



Correct necessary payroll errors

Table of Contents

Correct necessary payroll errors

[Payroll > Utilities > Pre-Edit Payroll Data](#)

Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

Utilities > Pre-Edit Payroll Data Payroll

Reset Execute Year: C

Parameters

Pay Status:
 Active Inactive Both

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: 6 Monthly CYR

Contract Begin Date: Salary Concept: All

Contract End Date: Extract ID:

Contract Months: Employee Nbr:

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Pay Date: 09-25-2025

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- In the **Pay Date** field, select the first available pay date. (LEA's first pay date.)
- Click **Execute**. Review the report.

OK

Date Run: Pre Edit Error Listing

Cnty Dist: ISD Page: 1 of 4

Frequency: 6

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.



Back Cover