



Correct necessary payroll errors

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

If applicable, correct necessary payroll errors for employees with August 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 first available pay date (LEA's first 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 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 exactly the same as the errors 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.