



## **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. (LEA's first pay date.)

The screenshot shows the 'Pre-Edit Payroll Data' form. The 'Pay Date' field is circled in red and contains the date '09-15-2018'. To the right of the form, there are 'Reset' and 'Execute' buttons. A red arrow points to the 'Execute' button.

Click **Execute**. Review the report.

The screenshot shows the 'Pre Edit Error Listing' report. At the top, there is an 'OK' button circled in red. The report displays the following data:

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

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