


# Pre-Edit Payroll Data - HRS4600

# Table of Contents

**Pre-Edit Payroll Data - HRS4600** ..... i
**Pre-Edit Payroll Data - HRS4600** ..... 1

# Pre-Edit Payroll Data - HRS4600

***Human Resources > Utilities > Pre-Edit Payroll Data***

This page provides users with the capability to run a test payroll using the current year or next year records, to determine whether their data will hold up to the actual payroll calculations.

Pre-Edit Payroll Data functions:

Give similar error messages as a regular payroll.

- Do not create or change any files.
- Do not use transmittal or leave data.
- Can be run anytime during the preparation of current year or next year files.
- Should be run just before moving next year files to the current year.

## Run a pre-edit payroll process:

Under **Parameters**, select from the following options:

| Field | Description |
|---|---|
| **Pay Status** | Select whether active, inactive, or both groups are to be included in the process. |
| **Pay Type** | Click ⌄ to select the one-digit pay type to be included in the process. The system is set to All. |
| **Job Code** | Click ⌄ to select the four-digit job code to be included in the process. The system is set to All. |
| **Accrual Code** | Click ⌄ to select the one-character accrual code to be included in the process. The system is set to All. |
| **Pay Grade** | Type the three-digit pay grade to be included in the process. |
| **Prior Yr Emp Date** | Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date. |
| **Primary Campus** | Click ⌄ to select the three-digit primary campus to be included in the process. The system is set to All. |
| **Pay Campus** | Click ⌄ to select the three-digit pay campus to be included in the process. The system is set to All. |
| **Contract Begin Date** | Click ⌄ to select the exact contract begin date to be included in the process. |
| **Contract End Date** | Click ⌄ to select the exact contract end date to be included in the process. |
| **Contract Months** | Type the contract months to be included in the process. |
| **Payoff Date** | Click ⋮ to select the payoff date to be included in the process. |

| Field | Description |
|---|---|
| **Payroll Freq** | Click to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays. |
| **Salary Concept** | Click to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations. |
| **Extract ID** | Click to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function. |
| **Employee Nbr** | If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click to select employees. |

Click **Execute**.

- The system performs the payroll test based on the parameters you selected.
- The system displays a progress bar to track payroll data test progress.
- The system displays a lists all errors encountered while running the payroll data test.

## Other functions and features:

| | |
|---|---|
| **Reset** | Click to reset all previously selected parameter options to the default. |