

Use Addendum sheets to verify data

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Use the Addendum created when using the Payroll Simulation utility to verify data as it lists all jobs separately, as well as business allowances, extra duty, etc.

Only active employees (pay status 1) are considered in this process. The Addendum sheets can be used to explain pay to employees and as a contract support document for applicable staff to sign & date.

The following reports can be run to assist in verifying data:

- Human Resources > Reports > HR Reports > Personnel Reports > HRS1100 - Employee Verification Report
- Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6000 - Account Code Comparison