



Verify Payroll data

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Payroll > Maintenance > Staff Job/Pay Data > Distributions

Verify all account codes, amounts, and activity codes. All employees should have at least one row with **Activity Code 78 (non-salary) or 80 (Base Salary)**.

Maintenance > Staff Job/Pay Data
Payroll

Save
Employee: 000101 : AUSTIN, AMBER SUE
Retrieve
Directory

PAY INFO
JOB INFO
DISTRIBUTIONS
DEDUCTIONS
LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		0136 - SPECIAL PROGRAMS COORDINATOR	45 - COUNSELOR	G	199-31-6119.00-001-611000	10,000.00	17.286%
		0136 - SPECIAL PROGRAMS COORDINATOR		G	199-31-6119.00-001-611000	47,849.00	82.714%
Total:						57,849.00	100.000%

Rows: 2 of 2 [Refresh Totals](#) Add

Job Code: 0136 - SPECIAL PROGRAMS COO
Activity Code: 80 Base Salary
Re-sort

Extra Duty Code:
Account Type: G Standard gross pay

Account Code: 199-31-6119.00-001-611000
TRS Grant Code:

Description: SALARIES - TEACHER & PROFESS
Worker's Comp Code: PROFESSIONALS

Expense 373:
Employer Contribution:

Amount: 47,849.00 out of 57,849.00
Performance Pay:

Percent: 82.714%



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