



## **Correct necessary payroll errors**



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## Correct necessary payroll errors

[Payroll > Utilities > Pre-Edit Payroll Data](#)

If applicable, correct necessary payroll errors for employees with July contracts.

Utilities > Pre-Edit Payroll Data Payroll

Reset  Year: C

**Parameters**

**Pay Status:**  
 Active  Inactive  Both

Primary Campus:  Payoff Date:

Pay Campus:  Frequency:

Contract Begin Date:  Salary Concept:

Contract End Date:  Extract ID:

Contract Months:  Employee Nbr:

Pay Grade:

Prior Yr Emp Date:

Pay Date:

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- In the **Pay Date** field, select the appropriate pay date. (LEA's July pay date.)
- Click **Execute**. Review the report.

Date Run: Pre Edit Error Listing

Cnty Dist: ISD Page: 1 of 4

Frequency: 6

| Emp Nbr                  | Employee Name | Error Message   |
|--------------------------|---------------|---|
| 000321                   |               | JOB CODE: 01F - LOCAL PAY STEP IS EQUAL TO SPACES   |
| Total Employee Errors: █ |               |   |
| 000365                   |               | JOB CODE: 42A - CONTRACT BALANCE EQUALS ZERO<br>JOB CODE: 42A - NUMBER OF REMAINING PAYMENTS IS ZERO FOR CONTRACT PAYMENT<br>JOB CODE: 42A - TRS YEAR SELECTED FOR EMP HAS CONTRACT MONTH LESS 11 |
| Total Employee Errors: █ |               |   |
| 000384                   |               | JOB CODE: 41A - LOCAL PAY STEP IS EQUAL TO SPACES   |
| Total Employee Errors: █ |               |   |
| 000389                   |               | JOB CODE: 45B - REG HRS WORKED EQUALS ZERO<br>JOB CODE: 45B - REG HRS WORKED EQUALS ZERO  |
| Total Employee Errors: █ |               |   |

- Click **OK**. Repeat the process until all of the necessary errors are corrected.