



## 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)**.

**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.

Maintenance > Staff Job/Pay Data ▼ Payroll 

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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%
<b>Total:</b>						<b>57,849.00</b>	<b>100.0000%</b>

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

  

Job Code: <input type="text" value="0136 - SPECIAL PROGRAMS COO"/>	Extra Duty Code: <input type="text"/>	Activity Code: <input type="text" value="80 Base Salary"/> <span style="float: right;"><a href="#">Re-sort</a></span>
Account Type: <input type="text" value="G Standard gross pay"/>	TRS Grant Code:	Worker's Comp Code: PROFESSIONALS
Account Code: <input type="text" value="199-31-6119.00-001-611000"/> <span style="float: right;">⋮</span>	Expense 373: <input type="text" value="Y Account used in ASB distr"/>	Employer Contribution: <input checked="" type="checkbox"/>
Description: SALARIES - TEACHER & PROFESS	Performance Pay: <input type="checkbox"/>	
Amount: <input type="text" value="47,849.00 out of 57,849.00"/>		
Percent: 82.714%		



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