

View Reports After Payroll Processing



This guide provides essential steps for accessing and viewing payroll reports after processing, ensuring you can easily analyze payroll data.

1

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

isolved

Delivered by thread

Jennifer...

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

Search the menu

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 Mananement

Payroll

Reports

Production Utilities

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 o to remind our clients of their res electronic funds transfers on an following attachment is a summ common NACHA "Rules"

HR Consulting

I-9 - Employment Eligibility Verif

ANNOUNCEMENTS

SECURITY ALERT: INCREASE DIRECT DEPOSIT CHANGES! aware of a rise in fraudulent attempts impacting payroll s These incidents are often th unintentionally sharing credt malicious links—not a breal platform. What You Can Do: "New Employee and Change direct deposit changes with i etaff in some mision even

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

NEXT SCHEDULED PAYROLL

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

1

2 Click "Reports"

The screenshot shows the Thread HCM interface. On the left is a sidebar with a list of navigation items: 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 (highlighted with an orange circle), Production Utilities, Security, Conversion Management, System Management, and Employee Self-Service. The main content area is divided into three sections. The top section is the 'MY PROFILE' for Jennifer Verhoff, Sr Implementation Project Manager, with email jverhoff@threadhcm.com. The middle section is a 'CALENDAR' for July 2025, showing dates 1 through 31. The bottom section is 'NEXT SCHEDULED PAYROLL' with a table showing Pay Group (Biweekly), Frequency (Bi-Weekly), Due In Date (07/09/2025), Check Date (07/11/2025), and Period Begi (06/23/2025).

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

Jennifer Verhoff
Sr Implementation Project Manager
jverhoff@threadhcm.com

CALENDAR

JULY 2025

Payroll Due
Pay Date
Run Date - Off Cycle Run

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begi
Biweekly	Bi-Weekly	07/09/2025	07/11/2025	06/23/2025

© 2025

3 To view individual reports, click the second "Report Archive" option.

The screenshot shows the Thread HCM interface with the 'Reports' menu expanded in the left sidebar. The 'Report Archive' option is highlighted with an orange circle. The main content area is divided into three sections. The top section is the 'MY PROFILE' for Jennifer Verhoff, Sr Implementation Project Manager, with email jverhoff@threadhcm.com. The middle section is a 'CALENDAR' for July 2025, showing dates 1 through 31. The bottom section is 'NEXT SCHEDULED PAYROLL' with a table showing Pay Group (Biweekly), Frequency (Bi-Weekly), Due In Date (07/09/2025), Check Date (07/11/2025), and Period Begi (06/23/2025).

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
Organizational Chart
KPI Dashboard
ROI Dashboard

Jennifer Verhoff
Sr Implementation Project Manager
jverhoff@threadhcm.com

CALENDAR

JULY 2025

Payroll Due
Pay Date
Run Date - Off Cycle Run

NEXT SCHEDULED PAYROLL

Pay Group	Frequency	Due In Date	Check Date	Period Begi
Biweekly	Bi-Weekly	07/09/2025	07/11/2025	06/23/2025

4 Click the desired report. The report will open in it's own tab.

The screenshot shows the iSolved web application interface. The top navigation bar includes the iSolved logo and user information. The left sidebar contains a search menu and a list of reports. The 'Reports' section is expanded, and 'Report Archive' is selected. The main content area displays a table of reports. The 'Payroll Summary' report is highlighted with a red circle.

Payroll Status	Payroll	Status	Run #	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 To run multiple reports as one document, click on the top "Report Archive" option.

The screenshot shows the iSolved web application interface. The top navigation bar includes the iSolved logo and user information. The left sidebar contains a search menu and a list of reports. The 'Reports' section is expanded, and 'Report Archive' is selected. The main content area displays a table of reports. The 'Report Archive' option is highlighted with a red circle.

Payroll Status	Payroll	Status	Run #	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							

6 Click the magnifying glass on the check date desired.

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7 Click the checkboxes of the desired reports.

Search the menu

- 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
- Organizational Chart
- KPI Dashboard
- ROI Dashboard

Report Archive

Reports Exports

← Go Back to List View Reports

Run Number 1 (9/2/2024-9/15/2024)

Reports

☐ Select All

- ☒ Payroll Summary
- ☒ Payroll Register
- ☐ New Employee and Change Audit
- ☐ Exceptions
- ☐ Alert Occurrence Count Report
- ☐ Check Register
- ☒ Checks
- ☐ Current Labor Allocation Detail
- ☐ Current Labor Allocation Summary
- ☐ Deduction Register
- ☐ Deduction Register By Code
- ☐ Direct Deposit Register

8

Click "View Reports", the reports will open in a separate tab. Scroll to see all reports in the new tab.

The screenshot displays the 'isolved' software interface, delivered by thread. The top navigation bar includes the user name 'Jennifer...', a home icon, and client information: 'Client: 2 Jen Demo - Jen/Verhoff University Training Company', 'Legal: Jen/Verhoff University Training Inc', and 'Pay Grc'. The sidebar menu on the left lists various functions: Customer Service, Employee Admin Tools, Employee Management, Client Management, Payroll, and Reports. The 'Reports' section is expanded, showing 'Report Archive' as the selected option. The main content area is titled 'Report Archive' and features a 'Reports' tab. Below the tab, there are two buttons: 'Go Back to List' and 'View Reports'. The 'View Reports' button is highlighted with an orange circle. A list of report types is displayed below the buttons, including 'Employee Check Summary', 'Employee Deductions Not Taken Report', 'Employee Profile', 'Employee Zero Earnings Report', 'Employer Liability Report', 'Exceptions - Tax Variances', 'Leave Accruals Report', 'Overtime Report', 'Paid Time Off Report', 'Pay Transactions Audit', 'Pay Transactions Labor Audit', and 'Payroll Invoice'. The 'Payroll Invoice' option is selected with a checkmark.

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thread

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

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Report Archive
Run New Report
My Reports
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Report Archive

Reports Exports

Go Back to List View Reports

☐ Employee Check Summary
☐ Employee Deductions Not Taken Report
☐ Employee Profile
☐ Employee Zero Earnings Report
☐ Employer Liability Report
☐ Exceptions - Tax Variances
☐ Leave Accruals Report
☐ Overtime Report
☐ Paid Time Off Report
☐ Pay Transactions Audit
☐ Pay Transactions Labor Audit
☒ Payroll Invoice