



## **Correct necessary payroll errors**



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## Correct necessary payroll errors

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

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

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

Utilities > Pre-Edit Payroll Data Payroll

Reset Execute Year: C

Parameters

Pay Status:  
 Active  Inactive  Both

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: 6 Monthly CYR

Contract Begin Date:  Salary Concept: All

Contract End Date:  Extract ID:

Contract Months:  Employee Nbr:

Pay Type: E Exclude Substitute

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Pay Date: 09-25-2025

- 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.

OK

Date Run: Pre Edit Error Listing Page: 1 of 4  
 Cnty Dist: ISD 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 JOB CODE: 42A - NUMBER OF REMAINING PAYMENTS IS ZERO FOR CONTRACT PAYMENT 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 JOB CODE: 45B - REG HRS WORKED EQUALS ZERO
	Total Employee Errors: █	

- Click **OK**. Keep in mind that the errors displayed on this report are not necessarily the errors that are displayed when running payroll. Be sure to review and correct errors as needed and repeat the

process until all necessary errors are corrected.