

Use Addendum sheets to verify data

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Verify data using addendum sheets

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 employees to sign & date.

Personnel > Reports > Payroll Information Reports > Employee Salary Information

- If this report is generated from next year payroll files, leave information is excluded.
- If this report is generated from current year payroll files, leave information is included.