



## Correct necessary payroll errors



# Table of Contents

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



Human Resources > Utilities > Pre-Edit Payroll Data

Select the first available pay date.

Image

Utilities > Pre-Edit Payroll Data SessionTimer: 56 min and 18 sec

**Parameters**

Pay Status:  Active  Inactive  Both

Primary Campus: All Payoff Date: ...

Pay Type: All Pay Campus: All Frequency: 6 Monthly CYR

Job Code: All Contract Begin Date: ... Salary Concept: All

Accrual Code: All Contract End Date: ... Extract ID: ...

Pay Grade: ... Contract Months: ... Employee Nbr: ...

Prior Yr Emp Date: 00-00-0000

Pay Date: 09-20-2017

Click **Execute**. Review the report and click **OK**.

Image

**OK**

Date Run: Pre Edit Error Listing Page: 1 of 3

City Dist: Frequency: 6

Emp Nbr	Employee Name	Error Message
000052	YOUNG, VINCE	JOB CODE: 0200 - THERE ARE NO DISTRIBUTIONS JOB CODE: 0901 - REG HRS WORKED EQUALS ZERO JOB CODE: 0901 - THERE ARE NO DISTRIBUTIONS JOB CODE: XTRA - THERE ARE NO DISTRIBUTIONS
<b>Total Employee Errors: 4</b>		
000080	MAMA, BAHAMA	JOB CODE: 0200 - DISTRIBUTIONS AMOUNT DO NOT ADD UP TO CONTRACT AMOUNT JOB CODE: 0200 - DISTRIBUTIONS DO NOT ADD UP TO 100 PERCENT JOB CODE: XTRA - THERE ARE NO DISTRIBUTIONS
<b>Total Employee Errors: 3</b>		
000262	CARTER, ROSALYN	JOB CODE: SUB - CANNOT CALCULATE OVERTIME RATE WITHOUT DAILY RATE OF PAY JOB CODE: SUB - CANNOT CALCULATE OVERTIME RATE WITHOUT HOURS PER DAY JOB CODE: SUB - THERE ARE NO DISTRIBUTIONS
<b>Total Employee Errors: 3</b>		

Repeat the process until all errors are corrected.