



Correct necessary payroll errors

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Correct necessary payroll errors i

Correct all payroll errors

Payroll > Utilities > Pre-Edit Payroll Data

Select the first available pay date. (LEA's first 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**. Repeat the process until all of the necessary errors are corrected.