



Verify Payroll data

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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*).

Note: Activity Code 78 is generally used for Volunteer Services where there is zero pay. If pay should be reported, use Activity Code 79 or 80.

Home Maintenance > Staff Job/Pay Data Payroll

Employee:

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:

Extra Duty Code:

Account Type:

Account Code:

Description: SALARIES - TEACHER & PROFESS

Amount: out of 57,849.00

Percent: 82.714%

Activity Code:

TRS Grant Code:

Worker's Comp Code: PROFESSIONALS

Expense 373:

Employer Contribution: ☒

Performance Pay: ☐



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