



## **Correct necessary payroll errors**



# Table of Contents

**Correct necessary payroll errors** ..... i



## 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.

- 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.

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 typically received during the Run Payroll process. Be sure to review and correct errors as needed and

repeat the process until all necessary errors are corrected. There is a possibility that not all errors require a correction.