



Correct necessary payroll errors

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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.