payroll Details' section with fields for 'Run Type', 'Run Date', 'Pay Date', 'Period Begin Date', and 'Period End Date'. Below this is a 'Check Stub Message' section with a '+ Check Stub Message' link.

7 Repeat step 5 & 6 for the other three reports and /or any additional reports you'd like to run.

The screenshot shows the 'Preview Payroll' interface. On the left is a sidebar with navigation links: 'ch the menu', 'Customer Service', 'Employee Admin Tools', 'Employee Management', 'Client Management', 'Payroll', 'er Payroll', 'view Payroll', 'cess Payroll', 'roll Entry Detail >', 'nt Run Schedule', 'Period Modifications', 'roll Run History', 'roll Entry Setup >', 'Reports', 'Production Utilities', 'Security', 'Conversion Management', and 'System Management'. The main content area has a header 'Preview Payroll' with tabs 'Next Payroll Run' and 'Last Payroll Processed'. Below the header, there is a 'Preview Payroll' section with a 'Preview' button. A warning message states: 'WARNING: The run date for this payroll is after the required impond date.' Below this, there is a 'Timecard Review Reports' section with a dropdown menu set to 'Alert Occurrence Count Report' and a 'Go' button. To the right of this is a 'Payroll Preview Reports' section with a dropdown menu set to 'Payroll Summary' and a 'Go' button, which is highlighted with an orange circle. On the far right, there is a 'Payroll Details' section with fields for 'Run Type', 'Run Date', 'Pay Date', 'Period Begin Date', and 'Period End Date'. Below this is a 'Check Stub Message' section with a '+ Check Stub Message' link.